

Supplier Manual for Open Bid Portal

ZONG 4G

A NEW DREAM

Introduction

Dear Supplier,

Today, being part of one of the fastest moving and ever changing telecom industry CMPak - Zong aims to stay ahead by continuing to pioneer innovations to address key milestones towards providing the best services to its customers.

As CMPak's Procurement team we support its innovation by providing customers with exceptional quality and service at the competitive cost, while also ensuring high ethical standards in everything we do.

Vital to success is a shared purpose with key supplier business partners. Having a shared purpose and collaborating closely will help both parties to achieve the highest quality, sustainability and consistently high performance.

To help CMPak take the best suppliers on-board and in order to ensure process transparency, we have introduced Open Bid Portal that can be accessed using Zong's official website. Any potential supplier can access the upcoming, on-going & completed projects to get the latest updates and to register itself (in case of new supplier) & show interest in the project in due time.

This user manual is specially designed for potential suppliers to access any upcoming project. This being part of series to help suppliers in registration and then moving on to participation in relevant projects will serve as a source of reference, which comprises all relevant information and guidelines that explain how we manage our supply base and is designed to make our processes easy to understand and follow.

We hope that you find the user-manual for open bid portal helpful, and would like to take this opportunity to thank you for your interest in doing business with CMPak.

Regards,

Team Procurement

CMPak - Zong

Using the Manual

This supplier manual has been created to help you understand how to participate in upcoming projects / RFIs and hence contributing towards providing clarity on what CMPak expects from its suppliers to ensure that suppliers' processes, systems, products and services are aligned to our business priorities and customer commitments.

GUIDING PRINCIPLES

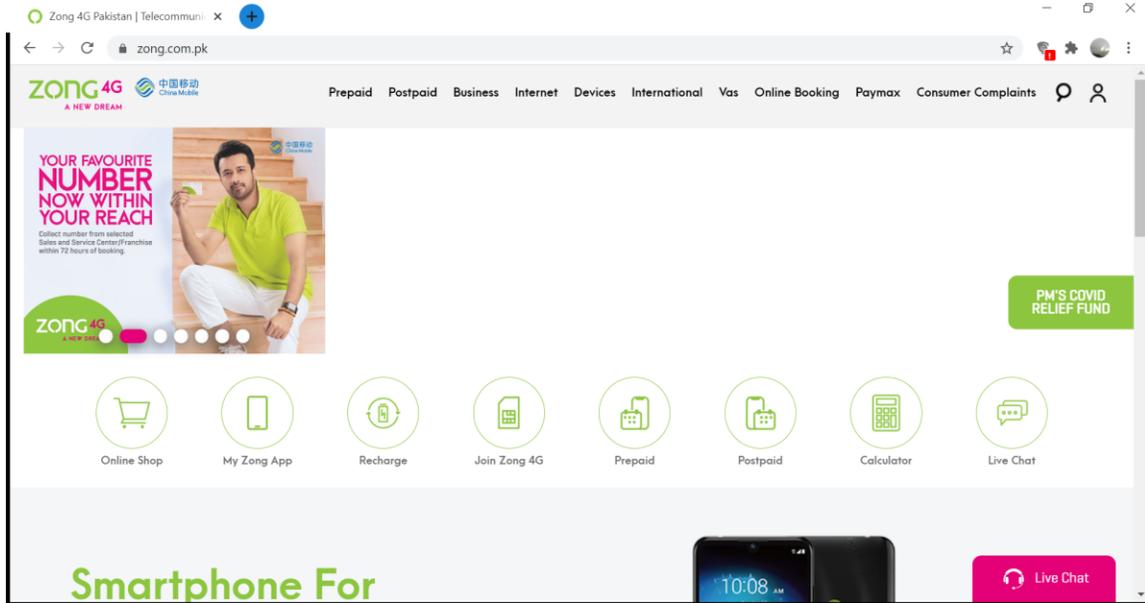
Where applicable, the manual provides links to associated documentation you may need, or find useful.

This Supplier Manual is intended to supplement the contract documentation in place with each supplier, and to provide clarity regarding the processes referenced therein. Nothing contained in this Supplier Manual is intended to contradict, modify, or amend any contractual agreement in place between CMPak and a supplier. Such contractual commitments are binding between both parties, irrespective of any language contained within this Supplier Manual.

