

Ministry of Commerce and Industry

Oracle ERP Applications



Sourcing Supplier User Process - User Manual

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Table of contents

1. Introduction	3
2. System Requirements	5
3. Supplier User Login	Error! Bookmark not defined.
4. Sourcing Supplier	8
4.1. RFQ Acknowledgement	8
4.2. Create Quote	11
4.3. Submit Quote	12
4.4. Withdraw Quote	13
4.5. Online Discussion	15
4.6. View Award Quote	19
4.7. View Disqualified Quote	21
5. Two – Stage RFQ Process	22
5.1. Sourcing Supplier.....	23
5.2. RFQ Acknowledgement	24
5.3. Create Quote	26
5.4. Submit Quote	27
5.5. Close RFQ (From Buyer)	28
5.6. Two-Stage RFQ Evaluation Complete: Technical.....	29
5.7. View Award Quote	29
6. Troubleshoot & FAQ's.....	31
7. FAQ's.....	32

1. Introduction

This user guide provides a comprehensive overview of the **Sourcing Supplier** processes in **Oracle E-Business Suite (EBS R12.2.14)**, designed specifically to align with the operational requirements of the **Ministry of Commerce and Industry (MoCI)**.

The document outlines the key steps and procedures associated with the **Sourcing Supplier responsibility**, enabling suppliers to efficiently participate in sourcing events such as **Requests for Quotation (RFQs)**, **online bidding**, and **negotiations**. It ensures that supplier users can effectively manage and respond to sourcing invitations, submit quotations, participate in online discussions, and monitor the progress of their bids with accuracy and transparency.

By following this guide, users will gain a clear understanding of the sourcing functionalities within Oracle EBS, empowering them to participate effectively in electronic procurement processes and strengthen collaboration with the buyer organization.

The **Oracle Sourcing Supplier** responsibility provides suppliers with a unified, self-service platform to access and respond to sourcing documents directly within the system. Through this responsibility, suppliers can:

- Review and acknowledge sourcing invitations.
- Submit and modify quotations before the close date.
- Participate in online discussions with buyers.
- Track negotiation status and award outcomes.

The **Sourcing Supplier Process** also enhances supplier engagement by promoting transparency and reducing manual communication between buyers and suppliers. This self-service framework ensures that all sourcing transactions—from RFQ participation to quotation submission—are securely managed, efficiently processed, and compliant with MoCI's procurement policies and standards.

2. System Requirements

Before accessing Oracle iSupplier, ensure your system meets the following requirements:

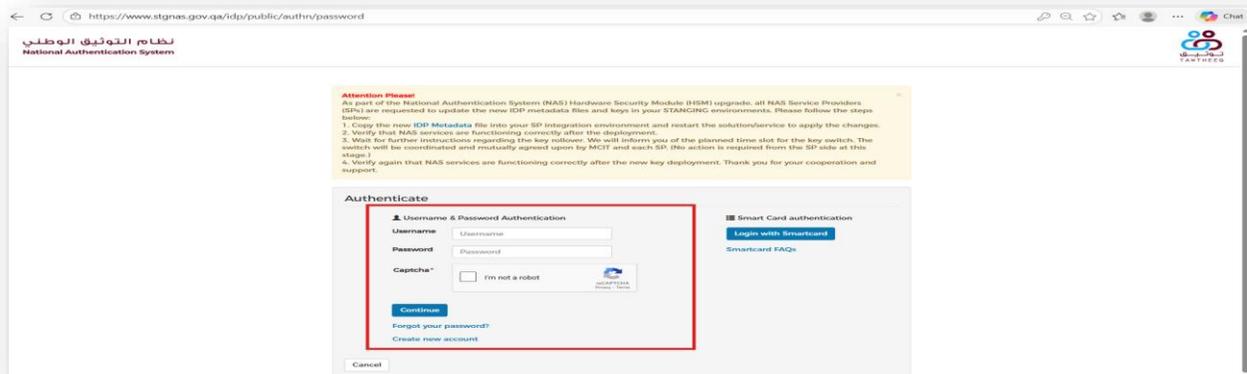
- Browser: Latest versions of Chrome, Firefox, Edge, or Safari
- Internet Connection: Stable connection for optimal performance
- Supported File Formats: PDF, Excel, Word (for document uploads under 10 MB)

3. Sourcing Supplier User Login (External)

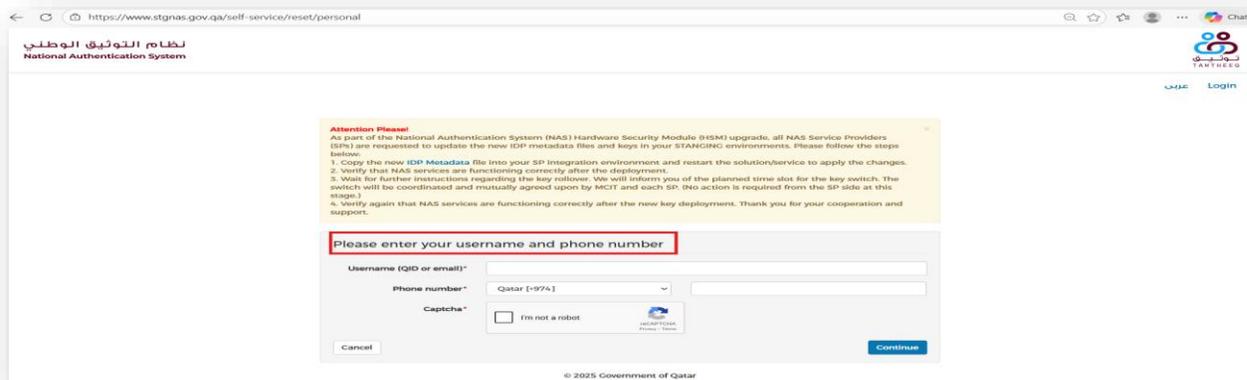
Prerequisites:

- ✓ NAS Login URL - <https://sso-esuite.moci.gov.qa/nas>
- ✓ Qatar ID (Username)
- ✓ Password

Enter the NAS URL in the browser, the following login screen is displayed.



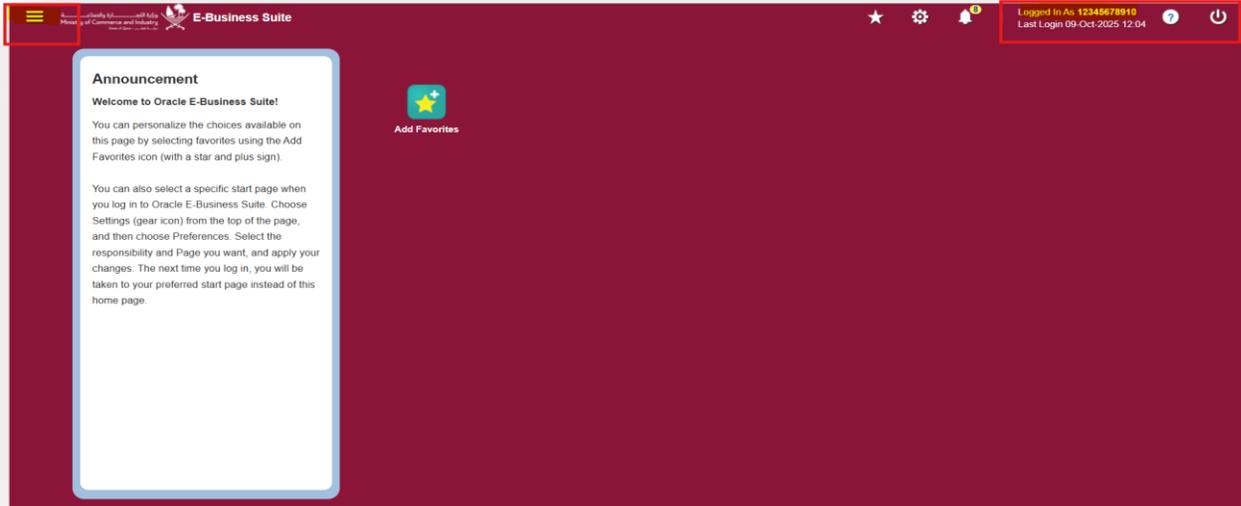
- ✓ Enter the User Name (QID)
- ✓ Enter the Password.
- ✓ Click on Captcha Checkbox
- ✓ Click on Continue.



