ACWA POWER

Supplier Guides



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ACWA POWER Procurement Portal

Brief Description.

This is a guide that will illustrate to all Suppliers the various activities that can be done and a step by step guideline to know how to execute these activities.

The activities below will assist you on conducting all the different steps; however, if you feel lost or stuck in a certain activity please don't hesitate to communicate with our helpdesk team

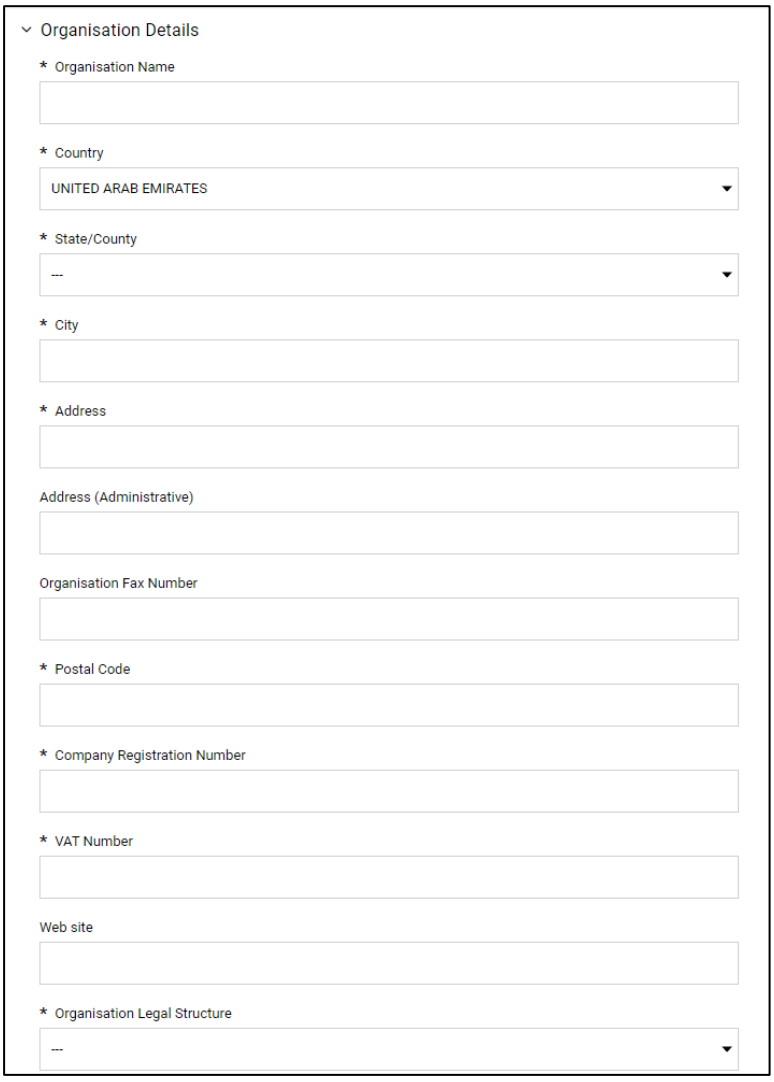
Email: sourcingsupport@tejari.com
Contact: +971 4 800 836 3377

Register as a New Supplier

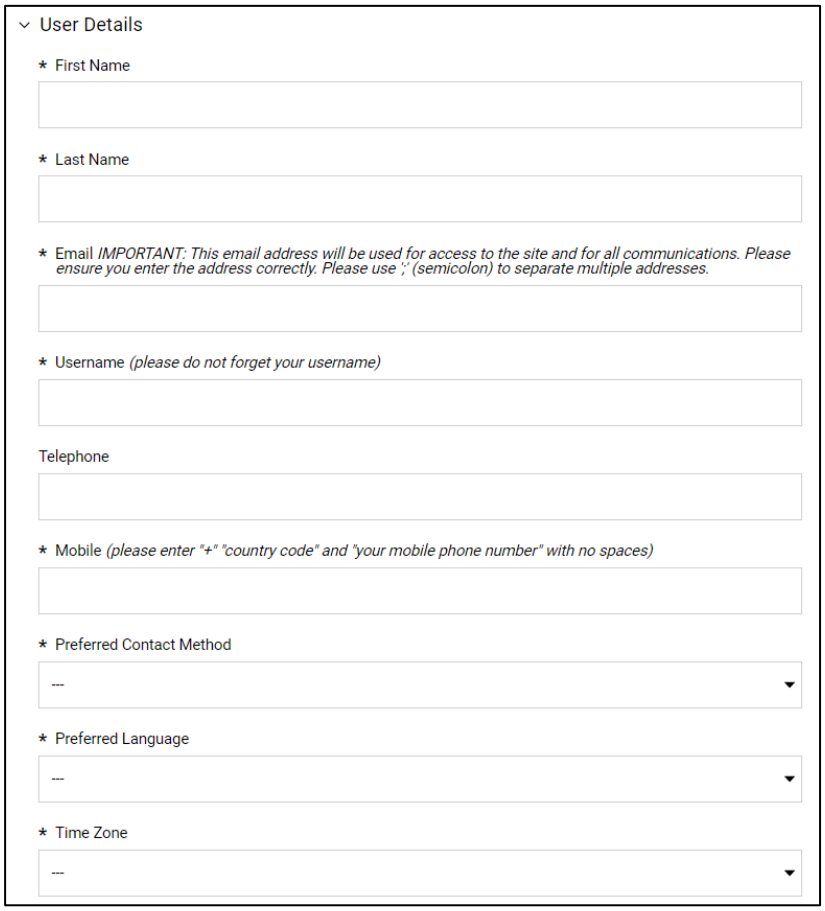
1. To register on Acwa Power Portal, you will need to receive an invitation email. Within the email there will be a link. Click the link in the email and follow step 2.

2. A “Registration Data” page will appear, and you must fill only the fields with a Red Asterisk next to it (*).

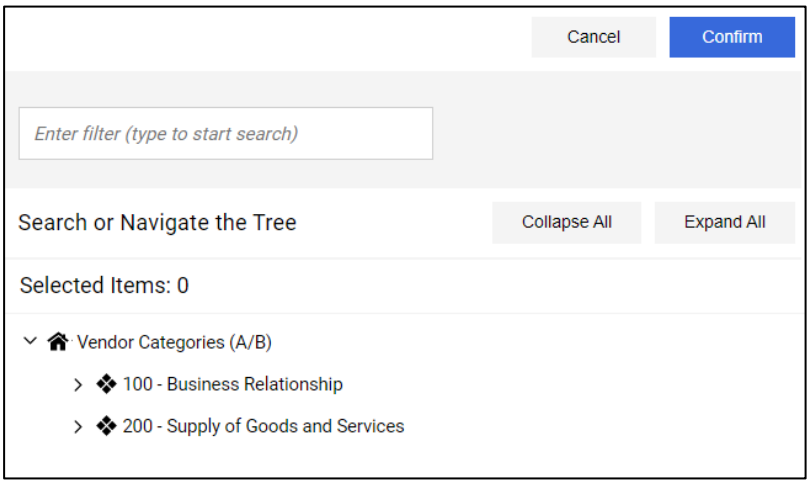
    a. Organization Details Section



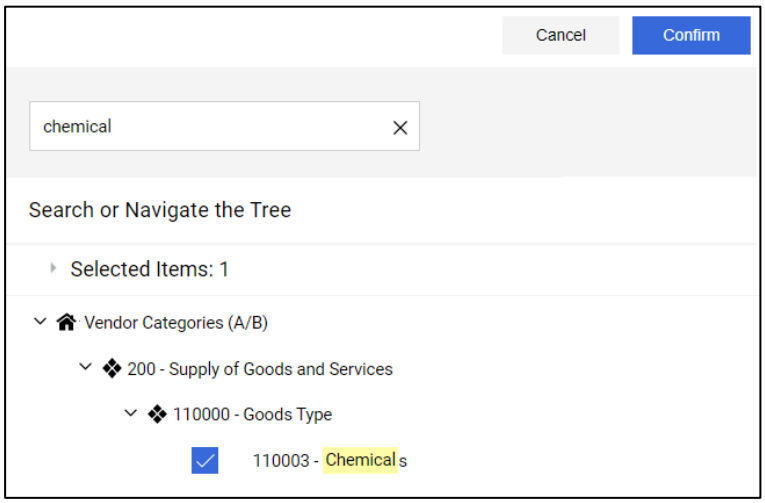
b. User Details. Then click on “Save” on the top right



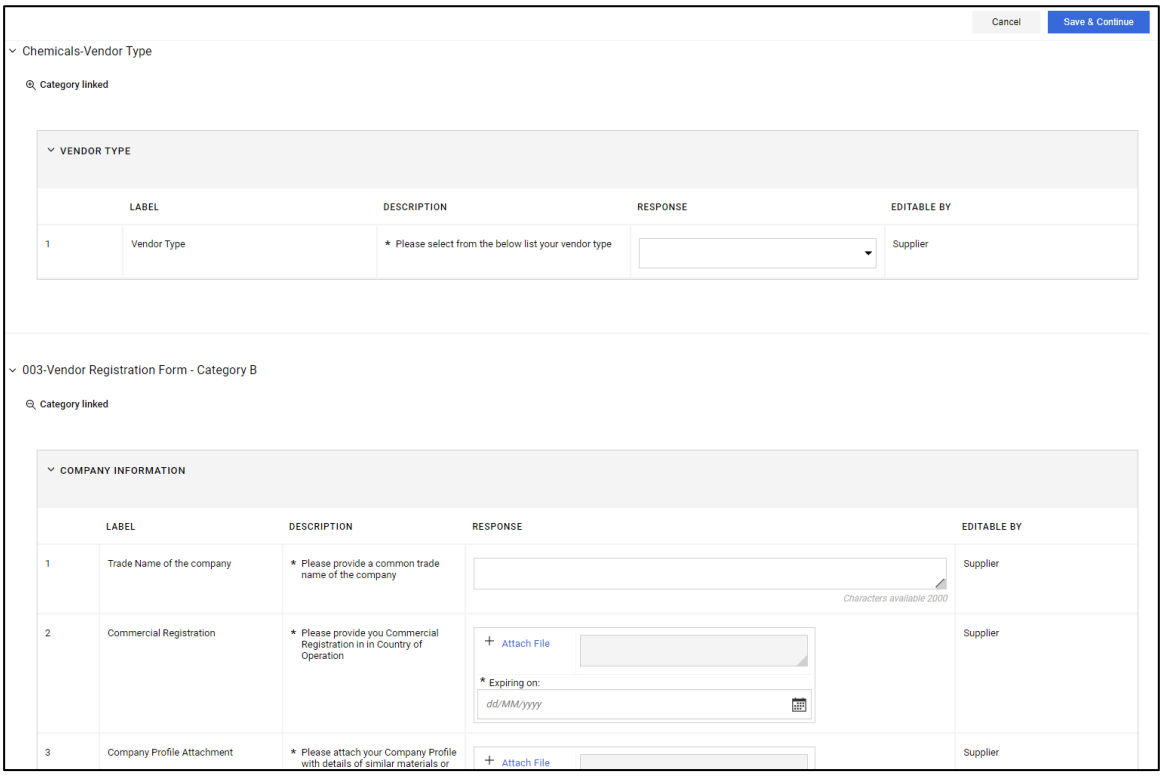
3. You will reach to the category selection page. In the “Search or Navigate the Tree” area, insert a description of a service or an item you can provide.



4. Select relevant categories that appear under your category descirption and click on confirm on the top right hand side of the page.



5. The next page will have questionnaires that you need to fill to complete your registration. Once you complete all the questions click on “Save & Continue” on the top right side.



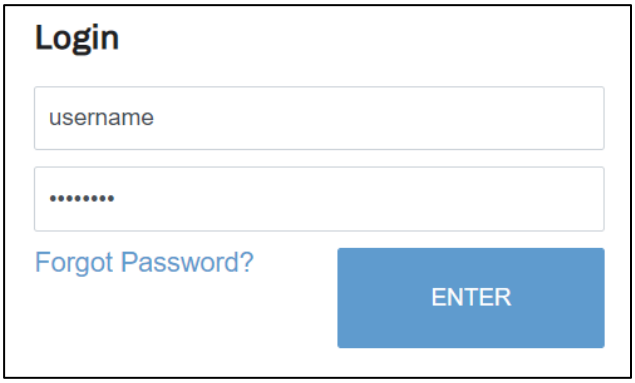
6. You will reach to the page in the screenshot below. It's to confirm you have filled all your information and you will be reviewed by ACWA POWER. Click on "Close Windows" on the right to exit.



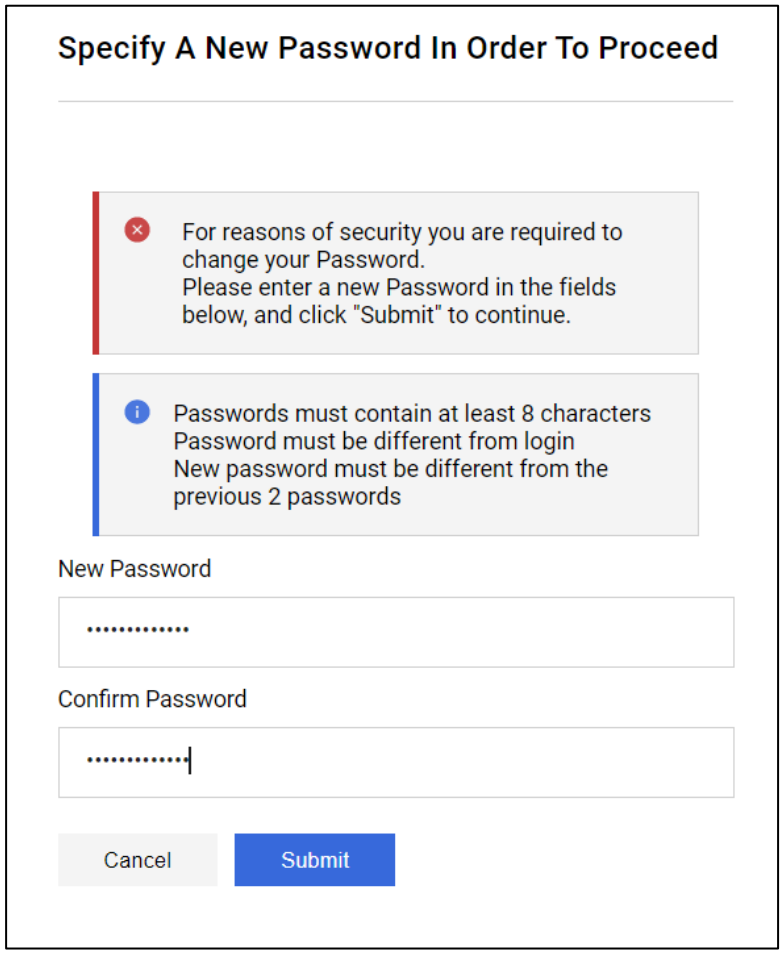
7. You will receive an email with your temporary password. Copy the Password in the email and click on the portal link.



