
Supplier Portal User Manual, Al Barakah Investment Holding, 2.0

Communication document intended to give assistance to
Supplier Portal Users
- Oracle Fusion Applications 11.13.21.04.0

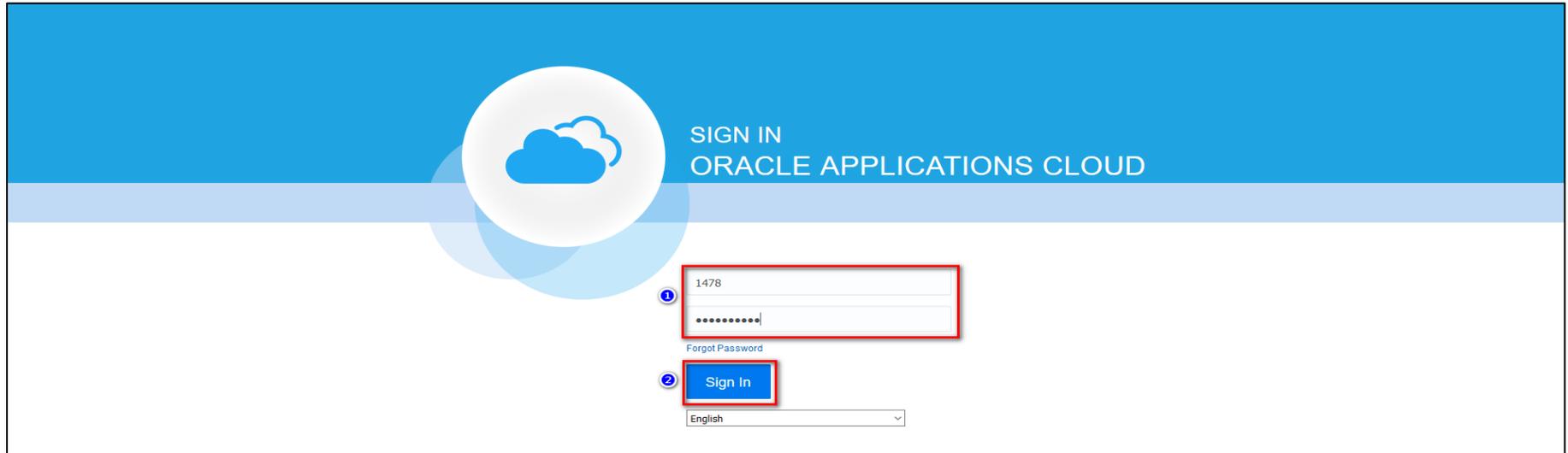
Al Barakah Investment Holding

Contents

- 1. Supplier Portal3
- 1.1 Negotiation (RFQ) Response6
- 1.2 Invoice Creation.....12

1. Supplier Portal

The Suppliers user account details are provided to the Email-Id registered in supplier contacts, and the supplier can log in into the supplier portal following the URL given in the Email and login in with provided username and password.



SIGN IN
ORACLE APPLICATIONS CLOUD

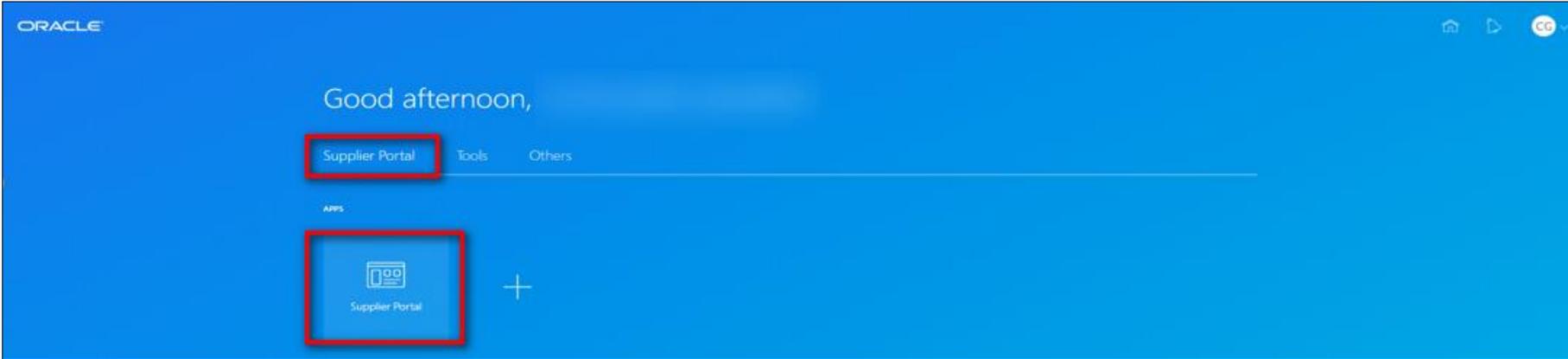
1478
.....

