Supplier Manual – THUMBAY GROUP

Communication document intended to give assistance to Suppliers for Registrations & Quotation Submissions.   -
Oracle Fusion Applications 11.1.12

THUMBAY
Growth Through Innovation

Supplier Manual

Table of Contents

Supplier Manual

About Thumbay Group

Thumbay Group (Thumbay) is an international business conglomerate head quartered in Dubai, UAE; started in 1998 at Ajman, UAE. Over the last decade, Thumbay Group has spread its wings in various fields of social and business endeavours. The group currently has operations in the areas such as Education, Healthcare, Medical Research, Diagnostics, Retail Pharmacy, Hospitality and Real Estate.

Thumbay is Utilising ERP Services of Oracle Fusion Application. Going further in Thumbay Group, suppliers will need to register in Thumbay Oracle portal to get their credentials. Using the Credentials, supplier will log in to Portals to submit their Bids for all RFQ's from Thumbay.

About Thumbay Group

Introduction

Oracle Fusion Applications is the Thumbay's latest ERP Package which leverages suppliers to use Oracle Portals for All the communications related to Negotiations. RFQ's Published by Thumbay group shall will be updated in the Supplier Portals where supplier users shall submit their responses online.

This Guide shall also demonstrate on how suppliers should register themselves in Oracle Applications of Thumbay group.

<u>Supplier Manual</u>

Registering with Thumbay Group

Suppliers of Thumbay group will follow the below Procedure to register with Thumbay group which facilitates suppliers with the Portal access for participating in Thumbay's Inquiries.

Link to Register with Thumbay group will be available in Thumbay Website

Click on the link, which opens below window where supplier will enter details.

Provide All Necessary Details

Enter Tax Country and In Next Column, Enter Trade Licence number.

Supplier Manual

Contacts:

With the Details given Above, System will Create one Primary Contact.

By Clicking on Create button, Supplier will be Able to create multiple contacts, if required

Address:

Click Create Address icon, to open below page.

Business Classification

Add Business Classifications as showing below in next section'

Add all the relevant Business Classifications and provide complete information including attachments.

Supplier Manual

Product & Services

Select the Commodity of below choices which you are intended to supply. You shall receive inquiries with respect to the products which you select below and you are liable to pay appropriate amount for the selection.

