

SUPPLIER PORTAL MANUAL

ORACLE

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Oracle Procurement Supplier Portal Cloud is an application that helps organizations to interact and communicate with their suppliers. This manual guide will help suppliers to effectively utilize the Oracle Fusion Supplier Portal to enhance their business operations and foster a productive relationship with buying organization.

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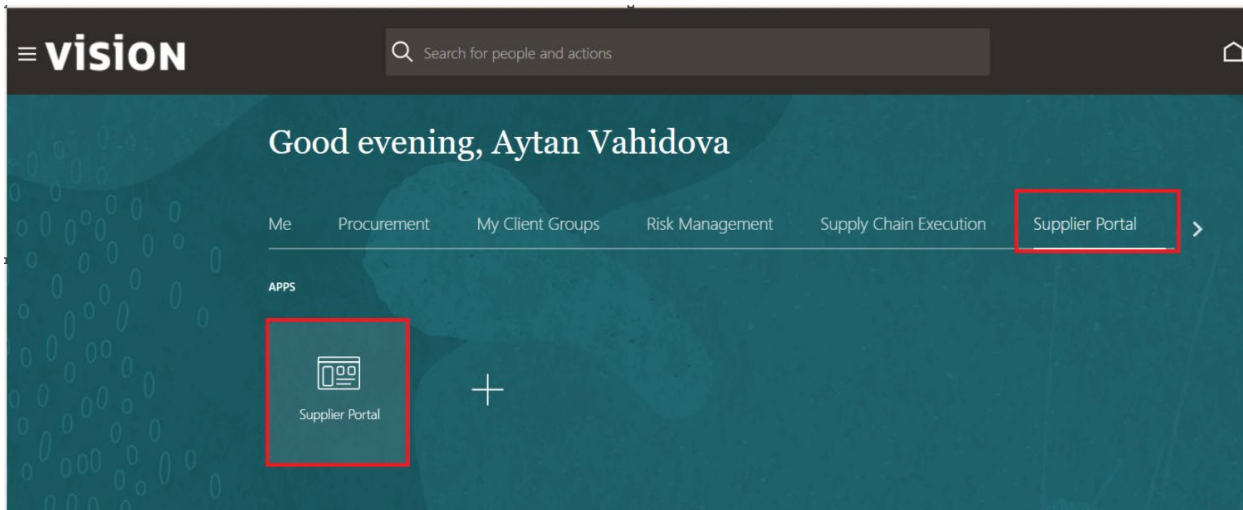
→Manage Negotiation Responses

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→Manage Profile

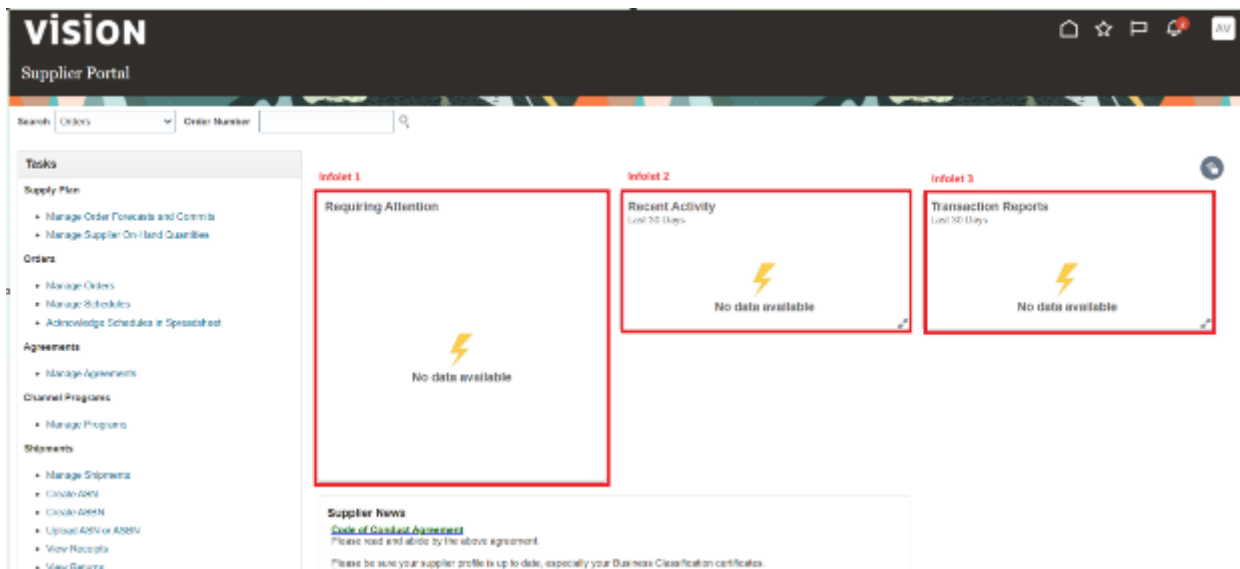
Supplier Portal Landing Page

Login to Fusion Application with supplier username and password. Select Supplier Portal from Home Page to open Supplier Landing Page:



The landing page of the supplier portal application provides access to **tasks** and **infolets** for quick analysis and action by supplier.

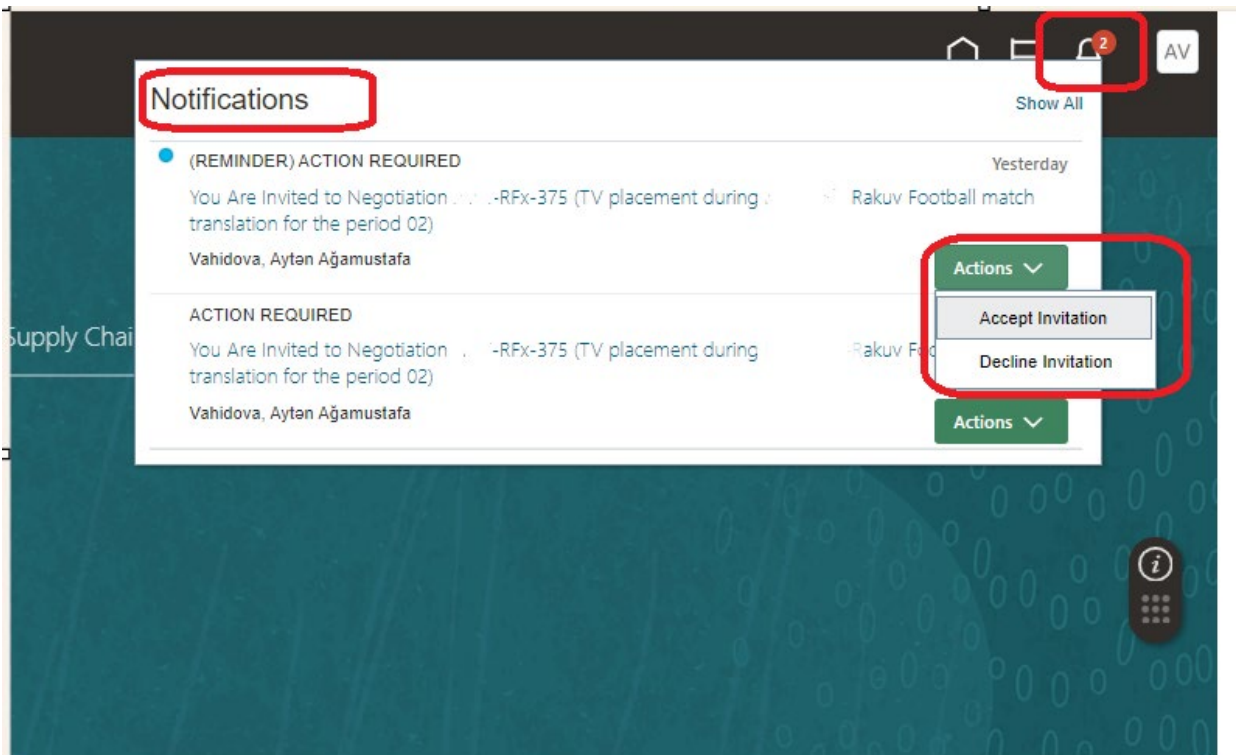
Below screenshot shows supplier portal infolets from the application. These infolets sum up information about key transactions **requiring attention**, **recent activity** of the last 30 days, and **transaction reports**.



