

Milaha Cloud Application

Vendor User Manual



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About this Manual

Milaha has embarked on a significant digital transformation to support its escalating growth, improve its service capabilities, and cement its position as a preferred maritime and logistics partner of choice in Qatar, the region, and beyond. This transformation is the adoption of Milaha Cloud Application, which will be fully implemented in July 2020.

The change will impact operations across all departments and improve business processes by making them more efficient and effective. The transformation will also engender a much better and intuitive user experience for all stakeholders, including our vendors.

This manual is intended to provide vendors with all the necessary information needed when using Milaha Cloud Application in transacting business with Milaha. It will introduce users to Milaha Cloud Application and help them navigate the new digital system by providing clear step-by-step instructions. It will cover all processes essential to vendors, from account registration and management, service requests and executions, to transaction status monitoring.



Qatar Navigation 'Milaha'
Procurement & Contracts Department
Email: vendor.management@milaha.com

External Supplier Registration

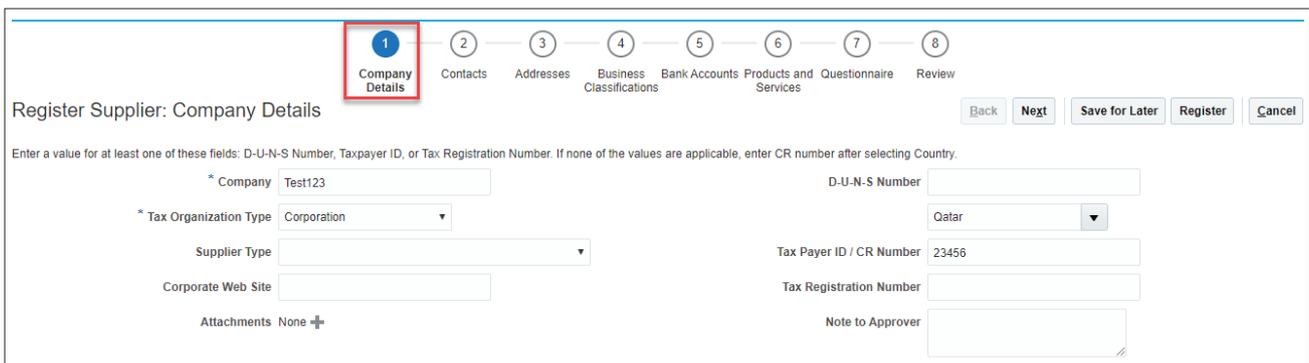
This section covers the registration steps for external suppliers. The process involves the below steps:

Step 1

Go to the **Supplier Registration** page by clicking on the URL published on the MILAHA portal

Step 2

The link will take you to the **Supplier Registration page**. Enter the required information in the specified fields , then click the **"Next"** button



Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number. If none of the values are applicable, enter CR number after selecting Country.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Payer ID / CR Number

Tax Registration Number

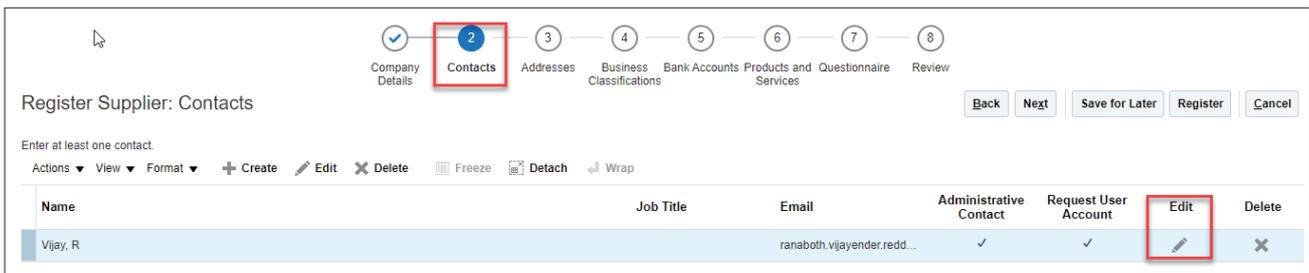
Note to Approver

In the **"Your Contact Information"** section, fill out the mandatory fields, then click the **"Next"** button

External Supplier Registration

Step 3

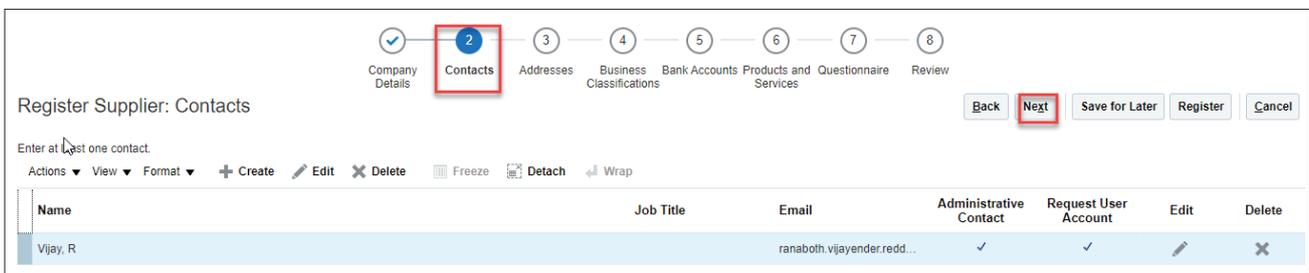
In the **“Contacts”** page, verify the contact details you entered from the previous section. Also verify that the **“Administrative Contact”** and **“Request User Account”** boxes are checked, then click **“Edit”**



The system will display the **“Edit Contact”** section.

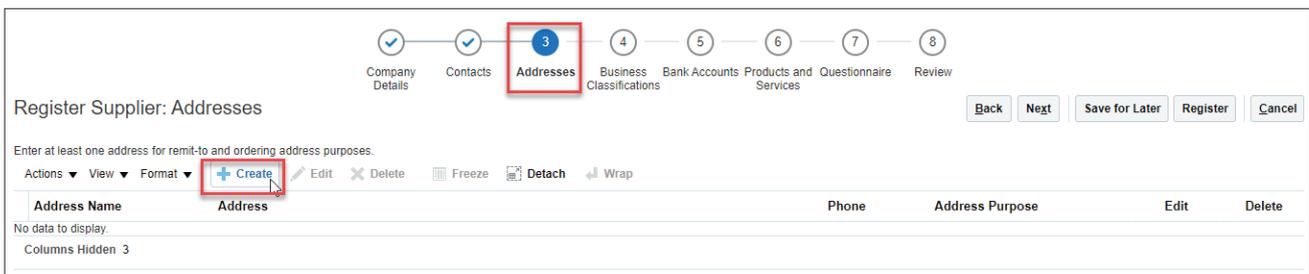
Select Roles = Supplier Bidder, Supplier Sales Representative, etc. (The selection role should be based on the business requirement). Click **“OK”**, then click on **“Next”**

THERE MIGHT BE A MISSING IMAGE SHOWING HOW SUPPLIERS CAN SELECT ROLES



Step 4

In the **“Address”** page, click the **“Create”** button to add a new address



External Supplier Registration

Step 4 (continued)

Fill out the mandatory fields, click on the appropriate **“Address Purpose”** boxes = RFQ and Bidding, then click **“OK”**

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

* City

State

Postal Code

* Address Ordering

Purpose Remit to

RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another Cancel

Click **“Next”** on the succeeding page

Company Details Contacts **Addresses** Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
OFFICE	Drydocks,DOHA		Ordering; Remit to; RFQ or Bidding		

Back Save for Later Register Cancel

Step 5

The system will display **“Business Classification”** page

Click the **“Create”** button and enter the requested information depending on your business type or click check box = ‘None of the classifications are applicable’, then click **“Next”**

Company Details Contacts Addresses **Business Classifications** Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions View Format X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Hub Zone		Hub Zone Admi			01/01/20	dd/mm/yy	None +	

Back Save for Later Register Cancel

External Supplier Registration

Step 6

The system will display **“Bank Accounts”** page. Click the **“Create”** button to enter your bank details

Register Supplier: Bank Accounts

Enter at least one bank account.

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

Columns Hidden 8

Fill out the fields with the requested information, then click **“OK”**

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country Qatar Bank STANDARD CHARTERED BANK Currency QAR Branch Main Branch IBAN 123456789

Additional Information

Account Name test Agency Location Code
Alternate Account Name Account Type
Account Suffix Description
Check Digits

Comments

Note to Approver

Create Another **OK** Cancel

On the succeeding page, click **“Next”**

Register Supplier: Bank Accounts

Enter at least one bank account.

