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# WORK CONFIRMATION USER GUIDE

5TH MAY 2019



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# AGENDA



High Level Overview of Work Confirmation

iSupplier Portal Login

iSupplier Home Page

Add to Favorite

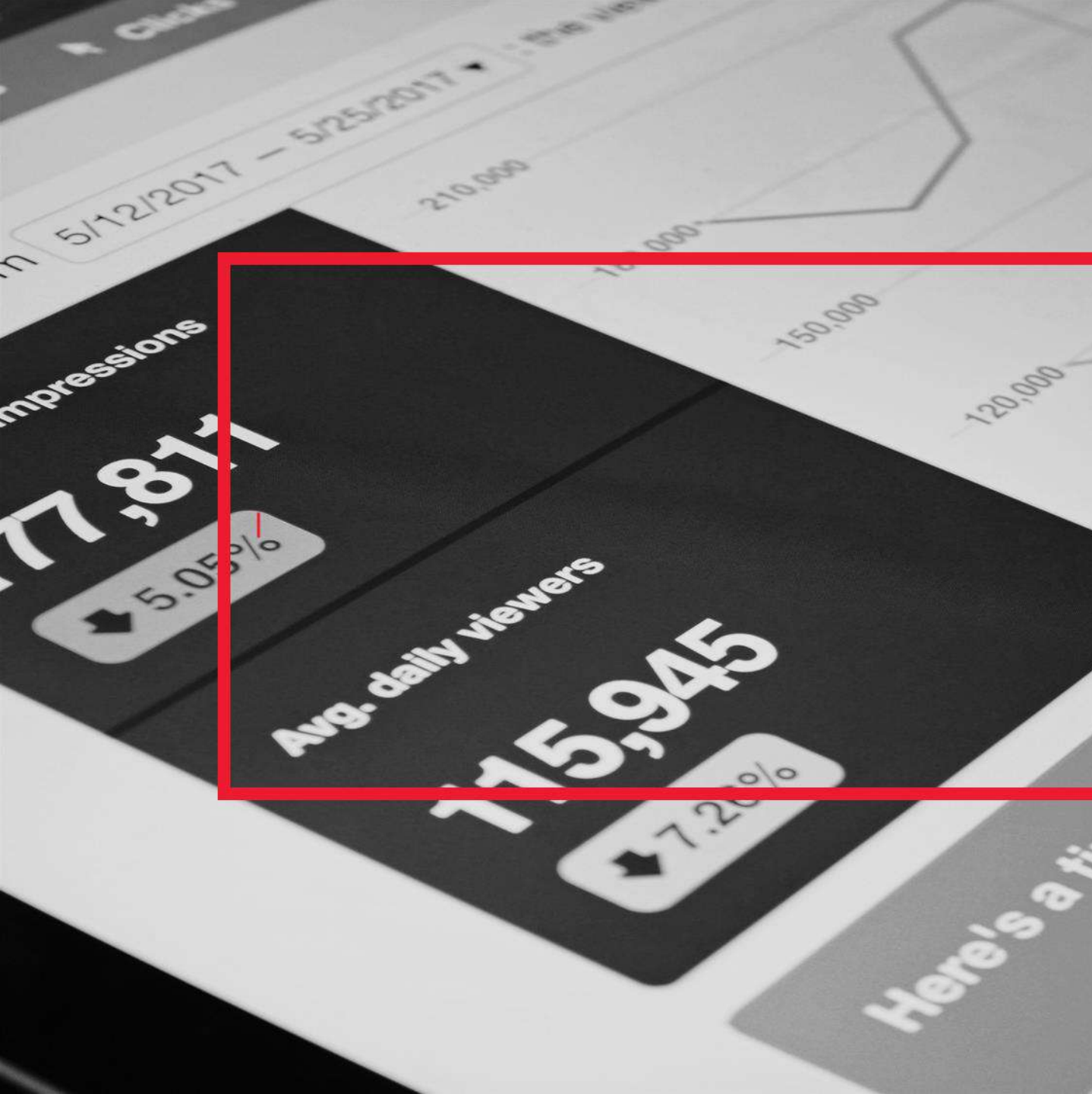
Create Work Confirmation

View All Work Confirmation

View Work Confirmation for a Particular PO

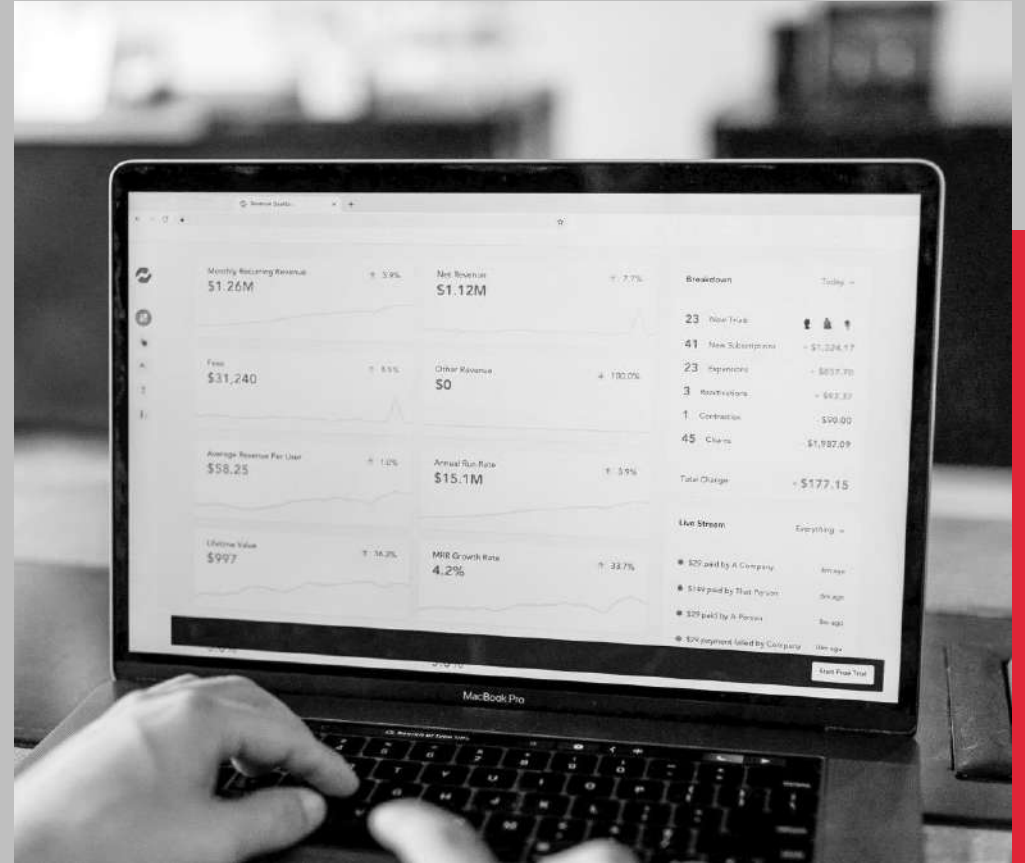
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# OVERVIEW OF WORK CONFIRMATION

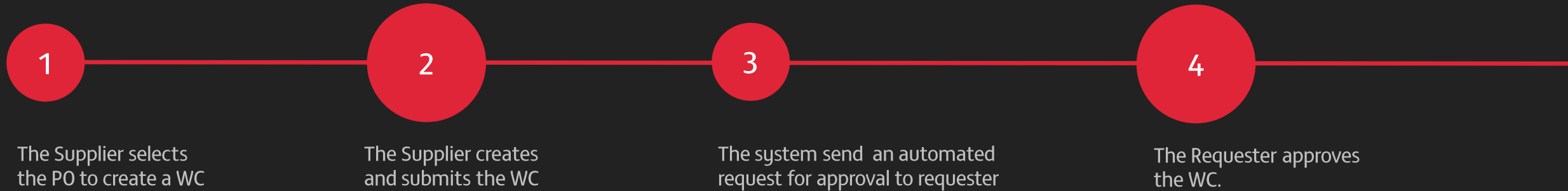


# HIGH LEVEL OVERVIEW OF WORK CONFIRMATION

- ▶ When you have been engaged to deliver goods or provide services that have payment terms, you are likely to have a Purchase Order associated with it. If your Purchase Order is complex, this means that you can indicate your progress against the Purchase Order.
- ▶ This is done using **work confirmations**.
- ▶ When you submit a work confirmation in iSupplier, an automatic notification is sent to the Bapco contact who created your Purchase Order.



# HIGH LEVEL OVERVIEW OF WORK CONFIRMATION



# HIGH LEVEL OVERVIEW OF WORK CONFIRMATION

5

Upon approval, an automatic receipt is generated and routed to Accounts Payable

6

The system performs a 3 way match between work confirmation, receipt and PO.

7

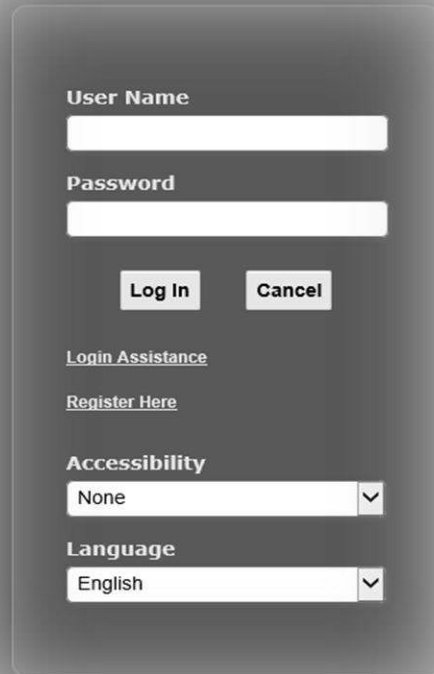
If the match is successful, the payment is released

# SUPPLIER PORTAL LOGIN



# ISUPPLIER PORTAL LOGIN

To login to iSupplier Portal, follow the below steps:



The screenshot shows a login form with the following elements:

- User Name**: A text input field.
- Password**: A text input field.
- Log In** and **Cancel** buttons.
- [Login Assistance](#) and [Register Here](#) links.
- Accessibility**: A dropdown menu with "None" selected.
- Language**: A dropdown menu with "English" selected.

01

## Access

Access the iSupplier webpage using the URL given to you.



## Enter

02

Enter user name as your Email id (provided in supplier registration) and Password

03

## Click

Click at Login Button

## Note

You can update your email id any time using Administration





**Congratulations!!**

Just now you have learned, how to access and login iSupplier portal.

**Next Topic:**

How to get Portal Home Page and how to create Add to Favorites.



# ISUPPLIER HOMEPAGE

The iSupplier Home Page :

1

Responsibility Navigator: It shows all responsibilities assign to the current user

2

Favorites: It shows list of current assigned responsibilities.

3

Setting : Here user can change current setting.

4

Notification: It displays your most recent notifications.

