



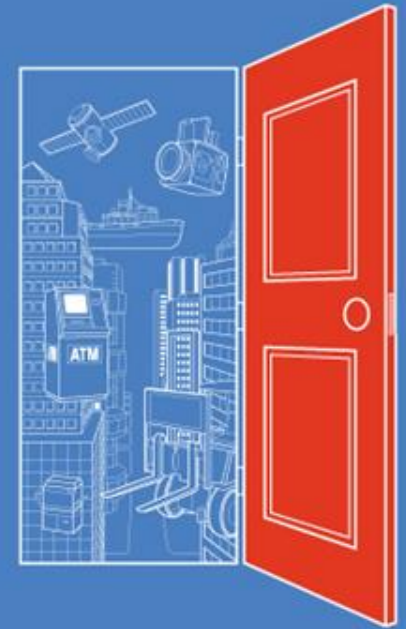
SIA Portal SourceKey

Supplier Guide

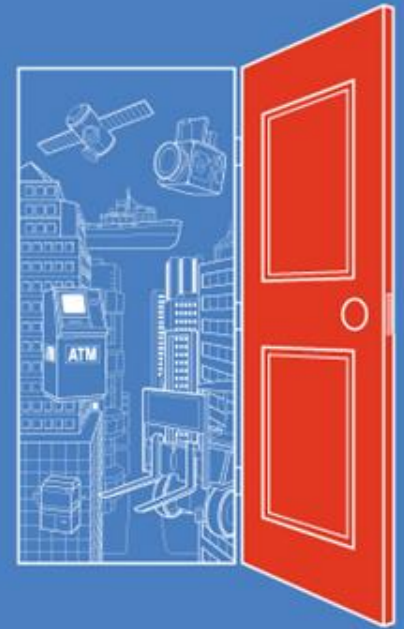
SESAMi Singapore Pte Ltd

Topics

1. Request to Participate
2. Logging-in & Profile Management
3. Viewing RFX/Tender Details
4. Submitting Quotation
5. View/Edit Quotation
6. Resubmission



Request to Participate (RTP)



Request to Participate

(Email Invitation VS Email Notification)



Normal Email **Invitation**.

From: UATCustomercare
Sent: Wednesday, June 23, 2016, 11:56 AM
To: Murali M <Email@sesami.com>
Subject: RFQ Invitation WRS-Marketing-T16-06-00017

Dear Supplier,

You have been invited to participate in the following Request for Quotation (RFQ) Singapore

RFQ Reference No. : WRS-Marketing-T16-06-00017
RFQ Description : Wireless Mouse
Buyer Company : Wildlife Reserves Singapore
RFQ Start Date/Time : 22-06-2016 11:56 (Singapore Time, GMT +8 hours)
RFQ Close Date/Time : 29-07-2016 14:00 (Singapore Time, GMT +8 hours)

You can view this document at portal <https://sg.sesami.net/WRS/>.

Please be reminded that only e-Quotation will be accepted for this RFQ. Manual quotation will not be accepted by Wildlife Reserves Singapore.

For assistance, please contact SESAMI Customer Care at (+65) 6334 6666 or customercare@sesami.com.

Yours Truly,
 Customer Care
 SESAMI (Singapore) Pte Ltd
 1 Changi Business Park Crescent
 #02-17 Plaza 8 @ CBP
 Singapore 486025

Email **Notification** indicating that you need to submit a Request to Participate

From: Customer Care
Sent: Friday, 17 June, 2016 9:05 AM
To: Karthik <supplier@sesami.com>
Subject: RFQ Biz@lert Notification for matching categories

Dear ABC Pte Ltd,

Please be informed that the following RFQs has been posted under category which is matched with your business profile.

If you wish to participate in these RFQs or view the full details, you will need to submit a Request to Participate (RTP) via the Business Opportunities page.

Calling Entity	Reference No	Category	Description	Start Date/Time	Close Date/Time	Business Opportunities
NHG	NUH-RFQ-16-2321	Construction/Real Estate	RFQ for the Supply, Delivery, Installation & Commissioning for 1 unit of Real Time PCR System	16-06-2016 23:00	27-06-2016 12:00	Click here to view
CAG	2016/00123	Construction/Real Estate	Conceptualisation, design, fabrication and maintenance of "Hulk Roar" game booth.	16-06-2016 23:00	27-06-2016 12:00	Click here to view
WRS	WRS-DEPT-4-Q16-06-00005	Construction/Real Estate	Sanding and Varnishing Work to Existing Timber	28/06/2016 12:00	20/07/2016 16:00	Click here to view

Upon successful submission of an RTP you will be able to view this document in the supplier portal and respond to it.

For assistance, please contact SESAMI Customer Care via email to customercare@sesami.com.

