

Registered Supplier Guide

Rev 13 May 2019







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1. General Information

As a registered Supplier in the ENEC Commercial Directory, you will have your username and password already sent to you through the system via an automated email.

You can access your profile through an easy-to-use link available on ENEC's website. Please open a web browser, navigate to

ENEC website \rightarrow Procurement Tab \rightarrow Registered Suppliers

Click on the link "ENEC Supplier Portal" and the page below will appear.

In this Guide we will show you how to do the following:

- Manage your company profile in the ENEC Commercial Directory
- Respond to a Request for Information (RFI)
- Respond to a Request for Quotation (RFQ)
- Send and manage your company's invoices online
- 1. Login with your username and password to access your company profile with ENEC

<u>Note:</u> if you forgot your user name or password, you can click on the **Forgot your Username or Password** link to reset your password.

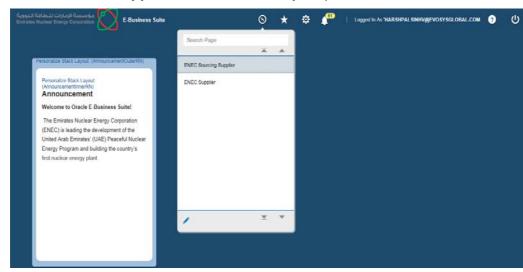
<u>Note:</u> please cut and paste the password from your automated email into the password field. <u>You must not include any space at the front or end</u> of the password.

ORACLE		^
	User Name	
	Password	
	Login Cancel Extract your User Name or Password	
	Register.here Accessibility	
	None Language English V	L
		~

- 2. You will see all your notifications in your Worklist section
- Use the ENEC Sourcing Supplier section to access your Requests for Information (RFIs) and Requests for Quotation (RFQs) How to respond to RFIs and RFQs will be explained later in this Guide.

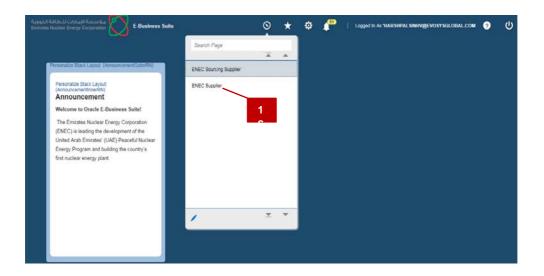


4. Use the **ENEC Supplier** section to access your profile



2. Managing your Company Profile

1. To access and manage your profile with ENEC click on **ENEC Supplier**





A. Add and Update Attachments

- 1. Click on the Administration tab
- 2. This is the Profile Management section
- 3. You can see all the Attachments here
- 4. And you can add more attachments by clicking on **Add Attachment** button

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	2	Sup	Alias					Taxpayer Country of Tax Registration				
Organization		Parent S	Supplier Name					county in the improved				
Address Book			ppher Number									
Contact Directory			OUNS Number									
usiness Classifications	Supplier Registration Document	is										
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Product & Services	Personalize "Attachments of associated recor Title	Type	Description	Category	Last U	Ipdated By	Last	Updated	Usage		Update	Delete
Payment & invoicing	No results found.	. jpe		cangery		pane by		opositio.	orage		oposite	
Surveys												
	Personalize "Attachments"											
	Search											
	Personalize "Simple Search" Note that the search is case insensitive											
	Title	Go					3					
	Show More Search Options						9					
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	AddAttachment											
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	Chamber of Commerce, 2011, Arabic jog			File		From Applar	MARIAM S ALZAABI	24-Apr-2018	One-Time	2	0	R
4	EVOSYS_CORPORATE_PROFILE[1].pdf			File		From Supplier	MARIAM S.ALZAABI	24-Apr-2016	One-Time	2		8

B. Create, Update and Remove Address Book records

- 1. Click on Address Book
- 2. Click on Create to create a new address record
- 3. Click **Update** to update an existing address record
- 4. Click Remove to remove an existing address record

oplerHome Orders Fin rofile Management General	Address Book					3	
Company Profile	Person de Table Layout (TableLayout) Person des 'Address' Create 12 2 1 2 2 1 2 2 1				_	- Τ	
Organization	Address Name A	Address Details	Cou	antry 🗠		odate	Remove
Address Gook	ARE	Airport Road, Oth floor, Above Arcan Interiors, Abu Dhabi, Abu Dhabi 129018	Units	ed Arab Emir	ates	1	
Contact Diversory	<						_
Business Cial Hoations							· · ·
Product							
Payment 1							4
Surveys							
an reje							_



- 5. This is the Create Address screen
- 6. Fill all the relevant information for your new address
- 7. When finished click Save

Administration: Profile Management: Addie Create Address	displace Portal	🏫 🛇 ★ 🏟 🧬 Lagged 16 As TAARSHAPAL SHEARREN UIT SOLCOLA	1464) (J.
* Indextile lequined field Personalized, rick Layout (Add/DRN) Personalized for Layout (SeparatedRN) 5	Supplier Name Evolutionary Systems Consultancy U.C. *Address Rune Heatifitie Country Uriced And Ennime *Address Line 1 U23	Sopplier Number 2023 Phone Aires Cada Phone Number Fan Aira Code	7
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- 8. This is the Update Address screen
- 9. Update all the required fields for this address
- 10. When finished click Save

carlo required field halzan tack Layout (Add/CRRN) halzan tack Layout (Add/CRRN)	Supplier Name Evolutionary Systems Consultancy LLC	o``	Suppler Number 2223	_
8	* Address Name Headuffice		Phone Area Code	
0	Country United Arab Emirates	X	Phane Number	
	* Address Line 1 1233	→ 9 ◄	Fax Area Code	
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	Address Line 3 Address Line 4		Email Address	
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	ItateRegion			
	Province		1	
	* Postal Code 6201)	l l	
value Table Layout (regiond) value "Note"			\sim	
Note				
	- U			



C. Create, Update and Remove Contact Directory Records

- 1. Click on Contact Directory
- 2. Click on Create to create a new contact record
- 3. Click Update to update an existing contact record

+71	Contact ine	ctory : Active Co	ontacts						
any Profile	Parace de Contac								
	Create 12 2	Last Name	Supplier Name	Phone Number	Email -	Status	User Account	Addresses	Upd
ization	Mital	Kapadia	Evolutionary Systems Consultancy LLC	a mana manana	mtali@everys.co.in	Current	-	AMITENT	v v
a Book	Hateen	Al Alahhras	Evolutionary Systems Consultancy LLC	0000097240	Hanesna@evosysglobal.com	Current	-		1
Devetory	Harshpalsinh	Vaghela	Evolutionary Systems Consultancy LLC	044380181	harshpalsinhu@everysglobal.com	Current	0		E
Tass Reations	Ouktetra	Israious	Evolutionary Systems Consultancy LLC	+971558535554+97144500181	guichekhrai@evosynglobal.com	Current		8	

- 4. This is the Create Contact screen
- 5. Fill all the relevant information for your new contact. And make sure you select the appropriate **Contact Type**
- 6. When finished click Apply

* Indicates required field			
indicates required field			
Contact Titl	e Mr. 💙	Phone Extension	
First Nam	e Mohamed	Fax Area Code	l
Middle Nam	e	Fax Number	
* Last Nam	e Zaabi	5 1 Inactive Date	(24-Oct-2017 19:45:00)
Job Titl	e Finance Manager	Alternate Name	
* Contact Typ		Url	
Email Addres	s Finance Procurement iny.com	Alternate Phone Area Code	
Phone Area Cod		Alternate Phone Number	



- 7. This is the Update Contact screen
- 8. Update all the required fields for this contact and make sure you select the appropriate **Contact Type**

NOTE: it is mandatory to add the Owner of your company as one of the contacts

9. When finished click Apply



10. Supplier will be able to see the same contact as "Current"

First Name 🛆	Last Name 🛆	Supplier Name 🔺	Phone Number 🗠	Email	Status 🛆	User Account	Addresses	Update
Mital	Kapadia	Evolutionary Systems Consultancy LLC		mitalk1@evosys.co.in	Current	~		1
Guichehra	Ismailova	Evolutionary Systems Consultancy LLC	+971559838358/+97144380181	gulchekhral@evosysglobal.com	Current	~		1
	rajvani	Evolutionary Systems Consultancy LLC			Current			1
Haneen	Ali Alakhras	Evolutionary Systems Consultancy LLC	0505591040	Haneena@evosysglobal.com	Current	~		1
Mohamed	Zaabi	Evolutionary Systems Consultancy LLC		m zaabi@company.com	Current	~		1
Harshpalsinh	Vaghela	Evolutionary Systems Consultancy LLC	044380181	harshpalsinhv@evosysglobal.com	Current	~		1



D. Add and Update Business Classifications

- 1. Click on Business Classifications
- 2. To add more business classification to your profile, make sure to fill all relevant information of the new business classification you are trying to add
- 3. If not, you will get an **Error** message when you try to save your changes

General	O Error				
Company Profile	All fields are required for Business classif	feation			
Company Profile	Business Classifications				
Organization	12				
Address Book	Classification Type			* Apj	plicable
Contact Directory	Government or Semi-Government Company				Applicable
	Western Region company				Applicable
Business Classifications	<				
Product & Services					Cancel
Payment & Invoicing					
	Certification				
Surveys					
Surveys	☐ I certify that I have reviewed the class Last Certified By ≪10P Date format example: 24-Oct-2017	ification below and they are curr	ent and accurate.		
Surveys	Last Certified By STIP Date format example: 24-Oct-2017 22 22 00 Q • 10 •	effication below and they are curr			ana an
Surveys	Last Certified By TIP Date format example: 24-Oct-2017 II Control Co	Applicable	Certificate Number	Certifying Agency	Expiration Date
Surveys	Last Certified By STIP Date format example: 24-Oct-2017 22 22 00 Q • 10 •			Certifying Agency ENEC	2 Expiration Date 31-Oct-2018 Te
Surveye	Last Certified By TIP Date format example: 24-Oct-2017 II Control Co	Applicable	Certificate Number	and the second	
Surveys	Last Certified Dy TIP Date format example: 24-Oct-2017 21 Cassification Free Zone License	Applicable S	Certificate Number 1234	ENEC	2 31-Oct-2018 Te

- 4. Fill all the required information of the new business classification you are adding
- 5. When finished click $\ensuremath{\textbf{Save}}$

💢 🎜 🖙 🌣 🔻 💷 🔻	Applicable	Certificate Number	Certifying Agency	Expiration Date
Free Zone License		1234	ENEC	31-Oct-2018 to
Non-Disclosure Undertaking	\checkmark	2223	ENEC	06-Jun-2017 👘
Commercial License	\checkmark	1234 — 4	ENEC	6
Other License				Ľ.
Sheikh Khalifa Fund License				ΰŵ
<				>



E. Add and Remove Products and Services

- 1. Click on **Products & Services**
- 2. You will see the list all products and services that you have initially registered for
- 3. Click on Add to add a new product or service to your profile

Profile Management				
General	Products and Service 3			
Company Profile				
Organization	Remove Add Save 💢 😂 🕝 🤠 💌 🔟			
Address Book	Code Products and Services	Date Added	Approval Status	View Sub- Category
Contact Directory	04.410020 INFORMATION SYSTEMS & TECHNOLOGY COMPUTERS (PC, SERVER, MINI, MAINFRAME, SUPER, ETC) MAINTENANCE & TESTING	17-Jul-2017	Approved	
Business Classifications	01.110010 CONSULTANCY/ENGINEERING SERVICES ADVANCED PROCESS CONTROL - CONSULTANCY	17-Oct-2017	Pending Approval	
Product & Services				
Payment & Invoicing				
Surveys				

- 4. You can browse all products and services using this option.
- 5. Click on View Sub-Categories icon against the main category code

		dministration: Profile Management: Product & Services > .dd Products and Services: : (Evolutionary Systems Consultancy LLC)					
4 —	-	⑥ Browse All Products & Services 対 ご					
_	Code	Products and Services A	w Sub-Categories	Applicable	ws 1 to 25		
	01	CONSULTANCY/ENGINEERING SERVICES	5 👝 🍖	Applicable	~		
	02	ENGINEERING/ CONSTRUCTION WORKS (MAJOR PROJECTS)	ż	Applicable			

