



**Oracle Fusion Supplier Portal**  
**- User Guide**

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# 1. Supplier Portal Login Process for New Supplier

## Description:

This process details the steps required to login to the supplier portal for new suppliers and with password reset link.

- Supplier will receive an email notification upon registration request approval.

Oracle Fusion Applications-Welcome E-Mail Spam x

egxm-test.fa.sender@workflow.mail.em2.cloud.oracle.com 11:48 (8 minutes ago) ☆

Dear Leo Mendonca Mr, Congratulations! Your Oracle Fusion Applications account has been successfully created. Please follow the link below to reset your password

egxm-test.fa.sender@workflow.mail.em2.cloud.oracle.com 11:56 (0 minutes ago) ☆ 😊 ↶ ⋮

to me ▾

Why is this message in spam? It is similar to messages that were identified as spam in the past.

Report as not spam ⓘ

Dear Shakul Hameed,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

[https://egxm-test.fa.em2.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase\\_gid=9d4d8b79a06a4368b5f6af1f18a715ed](https://egxm-test.fa.em2.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase_gid=9d4d8b79a06a4368b5f6af1f18a715ed)

- Click on this link to reset the password. Password reset page will be opened.

Sign In  
ORACLE APPLICATIONS CLOUD

Reset Password

Password

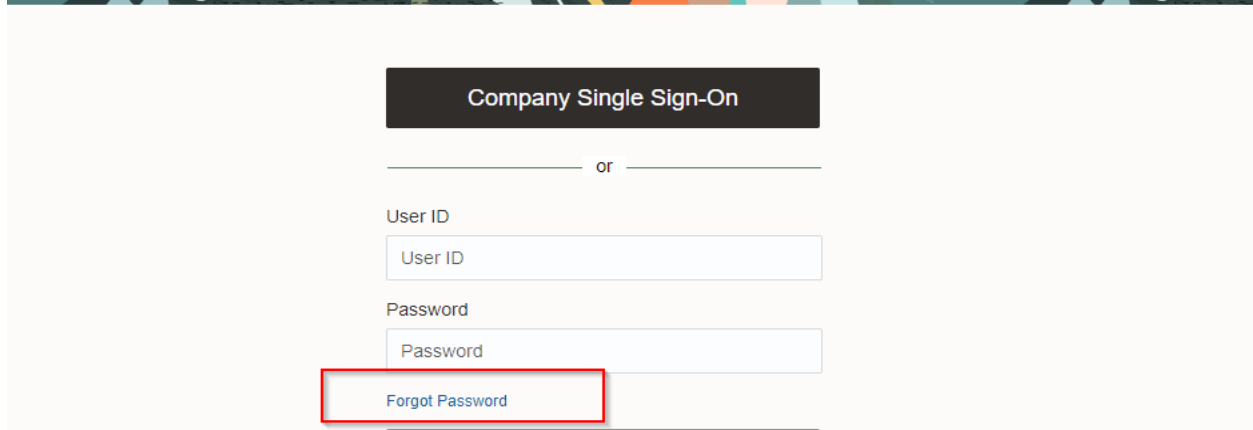
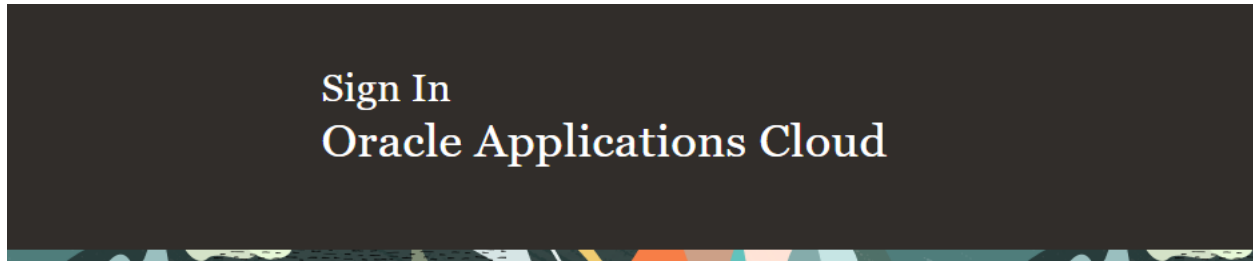
Confirm Password

