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Supplier User Manual Guide

Oracle EBS ISupplier & ISourcing

This abstract guides users to login to KOTC Supplier Collaboration Network



KUWAIT OIL TANKER COMPANY (S.A.K)

A Subsidiary of Kuwait Petroleum Corporation

KUWAIT

V E R S I O N 2



Supplier User Training Manual

Contents

A. LOGIN ACCESS TO KOTC SUPPLIER PORTAL COLLABORATION NETWORK.....	
B. RESPONDING TO E-MAIL TENDER INVITATION FORM KOTC.....	
C. RESPONDING TO INQUIRY (RFQ) DIRECTLY BY LOGGING IN TO KOTC SOURCING ON-LINE WEB PORTAL.....	
D. ADDING AN ATTACHMENT TO QUOTATIONS AT HEADER LEVEL.....	
E. ADDING AN ATTACHMENT TO QUOTATION AT LINE LEVEL.....	
F. WORKING ON A DRAFT QUOTATION.....	
G.LOGIN ISSUES.....	
H. 'TIPS' - KOTC QUOTATION SUBMISSION PROCESS.....	



Supplier User Training Manual

A. First Time Login Access to KOTC Supplier Collaboration Network

Follow the below mentioned steps to login into KOTC's Oracle Supplier Collaboration network

1. You will receive Email from KOTC with the following subject **"FYI: KUWAIT OIL TANKER COMPANY (S.A.K.) Supplier Collaboration Network: Confirmation of Registration"**. The below message is what you will be getting for the first-time login.

Your request to register at KUWAIT OIL TANKER COMPANY (S.A.K.) for access to their supplier collaboration network has been approved. You can now [log on](#) with the username ANTO.KOTCSUPPLIER@GMAIL.COM and the password P12DFE.

When you first log on, you will be required to change your password for security purpose. Contact [administrator](#) for additional information.

Thank you.

2. Once you receive the Email, click on **"log on"**, a new window will open with Login Page as below or You can directly type our ERP site address or Copy Paste to your browser address field or save the below address with your favorites to open it later on



Supplier User Training Manual

Supplier Portal URL: <https://erp.kotc.com.kw/>

KOTC

User Name
Supplier@xxxxx.com

Password

Log In Cancel

[Login Assistance](#)

[Register Here](#)

Accessibility
None

Language
English

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3. Enter the Username and Password provided in the above mail and click on Login, If you are logging in for the " first time" system will prompt your to change the Password to your own password, from then you can use the new password that you have changed and the password that you received through the email becomes invalid.



Supplier User Training Manual

OPTIONAL STEP

B. Responding to E-mail Invitation form KOTC

1. Invitations from KOTC for an enquiry (RFQ) will be through e-mail notifications as below just to intimate you there is a new enquiry created by KOTC in which you are invited to participate on your decision.

Action Required: Reminder: Please acknowledge intent to participate in RFQ

2. If you think this particular enquiry is relevant to your company and if you will be Quoting for the same, just press **"YES"** to share your intentions. Maybe you may have reasons to press **"NO"** also.
3. KOTC does not count or validate these responses, as they are considered just as an information

From: Auto-Notification <autonotification@kotc.com.kw>
 Sent: Monday, January 23, 2023 9:26:26 AM (UTC+04:00) Abu Dhabi, Muscat
 To: Christian Sievert <Christian.Sievert@man-ss.com>
 Subject: Action Required: You are invited: RFQ 1152365 (2023/DSM/0781 - DD MAIN ENGINE SPARES - EXHAUST VALVE)

From	PILLAI, SREEKANTH	Company	KUWAIT OIL TANKER COMPANY (S.A.K.)
To	CHRISTIAN SIEVERT	Title	2023/DSM/0781 - DD MAIN ENGINE SPARES - EXHAUST VALVE
Sent	23-JAN-2023 08:26:17	Number	1152365
Due	26-JAN-2023 12:00:00		
ID	7303739		

Negotiation Preview January 23, 2023 08:26 am Riyadh
 Negotiation Open January 23, 2023 08:26 am Riyadh
 Negotiation Close January 26, 2023 12:00 pm Riyadh
 Supplier MAN ENERGY SOLUTIONS MIDDLE EAST L.L.C
 Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Num	Action Date	Action	From	To	Details
1	23-JAN-2023 08:26:17	Submit	PILLAI, SREEKANTH	CHRISTIAN SIEVERT	

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Does your company intend to participate?: [Yes](#) [No](#)

Warning: Do not forward this email



Supplier User Training Manual

Note: If you have selected “YES” intent to participate, it’s required by your company to submit your Quotation by logging in to KOTC Online Sourcing web portal by following the steps stated from Page No: 7

4. If you click on (Negotiation Details) option to view the enquiry (RFQ) before you send the response through e-mail, this will open the KOTC login page

KOTC

User Name
Supplier@xxxx.com

Password
.....

Log In Cancel

[Login Assistance](#)

[Register Here](#)

Accessibility
None

Language
English

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5. Once you press login after entering the user name and password



Supplier User Training Manual

6. Click on the invitation link: to review RFQ or any notifications and information from KOTC

KOTC

★ ⚙️ 🔔 99+ | Logged In As SERVICE@DINTEC.CO.KR uhjin kang ? ⏻

Home

🔔 TIP You have 969 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Financial Notifications

Full List | ... ◀ Previous 1 - 5 ▶ Next 5 ▶

Subject ▲	Sent ▼	Due ▲
You are invited: RFQ 1120106 (KOTC RFQ Test 123)	23-Jan-2023	26-Jan-2023
Closed Early: RFQ 1118106 (Test 123)	17-Jan-2023	
KOTC OPERATING UNIT - (NORMAL) - Standard Purchase Order 2023/BND/0772,0 requires your acceptance	22-Dec-2022	
KOTC OPERATING UNIT - (URGENT) - Standard Purchase Order 2023/BAH/0776,0 requires your acceptance	22-Dec-2022	
KOTC OPERATING UNIT - (NORMAL) - Standard Purchase Order 2023/BUR/0769,0 requires your acceptance	22-Dec-2022	

Navigator

Personalize

- Supplier Portal Full Access
- Sourcing Supplier

Please select a responsibility.

Logged In As SERVICE@DINTEC.CO.KR uhjin kang

Favorites

Manage Favorites

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.



Supplier User Training Manual

Click **(Yes/NO)** as you reviewed the KOTC notification invitation (Optional)

Click **(Return to Worklist)** Or **(Home)** to back to **Main Home page**

KOTC Home 99+ | Logged In As SERVICE@DINTEC.CO.KR

You are invited: RFQ 1120106 (KOTC RFQ Test 123) Yes No

From KOTC
To UHJIN KANG
Sent 23-Jan-2023 12:09:14
Due 26-Jan-2023 12:00:00
ID 7285170

Company KUWAIT OIL TANKER COMPANY (S.A.K.)
Title KOTC RFQ Test 123
Number 1120106

Negotiation Preview January 23, 2023 12:09 pm Riyadh
Negotiation Open January 23, 2023 12:09 pm Riyadh
Negotiation Close January 26, 2023 12:00 pm Riyadh
Supplier DINTEC CO., LTD
Supplier Site DINTEC BUILDING, JUNG-ANG DAERO 309 , DONG-GU, BUSAN , 601-836 , KOREA, KR

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	23-JAN-2023 12:09:14	Submit	KOTC	UHJIN KANG	

Response

Note to Buyer

Return to Worklist



Supplier User Training Manual

7. If you prefer to check the enquiries and submit the Quotations directly you can just proceed with the following steps:

login to KOTC's online quotation submission portal using your company's user name (Email) and password (Page 6) in the next page Click on **Sourcing Supplier** on the left-hand bottom, and then click on **Sourcing Home Page**

KOTC ★ ⚙️ 🔔 99+ | Logged In As SERVICE@DINTEC.CO.KR uhjin kang ? 🔌

Home
✔️ TIP You have 969 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Financial Notifications

Subject [△]	Sent [▼]	Due [△]
You are invited: RFQ 1120106 (KOTC RFQ Test 123)	23-Jan-2023	26-Jan-2023
Closed Early: RFQ 1118106 (Test 123)	17-Jan-2023	
KOTC OPERATING UNIT - (NORMAL) - Standard Purchase Order 2023/BND/0772,0 requires your acceptance	22-Dec-2022	
KOTC OPERATING UNIT - (URGENT) - Standard Purchase Order 2023/BAH/0776,0 requires your acceptance	22-Dec-2022	
KOTC OPERATING UNIT - (NORMAL) - Standard Purchase Order 2023/BUR/0769,0 requires your acceptance	22-Dec-2022	

Favorites
Manage Favorites
You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Navigator Personalize

- Supplier Portal Full Access
- Sourcing Supplier**
- Sourcing**
 - Sourcing Home Page**
 - Worklist

Logged In As SERVICE@DINTEC.CO.KR uhjin kang



Supplier User Training Manual

Once the Sourcing Home Page is clicked, the following screen appears, you will find the invitation in **“Your Company’s open Invitations”**,

here you click on the **(Negotiation Number)** to respond against the RFQ. The right most field on the same row indicates the **Time left** for responding to the negotiation, after which the invitation automatically gets closed and you cannot participate in the negotiation process.

