

ProCon™

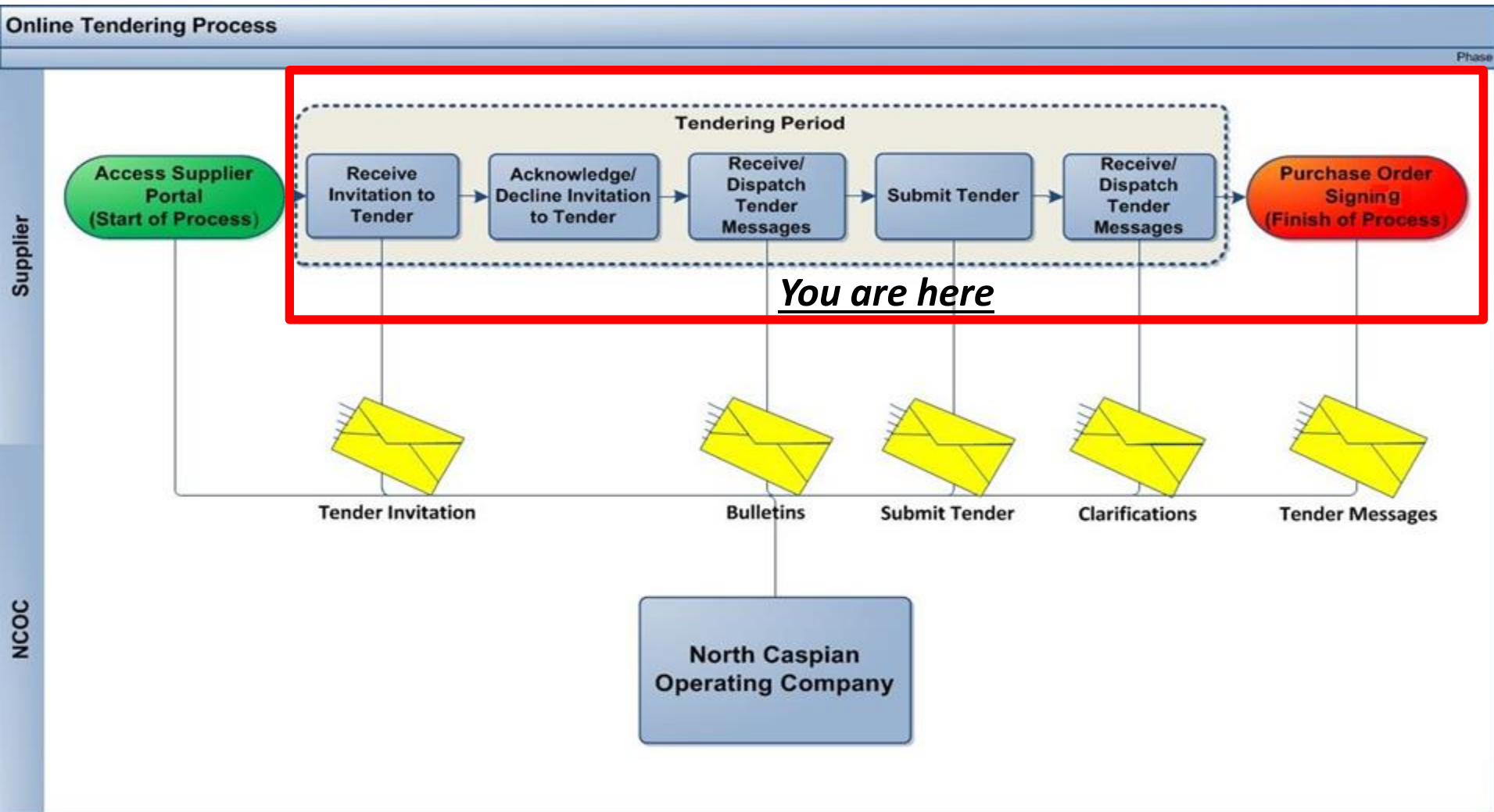
ProCon Quick Guides

Online Tendering Instructions

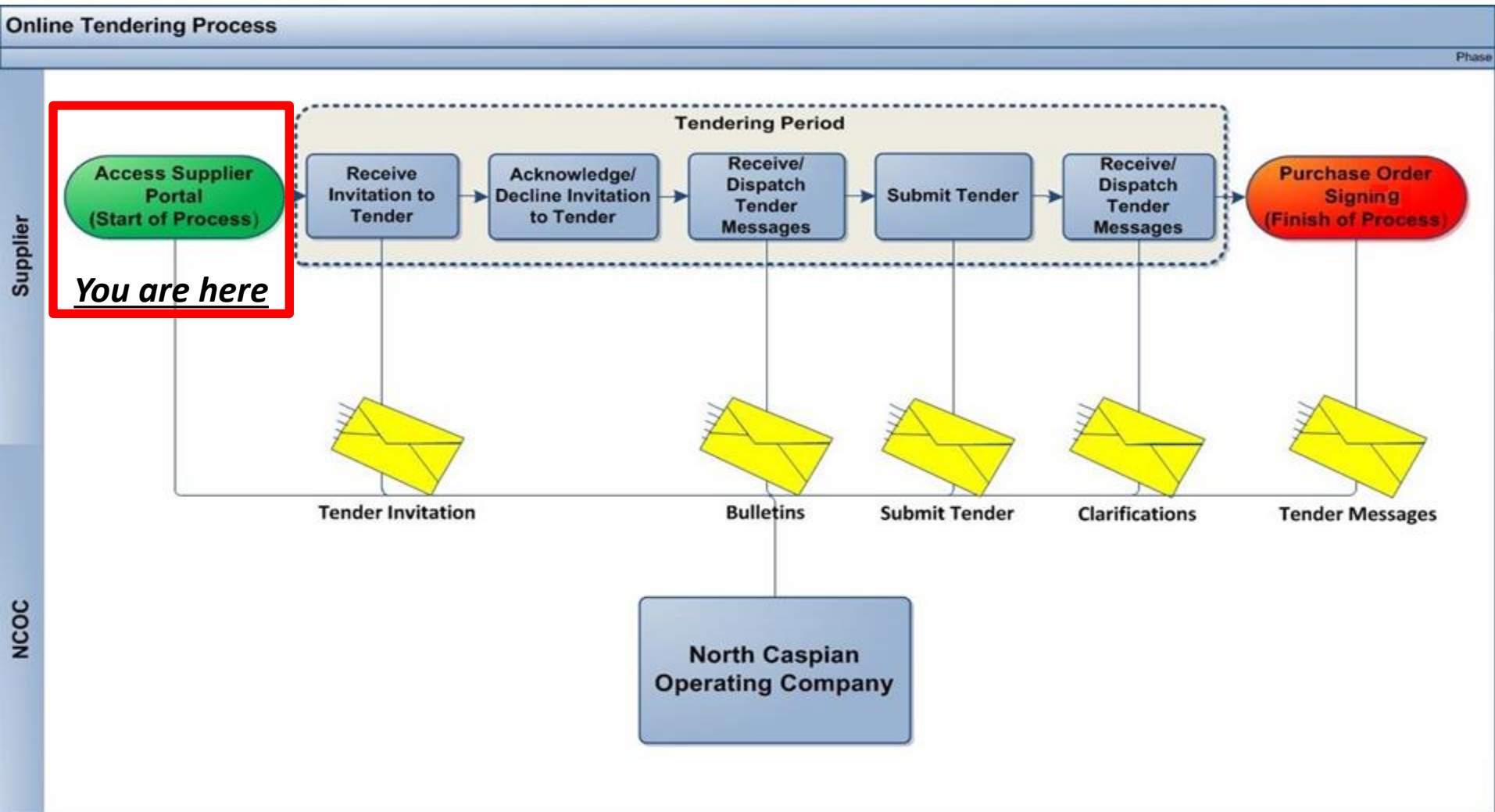
Online Tendering Instructions

- This quick guide will cover
 - Login to NCOC Supplier Portal
 - View Current Active Tender(s)
 - View Tender Details
 - Receive and View an Invitation to Tender
 - Acknowledge the Invitation to Tender
 - Submit a Tender
 - View and Respond to Tender Messages
 - View a Tender Message Register
 - Create a Tender Message
 - Receive and Dispatch signed Purchase Order (award stage)

