Supplier Portal

DO.070

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Name	Position	Signature

1 DOCUMENT CONTROL

1.1 Change Record

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1.2 Reviewers

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1.3 Distribution

Copy No.	Name	Location
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Contents

2 SAFE SUPPLIER PORTAL DO.070 INTRODUCTION

Oracle Supplier Portal System Considered part of the Purchasing and financial system.
The Supplier System aims to simplifies the supplier registration procedures with National Security Services company Through a Dynamic and Safe solutions for supplier management.

Supplier portal enables interaction through a smarter supplier system. It is a browser-based solution based on self-service suppliers that offers a fully approach to supplier management by removing communication barriers between efficient employees and suppliers through the interactions between them. The system also allows suppliers to follow up on their claims, participate in Negations proposed by the National Security Services, and follow up on submitted invoices.

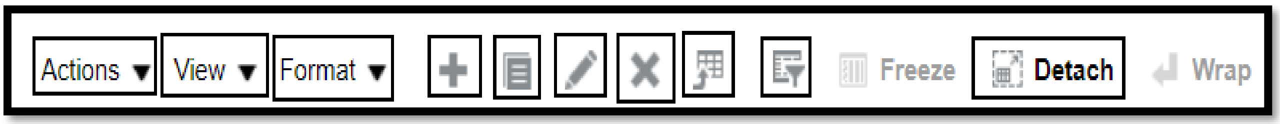
Key Features:

- Supplier Registration
- PO Acknowledgement
- Negotiation Acknowledgement
- Create ASN (Advance shipments Notice)
- Create ASBN (Advance shipments & Billing Notice)
- Manage Orders & Schedules
- Manage Contracts & Deliverables
- Create Invoice
- Response to supplier qualification questions
- Supplier Negotiation Response
- View pending and historical transaction
- View Dashboards and reports

2.1 Purpose

This document is the User Manual of the SAFE Supplier Portal describing the functionality provided by the system designed to provide documentation for the users [SAFE Suppliers and SRM] of this module.

2.2 Toolbar Funcation



Function	Description
Action	Drop list for more actions
View	Show the columns
Format	Resize the columns
	Add
	Duplicate
	Edit
	Delete
	Export to Excel
	Query By Example
Freeze	Freeze The columns
Detach	Detach the columns
Wrap	Warp the columns

3 SAFE SUPPLIER PORTAL FUNCTIONS

3.1 SAFE Supplier Registration initiated by the supplier

Click on the below link to open SAFE Supplier Portal:

SAFE Supplier Portal

3.1.1 COMPANY DETAILS:

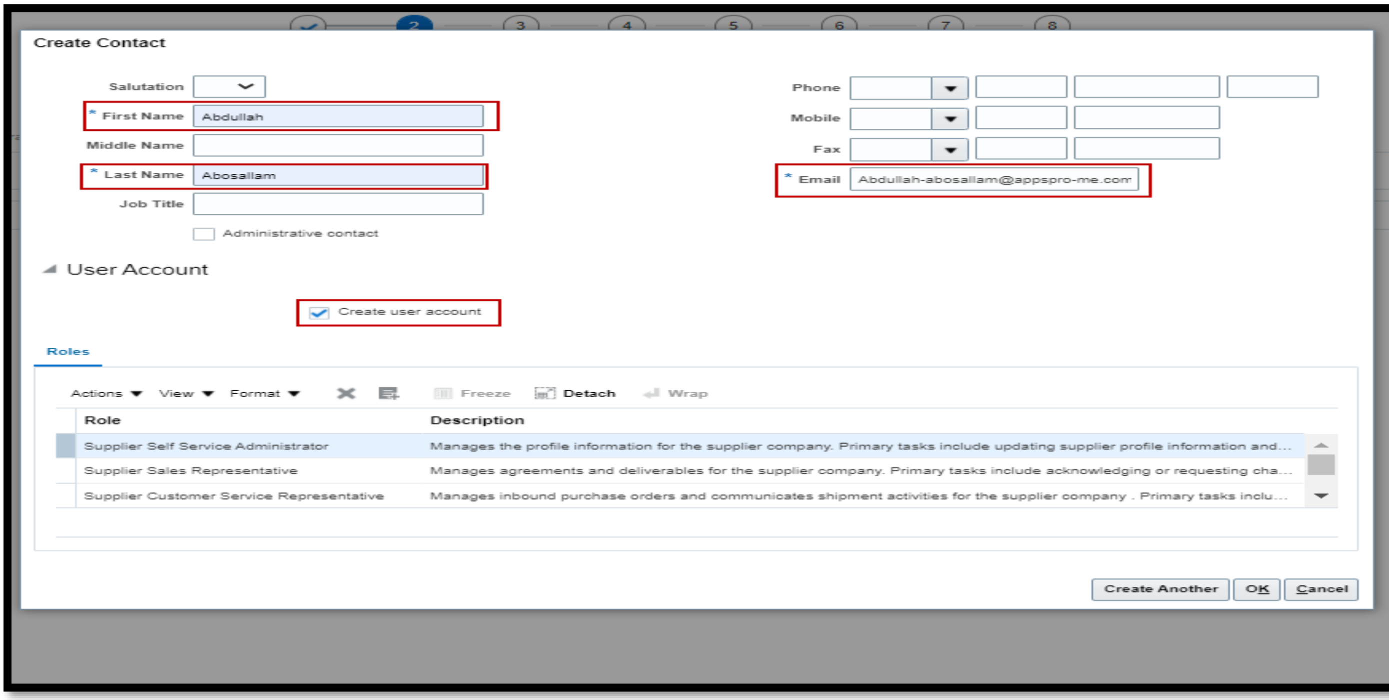
- Enter The Official Information for your company

- Click Next

3.1.2 CONTACT DETAILS:

- Enter The contact Information
- Enter The Administrator Role from your company

  The Administrator User: Supplier Administrator creates and maintains supplier profile. As a Supplier you can view and edit your profile manually (Any change will be reviewed by SAFE to approve it).
- ok, create another

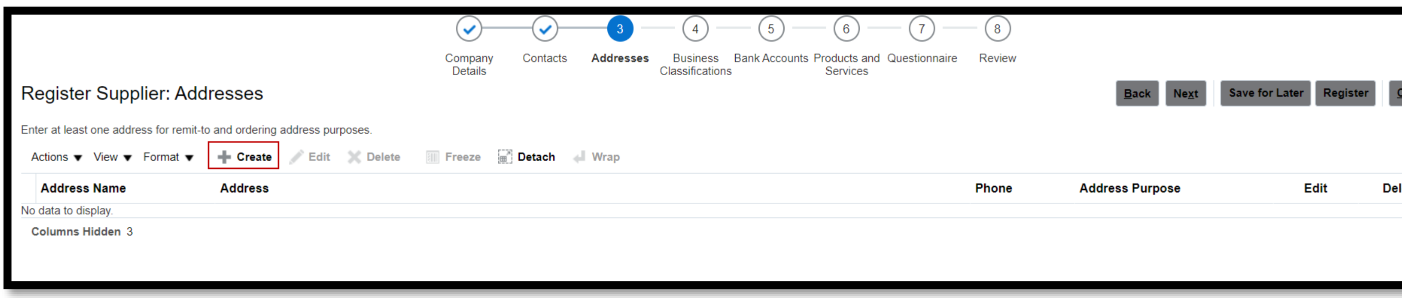


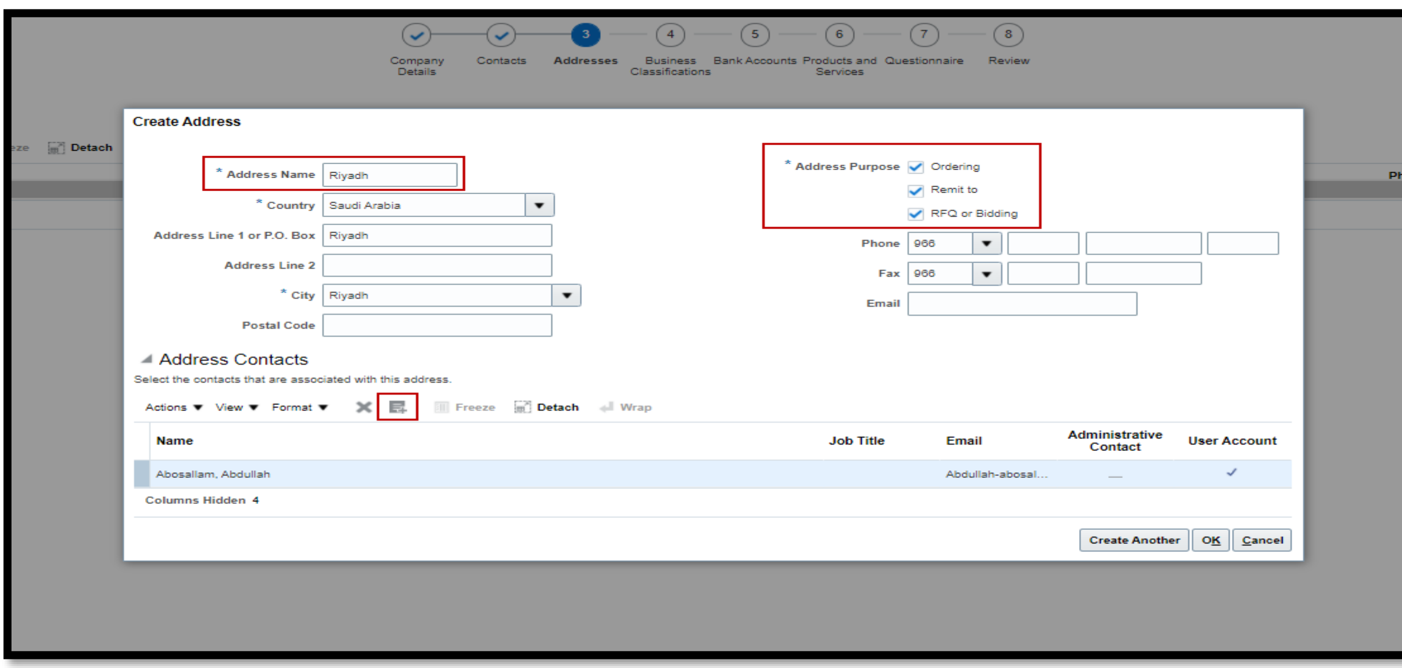
- Check and confirm for contact information and also you can create another if you want to add more contacts.
- Click OK Then Next

3.1.3 Addresses:

From Adress Click On the plus Sign

- Create address
- 'Adress Purpose' Meaning:
    1. Ordering: means that SAFE will be able to submit PO to this Adress.
    2. Remit To: means that SAFE can will be able to submit invoices to this Adress.
    3. RFQ or Bidding means that SAFE will be able to submit RFQ and Bidding to this Adress.
- Select All Your Adress Information.
- Add address contacts.

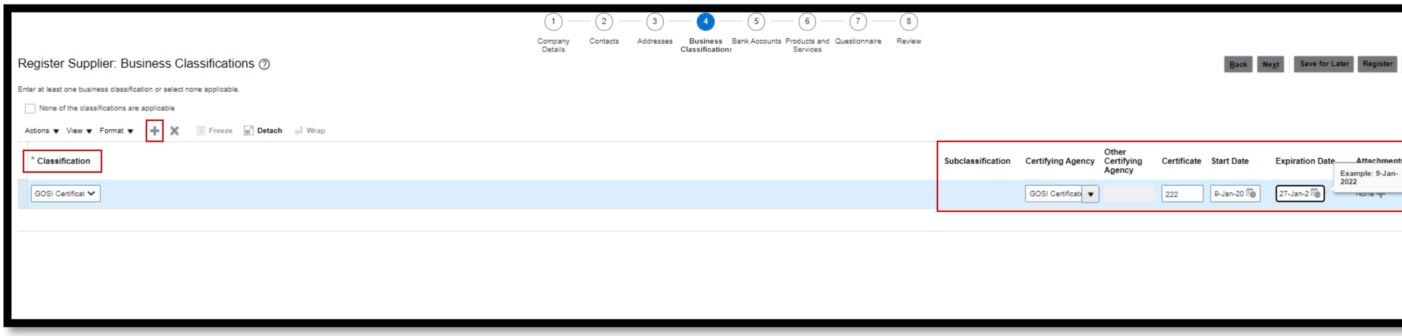




- Check and confirm for Address information and also you can create another if you want to add more addresses.
- Click OK Then Next

3.1.4 BUSINESS CLASSIFICATIONS:

- Enter Classification (Attachments, Date, Etc.) then click add again to add new record line.
- You must Add all The Required Certificates under the Business Classification Section.

