

Qatar Foundation

Procurement Directorate

Online Supplier Portal

For any inquiries please contact us on: <u>Procurementrelations@qf.org.qa</u>



Benefits of I-supplier portal

- > It provides an easy to use interface in a self- service environment
- > Real time access to procure-pay transactions
- > There is information transparency across the procure-pay cycle.
- > Ability to generate invoices against purchase orders
- > Cycle time reduction



1. Register for I-Supplier

- Suppliers will receive an email from QF with a user name and password to log on I-Supplier on <u>www.qf.org.qa</u>
- > Log on using the user name and password and start updating your details

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Log on using the user name and password.



I-Supplier Overview

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Global Buttons:

Home: Returns to the main portal where you can select another responsibility or application **Logout**: Logs out of the I-Supplier portal

Preferences: Displays user-controlled preferences for language, date format, password, etc. **Help**: Accesses the Help index page specific to the active application.



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Home Page Tabs: Displayed on every page and allows to quickly access related task areas for the specific topics.

The Options are: Home, Orders, Shipments, Account, Admin



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The five most recent records are grouped by **Notifications**, **Orders At A Glance** and **Shipments At A Glance**

Notifications: - Messages awaiting your review. These can be for view only or may require action.

Orders at a glance: - Lists most recent purchase orders.

Shipments at a glance: - Displays recent shipments.

Quick Links: - Provides a high-level diagram of the procure-to-pay flow. Click on any link to navigate quickly and easily to specific areas in the I-Supplier portal.



View Purchase Orders

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1- Click on the hyperlink in the PO Number field and you will be taken into the Order.



Submit Cancellation Order

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1- Click on Request for Cancellation



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There are 2 types of cancellations: -

Cancel: To cancel part of the order

Cancel Entire Order: to cancel the full order



Cancel Entire Order

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* Reason for Cancellation		 A valid reason must be added then submit A notification will be forwarded to Buyer with the cancellation request
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NOTE: A notification will be forwarded to Buyer with the cancellation request. Cancellation of any order requires Buyers approval then the order status will change to cancelled



Cancel Part of the Order

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Submit Changes

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Suppliers can change: a) Quantity ordered

- b) Promised date
- c) Supplier Order Line
- 1- Enter the reason for the cancellation
- 2- Choose "Change" and then 3- submit



View Agreements

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View Releases

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<u> 648-3</u>	Q	Approved	17-Dec-2007 10:20:51	QAR	1,192.00			
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Create Invoices

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Supplier Po	rtal				Home Ord	ters Shipments	Account	Admin
Create Invoices View Inv	roices View Payments							_
		Purchase Orders	Lines to Invoice General In	formation Review ar	nd Submit			
Create Invoice: Purchase Or	ders							
						(Cancel Step	1 of 4 Next
Search								
Please enter your search crit	eria and select the "Go" butto	n to see the result. N	lote that the search is case	insensitive.				
Purchase Order Number								
Purchase Order Date	(erample: 17-Ma)-2009)		Type PO	number				
Buyer		1						
Organization		st.						
	Go Clear		<u>_</u>					
Select PO Number	Line Shipment Item D	Click	Supplier Item Numb	er Received Invoic	ed UOM Unit Price	e Currency Ship To	Organization	Quick Invoice
No search conducted	d.	"Go"						
𝗭 TIP For one item select Qu	uick Invoice. Quantities or amo	ounts will be specifie	d later.					
						(Cancel Step	1 of 4 Next
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Crowloht (c) 2005. Oracle: All rights reserved	Home	Orders Shipme	nts <u>Account</u> <u>Admin</u> <u>H</u>	ome <u>Loqout</u> <u>Pref</u>	erences Help			Privacy Statemy



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3)
Quick

There are 2 ways to create an invoice

By ticking the box, then
 Click "Add items to invoice list"

Or

3. Clicking "Quick invoice"



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eate Invoices \	/iew Invoices View Paym	ents								Actions		
		Purchase Orders Lin	es to Inv	oice Genera	al Information	Review and S	iubmit					
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icates required field AR = Qatari Rial								C	Cance()	Back	Step 2 of	4 Ne
urchase Order Ite	ms Selected					$\overline{(1)}$	$\overline{}$					
0 umber Line Ship	ment Item Description		Ship To	Quantity Received	Quantity	*Quantity	to Invoice	UOM	Unit Price	Amount (QAR)	Taxable	Remo
<u>0631</u> 1 1	Printer, Colour Laser J Manuf: HP; Max Paper (colour), 12 ppm (Blac	et CP1515n; Part No: CC377A; Size: A4; Print Speed: 8 ppm ;k)	Doha, Qatar	1	0			1 PECE	1,569.00	1,569.00		Û
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voice Summary												
										Subtotal		1.569
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- Enter the "Quantity to Invoice"
 Click "Calculate"
 Click "Next"



