Materials e-Bidding System

Systems Development Division
Materials Systems & Procedure Department
Saudi Electricity Company
Saudi Arabia
Introduction

e-Bidding System is fully automated web based system using e-commerce concept. Vendors will have their user ID and password that will be sent to their registered email. The vendor can change their password any time. The password is case sensitive i.e. capital and small character will not be same.

Feature of the system

- It is fully automated and paper less system.
- Cost effective. Vendors need not fax or come to submit their quotation. This significantly saves the vendors time and money. For our side it also save time of fax operator (to log and file the fax), bid controller (to file the quotation till bid closing date) and buyer (to enter quotation in mainframe).
- Fast and reliable communication. The quotations submitted by vendor are directly saved in database.
- Time saving. No delay in processing the quotation. On the bid closing date the quotation will be processed and lowest bidders can be determined in the bid summary.
- Confidentiality of the data. In the manual process the quotation from the vendor side were exposed to their typist / fax operator. In our side it was exposed to fax receiver, bid controller and buyer. Now before the bid closing date the quotation cannot view by any one.
- No human intervention. Once buyer makes the bid, the system invites all related vendor and select best ten vendors on the bid closing date and update the mainframe system. So in the whole bidding process there is no human intervention.

System Security

- In this system the data is stored in SQL server, which has reliable data security. In order to provide additional security to sensitive fields such as price and password they are kept encrypted.
- The system is residing on web server, which is protected through firewall.
- To access the system it requires vendor ID and password. To make it more secure, the password is made case sensitive and vendors are advice to change their password once in a week or month. The vendor can also change their password whenever they require.

Component of e-bidding system

- Open Low Value Bids
- Closed Low Value Bids
- Open High Value Bids
- Close High Value Bids
- Open Purchase Orders
- Vendor Information
**Open Low Value Bids**
This system will enable vendors to view and respond all their low value bids that bid-closing date is not passed. So this will eliminate the need of faxing the bid response to Purchasing Division.

This is a fully secure system, the price submitted by vendors are encrypted in database so that it cannot be read by anyone before the bid closing date. After the bid closing date the vendor’s bid response information will be automatically updated in our mainframe based, Materials Management System.

This system will eliminate several steps in manual bidding process and will be completely paperless. So it will significantly reduce the cycle time and cost in whole bidding process. It has following features:

- Once valid vendor’s user ID password is entered the system will list all his bids waiting for response.
- Every day new bids send to the vendors will be added in the list.
- The bids for which the bid closing date is passed will not appear in the list. It will be moved to bid history.
- The bids for which the bid closing date is today, the bid closing date will be displayed in red color.
- The bids for which the bid closing date is tomorrow, the bid closing date will be displayed in pink color.
- The status will show the vendor action on the bid.

**Closed Low Value Bids**
This system will enable vendors to view and print any bids for which the bid closing date is passed. It helps the vendor to keep record of past bid request. It has following features.

- View the list of all closed bids with status.
- View and print the quotation.
- View and print the quoted prices of all vendors after the PO is issued.

**Open High Value Bids**
This system will enable vendors to view and print any high value bids. It helps the vendor to keep record of high value bid request. It has following features.

- View or print High Value Bid.

**Close High Value Bids**
It helps the vendor to keep record of high value bid request which are closed.
Open Purchase Order
This system will enable vendor to see our purchase orders with the vendor. Any new purchase order will be added to the list automatically. The status of purchase order i.e. delivered, accepted, rejected, invoiced etc. will also be updated automatically. This will help the vendor to know any new purchase orders as well as the status of the existing purchase orders.

Vendor Information
This system will enable vendor to see their information, which we have in our system i.e. name, address, contact person, fax, phone, e-mail etc. and kind of materials which the vendor is registered to deal with us. The vendors will automatically receive inquiries for the material, which he is registered in our system.

Vendor performance evaluation (VPE)
To Enhance the Mutual Relationship between SEC and Vendor organization, SEC announce a new tool for Vendor performance evaluation (VPE) starting from 11/11/2016

System Requirement
Vendors only require a Personal Computer with windows operating system and Internet connection.
User’s Guide
Accessing e-Bidding System

To access Materials e-Bidding System,

Come to our company home page:  www.se.com.sa
And click on ‘Business’

OR

Directly enter link address: www.se.com.sa/mmd

then ‘Vendors E-Bidding’
Materials e-Bidding System

![Image of e-Bidding System](image)

The **e-Bidding System** will be open and it will give following screen.

![Screen of e-Bidding System](image)
Open Bid System

Click on Vendors Login, following logon ID screen will come. The vendor should enter his vendor ID and password, which is initially provided by MMD, The password is case sensitive.

