

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

The screenshot displays the Oracle iSupplier Portal interface. The main content area is titled "Address Book" and contains a table with the following data:

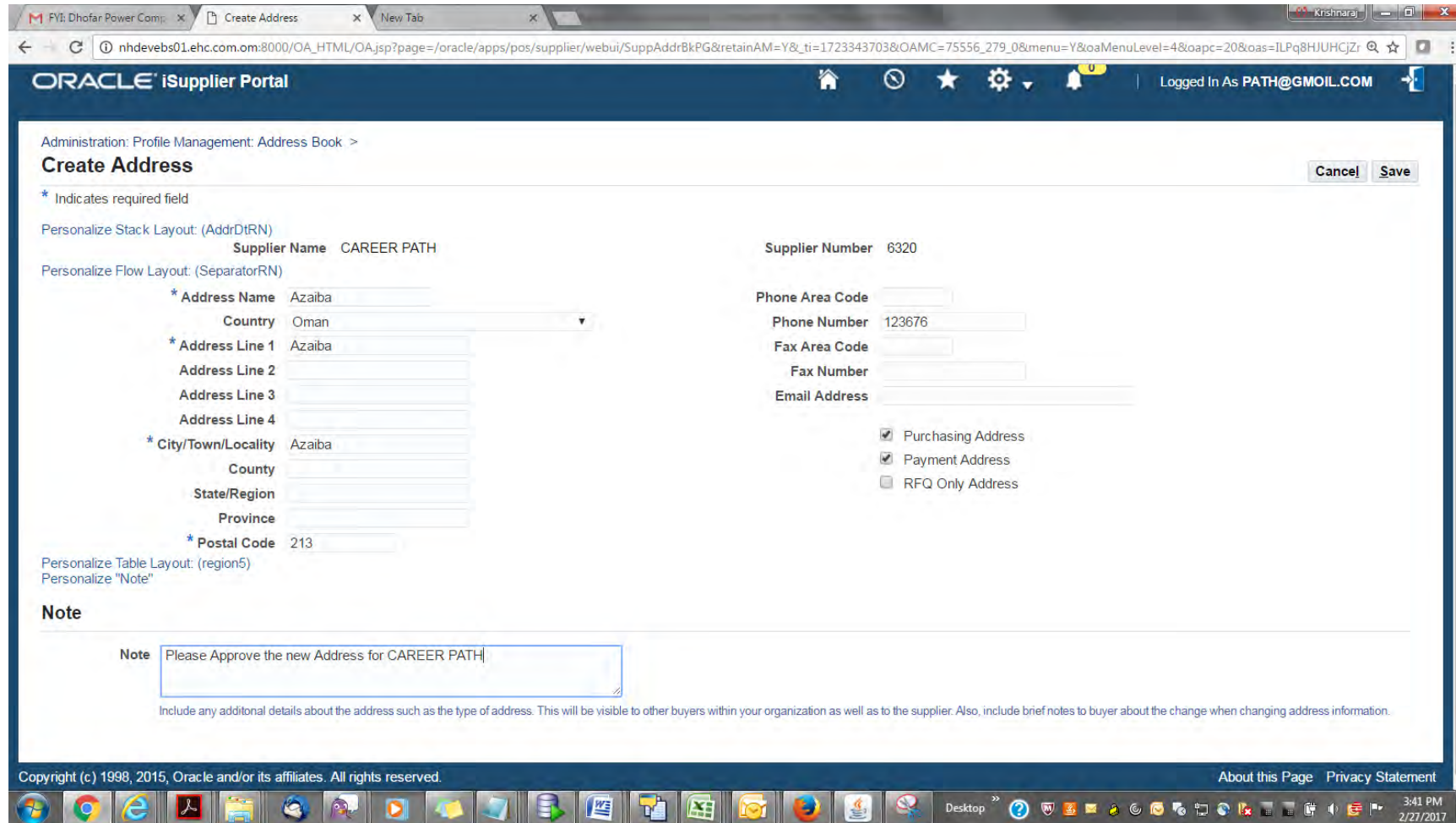
Address Name	Address Details	Country	Update	Remove
MUSCAT	P.O BOX:588 MUSCAT 115	Oman		
Salalah	Salalah Salalah 411	Oman		
Seeb	Seeb Seeb 211	Oman		
Sohar	Sohar Sihar 511	Oman		

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Step	Action
1.	Click the Create (B)

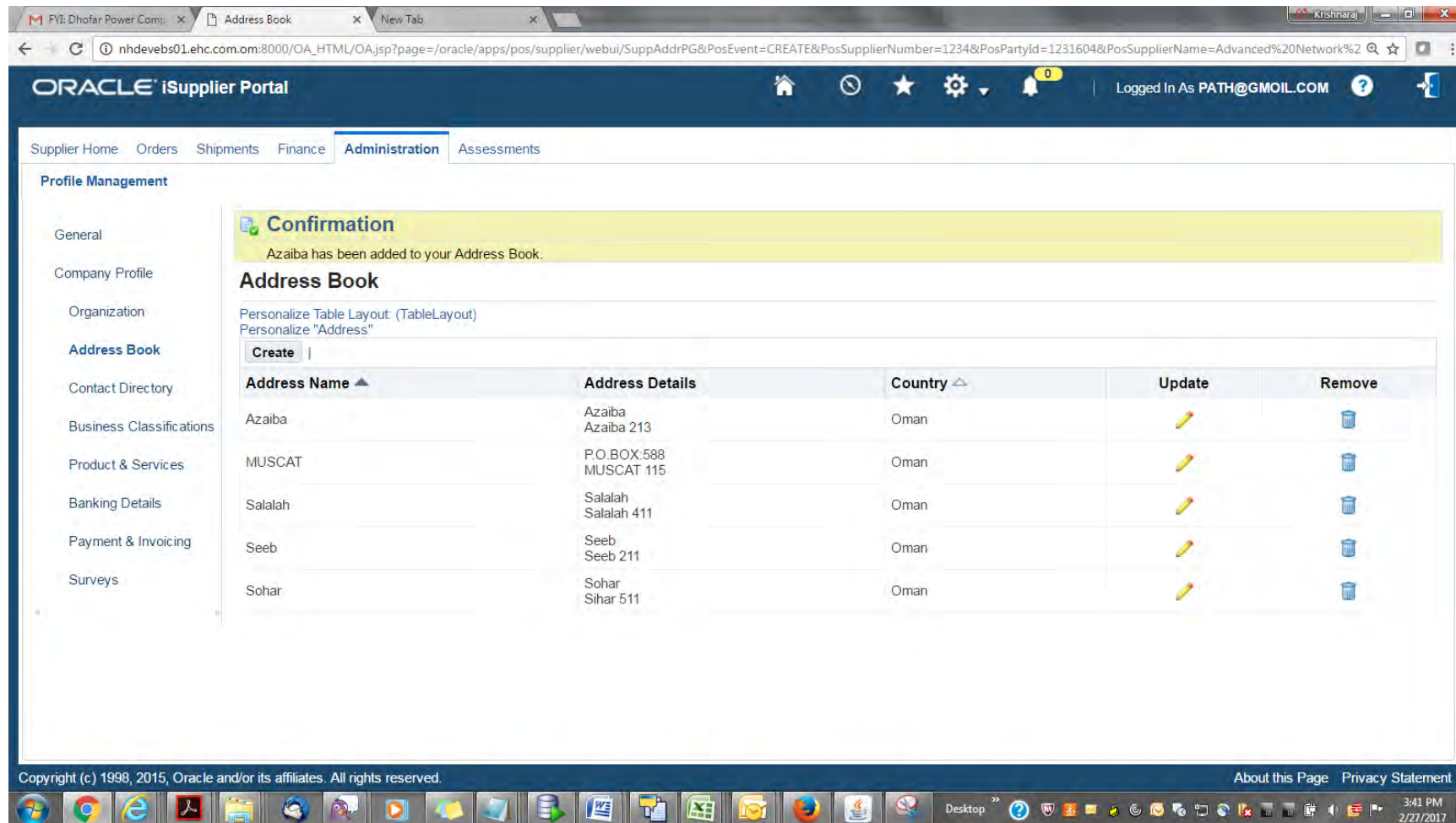
Step	Action
2.	Enter Address name, Address details and Address purpose.

