ADNOC Distribution Sourcing (E-Tendering)
User Manual for Suppliers
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1. **LOGGING TO ORACLE SYSTEM**

   **Step 1**
   Log into Oracle System using the URL
   [https://eservice.adnocdistribution.ae/](https://eservice.adnocdistribution.ae/)

   **Step 2**
   Log in Using User Name and Password that received by Email and click [B] "Login"

   **FIGURE 1-1 LOGIN PAGE**

   Upon Login the User would see all the responsibilities allocated to him/her
2. ACCESSING RFQ (REQUEST FOR QUOTATION) AND BID SUBMISSION

Step 1: Click on ADNOC Sourcing Supplier User / Sourcing Home Page
Step2> Any negotiations (RFQ) you have been invited to participate in will be listed below the “Open Invitations” header. Click on the Negotiation Number link to enter a Negotiation, (in this example it is 43 & 53).
Step 3> Review the RFQ under Header, Lines, Control and Contract Terms
Step 4: Click on Lines to view line level information
Step 5: Click on Contract terms to view the terms and condition.
Step 6: Go to Actions to view the ‘Printable View’
Step 7: Click on ‘OK’ to view the report.
2 Price Schedule

2.1 Line Information

<table>
<thead>
<tr>
<th>Line Rev</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price (AED)</th>
<th>Amount</th>
<th>Delivery Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Diesel engine 541 CC</td>
<td>1</td>
<td>Numb</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NUMBER OF ITEMS IN THIS ENQUIRY IS : 1
**Step 8** Review note to supplier comments to agree on the Terms and Condition page

Additional Header Attributes (Buyer & Supplier)

**Notes and Attachments**

Note to Suppliers Terms & Conditions: "Document No. # 409 for purchase of Goods" is applicable for this RFQ and agreeing to terms & conditions in the next page(s) means this particular document only.
Step 9: Select the value “Acknowledge Participation” from the drop down box and click the “Go” button.
**Step10**: From the action drop down, Select Create Quote and click on ‘Go’ to review the Terms and condition document.
Step 11> Review the document number in the Attachments section that already mentioned in the previous page.
Step12: click to the document to open
Step 13: Select the check box to approve to the Term and conditions, then press to Accept button.

Note: You can move to Quotation page unless you agree to the Term and Conditions document.
Step 14: Enter all the header information
Step15> Click on ‘Add Attachment’ to attach the document.

Note: Only the Technical document should be attached, If commercial document is attached then supplier will be disqualified.
Step 16: Select the Category “From Supplier Technical” Click on Browse to attach the document
Step 17 > Once the attachment is done click on ‘Apply’
Step 18: Click on Lines to enter the quote price and Promised Date
Step 19: Click on Update to view more information or to attach the line information.
Step20> Once all the information is entered. Click on 'Submit’
Step 21: Once we click on Submit we can see the Confirmation message on the top.
### Create Quote 11: Review and Submit (RFQ 53)

#### Header
- **Title:** PR # 144079 - Supply & Delivery of Diesel Engine 54Ltr
- **Supplier:** DELHIEN SHIPING & TRADING ESTABLISHMENT
- **Quote Currency:** AED
- **Price Phased:** Yes

#### Attachments

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Description</th>
<th>Category</th>
<th>Last Updated By</th>
<th>Last Updated</th>
<th>Usage</th>
<th>Update</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Bid for the Pump</td>
<td>File</td>
<td>Technical Bid for the Pump</td>
<td>From Supplier/Technical</td>
<td>DELH•ENSHIPING&amp;TRADE</td>
<td>26-Jul-2015</td>
<td>One-Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Contract Terms
- **Confirmation:**
  - Quote 11 for RFQ 53 (PR # 144079 - Supply & Delivery of Diesel Engine 54Ltr) has been submitted.

#### Variables

#### Deliverables
- **Indicates deliverable is overdue:**
- **Indicates responsible party failed to perform the deliverable:**

#### Lines
<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Status</th>
<th>Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Deliverables Found</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Quote Total (AED): 855.00
Step 22: Once the Quote is submitted, we can see RFQ and quote details on the top.
Step 23: If some supplier wants to withdraw the submitted quote before the close date,

Go to Actions → Withdraw Quote Click on ‘Go’