

1. How do I login to the System?

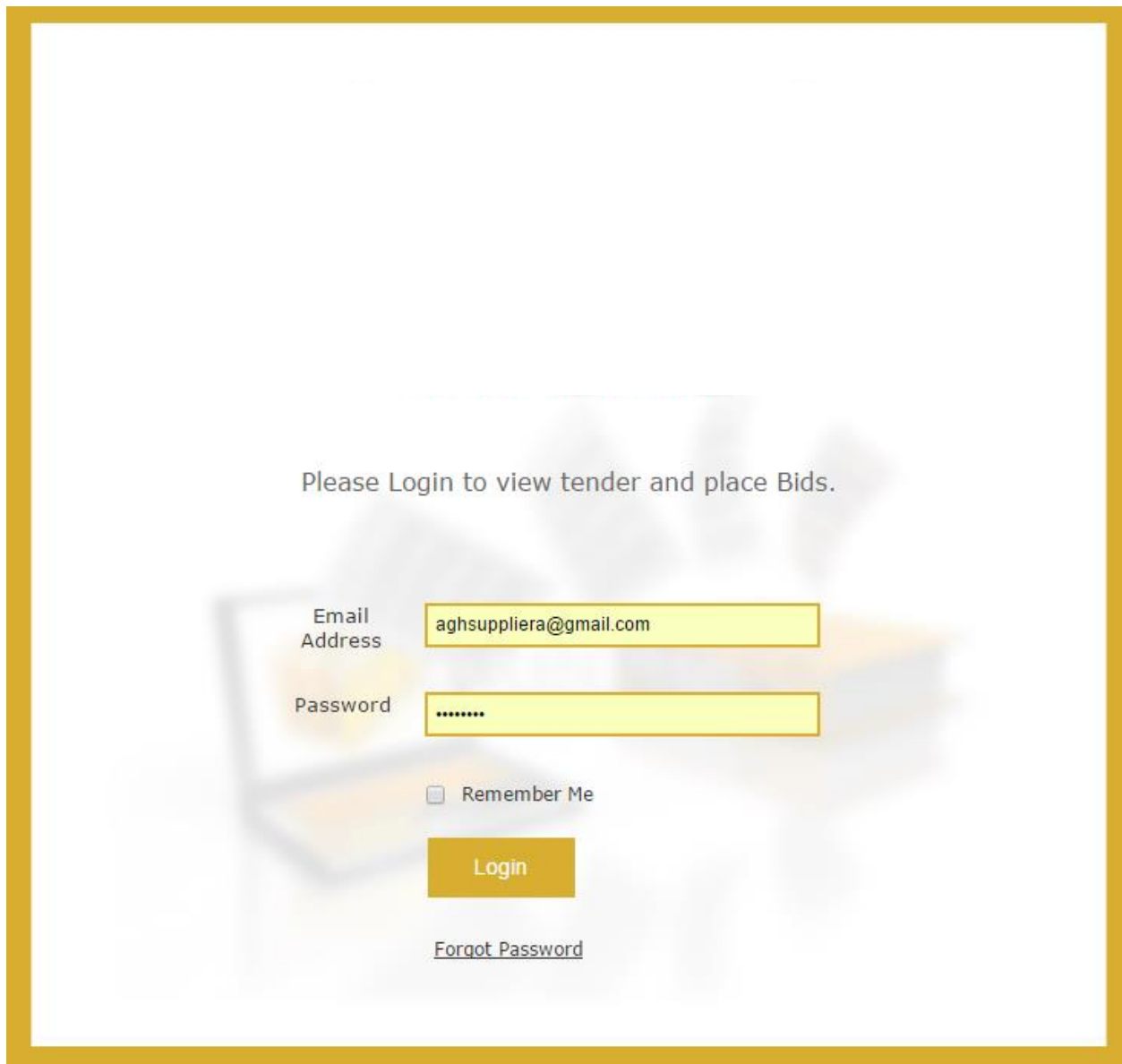
You can use the registered email address and password provided by Company to login into the system.

The system URL will also be provided by Company.

Steps to Login. Refer Fig .1:

1. Enter registered email address in “Email Address” field.
2. Specify the password in “Password” field.
3. Click “Login” button

Fig. 1

The image shows a login form within a yellow border. At the top, it says "Please Login to view tender and place Bids." Below this, there are two input fields: "Email Address" with the value "aghsuppliera@gmail.com" and "Password" with masked characters ".....". There is a "Remember Me" checkbox which is unchecked. Below the password field is a yellow "Login" button. At the bottom, there is a link that says "Forgot Password".

Please Login to view tender and place Bids.

Email Address

Password

☐ Remember Me

[Forgot Password](#)

4. Upon successful login you will be directed to “Home” screen of the system which shows you “Dashboard”

Dashboard: Dashboard contains short summary of the overall activities that you may perform using the system. Refer Fig.2

Fig.2

The screenshot displays the user interface of a system dashboard. At the top, there is a header bar with 'English' on the left and a 'Log out' button on the right. Below the header, a large 'Welcome' message is shown for 'ABDUL AZIZ TRADING EST.' with the date 'Monday, 03 Nov 2014'. A horizontal navigation bar contains five buttons: 'HOME', 'ABOUT US', 'FAQ', 'LANGUAGE', and 'CONTACT US'. On the left side, a vertical menu lists several options: 'View RFI', 'View RFP', 'View RFQ', 'View Tender', 'View Auction', 'My Profile', and 'Password Setting'. The main content area is titled 'Home >> Dashboard' and contains three sections: 'Available Tenders', 'Available Auctions', and 'Submitted Tenders'. The 'Available Tenders' section features a table with one row of data. The 'Available Auctions' and 'Submitted Tenders' sections both display 'No Records Found'. There is also a 'Submitted Auctions' section at the bottom, which also shows 'No Records Found'. A 'More >>' link is present at the end of the 'Available Tenders' table.

English Log out

Welcome
ABDUL AZIZ TRADING EST.
Monday, 03 Nov 2014

View RFI
View RFP
View RFQ
View Tender
View Auction
My Profile
Password Setting

Home >> Dashboard

Available Tenders

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status
PT2014	Pharma Tender 2014	03-Nov-2014	31-Dec-2014	0 % Done	Submission Pending

[More >>](#)

Available Auctions
No Records Found

Submitted Tenders
No Records Found

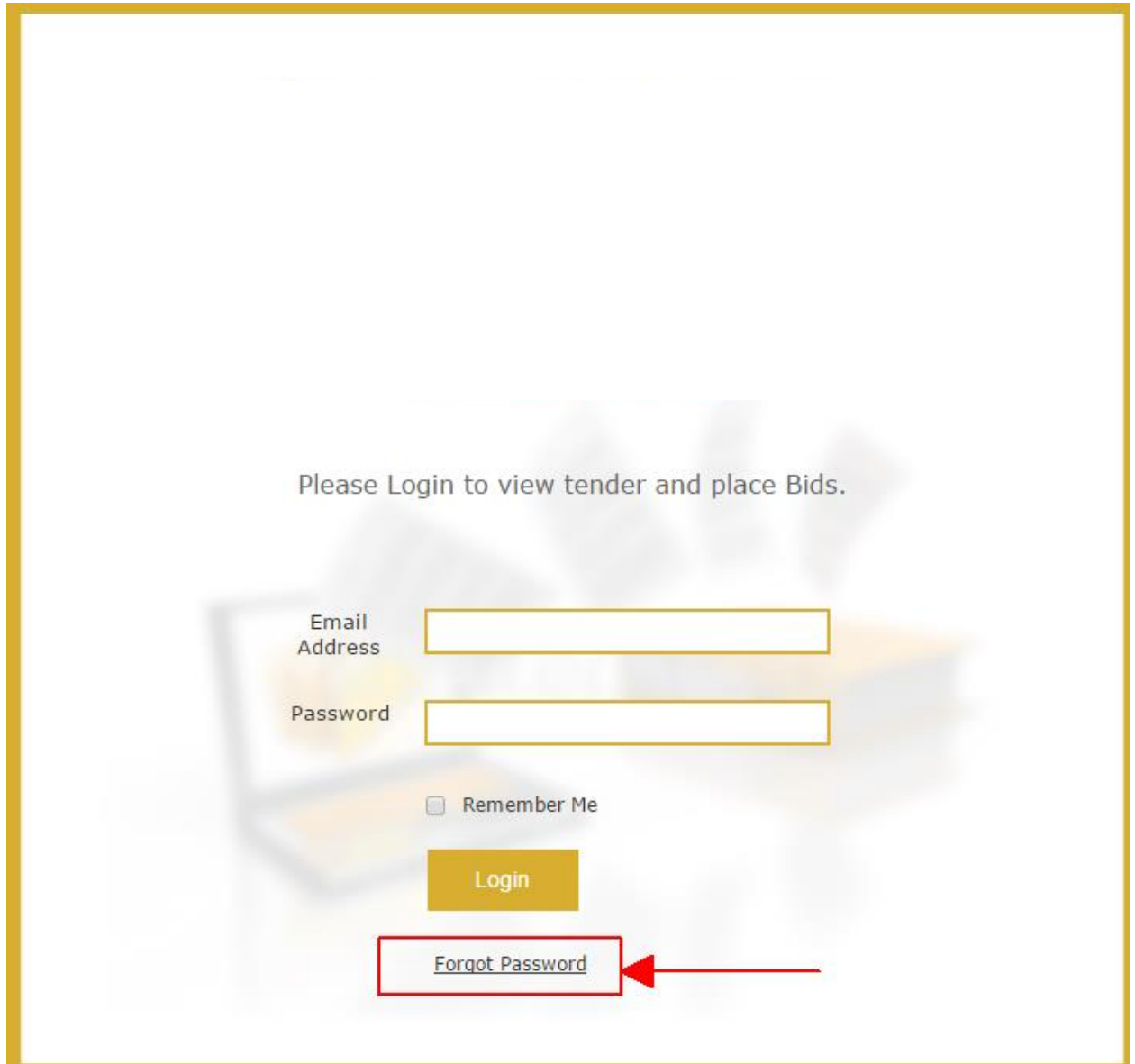
Submitted Auctions
No Records Found

2. How do I reset my password? (or) How do I retrieve my forgotten password?

A) Using “Forgot Password” link

1. If you have forgotten your password and would like to retain it, you can click the “Forgot Password” link on the login page. Refer Fig. 3