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

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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

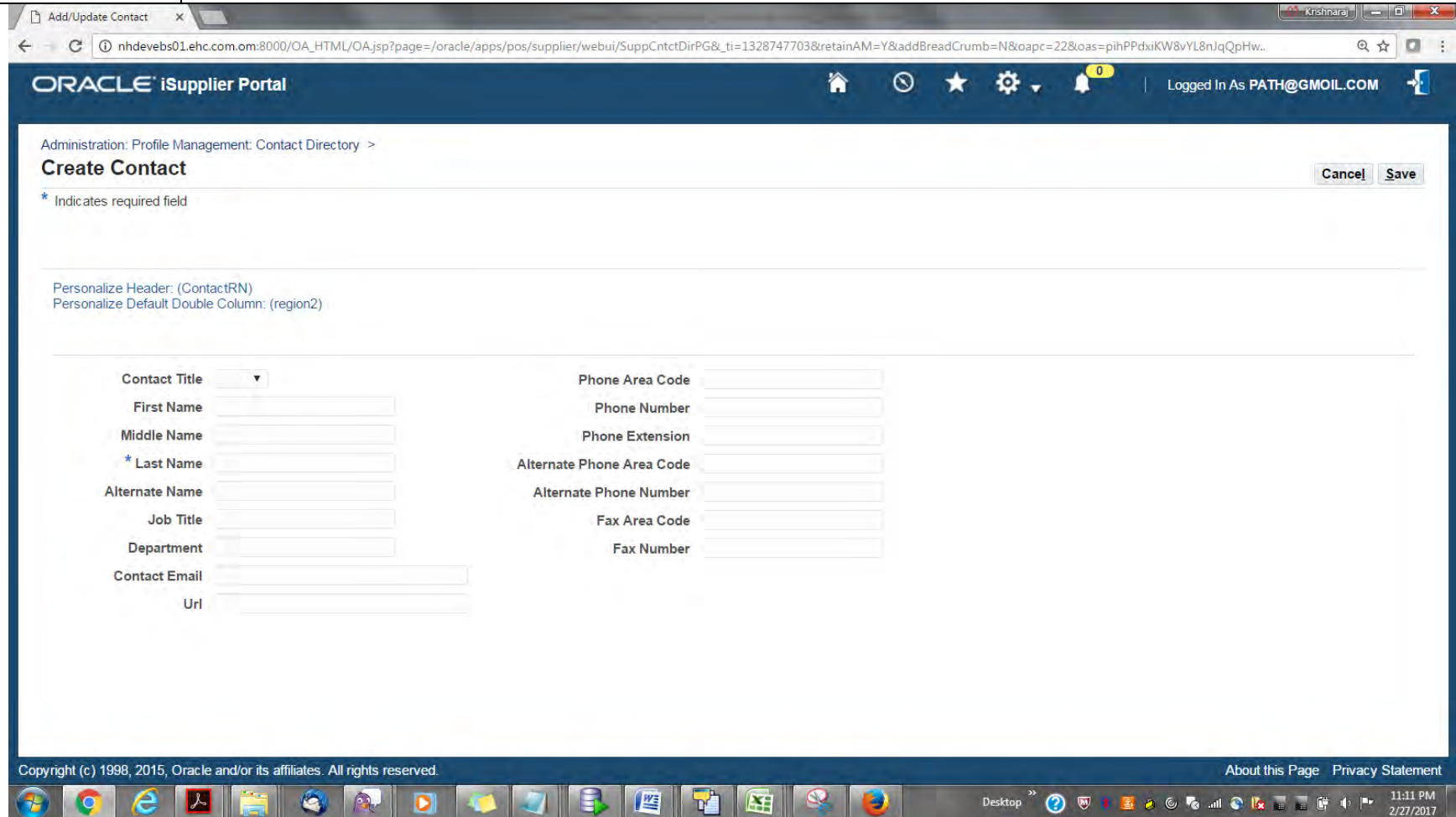
Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Contact Directory

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration', and 'Assessments'. The 'Administration' tab is selected. On the left, a sidebar menu lists various profile management options, with 'Contact Directory' highlighted. The main content area is titled 'Contact Directory : Active Contacts' and features a table with columns for First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. The table contains four rows of active contact data.

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				

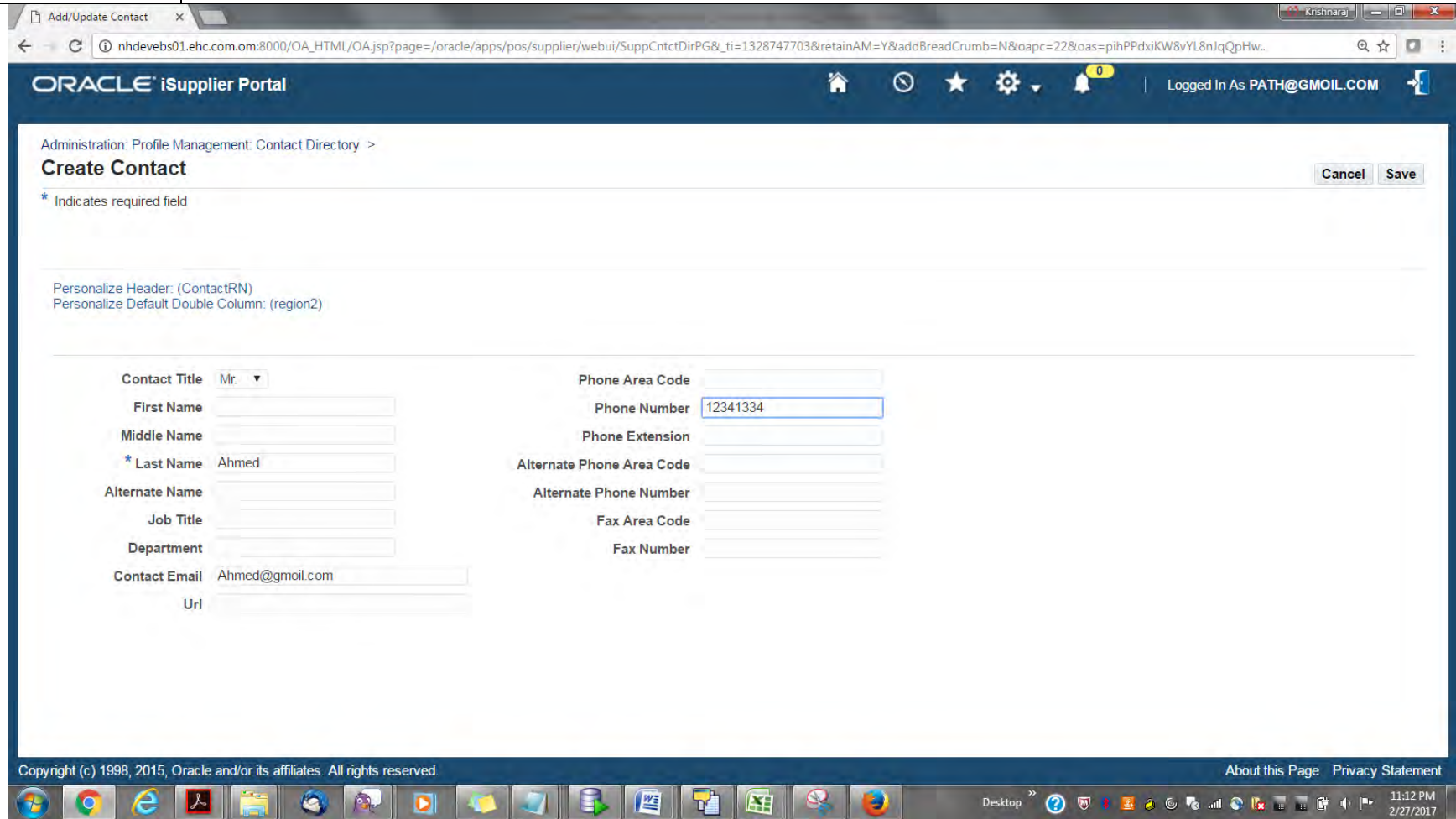
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Step	Action
1.	Click the Create (B).



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Step	Action
2.	Enter the Contact Person Details.



