

# Supplier Portal User Manual

## DO.070

### Procurement Track

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Version: v1.0 إصدار رقم:

Name	Position	Signature

## 1 DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference
Aug 29, 2020	Attia Hassan	V1.0	No Previous reference

### 1.2 Reviewers

Name	Position
Tarek Fathy	SCM track team leader
Mahmoud Saied	Application Manager

### 1.3 Distribution

Copy No.	Name	Location
V1.0	Al Khorayef Project Library	

#### Note To Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.

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## **2 INTRODUCTION**

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### **2.1 Purpose**

The purpose of this Project Management Framework is to define the high-level approach to project management that will be applied to the project.

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## **3 PROCEDURES**

### **Scope**

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This procedure covers the following functional areas:

- Supplier Registration
- Approval Supplier Registration
- Update company profile / approval

### **System References**

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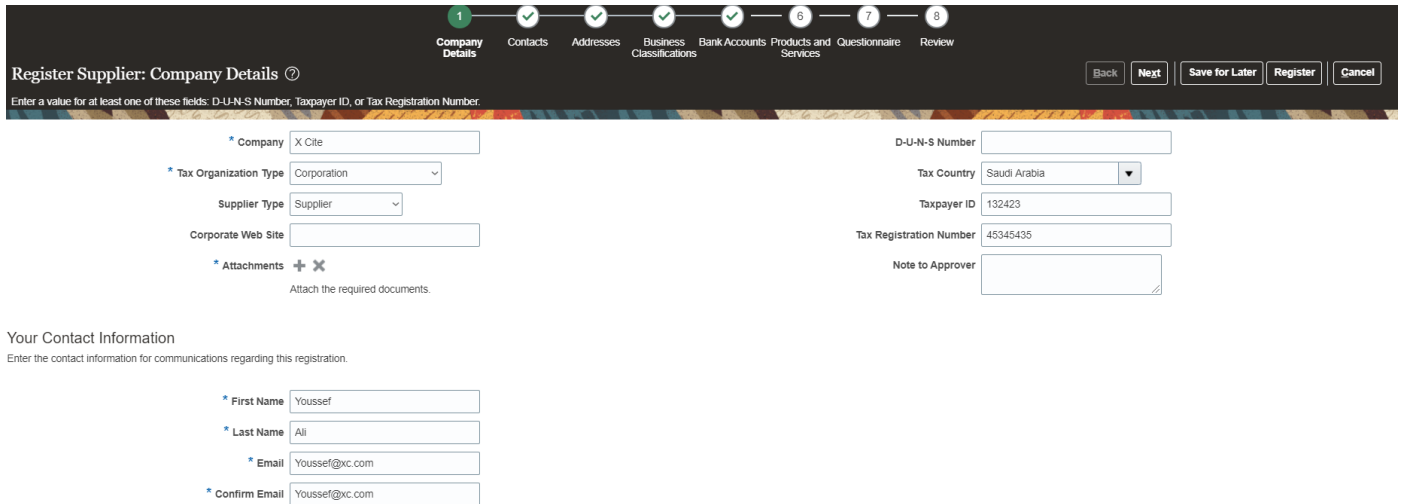
The following system references are used:

Oracle fusion Supplier Portal user guide for cloud

## 3.1 Supplier Registration using Portal

Send the URL to Supplier

1. Enter supplier details.
2. Click on Next



**Register Supplier: Company Details** ②

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number

\* Company: X Cite

\* Tax Organization Type: Corporation

Supplier Type: Supplier

Corporate Web Site:

\* Attachments: + X  
Attach the required documents.

D-U-N-S Number:

Tax Country: Saudi Arabia

Taxpayer ID: 132423

Tax Registration Number: 45345435

Note to Approver:

Your Contact Information

Enter the contact information for communications regarding this registration.