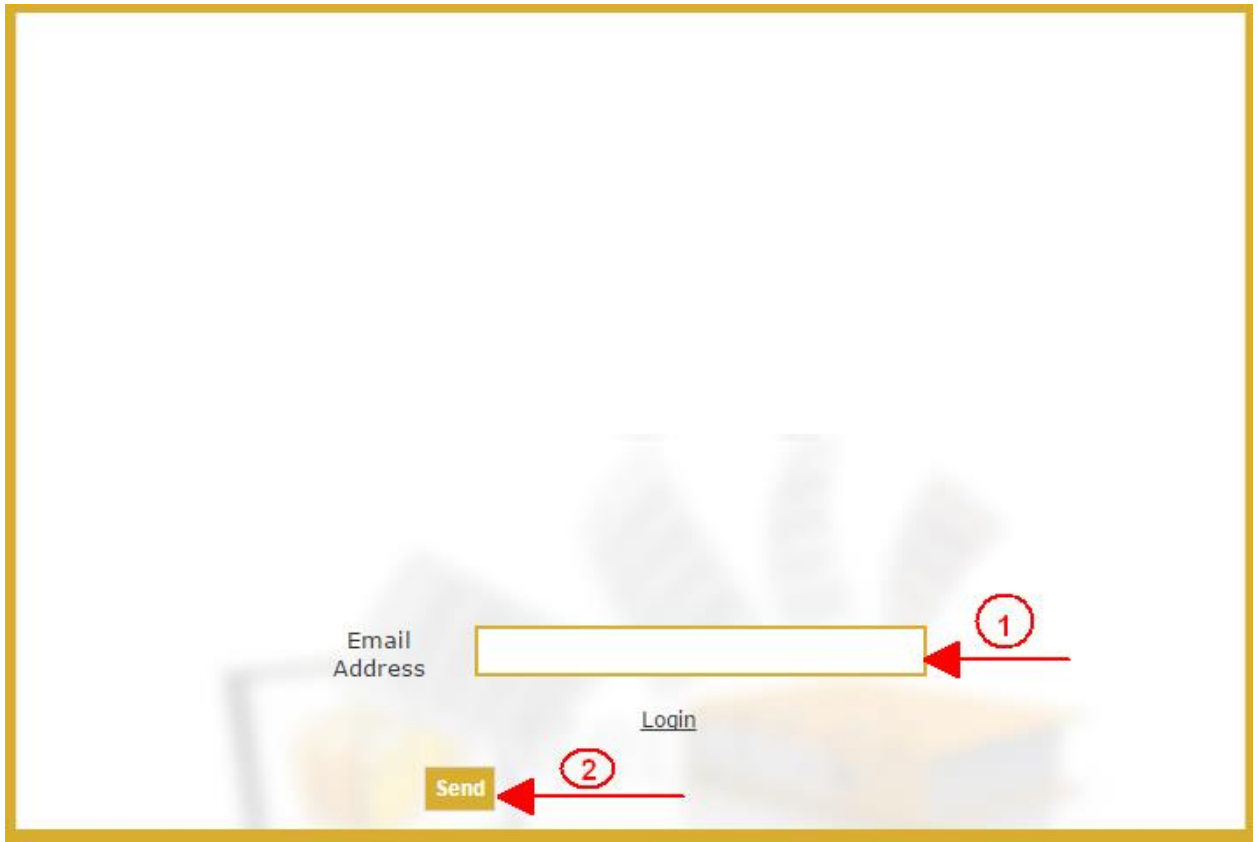
Fig. 3



The screenshot shows a login interface with the text "Please Login to view tender and place Bids." at the top. Below this, there are two input fields: "Email Address" and "Password". Under the "Password" field is a checkbox labeled "Remember Me". Below the checkbox is a yellow "Login" button. At the bottom of the form is a red-bordered box containing the text "Forgot Password", which is underlined. A red arrow points to this link from the right side.

2. Clicking on “Forgot Password” link will take you to the next screen where in you need to enter your registered email address.
3. Enter your registered email address and click “Send” button. Refer Fig.4

Fig.4



4. Your password will be sent to your registered email address, please check your Spam/Junk email folder. Sometimes, certain email clients do not recognize email from Company. If you find Company email messages in your Spam or Junk folder, add those email address to your email contacts, or Safe senders list. This will allow your mail client to recognize Company emails and deliver them to your Inbox.

B) Using “Password Setting” page

1. Upon first time login, you might use the default password provided by Company IT Support Team. However, later if you want to change your password you can click on the “Password Setting” menu and specify your Current Password and enter your desired Password in “New Password” and “Re Enter Password” field. Refer Fig. 5
2. Make sure your login with the new password next time when you use the system.

Fig. 5

English

Log out

Welcome

ABDUL AZIZ TRADING
EST.

