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# **Brand South Africa.**

## **User Manual – Vendor Portal**

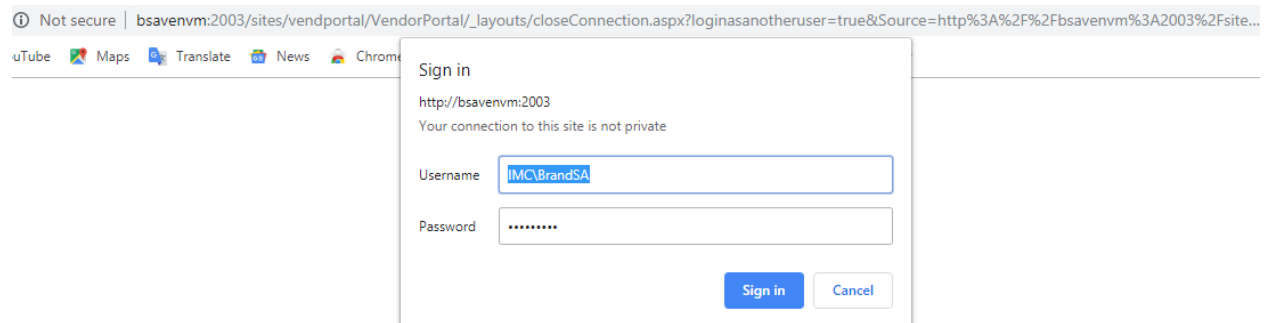


## INTRODUCTION TO THE VENDOR PORTAL

The Vendor portal is a website where you, as an approved vendor for an organization, can interact with your Brand SA. In the Vendor portal, you can view your vendor profile information and respond to new requests for quotations (RFQs)

### Login to Vendor Portal

1. Log in to the Site;  
<http://105.255.152.13:2003/sites/vendportal/VendorPortal/Enterprise%20Portal/PurchRFQVendorReplyTableListPage.aspx?WMI=PurchRFQVendorReplyTableListPage&WCMP=bsa&WDPK=initial>
2. Enter your Username and password e.g Username (IMC\BrandSA)



### Respond to requests for quotations



In the Vendor portal, click **Request for quotations** on the Quick Launch to view and respond to RFQs from the customer. You can also view the status of your replies to RFQs.

## View and reply to (bid on) an RFQ

Use this procedure to view and bid on an RFQ.

1. In the Vendor portal, click **Requests for quotations** on the Quick Launch, under **My documents**.

Request for quotation	Status	Case ID	Document title	Solicitation type	Bid type	Requested delivery date	Expiration date and time	Document
RFQ-000033	Expired	RQID-000033	UAT Testing	Invite only	Open	2019-06-20	2019-06-20 12:00:00 AM	
RFQ-000024	New: Action required	RQID-000027		Invite only	Open	2019-06-19	2019-10-17 12:00:00 AM	
RFQ-000019	Expired	RQID-000022	BSA RFQ	Invite only	Open	2019-06-19	2019-06-26 12:00:00 AM	
RFQ-000017	Expired	RQID-000020		Invite only	Open	2019-06-25	2019-06-20 12:00:00 AM	
RFQ-000015	Expired	RQID-000017	RFQ Testing	Invite only	Open	2019-04-30	2019-05-14 12:00:00 AM	
RFQ-000036	Unsuccessful: No action required	RQID-000034	UAT Testing 2	Invite only	Open	2019-06-20	2019-07-31 12:00:00 AM	
RFQ-000030	Accepted: No action required	RQID-000031	RFQ	Invite only	Open	2019-06-20	2019-08-31 12:00:00 AM	
RFQ-000022	Accepted: No action required	RQID-000025	PR	Invite only	Open	2019-06-19	2019-08-01 12:00:00 AM	
RFQ-000020	Accepted: No action required	RQID-000023		Invite only	Open	2019-06-19	2019-06-26 12:00:00 AM	
RFQ-000027	Cancelled: No action required	RQID-000028	PR2	Invite only	Open	2019-06-20	2019-06-20 11:50:16 AM	

Line n...	Item number	Product name	Status	Quantity	Unit	Unit price	Net amount
	1	Catering	New	1,00	Each	40 000,00	40 000,00

2. On the **Requests for quotations** list page, you can sort and filter the list to display RFQs by requested delivery date, expiration date/time, solicitation and bid type, document title, or currency. You can also enter the identification number in the filter to locate a specific RFQ. New RFQs have a status of **New: Action required**.
3. On the **Requests for quotations** list page, you can reply or decline to reply to an RFQ. If you want to view all the lines in an RFQ before you decide, select the RFQ, and then click **View**. You can also click a request for quotation ID to view the RFQ details.
4. To view more information about the RFQ line, on the **Lines** FastTab, select a line, and then click **Details**.
5. If there is a document attached to the RFQ, click the icon in the document field to open the attachment.



