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

Supplier Portal User Manual

Contents

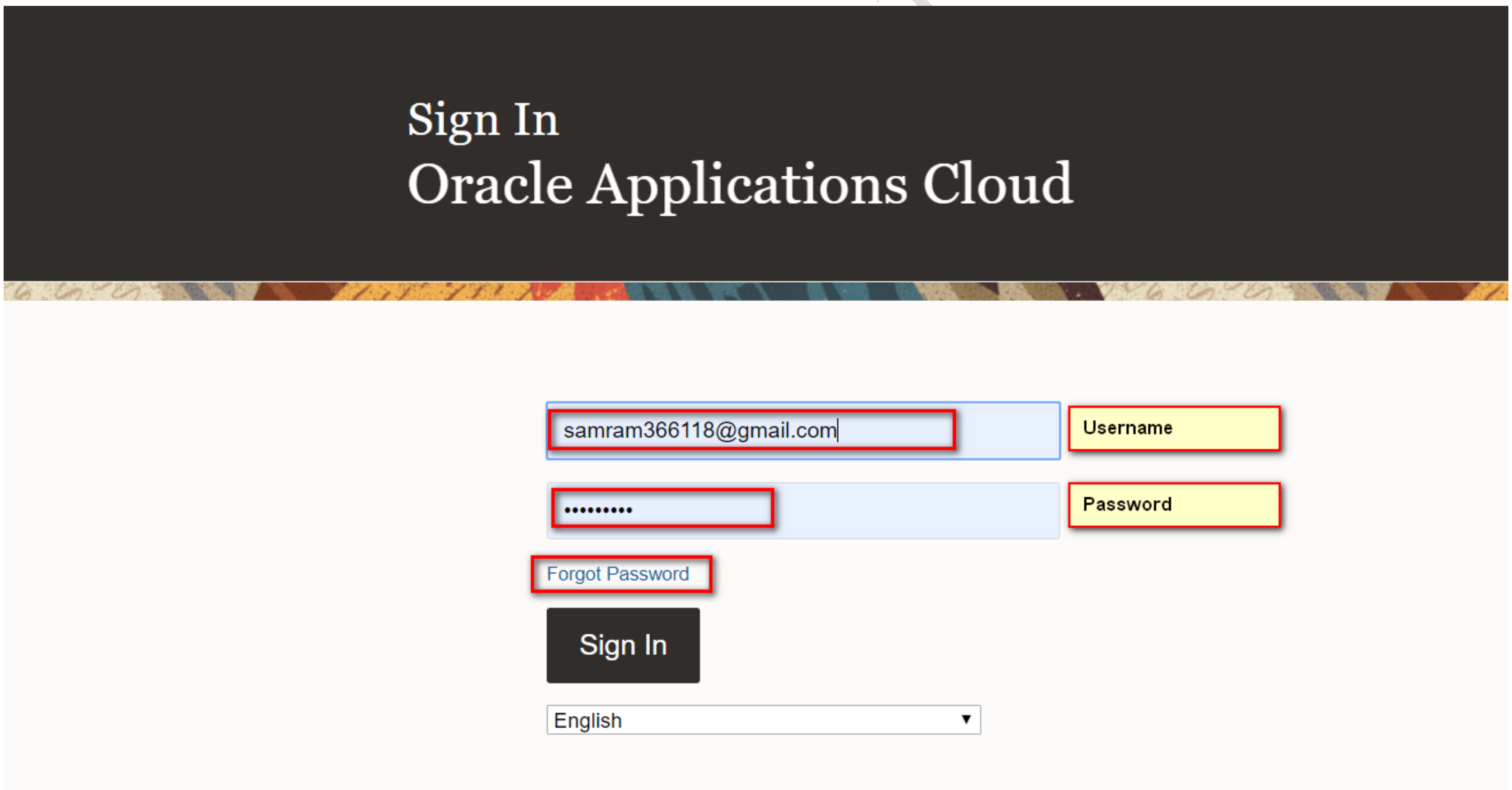
1. Supplier Portal Login

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.

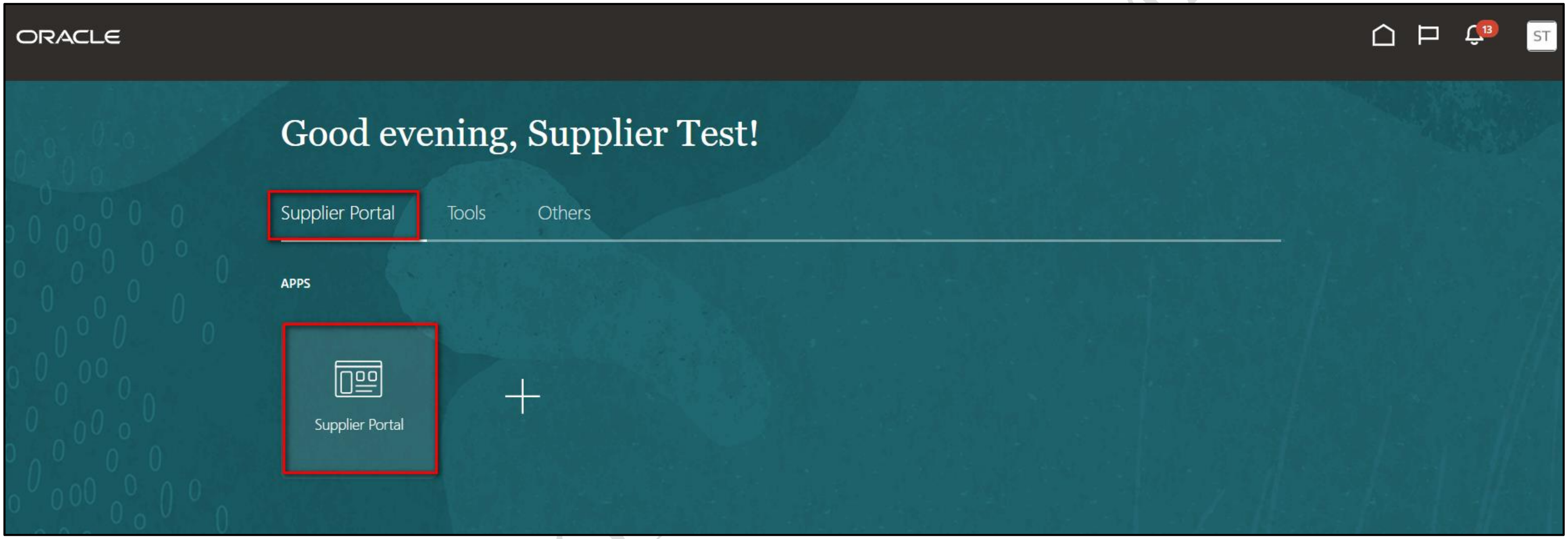
*Suppliers are requested to log-in to the Supplier Portal using their Credentials, in case of password reset, kindly click on Forgot Password and proceed to reset the New Password.

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

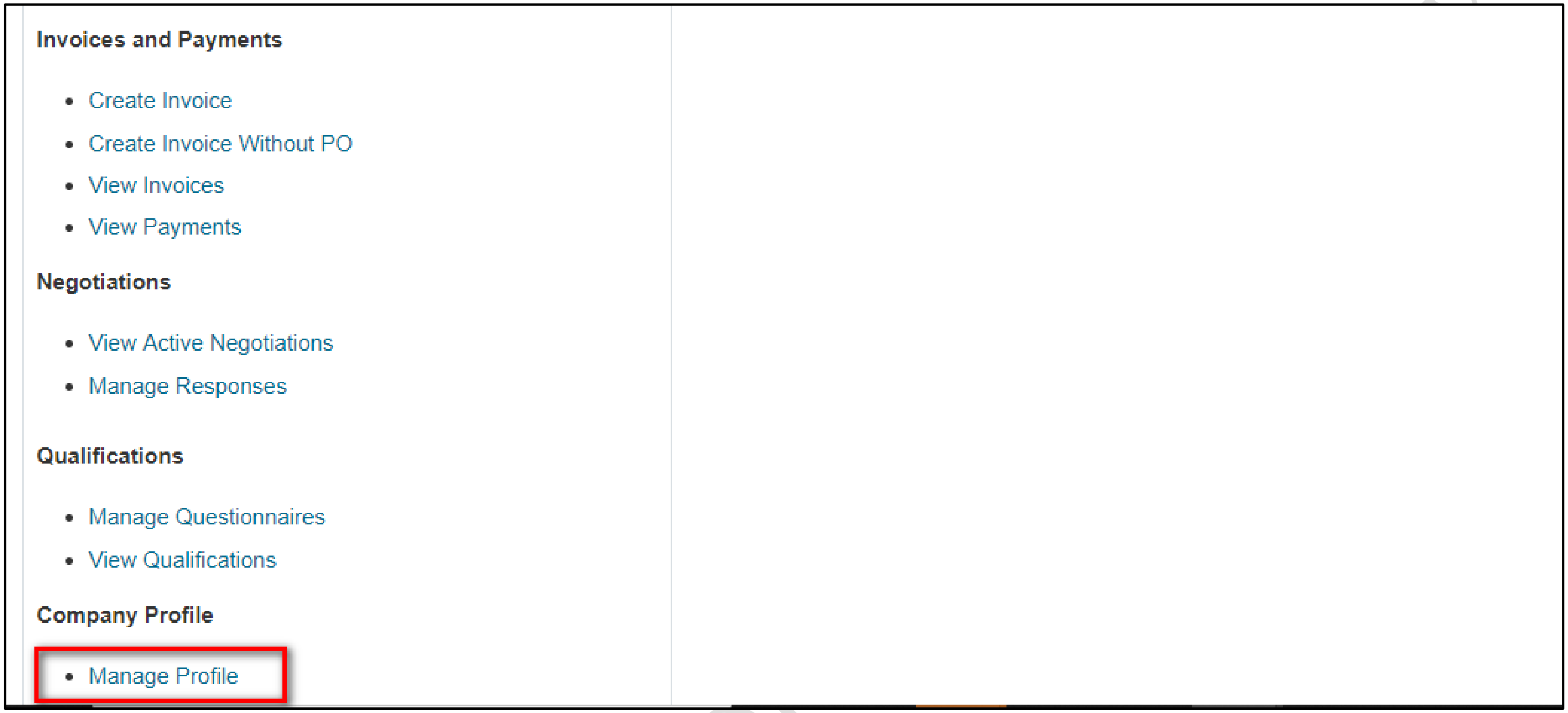
[Oracle Fusion Cloud Applications (oraclecloud.com)]



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.



