# Waha Oil Company
# Sourcing Supplier User Manual.

| | |
|---|---|
| Author: | ICT Department |
| Creation Date: | December 21 2023 |
| Last Updated: | December 25, 2023 |
| Document Ref: | N/A |
| Version: | Draft 1.0 |

# Contents

Document Overview ..... 3
1.1 Login and Password Request ..... 3
1.1.1 Login with the credentials ..... 3
1.1.2 Request New Password ..... 4
1.2 Overview of Tender / Negotiations Page ..... 5
1.3 Acknowledge Participation of Invited/ Limited Tender ..... 6
1.4 Search RFQ / Tender / Negotiation and Create Response Quote ..... 8
1.5 How to Respond to Buyer's Online Messages and Notifications ..... 14
1.6 How to Update the Attachment in 'Draft' Quote ..... 16

# DOCUMENT OVERVIEW

## 1.1 Login and Password Request

Access the application by clicking this link or copy-pasting in the Internet Explorer or Google Chrome

1. Open Waha Company Application URL

   https://ebswaha.opc.oracleoutsourcing.com/
   Enter Username, Password

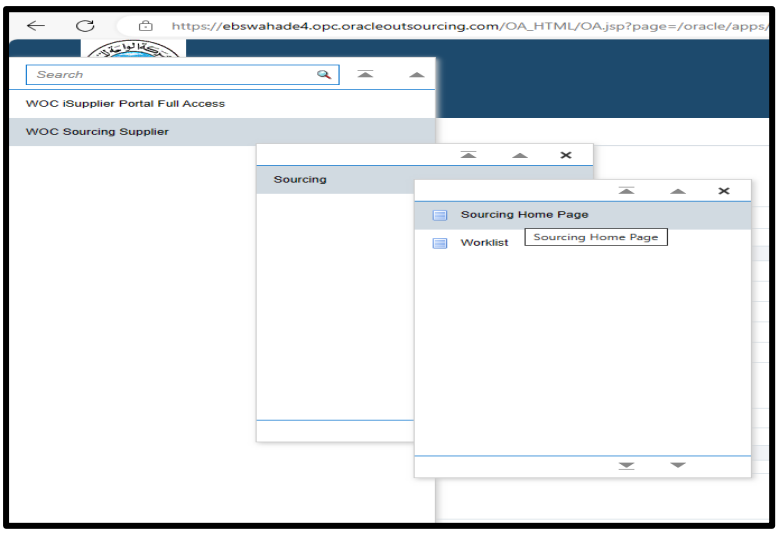
Note :After your registration, an email bearing your login credentials will be sent.

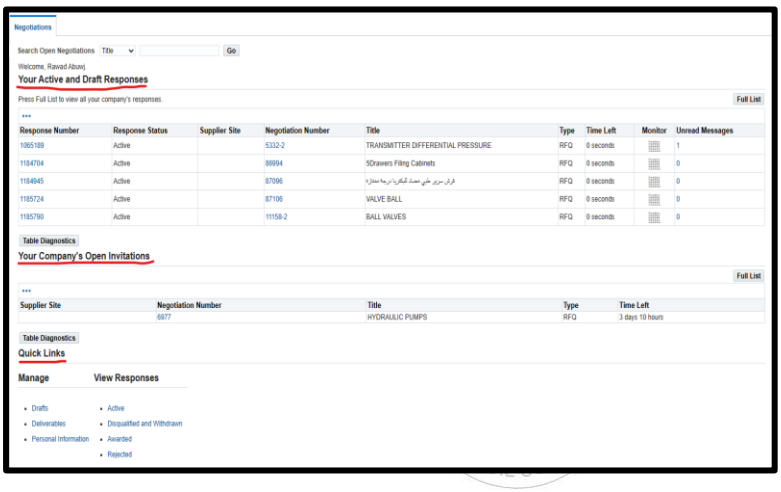
### 1.1.1 LOGIN WITH THE CREDENTIALS

Enter your User name in upper or lower case. This is usually your registered email with Waha ERP System
Enter your Password case-sensitive and considering the keyboard language

Click on Log in (Button)

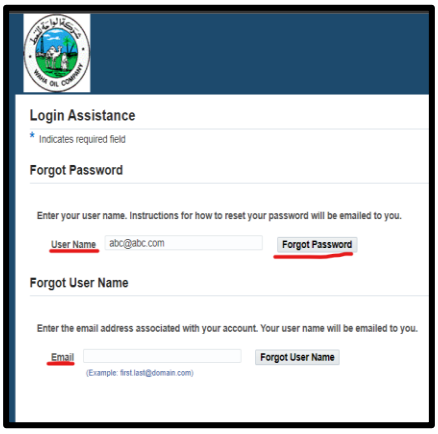
2. Click on Navigator Icon – Then select responsibility.




## 1.1.2 REQUEST NEW PASSWORD

In case you have forgotten the password or keyed-in incorrect password **<u>three times</u>**, then the account will get locked.
You may request a new password by email provided your email is valid and registered in as supplier contact user.

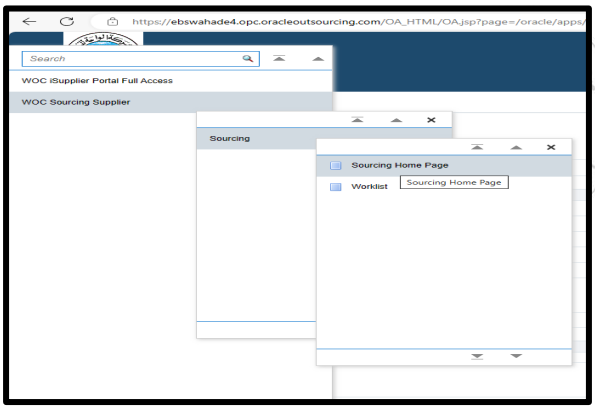


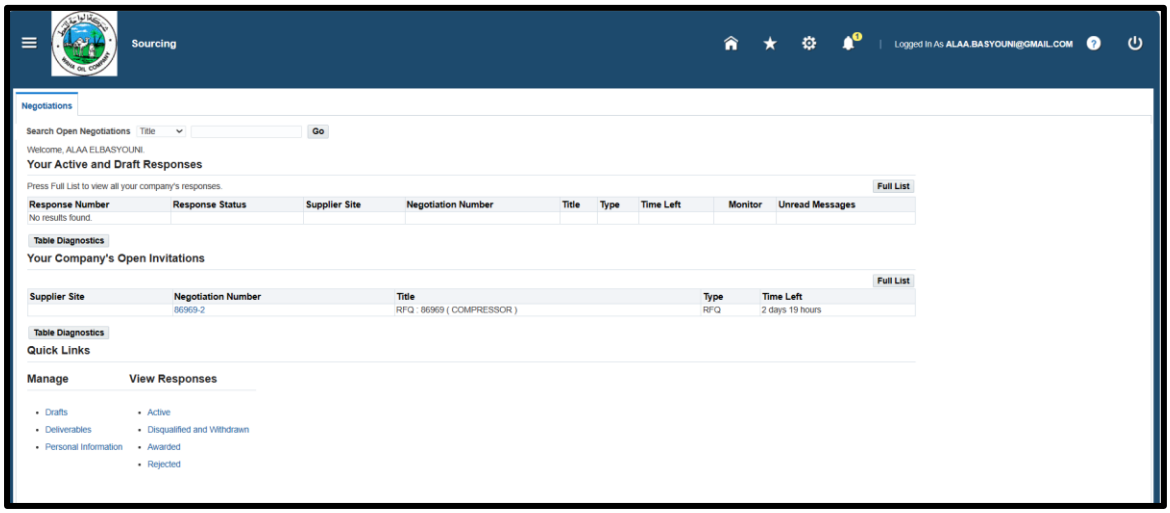

A new password should arrive in your email within 10 minutes.

