

# Oracle i-Supplier Profile Management

USER GUIDE

Standard Ref: ISO 9001:2015 Quality Managemer	nt System	Document Title: Oracle iSupplier User Gu	ide
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3	View Supplier Performance Score Error! Bookmark not	defined.
	3.1 View Supplier Performance ScoreError! Bookmark not	defined.

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## 1 Introduction

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

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#### **1.2 List of Abbreviations**

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

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## 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

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Step	Action
1.	Click the Create (B)

M FYI: Dhofar Power Comp 🗙 🎽 /	Address Book × New Tab	×	and the second second	and the second second	The second se	- C Krishnara) - C X
← → C () nhdevebs01.ehc.co	m.om:8000/OA_HTML/OA.jsp?page=/ora	acle/apps/pos/supplier/webui/SuppAddrBkPG&ret	ainAM=Y&_ti=172334370	)3&oapc=19&OAMC=75556	i_279_0&menu=Y&oaMenuLevel=4&oas	=Vzg3f1RWvBZM Q 🟠 🚺 :
	r Portal		<b>* </b>	* \$ - *	Logged In As PATH@GN	юіг.сом 📀 🕂
Supplier Home Orders Shipr	ments Finance Administration	Assessments				
Profile Management						
General	Address Book					
Company Profile	Personalize Table Layout: (TableLayo Personalize "Address"	out)				
Organization	Create					
	Address Name 📥	Address Details		Country $ riangleq$	Update	Remove
Address Book	MUSCAT	P.O.BOX:588 MUSCAT 115		Oman	1	<b>T</b>
Contact Directory	Salalah	Salalah Salalah 411		Oman	1	
Product & Services	Seeb	Seeb Seeb 211		Oman	1	ī
Banking Details	Sohar	Sohar Sihar 511		Oman	1	<b></b>
Payment & Invoicing						

Surveys

α



Step	ļ	Action							
2.	E	Enter Ad	dress nam	e, Address details	and Address purp	oose.			
Create Address	× \ +			and the second	the second s				
inhtstebs03.ehc.com	n.om:8000/0A_HTM	1L/OA.jsp?page	=/oracle/apps/pos/s	upplier/webui/SuppAddrBkPG&_t	i=994803917&retainAM=Y&addB	readCrumb=N&oapc=21&	toas=NS C Q Search	☆ 自 ♥ ♣	
Most Visited 🛞 Getting Star	arted 🛞 UAT								
ORACLE <sup>®</sup> iSupp	olier Portal						📸 🛇 ★ 🍄 🗸	Logged In As PATH@GMOIL.COM	-1
Administration: Profile Man Create Address	nagement: Address	Book >						Cancel	Save
* Indicates required field									
Personalize Stack Layout: (	(AddrDtRN) SeparatorRN)	upplier Name	CAREER PATH			Supplier Number	6320		
	* Ad	ldress Name				Phone Area Code			
	* • •	Country	Oman			Phone Number			
	Ad	dress Line 1	test			Fax Area Code			
	Ad	dress Line 3				Email Address			
	Ad	dress Line 4					The second second second		
	* City/T	own/Locality					Purchasing Address		
		County							
		Province							
Personalize Table Layout: ( Personalize "Note"	(region5)	Postal Code							
Note									
Include	any additional details	about the addres	is such as the type of e	idress. This will be visible to other huve	rs within your organization as well as	to the supplier. Also, include h	rief notes to buver about the change when changing add	ress information.	
	Standard	Ref: ISC	9001:201	5 Quality Manage	ment System	Document T	Title: Oracle iSupplier User	Guide	
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Administration: Profile Management: Addre	ess Book >					Cancel	Save
Indicates required field							
ersonalize Stack Layout: (AddrDtRN) Supplier ersonalize Flow Layout: (SeparatorRN)	Name CAREER PATH		Supplier Number	6320			
* Address Name	Azaiba		Phone Area Code				
Country	Oman	Ŧ	Phone Number	123676			
* Address Line 1	Azaiba		Fax Area Code				
Address Line 2			Fax Number				
Address Line 3			Email Address				
Address Line 4				Purchasing A	Idress		
* City/Town/Locality	Azaiba			<ul> <li>Payment Addr</li> </ul>	ess		
County				RFQ Only Add	Iress		
State/Region							
* Province	242						
Personalize Table Layout: (region5) Personalize "Note"	210						
Note Please Approve the r	new Address for CAREER PATH						
		6					

