



البريد بنك  
AL BARID BANK



# Supplier Guide



# Agenda

**Please refer to the section that corresponds to your case:**

A – New Supplier ABB

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 RFX (By invitation only)

F – Supplier requests

G – Responding to a request to change profile data

# Agenda

A – New Supplier ABB

**A1 – Self Registration**

A2 – Receipt of the confirmation email and first connection

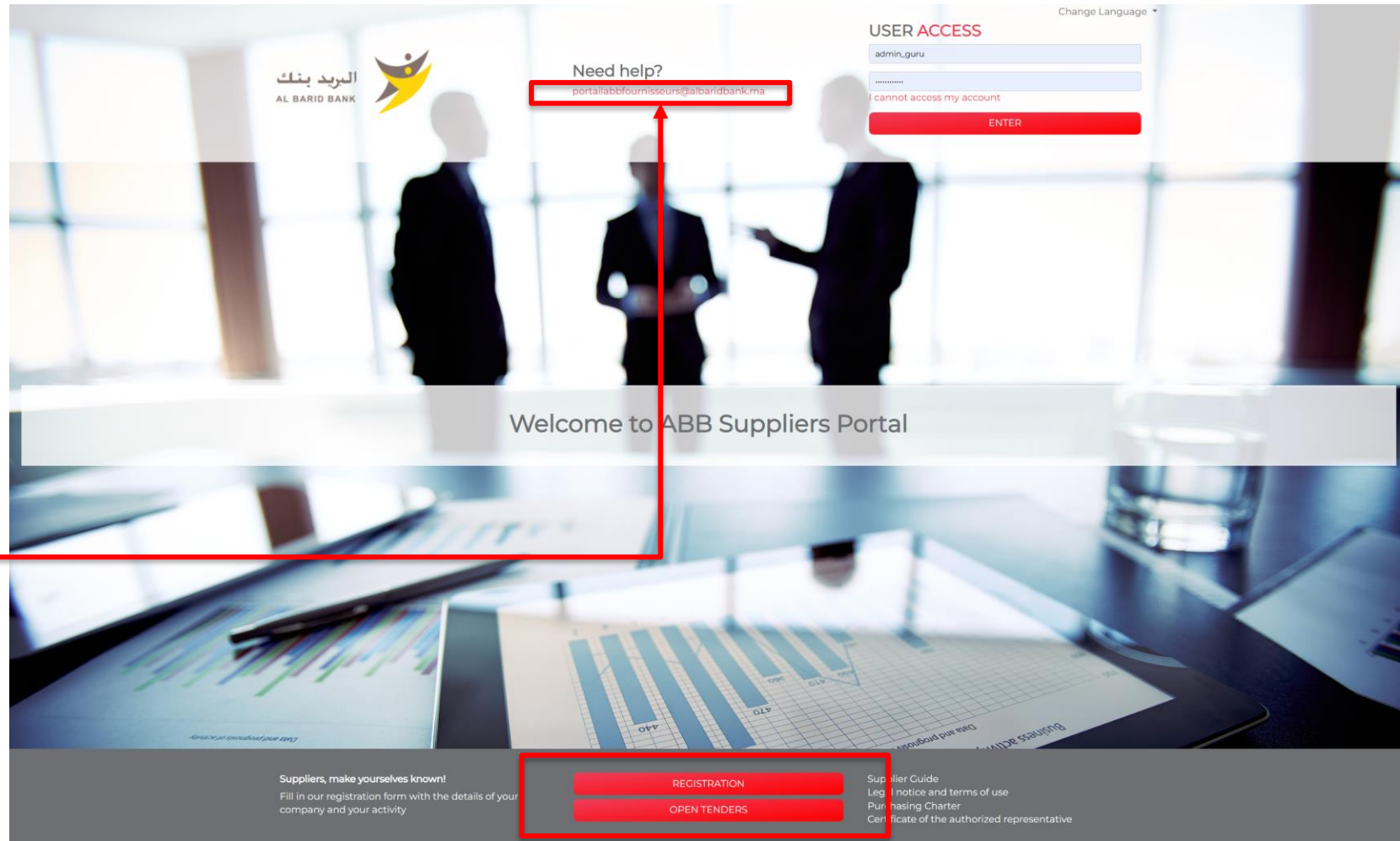
# A1 – Self Registration

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

[Al Barid Bank](#)

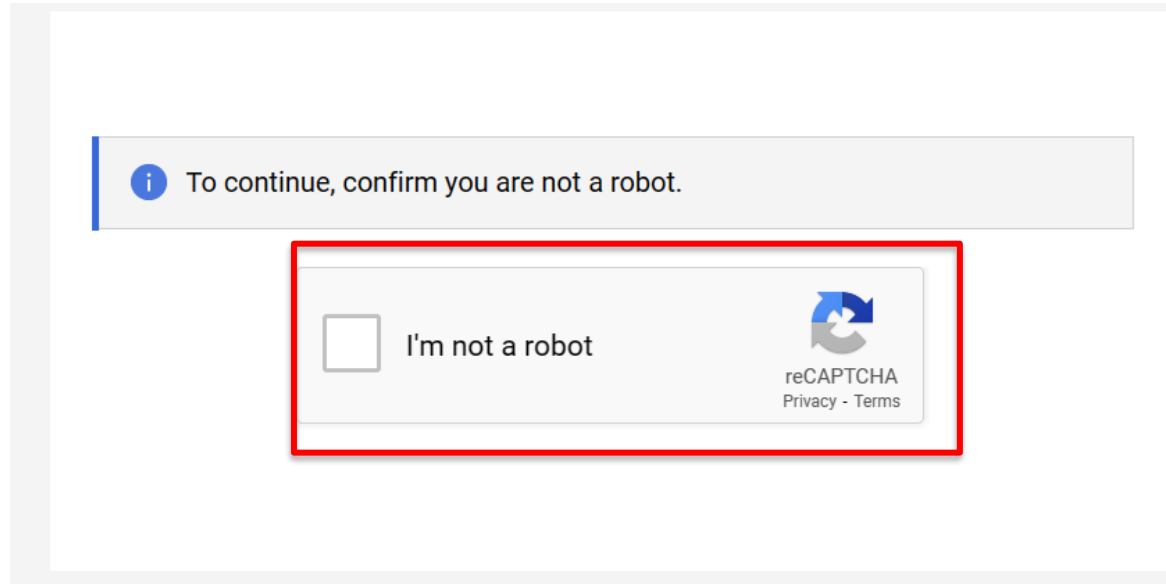
- Click on « Registration »

The supplier has assistance if needed



# A1 – Self Registration

- Confirm you are not a robot (the security check)



# 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

The screenshot shows a web interface for a 'User Agreement'. At the top, there is a header with the bank's logo and the time '11:35 Central European Time'. Below the header, the title 'User Agreement' is displayed. A red box highlights a button labeled 'Adobe PDF File' with a 'Close' button next to it. Below this, the text 'GENERAL TERMS OF USE OF ABB PROVIDER PLATFORM' is shown. The main content area contains a 'Preamble' section with text about Al Barid Bank and its subsidiary status. It also includes 'Article 1. Definitions' with sub-definitions for 'Platform', 'Portal', and 'Provider'. At the bottom of the form, there is a statement: 'The supplier states to accept the above General Terms of use of ABB provider platform'. Below this statement, there are two radio button options: 'I do agree' (which is selected and highlighted with a red box) and 'I do not agree'. A blue 'Send' button is also highlighted with a red box.

# A1 – Self Registration

- Enter the company data to reference



Prefixed fields of a 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

11:38 Central European Time

Registration Data

Reset Close Save

1 Registration Data 2 Onboarding Pages 3 My Category Selection 4 Registration Confirmation

→| Organisation Details

* Country MOROCCO	* Organisation Name
Trade Name	* Organisation Legal Structure
* Identifiant Commun des Entreprise (ICE)	* Address
* Postal Code	* City
City (Administrative)	* Main Organisation Phone Number (preceded by '+' and the country code, without space)
Web site	

# A1 – Self Registration

- Enter the data of the main supplier contact

Registration Data

→| **▼ User Details**

* Title ---	* First Name <input type="text"/>
* Last Name <input type="text"/>	Telephone (preceded by '+' and the country code, without spaces) <input type="text"/>
* Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) <input type="text"/>	* Primary Email Address <i>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.</i> <input type="text"/>
* Email Address Validation <input type="text"/>	* Username (please do not forget your username) <input type="text"/>
* Preferred Language ---	* Time Zone WET - Western European Time (Africa/Casablanca) ▼

**Send Validation Code**

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

**albaridbank.tlh-prep.app.jaggaer.com indique**  
A Validation Code has been sent to the specified email address

OK

 Choose an easy-to-remember identifier

Effacer

Fermer

**Sauvegarder**

- 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"

Begin Vendor Registration

Cancel Save & Continue


Registration Data Onboarding Pages My Category Selection Registration Confirmation

Quick Navigation Dossier Fournisseur

Dossier Fournisseur

DONNÉE COMMUNES

	QUESTION	DESCRIPTION	RESPONSE	
1	Date de création	* Merci de renseigner la date de création de votre entreprise	dd/MM/yyyy	Supplier
2	Capital social	* Merci de renseigner le capital social de votre entreprise NB : Si la devise du capital social est différente du MAD, merci de convertir ce capital en MAD sur la base du taux de change du jour		Supplier
3	Type entreprise	* Merci de sélectionner dans la liste le type de votre entreprise		Supplier
4	Désignation officielle du mandaté	* Merci de joindre le document de désignation officielle du mandaté signé et cacheté par le représentant légal de l'entreprise selon le modèle mis à votre disposition	+ Attach File Download Template	Supplier
5	Statuts entreprise	* Merci de joindre une copie des statuts de l'entreprise	+ Attach File	Supplier
6	RC ou équivalent modèle 7	* Merci de joindre une copie de l'attestation d'enregistrement au registre du commerce ou équivalent La date d'expiration du RC est de 3 mois	+ Attach File *Expiring on: dd/MM/yyyy	Supplier

 Prefixed fields of a 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 ABB
- Click on "Confirm "

Begin Vendor Registration Cancel Confirm

✓ Registration Data ✓ Onboarding Pages 3 My Category Selection 4 Registration Confirmation

Enter filter (type to start search)