Online Tendering Instructions



Online Tendering Instructions



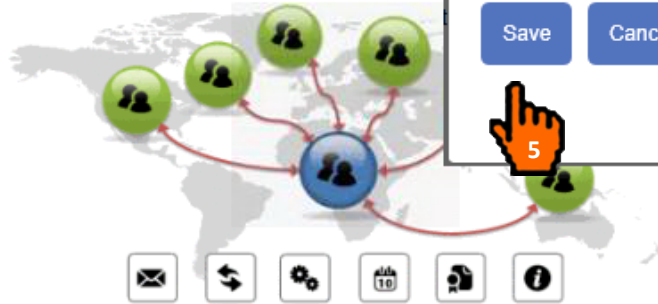
NCOC Supplier Portal Login

NORTH CASPIAN
OPERATING COMPANY

Welcome

Welcome to the North Caspian Operating Company Supplier Portal

We thank you for entering the North Caspian Operating Company (NCOC) Supplier Portal intended for the participation in the NCOC online tendering process. A limited amount of information is available to a Supplier on this public site. Access to NCOC Online Tendering Instructions are available at [ProCon Access Instruction](#) and [Online Tendering Instruction](#).



Set Language  Support



Username

Login

Set Language

Preferred Language

English
English
Русский

Save

Cancel



To start working on NCOC Supplier portal, please perform the following steps:

1. Please open web-browse Internet Explorer (version 9 and higher only).
2. Direct your browser to the URL <https://procon-supplier.ncoc.kz>.
3. If you want to set language, please click the “Set language” link.
4. Select preferred language.
5. Click the “Save”.

NCOC Supplier Portal Login

Set Language  | Support

NORTH CASPIAN
OPERATING COMPANY

Welcome

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[ProCon Access Instruction](#)
[Online Tendering Instruction](#)



Username
Password
 Remember My Password
Login
[Forgot Password?](#)

1. Enter your username
2. Enter your password.
3. Click Login.
4. If you forgot your password, click the “Forgot password” link (please see User Guide “ProCon Access Instructions”).

NOTE: ProCon will lock you out if you try to login 3 times unsuccessfully! Please contact ProCon Support Team at procon@ncoc.kz to unblock your account.

Current Active Tenders

Welcome to the North Caspian Operating Company Supplier Portal

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[ProCon Access Instruction](#)
[Online Tendering Instruction](#)

Current Active Tenders (1)



2

UI150414: RFQ No 450000034 - Tender Name
(2) tasks, (0) alerts, (0) messages



3

1. You will see main screen of NCOC Supplier Portal.
2. The section “Current Active Tenders” displays messages, tasks, alerts under your active tender(s).
3. Click the “Tender name” to open the tender details.

Tender Details

Overview **Tenders**

Tender

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150366
SAP RFQ No.	600393
Description	



Outstanding Tasks (1)

Tasks to complete

1. "RFQ Ref No. 600393" You may respond to this by:27 Nov 2015 12:00:00 (UTC + 5:00)



[View Details](#)

New Correspondence (0)

You have no outstanding alerts.

Your New Messages (1)

!	Date Received	Category	Subject
!	25 Nov 2015 03:04(UTC + 5:00)	Request for information	Request for Quotation RFQ xxxxx



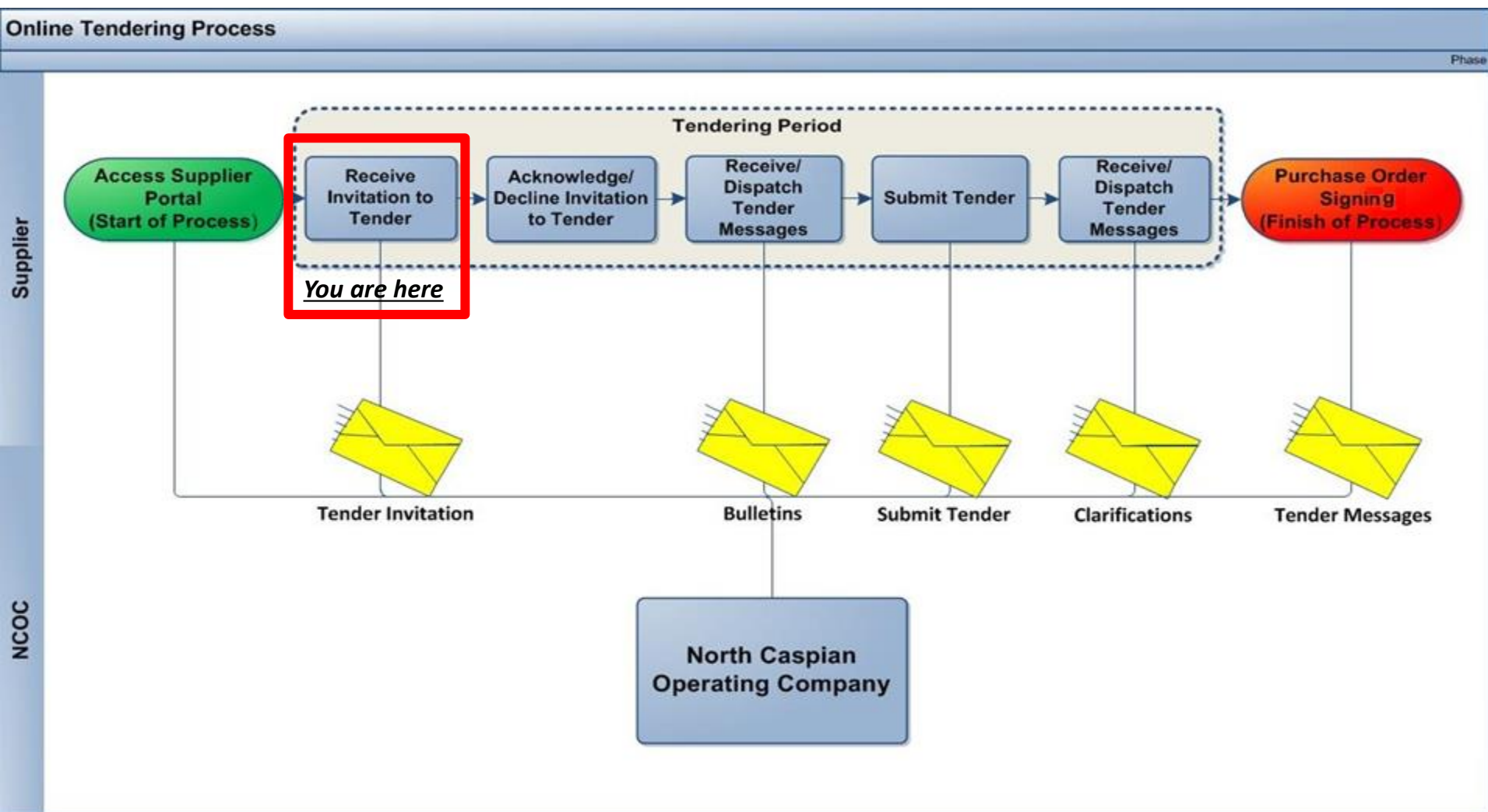
[+ create message](#) [View Messages Register](#)

History (1)

You will see following information:

1. "Tender Details" section covers Tender name and its reference number.
2. "Outstanding Tasks" covers outstanding tasks sent to you by NCOC.
3. "Your new message" section contains all new messages from/to NCOC.
4. Click "View Details" to start working on the tender.

Receive & View an Invitation to Tender



Receive & View an Invitation to Tender

From: xxx xxx [mailto:xxx.xx@ncoc.kz]
Sent: 25 November 2015 02:54
To: xxxxxx
Subject: Tender Invitation

Task Title: RFQ Ref No. : 4500000034



Dear Sir or Madam,

North Caspian Operating Company (NCOC) is inviting you to submit a tender for provision of RFQ No 450000034 - Tender Name

1. Submission Instructions



- Please get yourself familiarized with the NCOC Supplier Portal Instructions

Final Submission Date: Friday, 27 November 2015 07:00:00(UTC)



Contracting address:

Click this link to access the Portal and follow the instructions on the screen:



https://procon-supplier.ncoc.kz/procon/Supplier_Site/noauth/EmailRedirect.aspx?EmailRedirect=1&REDIRECT_TenderID=123&REDIRECT_ScheduleItemID=11314

You will first be notified of the Invitation to Tender via an email. This will be sent to your registered email Inbox. The Email contains the following details:

1. RFQ No.XXXXXXXXXX.
2. Instructions on how to submit a tender.
3. The date and time the tender must be submitted by.
4. A link to the RFQ/Invitation in the NCOC Supplier Portal. Click the link and logon to view the request details.