- 6. Select applicable checkbox against the subcategories you want to add in your account.
- 7. Click on Apply button

ofile Management		
Seneral	Administration: Profile Management: Product & Services > Add Products and Services: 01 :CONSULTANCY/ENGINEERING SERVI	CES (Evolutionary Systems 6 tancy LLC) Cancel App
ompany Profile		
Organization	○ ○ ☆ · □	Rows 1 to 3
Address Book	Code Products and Services	View Sub-Categorius Applicable
	110010 ADVANCED PROCESS CONTROL - CONSULTANCY	Applicable
Contact Directory	110015 ASSET MANAGEMENT SYSTEM DATA BUILD & ENGINEERING IMPLEMENTATION	Applicable
Business Classifications	110020 AERIAL SURVEYS	Applicable
Product & Services	110025 WIND TUNNEL TESTING CONSULTANCY	Applicable
Payment & Invoicing	110030 ARCHITECTURE - CONSULTANCY	Applicable
Surveys	110035 OPERATION & MAINTENANCE STRATEGIES DEVELOPMENT CONSULTANCY	Applicable
	110040 CATHODIC PROTECTION SYSTEMS - CONSULTANCY	Applicable

7



8. You will get this confirmation message

(Confirmation
	The following Product and Service categories have been added to your profile.
-	CONSULTANCY/ENGINEERING SERVICES.ASSET MANAGEMENT SYSTEM DATA BUILD & ENGINEERING IMPLEMENTATION

- Any Additional products and services added to your company profile will be in "Pending Approval" status, until the ENEC Supplier Relationship Management Team reviews and approves it.
- 10. Once approved by the ENEC Supplier Relationship Management Team, the status is changed to "**Approved**"

le Management						
neral	Pro	ducts ar	nd Services			
mpany Profile						
Drganization	Rei	nove Add	Save 其 2 15 ☆ - III			
Address Book			Products and Services	Date Added	Approval Status	View Sub- Category
Contact Directory		04.410020	INFORMATION SYSTEMS & TECHNOLOGY.COMPUTERS (PC, SERVER, MINI, MAINFRAME, SUPER, ETC) MAINTENANCE & TESTING	17-Jul-2017	Approved	
usiness Classifications		01.110015	CONSULTANCY/ENGINEERING SERVICES.ASSET MANAGEMENT SYSTEM DATA BUILD & ENGINEERING IMPLEMENTATION	08-Nov-2017	Pending Approval	
roduct & Services		01.110010	CONSULTANCY/ENGINEERING SERVICES ADVANCED PROCESS CONTROL - CONSULTANCY	17-Oct-2017	Pending Approval	9
ayment & Invoicing						_

11. To Delete products or services from your profile, select the ones you want to delete by ticking the **Select** check box

12. Click Remove

Note: You can only remove Approved products and services

eneral Impany Profile	Products and 12			
Organization	Remover Add Save 1 2 2 5 4 -			
Address Book	Code Products and Services	Date Added	Approval Status	View Sub Category
Contact Directory	04.410020 INFORMATION SYSTEMS & TECHNOLOGY COMPUTERS (PC, SERVER, MINI, MAINFRAME, SUPER, ETC) MAINTENANCE &	17-Jul-2017	Approved	
Business Classifications	01.110015 CONSULTANCY/ENGINEERING BERVICES ASSET MANAGEMENT SYSTEM DATA BUILD & ENGINEERING IMPLEMENTATION	08-Nov-2017	Pending Approval	
Product & Services	01.110010 CONSULTANCY/ENGINEERING SERVICES ADVANCED PROCESS CONTROL - CONSULTANCY	17-Oct-2017	Pending Approval	

13. You will get this confirmation message

Confirmation

- The following Product and Service categories have been removed from your profile.
- INFORMATION SYSTEMS & TECHNOLOGY.COMPUTERS (PC, SERVER, MINI, MAINFRAME, SUPER, ETC) MAINTENANCE & TESTING

Return to Products and Services



14. The product or service will be deleted from your company profile

ofile Management		
General	Products and Services	
Company Profile		
Organization	Ramove Add Save 1 22 2 1 4 4 1	
Addrees Book	Code Products and Services	Date Added Approval Status View Sub-Category
Contact Directory	01.110015 CONSULTANCY/ENGINEERING SERVICES ASSET MANAGEMENT SYSTEM DATA BUILD & ENGINEERING IMPLEMENTATION	08-Nov-2017 Pending Approval
Dusiness Classifications	01.110018 CONSULTANCY/ENGINEERING BERVICES ADVANCED PROCESS CONTROL - CONSULTANCY	17-Oct-2017 Pending Approval
Product & Services		
Payment & Invoicing		

3. Responding to Request for Information (RFI)

A Request for Information (RFI) is the method Emirates Nuclear Energy Corporation (ENEC) uses to evaluate suppliers' responses to a specific questionnaire for prequalification or expression of interest purposes.

By participating in a RFI exercise, you acknowledge and agree that ENEC shall have the right to select approved suppliers at its sole discretion based upon ENEC's criteria and procedures, and shall be under no obligation to provide any explanation or reasons for including or excluding any company in a RFI.

Being an approved supplier with ENEC does not guarantee participation/invitation to tender opportunities.

- 1. If you are invited to participate in a RFI, you will receive an email on your email address, and you will receive a notification in your Worklist as well. To view the RFI details, log in to the ENEC Sourcing portal using your company's username and password.
- 2. To open the RFI, click on ENEC Sourcing Supplier
- 3. Click on Sourcing Home Page



	🛇 ★ 🏟 🍂 Logge
•	My Worklist Aljneibi, Mohamed 08:18 PM You are invited: RFI 321168 (Test RFI)
Add to Favorites	SCM, EVO 10:34 AM Closed Early: RFQ 320168 (Test rfq 27- Oct2)
	SCM, EVO 11-Nov-2017 RFQ 320168 [Test rfq 27-Oct2] - Reminder: You are
	Alam, Syed 07-Nov-2017 Work Confirmation WC_test1 has been approved
	SCM, EVO 06-Nov-2017 Closed Early: RFQ 318171 (Test rfq 27- Oct2)
	SCM, EVO 06-Nov-2017 Closed Early: RFQ 318168 (Test rfq 27- Oct2)
	SCM, EVO 02-Nov-2017 Closed Early: RFQ 315161-2 (Test rfq 27-Oct2) 27-Oct2)
	SCM, EVO 01-Nov-2017 Closed Early: RFQ 315162 (Test rfq 01- Nov1)
	Go To Full Worklist



	(<u>></u>	ः	<mark>55</mark>	Logged In As 'HARSHP/
	Search Page				
		A			
A	ENEC Sourcing Supplier				
A	ENEC Supplier			-	
		Sourcing			
				Sourcing	g Home Page
		1	3	Worklist	
	1	-			
			_		<u> </u>
				_	

- 4. This will open your Negotiations screen
- 5. Click on the Invitation Number

Velcome, Harshpalsinh	Vaghela.								
our Active and	Draft Responses								
Press Full List to view a	Il your company's respo	nses.							Full Lis
X 2 5 Q - I	0								
Response Number	Response Status	Supplier Site	Negotiation Number	Title		Туре	Time Left	Monitor	Unread Messages
540038	Active	ARE	316169-2	test - UAT		RFQ	10 days 1 hour	詽田	0
538035	Active	ARE	315165	SNS-CON-17-009 Information Security Program		RFQ	0 seconds		0
538037	Active	ARE	315166	Legal Adviser - Intellectual Property - Registration	and Protection	RFQ	0 seconds		0
539037	Active	ARE	316166	Legal Adviser - Intellectual Property - Registration a	and Protection	RFQ	0 seconds		0
539046	Active	ARE	316171,1	test		RFQ	0 seconds		0
11 2 5 Q - 1	Open Invitation								Full Lis
Supplier Site		Negotiation Nu	mber	Title	Type		Time Left		
ARE	1	321168		Test RFI 1	RFI		17 days 10 hours		



- 6. Before you acknowledge your participation in this RFI, read all its details carefully
 - a. RFI Header information (might be different for each RFI)
 - b. RFI Requirements (might be different for each RFI)
- 7. To acknowledge your participation in this RFI, in Actions \rightarrow select Acknowledge Participation \rightarrow click Go

FI: 321168		
6 Title Test RF1 1 Status Active Time Left: 17 days 10 hours		Actions Activities Participation
eeder Lines Contract Terms Beyer Alreb, Mr Mohamed (a) Response Styler Bind Description		Event
BIB-To-Address ENICE BIT To Location (Massar) Ship-To-Address ENICE Ship To Location (Massar) FOB		Payment Terms Carrier Freight Terms
RFI Currency AED		Price Precision Any
Mar and the set of th		
Requirement (b)	Target	View
Experience		09
Certifications		00

- 8. If you are willing to participate in this RFI, click Yes. If not then click No
- 9. You can put a note to buyer in the Note to Buyer section if you want
- 10. Click Apply

Negotiations		
Negotations > RFL 321168 > Acknowledge Participation (RFI 321168)		Cancel Apply
Supplar Sta Will your company participate?	ARE 8 () No	1
* Note to Buyer	put note to buyer	10
	~	



11. To send a direct message to the Buyer, you can use the **Online Discussions** option in **Actions**

Negotiations	
Negotations > RFI: 321168	
Table Teelt RFL t Status Active Time Left 17 days 10 hours	Actions Online Discussions C
Header Lines Controls Contract Terms Buyer Alpretit, Mr. Mohamed Response Style: Blind Description	Event. 11

12. Click on New Message to create a new message

Trille Test.RE1 Satos Achie Open Date 12 Nov-3017 2018.42 Messages Time Left: 17 asys 10 hours Clases Date: 30 Nov-2017 2018.42 New Message 12 0 Message Subject Message Status	legotiations						
Status Active Open Oset 12Nov-2017 2018.42 Messages Time Left 17 days 10 hours Close Date 2Nov-2017 2018.42 New Message 12 arr Status Sender Date New Message 12 arr Message Status Sender		58)					Cancel Printable Page
Subject Message Status Sender Date Reply Attachments	Messages	Status Active Time Left 17 days 10 hours				Close Date 30-Nov-20	
		Message	Status	Sender	Date	Reply	Attachments

- 13. Put the message text in Message area
- 14. Add desired attachment
- 15. When finished, click Send

	(RFI 321168)						Cancel Send
Indicates required field	* Subject	Emirates Nuclear Energ Test Put your message here		Phate	13		15
22, 201, 21							
Attachments	14	•					

16. You will see your message here

Negotiations						
Negolations + RFL1 Online Discus	sions (RFI 321168)					Cance] Printable Page
	Status	Teol. RFI 1 Active 17 days 9 hours		Open Da Close Da	ate 12-Nov-2017 20:18:42 ate 30-Nov-2017 20:04:49	
Messages						
New Message]	X 2 16 Q . II	16				
Subject A	Message		Sender 🗠	Date 👄	Reply	Attachments
Test	Put your message here	Read	Vaghela, Harshpalsinh	13-Nov-2017 10:14:53	٥.	

Registered Suppliers Guide



17. You will see the reply from ENEC in Online Discussion's screen. Click on it.

legobations						
Negotiations > RFI	321168 >					
Online Discu	issions (RFI 321168)					Cancel Printable Page
	Title	Test RF1 1				
		Active		Open Date 12-No		
	Time Left	17 days 9 hours		Close Date 30-No	v-2017 20:04:49	
Messages						
New Message	11 0 13 0 • 11					
	Message	17 🙀	Sender 🗠	Date 🗠	Reply	Attachments
Subject A	Helto		Emirates Nuclear Energy Corporation	13-Nov-2017 10:22:18	Q.	
Subject A Test						

18. This is ENEC's reply to your message

	RFI: 321168 > On e (RFI 321168)	ine Discussio	ans (RFI 321168) >							Reply Prin
To	Emirates Nuclear Ene Vaghela, Harshpalsin 13-Nov-2017 10:22:11 Holio	h	ion							
itle io resulta fo	und.	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog

- 19. Now you have to respond to the RFI. To do that, go back to home → **Negotiations** tab.
- 20. In Actions, select Create Response then click Go

potiations	19	
RFI: 321168		
		Actions Create Response Ce
	Title Test RFI 1	
	Status Active	Open Date 12-Nov-2017 20:18:42
	Time Left 17 days 9 hours	Close Date 30-Nov-2017 20:04:49
Header Lines Controls Cont	ract Terms	20
	Buver Alineibi, Mr. Mohamed	Event
	Response Style Bind Description	0.0794
Terms		
	Bill-To Address [IN]/C Bill To Location (Masdar)	Payment Terms
	Ship-To Address ENEC Ship To Location (Masdar)	Carrier
	FOB	Freight Terms
Currency		
	RFI Currency AED	Price Precision Any

- 21. You have to fill all the required information in your response.
 - a. Your response validity date, your own company Reference Number for this RFI, any notes you want to send to the Buyer
 - b. You will have to answer all the requirements in the RFI
- 22. You will need to attach all the required documentation
- 23. Click on the **Add Attachment** button to attach all the required documents to your RFI response.



