

DOCUMENT FOR

User Manual – Procurement Cloud

Supplier Portal Process



Submitted to



Document Control

Change Record

Date	23/07/2024
Version	2.0

Document Details

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1. ACCESS ORACLE SUPPLIER PORTAL APPLICATION

This User manual explains the process of how to access the Oracle Fusion Supplier Portal Application once User account generated from Tadweer Organization.

Audience: Supplier User

Purpose: This job aid provides the steps to Access the Fusion Application

1.1 ACCESS ORACLE SUPPLIER PORTAL APPLICATION

Step	Action
1.	Once the user account is generated, the Supplier user will receive the below Welcome E-Mail Notification with reset Password link. Click the Link to reset the password

Oracle Fusion Applications-Welcome E-Mail		- 0	×
🗊 Delete 🖻 Archive 🕕 Report - 🖌 Keply all 🥱 Reply all 🦳 Forward - 🔍 Q. Zoom 🖄 Read / Unread 📿 Categorize - 🏳 Flag / Unflag -	🕞 Print		-
Oracle Fusion Applications-Welcome E-Mail			
I iaasey-test.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com To: ● Giridhar Prabu @ 4i Apps	;;; ←	← ← → │ ⊗ │ ⊞ │ … Fri 7/5/2024 11:18 AM	Ì
EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.			
Dear Giridhar Prabu,			
Congratulations! Your Oracle Fusion Applications account has been successfully created.			
Please follow the link below to reset your password.			
https://iaasey-test.fa.ocs.oraclecloud.com:443/hcmUl/faces/ResetPassword?ase.gid=0a1eaec9bb684ed1951a5894cc80c7f9			
For any issues, contact your system administrator.			
Thank You, Oracle Fusion Applications			
·			
Seply Porward			



Step	Action
2.	Enter the Password and Click Submit

Sign In ORACLE APPLICATIONS CLOUD
Reset Password

Step	Action
3.	After reset the password, reset confirmation email will receive along with
	username as mentioned below.

Oracle Fusion Applications-Password Reset Confirmation	- 0	×
① Delete ☐ Archive ① Report ← Reply ← Reply all → Forward		
Oracle Fusion Applications-Password Reset Confirmation		
laasey-test.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com To: ● Giridhar Prabu @ 4i Apps	→ ◇ ◇ □ □ □	
EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.		_
Dear Giridhar Prabu,		
The password for your Oracle Fusion Applications Account - Giridhar.a.Prabu - was recently changed.		
If you made this change, you do not need to do anything more.		
If you did not make this change, contact your system administrator.		
Thank You, Oracle Fusion Applications		
Septy Forward		

4

Step	
4.	One more email will be received after the User account creation with the "Access the
	application" link. Click "Access the application" link.

	Account for Tadweer Enterpr										
🔟 Delete 🗁 Archiv	re 🛈 Report -> 🥎 Rep	ly 🛛 🗠 Reply all	$ ightarrow$ Forward ${\scriptstyle\lor}$	⊕ Zoom	🖄 Read / Unread	🔿 Categorize 🗸 🖡	⊐ Flag / Unflag ∨	G Print			
FYI: Supplier Contact Us	ser Account for Tadweer Ente	rprise was Created	1								
iaasey-test.fa.sender To: • Giridhar Prabu @	r@workflow.email.me-dubai-1.oo 9 4i Apps	s.oraclecloud.com						٢	6 6	→ ○ ○ □ → ○ □ → ○ □ → ○ □ → ○ ○ → ○ ○ → ○ ○ → ○ ○ → ○ ○ → ○ ○ → ○ ○ → ○ ○ → ○ ○ → ○	🜐 🕂 4 11:18 AM
EXTERNAL EMAIL: This email	il originated from outside of the organi	ation. Do not click links	or open attachments u	nless you recognize	the sender and know the cor	ntent is safe.					
Supplier Conta	act User Account f	or Tadweer	Enterprise	was Cre	ated						
Details	act User Account f	or Tadweer	Enterprise	was Cre	ated						
		or Tadweer	Enterprise	was Cre	ated	Supplier	MIDEAST DATA SYST	TEMS L.L.C			
	Assignee		Enterprise	was Cre	ated	Supplier Supplier Number	.MIDEAST DATA SYST 149	TEMS L.L.C			
	Assignee (Assigned Date (iridhar Prabu	Enterprise	was Cre	ated			TEMS L.L.C			
	Assignee (Assigned Date (Expiration Date (iiridhar Prabu 5/07/24 09:48 AM	Enterprise	was Cre	ated			TEMS L.L.C			
Details	Assignee (Assigned Date (Expiration Date (Task Number 2	iiridhar Prabu 5/07/24 09:48 AM 4/08/24 09:48 AM	Enterprise	was Cre	ated			TEMS L.L.C			
Details Recommended Ad	Assignee (Assigned Date (Expiration Date (Task Number 2 Ctions supplier application for Tadweer Ente	iiridhar Prabu 5/07/24 09:48 AM 4/08/24 09:48 AM 89185						TEMS LLC			
Details Recommended Ac You were granted access to the Access the application	Assignee (Assigned Date (Expiration Date (Task Number 2 Ctions supplier application for Tadweer Ente	iiridhar Prabu 5/07/24 09:48 AM 4/08/24 09:48 AM 89185						TEMSLLC			
Details Recommended Ac You were granted access to the Access the application User Account Detail	Assignee (Assigned Date (Expiration Date (Task Number 2 Ctions supplier application for Tadweer Ente	iiridhar Prabu 5/07/24 09:48 AM 4/08/24 09:48 AM 89185						TEMSLLC			

Step	Action
5.	Enter the Username & Password and Click "Sign In"

Sign In Oracle Applications Cloud

Jser ID	
Giridhar.a.prabu	
Password	
••••••	
Forgot Password	
Sign In	
Select Language	
English	~



Step	Action
6.	From the Home screen Navigate to Supplier Portal → Supplier Portal for accessing the supplier portal dashboard.

tadweer group		Ç G
	Good morning, Giridhar Prabu	
	Supplier Portal Tools Others	
	APPS	
	Supplier Portal	



2. ACCEPT OR DECLINE TENDER INVITATION

This User manual explains the process of how the Supplier users will receive the Tender Invitation notification and explains how the Supplier users will Acknowledge their Participation by accept or declining the Invitation.

Audience: Supplier Bidder.

Purpose: This job aid provides the steps to Acknowledge the Suppliers participation in the Tender.

2.1 ACCEPT OR DECLINE TENDER INVITATION PROCESS

Step	Action
1.	Login to the Supplier Portal by entering the supplier user credentials & click on Sign In.

Sign In Oracle Applications Cloud
Company Single Sign-On or User ID 5244 Password
Forgot Password Sign In Select Language English



Step	Action
2.	Click on the Notification icon in the springboard.

tadweer group		К
	Good afternoon, Imran Khan	
	Supplier Portal Tools TLS Integration Reports Others	
	APPS	
	Supplier Portal	

Step	Action
3.	Click over the notification received for Invited to Negotiation.

Good atterns		Notifications	SI
Supplier Portal Tool	s TLS Integration Reports (9 Search	
		דסט אופ ווועונפט נט ועפַטנומנטור דט-ארא-24-0053 (גרערוטר Waste Collection)	
		Test SCM Employee	Actions \checkmark
APPS		FYI	Yesterda
		Your response Quote 7002 to RFQ TD-RFx-24-0035 (RFQ for Cleaning Services)	was submitted
		Test SCM Employee	Dismiss
	+	ACTION REQUIRED	Yesterda
Supplier Portal	I	You Are Invited to Negotiation TD-RFx-24-0038 (RFQ for Waste Collection) Test SCM Employee	
			Actions 🗸
		FVI Your response Quote 7001 to RFQ TD-RFx-24-0035 (RFQ for Cleaning Services)	Yesterda
		Test SCM Employee	Dismiss
Things to Finish		ACTION REQUIRED	
Things to Timish		You Are Invited to Negotiation TD-RFx-24-0036 (Waste Collection Contract)	Yesterda
	1 hour ago X	Test SCM Employee	Actions 🗸
	FYI	FYI	6 days ag
Assigned to Me	Your response Quote	Negotiation TD-RFx-24-0034 (Waste Collection Contract) Was Closed	
16	7007 to RFQ TD-RFx-	Test SCM Employee	
	24-0037 (RFQ for	FYI	6 days ag
Created by Me	Cleaning Services) w	Your response Quote 6003 to RFQ TD-RFx-24-0034 (Waste Collection Contract) Test SCM Employee	was submitted
0	Test SCM Employee	lest SGM Employee	
0	Dismiss	ACTION REQUIRED	6 days ag
	Dismiss	You Are Invited to Negotiation TD-RFx-24-0034 (Waste Collection Contract)	

8

Step	
4.	From the popup page the Supplier can review all the details provided for the Negotiation.
5.	The supplier can either Accept Invitation or Decline Invitation from the FYI Notification.

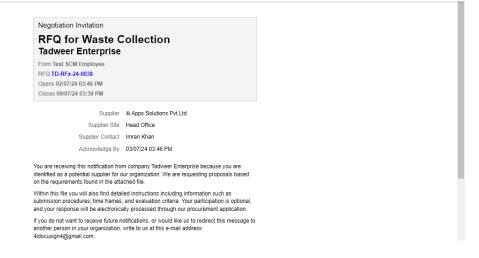
You Are Invited to Negotiation TD-RFx-24-0038 (RFQ for Waste Collection) Actions
Accept Invitation Decline Invitation Negotiation Invitation **RFQ** for Waste Collection Tadweer Enterprise From Test SCM Employe RFQ TD-RFx-24-0038 Opens 02/07/24 03:46 PM Closes 09/07/24 03:39 PM Supplier 4i Apps Solutions Pvt.Ltd Supplier Site Head Office Supplier Contact Imran Khan Acknowledge By 03/07/24 03:46 PM You are receiving this notification from company Tadweer Enterprise because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file. Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application. If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this e-mail address: 4idocusign4@gmail.com. Thank you, Test SCM Employee

Step	Action
6.	Close the Page by clicking on the "X" Button .
7.	Other than bell notification, we can also navigate to Supplier portal and query the transaction to acknowledge the participation.

S You Are Invited to Negotiation TD-RFx-24-0038 (RFQ for Waste Collection) - Google Chrome

😫 iaasey-test.fa.ocs.oraclecloud.com/fscmUl/faces/adf.task-flow?tz=Asia%2FDubai&df=medium&dt=both&tf=short&dg=en&cy=&bpmWorklistTaskld=396490e6-14cb-4f5c-be8f-e&6ab1d67b91&bpmBrowser... 🔍

You Are Invited to Negotiation TD-RFx-24-0038 (RFQ for Waste Collection)



- 0 🖂

Actions
Accept Invitation Decline Invitation

Step	Action
8.	Navigate to Supplier Portal → Supplier Portal

() tadweer group		
	Good afternoon, Imran Khan	
	Supplier Portal Tools TLS Integration Reports Others	
	ADDS	
	Supplier Portal	

Step	Action
9.	Navigate to Tasks → Negotiation → View Active Negotiation

Supplier Portal

Tasks				
rders	Benuisien Attaction	Description destination		
Manage Orders	Requiring Attention	Recent Activity Last 30 Days		
Manage Schedules		Negotiation invitations	3	
Acknowledge Schedules in Spreadsheet		Orders changed or canceled	2	
greements		Orders opened	7	
Manage Agreements	29	Receipts	10	
	²⁹ 65 ³¹			
hannel Programs				
Manage Programs		Transaction Reports		
Shipments		Last 30 Days		
	1	PO Purchase Amount	6.21M AED	
Manage Shipments Create ASN	Schedules Overdue or Due Today	Invoice Amount	2.25M AED	
Create ASIN Create ASIN	Negotiations Closing Soon	Invoice Price Variance Amount	0 AED	
Upload ASN or ASBN	Negotiation Messages Invoices Overdue			
View Receipts			e ⁰	
View Returns				
Contracts and Deliverables	Supplier News			
Manage Contracts	8			
Manage Deliverables				
Consigned Inventory				
Review Consumption Advices				
nvoices and Payments				
Create Invoice				
View Invoices				
View Payments				
Vegotiations				
View Active Negotiations				
Manage Responses				



Step	Action
10.	Click on Acknowledge Participation.

) tadweer group						þ 📬	IK
Active Negotiations							D <u>o</u> ne
∡ Search				Manage Watchlist	-	Open Invitations	~
** Tender			** Invitation Received	Yes 🗸		At least one is	loquirou
** *Title			Response Submitted	No 🗸			
** Tender Close By dd/mm/yy			Tender Open Since	dd/mm/yy	Č.		
					S	earch Reset	Save
Search Results							
Actions 🗙 View 👻 Format 👻 🏢 Freeze 🔛 Detach 斗 Wrap 🛛 Accept Terms 🛛 Acknowledge	Participation	eate Response					
Tender *Title	Tender Type	Time Remaining	Close Date Respon	Your Will Inses Participate	Unread Messages	/iew PDF Resp Sprea	ponse idsheet
TD-RFx-24-0038 RFQ for Waste Collection	RFQ	6 Days 3 Hours	09/07/24 03:39	0	0	iii 1	严
Columns Hidden 4							

Step	Action
11.	The supplier can select the desired response by click on the Yes or No radio button
12.	For either of the responses, it is mandatory for the supplier to provide comments in the Note to Buyer area. Then click on Ok.

