

eSourcing Project
Catering RFQ User Manual (Supplier)



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1. Introduction

Welcome to Qatar Airways eSourcing Portal and Catering RFQ is an essential part of dealing the catering tender with Qatar Airways. This system provides end to end process of awarding a catering contract to selected caterers.

2. eSourcing Application Launching

The eSourcing Portal link is accessible from Qatar Airways corporate website (http://www.qatarairways.com) e-Procurement which is available at the bottom of the home page. Or use the https://esourcing.qatarairways.com.qa link to access.

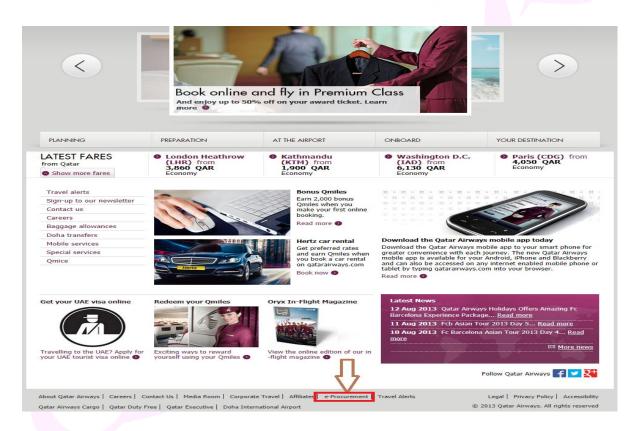


Figure 1 – Qatar Airways Corporate Website

Please click on the **e-Procurement** link in the above mentioned screenshot and Qatar Airways eSourcing Portal will be launched. Please refer the below screenshot,



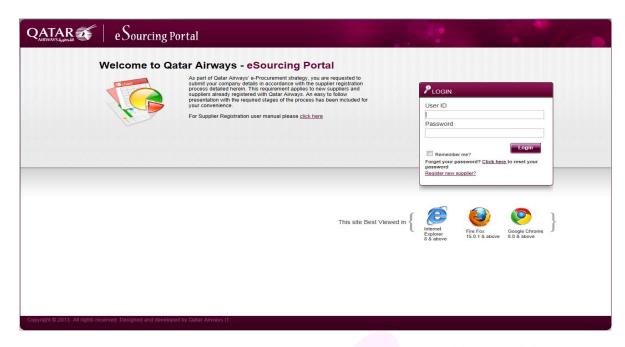


Figure 2 – eSourcing Portal – Login Page

Please provide the login credentials to proceed further, after your successful login you will be taken into Supplier home screen (Dashboard page)



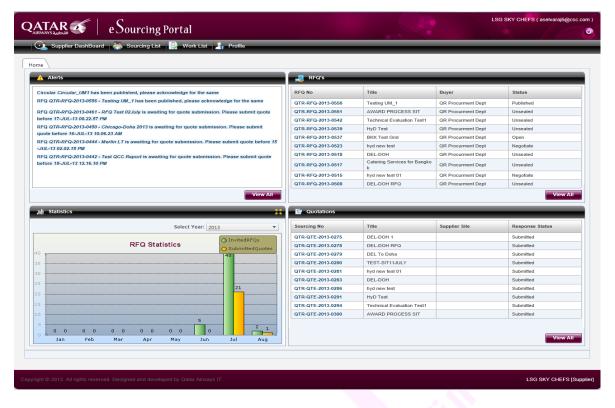


Figure 3 - Dashboard

Click **Work List** option which is available in menu bar, then you will reach the Work list page please refer the Figure 5.

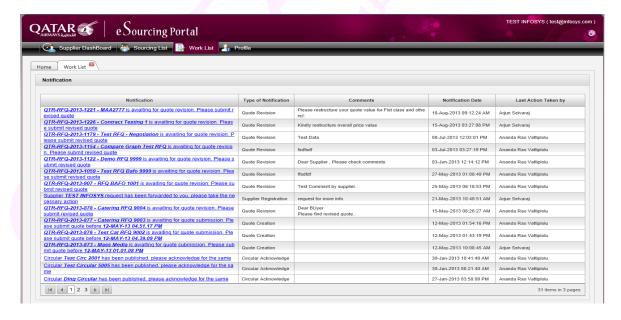




Figure 4 - eSourcing - Home Screen (Worklist)

3. Catering RFQ Acknowledgement

Catering RFQ will be created by Qatar Airways (Buyer) and circulated to the shortlisted Suppliers. In the Worklist page (Figure 5) you can see the RFQ notification lists, click on the respective RFQ for RFQ acknowledgement **or** click the link which is available in RFQ Published Notification mail. It will take you to RFQ Acknowledgement page.

