

SUPPLIER DATA UPDATE WORK INSTRUCTIONS

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Abbreviations

QF – Qatar Foundation

ERP – QF’s internal Enterprise Resource Planning system

PD – QF Procurement Directorate

Purpose

The purpose of this document is to provide a walkthrough to update existing supplier data.

Introduction

The objective behind this process is to maintain the supplier master data regularly & avoid any inadvertent errors during a manual data update. This process will reduce manual interventions by the QF PD team and provide an opportunity to all active suppliers to update their details in Qatar Foundation’s Supplier master database (ERP).

This automation will provide limited access to active Suppliers to maintain their details in ERP master data. Certain data will be reviewed and approved by QF PD team before it is updated on the master data.

Login to ERP

As an i-supplier user, keep your login credentials for iSupplier portal ready. If you haven't received a login id (Or) if you have forgotten your user id, please contact QF PD Procurement Relations for assistance - (procurementrelations@qf.org.qa)

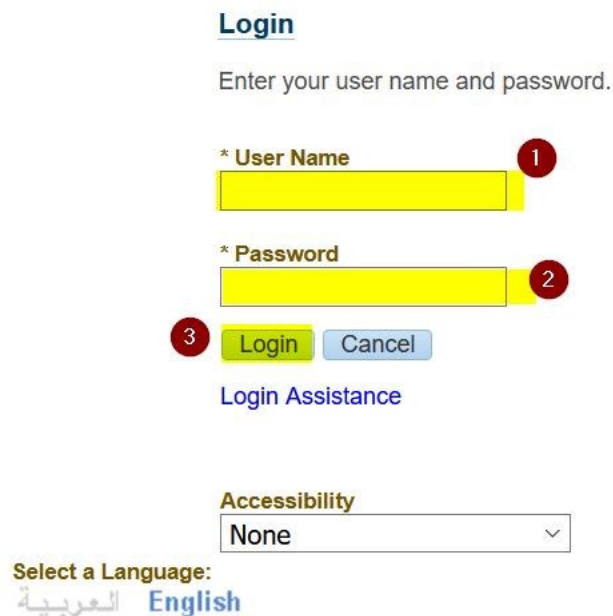
Go to the ERP Application Login page - <https://eservices.qf.org.qa>

1 - Enter Username

2 - Enter Password

3 - Click login button

Oracle E-Business Suite Home Page opens



Login

Enter your user name and password.

* User Name 1

* Password 2

3

[Login Assistance](#)

Accessibility

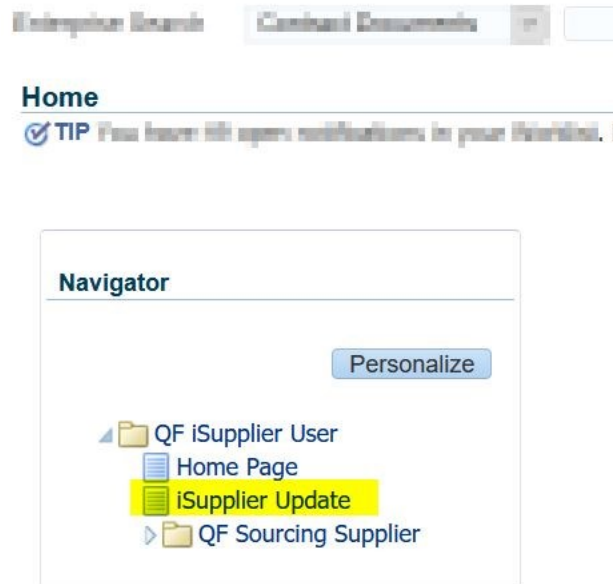
None

Select a Language:

العربية English



Responsibility



The update details page is available as a separate menu in the QF iSupplier user responsibility. This responsibility will be available as a standard responsibility when the supplier is registered for iSupplier access.