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Step	Action
3.	Click the Save (B)

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration', and 'Assessments'. The 'Administration' tab is selected. On the left, there is a 'Profile Management' sidebar with various options like 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', etc. The main content area displays a yellow confirmation message: 'Confirmation: Ahmed has been added to your Contact Directory.' Below this, there is a section titled 'Contact Directory : Active Contacts' with a 'Personalize "Contacts Table"' option and a 'Create' button. A table lists the active contacts with columns for First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. The table contains five rows of contact information.

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				

Below the table, there is a section for 'Contact Directory : Inactive Contacts'.

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

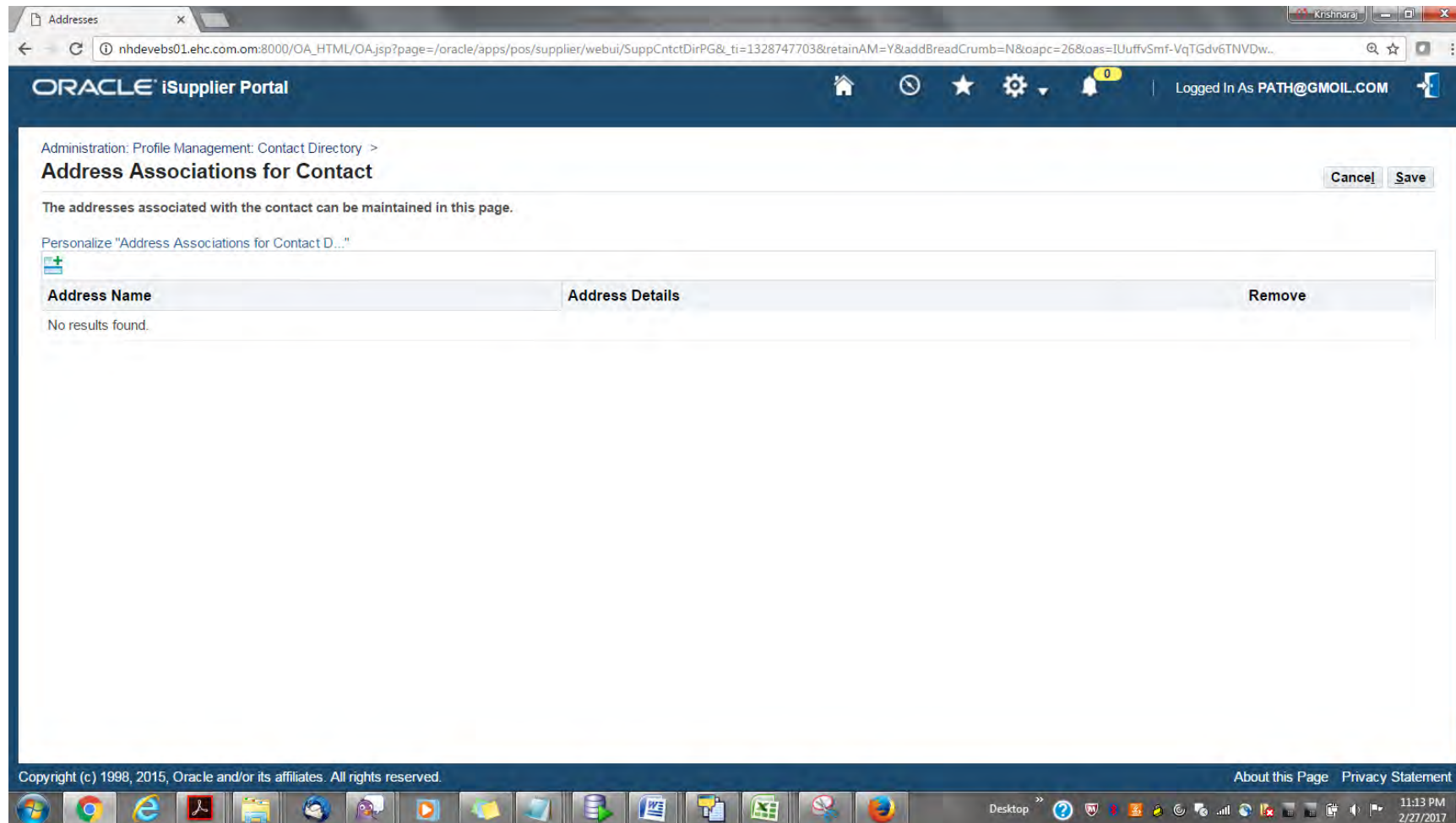
Associate Address to Contact person

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration', and 'Assessments'. The 'Administration' tab is selected. On the left, a 'Profile Management' sidebar lists various sections like 'General', 'Company Profile', 'Address Book', and 'Contact Directory'. The main content area displays a yellow confirmation banner: 'Confirmation: Ahmed has been added to your Contact Directory.' Below this is the 'Contact Directory : Active Contacts' section, which includes a table with columns for First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. The table lists several contacts, including 'Ahmed' (Pending), 'cp' (Current), 'KHAN' (Pending), 'Mohammed' (Current), 'PATH' (Current), and 'Testing' (Current). A 'Manage Address' tooltip is visible over the 'Addresses' column of the 'cp' contact.

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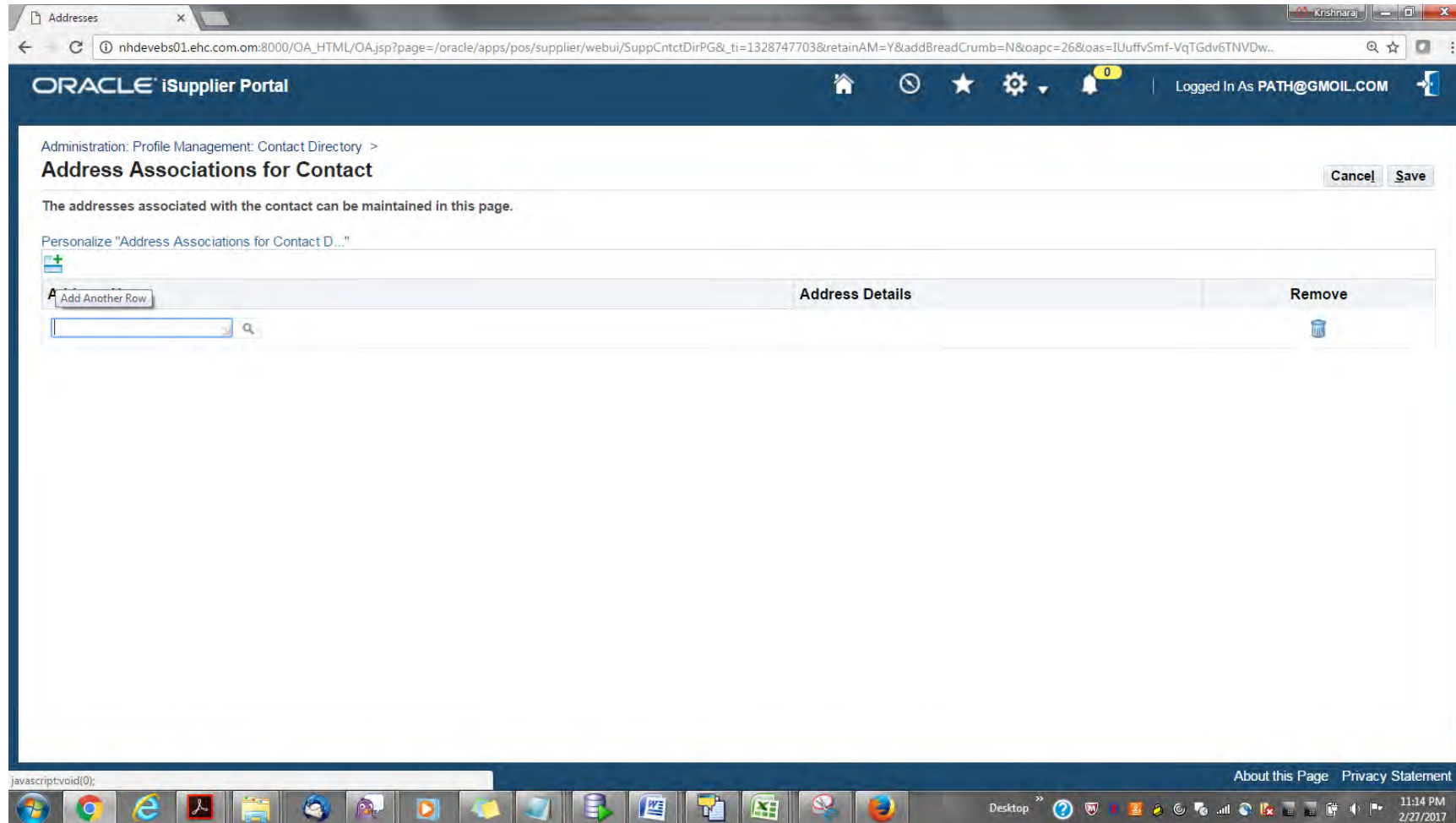
Step	Action
5.	Click the Manage Address icon.