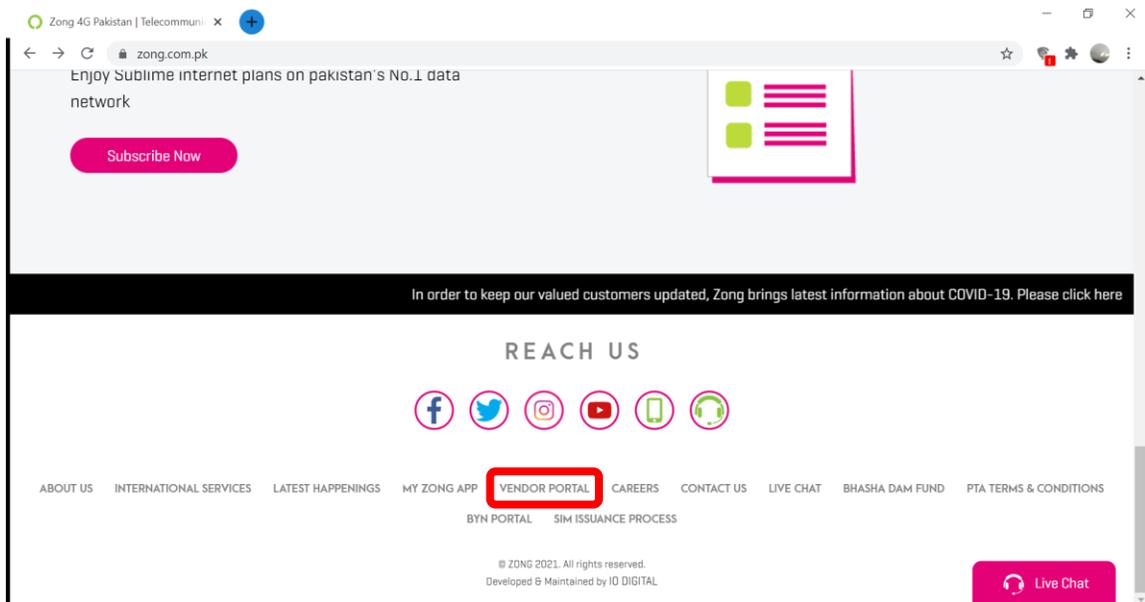
1. ACCESSING THE PORTAL

Access Zong's website using the following URL

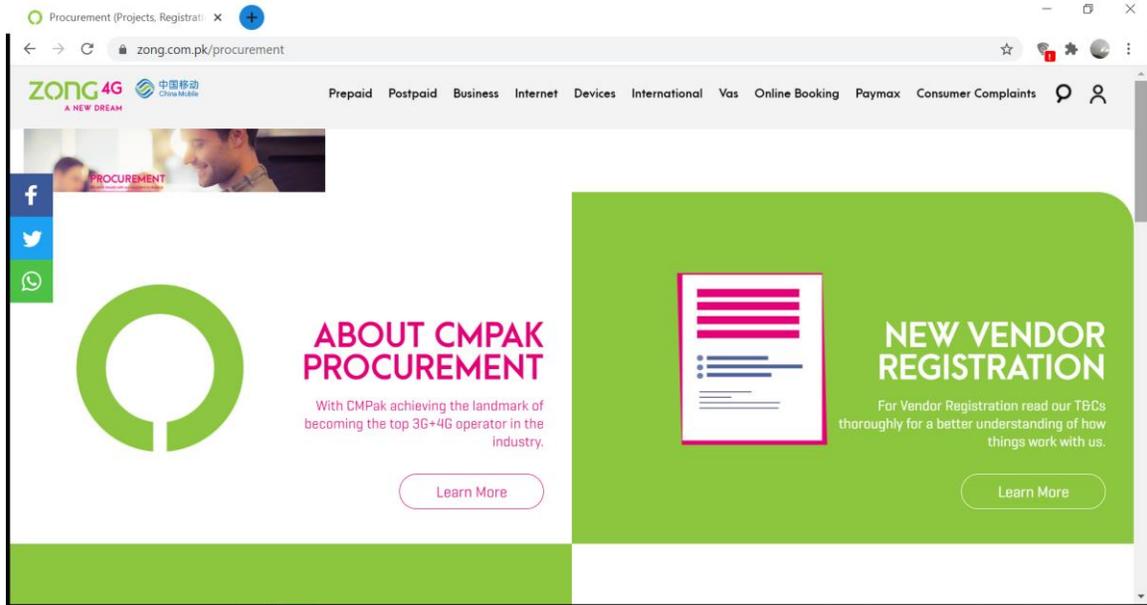
<https://zong.com.pk>



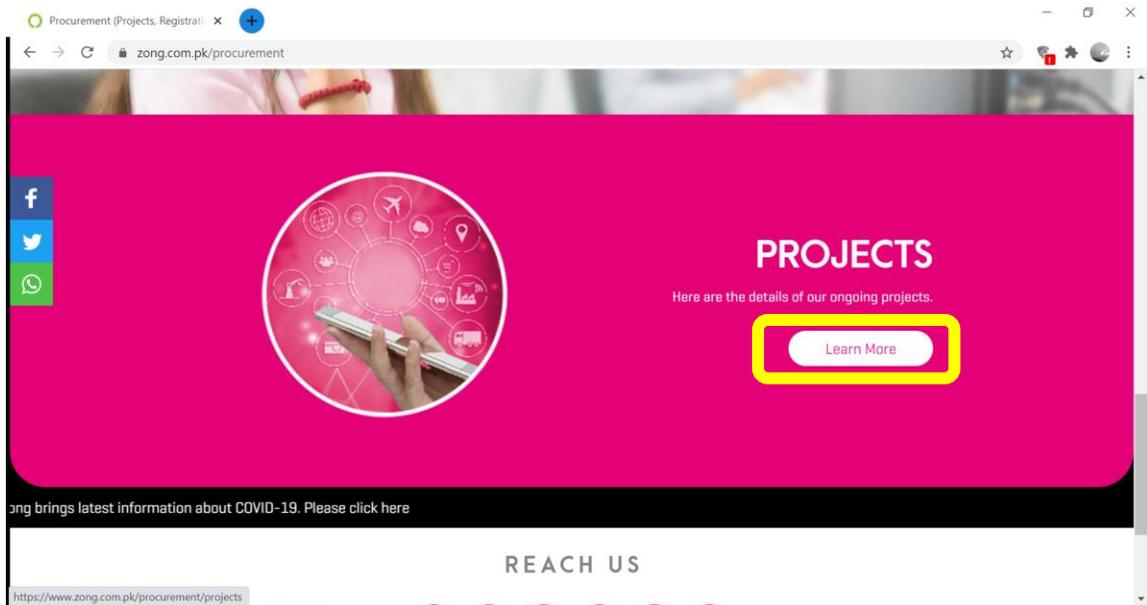
Go to the bottom of page and click on "Vendor Portal"



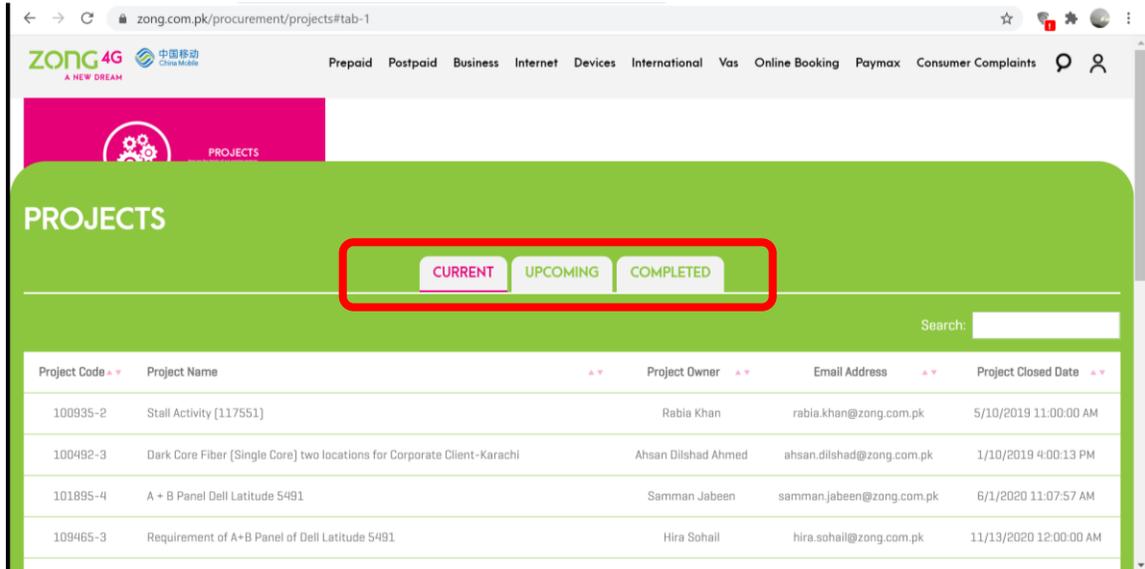
Following screen will appear



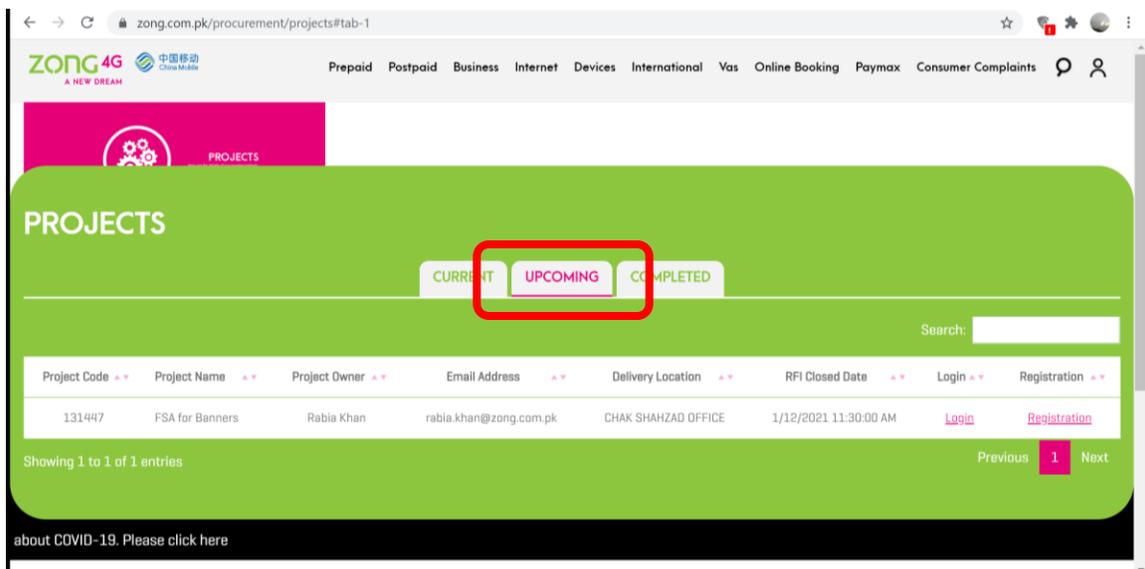
Scroll down to view "Projects" & click on "Learn More"



You'll be able to view "Current" (on-going), "Upcoming" and "Completed" projects here.



