



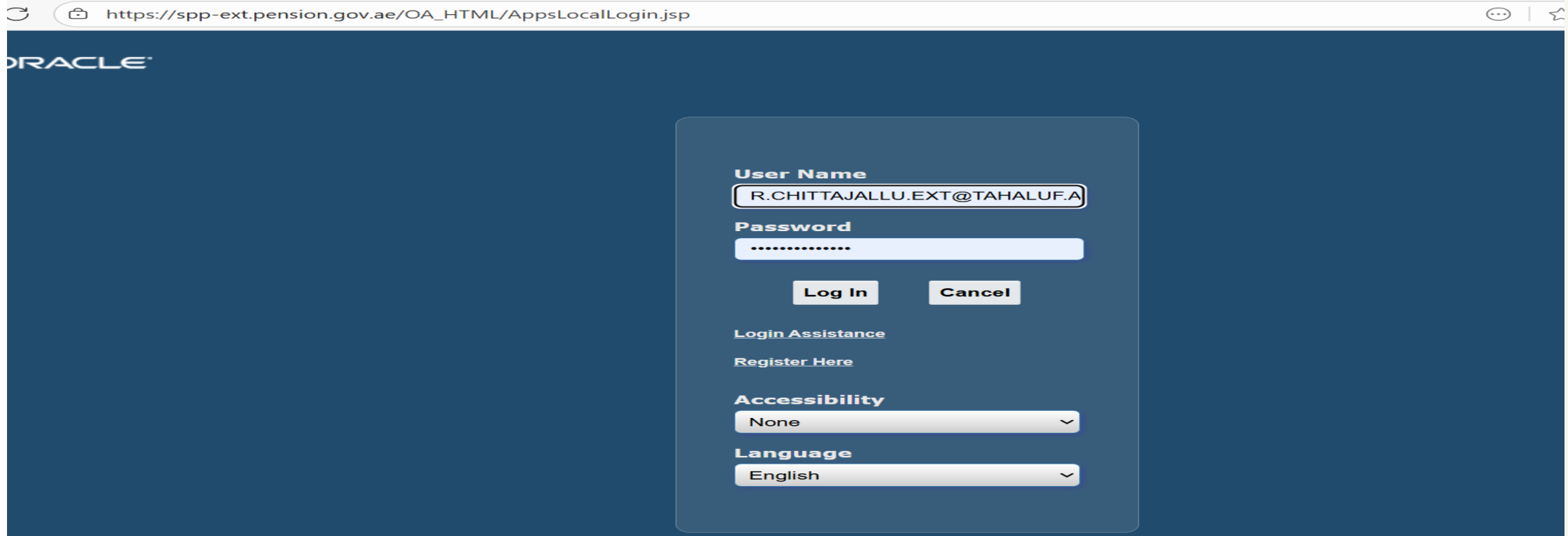
Supplier RFI (Request for Information) Manual

Procurement and Contracts Section

How to Submit/ Participate in RFI

V1- 04/02/2026

RFI- iSupplier Portal



ORACLE

https://spp-ext.pension.gov.ae/OA_HTML/AppsLocalLogin.jsp

User Name
R.CHITTAJALLU.EXT@TAHALUF.A

Password
.....

Log In **Cancel**

[Login Assistance](#)

[Register Here](#)

Accessibility
None

Language
English

1. If the Supplier is invited to participate in a Tender, An invitation notification will be sent to the Supplier email account and system account.
2. Please use this URL https://spp-ext.pension.gov.ae/OA_HTML/AppsLocalLogin.jsp to access the application
3. Enter your Username and Password



