How to Create a Quotation Against Negotiation

1. Go to the login page using: and provide your login details
https://isupplier.tra.gov.ae:4443

2. The following screen will appear once you login successfully
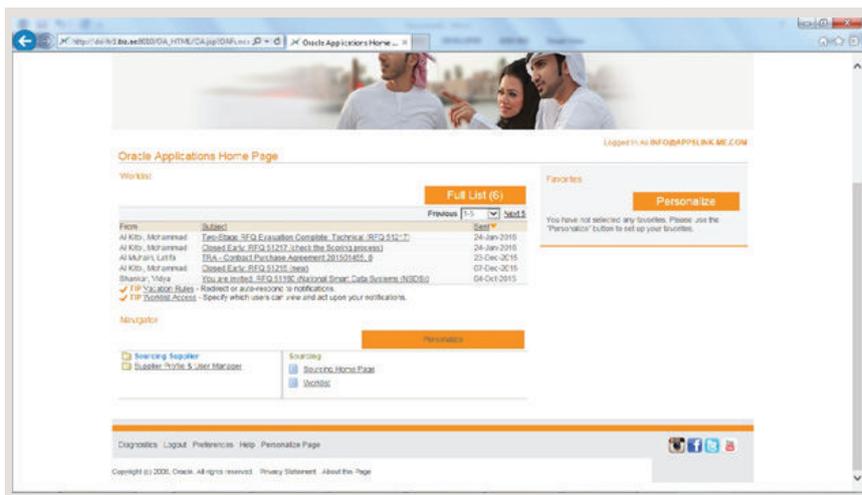
3. Click on the "Sourcing Supplier as appearing in left half of your browser page and then click on "Sourcing Home page" . (i.e. Highlight blue as below)
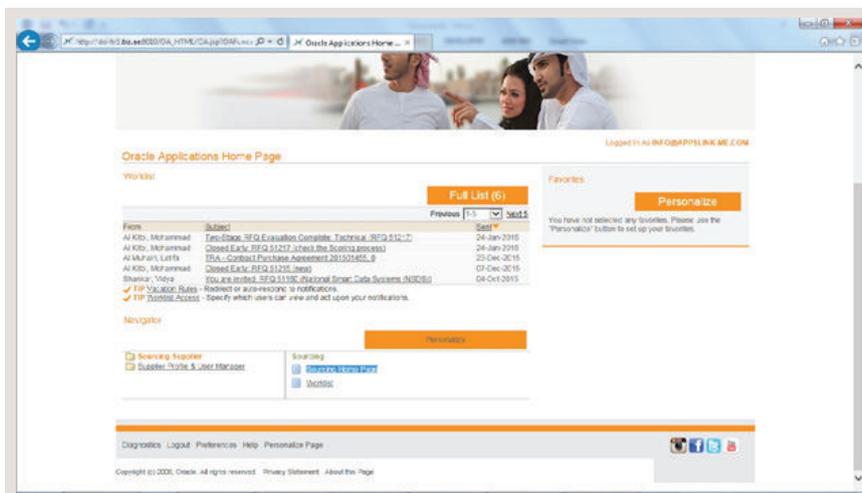
4. The following screen will appear
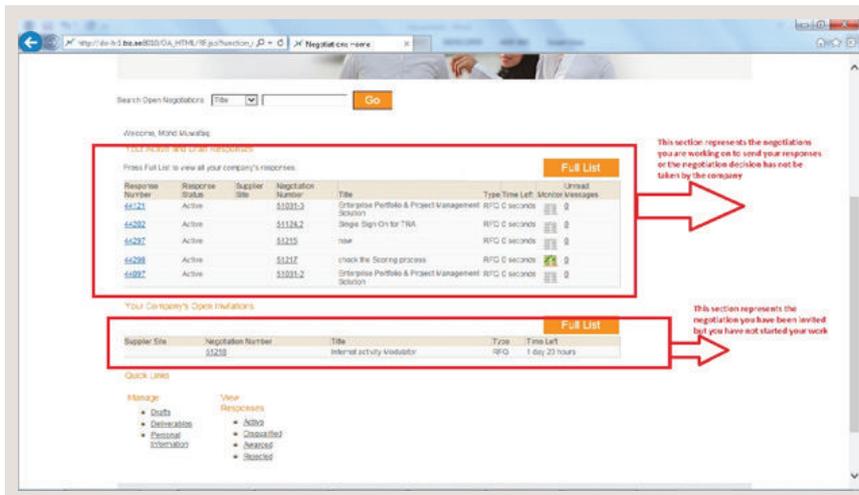
5. Click on the new "Negotiation Number" against which you want to review and or submit the quotation responses
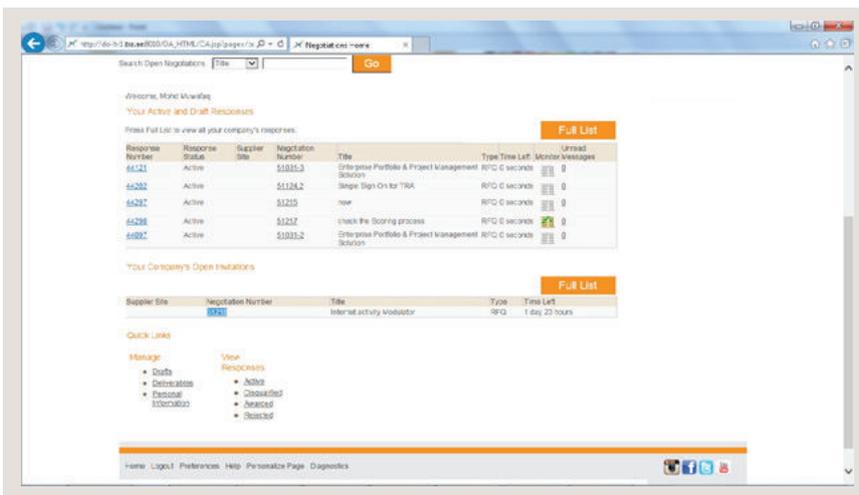
6. System will open the negotiation details as follows. You can review and download the requirement as attached here.