## 1.2 Overview of Tender / Negotiations Page

The advanced Sourcing RFQ / Tender/ RFI / Auctions / Surveys are collectively & commonly termed as '**Negotiations**' and these are accessible from the **Sourcing Home Page** function.

***Navigation:*** **WOC Sourcing Supplier> Sourcing→ Sourcing Home Page**



### Your Active and Draft Negotiations

This block shows the recent five Negotiations, and you may click Full List to view others.

### Your Company's Open Invitations

This block shows recent five Invitations for RFQ and you may click Full List to view others

#### Quick Links

Quick Links region contains the shortcut for the following:

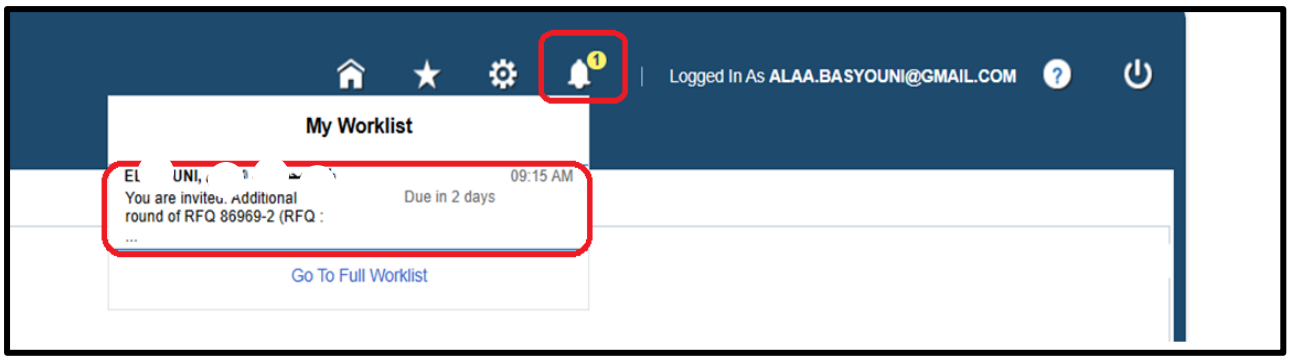
| | |
|---|---|
| Manage Drafts: | Manage your draft Response Quote / Bids |
| Manage Deliverables | Manage your Deliverables of Contracts |
| Manage Personal Information and fax. | Manage your personal details like email, phone |
| View Responses Active | View Response of Quote / Bids that are Active. |
| View Responses Disqualified | View Response of Quote / Bids that are disqualified. |
| View Responses Awarded | View Response of Quote / Bids that are awarded. |
| View Responses Rejected | View Response of Quote / Bids that are rejected. |

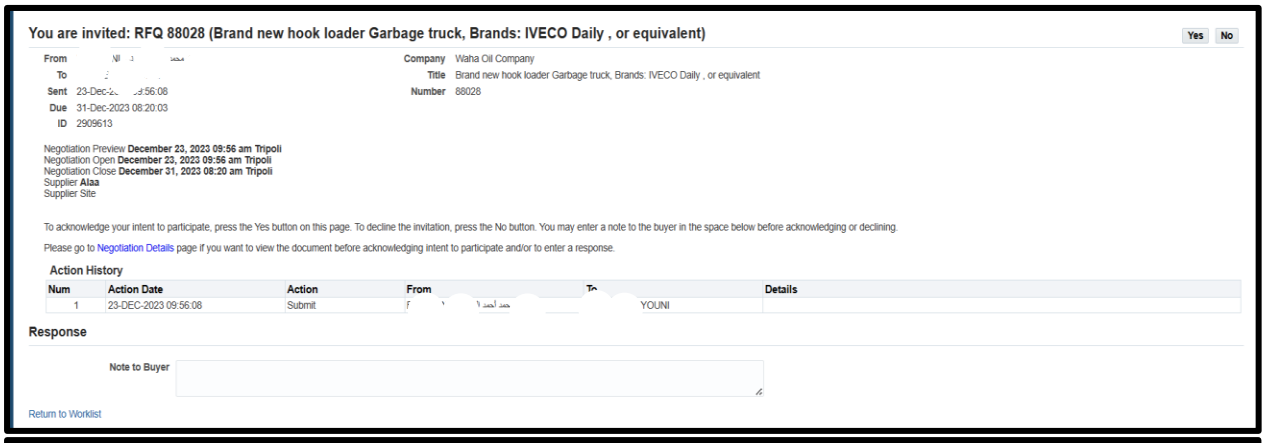
## 1.3 Acknowledge Participation of Invited/ Limited Tender

If the Tender is limited to Invited suppliers, and if you are among the invited suppliers, only then a notification will be sent.

**It is very important to acknowledge your intent to participate, if you company is specifically invited.**
**This helps the buyer have a good overview of the RFQ / Tender participants and helps your company in getting good Key Performance Indicators w.r.t supplier communication factors.**

***Navigation: Worklist***
***Or WOC Sourcing Supplier > Sourcing > Sourcing Home Page > Your Open Invitations***



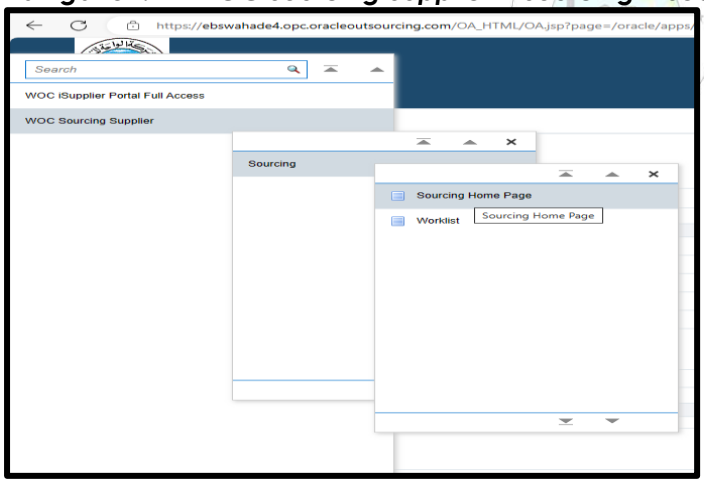



The application takes you back to the RFQ header from where you may choose to create quote:

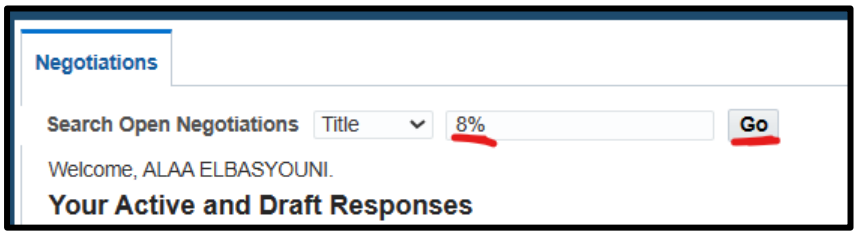
If you decide to create the Quote later, you may do so if the Tender / RFQ is still 'Active'. Refer to the "Search RFQ / Tender / Negotiation and Create Response Quote" chapter.