() tadweer group		IK
Active Negotiations		D <u>o</u> ne
∡ Search	Time Zone Guif Standar Manage Watchlist Saved Search Open Invitations ** At least one is req	~
** Tender	** Invitation Received Yes 🗸	
** *Title	Response Submitted No 🐱	
** Tender Close By dd/mm/yy	Acknowledge Participation × Tender Open Since dd/mm/yy	
	Supplier Site Head Office Search Reset Sav	ve
Search Results	Will Participate 🔘 Yes	
Actions View View Format View Format Freeze		
Tender "Title	Note to Buyer 41 Apps Solutions will participate & provide best quote for this mentioned negotiation - Close Date Your Will Unread Close Date Your Will Wessages View PDF Spreads	nse iheet
TD-RFx-24-0038 RFQ for Waste Collection	09/07/24 03:39 0 0 📾 🚰	
Columns Hidden 4		



Step	Action
13.	In the Search Result page, we can see the Will Participate column has been updated as per the supplier selected option.

group			U Þ 👘 IK
Active Negotiations			Done
∡ Search		Manage Watch	
** Tender		** Invitation Received Yes 🗸	** At least one is required
** *Title		Response Submitted No 🗸	
** Tender Close By dd/mm/yy		Tender Open Since dd/mm/yy	Ŭ.
			Search Reset Save
Search Results			
Actions View View Format View Format In Freeze 🔛 Detach 📣 Wrap	Acknowledge Participation Create Response		
Tender *Title	Tender Type Time Remaining	Close Date Your Will Responses Participate	Unread View PDF Response Messages View PDF Spreadsheet
TD-RFx-24-0038 RFQ for Waste Collection	RFQ 6 Days 3 Hours	09/07/24 03:39 0 Yes	0 📾 🎵
Columns Hidden 4			

Step	Action
14.	Then click on Done.

) tadweer group		
Active Negotiations		D <u>o</u> ne
⊿ Search		Time Zone Guilf Standard Time Manage Watchlist Saved Search Open Invitations * At least one is required
** Tender		** Invitation Received Yes V
** *Title		Response Submitted No 🗸
** Tender Close By dd/mm/yy		Tender Open Since dd/mm/yy
		Search Reset Save
Search Results		
Actions View View Format View Freeze 🔛 Detach 📣 Wrap Accept Terms	Acknowledge Participation Create Response	
Tender *Title	Tender Type Time Remaining	Close Date Your Will Unread View PDF Response Participate Messages Spreadsheet
TD-RFx-24-0038 RFQ for Waste Collection	RFQ 6 Days 3 Hours	09/07/24 03:39 0 Yes 0 📷 📲
Columns Hidden 4		



3. MESSAGE TO BUYER

During negotiations, suppliers may need to communicate with buyers for clarifications or provide additional information. They can use online messaging for this purpose. Suppliers can engage in multiple conversations within the negotiation, visible to all relevant members of the buying organization.

Audience: Supplier Bidder.

Purpose: This job aid provides the steps to Send and receive messages through Online Messages.

3.1 MESSAGE TO BUYER PROCESS

Step	Action
1.	Login to the Supplier Portal by entering the supplier credentials & click on Sign In.

Sign In Oracle Applications Cloud
Company Single Sign-On or User ID 5244 Password Forgot Password
Sign In Select Language English

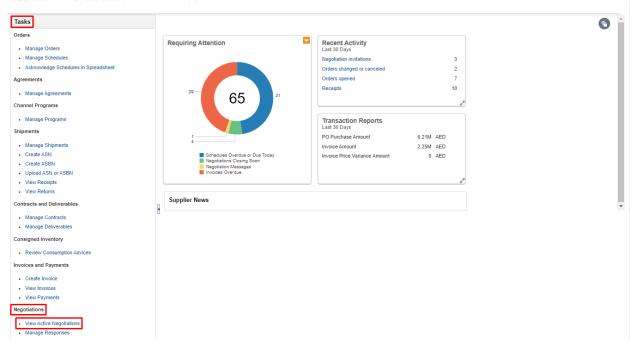


Step	Action
2.	Navigate to Supplier Portal -> Supplier Portal option in the springboard.

() tadweer group		С С С
	Good afternoon, Imran Khan	
	Supplier Portal Tools TLS Integration Reports Others	
	APPS	
	Supplier Portal	

Step	Action
3.	Under Tasks click on Negotiation -> View Active Negotiation from the options

Supplier Portal





Step	Action
4.	Select the Line & Click over the Tender Number (TD-RFx-24-0020)

C) tadweer group					Ĺ	2 Þ ¢	16 IK
Active Negotiations							Done
∡ Search				Manage Wa	tchlist Saved Searc	Time Zone Gulf S	
** Tender			** Invitation P	Received Yes V		** At least on	e is required
* Title				abmitted No 🗸			
** Tender Close By			Tender Ope	en Since dd/mm/yy	Ċ		
						Search Reset	Save
Search Results Actions View Format Freeze Freeze Contact Acknowledge Accept Terms Accept Terms Accept Terms	Participation	ate Response					
Tender *Title	Tender Type	Time Remaining	Close Date	Your Will Responses Participate	Unread Messages	View PDF Sp	esponse readsheet
TD-RFx-24-0038 RFQ for Waste Collection	RFQ	6 Days 3 Hours	09/07/24 03:39	0 Yes	0		囲
Columns Hidden 4							

Step	Action
5.	Click on the Message button from the tender page.

) tadweer group			
RFQ: TD-RFx-24-00	038		Messages Create Response Actions ¥ Dgne
Currency = UAE Dirham			Time Zone Gulf Standard Time
	*Title	RFQ for Waste Collection	Open Date 02/07/24 03:46 PM
	Status	Active (Locked)	Close Date 09/07/24 03:39 PM
	Time Remaining	6 Days 3 Hours	
Table of Contents	Cover Page		
Cover Page			
Overview			C \ tadweer
Requirements			group
Lines			
Contract Terms			e Emirate of Abu Dhabi Tadweer has set up a mechanism for identifying containers that on of non-transfer of waste and random containers scattered in an unhealthy manner in the
		nagement Center – Tadweer continues to s stem in the Emirate of Abu Dhabi and sup s over the past year that become an except	core great achievements that contribute in achieving its strategy of building an integrated porting its environmental vision. Tadweer is providing the 2018 Yearbook to get more ional year.



Step	Action
6.	From the Online Message page click on the "+" icon.

group	
Online Messages (RFQ TD-RFx-24-0038) ⑦	Printable Page Done
	Time Zone Gulf Standard Time
*Title RFQ for Waste Collection	Status Active (Locked)
Time Remaining 6 Days 3 Hours	Close Date 09/07/24 03:39 PM
Messages	
Actions 🔻 View 👻 Format 👻 📑 📮 💯 💹 Freeze 📓 Detach 🗮 🎁 😂 🛹 Wrap	
4	

Step	Action
7.	Enter the Subject and Message in the appropriate area provided.
8.	Click on Send.

) tadweer group				
Online Messages (RFQ TD-RFx-24-0038)	D			Printable Page Done
				Time Zone Gulf Standard Time
*Title RFQ f	Send Messag	ge x	Active (Locked)	
Time Remaining 6 Day	То	Tadweer Enterprise	09/07/24 03:39 PM	
Messages	* Subject	Required detailed Scope		
Actions 🗸 View 🖌 Format 🖌 🕂 📮 🏂 🏢 Freeze		Helvetica 🗸 2 🗸 🔊 🕫 🖉 🖪 🗟 🖏 🔽 🔽 🗶		
4		B I 型 S₂ S² S ■ = = = = = = # # # # # #		*
		Dear Customer,		
		Kindly share the detailed scope of this tender requirement.		
	* Message			
	measage			
	Attachments	None 🛨		
		Send <u>C</u> ancel		



Step	Action
9.	Once received the reply from the Buying organization, it will be notified in the Bell Icon of Supplier user's login
10.	Click on the notification received.

oup			Notifications	Shov
	Good afternoo	n Imran Khan	Q Search	
			• FYI	Now
	Supplier Portal Tools	TLS Integration Reports	Online Message for Negotiation RFQ TD-RFx-24-0038 (RFQ for Waste Test SCM Employee	Collection) was Received Dismiss
	APPS		FYI Your response Quote 7007 to RFQ TD-RFx-24-0037 (RFQ for Cleaning	2 hours ago Services) was submitted
			Test SCM Employee	
			FYI Your response Quote 7008 to RFQ TD-RFx-24-0037 (RFQ for Cleaning	2 hours ago Services) was submitted
		Test SCM Employee		
	Supplier Portal		FYI Online Message for Negotiation RFQ TD-RFx-24-0037 (RFQ for Cleanin	2 hours ago
			Test SCM Employee	Dismiss
	Things to Finish		FYI Negotiation TD-RFx-24-0036 (Waste Collection Contract) Was Closed	Yesterday
	Things to Finish		Test SCM Employee	
		Now X	FYI Your response Quote 7005 to RFQ TD-RFx-24-0036 (Waste Collection	Vesterday Contract) was submitted
	Assigned to Me	Online Message for	Test SCM Employee	
	17	Negotiation RFQ TD- RFx-24-0038 (RFQ for	FYI Your response Quote 7004 to RFQ TD-RFx-24-0036 (Waste Collection	Yesterday

Step	Action
11.	From the popup page, review the response and click on Reply to Message.

Online Message for Negotiation RFQ TD-RFx-24-0038 (RFQ for Waste Collection) Was Received

ORACLE	
Online Message	
From Tadweer Enterprise	
Subject Re: Required detailed Scope	
RFQ TD-RFx-24-0038 RFQ for Waste Collection	
Close Date 09/07/24 03:39 PM	
Reply to Message	
On 03/07/24 11:55 AM Asia/Dubai, Imran Khan wrote	
Dear Customer,	
Kindly share the detailed scope of this tender requirement.	
Dear Vendor, Pls refer to the attached file.	
	03/07/24 12:01 PM
Submitted by Test SCM Employee	05/07/24 12:01 PW
Scope Document.pdf	



Dismiss

Step	Action
12.	The supplier can view the reply message received from the buying organization.

() tadweer group					з 🗘 📧
Online Messages (RFQ TD-RFx-24-0038) ⑦				Printak	ble Page Done
				Time Zone	e Gulf Standard Time
*Title RFQ for Waste Collection		Status	Active (Locked)		
Time Remaining 6 Days 3 Hours		Close Date	09/07/24 03:39 PM		
Messages					
Actions 🔻 View 👻 Format 👻 🕂 🔯 🎵 🦷 Freeze 📓 Detach 🦷 🎁	12 el Wrap				
Subject		Status	From	То	Date
Required detailed Scope					
Re: Required detailed Scope		Read	Tadweer Enterprise	Imran Khan	03/07/24 11:58 AM
Required detailed Scope		Read	Imran Khan	Tadweer Enterprise	03/07/24 11:55 AM
Re: Required detailed Scope: Details				Deint	able Page Reply
From Tadweer Enterprise	To Imran Khan			Plint	able Page Reply
Date 03/07/24 11:58 AM	Attachments Scope Document.pdf				
	Attachments Scope Document.pdf				
On 03/07/24 11:55 AM Asia/Dubai, Imran Khan wrote					
Dear Customer,					
Kindly share the detailed scope of this tender requirement.					
Dear Vendor, Pis refer to the attached file.					

Step	Action
13.	From the Online Message page, the supplier can click on the Reply button if need to reply for the received message or click on Done.

Online Messages (RFQ TD-RFx-24-0038) ⑦					Printal	ble Page Don
					Time Zon	e Gulf Standard T
*Title RFQ for Waste Collection			Status Ad	tive (Locked)		
Time Remaining 6 Days 3 Hours			Close Date 05	/07/24 03:39 PM		
Nessages						
Actions 🔻 View 🔻 Format 👻 🕂 🐻 🎵 💷 Freeze 📓 Detach 🚃 🎁 🏗 🚽	Wrap					
Subject			Status	From	То	Date
A The Required detailed Scope						
Re: Required detailed Scope			Read	Tadweer Enterprise	Imran Khan	03/07/24 11:58 AI
Required detailed Scope			Read	Imran Khan	Tadweer Enterprise	03/07/24 11:55 AI
Re: Required detailed Scope: Details					Print	able Page Rep
From Tadweer Enterprise	То	Imran Khan				
Date 03/07/24 11:58 AM	Attachments	Scope Document.pdf				
On 02/07/04 11:55 AM Asia/Dubai Jawan Khan usata						
On 03/07/24 11:55 AM Asia/Dubai, Imran Khan wrote Dear Customer.						
On 03/07/24 11:55 AM Asia/Dubai, Imran Khan virote Dear Customer, Kindly share the detailed scope of this tender requirement.						

4. VIEW TENDER ATTACHMENTS & INVITATION PDF

This User manual explains the process of receiving the Tender Invitation and view the details of the attachment file & View PDF file.

Audience: Supplier Bidder.

Purpose: This job aid provides the steps to view the PDF Files & Attachments attached against the Tender Invitation.

4.1 VIEW TENDER ATTACHMENTS & INVITATION

Step	Actions
1.	Login with the supplier user credentials, click on Sign In.

Sign In Oracle Applications Clo	ud
Company Single Sign-On or User ID 5244 Password Forgot Password Sign In Select Language English	



Step	Actions
2.	Click on the Notification received for Invited to Negotiation.

tadweer group				$\land \square $
			Notifications	Show All
			Q Search	
	Supplier Portal Tools	TLS Integration Reports	דטט אופ ווועונפט נט זעפַקטנאנוטור דט-ארא-24-0053 (ארע זטר עאנע כטוופגנוטרו)	
			Test SCM Employee	Actions 🗸
	APPS		FYI	Yesterday
			Your response Quote 7002 to RFQ TD-RFx-24-0035 (RFQ for Cleaning Services) v Test SCM Employee	
				Dismiss
		+	ACTION REQUIRED You Are Invited to Negotiation TD-RFx-24-0038 (RFQ for Waste Collection)	Yesterday
	Supplier Portal		Test SCM Employee	Actions 🗸
			FYI	Yesterday
			Your response Quote 7001 to RFQ TD-RFx-24-0035 (RFQ for Cleaning Services) v	,
			Test SCM Employee	
	Things to Finish		ACTION REQUIRED	Yesterday
			You Are Invited to Negotiation TD-RFx-24-0036 (Waste Collection Contract)	
		1 hour ago X	Test SCM Employee	Actions 🗸
	Assigned to Me	FYI	FYI	6 days ago
		Your response Quote	Negotiation TD-RFx-24-0034 (Waste Collection Contract) Was Closed Test SCM Employee	
	16	7007 to RFQ TD-RFx-		Dismiss
		24-0037 (RFQ for Cleaning Services) w	FYI	6 days ago
	Created by Me		Your response Quote 6003 to RFQ TD-RFx-24-0034 (Waste Collection Contract) v Test SCM Employee	Dismiss

Step	Actions
3.	From the popup page the Supplier can review all the details provided for the Negotiation.

You Are Invited to Negotiation TD-RFx-24-0038 (RFQ for Waste Collection)



It you do not want to receive future notifications, or would like us to redirect this message t another person in your organization, write to us at this e-mail address: 4idocusign4@gmail.com.

