

Oracle i-Supplier Profile Management

USER GUIDE

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 1 of 34

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3	View Supplier Performance Score	Error! Bookmark not defined.
3.1	View Supplier Performance Score.....	Error! Bookmark not defined.

1 Introduction

This document is prepared based on the business scenarios covered for supplier to use I-Supplier Portal to update their information electronically.

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1.2 List of Abbreviations

Acronym	Description
(B)	Button
LOV	List of Values
(T)	Tab

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2 Supplier Profile Management

This process involves to update to date Supplier profile as per the requirement of Nama Group and it's subsidiaries.

2.1 Create or Update Address Book

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Address Book

Oracle iSupplier Portal

Supplier Home Orders Shipments Finance **Administration** Assessments

Profile Management

General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys

Address Book

Personalize Table Layout: (TableLayout)
Personalize "Address"

Create |

Address Name	Address Details	Country	Update	Remove
MUSCAT	P.O BOX:588 MUSCAT 115	Oman		
Salalah	Salalah Salalah 411	Oman		
Seeb	Seeb Seeb 211	Oman		
Sohar	Sohar Sihar 511	Oman		

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Step	Action
1.	Click the Create (B)

Oracle iSupplier Portal

Administration: Profile Management: Address Book >

Create Address Cancel Save

* Indicates required field

Personalize Stack Layout: (AddrDIRN)

Supplier Name CAREER PATH Supplier Number 6320

Personalize Flow Layout: (SeparatorRN)

* Address Name

Country Oman

* Address Line 1 test

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality

County

State/Region

Province

* Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

☒ Purchasing Address

☒ Payment Address

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Step	Action
2.	Enter Address name, Address details and Address purpose.

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Administration: Profile Management: Address Book >

Create Address

[Cancel](#) [Save](#)

* Indicates required field

Personalize Stack Layout: (AddrDtrN)

Supplier Name CAREER PATH Supplier Number 6320

Personalize Flow Layout: (SeparatorRN)

* Address Name Azaiba

Country Oman

* Address Line 1 Azaiba

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality Azaiba

County

State/Region

Province

* Postal Code 213

Phone Area Code

Phone Number 123676

Fax Area Code

Fax Number

Email Address

☒ Purchasing Address

☒ Payment Address

☐ RFQ Only Address

Personalize Table Layout: (region5)

Personalize "Note"

Note

Note Please Approve the new Address for CAREER PATH

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

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Step	Action
3.	Click the Save (B) to submit new address request.

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The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration' (selected), and 'Assessments'. The left sidebar lists various profile management options: General, Company Profile, Organization, Address Book (selected), Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area displays a 'Confirmation' message: 'Azaiba has been added to your Address Book.' Below this is the 'Address Book' section, which includes a 'Create' button and a table of addresses.

Address Name	Address Details	Country	Update	Remove
Azaiba	Azaiba Azaiba 213	Oman		
MUSCAT	P.O.BOX:588 MUSCAT 115	Oman		
Salalah	Salalah Salalah 411	Oman		
Seeb	Seeb Seeb 211	Oman		
Sohar	Sohar Sihar 511	Oman		

Step	Action
4.	Address has been added to Address book.

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2.2 Create or Update Contact Directory

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Contact Directory

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance **Administration** Assessments

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory**
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Contact Directory : Active Contacts

Personalize "Contacts Table"

Create |

First Name ▲	Last Name ▲	Phone Number ▲	Email ▲	Status ▲	User Account	Remove	Addresses	Update
cp	capa	123442	CP@gmail.com	Current	✓			
	Mohammed		Mohammed@gmail.com	Current				
PATH	PATH		PATH@gmail.com	Current	✓			
Testing	Test		tst_123@gmail.com	Current				

► **Contact Directory : Inactive Contacts**

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Step	Action
1.	Click the Create (B).

Add/Update Contact x

nhdevebs01.ehc.com.om:8000/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppCntctDirPG&_ti=1328747703&retainAM=Y&addBreadCrumb=N&oapc=22&oas=pihPPdxikW8vYL8nJqQpHw..

