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# ISUPPLIER USER GUIDE

5TH MAY 2019



# AGENDA

About iSupplier

Benefit of iSupplier

Accessing the iSupplier Portal

iSupplier Portal Login

iSupplier Home Page

Add to Favorite

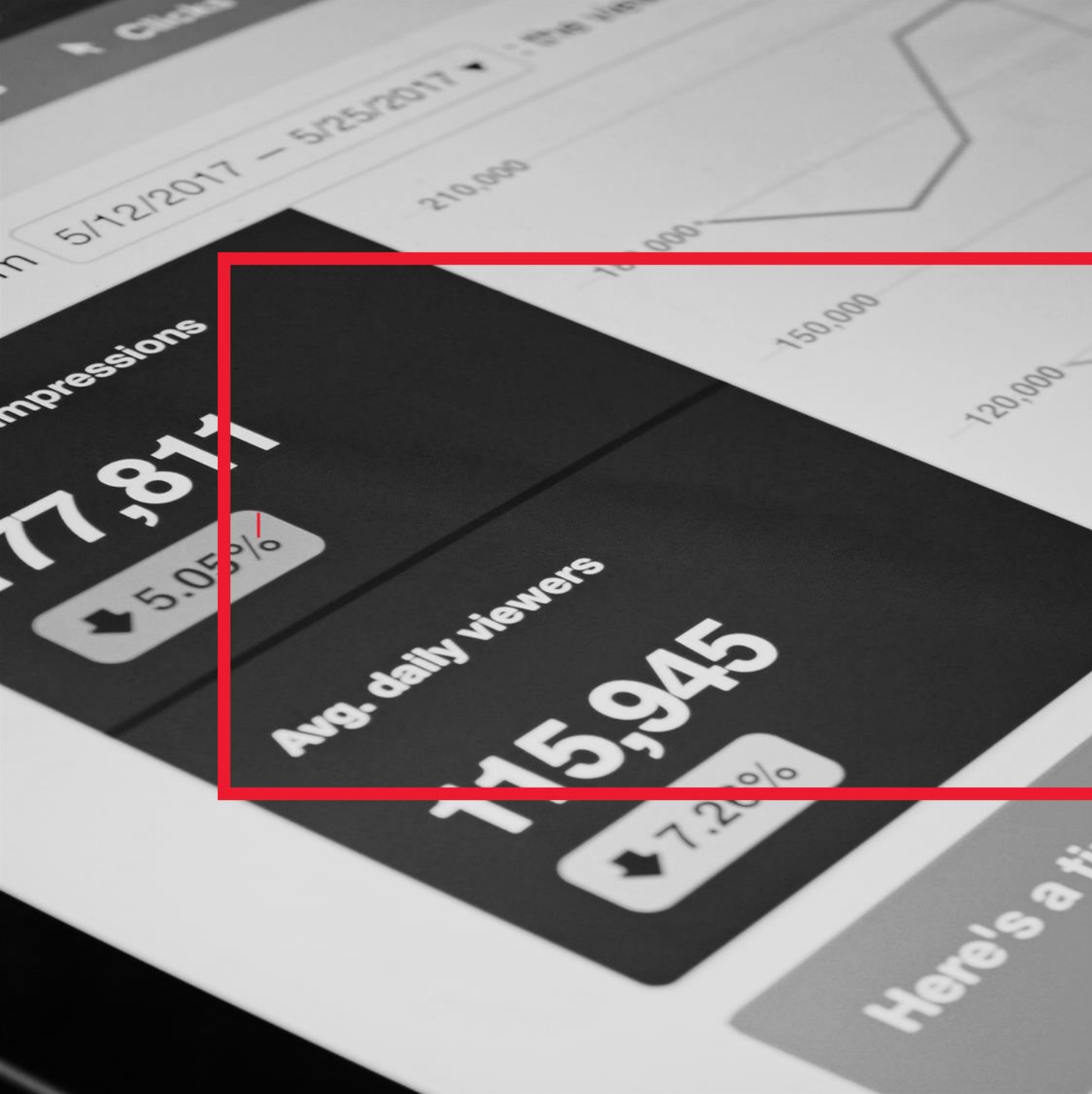
Sourcing Supplier

Create Quote (for RFQ-Material) without Tender Fee

Create Quote (for RFQ-Services) with Tender Fee

iSupplier Portal Full Access

# ABOUT iSUPPLIER



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# ABOUT ISUPPLIER

- ✓ The iSupplier Portal is a component of the Oracle E-Business Solution.
- ✓ Supplier Portal provides “Sourcing Supplier” module where a supplier will receive request from Bapco and create quotation for RFQ.
- ✓ Oracle iSupplier Portal is a communication tool that enables Bapco and its suppliers to communicate with each other throughout the procure-to-pay process.



# BENEFITS OF SUPPLIER



# BENEFITS OF ISUPPLIER

THERE ARE SEVERAL BENEFITS OF USING ISUPPLIER PORTAL:

- ✓ Offers suppliers an integrated experience by providing access to purchase orders (POs), Work Confirmation, Agreement, invoices, payments, submission of Test Certificate etc in one location.
- ✓ It is available 24 hours a day, 7 days a week (24x7).
- ✓ 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.

- ✓ Pay Tender Fee online (if applicable) while creating Quotes.
- ✓ Work Completed can be submitted online.
- ✓ See when your invoices are scheduled to be paid.
- ✓ Enhances the visibility of the transactions that occur between Bapco and its suppliers.
- ✓ Update your Communication/Bank Details/Company Profile/Product & Services etc directly within the portal.

