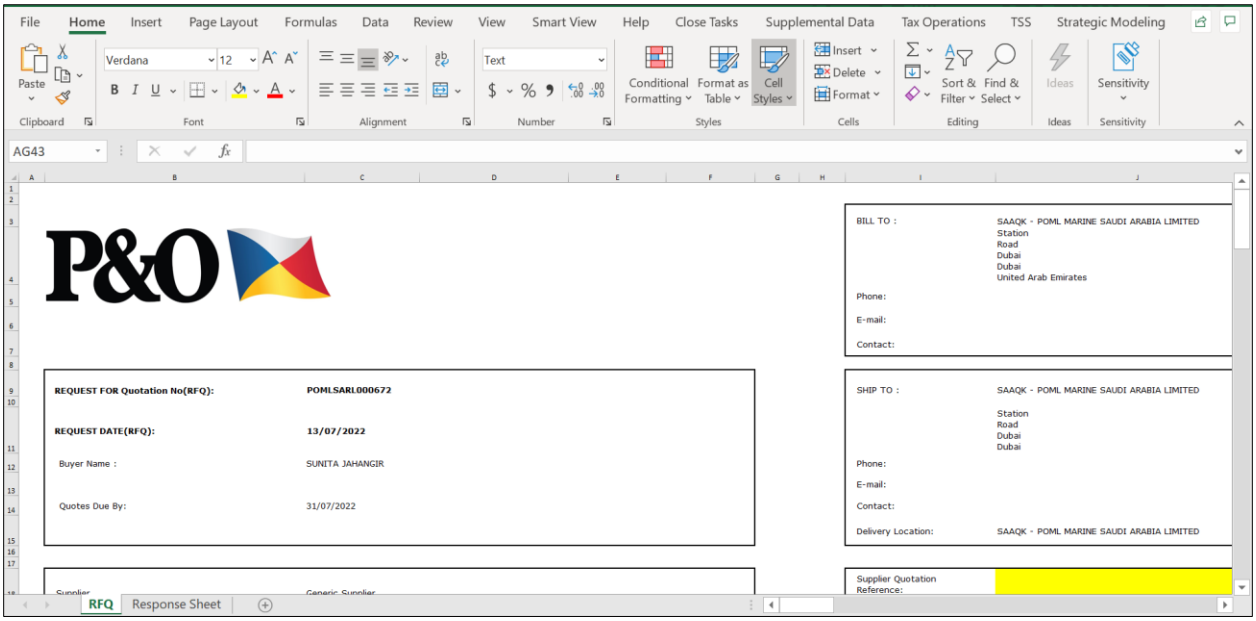
POML Sourcing User Guide for Suppliers

Create Quotation

Prepare Quotation in Excel format:

➔ Suppliers invited for RFQ will receive email notification with RFQ form, Save and Open the RFQ form.



Go through the first sheet for RFQ details, then fill-in data in a highlighted YELLOW colored in 'RFQ' sheet, **do not fill data in any other area.**

➔ **Below highlighted are Header Details:**
The below details can be filled directly in portal, if you have **supplier portal** access, else please fill this details in excel sheet as shown below

Supplier Quotation Reference:		Warranty/Guarantee Period (in Months)	
Quote Valid Until : (DD-Mon-YYYY)			
Payment Terms:			
Inco Terms:		Response Currency	
Additional Information (Upto 4000 Characters)			

➔ Please fill the Line details provided in below table

List Price Unit	Discount (%)	Response After Discount *Response Price	Response Quantity(Defaulted RFQ Quantity modify as needed)	Promised Delivery Date (Format Should be YYYY-MM-DD)	Note to Buyer (Upto 4000 Characters)	Delivery Time (Days)
		0	6			
		0	2			
		0	3			
		0	4			

