



Supplier- RFX Sourcing Manual

Procurement and Contracts Section

How to Submit/ Participate in Sourcing activity

V1- 04/02/2026



**Part 1: Supplier RFI (Expression Of Interest) Manual
(Slide 4-10)**

Part 2: Supplier RFx Sourcing (Slide 11-29)

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Part 1: Supplier RFI (Expression Of Interest) Manual

Procurement and Contracts Section

How to Submit/ Submit Expression of Interest for participating in RFx
(in order to be invited into RFx sourcing)

Portal Login

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



iSupplier Homepage

The screenshot displays the iSupplier homepage interface. At the top, there is a search bar with the text "Enterprise Search" and a dropdown menu set to "Contract Documents". A "Go" button is next to the search bar. To the right, there is a "Search Results Display Preference" dropdown menu set to "Standard".

The main content area is titled "Home" and is divided into two sections:

- Navigator:** A sidebar menu with a "Personalize" button at the top. The menu items are: "iSupplier Portal Full Access", "Sourcing Supplier" (expanded), "Sourcing" (expanded), "Sourcing Home Page", and "Worklist".
- Worklist:** A section titled "Advanced Worklist for Notifications" with a "Full List (1)" button. Below this is a table with the following 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.

exceptional and sustainable services to

exceptional and sustainable services to

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. Supplier should login into the Portal to view the system notification.
2. Navigate as following - Sourcing Supplier > Sourcing > Sourcing Home Page → to access further details on the Tender.



Sourcing Page

The screenshot shows the Sourcing Page 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 the following data:

Response Number	Response Status	Supplier Site	RFX Number	Title	Type	Time Left	Monitor	Unread Messages
4026	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
5036	Active		11044	test 70000	RFQ	0 seconds		0
5047	Active		10036	adf	RFQ	0 seconds		0

Below this table, there is a section titled 'RFX Open Invitation' with a circled '1' next to it. This section contains a smaller table with the following data:

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

An arrow points from a text box to the circled '2' next to the RFX Number '5074' in the second table. The text box contains the instruction: 'To view Expression of Interest – Click on the number'.

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



Expression Of Interest- Header information

Sourcing >
RFI: 12042

Actions | Acknowledge Participation | Go

1
Header Controls

Title: EOI
Status: Active (Locked)
Time Left: 1 day 12 hours

Open Date: 24-Dec-2025 14:41:08
Close Date: 26-Dec-2025 10:41:03

Buyer: Pullath, Mr. Muneer
Description(RFx Title): EOI
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 2

RFQ Stage

To view the details of Expression of Interest –

Additional Header Attributes (Buyer & Supplier)

Last Date For Inquiry

Notes and Attachments 3

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

Return to Sourcing

Activate Windows
Go to Settings to activate Windows.
Actions | Acknowledge Participation | Go

1. To click on the header to go to the details
2. To view Requirements details under requirements (if any)
3. To view Notes and Attachments click on Attachments (if any)



Expression Of Interest- Control information

The screenshot displays the Oracle Sourcing interface for RFI: 12042. The page header includes the Oracle Sourcing logo and navigation icons. The main content area shows the RFI details: Title: EOI, Status: Active (Locked), Time Left: 1 day 12 hours, Open Date: 24-Dec-2025 14:41:08, and Close Date: 26-Dec-2025 10:41:03. A 'Controls' tab is highlighted with a red circle and a '1' in a grey circle. Below the 'Schedule' section, the 'Previous Date' (24-Dec-2025 14:41:08) and 'Close Date' (26-Dec-2025 10:41:03) are circled in red. The 'Response Rules' section contains several checkboxes, with 'Negotiation is restricted to invited suppliers' and 'Suppliers are allowed to provide multiple responses' checked. An 'Actions' menu is visible on the right side of the page.