Search or Navigate the Tree Collapse All Expand All

Selected Items: 0

- Categories
  - A - Fournitures
    - A01 - Acquisition et Location de biens Immobiliers
    - >  A02 - Fournitures consommables
      - A03 - Fournitures de bureau
      - A04 - Imprimés & pré-imprimés
      - A05 - Equipements de Cuisine
      - A06 - Location de matériels
      - A07 - Location de véhicule
      - A08 - Matériel de bureau
      - A09 - Matériel de sécurité
    - >  A10 - Matériel informatique et matériel spécifique de banque
      - A11 - Mobilier de bureau, store et mobilier spécifique
      - A12 - Signalétique, enseignes et habillage
      - A13 - Solutions et logiciels
  - B - Services
    - >  B01 - Evenementiel, partenariat
    - >  B02 - Communication
    - B03 - Assurances
    - >  B04 - Prestations de service
      - B05 - Hébergement
      - B06 - Restauration
      - B07 - Bureau d'ordre
      - B08 - Prestations logistiques
      - B09 - Messagerie



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

The screenshot shows a registration confirmation interface. At the top left, the text "Registration Confirmation" is displayed. At the top right, there is a "Close Window" button. Below this, a progress bar contains four steps: "Registration Data", "Onboarding Pages", "My Category Selection", and "Registration Confirmation". The "Registration Confirmation" step is highlighted with a blue circle containing the number 4. Below the progress bar, a message box with a green checkmark icon contains the text: "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

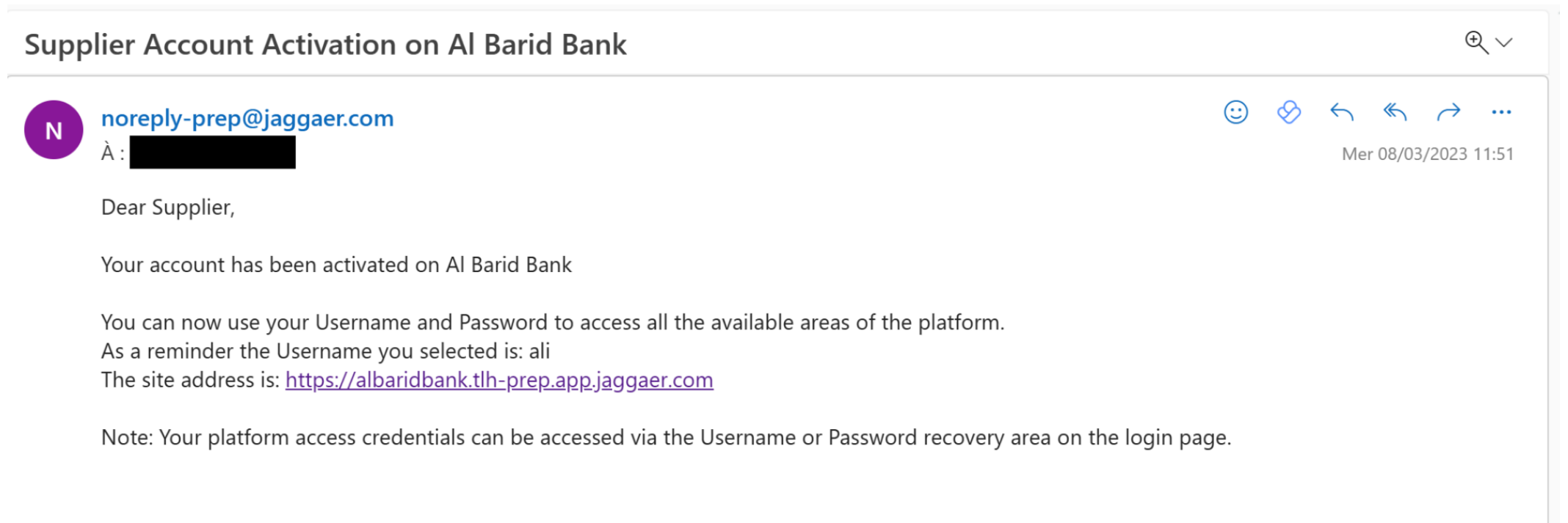
A – New Supplier ABB

A1 – Self Registration

**A2 – Receipt of the confirmation email and first connection**

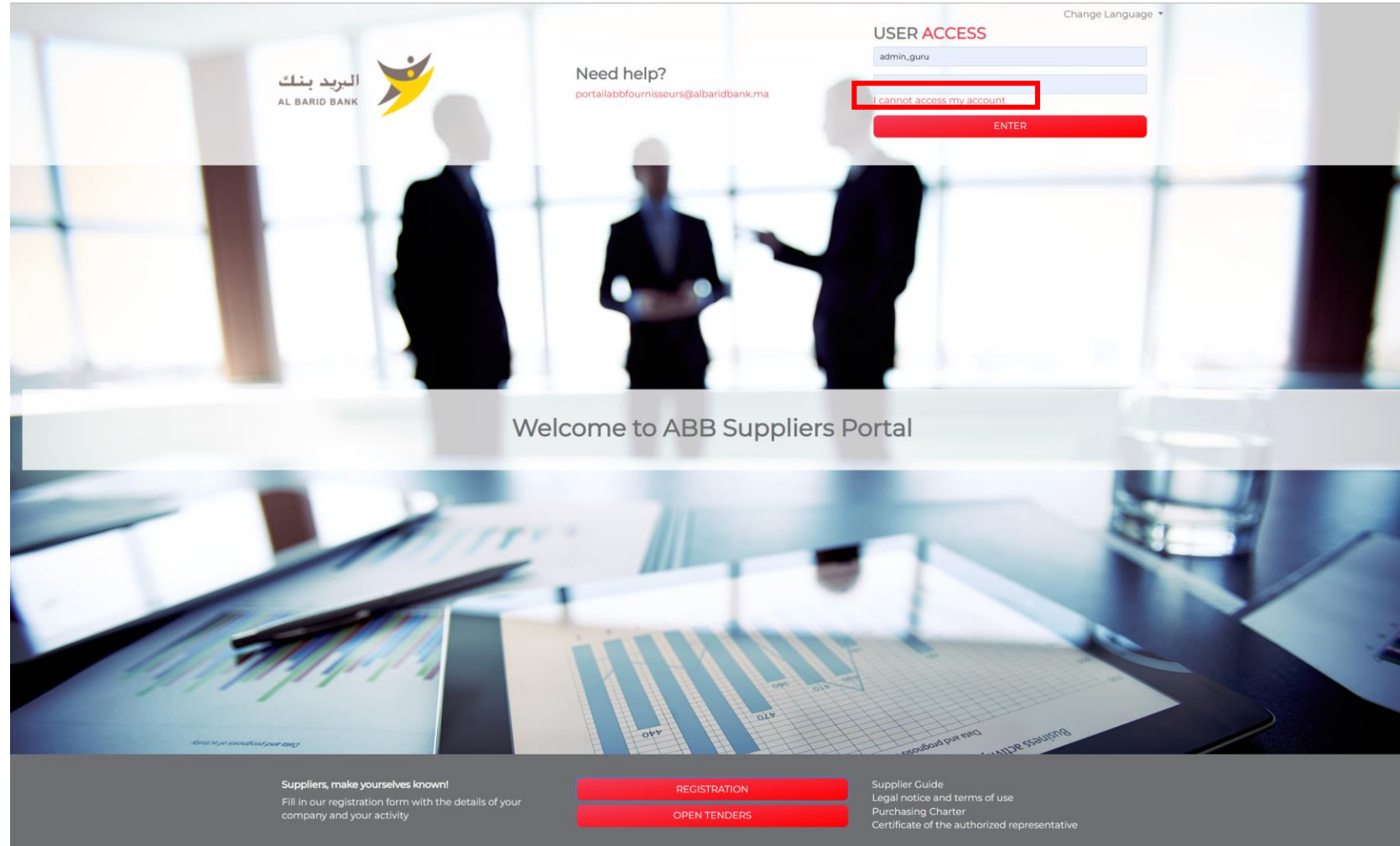
# A2 - Receipt of the confirmation email and first connection

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 "I cannot access my account"



# A2- Receipt of the confirmation email and first connection

- Then, the supplier must enter his username and email entered during the self-registration
- Confirm that he isn't a Robot
- Click on "Submit"

## Password Link Request

\* Username

\* Email

I'm not a robot



reCAPTCHA  
Privacy - Terms

[Forgot Username](#)

Cancel

Submit



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

## Password Link Request

[Login Page](#)

**i** If you are registered on this site an email containing a Link to define a new Password has been sent to you.

If you are not registered on this site you will not receive an alert.

# 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

Dear User,

You are receiving this email following a new Password request for your account made on Al Barid Bank

You can reset you Password by following the link below:

<https://albaridbank.tlh-prep.app.jaggaer.com/esop/guest/login.do?qvu=992648040186C0E7A9DB>

If you did not submit a request, you can disregard this message. You will be able to log in using your current credentials.

The link will expire and can only be used 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.



# 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

[Forgot Username](#)

\* New Password

\* Confirm Password

Cancel

Submit



- 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

Dear Supplier,

Your account has been activated on Al Barid Bank

You can now use your Username and Password to access all the available areas of the platform.