Submit

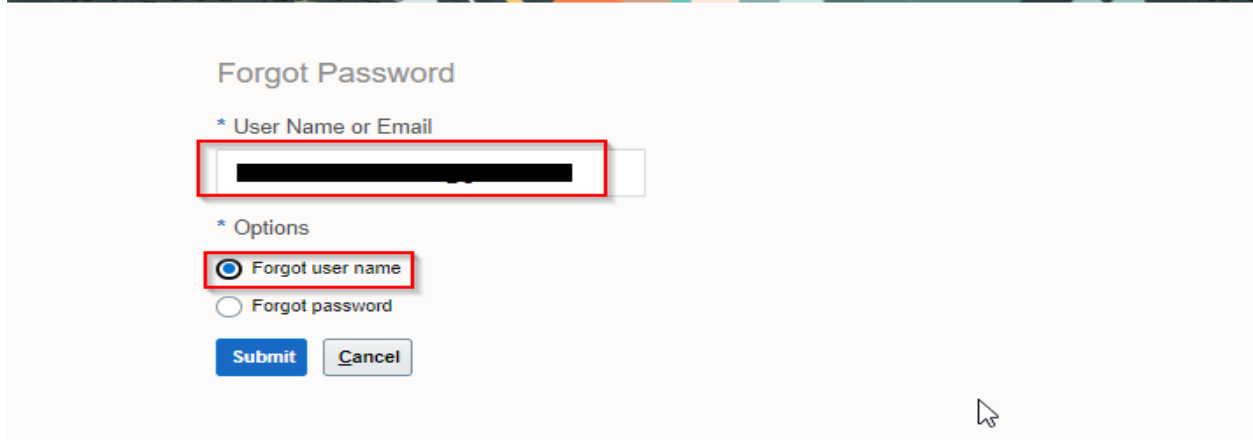
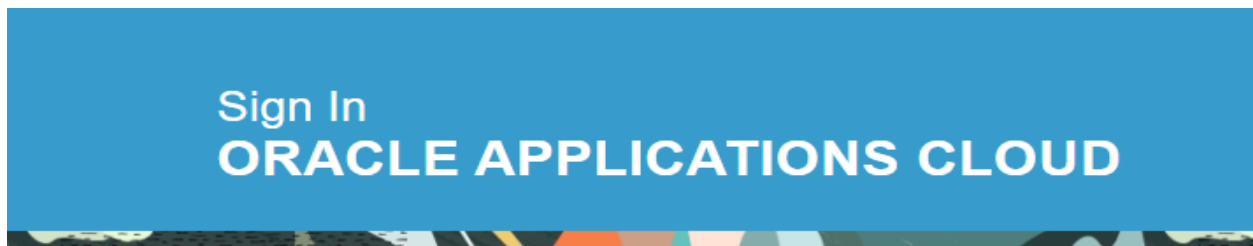
## 2. Forget Username or Password:

URL: <https://egxm.login.em2.oraclecloud.com/>

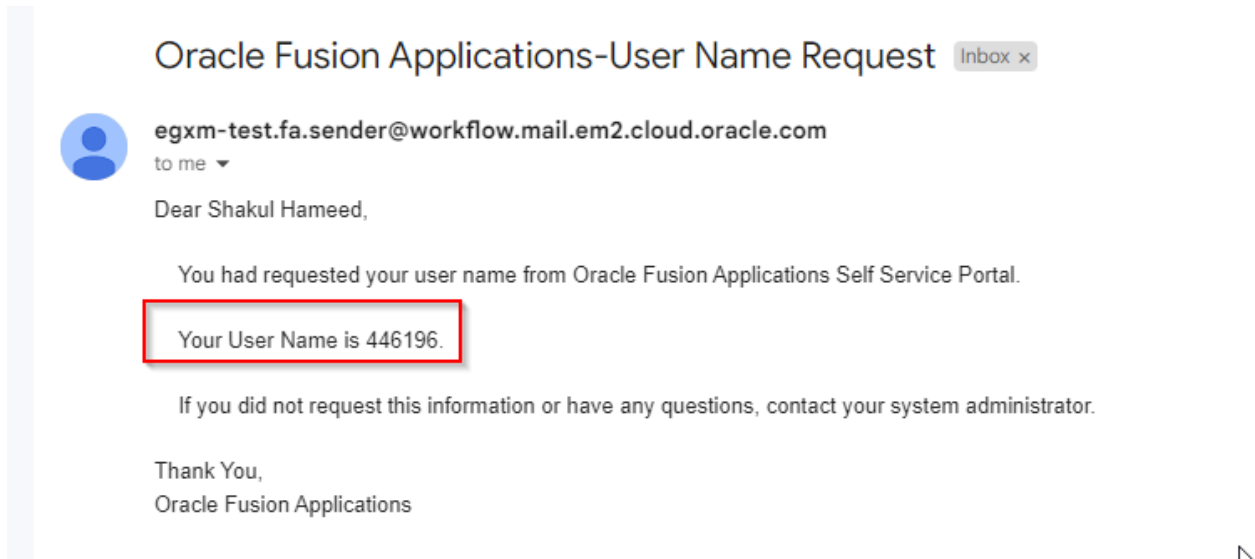
- Select above URL and select the Forget Password option.