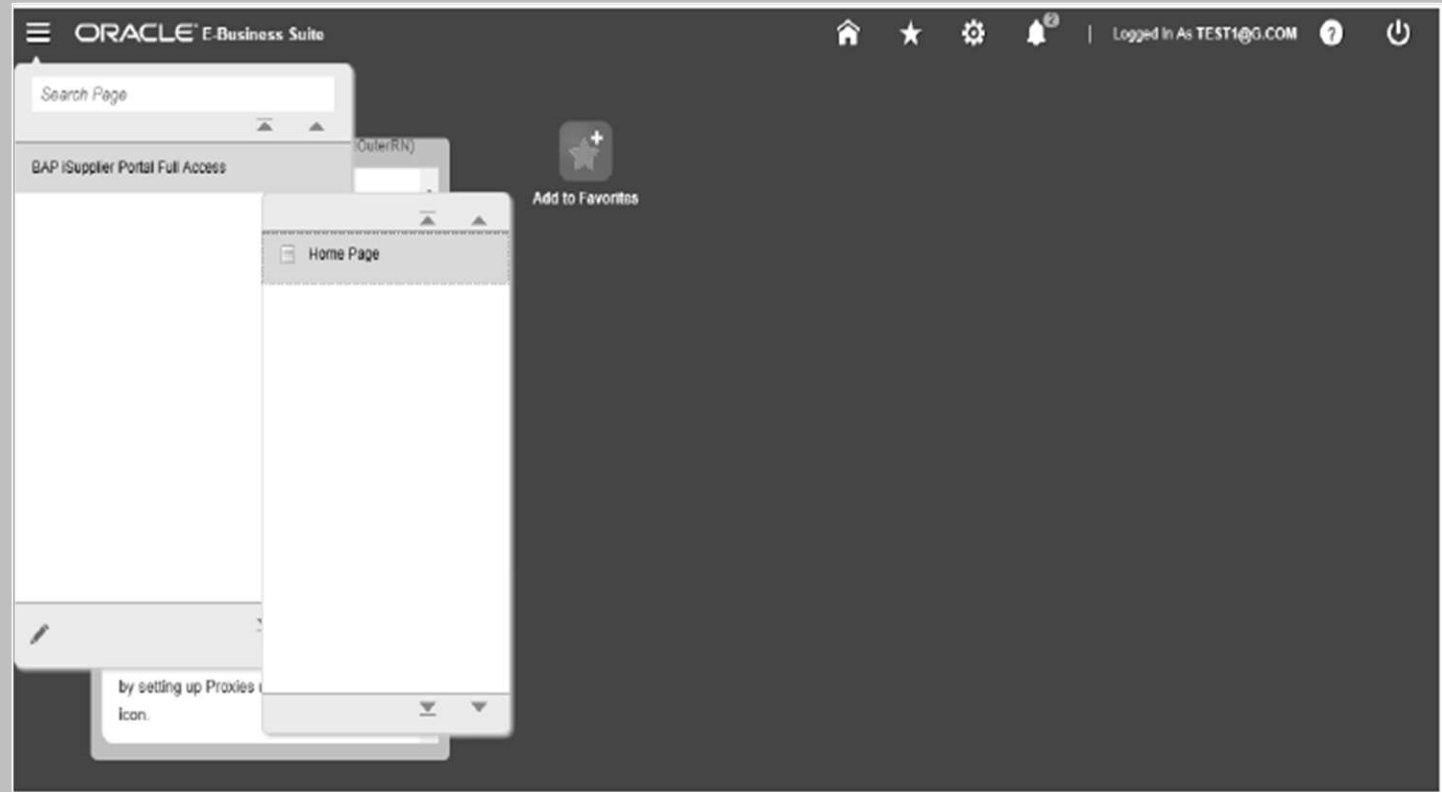
5

Logout Button: Click here to logout the application



# ISUPPLIER PORTAL LOGIN

To access iSupplier Portal, Click at Responsibility Navigator and select the Responsibility “BAP iSupplier Portal Full Access” and click at “Home”



# ISUPPLIER

## ADD TO FAVORITES

Using Add to Favorites, you can create short of existing function under a particular responsibility:

- 1 Click at **Add to Favorites** on homepage
- 2 Select Responsibility- **BAP iSupplier Portal Full Access** and click at **Go**
- 3 Select the Function-**Sourcing Home Page** Checkbox
- 4 Click at **Add to Favorites** Button
- 5 Click at **Apply** Button

Manage Favorites

Search for Functions

Personalize "Search for Functions"

Function Prompt  Responsibility BAP Sourcing Supplier

Personalize "Used to display the list of func..."

Select Functions: **Add to Favorites**

<input type="checkbox"/> Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/> Sourcing Home Page	Users can access supplier negotiations home page.	Sourcing	BAP Sourcing Supplier
<input type="checkbox"/> Worklist	Advanced workflow worklist.	Sourcing	BAP Sourcing Supplier

Favorites

Personalize "Favorites"

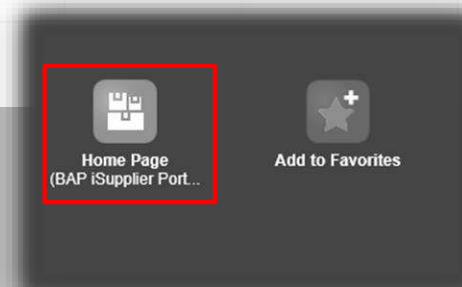
☒ TIP You can only update favorites that are available for your current login.

☒ TIP Only links to pages outside Oracle E-Business Suite can be set to open in a new window (or tab).

Personalize "Display the favorite entries for..."

<input type="checkbox"/>	Move	Favorite	Description	Responsibility	URL	Open in New Window
	Up	Down				
<input type="checkbox"/>			No results found.			

Upon adding this shortcut on Home Page, it will display →





**Congratulations!!**

Just now you have learned, how to get Portal Home Page and create Add to Favorites.

**Next Topic:**

How to Create Work Confirmation

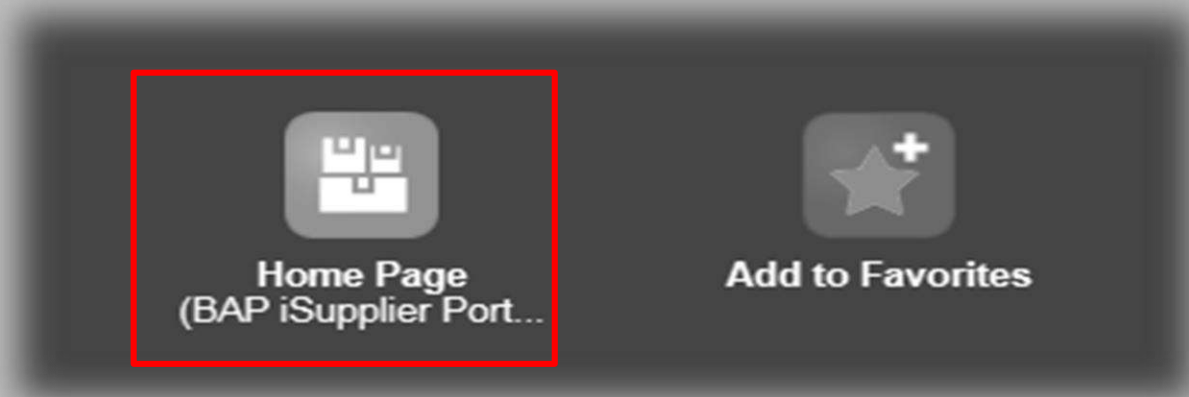


# ISUPPLIER

## CREATE WORK CONFIRMATION

Click at the shortcut create on Home Page “Home Page (BAP iSupplier Portal Full Access)”

Upon adding this shortcut on Home Page, it will display →



### Note

To create this short cut please refer the page “Add to favorite”

# ISUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

### 1. Click at the **Orders** Tab

ORACLE iSupplier Portal

Supplier Home **Orders** Shipments Finance Administration Assessments

Purchase Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables

**Purchase Orders** [Export](#)

Personalize Stack Layout: (SupplierRN)

**Views**

Personalize "Views"

View  [Go](#) [Advanced Search](#)

This view displays all the purchase orders approved in last 360 days (Since 01-Sep-2018).

Personalize Stack Layout  
Personalize "PO Summary"

Select Order: [Acknowledge](#) [Request Cancellation](#) [View Change History](#)

	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	197000635	0	Bapco	Global Contract Agreement	Test for Agreement 197000634	21-Aug-2019 13:36:10	Ahmed Sh.Mansoor Mohamed Salman Alsetri, Ahmed Sh.Mansoor	BHD	90,000.000	Open			

Note:

You can create WC only for services P.O types:

1. Lumpsum
2. Fixed Fee
3. Measure rate

# ISUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

2. Click at the **Purchase Order** Sub Tab and select the PO number that you want to create work confirmation for:

<div><div>Purchase Orders</div><div>Agreements</div><div>View Requests</div><div>Purchase History</div><div>Work Confirmations</div><div>RFQ</div><div>Deliverables</div></div>										
	197000661	0	Bapco	Standard PO	Training Work Confirmation ONLY	07-Aug-2019 08:45:08	Ruqaya A.Nabi Mohamed Hasan, Mrs.	BHD	949,000.000	Open



# ISUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

3. Once you click that PO, that PO details will display. From Action choose **Create Work Confirmation** and click at **Go**

Purchase Orders

AgreementsView RequestsPurchase HistoryWork ConfirmationsRFQDeliverables

Orders: Purchase Orders >

Service Complex Purchase Order: 197000661, 0 (Total BHD 949,000.000)

Actions

Create Work Confirmation

Go

Export

Currency= BHD

Personalize "View Order Detail Container"

Order Information

Personalize "Order Information"

Personalize Table Layout: (OrderHeaderDetails)

Personalize "General"

General

Total949,000.000

Supplier3M UNITED KINGDOM LTD..

Supplier SiteCON

Supplier Contact

AddressTest

BuyerRuqaya A.Nabi Mohamed Hasan, Mrs.

Order Date07-Aug-2019 08:45:08

DescriptionTraining Work Confirmation ONLY

Personalize Flow Layout: (PosShipBillCont)

Personalize "Terms and Conditions"

Personalize Stack Layout: (termsstack1)

Terms and Conditions

Payment Terms30 Days Net

Carrier

FOB

Freight Terms

Shipping Control

Personalize "Ship-To Address"

Work Location

Summary

Personalize Default Single Column: (HeaderSummaryCol)

Total949,000.000

Approved10.000

Billed0.000

Advance Billed0.000

Progress Payment0.000

# ISUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

4. Click View and choose All Payment Items and click at Go

Purchase OrdersAgreementsView RequestsPurchase HistoryWork ConfirmationsRFQDeliverables

Orders: Purchase Orders > View Order Details >

Warning

Purchase Order 197000661 has outstanding draft Work Confirmations. You can review and edit these Work Confirmations from the Work Confirmations summary page.

Create Work Confirmation (Bapco Services: 197000661)

CancelNext

Currency=BHD

Ordered949,000.000DescriptionTraining Work Confirmation ONLY

Approved10.000

Views

Personalize "Views">

ViewAll Pay ItemsGo

Advanced Search

Personalize "Pay Items">

<input type="checkbox"/>	Line	Pay Item	Description	Need-By Date	UOM	Ordered	Funded	Previous	
								Requested/Delivered	Progress(%)
	No Data Exists								

# ISUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

5. Select the Line and click at Next Button

Create Work Confirmation (Bapco Services: 197000661)

CancelNext

Currency=BHD

Ordered 949,000.000Description Training Work Confirmation ONLY

Approved 10.000

Views

Personalize "Views"Advanced Search

View All Pay ItemsGo

Personalize "Pay Items"

<input checked="" type="checkbox"/>	Line	Pay Item	Description	Need-By Date	UOM	Ordered	Previous	Progress(%)
							Requested/Delivered	
<input checked="" type="checkbox"/>	1	1	FIXED FEE SERVICE AGREEMENT	16-Aug-2019 23:00:00	each	949000	993	0.1

# ISUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

6. Enter the following details in order to create work confirmation:
- a. Enter **Work Confirmation Number** (Usually it will be Invoice Number)
  - b. Enter **Comments** (about work confirmation)
  - c. Enter **Date** (Date of Work Confirmation created)
  - d. Enter **Period of Performance** (the done during this period)
  - e. Enter **Requested/Delivered** (Amount requested for Work Confirmation)

Orders: Purchase Orders > View Order Details >

Create Work Confirmation (Bapco Services: 197000661)

Cancel Back Save Preview Submit

\* Indicates Required Field  
Currency=BHD

Ordered 949,000.000

Approved 10.000

Personalize Stack Layout (WcHeaderRM)

\* Work Confirmation WC-001

\* Comments WC create for Service

Personalize "Additional Information"

Work Order Number

Operations

Description Training Work Confirmation ONLY

\* Date 27-Aug-2019

Period of Performance 27-Aug-2019 To

Work Confirmation Details

Personalize "Work Confirmation Details"

Personalize "Pay Items"

Add Pay Item

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Requested/ Delivered	Current Material Stored	Amount	Progress (%)	Total		Attachments	Delete
							Requested/ Delivered	Progress (%)					Requested/ Delivered	Progress (%)		
1	1	FIXED FEE SERVICE AGREEMENT	16-Aug-2019 23:00:00	each	1	949000	993	0.1	10	10	0.0010537407797		1003	0.1056902002107	<div>+</div>	<div></div>

# ISUPPLIER

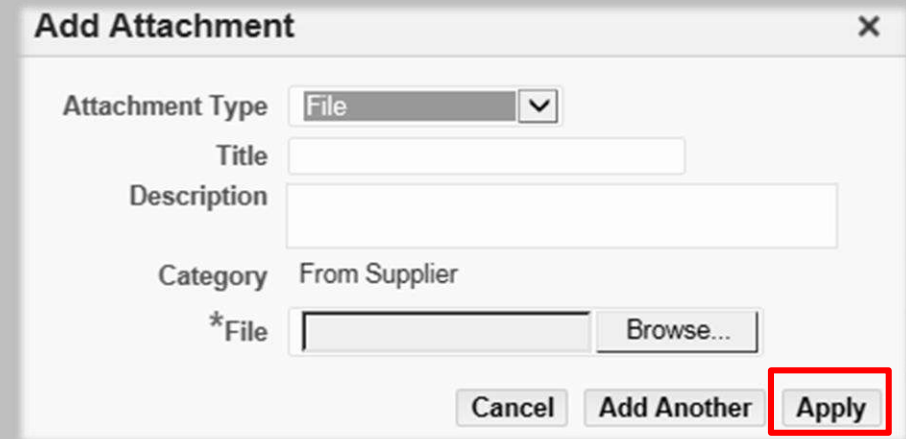
## CREATE WORK CONFIRMATION CONTINUE...