1. Go to the Control to see the closing



Expression Of Interest- Acknowledge Participation

The screenshot displays the Sourcing interface for RFI: 5074. The top navigation bar includes a 'Sourcing' icon. The main content area is divided into sections: Header, Terms, Currency, Requirements, and Details. The Header section shows the RFI title (32423), status (Active (Locked)), and time left (310 days 19 hours). The Terms section includes buyer information (Pulath, Mr. Muneer) and response style (Sealed Event). The Currency section shows the RFI currency (AED) and price precision (Any). The Requirements section is currently empty. The Details section shows a table with columns for 'Details' and 'RFQ Stage', but it contains no data. On the right side, there is an 'Actions' menu with a 'Go' button. The 'Acknowledge Participation' 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 'Acknowledge Participation' option, and 3 points to the 'Go' button. A '1 Unread Message' notification is visible in the top right corner.

1. Go to the Action and drop list
2. Click on Acknowledge Participation → To send an acknowledgment message to the Invitee (ADPF team)
3. Click on GO



Expression Of Interest- Acknowledge Participation

Sourcing > RFI: 5074 >

Acknowledge Participation (RFI 5074)

1 Unread Messages Cancel Apply

Will your company participate? Yes No

1

Note to Buyer

2

1. If you are participating, Click "Yes" otherwise "No"
2. Click Apply
(End of the process)





Part 2: Supplier RFX Sourcing

Procurement and Contracts Section

How to Submit/ Participate in Sourcing activity

RFx -Quotation Creation– iSupplier Portal

The screenshot shows the iSupplier Portal interface. At the top, there is an "Enterprise Search" bar with "Contract Documents" selected and a "Go" button. To the right, "Search Results Display Preference" is set to "Standard". Below this is the "Home" section. On the left is the "Navigator" with a "Personalize" button. The navigation tree includes "iSupplier Portal Full Access", "Sourcing Supplier" (circled in red), "Sourcing" (circled in red), "Sourcing Home Page" (circled in red and marked with a '2'), and "Worklist". On the right is the "Worklist" section, titled "Advanced Worklist for Notifications", with a "Full List (1)" button. Below this is a table with one row of notification data. The "Subject" column of this row is circled in red and marked with a '1'. Below the table, there is a checkbox for "TIP Vacation Rules" and a "Table Diagnostics" button.

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

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. Supplier should login into the Portal to view the system notification.
2. Navigate as following - Sourcing Supplier > Sourcing > Sourcing Home Page → to access further details on the Tender.



RFx- Sourcing Page

The screenshot displays the RFx Sourcing Page 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 the following columns: Response Number, Response Status, Supplier Site, RFx Number, Title, Type, Time Left, Monitor, and Unread Messages. The table lists several active responses. Below this table, there is a 'Table Diagnostics' button and a section titled 'RFx Open Invitation' with a 'Full List' link. This section contains a smaller table with columns: Supplier Site, RFx Number, Title, Type, and Time Left. A callout box with a white arrow points to the 'RFx Number' column in this second table, containing the text 'To view RFx- Click on the number'. Two numbered callouts are present: '1' points to the 'Table Diagnostics' button, and '2' points to the 'RFx Number' column in the 'RFx Open Invitation' table.

Response Number	Response Status	Supplier Site	RFx Number	Title	Type	Time Left	Monitor	Unread Messages
4026	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
5036	Active		11044	test 70000	RFQ	0 seconds		0
5047	Active		10036	adf	RFQ	0 seconds		0

Supplier Site	RFx Number	Title	Type	Time Left
	12042	EOI	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 RFx details.



RFx- Header Details

1

Header Lines Controls

Buyer Pulath, Mr. Muneer
Quote Style Two-Stage RFQ
Description(RFx Title) RFQ1

Outcome ADFP Purchase Order
Event

Terms

Bill-To Address ADRPBF Headoffice
Ship-To Address ADRPBF Headoffice
FDB

Payment Terms 30 Days
Carrier
Freight Terms

Currency

RFQ Currency AED

Price Precision Any

Requirements 2

Show All Details | Hide All Details

Details Section	RFQ Stage
Introduction	Technical
Scope of Services	Technical
Technical Bid (Technical evaluation Requirement)	Technical
Other Informations	Technical
Bidding Instruction	Technical
Commercial Confirmation	Commercial