For details of upcoming projects, click on Tab "Upcoming" and list of upcoming projects will appear

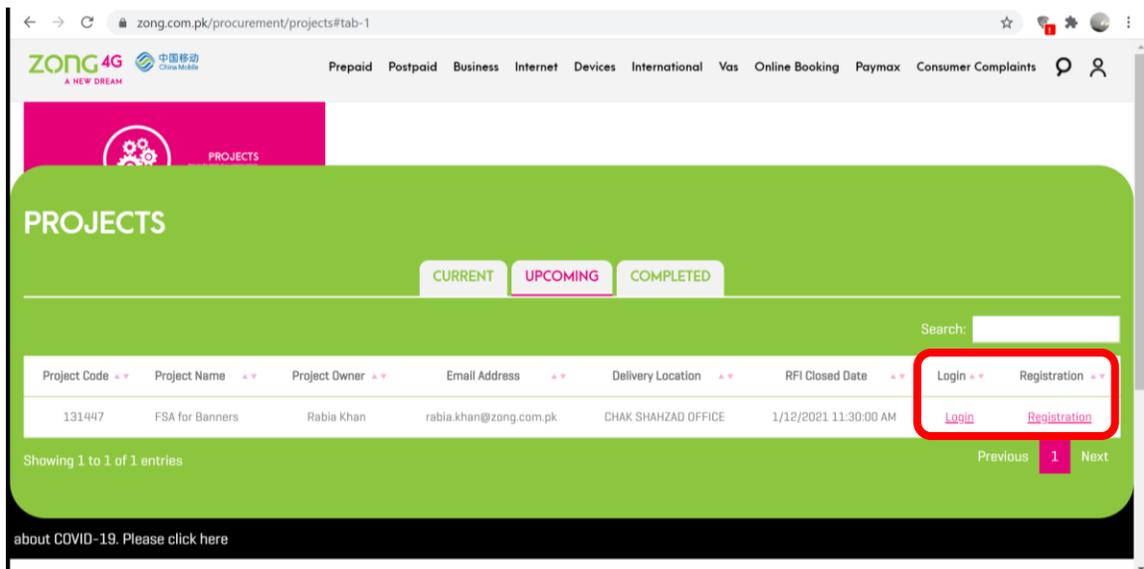


2. ACCESSING THE UPCOMING PROJECT(S)

In case you're interested in participating in any of the upcoming projects, please note down the "Project Name" or "Project Code" for it & proceed to following steps

In case of new supplier, registration process needs to be completed first. After successful registration & approval you may proceed to next steps mentioned in this user-guide.

Click on "Registration" Button & you'll be re-routed to registration portal.



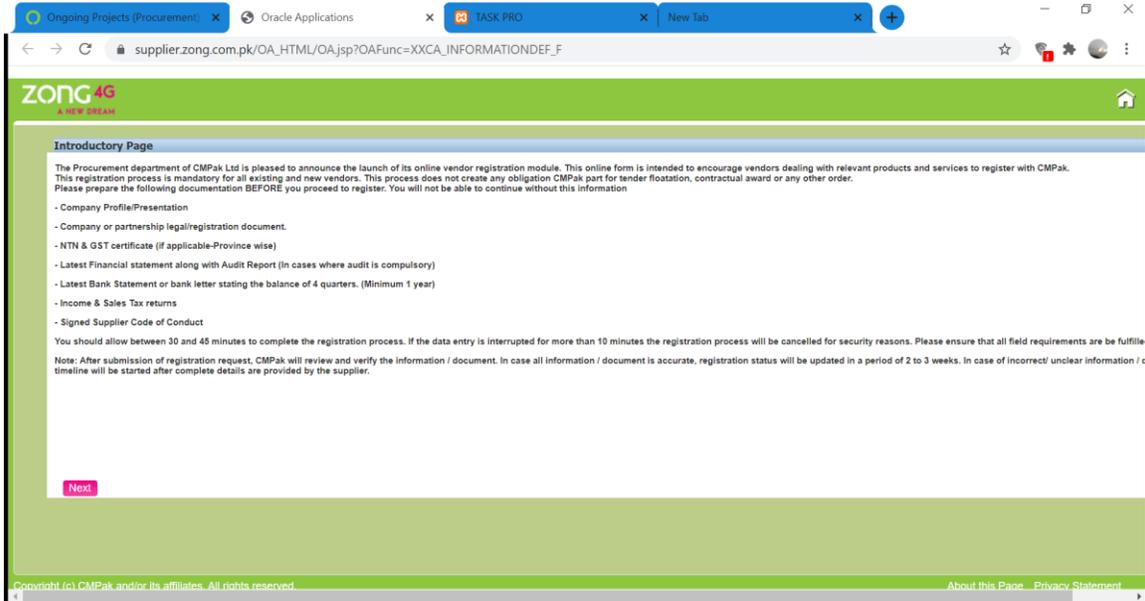
The screenshot shows the Zong 4G Open Bid Portal interface. The page title is "PROJECTS" and the active tab is "UPCOMING". A search bar is located above the table. The table contains one project entry with the following details:

Project Code	Project Name	Project Owner	Email Address	Delivery Location	RFI Closed Date	Login	Registration
131447	FSA for Banners	Rabia Khan	rabia.khan@zong.com.pk	CHAK SHAHZAD OFFICE	1/12/2021 11:30:00 AM	Login	Registration

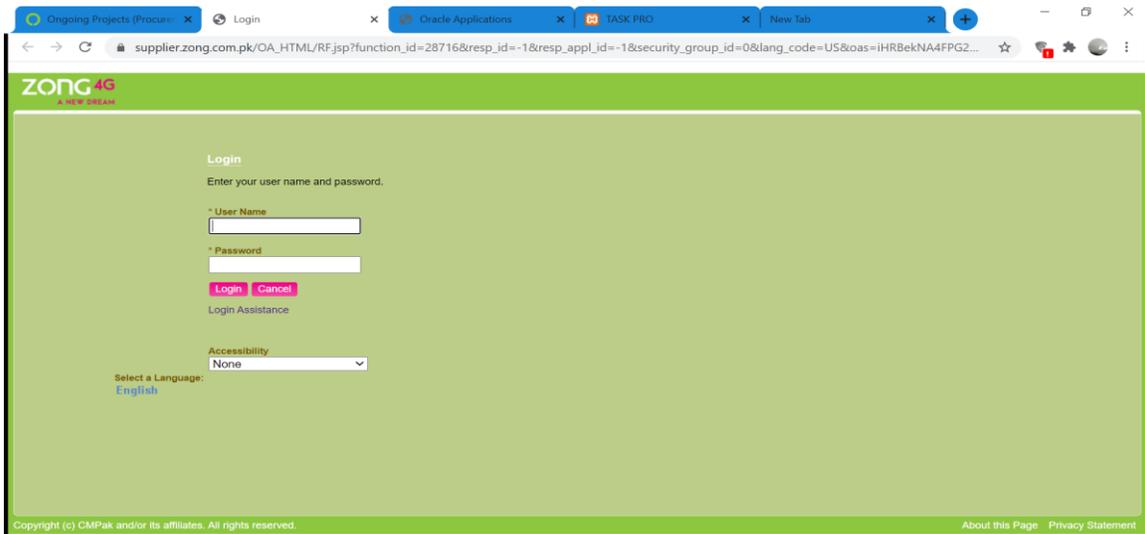
Below the table, it says "Showing 1 to 1 of 1 entries". Navigation buttons "Previous", "1", and "Next" are visible. A red box highlights the "Login" and "Registration" buttons in the table row.

