



Gulf Aluminium Rolling Mill Company

GARMCO E-Tendering System Guideline

Frequently Asked Questions

How to Login to the E-Tendering System?	2
How to Recover Your Password?.....	3
How to Register to the E-Tendering System?.....	3
How to View Published Quotations/RFQs?	5
How to Place Your Bid?.....	6
How to Modify Your Current Bid?	11

How to Login to the E-Tendering System?

- Open any internet browser then go to <http://etendering.garmco.com/>

GARMCO e-Tendering System
Monday , 27 January 2014 13:54:51
[Log In] [Register] [Contact Us] [Supplier's User Manual]

Login
e-Mail Address
Password
wv8mk
Generate New Image
Type the code from the image
(It is not case-sensitive)
Remember Me? Sign In
Forgot your password?
Do you have an account already? Register, it's easy and it's free!!!

GARMCO e-Tendering is the tool that you need for placing your bids at the touch of your finger tips...
24 hours a day, 7 days a week

Copyright © 2010 ~ 2013 Gulf Aluminium Rolling Mill Co. B.S.C. ©
Powered By GARMCO ICT Department (Best viewed with 1024x768 resolution)

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 captcha 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.

[GO TO TOP](#)

How to Recover Your Password?

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

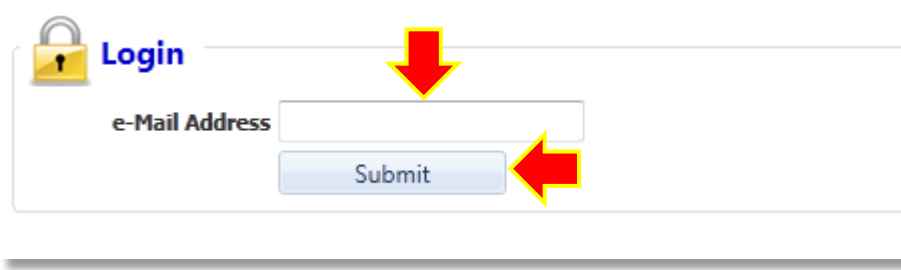


Figure 2: Forgot Password page

- 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.

[GO TO TOP](#)

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.