reate Res	ponse: 644038 (RFI 32116	8)					Cancel View RF	Save Draft	ço
Header	Tide <u>T</u> r	HLREI 1			Time Left 17 days Close Date 30-Nov-				
		tionary Systems Consultanc Airport Road, Oth floor, Abr	sy LLC ove Arcan Interiors,, Abu Dhabi, Abu Dhabi 1296	10, AE (a) 4	Response Valid Until (73 Abv Reference Number Note to Buyer	2017 19:45.00)			
Attachmen									
Add Attache		23							
Title No results four	Type		Category Last	Updated By	Last Updated	Usage	Update	De	lete
Requireme	ents				21				
Expand All	Colapse Al								
0									
Focus Title	,	Target Value	Response Value		r				
	A Requirements					(b)			
•	A Requirement 1								
					~				

24. Make sure to respond to the all the requirements in the RFI

Expand All (O	nine al				
Contraction of the local	bulpte M				
Focus Title		Target Value	Response Value		
	A Requirements				
•	A Requirement 1				
				<u>_</u>	
	Experience				
	E-40-0-10				
				×	
	Certifications				

<u>Note:</u> You can save your response at any time for later completion by clicking on Save Draft

25. When you finish click on Continue					
Negotiations					-7
Negotasons > 691.32156 > Create Response: 644038 (RFI 321168)		Cancel	View RFI	Save Draft	Continue
Title Test RF11	Time Left 17 days 9 hours Close Date 30-Nov-2017 20:04:49		_		



26. If you have missed any requirement in the RFI, you will get an Error message looking similar to this



27. Have a thorough look at your RFI response then click Submit

egotiations								
Negotiations > RFI	321168 >							
Create Respo	onse 644038:	Review and Submi	it (RFI 321168)		Cancel	Back Validate	Save Draft Printa	ble View Submit
Header								
		Title Test RFI 1			Time Left 17 days 9 hours			
		Supplier Evolutionary S	lystems Consultancy LLC		Close Date 30-Nov-2017 20:04:4			
		Supplier Site ARE			Response Valid Until 31-Dec-2017 06:40	31		
		SFI Currency AED se Currency AED			Reference Number Note to Buyer			
		ce Precision Any			Access to output			
Attachments								
Title 🗠	Type 🗠	Description 🗠	Category 🚓	Last Updated By 🗠	Last Updated 🗠	Usage 🗠	Updat	e Delete
testing_uat.bit	File		From Supplier	'HARSHPALSINHV@EVOBYSGLOBAL.COM	13-Nov-2017	One-Time	2	0
Requirements								
Requirements								
밝은 1년 후 · Show All Details (H								
밝은 1년 후 · Show All Details (H	ide Al Detaits							
Show All Details [H Details Section	ide Al Detaits		Target Valu	10 j	Response Value			
Show All Details H Details Section	ide Al Detaits		Target Valu	•]	Response Value 12 150 0000			

28. You will get a confirmation message of your submission

Γ	Confirmation
	Response 644038 for RFI 321168 (Test RFI 1) has been submitted.
	Return to Sourcing Home Page

- 29. You will be able to see all your RFI responses in your main **Negotiations** screen, where you can see all their details (Response number, Status, Time left...)
- 30. You can see all your open invitations here as well



Press Full List to view a	Il your company's respo	inses.							Full List
X250-1	0								
Response Number	Response Status	Supplier Site	Negotiation Number	Title		Туре	Time Left	Monitor	Unread Messages
640038	Active	ARE	316169-2	test - UAT		RFQ	10 days	1	0
644038	Active	ARE	321168	Test RFI 1		RFI	17 days 9 hour	s 🏢	0
638035	Active	ARE	315165	SNS-CON-17-009 Information Security Program		RFQ	0 seconds	1111	0
638037	Active	ARE	315166	Legal Adviser - Intellectual Property - Registration a	and Protection	RFQ	0 seconds	inte.	0
639037	Active	ARE	316166	Legal Adviser - Intellectual Property - Registration a	and Protection	REQ	0 seconds	11111	0
Your Company's		5		30					Full Lis
MS BO.	1								
Supplier Site		N	egotiation Number	<u>k</u>	Title	Type	1	ime Left	
No results found.									

31. You will get a notification in your Worklist if the RFI was closed early by ENEC

	S 🛨 🌣 🧊 Logged In As
	My Worklist Aljneibi, Mohamed 11:55 AM Closed Early: RFI 321168 (Test RFI 1)
Add to Favorites	SCM, EVO 12-Nov-2017 Closed Early: RFQ 320168 (Test rfq 27- Oct2)
31	SCM, EVO 11-Nov-2017 RFQ 320168 [Test rfq 27-Oct2] - Reminder: You are
	Alam, Syed 07-Nov-2017 Work Confirmation WC_test1 has been approved
	SCM, EVO 06-Nov-2017 Closed Early: RFQ 318171 (Test rfq 27- Oct2)
	SCM, EVO 06-Nov-2017 Closed Early: RFQ 318168 (Test rfq 27- Oct2)
	SCM, EVO 02-Nov-2017 Closed Early: RFQ 315161-2 (Test rfq 27-Oct2)
	SCM, EVO 01-Nov-2017 Closed Early: RFQ 315162 (Test rfq 01- Nov1)
	Go To Full Worklist



32. Click to open it. No action is required from your side now.



33. As a result of your RFI response, you will get feedback from ENEC in your Worklist.

	🛇 ★ 🏟 🥼 Logged In As
	My Worklist Aljneibi, Mohamed 10:41 AM Sent: Online Discussion Message for: RFI 321166 (Te) Aljneibi, Mohamed 13-Nov-2017
Add to Favorites	Closed Early: RFI 321168 (Test RFI 1) SCM, EVO 12-Nov-2017 Closed Early: RFQ 320168 (Test rfq 27-
	Oct2) SCM, EVO 11-Nov-2017 RFQ 320168 [Test rfq 27-Oct2] - Reminder: You are
	Alam, Syed 07-Nov-2017 Work Confirmation WC_test1 has been approved
	SCM, EVO 06-Nov-2017 Closed Early: RFQ 318171 (Test rfq 27- Oct2)
	SCM, EVO 06-Nov-2017 Closed Early: RFQ 318168 (Test rfg 27- Oct2)
	SCM, EVO 02-Nov-2017 Closed Early: RFQ 315161-2 (Test rfq 27-Oct2)
	Go To Full Worklist

34. Click to open it.

nt: Online Discussion Message for R	1 321168 (Test RFI 1)	
From Aljneibi, Mohamed	Number 321168	
To HARSHPALSINH VAGHELA	Title Test RFI 1	
Sent 15-Nov-2017 10.41:20		
ID 4025404		
Negotiation Preview Immediately upon publishing Negotiation Open Immediately upon publishing Negotiation Close November 13, 2017 11:55 am Dubai		
Company Emirates Nuclear Energy Corporation Subject RFI Acceptance Message ENEC is please to inform you that your submis	sion has been successful and that you are now Approved Supplier.	



35. It might be that your response was complete, and as a result of that, your company is now considered an Approved Supplier in ENEC's Commercial Director

Message (RFI 321	168)								Reply	Prin
To Al Partice Date 15-Nov-2	Nuclear Energy Clirp cents 317 10:41:15		went successful and that y	ou are now Approved Suppley						
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog	

36. Or it might be that your response was not satisfactory, and as a result of that, your company is not an Approved Supplier in ENEC's Commercial Directory

	notification does not require a response.			
ent:	Online Discussion Message for RFI	321168 (Test RFI 1)		OH
From	Ajneibi, Mohamed	Number	321168	
To	HARSHPALSINH VAOHELA	Title	Test RFI 1	
Sent	15-Nov-2017 10:55:37			
ID	4022638			
Negot	ation Preview Immediately upon publishing ation Open Immediately upon publishing ation Close November 13, 2017 11:55 am Dubai			
Suble	any Emirates Nuclear Energy Corporation It RFI Rejection Ige ENEC is please to inform you that your submission	has been unsuccessful and	hat you are not an Approved Supplier.	
	pond to this message, please click here.			

\bigcirc

4. Responding to Request for Quotation (RFQ)

A Request for Quotation (RFQ) is the method ENEC uses to formally invite selected suppliers to tender. The tender package is attached within the RFQ.

The tender package is the complete assembly of related documents (whether attached or incorporated by reference) furnished to prospective bidders for the purpose of submitting bids which, if successful, may result in award of a Contract, Purchase Order (PO) or Service Order (SO) at ENEC's sole discretion

- 1. Login with your username and password
- 2. You will see all your RFQ notifications in this section.
- 3. Click on the RFQ notification to open it

فيوميات للحالقة اللووية Emirates Nuclear Energy Corporation E-Business S	uite	\otimes	*	٢	↓ ⁷⁵ ∣	Logged In As
Announcement Welcome to Oracle E-Business Suite! The Emirates Nuclear Energy Corporation (ENEC) is leading the development of the United Arab Emirates' (UAE) Peaceful Nuclear	Add to Favorites	My Worklis Aljneibi, Mohar You are invited REQ.1) SCM, EVO You are invited 27-Oct2) Your Non-Discle (NDU) has been SCM, EVO	RFQ 3201 RFQ 3201 osure Unde 1 exp	87 (Test) 68 (Test rfq rtaking	12:00 P 11:18 A 07-Nov-201 06-Nov-201	M 17
Energy Program and building the country's first nuclear energy plant.		Closed Early: R Oct2) SCM, EVO Closed Early: R Oct2) SCM, EVO Closed Early: R 27-Oct2)	FQ 318168) (Test rfq 27-	08-Nov-201	
		SCM, EVO Closed Early: R Nov1) SCM, EVO Closed Early: R 27-Oct3) Go To Full We	FQ 315163		01-Nov-201 01-Nov-201	

- 4. This will open the RFQ notification screen
- 5. You can see some of the RFQ details here
- 6. Click on the Negotiation Details link to access your RFQ detail

r	neibi, Mohamed		Company Emirates Nuclear	P		
	KSHIT DUBEY			Energy Corporation		
	Nov-2017 12:00:16	1	Title Test RFQ 1 Number 320167			
ID 401			Number 320167			
10 401	14383				5	
	Close November 30, 2017 11:21 an		1. (1.1.1.1.)			
To acknowl	de CERT CAMPUS, ABU DHABI, A kedge your intent to participate, pres ad in, please go to Login and view N	as the Yes button on this p	age. To decline the invitation, press the		uyer in the space below before acknowledging or declining, document before acknowledging intent to participate and/or to	enter a responsa.
Supplier Sit To acknowl If not logge	de CERT CAMPUS, ABU DHABI, A kedge your intent to participate, pres ad in, please go to Login and view N	as the Yes button on this p	age. To decline the invitation, press the			enter a response.
Supplier Sit To acknowl If not logge Action H	te CERT CAMPUS, ABU DHABI, A vledge your intent to participate, pres ed in, please go to Login and view N History	ss the Yes button on this p legotiation Details page or	age. To decline the invitation, press the If already logged in, Please go to Nego	tiation Details page if you want to view th	document before acknowledging intent to participate and/or to	enter a response.
Supplier Sit To acknowl If not logge Action H	An CERT CAMPUS, ABU DHABI, A kedge your intent to participate, pre- ed in, please go to Login and view N History Action Date 09-NOV-2017 12:00 16	is the Yes button on this p legotiation Details page or Action	age. To decline the invitation, press the If already logged in, Please go to Nego From	tiation Details page if you want to view th	document before acknowledging intent to participate and/or to	anter a responsa
Supplier Sit To acknowl If not logge Action H Num 1	An CERT CAMPUS, ABU DHABI, A kedge your intent to participate, pre- ed in, please go to Login and view N History Action Date 09-NOV-2017 12:00 16	is the Yes button on this p legotiation Details page or Action	age. To decline the invitation, press the If already logged in, Please go to Nego From	tiation Details page if you want to view th	document before acknowledging intent to participate and/or to- Details	anter a response.
Supplier Sit To acknowl If not logge Action H Num 1	ele CERT CAMPUS, ABU DHABI, A kedge your intent to participate, pre- ed in, please go to Login and view N History Action Date 09-NOV-2017 12:00:16	is the Yes button on this p legotiation Details page or Action	age. To decline the invitation, press the If already logged in, Please go to Nego From	tation Details page if you want to view th To RAKSHIT DUGEY	document before acknowledging intent to participate and/or to	enter a response.