As a best practice you can check this area frequently to find if you have got any new enquires and you can start to respond as soon as you have new enquiries from KOTC, you need not wait for a mail from KOTC (mail notification is just a additional feature available to intimate suppliers on new enquiries and we strongly recommend suppliers not to only depend on mail notifications from KOTC.

The screenshot shows the KOTC Sourcing interface. At the top, there is a navigation bar with the KOTC logo and user information. Below the navigation bar, there is a search bar for open negotiations. The main content area is divided into two sections: "Your Active and Draft Responses" and "Your Company's Open Invitations".

The "Your Active and Draft Responses" section contains a table with the following data:

Response Number	Response Status	Supplier Site	RFQ/Tendering	Title	Type	Time Left	Monitor	Unread Messages
459914	Active		144875	2017/SR2/0019 - MAIN ENGINE PISTON CROWN	RFQ	0 seconds		0
464644	Active		153753-2	2017/SAL/0620 - PISTON SKIRT	RFQ	0 seconds		0
465740	Active		153160	2017/KFN/0621-SPARES FOR MAIN ENGINE	RFQ	0 seconds		0
465920	Active		153722	2017/SGA/0024 -SPIRAL WOUND GASKETS WITH CLASS CERTIFICATE	RFQ	0 seconds		0
466301	Active		153969	2017/MTB/0620-SPARES FOR MAIN ENGINE FUEL PUMP	RFQ	0 seconds		0

The "Your Company's Open Invitations" section contains a table with the following data:

Supplier Site	RFQ/Tendering	Title	Type	Time Left
KOREA	1120100	KOTC RFQ Test 123	RFQ	2 days 21 hours

Below the tables, there are "Quick Links" for "Manage" and "View Responses".

Once you click on the **(Negotiation Number)**, the following Screen appears



Supplier User Training Manual

Action Required: Reminder: Please acknowledge intent to participate in RFQ

When you select RFQ Number acknowledge to participate the below screen will open where you can select your intention “Yes” or “No”

then press on **“Apply”**

You can also enter any Note to KOCT Buyer. Optional

RFQ/E-Tendering

RFQ/E-Tendering > RFQ: 1120106 >

Acknowledge Participation (RFQ 1120106) Cancel **Apply**

Supplier Site: KOREA

Will your company participate? Yes No

Note to Buyer

Note: If you have selected “YES” intent to participate, it’s required by your company to submit your Quotation to KOTC Online Sourcing web portal.



Supplier User Training Manual

Here you will find the details of the Enquiry (RFQ) with attachments if any

KOTC Sourcing RFQ/E-Tendering

RFQ/E-Tendering
RFQ: 1120106

Title: KOTC RFQ Test 123
Status: Active (Locked)
Time Left: 2 days 2 hours

Open Date: 23-Jan-2023 12:00:12
Close Date: 26-Jan-2023 12:00:00

Actions: Acknowledge Participation **Go**

Header | Lines | Controls | Contract Terms

Description: Test123

Terms

Bill-To Address: KOTC Head Office
Ship-To Address: ADA
FOB

Payment Terms: NET 30 DAYS
Carrier: Door to Door
Freight Terms: BY AIR FREIGHT

Currency: RFQ Currency: KWD
Price Precision: Any

Additional Response Currencies

Response Currency	Currency Description	Price Precision
AED	UAE Dirham	2
CHF	Swiss Franc	2
DKK	Danish Krona	2
EUR	Pan-European Currency	2
GBP	Pound Sterling	2
JPY	Japanese yen	0
NOK	Norwegian Krona	2
SEK	Swedish Krona	2
SGD	Singapore Dollar	2
USD	US Dollar	2

Requirements

Details Section
No results found.

Notes and Attachments

Note to Suppliers: Test123

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

The above RFQ does not have any attachments if they have any Notes or Attachments area will appear as follows and you can find the attachments on the Title Column, you can click on this link to download the RFQ attachment.

Notes and Attachments

Note to Suppliers

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
1	2017/MTB/0620-SPARES FOR MAIN EN...	File	2017/MTB/0620-SPARES FOR MAIN EN...	To Supplier	614	25-Jul-2016	One-Time		



Supplier User Training Manual

On the Top right-hand side, you will find a field “Actions”, from the drop box select “Create Quote” and click on “Go”.

The screenshot displays the KOTC Sourcing interface for an RFQ titled "RFQ: 1120106". The top navigation bar includes the KOTC Sourcing logo, a home icon, a star icon, a settings icon, a notification bell with "99+", and the user login "SERVICE@DINTEC.CO.KR". The main content area shows the RFQ details: Title "KOTC RFQ Test 123", Status "Active (Locked)", Time Left "2 days 2 hours", Open Date "23-Jan-2023 12:09:12", and Close Date "26-Jan-2023 12:00:00". The "Actions" dropdown menu is highlighted in yellow, showing the "Create Quote" option. The "Go" button is also circled in red. The interface includes tabs for "Header", "Lines", "Controls", and "Contract Terms". The "Header" tab is active, showing the description "Test123". The "Terms" section includes "Bill-To Address" "KOTC Head Office", "Ship-To Address" "ADA", "Payment Terms" "NET 30 DAYS", "Carrier" "Door to Door", and "Freight Terms" "BY AIR FREIGHT". The "Currency" section shows "RFQ Currency" "KWD" and "Price Precision" "Any".

Once “Go” is clicked a Quotation will be created for this enquiry and you will not find this option Create Quote again, when you open this RFQ, In case if you have not successfully submitted your Quotation the incomplete quotation will be available in your company’s negotiation (**Home Page**) under the heading “Your Company’s Active and Draft responses” as a draft Quotation (Your Response), again by selecting the response number corresponding to this RFQ you can continue to submit your quotation.



Supplier User Training Manual

KOTC Sourcing | Home | Star | Settings | 99+ | Logged In As SERVICE@DINTEC.CO.KR

RFQ/E-Tendering > **Terms and Conditions** [Cancel] **Accept**

The following terms and conditions must be accepted before a quote is placed in this RFQ.

TERMS & CONDITIONS FOR PURCHASE ORDERS

1. Quotations to be submitted ONLY through KOTC's website unless and otherwise you are instructed specifically to use any other mode. Quotations sent through Fax or E-mail will not be accepted.
2. Supply of the Goods / Services should be in accordance with, and as specified in the purchase order.
3. The goods must be delivered as per the delivery instructions given in the purchase order at your own risk.
4. All goods should be securely, safely packed and transit worthy.
5. KOTC reserves the right to reject your supply/service if the same has not been delivered/rendered within the agreed time or not as per the specifications given in the purchase order.
6. The Goods must meet the Safety Performance Requirements of the intended purpose and should accordance with the relevant safety, health and environmental policies that prevails and practiced universally (For packing and wrapping, use bulk packaging techniques, environmentally friendly and/or recyclable material, where possible)
7. No additional charges will be paid other than the agreed amount as per the purchase order confirmation
8. No VAT to be charged in your invoice as we are exempted from the same.
9. KOTC transacts business only with bonafide business establishments which had been duly registered as per the law that exists in their respective country.
10. All purchase orders are subject to INCOTERMS.
11. Certificates from competent authorities/makers/classification societies for safety related items such as ropes, shackles and other items as the case may be must be provided.
12. Safe Working Load/breaking load should be specified for items such as Ropes, Chain Blocks etc.
13. You must supply only genuine spares and clearly specify the country of origin in your quotes.