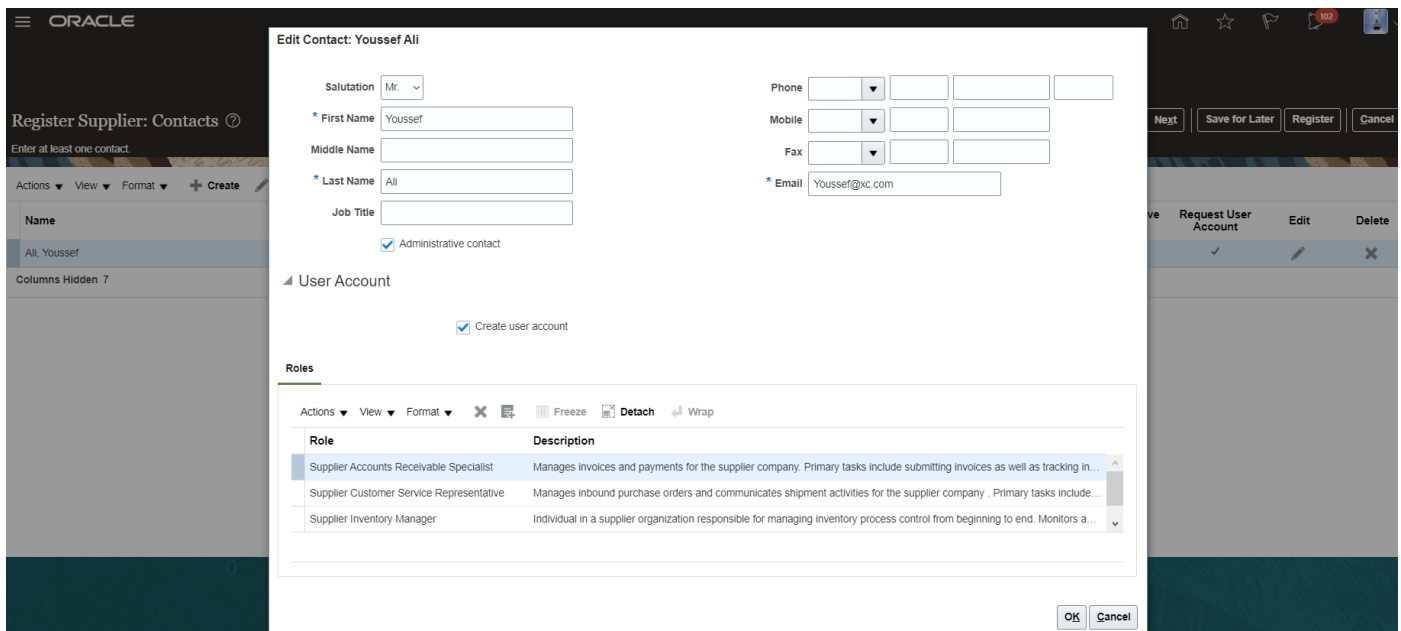
\* First Name: Youssef

\* Last Name: Ali

\* Email: Youssef@xc.com

\* Confirm Email: Youssef@xc.com

3. check and confirm for contact information.



**Edit Contact: Youssef Ali**

Salutation: Mr.

\* First Name: Youssef

Middle Name:

\* Last Name: Ali

Job Title:

Administrative contact

Phone:

Mobile:

Fax:

\* Email: Youssef@xc.com

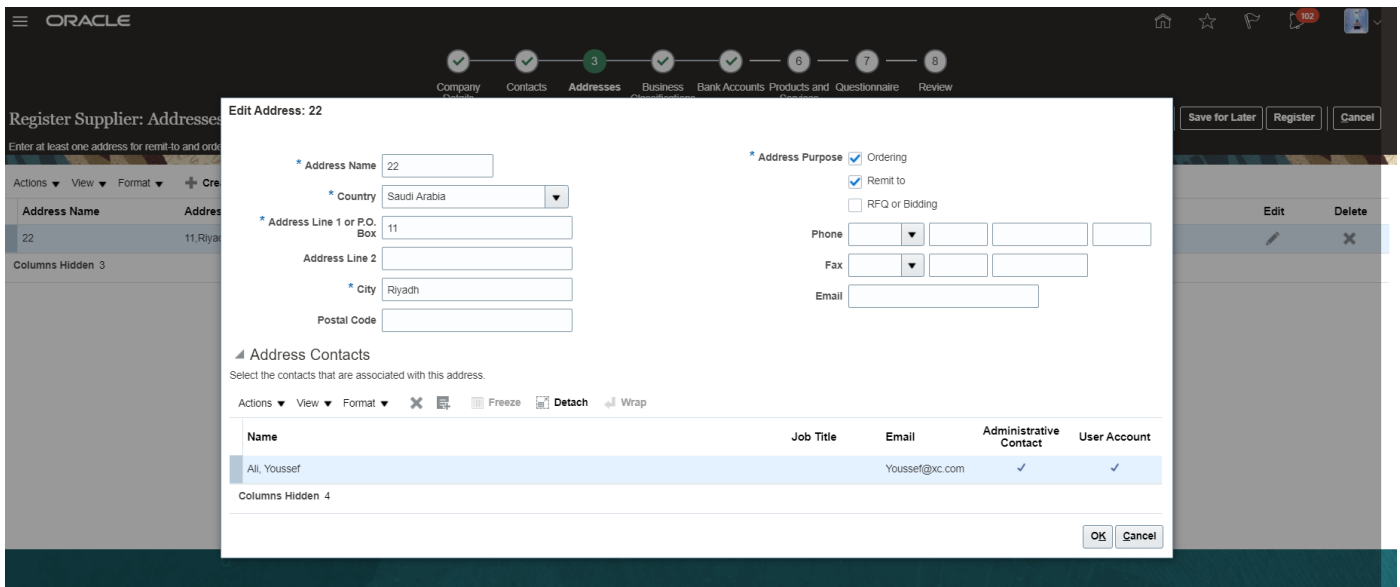
Create user account

**Roles**

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include...
Supplier Inventory Manager	Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors a...

