

Oracle i-Supplier Profile Management

USER GUIDE

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 1 of 34

Contents

1	Introduction	3
1.2	List of Abbreviations.....	4
2	Supplier Profile Management.....	5
2.1	Create or Update Address Book.....	5
2.2	Create or Update Contact Directory	9
2.2.1	Approve Contact Request	18
2.3	Create or Update Business classification	23
2.4	Create or Update Product and Services	26
2.5	Update Lenience which Expired.....	31
3	View Supplier Performance Score.....	Error! Bookmark not defined.
3.1	View Supplier Performance Score.....	Error! Bookmark not defined.

1 Introduction

This document is prepared based on the business scenarios covered for supplier to use I-Supplier Portal to update their information electronically.

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 3 of 34

1.2 List of Abbreviations

Acronym	Description
(B)	Button
LOV	List of Values
(T)	Tab

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 4 of 34

2 Supplier Profile Management

This process involves to update to date Supplier profile as per the requirement of Nama Group and it's subsidiaries.

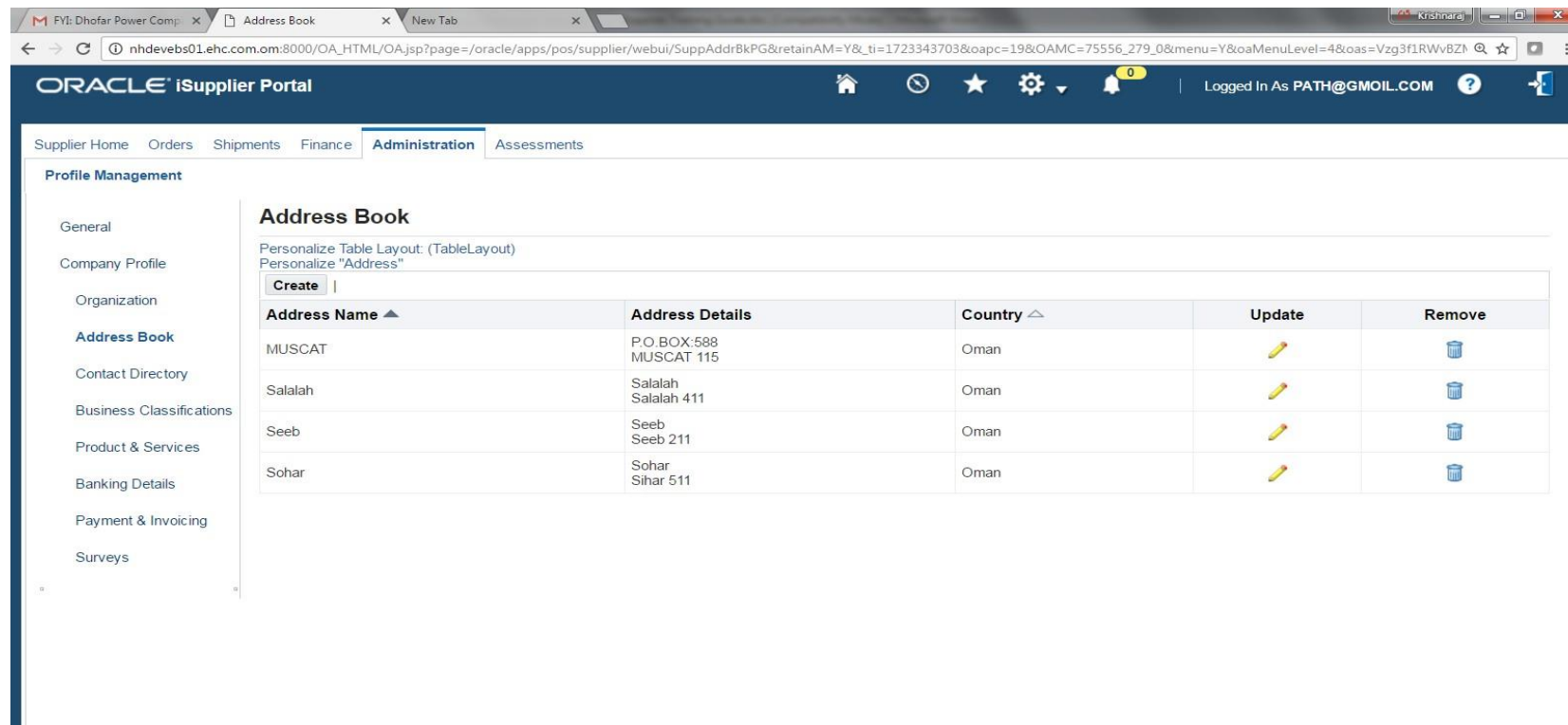
2.1 Create or Update Address Book

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Address Book

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 5 of 34

Step	Action
1.	Click the Create (B)



The screenshot shows the Oracle iSupplier Portal interface. The user is logged in as PATH@GMOIL.COM. The navigation menu includes Supplier Home, Orders, Shipments, Finance, Administration (selected), and Assessments. The left sidebar shows Profile Management options: General, Company Profile, Organization, Address Book (selected), Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys.

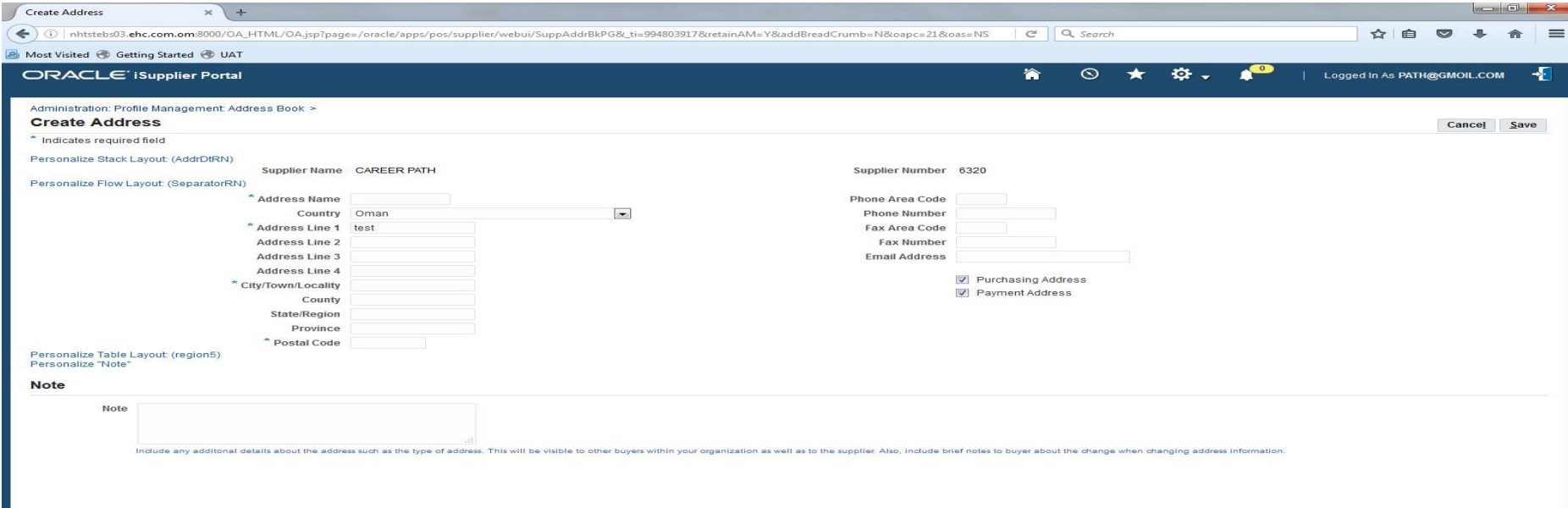
Address Book

Personalize Table Layout: (TableLayout)
Personalize "Address"

[Create](#) |

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

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



Administration: Profile Management: Address Book >
Create Address Cancel Save

* Indicates required field

Personalize Stack Layout: (AddrDIRN)

Supplier Name CAREER PATH Supplier Number 6320

Personalize Flow Layout: (SeparatorRN)

* Address Name Phone Area Code
 Country Oman Phone Number
 * Address Line 1 test Address Line 2 Fax Area Code
 Address Line 3 Address Line 4 Fax Number
 * City/Town/Locality Email Address
 County Purchasing Address
 State/Region Payment Address
 Province
 * Postal Code

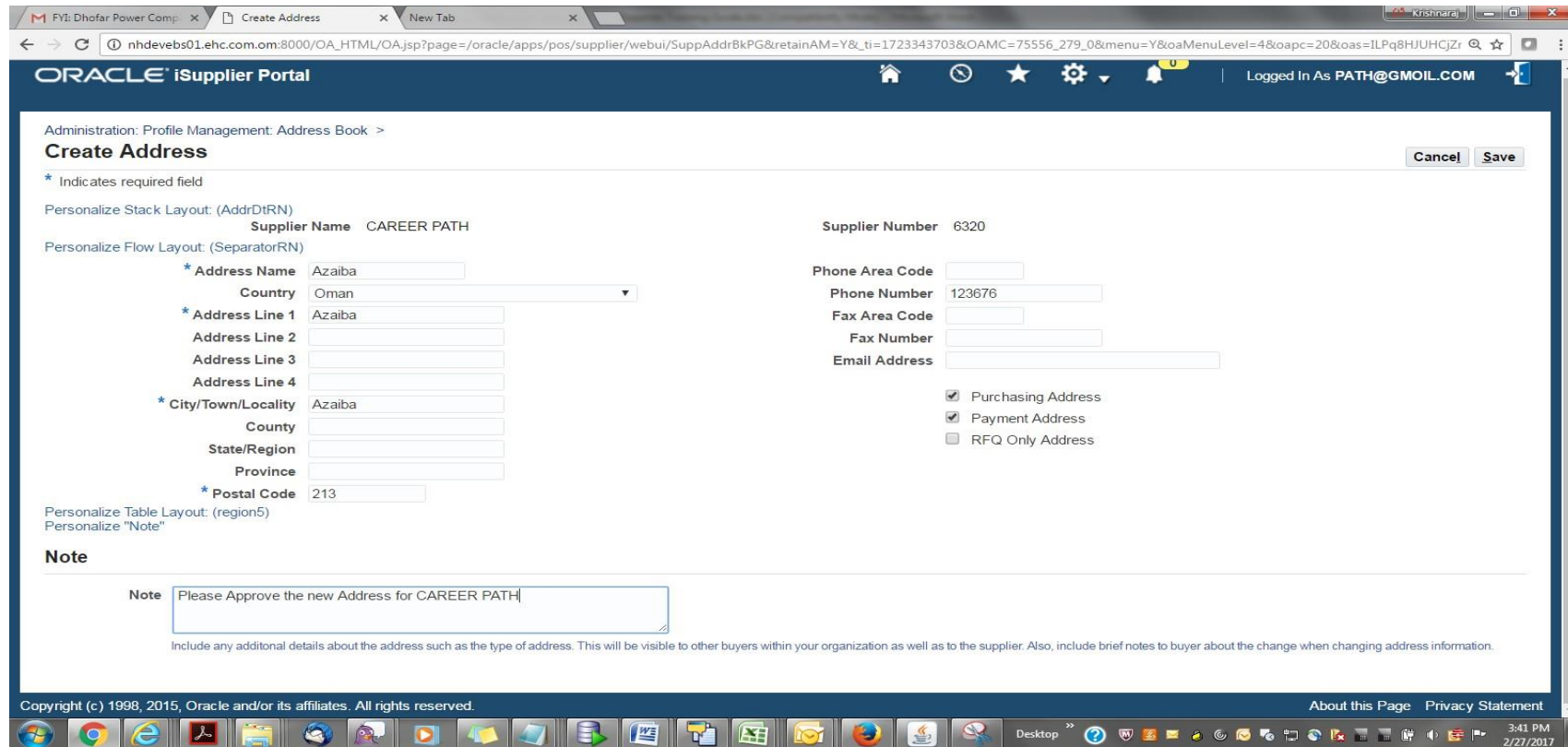
Personalize Table Layout: (region5)
 Personalize "Note"

