

Supply Chain Hub Sourcing User Manual Review and Acknowledge RFQ

Objective

The goal of this user manual is to:

Understand the process of Receive and Acknowledge RFQ

Target Audience:

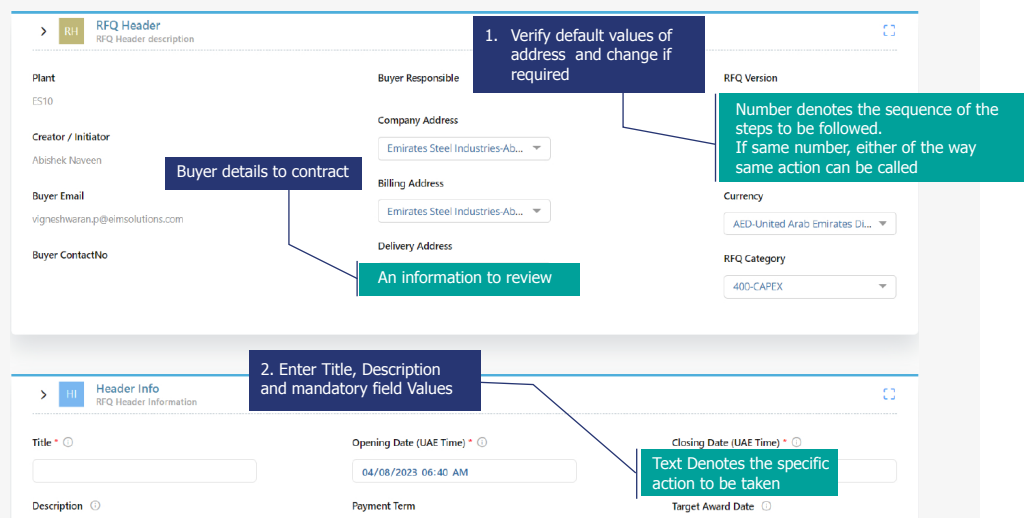
Supplier



Course Pre-requisites:

Access to ESA SCH portal

Notations Used in Training Manual



1. Verify default values of address and change if required

Buyer details to contract

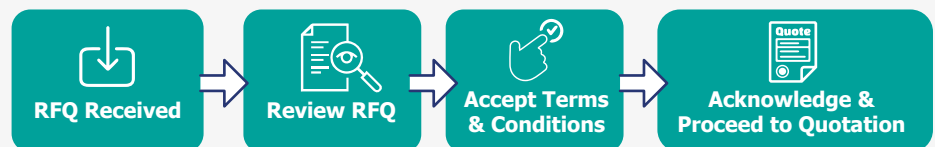
An information to review

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

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

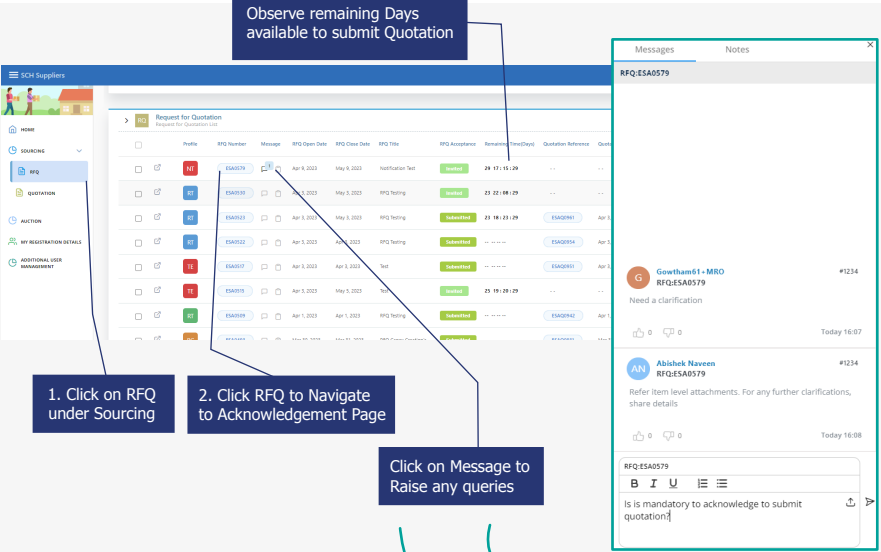
<https://sch.emiratessteel.com/>



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

RFQ List Page

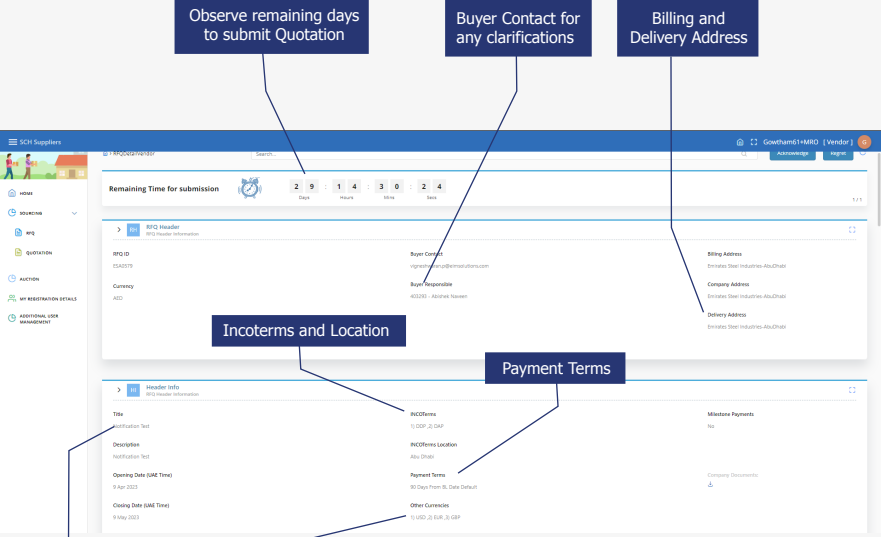
RFQ list and Clarification chat



1. Click on RFQ under Sourcing
2. Click RFQ to Navigate to Acknowledgement Page
- Observe remaining Days available to submit Quotation
- Click on Message to Raise any queries

Acknowledge RFQ

Review RFQ




- Observe remaining days to submit Quotation
- Buyer Contact for any clarifications
- Billing and Delivery Address
- Incoterms and Location
- Payment Terms
- Short Note on RFQ
- Quotation currency can be either one of these currencies

Review RFQ

Technical and Commercial – means Technical and Commercial at one go
 Tech Only – means to only Technical Quotation without pricing information
 Follow-on Commercial – means Commercial Quotation

Two step process; only technically qualified quotation considered for commercial evaluation



RFQ Type: Technical and Commercial | Number Of Evaluation: 2 | Product Type: Service

Form: Instructions to Bidders CAPEX

Introductory Note

1.1 Dear Partners, We are very pleased to invite you participate in above mentioned Emirates Steel RFQ for (RFQ Information).

1.2 Remark: This is an online bidding, hence doesn't require submission of signed, stamped hard copy proposal. * If you have any questions, please use the messages section in the RFQ to communicate with the buyer. No other communication channels are available.

1.3 Deadline for offer submissions: As shown in the time ticker section on the top of the RFQ section

Information about RFQ and how to fill quotation

2.1 Price: Use this term to input the Item / material unit Price

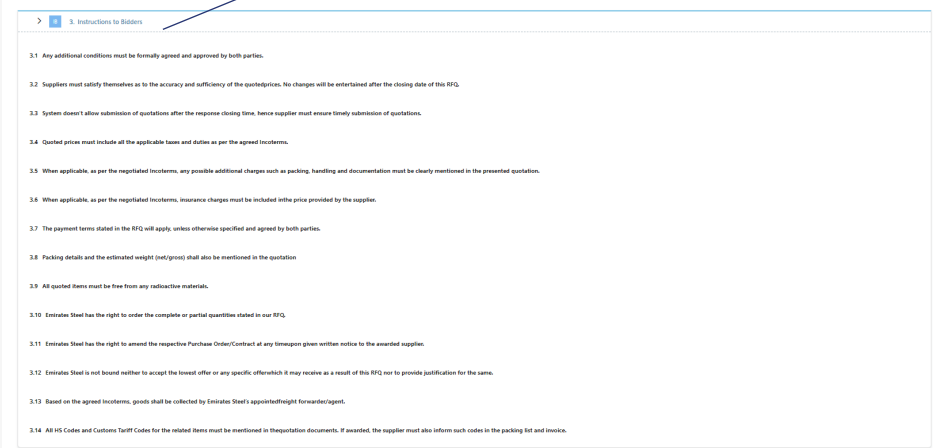
2.2 Delivery Time: Use this term to mention the delivery / lead time (in days) for the Item / material

2.3 Incoterms: Use this term to indicate your incoterms for each item

2.4 Supplier Payment terms: Use this question to mention the payment term that you prefer over the Emirates Steel preferred payment term. If you accept the Emirates Steel payment terms, enter "No"

2.5 Please mention the material grade in the Specification comment term.

Detailed Instruction to be followed



3.1 Any additional conditions must be formally agreed and approved by both parties.

3.2 Suppliers must satisfy themselves as to the accuracy and sufficiency of the quoted prices. No changes will be entertained after the closing date of this RFQ.

3.3 System doesn't allow submission of quotations after the response closing time, hence supplier must ensure timely submission of quotations.

3.4 Quoted prices must include all the applicable taxes and duties as per the agreed incoterms.

3.5 When applicable, as per the negotiated incoterms, any possible additional charges such as packing, handling and documentation must be clearly mentioned in the presented quotations.