A form titled "Company Single Sign-On" with a dark header. Below the header is a horizontal line with "or" in the center. There are three input fields: "User ID", "Password", and "Forgot Password". The "Forgot Password" button is highlighted with a red border.

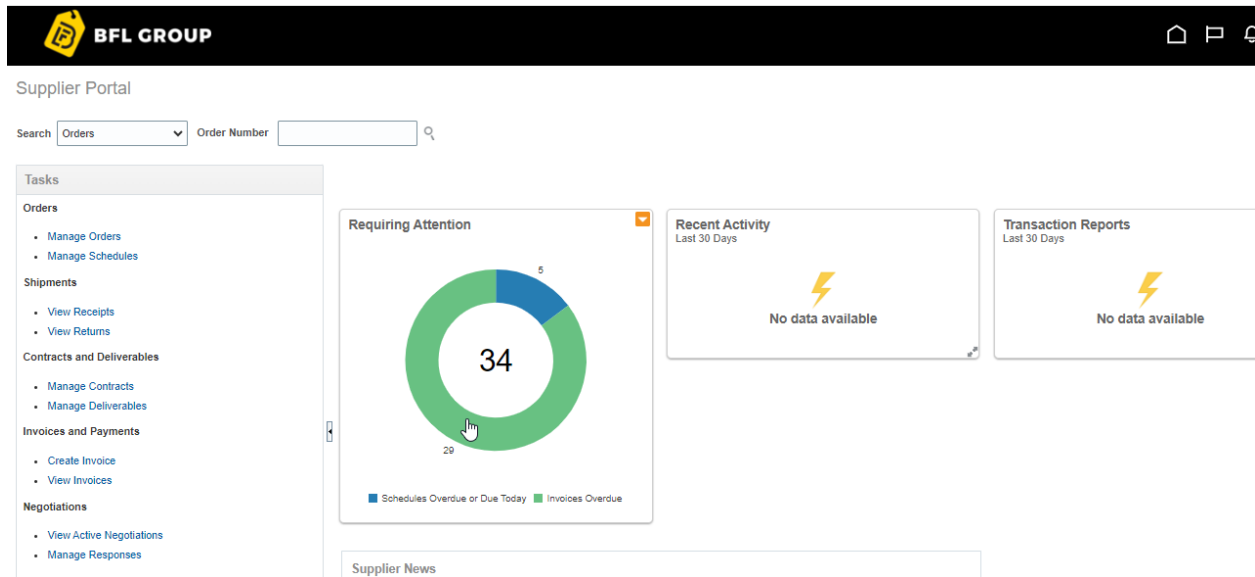
- If the username is forgotten, enter the email address and choose Forget Username.

A form titled "Forgot Password". It has a section for "\* User Name or Email" with a text input field containing a redacted email address. Below that is a section for "\* Options" with two radio buttons: "Forgot user name" (selected) and "Forgot password". At the bottom are "Submit" and "Cancel" buttons. A mouse cursor is visible at the bottom right.

- Supplier will notify username through E-Mail.