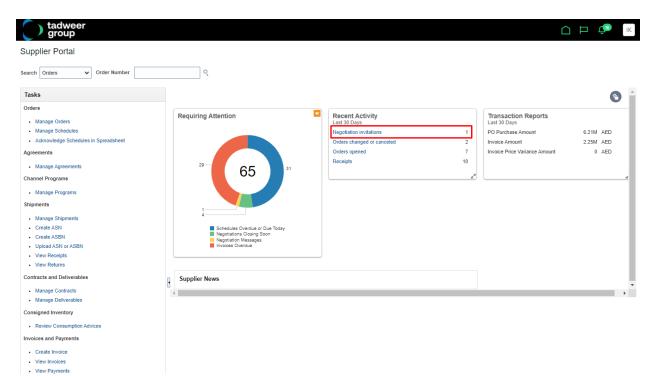
Thank you,



Step	Actions
4.	Navigate to Supplier → Supplier Portal.

) tadweer group		С Р С
	Good afternoon, Imran Khan	
	Supplier Portal Tools TLS Integration Reports Others	
	APPS	
	Supplier Portal	

Step	Actions
5.	Click on the Negotiation Invitation from the Recent Activity.



Step	Actions
6.	Navigate to Actions → View → View Attachments

) tadweer group		С <mark>1</mark> 6 IК
RFQ: TD-RFx-24-0	038 Messages Create Response Actio	ns ▼ D <u>o</u> ne
Currency = UAE Dirham	Time	espond ► Time
	*Title RFQ for Waste Collection Open Date 02/07/24.03.46.PM	
	Sfatus Active (Locked) Close Date 09rd View PDF	iew ⊩
	Time Remaining 6 Days 2 Hours	
Table of Contents	Cover Page	
Cover Page		
Overview	C tadweer	
Requirements		
Lines		
Contract Terms	As part of the future strategic vision for waste management in the Emirate of Abu Dhabi Tadweer has set up a mechanism for identifying contain will help regulate the container sector and reduce the phenomenon of non-transfer of waste and random containers scattered in an unhealthy mar Emirate.	
	Abu Dhabi Waste Management Center – Tadweer continues to score great achievements that contribute in achieving its strategy of building an in waste management system in the Emirate of Abu Dhabi and supporting its environmental vision. Tadweer is providing the 2018 Yearbook to get insights of our success over the past year that become an exceptional year.	ntegrated more

margines of our	success over	the past	year man	occome an	exceptional	year.

S	step	Actions
7	' .	Select the File line & then click on Download.
8	3.	From the Downloaded attachment the supplier can view the Attachments.

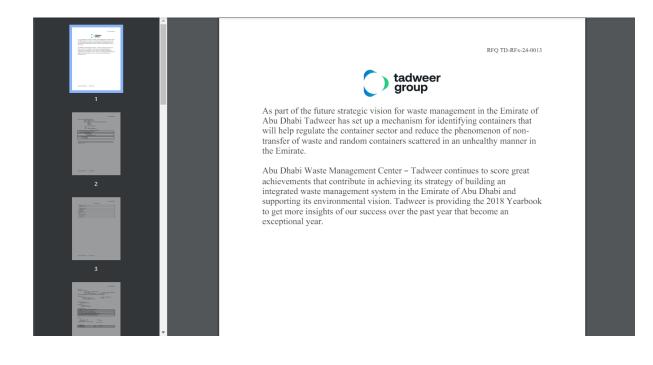
j tadweer group		(16) IK
Attachments (RFQ TD-RFx-24-0038)		Done
Search File Name or URL X Q Show Filters Actions ▼ View ▼ Format ▼ 3™ 11 20 20 20 20 20 20 20 20 20 20 20 20 20		
File Name or URL Level Attached To	*Title	Size
RFP Document.pdf Header	RFP Document.pdf	67 KB
Rows Selected 1 Columns Hidden 3		



Step	Actions
9.	Navigate to Actions → View → View PDF

RFQ: TD-RFx-24-0	0038		Messages	Create Response	Actions ▼	D <u>o</u> ne
Currency = UAE Dirham				Tim		► Ti
	*Title RFQ for Waste Collection	Open Date	02/07/24	03:46 PM	Analyze	•
	Status Active (Locked)	Close Date	e 09/0	View PDF	View	Þ
	Time Remaining 6 Days 2 Hours			View Attachments]	
able of Contents	Cover Page					-
Cover Page						
Overview	C tadweer					
Requirements Lines	group					
Contract Terms	As part of the future strategic vision for waste management in the Emirate of Abu Dhabi Tadw will help regulate the container sector and reduce the phenomenon of non-transfer of waste an Emirate.	nd random containers	scattered	l in an unhealth	iy manner ir	n the
	Abu Dhabi Waste Management Center – Tadweer continues to score great achievements that of waste management system in the Emirate of Abu Dhabi and supporting its environmental visi- insights of our success over the past year that become an exceptional year.	contribute in achievir ion. Tadweer is provid	ig its stra ling the 2	tegy of building 2018 Yearbook	g an integra to get more	ted

Step	Actions
10.	Downloaded PDF Report.







		RFQ TD-RFx-24-0038
Submit your response to the fe		
Company	Tadweer Enterprise	
Buyer		
Location	Abu Dhabi Waste Management Company, Delma Street	
Location	48448	
	Al Manhal	
	Abu Dhabi	
	United Arab Emirates	
Phone		
Fax		
E-mail	4idocusign4@gmail.com	
When submitting your respon	se, include the following information.	
Your Company Name	4i Apps Solutions Pvt.Ltd	
Company Site (Optional)	Head Office	
Address	Abu dhabi	
	Abu dhabi	
Contact Details		
Response Valid Until		
(Optional)		
(

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RFQ TD-RFx-24-0038

1 Overview
1.1 General Information
1.2 Schedule
1.3 Negotiation Controls
1.4 Response Rules
1.5 Terms
1.6 Attachments
2 Requirements
2.1 Section 1. General
3 Lines
3.1 Line Information
3.2 Line Details
3.2.1 Line 1
3.2.2 Line 2

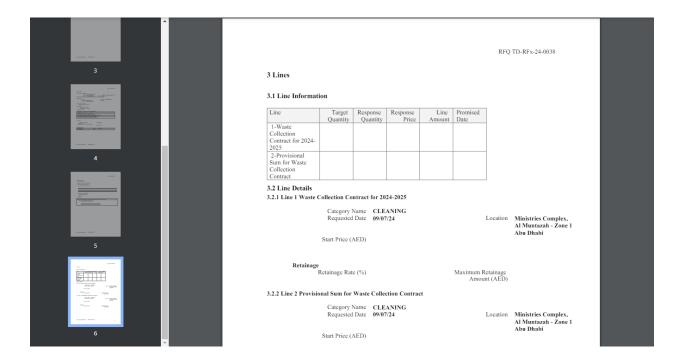
Table of Contents



	^								
							RFO T	D-RFx-24-0038	
The second se		1 Ov	erview						
3 martin		1.1 G	eneral Informat						
				le RFQ for Waste Co		0.1	ome Contract I		
				er Test SCM Employe ail 4idocusign4@gmai		Two Stage Evalua		urchase Order	
		This i		tiation and all response					
		1.2.8	chedule						
Appendix Market 1			Preview Dat			Open Dat	c 02/07/24 03:4	6 PM	
				te 09/07/24 03:39 PM		Award Dat	ie		
			Time Zor	e Gulf Standard Tim	ie				
anne anne a		128	egotiation Contr						
		1.5 N	Response Visibili						
			-	· · · · · · · · · · · · · · · · · · ·					
		Lines	Settings Rank Indicate	1.2.2					
			Ranking Metho						
		1 4 P	esponse Rules						
				ned by all the rules displa	anad halom				
3		This h	Rule	neu oy un me rutes aispu	uyeu below.				
			Negotiation is res	stricted to invited supplie					
				owed to respond to select					
Territory Research Annual Control of the Second Se				uired to respond with ful wed to provide multiple		ach line			
The second secon				owed to provide multiple					
Contraction of the second seco			Suppliers are and	nea to revise their subm	inted response	·			
and a second sec									
		1.5 T	erms						
			Payment Terms	Net 30	Fre	ight Terms			
			Shipping Method			FOB			
4		Neg	otiation Currency	AED (UAE Dirham)	Pric	e Precision 2			
					7110	errectaton 2			
Television Television Financial International	-	164	ttachments						









5. CREATE RESPONSE FOR TENDER

This User manual explains the process of receiving the Tender Invitation and review the details of the Tender. Also, it explains how to create the Response/Quote and attach the supporting documents against the Tender Invitation.

Audience: Supplier Bidder.

Purpose: This job aid provides the steps to create the response against the Tender Invitation.

5.1 CREATE RESPONSE FOR TENDER PROCESS

Step	Actions
1.	Login with the supplier user credentials, click on Sign In.

Sign In Oracle Applications Clo	oud
Company Single Sign-On	
or	
User ID	
5244	
Password	
Forgot Password	
Sign In	
Select Language	
English	



Step	Actions
2.	Navigate to Supplier → Supplier Portal

() tadweer group		С Р 🐌 к
	Good afternoon, Imran Khan	
	Supplier Portal Tools TLS Integration Reports Others	
	APP5	
	Supplier Portal	

Step	Actions
3.	Under Tasks navigate to Negotiation → View Active Negotiation

Supplier Portal

asks				
rders				
Manage Orders	Requiring Attention	Recent Activity Last 30 Days		
Manage Schedules		Negotiation invitations	3	
Acknowledge Schedules in Spreadsheet		Orders changed or canceled	2	
greements		Orders opened	7	
Manage Agreements	29 05 31	Receipts	10	
hannel Programs	²⁹ 65 ³¹		~	
Manage Programs		Transaction Reports Last 30 Days		
hipments		PO Purchase Amount	6.21M AED	
Manage Shipments	4	Invoice Amount	2.25M AED	
Create ASN	Schedules Overdue or Due Today	Invoice Price Variance Amount	0 AED	
Create ASBN	Negotiations Closing Soon Negotiation Messages			
Upload ASN or ASBN	Invoices Overdue			
View Receipts				
View Returns				
ntracts and Deliverables	Supplier News			
Manage Contracts				
Manage Deliverables				
nsigned Inventory				
Review Consumption Advices				
voices and Payments				
Create Invoice				
View Invoices				
View Payments				
egotiations				



Step	Actions
4.	Select the Tender Line & click on Create Response.

group			
Active Negotiations			Done
∡ Search		Manage Watchlis	Time Zone Gulf Standard Time at Saved Search Open Invitations ** At least one is required
** Tender TD-RFx-24-0038		** Invitation Received Yes 🗸	
** *Title		Response Submitted No 🗸	
** Tender Close By dd/mm/yy		Tender Open Since dd/mm/yy	Ú.
			Search Reset Save
Search Results			
Actions v View v Format v P Freeze Detach Wrap	Create Response	-	
Tender *Title	Tender Type Time Remaining	g Close Date Your Will Responses Participate	Unread View PDF Response Messages View PDF Spreadsheet
TD-RFx-24-0038 RFQ for Waste Collection	RFQ 6 Days 2 H	ours 09/07/24 03:39 1 Yes	0 📾 ቻ
Columns Hidden 4			

Step	Actions
5.	In the Overview page provide the Response Valid Until date and If the Supplier wants to
	attach the documents attach the same in in Attachments field & click on Next.

tadweer group		С Р 🗘 к
Create Response (Quote 7009): Overview ⑦	1 2 3 4 Overview Requirements Lines Review Messages Respond by Spreadsheet ▼ Actions ▼	Save V Sub <u>m</u> it <u>C</u> ancel
		Last Saved 03/07/24 01:15 PM Time Zone Gulf Standard Time
*Title RFQ for Waste Collection	Two stage evaluation	
Close Date 09/07/24 03:39 PM	Time Remaining 6 Days 2 Hours	
General		
Supplier 4i Apps Solutions Pvt.Ltd	Reference Number	
Supplier Site Head Office		
Tender Currency AED	Note to Buyer	
Response Currency AED	Attachments None	
Price Precision 2 Decimals Maximum		
Response Valid Until 30/07/24 03.40 PM 👘		



Step	Actions
6.	In the Requirement page provide the response and attach the documents against the
	technical stage questions in the respective section & click on Next.

() tadweer group										$\mathbf{\hat{\Box}}$	Þ¢	6 IK
Create Response (Quote 7009): Requirements ⑦	0verview	2 Requirements	3	Messages	4 Review Respond by Spreadshee	et 🔻	Actions •	Back	Ne <u>x</u> t	Save 1		
Time Remaining 6 Days 2 Hours						Clo	se Date 09/	07/24 03:3	9 PM			/24 01:18 PM andard Time
Section 1. General * 1. Please mention your experience										Eva	luation Stage	e Technical
15 Years of Experience				2								
* 2. Conformance to Terms of RFP a. Yes b. No												
* 2 a.1. Attach the Signed copy of RFP Terms RFP Signed Copy * Response Attachments RFP Document pdf												

Step	Actions
7.	In the Lines page provide the Response Price.
8.	Then click on Next.