ORACLE[®] iSupplier Portal

Administration: Profile Management: Contact Directory >

Create Contact Cancel Save

* Indicates required field

Personalize Header: (ContactRN)
Personalize Default Double Column: (region2)

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Contact Email

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

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Desktop 11:11 PM 2/27/2017

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Step	Action
2.	Enter the Contact Person Details.

Add/Update Contact x

nhdevebs01.ehc.com.om:8000/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppCntctDirPG&_ti=1328747703&retainAM=Y&addBreadcrumb=N&oapc=22&oas=pihPPdxikW8vYL8nJqQpHw..

ORACLE iSupplier Portal

Administration: Profile Management: Contact Directory >

Create Contact Cancel Save

* Indicates required field

Personalize Header: (ContactRN)
Personalize Default Double Column: (region2)

Contact Title Phone Area Code

First Name Phone Number

Middle Name Phone Extension

* Last Name Alternate Phone Area Code

Alternate Name Alternate Phone Number

Job Title Fax Area Code

Department Fax Number

Contact Email

Url

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Step	Action
3.	Click the Save (B)

ORACLE[®] iSupplier Portal

Supplier Home Orders Shipments Finance **Administration** Assessments

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory**
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Confirmation
Ahmed has been added to your Contact Directory.

Contact Directory : Active Contacts

Personalize "Contacts Table"

Create |

First Name ^	Last Name ^	Phone Number ^	Email ^	Status ^	User Account	Remove	Addresses	Update
	Ahmed	12341334	Ahmed@gmail.com	Pending				
cp	capa	123442	CP@gmail.com	Current	✓			
	KHAN	1235432	KHAN@gmail.com	Pending				
	Mohammed		Mohammed@gmail.com	Current				
PATH	PATH		PATH@gmail.com	Current	✓			
Testing	Test		tst_123@gmail.com	Current				

► **Contact Directory : Inactive Contacts**

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Step	Action
4.	Contact has been added to Contact directory.

Associate Address to Contact person

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Supplier Home Orders Shipments Finance **Administration** Assessments

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Confirmation
Ahmed has been added to your Contact Directory.

Contact Directory : Active Contacts

Personalize "Contacts Table"

Create |

First Name ^	Last Name ^	Phone Number ^	Email ^	Status ^	User Account	Remove	Addresses	Update
	Ahmed	12341334	Ahmed@gmail.com	Pending				
cp	capa	123442	CP@gmail.com	Current	✓		Manage Address	
	KHAN	1235432	KHAN@gmail.com	Pending				
	Mohammed		Mohammed@gmail.com	Current				
PATH	PATH		PATH@gmail.com	Current	✓			
Testing	Test		tst_123@gmail.com	Current				

► **Contact Directory : Inactive Contacts**

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Step	Action
5.	Click the Manage Address icon.

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Step	Action
6.	Click Add row Button to associate Address to contact.

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The screenshot displays the Oracle iSupplier Portal interface. The main heading is "Address Associations for Contact". Below the heading, there is a message: "The addresses associated with the contact can be maintained in this page." A table with the following structure is visible:

Add Another Row	Address Details	Remove
<input type="text"/>		

The browser's address bar shows the URL: `nhdevebs01.ehc.com.om:8000/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppCntctDirPG&_ti=1328747703&retainAM=Y&addBreadcrumb=N&oapc=26&oas=IUuffvSmf-VqTGdv6TNVDw..`. The user is logged in as `PATH@GMOIL.COM`. The taskbar at the bottom shows various application icons and the system clock indicating 11:14 PM on 2/27/2017.

Step	Action
7.	Select the Address to associate.

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ORACLE iSupplier Portal

Administration: Profile Management: Contact Directory >

Address Associations for Contact

Cancel Save

The addresses associated with the contact can be maintained in this page.

Personalize "Address Associations for Contact D..."

