



USER REFERENCE MANUAL

flydubai

Supplier Quote/Response Submission  
Process.

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## Introduction

User reference manual is a document which helps all the suppliers/supplier Users, how to give a response to the RFQ/RFP published by flydubai.

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## Objective

The objective of System Operating Procedure (SOP or DO.060) is to provide hands on to the supplier users to perform day to day activities till they become familiar and convergent with the flydubai processes. This document can be referred by any new user/existing joining in supplier organization as a reference guide to perform how to give response to the rfq/RFP published by flydubai.

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## Approach

This document only covers the process to be adopted or steps to be followed in performing certain activities in Oracle Applications as outlined as below. This document covers aspects such as:

1. Navigation paths in flydubai oracle applications
2. Flow of Inquiry of each process

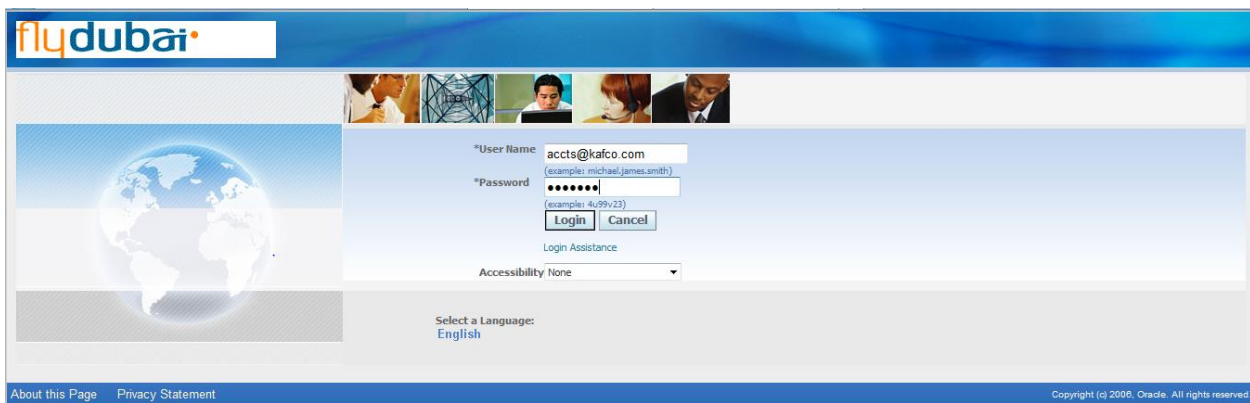
## Process Overview

- **Process Overview:** To respond to an RFQ or RFP the Supplier has to log into Idea applications using the Oracle Applications link provided during the User Id creation.
- The Supplier has to create a quote against RFQ sent by the Buyer
- Login into flydubai Oracle Applications system using the login link User Id and Password Provided. Navigate to Sourcing and Sourcing Home Page
- Open the RFQ/RFP for which to respond. Use action acknowledges participation to send notification to buyer. Use action Create Quote / Create Response to respond
- Once all the data is filled on the header, lines save the data, review the details and then submit.
- On Submit the quote /response shall be available for the Buyer for his review