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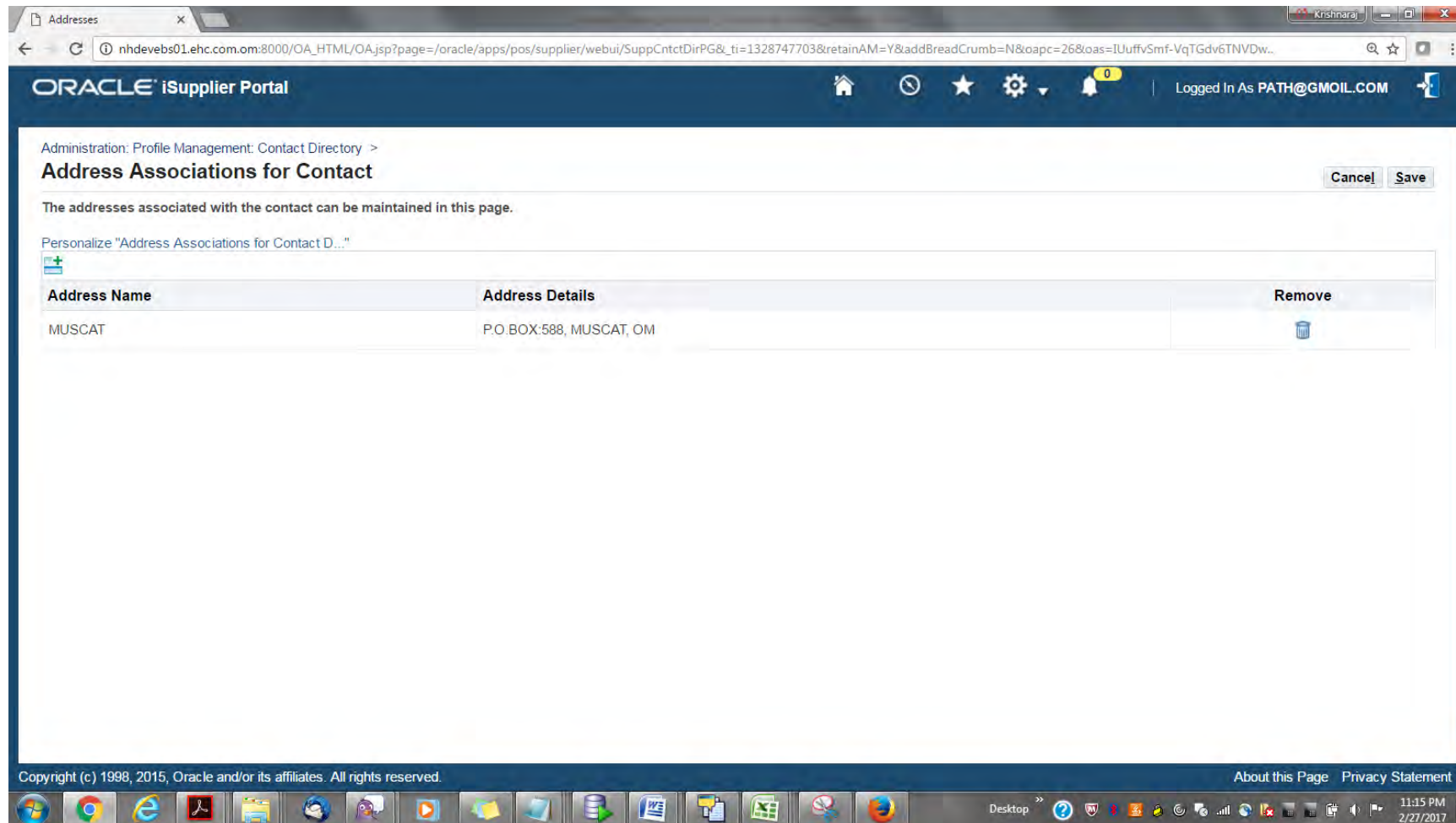
Step	Action
6.	Click Add row Button to associate Address to contact.

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Step	Action
7.	Select the Address to associate.

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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

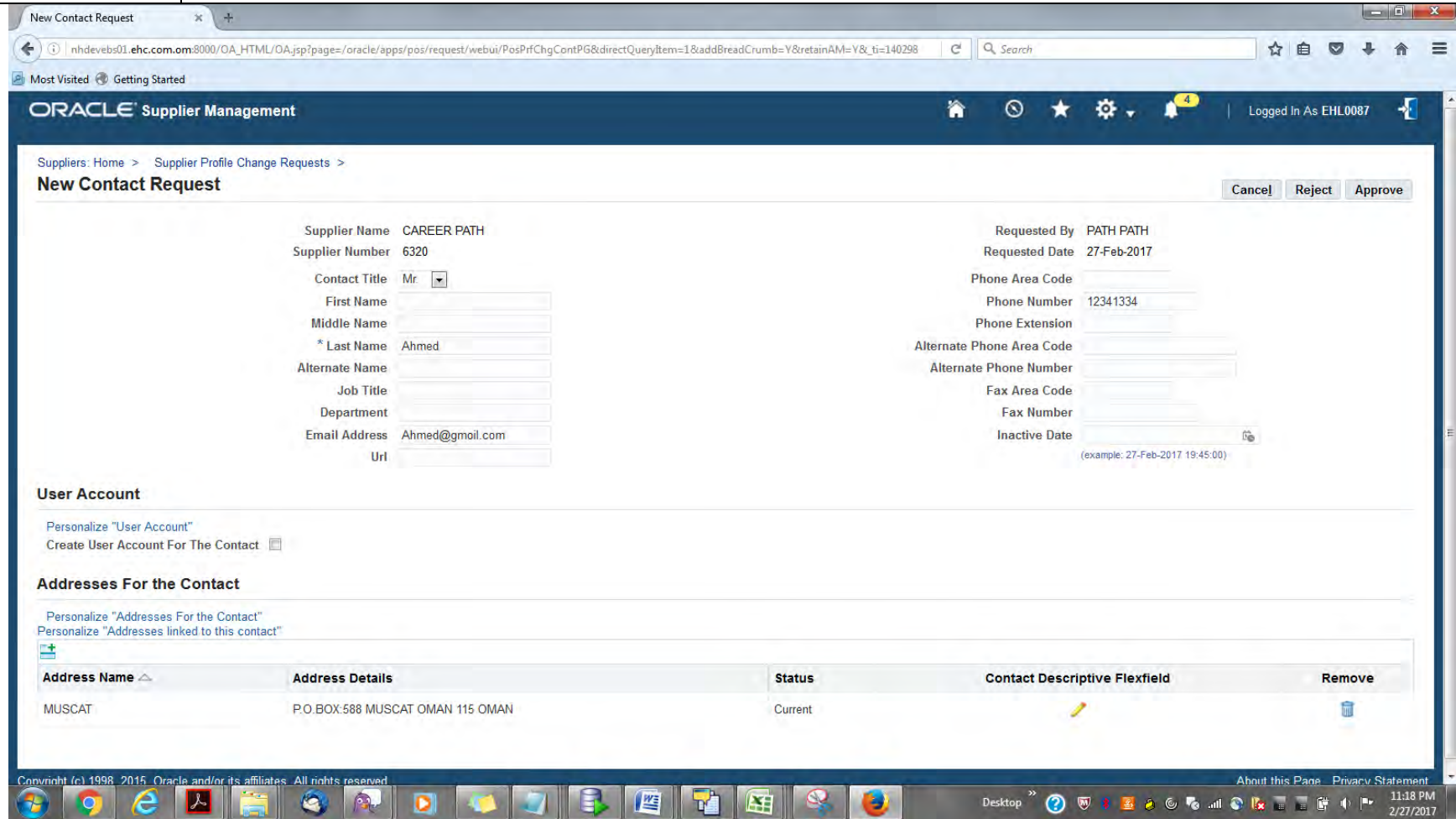
Navigation: Supplier Administrator Responsibility >> Supplier Home > Supplier profile Update request > Supplier Contact Request

The screenshot displays the Oracle Supplier Management web application. The main heading is 'Supplier Profile Change Requests'. Below this, there is a search section with a 'Profile Element' dropdown set to 'Contact' and a 'Supplier' search field. A 'Go' button is present. Below the search section, there are 'Approve' and 'Reject' buttons. A table lists the requests with columns for 'Select', 'Request Type', 'Request Date', 'Contact First Name', 'Contact Last Name', 'Supplier Name', 'Supplier Number', and 'Update'. Three requests are visible, each with an 'Update' icon (pencil).