Table Diagnostics

Additional Header Attributes (Buyer & Supplier)

Last Date For Inquiry

Notes and Attachments 3

Notes to Suppliers

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	2025-12-24 15:54:03 Normal Services - 1 (1).pdf	File	2025-12-18 13:57:12 Normal Services - 1 (1).pdf (Size 58...	To Supplier	SYSADMIN	24-Dec-2025	One-Time		

Table Diagnostics

Return to Sourcing

Activate Windows
Go to Settings to activate Windows.
Actions Create Quote Go

1. To view header information press on Header Tab)
2. To view Requirements details under requirements
3. To view & download Notes and Attachments click on Attachments



RFx- Line Information

The screenshot shows the Oracle Sourcing interface for RFQ: 12044. The 'Lines' tab is selected and circled in red. Below the header, there is a table of line items. The first row is highlighted with a red border.

Description	Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (AED)/Total Score	Active Responses	Time Left
KEYBOARD WITH MOUSE WIR...	1 KEYBOARD WITH MOUSE WIR...	07140080	IT>Accessories	Each	20	24-Jul-2025 13:00:00	24-Jul-2025 13:00:00	Sealed	Sealed	5 days 13 hours

1. To view the Line(s) information of the bill of quantity (BOQ)



RFx- Control Information

The screenshot displays the 'RFQ: 12044' control page. At the top, the title is 'RFQ1', the status is 'Active (Locked)', and the time left is '5 days 13 hours'. The 'Open Date' is '24-Dec-2025 15:57:12' and the 'Close Date' is '30-Dec-2025 11:54:34'. The 'Controls' tab is selected and circled in red. Below the 'Schedule' section, the 'Close Date' '30-Dec-2025 11:54:34' is highlighted with a red box. The 'Response Rules' section contains a list of checkboxes for various negotiation and bidding controls.

Header | **Lines** | **Controls**

Title RFQ1
Status Active (Locked)
Time Left 5 days 13 hours

Open Date 24-Dec-2025 15:57:12
Close Date 30-Dec-2025 11:54:34

Schedule

Close Date 30-Dec-2025 11:54:34

Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to view other suppliers' notes and attachments
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
 - Suppliers are allowed to submit Multiple Active Responses
- Allow Quote Withdrawal
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Allow Alternate Lines on Supplier Responses
- Allow Staggered Awarding

1. To view the bidding closing date.



RFx- Online Discussion for Bidding Clarification

The screenshot displays the Sourcing interface for RFI: 5074. The top navigation bar includes a 'Sourcing' icon and the text 'Sourcing > RFI: 5074'. The main content area is divided into several sections: Header, Terms, Currency, Requirements, and Details. The Header section shows the Title (32423), Status (Active (Locked)), Time Left (310 days 19 hours), Open Date (04-Nov-2025 13:24:18), and Close Date (31-Oct-2026 10:43:20). The Terms section includes Buyer (Pulath, Mr. Muneer), Description (RFx Title: 234234), and Response Style (Sealed Event). The Currency section shows Bill-To Address (ADRPBF Headoffice), Ship-To Address (ADRPBF Headoffice), and RFI Currency (AED). The Requirements section shows Payment Terms (Immediate), Carrier, and Freight Terms. The Details section shows a table with columns for 'Details: Section' and 'RFQ Stage', with a note 'No results found'. The 'Actions' menu is open on the right side, showing options like 'Acknowledge Participation', 'Create Response', 'Online Discussions', 'View Response History', 'Printable View', and 'Export to Spreadsheet'. The 'Online Discussions' option is circled in red, and the 'Go' button is also circled in red. A red box highlights the 'Actions' menu, and a red circle highlights the 'Go' button. The number '1' is in a circle next to the 'Actions' menu, '2' is in a circle next to 'Online Discussions', and '3' is in a circle next to 'Go'.

