

Waha Oil Company Sourcing Supplier User Manual.

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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/>

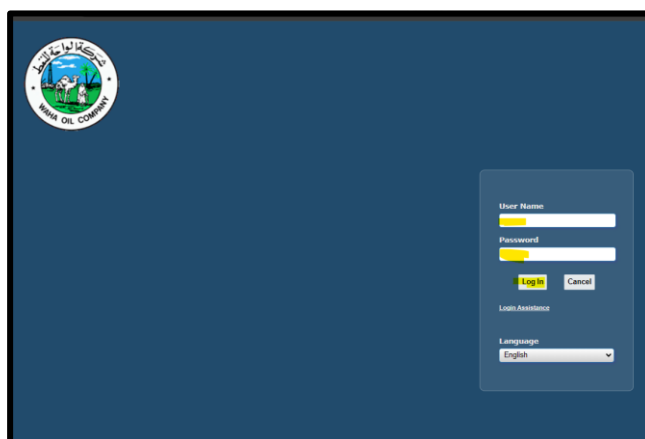
Enter Username, Password

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

1.1.1 LOGIN WITH THE CREDENTIALS

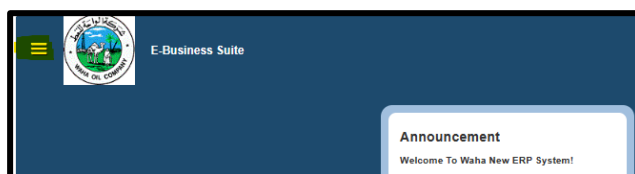
Enter your User name in upper or lower case. This is usually your registered email with Waha ERP System

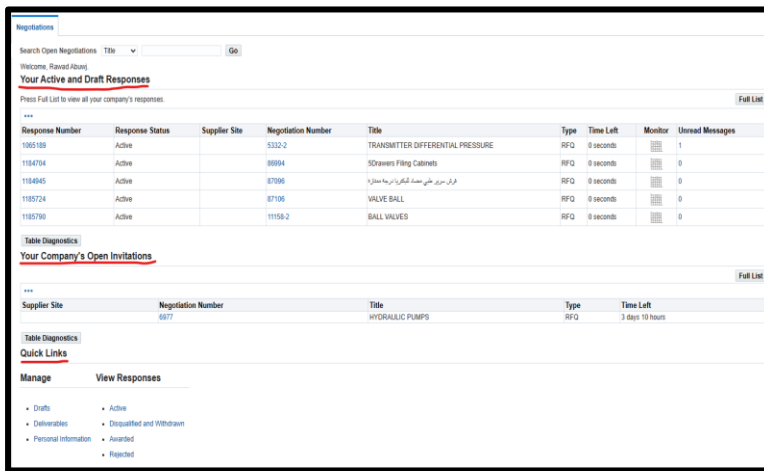
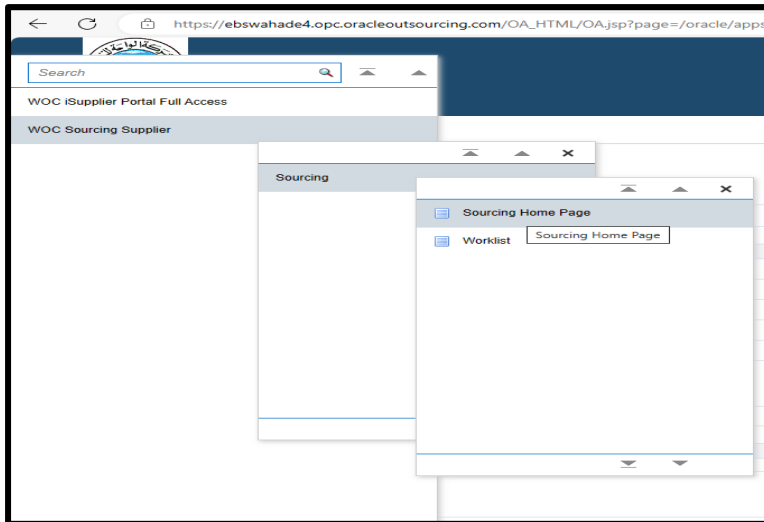
Enter your Password case-sensitive and considering the keyboard language



Click on Log in (Button)

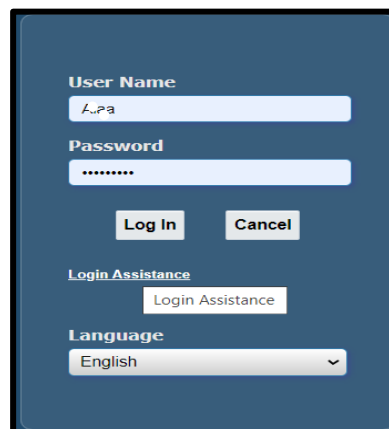
2. Click on Navigator Icon – Then select responsibility.