) tadweer group	1)	2	3			С Р ф IK
Create Response (Quote 7009): Lines ⑦	Overview	Requirements	Lines	Review Respond by Spreadsheet	▼ Actions ▼ <u>B</u> ack Ne <u>x</u>	t Save V Sub <u>m</u> it <u>C</u> ancel
Currency = UAE Dirham Time Remaining 6 Days 2 Hours					Close Date 09/07/24 03:39 PM	Last Saved 03/07/24 01:20 PI Time Zone Gulf Standard Tim
Actions • View • Format • Image: Freeze Image: Detach Image: The second	el Wrap	Cat	egory Name	Start Price Response Price	Response Quantity UOM	Line Amount Promised Delivery Date
1 Waste Collection Contract for 2024-2025		CLE	ANING	2,800,000.00		2,800,000.00 31/07/24 👘 .
2 Provisional Sum for Waste Collection Contract		CLE	ANING	1,000,000.00		1,000,000.00 31/07/24
Rows Selected 1 Columns Hidden 10						
Grand Totals All response lines are included. Response Amount 3,800,000.00						



Step	Actions
9.	From the Review page the supplier can review all the Information's provided.
10.	Then click on Submit.

tadweer group	
Review Response: Quote 7009 ③ Currency = UAE Dirham *Title RFQ for Waste Collection Close Date 09/07/24 03 39 PM	1 2 3 Image: Respond by Spreadsheet Actions Back Negt Save Submit Cancel Verview Respond by Spreadsheet Actions Back Negt Save Submit Cancel Last Saved 03007/24 01:22 PM Time Zone Guiff Standard Time Two stage evaluation Time Remaining 6 Days 2 Hours
Overview Requirements Lines General Supplier 4I Apps Solutions Pvt.Ltd Supplier Site Head Office Tender Currency AED Response Currency AED Price Precision 2 Decimals Maximum Response Valid Until 30/07/24 03:40 PM	Reference Number Note to Buyer // Attachments None

Step	Actions
11.	A confirmation message will popup & click on "Ok"

() tadweer group		
Active Negotiations		Done
⊿ Search	Confirmation X	Time Zone Gulf Standard Time Manage Watchlist Saved Search Open Invitations ** At least one is required
** Tender TD-RFx-24-0038	Response 7009 to tender TD-RFx-24-0038 was submitted. We'll notify you by email.	
** *Title	OK nse Submitted No	~
** Tender Close By dd/mm/yy	Tender Open Since	/mm/yy
		Search Reset Save
Search Results		
Actions View View Format View Format Actions	ccept Terms Acknowledge Participation Create Response	
Tender *Title	Tender Type Time Close Date Your Remaining Close Date Responses	Will Unread View PDF Response Participate Messages View PDF Spreadsheet
No results found.		
Columns Hidden 4		



6. CREATE RESPONSE REVISION

This User manual explains the process of creating the revised response/quote against the already submitted response for the same tender.

Audience: Supplier Bidder.

Purpose: This job aid provides the steps to create the revised response/quote against the tender.

6.1 CREATE RESPONSE REVISION PROCESS

Step	Actions
1.	Login with the supplier user credentials & Click on Sign In

Sign In Oracle Applications Cloud	
Company Single Sign-On or User ID 5244 Password Forgot Password Sign In Select Language English	



Step	Actions
2.	Navigate to Supplier → Supplier Portal.

) tadweer group		⊐ .Ç∎	IK
	Good afternoon, Imran Khan		
L I	Supplier Portal Tools TLS Integration Reports Others		
	APPS		
	Supplier Portal		

Step	Actions
3.	Under Tasks navigate to Negotiations -> View Active Negotiations

Supplier Portal Order Number

Tasks Orders • Manage Orders • Manage Schedules • Actowidedge Schedules in Spreadsheet Agreements • Manage Agreements Channel Programs • Manage Spreams Shipments • Create ASBN • Upload ASN or ASBN • View Receipts • Manage Contracts • Manage Collevables • Manage Collevables • Manage Collevables • Manage Collevables • Manage Collevables	Requiring Attention	Recent Activity 2 Last 30 Days 2 Negotiation invitations 2 Orders changed or canceled 2 Orders opened 7 Receipts 10 Transaction Reports 2 Last 30 Days 2 PO Purchase Amount 6 21M AED Invoice Amount 2 25M AED Invoice Price Variance Amount 0 AED	
Manage Contracts Manage Deliverables Consigned Inventory			



Step	Actions
4.	Querry for the Tender number for which the response is already submitted/response revision to be done.

) tadweer group						IK
Active Negotiations						Done
∡ Search				Manage Watchlist)	
** Tender TD-RFx:24-0038			** Invitation Received	i Yes 🗸		
** *Title			Response Submittee	1 Yes 🗸		
** Tender Close By dd/mm/yy			Tender Open Since	e dd/mm/yy	Ê0	
					Search	save
Search Results						
Actions 👻 View 👻 Format 👻 💯 Freeze 🔛 Detach 🚽 Wrap 🛛 Accept Terms 🛛 Acknowledge	Participation C	reate Response				
Tender *Title	Tender Type	Time Remaining	Close Date Resp	Your Will onses Participate	Unread Messages View PDF S	Response Spreadsheet
TD-RFx-24-0038 RFQ for Waste Collection	RFQ	6 Days 2 Hours	09/07/24 03:39	1 Yes	0 📷	囲
Columns Hidden 4						

Step	Actions
5.	From the search, the supplier can see the number of responses given for that tender from the Your Responses column.
6.	Click over the Tender number.

group			С Р Ф
Active Negotiations			Done
∡ Search		Manage Watch	Time Zone Gulf Standard Time Ilist Saved Search Open Invitations ** At least one is required
** Tender TD-RFx-24-0038		** Invitation Received Yes 🗸	
** *Title		Response Submitted Yes 🗸	
** Tender Close By dd/mm/yy		Tender Open Since dd/mm/yy	ũ.
			Search Reset Save
Search Results			
Actions 👻 View 👻 Format 👻 🎬 Freeze 📓 Detach 📣 Wrap 🛛 Accept Terms 🛛 Acker	nowledge Participation Create Response		
Tender *Title	Tender Type Time Remaining	Close Date Your Responses Participate	Unread View PDF Response Messages Spreadsheet
TD-RFx-24-0038 RFQ for Waste Collection	RFQ 6 Days 2 Hours	09/07/24 03:39 1 Yes	0 📾 🎵
Columns Hidden 4			



7. Seleo	ect the line & click on Revise.

group	
Manage Responses	Dgne
▶ Search	Time Zone Guif Standard Time
Search Results	
Revising a draft response automatically locks it.	
Actions 🔻 View 🔻 Format 👻 🎢 🦷 Freeze 🔚 Detach 斗 Wrap Accept Terms Revise	
Response Tender Tender Title	Tender Type Time Unread Monitor Remaining Messages
7009 Active TD-RFx-24-0038 RFQ for Waste Collection	RFQ. 6 Days 2 Hours 0
Columns Hidden 8	

Step	Actions
8.	If the supplier needs to revise the previously given Response Price, Select the line & click over the Reduce Price (For price reduction), To Increase the price the supplier can directly click on the Previous Response Price value, and update the new price over there.

tadweer group															⊐ ¢	IK
			1	2		3		4								
Create Response (Quote 7010)	: Lines ⑦		Overview	Requirement	ts	Lines	Messages	Review Respor	nd by Spreadsheet	•	Actions	Back	Ne <u>x</u> t	Save ▼	Sub <u>m</u> it	<u>C</u> ancel
Currency = UAE Dirham														aved 03/07/		
-	ime Remaining 6 Day	s 2 Hours								Clo	se Date 0	0/07/24 03	39 PM			
Actions 👻 View 👻 Format 👻 🧪	Freeze 🔄 Detach	аны н	Wrap Revert	Reduce Pr	ice											
Line *Description			Cat	tegory Name	Rank		St	art Price	Response Price	,	Respons Quanti	e y uom		Line Amount	Promise Delivery	d Date
1 Waste Collection Contra	t for 2024-2025		CLE	EANING	Sealed				2,800,000.00]				2,800,000.00	31/07/24	i 🐻 -
2 Provisional Sum for Was	e Collection Contract		CLE	EANING	Sealed				1,000,000.00]				1,000,000.00	31/07/24	i 🐻 .
Columns Hidden 9																
Grand Totals																
All response lines are included. Response Amount 3,800,	000.00															



Step	Actions
9.	Enter the price Reduction (%) & click on the Selected lines only radio button. Then Click
	Recalculate

group											$\widehat{\Box}$	þ	IK
	1	2	3		4								
Create Response (Quote 7010): Lines ⑦	Overview	Requirements	Lines	Messages	Review Respond by	Spreadsheet	•	Actions v	Back	Ne <u>x</u> t	Save	▼ Sub <u>m</u> it	Cancel
Currency = UAE Dirham												t Saved 03/07 Zone Gulf St	
Time Remaining 6 Days 2 Hours							Clos	se Date 09/0)7/24 03:3	9 PM			
Actions View View Vormat V 🔐 Freeze 🔐 Detach 🗐 🏗	Wrap Revert	Reduce Price											
Line *Description	Cat	egory Name Rank		Sta	art Price Res	ponse Price		Response Quantity	UOM		Line Amo	unt Promise Delivery	ed r Date
1 Waste Collection Contract for 2024-2025	¢ F	Reduce Price		Examp	le format: #,##0	2.800.000.00					2,800,000	.00 31/07/2	4 🙆
2 Provisional Sum for Waste Collection Contract] ه	Reduction (%)	5	ŕ		1,000,000.00					1,000,000	.00 31/07/2	4 🙆
Rows Selected 1 Columns Hidden 9		Apply To 🔵 Se		s only									
Grand Totals			lines										
All response lines are included. Response Amount 3,800,000.00	L	Reca	alculate	<u>C</u> ancel									

Step	Actions
10.	The Revised Response Price will be updated now

) tadwe group									С Р Ф́
		1	2		3	4			
Create Respon	se (Quote 7010): Lines ⑦	Overview	Requirement	s Lir	Messages	Review Respond by Spreadsheet	▼ Actions ▼	<u>B</u> ack N	e <u>x</u> t Save ▼ Sub <u>m</u> it <u>C</u> ancel
Currency = UAE Dirham									Last Saved 03/07/24 01:40 PM Time Zone Gulf Standard Time
	Time Remaining 6 Days 1 Hour						Close Date 09/0	7/24 03:39 PM	
Actions • View •	Format 🗸 🖉 Freeze 😭 Detach 🐺 🏥 🛟	Wrap Revert	Reduce Pri	ce					
Line	*Description	Cate	gory Name	Rank	St	art Price Response Price	Response Quantity	UOM	Line Amount Promised Delivery Date
• 1	Waste Collection Contract for 2024-2025	CLEA	ANING	Sealed		2,660,000.00			2,660,000.00 31/07/24 🟠
2	Provisional Sum for Waste Collection Contract	CLE	ANING	Sealed		1,000,000.00			1,000,000.00 31/07/24
Rows Selected 1	Columns Hidden 9								
Grand Totals									
All response lines are	included. Jesponse Amount 3,660,000.00								



Step	Actions
11.	Navigate to the Review page & click on Submit.

) tadweer group	r							О Р 👘 к
Review Response	e: Quote 7010 ⑦	0verview Requ	\bigcirc	es Messages	Review Respond by Spreadsheet	▼ Actions ▼	Back Next	Save Submit Cancel
Overview Requirements	*Title RFG for Waste Collection Close Date 09/07/24 03:39 PM s Changed Lines	Tin	✓ Tv ne Remaining 6 Day	o stage evaluatio s 1 Hour	on			Time Zone Gulf Standard Time
Supplier Site Tender Currency Response Currency	AED AED 2 Decimals Maximum	No	nce Number ote to Buyer Attachments None		<i>ii</i>			

Step	Actions
12	A confirmation message will pop up. & Click Ok

() tadweer group						LIK IK
Manage Responses						Done
∡ Search	Confirmation ×		Manage Watchlist	Saved Search	Active or Draft Response	ulf Standard Time ses
** Tender Title	Response 7010 to tender TD-RFx-24-0038 was submitted. We'll notify you by email.		~			
** Tender TD-RFx-24-0038	ок					
** Response	a					
					Search R	seset Save
Search Results						
Revising a draft response automatically locks it.						
Actions View View Format View Format Actions Freeze	ccept Terms Revise					
Response Response Tender Tender Title		Ter	nder Type Tir Re	ne emaining	Unread Messages	Monitor
7010 Active TD-RFx-24-0038 RFQ for Waste Collection		RF	Q 6 E	Days 1 Hour	0	
Columns Hidden 8						



7. PURCHASE ORDER ACKNOWLEDGEMENT

This User manual explains about how the Supplier Users can acknowledge the Purchase Orders issued to them from Buying Organization. Also, it explains about the acknowledgement against the Purchase order schedules.

Audience: Supplier Sales Representative

Purpose: This job aid provides the steps to perform Purchase Order Acknowledgement.

7.1 PURCHASE ORDER ACKNOWLEDGEMENT PROCESS

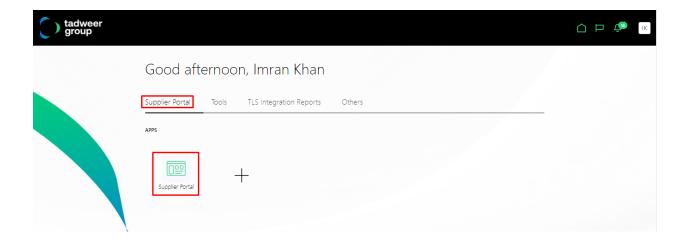
Step	Actions
1.	Login with the supplier user credentials & Click on Sign In

Sign In Oracle Applications Clo	oud	Marrian (1.17, v.A.
Company Single Sign-On or User ID 5244 Password Forgot Password Sign In Select Language English		



Step	Actions
2.	Supplier user can view the Notification of Document Requires Acknowledgement in the
	Bell Notification.

	Good afterno	on, Imran Khan	Search	
			FYI Document (Purchase Order) TD-PO-24-0088 Requires Acknowledgment	Now
	Supplier Portal Tools	TLS Integration Reports	Test SCM Employee	Dismiss
	APPS		FYI Document (Purchase Order) TD-PO-24-0087 Requires Acknowledgment	9 minutes ago
			Test SCM Employee	
			FYI Yaur response Quote 7010 to RFQ TD-RFx-24-0038 (RFQ for Waste Colle	23 minutes ago action) was submitted
		+	Test SCM Employee	
	Supplier Portal		FYI Your response Quote 7009 to RFQ TD-RFx-24-0038 (RFQ for Waste Colle	47 minutes ago
			Test SCM Employee	Dismiss
	Things to Finish		FYI Your response Quote 7007 to RFQ TD-RFx-24-0037 (RFQ for Cleaning Se	4 hours ago ervices) was submitted
	Things to Finish		Test SCM Employee	
		Now X		Load More Items 1-5 of 23 items
	Assigned to Me	FM Document (Purchase	FM FM Document (Purchase Your response Quote	
p Act	ions			





Step	Actions
4.	Under Tasks navigate to Order → Manage Orders.

tadweer group		IK IK
Supplier Portal		
Search Orders V Order Number	Q,	
Tasks		1
Orders		
Manage Orders Manage Schedules		
Acknowledge Schedules in Spreadsheet		
Agreements		
Manage Agreements		
Channel Programs		
Manage Programs		
Shipments		
Manage Shipments		
Create ASN Create ASBN		
Upload ASN or ASBN		
View Receipts		
View Returns	Supplier News	
Contracts and Deliverables		-
Manage Contracts		
Manage Deliverables		
Consigned Inventory		
Review Consumption Advices		
Invoices and Payments		
Create Invoice		
View Invoices		
View Payments		

Step	Actions
5.	Click on the Search button.

