

# 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

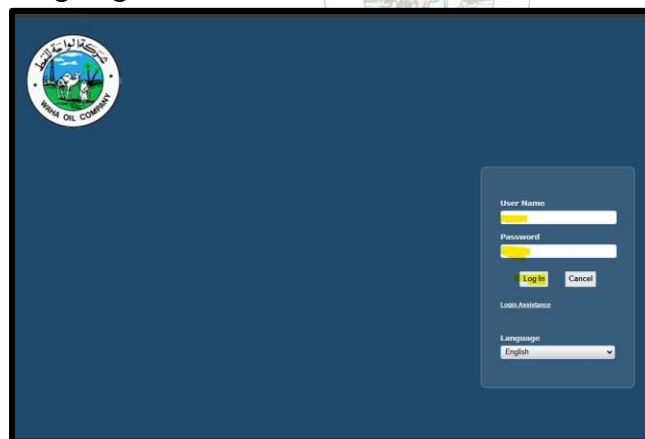
<https://webbswaha-pub.opc.oracleoutsourcing.com/>

Enter Username, Password

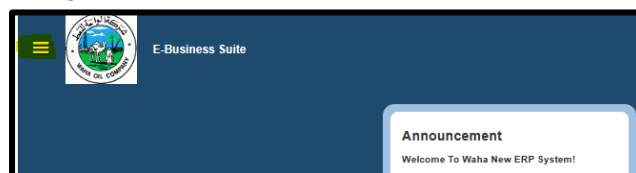
Note :After your registration, an email bearing your login credentials will be sent.

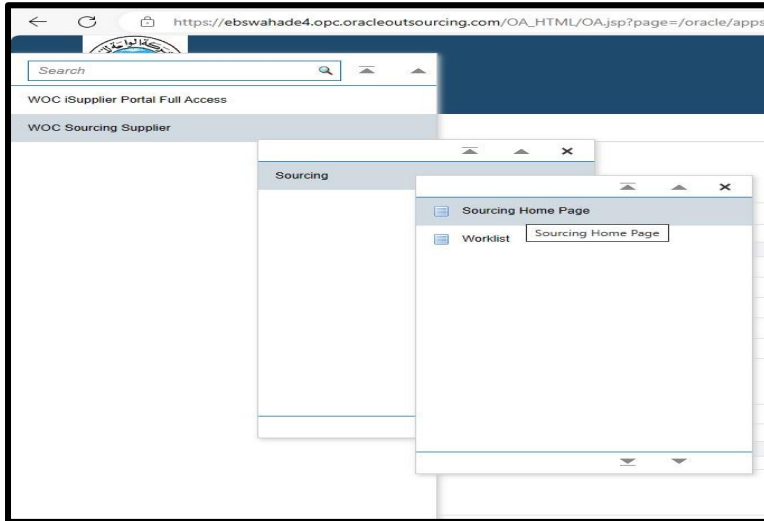
#### 1.1.1 LOGIN WITH THE CREDENTIALS

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.





**Negotiations**

Search Open Negotiations Title  Go

Welcome, Award Admin

**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	Monitor	Unread Messages
1105189	Active		5332-2	TRANSMITTER DIFFERENTIAL PRESSURE	RFQ	0 seconds		1
1154704	Active		80994	Scanners Filing Cabinets	RFQ	0 seconds		0
1154845	Active		87096	قاربان بزرگ حجمی ضد شکست / بزرگه سستار	RFQ	0 seconds		0
1105724	Active		87106	VALVE BALL	RFQ	0 seconds		0
1105790	Active		11158-2	BALL VALVES	RFQ	0 seconds		0

Table Diagnostics

**Your Company's Open Invitations**

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	9677	HYDRAULIC PUMPS	RFQ	3 days 10 hours

Table Diagnostics

**Quick Links**

Manage View Responses

- Drafts
- Deliverables
- Personal Information
- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

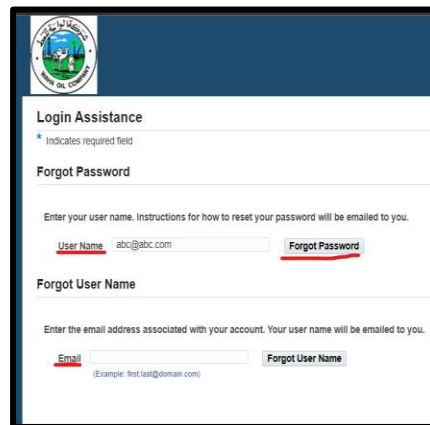
## 1.1.2 REQUEST NEW PASSWORD

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.



