



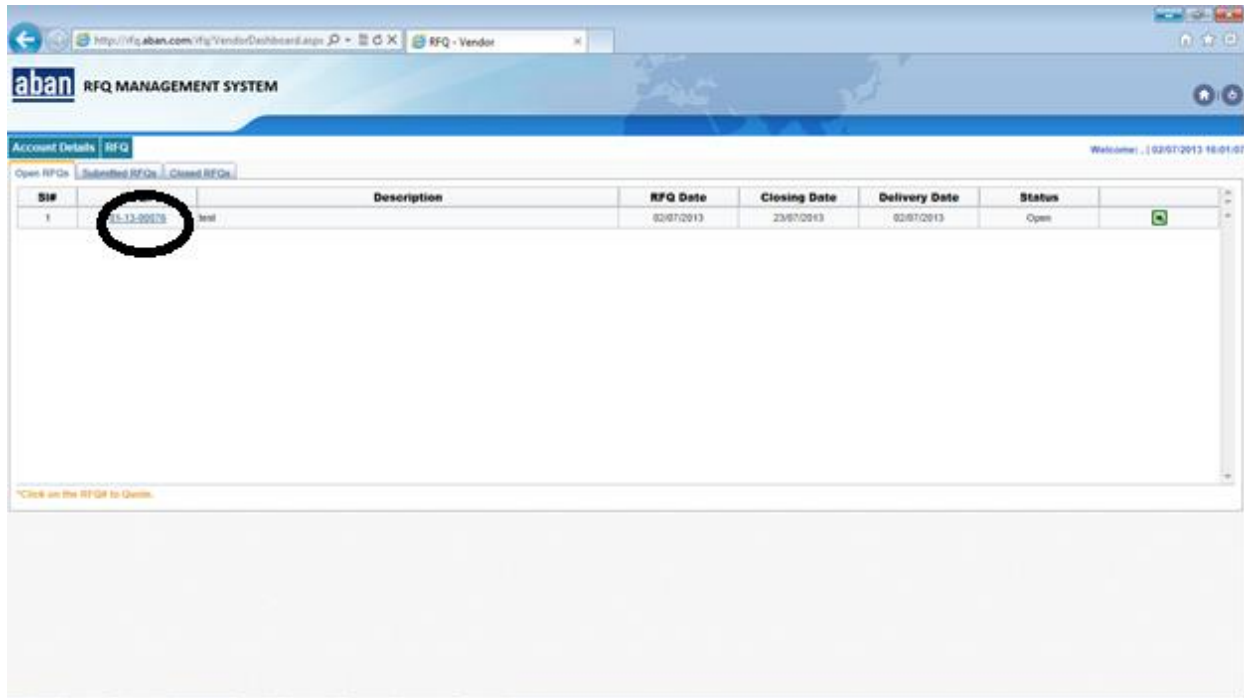
1. Type your user name provided by Aban
2. Type Your password provided by Aban
Then click on <Login>



Default Login Screen

After login the default Open RFQs Screen will open. List of Open RFQ will be displayed here If any new enquiry is floated and open for submit the quotation.

Note: Supplier(s) will receive an email intimation of receipt of the RFQ on its registered email address.



The System allows Suppliers to use any of the following Method to upload its Offer:

- Option 1: Click on RFQ Number which is going to submit your offer
- Option 2: Download the RFQ in MS Excel fill the offer Offline and Upload the Offer



INSTRUCTIONS FOR OPTION 1

1. Click on RFQ No and following Screen will appear:

Sln#	Item	Description	Make	Model/ Part #	Qty	UOM	Unit Rate	Disc %	Tax %	Total	Delivery (Days)	OEM	Remarks	Substitute
1	00039574	Paint Roller Refill 6" W/Out Handles			30.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
2	00062778	Paint Roller Size 4" - Refills, Make Cristin (10/Box)			5.00	BOX				0		<input type="checkbox"/>		<input type="checkbox"/>
3	00124824	Epoxy Paint Roller 4"			25.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
4	00124825	Epoxy Paint Roller 6"			25.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
5	19667670253	Rig Wash			420.00	LTR				0		<input type="checkbox"/>		<input type="checkbox"/>
6	18110002830	Goggle, Sighthard Soft-frame Single Lens with Perforated Clear Frame, Anti-Fog Lens, Elastic Headband, Meets ANSI - Z87.1 Make Msa			50.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
7	19663629073	Saw, Wood Cutter, Make Local			2.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
8	19667670253	Rig Wash (210 Ltrs = 1 Barrel)			420.00	LTR				0		<input type="checkbox"/>		<input type="checkbox"/>
9	18110002830	Goggle, Sighthard Soft-frame Single Lens			50.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
10	19663629073	Saw, Wood Cutter			2.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>