about COVID-19. Please click here

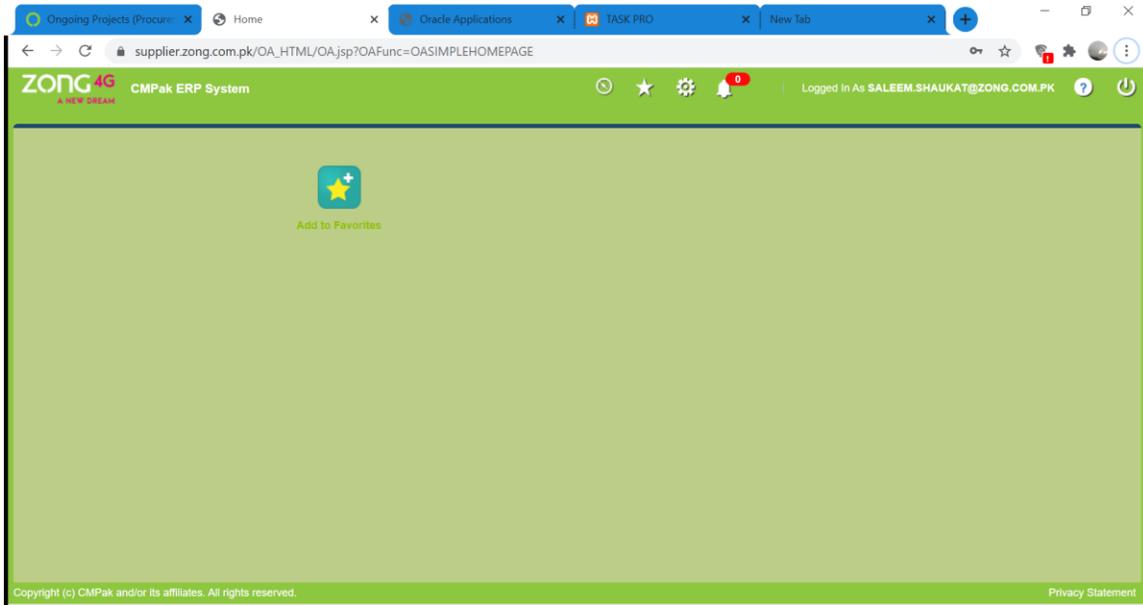
You'll be routed to following page



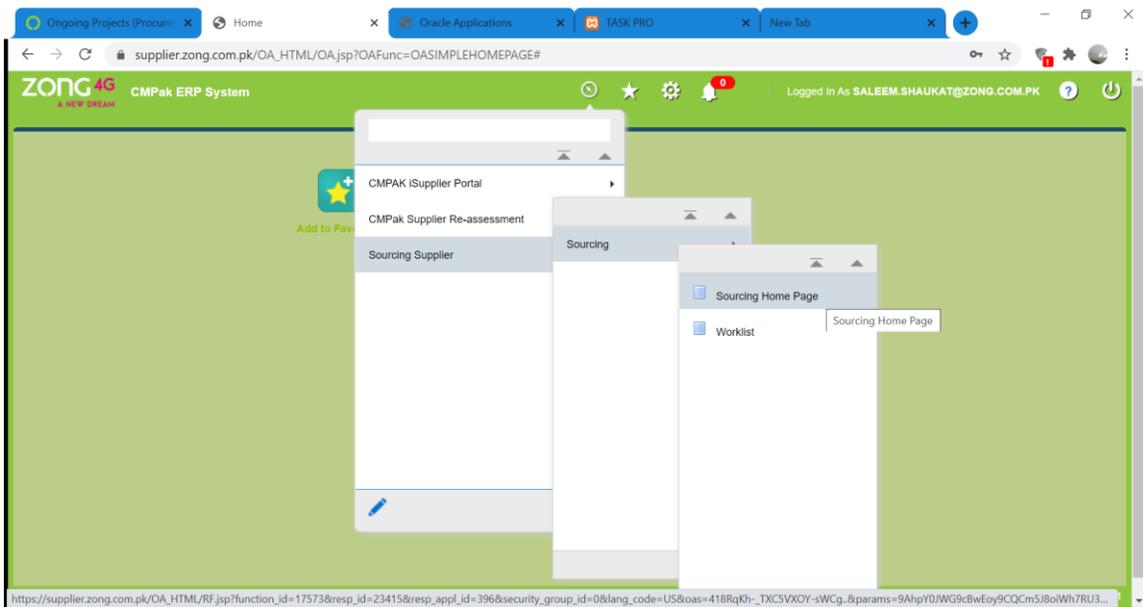
In case of existing / registered supplier, please click on "Login" button & you'll be routed to following page



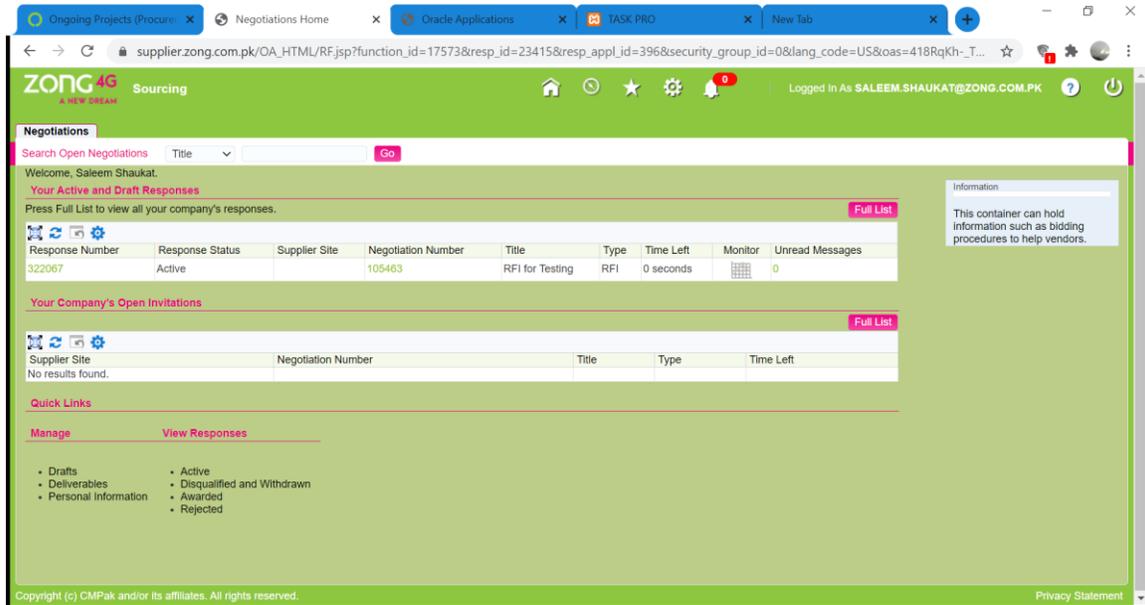
Add your credentials and click on "Login" button. You'll be routed to following page



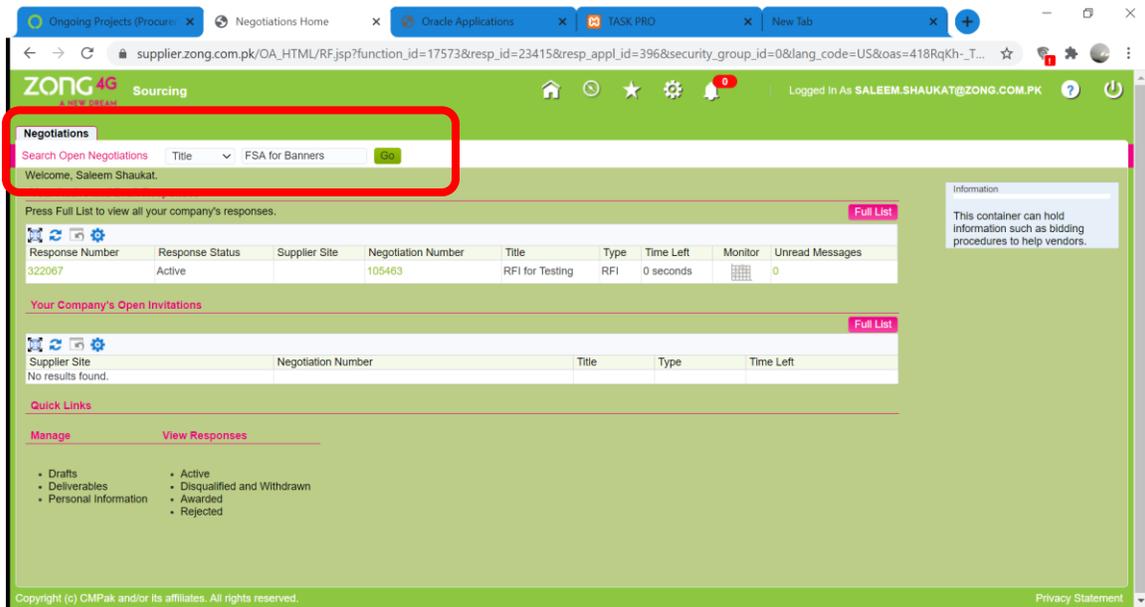
Click on "Navigator" icon > Sourcing Supplier > Sourcing > Sourcing Homepage