## 1.4 Search RFQ / Tender / Negotiation and Create Response Quote

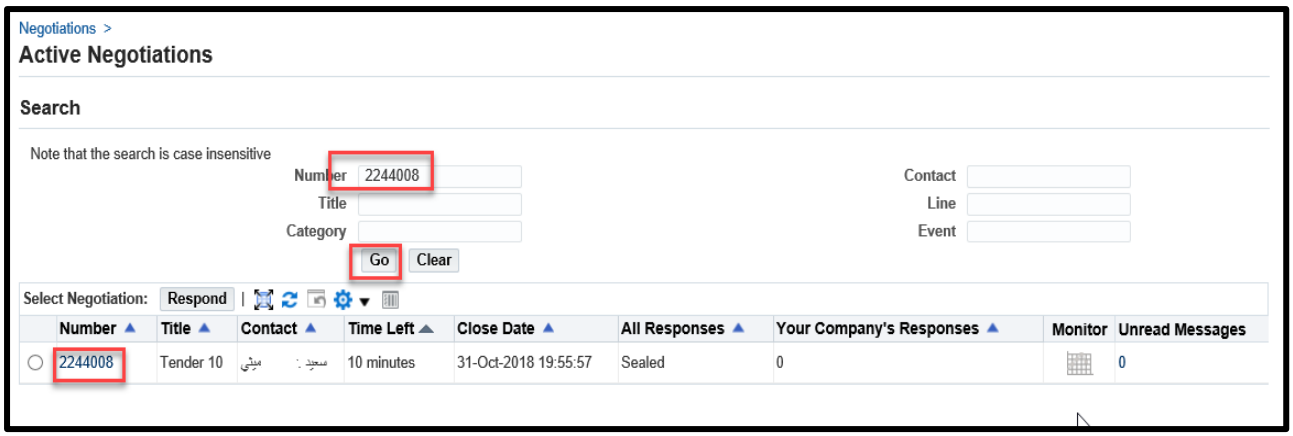
If the Tender is of '**Open**' type, an invitation to participate will NOT be sent.
Hence, the supplier may refer to the Buying entity's website for the publication of Open Tenders to get the RFQ Tender **Title** or through Waha website www.Wahaoil.ly, at the end of the page
Alternatively, the supplier can **search for the Open** Tender / RFQ / Negotiation within **iSupplier Portal** as shown below.
***Navigation: WOC Sourcing Supplier > Sourcing > Sourcing Home Page***



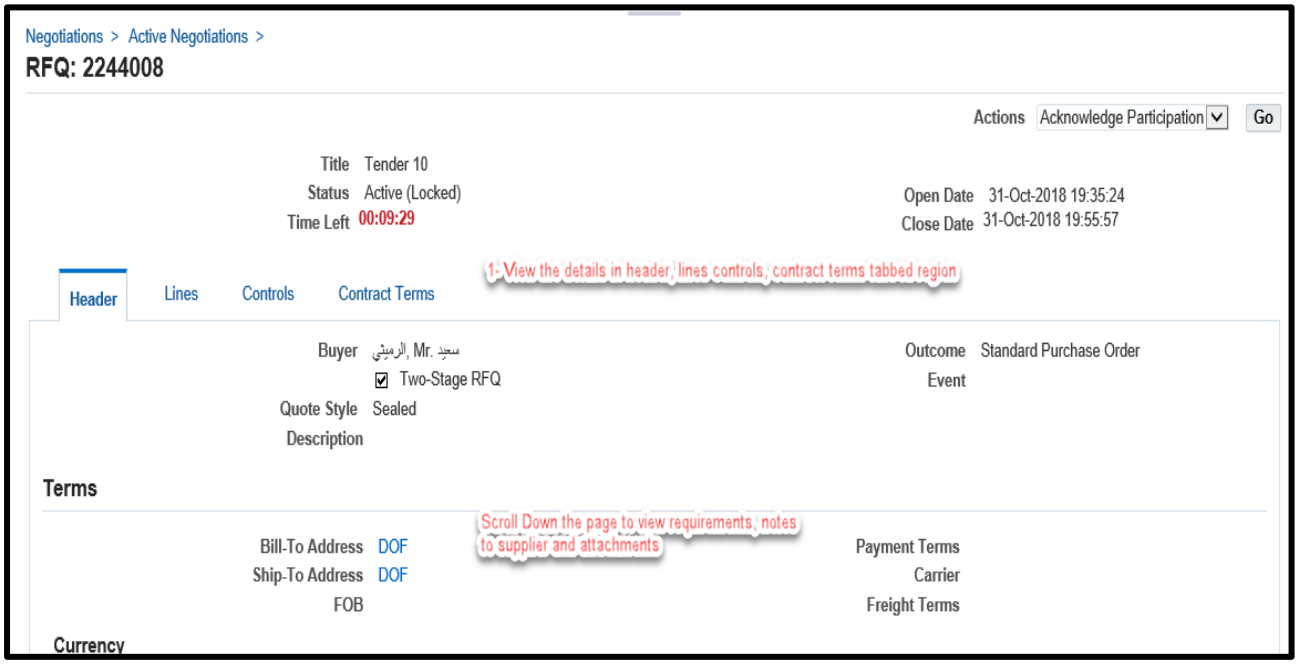

If you know the RFQ Tender enter the Title in the **Title** field and click **Go** button
If you do not know the RFQ / Tender number, depending on the current RFQ numbering series, enter 6% or 8% in the **Number** field and click the **Go** button



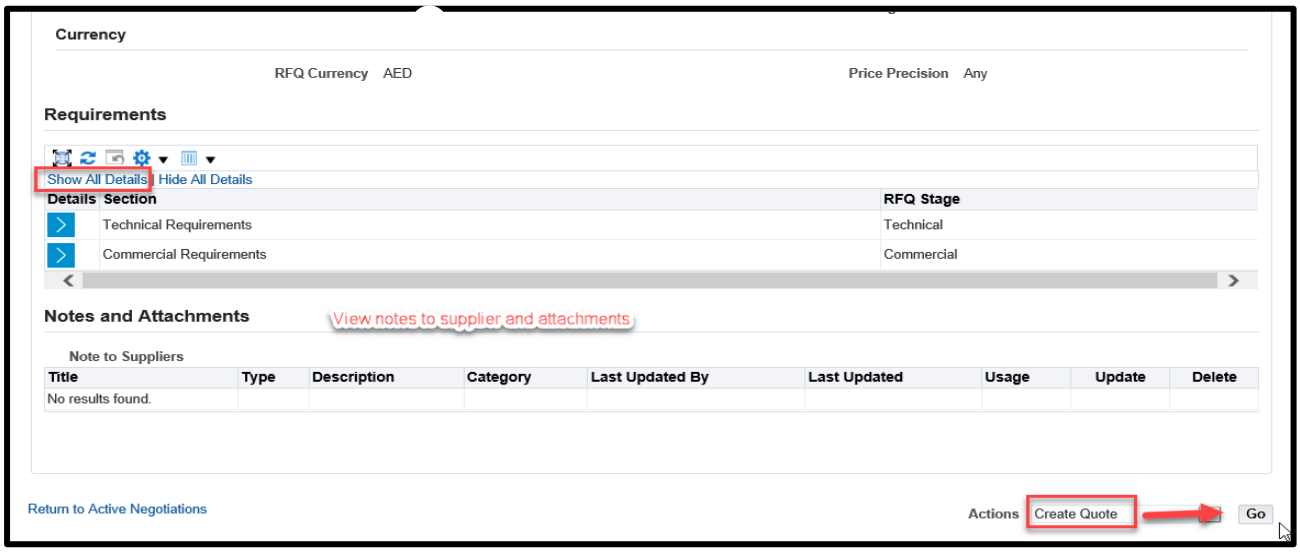

The matching RFQ Tenders will be displayed.
(If you already know the details of RFQ, **Select** the 'radio button' for the interested Tender and click **Respond)**
If you want to view the details first, click the **RFQ Number link** to view the details of RFQ.