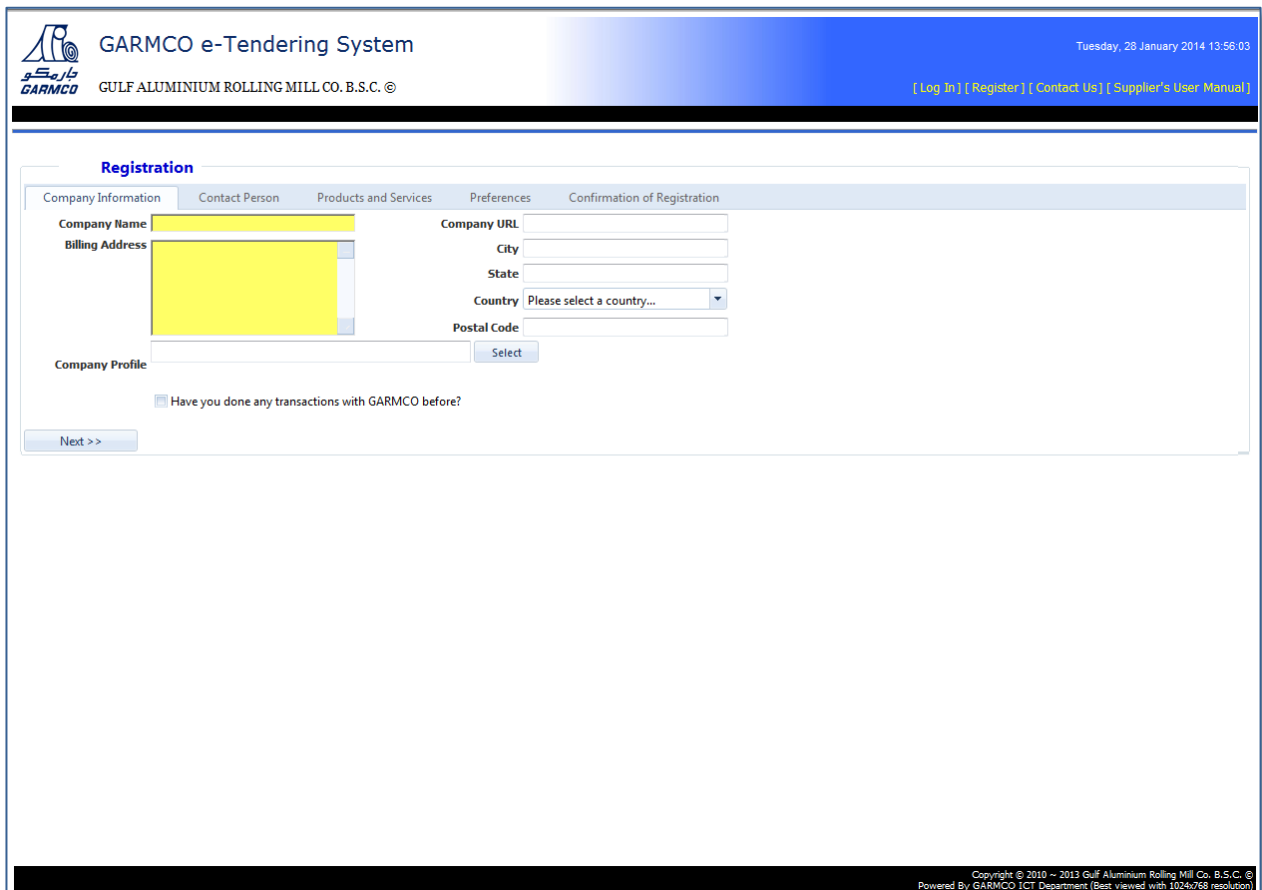


Figure 3: Registration Form

- 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.

The screenshot shows the 'Registration' page of the GARMCO e-Tendering System. The page is divided into five tabs: 'Company Information', 'Contact Person', 'Products and Services', 'Preferences', and 'Confirmation of Registration'. The 'Products and Services' tab is active, displaying a list of product categories. A note at the top states: 'Note: Please add at least one Product/Service by clicking the box. Click on the description of each item to view a detailed list.' The categories are arranged in a grid, each with a checkbox. A 'Click to view' button is located below the 'Environmental Services' category. Navigation buttons for '<< Previous' and 'Next >>' are at the bottom left.

Figure 4: Registration Form – Products and Services section

The screenshot shows a 'Supplier Products/Services Lookup...' window. It displays a tree view of product categories. The root category is 'Live Plant and Animal Material and Acces', which is expanded to show several sub-categories, all of which have their checkboxes checked. These sub-categories include: 'Live animals', 'Livestock', 'Birds and fowl', 'Live fish', 'Shellfish and aquatic invertebrates', 'Insects', 'Wild animals', 'Domestic pet products', 'Animal feed', 'Animal containment and habitats', 'Saddlery and harness goods', 'Seeds and bulbs and seedlings and cuttin', 'Floriculture and silviculture products', 'Fertilizers and plant nutrients and herb', and 'Pest control products'. At the bottom of the window, there are 'Submit' and '<< Back' buttons. A red arrow points to the 'Submit' button.

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.

