

Supply Chain Hub Sourcing User Manual Submit Quotation Against RFQ (SCRAP)

Objective

The goal of this user manual is to:

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

Target Audience:

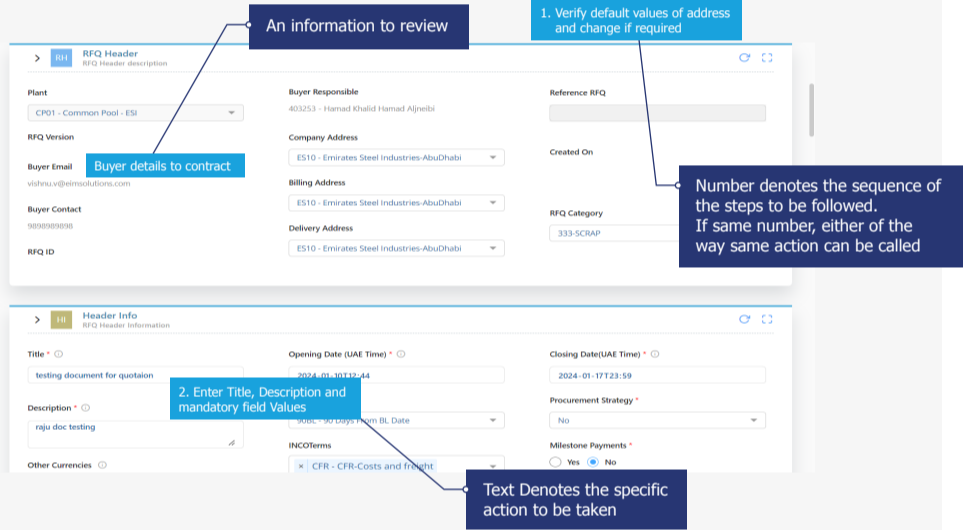
Suppliers



Course Pre-requisites:

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

Notations Used in Training Manual



An information to review

1. Verify default values of address and change if required

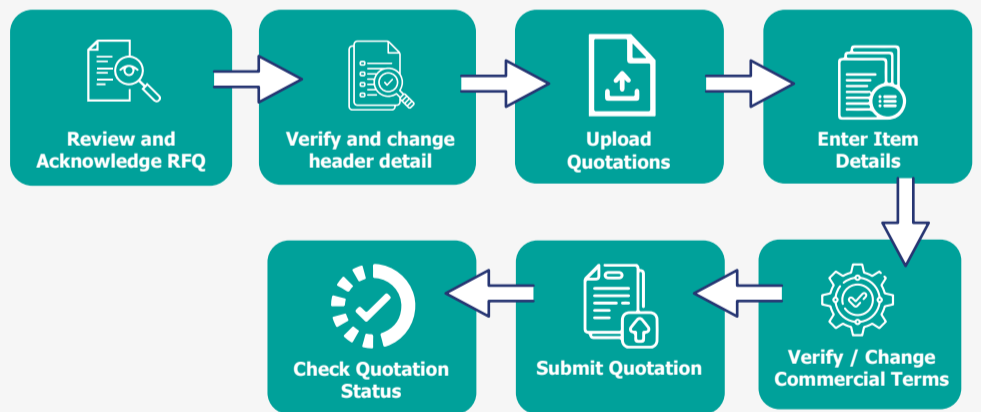
Buyer details to contract

2. Enter Title, Description and mandatory field Values

Text Denotes the specific action to be taken

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

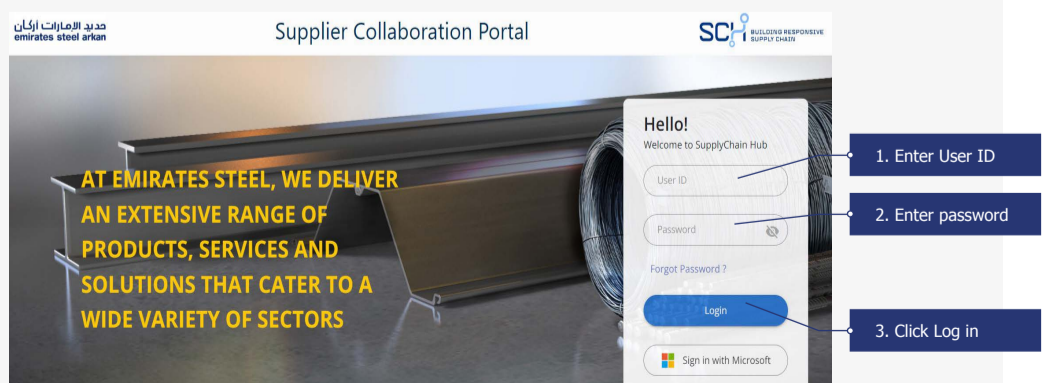
Create and Submit Quotation



Login To SCH Portal

Login Page

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



Supplier Collaboration Portal

SC HUB

AT EMIRATES STEEL, WE DELIVER AN EXTENSIVE RANGE OF PRODUCTS, SERVICES AND SOLUTIONS THAT CATER TO A WIDE VARIETY OF SECTORS

Hello! Welcome to SupplyChain Hub

User ID

Password

Forgot Password ?

Login

Sign in with Microsoft

1. Enter User ID

2. Enter password

3. Click Log in

Acknowledge RFQ

Acknowledge RFQ

Quotation Page After acknowledgement

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

Submit Quotation

Header information

Check header information

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

Quotation Header Data

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. (Optional) 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 (NOT applicable for Technical RFQ)
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 bid Quantity and if require change it

2. Enter Unit Price here (Not applicable for TECHNICAL RFQ)

3. Enter Delivery lead time in days (optional)

6. Select to upload item level supporting documents

5. Enter Unit Price here (Not applicable for TECHNICAL RFQ)

6. Any Remarks or Material Grade

7. Select to upload item specification

Technical and Commercial Terms

1. Check and fill all the mandatory questions.

2. Default values will assume 70% of weightage for evaluation

3. Any change in value will have proportionate weightage

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

Submit Quotation

1. Click on Submit Quotation

Quotation Created Successfully

Quotation Created Successfully dismiss

Submitted Quotation

1. Click QUOTATION under Sourcing menu

Submitted Quotation in Quotation list