

Supply Chain Hub Sourcing User Manual Submit Quotation Against RFQ

Objective

The goal of this user manual is to:

Understand the process of Acknowledge and Submit Quotation against RFQ
Prepare and Submit Quotation

Target Audience:

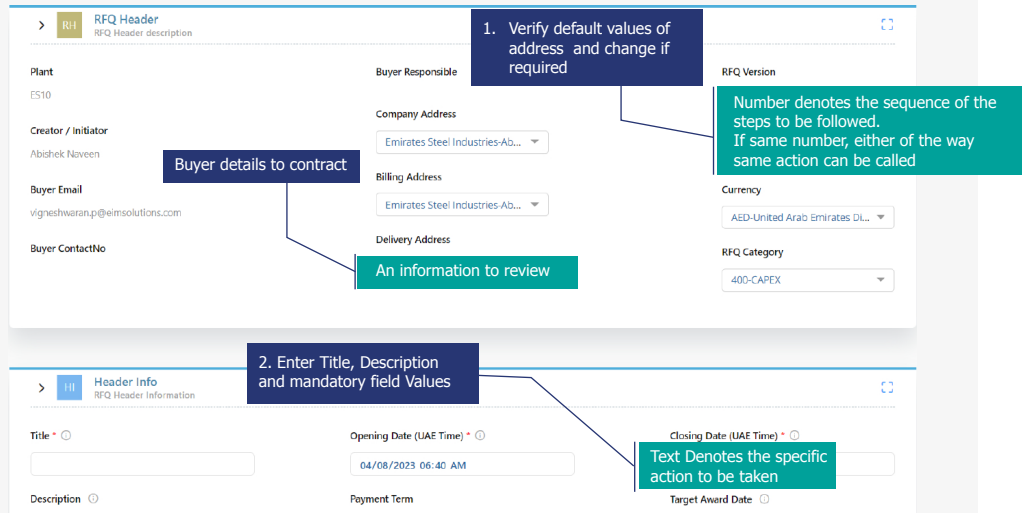
Supplier



Course Pre-requisites:

SCH Login

Notations Used in Training Manual



1. Verify default values of address and change if required

Number denotes the sequence of the steps to be followed. If same number, either of the way same action can be called