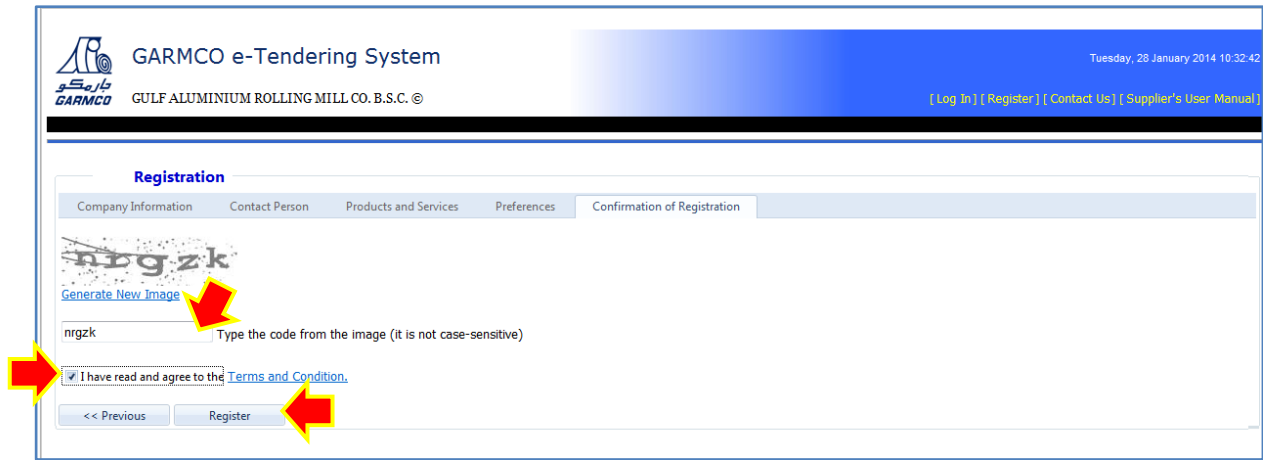


Figure 6: Registration Form – Confirmation of Registration section

[GO TO TOP](#)

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.

Open 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

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:
 - Open RFQS – shows RFQs that are available for bidding
 - Quoted RFQs (Open for Bidding) – shows RFQs that are not yet closed for bidding wherein you have placed your bid.
 - 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.

[GO TO TOP](#)

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.

The screenshot shows the GARMCO e-Tendering System interface. At the top, there is a header with the GARMCO logo and the text "GARMCO e-Tendering System" and "GULF ALUMINIUM ROLLING MILL CO. B.S.C. ©". The date and time are "Thursday, 30 January 2014 11:19:28". There are links for "Welcome Ervin.brosas@garmco.com!", "[Log Out]", "[Contact Us]", and "[Supplier's User Manual]".

Below the header, there are tabs for "Published RFQs" and "Profile". The "Published RFQs" tab is selected. There is a search filter section with fields for "RFQ No.", "Closing Date", and "Description", and buttons for "Search" and "Reset Criteria".

Below the search filter, there is a message: "Please use the tabs below to navigate to the different RFQs that were published as well as you have participated with." There are three tabs: "Open RFQs", "Quoted RFQs (Open for Bidding)", and "Quoted RFQs (Closed for Bidding)". The "Open RFQs" tab is selected.

The table below shows the list of RFQs:

	RFQ No.	Buyer	Date Published	Closing Date (GMT +3)	Total Order Lines	Status
▶ Bid	40067870	AMMAR ABBAS ALI HUSSAIN ALI	07 Jan 2014	31 Jan 2014 23:59	2	Open for Bidding
▶ Bid	40067871	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	40067897	SAYED HASAN EBRAHIM SHARAF EBRA...	14 Jan 2014	02 Feb 2014 23:59	3	Open for Bidding
▶ Bid	40067901	SAYED HASAN EBRAHIM SHARAF EBRA...	14 Jan 2014	02 Feb 2014 23:59	2	Open for Bidding
▶ Bid	40067906	MOHAMED A.RAHMAN MOHAMED A...	27 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	5	Open for Bidding
▶ Bid	40067913	AYMAN ABDULHAMEED MOHAMED S...	14 Jan 2014	03 Feb 2014 23:59	1	Open for Bidding
▶ Bid	40067914	AYMAN ABDULHAMEED MOHAMED S...	14 Jan 2014	03 Feb 2014 23:59	1	Open for Bidding
▶ Bid	40067917	AYMAN ABDULHAMEED MOHAMED S...	14 Jan 2014	03 Feb 2014 23:59	1	Open for Bidding

At the bottom of the table, there are navigation controls: "Page size: 10" and "67 items in 7 pages".