# ACCESSING ISUPPLIER PORTAL



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# ACCESSING ISUPPLIER PORTAL

Before you login the Bapco iSupplier portal, you **must**:

- ✓ Be registered as a Supplier to Bapco
- ✓ Sign and stamp the iSupplier Agreement available under below link and email to  
[ISUPPLIERSUPPORT@BAPCO.NET](mailto:ISUPPLIERSUPPORT@BAPCO.NET)  
<https://www.bapco.net/en/page/doing-business-with-us/>
- ✓ Once you have registered as a Supplier and submitted the required documents, you will receive a notification containing access instructions, your login credentials (username and password). At your first login, you will be prompted to select your two-factor authentication method and a new password.

# ISUPPLIER

## PORTAL LOGIN

To login to the iSupplier portal, follow the steps below:

1

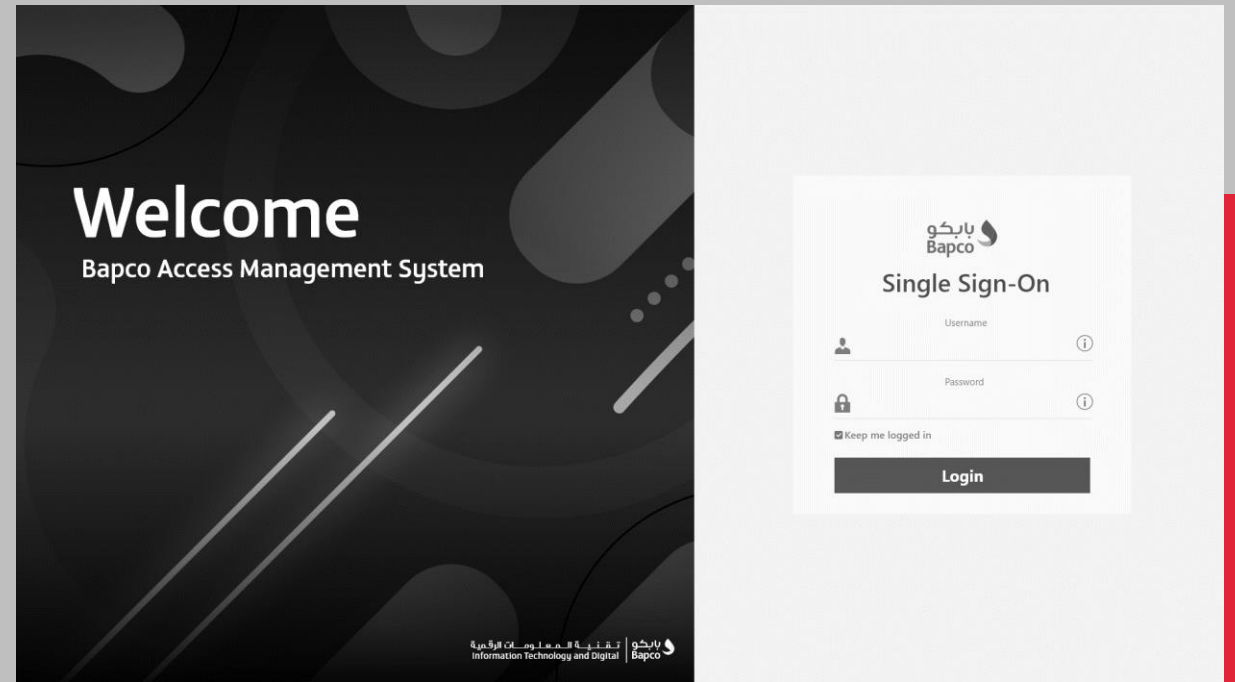
Access the iSupplier webpage using the URL given to you. This will take you to the Bapco Access Management system.

2

Enter your UserName (as your email id provided with your supplier registration) and the Password you received from the Bapco Identity management system

3

Click the “Login” button. If this your first login, you will be next prompted to choose your preferred authentication method.



# ISUPPLIER PORTAL LOGIN

At your first login, please select your preferred two-factor authentication method:

4

Select the Authentication method:

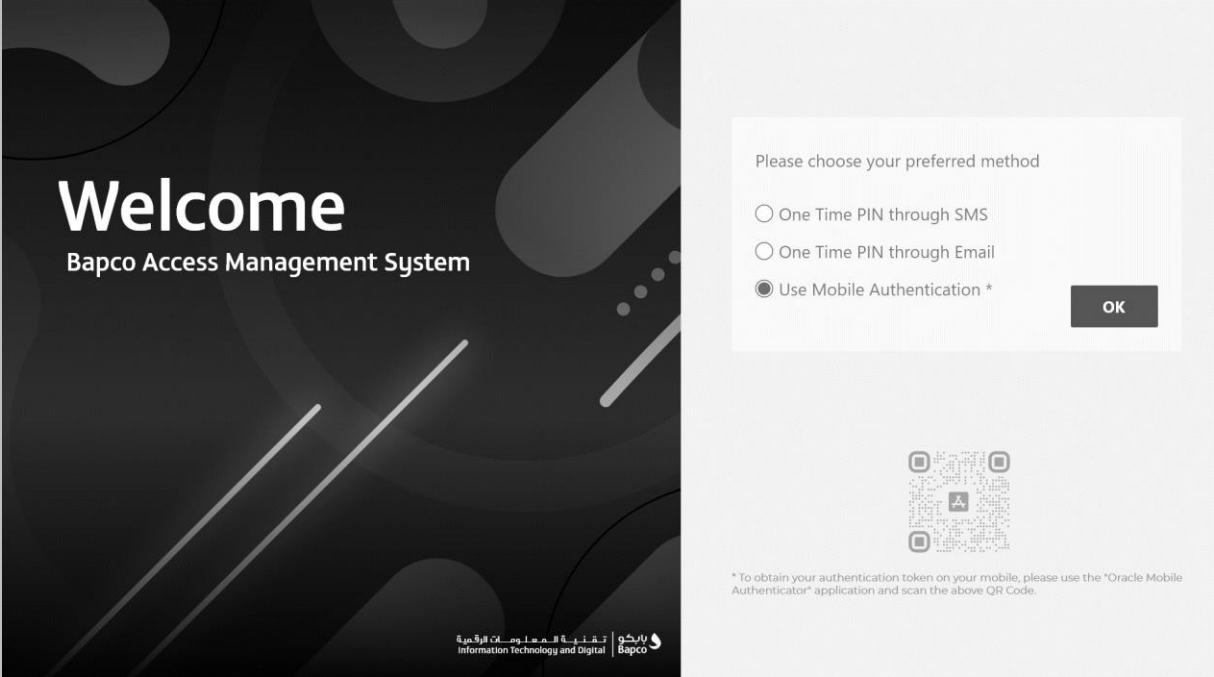
- SMS – select this option to have the authentication token delivered via SMS to your registered mobile phone number;
- Email – select this option to have the authentication token delivered via SMS to your registered mobile phone number
- Mobile Authentication – select this option for mobile authentication via the Oracle Mobile Authenticator app

5

Click “OK” to confirm

6

At each login, you will receive a security code (token) as per your selected option; once the correct token is entered, you will be able to access the iSupplier Portal.



Welcome  
Bapco Access Management System


Please choose your preferred method

☐ One Time PIN through SMS

☐ One Time PIN through Email

☒ Use Mobile Authentication \*

OK



\*To obtain your authentication token on your mobile, please use the "Oracle Mobile Authenticator" application and scan the above QR Code.

باصكو | تكنولوجيا المعلومات والاتصالات  
Bapco | Information Technology and Digital

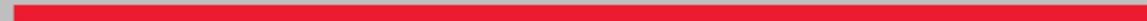


**CONGRATULATIONS!!**

**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

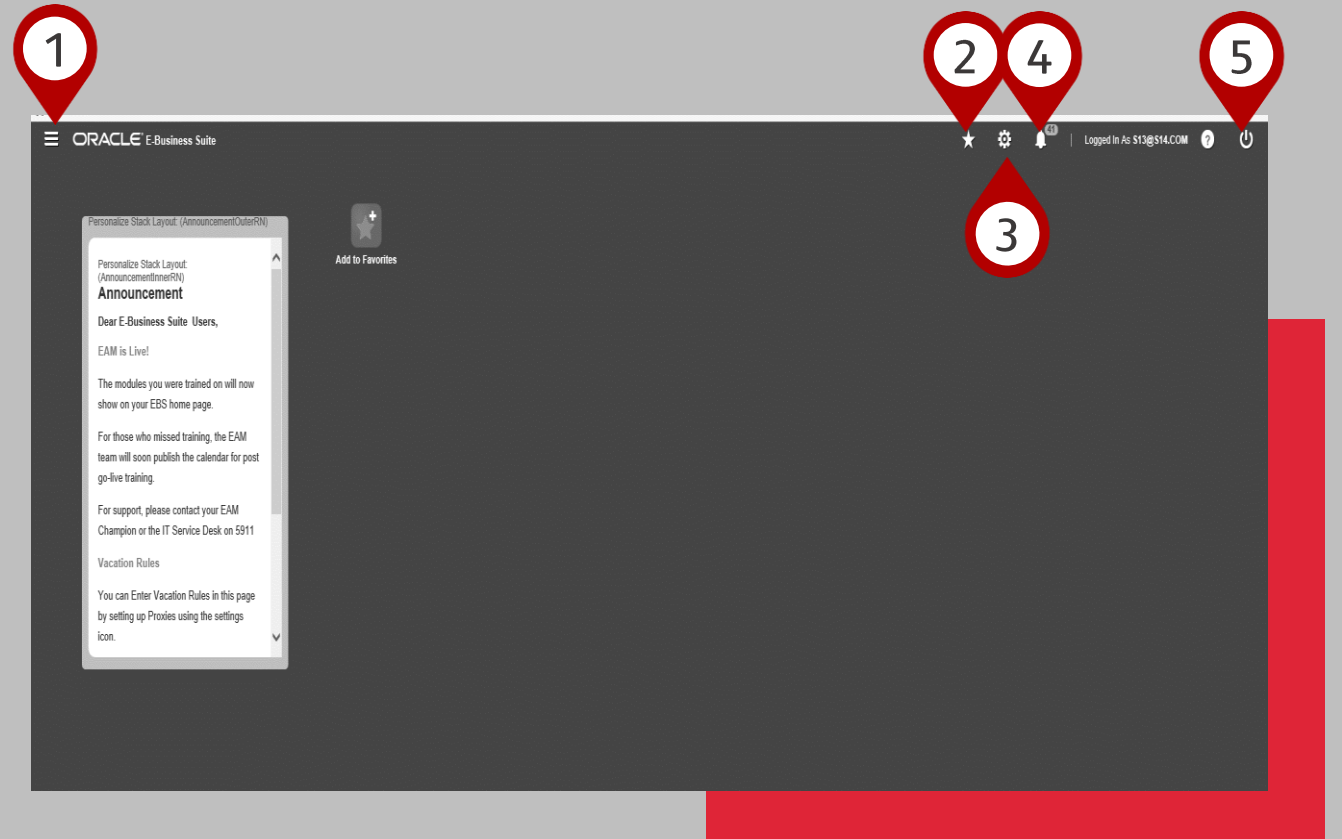
Setting : Here user can change current setting.

