



TECNICAS REUNIDAS

E-SUPPLIER PORTAL

Inquiry Management



TECNICAS REUNIDAS



Welcome to Técnicas Reunidas Supplier Portal, a fast and safe way for Companies to receive inquiries and submit offers for projects worldwide and for interactive communication. In this guide we will show the complete process of how to submit a bid through the Portal as well as how to use the interactive communication tool.

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INQUIRY MANAGEMENT

In order to receive Inquiries you have to be registered as a **Supplier** in our database and have a TR code assigned to your Company.

If your Company is invited to bid you will receive an invitation mail.

Once the email received you have to connect to the Portal, where you will see a new tab called Inquiries.

Inside this inquiry dashboard page you will find all the inquiries to which you have been invited. In this first screen you can find the following information:

Project - Displays the Project Number of the inquiry.

Inquiry - Displays the inquiry number that uniquely identifies each one of them.

Quote Reference Number - Displays the reference number you have assigned to the quote.

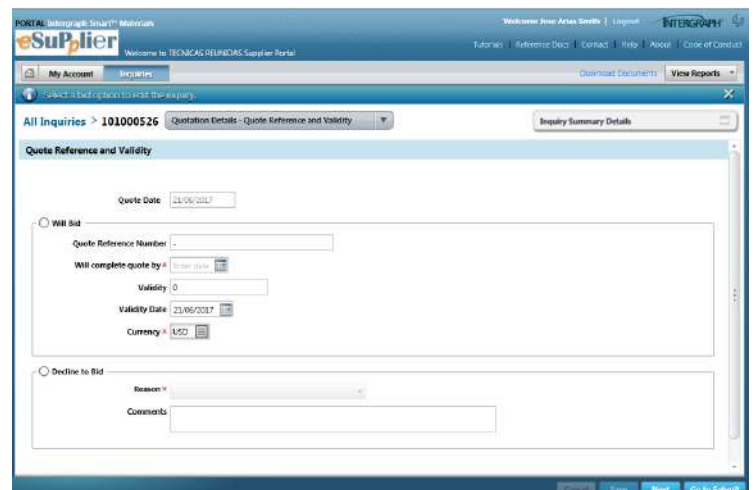
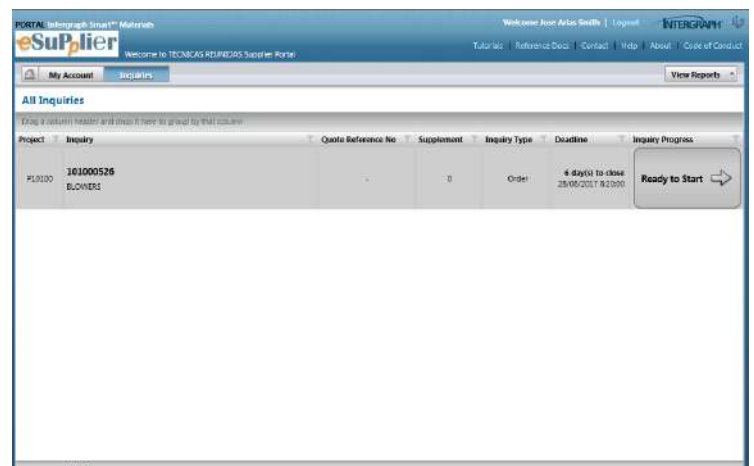
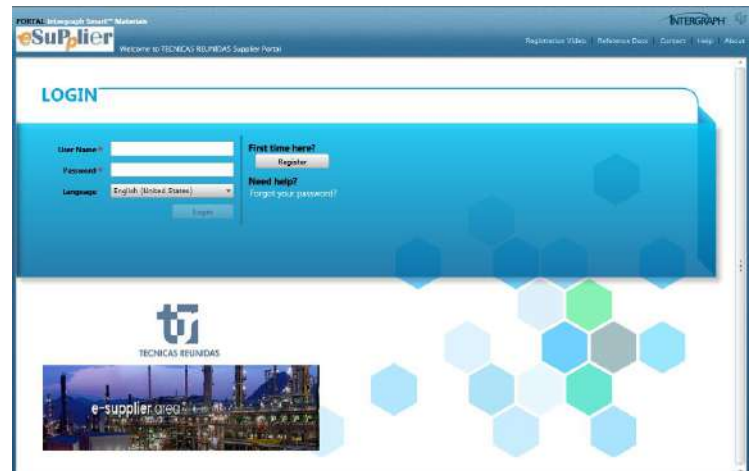
Supplement - Displays the Inquiry Supplement number.

Inquiry Type - Displays the type of the inquiry (for Order).

Deadline - Displays the bid due date and the times left to submit the bid. For a closed bid the finalization date is shown.

Inquiry Progress - Displays the status of the inquiry.

To start bidding or decline click on Ready to Start, and this will take you to the first screen of the Inquiry.



1. DECLINE TO BID

If you decide not to bid, you have to choose the option Reason for not bidding from the list of values.

You have also the option to write any additional Comments, then and press save.

This will update the information in the inquiry progress of the previous page.