Yours Truly,
 Customer Care
 SESAMI (Singapore) Pte Ltd
 1 Changi Business Park Crescent
 #02-17 Plaza 8 @ CBP
 Singapore 486025

Request to Participate



- Go to Business Opportunities and click "click here to view all & participate"

The screenshot displays the SESAMi website interface. At the top left is the Singapore Airlines logo. The main content area is divided into two columns. The left column features a 'Login' section with input fields for 'Org ID', 'User ID', and 'Password', along with 'Sign in' and 'Reset' buttons, and a 'Forgot Password?' link. Below the login section is a 'Not Registered? Register here' link. The right column is titled 'News & Announcements' and contains several sections: 'Monthly Maintenance' with a 'click here' link, 'Supplier Registration' with a paragraph of text, 'Supplier Terms and Condition' with a 'click here' link, and 'Supplier Training' with a paragraph of text and a link. At the bottom of the page, there is a dark blue navigation bar with a 'Contact Us' link and a 'Business Opportunities (click here to view all & participate)' link, which is highlighted with a red box.

Login

Org ID

User ID

Password

Sign in

Reset

[Forgot Password?](#)

[Not Registered? Register here](#)

Contact Us

News & Announcements

[Monthly Maintenance](#) is scheduled on the first Saturday of every month. Please [click here](#) for the schedule.

Supplier Registration

Only suppliers who have registered with SESAMi will be given a Login ID to download our Tender documents. Submission of quotes and proposals will be done electronically via the E-Tender portal supported by SESAMi.

To register as our supplier, please complete the [Online Supplier Registration Form](#). Please contact SESAMi Customer Care Team (Email:customercare@sesami.com, Phone: 63331188 (option 2)) for any queries.

Supplier Terms and Condition

please [click here](#) for terms and conditions

Supplier Training

For Supplier Training sessions, you may book an appointment with our Customer Care Department through the following link: <http://sesami.simplybook.me/sheduler/manage/category/1/event/2/unit/9/>.

Training sessions are conducted every Thursdays at 3PM. Maximum number of attendees per company is 2.

[Buyer FAQs](#) | [Supplier FAQs](#)

[Business Opportunities \(click here to view all & participate\)](#)

Request to Participate



Business Opportunities

Show entries

Search:

- A new window will pop-up
- Click "View" to submit RTP

Calling Entity	Ref. No.	Doc. Type	Product Category	Description	Start Date	Close Date	Action
		Tender	Construction, Real Estate		05 Apr 2018 09:00	19 Apr 2018 14:00	View
		Tender	Agriculture		04 Apr 2018 20:00	18 Apr 2018 14:00	View
		Tender (CHANGED)	Construction, Real Estate		27 Mar 2018 14:00	10 Apr 2018 14:00	View
		Tender	Construction, Real Estate		22 Mar 2018 15:30	06 Apr 2018 14:00	View

Request to Participate

RFQ Opportunity Highlights - Google Chrome

Secure | <https://worldconnect.sesami.net/BO/RFQDetailsPopu>

- A new window will appear
- Click "Click here to request to participate" to proceed

Business Opportunity Highlights

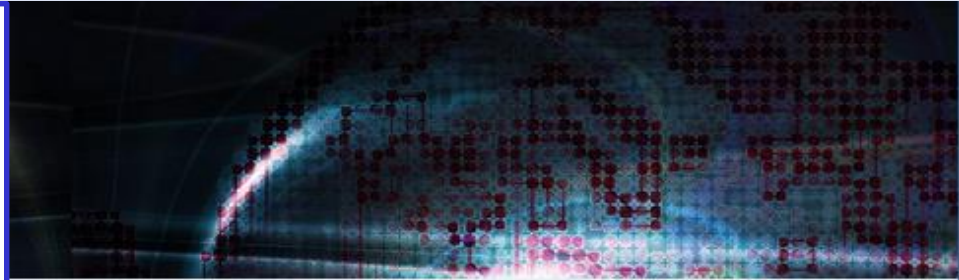
RFx Details

RFx Ref No:	Q2017-001184	Buyer Company Name:	NUS [National University of Singapore]
Description:	1 to 1 replacement for worn out Piezo Z stage:P-737 PIFOC Specimen Focusing Z stage-Travel range 250um-Closed loop resolution 4nm-Closed loop linearity error 0.5%-Repeatability 12nm		
Starting Date/Time:	20/11/2017 2:06:00 PM	Closing Date/Time:	28/11/2017 4:00:00 PM

[Click here to request to participate](#)

Request to Participate

- Fill in the Required fields in the Request to Participate form starting with the Organization ID field.
- Data will be auto-populated
- Click Submit to Proceed



REQUEST TO PARTICIPATE IN RFQ / TENDER

Reference Number: Q2017-001184

Buyer Company: NUS

Fields indicated with * are mandatory.

Click [HERE](#) for FAQs on Request to participate (RTP)

Key-in your Organization ID to complete your request

Organization ID *

Obtained upon registering with SESAMi and is used to login to Supplier Portal.

Company Name

Contact Name *

E-mail Address *

A confirmation will be sent to this email

New to SESAMi e-Procurement Portal?