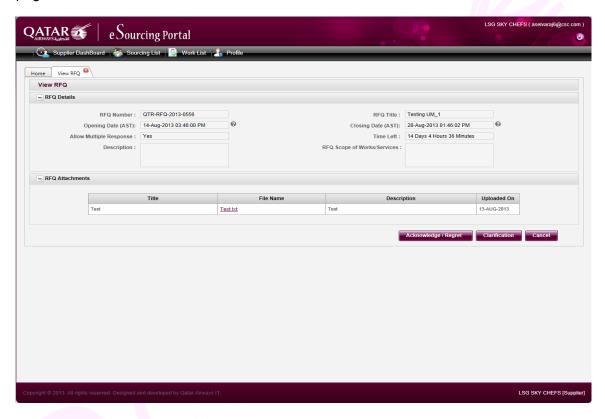


Figure 5 - View RFQ for Acknowledgement

In the View RFQ page you can see the RFQ Details and RFQ Attachment panels.

- ➤ RFQ Details panel is having the basic details like RFQ Title, Opening and Closing date...
- RFQ Attachment will have the attached documents by Buyer.

Click on the Acknowledgement / Regret button in View RFQ Page, the popup window will appear for Acknowledgement and Regret.



- Click on Acknowledgement button with comments, the acknowledgement notification mail will trigger to the respective Buyer(who has created this RFQ)
- ➤ Click on Regret button with the proper comments, the regretted mail will trigger to the respective Buyer.

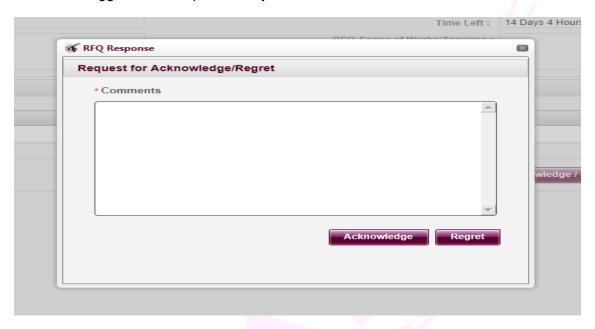


Figure 6 - RFQ Response

Note: If regretted the RFQ, you will not be part this RFQ process.

4. Catering RFQ Clarification

Catering RFQ will be created by Qatar Airways (Buyer) and circulated to the shortlisted Suppliers for Quotation. In the Worklist page (Figure 5) you can see the RFQ notification lists, click on the respective RFQ for RFQ acknowledgement **or** click the link which is available in RFQ Published Notification mail. It will take you to View RFQ page.



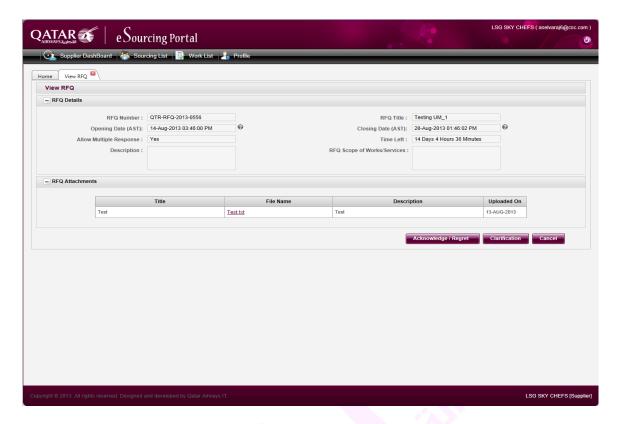


Figure 7 - View RFQ for Clarification

For any Query/Clarification please click the Clarification button in View RFQ page, it will take you to RFQ Clarification page with the following details,

- > RFQ Details here you can see some basic details of RFQ.
- Query here you can enter the query/comments to Buyer.
- > Attachment can able to attach the documents (Optional).
- History here you can see the previous history also.

After provided the relevant details, please click the **Send** button to submit your query to Buyer. Notification mail will trigger to Buyer for the same. Once buyer has replied your query, then immediately you will get a notification mail and the same way you can see the clarified comments.