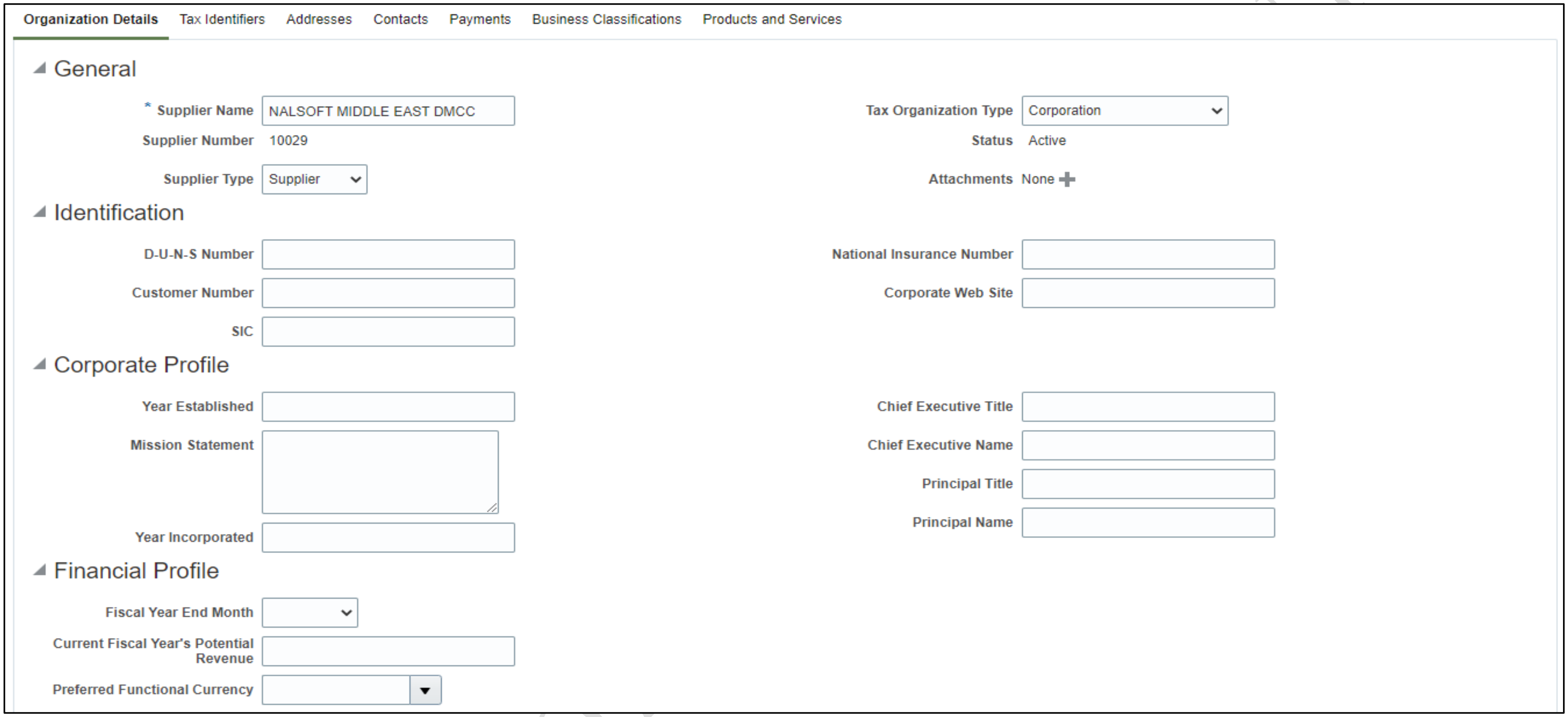
If you are already registered as a Supplier in such case, kindly navigate to Manage Profile and edit the required details.

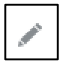


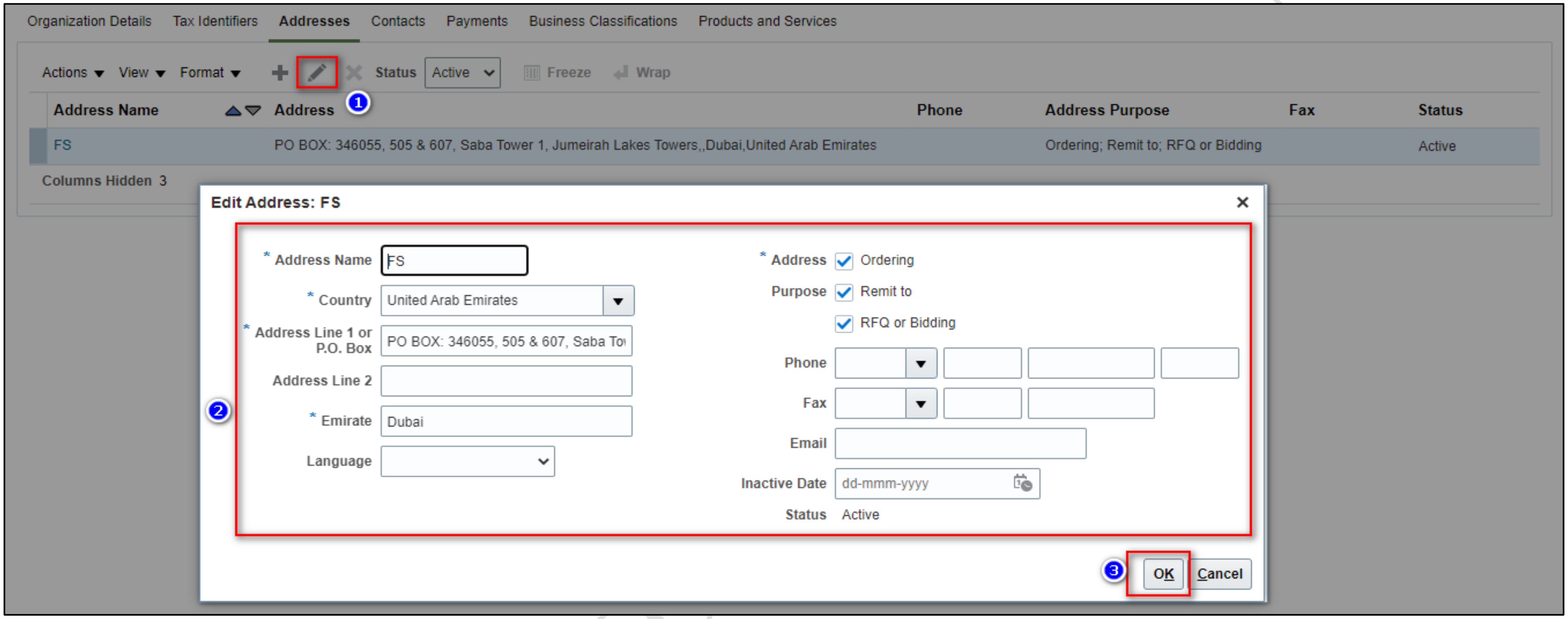
Once you click on Manager Profile, it will be navigating to below page, click on edit and kindly provide the necessary details for all the below sections:

- 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)

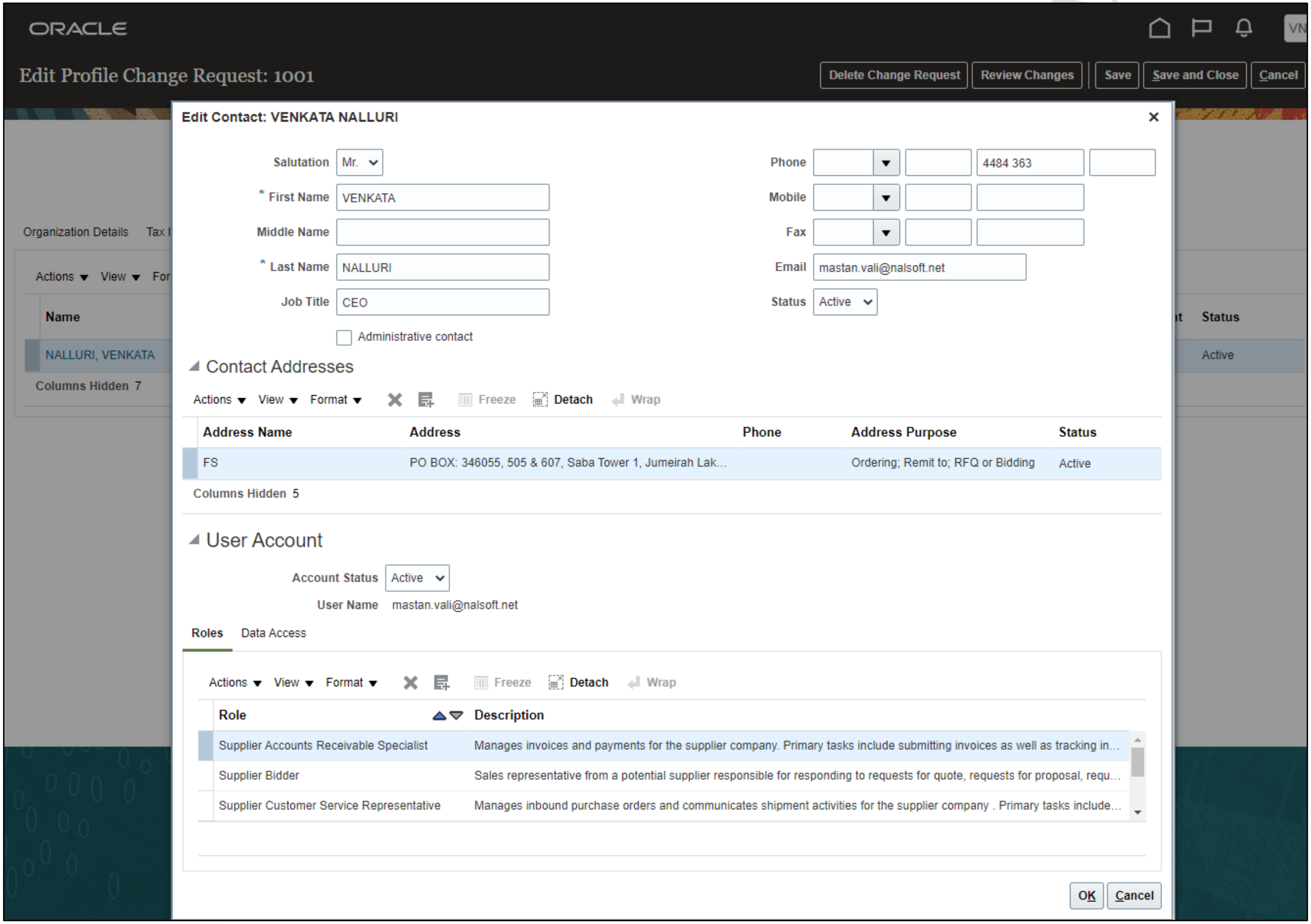
Organization Details provide all the necessary information.