4

Notification: It displays your most recent notifications.

5

Logout Button: Click here to logout the application





# ISUPPLIER

## 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

ORACLE E-Business Suite

Manage Favorites

Search for Functions

Personalize "Search for Functions"

Function Prompt

Description

Responsibility

BAP Sourcing Supplier

Go

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

Select Functions: Add to Favorites

Function Prompt

Description

Menu Hierarchy

Responsibility

Sourcing Home Page

Users can access supplier negotiations home page.

Sourcing

BAP Sourcing Supplier

Worklist

Advanced workflow worklist

Sourcing

BAP Sourcing Supplier

Inspect MDS Contents

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

Up

Down

Favorite

Description

Responsibility

URL

Open in New Window

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"

Sourcing Home Page (Sourcing)

Home Page (BAP iSupplier Port...

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.

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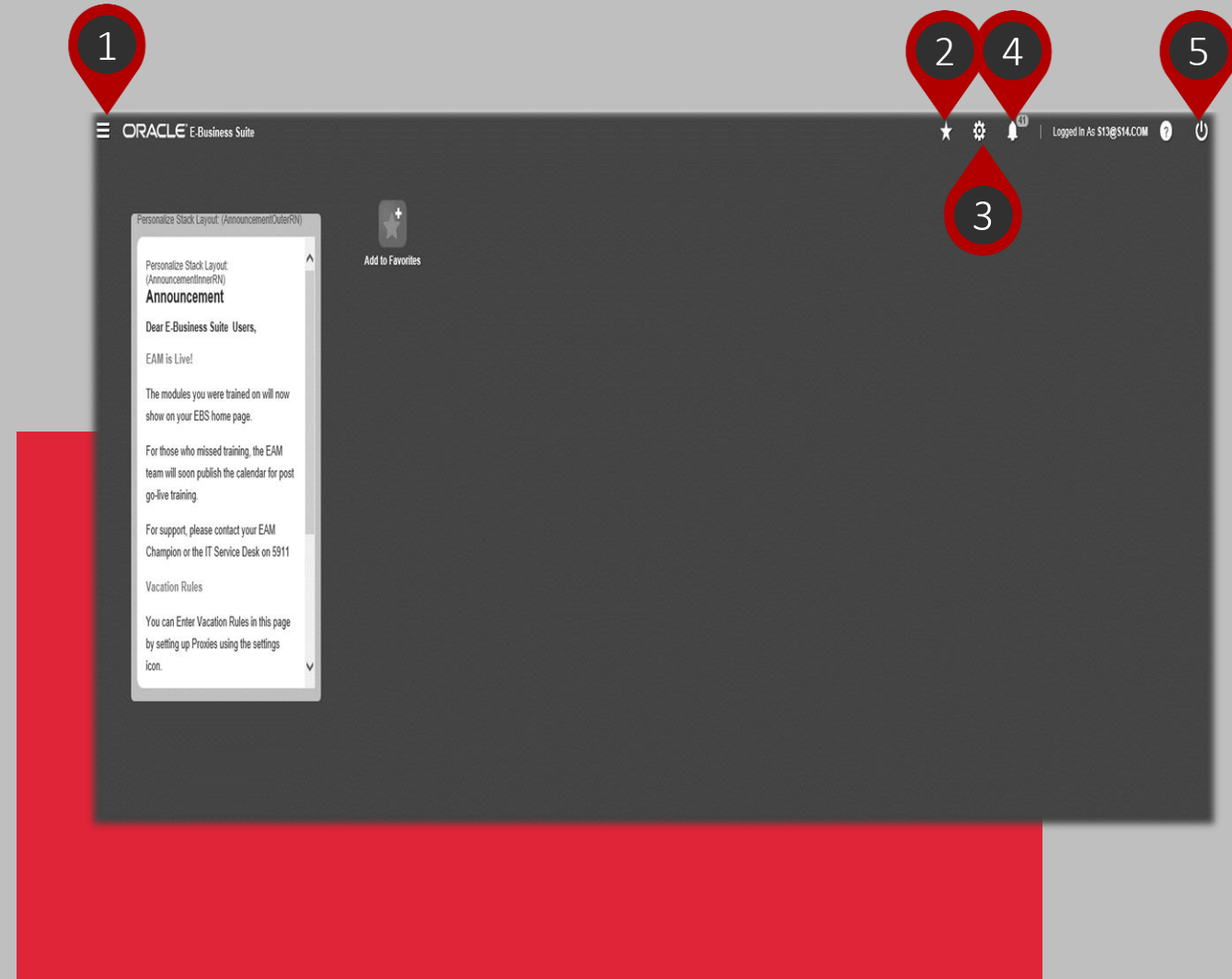
Setting : Here user can change current setting.