7. To add attachment : Click at + sign

You can attached 5 objects for Work Confirmation as supporting documents.

- a) File : A file may be an Invoice.
- b) URL : Here you can mention URL
- c) Short Text : A short text message you can attached
- d) Long Text : A long text message you can attached
- e) Document Catalog

8. Attach a File and click at **Apply** button.



**Add Attachment** [X]

Attachment Type:  [v]

Title:

Description:

Category: From Supplier


\*File:


### Note

You can attach any file like .docx, xlsx, ppt, pdf, txt, jpeg except program file (.EXE)


# ISUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

9. After attaching a file if you want to open and view that file, click at attachment icon  and click at file Title.

Attachments <span>×</span>				
Title	Type	Description	Category	Action
2019-08-27 10:42:44 Daily RFQ Num.xlsx (Size More...)	File	2019-08-27 10:42:44 Daily RFQ Num.xlsx (Size More...)	From Supplier	

10. If you wish to discard this file the click at **Action** and select **Delete File**

Attachments <span>×</span>				
Title	Type	Description	Category	Action
2019-08-27 10:42:44 Daily RFQ Num.xlsx (Size More...)	File	2019-08-27 10:42:44 Daily RFQ Num.xlsx (Size More...)	From Supplier	

Update

Publish

Delete

Record History

**Note:**  
You  
Update/Publish/Delete/see Record History  
of attached file.

# ISUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

11. After attaching a file, you work confirmation is ready to Save or Submit. 

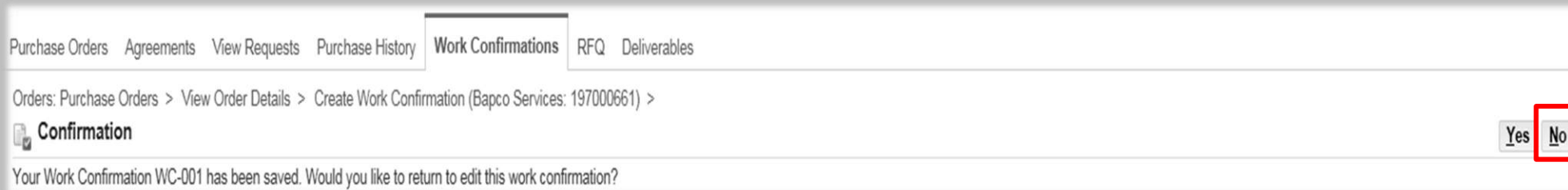
**Save:** If you wish to save this work confirmation as Draft and wants to update and submit later.

**Submit:** If you wish to submit this work confirmation for approval.

12. Lets **Save** this work confirmation first, click at Save button.

You will get save work confirmation, now you can click at **Yes** button to update this or click at **No** button to go to next page.

13. Click at **No** button



The screenshot shows the ISUPPLIER interface. At the top, there is a navigation bar with tabs: Purchase Orders, Agreements, View Requests, Purchase History, Work Confirmations (selected), RFQ, and Deliverables. Below the navigation bar, there is a breadcrumb trail: Orders: Purchase Orders > View Order Details > Create Work Confirmation (Bapco Services: 197000661) >. Below the breadcrumb trail, there is a section titled "Confirmation" with a document icon. At the bottom of this section, there is a message: "Your Work Confirmation WC-001 has been saved. Would you like to return to edit this work confirmation?". To the right of the message, there are two buttons: "Yes" and "No". The "No" button is highlighted with a red box.

Note:  
Any time you can click at Back button to go to previous  
page and update information.  
OR  
Click at Cancel button to discard this WC

# SUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

14. Now this work confirmation is saved and you can see the status as Draft.

15. Click at View and select Draft Work Confirmation and click at Go. (You can see your WC with status Draft)

Purchase OrdersAgreementsView RequestsPurchase HistoryWork ConfirmationsRFQDeliverables

Work Confirmations

Export

Views

Personalize "Views"  
ViewDraft Work ConfirmationsGoPersonalize "Advanced Search Button Region"  
Advanced Search

Personalize "Work Confirmations"  
Select Work Confirmation:UpdateCancel

	Work Confirmation ^	Date ▼	Period From	Period To	PO Number ^	Currency	Ordered	Previous		Current		Total Progress (%)	Status
								Requested	Delivered	Requested	Delivered		
<input type="radio"/>	7809	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	107	0	0.12	Draft
<input type="radio"/>	197000661-WC5	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	105	0	0.12	Draft
<input type="radio"/>	197000661wc12	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	103	0	0.12	Draft
<input type="radio"/>	WC-001	27-Aug-2019 00:00:00			197000661	BHD	949000	1111	0	947889	0	100	Draft
<input type="radio"/>	197000661wc4	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	108	0	0.12	Draft
<input type="radio"/>	WC22	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	100	0	0.12	Draft

**Note:**  
All saved WC will have status "Draft",  
All Submitted WC will have status "Pending Approval" etc.



# ISUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

### 16. Submitting the Saved Work Confirmation:

Once you submit the work confirmation,, you can update it and later submit it.  
Click on the work confirmation(which is saved and status is Draft)  
Click at **Update** button

Orders: Work Confirmations >

Work Confirmation: WC-001 (Bapco Services: 197000661)

Update

Cancel

Currency=BHD

Ordered949,000.000

Approved10.000

Total947,889.000

StatusDraft

CommentsWC created for service

Date27-Aug-2019

DescriptionTraining Work Confirmation ONLY

Period From

Period To

Personalize "Additional Information"

Work Order Number

Opeartions

Work Confirmation Details

Personalize "Work Confirmation Details"

Export

Personalize "Pay Items"

Line ^	Pay Item ^	Description	Need-By Date ^	UOM	Price	Ordered	Previous	Current			Total	Progress (%)	Attachments
							Requested/Delivered	Requested/Delivered	Material Stored	Amount			
1	1	FIXED FEE SERVICE AGREEMENT	16-Aug-2019 23:00:00	each	1	949000	1211	947889		947889	-100	100.01	

Note:  
After updating, you can  
again click at Save button  
and submit later.

# ISUPPLIER

## CREATE WORK CONFIRMATION CONTINUE...

17. Once you submit the work confirmation,, you can update it and later submit it.
- a) Click on the work confirmation(which is saved and status is Draft)
  - b) Click at **Update** button
  - c) After updating information, click at **Submit** button
  - d) After submitting, you will get a **confirmation message**.

### Confirmation

Your Work Confirmation WC-001 has been submitted.

#### Note:

After submit, the status of current work confirmation changed to “Pending Approval”

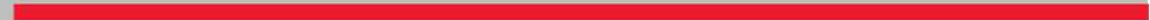


**Congratulations!!**

Just now you have learned, how to create Work Confirmation.

**Next Topic:**

How to get all Work Confirmation for all existing PO.



# ISUPPLIER

## VIEW ALL WORK CONFIRMATION

1. To see all work confirmation of all the PO:

a) Click at **Orders** Tab

b) Click at **Work Confirmation** sub tab

c) From View Drop Down Select **All Work Confirmation** from and click at Go button

d) You can see all Work Confirmation with Date, Period, PO number, Ordered, Requested, Status etc.

**Work Confirmations** [Export]

**Views**

Personalize "Work Confirmations"

View [All Work Confirmations] Go [Advanced Search]

Personalize "Advanced Search Button Region"

Personalize "Work Confirmations"

Select Work Confirmation: [Update] [Cancel]

	Work Confirmation ^	Date v	Period From	Period To	PO Number ^	Currency	Ordered	Previous		Current		Total Progress (%)	Status
								Requested	Delivered	Requested	Delivered		
<input type="radio"/>	19700061WC1	27-Aug-2019 00:00:00			19700061	BHD	949000	993	0	102	0	0.12	Pending Approval
<input type="radio"/>	WCINV01	27-Aug-2019 00:00:00	20-Aug-2019	26-Aug-2019	19700061	BHD	949000	1096	0	16	0	0.12	Pending Approval
<input type="radio"/>	WC-001	27-Aug-2019 00:00:00			19700061	BHD	949000	1211	0	10	0	0.13	Pending Approval
<input type="radio"/>	197000661-WC5	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	106	0	0.12	Draft
<input type="radio"/>	7809	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	107	0	0.12	Draft
<input type="radio"/>	WC22	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	100	0	0.12	Draft

Note:  
It will display all WC for  
different PO.

# ISUPPLIER

## VIEW ALL WORK CONFIRMATION continue...

2. You can Export all work confirmation in Spreadsheet format:

- a) Click at Export button
- b) Click at Save As from Save Button
- c) Save the file with .XLS extension and open it.

Work Confirmations

Export

Views

Personalize "Views"

View All Work Confirmations Go

Personalize "Advanced Search Button Region"

Advanced Search

Personalize "Work Confirmations"

Select Work Confirmation: Update Cancel

Previous 1-25 Next 25

	Work Confirmation ^	Date v	Period From	Period To	PO Number ^	Currency	Ordered	Previous		Current		Total Progress (%)	Status
								Requested	Delivered	Requested	Delivered		
<input type="radio"/>	197000661WC1	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	102	0	0.12	Pending Approval

Do you want to open or save export.tsv from erptest.bapco.net?

Open

Save v

Cancel

x

Note:  
The default export file  
ext. is .tsv that can't be  
open in MS Excel with  
conversion.



**Congratulations!!**

Just now you have learned, how to create Work Confirmation.

**Next Topic:**

How to get all Work Confirmation for all a particular PO.



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# VIEW WORK CONFIRMATION FOR A PARTICULAR PO



# ISUPPLIER

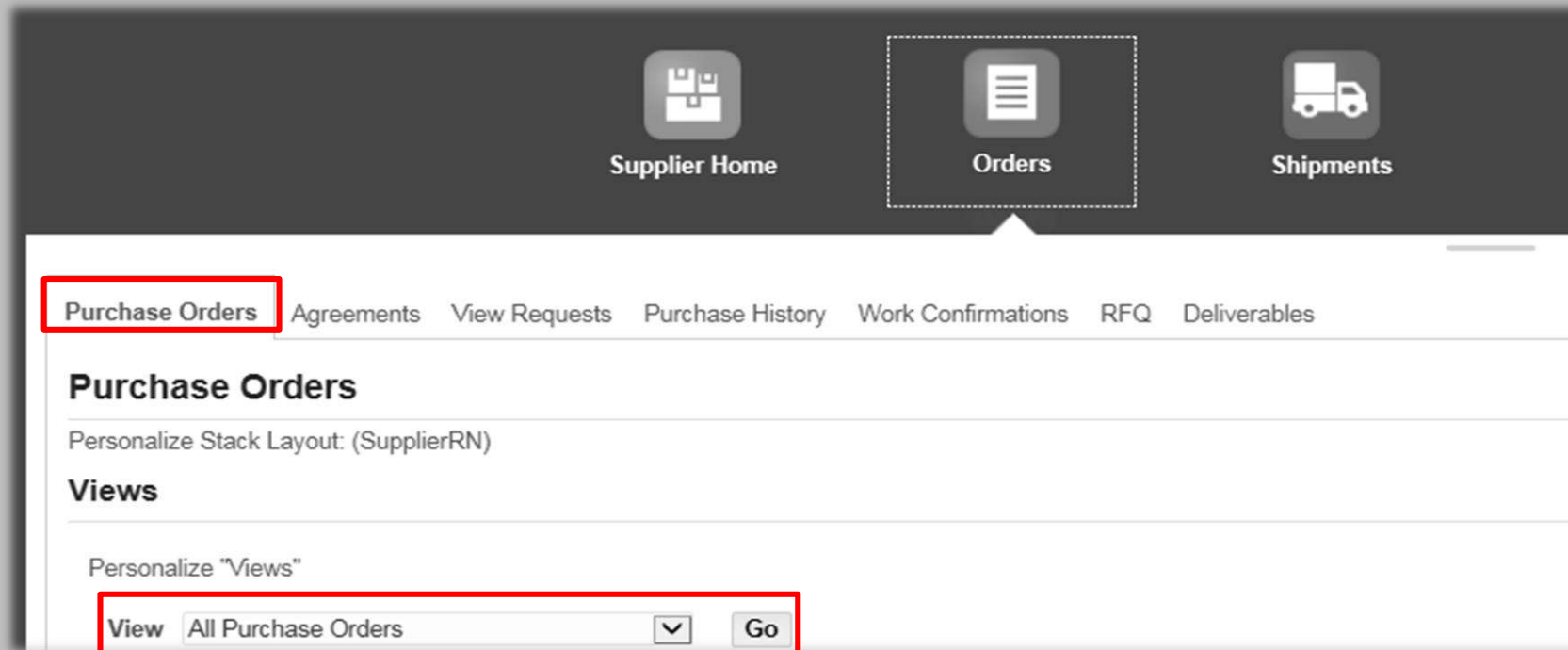
## VIEW WORK CONFIRMATION FOR A PARTICULAR PO

1. To see all work confirmation of a particular the PO:

a) Click at **Orders** Tab

b) Click at **Purchase Order** sub tab

c) From View Drop Down Select **All Purchase Order** from and click at **Go** button