## Chapter 1 – Supplier logs in to oracle application

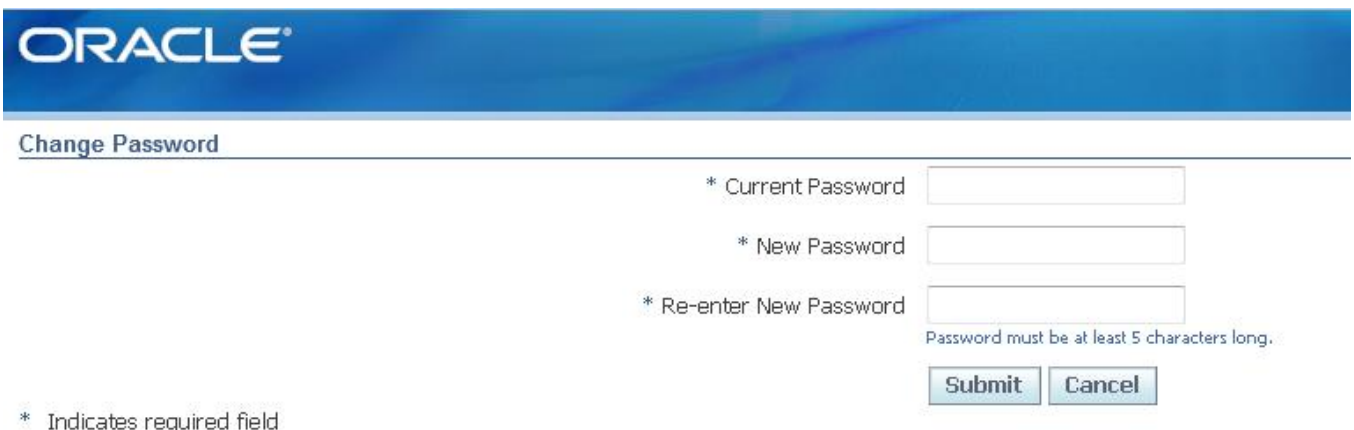
### 1. Oracle Application login

**Step 1:** The Supplier user Logs into Oracle Applications using the URL link provided and the User Name /password provided.



User Name: Enter the user name provided to you

Password: Enter your default Password. The system will insist you to change the password at the first sign on into the application



You can change the password as you wish with minimum of 5 Characters long.

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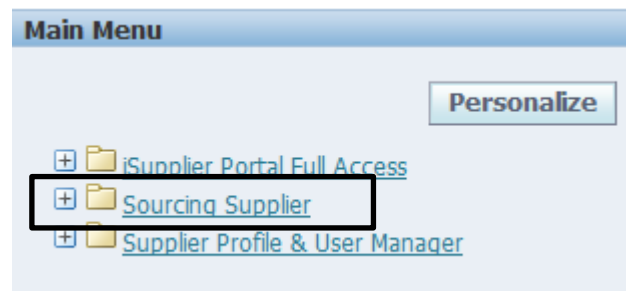
## Chapter 2 – Responsibility Navigations

### 2. Navigating from Login screen to Navigator

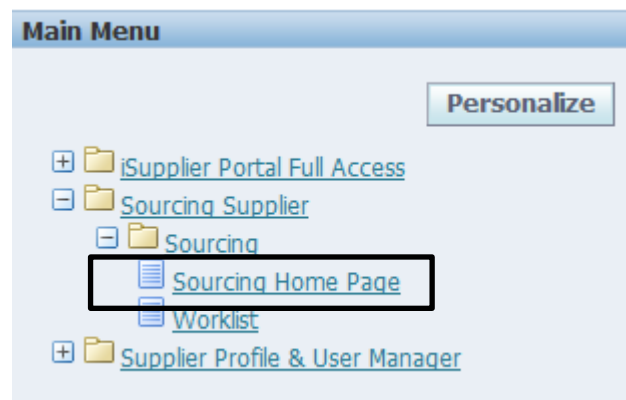
**Step2:** After you log in to the Oracle Applications, your E-Business Suite Home page is displayed.

From here, you can:

- Access Sourcing Supplier responsibility



To view the RFQ's or RFP's to which supplier has to respond, Supplier Navigates to Sourcing Supplier-> Sourcing -> Sourcing Home Page



## Chapter 3- Sourcing Home Page

### 1. Open Invitations

**Step3:** Click the Sourcing Home page. The sourcing dashboard opens up. Under the section Your Company's Open Invitations review the RFP's /RFQ's to which supplier has to respond. Click on the Negotiation Number to create quote or response. Under the section Type the document type RFQ or RFP is specified

The screenshot shows the flydubai Sourcing dashboard. At the top, there is a search bar for 'Open Negotiations' and a 'Go' button. Below this, a welcome message is displayed. The main content area is divided into two sections:

**Your Active and Draft Responses**

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">1</a>	Active	KUWAIT	<a href="#">19</a>	sample RFQ	RFQ	0 seconds		0
<a href="#">2015</a>	Active	KUWAIT	<a href="#">1032</a>	Technical Scoring testing	RFQ	0 seconds		0
<a href="#">2017</a>	Active	KUWAIT	<a href="#">1035</a>	Technical Scoring testing	RFQ	0 seconds		0
<a href="#">2019</a>	Active	KUWAIT	<a href="#">1037</a>	Technical Scoring testing	RFQ	0 seconds		0
<a href="#">3001</a>	Active	KUWAIT	<a href="#">1038</a>	Technical Scoring testing	RFQ	0 seconds		0

**Your Company's Open Invitations**

Supplier Site	Negotiation Number	Title	Type	Time Left
KUWAIT	<a href="#">1046</a>	STAFF TRAVEL SOLUTION - flydub...	RFQ	23 hours 54 minutes
KUWAIT	<a href="#">2042</a>	test	RFI	23 hours 58 minutes

**Quick Links**

Manage	View Responses
<ul style="list-style-type: none"> <li>Drafts</li> <li>Deliverables</li> <li>Personal Information</li> </ul>	<ul style="list-style-type: none"> <li>Active</li> <li>Disqualified</li> <li>Awarded</li> <li>Rejected</li> </ul>

## 2. Acknowledge Participation

**Step4:** Review the entire RFQ by Clicking Header, Lines, and Controls. Select actions Acknowledge Participation to send notification of participation to Buyer that intimates him you are working on RFQ.