Step	Action	
3.	Click the Save (B) to submit new address request.	
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er Home Orders Ship	ments Finance Administration As	sessments					
file Management							
eneral	Confirmation						
	Azaiba has been added to your Add	Iress Book.					
ompany Profile	Address Book						
Organization	Personalize Table Layout: (TableLayout) Personalize "Address"						
Address Book	Create						
Contact Directory	Address Name 📥	Address Details			Upd	late Ren	nove
Business Classifications	Azaiba	Azaiba Azaiba 213		Oman		>	1
Product & Services	MUSCAT	P.O.BOX:588 MUSCAT 115		Oman	2	•	
Banking Details	Salalah	Salalah Salalah 411		Oman		-	
Payment & Invoicing	Seeb	Seeb		Oman			3
	0000	Seeb 211		ondin	-	L.	
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Surveys	Ind/or its affiliates. All rights reserved.	Seeb 211 Sohar Sihar 511	2	Oman Oman Desktop *	<ul> <li>2</li> <li>2</li> <li>3</li> <li>3</li> <li>4</li> <li>5</li> <li>5</li></ul>	About this Page F	Privacy Stateme



#### 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

	r Portal			冷	⊗ ★	‡- ↓	Logged In	As PATH@GMOIL	.сом 🔸
Supplier Home Orders Shipn	ments Finance	Administration Assess	ments						
Profile Management									
General	Contact D	irectory : Active	Contacts						
Comment Deafle	Personalize "Co	ntacts Table"							
Company Profile	Create								
Organization	First Name 4	Last Name 🛆	Phone Number 🛆	Email 🛆	Status 🛆	User Account	Remove	Addresses	Update
Address Book	cp	capa	123442	CP@gmoil.com	Current	~			1
Contact Directory		Mohammed		Mohammed@gmoil.com	Current				1
Business Classifications	PATH	PATH		PATH@gmoil.com	Current	~			1
Product & Services	Testing	Test		tst_123@gmoil.com	Current		î		1
Banking Details Payment & Invoicing	▶ Contact	Directory : Inactive	Contacts						
Surveys									

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Step	Action
1.	Click the Create (B).

eate Contact	tact Directory >				Quertal
ndicates required field					Cance
ersonalize Header: (ContactRN)					
ersonalize Default Double Column: (re	egion2)				
Contact Title 🔻	Phone A	Area Code			
First Name	Phon	e Number			
Middle Name	Phone I	Extension			
* Last Name	Alternate Phone A	Area Code			
Alternate Name	Alternate Phone	e Number			
Job Title	Fax A	Area Code			
Department	Fa	ix Number			
Contact Email					
Url					

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Step	Action
2.	Enter the Contact Person Details.

ministration: Profile Manag	gement: Contact Directory >					
reate Contact						Cance <u>l</u> <u>S</u>
ndicates required field						
ersonalize Header: (Cont ersonalize Default Double	tactRN) e Column: (region2)					
STOORALE DOLGAR DOUD	(regionz)					
Contact Title	Mr. 🔻	Phone Area Code				
First Name		Phone Number	12341334			
Middle Name		Phone Extension				
* Last Name	Ahmed	Alternate Phone Area Code				
Alternate Name		Alternate Phone Number				
Job Title		Fax Area Code				
Department		Fax Number				
Contact Email	Ahmed@gmoil.com					
Url						