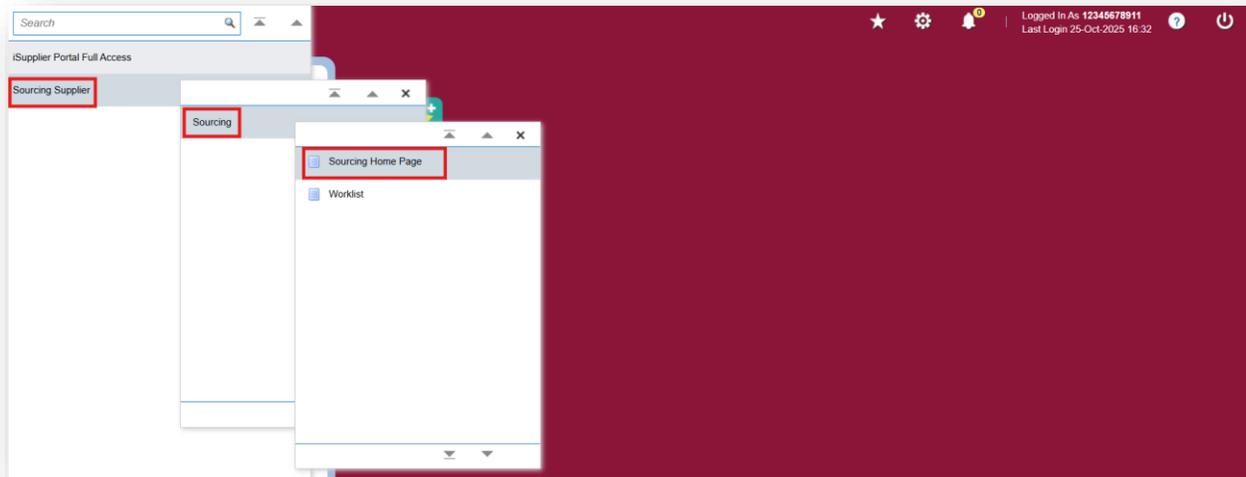
- ✓ Supplier user is logging in for the first time, when a user has requested a password reset.
- ✓ Enter the QID, Phone Number and Click on Captcha Checkbox

✓ After resetting the password, click **Log In** to access the portal.

- ✓ Supplier user has successfully logged into the application.
- ✓ Click the **three bars (menu icon)** located at the top left corner of the screen.



- ✓ Supplier user can view the following responsibilities.
 1. iSupplier Portal Full Access
 2. Sourcing Supplier.
- ✓ Click **Sourcing Supplier**.
- ✓ Click **Sourcing** → Click **Sourcing Home Page**.
- ✓ Supplier user will be directed to the negotiation home page, where they can view **Your Active and Draft Response** and **Your Company's Open Invitations**.



4. Sourcing Supplier:

- ✓ Supplier user will be directed to the negotiation home page, where they can view **Your Active and Draft Response** and **Your Company's Open Invitations**.

The screenshot shows the 'Sourcing' application interface. At the top, there is a navigation bar with the Ministry of Commerce and Industry logo and the user's name 'Arun S.'. Below the navigation bar, there is a search bar for 'Open Negotiations'. The main content area is divided into two sections:

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
10002	Active	Qatar	16001	User Manual Preparation	RFQ	1 day 3 hours	📊	0
10001	Active	Qatar	16001	User Manual Preparation	RFQ	1 day 3 hours	📊	0
9001	Active	Qatar	14004	TESTING >200K	RFQ	0 seconds	📊	0
7003	Active	Qatar	13001,1	TESTING	RFQ	0 seconds	📊	0
5004	Active	Qatar	12019-2	RFQ Conversion	RFQ	0 seconds	📊	0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
Qatar	16002	Supplier User Manual Preparati...	RFQ	2 days 3 hours

When an invitation is sent to the supplier to participate in the negotiations, the invitation will appear in the notifications list.

The screenshot shows the 'E-Business Suite' application interface. On the left, there is an 'Announcement' box with the following text:

Welcome to Oracle E-Business Suite!

You can personalize the choices available on this page by selecting favorites using the Add Favorites icon (with a star and plus sign).

You can also select a specific start page when you log in to Oracle E-Business Suite. Choose Settings (gear icon) from the top of the page, and then choose Preferences. Select the responsibility and Page you want, and apply your changes. The next time you log in, you will be taken to your preferred start page instead of this home page.

On the right, there is a 'My Worklist' section with the following items:

Item	Due Date	Status
PUR_USER You are invited: RFQ 41001 (RFQ Demo Techn...	25-Dec-2025	Due in 0 days
PUR_USER MOCI Operating Unit - Standard Purchase Ord...	15-Dec-2025	
PUR_USER Closed Early: RFQ 36002 (BPA Seq)	13-Dec-2025	OK
PUR_USER Closed Early: RFQ 36001 (PO Seq Check)	13-Dec-2025	OK

[Go To Full Worklist](#)

4.1 RFQ Acknowledgement

- ✓ Click the Negotiation Number Hyper Link.

Negotiations

Welcome, Arun S.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
10003	Active	Qatar	16002	Supplier User Manual Preparation Testing	RFQ	13 hours 6 minutes	0	0
9001	Active	Qatar	14004	TESTING >200K	RFQ	0 seconds	0	0
10011	Active	Qatar	16005	Two-Stage More Than 200K - Testing	RFQ	0 seconds	0	0
10004	Active	Qatar	16001	User Manual Preparation	RFQ	0 seconds	0	0
7003	Active	Qatar	13001,1	TESTING	RFQ	0 seconds	0	0

Table Diagnostics

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
Qatar	17002	Two Stage RFQ for User Manual ...	RFQ	9 hours 6 minutes

- ✓ Select the **Terms and Conditions** checkbox.
- ✓ Click **Accept** to proceed.

Negotiations

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Please give the response before entering quote

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

Table Diagnostics

I have read and accepted the terms and conditions

[Cancel](#) [Accept](#)

- ✓ Review the RFQ details by navigating through the **Headers, Lines, Controls,** and **Contract Terms** sections.
- ✓ From the **Actions** list, select **Acknowledge Participation** and click Go.

The screenshot displays the 'Sourcing' interface for RFQ 17002. The title is 'Two Stage RFQ for User Manual Preparation'. The status is 'Active (Locked)'. The open date is 26-Oct-2025 10:52:35 and the close date is 26-Oct-2025 20:00:00. The buyer is 'Mr. ...'. The quote style is 'Sealed' and the description is 'Two Stage RFQ for User Manual Preparation'. The bill-to and ship-to addresses are 'Ministry of Commerce and Industry, FOB'. The payment terms are 'Immediate' and the carrier is 'Standard Purchase Order Event'. The currency is 'QAR' and the price precision is 'Any'. The requirements section includes 'Technical Specification Required', 'Certification Required', and 'Reference Required', all marked as 'Technical' in the RFQ Stage column. A 'Note to Buyer' field is present at the bottom.

- ✓ In the section **“Will your company participate?”**, select **“Yes”** if you intend to participate, or **“No”** if you do not.
- ✓ Enter any additional information for the buyer in the **Note to Buyer** field.
- ✓ Click **Apply** to submit your acknowledgement.
- ✓ Buyer will now receive your confirmation of participation.

The screenshot shows the 'Acknowledge Participation (RFQ 17002)' dialog box. The 'Supplier Site' is set to 'Qatar'. The 'Will your company participate?' question has the 'Yes' radio button selected. The 'Note to Buyer' text area contains the text 'We are participating'. The 'Apply' button is highlighted in red.

- ✓ Click on the **Negotiation**.
- ✓ Supplier can now view the **“Your Active and Draft Response”** section for the newly accepted invitation, along with the corresponding **response number**.

Negotiations

Search Open Negotiations Title Go

Welcome, Arun S.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
10002	Active	Qatar	16001	User Manual Preparation	RFQ	1 day 3 hours		0
10001	Active	Qatar	16001	User Manual Preparation	RFQ	1 day 3 hours		0
10003	Draft	Qatar	16002	Supplier User Manual Preparation Testing	RFQ	2 days 3 hours		0
9001	Active	Qatar	14004	TESTING >200K	RFQ	0 seconds		0
7003	Active	Qatar	13001,1	TESTING	RFQ	0 seconds		0

[Table Diagnostics](#)

Your Company's Open Invitations

[Full List](#)

4.2 Create Quote

- ✓ Click on the **Response Number** hyper link to create a quotation.