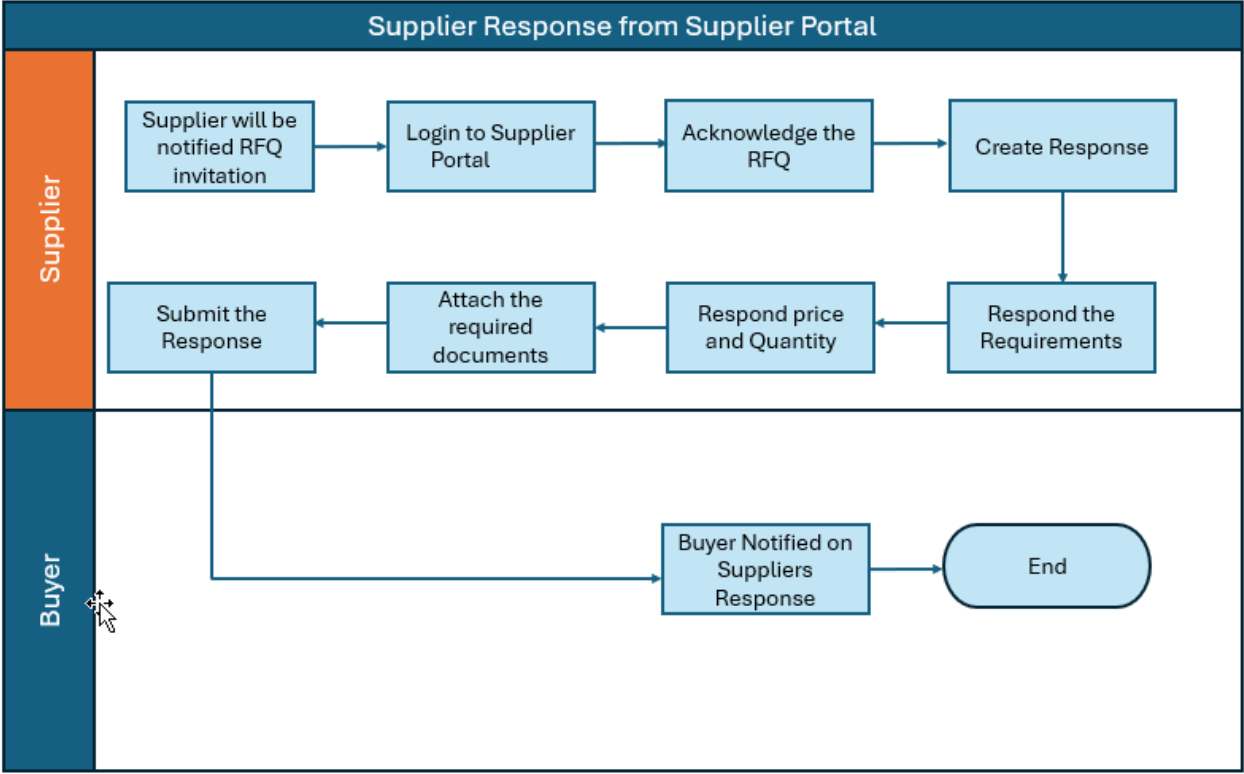


- Login to Supplier Portal home page.

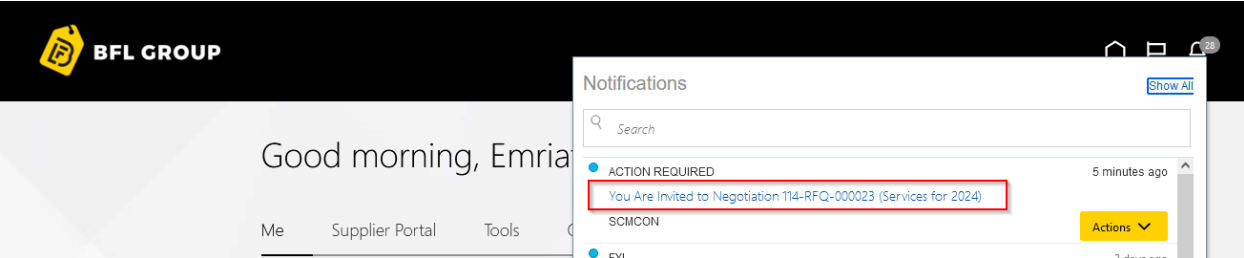


# 3. Supplier Response to RFQ:

Process Flow:



- Click on supplier portal to create response for negotiation.



## You Are Invited to Negotiation 114-RFQ-000023 (Services for 2024)

Actions **Accept Invitation** **Decline Invitation**

### Negotiation Invitation

# Services for 2024 Brand For Less

From SCMCON

RFQ **114-RFQ-000023**


Opens 02/09/2024 7:49 AM

Closes 30/09/2024 6:55 AM

Supplier EMIRATES CAPTAIN SAFETY & SECURITY DEVICES LLC  
Supplier Site LNTS  
Supplier Contact Emriates Ahmed  
Acknowledge By 05/09/2024 7:49 AM

You are receiving this notification from company Brand For Less because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file.

Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application

Home Flag Messages EA

RFQ: 114-RFQ-000023 Messages Create Response Actions Done

Currency = UAE Dirham Time Zone Coordinated Universal Time  
EMIRATES CAPTAIN SAFETY & SECURITY DEVICES LLC - LNTS

Title	Services for 2024	Open Date	02/09/2024 7:49 AM
Status	Active	Close Date	30/09/2024 6:55 AM
Time Remaining	27 Days 22 Hours		

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

### Cover Page

Dears,

Brands For Less Group (BFL Group) invites your esteemed company to submit a comprehensive proposal for providing security guards service at our Techno Park head office, currently managed under the contract due to expire on April 30, 2024.

**Scope of Work:**

- Provision of manned security services, ensuring the safety and security of premises, assets, staff, and visitors.
- The requirements include, but are not limited to:
  - Access control for employees, visitors, contractors, and vehicle movements.
  - Regular patrolling, monitoring, and maintaining security logs and records.
  - Emergency response handling, including fire, medical emergencies, and other critical incidents as per standard operating procedures.
  - Adherence to BFL Group policies for health, safety, and environment.
  - Comprehensive incident reporting and management.
  - Contract Duration: 12 Months (annual renewal)
  - Location: BFL Group Techno Park Dubai
  - Staff Deployment: 12 hours a day/7 days a week
    - Male Guard: 5 Day Shift (7.00 am to 7.00 pm) + 2 Night shift (7.00 pm to 7.00 am) = Total 7 (2 shifts)
    - Female Guard: 1 Day Shift (7.00 am to 7.00 pm) + 1 Mid-Day Shift (2 PM to 2 AM) = Total 2 (2 shifts)

- Create response-Option to create response to RFQ.