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Step	Action
3.	Click the Save (B)

rofile Management		Assess	ments						
ome management									
General	Confirmat	tion							
Company Profile	Ahmed has been	n added to your Contact	Directory.						
Organization		CLOTY . ACLIVE C	Jonacis						
Organization	Create	ts lable"							
Address Book	First Name 스	Last Name 스	Phone Number	Email 스	Status 스	User Account	Remove	Addresses	Updat
Contact Directory		Ahmed	12341334	Ahmed@gmoil.com	Pending		Â		1
Business Classifications	cD.	capa	123442	CP@amoil.com	Current		8		1
Product & Services		200pu	4005400		D	•			
Banking Details		KHAN	1235432	KHAN@gmoil.com	Pending				-
Devenue & Investoire		Mohammed		Mohammed@gmoil.com	Current				1
Payment & invoicing	PATH	PATH		PATH@gmoil.com	Current	~	1		0
Surveys	Testing	Test		tst_123@gmoil.com	Current		Î		1
9									
Surveys	Testing	Test		tst_123@gmoil.com	Current				-

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

Associate Address to Contact person

ORACLE' iSupplie	r Portal			<b>^</b>	⊗ ★	\$₽ - ↓	Logged In	As PATH@GMOIL	сом 🚽
Supplier Home Orders Shipr	ments Finance Ad	Iministration Assess	ments						
Profile Management									
General	🔒 Confirmat	tion							
General	Ahmed has been	n added to your Contact	Directory.						
Company Profile	Contact Dire	ctory : Active (	Contacts						
Organization	Personalize "Contac	ts Table"							
Address Book	Create								
Address Book	First Name 🛆	Last Name 🛆	Phone Number 🛆	Email 🛆	Status 🛆	User Account	Remove	Addresses	Update
Contact Directory		Ahmed	12341334	Ahmed@gmoil.com	Pending		1		1
Business Classifications	ср	capa	123442	CP@gmoil.com	Current	~		Manage A	ddress
Product & Services		KHAN	1235432	KHAN@gmoil.com	Pending		<b></b>		1
Banking Details		Mohammed		Mohammed@gmoil.com	Current				1
Payment & Invoicing	PATH	PATH		PATH@gmoil.com	Current	v			1
Surveys	Testing	Test		tst_123@gmoil.com	Current		1		1
	Contact Dir	rectory : Inactive	Contacts						

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Step	Action
5.	Click the Manage Address icon.

		<u></u>	* 8.	_ogged In As PATH@GMOIL.COM	vi →
dministration: Profile Management: Contact Directory >					
ddress Associations for Contact				Cancel	Save
e addresses associated with the contact can be mainta	ned in this page.				
rsonalize "Address Associations for Contact D"					
±					
ddress Name	Address Details			Remove	
o results found.					