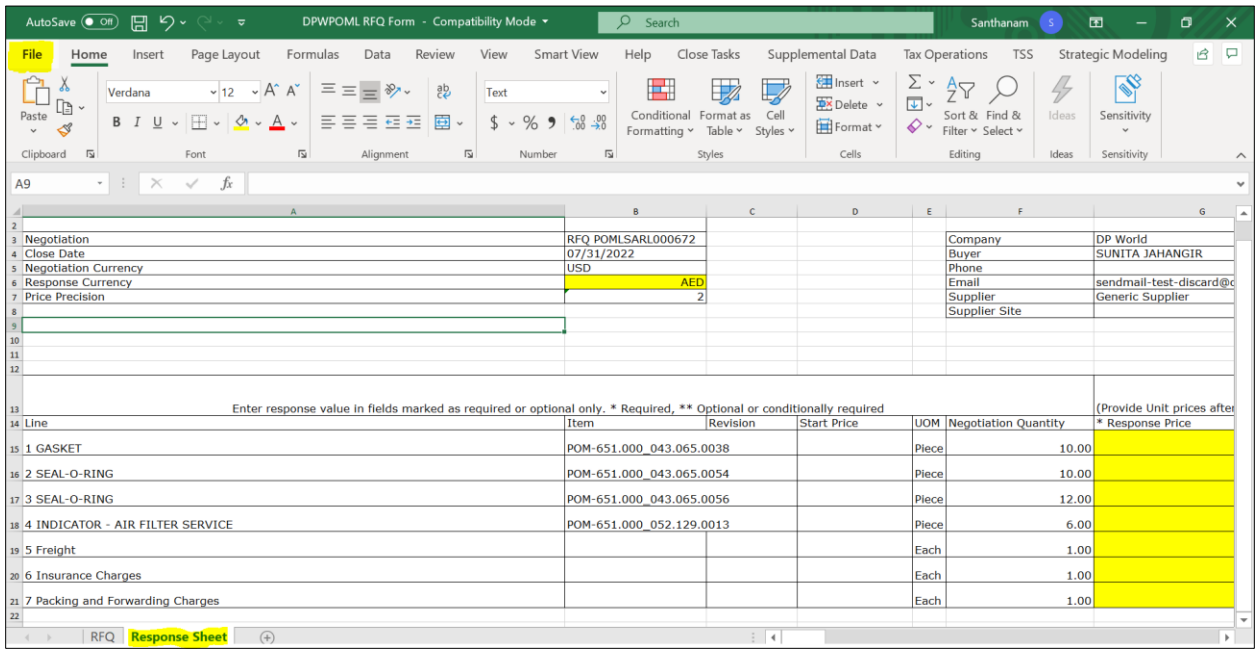
- ✓ List Price Per unit - Enter the unit price of Material/Service before discount.
- ✓ Discount (%) - Enter the discount in percentage
- ✓ Response Price after discount - System will calculate automatically, verify once
- ✓ Response Qty -Requested quantity in RFQ is getting defaulted, If planned to supply less decrease but never increase more than the requested quantity.
- ✓ Promised Delivery Date -Provide the date when it will be delivered. Format is (YYYY-MM-DD)
- ✓ Note to Buyers -Fill this field to share any required information to buyers.
- ✓ Delivered Time (Days) -Fill the delivered time period in days.

Note: If not planned to respond for any of the line, Remove default values from column Discount(%) and Response quantity.