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	

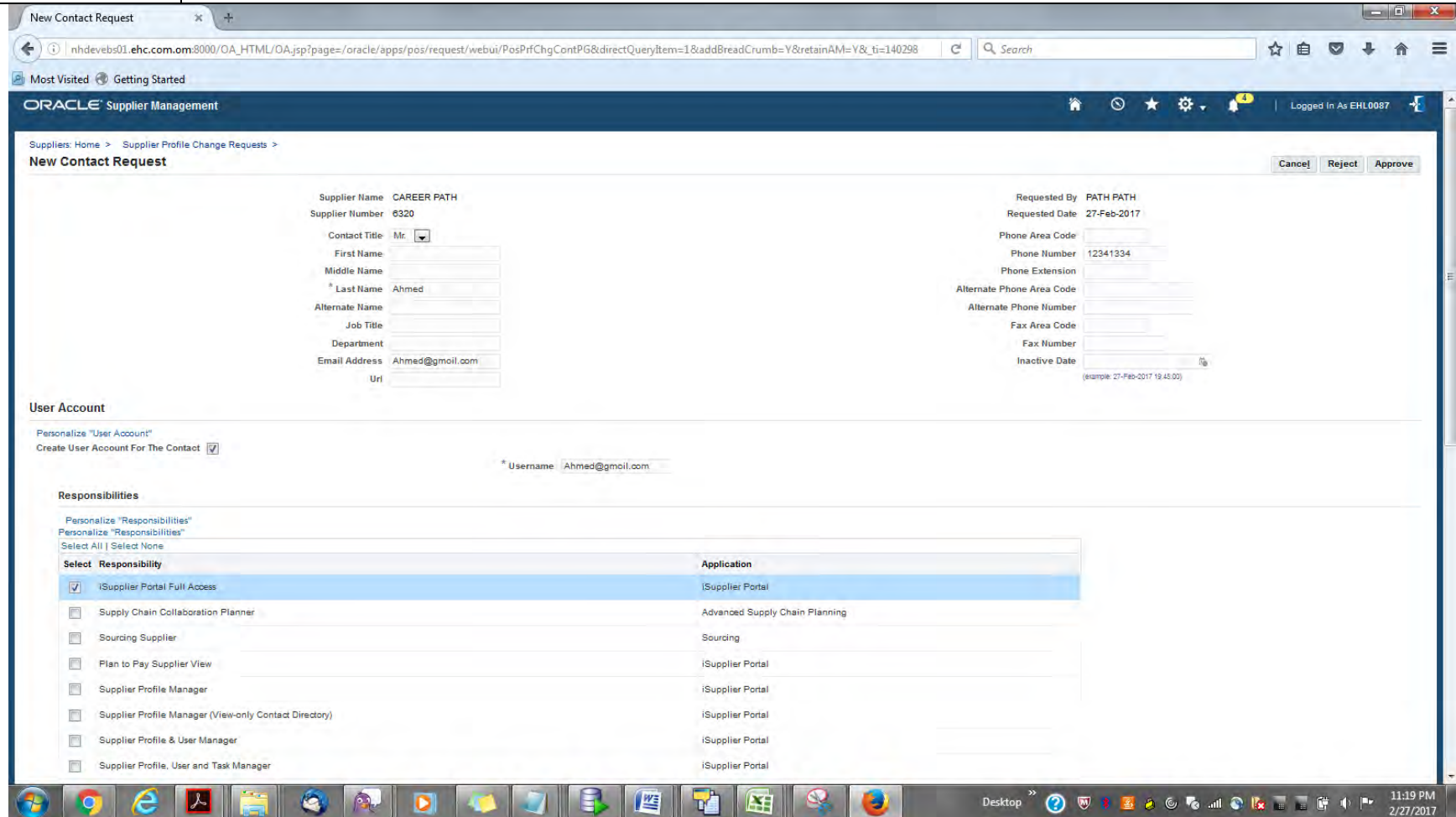
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Step	Action
9.	Click the Update icon.



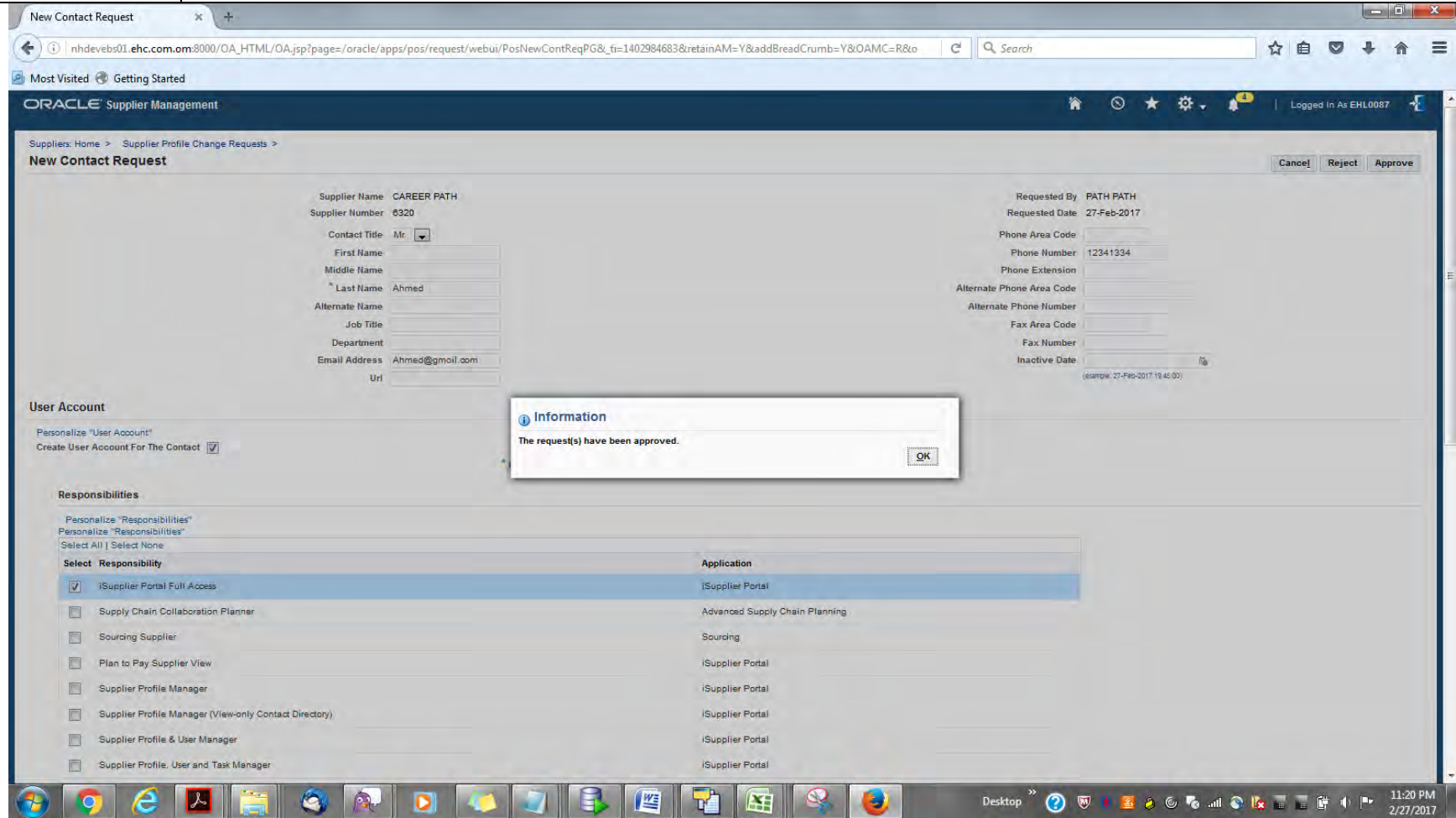
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Step	Action
10.	Select 'Create User Account for the Contact' check box to create supplier user.