User Name  
  
 Password  
  
 Log In Cancel  
 Login Assistance  
  
 Language



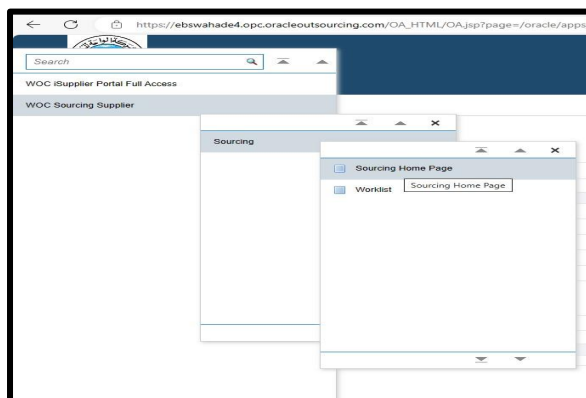
Waha Oil Company  
 Login Assistance  
 \* Indicates required field  
 Forgot Password  
 Enter your user name. Instructions for how to reset your password will be emailed to you.  
 User Name  Forgot Password  
 Forgot User Name  
 Enter the email address associated with your account. Your user name will be emailed to you.  
 Email  Forgot User Name  
 (Example: first.last@domain.com)

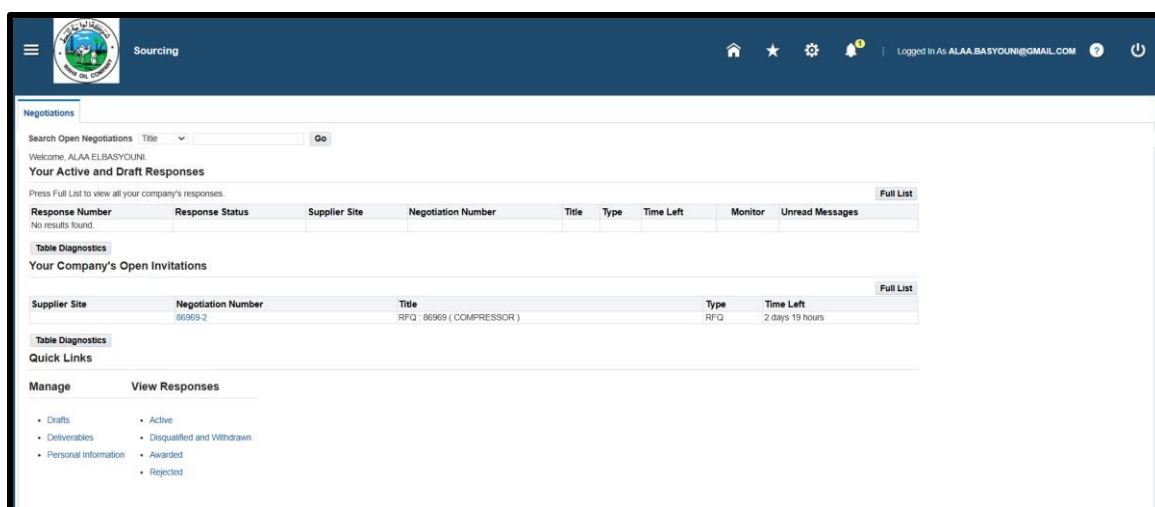
A new password should arrive in your email within 10 minutes.

## 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 Deliverables

Manage Personal Information and fax.

