**Submitting Technical and/or Commercial Documents**

**Method 1: Login directly in portal**



Step 1: Sign in by entering user name and password.



Step 2: Click ‘Supplier Portal’



Step 3: Click ‘View Active Negotiations’



Step 4: Select appropriate Negotiation and click ‘Create Response’. If the required Negotiation is not seen, please select ‘No’ from ‘Invitation Received’ and click ‘Search’



Step 5: Click ‘Next’ or ‘2’. General Attachment and other information is optional.



Step 6: Write ‘Technical and/or Commercial document attached’ in the field below point 1. Then click the + button beside Response Attachments



Step 7: Click the +



Step 8: Click ‘Choose File’ and select the necessary File.



Step 9: Edit Description (optional) and click OK. If needed, add multiple files. Click + to add more or X to remove.



Step 10: Click ‘Submit’ to complete.

**To Review or Revise Technical and/or Commercial Offer**



Step 1: Click Manage Response



Step 2: Select the response line and click ‘Revise’



Step 3: Click ‘Next’ or ‘2’. General Attachment and other information is optional.



Step 4: Click on the + beside existing file name. In the new window, click on + to add new files. Or, select existing file and click X to remove. After completing, click OK and then Submit

Method 2: Create Response directly from Negotiation Invitation Mail.



Step 1: You shall receive a negotiation invitation mail. Open it and Click ‘Create New Response’. The supplier pdf is also available for viewing.



Step 2: You will be redirected to the login page. Please enter name and ID and Sign In. You will be taken directly to create response page (Step 5 of Method 1). Next steps are the same.

Technical and/or Commercial Document Submission is completed.