

# **Gulf Aluminium Rolling Mill Company**

# **GARMCO E-Tendering System Guideline**

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# How to Login to the E-Tendering System?

• Open any internet browser then go to <a href="http://etendering.garmco.com/">http://etendering.garmco.com/</a>



Figure 1: e-Tendering System Login page

- To login to the system, enter your registered email address and password. At the same time, enter the text that has been randomly generated by the system which is displayed in the catpcha image control.
- Click the **Sign In** button to begin the authentication process. Once authenticated, you will be redirected to the home page.
- The Login page also contains links for retrieving a forgotten password and for registering to the system.

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### How to Recover Your Password?

• From the Login page (Figure 1: e-Tendering System Login page), click the "Forgot your password?" link.



#### Figure 2: Forgot Password page

• Type your registered email address then click the **Submit** button. An email will be sent to the address that you have specified. The message body contains information about your current password.

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### How to Register to the E-Tendering System?

• From the Login page (Figure 1: e-Tendering System Login page), click the "Register, it's easy and it's free!!!" link.

GARMCO	O e-Tendering System	Tuesday, 28 January 2014 13:56:03
<i>جار مڪو</i> <i>GARMCO</i> GULF ALUMII	NIUM ROLLING MILL CO. B.S.C. ©	[ Log In ] [ Register ] [ Contact Us ] [ Supplier's User Manual ]
Registratio		
Company Information	Contact Person Products and Services Preferences Confirmation of Registration	
Company Name Billing Address	Company URL City	
	State	
	Country Please select a country	
	Postal Code	
Company Profile	Select	
Company Prome		
🔲 Ha	ave you done any transactions with GARMCO before?	
Next >>		
		Copyright (5 2010 ~ 2013 Gulf Aluminium Rolling Mill Co. B.S.C. (5 Powered By GARMCO ICT Department (Best viewed with 1024/768 resolution)

**Figure 3: Registration Form** 

- The Registration Form composes of 5 parts namely: Company Information, Contact Person, Products and Services, Preferences, and Confirmation of Registration.
- Data entry begins in the "Company Information" section and ends in the "Confirmation of Registration" section. A data validation error message will be displayed at the top of the page for any invalid entries or when a required field is left blank. Click the **Next** or **Back** button to navigate between sections.
- In the Products and Services section, at least one parent item must be selected to be notified instantly for any published RFQs that belong to that category. You may tick the box on the left side of each product or service. Clicking the product or service name will open a new form that will allow you to select other products or services that belong to the parent category as shown in the screenshots below.

Co	mpany Info	gistration	Contact Person	Product	s and Services	Preferences	Confirmatio	n of R	edistration	
			Product/Service by							
•	Live Plant	and Animal Ma	aterial and Acces		Structures and	Building and Co	nstruction		Food Beverage and Tobacco Products	Transportation and Storage and Mail Serv
1	Mineral an	d Textile and	Inedible Plant a		Manufacturing	Components and	1 Supplies		Drugs and Pharmaceutical Products	Management and Business Professionals an
	<u>Chemicals</u>	including Bio	Chemicals and Ga		Electronic Com	onents and Sup	oplies		Domestic Appliances and Supplies and Con	Engineering and Research and Technology
	Resin and	Rosin and Rub	ober and Foam and		Electrical System	ms and Lighting	and Comp		Apparel and Luggage and Personal Care Pr	Editorial and Design and Graphic and Fin
	Paper Mat	erials and Pro	ducts		Distribution and	Conditioning Sy	<u>vstems an</u>		Timepieces and Jewelry and Gemstone Prod	Public Utilities and Public Sector Relat
	Fuels and	Fuel Additives	and Lubricants		Laboratory and	Measuring and	Observing a		Published Products	Financial and Insurance Services
	Mining and	Well Drilling	Machinery and A		Medical Equipm	ent and Access	ories and Su		Furniture and Furnishings	Healthcare Services
	Farming a	nd Fishing and	Forestry and Wil		Information Te	hnology Broadc	asting and		Musical Instruments & Games and Toys & A	Education and Training Services
	Building ar	d Construction	n Machinery and		Office Equipme	nt and Accessor	ies and Sup		Farming and Fishing and Forestry and Wil	Travel and Food and Lodging and Entertai
	Industrial I	Manufacturing	and Processing		Printing and Ph	otographic and /	Audio and		Mining and oil and gas services	Personal and Domestic Services
	<u>Material H</u>	andling and Co	onditioning and S		Defense and La	w Enforcement	and Security		Building and Facility Construction and M	National Defense and Public Order and Se
	<u>Commerci</u>	al and Military	and Private Vehi		Cleaning Equipr	nent and Suppli	es		Industrial Production and Manufacturing	Politics and Civic Affairs Services
	Power Ger	eration and D	istribution Machin		Service Industr	/ Machinery and	Equipment		Industrial Cleaning Services	Organizations and Clubs
	Tools and	General Mach	inery		Sports and Rec	reational Equipr	nent and Su		Envire Click to view	
<-	< Previous	Next	>>							