**BFL GROUP**

RFQ: 114-RFQ-000023

Currency = UAE Dirham

Title: Services for 2024  
Status: Active  
Time Remaining: 27 Days 22 Hours

Open Date: 02/09/2024 7:49 AM  
Close Date: 30/09/2024 6:55 AM

Time Zone: Coordinated Universal Time  
EMIRATES CAPTAIN SAFETY & SECURITY DEVICES LLC - LNTS

Messages | **Create Response** | Actions | Done

Table of Contents: Cover Page, Overview

- Create response for the negotiation and accept the terms and conditions priorly in creating response.

Create Response (Quote 5002): Overview

1 Overview 2 Requirements 3 Lines 4 Review

Messages | Respond by Spreadsheet | Actions | Back | **Next** | Save | Submit | Cancel

Last Saved 02/09/2024 7:59 AM  
Time Zone Coordinated Universal Time  
EMIRATES CAPTAIN SAFETY & SECURITY DEVICES LLC - LNTS

Title: Services for 2024  
Close Date: 30/09/2024 6:55 AM  
Time Remaining: 27 Days 22 Hours

General

Supplier: EMIRATES CAPTAIN SAFETY & SECURITY DEVICES LLC  
Supplier Site: LNTS  
Negotiation Currency: AED  
Response Currency: AED  
Price Precision: 2 Decimals Maximum  
Response Valid Until: dd/mm/yyyy h:mm a

Response Type:  Primary  Alternate  
Reference Number:   
Note to Buyer:   
Attachments: None

- Respond the questionnaire.

**BFL GROUP**

Create Response (Quote 5002): Requirements

1 Overview 2 Requirements 3 Lines 4 Review

Messages | Respond by Spreadsheet | Actions | Back | **Next** | Save | Submit | Cancel

Last Saved 02/09/2024 7:59 AM  
Time Zone Coordinated Universal Time  
EMIRATES CAPTAIN SAFETY & SECURITY DEVICES LLC - LNTS

Time Remaining: 27 Days 22 Hours  
Close Date: 30/09/2024 6:55 AM

Section 1. Technical

1. Quality of the Product  
 a. Yes  
 b. No  
 Response Attachments: 114-RFQ-000016\_SUPPLIER.pdf

2. Innovation and Technology  
 We have good innovation technology



- Enter the Price

**BFL GROUP**

1 Overview 2 Requirements 3 **Lines** 4 Review

Create Response (Quote 5002): Lines ?

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Currency = UAE Dirham

Last Saved 02/09/2024 8:07 AM  
Time Zone Coordinated Universal Time  
EMIRATES CAPTAIN SAFETY & SECURITY DEVICES LLC - LNTS

Time Remaining 27 Days 22 Hours

Close Date 30/09/2024 6:55 AM

Line	Description	* Alternate Line Description	Cre Alter	Required Details	Category Name	Supplier Item	Manufacturer	Start Price	Response Price	Estimated Quantity	UOM
1	MEP Services by Space Facili...		+		FACILITY-MAINT...				1,010.00	12	Each

Rows Selected 1 Columns Hidden 7

Grand Totals

All response lines except alternate lines are included.

Response Amount 12,120.00

- Review and submit the response.

**BFL GROUP**

1 Overview 2 Requirements 3 Lines 4 **Review**

Review Response: Quote 5002 ?

Messages Respond by Spreadsheet Actions Back Next **Submit** Save Cancel

Currency = UAE Dirham

Last Saved 02/09/2024 8:09 AM  
Time Zone Coordinated Universal Time  
EMIRATES CAPTAIN SAFETY & SECURITY DEVICES LLC - LNTS

Title Services for 2024

Time Remaining 27 Days 22 Hours

Close Date 30/09/2024 6:55 AM

Overview Requirements Lines

General

Supplier EMIRATES CAPTAIN SAFETY & SECURITY DEVICES LLC

Supplier Site LNTS

Negotiation Currency AED

Response Currency AED

Price Precision 2 Decimals Maximum

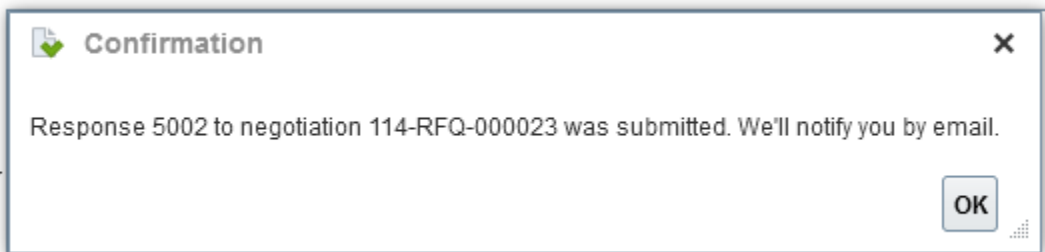
Response Valid Until

Response Type Primary

Reference Number

Note to Buyer

Attachments None



# 4. Supplier Portal – Invoice Creation

## Description:

This process details the steps to manage supplier profile and to create supplier profile change request.