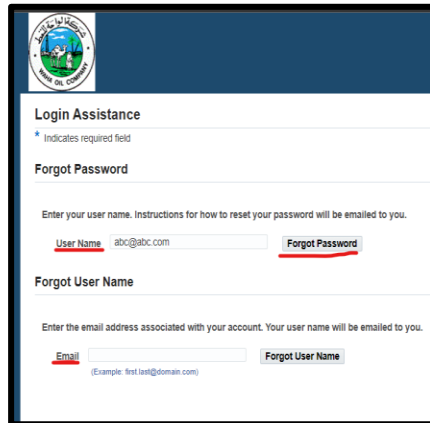




1.1.2 REQUEST NEW PASSWORD

In case you have forgotten the password or keyed-in incorrect password **three times**, 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.



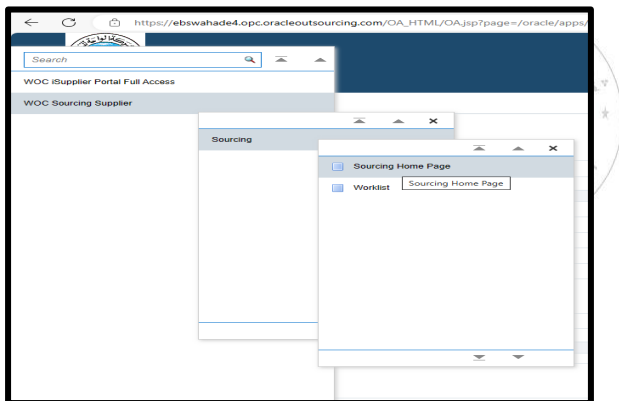
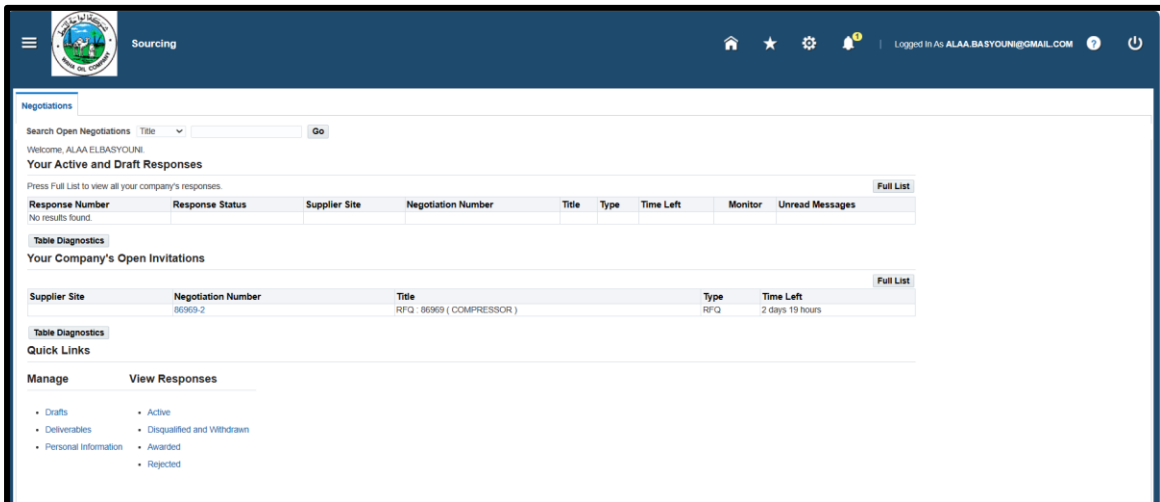



A new password should arrive in your email within 10 minutes.

