



SUPPLIER PORTAL USER MANUAL

DO.070 Procurement Track

Always
producing

1.0 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	Alkhorayef 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.

Author: Attia Hassan
 Preparation Date: Aug 29, 2021
 Last Updated:
 Document Version: DO.070 Supplier Portal Cloud Service
 Version: v1.0

Name	Position	Signature

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2.0 INTRODUCTION

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.

3.0 PROCEDURES

Scope

This procedure covers the following functional areas:

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

System References

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

3. check and confirm for contact information

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...

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

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

8. Add address contacts

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Supplier KYC		Supplier KYC		123	midyy	midyy	None	

9. Add bank information

10. Add product and service

Register Supplier: Products and Services

Filter at least one products and services category

Category Name	Description	Remove
Insurance		X
Rental		X

11. Answer the questions, and click on register

Register Supplier: Questionnaire

Questions

Supplier KYC (Section 1 of 1)

Section

1: Supplier KYC

1. Does the company have an approved code of conduct policy?

a. Yes

b. No

Response Attachments: None

Comments

2. 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

3. 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

Comments

End of Section 1 of 1

12. Your registration request was submitted

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 Supplier Portal

Good morning, Hitesh L. Bhongade!

Notifications

ACTION REQUIRED: Supplier Registration Request 7001 for X Cite
Web Services Application Identity for Procurement

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

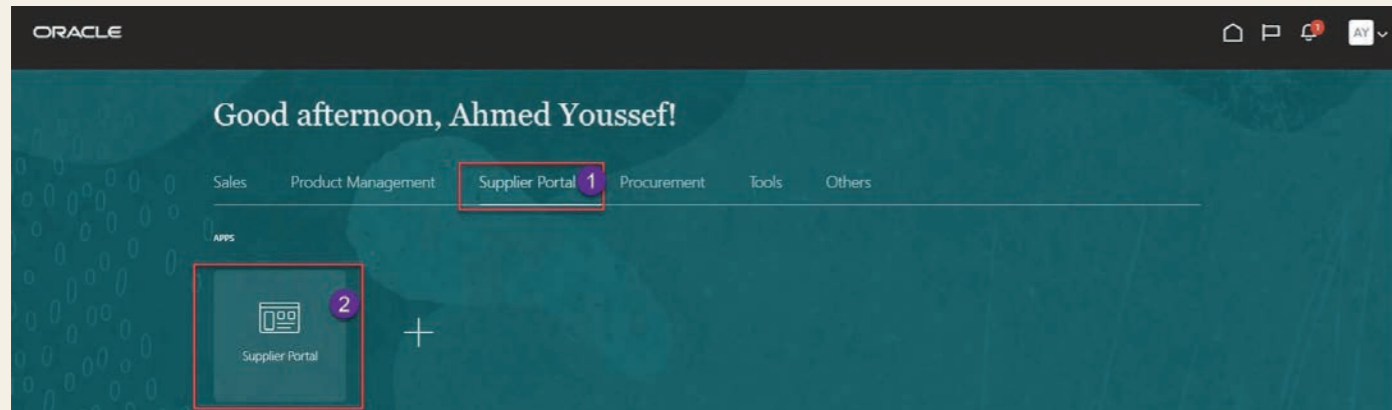
Company	X Cite	D-U-N-S Number	
Tax Organization Type		Tax Country	Saudi Arabia
Supplier Type	Supplier	Taxpayer ID	*****