Project	Inquiry	Quote Reference No	Supplement	Inquiry Type	Deadline	Inquiry Progress
MODO	101000526	-	0	Order	6 days to close 28/06/2017 8:20:00	Will not Bid Go to last visited page

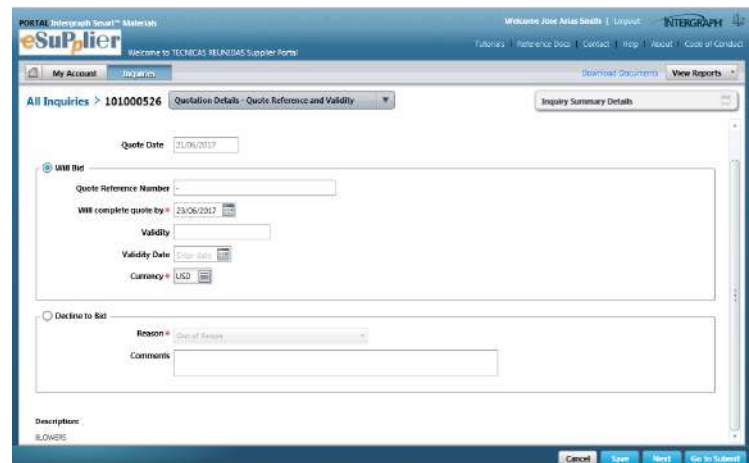
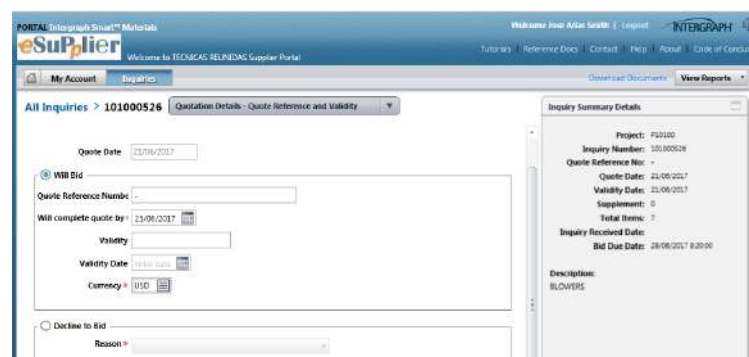
2. SUBMIT AN OFFER

Select Will bid option.

There are two mandatory fields you have to introduce before being able to continue: date of completion of the quotation and currency (this one will apply to all the whole offer).

Once the mandatory questions have been answered, you save to confirm you are bidding for this inquiry.

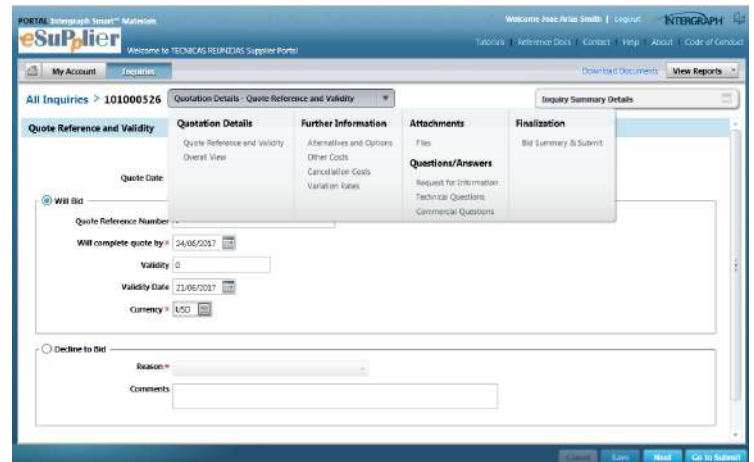
In this screen you have a tab (inquiry summary details), at the right top of the screen, with all the information about this inquiry, that you can check at any time.

Once confirmed your intention to offer you can click the “Next” button or open the menu on top of the screen.

This menu is divided in 5 sub-menus:

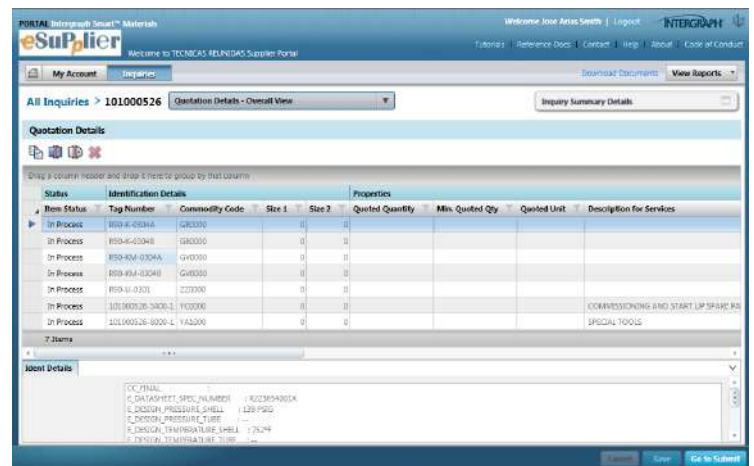
Quotation Details, Further information,
Attachments, Questions/Answers and Finalization



3. QUOTATION DETAILS:

It includes the screen Quote Reference and Validity and also Overall View (the quotation data grid)

The grid is divided in several blocks and includes the Line Items for this inquiry.



