



**Communication document intended to give assistance to Suppliers -
Oracle Fusion Applications 11.13.22.04.0**

Supplier Portal User Manual

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1. Supplier Portal Login

Registrations submitted by the Suppliers will be validated and confirmed, Once Supplier Registration is approved all the respective Suppliers will get a e-mail confirmation with their Log-in Credentials.

*Suppliers are requested to log-in to the Supplier Portal using their Credentials, in case of password reset, kindly click on Forgot Password and proceed to reset the New Password.

Please follow the below link to log-in to your account.

[Oracle Fusion Cloud Applications \(oraclecloud.com\)](https://oraclecloud.com)

Sign In
Oracle Applications Cloud

samram366118@gmail.com Username

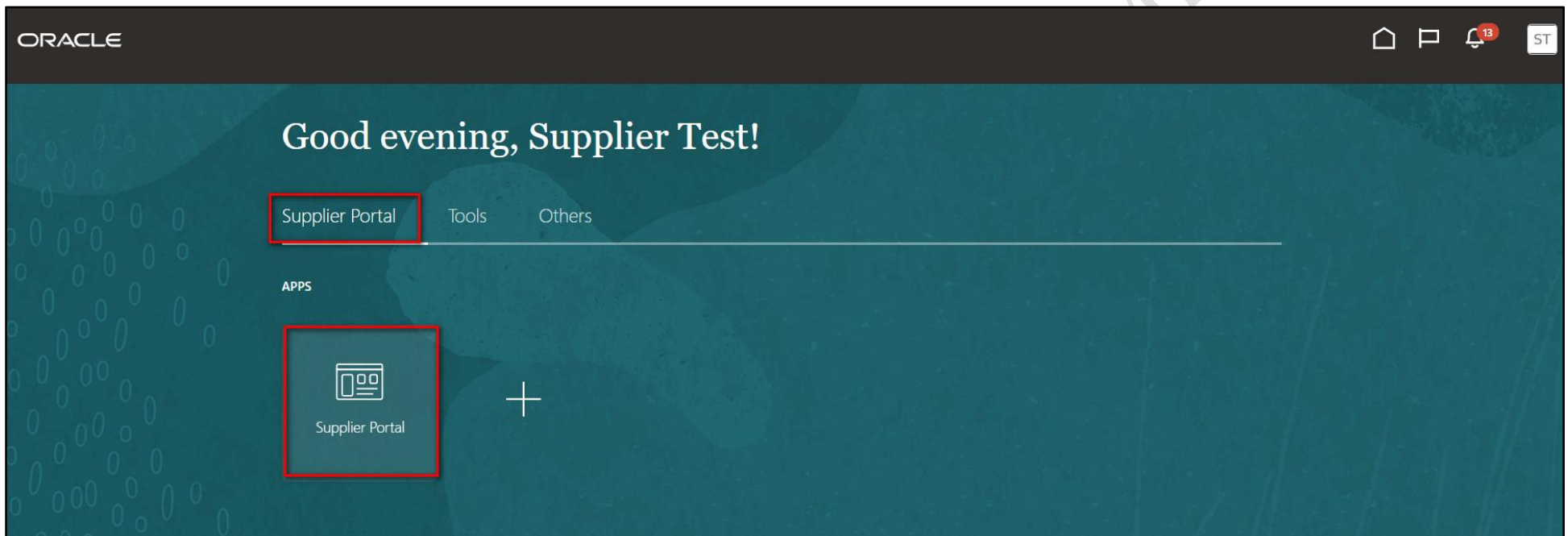
..... Password

[Forgot Password](#)