View the details in Header, Lines, Controls, Contract Terms tabbed region

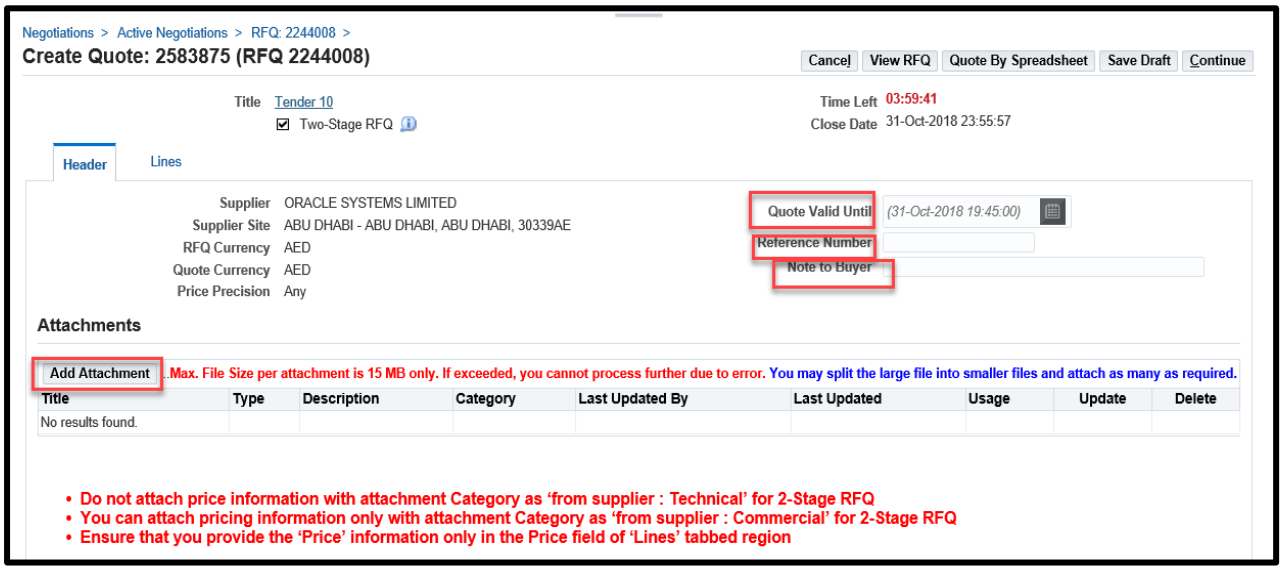



Scroll down and view Notes to Supplier, Requirements and Attachments

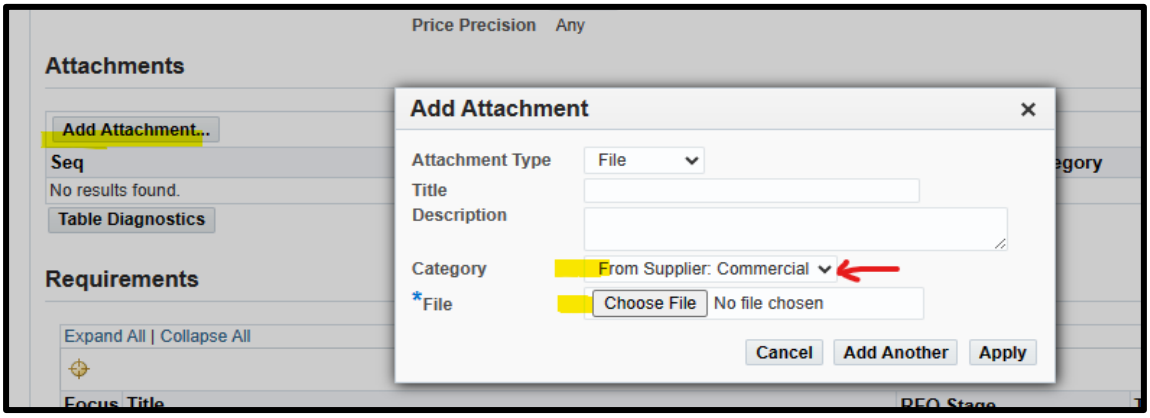


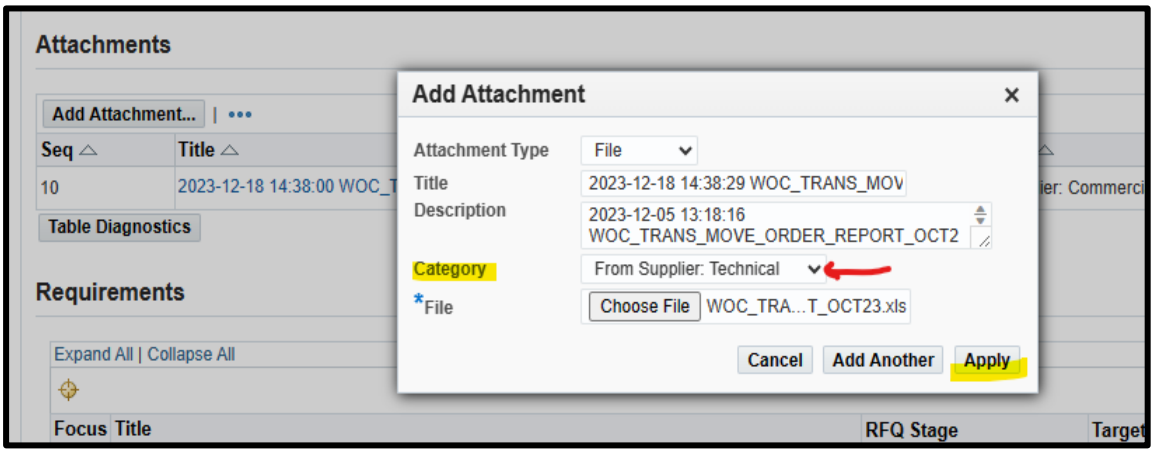
From the **Actions** field, **Create Quote** will be the first action and you may click **Go** button to create your Quote.
The *Terms and Conditions* of RFQ Tender will be displayed.
Review the Terms and Conditions.

**Mark** the check box and click the **Accept** button if you want to accept and proceed.
A **Quote** Response with number related to this RFQ Tender will be created.
(If you want to review the entire RFQ in detail, by clicking the **View RFQ** Button)
Enter the Quote **Header** details like Quote Validity, Reference Number and Notes to Buyer
Click **Add Attachments** button to add Header level attachments

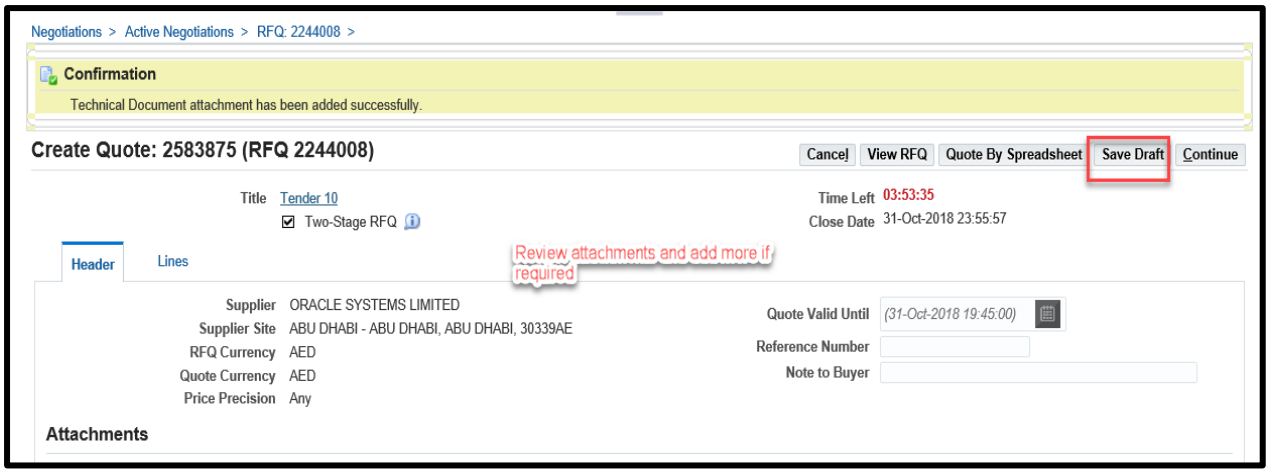


If the quote was created for 'Two-stage RFQ', the attachments should be done for both **Commercial** and **Technical** documents by selecting the Attachment Category**.** If this is not done properly, buyer will not find these during the respective evaluation stages**. Therefore, buyer may disqualify you from the tender.**