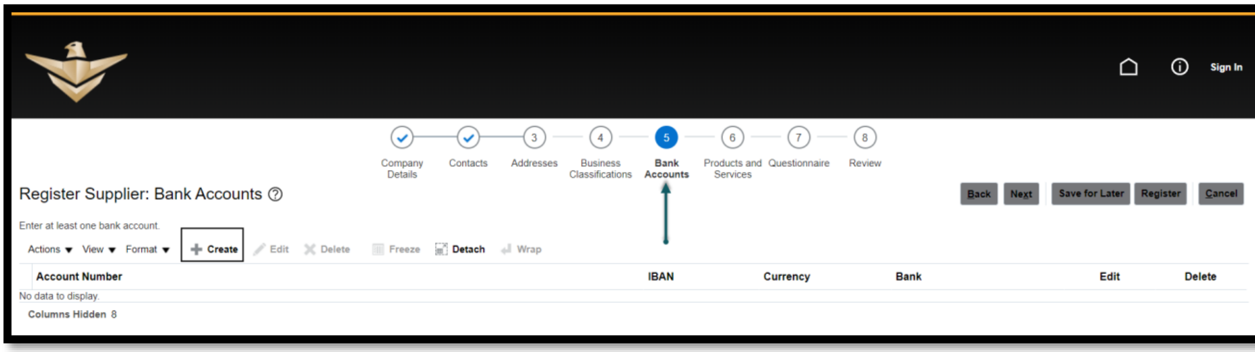


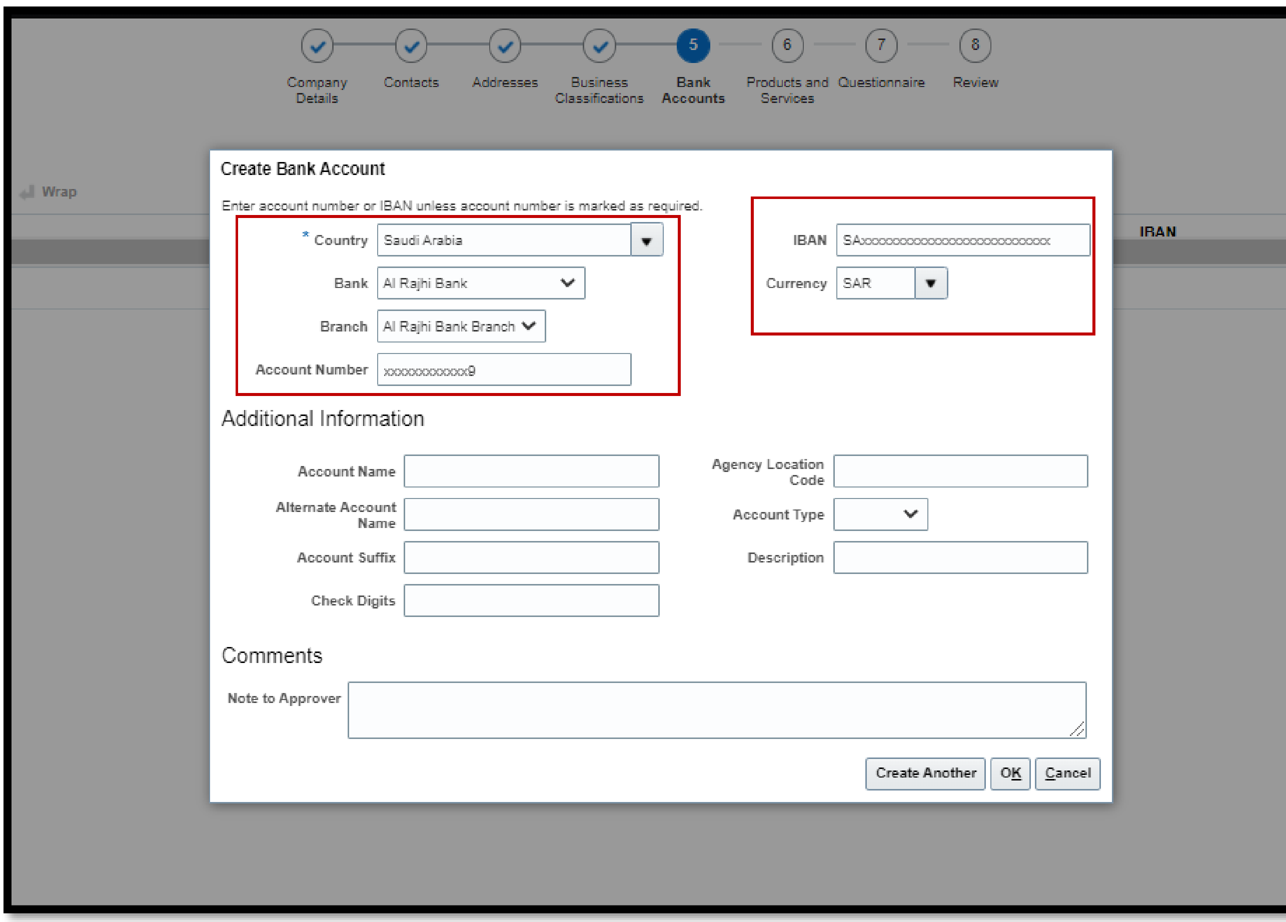
- Check and confirm all the inserted certificates.
- Then Click Next.

3.1.5 BANK ACCOUNTS:

From Bank Account Click On the plus Sign create

- Enter Bank accounts details



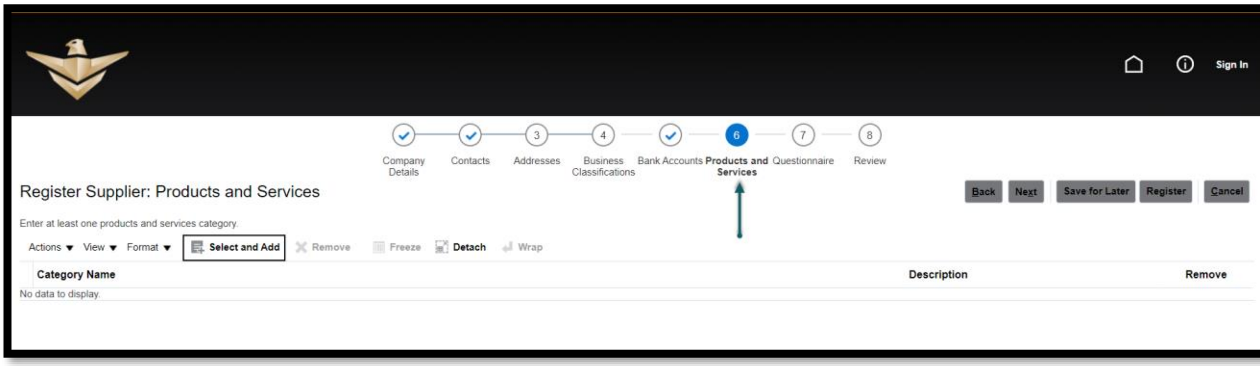


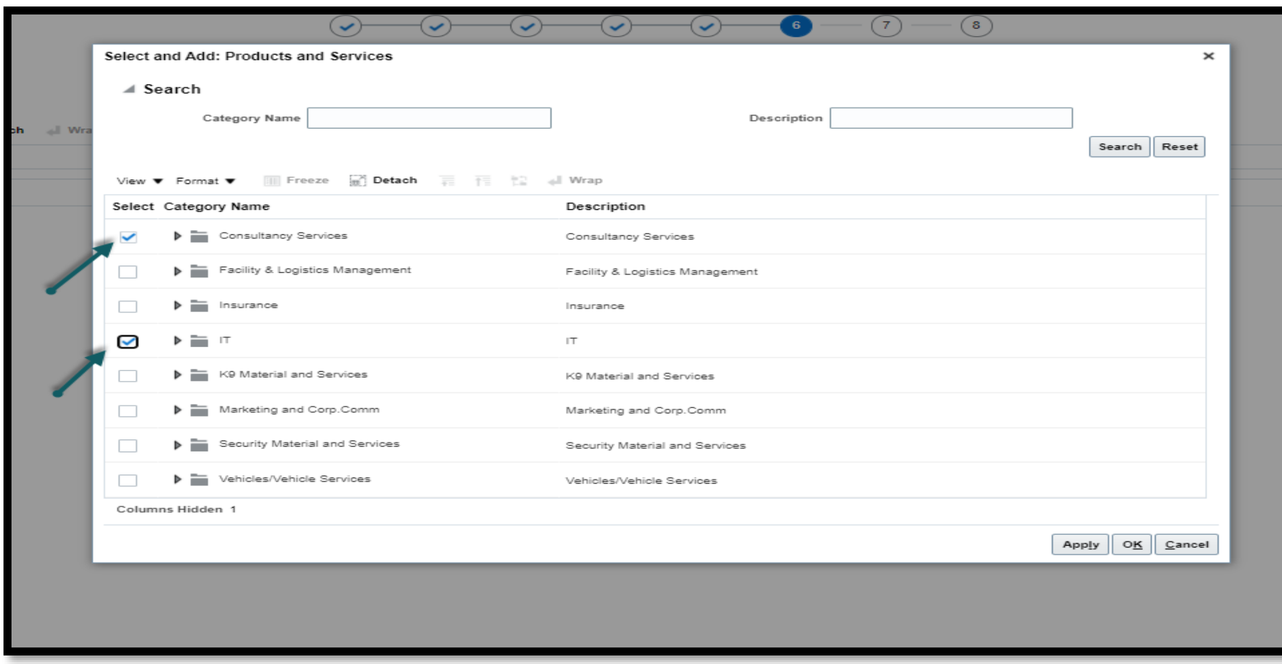
- Check and confirm for Bank account information and you can create another if you want to add more Bank accounts.
- Click OK Then Next

3.1.6 PRODUCTS AND SERVICES:

From Products and Services Click On the select and add

- Select all products and services.

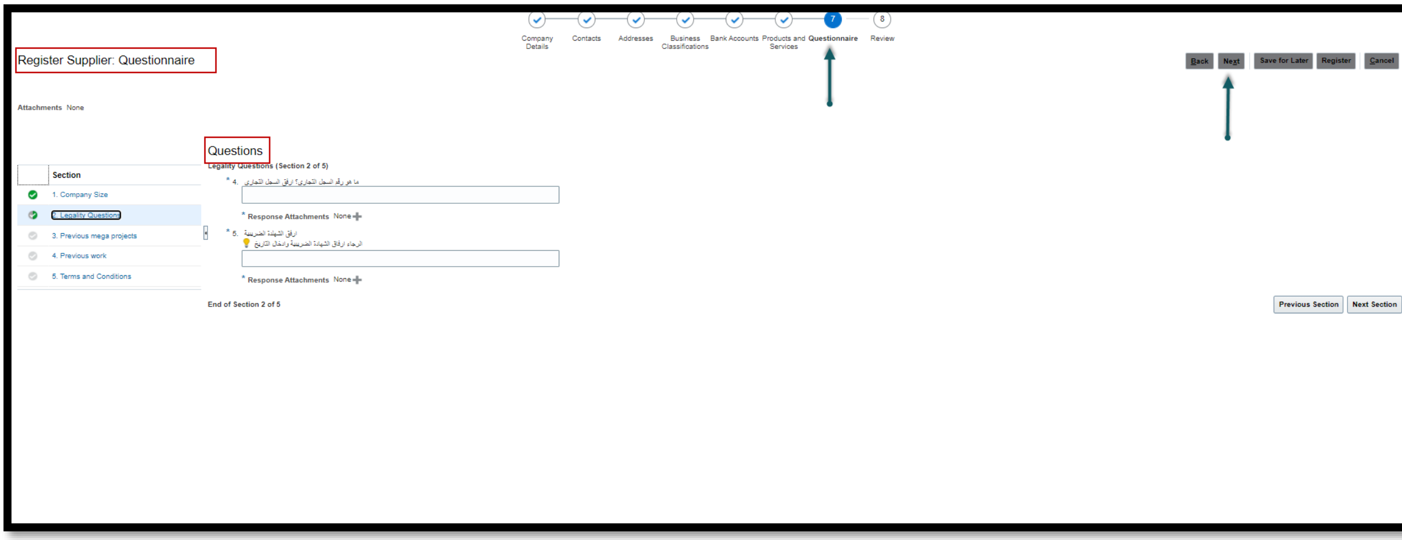




- Then click apply then ok.
- Then click Next.

3.1.7 QUESTIONNAIRE:

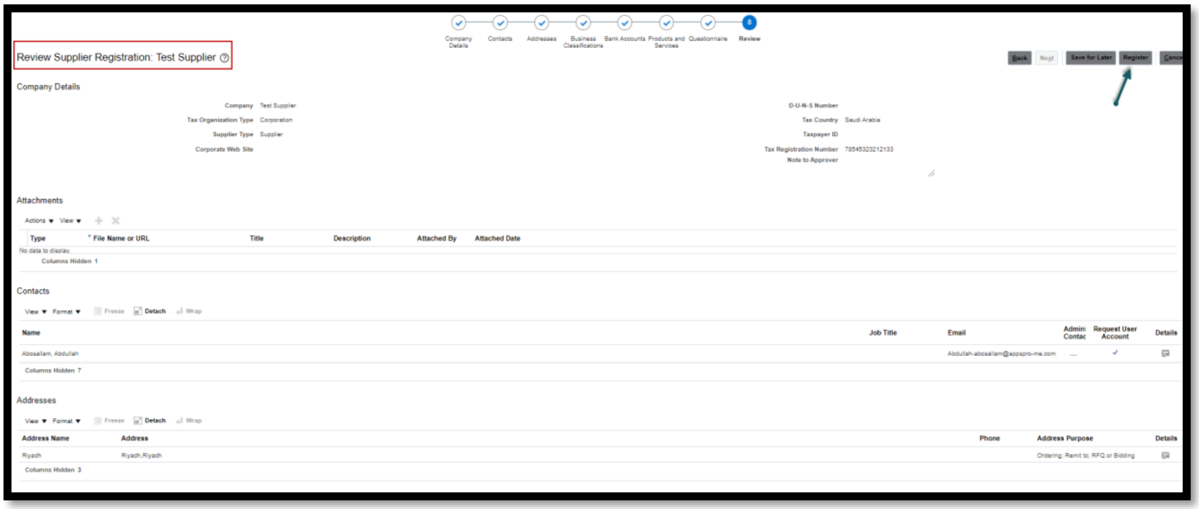
- Answer the questions.