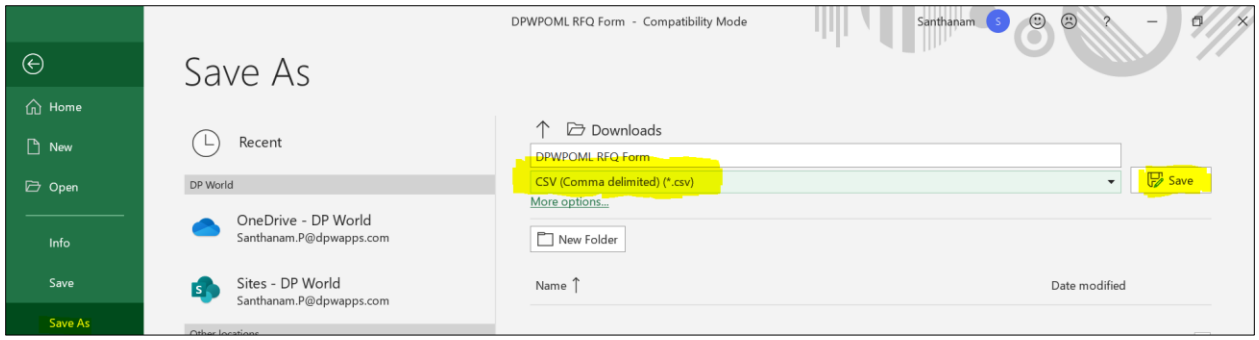
List Price Unit	Discount (%)	Response After Discount *Response Price	Response Quantity(Defaulted RFQ Quantity modify as needed)	Promised Delivery Date (Format Should be YYYY-MM-DD)	Note to Buyer (Upto 4000 Characters)	Delivery Time (Days)
345	5	327.75	6	2022-10-26	aaaaaaaaaaaaaaa	23
100	10	90	3	2022-10-26	bbbbbbbbbbbbbbb	24
200	5	190	4	2022-10-26	ccccccccccccccccccc	25

➔ After filled, Save and go to second sheet.

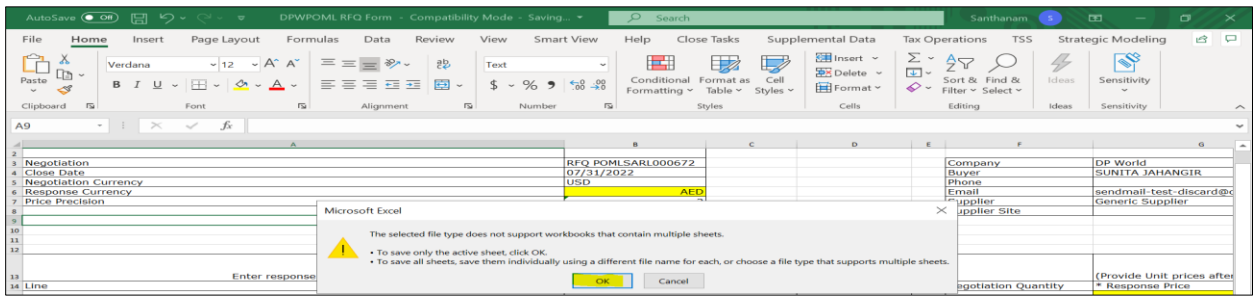
➔ Click on File menu→Save as. Then Select CSV format as highlighted below and save



Save Quotation in CSV format:

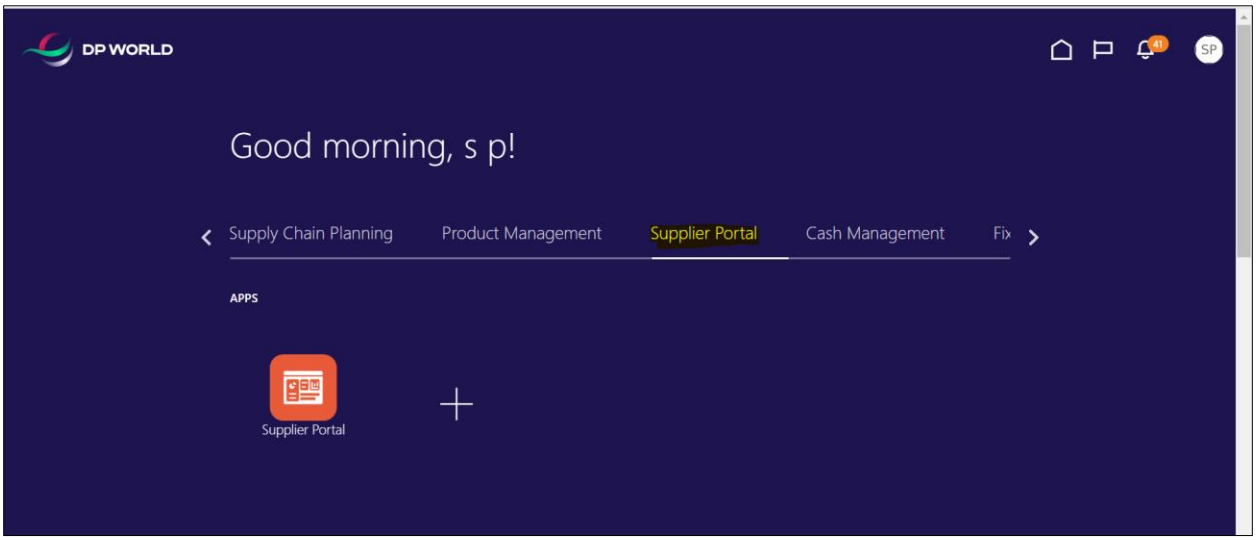


➔ Select ‘Ok’ in warning Message

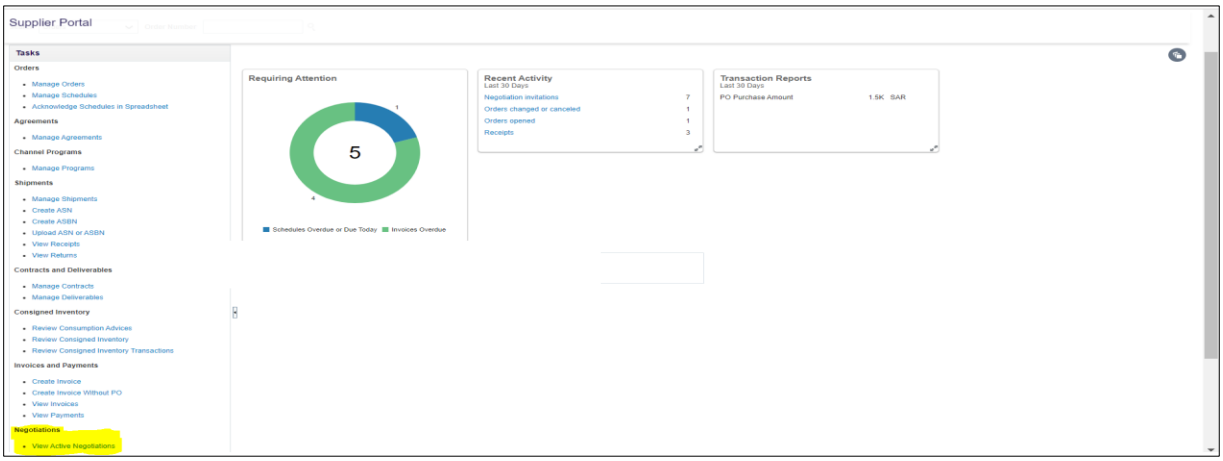


Create Quotation through CSV import:

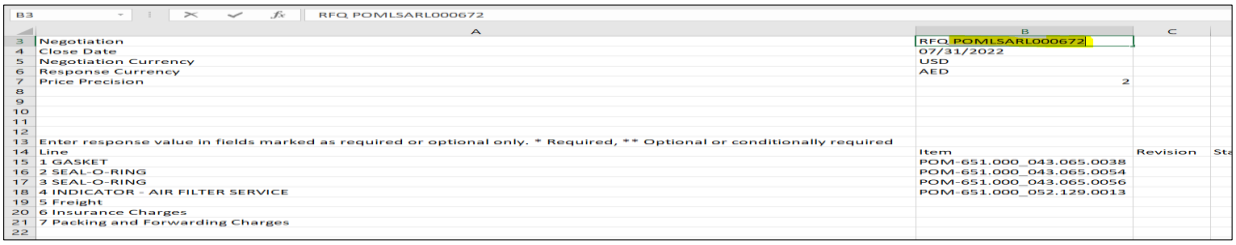
- ➔ If you don't have access to supplier portal. Share the Excel and CSV file to buyer.
- ➔ If you have supplier portal access, now open the application to import the CSV file
- ➔ After login into Supplier Portal>click on given supplier Portal icon