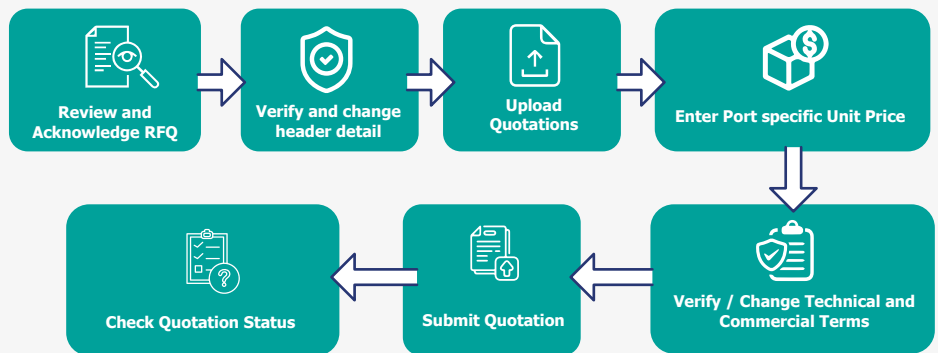
Buyer details to contract

An information to review

2. Enter Title, Description and mandatory field Values

Text Denotes the specific action to be taken

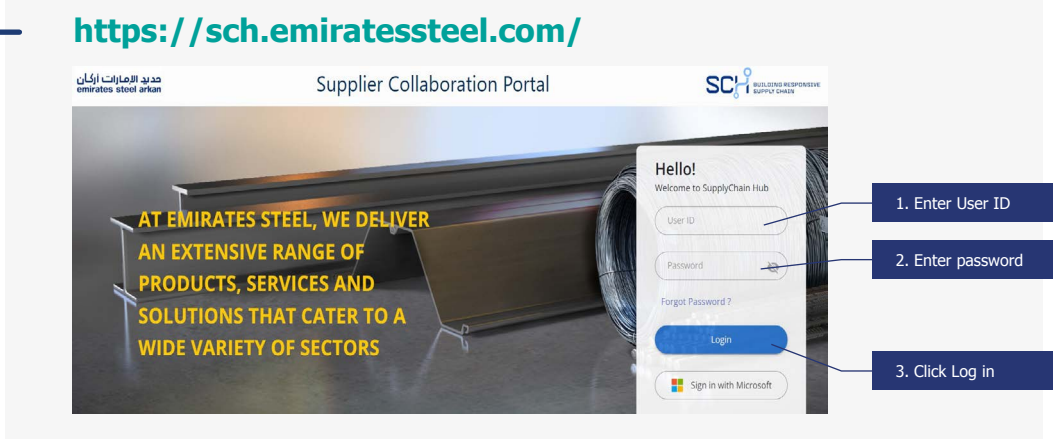
Create RFQ from PR - Process Flow



Login To SCH Portal

Login Page

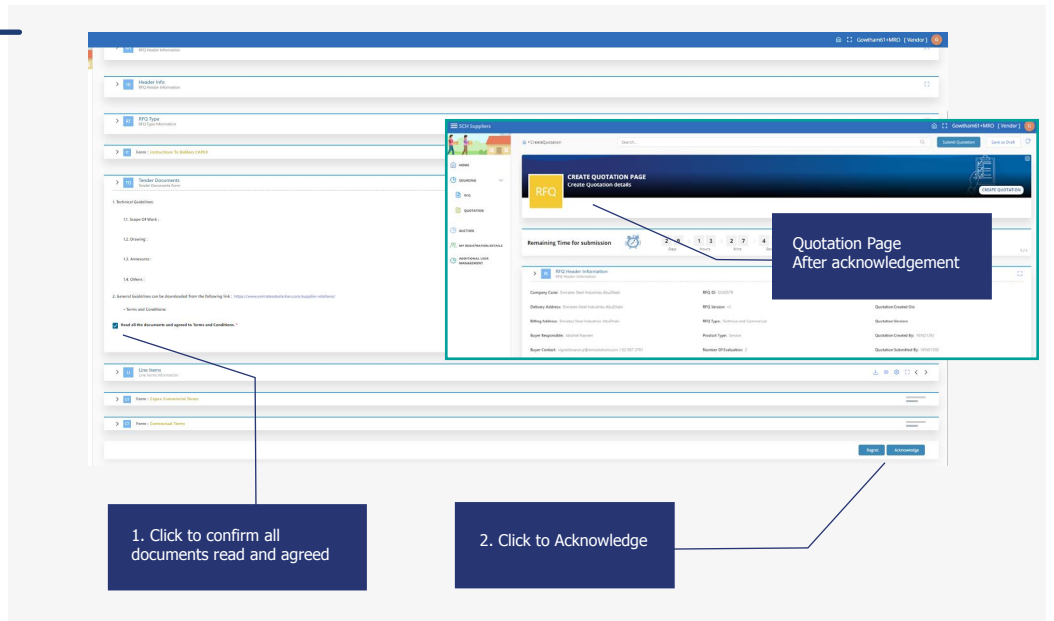
<https://sch.emiratessteel.com/>



1. Enter User ID
2. Enter password
3. Click Log in

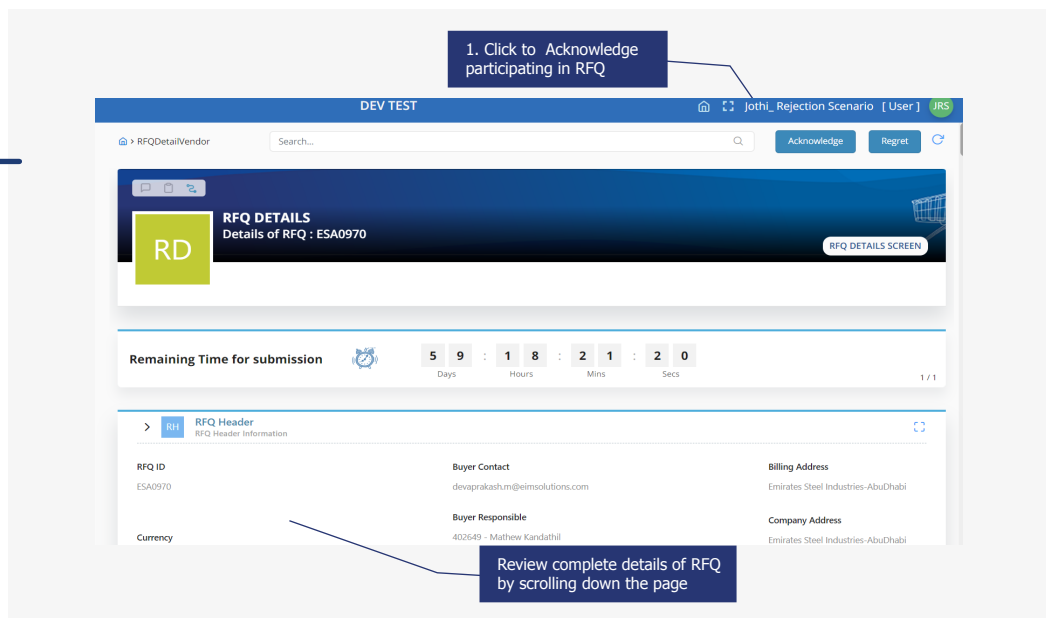
Acknowledge RFQ

Open RFQ to Acknowledge



1. Click to confirm all documents read and agreed
2. Click to Acknowledge

Acknowledge RFQ

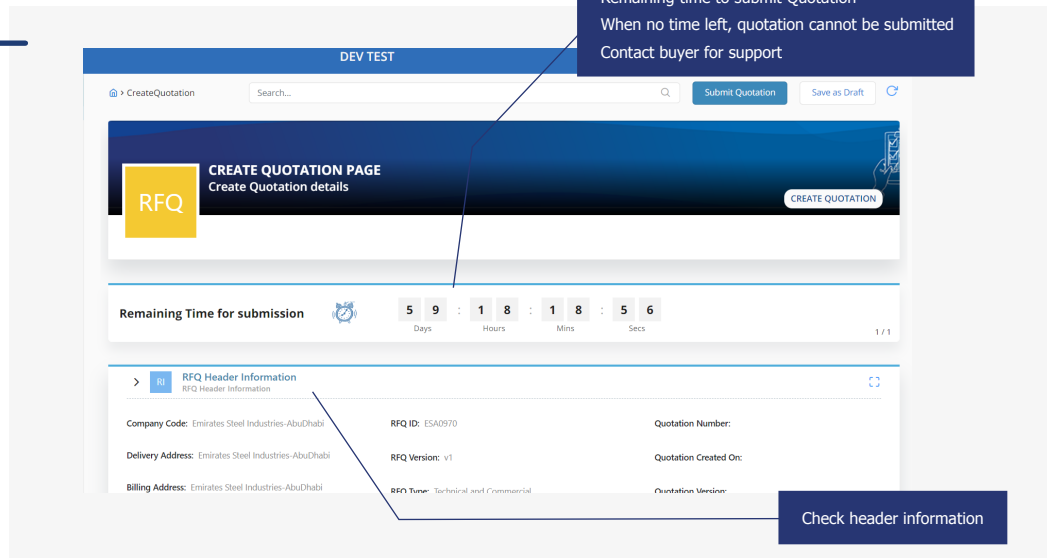


1. Click to Acknowledge participating in RFQ

Review complete details of RFQ by scrolling down the page