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

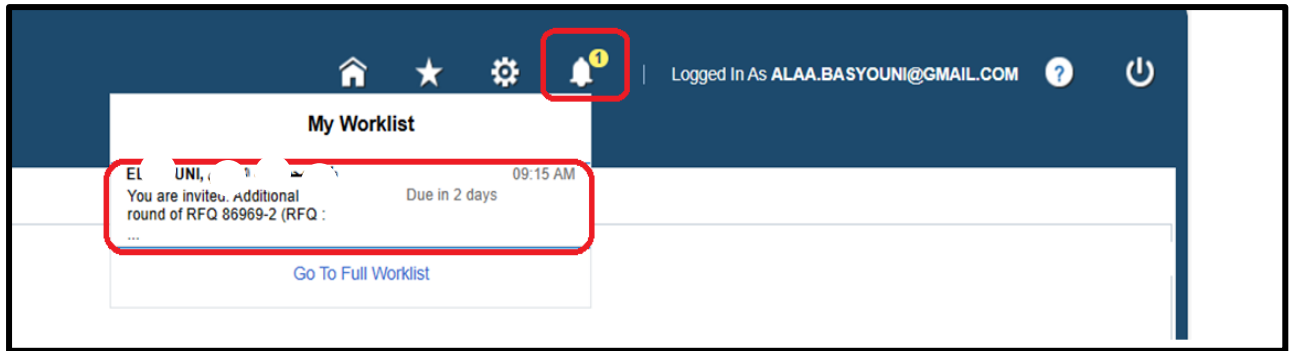
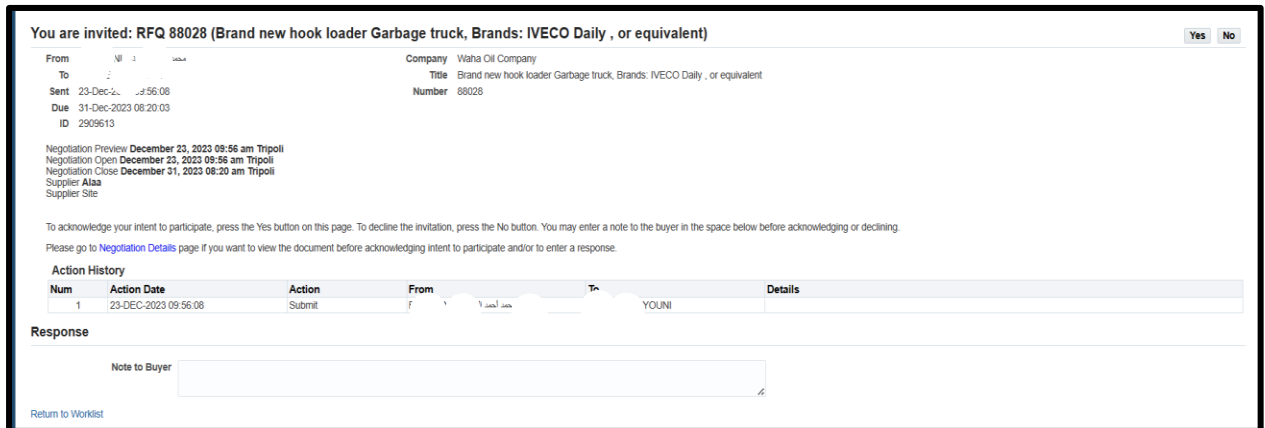
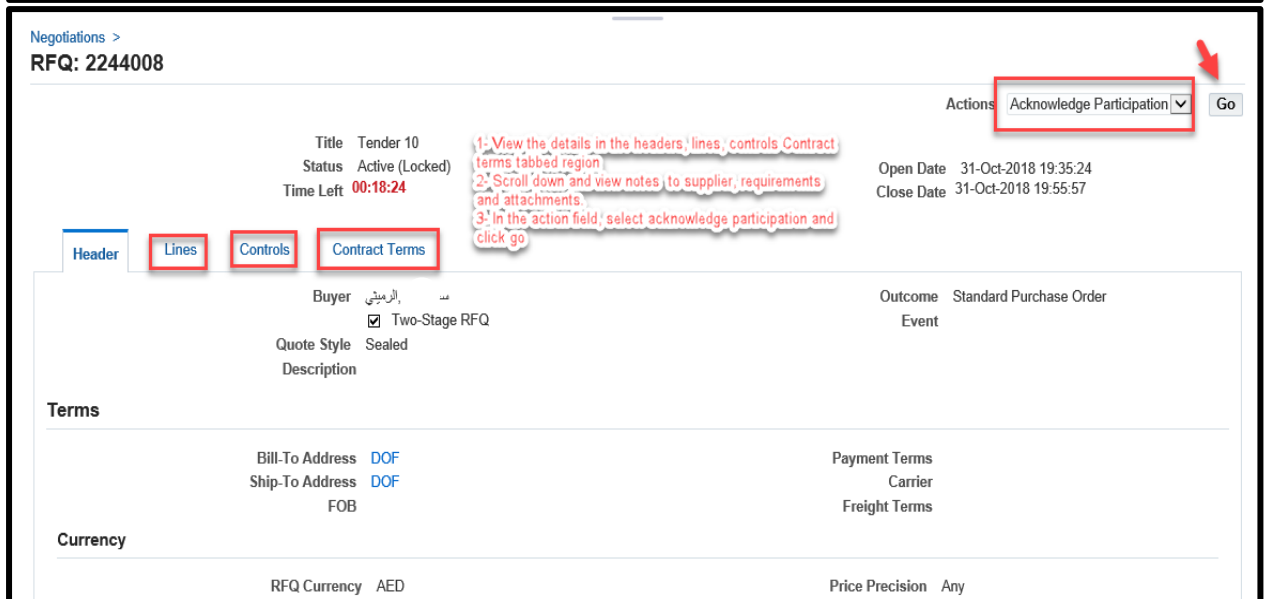
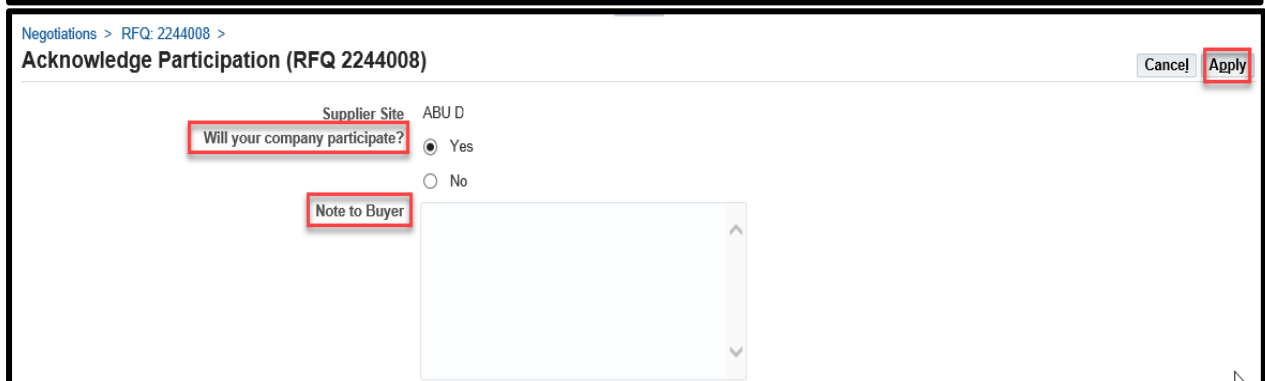
If the Tender is limited to Invited suppliers, and if you are among the invited suppliers, only then a notification will be sent.