Additional Details

Enter Text	Enter Value	Enter Text	Enter Value	Total	0
Enter Text	Enter Value	Enter Text	Enter Value	Total with Substitute	0

Supplier(s) are advised to fill your offer as per Instructions given below:

- i. Enter you quotation reference number (mandatory)
- ii. Enter weight of the total package – Approximate weight to get the information for Freight Mode selection.
- iii. Dimension of the package approximate packing Volume to get the information for Freight Mode selection.
- iv. Enter Discount Percentage (%) for the total requirement
- v. Enter quotation validity (end date)
- vi. Enter Payment Term (mandatory)
- vii. Enter Guaranty / Warranty period for the quoted items
- viii. Select Price basis from the drop down menu (As per INCOTERM's 2000)
- ix. Enter Location based of your price basis – Applicable for the quoted Incoterm
- x. Enter your currency quoting.
- xi. Enter country of origin for quoted items.
- xii. If ABAN send any attachment, you can down load by clicking icon near be <Files>
- xiii. For Every line item enter make , Model or Part Number - Mandatory

- xiv. Enter Unit rate for the particular item.
- xv. Enter Discount if any discount percentage (%) applicable for the particular item
- xvi. Enter Tax percentage (%) for the particular item. Tax every line item need to give (if applicable).
- xvii. Enter delivery in days.
- xviii. Select the OEM box if the particular offered item is OEM.
- xix. Enter remarks for giving any additional information on offered product.
- xx. If you have alternative item for this item, then select Substitute then another pop up window will open to fill up the quote details.
- xxi. If you want attach any document (only pdf and jpg file will accept) then click on <+> icon next to substitute column. Then another popup window will open with option of Select File. Click on Select file then choose the file from your local system and attach it.
- xxii. There are four additional Free text with corresponding value columns are available for Vendors to offer as detailed below (refer screen 2):
 - a. Additional items/ charges : e.g. Vendor intend to offer additional items like Operational spares of the quoted items (list of spares may be attached as PDF)
 - b. Any Discount/ Reduction: e.g. Vendor intends to give Volume Discount/ Lump sum discount etc.

Screen 2

- 2. If you want to change the PO entity address for this particular Quote / PO, please select change and update the ordered address.
- 3. After complete all the details please click on <Submit>. In between you can click on <Save As Draft> for saving and completing the offer later.

Note: Untill and unless the Offer is submitted on or before the closing date, we will not be able to view your offer. So kindly make a note that Offer must be sent by “Submit” before closing date.

Note : All above details are also applicable for Downloading RFQ in Excel and Submitting



Screen 3

RFQ - Vendor

Payment Terms*

Description: test

Sl#	Item	Description	Make	Model/ Part #	Qty	UOM	Unit Rate	Disc %	Tax %	Total	Delivery (Days)	OEM	Remarks	Substitute
1	00039574	Paint Roller Refill 6" W/Out Handles			30.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
2	00062778	Paint Roller Size 4" - Refills, Make Crstin (10/Box)			5.00	BOX				0		<input type="checkbox"/>		<input type="checkbox"/>
3	00124824	Epoxy Paint Roller 4"			25.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
4	00124825	Epoxy Paint Roller 6"			25.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
5	19667670253	Rig Wash			420.00	LTR				0		<input type="checkbox"/>		<input type="checkbox"/>
6	18110002830	Goggle, Sightgard Soft-frame Single Lens with Perforated Clear Frame, Anti-Fog Lens, Elastic Headband, Meets ANSI - Z87.1, Make Msa			50.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
7	19663629073	Saw, Wood Cutter, Make Local			2.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
8	19667670253	Rig Wash (210 Ltrs = 1 Barrel)			420.00	LTR				0		<input type="checkbox"/>		<input type="checkbox"/>
9	18110002830	Goggle, Sightgard Soft-frame Single Lens			50.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>
10	19663629073	Saw, Wood Cutter			2.00	NOS				0		<input type="checkbox"/>		<input type="checkbox"/>