Manage Supplier Notifications

At the top right corner of the home page, a bell icon will display your pending notifications. This includes new purchase orders pending acknowledgement as well as invitations to a negotiation.

Note: Clicking on the notification brings you to the PO or Negotiation in question. Supplier can Accept/Reject notification right from the Bell icon notification.



The other way is supplier can to click on notification to create a response to Negotiation Invitation. You can accept/reject invitation inside the notification as well. You can see Negotiation number. Click on Negotiation number to create a response for invitation.

Note: This is one of the options how to create response from negotiations. You will see another way of how to create a response from <View Active Negotiations> tab in Manage Negotiation section of this guideline.

Negotiation Invitation

**TV placement during
Football match translation for the period
02**From **Vahidova, Aytan Ağamustafa**RFQ Single Stage **-RFx-375**

Preview 23-Jun-2024 12:04

Opens 23-Jun-2024 12:04

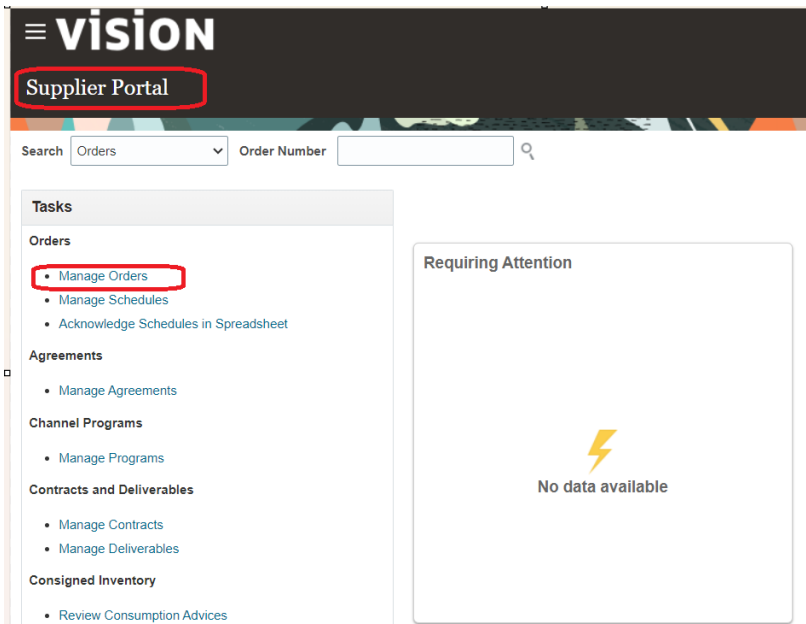
Closes 24-Jun-2024 11:55

Supplier **Baki Media Group LLC**Supplier Contact **Aytan Vahidova**

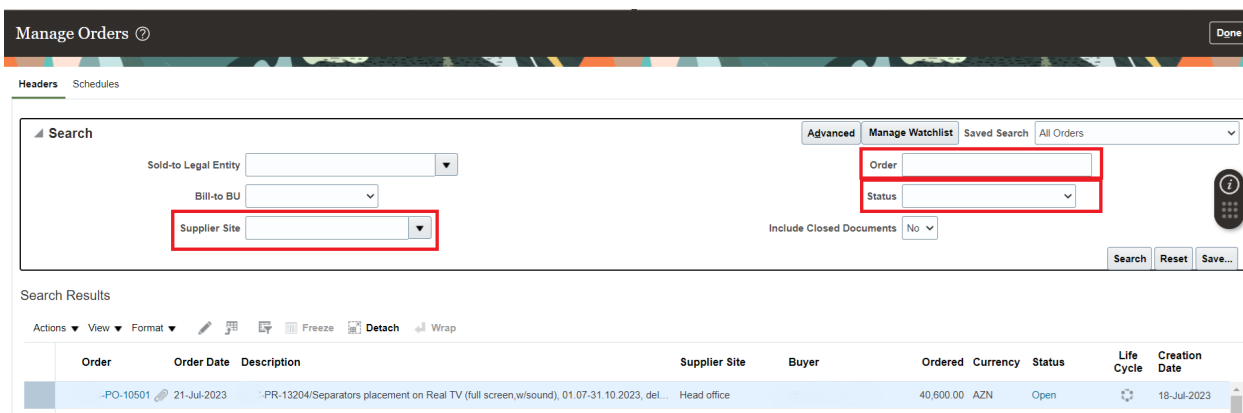
Acknowledge By 23-Jun-2024 13:04

Manage Purchase Order

When the company purchasing team enters a Purchase Order (PO), suppliers are able to view and edit the order through the **‘Manage Orders’** area within the Supplier Portal. Select **‘Manage Orders’** from the Supplier Portal Homepage.



You will arrive at the search page as shown below. You can narrow down your search using the search parameters in the header area of the screen. You can search by the Order Number, Status or Supplier Site.



You can filter PO queries by status. By selecting any status, the search results will display orders holding that status.

Manage Orders ?

Done

Headers

Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced

Manage Watchlist

Saved Search

All Orders

Order

Status Open

Include Closed Documents No

Search

Reset

Save

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PO-10501	21-Jul-2023	-PR-13204/Separators placement on Real TV (full screen, w/sound). 01.07-31.10.2023, del...	Head office	Əhmədov, N...	40,600.00	AZN	Open		18-Jul-2023
PO-9736	17-May-20...	-PR-12908/12986/Prices request for placement on TV during S...	Head office	İsmayil zadə, N...	1,976.21	AZN	Open		15-May-2023
PO-9676	11-May-2023	TV placement for UEFA competitions	Head office	Əhmədov, N...	19,559.05	AZN	Open		10-May-2023
PO-3721	19-May-20...	Amendment to the contract with BMC on shooting of Tagiyev film. A...	Head office	Zora, İ...	500,000.00	AZN	Open		27-Apr-2023

You can add more fields or search using more parameters by using the advanced search. Click on Advanced button.

Manage Orders ?

Done

Headers

Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced

Manage Watchlist

Saved Search

All Orders

Order

Status Open

Include Closed Documents No

Search

Reset

Save

Search Results

Actions

View

Format

Freeze

Detach

Wrap

You can also add fields in the search parameters by clicking on 'Add Fields' and selecting any of the search parameters suitable for you.

Manage Orders ?