Home Procurement Sales Vendor portal All Sites

Site Actions Browse Page General Vendor account:102000 102nd AvenueHoughton Company:BSA

Respond Bid Decline Recall View Attachments

Vendor portal

Requests for quotations

Request for quotation	Status	Case ID	Document title	Solicitation type	Bid type	Requested delivery date	Expiration date and time	Document
<input type="checkbox"/> RFQ-000044	Expired	RQID-000040	Office	Invite only	Open	2019-06-27	2019-06-27 12:00:00 AM	<input type="checkbox"/>
<input type="checkbox"/> RFQ-000041	New: Action required	RQID-000032		Invite only	Open	2019-06-20	2019-10-18 12:00:00 AM	<input type="checkbox"/>
<input type="checkbox"/> RFQ-000040	New: Action required	RQID-000038		Invite only	Open	2019-06-24	2019-07-03 12:00:00 AM	<input type="checkbox"/>
<input type="checkbox"/> RFQ-000039	New: Action required	RQID-000035		Invite only	Open	2019-06-20	2019-08-30 12:00:00 AM	<input type="checkbox"/>
<input type="checkbox"/> RFQ-000032	Expired	RQID-000033	UAT Testing	Invite only	Open	2019-06-20	2019-06-20 12:00:00 AM	<input type="checkbox"/>
<input type="checkbox"/> RFQ-000038	Submitted: No action required	RQID-000036		Invite only	Open	2019-06-20	2019-07-30 12:00:00 AM	<input type="checkbox"/>
<input type="checkbox"/> RFQ-000023	Submitted: No action required	RQID-000027		Invite only	Open	2019-06-19	2019-10-17 12:00:00 AM	<input type="checkbox"/>
<input type="checkbox"/> RFQ-000035	Unsuccessful: No action required	RQID-000034	UAT Testing 2	Invite only	Open	2019-06-20	2019-07-31 12:00:00 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/> RFQ-000048	Accepted: No action required	RQID-000043	Printing	Invite only	Open	2019-06-28	2019-07-30 12:00:00 AM	<input checked="" type="checkbox"/>
<input type="checkbox"/> RFQ-000046	Accepted: No action required	RQID-000041		Invite only	Open	2019-06-27	2019-11-30 12:00:00 AM	<input type="checkbox"/>

RFQ-000048

Document title: Printing  
Currency: ZAR

Line n...	Item number	Product name	Status	Quantity	Unit	Unit price	Net amount
	1	Stationery	Accepted	1,00	Each	300,00	300,00

4 All - requests for quotations  
New: 5  
Accepted: 3  
Unsuccessful: 1

4 Related documents  
File name  
This grid is empty.

6. If a requester has changed or updated an RFQ, you can view those changes on the **Amendments** Fast Tab. The requester may also decide to send you an alert when amending an RFQ.
7. If you do not want to bid on any of the products in the RFQ, on the **Action Pane**, click **Decline** on the **Requests for quotations** page. The status of the RFQ is **Declined: No action required**.
8. If you want to bid on any of the products in the RFQ, do the following:
  - a. On the **Requests for quotations** page, on the **Action Pane**, click **Reply**.
  - b. On the **Reply to request for quotation** page, on the **Action Pane**, click **Reset bid data** to transfer the heading and line information in the associated RFQ to the **Reply to request for quotation** page. You can modify the copied information in the new reply.
  - c. On the **Reply to request for quotation** page, verify the dates and other information in the heading, and then delete any lines that you do not want to bid on. Update the unit price, delivery date, lead time, terms of delivery, discounts, and charges for each line in your reply.
  - d. If the RFQ allows for alternate lines, you can add them by selecting a line and then clicking **Add alternate**. Only one alternate is allowed per category line.
    - e. To attach a document to the reply, on the **Lines** FastTab, click **Attachments**. Upload the attachment, and then click **OK**.



Request for quotations - Request for quotation: RFQ-000041

Page View General

Close Bid Decline Recall

Maintain Respond

Johannesburg  
Postal Code : 2041  
ZAF

Currency: ZAR

Submission date and time:

Allow alternates on response lines: No

Bidding by invitation only: No

Document: No

Lines

Detail Attachments

Line number	Item number	Product name	Status	Quantity	Unit	Unit price	Alternate	Document	Comment
1		Advertising	New	1,00	Each	0,00	No	<input checked="" type="checkbox"/>	

Amendments

Reply to request for quotation - Request for quotation: RFQ-000024

Page Attachments

Close Upload document Add note Add URL Open document Delete

Maintain New Manage

Type to filter Description

Requester: admin

Requesting department:

Delivery name: Brand South Afrk

Address: 103 Central street  
Houghton  
Johannesburg  
Postal Code : 204  
ZAF

Type

Attachments

Add document

Description:

Type:

Attach file: Choose File No file chosen

OK Cancel

Modified by

Net amount	Document	Comment
40000,00		

f. Click **Submit** once you have entered all details (unit price etc.). The status of the RFQ changes to **Submitted : No action required**.