Negotiations >  
RFQ: 7051

Action: Acknowledge Participation

Title: STAFF TRAVEL SOLUTION - flydubai  
 Status: Active  
 Time Left: 23:53:22  
 Open Date: 06-May-2014 17:42:51  
 Close Date: 07-May-2014 17:41:41

**Header** | Lines | Controls | Contract Terms

Buyer: BUSTANI, RIZWAN	Outcome: Standard Purchase Order
Quote Style: Blind	Event:
Description:	

**Terms**

Bill-To Address: FZHQ1	Payment Terms:
Ship-To Address: DXB - TERMINAL T2	Carrier:
FOB:	Freight Terms:

**Currency**

RFQ Currency: AED	Price Precision: Any
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**Requirements**

**Details Section**  
No results found.

**Additional Header Attributes (Buyer & Supplier)**



### 3. Create Quote

**Step 5:** To respond to the RFQ or RFP select action Create Quote (Create Response in case of RFP) and Click Go.

The screenshot shows the 'Negotiations' page for RFQ 7051. At the top right, there is an 'Actions' dropdown menu with 'Create Quote' selected and a 'Go' button. The main header area displays the following information:

- Title: STAFF TRAVEL SOLUTION - flydubai
- Status: Active
- Time Left: 23:52:21
- Open Date: 06-May-2014 17:42:51
- Close Date: 07-May-2014 17:41:41

Below the header, there are tabs for 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Header' tab is active and shows:

- Buyer: BUSTANI, RIZWAN
- Quote Style: Blind
- Description:
- Outcome: Standard Purchase Order
- Event:

The 'Terms' section includes:

- Bill-To Address: FZHQ1
- Ship-To Address: DXB - TERMINAL T2
- FOB:
- Payment Terms:
- Carrier:
- Freight Terms:

The 'Currency' section shows:

- RFQ Currency: AED
- Price Precision: Any

There are sections for 'Requirements', 'Details Section' (with 'No results found.'), and 'Additional Header Attributes (Buyer & Supplier)'.

### 4. Terms & Conditions

**Step 6:** The Terms and Conditions Page Opens up. Read the Terms and Conditions and if it is fine Click on “I have read and accepted the terms and conditions” and then Accept to proceed further.

flydubai Sourcing

Navigator Favorites Home Logout Preferences Help Diagnostics

Negotiations

Negotiations >

**Terms and Conditions**

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Cancel Accept

Terms&Conditions for RFI & RFQs

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

\*  I have read and accepted the terms and conditions

Cancel Accept

flydubai Sourcing

Navigator Favorites Home Logout Preferences Help Diagnostics

Negotiations

Negotiations >

**Terms and Conditions**

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**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

\*  I have read and accepted the terms and conditions

## 5. Response to Quote

**Step 7:** In the quote enter the appropriate field's important fields like Quote Valid Until at headers. Respond to the header level requirements as per the questionnaire mentioned. All required attachments shall be attached at headers (Click on Add Attachment button).

The screenshot shows the 'Technical Scoring testing' quote header. The 'Quote Valid Until' field is highlighted with a red box. Below the header, the 'Attachments' section shows an 'Add Attachment...' button, also highlighted with a red box. The 'Requirements' table below has a red box around the 'Technical Evaluation' row.

Focus Title	Target Value	Quote Value	Weight
Technical Evaluation			60
T1			20
T2			30

**Step 7:** In lines click the symbol under Update icon on the line as more information is requested on the line.

The screenshot shows a list of quote lines for 'STAFF TRAVEL SOLUTION - flydubai'. The 'Update' icon (a pencil) is highlighted with a red box for line 1.2 'Administration'. A legend at the bottom indicates that the red circle icon indicates more information is requested.

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Total Score	Unit	Target Quantity	Quote Quantity	Promised Date
1		DXB - TERMINAL T2	Blind					Each			
1.1		DXB - TERMINAL T2	Blind					Each			
1.2		DXB - TERMINAL T2	Blind					Each			
1.3		DXB - TERMINAL T2	Blind					Each			
1.4		DXB - TERMINAL T2	Blind					Each			
1.5		DXB - TERMINAL T2	Blind					Each			
1.6		DXB - TERMINAL T2	Blind					Each			
1.7		DXB - TERMINAL T2	Blind					Each			

Indicates more information requested. Click the Update icon.