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Step	Action
11.	Click the Approve (B)








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Step	Action
12.	The Request has been approved.

COMPOSE FYI: Electricity Holding Company Supplier Collaboration Network: Confirmation of Registration Inbox x  

Inbox (1,946)
 Starred
 Sent Mail
 Drafts
WorkOrder (1)
 More ▾

 Sriram ▾ 

 **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

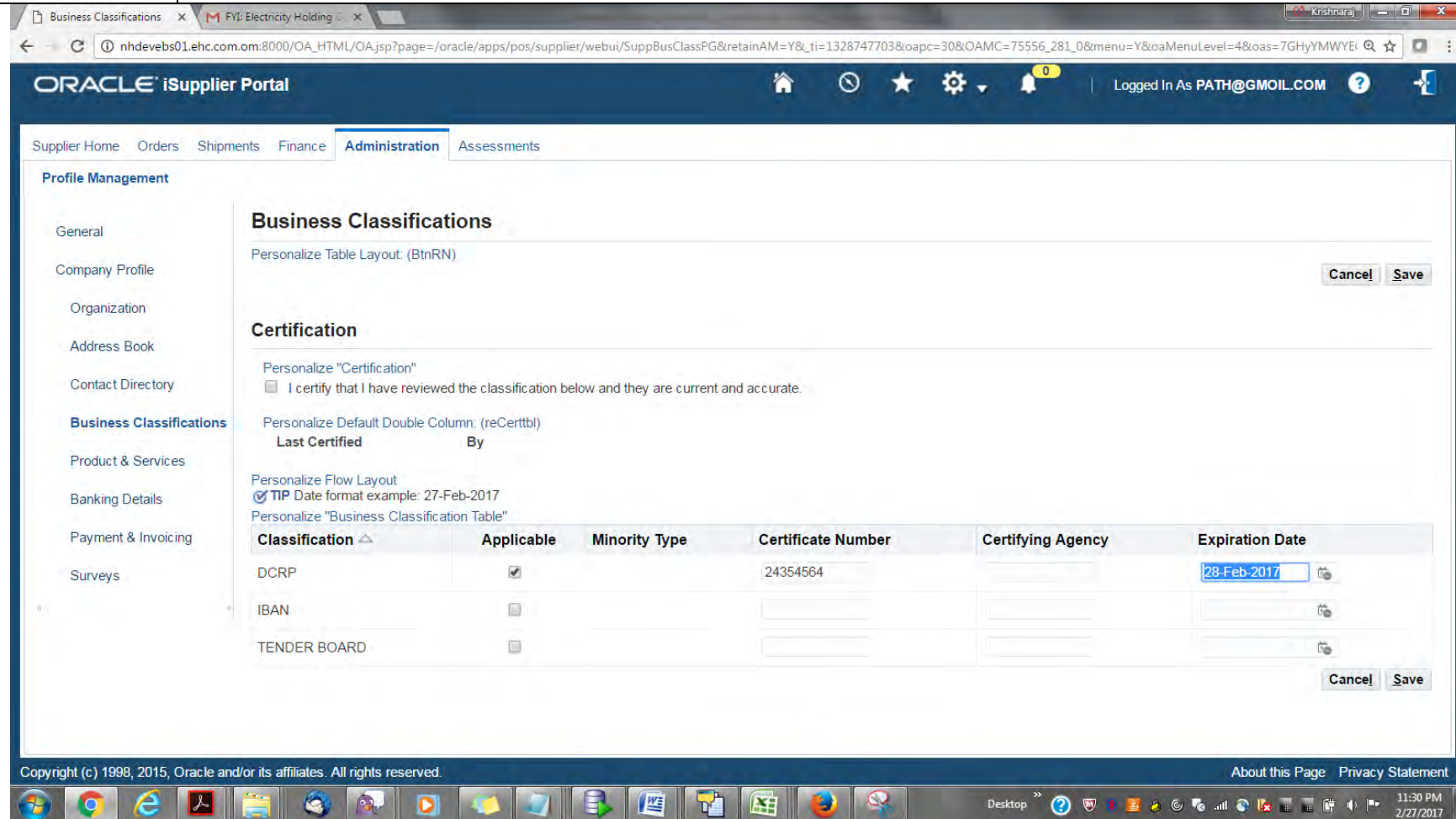
The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration', and 'Assessments'. The 'Administration' tab is active, leading to 'Profile Management'. Under 'Profile Management', 'Business Classifications' is selected. The page contains several sections: 'Personalize Table Layout: (BtnRN)' with 'Cancel' and 'Save' buttons; 'Certification' with a checkbox for 'I certify that I have reviewed the classification below and they are current and accurate.'; 'Personalize Default Double Column: (reCerttbl)' with a 'Last Certified' and 'By' section; 'Personalize Flow Layout' with a 'TIP Date format example: 27-Feb-2017'; and a table for 'Business Classification Table'.

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

At the bottom right of the table, there are 'Cancel' and 'Save' buttons. The footer of the page includes 'Copyright (c) 1998, 2015, Oracle and/or its affiliates. All rights reserved.' and 'About this Page Privacy Statement'. The Windows taskbar at the bottom shows the time as 11:29 PM on 2/27/2017.

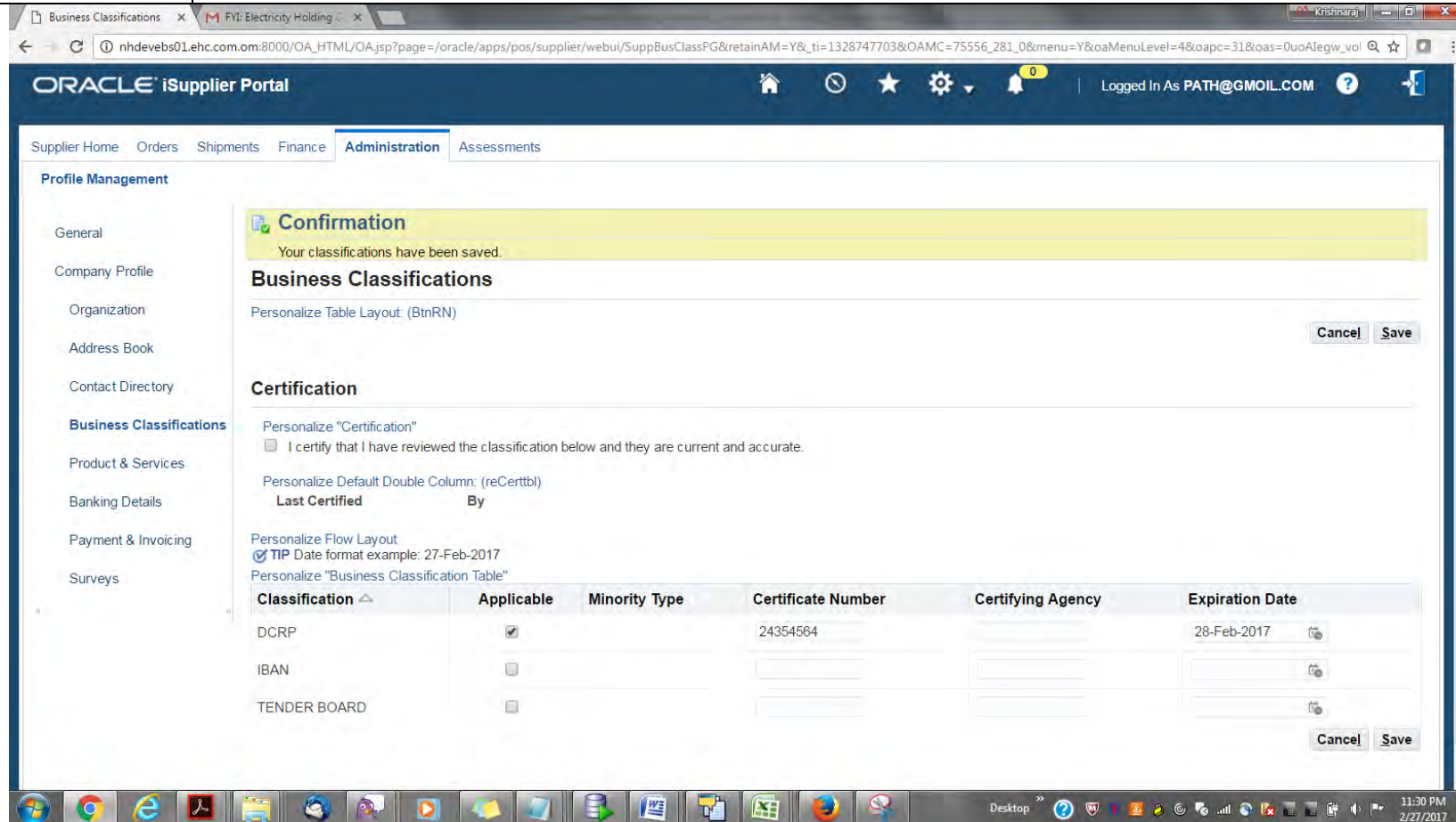
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Step	Action
1.	Select Required Business classification and enter certificate number and Expiration date if applicable