Registered Suppliers Guide



- 7. The first thing you have to do is to acknowledge your participation in this RFQ.
- 8. Before you acknowledge your participation in this RFQ, read all its details carefully
 - a. RFQ Header information (might be different for each RFQ)
 - b. RFQ Requirements (might be different for each RFQ)
- 9. To acknowledge your participation in this RFQ, in Actions → select Acknowledge Participation → click Go

stutons	
FQ: 320167	
	Actions Actinowledge Participation 💟 G
Title Test RFQ 1	
Status Active (Locked)	Open Date 09-Nov-2017 11:59:58
Time Left 20 days 22 hours	Close Date 30-Nov-2017 11:21:44
Header Lines Controls Contract Terms	(a)
Buyer Ajnebi, Mr. Mohamed	Outcome Blanket Purchase Agreement 9
I Two-Stage RFQ	Event
Quote Style Sealed	
Description	
Terms	
Effective Start Date	Total Agreement Amount
Effective End Date	Minimum Release Amount
Bill-To Address ENEC Bill To Location (Masdar)	Payment Terms
Ship-To Address ENEC Ship To Location (Masdar) FOB	Carrier Freight Terms
	Pietus ferms
Currency	
RFQ Currency AED	Price Precision Any
Requirements	
12 0 0 • ■ (b)	
Show All Details Hide All Details	
Details Section	RFQ Stage
Section 1	Technical

- 10. If you are willing to participate in this RFQ, click Yes. If not then click No
- 11. You can put a note to buyer in the Note to Buyer section if you want
- 12. Click Apply



13. Go back to your RFQ page. One by one, click on each of the tabs you have here to view all the RFQ details

Registered Suppliers Guide



14. In the Lines tab, you will see all the RFQ lines with their details

-	Header Lines C	Controls Contract Terms							
		Isplay Rank As WinLose					Cost Facto	ors None	
J		Ranking Price Only						ers Price Breaks	
<	Lines								
1	Lines								
	2230.								
	Description	Line	Item, Rev	Category	Unit	Estimated Quantity	Best Price (AED)	Active Responses	Time Left
	OP Teeting	1 CP Testing		12.122010	Each	1,000	Coalod	Sealed	20 days 10 hours

15. In the **Controls** tab, you can see all the controls set up for this RFQ by ENEC Procurement

e Window > Q: 320167	
	Actions Acknowledge Participation
Tide Test RFQ 1	
Status Active (Locked)	Open Date 09-Nov-2017 11:59:58
Time Leff: 20 days 18 hours	Citose Date 30-Nov-2017 11:21:44
ader Lines Controls Contract Terms	
chedule	(
Preview Date 09-Nov-2017 11 59-58	Open Date 09-Nov-2017 11:59:58
Close Date 30-Nov-2017 11:21:44	Award Date
esponse Rules	
Negotiation is restricted to invited suppliers	
Suppliers are allowed to view other suppliers' contract terms, notes and attachments	
Suppliers are allowed to respond to selected lines	
Suppliers are allowed to provide multiple responses Suppliers are allowed to submit Multiple Active Responses	
Supprets are allowed to submit multiple Active Responses Allow Guote Withdrawal	
Buyer may close the negotiation before the Close Date	
Buyer may manually extend the negotiation while it is open	
Allow Alternate Lines on Supplier Responses	
Alow Staggered Awarding	

16. In the **Contract Terms** tab, you will find any special contract terms in the RFQ (if any)

		Action	s Acknowledge Participation	Go
Title Test RFQ 1				
itatus Active (Locked)		Open Date 09-Nov-2017 11:59:58		
e Left 20 days 18 hours		Close Date 30-Nov-2017 11:21:44		
10				
Deliverable Type	Responsible Party	Party Name	Contect	
1	tatus Active (Locked) e Left 20 days 18 hours	Title Tex RFD 1 allust Active (Ocidad) allust 20 days 18 noum	Title Tect RF0 1 tathus Active (LCKike) Cloke Date 30-Nov-2017 11:59:58 cloke Date 30-Nov-2017 11:21:44 16	Title Test RFQ 1 Lattus Active (Lociad) Lett 20 ays 12 hours Lett 20 ays

17. Now you have to create a quote to respond to this RFQ $\mathsf{Page}\mid\mathsf{23}$



18. To create a quote for this RFQ, in Actions \rightarrow select Create Quote \rightarrow click Go

FQ: 320167	
Title Test RPO 1 Status Active(Locked) Time Left. 20 days 19 Rours	Actions Castal Cluster (V) (Go Open Date 05-Nov-2017 11:52:55 Cluste Date 30-Nov-2017 11:21:44
Header Lines Controls Contract Terms	1

- 19. You have to fill all the required information in your quote
 - a. Your quote validity date, your own company Reference Number for this RFQ or quote, any notes you want to send to the Buyer
 - b. You will have to answer all the requirements in the RFQ

	ote: 642041 (RFQ 320167	/						Cancel	View RFQ	Save Draft	Contin
	Title	Test RFQ 1	æ				20 days 18 hours 30-Nov-2017 11:21:44				
Nader Lin	nes					ſ					
			PUS, ABU DHABI, Abu Dh	nabi, Abu Dhabi 5464,	AE	(a) Reference Number	(25-00-2017 18-45-00) 16				
	Quote Currenc Price Precisio	AED				Note to Buyer					
ttachme						C C					
Add Attack	hment										
itle	Туре	Description	Cat	tegory	Last Updated By	Last Updated	Usage		Update	De	lete
o results fou	und.	Contraction of the second									
equirem	nents	US3.1 plus									
equirem	nents	Cost que									
equirem	und.	U G G C I D G G									
equirem	nents (Colapse All	RFQ Stage	Target Value	Quote Value							
equirem	nents (Colapse All										
equirem	nents I Cotapse All de										
equirem	nents. I Cotapse All de al Requirements	RFQ Stage					^				
equirem	nents I Cotapee Ar de al Requirements al Section 1	RFQ Stage Technical	Target Value				0				

- 20. You will need to attach all the required documentation
- 21. Click on the **Add Attachment** button to attach all the required documents to your quote
- 22. Very Important Note:

The **Category** field has two values to select from:

From Supplier: Technical – any attachment under this category can be opened by ENEC Procurement in the Technical Evaluation stage **From Supplier: Commercial** – any attachment under this category can ONLY be opened by ENEC Procurement in the Commercial Evaluation stage

If a Commercial Document was attached using the Category **From Supplier: Technical** this will disqualify your quote from the tender exercise.

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23. You can add as many attachments as you need

reate Quote: 6420	(67)						Cancel	View RFQ	Save Draft	Continue
Header Lines		Test RFQ 1 20 Two-Stage RFQ (1)			Time Left Close Date	20 days 18 hours 30-Nov-2017 11:21:44				
Attachments		AED	ABI, Abu Dhabi, Abu Dhabi 54	64, AE	Guote Valid Until Reference Number Note to Buyer	(25-0cH3017 19 45:00)	N			
Add Attachment										
Title Add Attachmen Attachment Type		×	Category	Updated By	Last Updated	Usi	ge	Update	De	lete
Title Description										
Red Description										
Reg Description Category Eq File	From Suppler, Technik	cal Browse								

24. Here you can see all your attached documents

	2: 042041 (R	FQ 320167)					Cancel	View RFQ	Save Draft	Continu
leader Lines		Title Test RFQ.1	ige RFG 🔟			20 days 18 hours 30-Nov-2017 11:21:44				
		Supplier Wipro Lim Supplier Site RFQ Currency	PUS, ABU DHABI, Abu Dhabi, Abu Dh	nabi 5464, AE	Quote Valid Until Reference Number	(25-0c) 2017 19.45-00)	5			
Attachments		RFQ Currency Quote Currency Price Pression			Note to Buyer					
Add Attachme	nt	Quole Currency, 22 Price Pression								
Attachments		Quote Currency	Category A	Last Updated By 🗠		it Updated 🗠	Usage ⇔	Up	odate	Delete



- 25. Click on the **Lines** tab to see all the details of the RFQ lines and to start putting your price quotes for each line
- 26. To put your price quote for the first line, click on the update icon

		ncy AED ion Any				Quote Currency	AED			
Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Estimated Total Amount	Tarnet Minimum Release Amount	Minimum Delease Amount	Ounte	Add Alternate Lines	Undate
Sealed		- anget r thee	Package	1	Contractor - Diar Perioditi	Tanget manager interest remount	And a second property		+	2
Sealed			Each	100				No V	+	1
Sealed			Each	1				No 👻		1
The second se	Rank Sealed Sealed	Rank Start Price Sealed Sealed	Rank Start Price Target Price Sealed Sealed	Rank Start Price Target Price Quote Price Unit Seared Package Seared Each	Rank Start Price Target Price Quote Price Unit Estimated Quantity Seared Package Package 1 Seared Each 100	Rank Start Price Target Price Quote Price Unit Estimated Quantity Estimated Total Amount Seared Priceope 1	Rank Start Price Target Price Quote Price Estimated Quantity Estimated Total Amount Target Minimum Release Amount Seared Package 1	Rank Start Price Target Price Quote Price Unit Estimated Quantity Estimated Total Amount Target Minimum Release Amount Minimum Release Amount Seared Parkage 1 1 1 1 1	Rank Start Price Target Price Quote Price Estimated Quantity Estimated Total Amount Target Minimum Release Amount Minimum Release Amount Quote Price Quote Price Quote Price No No	Rank Start Price Target Price Quote Price Unit Estimated Quantity Estimated Total Amount Target Minimum Release Amount Quote Add Alternate Lines Sealed Package 1 No V No V Image: Control of Con

- 27. Note all the details of this RFQ line
- 28. Put your Quote Price for this line item
- 29. Put your Quote Minimum Release Amount (Optional)
- 30. You can put a note to the Buyer here
- 31. Click on Apply

Estimated Quantity 1 Notes Note to Bayer note	0	J	Quote Minimum Release Amount	1000		31
Attachments		30		29		
Add Attachment						
Title Type Description	Category	Last Updated By	Last Updated	Usage	Update	Delete

- 32. Repeat steps from 27 to 31 for the second line and all other lines in the RFQ
- 33. You can see your price quotes and the promised delivery dates for all the lines here when you finish



- 34. Click on + icon against the RFQ line to add alternate/additional line (for the same RFQ line)
- 35. You can also click on Alternate line in general by clicking on Go button (against create line section) in Alternate line section.

	42042 (1										
Roader Lines		Te	le <u>Test na 27-0</u> ₽ Two-Sta				Time Left Close Date	t 20 days 18 hours 30-Nov-2017 11:17:22			
		RFQ Currer Price Precis					Quote Currency	AED			
2260-	m										
Line	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount		Quote	Add Alternate	Lines Updat
1 Business Continui	Sealed			50000 Package	1			1000	Yes 💙	*	1
2 Desc 1	Sealed			200 Each	100				Yes 🗸	+	1
3 Electric Vehicles	Sealed			10000 Each	1				Yes Y		1
Indicates more information	mation requ			10000 Each	1				Tes	1	1
D Indicates more info	maton requ fits Offer			10000 Each					Tes	1	
Indicates more info Additional Benif	mation requ fits Offer in ALD	ed By Supp	blier	10000 EACH.					Tes	34	
o Indicates more info Additional Benit g TIP Al proces are ☆ TIP Al proces are ☆ TIP Al proces are ☆ TIP Al proces are ☆ TIP Al proces are	mation requ fits Offer in ALD	ed By Supp		2000 E868	* Quanti	ity *Price Comme	nts [®] UOM	Promised Date	THE	34	Delete
● Indicates more info Additional Beniti gTIP At proces are the No No results found. Alternate Lines	in AED	ed By Supp *Item	olier Description	35		*Price Comme	ets [®] UOM	Promised Date	Tes	34	
● Indicates more info Additional Benit	in AED	ed By Supp *Item	blier			ty * Price Comme	nts [*] UOM Estimated Quantity Related to Rf		Tes	34 Update	

36. Add Details for alternate line

- a. Put the Description of this Alternate line item
- b. Put your Estimated Quantity for this line item
- c. Put your Quote Price for this line item
- d. You can Put your Quote Minimum Release Amount for this line item
- e. Click on Apply

	42042: Line 4 (RFQ	5201001						Cancel	Save Draft	Appn
Indicates required field) (
	Line	4				Currency	AED			
	Line Type	Goods		♥ G0		Price Precision	Any decimal places			
	* Description				> 36 ≺	Quote Minimum Release Amount				
	* Category	01.110350	, Q.							
	Unit of Measure		V							
	* Estimated Quantity									
	Quote Price				I I					
Related to RFQ L					I I					
telated to RFQ L	ines									
	Description Relation with R	FQ Lines Delete								
No results found.	Description Relation with R	FQ Lines Delete								
RFQ Lines Line No results found. Notes Note to Buyer	Description Relation with R	FQ Lines Delete		0						
No results found. Notes Note to Buyer	Description Relation with R	IFQ Lines Delete		\bigcirc						
No results found. Notes Note to Buyer	Description Relation with R	FQLines Delete		()						
No results found. Notes Note to Buyer Attachments	Description Relation with F	FQ Lines Delete		Category	Last Updated By	Last Updated	Usage) Update	Deb	lete