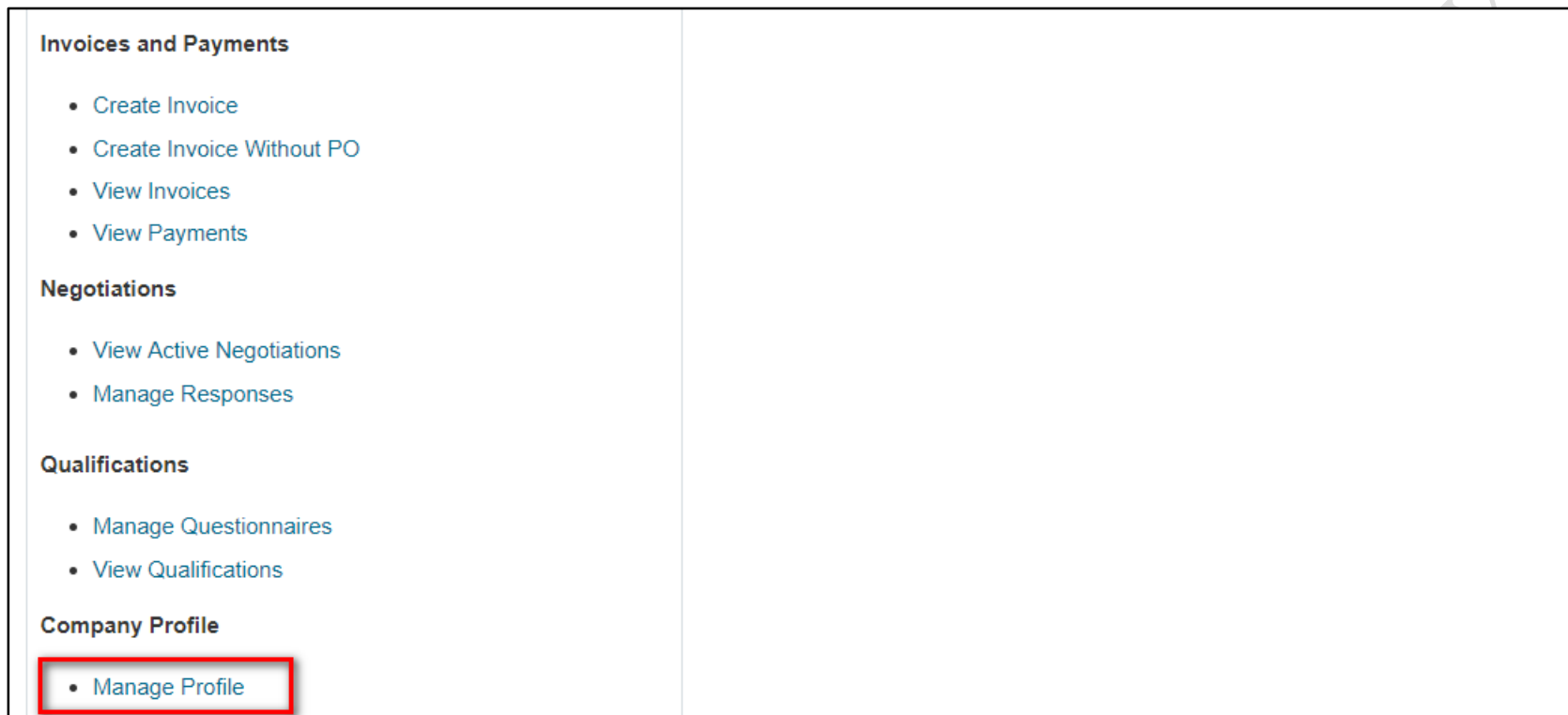
Sign In

English ▼

Once Supplier log-in to his user account, Screen will appear as below. Kindly click on Supplier Portal as mentioned below to proceed with transactions like Submission of Response to RFPs, View Purchase Orders, Creating ASN (Advance Shipment Notification), Creating Invoices.



If you are already registered as a Supplier in such case, kindly navigate to Manage Profile and edit the required details.



The screenshot displays a sidebar menu on the left side of a web application. The menu is organized into four main sections, each with a bold header. The first section, 'Invoices and Payments', contains four items: 'Create Invoice', 'Create Invoice Without PO', 'View Invoices', and 'View Payments'. The second section, 'Negotiations', contains two items: 'View Active Negotiations' and 'Manage Responses'. The third section, 'Qualifications', contains two items: 'Manage Questionnaires' and 'View Qualifications'. The fourth section, 'Company Profile', contains one item: 'Manage Profile'. This 'Manage Profile' item is highlighted with a red rectangular box. The rest of the page is a large, empty white area.

- Invoices and Payments**
 - [Create Invoice](#)
 - [Create Invoice Without PO](#)
 - [View Invoices](#)
 - [View Payments](#)
- Negotiations**
 - [View Active Negotiations](#)
 - [Manage Responses](#)
- Qualifications**
 - [Manage Questionnaires](#)
 - [View Qualifications](#)
- Company Profile**
 - [Manage Profile](#)

Once you click on Manager Profile, it will be navigating to below page, click on edit and kindly provide the necessary details for all the below sections:

- Organization Details
- Addresses
- Contacts
- Payments (Bank account details)
- Business Classification (Upload all applicable documents and **add expiry dates to receive automatic notification before document expiry**)
- Products and Services (Select all applicable categories and subcategories according to your registered company activities)

Organization Details provide all the necessary information.

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

▲ General

* Supplier Name NALSOFT MIDDLE EAST DMCC

Supplier Number 10029

Supplier Type Supplier ▼

Tax Organization Type Corporation ▼

Status Active

Attachments None +

▲ Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

▲ Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

▲ Financial Profile

Fiscal Year End Month ▼

Current Fiscal Year's Potential Revenue

Preferred Functional Currency ▼

In the Address tab, click on  to edit the current address details provided for your company.

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

Actions View Format +  Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
FS	PO BOX: 346055, 505 & 607, Saba Tower 1, Jumeirah Lakes Towers,,Dubai,United Arab Emirates		Ordering; Remit to; RFQ or Bidding		Active

Columns Hidden 3

Edit Address: FS

* Address Name FS

* Country United Arab Emirates

* Address Line 1 or P.O. Box PO BOX: 346055, 505 & 607, Saba To

Address Line 2

* Emirate Dubai

Language

* Address ☒ Ordering

Purpose ☒ Remit to

☒ RFQ or Bidding

Phone

Fax

Email

Inactive Date dd-mmm-yyyy

Status Active

OK

Cancel



In the Payments Tab, select Bank Accounts and click on  to create new Bank Accounts details or click on  to edit existing bank account details of your company.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

Saudi Arabia

Account Number

8956325212

Bank Name

Alinma Bank

Bank Branch

Main Branch

☐ Allow international payments

From Date

09-Oct-2022

Inactive On

dd-mmm-yyyy

IBAN

Currency

Additional Information

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

Create Another

OK

Cancel

In the Business Classification, provide all the necessary documents details along with expiry for notification purpose.