OK Cancel

4. Create address
5. Address Purpose "Ordering, Remit to"
6. Select city field
7. Add address contacts



The screenshot shows the 'Edit Address: 22' modal window in the Oracle Supplier Portal. The address details are as follows:

- Address Name:** 22
- Country:** Saudi Arabia
- Address Line 1 or P.O. Box:** 11
- Address Line 2:** (Empty)
- City:** Riyadh
- Postal Code:** (Empty)

**Address Purpose:**

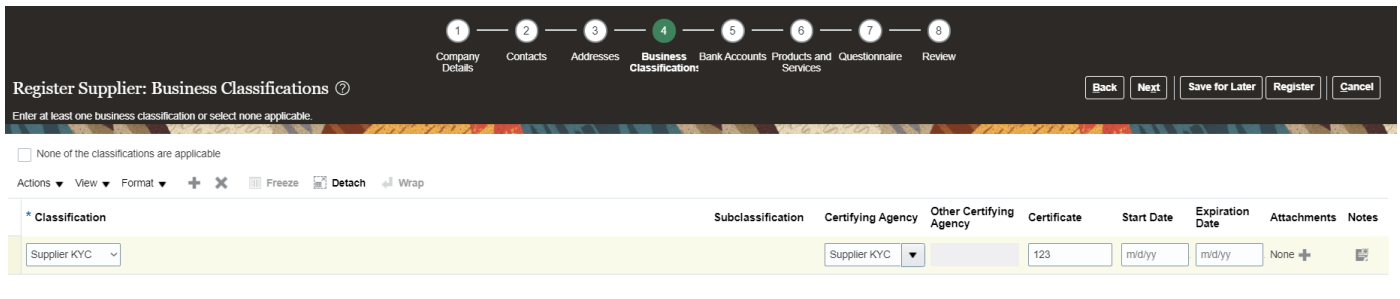
- Ordering
- Remit to
- RFQ or Bidding

**Address Contacts:**

Select the contacts that are associated with this address.

Name	Job Title	Email	Administrative Contact	User Account
All, Youssef		Youssef@xc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

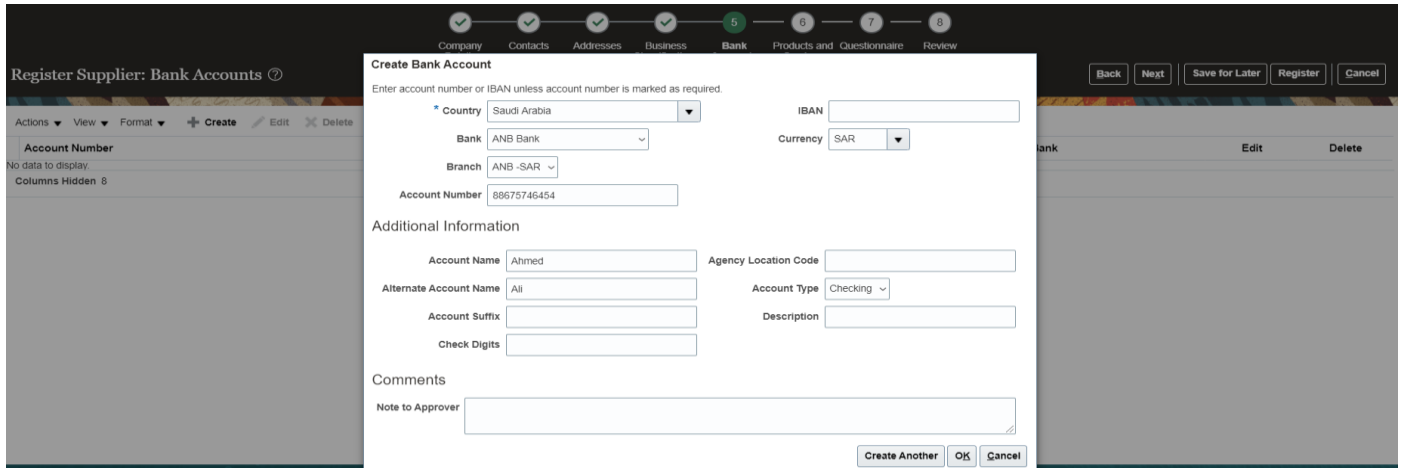
8. Add business Classifications



The screenshot shows the 'Register Supplier: Business Classifications' step. The progress bar indicates step 4 is active. The form contains the following information:

- Classification:** Supplier KYC
- Subclassification:** (Empty)
- Certifying Agency:** Supplier KYC
- Other Certifying Agency:** (Empty)
- Certificate:** 123
- Start Date:** m/d/yy
- Expiration Date:** m/d/yy
- Attachments:** None

## 9. Add bank information



**Create Bank Account**

Enter account number or IBAN unless account number is marked as required.