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.

GARMCO e-Tendering System
 GULF ALUMINIUM ROLLING MILL CO. B.S.C. ©
 Tuesday, 28 January 2014 08:25:01
 Welcome Ervin.brosas@garmco.com! [Log Out] [Contact Us] [Supplier's User Manual]

Published RFQs Profile

RFQ No. 40067388

Supplier Name: ICT Test
 Closing Date: 03 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: [] Delivery Time (Days): 30
 Delivery Point: [] Payment Terms: []
 Buyer: MOHAMED A. RAHMAN MOHAMED AMEEN

Note: Please scroll to the right using the horizontal scrollbar if you cannot see the whole records.

Line No.	Description	Extended Description	File Attachment	Required Quantity	Unit of Measure	Quoted Unit Price	Supplier's Attachment	Supplier's Item Code	Manufacturer's Code	Remarks / I
1	GARMCO Part No: 32104-0009,...			2	EA					

Submit My Bid Print RFQ Print My Bid << Back

Copyright © 2010 - 2013 Gulf Aluminium Rolling Mill Co. B.S.C. ©
 Powered By GARMCO ICT Department (Best viewed with 1024x768 resolution)

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 attachment and complete the process. (*Please refer to Figure 10: RFQ Attachment – Part 1 and Figure 11: RFQ Attachment – Part 2*)