After successful login, the system will redirect the user to the Vendor Information Screen, From where user can navigate to Open Low Value Bid List (bid closing date not passed) in the following screen.

This system will allow printing, exporting and submitting bid.

In order to quote or Decline or retrieve the saved bid to update and Save/Submit, the ‘Retrieve / Update ‘ button can be clicked so that the bid lines will be editable as shown below.
The bid will stay here till the bid closing date. The quotation can be revised any number of times before the bid closing date. The status shows the users action on the bid. Bid-closing date will be shown in red color for which the bid closing date is today, and in pink color for which the bid closing date is a day after.

To quote, click on the bid number.
To print a bid, click on the ‘print’.
The following screen will show the bid in print form.

To print the updated bid, click on ‘Print’, the following screen will come. To close the to bid list print screen, click on the ‘x’ mark at the top of (right side) the explorer.

To print hard copy, click on ‘Print’ button. To back to the previous screen, click on ‘Back’ button.

On the ‘List of Bids Waiting for Response’ screen, once the bid is quoted, the status of the bid will change to ‘Quoted’.
To print hard copy, click on ‘Print’ button. You can also make copy of whole or part of the document and past it to other place like word document.

To go back the previous screen, click on ‘Back’ button.

To respond or re-quote any bid, just click on the desired bid number. The following bid response screen will appear.

In the above screen all the fields are required except the remarks. The data entry can be saved before completing the form using save button. Later saved data can be loaded on the screen by using retrieve button.
Save Button: To save the data entry before completing and submitting the quotation.
Retrieved Button: To retrieve the previously save data and load it on the screen.
Refresh Button: To refresh the screen data before retrieve.

Declined to Bid: Click here to check the box, if you want to decline the whole bid.
eMail Attachment to Buyer: Click here, system will open your default e-mail system. Vendor can attach the documents and send to buyer.
Reference Number: Enter the your (vendor) reference number.
Ship Via: Mode off shipment like By Sea or By Air etc.
Valid Up to: Quotation validity date. It must be entered in mm/dd/yyyy format. Normally it should be 90 days from bid closing date.
Quoted By: Enter the name and phone number of sales person or person responsible for this quotation
Delivery Point: At SEC warehouse as mentioned in ‘Ship to location’.
Quoted Currency: Currency of your price. The default value is Saudi Riyal (SAR). The foreign vendors can quote in any major world currency. Local vendors must quote in Saudi Riyal (SAR), if they do not have any pre-agreement to quote in foreign currency.
Remarks: This is an optional field in which you can enter maximum 160 characters comment. This can be utilized to provide any additional information that you want to give for the offer.

Quoted Quantity: The quantity you are quoting in requested unit of measure only. Default value is requested quantity.
Quoted Unit Price: The unit price you are offering.
Delivery Time (Days): The time you need to deliver this item after getting the purchase order. It must be in days and one number only like 38 and not 25-38.
Remarks / Deviation: This is an optional field in which you can enter maximum 200 characters. This field can be utilized to provide any kind of information you want to provide for the item. If you have any attachment like catalog, drawing etc. you can either e-mail to buyer or send by fax or normal mail address to buyer.
Decline: Click here, if you want to decline this line item.

To see the description of the item, click on the desired item number. The system will show the description of item in following screen.
To go back to the previous ‘Bid Response Entry Form’ screen, click on the ‘Close’ button of Item Description screen.

Also attachments can be uploaded using the ‘upload attachments’ link, the below shown screen will get displayed.

Where the bid Line number also can be specified against each uploading file.

Fill the information in ‘Bid Response Entry Form’ screen. Make sure that all entries are correct. To submit, click the submit button or press ENTER key.
A confirmation message will appear. Press OK button to submit or cancel to go back to the entry form. Once the bid is submitted successfully, the following screen will come.

To response other bids, just follow the above steps. Once finished you must logoff.

To logoff from the ‘Bid Response System’ click on ‘Log Out’ button. The homepage screen will appear.
Closed Bid System

Once the bid closing date is passed, the bids are moved from open bids to the closed bid system.

The vendor may use this system, to keep track of past bids.

This system requires vendor ID and password. To use Bid history system, click on Vendor Login, following logon screen will come. Enter the Vendor ID and password.

After the validation of the vendor ID and password, the system will list the open bids. Click on the Closed Bids, the following screen will come.

The status column on the above screen shows the vendor’s action on that bid. To print or view your quotation, click on the desired bid number. It will show the quotation in following screen.
To print hard copy, click on ‘Print’ button. To go back to previous screen, click ‘Back’ button.