Headers Schedules

Advanced Search

Sold-to Legal Entity Equals

Bill-to BU Equals

Supplier Site Equals

Order Starts with

Status Equals

Include Closed Documents Equals

Search Reset Save... **Add Fields** Reorder

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PO-10501	21-Jul-2023	-PR-13204/Separators placement on Real TV (full screen,w/sound), 01.07-31.10.2023, del...	Head office	Ghmadov, Vaqif ...	40,600.00	AZN	Open		18-Jul-2023
PO-9736	17-May-20...	-PR-12908/12988/Prices request for placement on TV during S...	Head office	Ismayil zade, i	1,976.21	AZN			
PO-9676	11-May-2023	TV placement for UEFA competitions	Head office	Ghmadov, ...	19,559.05	AZN			
PO-3721	19-Jul-20	Amendment to the contract with BMC on shooting of Tanishev film. Amount: 500,000 AZN. Vendor	Head office	Zeyra Kamalov	500,000.00	AZN			

Acknowledgment Due Date
 Bill-to Location
 Buyer
 Change Order Status
 Closed Date
 Consignment Terms Enabled
 Contract Terms Exist
 Creation Date

You can open the Purchase Order by clicking on the Purchase Order Number. Click on Purchase Order Number in the search results page to view the Purchase Order.

Manage Orders ?

Headers Schedules

Advanced Search

Sold-to Legal Entity Equals

Bill-to BU Equals

Supplier Site Equals

Order Starts with

Status Equals

Include Closed Documents Equals

Search Reset Save... Add Fields Reorder

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PO-10501	21-Jul-2023	-PR-13204/Separators placement on Real TV (full screen,w/sound), 01.07-31.10.2023, del...	Head office	Ghmadov, ...	40,600.00	AZN	Open		18-Jul-2023

You can view Purchase Order Header details such as 'Sold to Legal Entity', 'Bill to Business Unit', 'Purchase order number', 'Purchase Order Status', 'Buyer', 'Ship-to & Bill-to Location', 'Ordered Amount', etc.

Purchase Order: PO-10501 ?

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity	Supplier	Ordered 40,600.00 AZN
Bill-to BU	Supplier Site Head office	
Order PO-10501	Supplier Contact	Description
Status Open	Bill-to Location	Source Agreement
Buyer Ghmedov, Viagor	Ship-to Location	Negotiation
Creation Date 18-Jul-2023		Supplier Order

Terms Notes and Attachments

Required Acknowledgment None	Shipping Method	Requires signature
Payment Terms VAT Payment terms	Freight Terms	Pay on receipt
	FOB	Confirming order

In Terms and Conditions, you can view details. You can also view any notes or attachments.

Purchase Order: PO-10501 ?

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity	Supplier	Ordered
Bill-to BU	Supplier Site Head office	
Order PO-10501	Supplier Contact	Description
Status Open	Bill-to Location	Source Agreement
Buyer Ghmedov,	Ship-to Location	Negotiation
Creation Date 18-Jul-2023		Supplier Order

Terms Notes and Attachments

Note to Supplier

Attachments ES- RFx-133.rtf (5 more...)

You can view line level details from Lines tab. At the Line Level, you can view any Attachments using the triangle to expand the View tab. You can also view Schedule details from Schedules tab as well.

Line		Item	Description	Quantity	UOM	Price	Ordered	Status	Additional Information		
									WHT %	Net Amount (new)	NET Amount (old)
1			Separators placement on Real TV (full screen)	1	Currency	10,150.00	10,150.00	Open			
2			Separators placement on Real TV (full screen)	1	Currency	10,150.00	10,150.00	Open			

If you click “Actions” a drop-down menu appears where you can choose the following options:

Edit: If you have access, you can edit Purchase Orders here. This will create a change order.

Cancel Document: Here you can cancel the document. (It is not in below screenshot because we have disabled it for suppliers for our company, but normally suppliers are able to cancel the document)

View Document History: Here you can view the document history.

View Change History: Here you can view the change order history of the document.

View Revision History: Here you can view revisions made in the document.

Purchase Order: PO-10501

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity: [blank]
Bill-to BU: [blank]
Order: PO-10501
Status: Open
Buyer: Ghmedov, [blank]
Creation Date: 18-Jul-2023

Supplier: [blank]
Supplier Site: Head office
Supplier Contact: [blank]
Bill-to Location: [blank]
Ship-to Location: [blank]

Ordered: [blank]
Description: [blank]
Source Agreemer: [blank]
Negotiation: [blank]
Supplier Order: [blank]

Actions dropdown menu:
Edit
View Document History
View Change History
View Revision History
Action

Select Edit to make changes to the PO. This will create a change order. After clicking the Edit button, you will be asked for confirmation to create a **Change Order**. Click Yes to create a change order.

Warning

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes No

You will now be in the “Edit Change Order” screen. Mandatory fields are marked with *. You will need to enter the description of your change.

Edit Change Order: 2 ?

Change Order: 2 Status: Incomplete Initiating Party: Supplier

* Description: Amount Changed: 0.00 AZN Initiator: Aytan Vahidova

Creation Date: 24-Jun-2024

Main Contract Terms

General ?

Sold-to Legal Entity: Supplier:

Bill-to BU: * Supplier Site: Head office Ordered: 40,600.00 AZN

Order: PO-10501 Supplier Contact: Description:

Status: Open Bill-to Location: Agreement:

* Buyer: Ghmadow, Default Ship-to Location:

Creation Date: 18-Jul-2023

Terms Notes and Attachments

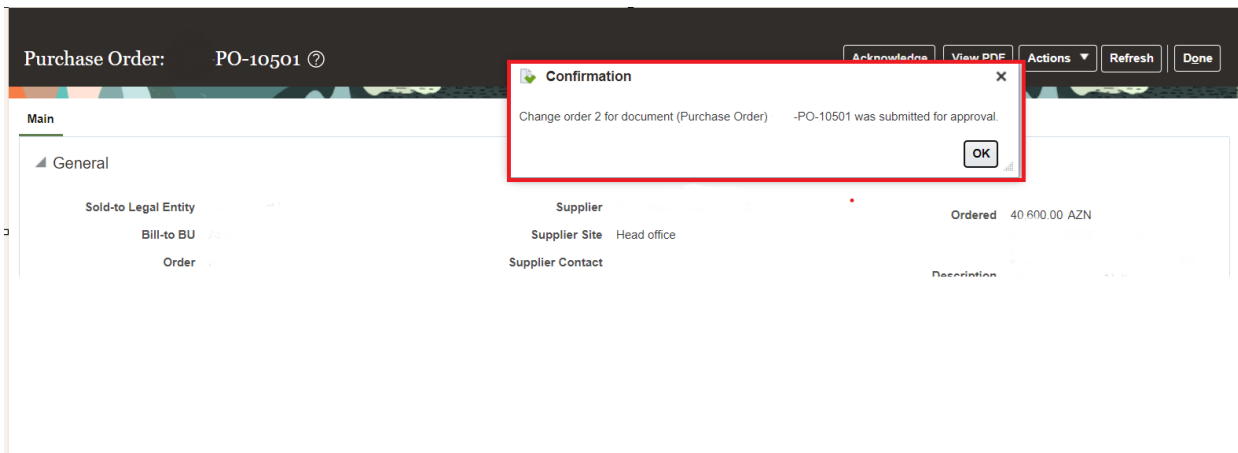
If you are changing the Quantity enter the Revised Quantity in the highlighted field. If you are changing price enter the revised price for your goods or services.

