SUPPLIER PORTAL
WORK INSTRUCTIONS

Abbreviations

QF – Qatar Foundation

ERP – QF's internal Enterprise Resource Planning system

PD – QF Procurement Directorate

MFA – Multi Factor Authentication

OTP – One-Time Password

TOTP – Time-based OTP

IDCS – Oracle Identity Cloud Services

IDAM – Oracle Identity & Access Management

Contents

Fusion Login Instructions

First Time Login to ERP

When a user is registered as a contact for the supplier with access to iSupplier portal, you will receive separate emails with your username and password. Please note that the password needs to be changed during the first login.

Registration Email

Go to the ERP Application Login page - https://suppliers.qf.org.qa/

Login / Authentication

Step 1: Enter username that is received in Registration Email.

Step 2: Enter initial login Password

Step 3: Enter Captcha

Step 4: Click Sign In button

Change Password

Step 1: Enter old password & new password twice.

Step 2: Click on Submit

Setup MFA

Chose Any One of the above-mentioned methods.

Note: Download the Oracle Mobile Authenticator App from the App store for Time-Based OTP and Push Notification method
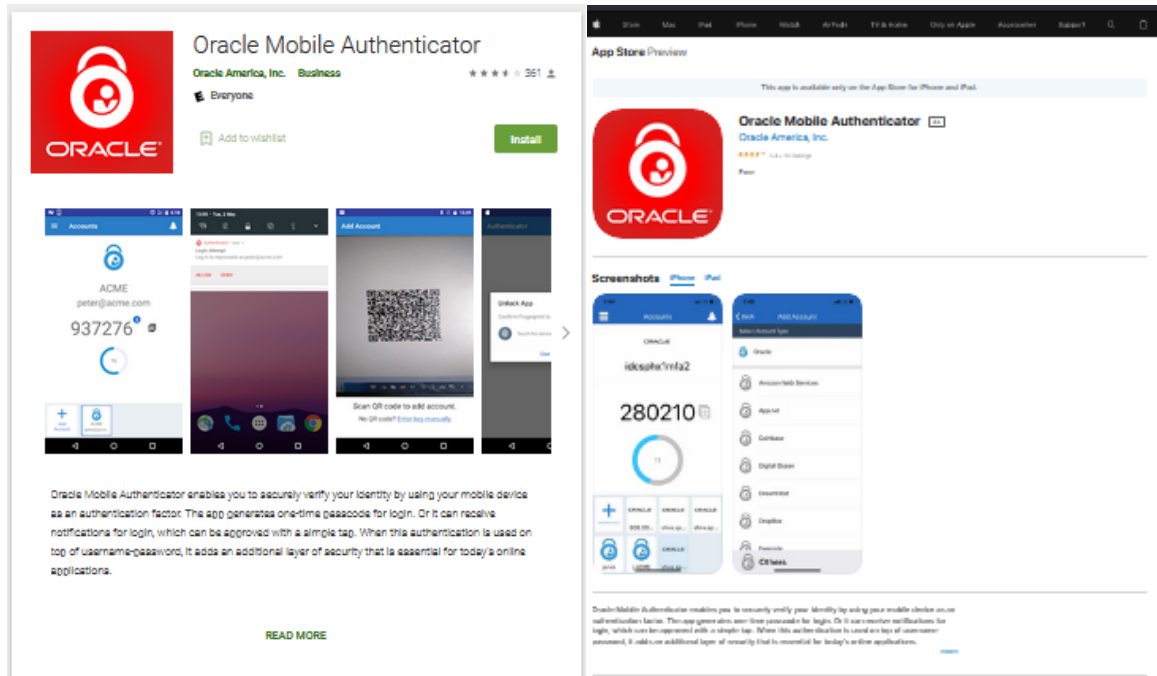
Push Notification Method

Step 1: Open the Oracle Mobile Authenticator App on Mobile.

Step 2: Click on Add Button in Oracle Authenticator App.

Step 3: Scan the QR Code which is visible on your login screen.

Enrolling in Push Notifications

Scan the QR code with the Oracle Mobile Authenticator App.

OR

Switch Factor to Enroll
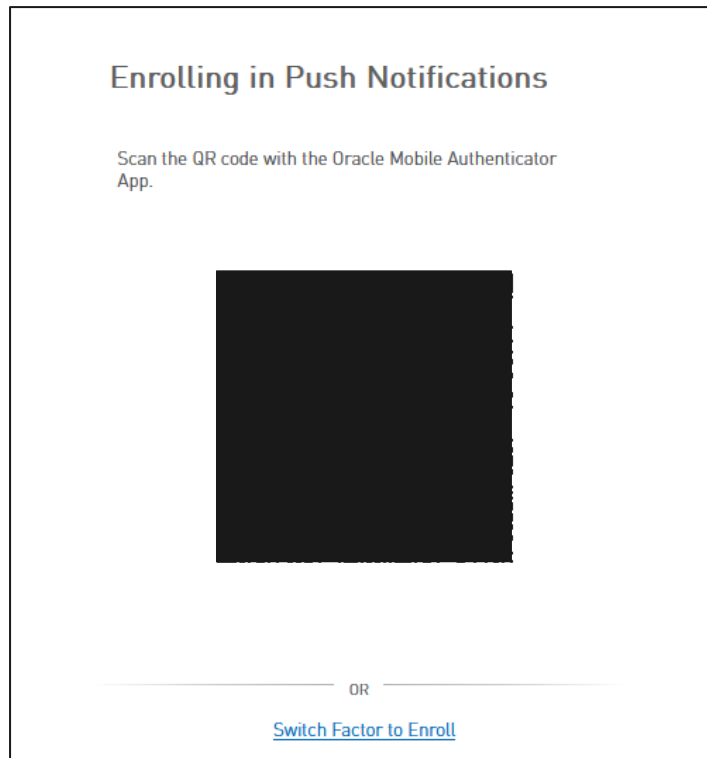
Time based OTP (TOTP) Method

Step 1: Open the Oracle mobile Authenticator app on mobile.

Step 2: Click on Add Button In authenticator app.

Step 3: Scan QR code which is visible on your login screen

Step 4: Type the Time-based OTP

Step 5: Click on Enroll Button

Enrolling in Time-based OTP

Scan the QR code with the Oracle Mobile Authenticator App.

Then enter the code you see on your phone's screen in the field below.

Time-based OTP Code

Enroll

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

— OR —

Switch Factor to Enroll

OTP over SMS Method

Step 1: Select Country

Step 2: Enter Mobile Number and click on Enroll

Step 3: Enter OTP Received on Mobile Number

Step 4: Click On Verify

Enrolling in OTP over SMS

Please enter mobile number to send SMS

Country Code: Algeria (+213)

Mobile Number

Enroll

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa if any Country Code is Incorrect.

OR

Switch Factor to Enroll

Verifying OTP

Please enter OTP code sent to +91XXXXXXXX470

OTP

Verify

Did not get the SMS?
Resend SMS

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

Switch Factor to Enroll

User redirected to Fusion console

Good evening,

Supplier Portal   Tools   Procurement Extensions   Others

APPS

Supplier Portal

+

Things to Finish
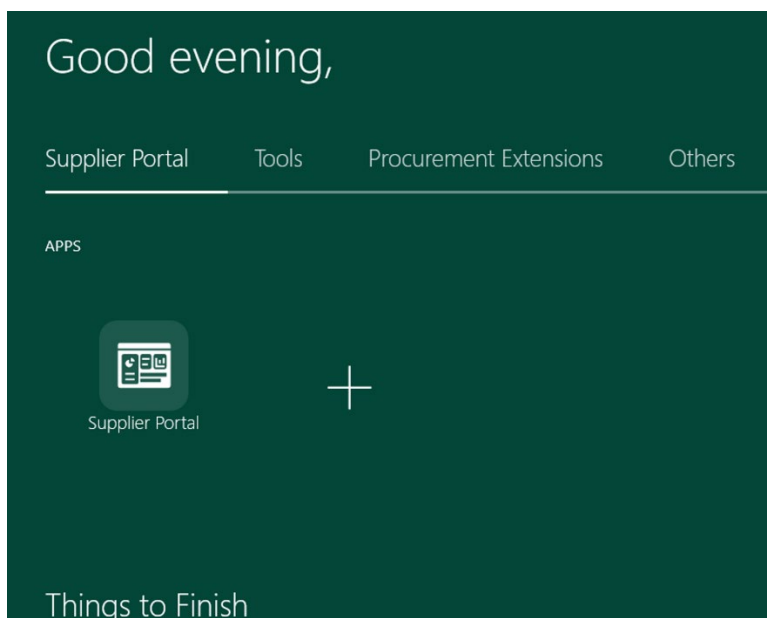
Second Time Login

Go to the ERP Application Login page - https://suppliers.qf.org.qa/

Login / Authentication

Step 1: Enter username received in Registration Email.