To register as a supplier ,

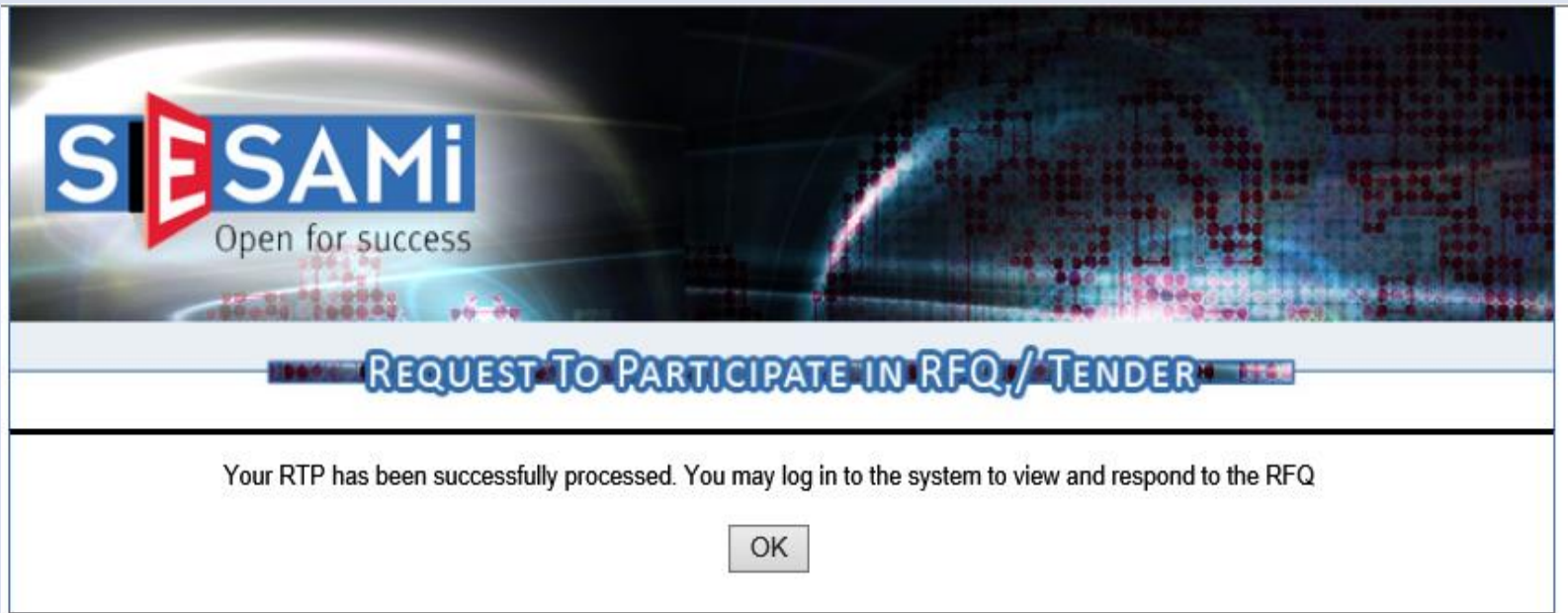
[Click Here](#)

Note: upon obtaining your user account details, you may proceed to submit your RTP.

Submit

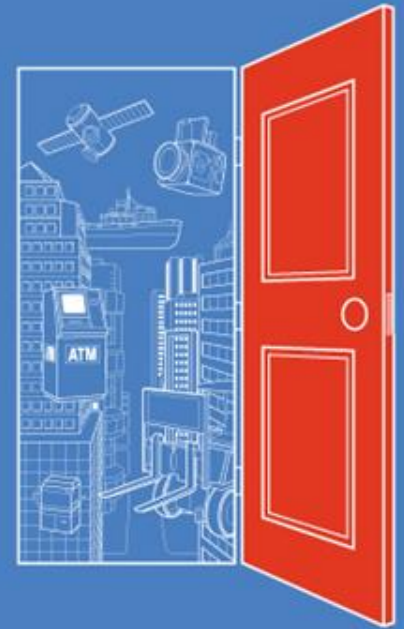
RTP confirmation

The following prompt will appear upon a successful submission:



You can then log in to Supplier Portal and go to Source Key > Create Quotation to access the tender

Logging in & Profile Management



Logging in Login Page



The screenshot displays the SESAMI login interface. On the left, the Singapore Airlines logo is visible. The main content area is divided into sections: 'Login' with input fields for 'Org ID' (siasupplier1), 'User ID' (supplier1), and 'Password' (masked with dots), and buttons for 'Sign in' and 'Reset'. Below the login form is a 'Forgot Password?' link. To the right, there are sections for 'News & Announcements', 'Supplier Registration', 'Supplier Terms and Condition', and 'Supplier Training'. A 'SATS Portal selection' pop-up is overlaid on the page, prompting the user to select a portal to access, with options for 'e-RFO, e-PO & e-Invoice' and 'eSourcing'. The 'eSourcing' option is highlighted with a red dashed box. At the bottom, there is a 'Contact Us' section and a 'Need Assistance?' section with a call to action to book an appointment.

To log in, key in your **ORG ID, User ID, and Password**. Click **"Sign in"** to proceed. You may login from either of the websites below.

You can reset your password by clicking on **Forgot Password**.