**BFL GROUP**

Supplier Portal

Search  Order Number

**Tasks**

- Orders**
  - Manage Orders
  - Manage Schedules
- Shipments**
  - View Receipts
  - View Returns
- Contracts and Deliverables**
  - Manage Contracts
  - Manage Deliverables
- Invoices and Payments**
  - Create Invoice**
  - View Invoices
- Negotiations**
  - View Active Negotiations
  - Manage Responses

**Requiring Attention**

34

5 Schedules Overdue or Due Today, 29 Invoices Overdue

**Recent Activity** Last 30 Days: No data available

**Transaction Report** Last 30 Days: No

Supplier News

Select the PO from dropdown.

**BFL GROUP**

Create Invoice ? Invoice Actions

**\* Identifying PO**

Remit-to Bank Account

Supplier: 103-PO-00... HAJI ABDUL RAHIM TRADING (L.L.C.) LNTS

Taxpayer ID: 103-PO-00... HAJI ABDUL RAHIM TRADING (L.L.C.) LNTS

\* Supplier Site: 103-PO-00... HAJI ABDUL RAHIM TRADING (L.L.C.) LNTS

Address: 103-PO-00... HAJI ABDUL RAHIM TRADING (L.L.C.) LNTS

Supplier Tax Registration Number: 103-PO-00... HAJI ABDUL RAHIM TRADING (L.L.C.) LNTS

Customer: UAE-PO-0... HAJI ABDUL RAHIM TRADING (L.L.C.) LNTS

Customer Taxpayer ID: UAE-PO-0... HAJI ABDUL RAHIM TRADING (L.L.C.) LNTS

Lines

View

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Cla
		* Number	* Line	* Schedule	Number	Line				
No data to display.										

Enter Invoice Number, Date and Relevant Attachments.

**BFL GROUP**

Create Invoice ⓘ

Invoice Actions: Save, Save and Close, Submit, Cancel

\* Identifying PO: UAE-PO-003621

Supplier: HAJI ABDUL RAHIM TRADING (L.L.C.)

Supplier Site: LNNTS

Address: P.O. 27532 Dubai U.A.E., DUBAI, United Arab Emirates

Supplier Tax Registration Number: [Empty]

Remit-to Bank Account: [Empty]

Unique Remittance Identifier: [Empty]

Unique Remittance Identifier Check Digit: [Empty]

Description: [Empty]

Attachments: Manage Mappings (3) csv

Tax Control Amount: [Empty]

\* Number: 003621

\* Date: 30/09/2024

\* Type: Invoice

Invoice Currency: AED - UAE Dirham

Payment Currency: AED - UAE Dirham

Customer: \* Customer Taxpayer ID: 122666

Name: BRANDS FOR LESS ME FZE

Address: [Empty]

Lines

Click on below option.

Lines

View: [Icons] Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
* Number	* Line	* Schedule	Number	Line					
No data to display.									

Summary Tax Lines

View: [Dropdown]

Select lines and click on 'Ok'.

Select any ADD. Purchase Orders

Search: Advanced, Saved Search [Dropdown]

\*\* Purchase Order: UAE-PO-003621

\*\* Consumption Advice: [Empty]

\*\* Creation Date: dd/mm/yyyy h:mm a

Search: Search, Reset, Save...

Search Results

View: [Icons] Detach, Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
UAE-PO-00...	1	1				MOUNTING TAPE 3...	BRANDS FOR LES...	15
UAE-PO-00...	2	1				STAPLER Kangaro...	BRANDS FOR LES...	20
UAE-PO-00...	3	1				Scissors, 8inches	BRANDS FOR LES...	30
UAE-PO-00...	4	1				BLACK PEN FABA...	BRANDS FOR LES...	250
UAE-PO-00...	5	1				BLUE PEN - BRAN...	BRANDS FOR LES...	300
UAE-PO-00...	6	1				Fruit Knife	BRANDS FOR LES...	300
UAE-PO-00...	7	1				LAMINATING SHEE...	BRANDS FOR LES...	3

Anniv, OK, Cancel

## Validate the amount details

Lines

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
		* Number	* Line	* Schedule	Number	Line						
2	Item	UAE-PO...	2	1				STAPLER Kangaroo DS45N	BRANDS FOR		20	20
1	Item	UAE-PO...	1	1				MOUNTING TAPE 3mm	BRANDS FOR		15	15
Total												

## Add the Tax if needed

Lines

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
		* Number	* Line	* Schedule	Number	Line						
2	Item	UAE-PO...	2	1				STAPLER Kangaroo DS45N	BRANDS FOR	AE_STD	20	20
1	Item	UAE-PO...	1	1				MOUNTING TAPE 3mm	BRANDS FOR	AE_STD	15	15
Total												

Summary Tax Lines

## Calculate the Tax

SH

Create Invoice ⓘ

Identifying PO: UAE-PO-003621

Supplier: HAJI ABDUL RAHIM TRADING (L.L.C.)