**Step 8:** Provide the additional information in the Attribute Parameters requested by Buyer. Provide price factors details requested by Buyer. Response to all the attributes in Quote value field. Specify Note to Buyer or add technical documents using Add Attachments and click Apply.

Home Logout Preferences Help Diagnostics

Navigator Favorites

**Negotiations**

Create Quote 11001: Line 1.1 (RFQ 7051) Line 1.2: Administration Go

Cancel Save Draft Apply

Lot: **RFP FORM T1 - Functional Requirements**  
 Description: **Login**  
 Unit: **Each**  
 Start Price:   
 Target Price:   
 Quote Price:

Close Date: **07-May-2014 17:41:41**  
 Quote Currency: **AED**  
 Rank: **Bfnd**  
 Ship-To: **DXB - TERMINAL T2**  
 Need-By Date:   
 Promised Date:

**Pay Items**  
 ✓TIP Total pay item amount must add up to the line amount.

**Attributes**

Group	Attribute	Attribute Type	Target Value	Quote Value
Critical	The system should be available thru web. This helps the staff to book tickets 24/7 from anywhere.	Required		
Critical	The system should support all internet browsers (IE, Safari, google chrome, firefox)	Required		
Critical	The system should be accessible with High level of security (HTTPS)	Required		
Critical	The system should have the ability to restrict to include login/personal travel/duty travel and class restrictions.	Required		
Critical	The system should provide a snap shot of all eligibility available and availed for a staff. (Eg: available quota for a staff and dependents for the current reporting period and its usage at coupon level,on Annual leave ticket, subload )	Required		
Critical	The system should have/provide User manual/help function/feedback and FAQ online.	Required		
Essential	The system should be accessible using Single sign-on connectivity through active directory (within fz network)	Required		
Essential	The system should be able to accept added level of security which is maintained by users (e.g. PIN code)(outside fz network)	Required		
Essential	The system should have the facility for admin to reset the PIN	Required		
Essential	After reset, the system should prompt the user to reset the PIN	Required		
Desirable	The system should have a message board for any policy changes/promotions/OAL's agreement.	Required		
Desirable	The system should be able to publish Staff travel experiences/recommendations on destinations. This requires admin approval for posting.	Required		

**Notes**  
 Note to Buyer:

**Attachments**  
 Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Step 9:** The Create Quote page appears again. Click Save Draft and then Click Continue

Negotiations

Negotiations > RFQ: 7051 >

Create Quote: 11001 (RFQ 7051)

Title: [STAFF TRAVEL SOLUTION - flydubai](#)

Time Left: **23:32:01**  
Close Date: 07-May-2014 17:41:41

**Header** | **Lines**

Supplier: AL TAMIMI & COMPANY ADVOCATES AND LEGAL CONSULTANTS`  
 Supplier Site: DXBSZR - Building 4, 6th Floor, SHeik Zayed Road Dubai, DXB, 43353AE  
 RFQ Currency: AED  
 Quote Currency: AED  
 Price Precision: Any

Quote Valid Until:    
(example: 21-Apr-2014)

Reference Number:

Note to Buyer:

**Attachments**

**TIP** Attach additional information such as scope of works, specifications, drawings or other relevant information pertaining to your request here if deemed necessary to further clarify you

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Contract Terms**

**Variables**

Details	Section	Clause	Variable	Description	Value
No variables found.					

**Step 10:** Review the details on Header and Lines and Click Submit. On Clicking Submit the quote is visible to the Buyer for review.

**Negotiations**

Negotiations > RFQ: 7051 >

Create Quote 11001: Review and Submit (RFQ 7051)

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**Header**

Title <b>STAFF TRAVEL SOLUTION - flydubai</b> Supplier <b>AL TAMIMI &amp; COMPANY ADVOCATES AND LEGAL CONSULTANTS</b> Supplier Site <b>DXBSZR</b> RFQ Currency <b>AED</b> Quote Currency <b>AED</b> Price Precision <b>Any</b>	Time Left <b>23:23:36</b> Close Date <b>07-May-2014 17:41:41</b> Quote Valid Until Reference Number Note to Buyer
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**Attachments**

✓ **TIP** \*Attach additional information such as scope of works, specifications, drawings or other relevant information pertaining to your request here if deemed necessary to further clarify you

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Requirements**

**Details Section**

No results found.

**Contract Terms**

**Variables**