Country: Saudi Arabia

Bank: ANB Bank

Branch: ANB -SAR

Account Number: 88675746454

IBAN:

Currency: SAR

**Additional Information**

Account Name: Ahmed

Agency Location Code:

Alternate Account Name: Ali

Account Type: Checking

Account Suffix:

Description:

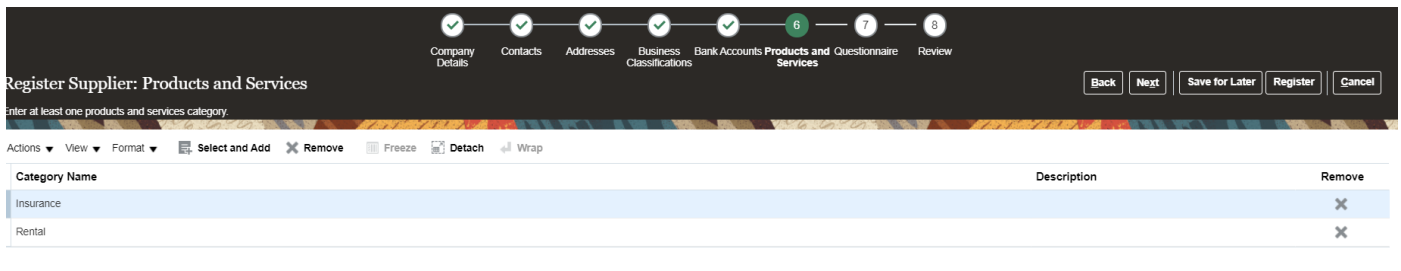
Check Digits:

**Comments**

Note to Approver:

Buttons: Back, Next, Save for Later, Register, Cancel

## 10. Add product and service



**Register Supplier: Products and Services**

Enter at least one products and services category.

Category Name	Description	Remove
Insurance		X
Rental		X

Buttons: Back, Next, Save for Later, Register, Cancel

## 11. Answer the questions, and click on **register**



Register Supplier: Questionnaire

Company Details | Contacts | Addresses | Business Classifications | Bank Accounts | Products and Services | **Questionnaire** | Review

Back | Next | Save for Later | Register | Cancel

Attachments: None

Questions

Supplier KYC (Section 1 of 1)

Section: 1. Supplier KYC

- Does the company have an approved code of conduct policy?
  - a. Yes
  - b. No

Response Attachments: None

Comments:
- Has the company or its directors are facing any inquiries of misconduct from any governmental agency and judicial or quasi-judicial authorities?
  - a. Yes
  - b. No

Response Attachments: None

Comments:
- Does the company have all registrations, licenses, permits, approvals and registration required for operational activities of business from the relevant authorities and government agencies?
  - a. Yes
  - b. No

Response Attachments: None

Comments:

End of Section 1 of 1

Previous Section | Next Section

## 12. Your registration request was submitted

ORACLE

Confirmation

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

OK

## 3.2 Supplier Registration Approval

Click on notification icon >> open the link and approve

ORACLE

Good morning, Hitesh L. Bhongade!

Notifications

ACTION REQUIRED: Supplier Registration Request 7001 for X Cite (Web Services Application Identity for Procurement) - 2 minutes ago

Approve | Reject

Supplier Registration Request 7001 for X Cite

Request to Resubmit | Actions | Approve | Reject

Details

Assignee	Hitesh L. Bhongade	Registration Request	7001	Approval Status	Pending Approval
Assigned Date	9/1/21	Requested By	Youssef Ali	Business Relationship	Spend Authorized
Task Number	218260	Request Date	9/1/21	Source	External
Inviting Procurement BU	APC HQ	Note to Approver			

Company Details

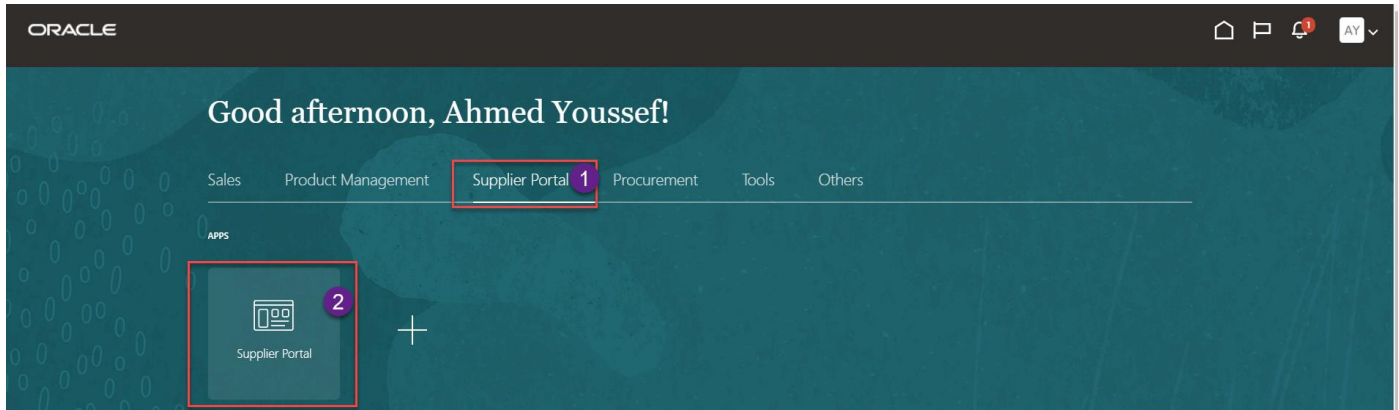
Company	X Cite	D-U-N-S Number	
Tax Organization Type	Supplier	Tax Country	Saudi Arabia
Supplier Type	Supplier	Taxpayer ID	*****

