

# **DRAGON OIL TENDERING PORTAL USER MANUAL**

## **Confidentiality Statement**

This Scope of Work along with all attachments hereto shall be considered Dragon Oil Plc's Proprietary/Confidential Information



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<b>Document</b>	<b>Prepared By</b>	<b>Reviewed By</b>	<b>Date</b>
Tendering Portal - User Manual v1.docx	Monica Doss		2018-02-25

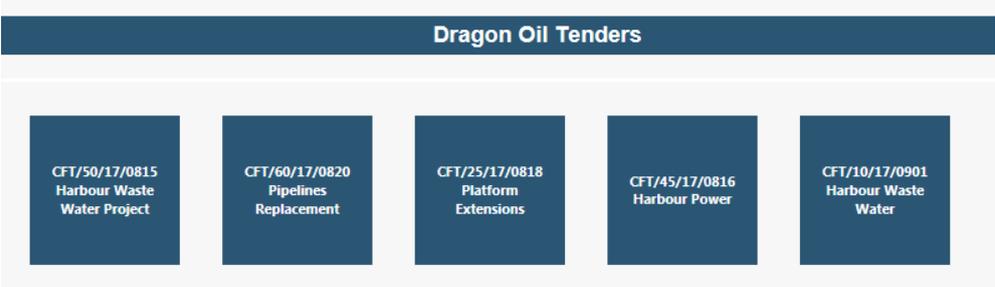
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2018-02-13

## USE CASES MANUALS

### 1.1 ACCESS TO TENDERING PORTAL

ID	Title	Description
DO-CFT-1	<b>Landing Page</b>	<p>A. <b>URL:</b> <a href="http://tenderingportal.dragonoil.com">http://tenderingportal.dragonoil.com</a>.</p> <p>B. <b>Login:</b> Choose Form Based Authentication. Then use the Username and Password received in the e-mail</p> <p>C. <b>Content:</b></p> <ul style="list-style-type: none"> <li>List of all Tenders (CFTs) you have been invited to in tiles view</li> </ul> 

### 1.2 CFT DETAILS PAGE

ID	Title	Description
DO-CFT-2	<b>CFT Details Page</b>	<p>A. <b>Open the CFT Page</b></p> <ul style="list-style-type: none"> <li>Go to the Landing Page mentioned in <a href="#">Access to Tendering Portal</a></li> <li>Click on the CFT Number you want to open</li> </ul> <p>B. <b>Content</b></p> <ul style="list-style-type: none"> <li>CFT Name/Title</li> <li>Bid Closing Date</li> <li>Related documents uploaded by Dragon Oil. You can save any document to your PC by clicking its title.</li> <li>Clarifications History (Lower Left)</li> <li>Button to send a new clarification request</li> </ul>

### 1.3 CLARIFICATION REQUEST/RESPONSE

ID	Title	Description
DO	<b>Send Clarification Request</b>	<p>A. <b>Open the CFT Page</b></p> <ul style="list-style-type: none"> <li>Go to the CFT Details Page mentioned in <a href="#">CFT Details Page</a></li> </ul> <p>B. <b>Send a Clarification Request</b></p> <ul style="list-style-type: none"> <li>Click on the button "Send Clarification / Message"</li> </ul>  <ul style="list-style-type: none"> <li>Fill in the Subject, the description and attach up to 5 documents</li> <li>Note: <ul style="list-style-type: none"> <li>Please provide editable version of the attached files where clarifications are sought</li> </ul> </li> </ul>

ID	Title	Description
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- ii. Following characters are not allowed in filenames: ( ~ # % & \* { } \ : < > ? / | " )
- Click Send

**DO Receive Clarification Request/ Response**

- A. You will receive an e-mail notification whenever a new request or response is sent from Dragon Oil
- B. Open the CFT Page**
  - Go to the CFT Details Page mentioned in [CFT Details Page](#)
- C. Open the Clarification**
  - In the lower section of the page, you will find all the clarification requests sent/received regarding this CFT
  - Find the clarification request you want to open and click on the subject to view the details

<u>From</u>	<u>To</u>	<u>Subject</u>
Contractor	Dragon Oil	Pre-Bid Request Bidder to DO
Contractor	Dragon Oil	Pre-Bid Clarification BidderToDO
Contractor	Dragon Oil	Tender Request Bidder to DO

- Details of that clarification request will appear on the right including the description, attachments, responses to that request and the ability to respond if the request was from Dragon Oil to you
- You can save the attachments to your PC

**DO Respond to Clarification**

- A. Open the CFT Page**
  - Go to the CFT Details Page mentioned in [CFT Details Page](#)
- B. Open the Clarification Request you want to respond to**
  - As mentioned in [DO-CFT-4](#)
  - Click on the button "Reply"

Clarification Details X

**Subject** Another Commercial Clar from DO to Bidder

**Message Details** Another Commercial Clar from DO to Bidder Another Commercial Clar from DO to Bidder

**Attachments:** Request - DO to Bidder3 (1-28-2018\_3-23-10\_PM).docx

Reply

- Fill in the Subject, the description and attach up to 5 documents
- Note:



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<i>ID</i>	<i>Title</i>	<i>Description</i>
		<ul style="list-style-type: none"><li>i. Please provide editable version of the attached files where clarifications are sought</li><li>ii. Following characters are not allowed in filenames: ( ~ # % &amp; * { } \ : &lt; &gt; ? /   " )</li></ul> <ul style="list-style-type: none"><li>• Click Send</li></ul>

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