) tadweer group	
Manage Orders ⑦	Dgne
Headers Schedules	
⊯ Search	Advanced Manage Watchlist Saved Search All Orders
Sold-to Legal Entity	Order
Bill-to BU	Status 🗸 🗸
Supplier Site	Include Closed Documents No 🗸
	Search Reset Save
Search Results	
Actions 🔻 View 🔻 Format 👻 📳 🕎 🔝 Freeze 🔛 Detach 斗 Wrap	
Order Order Date *Description	Supplier Site Buyer Ordered Currency Status Life Creation Cycle Date
No search conducted.	
Columns Hidden 29	

Step	Actions
6.	Select the order line for which the supplier needs to Acknowledge & click on the Order Number.

rs	Schedules									
Sea	arch				Advanced Manag	e Watchlist S	aved Se	arch All Orders		
rch F	Results									
tions	▼ View ▼ Format	• / 5	🗄 🕎 🥅 Freeze 📓 Detach 🚽 Wrap							
	Order	Order Date	*Description	Supplier Site	Buyer	Ordered	Curre	Status	Life Cycle	
	TD-PO-24-0088	03/07/24	Trophy for HSE Excellance Award Winner	Head Office	SCM Employee,	6,000.00	AED	Pending Supplier Acknowledgment		
	TD-PO-24-0087 🥖	03/07/24	Waste Collection Contract for 2024-2025	Head Office	SCM Employee,	3,800,000.00	AED	Pending Supplier Acknowledgment		
	TD-PO-24-0086	03/07/24	Trophy for HSE Excellance Award Winner	Head Office	SCM Employee,	6,000.00	AED	Open	¢	
	TD-PO-24-0085 🥖	02/07/24	Waste Collection Contract for 2024-2025	Head Office	SCM Employee,	3,800,000.00	AED	Open	¢	
	TD-PO-24-0084	30/06/24	Trophy for HSE Excellance Award Winner	Head Office	SCM Employee,	6,000.00	AED	Open	Φ	
6	TD-PO-24-0081	27/06/24	Waste Collection Contract	Head Office	SCM Employee,	2,000,000.00	AED	Open	¢	
	TD-PO-24-0073	12/06/24	My first requisition under IT-Prj-01-2024	Head Office	SCM Employee,	150,000.00	AED	Open	0	
	TD-PO-24-0066	06/06/24		Head Office	SCM Employee,	46,500.00	AED	Closed for Receiving	¢	
	TD-PO-24-0060	06/06/24	network enhancement	Head Office	SCM Employee,	200,000.00	AED	Open	¢	
	TD-PO-24-0021	16/05/24		Head Office	SCM Employee,	880,000.00	AED	Open	Φ	
	TD-PO-24-0020	16/05/24		Head Office	SCM Employee,	880,000.00	AED	Open	Φ	
	TD-PO-24-0014	15/05/24	CCTV System Installation	Head Office	Allssawi, Nadia	98,000.00	AED	Open	0	

 Step
 Actions

 7.
 Click on the Acknowledge button.

tadweer group						19
rchase Order: TD-PO	-24-0088 ⑦			Acknowledge View PDF	Actions v Refresh	D <u>o</u> ne
ain						
General						
Sold-to Legal Entity	Abu Dhabi Waste Management Company (Tadweer) P.J.S.C	Supplier	4i Apps Solutions Pvt.Ltd	Ordered 6,000.00	AED	
Bill-to BU	Tadweer BU	Supplier Site	Head Office	*Description Trophy fo	HSE Excellance Award Wir	nner
Order	TD-PO-24-0088	Supplier Contact	Imran Khan	Source Agreement		
Status	Pending Supplier Acknowledgment	Bill-to Location	Tadweer Head Office	Supplier Order		
Buyer	Test SCM Employee	Ship-to Location	Tadweer Group - Head Office	Master Contract		
Creation Date	03/07/24					
Terms Notes and Attachments						
Required Acknowledgme	nt Document and Schedule	Shipping Method		- Require	s signature	
Acknowledgment Due Da	te 18/07/24	Freight Terms			-	
Payment Term	is Net 30	FOB		- Pay on	eceipt	
				- Confirm	ing order	
Additional Information						
PO Expenditure Type	BOTH	ADERP PO Total Amount		Context Prompt		
		ADERP PO Creation Date				

Step	Actions
8.	From the Acknowledge Response the supplier can either select Accept or Reject.

nowledge Do	ocument (Purchase Order): TD-PO-24-0	0088			Edit View PDF Submit C
_					
General					
Sold-to	D Legal Entity Abu Dhabi Waste Management Company (Tadweer) P.J.S.C	Supplier	4i Apps Solutions Pvt.Ltd	Ordered	6.000.00 AED
	Order TD-PO-24-0088	Supplier Site	Head Office		Trophy for HSE Excellance Award Winner
	Status Pending Supplier Acknowledgment	Supplier Contact	Imran Khan	Source Agreement	
	Buyer SCM Employee, Test	Bill-to Location	Tadweer Head Office	Supplier Order	
C	Creation Date 03/07/24	Ship-to Location	Tadweer Group - Head Office	Communication Method	None
				Master Contract	
rms Notes and A	Attachments				
Required Ac	cknowledgment Document and Schedule	Payment Terms	Net 30		 Pay on receipt
Acknowledg	gment Due Date 18/07/24	Shipping Method			Confirming order
Acknowledgr	ment Response 🗸	Freight Terms			
Acknow	Vedgment Note Accept Reject	FOB			
Additional Infor	rmation				
PO Expen	nditure Type BOTH	ADERP PO Total Amount		Context Prompt	
ADERP	PR Number	ADERP PO Creation Date			
tep	Actions				
Э.	Select Accept from the	Acknowledge R	lesponse LOV.		

) tadweer group

Acknowledge Document (Purchase Order): TD-PO-24-0088

Main					
▲ General					
Sold-to Legal Entity	Abu Dhabi Waste Management Company (Tadweer) P.J.S.C	Supplier	4i Apps Solutions Pvt.Ltd	Ordered	6.000.00 AED
Order	TD-PO-24-0088	Supplier Site	Head Office	*Description	Trophy for HSE Excellance Award Winner
Status	Pending Supplier Acknowledgment	Supplier Contact	Imran Khan	Source Agreement	
Buyer	SCM Employee, Test	Bill-to Location	Tadweer Head Office	Supplier Order	
Creation Date	03/07/24	Ship-to Location	Tadweer Group - Head Office	Communication Method	None
				Master Contract	
Terms Notes and Attachments					
Required Acknowledgmen	t Document and Schedule	Payment Terms	Net 30		Pay on receipt
Acknowledgment Due Dat	e 18/07/24	Shipping Method			Confirming order
Acknowledgment Response	e Accept V	Freight Terms			
Acknowledgment Not	e	FOB			
Additional Information					
PO Expenditure Type	вотн	ADERP PO Total Amount		Context Prompt	
ADERP PR Number		ADERP PO Creation Date			



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Edit View PDF Submit Cancel

Step	Actions
10.	Select Response as Accept against the PO Schedules.

cknowledge Document	(Purchase Order): TD-PO-24	-0088			Edit View PDF Submit Cancel
	Abu Dhabi Waste Management Company (Tadweer) P.J.S.C			Ordered	6,000.00 AED
Order	TD-PO-24-0088	Supplier Site	Head Office		Trophy for HSE Excellance Award Winner
Status	Pending Supplier Acknowledgment	Supplier Contact	Imran Khan	Source Agreement	
Buyer	SCM Employee, Test	Bill-to Location	Tadweer Head Office	Supplier Order	
Creation Date	03/07/24	Ship-to Location	Tadweer Group - Head Office	Communication Method	
				Master Contract	
Terms Notes and Attachments					
Required Acknowledgme	nt Document and Schedule	Payment Terms	Net 30		- Pay on receipt
Acknowledgment Due Da	ate 18/07/24	Shipping Method			- Confirming order
Acknowledgment Response	se Accept V	Freight Terms			
Acknowledgment No	ite	FOB			
Additional Information					
PO Expenditure Type	вотн	ADERP PO Total Amount		Context Prompt	
ADERP PR Number		ADERP PO Creation Date			
Schedules					
Schedules Actions • View • Format •	🎵 🛱 🏢 Freeze 😭 Detach 📣	Wrap Accept Reject Response	All		
	罪 📴 🎬 Freeze 📰 Detach 🚽			Price Requested Promised Respons	e Rejection Reason Location
Actions ▼ View ▼ Format ▼			n Quantity UOM	Price Requested Promised Responsed Delivery Date Delivery Date 250.00 07/07/24 07/07/24 Accept	e Rejection Reason Location
Actions View View Format Line "Description	lance Award Winner		n Quantity UOM 10 Each 2	Price Delivery Date Delivery Date Response	-

Step	Actions
11.	Then click on Submit.

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Acknowledge Document (Purchase Order): TD-PO-24-0088				Edit View PDF Submit Cancel
Main					
General					
Status	Abu Dhabi Waste Management Company (Tadweer) P.J.S.C. TD-PO-24-0088 Pending Supplier Acknowledgment SCM Employee, Test 03/07/24	Supplier Site Supplier Contact Bill-to Location			6.000.00 AED Trophy for HSE Excellance Award Winner None
Required Acknowledgmen Acknowledgment Due Dat Acknowledgment Respons Acknowledgment Not	e Accept	Payment Terms Shipping Method Freight Terms FOB	Net 30		 Pay on receipt Confirming order
PO Expenditure Type	зотн	ADERP PO Total Amount		Context Prompt	



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Step	Actions
12.	A confirmation message will popup.
13.	Then click on Ok.

) tadweer group					С Þ С
Acknowledge Document (Purchase Order): TD-PO-24-0088				Edit View PDF Submit Cancel
Main					
deneral					
Sold-to Legal Entity	Abu Dhabi Waste Management Company (Tadweer) P.J.S.C	Supplier	4i Apps Solutions Pvt.Ltd	Ordered	6.000.00 AED
Order	TD-PO-24-0088	Supplier Site	Head Office	*Description	Trophy for HSE Excellance Award Winner
Status	Pending Supplier Acknowledgment	Supplier Contact	Imran Khan	Source Agreement	
Buyer	SCM Employee, Test	Bill-to Location	Tadweer Head Office	Supplier Order	
Creation Date	03/07/24		Tadweer Groun - Head Office	Communication Method	None
		Confirmation	×	Master Contract	
		The document will be accepte	d. Do you want to continue? (PO-2055013)		
Terms Notes and Attachments			O <u>K</u> Cancel		
Device d tales and device		Payment Terms	11-1-20		- Pay on receipt
Required Acknowledgmen			Net 30		
Acknowledgment Due Dat		Shipping Method Freight Terms			Confirming order
Acknowledgment Respons	e Accept 🗸	FOB			
Acknowledgment Not	e	FOB			

Step	Actions
14.	Then click on Done.

) tadweer group								19	IK
Purchase Order: TD-PO	-24-0088 ⑦			Acknowledge	View PDF	Actions v	Refresh	D <u>o</u> n	,
Main									
General									
	Abu Dhabi Waste Management Company (Tadweer) P.J.S.C Tadweer BU	Supplier Site			6,000.00 / Trophy for	AED HSE Excellanc	e Award Wi	inner	
Status	TD-P0-24-0088 Pending Supplier Acknowledgment Test SCM Employee		Imran Khan Tadweer Head Office Tadweer Group - Head Office	Source Agreemen Supplier Order Master Contract					
Creation Date Terms Notes and Attachments	03/07/24								
Required Acknowledgmer Acknowledgment Due Dat Payment Term	e 18/07/24	Shipping Method Freight Terms FOB			 Requires Pay on re Confirmin 	eceipt			B
Additional Information PO Expenditure Type ADERP PR Number	вотн	ADERP PO Total Amount ADERP PO Creation Date		Context Prompt					



8. INVOICE CREATION

This User manual explains about how the Supplier Users can be able to create the AP Invoice against their Service/Goods Supply once it has been received and GRN/Work confirmation created by the Buying Organization.

Audience: Supplier Accounts Receivable Specialist

Purpose: This job aid provides the steps to Create AP Invoice from Supplier Portal.