View Responses Active

View Responses Disqualified

View Responses Awarded

View Responses Rejected

Manage your draft Response Quote / Bids

Manage your Deliverables of Contracts

Manage your personal details like email, phone

View Response of Quote / Bids that are Active.

View Response of Quote / Bids that are disqualified.

View Response of Quote / Bids that are awarded.

View Response of Quote / Bids that are rejected.

## 1.3 Acknowledge Participation of Invited/ Limited Tender

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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**



Logged In As ALAA.BASYOUNI@GMAIL.COM
 


### My Worklist

EL UNI, 



09:15 AM

You are inviteu. Additional round of RFQ 86969-2 (RFQ :  
....

Due in 2 days

[Go To Full Worklist](#)

You are invited: RFQ 88028 (Brand new hook loader Garbage truck, Brands: IVECO Daily , or equivalent)

From: 
 To: 
 Sent: 23-Dec-2023 09:56:08  
 Due: 31-Dec-2023 08:20:03  
 ID: 2909613

Company: Waha Oil Company  
 Title: Brand new hook loader Garbage truck, Brands: IVECO Daily , or equivalent  
 Number: 88028

Negotiation Preview December 23, 2023 09:56 am Tripoli  
 Negotiation Open December 23, 2023 09:56 am Tripoli  
 Negotiation Close December 31, 2023 08:20 am Tripoli  
 Supplier Alaa  
 Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Num	Action Date	Action	From	To	Details
1	23-DEC-2023 09:56:08	Submit	F	YOUNI	

Response


Note to Buyer

[Return to Worklist](#)

Negotiations >  
RFQ: 2244008


Title Tender 10  
 Status Active (Locked)  
 Time Left 00:18:24

1- View the details in the headers, lines, controls Contract terms tabbed region  
 2- Scroll down and view notes to supplier, requirements and attachments.  
 3- In the action field, select acknowledge participation and click go

Actions Acknowledge Participation 
 Go

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

[Header](#)
[Lines](#)
[Controls](#)
[Contract Terms](#)

Buyer 
 Outcome Standard Purchase Order  
 Quote Style Sealed  
 Description

Bill-To Address DOF  
 Ship-To Address DOF  
 FOB

Payment Terms  
 Carrier  
 Freight Terms

Currency

RFQ Currency AED Price Precision Any

Negotiations > RFQ: 2244008 >  
Acknowledge Participation (RFQ 2244008)

Supplier Site ABU D  
 Will your company participate?

☒ Yes  
☐ No

Note to Buyer



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.

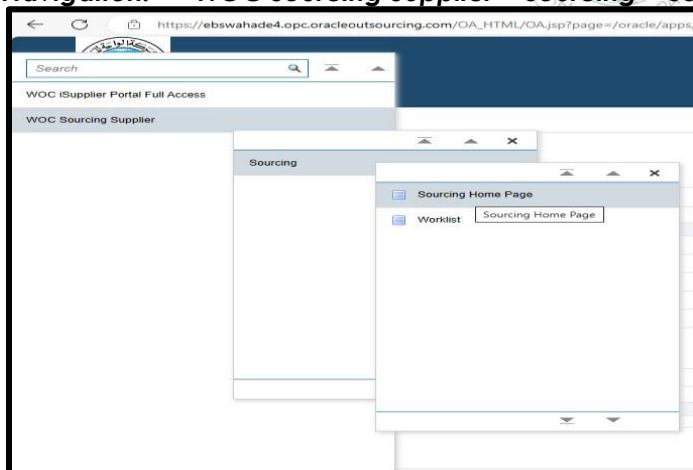
## 1.4 Search RFQ / Tender / Negotiation and Create Response Quote

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](http://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

**Negotiations**

Search Open Negotiations

Welcome, ALAA ELBASYOUNI.