Supplier Manual
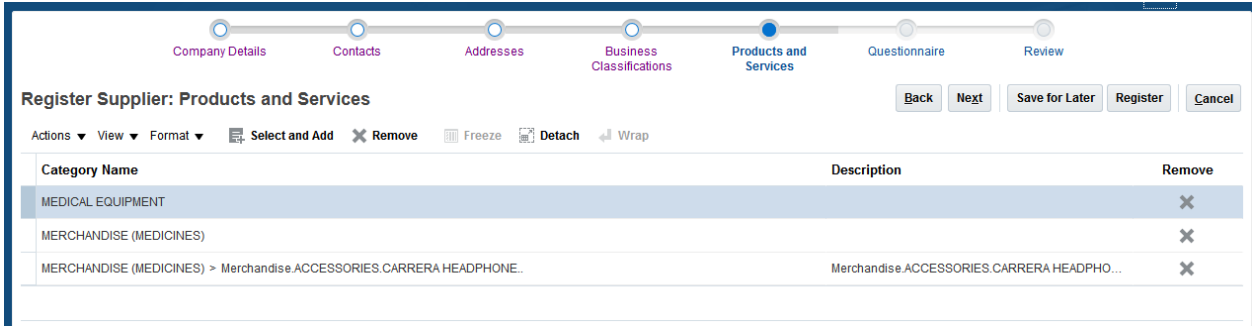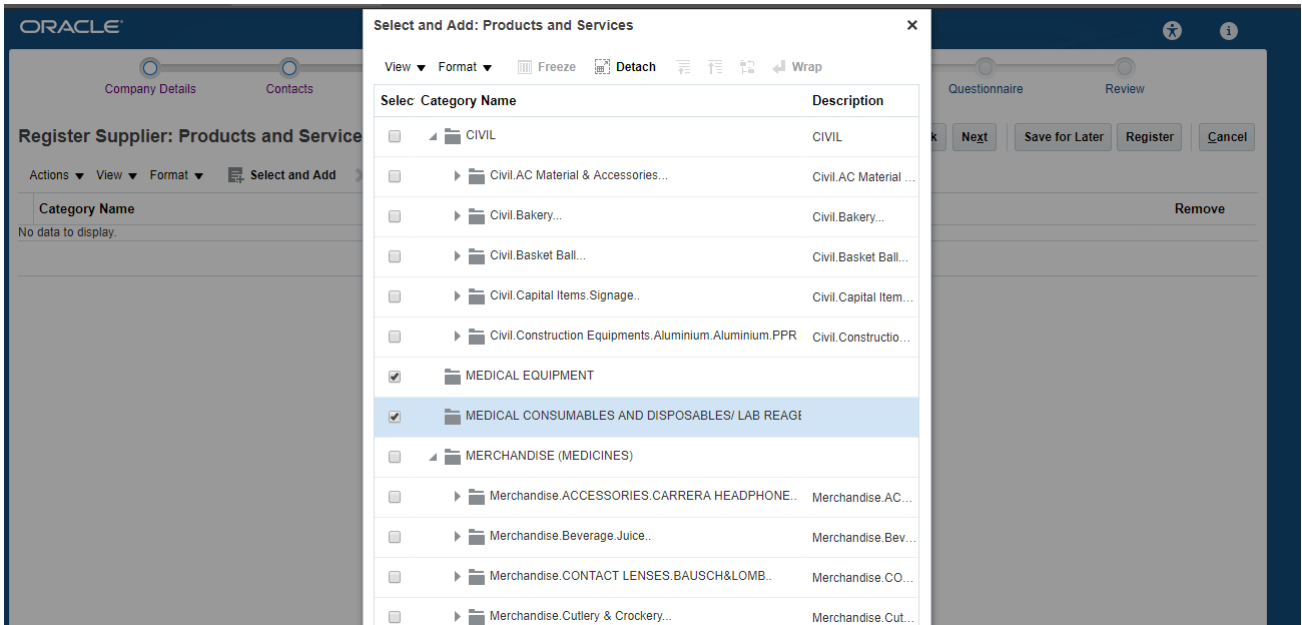
Questionnaire

Please answer all the questionnaire which are displayed in this Section

Questions where Star mark is mentioned are mandatory.
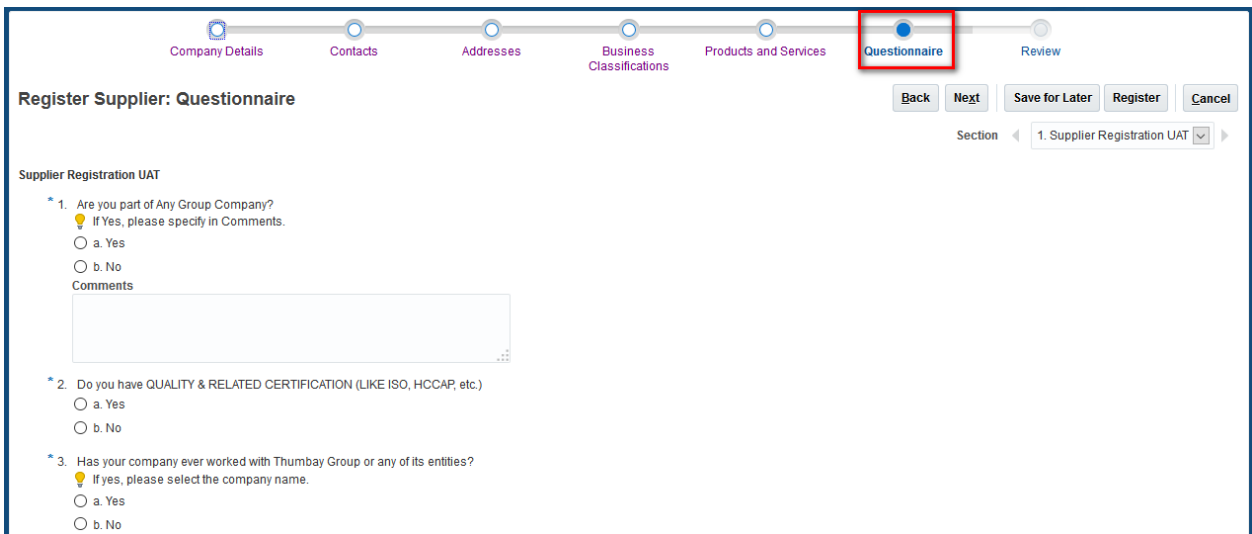
In the Last Question you can see a Link to Access a Payment Gateway where you can proceed to Pay Respective Amount based on the Selection of what you wish to Supply to Thumbay Group.

