

# Supplier User Training

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Respond to Requalification Questionnaire

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Acknowledge, Respond and Revise- Negotiation

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Revise, Monitor, Setup Refresh Rate- Auction

---

Identify Paused Event

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## Supplier Portal Overview

- ✓ Supplier Login
- ✓ Landing Page
- ✓ Notifications
- ✓ Supplier Portal Infolets
- ✓ Supplier Portal Tasks

Supplier after successfully getting registered can Login by entering their **username and password** in the application login page

- **Click on below Link to access Bahri Fusion Supplier Portal**

[fa.ocs.oraclecloud.com.https://fa-eqhm-saasfaprod1](https://fa.ocs.oraclecloud.com/https://fa-eqhm-saasfaprod1)

- Click **Sign In**



SIGN IN  
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

Mohammad.rafi@hi.com

.....

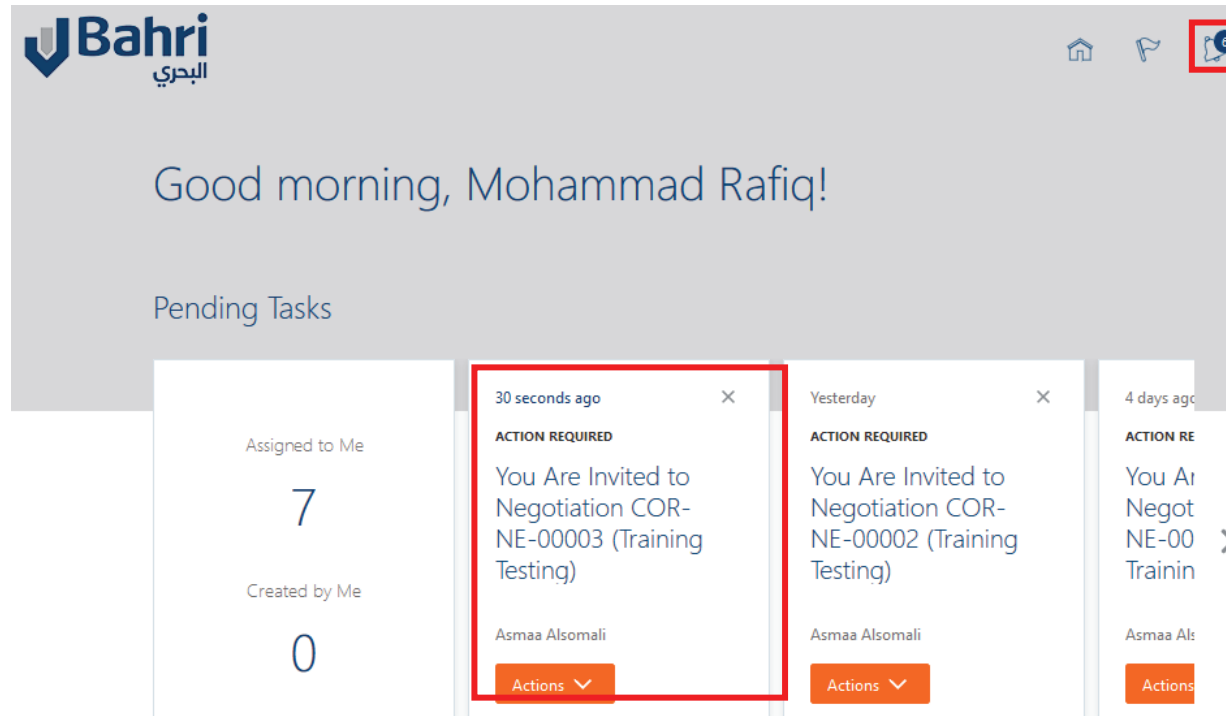
Forgot Password

Sign In

English

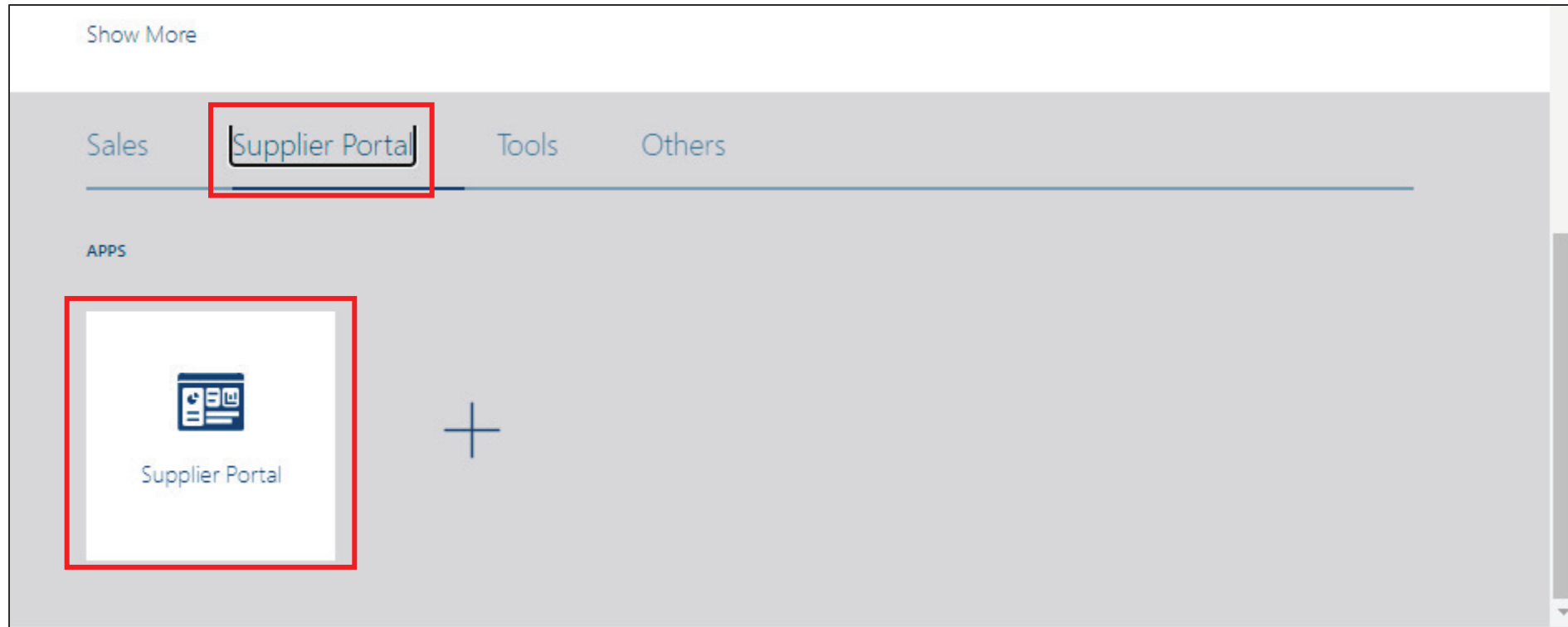
ORACLE

- Supplier will be notified of various events.
- Supplier can view the notifications by clicking on the **bell icon**.
- Supplier can click on Notification **Hyperlink to view detail page**.



The screenshot displays the Bahri Supplier User Training interface. At the top left is the Bahri logo. In the top right corner, there is a bell icon with a notification count of 6, highlighted with a red box. Below the header, the user is greeted with "Good morning, Mohammad Rafiq!". Underneath, there is a section titled "Pending Tasks". This section contains three task cards. The first card shows "Assigned to Me" with a count of 7 and "Created by Me" with a count of 0. The second card, highlighted with a red box, is titled "30 seconds ago" and contains the text "ACTION REQUIRED You Are Invited to Negotiation COR-NE-00003 (Training Testing)" by Asmaa Alsomali, with an "Actions" button. The third card is titled "Yesterday" and contains the text "ACTION REQUIRED You Are Invited to Negotiation COR-NE-00002 (Training Testing)" by Asmaa Alsomali, also with an "Actions" button. A fourth card is partially visible on the right, titled "4 days ago", with the text "ACTION RE You Ar Negot NE-00 Trainin" and an "Actions" button.

- From the horizontal scroll bar scroll and **Click on Supplier Portal**



- The supplier can view the supplier portal with various tasks and infolets.

### Supplier Portal

Search Orders Order Number

#### Tasks

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

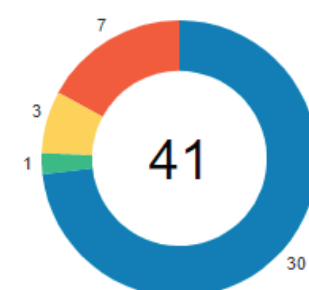
- Manage Agreements

**Shipments**

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

**Consigned Inventory**

#### Requiring Attention



Category	Count
Schedules Overdue or Due Today	30
Invoices Overdue	7
Negotiation Messages	3
Negotiations Closing Soon	1

#### Recent Activity

Last 30 Days

Negotiation invitations	1
Agreements changed or canceled	1
Agreements opened	1
Orders changed or canceled	1

#### Transaction Reports

Last 30 Days

PO Purchase Amount	50	EUR
PO Purchase Amount	94795	SAR
Invoice Amount	60	EUR
Invoice Amount	22875	SAR

## Recent Activity Infolet:

This infolet gives the recently (within last 30 days) occurred events to the supplier. The infolet can be expanded using the two arrow symbol on the right corner of the infolet which give the hyperlinks to view the details of the occurred event.