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

Accepted have read and accepted the terms and conditions

On accepting KOTC terms and condition, the following screen appears.



Supplier User Training Manual

This will be your actual Quotation page where you will be entering the Quotation details including attachments if any.

KOTC Sourcing Home Star Settings 99+ Logged In As SERVICE@DINTEC.CO.KR Help Power

RFQ/E-Tendering

RFQ/E-Tendering > RFQ: 1120106 >

Create Quote: 1397891 (RFQ 1120106) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title [KOTC RFQ Test1.123](#) Time Left 1 day 18 hours
Close Date 26-Jan-2023 12:00:00

Header Lines

Supplier DINTEC CO., LTD
 Supplier Site KOREA - DINTEC BUILDING, JUNG-ANG DAERO 309 , DONG-GU, BUSAN , 601-836 , KOREA, KR
 RFQ Currency KWD
 Quote Currency KWD ▼
 Price Precision Any

Quote Valid Until (24-Jan-2023 19:45:00) 🗓
 Reference Number
 Note to Buyer

Attachments

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Header Lines

Supplier DINTEC CO., LTD
 Supplier Site KOREA - DINTEC BUILDING, JUNG-ANG DAERO 309 , DONG-GU, BUSAN , 601-836 , KOREA, KR
 RFQ Currency KWD
 Quote Currency KWD ▼
 Price Precision Any

Attachments

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

AED
CHF
DKK
EUR
GBP
JPY
NOK
SEK
SGD
USD
KWD



Supplier User Training Manual

Fill the relevant details in the valid fields:

1. **Quote Currency:** If you want to submit your quote other than KWD (Kuwait Dinars). Please choose your preferable currency from the List of Values. If you did not find your Quote Currency you can make a manual conversion for KWD and enter the equivalent KWD price.
2. **Quote Valid Until:** Enter the date on which your bid or quote expires. You can use the pop-up calendar to select a date.
3. **Reference Number:** A number you can assign for your own internal tracking. This is different from the quote/bid number which is generated by the system, assigned automatically, and cannot be edited. The buyer can view this value.
4. **Note to Buyer:** You can enter a short text note to the buyer.
5. **Attachments:** Click Add Attachments and use the (Add Attachment) page to supply the buyer with any additional information on, or specifications about your response.

The screenshot displays the 'Create Quote' interface for RFQ 1120106. The form includes the following fields:

- Supplier: DINTEC CO., LTD
- Supplier Site: KOREA - DINTEC BUILDING, JUNG-ANG DAERO 309 , DONG-GU, BUSAN , 601-836 , KOREA, KR
- RFQ Currency: KWD
- Quote Currency: KWD
- Price Precision: Any
- Quote Valid Until: 31-Jan-2023 17:58:09
- Reference Number: Test123
- Note to Buyer: Any Or Comment

The 'Attachments' section is currently empty, with an 'Add Attachment...' button highlighted. The 'Add Attachment' modal window is open, showing the following fields:

- Attachment Type: File
- Title: [Empty]
- Description: [Empty]
- Category: From Supplier
- *File: Choose File | No file chosen



Supplier User Training Manual

Click on the (Add Attachment) Button> Choose File> Select the Quote file> Press Open> Apply> Close

The screenshot shows the KOTC Sourcing interface. The main window displays a confirmation message for RFQ 1120106 and a 'Create Quote: 1397891 (RFQ 1120106)' form. The 'Attachments' section is visible, and an 'Add Attachment' dialog box is open. The dialog box has 'Attachment Type' set to 'File', 'Category' set to 'From Supplier', and the 'File' field is empty. A 'Choose File' button is highlighted. An 'Open' file selection window is also open, showing the Desktop directory with several files. The file 'KOTC_GBS_Invoice_Print_Arabic_240123.pdf' is selected, and the 'Open' button is highlighted.

The screenshot shows the 'Add Attachment' dialog box with the following details:

- Attachment Type: File
- Title: 2023-01-24 18:08:11 KOTC_GBS_Invoice
- Description: 2023-01-24 15:23:39 KOTC_GBS_Invoice_Print_Arabic_240123.pdf
- Category: From Supplier
- File: Choose File KOTC_GBS...240123.pdf

The 'Apply' button is highlighted.



Supplier User Training Manual

You will receive the attachment upload Confirmation, after You can SAVE your work as (draft) if you want

Price Precision Any

Attachments

Add Attachment... | ...

Seq ^	Title ^	Type ^	Description ^
10	2023-01-24 18:08:11 KOTC_GBS_Invoi...	File	2023-01-24 15:23:39 KOTC

Confirmation ✕

2023-01-24 18:... attachment has been added successfully.

Attachment is mandatory, you will receive the below (Error) while submitting your Quote in case missed the attachments in Quotation Header.

Error

Kindly attach the softcopy of quotation in Header Section.



Supplier User Training Manual

6. **Lines:** Click on the **(Lines)** Tab and the following screen appears, here you can enter line specific details if not just you can enter the Quote Unit Price on the header screen.

RFQ/E-Tendering

RFQ/E-Tendering > RFQ: 1120106 >
Create Quote: 1397891 (RFQ 1120106)

Cancel | View RFQ | Quote By Spreadsheet | **Save Draft** | Continue

Title [KOTC RFQ Test 123](#) Time Left 1 day 18 hours
Close Date 26-Jan-2023 12:00:00

Header **Lines**

Supplier DINTEC CO., LTD
Supplier Site KOREA - DINTEC BUILDING, JUNG-ANG DAERO 309 , DONG-GU, BUSAN , 601-836 , KOREA, KR
RFQ Currency KWD
Quote Currency **KWD** ▾
Price Precision Any

Quote Valid Until 31-Jan-2023 17:58:09
Reference Number Test123
Note to Buyer Any Or Comment

Attachments

Add Attachment... | ...

Seq [△]	Title [△]	Type [△]	Description [△]	Category [△]	Last Updated By [△]	Last Updated [△]	Usage [△]	Update	Delete
10	2023-01-24 18:08:11 KOTC_GBS_Invoi...	File	2023-01-24 15:23:39 KOTC_GBS_Invoi...	From Supplier	SERVICE@DINTEC.CO.KR	24-Jan-2023	One-Time		



Supplier User Training Manual

Enter Quote Price and Promised date and select YES>

Press update icon as below:



KOTC Sourcing Home Star Settings 99+ | Logged In As SERVICE@DINTEC.CO.KR ? Power

RFQ/E-Tendering

RFQ/E-Tendering > RFQ: 1120106 >

Create Quote: 1397891 (RFQ 1120106) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title [KOTC RFQ Test 123](#) Time Left 1 day 18 hours
Close Date 26-Jan-2023 12:00:00

Header **Lines**

RFQ Currency KWD Quote Currency KWD
Price Precision Any

Kindly ensure that the total amount of your quotation SUBMITTED in Oracle is EXACTLY MATCHING the attached QUOTATION AS WELL AS THE SUBMITTED INVOICES FOR PAYMENTS !

Line	Ship-To	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 Test Services 1 @	ADA			500			31-Jan-2023	Yes	

@ Indicates more information requested. Click the Update icon.



Supplier User Training Manual

There is a mandatory field in Each Quotation Line (Delivery No of Days) supplier has to enter for each Quotation Line.

RFQ/E-Tendering

Create Quote 1397891: Line 1 (RFQ 1120106) Cancel Save Draft Apply

Description: Test Services 1
Unit: [blank]
Start Price: [blank]
Target Price: [blank]
Quote Price: 500

Close Date: 26-Jan-2023 12:00:00
Quote Currency: KWD
Ship-To: ADA
Need-By Date: [blank]
Promised Date: 31-Jan-2023 18:23:03

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Delivery (No of Days)	Required	[blank]	10

Notes

Note to Buyer: [blank]

Attachments

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Enter the Delivery Number of Days (Committed No of Days) to deliver Goods/Services once you received the Approved Purchase Order.

Once you entered the Delivery No of Days in (Quote Value) field, press Go button to go to the 2nd line

Press Apply to confirm the attached document.

Then in the mail screen you will get a confirmation message in the top of the screens from the system also you can find the name of the attached file below the heading Attachments. By repeating the same process you can attach more than one attachment at the header level.