3.3 Update Company Profile

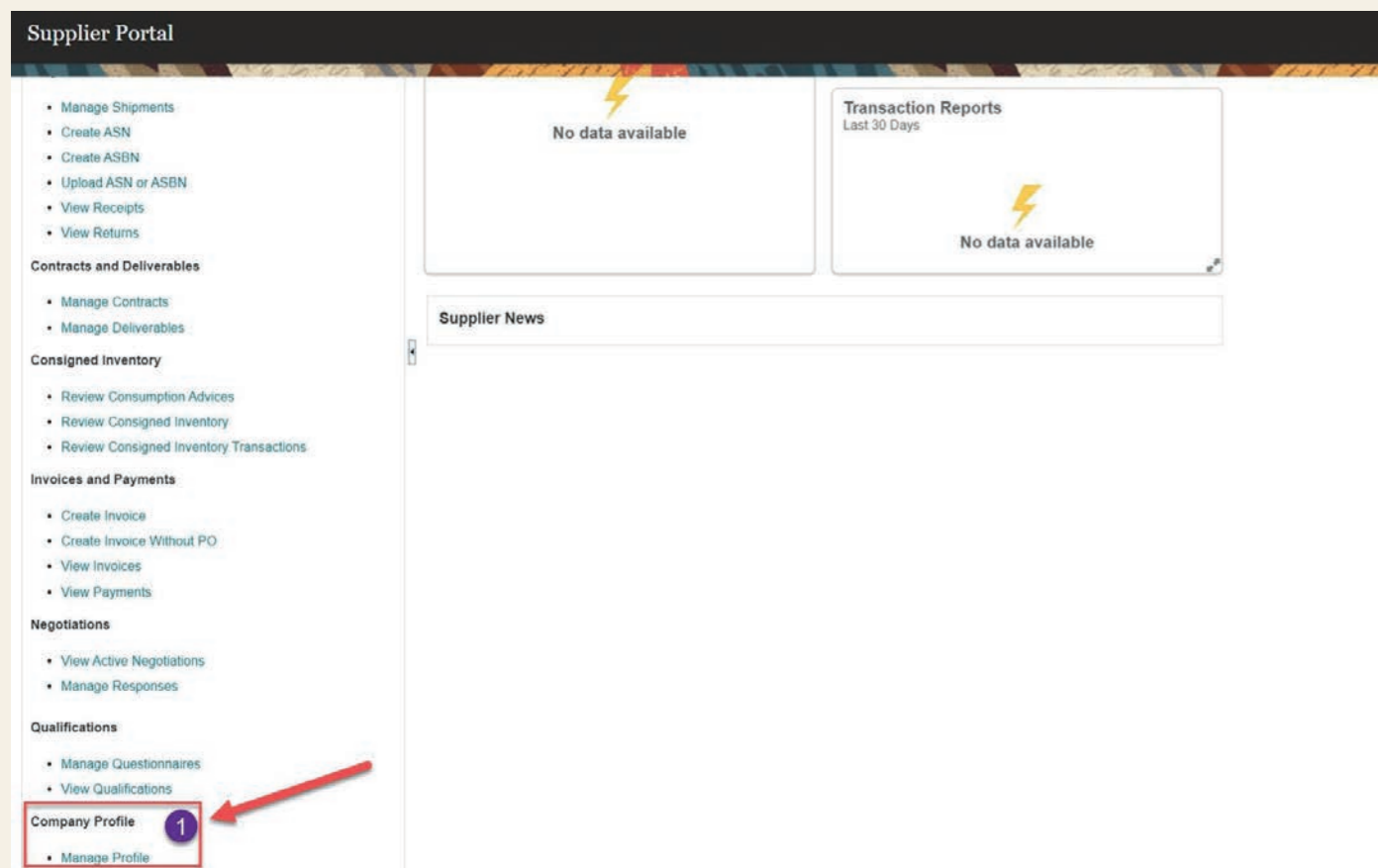
Login by supplier user

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

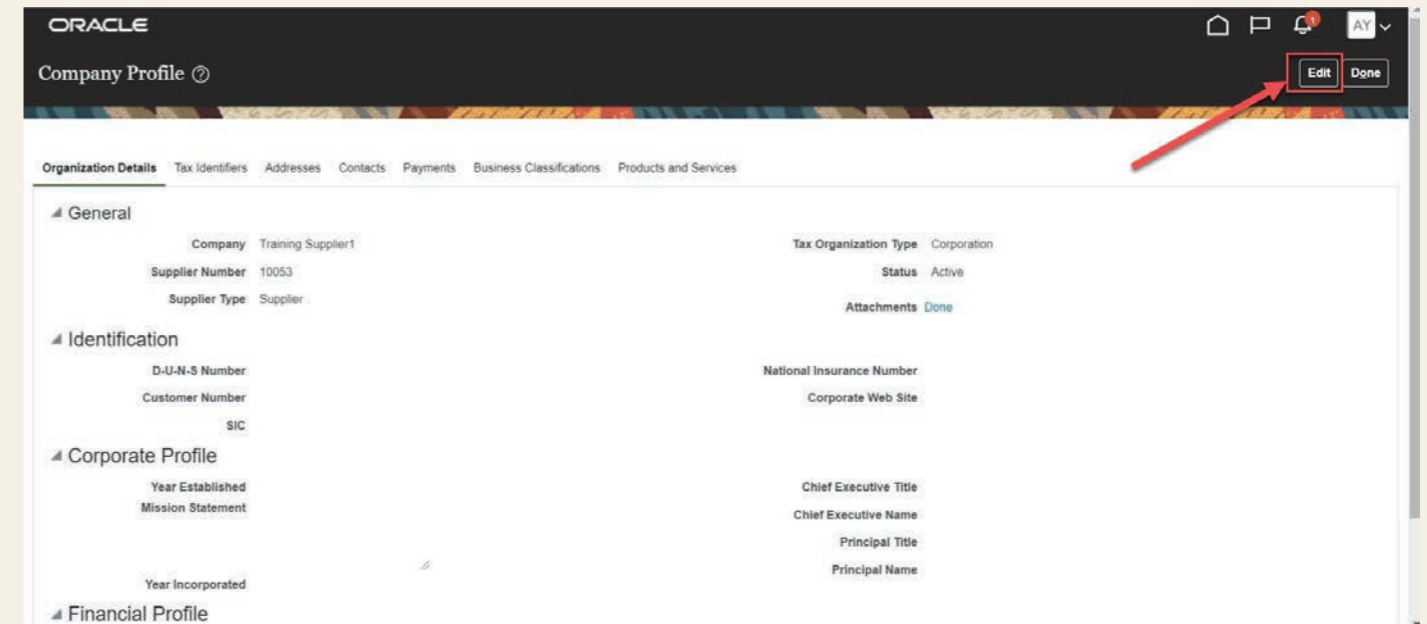
1. Click on supplier portal >> supplier portal