Submit Quotation

Header information
Login Page



Remaining time to submit Quotation
When no time left, quotation cannot be submitted
Contact buyer for support

DEV TEST

CreateQuotation Search... Submit Quotation Save as Draft

RFQ CREATE QUOTATION PAGE
Create Quotation details CREATE QUOTATION

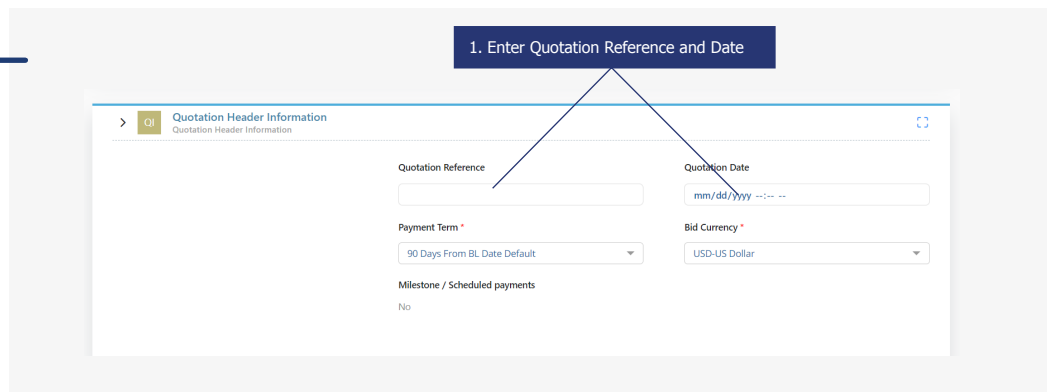
Remaining Time for submission 5 9 : 1 8 : 1 8 : 5 6
Days Hours Mins Secs 1 / 1

RFQ Header Information
RFQ Header Information

Company Code: Emirates Steel Industries-AbuDhabi RFQ ID: ESA09370 Quotation Number:
Delivery Address: Emirates Steel Industries-AbuDhabi RFQ Version: v1 Quotation Created On:
Billing Address: Emirates Steel Industries-AbuDhabi RFQ Type: Technical and Commercial Quotation Version:

Check header information

Quotation
Header Data



1. Enter Quotation Reference and Date

Quotation Header Information
Quotation Header Information

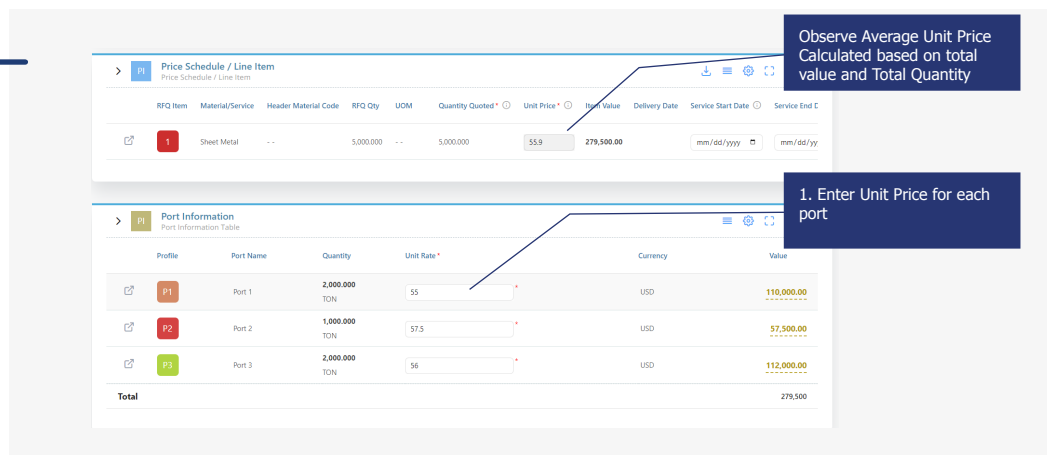
Quotation Reference
Quotation Date
mm/dd/yyyy --:-- --

Payment Term *
90 Days From BL Date Default

Bid Currency *
USD-US Dollar

Milestone / Scheduled payments
No

Technical and
Commercial
Terms



Observe Average Unit Price
Calculated based on total
value and Total Quantity

Price Schedule / Line Item
Price Schedule / Line Item

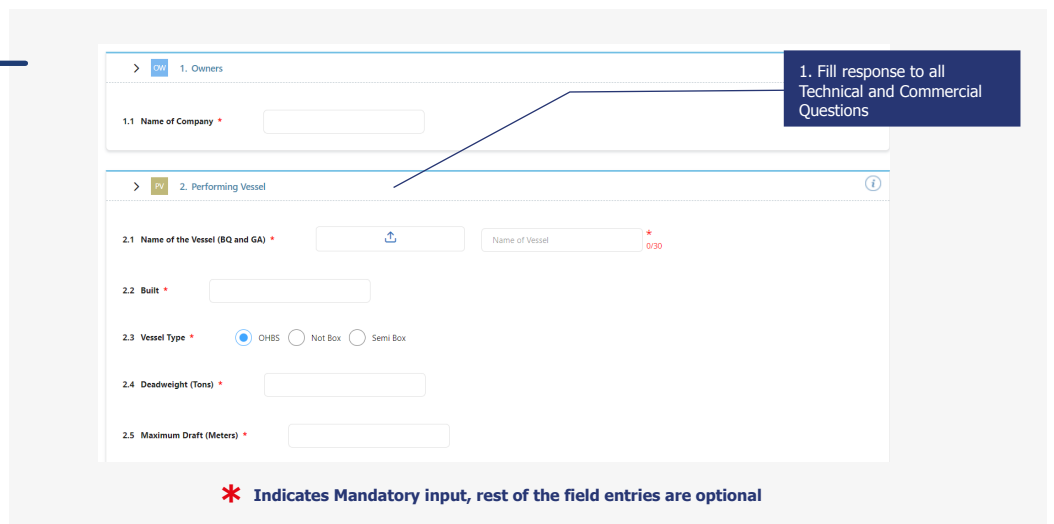
RFQ Item	Material/Service	Header Material Code	RFQ Qty	UOM	Quantity Quoted *	Unit Price *	Total Value	Delivery Date	Service Start Date	Service End Date
1	Sheet Metal	--	5,000,000	--	5,000,000	\$5.9	279,500.00	mm/dd/yyyy	mm/dd/yyyy	

1. Enter Unit Price for each port

Port Information
Port Information Table

Profile	Port Name	Quantity	Unit Rate *	Currency	Value
P1	Port 1	2,000,000 TON	\$5	USD	110,000.00
P2	Port 2	1,000,000 TON	\$75	USD	57,500.00
P3	Port 3	2,000,000 TON	\$6	USD	112,000.00
Total					279,500