Supplier User Training Manual

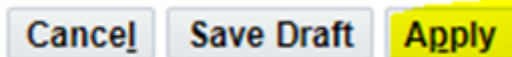
NOTE: The mandatory fields in this screen are the Quote Price (Unit Price) and the Delivery No of Days all the remaining updatable fields are optional.

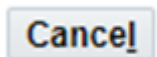
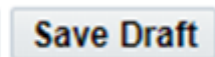

a. Quote/Bid Price

Your price that you will be offering for one unit of the item or service, the price for one unit will be multiplied with the target quantity to achieve the total price that will be visible for you in the next screen.

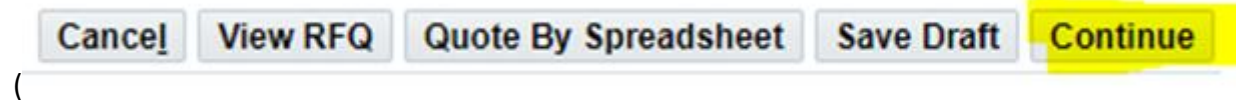
b. Note to Buyer: can send a short text to the Buyer.

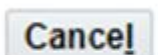
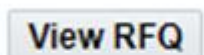



c. Attachments: You can attach here which pertains to the item in negotiation.



Once all the details are filled in properly, click on (  ) button.

The system will take you back to the original Header screen where you need to click on



(    ),

Once the “**Continue Button**” is clicked you will be taken to the review page wherein you can review all the details which has been entered in the negotiation response.



Supplier User Training Manual

Warning

- 1- Make sure that you mention in your Quote the shipping details (Contact person / email / phone number/ address etc).
- 2- Make Sure that you mention in your Quote whether the order contains Dangerous Goods.
- 3- Make Sure that you mention in your Quote whether the packing charges are included in the quotation if not kindly include the packing charges details in the Quote.



Supplier User Training Manual

Warning


- 4- Make Sure that you included projecting the terms of delivery, i.e. CIP, CIF etc in your Quote.
- 5- Make sure that once you Submit your Quote you have agreement on terms of payment prior submission of your Quote.

Warning

- 6-Terms of Payment For International Suppliers (non- Kuwaiti Suppliers) – 60 days after delivery of order to KOTC LPG Filling Branches/Head Office/Vessel/representative and uploading of invoice in KOTC Portal.
- 7- Terms of Payment For Local Suppliers (Kuwaiti Suppliers) – 45 days after delivery of order to KOTC LPG Filling Branches/Head Office/Vessel/Representative.
- 8- Make sure that once you Submit your Quote you have agreement on terms of Bid Bond And Performance Bond (as attached)- Value of above KD above 30,000.

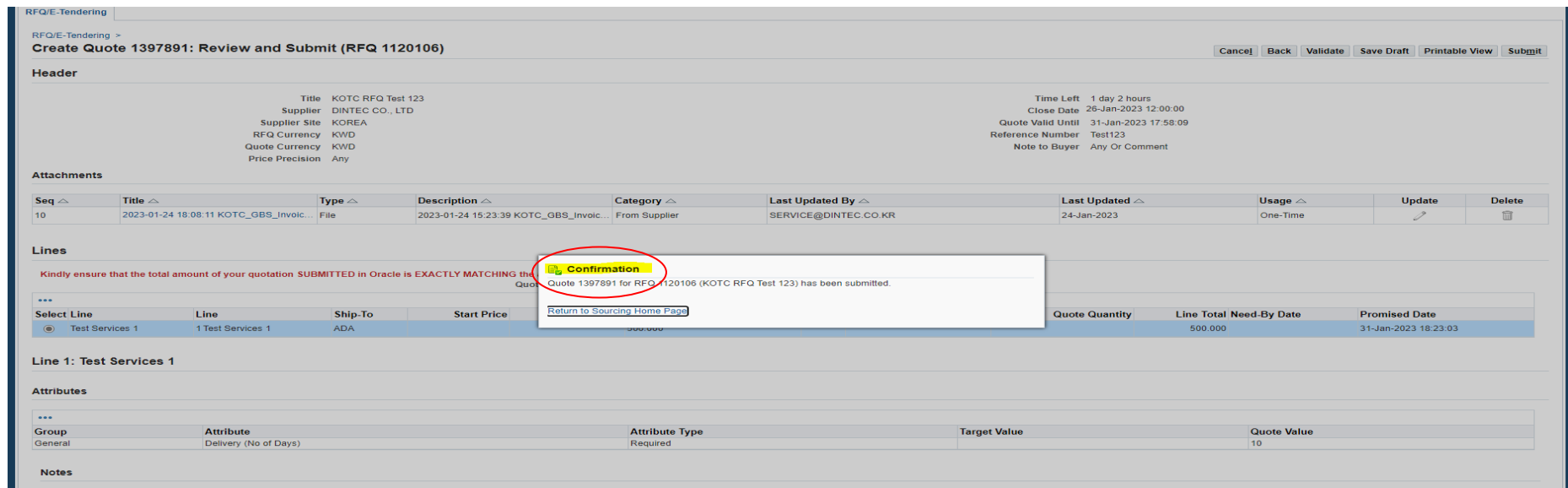


Supplier User Training Manual

Once every detail of the response has been reviewed you have to click ()

Once the Submit button is pressed, the quote is submitted successfully and the following message appears. Make sure suppliers are permitted to submit only one quotation for a RFQ, re-quote or multiple quotations are not allowed with the business of KOTC.

Hence suppliers before you press on the Submit button make sure that it's the single best quotation your company will submit.



The screenshot displays the Oracle RFQ/E-Tendering interface for 'Create Quote 1397891: Review and Submit (RFQ 1120106)'. The interface includes a header section with details such as Title (KOTC RFQ Test 123), Supplier (DINTEC CO., LTD), and Time Left (1 day 2 hours). Below the header is an Attachments table with one entry: '2023-01-24 18:08:11 KOTC_OBS_Involv...' (File). The Lines section shows a table with one line item: 'Test Services 1' (Line 1) with a quantity of 500.000 and a promised date of 31-Jan-2023 18:23:03. A confirmation message is displayed in a yellow box: 'Confirmation: Quote 1397891 for RFQ 1120106 (KOTC RFQ Test 123) has been submitted.' Below the message is a 'Return to Sourcing Home Page' button. The interface also includes sections for Attributes and Notes.

Now your Quotation has been successfully submitted with KOTC. This is the final confirmation message on the submission of your quotation.



Supplier User Training Manual

F. Working on a Draft Quotation

While you were working on a Quotation Page if you think you need some more time to submit the present Quotation that you are working on

You might have completed a Quotation and when you have pressed the (Continue) button you might have landed in to a System Administrator error page and when you tried to login back you did not find the Enquiry for which you were working recently.

Whenever you have created a Quote and you had a problem with the page or you think your enquiry is lost, please check your companies Negotiation home page.

Press on the **"Home"** link in the top right corner of the Page or Press on the "Negotiations" tab highlighted as a blue TAB in the top right corner of the page.

The screenshot shows the KOTC Sourcing interface. At the top, there is a navigation bar with the KOTC logo and 'Sourcing' text. On the right side of the navigation bar, there is a home icon (a house) highlighted with a red box, along with other icons like a star, settings, and a notification bell. Below the navigation bar, the main content area is titled 'RFQ/E-Tendering'. It includes a search bar for 'Open Negotiations' and a 'Go' button. Below the search bar, there is a welcome message and a section titled 'Your Active and Draft Responses'. This section contains a table with columns: Response Number, Response Status, Supplier Site, RFQ/Tendering, Title, Type, Time Left, Monitor, and Unread Messages. The table lists five active responses. Below this table, there is a section for 'Your Company's Open Invitations' which shows 'No results found'. At the bottom, there is a 'Quick Links' section with two columns: 'Manage' and 'View Responses', each containing a list of links.

Response Number	Response Status	Supplier Site	RFQ/Tendering	Title	Type	Time Left	Monitor	Unread Messages
1397891	Active	KOREA	1120106	KOTC RFQ Test 123	RFQ	1 day 2 hours		0
459914	Active		144876	2017/SR2/0019 - MAIN ENGINE PISTON CROWN	RFQ	0 seconds		0
464644	Active		152753-2	2017/SAL/0620 - PISTON SKIRT	RFQ	0 seconds		0
465740	Active		153160	2017/KFN/0621-SPARES FOR MAIN ENGINE	RFQ	0 seconds		0
485920	Active		153722	2017/SGA/0024 - SPIRAL WOUND GASKETS WITH CLASS CERTIFICATE	RFQ	0 seconds		0

Supplier Site	RFQ/Tendering	Title	Type	Time Left
No results found.				