- ➔ Click on View Active Negotiations

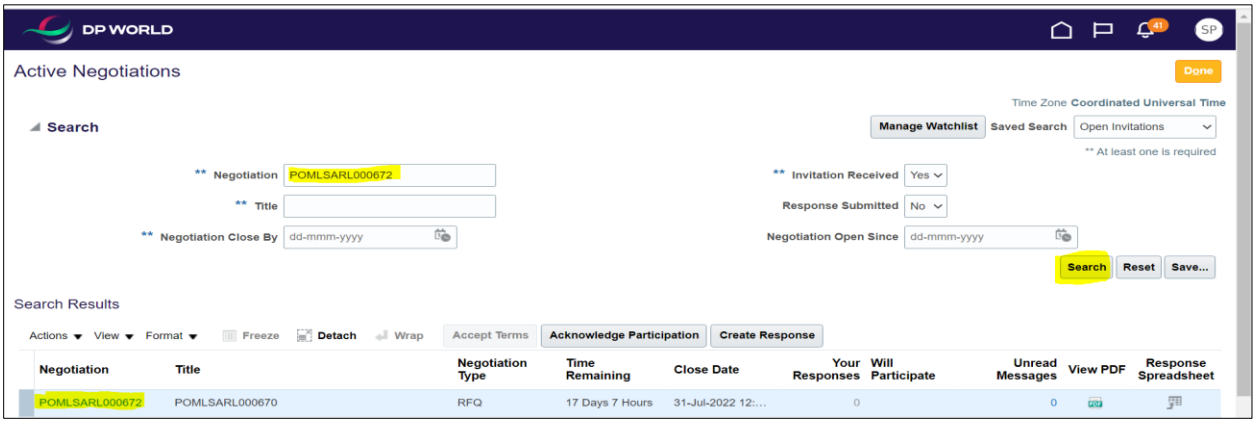


- ➔ Copy the RFQ number from CSV sheet



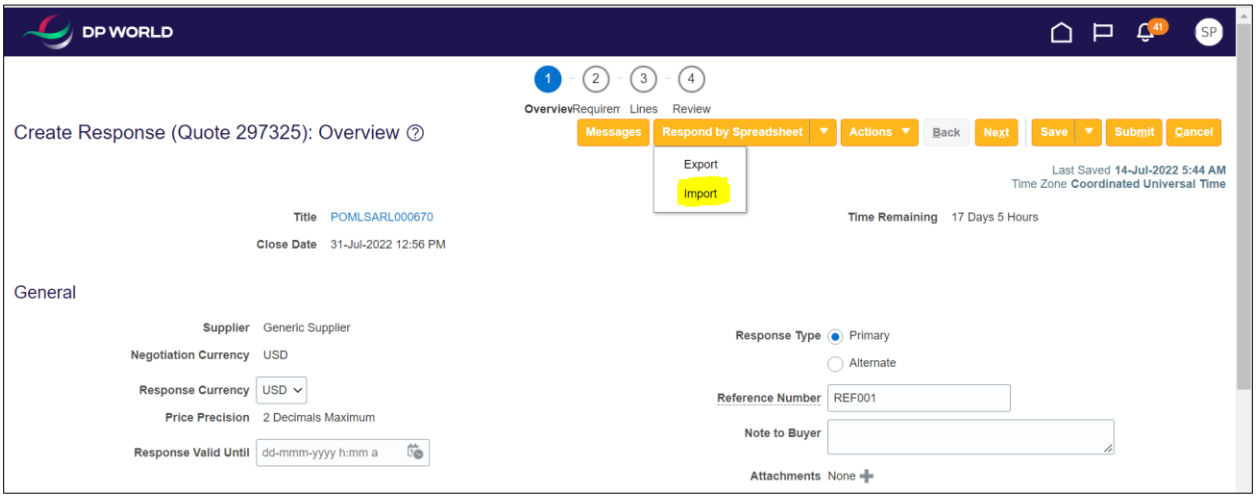
	A	B	C
3	Negotiation	RFQ POMLSARL000672	
4	Close Date	07/31/2022	
5	Negotiation Currency	USD	
6	Response Currency	AED	
7	Price Precision	2	
8			
9			
10			
11			
12			
13	Enter response value in fields marked as required or optional only. * Required, ** Optional or conditionally required		
14	Line	Item	Revision
15	1 GASKET	POM-651.000_043.065.0038	
16	2 SEAL-O-RING	POM-651.000_043.065.0054	
17	3 SEAL-O-RING	POM-651.000_043.065.0056	
18	4 INDICATOR - AIR FILTER SERVICE	POM-651.000_052.129.0013	
19	5 Freight		
20	6 Insurance Charges		
21	7 Packing and Forwarding Charges		
22			