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.

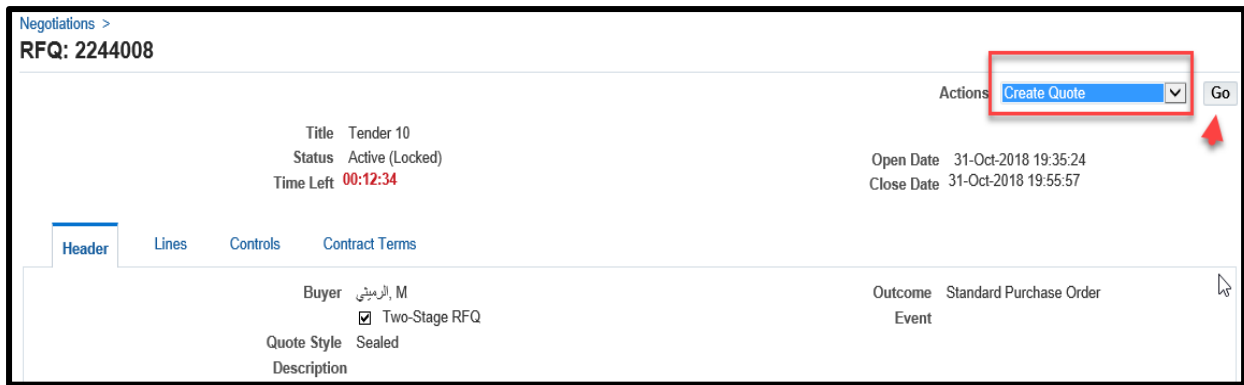
Navigation: Worklist

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:





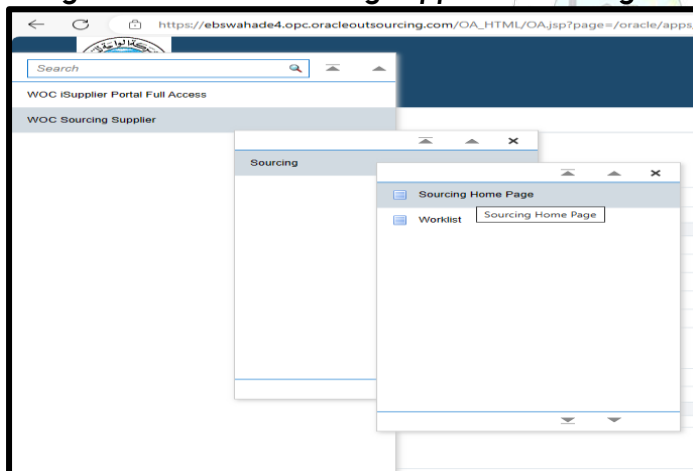
If you decide to create the Quote later, you may do so if the Tender / RFQ is still 'Active'. Refer to the "Search RFQ / Tender / Negotiation and Create Response Quote" chapter.

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

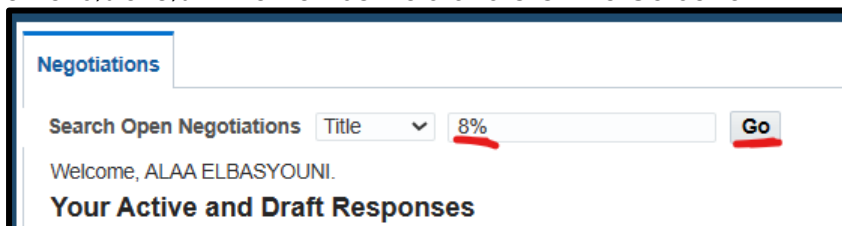
Alternatively, the supplier can **search for the Open** Tender / RFQ / Negotiation within **iSupplier Portal** as shown below.

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.

Negotiations > **Active Negotiations**

Search

Note that the search is case insensitive

Number Contact

Title Line

Category Event

Select Negotiation:

Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input type="radio"/> 2244008	Tender 10	مريثي	10 minutes	31-Oct-2018 19:55:57	Sealed	0	<input type="checkbox"/>	0

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

Negotiations > Active Negotiations > **RFQ: 2244008**

Actions

Title Tender 10
Status Active (Locked)
Time Left 00:09:29

Open Date 31-Oct-2018 19:35:24
Close Date 31-Oct-2018 19:55:57

Header Lines Controls Contract Terms

Buyer سعيد الرميثي, Mr. سعيد
☒ Two-Stage RFQ
Quote Style Sealed
Description

Outcome Standard Purchase Order
Event

Terms

Bill-To Address DOF
Ship-To Address DOF
FOB

Payment Terms
Carrier
Freight Terms

Currency

Scroll down and view Notes to Supplier, Requirements and Attachments

Currency

RFQ Currency AED Price Precision Any

Requirements

Details Section

	RFQ Stage
<input type="button" value="Technical Requirements"/>	Technical
<input type="button" value="Commercial Requirements"/>	Commercial

Notes and Attachments

View notes to supplier and attachments

Note to Suppliers

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

Return to Active Negotiations

Actions

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.



