
TQ (TECHNICAL QUERY): VENDOR'S GUIDE

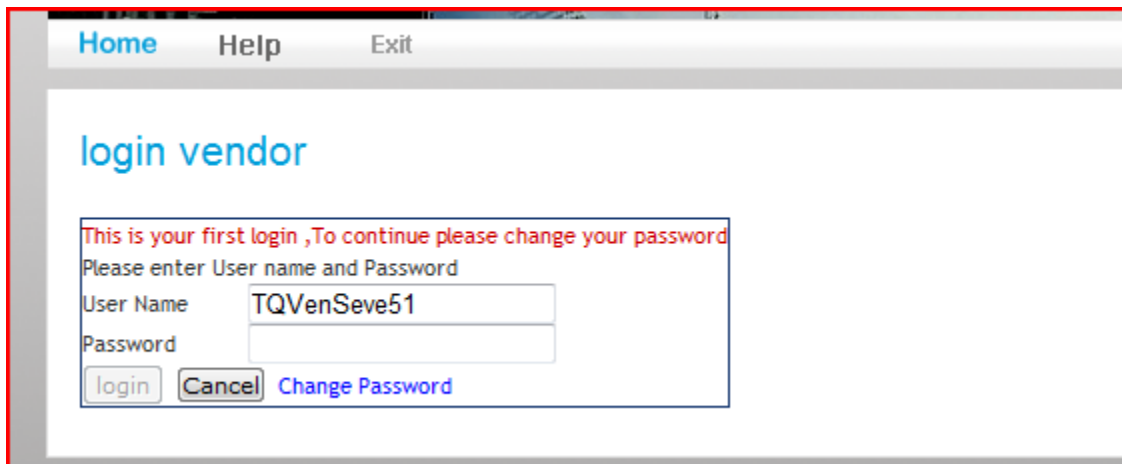
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STEPS TO LOGIN FOR THE FIRST TIME

As a Vendor, when you are created on the TQ application you would receive a login Username and Password.

The application would require that when you first login you change your password.



STEPS TO CHANGING YOUR PASSWORD UPON YOUR FIRST LOGIN

1. Click on “Change Password”
2. Specify a “New Password” and repeat the password in the “Confirm Password” field.
3. Click on Change to complete the process.

NOTE:

The new password should be at least 8 characters and contain at least one special character, one capital letter and a digit.

STEPS TO SUBMIT TQ

The screenshot shows a web form titled "Submit TQ" for "Chevron Nigeria Technical Query (TQ) Application". The form includes a welcome message, a selection for TQ type (RFQ TQ or PO TQ), a table for entering RFQ or PO numbers, a vendor comment field, a file upload section with a warning about file size and three "Browse" buttons, a dropdown menu for selecting a contact person, and "Submit" and "Cancel" buttons. Six numbered steps are indicated by arrows on the left side of the form:

- Step 1: Points to the "Submit New Technical Query" header.
- Step 2: Points to the "Please, Select the type of Technical Query you are submitting" section.
- Step 3: Points to the "Vendor Comment" text area.
- Step 4: Points to the "Please note that total maximum file size should not exceed 8MB" warning.
- Step 5: Points to the "Select your Chevron Nigeria Buyer contact Person" dropdown menu.
- Step 6: Points to the "Submit" button.

Step 1: Select the TQ Type. A TQ is either a Purchase Order (PO) TQ or a Request for Quotation (RFQ/PR) TQ.

Step 2: Specify the details of the TQ.

Step 3: Include comments.

Step 4: Attach document. This is optional.

Step 5: Select your Buyer

Step 6: Click on the Submit Button

THE DIFFERENT TQ STATUSES

There 4 TQ statuses available to a Vendor. They are

1. Pending TQ
2. Concurred TQ
3. Invalid TQ
4. Not Concurred

TQs with these statuses can be accessed by clicking on the relevant tabs at the bottom of the Submit TQ page.

TQ status Tabs

The screenshot shows a navigation bar with four tabs: Pending TQ (highlighted in green), Concurred TQ, Invalid TQ, and Not Concurred. Below the tabs, there are two data tables.

Pending Concurrence by Vendor

TQ Serial #	TQ type	PO/RFQ#	Created on	Item# /line#	Vendor comment	Purchasing comments	Do you Concur?
TQPO0231	PO TQ	432144	8/14/2012 11:33:41 AM	1 1	tq incomplete part number	closed	Yes No

Pending TQ @ Joint Operation

TQ Serial #	TQ type	PO/RFQ#	Created on	Item# /line#	Vendor comment
TQRFQ0191	RFQ TQ	400001	7/26/2012 4:06:56 PM	1 2	Previous vendor comment : rfq 2 check
TQRFQ0192	RFQ TQ	400003	7/26/2012 4:07:14 PM	3 3	Previous vendor comment : rfq 3 adfaf
TQRFQ0194	RFQ TQ	400008	7/25/2012 8:34:21 PM	8 8	This is a test rfq 8
TQRFQ0195	RFQ TQ	9876543	7/25/2012 9:01:00 PM	9 9	test
TQRFQ0196	RFQ TQ	1	7/26/2012 8:10:06 AM	1 1	fsgsgs
TQRFQ0197	RFQ TQ	40000	7/26/2012 8:11:04 AM	2 2	adfafa
TQPO0204	PO TQ	3	7/26/2012 8:33:25 PM	3 3	3
TQPO0220	PO TQ	448261	8/2/2012 11:17:44 AM	1 1	please verify
TQRFQ0221	RFQ TQ	10901395	8/2/2012 11:20:23 AM	1 1	check pr please
TQPO0229	PO TQ	444444	8/7/2012 3:50:06 PM	2 1	check
TQRFQ0232	RFQ TQ	PR87899	8/14/2012 11:38:28 AM	12 1	PR ISSUES

To view the TQs with the different statuses click on the relevant tab.

- 1. Pending TQ**
This is a TQ that has been submitted by the Vendor and is still being processed.
- 2. Concurred TQ**
This is a TQ that has been resolved and closed by the Buyer which you have concurred with by clicking the Yes button on the Pending Concurrence by Vendor. Concurred TQs are fully closed TQs.
- 3. Invalid TQ**
This is a TQ raised by the Vendor that the Buyer has declared as invalid. Invalid TQs cannot be processed any further. If you do not agree with the Buyer's position you would have to raise the TQ afresh.
- 4. Not Concurred TQ**
This TQ that has been closed by the Buyer but you did not agree with the Buyer's position by clicking "No" button on the Pending Concurrence by Vendor. To resubmit this TQ you would need to click on the Resubmit button (see diagram below).
When you click on Resubmit button the details of the TQ are updated on the Submit TQ page. You will fill in your new comment, select your Buyer and then click on the "Submit" Button.

Resubmit
button

Not concurred Technical Queries

TQ Serial #	TQ Type	PO/RFP#	Created On	Item#	line#	Comments	Purchasing Comments	
TQP00205	PO TQ	3	7/26/2012 8:46:01 PM	2	1	test	test	<input type="button" value="Resubmit"/>
TQP00219	PO TQ	400004	8/2/2012 11:06:16 AM	1	1	please check	close	<input type="button" value="Resubmit"/>

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