Negotiations

Negotiations >

RFQ:

[Actions](#) Create Quote

Title : RFQ for User Manual Preparation
Status : Active (Locked)
Time Left : 08:57:01

Open Date : 25-Oct-2025 10:52:35
Close Date : 25-Oct-2025 20:00:00

Header Lines Controls Contract Terms

Buyer : Mr. Arun
 Two-Stage RFQ
Quote Style : Sealed
Description : Two Stage RFQ for User Manual Preparation

Outcome : Standard Purchase Order
Event

Terms

Bill-To Address : Ministry of Commerce and Industry
Ship-To Address : Ministry of Commerce and Industry
FOB

Payment Terms : Immediate
Carrier
Freight Terms

Currency

RFQ Currency : QAR
Price Precision : Any

- ✓ Enter the Quote Valid, Reference Number and Note to the Buyer.
- ✓ Attach any supporting documents, if available.

Create Quote: 10003 (RFQ 16002)

Supplier: APS TECH PVT LTD
Supplier Site: Qatar - Lusail, Doha, QA
RFQ Currency: QAR
Quote Currency: QAR
Price Precision: Any

Quote Valid Until: 30-Oct-2025 20:33:51
Reference Number: Quote - 0001
Note to Buyer: Quotation is valid until 30-Oct-2025

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

- ✓ Click on the **Lines** Tab.
- ✓ Enter the **Quote Price** and **Promised Date**.
- ✓ Click **Save Draft**.
- ✓ Click **Continue**.

Create Quote: 10003 (RFQ 16002)

RFQ Currency: QAR
Price Precision: Any
Quote Currency: QAR

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1	Ministry of Commerce and Industry	Blind			9	each	100	100	28-Oct-2025 2:00:00	Yes	

4.3 Submit the Quote

- ✓ Click on the **Validate**.

Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 10003: Review and Submit (RFQ 16002) [Cancel] [Back] [Validate] [Save Draft] [Printable View] [Submit]

Header

Title	Supplier User Manual Preparation Testing	Time Left	2 days 3 hours
Supplier	APS TECH PVT LTD	Close Date	27-Oct-2025 00:00:00
Supplier Site	Qatar	Quote Valid Until	30-Oct-2025 20:33:51
RFQ Currency	QAR	Reference Number	Quote - 0001
Quote Currency	QAR	Note to Buyer	Quotation is valid until 30-Oct-2025.
Price Precision	Any		

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Lines

Quote Total (QAR) 900.00

Select Line	Line	Ship-To	Start Price	Target Price	Quote Price (QAR)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
1	1	Ministry of Commerce and Industry	9.00		9.00	Each	100	100	900.00	28-Oct-2025 00:00:00 to 30-Oct-2025 00:00:00	28-Oct-2025 20:39:11

- ✓ A confirmation message will appear to validate the quote.
- ✓ Click **Submit** to finalize and submit the quotation.

Confirmation
Quote 10003 for RFQ 16002 (Supplier User Manual Preparation Testing) has been validated without any errors.

Create Quote 10003: Review and Submit (RFQ 16002) [Cancel] [Back] [Validate] [Save Draft] [Printable View] [Submit]

Header

Title	Supplier User Manual Preparation Testing	Time Left	2 days 3 hours
Supplier	APS TECH PVT LTD	Close Date	27-Oct-2025 00:00:00
Supplier Site	Qatar	Quote Valid Until	30-Oct-2025 20:33:51
RFQ Currency	QAR	Reference Number	Quote - 0001
Quote Currency	QAR	Note to Buyer	Quotation is valid until 30-Oct-2025.
Price Precision	Any		

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Lines

Quote Total (QAR) 900.00

Select Line	Line	Ship-To	Start Price	Target Price	Quote Price (QAR)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
1	1	Ministry of Commerce and Industry	9.00		9.00	Each	100	100	900.00	28-Oct-2025 00:00:00 to 30-Oct-2025 00:00:00	28-Oct-2025 20:39:11

- ✓ A confirmation message will appear the Quote has been submitted.

The screenshot shows the 'Create Quote 10003: Review and Submit (RFQ 16002)' page. A red box highlights a 'Confirmation' message: 'Quote 10003 for RFQ 16002 (Supplier User Manual Preparation Testing) has been submitted.' Below the message is a 'Return to Sourcing Home Page' link. The page also displays a 'Header' section with details like Title, Supplier, and Time Left, and a 'Lines' table with columns for Line, Ship-To, Start Price, Target Price, Quote Price, Unit, Target Quantity, Quote Quantity, Line Total, Need-By Date, and Promised Date.

- ✓ Buyer will receive a notification that the supplier has submitted the quotation.

4.4 Withdraw Quote

- ✓ Click on the **Negotiation**.
- ✓ Click the **Response Number** hyperlink to open the quotation for withdrawal.

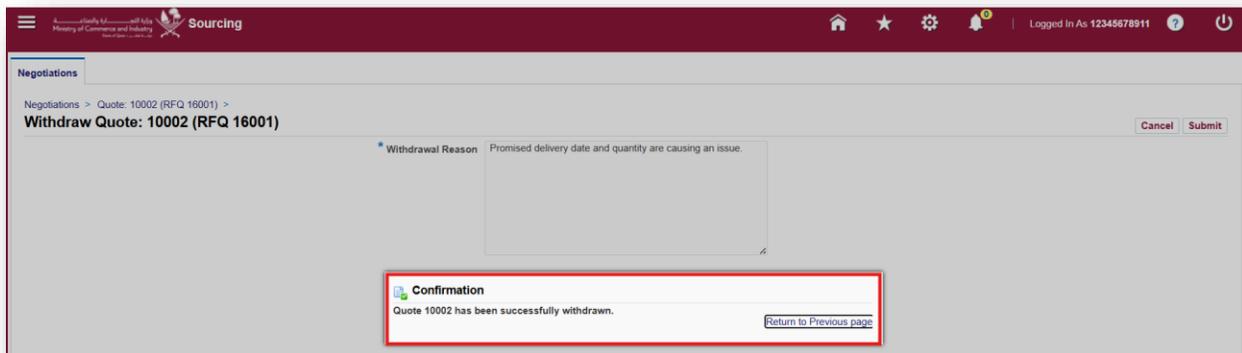
The screenshot shows the 'Your Active and Draft Responses' page. A red box highlights the 'Response Number' column in the table. The table has columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The first row (10002) is highlighted with a red border.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
10002	Active	Qatar	16001	User Manual Preparation	RFQ	1 day 2 hours	0	0
10001	Active	Qatar	16001	User Manual Preparation	RFQ	1 day 2 hours	0	0
10003	Active	Qatar	16002	Supplier User Manual Preparation Testing	RFQ	2 days 2 hours	0	0
9001	Active	Qatar	14004	TESTING >200K	RFQ	0 seconds	0	0
7003	Active	Qatar	13001,1	TESTING	RFQ	0 seconds	0	0

- ✓ Open the quotation that you want to withdraw.
- ✓ From the **Actions** list, select **Withdraw Quote** and click **Go**.

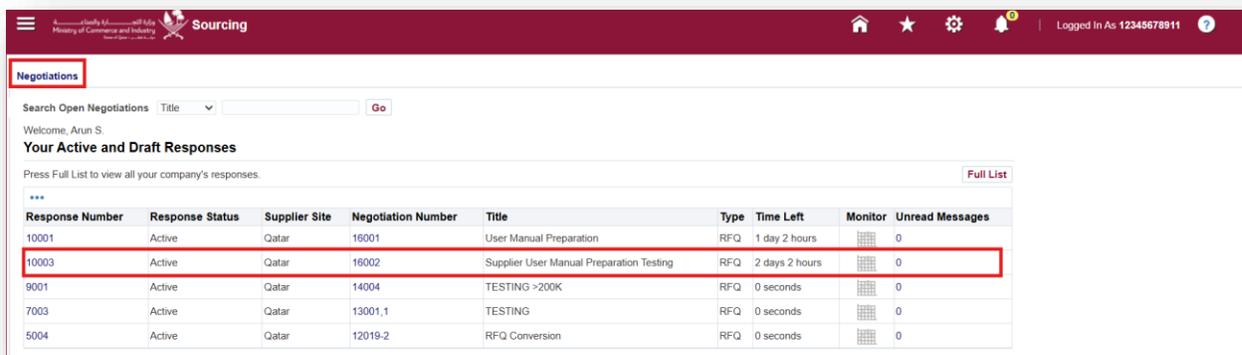
- ✓ Enter the **Withdraw Reason**.
- ✓ Click **Submit**.

- ✓ A confirmation message will appear the Quote has been successfully **withdrawn**.



4.5 Online Discussion

- ✓ Click on the **Negotiation**.
- ✓ Click the **Response Number** hyperlink to open the quotation for online discussion.