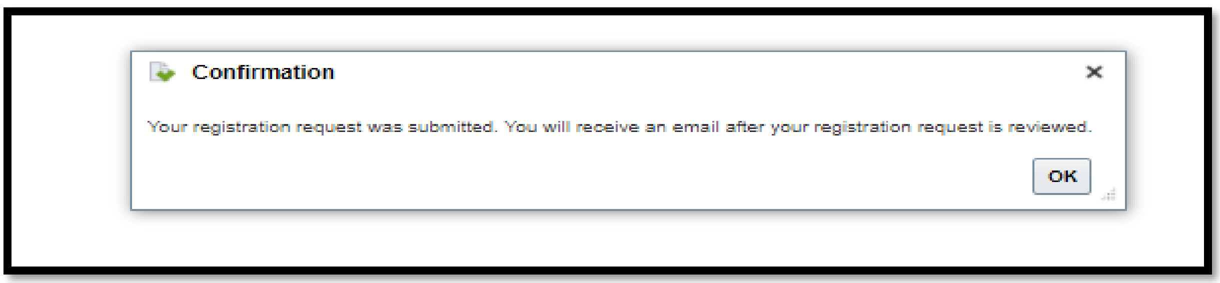


- Click review if needed
- Click Next

3.1.8 Review page:

- Review All the inserted information.

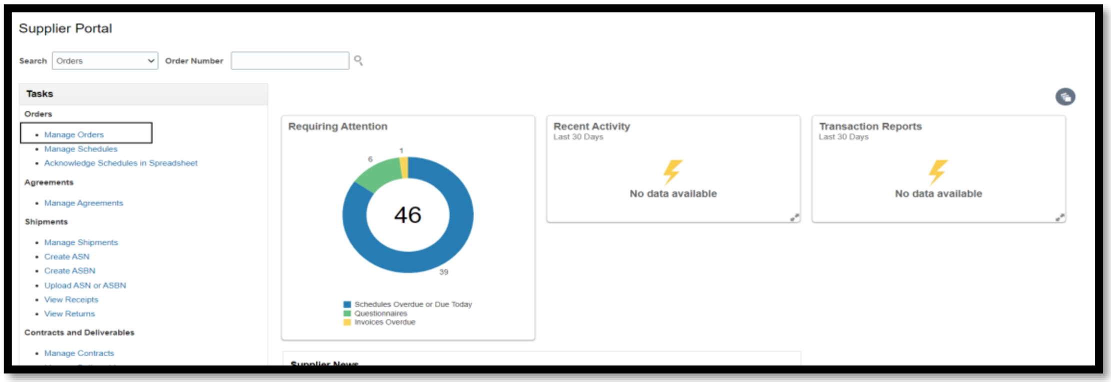




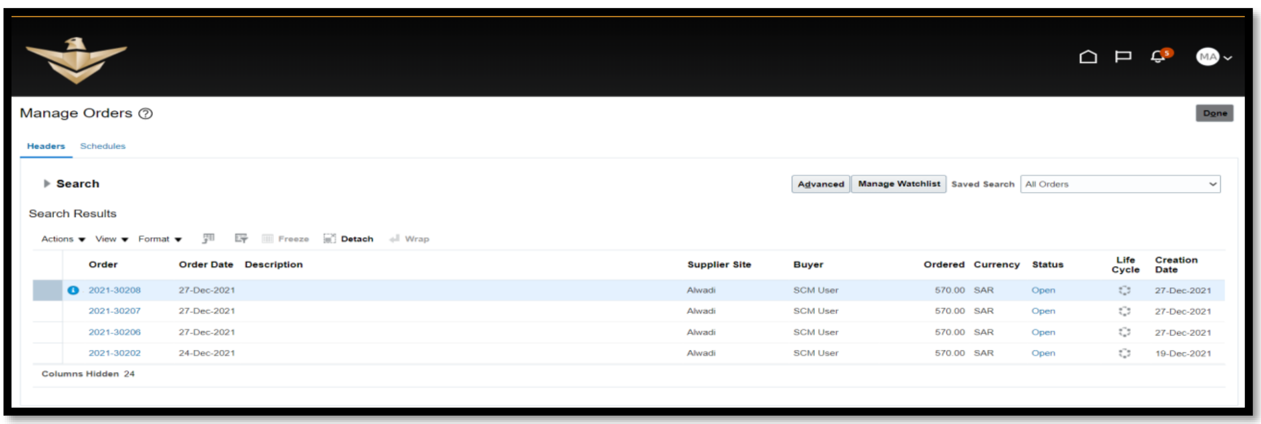
- Click Register.
- SAFE team will receive your application to review it and take an action.
- You will receive the feedback from SAFE team ASAP (approved, rejected, request for more information).
- If your application is approved, you will receive Email to reset your password and your Username will be the email you entered in the contact.
- If they request more information, you will receive email to submit the needed information.

3.2 PO Acknowledgement

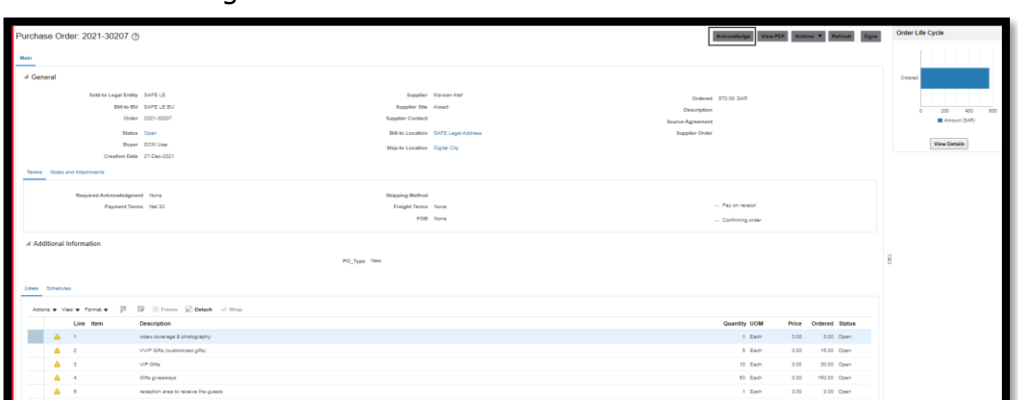
- To Acknowledgement Purchase order, from supplier portal
- Click manage orders.



- Enter Purchase order Number.
- Click search.

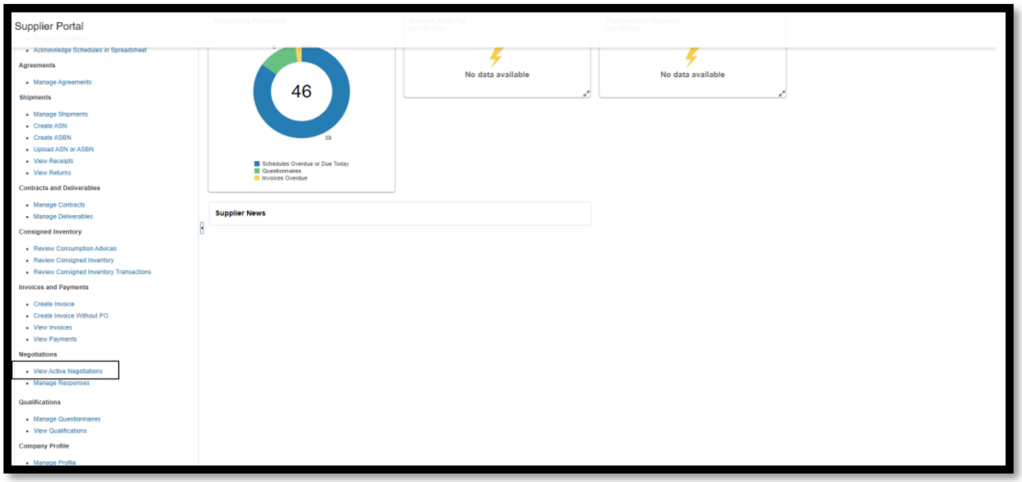


- Chose the purchase order.
- Then Click on Acknowledgement.



3.3 Negotiation Acknowledgement

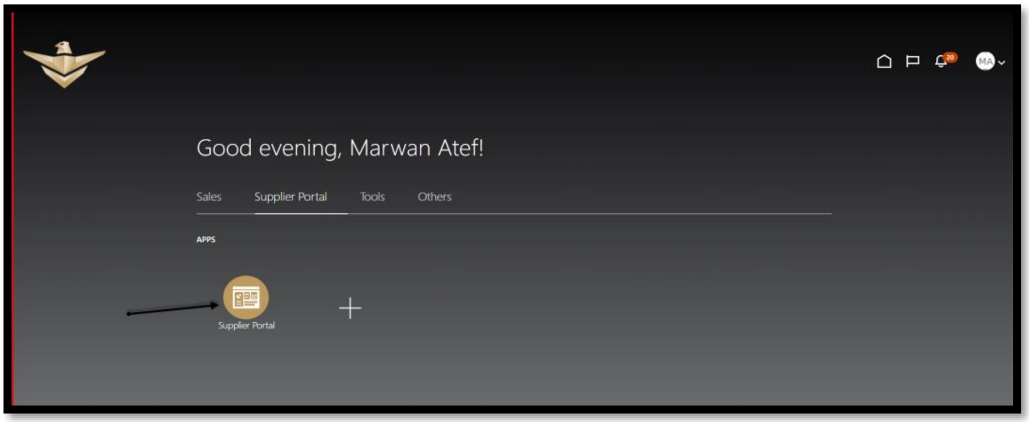
- From supplier portal.
- Click manage negotiation.



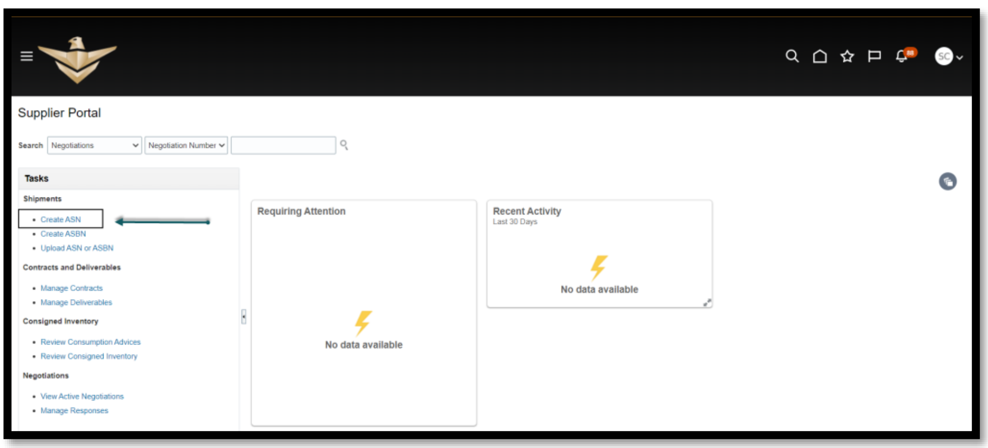
- To acknowledge and accept Negotiation, click on the Negotiation number from the results screen and the following Negotiation details page opens. Review the details and click on 'Acknowledgement'.

3.4 Create ASN (Advance shipments Notice)

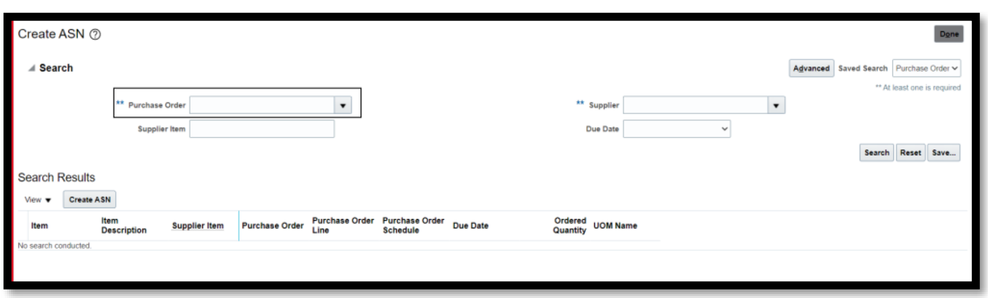
- The ASN contains details including shipment date, time, and identification number; packing slip data; freight information; item detail including cumulative received quantities; purchase order number; and returnable container information
- Login.
- To Create ASN, click supplier portal from home page.



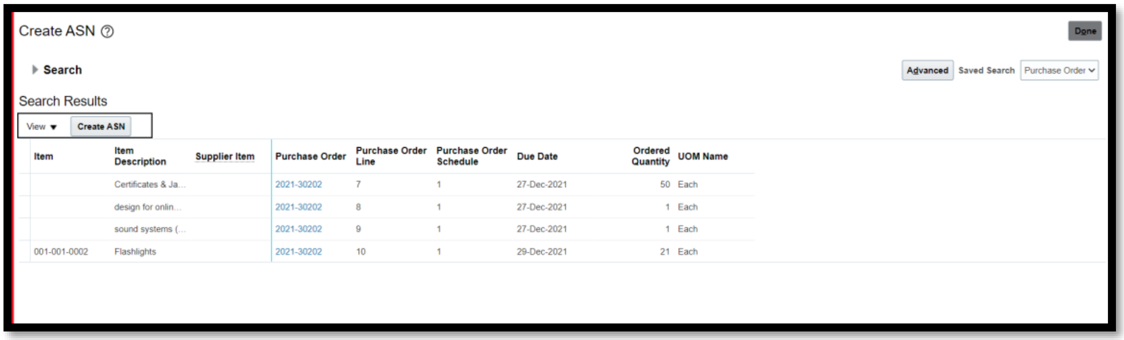
- Click On Create ASN from Tasks.