**Your Active and Draft Responses**

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  Title  Category  Contact  Line  Event

Select Negotiation: ☐ Respond ☐

Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input type="radio"/> 2244008	Tender 10	مستجد : ميثي	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 مستجد : Mr. الميثي  
Outcome Standard Purchase Order  
☒ Two-Stage RFQ  
Quote Style Sealed  
Event  
Description

**Terms**

Bill-To Address DOF  
Ship-To Address DOF  
FOB

Payment Terms  
Carrier  
Freight Terms

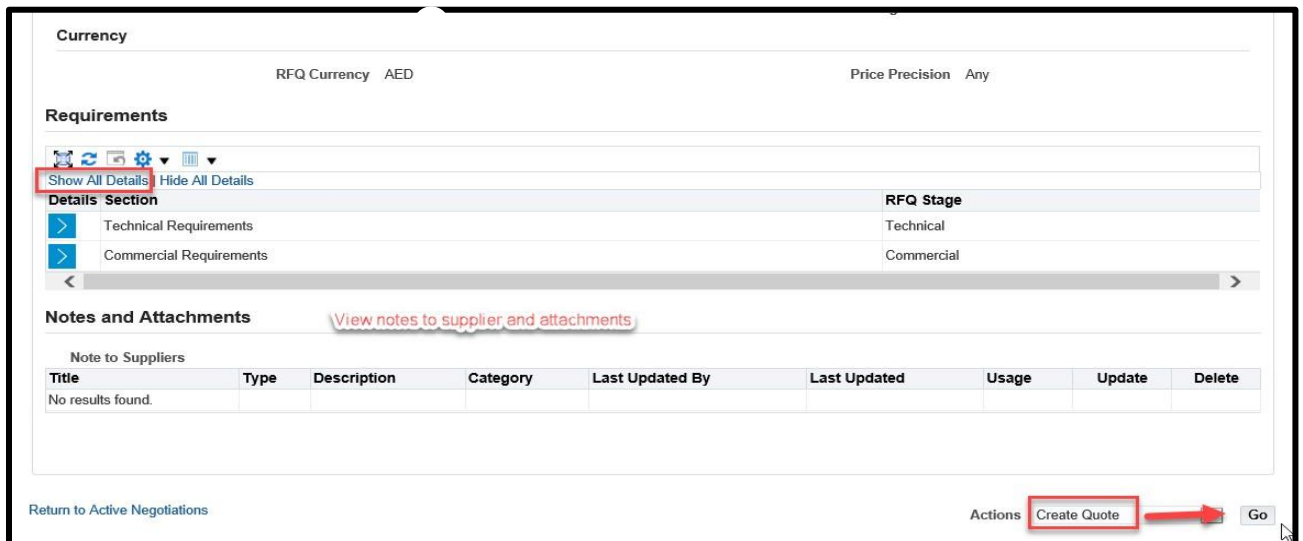
Currency

1: View the details in header, lines controls, contract terms tabbed region

Scroll Down the page to view requirements, notes to supplier and attachments

Scroll down and view Notes to Supplier, Requirements and Attachments





**Currency**

RFQ Currency: AED Price Precision: Any

**Requirements**

Show All Details Hide All Details

Details Section	RFQ Stage
Technical Requirements	Technical
Commercial Requirements	Commercial

**Notes and Attachments** [View notes to supplier and attachments](#)

Note to Suppliers

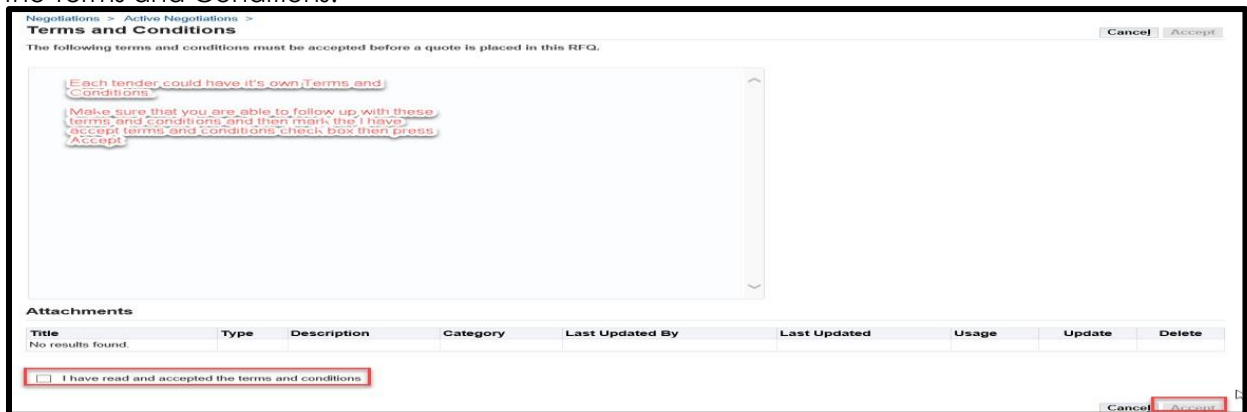
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Return to Active Negotiations