# ISUPPLIER

## VIEW WORK CONFIRMATION FOR A PARTICULAR PO continue...

2. Click on that **Purchase Order** for which you want to see all Work Confirmation.
3. From Action, select **View Work Confirmation** and Click at **Go** button.

Purchase Orders

AgreementsView RequestsPurchase HistoryWork ConfirmationsRFQDeliverables

Orders: Purchase Orders >

**Service Complex Purchase Order: 197000661, 0 (Total BHD 949,000.000)**

Actions

View Work Confirmations

Go

Export

Currency= BHD

Personalize "View Order Detail Container"

**Order Information**

Personalize "Order Information"

Personalize Table Layout: (OrderHeaderDetails)

Personalize "General"

**General**

Total949,000.000

Supplier3M UNITED KINGDOM LTD..

Supplier SiteCON

Supplier Contact

Personalize Flow Layout: (PosShipBillCont)

Personalize "Terms and Conditions"

Personalize Stack Layout: (termsstack1)

**Terms and Conditions**

Payment Terms30 Days Net

Carrier

FOB

Freight Terms

**Summary**

Personalize Default Single Column: (HeaderSummaryCol)

Total949,000.000

Approved10.000

Billed0.000

Advance Billed0.000

Progress Payment0.000

# ISUPPLIER

## VIEW WORK CONFIRMATION FOR A PARTICULAR PO

4. You will get the list of all Work Confirmation creates so far for that PO.

Orders: Purchase Orders > View Order Details >

**Work Confirmation for Bapco Services: 197000661** Export

Currency=BHD

Ordered 949,000.000  
Approved 10.000  
Progress 0.00105374077976818

Personalize "Work Confirmations"

Previous 1-25 Next 25

Work Confirmation △	Date ▼	Period From	Period To	Previous		Current		Total	Status
				Requested	Delivered	Requested	Delivered	Progress (%)	
WCINV01	27-Aug-2019 00:00:00	20-Aug-2019	26-Aug-2019	1095	0	16	0	0.12	Pending Approval
197000661-WC5	27-Aug-2019 00:00:00			993	0	105	0	0.12	Draft
WC22	27-Aug-2019 00:00:00			993	0	100	0	0.12	Draft
197000661wc12	27-Aug-2019 00:00:00			993	0	103	0	0.12	Draft
197000661WC1	27-Aug-2019 00:00:00			993	0	102	0	0.12	Pending Approval
WC-001	27-Aug-2019 00:00:00			1211	0	10	0	0.13	Pending Approval
197000661wc4	27-Aug-2019 00:00:00			993	0	108	0	0.12	Draft
7809	27-Aug-2019 00:00:00			993	0	107	0	0.12	Draft
123454321	27-Aug-2019 00:00:00			1111	0	100	0	0.13	Pending Approval
3M-INV01	26-Aug-2019 00:00:00			150	0	100	0	0.03	Pending Approval

**Note:**  
You can Export this  
details to Spreadsheet  
format.

# ACCESSING ISUPPLIER PORTAL



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# ACCESSING ISUPPLIER PORTAL

Before you login the iSupplier portal, you must be

- ✓ Registered as Supplier to Bapco
- ✓ Sign and stamp iSupplier Agreement available under below link and email to ISUPPLIERSUPPORT@BAPCO.NET
- ✓ <http://www.bapco.net/en-us/Pages/Tender-Notices.aspx>
- ✓ To register as new supplier, you will receive a request in Email from Bapco for registering as vendor.
- ✓ Once you've registered as supplier, you will receive notification containing iSupplier URL to access the network, with some additional information including Username and a system generated Password. Once you first login you 'll be prompted to change the password.



**CONGRATULATIONS!!**

**JUST NOW YOU HAVE LEARNED, HOW TO ACCESS AND  
LOGIN ISUPPLIER PORTAL.**

**NEXT TOPIC:**

**HOW TO GET PORTAL HOME PAGE AND HOW TO CREATE  
ADD TO FAVORITES.**

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# ISUPPLIER

## ADD TO FAVORITES

Using add to favorites, you can create short of existing function under a particular responsibility:

1

2

3

4

5

Click at **Add to Favorites** on homepage

Select **Responsibility- BAP Sourcing Supplier** and click at **Go**

Select the **Function-Sourcing Home Page** Checkbox

Click at **Add to Favorites** Button

Click at **Apply** Button

Manage Favorites

Search for Functions

Personalize "Search for Functions"

Function Prompt:  Responsibility: BAP Sourcing Supplier  2

Personalize "Used to display the list of funct..."

Select Functions: **Add to Favorites**

Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/> Sourcing Home Page	Users can access supplier negotiations home page.	Sourcing	BAP Sourcing Supplier
<input type="checkbox"/> Worklist	Advanced workflow worklist	Sourcing	BAP Sourcing Supplier

3

Favorites

Personalize "Favorites"

☒ TIP You can only update favorites that are available for your current login.

☒ TIP Only links to pages outside Oracle E-Business Suite can be set to open in a new window (or tab).

Personalize "Displays the favorite entries for ..."

Add Outside Link

Move	Favorite	Description	Responsibility	URL	Open in New Window
<input type="checkbox"/>					
Up	Down				
No results found.					

It will create a short cut off selected function on home page.

Similarly you can create short cut of Function Home Page under responsibility "BAP iSupplier Portal Full Access"



# ISUPPLIER HOMEPAGE

## THE ISUPPLIER HOME PAGE :

1

Responsibility Navigator: It shows all responsibilities assign to the current user

2

Favorites: It shows list of current assigned responsibilities.

3

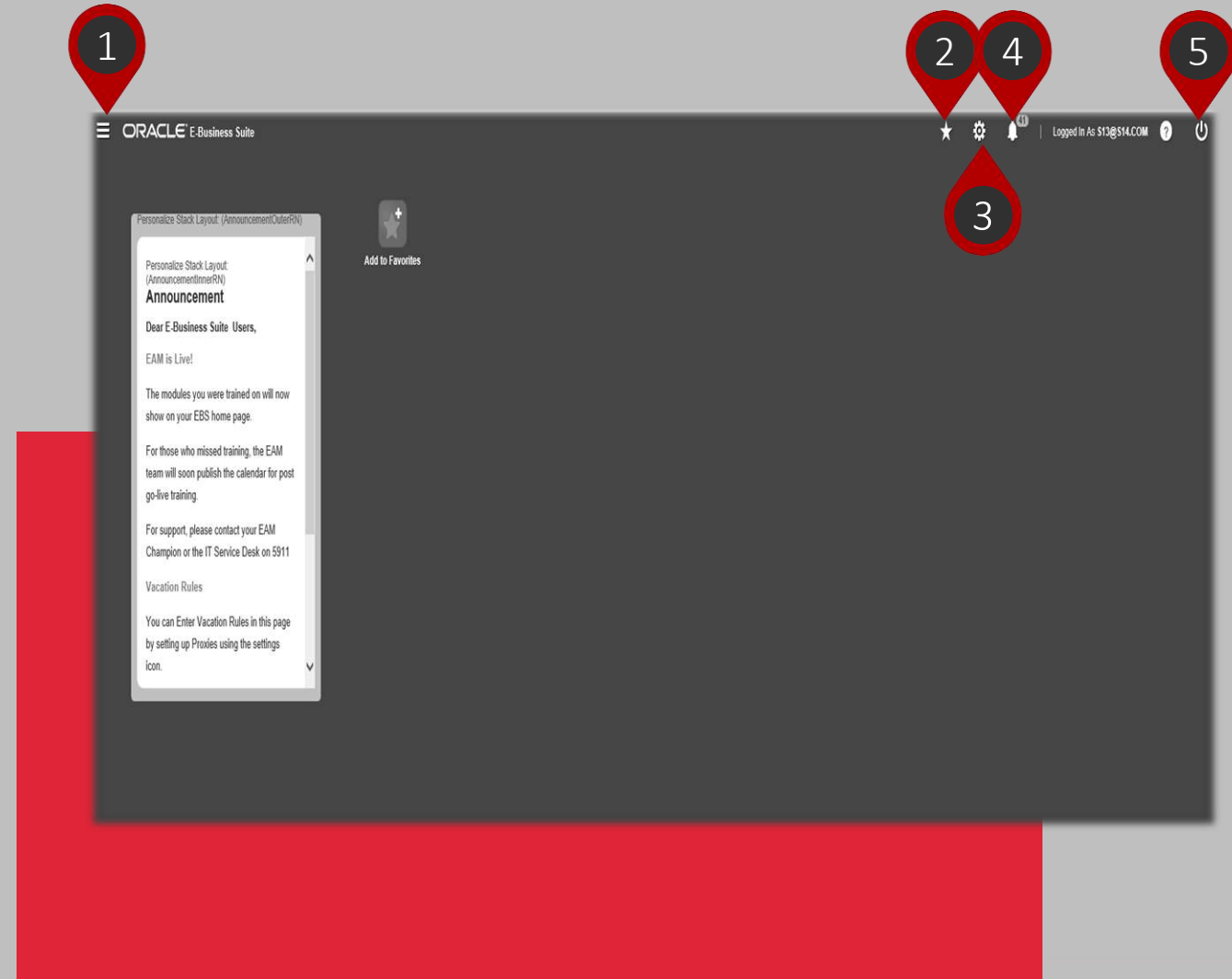
Setting : Here user can change current setting.

4

Notification: It displays your most recent notifications.

5

Logout Button: Click here to logout the application



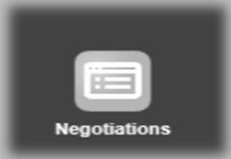
# ISUPPLIER

## SOURCING SUPPLIER ... CONTINUE

Click at sourcing home page



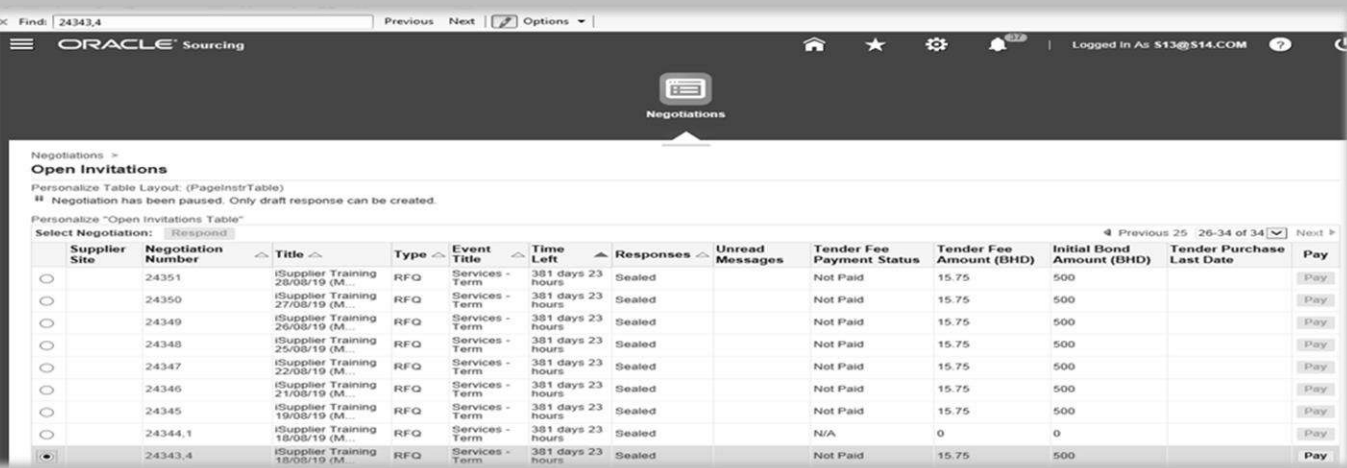
➔ Click at sourcing home page



This page will display two paragraph:

**Your active and draft responses:** - it shows the negotiations that you have **responded** to or are in the process of creating a response for (draft). A **response number** is assigned to each draft that you have saved or response that you have submitted. You click the response number to view the response details.