- Enter the Purchase Number and click search.



- Chose the Line then click on Create ASN.

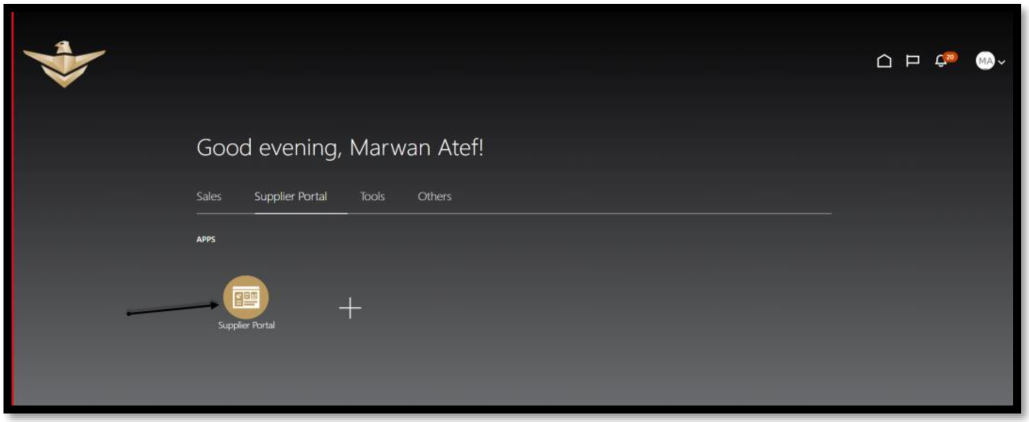


- After Create ASN, Enter The information (shipment, shipment date, …etc.)

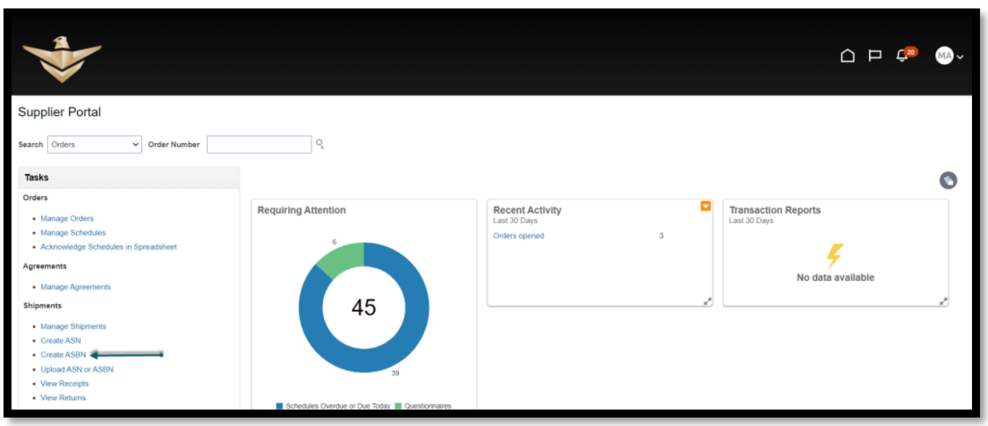
- Then Click Submit.

3.5 Create ASBN (Advance shipments & Billing Notice)

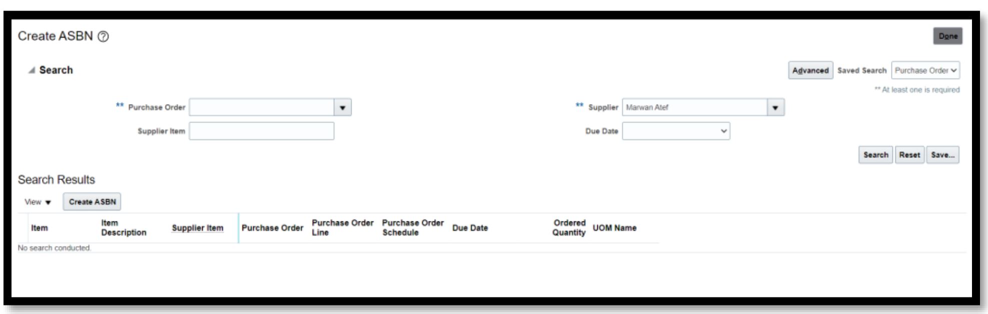
- ASBN contain the same information as ASNs (shipment date, time, and identification number; packing slip data; freight information; item detail including cumulative received quantities; purchase order number; and returnable container information) plus invoice and tax information.
- Login.
- To Create ASBN, click supplier portal from home page.



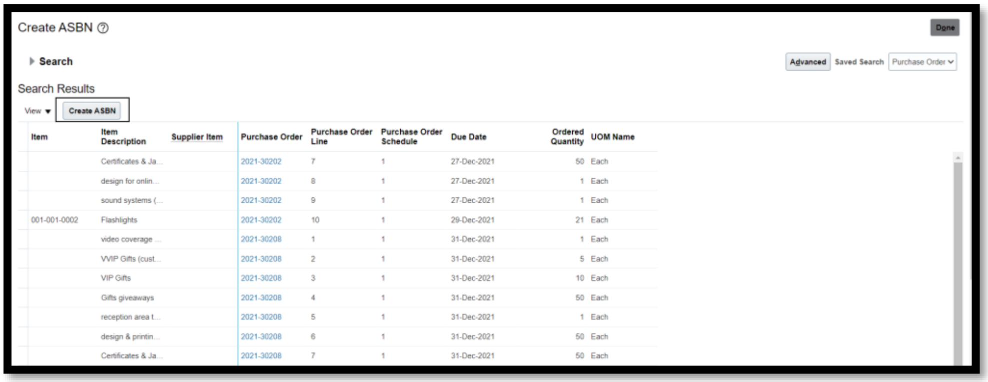
- Click On Create ASBN from Tasks.



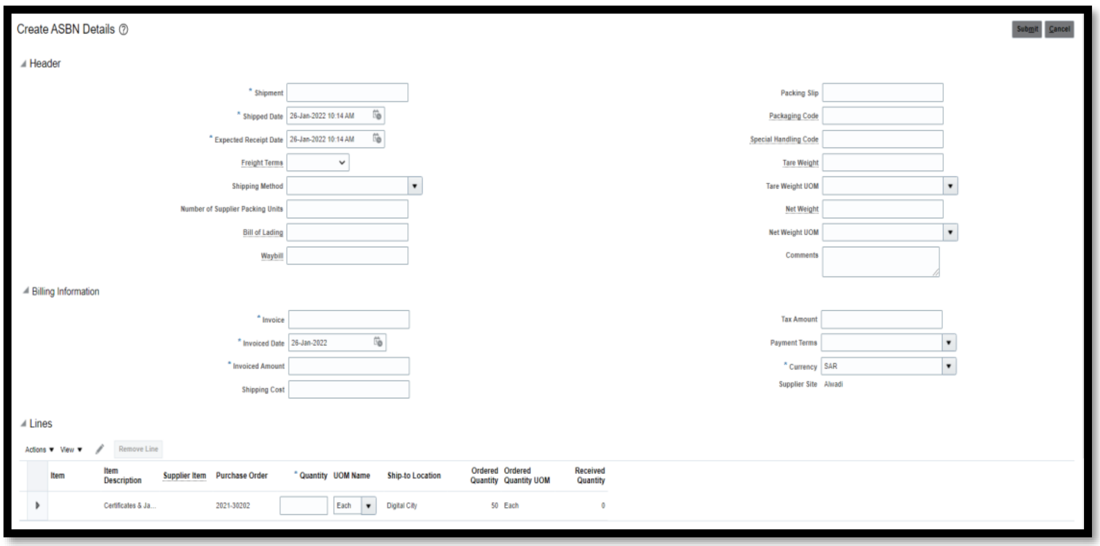
- Enter the Purchase Number and click search.



- Chose the Line then click on Create ASN.



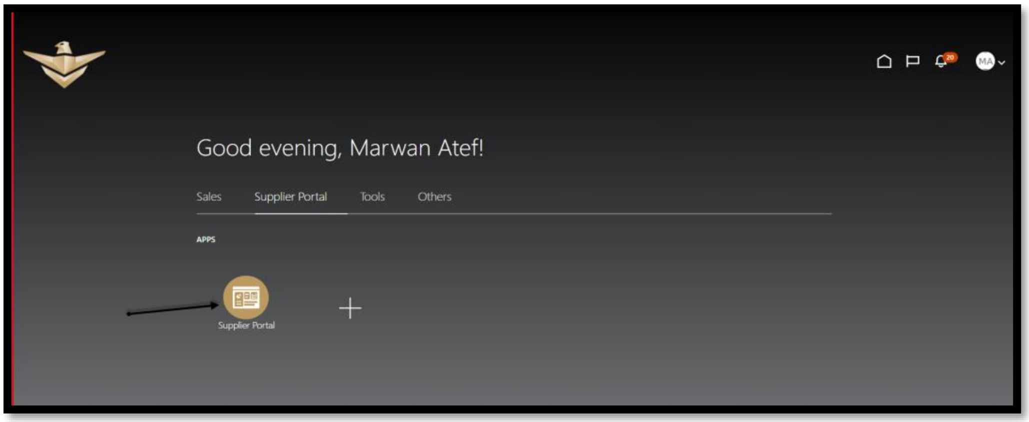
- After Create ASN, Enter The information (shipment, shipment date, …etc.)



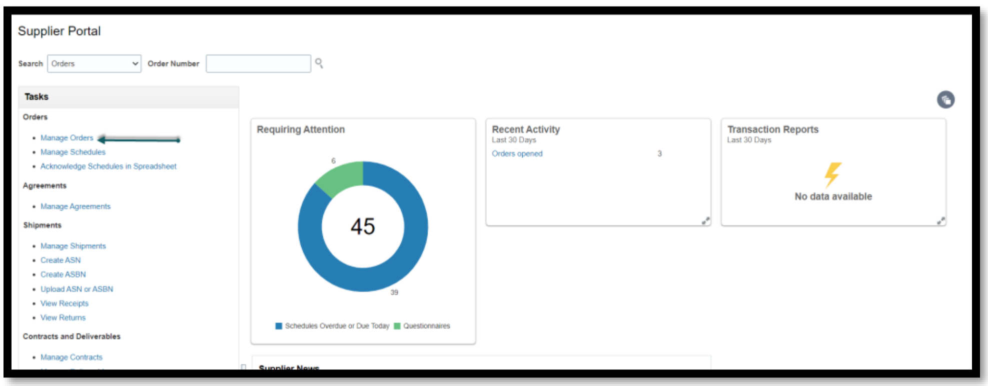
- Then Click Submit.

3.6 Manage Orders

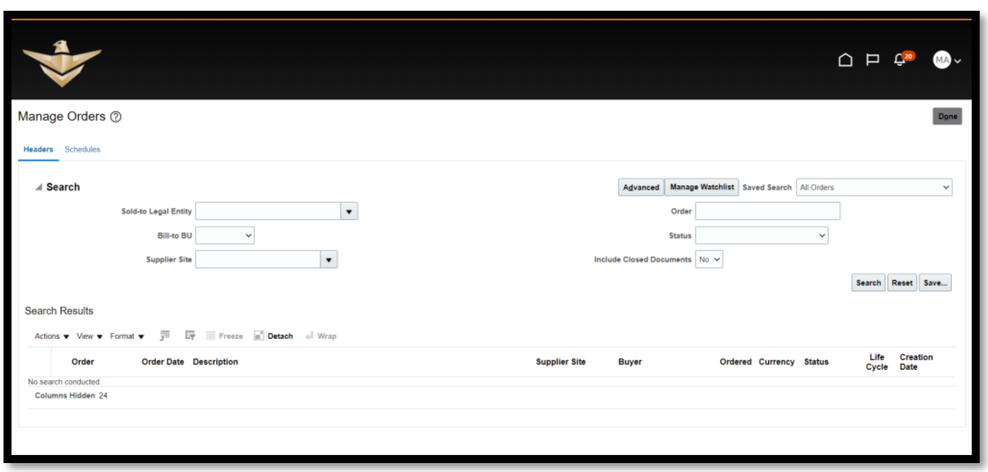
- Login.
- To View your Orders, click supplier portal from home page.



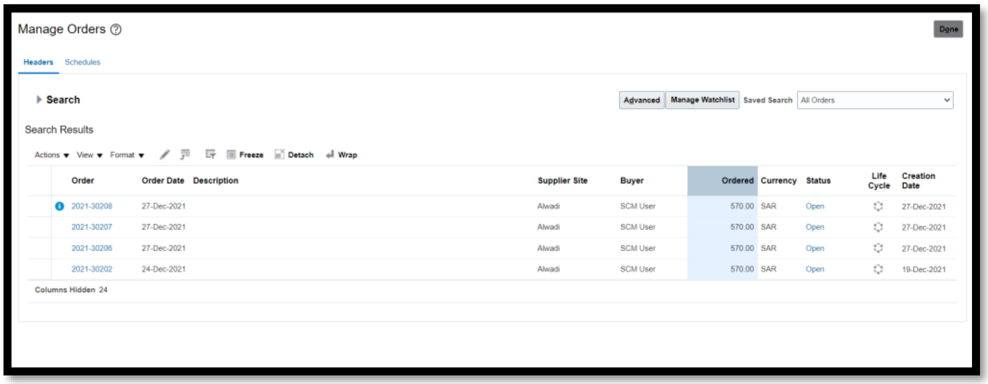
- Click On Manage Orders.