Negotiations > Active Negotiations > **Terms and Conditions**

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Each tender could have its own Terms and Conditions.
Make sure that you are able to follow up with these terms and conditions and then mark the I have accept terms and conditions check box then press Accept.

Attachments

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

☐ I have read and accepted the terms and conditions

Cancel Accept

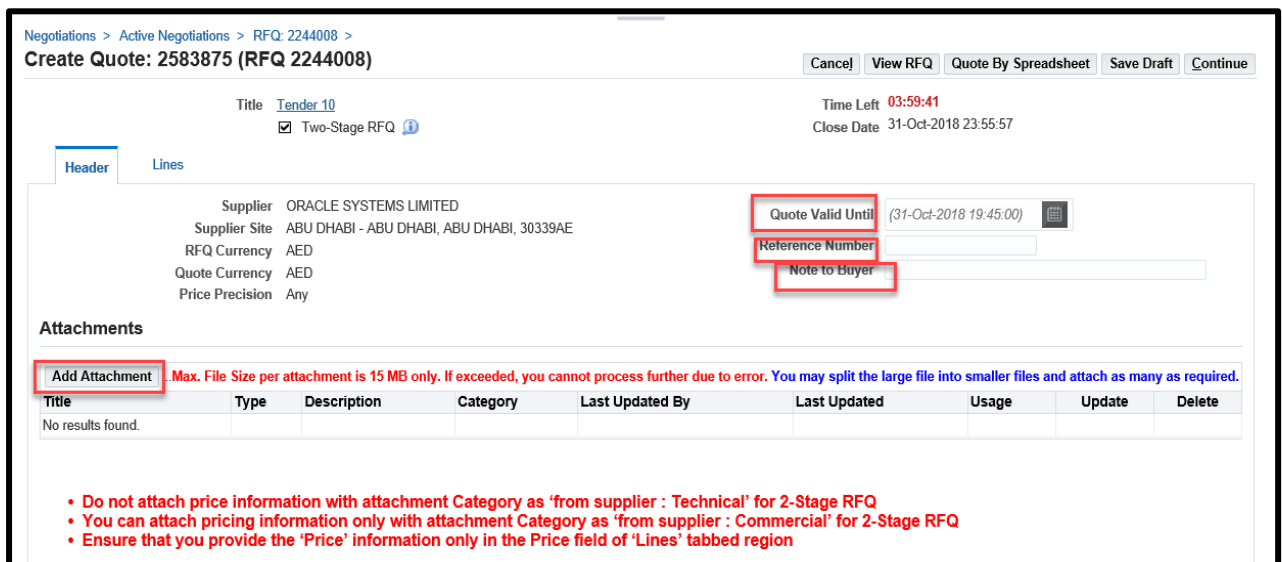
Mark the check box and click the **Accept** button if you want to accept and proceed.

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



Negotiations > Active Negotiations > RFQ: 2244008 > **Create Quote: 2583875 (RFQ 2244008)**

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Tender 10 Time Left **03:59:41**
☒ Two-Stage RFQ Close Date 31-Oct-2018 23:55:57

Header Lines

Supplier ORACLE SYSTEMS LIMITED
 Supplier Site ABU DHABI - ABU DHABI, ABU DHABI, 30339AE
 RFQ Currency AED
 Quote Currency AED
 Price Precision Any