Lines Schedules

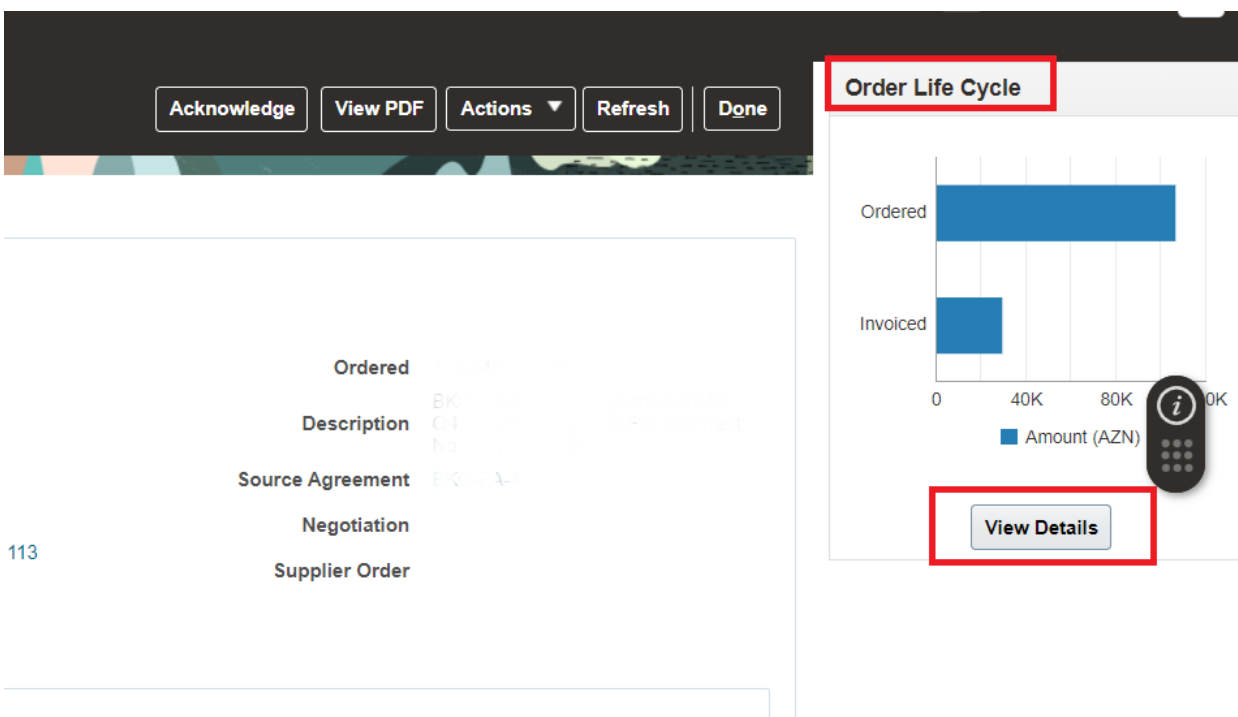
Actions View Format Freeze Detach Wrap

* Line	Revision	* Description	Supplier Item	Quantity	Secondary Quantity	Secondary UOM	UOM	* Price	Ordered	Currency	Supplier Configuration ID	* Location	Requested Delivery Date	Promise Delivery
1		Separators placement on	<input type="text"/>	<input type="text" value="1"/>			Currency	<input type="text" value="10,150.00"/>	10,150.00	AZN			31-Jul-2023	31-Jul-2023
2		Separators placement on		1			Currency	10,150.00	10,150.00	AZN			31-Aug-2023	31-Aug-2023

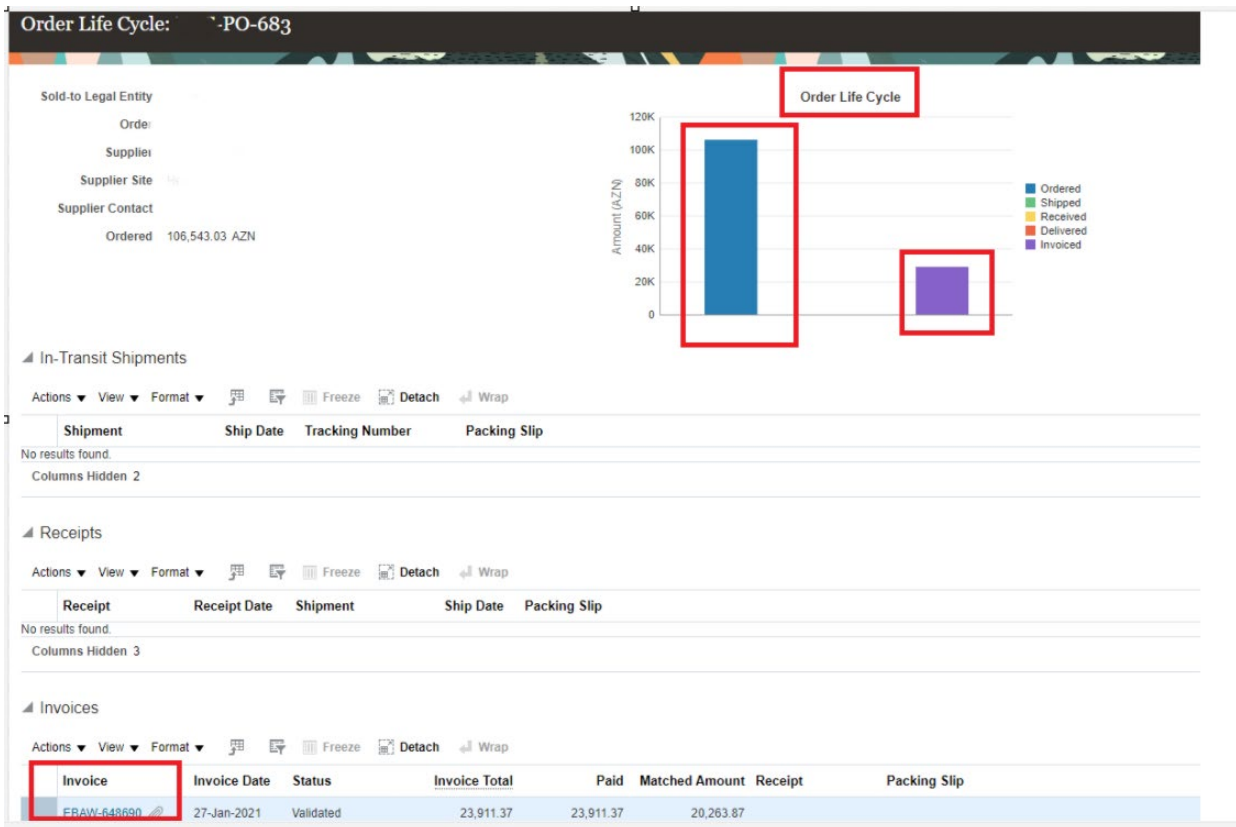
Once the document is amended, click on Save and then click on Submit to submit the change order. A Confirmation popup will appear as shown below. Once the PO Change Order is submitted, it will go for approval as per organization hierarchy setup. Click on OK.



Order Lifecycle: Managing the Purchase Order Lifecycle enables you to track and monitor the execution cycle of the order and changes to the order including cancellations. Click on the highlighted Lifecycle icon to view details of the respective PO.



You can drill down into Receipts and Invoices from this screen by clicking on the Receipt or Invoice number.

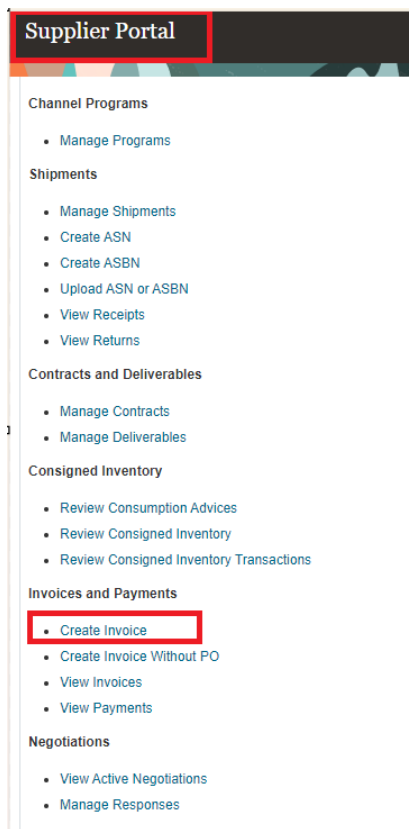


Manage Invoices

This feature enables suppliers to link invoices to a purchase order (PO) and see all activity between them and the business.