### 3.3 Update Company Profile

Login by supplier user

- Add other business classification, any info need to add OR Update it will initiate the approval again for this request

1. Click on supplier portal >> supplier portal



2. Click on manage profile in company profile section

**Supplier Portal**

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Consigned Inventory**

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

**Invoices and Payments**

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

**Negotiations**

- View Active Negotiations
- Manage Responses

**Qualifications**

- Manage Questionnaires
- View Qualifications

**Company Profile** 1

- Manage Profile

⚡  
No data available

**Transaction Reports**  
Last 30 Days

⚡  
No data available

**Supplier News**

3. Click on edit button

**ORACLE** Home, Flag, Notification, AY

**Company Profile** Edit Done

**Organization Details** | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

**General**

Company: Training Supplier1	Tax Organization Type: Corporation
Supplier Number: 10053	Status: Active
Supplier Type: Supplier	Attachments: Done

**Identification**

D-U-N-S Number	National Insurance Number
Customer Number	Corporate Web Site
SIC	

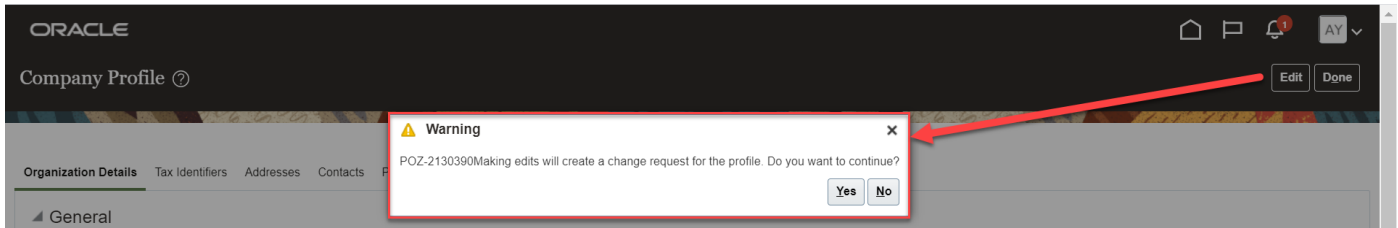
**Corporate Profile**

Year Established	Chief Executive Title
Mission Statement	Chief Executive Name
	Principal Title
	Principal Name

**Financial Profile**

Year Incorporated

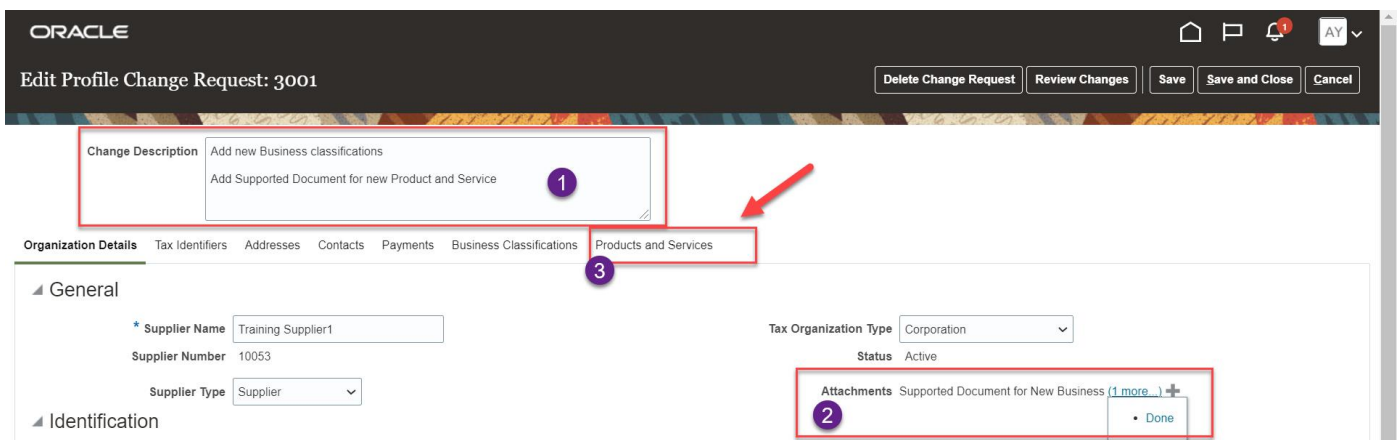
4. Once you click on edit system give you this message >> YES