Address Name	Address Details	Remove
MUSCAT	P.O. BOX: 588, MUSCAT, OM	

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Step	Action
8.	Save the Details

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2.2.1 Approve Contact Request

Note: Login as Supplier Administrator

Responsibility: Supplier Administrator Responsibility

Navigation: Supplier Administrator Responsibility > > Supplier Home > Supplier profile Update request > Supplier Contact Request

The screenshot shows the Oracle Supplier Management web application. The user is logged in as EHL0087. The main menu includes 'Suppliers', 'Import', and 'Administration'. The 'Suppliers' section is active, showing 'Supplier User Management', 'Hierarchies', 'Search D&B', and 'Tasks'. The 'Supplier Profile Change Requests' section is displayed, featuring a search bar with 'Profile Element' set to 'Contact' and a 'Supplier' field. Below the search bar, there are 'Approve' and 'Reject' buttons. A table of requests is shown with columns for 'Select', 'Request Type', 'Request Date', 'Contact First Name', 'Contact Last Name', 'Supplier Name', 'Supplier Number', and 'Update'. The table contains three rows of data.

Select	Request Type	Request Date	Contact First Name	Contact Last Name	Supplier Name	Supplier Number	Update
<input type="checkbox"/>	New Contact	27-Feb-2017		Ahmed	CAREER PATH	6320	
<input type="checkbox"/>	New Contact	27-Feb-2017		KHAN	CAREER PATH	6320	
<input type="checkbox"/>	Change to existing contact	22-Feb-2017		Supplier-1	Supplier-1	7763	

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Step	Action
9.	Click the Update icon.

New Contact Request

nhdevebs01.ehc.com.om:8000/OA_HTML/OA.jsp?page=/oracle/apps/pos/request/webui/PosPrfChgContPG&directQueryItem=1&addBreadCrumb=Y&retainAM=Y&ti=140298

Most Visited Getting Started

ORACLE Supplier Management

Suppliers: Home > Supplier Profile Change Requests >

New Contact Request Cancel Reject Approve

Supplier Name CAREER PATH
Supplier Number 6320

Contact Title Mr.
First Name
Middle Name
* Last Name Ahmed
Alternate Name
Job Title
Department
Email Address Ahmed@gmail.com
Url

Requested By PATH PATH
Requested Date 27-Feb-2017

Phone Area Code
Phone Number 12341334
Phone Extension
Alternate Phone Area Code
Alternate Phone Number
Fax Area Code
Fax Number
Inactive Date (example: 27-Feb-2017 19:45:00)

User Account

Personalize "User Account"
Create User Account For The Contact ☐

Addresses For the Contact

Personalize "Addresses For the Contact"
Personalize "Addresses linked to this contact"

Address Name	Address Details	Status	Contact Descriptive Flexfield	Remove
MUSCAT	P.O.BOX:588 MUSCAT OMAN 115 OMAN	Current		

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Desktop 11:18 PM 2/27/2017

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Step	Action
10.	Select 'Create User Account for the Contact' check box to create supplier user.

New Contact Request

Suppliers: Home > Supplier Profile Change Requests > New Contact Request

Supplier Name: CAREER PATH
Supplier Number: 6320

Contact Title: Mr.
First Name:
Middle Name:
* Last Name: Ahmed
Alternate Name:
Job Title:
Department:
Email Address: Ahmed@gmail.com
Url:

Requested By: PATH PATH
Requested Date: 27-Feb-2017
Phone Area Code:
Phone Number: 12341334
Phone Extension:
Alternate Phone Area Code:
Alternate Phone Number:
Fax Area Code:
Fax Number:
Inactive Date: (example: 27-Feb-2017 19:45:00)

User Account

Personalize "User Account"
Create User Account For The Contact ☒ * Username: Ahmed@gmail.com

Responsibilities

Personalize "Responsibilities"
Personalize "Responsibilities"
Select All | Select None

Select	Responsibility	Application
<input checked="" type="checkbox"/>	iSupplier Portal Full Access	iSupplier Portal
<input type="checkbox"/>	Supply Chain Collaboration Planner	Advanced Supply Chain Planning
<input type="checkbox"/>	Sourcing Supplier	Sourcing
<input type="checkbox"/>	Plan to Pay Supplier View	iSupplier Portal
<input type="checkbox"/>	Supplier Profile Manager	iSupplier Portal
<input type="checkbox"/>	Supplier Profile Manager (View-only Contact Directory)	iSupplier Portal
<input type="checkbox"/>	Supplier Profile & User Manager	iSupplier Portal
<input type="checkbox"/>	Supplier Profile, User and Task Manager	iSupplier Portal