Receive & View an Invitation to Tender

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

View

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides		
Tender Reference	UI150366		
SAP RFQ No.	600393		
Description			

Details

Title	RFQ Ref No. 600393		
Final Submission Date	27 Nov 2015 12:00:00 (UTC + 5:00)		
Contracting Address	ProCon Online Tendering Atyrau Kazakhstan	Return Address	ProCon Online Tendering Atyrau Kazakhstan
Additional Information	1. Submission Instructions (need confirmation that the below can be incorporated): <ul style="list-style-type: none">- Please get yourself familiarized with the NCOC Supplier Portal Instructions for access, submission and navigation purposes available at the Portal;- Please download the attached Request for Quotation (RFQ) package from the Portal;- Please acknowledge the receipt of the RFQ package and your intention to provide the submission within 2 (two) working days after this invitation (please see Instructions for details);- Please provide your submission in accordance with the RFQ requirements in Excel and PDF formats;- All clarifications and bulletins shall be communicated through the Portal messages (please see Instructions for details).		

Documents available for download. (1)

RFQ.pdf

[download](#) [Properties](#)

I acknowledge receipt of this invitation and I will make a tender submission. [Acknowledge and Submit](#)

I acknowledge receipt of this invitation but I will not make a tender submission. [Acknowledge and Decline](#)

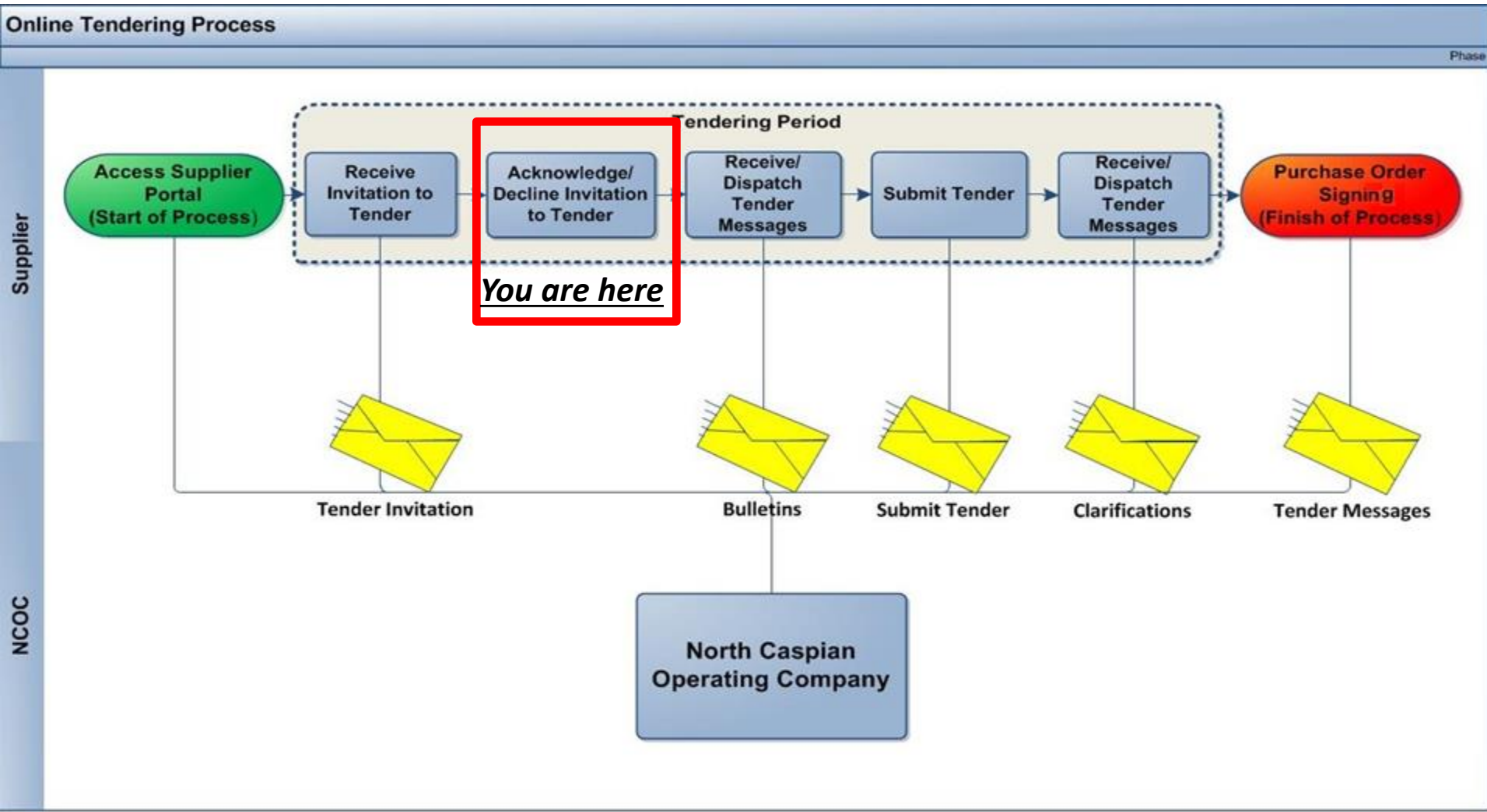
Overview > Tender > View



You will see the following information as soon as you logon:

1. “Final Submission Date” contains the date and time by which tender needs to be submitted.
2. Additional tender instructions are covered in the section “Additional information”.
3. Documents for download contains instructions, information, documentation which you need to get familiarized with. Click the “Download” button to download instructions.

Acknowledge/Decline an Invitation to Tender



Acknowledge/Decline an Invitation to Tender

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

View

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides		
Tender Reference	UI150366		
SAP RFQ No.	600393		
Description			

Details

Title	RFQ Ref No. 600393		
Final Submission Date	27 Nov 2015 12:00:00 (UTC + 5:00)		
Contracting Address	ProCon Online Tendering Atyrau Kazakhstan	Return Address	ProCon Online Tendering Atyrau Kazakhstan
Additional Information	1. Submission Instructions (need confirmation that the below can be incorporated): <ul style="list-style-type: none">- Please get yourself familiarized with the NCOC Supplier Portal Instructions for access, submission and navigation purposes available at the Portal;- Please download the attached Request for Quotation (RFQ) package from the Portal;- Please acknowledge the receipt of the RFQ package and your intention to provide the submission within 2 (two) working days after this invitation (please see Instructions for details);- Please provide your submission in accordance with the RFQ requirements in Excel and PDF formats;- All clarifications and bulletins shall be communicated through the Portal messages (please see Instructions for details).		