- ✓ Open the Quote.
- ✓ From the **Actions** list, select **Online Discussion** and click **Go**

Quote: 10003 (RFQ 16002)

Title: Supplier User Manual Preparation Testing
Time Left: 2 days 2 hours
Close Date: 27-Oct-2025 00:00:00
Quote Style: Blind
Ranking: Price Only
Quote Currency: QAR
Supplier: APS TECH PVT LTD
Contact: S. Arun
Supplier Site: Qatar
Suppliers' Quote Number: Quote - 0001
Quote Status: Active
Quote Valid Until: 30-Oct-2025

Note to Buyer: Quotation is valid until 30-Oct-2025.

Attachments: No results found.

Table Diagnostics

Lines

TIP All prices are in QAR.

Quote Total (QAR): 900.00

Details Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Need-By Date	Promised Date	Line Total	Active Quotes
1	وزارة تجارة والصناعة	Ministry of Commerce and Industry			9. Each	100	100	28-Oct-2025 20:38:11		900.00	Blind

✓ Click **New Message** to initiate the Online Discussion.

Online Discussions (RFQ 16002)

Title: Supplier User Manual Preparation Testing
Status: Active
Time Left: 2 days 2 hours
Open Date: 24-Oct-2025 19:57:48
Close Date: 27-Oct-2025 00:00:00

Messages

New Message

Subject	Message	Status	Sender	Date	Attachments	Reply
No results found.						

Table Diagnostics

- ✓ Enter the **Subject** and type the **message** you want to send to the buyer.
- ✓ Attach the **specification document**.
- ✓ Click **Send**.
- ✓ Buyer will now receive a notification.

Sourcing | Logged In As 12345678911

Negotiations > Quote: 10003 (RFQ 16002) > Online Discussions (RFQ 16002) >

Create New Message (RFQ 16002) Cancel Send

* Indicates required field

Send To: Ministry of Commerce and Industry, State of Qatar

Subject: RFQ - 16602 - Initiate the discussion.

Message: We have the required quantity available and can deliver by the requested date on time. Also, attach the specifications for reference.

Private

Attachments

Add Attachment... | +

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
10	2025-10-24 21:27:02 Sample...	File	2025-10-05 13:19:25 Sample...	From Supplier	12345678911	24-Oct-2025	One-Time			

Table Diagnostics

Sourcing | Logged In As 12345678911

Negotiations > Quote: 10003 (RFQ 16002) >

Online Discussions (RFQ 16002) Cancel Printable Page

Title: Supplier User Manual Preparation Testing

Status: Active

Open Date: 24-Oct-2025 19:57:48

Time Left: 2 days 2 hours

Close Date: 27-Oct-2025 00:00:00

Messages

New Message | +

Subject	Message	Status	Sender	Date	Attachments	Reply
RFQ - 16602 - Initiate the ...	We have the required quantity available and can de...	Read	S, Arun	24-Oct-2025 21:31:25		

Table Diagnostics

- ✓ Buyer responding back to request more information.
- ✓ Click the **Notification** icon.
- ✓ Click the relevant notification shown in **My Worklist**.
- ✓ Open the notification.

Workflow | Logged In As 12345678911

Worklist

View: Open Notifications | Go

Select Notifications: Open Reassign Close

My Worklist

ANWAR MOHAMMED S A AL-ASHAAR 09:34 PM
More Information Requested:
Sent: Online Discussion M...

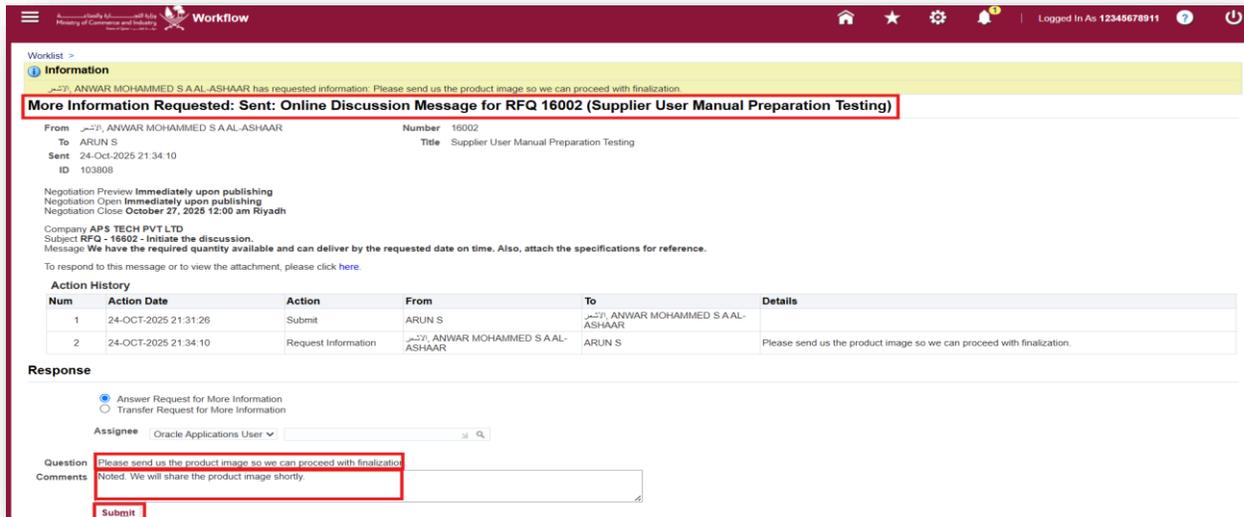
From	Type	Subject	Sent	Due
ANWAR MOHAMMED S A AL-ASHAAR	Sourcing Negotiation	More Information Requested: Sent: Online Discussion Message for RFQ 16002 (Supplier User Manual Preparation Testing)	24-Oct-2025	

TIP: Vacation Rules - Redirect or auto-respond to notifications.

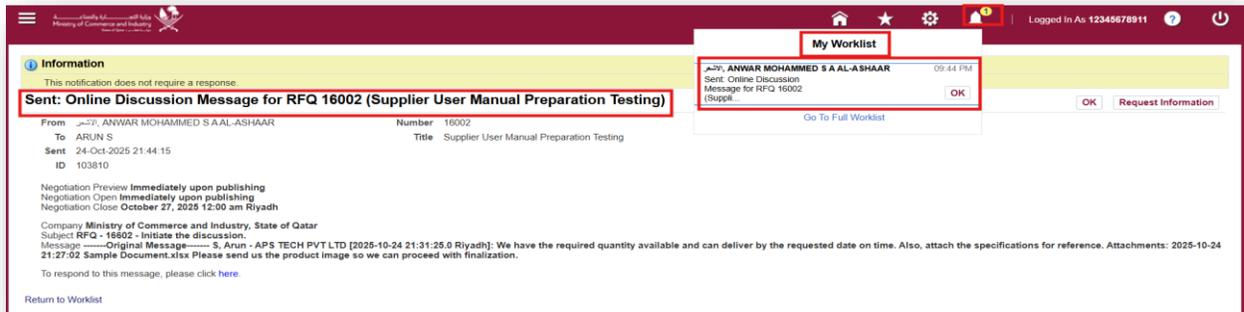
Table Diagnostics

- ✓ Supplier enter the **comments**.

- ✓ Click the **Submit** button.



- ✓ Buyer responding back to the Online Discussion.
- ✓ Click the **Notification** icon.
- ✓ Click the relevant notification shown in **My Worklist**.
- ✓ Open the notification.



- ✓ Click on the **Negotiation**.
- ✓ Click the **Response Number** hyperlink to open the quotation for online discussion.
- ✓ Supplier can view any **Unread Messages** related to the quotation.

Quote: 10003 (RFQ 16002) 1 Unread Messages

Title: Supplier User Manual Preparation Testing
 Time Left: 2 days 2 hours
 Close Date: 27-Oct-2025 00:00:00
 Quote Style: Blind
 Ranking: Price Only
 Quote Currency: QAR
 Supplier: APS TECH PVT LTD
 Contact: S, Arun
 Supplier Site: Qatar
 Suppliers' Quote Number: Quote - 0001
 Quote Status: Active
 Note to Buyer: Quotation is valid until 30-Oct-2025.
 Quote Valid Until: 30-Oct-2025

Attachments: No results found. Table Diagnostics

Quote Total (QAR) 900.00

Details Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Need-By Date	Promised Date	Line Total	Active	Quotes
1	وزارة التجارة والصناعة	Blind			9. Each	100	100	28-Oct-2025 20:39:11		900.00	Blind	

✓ Click on the **Unread Message**.