Actions **Create Quote** Go

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 accepted 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

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.**

Price Precision Any

**Attachments**

Add Attachment...

Seq  
No results found.

Table Diagnostics

**Requirements**

Expand All | Collapse All

Focus Title

**Add Attachment**

Attachment Type File

Title

Description

Category From Supplier: Commercial

\*File Choose File No file chosen

Cancel Add Another Apply

**Attachments**

Add Attachment... | ...

Seq Title

10 2023-12-18 14:38:00 WOC\_T

Table Diagnostics

**Requirements**

Expand All | Collapse All

Focus Title

**Add Attachment**

Attachment Type File

Title 2023-12-18 14:38:29 WOC\_TRANS\_MOV

Description 2023-12-05 13:18:16 WOC\_TRANS\_MOVE\_ORDER\_REPORT\_OCT2

Category From Supplier: Technical

\*File Choose File WOC\_TRA...T\_OCT23.xls

Cancel Add Another Apply

RFQ Stage Target

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

Negotiations > Active Negotiations > RFQ: 2244008 >

**Confirmation**  
Technical Document attachment has been added successfully.

**Create Quote: 2583875 (RFQ 2244008)**

Cancel View RFQ Quote By Spreadsheet **Save Draft** Continue

Title Tender 10 Time Left **03:53:35**  
☒ 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**

*Review attachments and add more if required*

Scroll Down to respond to Requirement Section

Negotiations > RFQ: 6977 >

**Create Quote: 1187560 (RFQ 6977)**

2 Unread Messages Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title HYDRAULIC PUMPS Time Left 3 days 10 hours  
☒ Two-Stage RFQ Close Date 21-Dec-2023 22:42:17

**Header** Lines

Supplier Aral United Oil Services LTD  
 RFQ Currency LYD  
 Quote Currency LYD  
 Price Precision Any

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?	USA EU UK N America Japan		
Commercial Requirement	Commercial		
What is your Payment Terms?	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**

RFQ Currency: AED Quote Currency: AED

## Enter Quote price for each line.

Negotiations > RFQ: 6977 >

**Create Quote: 1187560 (RFQ 6977)**

2 Unread Messages | Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Title: HYDRAULIC PUMPS Time Left: 3 days 10 hours  
Close Date: 21-Dec-2023 22:42:17

☒ Two-Stage RFQ ⓘ

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	

Table Diagnostics

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

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

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

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

Header Lines

RFQ Currency AED Quote Currency AED  
 Price Precision Any

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

Header

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 Time Left **03:36:45**  
 Supplier ORACLE SYSTEMS LIMITED Close Date 31-Oct-2018 23:55:57  
 Supplier Site ABU DHABI  
 RFQ Currency AED Quote Valid Until  
 Quote Currency AED Reference Number  
 Price Precision Any 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'

**Confirmation**

Quote 2583875 for RFQ 2244008 (Tender 10) has been submitted.

