



ERP .Supplier Guidelines:

Supplier Portal – Submit a quotation online.

SUPPLIER PORTAL

- **Supplier Portal :**
Submit a quotation online.

الشركة الوطنية للإسكان
National Housing Company

— NHC —



LOGIN



SIGN IN
ORACLE APPLICATIONS CLOUD

supplier_user|

Enter Username

.....

Enter Password

[Forgot Password](#)

Sign In

English

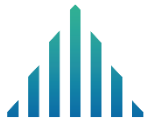
ORACLE

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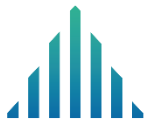
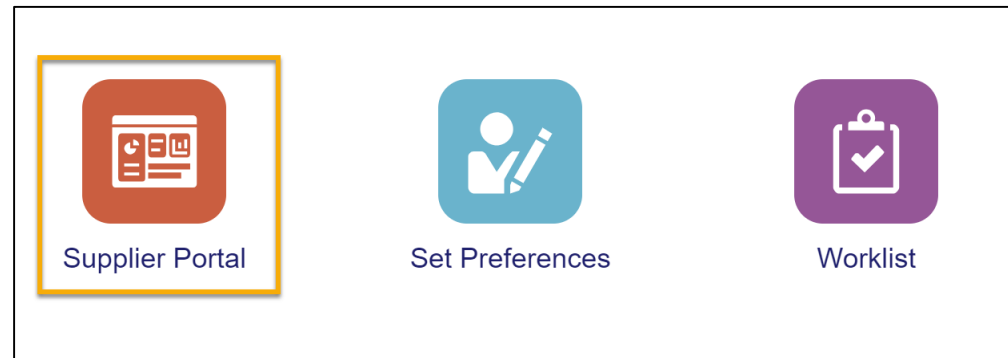
Note:
You can choose the
desired language.

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NHC



OPEN THE “SUPPLIER PORTAL” FUNCTION TO START CREATING A QUOTATION



YOU CAN EITHER SEARCH FOR A SPECIFIC NEGOTIATION FROM THE 'SEARCH BOX', OR REFER TO THE 'REQUIRING ATTENTION BOX' TO FIND ALL OPENING NEGOTIATIONS.

Supplier Portal

Search Negotiations Negotiation Number

Enter negotiation number or negotiation title

Tasks

Negotiations

- View Active Negotiations
- Manage Responses

Requiring Attention

5

1

4

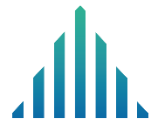
■ Negotiation Responses ■ Negotiations Closing Soon

Recent Activity
Last 30 Days

No data available

Supplier News

Refer to this box for all open negotiations



AFTER SEARCHING FOR NEGOTIATION CLICK ON 'CREATE RESPONSE' TO CREATE A QUOTE FOR THE NEGOTIATION.

The screenshot displays the NHC portal interface for an RFQ. At the top left, the NHC logo and name are visible. The RFQ ID is 319000056, and the currency is Saudi Riyal. The title of the RFQ is 'Maintanance and development'. The status is 'Active (Locked)', and the time remaining is '2 Days 6 Hours'. The 'Create Response' button is highlighted with a green box, and a mouse cursor is pointing at it. Other buttons include 'Messages', 'Actions', and 'Done'. The 'Open Date' is 24/03/19 08:27 PM, and the 'Close Date' is 27/03/19 08:22 PM. The time zone is Arabia Standard Time. On the left, there is a 'Table of Contents' with links for 'Overview', 'Requirements', and 'Lines'. The 'Overview' section is expanded, showing 'General' and 'Terms' sub-sections. The 'Buyer' is 'Procurement_user', the 'Outcome' is 'Purchase Order', and the 'Attachments' are 'None'.

RFQ: 319000056

Currency = Saudi Riyal

Title Maintanance and development

Status Active (Locked)

Time Remaining 2 Days 6 Hours

Messages Create Response Actions Done

Open Date 24/03/19 08:27 PM

Close Date 27/03/19 08:22 PM

Time Zone Arabia Standard Time

Table of Contents

Overview

Overview

Requirements

Lines

Expand All

► General

► Terms

Title Maintanance and development

Synopsis

Unlocked By

Unlocked Date

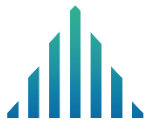
Buyer Procurement_user

Outcome Purchase Order

Unsealed By

Unsealed Date

Attachments None



IN THE OVERVIEW SCREEN, ENTER QUOTE VALIDITY DATE THEN, CLICK NEXT.