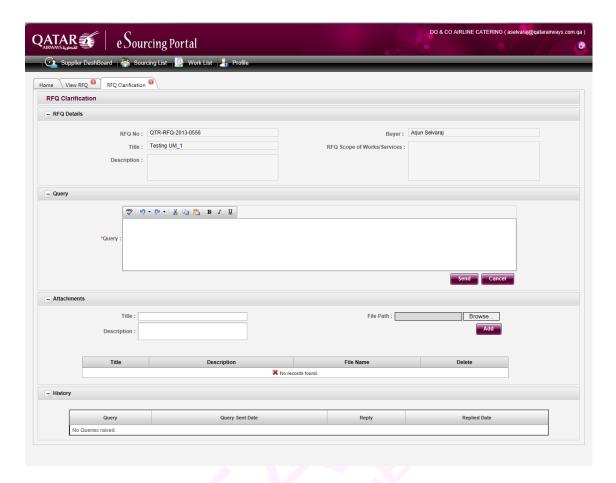


Figure 8 - RFQ Clarification

5. Catering RFQ Circular

Catering RFQ Circular is to distribute the message to all invited supplier through the eSourcing by Qatar Airways (Buyer). If Buyer published the Circular in eSourcing, you will get an email notification. Please click on the respective RFQ from Worklist (Figure 5) or click the link from mail to load the Circular Acknowledgement page.



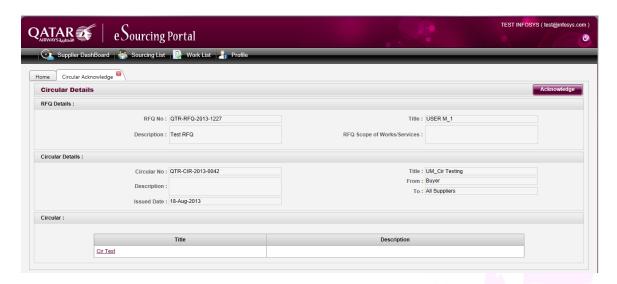


Figure 9 - Circular Acknowledgement

Please verify the RFQ, Circular details and Circular message has attached in the Circular panel. Click the Acknowledge button on top of this Circular Acknowledge page. Once you acknowledged the circular, buyer will get an email notification.

6. Catering RFQ Quotation

RFQ Quote creation is to provide the quote value for all items in Menu Grid and make deal with Qatar Airways. Worklist will be created and email notification will trigger to Supplier for Inviting to RFQ Quote creation. Please click on the respective RFQ from Worklist (Figure 5) or click the link from mail to load the Quote creation page. In Quote creation page you will have the RFQ details and **Create Quote** button is available. Click the Create Quote button in Quote creation page and it will take you to Create Quote page.



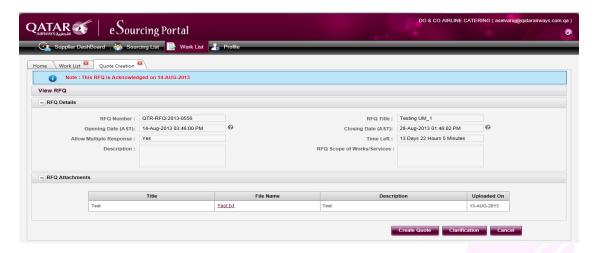
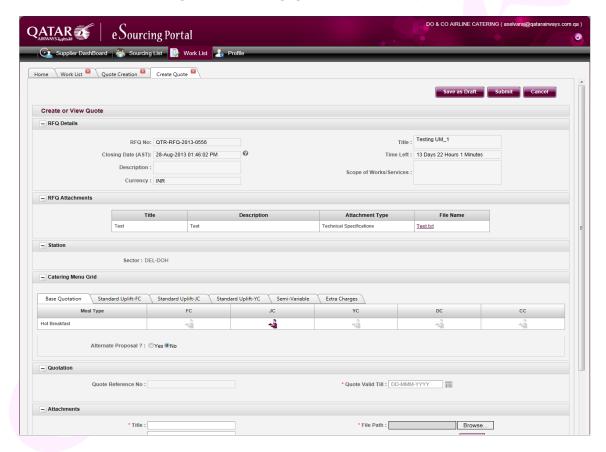