Step 2: Enter the New Password (set during the first-time login)

Step 3: Enter Captcha

Step 4: Click Sign In button

Verify MFA

Verify Your Identity using enrolled method

- **Using Push Notification**

Step 1: Accept Push Notification on Mobile Authenticator

- **Using TOTP**

Step 1: Enter OTP Displayed on Mobile Authenticator

Step 2: Click On Verify

Verifying Time-based OTP

Please enter Time-based OTP as displayed in

Time-based OTP Code

☐ Trust this device for 14 days.

Verify

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

Use an alternative authentication method

- **Using OTP over SMS**

Step 1: Enter OTP Received on Mobile Number

Step 2: Click On Verify

Verifying Push Notification

Notification sent to the authenticator app on the following mobile device: MI A1

You must approve it for moving forward.

☐ Set this factor as preferred
☐ Trust this device for 14 days.

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

Choose an alternative authentication method:

TOTP USE THE CODE GENERATED BY THE AUTHENTICATOR APP ON MI A1

SMS SEND A CODE TO MOBILE NUMBER +91XXXXXXXX470

User redirected to Fusion console
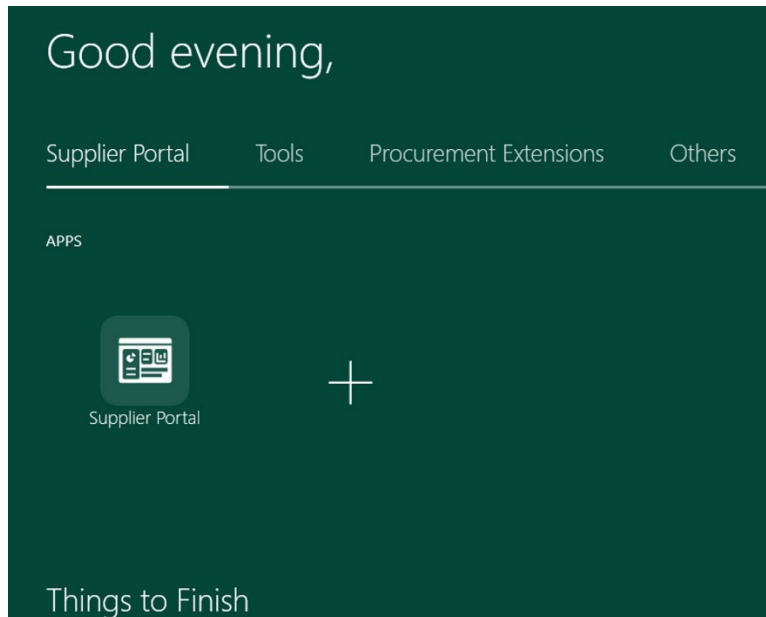
IDCS Login (Multiple Application Access)

- User visits the URL: https://login.qf.org.qa/

IDCS Login / Authentication

Step 1: Enter username received in Registration Email.

Step 2: Enter your Password

Step 3: Enter Captcha

Step 4: Click Sign In button

IDCS My Apps Page

Users can view the application tiles that they have access to. Click on the relevant tile to access that application.

Multi Factor Authentication (MFA)

Add MFA Options

Login to IDCS (click on the below URL)

- URL: https://login.qf.org.qa/

IDCS Login / Authentication

Step 1: Enter username that is received in Registration Email.

Step 2: Enter your Password

Step 3: Enter Captcha

Step 4: Click Sign In button

Go to My Profile

Go to Security Section

Configure MFA

Configure option will be visible for the MFA Factors, which have not been configured yet.

Note: As shown in the screenshot the SMS OTP option was already configured so there is configure button only for Mobile App,

Scan the QR Code using Oracle Mobile Authenticator
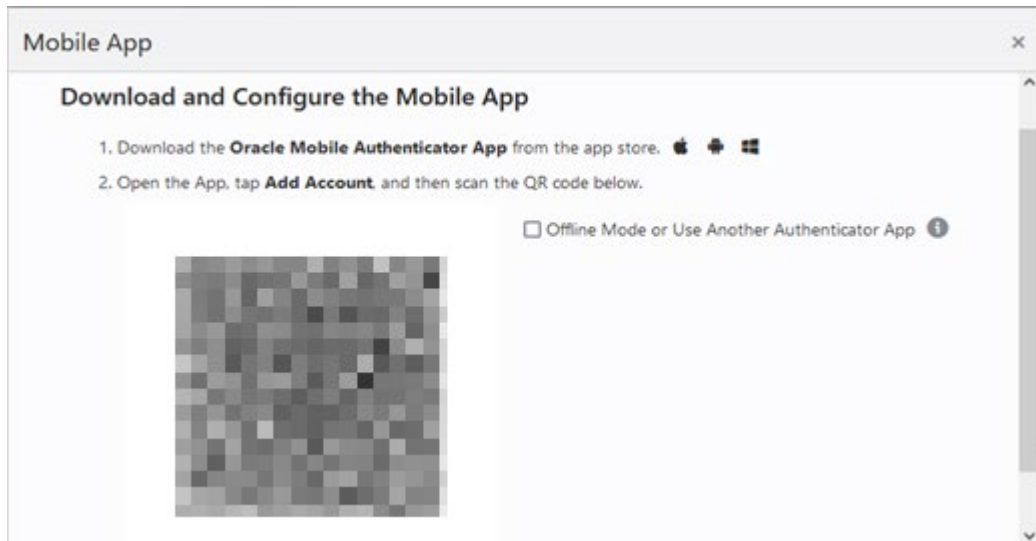
Configure Mobile Number for SMS OTP

Reset Password

Step 1: Visit this Fusion login URL: https://suppliers.qf.org.qa/

Step 2: Click on forgot password.

Step 3: Enter your Email id

Step 4: Click on Next. Password reset mail is sent to the mail id provided.

Forgot your Password?

Please, enter Email Id for password reset.

Email Id

Submit

OR

Back to Login

Forgot your Password?

Password reset email has been sent for username:

If you don't receive an email, this could mean you signed up with a different email address.

Incorrect UserName?
Fix UserName

Did not get the email?
Resend email

Step 5: Click on Password Reset Link in email.

Dear

On you requested to reset your password. You must reset your password by clicking on below password reset button.

Password Reset

Details

If the Password Reset link doesn't work, please copy and paste the following URL into the address bar of your browser:

Important: This link will expire on Friday, December 16, 2022 8:20:55 AM AST. Also, if you don't recognize this message, please contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa.

Regards,
QF Identity Administrator

Step 6: Enter New Password

Step 7: Confirm New Password

Step 8: Click on Reset Password

Reset MFA

Step 1: Send an email to QF ITSC (itsupport@qf.org.qa) requesting to reset MFA.

Step 2: ITSC will raise a ticket and will be assigned to IDAM Team

Step 3: MFA factor would be Reset.

Step 4: In the next login the user can setup the MFA with the new mobile number or with a different device using Oracle Mobile Authenticator Application. Check the "Add MFA Options" section above for the detailed steps.

Supplier Profile Change

This section covers guidelines for changing supplier profile information. The process involves the below steps.

Step 1

Click on the "**Supplier Portal**" tab.

Step 2

Under the "**Company Profile**" tab, click on "**Manage Profile**".

Step 3

Click "**Edit**" at the top right-hand corner of the succeeding page.

Company Profile

A warning message will appear before getting into the edit page, Click "**Yes.**"

Step 4

On the "**Edit Profile Change Request**" page, click the "**Contacts**" tab.

Step 5

Create or edit contacts on the following page by clicking on the relevant icons.

Edit Profile Change Request: 44007

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

Change Description

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

Actions ▾ View ▾ Format ▾ + ✎ Status Active ▾ | ☐ Freeze ☐ Detach ☐ Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
, ,		UAT_Travel.Accounts01@mannai...			✅	Active
Aguinaldo, Poala Ernest	Sr. Admin. Asst.	UAT_Poala.Aguinaldo@mannai.co...	+974 (+974)440...		✅	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@mannai.com.qa	+974 (+974)334...		✅	Active
Ahmed, Gayaz		UAT_Gayaz.Ahmed@mannai.com.qa			✅	Active

Step 6

In Create contact page, Enter First and Last name, and provide contact information like Email, Mobile, and Phone number.