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

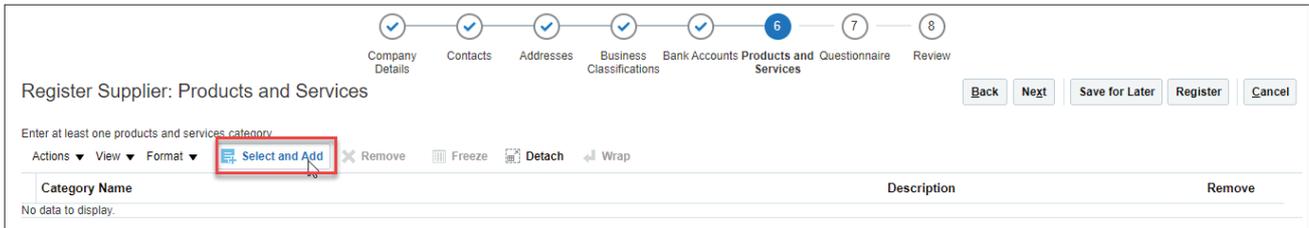
Account Number	IBAN	Currency	Bank	Edit	Delete
123456789		QAR	STANDARD CHARTERED BANK		

Columns Hidden 8

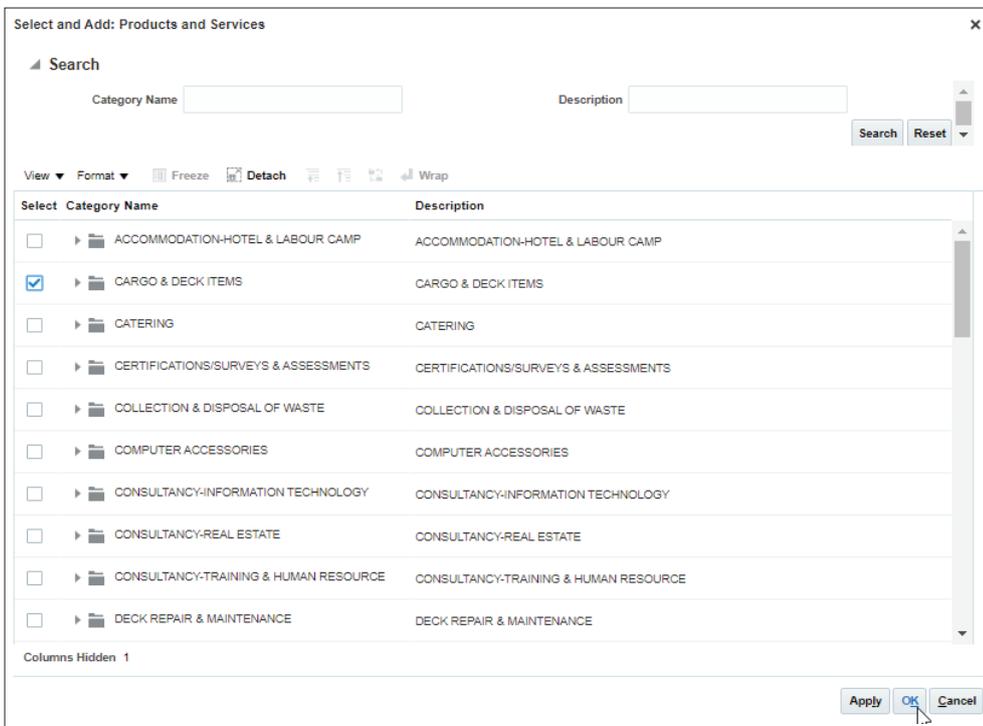
External Supplier Registration

Step 7

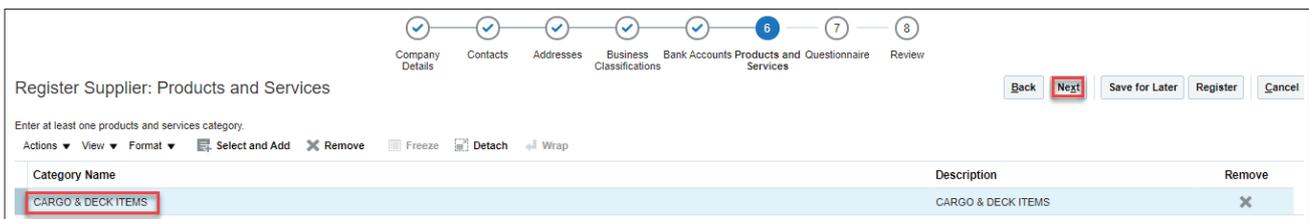
On the **“Products and Services”** page, click the **“Select and Add”** button



Select the applicable category, then click **“OK”**



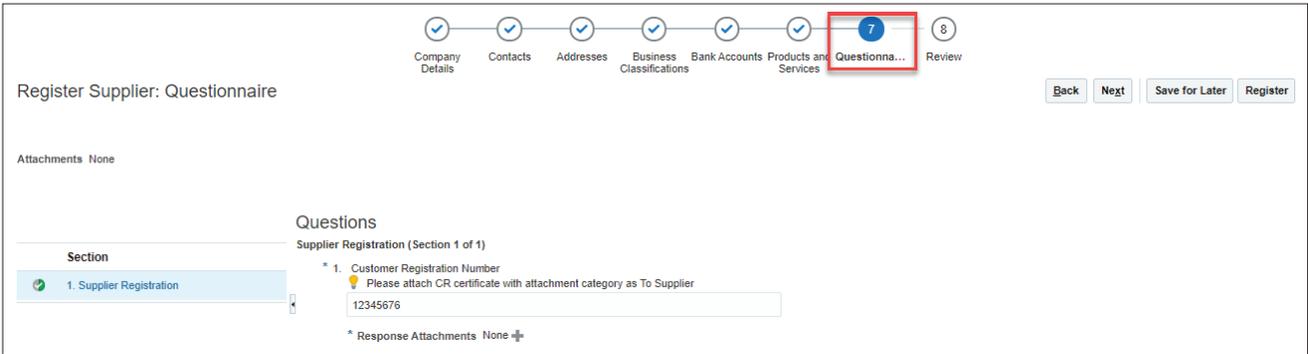
Click **“Next”** on the succeeding page



External Supplier Registration

Step 8

Answer the questions prompted by the system, add the required attachment, then click **“Next”**



Register Supplier: Questionnaire

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **7 Questionnaire...** 8 Review

Back Next Save for Later Register

Attachments None

Questions

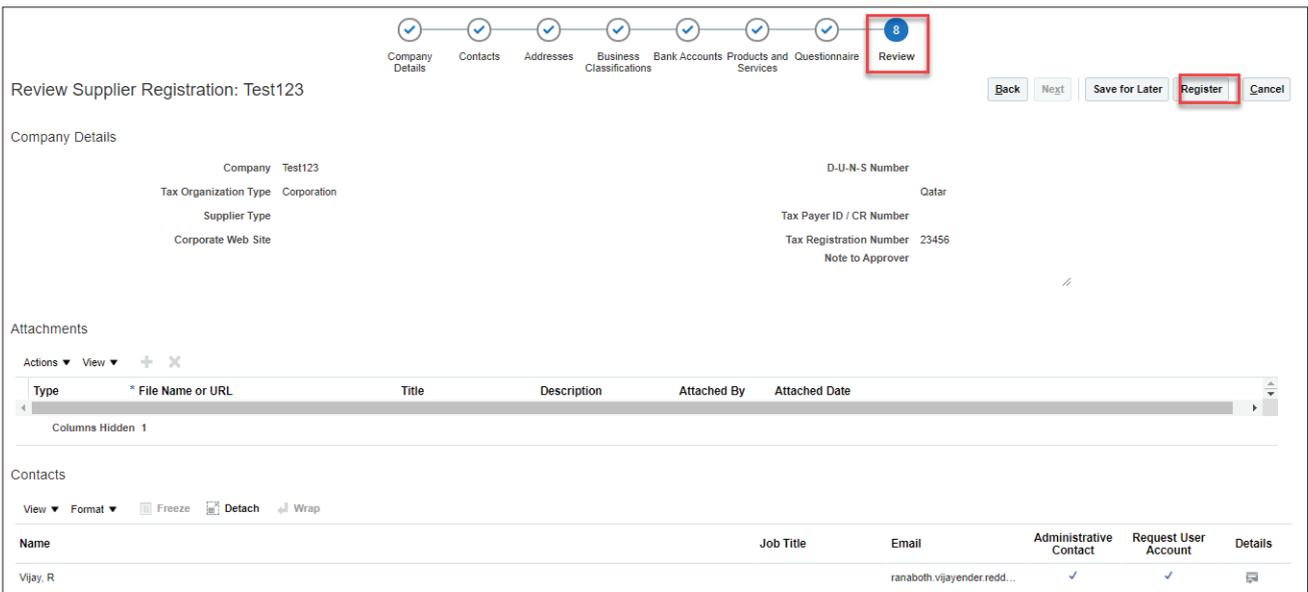
Supplier Registration (Section 1 of 1)

Section
1. Supplier Registration

* 1 Customer Registration Number
Please attach CR certificate with attachment category as To Supplier
12345676
* Response Attachments None