Note

Note

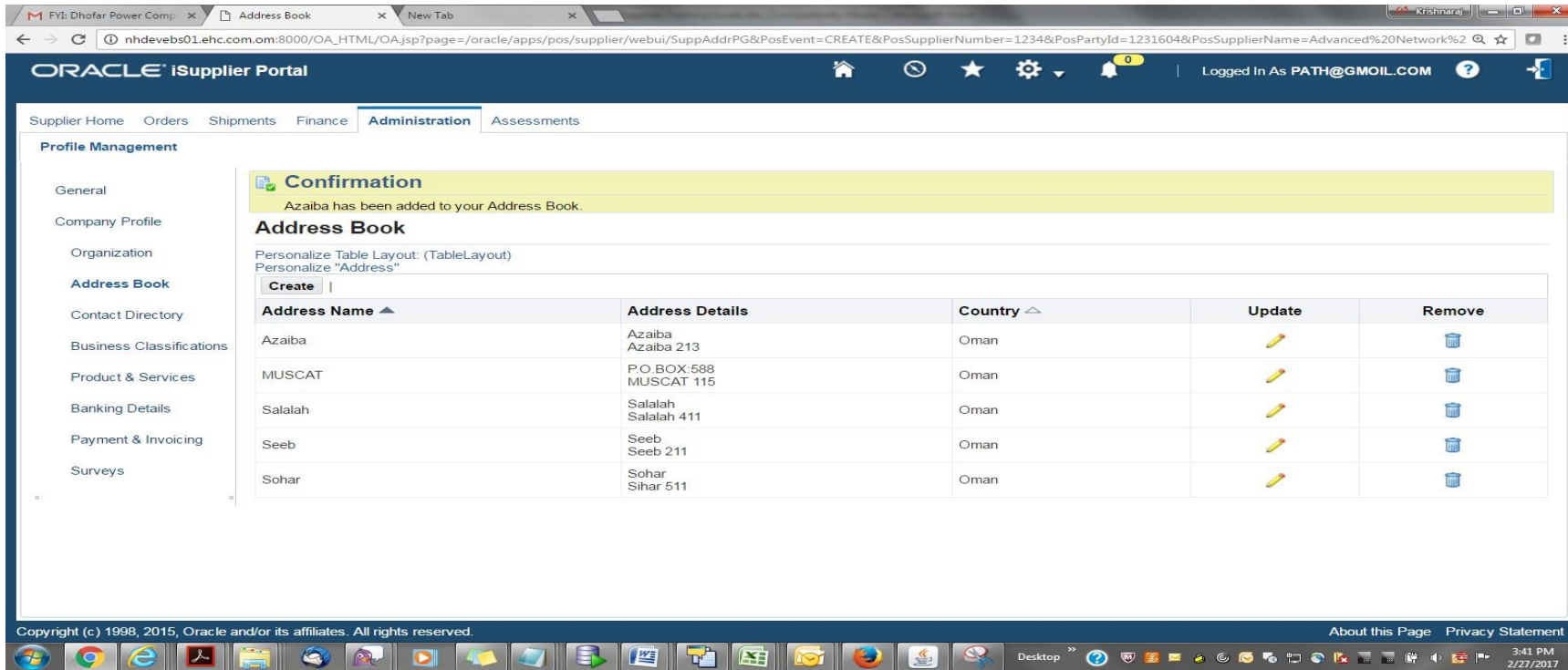
Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 6 of 34



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

Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 7 of 34
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The screenshot shows the Oracle iSupplier Portal interface. A confirmation message states: "Confirmation: Azaiba has been added to your Address Book." Below this, the "Address Book" section is visible, containing a table with the following data:

Address Name	Address Details	Country	Update	Remove
Azaiba	Azaiba Azaiba 213	Oman		
MUSCAT	P.O.BOX:588 MUSCAT 115	Oman		
Salalah	Salalah Salalah 411	Oman		
Seeb	Seeb Seeb 211	Oman		
Sohar	Sohar Sihar 511	Oman		

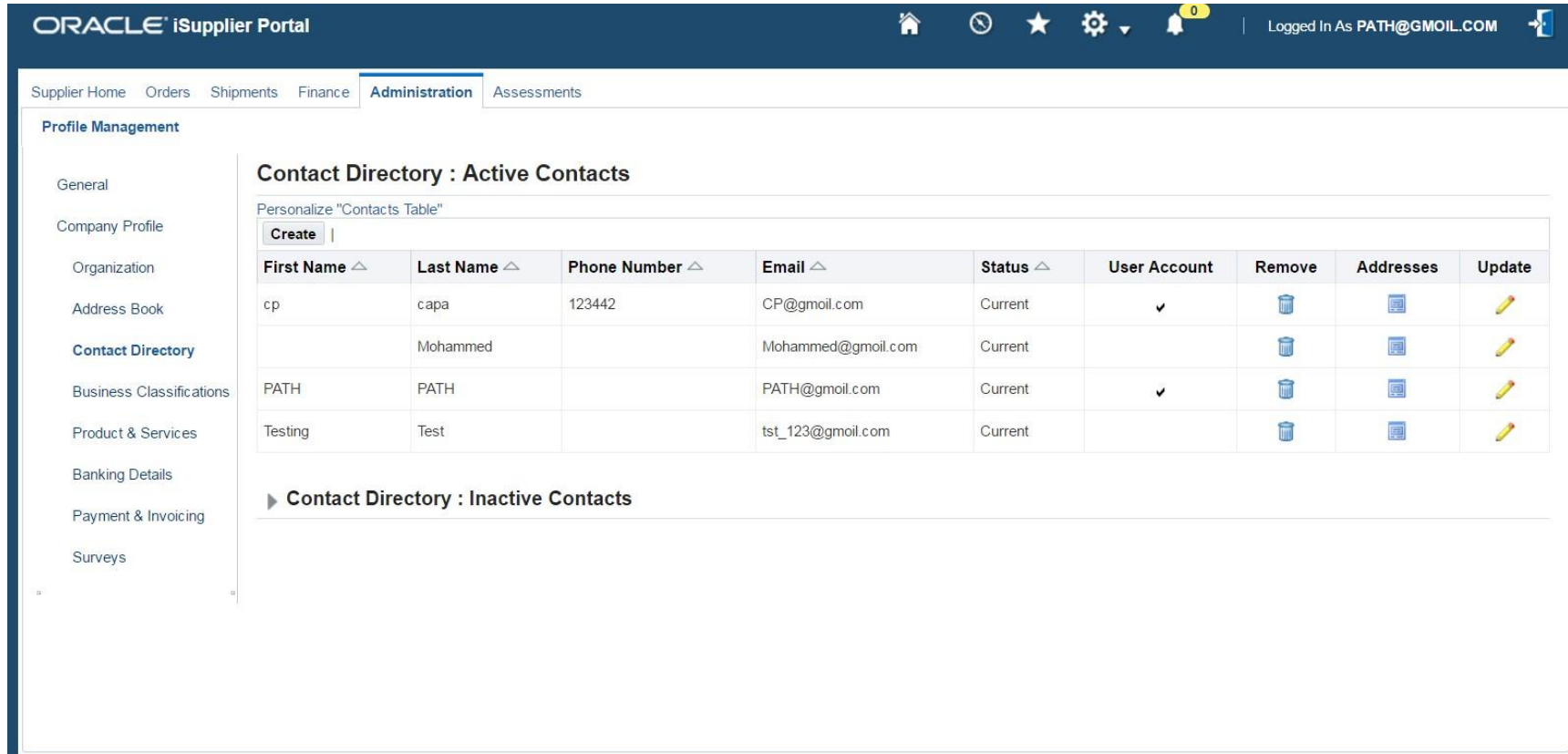
Step	Action
4.	Address has been added to Address book.

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 8 of 34

2.2 Create or Update Contact Directory

Note: Login as Supplier user in iSupplier Portal

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



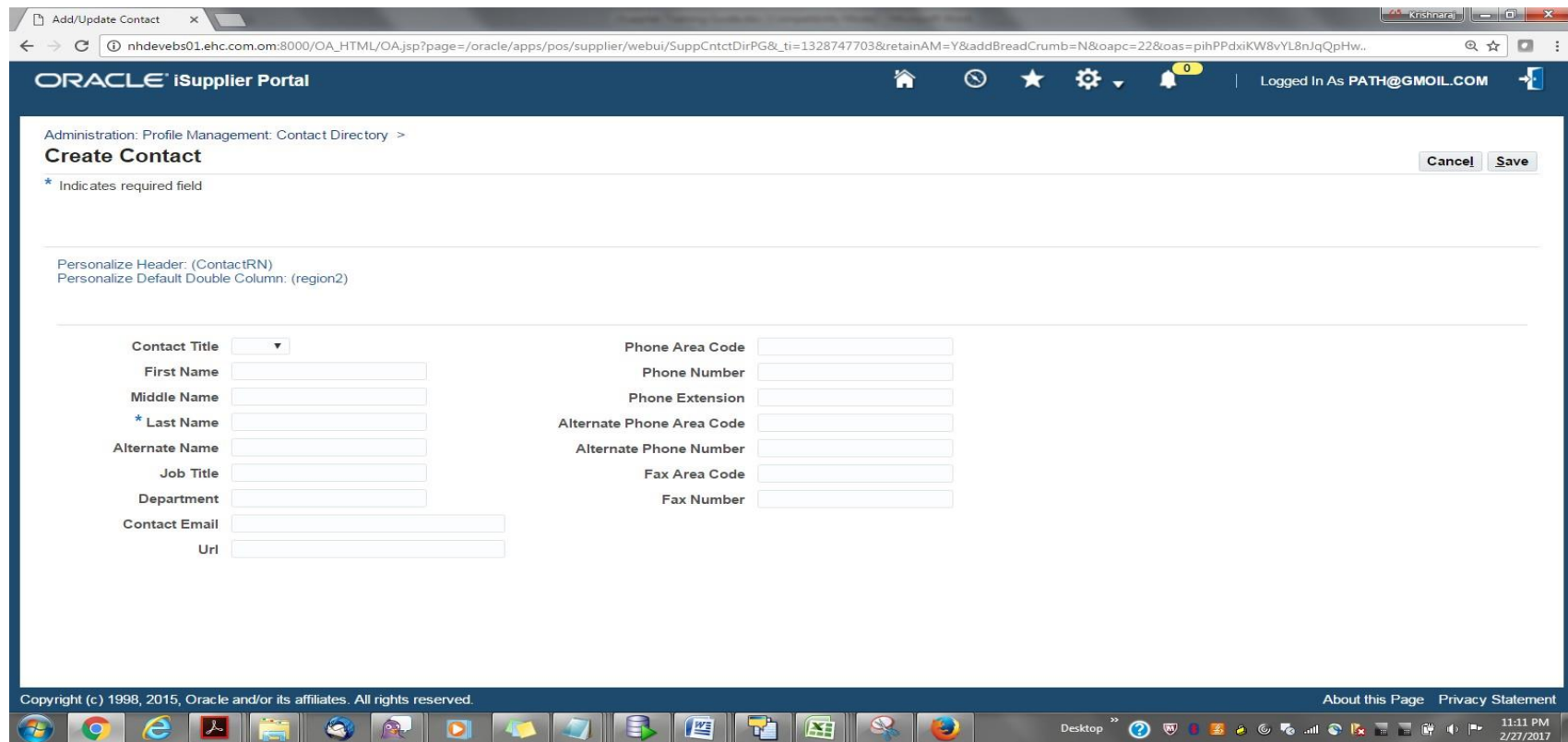
The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration' (selected), and 'Assessments'. The user is logged in as 'PATH@GMOIL.COM'. The left sidebar shows 'Profile Management' with options like 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory' (selected), 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The main content area is titled 'Contact Directory : Active Contacts' and includes a 'Personalize "Contacts Table"' section with a 'Create' button. Below this is a table with columns: First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. The table contains four rows of active contacts.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
cp	capa	123442	CP@gmail.com	Current	✓			
	Mohammed		Mohammed@gmail.com	Current				
PATH	PATH		PATH@gmail.com	Current	✓			
Testing	Test		tst_123@gmail.com	Current				

Below the active contacts table, there is a section for 'Contact Directory : Inactive Contacts' which is currently empty.

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 9 of 34

Step	Action
1.	Click the Create (B).



The screenshot shows the Oracle iSupplier Portal interface for creating a contact. The browser address bar shows the URL: `nhdevebs01.ehc.com.om:8000/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppCntctDirPG&_ti=1328747703&retainAM=Y&addBreadcrumb=N&oapc=22&oas=pihPPdxikW8vYL8nJqQpHw..`. The page title is "ORACLE iSupplier Portal" and the user is logged in as "PATH@GMOIL.COM".

The main content area is titled "Create Contact" and includes a "Cancel" and "Save" button. A note states: "* Indicates required field".

Personalization options are listed: "Personalize Header: (ContactRN)" and "Personalize Default Double Column: (region2)".

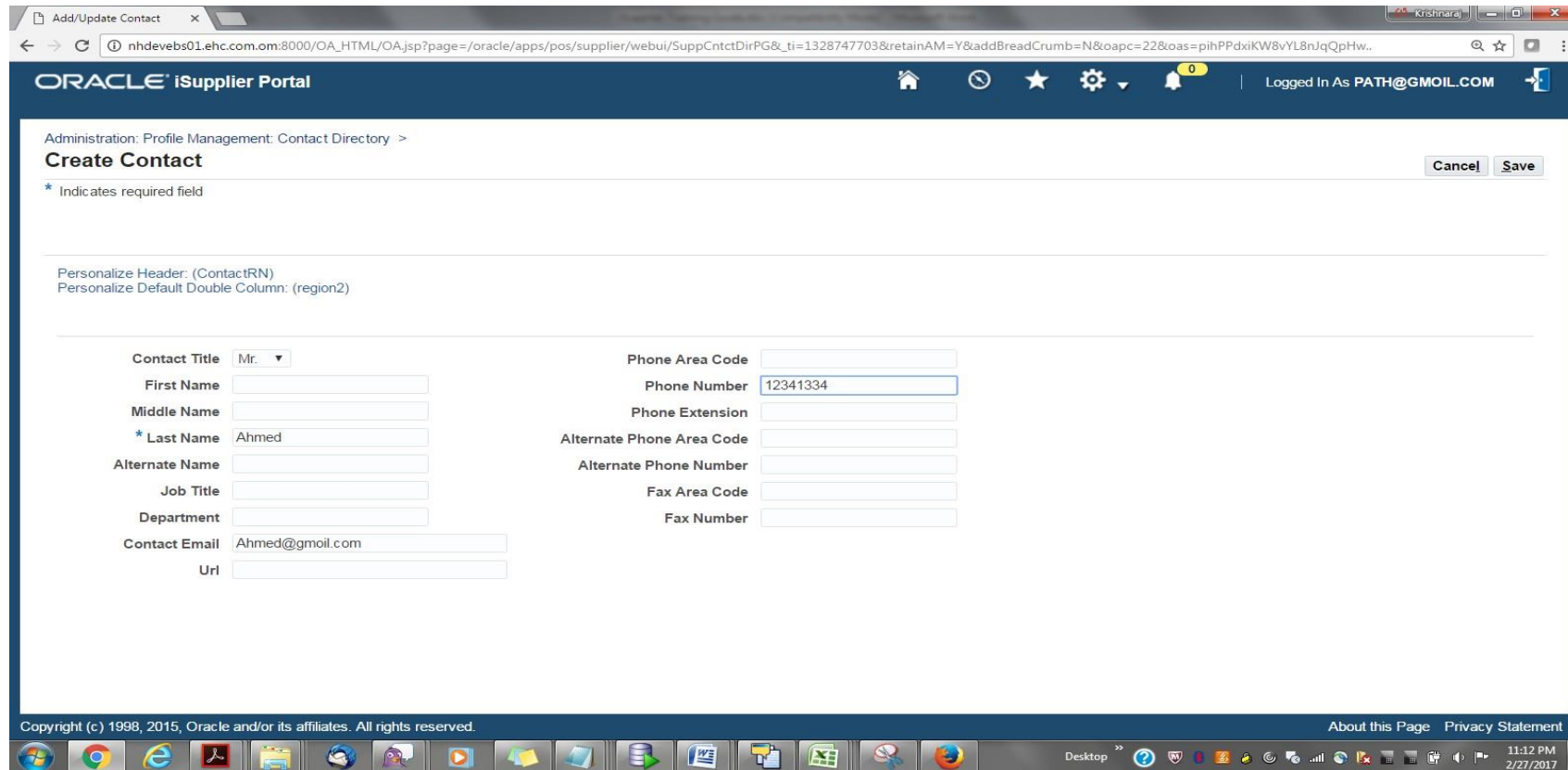
The form fields are organized into two columns:

- Left Column:** Contact Title (dropdown), First Name, Middle Name, * Last Name, Alternate Name, Job Title, Department, Contact Email, and Uri.
- Right Column:** Phone Area Code, Phone Number, Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number.