Assign contact addresses and enable '**Request user account'** if need access to the supplier portal for this contact person, then click "**OK**"

Create Contact   ✕

Salutation	▾	Phone	▾
* First Name	Abdul	Mobile	▾
Middle Name		Fax	▾
* Last Name	Khadar	Email	abkhadar@mannai.com
Job Title		Status	Active ▾

☐ Administrative contact

◢ Contact Addresses

Actions ▾ View ▾ Format ▾ ✖ 🗐 | ☐ Freeze ☐ Detach ☐ Wrap

Address Name	Address	Phone	Address Purpose	Status
DOHA	P.O.Box: 76,Building No. 72, Zone – 57,East Industrial Stre…		Ordering; Remit to	Active

Columns Hidden 5

◢ User Account

☑ Request user account

Create Another | OK | Cancel

Step 7

Enter the change description, then click the "**Review Changes**" button at the upper right-hand corner of the page.

Edit Profile Change Request: 44007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Request for new contact person and user information

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

Actions ▾ View ▾ Format ▾ ✚ ✎ ✖ Status Active ▾ | Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
·, ·		UAT_Travel.Accounts01@mannai...			✔	Active
Aguinaldo, Poala Ernest	Sr. Admin. Asst.	UAT_Poala.Aguinaldo@mannai.co...	+974 (+974)440...		✔	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@mannai.com.qa	+974 (+974)334...		✔	Active

Step 8

Verify all the details, then click "Submit".

Review Changes

Edit Submit Cancel

Change Description Request for new contact person and user information

◢ Contacts

View ▾ Format ▾ | Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
✚ Khadar, Abdul		abkhadar@mannai.com				Active	🖶

Columns Hidden 7

Step 9

The system will display a message confirming the change has been submitted for approval Click "**OK**".

Company Profile �circledquestion

Cancel Change Request Edit Done

ⓘ There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 44007

Requested By vasu, sujesh

Change Description Request for new contact person and user information

Request Status Pending Approval

Request Date 10-Dec-2022

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

◢ General

Company MANNAI TRADING COMPANY

Supplier Number 199

Supplier Type Local Profit-SME

✔ Confirmation   ✖

Your profile change request 44007 was submitted for approval.
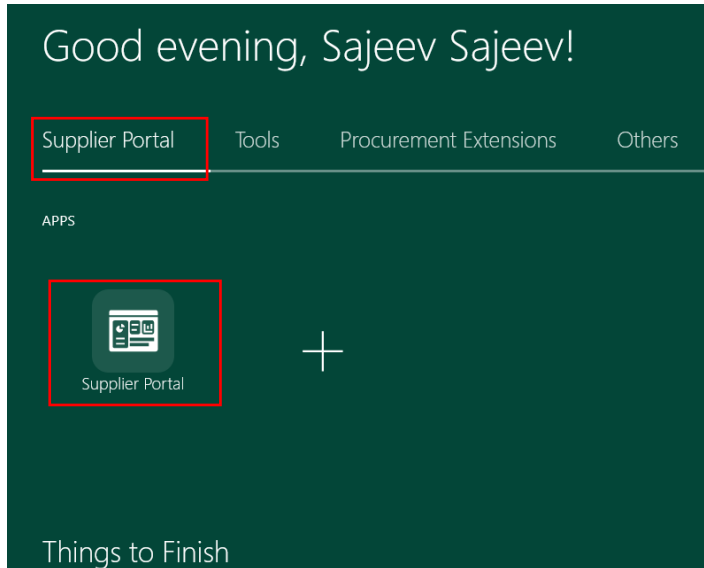
OK

Corporation

Active

Attachments None

Manage Deliverables

This section covers guidelines to submit the deliverables. The process involves the below steps.

Step 1
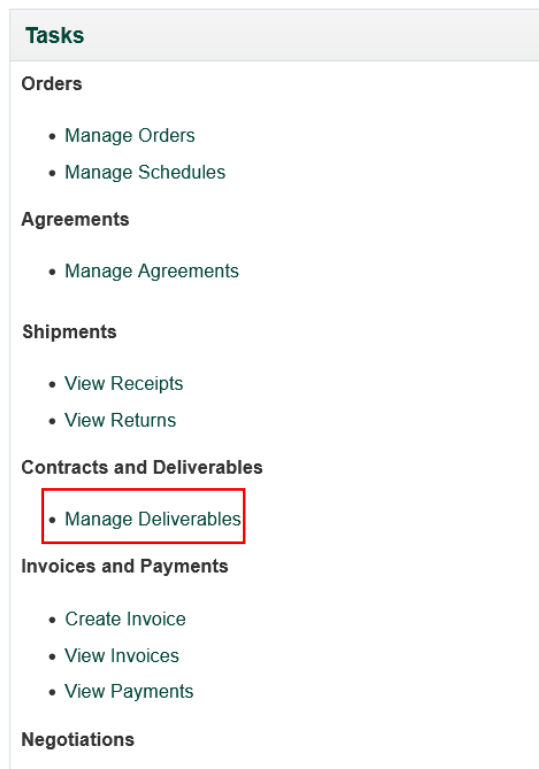
Click on the "**Supplier Portal**" tab

Step 2

Under the "**Contracts and Deliverables**" tab, click on "**Manage Deliverables**".

Step 3

In the "**Manage Deliverables**" page, you can search and review the details of deliverables under the search result.

Step 4

Select the line and click **Edit** to submit the deliverables.

Step 5

In the "**Edit Deliverables**" page, click the **Attachments** tab.

Edit Deliverable: License details

Name	License details
Type	Contractual
Responsible Party Type	External
External Party Name	UV Contracting ltd
External Party Contact	UV Contact2
Internal Party Name	Qatar Foundation
Internal Party Contact	Natwar Rajawat
Requester	

Status Open

Description

Notes

Details   **Attachments**   Status History

Due Date

Due Date 07/04/2022

Due Date Description

Period 1 Weeks

When After

Event Contract Active

Notifications

✔ Prior to due date

Period 3 Days

✔ On status change

✔ When deliverable is overdue

— Escalate after due date

Step 6

Click "**Add (+)**" button to attach the required files

Edit Deliverable: License details

Name	License details
Type	Contractual
Responsible Party Type	External
External Party Name	UV Contracting ltd
External Party Contact	UV Contact2
Internal Party Name	Qatar Foundation
Internal Party Contact	Natwar Rajawat
Requester	

Status Open

Description

Notes

Details   **Attachments**   Status History

Actions ▼ View ▼ **+** ✕

Type	**Category**	*** File Name or URL**	**Title**	**Description**
No data to display.				

Save and Close **Cancel**

Step 7

Attach the required file and enter the Title and Description

Step 8
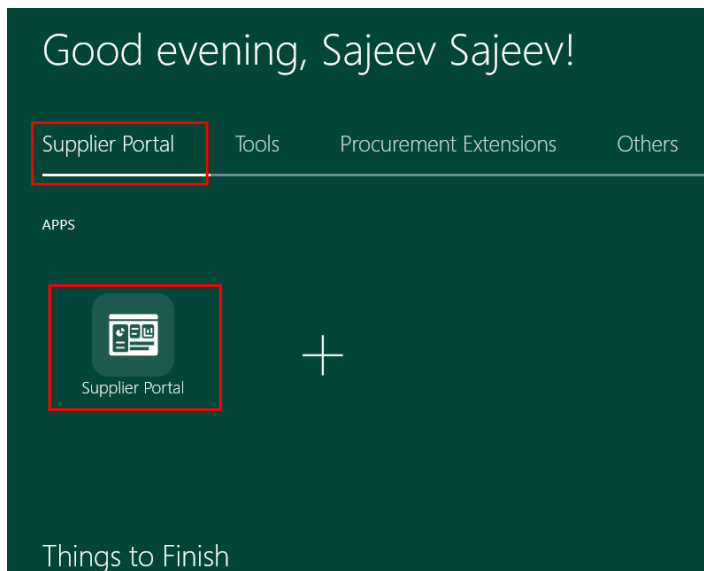
Change the status to "Submitted" and Save

Supplier Acknowledgment Of Agreement

This section covers guidelines for supplier acknowledgment of the agreement. The process involves the below steps.
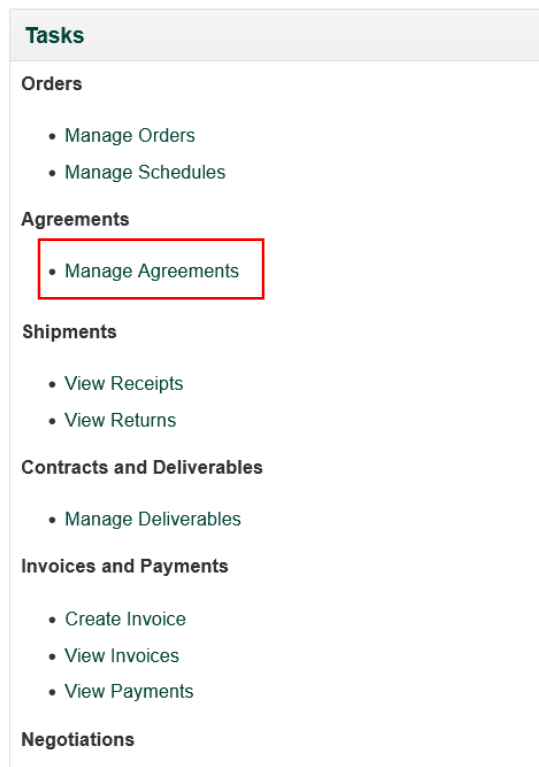
Step 1