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m Rolling Mill Co. B.S.C. ©

Figure 4: Registration Form – Products and Services section



Figure 5: Registration Form - Supplier Products/Services Lookup

- When you reach the "Confirmation of Registration" section, type the random text image generated by the system.
- Tick the "I have read and agree to the Terms and Condition" checkbox.
- Finally, click the **Register** button to complete the process.

_	
GARMCO e-Tendering System	Tuesday, 28 January 2014 10:32:42
دار م GARMCO GULF ALUMINIUM ROLLING MILL CO. B.S.C. ©	[Log In] [ Register ] [ Contact Us ] [ Supplier's User Manual ]
Registration	
Company Information Contact Person Products and Services Preferences	Confirmation of Registration
Generate. New Image nrgzk Type the code from the image (it is not case-sensitive)	
I have read and agree to the Terms and Condition.       Register     Register	

Figure 6: Registration Form – Confirmation of Registration section

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### How to View Published Quotations/RFQs?

• Login to the system, you will be redirected to the Published RFQs page showing all RFQs available for bidding.

	RFQ N			Closing Date	· ~			
	Descriptio		set Criteria					
		Search Re	set Criteria					
se	use the tab	s below to navigate to the	e different RFQs t	hat were published as wel	l as you have parti	cipated with.		
)pe	n RFQs	Quoted RFQs (Open for Bidding	) Quoted RFQs (	(Closed for Bidding)				
		RFQ No.	Date Published	Closing Date (GMT +3)	Total Order Lines	Buyer	Status	
	Bid	40067388	31 Oct 2013	03 Feb 2014 23:59	1	MOHAMED A.RAHMAN MOHAMED AMEEN	Open for Bidding	
	Bid	40067691	27 Jan 2014	02 Feb 2014 23:59	2	MOHAMED A.RAHMAN MOHAMED AMEEN	Open for Bidding	
	Bid	40067705	12 Dec 2013	03 Feb 2014 23:59	1	MOHAMED A.RAHMAN MOHAMED AMEEN	Open for Bidding	
	Bid	40067711	15 Dec 2013	03 Feb 2014 23:59	1	MOHAMED A.RAHMAN MOHAMED AMEEN	Open for Bidding	
	Bid	40067825	05 Jan 2014	03 Feb 2014 23:59	2	AYMAN ABDULHAMEED MOHAMED SALEH	Open for Bidding	
	Bid	40067827	05 Jan 2014	03 Feb 2014 23:59	1	AYMAN ABDULHAMEED MOHAMED SALEH	Open for Bidding	
	Bid	40067840	07 Jan 2014	31 Jan 2014 23:59	2	AMMAR ABBAS ALI HUSSAIN ALI	Open for Bidding	
	Bid	40067841	07 Jan 2014	31 Jan 2014 23:59	3	AMMAR ABBAS ALI HUSSAIN ALI	Open for Bidding	
	Bid	40067842	07 Jan 2014	31 Jan 2014 23:59	1	AMMAR ABBAS ALI HUSSAIN ALI	Open for Bidding	
	Bid	40067843	07 Jan 2014	31 Jan 2014 23:59	1	AMMAR ABBAS ALI HUSSAIN ALI	Open for Bidding	
		45678 🕨 M Page	e size: 10 🔻					72 items in 8 pages

#### Figure 7: Published RFQs page

- The form is divided into 2 sections, the Search Criteria and Search Result. The Search Result section is divided into 3 parts which are the following:
  - 1. Open RFQS shows RFQs that are available for bidding
  - 2. Quoted RFQs (Open for Bidding) shows RFQs that are not yet closed for bidding wherein you have placed your bid.
  - 3. Quoted RFQs (Closed for Bidding) shows RFQs that are already closed for bidding wherein you have placed your bid.