Supplier Manual

b. No

* 5. List your major Clients of UAE and Abroad

6. List your Industry Accreditation / Awards, if any!

* 7. Does your company have written environment, health and safety policy?
   💡 Recommended to Attach the Certificate if yes.
   a. Yes
   b. No

* 8. Does your company have a Corporate Social Responsibility Program?
   a. Yes
   b. No

* 9. Please Click on the Below Link to Proceed with the Payment for Registration.
   Charges will be Based on the Categories which you have selected to supply. Detailed break-up for the charges
   are available in the Payment Link.

   Once the Payment is Completed, Please Select Yes as the Response and attach Receipt Copy. If No, Your
   Request will be Submitted but it might be rejected since there is no Payment information.
   💡 Please check the Attached brochure for detailed instructions
   Attachments http://172.26.50.201/tpmsgatew
   (Preferred Response: Yes)
   a. Yes
   b. No
   Comments

After completing the Payment Procedure, Please review and submit the Request.

Review Supplier Registration: X- Technologies

Company Details

Company	X- Technologies
Tax Organization Type	Corporation
Supplier Type	IT
Corporate Web Site	www.x-tech.com

D-U-N-S Number	
Tax Country	United Arab Emirates
Taxpayer ID	
Trade License Number	L465789
Note to Approver	

Attachments

Actions ▼ View ▼ + ✕

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Columns Hidden 1

The following message will be displayed.

Confirmation ✕

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

OK
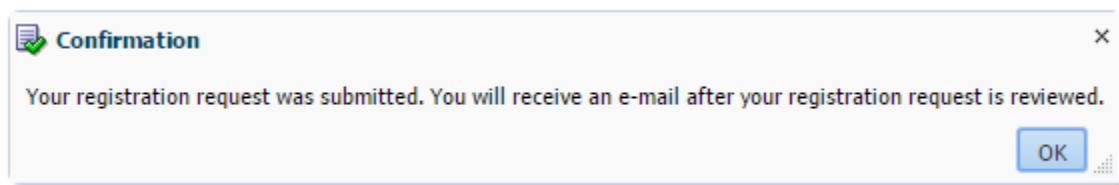
You'll be notified once your request has been acted upon by Thumbay Supplier Administrator.
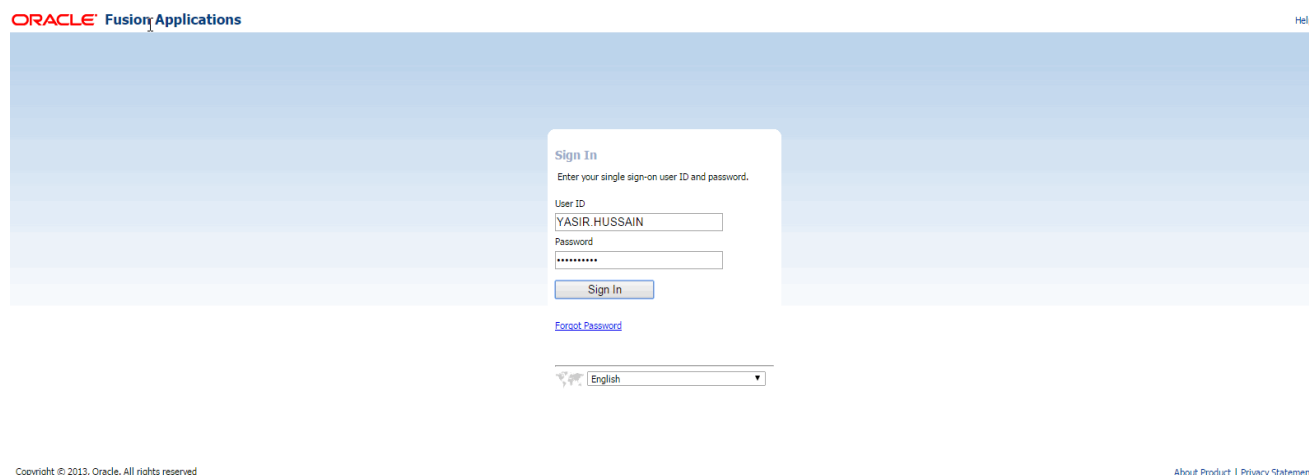
You'll be shared user credentials when your requested is approved by Thumbay Supplier Administrator.

