HOW TO SUBMIT QUOTATIONS

This user manual outlines the process for submitting a material quotation through the Supplier Portal. It provides a detailed walkthrough of how to create, review, and submit quotations for Materials, Services, and Subcontracting. The guide also highlights key features, such as adding pricing, delivery terms, and any required supporting documents. By following these instructions, you, as a supplier, will be able to efficiently submit accurate quotations, ensuring a smooth and timely response to procurement requests. Step-by-Step Guide to Submitting Quotations in the Supplier Portal



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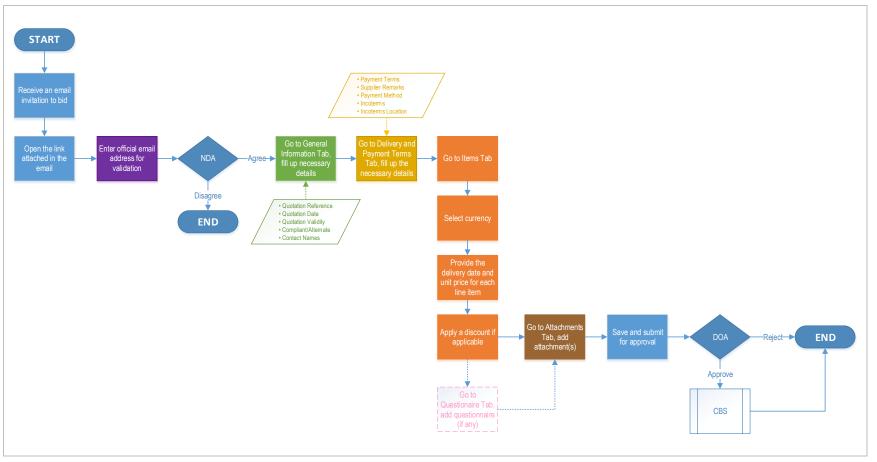
A. Definition of Terms

- 1. Alternate A quote that may deviate from the original compliant quote in terms of product, pricing, or terms.
- 2. **Business Unit** It refers to a distinct division or segment within an organization, responsible for specific products, services, or markets.
- 3. **Buyer** An individual responsible for sourcing, purchasing, and managing the acquisition of goods, services, and materials needed for the company's operations, projects, and construction activities.
- 4. **Compliant** A quote that fully adheres to the predefined criteria, such as pricing, discounting, product specifications, or contract terms.
- 5. **Non-Disclosure Agreement** A legal contract that ensures the confidentiality of sensitive information exchanged between the buyer and supplier during the quotation process. It prevents the supplier from sharing or using the buyer's proprietary information for any purpose other than preparing and submitting the quotation.
- 6. **Payment Terms** Refer to the conditions under which a buyer agrees to pay a seller for goods or services.
- 7. **Plant** Refers to the physical location or facility within a company where goods are manufactured, processed, or stored.
- 8. PR Item Refers to a specific good or service requested through a formal purchase requisition process.
- 9. **Quotation** A formal document provided by a supplier or service provider that outlines the price and terms for specific goods or services offered to a buyer.
- 10. **Supplier** A person or organization that provides goods, services, or materials to another entity, typically a business, to support its operations or production processes.
- 11. **Supplier Portal** A digital platform that enables suppliers to interact with businesses for activities such as supplier registration, submitting requests for quotations (RFQs), and providing quotation submissions.
- 12. **Surrogate** Refers to supplier documents and/or quotations submitted by the buyer on behalf of the supplier when the supplier is unable to submit directly.