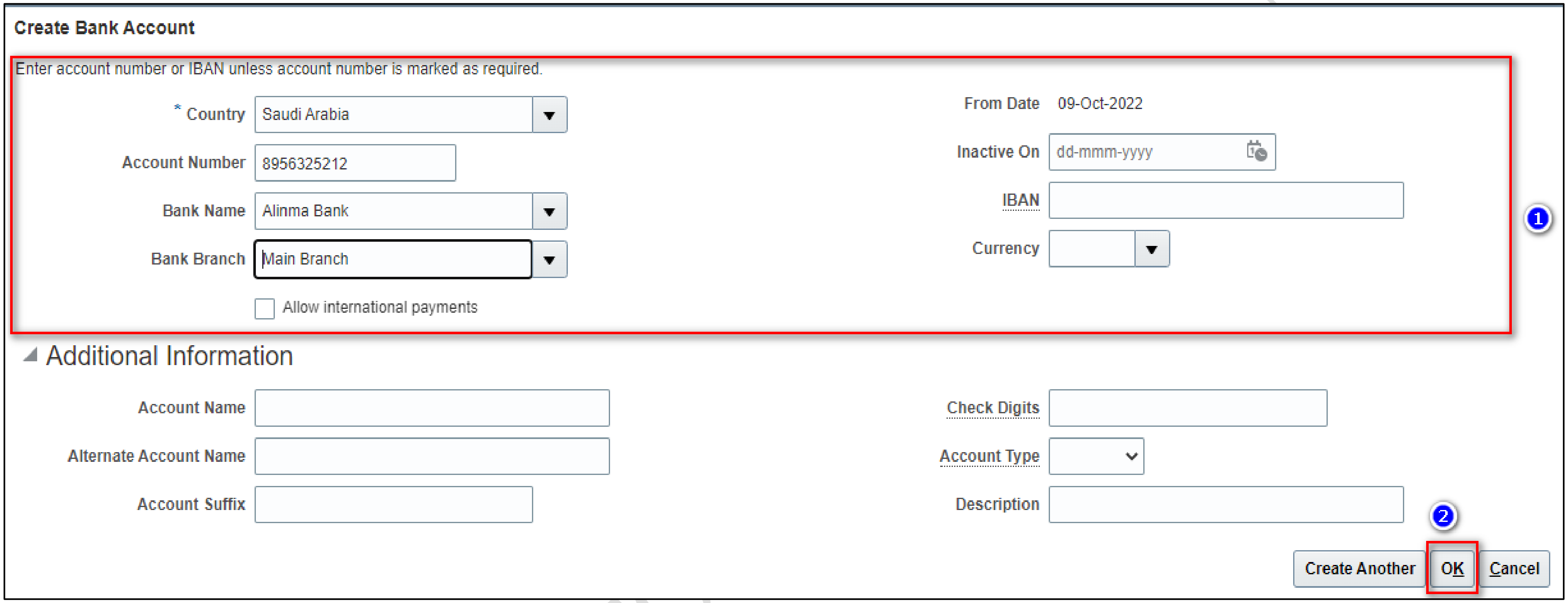
In the Address tab, click on  to edit the current address details provided for your company.



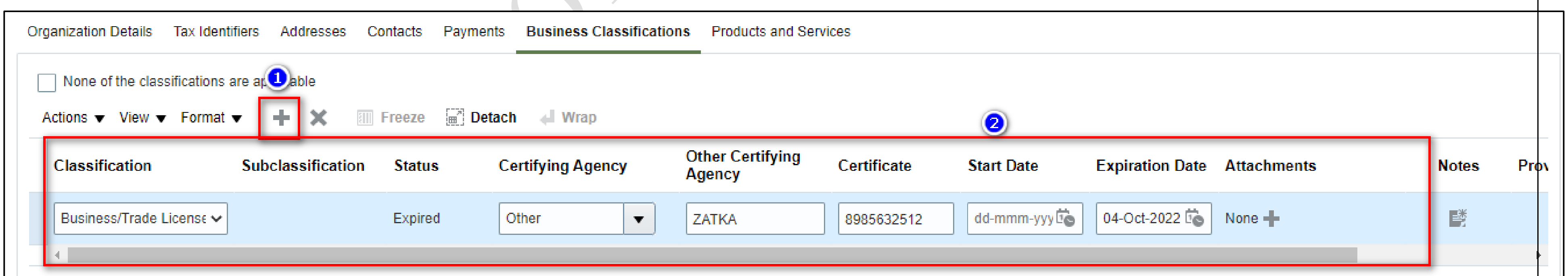
In the contact tab click on [+] to create new contact or click on [edit] to edit existing contact details of your company.



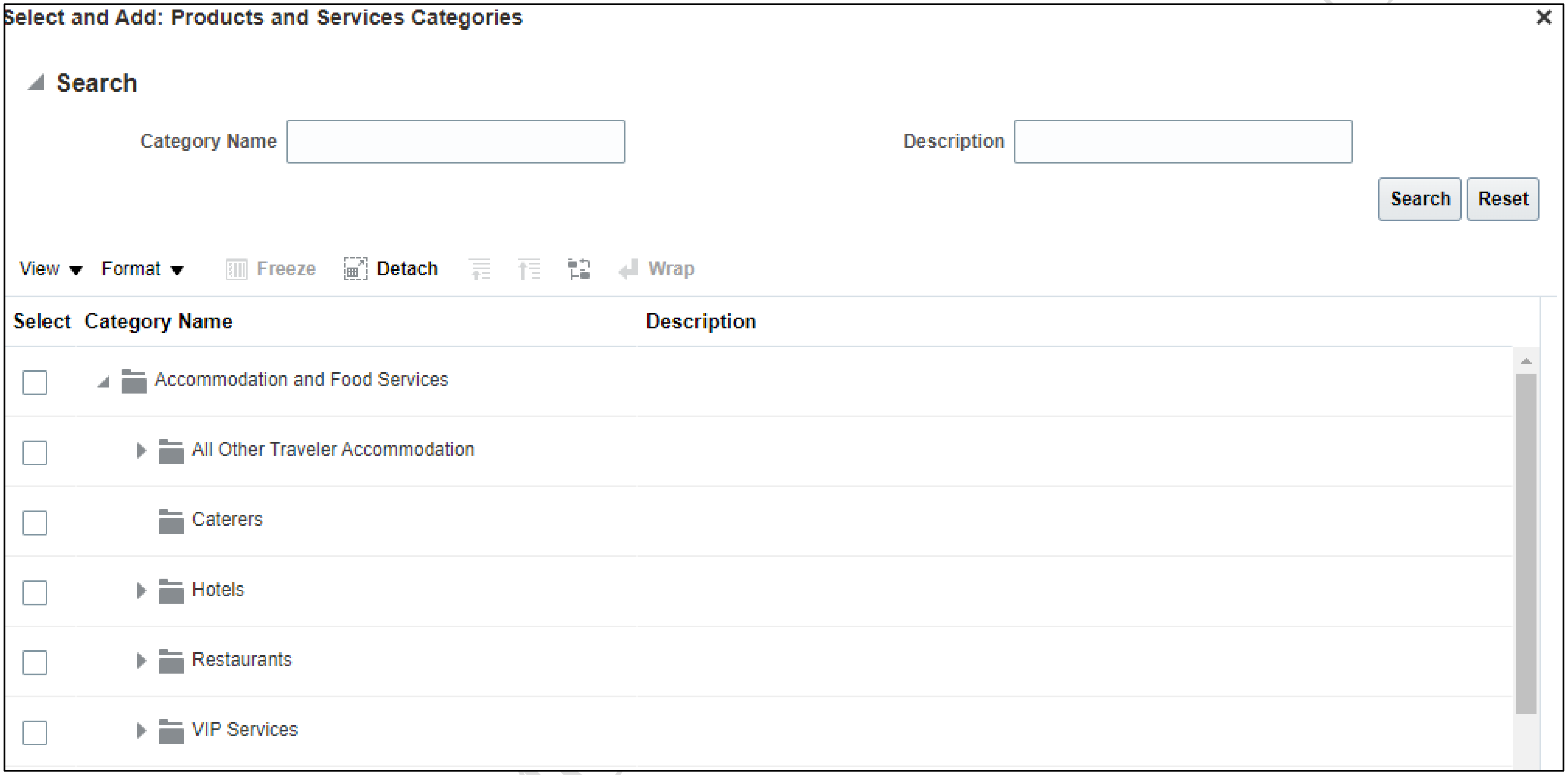
In the Payments Tab, select Bank Accounts and click on to create new Bank Accounts details or click on to edit existing bank account details of your company.