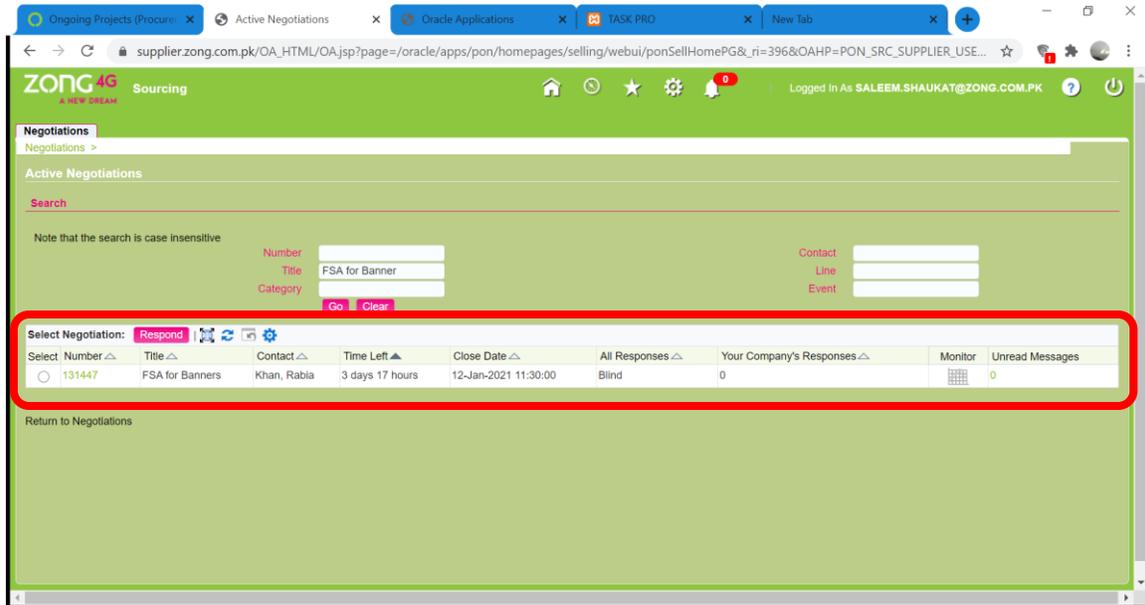
Following screen will appear



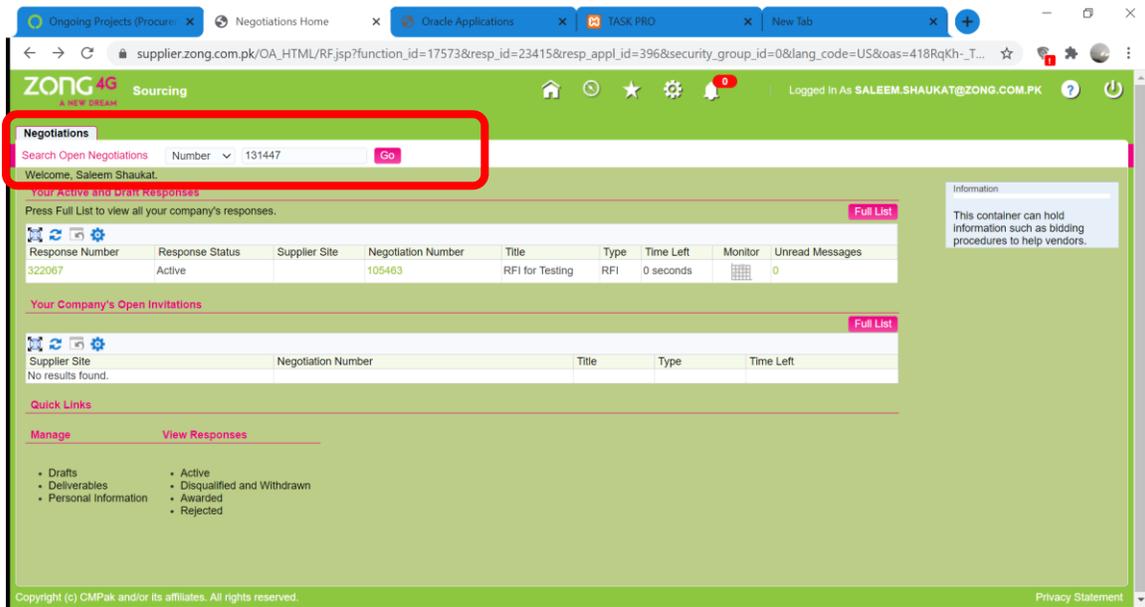
Mention the "Project Name" (copied earlier) against the title in "Search Open Negotiations" for project you want to participate in and click on "Go" button



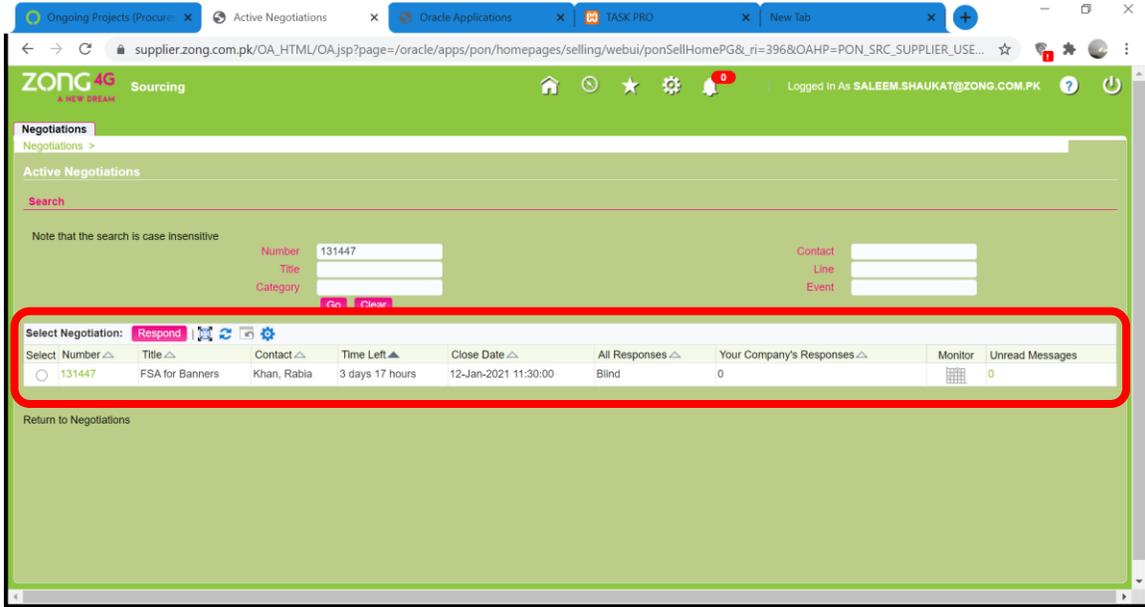
Search result will appear as below



Alternately, you may select "Number" instead of "Title" in the dropdown menu and mention the project code (copied from website) and click on "Go"