**Your company's open invitations:** - it shows any negotiations that you have been invited to participate in but have **not yet responded** to. The negotiation type (RFI, RFQ or auction) and the time left to submit a response are displayed in this section. You click a negotiation number to view or print negotiation details or to respond to a negotiation.



The screenshot shows the Oracle Sourcing interface. At the top, there's a navigation bar with "ORACLE Sourcing" and a "Negotiations" button. Below this, the "Open Invitations" section is active, displaying a table of negotiations. The table has columns for Supplier Site, Negotiation Number, Title, Type, Event, Time Left, Responses, Unread Messages, Tender Fee Payment Status, Tender Fee Amount (BHD), Initial Bond Amount (BHD), Tender Purchase Last Date, and Pay. The table lists several negotiations, with the last one (24343.4) selected.

Supplier Site	Negotiation Number	Title	Type	Event	Time Left	Responses	Unread Messages	Tender Fee Payment Status	Tender Fee Amount (BHD)	Initial Bond Amount (BHD)	Tender Purchase Last Date	Pay
	24351	iSupplier Training 28/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
	24350	iSupplier Training 27/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
	24349	iSupplier Training 26/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
	24348	iSupplier Training 25/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
	24347	iSupplier Training 22/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
	24346	iSupplier Training 21/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
	24345	iSupplier Training 19/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
	24344.1	iSupplier Training 18/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		N/A	0	0		Pay
	24343.4	iSupplier Training 18/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay

Note:  
RFQ in Oracle system is called Negotiation and Response is Quotation



# ISUPPLIER

## SOURCING SUPPLIER ... CONTINUE

Now to see all open invitation (RFQ) for your company, click at full list button.

Negotiations

Search Open Negotiations

Title

Go

Welcome, 3M.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
2001	Active	FMAT	2001	RFQ for Hierarchy Testing	RFQ	0 seconds		0
2020	Active	FMAT	3031-2	RFQ for Testing with deliverables	RFQ	0 seconds		0
2010	Active	FMAT	3017	RFQ for Testing with deliverables	RFQ	0 seconds		0
2021	Active	FMAT	3033-2	RFQ for Testing with deliverables	RFQ	0 seconds		0
4027	Active	FMAT	10019	RFQ for Testing with deliverables & Mandatory Requirements	RFQ	0 seconds		0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	25022-2	RFI for Testing	RFQ	2 days 22 hours
	40023	RFQ for testing 5 suppliers	RFQ	3 days 3 hours
	40026	RFQ for testing 5 suppliers	RFQ	6 days 3 hours
	40024,1	RFQ for testing 5 suppliers	RFQ	8 days 3 hours
	40027	RFQ for testing 3 suppliers	RFQ	9 days 4 hours

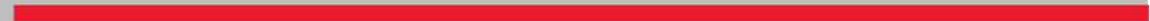


**CONGRATULATIONS!!**

**JUST NOW YOU HAVE LEARNED, HOW TO SEE ALL OPEN  
INVITATION(RFQ)**

**NEXT TOPIC:**

**HOW TO CREATE QUOTE FOR EXISTING RFQ- MATERIAL  
(WITHOUT TENDER FEE)**



# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

Lets see the below example, how to create a quotation where RFQ is created for material and tender fee is not required.

Below are the steps to create quote:

(A) to create a quotation, select or search negotiation number and click at go button

Search Open Negotiations

Number

Welcome, Supplier1.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left	Tender Fee Payment Status	Tender Fee Amount (BHD)	Initial Bond Amount (BHD)	Tender Purchase Last Date
	24339	iSupplier Training 28/08/19 (A...	RFQ	376 days 2 hours	N/A	0	0	
	24338	iSupplier Training 27/08/19 (A...	RFQ	376 days 2 hours	N/A	0	0	
	24337	iSupplier Training 26/08/19 (A...	RFQ	376 days 2 hours	N/A	0	0	
	24336	iSupplier Training 25/08/19 (A...	RFQ	376 days 2 hours	N/A	0	0	
	24335	Supplier Training 22/08/19 (A...	RFQ	376 days 2 hours	N/A	0	0	

Quick Links

Note:  
If Tender fee is not applicable then Tender Fee Amount column will display 0

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

(B) supplier will respond to the RFQ and confirm acknowledgement for participation in the bidding process.

1. To acknowledge the participants for this RFQ - click at actions drop down and select acknowledge participations – and click at go button.



Negotiations >  
**RFQ: 25022-2**

Title RFI for Testing  
Status Active (Locked)  
Time Left 2 days 22 hours

Open Date 30-Jun-2019 14:35:07  
Close Date 05-Jul-2019 11:54:14

Header Lines Controls Contract Terms

Buyer Wafaa Abdulla Saleh Al Rowaiee, Outcome Standard Purchase Order

2. Select yes for your company participate and write some notes to buyer and click at apply



Negotiations > RFQ: 25022-2 >  
**Acknowledge Participation (RFQ 25022-2)**

Will your company participate? ☒ Yes ☐ No

Note to Buyer

Cancel Apply

Note:  
Note to Buyer  
is optional.

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

(C) after acknowledge the participation, if supplier wants to discuss with buyer, can discuss directly using this portal and will get notification when received any reply from buyer. Online discussion can be used for clarifications before and after quote submission.

1. To discuss the participants - click at actions drop down and select online discussion– and click at go button.

The screenshot displays the 'Negotiations' section of the ISUPPLIER portal. At the top, there is a dark header with a menu icon and the word 'Negotiations'. Below this, the page title is 'Negotiations > RFQ: 25022-2'. The main content area shows details for the RFQ: 'Title: RFI for Testing', 'Status: Active (Locked)', and 'Time Left: 2 days 22 hours'. On the right side, the 'Open Date' is '30-Jun-2019 14:35:07' and the 'Close Date' is '05-Jul-2019 11:54:14'. A red box highlights the 'Actions' dropdown menu, which is currently set to 'Online Discussions', and a 'Go' button next to it. At the bottom, there is a tabbed interface with 'Header' selected, and other tabs for 'Lines', 'Controls', and 'Contract Terms'.

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

2. Select yes for your company participate and write some notes to buyer and click at apply

Negotiations > RFQ: 25022-2 >  
**Online Discussions (RFQ 25022-2)** ☆ Cancel Printable Page

Title: [RFI for Testing](#)  
Status: Active (Locked)  
Time Left: 2 days 22 hours  
Open Date: 30-Jun-2019 14:35:07  
Close Date: 05-Jul-2019 11:54:14

**Messages**

New Message

Subject	Message	Status	Sender	Date	Reply
Test	Please submit your Acceptance for Participation	Read	3M,	02-Jul-2019 13:11:19	

Note:  
Online discussion can be used for  
clarifications before and after quote  
submission..

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

(D) after online discussion, supplier can create quote.

1. To create quote- click at actions drop down and select create quote– and click at go button.

Negotiations >  
**RFQ: 42020**

Actions Create Quote ▼ Go

Title	RFQ for Testing	Open Date	02-Jul-2019 09:57:00
Status	Active (Locked)	Close Date	12-Jul-2019 10:13:31
Time Left	9 days 16 hours		

Header Lines Controls Contract Terms

Buyer	Wafa Abdulla Saleh Al Rowaiei,	Outcome	Standard Purchase Order
Quote Style	Sealed	Event	Materials
Description	RFQ for Testing		

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

2. Supplier will enter quotation details. First they have to accept the terms & condition.

3. Supplier will enter header details by clicking at tab. Below details are optional for the supplier to enter: -

**Quote valid until:** enter last date of validity of your quote. This value should reflect the validity of the information you provide within the RFQ response.

**Reference number:** the reference number is for your internal tracking only.

**Note to buyer:** any notes typed to buyer will be received by the buyer upon receipt of your response.

**Requirement :** requirements is mandatory for supplier to enter

Note:  
Quote Valid Until  
Date must 180  
days for Service  
& 90 days for  
Material

Ne negotiations > RFQ: 42020 >  
Create Quote: 25036 (RFQ 42020)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title RFQ for Testing

Time Left 9 days 16 hours  
Close Date 12-Jul-2019 10:13:31

Header Lines

Supplier 3M UNITED KINGDOM LTD.  
Supplier Site FMAT - 3M HOUSEPO BOX 1, BRACKNELLBERKS RG12 1JU, GB  
RFQ Currency USD  
Quote Currency USD  
Price Precision Any

\* Quote Valid Until (17-Jun-2019 19:45:00)  
Reference Number  
Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All Collapse All

Focus Title	Target Value	Quote Value
Requirements		
Business Requirements		
Are You ISO Certified ?		
How many years have you been in this business ?		

Note:  
\* Means  
requirement is  
mandatory were  
applicable.



# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

4. Supplier will add attachment to the quotation.

Click at add attachment button.

Attachment may be a file, URL, short text or long text.

Click at file – select the file using browse button and enter the title and specifications of file

Click at apply button and OK

Attachments

**Add Attachment...**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Add Attachment** X

Attachment Type: File

Title: Specification

Description: 2019-05-27 17:52:00  
1-Material\_Cost\_Collection\_Worke\_270519.txt  
(Size :1763)

Category: From Supplier

\*File: **Browse...** 1-Material\_Cost\_Collection\_Worke\_270519

Cancel Add Another **Apply**

Note:

1. You can attached any file except program file like .EXE, .COM etc.
2. You can attached more than one file to a Quotation.
3. After attaching the file you can delete it if not required

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

5. Supplier would enter line detail, where he will specify the pricing information.

**Quote price unit** : supplier will mention key prices for each line of the RFQ

**Promised date** : promised date is the delivery date for the items. Supplier will specify/update the date.

**Update** : if a target symbol is present next to any of the update (pencil) icons, click the pencil icon to drill down and respond to the line level attributes. Notes to the buyer and attachments can also be added at the line level by clicking the pencil icon.

**Line level attributes** are additional information requested by the buyer related to the item. Enter the manufacturer name and color available.

Enter quote price and promised date.

Create Quote: 25036 (RFQ 42020) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title [RFQ for Testing](#) Time Left 9 days 14 hours  
Close Date 12-Jul-2019 10:13:31

Header **Lines**

RFQ Currency USD Price Precision Any Quote Currency USD

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 FLASH-LIGHTS AND ...	BAPCO REFINERY	Sealed			45	each	1,000	1000	30-Jul-201	Yes	
2 GASKET, SOFT S...	BAPCO REFINERY	Sealed			55	each	10	10	30-Aug-20	Yes	

Ⓢ Indicates more information requested. Click the Update icon.

Note:  
Promised Date is  
the Delivery date  
offered by the  
supplier.

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

6. Supplier would update each line detail, where he will specify attributes of line like manufacturer name, color, country of origin etc.  
Fill all the lines details and click at **apply** button.

Create Quote 25036: Line 1 (RFQ 42020)

Line 2: GASKET , SOFT STEEL OR A...