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Step	Action
11.	Click the Approve (B)

New Contact Request

Suppliers: Home > Supplier Profile Change Requests > New Contact Request

Supplier Name: CAREER PATH
Supplier Number: 6320

Contact Title: Mr.
First Name:
Middle Name:
Last Name: Ahmed
Alternate Name:
Job Title:
Department:
Email Address: Ahmed@gmail.com
Url:

Requested By: PATH PATH
Requested Date: 27-Feb-2017
Phone Area Code:
Phone Number: 12341334
Phone Extension:
Alternate Phone Area Code:
Alternate Phone Number:
Fax Area Code:
Fax Number:
Inactive Date: (example: 27-Feb-2017 19:45:00)

User Account
Personalize "User Account"
Create User Account For The Contact ☒

Responsibilities
Personalize "Responsibilities"
Personalize "Responsibilities"
Select All | Select None

Select	Responsibility	Application
<input checked="" type="checkbox"/>	iSupplier Portal Full Access	iSupplier Portal
<input type="checkbox"/>	Supply Chain Collaboration Planner	Advanced Supply Chain Planning
<input type="checkbox"/>	Sourcing Supplier	Sourcing
<input type="checkbox"/>	Plan to Pay Supplier View	iSupplier Portal
<input type="checkbox"/>	Supplier Profile Manager	iSupplier Portal
<input type="checkbox"/>	Supplier Profile Manager (View-only Contact Directory)	iSupplier Portal
<input type="checkbox"/>	Supplier Profile & User Manager	iSupplier Portal
<input type="checkbox"/>	Supplier Profile, User and Task Manager	iSupplier Portal

Information
The request(s) have been approved.
OK

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Step	Action
12.	The Request has been approved.

COMPOSE

Inbox (1,946)

Starred

Sent Mail

Drafts

WorkOrder (1)

More ▾

Sriram ▾

+

FYI: Electricity Holding Company Supplier Collaboration Network: Confirmation of Registration

Inbox x

Workflow Mailer-DEV via namagroup.onmicrosoft.com

11:20 PM (2 minutes ago) ☆ ↶ ▾

to AHMED ▾

To AHMED

Sent 27-FEB-2017 23:20:16

ID 5541000

You have been registered at Electricity Holding Company for access to their supplier collaboration network. You can [log on](#) with the username [AHMED@GMOIL.COM](#) and the password Mj0:F27F7.

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

This message encloses confidential information and is intended only for the individual recipient. If you are not the recipient addressee you should not transmit, distribute or copy this message. Please inform the sender immediately by e-mail if you have received this message by mistake and erase this message from your system. Any opinions expressed in this e-mail are those of the author and do not necessarily reflect the opinions of EHC or its Group of Electricity Companies.

Step	Action
13.	Oracle Application URL is communicated to supplier user with Username and Password details through email.

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2.3 Create or Update Business classification

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Business Classification

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance **Administration** Assessments

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications**
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

Business Classifications

Personalize Table Layout: (BtNRN) Cancel Save

Certification

Personalize "Certification"

☐ I certify that I have reviewed the classification below and they are current and accurate.

Personalize Default Double Column: (reCertbl)

Last Certified By

Personalize Flow Layout

☒ **TIP** Date format example: 27-Feb-2017

Personalize "Business Classification Table"

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
DCRP	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
IBAN	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
TENDER BOARD	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save

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Step	Action
1.	Select Required Business classification and enter certificate number and Expiration date if applicable

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes links for Supplier Home, Orders, Shipments, Finance, Administration (selected), and Assessments. The left sidebar lists various profile management options, with 'Business Classifications' highlighted. The main content area is titled 'Business Classifications' and includes a 'Personalize Table Layout: (BtnRN)' button. Below this, there is a 'Certification' section with a checkbox for 'I certify that I have reviewed the classification below and they are current and accurate.' and a 'Personalize Default Double Column: (reCerttbl)' option. The 'Personalize Flow Layout' section includes a tip about date format. The 'Personalize "Business Classification Table"' section contains a table with the following data:

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
DCRP	<input checked="" type="checkbox"/>		24354564		28-Feb-2017
IBAN	<input type="checkbox"/>				
TENDER BOARD	<input type="checkbox"/>				

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Step	Action
2.	Click the save (B).