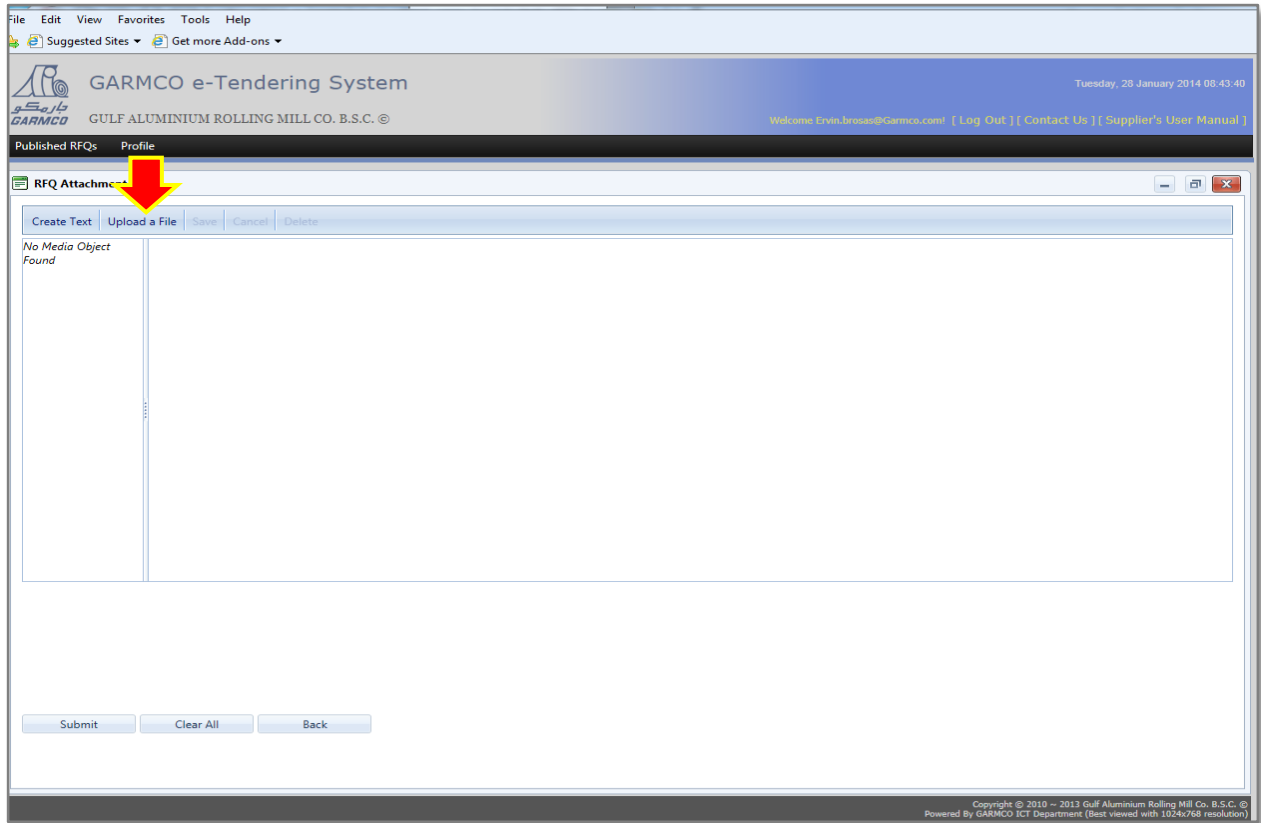


Figure 10: RFQ Attachment – Part 1

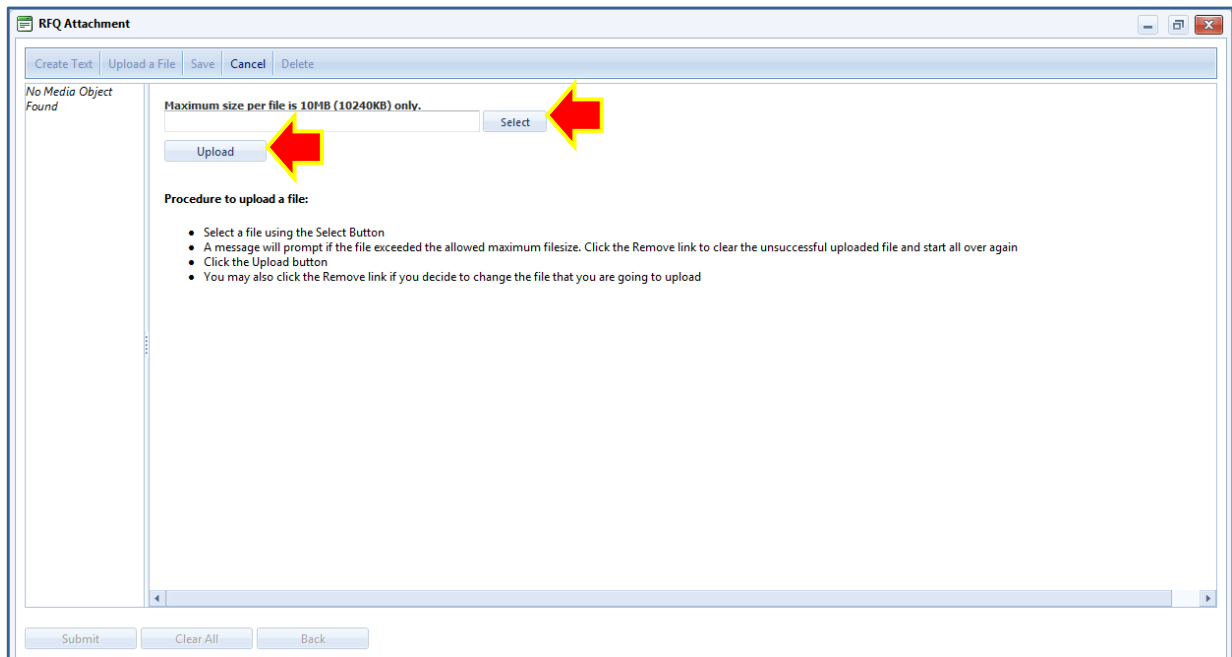


Figure 11: RFQ Attachment page – Part 2

- 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 System
 Thursday, 30 January 2014 11:35:49
 Welcome Ervin.brosas@Garmco.com! [Log Out] [Contact Us] [Supplier's User Manual]

Published RFQs Profile

Alternative Offer

Item Code Description GARMCO Part No: 20301-0014F, DRIVE UNIT, COMPLETE, FOR LT, 841-260, FOR CRANE F20301.
 Required Quantity 1 Unit of Measure EA
 Quoted Quantity 1 Quoted Unit Price 150
 Supplier's Item Code test code Manufacturer's Code text manufacturer
 Remarks / Deviation test bid only

Note: Please scroll to the right using the horizontal scrollbar if you cannot see the whole records.