[Return to Sourcing Home Page](#)

## 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.

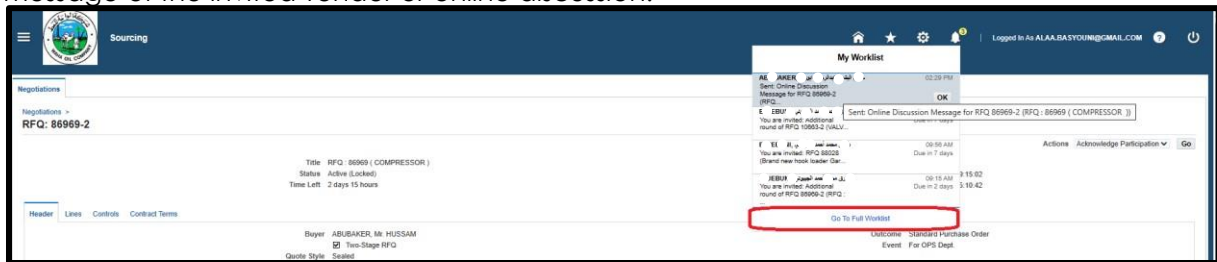
**Navigation: Worklist** shows the **open** notifications

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





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... .., 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	

[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.abudhabiaae? Open Save Cancel Privacy Statement

Negotiations > Online Discussions (RFQ 2246005) > Message (RFQ 2246005) Reply Print

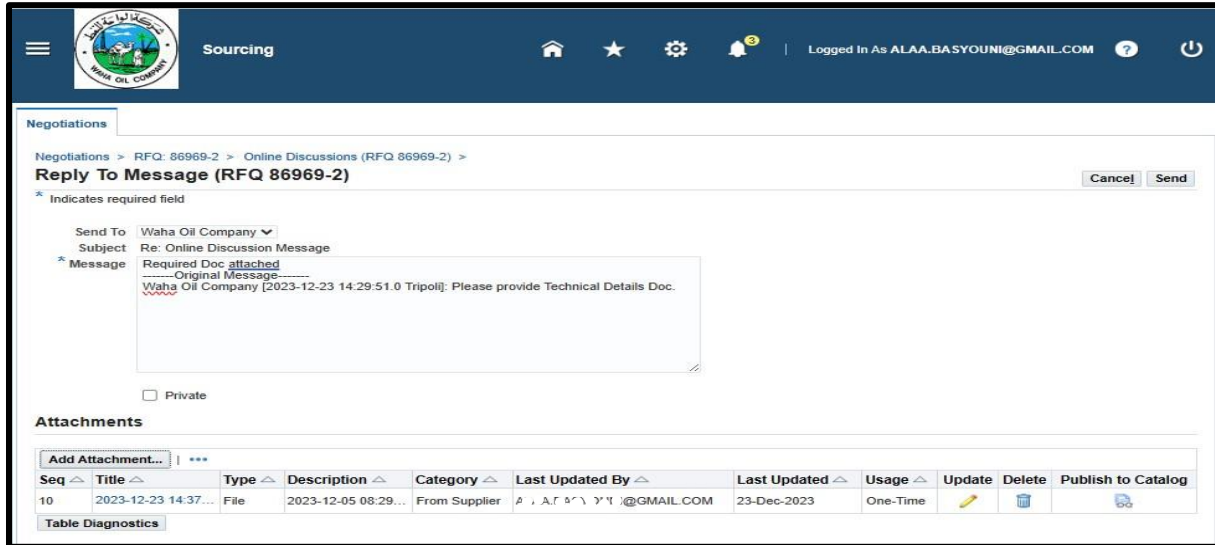
Subject Compliance to our new terms and conditions  
 From Default enterprise name  
 To ELzarka, Ashraf  
 Date 01-Nov-2018 11:37:52  
 Message Please accept

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**





**Reply To Message (RFQ 86969-2)**

\* Indicates required field

Send To: Waha Oil Company

Subject: Re: Online Discussion Message

\* Message: Required Doc attached  
-----Original Message-----  
Waha Oil Company [2023-12-23 14:29:51.0 Tripoli]: Please provide Technical Details Doc.