ORACLE iSupplier Portal

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Profile Management

- General
- Company Profile
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 - Address Book
 - Contact Directory
- Business Classifications**
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

Confirmation
Your classifications have been saved.

Business Classifications
Personalize Table Layout: (BtnRN) Cancel Save

Certification
Personalize "Certification"
☐ I certify that I have reviewed the classification below and they are current and accurate.
Personalize Default Double Column: (reCertbl)
Last Certified By

Personalize Flow Layout
TIP Date format example: 27-Feb-2017
Personalize "Business Classification Table"

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
DCRP	<input checked="" type="checkbox"/>		24354564		28-Feb-2017
IBAN	<input type="checkbox"/>				
TENDER BOARD	<input type="checkbox"/>				

Cancel Save

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Step	Action
3.	Classification has been saved.

2.4 Create or Update Product and Services

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Product & Services

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Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services**
- Banking Details
- Payment & Invoicing
- Surveys

Products and Services

Personalize "Products and Services Table"

[Remove](#) [Add](#) |

Select All | Select None

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	0000	DEFAULT	31-Jan-2017	Approved	
<input type="checkbox"/>	1310	RUBBER & ELASTOMERS	31-Jan-2017	Approved	
<input type="checkbox"/>	1411	PAPER PRODUCTS	31-Jan-2017	Approved	
<input type="checkbox"/>	2010	MINING & QUARRYING MACHINERY & EQUIPMENT	21-Feb-2017	Approved	
<input type="checkbox"/>	0000	DEFAULT	31-Jan-2017	Rejected	
<input type="checkbox"/>	1310	RUBBER & ELASTOMERS	31-Jan-2017	Rejected	
<input type="checkbox"/>	1411	PAPER PRODUCTS	31-Jan-2017	Rejected	

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Desktop 11:37 PM 2/27/2017

Step	Action
1.	Click the Add (B).

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Administration: Profile Management: Product & Services >
Add Products and Services: : (CAREER PATH)

Personalize "NewPSTableLayout"
☒ Browse All Products & Services
☐ Search for Specific Product & Service
 Personalize "Products and Services Categories T..."

Code	Products and Services	View Sub-Categories	Applicable
0000	DEFAULT		<input type="checkbox"/> Applicable
1310	RUBBER & ELASTOMERS		<input type="checkbox"/> Applicable
1411	PAPER PRODUCTS		<input type="checkbox"/> Applicable
1510	FUELS		<input type="checkbox"/> Applicable
1511	GASEOUS FUELS & ADDITIVES		<input type="checkbox"/> Applicable
2010	MINING & QUARRYING MACHINERY & EQUIPMENT		<input type="checkbox"/> Applicable
2012	OIL & GAS DRILLING & EXPLORATION EQUIPMENT		<input type="checkbox"/> Applicable
2315	INDUSTRIAL PROCESS MACHINERY & EQUIPMENT & SUPPLIES		<input type="checkbox"/> Applicable
2324	METAL CUTTING MACHINERY & ACCESSORIES		<input type="checkbox"/> Applicable
2327	WELDING & SOLDERING & BRAZING MACHINERY & ACCESSORIES & SUPPLIES		<input type="checkbox"/> Applicable

Step	Action
2.	Select the applicable Product and Services.