Forgot Password

Sign In

English

After signing in, the following page homepage will be displayed.



Click on **Supplier Portal** and following page will open which shows all the tasks that require your attention.

Supplier Portal

Search Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory**
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications

Requiring Attention

7

- 6 Schedules Overdue or Due Today
- 1 Negotiation Responses

Recent Activity
Last 30 Days

Orders opened	10
Receipts	3
Payments	1

Transaction Reports
Last 30 Days

Invoice Amount	22052	AED
Invoice Price Variance Amount		AED

Supplier News

1.1 Negotiation (RFQ) Response

From the **Supplier Portal** page under **Tasks > Negotiations** select **View Active Negotiation**

Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations** 1
 - Manage Responses

Requiring Attention

8

- Schedules Overdue or Due Today: 6
- Negotiation Responses: 1
- Negotiations Closing Soon: 1

Recent Activity Last 30 Days

Negotiation Invitations	1
Orders opened	10
Receipts	3
Payments	1

Transaction Reports Last 30 Days

Invoice Amount	22052	AED
Invoice Price Variance Amount		AED

Supplier News

In the **Active Negotiations** window you can search for the Negotiation using, negotiation number, title or any other parameters.

The screenshot shows the Oracle Supplier Portal interface for Active Negotiations. The search criteria are as follows:

- Negotiation:** RFQ/101/00048
- Title:** (empty)
- Negotiation Close By:** dd-mmm-yyyy
- Invitation Received:** Yes
- Response Submitted:** No
- Negotiation Open Since:** dd-mmm-yyyy

The search results table is as follows:

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
RFQ/101/00048	RFQ Evaluation Report Testing	RFQ	23 Hours 49 Mi...	11-Mar-2020 04...	0		0		

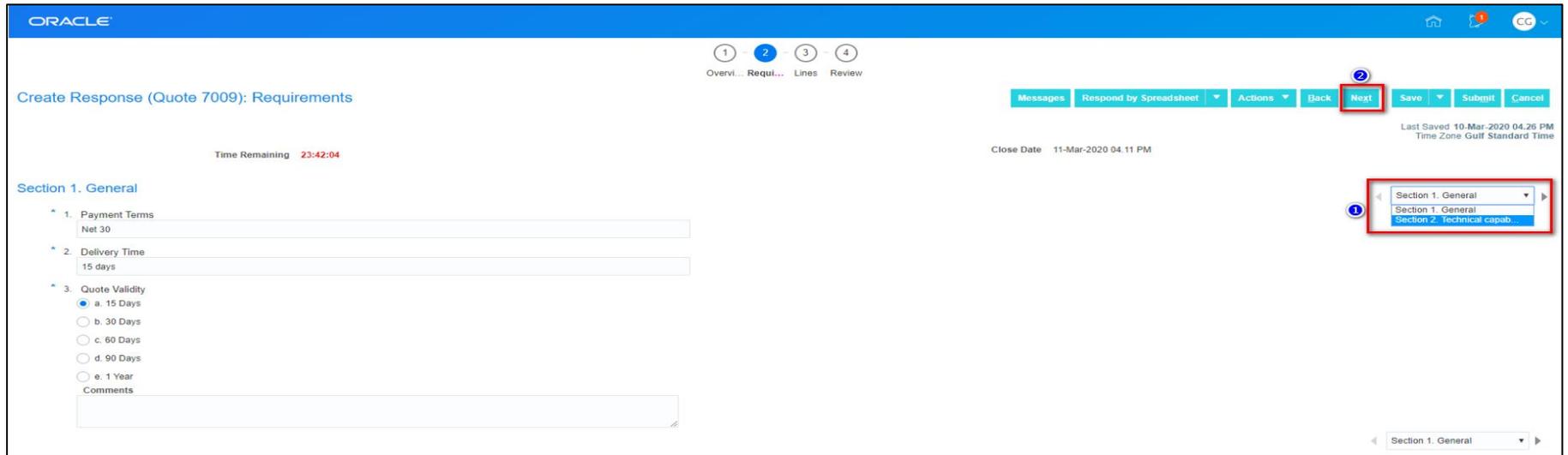
Now to respond to negotiation, select the Negotiation and click on **Create Response** from the **Active Negotiation** window.