At the bottom, there is a copyright notice: "Copyright (c) 1998, 2015, Oracle and/or its affiliates. All rights reserved." and links for "About this Page" and "Privacy Statement". The Windows taskbar at the bottom shows the date and time as "11:11 PM 2/27/2017".

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 10 of 34

Step	Action
2.	Enter the Contact Person Details.



Administration: Profile Management: Contact Directory >
Create Contact Cancel Save

* Indicates required field

Personalize Header: (ContactRN)
 Personalize Default Double Column: (region2)

Contact Title: Mr.
 First Name:
 Middle Name:
 * Last Name: Ahmed
 Alternate Name:
 Job Title:
 Department:
 Contact Email: Ahmed@gmail.com
 Uri:

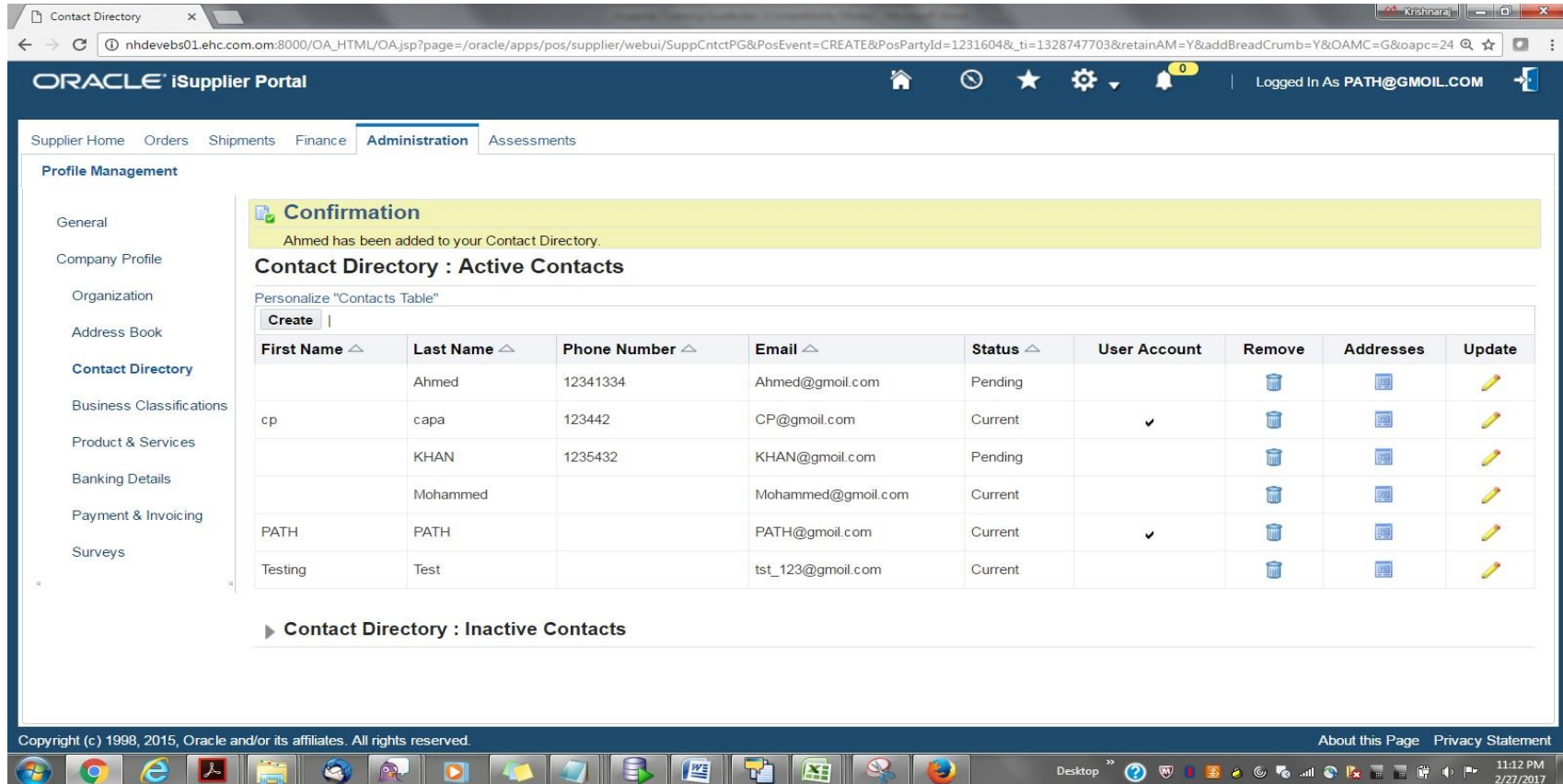
Phone Area Code:
 Phone Number: 12341334
 Phone Extension:
 Alternate Phone Area Code:
 Alternate Phone Number:
 Fax Area Code:
 Fax Number:

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Desktop 11:12 PM 2/27/2017

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 11 of 34

Step	Action
3.	Click the Save (B)



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

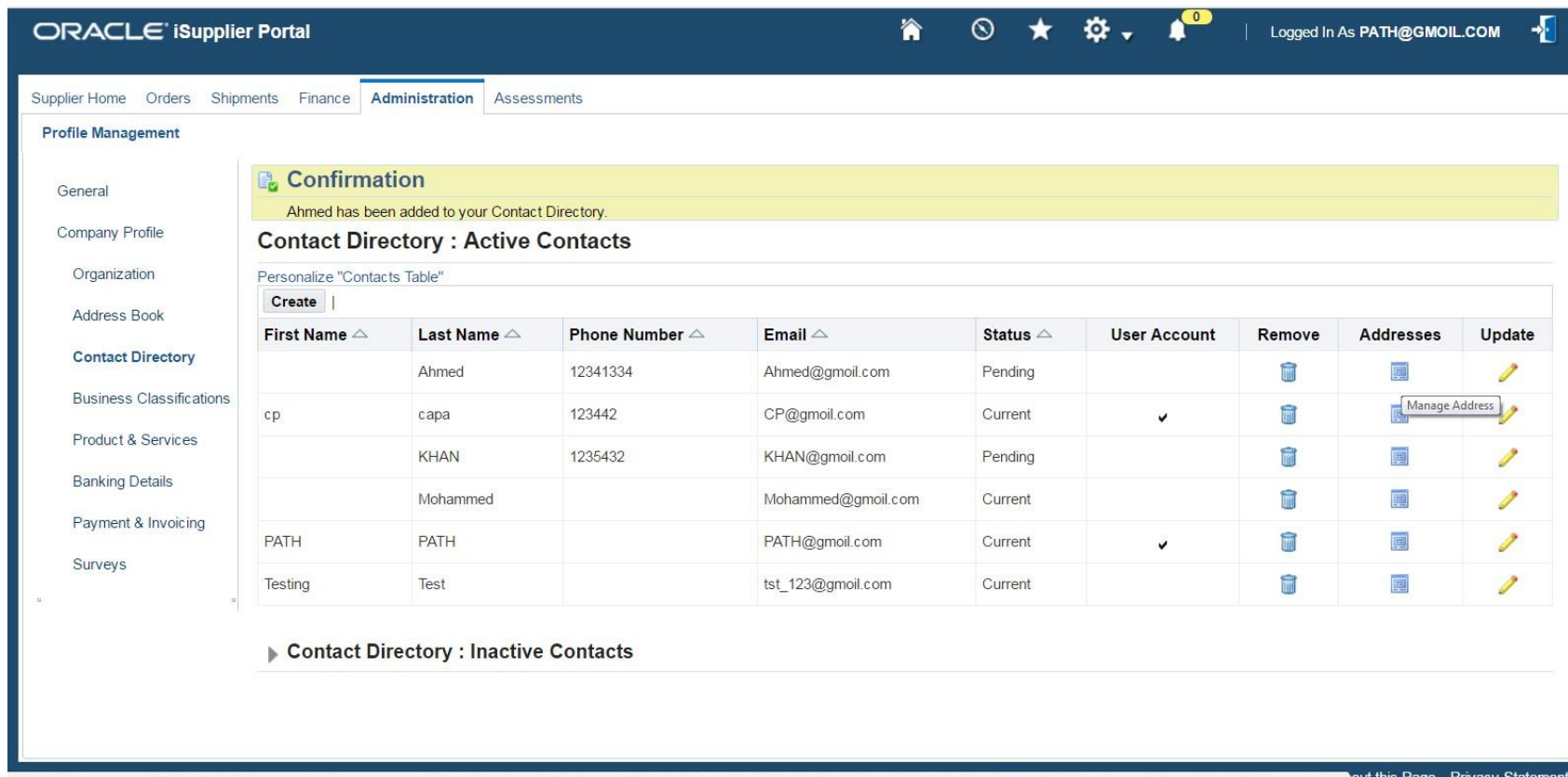
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
	Ahmed	12341334	Ahmed@gmail.com	Pending				
cp	capa	123442	CP@gmail.com	Current	✓			
	KHAN	1235432	KHAN@gmail.com	Pending				
	Mohammed		Mohammed@gmail.com	Current				
PATH	PATH		PATH@gmail.com	Current	✓			
Testing	Test		tst_123@gmail.com	Current				

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

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 12 of 34

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

Associate Address to Contact person

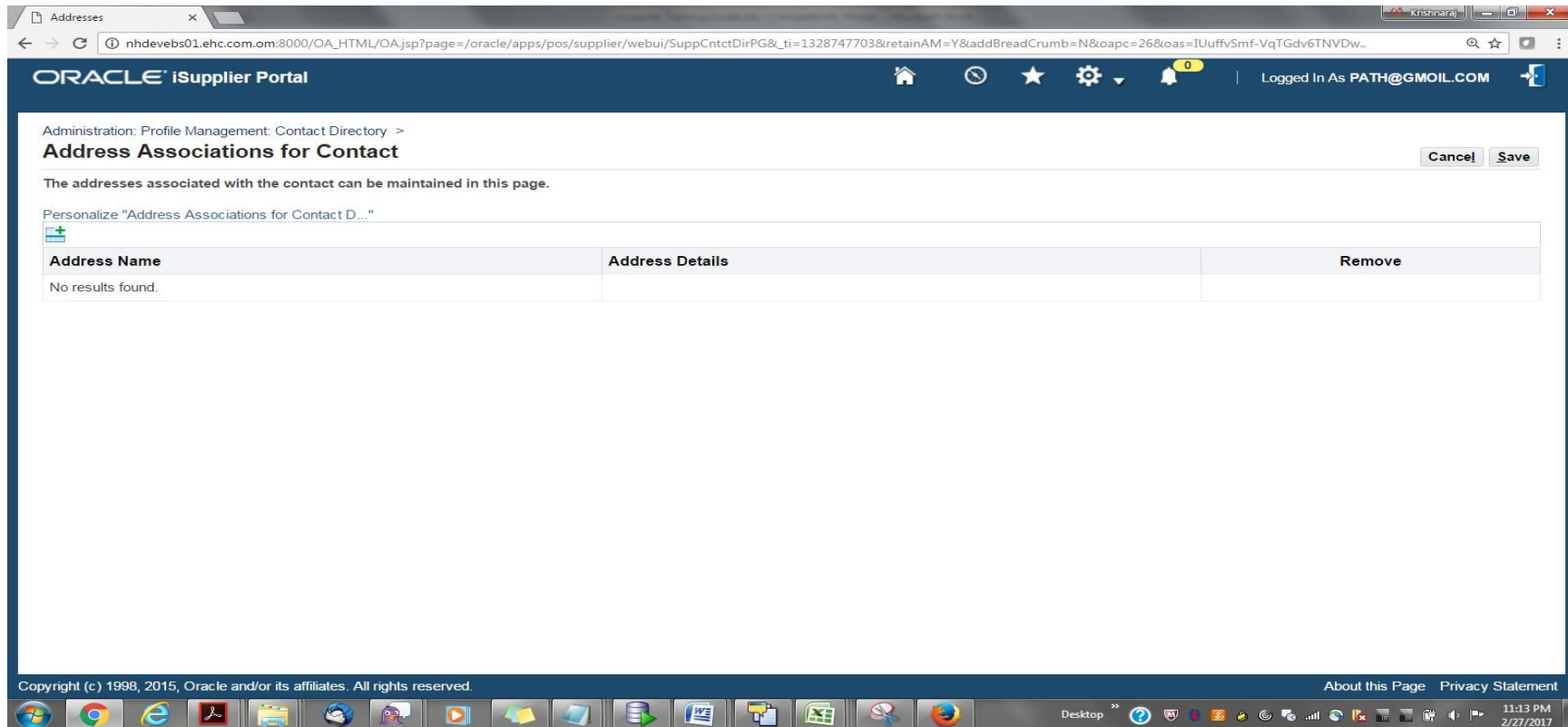


The screenshot shows the Oracle iSupplier Portal Administration interface. A confirmation message states: "Confirmation: Ahmed has been added to your Contact Directory." Below this, the "Contact Directory : Active Contacts" section is visible, featuring a table with columns for First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. The table contains several entries, including one for "Ahmed" with a "Pending" status and another for "c.p." with a "Current" status. A "Manage Address" tooltip is shown over the "Addresses" column of the "c.p." entry.

