

TATWEER PETROLEUM – BAHRAIN FIELD DEVELOPMENT COMPANY W.L.L ("TATWEER")

Instructions to complete a Technical Evaluation RFI - Quick Reference

IMPORTANT:

Please note that iSupplier Portal registration, access and/or usage does not imply a contract, or intent to purchase goods or services from registered suppliers by Tatweer.

This quick reference describes how to access the key iSupplier Portal functionality to complete the Technical Evaluation RFI. Supplier users should use the iSupplier Portal User Handbook and the Frequently Asked Questions at http://Suppliersupport.tatweerpetroleum.com for information on how to use the iSupplier Portal.

Review, acknowledge and response to the Technical Evaluation RFI

- ACCESS
 - Login to Oracle iSupplier Portal.
 - 1. Enter your User name and password and click on the "Login" button.



 Optionally - after login, if more than one access level has been assigned, select the appropriate level in the Oracle Applications Home Page. In this case, "Supplier User – Transactions"

Worklist		
		Full List
From	Subject	Sent 🔻
Bosio, Ariel Ernesto	Está invitado: RFI 74049 (COL - QUALIFICATION TEMPLATE - iSupplier Go Live (do not test))	10-Nov-2010
Bosio, Ariel Ernesto	Está invitado: RFI 73043 (COL - QUALIFICATION TEMPLATE - iSupplier Go Live (do not test))	09-Nov-2010
Sepulveda, German Ricardo	Recordatorio: Reconozca la intención de participar en el PdC 63104 (VALVULAS VARIAS GAS DE ANULARES - Vinculado a RFI ())	30-Oct-2010
Tabor, William	Reminder: Please acknowledge intent to participate in RFQ 6022 (Bill Tabor - Test - Legal Entity and Supplier Notification)	23-Feb-2010
Tabor, William	Reminder: Please acknowledge intent to participate in RFI 6021 (Bill Tabor - Test - Legal Entity and Supplier Notification)	23-Feb-2010
 TIP <u>Vacation Rules</u> TIP <u>Worklist Access</u> 	- Redirect or auto-respond to notifications. - Specify which users can view and act upon your notifications.	
Navigator		
Navigator	Pe	rsonalize

- 1. In the iSupplier Portal Home Page, click on "Negotiation" tab.
- 2. In your company's Open Invitations section, view the most recent open invitations.
- 3. Click on the Negotiation Number hyperlink. The document summary web page will be shown.

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Your Active a	and Draft Resp	onses						
ress Full List to	view all your cor	mpany's respoi	nses,					Full I
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
<u>50004</u>	Draft	TEST	<u>73043</u>	COL - QUALIFICATION TEMPLATE - ISupplier Go Live (do not test)	RFI	1 day 21 hours	翻	Q
<u>57004</u>	Active	TEST	<u>68043</u>	TEST DUAL CURRENCY RESPONSE	RFQ	0 minutes	翻	0
53033	Active	TEST	<u>63108</u>	VALVULAS VARIAS GAS DE ANULARES - Vinculado a RFI ()	RFQ	0 minutes	HT.	Q
<u>3032</u>	Active	TEST	<u>63090</u>	VALVULAS VARIAS GAS DE ANULARES - Vinculado a RFQ (63089)	RFI	0 minutes	圞	0
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Supplier Site	3 Negot	iation Numbe	er /	Title		Туре	Time Le	ft
EST	74049	>		COL - QUALIFICATION TEMPLATE		RFI	2 days 2	hours
Quick Links								
Manage	View Respor	ises						
Manage	View Respon	ises						

REVIEW

- a. Review a specific document before acknowledging and responding by clicking on the Negotiation Number hyperlink (3). The document summary web page will be shown.
 - i. Click on the Header tab, review information.
 - ii. Review the Requirements and the Notes and Attachment sections.
 - iii. Click on the Controls tab to review date and response rules. Important: Take note of the close date.
 - iv. Click on the Contract Terms tab. In the Deliverable section, access a specific deliverable by clicking on the Deliverable Name hyperlink. Click on the Preview Contract Terms button to view, save and print the Terms and Conditions.
 - v. As needed, in the Actions dropdown, select the option Printable View and click on the Go button to view, save and print the document (all tab information and the terms and conditions can be viewed in the same document).
 - vi. As needed, use the Online Discussion functionality in the action dropdown to request or provide additional information regarding the document. *This replaces any email communication.*