Go

Cancel

Save Draft

Apply

Description

FLASH-LIGHTS AND LANTERNS., DRY CELL , LEAK-PROOF, 45 VOLTS, 9 VOLTS SNAPS, DIM. : 1" WIDE X 5/8" DEEP X 3-1/2" HIGH, EVEREADY EB415., (NOTE : EXPIRY DATES LESS THAN 18 MONTHS NOT ACCEPTABLE UNLESS APPROVED BY THE REQUESTER)

Unit

each

Start Price

Target Price

Quote Price

45

Target Quantity

1,000

Quote Quantity

1000

Close Date

12-Jul-2019 10:13:31

Quote Currency

USD

Rank

Sealed

Ship-To

BAPCO REFINERY

Need-By Date

30-Jul-2019 10:06:19 to 30-Jul-2019 10:25:29

Promised Date

30-Jul-2019 10:25:29

Attributes

Note:  
Each Item may  
have different  
attributes.

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

7. Now click at continue button. If you check any error is there then click at validate button.
8. Now your quotation is ready, if you want to save this and wants to open and work in future, click at save draft
9. If you want to submit this quote, click at submit button.

Create Quote 25036: Review and Submit (RFQ 42020)

CancelBackValidateSave DraftPrintable ViewSubmit

Header

Title RFQ for Testing

Supplier 3M UNITED KINGDOM LTD.

Supplier Site FMAT

RFQ Currency USD

Quote Currency USD

Price Precision Any

Time Left 9 days 14 hours

Close Date 12-Jul-2019 10:13:31

Quote Valid Until 25-Jul-2019 19:45:25

Reference Number

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements


Show All Details | Hide All Details

Note:  
If you click at  
Save Draft then  
your quotation  
will saved but not  
submitted. Later  
you can open this  
Draft and submit  
it.

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

- 10. After submitting your quote, confirmation message for quote submission will display.
- 11. You can view the quote submit details from active and draft responses.



Confirmation






Quote 25036 for RFQ 42020 (RFQ for Testing) has been submitted.

[Return to Sourcing Home Page](#)

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
25034	Active		25022-2	RFI for Testing	RFQ	2 days 21 hours		0
2001	Active	FMAT	2001	RFQ for Hierarchy Testing	RFQ	0 seconds		0
2020	Active	FMAT	3031-2	RFQ for Testing with deliverables	RFQ	0 seconds		0
2010	Active	FMAT	3017	RFQ for Testing with deliverables	RFQ	0 seconds		0
2021	Active	FMAT	3033-2	RFQ for Testing with deliverables	RFQ	0 seconds		0

Note:  
Your Quote  
number is  
Response  
Number and RFQ  
is Negotiation  
Number.



**CONGRATULATIONS!!**

**HERE YOU HAVE LEARNED HOW TO CREATE QUOTATION FOR  
MATERIAL  
(WITHOUT TENDER FEE)**

**NEXT TOPIC:**

**HOW TO CREATE QUOTATION FOR SERVICES (WITH TENDER FEE)**



# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

Supplier will receive request for quotation from Bapco. Supplier will use the below the steps to create quotation through spreadsheet (excel) and respond to Bapco.

Below are the steps to create quote:

(A) to create a quotation, select or search negotiation number and click at go button.

Find: 24343,4 Previous Next Options

ORACLE Sourcing

Home Star Settings Notification 37 Logged In As S13@S14.COM

Negotiations

Negotiations > Open Invitations

Personalize Table Layout: (PageInstrTable)

⏏ Negotiation has been paused. Only draft response can be created.

Personalize "Open Invitations Table"

Select Negotiation: Respond Previous 25 26-34 of 34 Next

	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Responses	Unread Messages	Tender Fee Payment Status	Tender Fee Amount (BHD)	Initial Bond Amount (BHD)	Tender Purchase Last Date	Pay
<input type="radio"/>		24351	iSupplier Training 28/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
<input type="radio"/>		24350	iSupplier Training 27/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
<input type="radio"/>		24349	iSupplier Training 26/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
<input type="radio"/>		24348	iSupplier Training 25/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
<input type="radio"/>		24347	iSupplier Training 22/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
<input type="radio"/>		24346	iSupplier Training 21/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
<input type="radio"/>		24345	iSupplier Training 19/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
<input type="radio"/>		24344,4	iSupplier Training 18/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		N/A	0	0		Pay
<input checked="" type="radio"/>		24343,4	iSupplier Training 18/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay

**Note:**  
(If Tender fee is applicable then Tender Fee Amount column will display fee value )

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

### (B) tender fee payment

1- click pay button to pay the tender fee online.

2- enter the credit card details and click at pay button and later click at submit button.

Merchant

Bahrain Petroleum Company B.S.C Closed

Website

https://erptest.bapco.net

Amount

BHD 15.750

Track Id

2027252-24395

Pay by

Credit Card

Card Number

Expiry Date

CVV

Card Holders Name

Type the characters

7 MN7 N

Pay

Cancel

3-digit Card Verification Number

\* Please do not click Back button/ refresh the page/ close the window while the transaction is processing  
This is a secure payment gateway using 128-bit SSL encryption.

### Note:

If Tender Fee is applicable, RFQ details cannot be viewed by suppliers before paying Tender Fee.



# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(C) supplier will respond to the RFQ and confirm acknowledgement for participation in the bidding process.

1. To acknowledge the participants for this RFQ - click at **actions** drop down and select **acknowledge participations** – and click at **go** button.



Negotiations >  
**RFQ: 25022-2**

Title RFI for Testing  
Status Active (Locked)  
Time Left 2 days 22 hours

Open Date 30-Jun-2019 14:35:07  
Close Date 05-Jul-2019 11:54:14

Header Lines Controls Contract Terms

Buyer Wafa Abdulla Saleh Al Rowalei, Outcome Standard Purchase Order

Actions Acknowledge Participation Go

2. Select Yes for your company participate and write some Notes to Buyer and click at **Apply**



Negotiations > RFQ: 25022-2 >  
**Acknowledge Participation (RFQ 25022-2)**

Will your company participate? ☒ Yes  
☐ No

Note to Buyer

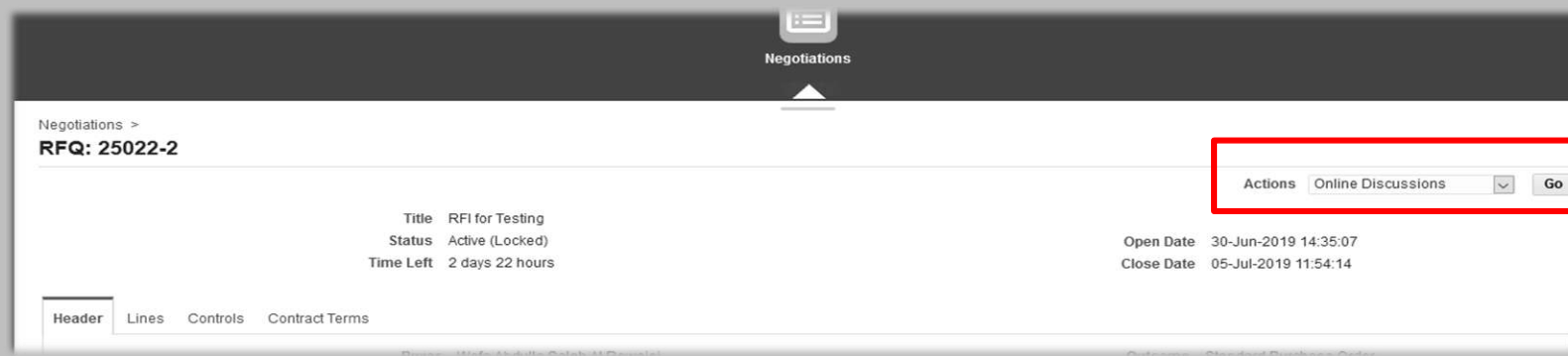
Cancel Apply

# ISUPPLIER

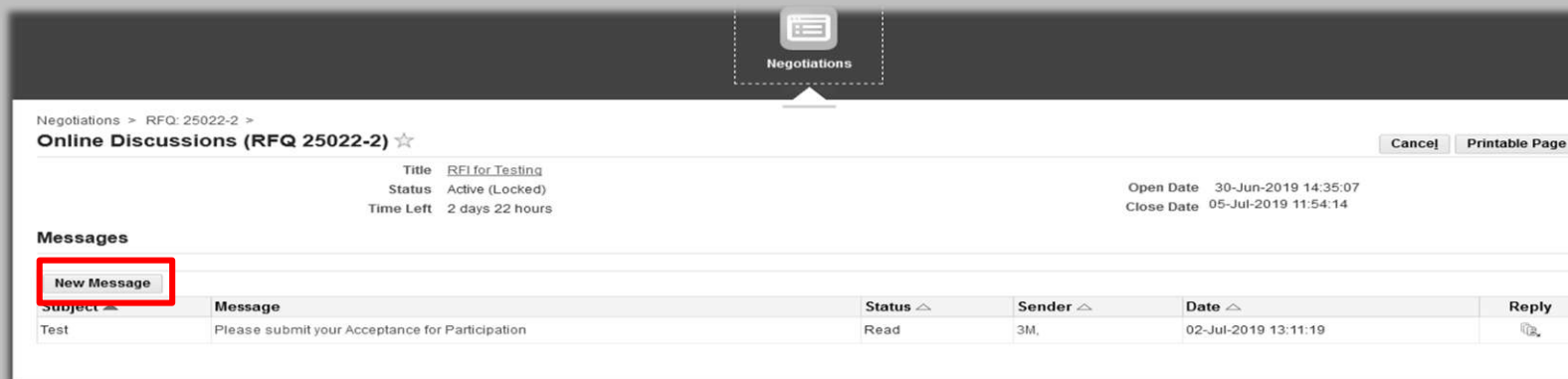
## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(D) After Acknowledge The Participation, If Supplier Wants To Discuss With Buyer, Can Discuss Directly Using This Portal And Will Get Notification When Received Any Reply From Buyer.

1. To Discuss The Participants - Click At Actions Drop Down And Select **Online Discussion**– And Click At Go Button.



2. Click at **New Message** button and write the message and click at **Send** button.



**Note:**  
Supplier can communicate with Buyer via online discussion at any time unless tender fee is required, function will be available only after fee payment.

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(E) After online discussion, supplier can create Quote.

1. To Create Quote- Click at Actions drop down and select **Create Quote**– and click at **Go** button.

Negotiations >  
**RFQ: 42020**

**Actions** Create Quote ▼ Go

Title RFQ for Testing  
Status Active (Locked)  
Time Left 9 days 16 hours

Open Date 02-Jul-2019 09:57:00  
Close Date 12-Jul-2019 10:13:31

**Header** Lines Controls Contract Terms

Buyer Wafa Abdulla Saleh Al Rowaiei,  
Quote Style Sealed  
Description RFQ for Testing

Outcome Standard Purchase Order  
Event Materials

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

### (F) Quotes by Spreadsheet

1. Supplier will enter Quotation Details. First they have to **Accept** the terms & condition.
2. Supplier will Enter **Header** Details by clicking at **tab**. Below details are Optional for the Supplier to Enter: -  
**Quote Valid Until:** Enter last date of validity of your quote. This value should reflect the validity of the information you provide within the RFQ response.
3. Now all remaining information about **Head** and **Lines** you can fill using spreadsheet(Excel)
4. Click at **Quote by Spreadsheet** button

Negotiations > RFQ: 42020 >  
Create Quote: 25036 (RFQ 42020)

Cancel View RFQ **Quote By Spreadsheet** Save Draft Continue

Title: RFQ for Testing Time Left: 9 days 16 hours  
Close Date: 12-Jul-2019 10:13:31

**Header** Lines

Supplier: 3M UNITED KINGDOM LTD.  
Supplier Site: FMAT - 3M HOUSEPO BOX 1, BRACKNELLBERKS RG12 1JU, GB  
RFQ Currency: USD  
Quote Currency: USD  
Price Precision: Any

\* Quote Valid Until: (17-Jun-2019 19:45:00)  
Reference Number:  
Note to Buyer:

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All | Collapse All

Focus	Title	Target Value	Quote Value
Requirements			
Business Requirements			
	Are You ISO Certified ?		
	How many years have you been in this business ?		

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(G) Supplier will Export the Spreadsheet to download and Update the Spreadsheet.

1. From the **Export Spreadsheet section**, The Format will be XML Spreadsheet – Rich Style (.xml)
2. Click at Export button.