The customer is notified that you have replied to the RFQ.

### Note



After submitting the sealed bid, the unit price and net amount on all the RFQ reply lines are masked or hidden to everyone except you, until the RFQ responses are unsealed after the RFQ expiration date and time.

You can view the status of your bid on the **Requests for quotations** list page as the customer processes the bid:

Request for quotation	Status	Case ID	Document title	Solicitation type	Bid type	Requested delivery date	Expiration date and time	Document
RFQ-000033	Expired	RQID-000033	UAT Testing	Invite only	Open	2019-06-20	2019-06-20 12:00:00 AM	
RFQ-000024	New: Action required	RQID-000027		Invite only	Open	2019-06-19	2019-10-17 12:00:00 AM	
RFQ-000019	Expired	RQID-000022	BSA RFQ	Invite only	Open	2019-06-19	2019-06-26 12:00:00 AM	
RFQ-000017	Expired	RQID-000020		Invite only	Open	2019-06-25	2019-06-20 12:00:00 AM	
RFQ-000015	Expired	RQID-000017	RFQ Testing	Invite only	Open	2019-04-30	2019-05-14 12:00:00 AM	
RFQ-000036	Unsuccessful: No action required	RQID-000034	UAT Testing 2	Invite only	Open	2019-06-20	2019-07-31 12:00:00 AM	
RFQ-000030	Accepted: No action required	RQID-000031	RFQ	Invite only	Open	2019-06-20	2019-08-31 12:00:00 AM	
RFQ-000022	Accepted: No action required	RQID-000025	PR	Invite only	Open	2019-06-19	2019-08-01 12:00:00 AM	
RFQ-000020	Accepted: No action required	RQID-000023		Invite only	Open	2019-06-19	2019-06-26 12:00:00 AM	
RFQ-000027	Cancelled: No action required	RQID-000028	PR2	Invite only	Open	2019-06-20	2019-06-20 11:50:16 AM	

Line n...	Item number	Product name	Status	Quantity	Unit	Unit price	Net amount
1		Catering	New	1,00	Each	40 000,00	40 000,00

- If the customer accepts all lines on your bid, the RFQ status is **Accepted : No action required**.
- If the customer declines all lines in your bid, the status is **Unsuccessful: No action required**.
- If at least one bid line has a status of New, the RFQ status will be **Multiple : Action required**.
- If the customer accepts at least one bid line, and there are no new lines, the RFQ status is **Multiple : No action required**.
- If the customer requires more information from you about your bid, the status of the RFQ reverts to **New : Action required**.
- If the expiration date and time have passed, the status of the RFQ is **Expired**.



## Recall a bid

Use this procedure to recall a bid. You can do this if the RFQ has not expired and if your bid has not already been accepted or rejected.

1. In the Vendor portal, click **Requests for quotations** on the Quick Launch, under **My documents**.
2. Click the request for quotation for the bid that you want to recall.
3. On the **Action Pane**, click **Recall**.

Request for quotations - Request for quotation: RFQ-000038

Page View General

Close Bid Decline Recall

Maintain Respond admin

Requester: admin

Requesting department: Brand South Africa

Delivery name: Brand South Africa

Address: 103 Central street  
Houghton  
Johannesburg  
Postal Code : 2041  
ZAF

Document title:

Solicitation type: Invite only

Bid type: Open

Requested delivery date: 2019-06-20

Expiration date and time: 2019-07-30 12:00:00 AM

Currency: ZAR

Submission date and time: 2019-06-24 10:54 AM

Allow alternates on response lines: No

Bidding by invitation only: No

Document: No

4 Lines

Detail Attachments

Line number	Item number	Product name	Status	Quantity	Unit	Unit price	Net amount	Alternate	Document	Comment
1		office	Submitted	1,00	1/2 cu. in	0,00	0,00	No	<input type="checkbox"/>	

4. In the confirmation dialog box, click **Yes**.

## Decline a bid

Use this procedure to decline a bid. You can do this if the RFQ has not expired.

1. In the Vendor portal, click **Requests for quotations** on the Quick Launch, under **My documents**.
2. Click the request for quotation for the bid that you want to recall.
3. On the **Action Pane**, click **Decline**.

