



التجاري وفا بنك
Attijariwafa bank



Supplier Guide



Agenda

Please refer to the section that corresponds to your case:

A – New Supplier AWB

B – Supplier whose account has been resumed and received the email account activation

C – Supplier whose account has been resumed and has not received the email account activation

D – Managing your account on the portal

E – Reply to an RFQ (By invitation only)

F – Supplier requests



Agenda

A – New Supplier AWB

A1 – Self Registration

A2 – Receipt of the confirmation email and first connection

A1 – Self Registration

A supplier can apply for self-registration from the ATTIJARI e-Sourcing portal home page via the following URL:

<https://attijari-sourcing.attijariwafabank.com>

- Click on « Registration »

The supplier has assistance if needed

Change Language

التجاري وفا بنك
Attijariwafa bank

Attijari
Sourcing

Need help?
Moroccan supplier 05 22 54 43 00
International supplier +33 1 46 09 56 72
attijari-sourcing@jaggaer.com

USER ACCESS
Username
Password
Forgot Password?

Welcome to your « Attijari Sourcing » Platform

Suppliers, make yourselves known!
Fill in our registration form with the details of your company and your activity

Register
REGISTRATION


Supplier Guide
Legal notice and terms of use

A1 – Self Registration

- Enter the validation code to complete the security check
- Confirm

Close

Complete the security check by entering the Validation code


Confirm Regenerate

A1 – Self Registration

- It is mandatory to read the General Conditions of Use "CGU" to access the forms of self-registration
- Click on « I do agree » then « Send »

The supplier can download the document

Close

[Adobe PDF file](#)

User Agreement

**« ATTIJARI-SOURCING » PLATFORM
GENERAL TERMS OF USE**

Article 1. Preamble

Attijariwafa bank is a (public) limited company with a Board of Directors and a capital of MAD 2,035,272,260. It is registered in the Register of Trade under the number 333; it is head-quartered in 2, Boulevard Moulay Youssef, Casablanca 20000. Its legal representative is Mohamed EL KETTANI, Chief Executive Officer.

Attijariwafa bank is a Moroccan credit institution approved under the Order of the Minister of Finance and Privatization No. 2269-03, dated 27 Chaoual, 1424 – December 22, 2003 – as amended and supplemented.

The Platform is put online by Attijariwafa bank and can be accessed under <http://attijari-sourcing.attijariwafabank.com>

The Provider acknowledges that the use of the platform requires compliance with all the terms of use as defined herein, and therefore acknowledges having the skills and means necessary to access and use the said Platform.

Article 2. Definitions

Each capitalized term hereunder shall have the meaning given to it in its definition in this article.

"Terms of Use" or "Terms and Conditions" means this very document.

The supplier states to accept the above general conditions

I do agree I do not agree



A1 – Self Registration

- Enter the company data to reference

Registration Data

Registration Data Basic Profile Forms My Category Selection Registration Confirmation

Save Close

Reset

Organisation Details

* Country	UNITED KINGDOM
* Organisation Name	
Trade Name	
* Organisation Legal Structure	---
Dun & Bradstreet	
Company Registration Number	
* EU VAT Number	
* Address	
* Postal Code	

20190204_AWB_DSFD_Dossier de Spécification



Prefixed fields of a red star are mandatory fields of the entry



Identifiers and keys to uniqueness :

- Moroccan companies : ICE
- French companies: SIRET
- European companies : TVA intraco
- Rest of the world: DUNS

A1 – Self Registration

- Enter the data of the main supplier contact

User Details

* Title

* First Name

* Last Name

* Mobile Number
(please enter "+" "country code" and "your mobile phone number" with no spaces)

Fax Number

* Email Address
IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.

* Email Address Validation


* Username
(please do not forget your username)

* Preferred language for use in system interface

As a first step, we recommend entering the main contact's email address and requesting the generation of the validation code. This code makes it possible to validate and make reliable the e-mail addresses

A Validation Code has been sent to the specified email address

OK

 Choose an easy-to-remember identifier

Save

Cancel

- Save this first page of data at the top of the screen

A1 – Self Registration

- Fill out the main data form
- Click on "Save and continue"

Basic Profile Form: Additional data

Registration

Registration Data > Basic Profile Forms > My Category Selection > Registration Confirmation

Save & Continue X Cancel

General informations
Informations Générales

Creation date	• Could you please indicate the creation date	dd/MM/yyyy
Taille de la société	• Merci d'indiquer la taille de la société	Select an Option (S)
Total workforce	• Could you please indicate the total workforce	
Number of permanent managerial staff	• Could you please indicate the number of permanent managerial staff	
Number of permanent employees	• Could you please indicate the number of permanent employees	
CNSS Number (Social Security)	• Could you please indicate the CNSS Number (Social Security)	
the number of the trade register	• Could you please indicate the number of the trade register	
Group affiliation	• Could you please indicate if you are backed by a Group (if yes, please indicate the name of the group and attach a presentation of the group)	
Group Name	• Could you please indicate the Group Name	
Group overview	• Could you please attach the Group overview	+ Click to attach file
STATUS	• Could you please attach a certified copy of your status	+ Click to attach file

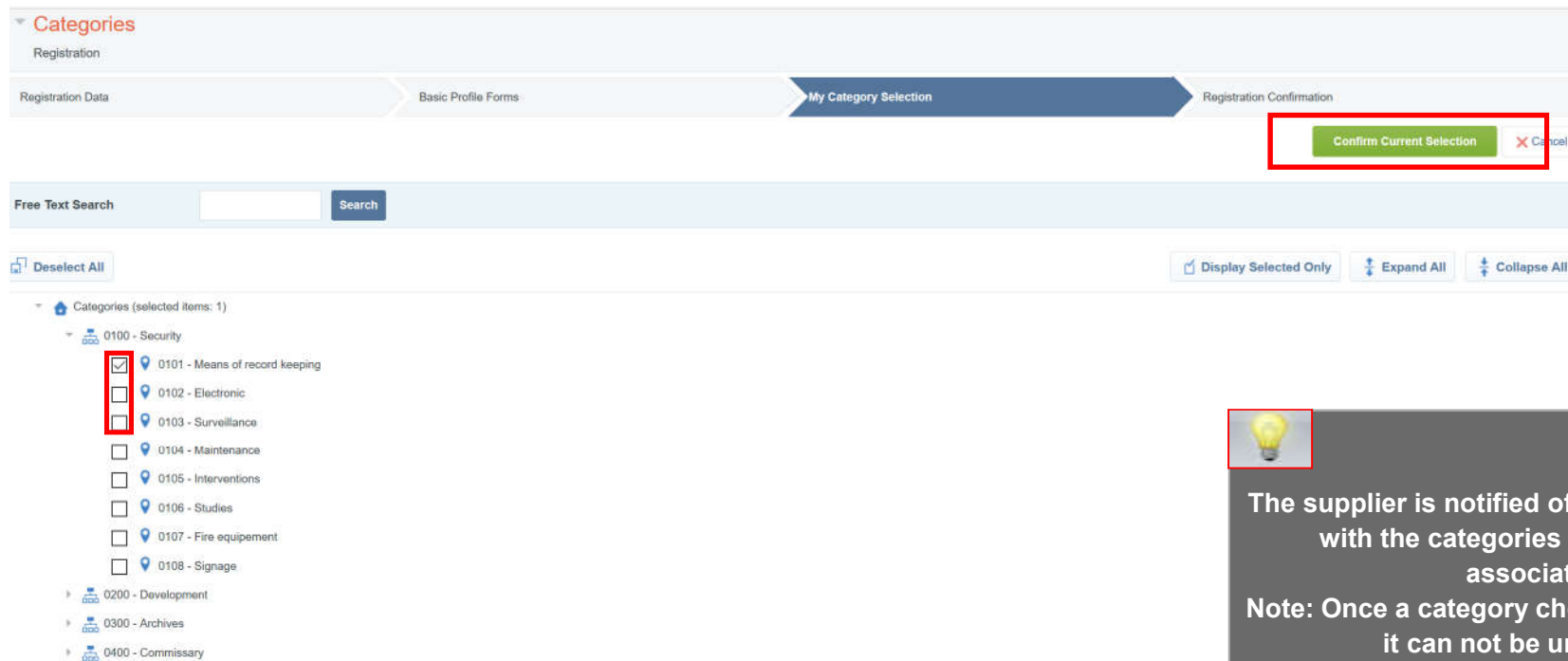


Prefixed fields of a red star are mandatory fields of the entry

Add the attachments requested to support the listing by clicking on "Click to Add File"

A1 – Self Registration

- Select the categories on which you want to work with AWB
- Click on "Confirm current selection"



The screenshot displays a multi-step registration process. The current step is "My Category Selection", which is highlighted in a dark blue arrow. Below the progress bar, there is a search bar with the text "Free Text Search" and a "Search" button. A "Deselect All" button is located on the left, and "Display Selected Only", "Expand All", and "Collapse All" buttons are on the right. The main content area shows a tree view of categories. Under "0100 - Security", the following categories are listed with checkboxes: "0101 - Means of record keeping" (checked), "0102 - Electronic", "0103 - Surveillance", "0104 - Maintenance", "0105 - Interventions", "0106 - Studies", "0107 - Fire equipment", and "0108 - Signage". Other categories like "0200 - Development", "0300 - Archives", and "0400 - Commissary" are also visible. A red box highlights the "Confirm Current Selection" button in the top right corner. Another red box highlights the checked checkbox for "0101 - Means of record keeping".