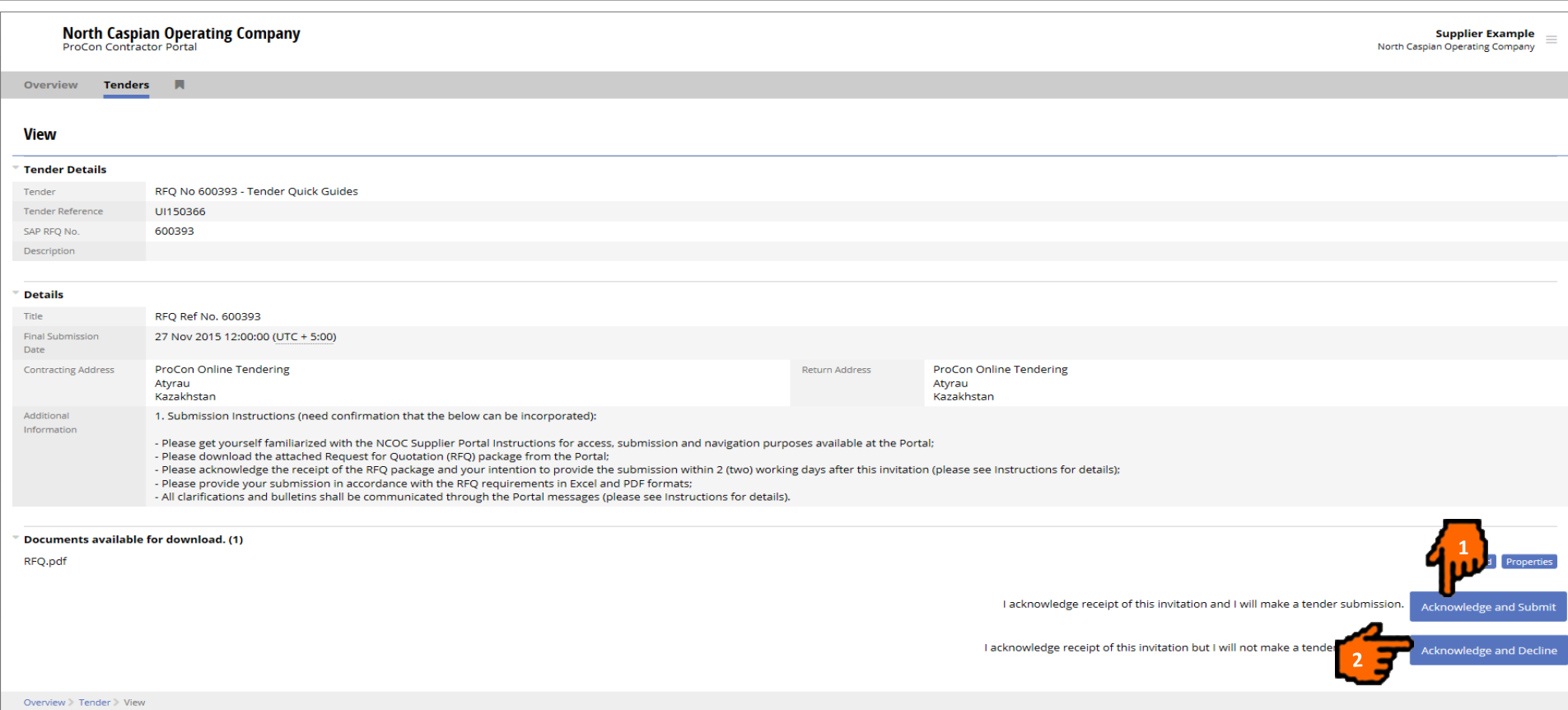
Documents available for download. (1)

RFQ.pdf

I acknowledge receipt of this invitation and I will make a tender submission. **Acknowledge and Submit**

I acknowledge receipt of this invitation but I will not make a tender submission. **Acknowledge and Decline**

Overview > Tender > View



To respond to the invitation electronically you need to perform the following steps:

1. If you accept an invitation and plan to participate in the tender, click the “Acknowledge and Submit”.
2. If you don’t intend to participate in the tender, click the “Acknowledge and Decline” button.

Example of the “Acknowledge and Submit” is provided on the next slide.

Acknowledge/Decline an Invitation to Tender

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

Additional Comments

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150366
Description	

The following text will accompany your acknowledgement. Please modify as required.

Comments

hereby acknowledge receipt of your invitation to tender and would like to confirm that I intend to make a tender submission by the final submission date.

Send Cancel

Overview > Tender > View > Additional Comments

1. Enter comments in the “Comments” field.
2. Click the “Send” button to send notification to NCOC.

Acknowledge/Decline an Invitation to Tender

The screenshot displays the user interface of the North Caspian Operating Company ProCon Contractor Portal. At the top left, the company name and portal type are shown. At the top right, the user's name and company are displayed. A navigation bar includes 'Overview' and 'Tenders'. A green notification banner at the top states 'Your acknowledgement has been logged.' with a hand icon pointing to it. Below this, the 'Tender' section is active, showing details for 'RFQ No 600393 - Tender Quick Guides'. It includes a table for tender details, a section for 'Outstanding Tasks (1)' with a task to complete by 27 Nov 2015 12:00:00 (UTC + 5:00), and a section for 'New Correspondence (0)' indicating no outstanding alerts. At the bottom, there is a section for 'Your New Messages (1)' with a table header for Date Received, Category, and Subject, and buttons for '+ create message' and 'View Messages Register'.

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview Tenders

Your acknowledgement has been logged.

Tender

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150366
SAP RFQ No.	600393
Description	

Outstanding Tasks (1)

Tasks to complete

- "RFQ Ref No. 600393" You may respond to this by:27 Nov 2015 12:00:00 (UTC + 5:00) [View Details](#)

New Correspondence (0)

You have no outstanding alerts.

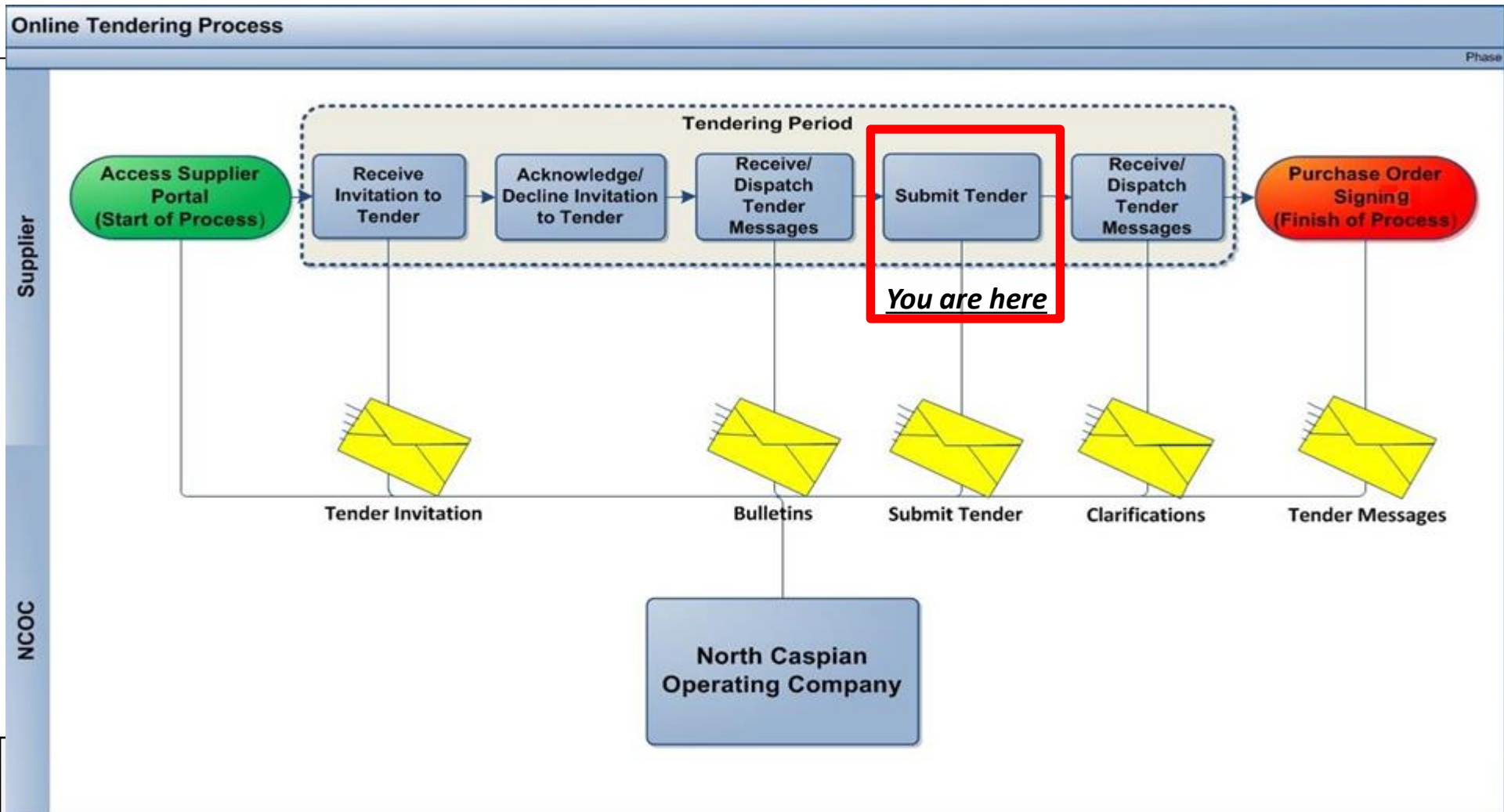
Your New Messages (1) [+ create message](#) [View Messages Register](#)

!	Date Received	Category	Subject
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[Overview](#) > [Tender](#)

1. As soon as you acknowledged/declined participation, the system takes you back to the Tender main page and indicates that your acknowledgement/decline has been successful.

