

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

Сору No.	Name	Location
V1.0	Alkhorayef Project Library	

Note To Holders:

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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.

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3.0 PROCEDURES

Scope

- This procedure covers the following functional areas:
- Supplier Registration
- Approval Supplier Registration
- Update company profile / approval

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

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	Salutation	Mr. ~			Phone		•									
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	Suppler Accourt	nts Receivable Specialist	Manages IN	voices and payments for t	he supplier company. Pr	himary tasks	include sub	mitting inv	vices as well	as tracking ir	nii A					
	Supplier Custor	ner Service Representative	Manages int	bound purchase orders ar	d communicates shipm	ent activities	s for the sup	plier comp	any . Primary	tasks includ	e					
	Supplier Invento	ory Manager	Individual in	a supplier organization re	sponsible for managing) inventory p	rocess contr	rol from be	ginning to end	. Monitors a	in w					
										1000						
										OR	Cancel					

System References

The following system references are used: Oracle fusion Supplier Portal user guide for cloud

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



8. Add address contacts

	(1) — Company	— 2 – Contacts	— 3 - Addresses	- (4)
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Supplier KYC ×				

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Location Code Account Type Description	Checking ~			

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11. Answer the questions, and click on register

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Attachments None	
c	Questions
Section	upplier KYC (Section 1 of 1)
1 Supplier KYC	* L. Does the company have an approved code of conduct policy? a. Yes * Response Attachments None #-
	O E No Commenta
	* 2. Has the company or its directors are facing any inquiries of misconduct from any governmental agency and
8	Judical of exact-judical autorities?
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	* 3. Does the company have all registrations, locarises, permits, approvals and registration required for operational activities of businest from the reservant authorities and government agencies? a. Yes
	 0. NO
	Comments
E	Previous Section 1 of 1

12. Your registration request was submitted

	â	4	P	(P	1
Confirmation X					
Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.					
ОК					

3.2 Supplier Registration Approval Click on notification icon >> open the link and approve

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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

ORACLE		
	Good afternoon, Ahmed Youssef!	
0 0 0 0 0 0	Sales Product Management Supplier Portal Procurement Tools Others	
	NPS	
	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	No data available	Transaction Reports Last 30 Days No data available
Manage Contracts Manage Deliverables Consigned Inventory Review Consumption Advices Review Consigned Inventory Review Consigned Inventory Review Consigned Inventory Transactions Invoices and Payments Create Invoice Create Invoice View Novices View Naviers View Active Negotiations Manage Responses Qualifications Manage Questionnaires View Qualifications Company Profile Manage Profile	Supplier News	
View Qualifications Company Profile Manage Profile		

Company Profile (*) Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services Company Training Supplier1 Supplier Type Supplier Identification D-U-N-S Number Customer Number Customer Number Suc Corporate Profile Year Established Mission Statement Chief Executive Title Mission Statement Chief Executive Name Principal Title Year Incorporated Year Incorporated	DRACLE									Δ	
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Enter the change description
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- 6. Upload the supported attachment for new product and service
- 7. Click on product and service tab

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



11. Click on Apply an	id Ok
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16. Confirmation for the changes

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here is a profile change request pending approval. You may edit to n	make additional changes.	
Last Change Request 3001	Requested By Youssef, Ahmed	Change Description Add new Business classifications
Request Status Pending Approval	Request Date 9/7/21	Add Supported Document for new Produc and Service
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3.4 Approval for update Company Profile

Login by approver account

1. Click on notification icon >> Approve

upplier Pr	ofile Change Reque	st 3001 for Trai	ning Supplier1
Details			
Assignee	Hitesh L. Bhongade	Request	3001
From	Ahmed Youssef	Request	Supplier
Assigned Date	9/7/21 2:40 PM	Request	9/7/21
Task Number	223340	Requested	Youssel, Ahmed
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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

Alkhorayef Petroleum

2nd Industrial City, Street No.87 Near Modon Lake, Dammam, Kingdom of Saudi Arabia

W. alkhorayefpetroleum.com