Recent Activity	
Last 30 Days	
Negotiation invitations	4
Seller auction bids awarded or rejected	3

The screenshot shows a 'Recent Activity' infolet with a title bar containing 'Recent Activity' and 'Last 30 Days'. Below the title bar is a table with two columns: the first column lists activity types, and the second column shows the count for each. The activity types are 'Negotiation invitations' with a count of 4, and 'Seller auction bids awarded or rejected' with a count of 3. A red box highlights the title bar, and another red box highlights a two-arrow expand/collapse icon in the bottom right corner of the infolet.

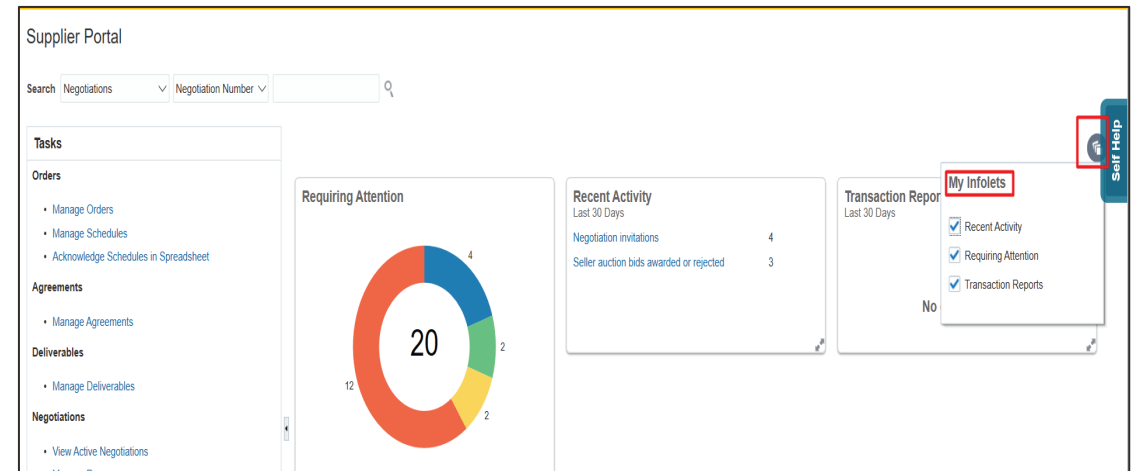


## Transaction Reports:

This infolet gives the transactional reports within last 30 days if any occurred.

Note: There is a 'my infolets icon' option available on the right corner which can be used to hide and unhide the infolets.

Check the box against the infolet name to unhide and uncheck to hide.