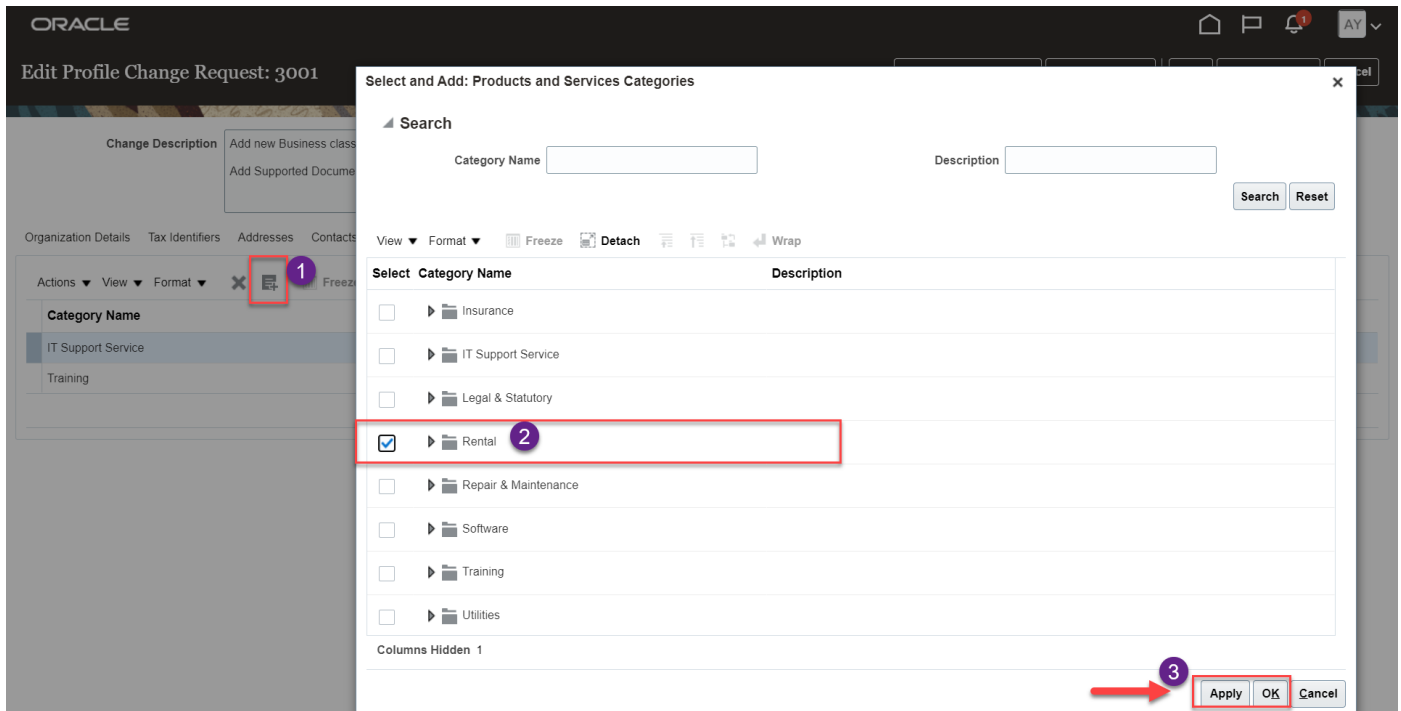
5. Enter the change description

6. Upload the supported attachment for new product and service

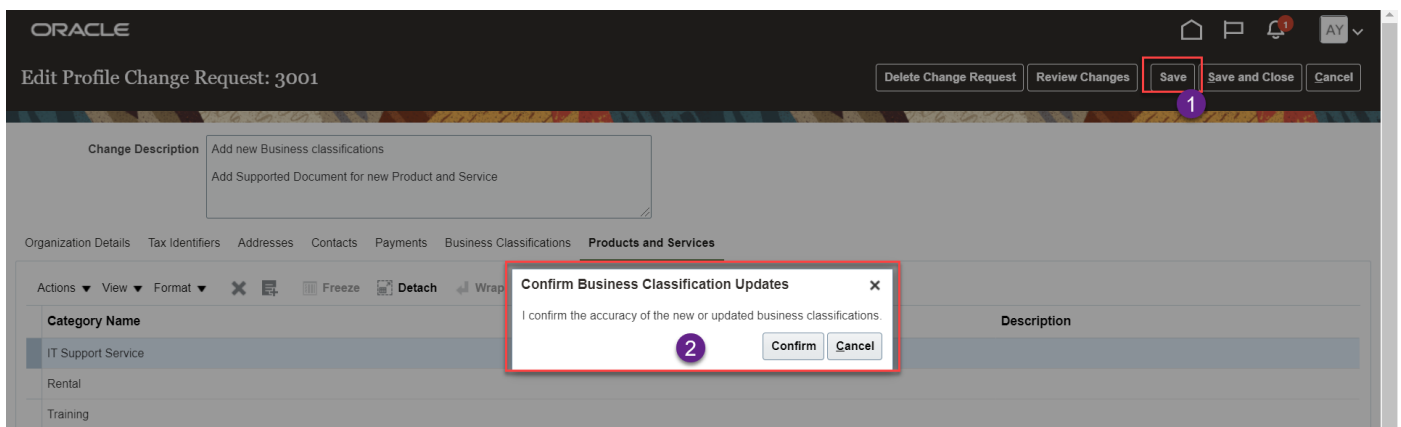
7. Click on product and service tab



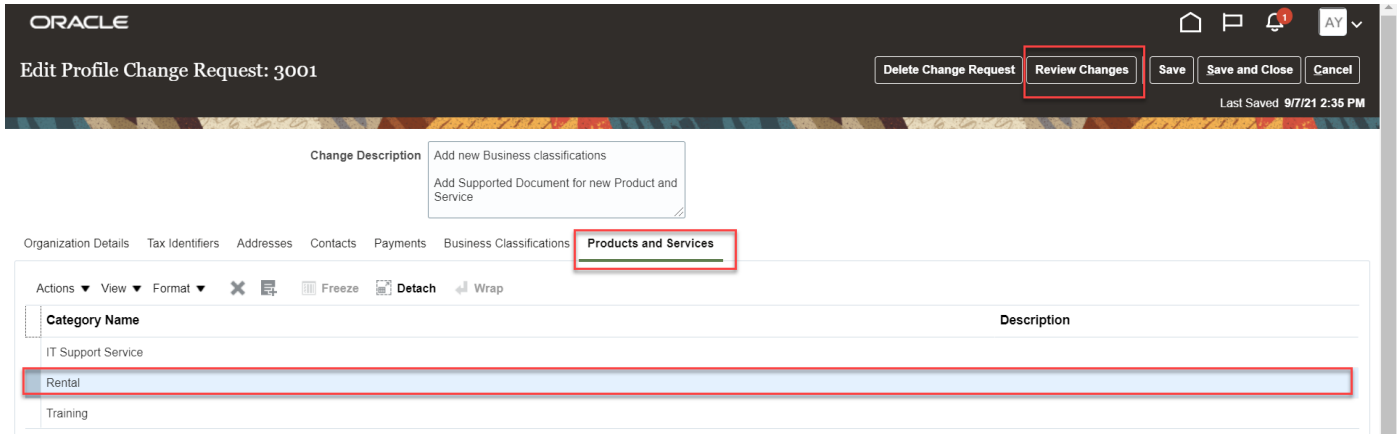
8. Click on add button
9. Select the product and service
10. Add/update supplier type, etc...
11. Click on Apply and Ok