Click on the "**Supplier Portal**" tab

Step 2

Under the "**Agreements**" tab, click on "**Manage Agreements**"

Step 3

The system will display a popup dialog box "**Manage Agreements**" Search for the required Blanket Purchase Agreement based on search criteria such as Agreement, Supplier Site, Procurement BU, Status

Step 4

Under Search Results, the line depicting the required BPA will appear, **Click on the BPA number.**

Step 5

The BPA details page opens. Click on the "**Acknowledge**" button displayed in the upper right-hand corner

Step 6

The Acknowledge Document page opens under the "**General**" tab, enter Supplier Agreement notes (Optional)

Step 7

Under the "**Terms**" tab, enter Acknowledgment Note (Optional), Click "**Accept**"

Acknowledge Document (Blanket Purchase Agreement): QF-BPA-4   View PDF   Accept   Reject   Cancel

Main

⊿ General

Procurement BU	Qatar Foundation	Supplier	UV Contracting ltd	Start Date	
Agreement	QF-BPA-4	Supplier Site	Doha	End Date	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Agreement Amount	25,000.00 QAR
Buyer	Natwar Rajawat	Communication Method	None	Minimum Release Amount	
Creation Date	30/03/2022			Description	
Supplier Agreement					

Terms   Notes and Attachments

Required Acknowledgment	Document	Payment Terms		— Pay on receipt	
Acknowledgment Due Date	29/04/2022	Shipping Method		— Confirming order	
Acknowledgment Note		Freight Terms			
		FOB			

Step 8

The system will display a warning message "The document will be accepted. Do you want to continue?" Click "OK" and then click "Done" The agreement is acknowledged and notification is sent to the buyer .

⚠ **Warning**   ✕

The document will be accepted. Do you want to continue?
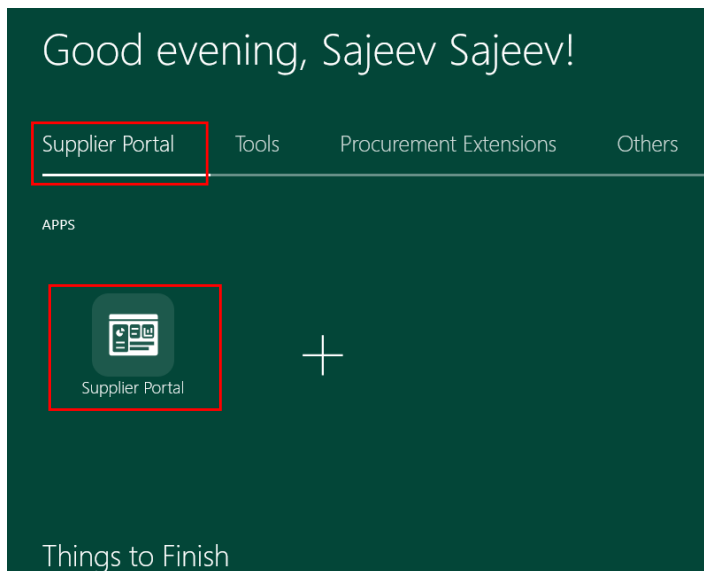(PO-2055013)

OK   **Cancel**

Supplier Acknowledgment To Purchase Order

This section covers guidelines for supplier acknowledgment of the purchase order. The process involves the below steps.
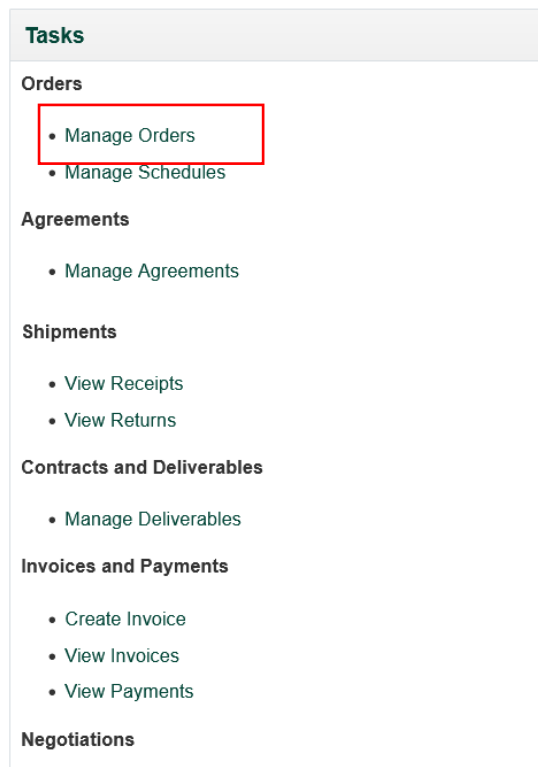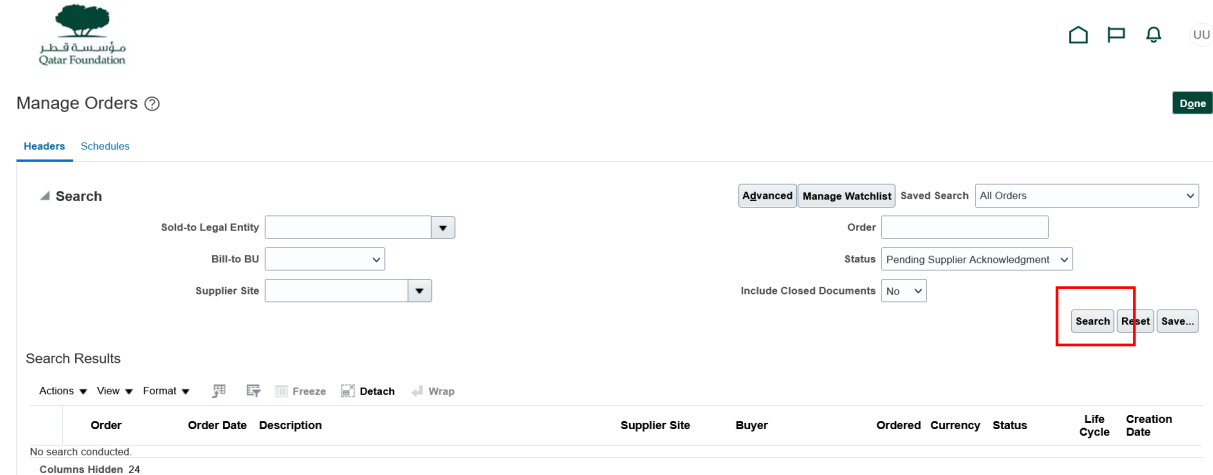
Step 1

Click on the "**Supplier Portal**" tab

Step 2

Under the "**Orders**" tab, click on "**Manage Orders**"

Step 3

The system will display a popup dialog box "**Manage Orders**" Search for the required Purchase Order based on search criteria such as **Sold-to Legal Entity, Bill-to BU, Supplier Site, Order and Status.**

Step 4

Under Search Results, the line depicting the required PO will appear

Click on PO number.

Purchase Order Window Opens

Qatar Foundation

Purchase Order: 10021 ⑦

Acknowledge | View PDF | Actions ▼ | Refresh | Done

Main Contract Terms

◢ General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting ltd	Ordered	12,000.00 QAR
Bill-to BU	Qatar Foundation	Supplier Site	Doha	Description	
Order	10021	Supplier Contact	UV User1	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	Test_QF-HO Location	Supplier Order	
Buyer	Natwar Rajawat	Ship-to Location	Test_QF-HO Location		
Creation Date	30/03/2022				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method			
Acknowledgment Due Date	14/04/2022	Freight Terms		— Pay on receipt	
Payment Terms	Net 45	FOB		— Confirming order	

◢ Additional Information

Step 5

Click on the "**Acknowledge**" button displayed on the upper right-hand corner.