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Home Flag 2 SU

1 - 2 - 3 - 4
Overvi... Requir... Lines Review

Create Response (Quote 11002): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 25/03/19 03:04 PM
Time Zone Arabia Standard Time

Title Maintenance and development Close Date 27/03/19 08:22 PM

Time Remaining 2 Days 5 Hours

General

Supplier	Supplier Name
Negotiation Currency	SAR
Response Currency	SAR
Price Precision	2 Decimals Maximum
Response Valid Until	04/04/19 08:23 PM

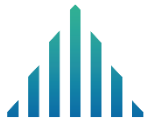
Response Type Primary Alternate

Reference Number

Note to Buyer

Attachments None +

Enter quote validity date



IN THE REQUIREMENTS SCREEN,
ANSWER THE QUESTIONS, IF YOU CHOOSE 'YES'
THEN ADDING A RESPONSE ATTACHMENT IS
'MANDATORY' DO THE SAME FOR EACH QUESTION.

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1 - 2 - 3 - 4
OverviewRequir... Lines Review

Create Response (Quote 11002): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 25/03/19 02:58 PM
Time Zone Arabia Standard Time

Time Remaining 2 Days 5 Hours Close Date 27/03/19 08:22 PM

Section 1. Technical Proposal

* 1. **Attach Technical Proposal - ارفق العرض الفني**

By selecting "Yes" you agree to the attached terms & conditions.
Select yes to attach the technical proposal. *Don't include any commercial information.*
Attachments T & C.docx

a. Yes
* Response Attachments None +
 b. No

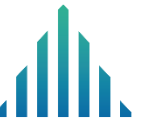
Section 1. Technical Proposal

Section 1. Technical Proposal



SUBMIT A QUOTATION ONLINE.

You are required to attach your technical proposal, financial proposal and commercial proposal in the 3 different questions.



TO ADD AN ATTACHMENT, CLICK ON 'ACTIONS'.

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1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 11002): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 25/03/19 03:27 PM
Line Arabia Standard Time

Section 1. Technical Proposal

* 1. Attach Technical Proposal

By selecting "Yes" you are confirming that you have attached all the required documents.

Select yes to attach Attachments to this response

a. Yes
 b. No

* Response Attachments None

Section 1. Technical Proposal

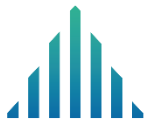
Attachments

Actions View + X

* File Name or URL	Title	Description	Attached By	Attached Date
عرض فني.pptx Update...	عرض فني.pptx		Supplier User	25/03/19 03:28 PM

Rows Selected 1 Columns Hidden 1

OK Cancel



GO TO THE “PROFILE CERTIFICATES” SECTION TO MAKE SURE YOUR CERTIFICATES ARE UP TO DATE OR ATTACHED. CLICK ON THE PENCIL TO EDIT THE CERTIFICATE

1 - 2 - 3 - 4
Overvi... Requi... Lines Review

Create Response (Quote 14001): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

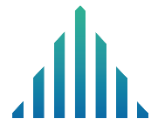
Last Saved 07/04/19 12:46 PM
Time Zone Arabia Standard Time
Supplier CO.

Time Remaining 7 Days 23 Hours Close Date 15/04/19 12:40 PM

Section 3. Profile Certificates

Section 3. Profile Certifi...

1. COC Attribute 1
 - OtherBusiness Classification Details Other
2. Commercial Registration Number Attribute
 - Chamber of Commerce
 - OtherBusiness Classification Details 34343
3. Zakat Certificate
 - OtherBusiness Classification Details Other
- * 4. **I guarantee that all my certificates are up to date**
 - a. Accept



REVIEW THE CERTIFICATES, AND UPDATE IF NEEDED OR ADD MORE CERTIFICATES IF EXIST.