Quick Links

Manage	View Responses
<ul style="list-style-type: none">DraftsDeliverablesPersonal Information	<ul style="list-style-type: none">ActiveDisqualified and WithdrawnAwardedRejected



Supplier User Training Manual

Your Active and Draft Responses

Below the “Your Active and Draft Responses” heading you should find all enquires for which were saved as Draft Quotations or lost after pressing the “Continue” in the Quotation Creation Page.

The screenshot shows the KOTC Sourcing web application interface. At the top, there is a navigation bar with the KOTC logo and 'Sourcing' text. On the right side of the navigation bar, there are icons for home, star, settings, and notifications (99+), along with the text 'Logged In As: SERVICE@DINTEC.CO.KR'. Below the navigation bar, there is a search bar for 'Search Open Negotiations' with a dropdown menu for 'Title' and a 'Go' button. The main content area is titled 'Your Active and Draft Responses' and includes a message: 'Press Full List to view all your company's responses.' Below this message is a table with the following columns: Response Number, Response Status, Supplier Site, RFQ/Tendering, Title, Type, Time Left, Monitor, and Unread Messages. The table contains five rows of data. Below the table, there is a section titled 'Your Company's Open Invitations' with a 'Full List' button and a table with columns: Supplier Site, RFQ/Tendering, Title, Type, and Time Left. The text 'No results found.' is displayed below this table. At the bottom, there is a 'Quick Links' section with two columns: 'Manage' and 'View Responses'. The 'Manage' column includes links for Drafts, Deliverables, and Personal Information. The 'View Responses' column includes links for Active, Disqualified and Withdrawn, Awarded, and Rejected.

RFQ/E-Tendering

Search Open Negotiations Title Go

Welcome, uhjin kang.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	RFQ/Tendering	Title	Type	Time Left	Monitor	Unread Messages
1397891	Active	KOREA	1120106	KOTC RFQ Test 123	RFQ	1 day 2 hours		0
459914	Active		144876	2017/SR2/0019 - MAIN ENGINE PISTON CROWN	RFQ	0 seconds		0
464644	Active		152753-2	2017/SAL/0620 - PISTON SKIRT	RFQ	0 seconds		0
465740	Active		153160	2017/KFN/0621-SPARES FOR MAIN ENGINE	RFQ	0 seconds		0
465920	Active		153722	2017/SGA/0024 -SPIRAL WOUND GASKETS WITH CLASS CERTIFICATE	RFQ	0 seconds		0

Your Company's Open Invitations [Full List](#)

Supplier Site	RFQ/Tendering	Title	Type	Time Left
No results found.				

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> Drafts Deliverables Personal Information 	<ul style="list-style-type: none"> Active Disqualified and Withdrawn Awarded Rejected



Supplier User Training Manual

Response Status:

Active : You need not worry about the response status “Active”, this status states that your Quotation was submitted successfully with KOTC and you will find this status for all the Quotations for which has been submitted successfully with KOTC, by selecting the “Full List” button.

Draft: You have to make sure that you are aware of all Quotations with “Draft” Response Status. If you want to complete working on a Draft Quotation press on the “Response Number” to open the Quotation in which you were previously working on and then Continue to submit your quotation. Complete all your Draft responses latest 3-Hours before the Close Time just to make sure you don’t hit with any last-minute issues.

End of Supplier User Training Guide !

Continued.....



Supplier User Training Manual

G.LOGIN ISSUES

The below error happens only when you enter a wrong password or when your account is locked by entering wrong password for more than 5-times.

The screenshot shows the KOTC login interface. At the top left, the text 'KOTC' is displayed in white on a dark blue background. The login form is centered and contains the following elements:

- User Name:** A text input field containing 'SALES@DIYARME.COM'.
- Password:** A password input field with masked characters '.....'.
- Buttons:** 'Log In' and 'Cancel' buttons.
- Link:** A link labeled 'Login Assistance' is highlighted with a red rectangular box.
- Other Links:** A link labeled 'Register Here' is located below the 'Login Assistance' link.
- Accessibility:** A dropdown menu labeled 'Accessibility' with 'None' selected.
- Language:** A dropdown menu labeled 'Language' with 'English' selected.
- Error Message:** A message box at the bottom states: 'Login failed. Please verify your login information or contact the system administrator.'

In such times you can easily reset your login password by your own, Just press on the link "[Login Assistance?](#)"

You will get the following screen



Supplier User Training Manual

KOTC

Login Assistance
* Indicates required field

Forgot Password

Enter your user name. Instructions for how to reset your password will be emailed to you.

User Name

Forgot User Name

Enter the email address associated with your account. Your user name will be emailed to you.

Email
(Example: first.last@domain.com)

Enter your company login name and press on the “**submit**” button, a system generated password will be sent to the supplier’s login email address. You will get an email notification with the following subject

☰ ☆ **Auto-Notification** ▶ **Action Required: Password reset requires approval. - To REGAN Sent :**



Supplier User Training Manual

KOTC

Login Assistance

* Indicates required field

Forgot Password

Enter your user name. Instructions for how to reset your password will be emailed to you.

User Name

Forgot User Name

Enter the email address associated with your account. Your user name will be emailed to you.

Email

(Example: first.last@domain.com)

Confirmation

You have been sent an email in response to your request to retrieve your username. Contact the system administrator if you do not receive it shortly.



Supplier User Training Manual

Once you open the mail you will have the details of your password reset request with KOTC and this mail will have an link **"Reset your Password"** company password will be reset.

Reply Reply All Forward

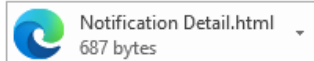
Wed 1/25/2023 11:10 AM



AutoNotification

For Your Information: User Name lookup

To Waleed Almahdly - Oracle EAM Consultant



To **AL MAHDY, WALEED**
Sent **25-JAN-2023 11:08:28**
ID **7311071**

The following user account is associated with your email address. You can now [login](#) or [reset your password](#). This email can be ignored in case you didn't submit the user name lookup request; the reset password link is only active for a short time.

Username: C0009

Once your password is reset with a new system generated password you will get a mail with the following subject



Supplier User Training Manual

Enter your new password and repeat it again to confirm your password> then Press (Confirm Password) you will receive a confirmation

Next you will get the following screen which will be requesting you to change the system generated password that you just copy pasted from the mail, as this is a standard procedure system will prompt you to change the system generated password when you login for the first time with the recently changed system generated password, hence you will have to change the password to your own company password, but there are some simple rules that you will have to follow when you change the password.

When you enter you own password there are some simple rules that you need to follow

- Password length must be minimum 8 characters long.
- Password is case sensitive.
- Password must be alpha-numeric, e.g. must include at least 1 letter or 1 number. "KOTC1234"
- Username must not be part of the password.
- Password must not include any duplicate character, e.g. aa or 77 are not allowed.
- In case of changing your password, any old password can't be used for 30 days from the day it's been changed.
- Password will expire automatically after 90 days and the system will ask you to change it.
- Entering wrong password for 5 consecutive times will lock the password and a reset process must be followed again.



