

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

Instructions to complete a Technical Evaluation RFI - Quick Reference

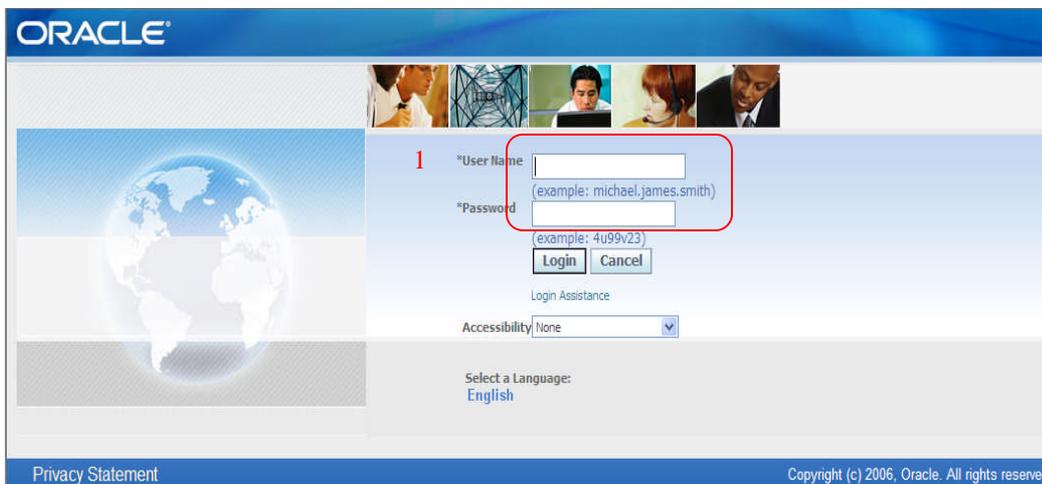
IMPORTANT:

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.

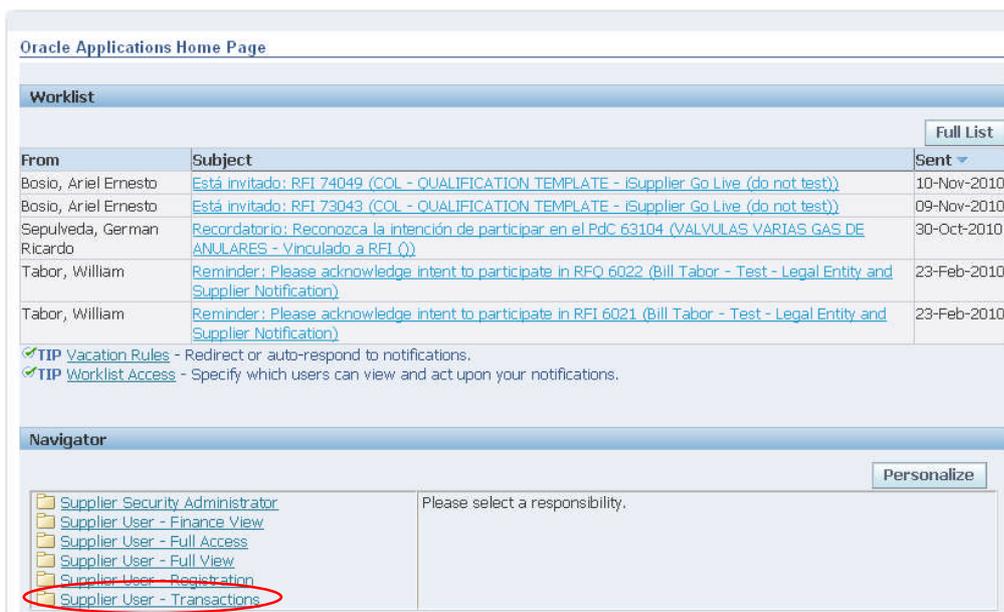
This quick reference describes how to access the key iSupplier Portal functionality to complete the Technical Evaluation RFI. Supplier users should use the iSupplier Portal User Handbook and the Frequently Asked Questions at <http://Suppliersupport.tatweerpetroleum.com> for information on how to use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



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 (Q))	30-Oct-2010
Tabor, William	Reminder: Please acknowledge intent to participate in RFI 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 Vacation Rules](#) - Redirect or auto-respond to notifications.
 [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator
Personalize

Please select a responsibility.

- Supplier Security Administrator
- Supplier User - Finance View
- Supplier User - Full Access
- Supplier User - Full View
- Supplier User - Registration
- Supplier User - Transactions**

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.