① Direct Website Address =
<https://sg.sesami.net/sia/login.jsp>

Forgot Password Function

Retrieving/Resetting password



System will ask for your ORG ID and User ID when resetting or retrieving your password.

The new password will be sent to the registered email.

SINGAPORE AIRLINES

Login

Org ID

User ID

Password

[Forgot Password?](#)

[Not Registered? Register here](#)

Contact Us

Need Assistance?

Please click

News & Announcements

Monthly Maintenance is scheduled on the first

Supplier Registration

Only suppliers who have registered with SESAMi will be given a Login ID to download our Tender documents. Submission of quotes and proposals will be done electronically via the E-Tender portal supported by SESAMi.

To register as our supplier, please complete the Supplier Registration form and contact our Customer Care Team (Email: customercare@sesami.com).

Supplier Terms and Condition

please click here for terms and conditions.

Supplier Training

For Supplier Training sessions, you may book a training session via the following link: <http://sesami.simplybook.me>

Training sessions are conducted every Thursday.

[Buyer FAQs](#) | [Supplier FAQs](#)

Business Opportunities [\(click here\)](#)

No RFQ/Tender available at the moment.

Welcome

SIA - Password Reset

Org ID:

User ID:

[Back To Login Page](#)

Please key in your Organisation ID and User ID and press enter to reset your password.

For technical assistance, please contact SESAMi at (65)-63331188 (Select Option 2) or email us at customercare@sesami.com.

This program is best viewed with Microsoft Internet Explorer 8.0 & above.
© 2002 SESAMi Inc. All rights reserved.

From: customercare@sesami.com

To: Customer Care

Cc:

Subject: GTP Password Reset for Customer Care Team

Sent: Thu 11/24/2011 3:15 PM

Dear Customer Care Team,

As per your request, your login password has been reset.

Your new password is :oAmCIX2C

For assistance, please contact SESAMi Customer Care at **(+65) 6333 1188** or email us at customercare@sesami.com.

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd
7B Keppel Road
#06-07/08 Tanjong Pagar Complex
Singapore 089055

2

3

Update User Profile

Source Key

Profile

My Account

User Profile

View Profile

Home > Profil

Company Profile

Update Profile

Update User Profile

Details

UserID*	:	supplier1
Password*	:	<input type="password" value="Password"/>
User Name*	:	<input type="text" value="Supplier"/>
Company ID*	:	SIASUPPLIER3
Company Name*	:	SIASUPPLIER3
Contact Number*	:	<input type="text" value="123"/>
	:	<input type="text" value="murali@sesami.com"/>
	:	<input type="text"/>
	:	<input type="text"/>
	:	English
	:	United States
	:	Singapore GMT+08:00
	:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	:	<input type="text"/>

You can update your profile and change your password at Profile > User Profile > Update Profile.

Click Update button to save changes.

Click the Password button to change your password.

Update

Back

Password change

Update User Profile

Details

UserID*
Password*
User Name*
Company ID*
Company Name*
Contact Number*
Email Address*
Alternate Email Address*
Designation

Change Password

Password

Current password*	:	<input type="password"/>
New password*	:	<input type="password"/>
Retype new password*	:	<input type="password"/>

Change

When changing your password, you will be prompted to key-in your current password once, and your new password twice.

Click Change to save changes.

Close

Update

Back

Update Company Profile

Source Key

Profile

Home > Profile > Company

User Profile

Company Profile

Details

New Company Profile

Update Company Profile

Update Company Profile

An asterisk (*) indicates a required field.

CompanyID*	: PSK199905189MSBN
Company Name*	: SESAMI (Singapore) Pte Ltd
Company Description*	:
Company Type	: Hosted
Contact Name	: Karthik
Email Address	: karthik@sesami.com
Contact Number	: 6302 5300
Fax Number	:
Company Address 1*	: 1 Changi Business Park Crescent
Company Address 2	: #02-17 Plaza 8
Company Address 3	: Podium C @ CBP
Company Address 4	:
City*	: Singapore
State/Province*	: Singapore
Postal (ZIP) Code*	: 486025
Country*	: Singapore
Company Website	:
Tax Type	:
GST Reg No	: 199905189M
Dun & Bradstreet No	:
Business Reg No	: 199905189M
Currency*	: Singapore, Dollar
Language	: English
Time Zone	: Singapore GMT+08.00

Update Cancel

- Go to Profile > Company Profile > Update Company Profile to update your company profile



Viewing RFX/Tender Details

View RFx/Tender

Email Alert



Wed 4/4/2018 7:21 PM

UATCustomercare@sesami.com

RFQ Invitation SIA-010203

To Murali M

- Email Alert to invited suppliers.
- Link to Supplier Portal is provided

Dear Surendar,

You have been invited to participate in the following Request for Quotation(RFQ) posted by Singapore Airlines

RFQ Reference No. : SIA-010203
RFQ Description : Workshop for SIA Staff
Buyer Company : Singapore Airlines
RFQ Start Date/Time : 04-04-2018 20:00 (Singapore Time, GMT +8 hours)
RFQ Close Date/Time : 04-04-2018 22:00 (Singapore Time, GMT +8 hours)

You can view this document at portal <https://sg.sesami.net/SIA/>.