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Step	Action
2.	Click the save (B).



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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

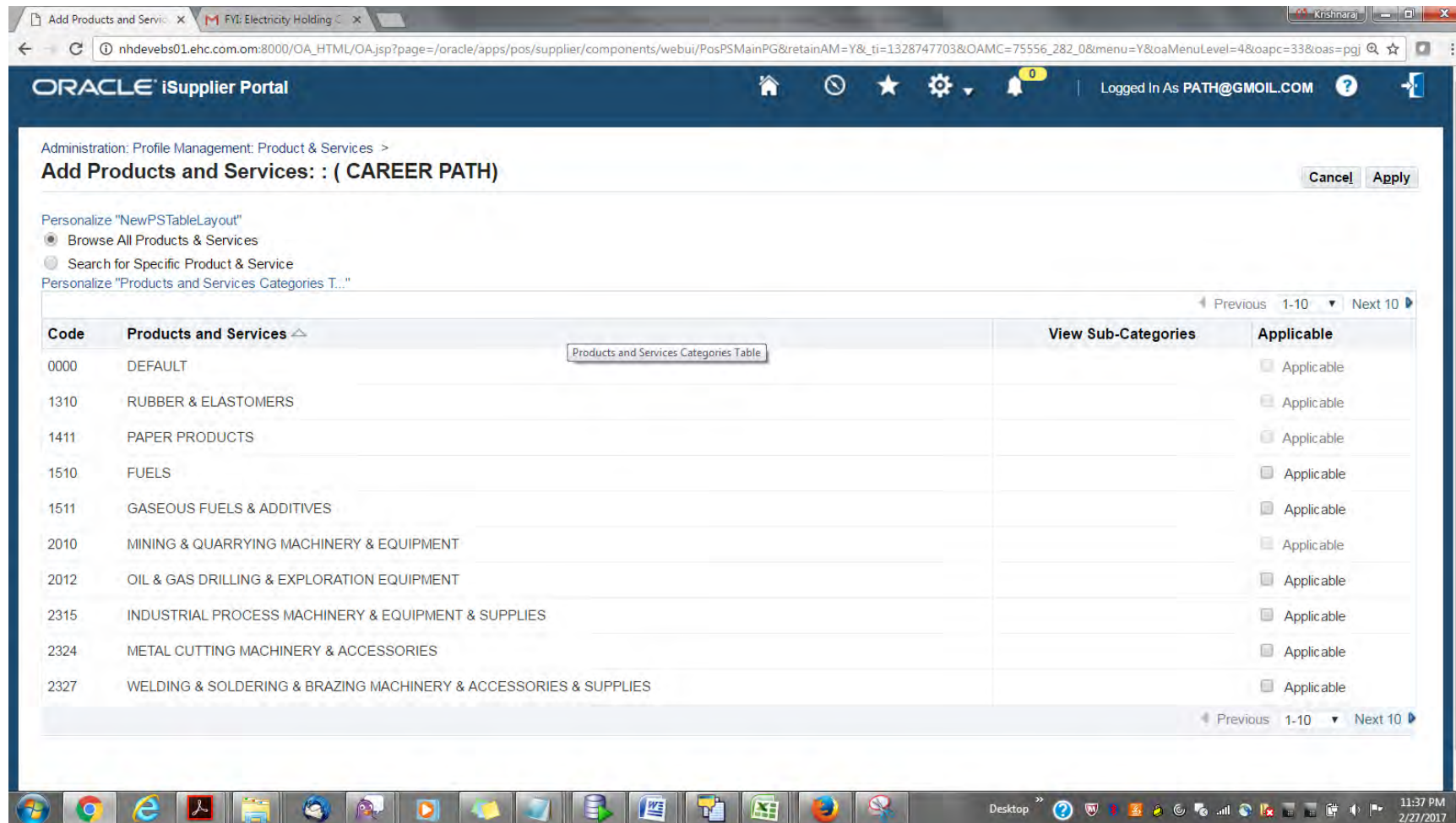
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The screenshot shows the Oracle iSupplier Portal Administration interface. The 'Products and Services' table is displayed with the following data:

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	

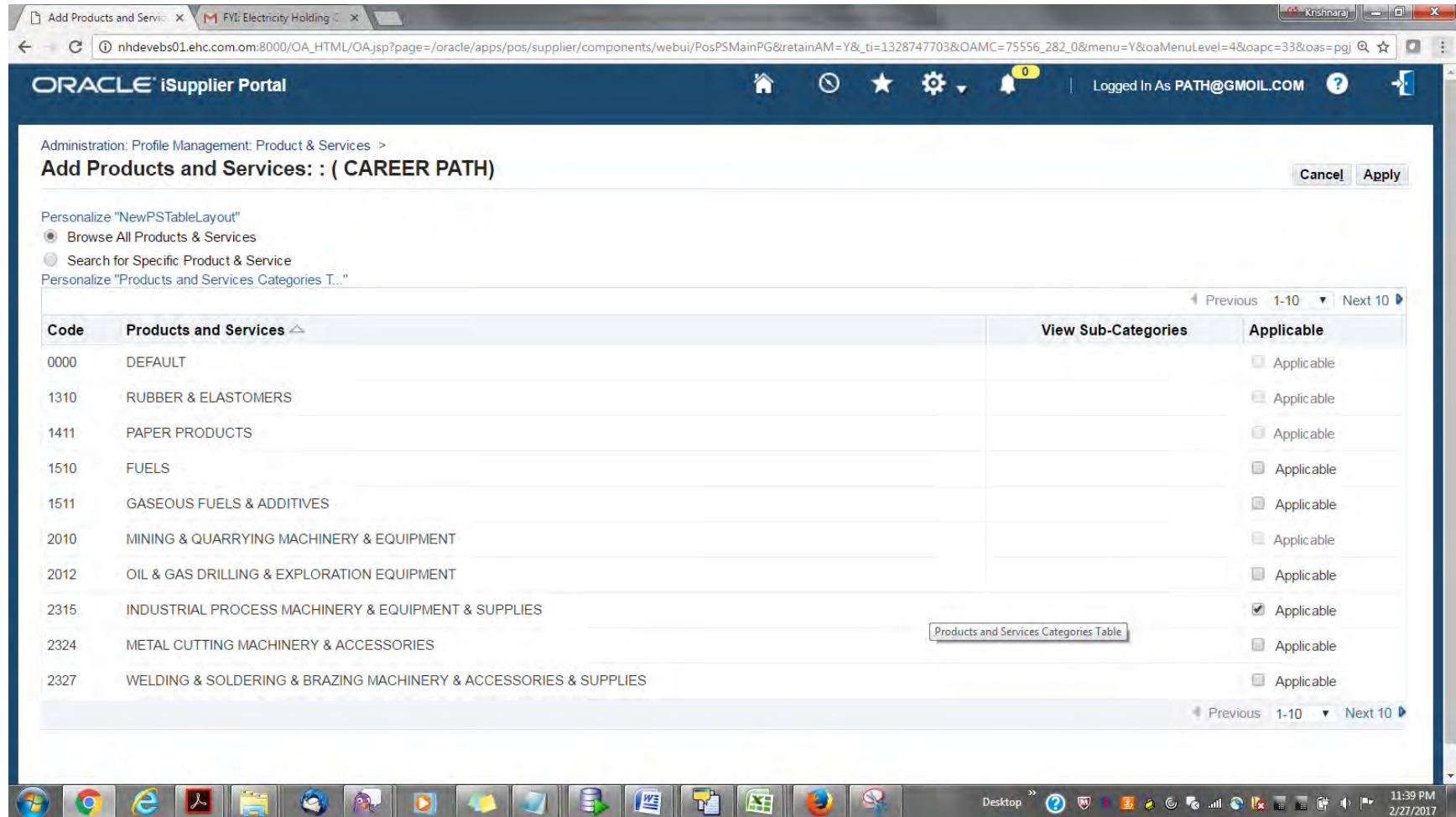
Step	Action
1.	Click the Add (B).