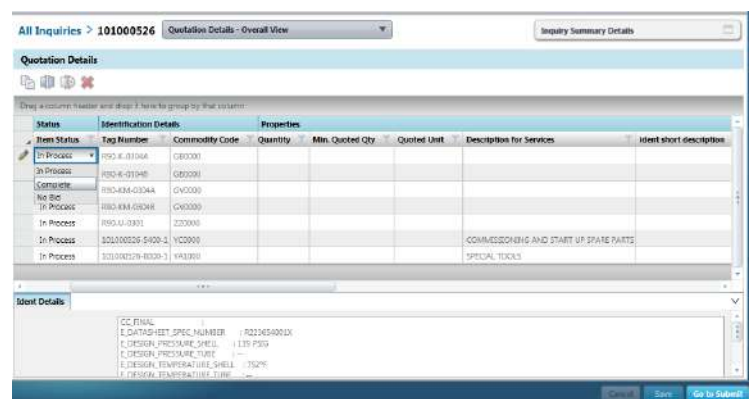
The first block shows the status of the item. There are three types of item status:

In process

Complete

No bid

In order to be able to submit the bid, all items should be marked with status Complete or No Bid.



The next block is about the **technical Identification Details** of these line items:

Tag Number, Commodity code, Sizes.

Identification Details			
Tag Number	Commodity Code	Size 1	Size 2
R90-K-0304A	GB0000	0	0
R90-K-0304B	GB0000	0	0
R90-KM-0304A	GV0000	0	0
R90-KM-0304B	GV0000	0	0
R90-U-0301	ZZ0000	0	0
101000526-5400-1	YC0000	0	0
101000526-8000-1	YA1000	0	0

Next block is for **Properties**. If the inquiry is for BULK material you can include the Minimum Quoted quantity. In this block you can modify the fields Min. Quoted Qty, Delivery Place and Comments.

Properties						
Quoted Quantity	Min. Quoted Qty	Quoted Unit	Description for Services	Ident short description	Delivery Place	Comments
			COMMISSIONING AND START UP SPARE PARTS SPECIAL TOOLS			

If the Inquiry is for EQUIPMENT you can modify the fields Delivery place and Comments in this block.

Properties				
Tag Description	Quoted Quantity	Quoted Unit	Description for Services	Delivery Place

Next block is **Requisition Details** which shows the position and sub position of each Line Item of the Inquiry.

Requisition Detail:		Bidding Detail
Pos	Sub	Split Seq
1	1	
2	1	
3	1	
4	1	
5	1	
5400	1	
8000	1	

Next block is for **Pricing Details**.

The unit price type is intended to be used for spare parts. That means, the spare parts are listed together with the equipment for which they are needed. With the unit price type you specify how you deal with these spare parts. By default, the unit price has no type. The following values are available:

Including - The spare parts are delivered with no extra costs

Excluding - The spare parts are not included and have to be ordered separately

No Quote - The spare parts are not included and the bidder does not provide a quote

Not Required - The spare parts are not needed

You can enter a discount on an item using the Discount % or Discount Amount cell. The Net Price cell shows the discounted price, which is determined by the extended price reduced by the discount. When a discount amount is provided, the discount percentage is automatically calculated.

The last block of the grid is for **Miscellaneous Details**.

Choose a Country of Origin for each line item from the list of values. Fill the name of the manufacturer in a free text field.

Pricing Details					
Unit Price Type	Unit Price	Extended Price	Net Price	Discount %	Discount Amount
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000

Pricing Details					
Unit Price Type	Unit Price	Extended Price	Net Price	Discount %	Discount Amount
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
Including	0,0000	0,00	0,00	0,00	0,0000
Excluding	0,0000	0,00	0,00	0,00	0,0000
No Quote	0,0000	0,00	0,00	0,00	0,0000
Not Required	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000

Pricing Details					
e Type	Unit Price	Extended Price	Net Price	Discount %	Discount Amount
	3,0000	3,00	2,94	2,00	0,0600
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000
	0,0000	0,00	0,00	0,00	0,0000

Miscellaneous Details				
Country of Origin	Manufacturer	Incoterm	First Ship	Last Ship
			0	0
			0	0
			0	0

Choose the Incoterm from the list of values.

Finally the shipping days **shows** the number of days that are required for shipping from delivery place to site. Enter the minimum number of weeks required for shipping the item in the First Ship box and maximum number of weeks required for shipping the item in the Last Ship box.

Finally, it can be entered the estimated number of weeks that will be necessary to deliver the equipment/material to TR, from the day of your quotation will be awarded.

Enter the minimum number of weeks required to deliver the item (in the First Ship box), and maximum number of weeks required to deliver the item (in the Last Ship box).