Technical and
Commercial
Terms



1. Fill response to all
Technical and Commercial
Questions

1. Owners

1.1 Name of Company *

2. Performing Vessel

2.1 Name of the Vessel (BQ and GA) *
Name of Vessel * 0/30

2.2 Built *

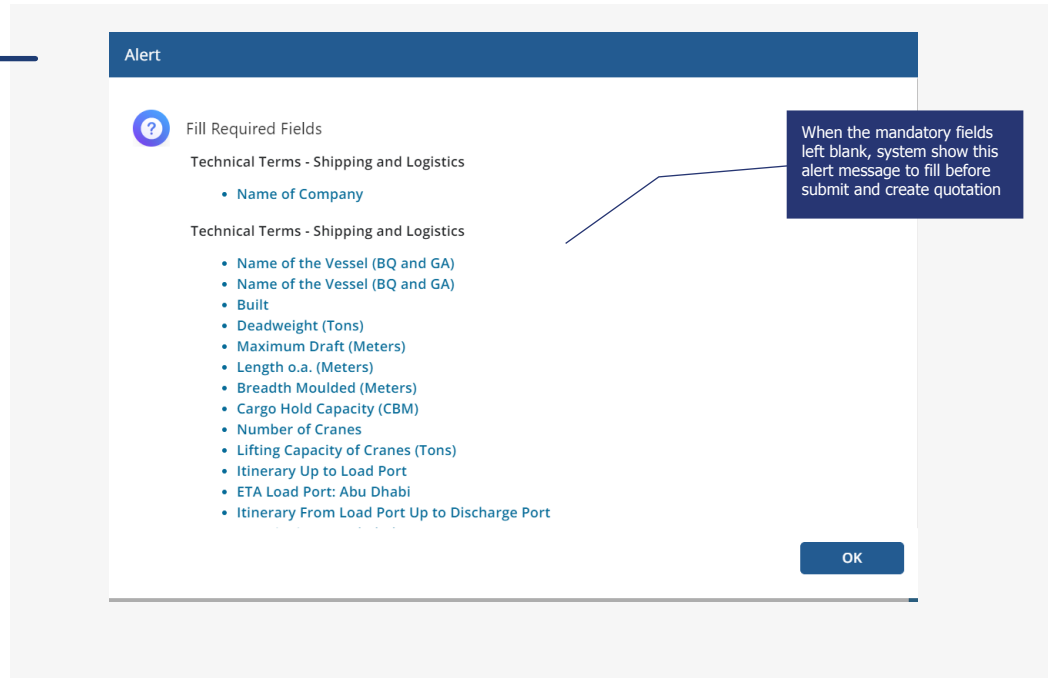
2.3 Vessel Type *
 OHBS Not Box Semi Box

2.4 Deadweight (Tons) *

2.5 Maximum Draft (Meters) *

* Indicates Mandatory input, rest of the field entries are optional

Submit Quotation



Alert

Fill Required Fields

Technical Terms - Shipping and Logistics

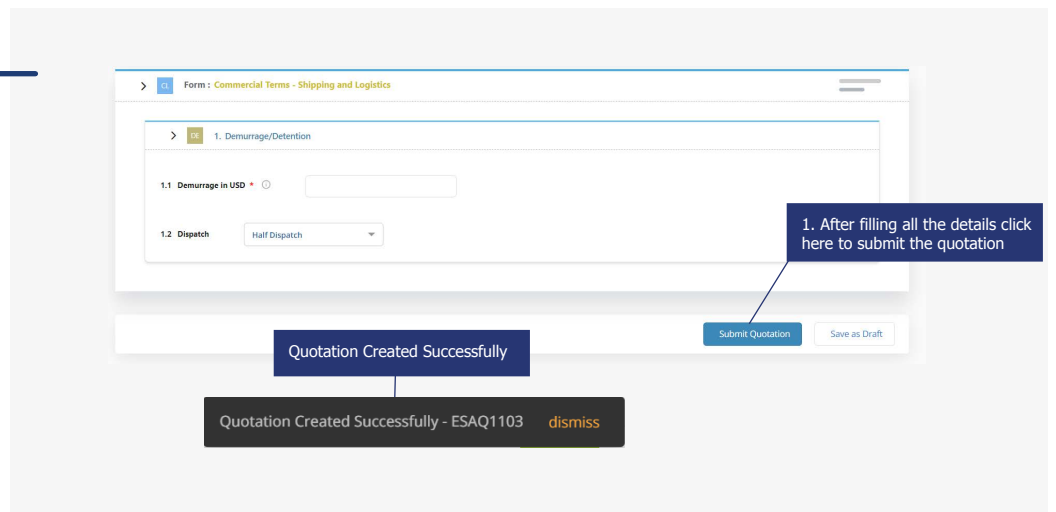
- Name of Company

Technical Terms - Shipping and Logistics

- Name of the Vessel (BQ and GA)
- Name of the Vessel (BQ and GA)
- Built
- Deadweight (Tons)
- Maximum Draft (Meters)
- Length o.a. (Meters)
- Breadth Moulded (Meters)
- Cargo Hold Capacity (CBM)
- Number of Cranes
- Lifting Capacity of Cranes (Tons)
- Itinerary Up to Load Port
- ETA Load Port: Abu Dhabi
- Itinerary From Load Port Up to Discharge Port

OK

When the mandatory fields left blank, system show this alert message to fill before submit and create quotation