Make a Tender Submission



Make a Tender Submission

Welcome to the North Caspian Operating Company Supplier Portal

We thank you for entering the North Caspian Operating Company (NCOC) Supplier Portal intended for the participation in the NCOC online tendering process. A limited amount of information is available to a Supplier on this public site. Access to NCOC Supplier Portal and Online Tendering Instructions are available at the following link:
[ProCon Access Instruction](#)
[Online Tendering Instruction](#)

Current Active Tenders (1)

UI150414: RFQ No 450000034 - Tender Name
(2) tasks, (0) alerts, (0) messages



When you are ready to submit your tender , login to the NCOC Supplier Portal at <https://procon-supplier.ncoc.kz>

1. In the Overview page click on the tender name in the Current Active Tenders section.

Make a Tender Submission

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company


Overview **Tenders**

Tender

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150367
SAP RFQ No.	600393
Description	Tender Description

Outstanding Tasks (1)
Tasks to complete

1. "RFQ Ref No. 600393" You may respond to this by:28 Nov 2015 15:00:00 ([UTC + 5:00](#))  [View Details](#)

New Correspondence (0)

You have no outstanding alerts.

Your New Messages (0) [+ create message](#) [View Messages Register](#)

You have no outstanding alerts or unread messages.

History (2)
[Overview](#) > [Tender](#)

1. Click the “View Details” button located in the “Outstanding Tasks”.

Make a Tender Submission

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

Details

Title	RFQ Ref No. 600393		
Final Submission Date	28 Nov 2015 15:00:00 (UTC + 5:00)		
Contracting Address	ProCon Online Tendering Atyrau Kazakhstan	Return Address	ProCon Online Tendering Atyrau Kazakhstan
Additional Information	<p>1. Submission Instructions (need confirmation that the below can be incorporated):</p> <ul style="list-style-type: none">- Please get yourself familiarized with the NCOC Supplier Portal Instructions for access, submission and navigation purposes available at the Portal;- Please download the attached Request for Quotation (RFQ) package from the Portal;- Please acknowledge the receipt of the RFQ package and your intention to provide the submission within 2 (two) working days after this invitation (please see Instructions for details);- Please provide your submission in accordance with the RFQ requirements in Excel and PDF formats;- All clarifications and bulletins shall be communicated through the Portal messages (please see Instructions for details). <p>2. Already Have Account?</p> <p>If you already have the NCOC Supplier Portal account and login details, you can respond securely via it.</p>		

Documents available for download. (1)

RFQ Package.docx

Your acknowledgement
Your acknowledgement was logged on 26 Nov 2015 21:57:05 (UTC + 5:00) with the following comments:

I hereby acknowledge receipt of your invitation to tender and would like to confirm that I intend to make a tender submission by the final submission date.

1 Ready to proceed now 2 Proceed at a later date 3 Decline

Overview > Tender > View

1. Click the “Ready to proceed now” if you are ready to submit your tender now. A sample if you decided to proceed is shown on the next slide.
2. If you wish to proceed at a later stage, press the button “Proceed at a later stage”.
3. If you decided not to participate, press the button “Decline”.

Note: You will receive a reminder to your mailbox requesting you to submit a tender two days prior to the tender due date.

Make a Tender Submission

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

Respond

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150367
SAP RFQ No.	600393
Description	Tender Description

Response

1. Do you want to attach any documents?

Click Save to save and come back later.

Overview > Tender > View > Respond



1. Click "Yes" button to upload your tender.

Make a Tender Submission

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

Add File(s)

File Location * C:\Users\brian\Desktop\NOCOC NV\Training\Materials Management Training\Training Documents\Bid Submission.docx

Name * Bid Submission .docx

Overview > Tender > View > Respond > Add File

1. Click the “Browse..’ button and select the file you wish to upload as part of the tender.
2. You can change the file name.
3. Click the “Save” button to upload the selected file. Click “Ok” button in popup window informing you to wait until upload completed.

Make a Tender Submission

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

The file has been added.

Respond

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150367
SAP RFQ No.	600393
Description	Tender Description

Response

1. Do you want to attach any more documents?

Documents

[Bid Submission.docx](#)

Click Save to save and come back later.

Overview > Tender > View > Respond

1. You will see system message about added file.
2. If you want to upload additional files click the “Yes” button.
3. If you are ready to send response, click the “No – proceed to next step”.

For example, click the “No – proceed next step”.

Make a Tender Submission

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

The file has been added.

Respond

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150367
SAP RFQ No.	600393
Description	Tender Description

Response

1. Do you want to attach any more documents?

Documents

[Bid Submission.docx](#)

2. Add any additional comments in the space below:
I hereby acknowledge receipt of your invitation to tender and would like to confirm that I intend to make a tender submission by the final submission date.

3. You may now save or send your response.

Click Save to save and come back later. Click Submit to send your response.

Overview > Tender > View > Respond

1. You can add any additional comments in the field “2”.
2. If you want to make your tender submission to NCOC click the “Submit” button.
3. If you want to make your tender submission to NCOC at a later stage click the “Save” button.

Make a Tender Submission

The screenshot displays the 'North Caspian Operating Company ProCon Contractor Portal' interface. The user is logged in as 'Supplier Example'. The 'Tenders' tab is active, showing a confirmation message: 'The response has been sent.' (labeled 1). Below this, the 'Tender Details' section shows information for RFQ No. 600393. The 'History (3)' section lists three messages: a receipt, an acknowledgment, and a submission (labeled 3). A 'retract' button is visible next to the submission message (labeled 2). The 'Contacts (1)' section shows 'Supplier Example' as the assigned user.

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

The response has been sent.

Tender

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150367
SAP RFQ No.	600393
Description	Tender Description

New Correspondence (0)

Your New Messages (0) [+ create message](#) [View Messages Register](#)

History (3)

1. "RFQ Ref No. 600393" - You were sent this at: 26 Nov 2015 16:49:14 (UTC + 5:00)
2. "RFQ Ref No. 600393" - You acknowledged this at: 26 Nov 2015 21:56:36 (UTC + 5:00)
3. "RFQ Ref No. 600393" - You submitted your response at: 26 Nov 2015 22:42:09 (UTC + 5:00) [retract](#)

Contacts (1)