1. Go to the Action and drop list and select online discussion
 2. Online Discussions → this is a message board to discuss with the ADPF team for any questions/clarifications on the tender.
 3. Click on GO to reach the messages page.
- [All communications for RFx related matters will be conducted only through online discussion by ADPF vs Bidders]



RFx- Online Discussion (messages page)

Sourcing > RFI: 5074 >
Online Discussions (RFI 5074) ☆ Cancel Printable Page

1 Title [32423](#)
Status Active (Locked) Open Date 04-Nov-2025 13:24:18
Time Left 310 days 19 hours Close Date 31-Oct-2026 10:43:20

Messages

New Message 2

Subject	Message	Status	Sender	Date	Attachments	Reply
hi	hi	Unread	Abu Dhabi Pension Fund	04-Dec-2025 22:40:29		

Table Diagnostics

1. Press on New message to enter the information you want to inform ADFP Team
2. To Create new message, click on "New Message"



RFx- Online Discussion

Sourcing > RFQ: 12044 > Online Discussions (RFQ 12044) >

Create New Message (RFQ 12044) Cancel Send 2

* Indicates required field

Send To: Abu Dhabi Pension Fund 1

* Subject: test

* Message: test

Private

Attachments

Add Attachment...

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

[Table Diagnostics](#)

1. Add subject for the message and add message context
2. Press on Send
(Click on Add attachment if required)



Acknowledge Participate in the RFx

The screenshot displays a procurement system interface for a tender (RFI: 5074). The interface includes a header with navigation options (Header, Lines, Controls) and a main content area with various sections: Header, Terms, Currency, Requirements, and Notes and Attachments. A dropdown menu is open, showing options like 'Acknowledge Participation', 'Create Response', 'Online Discussions', 'View Response History', 'Printable View', and 'Export to Spreadsheet'. The 'Acknowledge Participation' option is highlighted with a red circle and labeled '2'. The 'Actions' dropdown is labeled '1', and the 'Go' button is labeled '3'. The interface also shows a 'Sourcing' icon at the top and a '1 Unread Messages' notification in the top right corner.

1. Supplier is able to access the Tender. Under the 'Actions' drop-down list, Supplier can view multiple functions to facilitate the supplier.
2. Press on Acknowledge Participation → To send an acknowledgment message to the Invitee (ADPF team)



RFx- Acknowledge Participation

Sourcing > RFI 5074 >

Acknowledge Participation (RFI 5074)

1 Unread Messages

Cancel

Apply

Will your company participate?

Yes

No

Note to Buyer

1

2

1. If you are participating, Click “Yes” otherwise “No”
Write Note to the Buyer for the reason of non-participation
2. Click Apply



RFx- Quote creation (1-8)

