

ETISALAT E-PROCUREMENT SYSTEM ONLINE HELP FOR SUPPLIERS

1. INTRODUCTION

The Etisalat E-Procurement System is a web-based interface designed to speed up Etisalat's material procurement process and narrow the communication gap between Suppliers, the Central Purchasing Department and the concerned Etisalat departments and branches, thus facilitating faster transactions.

2. SYSTEM OVERVIEW

The Supplier Module of the E-procurement system consists of an online Registration form where suppliers can register their details for Etisalat approval. Terms and Conditions are included to be read and understood by the supplier before continuing with the registration process. The Supplier will be given access to the system once he has submitted the required documents to at the Etisalat Head Office and has been approved. Once approved, he can access the system with the Username and Password that he had submitted in the online registration form to use the other features of the system. The E-Procurement system enables suppliers to view RFQs specially addressed to them, contact and reply to the Administration, Update their Profile, Items they supply, Contact details and also to change their password.

3. FEATURES

Menu Button Functions

3.1 **REGISTER** - *For Supplier Registration*

The Online Registration Form for supplier registration is found in this menu option. All the fields are important and have to be filled in. Special instructions are given in red wherever necessary. The USER ID chosen has to be in between 4-15 characters, can consist of both alphabets and numbers and has to start with an alphabet.

SEND MSG – *Send Messages to the Administration*

This is the area from where the supplier can contact the administration regarding the RFQ's. There is a drop down box through which messages can be classified as Normal, Urgent or Very urgent. There is also a drop down list that contains all the RFQs that are currently active under the supplier's name.

The appropriate Message Status and the RFQ number can be selected when a message is sent to the Admin.

- 3.2 **READ MSG** – *Read Messages from the Administration*
This area lists all the messages sent from the Administration to the Supplier. They are classified according to the Date, From, Subject Message Status and Read Status. Delete and Reset functions are also provided through buttons at the bottom of the page.
- 3.4 **LIST RFQs** – *List of Request for Quotations*
This area lists all the RFQs directed to the Supplier. They are classified according to their number, Subject, Opening Date and Closing Date and Status. Suppliers can read the RFQs and respond to them through the Send Message feature.
- 3.5 **UPDATE PROFILE** – *For updating Supplier Profile*
This re-opens the registration page with the details that you had filled in earlier. Update the necessary information and hit the Save button again. This updates the Supplier details.
- 3.6 **UPDATE CONTACT** – *For updating Supplier contact information*
This page allows updation of the Supplier's Office location information, contact telephone numbers, fax numbers, mobile telephone numbers, contact person, email address etc. here.
- 3.7 **UPDATE ITEMS** – *For updating Supplier's list of products*
This section contains the list of all products being supplied. The Supplier has to just check the products that he is currently supplying and click on Save. If some of the products are not listed, the Supplier has to send a message to the admin with the names of the products that need to be included.
- 3.8 **CHANGE PASSWORD** – *For changing Access Password*
Supplier's can change their password periodically for security reasons in this area. The User ID and the old password followed by the new password of the Supplier's choice has to be entered to implement the necessary changes.
- 3.9 **TERMS**– *Terms & Conditions of the E-Procurement system*
The Terms and Conditions contain instructions as well as guidelines for suppliers before they register. They have to be read carefully before registration to prevent any ambiguity.

ETISALAT E-PROCUREMENT SYSTEM ONLINE HELP FOR ORIGINATORS

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The Originator Module of the E-procurement system is for the various sections and departments of Etisalat who need to order their supplies and equipment. It consists of an online Registration form where Originators – the person or the section with the requirements can

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