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Oracle iSupplier Portal

Administration: Profile Management: Product & Services >

Add Products and Services: : (CAREER PATH)

Personalize "NewPSTableLayout"

- ☒ Browse All Products & Services
- ☐ Search for Specific Product & Service

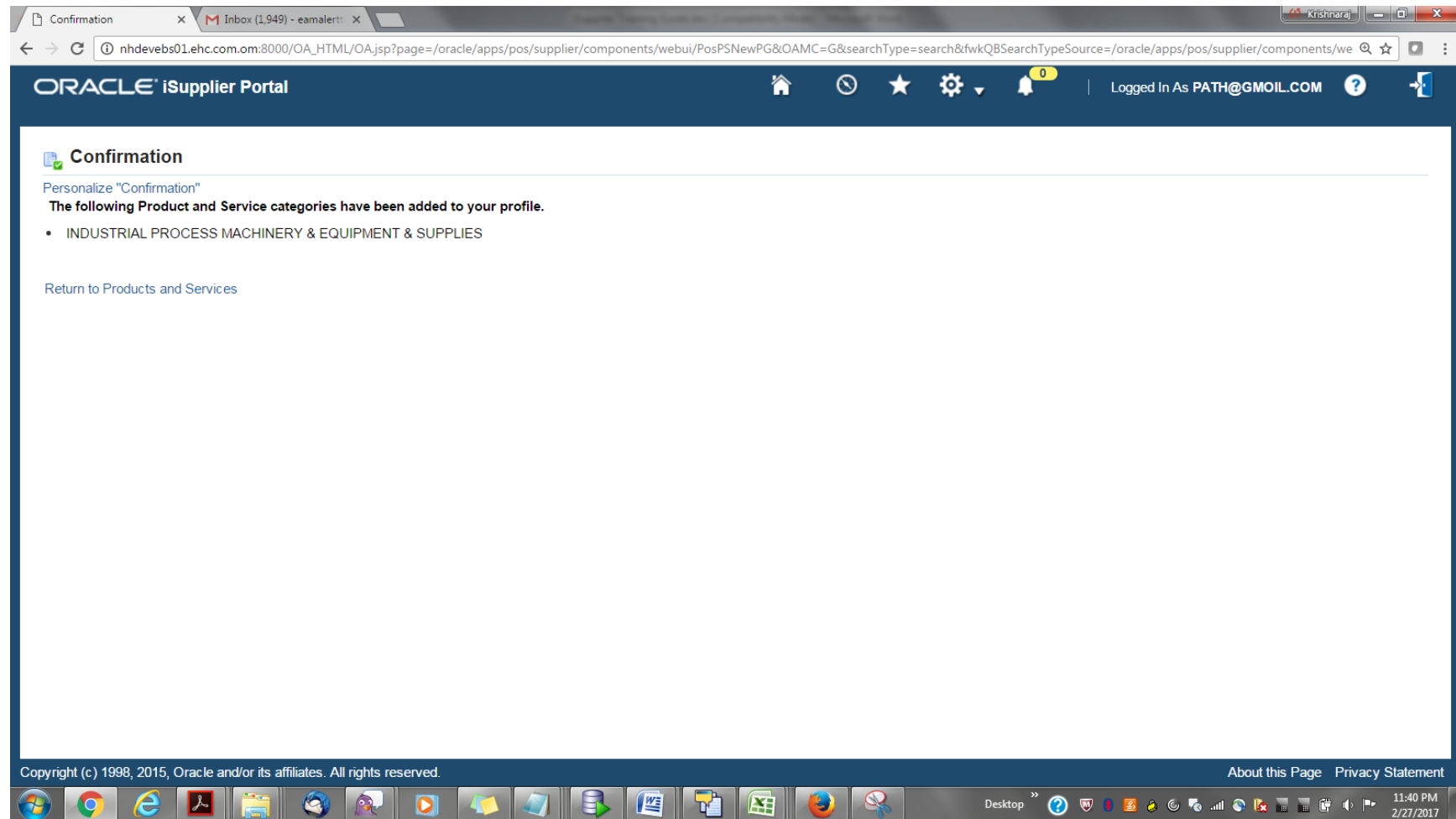
Personalize "Products and Services Categories T..."