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DRACLE	iSupplier Portal		<b>`</b>	⊗ ★	\$\$÷ 1	Log	ged In As PATH@GMC	ыг.сом 🔸
Administration: Profil	ile Management: Contact Directory >							
The addresses ass	sociated with the contact can be maintained in this p	page.					C	Cance <u>l S</u> ave
Personalize "Addres	ss Associations for Contact D"							
Add Another Row			Address De	ails			Remov	/e
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ORACLE	iSupplier Portal		<b>`</b>	S 🖈	₽.	· · ·	Logged In As PATH@GMOIL.COM
Administration: Profil	ile Management: Contact Directory > sociations for Contact						Cancel Sa
The addresses ass	ociated with the contact can be mainta	ained in this page.					
Personalize "Addres	ss Associations for Contact D"						
<b></b>							
Address Name		Address Details					Remove
MUSCAT		P.O.BOX:588, MUSCAT, OM					<b>a</b>
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lost Visited	d 🛞 Getting Started						
		ement		i	n o \star 🌣	<ul> <li>Logged In A</li> </ul>	NS EHL0087 🕂
Suppliers	s Import Administration						
Home	Supplier User Management	Hierarchies Search D&B	Tasks				
Suppliers	rs: Home >						
Supp	olier Profile Change R	equests					
Coorel	h						
Searc	n						
Person	nalize "Search"						
	Profile Element Cor	ntact -					
	Profile Element Con Supplier	ntact					
	Profile Element Con Supplier Go	ntact ▼ ≥ Q	A.				
Select	Profile Element Con Supplier Go Contact Requests:   Approve	Reject					
Select ( Select A	Profile Element Cou Supplier Ge Contact Requests:   Approve	Reject					
Select C Select A Select	Profile Element Cou Supplier Ga Contact Requests:   Approve All   Select None t Request Type	Reject   Request Date V	Contact First Name 🛆	Contact Last Name 스	Supplier Name 스	Supplier Number $ riangleftilde{A}$	Update
Select A Select Select	Profile Element Cou Supplier Gr Contact Requests:   Approve All   Select None t Request Type New Contact	Reject   Request Date 27-Feb-2017	Contact First Name	Contact Last Name Ahmed	Supplier Name CAREER PATH	Supplier Number 6320	Update /
Select C Select A Select	Profile Element Cou Supplier G G Contact Requests:   Approve All   Select None t Request Type New Contact New Contact	Reject         Request Date           27-Feb-2017         27-Feb-2017	Contact First Name 🛆	Contact Last Name A	Supplier Name        CAREER PATH       CAREER PATH	Supplier Number △           6320           6320	Update
Select ( Select A Select	Profile Element Co Supplier G Contact Requests:   Approve All   Select None t Request Type New Contact New Contact New Contact Change to existing contact	Reject         I           27-Feb-2017         27-Feb-2017           22-Feb-2017         22-Feb-2017	Contact First Name A	Contact Last Name        Ahmed       KHAN       Supplier-1	Supplier Name        CAREER PATH       CAREER PATH       Supplier-1	Supplier Number △           6320           6320           7763	Update
Select C Select A Select	Profile Element Cou Supplier G G Contact Requests:   Approve All   Select None t Request Type New Contact New Contact New Contact Change to existing contact	ttact	Contact First Name A	Contact Last Name Ahmed KHAN Supplier-1	Supplier Name        CAREER PATH       CAREER PATH       Supplier-1	Supplier Number A           6320           6320           7763	Update / /
Select C Select A Select	Profile Element Co Supplier G Contact Requests:   Approve All   Select None t Request Type New Contact New Contact New Contact Change to existing contact	Reject     Request Date       27-Feb-2017     27-Feb-2017       22-Feb-2017     22-Feb-2017	Contact First Name 🛆	Contact Last Name        Ahmed       KHAN       Supplier-1	Supplier Name        CAREER PATH       CAREER PATH       Supplier-1	Supplier Number            6320         6320           6320         7763	Update
Select C Select A Select	Profile Element Cor Supplier G G Contact Requests:   Approve All   Select None t Request Type New Contact New Contact New Contact Change to existing contact	Reject     Image: Control of the state of th	Contact First Name A	Contact Last Name Ahmed KHAN Supplier-1	Supplier Name       CAREER PATH       CAREER PATH       Supplier-1	Supplier Number △           6320           6320           7763	Update
Select A Select Comm	Profile Element Cod Supplier G G Contact Requests:   Approve I Select None Request Type A New Contact New Contact New Contact Change to existing contact Change to existing contact	Reject     Image: Control of the second	Contact First Name A	Contact Last Name A Ahmed KHAN Supplier-1	Supplier Name A       CAREER PATH       CAREER PATH       Supplier-1	Supplier Number △           6320           6320           7763	Update // //
Select A Select A Comm	Profile Element Co Supplier G Contact Requests:   Approve All   Select None t Request Type New Contact New Contact New Contact Change to existing contact	Reject        27-Feb-2017     27-Feb-2017       22-Feb-2017     22-Feb-2017	Contact First Name A	Contact Last Name A Ahmed KHAN Supplier-1	Supplier Name A       CAREER PATH       CAREER PATH       Supplier-1	Supplier Number            6320         6320           7763         7763	Update



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#### 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

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Step	Action
9.	Click the Update icon.