Quotation Details									
Click a column header and click it here to group by that column									
Status	Identification Details		Pricing Details		Miscellaneous Details				
Item	Tag Number	Commodity Code	Amount	Discount Amount	Country of Origin	Manufacturer	Incoterm	First Ship	Last Ship
In Process	8196-4-0104A	Q20000	10	0,0000	Country	Short Description	Description		
In Process	8196-4-0204B	Q20000	10	0,0000	AR	ARGENTINA	ARGENTINA	0	0
In Process	8196-4-0304A	Q20000	10	0,0000	AT	AUSTRIA	AUSTRIA	0	0
In Process	8196-4-0404B	Q20000	10	0,0000	AU	AUSTRALIA	AUSTRALIA	0	0
In Process	8196-4-0504	Q20000	10	0,0000	AZ	AZERBAIJAN	AZERBAIJAN	0	0
In Process	8196-4-0604B	Q20000	10	0,0000	BA	BOSNIA & HERZEGOVINA	BOSNIA AND HERZEGOVINA	0	0
In Process	8196-4-0704	Q20000	10	0,0000	BD	BANGLADESH	BANGLADESH	0	0
In Process	8196-4-0804B	Q20000	10	0,0000	BE	BELGIUM	BELGIUM	0	0
In Process	8196-4-0904	Q20000	10	0,0000	BF	BURKINA FASO	BURKINA FASO	0	0
In Process	8196-4-1004B	Q20000	10	0,0000	BG	BULGARIA	BULGARIA	0	0
In Process	8196-4-1104	Q20000	10	0,0000	CH	CHINA	CHINA	0	0
In Process	8196-4-1204B	Q20000	10	0,0000	CI	COTE D'IVOIRE	COTE D'IVOIRE	0	0
In Process	8196-4-1304	Q20000	10	0,0000	CL	CHILE	CHILE	0	0
In Process	8196-4-1404B	Q20000	10	0,0000	CM	CAMEROON	CAMEROON	0	0
In Process	8196-4-1504	Q20000	10	0,0000	CO	COLOMBIA	COLOMBIA	0	0
In Process	8196-4-1604B	Q20000	10	0,0000	CR	COSTA RICA	COSTA RICA	0	0
In Process	8196-4-1704	Q20000	10	0,0000	CU	CUBA	CUBA	0	0
In Process	8196-4-1804B	Q20000	10	0,0000	CY	CYPRUS	CYPRUS	0	0
In Process	8196-4-1904	Q20000	10	0,0000	CZ	CZECH REPUBLIC	CZECH REPUBLIC	0	0
In Process	8196-4-2004B	Q20000	10	0,0000	DE	GERMANY	GERMANY	0	0
In Process	8196-4-2104	Q20000	10	0,0000	DK	DENMARK	DENMARK	0	0
In Process	8196-4-2204B	Q20000	10	0,0000	EE	ESTONIA	ESTONIA	0	0
In Process	8196-4-2304	Q20000	10	0,0000	EG	EGYPT	EGYPT	0	0
In Process	8196-4-2404B	Q20000	10	0,0000	ES	SPAIN	SPAIN	0	0
In Process	8196-4-2504	Q20000	10	0,0000	ET	ETHIOPIA	ETHIOPIA	0	0
In Process	8196-4-2604B	Q20000	10	0,0000	FI	FINLAND	FINLAND	0	0
In Process	8196-4-2704	Q20000	10	0,0000	FR	FRANCE	FRANCE	0	0
In Process	8196-4-2804B	Q20000	10	0,0000	GB	UNITED KINGDOM	UNITED KINGDOM	0	0
In Process	8196-4-2904	Q20000	10	0,0000	GD	GUYANA	GUYANA	0	0
In Process	8196-4-3004B	Q20000	10	0,0000	GE	GEORGIA	GEORGIA	0	0
In Process	8196-4-3104	Q20000	10	0,0000	GH	GHANA	GHANA	0	0
In Process	8196-4-3204B	Q20000	10	0,0000	GR	GREECE	GREECE	0	0
In Process	8196-4-3304	Q20000	10	0,0000	GT	GUATEMALA	GUATEMALA	0	0
In Process	8196-4-3404B	Q20000	10	0,0000	GN	GUINEA	GUINEA	0	0
In Process	8196-4-3504	Q20000	10	0,0000	GW	GUINEA-BISSAU	GUINEA-BISSAU	0	0
In Process	8196-4-3604B	Q20000	10	0,0000	GY	GUYANA	GUYANA	0	0
In Process	8196-4-3704	Q20000	10	0,0000	HA	HAI TI	HAI TI	0	0
In Process	8196-4-3804B	Q20000	10	0,0000	HN	HONDURAS	HONDURAS	0	0
In Process	8196-4-3904	Q20000	10	0,0000	HR	CROATIA	CROATIA	0	0