<u>Note:</u> You can save your response to the RFQ at any time for later completion by clicking on **Save Draft**

37. When you are ready to submit your response to this RFQ, click on Continue

reate Quote: 6	42042 (1	RFQ 3201	68)						Cascel	View RFQ Sare Dra	n çor
leader Lines		n	ter <u>Test.ds.27-5</u> ☑ Teo-Sta	ki2 geitira 🕕			Time Left Close Date	20 days 18 beam 30-New-2017 11 17:22			
		RFQ Curre Price Precis					Quote Carrency	AED			
20B0-	56										
Line	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Minimum Release Amount	Quote	Add Alternate Line	s Up
1 Business Contrui	Soaled			50000 Package	1			1000	Vec 🛩	+	
2 Desc1	Sexed			200 Each	100				Yes 🛩		
3 Electric Vehicles	Sealed			10000 Each	1				Yes 🔽		
Indicates more info	makor requ	ested, Citch the	Update icon.								
Additional Benit	fits Offer	ed By Supp	plier								
GTIP Al prices are	in AED										
HHCRO	• 31										
Line No		*Item	Description		Quant	ty Price Comme	nts "UOM	Promised Date		Update	Delete
No results found											
Alternate Lines											
SelectLines: Dele	le Action	a Create Line	₩ Go	12 5 Q . II							
E Line	Category			Guote Price	Unit	Estin	sted Quantity Related to RFQ Lines			Update (Deleta

- 38. You will get this warning message that you have to read, but it does not need any action from your side
- 39. Click **Validate** to do a final check if all the required fields are populated in your quote

🚯 Warning								
		mitted quote will be evaluated in te	o stages - Technical and (Commercial				
Create Quote 636096	i: Review and S	Submit (RFQ 313158)				Cancel Back Validate	Save Draft Printab	sle View Submi
Header								
		Consultancy Services			Time Left 18 da	rys 22 hours		
		Evolutionary Systems Consultancy	LLC		Close Date 30-No	y-2017 10:33:43		
	Supplier Site				Quote Valid Until			39
	RFQ Currency				Reference Number			- 39
	Quote Currency Price Precision				Note to Buyer			
Attachments								
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								
Requirements								
31 3 18 호 · 표 · Show Al Details I Hide Al Detail								
Details Section				RFQ Stage				
experience				Technical				
<								>
ines								

- 40. You will get this confirmation message
- 41. Click Submit to send your RFQ response to ENEC Procurement

Negotiations >				
C Confirmation				
Quote 636096 fpr RFQ 313158 (Consultancy Services) has been validated without any errors.				
Create Quote 36096: Review and Submit (RFQ 313158)	Cancel Back	/alidate Save Draft	Printable View	Submit
Header				1
40				41



- 42. You will get this confirmation message
- 43. Click on the Return to Sourcing Home Page link

Confirmation		
Quote 636096 for RFG	313158 (Consultancy Services) has been submitted.	
Return to Sourcing Ho	me Page	

44. You will be able to see all your RFQ responses in your home page with all their details

		Your Active and Dr	raft Responses							
		Press Full List to view all y	our company's responses.							Full List
	C	11 2 15 🛊 - 🖩								
		Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
		636093	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	IIII	0
44	K	636094	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
		636101	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
		636100	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
		636095	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	inter a	0

45. If you would like to resubmit your quote with an updated proposal before the closing date, then click on invitation number

				45				
Your Active and Dr	aft Responses							
Press Full List to view all y	our company's responses.							Full Li
11 2 13 0 - 11								
Response Number	Response Status	Supplier Site	N ¹ otiation Number	Title	Туре	Time Left	Monitor	Unread Messages
636093	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636094	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636101	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	IIII	0
636100	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	1000	0
636095	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0

46. Select create quote and click Go



Registered Suppliers Guid

gotations > FQ: 313158							
					Acti	ons Create Quote	Y G
					PALL	ona Greate Goole	
	Title Consultancy Se						-
	Status Active (Locked)				08-Nov-2017 10.34.30 30-Nov-2017 10.33:43		_
	Time Left 18 days 22 hou	rs.		Close Date	30-m04-2017 10-35/45		
							- 1
feader Lines Controls Contract Terms							
	Buyer Aljneibi, Mr. M				Standard Purchase Order		46
	🗹 Two-Stag	e RFQ		Event			
	Quote Style Sealed						
	Description						
Terms							
	Bill-To Address ENEC Bill To	Location (Masdar)		Payment Terms			
	Ship-To Address ENEC Ship T			Carrier			
	FOB			Freight Terms			
Currency							
	RFQ Currency AED			Price Precision	Алу		
Requirements							
1 2 5 Q							
Show All Details Hide All Details							
Details Section			RFQ Stage				
experience			Technical				
<							>

47. System will ask two options

- a. Modify or Revise existing quotes?
- b. Create a new quote?
- 48. Select radio button for Modify or Revise existing quotes?
- 49. Click Ok button



- 50. Select radio button against Existing Quote
- 51. Click on revise button.

	[tions > RFQ 313150 mitted and Dra			51	_					Cancel Create New	Quote
			ent Quotes	Y								Rows 11	
		Select	Quote: Revise	1 2 🕞 😳 - 🖩								Rows 11	213
50			Quote Number	Reference Number 🗠	Quote Status 🗠	Supplier	Supplier Site 👄	Supplier Contact 🗠	Parent Quote number	Locked By	Date Locked	Created By	
50		۰	635096		Active	Evolutionary Systems Consultancy LLC	ARE	Vaghela, Harshpalsinh				Vagheia, Harshpalsinh	^

52. Update your quote details and click on Continue

itente autore: oberrie	(RFQ 313158)							Cancel R	event to Active Quote	View RFQ Save Dr	aft Contr
Hooder Lines	Title Consults	ansa Denikes Stage RFO (E	0				Time I Cless D	Left 10 days 22 hours late 30-Nov-2017 10:33	43		
Power Guote 5	RFQ Currency AED Price Precision Any Receivable						Quote Carree	cy AED			
Lise Ship-To		Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Onate Quant	ty Promised Date	Quote	Add Alternate Linea	Update
	To Location (Masstar)	Sealed			35000 Each	10		10 1 54	Tes 🖌	4	1
Additional Benifits Offe	ired By Supplier										
						e Commente	*uom	Promised Date			
= 12 = R O + H										Update	Delete
Line No No results found.	* Nem Description	8		*Qu	aunit 1.0	e commente					
*Line No	* Item Descriptio	đ		Qu	antary Pro	e commune					
* Line No No results found.				Qu	anuny Pos	Consistents					
*Line No No resulta found Alternate Lines			Quote Pri	97 e		Quantity Promised Date		belated to RFQ Lines		Update	Delete





53. Review and click on Submit

Warning								_	_ /	
This quote is in response to a	in RFQ where the su	bmitted quote will be evaluated in two st	ages - Technical and (Commercial.						1
Create Quote 636110:	Review and	Submit (RFQ 313158)				Cancel	Back Validate	Save Draft	Printable View	Subm
leader										
		Consultancy Services				18 days 22 hours				
		Evolutionary Systems Consultancy LU	3			30-Nov-2017 10:33:43	3			
	Supplier Site				Quote Valid Until					
	RFQ Currency				Reference Number					
	Quote Currency Price Precision				Note to Buyer					
	Price Precision	ADY .								
ttachments										
itle	Type	Description	Category	Last Updated By	Last Updated		Usage	Updat	te De	elete
io results found.										
2000.0000000										
Requirements										
X 2 16 0 • II •										
how All Details Hide All Details										
etails Section				RFQ Stage						
 experience 				Technical						
experience				Technical						

- 54. Now, you can also create multiple quotes for a single RFQ.
- 55. If you would like to resubmit your quote with an updated proposal before the closing date, then click on invitation number

				55				
Your Active and Dr	aft Responses							
Press Full List to view all y	our company's responses.							Full Lis
11 2 13 Q - 11								
Response Number	Response Status	Supplier Site	N otiation Number	Title	Туре	Time Left	Monitor	Unread Messages
636093	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636094	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636101	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	IIII	0
636100	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	1000	0
636095	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0



56. Select create quote and click Go

					ctions Create Quote	V G
					Coole Coole	
	Consultancy Services					- 1
	Active (Locked) 18 days 22 hours			00-Nov-2017 10:34:30 30-Nov-2017 10:33:43		
Time Cert	to days 22 hours		Close Date	00.100-2011 (0.00/40		
leader Lines Controts Contract Terms						
Buyer	Aljneibi, Mr. Mohamed			Standard Purchase Order		56
	Two-Stage RFQ		Event			
Quote Style						
Descriptio						
Terms						
Bill-To Addres	ENEC Bill To Location (Masdar)		Payment Terms			
	ENEC Ship To Location (Masdar)		Carrier			
FO			Freight Terms			
Currency						
RFQ Current	y AED		Price Precision	unγ		
Requirements						
試 お (G						
Details Section		RFQ Stage				
experience		Technical				

- 57. System will ask two options
 - a. Modify or Revise existing quotes?
 - b. Create a new quote?
- 58. Select radio button for Create a new quote?
- 59. Click Ok button

	i Warning	Cancel 0
,	You have already created quotes on ARE. Do you want to	
7 🌱	Modify or Revise existing quotes? Firstin a new quote?	
-		
		59
	58	

60. Follow Steps 19 to 43 for creating another quote against the same RFQ.

5. Receiving feedback on your RFQ response

After you submit your RFQ response and send your quotation to ENEC Procurement, it will go through Technical and Commercial evaluation exercises.

Your quotation will get scored, and accordingly you will get the final feedback from ENEC Procurement regarding the award decision on this tender.



Early Closing RFQ

If ENEC Procurement decided to close the RFQ early, you will get a notification for that.

- 1. You will receive an email message on your email address for the early close of the RFQ
- 2. You will receive a notification on your company profile as well.
- 3. When you log in to your company profile, you will find a **Closed Early** notification in your Worklist.
- 4. Click to open the notification message

	S Navigator ⇒ F	★ Favorites ∞ s	Settings 👳	∭ ⁹⁹⁺ Worklist ∨	Logged In A	s
		My Workli	st			
		SCM, EVO You are invited (Consultancy S		i	09-Nov-2017	
Sourcing Home P (Sourcing)	Page Hon (ENEC				09-Nov-2017	
(containg)	(EnEc	SCM, EVO You are invited (Consultancy S			09-Nov-2017 Due in 19 days	
	و	Aljneibi, Moha Closed Early: F (Consultancy S	RFQ 310154		08-Nov-2017	
		SCM, EVO You are invited (Consultancy S)	08-Nov-2017 Due in 21 days	
	4	SCM, EVO You are invited (Consultancy S			08-Nov-2017	
		Aljneibi, Moha RFQ 310154 [0 Reminder: You	Consultancy S	ervices] -	08-Nov-2017	
		Aljneibi, Moha RFQ 308155 [0 Reminder: You	Consultancy S	ervices] -	08-Nov-2017	
		Go To Full W	/orklist			

5. This is the Closed Early notification message



If you have been awarded the tender, you will be receiving the final Purchase Order or Contract through ENEC Procurement

In case of any issues, please contact:

iservices@enec.gov.abudhabi



6. E-Invoicing (Sending and Managing Invoices online)

1. Login with your Username and Password

ORACLE		
	User Name	
	Password	
	Login Cancel	
	Forgot your User Name or Password	
	Register here	
	Accessibility None	
	Language	
	English V	

- 2. Click on ENEC Supplier and
- 3. Click on Home Page

ة النووية Emirates I	مۇسىسة الإمارات لىلحاقئ Nuclear Energy Corporation E-Business S	uite		0	*	٢	↓ <mark>73</mark>	I	Logged In As
			Search Page	_					
			ENEC Sourcing Supplier						
	Announcement Welcome to Oracle E-Business Suite!	2	ENEC Supplier	_	Home	Page	A	•	3
	The Emirates Nuclear Energy Corporation (ENEC) is leading the development of the United Arab Emirates' (UAE) Peaceful Nuclear Energy Program and building the country's first nuclear energy plant.		/						3
							•	•	



4. Click on Invoices link

▼ III	Agreements
▼ III	
	Purchase Orders
Date 🗠	Purchase History
sure Undertaking (NDU) has been expired for one month 07-Nov-	w-2017 07:01:47 Invoices
Q 318171 (Test rfq 27-Oct2) 06-Nov-	w-2017 16:20:56
Q 318168 (Test rfq 27-Oct2) 06-Nov-	v-2017 15:40:56 Invoices
Q 315161-2 (Test rfq 27-Oct2) 02-Nov-	vv-2017 14:13:39
Q 315162 (Test rfq D1-Nov1) D1-Nov-	w-2017 19:09:37 4

5. To submit a new invoice, click on Create Invoices

طاقة النووية Emirates Nucles				iSupp	lier P	ortal					â	\otimes	*	\$ ↓ ⁷³ ∣
Supplier Home	Orders	Finance	Administra	ation										
Create Invoices Supplier Home View Invo	5	Invoices												
Simple Sea	arch													
Invoice N	umber								Pay	ment Statu	s	~		
PO N	umber							li li	nvoice Ar	mount From	n		То	
Release N		(example : 12	34)							nt Due Fron			То	
Release N		(example : 12	34-2)							e Date Fron			То	Ē
Payment N	umber								Due	e Date Fron	n (23-Oct	- <i>2017)</i> (То	Ċœ
Invoice	Status G	o Clear	v											
1 2														
Invoice	Invoid Date	е Туре	Currency	Amount	Due	Status	On Hold	Payment Status	Due Date		PO Number	Receipt	Attachme	Cancel/Reject Reason
No search conducted.														