This lesson will demonstrate how to enter an invoice within the new Oracle Supplier Portal.

Click the Create Invoice Link under the Invoices and Payments Heading from Supplier Portal



Enter the following fields:

Identifying PO *- When creating an invoice, you need to link it to an existing PO, therefore, selecting the PO number associated with the invoice is mandatory.

Supplier Site*- The primary payment site will automatically populate in the Supplier Site Field. If there is no primary payment site or there is more than one payment site, then select the applicable payment site from the dropdown.

Address- This field appears when the Identifying PO is entered.

Remit-to Bank Account- Select Remit to Bank Account if there is more than one bank account.

Invoice Number*- Use a unique invoice identifier.

Date*- Click the Calendar Icon, then select a date. The invoice date must be a current or future date. You cannot backdate an invoice in the new Oracle Supplier Portal.

Type*- Defaults to Invoice.

Note: Fields marked with an asterisk are mandatory, therefore a value must be entered. Other fields will be auto-populated with details already present on the PO and the associated data on the system.

Create Invoice ⓘ Invoice Actions Save Save and Close Submit Cancel

*** Identifying PO** PO-5396 **Remit-to Bank Account** AZ77PAHA *** Number** Test1234

Supplier Taxpayer ID Unique Remittance Identifier *** Date** dd-mm-yyyy

*** Supplier Site** Head office Unique Remittance Identifier Check Digit *** Type** Invoice

Address: Description Invoice Currency AZN - Azerbaijanian Manat

Supplier Tax Registration Number Attachments None Payment Currency AZN - Azerbaijanian Manat ⓘ

Customer Tax Control Amount

Customer *** Customer Taxpayer ID** 160 Name Address

Lines View + - Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity

Click the + Icon next to Attachments to add an attachment.

Attachments are optional but may include documents such as a PDF of the invoice from your system.

Create Invoice ⓘ Invoice Actions Save Save and Close Submit Cancel

* Identifying PO: PO-5396 Supplier: Remit-to Bank Account: AZ77PAHA400 * Number: Test1234
 Taxpayer ID: 1402552 Unique Remittance Identifier: * Date: dd-mm-yyyy
 * Supplier Site: Head office Unique Remittance Identifier Check Digit: * Type: Invoice
 Address: Invoice Currency: AZN - Azerbaijanian Manat
 Supplier Tax Registration Number: Tax Control Amount: Attachments: None + Payment Currency: AZN - Azerbaijanian Manat ⓘ

Customer * Customer Taxpayer ID: 16017 Name: Address:

Lines View + - Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity

Click the Category Dropdown to choose a correct attachment category. In this example, From Supplier.

Attachments ⓘ

Actions View + -

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			Aytan Vahidov

From Supplier

- Payables Supporting Document
- Supporting Document
- To Approver
- To Buyer
- To Payables

Rows Selected 1

OK Cancel

Click the Choose File Button and follow the prompt to upload a document. Optionally, enter a relevant Title and Description for the attachment, then click OK to attach the document.

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Supply chain transformation _ practical roadmap to best p	Invoice	Invoice	Aytan Vahidov

Rows Selected 1

OK Cancel

Go to the Lines Section, then click the Select and Add Button to match to the PO lines.

Lines

View + X Cancel Line

Select and Add

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

The Select and Add: Purchase Orders Window will open. PO lines should be returned (opened for matching against invoices).

Select the Line for which invoice is to be created.

Select and Add: Purchase Orders

Search

Advanced Saved Search

** Purchase Order ASNPO- ...

** Consumption Advice

** Creation Date m/d/yy h:mm a

Search Reset Save...

Search Results

View Detach Select All



Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
ASNPO-014...	1	1			20721733001082	..	DC5	360

Apply OK Cancel


Click Apply.

Invoice line information will appear with all information necessary to create an invoice. Check that the details are populated correctly.

Search Results


View   Detach Select All

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line	Number			
ASNPO-014...	1	1			20721733001082	12-200 Patron Anej...	DC5	360

 Apply OK Cancel




Click Save and Submit.

ORACLE

Create Invoice 

Invoice Actions Save Save and Close Submit Cancel

Identifying PO: ASNPO-014200442244_2
Supplier: BACAFDI USA INC
Taxpayer ID: 131507147
Supplier Site: PA-FL-CORAL-03
Address: ATTN: MAIRA RODRIGUEZ, 2701 S. E. JEUNE RD, CORAL GABLES, FL 33134-5809
Supplier Tax Registration Number:
Remit-to Bank Account: 3000004219
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Description:
Attachments: None
Tax Control Amount:
Number: INV-01234
Date: 11/20/23
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer
Customer Taxpayer ID: 23-6003010/001
Name: Pennsylvania Liquor Control Board
Address:
Lines
View    Cancel Line

Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount
Number	Line	Schedule	Number	Line								
1	Item	ASNPO-...	1	1	12-200 Patron Anej...	DC5		360	157.32	Case		66,636.20
Total												50,635.20

Note: The supplier must click SUBMIT to finalize the invoice. If the invoice is saved but not submitted, it will remain in “Incomplete” status and will not be processed for payment.

Click Done to return to the Supplier Portal Dashboard.

Manage Negotiation Response

After you have registered to be a supplier you have the opportunity to be directly invited to specific bids based on the Products and Services you selected during your initial registration.

NEGOTIATION refers to a Request for Quotation (RFQ) or Tender exercise sent by the Purchaser or Buyer of buying organization where Suppliers need to response through Supplier Portal.

Supplier need to ensure the email registered for Supplier Portal is valid and the person who is doing the transaction on behalf of the Supplier is an authorized person.

Click on View Active Negotiations from Supplier Portal to see active negotiations that require your response.

- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

Auctions from Seller

- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

Qualifications

You can view the negotiation in more detail by clicking on the blue negotiation number. If you are ready to respond simply select the line of the negotiation and click Create Response. You can also create a response while viewing the negotiation.

Active Negotiations

Done

Time Zone Gulf Standard Time

Search

Manage Watchlist

Saved Search

Open Invitations

** Negotiation

** Title

** Negotiation Close By

** Invitation Received

Response Submitted

Negotiation Open Since

Search

Reset

Save...

** At least one is required

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Accept Terms

Acknowledge Participation

Create Response

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
RFx-348	Genesys Licenses (subscription base)	RFQ 2 Stage	Bako	479 Days 21 Ho...	18-Oct-2025 15:48	2		0		

Columns Hidden 4

Enter the required fields. The fields can be customized for each organization as per requirements. You need to fill in the required sections and attach technical and commercial proposals to Attachments section.