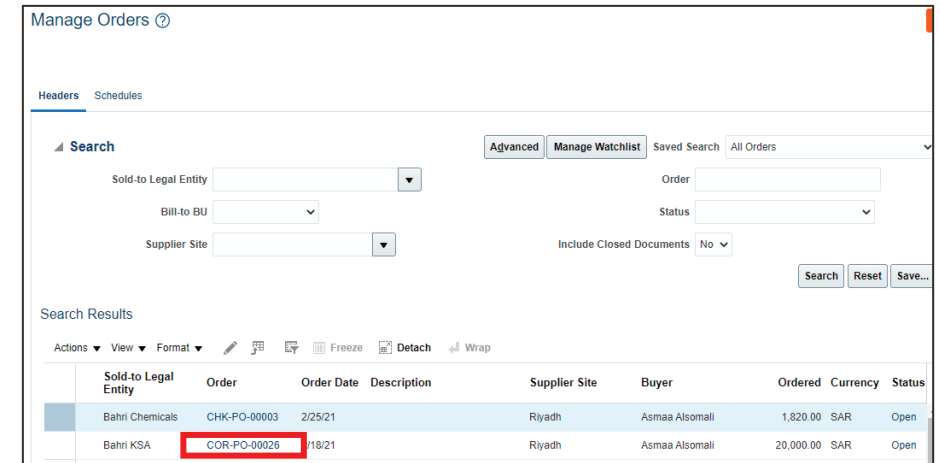


The screenshot shows the Supplier Portal interface. On the left is a navigation menu with sections: Orders (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), Agreements (Manage Agreements), Deliverables (Manage Deliverables), and Negotiations (View Active Negotiations). The main area contains several infolets: 'Requiring Attention' with a donut chart showing 20 items; 'Recent Activity' showing 4 negotiation invitations and 3 seller auction bids; and 'Transaction Reports' which is currently hidden. A 'My Infolets' control panel is open on the right, showing checkboxes for 'Recent Activity', 'Requiring Attention', and 'Transaction Reports', with the 'Transaction Reports' checkbox checked. A 'Self Help' icon is also visible in the top right corner.

<b>Transaction Reports</b>		
Last 30 Days		
PO Purchase Amount	50	EUR
PO Purchase Amount	94795	SAR
Invoice Amount	60	EUR
Invoice Amount	22875	SAR

## Supplier Portal Tasks - Order

- The supplier can manage and monitor all the purchase order awarded.
- Supplier can click on **“Manage Orders”** to see all the Purchase Order Information
- In the Manage Orders screen, the supplier can enter the search parameters to **search** the purchase order or can directly click on Search to see all the Purchase Order.
- Click on any **PO**.



Manage Orders

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

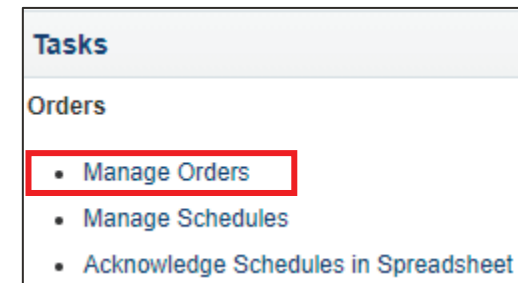
Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status
Bahri Chemicals	CHK-PO-0003	2/25/21		Riyadh	Asmaa Alsomali	1,820.00	SAR	Open
Bahri KSA	COR-PO-00026	1/8/21		Riyadh	Asmaa Alsomali	20,000.00	SAR	Open



Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

## Supplier Portal Tasks - Order

The supplier can see the Purchase Order details such as how much has been received, invoiced and payments made.

**View PDF** - Will generate the Purchase Order PDF document

**Acknowledge** - If Purchase order needs acknowledgment, then supplier can click on Acknowledge Button.

**Actions** - Will give you option to see document history or revision history on the purchase order.



## Supplier Portal Tasks - Shipments

The supplier can manage and monitor all the Receipts and Returns against Purchase Order.

Supplier can click on **“View Receipts”**  
Search the receipts based on the search criteria.

**Shipments**

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

**Search** Advanced Saved Search All Receipts

\*\* At least one is required

\*\* Receipt

Organization

\*\* Purchase Order

Supplier Item

\*\* Shipment

\*\* Item

\*\* Receipt Date  -

Search Reset Save...

Receipt: 9

Social View Transaction History Done

**Summary**

Supplier Talabat Al Maktab LTD. Co.(EZORDER) Packing Slip

Shipment Waybill

Shipped Date Bill of Lading

Shipping Method Note

Number of Supplier Packing Units Attachments None

Supplier Site Riyadh

► Additional Information

**Lines**

Actions View

Item	Item Description	Document Type	Document Number	Quantity			UOM Name
				Ordered	Returned	Net Received	
EXP0001	A4 Size papers	Purchase order	COR-PO-00010	100	0	5	0 Each

## Supplier Portal Tasks - Shipments

The supplier can manage and monitor all the Receipts and Returns against Purchase Order.

Supplier can click on **“View Returns”**  
Search based on Receipt or Purchase Order Number.