	/OA_HTML/OA.jsp?page=/oracle/app	os/pos/request/webui/PosPrfChgCon	PG&directQueryItem=1&addBreadCrumb=Y&retainAM=Y&_ti=140298	C Q Search			+ 1
Visited 🛞 Getting Started							
	anagement				\$\$-, ↓⁴	Logged In As EHL	0087 •
pliers: Home > Supplier Pro	ofile Change Requests >						
w Contact Reques	t					Cancel Reject	Approve
	Supplier Name			Doguested By			
	Supplier Number	6320		Requested Date	27-Feb-2017		
	Contact Title	Mr		Phone Area Cada			
	Eiret Namo	IVII.		Phone Number	123/133/		
	Middle Name			Phone Extension	12041334		
	* Last Name	Ahmed	Alt	ernate Phone Area Code			
	Alternate Name			Alternate Phone Number			
	Job Title			Fax Area Code			
	Department			Fax Number			
	Email Address	Ahmed@gmoil.com		Inactive Date		tio .	
	Url				(example: 27-Feb-2017 1)	9:45:00)	
er Account							
ersonalize "User Account" reate User Account For The	Contact						
dresses For the Cont	act						
ersonalize "Addresses For the sonalize "Addresses linked to	Contact" this contact"						
dress Name 🛆	Address Details		Status	Contact Descr	iptive Flexfield	Rer	nove
	P.O.BOX:588 MUS	CAT OMAN 115 OMAN	Current	2	1	1	8
SCAT							

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

	equest × +				Contraction
)   nhdeve	ebs01. <b>ehc.com.om</b> :8000/OA_HTML/OA.jsp?page=/oracle/ap	pps/pos/request/webu	rfChgContPG&directQueryItem=1&addBreadCrumb=Y&retainAM=Y&_ti=140298	☆ 自 ♥	• <b>↓</b> ♠
Visited 闭	Getting Started				
ACLE	Supplier Management		ĥ (	🛇 ★ 🏟 🗸 崎   Logged In A	s EHL0087
ers: Home	> Supplier Profile Change Requests > t Request			Cance <u>i</u> Rej	ject Approv
	Supplier Name	CAREER PATH	Requested By PATH F	PATH	
	Supplier Number	6320	Requested Date 27-Feb	b-2017	
	Contact Title	Mr. 💌	Phone Area Code		
	First Name		Phone Number 12341	1334	
	Middle Name		Phone Extension		
	* Last Name	Ahmed	Alternate Phone Area Code		
	Alternate Name		Alternate Phone Number		
	Job lite		Fax Area Lode		
	Email Address	Ahmed@amoil.com	Tax Humber		
			inactive Date	19a	
Account malize "Use le User Acc	Uri er Account" scount For The Contact 🕡		enactive Date (example /	Top 27-Feb-2017 19:45:00)	
Account malize "Use te User Acc Responsil	Uri t er Account" scount For The Contact 📝 ibliftites		mactive ⊍ate (earpte : mame Ahmed@gmoil.com	Top 27-Feb-2017 19:43:00	
Account onalize "Use te User Acc Responsil Personalize	Uri t er Account* ccount For The Contact  ibilities tize "Responsibilities" e "Responsibilities"		mactive Date (earpie /	Top 27-Feb-2017 19.45.00)	
Account malize "Use te User Acc Responsit Personalize Select All Select R	Uri t er Account* ccount For The Contact  ibilities ibilities ize "Responsibilities" e "Responsibilities" 1 Select None 2 segonsibility		mactive date (earpe : mame Ahmed@gmoil.com	Top 27-Feb-2017 19.48.00)	
Account malize "Use te User Acc Responsil Personalize Select All J Select Re V is	Uri t er Account" scount For The Contact  ibilities ibilities ize "Responsibilities" e "Responsibilities" [ Belec None Responsibilities Supplier Portal Full Access		rname Ahmed@gmoil.com Application ISupplier Portal	Top 27-Feb-2017 19 48 00)	
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Account onalize "Use te User Acco Responsil Personalize Select All Select Ri Si Si Si Si Si Si	Uri t er Account* count For The Contact  ibilities ibilities ia: "Responsibilities* ie "Responsibilities" ] Beleck Nome Responsibilities* Supplier Portal Full Access Supply Chain Collaboration Planner Sourcing Supplier		rname Ahmed@gmoil.com  rname Ahmed@gmoil.com  Application  ISupplier Portal  Advanced Supply Chain Planning Sourcing	27-Feb-2017 19.43.00)	
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Step	Action
11.	Click the Approve (B)