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iSupplier Portal	Home Orders Shipments Account Admin
Create Invoices View Invoices View Payments	
Purchase Orders Lines to In	voice General Information Review and Submit
Create Invoice: General Information	
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* Invoice Number	
* Invoice Date 01-Jun-2009	
(example: 17-May-0009) Invoice Description	
×	
Attachment None Add	
Remit To	
Name MANNAI TRADING COMPANY	Chang
Doha	
Bank Account	
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Home Orders Shipments Ac	count Admin Home Logout Preferences Help

- 1. Enter invoice number (your number)
- 2. Enter invoice date
- Add the original invoice
 Click "Next"



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Jeo uuwgo Qatar Joundation				
Supplier Portal	Home	Orders Shipm	nents Account	Admin
Create Invoices View Invoices View Payments				
Purchase Orders Lines to Invoice General Information Review	and Submit			
Create Invoice: Review and Submit				
	Cancel	Save for Later	Back Step 4 of 4	Submit
Invoice Number 34567 Invoice Date 01-Jun-2009 Invoice Description PO-Line-Shipment 10631-1-1 Supplier Name MANINAI TRADING COMPANY Supplier Number 199 Remit To P.O.Box: 76 Doha				
Item Description	Quantity	Unit of Measure	Unit Price (QAR) A	mount (QA)
Printer, Colour Laser Jet CP1515n; Part No: CC377A; Manuf: HP; Max Paper Size: A4; Print Speed: 8 ppm (colour), 12 ppm (Black)	1	PIECE	1,569.00	1,569.0
			Subtotal Tax Freight Miscellaneous	1,569 .0 0.0 0.0 0.0
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The payment status (1) and payment type (2) can be viewed.



View Payment

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Note: One payment can have many invoices



Admin

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	No results found.						

The company details can be viewed.



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Profile Management				Trone erecto empiricano rivecente	nwitiin
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Contact Directory	Address Name 🛆	Address Details	Remove	Manage Bank Account Assignments	Edit
Business Classifications Products and Services	COS DIVISION	P.O.Box: 76 Doha, Qatar	Î		I
Bank Accounts User Accounts					
opyright (c) 2006, Oracle. All rights rese	Hon Med	ne <u>Orders</u> <u>Shipments</u> <u>Account</u>	Admin Home Loqout	Preferences Help	Privacy Stater

The address book can be updated by the supplier

The details of the changes made to the address book will be routed to the buyer for review.



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The contact directory may also be updated.

The details of the changes made to the address book will be routed to the buyer for review.

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Profile Management						
Supplier Details	Admin: Profile Management: Address B	ook >				
Address Book	Business Classifications					
	Identify those classifications that apply	to your compan	у.			Revert Save
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Copyright (c) 2005, Oracle, All rights reser	net		Meconii Aniiii			Privacy Statement

Identify those classifications that are applicable.

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Supplier Profile Management	Portal	Home Orders	Shipments Account Admin
Profile Management	Admin: Profile Management: Address Book >		
Supplier Details	Products and Services		
Address Book	Called Bradinate and Caminana (Damana) 1 (144)		
Contact Directory	Select Products and Services: Remove Au		
Business Classifications	Select All Select None Select Products and Services	Effective Date	View Sub-Category
Products and Services	SERVICES	09-Mar-2009	
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The services and products can also be updated.

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The bank details can only be viewed.

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Profile Management				TIONIC	VINCIO	ampinonto Av	Autom
Supplier Details	Admin: Profile Management: Address Book	>					
Address Book	User Accounts						
Contrad Directory	The following people have active accounts	and can access the portal on behalf	of your compar	ny.			
Contact Directory	User Ilame	Email	First Name	Middle Name	Last Name	Phone Number	Job Title
Business Classifications	ANWAR.SAYYED@MANNALCOM.QA	anwar.sayyed@mannai.com.qa	Anwar		Sayyed	+9744540703	Network Consultant
Draduate and Canvinae	FORAM.THAKKAR@MANNAI.COM.QA	foram.thakkar@mannai.com.qa	Foram		Thakkar	+974 4558403	Commercial Manager
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This shows the people having active accounts and are able to access the portal on behalf of the supplier.