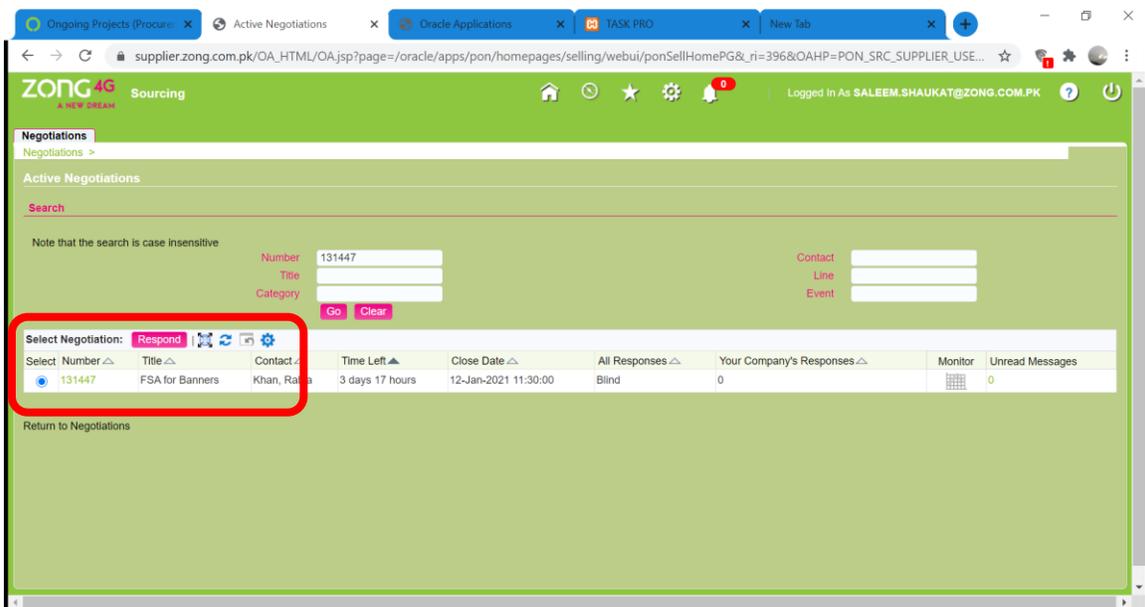


Search Result will appear as below

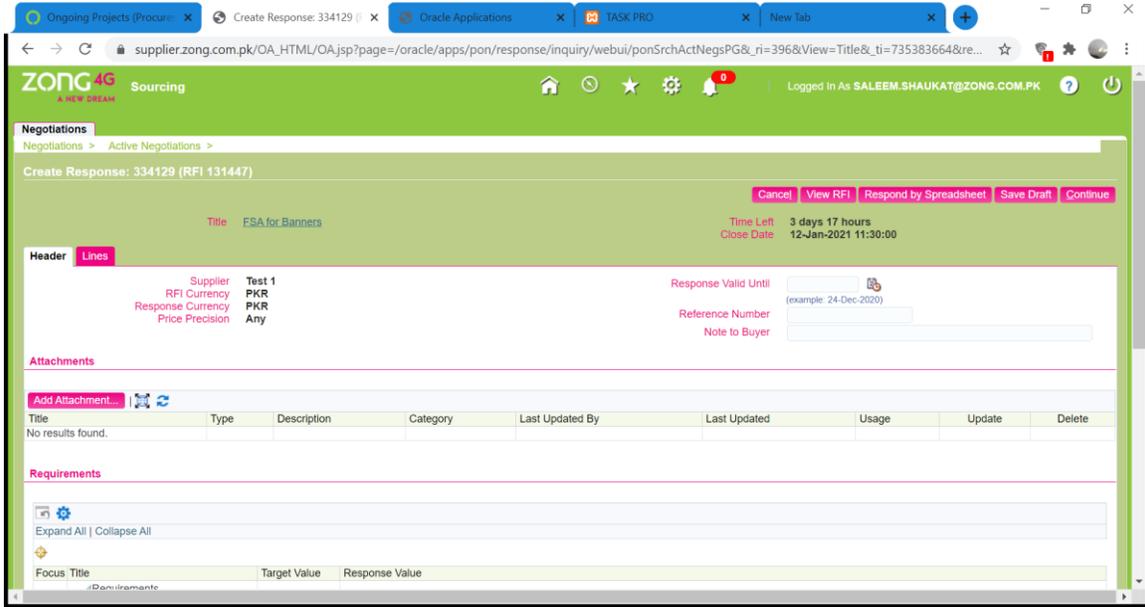


3. RESPONDING TO PROJECT AS POTENTIAL SUPPLIER

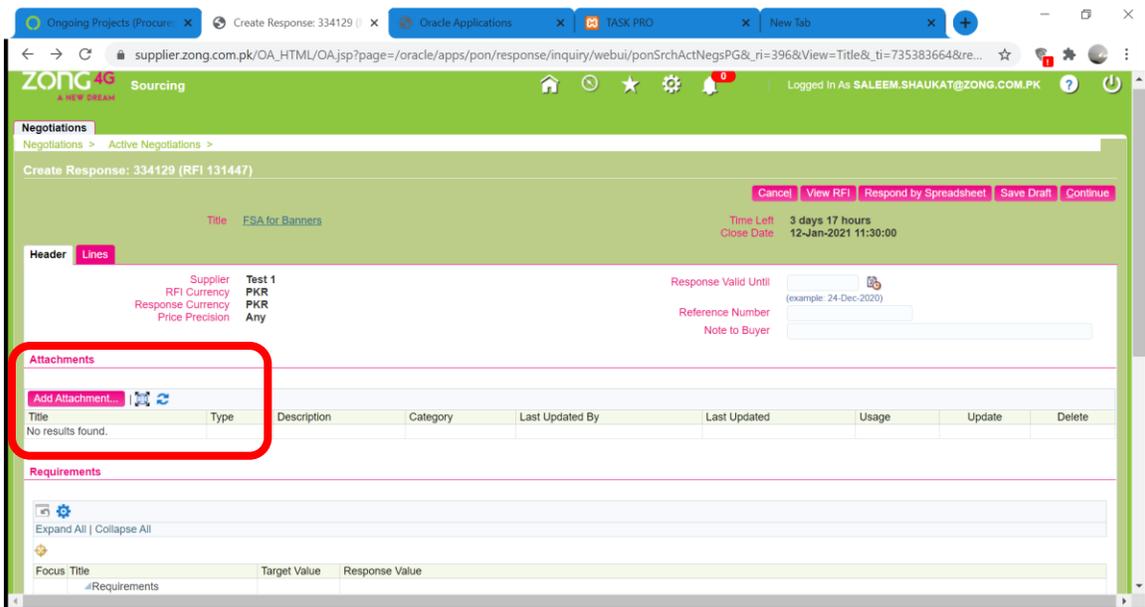
Check the box under "Select" option and click on "Respond" button