Review and Accept Code of Conduct

The user will be directed to the Code of Conduct page when the user first logs in to update the details. Clicking on the Supplier Code of Conduct & Business Code of Ethics will open the respective document for review (some browsers will open it in the same page, and you may have to navigate back to this page by clicking on the browser's back button).

Code of Conduct Page

Supplier Code of Conduct

Business Code of Ethics

☐ I have read and agree to the Supplier Code of Conduct & Business Code of Ethics

TIP
For any queries on Supplier Code of Conduct & Business Code of Ethics please contact procurementrelations@qf.org.qa

Read the codes of conduct carefully and click the checkbox beside the statement. The “Agree” button will be enabled.

Click on “Agree” button to proceed to the next page

Code of Conduct Page

Supplier Code of Conduct

Business Code of Ethics

☒ I have read and agree to the Supplier Code of Conduct & Business Code of Ethics

TIP
For any queries on Supplier Code of Conduct & Business Code of Ethics please contact procurementrelations@qf.org.qa

Agree

Important Note:

- Both these codes are applicable to all the Supplier Agreeing to these codes once by the user who has logged means that the user has accepted the codes on behalf of the Supplier/Organization. The user/s who log in for the same supplier later will not be able to review or accept the Codes. The user will only then be allowed to proceed to the update page.
- In case of any issues with the code of conduct, please contact QF procurement relations (procurementrelations@qf.org.qa).

Update Business Classification

The first data to be reviewed / updated is the business classification.

The screenshot shows a web form titled "Business Classification". At the top, a message box (1) says: "Please download the ISupplier Update Manual from the link below <https://www.qf.org.qa/supplier-registration>". Below this, there are two columns separated by "OR". Column 2 (Local) has a dropdown menu (2) for "Supplier" with options "Local" and "Overseas", and a radio button group (3) for "Select Business Classification" with options: "Local Government Entity", "Local Non Profit", "Local Profit -Non SME", and "Local Profit-SME" (which is selected). Column 3 (Overseas) has a dropdown menu for "Supplier" with options "Overseas" and "Local", and a radio button group for "Select Business Classification" with options: "Overseas Non Profit" and "Overseas Profit". "Next" buttons are visible at the top right and bottom right of the form.

1. The user manual for the update process (this document) will be available at the link provided. Users can review this process before moving ahead.
2. Choose the type of your organization → Local OR Overseas
3. Bases on the above choice, the values for business classification will be shown. Choose the appropriate business classification for your organization.
For any additions/update/clarification regarding the type of business classification, contact QF Procurement Relations.

If the supplier has local and overseas branches, Local business classification needs to be selected.

General Information update

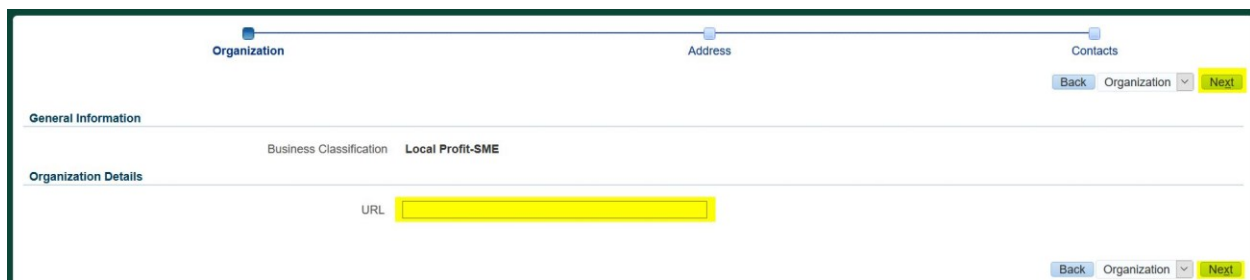
The General information is the next set of data available for updating.

These details will be updated directly in the Supplier profile upon submission (without any approval process). Hence the onus of veracity of information provided rests solely on the user.

Organization Details – URL

Enter the URL (website link) for the supplier's website.