Online Discussions (RFQ 16002)

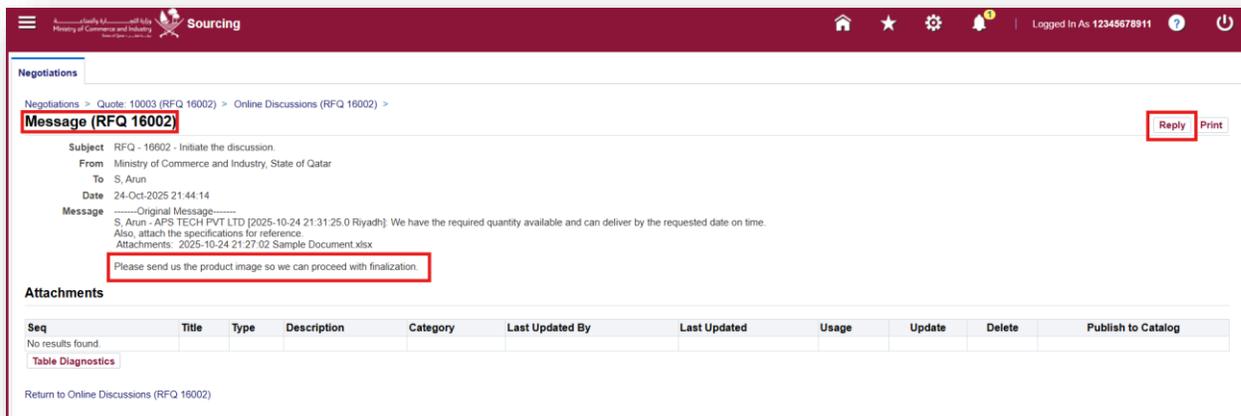
Title: Supplier User Manual Preparation Testing
 Status: Active
 Open Date: 24-Oct-2025 19:57:48
 Time Left: 2 days 2 hours
 Close Date: 27-Oct-2025 00:00:00

Messages

Subject	Message	Status	Sender	Date	Attachments	Reply
RFQ - 16602 - Initiate the ...	-----Original Message----- S, Arun - APS TECH...	Read	Ministry of Commerce and Industry, State of Qatar	24-Oct-2025 21:44:14		
RFQ - 16602 - Initiate the ...	We have the required quantity available and can de...	Read	S, Arun	24-Oct-2025 21:31:25		

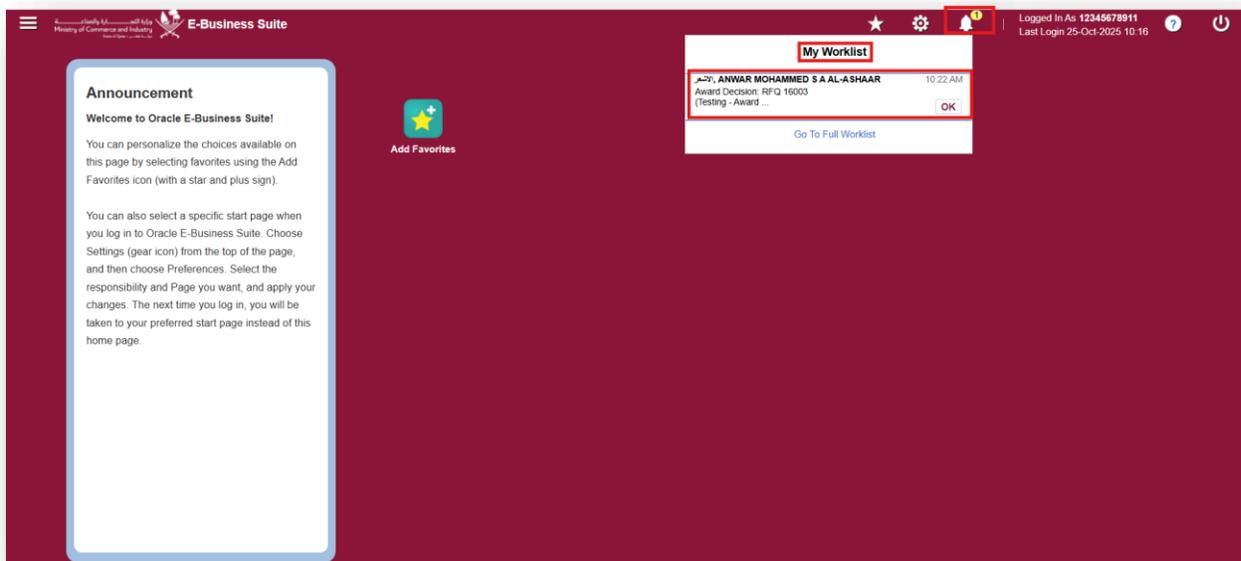
- ✓ Supplier able to see the **new message** received from Buyer.
- ✓ Click the **Message** hyper link to open & read the message.

- ✓ Supplier able to see the new message received from Buyer.
- ✓ Click **Reply** to send a message to the buyer.



4.6 View Award Quote

- ✓ Buyer has analyzed the quotations received from various suppliers and finalized the most suitable one based on price and delivery schedule.
- ✓ Click the **Notification** icon.
- ✓ Click the relevant notification shown in **My Worklist**.



- ✓ Supplier can view the **Award notifications**.
- ✓ Click on the **Response Detail** hyper link.

Information
This notification does not require a response.

Award Decision: RFQ 16003 (Testing - Award Quote) OK

From: ANWAR MOHAMMED SAAL-ASHAAR (الانوار) Company: Ministry of Commerce and Industry, State of Qatar
 To: ARUN S Title: Testing - Award Quote
 Sent: 25-Oct-2025 10:22:46 Number: 16003
 ID: 103872

Negotiation Preview: October 25, 2025 09:58 am Riyadh
 Negotiation Open: October 25, 2025 09:58 am Riyadh
 Negotiation Close: October 25, 2025 10:07 am Riyadh
 Supplier: APS TECH PVT LTD
 Supplier Site:
 Award Date: October 25, 2025 10:12 am Riyadh
 Your Quote Number: 10007

Number of line(s) awarded from your quote: 1
 Number of line(s) rejected from your quote: 0

Note to Supplier:
Finalised the most suitable one based on price and delivery schedule.

Please go to [Response Details](#) page to view your quote.

Important Note: This award decision may or may not result in the generation of a purchase order.

[Return to Worklist](#)

- ✓ Supplier can view the quotation details, including the quoted price, quantity, and promised delivery date.

Quote: 10007 (RFQ 16003) Switch Responsibility Sourcing Supplier Actions Online Discussions Go

Title: Testing - Award Quote
 Time Left: 0 seconds
 Close Date: 25-Oct-2025 10:07:00
 Quote Style: Blind
 Ranking: Price Only
 Quote Currency: QAR
 Supplier: APS TECH PVT LTD
 Contact: S. Arun
 Supplier Site:
 Suppliers' Quote Number: Quote-251025-1
 Quote Status: Active
 Quote Valid Until: 26-Oct-2025
 Note to Buyer: Testing - Award Quote

Seq:

Seq	Title	Type	Description	Category	Last Updated	Usage	Update	Delete
No results found.								

Attachments: [Table Diagnostics](#)

Lines

TIP All prices are in QAR. Quote Total (QAR) 950.00

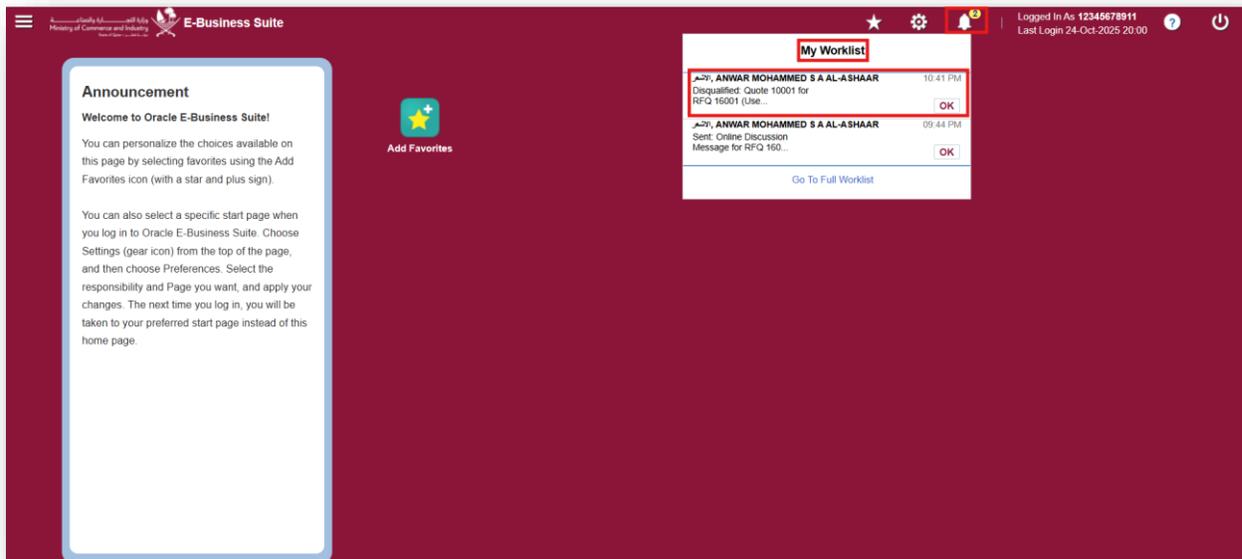
 Show All Details | Hide All Details

Details	Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Need-By Date	Promised Date	Line Total	Active Quotes
	1	وزارة تجارة والصناعة	Blind			9.5	Each	100	100	26-Oct-2025 00:00:00		950.00	Blind