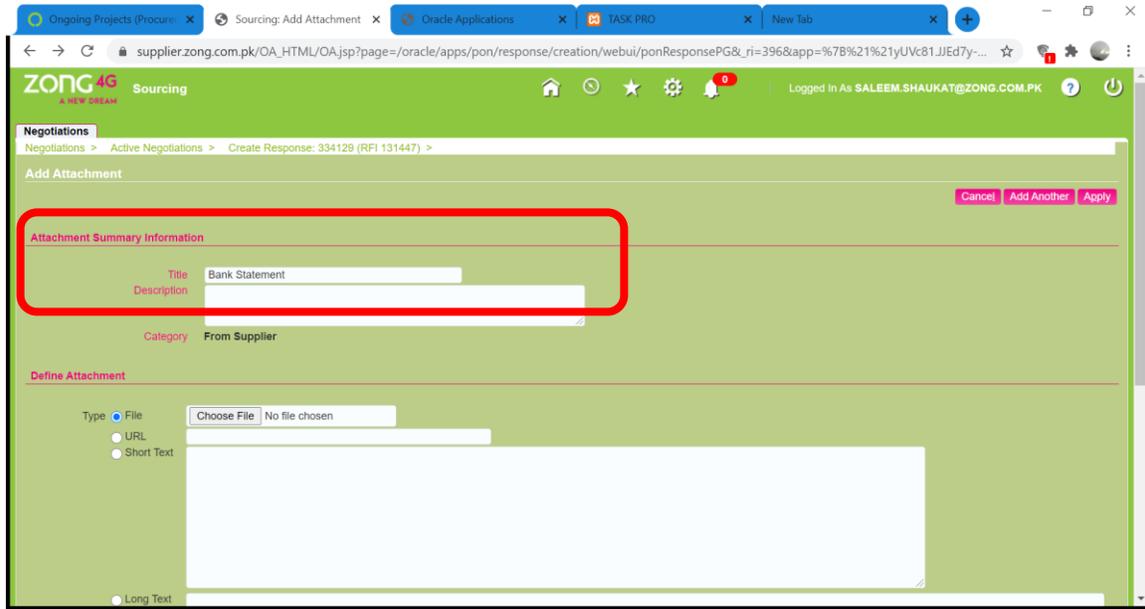
Following screen will appear



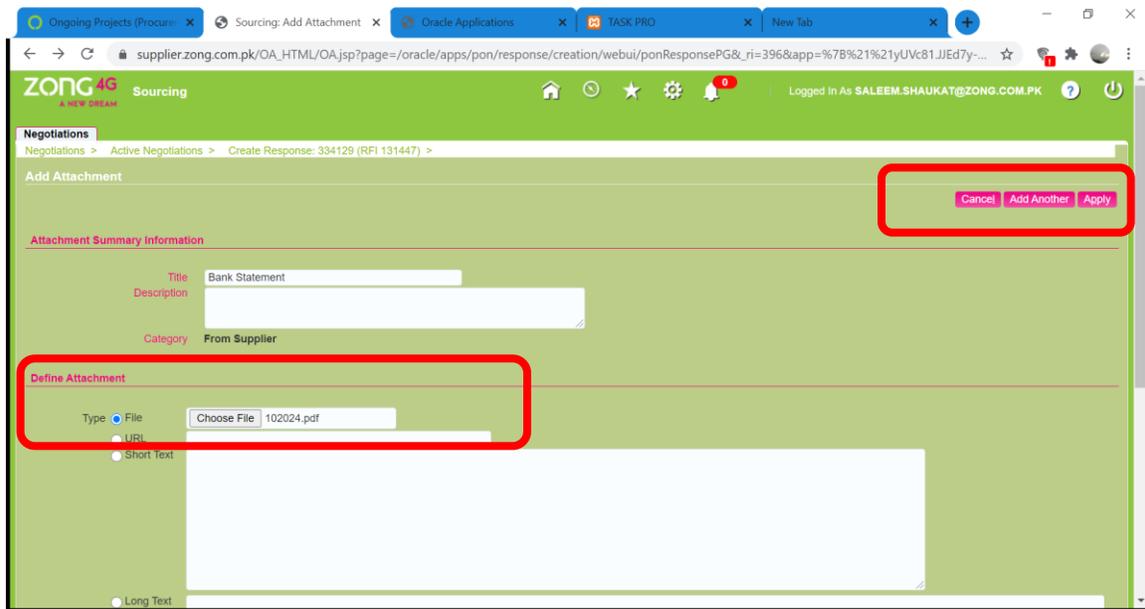
In Header Section, upload the relevant files by clicking on “Add Attachment” button



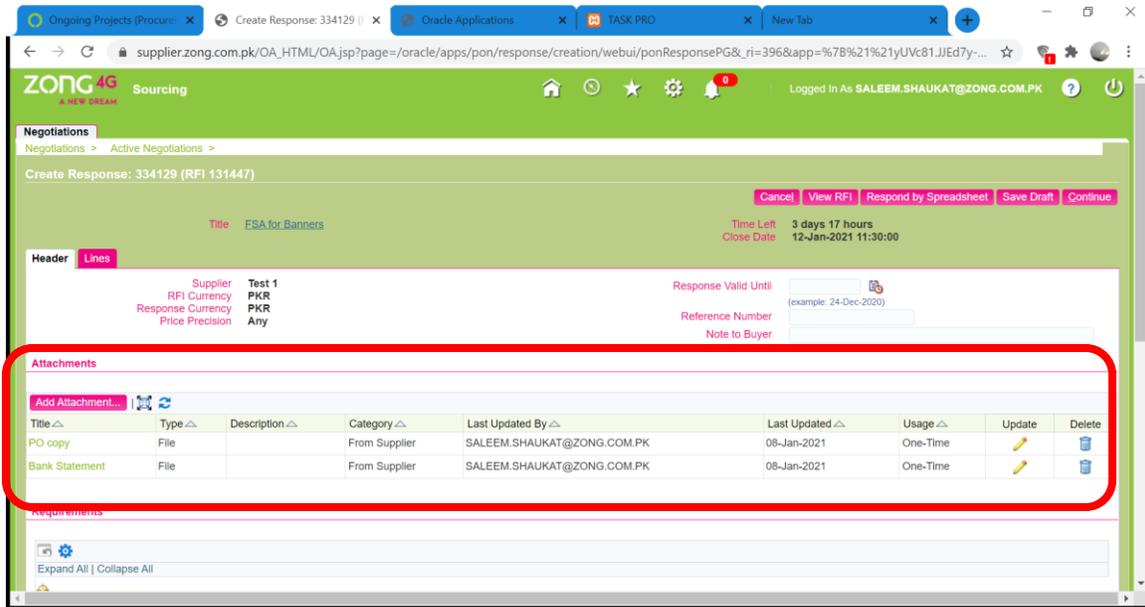
Add the "Title" of attachment



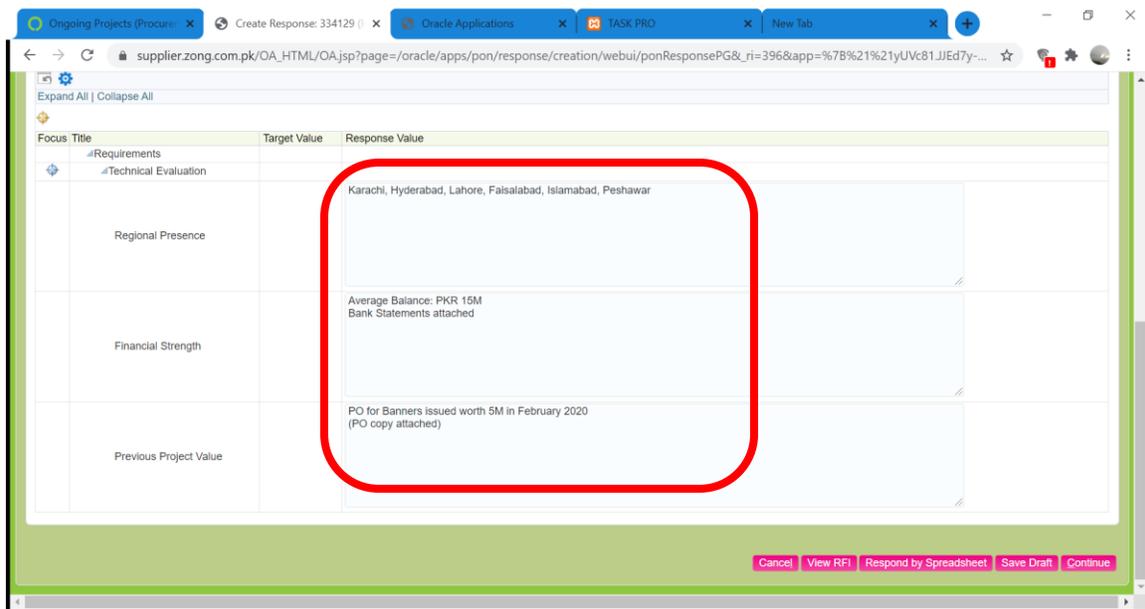
Browse the file you want to upload and click on "Apply" button. Follow the same steps in case of multiple files. You may proceed with "Add Another" and click on "Apply" button once all the files are uploaded



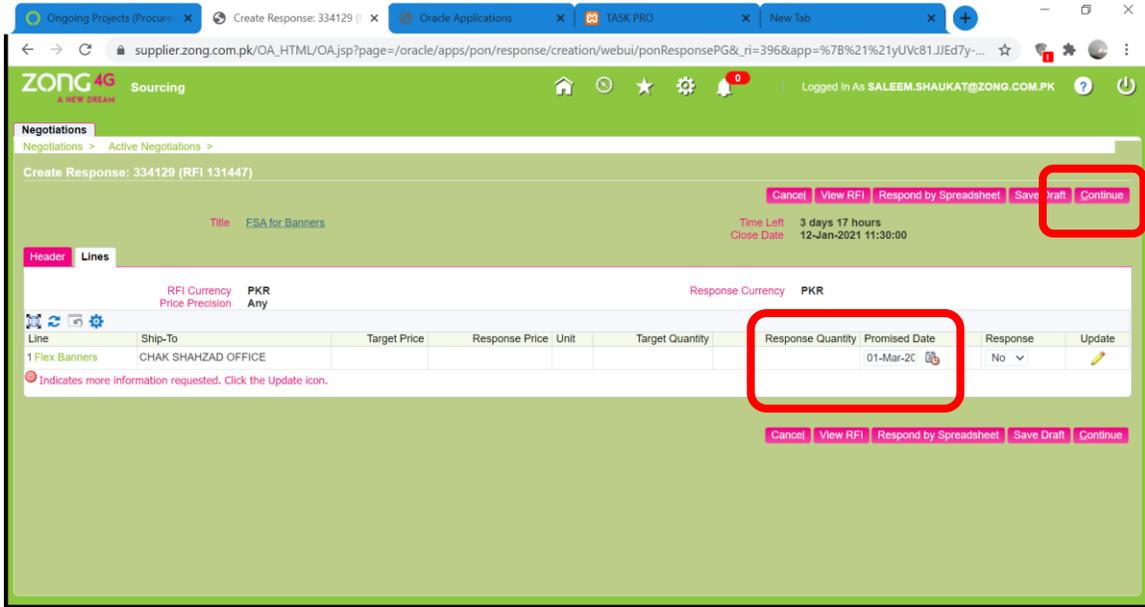
All the uploaded files will be visible in "Attachments" section which can be updated before submitting the response