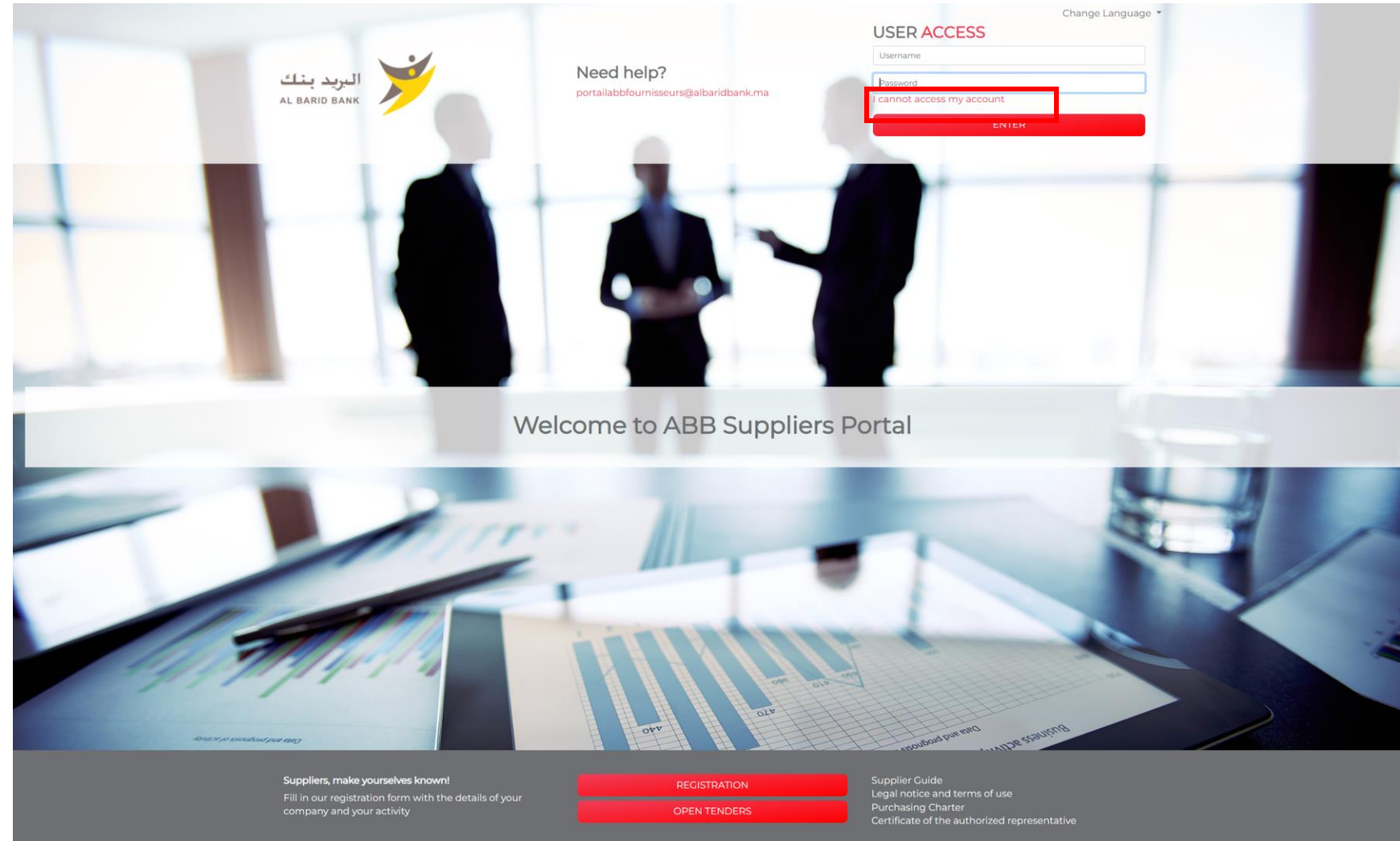
As a reminder the Username you selected is: ali

The site address is: <https://albaridbank.tlh-prep.app.jaggaer.com>

Note: Your platform access credentials can be accessed via the Username or Password recovery area on the login page.

# 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 "I cannot access my account"



# 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.
- Check the reCAPTCHA to confirm you are not a robot
- Click on "Submit"

## Password Link Request

\* Username

\* Email

I'm not a robot



reCAPTCHA  
Privacy - Terms

[Forgot Username](#)

Cancel

Submit



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

## Password Link Request

[Login Page](#)

**i** If you are registered on this site an email containing a Link to define a new Password has been sent to you.

If you are not registered on this site you will not receive an alert.

# 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

Dear User,

You are receiving this email following a new Password request for your account made on Al Barid Bank

You can reset you Password by following the link below:

<https://albaridbank.tlh-prep.app.jaggaer.com/esop/guest/login.do?qvu=992648040186C0E7A9DB>

If you did not submit a request, you can disregard this message. You will be able to log in using your current credentials.

The link will expire and can only be used 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.

# B1 – First connection

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

## Change Password

---

\* Username

[Forgot Username](#)

\* New Password

\* Confirm Password

Cancel

Submit



- 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 a B2B portal dashboard for a user named ALI ALI. The interface includes a top navigation bar with the time '12:38 Western European Time DST' and a 'Welcome ALI ALI' message. A left sidebar contains a 'Main Dashboard' menu with a red box highlighting 'Profile Data' under 'My Organisation'. A top-right user menu also has a red box around 'User Profile'. The dashboard features several portlets: 'RECEIVED ACTION COLLABORATIONS' (No Action found), 'RFX OPEN TO ALL SUPPLIERS' (table with 0 RFI and 0 RFQ), 'MY RFQS WITH PENDING RESPONSES' (No RFQs to display), 'NEW MESSAGES (LAST 30 DAYS)' (No Unread Messages), 'CONTRACTS IN NEGOTIATION' (Access denied), 'MY RFIS WITH PENDING RESPONSES' (No RFIs to display), and 'QUICK LINKS' (My Auctions, Projects, My RFIs, My RFQs, List of Directories, Organisation Profile, My Categories, Published Opportunities).

# B2 – Update your registration information

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

The screenshot displays the 'Organisation Details' page for 'TYMZ ADVISORY'. The page is divided into several sections:

- Header:** Shows the organisation name 'TYMZ ADVISORY' and a 'Welcome' message. A red box highlights an 'Edit' icon (pencil) next to the organisation name.
- Navigation:** Includes tabs for 'Registration Data', 'Profile Data', 'Status Summary', 'Responses', and 'History Of Changes'. A 'Quick Navigation' menu is visible on the left.
- Form Fields:**
  - Country:** MOROCCO
  - Organisation Name:** TYMZ ADVISORY
  - Trade Name:** TYMZ ADVISORY
  - Identifiant Commun des Entreprise (ICE):** (Empty field with an information icon)
  - Postal Code:** 20190
  - City (Administrative):** Casablanca
  - Organisation Name:** TYMZ ADVISORY
  - Organisation Legal Structure:** SARL - Société à Responsabilité Limitée
  - Address:** (Empty field)
  - City:** Casablanca
  - Main Organisation Phone Number (preceded by '+' and the country code, without space):** +2126060606
  - Web site:** (Empty field)
- Buttons:** A 'Cancel' button and a 'Save' button are located at the bottom right. A red box highlights the 'Save' button.

# B2 – Update your registration information

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

User: ALI ALI

... Change Password

Quick Navigation | Super User Details

Super User Details

User Preferences

User Activities

Title Mr.

First Name ALI

Last Name ALI

Telephone (preceded by '+' and the country code, without space)

Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) +212606060606

Primary Email Address **IMPORTANT: This email address will be used for access to the site and for all**

User: ALI ALI

Cancel Save

Quick Navigation | Super User Details

Super User Details

\* Title Mr.

\* First Name ALI

\* Last Name ALI

Telephone (preceded by '+' and the country code, without space)

\* Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) +212606060606

Primary 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.** jaithsain@tymz.ma

\* Email Address Validation Send Validation Code

\* Username (please do not forget your username) ali

\* Preferred Language English (UK)

\* Time Zone WET - Western European Time (Africa/Casablanca)

Number Format

Last Login Date 08/03/2023 12:18



The login that was communicated to you was chosen by ABB. 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 :

Organisation Details

\* Country  
MOROCCO

Trade Name  
TYMZ ADVISORY

\* Identifiant Commun des Entreprise (ICE)  
123344488890678

An Organisation with the same Identifiant Commun des Entreprise (ICE) already exists, this must be unique

Error

- An Organisation with the same Identifiant Commun des Entreprise (ICE) already exists, this must be unique

# C1 – Contact Dedicated Supplier Support

The image shows a screenshot of the Al Barid Bank supplier portal. At the top left, the bank's logo and name are visible. A 'Need help?' section provides an email address: [portailabbfournisseurs@albaridbank.ma](mailto:portailabbfournisseurs@albaridbank.ma). The main content area features a 'USER ACCESS' section with fields for 'Username' and 'Password', and a red button labeled 'ENTER'. A red arrow points from the 'I cannot access my account' link to a modal window. The modal window is titled 'Demande de lien du mot de passe' and contains the following elements:

- A text input field for the password request.
- A field for the identifier, marked with a red asterisk (\*).
- A field for the email address, marked with a red asterisk (\*).
- A reCAPTCHA widget with the text 'Je ne suis pas un robot' and a 'Confidentialité - Conditions' link.
- A link for 'Nom d'utilisateur oublié'.
- Buttons for 'Annuler' and 'Envoyer'.

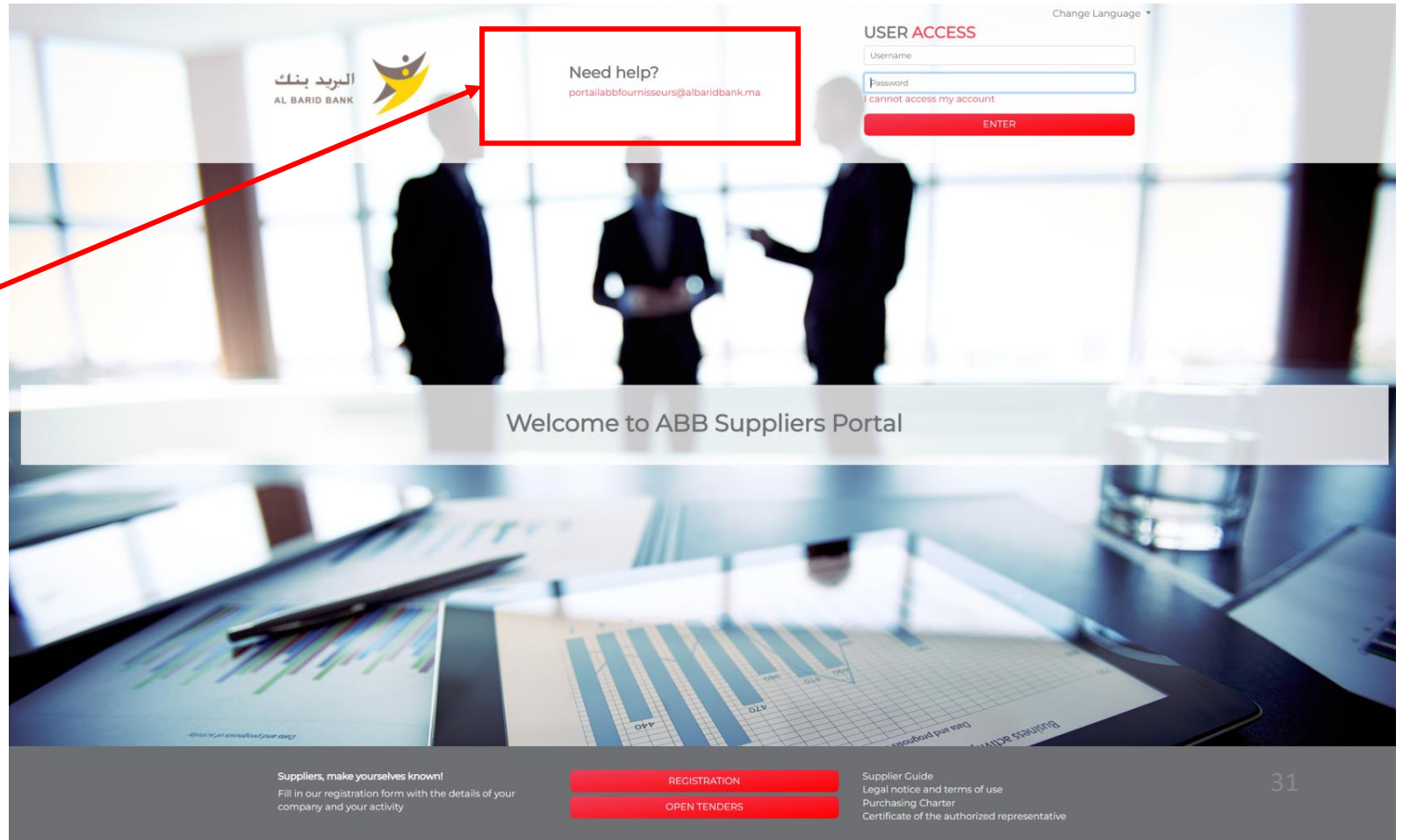
At the bottom of the page, there is a section for suppliers to register, with buttons for 'REGISTRATION' and 'OPEN TENDERS'.