Initially, the "Open RFQs" tab is selected to show all RFQs that are currently available for you for bidding.

• Click the desired tab to navigate to the different RFQs that were published as well as to those that you have participated with.

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### **How to Place Your Bid?**

• From the list of open RFQs in the Published RFQs page, select the desired row in the grid then click the **Bid** link.

Bid       Open RFQs       Quoted RFQs (Open for Bidding)         Quoted RFQs (Open for Bidding)       Quoted RFQs (Open for Bidding)         P       Bid       40067870       AMMAR ABBAS ALI HUSSAIN ALI       07 Jan 2014       31 Jan 2014 23:59       2       Open for Bidding         Bid       40067870       AMMAR ABBAS ALI HUSSAIN ALI       07 Jan 2014       31 Jan 2014 23:59       2       Open for Bidding         Bid       40067895       SAYED HASAN EBRAHIM SHARAF EBRA       14 Jan 2014       02 Feb 2014 23:59       1       Open for Bidding         Bid       40067997       SAYED HASAN EBRAHIM SHARAF EBRA       14 Jan 2014       02 Feb 2014 23:59       2       Open for Bidding         Bid       40067997       SAYED HASAN EBRAHIM SHARAF EBRA       14 Jan 2014       02 Feb 2014 23:59       2       Open for Bidding         Bid       40067906       MOHAMED A       27 Jan 2014       03 Feb 2014 23:59       2       Open for Bidding         Bid       40067907       AYMAN ABDULHAMEED MOHAMED S       15 Jan 2014       03 Feb 2014 23:59       4       Open for Bidding         Bid       40067907       AYMAN ABDULHAMEED MOHAMED S       15 Jan 2014       03 Feb 2014 23:59       1       Open for Bidding	olished RFQs Prof	file h Filters	NG MILL CO. B.S.C. (©) Closing Date Reset Criteria		Welcome bryn, brosas (*	samko.com! [Log Out] [	Contact Us] [Supplier's User Ma
Bid         40067870         AMMAR ABBAS ALI HUSSAIN ALI         07 Jan 2014         31 Jan 2014 23:59         2         Open for Bidding           Image: Bid         40067871         AMMAR ABBAS ALI HUSSAIN ALI         07 Jan 2014         31 Jan 2014 23:59         2         Open for Bidding           Image: Bid         40067871         AMMAR ABBAS ALI HUSSAIN ALI         07 Jan 2014         31 Jan 2014 23:59         2         Open for Bidding           Image: Bid         40067897         SAYED HASAN EBRAHIM SHARAF EBRA         14 Jan 2014         02 Feb 2014 23:59         3         Open for Bidding           Image: Bid         40067990         SAYED HASAN EBRAHIM SHARAF EBRA         14 Jan 2014         02 Feb 2014 23:59         2         Open for Bidding           Image: Bid         40067990         SAYED HASAN EBRAHIM SHARAF EBRA         14 Jan 2014         02 Feb 2014 23:59         2         Open for Bidding           Image: Bid         40067990         AVMAN ABDULHAMED A         27 Jan 2014         03 Feb 2014 23:59         4         Open for Bidding           Image: Bid         40067973         AVMAN ABDULHAMEED MOHAMED S         15 Jan 2014         03 Feb 2014 23:59         5         Open for Bidding           Image: Bid         40067913         AVMAN ABDULHAMEED MOHAMED S         14 Jan 2014 <td< th=""><th></th><th></th><th>· · · · ·</th><th>ıs well as you have partici</th><th>ipated with.</th><th></th><th></th></td<>			· · · · ·	ıs well as you have partici	ipated with.		
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H 4 1 2 3 4 5 6 7 H Page size 10 * 67 iter	Bid	40067917	AYMAN ABDULHAMEED MOHAMED S	14 Jan 2014	03 Feb 2014 23:59	1	Open for Bidding
	1 2 3 4	567 <b>H</b>	Page size: 10 💌				67 items in 7 pa

Figure 8: Published RFQs page

- The "Place Your Bid" page will be shown on the screen which is divided into 2 parts: the header and Bid details section (*please refer to Figure 9: Place Your Bid page*). The header section displays information about the RFQ as well as some information about the supplier. The Bid details section is where you can put details about your bid. You can also put information about the other charges.
- Click the **Print RFQ** button if you want to view and print the RQF inquiry letter.