The supplier is notified of the RFQ associated with the categories with which it is associated.
Note: Once a category chosen by the supplier, it can not be unchecked.

A1 – Self Registration

After self-registration is complete, a message indicates that the registration process has completed and your account has been activated.

Click on "Close window" to leave the platform

Registration Confirmation

Registration Data Basic Profile Forms My Category Selection **Registration Confirmation**

✕ Close Window

✓ The Registration Process is complete. Your account has been activated and an email sent to confirm this.
Log in with your Username and Password to access the platform.



Agenda

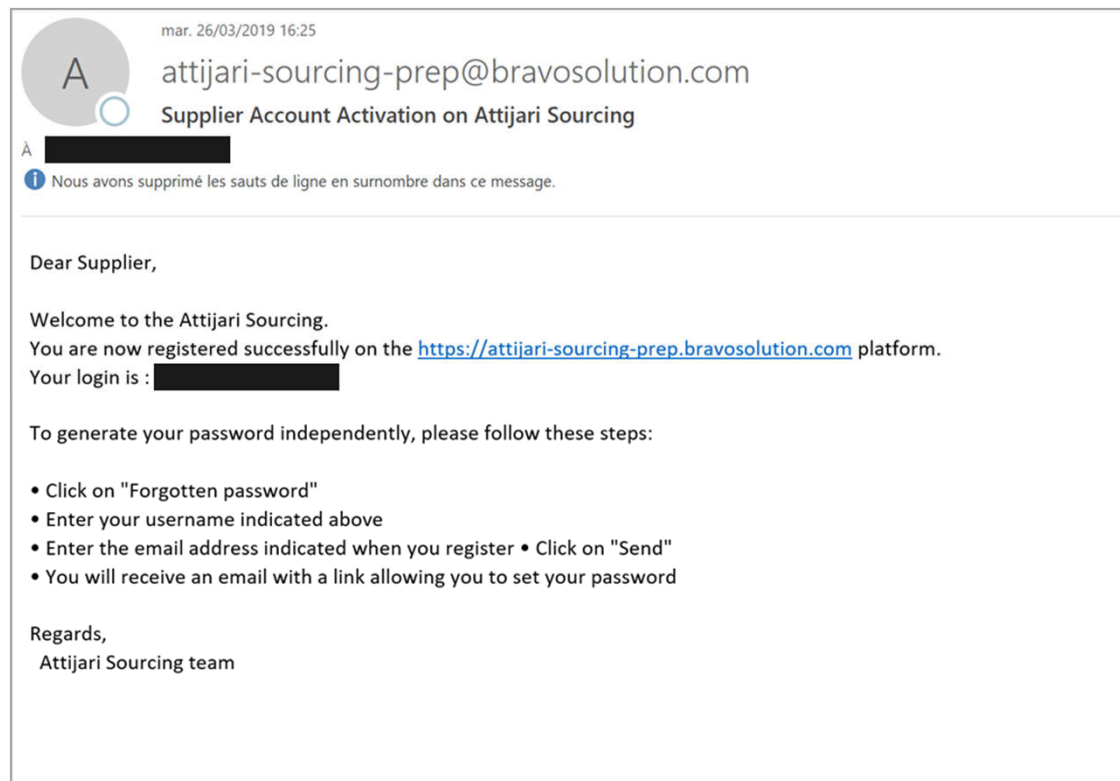
A – New Supplier AWB

A1 – Self Registration

A2 – Receipt of the confirmation email and first connection

A2 - Receipt of the confirmation email and first connection

The self-registered supplier receives an activation notification from his account :



A2- Receipt of the confirmation email and first connection

- The notified supplier accesses the platform via the password reset URL provided in the email and requests a new password
- Click on "Forgot password"

Change Language

التجاري وفا بنك
Attijariwafa bank

Attijari Sourcing

Need help?
Moroccan supplier 05 22 54 43 00
International supplier +33 1 46 09 56 72
attijari-sourcing@jaggaer.com

USER ACCESS
Username
Password
[Forgot Password?](#)

Welcome to your « Attijari Sourcing » Platform

Suppliers, make yourselves known!
Fill in our registration form with the details of your company and your activity

Register

Supplier Guide
Legal notice and terms of use


A2- Receipt of the confirmation email and first connection

- Then, the supplier must enter his username and email entered during the self-registration
- Enter the validation value
- Click on "Submit"

* Username

[Recover Username](#)

* Email



* Validation Value

[Submit](#) [Regenerate](#) [Cancel](#)




Check that the identifier and the email address are identical to those entered in the main contact data of the self-registration form



[Login Page](#)

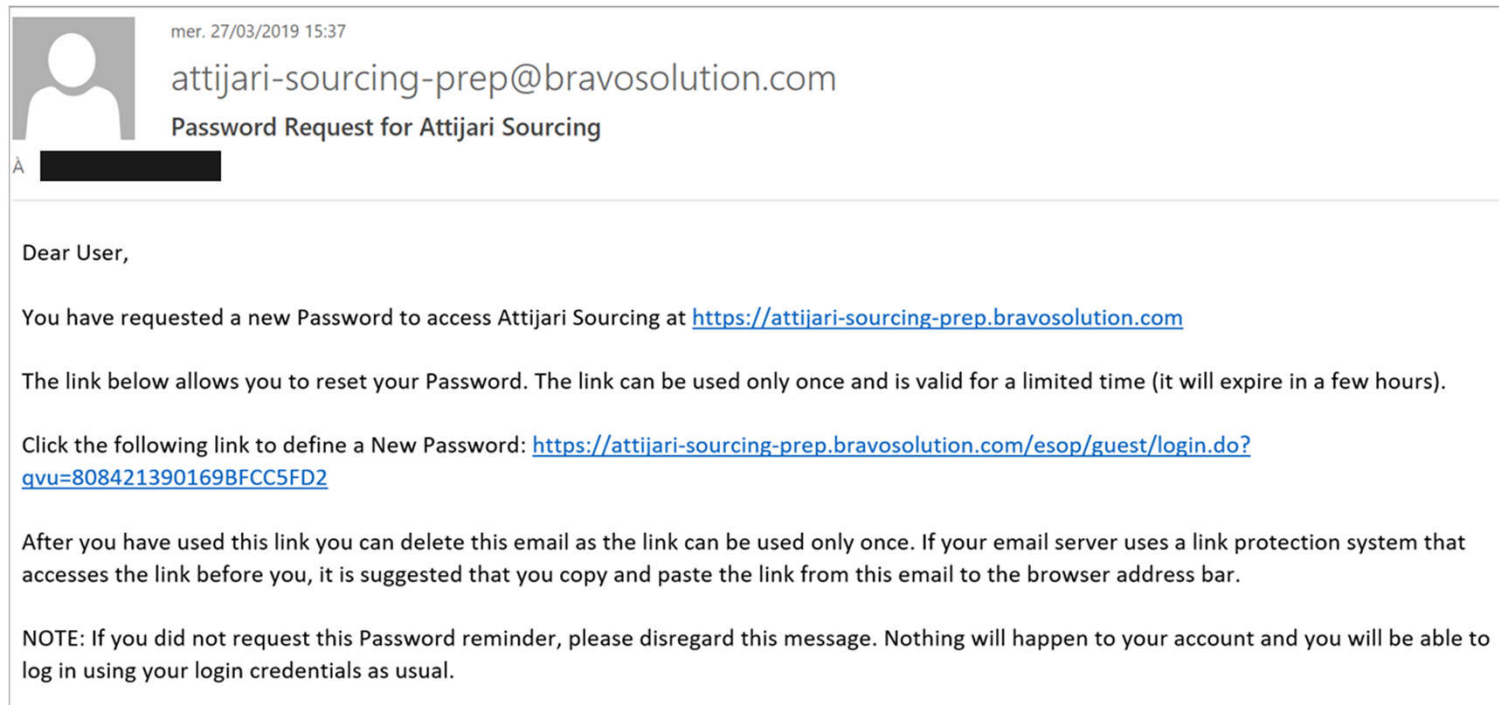
Request New Password

 An email message containing a Link to define a new Password has been sent to you

A2- Receipt of the confirmation email and first connection

An email is sent to the supplier containing a link to generate a new password

- Click on the link mentioned in the mail




A2- Receipt of the confirmation email and first connection

Then, the supplier is invited to change his password, following the following screen :

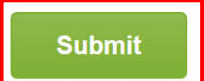

Change Password

* Username

 Recover Username

* New Password

* Confirm Password

 Submit  Cancel



- Choose an easy-to-remember identifier
- The provider has the possibility to generate a new password as many times as he wishes in complete autonomy

Agenda

B – Supplier whose account has been resumed and received the email account activation