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

☐ None of the classifications are applicable

Actions
View
Format







Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Prov
Business/Trade License		Expired	Other	ZATKA	8985632512	dd-mmm-yyy	04-Oct-2022	None		

In the Products and Services tab click on  to choose the appropriate product and services applicable for your company.

Select and Add: Products and Services Categories ✕

Search

Category Name

Description

Search

Reset

View ▼ Format ▼  Freeze  Detach     Wrap

Select	Category Name	Description
☐	 Accommodation and Food Services	
☐	  All Other Traveler Accommodation	
☐	 Caterers	
☐	  Hotels	
☐	  Restaurants	
☐	  VIP Services	

You can edit the required fields, and proceed with save and close.

Once you update your details and upload the documents, click on “Review Changes” in the top right corner as in the below screen shot highlighted in yellow.



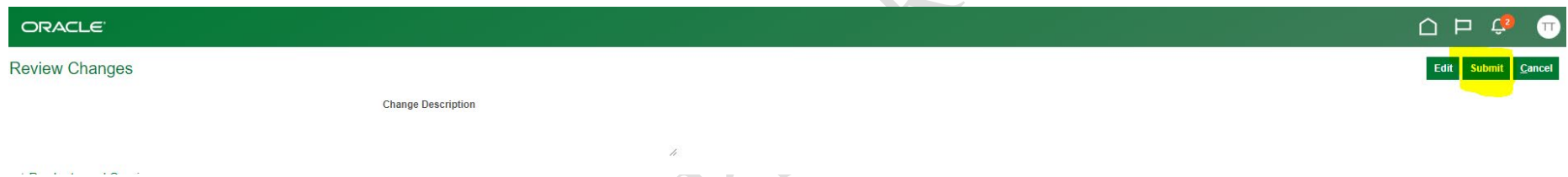
ORACLE

Edit Profile Change Request: 40001

Change Description

Delete Change Request Review Changes Save Save and Close Cancel

Click on “Submit” in the top right corner as in the below screen shot highlighted in yellow.



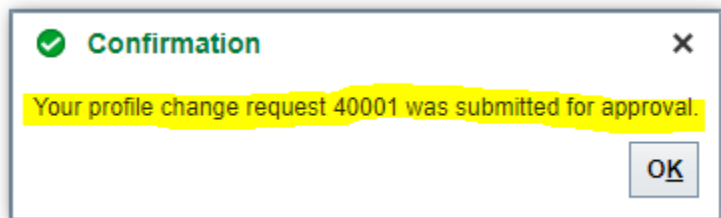
ORACLE

Review Changes

Change Description

Edit Submit Cancel

You will receive a change request number as in the below screen shot highlighted in yellow.