Monday, 03 Nov 2014

View RFI

View RFP

View RFQ

View Tender

View Auction

My Profile

→ Password Setting

HOME

ABOUT US

FAQ

LANGUAGE

CONTACT US

Home >> Change Password

Change Password

Current Password

New Password

Re Enter Password

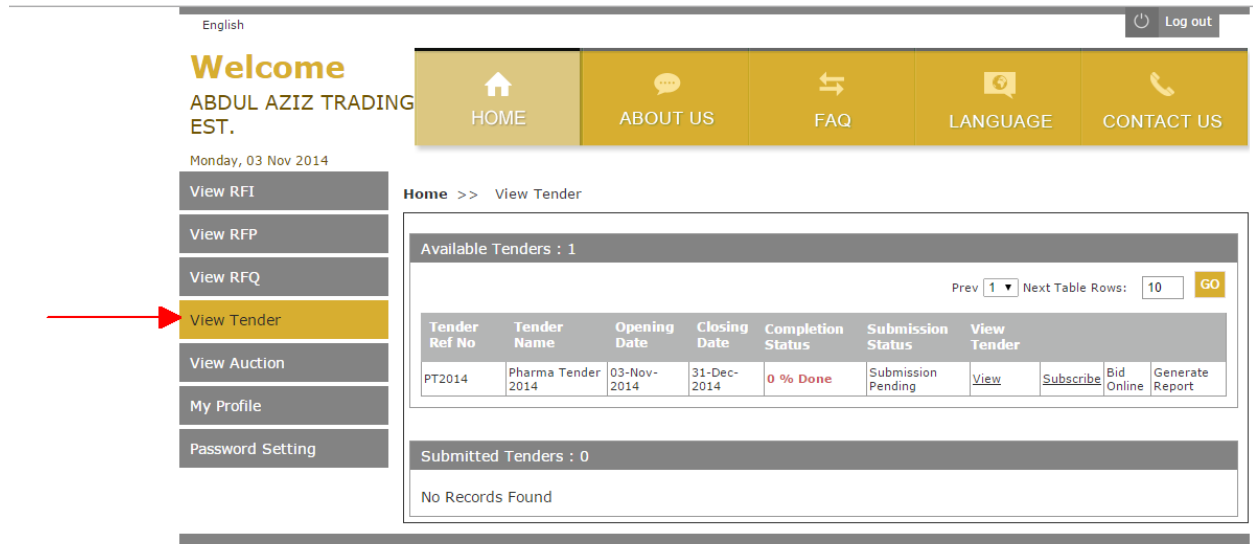
Save

Cancel

3. How do I submit an Pharma Tender Online using the system?

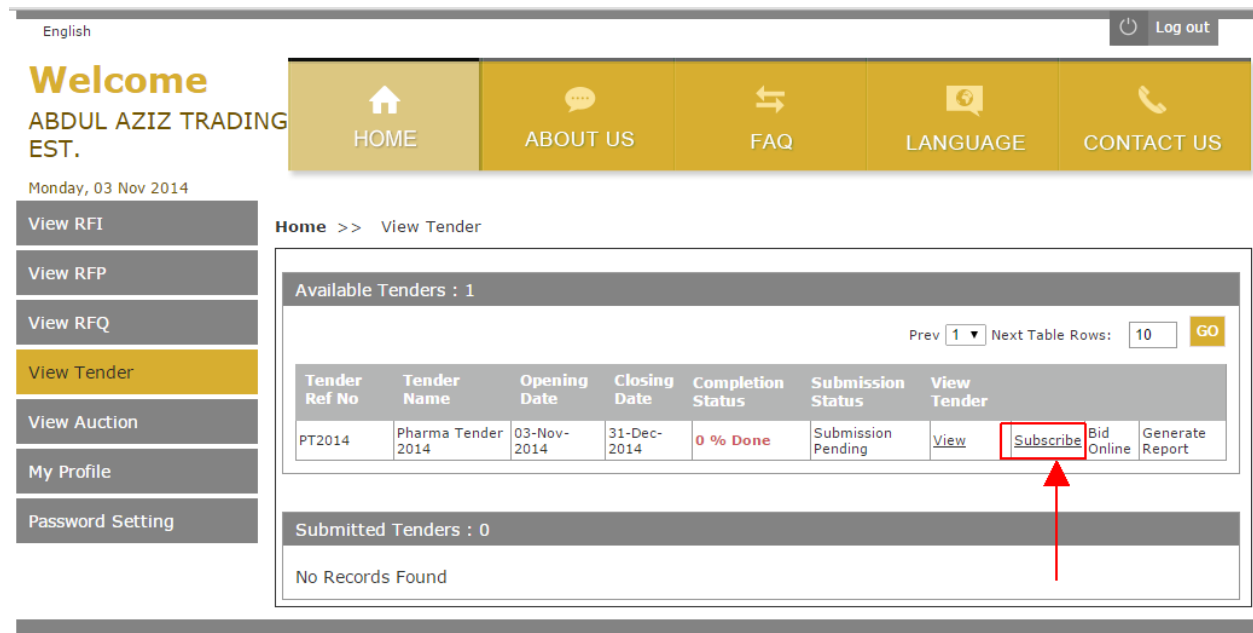
1. Click on the “View Tender” menu to view the available Tender. Refer Fig.6

Fig. 6



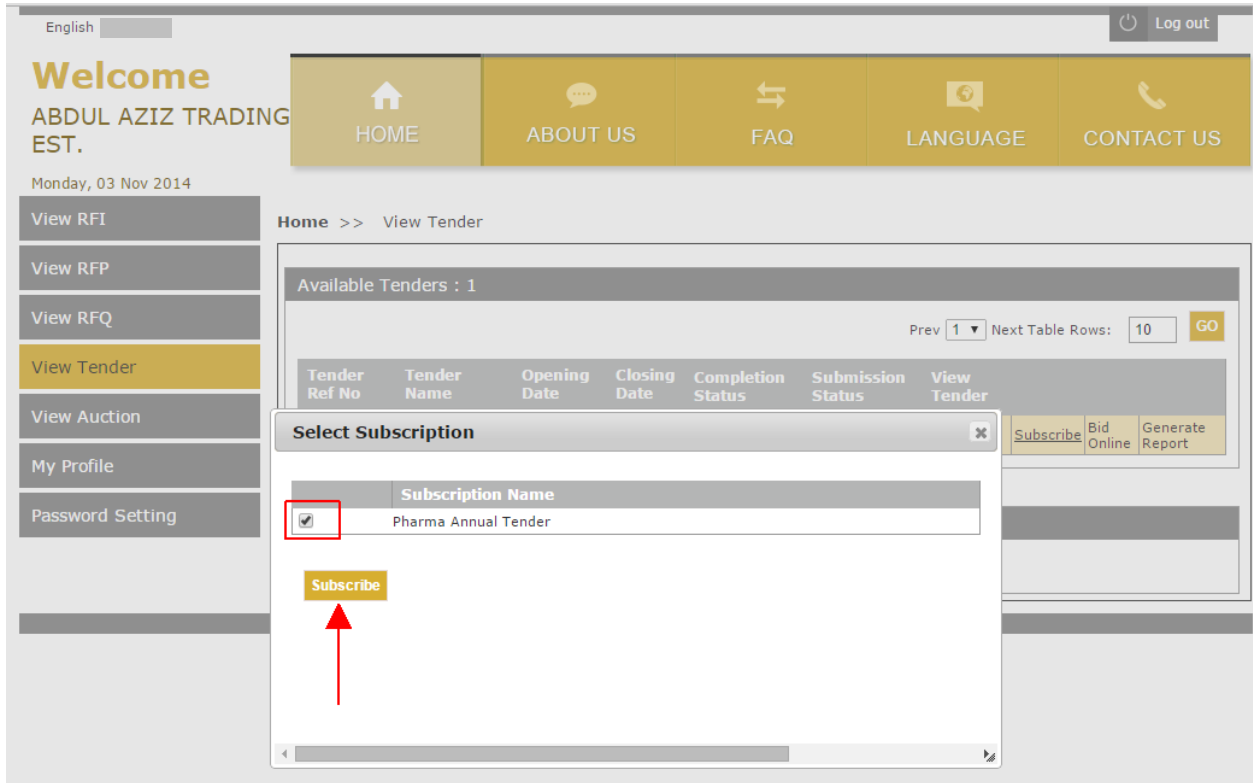
2. Before you place your bid online, you need to get Subscribe for that particular Tender.
3. Company IT Support Team can also Subscribe to the Tender on your behalf, please contact Company if you intend to do so.
4. To Subscribe by yourself, please click on “Subscribe” link as shown in the below figure

Fig.7



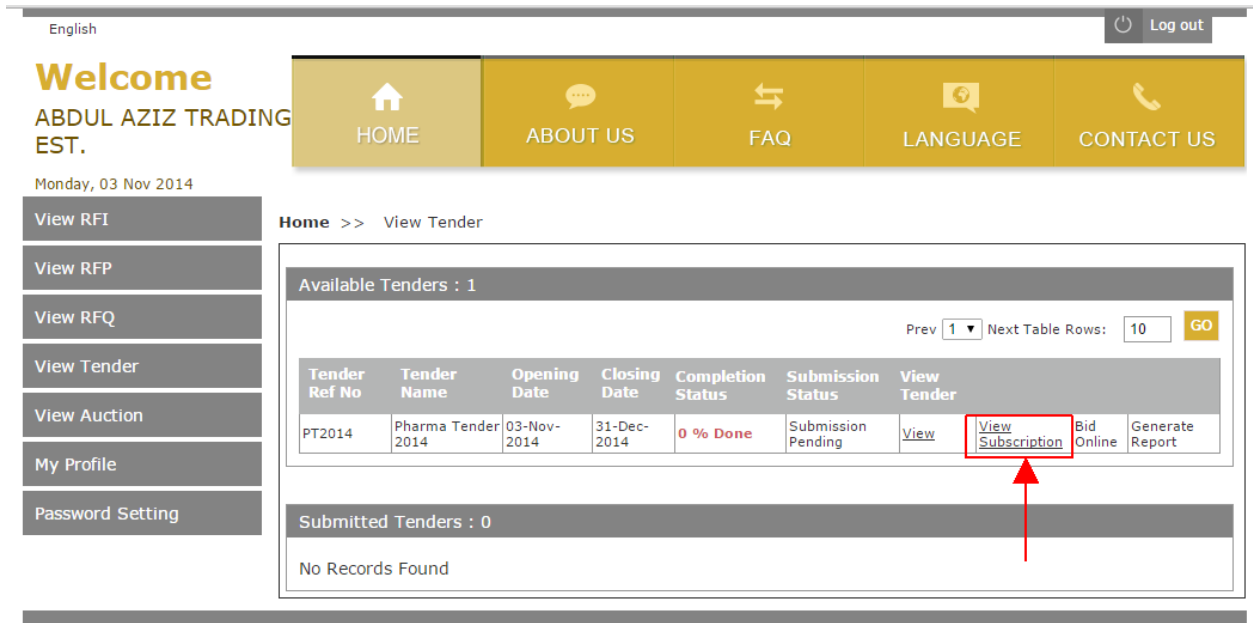
5. Check the “Pharma Annual Tender” and click “Subscribe” button.

Fig.8



6. To view the status of your Subscription, click on “View Subscription” link.

Fig.9



7. Following screen shows the Subscription Status as still “Pending”.

Fig.10

The screenshot displays a web application interface. At the top, there is a navigation bar with a language dropdown set to 'English' and a 'Log out' button. Below this is a 'Welcome' message for 'ABDUL AZIZ TRADING EST.' dated 'Monday, 03 Nov 2014'. A horizontal menu contains links: HOME, ABOUT US, FAQ, LANGUAGE, and CONTACT US. On the left, a vertical sidebar lists options: View RFI, View RFP, View RFQ, View Tender, View Auction, My Profile, and Password Setting. The main content area shows a breadcrumb 'Home >> View Tender'. It features a table titled 'Available Tenders : 1' with columns: Tender Ref No, Tender Name, Opening Date, Closing Date, Completion Status, Submission Status, and View Tender. A modal window titled 'Subscription Status' is overlaid, showing a red message 'Your Subscription is Pending'. Inside the modal is a table with one row: 'Pharma Annual Tender' with a checked checkbox. A 'Subscribe' button is located at the bottom of the modal. In the background, to the right of the modal, there are buttons for 'New Subscription', 'Bid Online', and 'Generate Report'.