Form : Commercial Terms - Shipping and Logistics

1. Demurrage/Detention

1.1 Demurrage in USD *

1.2 Dispatch Half Dispatch

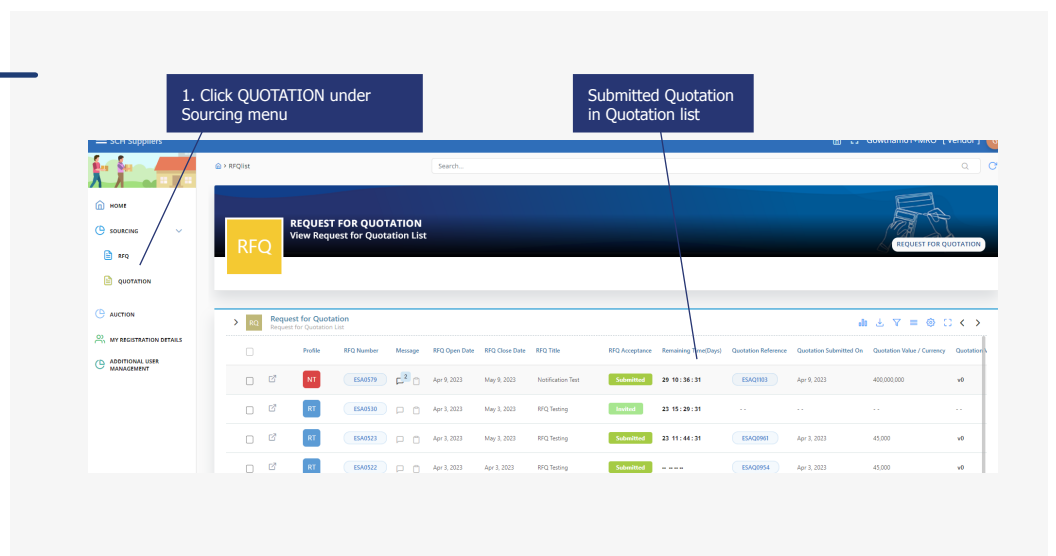
Submit Quotation Save as Draft

Quotation Created Successfully

Quotation Created Successfully - ESAQ1103 dismiss

1. After filling all the details click here to submit the quotation

Submitted Quotation



1. Click QUOTATION under Sourcing menu

Submitted Quotation in Quotation list

RFQ REQUEST FOR QUOTATION View Request for Quotation List

	Profile	RFQ Number	Message	RFQ Open Date	RFQ Close Date	RFQ Title	RFQ Acceptance	Remaining Time(Days)	Quotation Reference	Quotation Submitted On	Quotation Value / Currency	Quotation
	NT	ESAK379		Apr 9, 2023	May 9, 2023	Notification Test	Submitted	29 19:16:31	ESAK1103	Apr 9, 2023	400,000,000	v0
	RT	ESAK330		Apr 3, 2023	May 3, 2023	RFQ Testing	Submitted	23 15:129:31
	RT	ESAK323		Apr 3, 2023	May 3, 2023	RFQ Testing	Submitted	23 11:44:31	ESAK2061	Apr 3, 2023	43,000	v0
	RT	ESAK322		Apr 3, 2023	Apr 3, 2023	RFQ Testing	Submitted	---	ESAK2054	Apr 3, 2023	45,000	v0

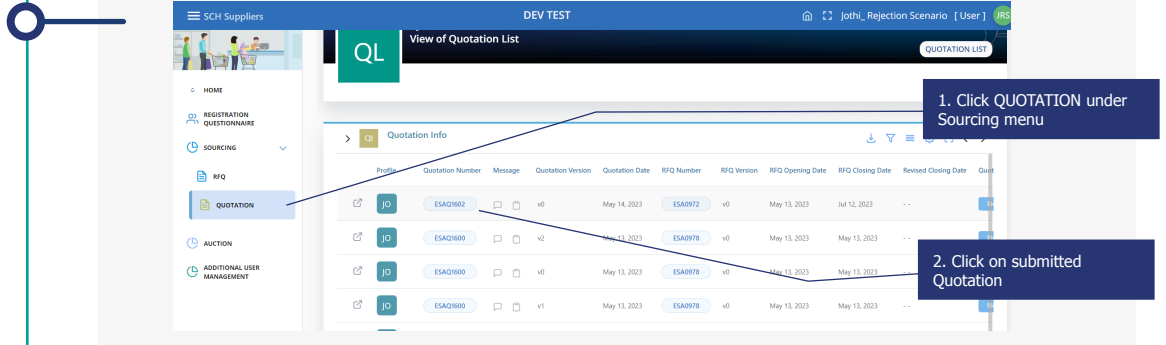
Submit Alternate Quotation

This option can be used when,

An alternate quotation to be submitted based on change in vessel type, or any other parameters

Either of the Alternate quotation submitted will be considered by buyer during evaluation