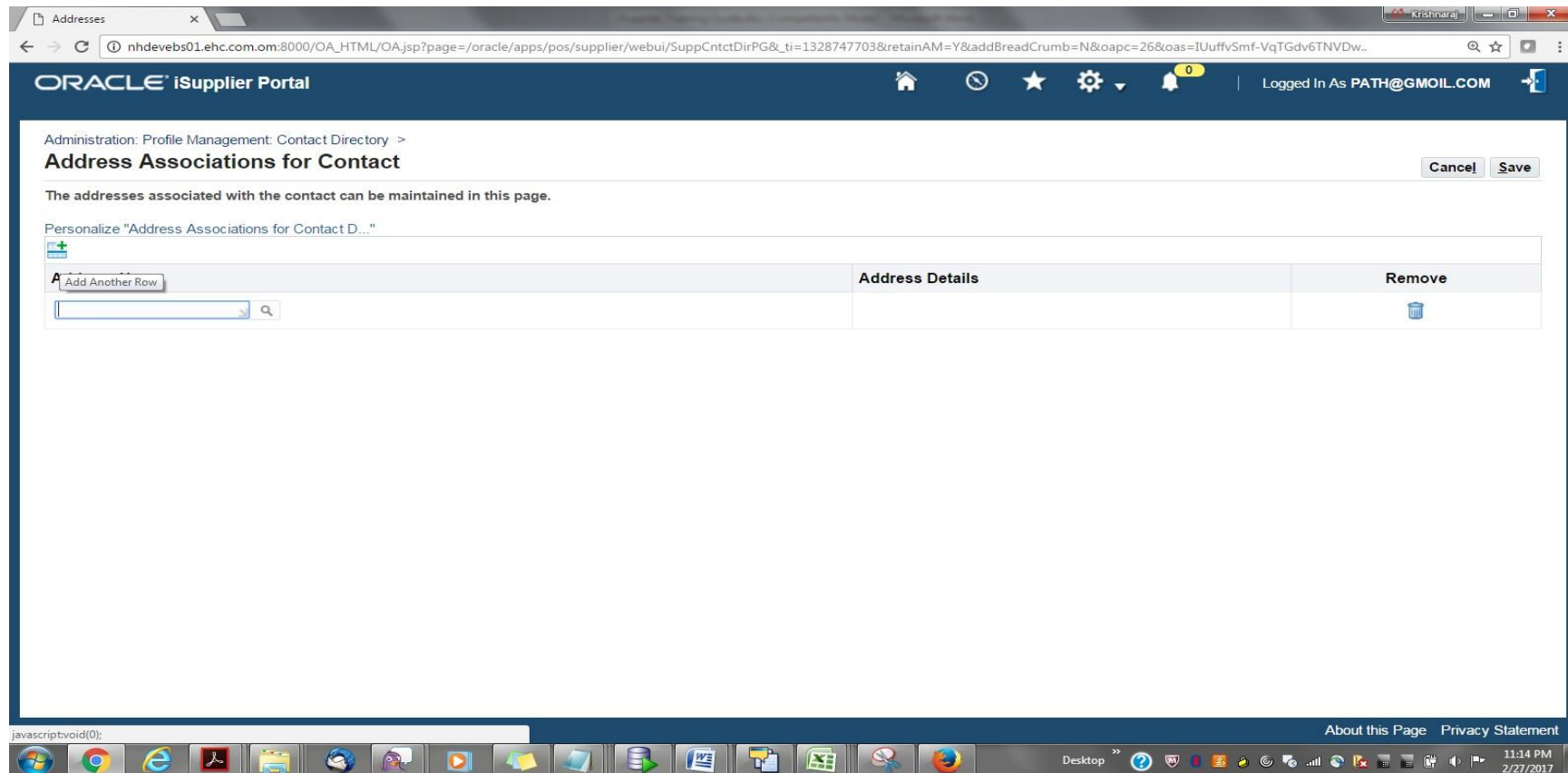
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
	Ahmed	12341334	Ahmed@gmail.com	Pending				
c.p.	capa	123442	CP@gmail.com	Current	✓		Manage Address	
	KHAN	1235432	KHAN@gmail.com	Pending				
	Mohammed		Mohammed@gmail.com	Current				
PATH	PATH		PATH@gmail.com	Current	✓			
Testing	Test		tst_123@gmail.com	Current				

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 13 of 34

Step	Action
5.	Click the Manage Address icon.

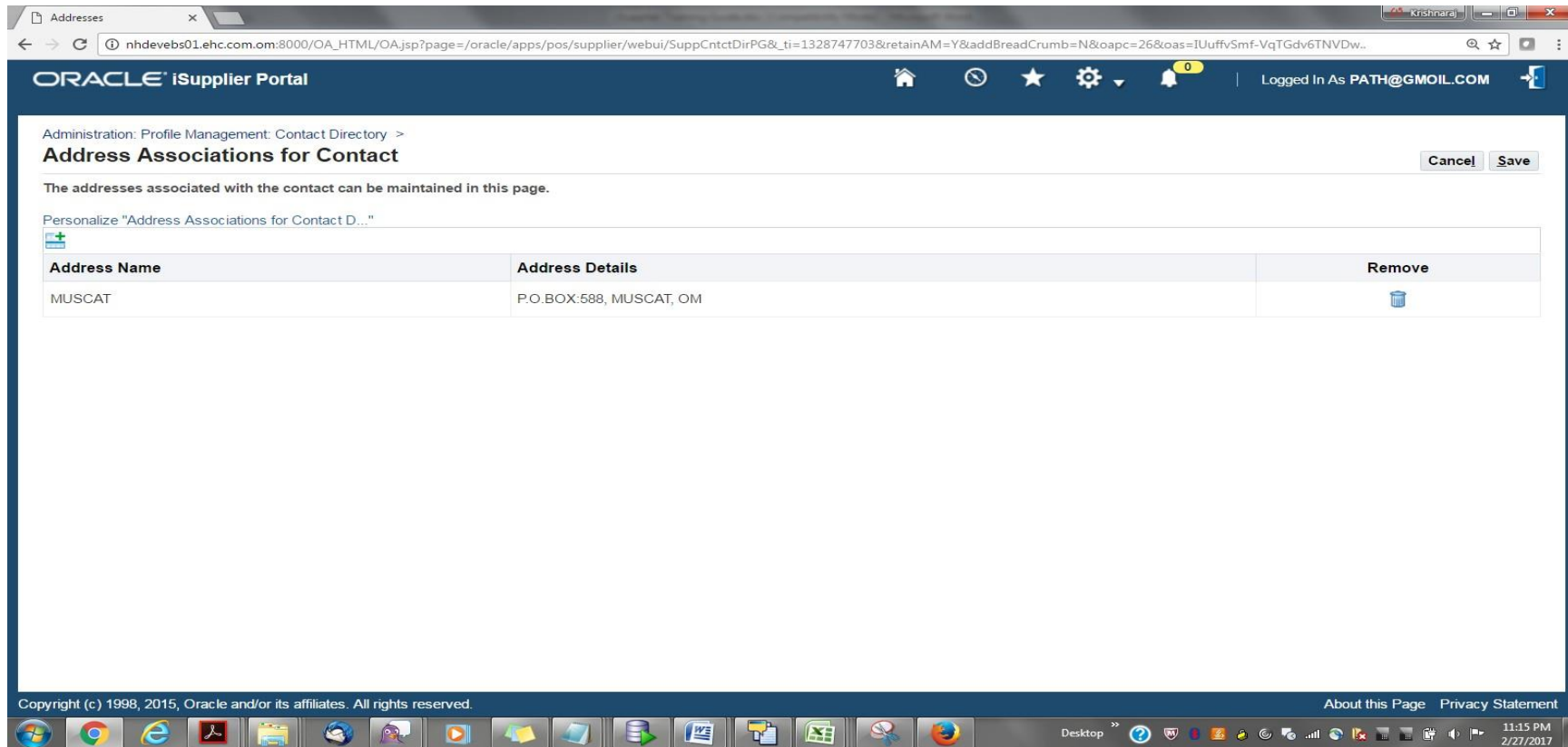


Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 14 of 34



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

Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 15 of 34
---	--------------------	------------------------	----------------------




ORACLE iSupplier Portal

Administration: Profile Management: Contact Directory >
Address Associations for Contact Cancel Save

The addresses associated with the contact can be maintained in this page.

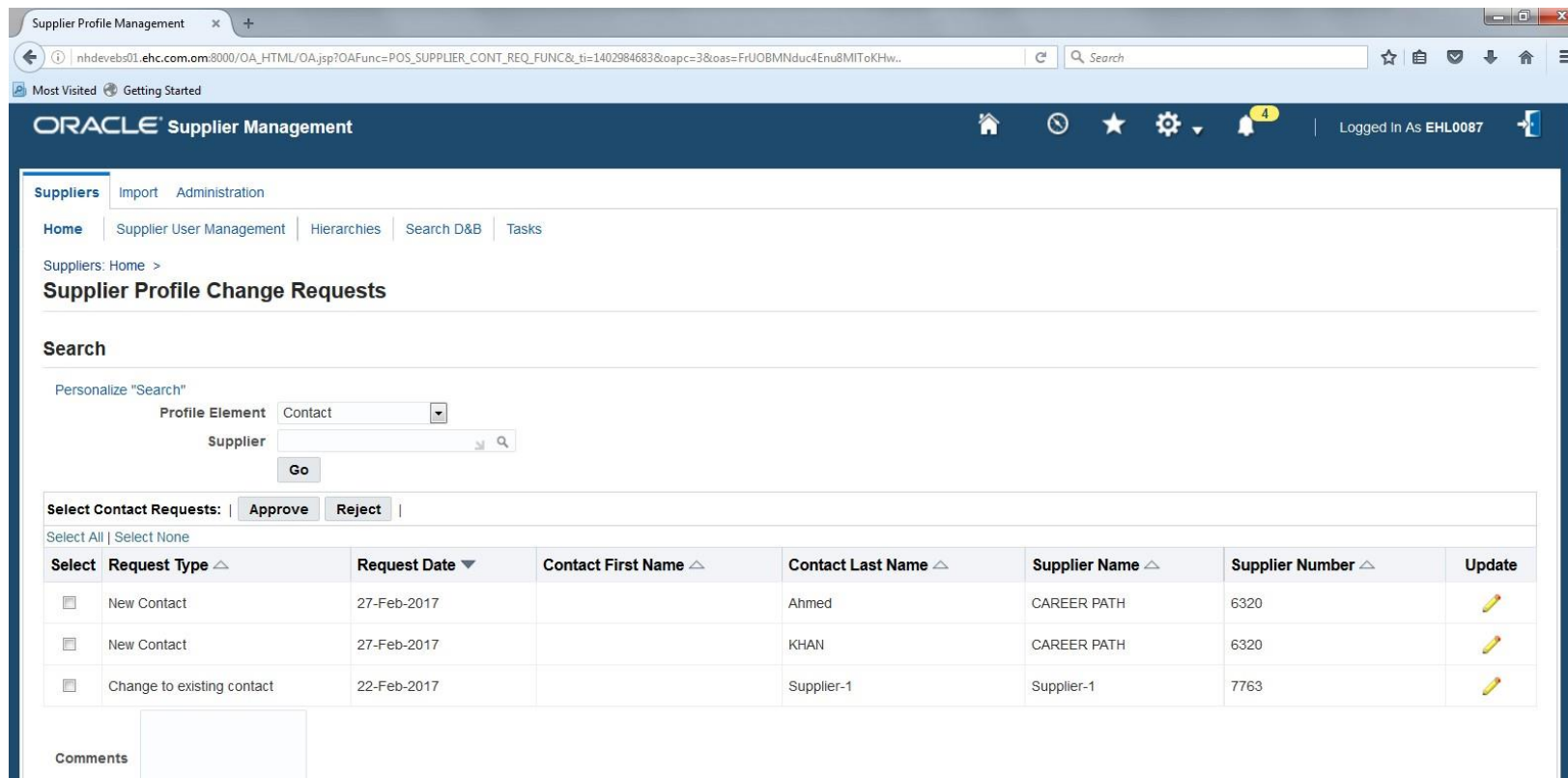
Personalize "Address Associations for Contact D..."