Qatar Foundation

Purchase Order: 10021 ⑦

Acknowledge | View PDF | Actions ▼ | Refresh | Done

Main Contract Terms

◢ General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting ltd	Ordered	12,000.00 QAR
Bill-to BU	Qatar Foundation	Supplier Site	Doha	Description	
Order	10021	Supplier Contact	UV User1	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	Test_QF-HO Location	Supplier Order	
Buyer	Natwar Rajawat	Ship-to Location	Test_QF-HO Location		
Creation Date	30/03/2022				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method			
Acknowledgment Due Date	14/04/2022	Freight Terms		— Pay on receipt	
Payment Terms	Net 45	FOB		— Confirming order	

◢ Additional Information

Step 6

The "**Acknowledge Document**" page opens Under "**General**" tab, enter Supplier Order notes (Optional)

Acknowledge Document (Purchase Order): 10021 — Accept · Reject · View PDF · Cancel

Main · Contract Terms

◢ General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting ltd	Ordered	12,000.00 QAR
Order	10021	Supplier Site	Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Source Agreement	
Buyer	Natwar Rajawat	Bill-to Location	Test_QF-HO Location	Supplier Order	
Creation Date	30/03/2022	Ship-to Location	Test_QF-HO Location	Communication Method	None

Terms · Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 45	— Pay on receipt	
Acknowledgment Due Date	14/04/2022	Shipping Method		— Confirming order	
Acknowledgment Note		Freight Terms			
		FOB			

◢ Additional Information

Buyer KPI(Amount)	PO Tendering Method	Context Prompt

Step 7

Under "**Terms**" tab, enter Acknowledgment Note (Optional),

Click Accept

Acknowledge Document (Purchase Order): 10021 — Accept · Reject · View PDF · Cancel

Main · Contract Terms

◢ General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting ltd	Ordered	12,000.00 QAR
Order	10021	Supplier Site	Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Source Agreement	
Buyer	Natwar Rajawat	Bill-to Location	Test_QF-HO Location	Supplier Order	
Creation Date	30/03/2022	Ship-to Location	Test_QF-HO Location	Communication Method	None

Terms · Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 45	— Pay on receipt	
Acknowledgment Due Date	14/04/2022	Shipping Method		— Confirming order	
Acknowledgment Note		Freight Terms			
		FOB			

◢ Additional Information

Buyer KPI(Amount)	PO Tendering Method	Context Prompt

Step 8

The system will display the warning message "The document will be accepted. Do you want to continue?"

Click "**OK**" and then click "**Done**"

The Purchase Order is acknowledged and a notification is sent to the buyer
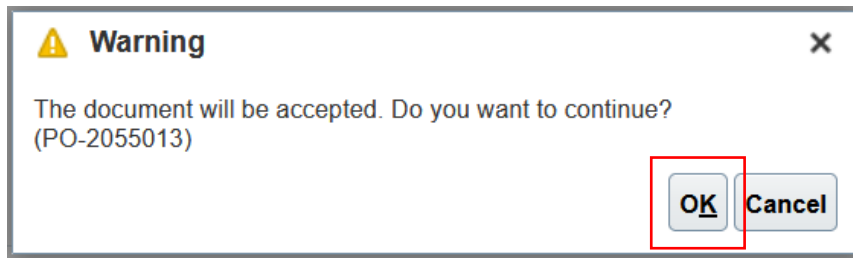
View the Pending Purchase Order Schedule

This section covers guidelines to view pending purchase order schedules. The process involves the below steps.

Step 1

Click on the "**Supplier Portal**" tab
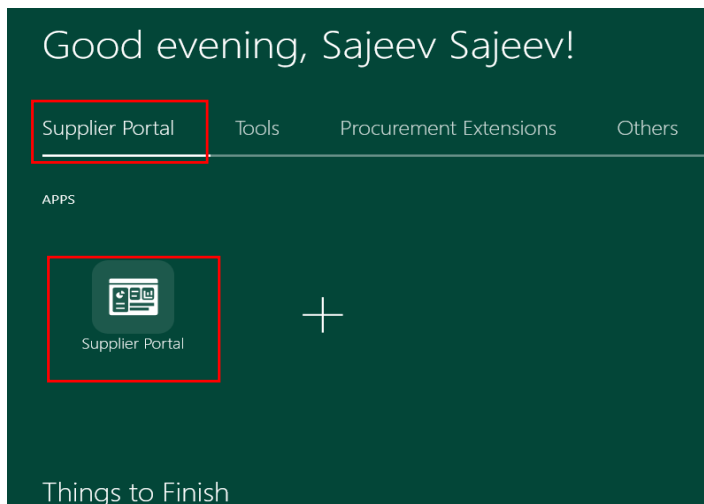
Step 2

Under the "**Orders**" tab, click on "**Manage Schedules**"

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Contracts and Deliverables

- Manage Deliverables

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

Step 3

The system will display the dialog box, "**Manage Orders**" Select "**Schedules**", then click on the "**Search**" button

Manage Orders ⑦

| Headers | **Schedules** |

◢ Search

Sold-to Legal Entity			Supplier Item	
Supplier Site		Box	Ship-to Location	
Order			Status	
Line Description				

Search Reset Save...

Search Results

Actions ▾ View ▾ Format ▾   Freeze   Detach   Wrap

| | Order | Supplier Site | Line | Line Description | Supplier Item | Schedule | Ordered Quantity | UOM | Pricing UOM | Price | Ordered | Currency | Status | Ship-to Loca |

No search conducted.

Under "**Search Results**", the system will display pending schedule, purchase orders

View the Purchase Order Receipt

This section covers guidelines to view purchase order receipts. The process involves the below steps.

Step 1

Click on the "**Supplier Portal**" tab
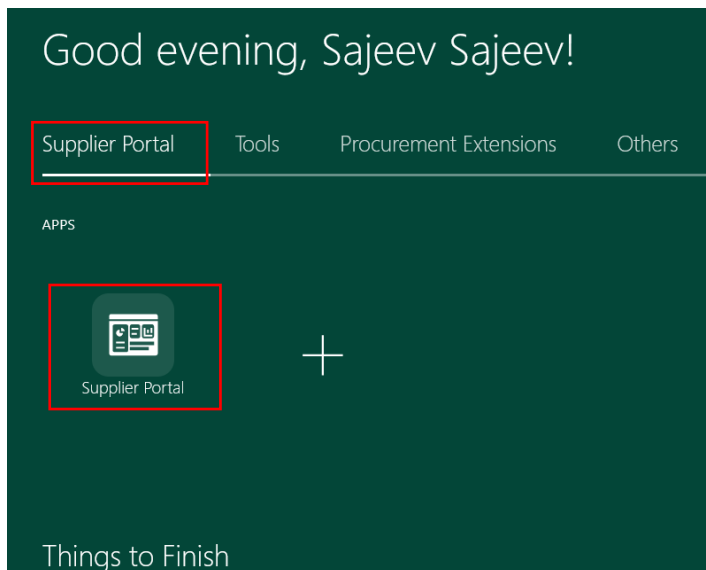
Step 2

Under the "**Shipments**" tab, click on "**View Receipts**"

Step 3

The system will display the dialog box, "**View Receipts**"

Search for the required receipt based on search criteria such as **Receipt, Organization, Purchase Order, Supplier Item, Shipment, Item, Receipt date.**

Step 4

Qatar Foundation
مؤسـسـة قـطـر

Under Search Results, the line reflecting the required receipts will appear

Click on the **receipt number**

View Receipts

◢ Search

** Receipt		** Shipment		
** Organization		** Item		
** Purchase Order		** Receipt Date	01/01/2022 - 19/07/2022	
Supplier Item				

Advanced Saved Search All Receipts
** At least one is required

Search Reset Save...

Done

Search Results

View ▾

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	28/03/2022 3.00...	QF Warehouse			10014				Doha
8	28/03/2022 3.00...	QF Warehouse			Multiple				Doha
7	28/03/2022 3.00...	QF Warehouse			10009				Doha
6	28/03/2022 3.00...	QF Warehouse			10008				Doha
21	21/06/2022 3.00...	QF Warehouse			10056				Doha
10	03/04/2022 3.00...	QF Warehouse			10017				Doha

Step 5

Receipt window opens

Verify all details

Receipt: 9   Social View Transaction History Done

Summary

Supplier	UV Contracting ltd	Packing Slip	
Shipment		Waybill	
Shipped Date		Bill of Lading	
Shipping Method		Note	
Number of Supplier Packing Units		Attachments	None
Supplier Site	Doha		

▸ Additional Information

Box

Lines

Actions ▾ View ▾

| Item | Item Description | Document Type | Document Number | Quantity | | | | UOM Name | Currency | Receipt Date |
				Ordered	Returned	Net Received	Rejected			
1000002	Expense Item	Purchase order	10014	4	0	4	0	EACH		28/03/2022 3.44...

Supplier Invoice Creation

This section covers guidelines of supplier invoice creation. The process involves the below steps.