Step 9

Review your information. If everything is in order, click **“Register”**



Review Supplier Registration: Test123

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **8 Review**

Back Next Save for Later **Register** Cancel

Company Test123
Tax Organization Type Corporation
Supplier Type
Corporate Web Site

D-U-N-S Number
Qatar
Tax Payer ID / CR Number
Tax Registration Number 23456
Note to Approver

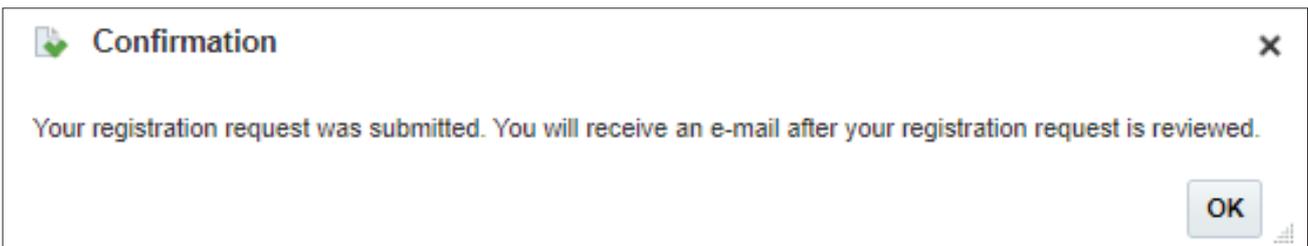
Attachments

Type	File Name or URL	Title	Description	Attached By	Attached Date
Columns Hidden 1					

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Vijay, R		ranaboth.vijayender.redd...	✓	✓	

The system will display a message confirming the **submission** of your **registration** and the steps that will follow



 **Confirmation** ✕

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

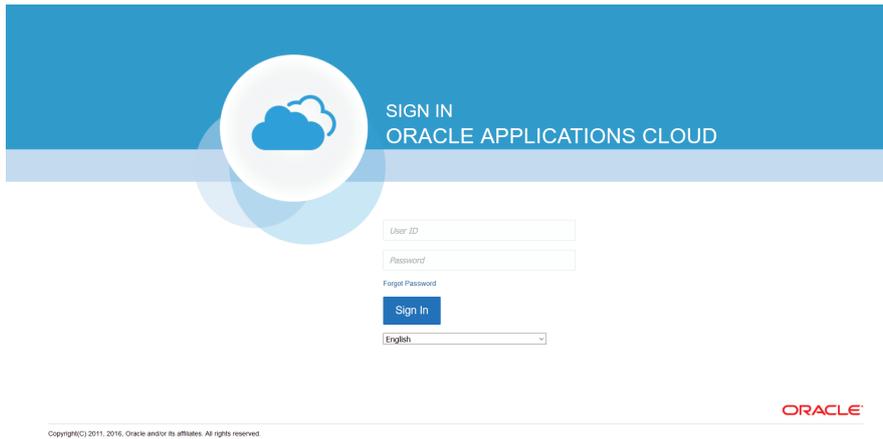
OK

Supplier Profile Change

This section covers guidelines for changing supplier profile information. The process involves the below steps:

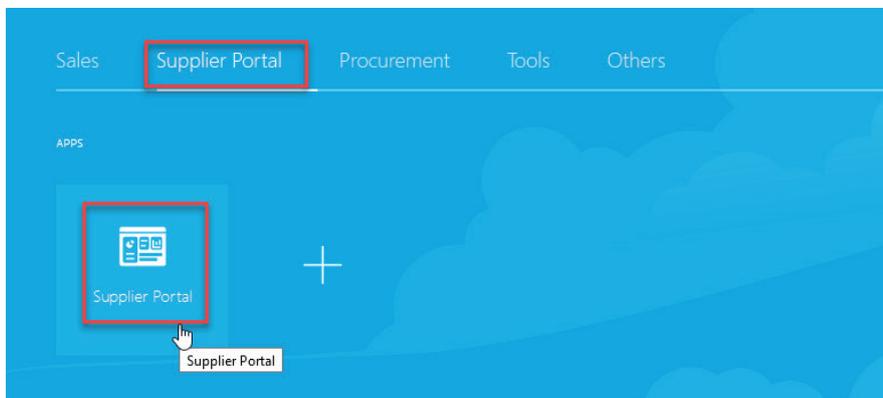
Step 1

Sign into **Oracle Application Cloud**



Step 2

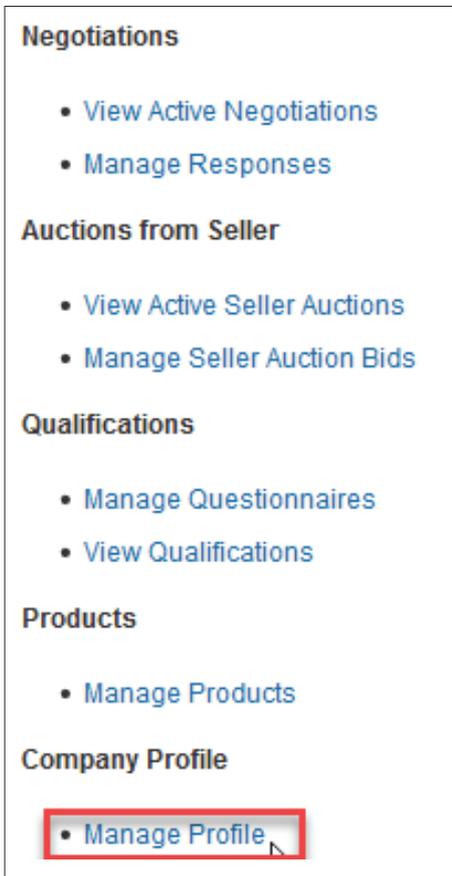
Click on the **"Supplier Portal"** tab



Supplier Profile Change

Step 3

Under the **“Company Profile”** tab, click on **“Manage Profile”**



Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

Auctions from Seller

- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

Products

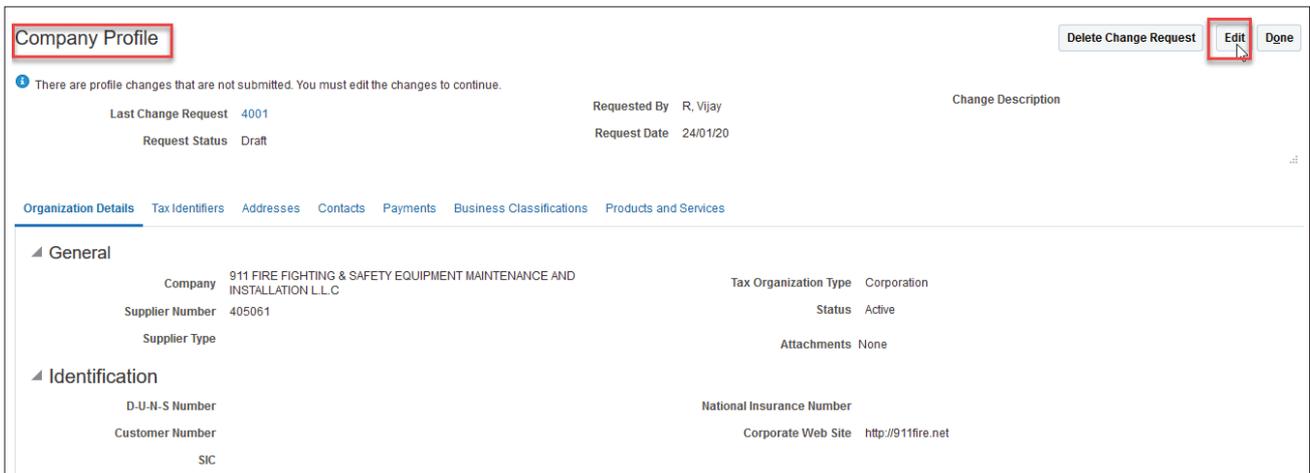
- [Manage Products](#)

Company Profile

- [Manage Profile](#)

Step 4

Click **“Edit”** at the top right-hand corner of the succeeding page



Company Profile Delete Change Request **Edit** Done

There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request	4001	Requested By	R, Vijay	Change Description
Request Status	Draft	Request Date	24/01/20	

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) [Products and Services](#)

General

Company	911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE AND INSTALLATION L.L.C	Tax Organization Type	Corporation
Supplier Number	405061	Status	Active
Supplier Type		Attachments	None

Identification

D-U-N-S Number		National Insurance Number	
Customer Number		Corporate Web Site	http://911fire.net
SIC			

Supplier Profile Change

Step 5

On the **“Edit Profile Change Request”** page, click the **“Contacts”** tab

Edit Profile Change Request: 4001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

General

* Supplier Name 911 FIRE FIGHTING & SAFETY Tax Organization Type Corporation
 Supplier Number 405061 Status Active
 Supplier Type Attachments None

Step 6

Create or edit contacts on the following page by clicking on the **edit icons**

Edit Profile Change Request: 4001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