مؤسسة الإمارات للطاقة النووية

upplier Home Orders	Finance Administration								6
Create Invoices Vie	w Invoices								
Invoice Actions								Create	Invoice With a PO V Go
Search									
Note that the search is ca	ise insensitive								
Supplier	Injazat Data Systems		Purchase Order Number						
Invoice Number			Invoice Amount						
Invoice Date From	(23-Oct-2017) 🚯		Invoice Date To	6e					
Invoice Status	v		Currency						
G	o Clear								
X250-									
Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted									

- 7. Enter the Purchase Order Number (PO) or Task Order Number (TO) against which you want to create invoice
- 8. Click Go

Create Invoices Mew In	nvoices										
nvoice Actions									Create Invo	ice With a PO	G
Search				7							
vote that the search is case	insensitive		-								
Supplier Inja	izat Data Systems		Purchase Order Number	12902-3	*						
Invoice Number			Invoice Amount								
Invoice Date From (2.	1-Oct-2017) 1%		Invoice Date To		74						
Invoice Status	×		Currency								
Go	Clear										
12 B 0 . m											
Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amou	int Purchase	Order	Status	Withdraw	Cancel	Update	View Attachments	
to search conducted.											

9. You will see a list of all the PO lines which are available for invoicing. Select the PO/TO line number(s) you want to invoice against

Supplier H	Iome Orders	Finance	Administra	tion															
Create In	invoices M	lew Invoice	-																
										_	n						-0		
		Purchase	Orders			Def	tails			Mana	ge Tax					Re	view and Submit		
Creat	te Invoice:	Purch	ase Orde	ers													Cance	Step 1 of	4 Next
Search	h																	Advanced	Search
Note that	it the search is o	ase insen	stive																
	Purchase Or	der Numb	er 12902-3																
	Purchase	Order Da	te (23-0cf.	2017) 📬															
		Buy	ver	3	9														
	6	Organizati	0.010		q														
			Go	9															
Select 1	items: Add to	o Invoice	122																
P	PO Number 🔻	Lino	Shipment 🗠	Item Description	Receipt Number (GRN)	Receipt Status	item Number	Supplier Item Number	Ordered	Can be Invoiced	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization 🗠	Packing Slip	Waybill
	12902-3	3	4	Phase 2 Hosting Services	22911	Approved			12	1	1	0	Monthly	91200	AED	ENEC Ship To Location (Masdar)	ENEC Corporate Operating Unit		
<																			>

Note: While selecting the PO/TO number(s) ensure the following:

Page | 36

For Official Use Only (FOUO)



- The PO/TO number which you want to invoice is unique. You cannot select two different PO/TO numbers to create one invoice. For example, if you have a PO number 123XXX and another PO 123YYY for which you want to create invoice, you cannot choose these two different POs to create one invoice.
- The "Receipt Status" of each PO/TO line which you have selected should have the same status. For example, in the screenshot above you cannot select line number 2 and 3 of the selected PO because the "Receipt Status" of the two lines is different. In order to be included in one invoice, all selected lines of a particular PO/TO must have the same "Receipt Status".

Page | 37



10. Click Next

Create In	nvoices Vi	ew Invoice	88																
		Purchase				Det				-							view and Submit		
00000-00						Des	313			Marta	ge Tax					ISEN	new and Submit		
Creat	e Invoice:	Purch	hase Orde	ers													Cance	Step 1 of	Next
Search	h																	Advanced	Search
Note that	t the search is c	ase inser	sitive																
	Purchase Or	der Numl	ber 12902-3																
			ter 12902-3 ate (23-Oct.																
			ate (23-Oct-		9,														
	Purchase	Order D	ate (23-Oct. ver	2017) taj	d, d														
	Purchase	Order D Bu	ate (23-Oct-	2017) taj															
Select I	Purchase	e Order D Bu Organizati	ate (23-Oct- yer ion Go C	2017) taji Si															
	Purchase	r Order D Buy Organizati o Invoice	ate (23-Oct. yer ion Go C	2017) (b ₀) 3 3ear 8 (() • (1) •		Receipt Status	item Number	Supplier Item Number	Ordered	Can be Invoiced	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization 🗠	Packing	
_ P	Purchase (Nems: Add b	r Order D Buy Organizati o Invoice	ate (23-Oct. yer ion Go C	2017) 14 3 Jear 2 10 + 111 + 1 10 + 111 +	Receipt Number	Receipt Status Approved		Item	Ordered	Can be Invoiced	Received	Invoiced	UOM Monthly			ENEC Ship	1	Packing Slip	

- 11. Fill all mandatory fields of the invoice details as listed below:
 - (a) Select the correct **Remit To** address
 - (b) Select the correct Remit To Bank Account. In case you want to change or add a new bank account to you profile, follow the instruction on "Setting Up Bank Account Information" which is provided on page 48 of this guide.
 - (c) Write the correct **Invoice Number**. The Invoice number should be same as the attached scanned invoice which you will attach in attachment section as indicated in point (f) below
 - (d) Select the Invoice Date on which you are raising the invoice.
 - (e) In the **Invoice Description** box, provide a detailed description of the Invoice. The description of the invoice should match the PO/TO description against which you are raising the invoice.
 - (f) Click on Add to attach all relevant attachments for this invoice.

Note:

It is mandatory to attach Service Acceptance Certificate for the invoice which you are raising. Apart from Service Acceptance Certificate you need to attach at least one of the below listed documents:

- Scanned copy of invoice including bank details matching the selected PO lines in the system
- Approved Task Order and GRN (if any)
- Completion Certificate or Delivery Note (signed by End User)
- Approved Timesheet
- Other applicable documents



Purchase Orders	Details	Manage Tax	Review and Submit
Create Invoice: Details			Cancel Back Step 2 of 4 Nex
Indicates required field			
Note: Service Acceptance Certificate (as per approved format and signed I	by Supplier authorized person and Contract A	dministrator) along with one of the below supporting documents	s are required to be attached to process invoices for payment:
Scanned copy of Invoice, including bank details, matching the select Approved Task Order and SAR (if any) Completion Certificate or Delivery Note (signed by End User) Timesheet (approved/signed) Other If applicable	teo Polines in the system		
Supplier		Invoice	
* Supplier Injazat Data System	ns	* Invoice Number	(c)
Tax Paver ID		Invoice Received Date	07-Nov-2017
Remit To	(a)		(23-Oct-2017) 😘 👘 (d)
Address * Remit To Bank Account	(b)	Invoice Type	
Unique Remittance Identifier	()	Currency * Involve Description	(e)
Remittance Check Digit		* Invoice Description	(e)
		Context	⊻
		Is Equivalent Payment	Q,
			Attachment None Add (f)

12. Once you click on **Add**, a new Window will open where you can attach relevant documents which will enable processing of your invoice. It is mandatory to attach invoice soft copy by selecting "**Only Invoice Scan Copy**". Please note that you can attach only one copy of your invoice. Attaching of multiple invoices are not allowed.

upplier Home Orders Finance	Administration	
Create Invoices View Invoices		
Finance: Create Invoices >		
Add Attachment		
Personalize "AK Attach Upload"		
Attachment Summary Info	mation	
	Title	
	Description	^
		\sim
	Category From Supplier Only Invoice Scan Copy	
		12

 Once you fill in all mandatory requirements and attach all relevant attachments as mentioned in step 11 above, click Next Page | 39



0						
Purchase Orders		Details	Manage Tax	R	wiew and Submit	
Confirmation						
ttachment fnd_gfm_3857140 tsv has been	n added successfully but not con	nmitted; it would be committed w	hen you commit the rest of the current transaction.			1
ate Invoice: Details					Cancel Back Step 2 of 4	Next
licates required field						
 Approved Task Order and GRN (if any) Completion Certificate or Delivery Note (sign Timesheet (approved/signed) Other if applicable 	ned by End User)	s in the system				
 Completion Certificate or Delivery Note (sign Timesheet (approved/signed) 	ined by End User)		Invoice			
Completion Centricate or Delivery Note (sign Transcheed (signoved/signed) Other if applicable	ined by End User) Injazat Data Systems		Invoice	Test0011		
 Completion Certificate or Delivery Note (signed) Other if applicable Other if applicable Supplier Supplier 	Injazat Data Systems					
Competence Conflicate or Detrivery Note (sign Timesheet space-well/signed) Other if applicable Tax Payor ID * Remit To * Remit To			* Invoice Number	08-Nov-2017 08-Nov-2017 5		
 Comparison Centrificate or Delivery Note (sign) Other if applicable Other if applicable Supplier Tax Payer (D) Remit To Address 	Injazet Data Systems ABU DHABI J/ Q		" Invoice Number Invoice Received Date "Invoice Date Invoice Type	08-Nov-2017 08-Nov-2017 % Invoice 🔽		
Comparison Centrificate or Delivery Noise (sign Timesheer (spores/sligned) Other if applicable Supplier Tax Payer ID * Remit To Address * Remit To tlank Account	Injazat Data Systems		 Invoice Number Invoice Received Date Invoice Date Invoice Type Current 	08-Nov-2017 08-Nov-2017 Invoice		
Competitions Centrificate or Delivery Noise (sig Transport (page-ord/liganest) Other if applicable Tax Payor ID Remit To Address Remit To Hark Account Unique Remittance Mentifier	Injazat Data Systems ABU DHABI Q 777-100-1021342-019 Q		" Invoice Number Invoice Received Date "Invoice Date Invoice Type	08-Nov-2017 08-Nov-2017 Invoice	0	
Comparison Centrificate or Delivery Noise (sign Timesheer (spores/sligned) Other if applicable Supplier Tax Payer ID * Remit To Address * Remit To tlank Account	Injazat Data Systems ABU DHABI Q 777-100-1021342-019 Q		 Invoice Number Invoice Received Date Invoice Date Invoice Type Current 	08-Nov-2017 56 Invoice S AED E-Invoicing		

14. Review your invoice information to ensure that the calculated total and/or quantity total matches the totals on the documents attached in Step 11. Click **Submit**

Purchase Orders		Details		Manage Tax			eview and Submit	14
Create Invoice: Manage Tax		Details		wanaye rax		Cano		lext Subr
-								
Supplier			1	nvoice				
* Supplier	Injazat Data Systems				* Invoice Number	Test0811		
Tax Payer ID					* Invoice Date	08-Nov-2017		
* Remit To	ABU DHABI				Invoice Type	Standard		
Address	PO Box 8230 Abu Dhabi				* Currency	AED		
Remit To Bank Account	777-100-1021342-019			li li	nvoice Description	E-Invoicing		
Unique Remittance Identifier						Is Equivalent Payment		
Remittance Check Digit						Attachment	Attachment List	
Customer								
* Custom	er Tax Payer ID 1111							
	ustomer Name ENEC Cor	porate Legal Entity						
	Address Khalidia A	bu Dhabi 44442						
Summary Tax Lines								
,								
Calculate								
📜 2º 🖻 🌣 🗕 💷								
Summary Tax Line Number Tax Regime	Code Tax Tax Status Co	de Tax Jurisdiction Cod	le Tax Rate Code	Tax Rate Tax Amount	Line Status			
No results found.								



12. In case of suppliers who are outside United Arab Emirates/Saudi Arabia, once they complete step 11 and if they get below error, supplier needs to cancel the invoice and create new invoice.