Create Response (Quote 31212): Overview

1 Overview

2 Requirements

3 Lines

4 Review

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Last Saved 25-Jun-2024 18:49

Time Zone Gulf Standard Time

Baki Media Morkazi MMC

Title

Genesys Licenses (subscription base)

Close Date

18-Oct-2025 15:48

Time Remaining

479 Days 20 Hours

Two stage evaluation

General

Supplier

Bako

Negotiation Currency

AZN

Response Currency

AZN

Price Precision

2 Decimals Maximum

* Response Valid Until

dd-mm-yyyy HH:mm

Response Type

Primary

Alternate

* Supplier Payment Term

* Supplier Delivery and Incoterms

Attachments

None

On the Requirements page you will need to either accept various terms and conditions to the specific items that are being bid/quoted or attach requested information.

1

2

3

4

Overview

Requirements

Lines

Review

Create Response (Quote 31212): Requirements

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Last Saved: 25-Jun-2024 18:55
Time Zone: Gulf Standard Time
Baki Media Markazi MMC

Time Remaining: 479 Days 20 Hours

Close Date: 18-Oct-2025 15:48

Section 1. Technical Compliance

* 1. Technical Compliance

☒ a. No

Response AttachmentsNone+

Comments

Evaluation Stage: Technical

Now it's time to input your response to the line item. When pricing your item be sure to use the UOM listed and note the quantity being requested. Include your price and promised delivery date when the goods/services will be delivered.

Note: You can edit the line and enter the price details from Edit section as well.

1

2

3

4

Overview

Requirements

Lines

Review

Create Response (Quote 31213): Lines

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Currency: Azerbaijanian Manat

Last Saved: 25-Jun-2024 19:46
Time Zone: Gulf Standard Time
Baki Media Markazi MMC

Time Remaining: 479 Days 20 Hours

Close Date: 18-Oct-2025 15:48

ActionsViewFormat+XFreezeDetach

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	* Promised Delivery Date: This Field is Mandatory
1	Genesys Engage On Premise Base Package NR Au		+		888 Licence		2.00	20	Each	40.00	dd-mm-yyyy
2	Genesys Engage On Premise Base Package NR Se		+		888 Licence		3.00	20	Each	60.00	dd-mm-yyyy
3	Genesys Engage On Premise Base Package NR Or		+		888 Licence		5.00	20	Each	100.00	dd-mm-yyyy

Note: For Negotiation that contains many line items, optionally you can upload your respond price via Spreadsheet (Excel).

Review all the entered information before click “Submit”. Award decision will be notified to Supplier via email once evaluation and award process completed.

Review Response: Quote 31214

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Azerbaijanian Manat

Last Saved 25-Jun-2024 19:52
Time Zone Gulf Standard Time
Baku Media Morkazi MMC

Title Genesys Licenses (subscription base)

Close Date 18-Oct-2025 15:48

Time Remaining 479 Days 19 Hours

Two stage evaluation

Overview Requirements Lines

General

Supplier Baki

Negotiation Currency AZN

Response Currency AZN

Price Precision 2 Decimals Maximum

Response Valid Until 21-Oct-2025 15:49

Response Type Primary

Reference Number

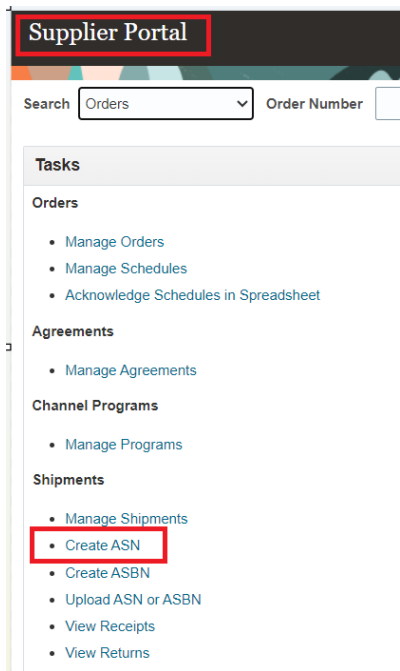
Note to Buyer

Attachments None

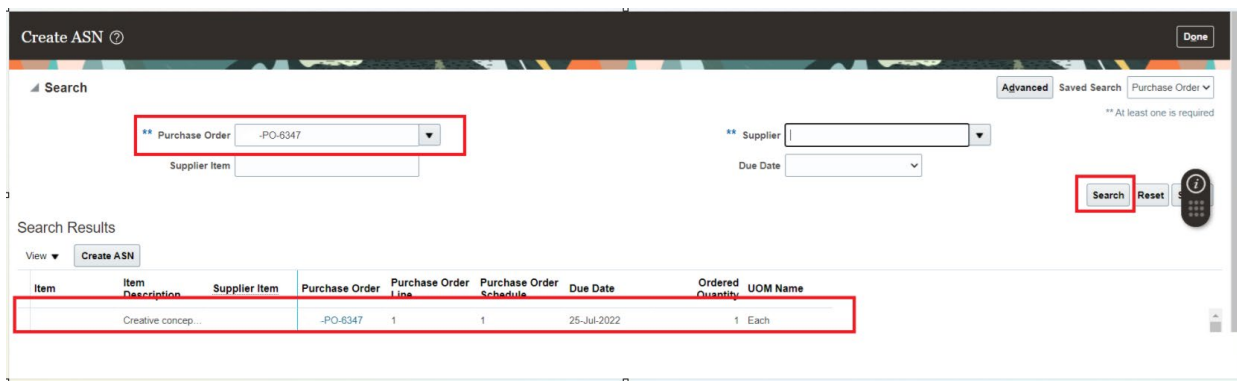
Manage ASN (Advanced Shipment Notice)

An Advanced Shipping Notice (ASN) is an electronic notification of an upcoming delivery which is sent directly from a supplier or third-party logistics company to a buyer, in advance of the shipment.

Navigate to Supplier Portal> Create ASN from Shipments Heading



Search for PO which you want to create ASN for and select the line.



Initiate ASN Creation Process.

Create ASN ?

Done

Search

Advanced Saved Search Purchase Order

** Purchase Order

--PO-6347

** Supplier

Supplier Item

Due Date

** At least one is required

Search Reset ?

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	Creative concep...		--PO-6347	1	1	25-Jul-2022	1	Each

- Enter **ASN Header** Information.
- Enter the **Shipped Date** that represents the Date the Goods/Services will be dispatched from your organization.
- Enter **Expected Receipt Date** that represents when the Date the Goods/Services will be received by the bank.
- Enter **Quantity** of the Services and or Goods to be Delivered to the organization and enter Comments if you have.

Create ASN Details ?

Submit Cancel

Header

* Shipment

12345

* Shipped Date

25-Jun-2024 11:46

* Expected Receipt Date

27-Jun-2024 11:46

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Will be received in packag

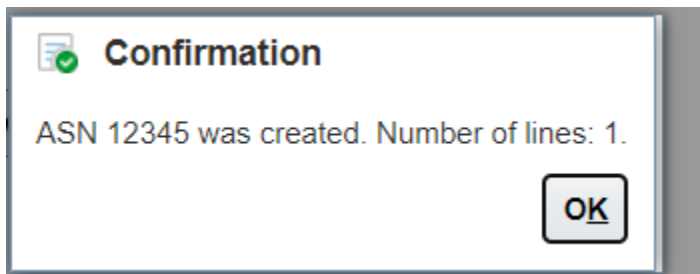
Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	Creative concep...		PO-6347	1	Each	Ravy Towers, 8 N...	1	Each	0

Once required information has been entered and confirmed.
Select Submit.

Confirmation Message will be received. Select Ok to close the Window.