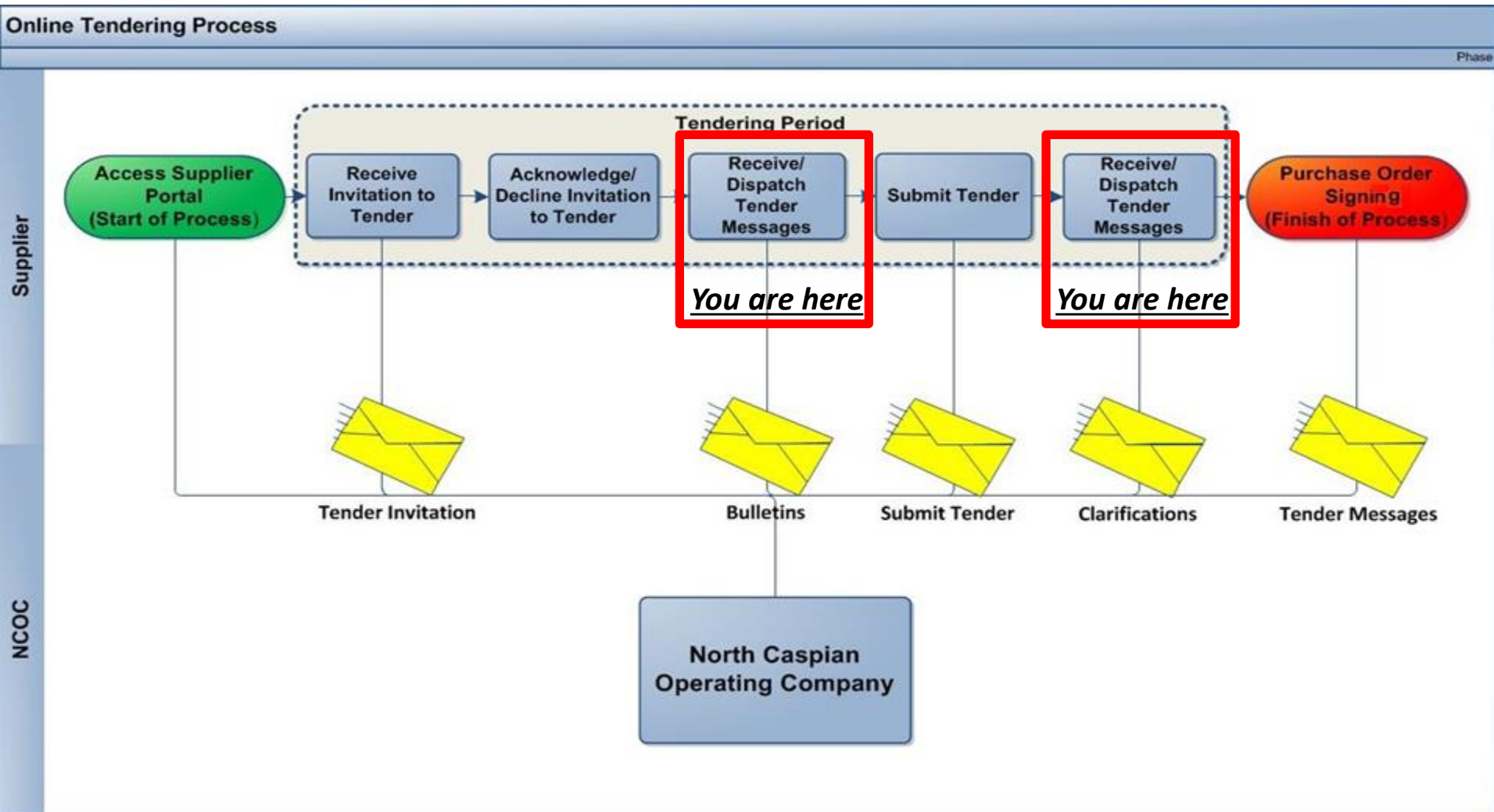
Users assigned to this tender:

1. Supplier Example

Overview > Tender

1. You will see a confirmation message that response has been sent to NCOC.
2. The tender submission can be retracted and re-submitted at any time until the final submission data and time. To retract the submission click the "retract" button. The retracted documents will be also retracted from the NCOC side and the latter will receive only the latest tender submitted by you.
3. A history of all submitted/retracted tenders is recorded.

View and Respond to Tender Messages



View and Respond to Tender Messages


From: ProCon [mailto:procon@ncoc.kz]

Sent: 29 November 2015 19:41

To: xxxxx

Subject: North Caspian Operating Company ProCon Tender Message - UI150367 - RFQ No 600393  Quick Guides

Tender Name: RFQ No 600393 - Tender Quick Guides / Tender Reference: UI150367

Message Subject: Request for clarification of RFQ No 600393 

Response Required: Yes 

Response Required By: Tuesday, 01 December 2015 05:00:00(UTC)

To view this message and any attachments, please click this link to ProCon:

https://procon-supplier.ncoc.kz/procon/Supplier_Site/noauth/supplier/publicSupplierLanding.aspx?EmailRedirect=6&REDIRECT_MessageID=32 

You will first be notified of a tender message sent by NCOC via an email as presented above. This will be sent to your standard email Inbox. The Email contains the following details:

- 1. RFQ No.XXXXXXXXXX**
- 2. Tender Message Title.**
- 3. If a response is required to the message a ‘Response Required and Response Required By’ will be included.**
- 4. A link to the Tender Message in the NCOC Supplier Portal. Click the link and logon to view the Message.**

View and Respond to Tender Messages

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

Message

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150367
Description	Tender Description

Message

Tender	RFQ No 600393 - Tender Quick Guides (UI150367)
Recipients	Supplier Example
Date Received	29 Nov 2015 19:40:51 (UTC + 5:00)
Response required	Yes
Response Required By	01 Dec 2015 10:00:00 (UTC + 5:00)
Subject	Request for clarification of RFQ No 600393
Message Body	See attached clarification question

Files (1)

Name	(KB)	Actions
Clarification.docx		download

Overview > Tender > Message

You will see following information:

1. Tender Details
2. Message section containing all messages and a link to the Tender.
3. Click “download“ link or document name link(s) to download any attachments.
4. You should always acknowledge receipt of messages by clicking the ‘Mark as Read’ button so that NCOC is aware that you have started working on it.
5. To reply to a message click “Reply” button.

View and Respond to Tender Messages

Reply to Message

Complete Core Details

Recipient Tender	RFQ No 600393 - Tender Quick Guides	1
Subject *	RE: Request for clarification of RFQ No 600393	
Message Body	Clarification 001 Response attached.	2
Response Required	<input type="radio"/> Yes <input checked="" type="radio"/> No	3
Response Required By	<input type="text"/>	4

Attach External Files (optional)

File Location	D:\Contractor Clarification.docx		5
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Note: Provision of feedback by NCOC within the requested time and date is not mandatory.

1. Enter text to the “Subject” field.
 2. Enter text to the “Message Body” field.
 3. You can choose “Yes” for “Response Required” field or “No” if not required.
 4. You can set the desired response date and time if you chose “Yes” at the previous step.
- Note: Provision of feedback by NCOC within the requested time and date is not mandatory.
5. You can attach document, click the “Browse...” button.
 6. Click the “Send” button.

View and Respond to Tender Messages

Overview **Tenders**

 The message has been created. 

Message

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150367
Description	Tender Description

Message

[reply](#) [View Related Messages](#)

Tender	RFQ No 600393 - Tender Quick Guides (UI150367)
Recipients	Supplier Example
Date Received	29 Nov 2015 19:40:51 (UTC + 5:00)
Date Read	30 Nov 2015 05:02:29 (UTC + 5:00)
Response required	Yes
Response Required By	01 Dec 2015 10:00:00 (UTC + 5:00)
Subject	Request for clarification of RFQ No 600393
Message Body	See attached clarification question

Files (1)

Name	Size (KB)	Actions
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[Overview](#) > [Tender](#) > [Message](#)

1. You will see system message stating that message has been created. This means it has been sent to NCOG.

View Tender Message Register

Welcome to the North Caspian Operating Company Supplier Portal

We thank you for entering the North Caspian Operating Company (NCOC) Supplier Portal intended for the participation in the NCOC online tendering process. A limited amount of information is available to a Supplier on this public site. Access to NCOC Supplier Portal and Online Tendering Instructions are available at the following link:
[ProCon Access Instruction](#)
[Online Tendering Instruction](#)

Current Active Tenders (1)


UI150414: RFQ No 450000034 - Tender Name
(2) tasks, (0) alerts, (0) messages



To view the Tender Register, login to the NCOC Supplier Portal <https://procon-supplier.ncoc.kz>

1. In the Overview page , click the Tender Name which messages you want to view.

View Tender Message Registry

Overview **Tenders** 

Tender

Tender Details



Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150367
SAP RFQ No.	600393
Description	Tender Description

New Correspondence (0)

You have no outstanding alerts.

Your New Messages (1)

[+ Create Message](#) [View Messages Register](#)

	Date Received	Category	Subject
	30 Nov 2015 05:51(UTC + 5:00)	Request for Clarification	Request for clarification 0002 of RFQ No 600393



Tenders > Tender

1. Click "View Message Register".

View Tender Message Registry

Overview **Tenders**

Messages



Received List All Message Types All states (Read, Unread, etc.)
Sent

Messages (2)

			Subject	Date Received
!	✉	0		
!	✉	0	Request for clarification 0002 of RFQ No 600393	30 Nov 2015 05:51:34 (UTC + 5:00)
	✉	0	Request for clarification of RFQ No 600393	29 Nov 2015 19:40:51 (UTC + 5:00)

Tenders > Tender > Messages

To review sent messages, you need to change the filter from received to sent.