- Shipments**
- [Manage Shipments](#)
  - [Create ASN](#)
  - [Create ASBN](#)
  - [Upload ASN or ASBN](#)
  - [View Receipts](#)
  - [View Returns](#)

**View Returns**

**Search**

Advanced Saved Search All Returns

\*\* Receipt

Organization

\*\* Purchase Order

Supplier Item

\*\* Shipment

RMA

Search Reset

Search Results

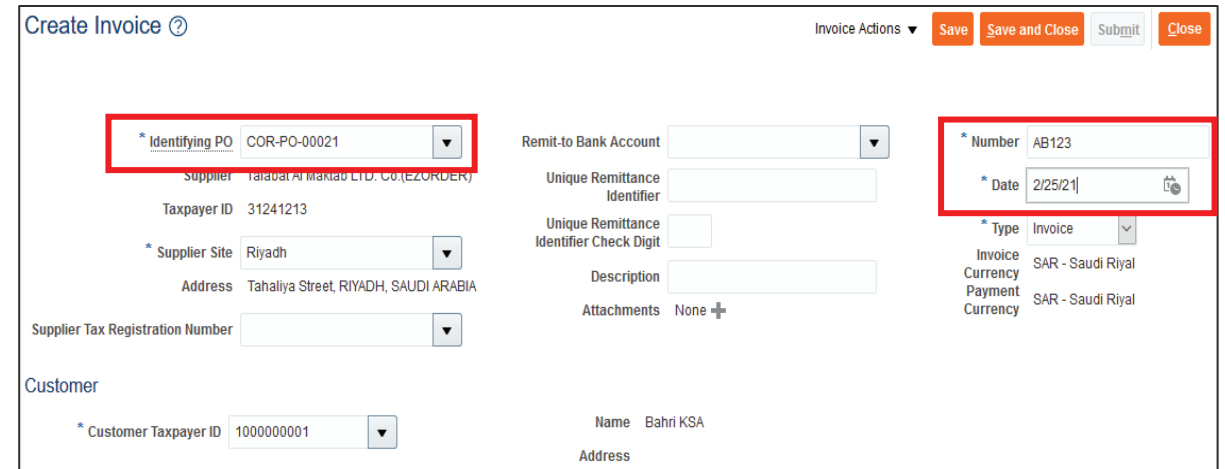
View

## Supplier Portal Tasks - Invoice and Payments

The supplier can manage and monitor all the Invoice and Payment Information.

### Create Invoice With PO

Supplier can click on “Create Invoice”  
Search based on Identifying PO  
(Purchase Order Number)  
Enter Invoice Number and Date



The screenshot shows the 'Create Invoice' form with the following fields and values:

- Identifying PO:** COR-PO-00021 (highlighted with a red box)
- Supplier:** Tahalal Al Maklad LTD. CO.(EZORDER)
- Taxpayer ID:** 31241213
- Supplier Site:** Riyadh (highlighted with a red box)
- Address:** Tahaliya Street, RIYADH, SAUDI ARABIA
- Supplier Tax Registration Number:** (empty)
- Customer Taxpayer ID:** 1000000001 (highlighted with a red box)
- Remit-to Bank Account:** (empty)
- Unique Remittance Identifier:** (empty)
- Unique Remittance Identifier Check Digit:** (empty)
- Description:** (empty)
- Attachments:** None
- Number:** AB123 (highlighted with a red box)
- Date:** 2/25/21 (highlighted with a red box)
- Type:** Invoice
- Invoice Currency:** SAR - Saudi Riyal
- Payment Currency:** SAR - Saudi Riyal
- Name:** Bahri KSA
- Address:** (empty)

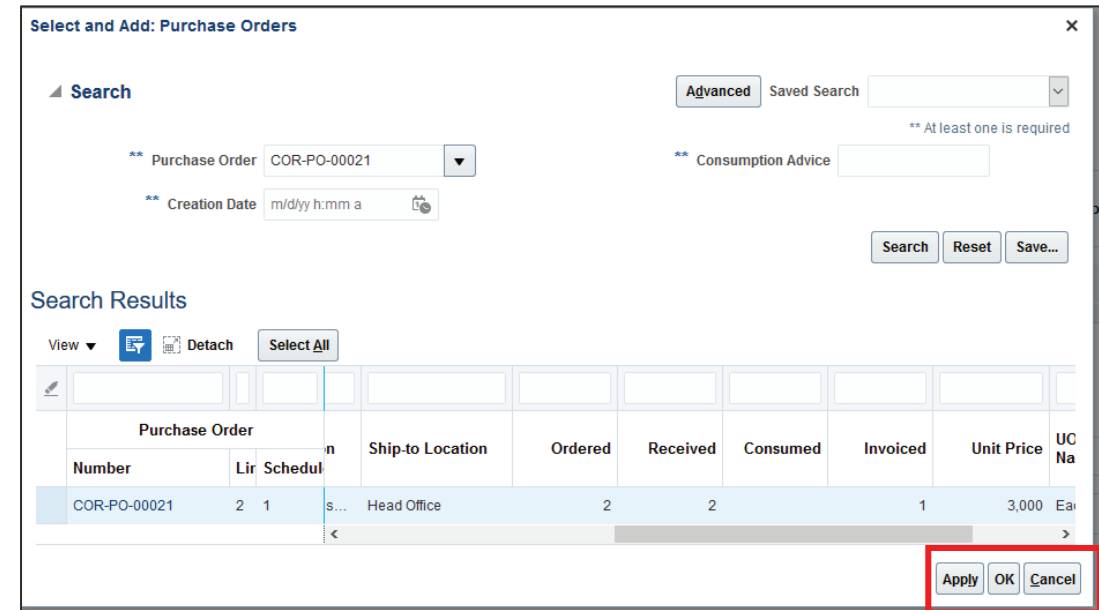
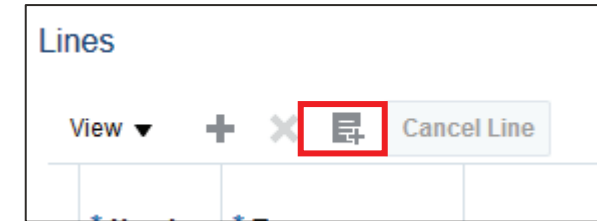
#### Invoices and Payments