- Click on "I cannot access my account"
- Enter the identifier
- Enter the email
- Check the Captcha
- An email is sent to the supplier containing an URL to generate a new password
- If you do not receive an email contact Supplier support

# 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.



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.

Dear User,

You are receiving this email following a new Password request for your account made on Al Barid Bank

You can reset you Password by following the link below:

<https://albaridbank.tlh-prep.app.jaggaer.com/esop/guest/login.do?qvu=992648040186C0E7A9DB>

If you did not submit a request, you can disregard this message. You will be able to log in using your current credentials.

The link will expire and can only be used 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.



# C1 – Contact Dedicated Supplier Support

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

## Change Password

---

\* Username

[Forgot Username](#)

\* New Password

\* Confirm Password

Cancel

Submit



- 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 shows a supplier portal dashboard. On the left, a navigation menu is open, showing 'My Organisation' and 'My Profile Data' highlighted with a red box. The main dashboard area contains several sections: 'RECEIVED ACTION COLLABORATIONS' (No Action found), 'RFX OPEN TO ALL SUPPLIERS' (table with 0 RFI and 0 RFQ), 'MY RFQS WITH PENDING RESPONSES' (No RFQs to display), 'NEW MESSAGES (LAST 30 DAYS)' (No Unread Messages), 'CONTRACTS IN NEGOTIATION' (You are not allowed to access the content of this Portlet), and 'MY RFIS WITH PENDING RESPONSES' (No RFIs to display). On the right, a user profile dropdown is open, showing 'English', 'User Profile' (highlighted with a red box), and 'Accessibility', with a 'Logout' button below.

CURRENTLY OPEN		NEXT CLOSING DATE
RFI	0	-
RFQ	0	-

MY RFIS WITH PENDING RESPONSES	
No RFIs to display	

# C2 – Update your registration information

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

The screenshot displays the 'Organisation Details' page for 'TYMZ ADVISORY'. The page is divided into several sections:

- Header:** Shows the organisation name 'TYMZ ADVISORY' and a 'Welcome' message. A red box highlights the 'Edit' icon (pencil) in the top right corner.
- Navigation:** Includes tabs for 'Registration Data', 'Profile Data', 'Status Summary', 'Responses', and 'History Of Changes'. A 'Quick Navigation' menu is visible on the left.
- Form Fields:**
  - Country:** MOROCCO
  - Organisation Name:** TYMZ ADVISORY
  - Trade Name:** TYMZ ADVISORY
  - Identifiant Commun des Entreprise (ICE):** (Empty field with an information icon)
  - Postal Code:** 20190
  - City (Administrative):** Casablanca
  - Organisation Name (Form):** TYMZ ADVISORY
  - Organisation Legal Structure:** SARL - Société à Responsabilité Limitée
  - Address:** (Empty field)
  - City:** Casablanca
  - Main Organisation Phone Number (preceded by '+' and the country code, without space):** +2126060606
  - Web site:** (Empty field)
- Buttons:** A 'Cancel' button and a 'Save' button are located at the bottom right. A red box highlights the 'Save' button.

# C2 – Update your registration information

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

User: ALI ALI

... Change Password

Quick Navigation

- Super User Details
- User Preferences
- User Activities

Super User Details

Title Mr.

First Name ALI

Last Name ALI

Telephone (preceded by '+' and the country code, without space)

Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) +2126060606

Primary 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.** jaithsain@tymz.ma

User: ALI ALI

Cancel Save

Quick Navigation

- Super User Details

Super User Details

\* Title Mr.

\* First Name ALI

\* Last Name ALI

Telephone (preceded by '+' and the country code, without space)

\* Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) +2126060606

Primary 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.** jaithsain@tymz.ma

\* Email Address Validation Send Validation Code

\* Username (please do not forget your username) ali

\* Preferred Language English (UK)

\* Time Zone WET - Western European Time (Africa/Casablanca)

Number Format

The login that was communicated to you was chosen by ABB. 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 ABB
- 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

The screenshot shows a user interface for a supplier's dashboard. The top bar includes the time '11:44 Western European Time DST' and a welcome message 'Welcome ALI ALI'. The main area is titled 'Main Dashboard' and contains several widgets:

- RECEIVED ACTION COLLABORATIONS:** No Actions to display.
- MY ACTIONS:** No Action found.
- CONTRACTS IN NEGOTIATION:** You are not allowed to access the content of this Portlet.
- RFX OPEN TO ALL SUPPLIERS:** A table with columns 'CURRENTLY OPEN' and 'NEXT CLOSING DATE'. It shows 0 RFI and 0 RFQ.
- NEW MESSAGES (LAST 30 DAYS):** No Unread Messages.
- MY RFQS WITH PENDING RESPONSES:** No RFQs to display.
- MY RFIS WITH PENDING RESPONSES:** No RFIs to display.
- QUICK LINKS:** A section containing 'STANDARD LINKS' (My Auctions, Projects, My RFIs, My RFQs, List of Directories, Organisation Profile, My Categories, Published Opportunities) and 'CUSTOM LINKS'.

The 'QUICK LINKS' section is highlighted with a red border.

The screenshot shows a customization dialog box with a close button (X) in the top right corner. It contains two main sections:

- SAVE:** A text input field with the value 'Main Dashboard'.
- SET COLUMNS:** A list of column configurations with a vertical scrollbar on the right. The visible items are: '25%/50%/25%', '33%/33%/33%', '25%/75%', and '75%/25%'.

# Agenda

D – Managing your account on the portal

D1 – TdB explanation

**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"

**User Management**

- Manage Users
- Users**
- User Roles
- Divisions
- Default Users

**Manage Users**

Welcome ALI ALI

Users User Roles Divisions Default Users

3 characters All Users Enter Filter (type to start search)

USER INFO	LAST NAME ↑	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
Super User	ALI	ALI	Division	jaihhsain@tymz.ma		

New User

User Details

- Last Name
- First Name
- User Tag for Codes
- Email
- Telephone Number
- Division
- Department
- Role
- Username

Mobile Phone Number must start with "+" and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

Cancel Save

**Prefixes of a star are mandatory fields of the entry**

- The primary contact is solely responsible for the management of the user accounts on the supplier side.

# D2 – Sub-user management

- Once the sub user created, the main contact (Administrator account provider side), the latter receives a notification email with his username and password to access the platform
- the primary contact can now define the allowed accesses to this new user

User Rights

▼ RFX

Visibility of RFX Lists  
Yes, if I am on the Project team

Access RFX Details  
Yes, if I am on the Project team

Access Attachments Area  
Yes, if I am on the Project team

Create New RFX  
Yes

Modify Details Before Publishing  
Yes, if I am on the Project team

Publish RFX  
Yes, if I am on the Project team

Require Approval  
Never

Modify Details After Publication  
Yes, if I am the Owner

Edit Ranking Criteria During Evaluation  
No


Access Messages Area  
Yes

Send Messages from RFX  
Yes, if I am on the Pr

Post Messages to D  
Yes, if I am on the Pr

View Evaluation Scre  
Yes, if I am on the Pr

Make Evaluation Cor  
Yes, if I am on the Pr

 The primary contact is solely responsible for the management of the user accounts on the supplier side.

User Rights

▼ Supplier Lists

View All Existing Suppliers  
Yes

▼ Supplier Management

Full Access to Supplier Profiles  
Yes

View Supplier Restricted Data  
Yes

Access Data for other Buyer Organisations  
Yes

Advanced User in Supplier Directory  
Yes

Send Emails from Supplier Directory  
Yes

Export Supplier Management Responses  
No

Access Supplier Profile  
No

Manage Supplier Organisation Structures  
No

Register New Suppliers  
No

Edit Supplier Registration Data  
No

Edit Supplier Values in Editable Forms (Shared Questions)  
No

Manage Buyer Editable Questions on Profile Forms  
No

Manage Buyer Editable Questions on Category Forms  
No

Manage Supplier Classifications  
No

# 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 displays a user interface for a provider. At the top, the header shows the time as 11:53 Western European Time DST and a welcome message for ALI ALI. The main dashboard is titled "Main Dashboard" and contains several portlets:

- RECEIVED ACTION COLLABORATIONS:** A message box indicating "No Action found".
- RFX OPEN TO ALL SUPPLIERS:** A table with columns "CURRENTLY OPEN" and "NEXT CLOSING DATE".

	CURRENTLY OPEN	NEXT CLOSING DATE
RFI	0	-
RFQ	0	-
- MY RFQS WITH PENDING RESPONSES:** A message box indicating "No RFQs to display".
- NEW MESSAGES (LAST 30 DAYS):** A message box indicating "No Unread Messages".
- CONTRACTS IN NEGOTIATION:** A message box indicating "You are not allowed to access the content of this Portlet".
- MY RFIS WITH PENDING RESPONSES:** A message box indicating "No RFIs to display".

A navigation sidebar on the left is open, showing a menu with the following items:

- My Organisation (highlighted with a red box)
- Organisation Profile (highlighted with a red box)
- My Categories (highlighted with a red box)
- Assessments
- Scorecards
- Development Actions

Sub-menus for "My Organisation" and "Organisation Profile" are visible:

- My Organisation sub-menu: Organisation Profile, Organisation Profile, My Categories, Assessments, Scorecards, Development Actions.
- Organisation Profile sub-menu: Registration Data, Profile Data, Status Summary, Responses, History of Changes.