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B. How to Submit Material Quotations

1. Process Flow



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2. Email Invite

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Power International Hold. has invited you to participate in the RFQ for Door frames
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Dear Valuable Supplier,
Pewer International Hold, is honored to invite you to participate in the RFQ (Request for Quotation) for 000000842(Door frames), Use the following link to access our Supplier Portal site, in order to submit the Quotation Unk to submit Quote Please note that the submission deadline for this RFQ is set at - 12-Feb-2025 11:12:37[Arabia Standard Time] All communication regarding the RFQ must be via the supplier Portal. Looking forward to your active participation and we encourage you to submit your most competitive proposal. Kindly note that any quotation submitted outside of the supplier portal will not be considered for evaluation
Thank you
Dilshard Kiyas
Power International Hold. m.diishard@powerholding-intl.com
Best Regards,
POWERITERNATIONAL Numu Support
The supplier will receive an email to participate in the submission of quotations.
1 Click on the link to view details and submit a quotation.

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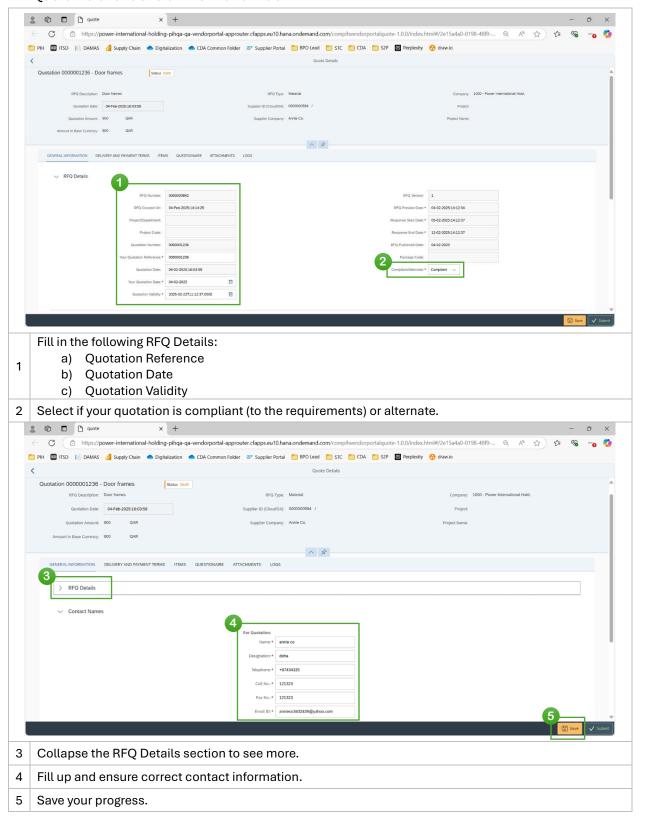


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4. Quote Details: General Information Tab



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5. Quote Details: Delivery and Payment Terms Tab

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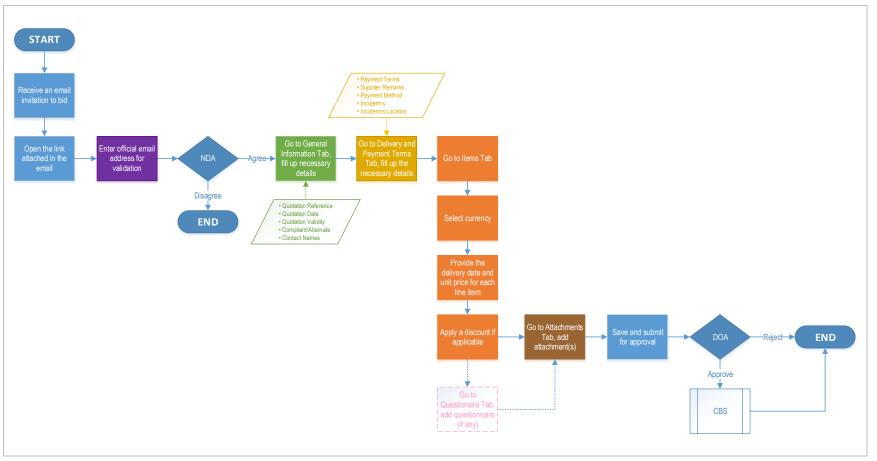
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C. How to Submit Services Quotations

1. Process Flow



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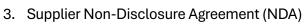


2. Email Invite

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Thankyou
Dilshard Kiyas
Power International Hold. m.diishard@powerholding=intl.com
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Best Regards,
POWER INTERNATIONAL NUMU Support
The supplier will receive an email to participate in the submission of quotations.
1 Click on the link to view details and submit a quotation.