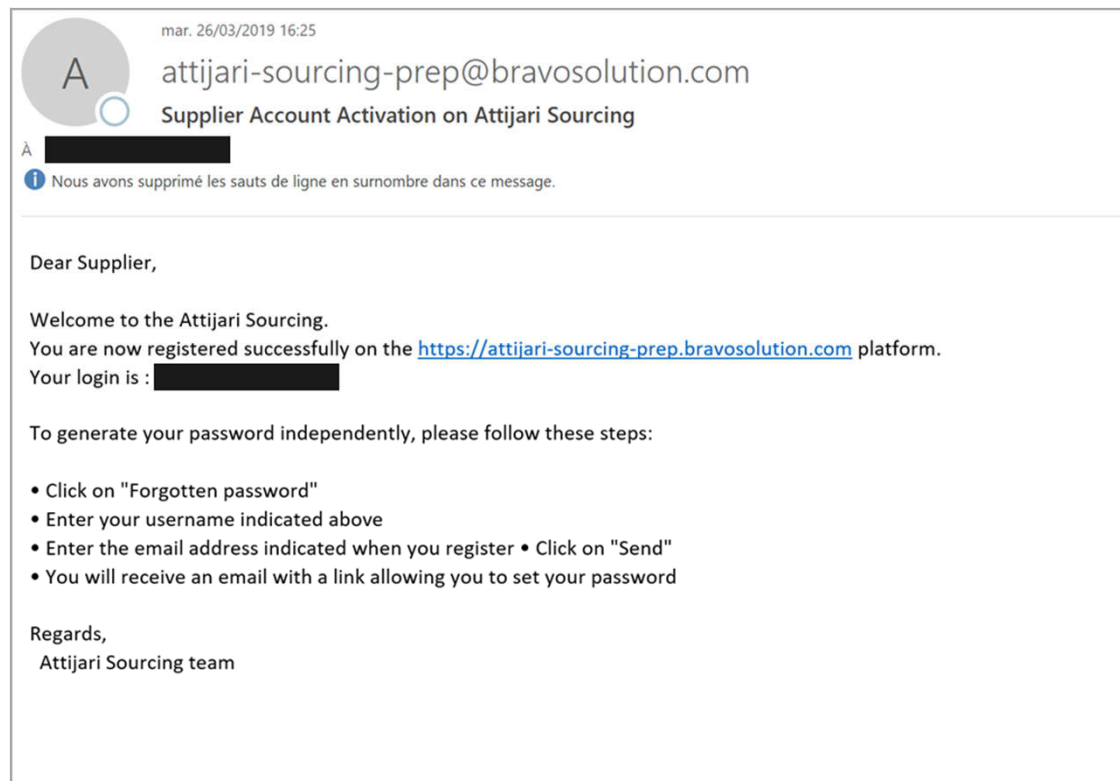
B1 – First connection

B2 – Update your registration information

B1 – First connection

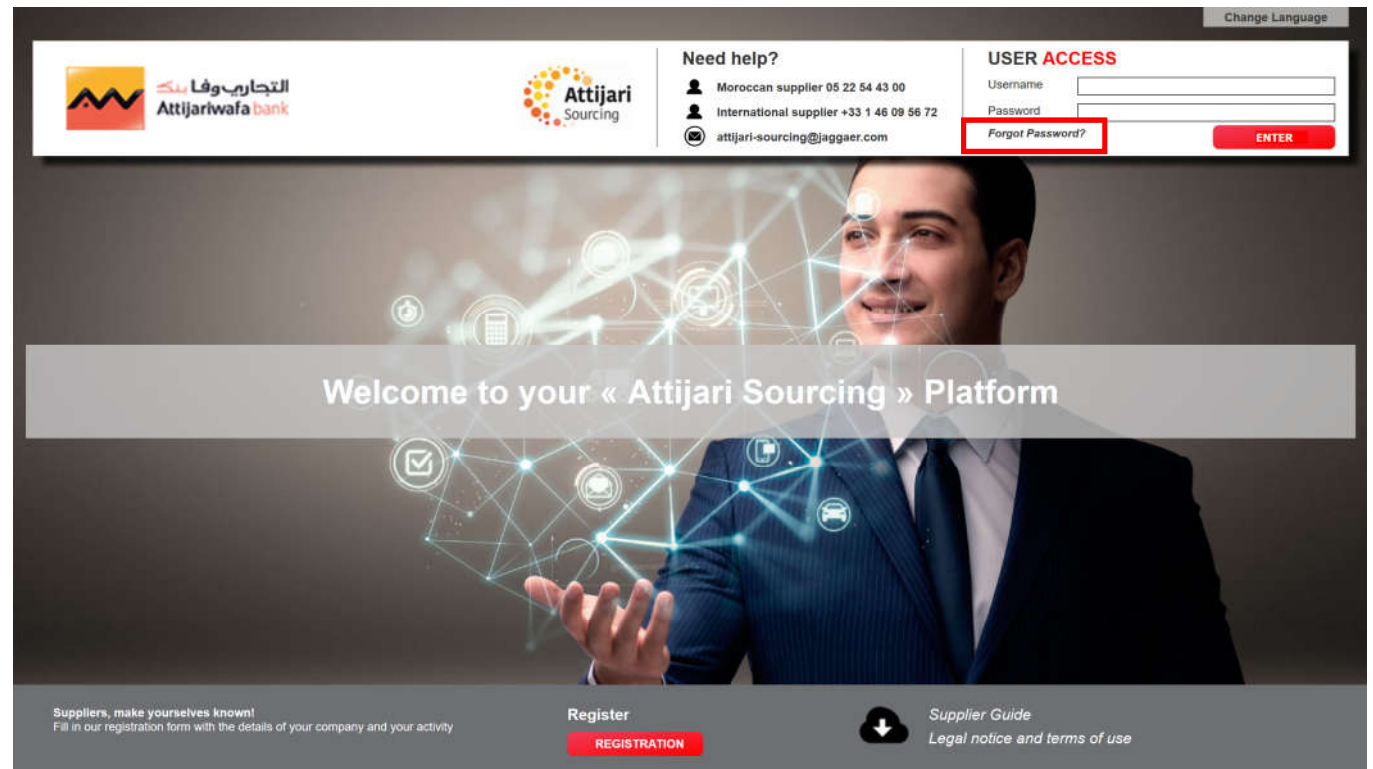
Your account has been eligible for data recovery :

An activation email is sent to the provider containing a password reset link



B1 – First connection

- The notified supplier accesses the platform via the password reset URL provided in the email and requests a new password
- Click on "Forgot password"



The screenshot displays the Attijari Sourcing platform's login interface. At the top, there are logos for Attijariwafa bank and Attijari Sourcing. A 'Need help?' section provides contact information for Moroccan and international suppliers. The 'USER ACCESS' section contains fields for Username and Password, with a red box highlighting the 'Forgot Password?' link. Below the login fields, a large banner features a man in a suit holding a glowing network of icons, with the text 'Welcome to your « Attijari Sourcing » Platform'. At the bottom, there are links for 'Suppliers, make yourselves known!', 'Register' (with a 'REGISTRATION' button), and 'Supplier Guide' (with a download icon and 'Legal notice and terms of use' link).


B1 – First connection

- Then, the supplier must enter his identifier mentioned on the activation notification email and his email on which he received the notification.
- Enter the validation value
- Click on "Submit"

* Username

[Recover Username](#)

* Email

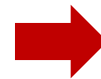


* Validation Value

[Submit](#) [Regenerate](#) [Cancel](#)




Check that the ID is identical to that received on the notification email and the email address is identical to the address that received the notification



[Login Page](#)

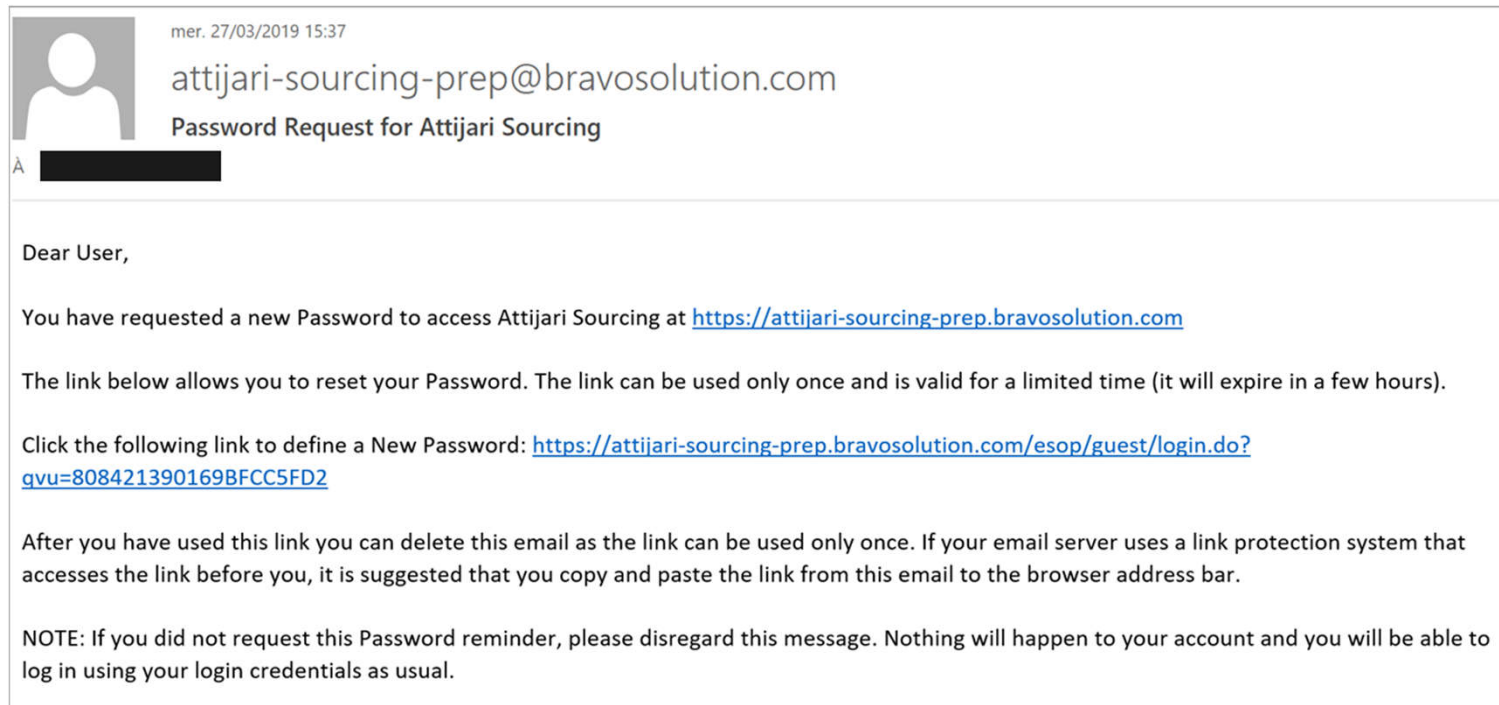
Request New Password

 An email message containing a Link to define a new Password has been sent to you

B1 – First connection

An email is sent to the supplier containing a link to generate a new password

- Click on the link mentioned in the mail




B1 – First connection

Then, the supplier is invited to change his password, following the following screen :

