

Negotiation Response



1. Create Negotiation Response

1.1. Access the UKF website (<u>www.ukf.ac.ae</u>), then navigate to E-

Service and choose Supplier Registration.



1.2. Click on login.

		ABOUT	COLLEGES	ADMISSION	MEDIA	STUDENT LIFE	JOBS	E-Services	۵ ک
Supplier Portal Explore the resources and tools	within this portal to	o enhance your	understanding an	d streamline our	collaboration	process.			
Registered Supplier Already have an account?	Login		New Supplie Refer to the guides	r below for assistance.	Register Now				<u></u>
User Manuals • New Supplier Registration • Password Reset • Update Supplier Profile • Create Negotiation Response • Acknowledge PO • View Return Items									

Sign In Oracle Applications Clo	bud	
User ID User ID Password Password Forget Passwort Sign In Select Language English		
		ORACLE

1.3. Enter registered email address and password.

1.4. Supplier will receive an invitation notification as well as an email.



1.5. You can open the negotiation from the notification or from the dashboard. Select Supplier portal.

Sector Control of Kingham		Þ	¢9	МА
	Good afternoon, Meera Alnaqbi			
	Supplier Portal Tools Others			
0000	APPS			
	Supplier Portal			

1.6. You can find the negotiation in the dashboard from the negotiation invitations or in the left side menu "View Active Negotiation".

Tasks				
Orders				
Manage Orders	Req	uiring Attention	Recent Activity Last 30 Days	
Manage Schedules		1	Negotiation invitations	1
 Acknowledge Schedules in Spreadsheet 			Orders opened	5
Agreements			Receipts	1
Manage Agreements				
Shipments		9		
View Receipts			Transaction Reports	
View Returns	1		Last 30 Days	
Contracts and Deliverables		8	PO Purchase Amount	12.1K AED
Manage Contracts				
Manage Deliverables		Schedules Overdue or Due Today		
Negotiations		Negotiations Closing Soon		
View Active Negotiations				

1.7. Choose the negotiation and Accept/ Decline Terms and

Conditions.

*Note: By Declining Terms you want be able to participate in the negotiation.

Acce	ot Terms and Conditions (Single Stage Negotiatio		l	Accept Terms Decline Terms Cancel
Accept	e following terms and conditions before responding to this negotiation.			
	Title Hotel Reservation	Close Date 20-01-2024 5:32 PM		
Terms	SUANCE OF ANY UKF PURCHASE ORDER/ NOTICE TO PROCEED SHALL BE SUBJECT GC1 DEFINITIONS AND EXPLANTIONS : To these Conditions, the words and expressions below shall have the following meaning: 11.9 Focurements. This means procuring such materials/items/services, including any training/s forvider under UKF Purchase Order, such technical specifications of details/methodology and with therwise expressive communicated between UKF and the Vendor/ Contractor/Service Provider and wordment/ Variation thereito and Subject to the terms and conditions herein. 12.) Notice to Proceed. This means a Letter of Award or other written instruction /confirmation /fo- commence the performance of its obligations under the Purchase Order. 13.) Approval This means the written approval, including the subsequent written confirmations fo 14.) Acceptance. This means such variation(s) to a Purchase Order may include, but not be limite as specification of change to those existing, or any change to the schedule/work program or mel GC2.PERSONNEL	T TO THE PROVISIONS OF THESE TERMS & CONDITIONS: eminar/workshop to be provided by the Contractor/Vendor/Service in such timeline as may be specified by University of Khorfakkan or at the Price specified in the Purchase Order including any om UKF notifying the Contractor/ Vendor/Service Provider to ar any previous verbal approvals. als/items/services/training, including any Provisional Acceptance ind o any additional/new requirement to the scope of supply/services hodology.	Î	
Attachr	ents None	alan di an dan menden data an inan di kurdan lan menintah di kurdan dan dada sadi dan s		