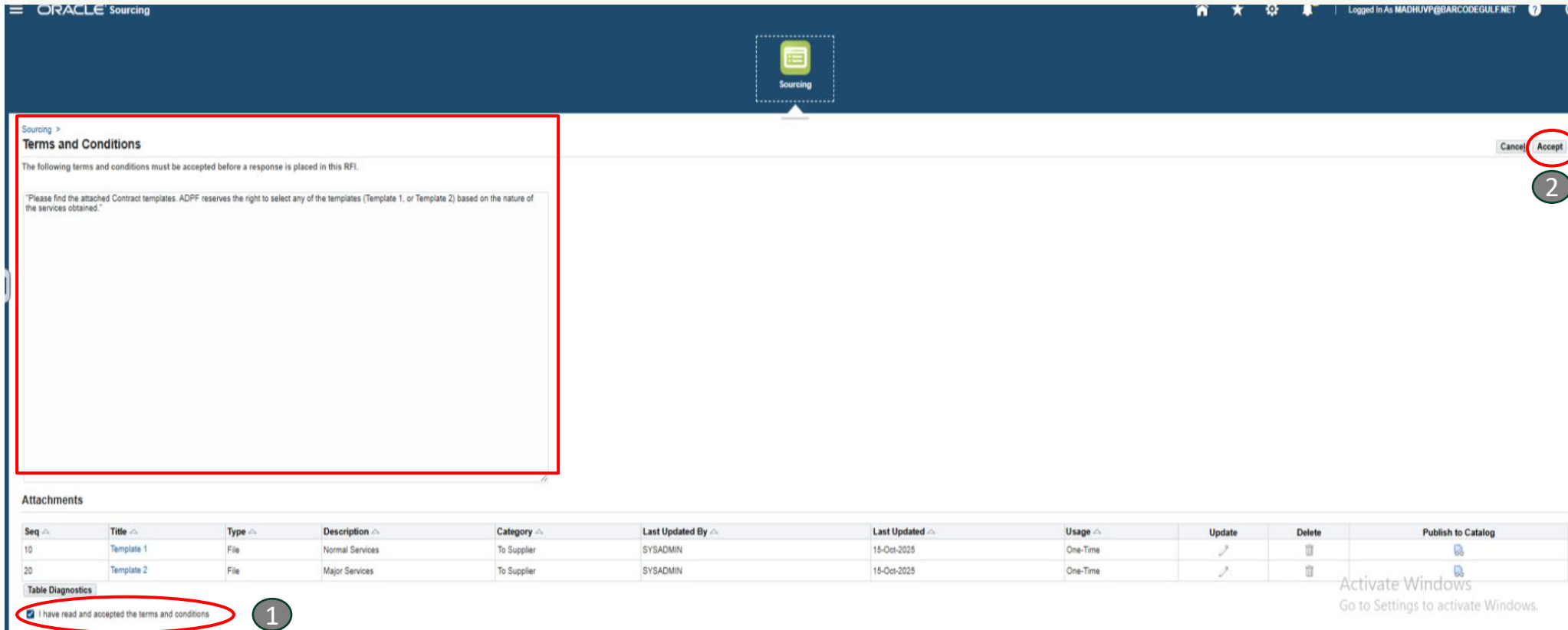
The screenshot displays the RFx system interface for RFQ 12044. The top navigation bar shows 'Sourcing' and 'RFQ: 12044'. The main content area is divided into sections: 'Header' (Buyer: Pullath, Mr. Munser; Quote Style: Sealed), 'Terms' (Bill-To Address, Ship-To Address), 'Currency' (RFQ Currency: AED), and 'Requirements' (a table with columns for 'Details Section' and 'RFQ Stage'). A right-hand sidebar contains an 'Actions' menu with options like 'Create Quote', 'Online Discussions', and 'View Quote History'. Three numbered callouts (1, 2, 3) highlight the 'Actions' menu, the 'Create Quote' option, and the 'Go' button respectively.

Quotation Submission:

1. Go to the Action and drop list to create a quote
2. Click on the 'Create Quote' to create a quotation for the RFx
3. Click on GO



RFx- Quote creation (2-8)



The screenshot shows the Oracle Sourcing interface. At the top, there is a navigation bar with the Oracle Sourcing logo and a 'Sourcing' icon. Below the navigation bar, the main content area is titled 'Terms and Conditions'. A red box highlights the 'Terms and Conditions' section, which contains a text area with the following text: "Please find the attached Contract templates. ADFF reserves the right to select any of the templates (Template 1, or Template 2) based on the nature of the services obtained." Below the text area, there is a table titled 'Attachments' with the following data:

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			

Below the table, there is a 'Table Diagnostics' section with a checkbox labeled 'I have read and accepted the terms and conditions', which is circled in red and has a '1' next to it. To the right of the main content area, there are 'Cancel' and 'Accept' buttons, with the 'Accept' button circled in red and a '2' next to it. At the bottom right, there is a watermark for 'Activate Windows'.

1. In order to create quote, you must accept our terms and conditions Select the checkbox and press on accept
2. Click on Accept to move forward.



RFx- Quote creation (3-8)

Sourcing > RFQ: 12044 >
Create Quote: 6039 (RFQ 12044)

Title: RFQ1
Two-Stage RFQ

Time Left: 5 days 19 hours
Close Date: 30-Dec-2025 11:54:34

Supplier: Barcode Gulf LLC
RFQ Currency: AED
Quote Currency: AED
Price Precision: Any

Quote 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

Add Attachment...