Supplier User Training Manual

KOTC
Reset Password
* Indicates required field
Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name C0009
* Password *****
* Confirm Your Password (8 characters or more)

Confirm Password

Confirmation
The password has been reset; use the new password to login to the system. OK

Press login after you have copy pasted your password from the e-mail. <https://erp.kotc.com.kw/>

KOTC

User Name
sysadmin

Password

Log In Cancel

Login Assistance
Register Here

Accessibility
None

Language
English

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Supplier User Training Manual

Purchase Order Acknowledgement

The Purpose of Supplier acknowledgment /Change Request

Once the Purchase Order is approved by KOTC, you will be notified through e-mail and through the system as well

Navigate to the iSupplier full access responsibility

KOTC ★ ⚙️ 📧 99+ | Logged In As

Home
TIP You have 969 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Financial Notifications

Subject [△]	Sent [▼]	Due [△]
Closed Early: RFQ 1120106 (KOTC RFQ Test 123)	25-Jan-2023	
Closed Early: RFQ 1118106 (Test 123)	17-Jan-2023	
KOTC OPERATING UNIT - (NORMAL) - Standard Purchase Order 2023/BND/0772,0 requires your acceptance	22-Dec-2022	
KOTC OPERATING UNIT - (URGENT) - Standard Purchase Order 2023/BAH/0776,0 requires your acceptance	22-Dec-2022	
KOTC OPERATING UNIT - (NORMAL) - Standard Purchase Order 2023/BUR/0769,0 requires your acceptance	22-Dec-2022	

Navigator

- iSupplier Portal Full Access** (circled in red)
- Sourcing Supplier
- iSupplier Portal Full Access
- Home Page

Personalize

Logged In As SERVICE@DINTEC.CO.KR uhjin kang

Favorites
You have not selected any favorites. Please use the "



Supplier User Training Manual

Press the Purchase Order Number

KOTC iSupplier Portal Home Star Settings 99+ | Logged In As SERVICE@DINTE

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration

Search PO Number

Notifications Full List

Subject	Date ^
Closed Early: RFQ 1120106 (KOTC RFQ Test 123)	25-Jan-2023 12:07:45
Closed Early: RFQ 1118106 (Test 123)	17-Jan-2023 10:10:27
KOTC OPERATING UNIT - (NORMAL) - Standard Purchase Order 2023/BND/0772,0 requires your acceptance	22-Dec-2022 14:39:19
KOTC OPERATING UNIT - (URGENT) - Standard Purchase Order 2023/BAH/0776,0 requires your acceptance	22-Dec-2022 13:36:33
KOTC OPERATING UNIT - (NORMAL) - Standard Purchase Order 2023/BUR/0769,0 requires your acceptance	22-Dec-2022 13:36:33

Orders At A Glance Full List

PO Number	Description	Order Date
2023/GAN/0893	Electrical spares for E/R and Deck	02-Jan-2023 10:06:34
2023/BND/0772	SUPPLY OF SPARES FOR MMC PORTABLE LEVEL GAUGE	22-Dec-2022 14:39:07
2023/BAH/0776	INCINERATOR PLC HMI POWER SUPPLY	22-Dec-2022 13:36:24
2023/BUR/0769	REEFER ROOM INSULATION DOOR SPARES	22-Dec-2022 13:36:23
2023/FUN/0763	COOLING FAN FOR ME AUX BLOWER MOTOR	22-Dec-2022 13:36:22

Shipments At A Glance Full List

Shipment Number	Packing Slip	Shipment Date
No results found.		

Planning

- Forecast Schedules

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments



Supplier User Training Manual

(Acknowledgment) action will be displayed by default, Press Go button

KOTC iSupplier Portal

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Supplier Home > **Standard Purchase Order: 2023/BND/0772, 0 (Total USD 1912.47)**

Currency= USD

Actions Acknowledge Go Export

Order Information

General	Terms and Conditions	Summary
Total 1912.47	Payment Terms NET 60 DAYS	Total 1912.47
Supplier DINTEC CO., LTD	Carrier	Received 0.00
Supplier Site KOREA	FOB	Invoiced 0.00
Supplier Contact	Freight Terms	Payment Status Not Paid
Address DINTEC BUILDING, JUNG-ANG DAERO 309, DONG-GU BUSAN, 601-836, KOREA	Shipping Control	
Order Date 22-Dec-2022 14:39:07	Ship-To Address	
Description SUPPLY OF SPARES FOR MMC PORTABLE LEVEL GAUGE	Address BNAIDER	
Status Requires Acknowledgment	OTH	
Note to Supplier	Bill-To Address	
Operating Unit KOTC OPERATING UNIT	Address SAFAT	
Sourcing Document 1103275	ALAS	
Supplier Order Number	13009	
Vessel Code BND		
Cost Center		
Agent		
Vendor Quotation Number		
Zero Value Logistics Order		
Order Priority NORMAL		
Source (Single/Multi) Multi Source		
PO Remarks		
Should Notify Requestor Yes		
Should Notify Supplier Yes		
Notify Logistics Dept Yes		
First Agent (For Logistics) Yes		
Order Type Material Order		
Show Amount to Supplier Yes		
Agent Details THE MASTER 'BNAIDER'		



Supplier User Training Manual

To accept the Purchase Order Promised Date , just keep the default Action as Accept

To Request Change in the Promised Date (Final Promised Date), just select the New Promised Date from Calendar and , update the Action to Change

The screenshot displays the KOTC (Kuwait Oil Tanker Company) system interface. At the top, there is a dark blue navigation bar with the KOTC logo on the left and navigation icons (home, star, gear, bell) on the right. The user is logged in as SERVICE@DINTEC.CO.KR. Below the navigation bar, the main content area shows a notification titled "KOTC OPERATING UNIT - (NORMAL) - Standard Purchase Order 2023/BND/0772,0 requires your acceptance". The notification details include: To: DINTEC.CO., LTD; Sent: 22-Dec-2022 14:39:19; ID: 7226775; and a message: "Please review the purchase order and any other document attached to this message." Below the notification, there is a "References" section with a link to a "PDF Document". At the bottom left, there is a "Return to Worklist" link. In the top right corner of the notification area, there are two buttons: "Accept" and "Reject". The "Accept" button is circled in red, indicating the required action.



Supplier User Training Manual

Supplier Home **Orders** Shipments Planning Finance Product Administration

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Supplier Home > View Order Details >

Acknowledge for Standard Purchase Order : 2023/BND/0772,0 (Total USD 1912.47)

Cancel Save Submit Export Actions **Accept Entire Order** Go

Currency=USD

Order Information

General Information

Total 1912.47
 Supplier DINTEC CO., LTD
 Supplier Site KOREA
 Address DINTEC BUILDING, JUNG-ANG DAERO 309 , DONG-GU
 BUSAN , 601-836 , KOREA
 Order Date 22-Dec-2022 14:39:07
 Description SUPPLY OF SPARES FOR MMC PORTABLE LEVEL
 GAUGE
 Status Requires Acknowledgment
 Note to Supplier
 Sourcing Document [1103275](#)
 Organization KOTC OPERATING UNIT
 Supplier Order Number
 Attachments

Terms and Conditions

Payment Terms NET 60 DAYS
 Carrier
 FOB
 Freight Terms
 Shipping Control

Ship-To Address

Address BNAIDER
 OTH

Bill-To Address

Address SAFAT
 ALAS
 13009

Related Information

Receipts
 Invoices
 Payments

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods	Fleet.CAMSBA01.SET.TG-3001-11/G/18			TAPE WIPER ASSY	PIECE	1	216.47	216.47				Open				
	2	Goods	Fleet.CAMSBA01.SET.TG-3001-11/G/15			GLASS LEVEL READ OUT WINDOW, D40XT5, GLASS	PIECE	1	11.29	11.29				Open				
	3	Goods	Fleet.CAMSBA01.SET.TG-3001-11/G/2			GRADUATED TAPE AND HEADER/REEL BLOCK ASSY	PIECE	1	1684.71	1684.71				Open				

[Return to View Order Details](#)



Supplier User Training Manual

KOTC iSupplier Portal

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Supplier Home > View Order Details > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 2023/BND/0772

Description	SUPPLY OF SPARES FOR MMC PORTABLE LEVEL GAUGE
Currency	USD
Amount	1912.47
Order Date	22-Dec-2022 14:39:07
Action	Accept

Note to Buyer:

Cancel **Submit**

Cancel Submit



Supplier User Training Manual

And update the Action from **Accept** to **Reject** with entering a reason in **Reason** filed for all PO lines
 After Accept the PO/CONT and all lines one by one and or Accept all PO entry lines

[Purchase Orders](#) | [Work Orders](#) | [Agreements](#) | [View Requests](#) | [Purchase History](#) | [Work Commitments](#) | [RFQ](#) | [Unenables](#) | [Home](#)

Orders: Purchase Orders > View Order Details >

Acknowledge for Standard Purchase Order : 2023/BUR/0769,0 (Total USD 312.00)

[Cancel](#) [Save](#) [Submit](#) [Export](#) [Actions](#) [Accept Entire Order](#) [Go](#)