Step 1

Click on the "**Supplier Portal**" tab
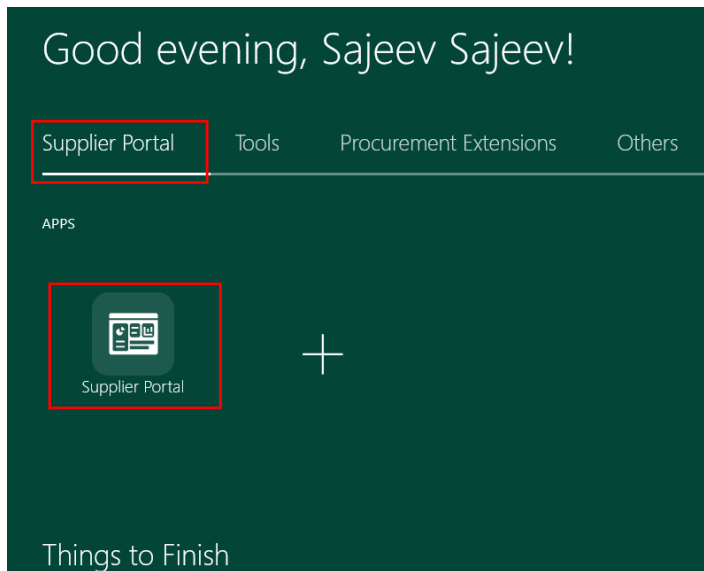
Step 2

Under the "**Invoices and Payments**" tab, click on "**Create Invoice**"
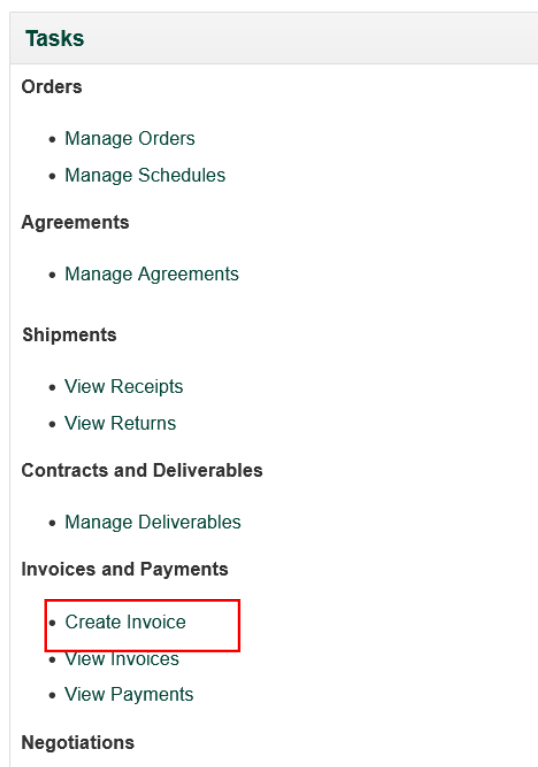
Step 3

The system will display a popup dialog box "**Create Invoice**" page.

Step 4

Enter "**Identify PO**" details

Note: The supplier details are defaulted from the PO

Step 5

Enter the invoice number in the Number field, Date, and Bank account. Also, attach the supporting files.

Step 6

In "**Lines**" tab, click Select and "**Add**" icon.

Step 7

The system will display a popup dialog box "**Select and Add : Purchase orders**" , Select the PO by clicking in the row.

After applying, click "**OK**"

Note:

Always navigate the cursor to the right side to locate the WCC number within the "**Waybill**" column in the "**Select and Add: Purchase orders**" dialog box. This helps prevent incorrect selection of rows before apply.

Step 8

To save the invoice, click the "**Submit**" button

A confirmation will pop up confirming the submission of the invoice.

The created invoice opens, and a confirmation message of invoice submission will appear once the invoice is successfully submitted.

View Invoices

This section covers guidelines to view the created Invoices and their status. The process involves the below steps.

Step 1

Click on the "**Supplier Portal**" tab.
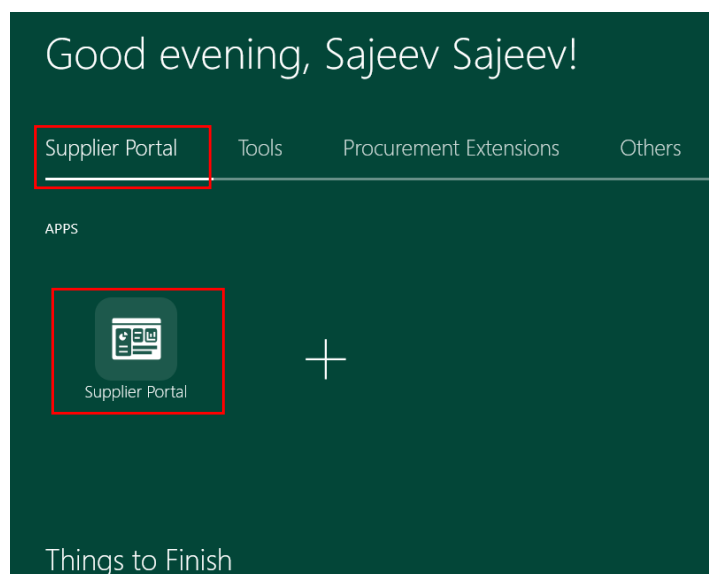
Step 2

Under the "**Invoices and Payments**" tab, click on "**View Invoices**"

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Contracts and Deliverables

- Manage Deliverables

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

Step 3

Search for the required invoice based on search criteria such as **Invoice number, Purchase order, Supplier**

Click **"Search"**

Step 4

Under Search Results, the line reflecting the required invoices will appear.

Click on the **Invoice number.**

If any payment has been made for the invoice already, you can refer to it under the "Payment Number" column in the above search result itself.

Step 5

The invoice details window opens, and you can verify the Invoice line and Payment details.

Invoice: INV-10015

Business Unit	Qatar Foundation
Legal Entity Name	Qatar Foundation
Supplier or Party	UV Contracting ltd
Supplier Site	Doha
Address	Westbay, DOHA, QATAR
Invoice Date	19/07/2022

Invoice Amount	2,100.00 QAR
Unpaid Amount	2,100.00 QAR
Payment Currency	QAR
Tax Control Amount	

Invoice Type	Standard
Description	
Attachment	File1-Bill copy

Lines   Payments

Items

View ▼   Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	2,000.00	Inventory Item	2	1,000	EACH	10015	1	1	26	1			Test_QF-HO Location

Summary Tax Lines

View ▼

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount

Shipping and Handling

No shipping and handling

Respond to Negotiation

This section covers guidelines for negotiation response. The process involves the below steps.

Step 1

Click on the "**Supplier Portal**" tab.
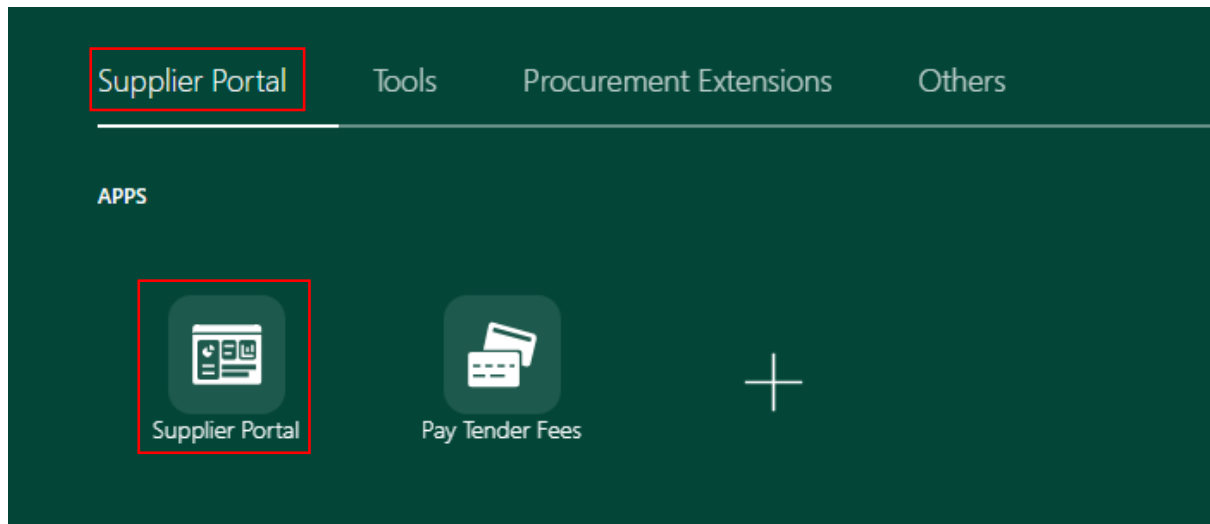
Step 2

Negotiation can be opened from two places to create the **response**.