Address Name	Address Details	Remove
MUSCAT	P.O.BOX:588, MUSCAT, OM	

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Step	Action
7.	Select the Address to associate.

Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 16 of 34
---	--------------------	------------------------	----------------------



The screenshot shows the Oracle Supplier Management web application. The main heading is 'Supplier Profile Change Requests'. Below it is a search section with a dropdown for 'Profile Element' set to 'Contact' and a text input for 'Supplier'. There are 'Go', 'Approve', and 'Reject' buttons. A table lists three requests:

Select	Request Type	Request Date	Contact First Name	Contact Last Name	Supplier Name	Supplier Number	Update
<input type="checkbox"/>	New Contact	27-Feb-2017		Ahmed	CAREER PATH	6320	
<input type="checkbox"/>	New Contact	27-Feb-2017		KHAN	CAREER PATH	6320	
<input type="checkbox"/>	Change to existing contact	22-Feb-2017		Supplier-1	Supplier-1	7763	

Step	Action
8.	Save the Details

Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 17 of 34
---	--------------------	------------------------	----------------------

2.2.1 Approve Contact Request

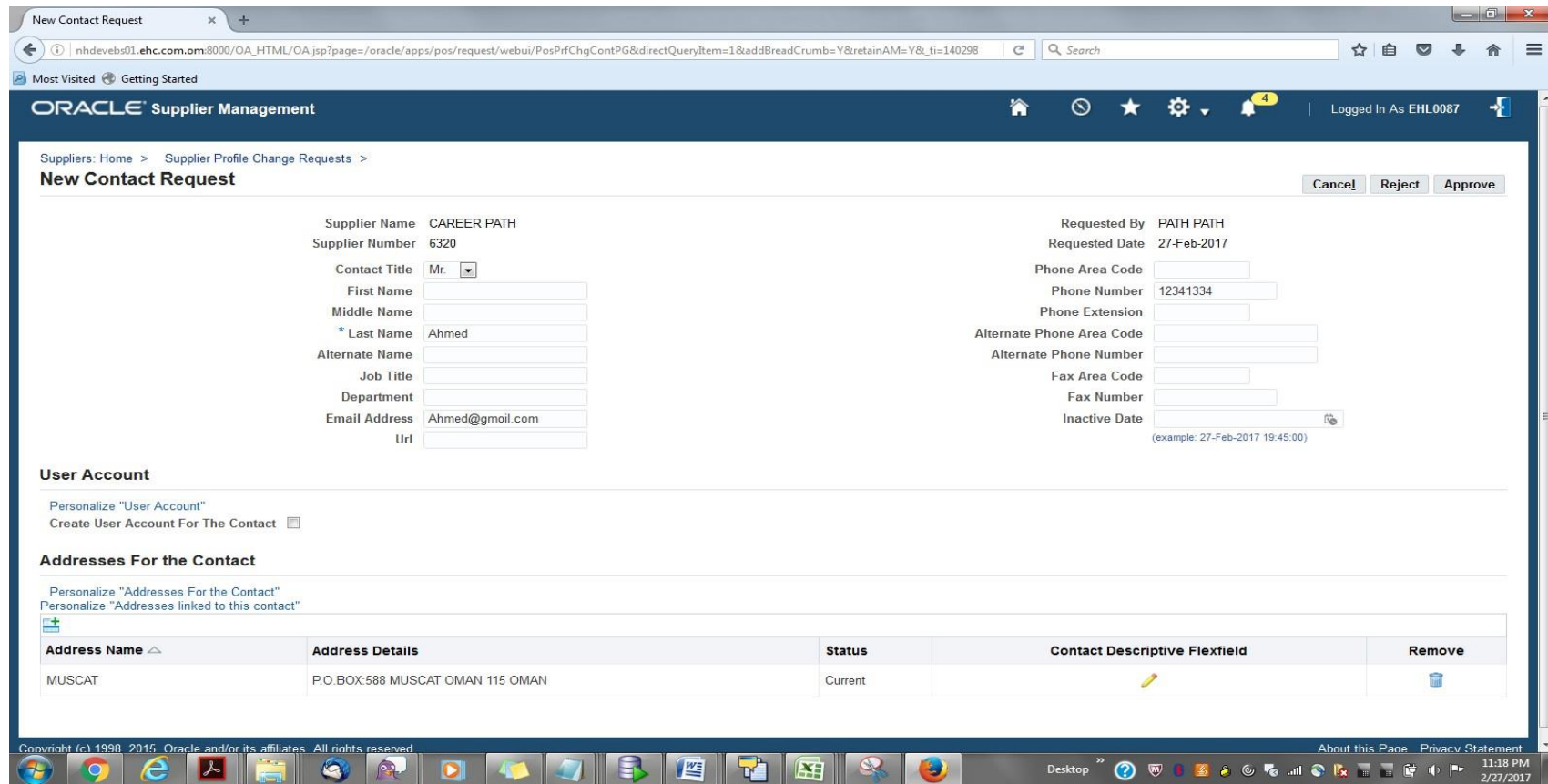
Note: Login as Supplier Administrator

Responsibility: Supplier Administrator Responsibility

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

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 18 of 34

Step	Action
9.	Click the Update icon.



Supplier Name: CAREER PATH
Supplier Number: 6320
Contact Title: Mr.
First Name:
Middle Name:
*** Last Name:** Ahmed
Alternate Name:
Job Title:
Department:
Email Address: Ahmed@gmail.com
Url:

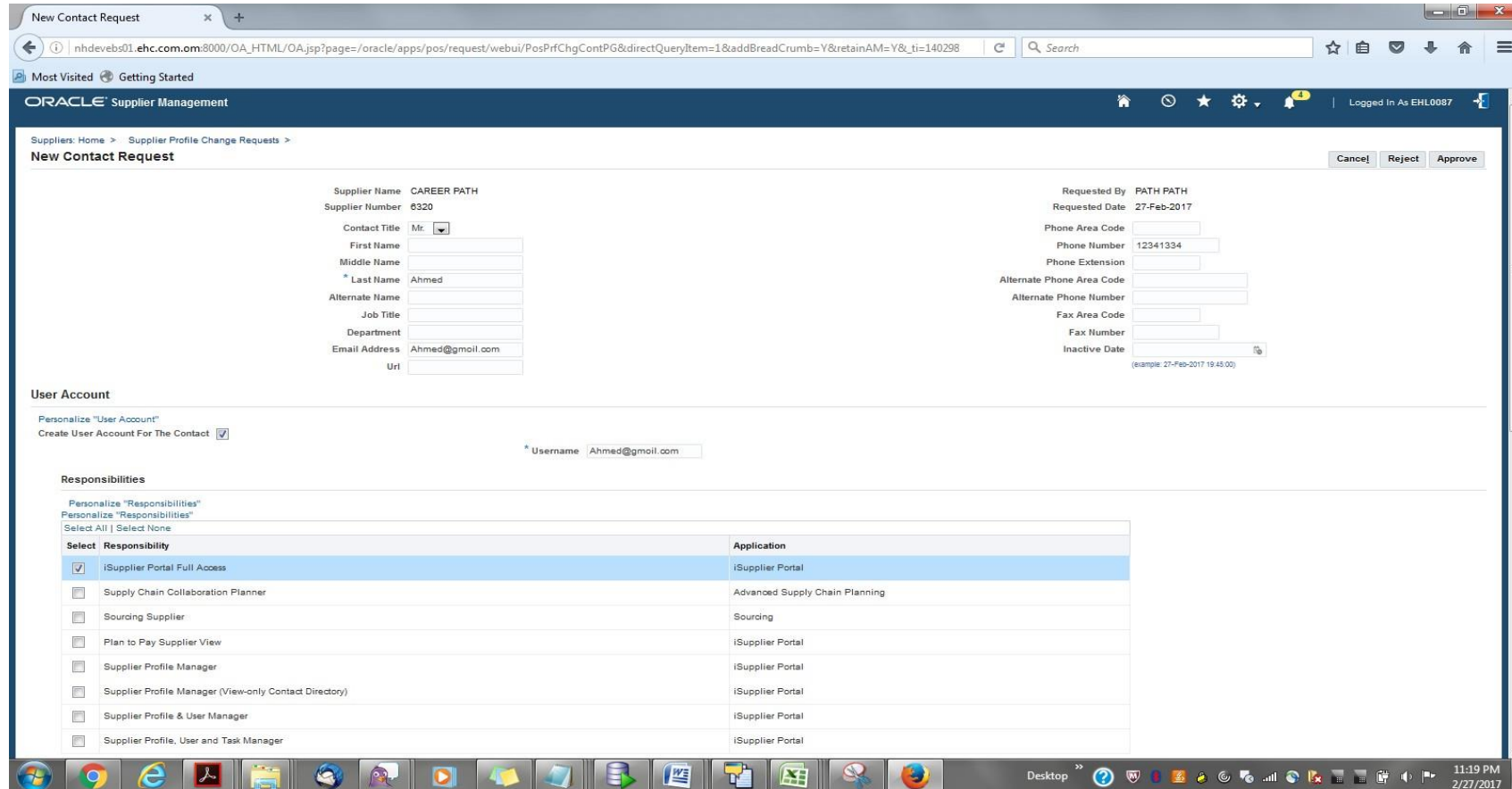
Requested By: PATH PATH
Requested Date: 27-Feb-2017
Phone Area Code:
Phone Number: 12341334
Phone Extension:
Alternate Phone Area Code:
Alternate Phone Number:
Fax Area Code:
Fax Number:
Inactive Date: (example: 27-Feb-2017 19:45:00)

Addresses For the Contact

Address Name	Address Details	Status	Contact Descriptive Flexfield	Remove
MUSCAT	P.O. BOX:588 MUSCAT OMAN 115 OMAN	Current		

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 19 of 34

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



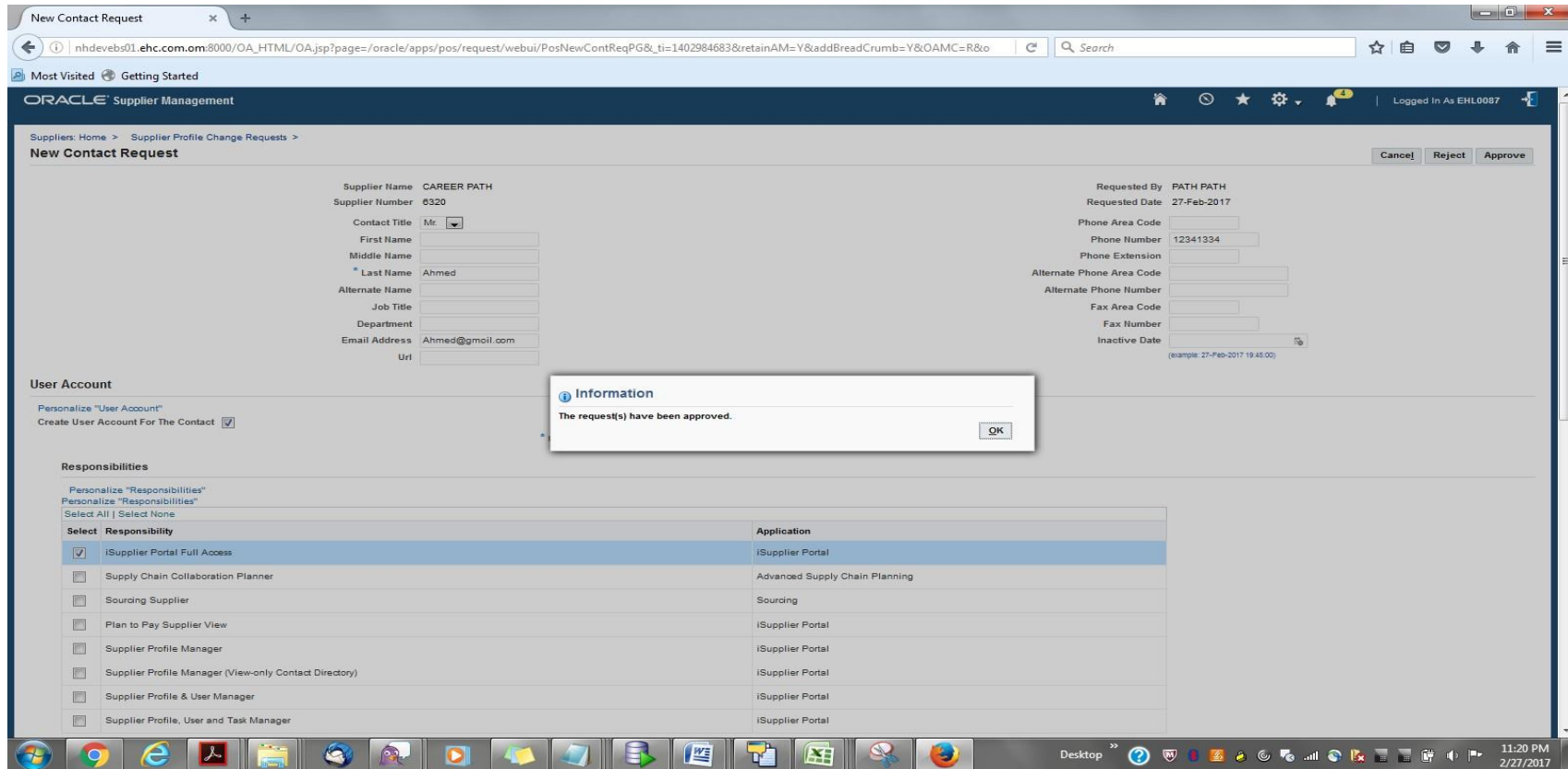
The screenshot shows the Oracle Supplier Management interface for a 'New Contact Request'. The form is titled 'New Contact Request' and includes the following fields and sections:

- Supplier Information:** Supplier Name (CAREER PATH), Supplier Number (8320), Contact Title (Mr.), First Name, Middle Name, Last Name (Ahmed), Alternate Name, Job Title, Department, Email Address (Ahmed@gmail.com), and Url.
- Contact Information:** Requested By (PATH PATH), Requested Date (27-Feb-2017), Phone Area Code, Phone Number (12341334), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date (with an example: 27-Feb-2017 19:45:00).
- User Account:** Personalize "User Account" and Create User Account For The Contact (checked). Username: Ahmed@gmail.com.
- Responsibilities:** A table with columns 'Select', 'Responsibility', and 'Application'. The first row is selected: 'iSupplier Portal Full Access' for 'iSupplier Portal'.