The screenshot shows the iSupplier Portal interface. At the top, there are navigation tabs: Home, **Negotiations** (highlighted with a red circle and '1'), and Admin. Below the tabs is a search bar for 'Open Negotiations' with a dropdown menu set to 'Title' and a 'Go' button. A welcome message 'Welcome, TTTT TTTT.' is displayed. The main content area is titled 'Your Active and Draft Responses' and includes a 'Full List' button. Below this is a table with columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The table contains four rows of data. Below the table is another section titled 'Your Company's Open Invitations' with a 'Full List' button. This section contains a table with columns: Supplier Site, Negotiation Number, Title, Type, and Time Left. The 'Negotiation Number' '74049' is circled in red and labeled with '3'. Below the 'Your Company's Open Invitations' section is a 'Quick Links' area with 'Manage' and 'View Responses' buttons, and a list of links: Drafts, Deliverables, and Active.

- 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.*

Negotiations >
RFI: 74049

Title: COL - QUALIFICATION TEMPLATE - iSupplier Go
Live (do not test)
Status: Active
Time Left: 2 days 2 hours

Buyer: Bosio, Ariel Ernesto
Response Style: Blind
Event: SUPPLIER REGISTRATION AND QUALIFICATION - QUESTIONNAIRE TYPE H
Description: Pedido de información, por única vez, para iniciar el proceso de calificación y; finalmente, incluir el Proveedor de la base de datos de proveedores de DXY. Por favor, referirse a la sección Nota a Proveedores para instrucciones adicionales.

Open Date: 10-Nov-2010
Close Date: 12-Nov-2010

Actions: Acknowledge Participation (selected), Create Response, Online Discussions, View Response History, Printable View, Export to Spreadsheet

Header | Lines | Controls | Contract Terms

Terms: Bill-To Address, Ship-To Address, Payment Terms, Carrier, Freight Terms, Currency, RFI Currency: COP, Price Precision: Any

Requirements: Show All Details | Hide All Details

Details Section: Show HISTORIAL DE LA COMPAÑÍA, Show ÉTICA, Show LEGAL, Show RESPONSABILIDAD SOCIAL, Show CONFORMIDAD DE EXPORTACIÓN PARA EE.UU., Show CALIDAD, Show CALIDAD - ALTO RIESGO, Show SALUD, SEGURIDAD INDUSTRIAL Y MEDIO AMBIENTE (HES), Show SALUD, SEGURIDAD INDUSTRIAL Y MEDIO AMBIENTE - ALTO RIESGO, Show SEGURIDAD

Notes and Attachments: Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
PROCESO DE LICITACION SCM-F-252A 53000000104	File		To Supplier	BOSIOAR	01-Nov-2010	One-Time			
PROCESO DE LICITACION SCM-F-250 REQ 53000000104	File		To Supplier	BOSIOAR	01-Nov-2010	One-Time			
Guía de referencia rápida del portal isupplier	File		To Supplier	BOSIOAR	01-Nov-2010	One-Time			
SOLICITUD DE PROPUESTAS DE COTIZACIÓN	File		To Supplier	BOSIOAR	01-Nov-2010	One-Time			
PROCESO DE LICITACION SCM-F-253 53000000104	File		To Supplier	BOSIOAR	01-Nov-2010	One-Time			

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

Title: COL - QUALIFICATION TEMPLATE - iSupplier Go
Live (do not test)
Status: Active
Time Left: 2 days 2 hours

Open Date: 10-Nov-2010 13:47:05
Close Date: 12-Nov-2010 16:45:34

Actions: Acknowledge Participation (selected), Go

Header | Lines | Controls | Contract Terms

Negotiations > RFI: 74049 >
Acknowledge Participation (RFI 74049)

Supplier Site: TEST

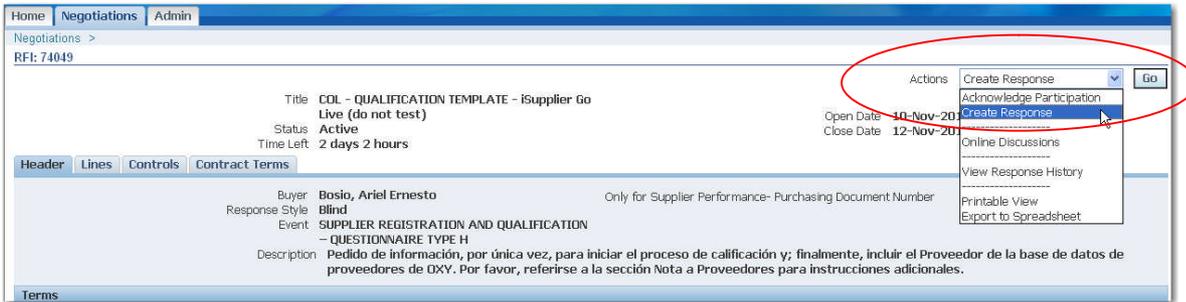
Will your company participate? Yes No

Note to Buyer

Cancel | Apply

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.