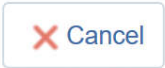
Change Password

* Username

 Recover Username

* New Password

* Confirm Password

Submit 



- Choose an easy-to-remember identifier
- The provider has the possibility to generate a new password as many times as he wishes in complete autonomy

Agenda

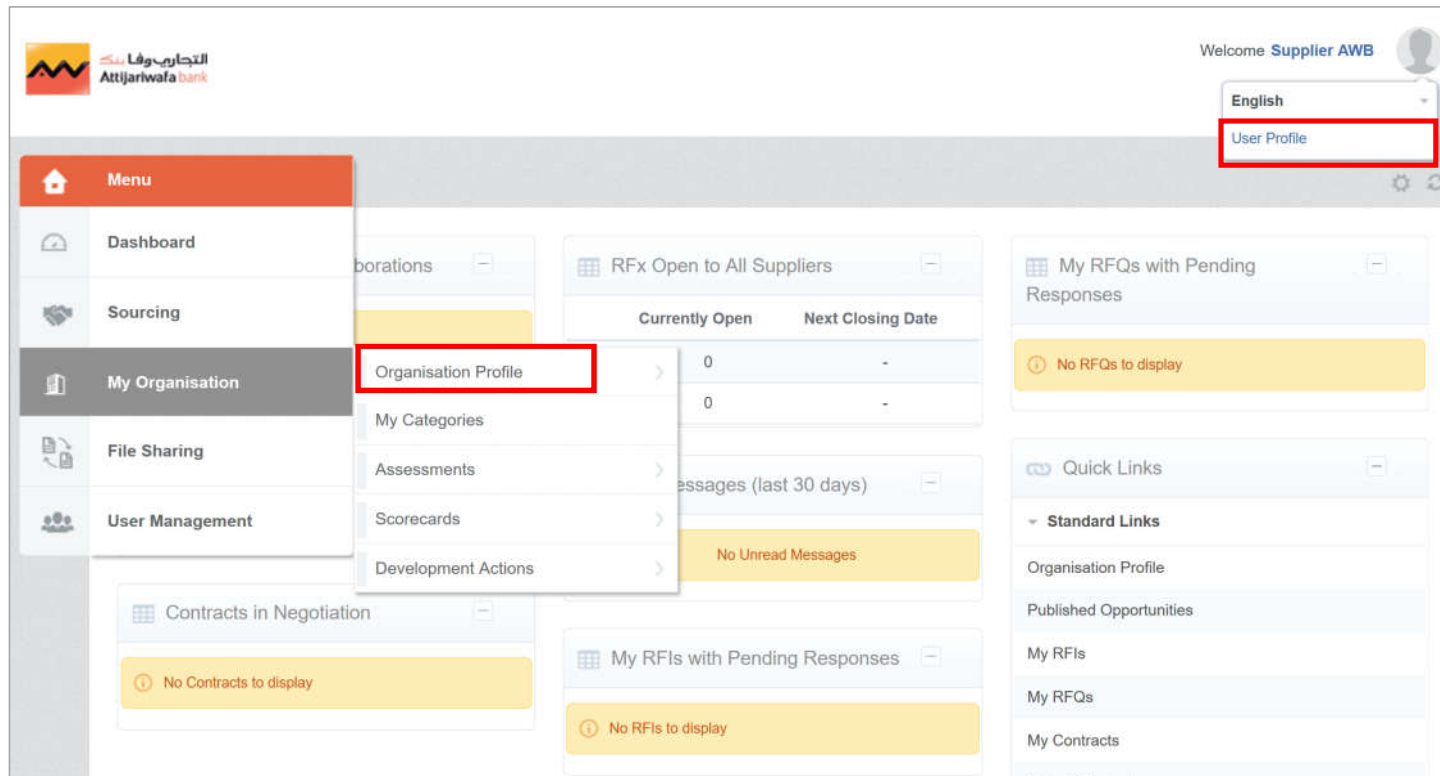
B – Supplier whose account has been resumed and received the email account activation

B1 – First connection

B2 – Update your registration information

B2 – Update your registration information

The supplier can view and update its Supplier record by accessing the Organisation Profile for "Business Data" and the User Profile for "Master Contact Data".



The screenshot displays the Attijariwafa bank B2 portal interface. The top left corner features the bank's logo and name in Arabic and English. The top right corner shows a welcome message for 'Supplier AWB' and a language dropdown menu set to 'English', with 'User Profile' highlighted in a red box. A left-hand navigation menu is open, with 'My Organisation' selected and 'Organisation Profile' highlighted in a red box. The main content area includes a table for 'RFx Open to All Suppliers' with columns for 'Currently Open' and 'Next Closing Date', and several other sections like 'My RFQs with Pending Responses' and 'My RFIs with Pending Responses', all showing 'No [item] to display'.

Currently Open	Next Closing Date
0	-
0	-

B2 – Update your registration information

- Click on « Edit »
- Update company data => «Save»

Registration Data | History of Changes | Basic Profile | Extended Profile | Status Summary | Response History

Organisation Name: Supplier AWB SB

Organisation Details

* Country	MOROCCO
Organisation Name	Supplier AWB SB
Trade Name	
* Organisation Legal Structure	SA - Société Anonyme
* Dun & Bradstreet	30/03/95
Company Registration Number	
EU VAT Number	
* Address	Bd Anfa

B2 – Update your registration information

- Click on « Edit »
- Update main contact data => « Save »

User: Supplier AWB

User Details Edit

Title	Ms.
First Name	Supplier
Last Name	AWB
Mobile Number <small>(please enter "+" "country code" and "your mobile phone number" with no spaces)</small>	+2126060606
Fax Number	
Email Address <small>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</small>	sbenzekri@tymz.ma

User Details Save Cancel

* **Title** Ms. ▾

* **First Name** Supplier

* **Last Name** AWB

Mobile Number
(please enter "+" "country code" and "your mobile phone number" with no spaces)

+2126060606

Fax Number



The login that was communicated to you was chosen by AWB.

You have the possibility to define a new one in complete autonomy.

Thank you for choosing an easy-to-remember identifier

Agenda

C – Supplier whose account has been resumed and has not received the email account activation

C1 – Contact Dedicated Supplier Support

C2 – Update your registration information



C1 – Contact Dedicated Supplier Support

Your account was eligible for data recovery but you did not receive the activation email.

How to know?

You have probably tried to self-register and the portal has displayed the following message :

Save Close

Reset

Organisation Details

* Country	MOROCCO
* Organisation Name	Supplier AWB
Trade Name	
* Organisation Legal Structure	SA - Société Anonyme
* Dun & Bradstreet	⚠ p00099992019

The request generated the following errors:

- The specified Dun & Bradstreet number is already in use. Please specify a different number.

OK

C1 – Contact Dedicated Supplier Support

You must contact the dedicated vendor support by calling the number displayed on the Portal home page

The procedure for updating your information and the supporting documents requested will be communicated to you by the supplier support team

Change Language

Need help?

- Moroccan supplier 05 22 54 43 00
- International supplier +33 1 46 09 56 72
- attijari-sourcing@jaggaer.com

USER ACCESS

Username:

Password:

[Forgot Password?](#)

Welcome to your « Attijari Sourcing » Platform

Suppliers, make yourselves known!
Fill in our registration form with the details of your company and your activity

Register

[Supplier Guide](#)
Legal notice and terms of use




Please contact the dedicated supplier support

C1 – Contact Dedicated Supplier Support

An email is sent to the provider containing a link to generate a new password.

- Click on the link mentioned in the mail.

mar. 26/03/2019 16:49

 attijari-sourcing-prep@bravosolution.com

Attijari Sourcing

A [REDACTED]

Dear User,

You have requested a new Password to access Attijari Sourcing at <https://attijari-sourcing-prep.bravosolution.com>

The link below allows you to reset your Password. The link can be used only once and is valid for a limited time (it will expire in a few hours).

Click the following link to define a New Password: <https://attijari-sourcing-prep.bravosolution.com/esop/guest/login.do?qvu=758310960169BAB0E370>

After you have used this link you can delete this email as the link can be used only once. If your email server uses a link protection system that accesses the link before you, it is suggested that you copy and paste the link from this email to the browser address bar.

NOTE: If you did not request this Password reminder, please disregard this message. Nothing will happen to your account and you will be able to log in using your login credentials as usual.