GARMO	CO e-Tendering	System						Tuesday, 28 Jani	uary 2014 08:25:0
<i>جار</i> م MCO GULFALUN	IINIUM ROLLING MILL CO	). B.S.C. ©				Velcome Ervin.bros	is@Garmco.com! [ Log Out	] [ Contact Us ] [ Supplier'	s User Manual
lished RFQs Profile									
RFQ No. 40067	388								
Supplier Name			Closing Date	03 Feb 2014 23:	59 GMT +3				
Last Updated By Supplier's Statu			Last Date Updated	Open for Bidding					
	BAHRAIN DINAR.	- Q	Juoted Delivery Terms	<u> </u>	,				
Validity Period	t to the second		Delivery Time (Days)	30					
Delivery Poin			Payment Terms						
	MOHAMED A.RAHMAN MOH	HAMED AMEEN	. synche remis						
	the right using the horizo								
	cription	Extended Description Att	File Required achment Quantity		Quoted Unit Price	Supplier's Attachment	Supplier's Item Code	Manufacturer's Code	Remarks /
I GAF	RMCO Part No: 32104-0009,	U	0	Z EA		U			
									)
ubmit My Bid	Print RFQ Print My	y Bid <	<< Back						
	·						Prov. 4 I	rt © 2010 ~ 2013 Gulf Aluminium Ro 0 ICT Department (Best viewed with	allian Mill Co. R.C.C

Figure 9: Place your Bid page

- You are allowed to bid on all orders or partial only.
- To view the full description of the order line, click the paper clip icon displayed in the "Extended Description" column.
- To view the attachments, click the paper clip icon displayed in the "File Attachment" column.
- To add an attachment, click the paper clip icon displayed in the "Supplier's Attachment" column. A new page will be shown on the screen. To add a file, click the **Upload a File** button. Click **Select** button to browse for the desired file. Finally, click the **Upload** button to upload the file atachment and complete the process. (*Please refer to Figure 10: RFQ Attachment Part 1 and Figure 11: RFQ Attachment Part 2*)

File Edit View Favorites Tools Help	
Be B Suggested Sites ▼ B Get more Add-ons ▼	
GARMCO e-Tendering System	Tuesday, 28 January 2014 08:43:40
وارجار GARMCO GULF ALUMINIUM ROLLING MILL CO. B.S.C. ©	Welcome Ervin.brosas@Garmco.com! [Log Out][Contact Us][Supplier's User Manual]
Published RFQs Profile	
RFQ Attachment	- 8 💌
Create Text Upload a File Save Cancel Delete	
No Media Object	
Found	
Submit Clear All Back	
	Convicient @ 2010 ~ 2013 Gulf Aluminium Rolling Mill Co. R. S. C. &
	Copyright © 2010 ~ 2013 Gulf Aluminium Rolling Mill Co. B.S.C. © Powered By GARMCO ICT Department (Best viewed with 1024x768 resolution)

Figure 10: RFQ Attachment – Part 1

Create Text     Upload a File     Save     Cancel     Delete       No Media Object     Maximum size per file is 10HB (10240KB) only.     Select       Found     Upload     Select	📄 RFQ Attachment		- 8 🗙
Found Maximum size per file is 10HB (10240KB) only. Select	Create Text Uploa	d a File Save Cancel Delete	
<ul> <li>Procedure to upload a file:</li> <li>Select a file using the Select Button</li> <li>A message will prompt if the file exceeded the allowed maximum filesize. Click the Remove link to clear the unsuccessful uploaded file and start all over again</li> <li>Click the Upload button</li> <li>You may also click the Remove link if you decide to change the file that you are going to upload</li> </ul>	No Media Object	Maximum size per file is 10HB (10240KB) only.       Select         Upload       Select         Procedure to upload a file:       Select a file using the Select Button         • Select a file using the Select Button       • A message will prompt if the file exceeded the allowed maximum filesize. Click the Remove link to clear the unsuccessful uploaded file and start all over again         • Click the Upload button       • Click the Upload button	
Submit Clear All Back			×

Figure 11: RFQ Attachment page – Part 2

• To add other offer, scroll to the right side of the Order Detail grid until you find the "Alternative Offers" column. Click the **Add** button to open the Alternative Offer page (*please refer to Figure 12: Alternative Offer page*). Click **Add new alternative offer** button to add new offer record in the grid. Click **Submit** button to complete the process.