Login

Access the Supplier Portal through the URL shared to your email.

Enter your login details and click sign in. Your initial User Name and Password is enclosed with the tender invitation which is received via Microsoft Outlook Messaging Service.

If this is your first login to our portal, please immediately select a new password which must comply with the following pass word rules

Password Policy:

- **Password must not match or contain first name.**
- **Password must not match or contain last name.**
- **Password must contain at least 2 alphabetic character(s).**
- **Password must be at least 6 character(s) long.**
- **Password must contain at least 1 lowercase letter(s).**
- **Password must contain at least 1 numeric character(s).**
- **Password must contain at least 1 uppercase letter(s).**
- **Password must start with an alphabetic character.**
- **Password must not match or contain user ID.**

The following page will appear on your screen after you have logged into the portal. Please click the drop down Menu Icon that appears on the top left of your screen and select "Supplier Portal" as shown below:

Supplier Manual
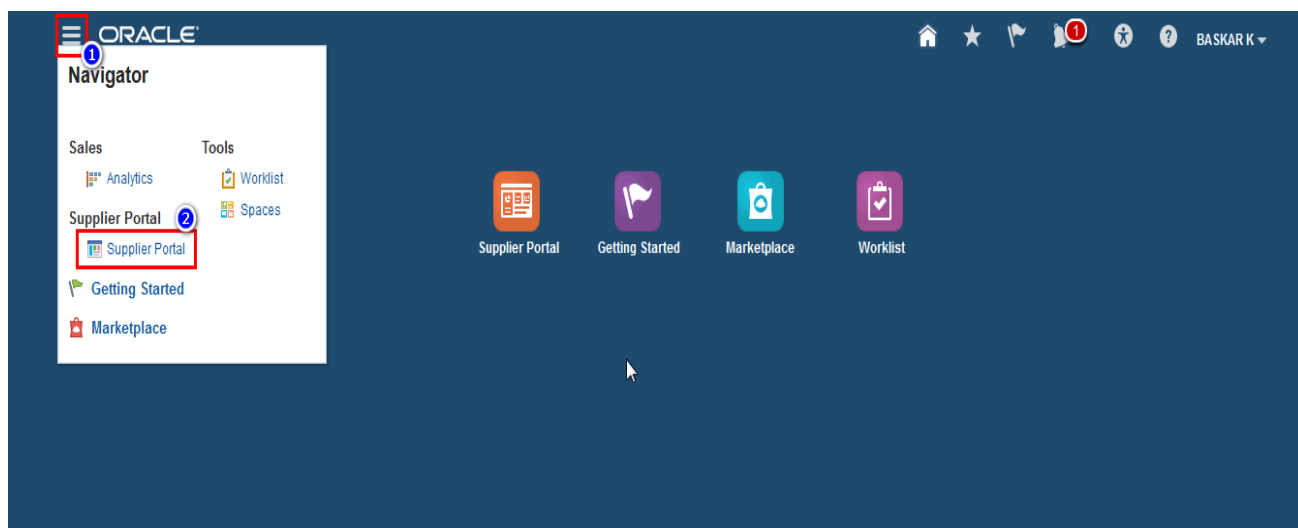
Dashboard

You are now on the Overview Screen. Any active inivitions and previous tenders list will appear in your Worklist as shown below. Please click on the Invitition Alert to preview the RFQ (Negotiation) details.