1.8. Add your Accept/ Decline Comments, then click on "Submit".

Accept Terms and Conditions (Single Stage Negotiati		Accept Terms Decline Terms
Accept the following terms and conditions before responding to this negotiation.		
		And a second
Title Hotel Reservation	Close Date 20-01-2024 5:32 PM	
ISSUANCE OF ANY UKF PURCHASE ORDER/ NOTICE TO PROCEED SH	Accept Terms ×	
GC-1 DEFINITIONS AND EXPLANATIONS :	Communit (Accounted	
To these Conditions, the words and expressions below shall have the followin	Comment Accepted	
1.1) Procurements. This means procuring such materials/items/services, inclu Provider under UKF Purchase Order, such technical specifications/ details/me otherwise expressly communicated between UKF and the Vendor/ Contractor Amendment/ Vanation thereto and subject to the terms and conditions herein	HCR HIN OF	
Terms 1.2) Notice to Proceed: This means a Letter of Award or other written instruction commence the performance of its obligations under the Purchase Order.	Sub <u>m</u> it Cancel	
1.3) Approval This means the written approval, including the subsequent written	n confirmations for any previous verbal approvals.	
 Acceptance This means official acceptance by UKF in writing of receipt of r and/or Final Acceptance as may be applicable. 	respective materials/items/services/training, including any Provisional Acceptance	
1.5) Variation(s) This means such variation(s) to a Purchase Order may include or specification or change to those existing, or any change to the schedule/work	, but not be limited to any additional/new requirement to the scope of supply/services k program or methodology	
GC-2 PERSONNEL		
The construction from the design of the Providence of the Research construction of the second s	ann an Mhalan Mhalan ad la Mhalan Abhadh ann an d-An Abhalan na - Iordh ad an Iorann de Ann -	
Attachments None		

1.9. You can read the negotiation details using left side navigations.

Click on "Create Response" to add your response.

Tender: RFQ-0000	0057		🗅 🏳 🕫 😒
Currency = UAE Dirham			Time Zone Gulf Standard Time
	Title Hospitality Service	Open Date	21-01-2024 6:30 PM
	Status Active (Locked)	Previous Close Date	21-01-2024 6:32 PM
	Time Remaining 23:50:30	New Close Date	22-01-2024 6:32 PM
		Extension Period	1 Day
Table of Contents	Cover Page		
Cover Page Overview	Details		
Lines			
Contract Terms			

1.10. In the **Overview**: You can add notes for the buyer if you want.

Then click on "Next".

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Create Response (Ouote 16052): Overview @	Overview	Requirements	Lines	Review Messages Respond by Spreadsheet Actions Reset Next Save Submit Cancel
				Last Swed 21-07-2024 6/42 PM The Zone Gulf Standard Time
Title Hospitality Service			Two stage evaluation	
Close Date 22-01-2024 6:32 PM		Time Remaining	23:49:23	
General				
Supplier Khorfakkan LLC				Reference Number
Supplier Site Khorfakkan				Note to Buser
Negotiation Currency AED				
Response Currency AED				Attachments None 📲
Price Precision 2 Decimals Maximum				
Response Valid Until dd-mm-yyyy h:mm a 🛱				

1.11. In the **Requirements**: Answer the provided questions. Don't forget to insert attachment if that's required. Then click on "Next".

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	· • •	— 🕘 ——	- 🕚 —								
	Overview	Requirements	Lines	Review							
Create Response (Quote 16052): Requirements 🗇			Messages	Respond by Spreadsheet	•	Actions T	Back	Ne <u>x</u> t	Save 🔻	Submit	Cancel
					_	Close Date	22-01-202	4 6:32 PM	Last Sav Time Zo	ed 21-01-20 ne Gulf Sta	024 6:43 PM Indard Time
Time Remaining 23:48:27											
Section 1. General											
1. For how many years is the warranty?									Evalu	uation Stage	Technical
2. From which country is the company?											