On the right side, there is a "QUICK LINKS" section with "STANDARD LINKS" and "CUSTOM LINKS". The standard links include: My Auctions, Projects, My RFIs, My RFQs, List of Directories, Organisation Profile, My Categories, and Published Opportunities.

# D3 – Information and update of category data

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

My Categories ... [Add Category](#)

Showing Result 1 - 4 of 4

		CODE	TITLE	CLASSIFIED ON	ASSESSMENT STATUS
1		A03-	<a href="#">Fournitures de bureau</a>	08/03/2023 11:55:15	Assessment Status not visible
2		A04-	<a href="#">Imprimés &amp; pré-imprimés</a>	08/03/2023 11:55:15	Assessment Status not visible
3		A05-	<a href="#">Equipements de Cuisine</a>	08/03/2023 11:55:15	Assessment Status not visible
4		A06-	<a href="#">Location de matériels</a>	08/03/2023 11:55:15	Assessment Status not visible

# 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 "

Category Selection

Enter filter (type to start search)

Search or Navigate the Tree

Collapse All Expand All

Selected Items: 4

- Categories
  - A - Fournitures
    - A01 - Acquisition et Location de biens Immobiliers
    - >  A02 - Fournitures consommables
      - A03 - Fournitures de bureau
      - A04 - Imprimés & pré-imprimés
      - A05 - Equipements de Cuisine
      - A06 - Location de matériels
      - A07 - Location de véhicule
      - A08 - Matériel de bureau
      - A09 - Matériel de sécurité
    - >  A10 - Matériel informatique et matériel spécifique de banque
      - A11 - Mobilier de bureau, store et mobilier spécifique
      - A12 - Signalétique, enseignes et habillage
      - A13 - Solutions et logiciels
  - B - Services
    - >  B01 - Evenementiel, partenariat
    - >  B02 - Communication
      - B03 - Assurances
    - >  B04 - Prestations de service
      - B05 - Hébergement
      - B06 - Restauration
      - B07 - Bureau d'ordre
      - B08 - Prestations logistiques
      - B09 - Messagerie
      - B10 - Honoraires
      - B11 - Eau et Electricité

Cancel Confirm

# Agenda

E – Response to an RFX (By invitation)

**E1 – Receipt of the RFQ invitation email**

E2 – Response to an RFQ

E3 – Response to an RFI

E4 – Publication of the response

# Response to an RFQ Public

- The Open Tenders is displayed to the public on the platform link


The screenshot displays the ABB Suppliers Portal interface. At the top left, the Al Barid Bank logo is visible. A 'USER ACCESS' section contains a login form with fields for 'Username' and 'Password', a link for 'I cannot access my account', and a red 'ENTER' button. A 'Need help?' link with the email 'portallabbfourisseurs@albaridbank.ma' is also present. A 'Change Language' dropdown is in the top right. A central banner reads 'Welcome to ABB Suppliers Portal'. The bottom navigation bar includes 'REGISTRATION' and 'OPEN TENDERS' (highlighted with a red circle), along with links for 'Supplier Guide', 'Legal notice and terms of use', 'Purchasing Charter', and 'Certificate of the authorized representative'. A footer message states: 'Suppliers, make yourselves known! Fill in our registration form with the details of your company and your activity'. An inset window on the right shows the 'Published Opportunities' section with a search filter and a message: 'The list is empty'.



# E1 – Receipt of the RFQ invitation email

For RFQs by invitation, the supplier receives an invitation email to participate in this RFQ

Invitation to RFQ - Request for Quotation Code ABB\_2023\_475 on Al Barid Bank

 noreply-prep@jaggaer.com  
À : [REDACTED]

Jeu 09/03/2023 14:12

Dear Supplier,

[REDACTED] invites you to participate in the following RFQ - Request for Quotation on Al Barid Bank:

Type: RFQ - Request for Quotation  
Code: ABB\_2023\_475  
Title: MAINTENANCE SITE BACK UP ABB - CASABLANCA  
Project Code: DOSSIER\_2023\_430  
Project Title: Appel d'offres ouvert  
Description:

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: 9 Mar, 2023  
Time: 14:30 (Western European Time DST)

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://albaridbank.tlh-prep.app.jaggaer.com/esop/guest/login.do?quv=642686400186C67E50EE>

# Agenda

E – Response to an RFQ (By invitation)

E1 – Receipt of the RFQ invitation email

**E2 – Response to an RFQ**

E3 – Response to an RFI

E4 – Publication of the response

# E2 – Response to an RFQ

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

- Click on consultation

14:15 Western European Time DST

Welcome ALI ALI

RFQs

My RFQs RFQs Open To All Suppliers

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 20

CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	ABB_2023_475	MAINTENANCE SITE BACK UP ABB - CASABLANCA	DOSSIER_2023_430	09/03/2023 14:30	Running	No Response Prepared

# E2 – Response to an RFQ

- In the Detail of the consultation menu => Read the Terms of the consultation and the Attachments sent by the buyer

The screenshot shows the 'RFQ: ABB\_2023\_475 - MAINTENANCE SITE BACK UP ABB - CASABLANCA' page. The navigation menu includes 'RFQ Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (0)', 'My Response', and 'Associated Users'. The 'Messages (Unread 0)' and 'Associated Users' items are highlighted with red boxes. A red arrow points from the 'Messages (Unread 0)' box to a callout box on the right. Another red arrow points from the 'Associated Users' box to a callout box at the bottom right. The main content area shows the 'Response Status' (No Response Prepared) and an 'Overview' section with various details.

**From the publication of the RFQ and until its award, the supplier can exchange messages with the buyer if certain points need to be clarified.**

**Allows you to add sub-users who will be able to access the consultation**

Code	Title
ABB_2023_475	MAINTENANCE SITE BACK UP ABB - CASABLANCA
Description	Supplier Access
	RFQ Open to All Suppliers
Contract Value	Event Currency
	MAD
	Contract Currency
	MAD
Test RFQ	Buyer Organisation
No	Admin Guru
Buyer Name	Division
Acheteur 1	Service Achats Prestations de service
Department	Allow Bidding Group Response
	Yes
Categories	
◆ B02-04 - Digital	

**RFQ Attributes**

RFQ Type
Appel d'offres ouvert

# E2 – Response to an RFQ

- In the Detail of the consultation menu => “My answer”: Consult the elements of the consultation
- Click on “Reply”

To signify to the buyer the acceptance of participation in the consultation

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

The screenshot displays the RFQ management interface for 'RFQ: ABB\_2023\_475 - MAINTENANCE SITE BACK UP ABB - CASABLANCA'. The status is 'Running'. The navigation menu includes 'RFQ Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (0)', 'My Response', and 'Associated Users'. The 'My Response' option is highlighted. In the top right corner, there are two buttons: 'Decline To Respond' and 'Intend To Respond'. A red arrow points from the 'Intend To Respond' button to the text box above. Another red arrow points from the 'Decline To Respond' button to the text box below. Below the main interface, a 'Response Management Area' dialog is open, showing a message: 'Replying as a Bidding Group requires configuration in the Manage Bidding Group area'. Under 'Select Response Type', there are two options: 'My Organisation Only (No consortium)' (selected) and 'Consortium (unspecified / other type)'. A 'Save' button is highlighted with a red box. To the right, a 'Decline to Respond Reason Details' form is visible, with a 'Decline To Respond' button highlighted in red.

**Information**

- You have now started to create your Response.  
Edit your Response 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.

# E2 – Response to an RFQ

To respond to the consultation => Click on "The Modify the response icon" at each of the grids

- Fill in the response elements to the consultation (the fields marked with an \* are mandatory. It will not be possible to publish the answer if these fields are not filled in)
- Click on “Save and Return”

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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.

RFQ: ABB\_2023\_475 - MAINTENANCE SITE BACK UP ABB - CASABLANCA

Running

Online Questionnaire In Excel

Submit Response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

Currency: MAD

Save And Continue

Save And Return

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 21)

1.1 DOSSIER ADMINISTRATIF - SECTION OF PROFILE QUESTIONS

NOTE	NOTE DETAILS
1.1.1	Note au fournisseur En cas de groupement, seules les informations du mandataire sont héritées dans cette section relative aux questions profils, pour les cotraitants attacher leurs dossiers comme pièce jointe
QUESTION	DESCRIPTION
1.1.2 ▲	Désignation officielle du mandaté * Merci de joindre le document de désignation officielle du mandaté signé et cacheté par le représentant légal de l'entreprise selon le modèle mis à votre disposition
1.1.3	Statuts entreprise * Merci de joindre une copie des statuts de l'entreprise
1.1.4	RC ou équivalent * Merci de joindre une copie de l'attestation d'enregistrement au registre du commerce ou équivalent
1.1.5 ▲	Charte relation fournisseurs * Merci de joindre la charte relation fournisseurs

RESPONSE

pj.docx (12 KB)

pj.docx (12 KB)

pj.docx (12 KB)

pj.docx (12 KB)

pj.docx (12 KB)

(no file attached)

The supplier is not obliged to answer all questions at once. He can "Save and continue" then return to complete his answer later, within the limits of the dates and times set by the buyer.

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

# Agenda

E – Response to an RFQ (By invitation)

E1 – Receipt of the RFQ invitation email

E2 – Response to an RFQ

**E3 – Response to an RFI**

E4 – Publication of the response

# E2 – Response to an RFI

The invited supplier accesses the consultation on the platform at the level of the list of RFIs tab

- Click on consultation

The screenshot displays a web application interface for managing RFIs. At the top, there is a header with the logo, the time '14:33 Western European Time DST', and a user greeting 'Welcome ALI ALI'. Below the header, the 'RFIs' tab is selected and highlighted with a red box. The main content area shows 'My RFIs' and 'RFIs Open To All Suppliers'. There is a search filter set to 'All RFIs' and a search input field with the placeholder 'Enter Filter (type to start search)'. Below the search, it indicates 'Showing Result 1 - 1 of 1' and 'Show: 20'. A table lists the RFI details, with the first row highlighted in red. The table has columns for CODE, TITLE, PROJECT CODE, CLOSING DATE, STATUS, RESPONSE STATUS, and BUYER ORGANISATION.

CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	RFI_2023_20	RFI AO	DOSSIER_2023_430	09/03/2023 14:45	● Running	No Response Prepared




# E2 – Response to an RFI

- In the Detail of the consultation menu => Take note of the Terms of the RFI and the Attachments transmitted by the buyer

The screenshot shows the 'RFI : RFL\_2023\_20 - RFI AO' interface. The 'Messages (Unread 0)' link is highlighted with a red box and an arrow pointing to a callout box. The 'Associated Users' link is also highlighted with a red box and an arrow pointing to another callout box. The interface includes sections for 'Response Status', 'Overview', and 'Date & Time Information'.