Figure 10 - RFQ Quote Creation





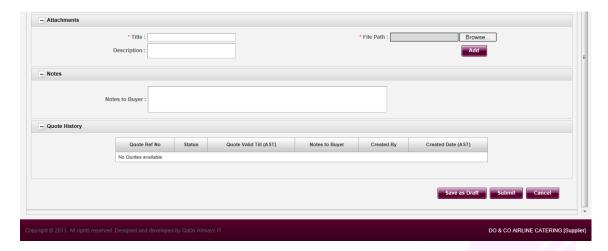


Figure 11 - RFQ Create Quote

In the Create Quote page you can see the following details,

- RFQ Details RFQ details will be available in this panel
- RFQ Attachment Documents is available in this panel, if Buyer attached any.
- Station RFQ flight station is available.
- Catering Menu Grid here can see and enter the Quote value.
- Quotation please provide the Quotation Valid Till, Quotation valid date is your submitted quote is valid up to this Quotation valid till date.
- Attachments here you can attach the document related to quote to Buyer.
- Notes here you can provide the comments/query to Buyer
- Quote History here you will see all the Quotes with detail.

Please click on the image button which is available in Catering Menu Grid panel -> Base Quotation Tab (active icon which is having the menu items, otherwise it'll be disabled mode), you will get popup window see the below screenshot.



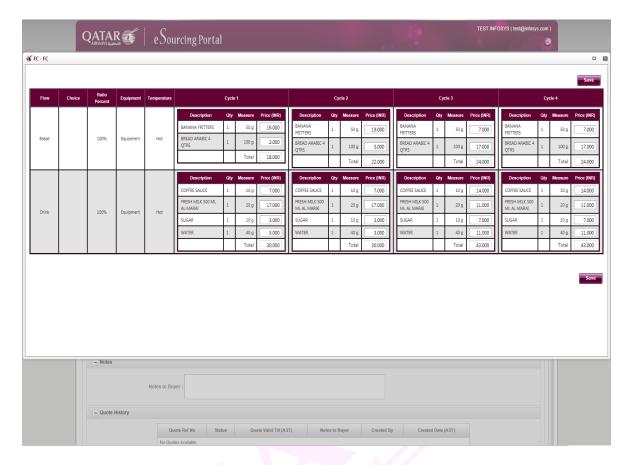


Figure 12 - RFQ Create Quote - Base Grid

Kindly fill the price value for all the items in the above seeing Menu grid and then click on the Save button. It will redirect to the previous screen and get refreshed. Provide the relevant details to submit to Buyer.

Supplier can create the multiple quotes, if Buyer opted the multiple responses for RFQ. Steps for multiple quotes, Goto Sourcing List→RFQ Sourcing List→click on the respective RFQ Title (Use search option to get easily). It will take you to the View RFQ Page and click on Create Quote button and do the same process for new quote submission. If you are creating the additional for the RFQ, the previous quote will get **Inactive** status.



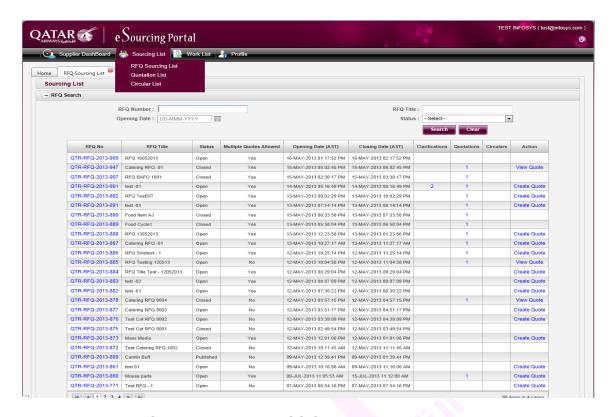


Figure 13 - RFQ Multiple Create Quote

7. Catering RFQ Quote Negotiation (BAFO)

After Buyer received your quote value of RFQ she/he can be able to process further or revert back to you for quote negotiation. If Buyer requested for the Quote negotiation of RFQ you will get notification mail and Work list (Figure 5) also created as well. Please click on the respective RFQ from Work list (Figure 5) or click the link from mail to load the Quote Revision page. Please refer the below screenshot,