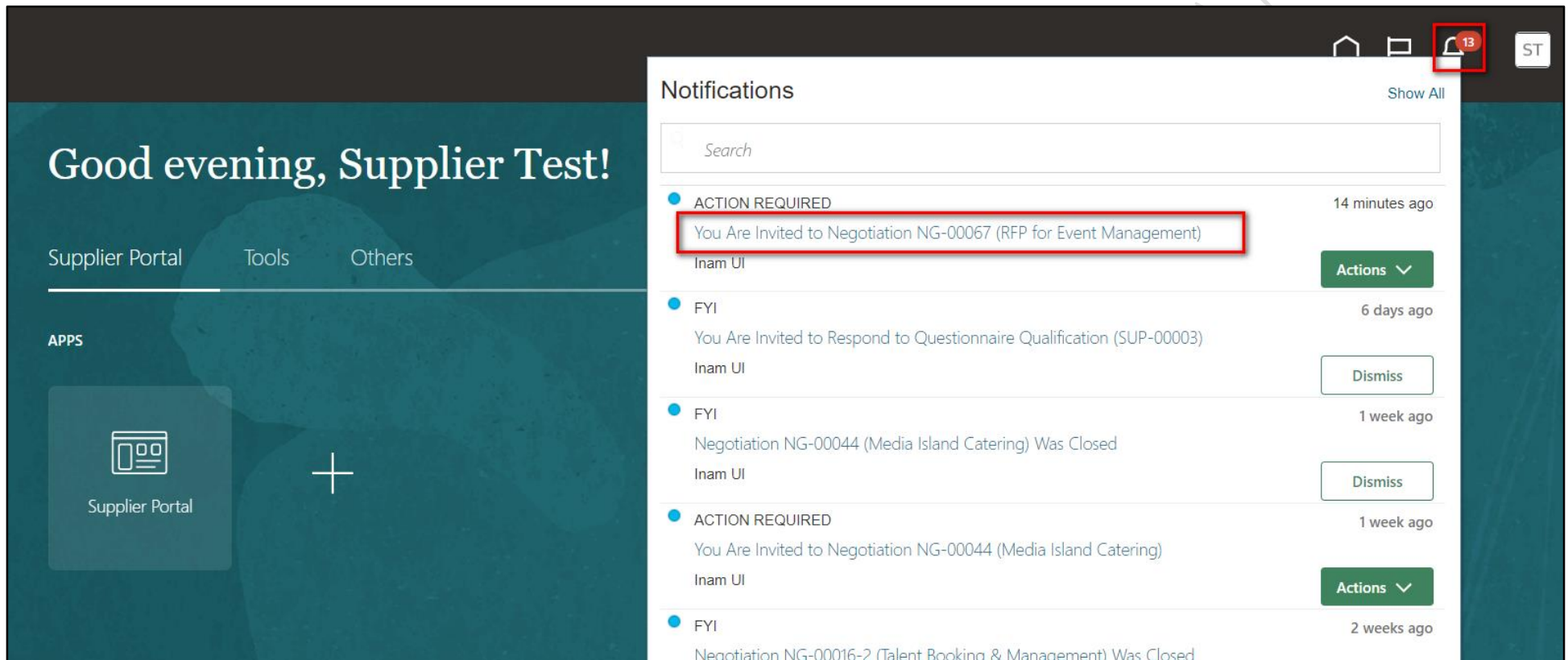
Confirmation

Your profile change request 40001 was submitted for approval.

OK

2. Notifications for RFP

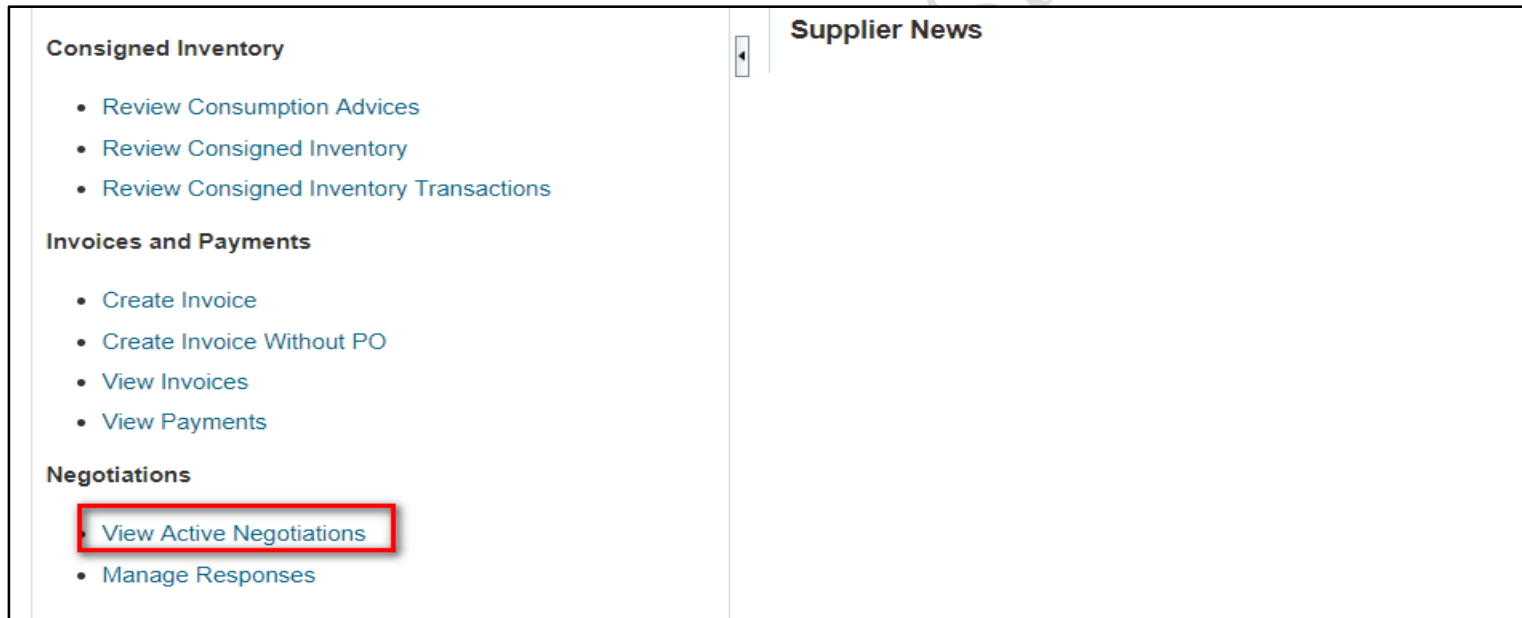
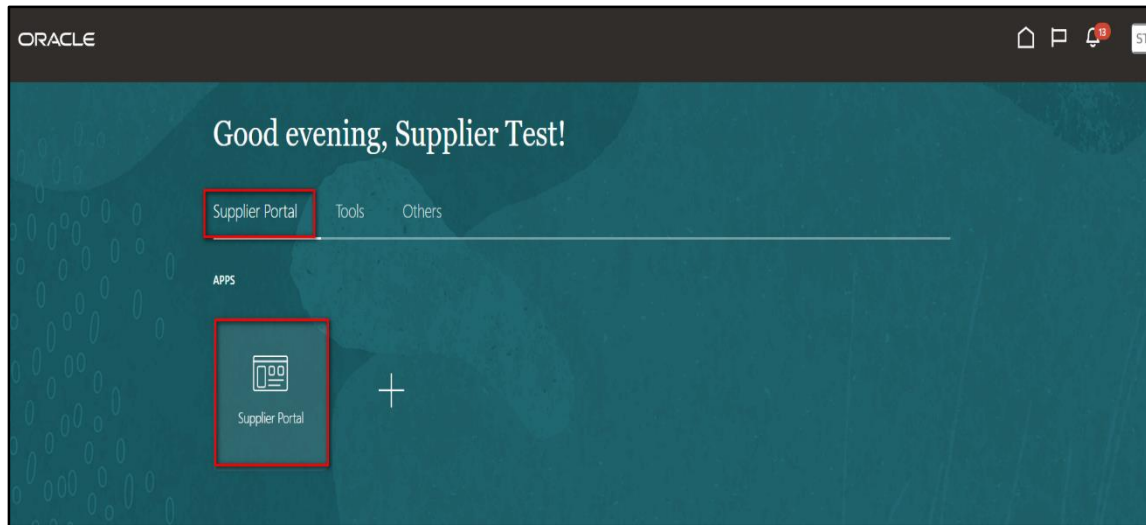
If Supplier is invited to any RFPs, you will be receiving notifications to your registered e-mail, as well as notifications can be viewed in the supplier portal by clicking on the bell icon as below:



You can navigate to RFP by clicking on the notification.

3. Acknowledge and Create Response for RFP

You can acknowledge and navigate to RFP either using the notification received or you can also click on Supplier Portal as below and navigate to View Negotiations in the left side task list.



You can also search the existing negotiations using the search filter available at the top of the page as below:

Oracle Supplier Portal

Search **Negotiations** Negotiation Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts

Requiring Attention

5

1 2 1 1

- Schedules Overdue or Due Today
- Questionnaires
- Negotiations Closing Soon
- Negotiation Messages

Recent Activity
Last 30 Days

Negotiation invitations	1
Negotiation responses awarded or rejected	1
Orders opened	1

Once negotiation is opened, below screen will appear and you can view all the active RFPs.

- You can Acknowledge Your Participation by clicking on Acknowledge Participation – SMC will receive notification about your participation.
- You can Create your Response to the RFP by clicking on the Create Response.

**** Negotiation**

**** Title**

**** Negotiation Close By** 

Search Results

Actions ▼ View ▼ Format ▼  Freeze  Detach  Wrap

Accept Terms

Acknowledge Participation

Create Response

Negotiation	Title	Negotiation Type	Time Remaining
NG-00067	RFP for Event Management	RFP	23 Hours 19 Min...

Columns Hidden 4

Once You click on Create Response, below Screen opens:

1 - 2 - 3 - 4

OverviewRequirementsLinesReview

Create Response (Proposal 20007): Overview 

MessagesRespond by Spreadsheet ▼Actions ▼BackNextSave ▼SubmitCancel

Last Saved 13-Sep-2022 10:13 PM
Time Zone Arabia Standard Time

TitleRFP for Event Management

Close Date14-Sep-2022 9:28 PM

Time Remaining23:14:42

Two stage evaluation

General

SupplierSupplier Portal Test

Supplier SiteTest Location

Negotiation CurrencySAR

Response CurrencySAR

Price Precision2 Decimals Maximum

Response Valid Until 

Reference Number

Note to Buyer

AttachmentsNone 

4. Clarifications/Messages during RFP Process

During the Process of RFP response submission, in case of any clarifications or messages to be communicated with SMC.

kindly click on Messages tab on the top right corner to submit your clarification. Respective authority will respond back using the same and email notification, notification in supplier portal will be received once you Buyer submits answer to your clarification, all these communications can be held through the messages tab with in the Supplier Portal itself.

Create Response (Proposal 20007): Overview ?

1 - 2 - 3 - 4
Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 13-Sep-2022 10:13 PM
Time Zone Arabia Standard Time

