

دليل تفاوض المورد

Supplier Negotiation Guide

Respond in 5 simple steps!

1



view and accept
negotiation

2



log in
view attachments

3



submit
your questions

4



attach your
proposal

5



input prices +
submit response

Invitation

Accept the invitation

Accept Invitation

then view the RFP/RFQ
by clicking on
[View Negotiation](#)
in the email received

عرض الدعوة

اضغط على قبول الدعوة ثم عرض طلب تقديم عرض
وطلب عرض الأسعار بالضغط على عرض التفاوض
في البريد الإلكتروني المستلم.

Hint: you may refer to the full guidelines at the bottom of this email
ملاحظة: يمكنك الرجوع إلى الإرشادات الكاملة أسفل البريد الإلكتروني

Negotiation Invitation

RFQ for Goods and Services
STC Pay Enterprise

From Purchasing User
RFQ One Stage **131**
Preview 9/14/21 11:20 AM
Opens 9/14/21 11:21 AM
Closes 10/29/21 9:26 AM

Accept Invitation Decline Invitation

Supplier Supplier
Supplier Site Ad Deriyah
Supplier Contact Supplier Supplier
Acknowledge By 9/17/21 11:20 AM

Accept Invitation Decline Invitation

Assigned to **Supplier Supplier** 9/14/21 11:20 AM
Submitted by **Purchasing User** 9/14/21 11:20 AM

[View Negotiation](#) [In-app notification](#)
[Create New Response](#)
[Acknowledge Participation](#)

Request for proposal

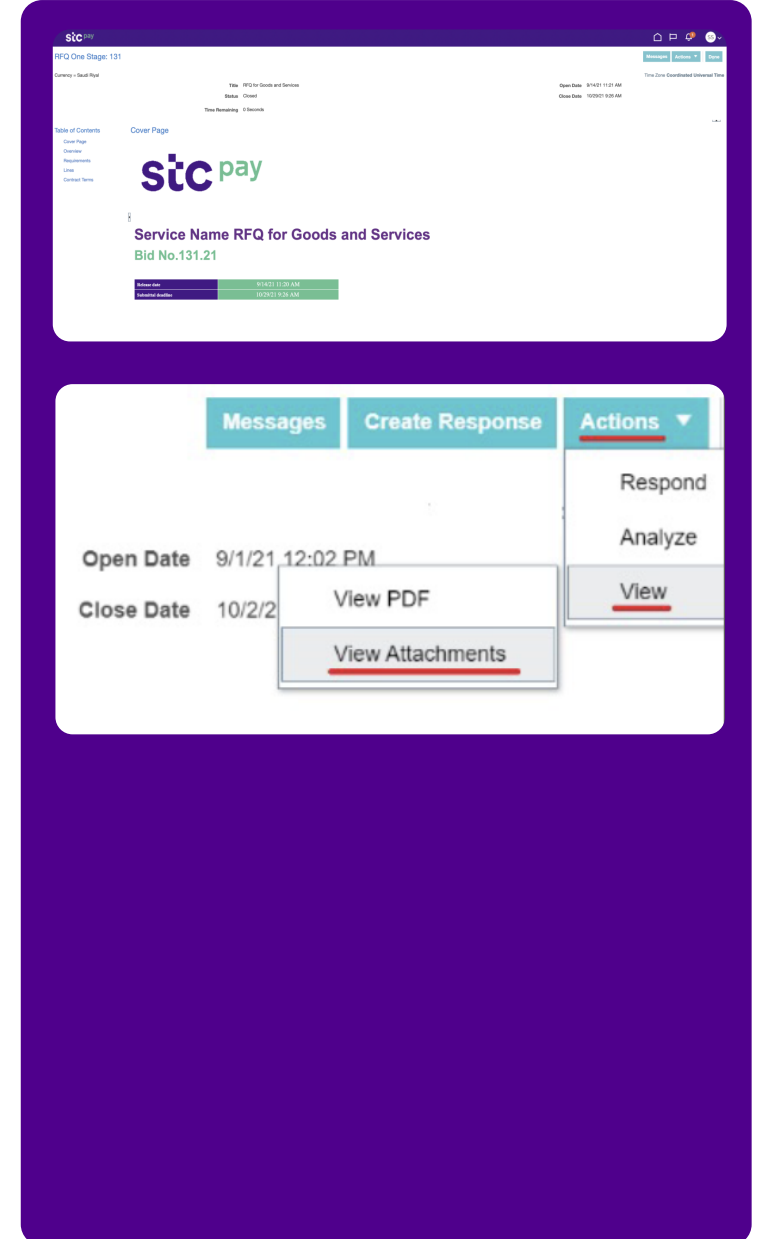
Log in using your portal **username** and **password** received before, then view the RFP/RFQ by clicking on the:

- 1 View PDF to view the RFP/RFQ document
- 2 View attachments (If any)

طلب تقديم عرض

قم بتسجيل الدخول باسم مستخدم البوابة الإلكترونية وكلمة المرور المرسله، ثم قم بعرض **طلب تقديم عرض** و**طلب عرض الأسعار** بالضغط على:

عرض ملف PDF لعرض الطلبات.
عرض المرفقات (إن وجدت).



Messages & inquiries

Submit your questions and inquiries using the messages tab during the preview period.

الرسائل والاستفسارات

قم بإرسال أسئلتك واستفساراتك خلال فترة المعاينة عن طريق الرسائل

Hint: Please stick to the inquiry deadline (if any) mentioned in the email or RFP cover
ملاحظة: يرجى الالتزام بالموعد النهائي المذكور (إن وجد) في البريد الإلكتروني أو على صفحة الغلاف

Creating & submitting a response

Creating a response, then attaching:

A) Financial proposal only in case of RFQ

B) Both technical and financial proposals separately in case of RFP

إنشاء وإرسال الردود

أرسل ردودك عن طريق إنشاء رد ثم إرفاق المقترحات التالية:
العرض المالي فقط في حال طلب عرض الأسعار

العروض الفنية والمالية بشكل منفصل في حال طلب تقديم العرض

Hint: Attach your technical and / commercial proposals separately here under the right category

ملاحظة: أرفق العروض الفنية والتجارية بشكل منفصل

The top screenshot shows the 'Create Response (Quote 17005): Overview' page. The title is 'Office & Furniture' and the close date is '10/2/21 12:02 PM'. The time remaining is '27 Days 1 Hour'. The supplier is 'Supplier', negotiation currency is 'SAR', response currency is 'SAR', price precision is '2 Decimals Maximum', and response valid until is 'midday h:mm a'. The response type is 'Primary' and the reference number is empty. The note to buyer is empty. The attachments are 'None'.

The bottom screenshot shows the 'Create Response (Quote 48004): Overview' page. The title is 'Furniture Project 101' and the close date is '4/13/22 9:36 AM'. The time remaining is '23:46:21'. The supplier is 'Supplier', negotiation currency is 'SAR', response currency is 'SAR', price precision is '2 Decimals Maximum', and response valid until is 'midday h:mm a'. The response type is 'Primary' and the reference number is empty. The note to buyer is empty. The attachments are 'None'. The 'Attachments' dialog box is open, showing a table of attachments:

Category	File Name or URL	Title	Description	Attached By
Technical	Technical Requirements.pdf	Technical Requirements - Quote	Technical Proposal	Supplier Supplier
Commercial	Financial Requirements.pdf	Financial Requirements - Quote	Commercial Proposal	Supplier Supplier

Submitting

Inputting prices, reviewing, and submitting.

تقديم الأسعار

إدخال الأسعار ومراجعتها وتقديمها

Hint: Input prices on all lines / items requested, noting that this is a unit price field
ملاحظة: أدخل التسعيرات في جميع الأسطر المطلوبة، مع الملاحظة أن التسعيرة للوحدة فقط

Pages **Create Response** Actions

Next:

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount
1			+				2,000.00	10	Each	20,000.00

Grand Totals
All response lines except alternate lines are included.
Response Amount 20,000.00

Submit:

Supplier
Negotiation Currency SAR
Response Currency SAR
Price Precision 2 Decimals Maximum
Response Valid Until

Title Office & Furniture
Close Date 10/2/21 12:02 PM

Response Type Primary
Reference Number
Note to Buyer

Attachments None

إذا لديك أي أسئلة أو استفسارات

**if you have further inquiries
please contact:**



procurement@stcpay.com.sa



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