1. Disclose the drop-down list and select “Sent”.

View Tender Message Registry




North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

Messages





Messages (2)

	Subject	Date Received
 	Request for clarification 0002 of RFQ No 600393	30 Nov 2015 05:51:34 (UTC + 5:00)
	Request for clarification of RFQ No 600393	29 Nov 2015 19:40:51 (UTC + 5:00)

Received
Sent

List All Message Types All states (Read, Unread, etc.)

Tenders > Tender > Messages



1. Messages not marked as read are shown with a Closed Envelope icon which means that NCOC has not yet opened your message.
2. Messages already actioned are shown with an Open Envelope icon which means that NCOC opened your message.
3. Click Subject link to access tender messages.
4. To view received messages click “Received” in the drop down menu.

View Tender Message Registry

Overview **Tenders**

Messages

Messages (1)

Sent

! 0 Subject
0 RE: Request for clarification of RFQ No 600393

Date Sent

30 Nov 2015 05:02:29 (UTC + 5:00)



Tenders > Tender > Messages

1. Click the Subject link to view messages.

Create a Tender Message

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

Tender

Tender Details

Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150367
SAP RFQ No.	600393
Description	Tender Description

New Correspondence (0)

You have no outstanding alerts.

Your New Messages (1)

!	Date Received	Category	Subject
!	30 Nov 2015 05:51(UTC + 5:00)	Request for Clarification	Request for clarification 0002 of RFQ No 600393

[+ Create Message](#) [View Messages Register](#)

Tenders > Tender



1. Login to your tender and click the “+ Create Message” button to create a message and dispatch to NCOC.

Create a Tender Message

North Caspian Operating Company
ProCon Contractor Portal

Supplier Example
North Caspian Operating Company

Overview **Tenders**

Send message

Step 1. Complete Core Details

Recipient Tender	RFQ No 600393 - Tender Quick Guides
Subject *	Clarification 0001 RFQ No 600393
Message Body	Clarification ...
Response Required	<input checked="" type="radio"/> Yes <input type="radio"/> No
Response Required By	02 Dec 2015 14:00:00 (UTC + 5:00)

Step 2. Attach External Files (Optional)

File Location	D:\Contractor Clarification.docx	Browse...
---------------	----------------------------------	-----------

Note: Provision of feedback by NCOC within the requested time and date is not mandatory.

Send Cancel

Tenders > Tender > Send message

1. Enter text to the "Subject" field.
 2. Enter text to the "Message Body" field.
 3. You can choose "Yes" for "Response Required" field or "No" if not required.
 4. You can set the desired response date and time if you chose "Yes" at the previous step.
- Note: Provision of feedback by NCOC within the requested time and date is not mandatory.**
5. You can attach document, click the "Browse..." button.
 6. Click the "Send" button to send a message to NCOC.

Create a Tender Message

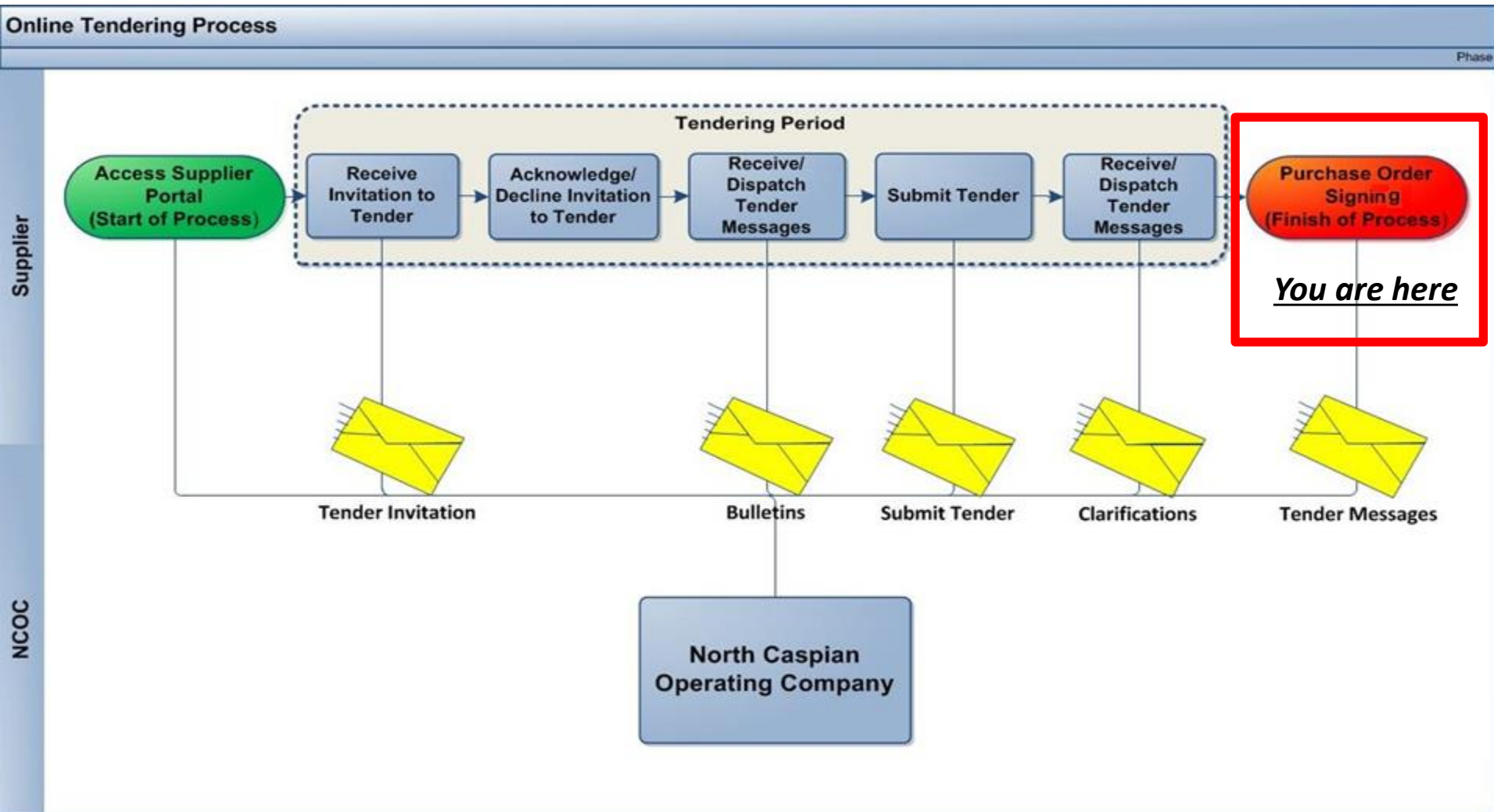
The screenshot displays the 'North Caspian Operating Company' ProCon Contractor Portal. The user is logged in as 'Supplier Example'. The 'Tenders' tab is active. A green notification bar at the top states 'The message has been created.' with a hand icon pointing to it, labeled with the number '1'. Below the notification, the 'Tender' details are shown in a table:

Tender Details	
Tender	RFQ No 600393 - Tender Quick Guides
Tender Reference	UI150367
SAP RFQ No.	600393
Description	Tender Description

Below the table, the 'New Correspondence (0)' section indicates 'You have no outstanding alerts.' The 'Your New Messages (1)' section is visible at the bottom, with buttons for '+ Create Message' and 'View Messages Register'. The breadcrumb trail shows 'Tenders > Tender'.

1. You will see system message about created/sent message which means that the message has been successfully dispatched to NCOC and the latter will receive an instant notification to the email.