Option 1:

Under the "**Negotiations**" tab, click on "**View Active Negotiations**".
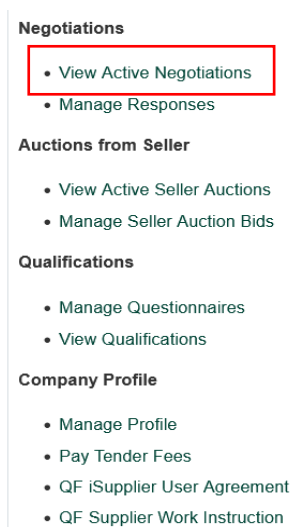
Option 2:

Negotiation can be opened from "**Requiring Attention"** and **"Recent Activity"** infolets**.**

Click create response as below.

Step 3

If multiple open Invitations exists, select the Negotiation to respond from "**Active Negotiations**" page.

The system will display a page "**Active Negotiations.**"

Search for "**Invitation Received**" and select "**Yes".**

Under Search Results, lines reflecting active negotiations will appear.

Step 4

Click on the "**Acknowledge Participation**" tab.

Step 5

The system will display a popup dialog box: "**Acknowledge Participation**".

Select the Participation "Yes" or "No", then click "**OK**"

Step 6

To create response, select the Negotiation line and click "**Create Response**".

Step 7

The system will display "**Create Response Overview**" page.

Enter the details in the following fields: **Response Valid Until, Reference Number, Note to Buye**r

Attachments : Please click + icon and select **From Supplier Technical** to attach Technical documents and select **From Supplier Commercial** to attach Commercial documents as the screenshot shared below.

Note: Kindly **do not attach commercial document in technical section and vice versa**. Please selcet the right list of values for the attachment.

Click "**Next**"

Step 8

In the succeeding page, respond to the "**Requirement**" for both "**Technical and Commercial**" sections as shown below.

Select "**Technical Section**"

Select "**Commercial Section**" respond and click next.

Step 9

Enter the **Response Price**, **Response Quantity** and **Promised Delivery Date**.

Verify all details, then click "**Next**".

Step 10:

Review all the entered details.

Step 11:

In the "**Review**" page, click on the "**Action**" button, then on the "**Validate**" button to validate.

A confirmation window for validation will pop up.

Click "**OK**"

Step 12

Click on the "**Submit**" button.

If only **Single response** is allowed in RFQ, the system will display a warning message.

Please ensure all the entered details are correct.

Click "**Yes**" to continue.

User will be prompted with a confirmation notification: "The Response (Quote XXX) to negotiation created".

Step 13:

If bidder is suggesting an alternative option that is not in line with QF scope; bidder to submit the alternate response using the "Create Response" option again as below.

There are two options to create alternate response. One way is, to create new response and other way to copy the existing response and edit.

Options to create **"Alternate Responses":**

Option 1: Choose "create response" as below.

Select negotiation number and click create response.

Click create.

Select Response type as "Alternate" as highlighted below.

Follow the same steps from step 6 to step 12 mentioned above to complete the response.

Note: Please note every Technical option should have Commercial Option for alternate response as well.

Qatar Foundation

Option 2: To Copy existing primary response and edit.

(Note: Please note every technical option should have Commercial Option for alternate response as well)

Copy existing response and edit as below.

Select "Response Type" as **Alternate.**

Continue the same steps from step 6 to step 12 for alternate response.

Respond To Qualification Initiation

This section covers guidelines for responding to the qualification questionnaire. The process involves the below steps:

Step 1

Click on the "**Supplier Portal**" tab
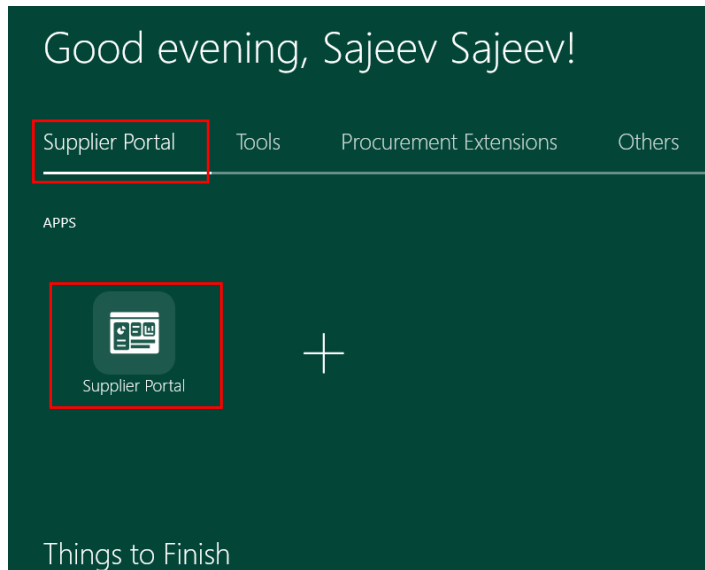
Step 2
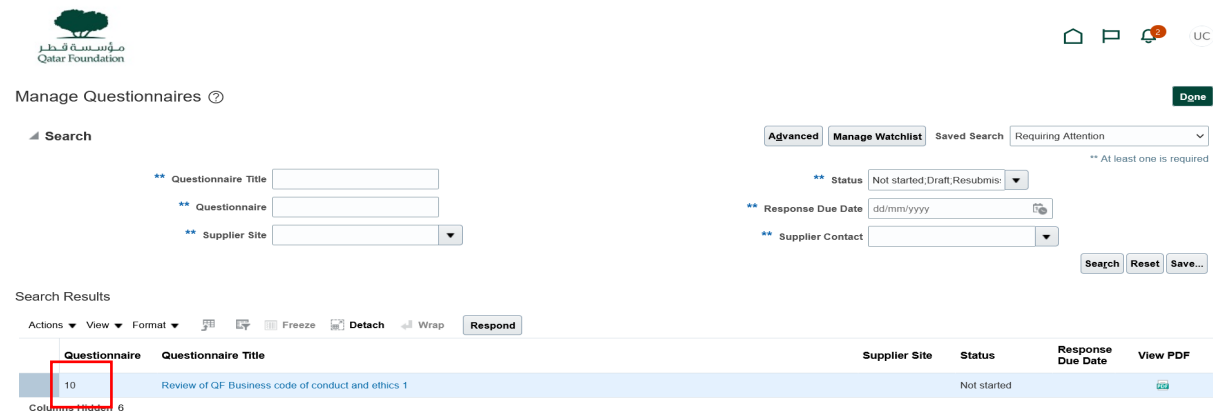
Under the "**Qualification**" tab, click on "**Manage Questionnaires**"
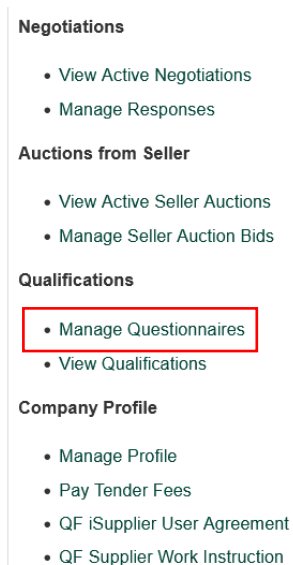
Step 3

The system will display a dialog box "**Manage Questionnaires**"

Search for the required Questionnaire

Step 4

Under "**Search Results**", the line reflecting the required receipts will appear

Select the required Questionnaire line, then click on "**Respond**"

Questionnaire window opens

Respond to Questionnaire: Review of QF Business code of c... ⑦

Save Save and Close Submit Cancel

Time Zone **Arabia Standard Time**

▲ Questionnaire

Title	Review of QF Business code of conduct and ethics 1		Supplier	UV Contracting ltd	Status	Draft
Procurement BU	Qatar Foundation		Supplier Site		Due Date	
Requested By	Sivasooriyan Rajendran		Responder	UV Contact2	Attachments	None

Questions   Progress [_____]   Section   1. Supplier Registration Questionnaire ∨

Supplier Registration Questionnaire

* 1. Does your organization have documented policies and procedures?
   ○ a. Yes
   ⦿ b. No

* 2. Does your organization have a written and documented Health, Safety and Environment policy?
   ○ a. Yes
   ○ b. No

* 3. You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Step 5

Under "Questions" section, enter the required responses

Respond to Questionnaire: Review of QF Business code of c... ⑦

Save Save and Close Submit Cancel

Time Zone **Arabia Standard Time**
Last Saved **20/07/2022 8.43.AM**

▲ Questionnaire

Title	Review of QF Business code of conduct and ethics 1		Supplier	UV Contracting ltd	Status	Draft
Procurement BU	Qatar Foundation		Supplier Site		Due Date	
Requested By	Sivasooriyan Rajendran		Responder	UV Contact2	Attachments	None