8. Enter your username and temporary password received.

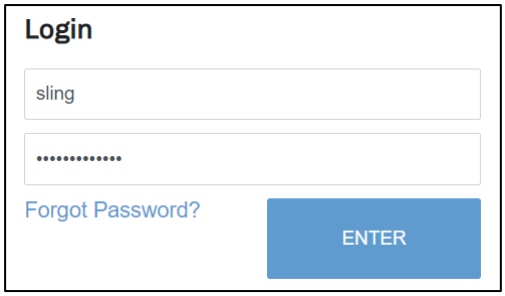


9. On your first time logging in, the system will request you to enter a new password as the one generated by the system is “Temporary”. Once you enter your new password click on “Submit”

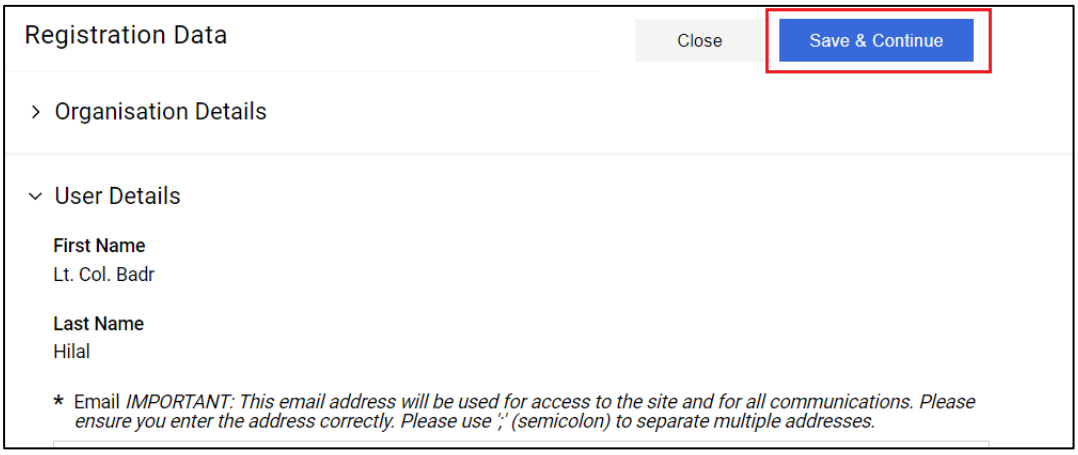


Supplier Registration Completion (For existing suppliers Only)

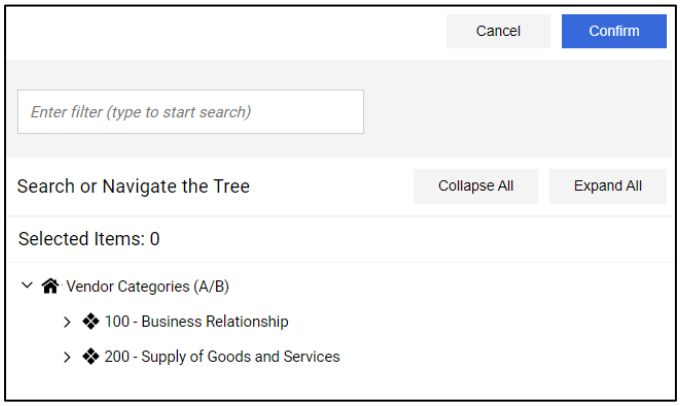
1. Login with your username and password



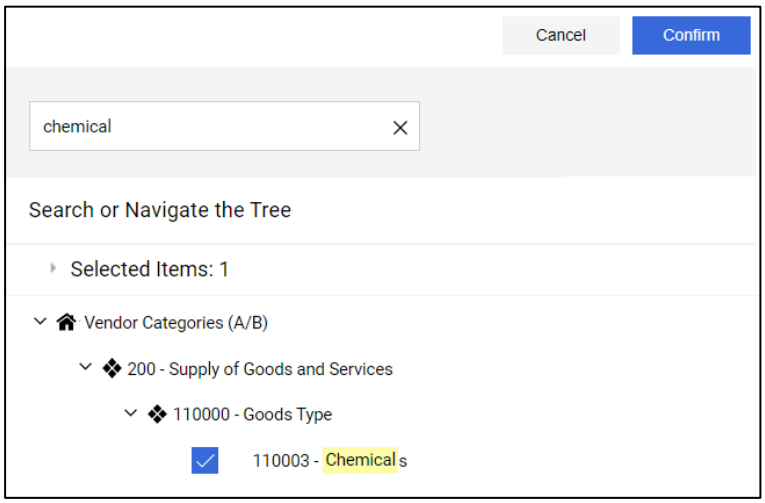
2. Complete your Registration Data, then click on “Save & Continue”



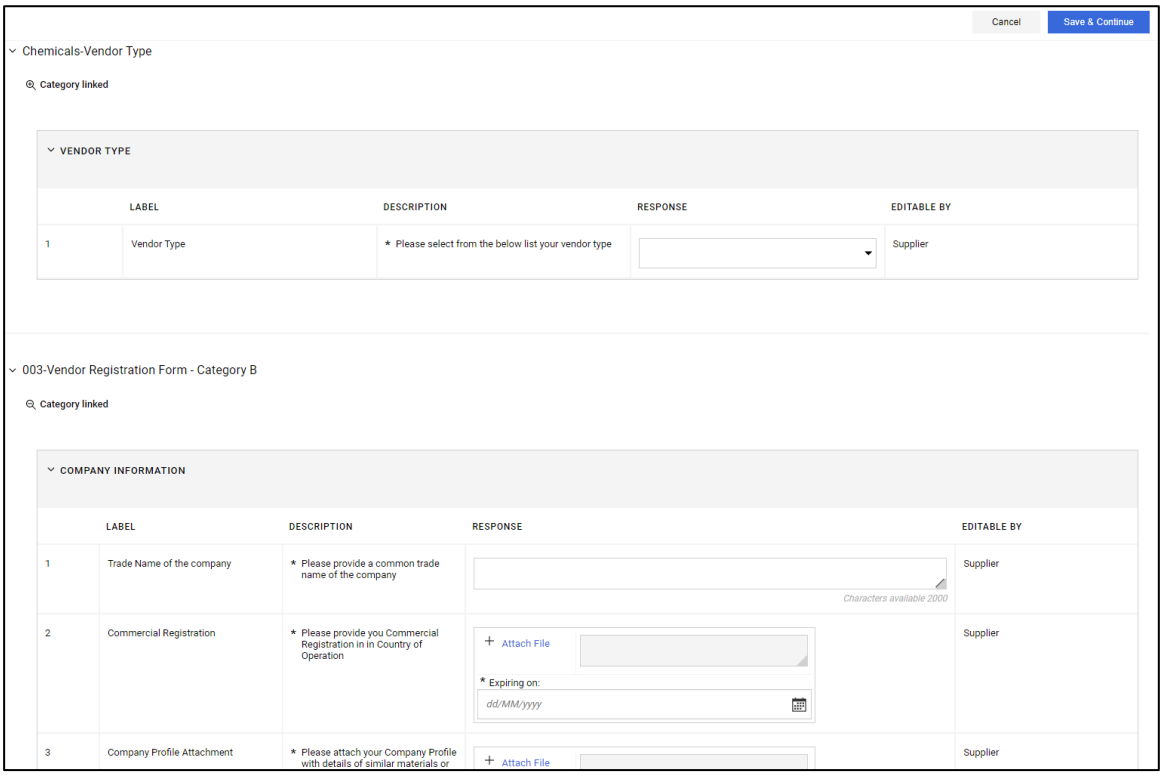
3. You will reach to the category selection page. In the “Search or Navigate the Tree” area, insert a description of a service or an item you can provide.



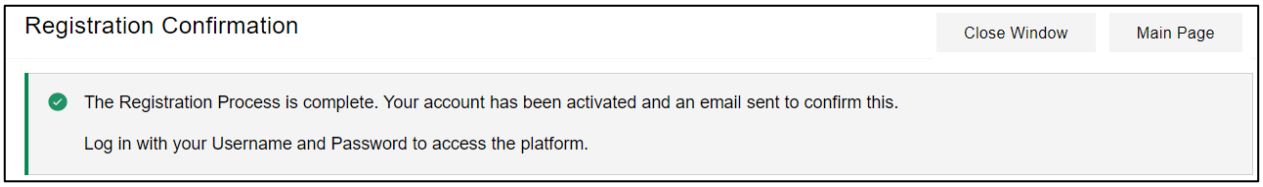
4. Select relevant categories that appear under your category descirption and click on confirm on the top right hand side of the page.



5. The next page will have questionnaires that you need to fill to complete your registration. Once you complete all the questions click on “Save & Continue” on the top right side.

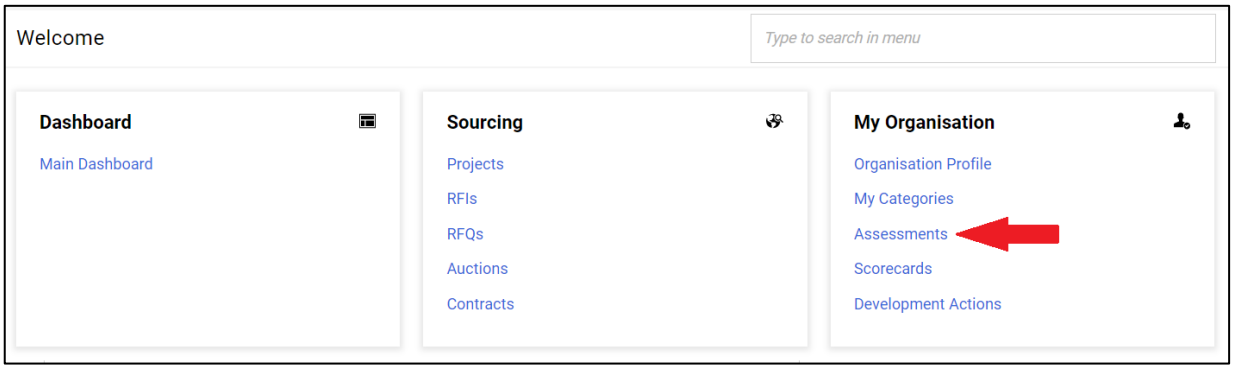


6. You will reach to the page in the screenshot below. It's to confirm you have filled all your information and you will be reviewed by ACWA POWER. Click on "Close Windows" on the right to exit.



Supplier Form(s) Update

1. Once the vendor registration department has finalized your company profile review, the reviewer might send you a request to update a specific form on your profile in case a document is unclear or insufficient. You can access the form(s) by directly logging in to the portal, then accessing the assessment forms as shown in the below screenshot.



Or, You will receive the below notification form the system to update the form(s). Click on the link provided in the notification to access the form(s).

Dear ACWA Power Supplier Six,

The Buyer Organisation ACWA Power has requested that you complete any required data and review Category Assessment Forms on ACWA Power

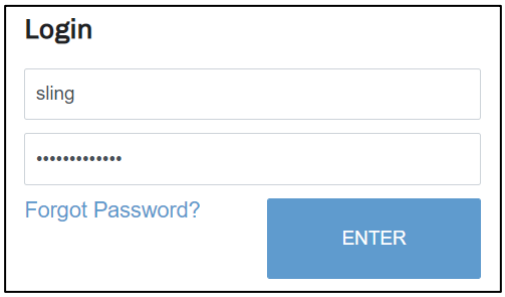
Assessment Group Name: Category B

Buyer Comment (optional): Dear Supplier,

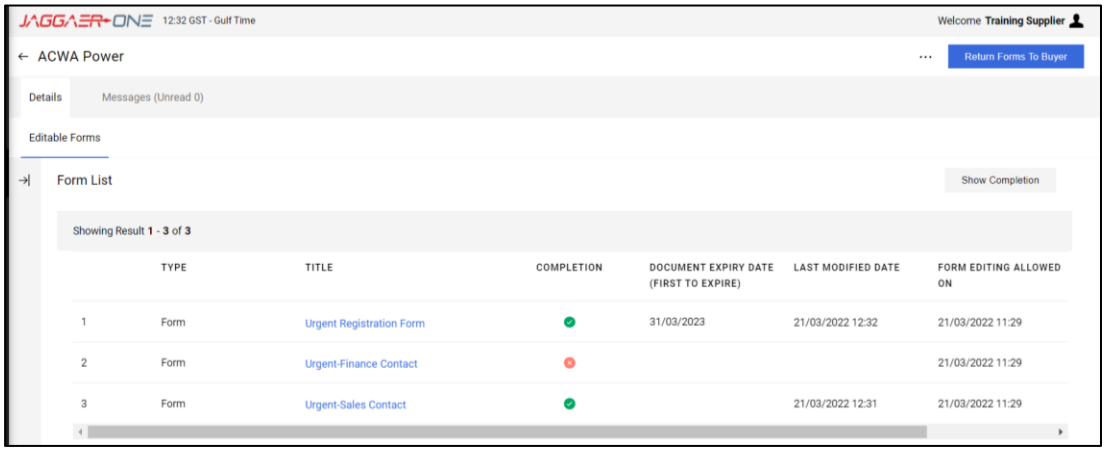
Please complete the MQP Registration form to complete your qualification

To access the Form Questions (provided your access allows you) click the following link and enter your Username and Password https://acwapower-prep.tejari.com/esop/guest/login.do?qvu=302741650179EA64A09D

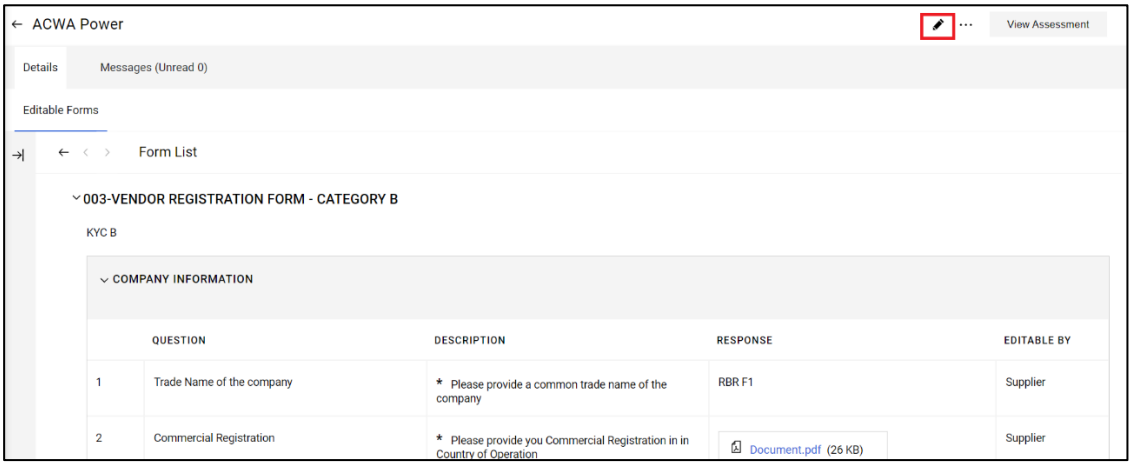
2. Enter your username and password



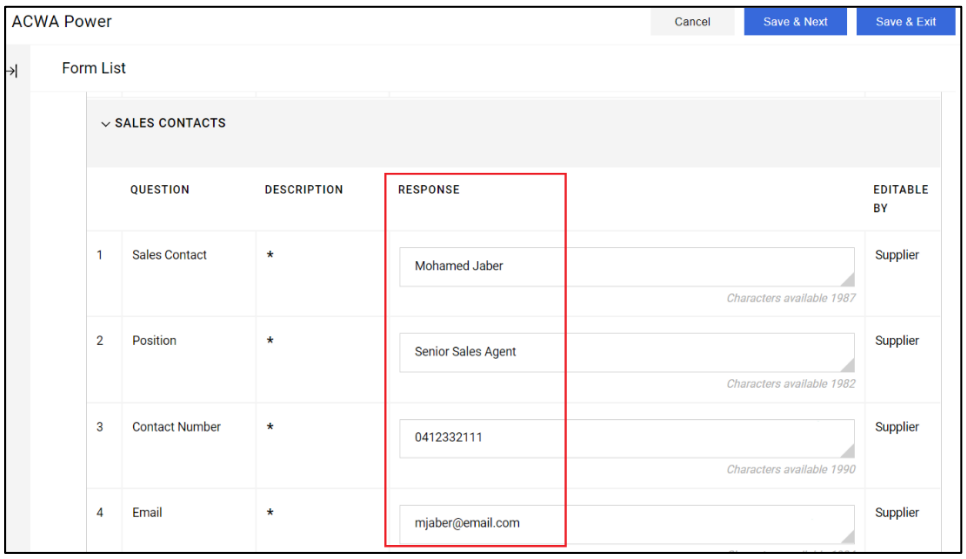
3. Please click on the form which is provided in the screenshot to proceed on editing the form. Also, please note that the Reviewer will be notified once you have accessed the form to review it. The incomplete forms are marked with a red X.



4. Click on the incomplete form, click “Edit”.



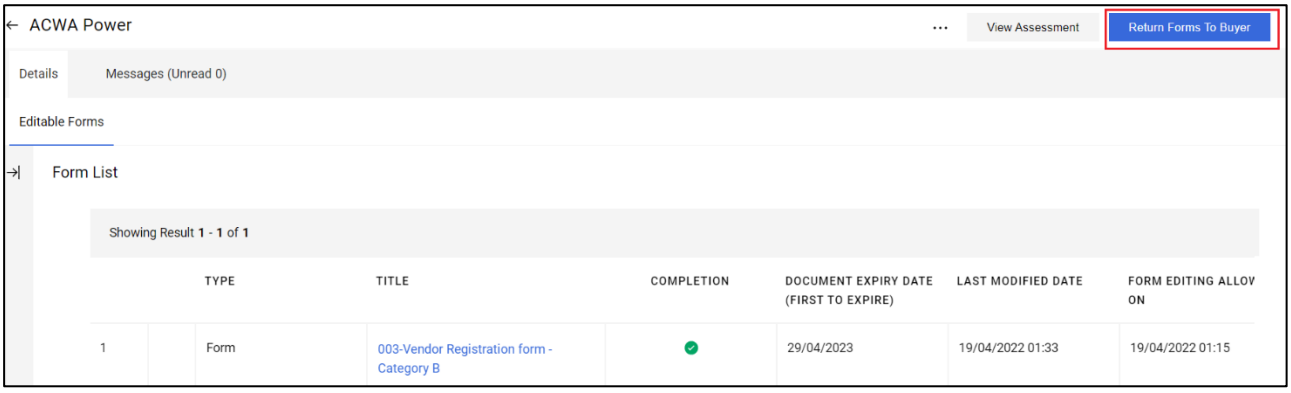
5. A page with your responses is now editable and you can update your answers.