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender
	Pharma Annual Tender					

8. Once the Subscription is approved by the Admin, you can view the status as below.

Fig.11

English Log out

Welcome
ABDUL AZIZ TRADING
EST.

Monday, 03 Nov 2014

View RFI
View RFP
View RFQ
View Tender
View Auction
My Profile
Password Setting

HOME ABOUT US FAQ LANGUAGE CONTACT US

Home >> View Tender

Available Tenders : 1

Prev 1 Next Table Rows: 10 GO

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender
PT2014	Pharma Tender 2014	03-Nov-2014	31-Dec-2014	0 % Done	Submission Pending	View

Subscription Status

Your Subscription is Approved
Status Modified by: Super Admin
Modified Date: 03-Nov-2014 12:48:27 PM

Subscription Name
☒ Pharma Annual Tender

View Subscription Bid Online Generate Report

9. You won't be able to place your bid unless your Subscription is "Approved". To place your bid click on the link "Bid Online". Refer Fig. 12 below.

Fig.12

English Log out

Welcome
ABDUL AZIZ TRADING
EST.

Monday, 03 Nov 2014

View RFI
View RFP
View RFQ
View Tender
View Auction
My Profile
Password Setting

HOME ABOUT US FAQ LANGUAGE CONTACT US

Home >> View Tender

Available Tenders : 1

Prev 1 Next Table Rows: 10 GO

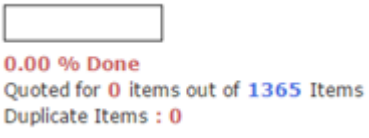
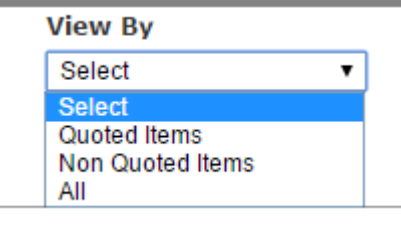
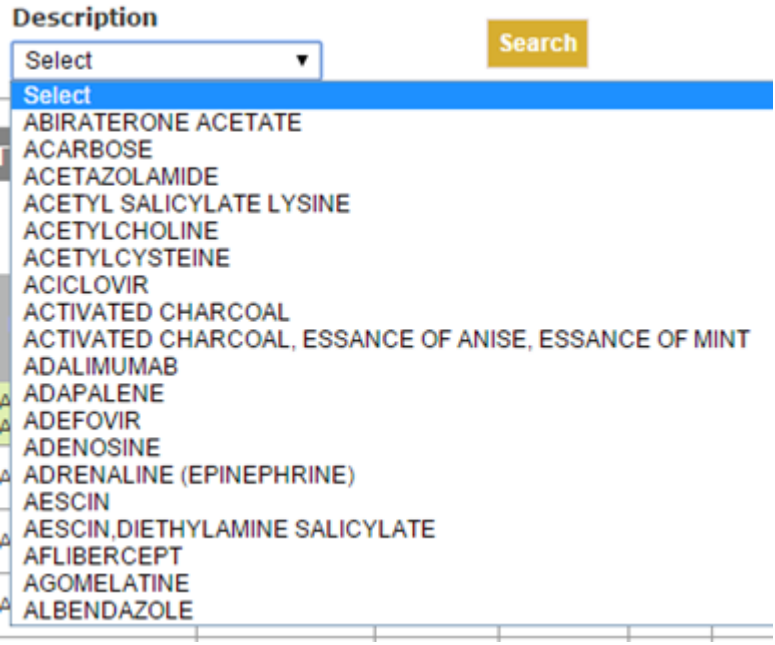
Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender
PT2014	Pharma Tender 2014	03-Nov-2014	31-Dec-2014	0 % Done	Submission Pending	View

Submitted Tenders : 0

No Records Found

View Subscription Bid Online Generate Report

10. Please find the description of the highlighted section from “Bid Online” screen. Refer Fig.13

1	This shows the overall statistics of the Tender that you intend to bid and submit online. It contains percent (%) that shows you exact percent according the Quoted Items.  0.00 % Done Quoted for 0 items out of 1365 Items Duplicate Items : 0
2	You can use the “Search Item Name” box to search specific Item from the Tender
3	You may use “View By” option to view the following: 1. Quoted Items 2. Non Quoted Items 3. All  View By Select Select Quoted Items Non Quoted Items All
4	You may also search Tender Items using their “Description”  Description Select Select ABIRATERONE ACETATE ACARBOSE ACETAZOLAMIDE ACETYL SALICYLATE LYSINE ACETYLCHOLINE ACETYLCYSTEINE ACICLOVIR ACTIVATED CHARCOAL ACTIVATED CHARCOAL, ESSANCE OF ANISE, ESSANCE OF MINT ADALIMUMAB ADAPALENE ADEFOVIR ADENOSINE ADRENALINE (EPINEPHRINE) AESCIN AESCIN,DIETHYLAMINE SALICYLATE AFLIBERCEPT AGOMELATINE ALBENDAZOLE Search

5	To quote a particular item, click on the link "Quote Item"
6	Once you are sure with all the quoted items and want to place/submit your final bid, you can click on the button "Submit Final Bid" IMPORTANT: You won't be able to modify or change your bid once you Submit Final Bid

Fig.13

Home >> View Tender >> Manage Tender Items

Tender Details

Tender Name

Pharma Tender 2014

Category Name

PHARMA

0.00 % Done

Quoted for 0 items out of 1365 Items

Duplicate Items : 0

Search Tender Items

Search Item Name

View By

Select

Description

Select

Search

Total Items : 1365

Prev 1

Next

Table Rows: 10

GO

Description	Dosage Form	Strength /Volume	Duplicate	Order Qty	Unit	Conversion	Stocking Unit	Supp Total Qty	Supp Unit	Net Price		
ABIRATERONE ACETATE	TABLET	250 MG		20	BOX	120	TABLET				Quote Item	Delete Quote
ACARBOSE	TABLET	50 mg		2500	BOX	30	TABLET				Quote Item	Delete Quote
ACARBOSE	TABLET	100 mg		2800	BOX	30	TABLET				Quote Item	Delete Quote
ACETAZOLAMIDE	TABLET	250 mg		150	BOX	20	TABLET				Quote Item	Delete Quote
ACETAZOLAMIDE	INJECTION	500 mg		200	VIAL	1	VIAL				Quote Item	Delete Quote
ACETYL SALICYLATE LYSINE	INJECTION	500 mg		50	VIAL	1	VIAL				Quote Item	Delete Quote
ACETYLCHOLINE	INJECTION	0.2 mg 2 ML		1000	VIAL	1	VIAL				Quote Item	Delete Quote
ACETYLCYSTEINE	EFFERVESCENT TABLET	600 mg		300	BOX	10	TABLET				Quote Item	Delete Quote
ACETYLCYSTEINE	POWDER FOR ORAL SOLUTION	200 mg		50	BOX	20	SACHET				Quote Item	Delete Quote
ACETYLCYSTEINE	INJECTION	200 mg/ml		250	AMPOULE	1	AMPOULE				Quote Item	Delete Quote

Submit Final Bid

4. How do I Quote Pharma Item?

1. Please find the description of the highlighted section from the “Quote Item” Screen. Refer Fig.14

1	This shows the overall statistics of the Tender that you intend to bid and submit online. It contains percent (%) that shows you exact percent according the Quoted Items. 0.00 % Done Quoted for 0 Items out of 1365 Items Duplicate Items : 0
2	This section helps user to navigate between Items easily. User can also mark the quoted item as “Duplicate” who intent to quote under different Trade Name < First Item < Previous Item Next Item > Last Item > Duplicate
3	The section shows the detail information about the Item.
4	To Quote Item in same UOM, Stocking Unit and Conversion, please select this option. With this option the Quantity Quoted can be less or equal to the Order Qty. but cannot be greater than Order Qty. If the Quantity Quoted has to be more than the Order Qty then follow the Step 5as below.
5	To Quote Item in different UOM, Stocking Unit and Conversion, please select this option and specify UOM, Stocking Unit and Conversion respectively.
6	These are auto calculated field based on the discounts and compensation; user may not have access to these fields for modification.
7	These are auto calculated fields which represents Final Price/Unit and Final Price/Stocking unit of the Quoted Item. Note: Final Price Per Stocking Unit will be considered as the Final Bidding Price