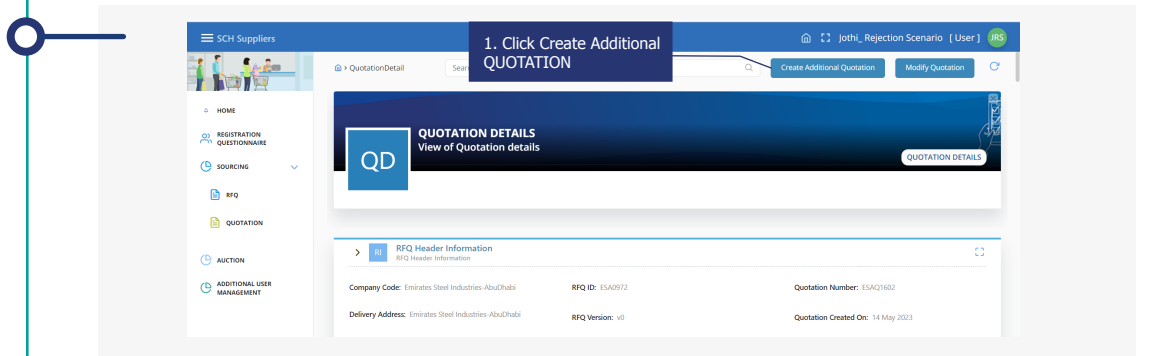
Open Submitted Quotation



1. Click QUOTATION under Sourcing menu

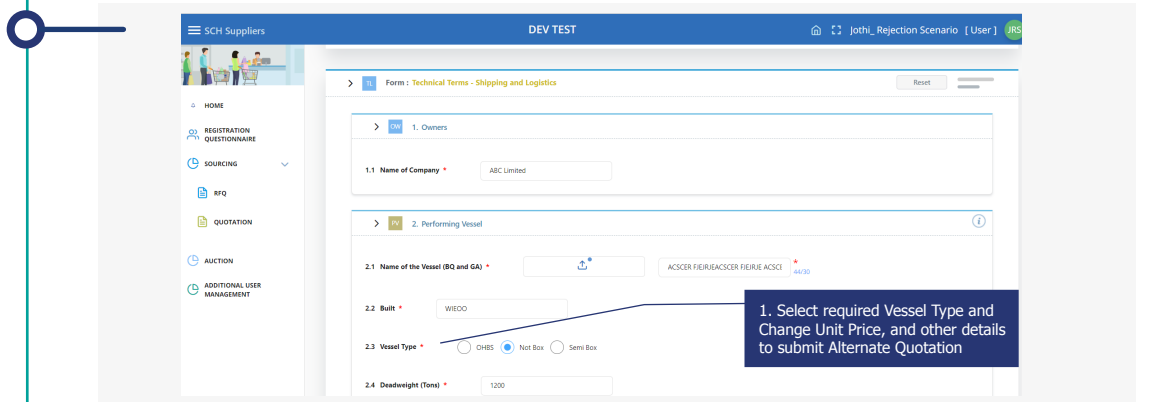
2. Click on submitted Quotation

Create Additional Quotation

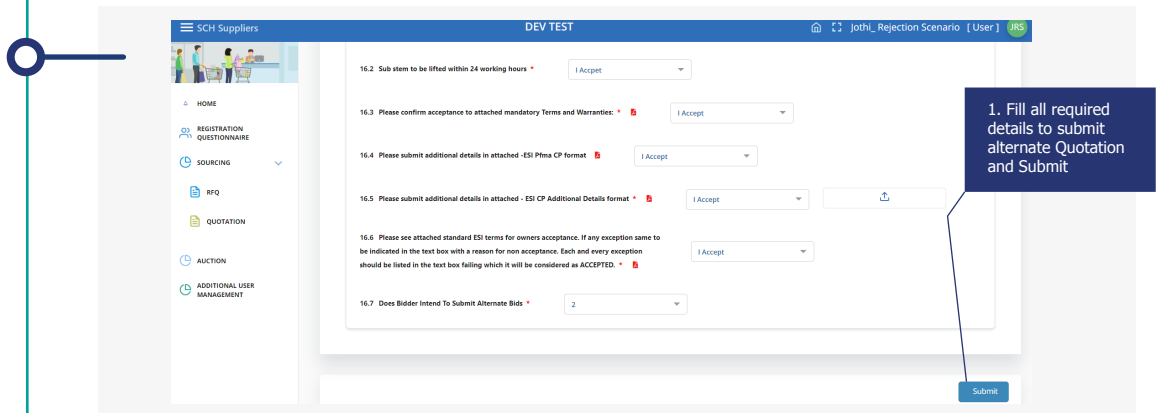


1. Click Create Additional QUOTATION

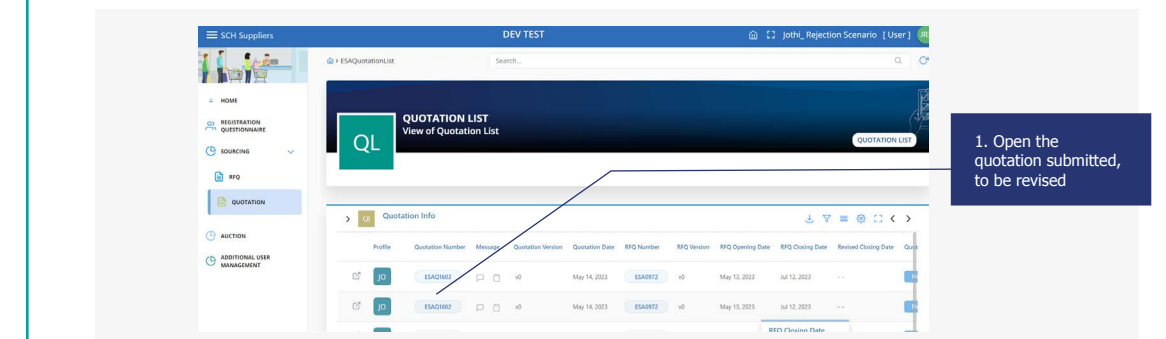
Submitted Quotation opened in Edit Mode



1. Select required Vessel Type and Change Unit Price, and other details to submit Alternate Quotation



1. Fill all required details to submit alternate Quotation and Submit



1. Open the quotation submitted, to be revised

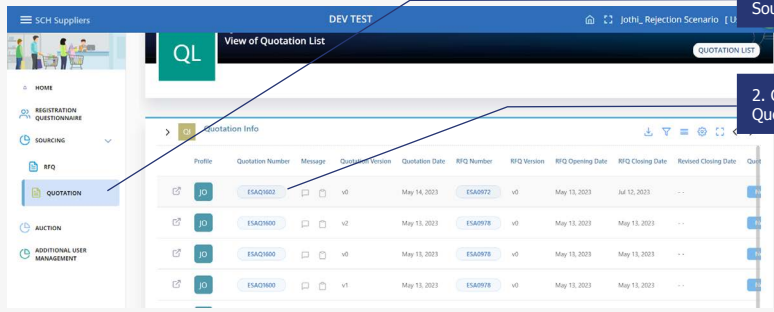
Submit Revised Quotation