➔ Paste the copied the RFQ number and click on search button once RFQ opened Click on RFQ number hyperlink

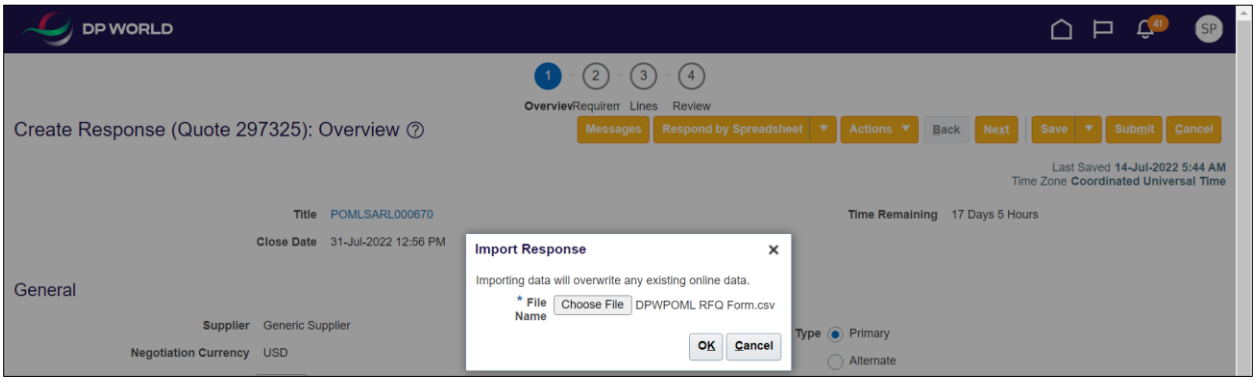


➔ Click on create response button

➔ Enter reference number, Currency and Response Valid until then click on Respond by Spreadsheet drop down and Click Import button as highlighted below to import the saved CSV sheet