- To View your Active orders, Enter the Purchase order number
- Click search.

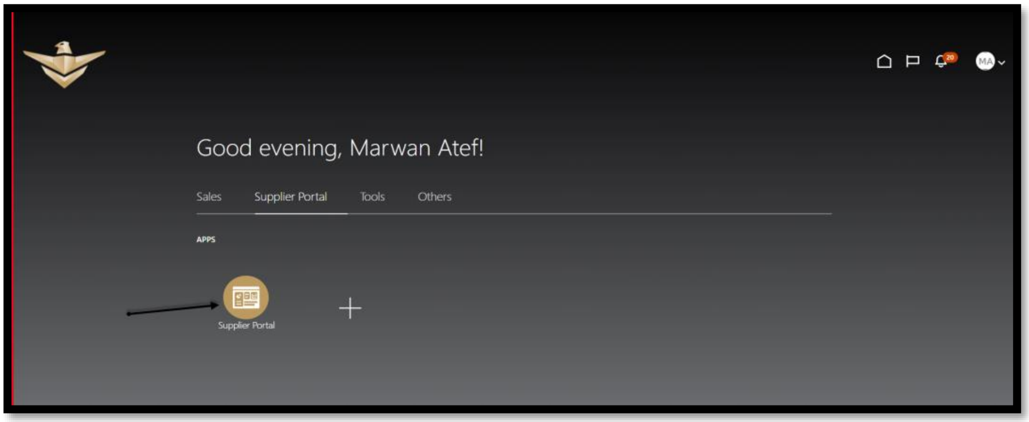


- From the search results, all purchase orders will show as their statues.

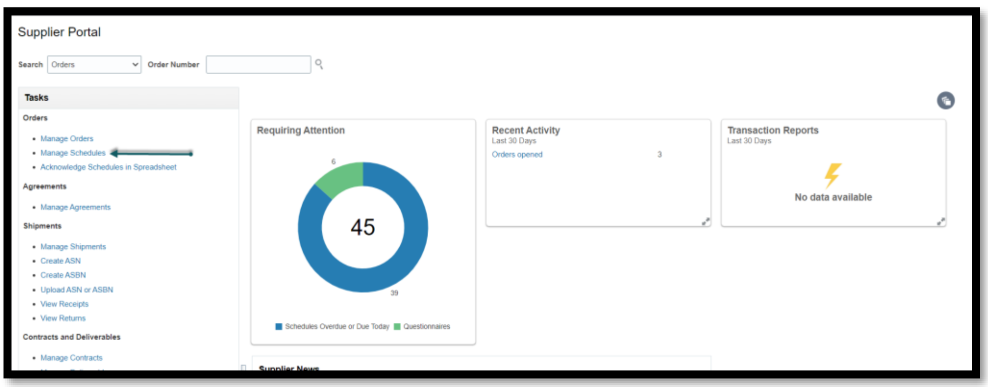


3.7 Manage Schedules

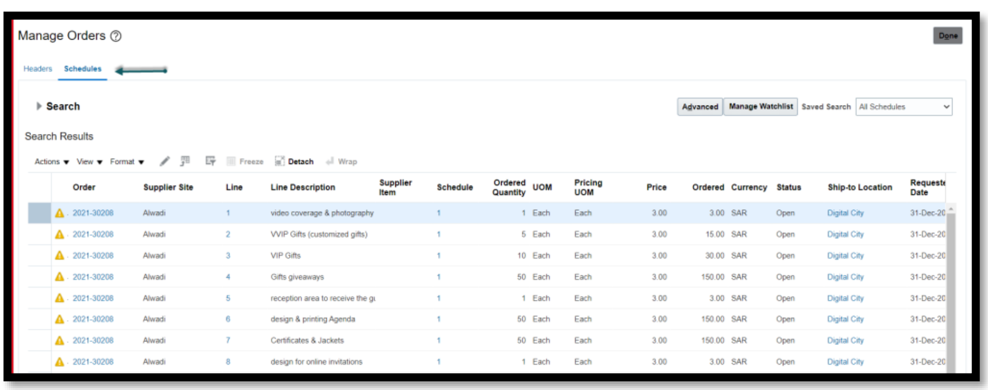
- To View your Schedules, click supplier portal from home page.



- Click On Schedules.

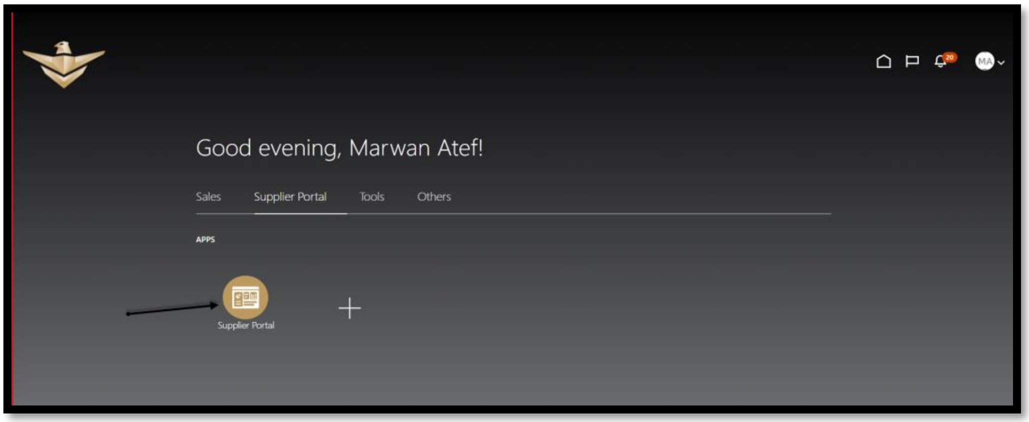


- To View your Active Schedules, Enter the Purchase order number
- Click search.



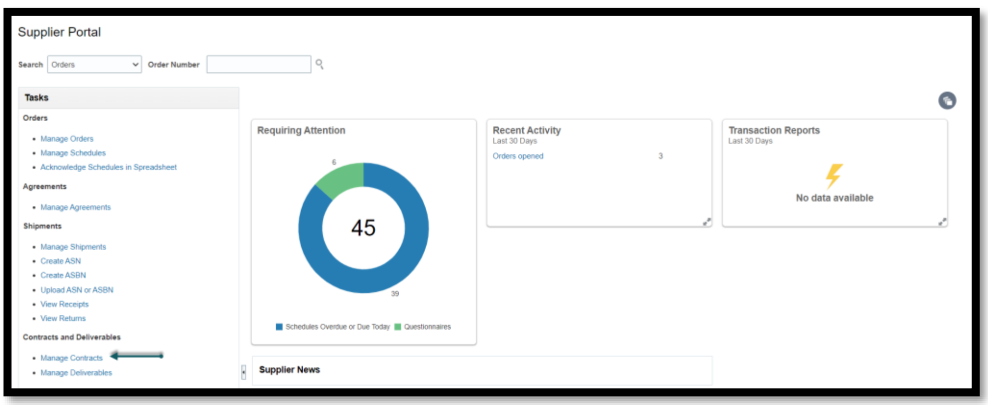
3.8 Manage Contracts

- Login.
- To View your Contracts, click supplier portal from home page.



+

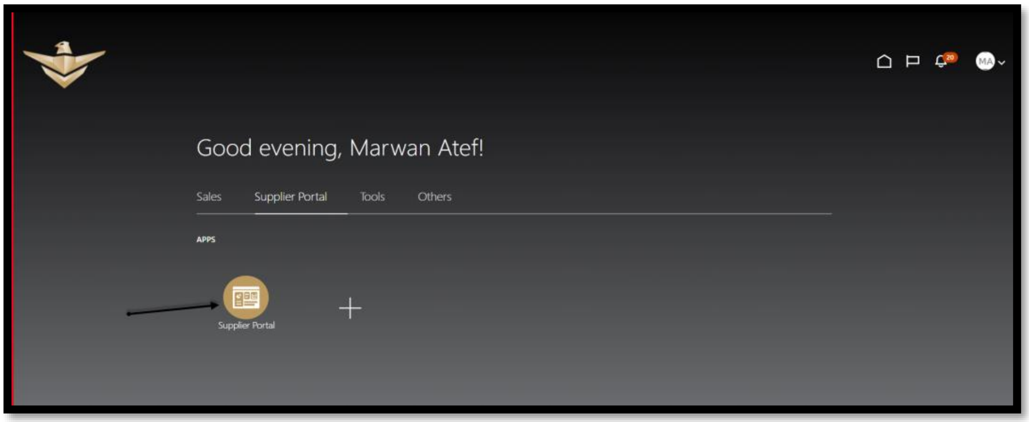
- Click Contracts.



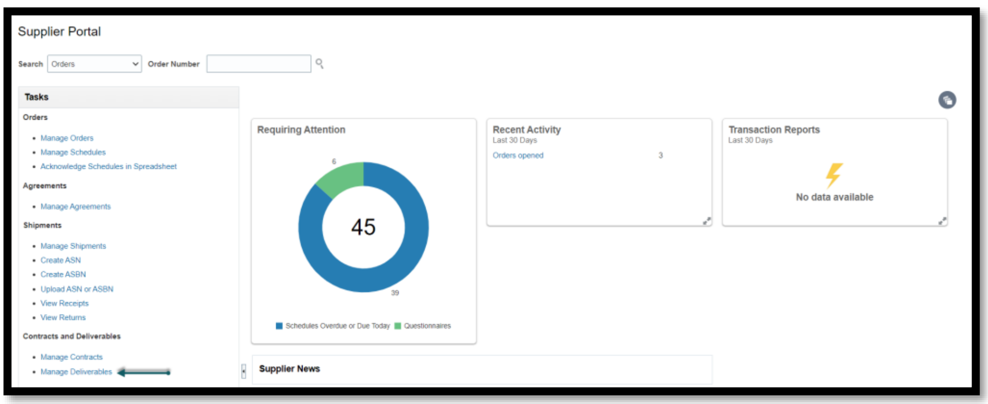
- To View your Active Contracts, Enter your contract number.
- Click search.

3.9 Manage Deliverables

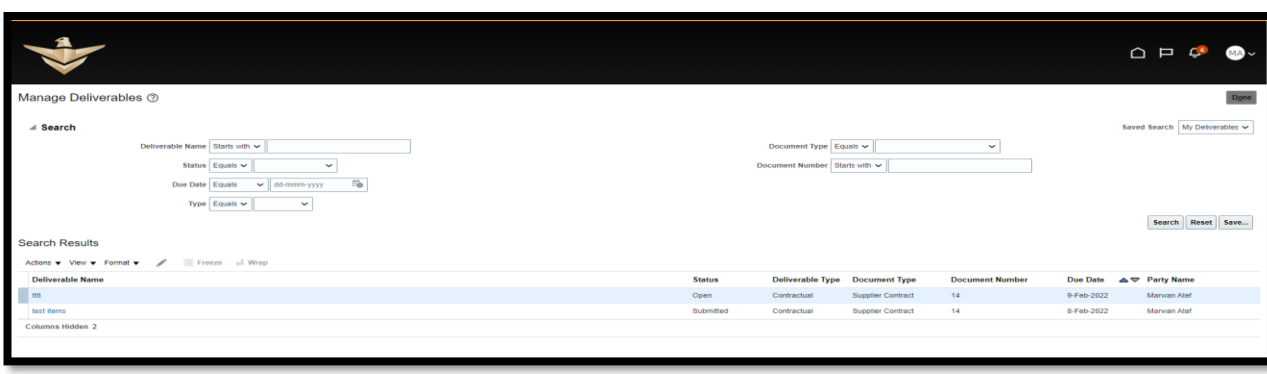
- To View your Deliverables, click supplier portal from home page.



- Click On Manage Deliverables.



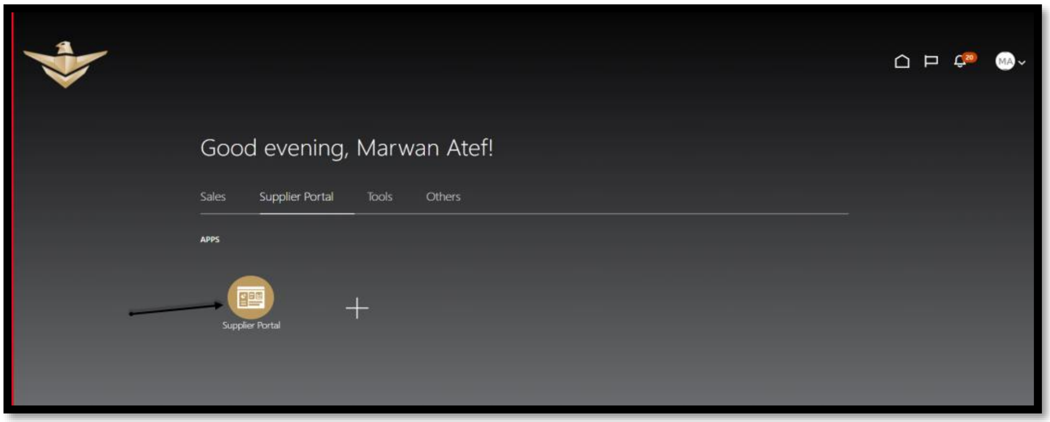
- To View your Deliverables, Enter the Deliverables number.
- Click search.