Select	Responsibility	Application
<input checked="" type="checkbox"/>	iSupplier Portal Full Access	iSupplier Portal
<input type="checkbox"/>	Supply Chain Collaboration Planner	Advanced Supply Chain Planning
<input type="checkbox"/>	Sourcing Supplier	Sourcing
<input type="checkbox"/>	Plan to Pay Supplier View	iSupplier Portal
<input type="checkbox"/>	Supplier Profile Manager	iSupplier Portal
<input type="checkbox"/>	Supplier Profile Manager (View-only Contact Directory)	iSupplier Portal
<input type="checkbox"/>	Supplier Profile & User Manager	iSupplier Portal
<input type="checkbox"/>	Supplier Profile, User and Task Manager	iSupplier Portal

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 20 of 34

Step	Action
11.	Click the Approve (B)



The screenshot shows the Oracle Supplier Management interface. The main page is titled "New Contact Request" and displays a form for a contact named Ahmed. The form includes fields for Supplier Name (CAREER PATH), Supplier Number (6320), Contact Title (Mr.), First Name, Middle Name, Last Name (Ahmed), Alternate Name, Job Title, Department, Email Address (Ahmed@gmail.com), and Url. There are also fields for Requested By (PATH PATH), Requested Date (27-Feb-2017), Phone Area Code, Phone Number (12341334), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date. A dialog box titled "Information" is overlaid on the page, displaying the message "The request(s) have been approved." with an "OK" button. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock indicating 11:20 PM on 2/27/2017.

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 21 of 34

Step	Action
12.	The Request has been approved.

COMPOSE

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

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

Workflow Mailer-DEV via namagroup.onmicrosoft.com 11:20 PM (2 minutes ago) ☆ ↶ ▾

to AHMED ▾

To: AHMED
Sent: 27-FEB-2017 23:20:16
ID: 5541000

You have been registered at Electricity Holding Company for access to their supplier collaboration network. You can [log on](#) with the username AHMED@GMOIL.COM and the password Mj0:F27F7. When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

This message encloses confidential information and is intended only for the individual recipient. If you are not the recipient addressee you should not transmit, distribute or copy this message. Please inform the sender immediately by e-mail if you have received this message by mistake and erase this message from your system. Any opinions expressed in this e-mail are those of the author and do not necessarily reflect the opinions of EHC or its Group of Electricity Companies.

Step	Action
13.	Oracle Application URL is communicated to supplier user with Username and Password details through email.

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 22 of 34

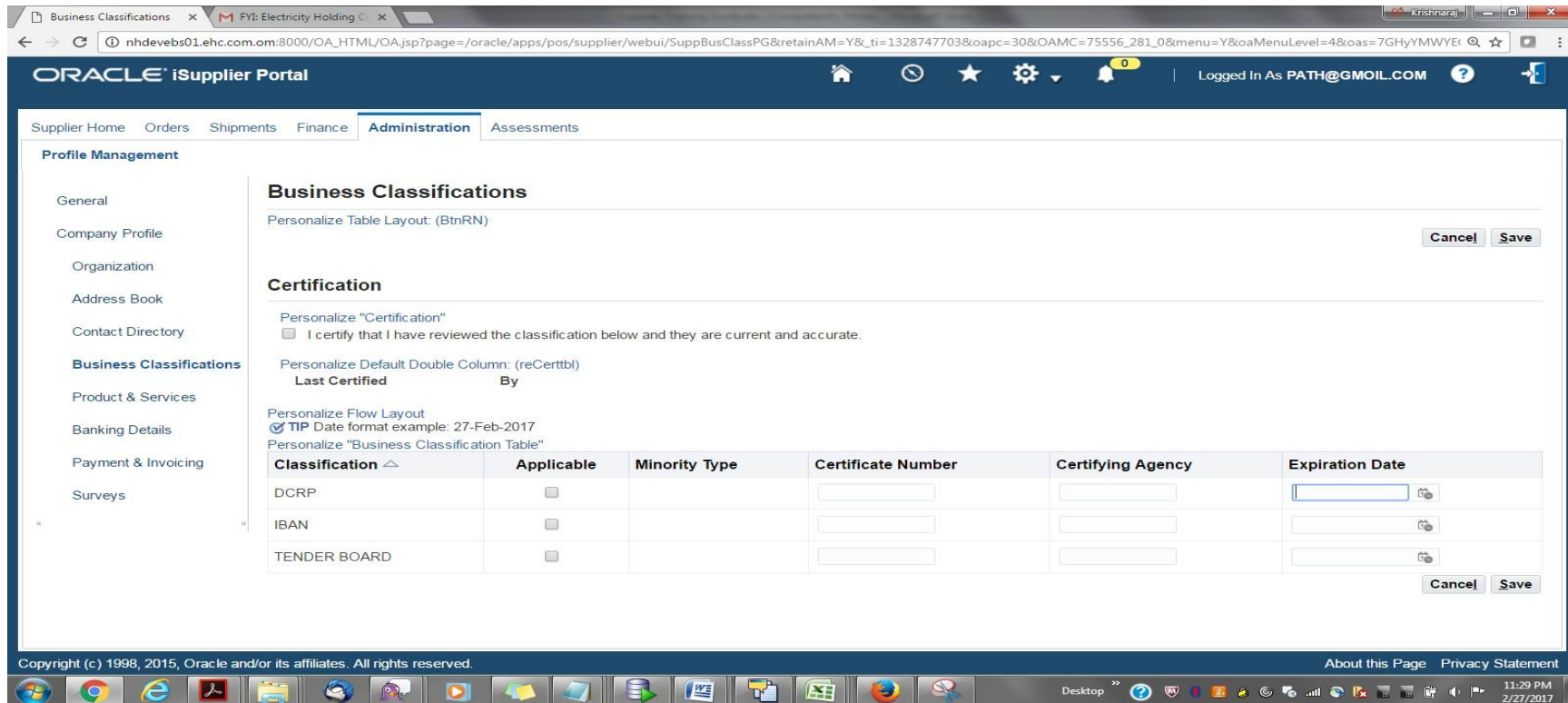
2.3 Create or Update Business classification

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Business Classification

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 23 of 34

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

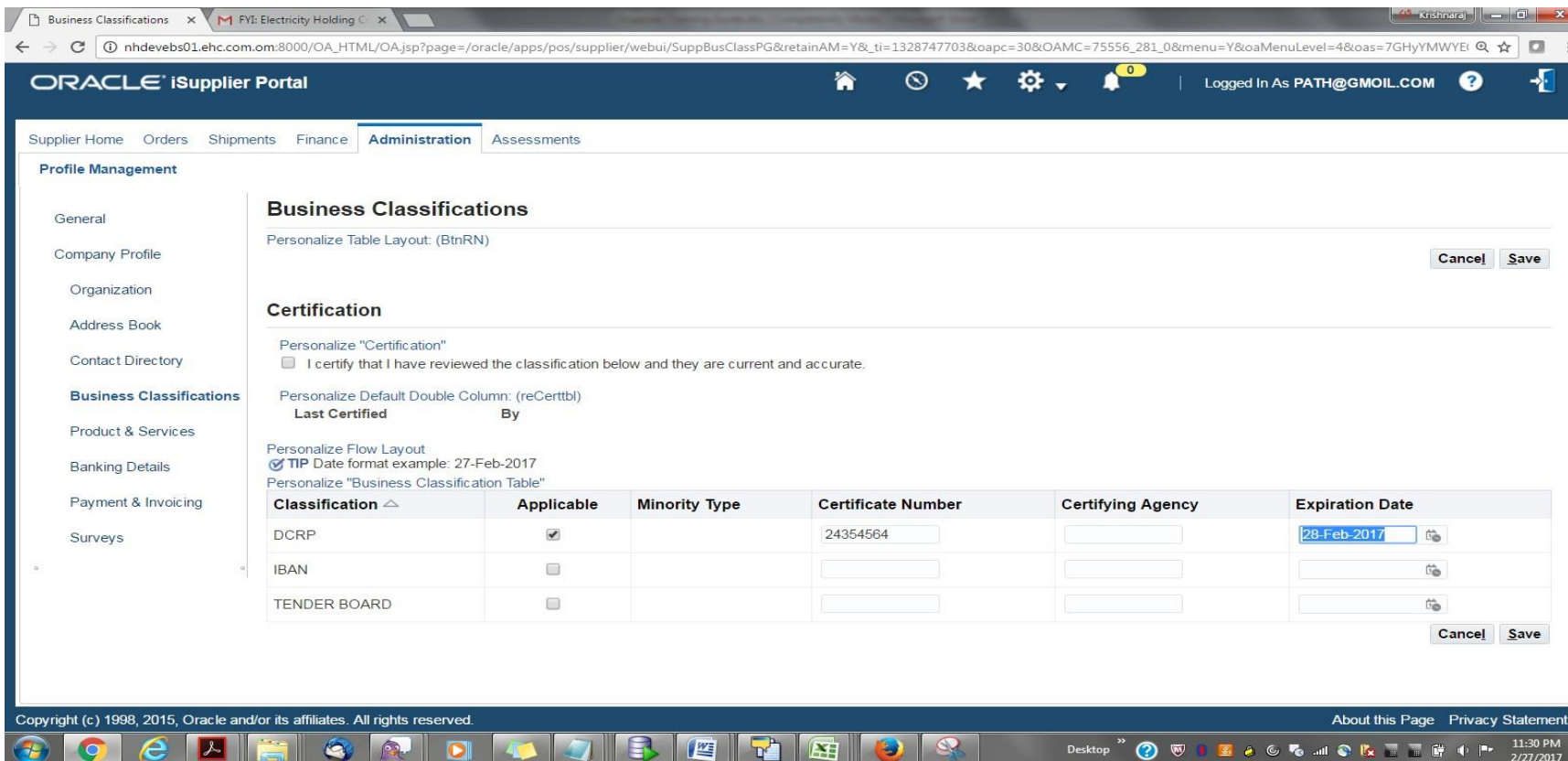


The screenshot shows the Oracle iSupplier Portal Administration page. The 'Business Classifications' section is active, displaying a table with columns: Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date. The table lists DCRP, IBAN, and TENDER BOARD. The 'Certification' section includes a checkbox for 'I certify that I have reviewed the classification below and they are current and accurate.' and a 'Personalize Default Double Column' section with 'Last Certified' and 'By' fields. There are 'Cancel' and 'Save' buttons at the bottom of the table and in the top right of the section.

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

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 24 of 34

Step	Action
2.	Click the save (B).