In Process	8196-4-4004B	Q20000	10	0,0000	HT	HAITI	HAITI	0	0
In Process	8196-4-4104	Q20000	10	0,0000	HU	HUNGARY	HUNGARY	0	0
In Process	8196-4-4204B	Q20000	10	0,0000	ID	INDONESIA	INDONESIA	0	0
In Process	8196-4-4304	Q20000	10	0,0000	IE	IRELAND	IRELAND	0	0
In Process	8196-4-4404B	Q20000	10	0,0000	IL	ISRAEL	ISRAEL	0	0
In Process	8196-4-4504	Q20000	10	0,0000	IN	INDIA	INDIA	0	0
In Process	8196-4-4604B	Q20000	10	0,0000	IQ	IRAQ	IRAQ	0	0
In Process	8196-4-4704	Q20000	10	0,0000	IR	IRAN	IRAN	0	0
In Process	8196-4-4804B	Q20000	10	0,0000	IS	ISLANDIA	ISLANDIA	0	0
In Process	8196-4-4904	Q20000	10	0,0000	IT	ITALY	ITALY	0	0
In Process	8196-4-5004B	Q20000	10	0,0000	JM	JAMAICA	JAMAICA	0	0
In Process	8196-4-5104	Q20000	10	0,0000	JO	JORDAN	JORDAN	0	0
In Process	8196-4-5204B	Q20000	10	0,0000	JP	JAPAN	JAPAN	0	0
In Process	8196-4-5304	Q20000	10	0,0000	KE	KENYA	KENYA	0	0
In Process	8196-4-5404B	Q20000	10	0,0000	KG	KYRGYZSTAN	KYRGYZSTAN	0	0
In Process	8196-4-5504	Q20000	10	0,0000	KH	KAMBODIA	KAMBODIA	0	0
In Process	8196-4-5604B	Q20000	10	0,0000	KI	KIRIBATI	KIRIBATI	0	0
In Process	8196-4-5704	Q20000	10	0,0000	KM	KOMOROS	KOMOROS	0	0
In Process	8196-4-5804B	Q20000	10	0,0000	KN	ST. KITTS AND NEVIS	ST. KITTS AND NEVIS	0	0
In Process	8196-4-5904	Q20000	10	0,0000	KR	KOREA	KOREA	0	0
In Process	8196-4-6004B	Q20000	10	0,0000	KU	KUWAIT	KUWAIT	0	0
In Process	8196-4-6104	Q20000	10	0,0000	KV	KOSOVO	KOSOVO	0	0
In Process	8196-4-6204B	Q20000	10	0,0000	KW	KUWAIT	KUWAIT	0	0
In Process	8196-4-6304	Q20000	10	0,0000	KY	KYRGYZSTAN	KYRGYZSTAN	0	0
In Process	8196-4-6404B	Q20000	10	0,0000	KZ	KAZAKHSTAN	KAZAKHSTAN	0	0
In Process	8196-4-6504	Q20000	10	0,0000	LA	LAOS	LAOS	0	0
In Process	8196-4-6604B	Q20000	10	0,0000	LB	LEBANON	LEBANON	0	0
In Process	8196-4-6704	Q20000	10	0,0000	LC	ST. LUCIA	ST. LUCIA	0	0
In Process	8196-4-6804B	Q20000	10	0,0000	LI	LIECHTENSTEIN	LIECHTENSTEIN	0	0
In Process	8196-4-6904	Q20000	10	0,0000	LK	SRILANKA	SRILANKA	0	0
In Process	8196-4-7004B	Q20000	10	0,0000	LR	LIBERIA	LIBERIA	0	0
In Process	8196-4-7104	Q20000	10	0,0000	LS	LESOTHO	LESOTHO	0	0
In Process	8196-4-7204B	Q20000	10	0,0000	LT	LITHUANIA	LITHUANIA	0	0
In Process	8196-4-7304	Q20000	10	0,0000	LU	LUXEMBOURG	LUXEMBOURG	0	0
In Process	8196-4-7404B	Q20000	10	0,0000	LV	LATVIA	LATVIA	0	0
In Process	8196-4-7504	Q20000	10	0,0000	LY	LIBYA	LIBYA	0	0
In Process	8196-4-7604B	Q20000	10	0,0000	MA	MOROCCO	MOROCCO	0	0
In Process	8196-4-7704	Q20000	10	0,0000	MC	MONACO	MONACO	0	0
In Process	8196-4-7804B	Q20000	10	0,0000	MD	MOLDOVA	MOLDOVA	0	0
In Process	8196-4-7904	Q20000	10	0,0000	ME	MONTENEGRO	MONTENEGRO	0	0
In Process	8196-4-8004B	Q20000	10	0,0000	MG	MADAGASCAR	MADAGASCAR	0	0
In Process	8196-4-8104	Q20000	10	0,0000	MH	MICRONESIA	MICRONESIA	0	0
In Process	8196-4-8204B	Q20000	10	0,0000	ML	MALI	MALI	0	0
In Process	8196-4-8304	Q20000	10	0,0000	MM	MYANMAR	MYANMAR	0	0