Code	RFI_2023_20	Title	RFI AO
Description		Supplier Access	By Invitation Only
Test RFI	No	Buyer Organisation	Admin Guru
Buyer Name	Admin Guru Admin Guru	Division	Division
Department		Allow Bidding Group Response	Yes

Options for viewing Responses	Sealed	Publication - Date	09/03/2023 14:33:04
Last Modification - Date	09/03/2023 14:33:04	Closing - Date	09/03/2023 14:45

  
From the publication of the RFI and until its award, the supplier can exchange messages with the buyer if certain points need to be clarified.

Allows you to add sub-users who will be able to access the consultation

# E2 – Response to an RFI

To signify to the buyer the acceptance of participation in the consultation

- In the Detail of the consultation menu => “My answer”: Consult the elements of the consultation
- Click on “Intend to Respond”

The screenshot shows the RFI response management interface for 'RFI : RFI\_2023\_20 - RFI AO' in a 'Running' state. The navigation menu includes 'RFI Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (0)', 'My Response', and 'Associated Users'. The 'My Response' tab is active. In the top right, there are two buttons: 'Decline To Respond' and 'Intend To Respond'. A red box highlights the 'Intend To Respond' button, with an arrow pointing to a callout box: 'To signify to the buyer the acceptance of participation in the consultation'. Another red box highlights the 'Decline To Respond' button, with an arrow pointing to a callout box: 'To indicate to the buyer that the supplier will not participate in the consultation'. Below the main interface, a modal window titled 'Response Management Area - You are replying as:' is open. It contains an information message: 'Replying as a Bidding Group requires configuration in the Manage Bidding Group area'. Under 'Select Response Type', there are two radio buttons: 'My Organisation Only (No consortium)' (selected) and 'Consortium (unspecified / other type)'. The 'Save' button is highlighted with a red box. In the background, a form for 'Enter Decline to Respond Reason Details' is visible, with a 'Characters available 512' indicator.

# E2 – Response to an RFI

To respond to the RFI => Click on "Modify the response icon" at each of the grids

- Fill in the response elements to the consultation (the fields marked with an \* are mandatory. It will not be possible to publish the answer if these fields are not filled in)
- Click on "Save and close"

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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

← RFI : RFI\_2023\_20 - RFI AO Running Online Questionnaire In Excel Submit Response

RFI Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

→ | Response Management Area - You are replying as: My Organisation Only (No consortium) 

1. QUALIFICATION RESPONSE (QUESTIONS: 3) 

1.1 INFORMATIONS GÉNÉRALES - QUESTION SECTION

Save And Continue Cancel Save And Return

RFI : RFI\_2023\_20 - RFI AO Running

→ | ⓘ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 3)

1.1 INFORMATIONS GÉNÉRALES - QUESTION SECTION

	QUESTION	DESCRIPTION
1.1.1	Nature de l'activité	* Nature de l'activité
1.1.2	Capital Social	* Capital Social
1.1.3	Effectif moyen (Année N)	* Effectif moyen (Année N)


RESPONSE

—

—

—

Add/View Attachments

 The supplier is not obliged to answer all questions at once. He can "Save and continue" then return to complete his answer later, within the limits of the dates and times set by the buyer.

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

# Agenda

E – Response to an RFQ (By invitation)

E1 – Receipt of the RFQ invitation email

E2 – Response to an RFQ

E3 – Response to an RFI

**E4 – Publication of the response**

# E3 – Publication of the response

Once the elements of the consultation have been completed:

- Click on "Publish response" to communicate your response elements to the buyer

← RFQ: ABB\_2023\_475 - MAINTENANCE SITE BACK UP ABB - CASABLANCA ● Running

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) **My Response** Associated Users

→ | **i** Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

▼ My Response Summary

Online Questionnaire In Excel **Submit Response**

**The supplier can always update its response within the limit of the date and time limit for response set by the buyer.**

## **albaridbank.tlh-prep.app.jaggaer.com** indique

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

### Information

- 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.

# E3 – Publication of the response

The supplier receives an email confirming that his response has been sent to the buyer

Dear Supplier,

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

Type: RFQ - Request for Quotation

Code: ABB\_2023\_475

Title: MAINTENANCE SITE BACK UP ABB - CASABLANCA

Date of Response: 9 Mar, 2023 15:34 (Western European Time DST)

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

- Connect to <https://albaridbank.tlh-prep.app.jaggaer.com>
- Enter your Username and Password
- Go to RFQ - Request for Quotations

# Agenda

F – Supplier requests

**F1 – Claim**

F2 – Update request

F3 – Request for reference certificate

F4 – Visibility of the ABB response

# F1 – Supplier requests - Claim

The supplier can issue a complaint via the platform:

- In the My organization menu, go to Organisation profile > Profile data > Additional (Supplier requests)

The screenshot displays a dashboard with a left-hand navigation menu. The 'My Organisation' menu is expanded, showing 'Organisation Profile' selected. Under 'Organisation Profile', 'Profile Data' is highlighted, and a red arrow points from it to the 'Additional' row in the table below. The table lists supplier requests with columns for ID, PHASE, TITLE, COMPLETION, DOCUMENT EXPIRY DATE, and LAST MODIFIED DATE.


	PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	Onboarding	Dossier Fournisseur	✖	21/03/2024	08/03/2023 11:52
2	Additional	Demandes Fournisseur	✖		



# F1 – Supplier requests - Claim

A complaint form is available.

- Click on “Modify” to process the request

Organisation Profile  ...

← < > Demandes Fournisseur

Demandes Fournisseur

▼ RÉCLAMATION 1

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date Réclamation 1	Merci d'indiquer la date de la réclamation		Supplier
2	Nature Réclamation 1	Merci d'indiquer la Nature de la réclamation		Supplier
3	Détails Réclamation 1	Merci de fournir les Détails de la réclamation (Code de l'AO, Numéro de facture...etc.)		Supplier
4	Pièces justificatives 1	Merci de joindre toutes les pièces justificatives pour le traitement de votre réclamation	<input type="text" value="(no file attached)"/>	Supplier

▼ RÉCLAMATION 2

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date Réclamation 2	Merci d'indiquer la date de la réclamation		Supplier
2	Nature Réclamation 2	Merci d'indiquer la Nature de la réclamation		Supplier
3	Détails Réclamation 2	Merci de fournir les Détails de la réclamation (Code de l'AO, Numéro de facture...etc.)		Supplier
4	Pièces justificatives 2	Merci de joindre toutes les pièces justificatives pour le traitement de votre réclamation	<input type="text" value="(no file attached)"/>	Supplier

▼ RÉCLAMATION 3

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date Réclamation 3	Merci d'indiquer la date de la réclamation		Supplier

# F1 – Supplier requests - Claim

- Complete the request
- Click on “Save”

Organisation Profile Cancel Save

Demands Fournisseur

Demands Fournisseur

▼ RÉCLAMATION 1

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date Réclamation 1	Merci d'indiquer la date de la réclamation	<input type="text" value="dd/MM/yyyy"/>	Supplier
2	Nature Réclamation 1	Merci d'indiquer la Nature de la réclamation	<input type="text" value="Select an Option (Single selection)"/>	Supplier
3	Détails Réclamation 1	Merci de fournir les Détails de la réclamation (Code de l'AO, Numéro de facture...etc.)	<input type="text"/> <small>Characters available 2000</small>	Supplier
4	Pièces justificatives 1	Merci de joindre toutes les pièces justificatives pour le traitement de votre réclamation	<input type="text" value="+ Attach File"/>	Supplier

▼ RÉCLAMATION 2

# Agenda

F – Supplier requests

F1 – Claim

**F2 – Update request**


F3 – Request for reference certificate

F4 – Visibility of the ABB response

# F2 – Supplier requests – Update request

An update request form is available.

- Click on “Modify” to process the request

Organisation Profile  ...

← < > Demandes Fournisseur

▼ DEMANDE DE MISE À JOUR 1				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date de la demande 1	* Merci d'indiquer la date de la demande.		Supplier
2	Nature de la demande 1	* Merci d'indiquer la nature de la demande.		Supplier
3	Pièces justificatives 1	* Merci de joindre tout les pièces justificatives. NB : Dans le cas de plusieurs pièces jointes, merci de mettre tout dans un seul document (ZIP)	<input type="text" value="(no file attached)"/>	Supplier

▼ DEMANDE DE MISE À JOUR 2				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date de la demande 2	* Merci d'indiquer la date de la demande.		Supplier
2	Nature de la demande 2	* Merci d'indiquer la nature de la demande.		Supplier
3	Pièces justificatives 2	* Merci de joindre tout les pièces justificatives. NB : Dans le cas de plusieurs pièces jointes, merci de mettre tout dans un seul document (ZIP)	<input type="text" value="(no file attached)"/>	Supplier

# F2 – Supplier requests – Update request

- Complete the request
- Click on “Save”

Organisation Profile

Cancel

Save

Demandes Fournisseur

▼ DEMANDE DE MISE À JOUR 1				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date de la demande 1	* Merci d'indiquer la date de la demande.	<input type="text" value="dd/MM/yyyy"/>	Supplier
2	Nature de la demande 1	* Merci d'indiquer la nature de la demande.	<input type="text" value="Select Options (Multi selection possible)"/>	Supplier
3	Pièces justificatives 1	* Merci de joindre tout les pièces justificatives. NB : Dans le cas de plusieurs pièces jointes, merci de mettre tout dans un seul document (ZIP)	<a href="#">+ Attach File</a> <input type="text"/>	Supplier
▼ DEMANDE DE MISE À JOUR 2				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date de la demande 2	* Merci d'indiquer la date de la demande.	<input type="text" value="dd/MM/yyyy"/>	Supplier
2	Nature de la demande 2	* Merci d'indiquer la nature de la demande.	<input type="text" value="Select Options (Multi selection possible)"/>	Supplier
3	Pièces justificatives 2	* Merci de joindre tout les pièces justificatives. NB : Dans le cas de plusieurs pièces jointes, merci de mettre tout dans un seul document (ZIP)	<a href="#">+ Attach File</a> <input type="text"/>	Supplier

# Agenda

F – Supplier requests

F1 – Claim

F2 – Update request


**F3 – Request for reference certificate**

F4 – Visibility of the ABB response

# F3 – Supplier requests – Reference certificate request

A reference certificate request form is available.