Title RFP for Event Management ✓ Two stage evaluation

Close Date 14-Sep-2022 9:28 PM Time Remaining 23:14:42

General

Supplier Supplier Portal Test

Supplier Site Test Location

Negotiation Currency SAR

Response Currency SAR

Price Precision 2 Decimals Maximum

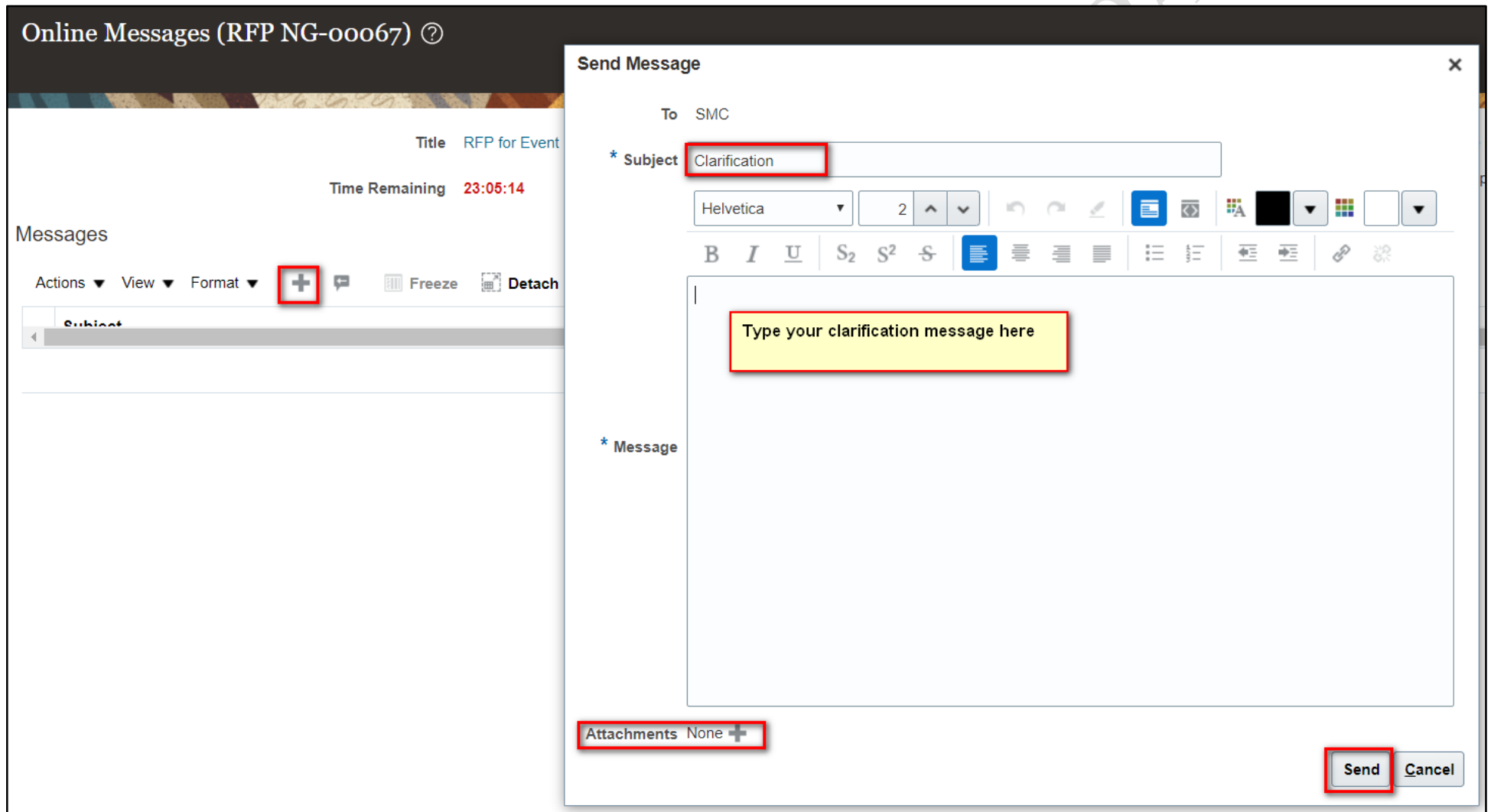
Response Valid Until dd-mm-yyyy h:mm a

Reference Number

Note to Buyer

Attachments None +

1. Click on “+” symbol as shown in below image
2. Provide the subject for your clarification
3. Provide the message for which you are seeking clarification
4. Attach any documents under Attachments
5. Send the message.
6. Response to these clarifications can be viewed at this location



5. Submitting Responses

Overview

Kindly submit your responses by filling all the appropriate data under Overview Page.

1. Response Valid until date
2. Reference Number
3. Note to Buyer if any
4. Attachments if any, (Buyer attached Scope of Work in the attachments and same can be viewed here and in return you can attach the documents)

1 - 2 - 3 - 4

Overview - Requirements - Lines - Review

Create Response (Proposal 20007): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 13-Sep-2022 10:13 PM
Time Zone Arabia Standard Time

Title RFP for Event Management

Close Date 14-Sep-2022 9:28 PM

Time Remaining 22:59:59

Two stage evaluation

General

Supplier Supplier Portal Test

Supplier Site Test Location

Negotiation Currency SAR

Response Currency SAR

Price Precision 2 Decimals Maximum

Response Valid Until 16-Sep-2022 9:29 PM

Reference Number TS1234

Note to Buyer

Attachments None +

Requirements

Navigate to step-2 Requirements, and kindly submit responses to Buyer questions and attachments can be attached against each section as below:

1

2

3

4

OverviewRequirementsLinesReview

Create Response (Proposal 20007): Requirements ?

Messages

Respond by Spreadsheet

Actions

Back

Next

Time Remaining 22:56:36

Close Date 14-Sep-2022 9:28 PM

Section 1. Technical Section

*

1. Provide the Technical Experience in handling similar Projects

Yes, Our organization has previous experience in similar works

Response Attachments None +

Lines

Navigate to Lines to view the list of BOQ Lines, and provide the price response to the respective lines. Target Price represents the Buyer's expected budget, you can submit your price under Response Price, this price can be either greater than Target Price or less than Target Price.