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Notification: It displays your most recent notifications.

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Logout Button: Click here to logout the application



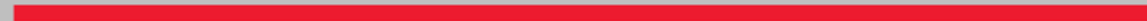


**CONGRATULATIONS!!**

JUST NOW YOU HAVE LEARNED, HOW TO GET PORTAL  
HOME PAGE AND CREATE ADD TO FAVORITES.

**NEXT TOPIC:**

HOW TO SEE ALL RFQ USING SOURCING SUPPLIER PAGE.



# ISUPPLIER

## SOURCING SUPPLIER

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.

Find: 24343,4 Previous Next Options

ORACLE Sourcing

Home Star Settings Notifications 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

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"/>	24344,1	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:  
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

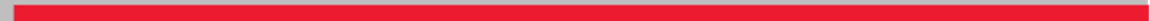


**CONGRATULATIONS!!**

**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

24343,4

Go

Welcome, Supplier1.

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
No results found.								

Your Company's Open Invitations

Full List

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

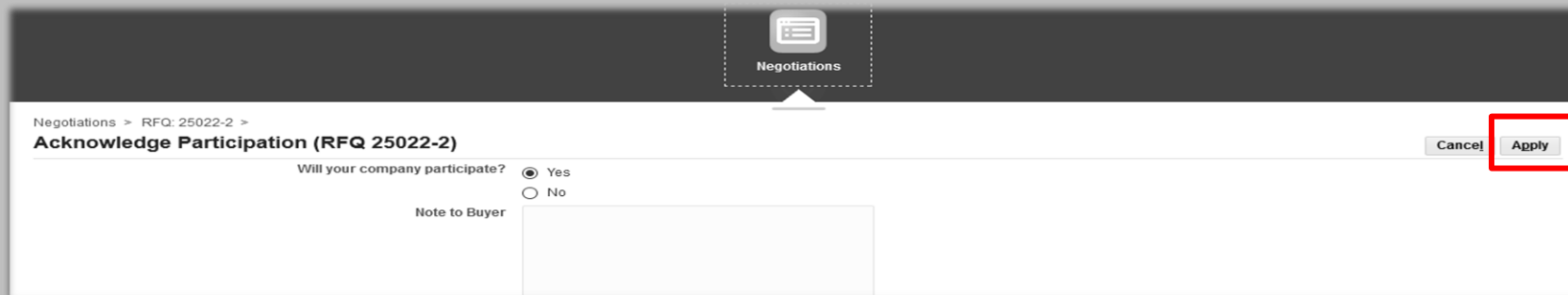
Open Date 30-Jun-2019 14:35:07  
Close Date 05-Jul-2019 11:54:14

Header Lines Controls Contract Terms

Buyer Wafa Abdulla Saleh Al Rowaiei, 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

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.

Negotiations

Negotiations >  
**RFQ: 25022-2**

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

Actions Online Discussions

Header Lines Controls Contract Terms

Buyer: Wafa Abdullah Saleh Al Dawsari Outcome: Standard Purchase Order

# 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

The screenshot shows the 'Negotiations' section of the ISUPPLIER interface. At the top, there's a 'Negotiations' header with a list icon. Below it, the breadcrumb 'Negotiations > RFQ: 25022-2 >' is visible. The main heading is 'Online Discussions (RFQ 25022-2)' with a star icon. To the right are 'Cancel' and 'Printable Page' buttons. Below the heading, there's a summary: 'Title: RFI for Testing', 'Status: Active (Locked)', 'Time Left: 2 days 22 hours', 'Open Date: 30-Jun-2019 14:35:07', and 'Close Date: 05-Jul-2019 11:54:14'. The 'Messages' section is below, featuring a 'New Message' button (highlighted with a red box) and a table of messages.

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
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,	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

Header

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

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

Requirements

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

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)

[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.								

#### 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.

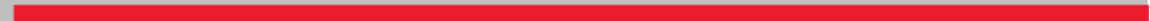


**CONGRATULATIONS!!**

**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 Bell 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.



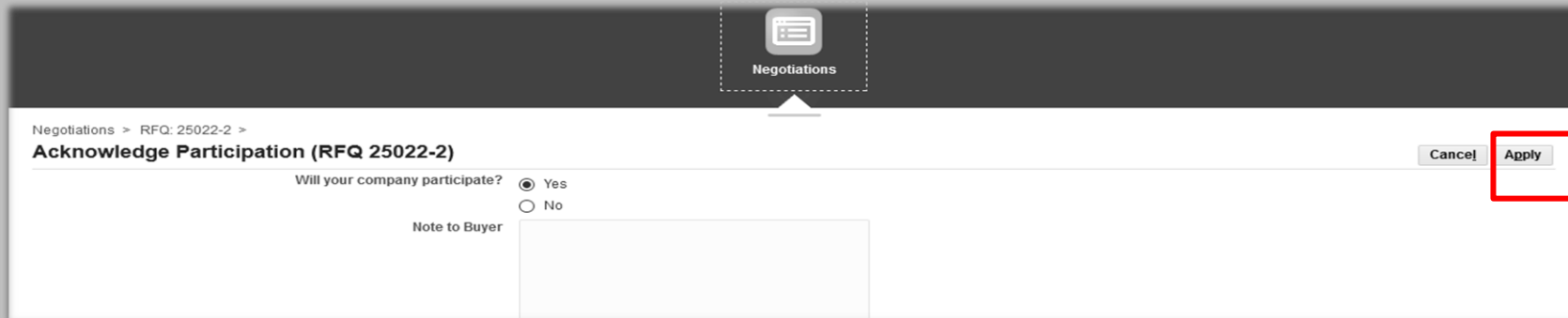
The screenshot shows the 'Negotiations' section for RFQ: 25022-2. The 'Actions' dropdown menu is open, showing 'Acknowledge Participation' selected, and the 'Go' button is highlighted with a red box. The page displays the following information:

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

Header | Lines | Controls | Contract Terms

Buyer: Wafa Abdulla Saleh Al Rowalei, Outcome: Standard Purchase Order

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



The screenshot shows the 'Acknowledge Participation (RFQ 25022-2)' page. The 'Will your company participate?' section shows 'Yes' selected, and the 'Apply' button is highlighted with a red box. The page displays the following information:

Will your company participate? ☒ Yes ☐ No

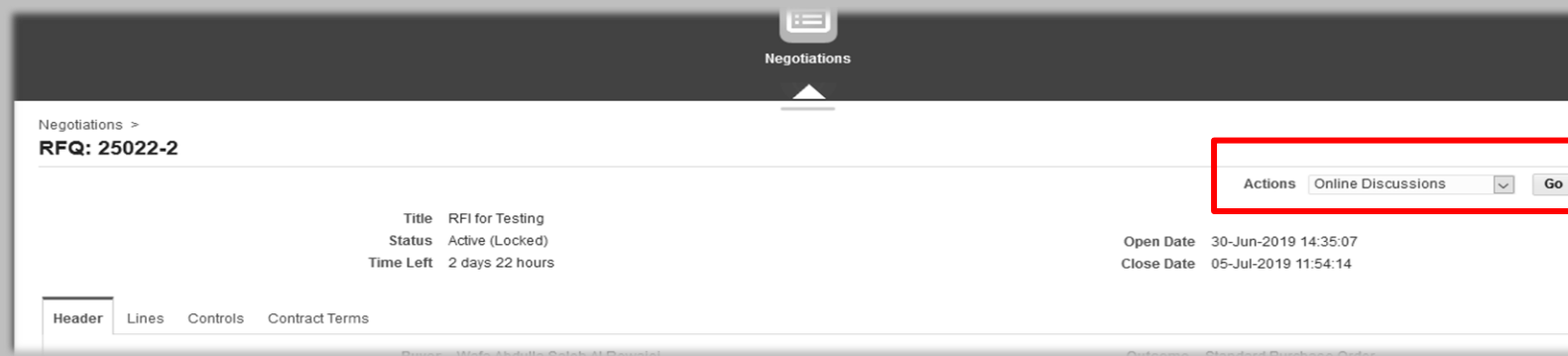
Note to Buyer

# ISUPPLIER

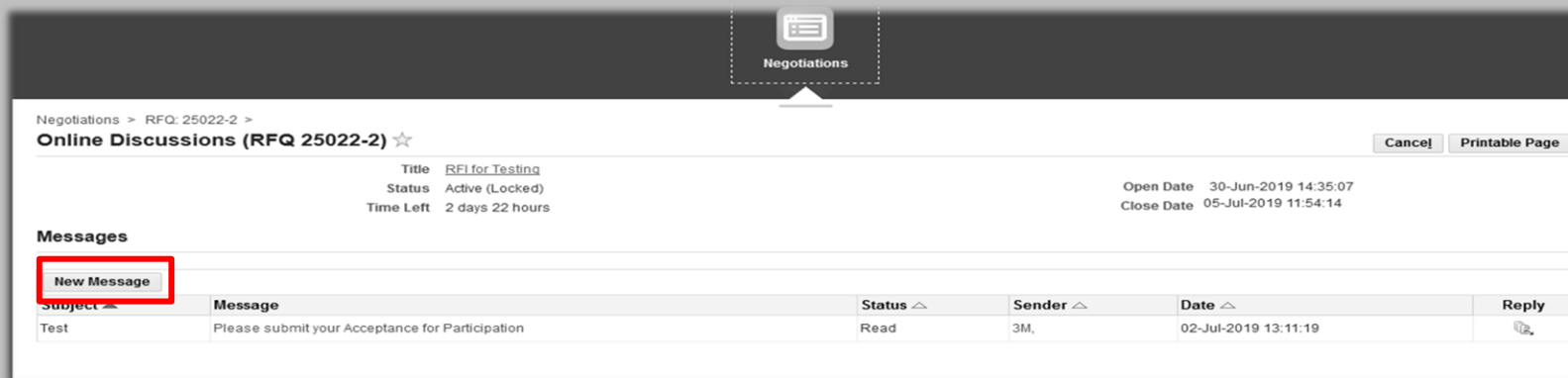
## CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(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)**

Title: RFQ for Testing

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

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

**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:Wafa.ALROWAIE@BAPCO.NET">Wafa.ALROWAIE@BAPCO.NET</a>
Price Precision Any	Supplier R.B. HILTON LIMITED
	Supplier Site

**Lines**

Quote Total (USD)

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

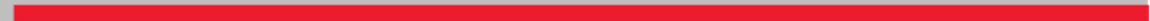


**Congratulations!!**

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

Supplier Home

Orders

Shipments

Finance

Administration

Search PO Number  Go

Notifications

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 18:46:48
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

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.