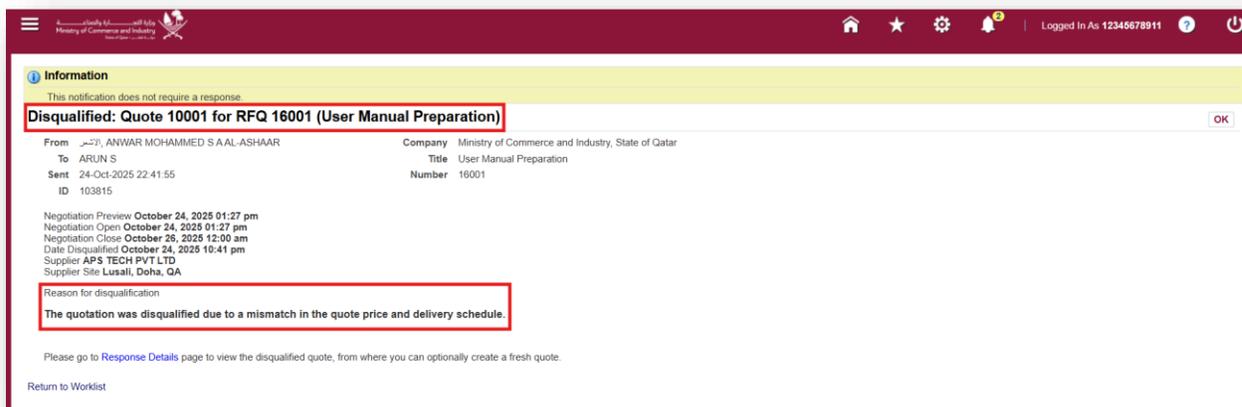
[Table Diagnostics](#)

4.7 View Disqualified Quote

- ✓ Buyer has disqualified the quotation, and the supplier receives a notification.
- ✓ Click the **Notification** icon.
- ✓ Click the relevant notification shown in **My Worklist**.
- ✓ Open the notification.

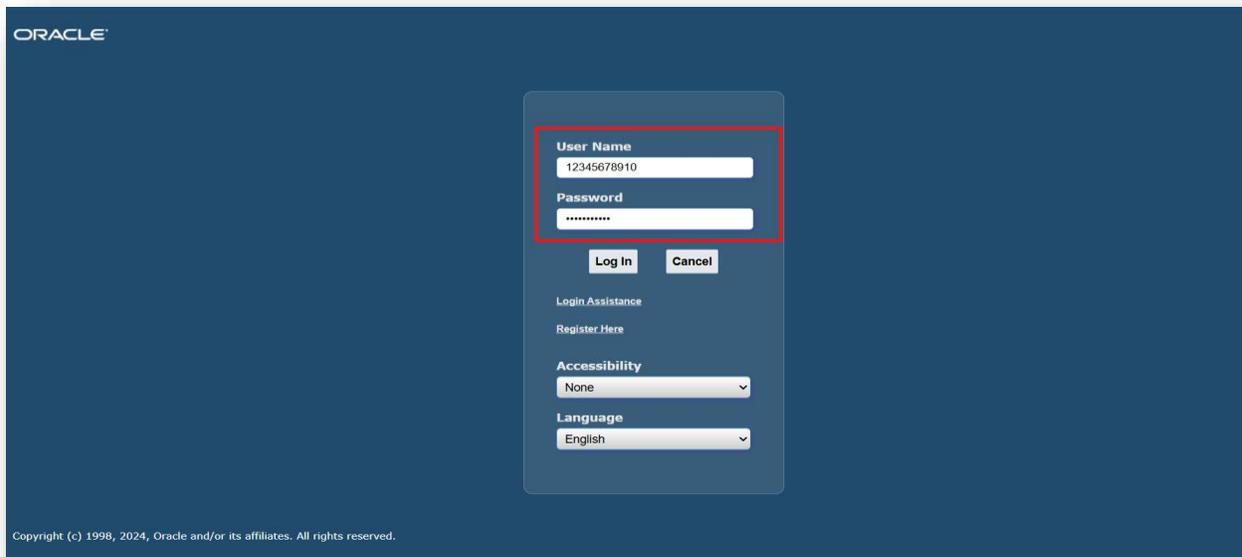


- ✓ Supplier can view the **disqualification notifications**.
- ✓ **Reason for disqualification** is also visible to the supplier.

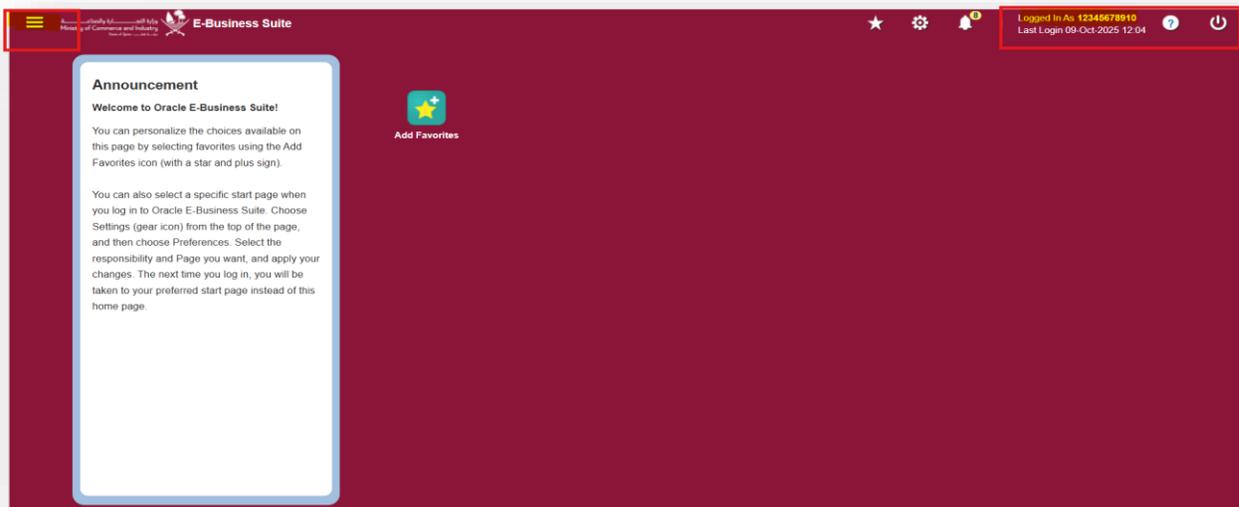


5. Two-Stage RFQ Process:

Login to Oracle Application → Supplier User Login (External User)



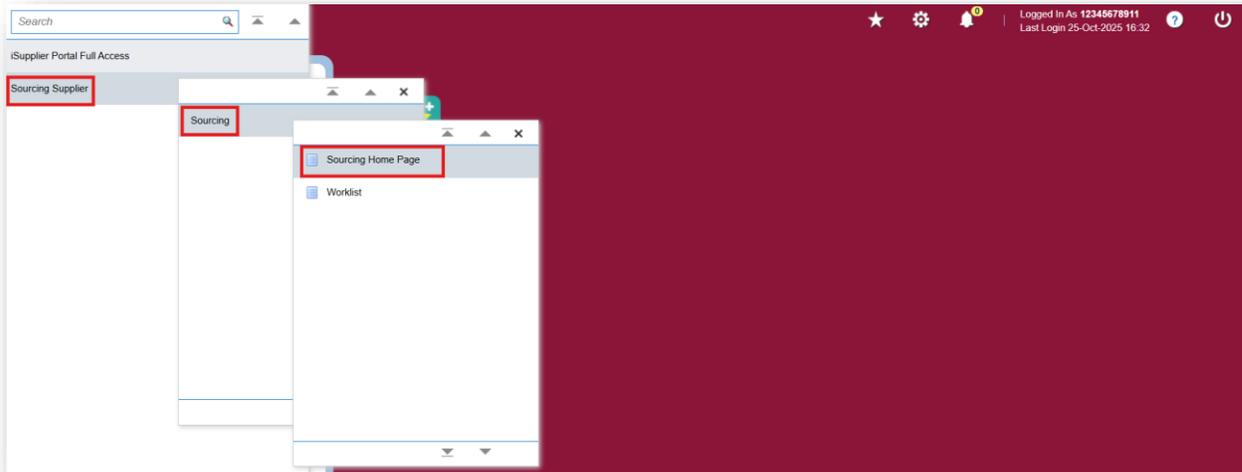
- ✓ Supplier user has successfully logged into the application.
- ✓ Click the **three bars (menu icon)** located at the top left corner of the screen.