Purchase Orders	Details	Manage Tax	Review and Submit
3 Error			
Row 2 Error - A summary tax line already exists with this c Create Invoice: Manage Tax	ombination of tax regime code, tax, tax status code, and tax ra	ate code. Please select a different combination to create the summ	Cancel Save Back Step 3 of 4 Negt Subg
Supplier		Invoice	
* Supplier World Tax Payer ID * Remit To ENC Address Londo Remit To Bank Unique Remittance Monthler Remittance Monthler Remittance Check Digit Customer	n London London United Kingdom	* Invo Invo * c	Number TEST-01 cc Date 30-5ep-2018 cc Date 30-5ep-2018 urrency AIID cription test Is Equivalent Payment Attachment Attachment List
* Customer Ta	Payer ID 1111 ENEC Corporate Legal Entry Address Khalidia Abu Dhabi 44442 A[]		

15. You will receive a notification that your invoice have been created. You can print the invoice for your records by clicking on **Printable Page** or if you want to create another invoice click on **Create Another**.

	Pure	hase Orders		Details	Manage Tax		Re	view and 5	ubmit	
Confirmati					ber for this invoice is the invoice number. You					
Invoice: Te			counts Payable department of	tos-Nov-2017. The continuation num	ber tor this invoice is the invoice number, You	can query le	s status by using bearen i	-		reate Anothe
Supplier					Invoice					
U	Inique Rei	Tax Payer * Remit T Addres	ABU DHABI IN PO Box 8230 Abu Dhabi Int 777-100-1021342-019 Int		* inv	oice Date oice Type Currency escription		Attachme	nt List	
Customer										
		* Custo	mer Tax Payer ID 1111 Customer Name ENEC Cor Address Khalidia At							
Items										
1260	• .									
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Qua	ntity To Invoice	UOM	Unit Price	Amou
12902-3	3	4	Phase 2 -Hosting Services		ENEC Ship To Location (Masdar)			Monthly	91200	91,200



16. To see the status of your invoices, go back to your Home Page, click on **ENEC Supplier** and then click on **Home Page**.

Search Page Chronement Welcome to Oracle E-Business Suite! The Emirates Nuclear Energy Corporation (ENEC) is leading the development of the United Arab Emirates' (UAE) Peaceful Nuclear Energy Program and building the country's first nuclear energy plant.	الـنـوويـة Emirates	مؤسسة الإمارات للطاقة Nuclear Energy Corporation E-Business S	Suite		\otimes	\star	٥	↓ ⁷³	Logged in A
Announcement Welcome to Oracle E-Business Suite! The Emirates Nuclear Energy Corporation (ENEC) is leading the development of the United Arab Emirates' (UAE) Peaceful Nuclear Energy Program and building the country's first nuclear energy plant.				Search Page					
		Welcome to Oracle E-Business Suite! The Emirates Nuclear Energy Corporation (ENEC) is leading the development of the United Arab Emirates" (UAE) Peaceful Nuclear Energy Program and building the country's					Page	* *	
					Ŀ			<u>•</u> •	

17. Click on Invoices

ier Home Order	s Finance Administration			
Search PO Num	liber V Go			
Notificat	ions			Orders
		Full List		Agreements
💢 😂 🗟 🔅	▼ III			Purchase Orders
Subject			Date 🛆	Purchase History
Closed Early: RFC	2 315163-2 (Test rfq 27-Oct3)		01-Nov-2017 18:43:44	Invoices
Sent: Online Disci	ussion Message for RFQ 316166 (Legal Adviser – Intellectual Property – Registration ar	nd Protection)	29-Oct-2017 09:54:38	
Sent: Online Disci	ussion Message for RFQ 316166 (Legal Adviser – Intellectual Property – Registration ar	nd Protection)	29-Oct-2017 09:19:35	Invoices
Closed Early: RFC	2 316166 (Legal Adviser – Intellectual Property – Registration and Protection)		28-Oct-2017 18:37:37	
Closed Early: RFC	2 315166 (Legal Adviser – Intellectual Property – Registration and Protection)		28-Oct-2017 16:45:19	
Orders A	t A Glance			15
		Full List		
X 2				
PO Number	Description	Order Da	ite	
12584-210	ICT Staffing Services (Time and Material) ICT-CON-14-019-01	30-Aug-2	017 10:50:40	

18. Enter your **Invoice Number** to search for a specific invoice, or leave it empty if you want to view details of all your submitted invoices.



Supplier Home	Orders F	inance	Administra	ation													
create Invoices	View In	voices															
Supplier Home	>																
View Invo	ices																Export
Simple Sea	arch															Adv	anced Search
Invoice N	umber							Pay	ment Statu	IS	~						
PO N	umber				16			Invoice A	mount Fro	m		То					
Release N		ample : 12	34)						nt Due Fro			То					
Release N		ample : 12	34-2)						e Date Fro			ο To	6				
Payment N								Du	e Date Fro	m (24-Oci	t-2017) (💩 То	C ₀				
Invoice	Status		~														
	Go	Clear															
X 2																	
Invoice	Invoice Date	Туре	Currency	Amount	Due Statu	s <mark>On</mark> Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments	Cancel/Reject Reason	Remit-to Supplier	Remit-to Supplier Site	Discount Date	Available Discount
No search																	

19. Click Go

Supplier Home C	vders F	inance A	ministration												
Supplier Home	View Im	voices													
View Invoid	es														Export
Simple Sear	ch													Adv	anced Search
Invoice Nur	nber					Pa	yment Stat	15	~						
PO Nur	nber					Invoice J	Amount Fro	m		To					
		eviple (1234)				Amor	int Due Fro	m		To					
Release Nur		avela : 1234.7				Invoi	ce Date Fro	m	t	b To	tio				
Payment Nur		1234-2				D	ue Date Fro	m (24-0a	1-2017) 1	o To	Fe				
Invoice St			1												
		Clear	<u>e</u>												
H C				17											
Invoice	Invoice Date	Type Cu	rrency Amount Du		Payment Status	Due Date	Paymen	PO Number	Receipt	Attachmen	ts Cancel/Reject Reason	Remit-to Supplier	Remit-to Supplier Site	Discount Date	Available
No search conducted.															

20. You will be able to see the status and details of all your invoices.

Supplier Home	Orders	Finar	nce Adr	ninistration															
Create Invoice	s Viev	v Invoic	es																
View Inv	oices																		Export
Simple Se	earch																	Advanc	ed Search
Invoice	Number	Test08	311						Pay	ment St	atus	~	•						
PO	Number								Invoice Ar	nount F	rom			То					
Poloaso	Number	(example	e : 1234)							nt Due F				То					
Release		(example	e : 1234-2)							e Date F			6 T		6				
Payment									Due	e Date F	rom (24-	Oct-2017)	6 T	0	6				
Invoic	e Status		~																
	G	Go Cl	ear																
X 2																			
Invoice 🗠	Invoice D	ate 🛆	Туре	Currency	Amount	Due	Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receip	t Attachments	Cancel/Reject Reason	Remit-to Supplier	Remit-to Supplier Site	Discount Date 🛆	Available Discount
Test0811	08-Nov-20	17	Standard	AED	91,200.00	91,200.00	In- Process		Not Paid	23- DEC- 2017		12902-3	22911	ŵ					



7. VAT Profile Maintenance (For UAE Suppliers Only)

01. Login with your Username and Password

ORACLE		
	User Name	
	Password	
	Login Cancel	
	Forgot your User Name or Password	
	<u>Register here</u>	
	Accessibility	
	None	
	Language	
	English 🗸	

- 02. Click on ENEC Supplier and
- 03. Click on Home Page

ة الـنووية Emirates I	مؤسسة الإمارات للطاقا Nuclear Energy Corporation E-Business Si	uite		\odot	*	¢	↓ ⁷³		Logged In A
			Search Page						
			ENEC Sourcing Supplier		_				
	Announcement Welcome to Oracle E-Business Suite!	2	ENEC Supplier				—		
	The Emirates Nuclear Energy Corporation				Home	Page			3
	(ENEC) is leading the development of the United Arab Emirates' (UAE) Peaceful Nuclear Energy Program and building the country's first nuclear energy plant.								
			1						
							•	•	

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En	nirates	s Nucle	ar En	ergy C	orpo	ration

04. Click on Administration Tab

05. Click on Organization Tab

Profile Management				
General	Organization		4	Cancej
Company Profile	D-U-N-S Number		Chief Executive Name	
Organization	Legal Structure	11 P. 11	Chief Executive Title	
Address Book	Principal Name Year Established		Principal Title	
	Incorporation Year		- integra inte	
Contect Directory	Control Year			
Business Classifications	Mission Statement	~		
Product & Services		~		
Payment & Invoicing	Total Employees			
Surveys	Organization Tot	4	Corporate Total	
	Organization Total Typ	• •	Corporate Total Type	V
	Tax and Financial Info	mation		
	below.	ect a Registration Status. If		" then attach the VAT Tax Registration Number (TRN) Certificate in "General tab > Attachment" section and enter the TRN in the Tax Registration Num
	Analysis Year		Taxpayer ID	
	Currency Preference Fiscal Year End		9. Registration Status Tax Registration Num	
	Traval Train Crist	Federal Agency	Tax meganinesi mun	Please enter UAE WAT Reportation number.
			Annual Revenue	
			Potential Revenue	For next facal year
1				For two ones pain

06. Select Registration Status

a. **Applicable**: For any UAE suppliers who is registered under VAT as per FTA guidelines

b. Not Applicable: For any UAE suppliers who is not registered under VAT

ofile Management						
Jeneral	Organization					Cancel Save
Company Profile	D-U-N-5 Number		Chief Executive Name			
Organization	Legal Structure)/ Q,	Chief Executive Title			
Address Book	Year Established		Principal Title			
0.0000000000000000000000000000000000000	Incorporation Year					
Contact Directory	Control Year					
Business Classifications	Mission Statement	~				
Product & Services		~				
Payment & Invoicing	Total Employees					
Surveys	Organization Total		Corporate Total			
	Organization Total Type	Y	Corporate Total Type	Y		
	Tax and Financial Informat	tion				
	UAE-based suppliers must select a libelow.	Registration Status. If t	he Registration Status is "Applicable" (en attach the VAT Tax Registration Numb	er (TRN) Certificate in "General tab > Attachmen	" section and enter the TRN in the Tax Registration Num field
	Analysis Year		Taspayer ID			
	Currency Preference	11 N		oplicable of Applicable		
	Fiscal Year End	~	Tax Registration Num	and the second se		
		Federal Agency	Annual Revenue	ease enter UAE VAT Registration number.	6	
			Potential Revenue			
				r next fiscal year.		

- 07. If Status is selected as Applicable than, entering Tax Registration Number is mandatory.
- 08. Enter your **15-digit** Tax Registration Number in the next field.
- 09. Click on Save button to save the details



rofile Management									
General	Organization								Cancel S
Company Profile	D-U-N-S Number		Chief Executive Name						
Organization	Legal Structure Principal Name	<u>⊿</u> Q,	Chief Executive Title						
Address Book	Year Established		Principal Title						
Contact Directory	Incorporation Year Control Year								
Business Classifications	Mission Statement	^							9
Product & Services		\sim							
Payment & Invoicing	Total Employees								
Surveys	Organization Tota	al	Corporate Total						
	Organization Total Typ	e 🗸	Corporate Total Type	~					
	Tax and Financial Infor	rmation							
	UAE-based suppliers must selv below.	ect a Registration Status. If the	Registration Status is "Applicab	le" then attach the VAT	Tax Registration Num	nber (TRN) Certificate	in "General tab > Attach	ment" section and enter the T	RN in the Tax Registration Num fie
	Analysis Year		Taxpayer ID						
	Currency Preference	<u>ا</u> م	Registration Status	Applicable 🔽					
	Fiscal Year End	×	Tax Registration Num		-				
		Eederal Agency		Please enter UAE VAT R	gistration number.				
			Annual Revenue				8		
			Potential Revenue	For next fiscal year.					