12. Click on save button
13. System confirm



### 14. Click on review changes



**ORACLE**  
 Edit Profile Change Request: 3001

Delete Change Request | **Review Changes** | Save | Save and Close | Cancel

Last Saved 9/7/21 2:35 PM

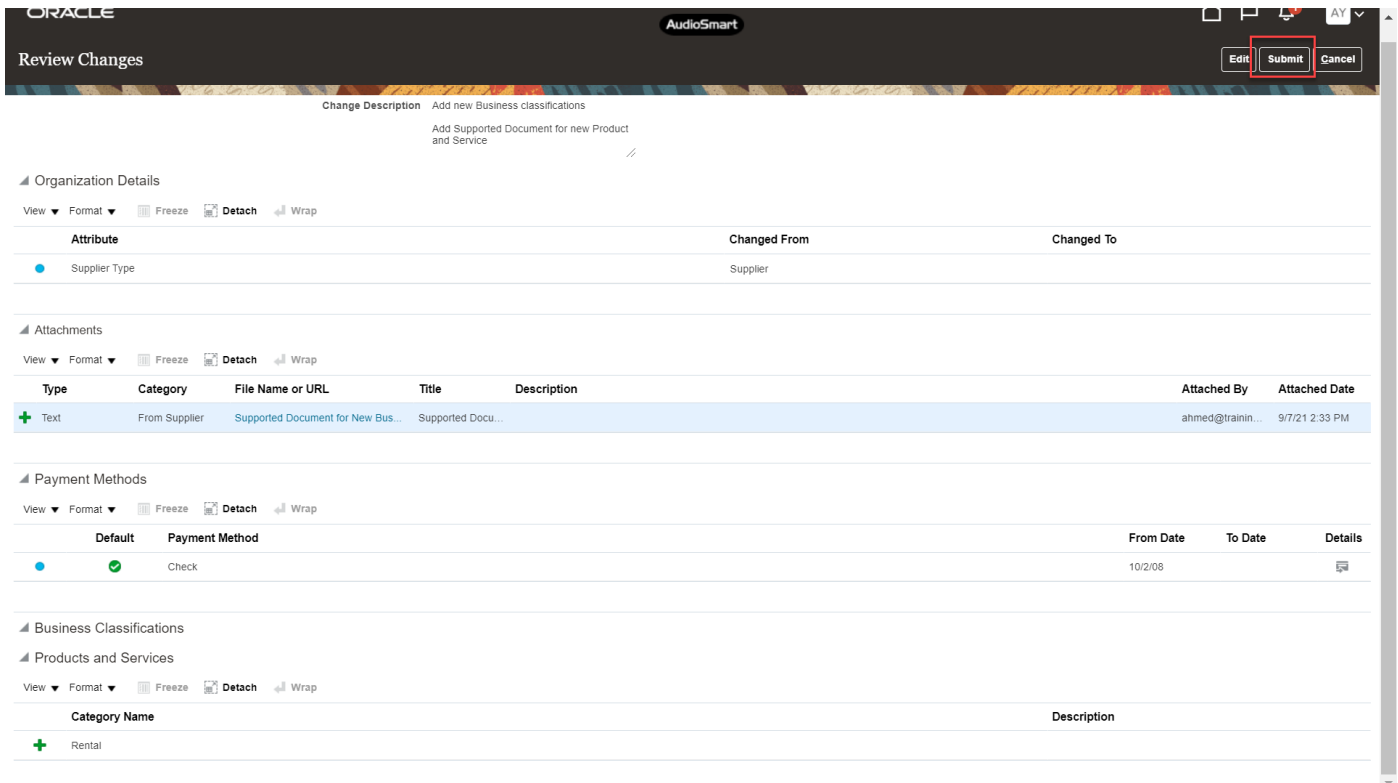
Change Description: Add new Business classifications  
 Add Supported Document for new Product and Service