The screenshot shows the Oracle Supplier Portal interface. At the top, there's a blue header with the Oracle logo and navigation icons. Below it, the 'Active Negotiations' section is visible. A search bar is present with filters for Negotiation (RFQ/101/00048), Title, and Negotiation Close By. On the right, there are filters for Invitation Received (Yes), Response Submitted (No), and Negotiation Open Since. A 'Search' button is highlighted with a red box and a circled '2'. Below the search bar, there's a table of search results. The table has columns: Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. One result is shown: RFQ/101/00048, RFQ Evaluation Report Testing, RFQ, 23 Hours 49 Mi..., 11-Mar-2020 04:11 PM, 0, 0, and icons for PDF and spreadsheet.

In the **Create Response Overview** window you can mention any Reference number, Note to Buyer, Response Valid Until and Attachments, all these are optional.

The screenshot shows the 'Create Response (Quote 7009): Overview' window. At the top, there's a progress bar with steps: Overview (1), Requirements (2), Lines (3), and Review (4). Below the progress bar, there are buttons for Messages, Respond by Spreadsheet, Actions, Back, Next, Save, Submit, and Cancel. The main content area is divided into sections. The 'General' section includes fields for Supplier, Supplier Site (101|DUBAI), Negotiation Currency (AED), Response Currency (AED), Price Precision (2 Decimals Maximum), and Response Valid Until (dd-mmm-yyyy hh.mss a). The 'Response Type' section has radio buttons for Primary (selected) and Alternate. The 'Reference Number' field is empty. The 'Note to Buyer' field contains 'Final Response'. The 'Attachments' section has a button for 'Attachment to Buyer'.

After this, click on **Next** and then in the **Create Response: Requirements** window will open, where you provide responses against the requirements as per the business practices. If there are more than one section, then select the other section by selecting section from drop down menu. After providing Response in each Section of requirements then click on **Next**.



In the **Create Response: Lines** page enter the **Response Price** against the lines mentioned in the RFQ and provide a **Promised Delivery Date**.

ORACLE

1 - 2 - 3 - 4
Overvi... Requir... Lines Review

Create Response (Quote 7009): Lines

Messages | Respond by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Currency = UAE Dirham

Time Remaining 23:36:35

Close Date 11-Mar-2020 04:11 PM

Last Saved 10-Mar-2020 04:32 PM
Time Zone Gulf Standard Time

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Logitech MK270 Wireless Keyboard & Mouse		+		ICT-Accessories		24.00	1	Set	24.00	dd-mmm-yyyy
2	HID Omnikey 5421 Card Reader		+		ICT-Accessories		16.00	1	Number	16.00	dd-mmm-yyyy