Additional Details

For addition in values: Enter Text, Enter Value

For deduction in values: Enter Text, Enter Value

Total: 0
Total with Substitute: 0

Quotation Remarks: Ordered Name*, Ordered Address*, Change

SUBMIT DECLINE SAVE AS DRAFT CANCEL

SUBSTITUTE OPTION: Suppliers are allowed to offer 1 substitute against any or all RFQ line items (Screen 4)

Screen 4

RFQ - Vendor

Payment Terms* 30

Description: test

Sl#	Item	Description	Make	Model/ Part #	Qty	UOM	Unit Rate	Disc %	Tax %	Total	Delivery (Days)	OEM	Remarks	Substitute
1	00039574	Paint Roller Refill 6" W/Out Handles	x	1	30.00	NOS	100	5	2	2907.00	30	<input checked="" type="checkbox"/>	kkskjds	<input checked="" type="checkbox"/>
2	00062778	Paint Roller Size 4" - Refills, Make Crstin (10/Box)	x	2	5.00	BOX	122	5	2	591.08	30	<input type="checkbox"/>		<input type="checkbox"/>
3	00124824	Epoxy Paint Roller 4"	x	3	25.00	NOS	132	5	2	3197.70	30	<input type="checkbox"/>		<input type="checkbox"/>
4	00124825	Epoxy Paint Roller 6"	x	5	25.00	NOS	122	5	2	2955.45	30	<input type="checkbox"/>		<input type="checkbox"/>
5	19667670253	Rig Wash	x	24	420.00	LTR	133	5	2	54128.34	30	<input type="checkbox"/>		<input type="checkbox"/>
9	18110002830	Goggle, Sightgard Soft-frame Single Lens	x	11	50.00	NOS	111	5	2	5377.95	30	<input type="checkbox"/>		<input type="checkbox"/>
10	19663629073	Saw, Wood Cutter	x	11	2.00	NOS	111	5	2	215.12	30	<input type="checkbox"/>		<input type="checkbox"/>

Substitute Item

Item	Description	Make	Model/ Part #	Qty	UOM	Unit Rate	Disc %	Tax %	Total	Delivery (Days)	OEM	Remarks
00039574	Paint Roller Refill 6" W/Out Handles			30.00	NOS		5				<input type="checkbox"/>	

SAVE CANCEL

Additional Details

For addition in values: Enter Text, Enter Value

For deduction in values: Enter Text, Enter Value

Total: 121714.15
Total with Substitute: 0.00

Quotation Remarks: Ordered Name*, Ordered Address*, Change

SUBMIT DECLINE SAVE AS DRAFT CANCEL



- Attachments: (Brochures/ Spec Sheet/ Data Sheet etc) can be enclosed with offer as demonstrated below:

Screen 5

The screenshot shows the 'aban RFQ MANAGEMENT SYSTEM' interface. A modal dialog titled 'Upload Documents' is open, featuring a 'Select File' button and a 'File' input field. Below the input field, it states 'No Records Found.' and 'Only PDF or JPG files are Allowed.' The background shows a table with columns: Sln#, Item, Description, and various technical specifications.

Sln#	Item	Description	Weight(kGs)	Dimension(LxWxH)	Discount(%)	Quotation Validity* (DDMM/YYYY)	Country Of Origin	Delivery Location Expected	Delivery Location offered						
1	00039574	Paint Roller Refill 6" W/Out Handles	121	4x4x4	5	10/07/2013	US	chennai							
2	00062778	Paint Roller Size 4" - Refills, Make Cristin (10/Box)													
3	00124824	Epoxy Paint Roller 4"													
4	00124825	Epoxy Paint Roller 6"													
5	19667670253	Rig Wash	x	24	420	LTR	133	5	2	2956.5	30				
6	19667670253	Rig Wash (210 Ltrs = 1 Barrel)	x	24	420	LTR	133	5	2	54184.2	30				
7	18110002830	Goggle, Sightgard Soft-frame Single Lens with Perforated Clear Frame, Anti-Fog Lens, Elastic Headband, Meets ANSI - Z87.1 Make Msa	x	32	50	NOS	143	5	2	6935.5	30				
8	18110002830	Goggle, Sightgard Soft-frame Single Lens	x	32	50	NOS	143	5	2	6935.5	30				
9	19663628073	Saw, Wood Cutter, Make Local	x	12	2	NOS	123	5	2	238.62	30				

Once the Offer is Submitted this RFQ moved to submitted RFQ .