Taxpayer ID: [ ]

Supplier Site: LNTS

Address: P.O. 27532 Dubai U.A.E., DUBAI, United Arab Emirates

Supplier Tax Registration Number: [ ]

Remit to Bank Account: [ ]

Unique Remittance Identifier: [ ]

Unique Remittance Check Digit: [ ]

Description: [ ]

Attachments: Manage Mappings (3).csv

Tax Control Amount: [ ]

**Invoice Actions** | Save | Save and Close | Submit | Cancel

**Calculate Tax** (Ctrl+Alt+X)

Cancel Invoice: 003621

Delete Invoice: 0/09/2024

Type: Invoice

Invoice Currency: AED - UAE Dirham

Payment Currency: AED - UAE Dirham

Customer

Customer Taxpayer ID: 122666 | Name: BRANDS FOR LESS ME FZE

## Review the Tax amount


Summary Tax Lines


Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
2	UAE_VAT_REGIME	AE_VAT	AE_VAT	AE_STANDARD	AE_STD	5		7.5
1	UAE_VAT_REGIME	AE_VAT	AE_VAT	AE_STANDARD	AE_STD	5		7.5

Totals

Items	300.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	15.00	Retainage	0.00	Invoice Amount	315.00	Due	300.00
-------	--------	---------	------	---------------	------	---------------	------	---------------	-------	-----------	------	----------------	--------	-----	--------

## Submit the Invoice

Home, Chat, Notifications, User Profile

Create Invoice 

Identifying PO UAE-PO-003621

Supplier HAJI ABDUL RAHIM TRADING (L.L.C.)

Taxpayer ID

Supplier Site LNTS

Address P.O. 27532 Dubai U.A.E., DUBAI, United Arab Emirates



Supplier Tax Registration Number

Remit-to Bank Account


Unique Remittance Identifier

Unique Remittance Identifier Check Digit


Description

Attachments [Manage Mappings \(3\).csv](#)  

Tax Control Amount

Invoice Actions  [Save](#) [Save and Close](#) [Submit](#) [Cancel](#)


\* Number



Date  

Type Invoice

Invoice Currency AED - UAE Dirham

Payment Currency AED - UAE Dirham

Home

321  Invoice 003621 has been submitted. 

Identifying PO UAE-PO-003621      Remit-to Bank Account      Number 003621

[Create](#)

## View Invoices.

### Supplier Portal

Search  Order Number  

- Tasks

**Orders**

  - Manage Orders
  - Manage Schedules

**Shipments**

  - View Receipts
  - View Returns

**Contracts and Deliverables**

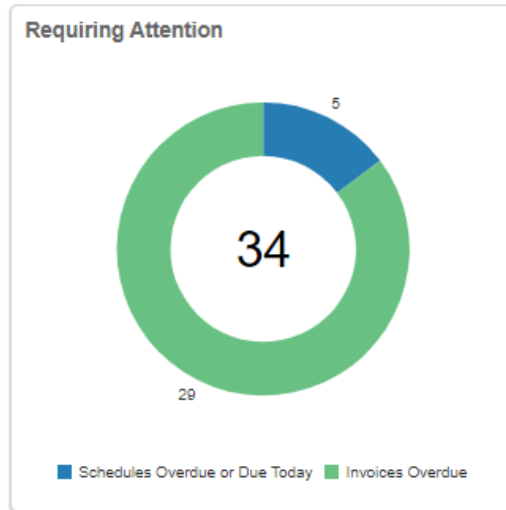
  - Manage Contracts
  - Manage Deliverables

**Invoices and Payments**

  - Create Invoice
  - View Invoices**

**Negotiations**

  - View Active Negotiations



### Recent Activity

Last 30 Days

N

Enter the Invoice number or PO number and search, system will display the invoice details.

View Invoices

Done

Search

Advanced

Saved Search

All Invoices

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

\*\* At least one is required

Search Reset Save...