	Request × \ +										
D nhde	evebs01.ehc.com.om:8000/OA_HTML/OA.jsp?page=/oracle/ap	pps/pos/request/webui,	/PosNewContReqPG&_ti=14029846	83&retainAM=Y&addBreadCrumb=Y&OAMC=R&o C	Q Search			☆ 🖻		÷	俞
t Visited	Getting Started										
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liers: Hom V Conta	e > Supplier Profile Change Requests > act Request							Cance	l Reje	ct App	prove
Accou	Supplier Name Supplier Number Contact Title First Name Middle Name Last Name Alternate Name Job Title Department Email Address Url	CAREER PATH 6320 Mr. The Anmed Ahmed Ahmed@gmoil.com		Alter Al	Requested By Requested Date Phone Area Code Phone Rumber Phone Extension nate Phone Area Code ernate Phone Number Fax Area Code Fax Number Inactive Date	PATH PATH 27.Feb-2017	5 <b>6</b> 0				
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Step	Action
12.	The Request has been approved.

I <mark>nbox (1,946)</mark> Starred	Workflow Mailer-DEV via namagroup.onmicrosoft.com to AHMED 🗨	11:20 PM (2 minutes ago) 📩 🖌 👻
Sent Mail Drafts	To         AHMED           Sent         27-FEB-2017 23:20:16           ID         5541000	
VorkOrder (1)	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.
More <del>▼</del>	When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.	
Sriram - +	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 o 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 EHC or its Group of Electricity Companies.	r copy this message. Please inform the sender or and do not necessarily reflect the opinions of
Step	Action	
13	Oracle Application LIBL is communicated to supplier user with Username and Password details th	brough email

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#### 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

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

Profile Management Finance Administration Assessment	nts			
General Business Classifications				
Personalize Table Layout: (BtnRN) Company Profile				Cance <u>l</u> <u>S</u> a
Organization Certification				
Address Book Personalize "Certification" Contact Directory I certify that I have reviewed the classified	ation below and they are curre	nt and accurate.		
Business Classifications Personalize Default Double Column: (reCertt Last Certified By	bl)			
Product & Services Personalize Flow Layout Banking Details © TIP Date format example: 27-Feb-2017				
Personalize "Business Classification Table"				
Payment & Invoicing Classification Applic	able Minority Type	Certificate Number	Certifying Agency	Expiration Date
Surveys DCRP				tio .
				150
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Step	Action
2.	Click the save (B).

	Portal				9 🛪	유 •		Logged In As P	ATH@GMOIL.COM	M 😲	
ilier Home Orders Shipme	ents Finance Administratio	Assessments									
ofile Management											
Seneral	<b>Business Classific</b>	ations									
Company Profile	Personalize Table Layout: (Btn	nRN)								Cance <u>l</u>	Sav
Organization	Janization Certification										
Address Book	Certification										
Address Book Contact Directory	Personalize "Certification"	ewed the classification be	low and they are current	and accurate.							
Address Book Contact Directory Business Classifications Product & Services	Personalize "Certification" I certify that I have revie Personalize Default Double Last Certified	ewed the classification be Column: (reCerttbl) By	low and they are current a	and accurate.							
Address Book Contact Directory Business Classifications Product & Services Banking Details	Personalize "Certification" I certify that I have revie Personalize Default Double o Last Certified Personalize Flow Layout % TIP Date format example: 2	ewed the classification be Column: (reCerttbl) By 27-Feb-2017	low and they are current	and accurate.							
Address Book Contact Directory Business Classifications Product & Services Banking Details	Personalize "Certification" I certify that I have revie Personalize Default Double o Last Certified Personalize Flow Layout Of TIP Date format example: 2 Personalize "Business Classif	ewed the classification be Column: (reCerttbl) By 27-Feb-2017 fication Table"	low and they are current	and accurate.							
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Step	Action
3.	Classification has been saved.