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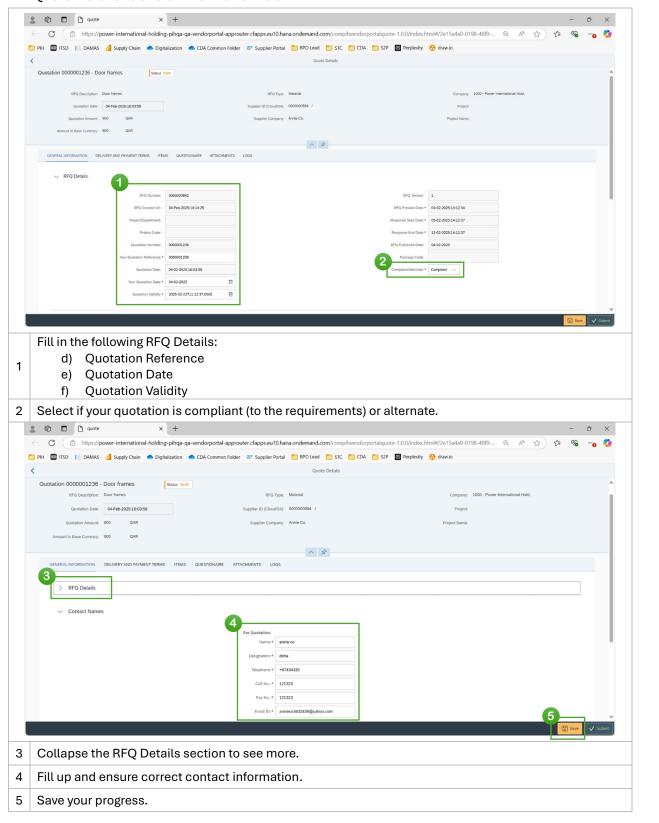


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4. Quote Details: General Information Tab



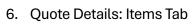
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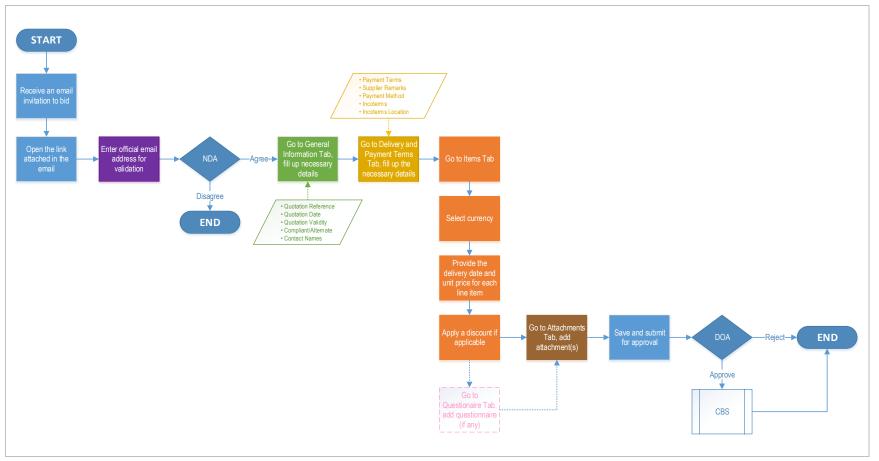
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D. How to Submit Subcontracting Quotations

1. Process Flow



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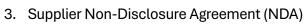


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Dear Valuable Supplier,
Pewer International Hold. is honored to invite you to participate in the RFQ (Request for Quotation) for 000000842(Door frames), Use the following link to access our Supplier Portal site, in order to submit the Quotation Link to submit Quote Please note that the submission deadline for this RFQ is set at - 12-Feb-2025 11:12:37[Arabia Standard Time] All communication regarding the RFQ must be via the supplier Portal. Looking forward to your active participation and we encourage you to submit your most competitive proposal. Kindly note that any quotation submitted outside of the supplier portal will not be considered for evaluation
Thank you
Dilshard Kiyas
Power International Hold. m.diishard@powerholding-intl.com
Best Regards,
POWER INTERNATIONAL Numu Support
The supplier will receive an email to participate in the submission of quotations.
Click on the link to view details and submit a quotation.

