TQ (TECHNICAL QUERY): VENDOR'S GUIDE
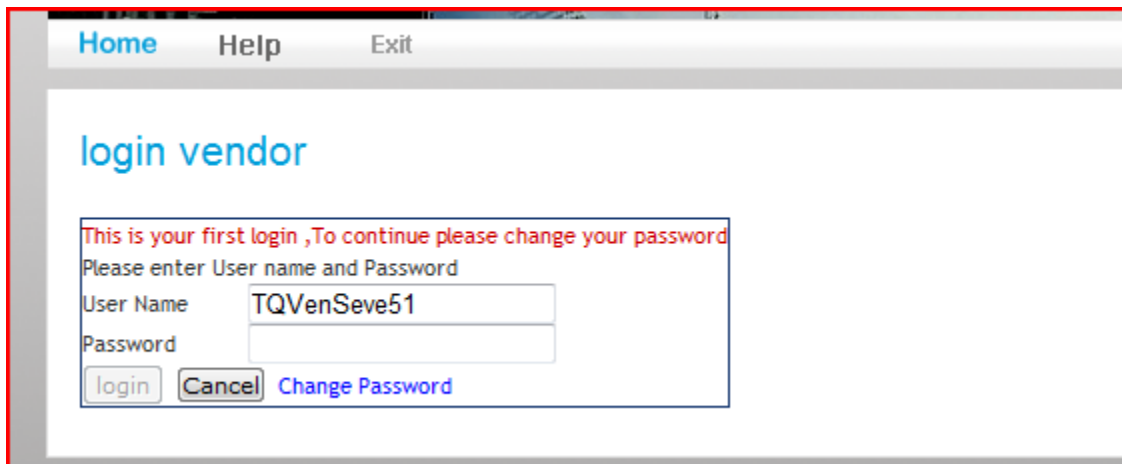
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STEPS TO LOGIN FOR THE FIRST TIME

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.

Submit TQ

Submit New Technical Query:
Chevron Nigeria Technical Query (TQ) Application
Welcome
Please, Select the type of Technical Query you are submiting
○ RFQ TQ ○ PO TQ
⊞ Enter the RFQ or PO Number

Line #	Item Number	RFQ/PO #

⊞ Vendor Comment

Please note that total maximum file size should not exceed 8MB

[ ] Browse...
[ ] Browse...
[ ] Browse...

Select your Chevron Nigeria Buyer contact Person
(NB:He/She would receive an email notification of your request)

Select Contact Person: ***Select-Contact*** ▾

[Submit] [Cancel]

Step 1
Step 2
Step 3
Step 4
Step 5
Step 6

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

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.

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.

	Pending TQ	Concurred TQ	Invalid TQ	Not Concurred				

Not concurred Technical Querys

TQ Serial #	TQ Type	PO/RFQ#	Created On	Item#	line#	Comments	Purchasing Comments	
TQPO0205	PO TQ	3	7/26/2012 8:46:01 PM	2	1	test	test	Resubmit
TQPO0219	PO TQ	400004	8/2/2012 11:06:16 AM	1	1	please check	close	Resubmit