	Portal				⊗ ★	⇔.		In As PATH@GMOIL.CO	м ?
lier Home Orders Shipme	ents Finance Administration	on Assessments							
ofile Management									
Seneral	<b>Confirmation</b>								
Scherar	Your classifications have	been saved.							
Company Profile	<b>Business Classifie</b>	cations							
Organization	Personalize Table Layout: (Bt	nRN)							
Address Book									Cance <u>I</u> Sa
Contact Directory	Certification								
Business Classifications Product & Services Banking Details	Personalize "Certification" I certify that I have revi Personalize Default Double Last Certified	ewed the classification b Column: (reCerttbl) By	elow and they are curren	t and accurate.					
Payment & Invoicing	Personalize Flow Layout	27-Feb-2017							
Surveys		Applicable	Minority Type	Certificate	Number	Ce	rtifying Agency	Expiration Date	
12	DCRP			24354564				28-Feb-2017	Č6
	IBAN								۩
	TENDER BOARD								60

## 2.4 Create or Update Product and Services

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Note: Login as Supplier user in iSupplier Portal

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

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Step	Action
1.	Click the Add (B).

plier nome Orders Shiph	ilents Fir	ance A	Assessments			
rofile Management						
General	Produ	ucts ar	nd Services			
Company Profile						
Organization	Personal	ize "Produ	icts and Services Table"			
e iganizatori	Remov	ve Add	1			
Address Book	Select A	II   Select I	None	Data Addad	0	
Contact Directory	Select	Code	Products and Services	Date Added	Approval Status	view Sub-Category
Business Classifications		0000	DEFAULT	31-Jan-2017	Approved	
Product & Services		1310	RUBBER & ELASTOMERS	31-Jan-2017	Approved	
Froduct & Services		1411	PAPER PRODUCTS	31-Jan-2017	Approved	
Banking Details		2010	MINING & QUARRYING MACHINERY & EQUIPMENT	21-Feb-2017	Approved	
Payment & Invoicing		0000	DEFAULT	31-Jan-2017	Rejected	
Surveys		1310	RUBBER & ELASTOMERS	31-Jan-2017	Rejected	
		1411	PAPER PRODUCTS	31-Jan-2017	Rejected	
ight (c) 1998-2015. Oracle ar	d/or its affi	liates. All r	iahts reserved			About this Page Privacy St

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RA	CLE' iSupplier Portal	© 🕇	r ‡÷ -	Logged In As PATH	@GMOIL.COM ?? •
dministra dd Pi	ation: Profile Management: Product & Services > roducts and Services: : ( CAREER PATH)				Cance <u>l</u> Appl
rsonaliz Brows Searcl	re "NewPSTableLayout" se All Products & Services h for Specific Product & Service e "Products and Services Categories T"				
				4 F	Previous 1-10 Y Next 10
Code	Products and Services A			View Sub-Categories	Applicable
0000	DEFAULT				Applicable
310	RUBBER & ELASTOMERS				Applicable
411	PAPER PRODUCTS				Applicable
510	FUELS				Applicable
511	GASEOUS FUELS & ADDITIVES				Applicable
010	MINING & QUARRYING MACHINERY & EQUIPMENT				Applicable
012	OIL & GAS DRILLING & EXPLORATION EQUIPMENT				Applicable
	INDUSTRIAL PROCESS MACHINERY & EQUIPMENT & SUPPLIES				Applicable
2315					Applicable
2315 2324	METAL CUTTING MACHINERY & ACCESSORIES				

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**7** 

 Step
 Action

 2.
 Select the applicable Product and Services.

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RAC	LE iSupplier Portal	* 🌣	Logged In As	PATH@GMOIL.COM ?
dministrati dd Pro	ion: Profile Management: Product & Services > roducts and Services: : ( CAREER PATH)			Cance <u>I</u> Apply
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				I Previous     I-10     Next 10     Next 10
ode	Products and Services 🛆		View Sub-Categori	es Applicable
000	DEFAULT			Applicable
310	RUBBER & ELASTOMERS			Applicable
411	PAPER PRODUCTS			Applicable
510	FUELS			Applicable
511	GASEOUS FUELS & ADDITIVES			Applicable
010	MINING & QUARRYING MACHINERY & EQUIPMENT			Applicable
012	OIL & GAS DRILLING & EXPLORATION EQUIPMENT			Applicable
315	INDUSTRIAL PROCESS MACHINERY & EQUIPMENT & SUPPLIES			Applicable
324	METAL CUTTING MACHINERY & ACCESSORIES	Produ	ucts and Services Categories Table	Applicable
327	WELDING & SOLDERING & BRAZING MACHINERY & ACCESSORIES & SUPPLIES			Applicable
				Previous 1-10 ▼ Next 10 ▶