Please be reminded that only e-Quotation will be accepted for this RFQ. Manual/Paper submission of quotation will not be accepted by Singapore Airlines.

For assistance, please contact SESAMi Customer Care at (+65) 6333 1188 or email us at customercare@sesami.com.

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd
1 Changi Business Park Crescent
#02-17 Plaza 8 @ CBP
Singapore 486025

View RFx/Tender

List of RFx/Tenders



- A list of all RFx/Tenders will be displayed.
- Click on the Icon under Action column to view the Details.



Source Key Profile My Account

View RFQ/Tender

Create Quotation

View/Edit Quotation

View RFQ/Tender

Search View

Search Criteria

Doc. Type: All Document Status: All

Reference No.: Closing Date: 31

Calling Entity: All RFQ/Tender Status: All

1

Calling Entity	Ref. No.	Doc. Type	Description	Start Date/Time	Close Date/Time	RFQ/Tender Status	Doc. Status	Response Status	Q&A	Action
Singapore Airlines	T2018-04-02-001	Tender	Purchase of Xerox Machine	03-04-2018 11:00	27-04-2018 11:00	OPEN	CHANGED		0	
Singapore Airlines	SIA-010203	RFQ	Workshop for SIA Staff	04-04-2018 20:00	04-04-2018 22:00	OPEN	CHANGED		0	
Singapore Airlines	SIATender1	Tender	Abc123	04-04-2018 19:30	04-04-2018 21:30	OPEN	NEW		0	
Singapore Airlines	Q2018-03-27-001_X1	RFQ	Purchase of Laptop	28-03-2018 14:30	28-03-2018 18:00	CLOSE	NEW	RESPONDED	0	
Singapore Airlines	T2018-03-27-002_X1	Tender	Purchase of Desktop Servers	28-03-2018 16:00	28-03-2018 18:00	CLOSE	NEW		0	
Singapore Airlines	Q2018-03-27-001	RFQ	Purchase of Laptop	28-03-2018 14:30	28-03-2018 17:00	AWARDED	NEW	RESPONDED	0	
Singapore Airlines	T2018-03-27-002	Tender	Purchase of Desktop Servers	28-03-2018 16:00	28-03-2018 17:00	AWARDED	NEW	RESPONDED	0	

View RFx/Tender

RFx/Tender Details



- Click the hyperlink to view the NDA
- Click agree to proceed and view RFQ/Tender details

NON-DISCLOSURE AGREEMENT

Header Information			
Reference No	SIATender1	Document Type	Tender
<u>NON-DISCLOSURE AGREEMENT WITH NUS</u>			
<p>NOTICE: Please click on this Non-Disclosure Agreement link and read it carefully.</p> <p>By clicking "Agree", you acknowledge and confirm that you have read and understood this Agreement, and you accept and agree that your organisation shall be legally bound by this Agreement. If you disagree with or are not authorised to enter into this Agreement on behalf of your organisation, please click "Disagree" and exit this page.</p>			
<input type="button" value="Agree"/> <input type="button" value="Disagree"/>			

View RFx/Tender

RFx/Tender Details



View RFQ/Tender

Search View

Header

Header Information

Document Type	Tender	Quotation Validity Period	30 Days
Reference No	SIATender1		
Calling Entity	Singapore Airlines	Tender Type	Open
Incoterms			
Starting Date/Time	04-04-2018 / 19:30	Payment Term	30
Closing Date/Time	04-04-2018 / 21:30	Currency	SGD
Published	Yes	Target Price	100,000.00
Product Category	Agriculture		
Description	Abc123		
Vendor Criteria			
Site Showround/Briefing (if applicable)			
Note to Supplier			
Primary Contact		Secondary Contact	
Name	Joel Cheong	Name	
Designation		Designation	
Email	joel.cheong@sesami.com	Email	
Telephone	00000000	Telephone	

- In this page, suppliers can print the RFQ/Tender details and download attachments from buyer.

Details

No	Item No	UOM	Quantity	Item Description	Material Specification	Note to Supplier
1		Activity unit	1.00	1	1	
2		Inch	2.00	222	2	

Attachments

No	File Name	File Description	File Size(KB)	Action
No attachments added to this document.				

Supplier Response Details

Viewed By	Viewed On	Responded By	Responded Date	Response Status	Response Description (For DECLINED)
SUPPLIER1	04-04-2018 21:21				

Print Decline Create Quotation

Submitting Quotations/Tenders



Create Quotation

Navigate from Menu



- Go to Source Key > Create Quotation.
- Click on the Icon under Action column of the RFx/Tender ref no. to Submit the Quotation.