SCREEN 6

The screenshot shows the 'aban RFQ MANAGEMENT SYSTEM' interface with the 'Submitted RFQs' tab selected. A table displays the following data:

Sln#	RFQ#	Description	RFQ Date	Closing Date	Delivery Date	Submitted Date	Vendor Status	RFQ Status
1	0113-00076	test	02/07/2013	23/07/2013	02/07/2013	02/07/2013	Submitted	Open

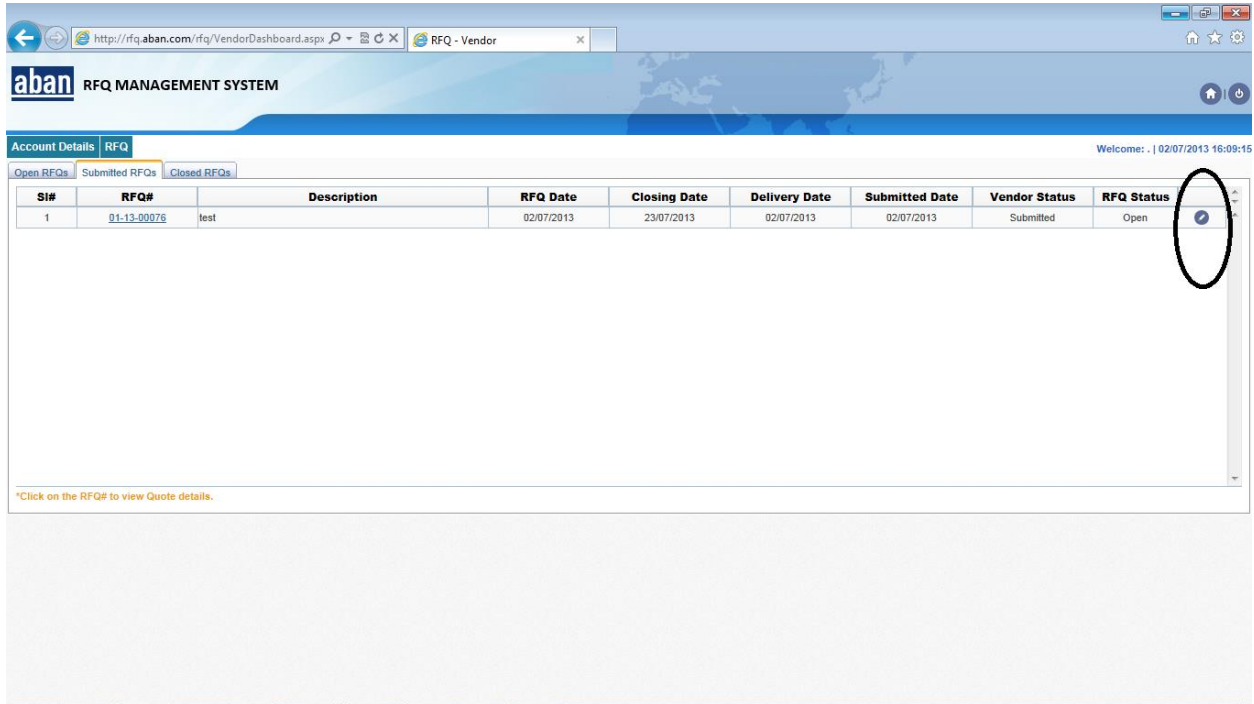
Below the table, there is a note: "Click on the RFQ# to view Quote details."



After submitting the Quotation, if enquiry is still open then Supplier can open the submitted Quotation by clicking the circled below window for update/ modification.