- From search results you can view the deliverable statues and deliverable date

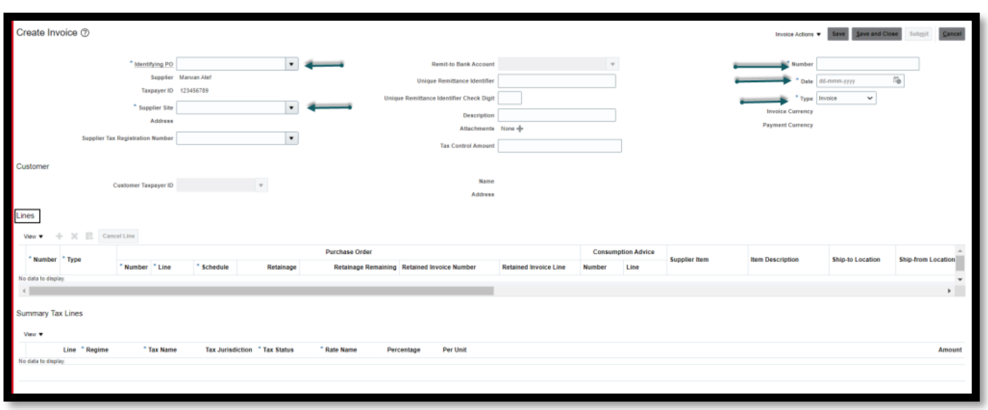
3.10 Create Invoice

- Login.
- To Create Invoice, from home page click supplier portal.



- Click Create Invoice.

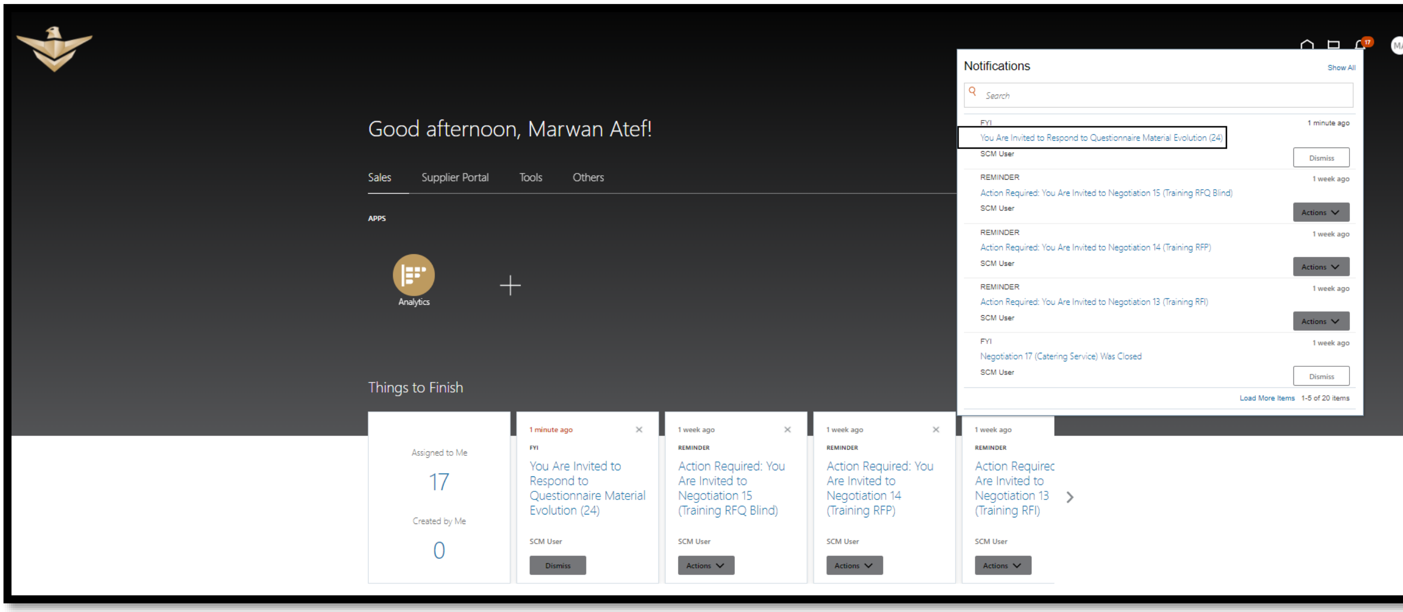
- Enter All the Information for the Invoice.



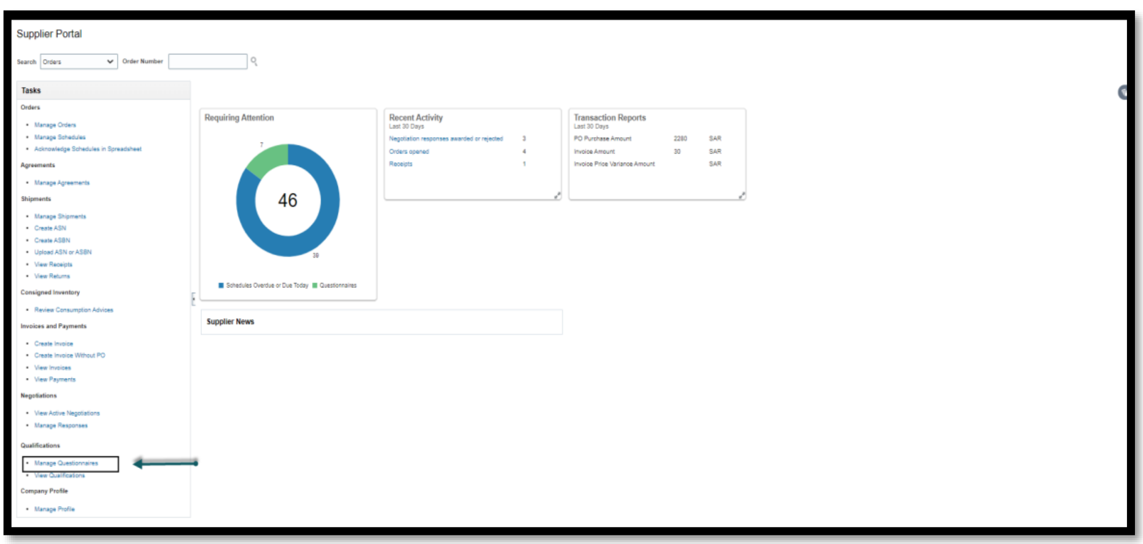
- After Review the invoice Click Submit.
- SAFE finance team will receive your Invoice to review it and take an action.
- You will receive the feedback from SAFE team ASAP (Approve, reject).

3.11 Response to supplier qualification questions

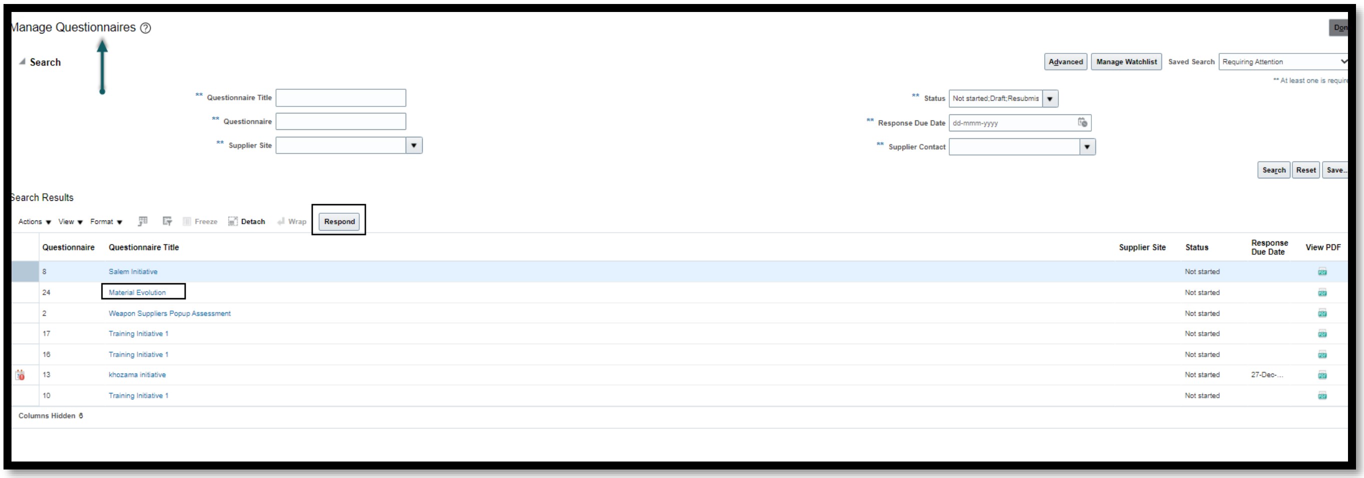
- Login.
- To respond to the Questionnaire, click the Respond to Questionnaire link in the Notification (You Are Invited to Respond to Questionnaire ……)



- Or click Supplier Portal from the main menu.
- Click Manage Questionnaires under Questionnaires.



- Select the Questionnaire using Questionnaire title and click the button Respond.

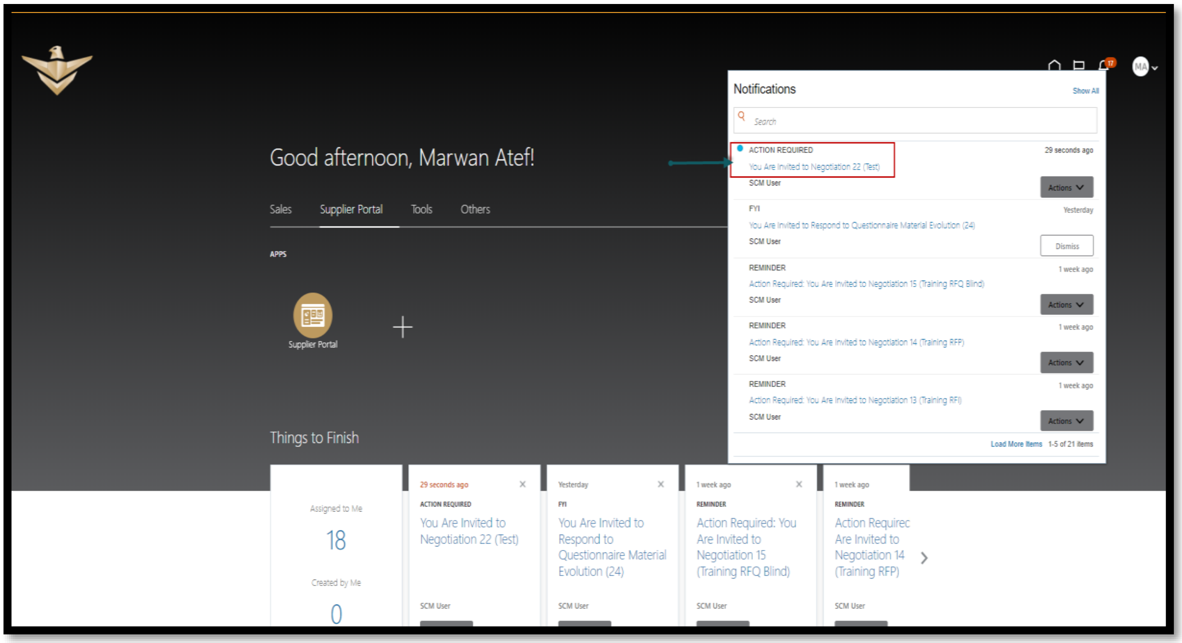


- Enter the required responses - which can be choosing an option or entering text.

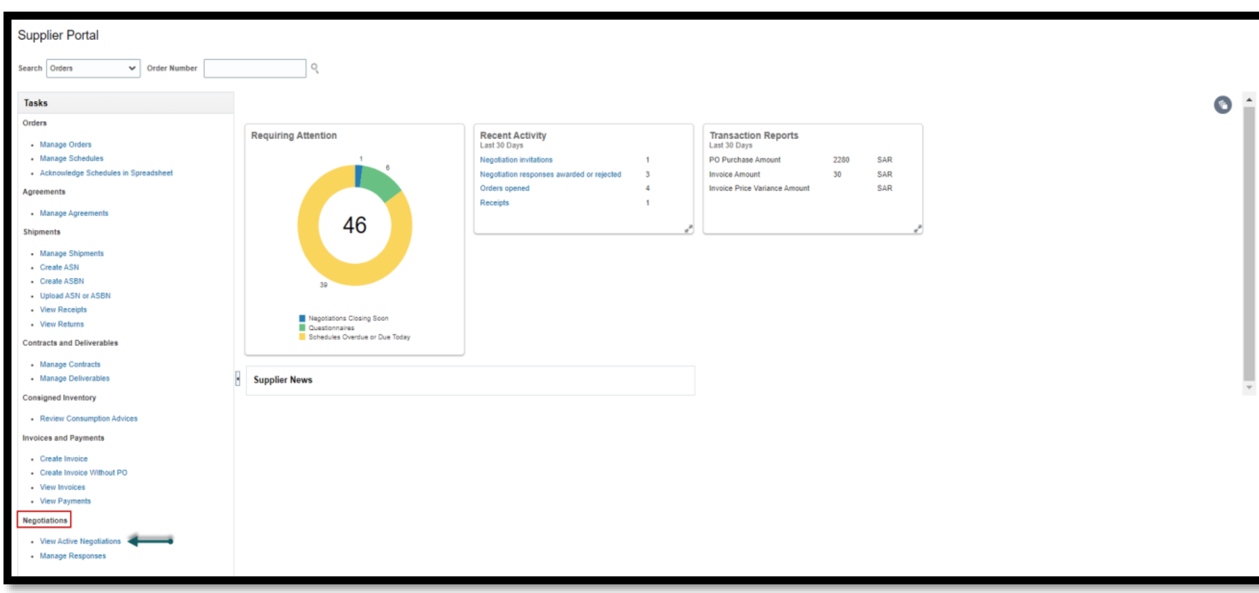
- After answering all questions click Save and then Submit.