Welcome Supplier 1, SESAMI PTE LTD

Source Key

Profile

My Account

View RFQ/Tender

Create Quotation

View/Edit Quotation

Create eQuotation

Search Clear

Doc. Type	All	Document Status	All
Reference No.		Closing Date	
Calling Entity	All		

1

Calling Entity	Reference No	Description	Document Type	Document Status	Start Date/Time	Close Date/Time	Action
SIA	T2018-04-02-001	Purchase of Xerox Machine	Tender	CHANGED	03-04-2018 11:00	27-04-2018 11:00	
SIA	SIA-010203	Workshop for SIA Staff	RFQ	CHANGED	04-04-2018 20:00	04-04-2018 22:00	
SIA	SIATender1	Abc123	Tender	NEW	04-04-2018 19:30	04-04-2018 21:30	

Create Quotation

Tender Details



View RFQ/Tender

Search View

- RFx/Tender details will appear.
- Click Create Quotation to respond.

Header

Header Information

Document Type	Tender	Quotation Validity Period	90 Days
Reference No	T2018-04-02-001		
Calling Entity	Singapore Airlines	Tender Type	Close
Incoterms	FOB		
Starting Date/Time	03-04-2018 / 11:00	Payment Term	30
Closing Date/Time	27-04-2018 / 11:00	Currency	SGD
Published	No	Target Price	100,000.00
Product Category	Electronic/Electrical Products		
Description	Purchase of Xerox Machine		
Vendor Criteria			
Site Showround/Briefing (if applicable)			
Note to Supplier			

Primary Contact

Name	Murali
Designation	
Email	murali@sesami.com
Telephone	09090909

Secondary Contact

Name	
Designation	
Email	
Telephone	

Details

No	Item No	UOM	Quantity	Item Description	Material Specification	Note to Supplier
1		Pieces	1.00	Xerox machine	Copy,Fax,Email.....	

Attachments

No	File Name	File Description	File Size(KB)	Action
1	Note to vendors.txt		0	Download

Supplier Response Details

Viewed By	Viewed On	Responded By	Responded Date	Response Status	Response Description (For DECLINED)
SUPPLIER1	05-04-2018 17:03				

Print Decline **Create Quotation**

Create Quotation

Header Tab

1 2 3 4

Create eQuotation

Header Detail Attachment Preview

* indicates a required field.

Quotation Information

Quotation Reference No *	<input type="text"/>	Contact Person *	<input type="text"/>
Quotation Validity Period	90 Days	Designation *	<input type="text"/>
Incoterms	FOB	Telephone No *	<input type="text"/>
Payment Term	30 Days	Email Address *	<input type="text"/>
Note To Buyer	<input type="text"/>		

RFQ/Tender Details

Calling Entity	Singapore Airlines	Document	
Reference No	T2018-04-02-001	Starting	
Payment Term	30	Closing	
Incoterms	FOB	Product	
Description	Purchase of Xerox Machine		
Note to Supplier			
Vendor Criteria			
Site Showround/Briefing (if applicable)			

Attachment(s) from Buyer

Note to vendors.txt [Download](#)

Primary Contact

Name	Murali
Designation	
Email	murali@sesami.com
Telephone	09090909

Secondary Contact

Name	
Designation	
Email	
Telephone	

Save As Draft Next

- Creation of Quotation comprises of the following tabs: Header, Detail, Attachment, and Preview
- In the Header Tab, basic company information is required.
- Download the Attached document from the Buyer.**
- Click on Next button after filling in Header Details

Create Quotation

Detail Tab



- Click "Quote" under action column.
- Pop-up will appear for supplier to key-in the Unit Price of the quotation.
- Key-in fields denoted with a red asterisk.
- Click Quote to save changes.

1 2 3 4 Create eQuotation

Header Detail Attachment Preview

1) Item No: 1 :: Item Description : Xerox machine

Buyer Requirement

Item No	UOM	Quantity	Item Description	Material Specification	Note to Supplier	Action
1	Pieces	1.00	Xerox machine	Copy,Fax,Email.....		Quote

Quotation

Bid No	Brand/Model	Description/Remarks	Quantity	Unit Price	Total Amount	Currency	Actions
--------	-------------	---------------------	----------	------------	--------------	----------	---------

Previous Next

Quotation Detail

* indicates a required field.

Material Part No	Item Description	Quantity	UOM	Material Specification	Note to Supplier
	Xerox machine	1.00	Pieces	Copy,Fax,Email.....	

Quotation

Brand/Model	<input type="text"/>	Country Of Origin	<input type="text"/>
Offered Material Part No	<input type="text"/>	Packing Units	<input type="text"/>
Quantity	<input type="text" value="1"/>	Currency *	Singapore Dollar
Unit Price *	<input type="text" value="0.0"/>	UOM	Pieces
Price(Std Packing)	<input type="text"/>	UOM(Std Packing)	<input type="text"/>
Minimum Ordered Quantity	<input type="text"/>	Warranty Period(months)	<input type="text"/>
Lead time	<input type="text"/>	Product Shelf Life	<input type="text"/>
EUC/Export License	<input type="text"/>		
Description/Remarks	<input type="text"/>		
Certificate of Conformance	<input type="text"/>		

Quote

Create Quotation

Detail Tab



- Quotation created will be displayed below.