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

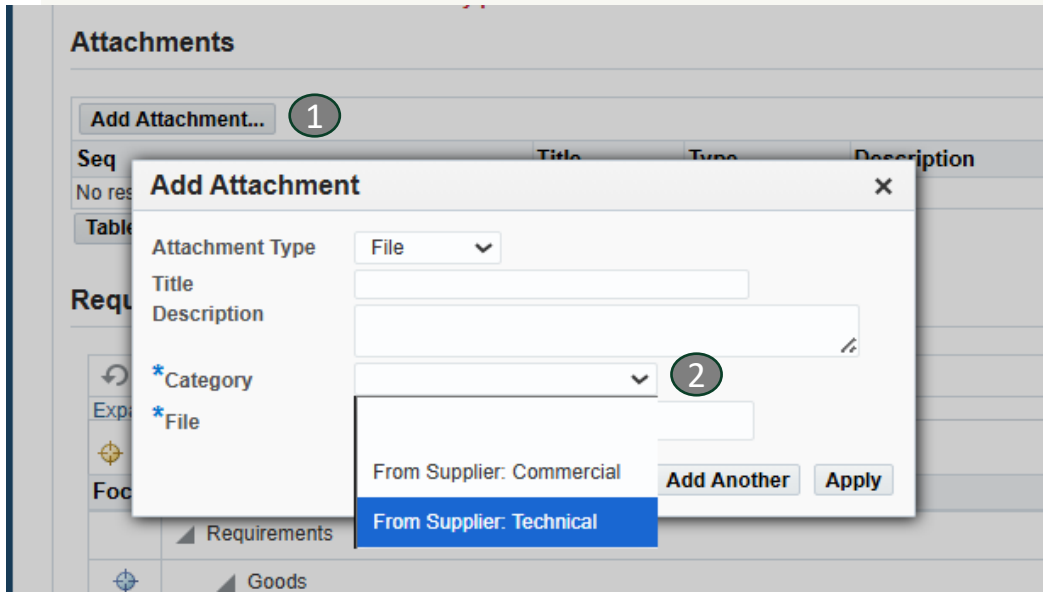
Requirements

Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Introduction	Technical		
Introduction (Brief Requirements)	Technical		
Scope of Services	Technical		
Scope of Services	Technical		
Technical Bid (Technical evaluation Requirement)	Technical		

1. Optional Fields – Supplier can provide the below information –
 - a. Quote valid Until
 - b. Quotation Reference Number
 - c. Note to Buyer
2. Technical & Commercial Proposals (Mandatory Attachments)
Click on 'Add Attachment'



RFx- Quote creation (4-8)



1. Click on 'Add Attachment' to add the Technical & Commercial Proposals.
 2. Click on 'Category' to select the proposal type
- Note:** Supplier must ensure that technical proposal is uploaded with technical category and commercial with Commercial attachment category



- **Bidders must submit two separate bids: a Technical Bid and a Commercial Bid.**
- **The Technical Bid must NOT include any prices or cost information.**
- **The Technical Bid must include all required technical details and BOQ (unpriced).**
- **Technical & Commercial bids to be use the same format of BOQ attached along with the RFx.**

Attachments

Seq [△]	Title [△]	Type [△]	Description [△]	Category [△]	Last Updated By [△]	Last Updated [△]	Usage [△]	Update	Delete
10	Technical Bid	File	Technical Bid	From Supplier: Technical	HANAN@BAFCO.COM	02-Oct-2025	One-Time		
20	Commercial Bid	File	Commercial Bid	From Supplier: Commercial	HANAN@BAFCO.COM	02-Oct-2025	One-Time		

Table Diagnostics



RFx- Quote creation (5-8)