**Create Quote 25037: Quote By Spreadsheet (RFQ 42020)**

RFQ Currency    USD  
Quote Currency    USD

**Step 1:Export Spreadsheet**

☒ TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format ☒ XML Spreadsheet - Rich Style (.xml)  
☐ XML Spreadsheet - Light-Weight Style (.xml)  
☐ Tab-Delimited (.txt)

**Export**

**Step 2:Import Spreadsheet**

Format ☒ XML Spreadsheet (.xml)  
☐ Tab-Delimited (.txt)

File To Import  No file selected.

**Import**

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

3. It will create a zip file with name RFQ\*\*\*\*\*-Response.Zip file
  4. Extract that zip file.
  5. It will create a folder with 2 files. Open the .XML file i.e. RFQ\*\*\*-Response.XML
  6. Here supplier can enter all required information in sheet **Header** and **Lines(1-2)**
- Enter the following details in **Header Sheet**.

**Quote Valid Until** : **Mandatory** (This date should be later than Close date)

**Reference Number** : **Optional**

**Note to Buyer** : **Optional**

### RFQ for Testing

RFQ 42020	Company Bapco
Close Date 7/12/2019 10:13	Buyer Wafa Abdulla Saleh Al Rowaiei, Mrs.
RFQ Currency USD	Phone 5712
Quote Currency USD	Email <a href="mailto:WAFALROWAIE@BAPCO.NET">WAFALROWAIE@BAPCO.NET</a>
Price Precision Any	Supplier R.B. HILTON LIMITED
	Supplier Site

### Header

Quote Valid Until   
example: 7/2/2019

Reference Number

Note to Suppliers

Note to Buyer

### Note:

All the cells in .XML file are locked except highlighted in Yellow & Green

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

7. Click on sheet **Lines(1-2)** and fill all required details of Line(Items)

**Quote Price Unit:** - Supplier will mention key prices for each line of the RFQ

**Promised Date:** - Promised Date is the Delivery Date for the items. Supplier will specify/update the date.

Fill all the Lines attributes values.

8- Save the file and close it and exit from Excel.

**RFQ for Testing**

RFQ 42020	Company Bapco
Close Date 7/12/2019 10:13	Buyer Wafa Abdulla Saleh Al Rowaiei, Mrs.
RFQ Currency USD	Phone 5712
Quote Currency USD	Email <a href="mailto:WAFALROWAIE@BAPCO.NET">WAFALROWAIE@BAPCO.NET</a>
Price Precision Any	Supplier R.B. HILTON LIMITED
	Supplier Site

**Lines**

Quote Total (USD) 0.00

Line	Item,Rev	Start Price	Unit	Quantity	Quote Price	Quote Quantity	Promised Date	Note to Buyer	Need-By Date	Target Price	Category
1	FLASH-LIGHTS AND LANTERNS., DR 42.00-01085		each	1000					30-Jul-2019 10:06:19 to 3		01.02.07.042.240
<b>Attributes</b>											
Title		Target Value		Quote Value							
General											
Manufacturer											
Color											
2	GASKET , SOFT STEEL OR ARMCO IR 23.00-67065		each	10					30-Aug-2019 07:11:59 to		01.03.12.023.282
<b>Attributes</b>											
Title		Target Value		Quote Value							
General											
Manufacturer											
Color											

Header Lines (1 - 2) +

### Note:

Line Level Attributes are additional information requested by the Buyer related to the Item. Ex. Manufacturer Name part No. ... ext.

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

9. Now you can **Browse** that .XML file and click at **Import** button.

You can see all the information filled in Header and Lines sheets here in this page. That means Quotation Details will be Imported.

10. You can also add some **Attachments** if required. ( Please refer [Page-19](#) how to do attachment)

Header

Lines

SupplierR.B. HILTON LIMITED

RFQ CurrencyUSD

Quote CurrencyUSD

Price PrecisionAny

\* Quote Valid Until31-Jul-2019 00:00:00

Reference Number

Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
2019-07-02 21:32:19 1234.pdf	File	2019-07-01 10:27:08 1234.p...	From Supplier	RB@RB.COM	02-Jul-2019	One-Time		

Requirements

Expand All | Collapse All

Focus	Title	Target Value	Quote Value
	Requirements		
	Business Requirements		
	Are You ISO Certified ?		Yes

**Note:**  
To add any  
attachment directly  
here.



# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

11. Now Click at **Continue** button. If you check any error is there then click at **Validate** button.
12. Now Your Quotation is ready, If you want to save this and wants to open and work in future, click at **Save Draft**
13. Or if you want to submit this Quote, click at **Submit** button.

**Important Note:** Bids shall be fully submitted online along with scan copy of Initial Bond if applicable, however, Initial Bond (original) if required, must be submitted to Bapco as per the given instructions in the RFQ important notes provided in the RFQ attachment Section along with any additional submittal if requested Bapco, hence, any bids submitted outside system not be considered except for Tender Board Tenders, therefore, please read RFQ instructions very carefully and comply accordingly.

### Create Quote 25036: Review and Submit (RFQ 42020)

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

#### Header

Title	RFQ for Testing	Time Left	9 days 14 hours
Supplier	3M UNITED KINGDOM LTD.	Close Date	12-Jul-2019 10:13:31
Supplier Site	FMAT	Quote Valid Until	25-Jul-2019 19:45:25
RFQ Currency	USD	Reference Number	
Quote Currency	USD	Note to Buyer	
Price Precision	Any		

#### Attachments


Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Note:**  
After Save Draft  
Quotation , you  
can open this and  
submit later.

# ISUPPLIER

## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

- 14. After Submitting your quote, Confirmation Message for Quote Submission will display.
- 15. You can View the Quote Submit Details from **Active and Draft Responses**.



Confirmation






Quote 25036 for RFQ 42020 (RFQ for Testing) has been submitted.

[Return to Sourcing Home Page](#)

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
25034	Active		25022-2	RFI for Testing	RFQ	2 days 21 hours		0
2001	Active	FMAT	2001	RFQ for Hierarchy Testing	RFQ	0 seconds		0
2020	Active	FMAT	3031-2	RFQ for Testing with deliverables	RFQ	0 seconds		0
2010	Active	FMAT	3017	RFQ for Testing with deliverables	RFQ	0 seconds		0
2021	Active	FMAT	3033-2	RFQ for Testing with deliverables	RFQ	0 seconds		0

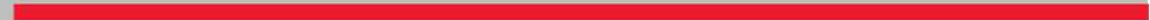


**Congratulations!!**

Here you have learned how to Create Quotation for Service  
(With Tender Fee)

**Next Topic:**

How to Explore iSupplier Portal.



# ISUPPLIER PORTAL

Oracle iSupplier Portal is a communication tool that enables **Bapco** and its suppliers to communicate with each other throughout the **procure-to-pay** process. It allows suppliers to view and manage purchase orders, receipts, invoices and delivery schedules in a real-time system that is available 24 hours a day, 7 days a week (24x7).

## Benefits associated with using iSupplier include:

- Offers suppliers an integrated experience by providing access to purchase orders (POs), invoices and payments in one location.
- Improved efficiency by decreasing the number of calls between suppliers and Accounts Payable.
- Provides a central location for all PO information, and gives suppliers access to historical PO information.
- Work Completed can be submitted online.
- Enhances the visibility of the transactions that occur between **Bapco** and its suppliers.

To access iSupplier Portal :

**(1) Click at shortcut “Homepage (BAP iSupplier Portal)”** created on home page

OR

Select Responsibility - Click the **BAP iSupplier Portal Full Access** link - Click the Home Page link.

Note:  
To create shortcut,  
please refer Page-10  
Add to Favorite

# iSUPPLIER PORTAL

iSupplier portal has following Tabs:

Supplier Home

Orders

Shipments

Finance

Administration

The screenshot displays the iSupplier Portal interface. At the top, there is a dark navigation bar with five icons and labels: 'Supplier Home' (house icon), 'Orders' (list icon), 'Shipments' (truck icon), 'Finance' (dollar sign icon), and 'Administration' (book icon). Below the navigation bar, the main content area is white. On the left, there is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. Below the search bar, there is a 'Notifications' section with a 'Full List' link. The notifications table has two columns: 'Subject' and 'Date'. The right sidebar contains a 'Planning' section with links for 'Orders' (Agreements, Purchase Orders, Purchase History), 'Shipments' (Delivery Schedules, Overdue Receipts, Advance Shipment Notices), 'Receipts' (Receipts, Returns, On-Time Performance), 'Invoices' (Invoices), and 'Payments' (Payments).

Search

**Notifications** [Full List](#)

Subject	Date
Closed Early: RFQ 40031 (RFQ for Additional costs testing)	01-Jul-2019 08:18:50
Acknowledgement Required: Amendment 1 to RFQ 40024 (RFQ for testing 5 suppliers)	30-Jun-2019 18:54:11
You are invited: RFQ 40023 (RFQ for testing 5 suppliers)	30-Jun-2019 18:48:48
You are invited: Additional round of RFQ 25022-2 (RFI for Testing)	30-Jun-2019 14:35:08
Bapco - Standard Purchase Order 197001059, 0	29-Jun-2019 17:32:15

**Orders At A Glance** [Full List](#)

PO Number	Description	Order Date
197001059		29-Jun-2019 17:30:16
197001055	RFQ for Hierarchy Testing	18-Jun-2019 16:45:20
197001032		05-Mar-2019 07:58:58
197001031	LCM non LCM	05-Mar-2019 07:53:34
197001030	test LCM return	05-Mar-2019 07:29:37

**Planning**

**Orders**

- Agreements
- Purchase Orders
- Purchase History

**Shipments**

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

**Receipts**

- Receipts
- Returns
- On-Time Performance

**Invoices**

- Invoices

**Payments**

- Payments

# iSUPPLIER PORTAL

(1) Click on



On iSupplier Portal Home Page you can perform the following

**Search:** - Enables you to jump directly to a specific purchase order, shipment, invoice or payment

- a) Select a document type (purchase order, shipment, invoice or payment) from the drop-down list.
- b) Enter the document number.
- c) Click Go.

**Notification:** - Displays the 5 most recent open notifications. Notifications are copies of the e-mail messages that users receive regarding the transactions that have occurred. Some notifications are view only, while others require action.

Click on a subject line to view the notification.

Click the **Full List** to access the navigation page. All the notifications will be displayed.

Some notifications do not require action and are for your information only. You must select View All on this page to view these notifications.

**Orders At A Glance:** - Displays the 5 most recent purchase orders.

Click on a PO number link to view the purchase order details.

Click the **Full List** to view the Purchase Orders page.

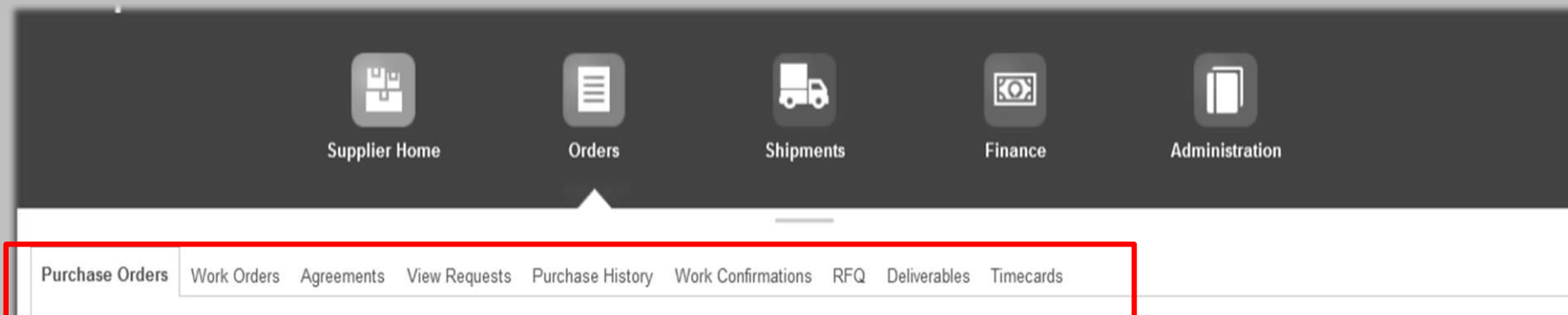
# iSUPPLIER PORTAL

(2) Click on



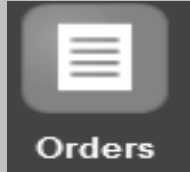
Following Scenarios are handled through iSupplier Portal Orders Tab

1. Review of Purchase Order Document
2. Purchase Order Acknowledgement
3. View Master Sales Agreements
4. View Purchase History
5. Create Work Confirmation against Purchase Order
6. Manage Deliverables



# ISUPPLIER PORTAL

Click on



and then click on **Purchase Orders**

The **Purchase Orders** page is the central page from where you can view and process your Purchase Orders. System will show you Recent Purchase Orders. Supplier shall Select All Purchase Orders to view all the awarded purchase orders.