C1 – Contact Dedicated Supplier Support

Then, the provider is prompted to change his password, following the following screen :


Change Password |

* Username

 Recover Username

* New Password

* Confirm Password

 Submit  Cancel



- Choose an easy-to-remember identifier
- The provider has the possibility to generate a new password as many times as he wishes in complete autonomy

Agenda

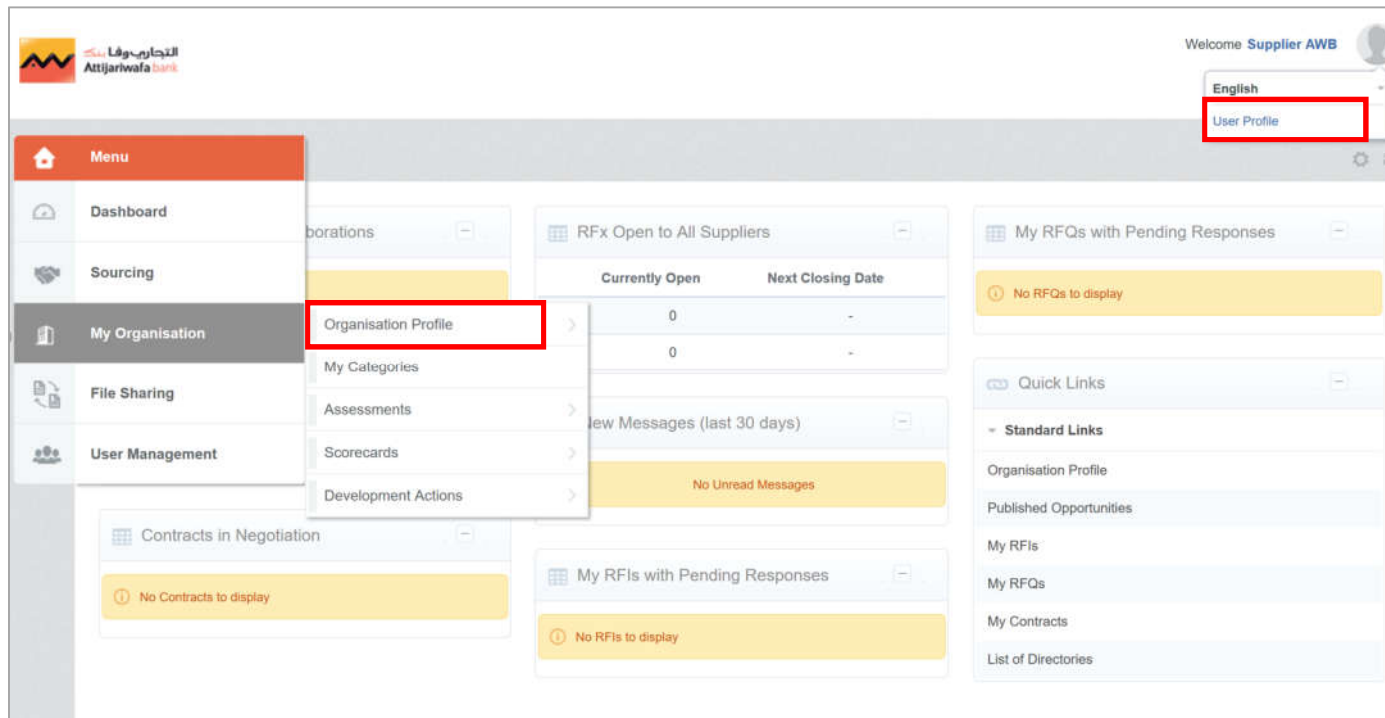
C – Supplier whose account has been resumed and has not received the email account activation

C1 – Contact Dedicated Supplier Support

C2 – Update your registration information

C2 – Update your registration information

The supplier can view and update its Supplier record by accessing the Supplier Profile for "Business Data" and the User Profile for "Master Contact Data".



The screenshot displays the Attijari Sourcing portal interface. The top left corner features the Attijari logo and the text 'التجارة والتمويل Attijariwafa bank'. The top right corner shows a welcome message 'Welcome Supplier AWB' and a language dropdown menu set to 'English', with 'User Profile' highlighted in a red box. A navigation menu on the left includes 'Menu', 'Dashboard', 'Sourcing', 'My Organisation', 'File Sharing', and 'User Management'. The 'My Organisation' menu is expanded, showing 'Organisation Profile' (highlighted in red), 'My Categories', 'Assessments', 'Scorecards', and 'Development Actions'. The main content area contains several widgets: 'RFx Open to All Suppliers' with a table showing 'Currently Open' and 'Next Closing Date' (both 0), 'My RFQs with Pending Responses' (No RFQs to display), 'New Messages (last 30 days)' (No Unread Messages), 'Contracts in Negotiation' (No Contracts to display), and 'My RFIs with Pending Responses' (No RFIs to display). A 'Quick Links' section on the right lists 'Standard Links' such as 'Organisation Profile', 'Published Opportunities', 'My RFIs', 'My RFQs', 'My Contracts', and 'List of Directories'.

C2 – Update your registration information

- Click on "Edit"
- Update business data => "Save"

The screenshot displays a web application interface for managing registration information. The top navigation bar includes tabs for 'Registration Data', 'History of Changes', 'Basic Profile', 'Extended Profile', 'Status Summary', and 'Response History'. The 'Registration Data' tab is active, showing the 'Organisation Name: Supplier AWB'. Below this, the 'Organisation Details' section is expanded, displaying a table of current data and a form for editing it. The 'Edit' button is highlighted in red, and the 'Save' button in the expanded form is also highlighted in red.

Organisation Details	
Country	MOROCCO
Organisation Name	Supplier AWB
Trade Name	
Organisation Legal Structure	SARL - Société à Responsabilité Limitée
Dun & Bradstreet	0000999920190326
Company Registration Number	
EU VAT Number	
Address	73, BD ANFA
Postal Code	20000
City	CASABLANCA
Main Organisation Phone Number	
Web site	

Organisation Name: Supplier AWB

Organisation Details

- Country: MOROCCO
- Organisation Name: Supplier AWB
- Trade Name:
- Organisation Legal Structure: SARL - Société à Responsabilité Limitée
- Dun & Bradstreet: 0000999920190326
- Company Registration Number:
- EU VAT Number:
- Address: 73, BD ANFA
- Postal Code: 20000
- City: CASABLANCA
- Main Organisation Phone Number:
- Web site:

C2 – Update your registration information

- Click on "Edit"
- Update main contact data => "Save"

User: Supplier AWB	
User Details	
Title	Ms.
First Name	Supplier
Last Name	AWB
Mobile Number <small>(please enter "+" "country code" and "your mobile phone number" with no spaces)</small>	+2120666666609
Fax Number	
Email Address <small>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.</small>	kmouhssiny@tymz.ma
Username <small>(please do not forget your username)</small>	supplier.awb

User Details	
Title	Ms.
First Name	Supplier
Last Name	AWB
Mobile Number <small>(please enter "+" "country code" and "your mobile phone number" with no spaces)</small>	+2120666666609
Fax Number	
Email Address <small>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.</small>	kmouhssiny@tymz.ma
Email Address Validation	Send Validation Code Enter Validation Code <input type="text"/>



The login that was communicated to you was chosen by the AWB.
You have the possibility to define a new one in complete autonomy.
Thank you for choosing an easy-to-remember identifier

Agenda

D – Managing your account on the portal

D1 – TdB explanation

D2 – Sub-user management

D3 – Information and update of category data

D1 – TdB explanation

- The supplier has a dashboard dedicated to his activity with AWB
- The supplier has the ability to customize his TdB in terms of display and layout via "drag and drop"
- The supplier also has direct access to its registration information and events

Welcome Supplier AWB

Main Dashboard

Received Action Collaborations
No Actions to display

My Actions
No Suppliers to display

Contracts in Negotiation
No Contracts to display

RFx Open to All Suppliers

	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

New Messages (last 30 days)
No Unread Messages

My RFIs with Pending Responses
No RFIs to display

My RFQs with Pending Responses
No RFQs to display

Quick Links

- Standard Links
- Organisation Profile
- Published Opportunities
- My RFIs
- My RFQs
- My Contracts
- List of Directories

My Actions

No Suppliers to display

Define Tab Title

Title

Main Dashboard

Set Columns

25%/50%/25%

33%/33%/33%

25%/75%

50%/50%

Agenda

D – Managing your account on the portal

D1 – Explication TdB

D2 – Sub-user management

D3 – Information and update of category data

D2 – Sub-user management

- The management of the supplier account is delegated to the main contact designated by the representative of the company via the "Official Designation". The main contact has the possibility to add sub users in complete autonomy
- Access to "User management" => "Manage users" => "Users" => Fill in the requested information and then "Save"

Attijari Sourcing

Welcome Supplier AWB

Menu

- Dashboard
- Sourcing
- My Organisation
- File Sharing
- User Management**

User Management

- Manage Users
- Users

Users

User Roles, Divisions, Default Users

Go to: Filter By: All Users

No Users to display

Create

New User

Save

User Details

- * Last Name
- * First Name
- User Tag for Codes
- * Email
- * Telephone Number
- The Mobile phone number must start with "4" and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.
- * Division Name
- Department
- Role Name
- * Choose your Username and check it is not already in use
- * Preferred Language
- * Time Zone

Standard Links

- Organisation Profile
- Published Opportunities
- My RFIs
- My RFOs
- My Contracts
- List of Directories

Contracts in Negotiation

My Contracts to display

Quick Links

- RFx Open to All Suppliers
- My RFQs with Pending Responses

Table:

	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

Text Box:

- Prefixed fields of a red star are mandatory fields of the entry
- The primary contact is solely responsible for the management of the user accounts on the supplier side.