Click on Next to proceed forward.



The screenshot shows a web form for updating general information. At the top, there is a progress bar with three steps: 'Organization' (active), 'Address', and 'Contacts'. Below the progress bar, there are navigation buttons: 'Back', 'Organization' (with a dropdown arrow), and 'Next'. The form is divided into two sections: 'General Information' and 'Organization Details'. In the 'General Information' section, there is a label 'Business Classification' followed by the text 'Local Profit-SME'. In the 'Organization Details' section, there is a label 'URL' followed by a yellow input field. At the bottom right of the form, there are navigation buttons: 'Back', 'Organization' (with a dropdown arrow), and 'Next'.

Organization Site Addresses

The list of sites listed in the supplier database is displayed. Contact QF Procurement Relations to add any new sites to the supplier database.

A “Site” for a supplier identifies a physical location, from where the suppliers conduct their business. A site could indicate a department/business unit or a logical grouping of business activities that the supplier is conducting from a specific location. Since the supplier site identifies a location, it has a physical address and contact information.

The Site name / Address name is a logical identifier used within QF ERP to identify a specific supplier site. It has no relation to any supplier attribute or location attributes (like the country, city, business activity etc.)

Click on the update icon to update the respective site address.

Site	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Phone Area Code	Phone Number	Fax Area Code	Fax Number	Update
DOHA	PO BOX 900000	STREET 1- Ring Road	Aut. PORT AREA		+974	44000000	+974	44000000	

The “Update Address” page is displayed. You can update all the displayed fields except Country Name, Address Name, and Email address at this stage. Click on Apply to save the changes / Cancel to go back to the previous screen.

Update Address

Site Name: DOHA

Country: Qatar

* Address Line 1: PO BOX 900000

Address Line 2: STREET 1- Ring Road

Address Line 3: Aut. PORT AREA

Address Line 4:

City: DOHA

Phone Area Code: +974

Phone Number: 44000000

Fax Area Code: +974

Fax Number: 44000000

Email Id: Qatar@qatar.com.qa

Cancel Apply

Click on “Next” button to proceed forward.

Organization Address Contacts

Back Address Next

General Information

Business Classification Local Profile (QF)

Address Details

Site	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Phone Area Code	Phone Number	Fax Area Code	Fax Number	Update
DOHA	PO BOX 50000	STREET D- Ring Road	AIRPORT AREA		+974	44444444	+974	44444444	

Back Address Next

Organization Contacts

The next set of General information available for update is the list of organization contacts for the supplier.

1. The user can add new contacts using the Create Contact button.
2. The user can update edit existing contact details using the update icon. The same window will open with the contact's existing information filled in QF Supplier database. The user can then update the necessary details.
3. Click on Next button to proceed forward.

Organization Address Contacts

Back Contacts Next

General Information

Business Classification Local Profile (QF)

Contacts Directory

TIP
Note:
To obtain login credentials, kindly contact procurementrelations@qf.org.qa

First Name	Last Name	Phone Number	Email Address	update
Abdullah	Abdullah	9742222	abdullah@qf.org.qa	
Abdullah	Abdullah	9742222	abdullah@qf.org.qa	
Abdullah	Abdullah	9742222	abdullah@qf.org.qa	
Abdullah	Abdullah	9742222	abdullah@qf.org.qa	
Abdullah	Abdullah	9742222	abdullah@qf.org.qa	
Abdullah	Abdullah	9742222	abdullah@qf.org.qa	
Abdullah	Abdullah	9742222	abdullah@qf.org.qa	
Abdullah	Abdullah	9742222	abdullah@qf.org.qa	

Create Contact

The add / update contact will open the below window.

1. Fill in / Update the information mentioned below. Note that fields marked with an asterix (*) before them are mandatory fields.
2. Click on the add button to add the sites which will be applicable for the contact.
3. Select the site, from the list of values, which will be applicable for this contact.
 - a. Click the Next button to proceed back to the Contact list screen.