Quote Valid Until (31-Oct-2018 19:45:00)
 Reference Number
 Note to Buyer

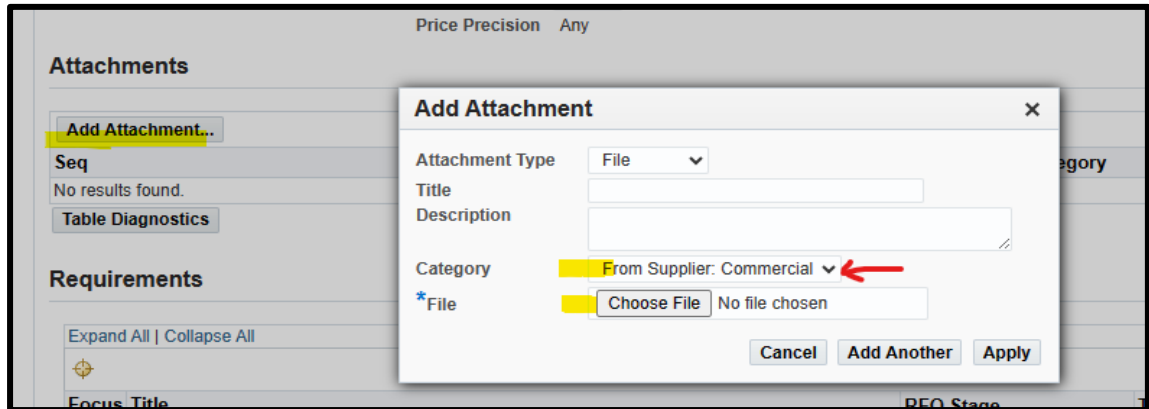
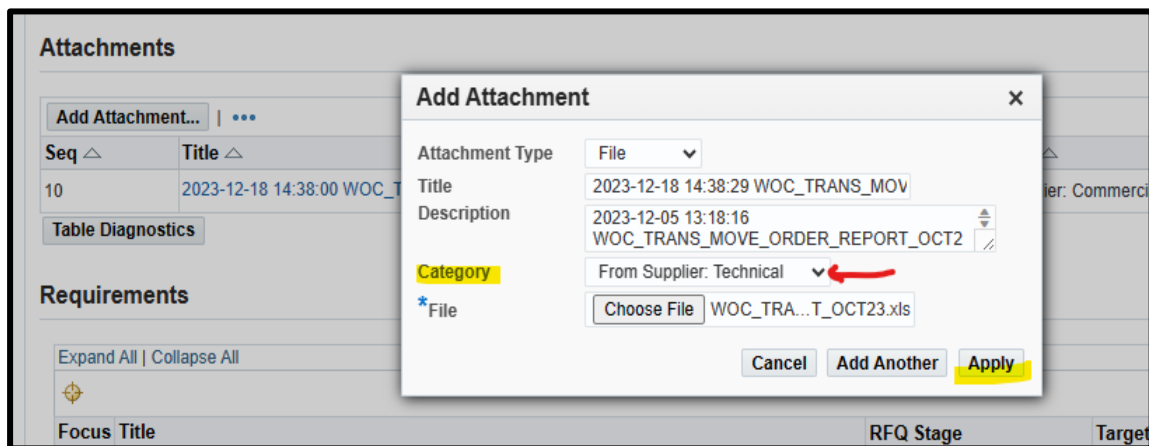
Attachments

Add Attachment .Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file into smaller files and attach as many as required.

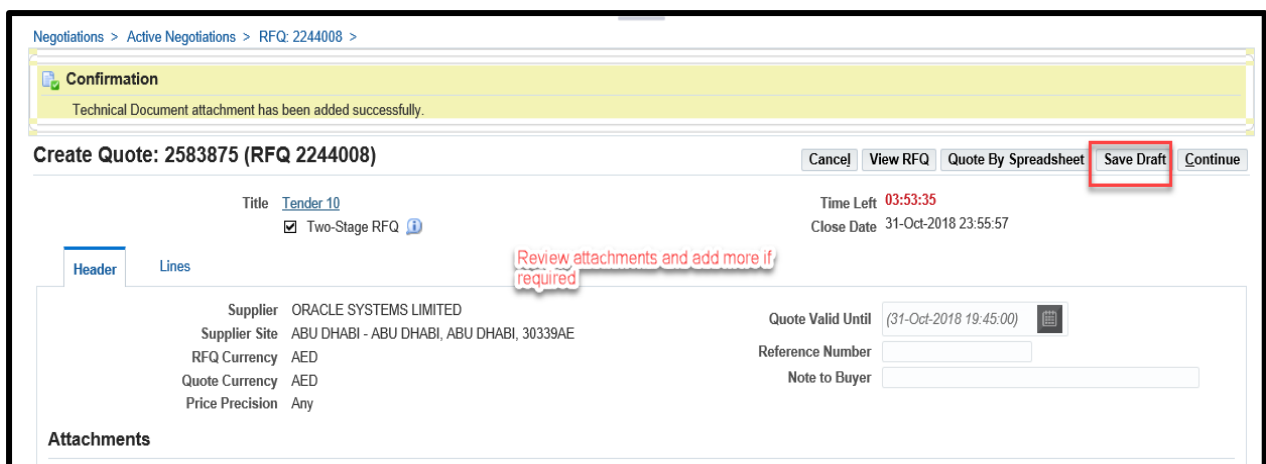
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

- Do not attach price information with attachment Category as 'from supplier : Technical' for 2-Stage RFQ
- You can attach pricing information only with attachment Category as 'from supplier : Commercial' for 2-Stage RFQ
- Ensure that you provide the 'Price' information only in the Price field of 'Lines' tabbed region

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

Negotiations

Negotiations > RFQ: 6977 >

Create Quote: 1187560 (RFQ 6977)

Title: **HYDRAULIC PUMPS**

Supplier: Aral United Oil Services LTD

RFQ Currency: LYD

Quote Currency: LYD

Price Precision: Any

Time Left: 3 days 10 hours

Close Date: 21-Dec-2023 22:42:17

Quote Valid Until: (19-Dec-2023 19:45:00)

Reference Number

Note to Buyer

Attachments

Add Attachment...

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

Requirements

Expand All | Collapse All

Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Technical Requirement	Technical		
What is the country of origin?	Technical	USA EU UK N America Japan	
Commercial Requirement	Commercial		
What is your Payment Terms?	Commercial	30 Days Net Or Cash Against Document (CAD)	

Click Save Draft to save your work

2 Unread Messages [Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Time Left 3 days 10 hours

Close Date 21-Dec-2023 22:42:17

Navigate to Lines Section

Negotiations > Active Negotiations > RFQ: 2244008 >

Confirmation

Quote 2583875 for RFQ 2244008 (Tender 10) has been saved as a draft.