Agenda

D – Managing your account on the portal

D1 – Explication TdB

D2 – Sub-user management

D3 – Information and update of category data



D3 – Information and update of category data

When it first connects, the provider can access categories from the "My Organization" tab => "My categories"


The screenshot shows the Attijariwafa bank Sourcing portal dashboard. The top left corner features the Attijariwafa bank logo and the text 'التجاري وفا بنك Attijariwafa bank'. The top right corner displays 'Welcome Supplier AWB' and a user profile icon. A navigation menu is open on the left side, with 'My Organisation' highlighted in a red box. A sub-menu is open for 'My Organisation', with 'Organisation Profile' and 'My Categories' highlighted in red boxes. Red arrows point from the 'My Organisation' box to the sub-menu, and from the sub-menu to 'My Categories'. The dashboard contains several widgets: 'RFx Open to All Suppliers' with a table showing 'Currently Open' and 'Next Closing Date' (both 0 and -); 'My RFQs with Pending Responses' showing 'No RFQs to display'; 'Quick Links' and 'Standard Links' including 'Organisation Profile', 'Published Opportunities', 'My RFIs', 'My RFQs', 'My Contracts', and 'List of Directories'; 'Contracts in Negotiation' showing 'No Contracts to display'; and 'My RFIs with Pending Responses' showing 'No RFIs to display'.

D3 – Information and update of category data

- To define new categories => Click on "Add classification"

 Add Category 

My Categories

Enter Filter (type to start search) 

Category Code	Title	Classified On	Completion Status
1 0808	Prestations	26/03/2019 16:37:00	

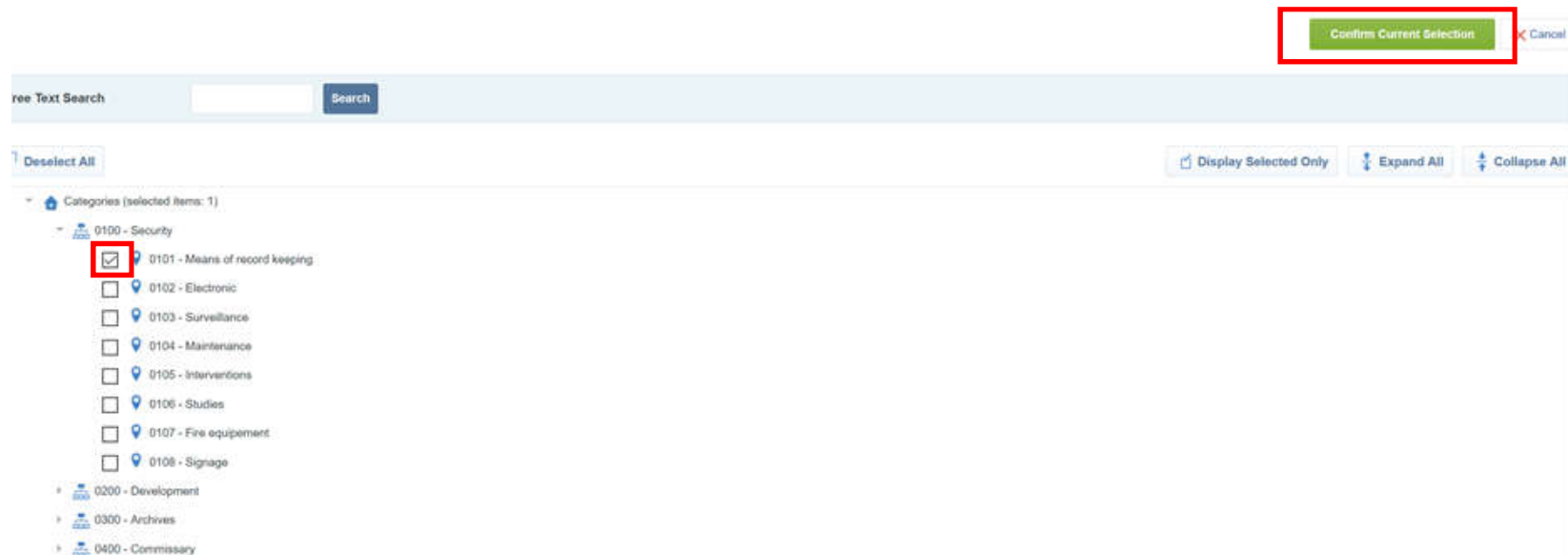
Total 1

Page 1 of 1

D3 – Information and update of category data

The supplier has the possibility to choose new categories:

- Select the categories you want to work on
- Click on "Confirm current selection"



The screenshot shows a web interface for selecting categories. At the top right, a green button labeled "Confirm Current Selection" is highlighted with a red rectangle, next to a "Cancel" button. Below this is a search bar with the text "Free Text Search" and a "Search" button. A "Deselect All" button is on the left, and "Display Selected Only", "Expand All", and "Collapse All" buttons are on the right. The main area displays a tree view of categories under "Categories (selected items: 1)". The "0100 - Security" category is expanded, showing sub-items: "0101 - Means of record keeping" (checked), "0102 - Electronic", "0103 - Surveillance", "0104 - Maintenance", "0105 - Interventions", "0106 - Studies", "0107 - Fire equipment", and "0108 - Signage". Other categories like "0200 - Development", "0300 - Archives", and "0400 - Commissary" are also visible.

Agenda

E – Reply to an RFQ (By invitation only)

E1 – Reception of the invitation email to an RFQ


E2 – Reply to an RFQ

E3 – Publication of the answer

E1 – Reception of the invitation email to an RFQ

The supplier receives an invitation email to participate in an RFQ

mer. 27/03/2019 11:48

 attijari-sourcing-prep@bravosolution.com
Invitation to RFQ - Request for Quotation Code CONSULT_128 on Attijari Sourcing

À [REDACTED]
Cc [REDACTED]

Dear Supplier,

Attijariwafa Bank invites you to participate in the following RFQ - Request for Quotation on Attijari Sourcing:

Type: RFQ - Request for Quotation
Code: CONSULT_128
Title: 20190327 - RFQ - consultation
Project Code: DOSSIER_817
Project Title: 20190327 - Processus Consultation

IMPORTANT:
In order to participate in the RFQ - Request for Quotation you must now create and submit a response to the Buyer. Instructions are provided below. The deadline for submitting a response to the RFQ - Request for Quotation is:
Date: 29 Mar, 2019
Time: 18:00 (CET - Central Europe Time)

It is important that you comply with the above deadline as late submissions may not be accepted and you will risk exclusion from this RFQ - Request for Quotation.

To view the details of the RFQ - Request for Quotation please click the following link and enter your Username and Password:
<https://attijari-sourcing-prep.bravosolution.com/esop/guest/login.do?quv=770020550169BEC10E6D>

Or browse as follows:

- Connect to <https://attijari-sourcing-prep.bravosolution.com>
- Enter your Username and Password
- Go to RFQ - Request for Quotations
- Click CONSULT_128 to view the details of the RFQ - Request for Quotation

To create and submit your response to the RFQ - Request for Quotation:

- Click 'Create Response' and proceed to complete all requested information in each Envelope by clicking the 'Edit response' buttons. Attach any appropriate documentation in the Envelopes if requested.
- Once you have completed your response, click 'Submit Response' to send the response to the Buyer.

If you require any clarification on this RFQ - Request for Quotation, please submit your query through the secure online messaging facility provided within the RFQ - Request for Quotation Messages function.

Agenda

E – Reply to an RFQ (on invitation)

E1 – Reception of the invitation email to an RFQ

E2 – Reply to an RFQ

E3 – Publication of the answer

E2 – Reply to an RFQ

The supplier accesses the consultation on the platform at the RFQ list tab level

- Click on the RFQ

	RFQ Code	RFQ Title	Project Code	RFQ Status	RFQ Closing Date/Time	Buyer Organisation	Response Status
1	CONSULT_128	20190327 - RFQ - consultation	DOSSIER_817	Running	29/03/2019 18:00	Attijariwafa Bank	No Response Prepared

Total 1

20 Page 1 of 1

E2 – Reply to an RFQ

- In the RFQ details => Read the terms of the consultation and attachments sent by the buyer

RFQ: CONSULT_128 - 20190327 - RFQ - consultation Running

Project: DOSSIER_817 - 20190327 - Processus Consultation
Closing Date: 29/03/2019 18:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details | Messages (Unread 0) | Settings | Buyer Attachments (0) | My Response | Associated Users

Response Status
No Response Prepared

Overview

RFQ Code	Title
CONSULT_128	20190327 - RFQ - consultation
Detailed Description	Type of Supplier Access
	By Invitation Only

From the publication of the RFQ and until its award, the supplier may exchange messages with the buyer if some points need to be specified.

Add sub-users who can access the consultation

E2 – Reply to an RFQ

- In RFQ Details => « My Response »
- Click on « Create Response »

The screenshot shows the RFQ details page for 'RFQ: CONSULT_128 - 20190327 - RFQ - consultation'. The page includes a navigation bar with 'RFQ Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (0)', 'My Response', and 'Associated Users'. The 'My Response' tab is selected. Below the navigation bar are two buttons: 'Create Response' and 'Decline To Respond'. A red box highlights the 'My Response' tab and the 'Create Response' button. A callout box points to the 'Create Response' button with the text: 'To notify the buyer of the acceptance of participation in the consultation'. Another callout box points to the 'Decline To Respond' button with the text: 'To indicate to the buyer that the supplier will not participate in the consultation'. A red arrow points from the 'Create Response' button to a separate window showing a confirmation message.