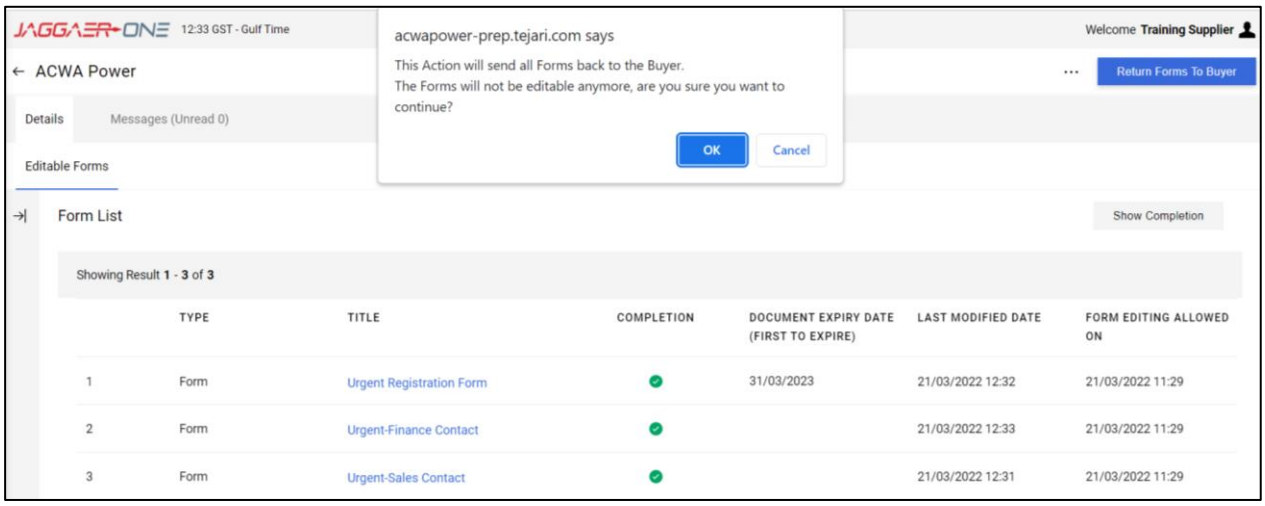
6. Once you have made all the changes, please click on “Save and Next”



7. The system will provide the below options after you have done editing the form(s); however, if you are done and you want to send the forms back to the supplier, please click on “Return Forms to Buyer”.



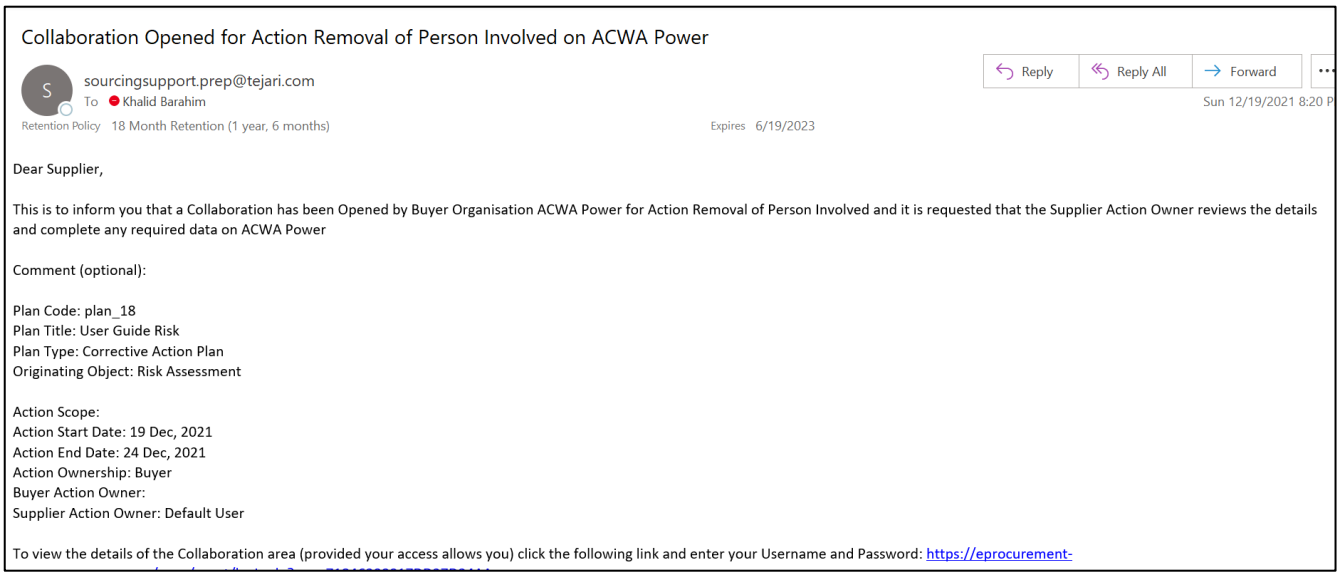
8. Click on the “OK” button on the pop up to confirm, and the completed forms will be sent back to ACWA Power to review.



Submitting an Action Response

This is part of the supplier development plan which allows for collaboration between ACWA Power and the supplier in order to improve the desired supplier perfomance levels.

1. Email Notification will be sent from the portal, click on the link to access the portal.



Collaboration Opened for Action Removal of Person Involved on ACWA Power

S sourcingsupport.prep@tejari.com
To Khalid Barahim

Reply | Reply All | Forward

Sun 12/19/2021 8:20 P

Retention Policy 18 Month Retention (1 year, 6 months) Expires 6/19/2023

Dear Supplier,

This is to inform you that a Collaboration has been Opened by Buyer Organisation ACWA Power for Action Removal of Person Involved and it is requested that the Supplier Action Owner reviews the details and complete any required data on ACWA Power

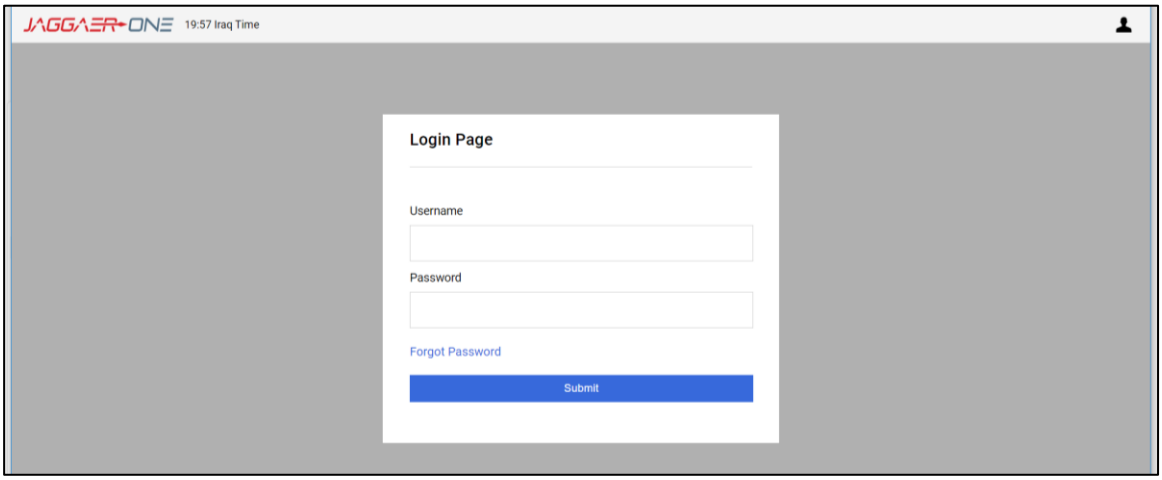
Comment (optional):

Plan Code: plan_18
Plan Title: User Guide Risk
Plan Type: Corrective Action Plan
Originating Object: Risk Assessment

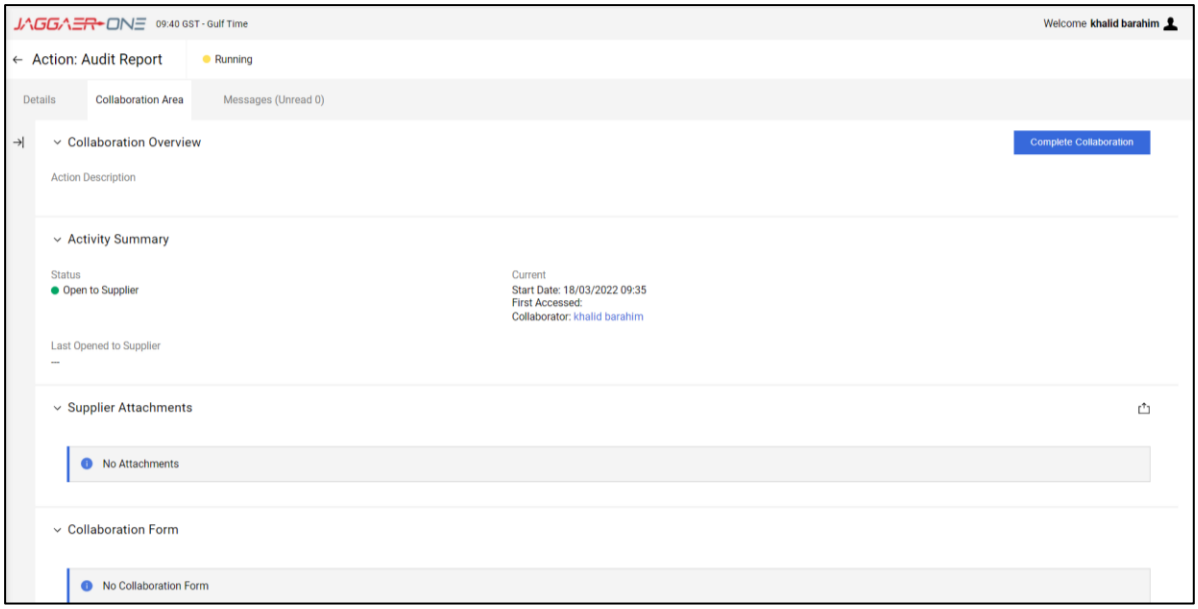
Action Scope:
Action Start Date: 19 Dec, 2021
Action End Date: 24 Dec, 2021
Action Ownership: Buyer
Buyer Action Owner:
Supplier Action Owner: Default User

To view the details of the Collaboration area (provided your access allows you) click the following link and enter your Username and Password: https://eprocurement-

2. Enter your username and password



3. You will land on the “Actions” Page. These actions will be represented with a set of requirements that the client might request to complete this Supplier Development plan with “Success”. To provide a response, click on “Upload New file” in the bottom right-hand side of the screenshot below.



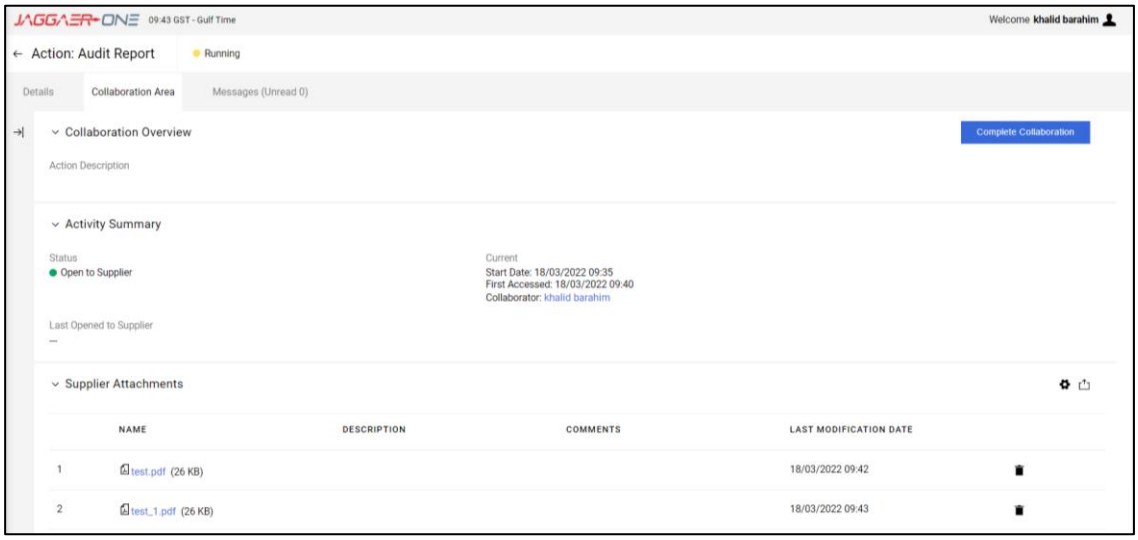
4. Click on “Select Files to Upload” to upload your response. The portal will route you to your PC to upload files.



5. Once you complete uploading your attachments, you need to click on “Confirm” on the top right



6. Once you provide your “Action Response”, click on “Complete Collaboration” on the top right of the screenshot below.

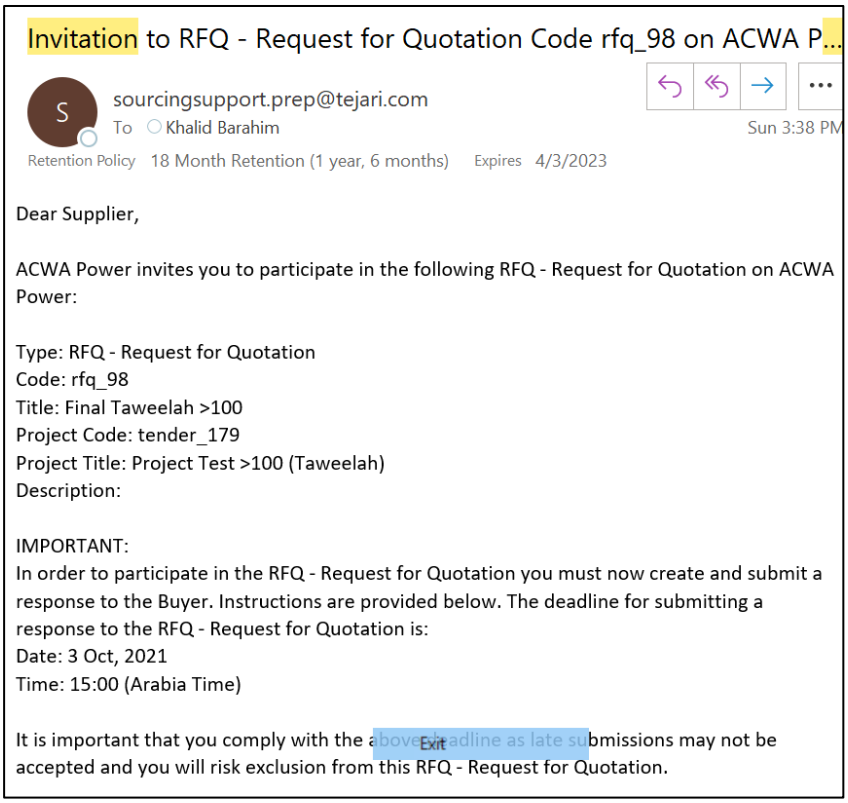


7. A Confirmation page will appear where you can add any additional notes as text. Once complete, click on “Complete Collaboration”

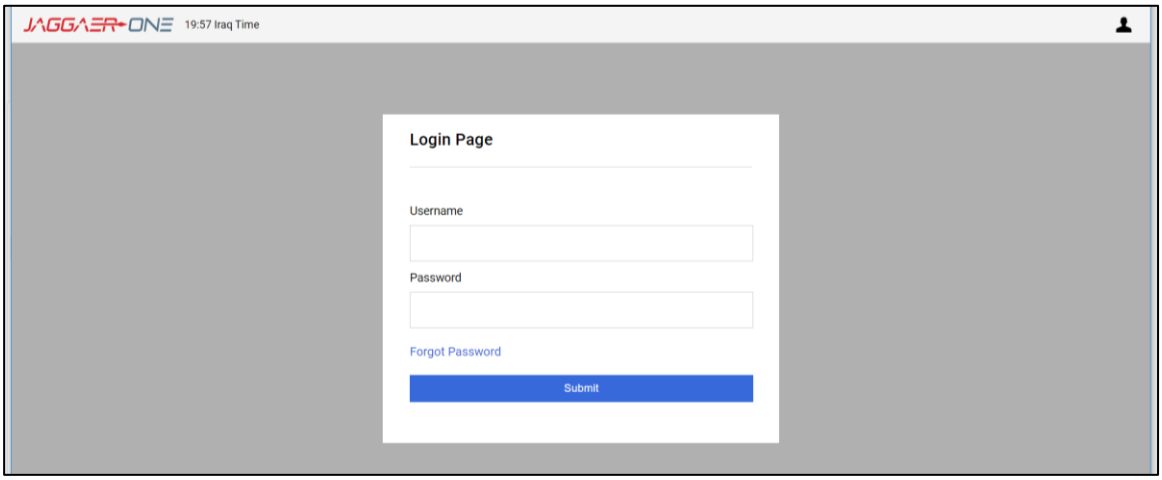


Responding to an RFx

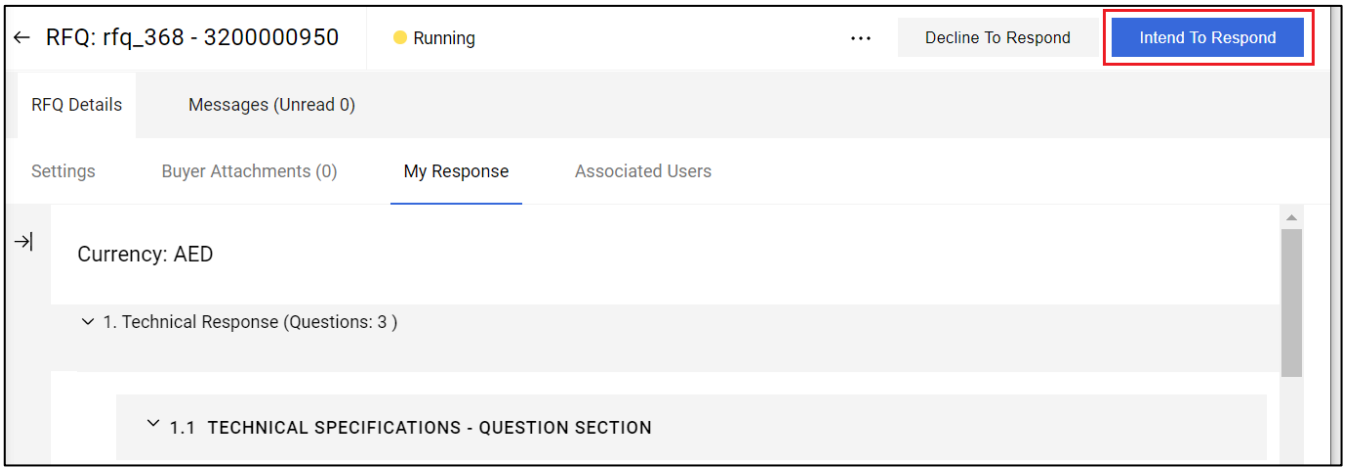
1. When you are invited to participate in an RFQ/RFP, you will receive an email notification. Click the link in the notification to access the RFx.