Actions View Format +  Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
R. Vijay		ranaboth.vijayender.reddy@oracle....			<input checked="" type="checkbox"/>	Active

Columns Hidden 7

Step 7

Remove/Add addresses for contact in the **“Contact Addresses”** section

Contact Addresses

Actions View Format  Freeze Detach Wrap

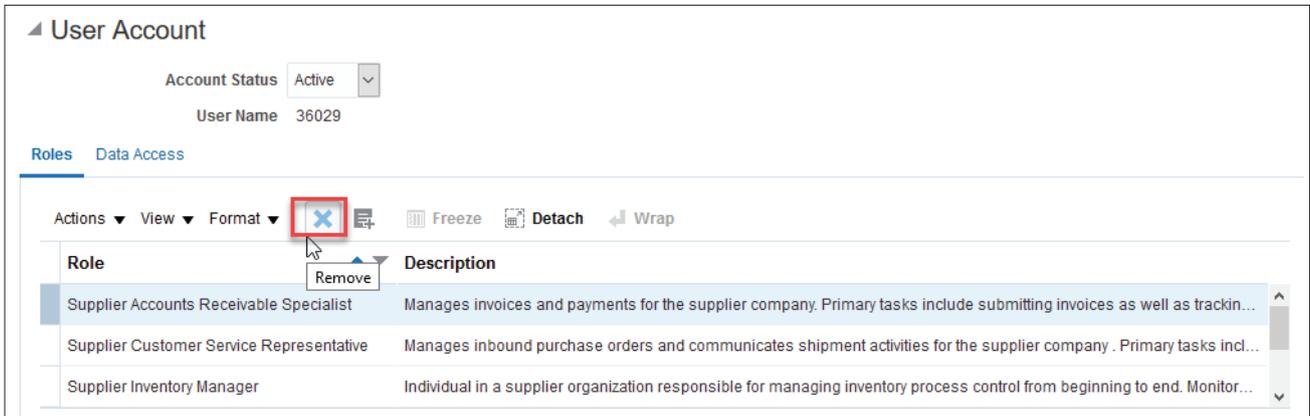
Address Name	Address	Phone	Address Purpose	Status
OFFICE	P.O. Box: 523,Shed 133, Aljadaf Drydocks, Compound,Du...		Ordering; Remit to	Active

Columns Hidden 5

Supplier Profile Change

Step 8

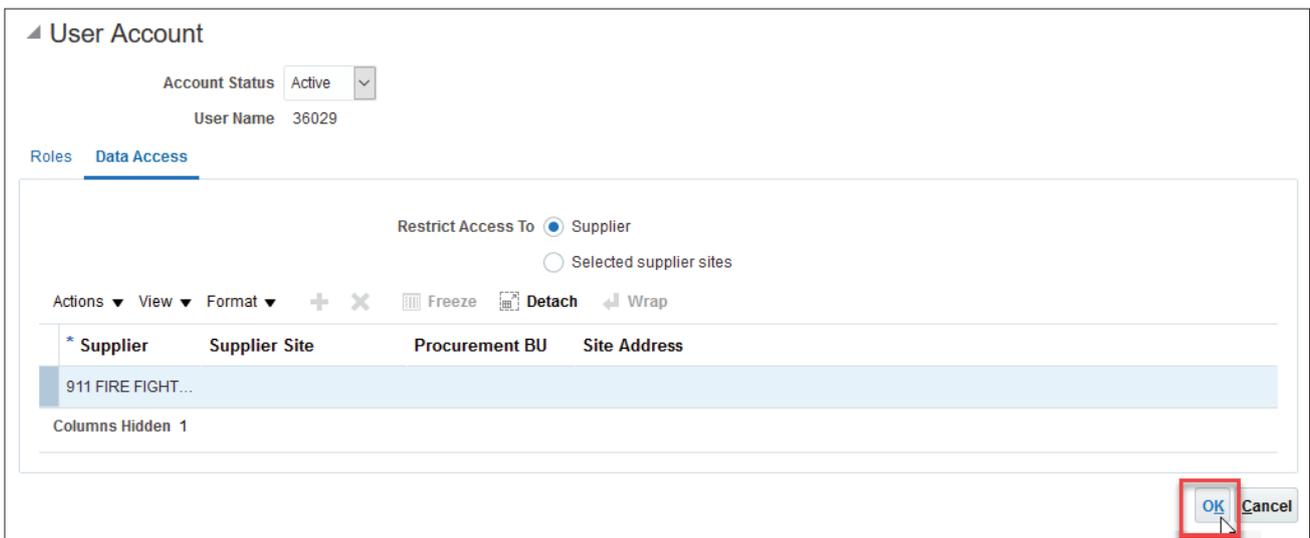
Remove/Add contact role in the **“User Account”** section



Step 9

Grant data access to the contact user in the **“Data Access”** section

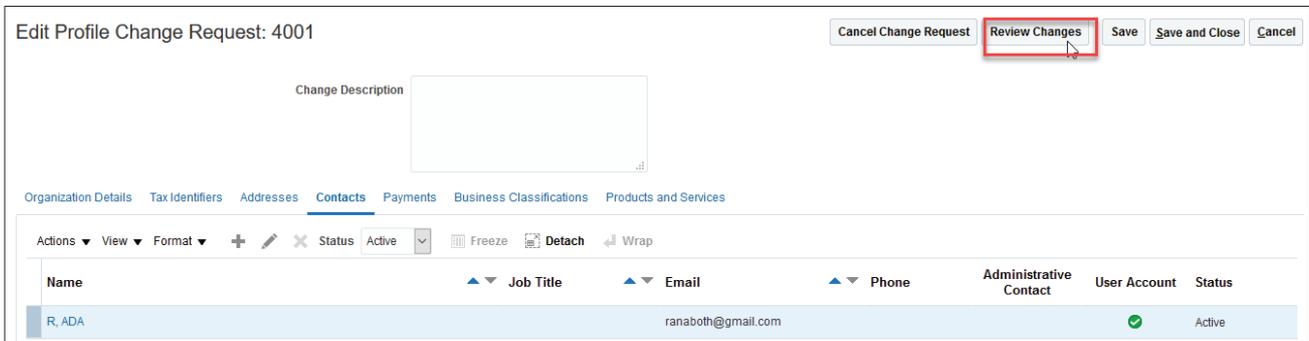
Select either the **“Supplier”** or **“Selected Supplier Site”** option to restrict data access to the user, then click **“OK”**



Supplier Profile Change

Step 10

Click the **“Review Changes”** button at the upper right-hand corner of the page



Edit Profile Change Request: 4001

Buttons: Cancel Change Request, **Review Changes**, Save, Save and Close, Cancel

Change Description

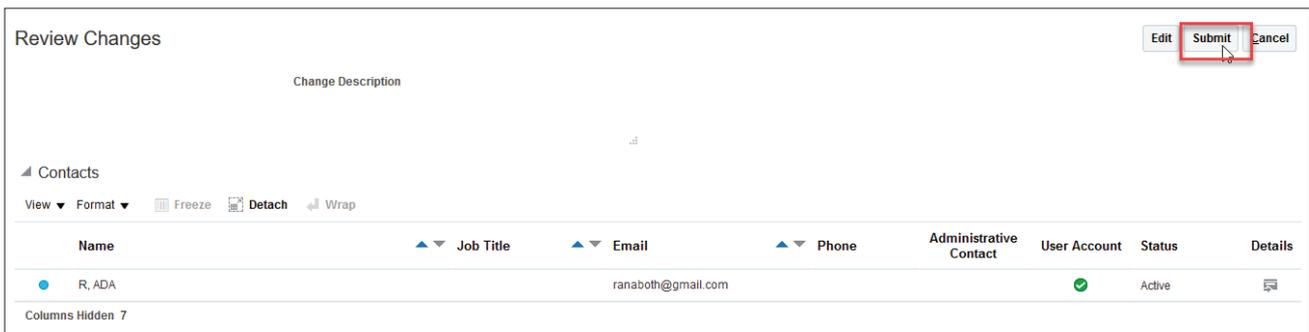
Organization Details | Tax Identifiers | Addresses | **Contacts** | Payments | Business Classifications | Products and Services

Actions | View | Format | + | ✕ | Status: Active | Freeze | Detach | Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
R, ADA		ranaboth@gmail.com			✓	Active