In Process	8196-4-8404B	Q20000	10	0,0000	MN	MONGOLIA	MONGOLIA	0	0
In Process	8196-4-8504	Q20000	10	0,0000	MO	Macao	Macao	0	0
In Process	8196-4-8604B	Q20000	10	0,0000	MP	NORTHERN MARIANA ISLANDS	NORTHERN MARIANA ISLANDS	0	0
In Process	8196-4-8704	Q20000	10	0,0000	MR	MOROCCO	MOROCCO	0	0
In Process	8196-4-8804B	Q20000	10	0,0000	MS	MAURITIUS	MAURITIUS	0	0
In Process	8196-4-8904	Q20000	10	0,0000	MT	MALTA	MALTA	0	0
In Process	8196-4-9004B	Q20000	10	0,0000	MU	MAURITIUS	MAURITIUS	0	0
In Process	8196-4-9104	Q20000	10	0,0000	MV	MAURITIUS	MAURITIUS	0	0
In Process	8196-4-9204B	Q20000	10	0,0000	MW	MALAWI	MALAWI	0	0
In Process	8196-4-9304	Q20000	10	0,0000	MX	MEXICO	MEXICO	0	0
In Process	8196-4-9404B	Q20000	10	0,0000	MY	MYANMAR	MYANMAR	0	0
In Process	8196-4-9504	Q20000	10	0,0000	MZ	MOZAMBIQUE	MOZAMBIQUE	0	0
In Process	8196-4-9604B	Q20000	10	0,0000	NA	NAMIBIA	NAMIBIA	0	0
In Process	8196-4-9704	Q20000	10	0,0000	NC	NEW CALEDONIA	NEW CALEDONIA	0	0
In Process	8196-4-9804B	Q20000	10	0,0000	NE	NETHERLANDS	NETHERLANDS	0	0
In Process	8196-4-9904	Q20000	10	0,0000	NG	NETHERLANDS	NETHERLANDS	0	0
In Process	8196-5-0004B	Q20000	10	0,0000	NI	NICARAGUA	NICARAGUA	0	0
In Process	8196-5-0104	Q20000	10	0,0000	NL	NETHERLANDS	NETHERLANDS	0	0
In Process	8196-5-0204B	Q20000	10	0,0000	NO	NORWAY	NORWAY	0	0
In Process	8196-5-0304	Q20000	10	0,0000	NP	NEPAL	NEPAL	0	0
In Process	8196-5-0404B	Q20000	10	0,0000	NR	NORFOLK ISLAND	NORFOLK ISLAND	0	0
In Process	8196-5-0504	Q20000	10	0,0000	NU	NUNAVUT	NUNAVUT	0	0
In Process	8196-5-0604B	Q20000	10	0,0000	NZ	NEW ZEALAND	NEW ZEALAND	0	0
In Process	8196-5-0704	Q20000	10	0,0000	OM	OMAN	OMAN	0	0
In Process	8196-5-0804B	Q20000	10	0,0000	PA	PANAMA	PANAMA	0	0
In Process	8196-5-0904	Q20000	10	0,0000	PE	PERU	PERU	0	0
In Process	8196-5-1004B	Q20000	10	0,0000	PF	FRANCO POLYNESIA	FRANCO POLYNESIA	0	0
In Process	8196-5-1104	Q20000	10	0,0000	PG	PAPUA NEW GUINEA	PAPUA NEW GUINEA	0	0
In Process	8196-5-1204B	Q20000	10	0,0000	PH	PHILIPPINES	PHILIPPINES	0	0
In Process	8196-5-1304	Q20000	10	0,0000	PK	PAKISTAN	PAKISTAN	0	0
In Process	8196-5-1404B	Q20000	10	0,0000	PL	POLAND	POLAND	0	0
In Process	8196-5-1504	Q20000	10	0,0000	PM	ST. PIERRE AND MICHELON	ST. PIERRE AND MICHELON	0	0
In Process	8196-5-1604B	Q20000	10	0,0000	PN	PITCAIRN	PITCAIRN	0	0
In Process	8196-5-1704	Q20000	10	0,0000	PR	PURTO RICO	PURTO RICO	0	0
In Process	8196-5-1804B	Q20000	10	0,0000	PT	PORTUGAL	PORTUGAL	0	0
In Process	8196-5-1904	Q20000	10	0,0000	PW	PALAU	PALAU	0	0
In Process	8196-5-2004B	Q20000	10	0,0000	PY	PYRAMID	PYRAMID	0	0
In Process	8196-5-2104	Q20000	10	0,0000	QA	QATAR	QATAR	0	0
In Process	8196-5-2204B	Q20000	10	0,0000	RE	REUNION	REUNION	0	0
In Process	8196-5-2304	Q20000	10	0,0000	RO	ROMANIA	ROMANIA	0	0
In Process	8196-5-2404B	Q20000	10	0,0000	RS	SERBIA	SERBIA	0	0
In Process	8196-5-2504	Q20000	10	0,0000	RU	RUSSIA	RUSSIA	0	0
In Process	8196-5-2604B	Q20000	10						