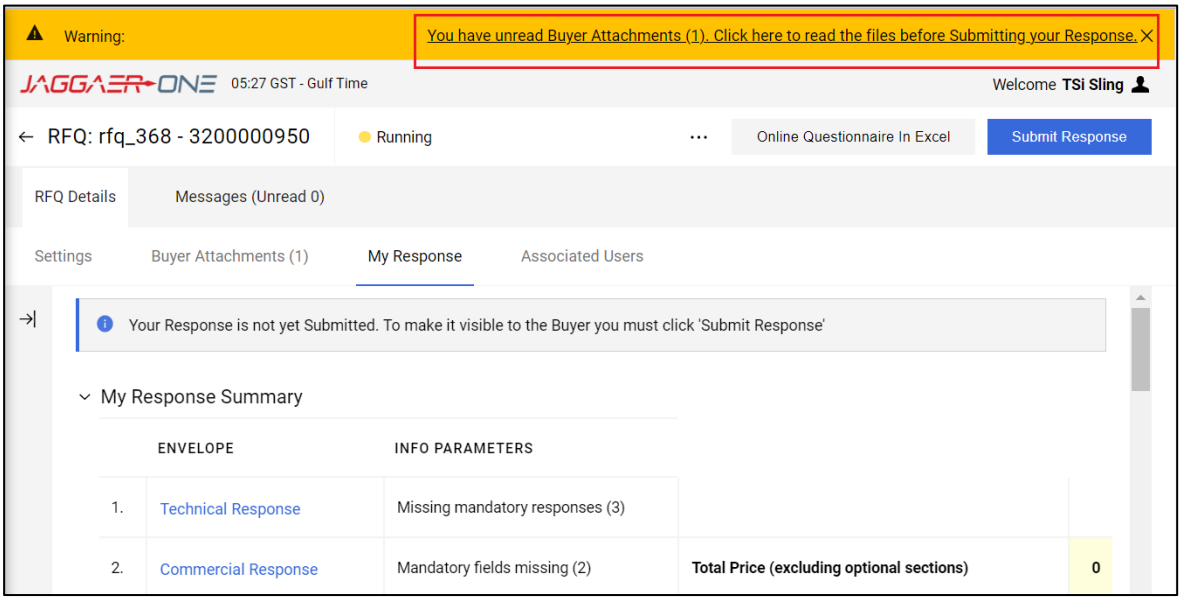
2. Enter your username and password.



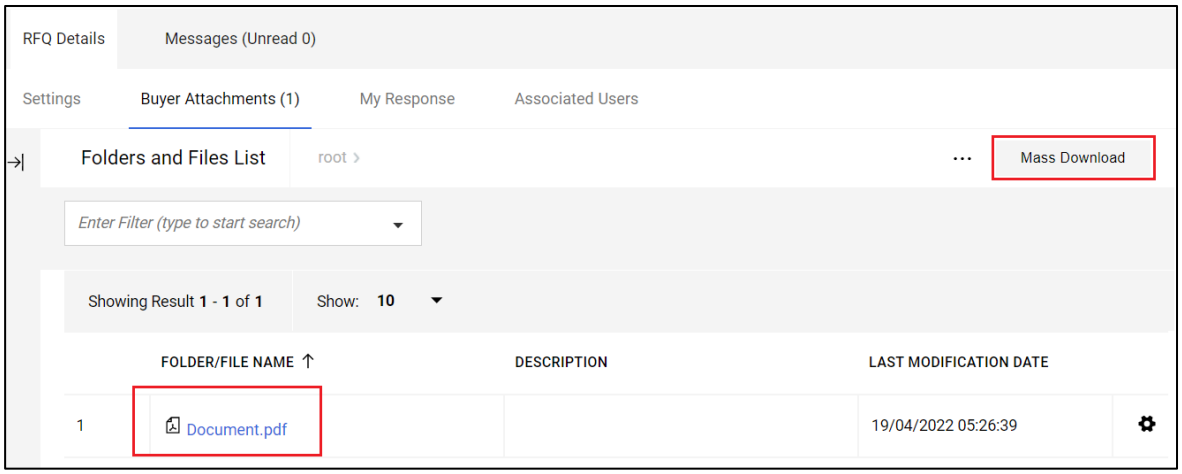
3.To start creating a response, click on “Intend To Respond” on the right.



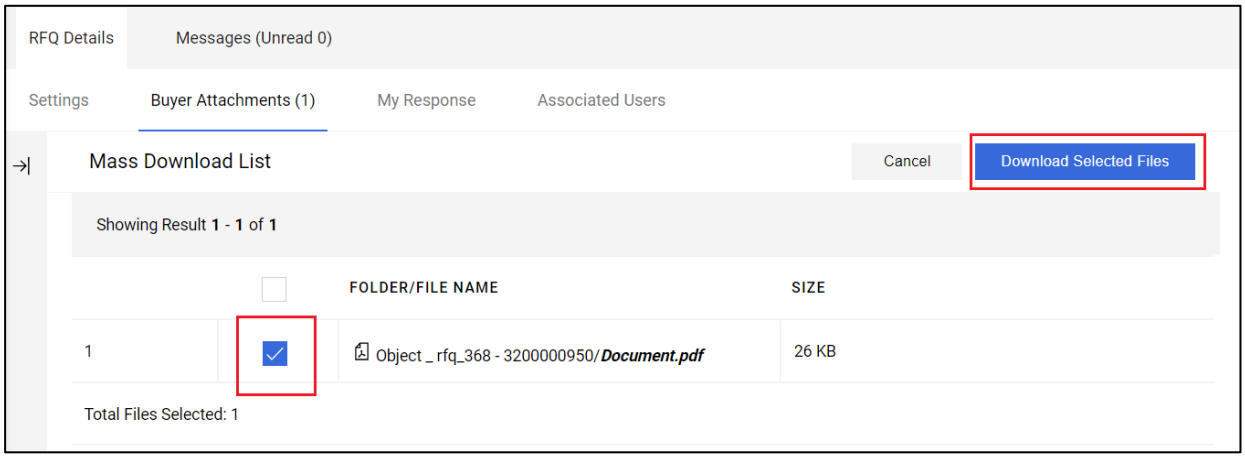
4.To view the attachments associated to the RFx shared by the officer, click on hyperlinked warning area.



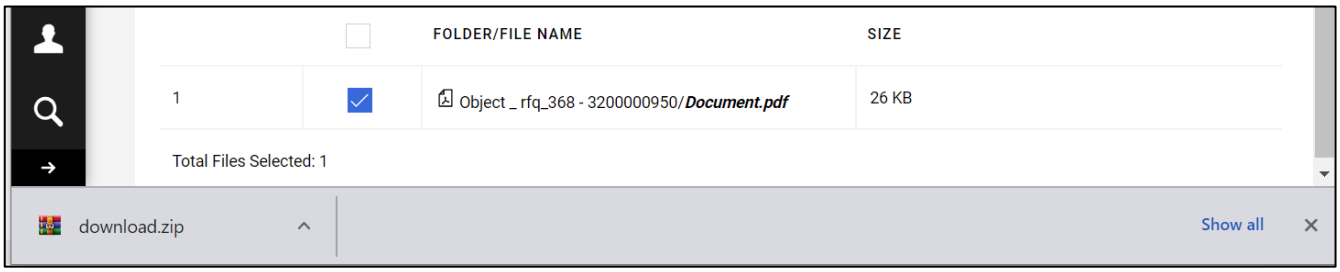
5.You can click on the attachments associated directly to download it, or click on “Mass Download” to download all the document in one go.



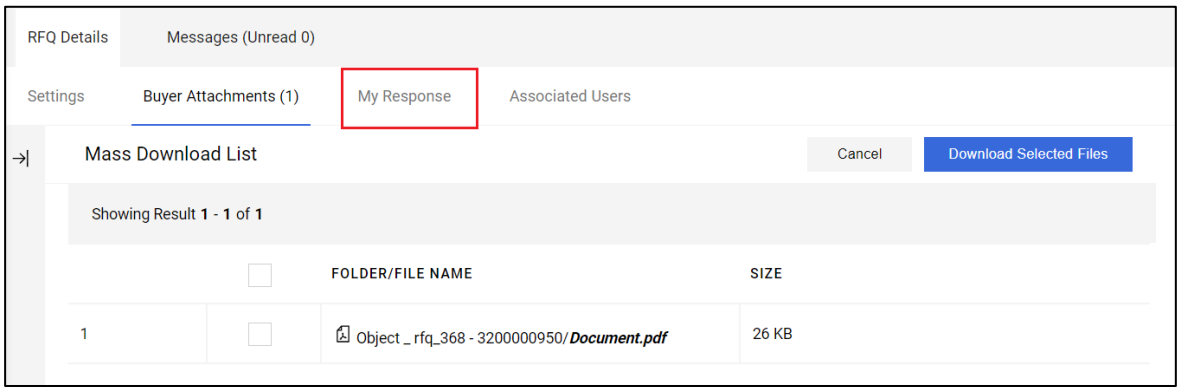
6.Click / Tick the Select all and then click on “Download Selected Files”



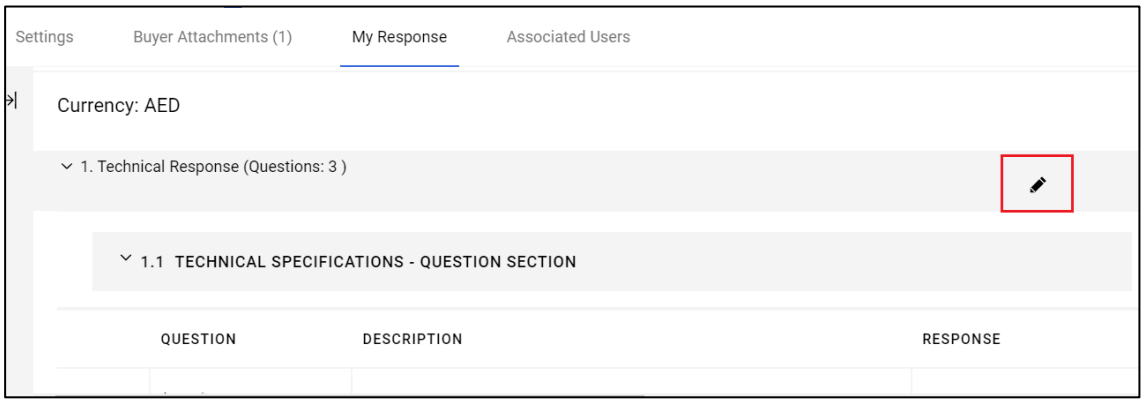
7.A Zip File will be downloaded, open it to view all the attachments in the RFx.



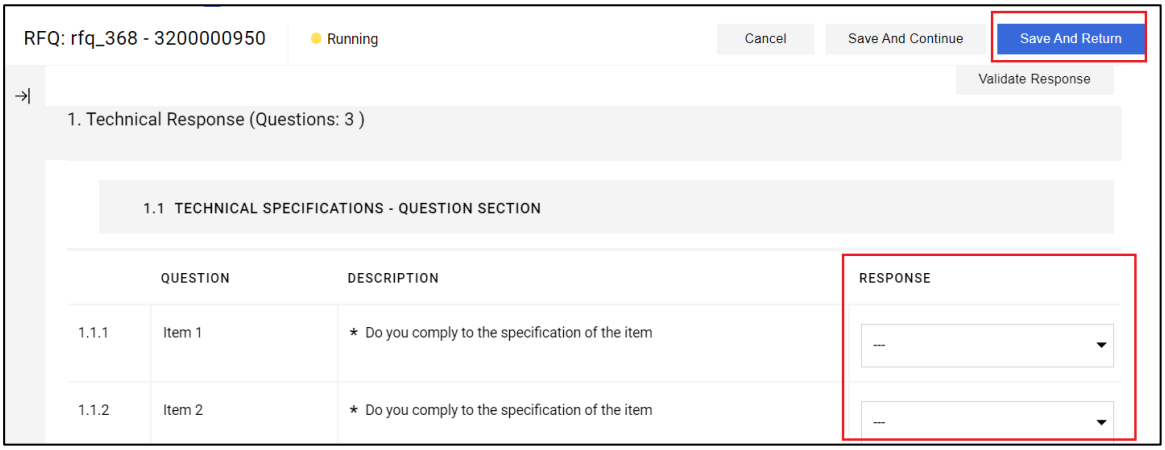
8.To Review the Technical and Commercial Envelopes, click now on “My Response”



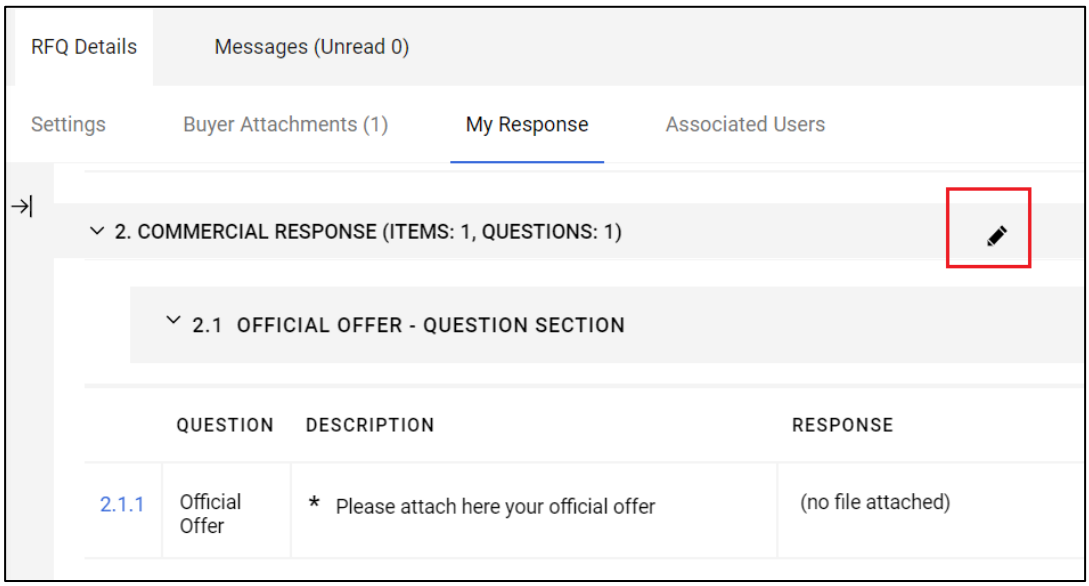
9.To response to the technical envelope, click on “Edit Response” against the Technical Envelope section.