GARMCO e-Tendering Sys	tem				Thursday	, 30 January 2014 11:35:49
GARMED GULF ALUMINIUM ROLLING MILL CO. B.S.	C. ©					
Published RFQs Profile						
<b>—</b>						- 🖻 💌
Alternative Offer	Descriptio	on GARMCO Part No: 20301-0014		-OP IT 841-260 I		
Required Quantity 1	Unit of Measur		F, DRIVE UNIT, COMPLETE, F	-UK LI, 041-200, I	FOR CRANE F20301.	
Quoted Quantity 1	Quoted Unit Pric					
Supplier's Item Code test code	Manufacturer's Cod	le text manufacturer				
Remarks / Deviation test bid only						
Note: Please scroll to the right using the horizontal s	crollbar if you cannot s	ee the whole records.				
🖶 Add new alternative offer						
Description	Quoted Quantity Unit o	of Measure	Quoted Unit Price	Supplier's Attachment	Quoted Currency	
X Test offer	1 EAC	H	75	Ø	BAHRAIN DINAR.	-
						Þ
Submit Clear All Back						

Figure 12: Alternative Offer page

• Click the **Submit My Bid** button to submit your bid for processing. You may also click the **Print My Bid** button if you want to have a printout of your current bid.

	e-Tendering Syste	m						Thursday, 30 Janua	ary 2014 11:32:12
<i>جار مڪو</i> GULF ALUMIN	NUM ROLLING MILL CO. B.S.C. @	٥				Welcome Ervin.brosas@Ga	rmco.com! [Log Ol	t] [ Contact Us] [ Supplier's	s User Manual ]
Published RFQs Profile									
	67895								
Supplier Name ICT Last Updated By Supplier's Status		Last Da	ate Updated	2 Feb 2014 23:59 G pen for Bidding	:MT +3				
Quoted Currency B/	AHRAIN DINAR.	Quoted Del	ivery Terms	Ex Works	•				
Validity Period		Delivery	Time (Days) <mark>3</mark>	0					
Delivery Point		-	ment Terms						
	YED HASAN EBRAHIM SHARAF EBR right using the horizontal scroll		ot see the wh	ole records.					
Order Detail Other Ch	harges								
Line No. De	escription	Extended Description	File Attachment	Required Quantity	Unit of Measure	Quoted Unit Price	Supplier's Attachment	Supplier's Item Code	Manufact
× 1 G/	ARMCO Part No: 20301-0014F, DRI	Ø	0	1	EA	150	Ø	test code	text manu
									•
Submit My Bid Prin	t RFQ Print My Bid	<< Back							

Figure 13: Submitting your bid

• After clicking the **Submit My Bid** button, a pop-up window will be shown on your screen to notify you about the successful submission of your bid. At the same time, an email will be sent to you with an attachment that shows information about your bid.

GARMCO e-Tendering Syste	m				
جار م حکو GARMCO GULF ALUMINIUM ROLLING MILL CO. B.S.C. @					
Published RFQs Profile					
RFQ No. 40067895					
Supplier Name ICT Test	Closing Date 02 Feb 2014 23:59 GMT +3				
Last Updated By	Last Date Updated				
Supplier's Status	Order Status Open for Bidding				
Quoted Currency BAHRAIN DINAR.	Quoted Delivery Terms Ex Works				
Validity Period 28/02/2014	Delivery Time (Days) 30				
Delivery Point Manama	Payment Terms Cash				
Buyer SAYED HASAN EBRAHIM SHARAF EBRA	AHIM				
Note: Please scroll to the right using the horizontal scroll	par if you cannot see the whole records.				
Order Detail Other Charges					
Extended	A	-	Supplier's		
Description Description			Attachment	Supplier's Item Code	Manufacturer's Code
X GARMCO Part No: 20301-0014F, DRI 📎	Your bid has been submitted successfully, and an e-		Ø	test code	text manufacturer
4	mail regarding your quote has been sent to you for review.				Þ
Submit My Bid Print RFQ Print My Bid					(
	ОК	-			