The newly added contact / update contact will be shown in the list of contacts.

Verify this and Click on the next button to proceed forward. Once the “Next” button is clicked, these updates will take effect immediately on the QF Supplier database.

First Name	Last Name	Phone Number	Email Address	update
Test User	AL_MOHAMMEDI	44556677	testuser@qatarfoundation.qa	
Test User	Test User		testuser@qatarfoundation.qa	
Test User	Test User		testuser@qatarfoundation.qa	
Testing	Username	12345678	test.user@qatarfoundation.qa	
Test User	Test User	44556677	testuser@qatarfoundation.qa	
Test User	Test User	44556677	testuser@qatarfoundation.qa	
Test User	Test User	44556677	testuser@qatarfoundation.qa	
Test User	Test User	44556677	testuser@qatarfoundation.qa	

Mandatory Information

The Mandatory information is the next set of data available for updating.

These details will be updated in the Supplier profile after approval by the QF Procurement team. If there is any missing information or anything that requires clarification from the supplier, QF may reject the update or request the supplier for further information.

Organization Tax Details

1. Enter the Tax Card Registration number & expiry date
If this data is already updated in QF supplier database, then it will be available here. The user can verify / update the data accordingly.
2. Click on “Continue” button to proceed forward.

Organization Address

Back Organization Continue

Mandatory Information

Business Classification Local Purchase

Tax Details

Tax Card/Tax Registration No Tax Card Expiry Date

Back Organization Continue

Site level email address

The next set of information available for update is the mail ID for each supplier site and mandatory documents as per QF policy.

1. Click on update button on the respective supplier site to update the mail id.
2. Click on the Add record button to add the documents.

Organization Address

Back Address Next

Mandatory Information

Business Classification Local Profit-SME

Address Details

Site	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Phone Area Code	Phone Number	Fax Area Code	Fax Number	update
DOHA	PO BOX NO.5536	STREET: D- Ring Road	AIR PORT AREA		+974	44552583	+974	44552584	

Attachment

TIP Note:

Local (Qatar) Suppliers to provide and attach only Tax Card Copy.

All Overseas companies to provide Company Registration/Company Legal Document/Certificate of Incorporation/Commercial Permit or License. This document should be in English or translated to English by authorized Translators only. If your Legal Document does not have an Expiry Date, please select the Commercial Registration Expiry Date as 31-Dec-2099 If the presence of your company is in multiple countries, except Qatar, please provide the Registration details for all, if you wish them to be registered with Qatar Foundation.

Attachment Category	Description	File	Delete
No results found.			

Back Address Next

The page for updating the email ID is available.

1. Verify the address and update the Email address field.
2. Click on the Next button to proceed back to the previous screen.
3. If CR/Company Legal Document details are previously provided by the supplier, these details will be shown in this page, else the supplier has to enter the CR/Registration Number with the expiry dates here.

Update CR Information

Cancel Apply

Site Name DOHA

Country Qatar

Address Line 1 STREET: D- Ring Road

Address Line 2 AIR PORT AREA

Address Line 3

Address Line 4

City

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email id

CR Expiration Date

Commercial Registration/Company Legal Document No

Cancel Apply

Add Attachments

The user is returned to the Mandatory information page to add/update mandatory documents as per QF policy. Please read the note carefully, regarding the documents to be uploaded.

1. Click on the add new record button as mentioned earlier. A new blank record is created.
2. Select the Attachment category. Enter a meaningful description for the document
3. Choose the file attachment to be uploaded
4. Click on Next button to proceed forward.

Attachment

TIP
Note:
Local (Qatar) Suppliers to provide and attach only Tax Card Copy.
All Overseas companies to provide Company Registration/Company Legal Document/Certificate of Incorporation/Commercial Permit or License. This document should be in English or translated to English by authorized Translators only. If your Legal Document does not have an Expiry Date, please select the Commercial Registration Expiry Date as 31-Dec-2099 If the presence of your company is in multiple countries, except Qatar, please provide the Registration details for all, if you wish them to be registered with Qatar Foundation."