Create Quote: 2583875 (RFQ 2244008)

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title: **Tender 10**

Time Left: **03:46:58**

Close Date: 31-Oct-2018 23:55:57

☒ Two-Stage RFQ

Header **Lines**

Enter Quote price for each line.

Negotiations

Negotiations > RFQ: 6977 >

Create Quote: 1187560 (RFQ 6977)

Title: **HYDRAULIC PUMPS**

Time Left: 3 days 10 hours

Close Date: 21-Dec-2023 22:42:17

Header **Lines**

Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 PUMP HYDRAULIC.MA...	031 Es-Sider Terminal	Sealed			EACH	4	4		No	
2 PUMP HYDRAULIC.MA...	031 Es-Sider Terminal	Sealed			EACH	4	4		No	

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.

Create Quote 2583875: Line 1 (RFQ 2244008)

Line 2: Services 2 Go Cancel Save Draft Apply

Description Services
 Unit Each
 Start Price
 Target Price
 Quote Price 100
 Target Quantity 100
 Quote Quantity 100

Close Date 31-Oct-2018 23:55:57
 Quote Currency AED
 Rank Sealed
 Ship-To DOF
 Need-By Date 14-Nov-2018 15:24:18 to 27-Nov-2018 15:24:48
 Promised Date 27-Nov-2018 15:24:48

Review and add more details in this page; if line level attachment is requested, you may add from here and click apply button

Notes

Note to Buyer

Attachments

Add Attachment

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

Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error.
You may split the large file into smaller files and attach as many as required.

Click Continue to Submit your Quote

Negotiations > Active Negotiations > RFQ: 2244008 >

Create Quote: 2583875 (RFQ 2244008)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Tender 10
☒ Two-Stage RFQ ⓘ

Time Left **03:37:45**
 Close Date 31-Oct-2018 23:55:57

Header **Lines**

RFQ Currency AED
 Price Precision Any

Quote Currency AED

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1	Services	DOF	Sealed		100	Each	100	100	27-Nov-2018	Yes	+	
2	Services 2	DOF	Sealed		100	Each	10	10	29-Nov-2018	Yes	+	

Negotiations > RFQ: 6977 >

Confirmation

1. This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.
 2. Quote 1187560 for RFQ 6977 (HYDRAULIC PUMPS) has been validated without any errors.

Create Quote 1187560: Review and Submit (RFQ 6977)

2 Unread Messages Cancel Back Validate Save Draft Printable View Submit

Negotiations > Active Negotiations > RFQ: 2244008 >

Warning

This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 2583875: Review and Submit (RFQ 2244008)

Cancel Back Validate Save Draft Printable View Submit

Header

Title Tender 10
 Supplier ORACLE SYSTEMS LIMITED
 Supplier Site ABU DHABI
 RFQ Currency AED
 Quote Currency AED
 Price Precision Any

Time Left **03:36:45**
 Close Date 31-Oct-2018 23:55:57
 Quote Valid Until
 Reference Number
 Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Commercial Document	File	Commercial Document	Stage 2: Commercial	ASHRAF.ZARKA@ORACLE.COM	31-Oct-2018	One-Time		
Technical Document	File	Technical Document	Stage 1: Technical	ASHRAF.ZARKA@ORACLE.COM	31-Oct-2018	One-Time		

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'

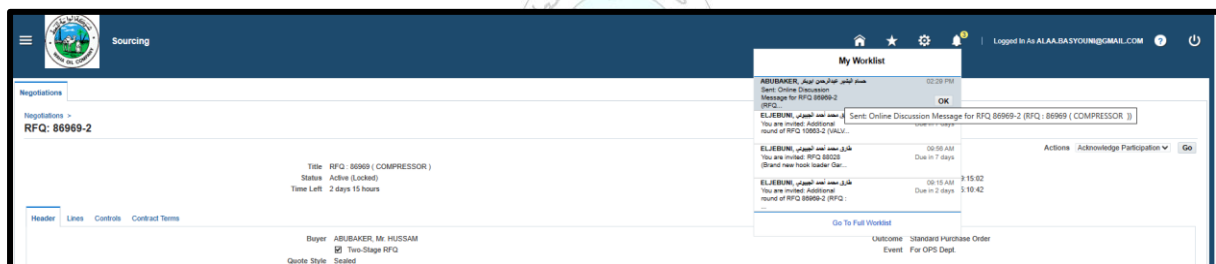


1.5 How to Respond to Buyer's Online Messages and Notifications

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.

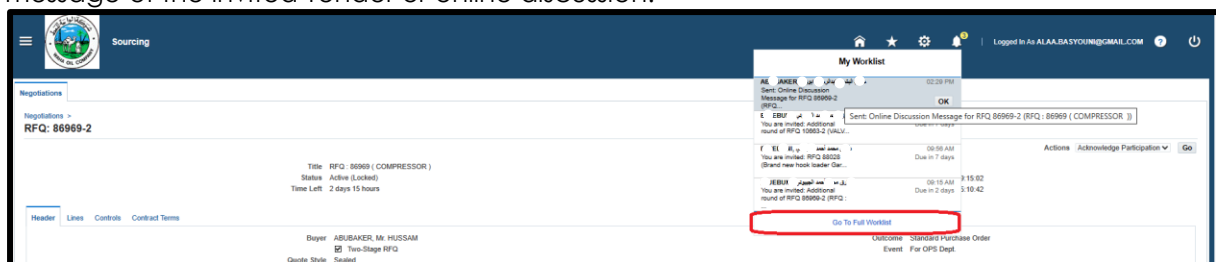
Navigation: Worklist shows the **open** notifications