- Click on “Modify” to process the request

Organisation Profile 

← < > Demandes Fournisseur

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date de la demande 2	* Merci d'indiquer la date de la demande.		Supplier
2	Nature de la demande 2	* Merci d'indiquer la nature de la demande.		Supplier
3	Pièces justificatives 2	* Merci de joindre tout les pièces justificatives. NB : Dans le cas de plusieurs pièces jointes, merci de mettre tout dans un seul document (ZIP)	<input type="text" value="(no file attached)"/>	Supplier
▼ DEMANDE DE MISE À JOUR 3				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date de la demande 3	* Merci d'indiquer la date de la demande.		Supplier
2	Nature de la demande 3	* Merci d'indiquer la nature de la demande.		Supplier
3	Pièces justificatives 3	* Merci de joindre tout les pièces justificatives. NB : Dans le cas de plusieurs pièces jointes, merci de mettre tout dans un seul document (ZIP)	<input type="text" value="(no file attached)"/>	Supplier
▼ DEMANDE D'ATTESTATION DE RÉFÉRENCE				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date de la demande d'attestation de référence	* Merci d'indiquer la date de la demande		Supplier
2	Détail de la demande de l'attestation de référence	* Merci de saisir le détail de la demande de l'attestation de référence		Supplier
3	Demande avec papier en-tête	* Merci de joindre la demande avec papier en-tête signée et cachetée	<input type="text" value="(no file attached)"/>	Supplier

# F3 – Supplier requests – Reference certificate request

- Complete the request
- Click on “Save”

Organisation Profile

Cancel Save

Demandes Fournisseur

3	Pièces justificatives 2	* Merci de joindre tout les pièces justificatives. NB : Dans le cas de plusieurs pièces jointes, merci de mettre tout dans un seul document (ZIP)	+ Attach File <input type="text"/>	Supplier																				
<p>▼ DEMANDE DE MISE À JOUR 3</p> <table border="1"> <thead> <tr> <th></th> <th>QUESTION</th> <th>DESCRIPTION</th> <th>RESPONSE</th> <th>EDITABLE BY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Date de la demande 3</td> <td>* Merci d'indiquer la date de la demande.</td> <td>dd/MM/yyyy <input type="text"/></td> <td>Supplier</td> </tr> <tr> <td>2</td> <td>Nature de la demande 3</td> <td>* Merci d'indiquer la nature de la demande.</td> <td>Select Options (Multi selection possible) <input type="text"/></td> <td>Supplier</td> </tr> <tr> <td>3</td> <td>Pièces justificatives 3</td> <td>* Merci de joindre tout les pièces justificatives. NB : Dans le cas de plusieurs pièces jointes, merci de mettre tout dans un seul document (ZIP)</td> <td>+ Attach File <input type="text"/></td> <td>Supplier</td> </tr> </tbody> </table>						QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	1	Date de la demande 3	* Merci d'indiquer la date de la demande.	dd/MM/yyyy <input type="text"/>	Supplier	2	Nature de la demande 3	* Merci d'indiquer la nature de la demande.	Select Options (Multi selection possible) <input type="text"/>	Supplier	3	Pièces justificatives 3	* Merci de joindre tout les pièces justificatives. NB : Dans le cas de plusieurs pièces jointes, merci de mettre tout dans un seul document (ZIP)	+ Attach File <input type="text"/>	Supplier
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY																				
1	Date de la demande 3	* Merci d'indiquer la date de la demande.	dd/MM/yyyy <input type="text"/>	Supplier																				
2	Nature de la demande 3	* Merci d'indiquer la nature de la demande.	Select Options (Multi selection possible) <input type="text"/>	Supplier																				
3	Pièces justificatives 3	* Merci de joindre tout les pièces justificatives. NB : Dans le cas de plusieurs pièces jointes, merci de mettre tout dans un seul document (ZIP)	+ Attach File <input type="text"/>	Supplier																				
<p>▼ DEMANDE D'ATTESTATION DE RÉFÉRENCE</p> <table border="1"> <thead> <tr> <th></th> <th>QUESTION</th> <th>DESCRIPTION</th> <th>RESPONSE</th> <th>EDITABLE BY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Date de la demande d'attestation de référence</td> <td>* Merci d'indiquer la date de la demande</td> <td>dd/MM/yyyy <input type="text"/></td> <td>Supplier</td> </tr> <tr> <td>2</td> <td>Détail de la demande de l'attestation de référence</td> <td>* Merci de saisir le détail de la demande de l'attestation de référence</td> <td><input type="text"/> <small>Characters available 2000</small></td> <td>Supplier</td> </tr> <tr> <td>3</td> <td>Demande avec papier en-tête</td> <td>* Merci de joindre la demande avec papier en-tête signée et cachetée</td> <td>+ Attach File <input type="text"/></td> <td>Supplier</td> </tr> </tbody> </table>						QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	1	Date de la demande d'attestation de référence	* Merci d'indiquer la date de la demande	dd/MM/yyyy <input type="text"/>	Supplier	2	Détail de la demande de l'attestation de référence	* Merci de saisir le détail de la demande de l'attestation de référence	<input type="text"/> <small>Characters available 2000</small>	Supplier	3	Demande avec papier en-tête	* Merci de joindre la demande avec papier en-tête signée et cachetée	+ Attach File <input type="text"/>	Supplier
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY																				
1	Date de la demande d'attestation de référence	* Merci d'indiquer la date de la demande	dd/MM/yyyy <input type="text"/>	Supplier																				
2	Détail de la demande de l'attestation de référence	* Merci de saisir le détail de la demande de l'attestation de référence	<input type="text"/> <small>Characters available 2000</small>	Supplier																				
3	Demande avec papier en-tête	* Merci de joindre la demande avec papier en-tête signée et cachetée	+ Attach File <input type="text"/>	Supplier																				

- Note: Requests will be crushed beyond 3 requests to allow news to be written.



# Agenda

F – Supplier requests

F1 – Claim

F2 – Update request

F3 – Request for reference certificate

**F4 – Visibility of the ABB response**

# F4 – Visibility of the ABB response

- The supplier can view the ABB response via the "Development Actions" tab

Development Actions

Development Actions

Enter Filter (type to start search)

> Filter Details

Showing Result 1 - 1 of 1    Show: 20

	ACTION NAME	SUPPLIER ACTION OWNER	ACTION STATUS	ALLOW OWNER START	ACTION START DATE	ACTION END DATE	BUYER ORGANISATION	COLLABORATION STATUS
1	Délai de la livraison	(Default)	Running	Yes	09/03/2023	13/03/2023	Admin Guru	Never Started

# F4 – Visibility of the ABB response

- Messaging is available at the action plan level

The screenshot displays a software interface for an action plan. At the top, the breadcrumb navigation shows 'Action: Délai de la livraison' with a 'Running' status indicator. Below this, there are tabs for 'Details', 'Collaboration Area', and 'Messages (Unread 0)'. The 'Messages' tab is highlighted with a red box, and a red arrow points from it to a dark grey callout box containing the text: 'The supplier can exchange with ABB via messaging'. The main content area is divided into sections: 'Plan Overview', 'Action Overview', and 'Action Duration & Alert Settings'. The 'Plan Overview' section includes fields for Plan Code (plan\_14), Plan Title (Délai de livraison), Supplier Location, Plan Status (Running), and Plan Expected End Date (13/03/2023). The 'Action Overview' section includes Action Name (Délai de la livraison), Action Description, Action Ownership (Buyer), Buyer Action Owner (Acheteur 1), Created by (Gestionnaire référencement 1), Supplier Action Owner (Current Default User (Laila Alami)), Allow Action Owner to Start Action (Yes), and Creation Date (09/03/2023 15:48:01). The 'Action Duration & Alert Settings' section includes Last Start Date (09/03/2023) and Expected End Date (13/03/2023).

# F4 – Visibility of the ABB response

## ○ Overview of the collaboration form

← Action: Délai de la livraison ● Running

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

Settings

→| ▾ Plan Overview

Plan Code  
plan\_14

Plan Title  
Délai de livraison

Supplier Location

Plan Status  
● Running

Plan Expected End Date  
13/03/2023

▾ Collaboration Form

▾ CLAIM RESPONSE

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
Explanatory documents	Please find attached the explanatory documents relating to your claim	<input type="text" value="(no file attached)"/>	Buyer

▾ Action Overview

Action Name  
Délai de la livraison

Action Description

Action Ownership  
Buyer

Supplier Action Owner  
Current Default User (Laila Alami)

Buyer Action Owner  
Acheteur 1

Allow Action Owner to Start Action  
Yes

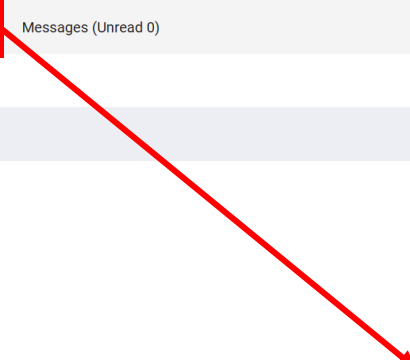
Created by  
Gestionnaire référencement 1

Creation Date  
09/03/2023 15:48:01

▾ Action Duration & Alert Settings

Last Start Date  
09/03/2023

Expected End Date  
13/03/2023



# Agenda


G – Response to a request to modify profile data

## G- Response to a request to modify profile data

The supplier invited to the modification accesses his mailbox to find the link which allows him to land on the platform at the level of the Assessments > Editable Assessments tab

- Click on the link and enter your username and password

asm\_161 - Category Assessment Form Review Requested by Buyer Organisation Admin Guru on Al Barid Bank

 noreply-prep@jaggaer.com  
À : [REDACTED] Ven 10/03/2023 10:33

Dear TYMZ ADVISORY,

The Buyer Organisation Admin Guru has requested that you complete any required data and review Category Assessment Forms on Al Barid Bank

Assessment Code: asm\_161  
Assessment Group Name: Groupe De Qualification

Buyer Comment (optional):

To access the Form Questions (provided your access allows you) click the following link and enter your Username and Password

<https://albaridbank.tlh-prep.app.jaggaer.com/esop/guest/login.do?quv=094508550186CADCB157>

البريد بنك AL BARID BANK 10:40 Western European Time DST

Main Dashboard

RECEIVED ACTION COLLABORATIONS

My Organisation	Assessments
Organisation Profile	Editable Assessments
My Categories	Qualification Assessments
Assessments	Category Assessments
Scorecards	
Development Actions	

No Action found

## G- Response to a request to modify profile data

- Click on “OK”

The screenshot displays a mobile application interface. At the top, the time is 10:44 Western European Time DST. A notification from **albaridbank.tlh-prep.app.jaggaer.com** is shown, stating: "The Buyer Organisation has requested you update or review Forms associated to this Assessment." Below the notification, there are two buttons: a blue "OK" button (highlighted with a red box) and a grey "Annuler" button. The background shows a "Form List" section with a table of forms. The table has columns for ID, TYPE, TITLE, COMPLETION, DOCUMENT EXPIRY DATE (FIRST TO EXPIRE), LAST MODIFIED DATE, FORM EDITING ALLOWED ON, and CURRENTLY EDITABLE. Two forms are listed, both with a red 'x' in the completion column.

