

TATWEER PETROLEUM – BAHRAIN FIELD DEVELOPMENT COMPANY W.L.L ("TATWEER") Instructions to complete a Commercial Evaluation RFQ - 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 Commercial Evaluation RFQ. 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.

ORACLE	
	1 "Vser Name (example: michael.james.smith) "Password (example: 4u99v23) Login Cancel Login Assistance Accessibility None
	Select a Language: English
Privacy Statement	Copyright (c) 2006. Oracle. All rights reserved.

• 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 Worklist Access	- Specify which users can view and act upon your notifications.	
Navigator	De	rsonalize
Supplier Securit Supplier User - F Supplier User - F Supplier User - F Supplier User - F	v Administrator Please select a responsibility. inance View Full Access Full View	

- 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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Search Open Neg	otations: Title	~		Go				
Welcome, Test T	est.							
Your Active a	and Draft Resp	onses						
Press Full List to	view all your cor	npany's respon	ses,					₽ull
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
88032	Active	TEST	95096	Bill Tabor - Validate MultiOple Currencies Available to Supplier	RFQ	5 days 8 hours		Q
88033	Active	TEST	<u>95097</u>	Bill Tabor - Validate MultiOple Currencies Available to Supplier	RFQ	5 days 8 hours	翻	0
89031	Draft	TEST	95104	BIDDING PROCESS	RFI	5 days 9 hours	翻	<u>Q</u>
8002	Active	Test	15043	N/A - SRQ - TEST - OGC - LOW RISK	RFI	36 days 9 hours	翻	<u>0</u>
88034	Active	TEST	<u>95103</u>	SRQ - QUALIFICATION TEMPLATE - COL - HIGH RISK	RFI	0 minutes	翻到	0
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Quick Links								
Manage	View Respon	ises						
• Drafts	<u>Active</u>							

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. If applicable, additional currencies responses will be shown, so Supplier can choose the currency to quote if different than RFQ currency.
 - iv. Click on the Lines tab to review the materials or services and their quantities that are required to quote.
 - v. Click on the Controls tab to review date and response rules. Important: Take note of the close date.
 - vi. 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.
 - vii. 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).
 - viii. 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.*

RFQ: 95106,1				/	-
Title Status Inne-str Header Lines Controls Contract Terms	REQUEST FOR QUOTATION Active (Locked) 5 days 2 hours	Open Date Close Date	Actions 25 Nov- 2 30-Nov- 2	Acknowledge Participation Acknowledge Participation Acknowledge Participation Create Quote Create Quote Office Discussions	GO
Buyer Quide Style Outcome Event Description	Sosio, Ariel Ernesto Scaled Standard Purchase Order STRATEGIC SOURCING – COMMERCIAL VALUATION REQUEST FOR QUOTATION - RECOMENDATIONS: 1.	Amendment Description REVIEW REQUIREMENTS2. REVIEW ALL	ATTACH	View Quote History Admowledge Amendments View Amendment History Printable View Export to Spreadsheet	
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urrency					
RFQ Currency Additional Response Currencies Response Currency Description Price I EUR Pan-European Currency 2	Vsb	Price Precision	Any		

Attachments at bottom of Header Page

Maximum Score 47								
Notes and Attachments								
Note to Suppliers riese note that an invitable to que	ualincation	or sourcing-related events does not imply a contract, or						
For responding this RFI through t	te iSupplie	r Portal, please refer to the attachment "Instructions to						
Add Attachment								
Title	Type	Description .	Category	Last Updated By	Last Updated	Usage	Update	D
Instructions to complete the Qualification RFL - Quick References/t.odf	File	Instructions to complete the Qualification RFI - Quick References	To Supplier	BOSIGAR	17-Nov-2010	One- Time	1	
FAQ link(http://isupplie)	Web Page	Please access this link to review lastest updates of the FAQs.	To Supplier	BOSIOAR	25-0ct-2010	One- Time	1	
Training Simulations(http://isugalie)	Web Page	Please access this link to review lastest updates of the Training Simulations.	To Supplier	BOSIDAR	25-Oct-2010	One- Time	1	
Supplier Portal User Handbook link(http://isupple)	Web Page	Please access this link to review lastest updates of the iSupplier Portal User Handbook.	To Supplier	BOSIDAR	25-0ct-2010	One- Time	1	
		Uploader Qualification High Rid: COL - EVCUSH	Internal To	BOSIDAR	17-Nov-2010	One-		

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 >	0
RFI: 74049	à
Title COL - QUALIFICATION TEMPLATE - iSupplier Go Live (do not test) Status Active Time Left 2 days 2 hours Header Lines Controls Control terms	Actions Action
legotiations > RFI: 74049 >	111
i Supplier Site TEST Will your company participate? • Yes No Note to Buyer	Cancel
	Cancel Apply

3. CREATE AND SUBMIT QUOTE

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

-Q: 95106	6,1					
			Title Status Time Left	REQUEST FOR QUOTATION Active (Locked) 5 days 1 hour	Open Date 25-N Close Date 30-4	tions Create Quote Create Quote Acknowledge Participation Iov-20 Create Quote Acknowledge Participation Iov-20 Create Quote Io
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- b. IMPORTANT: Click on "Save Draft" button before conducting any additional action.
- c. Quote Currency: If this option is available, the Supplier will be able to choose the response currency. This currency will be used for the entire quotation.