- Create Invoice** (highlighted with a red box)
- Create Invoice Without PO
- View Invoices
- View Payments

## Supplier Portal Tasks - Invoice and Payments

Scroll Down and click on the icon

- Select the available line.
- System will show Ordered, Received and Invoiced details.
- Click **Apply and OK**



## Supplier Portal Tasks - Invoice and Payments

- Verify the details and click **Submit**.
- Invoice will be submitted to AP Team for processing.

Create Invoice ? Invoice Actions ▼ Save Save and Close Submit Close

Identifying PO: COR-PO-00021  
 Supplier: Talabat Al Maktab LTD. Co.(EZORDER)  
 Taxpayer ID: 31241213  
 Supplier Site: Riyadh  
 Address: Tahaliya Street, RIYADH, SAUDI ARABIA  
 Supplier Tax Registration Number: ▼

Remit-to Bank Account: ▼  
 Unique Remittance Identifier:   
 Unique Remittance Identifier Check Digit:   
 Description:   
 Attachments: None +

\* Number: AB123  
 \* Date: 2/25/21 📅  
 Type: Invoice  
 Invoice Currency: SAR - Saudi Riyal  
 Payment Currency: SAR - Saudi Riyal

Customer  
 Customer Taxpayer ID: 1000000001 ▼  
 Name: Bahri KSA  
 Address:

Lines

View ▼ + × 📄 Cancel Line

Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
FA00003	Lenevo I7 Processor 2 TB ...	Head Office <span>▼</span>	<span>▼</span>	1	1	3000	Each	3,000.00



## Supplier Portal Tasks - Invoice and Payments

The supplier can manage and monitor all the Invoice and Payment Information.



Search criteria form with fields for Invoice Number, Supplier (dropdown), Supplier Site (dropdown), Purchase Order, Consumption Advice, Invoice Status (dropdown), Paid Status (dropdown), and Payment Number. A Search button is highlighted with a red box.

### View Invoices

Supplier can click on **“View Invoices”**  
Search based on the search criteria

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
AB123	2/25/21	Standard	COR-PO-00021	Talabat Al Maktab LTD. C...	Riyadh	3,000.00 SAR	3,000.00 SAR	In proc...	
SP_MHM1230	2/22/21	Standard		Talabat Al Maktab LTD. C...	Riyadh	360.00 SAR	360.00 SAR	In proc...	
PRE_PAY_CO...	2/21/21	Prepayment		Talabat Al Maktab LTD. C...	Riyadh	0.00 SAR	2,000.00 SAR	Approv...	22
SP_HG78645	2/21/21	Standard		Talabat Al Maktab LTD. C...	Riyadh	0.00 SAR	4,500.00 SAR	Approv...	23

\*Click on the invoice number above to see the invoice details

**Invoices and Payments**

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

## Supplier Portal Tasks - Invoice and Payments

The supplier can manage and monitor all the Invoice and Payment Information.