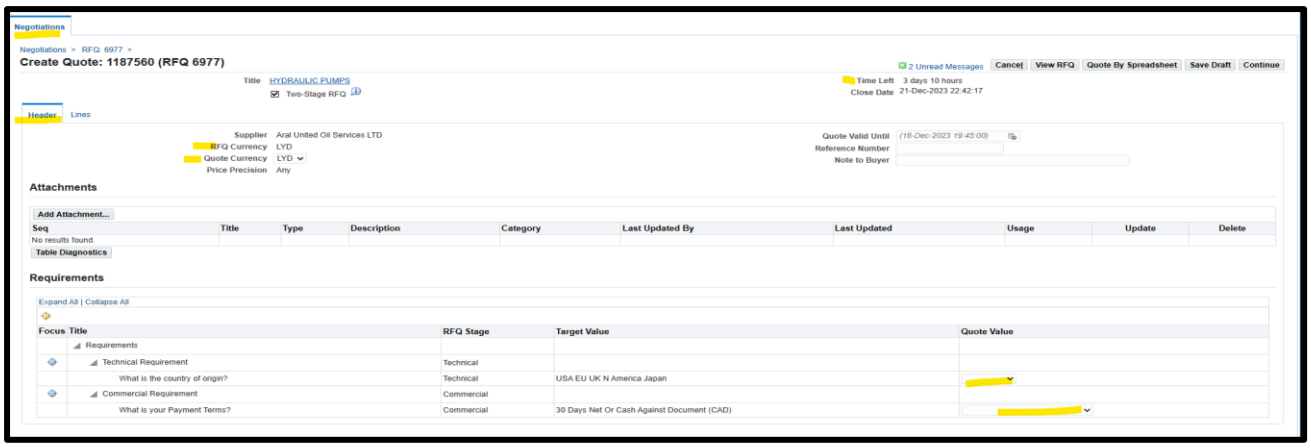



Review attachments and add more if required.
Click **Save Draft** to save the attachments.



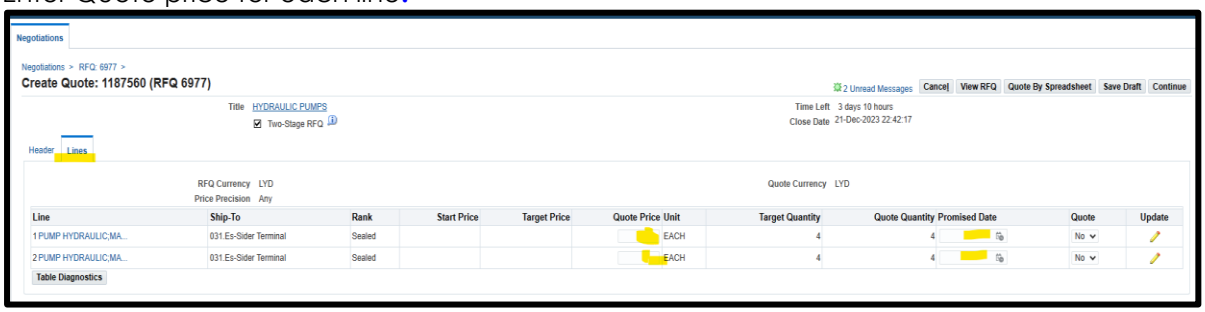

Scroll Down to respond to Requirement Section



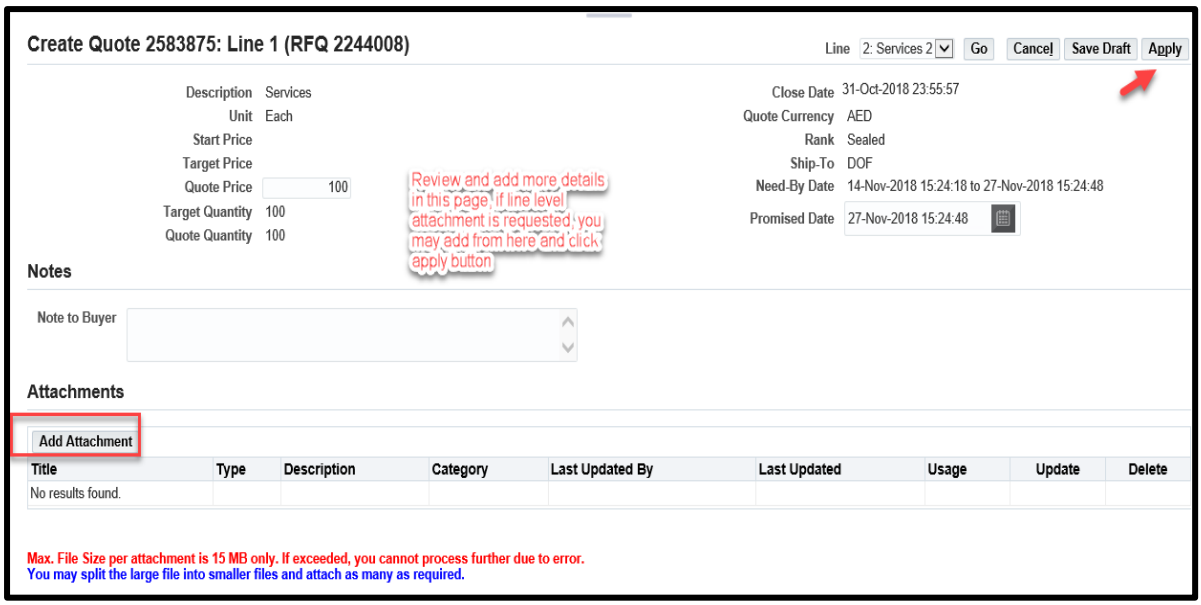

Click Save Draft to save your work

Navigate to Lines Section

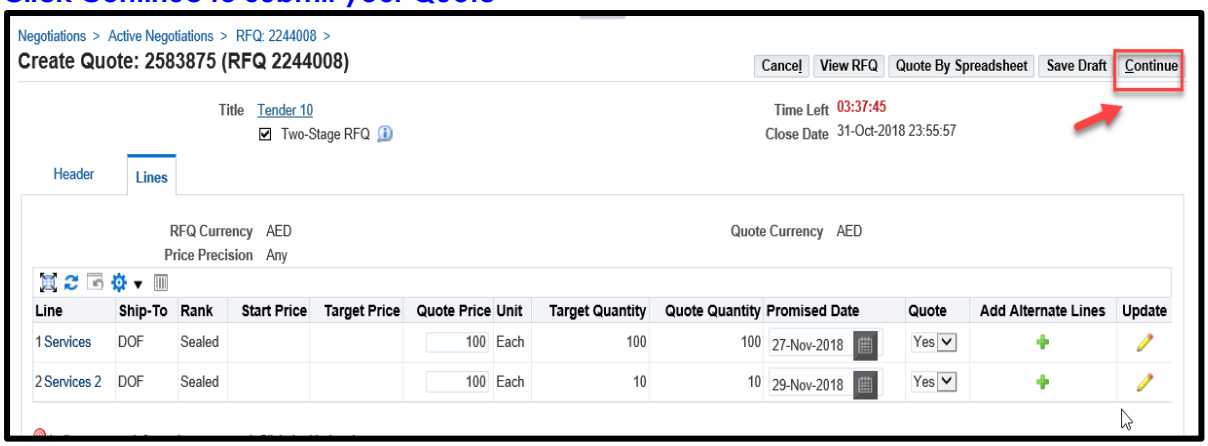
Enter Quote price for each line.