8.1 INVOICE CREATION PROCESS

Step	Actions
1.	Login with the supplier user credentials & Click on Sign In

Sign In Oracle Applications Clo	oud
Company Single Sign-On or User ID 5244 Password Forgot Password Sign In Select Language English	



Step	Actions
2.	Navigate to Supplier Portal → Supplier Portal

) tadweer group		û ⊨ ¢₽ ⊮
	Good afternoon, Imran Khan	
	Supplier Portal Tools TLS Integration Reports Others	
	APPS	
	Supplier Portal	

Step	Actions
3.	Under Invoices and Payments, click "Create invoice"

upplier Portal				
arch Orders V Order Number	٥,			
lasks				6
orders Manage Orders Manage Schedules	Requiring Attention	Recent Activity Last 30 Days Negotiation invitations	2	
Acknowledge Schedules in Spreadsheet greements		Orders changed or canceled Orders opened Receipts	2 9 11	
Manage Agreements thannel Programs	²⁹ 65 ³¹			
Manage Programs hipments		Transaction Reports Last 30 Days PO Purchase Amount	10M AED	
Manage Shipments Create ASN Create ASBN Upload ASN or ASBN View Receipts	Sohedules Overdue or Due Today Negotistions Closing Soon Negotistion Messages Invoices Overdue	Invoice Amount Invoice Price Variance Amount	2.25M AED 0 AED	
View Returns ontracts and Deliverables	Supplier News			
Manage Contracts Manage Deliverables	U			
Review Consumption Advices				
voices and Payments Create Invoice				
View Invoices View Payments				



Step	Actions
4.	Query and Select the Purchase Order Number in Identifying PO

) tadweer group												LIB IK
Create Invoice ⑦									Invoice	Actions V Save	Save and Close	ub <u>m</u> it <u>C</u> ancel
* Identif	ving PO TD-PO	D-24-0085		•	Remit-to Ba	ank Account	78946465466	•	•	* Number		
		0-24-0085 4i App	s Solutions Pvt.L	td Head Office	Unique Remittan	nce Identifier]	* Date	dd/mm/yy	i 💿
Taxp	ayer ID More				Unique Remittan	ce Identifier Check Digit				* Type	Invoice	•
	lier Site Head			•		*Description				Invoice Currency	AED - UAE Dirham	
4	ddress Abu d	habi, Abu dhabi			,	Attachments	None 🕂		J	Payment Currency	AED - UAE Dirham	
Supplier Tax Registration	Number			•	Tax Con	trol Amount						
Customer * Customer Tr	ixpayer ID CN	-4737722	•			N Add	Company	i Waste Management (Tadweer) P.J.S.C				
Lines												
View 🗸 🕂 🗶 🔤	Cancel Line											
* Number * Type		Purchase Ord	ler	Consum	ption Advice	Supplier Ite	m	Item Description	Ship-to Location	Tax Classification	Available	Quantity
	* Number	r * Line	* Schedule	Number	Line	Supplier ne		nem beachption	Silp-to Eucation	Tax Classification	Quantity	quantity
No data to display.												+

Step	Actions
5.	Select the Remit to Bank Account & Enter the Invoice description
6.	Enter the Invoice Number & Invoice Date

) tadweer group								LIN IK
Create Invoice ⑦					Invoice Actions	Save Save	ve and Close Subm	it <u>C</u> ancel
* Identifying PO	TD-PO-24-0085	Remit-to Bank Act	count 78946465466	-		* Number II	NV-03-TD-PO-24-0085	
Supplier	4i Apps Solutions Pvt.Ltd	Unique Remittance Ide	ntifier			* Date 0	3/07/24	Č.
Taxpayer ID		Unique Remittance Ide	ntifier		l l	* Type Ir	nvoice 🗸	
* Supplier Site	Head Office	Check *Descri		11	Invo	oice Currency A	ED - UAE Dirham	
Address	Abu dhabi, Abu dhabi		ments None	management	Paym	ment Currency A	AED - UAE Dirham	
Supplier Tax Registration Number		•	_					
		Tax Control An	nount					
Customer								
* Customer Taxpayer	ID CN-4737722 🔻		Name Abu Dhabi Company (Waste Management Tadweer) P.J.S.C				
			Address					
Lines								
View 👻 🕂 🗶 Cancel L								
* Number * Type	Purchase Order	Consumption Advice Supp	olier Item	Item Description	Ship-to Location Tax 0	Classification	Available Quantity	Quantity
	Number * Line * Schedule	Number Line					qualitity	
No data to display.					_			

Step	Actions
7.	To Attach the Invoice, and Other Supporting documents, Click "+" in Attachments
8.	Select and attach the document. Then Click " Ok "

) tadweer group		С Р С
Create Invoice ⑦	Invoice Actions 👻 Save an	d Close Submit Cancel
* Identifying PO	TD-PO-24-0085 ▼ Remit-to Bank Account 78946465466 ▼ * Number INV-03	-TD-PO-24-0085
	4i Apps Solutions Pvt Ltd Unique Remittance Identifier * Date 03/07/	24 🗘
Taxpayer ID	Unique Remittance Identifier * Type Invoice	e 🗸
* Supplier Site	Head Office	UAE Dirham
Address	Abu dhabi Payment Currency AED -	UAE Dirham
Supplier Tax Registration Number	Attachments x	
0	Actions 🔻 View 👻 🕂 🗶	
Customer	The Colored Still Newson (10) This Description Metabol De	
* Customer Taxpayer I		
	File V To Approver V Invoice Copy.pdf Update	
Lines	Rows Selected 1	
View 👻 🕂 🗶 🖪 Cancel Li		
	O <u>K</u> <u>C</u> ancel	Available
* Number * Type * N	Number * Line * Schedule Number Line	Quantity Quantity
No data to display.		
•		•

Step	Actions
9.	In Lines, click "Select and Add" Icon \rightarrow Then Select the PO Line which needs to Invoice \rightarrow Click "Ok"

tadweer group									ц <mark>в</mark> IK
Create Invoice ⑦					Invoice Actions	▼ Sa	ive S	ave and Close Sul	o <u>m</u> it <u>C</u> ancel
* Identifying PO TD-PO-		Remit-to Bank Account	78946465466	•		* N	umber	INV-03-TD-PO-24-008	5
Supplier 4i Apps Taxpayer ID	Select and Add: Purchase Orders					×		03/07/24	î î
* Supplier Site Head C	✓ Search			Advanced Save	ed Search	~		AED - UAE Dirham	
Address Abu dh Supplier Tax Registration Number	** Purchase Order TD-PO-2	4-0085		** Consumption Advice	** At least one is r	equired	ency	AED - UAE Dirham	
	** Creation Date dd/mm/y			consumption Advice					
Customer					Search Reset S	ave			
* Customer Taxpayer ID CN-	Search Results								
Lines	View 🔻 📴 📄 Detach Selec	AII							
View 👻 🕂 🗶 Cancel Line	Purchase Order	Consumption Advice							
* Number * Type		e Number Line	Supplier Item Number	Item Description	Ship-to Location Or	dered	ation	Available Quantity	Quantity
No data to display.	TD-PO-24-0 1 1	4		Waste Collection Co	Tadweer Group - H 280,	000.00			
		4			Apply OK	Cancel			•
Summary Tax Lines									
View 👻									

Step	Actions
10.	Line details were added in the Invoice. Now Click "Save"
11.	In Invoice Actions → Click "Calculate Tax"

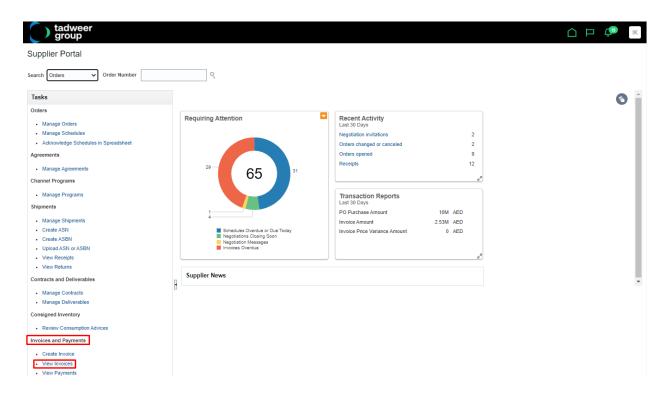
) tadweer group							ΔF	I LIB IK
Create Invoice ⑦					Invoice	Actions Save	ave and Close	Sub <u>m</u> it <u>C</u> ancel
					Ca	Iculate Tax Ctrl+Alt+X	1	
Identify	ving PO TD-PO-24-0085	The Remit-to Bank Accourt	t 78946465466	•	Ca	Incel Invoice	IV-03-TD-PO-24-0	085
S	Supplier 4i Apps Solutions Pvt.Ltd	Unique Remittance Identifie	r		De	elete Invoice	3/07/2024	Č.
Тахр	payer ID	Unique Remittance Identifie	ŗ			Туре	Invoice	
Supp	lier Site Head Office	The Check Dig				Invoice Currency	AED - UAE Dirham	
A	Address Abu dhabi, Abu dhabi	*Descriptio		_		Payment Currency	AED - UAE Dirham	
Supplier Tax Registration I	Number	★ Attachment	s Invoice Copy.pdf	r X	-			
		Tax Control Amour	t]			
Customer								
Customer Ta	axpayer ID CN-4737722		Name Abu Dhabi V Company (Ta	/aste Management adweer) P.J.S.C				
		A	ddress					
Lines								
Entro								
View ▼ + × E. C	Cancel Line							
* Number * Type	Purchase Order	Consumption Advice Supplier	ltem I	tem Description	Ship-to Location	Tax Classification	Available	Quantity
	* Number * Line * Schedul	e Number Line					Quantity	
1 Item	V TD-PO-24-0085 1 1		٨	Waste Collection Contract	f Tadweer Group 🔻	•		
	Total							
4								Þ
Step A	ctions							
12. Ta	ax details were add	ed in the Invoice.	Now Clic	k "Submi	t"			
					-			

0		0											_				
Create In	voice	0										Invoice Action	ns 🔻 Save	Save and Close	Sub <u>m</u> it	Cancel	
Supplier	Tax Re	gistration Num	ber			•		Attachments	Invoice Copy	y.pdf 🕂 🗙							
							Tax Co	ontrol Amount									
Customer																	
Customer									4 hu D	habi Waste Ma							
	С	ustomer Taxpa	yer ID CN-473772	2				N	lame Comp	any (Tadweer)	P.J.S.C						
								Add	iress								
Lines																	
View 🔻	+ ×	Canc	el Line														
			Purc	hase Order	r	Consu	mption Advice						Avai	lable			
* Numbe	r ^ Typ	e	* Number	* Line	* Schedule	Number	Line	Supplier Ite	m	Item Des	cription	Ship-to Location	Tax Classific	cation Qua	intity	Quantity	
1	Item	~	TD-PO-24-0085	1	1					Waste Co	lection Contract f	Tadweer Group 🔻		•			
			Tota														
4																	•
0																	
Summary T	ax Line	es															
View v																	
view •																	
	Line	* Regime	* Tax Na	me	Tax Jurisd	iction * Ta	ax Status	* Rate Name	*P6	ercentage	Per Unit					Amo	unt
	1	UAE VAT REC	SIME UAE VAT		UAE VAT JU	JRIS UAE	E VAT STATUS	STANDARD		5						14,	000
Totals																	
																	_
		Items 280.000.00			Freight 0.00		Misce	llaneous 0.00		Inclu	sive Tax 0.00	Exclusiv 14 (ve Tax 000.00		Invoi	ce Amoun 294,000.00	t
		200,000.00			0.00			0.00			0.00		inage			Due	e
													0.00			280,000.00	1

Step	Actions
13.	Invoice has been submitted now.

C) tadweer group												$\widehat{}$	þ 👘	IK		
Invoice:	Invoice: INV-03-TD-P Sinvoice INV-03-TD-PO-24-0085 has been submitted.							d.					Cri	eate Another	D <u>o</u> ne	
	Identi	ifying PO T	D-PO-24-00	185				Remit-to Bank Acc	ount 7	78946465466			Number IN\	/-03-TD-PO-2	24-0085	
		Supplier 4	i Apps Solut	ions Pvt.Ltd	l.		Uniq	ue Remittance Iden	tifier				Date 03/	07/24		
	Тах	cpayer ID					Unique Ren	nittance Identifier Cl	heck Digit				Type Inv	oice		
	Sup	plier Site H	lead Office							Invoice for Waste Manag	ement	Invoice C	urrency AE	D		
		Address A	bu dhabi. Al	bu dhabi								Payment C	urrency AE	D		
Sur	plier Tax Registration									voice Copy.pdf						
54	phot tax registration	Humber						Tax Control Am	ount							
Customer																
	Customer Ta	xpayer ID (CN-4737722					Legal E	intity (Abu Dhabi Waste Manag Company (Tadweer) P.J.	s.c					
								Add	iress							
Lines									-							
View 🔻																
Number	Туре	* Pu	rchase Or	der	Consun Adv	nption ice	Supplier	Item	Ship-	to Location	Ship-from Location	Tax Classification	Location o		Quanti	ity l
		Number	Line	Schedule	Number	Line	Item	Description	1				Discharge			-
1	ITEM	TD-PO	1	1				Waste Collectio	Tadwe	er Group - Head Office	Abu dhabi,Abu dhabi,					
		Total														
4																Þ

Step	Actions
14.	To Check the status of Invoice, Go to Invoices and Payments \rightarrow Click "View Invoice"





Step	Actions
15.	Enter the Invoice number & Click "Search" to view the Invoice status.

) tadwe group	er						$\mathbf{\hat{\Box}}$	Þ	9 IK
V	iew Invoices									D <u>o</u> ne
	Search						Agvanced		All Invoice	
		** Invoice N	umber	INV-03-TD-PO-24-00	85		Consumption Advice		* At least one	is required
		** Si	pplier			•	Invoice Status 🗸			
		Suppli	er Site [•	Paid Status 🗸			
		** Purchase	Order				Payment Number			
								Sea	rch Reset	Save
S	earch Results									
١	/iew 🔻 🎵 📄	Detach								
	Invoice Number	Invoi⇔ ⊽ Ty Date	pe	Purchase Order	Supplier		Supplier Site Unpaid Invoice Inv Amount Amount Sta	bice Paym tus Numl	ient c ber c	Comments
	INV-03-TD-PO-24	03/07/24 Sta	andard	TD-PO-24-0085	4i Apps Solution	ns Pvt.Lte	id Head Office 294,000.00 AED 294,000.00 AED In pi	OC		

Step	Actions
16.	Once Invoice has been approved by the buying Organization status will be changed to " Approved " now.
17.	End of Procedure.

) tadweer group			
View Invoices			Done
Search			Advanced Saved Search All Invoices
** Invoice Number	INV-03-TD-PO-24-0085	Consumption Advice	
** Supplier	•	Invoice Status	~
Supplier Site	▼	Paid Status	~
** Purchase Order		Payment Number	
			Search Reset Save
Search Results			
View 🔻 📰 📄 Detach			
Invoice Number Invoice Type	Purchase Supplier Order	Supplier Site A	Inpaid Invoice Invoice Payment Comments
INV-03-TD-PO-24 03/07/24 Standard	TD-PO-24-0085 4i Apps Solutions Pvt.Ltd	Head Office 294,000.	00 AED 294,000.00 AED Approved



9. REVIEW & SUBMIT RESPONSE FOR PUBLIC TENDERS

This User manual explains about how the Supplier Users can be able to view & download the Public Tender documents from the buying organization website.

Audience: Supplier User

Purpose: This job aid provides the steps to Review the Public Tenders.