Questions   Progress [_____]   Section   1. Supplier Registration Questionnaire (Completed) ∨

Supplier Registration Questionnaire

* 1. Does your organization have documented policies and procedures?
   ○ a. Yes
   ⦿ b. No

* 2. Does your organization have a written and documented Health, Safety and Environment policy?   [Box]
   ○ a. Yes
   ⦿ b. No

* 3. You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Step 6

After answering all questions, click "**Save**" and then "**Submit**"

Respond to Questionnaire: Review of QF Business code of c...   ⑦

Save Save and Close Submit Cancel

Time Zone **Arabia Standard Time**
Last Saved **20/07/2022 8.43.AM**

◢ Questionnaire

Title	Review of QF Business code of conduct and ethics 1	Supplier	UV Contracting ltd	Status	Draft
Procurement BU	Qatar Foundation	Supplier Site		Due Date	
Requested By	Sivasooriyan Rajendran	Responder	UV Contact2	Attachments	None

Questions   Progress [========   ]   Section [1. Supplier Registration Questionnaire (Completed) ▼] ◀ ▶

Supplier Registration Questionnaire

* 1.   Does your organization have documented policies and procedures?
　　○ a. Yes
　　◉ b. No

* 2.   Does your organization have a written and documented Health, Safety and Environment policy?
　　○ a. Yes   [Box]
　　◉ b. No

* 3.   You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Supplier Response is submitted Confirmation Response to the questionnaire is submitted.

📋 **Confirmation**   ✕

Response to questionnaire Review of QF Business code of conduct and ethics 1 is submitted.

[**OK**]

Tender Fees Payment

 This section covers guidelines for paying online tender fees. The process involves the below steps:

Step 1

Click on the "**Supplier Portal**" tab→Payment Tender Fees
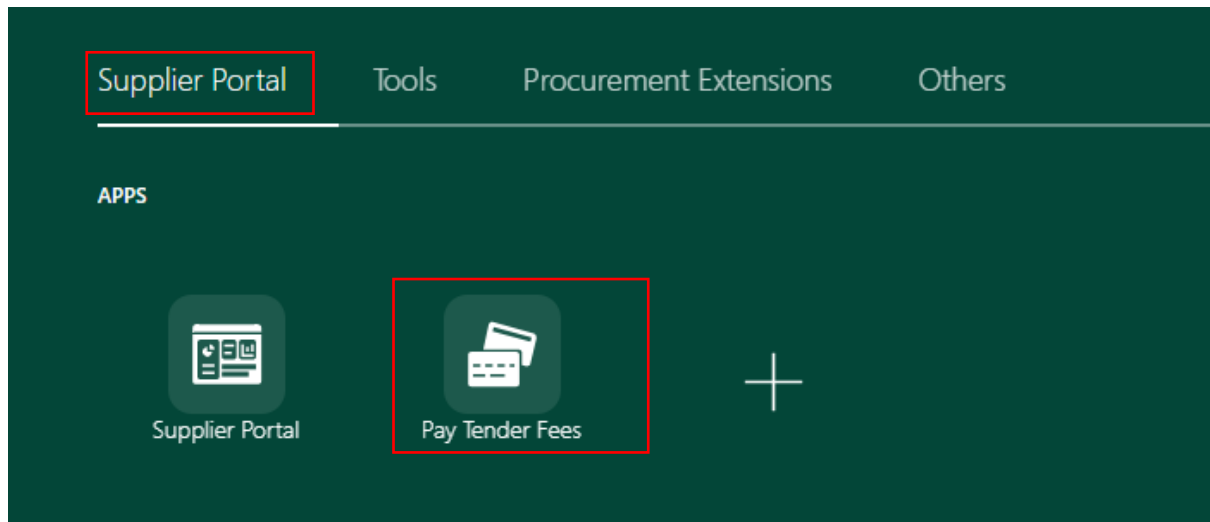
Step 2

A New window will open for Tender Fees Payment

Step 3

click "**Pay"** to confirm the dialogue box to get navigated on payment gateway or **"Regret"** to renounce participation.

Step 4

Enter Payment Details in Gateway Form and Submit to Complete Payment

Successful Payment Notification and Receipt Number is Populated.

Step 5

Fees Paid Status changes as **"Y".** **"Pay"** and **"Regret"** button is unavailable once action is taken.

> ### ∨ Pay Tender Fees
>
> | Payment ⇕ | Negotiation ⇕ | Negotiation Title ⇕ | Bid Close Date ⇕ | Tender Fee Close Date ⇕ | Negotiation Style ⌃ | Fees ⇕ | Fees Paid ⇕ |
> |---|---|---|---|---|---|---|---|
> | | QF-RFQ-88 | UAT Limited Tender Fe... | 30-Dec-2022 | 30-Dec-2022 | Limited Tender | 1000 | Y |
> | | QF-RFQ-90 | UAT Limited Tender Fe... | 30-Dec-2022 | 30-Dec-2022 | Limited Tender | 1000 | Y |

Note : After the Tender Fee Payment, Buyer will add the Supplier to RFQ and the Supplier will receive **email Notification**. Once notified the supplier can download documents and respond to the RFQ.

Notification sample:

Add Bank Account

This section covers guidelines for adding bank account information. The process involves the below steps.

A separate email notification will be sent to your contact email address regarding the entry of bank account details in the system after approval of your supplier registration. You must add bank account details as instructed in the email.

Step 1

Click on the "**Supplier Portal**" tab

Step 2

Under the "**Company Profile**" tab, click on "**Manage Profile**"

Step 3

Click "**Edit**" at the top right-hand corner of the succeeding page

A warning message will appear before getting into the edit page, Click "**Yes**"

Step 4

On the "**Edit Profile Change Request**" page, click the "**Payments**" tab

Step 5

Click on the **create (+)** or the **edit (pencil)** icon to add or end date the existing bank account number

Qatar Foundation

Edit Profile Change Request: 61008 | Delete Change Request | Review Changes | Save | Save and Close | Cancel

Change Description

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

Bank Accounts

Actions ▼ View ▼ Format ▼ + ✎ » Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Numb

Note:

1. If you want to make any changes to your existing bank account, then you need to fill in the "Inactive Date" for the existing bank account and add a new bank account.
2. For any new bank account addition, please attach the bank form at the Organization level provided in the mail along with the Bank letter.

Step 6

In Create Bank Account page, Choose Country and enter bank account details (Bank Account and Bank name, Bank Branch, IBAN, Currency)

Click "**OK**"

The bank account is added under the "Bank Accounts" section

Qatar Foundation

Edit Profile Change Request: 61008

[Delete Change Request] [Review Changes] [Save] [Save and Close] [Cancel]

Change Description

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

Bank Accounts

Actions ▾ | View ▾ | Format ▾ | + | ✎ | ✗ | ✓ | ▦ Freeze | ↵ Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Numb
✔	689709890	QA58DOHB00001234567890A…	QAR	AL AHLI BANK	02-Jan-2023				CITY CENTRE	

Note: If you are unable to find a bank or a bank branch, please contact QF through email and include the filled supplier bank details form that was shared in the email notification.

Step 7

Enter the change description, then click the "**Review Changes**" button at the upper right-hand corner of the page

Edit Profile Change Request: 61008

[Delete Change Request] [Review Changes] [Save] [Save and Close] [Cancel]

Change Description | Request to add bank account details

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

Bank Accounts

Actions ▾ | View ▾ | Format ▾ | + | ✎ | ✗ | ✓ | ▦ Freeze | ↵ Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Numb
✔	689709890	QA58DOHB00001234567890A…	QAR	AL AHLI BANK	02-Jan-2023				CITY CENTRE	

Step 8

Verify all the details, then click "Submit"

Review Changes

[Edit] [Submit] [Cancel]

Change Description | Request to add bank account details

◢ Bank Accounts

View ▾ | Format ▾ | ▦ Freeze | ↵ Wrap

	Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Numb
➕	✔	689709890	QA58DOHB00001234567890A…	QAR	AL AHLI BANK	02-Jan-2023				CITY CENTRE	

Step 9

The system will display a message confirming the change has been submitted for approval Click "**OK**"

Company Profile ⊙

Cancel Change Request Edit Done

ⓘ There is a profile change request pending approval. You may edit to make additional changes.

| Last Change Request | 61008 | Requested By | vasu, sujesh | Change Description | Request to add bank account details |
| Request Status | Pending Approval | Request Date | 02-Jan-2023 | | |

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

▲ General

Company	MANNAI TRADING COMPANY LLC
Supplier Number	199
Supplier Type	Local Profit-SME

Corporation
Active
Attachments None

Confirmation ✕

Your profile change request 61008 was submitted for approval.

OK