Fig.14

Home >> Manage Item >> Manage Tender Items

Tender Details		
Tender Name Pharma Tender 2014	Category Name PHARMA	1 0.00 % Done Quoted for 0 items out of 1365 Items Duplicate Items : 0
< First Item < Previous Item Next Item > Last Item > Duplicate		2
Item Details		
Description ABIRATERONE ACETATE	Code 03.02.14.01	Order Qty 20
Dosage Form TABLET	Unit BOX	Stocking Unit TABLET
Conversion Factor 120	Strength 250 MG	Volume
3		
Instructions		
4 5 ☒ Same UOM, Stocking unit and Conversion ☐ Different UOM, Stocking unit and Conversion		
Trade Name * 		
Unit of Measure * BOX	Of 120	Conversion Factor * 120
Quantity Quoted * 0	BOX Price * 0	Stocking Unit * TABLET
MOH Discount Select %	Price After MOH Discount 0 SAR	6
Additional Discount %	Price After Additional Discount 0 SAR	
Bonus %	Price After Bonus 0 SAR	
Delayed Bonus %	Price After Delayed Bonus 0 SAR	
Compensation SAR	Price After Compensation 0 SAR	
Delivery Time Select	Manufacturer 	
Remark 		
Final Price Per Unit 0.00 SAR		Final Price Per Stocking Unit 0.00 SAR
7		
Save Cancel		

2. To Quote Item in same UOM, Stocking Unit and Conversion, please select this option.
The highlighted fields will be ready only. Refer Fig.15

Fig.15

☒ Same UOM, Stocking unit and Conversion ☐ Different UOM, Stocking unit and Conversion

Trade Name *
Cipla

Unit of Measure * Of Conversion Factor * Stocking Unit *

BOX 120 TABLET

Quantity Quoted * BOX Price *
20 1200 SAR

MOH Discount Price After MOH Discount
16.66 % 1000.08 SAR

Additional Discount Price After Additional Discount
1 % 990.08 SAR

Bonus Price After Bonus
1 % 980.18 SAR

Delayed Bonus Price After Delayed Bonus
1 % 970.38 SAR

Compensation Price After Compensation
10 SAR 960.38 SAR

Delivery Time Manufacturer
2 Cipla
Weeks

Remark

Final Price Per Unit **Final Price Per Stocking Unit**
960.38 8.00
SAR SAR

Save Cancel

3. Click on "Save" button to place bid for the current Item. System will show a confirmation message. Refer Fig.16

Fig.16

Home >> **Manage Item** >> Manage Tender Items

Tender Details

Tender Name Pharma Tender 2014	Category Name PHARMA	0.07 % Done Quoted for 1 items out of 1365 Items Duplicate Items : 0
--	--------------------------------	---

< First Item

< Previous Item

Next Item >

Last Item >|

Duplicate

Item Details

Description ABIRATERONE ACETATE	Code 03.02.14.01	Order Qty 20
Dosage Form TABLET	Record Updated successfully	Stocking Unit TABLET
Conversion Factor 120	Strength 250 MG	Volume

Instructions

☒ Same UOM, Stocking unit and Conversion ☐ Different UOM, Stocking unit and Conversion

Trade Name *
Cipla

Unit of Measure *
BOX Of

Quantity Quoted *
20 BOX

MOH Discount
16.66 %

Additional Discount
1 %

Conversion Factor *
120

BOX Price *
1200.00 SAR

Price After MOH Discount
1000.08 SAR

Price After Additional Discount
990.08 SAR

Stocking Unit *
TABLET

4. All the Quoted Items will be shown using GREEN color code. Refer Fig.17

Fig. 17

Home >> View Tender >> Manage Tender Items

Tender Details

Tender Name
Pharma Tender 2014

Category Name
PHARMA

0.07 % Done
Quoted for 1 items out of 1365 Items
Duplicate Items : 0

Search Tender Items

Search Item Name

View By
Select

Description
Select

Search

Total Items : 1365

Prev 1 Next Table Rows: 10 GO

Description	Dosage Form	Strength /Volume	Duplicate	Order Qty	Unit	Conversion	Stocking Unit	Supp Total Qty	Supp Unit	Net Price		
ABIRATERONE ACETATE	TABLET	250 MG		20	BOX	120	TABLET	20	BOX	960.38	Quote Item	Delete Quote
ACARBOSE	TABLET	50 mg		2500	BOX	30	TABLET				Quote Item	Delete Quote
ACARBOSE	TABLET	100 mg		2800	BOX	30	TABLET				Quote Item	Delete Quote
ACETAZOLAMIDE	TABLET	250 mg		150	BOX	20	TABLET				Quote Item	Delete Quote
ACETAZOLAMIDE	INJECTION	500 mg		200	VIAL	1	VIAL				Quote Item	Delete Quote
ACETYL SALICYLATE LYSINE	INJECTION	500 mg		50	VIAL	1	VIAL				Quote Item	Delete Quote

5. Quoted Item can be marked as “Duplicate”, If the user intent to quote the same Item under different Trade Name. Refer Fig. 18

Fig. 18

Home >> Manage Item >> Manage Tender Items

Tender Details

Tender Name

Pharma Tender 2014

Category Name

PHARMA

0.07 % Done

Quoted for 1 items out of 1365 Items

Duplicate Items : 0

< First Item

< Previous Item

Next Item >

Last Item >

Duplicate

Item Details

Description

ABIRATERONE ACETATE

Code

03.02.14.01

Order Qty

20

Dosage Form

TABLET

Unit

BOX

Stocking Unit

TABLET

Conversion Factor

120

Strength

250 MG

Volume

Instructions

☒ Same UOM, Stocking unit and Conversion

☐ Different UOM, Stocking unit and Conversion

Trade Name *

Cipla

Unit of Measure *

BOX

Of

Conversion Factor *

120

Stocking Unit *

TABLET

Quantity Quoted *

20

BOX

BOX Price *

1200.00

SAR

MOH Discount

18.66

%

Price After MOH Discount

1000.00

SAR

6. To view all the Quoted Items, click on the link “Generate Report”. Refer Fig.19 and Fig.20. You may save this Report in the form of PDF file for future reference.

Fig. 19

English Log out

Welcome

ABDUL AZIZ TRADING EST.

Monday, 03 Nov 2014

- View RFI
- View RFP
- View RFQ
- View Tender**
- View Auction
- My Profile
- Password Setting

Home >> View Tender

Available Tenders : 1

Prev 1 Next Table Rows: 10 GO

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender
PT2014	Pharma Tender 2014	03-Nov-2014	31-Dec-2014	0.15 % Done	Submission Pending	View View Subscription Bid Online Generate Report

Submitted Tenders : 0

No Records Found

Fig. 20

Annual Tender Tender Name: Pharma Tender 2014 Group: PHARMA		DRAFT QUOTATION Supplier Name: ABDUL AZIZ TRADING EST. Supplier Type: Wholesalers		1
Description :ABIRATERONE ACETATE Order Qty :20 Unit :BOX Conversion Factor :120 Volume :		Code :03.02.14.01 Dosage Form :TABLET Stocking Unit :TABLET Strength :250 MG		2
Is Unit Same: Yes Conversion Factor : 120 Public Price : 1200		Trade Name : Cipla Stocking Unit : TABLET Duplicate : No		3
MOH Discount : 16.66 Additional Discount : 1 Bonus : 1 Delayed Bonus : 1 Compensation : 10		Unit of Measure : BOX Quantity Quoted : 20 Price After MOH Discount : 1000.08 Price After Additional Discount : 990.08 Price After Bonus : 980.18 Price After Delayed Bonus : 970.38 Price After Compensation : 960.38		
Delivery Time : 2 : Weeks Final Price Per Unit : 960.38		Manufacturer : Cipla Final Price Per Stocking Unit : 8 Remark :		
Description :ACARBOSE Order Qty :2500 Unit :BOX Conversion Factor :30 Volume :		Code :09.03.01.01 Dosage Form :TABLET Stocking Unit :TABLET Strength :50 mg		
Is Unit Same: Yes Conversion Factor : 30 Public Price : 2533		Trade Name : Cipla Stocking Unit : TABLET Duplicate : No		
MOH Discount : 0 Additional Discount : 0 Bonus : 0 Delayed Bonus : Compensation : 0		Unit of Measure : BOX Quantity Quoted : 2000 Price After MOH Discount : 0 Price After Additional Discount : 0 Price After Bonus : 0 Price After Delayed Bonus : 0 Price After Compensation : 0		
Delivery Time : 1 : Weeks Final Price Per Unit : 2533		Manufacturer : Cipla Final Price Per Stocking Unit : 84.43 Remark :		

7. Once you are sure with all the quoted items and want to place/submit your final bid for the Tender, you can click on the button “Submit Final Bid”. Refer Fig. 21

IMPORTANT: You won't be able to modify or change your bid once you Submit Final Bid.

Fig. 21

Home >> View Tender >> Manage Tender Items

Tender Details

Tender Name Pharma Tender 2014	Category Name PHARMA	0.15 % Done Quoted for 2 items out of 1365 Items Duplicate Items : 0
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Search Tender Items

Search Item Name

View By
Select

Description
Select

Search

Final Submission Bid

Are you sure you want to submit final bid?