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🔓 Confirmati	on									
Personalize "Confirm The following Pro-	nation" duct and Service categories have beer	n added to your profile.								
INDUSTRIAL PI	ROCESS MACHINERY & EQUIPMENT	& SUPPLIES								
Return to Products a	and Services									
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#### 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.

	upplier P	ortal					î	* *	≱ ↓ <sup>∞</sup>	Logged In A	As CORPORA	ATE.PAYME	NTS@OMANTEL.OM	ด
Supplier Home Orders Ship	oments Fin	ance Administration	Assessment	s										
Profile Management														
General	Gener	al												
Company Profile			Organi	zation Name OMAN T	ELECOMMUNICATIC	INS COMPANY			D	UNS Number				
Company i Tome			Supp	olier Number 2491					Tax Registra	ation Number				
Organization			Parent Su	Alias					Country of Tax	Taxpayer ID Registration				
Address Book			Parent Supp	olier Number					Country of Tax	Registration				
Contact Directory	Attach	ments												
Business Classifications	Search													
Product & Services														
Banking Details	Note that Title	the search is case insensit	tive	Go										
Danking Details	Show	More Search Options												
Payment & Invoicing														
Surveys	Add At	achment •••												
	Seq 🛆	Title 🛆	Туре 🛆	Description 🛆	Category 🛆	Last Updated By 🛆		Last	Updated 🛆	Usage 🛆	Update	Delete	Publish to Catal	og
	1	2491.pdf	File		From Supplier	EHT0014		20-De	ec-2016	One-Time	1			
	2	FW MEDCO Bills and	File		From Supplier	EHT0014		29-Au	ıg-2017	One-Time	1	Î	5	

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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>

	upplier Portal	î	*	٥	
Supplier Home Orders Ship	nents Finance Administration Assessments				
Profile Management					
General	Organization				
Company Profile	Overview Supplier Onboarding Performance Evaluation Supplier Survey				
Organization					
Address Book	Tender Board Registration				
Contact Directory	Tender Board Registration Number Tender Board Registra	tion Expire	e Date		Č.
Business Classifications			(e	example: 21-	Jec-2023)
Product & Services					
Banking Details	DCRP Registration				
Payment & Invoicing	DCRP Grade A applicable     DCRP Grade B applicable     DCRP Grade C applicable     DCRP Grade D applicable     DCRP Grade E applicable     DCRP	Registratio	on Numbe	er	
Surveys					
	Oman Chamber of Commerce				

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#### 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 Numb	er
Oman Chamber of Comme	rce					
	Oman Chamber of Commer	ce Number		Oman Chamb	er of Commerce Expire Date	(example: 21-Dec-2023 )
Goods Import License						
	Goods Import License Num	ber		Goods Import	t License Expire Date (exam	<b>b</b> e: 21-Dec-2023 )
R Details						
	<b>CR Number</b> 1640747			CR Expiration	Date 21-Apr-2020 (axample: 21-Dec-2023)	
SME ( Ryada)				d	0	C

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#### Once updated, Save your work.

	<b>î</b> ★	¢ (	Logged In As CO	RPORATE.PAYMENTS@OMANTEL.ON	<sup>ل</sup> ? ب
ments					
					Cance <u>I</u> _ave
rformance Evaluation Supplier Survey				•	
Tender Board Registration Number	fender Board Registration Expire Date	(example: 21-Dec-20	123 )		
DCRP Grade B applicable     DCRP Grade C applicable     DCRP Grade D applicable     DCRP Grade E a	applicable DCRP Registration Nun	nber		DCRP Expire date (example: 21-D	ec-2023 )
2					

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