FURTHER INFORMATION

In this sub menu we have the Alternatives and Options, Other Costs, Cancellation Costs and Variation Rates.

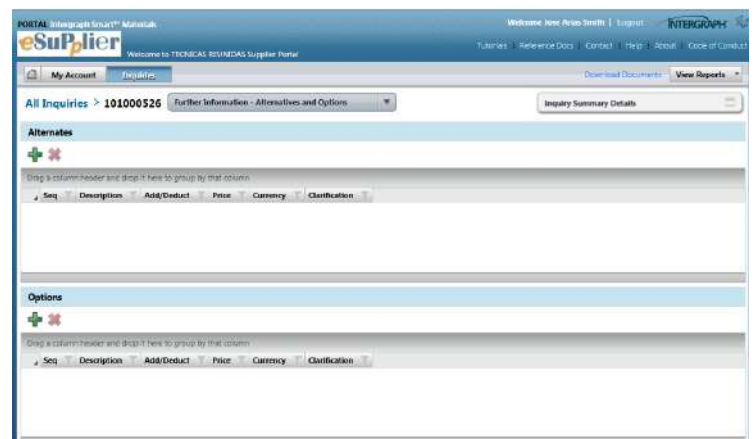
4. ALTERNATIVES AND OPTIONS.

Click the icon Add to create a new Alternative or a new Option, entering a unique sequence number in the Seq box and a description.

Click Add or Deduct so that this alternate or option will be added or deducted from the original price.

Enter the Price, and choose the Currency and enter any Clarification in the free text field.

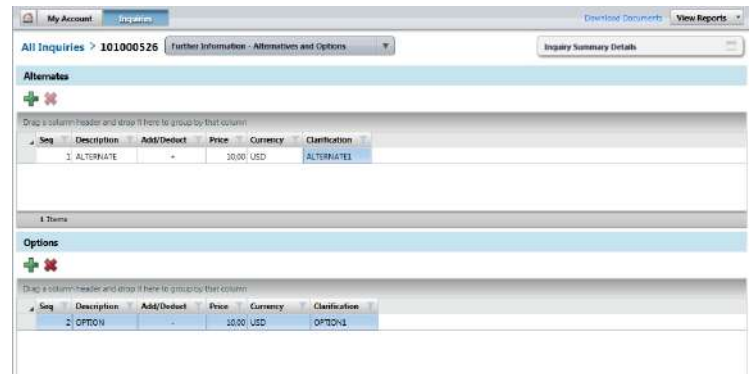
- Alternative → If you have already offered a line item in the proposal or original scope, you can offer an alternative to this line item as an extra price (pumps with better materials than required – SS vs CS) or a price decrease (3000 rpm vs 1500 rpm, smaller size and less price)
- Option → A line item that has not been offered in the original scope, that supplier considers adequate to offer.



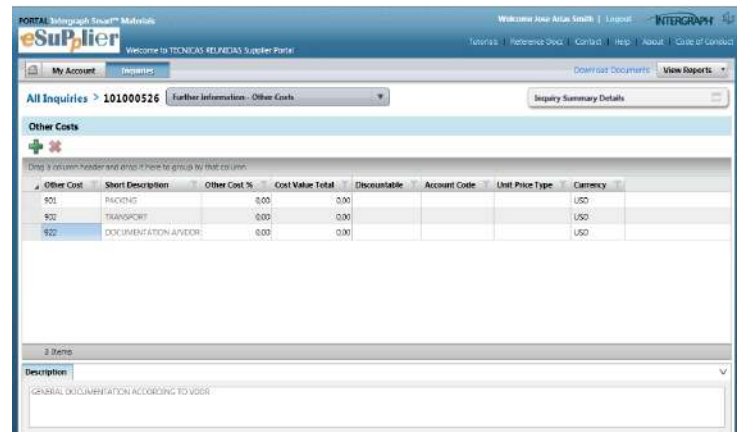
5. OTHER COSTS.

There are three Other Cost by default for each inquiry: Packing, Transport, and documentation.

You can add a new one choosing a value from the list. You can introduce the Percentage for this Other Cost or a Cost Value Total, and finally introduce the Currency. Unit price type is used for spare parts and the list of values is only available if Other Cost % and Cost Value Total are set to 0.



Seq	Description	Add/Deduct	Price	Currency	Classification
1	ALTERNATE	+	10.00	USD	ALTERNATE1



Other Cost	Short Description	Other Cost %	Cost Value Total	Discountable	Account Code	Unit Price Type	Currency
901	PACKING	0.00	0.00				USD
902	TRANSPORT	0.00	0.00				USD
903	DOCUMENTATION A/V	0.00	0.00				USD

3 Items

Description: GENERAL DOCUMENTATION ACCORDING TO VOS

6. CANCELLATION COSTS.

Click the icon Add to create a new Cancellation Cost, introducing the number of weeks for which this penalty is assigned, and the percentage to be paid, and then click Save.

Other Cost	Account Code	Short Description
901		PACKING
902		TRANSPORT
903		INSURANCE
905		WARRANTY E.E.COST
921		TESTS
922		DOCUMENTATION A/V
923		MAT. CERTIFICATES
924		CE MARKING
925		PAINTING
926		ATEX CERTIFICATE
927		INSPECTION & TEST
928		X-RAY TEST
50 Items		

7. VARIATION RATES.

Click the icon Add to create a variation rate introducing a Rate Type and a short description. Choose a Quantity Unit from the list of values a Rate Value and select the Currency.

8. ATTACHMENTS.

In the Files tab you can upload technical or commercial files to be included in your offer.

A comment may be added to these files in order to identify them.

Técnicas Reunidas may upload also any document, so that you can download and view it in this tab.

The maximum size for each attachment is 10MB.

Once you finish your offer you have to upload in pdf format your commercial and Technical offer duly signed.