+ Add new alternative offer

Description	Quoted Quantity	Unit of Measure	Quoted Unit Price	Supplier's Attachment	Quoted Currency
Test offer	1	EACH	75		BAHRAIN DINAR.

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.

GARMCO e-Tendering System
 Thursday, 30 January 2014 11:32:12
 Welcome Ervin.brosas@Garmco.com! [Log Out] [Contact Us] [Supplier's User Manual]

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 Delivery Time (Days) 30
 Delivery Point Payment Terms
 Buyer SAYED HASAN EBRAHIM SHARAF EBRAHIM

Note: Please scroll to the right using the horizontal scrollbar if you cannot see the whole records.

Order Detail Other Charges

Line No.	Description	Extended Description	File Attachment	Required Quantity	Unit of Measure	Quoted Unit Price	Supplier's Attachment	Supplier's Item Code	Manufact
1	GARMCO Part No: 20301-0014F, DRI...			1	EA	150		test code	text manu

Submit My Bid Print 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.

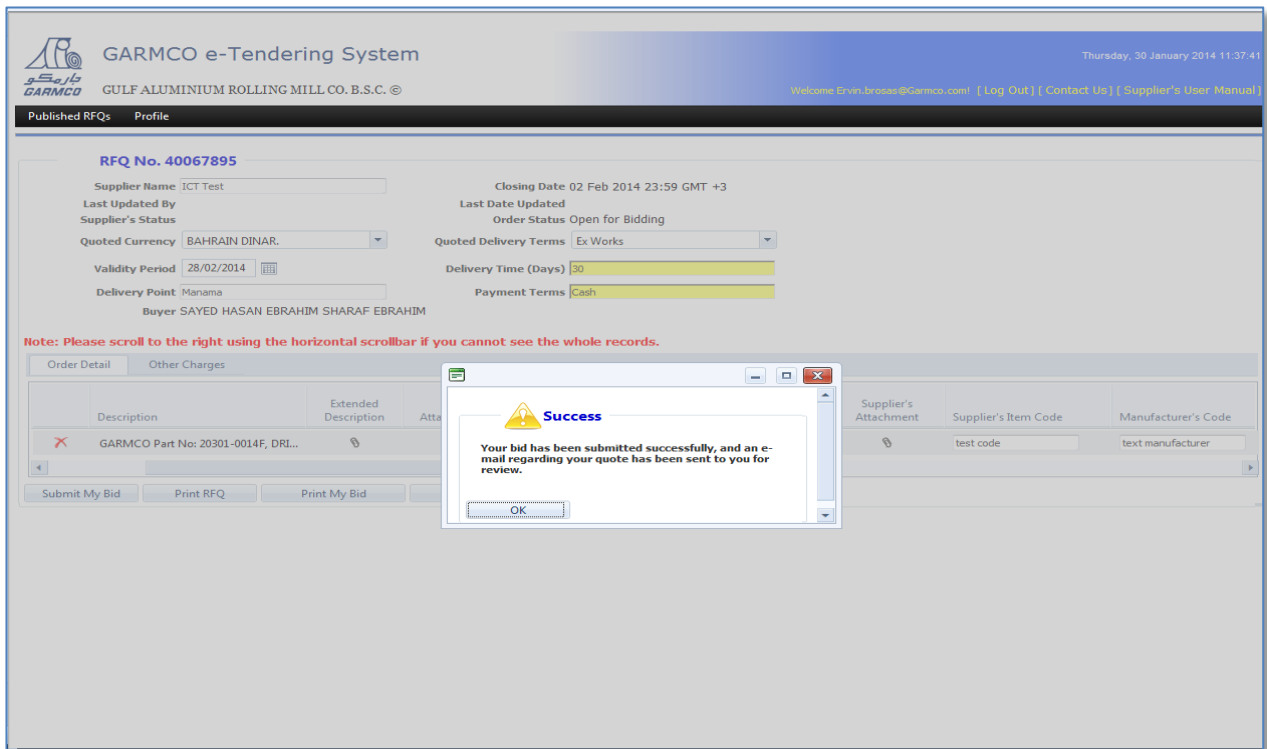


Figure 14: Notification for the successful submission of your bid

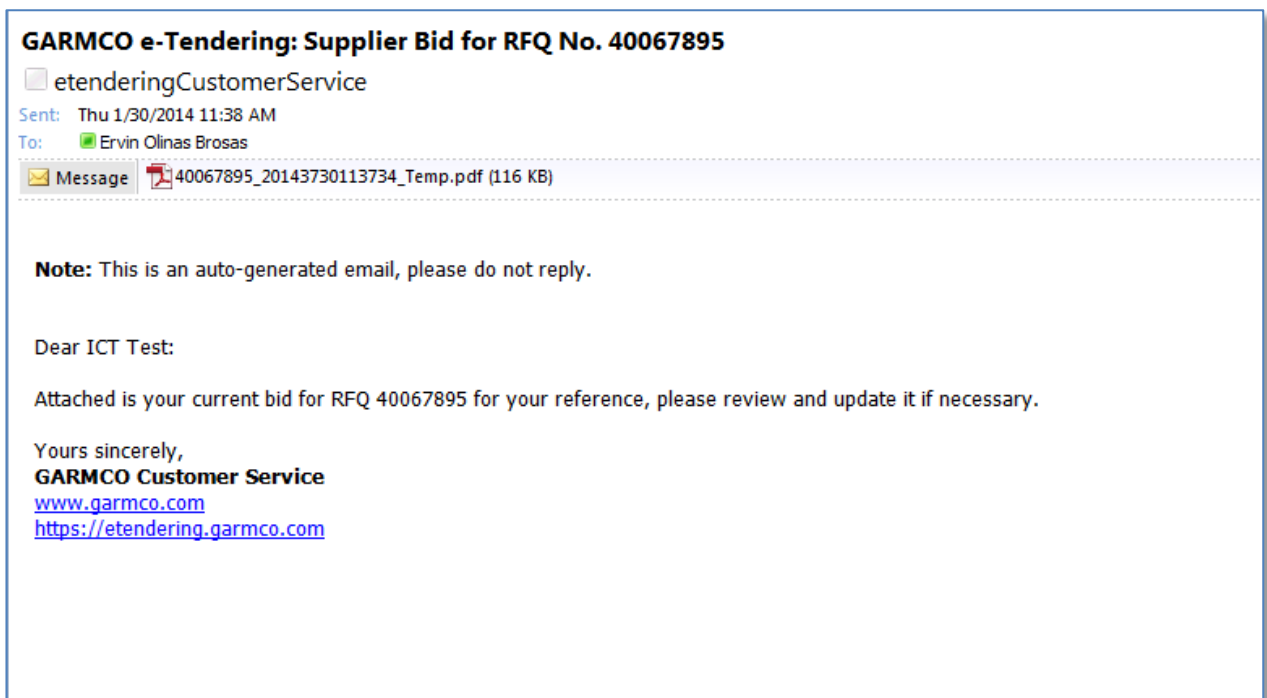


Figure 15: Sample email message sent upon submission of your bid

[GO TO TOP](#)

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.

GARMCO e-Tendering System
 GULF ALUMINIUM ROLLING MILL CO. B.S.C. ©
 Tuesday, 28 January 2014 09:34:27
 [Log Out] [Contact Us] [Supplier's User Manual]

Published RFQs Profile

Search Filters

RFQ No. Closing Date ~

Description

Please use the tabs below to navigate to the different RFQs that were published as well as you have participated with.