- 10. Confirmation message will appear saying "Changes to Organization have been saved"
- 11. Note the Red colour line under Tax and Financial Information section which clearly states "UAE -based suppliers must select a registration status. If the registration status is "Applicable" then attach the VAT Tax registration number (TRN) certificate in General tab > Attachment " section and enter the TRN in the tax registration Num field below."

ofile Management					
Seneral	Confirmation				
and a second	Changes to Organization have	been saved		<u> </u>	
Company Profile	Organization				Cancel §
Organization				10	
	D-U-N-S Number		Chief Executive Name		
Address Book	Legal Structure	y 9.	Chief Executive Title		
Contact Directory	Principal Name				
20 202 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10 20 10	Year Established		Principal Title		
Business Classifications	Incorporation Year				
Product & Services	Control Year				
	Mission Statement	~			
Payment & Invoiding		~			
Surveys					
1.2	Total Employees				
	Organization Total		Corporate Total		
	Organization Total Type		Corporate Total Type		
			Corporate rotal type		
	Tax and Financial Inform	ation			
	UAI)-based suppliers must select below.	a Registration Status. If	the Registration Status is "Applicabl	then attach the VAT Tax Registration Number (TRN) Certificate in "General tab P	Attachment' section and enter the TRN in the Tax Registration Num f
	Analysis Year		Taxpayer ID		
	Currency Preference	У.	9, Registration Status	Applicable	
	Fiscal Year End	Y	Tax Registration Num		11
		Federal Agency		Please enter UAE VAT Registration number.	
			Annual Revenue		

- 12. If you have selected Applicable as Registration Status, then click on General Tab to attach your VAT Certificate.
- 13. Click on Add Attachment Button



Profile Management												
General	General											
Dompany Proble Organization Address Block Contact Directory Business Classifications	Supplier Registration	Sup Parent Su Parent Sup D	ization Name Evolutionsry piler Number 2223 Adias applier Name piler Namber UNS Number	Systems Consultancy L	LG			x Registration Number Taxpayer ID try of Tax Registration				
	Title	Type	Description	Category	Last Up	dated By	Last Up	odated	Usage		Updat	e Delete
Product & Services	No results found.			10000								
Payment & Invoicing Surveys	Search											
	Note that the search is case in	Ge	2									
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	Title Show More Search Option Add Attachment											
	Title > Show More Search Optio Add Attachment Title 🗠	ns			Description 🕰	Calegory 🛆	Last Updated By 🗠	Last Updated 🛆	Usage 🛆	Update		
	Title Show More Search Option Add Attachment	ns		Type 🛆 File	Description 🗠	Category 🕰 From Suppler	Last Updated By MARIAM.S.ALZAABI	Last Updated da 24-Apr-2016	Usage 🛆 One-Time	Update J	Delete	Publish to Catal
	Title > Show More Search Optio Add Attachment Title 🗠	ns L_Arabic.jpg	13		Description 🗠				-	Update 2 2		
	Title Show More Search Option Add Attachment Title Chamber of Commerce_201	ns I_Arabic.jpg OFILE[1].pdf	nay pdf	File	Description 🗠	From Suppler	MARIAM.S.ALZAABI	24-Apr-2018	One-Time	Update 2 2	Û	

14. Browse your file and click on Apply Button

General	General										
Company Profile			ization Name HANVIT Power, Inc. pplier Number 7870		Tax	Registration Number Taxpayer ID					
Organization			Alias		Count	try of Tax Registration					
			upplier Name								
Address Book			plier Number IUNS Number 000013650								
Contact Directory	Supplier Registration Docum										
Business Classifications	Personalize "Attachments"										
Product & Services	Personalize "Attachments of associated n		Description		Category △	Last Updated By 🛆	Last Updated 🛆				
Banking Details	Certificate of Company Registration	File		sued by National Tax Service(Republic Of KORE		GUEST	27-Sep-2017	Usage One-Time	Update	Delet	
-				sued by National Tax Service(Republic Of KORE					-		
Payment & Invoicing	company brochure	File	Brochur of HANVIT Power Inc.		Miscellaneous	GUEST	27-Sep-2017	One-Time	0	Î	
kurveys f	NDU	File	Non-disclosure undertaking(NDU) Che	sure undertaking(NDU) Cheklist signed by CEO		GUEST	27-Sep-2017	One-Time	0	Û	
	Statement of compliance File		atement of compliance signed by CEO of HANVIT Power Inc.		Miscellaneous	GUEST	27-Sep-2017	One-Time	0	Û	
	Bank details	File	Bank details of HANVIT Power Inc.		Miscellaneous	GUEST	27-Sep-2017	One-Time	0	1	
		sakshi.panditi		14							
	Persc Attachment Type File Sear Title Description Persc Note Category From Sup Tit	plier V sakshi.panditi Cancel	5 Browse		Last Updated Usag	e Vodate	Delete		o Catalog		

15. Confirmation message will appear on the screen. Click on Close button.

	General									
npany Profile		Orga	nization Name HANVIT Power, Inc.		Tao	Registration Number				
spany Profile		54	pplier Number 7870			Taxpayer ID				
rgenization		-	Allas Sopplier Name		Gount	ry of Tax Registration				
stress Book			polier Number							
			DUNS Number 000013650							
ontact Directory	Supplier Registration Docum	ante								
siness Classifications	Supplier Registration Docum	ients								
	Personalize "Attachments" Personalize "Attachments of associated	a								
oduct & Services	Title	Туре	Description 🗠		Category O	Last Updated Dy	Last Updated	Usage 👄	Undate	Delet
rning Details	Certificate of Company Registration	File		ed by National Tax Service/Republic Of KOREA)	Macellaneous	GUEST	27-Sep-2017	One-Time	2	
syment & involsing	company brochure	File	Brochur of HANVIT Power Inc.		Miscellaneous	GUEST	27-Sep-2017	One-Time	2	1
A CONTRACTOR OF	NOU	File	Non-disclosure undertaking(NDU) Chek	Miscelaneous	GUEST	27-Sep-2017	One-Time	2	1	
	Statement of compliance	File	Statement of compliance signed by CEC	of HAMVIT Power Inc.	Miscellaneous	QUEST.	27-Sep-2017	One-Time	2	1
	Bank details	File	Bark details of HANVIT Power Inc.		Miscellaneous	QUEST	27-Sep-2017	One-Time	2	11
	Personalize "Attachmenta"									
	Personalize "Attachmenta" Seal Add Attachment									
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	Sear Add Attachment									
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In case of any issues, please contact:

iservices@enec.gov.abudhabi

Page | 47



8. Setting Up Bank Account Information

01. Login with your Username and Password

ORACLE [.]		
	User Name	
	Password	
	Login Cancel	
	Forgot your User Name or Password	
	Register here	
	Accessibility None	
	Language	
	English	

- 02. Click on ENEC Supplier and
- 03. Click on Home Page

نة النووية Emirates N	مؤسسة الإمارات للطاة uclear Energy Corporation E-Business Si	uite		\otimes	*	٩	↓ ⁷³	Logged In As
			Search Page	Ā				
			ENEC Sourcing Supplier					_
	Announcement Welcome to Oracle E-Business Suite!	2	ENEC Supplier					
	The Emirates Nuclear Energy Corporation				Home I	Page		3
	(IREC) is leading the development of the United Arab Emirates' (UAE) Peaceful Nuclear Energy Program and building the country's first nuclear energy plant.		/				• •	
							<u> </u>	



5. To complete your company's Bank details information, click on **Banking Details** Link available under **Administration** Tab.

ة الزمارات للـطاقة الـنووية Emirates Nuclear Energy Co	Supplier Portal					^ ○ ★	🔅 🥐 Logg
Suppler Home Orders Fin	ance Administration						
Profile Management			- 5				
General	General		Ŭ				
Company Profile Organization Address Book Contact Directory Business Classifications	Supplier Registration Documer	P) Pare	Organization Name Supplier Number Aflas arent Supplier Name nt Supplier Number DUNS Number			Tax Registration Nu Taxpar Country of Tax Registr	er ID
Product & Services Banking Details	Title No results found.	Туре	Description	Category	Last Updated Dy	Last Updated	Usage
Payment & Invasiong Surveys							
	Personalue "Attachments" Search						
	Personalice "Simple Search" Note that the search is case insensitive Title () Show More Search Options	Go					
	Personalize "Atachments of associated reco	ord*					

6. Click on Create

بة الزمارات للطاقة الذورم rirates Nuclear Energy Cor	poration iSupplier Portal					â O	*	0	13	
oplier Home Orders Finan	nge Administration									
Yofile Management										
General	Banking Details									
Company Profile	View General Accounts V Go Personaize Floe Layout STIP Date format example: 27-Feb-2019									
Organization Address Book	Personalize "General Accounts"									
Contact Directory	Details Account Number	IBAN	Currency	Bank Name	Start Date		Sta	rbas		Approval
Business Classifications		6								
Product & Services										
Banking Details										
Payment & Invoicing										
Surveys										



7. Once you click on Create, you will see a new page which will ask to provide your company's banking information.

Admostration: Public Management: Basing Databa > Creates Bank Account * Indiate resure for Personales Table Lyout (Manfale failed) County (Manfale failed) Bank Personales Table Lyout (Manfale failed) Bank Manner Basis Manner	
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Bank Branch Personalise Taine' P	
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Personales "Commette" Node to Boyer	
Attachments	
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8. By default, the selected country is United Arab Emirates. You can change the country if your bank location is outside UAE. To change your company's bank country, click on the **Country** tab and you will be prompted to select country from a list of countries. In this example, the selected country is United Arab Emirates.

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Administration: Profile Management: Banking Details > Create Bank Account						Cancel Save
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Existing Bank	 Existing Branch 					
Bank Name Q	> Show Stanch Datains	Branch Nam Branch Numbe Branch Typ BH Local / Non-Loca Supplier Sit	e ABA C IIII	V	2 ()	
Personalce 'Bank Accourt' Account Number Check Digits					t Name	
Personates "Comments" Note to Buyer						

9. Check "**Account is used for foreign payment**" box if applicable. In this example this box is unchecked.

طروع الماطانة المارية المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالم Emirates Nuclear Energy Corporation		â O	*	ф	1	Logged in As GENEVIVE.PAMUTE@RECRO.NET.COM 📀 🔱
Administration: Profile Management: Banking Details > Create Bank Account						Cancel Save
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Personalize Table Layout (MainTableRN) * Co	Account is used for foreign payments					
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Personalize "Comments" Note to Burger	0					
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10. Enter the Bank Name. Click on the search icon located next to **Bank Name** and search for your Bank.

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Administration Profile Management Barking Details > Create Bank Account		Cancel Save
* Indicates required field		
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Personalize "Sank Account" Account Number Check Digits B&ANijewenddary of Account NuX3	Account Name Currency V Account Status New	
Show Account Details		
Comments		
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Attachments		
Personalize "Attachmente"		

11. Type your Bank name and click **Go.** In this example, selected bank is ADCB.

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Administration Profee Variagement Railing Datas: > Create Bank Account	Search and Select: Bank Name	Cancel Select	Cancel Save
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12. In case your bank name is not listed, check the **New Bank** tab and provide the information in the boxes highlighted with yellow color. In this example, it is assumed that the bank is an existing bank.

قروبية الإصارات للمائقة اليووية Emirates Nuclear Energy Corporation Korpolier Portal		î O ★ 🌣 🧬 I	ڻ و
Administration: Profile Management: Banking Details > Create Bank Account			Cancel Save
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,			
Comments			
Personalize "Comments" Note to Bayer	0		
Attachments			

13. Enter the Branch Name. Click on the search icon located next to **Branch Name** and search your bank's Branch.

inizates Nuclear Energy Corporation K isupplier Portal			ی در ا
Administration: Profile Management Banking Details = Banking Details = Create Bank Account			Cancel Save
Indicates required field			
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Personalize Table Layout: (BankBranchTbiLayoutRN)	Account definition must include bank and branch information.		
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O New Bank	New Branch		
Existing Bank	Existing Branch		
Bank Kame (ACCB) (%) (%) Bank Kamber () \$ Show Bank Datate	► three Drarch Details	Branch Name y Q Branch Nyme (AL ∨) Branch Type (AL	13
Bank Account			
Personatos 'Bank Account' Account Number Check Digits Check Digits IIII ANI(nenndatory if Account In UAR)		Account Name Currency Account Mature New	
Comments			
Personalize "Commenta" Note to Buyer	¢		
Attachments			



14. Click Go. In this example, selected branch is Salam.

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15. In case your bank's branch name is not listed, check the **New Branch** tab and provide the information in the boxes highlighted with yellow color. In this example, it is assumed that the branch name is already existing.

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16. Type the **BIC**

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	Show Branch Details		

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17. Select Local/Non Local. In this example, Local is selected

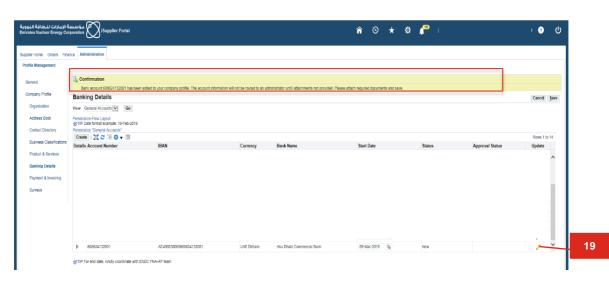
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- 18. Enter the following details and click **Save**
 - a. Account Number
 - b. IBAN (Mandatory if Account is in UAE)
 - c. Account Name
 - d. Currency

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19. You will see a new page with the below message. Click on the update icon, next to the recently added bank account



20. You can see list of attachments which you need to attach to complete your banking details information. Attach all listed attachments by clicking on "**Add**" button, and selecting the correct attachment from your computer

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Registered Suppliers Guide



21. Once you attach all the documents, click **Update** to finish setting up your Banking Account details.

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In case of any problems, the supplier should contact iservices@enec.gov.abudhabi