- ✓ Supplier user can view the following responsibilities.
 1. iSupplier Portal Full Access

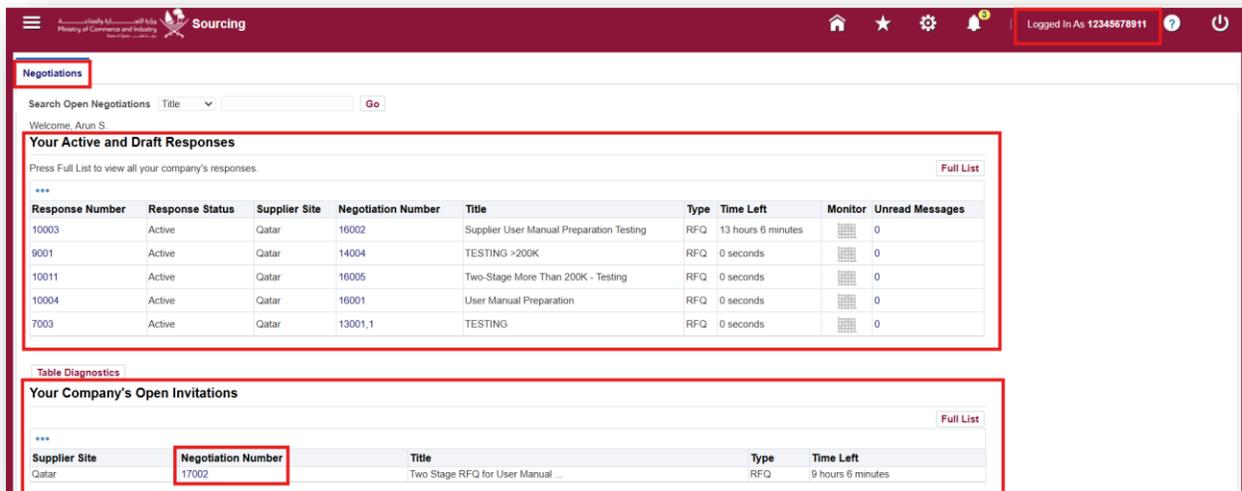
2. Sourcing Supplier.

- ✓ Click **Sourcing Supplier**.
- ✓ Click **Sourcing** → Click **Sourcing Home Page**.
- ✓ Supplier user will be directed to the negotiation home page, where they can view **Your Active and Draft Response** and **Your Company's Open Invitations**.



5.1. Sourcing Supplier:

- ✓ Supplier user will be directed to the negotiation home page, where they can view **Your Active and Draft Response** and **Your Company's Open Invitations**.



5.2. RFQ Acknowledgement:

- ✓ Click the Negotiation Number Hyper Link.

Negotiations

Search Open Negotiations Title Go

Welcome, Arun S.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
10002	Active	Qatar	16001	User Manual Preparation	RFQ	1 day 3 hours		0
10001	Active	Qatar	16001	User Manual Preparation	RFQ	1 day 3 hours		0
9001	Active	Qatar	14004	TESTING >200K	RFQ	0 seconds		0
7003	Active	Qatar	13001,1	TESTING	RFQ	0 seconds		0
5004	Active	Qatar	12019-2	RFQ Conversion	RFQ	0 seconds		0

Table Diagnostics

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
Qatar	16002	Supplier User Manual Preparati...	RFQ	2 days 3 hours

- ✓ Select the **Terms and Conditions** checkbox.
- ✓ Click **Accept** to proceed.

Negotiations

Negotiations >

Terms and Conditions [Cancel](#) [Accept](#)

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Please give the response before entering quote

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

Table Diagnostics

I have read and accepted the terms and conditions

- ✓ Review the RFQ details by navigating through the **Headers, Lines, Controls,** and **Contract Terms** sections.
- ✓ From the **Actions** list, select **Acknowledge Participation** and click Go.

The screenshot displays the Sourcing system interface for RFQ 16002. The top navigation bar shows the user is logged in as '12345678911'. The main content area is divided into several sections: 'Negotiations' (with 'RFQ: 16002' highlighted), 'Header' (with 'Header', 'Lines', 'Controls', and 'Contract Terms' tabs), 'Terms', 'Currency', 'Requirements', and 'Notes and Attachments'. The 'Actions' menu in the top right corner has 'Acknowledge Participation' selected. The 'Note to Suppliers' table at the bottom shows a single entry with a file named 'Sample Document.xlsx'.

- ✓ In the section “**Will your company participate?**”, select “**Yes**” if you intend to participate, or “**No**” if you do not.
- ✓ Enter any additional information for the buyer in the **Note to Buyer** field.
- ✓ Click **Apply** to submit your acknowledgement.
- ✓ Buyer will now receive your confirmation of participation.

The screenshot shows the 'Acknowledge Participation (RFQ 16002)' dialog box. The 'Supplier Site' is set to 'Qatar'. The 'Will your company participate?' section has the 'Yes' radio button selected. The 'Note to Buyer' text area contains the text 'We are Participating this Quotation.' The 'Apply' button is highlighted in red.

- ✓ Click on the **Negotiation**.
- ✓ Supplier can now view the “**Your Company’s Open Invitations**” section for the **Negotiation number**.

Negotiations

Search Open Negotiations Title

Welcome, Anas S.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
10003	Active	Qatar	16002	Supplier User Manual Preparation Testing	RFQ	12 hours 42 minutes		0
9001	Active	Qatar	14004	TESTING ->200K	RFQ	0 seconds		0
10011	Active	Qatar	16005	Two-Stage More Than 200K - Testing	RFQ	0 seconds		0
10004	Active	Qatar	16001	User Manual Preparation	RFQ	0 seconds		0
7003	Active	Qatar	13001.1	TESTING	RFQ	0 seconds		0

Your Company's Open Invitations

Press Full List to view all your company's open invitations.

Supplier Site	Negotiation Number	Title	Type	Time Left
Qatar	17002	Two Stage RFQ for User Manual ...	RFQ	8 hours 42 minutes

5.3. Create Quote:

- ✓ Click on the **Negotiation Number** hyper link to create a quotation.

Negotiations

RFQ: 17002

Title: Two Stage RFQ for User Manual Preparation.
Status: Active (Locked)
Time Left: 08:39:44

Open Date: 26-Oct-2025 10:52:35
Close Date: 26-Oct-2025 20:00:00

Actions: Create Quote

Header | Lines | Controls | Contract Terms

Buyer: Mr. Anas
 Two-Stage RFQ
 Quote Style: Sealed
 Description: Two Stage RFQ for User Manual Preparation

Outcome: Standard Purchase Order
Event

Terms

Bill-To Address: Ministry of Commerce and Industry
 Ship-To Address: Ministry of Commerce and Industry
 FOB

Payment Terms: Immediate
 Carrier
 Freight Terms

Currency: RFQ Currency: QAR
 Price Precision: Any

Requirements

Show All Details | Hide All Details

Details Section	RFQ Stage
Technical Specification Required	Technical
Certification Required	Technical
Reference Required	Technical

- ✓ Enter the Quote Valid, Reference Number and Note to the Buyer.
- ✓ Enter the Requirements Sections.

Negotiations

Negotiations > RFQ: 17002 >
Create Quote: 10017 (RFQ 17002)

Title: [Two Stage RFQ for User Manual Preparation](#)
Time Left: 08:34:33
Close Date: 26-Oct-2025 20:00:00

Supplier: APS TECH PVT LTD
Supplier Site: Qatar - Lusail, Doha, QA
RFQ Currency: QAR
Quote Currency: QAR
Price Precision: Any

Quote Valid Until: 26-Oct-2025 00:00:00
Reference Number: 26-Oct-2025 - 001
Note to Buyer:

Attachments

Add Attachment...
No results found.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All | Collapse All

Focus Title	RFQ Stage	Target Value	Quote Value
Technical Specification Required	Technical		Yes
Technical Specification Required - Yes / No	Technical	Yes	
Certification Required	Technical		Yes
Certification Required - Yes / No	Technical		
Reference Required	Technical		Yes
Reference Required - Yes / No	Technical		

- ✓ Click on the **Lines** Tab.
- ✓ Enter the **Quote Price** and **Promised Date**.
- ✓ Click **Save Draft**.
- ✓ Click **Continue**.