Currency=USD

Order Information

General Information

Total 312.00
 Supplier DINTEC CO., LTD
 Supplier Site KOREA
 Address DINTEC BUILDING, JUNG-ANG DAERO 309 , DONG-GU
 BUSAN , 601-836 , KOREA
 Order Date 22-Dec-2022 13:36:23
 Description REEFER ROOM INSULATION DOOR SPARES
 Status Requires Acknowledgment
 Note to Supplier
 Sourcing Document 1103393
 Organization KOTC OPERATING UNIT
 Supplier Order Number
 Attachments

Terms and Conditions

Payment Terms NET 60 DAYS
 Carrier
 FOB
 Freight Terms
 Shipping Control

Ship-To Address

Address BURGAN
 OTH

Bill-To Address

Address SAFAT
 ALAS
 13009

Related Information

[Receipts](#)
[Invoices](#)
[Payments](#)

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods				FASTENER	PIECE	4	60	240.00				Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Reason	Action
1	BUR	4	60			240.00	29-Dec-2022 13:28:50						Requires Acknowledgment			

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Reason	Action
1	BUR	4	18			72.00	29-Dec-2022 13:28:50						Requires Acknowledgment			



Supplier User Training Manual

Or Applying for All lines Go and Press Submit button

Cancel Save Submit Export **Actions** Accept Entire Order ▼ Go

KOTC iSupplier Portal Home Star Settings 99+ Logged In As SERVICE@DINTEC.CO.KR ? Power

Supplier Home **Orders** Shipments Planning Finance Product Administration

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 2023/BUR/0769

Cancel Submit

Description	REEFER ROOM INSULATION DOOR SPARES
Currency	USD
Amount	312.00
Order Date	22-Dec-2022 13:36:23
Action	Accept

Note to Buyer

Cancel Submit



Supplier User Training Manual

You can see/review all your awarded Purchase Order details from Order (Tab)
Select PO number and choose your Option

KOTC iSupplier Portal | Logged In As SERVICE@DINTEC.CO.KR

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Purchase Orders Multiple PO Change Export

Views

View: All Purchase Orders Go Advanced Search

Select Order: **Acknowledge** | Request Cancellation | Request Changes | View Change History | Upload Invoice | ...

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/> 2023/GAN/0893	0	KOTC OPERATING UNIT	Standard PO	Electrical spares for E/R and Deck	02-Jan-2023 10:06:34	USD	3250.47	Accepted			
<input type="radio"/> 2023/BND/0772	0	KOTC OPERATING UNIT	Standard PO	SUPPLY OF SPARES FOR MMC PORTABLE LEVEL GAUGE	22-Dec-2022 14:39:07	USD	1912.47	Accepted			
<input type="radio"/> 2023/BAH/0776	0	KOTC OPERATING UNIT	Standard PO	INCINERATOR PLC HMI POWER SUPPLY	22-Dec-2022 13:36:24	USD	192.00	Requires Acknowledgment			
<input type="radio"/> 2023/BUR/0769	0	KOTC OPERATING UNIT	Standard PO	REEFER ROOM INSULATION DOOR SPARES	22-Dec-2022 13:36:23	USD	312.00	Requires Acknowledgment			
<input type="radio"/> 2023/FUN/0763	0	KOTC OPERATING UNIT	Standard PO	COOLING FAN FOR ME AUX BLOWER MOTOR	22-Dec-2022 13:36:22	USD	214.02	Requires Acknowledgment			
<input type="radio"/> 2023/FUN/0765	0	KOTC OPERATING UNIT	Standard PO	Silver ion sterilizer & rehardener consumables	22-Dec-2022 10:28:13	USD	2935.20	Requires Acknowledgment			
<input type="radio"/> 2023/BND/0774	0	KOTC OPERATING UNIT	Standard PO	ELECTRONIC PCB COMPLETE FOR DANGEROUS CARGO LIGHT	22-Dec-2022 08:20:21	USD	600.00	Requires Acknowledgment			
<input type="radio"/> 2023/BND/0764	0	KOTC OPERATING UNIT	Standard PO	SUPPLY OF CARGO VALVE OIL HYDRAULIC ACTUATOR	22-Dec-2022 08:00:16	USD	5125.00	Requires Acknowledgment			
<input type="radio"/> 2023/DSW/0693	0	KOTC OPERATING UNIT	Standard PO	HUGE VESSEL FLASHING GREEN LIGHT	21-Dec-2022 15:01:33	USD	556.44	Requires Acknowledgment			
<input type="radio"/> 2023/YMK/0795	0	KOTC OPERATING UNIT	Standard PO	ECR PACKAGE AC COMPRESSOR	21-Dec-2022 15:01:05	USD	1320.00	Requires Acknowledgment			
<input type="radio"/> 2023/SR2/0690	0	KOTC OPERATING UNIT	Standard PO	E/R SIGNAL LIGHT COLUMN SPARES	21-Dec-2022 14:20:23	USD	670.14	Requires Acknowledgment			
<input type="radio"/> 2023/KUT/0783	0	KOTC OPERATING UNIT	Standard PO	SEWAGE TREATMENT PLANT Consumable spares	21-Dec-2022 13:49:22	USD	3035.17	Requires Acknowledgment			
<input type="radio"/> 2023/KUT/0807	0	KOTC OPERATING UNIT	Standard PO	RS - 3 Way Shut Off Valve SMC	21-Dec-2022 13:46:31	USD	150.00	Requires Acknowledgment			
<input type="radio"/> 2023/ADA/0727	0	KOTC OPERATING UNIT	Standard PO	LIGHTING FIXTURE	20-Dec-2022 13:38:18	USD	3299.35	Requires Acknowledgment			
<input type="radio"/> 2023/ADA/0764	0	KOTC OPERATING UNIT	Standard PO	DG PRE-LUB OIL PUMP STARTER SPARES	20-Dec-2022 13:30:15	USD	1008.66	Accepted			
<input type="radio"/> 2023/SDQ/0764	0	KOTC OPERATING UNIT	Standard PO	QUICK CLOSING VALVES & SPARES - Noted supplier can provide cert from China Classification Society CCS. Please ask supplier to provide the certificates.	20-Dec-2022 13:16:19	USD	1052.39	Requires Acknowledgment			
<input type="radio"/> 2023/SAL/0808	0	KOTC OPERATING UNIT	Standard PO	3/2 WAY PRESSURE RELIEF VALVE MACHINERY SPACE	20-Dec-2022 11:41:01	USD	200.00	Requires Acknowledgment			
<input type="radio"/> 2023/GK2/0738	0	KOTC OPERATING UNIT	Standard PO	Main Engine Jacket Cooling temperature Controller	19-Dec-2022 09:35:54	USD	1106.68	Requires Acknowledgment			
<input type="radio"/> 2023/SFS/0731	0	KOTC OPERATING UNIT	Standard PO	Fresh Water Generator Ejector Pump Spares	19-Dec-2022 06:20:24	USD	6290.80	Requires Acknowledgment			
<input type="radio"/> 2023/KUT/0792	0	KOTC OPERATING UNIT	Standard PO	DG Quick Closing Valves	18-Dec-2022 10:19:36	USD	680.00	Requires Acknowledgment			
<input type="radio"/> 2023/GMB/0765	0	KOTC OPERATING UNIT	Standard PO	CARGO SYSTEM SEA WATER AUTO FILTER PRESSURE SWITCH	18-Dec-2022 10:14:29	USD	1800.00	Requires Acknowledgment			
<input type="radio"/> 2023/GMB/0763	0	KOTC OPERATING UNIT	Standard PO	PRESSURE SWITCH FOR EP PUMP AUTO START	16-Dec-2022 12:30:26	USD	646.86	Requires			



Supplier User Training Manual

The following confirmation message will be displayed if you need a change request

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes the Oracle logo and the text "iSupplier Portal". Below this, there are several menu items: "Home", "Orders", "Shipments", "Planning", "Finance", "Product", "Intelligence", and "Admin". A secondary navigation bar lists "Purchase Orders", "Work Orders", "Agreements", "Purchase History", "Work Confirmations", "Deliverables", "Timecards", and "RFQ". The main content area displays a confirmation message: "Change Request for Purchase Order TST100` has been submitted for approval." Below the message is a link: "Return to Purchase Order Summary". The footer of the page contains "About this Page", "Privacy Statement", and "Copyright (c) 2006, Oracle. All rights reserved."