1.12. In the **Lines**: Add your price based on the given details.

	Overview Requirement	ts Lines Review	
Create Response (Quote 16052): Lines ⊘		Messages Respond by Spreadsheet	▼ Actions ▼ Back Next Save ▼ Submit Cancel
Currency = UAE Dirham			Last Saved 21-01-2024 6:44 PM Time Zone Gulf Standard Time
Time Remaining 23:46:22			Close Date 22-01-2024 6:32 PM
Actions 🔻 View 👻 Format 👻 🥒 Freeze 🔛 Detach 🚃	T∃ ti⊇ ⊕l Wrap		
Line Description Required Category Name	Item Revision	Location Rank Start	Price Target Price Response Price Price Example format:
1 Hospitality services. Catering and Hospit	3001-306-00001	University of Khorfa Sealed 9,0	000.00 7,000.00 4,##0.###
4 Rowa Salacted 1			•
Grand Totals			
All response lines are included. Response Amount 0.00			

1.13. From View > Columns, you can specify columns that you want to

they are available.

see, we recommend you view "Start Price" and "Target Price" If

	Time Re	maining 23:47:09						02.1 0.02.1 m		
Actions 🔻	View 🔻 Format 👻 🥒 🥅 Free	ze 🗑 Detach 🐺 🎁 😭								
Line	Columns	· ^	Revision	Location	Rank	Start Price Ta	arget Price	Response Price	Target Quantity	
	Freeze	Show All	-							
1	Detach	Line	00001	University of Khorfa	Sealed	9,000.00	7,000.00		2	
4	Expand	 Note to Buyer 								+
	Expand All Below	 Promised Delivery Date 								
Grand Tota	Collapse All Below	 Requested Delivery Date 								
All response	Expand All	 Line Amount 								
	Collapse All	VOM								
	Show as Top	 Response Quantity 								
	Go to Top	 Target Quantity 								
	Scroll to First Ctrl+Home	 Response Price 								
	Scroll to Last Ctrl+End	 Target Price 								
	Sort	Start Price								
	Reorder Columns	✓ Rank								
l	Norder Columnite	- Vocation								
		J Revision	1							

1.14. Add "Promised Delivery Date" and "Note to Buyer" if that's required.

		Overview	Requirements	Lines	Review				
Create Response (Quote 16052)	:Lines ⊘			Messages	Respond by Spreadsheet	t 🔻 Action	s 🔻 🛛 🖪 Back 🛛 🛛 N	ext Save 🔻	Submit Cancel
Currency = UAE Dirham							_	Last Save Time Zor	ed 21-01-2024 6:44 PM le Gulf Standard Time
Time	Remaining 23:45:27		÷			Close D	ate 22-01-2024 6:	32 PM	
Actions 🔻 View 🔻 Format 👻 🏼 🖉	reeze 📰 Detach ∓	T≣ 12 el Wrap							
Location Rank	Start Price	Target Price Respor	nse Price Target Quant	ity Re	esponse Quantity	Line Amount	Requested Delivery Date	Promised Delivery Date	Note to Buyer
University of Khorfa Sealed	9,000.00	7,000.00	8,500.00	2	2 Each	17,000.00	06-02-2024	06-02-2024 🚱	
٩									
Rows Selected 1									
Grand Totals									
All response lines are included.									
Response Amount 17,000.00									

1.15. Review your response, then click on "Save" then "Submit".

Review Response	:: Quote 16052 @	0 Overview Requirements	- 3 4 Lines Review Messages Respond by Spreadsheet V Actions V Back Nex	C P 🖓 🐝
Currency = UAE Dirham				Last Saved 21-01-2024 6:49 PM
	Title Hospitality Service		Two stage evaluation	
	Close Date 22-01-2024 6:32 PM	Time Remaining	23:42:16	
Overview Requirements General	Lines			
Supplier	Khorfakkan LLC	Reference Number		
Supplier Site	Khorfakkan	Note to Buyer		
Negotiation Currency	AED		h	
Response Currency	AED	Attachments Non	10	
Price Precision	2 Decimals Maximum			
Response Valid Until				

1.16. A pop-up message will appear to confirm your submission. Click

on "Yes" if you want to continue.

Notes: Some negotiation will give you a chance to submit a response for once, so read the message carefully.



1.17. Response submitted successfully.

Thank You