1 - 2 - 3 - 4
Overvi... Requi... Lines Review

Create Response (Quote 14001): Requirements Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Section 3. Profile Ce

1. COC Attribute 1
• Other
Business Classi

2. Commercial Reg
• Chamber of Commerce
• Other
Business Classification Details 34343

3. Zakat Certificate
• Other
Business Classification Details Other

* 4. **I guarantee that all my certificates are up to date**
 a. Accept

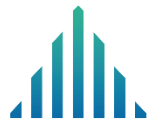
Manage Business Classification Details: COC Membership

07/04/19 12:46 PM
bia Standard Time
systems LTD. CO.

Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Current	Other	Other	348734		23/04/20				02/04/19

Columns Hidden 1

OK Cancel



IN THE 'LINES' SCREEN, YOU CAN ADD THE PRICE AND DELIVERY DATE IN ADDITION, CREATING ALTERNATE.

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1 - 2 - 3 - 4
Overview Requir... Lines Review

Create Response (Quote 11002): Lines

Currency = Saudi Riyal

Time Remaining 2 Days 4 Hours

Close Date 27/03/19 08:22 PM

Last Saved 25/03/19 03:41 PM
Time Zone Arabia Standard Time

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Actions View Format Freeze Detach Wrap

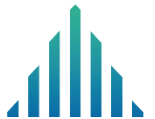
Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Total Score	Response Quantity	UOM	Line Amount	Promised Delivery Date
موقع البرداج وتحديثه ...		+		MoH.WorkOrder...		546.00		4	Each	2,184.00	21/11/19

Rows Selected 1 Columns Hidden 8

Grand Totals

All response lines except alternate lines are included.

Response Amount 2,184.00



TO CREATE AN ALTERNATE LINE OR ADDITION LINE, FILL IN THE FOLLOWING FIELDS. **NOTE THAT:** ANY FIELD THAT CONTAINS A STAR IS A 'MANDATORY' FIELD.

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Home Flag 2 SU

Lines: Edit Alternate Line: 1-1 (Quote 11002)

Currency = Saudi Riyal

Negotiation Line 1

Description ادارة وصيانة موقع البرنامج وتحديثه

* Alternate Line Description IOS development

Category Name MoH.WorkOrders.OtherServ.&Goods

Start Price

* Response Price 20,000.00

Total Score

Target Quantity 4

* Response Quantity 2

* UOM Each

Close Date 27/03/19 08:22 PM

Location NHC Head Office

Requested Delivery Date 21/11/19

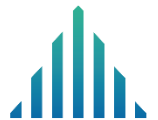
Promised Delivery Date 21/11/19

Note to Buyer

Attachments None +

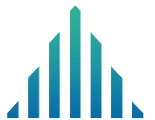
Messages 1-1 Save Save and Close Cancel

Last Saved 25/03/19 03:50 PM



YOU CAN USE THE 'MESSAGES' FIELD TO COMMUNICATE WITH NHC PROCUREMENT ABOUT ANY INQUIRES RELATED TO THE RFX

The screenshot displays the NHC procurement system interface. A 'Send Message' dialog box is open, allowing communication with NHC Enterprise. The dialog includes a 'To' field with 'NHC Enterprise' selected, a 'Subject' field, and a large 'Message' text area. A rich text editor toolbar is visible above the message area. The background shows a list of messages with columns for 'Subject' and 'Date'. The system header includes the NHC logo and navigation icons.



FINALLY, IN THE REVIEW SCREEN, YOU CAN VIEW THE QUOTE TOTAL PRICE, AND SPECIFICATIONS BEFORE SUBMITTING, THEN CLICK SAVE AND SUBMIT.

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1 - 2 - 3 - 4
OverviewRequir... Lines Review

Review Response: Quote 11002

Currency = Saudi Riyal

Title Maintenance and development

Close Date 27/03/19 08:22 PM

Time Remaining 2 Days 3 Hours

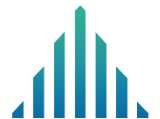
Last Saved 25/03/19 04:37 PM
Time Zone Arabia Standard Time

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Overview Requirements Lines

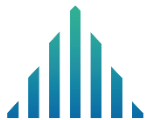
General

Supplier	Supplier Name	Response Type	Primary
Negotiation Currency	SAR	Reference Number	
Response Currency	SAR	Note to Buyer	
Price Precision	2 Decimals Maximum		
Response Valid Until	04/04/19 08:23 PM	Attachments	None



SUPPORT EMAILS

vmp@nhc.sa .



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