Note:

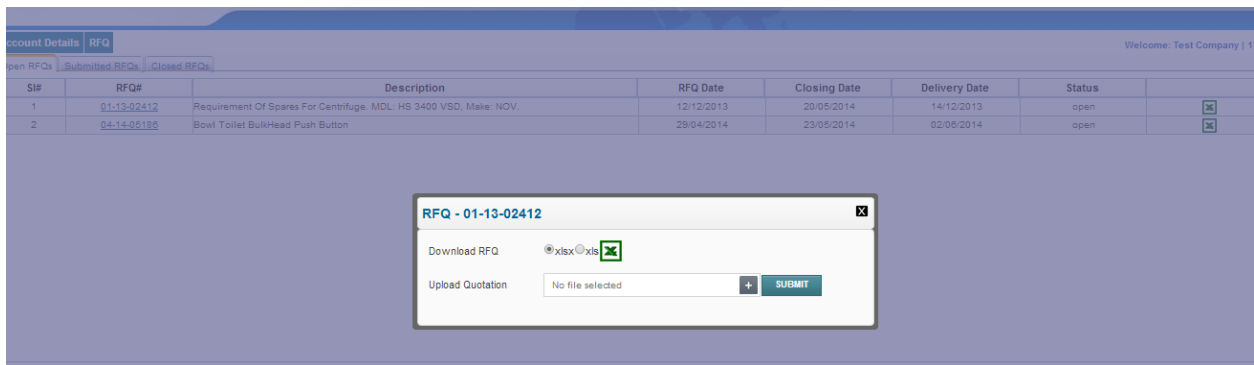
1. Aban can only view the offers after expiry of the Closing date (original or extended date as the case may be).



Note: If Supplier would like decline to quote. The option for “DECLINE” can be clicked.

Option 2: Download the RFQ in MS Excel fill the offer Offline and Upload the Offer:

- The RFQ can be downloaded in Excel format upon clicking the “excel icon” and following screen will appear.
- Please again click the “Excel Icon” to download the RFQ in Excel Format.

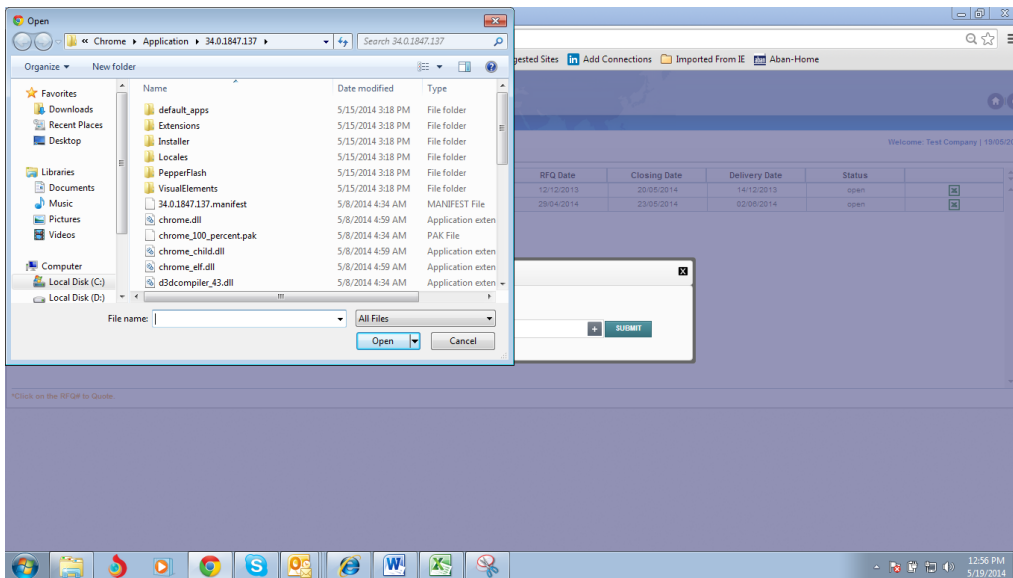




- The Supplier can fill all details highlighted in “Blue” based on the guidelines given for Option 1.