7. If you are ready to create and send your quotation response, select "Create Quote" from above Action list of value and press go button

8. Fill in the header level information and attach the documents as required in Negotiation e.g Provide;
• Quote Valid date,
• Your internal reference for this quote, • Any specific note to buyer
• Document Attachment as required in Negotiation
• Response to the requirement to this negotiation
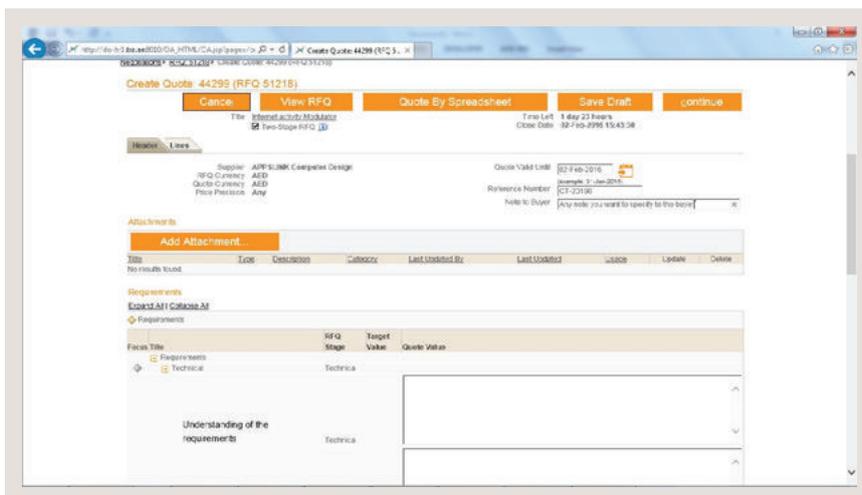
9. Click on "Line" tab to provide the "Price" related information against the products/Service under negotiation.
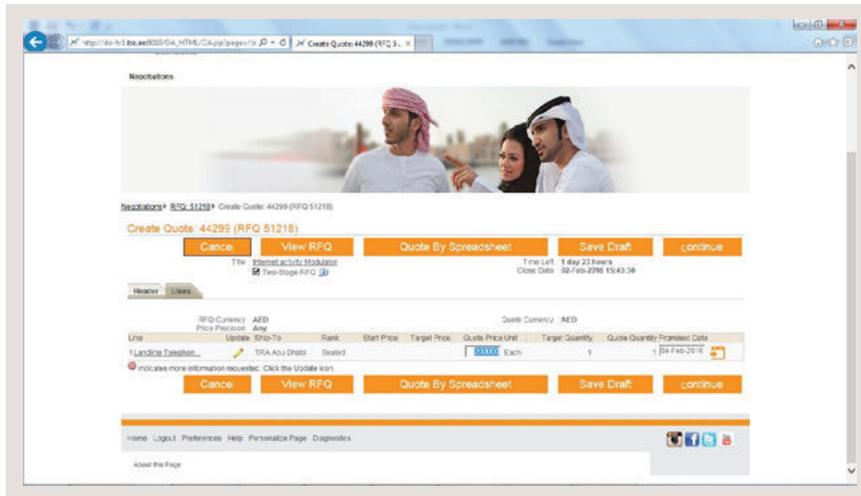
10. One you are done with all the information and want to send the quote to the Company Click on Continue button and press the "Submit" button
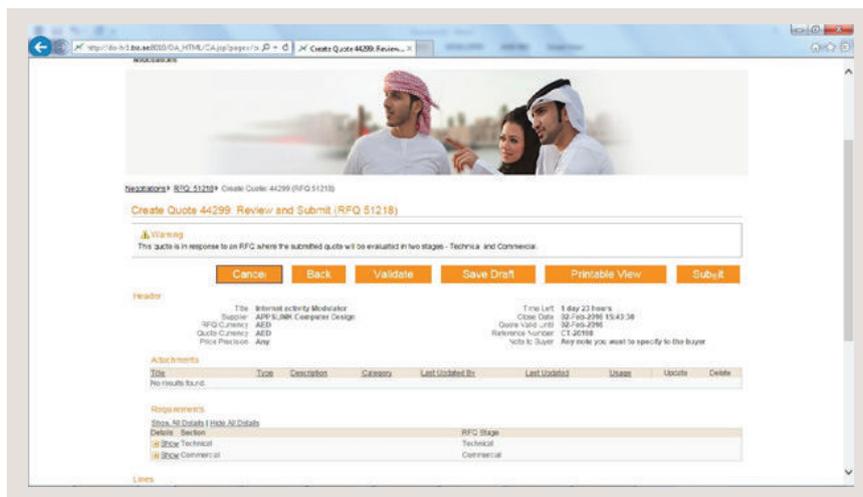
11. System will give you the confirmation message whether you Quotation has been forward for evaluation against the negotiation.