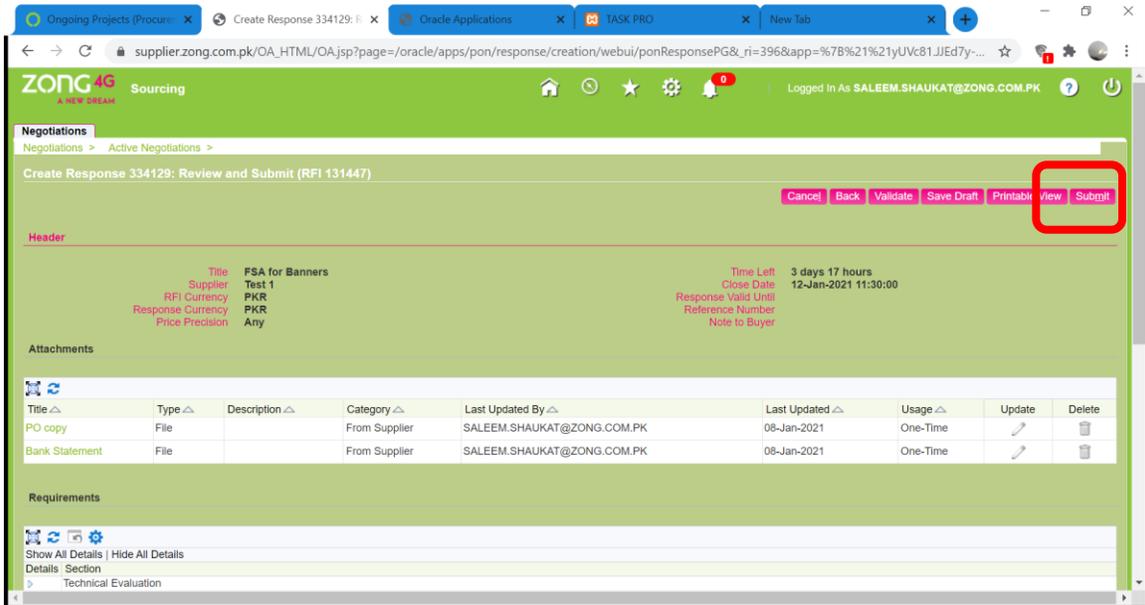
Under "Requirements" section, mention the appropriate details against each requirement



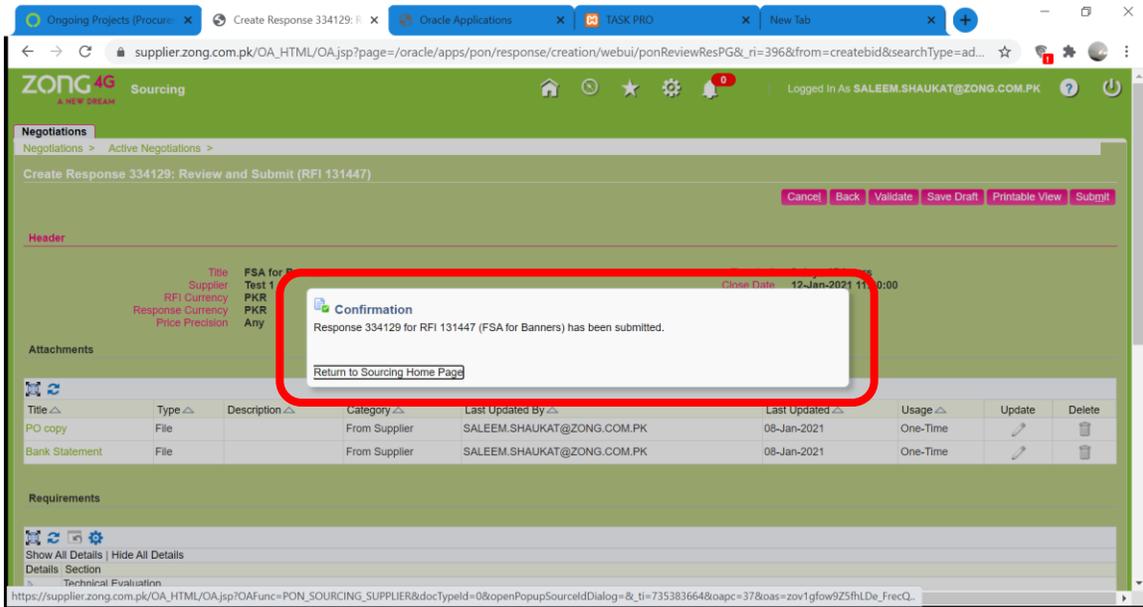
Go to "Lines" tab (next to "Header" tab), fill Promise Date & click on "Continue" button



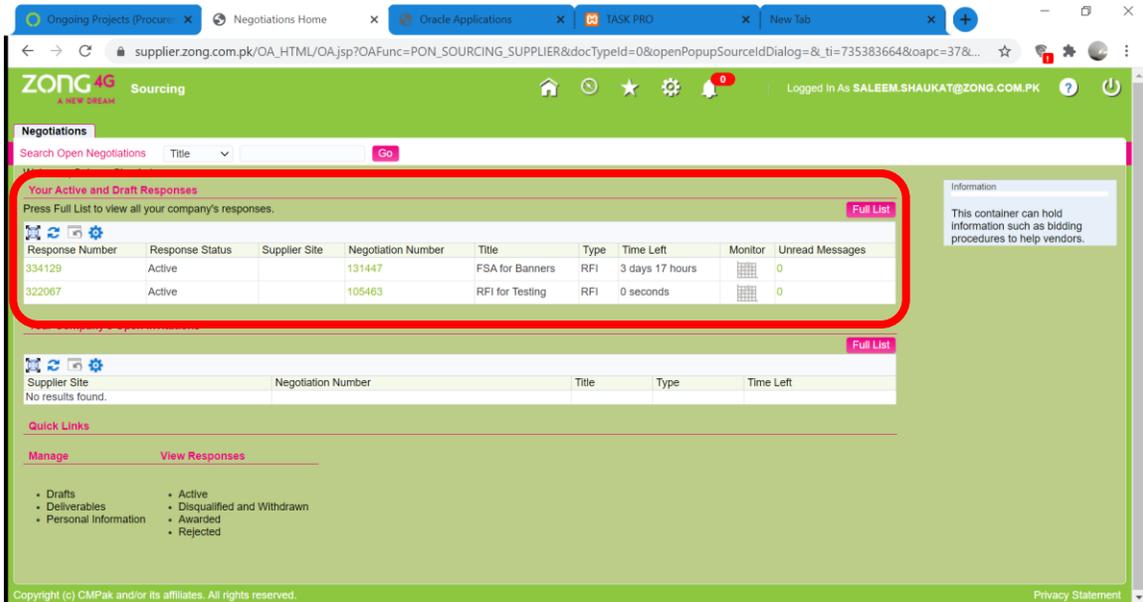
Click on "Submit" button to submit your response



A confirmation message will be displayed on the screen



On "Sourcing Homepage" the submitted and draft responses will be visible



Note: The response can be updated & resubmitted till the RFI closing time using the same steps.