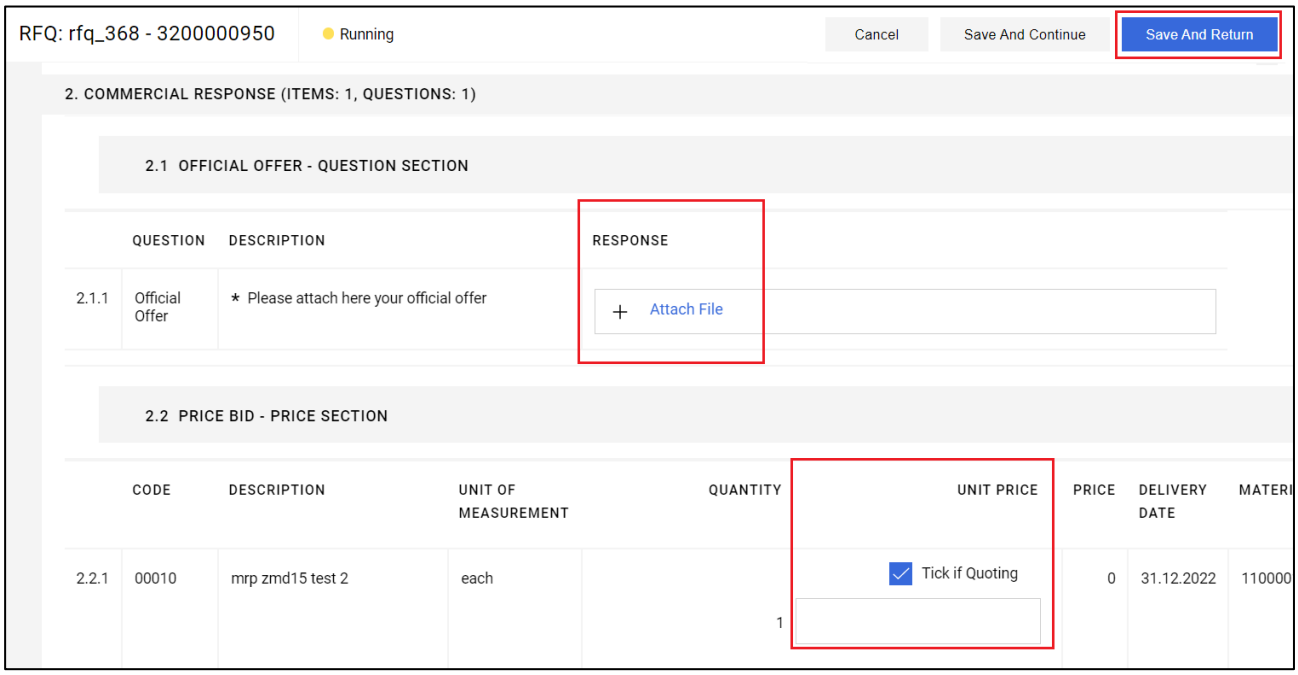
10.Answer all the mandatory questions required in the technical envelope, then click on “Save and Return”



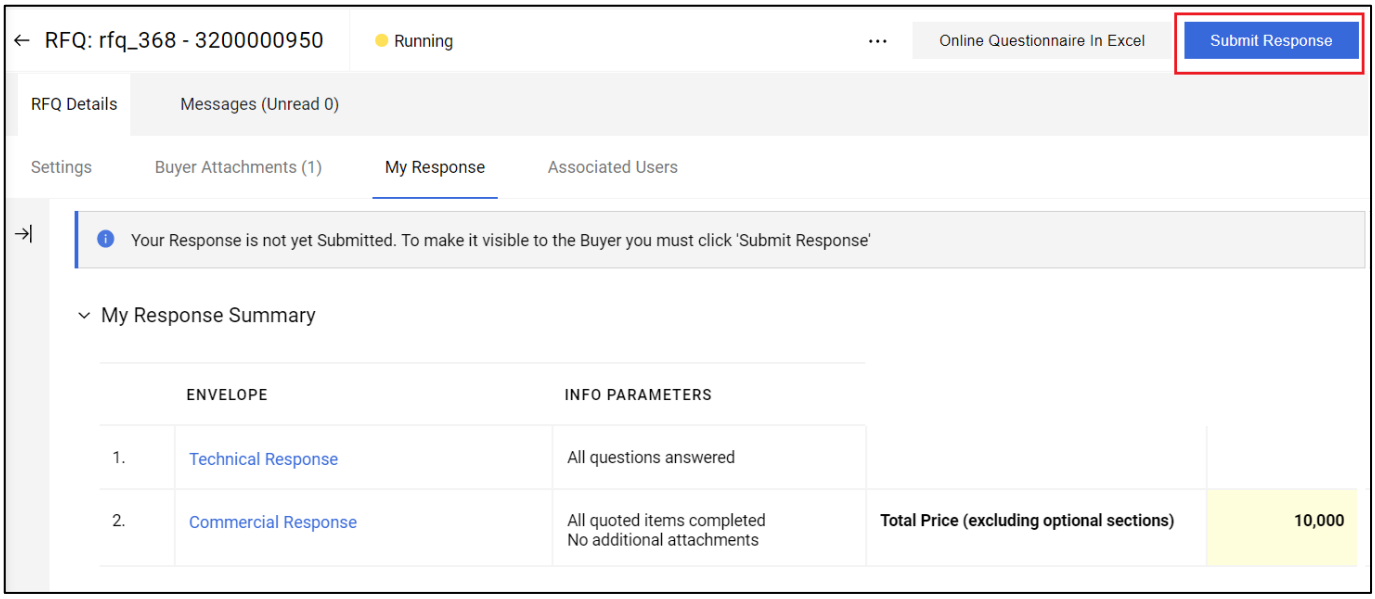
11. Now to respond to the commercial envelope scroll down and click “Edit Response” against the Commercial Envelope Section.



12. Similarly to the Technical envelope, you will find some questions and items. Fill all the mandatory items and then click on “Save and Return”

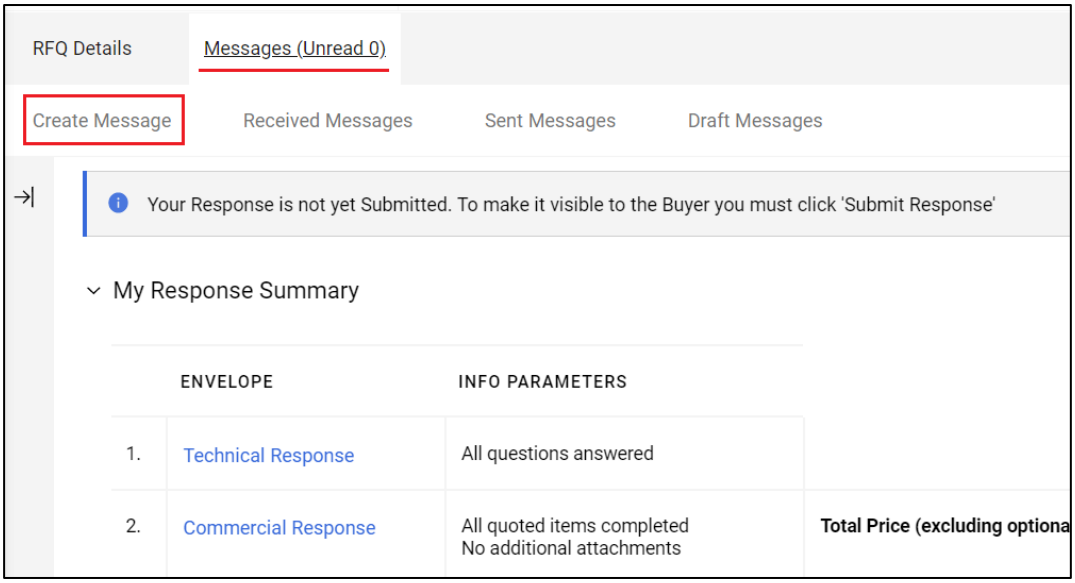


13.Now to submit you response, scroll up to the beginning of the page and you will see “Submit Response”



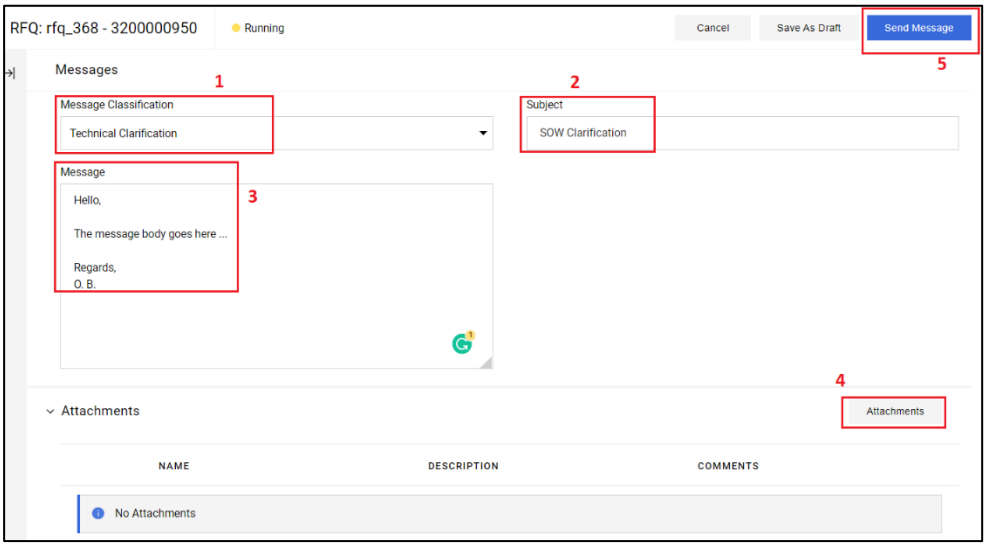
Sending Clarification Message to the Officer

1.In the RFx, click on “Messages”, “Create Message”



2. In The message page:

1- Select the Message classification
2- Insert the Subject
3- Write your message
4- Upload attachment(s) if any
5- Click “Send Message”



6- When the Officer responds to the message you will receive a notification on your email. Click the link in the notification to access the message received by ACWA POWER.

Dear User,

You have received a new Message relating to the following RFQ - Request for Quotation on ACWA Power:

Message from: ACWA Power
Subject: Clarification

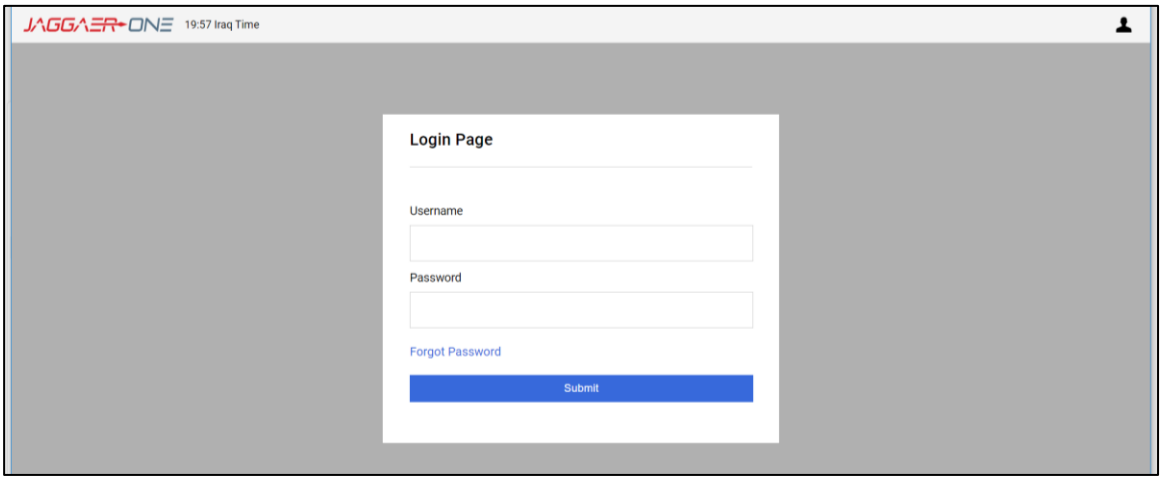
Type: RFQ - Request for Quotation
Code: rfq_98
Title: Final Taweelah >100

To view the details of the Message please click the following link, and enter your Username and Password:
https://acwapower-prep.tejari.com/esop/guest/login.do?qvu=22361465017C564F306D

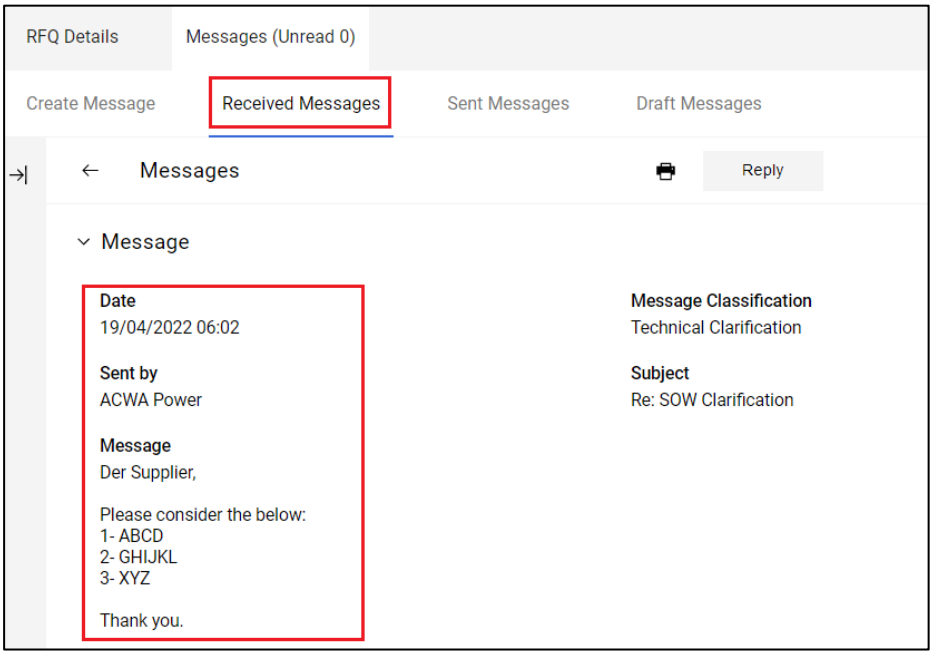
Or browse as follows:

- Connect to https://acwapower-prep.tejari.com
- Enter your Username and Password
- Go to RFQ - Request for Quotations
- Click RFQ - Request for Quotation Code rfq_98 to view details

7- Enter your username and password.

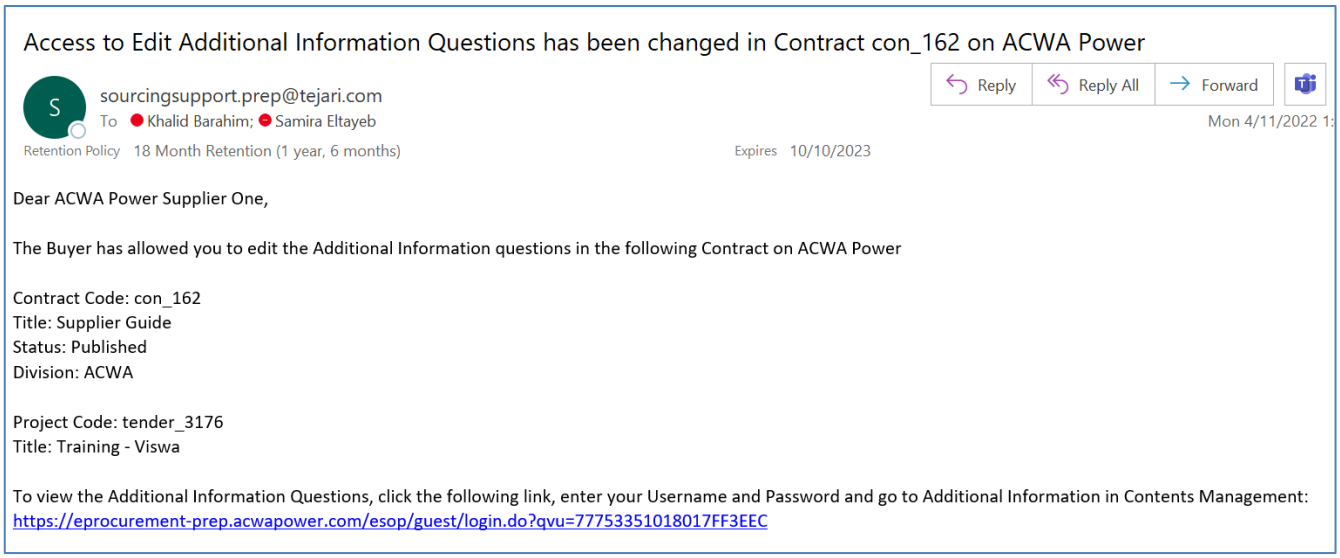


8- You will land directly on the officer response to your message.