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



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

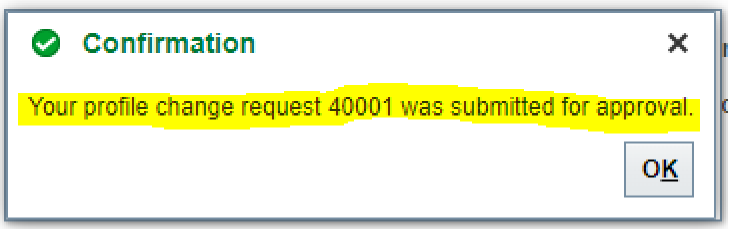


You can edit the required fields, and proceed with save and close.

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.

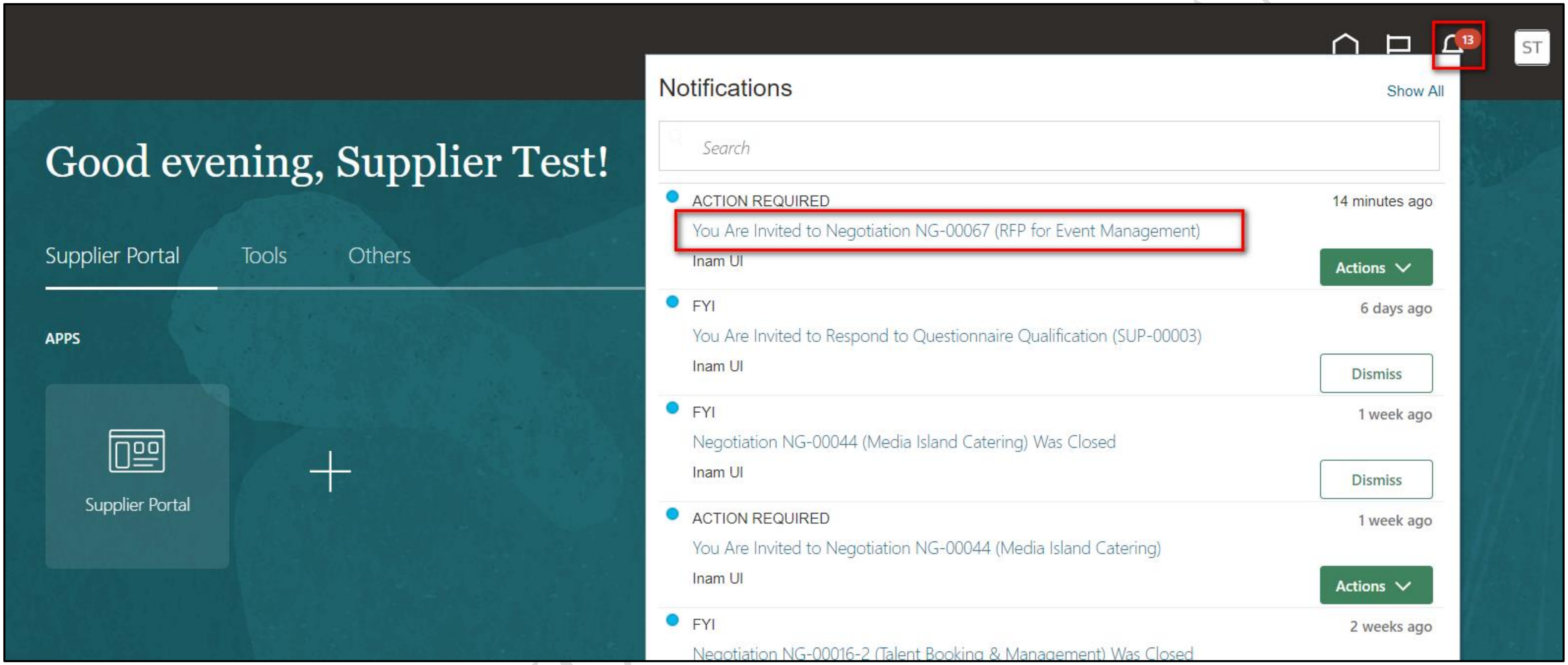
Click on “Submit” in the top right corner as in the below screen shot highlighted in yellow.

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



2. Notifications for RFP

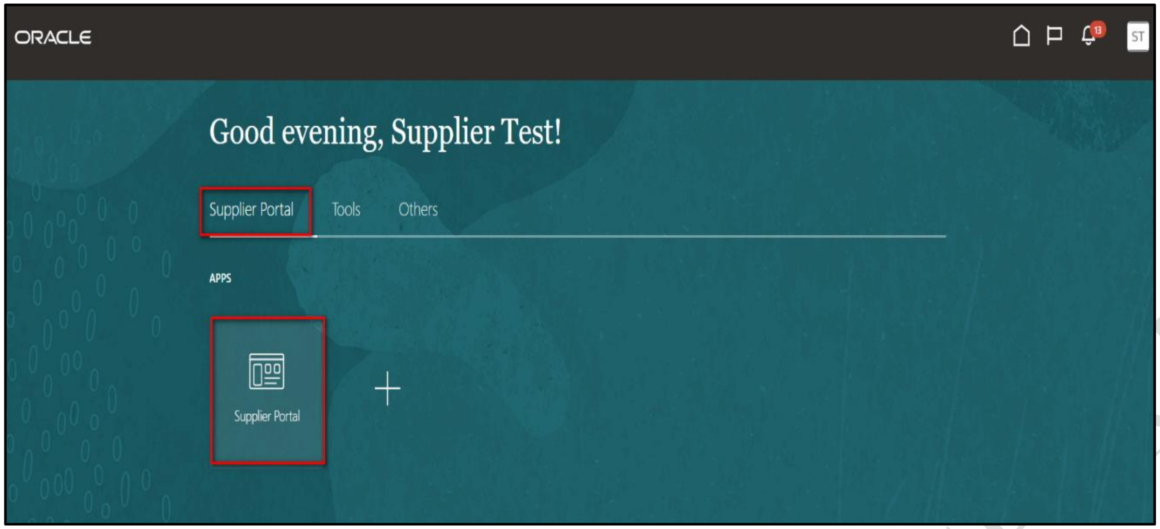
If Supplier is invited to any RFPs, you will be receiving notifications to your registered e-mail, as well as notifications can be viewed in the supplier portal by clicking on the bell icon as below:

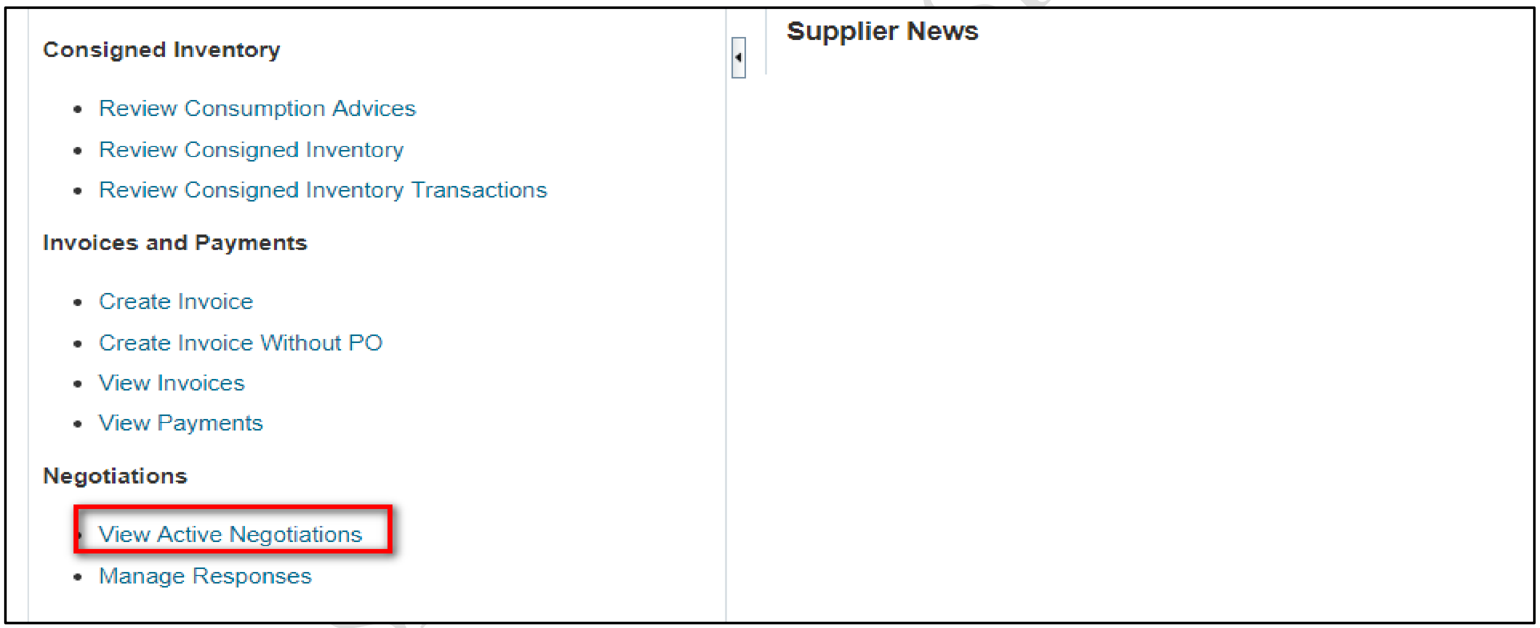


You can navigate to RFP by clicking on the notification.