9.1 REVIEW PUBLIC TENDER PROCESS

Step	Actions
1.	Click on the Public Tender Link provided by the Buying Organization.
2.	Click Details against the respective Public Tender

) group Tender Abstracts Time Zone Gulf Standard Time
 Show Filters
 Search *Title View 🔻 Tender Type Status Details Tender *Title Posting Date Open Date Close Date TD-RFx-24-0041 RFQ for Waste Collection RFQ Active 03/07/24 03:09 ... 03/07/24 03:09 ... 31/07/24 03:04 .. 02/07/24 04:11 ... TD-RFx-24-0039 RFQ for Waste Collection RFQ Active 03/07/24 02:59 ... 09/07/24 04:07 .. 2 TD-RFx-24-0036 Waste Collection Contract RFQ Closed 02/07/24 09:49 ... 02/07/24 02:29 ... 02/07/24 09:18 ... Ŗ TD-RFx-24-0035 RFQ for Cleaning Services RFQ Closed 02/07/24 09:20 ... 02/07/24 02:29 ... 02/07/24 04:22 ... Ŗ RFQ TD-RFx-24-0011 Testing for Abstracts 2 Closed 14/05/24 11:37 AM 14/05/24 11:37 AM 21/05/24 11:27 AM $\overline{\mathbf{x}}$ RFQ 14/05/24 10:36 ... 14/05/24 10:36 ... 14/05/24 10:50 ... TD-RFx-24-0008 IT Support Closed TD-RFx-24-0003 Tender for IT Support Services RFQ 12/05/24 07:10 ... 12/05/24 07:10 ... 12/05/24 07:12 ... Closed



Step	Actions
3.	Download the Attachments & Tender PDF documents
4.	Review the Document, if you want to participate in the Tender Click on the Registration Link provided by the Buying organization in the website.
5.	End of Procedure

Те	nder Abstra	dweer oup acts								Ch ☆ ₽ Time Zone	Gulf Standar	TS rd Time
Se	arch *Title		Show Filters									
	View 🔻											
Т	ender	*Title			Tender Type	Status	s	Posting Date	Open Date	Close Date	Detail	s
т	D-RFx-24-0041	RFQ for Waste Colle	Abstract: RFQ TD-RFx-24-00)41					×	. 31/07/24 03:04	Ŗ	
т	D-RFx-24-0039	RFQ for Waste Colle		2527 W. L Q K K						. 09/07/24 04:07	Ŗ	
п	D-RFx-24-0036	Waste Collection Cor	Tender Type	RFQ for Waste Collection			03/07/24 03:			. 02/07/24 09:18	5	
0	D-RFx-24-0035	RFQ for Cleaning Se					03/07/24			. 02/07/24 04:22	5	
т	D-RFx-24-0011	Testing for Abstracts	Buyer	Test SCM Employee	Tender	PDF	Download			M 21/05/24 11:27 AM	54	
Т	D-RFx-24-0008	IT Support	Email	4idocusign4@gmail.com						. 14/05/24 10:50	5	
т	D-RFx-24-0003	Tender for IT Support	Attachments	RFP Document.pdf (66.65 KB)						. 12/05/24 07:12	53	
				<u>ت</u>								
									OK			

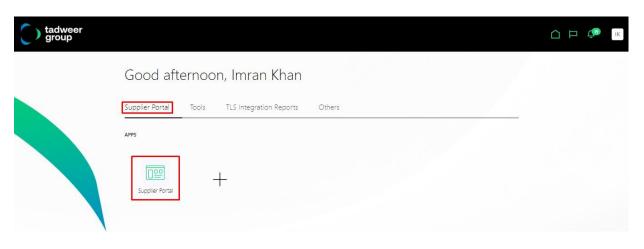


9.2 CREATE RESPONSE FOR PUBLIC TENDER (EXISTING SUPPLIER)

Step	Actions
1.	Enter the supplier user credentials & Click on Sign In.

Sign In Oracle Applications Cloud
Company Single Sign-On or User ID 5244 Password Forgot Password Sign In Select Language

Step	Actions
2.	Navigate to Supplier Portal → Supplier Portal.





Step	Actions
3.	Click → View Active Negotiations

Supplier Portal							
Search Orders V Order Number	0						
	~						
Tasks							0
Orders							
Manage Orders	Requiring Attention	Recent Activity Last 30 Days		Transaction Reports Last 30 Days			
Manage Schedules	4	Negotiation invitations	2	PO Purchase Amount	768M AED		
Acknowledge Schedules in Spreadsheet		Orders changed or canceled	2	Invoice Amount	12.9M AED		
Agreements	33	Orders opened	12	Invoice Price Variance Amount	0 AED		
Manage Agreements	85	Receipts	21				
Channel Programs	00					j	
Manage Programs	47						
Shipments	1						
Manage Shipments Create ASN	Orders to Acknowledge						
Create ASBN	Orders to Acknowledge Schedules Overdue or Due Today Negotiation Messages						
Upload ASN or ASBN	Invoices Overdue						
View Receipts							
View Returns	A						
Contracts and Deliverables	Supplier News						
Manage Contracts							
Manage Deliverables							
Consigned Inventory							
Review Consumption Advices							
Invoices and Payments							
Create Invoice							
View Invoices							
View Payments							
Negotiations							
View Active Negotiations Manage Responses							
Qualifications							
u							

Step	Actions
4.	Select "No" in Invitation Received \rightarrow Then Click "Search"

tadweer group	
Active Negotiations	Dgne
⊿ Search	Time Zone Guif Standard Time Manage Watchist Saved Search (Open Invitations v ** At least one is required
Tender	Invitation Received No V
** *Title	Response Submitted
** Tender Close By dd/mm/yy	Tender Open Since ddimm/yy
	Search Reset Save
Search Results	
Actions 💌 View 💌 Format 💌 💯 🦷 Freeze 📓 Detach 🤞 Wrap 🛛 Accept Terms Acknowledge Participation Create Response	
Tender "Title	Tender Type Time Close Date Your Will Unread View PDF Response Remaining Close Date Responses Participate Messages View PDF Spreadsheet
TD-RFx-24-0050-2 Public Tender Test	RFQ 38 Days 23 Hours 31/08/24 04:32 0 0 📾 💬
Columns Hidden 4	



Step	Actions
5.	Select the line and Click "Create Response"
6.	Then Follow the Process No.4.1 & 5.1 in this Manual to submit the response against the tender

tadweer group						Ъ	IK.
Active Negotiations							Dgne
# Search				Manage Watchlist		Open Invita	t Standard Time
** Tender		** Invitation Re	eceived No 🗸				ona is required
** *Title		Response Su	ibmitted 🗸				
** Tender Close By dd/mmlyy Bg		Tender Ope	m Since dd/mm/yy	y Go			
Search Results Actors • Vew • Format • 📅 📑 Fireze 😭 Detach 🚽 Weap Accept Terms: Actioneutodge Participation Create Response						Search Re	set Save
Actors v Vew v Format v 79 Freeze Detech J Wrap Accept Terms Acknowledge Participation Create Response	Tender Type	Time Clo Remaining Clo	se Date F	Your Will Responses Participate	Unread Messages	View PDF	Response Spreadsheet
TD-RFx-24-0050-2 Public Tender Test	RFQ	38 Days 23 Hours 31/0	08/24 04:32	0	0		90
Columns Hidden 4							



10. SUPPLIER PROFILE CHANGE REQUEST

This User manual explains the process of raising the change request on the Supplier Profile details. It explains the creation of Profile change requests for Supplier Organization details, Tax Identifiers, Addresses, Contacts, Payments (Including Bank details), Business Classification, Supplier Products and services

Audience: Supplier Self Service AdministratorPurpose: This job aid provides the steps to Review the Public Tenders.

10.1 SUPPLIER PROFILE CHANGE REQUEST PROCESS

Step	Actions
1.	Enter the supplier user credentials & Click on Sign In.

Sign In Oracle Applications Cloud
Company Single Sign-On or User ID 5244 Password Forgot Password Sign In
Sigir in Select Language



Step	Actions
2.	Navigate to Supplier Portal → Supplier Portal.

) tadweer group		
	Good afternoon, Imran Khan	
	Supplier Portal Tools TLS Integration Reports Others	
	APPS	
	Supplier Portal	

Step	Actions
3.	Click over the Task button & Click on Manage Profile.

pplier Portal			
Acknowledge Schedules in Spreadsheet			
greements		Orders opened	9
-		Receipts	12
Manage Agreements	²⁹ 66 ³¹		
Channel Programs	00		e ⁰
Manage Programs		Transaction Reports Last 30 Days	
Shipments		PO Purchase Amount	10M AED
Manage Shipments	5	Invoice Amount	2.55M AED
Create ASN	Schedules Overdue or Due Today	Invoice Amount	0 AED
Create ASBN	Negotiations Closing Soon	Invoice Price Variance Amount	V ALD
Upload ASN or ASBN	Negotiation Messages		
View Receipts			e ⁸
View Returns			
Contracts and Deliverables	Supplier News		
Manage Contracts			
Manage Deliverables			
Consigned Inventory			
Review Consumption Advices			
Invoices and Payments			
Create Invoice			
View Invoices			
View Payments			
Negotiations			
View Active Negotiations			
Manage Responses			
Qualifications			
Manage Questionnaires			
View Qualifications			
Company Profile			

Manage Profile

Step	Actions
4.	Click on the "Edit" button.

) tadweer group					1 K
Company Profile ⑦					Edit Done
Last Change Reques Request Statu		Requested By Request Date		Change Description	ĥ
Organization Details Tax Identifiers	Addresses Contacts Payments Business Classifications Products an	nd Services			
⊿ General					
	4i Apps Solutions Pvt.Ltd		Tax Organization Type		
Supplier Number			Status	Active	
Supplier Type	Supprier		Attachments	Quotation Copy.docx	
Identification					
D-U-N-S Number			National Insurance Number		
Customer Number			Corporate Web Site		
SIC					
Corporate Profile					
Year Established Mission Statement			Chief Executive Title		
Mission Statement			Chief Executive Name		
	1		Principal Title		
Year Incorporated			Principal Name		
Financial Profile					
Current Fiscal Year's Potential Revenue					
Preferred Functional Currency					
Fiscal Year End Month					

Step	Actions
5.	A warning message will pop up. Then click on "Yes".

) tadweer group					С Р С ²⁶ IK
Company Profile ⑦					Edit Done
Last Change Reque Request Statu		Requested By Request Date		Change Description	ĥ
Organization Details Tax Identifiers	Addresses Contacts Payments Busine	ss Classifications Products and Services			
⊿ General					
Company	4i Apps Solutions Pvt.Ltd		Tax Organization Type	Corporation	
Supplier Number	10001		Status	Active	
Supplier Type	Supplier	▲ Warning		× Copy.docx	
Identification		POZ-2130390Making edits will create a change re-	quest for the profile. Do you want to cont	inue?	
D-U-N-S Number			Yes	No	
Customer Number	l				
SIC					
Corporate Profile					
Year Established			Chief Executive Title		
Mission Statement			Chief Executive Name		
			Principal Title		
Year Incorporated			Principal Name		

Step	Actions
6.	The Tax Organization Type is previously selected as Corporation

) tadweer group							ı þ	IK
Edit Profile Change Reque	st: 4001			Delete Change Request	Review Changes	Save	Save and Close	Cancel
Organization Details Tax Identifiers	Change Description	usiness Classifications Products and Services						
✓ General								
* Supplier Name Supplier Number Supplier Type			Tax Organization Type Status Attachments]			
Identification								
D-U-N-S Number			National Insurance Number					
Customer Number			Corporate Web Site					
SIC								
Corporate Profile								
Year Established			Chief Executive Title					
Mission Statement			Chief Executive Name					
			Principal Title					
Year Incorporated			Principal Name					

Step	Actions
7.	Now the Tax Organization Type has been changed to Foreign Corporation.

todu

group						Ĺ] þ û	IK
Edit Profile Change Reque	st: 4001			Delete Change Request	Review Changes	Save	Save and Close	Cancel
	Change Description							
Organization Details Tax Identifiers	Addresses Contacts Payments B	usiness Classifications Products and Services						
▲ General								
* Supplier Name	4i Apps Solutions Pvt.Ltd	Tax 0	Organization Type	Foreign Corporation	-			
Supplier Number	10001		Status	Active				
Supplier Type	Supplier 🗸		Attachments	Quotation Copy.docx 🕂 🗙				
Identification								
D-U-N-S Number		National In	nsurance Number					
Customer Number		C	orporate Web Site					
SIC								
Corporate Profile								
Year Established		Chi	ief Executive Title					
Mission Statement		Chie	f Executive Name					
			Principal Title					
Year Incorporated	li		Principal Name					
Tear Incorporated								

Step	Actions
8.	Once the required changes were made, click on Save & Close.

) tadweer group					U þ 📬	IK
Edit Profile Change Reques	st: 4001			Delete Change Request Review Ch	anges Save Save and Close	<u>C</u> ancel
Organization Details Tax Identifiers A	Change Description	usiness Classifications Products and Services				
✓ General						
* Supplier Name Supplier Number	4i Apps Solutions Pvt.Ltd 10001		Tax Organization Type			
Supplier Type	Supplier 🗸		Attachments C	Quotation Copy.docx 🕂 🗙		
Identification						
D-U-N-S Number			National Insurance Number			
Customer Number			Corporate Web Site			
SIC						
Corporate Profile						
Year Established			Chief Executive Title			
Mission Statement			Chief Executive Name			
			Principal Title			
Year Incorporated			Principal Name			

Step	Actions
9.	A confirmation notification will popup then click on "OK" .

) tadweer group							2 6	IK
Company Profile ⑦						Delete Change Request	Edit	Done
There are profile changes that aren't submit Last Change Request Request Status	Requested By Khan, Imran Chu Request Date 03/07/24				n		li	
Organization Details Tax Identifiers Add	dresses Contacts Payments Business Classifications Products and	d Services						
Supplier Number 11 Supplier Type S I Identification D-U-N-S Number Customer Number SIC A Corporate Profile Year Established		Confirmation × Your changes were saved	Tax Organization Type Status Attachments hal Insurance Number Corporate Web Site Chief Executive Title					
Vear Incorporated Year Incorporated Financial Profile Current Fiscal Year's Potential Revenue Preferred Functional Currency Fiscal Year End Month	8		Chief Executive Name Principal Title Principal Name					

Step	Actions
10.	Click on Done.