Step 11

Verify all the details, then click **“Submit”**



Review Changes

Buttons: Edit, **Submit**, Cancel

Change Description

Contacts

View | Format | Freeze | Detach | Wrap

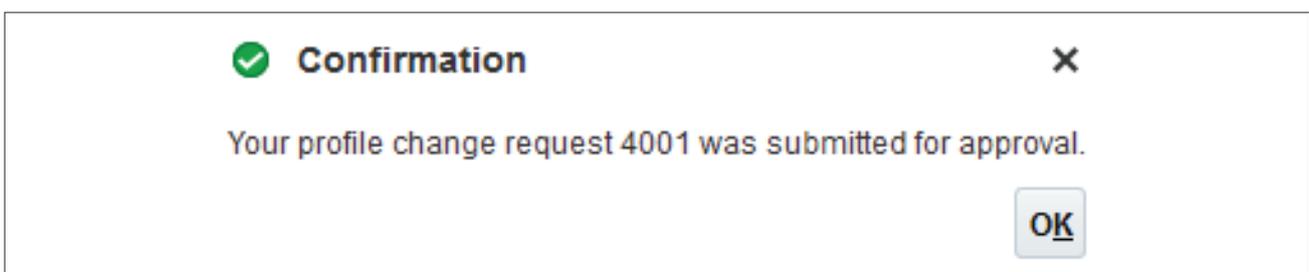
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
R, ADA		ranaboth@gmail.com			✓	Active	

Columns Hidden 7

Step 12

The system will display a message confirming the change has been submitted for approval

Click **“OK”**



 **Confirmation** ✕

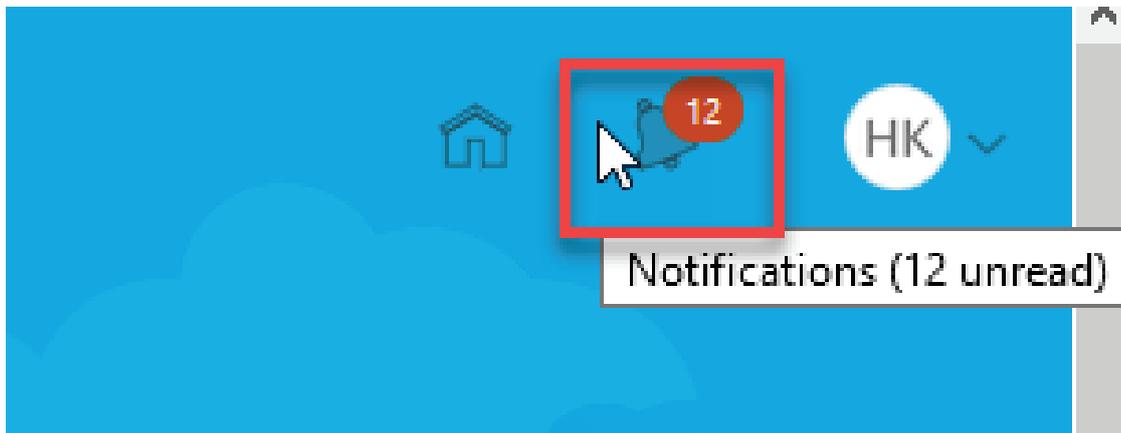
Your profile change request 4001 was submitted for approval.

OK

Supplier Profile Change

Step 13

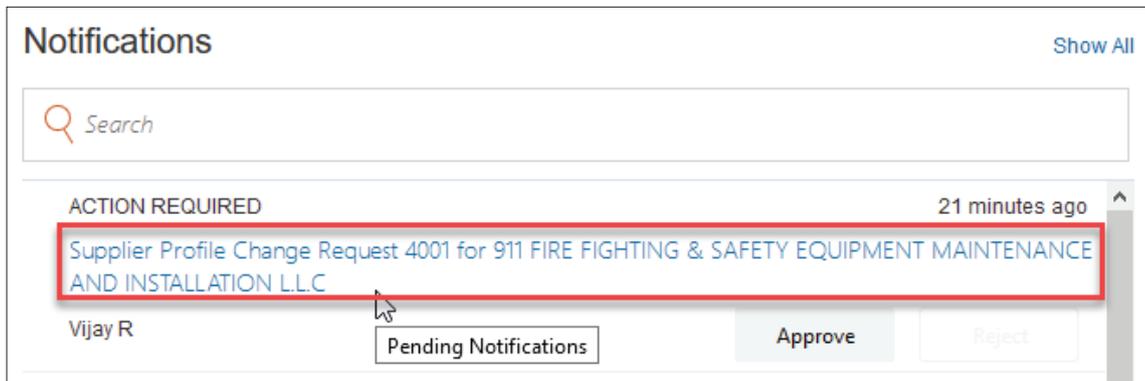
Login as **Supplier Administrator**, and click on the notifications icon at the top right-hand side of the home page



Step 14

Worklist notification will show the message **'Supplier Profile Change Request'**

Click on the request



Supplier Profile Change

Step 15

Review request details and click **“Approve”**

Supplier Profile Change Request 4001 for 911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE AND INSTALLAT... Actions ▾ Approve Reject

Details

Assignee	Hamza Karuvan Parambil	Request	4001	Supplier	911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE AND INSTALLATION L.L.C
From	Vijay R	Request Source	Supplier	Supplier Number	405061
Assigned Date	24/01/20 06:10 PM	Request Date	24/01/20	Business Relationship	Spend Authorized
Task Number	206807	Requested By	R, Vijay		

Change Description

Contacts

View ▾ Format ▾ Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
R, ADA		ranaboth@gmail.com			✓	Active	

Columns Hidden 7

Related Links

- [Edit Change Request](#)

Step 16

Once the supplier is approved by all approvers, login and navigate to **Procurement** (under Navigator) > Suppliers), then click the **‘Manager Suppliers’** link in the task pane and search for the required supplier

Overview Manage Suppliers x

Manage Suppliers Done

Search Advanced Manage Watchlist Saved Search All Suppliers ▾ * Required

* Keywords Search Reset Save...

Step 17

The Search result will display the required supplier

Click on supplier

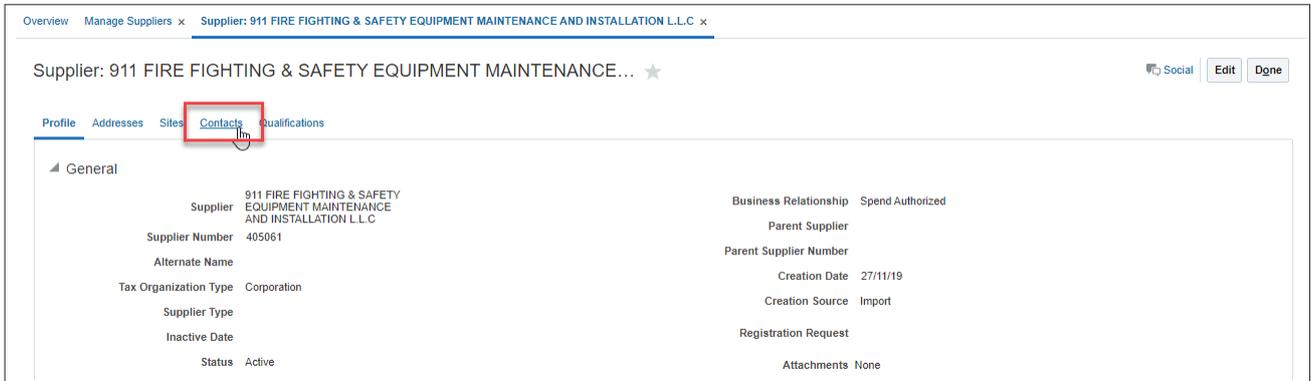
Search Results Register Supplier

Supplier	Supplier Number	Alt Business Na Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Taxpayer ID	D-U-N-S Number
911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE A...	405061	Spend Authorized		27/11/19				

Supplier Profile Change

Step 18

Click the **“Contacts”** tab on the following page, and view the changes to the supplier profile



Overview Manage Suppliers x Supplier: 911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE AND INSTALLATION L.L.C x

Supplier: 911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE... ★ Social Edit Done

[Profile](#) [Addresses](#) [Sites](#) **[Contacts](#)** [Qualifications](#)

General

Supplier	911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE AND INSTALLATION L.L.C	Business Relationship	Spend Authorized
Supplier Number	405061	Parent Supplier	
Alternate Name		Parent Supplier Number	
Tax Organization Type	Corporation	Creation Date	27/11/19
Supplier Type		Creation Source	Import
Inactive Date		Registration Request	
Status	Active	Attachments	None



Overview Manage Suppliers x Supplier: 911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE AND INSTALLATION L.L.C x

Supplier: 911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE... ★ Social Edit Done

[Profile](#) [Addresses](#) [Sites](#) **[Contacts](#)** [Qualifications](#)