RFQ: CONSULT_128 - 20190327 - RFQ - consultation
Project: DOSSIER_817 - 20190327 - Processus Consultation
Closing Date: 29/03/2019 18:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)
Settings Buyer Attachments (0) My Response Associated Users

Create Response Decline To Respond

To notify the buyer of the acceptance of participation in the consultation

To indicate to the buyer that the supplier will not participate in the consultation

- You have now started to create your response.
Next, click the "Edit Response" buttons to access the Questionnaire and complete your response.
Complete your response by answering all mandatory fields (marked with an asterisk *).
Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.

OK

RFQ: CONSULT_128 - 20190327 - RFQ - consultation
Project: DOSSIER_817 - 20190327 - Processus Consultation
Closing Date: 29/03/2019 18:00:00
Response Last Submitted On: Not Submitted Yet

Edit Mode
Decline To Respond Cancel

Decline To Respond
Enter Decline to Respond Reason Details

Characteres available: 12

jari Sourcing

E2 – Reply to an RFQ

To answer the RFQ => Click on « Edit Response » to each grid.

- Enter the answer (filed marked with an* are mandatory. It will not be possible to publish the answer if these files are not filled in)
- Click on « Save and return »

The screenshot displays the RFQ response interface. At the top, there are two main sections: '1. Technical Response (Questions: 3)' and '2. Commercial Response (Items: 1, Questions: 0)'. Both sections have an 'Edit Response' button highlighted with a red box. Below the technical response section, there is a 'Save and Return' button also highlighted with a red box. A red arrow points from this button to a modal dialog box that appears when the button is clicked. The dialog box contains the following text: 'The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved. Click "OK" to save or click "Cancel" to discard any unsaved changes. IMPORTANT: In order to make your response visible to the buyer you must submit it.' Below this text are 'OK' and 'Annuler' buttons. Another red arrow points from the 'Save and Return' button to a text box that says: 'It is important to respect the response format required by AWB: Attachment, Numeric, Text, Date ... etc.' Below this text box, there is a lightbulb icon and a text box that says: 'The supplier is not obliged to answer all questions at one time. He may « save and continue » and then return to complete his answer later, within the limits of the dates and times set by the buyer.'

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved. Click "OK" to save or click "Cancel" to discard any unsaved changes. IMPORTANT: In order to make your response visible to the buyer you must submit it.

OK Annuler

1. Technical Response (Questions: 3)

1.1 Adequation réponse par rapport au CPS - Question Section

Question	Description	Response
1.1.1 Réponse Technique	* Merci de joindre votre réponse Technique	+ Click to attach file
1.1.2 Annexes et Documentation	* Merci de joindre les Annexes et documentation des équipements	+ Click to attach file
Note	Note Details	
1.1.3 Modalités de réponse	L'ensemble des éléments attendus du candidat sont décrits précisément dans le CDC joint à la consultation, et faisant foi	

1.2 Soumissionnaire - Question Section

Question	Description	Response
1.2.1 Attestations et Références	* Merci de joindre les attestations d'expérience et références dans des projets similaires	+ Click to attach file

2. Commercial Response (Items: 1, Questions: 0)

2.1 Offre de prix - Price Section

Item	Remarks	Unit of Measurement	Quantity	Unit Price	Price	Comments
GENÉRIQUE						
Section Sub Total						0

It is important to respect the response format required by AWB: Attachment, Numeric, Text, Date ... etc.

The supplier is not obliged to answer all questions at one time. He may « save and continue » and then return to complete his answer later, within the limits of the dates and times set by the buyer.

Agenda

E – Réponse à une RFQ (Sur invitation)

E1 – Réception du mail d'invitation à une RFQ

E2 – Réponse à une RFQ

E3 – Publication de la réponse

E3 – Publication de la réponse

Once the elements of the consultation have been completed :

- Click on "Publish Answer" to communicate your answers to the buyer

RFQ: CONSULT_128 - 20190327 - RFQ - consultation Running

Project: DOSSIER_817- 20190327 - Processus Consultation
Closing Date: 29/03/2019 18:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

Submit Response Export/Import Response

The supplier can always update his answer within the limit of the date and time limit set by the buyer.

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

OK Annuler


- You have successfully submitted your response to the buyer, if you wish you can update the response and submit your changes anytime before the deadline.

OK

E3 – Publication de la réponse

The supplier receives a confirmation email sending his response to the buyer

mer. 27/03/2019 12:48

 attijari-sourcing-prep@bravosolution.com

Successful Submission of Response to RFQ - Request for Quotation Code CONSULT_128 on Attijari Sourcing

A [REDACTED]

Dear Supplier,

This email is to confirm that you have successfully submitted your response to the following RFQ - Request for Quotation on Attijari Sourcing:

Type: RFQ - Request for Quotation
Code: CONSULT_128
Title: 20190327 - RFQ - consultation
Date of Response: 27 Mar, 2019 12:46 (Casablanca Time)

To view the details of the RFQ - Request for Quotation and review your response:

- Connect to <https://attijari-sourcing-prep.bravosolution.com>
- Enter your Username and Password
- Go to RFQ - Request for Quotations
- Click RFQ - Request for Quotation Code CONSULT_128 to view details of the RFQ - Request for Quotation

To change and resubmit your response to the RFQ - Request for Quotation:

- Click on Edit Response
- Edit your Response as required
- Click Keep Changes to save the response
- Click Submit Changes to send your Response to the buyer



Agenda

F – Supplier requests

F1 – Claim

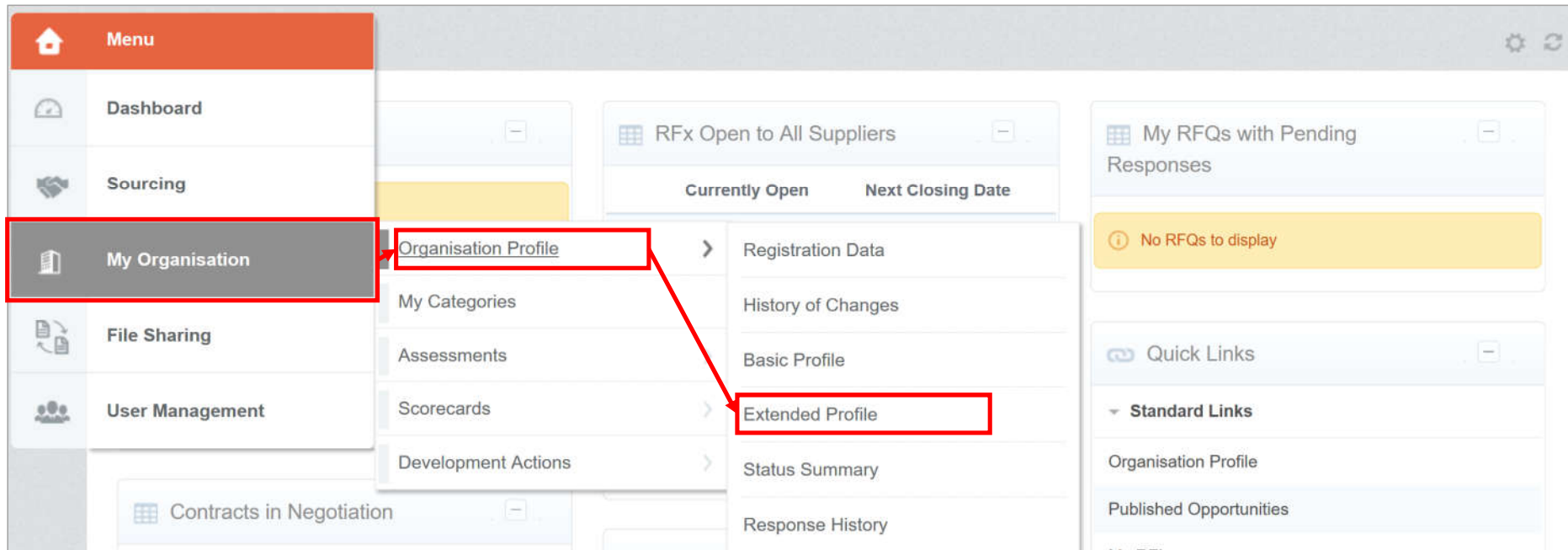
F2 – Request for update

F3 – Request for a certificate of reference

F4 – Visibility of the AWB response

F1 – Supplier requests - Claim

The supplier can make a complaint via the platform :
In My organization menu, go to organization profile> Extended Profile



F1 – Supplier requests - Claim

A claim form is available.

- Click on « Edit » to instruct the application

Extended Profile Details: Supplier requests





< >

[Edit](#)

Claim 1 <i>Réclamation 1</i>	
Claim date	Could you please indicate your claim date
Claim nature	Could you please indicate your claim nature
Claim details	Could you please add your claim details (Rfq number, Contract number, Voucher number...etc.)
Supporting documents	Could you please attach all supporting documents to help us process your claim (no file attached)
Claim 2 <i>Réclamation 2</i>	
Claim date	Could you please indicate your claim date
Claim Nature	Please indicate your claim nature
Claim details	Could you please add your claim details (Rfq number, Contract number, Voucher number...etc.)
Supporting documents	Could you please attach all supporting documents to help us process your claim (no file attached)
Claim 3 <i>Réclamation 3</i>	
Claim date	Could you please indicate your claim date
Claim nature	Could you please indicate your claim nature
Claim details	Could you please add your claim details (Rfq number, Contract number, Voucher number...etc.)
Supporting documents	Could you please attach all supporting documents to help us process your claim (no file attached)

F1 – Supplier requests - Claim

- Fill in the request
- Click on « Save and Continue »

Claim 1 <i>Réclamation 1</i>		
Claim date	Could you please indicate your claim date	<input type="text" value="dd/MM/yyyy"/> 
Claim nature	Could you please indicate your claim nature	<input type="text" value="Select an Option (Single selection)"/> 
Claim details	Could you please add your claim details (Rfq number, Contract number, Voucher number...etc.)	<input type="text"/>  <small>Characters available 2000</small>
Supporting documents	Could you please attach all supporting documents to help us process your claim	+ Click to attach file <input type="text"/> 

Save and Continue

 Cancel

Agenda

F – Supplier requests

F1 – Claim

F2 – Request for update

F3 – Request for a certificate of reference

F4 – Visibility of the AWB response

F2 – Supplier requests - Request for update





An update form is available.