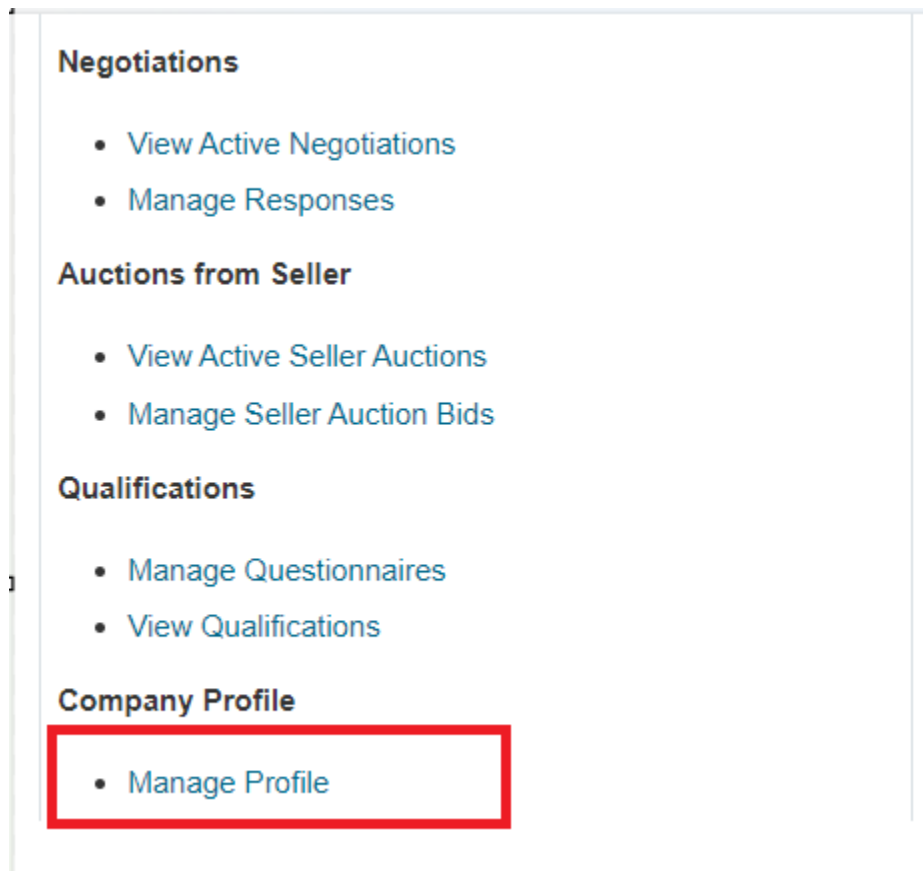
Manage Supplier Profile Changes

When a Supplier Registration is approved, a supplier record is created, and the supplier will receive an email from the Fusion Application with a link to the new Oracle Supplier Portal. The Supplier Portal enables you, the supplier, to see activity between you and the organization. It also allows you to enter changes to your Supplier Profile, which will be reviewed and accepted or rejected by the Vendor Data Management Unit within the buying organization.

As a supplier, you are responsible for managing your profile information including contact and address data. You are also

responsible for maintaining current banking information to ensure you can be paid by the buying organization.

Go to the Supplier Portal tab and Select Manage Profile



This will bring you to your Company Profile page. Select Edit on the upper right of the page

Company Profile

Last Change Request 65008 Requested By Vahidova, Aytan Change Description

Request Status Request Date 26-Apr-2024

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

General

Company Supplier Number 7936 Supplier Type LOCVendor

Identification

D-U-N-S Number Customer Number SIC

Tax Organization Type Corporation Status Active Attachments None

National Insurance Number Corporate Web Site

You will see a warning message that editing the profile will create a change request. Select Yes.

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

Go to the Addresses tab to update Address Information.

A list of the addresses you have set up should display. To edit an existing address: Select the Address Name of the address you want to change.

Edit Profile Change Request: 74008

Change Description

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
Head office	BAKI, Neşimi rayonu, Süleyman Rəisov küç. 8, Azərbaycan		Ordering, Remit to		Active
Mikayil Müşfiq küç	Baku, Baku, I/		Ordering, Remit to		Active

Columns Hidden: 3

The details of the selected address will be displayed, allowing you to update the information. Make your edits and either select OK to accept the change and go back to the list of addresses, or select Cancel to return to the list of addresses without making a change.

Edit Address: Head office

* Address Name: Head office

* Country: Azerbaijan

Region:

City:

Sub-Region:

Street (In English): Neşimi rayonu,

Building Number (In English): -

Apartment Number (In English): Azərbaycan, Bakı

Postal Code: AZ1014

Full Address (In Azeri):

Language:

* Address: ☒ Ordering

Purpose: ☒ Remit to ☐ RFQ or Bidding

Phone:

Fax:

Email:

Inactive Date: dd-mmm-yyyy

Status: Active

OK Cancel

To add an Address: Select +

A window will appear allowing you to enter a new address.

- Enter a name to identify the address in the **Address Name** field
- Select the country in which the address is located from the **Country** field

- c. Enter the street address in the **Address Line 1** field
- d. Enter additional address information in the **Address Line 2** field
- e. Enter the city name in the **City** field (you may use the list or start entering the name)
- f. Select the address state abbreviation from the **State** field
- g. Enter the postal code associated with the address in the **Postal Code** field

Address Purpose (minimum of one box must be checked)

Note: A single address may be tied to multiple Address Purposes, or separate addresses may be created with differing Address Purposes.

- a. Select **Ordering**, if appropriate (the ordering address is used for Purchase Orders)
- b. Select **Remit to**, if appropriate (the Remit to address is used for payments)
- c. Select **RFQ or Bidding**, if appropriate (the RFQ or Bidding address is used for solicitations, typically your sales or administrative location)
- d. Select Save and Close to add the Address

Create Address

* Address Name

Test address

* Country

Azerbaijan

Region

Baku

City

Baku

Sub-Region

Street (In English)

Building Number (In English)

1208 flat 70a

Apartment Number (In English)

Postal Code

AZ1025

Full Address (In Azeri)

Language

* Address

Ordering

Purpose

Remit to

RFQ or Bidding

Phone

994

Fax

994

Email

Inactive Date

dd-mmm-yyyy

Status

Active

Create Another

OK

Cancel

Select **Contacts** to add a Contact to the new address.

The screen will display the existing contacts that have been created. You may edit an existing contact by selecting the name from the list, or add a new contact. To add a new contact: Select +

Edit Profile Change Request: 74008

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
Salahov, Aghababa		salahov_...@email.com			✓	Active
V, Aytan		aytan.vahidova1@gmail.com			✓	Active
Vahidova, Aytan		aytaska.vahidova@gmail.com			✓	Active

Columns Hidden 7

A Create Contact pane will appear.