Answering Contract (Additional Information)

1. You will receive an email notification from the client to answer additional information. Click the link.



Access to Edit Additional Information Questions has been changed in Contract con_162 on ACWA Power

Reply | Reply All | Forward

S sourcingsupport.prep@tejari.com
To Khalid Barahim; Samira Eltayeb
Mon 4/11/2022 1:

Retention Policy 18 Month Retention (1 year, 6 months) Expires 10/10/2023

Dear ACWA Power Supplier One,

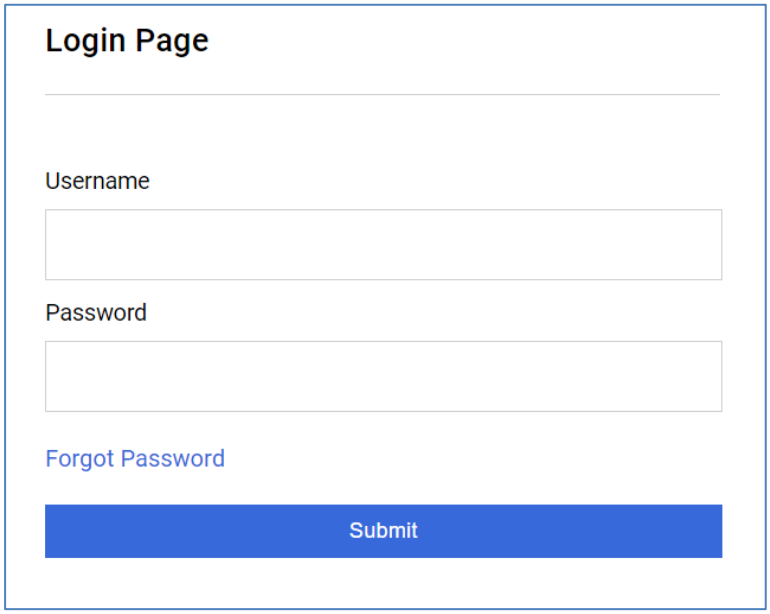
The Buyer has allowed you to edit the Additional Information questions in the following Contract on ACWA Power

Contract Code: con_162
Title: Supplier Guide
Status: Published
Division: ACWA

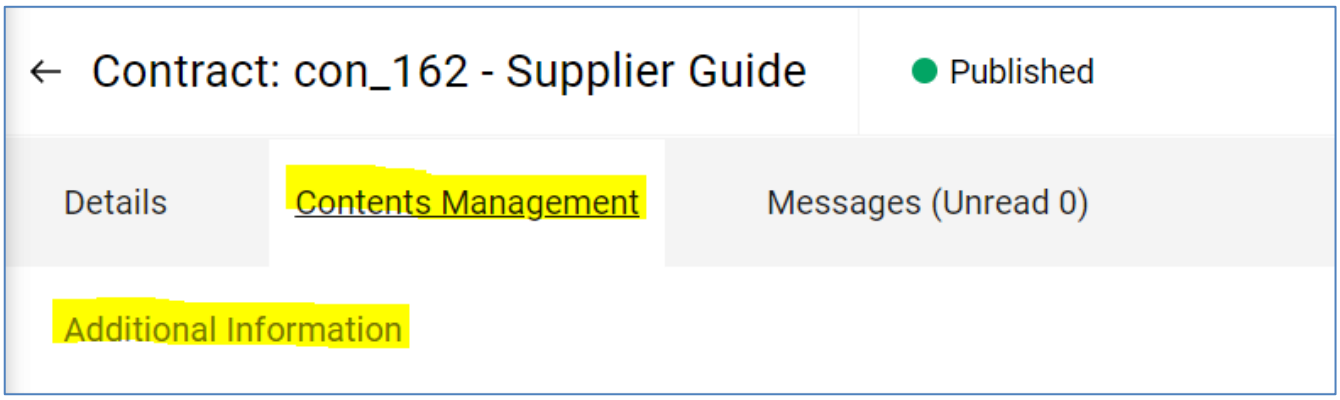
Project Code: tender_3176
Title: Training - Viswa

To view the Additional Information Questions, click the following link, enter your Username and Password and go to Additional Information in Contents Management:
https://eprocurement-prep.acwapower.com/esop/guest/login.do?qvu=77753351018017FF3EEC

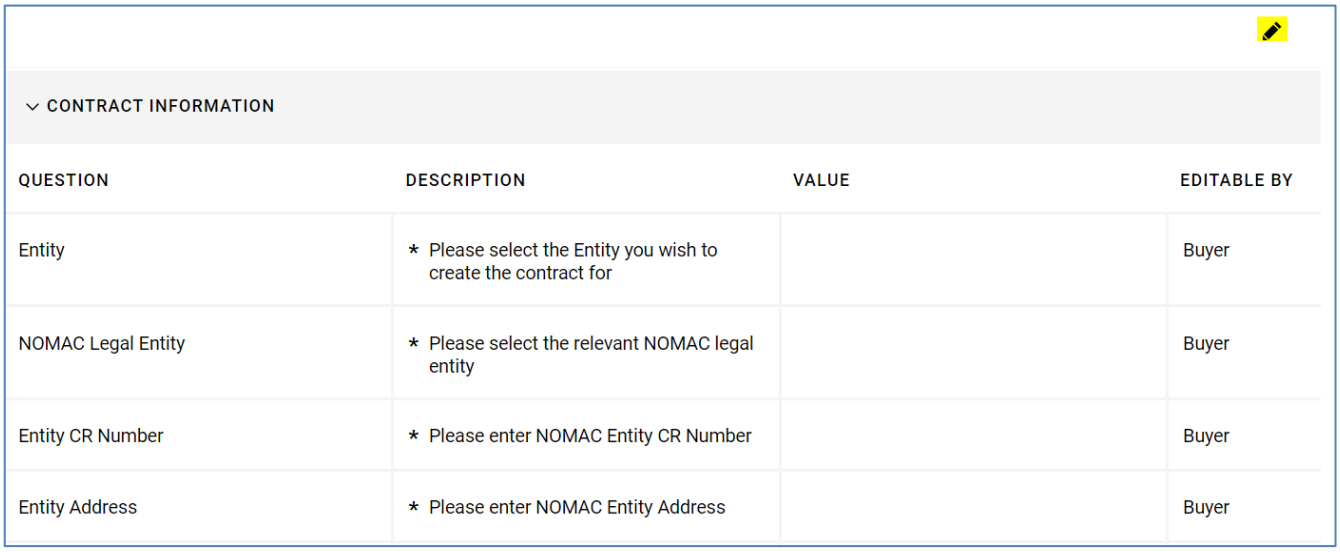
2. Enter your username and password



3. Click on “Content Management” and click on “Additional Information”



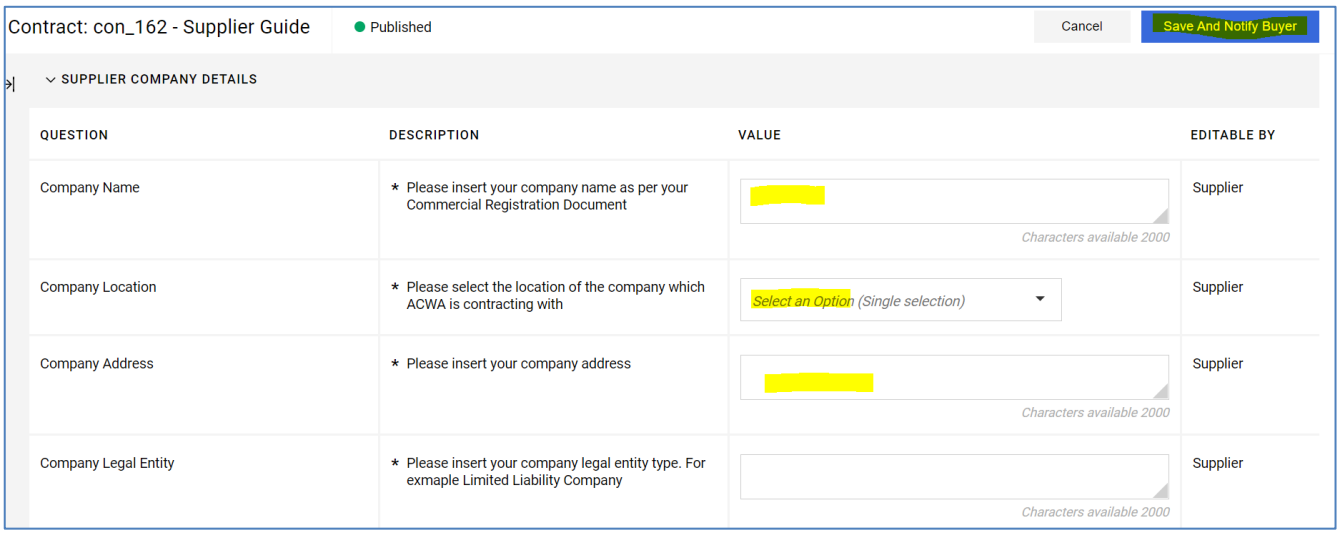
4. The next page will have questionnaires that you need to fill to finalize the contract information. Click on the edit icon



CONTRACT INFORMATION

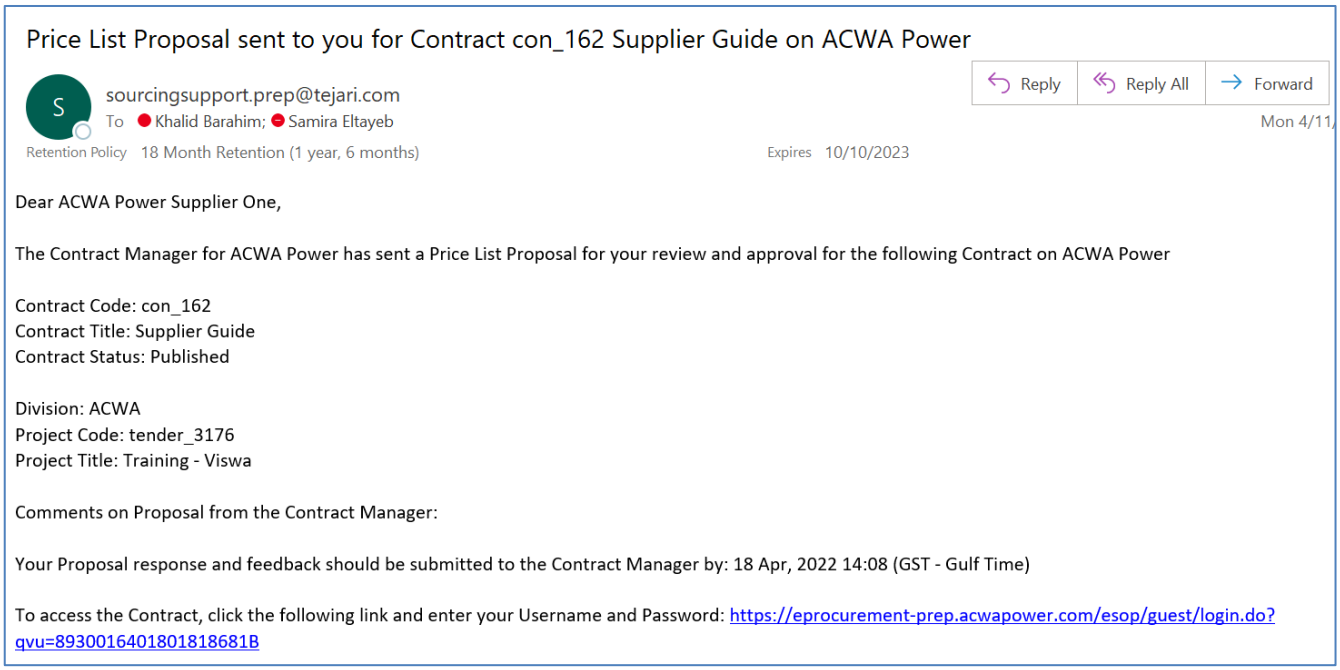
QUESTION	DESCRIPTION	VALUE	EDITABLE BY
Entity	* Please select the Entity you wish to create the contract for		Buyer
NOMAC Legal Entity	* Please select the relevant NOMAC legal entity		Buyer
Entity CR Number	* Please enter NOMAC Entity CR Number		Buyer
Entity Address	* Please enter NOMAC Entity Address		Buyer

5. Scroll down to the section name “Supplier Company Details” and answer all the questions. Once done, click on “Save and Notify Buyer”



Price Negotiation and Acceptance

7. The contract manager will send you an email to review the price list which will be associated to the contract and will require you to accept it. Click on the link and access the portal.



Price List Proposal sent to you for Contract con_162 Supplier Guide on ACWA Power

Reply | Reply All | Forward

S sourcingsupport.prep@tejari.com
To Khalid Barahim; Samira Eltayeb
Mon 4/11/

Retention Policy 18 Month Retention (1 year, 6 months) Expires 10/10/2023

Dear ACWA Power Supplier One,

The Contract Manager for ACWA Power has sent a Price List Proposal for your review and approval for the following Contract on ACWA Power

Contract Code: con_162
Contract Title: Supplier Guide
Contract Status: Published

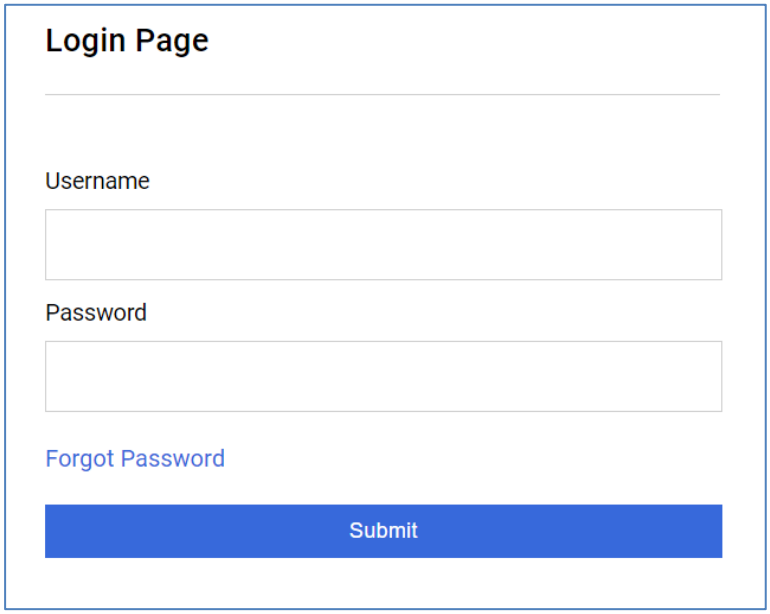
Division: ACWA
Project Code: tender_3176
Project Title: Training - Viswa

Comments on Proposal from the Contract Manager:

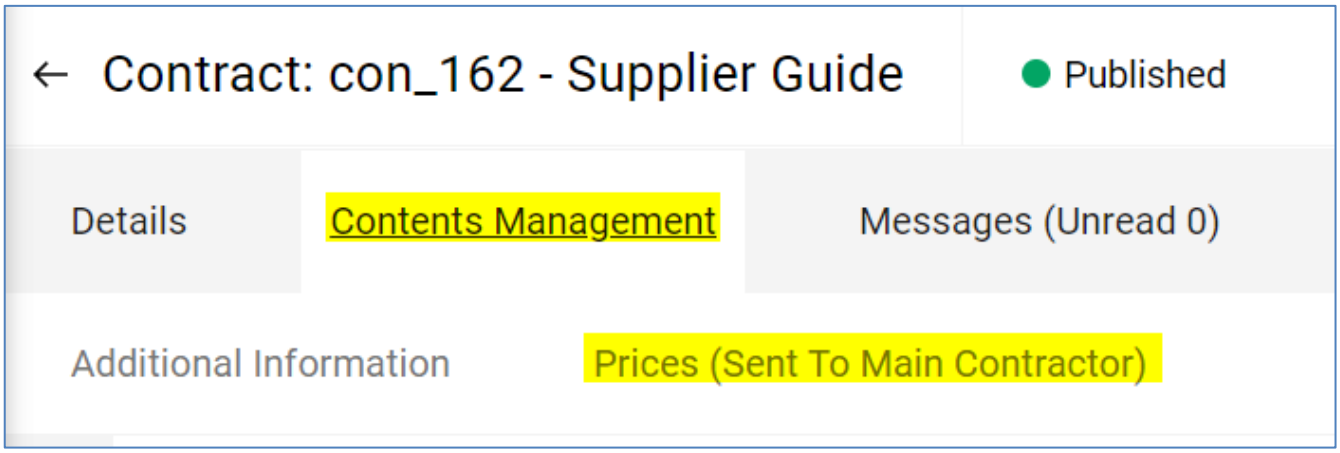
Your Proposal response and feedback should be submitted to the Contract Manager by: 18 Apr, 2022 14:08 (GST - Gulf Time)

To access the Contract, click the following link and enter your Username and Password: https://eprocurement-prep.acwapower.com/esop/guest/login.do?qvu=8930016401801818681B