Click on the Purchase Order Link to view PO Details.

**Purchase Orders** Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

**Purchase Orders** Multiple PO Change Export

**Views**

View Recent Purchase Orders Go Advanced Search

This view displays all the purchase orders approved in last 100 days (Since 23-Mar-2019).

Select Order: Acknowledge Request Cancellation Request Changes View Change History |

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
197001059	0	Bapco	Standard PO		29-Jun-2019 17:30:16	Wafa Abdulla Saleh Al Rowaiei, Mrs.	USD	58,800.00	Open			2
197001055	0	Bapco	Standard PO	RFQ for Hierarchy Testing	18-Jun-2019 16:45:20	Wafa Abdulla Saleh Al Rowaiei, Mrs.	USD	14,000.00	Open			1



# ISUPPLIER PORTAL

Click on



and then click on Agreements

Supplier can search agreement with PO Number or using Advance Search Option or simply click to view all the Master Sales Agreement.

System will display Purchase Orders with the Agreed Amount and Amount Released.

Supplier can Click on the Purchase Order Link to view more PO Details.

Purchase Order released against agreement will be displayed.

The screenshot displays the ISUPPLIER PORTAL interface. At the top, a dark navigation bar contains icons for Supplier Home, Orders (highlighted with a dashed box), Shipments, Finance, and Administration. Below this, a sub-navigation bar includes links for Purchase Orders, Work Orders, Agreements (selected), View Requests, Purchase History, Work Confirmations, RFQ, Deliverables, and Timecards. The main content area is titled "Supplier Agreements" and features an "Export" button. Below the title is a "Simple Search" section with a note: "Note that the search is case insensitive". The search form includes fields for "PO Number", "Global" (a dropdown menu), "Effective-From Date", and "Effective-To Date", each with a calendar icon. "Go" and "Clear" buttons are at the bottom of the search form. Below the search form is a table with the following data:

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status	Edit Agreement
197001036	1	Yes	Test nil report	Bapco Contract Services	Manar Mohamed Salem Mohamed Altehmazi, Mrs.	06-Mar-2019 08:57:35	USD	2,000,000.00	10,000.00	05-Mar-2019	05-Mar-2022	Closed			
197001035	1	Yes	Test Nil value report	Blanket Purchase Agreement	Manar Mohamed Salem Mohamed Altehmazi, Mrs.	06-Mar-2019 08:38:34	USD	2,000,000.00		05-Mar-2019	05-Mar-2022	Closed			

# ISUPPLIER PORTAL

Click on  and then click on Deliverables

System will show you the Deliverables for the Supplier to be Submitted. Supplier shall search Purchase Orders for which he needs to submit some Information or Documents.

Bapco

iSupplier Portal

Home

Star

Settings

Notifications

Logged In As ALEXI@G.COM

Help

Logout

Supplier Home

Orders

Shipments

Finance

Administration

Purchase Orders

Agreements

View Requests

Purchase History

Work Confirmations

RFQ

Deliverables

Manage Deliverables

Search

Deliverable Name

Status

Due Date From

Due Date To

Deliverable Category

Go

Document Type

Contract Number

⚠ Indicates deliverable is overdue

✖ Indicates responsible party failed to perform the deliverable

Deliverable Name	Deliverable Type	Document Type	Contract Number	Party Name	Contact	Due Date	Status	Alert	Update
No Deliverables found.									

# ISUPPLIER PORTAL

Click on



Following Scenarios are handled through iSupplier Portal Shipments Tab

- Review of Delivery Schedules
- Review of Receipts
- Review of Returns
- Review of Overdue Receipts
- Review of On-Time Performance
- Create Quality Result

iSupplier Portal

Supplier Home Orders **Shipments** Finance Administration

Delivery Schedules Receipts Returns Overdue Receipts On-Time Performance Quality

Delivery Schedules

Simple Search


Organization  Item Number   
PO Number  Ship-To Location   
Supplier Item  Promised Date (16-Jun-2019)  
Item Description  Need-By Date (16-Jun-2019)

Go Clear

Advanced Search

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
No search conducted.														

# ISUPPLIER PORTAL

3) Click on  and then click on **Delivery Schedules**

Supplier can search with PO Number, Promised Date or using Advance Search Option or simply click Go To view all the Purchase Order.  
System will display information of the PO Number, Quantity Ordered, Quantity Received, Need-By Date.  
Supplier Can Click on the PO Number or Quantity Received to see further details.

Delivery Schedules

ReceiptsReturnsOverdue ReceiptsOn-Time PerformanceQuality

Delivery Schedules

Export

Simple Search

Advanced Search

Organization

Item Number

PO Number

Ship-To Location

Supplier Item

Promised Date

Item Description

Need-By Date

Go

Clear

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
No search conducted.														

# ISUPPLIER PORTAL

Click on



and then click on

**Receipts**

Under Receipts, supplier can view items received by Bapco through the Oracle application. Both simple and advanced search can be performed for Receipt transactions.

Supplier can search with PO Number, Receipt Number or using Advance Search Option or simply click Go To view all the Receipts.

System will display information of the Receipts, PO Number.

Supplier Can Click on the Receipt Number or PO Number to see further details.

The screenshot displays the Bapco iSupplier Portal interface. At the top, the Bapco logo and "iSupplier Portal" text are on the left, while navigation icons (home, star, settings, notifications) and a login status "Logged In As 3M@3M.COM" are on the right. Below this is a dark navigation bar with icons for "Supplier Home", "Orders", "Shipments" (highlighted with a dashed box and an arrow), "Finance", and "Administration".

The main content area features a tabbed interface with "Receipts" selected. Other tabs include "Delivery Schedules", "Returns", "Overdue Receipts", "On-Time Performance", and "Quality". Below the tabs is a "View Receipts" section with an "Export" button. Underneath is a "Simple Search" section with an "Advanced Search" button. The search form contains the following fields:

Receipt Number <input type="text"/>	Organization <input type="text"/>
PO Number <input type="text"/>	Item Number <input type="text"/>
<small>(example : 1234)</small>	Supplier Item <input type="text"/>
Release Number <input type="text"/>	Item Description <input type="text"/>
<small>(example : 1234-2)</small>	Receipt Location <input type="text"/>
Shipment Number <input type="text"/>	
Shipped Date <input type="text" value="(16-Jun-2019)"/>	

At the bottom of the search form are "Go" and "Clear" buttons.

# ISUPPLIER PORTAL

Click on  and then click on **Returns**

Under Returns, users can view returned items from Bapco which were processed through the Oracle application. Both simple and advanced search can be performed for Return. Supplier can search with PO Number, Receipt Number or using Advance Search Option or simply click To view all the Returns. System will display information of the Receipts, PO Number, and Return Date. Supplier Can Click on the Receipt Number or PO Number to see further details. System will display the Receipt Creation Date, Quantity Ordered, Net Received and Quantity Returned.

Delivery Schedules

Receipts

Returns

Overdue Receipts

On-Time Performance

Quality

Returns Summary

Export

Simple Search

Advanced Search

Note that the search is case insensitive

Organization

PO Number

Receipt Number

Shipment Number

RMA Number

Item

Supplier Item

Item Description

Go

Clear

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
No search conducted.														

# ISUPPLIER PORTAL

Click on  and then click on **On-Time Performance**

Supplier can search with PO Number, Delivery Due Date or using Advance Search Option or simply click **Go** To view all the Overdue Receipts.  
System will display information of the PO Number, Due Date, Quantity Ordered, Quantity Received, Delivery Status, etc.  
Supplier Can Click on the Receipt Number or PO Number to see further details.

Delivery Schedules

Receipts

Returns

Overdue Receipts

On-Time Performance

Quality

On-Time Performance

Export

Simple Search

Note that the search is case insensitive

Advanced Search

Organization

Due Date

Receipt Number

Supplier Item

Delivery Status

PO Number

Shipment Number

Item

Waybill/Airbill Number

Go

Clear

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delivery Status	Configuration Id
No search conducted.														

# ISUPPLIER PORTAL

Click on  and then click on **Quality**

Supplier can search with PO Number for which he is required to submit the Mandatory Pre-Receiving certificates before shipping the product. Click **Go**  
To view all the Purchase Order and Item for which you need to submit Pre-Receiving Certificates.

Delivery Schedules

Receipts

Returns

Overdue Receipts

On-Time Performance

Quality

Quality Shipments

Simple Search

Advanced Search

Note that the search is case insensitive

PO Number

Shipment Number

Supplier Item

Item

Go

Clear

PO Number	PO Line	Shipment Number	Supplier Item	Item	Item Revision	Description	UOM	Quantity Ordered	Quality Plans
No search conducted.									



# ISUPPLIER PORTAL

4) Click on **Finance**



iSupplier Finance Tab allow supplier to view an Invoice online to the buying company based on the purchase order lines fulfilled. Supplier can track the Status of the Payments and Invoice submitted.

- (a) **View Invoices** : Supplier can search with Invoice Number, Invoice Amount or using Advance Search Option or simply click at Go to view all invoices.
- (b) **View Payments** : Supplier can search with Invoice Number, Payment Amount, PO Number or using Advance Search option or simply click at Go

Bapco

iSupplier Portal

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Logged In As 3M@3M.COM

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Supplier Home

Orders

Shipments

Finance

Administration

View Invoices

View Payments

View Invoices

Export

Simple Search

Advanced Search

Invoice Number

PO Number

Release Number

Payment Number

Invoice Status

Payment Status

Invoice Amount From

Amount Due From

Invoice Date From

Due Date From

To

To

To

To

To

Go

Clear

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	Netted Amount	Reckoning Currency	Netting Report	Discount Date	Available Discount
No search conducted.																				

# ISUPPLIER PORTAL

## 5) Click on Administration Tab

**Supplier Profile Management** enables you to manage key profile details used to establish or maintain a business relationship with the buying company. This profile information includes address information, names of main contacts, user accounts (if you have the Supplier Profile and User Management responsibility), business classifications, banking details, and category information about the goods and services you are able to provide to the buyer.

You benefit from managing your profile yourself. Supplier Profile Management enables you to effectively represent yourself to the buying company and update your profiles details as necessary, making important information accurate.

The screenshot displays the iSupplier Portal interface. The top navigation bar includes the Babco logo, the text 'iSupplier Portal', and a user status indicator 'Logged In As 3M@3M.COM'. Below this, a secondary navigation bar features icons for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration', with the 'Administration' icon highlighted by a dashed box. The main content area is titled 'Profile Management' and contains a sidebar with a list of management categories: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The 'General' category is selected, showing a form with the following fields: Organization Name (3M UNITED KINGDOM LTD.), Supplier Number (V10002), DUNS Number, Tax Registration Number, Alias, Taxpayer ID, Parent Supplier Name, and Country of Tax Registration. Below these fields are sections for 'Attachments' and 'Search'. The 'Search' section includes a note that the search is case insensitive, a text input field for 'Title', a 'Go' button, and a link to 'Show More Search Options'. At the bottom, there is an 'Add Attachment...' button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
-------	------	-------------	----------	-----------------	--------------	-------	--------	--------	--------------------



## 5) Administration Tab

Following Profile Management are handled through iSupplier Portal Admin Tab :-

1. **General and Attachment:** Supplier can add Attachments whenever any document is requested by Supplier Administrator or to update latest Business Certificates
2. **Organization :** Supplier can update Organization information and Supplier Additional Information Fields.
3. **Address Book :** Supplier can create/update address book.
4. **Contact Directory :** Supplier can create/update Contact Directory.
5. **Business Classifications :** Supplier can update existing Business Classifications. Supplier should select the Applicable checkbox, update the Classifications Details and then click Save Button.
6. **Banking Details :** Supplier can Add/ Update existing Products & Services. Supplier will Add/ Remove Products and Services.

**Note: Any changes in points number 3,4,5,6 will go for the approval of the Supplier Administrator.**

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# HELP AND SUPPORT



The Supplier Help Desk is your first point of contact  
and we will support you with queries.

**Email:** [ISUPPLIERSUPPORT@BAPCO.NET](mailto:ISUPPLIERSUPPORT@BAPCO.NET)

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THANK YOU