### View Payments

Supplier can click on **“View Payments”** Search based on the search criteria

**Search** Advanced Saved Search All

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

Supplier Site

Payment Date

**Search**

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status
14	2/25/21	Quick	Multiple	Talabat Al Maktab LTD. Co.(EZOR...	Riyadh	300.00 SAR	Negotiable
15	2/25/21	Quick	Multiple	Talabat Al Maktab LTD. Co.(EZOR...	Riyadh	300.00 SAR	Negotiable
16	2/25/21	Quick	Multiple	Talabat Al Maktab LTD. Co.(EZOR...	Riyadh	300.00 SAR	Negotiable
17	2/25/21	Quick	Multiple	Talabat Al Maktab LTD. Co.(EZOR...	Riyadh	300.00 SAR	Negotiable

Click on the payment number above to see the payment details

**Invoices and Payments**

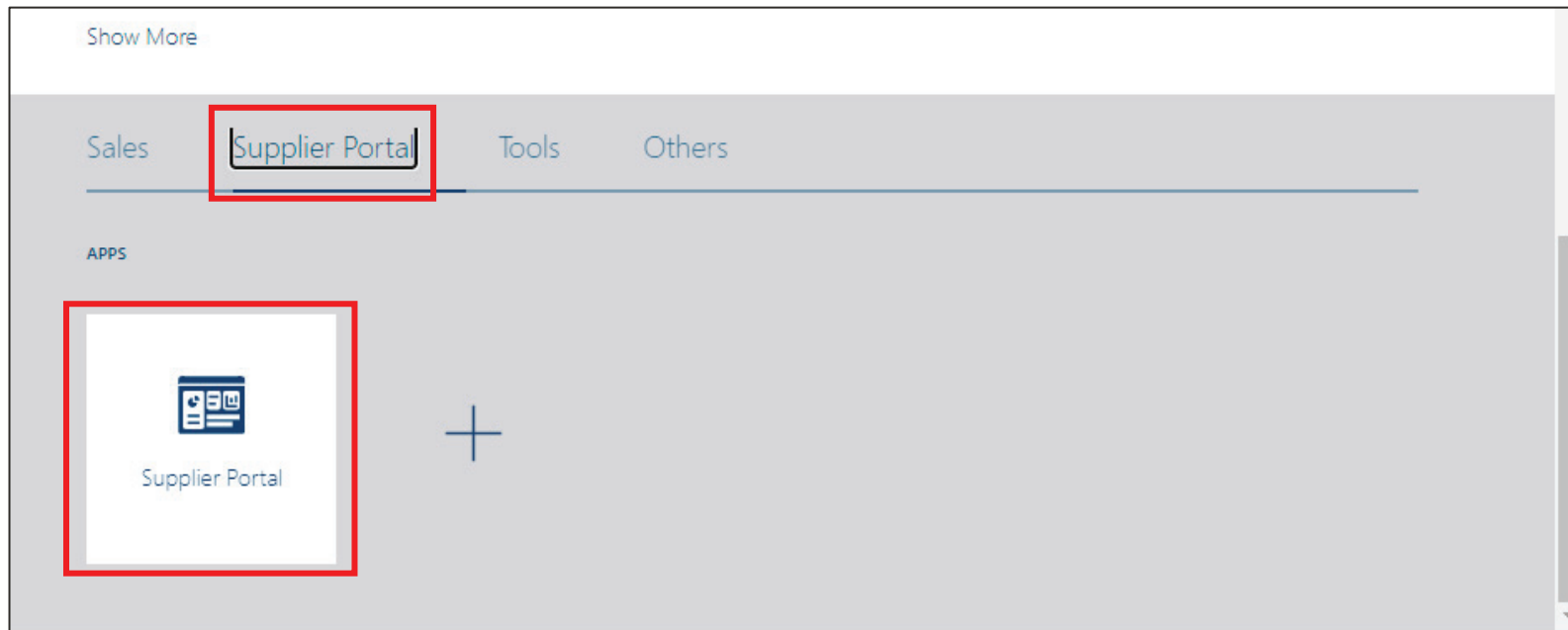
- Create Invoice
- Create Invoice Without PO
- View Invoices
- **View Payments**

## Supplier User and Profile Management

- ✓ Supplier Profile Change
- ✓ Supplier User Creation by Supplier Administrative User

## Supplier Profile Change

From the horizontal scroll bar scroll and  
Click on **Supplier Portal**



## Supplier Profile Change

From the horizontal scroll bar scroll and Click on **Manage Profile** under Company profile.