Enter the contact's first name in the **First Name** field

Enter the contact's last name in the **Last Name** field

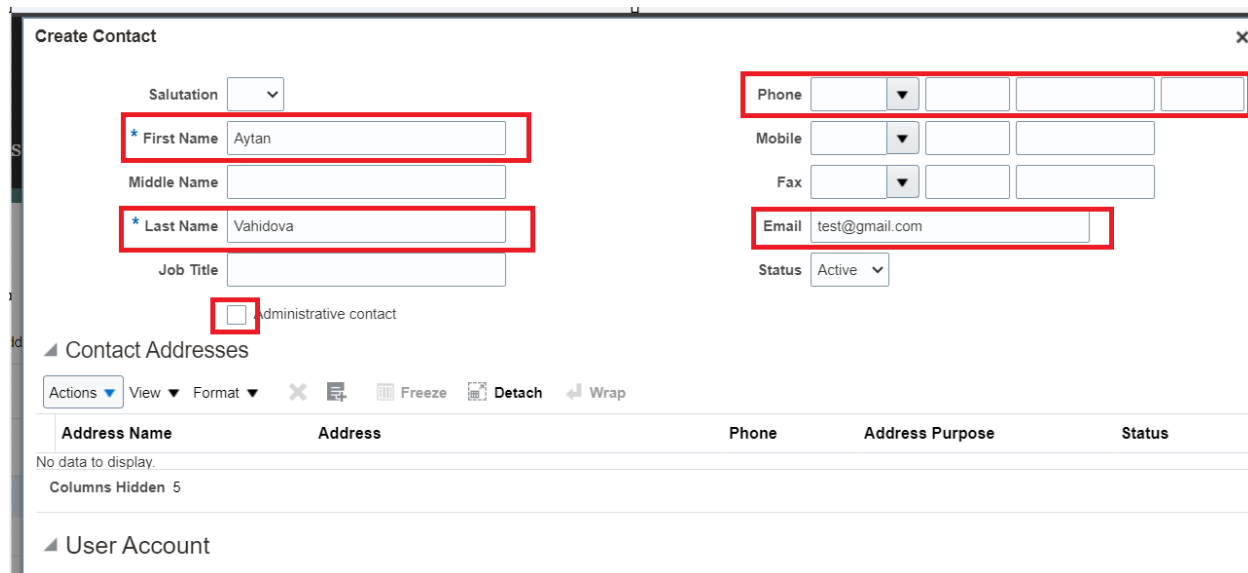
Enter a **Job Title** (optional) in the Job Title field

Select **Administrative Contact** if the contact is an administrative contact

Note: Every supplier account should have one administrative contact set up to receive PLCB communications for the organization.

e. Enter a **phone number** (optional) in the Phone or Mobile fields

f. Enter an **email address** in the Email field



The screenshot shows the 'Create Contact' form. The following fields are highlighted with red boxes:

- First Name: Aytan
- Last Name: Vahidova
- Phone: (empty)
- Mobile: (empty)
- Fax: (empty)
- Email: test@gmail.com
- Administrative contact checkbox: ☐

Below the form, there is a section for 'Contact Addresses' with a table. The table has columns: Address Name, Address, Phone, Address Purpose, and Status. The table is currently empty, showing 'No data to display.' and 'Columns Hidden: 5'.

Scroll to the **Contact Address** section of the screen to associate the new contact to a Contact Address.

Select the Select and Add icon to create the association between Contact and Contact Address.

Create Contact ✕

Salutation ▼

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone ▼

Mobile ▼

Fax ▼

Email

Status Active ▼

Contact Addresses

Actions ▼ View ▼ Format ▼ ✕ 📄 Freeze 📄 Detach ↩ Wrap

Remove	Address	Phone	Address Purpose	Status
Select and Add				

User Account

A **Select and Add Addresses** pane will appear showing the existing addresses that have been established for the supplier. Select one or more lines from the list of addresses

Select Apply to create the relationship(s)

Create Contact ✕

Salutation ▼

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone ▼

Mobile ▼

Fax ▼

Email

Status Active ▼

Contact Addresses

Actions ▼ View ▼ Format ▼ ✕ 📄 Freeze 📄 Detach ↩ Wrap

Address Name

No data to display.

Columns Hidden 5

User Account

Roles Data Access

Select and Add: Addresses ✕

Search

Address

Search Reset

View ▼ Format ▼ ↩ Wrap

Address Name	Address	Address Purpose
Head office	BAKI,Nəsimi rayonu, Süleyman Rüstəm küç....	Ordering; Remit to
Mikayil Müşfiq küç	Baku,Baku,Mikayil Muwfiq,2H,AZ	Ordering; Remit to

Rows Selected 1

Apply OK Cancel

Select OK to close the window and return to the Create Contact pane.

Scroll to the **User Account** section of the pane. In this section, you can see the system access roles that are available to you as a supplier. Request a user login for the new contact by selecting Request User Account tickbox.

The screenshot shows a 'Create Contact' window with a red box around the title bar. The window contains several input fields for contact information, including Salutation, First Name (Aytan), Middle Name, Last Name (Vahidova), Job Title, Phone, Mobile, Fax, Email (test@gmail.com), and Status (Active). Below these fields is a 'Contact Addresses' section with a table showing one address: 'Head office' at 'BAKI, Nesimi rayonu, Süleyman Rüstəm küç. 9, - Azərbaycanca...'. The 'User Account' section is expanded, showing a table of roles. The 'Request user account' checkbox is checked and highlighted with a red box.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone

Mobile

Fax

Email

Status

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Head office	BAKI, Nesimi rayonu, Süleyman Rüstəm küç. 9, - Azərbaycanca...		Ordering; Remit to	Active

Columns Hidden 5

User Account

☒ Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...

If additional contacts need to be added, select Create Another, otherwise, select OK to return to the Edit Profile Change Request pane.

Add **banking** information. Note: As a supplier, you are responsible for adding and maintaining your banking information so you are correctly paid by the organization.

Select Payments> Select Bank Accounts > Select + to add a bank account

The screenshot shows the 'Edit Profile Change Request: 74008' interface. At the top, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. Below this is a 'Change Description' text area. A navigation bar includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments' (highlighted with a red box), 'Business Classifications', and 'Products and Services'. Under the 'Payments' tab, there is a 'Payment Methods' section with 'Bank Accounts' highlighted by a red box. Below this is a table with columns: 'Primary', 'Account Number', 'IBAN', 'Currency', and 'Bank Name'. The first row shows a green checkmark in the 'Primary' column and the account number 'AZ77PAHA400...' in the 'Account Number' column. A '+ ' icon in the table's toolbar is also highlighted with a red box. At the bottom left, it says 'Columns Hidden: 8'.

The Create Bank Account pane will display

Select the country where the bank account is located from the Country field

- Enter the bank account number in the **Account Number** field
- Select **Bank Name** from the list
- Select **Bank Branch** from the list
- Select **Allow international payments**, if appropriate
- From **Date** will default to today's date
- Enter **IBAN** if international payments are allowed

j. Select OK to add the bank to your profile and return to the Edit Profile

Create Bank Account

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

* Country

Azerbaijan

Account Number

Test1234

Bank Name

AFB Bank ASC

Bank Branch

Azadliq filiali

☒ Allow international payments

From Date

25-Jun-2024

Inactive On

dd-mmm-yyyy

IBAN

Currency

USD

Additional Information

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

Savings

Description

Test Bank account

Create Another

OK

Cancel

Change Request Note: Your supplier record will not be updated in Oracle until you have reviewed your Change Request and selected Submit to send it to the organization for review and approval

Edit Profile Change Request: 74008

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

Payment Methods

Bank Accounts

Actions

View

Format

Freeze

Wrap

Primary	* Account Number	IBAN	Currency	Bank Name
	Test1234		USD	AFB Bank ASC

Review the changes that have been made and select Submit to send the Change Request to the company for review.

Note: Your supplier record will not be updated in Oracle until you have reviewed your Change Request and selected Submit to send it to the organization for review and approval.

Review Changes

Change Description

Contacts

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Vahidova, Aytan		test@gmail.com				Active

Columns Hidden 7

Bank Accounts

Primary	Account Number	IBAN	Currency	Bank Name	Details
	Test1234		USD	AFB Bank ASC	

Columns Hidden 8

A summary screen will appear with a message that the Change Request has been submitted for approval. Select OK.

Confirmation

Your profile change request 74008 was submitted for approval.

OK