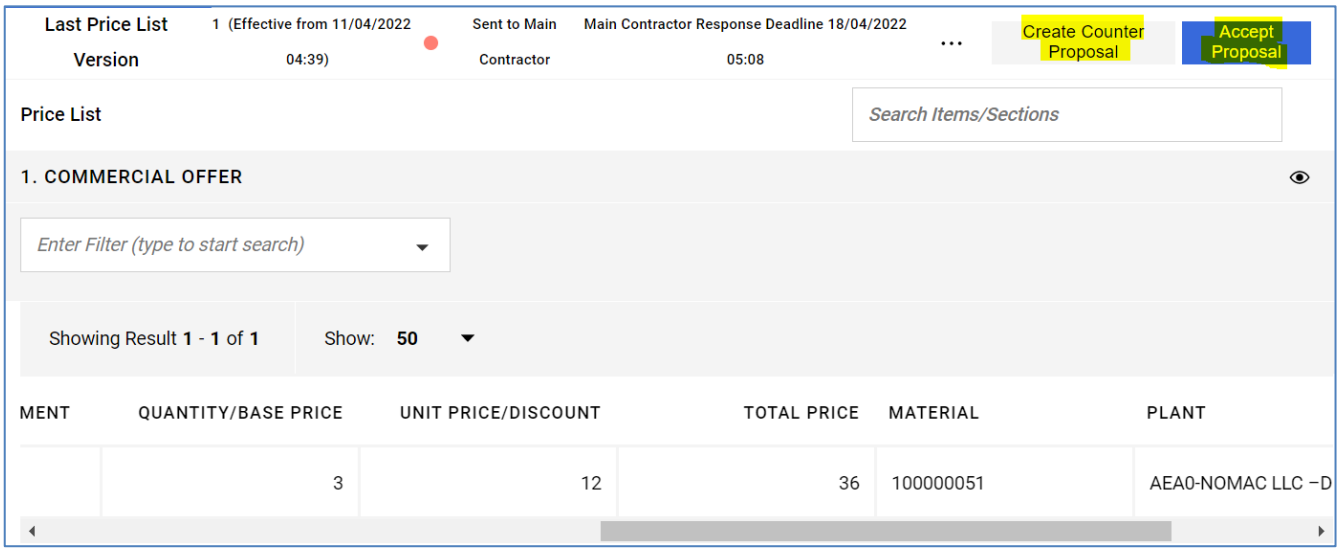
8. Enter your username and password



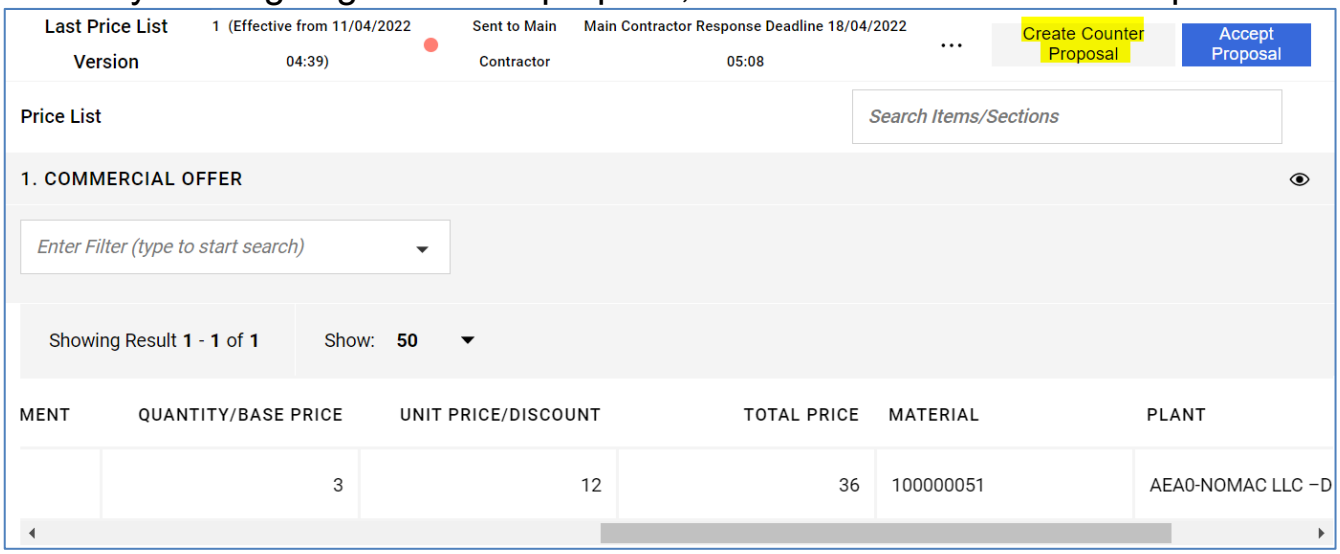
9. Please click on “Content Management” then click on “Prices”



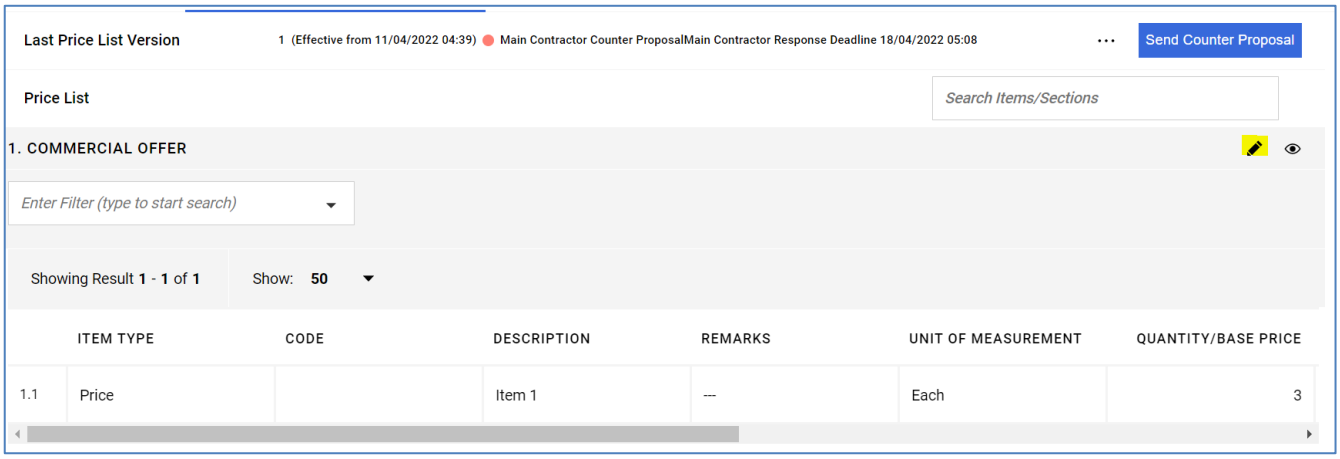
10. You have two options during negotiation either
    a. Create Counter Proposal: allows you to edit the prices of the items and send it back to the contract manager to review and accept.
    b. Accept Proposal: allows you to accept the prices and items as the final price list.



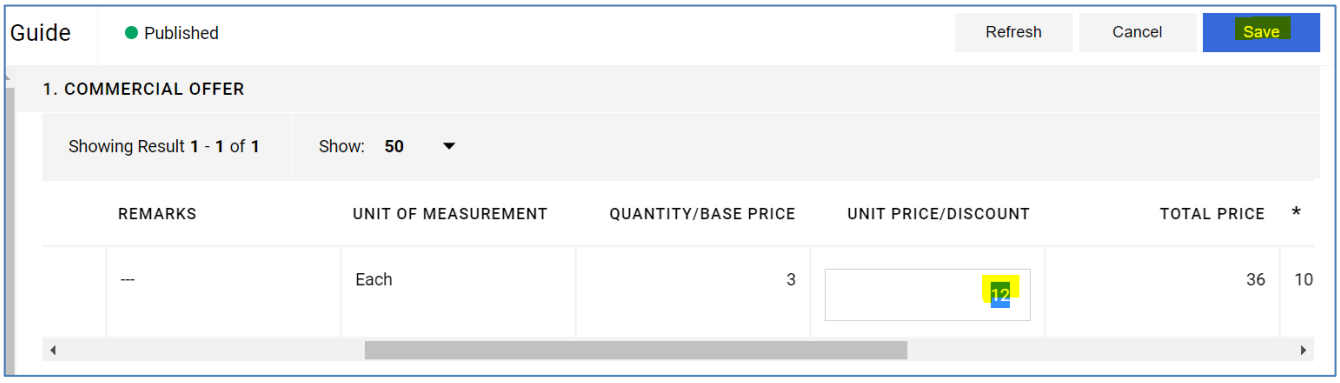
a. If you are going to counter propose, click on “Create Counter Proposal”



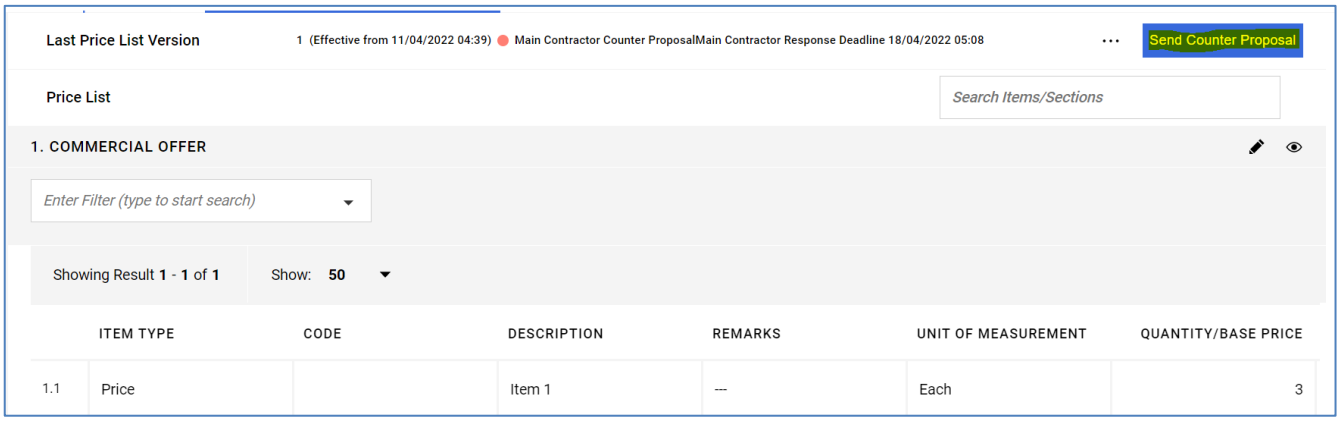
Click on the “Edit” icon



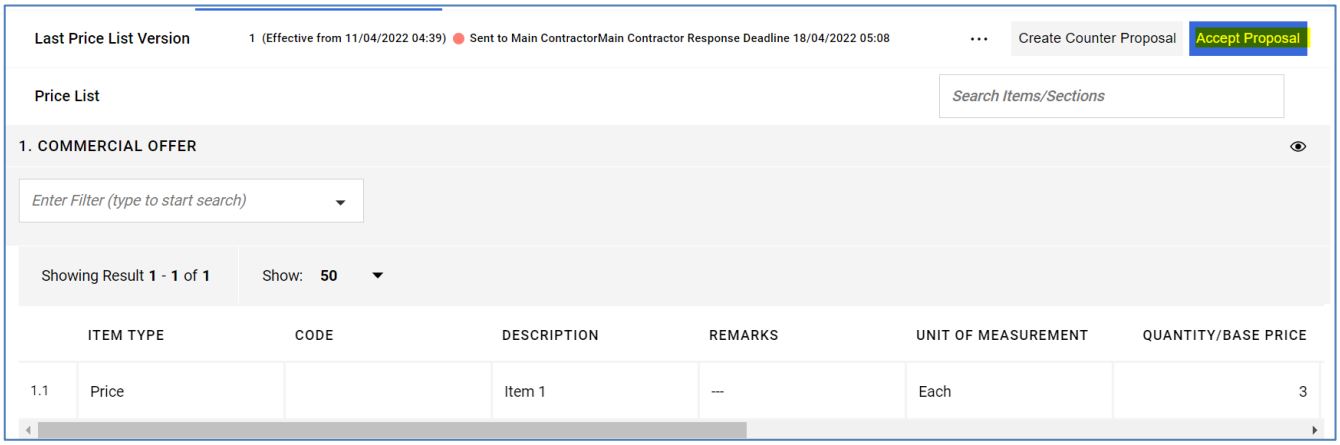
You will be able to edit/change the price of the item. You can change it and click on “Save”



Click on “Send Counter Proposal” to end the price list negotiation.

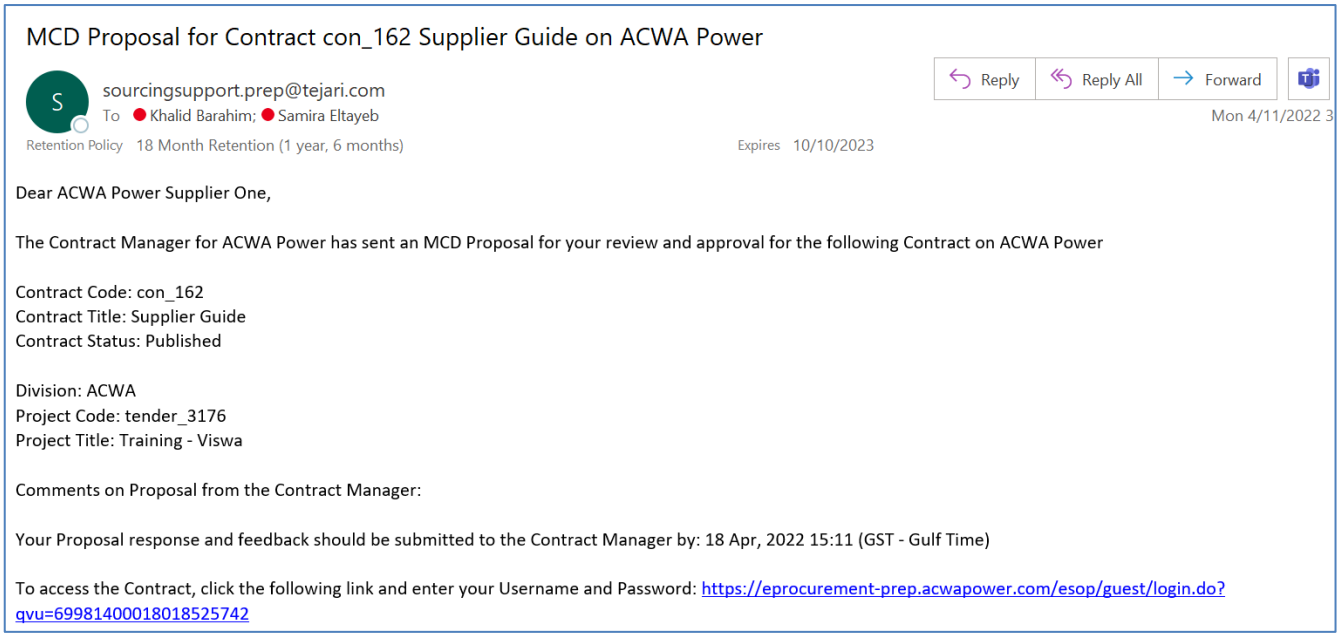


b. Accepting the Price list as is you will need to click on “Accept Proposal”



Master Contract Document (MCD) Negotiation

1. The contract manager will send you an email to review the MCD and will require you to accept it. Click on the link and access the portal.


MCD Proposal for Contract con_162 Supplier Guide on ACWA Power

Reply | Reply All | Forward

S sourcingsupport.prep@tejari.com
To Khalid Barahim; Samira Eltayeb
Mon 4/11/2022 3

Retention Policy 18 Month Retention (1 year, 6 months) Expires 10/10/2023

Dear ACWA Power Supplier One,

The Contract Manager for ACWA Power has sent an MCD Proposal for your review and approval for the following Contract on ACWA Power

Contract Code: con_162
Contract Title: Supplier Guide
Contract Status: Published

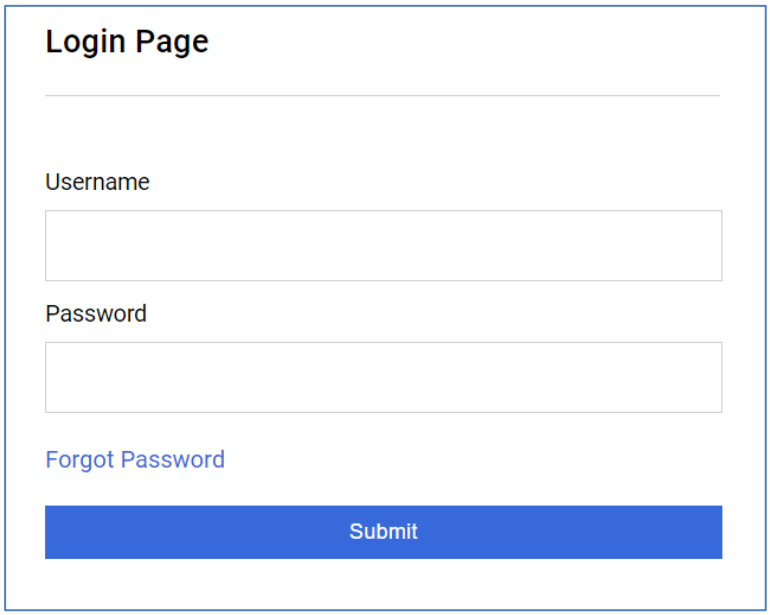
Division: ACWA
Project Code: tender_3176
Project Title: Training - Viswa

Comments on Proposal from the Contract Manager:

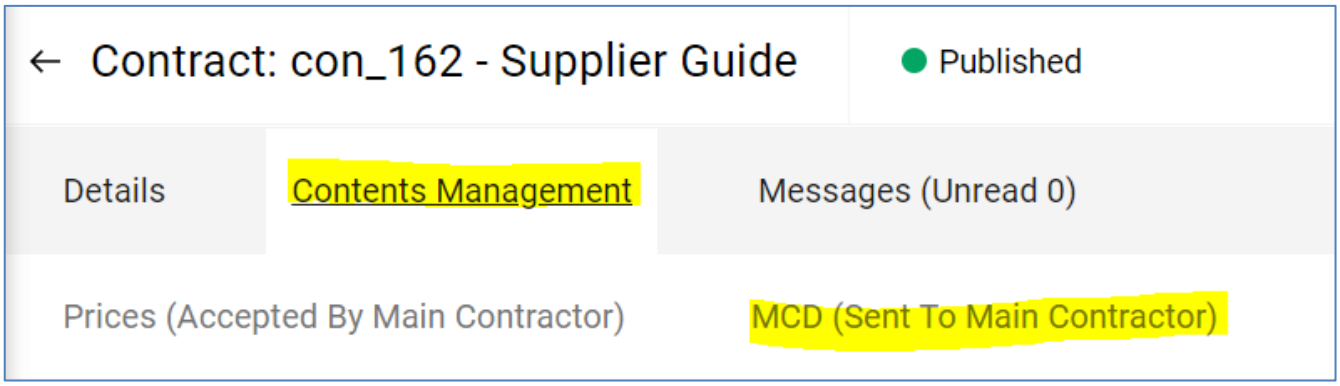
Your Proposal response and feedback should be submitted to the Contract Manager by: 18 Apr, 2022 15:11 (GST - Gulf Time)

To access the Contract, click the following link and enter your Username and Password: https://eprocurement-prep.acwapower.com/esop/guest/login.do?qvu=69981400018018525742

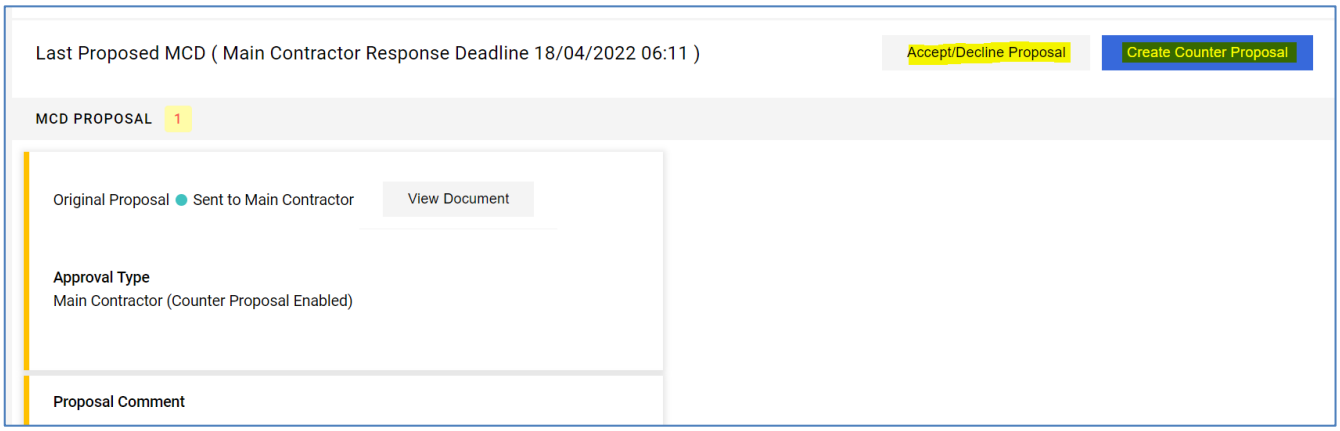
2. Enter your username and password



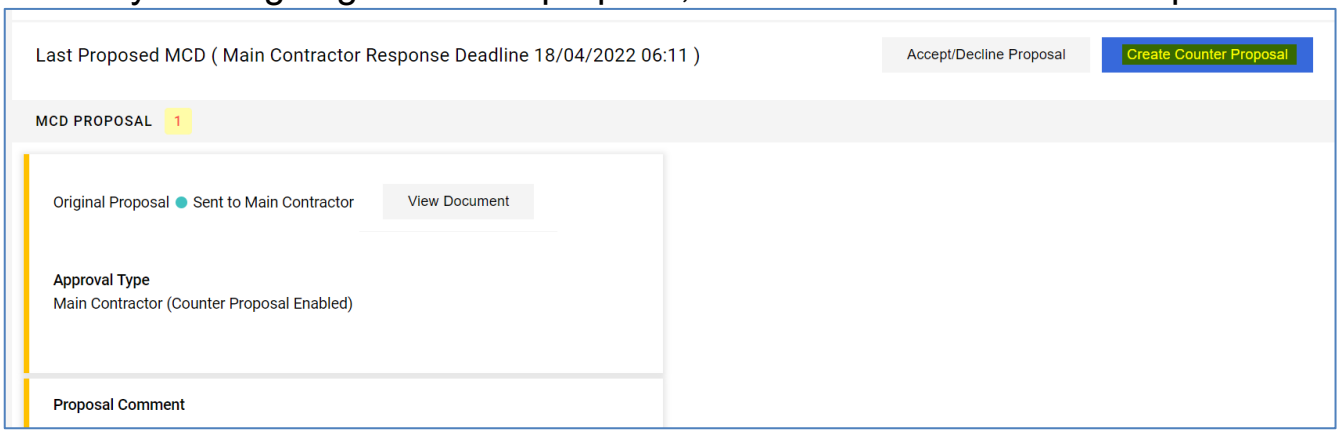
3. Please click on “Content Management” then click on “MCD”



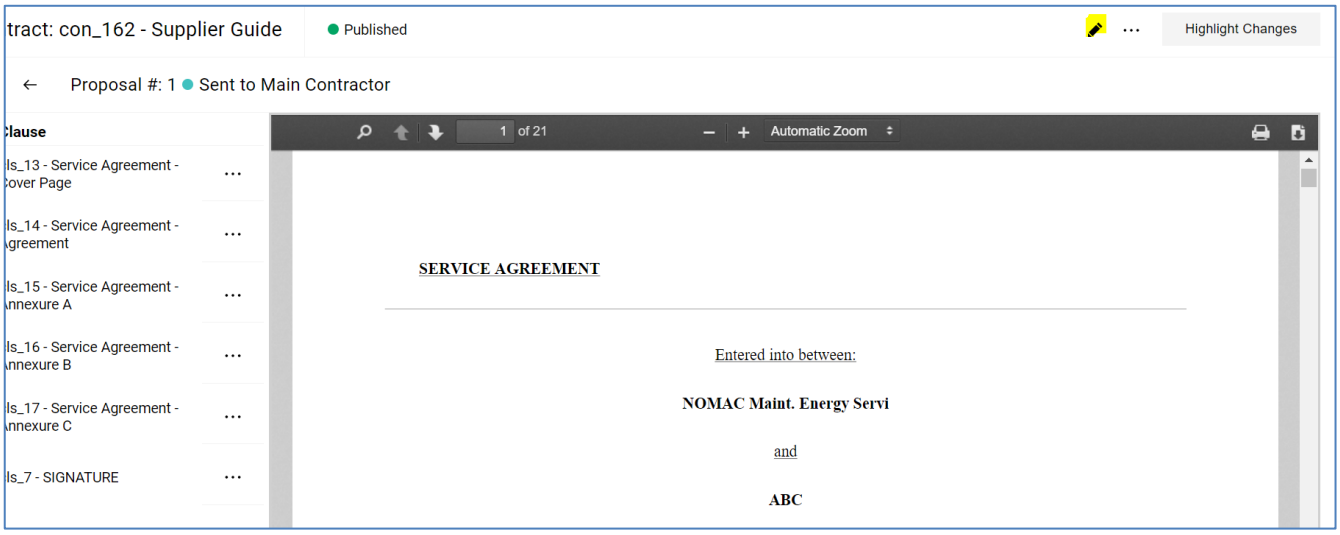
4. You have two options during negotiation either
   a. Create Counter Proposal: allows you to edit the MCD and send it back to the contract manager to review and accept/counter propose.
   b. Accept/Decline Proposal: allows you to accept the prices and items as the final price list.



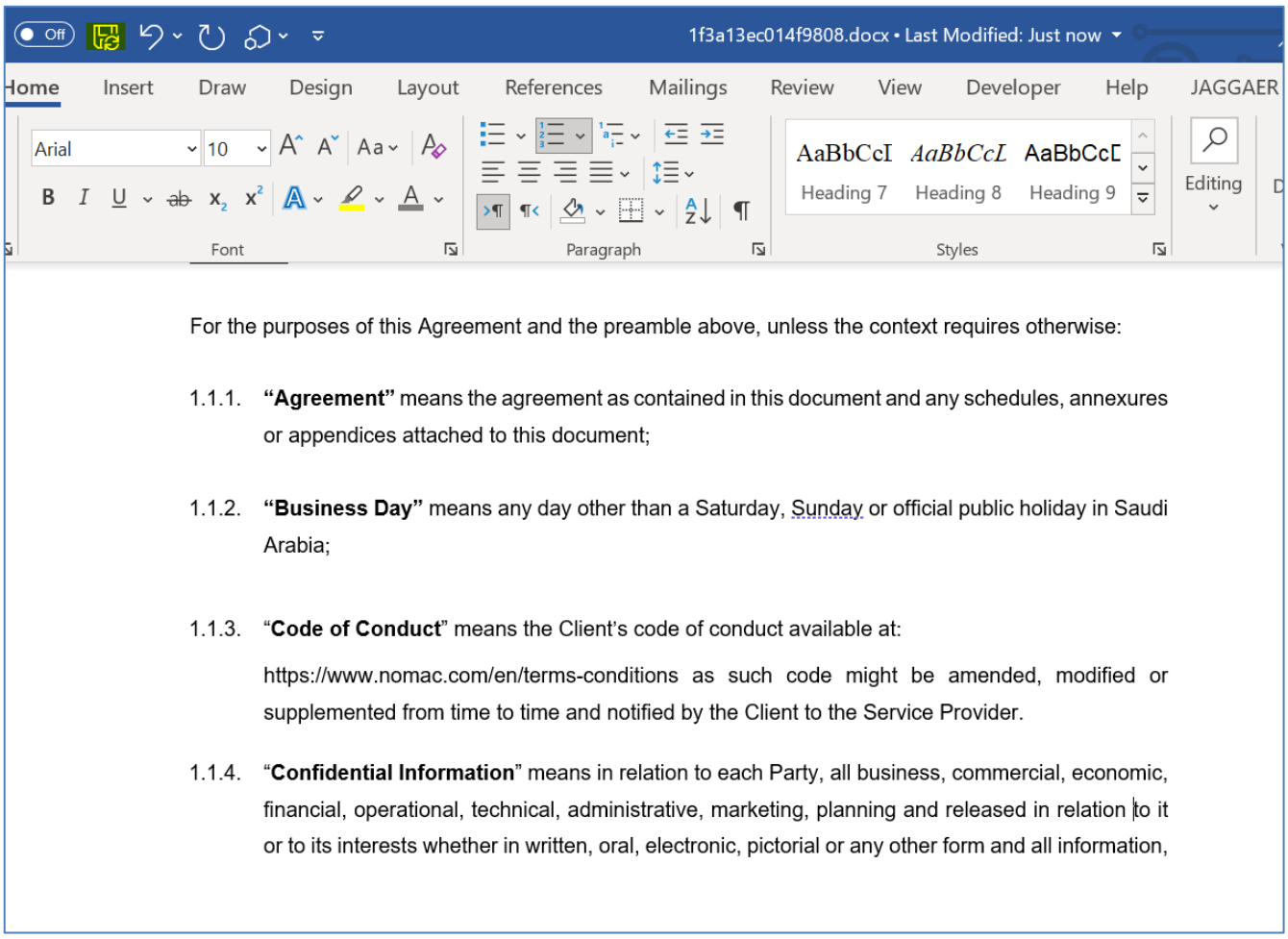
a. If you are going to counter propose, click on “Create Counter Proposal”



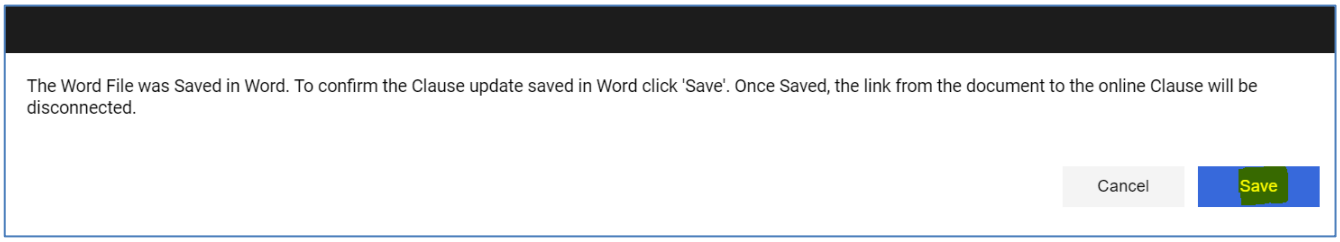
Click on the “Edit” icon



A Word Document will be downloaded, make the changes in the document regarding the terms and conditions and click on the “Save” button.



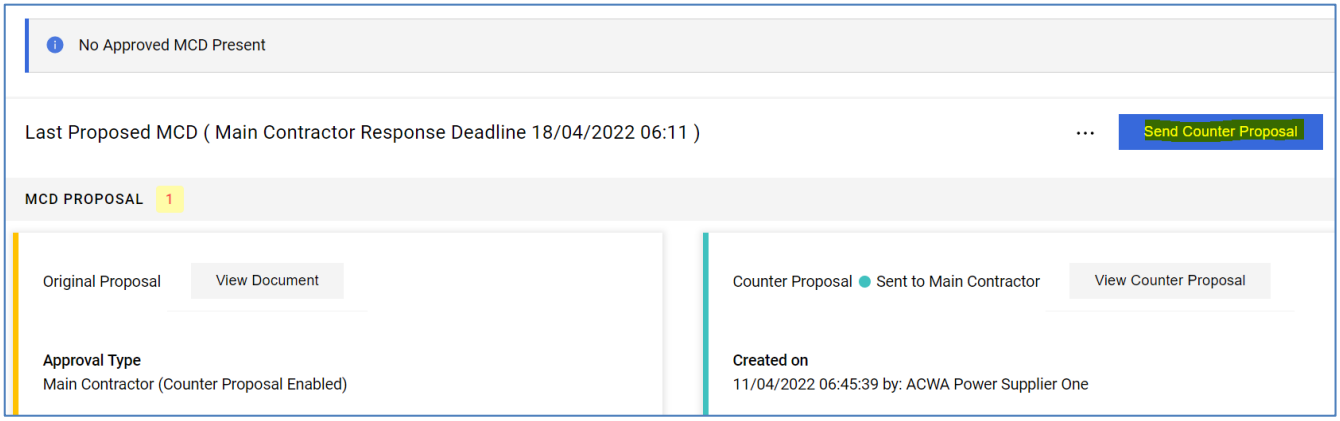
Return to the portal screen and click on “Save”.



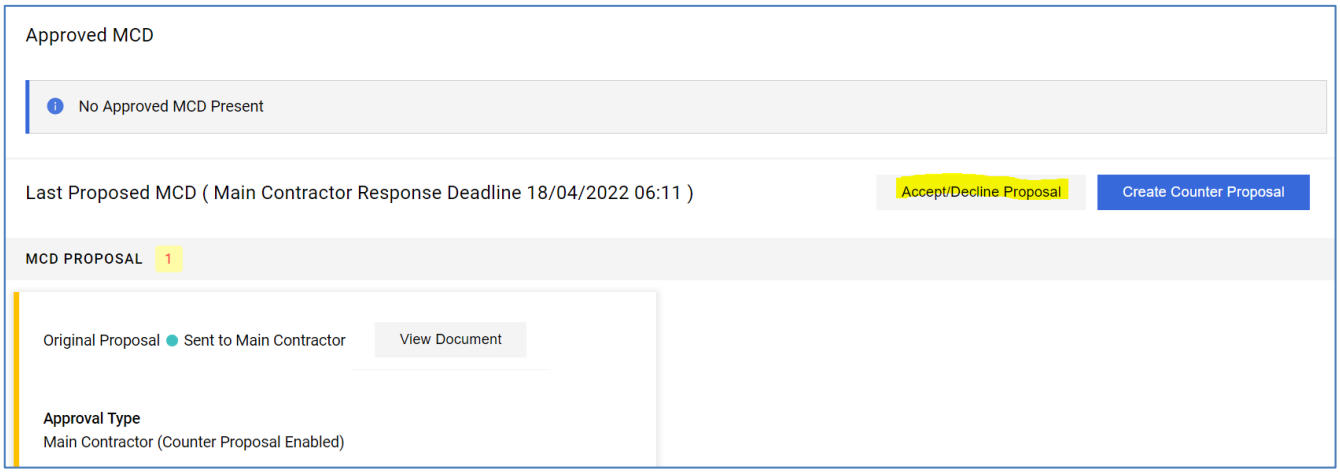
Click on the back arrow to return to the MCD area.



Click on “Send Counter Proposal”



b. Accepting the MCD as is you will need to click on “Accept Proposal”



Click on “Accept”.