1

2

3

4

OverviewRequirementsLinesReview

Create Response (Proposal 20007): Lines ?

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Currency = Saudi Riyal

Last Saved 13-Sep-2022 10:34 PM
Time Zone Arabia Standard Time

Time Remaining 22:52:22

Close Date 14-Sep-2022 9:28 PM

Actions

View

Format

Freeze

Detach

Wrap

Line	Description	Category Name	Target Price	Response Price	Total Score	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Event Management Services	SERVICES_AL...	800,000.00			3	Days		dd-mmm-yyy

Rows Selected 1

Columns Hidden 9

Review

Once all the details are filled, Kindly review all the details and Submit your response to RFP.

1 - 2 - 3 - 4

OverviewRequirementsLinesReview

Review Response: Proposal 20007 ?

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Currency = Saudi RiyalLast Saved 13-Sep-2022 10:38 PMTime Zone Arabia Standard Time

Title RFP for Event Management

Close Date 14-Sep-2022 9:28 PM

Time Remaining 22:49:12

Two stage evaluation

OverviewRequirementsLines

General

SupplierSupplier Portal Test

Supplier SiteTest Location

Negotiation CurrencySAR

Response CurrencySAR

Price Precision2 Decimals Maximum

Response Valid Until16-Sep-2022 9:29 PM

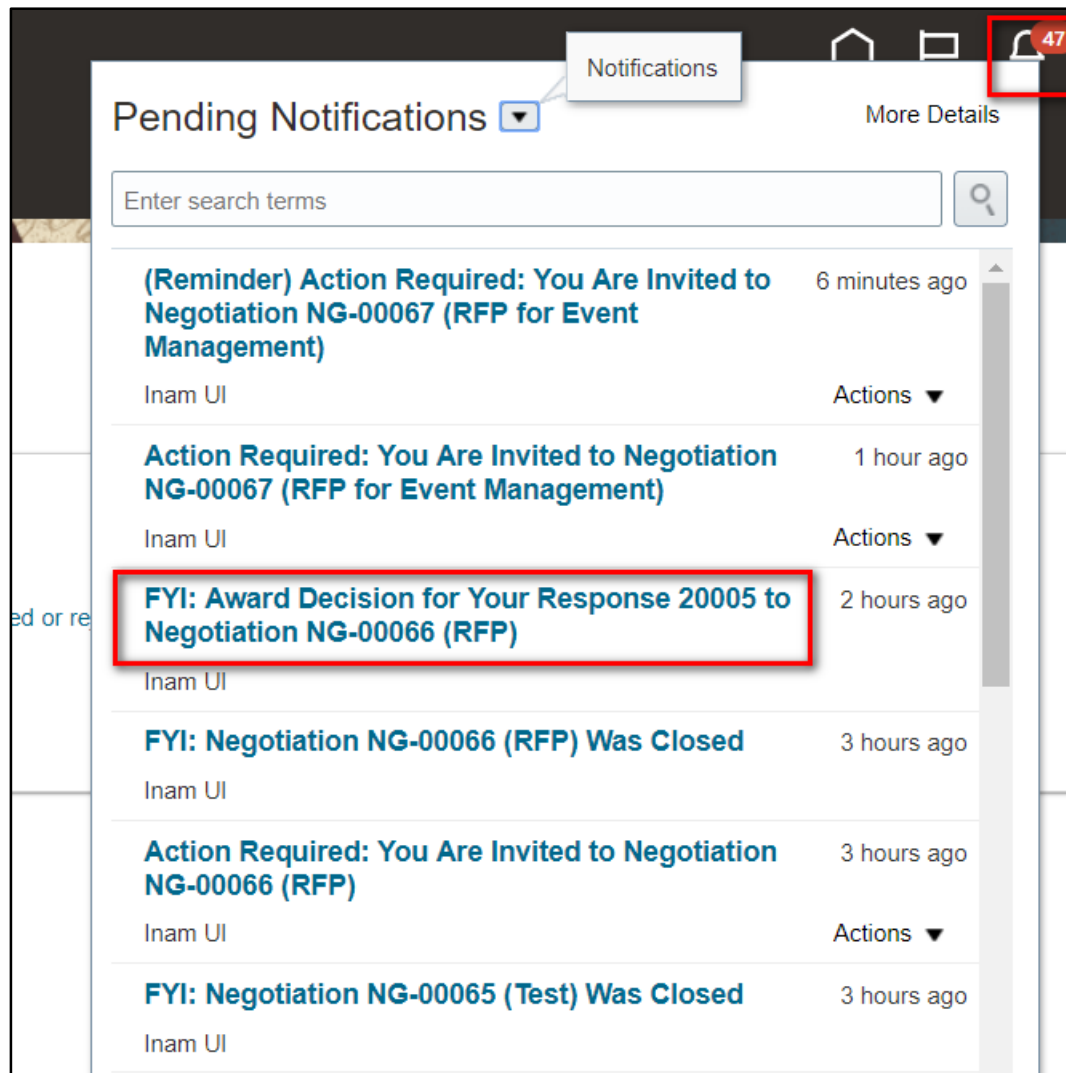
Reference NumberTS1234

Note to Buyer

AttachmentsNone

6. Notification for Negotiation Award

If you are awarded with Negotiation, you will receive notification as below.