If you accept

The screenshot shows the Oracle iSupplier Portal interface with the KOTC logo. The top navigation bar includes "Supplier Home", "Orders", "Shipments", "Planning", "Finance", "Product", and "Administration". A secondary navigation bar lists "Purchase Orders", "Work Orders", "Agreements", "View Requests", "Purchase History", "Work Confirmations", "RFQ", "Deliverables", and "Timecards". The main content area displays a confirmation message: "PO Acknowledgment Confirmation" followed by "Purchase Order 2023/BUR/0769 has been Acknowledged." Below the message is a link: "Return to Purchase Order Summary".



Supplier User Training Manual

Once KOTC respond to your Change Request for the Example for a New Promised Date (In case you requested changes), you have to accept the New Promised Date (Only the Lines that you requested to change).

Press the notification link and you must to **Acknowledgment** again. Press GO button

Navigator

Personalize

- [iSupplier Portal Full Access](#)
- [Sourcing Supplier](#)

- [iSupplier Portal Full Access](#)
- [Home Page](#)

Logged In As SERVICE@DINTEC.CO.KR uhjin kang

Go to Order (TAB) then Select the PO number

KOTC iSupplier Portal

[Home](#)
[Star](#)
[Settings](#)

Supplier Home
Orders
Shipments
Planning
Finance
Product
Administration

[Purchase Orders](#)
[Work Orders](#)
[Agreements](#)
[View Requests](#)
[Purchase History](#)
[Work Confirmations](#)
[RFQ](#)
[Deliverables](#)
[Timecards](#)

Purchase Orders

Views

View All Purchase Orders Go

Select Order: Acknowledge Request Cancellation Request Changes View Change History Upload Invoice | | ...

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status
<input type="radio"/> 2023/GAN/0893	0	KOTC OPERATING UNIT	Standard PO	Electrical spares for E/R and Deck	02-Jan-2023 10:06:34	USD	3260.47	Accepted
<input type="radio"/> 2023/BND/0772	0	KOTC OPERATING UNIT	Standard PO	SUPPLY OF SPARES FOR MMC PORTABLE LEVEL GAUGE	22-Dec-2022 14:39:07	USD	1912.47	Accepted
<input checked="" type="radio"/> 2023/BAH/0776	0	KOTC OPERATING UNIT	Standard PO	INCINERATOR PLC HMI POWER SUPPLY	22-Dec-2022 13:36:24	USD	192.00	Requires Acknowledgmei
<input type="radio"/> 2023/BUR/0769	0	KOTC OPERATING UNIT	Standard PO	REEFER ROOM INSULATION DOOR SPARES	22-Dec-2022 13:36:23	USD	312.00	Accepted
<input type="radio"/> 2023/FUN/0763	0	KOTC OPERATING UNIT	Standard PO	COOLING FAN FOR ME AUX BLOWER MOTOR	22-Dec-2022 13:36:22	USD	214.02	Requires Acknowledgmei
<input type="radio"/> 2023/FUN/0765	0	KOTC OPERATING UNIT	Standard PO	Silver Ion sterilizer & rehardener consumables	22-Dec-2022 10:28:13	USD	2935.20	Requires Acknowledgmei
<input type="radio"/> 2023/BND/0774	0	KOTC OPERATING	Standard PO	ELECTRONIC PCB COMPLETE FOR DANGEROUS CARGO LIGHT	22-Dec-2022 08:20:21	USD	600.00	Requires



Supplier User Training Manual

Or Click on the PO number to review then (Acknowledge)

Actions Acknowledge Go

Press Go button

Supplier Home **Orders** Shipments Planning Finance Product Administration

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders >

Standard Purchase Order: 2023/FUN/0763, 0 (Total USD 214.02)

Currency= USD

Order Information

Actions Acknowledge Go Export

Select Accept button > Go

Supplier Home **Orders** Shipments Planning Finance Product Administration

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders > View Order Details >

Acknowledge for Standard Purchase Order : 2023/FUN/0763,0 (Total USD 214.02)

Currency=USD

Order Information

Cancel Save Submit Export Actions Accept Entire Order Go



Supplier User Training Manual

[Show All](#)

Press Submit buton

Cancel

Printable View

View Change History

Export

Submit

Submit

PO Acknowledgment Confirmation

[Personalize "View PO Confirmation"](#)

Purchase Order TST100` has been Acknowledged.

[Return to Purchase Order Summary](#)



Supplier User Training Manual

Press Full List button to review all you notifications and worklist status



Home

TIP You have 967 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Financial Notifications

Subject	Sent	Due
Closed Early: RFQ 1120106 (KOTC RFQ Test 123)	25-Jan-2023	
Closed Early: RFQ 1118106 (Test 123)	17-Jan-2023	
KOTC OPERATING UNIT - (URGENT) - Standard Purchase Order 2023/BAH/0776,0 requires your acceptance	22-Dec-2022	
KOTC OPERATING UNIT - (NORMAL) - Standard Purchase Order 2023/FUN/0763,0 requires your acceptance	22-Dec-2022	
KOTC OPERATING UNIT - (URGENT) - Standard Purchase Order 2023/FUN/0765,0 requires your acceptance	22-Dec-2022	

Full List | ...

Previous 1 - 5 Next 5

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Yc

Navigator

- iSupplier Portal Full Access**
- Sourcing Supplier

- iSupplier Portal Full Access
- Home Page

Personalize

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Supplier User Training Manual

H. 'Tips' - KOTC Quotation Submission Process

Simple techniques to avoid errors while using KOTC web portal to submit online Quotation.

Dear User,

All the quotation pages are highly secure pages hence require standard procedure to be followed while working on these pages. You will find no issues if the entire "Dos" are followed.

"DO"

1. Use Microsoft Edge browser.
2. Open the KOTC login page URL from the mail hyperlink or you can navigate to the web page kotc.com.kw>Skip Intro>i-SOURCING>REGISTERED SUPPLIER LOGIN or Copy the link http://erp.kotc.com.kw/OA_HTML/AppsLocalLogin.jsp to your browser
3. Open only one session of KOTC Online sourcing at a time
4. Save the login page only to your favourites for future use.
5. Use only the hyperlinks provided within the Sourcing page to navigate between pages
6. Before you submit your Quotation make sure you have selected the right Response Currency for the Price you are submitting (Refer User Guide steps)
7. Always save your work as "save Draft" while working on the quotation page



Supplier User Training Manual

8. Logout using the "Logout" hyperlink provided on the top right corner of the sourcing page once you have submitted your company's Quotation
9. Clear your cache memory of the internet explorer at regular intervals, when you get System Administrator error try clearing your IE Cache memory and retry
10. Check with your IT department if any of your company internet security or firewall security is blocking our web pages or any of our web pages, Popup
11. Try restarting the system to solve dynamic IP address issues
12. In general, when you face some issues on our Oracle Sourcing page and if your struck, Kindly close all your internet explorer pages, clear the IE cache and try to re-login to our sourcing we portal directly (Ref: Point-1)

"DO-NOT"

1. Do Not Open two sessions of KOTC instance at the same time in the same system
2. DO NOT Open the KOTC Quotation Page from different system at the same time with same username.
3. DO NOT Save the Quotation page as shortcut in the desktop and open the same for the next time login (Saving to Short Cut is different from saving to favourites)



Supplier User Training Manual

4. Do Not submit your Quote Price as such, make sure you have selected the right response currency (Refer User Guide steps)
5. DO NOT Use the back button or Keyboard shortcuts within the browser to navigate between pages
6. DO NOT Close the page at the middle of entering a Quotation without saving as draft.
7. DO NOT Leave the secession for more than 15-minutes unattended
8. DO NOT save any Quotation pages in your local system and restart to work from the saved pages.
9. DO NOT have your pop-up blocker turned on with your internet browser
10. DO NOT Reply back to any of the mails that you receive from "Auto-Notification" mailer -" except "*the requested exact responses*" (If you are prompted to Press "YES" or "NO" just do that, do not try to attach any documents or try to type some message that is addressed to "Auto-Notification" mailer)



Supplier User Training Manual

Continued...

On issues:

Fleet Suppliers please contact: fpd@kotc.com.kw

General & LPG Suppliers please contact: gpd@kotc.com.kw

Thank You