YesNo

Total It

1Next Table Rows: 10GO

Description	Volume	Qty	Stocking Unit	Supp Total Qty	Supp Unit	Net Price	Quote Item	Delete Quote
ABIRATERONE ACETATE	TABLET 250 MG	20 BOX	120 TABLET	20 BOX	960.38		Quote Item	Delete Quote
ACARBOSE	TABLET 50 mg	2500 BOX	30 TABLET	2000 BOX	2533		Quote Item	Delete Quote
ACARBOSE	TABLET 100 mg	2800 BOX	30 TABLET				Quote Item	Delete Quote
ACETAZOLAMIDE	TABLET 250 mg	150 BOX	20 TABLET				Quote Item	Delete Quote
ACETAZOLAMIDE	INJECTION 500 mg	200 VIAL	1 VIAL				Quote Item	Delete Quote
ACETYL SALICYLATE LYSINE	INJECTION 500 mg	50 VIAL	1 VIAL				Quote Item	Delete Quote
ACETYLCHOLINE	INJECTION 0.2 mg 2 ML	1000 VIAL	1 VIAL				Quote Item	Delete Quote
ACETYLCYSTEINE	EFFERVESCENT TABLET 600 mg	300 BOX	10 TABLET				Quote Item	Delete Quote
ACETYLCYSTEINE	POWDER FOR ORAL SOLUTION 200 mg	50 BOX	20 SACHET				Quote Item	Delete Quote
ACETYLCYSTEINE	INJECTION 200 mg/ml	250 AMPOULE	1 AMPOULE				Quote Item	Delete Quote

Submit Final Bid

5. How do I submit Non Pharma Tender Online using the system?

1. Click on the “View Tender” menu to view the available Tender. Refer Fig.22

Fig. 22

The screenshot shows the website interface for Abdul Aziz Trading EST. The top navigation bar includes 'English', 'Help', and a 'Log out' button. Below this, a 'Welcome' message is displayed. A horizontal menu contains links: HOME, ABOUT US, FAQ, LANGUAGE, and CONTACT US. On the left, a vertical sidebar lists various options: View RFI, View RFP, View RFQ, View Tender (highlighted with a red arrow), View Auction, My Profile, and Password Setting. The main content area shows 'Home >> View Tender'. It features a section for 'Available Tenders : 1' with a table of tender details. Below this, it shows 'Submitted Tenders : 0' with the message 'No Records Found'.

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender
NPT2014	Non Pharma Tender 2014	25-Nov-2014	30-Nov-2014	0 % Done	Submission Pending	View Subscribe Bid Online Generate Report

2. Before you place your bid online, you need to get Subscribe for that particular Tender.
3. Company IT Support Team can also Subscribe to the Tender on your behalf, please contact Company if you intend to do so.
4. To Subscribe by yourself, please click on “Subscribe” link as shown in the below figure

Fig.23

English Help Log out

Welcome

ABDUL AZIZ TRADING EST.

Tuesday, 25 Nov 2014

- View RFI
- View RFP
- View RFQ
- View Tender**
- View Auction
- My Profile
- Password Setting

Home >> View Tender

Available Tenders : 1

Prev 1 Next Table Rows: 10 GO

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender	Subscribe	Bid Online	Generate Report
NPT2014	Non Pharma Tender 2014	25-Nov-2014	30-Nov-2014	0 % Done	Submission Pending	View	Subscribe		

Submitted Tenders : 0

No Records Found

5. Check the “Non-Pharma Annual Tender” and click “Subscribe” button.

Fig.24

English Help Log out

Welcome

ABDUL AZIZ TRADING EST.

Tuesday, 25 Nov 2014

- View RFI
- View RFP
- View RFQ
- View Tender**
- View Auction
- My Profile
- Password Setting

Home >> View Tender

Available Tenders : 1

Prev 1 Next Table Rows: 10 GO

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender	Subscribe	Bid Online	Generate Report
NPT2014	Non Pharma Tender 2014	25-Nov-2014	30-Nov-2014	0 % Done	Submission Pending	View	Subscribe		

Select Subscription

Subscription Name
☒ Non Pharma Annual Tender

Subscribe

6. To view the status of your Subscription, click on “View Subscription” link.

Fig.25

The screenshot shows the website interface for Abdul Aziz Trading EST. The top navigation bar includes 'English', 'Help', and a 'Log out' button. A 'Welcome' message is displayed, followed by a list of navigation links: HOME, ABOUT US, FAQ, LANGUAGE, and CONTACT US. On the left, there is a sidebar with links: View RFI, View RFP, View RFQ, View Tender (highlighted), View Auction, My Profile, and Password Setting. The main content area shows 'Home >> View Tender'. Below this, there is a section for 'Available Tenders : 1' with a table. The table has columns: Tender Ref No, Tender Name, Opening Date, Closing Date, Completion Status, Submission Status, View Tender, Bid Online, and Generate Report. The first row shows 'NPT2014', 'Non Pharma Tender 2014', '25-Nov-2014', '30-Nov-2014', '0 % Done', 'Submission Pending', and a 'View' link. The 'View Subscription' link is highlighted in a red box with a red arrow pointing to it. Below the table, there is a section for 'Submitted Tenders : 0' with the text 'No Records Found'.

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender	Bid Online	Generate Report
NPT2014	Non Pharma Tender 2014	25-Nov-2014	30-Nov-2014	0 % Done	Submission Pending	View	View Subscription	Generate Report

7. Following screen shows the Subscription Status as still “Pending”.

Fig.26

The screenshot shows the same website interface as Fig.25, but with a 'Subscription Status' dialog box open. The dialog box has a title bar with a close button. The main text in the dialog box says 'Your Subscription is Pending'. Below this, there is a table with columns: Subscription Name and a checkbox. The first row shows 'Non Pharma Annual Tender' with a checked checkbox. At the bottom of the dialog box, there is a 'Subscribe' button. The background of the website is dimmed.

Subscription Name	
Non Pharma Annual Tender	☒

8. Once the Subscription is approved by the Admin, you can view the status as below.

Fig.27

The screenshot shows the website interface with a sidebar menu on the left containing links like 'View RFI', 'View RFP', 'View RFQ', 'View Tender', 'View Auction', 'My Profile', and 'Password Setting'. The main content area displays 'Available Tenders : 1' with a table of tender details. A modal window titled 'Subscription Status' is open, showing the message 'Your Subscription is Approved' and 'Status Modified by: Super Admin'. The modal also lists the 'Subscription Name' as 'Non Pharma Annual Tender'.

English Help Log out

Welcome

ABDUL AZIZ TRADING EST.

Tuesday, 25 Nov 2014

HOME ABOUT US FAQ LANGUAGE CONTACT US

Home >> View Tender

Available Tenders : 1

Prev 1 Next Table Rows: 10 GO

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender
NPT2014	Non Pharma Tender 2014	25-Nov-2014	30-Nov-2014	0 % Done	Submission Pending	View

Subscription Status

Your Subscription is Approved

Status Modified by: Super Admin

Modified Date: 25-Nov-2014 09:31:18 AM

Subscription Name

Non Pharma Annual Tender

New Subscription Bid Online Generate Report

9. You won't be able to place your bid unless your Subscription is "Approved". To place your bid click on the link "Bid Online". Refer Fig. 28 below.

Fig.28

This screenshot is similar to Fig. 27 but shows the 'Available Tenders' table with the 'Bid Online' link highlighted by a red box and a red arrow pointing to it. The 'Subscription Status' modal is no longer present.

English Help Log out

Welcome

ABDUL AZIZ TRADING EST.

Tuesday, 25 Nov 2014

HOME ABOUT US FAQ LANGUAGE CONTACT US

Home >> View Tender

Available Tenders : 1

Prev 1 Next Table Rows: 10 GO

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender
NPT2014	Non Pharma Tender 2014	25-Nov-2014	30-Nov-2014	0 % Done	Submission Pending	View

Submitted Tenders : 0

No Records Found

View Subscription Bid Online Generate Report

10. Please find the description of the highlighted section from “Bid Online” screen. Refer Fig.29

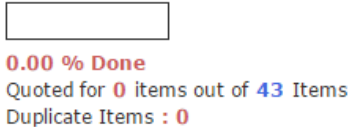
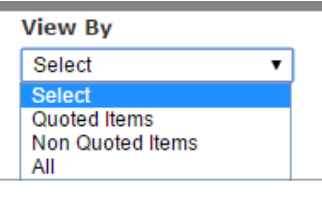
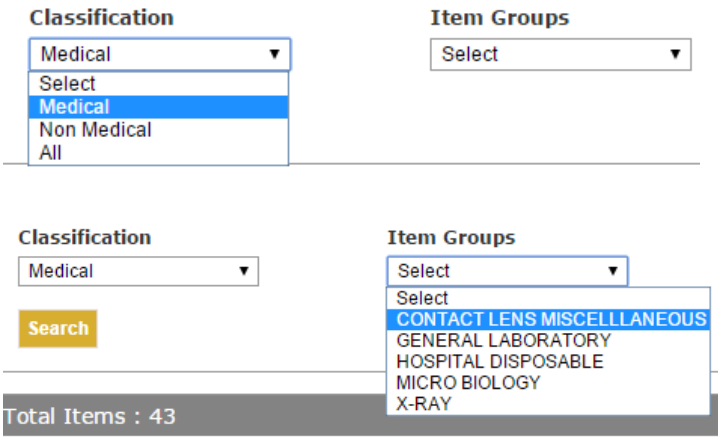
1	This shows the overall statistics of the Tender that you intend to bid and submit online. It contains percent (%) that shows you exact percent according the Quoted Items. 
2	You can use the “Search Item Name” box to search specific Item from the Tender
3	You may use “View By” option to view the following: 4. Quoted Items 5. Non Quoted Items 6. All 
4	You may also search Tender Items using Classification and then by Item Groups 
5	To quote a particular item, click on the link “Quote Item”
6	Once you are sure with all the quoted items and want to place/submit your final bid, you can click on the button “Submit Final Bid” IMPORTANT: You won’t be able to modify or change your bid once you Submit Final Bid