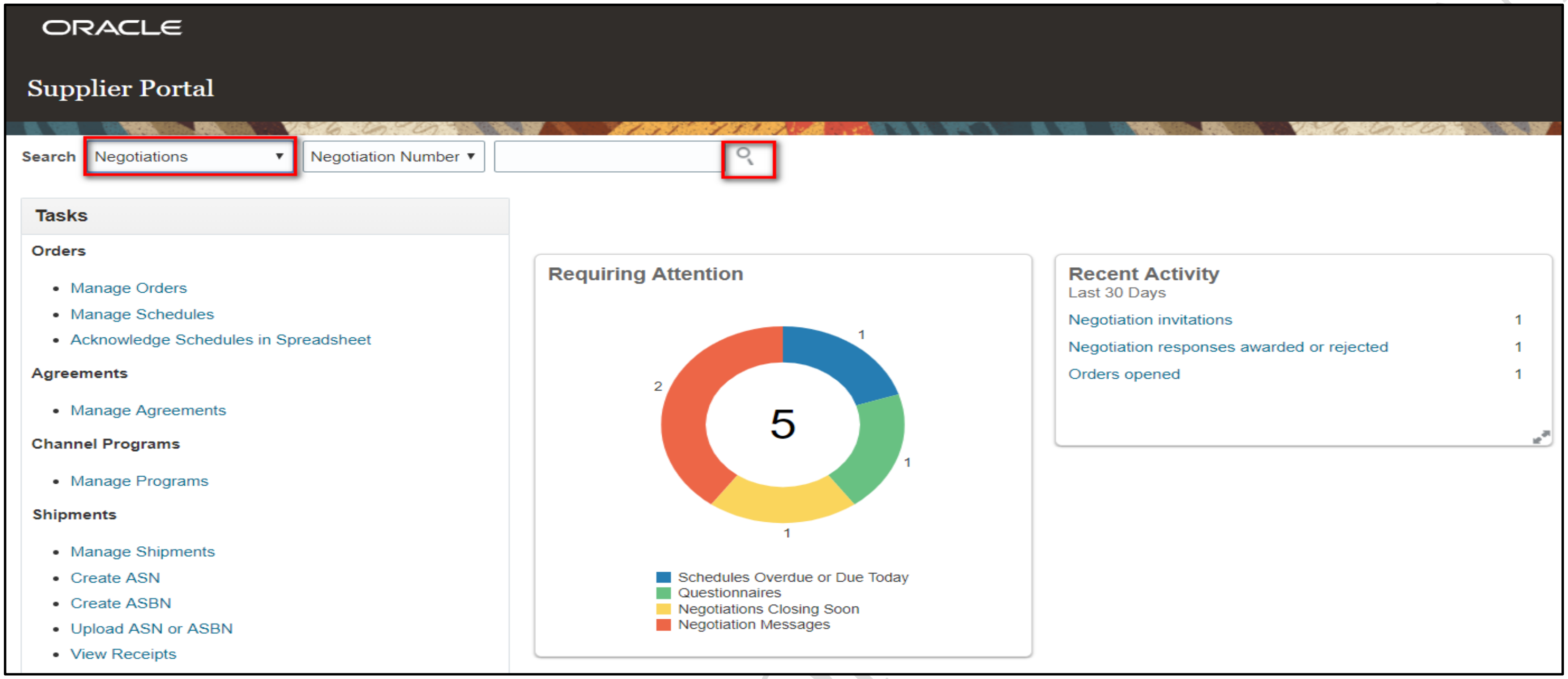
3. Acknowledge and Create Response for RFP

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.



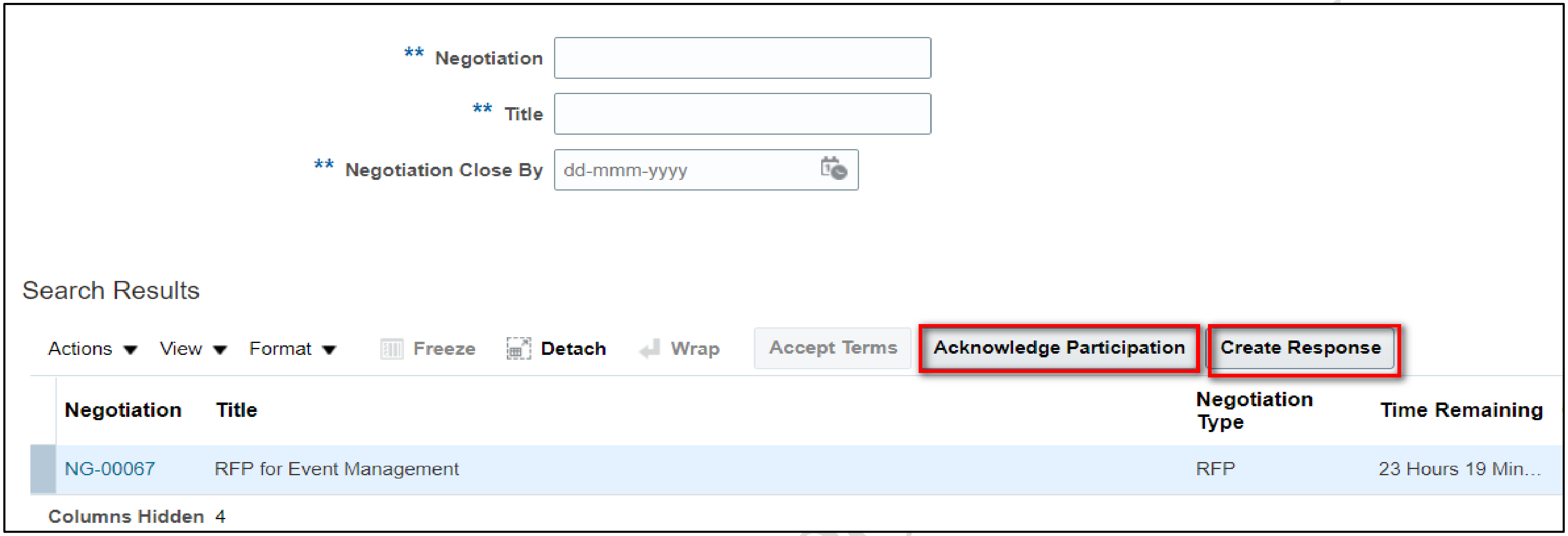


You can also search the existing negotiations using the search filter available at the top of the page as below:

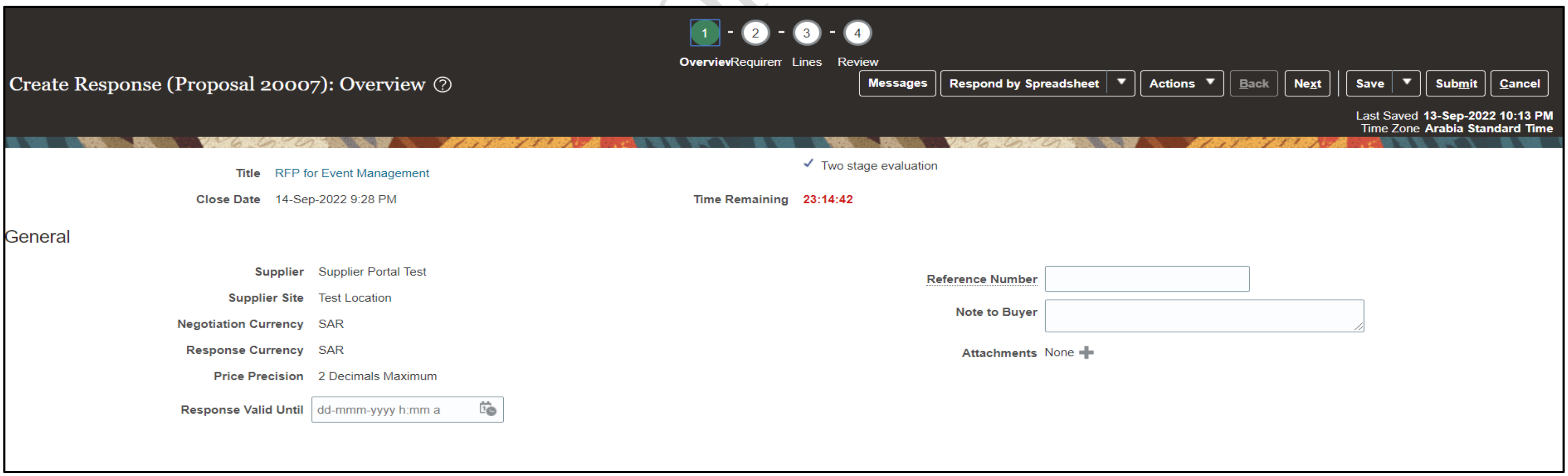


Once negotiation is opened, below screen will appear and you can view all the active RFPs.

- 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.



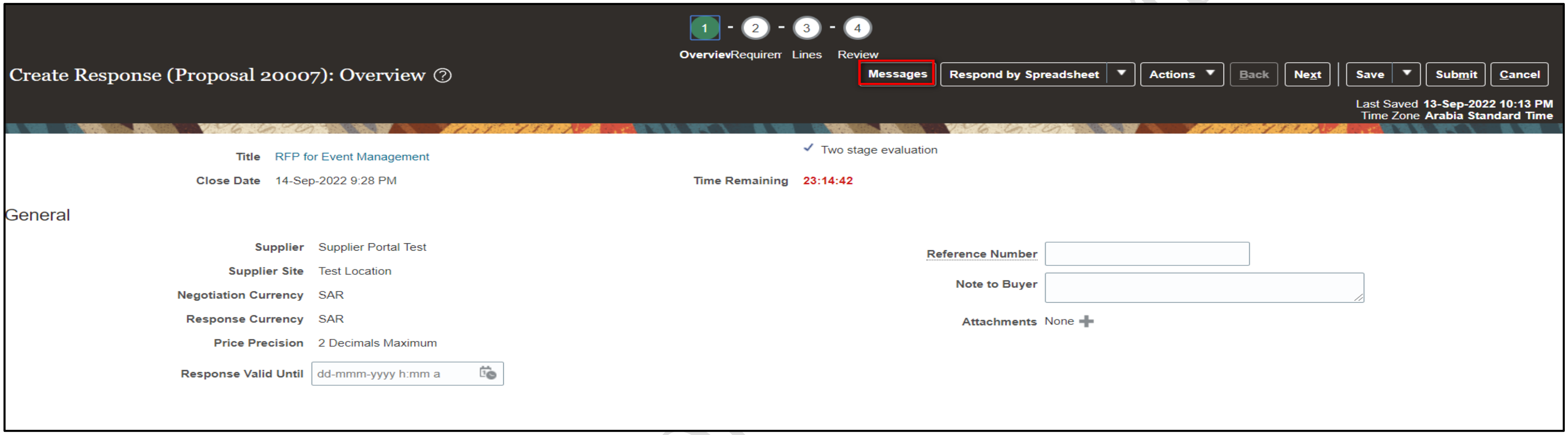
Once You click on Create Response, below Screen opens:



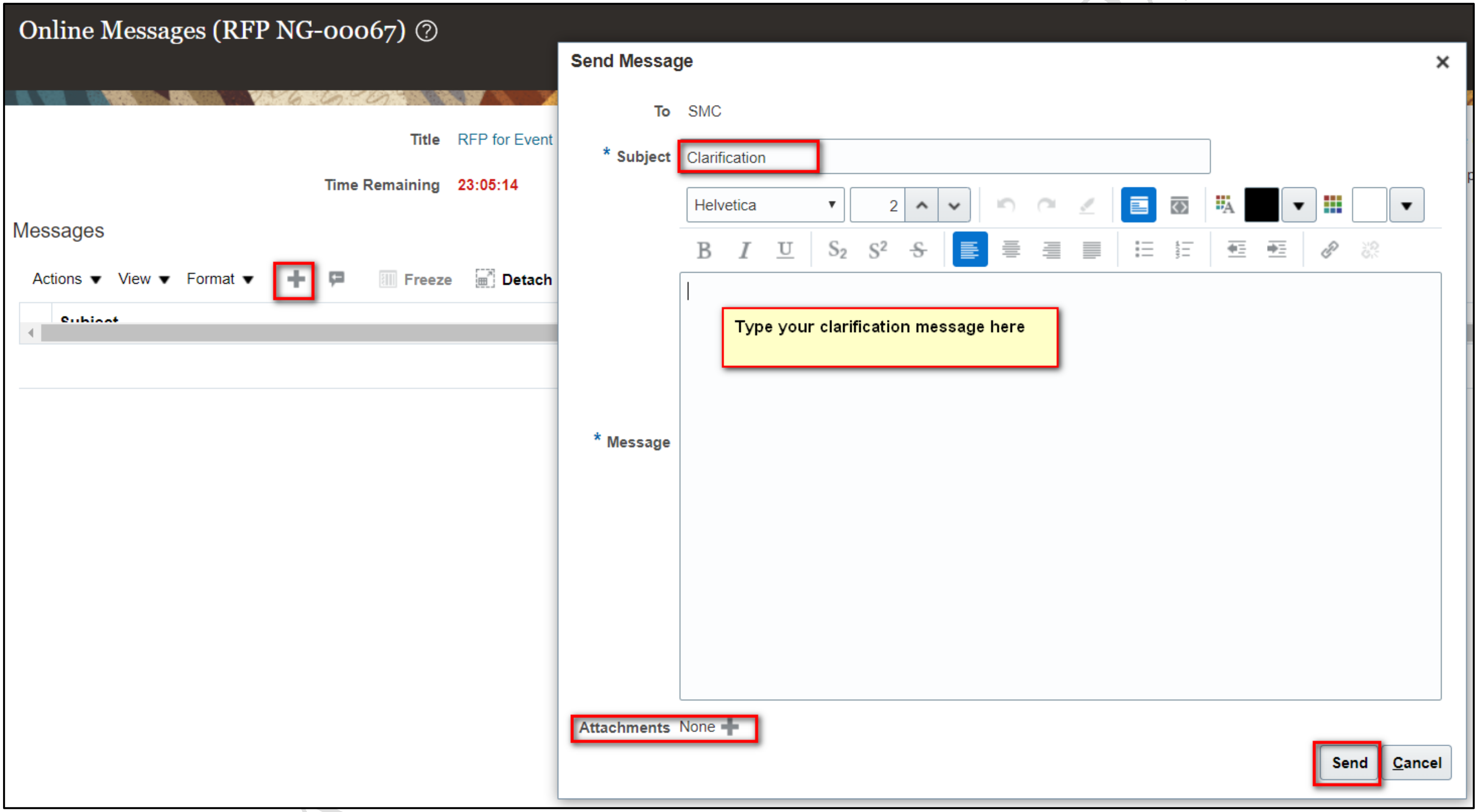
4. Clarifications/Messages during RFP Process

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.



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

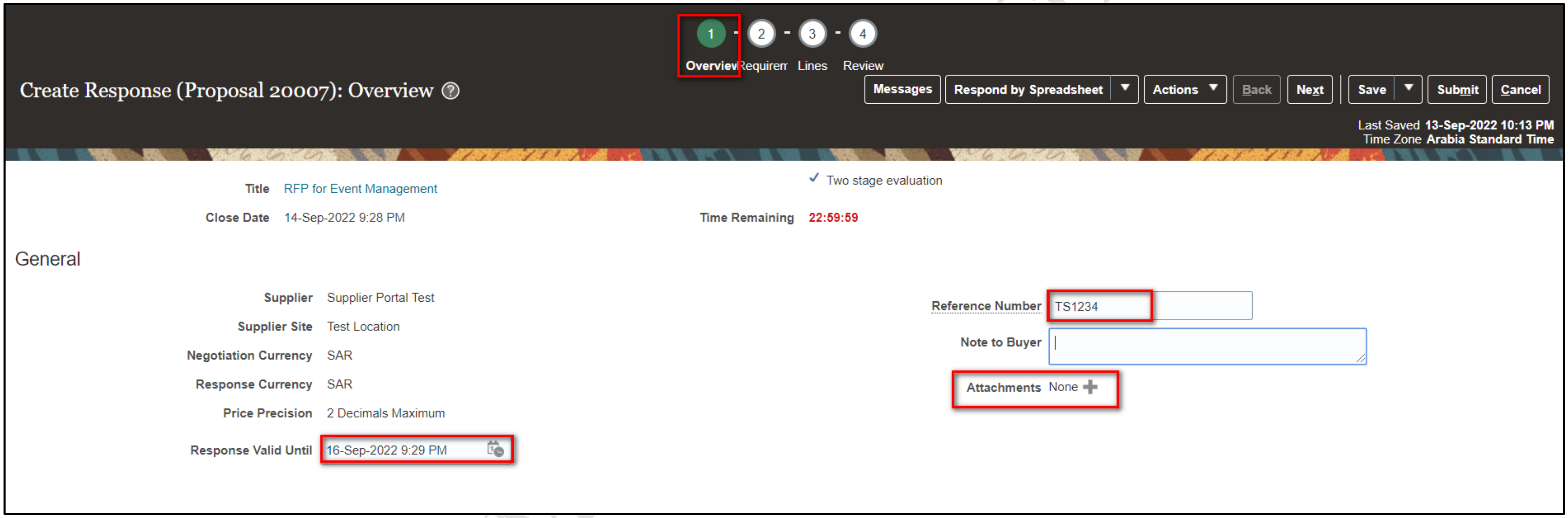


5. Submitting Responses

Overview

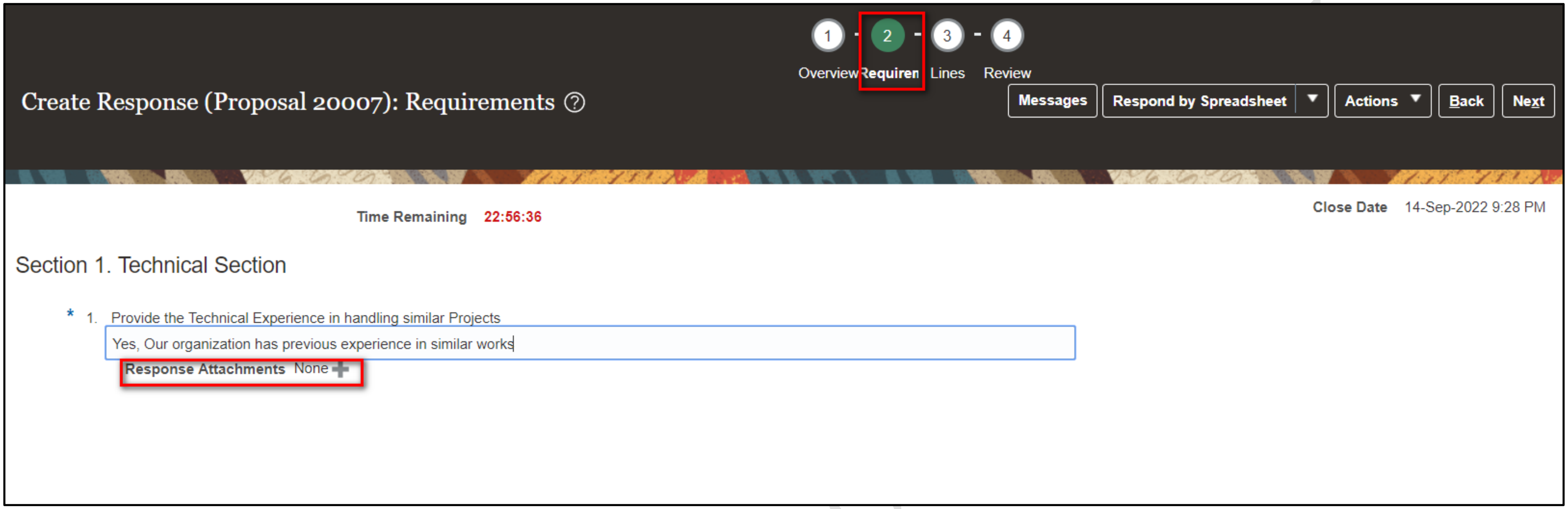
Kindly submit your responses by filling all the appropriate data under Overview Page.