Negotiations

Negotiations > RFQ: 17002 >
Create Quote: 10017 (RFQ 17002)

Title: [Two Stage RFQ for User Manual Preparation](#)
Time Left: 08:24:42
Close Date: 26-Oct-2025 20:00:00

RFQ Currency: QAR
Price Precision: Any
Quote Currency: QAR

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1	الوزارة من قطر	Sealed			2500	each	100	100	28-Oct-2025 0	Yes		

Alternate Lines

Actions: Create Line | Go

Line	Category	Quote Price	Unit	Quote Quantity	Promised Date	Related to RFQ Lines	Update	Delete
No results found.								

5.4. Submit the Quote:

- ✓ Click on the **Validate**.

Warning
This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 10017: Review and Submit (RFQ 17002)

Buttons: Cancel | Back | **Validate** | Save Draft | Printable View | Submit

Header

Title	Two Stage RFQ for User Manual Preparation.	Time Left	08:22:29
Supplier	APS TECH PVT LTD	Close Date	25-Oct-2025 20:00:00
Supplier Site	Qatar	Quote Valid Until	29-Oct-2025 00:00:00
RFQ Currency	QAR	Reference Number	25-Oct-2025 - 001
Quote Currency	QAR	Note to Buyer	
Price Precision	Any		

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Requirements

Details Section	RFQ Stage
Technical Specification Required	Technical
Certification Required	Technical
Reference Required	Technical

- ✓ A confirmation message will appear to validate the quote.
- ✓ Click **Submit** to finalize and submit the quotation.
- ✓ A confirmation message will appear the Quote has been submitted.

Confirmation
Quote 10017 for RFQ 17002 (Two Stage RFQ for User Manual Preparation.) has been submitted.

Return to Sourcing Home Page

- ✓ Buyer will receive a notification that the supplier has submitted the quotation.

5.5. Close RFQ (From Buyer):

- ✓ Once quotations are received from all suppliers, the buyer closes the RFQ.
- ✓ Supplier receives a notification indicating that the RFQ has been closed, along with the reason.

Information
This notification does not require a response.
Closed Early: RFQ 17002 (Two Stage RFQ for User Manual Preparation.)

From: ANWAR MOHAMMED S A AL-ASHAAR
To: ARUN S
Sent: 26-Oct-2025 11:56:26
ID: 113244

Company: Ministry of Commerce and Industry, State of Qatar
Title: Two Stage RFQ for User Manual Preparation.
Number: 17002

Negotiation Preview: October 26, 2025 10:52 am Riyadh
Negotiation Open: October 26, 2025 10:52 am Riyadh
Negotiation Close: October 26, 2025 08:00 pm Riyadh
Supplier: APS TECH PVT LTD
Supplier Site: Lusail, Doha, QA
Early Close: October 26, 2025 11:56 am Riyadh

Reason for closing early: Received all Suppliers Technical Evaluation and Quotations.

My Worklist

ANWAR MOHAMMED S A AL-ASHAAR	Closed Early: RFQ 17002 (Two Stage RFQ for User Man...	11:56 AM	OK
ANWAR MOHAMMED S A AL-ASHAAR	Award Decision: RFQ 17001 (26-Oct-25 - Two Stage RF...	10:14 AM	OK
ANWAR MOHAMMED S A AL-ASHAAR	Two-Stage RFQ Evaluation Complete: Technical (RFQ 1...	10:01 AM	OK
ANWAR MOHAMMED S A AL-ASHAAR	Closed Early: RFQ 17001 (26-Oct-25 - Two Stage RFQ T...	09:47 AM	OK

Go To Full Worklist

5.6. Two-Stage RFQ Evaluation Complete: Technical

- ✓ Supplier receives a notification that the “Two-Stage RFQ Technical Evaluation” has been completed.
- ✓ Supplier also receives a confirmation indicating whether their quotation has been shortlisted or not.

Information
This notification does not require a response.
Two-Stage RFQ Evaluation Complete: Technical (RFQ 17002)

From: PUR_USER
To: ARUN S
Sent: 26-Oct-2025 12:37:22
ID: 113254

Company: Ministry of Commerce and Industry, State of Qatar
Title: Two Stage RFQ for User Manual Preparation.
Number: 17002

Your quote 10017 in response to RFQ 17002 has been short listed for the next phase of evaluation (Commercial).

My Worklist

PUR_USER	Two-Stage RFQ Evaluation Complete: Technical (RFQ 1...	12:37 PM	OK
ANWAR MOHAMMED S A AL-ASHAAR	Closed Early: RFQ 17002 (Two Stage RFQ for User Man...	11:56 AM	OK
ANWAR MOHAMMED S A AL-ASHAAR	Award Decision: RFQ 17001 (26-Oct-25 - Two Stage RF...	10:14 AM	OK
ANWAR MOHAMMED S A AL-ASHAAR	Two-Stage RFQ Evaluation Complete: Technical (RFQ 1...	10:01 AM	OK
ANWAR MOHAMMED S A AL-ASHAAR	Closed Early: RFQ 17001 (26-Oct-25 - Two Stage RFQ T...	09:47 AM	OK

Go To Full Worklist

5.7. View Award Quote:

- ✓ Buyer has analyzed the quotations received from various suppliers and finalized the most suitable one based on price and delivery schedule.
- ✓ Click the **Notification** icon.
- ✓ Click the relevant notification shown in **My Worklist**.

Lines

TIP All prices are in QAR

Quote Total (QAR) 250,000.00

Show All Details | Hide All Details

Details	Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Need-By Date	Promised Date	Line Total	Active Quotes
	▶	عقود عن بعد تزويد الخدمات المشغولة 1	Ministry of Commerce and Industry	Win		2,500 Each	100	100		28-Oct-2025 00:00:00	250,000.00	

6. Troubleshooting & FAQ

Common Issues & Solutions

Issue	Solution
Invitation	Check your Spam/Junk folder.
Responsibility Access	Buyer or system administrator needs to clear the cache after registration. Contact the buyer for assistance.
Link Expired	Inform the buyer or procurement contact to send a new registration invitation .
Password	Use the “Forgot Password” option on the NAS login page to reset your credentials.
Attachments	Ensure the file size and type meet the portal’s upload requirements (e.g., PDF, DOC, or XLS under the size limit). Try again using a supported browser such as Google Chrome or Microsoft Edge.

7. FAQs

Q: What is the purpose of the Sourcing Supplier responsibility?

A: The **Sourcing Supplier** responsibility allows suppliers to access, review, and respond to sourcing documents such as **Requests for Quotation (RFQs)**, **Negotiations**, and **Online Auctions**. It provides a secure platform for participating in procurement events initiated by the **Ministry of Commerce and Industry (MoCI)**.

Q: How will I be notified of a new sourcing invitation?

A: When a sourcing event (RFQ or Negotiation) is published, you will receive an **email notification** and can also view it under **Negotiations → Negotiations Home** within the **Sourcing Supplier** responsibility.

Q: What should I do when I receive a sourcing invitation?

A: Open the sourcing event from your notifications or Sourcing Home page, review the **event details, requirements**, and **attachments**, then click **Create Quote** to submit your response before the event's closing date.

Q: Can I modify my quotation after submission?

A: Yes. You can modify or withdraw your quotation **any time before the negotiation close date**. After the closing date, modifications are not allowed.

Q: How do I participate in online discussions with the buyer?

A: Navigate to the **Negotiation → Discussions** section of the event. You can view buyer communications and respond directly through the portal. All discussions are recorded for transparency and audit purposes.

Q: How can I check the status of my submitted quotation?

A: Go to **Negotiations → Negotiations Home → My Responses**. The status (e.g., *Submitted*, *Active*, *Closed*, or *Awarded*) will be displayed against each sourcing event.

Q: What does "Draft" status mean for my quotation?

A: A "Draft" status means your quotation has been saved but not yet submitted. You must click **Submit** to officially participate in the sourcing event.

Q: Can I view previous sourcing events and quotations submitted by my company?

A: Yes. You can view historical sourcing events under **Negotiations → My Responses**. All past events and their corresponding quotations remain accessible for reference.

Need Further Assistance?

Contact MOCI's supplier portal support team by sending mail to Supplier-Support@moci.gov.qa