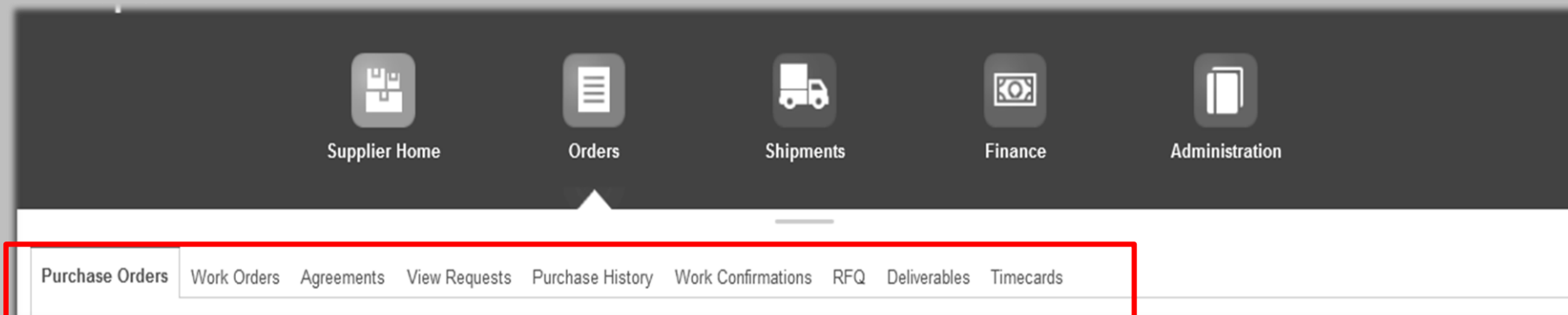
# iSUPPLIER PORTAL

(2) Click on



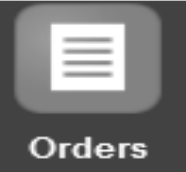
Following Scenarios are handled through iSupplier Portal Orders Tab

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.

Supplier Home

Orders

Shipments

Finance

Administration

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 a "Simple Search" section with a note that the search is case insensitive. The search fields include PO Number, Global (dropdown), Effective-From Date, and Effective-To Date, with "Go" and "Clear" buttons. An "Advanced Search" button is also present. Below the search section is a table of agreements.