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)



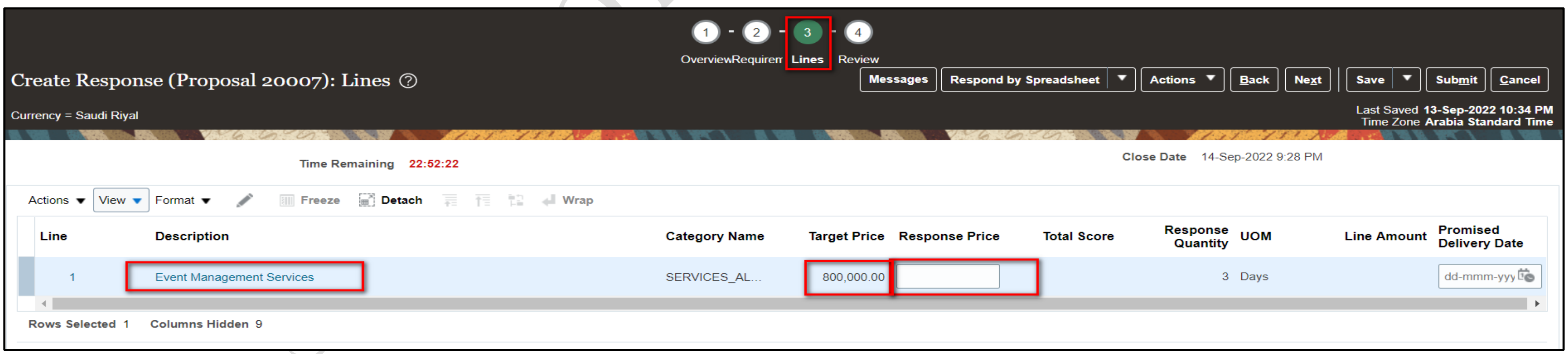
Requirements

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



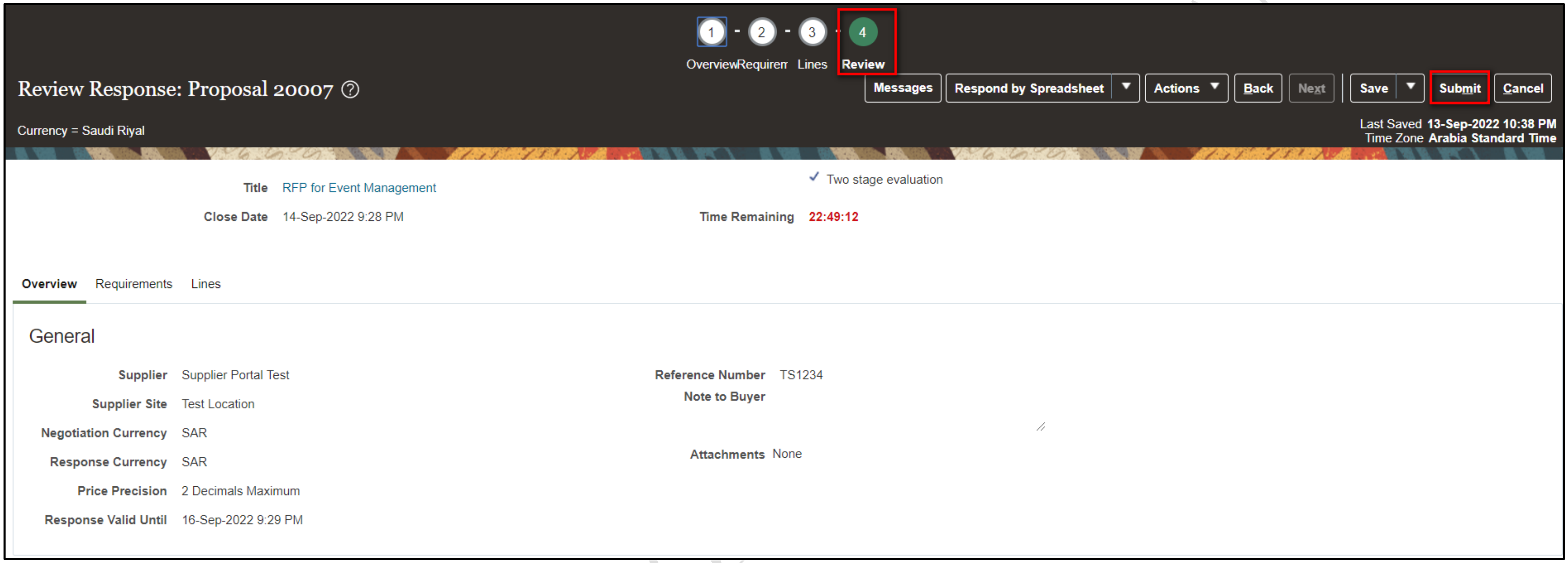
Lines

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.