Create eQuotation

Header Detail Attachment Preview

Item has been quoted successfully

1) Item No: 1 :: Item Description : Xerox machine

Buyer Requirement

Item No	UOM	Quantity	Item Description	Material Specification	Note to Supplier	Action
1	Pieces	1.00	Xerox machine	Copy,Fax,Email.....		Quote

Quotation

Bid No	Brand/Model	Description/Remarks	Quantity	Unit Price	Total Amount	Currency	Actions
1			1.00	1,500.00	1,500.00	SGD	Edit Delete View

Previous

Next

Create Quotation

Attachment Tab

Create eQuotation

1 Header 2 Detail **3 Attachment** 4 Preview

Attachment Quotation breakdown.txt successfully uploaded.

Attachment Information

Select File No file chosen

File Description

Note
Allowed file formats are .jpg, .gif, .pdf, .txt, .htm, .doc, .xls, ppt, zip only.
File upload allows only 10 MB per file.

[Hide Attachment's List](#)

No	File Name	File Description	File Size(KB)	
1	Quotation breakdown.txt		0	<input type="checkbox"/>

- Attach any relevant supporting documents
- Max Size Limit is 10 MB Per attachment
- Supported Formats :
JPG,GIF,PDF,TXT,HTM,DOC,XLS,PPT,ZIP

Create Quotation

Preview Tab



1 2 3 4

Create eQuotation

Header Detail Attachment Preview

Header

Quotation Information

Quotation Reference No	Q11-018	Contact Person	
Quotation Validity Period	90 Days	Designation	
Incoterms	FOB	Telephone No	21321
Payment Term	30	Email Address	joel.cheong@sesami.com
Note To Buyer			

RFQ/Tender Details

Calling Entity	Singapore Airlines	Starting Date/Time	03-04-2018 11:00
Reference No	T2018-04-02-001	Closing Date/Time	27-04-2018 11:00
Product Category	Electronic/Electrical Products		
Description	Purchase of Xerox Machine		
Note To Suppliers			
Vendor Criteria			
Site Showround/Briefing (if applicable)			

Quotation Details

Item No	Bid No	Brand/Model	Description/ Remarks	Quantity	Unit Price	Total Amount	Lead Time	Action
1	1			1.00	1,500.00	1,500.00		View Detail

Attachments

No	File Name	File Description	File Size(KB)	Action
1	Quotation breakdown.txt		0	Download

Edit Print **Submit Quote**

- Preview tab is used to Preview the details before Submitting the Quotation.
- Click "Submit Quote" to submit your quotation

Submission Confirmation

Message Prompt



Welcome

Admin

Source Key

Profile



Logout

- Message prompt to confirm submission is successful.

Quotation submitted successfully

View/Edit Quotation



View/Edit Quotation

Navigate from Menu



- To View the Created Quotations, go to Source Key > View/Edit Quotation
- After locating the Ref no of the RFx/Tender, click on View Link to View the Details
- Quotations can only be edited while RFx/Tender is still open

Manage eQuotation

Search View eQuotation

Search Criteria

Document Type	All	Calling Entity	All
Quotation Reference No	<input type="text"/>	Reference No	<input type="text"/>
Quotation Document Status	All	Closing Date	<input type="text"/>

Search Clear

Quotation Ref. No	Quotation Status	RFQ/Tender Ref. No	Type	Description	Closing Date / Time	RFQ/Tender Status	Action
Q11-018	RESPONDED	T2018-04-02-001	Tender	Purchase of Xerox Machine	27-04-2018 11:00	OPEN	View
Q000001	RESPONDED	SIA-010203	RFQ	Workshop for SIA Staff	05-04-2018 00:00	AWARDED	View
Quotation111	RESPONDED	SIATender1	Tender	Abc123	04-04-2018 21:30	CLOSE	View
QN-2018-03-28-001-S2-N1	RESPONDED	Q2018-03-27-001_X1	RFQ	Purchase of Laptop	28-03-2018 18:00	CLOSE	View
QN-2018-03-28-002-S1	RESPONDED	T2018-03-27-002	Tender	Purchase of Desktop Servers	28-03-2018 17:00	AWARDED	View
QN-2018-03-28-001-S1	RESPONDED	Q2018-03-27-001	RFQ	Purchase of Laptop	28-03-2018 17:00	AWARDED	View

View/Edit Quotation

Edit Quotation



Manage eQuotation

- Details are displayed in the View eQuotation Page.
- Supplier can Edit the Quotation by Clicking on Edit Button.