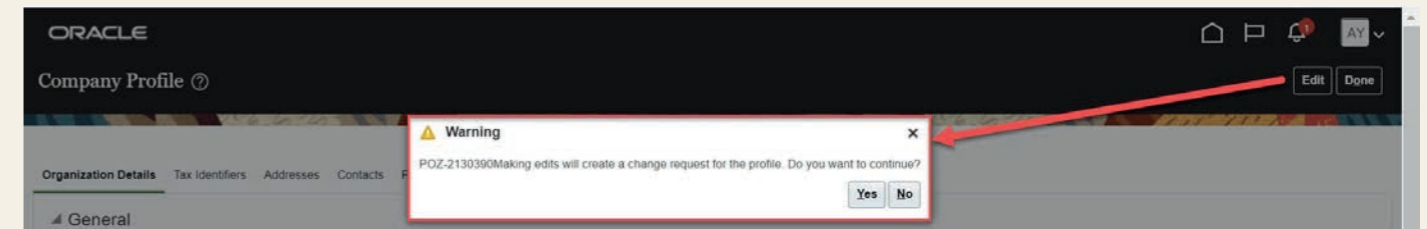
2. Click on manage profile in company profile section



3. Click on edit button



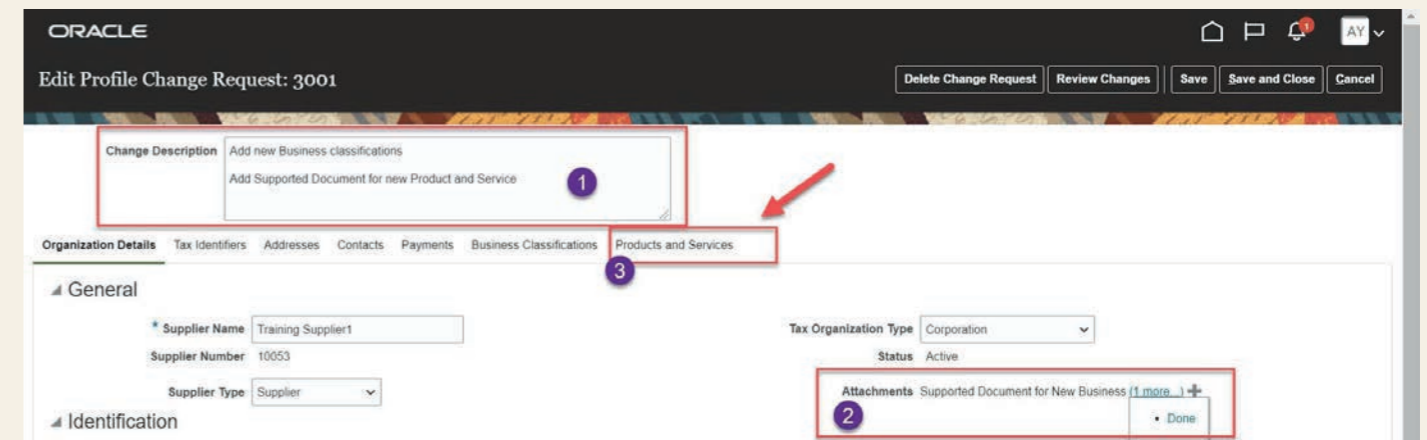
4. Once you click on edit system give you this message >> YES