The screenshot displays the 'Pending Notifications' section of a supplier portal. At the top, there is a 'Notifications' tab and a search bar labeled 'Enter search terms'. A red box highlights a notification bell icon with the number '47' in the top right corner. Below the search bar, a list of notifications is shown, each with a title, a timestamp, and an 'Actions' dropdown menu. The notification 'FYI: Award Decision for Your Response 20005 to Negotiation NG-00066 (RFP)' is highlighted with a red box.

Notification Title	Timestamp	Sender	Actions
(Reminder) Action Required: You Are Invited to Negotiation NG-00067 (RFP for Event Management)	6 minutes ago	Inam UI	Actions ▼
Action Required: You Are Invited to Negotiation NG-00067 (RFP for Event Management)	1 hour ago	Inam UI	Actions ▼
FYI: Award Decision for Your Response 20005 to Negotiation NG-00066 (RFP)	2 hours ago	Inam UI	
FYI: Negotiation NG-00066 (RFP) Was Closed	3 hours ago	Inam UI	
Action Required: You Are Invited to Negotiation NG-00066 (RFP)	3 hours ago	Inam UI	Actions ▼
FYI: Negotiation NG-00065 (Test) Was Closed	3 hours ago	Inam UI	

7. Manage received Purchase Orders

You can view all the existing Purchase orders received by navigating to Manage Orders on the Left side task button and you can view existing orders with status.

Supplier Portal

Search

Orders

Order Number

Tasks

Orders

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Agreements

Manage Agreements

Channel Programs

Manage Programs

Shipments

Manage Shipments

Create ASN

Create ASBN

Upload ASN or ASBN

View Receipts

Requiring Attention

1

2

1

Negotiations Closing Soon

Invoices Overdue

Recent Activity

Last 30 Days

Negotiation invitations

Negotiation responses awarded or rejected

Orders opened

Receipts

1

7

6

8

Manage Orders

Headers

Schedules

Search

Advanced

Manage Watchlist

Saved Search

All Orders

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PO-00035	13-Sep-2022		L S SCM	UI, Inam	200,000.00	SAR	Closed for R...		13-Sep-2022
SAMF/PO-00015	13-Sep-2022		L S SCM	UI, Inam	43,500.00	SAR	Open		13-Sep-2022
PO-00029	06-Sep-2022		L S SCM	UI, Inam	10,000.00	SAR	Closed for R...		06-Sep-2022
PO-00024	01-Sep-2022		L S SCM	UI, Inam	985,000.00	SAR	Closed for R...		01-Sep-2022
SAMF/PO-00014	30-Aug-2022		L S SCM	Farhan, Yousef	25,800.00	SAR	Closed for R...		30-Aug-2022
PO-00023	28-Aug-2022	Concert Production	L S SCM	UI, Inam	148,000.00	SAR	Closed for R...		25-Aug-2022

8. Create ASN (Advance Shipment Notification)

If in Case of Goods, you can create ASN by clicking on Create ASN on the left side tasks

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Select the Purchase Order for which you want to create ASN and click Create ASN, buyer will get notification to receive the Shipment.

Create ASN  Done

Search

**** Purchase Order**

Supplier Item

**** Supplier**

Due Date

Advanced Saved Search Purchase Order ▼

** At least one is required

Search Reset Save...

Search Results

View ▼

Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted.								

Buyer will receive the shipment, and where in case of Services it is not required to create ASN, buyer will directly perform receipt upon delivering the Services. Once receipt is done, you can create Invoice using the Supplier Portal.

9. Creation of Invoice

Invoice can be created for the POs for which receipt is done, if services/goods are not received by buyer in such case invoice cannot be created. Before proceeding with Invoice, take confirmation from the buyer that PO receipt is done (buyer will share the receipt number), or else you can view the receipt details under View receipts on left side task details, in case receipt is not done, same will be reflected.

Navigate to Create Invoice on left side task details and select the PO for which you want to create invoice, select and add the Purchase Order lines, and provide all the required details like tax, amount will be automatically picked from PO.

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Create Invoice

Invoice Actions ▾

Save

Save and Close

Submit

Cancel

Identifying PO PO-00024 ▾

Supplier

Taxpayer ID

Supplier Site L S SCM ▾

Address Shati, Jeddah

Supplier Tax Registration Number ▾

Remit-to Bank Account ▾

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

Tax Control Amount

* Number 121321

* Date 13-Sep-2022 

Type Invoice

Invoice Currency SAR - Saudi Riyal

Payment Currency SAR - Saudi Riyal

Customer

Customer Taxpayer ID 12 ▾

Name Saudi MotorSport Company

Address

click here to add freight charges

click here to add the lines from PO

Lines

View ▾ + ×  Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	U
		* Number	* Line	* Schedule	Number	Line							
1	Item ▾	PO-00024	1	1				Event Related Services	Logistics Centre ▾	▾			
Total													

Once will be submitted and SMC Finance team will receive the Invoice automatically to proceed further.