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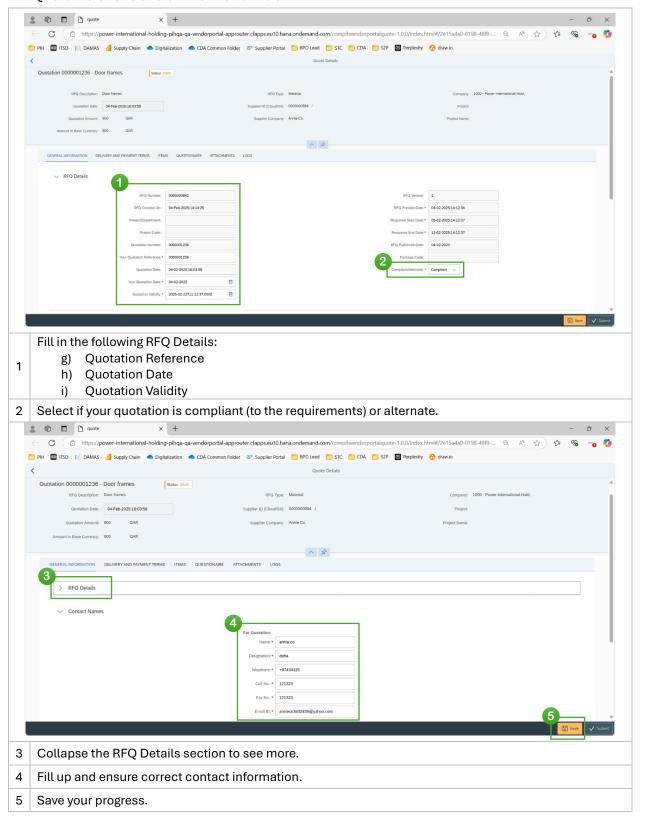


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•	1H 🔯 ITSD 📄 DAMAS 🚽 Supply Chain 📥 Digitalization 📥 CDA Common Folder 📨 Supplier Portal 🎦 BPO Lead 🎦 STC 🎦 CDA 🎦 S2P 📓 Perplexity 🔂 draw.io
<	Quote Details
	Quotation 000001236 - Door frames Sature Draft Accept NDA to proceed
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	I accept the Supplier Non-Disclosure Agreement
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	Confirm
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	Enter your official email address.
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	Expand the Supplier Non-Reciprocal NDA and read carefully.
	If you accept all terms and conditions, tick the checkbox.
T	Click 'Confirm' to proceed.

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4. Quote Details: General Information Tab



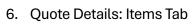
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5. Quote Details: Delivery and Payment Terms Tab

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	RFQ Description:	Door frames		RFQ Type:	: Material				Company:	1000 - Powe	er Internatio	onal Hold.				
	Quotation Date:	04-Feb-2025:16:03:59		Supplier ID (Cloud/S4):	: 000000584	/			Project:							
	Quotation Amount:	900 QAR		Supplier Company:	: Annie Co.				Project Name:							
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7. Quote Details: Attachments Tab

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Quotation 0000001	236 - Door frames	Status Draft					
RFQ Description:	: Door frames	RFQ Type: Material		Company: 1000 - Power Internationa	al Hold.		
Quotation Date:	04-Feb-2025:16:03:59	Supplier ID (Cloud/S4): 0000000584	1	Project:			
Quotation Amount:	: 900 QAR	Supplier Company: Annie Co.		Project Name:			
Amount in Base Currency:							
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