Open RFQs	Quoted RFQs (Open for Bidding)	Quoted RFQs (Closed for Bidding)																								
	<table border="1"> <thead> <tr> <th>RFQ No.</th> <th>Buyer</th> <th>Date Published</th> <th>Closing Date (GMT +3)</th> <th>Total Order Lines</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Re-Bid 40067825</td> <td>AYMAN ABDULHAMEED MOHAMED SALEH</td> <td>05 Jan 2014</td> <td>03 Feb 2014 23:59</td> <td>2</td> <td>Open for Bidding</td> </tr> <tr> <td>Re-Bid 40067870</td> <td>AMMAR ABBAS ALI HUSSAIN ALI</td> <td>07 Jan 2014</td> <td>31 Jan 2014 23:59</td> <td>2</td> <td>Open for Bidding</td> </tr> <tr> <td>Re-Bid 40067947</td> <td>AMMAR ABBAS ALI HUSSAIN ALI</td> <td>19 Jan 2014</td> <td>28 Jan 2014 23:59</td> <td>1</td> <td>Open for Bidding</td> </tr> </tbody> </table>	RFQ No.	Buyer	Date Published	Closing Date (GMT +3)	Total Order Lines	Status	Re-Bid 40067825	AYMAN ABDULHAMEED MOHAMED SALEH	05 Jan 2014	03 Feb 2014 23:59	2	Open for Bidding	Re-Bid 40067870	AMMAR ABBAS ALI HUSSAIN ALI	07 Jan 2014	31 Jan 2014 23:59	2	Open for Bidding	Re-Bid 40067947	AMMAR ABBAS ALI HUSSAIN ALI	19 Jan 2014	28 Jan 2014 23:59	1	Open for Bidding	
RFQ No.	Buyer	Date Published	Closing Date (GMT +3)	Total Order Lines	Status																					
Re-Bid 40067825	AYMAN ABDULHAMEED MOHAMED SALEH	05 Jan 2014	03 Feb 2014 23:59	2	Open for Bidding																					
Re-Bid 40067870	AMMAR ABBAS ALI HUSSAIN ALI	07 Jan 2014	31 Jan 2014 23:59	2	Open for Bidding																					
Re-Bid 40067947	AMMAR ABBAS ALI HUSSAIN ALI	19 Jan 2014	28 Jan 2014 23:59	1	Open for Bidding																					

Page size: 10 3 items in 1 pages

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.

GARMCO e-Tendering System
 GULF ALUMINIUM ROLLING MILL CO. B.S.C. ©
 Tuesday, 28 January 2014 09:30:53
 [Log Out] [Contact Us] [Supplier's User Manual]

Published RFQs Profile

RFQ No. 40067825

Supplier Name: ICT Test Closing Date: 03 Feb 2014 23:59 GMT +3
 Last Updated By: Koshy Last Date Updated: 15 Jan 2014 19:42
 Supplier's Status: Bid Submitted Order Status: Open for Bidding
 Quoted Currency: POUND STERLING Quoted Delivery Terms: Ex Works
 Validity Period: 31/01/2014 Delivery Time (Days): 45
 Delivery Point: uk Payment Terms: 30 days
 Buyer: AYMAN ABDULHAMEED MOHAMED SALEH

Note: Please scroll to the right using the horizontal scrollbar if you cannot see the whole records.

Order Detail Other Charges

Line No.	Description	Extended Description	File Attachment	Required Quantity	Unit of Measure	Quoted Unit Price	Supplier's Attachment	Supplier's Item Code	Manufacturer's Code	Remarks / I
1	GARMCO Part No: 63280-0036,...			4	EA	114				22589 - pe
2	GARMCO Part No: 23301-0027,...			16	EA	85				22589 - pe

Figure 17: Update your Bid page

GO TO TOP