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | **Products and Services**

Actions | View | Format | Freeze | Detach | Wrap

Category Name	Description
IT Support Service	
Rental	
Training	

### 15. Summary screen for the changes



**ORACLE** AudioSmart  
 Review Changes

Edit | **Submit** | Cancel

Change Description: Add new Business classifications  
 Add Supported Document for new Product and Service

Organization Details  
 View | Format | Freeze | Detach | Wrap

Attribute	Changed From	Changed To
Supplier Type	Supplier	

Attachments  
 View | Format | Freeze | Detach | Wrap

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date
Text	From Supplier	Supported Document for New Bus...	Supported Docu...		ahmed@trainin...	9/7/21 2:33 PM

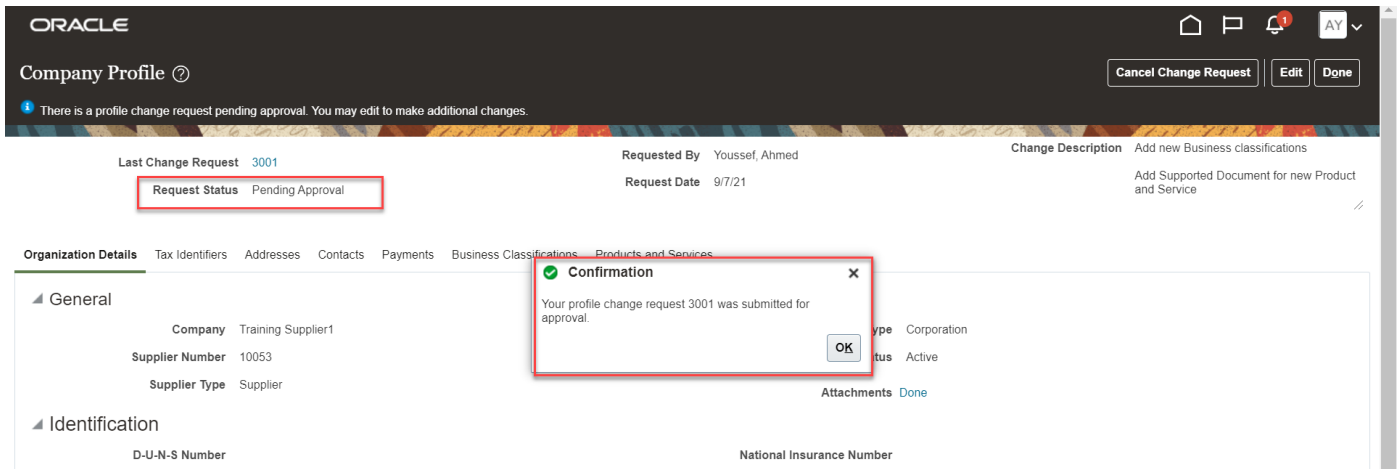
Payment Methods  
 View | Format | Freeze | Detach | Wrap

Default	Payment Method	From Date	To Date	Details
●	Check	10/2/08		

Business Classifications  
 Products and Services  
 View | Format | Freeze | Detach | Wrap

Category Name	Description
Rental	

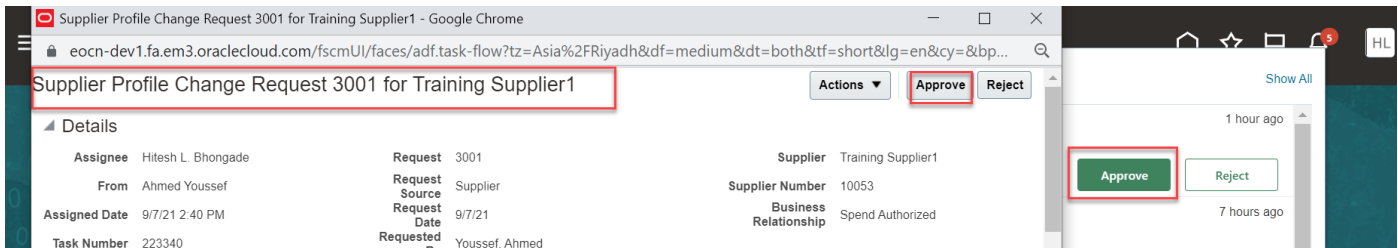
- 16. Confirmation for the changes
- 17. Request status is pending



### 3.4 Approval for update Company Profile

Login by approver account

1. Click on notification icon >> Approve



## 4 OPEN AND CLOSED ISSUES FOR THIS DELIVERABLE

### 4.1 Open Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

### 4.2 Closed Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date