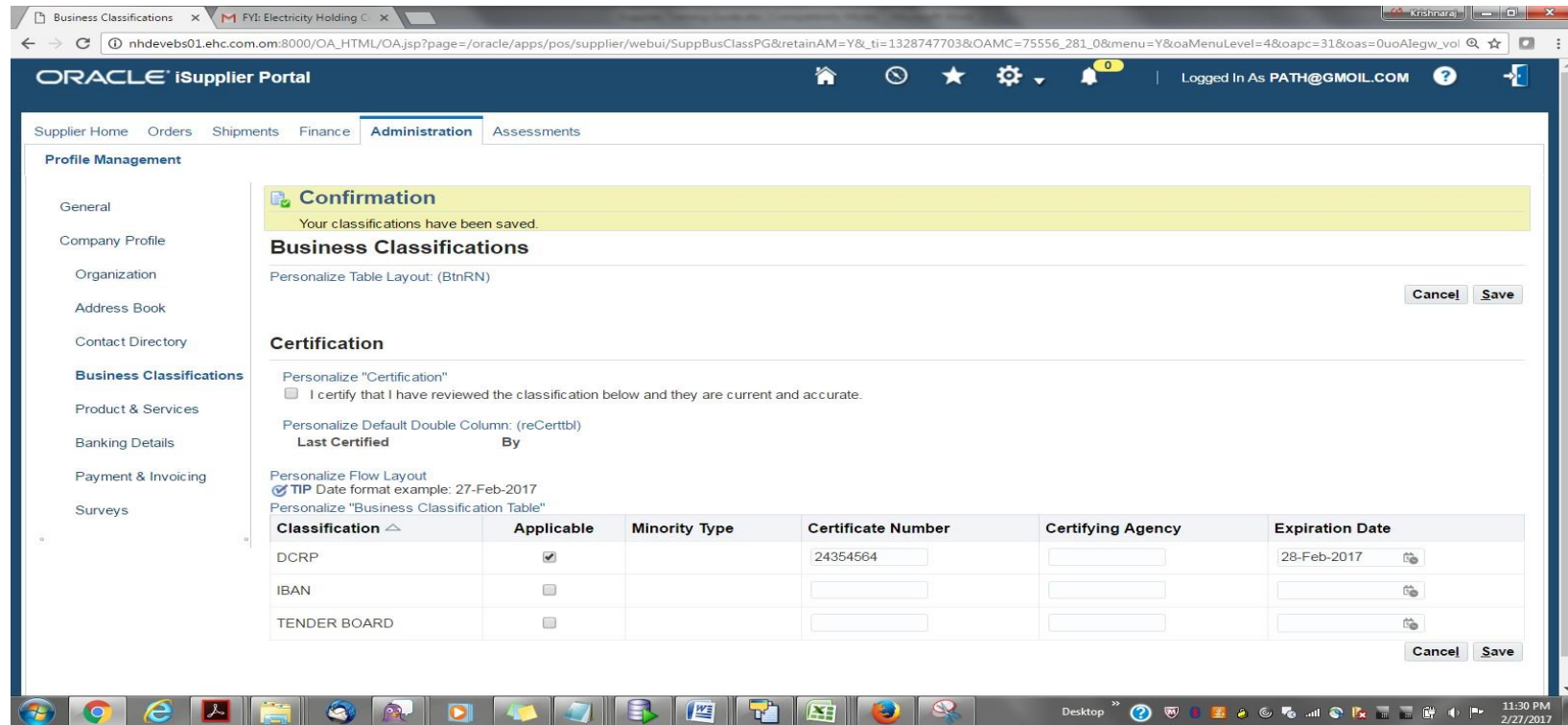


The screenshot shows the Oracle iSupplier Portal Administration interface. The 'Business Classifications' section includes a 'Personalize Table Layout' option with 'Cancel' and 'Save' buttons. Below this is the 'Certification' section, which has a checkbox for 'I certify that I have reviewed the classification below and they are current and accurate.' and a 'Personalize Default Double Column' option for 'Last Certified' and 'By'. A table titled 'Personalize Flow Layout' is visible, with columns for Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date. The table contains three rows: DCRP (checked), IBAN (unchecked), and TENDER BOARD (unchecked). The 'Expiration Date' for DCRP is set to 28-Feb-2017. 'Cancel' and 'Save' buttons are at the bottom right of the table.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
DCRP	<input checked="" type="checkbox"/>		24354564		28-Feb-2017
IBAN	<input type="checkbox"/>				
TENDER BOARD	<input type="checkbox"/>				

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 25 of 34

Step	Action
3.	Classification has been saved.



The screenshot shows the Oracle iSupplier Portal interface. The user is logged in as PATH@GMOIL.COM. The main navigation menu includes Supplier Home, Orders, Shipments, Finance, Administration, and Assessments. The left sidebar shows Profile Management options like General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications (selected), Product & Services, Banking Details, Payment & Invoicing, and Surveys.

The main content area displays a confirmation message: "Your classifications have been saved." Below this is the "Business Classifications" section with a "Personalize Table Layout: (BtnRN)" option and "Cancel" and "Save" buttons. The "Certification" section includes a checkbox for "I certify that I have reviewed the classification below and they are current and accurate." and a "Personalize Default Double Column: (reCertbl)" option with "Last Certified" and "By" fields.

A table titled "Personalize 'Business Classification Table'" is shown with the following data:

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
DCRP	<input checked="" type="checkbox"/>		24354564		28-Feb-2017
IBAN	<input type="checkbox"/>				
TENDER BOARD	<input type="checkbox"/>				

At the bottom of the table, there are "Cancel" and "Save" buttons.

2.4 Create or Update Product and Services

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 26 of 34

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Product & Services

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 27 of 34

Step	Action
1.	Click the Add (B).

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance Administration Assessments

Profile Management

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

Products and Services

Personalize "Products and Services Table"

Remove Add

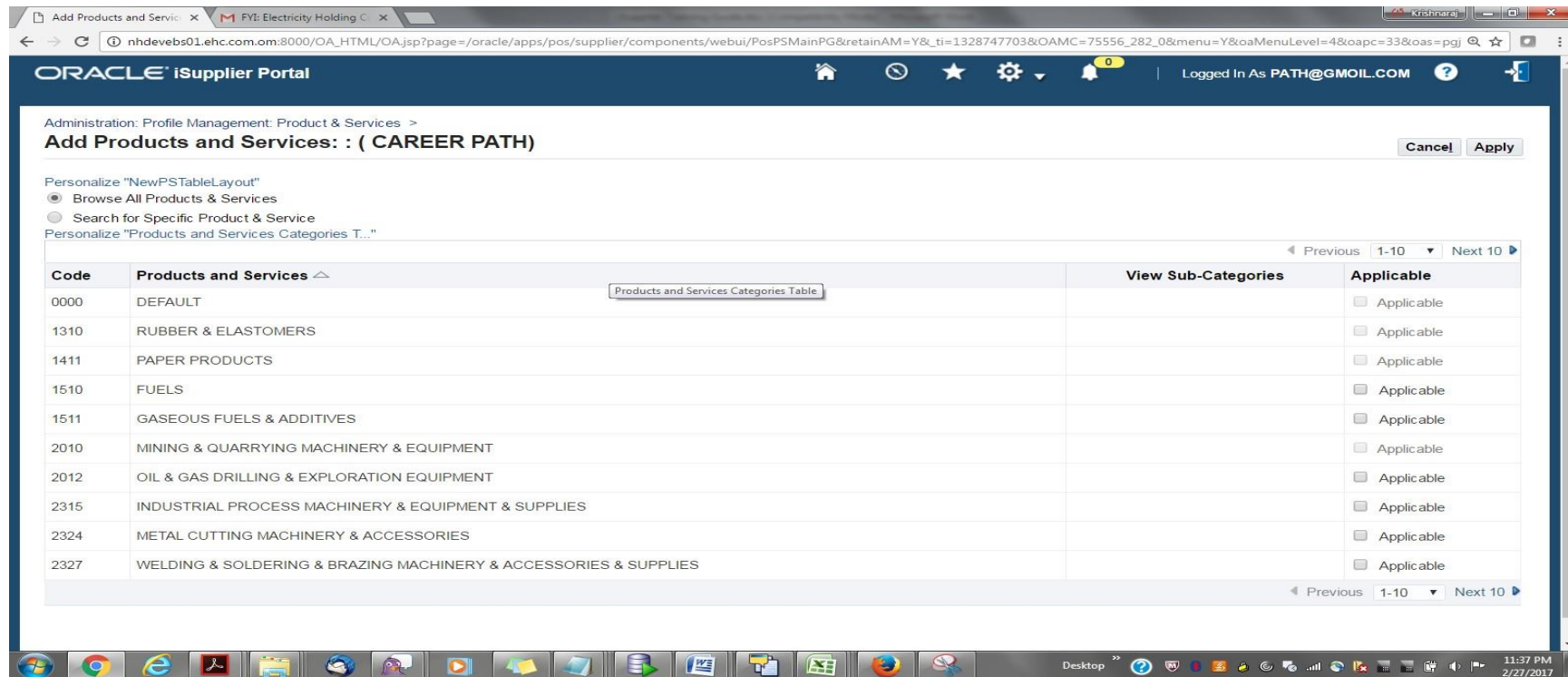
Select All | Select None

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	0000	DEFAULT	31-Jan-2017	Approved	
<input type="checkbox"/>	1310	RUBBER & ELASTOMERS	31-Jan-2017	Approved	
<input type="checkbox"/>	1411	PAPER PRODUCTS	31-Jan-2017	Approved	
<input type="checkbox"/>	2010	MINING & QUARRYING MACHINERY & EQUIPMENT	21-Feb-2017	Approved	
<input type="checkbox"/>	0000	DEFAULT	31-Jan-2017	Rejected	
<input type="checkbox"/>	1310	RUBBER & ELASTOMERS	31-Jan-2017	Rejected	
<input type="checkbox"/>	1411	PAPER PRODUCTS	31-Jan-2017	Rejected	

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11:37 PM 2/27/2017

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 27 of 34

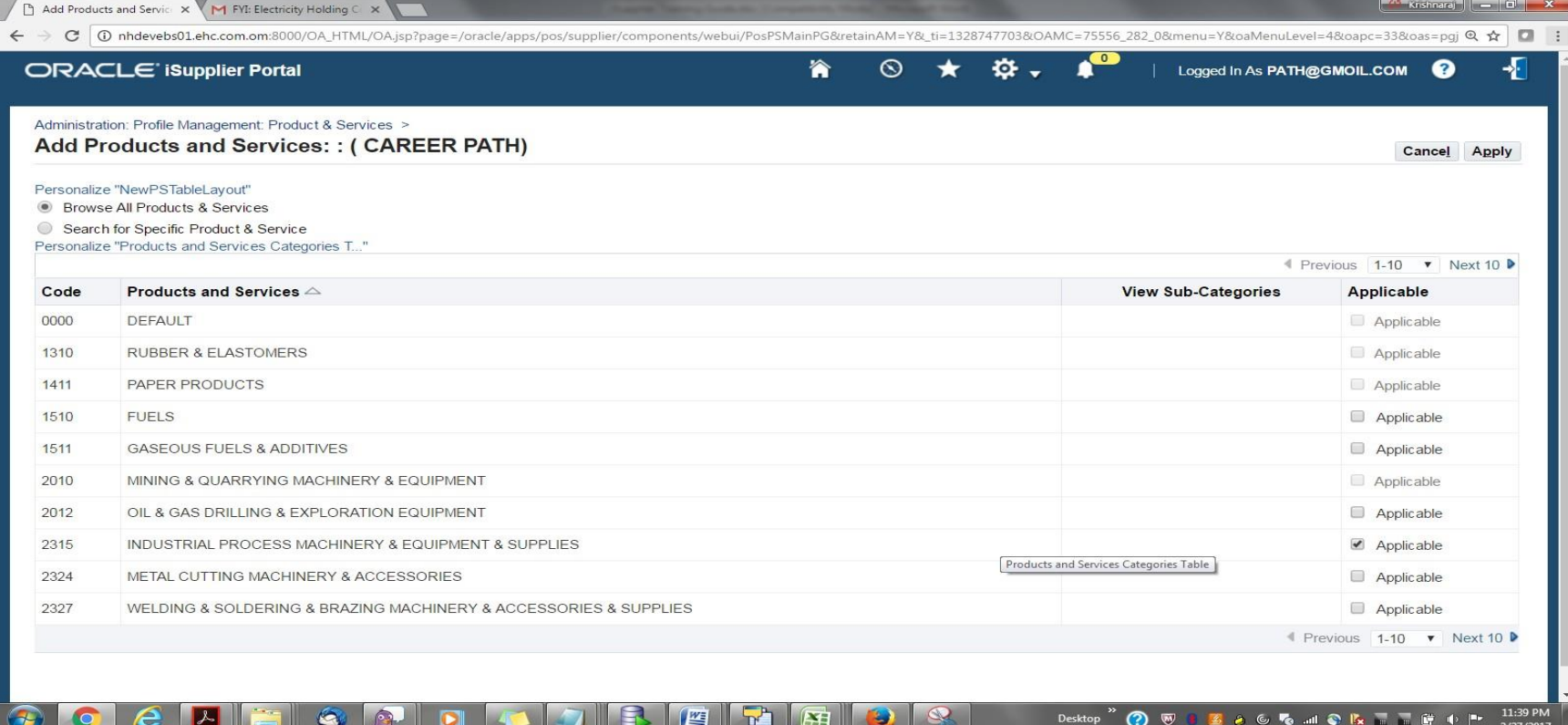


Administration: Profile Management: Product & Services >
Add Products and Services: : (CAREER PATH) Cancel Apply

Personalize "NewPSTableLayout"
 Browse All Products & Services
 Search for Specific Product & Service
 Personalize "Products and Services Categories T..."

Code	Products and Services	View Sub-Categories	Applicable
0000	DEFAULT		<input type="checkbox"/> Applicable
1310	RUBBER & ELASTOMERS		<input type="checkbox"/> Applicable
1411	PAPER PRODUCTS		<input type="checkbox"/> Applicable
1510	FUELS		<input type="checkbox"/> Applicable
1511	GASEOUS FUELS & ADDITIVES		<input type="checkbox"/> Applicable
2010	MINING & QUARRYING MACHINERY & EQUIPMENT		<input type="checkbox"/> Applicable
2012	OIL & GAS DRILLING & EXPLORATION EQUIPMENT		<input type="checkbox"/> Applicable
2315	INDUSTRIAL PROCESS MACHINERY & EQUIPMENT & SUPPLIES		<input type="checkbox"/> Applicable
2324	METAL CUTTING MACHINERY & ACCESSORIES		<input type="checkbox"/> Applicable
2327	WELDING & SOLDERING & BRAZING MACHINERY & ACCESSORIES & SUPPLIES		<input type="checkbox"/> Applicable

Step	Action
2.	Select the applicable Product and Services.