Search

View eQuotation

Header

Quotation Information

Quotation Reference No	Q11-018	Contact Person	dsfsdf
Quotation Validity Period	90 Days	Designation	dsfds
Incoterms	FOB	Telephone No	21321
Payment Term	30	Email Address	joel.cheong@sesami.com
Note To Buyer			

RFQ/Tender Details

Calling Entity	Singapore Airlines	Starting Date/Time	03-04-2018 / 11:00
Reference No	T2018-04-02-001	Closing Date/Time	27-04-2018 / 11:00
Product Category	Electronic/Electrical Products		
Description	Purchase of Xerox Machine		
Note To Suppliers			
Vendor Criteria			
Site Showround/Briefing (if applicable)			

Quotation Details

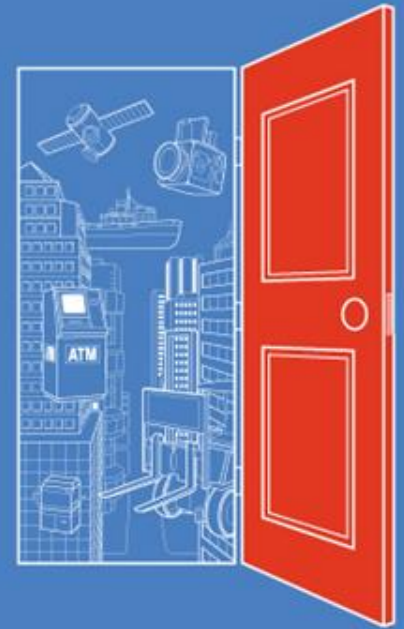
Item No	Bid No	Brand/Model	Description/ Remarks	Quantity	Unit Price	Total Amount	Lead Time	Action
1	1			1.00	1,500.00	1,500.00		View Detail

Attachments

No	File Name	File Description	File Size(KB)	Action
1	Quotation breakdown.txt		0	Download

Edit Print

Resubmission



Resubmission

Create Quotation



Thu 5/4/2018 10:26 AM

UATCustomercare@sesami.com

RFQ Resubmission for SIA-010203_X1

To Murali M

- Email notification will be sent if Buyer initiates resubmission.

Dear Valued Supplier,

A resubmission has been initiated for this Quotation. You have been invited to submit a quote for the Quotation posted by SIA.

RFQ Reference No. : SIA-010203_X1
RFQ Description : Workshop for SIA Staff
Buyer Company : Singapore Airlines
RFQ Start Date/Time : 04-04-2018 20:00 (Singapore Time, GMT +8 hours)
RFQ Close Date/Time : 05-04-2018 12:30 Singapore Time, GMT +8 hours)

Remarks for Resubmission : Submit lower bids

You can view this document at portal <https://sg.sesami.net/SIA/>.

For assistance, please contact SESAMi Customer Care at (+65) 6333 1188 or email us at customercare@sesami.com.

Yours Truly,
Customer Care
SESAMi (Singapore) Pte Ltd
1 Changi Business Park Crescent
#02-17 Plaza 8 @ CBP
Singapore 486025

Resubmission

Create Quotation



- Go to Source Key > Create Quotation
- Ref no of the RFQ/Tender should be ending with an _X1 (no. will change depending on the no. of resubmissions)
- Agree to NDA to proceed

Create eQuotation

Search

Search Criteria

Search Clear

Doc. Type

Document Status

Reference No.

Closing Date

Calling Entity

1

Calling Entity	Reference No	Description	Document Type	Document Status	Start Date/Time	Close Date/Time	Action
SIA	SIATender1_X1	Abc123	Tender	NEW	04-04-2018 19:30	05-04-2018 19:30	

NON-DISCLOSURE AGREEMENT

Header Information

Reference No SIATender1_X1 Document Type Tender

NON-DISCLOSURE AGREEMENT WITH NUS

NOTICE: Please click on this [Non-Disclosure Agreement](#) link and read it carefully.

By clicking "Agree", you acknowledge and confirm that you have read and understood this Agreement, and you accept and agree that your organisation shall be legally bound by this Agreement. If you disagree with or are not authorised to enter into this Agreement on behalf of your organisation, please click "Disagree" and exit this page.

Agree Disagree

Resubmission

Create Quotation



View RFQ/Tender

Search View

Header

Header Information

Document Type	Tender	Quotation Validity Period	90 Days
Reference No	SIATender1_X1		
Calling Entity	Singapore Airlines	Tender Type	Open
Incoterms			
Starting Date/Time	04-04-2018 / 19:30	Payment Term	30
Closing Date/Time	05-04-2018 / 19:30	Currency	SGD
Published	Yes	Target Price	100,000.00
Product Category	Agriculture		
Description	Abc123		
Vendor Criteria			
Site Showround/Briefing (if applicable)			
Note to Supplier			
Remarks for Resubmission	Please submit quotation again through attached document		

Primary Contact

Name	Joel Cheong
Designation	
Email	joel.cheong@sesami.com
Telephone	00000000

Secondary Contact

Name	
Designation	
Email	
Telephone	

Details

No	Item No	UOM	Quantity	Item Description	Material Specification	Note to Supplier
1		Activity unit	1.00	1	1	
2		Inch	2.00	222	2	

Attachments

No	File Name	File Description	File Size(KB)	Action
1	Quotation breakdown.txt		0	Download

Supplier Response Details

Viewed By	Viewed On	Responded By	Responded Date	Response Status	Response Description (For DECLINED)
SUPPLIER1	05-04-2018 17:32				

Print Decline Create Quotation

- Click Create Quotation to proceed
- Clicking on Decline will not invalidate your quote, it means you have just declined to resubmit a revised quotation

-End-