RFI- iSupplier Portal

The screenshot displays the iSupplier Portal interface. At the top, there is a search bar with 'Enterprise Search' and 'Contract Documents' selected, a 'Go' button, and a 'Search Results Display Preference' set to 'Standard'. Below this is a 'Home' header. The main content area is divided into two sections: 'Navigator' on the left and 'Worklist' on the right. The 'Navigator' section includes a 'Personalize' button and a tree view with the following items: 'iSupplier Portal Full Access', 'Sourcing Supplier' (circled in red and marked with a '1'), 'Sourcing' (circled in red and marked with a '2'), 'Sourcing Home Page' (circled in red and marked with a '3'), and 'Worklist'. The 'Worklist' section features an 'Advanced Worklist for Notifications' button and a 'Full List (1)' button. Below these is a table with one row of notification data:

From	Type	Subject	Sent	Due
Aljeaidi, Bashayer	Sourcing Publish	You are invited: RFQ 41001 (Award Recommendation Report)	02-Oct-2025	10-Oct-2025

Below the table, there is a checkbox for 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and a 'Table Diagnostics' button.

(If the Supplier is invited to participate in a Tender, An invitation notification will be sent to the Supplier email account and system account. Supplier should login into the Portal to view the system notification.)

1. Navigate as following - Sourcing Supplier >
2. Sourcing >
3. Sourcing Home Page → to access further details on the Tender.



RFI- iSupplier Portal

The screenshot displays the iSupplier Portal interface. At the top, there is a 'Sourcing' icon. Below it, a search bar for 'Open RFX' is visible. The main content area is titled 'Supplier Response Awaited (Open Invitation)'. It contains a table with columns: Response Number, Response Status, Supplier Site, RFX Number, Title, Type, Time Left, Monitor, and Unread Messages. The table lists five entries with RFX numbers 7034, 8050, 11036, 11044, and 10038. Below this table, there is a 'Table Diagnostics' section and a sub-section titled 'RFX Open Invitation' with a circled '1'. This sub-section contains another table with columns: Supplier Site, RFX Number, Title, Type, and Time Left. The RFX Number column in this table has a circled '2' next to the value '12042'. A callout box with a large arrow points to the '12042' value, containing the text: 'To view RFI details - Click on the number'. A 'Full List' link is also present in the top right of the second table.

Response Number	Response Status	Supplier Site	RFX Number	Title	Type	Time Left	Monitor	Unread Messages
4025	Active		7034	RFI - User Manual	RFI	0 seconds		0
4033	Active		8050	Test RFQ1	RFQ	0 seconds		0
5032	Active		11036	test	RFQ	0 seconds		0
5039	Active		11044	test 70000	RFQ	0 seconds		0
5047	Active		10038	adf	RFQ	0 seconds		0

Supplier Site	RFX Number	Title	Type	Time Left
	12042	ECI	RFI	1 day 19 hours
	5074	32423	RFI	310 days 19 hours

1. You can find the new invitation under “RFX Open Invitation”
2. Click on the number in order to view the details of RFI



RFI- Header information

Sourcing >
RFI: 12047

Actions Create Response Go

Title RFI
Status Active (Locked)
Time Left 2 days 19 hours

Open Date 24-Dec-2025 22:36:00
Close Date 27-Dec-2025 18:34:45

Header Lines Controls

Buyer Pullath, Mr. Munear
Description(RFX Title) RFI
 Two-Stage RFQ

Response Style Sealed
Event

Terms

Bill-To Address ADRPBF Headoffice
Ship-To Address ADRPBF Headoffice
FOB

Payment Terms Immediate
Carrier
Freight Terms

Currency

RFI Currency AED

Price Precision Any

Requirements

Details Section

No results found.

RFQ Stage

Table Diagnostics

Additional Header Attributes (Buyer & Supplier)

Last Date For Inquiry

Notes and Attachments

Note to Suppliers

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage
No results found.							

Table Diagnostics

Activate Windows
Go to Settings to activate Windows.