3.12 Supplier Negotiation Response

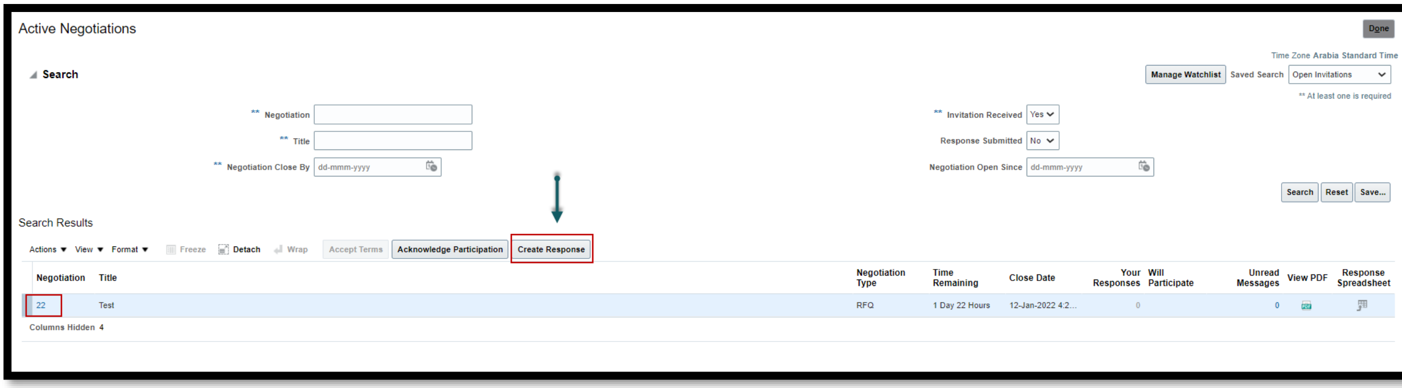
- Login.
- To respond to the Negotiation, click the Respond to Negotiation link in the Notification (You Are Invited to Respond to Negotiation ……)



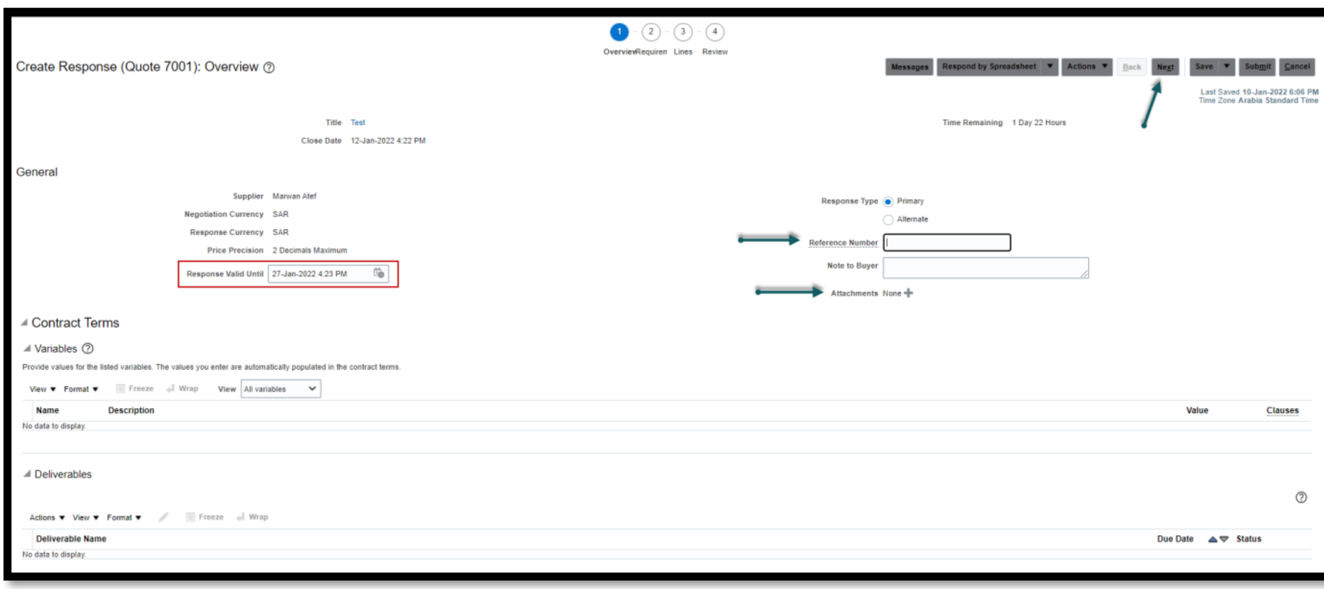
- Or click Supplier Portal from the main menu Then from the negotiation tap click View Active negotiation.



- From Active Negotiation select the Negotiation then Click 'create response'.

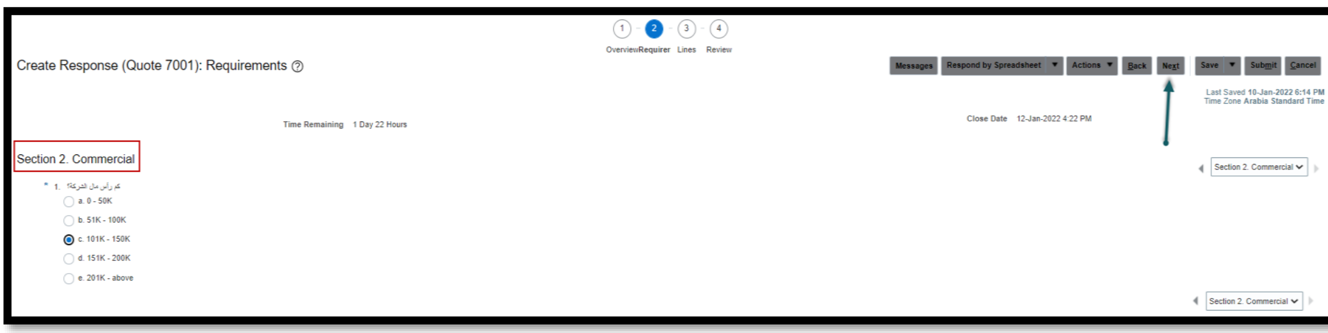


- Response for All the requirements.

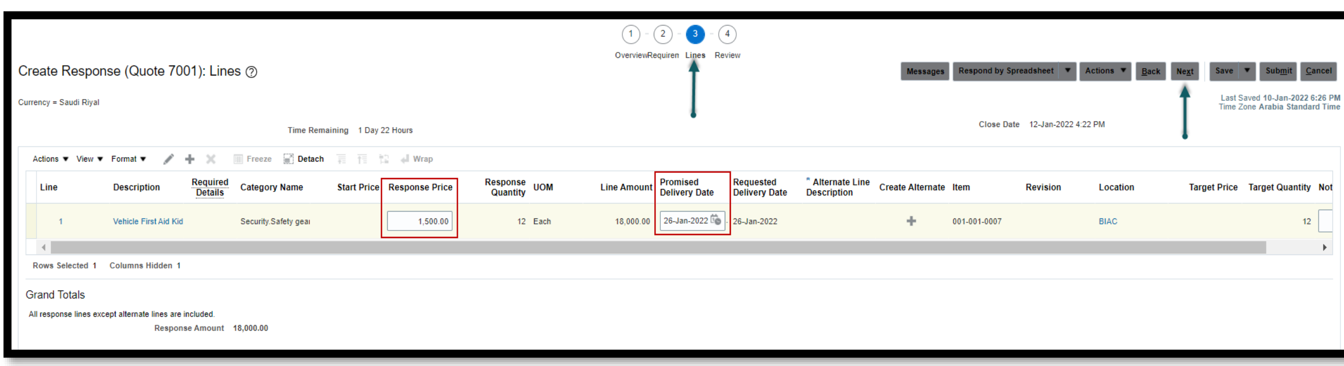


- Respond for the Technical questions Then click the right page.

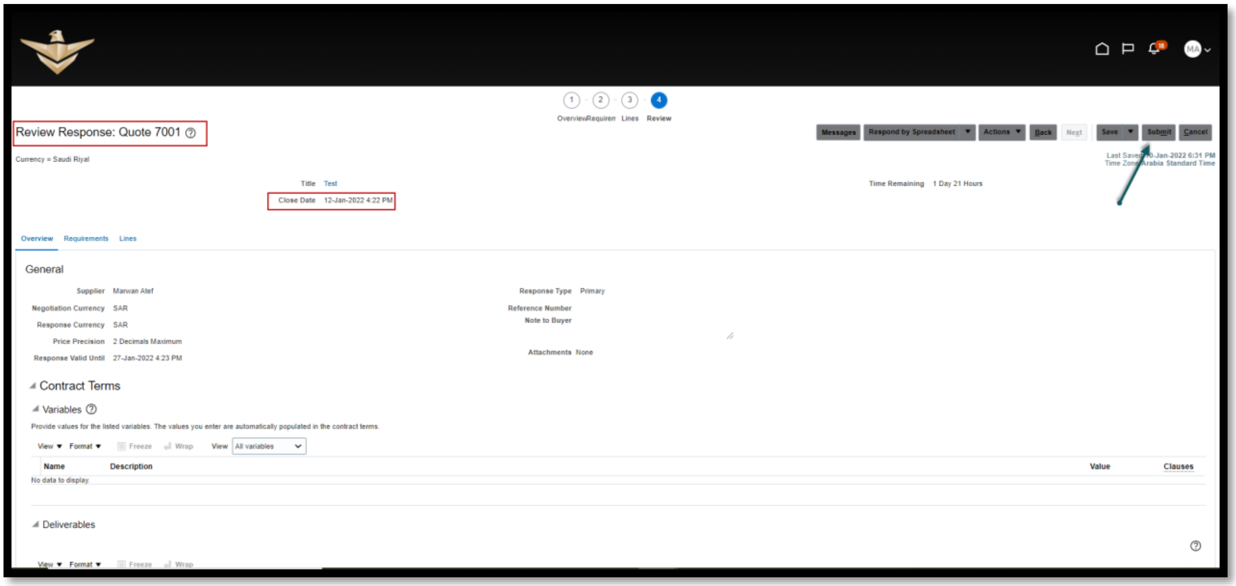
- Respond for the Commercial questions then click next.



- Enter the Response price and promised deliver date then
- click next.



- After reviewing all the Requirements.



- Click submit.

3.13 Negotiation Communication

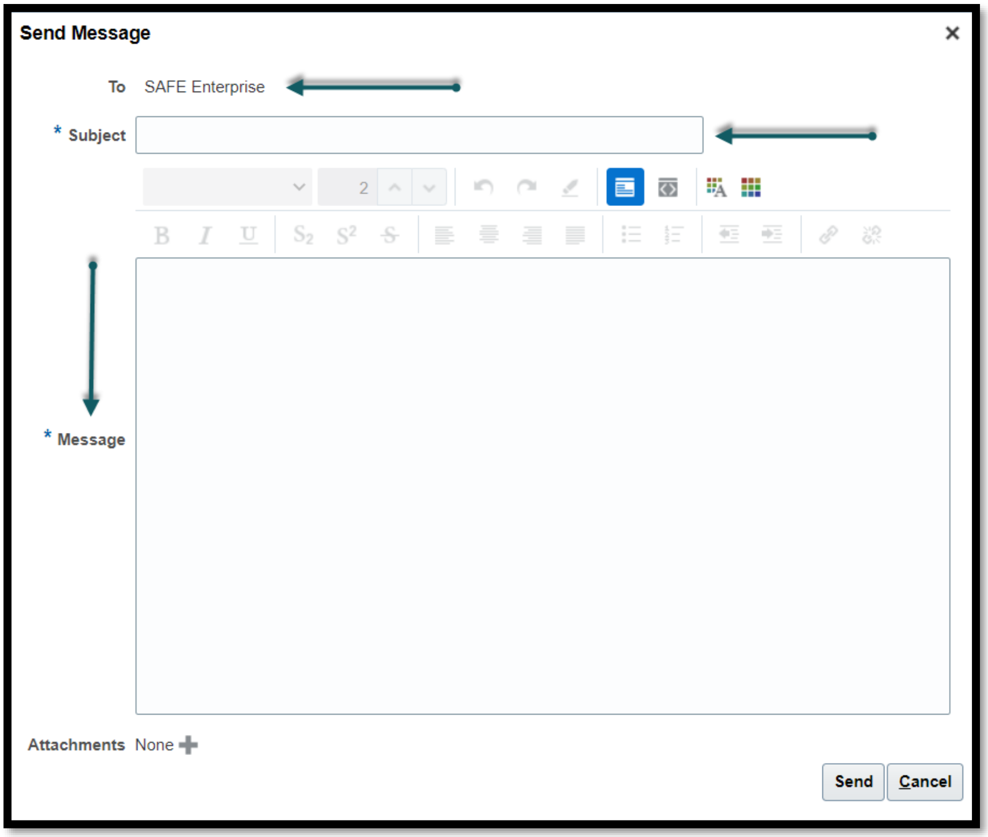
Messages Tab allow you to communicate directly with SAFE team regarding any active negotiation.