Code	Products and Services	View Sub-Categories	Applicable
0000	DEFAULT		<input type="checkbox"/> Applicable
1310	RUBBER & ELASTOMERS		<input type="checkbox"/> Applicable
1411	PAPER PRODUCTS		<input type="checkbox"/> Applicable
1510	FUELS		<input type="checkbox"/> Applicable
1511	GASEOUS FUELS & ADDITIVES		<input type="checkbox"/> Applicable
2010	MINING & QUARRYING MACHINERY & EQUIPMENT		<input type="checkbox"/> Applicable
2012	OIL & GAS DRILLING & EXPLORATION EQUIPMENT		<input type="checkbox"/> Applicable
2315	INDUSTRIAL PROCESS MACHINERY & EQUIPMENT & SUPPLIES		<input checked="" type="checkbox"/> Applicable
2324	METAL CUTTING MACHINERY & ACCESSORIES		<input type="checkbox"/> Applicable
2327	WELDING & SOLDERING & BRAZING MACHINERY & ACCESSORIES & SUPPLIES		<input type="checkbox"/> Applicable

Products and Services Categories Table

Step	Action
3.	Click the Apply (B).

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Step	Action
4.	Confirmation Message: Product and Service categories have been added to your profile.

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2.5 Update Lenience which Expired

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > General >

Supplier will have to delete the expired licensee attachment and upload the renewed one.

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance **Administration** Assessments

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

General

Organization Name OMAN TELECOMMUNICATIONS COMPANY

Supplier Number 2491

Alias

Parent Supplier Name

Parent Supplier Number

DUNS Number

Tax Registration Number

Taxpayer ID

Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title

Show More Search Options

Add Attachment ...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1	2491.pdf	File		From Supplier	EHT0014	20-Dec-2016	One-Time			
2	FW MEDCO Bills and ...	File		From Supplier	EHT0014	29-Aug-2017	One-Time			

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Once supplier will upload the renewed license(decrements) then need to update the license detail in application

Support in above case CR certificate was expired and supplier have deleted the old document and upload the new one. Now supplier need to follow the below navigation update the CR number and new expiry date in I-Supplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Company Profile> Supplier Onboarding>

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration' (highlighted with a red dashed box), and 'Assessments'. The left sidebar under 'Profile Management' lists various options, with 'Company Profile' (highlighted with a red box) selected. Under 'Company Profile', 'Organization' is also highlighted with a red box. The main content area shows the 'Organization' section with tabs for 'Overview', 'Supplier Onboarding' (highlighted with a red box), 'Performance Evaluation', and 'Supplier Survey'. The 'Supplier Onboarding' tab contains sections for 'Tender Board Registration' with input fields for 'Tender Board Registration Number' and 'Tender Board Registration Expire Date' (with an example date '21-Dec-2023'), and 'DCRP Registration' with checkboxes for DCRP Grade A through E and a 'DCRP Registration Number' field. The 'Oman Chamber of Commerce' section is also visible at the bottom.

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Scroll down to the license(decrements) which detail need to update

☐ DCRP Grade A applicable
 ☐ DCRP Grade B applicable
 ☐ DCRP Grade C applicable
 ☐ DCRP Grade D applicable
 ☐ DCRP Grade E applicable
 DCRP Registration Number

Oman Chamber of Commerce

Oman Chamber of Commerce Number
 Oman Chamber of Commerce Expire Date
(example: 21-Dec-2023)

Goods Import License

Goods Import License Number
 Goods Import License Expire Date
(example: 21-Dec-2023)

CR Details

CR Number
 CR Expiration Date
(example: 21-Dec-2023)

SME (Ryada)

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Once updated, Save your work.

Home

Star

Settings

Notifications

93

Logged In As CORPORATE.PAYMENTS@OMANTEL.OM

Help

Logout

ements

Cancel

Save

Performance Evaluation

Supplier Survey

Tender Board Registration Number

Tender Board Registration Expire Date

(example: 21-Dec-2023)

DCRP Grade B applicable

DCRP Grade C applicable

DCRP Grade D applicable

DCRP Grade E applicable

DCRP Registration Number

DCRP Expire date

(example: 21-Dec-2023)

e