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	1		

# 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.									

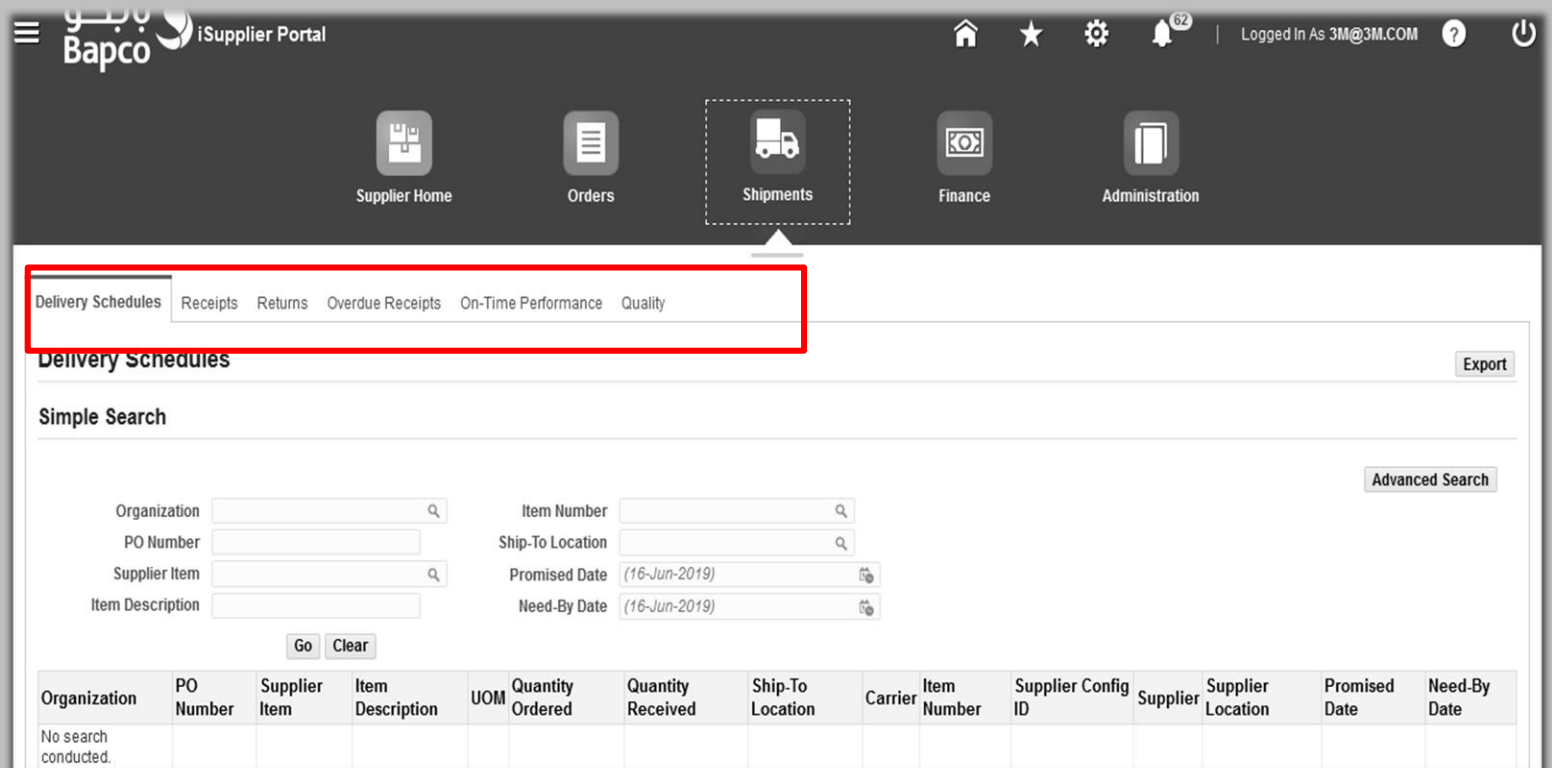
# ISUPPLIER PORTAL

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** Export

Simple Search


Advanced 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

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

(16-Jun-2019)

Item Description

Need-By Date

(16-Jun-2019)

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

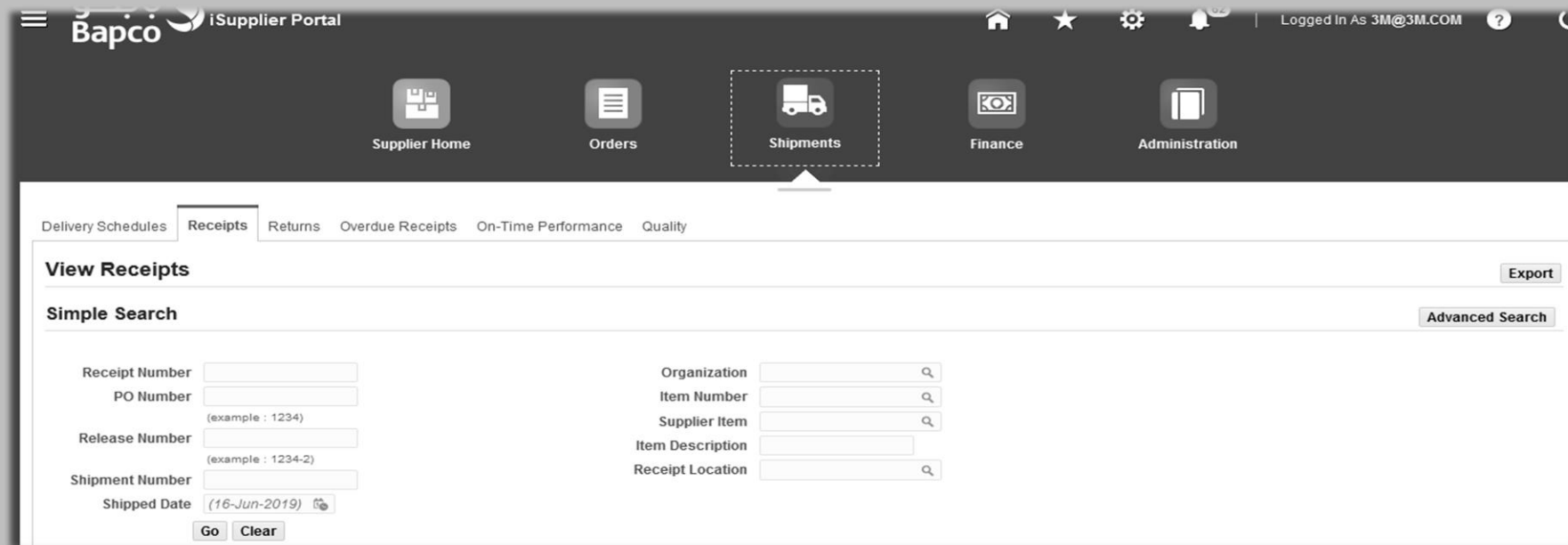
**Receipts**

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 shows the Bapco iSupplier Portal interface. At the top, there's a header with the Bapco logo, "iSupplier Portal", and user information "Logged In As 3M@3M.COM". Below the header is a navigation bar with icons for "Supplier Home", "Orders", "Shipments" (highlighted with a dashed box and an arrow), "Finance", and "Administration". Under the "Shipments" icon, a sub-menu is visible with tabs: "Delivery Schedules", "Receipts" (selected), "Returns", "Overdue Receipts", "On-Time Performance", and "Quality". The main content area is titled "View Receipts" and includes an "Export" button. Below this is a "Simple Search" section with an "Advanced Search" button. The search form contains several input fields: "Receipt Number", "PO Number" (with an example "1234"), "Release Number" (with an example "1234-2"), "Shipment Number", "Shipped Date" (with a date picker set to "16-Jun-2019"), "Organization", "Item Number", "Supplier Item", "Item Description", and "Receipt Location". Each field has a search icon. 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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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 Bapco logo, the text 'iSupplier Portal', and user information 'Logged In As 3M@3M.COM'. Below this is a secondary navigation bar with icons for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration'. The 'Administration' tab is selected and highlighted with a dashed border. 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 active, showing a form with fields for Organization Name (3M UNITED KINGDOM LTD.), Supplier Number (V10002), DUNS Number, Tax Registration Number, Taxpayer ID, Parent Supplier Name, and Country of Tax Registration. Below the form is an 'Attachments' section with a search bar and a 'Go' button. 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
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## **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