- From the tap messages→"Messages Button" you can communicate directly with SAFE team if you have any questions regarding the negotiation.

- Click on messages.

  - Click on the plus sign.

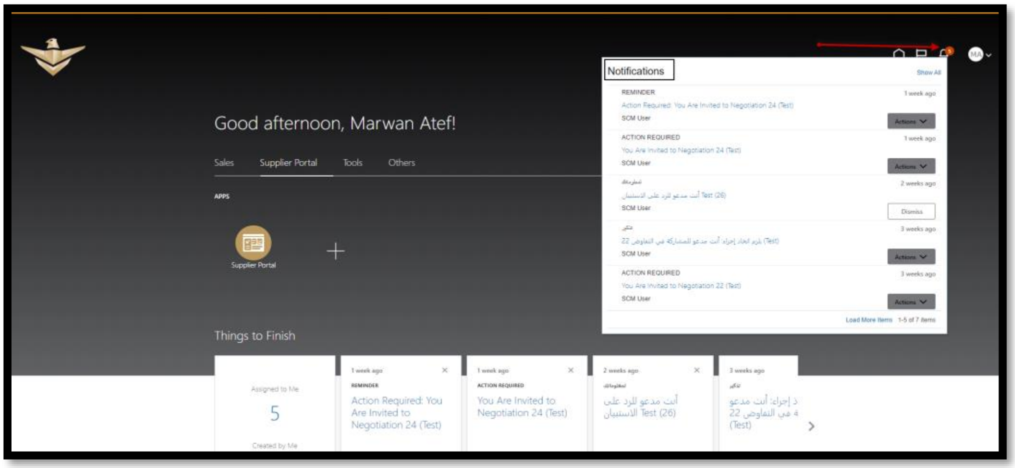
  - Enter the subject.
  - In the Message filed write your message.



- After reviewing the message click send.

3.14 Notification List

From the bell notification you can view your notifications and respond If any.



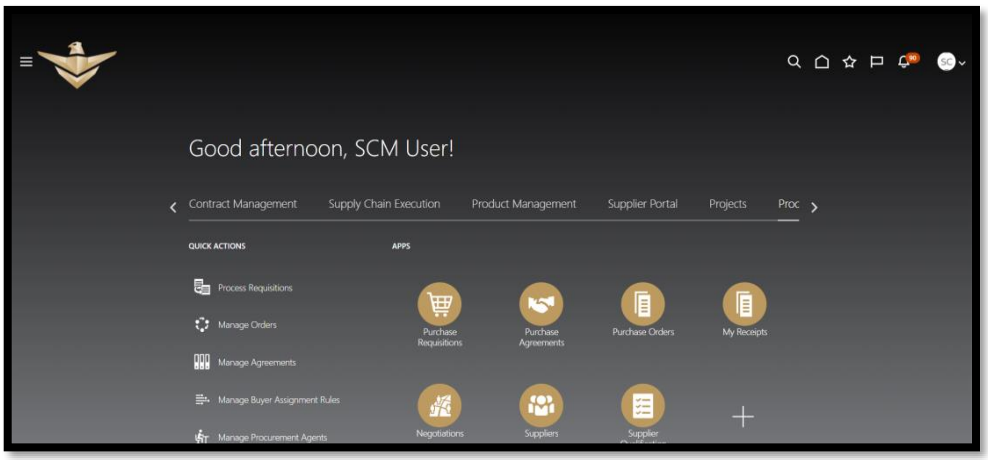
Notification	Detail
Accept	Accept Negations, Qualification, …etc.
Decline	Decline Negations, Decline Negations, …etc.
FYI	Information to be noticed Negations, Qualification, …etc.

4 NEW/EXISTING SUPPLIER REGISTERATION INITIATED BY SAFE SRM USER

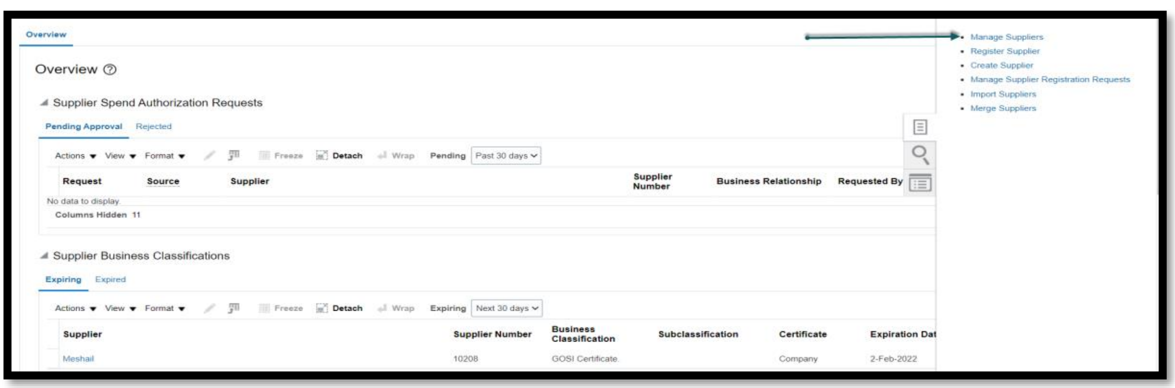
SAFE SRM user would also initiate the supplier registration for a new or existing supplier then the system will send a notification to the supplier to complete his profile and complete the registration process

4.1 Register Exiting Supplier [From SAFE SRM User]

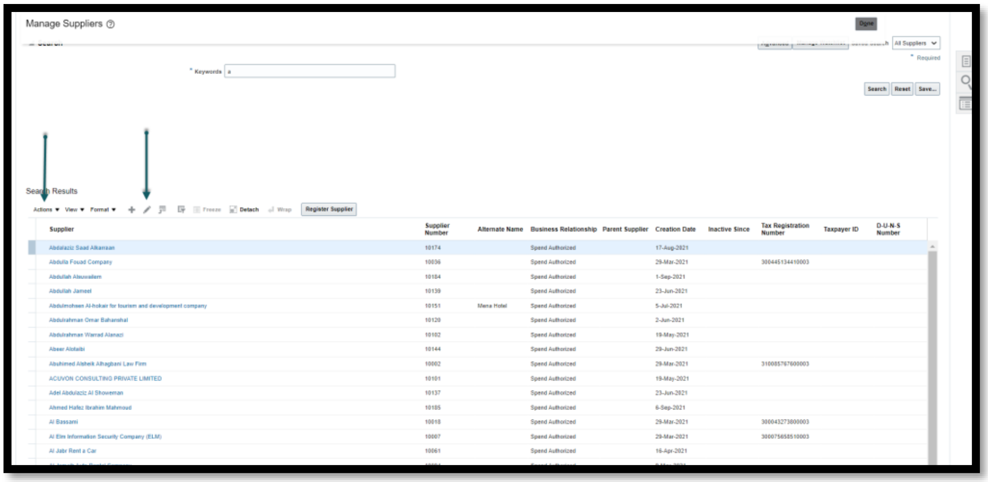
Procurement → supplier → manage supplier



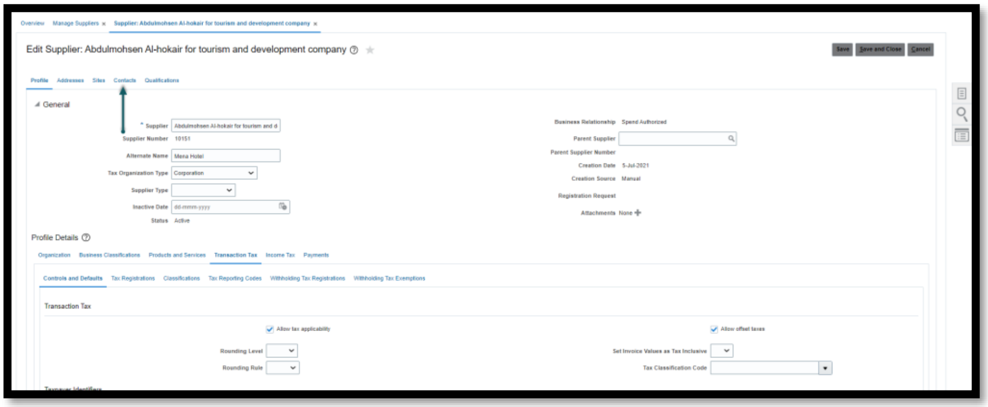
- Click Manage supplier.



- Search for the supplier.
- Chose the target supplier.
- Click on action to Edit or click on the pen tap.



- Click on the Contact tab.



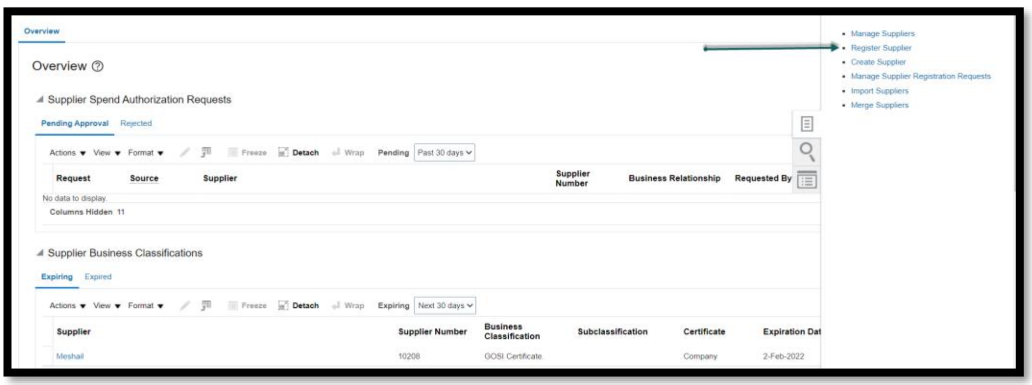
- Click on the plus sign to add contact Information.
- Add the contact information.
- Note you must Add email for the supplier to receive the registration notification.
- Click on the create user account.

- After adding the email (create user account) the supplier will receive notification to complete the Registration.

4.2 Initiated Registration for new supplier [From SAFE SRM user]

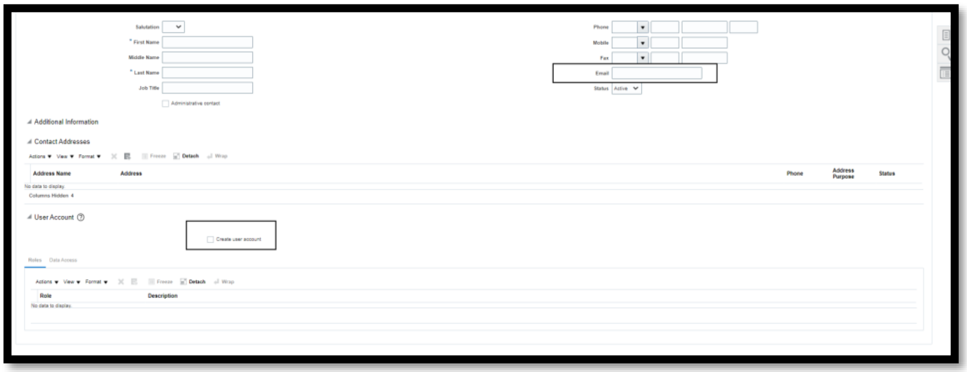
Procurement → supplier → Register supplier

- Click Register supplier.

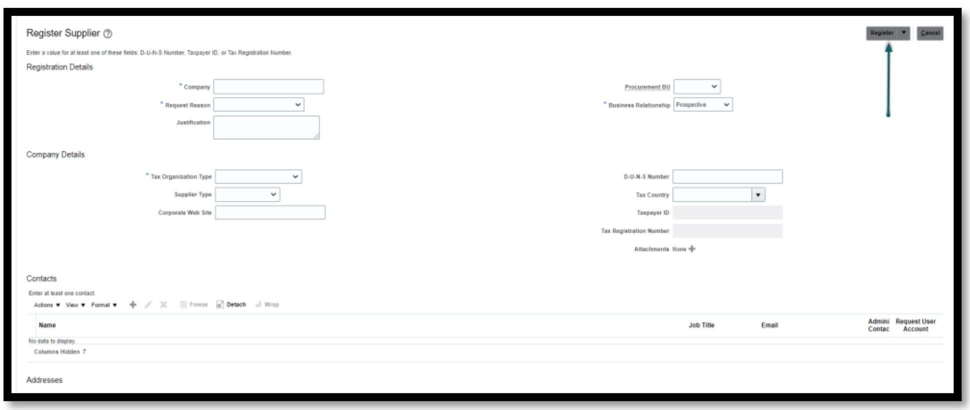


- Enter Registration Details (company name, Request reason, …etc.).

- From Contact Tab.
- Add contact information
  - Note you must Add email for the supplier to receive the registration notification.
  - Add create user account.



- AFTER Adding the information review.



- Then click Register, the email (create user account) the supplier will receive notification to complete the Registration.

5 GENERAL INFORMATION

- Block and end supplier: This can be done by SAFE through supplier portal Admin.
- Edit/grant the supplier roles: This can be done by SAFE through IT Admin.

6 OPEN AND CLOSED ISSUES FOR THIS DELIVERABLE

6.1 Open Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

6.2 Closed Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date