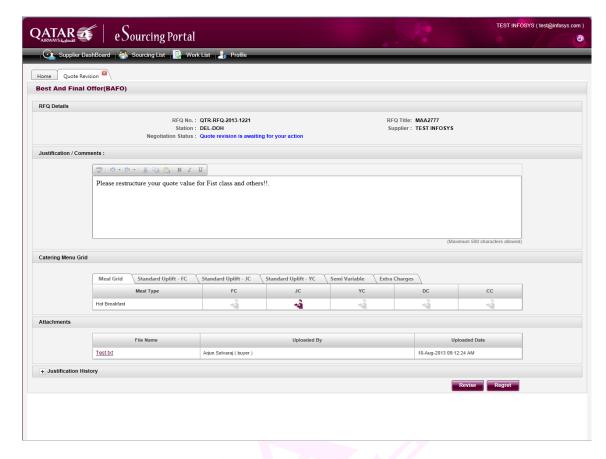


Figure 14 - RFQ Quote Revision

In Quote Revision page you can see the several details about the RFQ following below,

- ➤ RFQ Details In this showing the RFQ basic details
- ➤ Justification / Comments it shows the comments/query entered by Buyer regarding the Quote revision.
- Catering Menu Grid in this panel having the menu grid items
- > Attachments here documents will be available if Buyer attached any.
- Justification History in this panel will display the negotiation history.

Please click on the Revise button which is available on bottom of the Quote Revision page, now you can able to edit the quote value and enter the comments in Justification comments.

Step1: please click on the Meal grid icon (Active), popup will be loaded.

Step2: click on the Update button between to enter the new quote value and comments for cycle level.



Step3: If you wish to revert back the edited quote immediately, please click the cancel button.

Step4: Supplier can able to see the comment history for cycle level, please click the history icon .

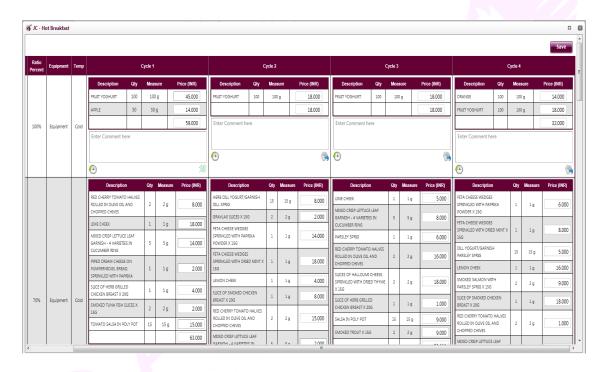
Step5: you can attach the documents for Meal grid in bottom of the same popup screen.

Step6: Once you finished providing the new quote value, finally please click the save button which is available on Top and bottom of the same popup screen.

Step7: provide the same on other tab also like standard FC, JC,. If needed

Step8: In Quote Revision page you can attach the document for overall.

Step9: please click the Send button in Quote Revision page





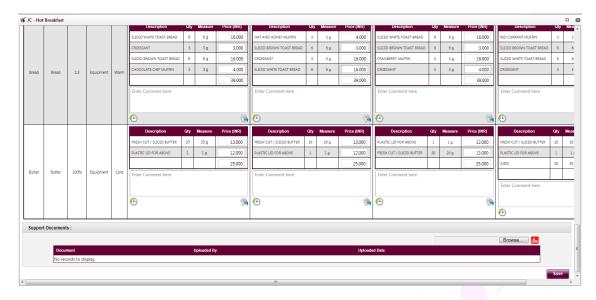


Figure 15 - Quote Revision - Meal Grid

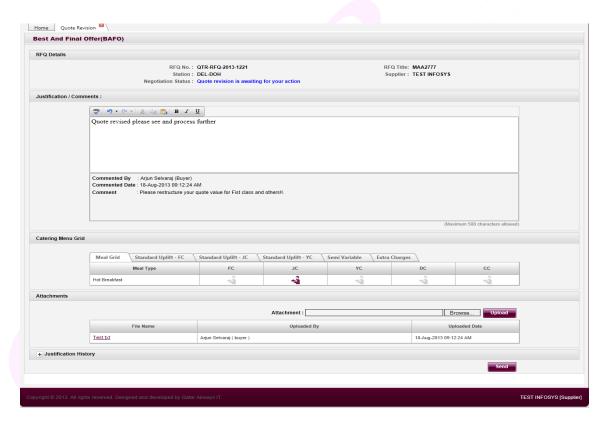


Figure 16 - Quote Submitting



8. Catering RFQ Award

Catering RFQ Award is finally you may get award to deal with Qatar Airways for Tender Contract. Awarding depends there are several factors to finalize a Final Supplier. You will get an email notification for RFQ award, if you're quote selected.