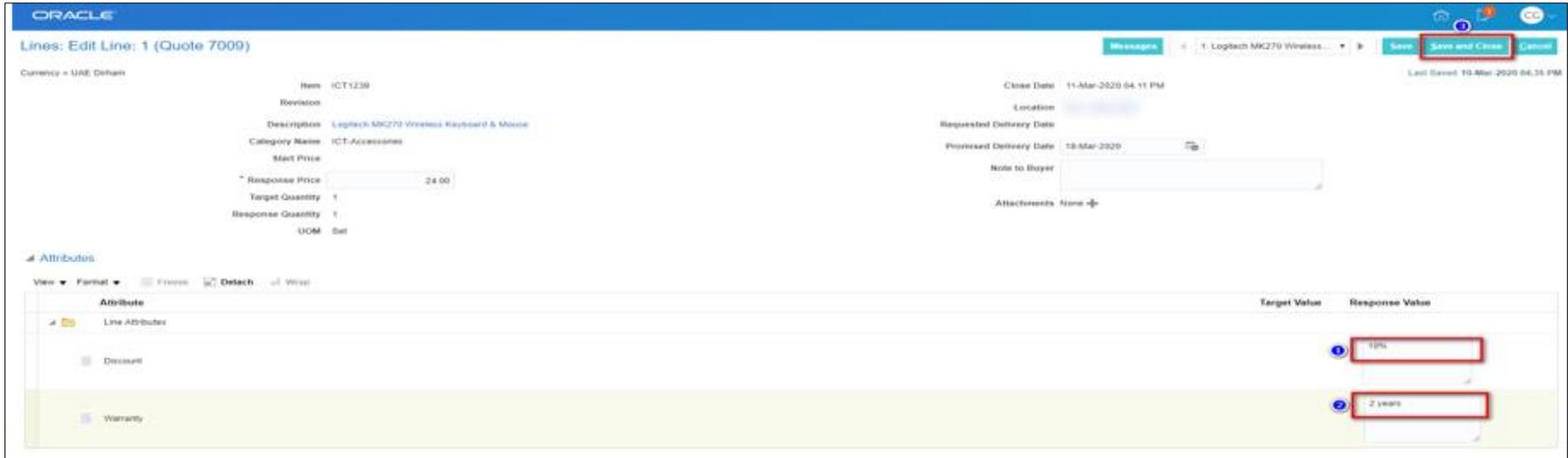
Rows Selected 1 Columns Hidden 7

Grand Totals

All response lines except alternate lines are included.

Response Amount 40.00

After providing Response Price against each line, then click on **Required Details** to provide response against any other attribute which the buyer has asked for in that line and then click on **Save and Close**.



Do this for all the lines available in the **Create Response: Lines** window.

After this click on **Next** and on the **Review Response** window you can review the response that you are submitting against the Negotiation. If no changes are required then click on **Submit**.

After final submit you will get this confirmation message.



1.2 Invoice Creation

From the **Supplier Portal** page under **Tasks > Invoice** select **Create Invoice**

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

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

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- **Create Invoice**
- Create Invoice Without PO
- View Invoices
- View Payments

Requiring Attention



No data available

Recent Activity
Last 30 Days

Receipts	2
----------	---

Transaction Reports
Last 30 Days

Invoice Amount	152702	AED
Invoice Price Variance Amount		AED

Supplier News

The following screen will appear once the Create Invoice window is open.

<p>* Identifying PO <input type="text"/></p> <p>Supplier <input type="text"/></p> <p>Taxpayer ID <input type="text"/></p> <p>* Supplier Site <input type="text"/></p> <p>Address <input type="text"/></p> <p>Remit-to Bank Account <input type="text"/></p> <p>Unique Remittance Identifier <input type="text"/></p> <p>Unique Remittance Identifier Check Digit <input type="text"/></p> <p>Supplier Tax Registration Number <input type="text"/></p> <p>Customer</p> <p>Customer Taxpayer ID <input type="text"/></p> <p>Name <input type="text"/></p>	<p>* Number <input type="text"/></p> <p>* Date dd-mmm-yyyy <input type="text"/></p> <p>* Type Invoice <input type="text"/></p> <p>Invoice Currency <input type="text"/></p> <p>Payment Currency <input type="text"/></p> <p>Description <input type="text"/></p> <p>Attachments None +</p> <p>Address <input type="text"/></p>
--	--

Select the relevant PO from the List of Values for which the Invoice is to be submitted. Select the bank details, along with mentioning the Invoice Number and the invoice date.

Mention any relevant description is required along with attaching the required documents.