View Format Freeze Detach Wrap Status Active

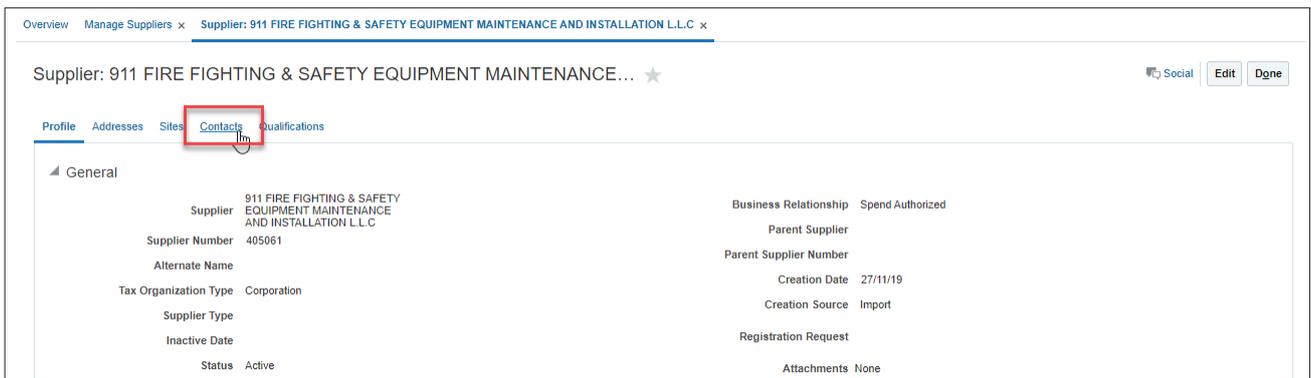
Name	Job Title	Email	Administrative Contact	User Account	Status
R, ADA		ranaboth@gmail.com	—	✓	Active

Columns Hidden 8

Step 19

Supplier page will be displayed

Click on **“Contacts”** tab



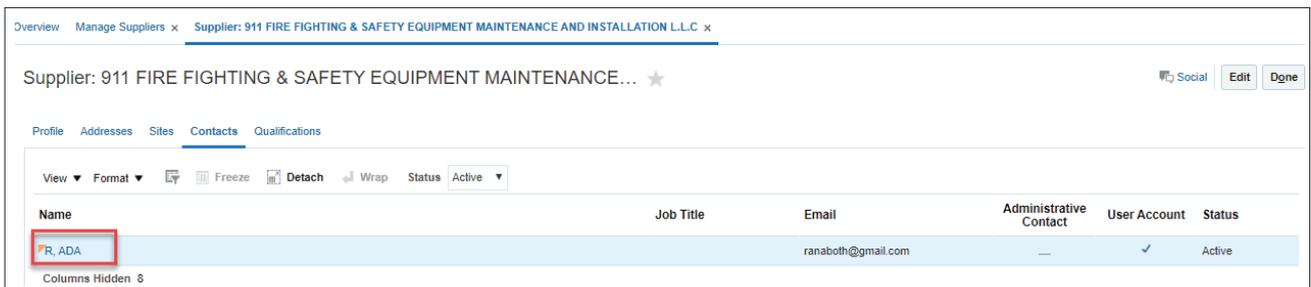
Overview Manage Suppliers x Supplier: 911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE AND INSTALLATION L.L.C x

Supplier: 911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE... ★ Social Edit Done

[Profile](#) [Addresses](#) [Sites](#) **[Contacts](#)** [Qualifications](#)

General

Supplier	911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE AND INSTALLATION L.L.C	Business Relationship	Spend Authorized
Supplier Number	405061	Parent Supplier	
Alternate Name		Parent Supplier Number	
Tax Organization Type	Corporation	Creation Date	27/11/19
Supplier Type		Creation Source	Import
Inactive Date		Registration Request	
Status	Active	Attachments	None



Overview Manage Suppliers x Supplier: 911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE AND INSTALLATION L.L.C x

Supplier: 911 FIRE FIGHTING & SAFETY EQUIPMENT MAINTENANCE... ★ Social Edit Done

[Profile](#) [Addresses](#) [Sites](#) **[Contacts](#)** [Qualifications](#)

View Format Freeze Detach Wrap Status Active

Name	Job Title	Email	Administrative Contact	User Account	Status
R, ADA		ranaboth@gmail.com	—	✓	Active

Columns Hidden 8

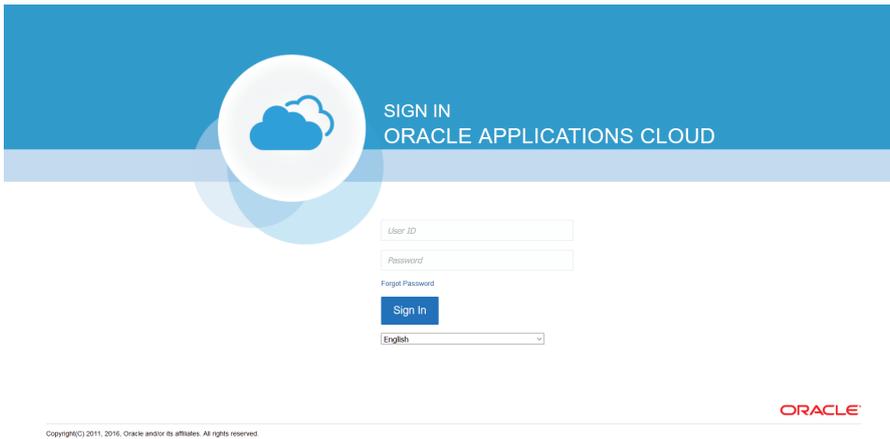
Supplier Acknowledgment to Agreement



This section covers guidelines for acknowledgment of Agreement. The process involves the below steps:

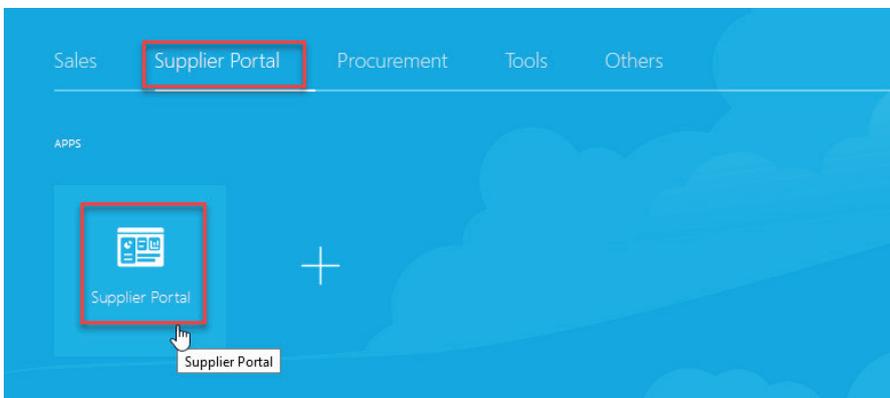
Step 1

Sign into **Oracle Application Cloud**

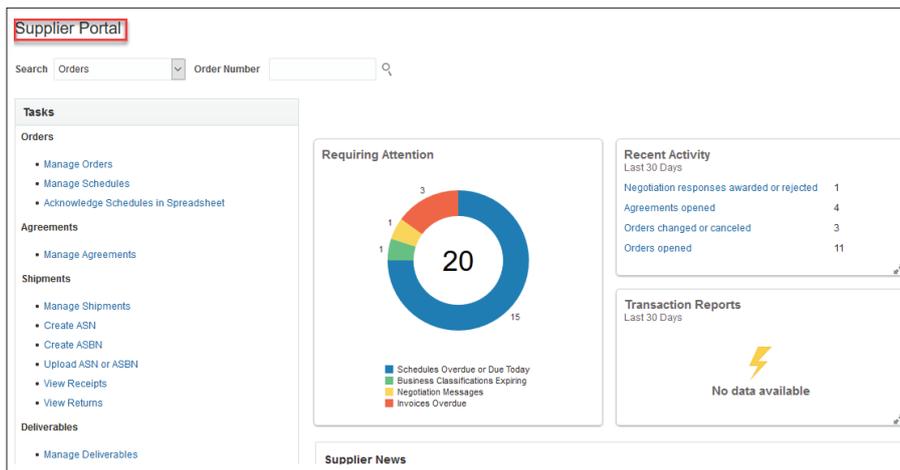


Step 2

Click on the **“Supplier Portal”** tab



Supplier Portal Overview page will be displayed





Supplier Acknowledgment to Agreement

Step 3

Under Agreement section, click on **“Manage Agreements”**

Supplier Portal

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- **Manage Agreements**

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Step 4

The system will display a popup dialog box **“Manage Agreements”**

Search for the required Blanket Purchase Agreement based on search criteria such as Agreement, Supplier Site, Procurement BU, Status

Manage Agreements Done

Headers Lines

Search

Procurement BU

Supplier Site

Agreement: MSS Qatar-1020

Advanced Manage Watchlist Saved Search All Agreements

Status

Include Closed and Expired Documents No

Search Reset Save...

Supplier Acknowledgment to Agreement



Step 5

Under Search Results, the line depicting the required BPA will appear

Click on BPA number

The screenshot shows the 'Manage Agreements' interface. At the top, there are tabs for 'Headers' and 'Lines'. Below is a search section with fields for 'Procurement BU', 'Supplier Site', and 'Agreement' (containing 'MSS Qatar-1020'). There are also buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search'. A 'Search' button is visible. Below the search section is a table of search results. The first row is highlighted and has a red box around the 'MSS Qatar-1020' link. The table columns include Agreement, Description, Supplier Site, Buyer, Agreement Amount, Released Amount, Currency, Status, End Date, Change Order, and Creation Date.