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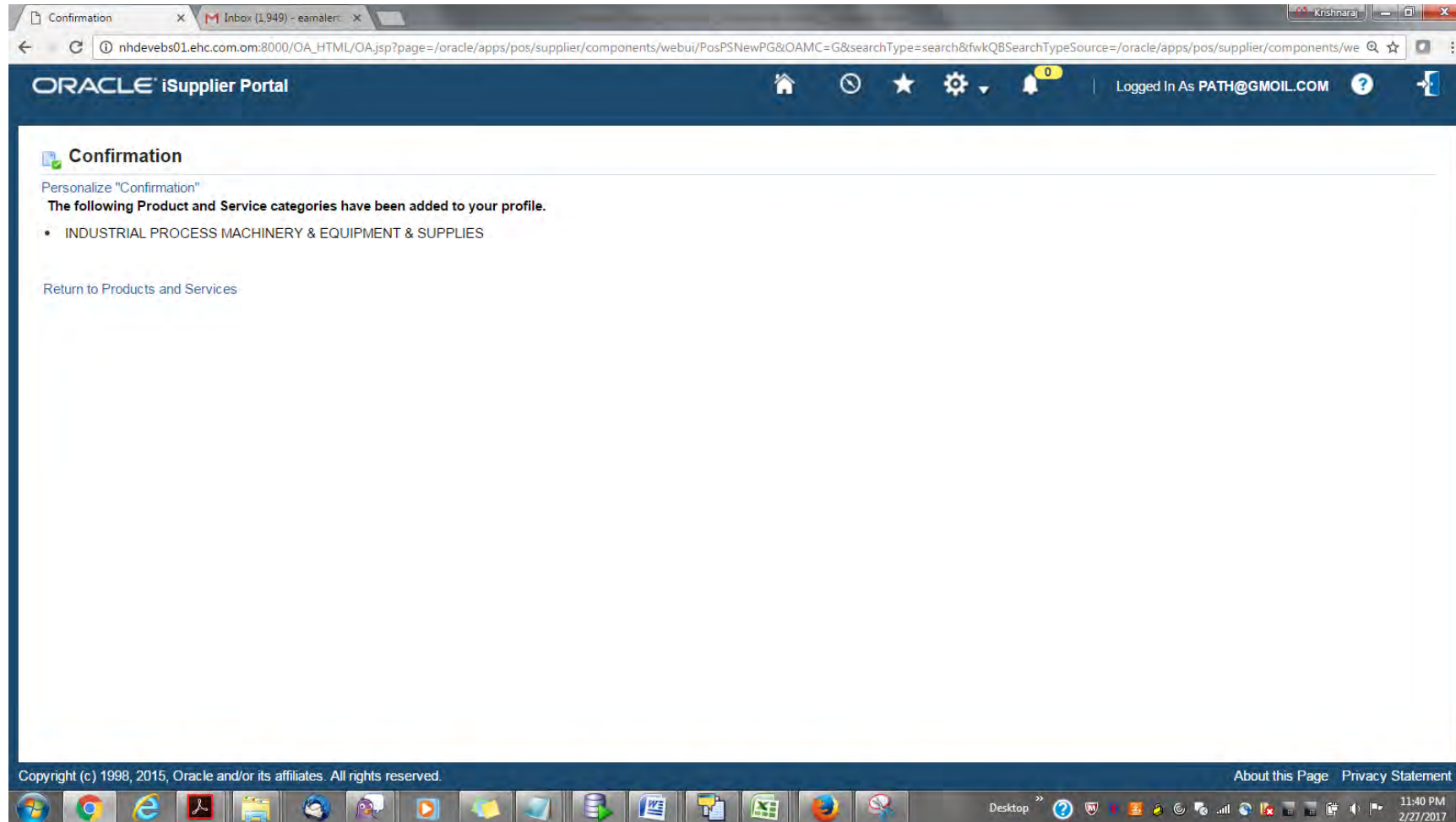
Step	Action
2.	Select the applicable Product and Services.

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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.

Profile Management

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

Administration

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

...

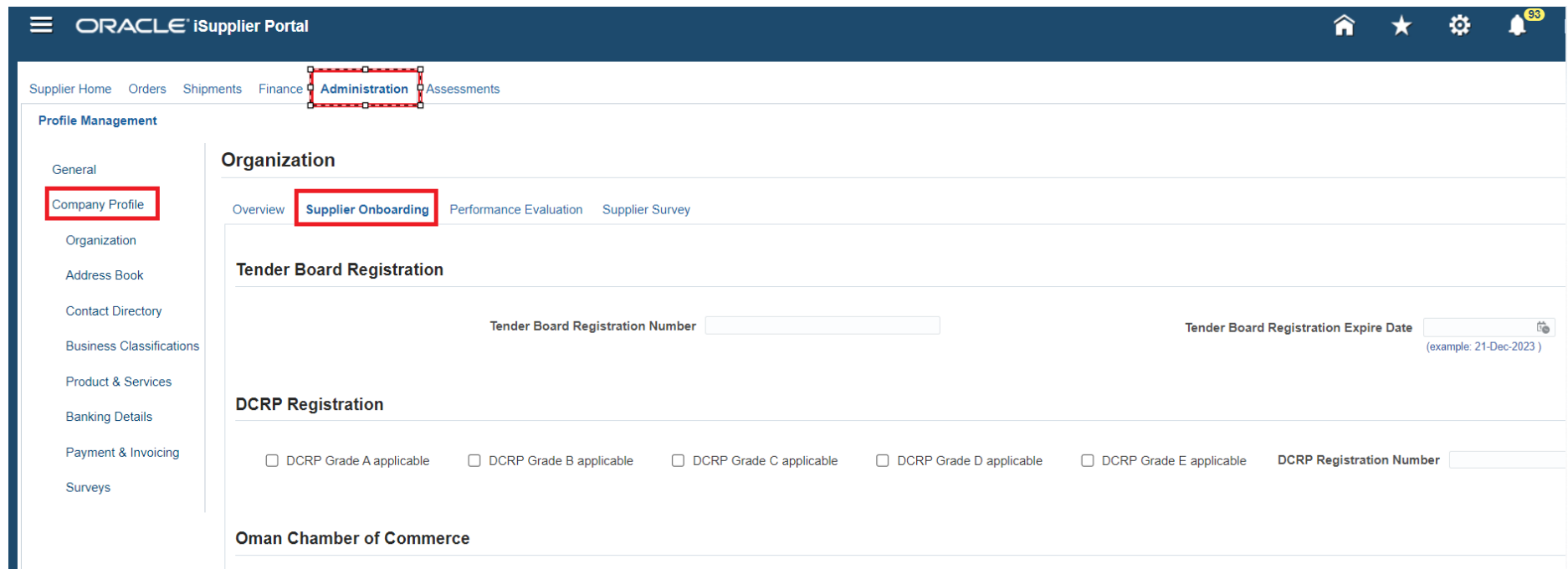
Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1	2491.pdf	File		From Supplier	EHT0014	20-Dec-2016	One-Time			
2	FW MEDCO Bills and ...	File		From Supplier	EHT0014	29-Aug-2017	One-Time			

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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>




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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 33 | Logged In As CORPORATE.PAYMENTS@OMANTEL.OM ? Power

Comments

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)

Save

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