1. Go to the Header to see details
2. To see the requirements of RFI in case its written
3. To view the attachment for the details of RFI



RFI- Line information

The screenshot displays the Oracle Sourcing interface for RFI 12047. The breadcrumb trail is 'Sourcing > RFI: 12047'. The page title is 'RFI: 12047'. The status is 'Active (Locked)' and the time left is '2 days 19 hours'. The open date is '24-Dec-2025 22:36:00' and the close date is '27-Dec-2025 18:34:46'. The 'Lines' tab is selected, and the 'Lines' table is highlighted with a red box. The table has the following data:

Description	Line	Item, Rev / Job	Category	Unit	Quantity	Need-By From	Need-By To	Active Responses	Time Left
RFI	1 RFI		ADPF-Marketing & PR Services>Media Planning	Amount	1			Sealed	2 days 19 hours

Below the table is a 'Table Diagnostics' button. At the bottom left is a 'Return to Sourcing' link, and at the bottom right are 'Actions' and 'Create Response' buttons.

1. Go to the Line(s) to see the lines details in case additional line details are added



RFI- Line information

The screenshot displays the Oracle Sourcing interface for RFI 12047. At the top, the Oracle Sourcing logo is visible on the left, and navigation icons (home, star, settings, notifications) and the user's login information (Logged In As MADHUVF@BARCODEGULF.NET) are on the right. A 'Sourcing' icon is highlighted in the center of the top navigation bar. Below the header, the RFI details are shown: Title: RFI, Status: Active (Locked), Time Left: 2 days 19 hours, Open Date: 24-Dec-2025 22:36:00, and Close Date: 27-Dec-2025 18:34:46. The 'Controls' tab is selected and circled in red. The 'Schedule' section shows a 'Preview Date' of 24-Dec-2025 22:36:00 and a 'Close Date' of 27-Dec-2025 18:34:46, with the latter circled in red. The 'Response Rules' section contains a list of checkboxes for various negotiation settings, such as 'Negotiation is restricted to invited suppliers' and 'Buyer may create multiple rounds of negotiations'. At the bottom, there are 'Return to Sourcing' and 'Actions Create Response Go' buttons.

1. Click on the Control to see the closing date because the system automatically will lock the reply time by this date and time.



RFI- Create Response

The screenshot shows the Oracle Sourcing interface for RFI 12042. The page header includes the Oracle Sourcing logo, navigation icons, and the user's login information. The main content area displays the RFI details, including the title 'EOI', status 'Active (Locked)', and time left '1 day 12 hours'. The 'Schedule' section shows the preview date '24-Dec-2025 14:41:08' and close date '20-Dec-2025 10:41:03'. The 'Response Rules' section contains a list of checkboxes for various negotiation settings. The 'Actions' menu is open, showing options like 'Create Response', 'Acknowledge Participation', 'Online Discussions', 'View Response History', and 'Printable View'. The 'Create Response' option is highlighted with a red circle, and the 'Go' button is also highlighted with a red circle. Three numbered callouts (1, 2, 3) are present: 1 points to the 'Actions' menu, 2 points to the 'Create Response' option, and 3 points to the 'Go' button.

1. Go to the Action and drop list
2. Click on Create Response→ to participate and reply to the RFI
3. Click on GO



RFI- Create Response

ORACLE Sourcing

Sourcing

Terms and Conditions

The following terms and conditions must be accepted before a response is placed in this RFI.

"Please find the attached Contract templates. ADFP reserves the right to select any of the templates (Template 1, or Template 2) based on the nature of the services obtained."

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
10	Template 1	File	Normal Services	To Supplier	SYSADMIN	15-Oct-2025	One-Time			
20	Template 2	File	Major Services	To Supplier	SYSADMIN	15-Oct-2025	One-Time			

I have read and accepted the terms and conditions

Activate Windows
Go to Settings to activate Windows.