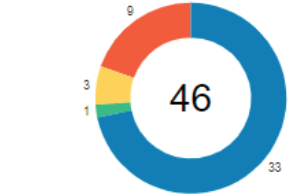
Supplier Portal

Search Orders Order Number

**Tasks**

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

**Requiring Attention**



Category	Count
Schedules Overdue or Due Today	33
Invoices Overdue	9
Negotiations Closing Soon	3
Negotiation Messages	1
<b>Total</b>	<b>46</b>

**Supplier News**  
Hello.. Welcome to Bahri

## Supplier Profile Change

- Click on **Edit** Button the company profile page
- Message appears "POZ-2130390Making edits will create a change request for the profile. Do you want to continue?"
- Click **Yes** on Warning message


Company Profile ⓘ Edit Done

Last Change Request 1	Requested By Rafiq, Mohammad	Change Description
Request Status Processed	Request Date 11/5/20	

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

General

Company Talabat Al Maktab LTD. Co.(EZORDER)	Tax Organization Type Individual
Supplier Number 10005	Status Active
Supplier Type	Attachments None

 **Warning** ×

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

## Supplier Profile Change

- Edit profile change request page opens.
- Provide change description and make changes as required.
- Click **Review Changes** button
- Review and click on **Submit Button**

Edit Profile Change Request: 1001 Delete Change Request Review Changes Save Save and Close Close

Change Description Added Supplier Type and CR No.

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

General

\* Supplier Name Talabat Al Maktab LTD. Co.(EZORDEF) Tax Organization Type Individual

Supplier Number 10005 Status Active

Supplier Type Contractor Attachments None +

Review Changes Edit Submit

Change Description Added Supplier Type and CR No.

Organization Details

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Supplier Type		Contractor

## Supplier Profile Change

- The Request status is now **Pending Approval.**
- Note: click on Cancel Change Request to cancel the changes made.

### Company Profile ?

Cancel Change Request Edit

i There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request	1001	Requested By	Rafiq, Mohammad	Change Description	Added Supplier Type and CR No.
		Request Date	2/28/21		

**Request Status** Pending Approval

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) [Products and Services](#)

#### ▲ General

Company	Talabat Al Maktab LTD. Co.(EZORDER)	Tax Organization Type	Individual
Supplier Number	10005	Status	Active
Supplier Type		Attachments	None



## Supplier User Creation by Supplier Administrative User

- Click on Edit Button the company profile page
- Message appears "POZ-2130390Making edits will create a change request for the profile. Do you want to continue?"
- **Click Yes** on Warning message

### Company Profile ?

Edit Done

Last Change Request	1	Requested By	Rafiq, Mohammad	Change Description
Request Status	Processed	Request Date	11/5/20	

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

▲ General

Company	Talabat Al Maktab LTD. Co.(EZORDER)	Tax Organization Type	Individual
Supplier Number	10005	Status	Active
Supplier Type		Attachments	None

**Warning** ×

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

Yes No

## Supplier User Creation by Supplier Administrative User

- Give Change Description, Click on contacts tab and click on create '+' icon

Edit Profile Change Request: 1001 Cancel Change Request Review Changes Save Save and Close

Change Description: Adding New Contact

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
Kara, Kutub		kutubkara@gmail.com			✓
Rafiq, Mohammad		Mohammad.rafi@hi.com			✓

## Supplier User Creation by Supplier Administrative User

- In the create contact window enter First Name, Last Name, Email.
- Check the box against the **Request user account**
- Click on **Create Another** to add more users or Click **Ok**.

**Create Contact**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

▲ **Contact Addresses**

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose
No data to display.			
Columns Hidden 5			

▲ **User Account**

Request user account

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
Bahri Supplier Customer Service Represent...	Manages inbound purchase orders and communicates shipment activities for the supplier company .
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices

## Supplier User Creation by Supplier Administrative User

- Click **Review Changes** then Click **Submit**.

Edit Profile Change Request: 1001

[Cancel Change Request](#)
[Review Changes](#)
[Save](#)
[Save and Close](#)
[Close](#)

Change Description: Adding New Contact

[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
ABC, TEst		TESTABC@gmail.com				Active
Kara, Kutub		kutubkara@gmail.com			✓	Active
Rafiq, Mohammad		Mohammad.rafi@hi.com			✓	Active

## Supplier User Creation by Supplier Administrative User

- Review the changes and Click **Submit**
- System will give confirmation message and Click **OK**

Review Changes Edit Submit Close

Change Description Adding New Contact

Organization Details

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Supplier Type		Contractor

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
+ ABC, TEst		TESTABC@gmail.com				Active

Confirmation X

Your profile change request 1001 was submitted for approval.

OK

| THANK YOU