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
MSS Qatar-1020		Offshore - Doha	PRC_USER	10,000.00	0.00	QAR	Open	19/01/21		21/01/20

BPA window opens

The screenshot shows the 'Blanket Purchase Agreement: MSS Qatar-1020' details page. At the top right, there are buttons for 'Acknowledge', 'View PDF', 'Actions', and 'Done'. The main content is divided into 'General' and 'Terms' sections. The 'General' section contains fields for Procurement BU, Agreement, Status, Buyer, Creation Date, Supplier, Supplier Site, Supplier Contact, Supplier Agreement, Communication Method, Email, Start Date, End Date, Agreement Amount, Minimum Release Amount, and Released Amount. The 'Terms' section contains fields for Required Acknowledgment, Acknowledgment Due Date, Payment Terms, Shipping Method, Freight Terms, and FOB.

Step 6

Click on the **“Acknowledge”** button displayed on the upper right-hand corner

This screenshot is identical to the previous one, showing the 'Blanket Purchase Agreement: MSS Qatar-1020' details page. The 'Acknowledge' button in the top right corner is now highlighted with a red box, and a mouse cursor is pointing at it.

Supplier Acknowledgment to Agreement



Step 7

The Acknowledge Document page opens

Under **“General”** tab, enter Supplier Agreement notes (Optional)

Acknowledge Document (Blanket Purchase Agreement): MSS Q...

View PDF **Accept** Reject Cancel

Main

General

Procurement BU	Milaha Shared Service - Qatar	Supplier	ADMIRAL INDUSTRIAL & MARINE	Start Date	16/01/20
Agreement	MSS Qatar-1020	Supplier Site	Offshore - Doha	End Date	19/01/21
Status	Pending Supplier Acknowledgment	Supplier Contact	KrishnaRaj V	Agreement Amount	10,000.00 QAR
Buyer	PRC_USER	Communication Method	E-Mail	Minimum Release Amount	1,000.00 QAR
Creation Date	21/01/20	Email	krishnaraj.veeraraghavan@gmail.com	Description	

Supplier Agreement Test

Terms Notes and Attachments

Required Acknowledgment Date	Document	24/01/20	Payment Terms	60 Days	— Pay on receipt
Acknowledgment Note	Test		Shipping Method		— Confirming order
			Freight Terms	AIR	
			FOB	None	

Step 8

Under **“Terms”** tab, enter Acknowledgment Note (Optional)

Acknowledge Document (Blanket Purchase Agreement): MSS Q...

View PDF **Accept** Reject Cancel

Main

General

Procurement BU	Milaha Shared Service - Qatar	Supplier	ADMIRAL INDUSTRIAL & MARINE	Start Date	16/01/20
Agreement	MSS Qatar-1020	Supplier Site	Offshore - Doha	End Date	19/01/21
Status	Pending Supplier Acknowledgment	Supplier Contact	KrishnaRaj V	Agreement Amount	10,000.00 QAR
Buyer	PRC_USER	Communication Method	E-Mail	Minimum Release Amount	1,000.00 QAR
Creation Date	21/01/20	Email	krishnaraj.veeraraghavan@gmail.com	Description	

Supplier Agreement Test

Terms Notes and Attachments

Required Acknowledgment Date	Document	24/01/20	Payment Terms	60 Days	— Pay on receipt
Acknowledgment Note	Test		Shipping Method		— Confirming order
			Freight Terms	AIR	
			FOB	None	

Supplier Acknowledgment to Agreement



Step 9

Click **“Accept”**

Acknowledge Document (Blanket Purchase Agreement): MSS Q...

View PDF **Accept** Reject Cancel

Main

General

Procurement BU	Milaha Shared Service - Qatar	Supplier	ADMIRAL INDUSTRIAL & MARINE	Start Date	16/01/20
Agreement	MSS Qatar-1020	Supplier Site	Offshore - Doha	End Date	19/01/21
Status	Pending Supplier Acknowledgment	Supplier Contact	KrishnaRaj V	Agreement Amount	10,000.00 QAR
Buyer	PRC_USER	Communication Method	E-Mail	Minimum Release Amount	1,000.00 QAR
Creation Date	21/01/20	Email	krishnaraj.veeraraghavan@gmail.com	Description	

Supplier Agreement Test

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	60 Days	— Pay on receipt
Acknowledgment Due Date	24/01/20	Shipping Method		— Confirming order
Acknowledgment Note	Test	Freight Terms	AIR	
		FOB	None	

Step 10

The system will display a warning message “The document will be accepted. Do you want to continue?”

Click **“OK”** and then click **“Done”**

The agreement is acknowledged and notification is sent to the buyer

Warning X

The document will be accepted. Do you want to continue? (PO-2055013)

OK Cancel

Supplier Acknowledgment to Purchase Order



This section covers guidelines for acknowledgment of purchase order. The process involves the below steps:

Step 1

Under Orders section

Click on **“Manage Orders”**

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders**
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns

Requiring Attention

23

- Schedules Overdue or Due Today (18)
- Business Classifications Expiring (1)
- Negotiation Messages (1)
- Invoices Overdue (3)

Step 2

The system will display a popup dialog box **“Manage Orders”**

Search for the required Purchase Order based on search criteria such as **Sold-to Legal Entity, Bill-to BU, Supplier Site, Order, Status**

Manage Orders

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order MML-1097

Status

Include Closed Documents No

Search Reset Save...

Supplier Acknowledgment to Purchase Order



Step 3

Under Search Results, the line depicting the required PO will appear

Click on PO number

Manage Orders Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity Order

Bill-to BU Status

Supplier Site Include Closed Documents

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
MML-1097	21/01/20		Offshore - Doha	PRC_USER	700.00	QAR	Pending Su...		21/01/20

Purchase Order Window Opens

Purchase Order: MML-1097 Acknowledge View PDF Actions Done

Main

General

Sold-to Legal Entity Milaha Integrated Maritime and Logistics W.L.L. Supplier ADMIRAL INDUSTRIAL & MARINE Ordered 700.00 QAR

Bill-to BU Asset Management-MML Supplier Site Offshore - Doha Description

Order MML-1097 Supplier Contact KrishnaRaj V Source Agreement

Status Pending Supplier Acknowledgment Bill-to Location Doha Port Supplier Order

Buyer PRC_USER Ship-to Location Doha Port

Creation Date 21/01/20

Terms Notes and Attachments

Required Acknowledgment Document Shipping Method

Acknowledgment Due Date 22/01/20 Freight Terms — Pay on receipt

Payment Terms 2/10 Net 30 FOB — Confirming order

Step 4

Click on the **"Acknowledge"** button displayed on the upper right hand corner

Purchase Order: MML-1097 Acknowledge View PDF Actions Done

Main

General

Sold-to Legal Entity Milaha Integrated Maritime and Logistics W.L.L. Supplier ADMIRAL INDUSTRIAL & MARINE Ordered 700.00 QAR

Bill-to BU Asset Management-MML Supplier Site Offshore - Doha Description

Order MML-1097 Supplier Contact KrishnaRaj V Source Agreement

Status Pending Supplier Acknowledgment Bill-to Location Doha Port Supplier Order

Buyer PRC_USER Ship-to Location Doha Port

Creation Date 21/01/20

Terms Notes and Attachments

Required Acknowledgment Document Shipping Method

Acknowledgment Due Date 22/01/20 Freight Terms — Pay on receipt

Payment Terms 2/10 Net 30 FOB — Confirming order

Supplier Acknowledgment to Purchase Order



Step 5

The "Acknowledge Document" page opens

Under "General" tab, enter Supplier Order notes (Optional)

Acknowledge Document (Purchase Order): MML-1097

Accept Reject View PDF Cancel

Main

General

Sold-to Legal Entity	Milaha Integrated Maritime and Logistics W.L.L.	Supplier	ADMIRAL INDUSTRIAL & MARINE	Ordered	700.00 QAR
Order	MML-1097	Supplier Site	Offshore - Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	KrishnaRaj V	Source Agreement	Supplier Order
Buyer	PRC_USER	Bill-to Location	Doha Port	Communication Method	None
Creation Date	21/01/20	Ship-to Location	Doha Port		

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	2/10 Net 30	— Pay on receipt
Acknowledgment Due Date	22/01/20	Shipping Method		— Confirming order
Acknowledgment Note		Freight Terms	FOB	

Step 6

Under "Terms" tab, enter Acknowledgment Note (Optional)

Acknowledge Document (Purchase Order): MML-1097

Accept Reject View PDF Cancel

Main

General

Sold-to Legal Entity	Milaha Integrated Maritime and Logistics W.L.L.	Supplier	ADMIRAL INDUSTRIAL & MARINE	Ordered	700.00 QAR
Order	MML-1097	Supplier Site	Offshore - Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	KrishnaRaj V	Source Agreement	Supplier Order
Buyer	PRC_USER	Bill-to Location	Doha Port	Communication Method	None
Creation Date	21/01/20	Ship-to Location	Doha Port		

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	2/10 Net 30	— Pay on receipt
Acknowledgment Due Date	22/01/20	Shipping Method		— Confirming order
Acknowledgment Note		Freight Terms	FOB	

Supplier Acknowledgment to Purchase Order



Step 7

Click Accept

Acknowledge Document (Purchase Order): MML-1097

Accept **Reject** **View PDF** **Cancel**

Main

General

Sold-to Legal Entity	Milaha Integrated Maritime and Logistics W.L.L	Supplier	ADMIRAL INDUSTRIAL & MARINE	Ordered	700.00 QAR
Order	MML-1097	Supplier Site	Offshore - Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	KrishnaRaj V	Source Agreement	
Buyer	PRC_USER	Bill-to Location	Doha Port	Supplier Order	
Creation Date	21/01/20	Ship-to Location	Doha Port	Communication Method	None

Terms **Notes and Attachments**

Required Acknowledgment	Document	Payment Terms	2/10 Net 30	— Pay on receipt
Acknowledgment Due Date	22/01/20	Shipping Method		— Confirming order
Acknowledgment Note		Freight Terms	FOB	

Step 8

The system will display warning message “The document will be accepted. Do you want to continue?”