This option can be used when,

The quotation to be revised due to change in price or change in other information or based on input from Buyer

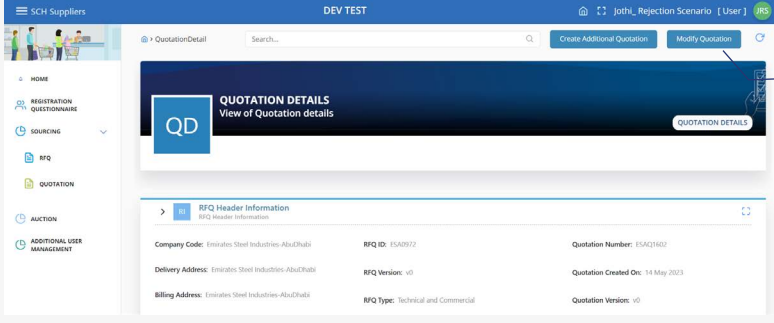
Only latest revised quotation of that specific quotation will be considered by buyer during evaluation

Open Submitted Quotation

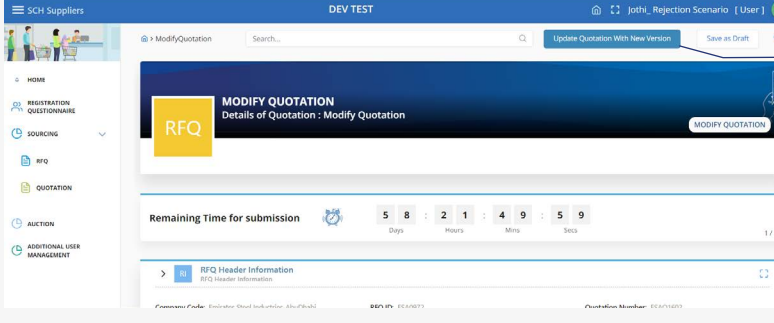


1. Click QUOTATION under Sourcing menu

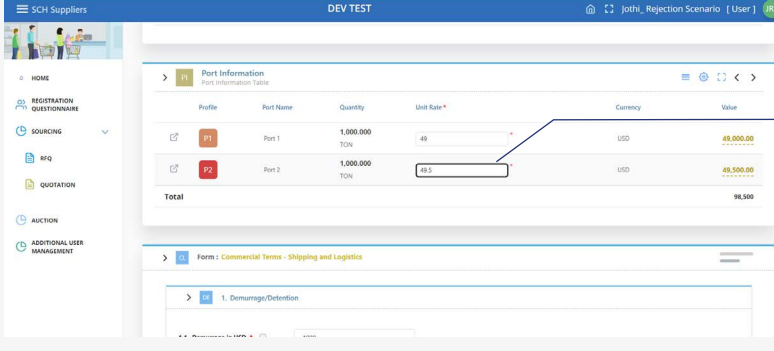
2. Click on submitted Quotation



1. Click on Modify Quotation



Observe that Submitted quotation opened in Edit mode with option to submit updated quotation



1. Change Unit Price or any other details to be changed

Open
Submitted
Quotation