FI: 74049							/		
Title COL Live Status Acti Time Left 2 da Header Lines Controls Contract Terms Buyer Bosis Response Style Billind Event SUP - QU Description Per	- QUALIFICATION (do not test) /e ys 2 hours o, Ariel Ernesto PLIER REGISTRAT ESTIONNAIRE TY dido de informac weedrares de Di	N TEMPLATE - İ MON AND QUAİ PE H Jón, por única	Supplier Go LIFICATION vez, para init	Only for Supplier Perfor	Or Ck mance- Purchasing ificación y; finalme andores nara instr	ben Date 10- see Data 12- Document Nun	Actions Action	knowledge eate Respo illine Discus ew Respons intable View port to Spri ir de la ba	Participation V G Participation nse sions sions se History v sadsheet se de datos de
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Show All Details Hide All Details									
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∃Show HISTORIAL DE LA COMPAÑÍA									
⊕ <u>Show</u> ÉTICA									
EGAL									
Show RESPONSABILIDAD SOCIAL									
Bhow CONFORMIDAD DE EXPORTACIÓN PARA EE.UU.									
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2. ACKNOWLEDGE

- a. In the Actions dropdown, select the option Acknowledge Participation and click on the Go button to access the specific web page.
 - i. In the Will your Company participate? section, check the appropriate button.
 - ii. If necessary, in the Note to Buyer textbox, type a message for the buyer (Tatweer employee responsible for the event).
 - iii. Click on the Apply button.

Home Negotiations Admin			
Negotiations >			
RFI: 74049		a	\sim
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Negotiations > RFI: 74049 >		iii	-
Acknowledge Participation (RFI74049) i Supplier Site Will your company participate? Note to Buyer	TEST Ø Yes Ø No	Cancel	Y
		Cancel Appl	У

3. CREATE AND SUBMIT RESPONSE

a. In the Actions dropdown, select the option Create Response and click on the Go button to access the specific web page.

Home Negotiations Admin			
Negotiations >			
RFI: 74049		Actions	Create Response 💌 Go
Title Status Time Left	COL - QUALIFICATION TEMPLATE - iSupplier Go Live (do not test) Active 2 days 2 hours	Open Date 10-Nov-20 Close Date 12-Nov-20	Acknowledge Participation Create Response
Header Lines Controls Contract Terms			View Response History
Buyer Response Style Event Description	Bosio, Ariel Ernesto Blind SUPPLIER REGISTRATION AND QUALIFICATION – QUESTIONNAIRE TYPE H Pedido de información, por única vez, para in proveedores de DXY. Por favor, referirse a la	Only for Supplier Performance- Purchasing Document Number iciar el proceso de calificación y; finalmente, incluir el Prove a sección Nota a Proveedores para instrucciones adicionale:	Printable View Export to Spreadsheet edor de la base de datos de s.
Terms			

b. IMPORTANT: Click on "Save Draft" button before conducting any additional action. Scroll down to the bottom, you should view the deliverables to be populated.

Home Negotiations Admin				
Negotiations > RFI: 74049 >				
Create Response: 61008 (RFI 74049)				
Title COL - QUALIFICATION TEMPLATE - iSupplier Go Live (do not test)	Cancel View RFI Time Left Close Date	Respond by Spreadsheet 2 days 2 hours 12-Nov-2010 16:45:34	Save Draft	Continue
Supplier Site TEST - Test, Test, TX Test, US RFI Currency COP Response Currency COP Price Precision Any	Response Valid Until Reference Number Note to Buyer	(example: 26-Oct-2010)		
Delive	erables			
Deliverables				
${}^{\rm A}$ Indicates deliverable is overdue $$ X Indicates responsible party failed to perform the deliverable	erable			
Deliverable Name	Due Date	Status	Alert	Update
Health Environment and Safety Management Certification	11-Nov-2010	Open		1
Quality Certifications	11-Nov-2010	Open		1
Supplier Registration Information (Mandatory)	11-Nov-2010	Open		1
Social Responsibility Policies	11-Nov-2010	Open		1

c. In the Requirements section, click on the Expand All hyperlink to respond to each requirement and enter the appropriate response values.

Treate Response: 61008 (RFI)	(4049)							
				Ce	ancel View RFI	Respond by Spreadsheet	Save Draft	Continu
	Title CO	- QUALIFICATION TEM	PLATE - iSupplier Go	Live (do not	Time Left	2 days 2 hours		
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d. As necessary, scroll up and attach any appropriate support documentation to the response in the Attachment section by clicking Add Attachment button.

Home Negotiations Admin						
Negotiations > RFI: 74049 >						
Create Response: 61008 (RFI 74049)						
Title	COL - OUALIFICATION TEMPLATE - ISupplier Gr) Live (do not	Cancel View RFI Time Left Close Date	Respond by Spreadsheet 2 days 2 hours 12-Nov-2010 16:45:34	Save Draft	Continue
Supplier Site RFI Currency Response Currency Price Precision	TEST - Test, Test, TX Test, US COP COP Any		Response Valid Until Reference Number Note to Buyer	(example: 26-Oct-2010)		
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Requirements						
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e. Respond to deliverables requesting specific documentation. Scroll down to the Deliverables section.