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Invoice Amount	Comments
003621	30/09/2024	Standard	UAE-PO-0036...	30/10/2024	HAJI ABDUL RAHIM TRADING (L.L.C.)	LNTS	315.00 AED	

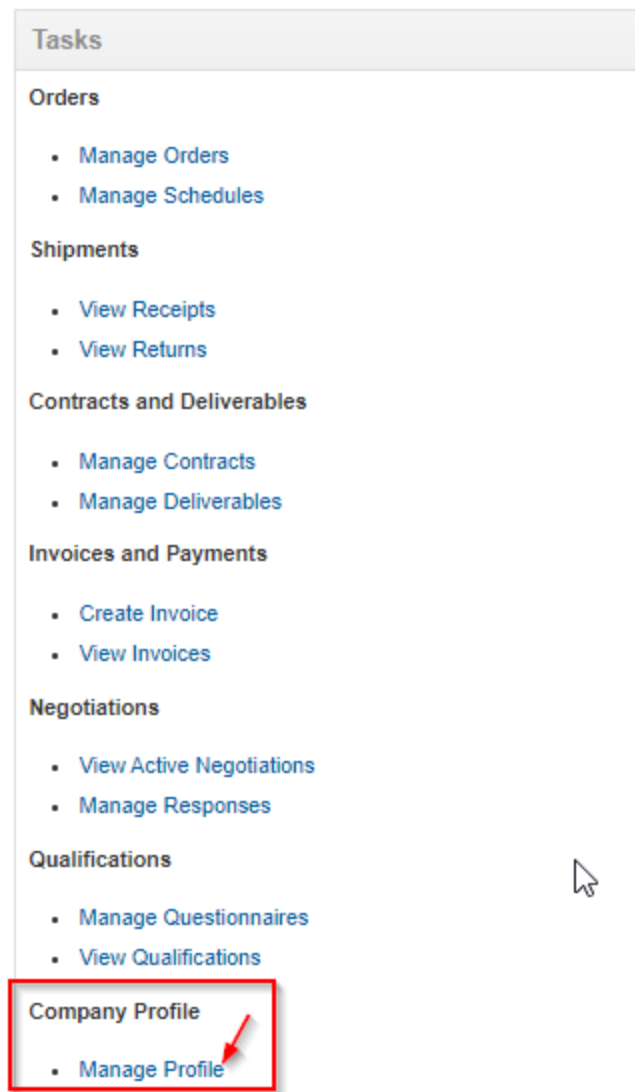
1

## 5. Supplier Portal – Manage Profile

### Description:

This process details the steps to manage supplier profile and to create supplier profile change request.

Click on '**Manage Profile**' to view the profile.



The screenshot shows a 'Tasks' menu with the following categories and items:

- Orders**
  - [Manage Orders](#)
  - [Manage Schedules](#)
- Shipments**
  - [View Receipts](#)
  - [View Returns](#)
- Contracts and Deliverables**
  - [Manage Contracts](#)
  - [Manage Deliverables](#)
- Invoices and Payments**
  - [Create Invoice](#)
  - [View Invoices](#)
- Negotiations**
  - [View Active Negotiations](#)
  - [Manage Responses](#)
- Qualifications**
  - [Manage Questionnaires](#)
  - [View Qualifications](#)
- Company Profile**
  - [Manage Profile](#)

The 'Company Profile' category and its 'Manage Profile' item are highlighted with a red box and a red arrow. A mouse cursor is also visible near the bottom right of the menu.

Supplier can view their profile details.

Company Profile

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company HAJI ABDUL RAHIM TRADING (L.L.C.) Tax Organization Type Corporation

Supplier Number 10276 Status Active

Supplier Type Non-Trade Attachments None

Identification

D-U-N-S Number National Insurance Number

Customer Number Corporate Web Site

SIC

Corporate Profile

Edit Done

If any changes needed in the details, they can edit the details and submit the profile change request for approval. Once it has been approved by BFL Group details will be automatically updated in profile.

Enter the change description and modify the profile as required.

Click on 'Review Changes'.

Edit Profile Change Request: 3001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country United Arab Emirates

Taxpayer ID

Federal Income Tax Type

Verification Date dd/mm/yyyy

Withholding Tax Group

Transaction Tax

Tax Country

Tax Registration Number 100261372500003



Click on 'submit' to submit the profile change request.

The screenshot shows the BFL GROUP interface. At the top left is the BFL GROUP logo. On the right side of the header, there are icons for home, list, notifications, and a user profile. Below the header, there is a 'Review Changes' button on the left and 'Edit', 'Submit', and 'Cancel' buttons on the right. The main content area is titled 'Change Description' and contains a section for 'Tax Identifiers'. This section has a toolbar with 'View', 'Format', 'Freeze', 'Detach', and 'Wrap' options. Below the toolbar is a table with the following data:

Attribute	Changed From	Changed To
• Taxpayer Country		United Arab Emirates

015 Products and Services

A confirmation dialog box is displayed. It features a green checkmark icon and the text: 'Confirmation' followed by a close button (X). The main message reads: 'Your profile change request 3001 was submitted for approval.' At the bottom right of the dialog is an 'OK' button.

Type

Status