5. Enter the change description

6. Upload the supported attachment for new product and service

7. Click on product and service tab

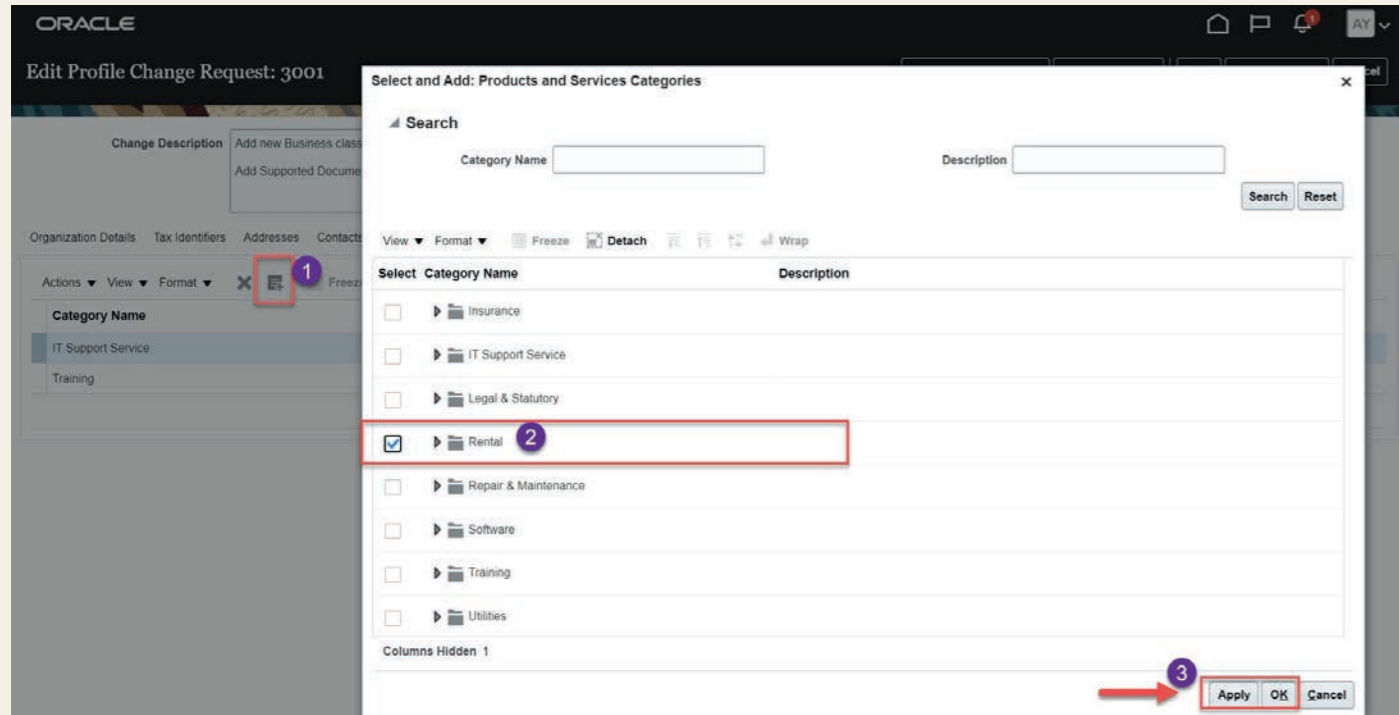


8. Click on add button

9. Select the product and service

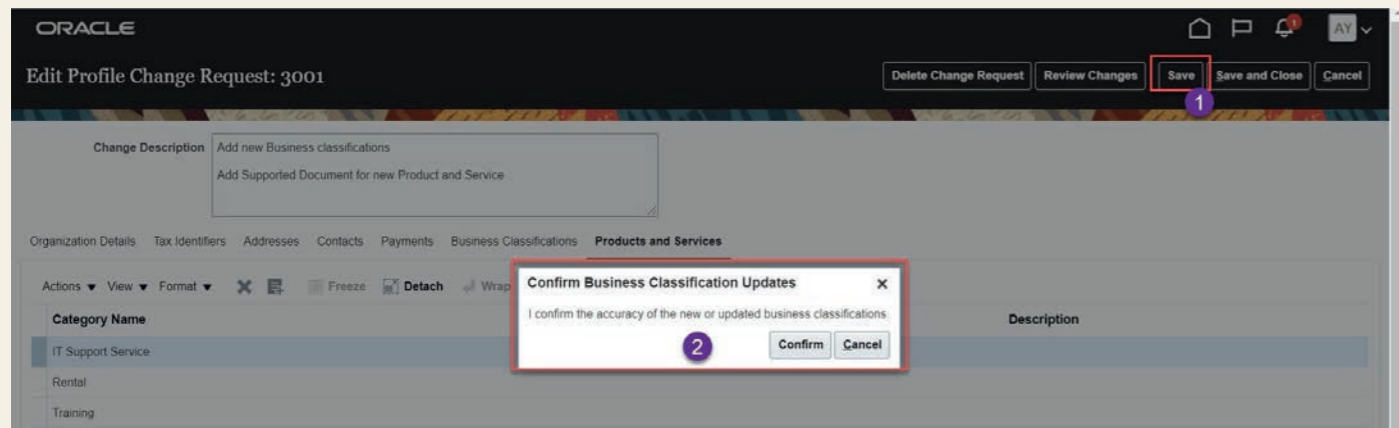
10. Add/update supplier type, etc...