Note: The Buyer defines this option. If the Buyer does not set up response currencies, the Supplier will only have one currency to quote.

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reate Quote: 89032 (RFQ 95'	106,1)							
	12030		20		Cancel View RFQ	Quote By Spreadsheet	Save Draft	Continu
Header Lines	Title <u>R</u>	EQUEST FOR QUOTAT.	01		Time Left Close Date	5 days 1 hour 30-Nov-2010 11:44:19		
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d. In the Requirements section, click on the Expand All hyperlink to respond to each requirement and enter the appropriate response values.

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- e. As necessary, scroll up and attach any appropriate support documentation to the response in the Attachment section by clicking Add Attachment button.
- f. Enter the date in the "Quote Valid Until" field, by clicking on the calendar icon (required field). A Reference Number of your quote and a Note to Buyer can also be included (not required fields but recommended).

Intellectual property restrictions. Tatweer proprietary information. - Commercial Evaluation RFQ - Quick Reference Page 4 of 7

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reate Quote: 89032	(RFQ 95166,1)							
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g. If applicable, respond to deliverables requesting specific documentation. Scroll down to the Deliverables section. Ignore this bullet if no deliverables are found.

×	Deliverables			
Deliverables				
${}^{\rm A}$ Indicates deliverable is overdue $$ × Indicates responsible party failed to perform the deliver	able			
Deliverable Name	Due Date	Status	Alert	Update
Health Environment and Safety Management Certification	11-Nov-2010	Open		Þ
Quality Certifications	11-Nov-2010	Open		Ø
Supplier Registration Information (Mandatory)	11-Nov-2010	Open		Ø
Social Responsibility Policies	11-Nov-2010	Open		1

- 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 Done button.

Create Response 6100	8: Update Deliverable Deliverable Name Due Date Description	(RFI 74049) Registración de Información del Prove (Mandatorio) 10-Nov-2010 Por favor, descargue y complete todas las secciones del Formulario de Registración de Información del Proveedor con su respectiva información	edor	iV. currents ii.	itatus Open		Cancel	Done
Attachments Add Attachment	>							
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Attachments Add Attachment Title Formulario de Registrac Status History Details Status	ón de Información del F	roveedor i Change Date	Type File	Description	Last Updated By CPW1180@HOTMAIL.CCM Status Changed by	Last Updated 10-Nov-2010	Update 2	Delete

- h. Complete Lines tab Prices
 - Click on the Lines tab to enter your quote in the Quote Price column. Verify that the Quote Currency is the right currency for your quote, otherwise click on the Header tab and select the currency as shown above in the step 3.c.
 - ii. Click on the Update icon in each line to add other costs or a specific attachment to each line, if applicable. If the "red" circle is in the item description the buyer has required additional information for that item and the quote can not be submitted without providing the requested information.
 - iii. Complete the Promise Date column by clicking on the calendar icon

Home Orders Shipments Begotiations Finance Product Admi	n*							
Negotiations >								
Create Quote: 89032 (RFQ 95106,1)								
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Indicates more information requested. Click the Update icon.								

iv. Click on the Continue button.

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- i. Submit the RFQ Quote
 - i. After completing all the RFQ sections, submit your Quote.
 - 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. If you need to modify part of your quote, click on the Back button, enter the changes and the click on the Continue button again. (Do not use the back / forward button provided by the internet explorer)
 - vi. Click on the Submit button. A confirmation message is shown.

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Confirmation Quote 89032 for RFQ 95106,1 (REQUEST FOR QUOTATION) has been submitted.
Return to Sourcing Home Page

4. DRAFT QUOTE

- a. If the Quote 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 RFQ. Another option is to use the original Negotiation Number in the fourth column.

d. Click on the Negotiation Number hyperlink. The document summary web page will be shown.

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Your Active	and Draft Resp	onses	\mathcal{A}					
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1008	Draft	TEST	74049	COL - QUALIFICATION TEMPLATE - iSupplier Go (do not test)	ive RFI	2 days 1 hour	飁	0
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