To view the quoted price of all vendors of the bid after the PO is issued, click on View All. System will show the prices of all vendor as follows.
### Materials e-Bidding System

*Bid Materials List (Low Value Bid)*

12/29/2016 2:16:36 PM

<table>
<thead>
<tr>
<th>Vendor Code</th>
<th>Vendor Name</th>
<th>Bid Number</th>
<th>Send Date</th>
<th>Bid Close</th>
<th>Bid Response</th>
<th>Quotation valid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>ARAMCO</td>
<td>C000072364</td>
<td>4/15/2012 12:00 AM</td>
<td>5/1/2012 12:00 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address**

<table>
<thead>
<tr>
<th>Line</th>
<th>Buyer</th>
<th>Vendor Reference #</th>
<th>Ship Via</th>
<th>Delivery Point</th>
<th>Quoted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3D1</td>
<td>NEMER AL MUTAIRI</td>
<td></td>
<td>At Ship to Warehouse</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Item Number / Description</th>
<th>ShipTo</th>
<th>UOM</th>
<th>Requested Quantity</th>
<th>Quoted Quantity</th>
<th>Quoted Currency</th>
<th>Quoted Unit Price</th>
<th>Country of Origin</th>
<th>Delivery Time (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>360292416</td>
<td>3331</td>
<td>EA</td>
<td>385</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Indicator:**

<table>
<thead>
<tr>
<th>Type</th>
<th></th>
</tr>
</thead>
</table>
Open High Value Bids

The High value bids system will enable vendors to view, print, and know the status of high value bids. Bid should be submitted through sealed bid in the bid box only.

After vendor login click on High Value Bids, following screen will come.

The see the content of high value bid click on the bid number, following screen will come.
Closed High Value Bids

The High value bids system will enable vendor to view, print and know the status of high value bids. Bid should be submitted through sealed bid in the bid box only.

After vendor login click on High Value Bids, following screen will come.

By clicking on ‘Print’ icon the below shown screen will get displayed.

<table>
<thead>
<tr>
<th>Vendor Code</th>
<th>Vendor Name</th>
<th>Bid Number</th>
<th>Send Date</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>ARAMCO</td>
<td>C000226953</td>
<td>6/7/2012 12:00:00 AM</td>
<td>6/17/2012 12:00:00 AM</td>
</tr>
</tbody>
</table>

**Address**

1. ADD4  
2. KSA  
3. LEB  
4. ADD3  

**Buyer**

ID4: IBRAHIM ALNAMSHAN  
011-8075717-22016

<table>
<thead>
<tr>
<th>BidLine</th>
<th>Item Number/Description</th>
<th>ShipTo</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Price*Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1000 ..User Location C</td>
<td>PC</td>
<td>300</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>1000 ..User Location C</td>
<td>PC</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>1000 ..User Location C</td>
<td>PC</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: This is a high value bid.  
Please print the bid package and submit your quotation in a sealed envelope.  
Any attachment specified in this bid may be collected from Purchasing Division.  
Bid terms and conditions are as specified by the company for high value bid.
Purchase Order System

This system will help vendors to know SEC issued active purchase orders with vendors. This system requires vendor ID and password.

To use Purchase Order system, after logging to the system click on ‘Purchase Order’, following logon screen will come.

To know the details of purchase order click on PO Number. Following screen will show the details.

The purchase order will stay in this system till the status is ‘OPEN’. The closed purchase order with status ‘CLOSE’ will be removed.

To view the Purchase Order click on View, following screen will show the PO.
Vendor Information

This system will help the vendor to see and verify the contact information of the Organization and commodity classes they registered in the Vendor Registration system.

After logging to system, click on ‘Vendor Information’, following logon screen will come.

Some basic information can be updated online. To update contact information, click on Edit button. Following screen will appear.
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So that the Vendor can verify and update the information on below screen and it can be saved by clicking on the ‘Update’ button.

In this screen system shows the vendors address, fax, phone and contact person address, e-mail, phone and fax information.

The main user who has been registered to receive the bid notifications from SEC, will be enabled to define new users within the Organization so that the users can access e-bidding system and they can save/Update the Bids simultaneously.
By clicking on the Activate button, the newly defined user can be activated and will be enabled to parallel access the system.

In order to access the e-bidding system for the newly defined user, He has to login using SEC provided vendor code and their password, after this he will be asked to choose the registered email / mobile in order to receive the security code as shown below,(where newly defined users email / mobile will be shown to choose)

These newly defined sub users will have only ‘read only access privilege’ on the vendor information.

Class List Information

The next important information is ‘List of Registered Material Groups (Classes)’. This is the list of kind of material which vendor is registered to deal with the Materials Management Department. In near future, it will not be on buyer to select the vendor to send bid request. Based on the above registered classes, the vendor will automatically receive all bid requests for his registered classes.