11. Click on Apply and Ok

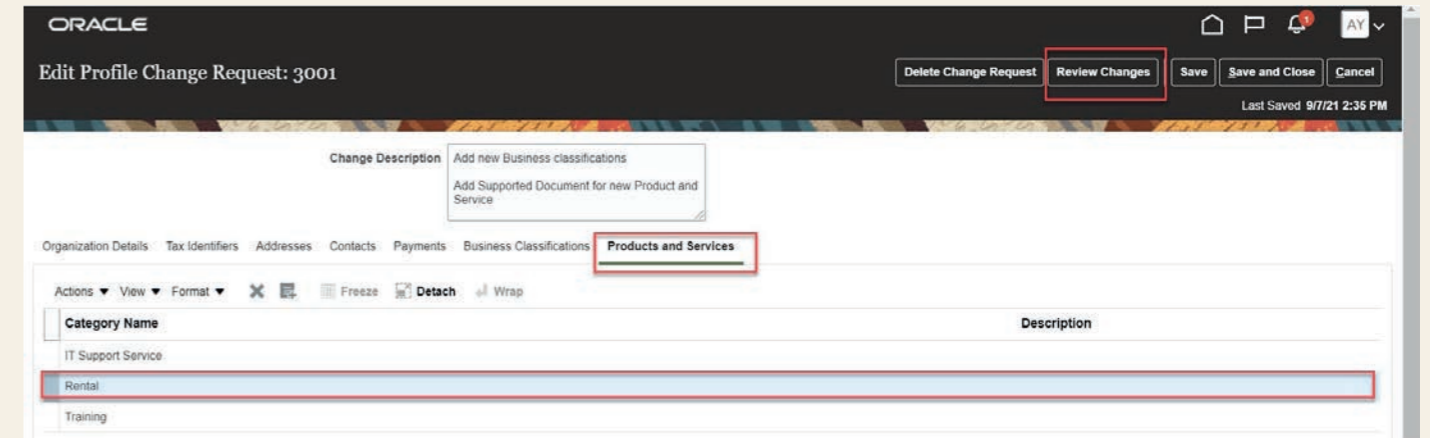


12. Click on save button

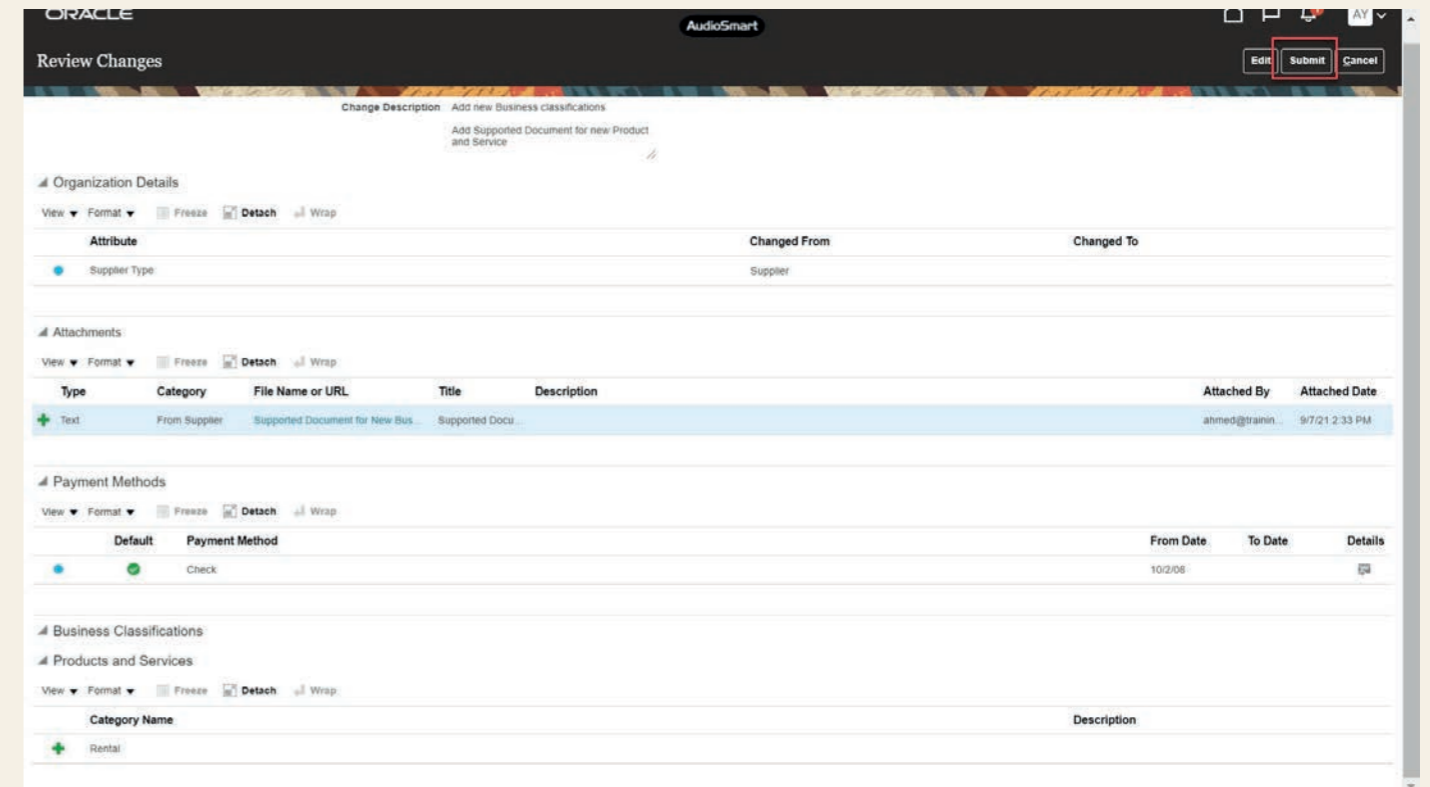
13. System confirm



14. Click on review changes