Company Porfile (*) Deter Change Request Edet Change Request Addition Edet Change Request Addition Edet Change Request Addition Change Request) tadweer group					1 K
Lat Change Request 401 Request day Khan, Imrai Change Description Request Statis Drat Request day Khan, Imrai Change Description Organization Details Tax destrifter Addresses Contacis Payments Busieness Classifications Products and Services Company 4 General Company 4 Apps Solutions P+LLd Tax Organization Type Corgoration Supplier Number 10001 Tax Organization Type Corgoration Supplier Number Supplier Number Corgoration Supplier Number <td< td=""><td>Company Profile ⑦</td><td></td><td></td><td></td><td>Delete Change Request</td><td>Edit Done</td></td<>	Company Profile ⑦				Delete Change Request	Edit Done
Last Change Request 4001 Request 000 Non, mind Request 000 0307/24 Organization Details Tax Identifies Addresses Contack Payments Business Classifications Products and Services I General Company 4/Apps Solutions Pvt.Ltd Tax Organization Type Corporation Supplier Number 10001 Company Addresses Company Addresses Juber Solutions Pvt.Ltd Tax Organization Type Corporation Status Active Juber Solutions Pvt.Ltd Supplier Number Company Attachments Quotation Copy docx I Identification Usational Insurance Number Corporate Number Corporate Number Corporate Number Substrainer Number Vaer Established Chief Executive Title Chief Executive Rame Wassion Statement Chief Executive Name Principal Name Principal Name	There are profile changes that aren't sub	mitted. You must edit the changes to continue.				
request status trai /* Organization Details Tax Identifies Addresses Contacts Payments Business Classifications Products and Services /* General Tax Organization Type Corporation Supplier Number 10001 Status Active Supplier Type Supplier Type Supplier Type Supplier Type U Heintification Attachments Corporate Number U U-U+S Number National Insurance Number Customer Number Corporate Profile Supplier Type Chief Executive Title Wassion Statement Chief Executive Name Principal Title Principal Name Principal Name Principal Name	Last Change Reque:	st 4001	Requested By Khan, Imran	Change Description	n	
A General Company 4/Apps Solutions Pvt.Lid Supplier Number 10001 Supplier Number 10001 Supplier Number 10001 Supplier Number 2001 Supplier Number 2001 Supplier Number 2001 Supplier Number 2001 Company 4/Apps 200 A Identification -U-H-S Number 2001 -U-H-S Number 200 -U-H-S Nu	Request Statu	is Draft	Request Date 03/07/24			11
Сотрана 4 дарр Solutions Pvt Ltd Так Огдаліхатол Туре Corporation Supplier Nume 1001 Satus Active Supplier Yum Supplier Yum Supplier Yum Active Alt dentification Supplier Yum Supplier Yum Customer Number Corporate Number Corporate Web Site Supplier Yum Supplier Yum Supplier Yum Vear Established Chief Executive Tite Mission Statement Chief Executive Ram Vear Established Chief Executive Tite		Addresses Contacts Payments Business Classifications Products	and Services			
Attachments Quotation Copy dock		4i Apps Solutions Pvt.Ltd	Tax Organization Type	Corporation		
A Identification Attachments Guodation Copy dock I Identification Attachments Guodation Copy dock I Identification Identification I Identification National Insurance Number Customer Number Coporate Neb Site Sic Identification Year Established Chief Executive Title Mission Statement Chief Executive Name Principal Title Principal Mane	Supplier Number	10001	Status	Active		
L-U-A-S Number Number Customer Number SC Corporate Web Site SC Corporate Profile Year Established Mission Statement Chief Executive Title Mission Statement Principal Title	Supplier Type	Supplier	Attachments	Quotation Copy.docx		
도 값 Corporate Web Site Corporate Web Site Site Site Site Site Site Site Site	Identification					
SIC SIC Corporate Profile Year Established Chief Executive Title Mission Statement Principal Title // Principal Title	D-U-N-S Number		National Insurance Number			
A Corporate Profile Year Established Chief Executive Title Mission Statement Chief Executive Name Principal Title // Principal Title	Customer Number		Corporate Web Site			
Year Established Chief Executive Title Mission Statement Chief Executive Name	SIC					
Mission Statement Chief Executive Name Principal Title	Corporate Profile					
Cinet Executive Manie Principal Title // Principal Kame			Chief Executive Title			
li Principal Name	Mission Statement		Chief Executive Name			
		4				
	Year Incorporated	"	Principal Name			

Step	Actions
11.	From the Payments tab, select the line & click on the Edit icon.

() tadweer group			û þ 🗘	IK
Edit Profile Change Request: 4001	Delete Change Request	Review Changes	Save Save and Close	<u>C</u> ancel
Change Description				
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services				
Bank Account Details Bank Accounts				
Actions 🔻 View 🔻 Format 💌 🕂 🗾 🗙 👁 🔟 Freeze 斗 Wrap				
Primary Account Number (16 Digits)	IBAN Number (23 Characters)	Currency	Bank Name	
78948465466	AE500260001102002391101		First Abu Dhabi Bank	
Columns Hidden 8				

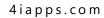


Step	Actions
12.	To change the Bank Branch, click down arrow to search the branch

) tadwee group	ər					ŲÞΦ	IK
Edit Profile Cha	nge Request: 4001			Delete Change Request Rev	view Changes	Save Save and Close	e <u>C</u> ancel
	c	Change Description					
Organization Details	Edit Bank Account 78946465	466					
Bank Account Details	It's required to attach supporting do	cuments when you edit country, account number	r, bank name, branch name, IBAN, or currency.				
	* Country	United Arab Emirates 🔹	From Date	07/05/24			
Actions v View •	Account Number (16 Digits)	78946465466	Inactive On	dd/mm/yy			
Primary	Bank Name	First Abu Dhabi Bank 💌	*IBAN Number (23 Characters)	AE500260001102002391101			
0	*Bank Branch	ABU DHABI CORNICHE	Currency	•		ank	
Columns Hidden		Allow international payments	Attachments	BANK ACCOUNT Document.docx	F in X		
	Additional Informat	tion					
	Account Name	4i Apps	Check Digits				
	Alternate Account Name		Account Type	~			
	Account Suffix		*Description				
					0	<u>K</u> <u>Cancel</u>	

Step	Actions
13.	Previously it was entered as ABU DHABI CORNICHE. Now the Bank Branch has been changed as ABU DHABI BUSINESS PARK BRANCH.
14.	Then click on Ok.

) tadwee group	ər						J26	IK
Edit Profile Cha	nge Request: 4001			Delete Change Request	Review Changes	Save Save an	nd Close	<u>C</u> ancel
	c	Change Description						
Organization Details	Edit Bank Account 78946465							
Bank Account Details		cuments when you edit country, account number, ba	nk name, branch name, IBAN, or currency. From Date	07/05/24				
	* Country	United Arab Emirates						
Actions View •	Account Number (16 Digits)	78946465466	Inactive On					
Primary	Bank Name	First Abu Dhabi Bank 🔹	*IBAN Number (23 Characters)	AE500260001102002391101				
0	*Bank Branch	ABU DHABI BUSINESS PARK BRANC 🔻	Currency	•			ank	
Columns Hidden		Allow international payments	Attachments	None 🕂				
	Additional Information	tion						
	Account Name	4i Apps	Check Digits					
	Alternate Account Name		Account Type	~				
	Account Suffix		*Description					
					[O <u>K</u> <u>C</u> ancel		



Step	Actions
15.	An Error notification will popup since no supporting document has been attached.

) tadwee group	ər								IK IK
Edit Profile Cha	nge Request: 4001					Delete Change Request	Review Changes	Save Save an	d Close <u>C</u> ancel
	c	Change Description	S Error			×			
Organization Details	Edit Bank Account 78946465	466	You must attach su	oporting documents to verify the bank acc	ount changes. (POZ-213056	63)			
Bank Account Details	It's required to attach supporting do	cuments when you edit coun			01	K _A			
	* Country	United Arab Emirates	v		From Date 0				
Actions View •	Account Number (16 Digits)	78946465466			Inactive On do	d/mm/yy			
Primary	Bank Name	First Abu Dhabi Bank	*		*IBAN Number (23 Characters)	E500260001102002391101			
۲	*Bank Branch	ABU DHABI BUSINESS PAR	RK BRANC 🔻		Currency	Ŧ			ank
Columns Hidden		Allow international payme	ents		Attachments No	one 📲			
	Additional Informat	tion							
	Account Name	4i Apps			Check Digits				
	Alternate Account Name				Account Type	\sim			
	Account Suffix				*Description				
								O <u>K</u> <u>C</u> ancel	

Step	Actions
16.	Click on "+" icon in the Attachments.

) tadwe group	ər						Ĺ) [] (²⁶	IK
Edit Profile Cha	nge Request: 4001				Delete Change Request	Review Changes	Save	Save and Close	Cancel
	c	Change Description							
Organization Details	Edit Bank Account 78946465	6466							
Bank Account Details		cuments when you edit country, account number, United Arab Emirates	bank name, branch name, IBAN, or currency.	From Date	07/05/24				
Actions 👻 View 🔹	Account Number (16 Digits)	78946465466		Inactive On	dd/mm/yy]			
Primary	Bank Name	First Abu Dhabi Bank 🔹	*	BAN Number (23 Characters)	AE500260001102002391101				
•	*Bank Branch	ABU DHABI BUSINESS PARK BRANC V		Currency	•			ank	
Columns Hidden		Allow international payments		Attachments	None 🛖				
	Additional Informa	tion							
	Account Name	4i Apps		Check Digits					
	Alternate Account Name			Account Type	~				
	Account Suffix			*Description					
							O <u>K</u>	ancel	



Step	Actions
17.	Click on Choose File and attach the Bank documents

) tadwee group	r				С Г Ļ ²⁶ к
Edit Profile Chan	ige Request: 4001			Delete Change Request Review Changes	Save Save and Close Cancel
	Edit Bank Account 78946465 If's required to attach supporting do * Country	Attachments	Add Attachments Type File Unzip all zip files after upload	x Ta	
Actions View • Primary Columns Hidden	Account Number (16 Digits) Bank Name "Bank Branch	8	Category ACH Request Form		ank
	Additional Informal Account Name Atternate Account Name Account Suffix			OK Cancel	OK Cancel

Step	Actions
18.	Once the Attachment File has been attached, click on "OK".

) tadweer group				☐ □
Edit Profile Change Request: 4001			Delete Change Request Review Changes	Save Save and Close Cancel
Organization Detais Bank Account Detais Actions + View Primary Columns Hidden Additional Informal Account Suffix	ACCOU Docume	Add Attachments Type File Unzip all zip files after upload Category ACH Request Form Choose Files No file chosen	X II X K Cancel	ank



Step	Actions
19.	Click on OK in the Edit Bank Account detail page.

) tadwee group	ər					$\widehat{\Box}$	☐ Ĵ ²⁶	IK
Edit Profile Cha	nge Request: 4001			Delete Change Request	Review Changes	Save <u>S</u> av	e and Close	<u>C</u> ancel
	c	Change Description						
Organization Details	Edit Bank Account 78946465	466						
Bank Account Details	It's required to attach supporting do	cuments when you edit country, account number						
	* Country	United Arab Emirates 🔹	From Date					
Actions View •	Account Number (16 Digits)	78946465466	Inactive On	dd/mm/yy				
Primary	Bank Name	First Abu Dhabi Bank 🔹	*IBAN Number (23 Characters)	AE500260001102002391101				
•	*Bank Branch	ABU DHABI BUSINESS PARK BRANC 🔻	Currency	•			ank	
Columns Hidden		Allow international payments	Attachments	BANK ACCOUNT Document.doc	× + in ×			
	Additional Information	tion						
	Account Name	4i Apps	Check Digits					
	Alternate Account Name		Account Type	~				
	Account Suffix		*Description					
						O <u>K</u> <u>C</u> ance		

Step	Actions
20.	Click on the Review Changes.

tadweer group				IK
Edit Profile Change Request: 4001	Delete Change Request	Review Changes	Save Save and Close	Cancel
Change Description				
Bank Account Details Bank Accounts				
Actions 💌 View 🔻 Format 💌 🕂 🥓 🕱 🗊 Freeze 🚽 Wrap				
Primary Account Number (16 Digits)	*IBAN Number (23 Characters)	Currency	Bank Name	
78346465466	AE500260001102002391101		First Abu Dhabi Bank	
Columns Hidden 8				



Step	Actions
21.	After reviewing the changes made click on the Submit button.

) tadweer group						IK
Review Changes					Edit Submit	Cancel
Change Description						
	11					
Organization Details						
View 🔻 Format 👻 🦷 Freeze 🔐 Detach 🚽 Wrap						
Attribute	Changed	From		Changed To		
Tax Organization Type	Corporatio	n		Foreign Corporation		
Bank Accounts View ▼ Format ▼						
Primary Account Number (16 Digits)		*IBAN Number (23 Characters)	Currency	Bank Name	Attachments	Details
• 78946465466		AE500260001102002391101		First Abu Dhabi Bank	BANK ACCOUNT E	Į,
Columns Hidden 8						

Step	Actions
22.	A confirmation message will popup.
23.	Click on "OK".

) tadweer group				þ û	IK
Company Profile ⑦			Cancel Change Req	juest Edit	D <u>o</u> ne
There is a profile change request pending approval. You may edit to make additional changes. Last Change Request 4001 Request Status Pending Approval	Requested By Khan, Imran Request Date 03/07/24	Change Descripti	on		ĥ
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Bank Account Details Bank Accounts View Format	Products and Services				
Primary Vumber 78948455466 Columns Hidden 7	Confirmation × Your profile change request 4001 was submitted for approval.	"IBAN Number (23 Characters) Currency AE5002600011	From Assignment Date 07/05/24	Assignment Inactive On	



Step	Actions
24.	Click on Done. Once the Profile change request approved by the Supplier Administrator profile values will be updated in the Supplier master.
25.	End of Procedure.

) tadweer group				□ Ļ ²⁶
Company Profile ⑦		Cancel Change Red	quest Edit Do	
There is a profile change request pending approval. You may edit to make additional changes. Last Change Request 4001 Request Status Pending Approval	Requested By Khan, Imran Request Date 03/07/24	Change Descript	ion	
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Pro- Bank Account Details Bank Accounts View V Format Freeze Detach Wrap	oducts and Services			
Primary ▲▼ Number		*IBAN Number Currency (23 Characters)	From Assignment Date	Assignment Inactive On
78946465466 Columns Hidden 7		AE5002600011	07/05/24	