Item	Description	Make	Model	Quantity	Unit of measurement	Delivery (Days)	Discount (%)	Unit Price	Tax (%)	Total Price	OEM	Remarks
32634310345	Bearing Roller-Main, Front, Make Nov Part-No: 001-012-415	DD		1	NJM		0			0		
32634310350	Bearing Ball, Main Rear, Make Nov Part-No: 001-012-2153			1	NJM		0			0		
32634310300	Seal, Front/Rear Seal Holder, Make Nov Part-No: 034-035-000			4	NJM		0			0		
32634310354	O-Ring, Seal Holder, Make Nov Part-No: 001-020-1133			4	NJM		0			0		

- The Completed Offer can then be Uploaded as demonstrated below:





The Supplier can also modify its Contact Details/ Email ID/ Category Mapping etc as demonstrated below

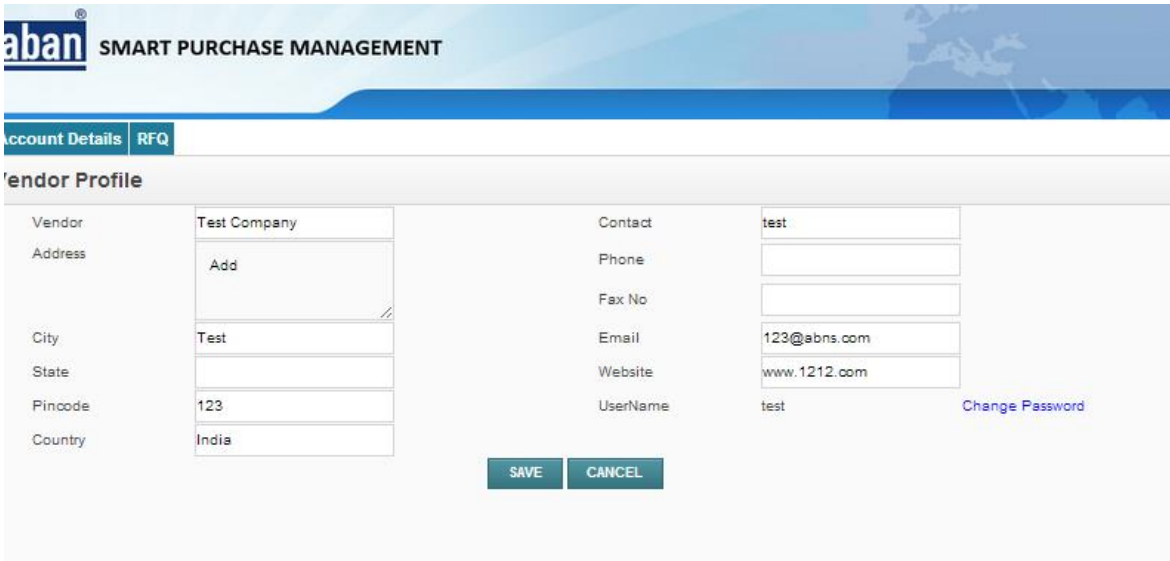
Please Click “Account Details “→ “Profile” to change any of the following:

- a. Vendor Name/Address/Country/Contact Name
- b. Email: Vendor can give Maximum 2 Email ID’s against any Vendor ID which more than one email id’s can be separated by “,” i.e. if 2 email id as xyz@abc.com and abc@abc.com are to be registered than please insert “xyz@abc.com, abc@abc.com”

Screen Shot 1



Screen Shot 2





Please Click "Account Details" → "Categories" to change/ add/ modify your expertise Product Lines:

aban SMART PURCHASE MANAGEMENT

Account Details RFQ Welcome: Test Company | 19/05/2014

Vendor Category

Subcategory	Supplier	Service Provider	Remarks
Annular BOP	<input type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	
BOP Control Hoses	<input checked="" type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	
Choke & Kill Lines	<input checked="" type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	
Diverter	<input checked="" type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	
Double Ram BOP	<input checked="" type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	
Drilling Spools	<input checked="" type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	
Flanges	<input checked="" type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	
Ram Assemblies	<input checked="" type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	
Ring Gaskets	<input checked="" type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	
Rotating BOP	<input checked="" type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	

SAVE CANCEL

Notes:

- a) Please tick only the Category where against which the Vendor wishes to be enlisted. Copies of orders awarded on you are to be attached.
- b) Please include the information like OEM / Authorised Dealer (mention make/ region) /Equivalent Part Supplier/ Speciality in the Services etc.