Figure 14: Notification for the successful submission of your bid

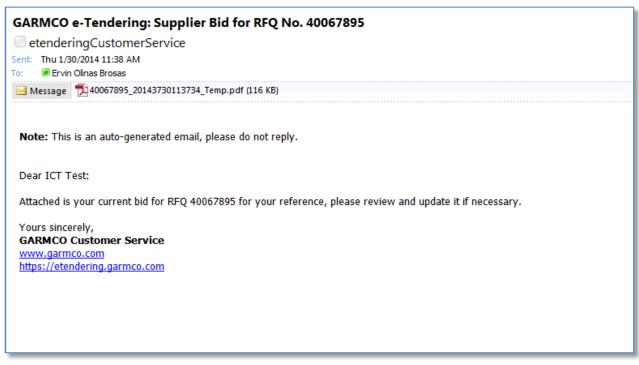


Figure 15: Sample email message sent upon submission of your bid

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## How to Modify Your Current Bid?

- From the Published RFQs page, click the "Quoted RFQs (Open for Bidding)" tab.
- Select the desired RFQ and then click the **Re-bid** link.

ATO GA	RMCO e-Tenderin	g System				Tuesd	ay, 28 January 2014 09:34
جارمڪو GARMCO GULF	FALUMINIUM ROLLING MILL	CO. B.S.C. ©			[ Lo	g Out][Contact Us][	Supplier's User Manua
Published RFQs	Profile						
Search Fi RFQ Descript	No.	Closing Date	· ~	E			
	Search Reset	: Criteria					
ease use the tal	bs below.	lifferent RFQs that were publishe	d as well as you have	participated with.			
ease use the tal Open RFQs			<b>d as well as you have</b> Date Published	participated with.	Total Order Lines	Status	
	Augusted RFQs (Open for Bidding) RFQ No. Buyer	lifferent RFQs that were publishe				Status Open for Bidding	
Open RFQs Re-Bid	Sadding Sa	lifferent RFQs that were publishe Quoted RFQs (Closed for Bidding)	Date Published	Closing Date (GMT +3)	2		
Open RFQs Re-Bid	Sabelov,	lifferent RFQs that were publishe Quoted RFQs (Closed for Bidding) DULHAMEED MOHAMED SALEH	Date Published 05 Jan 2014	Closing Date (GMT +3) 03 Feb 2014 23:59	2	Open for Bidding Open for Bidding	

Figure 16: Quoted RFQs (Open for Bidding) tab

- The "Update your Bid" page will be shown on the screen (*refer to Figure 17: Update your Bid page*). Modify the desired row in the "Order Detail" grid. You can also update the information that you have supplied in the "Other Charges" grid.
- Click the **Update My Bid** button to submit the changes and complete the process.

ublished RFQs	F ALUMINIUM ROLLING MILL CO Profile	J. D.3.C. C		-				[ Lõg Out	: ] [ Contact Us ] [ Supplier'	s User Ma
RFQ No.	40067825									
Supp	lier Name ICT Test	Closing Date 03 Feb 2014 23:59 GMT +3								
Last Updated By Koshy Supplier's Status Bid Submitted Quoted Currency POUND STERLING Validity Period 31/01/2014		Last Date Updated 15 Jan 2014 19:42 Order Status Open for Bidding								
		Quoted Delivery Terms		45						
		Delivery Time (Days) Payment Terms								
lote: Please so Order Detail	roll to the right using the horizo Other Charges	ntal scrollba	ar if you cann	ot see the	whole record	s.				
Line N	o. Description	Extended Description	File Attachment	Required Quantity		Quoted Unit Price	Supplier's Attachment	Supplier's Item Code	Manufacturer's Code	Rem
	1 GARMCO Part No: 63280-0036,	0	Ø	2	4 EA	114	0			225
×		Ø	Ø	16	5 EA	85	0			22
	2 GARMCO Part No: 23301-0027,									

Figure 17: Update your Bid page

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