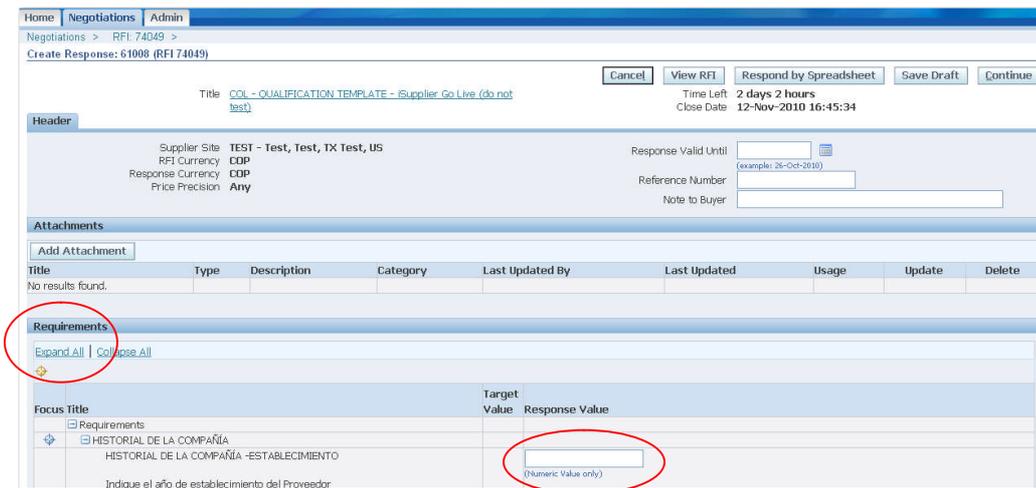
- b. IMPORTANT: Click on "Save Draft" button before conducting any additional action. Scroll down to the bottom, you should view the deliverables to be populated.



→ Deliverables

Deliverable Name	Due Date	Status	Alert	Update
Health Environment and Safety Management Certification	11-Nov-2010	Open		
Quality Certifications	11-Nov-2010	Open		
Supplier Registration Information (Mandatory)	11-Nov-2010	Open		
Social Responsibility Policies	11-Nov-2010	Open		

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



- d. As necessary, scroll up and attach any appropriate support documentation to the response in the Attachment section by clicking Add Attachment button.

e. Respond to deliverables requesting specific documentation. Scroll down to the Deliverables section.

Deliverable Name	Due Date	Status	Alert	Update
Health Environment and Safety Management Certification	11-Nov-2010	Open		
Quality Certifications	11-Nov-2010	Open		
Supplier Registration Information (Mandatory)	11-Nov-2010	Open		
Social Responsibility Policies	11-Nov-2010	Open		

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

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

Home Negotiations Admin

Negotiations >

Create Response 61008: Review and Submit (RFI 74049)

Cancel Back Validate Save Draft **Submit**

Header

Title	COL - QUALIFICATION TEMPLATE - iSupplier Go Live (do not test)	Time Left	2 days 2 hours
Supplier Site	TEST	Close Date	12-Nov-2010 16:45:34
RFI Currency	CDP	Response Valid Until	30-Nov-2010
Response Currency	CDP	Reference Number	
Price Precision	Any	Note to Buyer	

4. DRAFT RESPONSE

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

Home Negotiations Admin

Search Open Negotiations Title [] Go

Welcome, TTTT TTTT.

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
60004	Draft	TEST	73043	COL - QUALIFICATION TEMPLATE - iSupplier Go Live (do not test)	RFI	1 day 21 hours		0
61008	Draft	TEST	74049	COL - QUALIFICATION TEMPLATE - iSupplier Go Live (do not test)	RFI	2 days 1 hour		0
57004	Active	TEST	68043	TEST DUAL CURRENCY RESPONSE	RFQ	0 minutes		0
53033	Active	TEST	63108	VALVULAS VARIAS GAS DE ANULARES - Vinculado a RFI ()	RFQ	0 minutes		0
53032	Active	TEST	63090	VALVULAS VARIAS GAS DE ANULARES - Vinculado a RFQ (63089)	RFI	0 minutes		0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> Drafts Deliverables 	<ul style="list-style-type: none"> Active