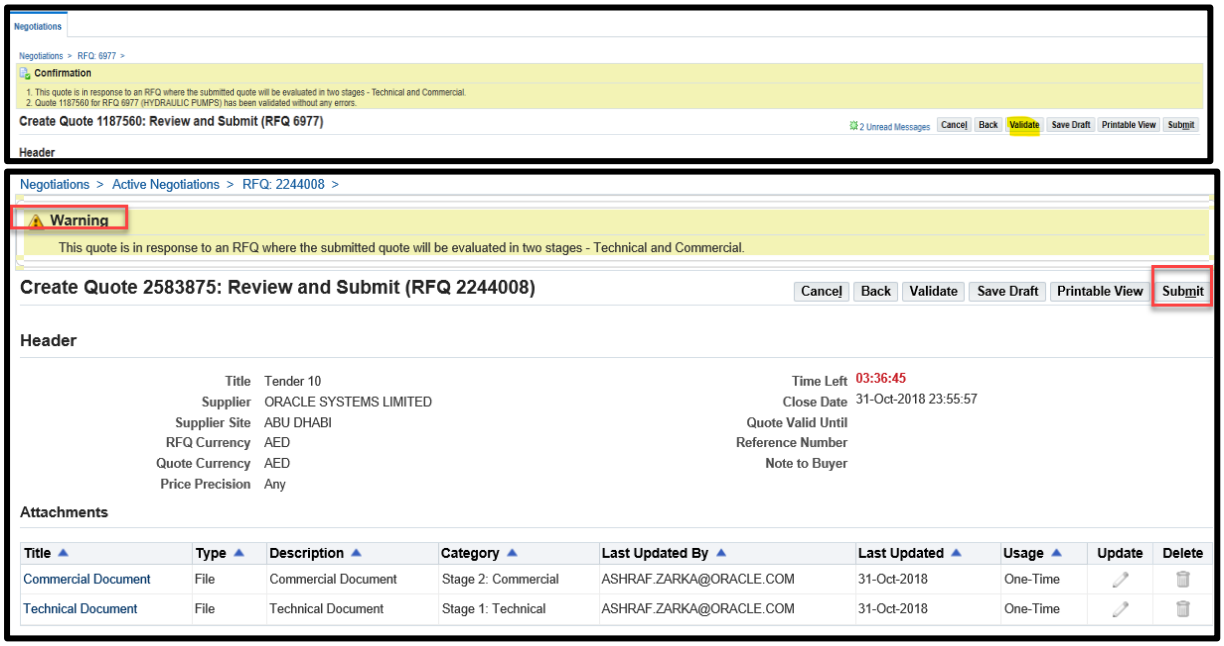



Click Update link to add more details or attachment related to the line
Depending on the type of buyer's document, you may have to fill additional fields as shown below
NOTE: If you have many lines, you may use the RFQ Tender-specific spreadsheet template, fill the details and upload the **same file**. For steps, refer to the using '"Uploading Quote details by Spreadsheet template"chapter.



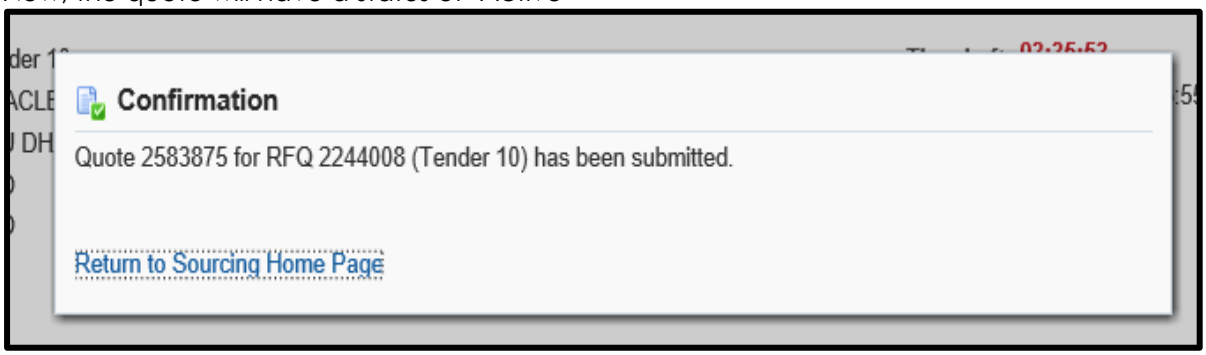

## Click Continue to Submit your Quote




Usually, multiple quotes will not be activated by the buyer. So pay attention to the above mentioned warning message. Once you submitted your quote you cannot update and submit it again. So ensure that you submit only one best single quote.

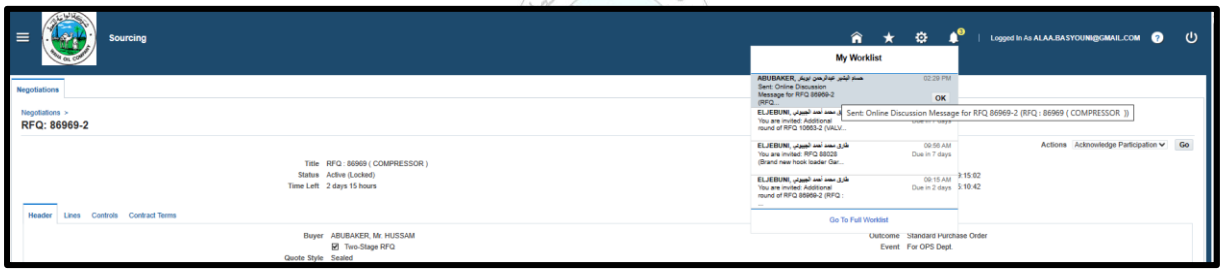
Now, the quote will have a status of 'Active'



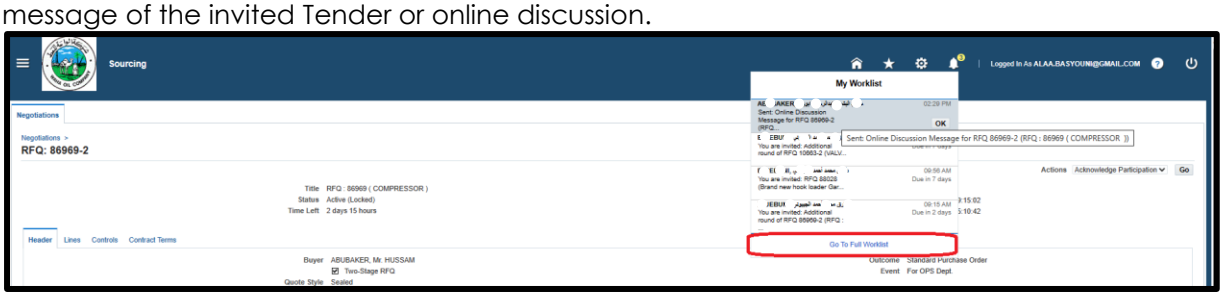

## 1.5 How to Respond to Buyer's Online Messages and Notifications

For the active RFx Tender, online messages can be used to communicate with the buyer. The supplier can respond to online messages from buyer and also create a new message to buyer.
Even if the RFx Tender is currently closed, Supplier can still search for the sent "Invitation" message of the invited Tender or online discussion and send online discussion.