Attachment Category	Description	File	Delete
<div>Attachment Category</div> <div>Country Legal Document</div> <div>Company Registration Document</div> <div>Tax Registration Document</div> <div>Other Documents</div>		<div>Choose File</div> <div>No file chosen</div>	<div>Delete</div>

Back Address Next

User ID Deactivation

The next set of information to be updated is the list of supplier user id's which needs to be deactivated.

This step is important for both QF and our supplier partners to maintain an updated and current list of active users who will be accessing the iSupplier portal. This will empower suppliers to disable user id's which no longer require access to the QF iSupplier portal (for e.g. users who may have left the organization, users who are not handling the QF account etc.)

The list will display a list of all users who have user account for their respective iSupplier portal access. The logged in user will have a status of "Logged in". The other user id's will display their respective status (Active / Inactive). Active user id's will also have a checkbox beside them under the column "Disable User".

1. Select the user id's which need to be disabled. Such user id's will be disabled upon approval of the update request. These contacts will also be end-dated immediately upon approval of this request.
2. Click on Next button to proceed.

User Deactivation

TIP
At-least one USERNAME should have a generic company e-mail (info@abc.com), recommended to be the Primary User.

Warning:
Please select the USERNAMES that need to be deactivated. Rest of the USERNAMES will be kept active after QF approves this update.

Vendor	Site	Contact Name	Email Address	User Name	Status	Disable User
DOHA					Logged in	
DOHA					Active	<input type="checkbox"/>

Back Submit

The system will prompt for an additional confirmation, if any user is selected for deactivation. Choose Yes / No accordingly.

Clicking on No will take the user back to the user deactivation screen. Clicking on Yes will take the user forward to the confirmation screen.

Warning
Do you want to Deactivate the selected Users

No Yes

Review and Submit

The user will be taken to a final review screen where they can view the information which has been updated.

1. The Supplier user may mention any comments (as required) for the approvers.
2. Click on Submit button to proceed forward.

The screenshot shows a web form titled 'Review and Submit'. It contains several sections: 'Users To be Deactivated' with fields for Supplier Site, Party Name, Email Address, and User name; 'Organization Details' with Tax Card/Tax Registration No and Tax Card Expiry Date; 'Address Details' with Address Name, Address Line1, Address Line2, Address Line3, City, Country, Email, Commercial Registration/Company Legal Document No, and CR Expiration Date; 'Attachment' with a table for Attachment Category, Description, and File; and 'Comments from Supplier' with a text area for Supplier Comments. A yellow box highlights the 'Supplier Comments' field with a red circle and the number 1. Another yellow box highlights the 'Submit' button with a red circle and the number 2.

The system will pop an additional confirmation screen, mentioning that these changes will be effective immediately upon approval by QF.

Clicking on Cancel will take the user back to the review and submit screen.

Clicking on Final submit button will submit the updates for approval. Note that any information entered in the General information above will be updated immediately upon submission (irrespective of whether QF has approved/rejected the mandatory information and/or user deactivation requests).

Note: if the update request is rejected by QF Procurement team, all the mandatory information will need to be updated from the beginning.

The screenshot shows a warning message box with a yellow triangle icon. The text inside reads: 'Warning: Please review your updates before submission. Once submitted & approved by QF, the changes will take effect immediately.' Below the text are two buttons: 'Cancel' and 'Final Submit'.



Approval notification

The iSupplier user will get a mail notification upon approval/rejection of the data by the QF Procurement team.

Home >

Information
This notification does not require a response.

QF iSupplier Updates Approval

From: PROCUREMENT@RELATIONS@QF.ORG.QA
To: [Redacted]
Sent: [Redacted]
ID: [Redacted]

Your requested changes on supplier database have been approved by QF.

Return to Worklist

OK Reassign Request Information

OK Reassign Request Information