Note: Invoice date cannot be a past date

<p>* Identifying PO [Redacted] ▼</p> <p>Supplier [Redacted]</p> <p>Taxpayer ID [Redacted]</p> <p>* Supplier Site 112 DUBAI ▼</p> <p>Address [Redacted]</p> <p>Remit-to Bank Account [Redacted] ▼</p> <p>Unique Remittance Identifier [Redacted]</p> <p>Unique Remittance Identifier Check Digit [Redacted]</p> <p>Supplier Tax Registration Number [Redacted] ▼</p> <p>Customer</p> <p>* Customer Taxpayer ID 1143926 ▼</p> <p>Name Al Barakah Investment Holding Company LLC</p>	<p>* Number TEST_INV_1</p> <p>* Date 23-Jun-2021 📅</p> <p>* Type Invoice ▼</p> <p>Invoice Currency AED - UAE Dirham</p> <p>Payment Currency AED - UAE Dirham</p> <p>Description [Redacted]</p> <p>Attachments None +</p> <p>Address</p>
---	--

After the Header details have been mentioned, select the Items from the PO which have to be selected for this invoice by clicking on the Select and Add icon.

Items

View ▾  Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM
* Number	* Line	* Schedule	Number	Line							
No data to display.											

Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

From the available lines, select the lines that are to be invoiced. Next click on Apply and Ok. If multiple lines are to be selected hold CTRL and select the required lines.

Note: If lines are not available for a particular PO it means that the customer has not yet received the lines against the relevant Purchase Order. Only lines for which the customer does receipt will be available for Invoicing.

Select and Add: Purchase Orders ✕

Search Advanced Saved Search

**** Purchase Order** **** Consumption Advice**

**** Creation Date** **** At least one is required**

Search Results

View **Detach**

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
	1	1			10005923	...	ABH - General Store	1

1

2

Mention the required quantity that is to be invoiced from the available quantity.

Items

View

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM
* Number	* Line	* Schedule	Number	Line							
	1	1			10005923		ABH - General Store	1	<input type="text" value="1"/>	587600	Numbers
Total											

Next click on Calculate Tax, which calculates the tax based on the Order and the quantity that is being invoiced.

Items

View

Purchase Order			Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule								
	1	1	10005923		ABH - General Store	1	<input type="text" value="1"/>	587600	Numbers	587,600.00
Total										587,600.00

The Tax calculated will be available at the bottom of the screen.

Items

View ✕ ☰ Calculate Tax

Purchase Order			Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule								
	1	1	10005923		ABH - General Store	1	<input type="text" value="1"/>	587600	Numbers	587,600.00
Total										587,600.00

Summary Tax Lines

View ▼

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	AE_VAT_REGIME	AE_VAT	AE_VAT	AE_STANDARD	AE_STD	5		29,380

Shipping and Handling

View ▼ + ✕

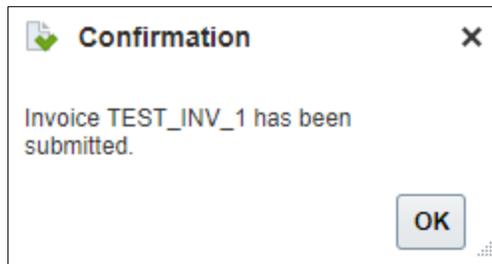
* Charge Type	* Amount	Description

Totals

Items	587,600.00
Freight	0.00
Miscellaneous	0.00
Tax	29,380.00
Invoice Amount	616,980.00

After all the details have been mentioned, click on Submit from the top right.

The following message will be displayed after the submission of the Invoice.



To view the status of the Invoice under **Tasks** click on View Invoices.

The screenshot shows the 'Tasks' sidebar on the left and the main dashboard content on the right. The 'View Invoices' option is highlighted with a red box.

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices**
 - View Payments

Requiring Attention

No data available

Recent Activity
Last 30 Days

Receipts 2

Transaction Reports
Last 30 Days

Invoice Amount	740302	AED
Invoice Price Variance Amount		AED

Supplier News

Search by either giving the Invoice or Purchase Order number.

View Invoices Done

Search Advanced Saved Search All Invoices

**** Invoice Number** ** At least one is required

**** Supplier**

Supplier Site

**** Purchase Order**

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Here the status of the Invoice as well as the Payment can be tracked.

Search Advanced Saved Search All Invoices

**** Invoice Number** ** At least one is required

**** Supplier**

Supplier Site

**** Purchase Order**

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
TEST_INV_1	23-Jun-2021	Standard			112 DUBAI	616,980.00 AED	616,980.00 AED	In process	