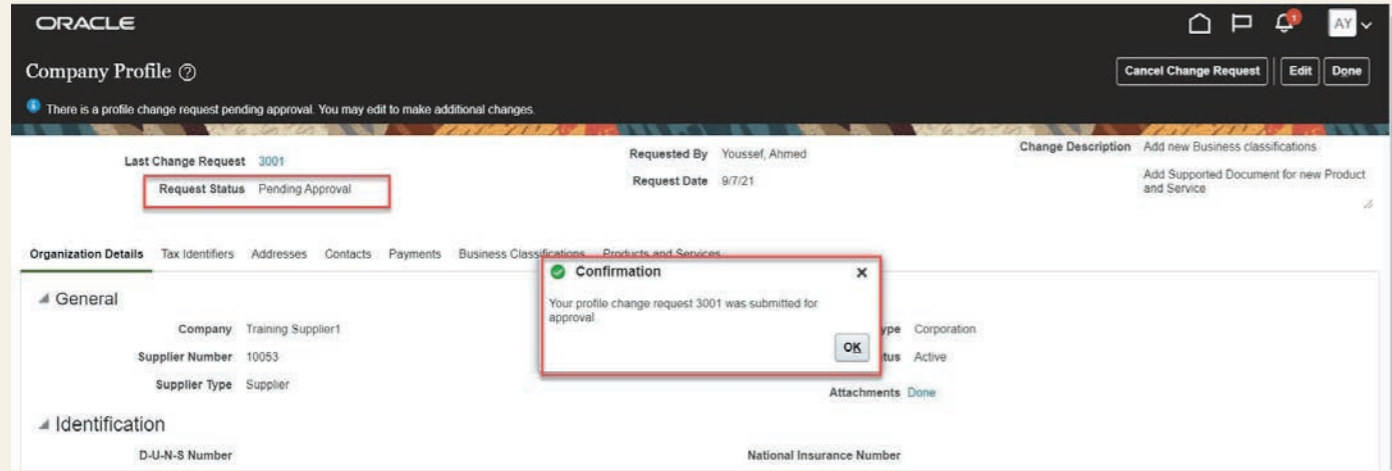


15. 15. Summary screen for the changes



16. Confirmation for the changes

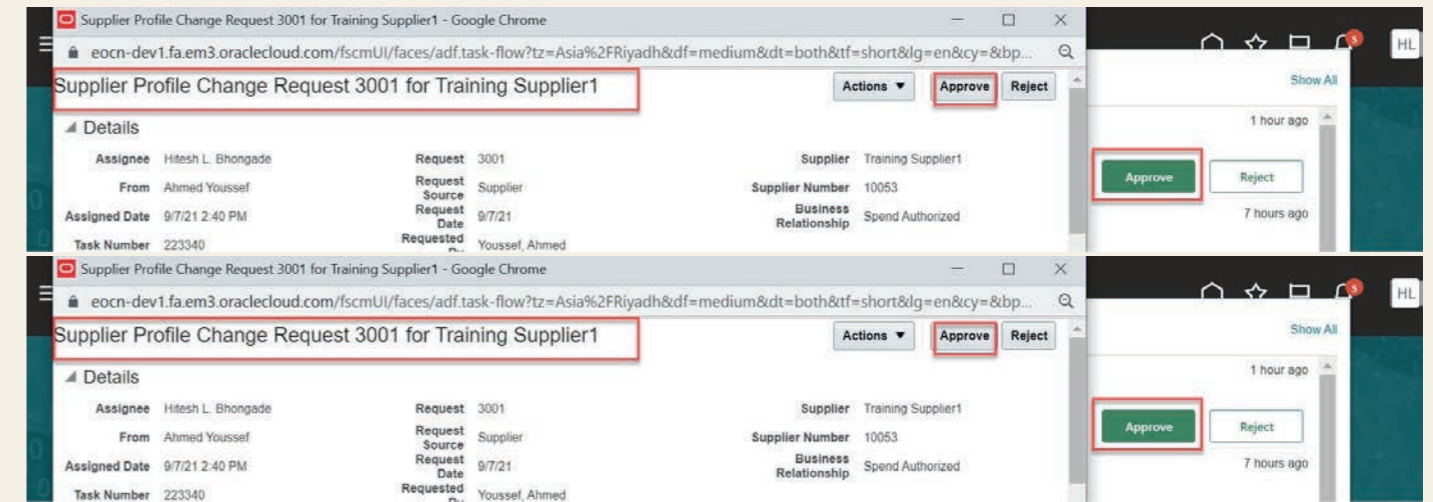
17. Request status is pending



3.4 Approval for update Company Profile

Login by approver account

1. Click on notification icon >> Approve



4.0 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



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