- Click on « Edit » to instruct the application

Update Request 1 <i>Demande de mise à jour 1</i>		
Request Date	* Could you please indicate the request date	
Request Nature	* Could you please indicate the request nature	
Supporting Documents	* Could you please attach all the supporting documents. NB: In the case of several attachments, please put everything in one document (ZIP)	(no file attached) <input type="text"/>
Update Request 2 <i>Demande de mise à jour 2</i>		
Request Date	* Could you please indicate the request date	
Request Nature	* Could you please indicate the request nature	
Supporting Documents	* Could you please attach all the supporting documents. NB: In the case of several attachments, please put everything in one document (ZIP)	(no file attached) <input type="text"/>
Update Request 3 <i>Demande de mise à jour 3</i>		
Request Date	* Could you please indicate the request date	
Request Nature	* Could you please indicate the request nature	
Supporting Documents	* Could you please attach all the supporting documents. NB: In the case of several attachments, please put everything in one document (ZIP)	(no file attached) <input type="text"/>

F2 – Supplier requests - Request for update

- Fill in the request
- Click on « Save and Continue »

Update Request 1 <i>Demande de mise à jour 1</i>		
Request Date	* Could you please indicate the request date	<input type="text" value="dd/MM/yyyy"/> 
Request Nature	* Could you please indicate the request nature	<input type="text" value="Select Options (Multi selection possible)"/>  
Supporting Documents	* Could you please attach all the supporting documents. NB: In the case of several attachments, please put everything in one document (ZIP)	+ Click to attach file <input type="text"/> 

Save and Continue

 Cancel

Agenda

F – Supplier requests

F1 – Claim

F2 – Request for update

F3 – Request for a certificate of reference

F4 – Visibility of the AWB response

F3 – Supplier requests - Request for a certificate of reference

A certificate of reference form is available.

- Click on « Edit » to instruct the application

Application for a certificate of reference





Demande d'attestation de référence

Request Date	* Could you please indicate the request date	
Details of reference certificate request	* Could you please enter the details of reference certificate request	
Request with letterhead	* Could you please enclose the application with signed and sealed letterhead	<input type="text" value="(no file attached)"/>
Reference certificate type	* What is your reference certificate type ?	



F3 – Supplier requests - Request for a certificate of reference

- Fill in the request
- Click on « Save and Continue »

Application for a certificate of reference <i>Demande d'attestation de référence</i>		
Request Date	* Could you please indicate the request date	<input type="text" value="dd/MM/yyyy"/> 
Details of reference certificate request	* Could you please enter the details of reference certificate request	<input type="text"/>  <small>Characters available 2000</small>
Request with letterhead	* Could you please enclose the application with signed and sealed letterhead	+ Click to attach file <input type="text"/> 
Reference certificate type	* What is your reference certificate type ?	<input type="text"/> 

Save and Continue

 Cancel



Agenda

F – Supplier requests

F1 – Claim

F2 – Request for update

F3 – Request for a certificate of reference

F4 – Visibility of the AWB response

F4 – Visibility of the AWB response

- The supplier can see the AWB response via the "Development Actions" tab

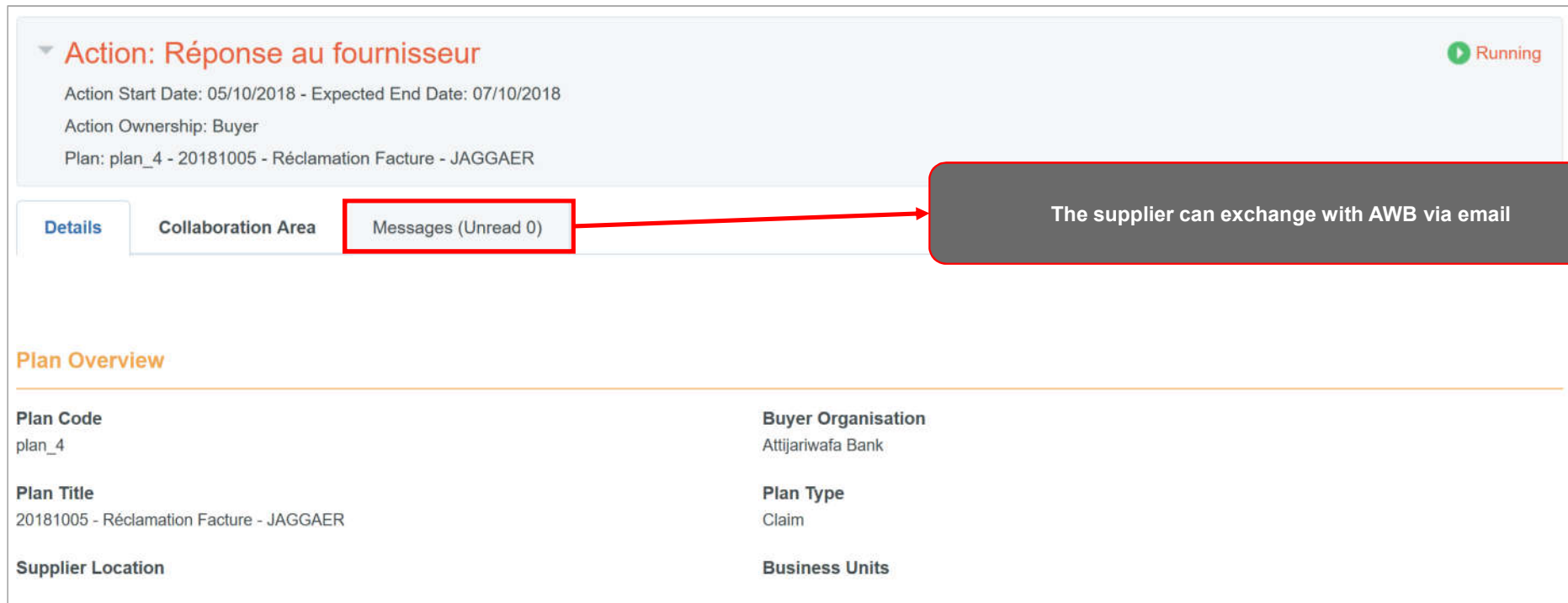
Action Name	Supplier Action Owner	Action Status (Icon)	Action Status	Allow Owner Start	Action Start Date	Action End Date	Buyer Organisation
1 Déclaration du litige	(Default)	▶	Running	Yes	11/12/2018	14/12/2018	Attijariwafa Bank
2 Date de livraison	(Default)	▶	Running	Yes	11/12/2018	12/12/2018	Attijariwafa Bank
3 Réponse au fournisseur	(Default)	▶	Running	Yes	11/12/2018	13/12/2018	Attijariwafa Bank
4 Action Fournisseur : Reconnaissance de l'incident	(Default)	⏸	Completed	Yes	11/12/2018	11/12/2018	Attijariwafa Bank

Total 4

20 Page 1 of 1

F4 – Visibility of the AWB response

- Messaging is available at the action plan level



The screenshot displays an action plan interface. At the top, the action is titled "Action: Réponse au fournisseur" and is marked as "Running". Below this, the start and end dates, ownership, and plan details are listed. A navigation bar includes "Details", "Collaboration Area", and "Messages (Unread 0)". A red box highlights the "Messages (Unread 0)" option, with a red arrow pointing to a callout box that states "The supplier can exchange with AWB via email". Below the navigation bar is a "Plan Overview" section with a table of key information.

Plan Overview	
Plan Code plan_4	Buyer Organisation Attijariwafa Bank
Plan Title 20181005 - Réclamation Facture - JAGGAER	Plan Type Claim
Supplier Location	Business Units

F4 – Visibility of the AWB response

- Preview of the collaboration form

Action: Réponse au fournisseur Running

Action Start Date: 05/10/2018 - Expected End Date: 07/10/2018
Action Ownership: Buyer
Plan: plan_4 - 20181005 - Réclamation Facture - JAGGAER

Details **Collaboration Area** Messages (Unread 0)

Plan Overview

Plan Code
plan_4

Plan Title
20181005 - Réclamation Facture - JAGGAER

Supplier Location

Collaboration Form

Claim response
Claim response

Question	Description	Response
 AWB response	Thank you for finding below the response of the AWB to your claim	Cher fournisseur, après analyse détaillée de votre demande, nous avons constaté un écart entre la facture envoyée et le bon de livraison Nous vous remercions de nous faire parvenir une nouvelle facture conforme au Bon de livraison Nous restons à votre disposition pour tout complément Equipe Achat AWB
 Explanatory documents	Please find attached the explanatory documents relating to your claim	 PJ.docx (12 KB)

Thank you for your attention