Deliverables				\frown
\sim $ m {}^{ m {A}}$ Indicates deliverable is overdue $~ imes$ Indicates responsible party failed to perform the deliverable				$\langle \rangle$
Deliverable Name	Due Date	Status	Alert	Update
Health Environment and Safety Management Certification	11-Nov-2010	Open		1
Quality Certifications	11-Nov-2010	Open		1
Supplier Registration Information (Mandatory)	11-Nov-2010	Open		
Social Responsibility Policies	11-Nov-2010	Open		

- i. Respond to the deliverable by selecting the pencil icon in the Update column.
- ii. In the Notes field, write an explanation about the information that is being submitted.
- iii. Click on the Add Attachment button to attach any required documents.
- iv. In the Status dropdown, choose Submitted.
- v. Click on the Apply button.

	Home	Negotiations	Admin 8: Undate Deliverable	(BEL74049)						
ii			Deliverable Name Due Date Description	Registración de Información del Prov (Mandatorio) 10-Nov-2010 Por favor, descargue y complete todas las secciones del Formulario de Registración del Proveedor con su respectiva información	eedor	iv. _{Current} : ii.	atatus Open V Jatus Open Notes Submitted	×	Cancel	Done
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	Details	Status	Status	Change Date			Status Changed by			
	(±) Shov	Vopen	10-Nov-	2010						

- f. Submit the RFI Response
 - i. After completing all the RFI sections, submit your response.
 - ii. Scroll up, click on the Save Draft button.
 - iii. Click on the Continue button.
 - iv. Optionally, Click on the Validate button to verify the response before submitting it.
 - v. Click on the Submit button. A confirmation message is shown.

Home Negotiations Admin Negotiations >			
Confirmation Response 61008 for RFI 74049 (COL -	QUALIFICATION TEMPLATE - iSupplier Go Live (do not test)) has been s	aved as a draft.	
Create Response: 61008 (RFI 74049)			\frown
Title	<u>COL - QUALIFICATION TEMPLATE - iSupplier Go Live (do not</u> test)	Cance! View RFI Time Left Close Date	Respond by Spreadshee Save Draft Continue 2 days 2 hours 12-Nov-2010 16:45:34
Supplier Site RFI Ourrency Response Ourrency Price Precision	TEST - Test, Test, TX Test, US COP COP Any	Response Valid Until Reference Number Note to Buyer	30-Nov-2010 (example: 26-Oct-2010)

Home Negotiations Admin			
Negotiations >			
Create Response 61008: Review and S	Submit (RFI 74049)		
		[Cancel Back Validate Save Draft Sub
Header			
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	not test)	Close Date	12-Nov-2010 16:45:34
Supplier Site	TEST	Response Valid Until	30-Nov-2010
RFI Currency	COP	Reference Number	
Response Currency	COP	Note to Buyer	
Price Precision	Any		

4. DRAFT RESPONSE

- a. If the Response was not submitted but it was save to continue working later, it is possible to re-access it.
- b. Click on the "Negotiation" tab
- c. In the "Your Active and Draft Responses" section, <u>identify</u> the response number (First Column) applicable to the RFI.
- d. Click on the Negotiation Number hyperlink. The document summary web page will be shown.

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Your Active a	nd Draft Respo	nses						
ress Full List to	view all your com	p any's re spor	nses.					Ful
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Тура	e Time Left	Monitor	Unread Messages
0004	Draft	TEST	73043	COL - QUALIFICATION TEMPLATE - iSupplier Go Li (do not test)	e RFI	1 day 21 hours	雦	0
1008	Draft	TEST	<u>74049</u>	COL - QUALIFICATION TEMPLATE - iSupplier Go Li (do not test)	e RFI	2 days 1 hour	驑	0
7004	Active	TEST	<u>68043</u>	TEST DUAL CURRENCY RESPONSE	RFQ	0 minutes	翻題	Q
3033	Active	TEST	<u>63108</u>	VALVULAS VARIAS GAS DE ANULARES - Vinculado RFI ()	a RFQ	0 minutes	翻	<u>0</u>
3032	Active	TEST	<u>63090</u>	VALVULAS VARIAS GAS DE ANULARES - Vinculado RFQ (63089)	a RFI	0 minutes	翻	0
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Supplier Site Negotiation Num			Negotiation Num	ber Title	Ту	rpe Ti	íme Left	
lo results found.								
Quick Links								
Manage	View Respons	ses						