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	CURRENTLY EDITABLE
1	Form	<a href="#">Donnée communes</a>	✘	21/03/2024	08/03/2023 11:52	10/03/2023 10:31	Yes
2	Conditional Form	<a href="#">Information complémentaire entreprises Marocaines</a>	✘		08/03/2023 11:52	10/03/2023 10:31	Yes

# G- Response to a request to modify profile data

- Click on the form

← Messages (Unread 0) Return Forms To Buyer

Details Editable Forms

→ Form List Show Completion

Showing Result 1 - 2 of 2

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Form	<a href="#">Donnée communes</a>	x	21/03/2024	08/03/2023 11:52	10/03/2023 10:31	No
2	Conditional Form	<a href="#">Information complémentaire entreprises Marocaines</a>	x		08/03/2023 11:52	10/03/2023 10:31	No



# G- Response to a request to modify profile data

- Click  to edit fields
- Click on "Save and Go to next" if you need to modify another form, otherwise click on "Save and Exit"

←

Details Messages (Unread 0)

Editable Forms







→| ← < > Form List

Cancel Save & Next Save & Exit

Form List

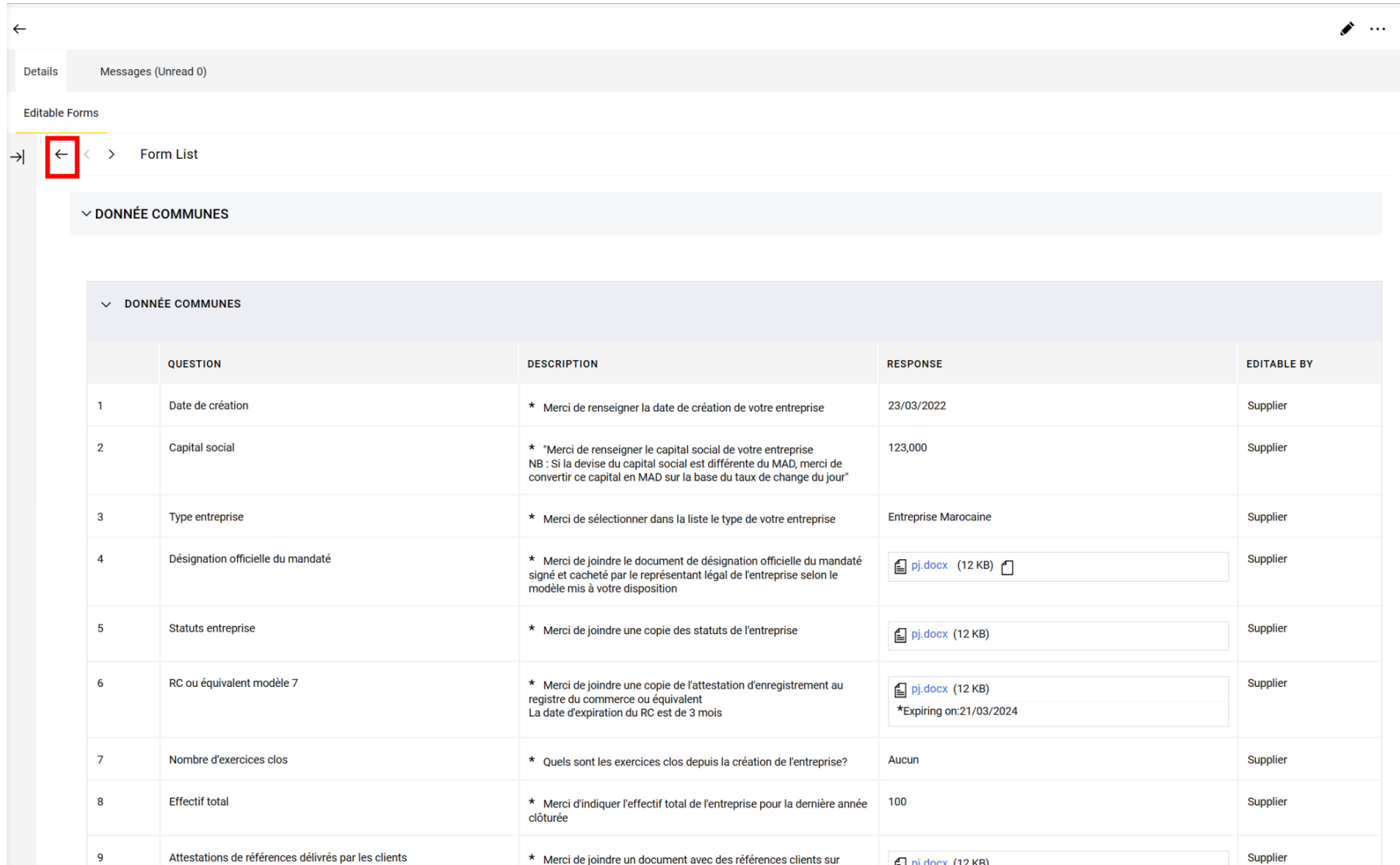
Form List

	QUESTION	DESCRIPTION
1	Date de création	* Merci de renseigner la d
2	Capital social	* "Merci de renseigner le c NB : Si la devise du capital : convertir ce capital en MAD
3	Type entreprise	* Merci de sélectionner de
4	Désignation officielle du mandaté	* Merci de joindre le docu signé et cacheté par le repr modèle mis à votre disposi
5	Statuts entreprise	* Merci de joindre une cop
6	RC ou équivalent modèle 7	* Merci de joindre une cop registre du commerce ou é La date d'expiration du RC é
7	Nombre d'exercices clos	* Quels sont les exercices
8	Effectif total	* Merci d'indiquer l'effecti clôturée
9	Attestations de références délivrés par les clients	* Merci de joindre un docu

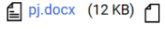
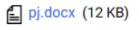
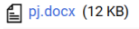

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date de création	* Merci de renseigner la date de création de votre entreprise	23/03/2022	Supplier
2	Capital social	* "Merci de renseigner le capital social de votre entreprise NB : Si la devise du capital social est différente du MAD, merci de convertir ce capital en MAD sur la base du taux de change du jour"	123,000	Supplier
3	Type entreprise	* Merci de sélectionner dans la liste le type de votre entreprise	Entreprise Marocaine	Supplier
4	Désignation officielle du mandaté	* Merci de joindre le document de désignation officielle du mandaté signé et cacheté par le représentant légal de l'entreprise selon le modèle mis à votre disposition	<a href="#">pj.docx (12 KB)</a>   <a href="#">Download Template</a>	Supplier
5	Statuts entreprise	* Merci de joindre une copie des statuts de l'entreprise	<a href="#">pj.docx (12 KB)</a>  	Supplier
6	RC ou équivalent modèle 7	* Merci de joindre une copie de l'attestation d'enregistrement au registre du commerce ou équivalent La date d'expiration du RC est de 3 mois	<a href="#">pj.docx (12 KB)</a>   *Expiring on: 21/03/2024	Supplier
7	Nombre d'exercices clos	* Quels sont les exercices clos depuis la création de l'entreprise?	Select Options (Multi selection possible)	Supplier

# G- Response to a request to modify profile data

- Click on the arrow



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes a back arrow, a search icon, and a menu icon. Below the navigation bar, there are tabs for 'Details' and 'Messages (Unread 0)'. Underneath, there is a section for 'Editable Forms' with a sub-section for 'Form List'. A red box highlights a left-pointing arrow in the 'Form List' navigation bar. Below this, there is a section for 'DONNÉE COMMUNES' which contains a table with the following data:

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Date de création	* Merci de renseigner la date de création de votre entreprise	23/03/2022	Supplier
2	Capital social	* "Merci de renseigner le capital social de votre entreprise NB : Si la devise du capital social est différente du MAD, merci de convertir ce capital en MAD sur la base du taux de change du jour"	123,000	Supplier
3	Type entreprise	* Merci de sélectionner dans la liste le type de votre entreprise	Entreprise Marocaine	Supplier
4	Désignation officielle du mandaté	* Merci de joindre le document de désignation officielle du mandaté signé et cacheté par le représentant légal de l'entreprise selon le modèle mis à votre disposition		Supplier
5	Statuts entreprise	* Merci de joindre une copie des statuts de l'entreprise		Supplier
6	RC ou équivalent modèle 7	* Merci de joindre une copie de l'attestation d'enregistrement au registre du commerce ou équivalent La date d'expiration du RC est de 3 mois	 *Expiring on:21/03/2024	Supplier
7	Nombre d'exercices clos	* Quels sont les exercices clos depuis la création de l'entreprise?	Aucun	Supplier
8	Effectif total	* Merci d'indiquer l'effectif total de l'entreprise pour la dernière année clôturée	100	Supplier
9	Attestations de références délivrés par les clients	* Merci de joindre un document avec des références clients sur		Supplier

# G- Response to a request to modify profile data

- Click on “Return Forms to Buyer”
- Click on “OK”

The screenshot shows a mobile application interface with a 'Form List' table. The table has the following columns: TYPE, TITLE, COMPLETION, DOCUMENT EXPIRY DATE (FIRST TO EXPIRE), LAST MODIFIED DATE, FORM EDITING ALLOWED ON, and FORMS VIEWED. There are two rows of data. The first row is a 'Form' titled 'Donnée communes' with a completion status of 'Yes'. The second row is a 'Conditional Form' titled 'Information complémentaire entreprises Marocaines' with a completion status of 'Yes'. In the top right corner of the interface, there is a blue button labeled 'Return Forms To Buyer' which is highlighted with a red box.

	TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED
1	Form	<a href="#">Donnée communes</a>	✓	15/03/2024	10/03/2023 10:53	10/03/2023 10:31	Yes
2	Conditional Form	<a href="#">Information complémentaire entreprises Marocaines</a>	✓	22/03/2024	10/03/2023 10:52	10/03/2023 10:31	Yes

**albaridbank.tlh-prep.app.jaggaer.com indique**

This Action will send all Forms back to the Buyer.  
The Forms will not be editable anymore, are you sure you want to continue?

OK

Annuler

Thank you for your attention