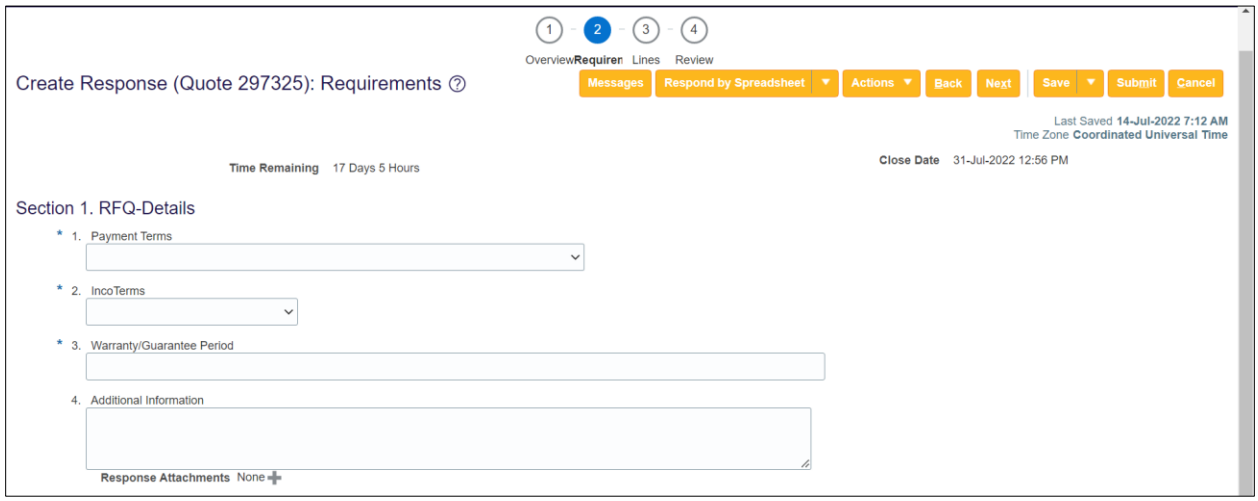


➔ Choose the file and click on ok

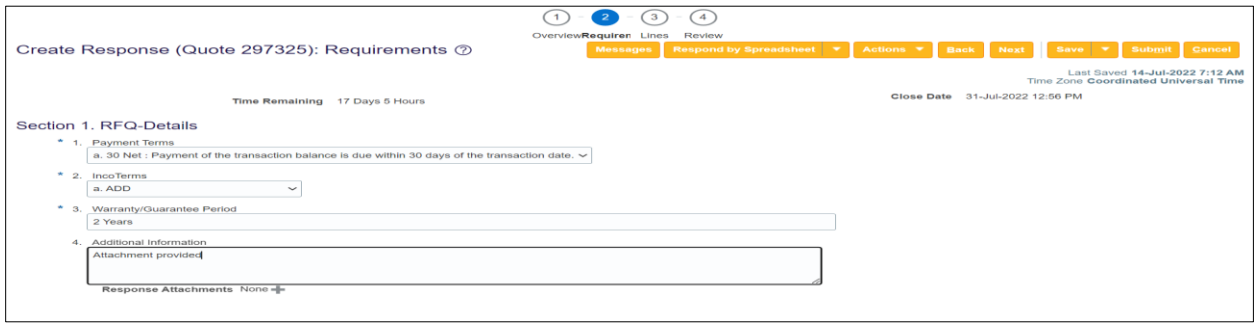
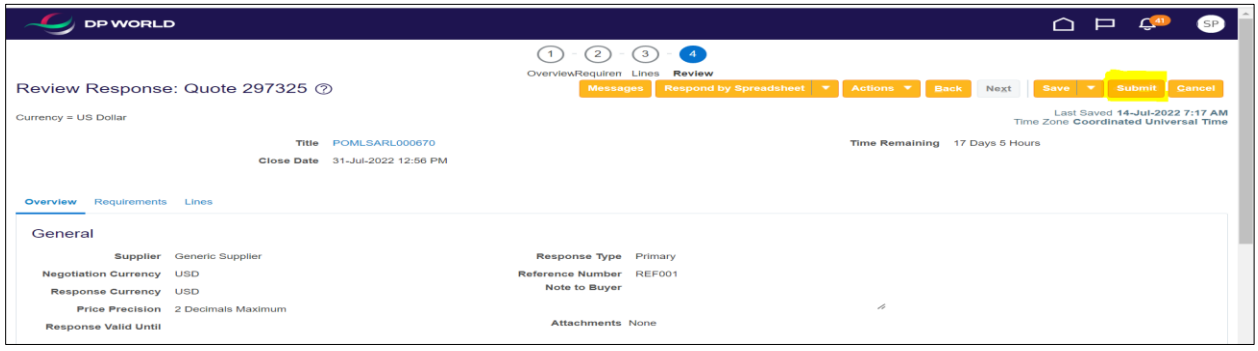


After imported Click on next to fill requirements values.

- Payment Terms
- Inco Terms
- Warranty/Guarantee Period



➔ After selected values in requirements click next button twice



➔ Click ‘Submit’ button. Response is submitted now