

# **Supply Chain Hub**

## **Sourcing User Manual**

### **Review and**

### **Acknowledge RFQ**

## Objectives

The goal of this user manual are to:

- Understand the process of Receive and Acknowledge RFQ

**Target Audience:**

- Supplier

**Course Pre-requisites:**

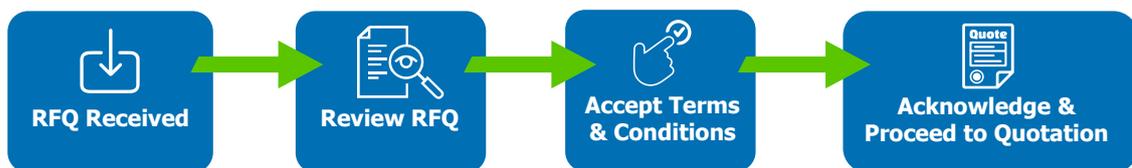
- Access to ESA SCH portal

## Notations Used in Training Manual

The image shows two screenshots of the RFQ system interface. The top screenshot is the 'RFQ Header' section, and the bottom is the 'Header Info' section. Callouts explain notation rules:

- 1. Buyer details to contract**: Points to the 'Company Address' and 'Billing Address' dropdowns.
- 1. Verify default values of address and change if required**: Points to the 'Delivery Address' dropdown.
- 1. Enter Title, Description and mandatory field Values**: Points to the 'Title', 'Description', 'Opening Date', 'Closing Date', 'Payment Term', and 'Target Award Date' fields.
- Number denotes the sequence of the steps to be followed. If same number, either of the way same action can be called**: Explains the numbering convention.
- Text Denotes the specific action to be taken**: Explains the text-based callout convention.

## Create RFQ from PR - Process Flow



## Login To SCH Portal

### Login Page

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



## RFQ List Page

### RFQ list and Clarification chat

Observe remaining Days available to submit Quotation

1. Click on RFQ under Sourcing
2. Click RFQ to Navigate to Acknowledgement Page

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**

**RFQ Header Information**

RFQ ID	Buyer Contact	Billing Address
ESAS279	vigneshwaran.g@emsteel.com	Emirates Steel Industries-Abu Dhabi
Currency	Buyer Responsible	Company Address
AED	45225 - Abshah Navan	Emirates Steel Industries-Abu Dhabi
		Delivery Address
		Emirates Steel Industries-Abu Dhabi

**Header Info**

Title	INCO Terms	Milestone Payments
Verification Text	1) DDP, 2) DAP	No
Description	INCO Terms Location	
Verification Text	Abu Dhabi	
Opening Date (LME Time)	Payment Terms	
9 Apr 2023	90 Days From B. Date Default	
Closing Date (LME Time)	Other Currencies	Company Documents
9 May 2023	1) USD, 2) EUR, 3) GBP	

**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**

**Introductory Note**

**Information about RFQ and how to fill quotation**

**RFQ Type**

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

**Form: Instructions To Bidders CAPEX**

**1. Introduction**

- Dear Partners, We are very pleased to invite you participate in above mentioned Emirates Steel RFQ for (RFQ Information).
- Remark : This is an online bidding, hence doesn't require submission of signed, stamped hard copy proposals. \* If you have any questions, please use the messages section in the RFQ to communicate with the buyer. No other communication channels are available.
- Deadline for offer submissions: As shown in the time ticker section on the top of the RFQ section

**2. Information**

- Price: Use this term to input the item / material unit Price
- Delivery Terms: Use this term to mention the delivery / lead time (in days) for the item / material
- Incoterms: Use this term to indicate your incoterms for each item
- 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"
- Please mention the material grade in the Specification comment term.

Detailed Instruction to be followed

3. Instructions to Bidders

- 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 quotations. 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 quotation.
- 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 Emirate Steel has the right to order the complete or partial quantities stated in our RFQ.
- 3.11 Emirate Steel has the right to amend the respective Purchase Order/Contract at any time upon given written notice to the awarded supplier.
- 3.12 Emirate 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 Emirate 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.

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

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

10 Tender Documents  
Tender Documents Form

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.emiratesteelarkhan.com/supplier-relations/>

→ Terms and Conditions: [Acceptance To Terms & Conditions \(1\) Services/Works\(2/2\)](#)

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

11 Line Items  
Line Items Information

Profile	RFQ Item	Header/Material Code	Material/Service	Item Text	RFQ Qty	UCM	Requirement Date	QC/Requirements
	1		Notification test		20000		Apr 12, 2023	

Click to confirm all documents read and agreed

Item details with quantity

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

Form - Capex Commercial Terms

1. Commercial Terms

- 1.1 Defects Liability Period/ Warranty Period in Months \*
- 1.2 Percentage of Performance Guarantee \*
- 1.3 Advance Payment \*
- 1.4 Payment Terms in Days \*
- 1.5 Bid/OTC Validity in Days \*
- 1.6 Completion/Delivery Period from the date of LOA/RFQ (Days) \*
- 1.7 Bidder shall comply with its Country Value(OTC) Values, Liability and Certificate \*

Form - Contractual Terms

1. Acceptance to Bidders Read All the Terms and Conditions \*
2. General Notes

- 2.1 All BQ Items to be answered with valid and clear information and shall be the commercial operations in UAE
- 2.2 Price Protection for valuation until completion of work.
- 2.3 Bidder shall comply with its Country Value(OTC) Values, Liability and Certificate \*

## Acknowledge RFQ

Quotation Page After acknowledgement

1. Click to confirm all documents read and agreed

2. Click to Acknowledge

The screenshot shows a multi-step process. The primary window is titled 'CREATE QUOTATION PAGE' and contains a 'CREATE QUOTATION DETAILS' button. A secondary window, titled 'RFQ Header Information', is overlaid on top, displaying various fields such as 'Company Code', 'Delivery Address', 'Billing Address', 'Main Responsible', 'RFQ ID', 'RFQ Number', 'RFQ Type', 'Product Type', and 'RFQ Status'. The 'RFQ Status' is currently set to 'Acknowledged'. The main window also shows a 'Remaining Time for submission' section with a progress bar and a 'Report' button.