Reviewing and Accepting RFQ

When the RFQ is published by Thumbay, the details of the RFQ will pop up on your screen. You can confirm your participation in the RFQ by clicking the Accept Invitation Icon that will appear on the Top Right of the Notification. Shall you wish to review the details of the RFQ before confirming your participation, you may do so by scrolling to the bottom of the screen and selecting "View Negotiation". You may also down load the entire RFQ document in PDF format by clicking on the attachments that appear on the right hand side of the "View Negotiation" option.

All Options are highlighted in below Screen.

<u>Supplier Manual</u>

You Are Invited to Negotiation TMDC/N/2581 (RFQ-2581)

Actions ▼   Accept Invitation   Decline Invitation

Time Zone Gulf Standard Time

◢ **Details**

Assignee	Supplier2 User	Supplier	Supplier2	Preview Date	
From	Sandeep Hebbar	Company	Thumbay Group	Open Date	7-Aug-2017 5:37 PM
Assigned Date	7-Aug-2017 5:38 PM	Negotiation Title	RFQ-2581	Close Date	31-Aug-2017 5:18 PM
Expiration Date	31-Aug-2017 5:18 PM	Negotiation	TMDC/N/2581		
Due Date	10-Aug-2017 5:38 PM				
Task Number	204480				

◢ **Recommended Actions**

- Communicate your intent to participate in the negotiation. Include a message to the buyer in the provided field.
- Download the negotiation details document attached to this notification.

◢ **Invitation**

Greetings,

You are receiving this notification from company Thumbay Group because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file. Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application.

Please indicate whether you want to participate by following the recommended actions.

If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this e-mail address: saiprasad.k@nalsoft.net

Thank you.

Sandeep Hebbar

◢ **Additional Invitation Details**

Supplier	Supplier2
Site	Ajman
Supplier Contact	Supplier2 User
Synopsis	

◢ **Related Links**

- View Negotiation: TMDC/N/2581
- Acknowledge Participation: TMDC/N/2581
- Create New Response

◢ **Comments**   ➕   ◢ **Attachments**

No data to display   TMDC/N/2581_SUPPLIER_US.pdf

Responding to RFQ (Negotiation):

Soon after you confirm your participation in the tender, the RFQ (Negotiation) will become available in your "Active Negotiations" list and will also appear in the over view screen under the section "Open Invitations".

You may submit your response by providing online inputs to all required sections.

Supplier Manual

Creating Online Response to the RFQ (Negotiation)

To enter your response to the RFQ (Negotiation), please click the "Create Response" Icon available on the screen. You will now enter the "Create Response" Page. On top of the screen you will see a "Chain" picture that can be clicked upon to browse between various sections of the RFQ (Negotiation). These Sections include: Overview, Requirements, Lines and Review.

How to fill out the Overview Section:

Response Type: Please select the Response type as "Primary" unless the RFQ allows an alternate proposal and this is your Alternate Response (In addition to your Primary Response).

Reference Number: Please enter your internal reference number for your offer. This is a flexi filed and will accept alphanumeric characters.

Note to Buyers: Shall you need to put a Special Note to the Buyer regarding your proposal, you may insert it here.

Response Valid Until: Please select the expiry date of your proposal from the drop down menu. The minimum required validity period of your proposal is 3 Months.

Contract Terms: Please down load the contract T&C template. The future relationship between the buyer and the seller will be governed by these terms and conditions. You are requested to review the template in details.

Once you have provided all the required information, please click "Save" and proceed to the next section by clicking "Next".

How to fill out the Requirements Section:

Requirements are questions the buyer added to the negotiation document to solicit extra information. Requirements are grouped into sections namely: Pre-Qualification, Technical Qualification and Commercial Qualification. When you first access the Create Response: Requirements page, you will see the requirements for the first section (Pre-Qualification) displayed. You can access the other sections from the pull down menu on the right side of the page.

The requirements are displayed in an easily viewable questionnaire form. If this requirement maps to a question which you have answered in the past, your last response is defaulted into the response field. If a requirement response is required, it's identified by an asterisk. You can provide attachments and comments with your response if the Buyer has allowed comments and attachments.

Once you have provided all the required information, please click "Save" and proceed to the next section by clicking "Next".

Provide the Payment Term. System will accept all characters in this field.