***Navigation: Worklist*** *shows the* ***open*** *notifications*
This area shows the notifications from Buyer you may open this to review and respond.

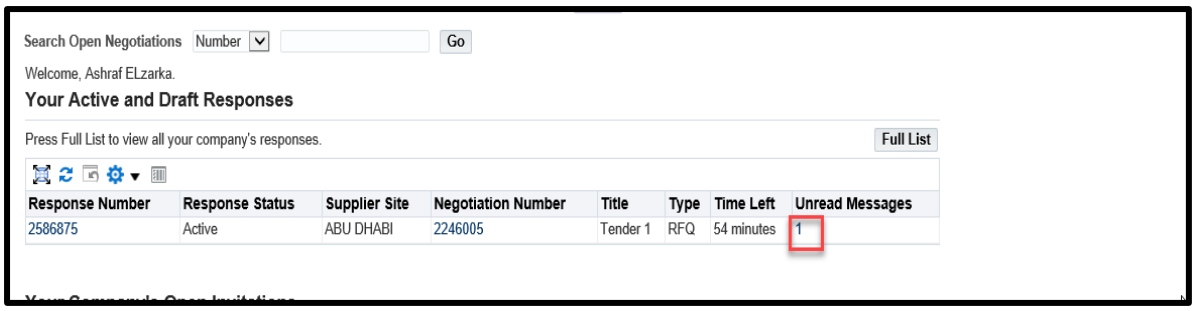



***Navigation: Worklist > FULL LIST*** *shows* ***all*** *notifications*
NOTE: Even if the RFx Tender is currently closed, Supplier can still search for the sent "Invitation" message of the invited Tender or online discussion.



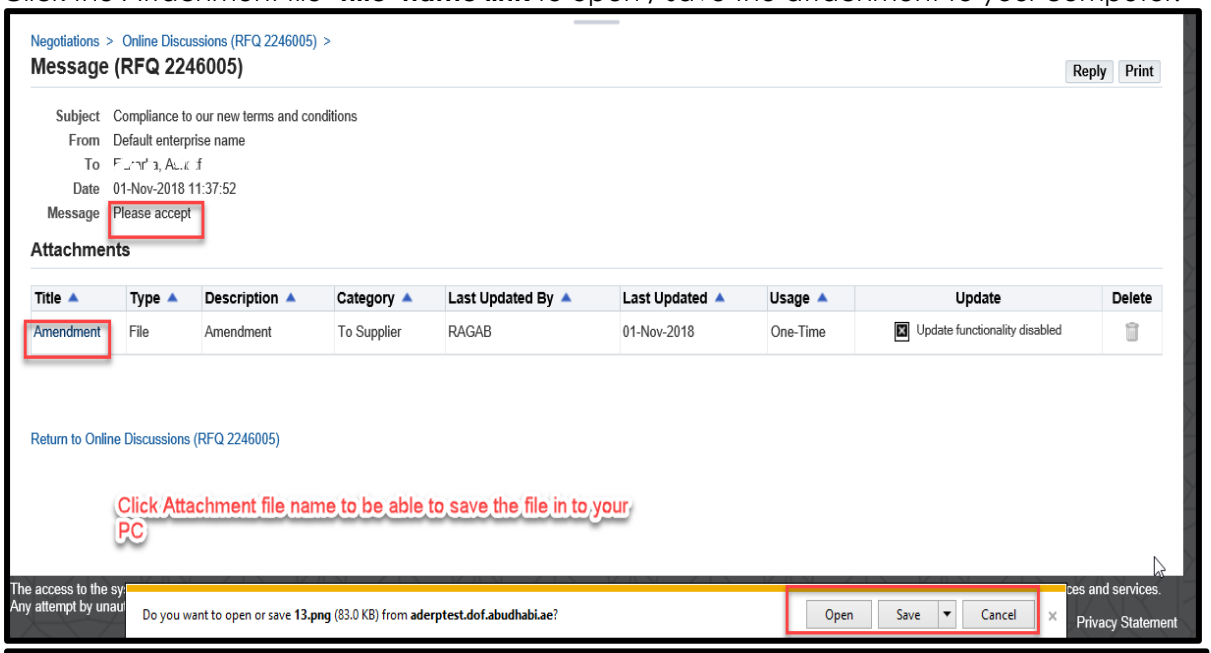

By clicking the **Full List**, all the notifications will be displayed.

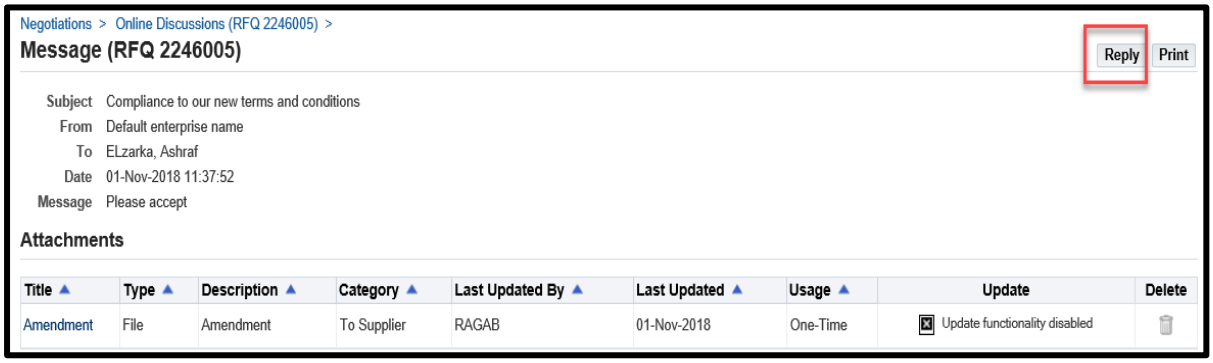
***Or WOC Sourcing Supplier > Sourcing > Sourcing Home Page > Your Active and Draft Responses***



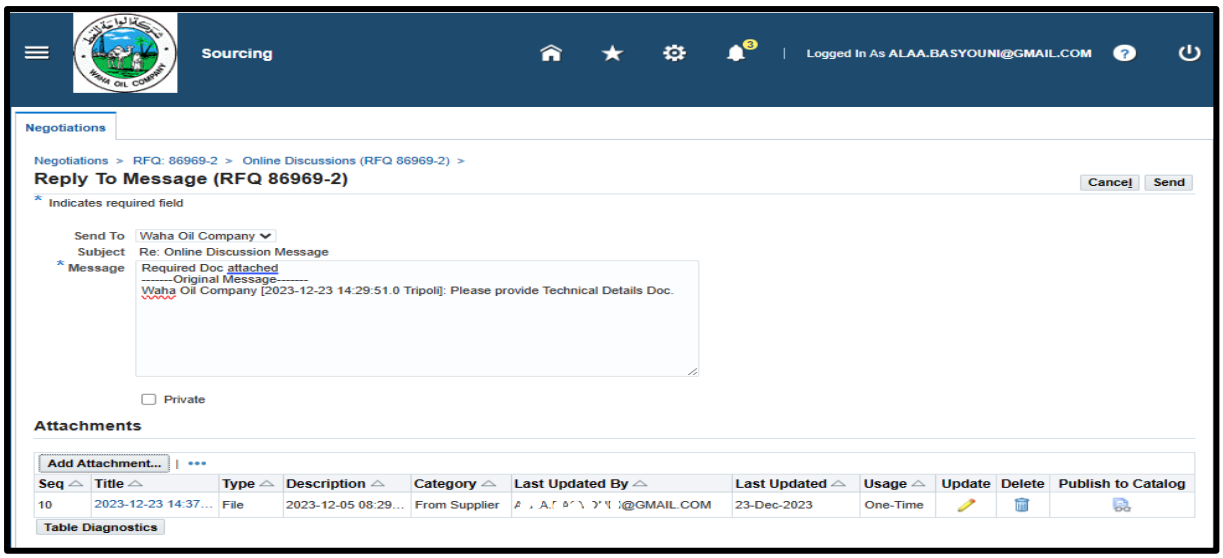

Click the **unread message number** to open the message
Click the **Message link** to view details of message