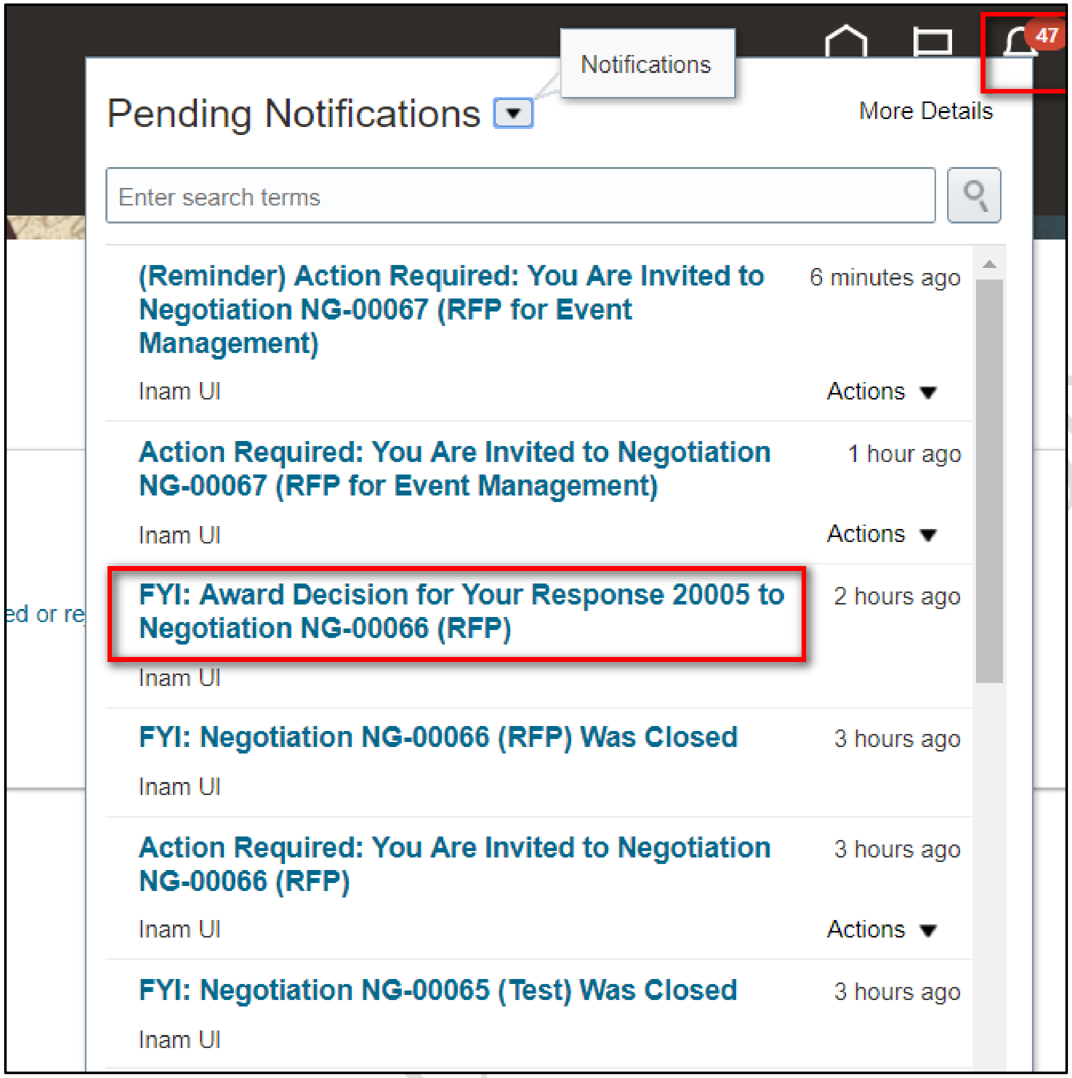
Review

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



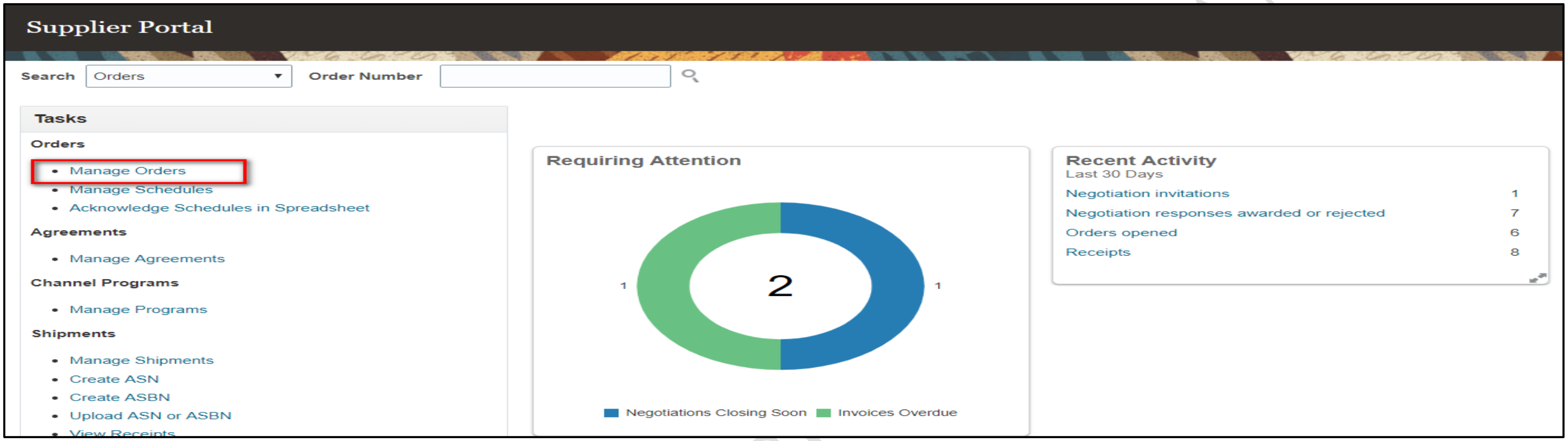
6. Notification for Negotiation Award

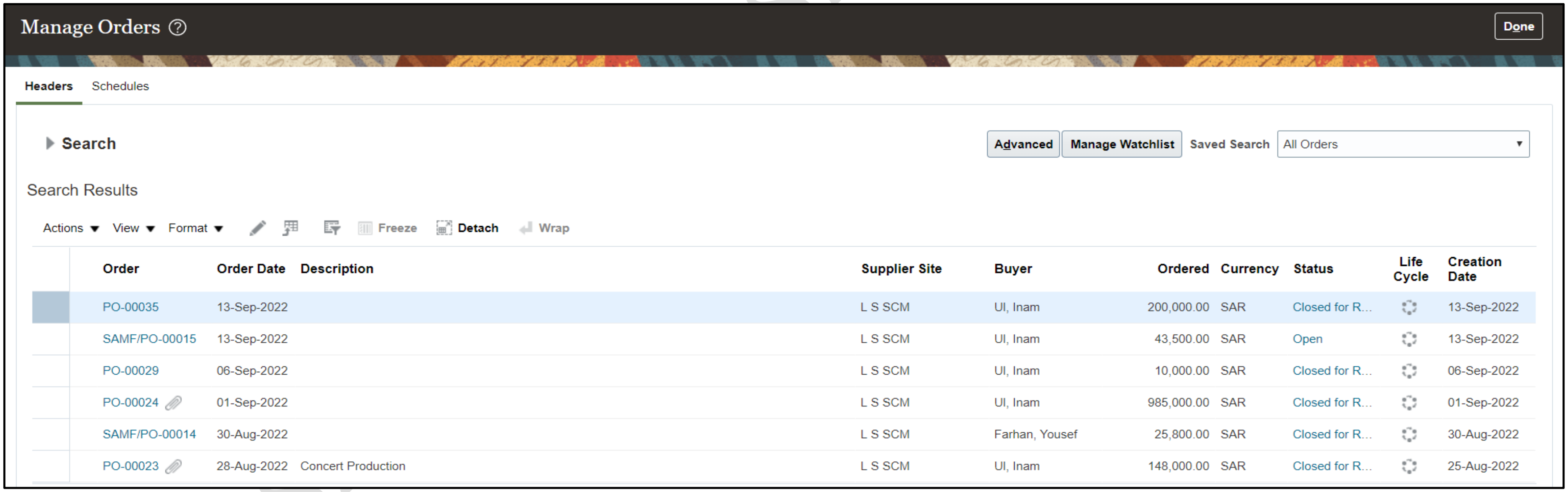
If you are awarded with Negotiation, you will receive notification as below.



7. Manage received Purchase Orders

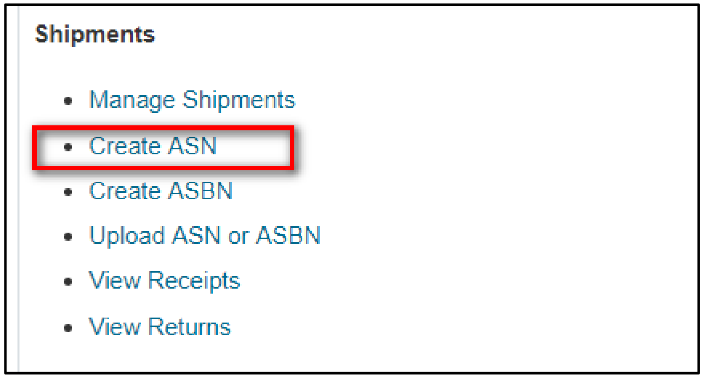
You can view all the existing Purchase orders received by navigating to Manage Orders on the Left side task button and you can view existing orders with status.



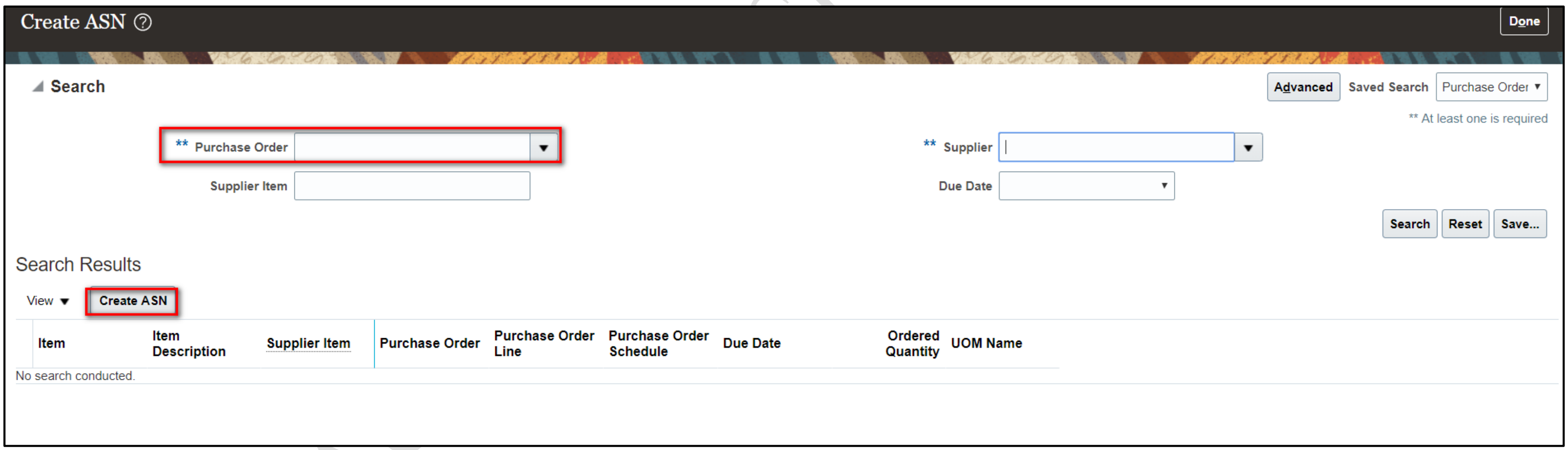


8. Create ASN (Advance Shipment Notification)

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



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

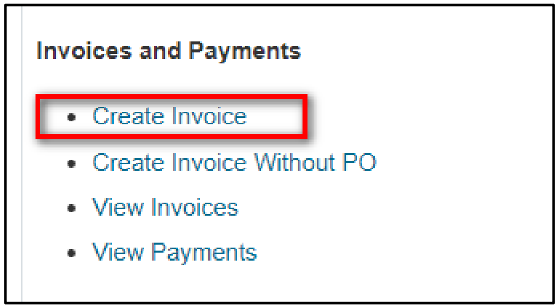


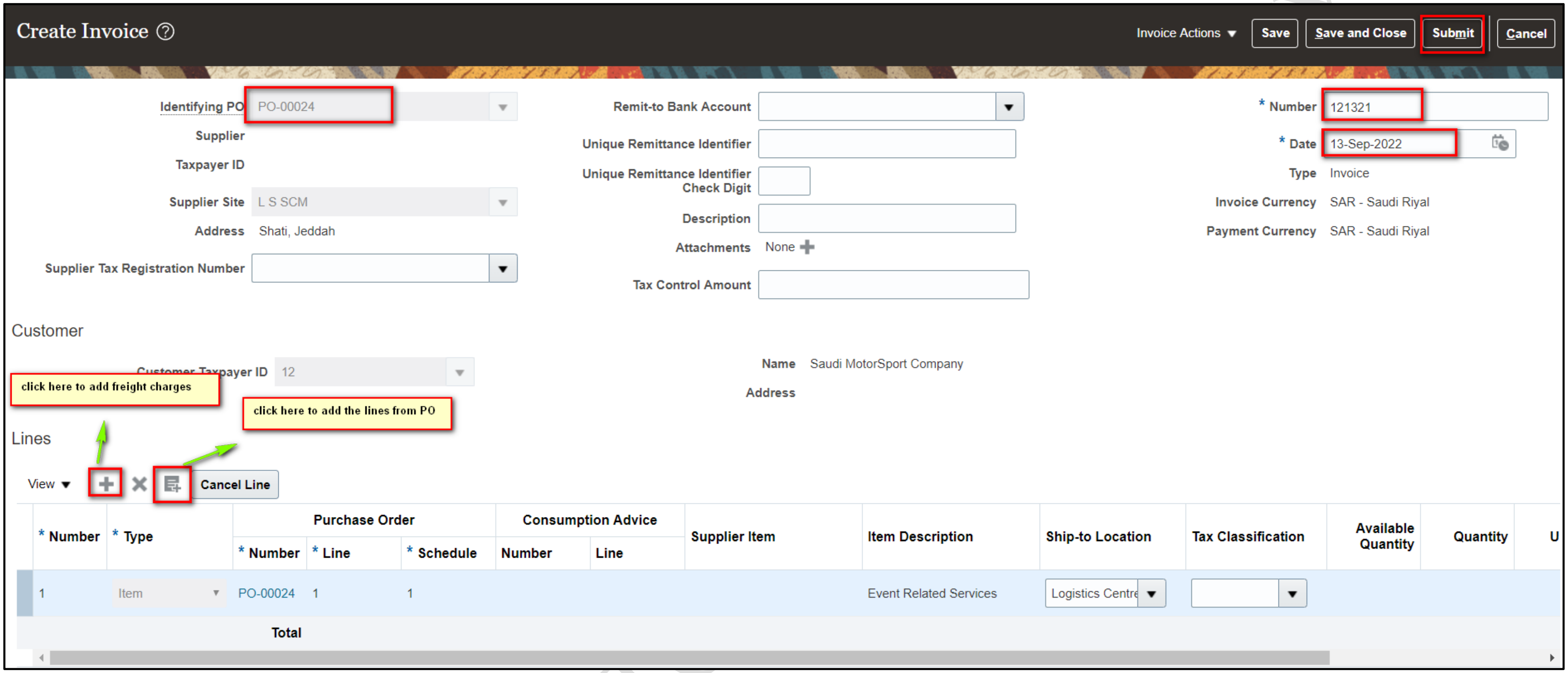
Buyer will receive the shipment, and where in case of Services it is not required to create ASN, buyer will directly perform receipt upon delivering the Services. Once receipt is done, you can create Invoice using the Supplier Portal.

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.





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