1-Press On accept Terms and Conditions



RFI- Attachment

ORACLE Sourcing

Sourcing

Sourcing > Active Negotiations >
Create Response: 6042 (RFI 12045,1)

Cancel View RFI Save Draft **Continue**

Title [EOI](#) Time Left 8 days 19 hours
Close Date 31-Dec-2025 18:18:48

Header

Supplier Barcode Gulf LLC
RFI Currency AED
Response Currency AED
Price Precision Any

Response Valid Until (24-Dec-2025 19:45:00)
Reference Number
Note to Buyer

Kindly Add the technical quotations under (From Supplier :Technical) and the Commercial quotations under (From Supplier :Commercial).
The Technical Bid should not contain any price which may leads to disqualification. However, an unpriced Bill of Quantities (BOQ) and all required details for technical evaluation should be included as part of the comprehensive Technical Bid.

Attachments **1**

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Table Diagnostics

Add Attachment

Attachment Type File
Title
Description
Category From Supplier
File Choose File No file chosen
Cancel Add Another **Apply**

1. Add the required attachment and press apply
2. After adding required attachment(s) Click on Continue



RFI- Submission

ORACLE Sourcing

Sourcing

Sourcing > Active Negotiations >
Create Response 6042: Review and Submit (RFI 12045,1)

Cancel Back Validate Save Draft Printable View **Submit**

Header

Title EOI
Supplier Barcode Gulf LLC
RFI Currency AED
Response Currency AED
Price Precision Any

Time Left 6 days 19 hours
Close Date 31-Dec-2025 18:18:48
Response Valid Until
Reference Number
Note to Buyer

Attachments

Seq	Title	Type	Description	Last Updated	Usage	Update	Delete
No results found.							

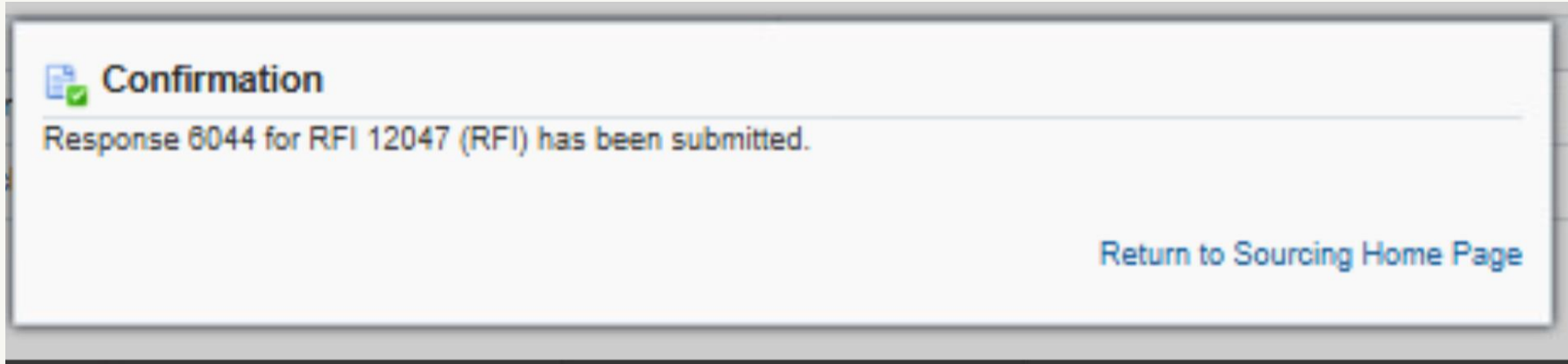
Table Diagnostics

Confirmation
Response 0042 for RFI 12045,1 (EOI) has been submitted.
[Return to Sourcing Home Page](#)

1. Press On Submit Button



RFI- Submission



The screenshot shows a confirmation message in a web application. At the top left, there is a document icon with a green checkmark, followed by the word "Confirmation" in bold. Below this, a horizontal line separates the header from the main text, which reads "Response 6044 for RFI 12047 (RFI) has been submitted." In the bottom right corner of the message box, there is a blue hyperlink that says "Return to Sourcing Home Page".

1. End of the process





Thank You