View the message and attachments if any.
Click the Attachment file **'Title' name link** to open / save the attachment to your computer.

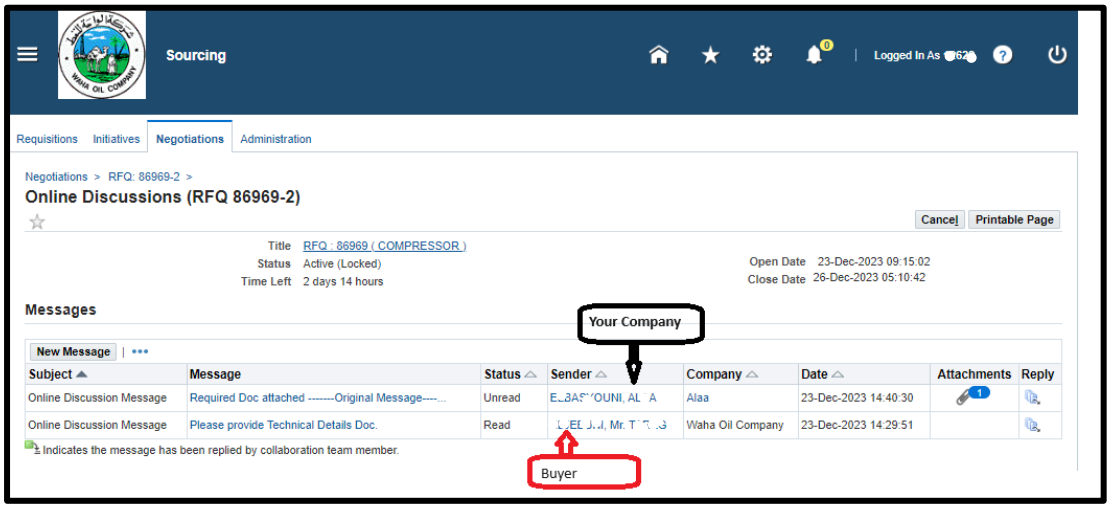



**Send the message only to Default Waha Oil Company**




The message history will be visible in **Online Discussions**

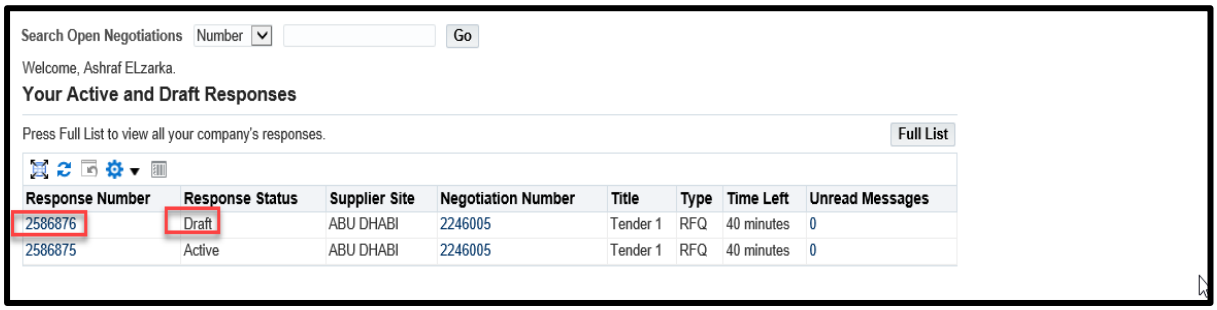



If you want, you may use the **Printable Page** button to print the messages.

## 1.6 How to Update the Attachment in 'Draft' Quote

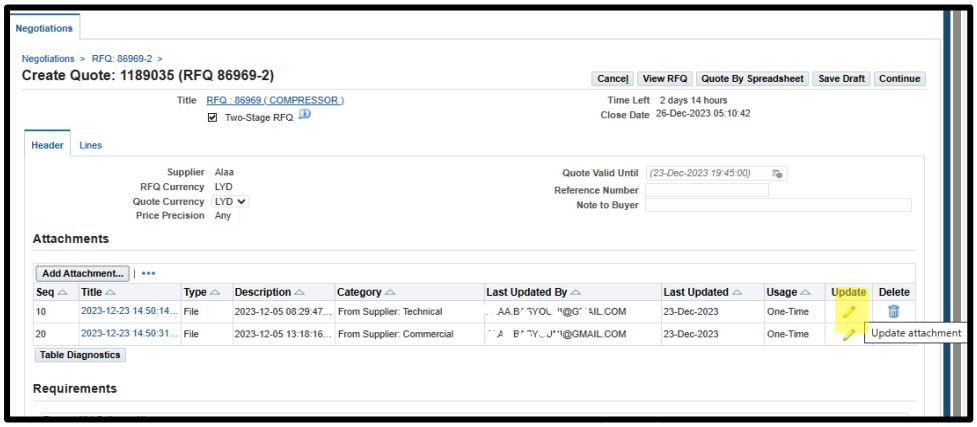
If your quote is in draft status, you may update the attachment—Title, Description, Category and attachment file before submitting the quote.

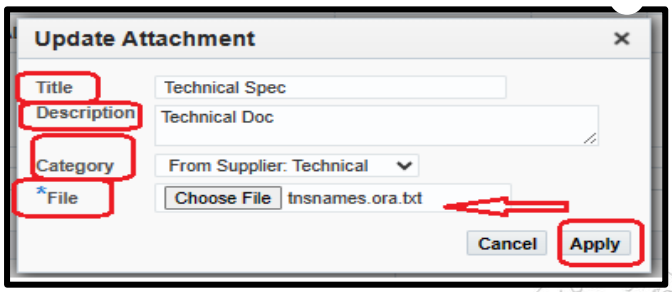
***Navigation: WOC Sourcing Supplier > Sourcing > Sourcing Home Page > Your Active and Draft Responses***



Click the draft Response **Number** link

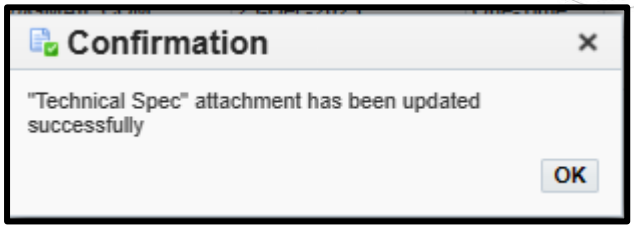
Click the **Pencil/ Update** Icon of attachment




Review and update the Title and Category as applicable. Click the Browse button if you want change the file attachment.

Attach the file and click Apply




Review the draft Quote and process further to Submit.