*Receive and Dispatch signed Purchase Order



***This section applies only for those who won the tender and is about to sign a Purchase Order with NCOC**

*Receive and Dispatch signed Purchase Order

From: ProCon [mailto:procon@ncoc.kz]

Sent: 29 November 2015 19:41

To: xxxxx

Subject: North Caspian Operating Company ProCon Tender Message - UI150367 - RFQ No 600393 - Tender Quick Guides

Tender Name: RFQ No 600393 - Tender Quick Guides / Tender Reference: UI150367

Message Subject: Request for clarification of RFQ No 600393

Response Required: Yes

Response Required By: Tuesday, 01 December 2015 05:00:00(UTC)



To view this message and any attachments, please click this link to ProCon:

https://procon-supplier.ncoc.kz/procon/Supplier_Site/noauth/supplier/publicSupplierLanding.aspx?EmailRedirect=6&REDIRECT_MessageID=32

1. **You will receive an automated email notification informing you of a new NCOC message requesting you to sign a Purchase Order.**
2. **Click hyperlink to review the new message.**

*Receive and Dispatch signed Purchase Order

From: ProCon [mailto:procon@ncoc.kz]

Sent: 29 November 2015 19:41

To: xxxxx

Subject: North Caspian Operating Company ProCon Tender Message - UI150367 - RFQ No 600393 - Tender Quick Guides

Tender Name: RFQ No 600393 - Tender Quick Guides / Tender Reference: UI150367

Message Subject: Request for clarification of RFQ No 600393

Response Required: Yes

Response Required By: Tuesday, 01 December 2015 05:00:00(UTC)



To view this message and any attachments, please click this link to ProCon:

https://procon-supplier.ncoc.kz/procon/Supplier_Site/noauth/supplier/publicSupplierLanding.aspx?EmailRedirect=6&REDIRECT_MessageID=32

- 1. You will receive an automated email notification informing you of a new NCOC message requesting you to sign a Purchase Order.**
- 2. Click on hyperlink to review the new message.**

*Receive and Dispatch signed Purchase Order


North Caspian Operating Company
Supplier Portal

Ekaterina Lavrikova
North Caspian Operating Company

Overview **Tenders**


Message

Tender Details


Tender	RFQ No xxxxxxxxxxxxxxxx - Tender Name	
Tender Reference	UI150411	
Description		


Message

[reply](#) [View Related Messages](#)

Tender	RFQ No xxxxxxxxxxxxxxxx - Tender Name (UI150411)	
Recipients	Ekaterina Lavrikova	
Date Received	Dec 10, 2015 14:40:10 (UTC + 3:00)	
Response required	Yes	
Response Required By	Dec 16, 2015 22:00:00 (UTC + 3:00)	
Subject	Purchase Order No 450000034	
Message Body	Dear Supplier, please sign the Purchase Order	

Files (1)

Name	Size (KB)	Actions
Purchase Order No xxxxxxxxxxxxxxxx.txt	1	 download

 [Mark as Read](#)

1. "Tender Details". You will see Tender title and its reference number in this section.
2. "Messages". You will see the main information about the new message. Please note "Response required by...".
3. "Files". This section contains instructions, documentation that require your attention and reading. Click "Upload" to download Purchase Order.
4. Click "Mark as read" button to notify NCOC that you have started working on this message.

*Receive and Dispatch signed Purchase Order

The message has been marked as Read.



Tender

Tender Details

Tender	RFQ No xxxxxxxxxxxxxxxx - Tender Name
Tender Reference	UI150411
SAP RFQ No.	xxxxxxxxxxxxxxxx
Description	

New Correspondence (0)

You have no outstanding alerts.

Your New Messages (4)

[+ Create message](#) [View Messages Register](#)

!	Date Received	Category	Subject
!	Dec 21, 2015 15:29 (UTC + 3:00)	Purchase Order	new message
!	Dec 05, 2015 22:56 (UTC + 3:00)	Bulletin	Subject 1



1. The screen will contain a message status.
2. Click “View Messages Register” button to respond to the message and upload signed Purchase Order.

Attention: You need to send original Purchase Orders to NCOC as stipulated in the tender documentation/instructions as this step doesn't release you from doing so.

*Receive and Dispatch signed Purchase Order

Messages

Messages (7)

Received List All Message Types All states (Read, Unread, etc.)

			Subject	Date Received
!	✉	0		
!	✉		new message	Dec 21, 2015 15:29:41 (UTC + 3:00)
!	✉	0	Purchase Order No 450000034	Dec 10, 2015 14:40:10 (UTC + 3:00)



1. Click the message name.

Attention: You need to send original Purchase Orders to NCOC as stipulated in the tender documentation/instructions as this step doesn't release you from doing so.

*Receive and Dispatch signed Purchase Order

North Caspian Operating Company
Supplier Portal

Ekaterina Lavrikova
North Caspian Operating Company

Overview **Tenders**

Message

Tender Details

Tender	RFQ No xxxxxxxxxxxxxxxx - Tender Name
Tender Reference	UI150411
Description	

Message

reply View Related Messages

Tender	RFQ No xxxxxxxxxxxxxxxx - Tender Name (UI150411)
Recipients	Ekaterina Lavrikova
Date Received	Dec 10, 2015 14:40:10 (UTC + 3:00)
Date Read	Dec 25, 2015 15:23:49 (UTC + 3:00)
Response required	Yes
Response Required By	Dec 16, 2015 22:00:00 (UTC + 3:00)
Subject	Purchase Order No 450000034
Message Body	Dear Supplier, please sign the Purchase Order

Files (1)

Name	Size (KB)	Actions
Purchase Order No xxxxxxxxxxxxxxxx.txt	1	download



1. Click the “Reply” button.

Attention: You need to send original Purchase Orders to NCOC as stipulated in the tender documentation/instructions as this step doesn't release you from doing so.

*Receive and Dispatch signed Purchase Order


North Caspian Operating Company
Supplier Portal

Ekaterina Lavrikova
North Caspian Operating Company


Overview Tenders


Reply to Message


Complete Core Details


Recipient Tender RFQ No xxxxxxxxxxxxxx - Tender Name 

Subject * RE: Purchase Order No 450000034 

Message Body
Dear Buyer,
Purchase Order No 450000034 Is signed 

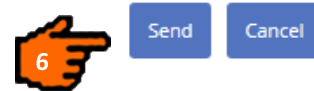
Response Required Yes No 

Response Required By 

Attach External Files (optional) 

File Location C:\Users\exnk060975\Desktop\Purchase Order No xxxxxxxxxxxxxx final version.txt

Attention: You need to send original Purchase Orders to NCOC as stipulated in the tender documentation/instructions as this step doesn't release you from doing so.




1. An interface to create a message will be displayed.
2. The message theme shall contain the original message theme.
3. Fill in "Text Message" field.
4. You can choose "Yes" for "Response Required" field or "No" if not required. You can set the desired response date and time if you chose "Yes" at the previous step. **Note: Provision of feedback by NCOC within the requested time and date is not mandatory.**
5. Press "Browse" button to upload signed Purchase Order.
6. Press "Send" button.

*Receive and Dispatch signed Purchase Order

North Caspian Operating Company
Supplier Portal

Ekaterina Lavrikova
North Caspian Operating Company

Overview **Tenders**

 The message has been created.


Message

Tender Details

Tender	RFQ No xxxxxxxxxxxxxxxx - Tender Name
Tender Reference	UI150411
Description	

Message [reply](#) [View Related Messages](#)

Tender	RFQ No xxxxxxxxxxxxxxxx - Tender Name (UI150411)
Recipients	Ekaterina Lavrikova
Date Received	Dec 10, 2015 14:40:10 (UTC + 3:00)
Date Read	Dec 25, 2015 15:42:18 (UTC + 3:00)
Response required	Yes
Response Required By	Dec 16, 2015 22:00:00 (UTC + 3:00)
Subject	Purchase Order No 450000034
Message Body	Dear Supplier, please sign the Purchase Order



1. You will see system message about created/sent message which means that the message has been successfully dispatched to NCOC.
2. To review the message, click “View Related messages”.

*Receive and Dispatch signed Purchase Order

Related messages

Messages (2)

0	Subject	Date Received
0	RE: Purchase Order No 450000034	Dec 25, 2015 15:42:18 (UTC + 3:00)
0	Purchase Order No 450000034	Dec 10, 2015 14:40:10 (UTC + 3:00)



1. You will see the list of related messages on your screen.

PROCON CUSTOMER SUPPORT

Please contact ProCon Customer Support with any enquiries you may have at the email address: procon@ncoc.kz

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