3.6 When applicable, as per the negotiated incoterms, insurance charges must be included in the price provided by the supplier.

3.7 The payment terms stated in the RFQ will apply, unless otherwise specified and agreed by both parties.

3.8 Packing details and the estimated weight (net/gross) shall also be mentioned in the quotation

3.9 All quoted items must be free from any radioactive materials.

3.10 Emirates Steel has the right to order the complete or partial quantities stated in our RFQ.

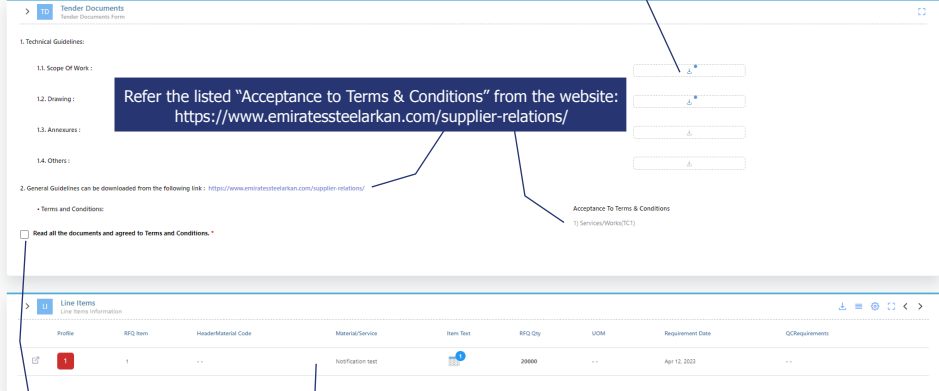
3.11 Emirates Steel has the right to amend the respective Purchase Order/Contract at any time upon given written notice to the awarded supplier.

3.12 Emirates Steel is not bound neither to accept the lowest offer or any specific offer which it may receive as a result of this RFQ nor to provide justification for the same.

3.13 Based on the agreed incoterms, goods shall be collected by Emirates Steel's appointed freight forwarder/agent.

3.14 All HS Codes and Customs Tariff Codes for the related items must be mentioned in the quotation documents. If awarded, the supplier must also inform such codes in the packing list and invoice.

RFQ related documents can be downloaded; field with "Blue dot" indicates attachments to download and follow



1. Technical Guidelines:

1.1. Scope Of Work:

1.2. Drawing:

1.3. Annexures:

1.4. Others:

2. General Guidelines can be downloaded from the following link: <https://www.emiratessteelarkan.com/supplier-relations/>

• Terms and Conditions: [Acceptance To Terms & Conditions \(Services/Works/CTC\)](#)

Read all the documents and agreed to Terms and Conditions. *

Refer the listed "Acceptance to Terms & Conditions" from the website: <https://www.emiratessteelarkan.com/supplier-relations/>

Profile	RFQ Item	Header/Material Code	Material/Service	Item Text	RFQ Qty	UOM	Requirement Date	QCRequirements
	1	---	Notification text		20000	---	Apr 12, 2023	---

Click to confirm all documents read and agreed

Item details with quantity

Review RFQ

Refer all contractual Commercial and Technical Questionnaire with default values

While submitting Quotation,
When all the proposed values are accepted as it is, commercial and technical score will be 100% of weightage;

When the response is different, score will differ based on weightage

The screenshot displays two sections of the RFQ review interface. The top section, titled 'Contractual Terms', includes fields for '1.1 Delivery Location/Port/Storage Point to be used', '1.2 Percentage of Performance Guarantee', '1.3 Advance Payment', '1.4 Payment Term to Buyer', '1.5 Bid/Quote Validity in Days', '1.6 Completion/Delivery Period from the date of PO/RFQ Issue', and '1.7 Bidder shall verify/confirm the Country (Value/OTI, Value, Validity and Certificate)'. The bottom section, titled 'General Terms', includes '2.1 All RFQ items for this International Bank with A/C rating and valid to be commercial operation in UAE', '2.2 Price Provision for variation and completion of work', and '2.3 Bidder shall verify/confirm the Country (Value/OTI, Value, Validity and Certificate)'. Both sections have search, download, and delete icons.

Acknowledge RFQ

The screenshot shows the 'Acknowledge RFQ' process. It features a 'CREATE QUOTATION PAGE' overlay with a 'Remaining Time for submission' timer and a 'Quotation Page After acknowledgement' label. The main interface includes sections for 'RFQ Type', 'RFQ Documents', and 'RFQ Terms'. At the bottom right, there are 'Sign' and 'Acknowledge' buttons. A line points from the 'Acknowledge' button to a callout box.

1. Click to confirm all documents read and agreed

2. Click to Acknowledge

Thank You