

Supply Chain Hub Sourcing User Manual Submit Quotation Against RFQ

Objective

The goal of this user manual is to:

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

Target Audience:

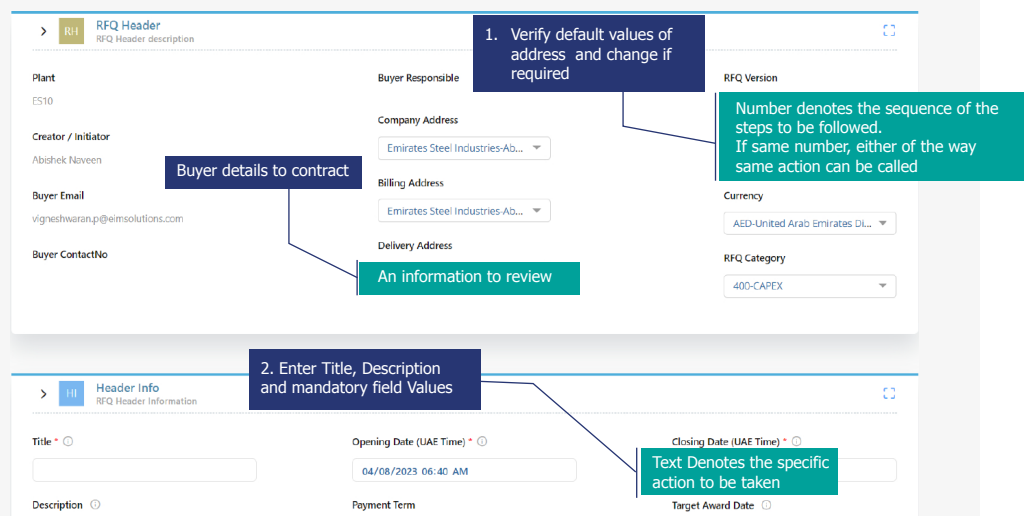
Supplier



Course Pre-requisites:

ESA-SCH-User Guide-04-Sourcing Receive and Acknowledge RFQ

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

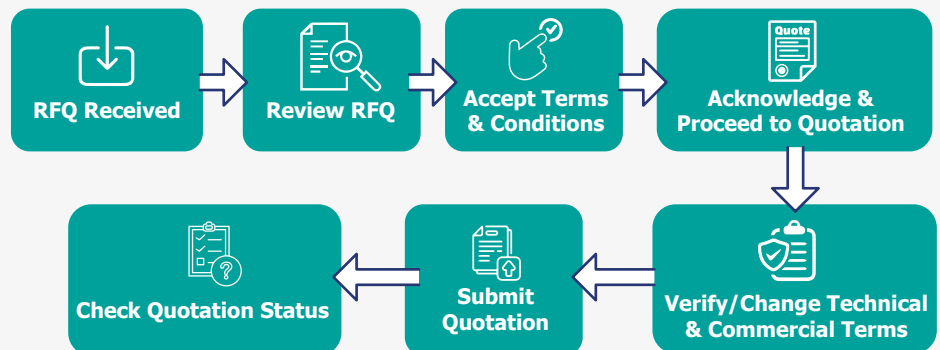
Buyer details to contract

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

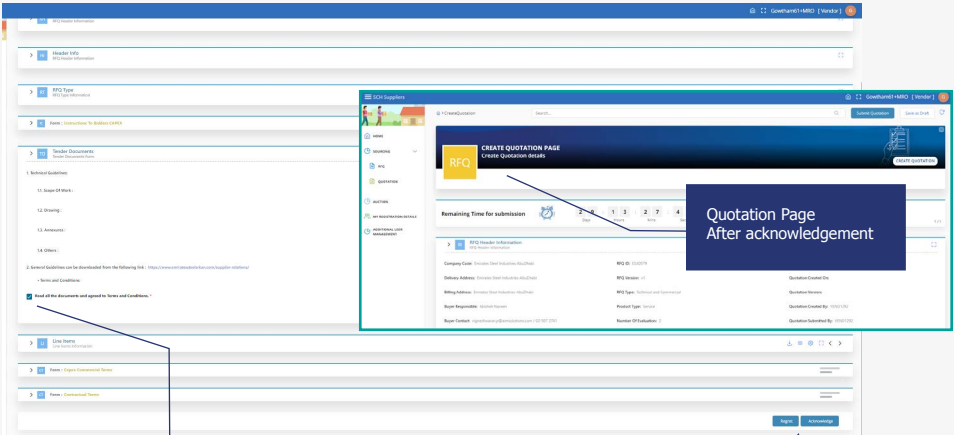
<https://sch.emiratessteel.com/>



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

Acknowledge RFQ

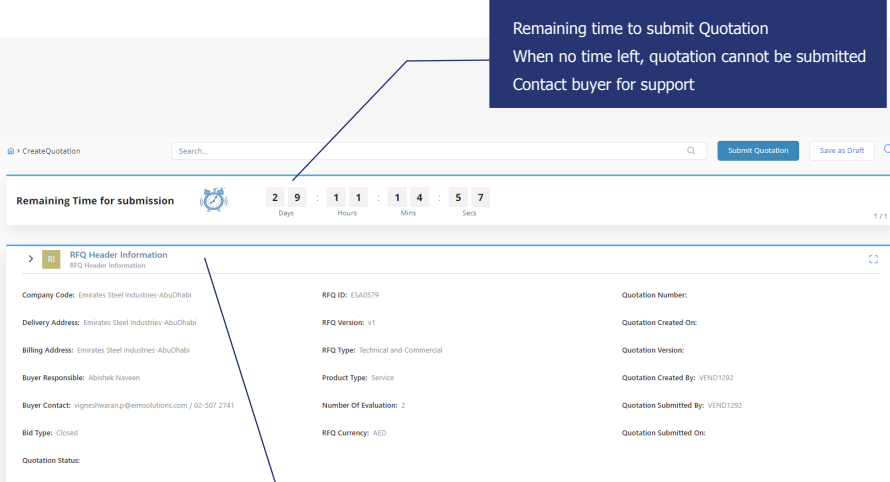
Open RFQ to Acknowledge



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

Submit Quotation

Header information



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

Check header information

Header information Login Page

1. Check ICV value, change if required to update your profile

2. Enter your internal Quotation Number and Date. Submitted date will be considered as quotation date by ESA

3. Payment Terms, Bid Currency change if required

4. Technical proposal without pricing information. Any pricing information may lead to disqualification

5. Unpriced proposal without pricing information. Any pricing information may lead to disqualification

6. Attach a commercial Proposal

7. Additional Notes on How the pricing done

8. If Acceptance to T&C selected as No, Deviations to be attached

Attach documents

1. Click to attach document

2. Click to attach document

3. Select one or more files

4. Select Open

5. Select Upload

Item detail

1. Check Quantity and if require change it

2. Enter Unit Price here

3. Any Remarks or Material Grade

4. Enter Delivery lead time in days; optional

5. Select to upload item level supporting documents

6. If any deviation, select yes and enter Deviation Remarks

7. Select to upload item specification

Technical and Commercial Terms



1. Check and fill all the mandatory questions. Default values will assume 100% of weightage for evaluation Any change in value will have proportionate weightage

2. In some questions, when selecting "No", attachment /Remarks is mandatory

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

Submit Quotation



1. Click on Submit Quotation

Quotation Created Successfully

Quotation Created Successfully - ESAQ1103 dismiss

Save as Draft Submit Quotation

Submitted Quotation



1. Click QUOTATION under Sourcing menu

Submitted Quotation in Quotation list