<u>Supplier Manual</u>

How to fill out the Lines Section

The section provides you with line items details of the required items, Unit of Measurement, attributes and quantities. You are required to provide the item unit prices and your proposed delivery date for each line item**.**

You can insert your response to each line by selecting the line and click on "Edit ( )" Icon. This action will open a new pop-up window on your screen where you can input your response values.

<u>Supplier Manual</u>

Also mention the technical specifications

You can access the other line items to input your response from the pull down menu on the right side of the page.

Lines: Edit Line: 1 (Quote 29022)
Currency= UAE Dirham

Item	MRLD-00003	Close Date	31-Aug-2017 5:18 PM	
Revision		Location	Ajman	
Description	Inventory Item	Requested Delivery Date	4-Sep-2017	
Category Name	Inventory....	Promised Delivery Date	4-Sep-2017	
Start Price		Note to Buyer		
* Response Price	50.00			
Target Quantity	1	Attachments	None	
* Response Quantity	1			
UOM	Pcs			

◢ Attributes

View ▾   Format ▾   ▤ Freeze   ▦ Detach   ◁ Wrap

Attribute	Target Value	Response Value
◢ 📁 Warranty		
▤ Warranty	*	5 Yrs

Once you have provided all the required information, please click "Save" and proceed to the next section by clicking "Next".

Overview —— Requirements —— **Lines** —— Review

Create Response (Quote 29022): Lines
Currency= UAE Dirham

Messages | Respond by Spreadsheet ▾ | Actions ▾ | Back | **Next** | Save ▾ | Submit | Cancel
Last Saved 8-Aug-2017 7:37 AM
Time Zone Gulf Standard Time

Time Remaining 23 Days 9 Hours   Close Date 31-Aug-2017 5:18 PM

Actions ▾ View ▾ Format ▾ ✎ ✚ ✖   ▤ Freeze ▦ Detach ▤ ▤ ▤ ◁ Wrap

Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
Inventory Item		✚	🖅	Inventory....		50.00	1	Pcs	50.00	4-Sep-2017
Expense Item		✚		Inventory....		30.00	1	Pcs	30.00	4-Sep-2017
Inventory Item		✚		Inventory....		45.00	1	Pcs	45.00	4-Sep-2017
Professional Con...		✚		Inventory....		55.00	1	Nos	55.00	4-Sep-2017

Rows Selected   1   Columns Hidden   7

Grand Totals

Review and submit your response

Please review your response to all the section of the RFQ by browsing through them. Once you are done reviewing, please press "Save" and submit your response by clicking on the "Submit" button available on the top of your screen.

Review Response: Quote 29022   Messages   Respond by Spreadsheet ▼   Actions ▼   Back   Next   Save ▼   **Submit**   Cancel

Currency= UAE Dirham

Last Saved 8-Aug-2017 7:39 AM
Time Zone Gulf Standard Time

Title   RFQ-2581   Close Date   31-Aug-2017 5:18 PM

Overview   Requirements   Lines

General

Supplier	Supplier2	Response Type	Primary
Supplier Site	Ajman	Reference Number	6532
Negotiation Currency	AED	Note to Buyer	Material Ready
Response Currency	AED		
Price Precision	2 Decimals Maximum	Attachments	None
Response Valid Until	15-Aug-2018 7:32 AM		

Your response is now finally submitted to the buyer and a confirmation pop-up will appear on your screen.

Using Online Messaging Tool

Throughout the responding process, you can communicate with the buying organization by using online messaging tool by clicking the "Message" Icon that appears on top of your screen. Please select the "+" or message " " sign to either create a message or replying to a received message.

All messages you initiate are addressed to the buying organization only and are not visible to other competing bidders. You can reply to message you are sent by an individual participant of the buying organization.

Online Messages (RFQ 2562)   Printable Page   Done

Time Zone Gulf Standard Time

Title   140   Status   Active

Time Remaining   6 Days 2 Hours   Close Date   14-Aug-2017 10:02 AM

Messages

Actions ▼   View ▼   Format ▼   ➕ ▢   ▥ Freeze   Detach   ▤ ▤ ▤ ▎ Wrap

Subject	Status	From	To	Date

Supplier Manual