It is very important for vendor to check above information and if it needs to be updated, they may contact:

Vendor Affairs and Support Division
Granada tower -Building A6 -10th floor
Riyadh
e-mail: PRCVSDV@se.com.sa
User Management:

Losing access to e-bidding system because of forgetting password/Forgetting Email or Forgetting mobile number, can be frustrating. To make sure you can get back into your account quickly, easily, and securely in the future, we have provided the below options.

You don't have to provide a recovery email address and mobile number, but having one makes it easier for you to regain access to your account if you forget your password or email.

If you've lost access to your account, you can try to regain access through the below shown options,

1. Forget Password Options:
2. Forget Email:

![Vendor Code and Password Input Form]

3. Forget Mobile:

![Vendor Code and Password Input Form]

**Vendor performance evaluation (VPE)**

Key parameters on which the overall rating of our vendors would be judged are:

a. On-time delivery  
b. Overall delivery  
c. E-bidding Response  
d. Towasol Response  
e. Number of claims

The VPE status of a vendor can be seen once he login to the system from the

<table>
<thead>
<tr>
<th>Score</th>
<th>On-Time Delivery</th>
<th>Overall Delivery</th>
<th>Number Of Claims</th>
<th>E-bidding Response</th>
<th>Towasol Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Review</td>
<td>67.79</td>
<td>98.33</td>
<td>10.00</td>
<td>96.77</td>
<td>7.14</td>
</tr>
<tr>
<td>Total Score</td>
<td>100.00</td>
<td>Excellent Performance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The color code notifications are as stated below,

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90</td>
<td>Excellent performance</td>
</tr>
<tr>
<td>90-80</td>
<td>Acceptable performance</td>
</tr>
<tr>
<td>80-70</td>
<td>Needs improvement</td>
</tr>
<tr>
<td>&lt;70</td>
<td>Poor performance (contact Vendor Affairs Division for performance review)</td>
</tr>
</tbody>
</table>

**Bid Terms & Conditions**

This provides the information about terms and condition for bidding. This does not require any password.
Materials e-Bidding System

Dear Valued Business Partner,

In our endeavor of simplifying processes & improve our service quality, we are pleased to announce introduction of one toll free number for all our vendors for the entire kingdom. You can use this toll free number & reach our customer service desk to seek information/ clarity on following services:

- Follow-up requests (Registration - Pre-qualification - Updating material class codes)
- All inquiries regarding electronic invoicing
- Any other inquiry

To reach our toll number you can call 9200003222 Ex 444 -> press 2. Toll Free Number is duly supported by a fully functional Interactive Voice Recorder (IVR) to help you reach right resource.

Alternatively you can also reach us using following email addresses:

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GENERAL BIDDING TERMS AND CONDITIONS

Bid Terms and Conditions

- Please read the General Bidding Instruction and Terms & Condition of Purchase.
- Delivery of materials on containers are not acceptable.
- If any change in the part numbers or in the item description, indicate such changes in the quotation and provide a confirmation letter from the manufacturer or a catalog copy to avoid future changes in the purchase order.
- All correspondences or any attachments with quotation should be send through fax and should be address to buyer.
- Materials in the bid are Not Exempted from Custom Duty unless otherwise specified after the last item in Bid Materials List.
- Your quotation must include delivery of material to Saudi Electricity Company warehouse.
- Lot pricing is unacceptable. Each item to be priced separately by issue unit. Your quotation must specify any minimum quantities of unit packaging if they do not agree with the quantities requested.
- For each item vendors should quote their firm and all inclusive price and advise shortest delivery time. If item is not available locally, quote for ocean freight only.
Material Groups (Class)

This provides the list of code and description of commodity classes. This does not require any password.

Click on ‘Material Groups (Class)’, following screen will come.
Material items can be searched from the ‘Search in the grid’ text box so that the items will get displayed based on the search criteria.

**Buyer’s Phone**

This provides the information about Buyers contact details for all regions. This does not require any password.

Click on the region you want. If you click on ‘Eastern Region’, following screen will come.
Warehouse Details

This provides the location code and description of all warehouses of Materials Supply Department. This does not require any password.

Click on the region you want. If you click on ‘Eastern Region’, following screen will come.
Warehouse Locations

This provides the location route map of all warehouses of Materials Supply Department. This does not require any password.

By selecting the required Region and warehouse from the dropdown lists provided, it will list all warehouses under the specified region.

If you click on ‘Eastern Region’ and ‘warehouse’ category from the drop down lists, following screen will come as shown below.
FAQ

This provides the answer of frequently asked questions. This does not require any password.

Click on ‘FAQ’, following screen will come.
User’s Guide

This will open the user’s guide. It is in PDF format. It can be downloaded and printed easily. This does not require any password.

Click on User’s Guide, following screen will come.