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

Search Open Negotiations Number Go

Welcome, Ashraf ELzarka.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Messages
2586875	Active	ABU DHABI	2246005	Tender 1	RFQ	54 minutes	1

Click the **unread message number** to open the message

Click the **Message link** to view details of message

Negotiations > **Online Discussions (RFQ 2246005)** [Cancel](#) [Printable Page](#)

Title [Tender 1](#)
Status Active (Locked)
Time Left 52 minutes

Open Date 01-Nov-2018 10:44:06
Close Date 01-Nov-2018 12:41:48

Messages

[New Message](#) 

Subject	Message	Status	Sender	Date	Reply
Compliance to our new terms...	Please accept	Unread	Default enterprise name	01-Nov-2018 11:37:52	



View the message and attachments if any.

Click the Attachment file **'Title' name link** to open / save the attachment to your computer.

Negotiations > Online Discussions (RFQ 2246005) > **Message (RFQ 2246005)** [Reply](#) [Print](#)

Subject Compliance to our new terms and conditions
From Default enterprise name
To F...
Date 01-Nov-2018 11:37:52
Message [Please accept](#)

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Amendment	File	Amendment	To Supplier	RAGAB	01-Nov-2018	One-Time	 Update functionality disabled	

[Return to Online Discussions \(RFQ 2246005\)](#)

Click Attachment file name to be able to save the file in to your PC

The access to the system is denied. Any attempt by unauthorized users will be logged and reported to the system administrator.



Do you want to open or save 13.png (83.0 KB) from aderptest.dof.abudhabi.ae?

[Open](#) [Save](#) [Cancel](#) [Privacy Statement](#)

Negotiations > Online Discussions (RFQ 2246005) > **Message (RFQ 2246005)** [Reply](#) [Print](#)

Subject Compliance to our new terms and conditions
From Default enterprise name
To ELzarka, Ashraf
Date 01-Nov-2018 11:37:52
Message Please accept

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Amendment	File	Amendment	To Supplier	RAGAB	01-Nov-2018	One-Time	 Update functionality disabled	

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.

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

Search Open Negotiations

Number

Go

Welcome, Ashraf ELzarka.

Your Active and Draft Responses

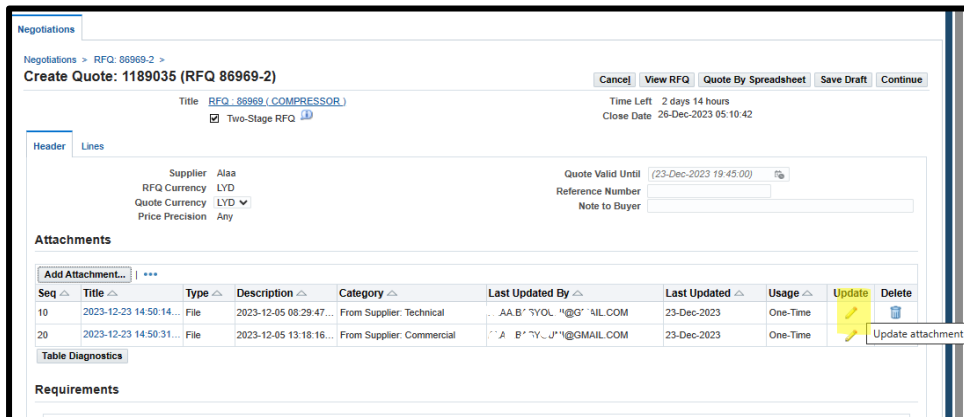
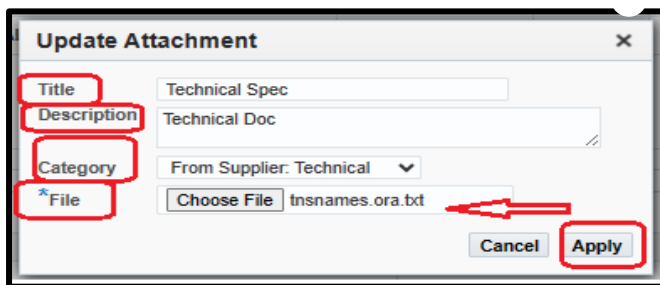
Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Messages
2586876	Draft	ABU DHABI	2246005	Tender 1	RFQ	40 minutes	0
2586875	Active	ABU DHABI	2246005	Tender 1	RFQ	40 minutes	0

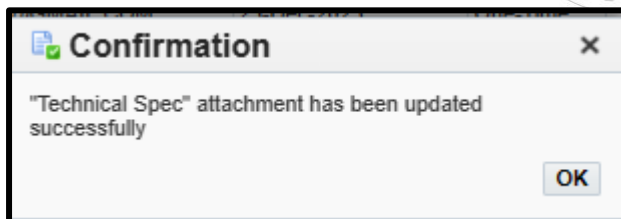
Click the draft Response **Number** link

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.