Requirements

Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Introduction	Technical		
Introduction (Brief Requirements)	Technical		
Scope of Services	Technical		
Scope of Services	Technical		
Technical Bid (Technical evaluation Requirement)	Technical		
Bidder to provide the compliance to the RFQ specification and provide the detailed technical proposal.	Technical		
Supplier to quote delivery period	Technical		
Other Informations	Technical		
All information exchanged between ADPF and bidders, whether written or verbal, is confidential. Offer validity 60 days The payment terms shall be net for 30 days after receipt of invoice following delivery of materials/shipment provided such invoices is to satisfaction of the fund. The fund shall apply 0.5% and up to maximum 10% of purchase order value in case of successful supplier fail to supply material as per the purchase order. Delivery will be to Abu Dhabi Pension Fund and during working hours 7:30-15:00 The bidder shall submit the detailed specification/features along with technical bid including the brochure/catalogue as applicable to the product and shall specify warranty details including onsite support if any. The Price quoted shall be VAT exclusive basis. Any VAT shall be paid during the invoicing separately subject to provision of VAT Certificate. Bidders must appoint and inform ADPF of a point of contact responsible for all communications and enquiries. Please provide the following details: Contact Name and Position Contact Email Contact Mobile	Technical		

Fill where applicable

1. Supplier must provide a response to all the questions mentioned in the 'Requirements' section as applicable.



RFx- Quote creation (7-8)

Sourcing > RFQ: 12044 >
Create Quote: 6039 (RFQ 12044)

Title: RFQ1
Two-Stage RFQ

Time Left: 5 days 19 hours
Close Date: 30-Dec-2025 11:54:34

Header: **Lines** 1

RFQ Currency: AED
Price Precision: Any

Quote Currency: AED

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Total Score Unit	Target Quantity	Quote Quantity	Delivery Date	Quote	Update
1	KEYBOARD WITH MOU...	ADRPBF Headoffice				1000	100 Each	20	24-Jul-2026 13:16	Yes	

Table Diagnostics

3 **Continue**

Enter Prices details

1. Click on the 'Lines' tab to review the tender requirement to enter the commercial details (Line Price)
2. Enter the quotation price. Supplier must provide the 'price' details against each line if the tender has multiple lines.
3. Click on 'Continue' to proceed further on the Quotation submission.



RFx- Quote creation (8-8)

The screenshot shows the Oracle Sourcing interface. A yellow warning banner at the top contains the text: "You are sure that all required details have been submitted, please proceed to submit. Note: Once submitted, you will not be able to make any changes to items in this view. Technical and Commercial". Below the banner, the page title is "Create Quote 6039: Review and Submit (RFQ 12044)". On the right side of the page, there are several buttons: "Cancel", "Back", "Refresh", "Save Draft", "Printable View", and "Submit". The "Submit" button is highlighted with a red box and labeled with a circled '2'. On the left side of the warning banner, there is a circled '1'. Below the banner, there is a header section with fields for "Title: RFQ", "Supplier: Marvate Software", "Quote Number: 6039", and "Quote Category: RFP". There is also a table with columns for "Seq", "Title", "Type", "Description", "Category", "Last Updated By", "Last Updated", "Status", "Submit", and "Delete".

The screenshot shows a confirmation message with a green checkmark icon and the text: "Confirmation". Below this, it says: "Quote 6039 for RFQ 12044 (RFQ1) has been submitted." At the bottom right, there is a button labeled "Return to Sourcing Home Page". A circled '3' is placed above the confirmation text.

1. A warning message is displayed to the Supplier to alert the Supplier on the Quotation submission.
2. Click on 'Submit' to submit the Quotation.
3. A confirmation message is displayed on the quotation submission. Click on link to return to the main page. (End of the process)





Part 2: Supplier Acknowledgment

Procurement and Contracts Section

How to acknowledgement

PO Acknowledgement

ORACLE iSupplier Portal

Supplier Home **Orders** 1 Shipments Finance Administration

Purchase Orders Agreements Purchase History Work Confirmations RFQ

Purchase Orders Export

Views

View All Purchase Orders Go 2 Advanced Search

Select Order: **Acknowledge** 4 View Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2137	0	ADRPBF Operating Unit	Standard PO	IT Services	18-Nov-2025 13:30:10	Muneer Vanghat Veeran Pullath	AED	50,000.00	Open			

1. On Orders page in order to view the supplier PO
2. On the View Window click on (All Purchase Orders) → Click GO
3. Choose the PO that is not acknowledged
4. Click on Acknowledged (End of the process)





Thank You