Administration: Profile Management: Product & Services >
Add Products and Services: : (CAREER PATH) Cancel Apply

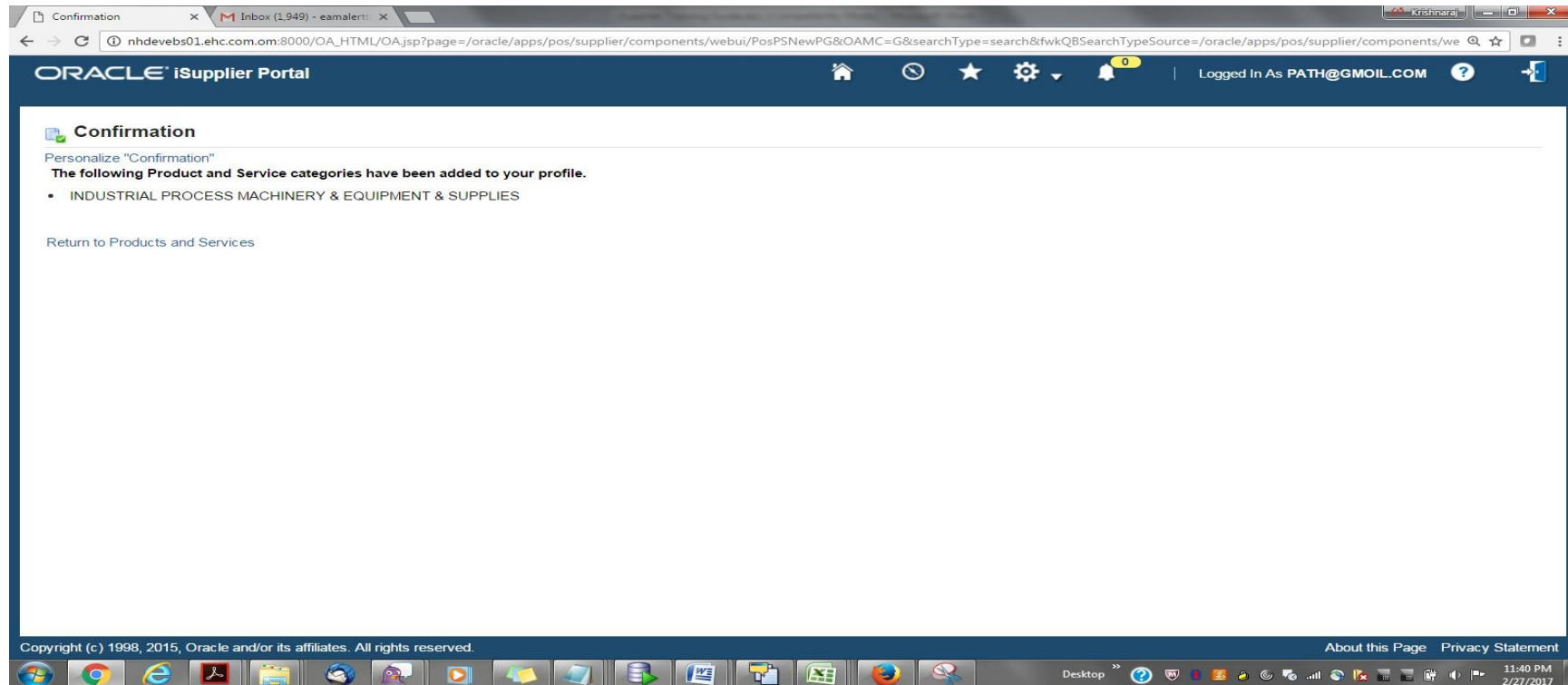
Personalize "NewPSTableLayout"
 Browse All Products & Services
 Search for Specific Product & Service
 Personalize "Products and Services Categories T..."

Code	Products and Services	View Sub-Categories	Applicable
0000	DEFAULT		<input type="checkbox"/> Applicable
1310	RUBBER & ELASTOMERS		<input type="checkbox"/> Applicable
1411	PAPER PRODUCTS		<input type="checkbox"/> Applicable
1510	FUELS		<input type="checkbox"/> Applicable
1511	GASEOUS FUELS & ADDITIVES		<input type="checkbox"/> Applicable
2010	MINING & QUARRYING MACHINERY & EQUIPMENT		<input type="checkbox"/> Applicable
2012	OIL & GAS DRILLING & EXPLORATION EQUIPMENT		<input type="checkbox"/> Applicable
2315	INDUSTRIAL PROCESS MACHINERY & EQUIPMENT & SUPPLIES		<input checked="" type="checkbox"/> Applicable
2324	METAL CUTTING MACHINERY & ACCESSORIES		<input type="checkbox"/> Applicable
2327	WELDING & SOLDERING & BRAZING MACHINERY & ACCESSORIES & SUPPLIES		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

Step	Action
3.	Click the Apply (B).

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 29 of 34



Step	Action
4.	Confirmation Message: Product and Service categories have been added to your profile.

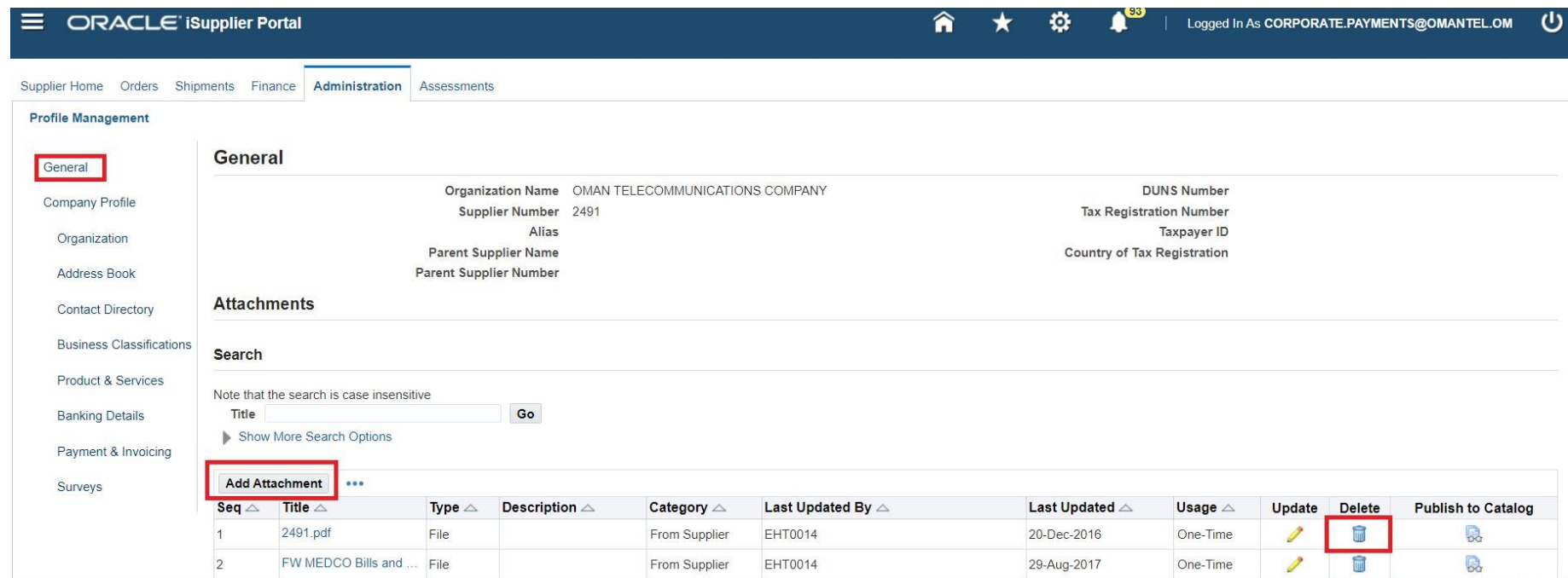
Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 30 of 34

2.5 Update Lenience which Expired

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > General >

Supplier will have to delete the expired licensee attachment and upload the renewed one.



The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'ORACLE iSupplier Portal', a home icon, a star icon, a settings icon, a notification bell with '93', and a login status 'Logged In As CORPORATE.PAYMENTS@OMANTEL.OM'. Below the navigation bar, the 'Administration' tab is selected, showing a sidebar with 'Profile Management' options: General (highlighted), Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area is titled 'General' and displays fields for Organization Name (OMAN TELECOMMUNICATIONS COMPANY), Supplier Number (2491), DUNS Number, Tax Registration Number, Taxpayer ID, and Country of Tax Registration. Below this is the 'Attachments' section, which includes a search bar and a table of attachments. The 'Add Attachment' button is highlighted in red. The table has columns for Seq, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. Two attachments are listed: '2491.pdf' (File, From Supplier, EHT0014, 20-Dec-2016, One-Time) and 'FW MEDCO Bills and ...' (File, From Supplier, EHT0014, 29-Aug-2017, One-Time). The 'Delete' icon for the first attachment is highlighted in red.

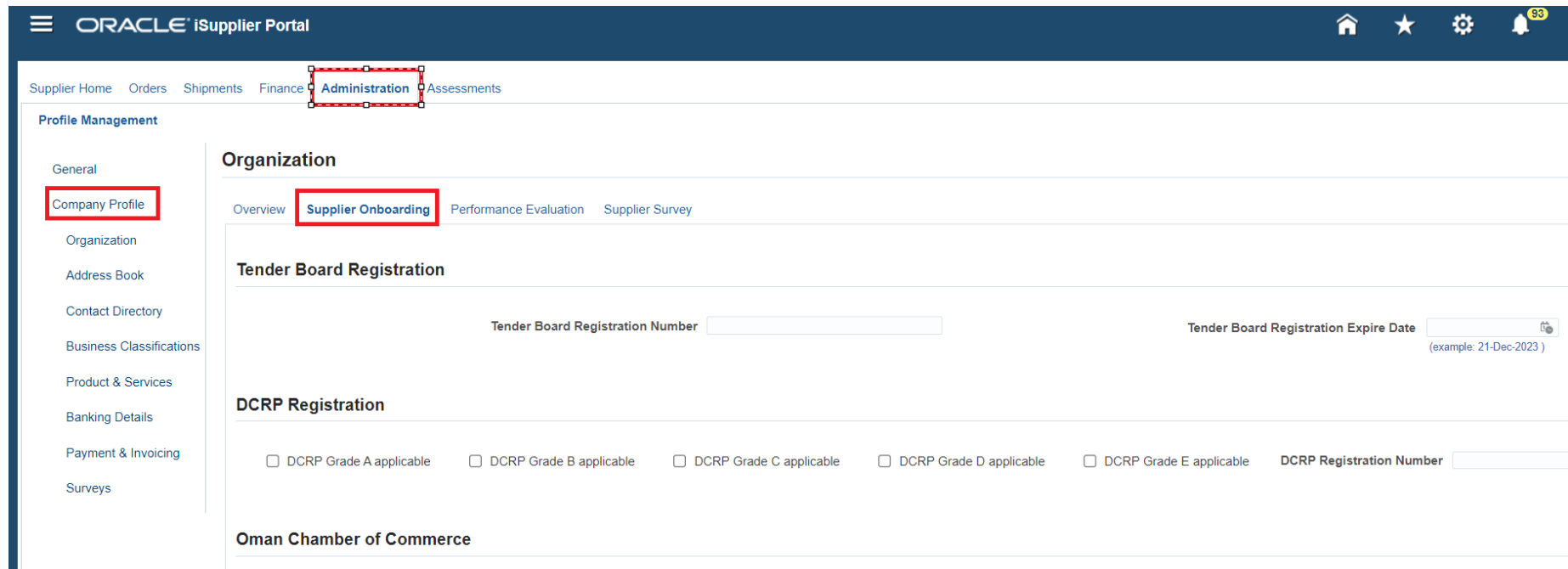
Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1	2491.pdf	File		From Supplier	EHT0014	20-Dec-2016	One-Time			
2	FW MEDCO Bills and ...	File		From Supplier	EHT0014	29-Aug-2017	One-Time			

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 31 of 34

Once supplier will upload the renewed license(decrements) then need to update the license detail in application

Support in above case CR certificate was expired and supplier have deleted the old document and upload the new one. Now supplier need to follow the below navigation update the CR number and new expiry date in I-Supplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Company Profile> Supplier Onboarding>




The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration', and 'Assessments'. The 'Administration' menu item is highlighted with a red dashed box. On the left sidebar, 'Company Profile' is highlighted with a red box. The main content area is titled 'Organization' and has sub-tabs for 'Overview', 'Supplier Onboarding', 'Performance Evaluation', and 'Supplier Survey'. The 'Supplier Onboarding' tab is active and highlighted with a red box. Below this, there is a 'Tender Board Registration' section with input fields for 'Tender Board Registration Number' and 'Tender Board Registration Expire Date' (with an example date of 21-Dec-2023). The 'DCRP Registration' section contains checkboxes for DCRP Grade A through E and a 'DCRP Registration Number' field. The 'Oman Chamber of Commerce' section is partially visible at the bottom.

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 32 of 34


Scroll down to the license(decrements) which detail need to update

DCRP Grade A applicable
 DCRP Grade B applicable
 DCRP Grade C applicable
 DCRP Grade D applicable
 DCRP Grade E applicable
 DCRP Registration Number


Oman Chamber of Commerce

Oman Chamber of Commerce Number
 Oman Chamber of Commerce Expire Date 
(example: 21-Dec-2023)

Goods Import License

Goods Import License Number
 Goods Import License Expire Date 
(example: 21-Dec-2023)

CR Details

CR Number
 CR Expiration Date 
(example: 21-Dec-2023)

SME (Ryada)

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 33 of 34


Once updated, Save your work.

Comments

Cancel Save

Performance Evaluation Supplier Survey

Tender Board Registration Number

Tender Board Registration Expire Date 
(example: 21-Dec-2023)


DCRP Grade B applicable

DCRP Grade C applicable

DCRP Grade D applicable

DCRP Grade E applicable

DCRP Registration Number

DCRP Expire date 
(example: 21-Dec-2023)

Save

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 34 of 34