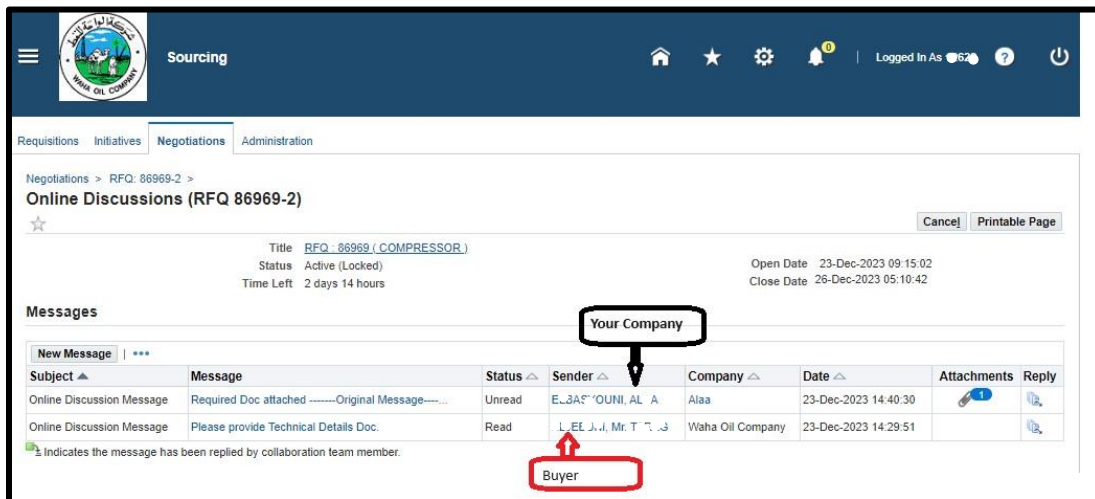
☐ Private

**Attachments**

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
10	2023-12-23 14:37...	File	2023-12-05 08:29...	From Supplier	ALAA.BASYOUNI@GMAIL.COM	23-Dec-2023	One-Time			

Table Diagnostics

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



**Online Discussions (RFQ 86969-2)**

Title: RFQ - 86969 (COMPRESSOR)

Status: Active (Locked)

Time Left: 2 days 14 hours

Open Date: 23-Dec-2023 09:15:02

Close Date: 26-Dec-2023 05:10:42

**Messages**

Subject	Message	Status	Sender	Company	Date	Attachments	Reply
Online Discussion Message	Required Doc attached -----Original Message-----	Unread	ALAA.BASYOUNI, AL A	Alaa	23-Dec-2023 14:40:30		
Online Discussion Message	Please provide Technical Details Doc.	Read	Waha Oil Company	Waha Oil Company	23-Dec-2023 14:29:51		

\* Indicates the message has been replied by collaboration team member.

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

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
<a href="#">2586876</a>	<a href="#">Draft</a>	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

Negotiations

Negotiations > RFQ: 86969-2 >

Create Quote: 1189035 (RFQ 86969-2) [Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title RFQ: 86969 (COMPRESSOR) Time Left 2 days 14 hours  
☒ Two-Stage RFQ Close Date 28-Dec-2023 05:10:42

Header Lines

Supplier Alaa  
 RFQ Currency LYD  
 Quote Currency LYD  
 Price Precision Any

Quote Valid Until (23-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
10	2023-12-23 14:50:14...	File	2023-12-05 08:29:47...	From Supplier: Technical	AA.B.YOL "@G" IL.COM	23-Dec-2023	One-Time	<a href="#">Update</a>	<a href="#">Delete</a>
20	2023-12-23 14:50:31...	File	2023-12-05 13:18:16...	From Supplier: Commercial	A B "Y" J "I" @GMAIL.COM	23-Dec-2023	One-Time	<a href="#">Update</a>	<a href="#">Delete</a>

Table Diagnostics

Requirements

**Update Attachment**

Title Technical Spec

Description Technical Doc

Category From Supplier: Technical

\*File Choose File tnsnames.ora.txt

[Cancel](#) [Apply](#)

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

**Confirmation**

"Technical Spec" attachment has been updated successfully

[OK](#)

Review the draft Quote and process further to Submit.