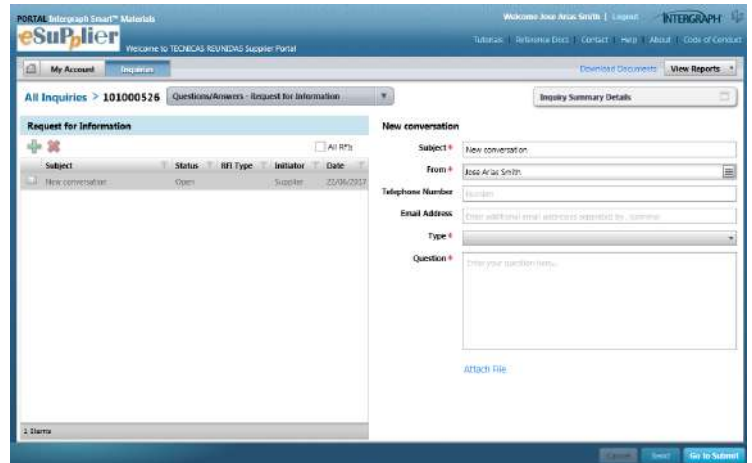
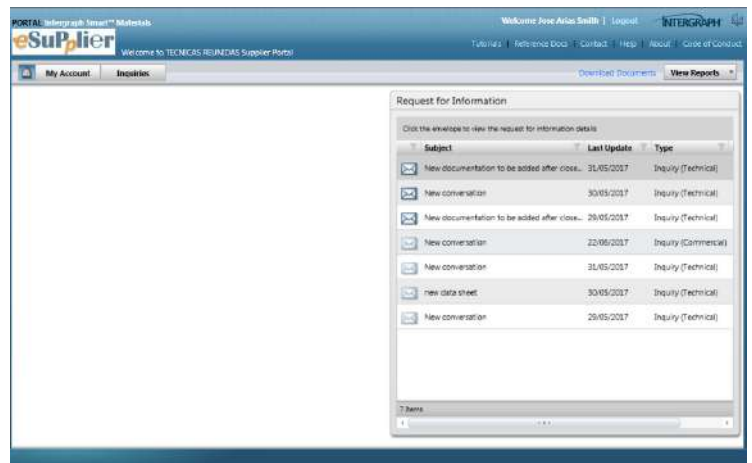
9. QUESTIONS/ANSWERS.

This sub-menu includes:

Request for Information: You can send a question or any comment regarding the inquiry to Técnicas with this option.

Click on icon Add to open a conversation. Fields with red mark are mandatory.

If you choose the Type “Commercial”, your query will be received by the buyer, and if you choose the Type “Technical” it will be received by the technician. You can attach a file to your question. Once all the fields are entered press Send.-All this conversations may be found in the main dashboard of the Portal.

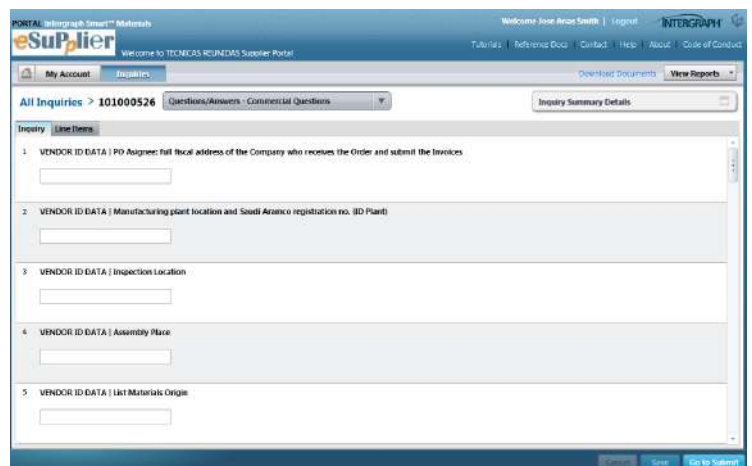



Subject	Last Update	Type
New documentation to be added after close...	31/05/2017	Inquiry (Technical)
New conversation	30/05/2017	Inquiry (Technical)
New documentation to be added after close...	29/05/2017	Inquiry (Technical)
New conversation	22/06/2017	Inquiry (Commercial)
New conversation	31/05/2017	Inquiry (Technical)
new data sheet	30/05/2017	Inquiry (Technical)
New conversation	29/05/2017	Inquiry (Technical)

10. TECHNICAL/COMMERCIAL QUESTIONS.

The requisition might include a Technical or Commercial questionnaire. You can find questions to inquiry level or to line item level. Question with red mark are mandatory. There are different type of answers: Free text, Date field, Yes or No, List of Values, Attachments.

All mandatory questions must be answered to be able to submit the bid.



- VENDOR ID DATA | PO Assignee: full fiscal address of the Company who receives the Order and submit the invoices
- VENDOR ID DATA | Manufacturing plant location and Saudi Aramco registration no. (ID Plant)
- VENDOR ID DATA | Inspection Location
- VENDOR ID DATA | Assembly Place
- VENDOR ID DATA | Last Materials Origin

FINALIZATION

11. QUOTE SUMMARY & SUBMIT

The last block on the menu is Finalization. You will see a Summary of the data introduced in the Inquiry. If you didn't introduce the Quote reference number, validity and validity date in the Quote Reference and Validity screen, you must do so before submitting the bid, as these are mandatory fields.

If you want to add or modify any data listed on Bid Summary just click on Modify or Add, and it will take you to the corresponding screen. Pending action are also informed in Bid Summary section.

In section Bid Prices, you may add a Global Discount as percentage that will be applied to the total Line Items price. This discount will be shown in the global discount amount box. When you have completed all the information you can Finalize the quote. Once submitted no further modifications are allowed.