Fig.29**Home >> View Tender >> Manage Tender Items**

Tender Details

Tender Name Non Pharma Tender 2014	Category Name NON PHARMA	1 0.00 % Done Quoted for 0 items out of 43 Items Duplicate Items : 0
--	------------------------------------	--

Search Tender Items

Search Item Name 2	View By 3 Select
Classification Medical	Item Groups Select
4 Search	

View All

Total Items : 43

Prev 1 Next Table Rows: 10 GO

Description	Duplicate	Order Qty	Unit	Conversion	Stocking Unit	Supp Total Qty	Supp Unit	Net Price		
ACETIC ACID GLACIAL GPR 1LIT		2	BOTTLE	1	DRUM				5 Quote Item	Delete Quote
ADAPTER CPVC 1/2" SCH 80 MALE USA		15	EACH	1	EACH				Quote Item	Delete Quote
ADAPTER PVC 1/2" SCH 80 MALE		290	EACH	10	EACH				Quote Item	Delete Quote
AJINOMOTO 454GM X 50 - VEFONG/ AFFCO		500	EACH	10	BOTTLE				Quote Item	Delete Quote
ALK CLEANER (ELITE ALKALI BREAK WHITE TI		280	PACK	1	BOX				Quote Item	Delete Quote
ALUMINUM 3 COMPT TRAY W/LID 600/BX- SANITA		350	BOX	10	BOX				Quote Item	Delete Quote
ALUMINUM FOIL 45CM X 150M X 6 CASE- SANITA		350	BOX	10	BOX				Quote Item	Delete Quote
APPLE KG - UNIFRUITY		20000	KG	200	EACH				Quote Item	Delete Quote
BAKE CUPS FOR CAKE 2.5"X50X20 ROLL U.S.A		120	DOZEN	10	EACH				Quote Item	Delete Quote
BANANA KG - CHIQUATA		18000	KG	100	EACH				Quote Item	Delete Quote

6

Submit Final Bid

6. How do I Quote Non Pharma Item?

1. Please find the description of the highlighted section from the “Quote Item” Screen. Refer Fig.30

1	This shows the overall statistics of the Tender that you intend to bid and submit online. It contains percent (%) that shows you exact percent according the Quoted Items. 0.00 % Done Quoted for 0 items out of 43 Items Duplicate Items : 0
2	This section helps user to navigate between Items easily. User can also mark the quoted item as “Duplicate” who intent to quote under different Trade Name < First Item < Previous Item Next Item > Last Item > Duplicate
3	The section shows the detail information about the Item.
4	To Quote Item in same UOM, Stocking Unit and Conversion, please select this option. With this option the Quantity Quoted can be less or equal to the Order Qty. but cannot be greater than Order Qty. If the Quantity Quoted has to be more than the Order Qty then follow the Step 5 as below.
5	To Quote Item in different UOM, Stocking Unit and Conversion, please select this option and specify UOM, Stocking Unit and Conversion respectively.
6	These are auto calculated field based on the discounts; user may not have access to these fields for modification.
7	These are auto calculated fields which represents Final Price/Unit and Final Price/Stocking unit of the Quoted Item. Note: Final Price Per Stocking Unit will be considered as the Final Bidding Price

Fig.30

Home >> Manage Item >> Manage Tender Items

Tender Details		
Tender Name Non Pharma Tender 2014	Category Name NON PHARMA	1 0.00 % Done Quoted for 0 items out of 43 Items Duplicate Items : 0
< First Item < Previous Item Next Item > Last Item >> Duplicate 2		
Item Details		
Description ACETIC ACID GLACIAL GPR 1LIT	Code 000060070701	Order Qty 2
Group Name GENERAL LABORATORY	Unit BOTTLE	Stocking Unit DRUM
Conversion Factor 1		
4 5 Instructions ☒ Same UOM, Stocking unit and Conversion ☐ Different UOM, Stocking unit and Conversion Unit of Measure * BOTTLE Of Conversion Factor * 1 Stocking Unit * DRUM Quantity Quoted * 0 BOTTLE BOTTLE Price * 0 SAR Special Discount % Price After Special Discount 0 SAR Bonus % Price After Bonus 0 SAR Catalogue No Delivery Time Select Manufacturer Remark Final Price Per Unit 0.00 SAR Final Price Per Stocking Unit 0.00 SAR Save Cancel		

6

7

2. To Quote Item in same UOM, Stocking Unit and Conversion, please select this option.
The highlighted fields will be ready only. Refer Fig.31

Fig.31

☒ Same UOM, Stocking unit and Conversion ☐ Different UOM, Stocking unit and Conversion

Unit of Measure * **BOTTLE** Of Conversion Factor * **1** Stocking Unit * **DRUM**

Quantity Quoted * **2** BOTTLE BOTTLE Price * **12** SAR

Special Discount **1** % Price After Special Discount **11.88** SAR

Bonus **1** % Price After Bonus **11.76** SAR

Catalogue No **9586** Delivery Time **1** Weeks Manufacturer **Cipla**

Remark

Final Price Per Unit **11.76** SAR **Final Price Per Stocking Unit** **11.76** SAR

Save **Cancel**

- Click on "Save" button to place bid for the current Item. System will show a confirmation message. Refer Fig.32

Fig.32

Home >> Manage Item >> Manage Tender Items

Tender Details		
Tender Name Non Pharma Tender 2014	Category Name NON PHARMA	2.33 % Done Quoted for 1 items out of 43 Items Duplicate Items : 0
< First Item < Previous Item Next Item > Last Item > Duplicate		
Item Details		
Description ACETIC ACID GLACIAL GPR 11 IT	Code 888668878781	Order Qty 2
Group Name GENERAL LABORATORY	Unit Record Added successfully	Stocking Unit DRUM
Conversion Factor 1		
Instructions		
☒ Same UOM, Stocking unit and Conversion ☐ Different UOM, Stocking unit and Conversion		
Unit of Measure * BOTTLE	Conversion Factor * 1	Stocking Unit * DRUM
Quantity Quoted * 2 BOTTLE	BOTTLE Price * 12.00 SAR	
Special Discount 1 %	Price After Special Discount 11.88 SAR	
Bonus 1 %	Price After Bonus 11.76 SAR	
Catalogue No 9586	Delivery Time 1 Weeks	Manufacturer Cipla

4. All the Quoted Items will be shown using GREEN color code. Refer Fig.33

Fig. 33

Home >> View Tender >> Manage Tender Items

Tender Details

Tender Name
Non Pharma Tender 2014

Category Name
NON PHARMA

2.33 % Done

Quoted for 1 items out of 43 Items

Duplicate Items : 0

Search Tender Items

Search Item Name

View By
Select

Classification
Select

Item Groups
Select

☐ View All

Search

Total Items : 43

Prev 1 Next Table Rows: 10 GO

Description	Duplicate	Order Qty	Unit	Conversion	Stocking Unit	Supp Total Qty	Supp Unit	Net Price		
ACETIC ACID GLACIAL GPR 1LIT		2	BOTTLE	1	DRUM	2	BOTTLE	11.76	Quote Item	Delete Quote
ADAPTER CPVC 1/2" SCH 80 MALE USA		15	EACH	1	EACH				Quote Item	Delete Quote
ADAPTER PVC 1/2" SCH 80 MALE		290	EACH	10	EACH				Quote Item	Delete Quote
AJINOMOTO 454GM X 50 - VEFONG/ AFFCO		500	EACH	10	BOTTLE				Quote Item	Delete Quote
ALK CLEANER (ELITE ALKALI BREAK WHITE TI		280	PACK	1	BOX				Quote Item	Delete Quote
ALUMINUM 3 COMPT TRAY W/LID 600/BX- SANITA		350	BOX	10	BOX				Quote Item	Delete Quote
ALUMINUM FOIL 45CM X 150M X 6 CASE- SANITA		350	BOX	10	BOX				Quote Item	Delete Quote
APPLE KG - UNIFRUITY		20000	KG	200	EACH				Quote Item	Delete Quote
BAKE CUPS FOR CAKE 2.5"X50X20 ROLL U.S.A		120	DOZEN	10	EACH				Quote Item	Delete Quote
BANANA KG - CHIQUATA		18000	KG	100	EACH				Quote Item	Delete Quote

Submit Final Bid

5. Quoted Item can be marked as “Duplicate”, If the user intent to quote the same Item with different parameters. Refer Fig. 34

Fig. 34

Home >> Manage Item >> Manage Tender Items

Tender Details		
Tender Name Non Pharma Tender 2014	Category Name NON PHARMA	2.33 % Done Quoted for 1 items out of 43 Items Duplicate Items 0
 < First Item < Previous Item Next Item > Last Item > Duplicate		
Item Details		
Description ACETIC ACID GLACIAL GPR 1LIT	Code 000060070701	Order Qty 2
Group Name GENERAL LABORATORY	Unit BOTTLE	Stocking Unit DRUM
Conversion Factor 1		
Instructions		
☒ Same UOM, Stocking unit and Conversion ☐ Different UOM, Stocking unit and Conversion		
Unit of Measure * BOTTLE ▼ Of	Conversion Factor * 1	Stocking Unit * DRUM ▼
Quantity Quoted * 2 BOTTLE	BOTTLE Price * 12.00 SAR	
Special Discount 1 %	Price After Special Discount 11.88 SAR	
Bonus 1 %	Price After Bonus 11.76 SAR	
Catalogue No 9586	Delivery Time 1 Weeks ▼	Manufacturer Cipla

6. To view all the Quoted Items, click on the link “Generate Report”. Refer Fig.35 and Fig.36. You may save this Report in the form of PDF file for future reference.

Fig. 35

The screenshot displays a web application interface for Abdul Aziz Trading Est. The top navigation bar includes links for HOME, ABOUT US, FAQ, LANGUAGE, and CONTACT US. A sidebar on the left contains a list of menu items: View RFI, View RFP, View RFQ, View Tender (highlighted with a red arrow), View Auction, My Profile, and Password Setting. The main content area shows a table of available tenders. The table has columns for Tender Ref No, Tender Name, Opening Date, Closing Date, Completion Status, Submission Status, and View Tender. A single tender is listed: NPT2014, Non Pharma Tender 2014, 25-Nov-2014, 30-Nov-2014, 4.65 % Done, Submission Pending. The 'View Tender' column for this tender contains links for View, View Subscription, Bid Online, and Generate Report (highlighted with a red box and arrow). Below the table, it states 'Submitted Tenders : 0' and 'No Records Found'.

English | Arabic | Help

Log out

Welcome
ABDUL AZIZ TRADING EST.
Tuesday, 25 Nov 2014

HOME ABOUT US FAQ LANGUAGE CONTACT US

View RFI
View RFP
View RFQ
View Tender
View Auction
My Profile
Password Setting

Home >> View Tender

Available Tenders : 1

Prev 1 Next Table Rows: 10 GO

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender
NPT2014	Non Pharma Tender 2014	25-Nov-2014	30-Nov-2014	4.65 % Done	Submission Pending	View View Subscription Bid Online Generate Report

Submitted Tenders : 0

No Records Found

Fig. 36

Annual Tender Tender Name: Non Pharma Tender 2014 Group: NON PHARMA		DRAFT QUOTATION Supplier Name: ABDUL AZIZ TRADING EST. Supplier Type: Vendors	
Description :ACETIC ACID GLACIAL GPR 1LIT Order Qty :2 Unit :BOTTLE Conversion Factor :1		Code :000060070701 Group Name GENERAL LABORATORY Stocking Unit :DRUM	
Is Unit Same: Yes Stocking Unit : DRUM Duplicate : No Special Discount : 1 Bonus : 1 Delivery Time : 1 : Weeks Catalogue No : 9586		Unit of Measure : BOTTLE Quantity Quoted : 2 Price After Special Discount : 11.88 Price After Bonus : 11.76 Manufacturer : Cipla Final Price Per Unit : 11.76	
		Conversion Factor : 1 Public Price : 12 Remark : Final Price Per Stocking Unit : 11.76	

Description :ADAPTER CPVC 1/2" SCH 80 MALE USA Order Qty :15 Unit :EACH Conversion Factor :1		Code :000010060602 Group Name PLUMBING Stocking Unit :EACH	
Is Unit Same: Yes Stocking Unit : EACH Duplicate : No Special Discount : 1 Bonus : 1 Delivery Time : 1 : Weeks Catalogue No : 5435		Unit of Measure : EACH Quantity Quoted : 15 Price After Special Discount : 64.35 Price After Bonus : 63.71 Manufacturer : Intex Final Price Per Unit : 63.71	
		Conversion Factor : 1 Public Price : 65 Remark : Final Price Per Stocking Unit : 63.71	

7. Once you are sure with all the quoted items and want to place/submit your final bid for the Tender, you can click on the button “Submit Final Bid”. Refer Fig. 37

IMPORTANT: You won't be able to modify or change your bid once you Submit Final Bid.

Fig. 37

Home >> View Tender >> Manage Tender Items

Tender Details

Tender Name Non Pharma Tender 2014	Category Name NON PHARMA	4.65 % Done Quoted for 2 items out of 43 Items Duplicate Items : 0
--	------------------------------------	---

Search Tender Items

Search Item Name

View By
Select

Classification
Select

Item Groups
Select

☐ View All

Search

Total Items
1

Are you sure you want to submit final bid?

Yes

No

Prev 1 Next Table Rows: 10 GO

Description	Duplicate	Order Qty	Unit	Conversion	Stocking Unit	Supp Total Qty	Supp Unit	Net Price		
ACETIC ACID GLACIAL GPR 1LIT		2	BOTTLE	1	DRUM	2	BOTTLE	11.76	Quote Item	Delete Quote
ADAPTER CPVC 1/2" SCH 80 MALE USA		15	EACH	1	EACH	15	EACH	63.71	Quote Item	Delete Quote
ADAPTER PVC 1/2" SCH 80 MALE		290	EACH	10	EACH				Quote Item	Delete Quote
AJINOMOTO 454GM X 50 - VEFONG/ AFFCO		500	EACH	10	BOTTLE				Quote Item	Delete Quote
ALK CLEANER (ELITE ALKALI BREAK WHITE TI		280	PACK	1	BOX				Quote Item	Delete Quote
ALUMINUM 3 COMPT TRAY W/LID 600/BX- SANITA		350	BOX	10	BOX				Quote Item	Delete Quote
ALUMINUM FOIL 45CM X 150M X 6 CASE- SANITA		350	BOX	10	BOX				Quote Item	Delete Quote
APPLE KG - UNIFRUITY		20000	KG	200	EACH				Quote Item	Delete Quote
BAKE CUPS FOR CAKE 2.5"X50X20 ROLL U.S.A		120	DOZEN	10	EACH				Quote Item	Delete Quote
BANANA KG - CHIQUATA		18000	KG	100	EACH				Quote Item	Delete Quote

Submit Final Bid

7. Where can I view records of my previous submissions?

1. You can view all the previous submission under the respective menu. In case of Tender it can be seen in “View Tender” menu under “Submitted Tenders” section.

Fig. 38

The screenshot displays a web application interface. At the top, there is a navigation bar with a language dropdown set to 'English' and a 'Log out' button. Below this, a 'Welcome' message is shown for 'ABDUL AZIZ TRADING EST.' with the date 'Monday, 03 Nov 2014'. A horizontal menu contains five items: 'HOME', 'ABOUT US', 'FAQ', 'LANGUAGE', and 'CONTACT US'. On the left side, a vertical menu lists several options: 'View RFI', 'View RFP', 'View RFQ', 'View Tender' (highlighted with a red arrow), 'View Auction', 'My Profile', and 'Password Setting'. The main content area shows the breadcrumb 'Home >> View Tender'. It features two sections: 'Available Tenders : 0' with a 'No Records Found' message, and 'Submitted Tenders : 1'. The 'Submitted Tenders' section includes a table with one record. Above the table, there are pagination controls: 'Prev 1', 'Next', 'Table Rows: 10', and a 'GO' button. A red arrow points from the 'Submitted Tenders : 1' header to the first row of the table.

Tender Ref No	Tender Name	Opening Date	Closing Date	Completion Status	Submission Status	View Tender	Quoted Items	
PT2014	Pharma Tender 2014	03-Nov-2014	31-Dec-2014	0.15 % Done	Submitted	View	View	Generate Report

8. How do I change my name, email address and other information?

1. You can change your profile information under the “My Profile” menu.

Fig. 39

English Log out

Welcome
ABDUL AZIZ TRADING
EST.
Monday, 03 Nov 2014

HOME ABOUT US FAQ LANGUAGE CONTACT US

View RFI
View RFP
View RFQ
View Tender
My Profile
Password Setting

Home >> My Profile

My Profile

Supplier Code 1001	Supplier Name ABDUL AZIZ TRADING EST	Supplier Type Wholesalers ▼
Website 	Email Address aghsuppliera@gmail.com	Address Line 1
Address Line 2 	City 	PO Box
Zip Code 	Country Saudi Arabia ▼	Phone No 98829929929
Fax No 	Contact Person Name Abdul Aziz	Contact Person Designation
Contact Person Email aghsuppliera@gmail.com	Contact Person Phone No 	Contact Person Mobile No 9893999399
Contact Person Fax No 	Currency Saudi Riyal ▼	

Update Profile