Click **“OK”** and then click **“Done”**

The Purchase Order is acknowledged and notification is sent to the buyer

Warning ×

The document will be accepted. Do you want to continue? (PO-2055013)

OK **Cancel**

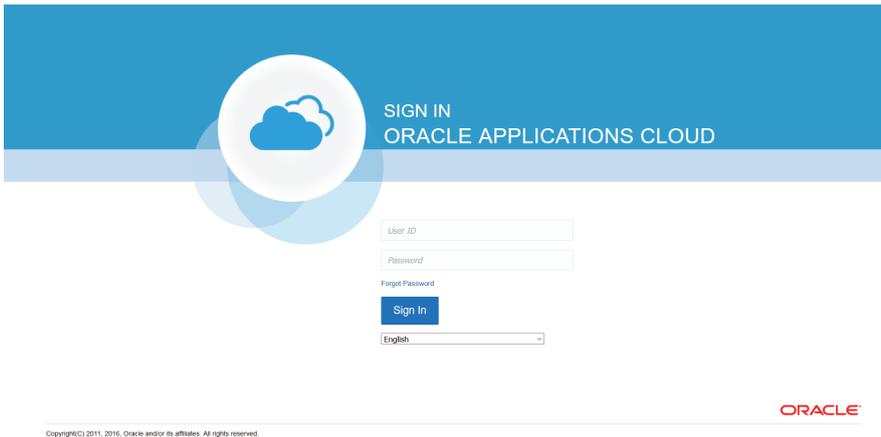
Creation of Advanced Shipment Notice (ASN)



This section covers guidelines for creating Advanced Shipment Notice (ASN). The process involves below steps:

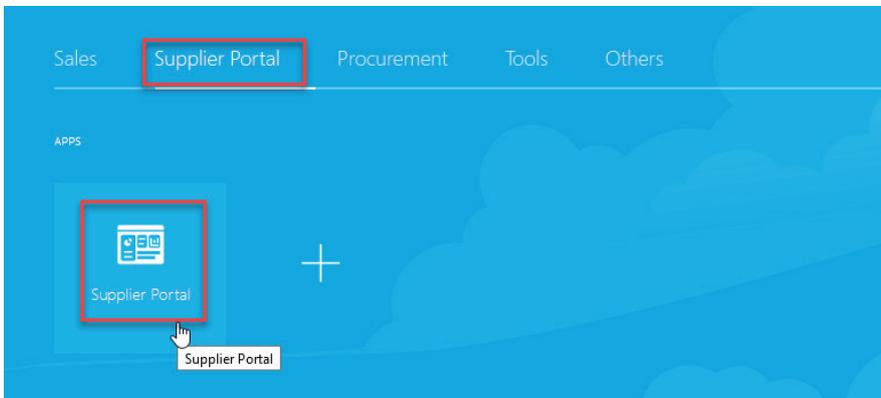
Step 1

Login to **Oracle Applications Cloud**

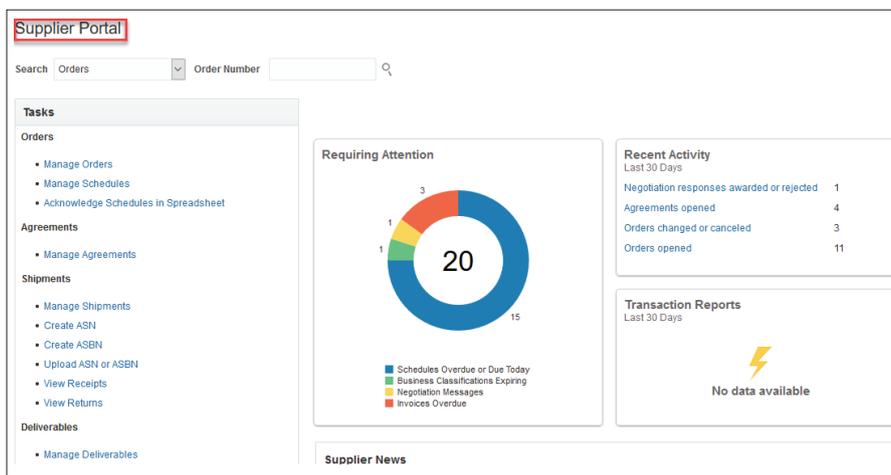


Step 2

Navigate to **“Supplier Portal”** and click on the **“Supplier Portal”** icon



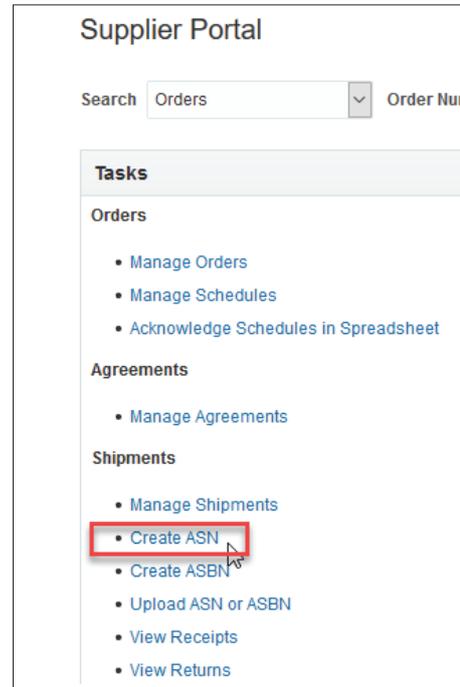
Supplier Portal Overview page will be displayed



Creation of Advanced Shipment Notice (ASN)

Step 3

Under **'Shipments'** section click on **'Create ASN'**



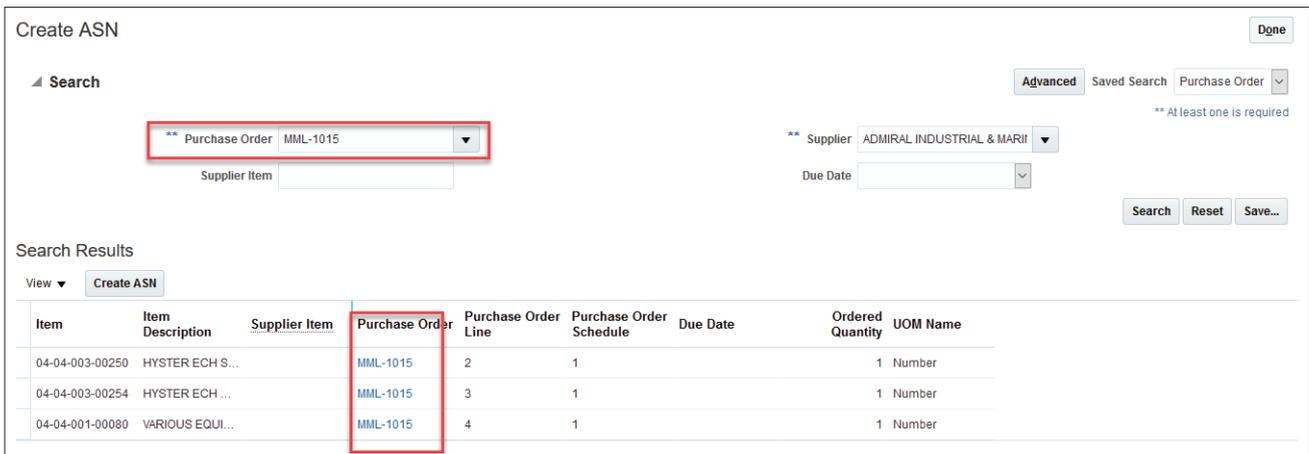
Step 4

The system will display a popup dialog box **"Create ASN"**

Search for the required ASN based on search criteria such as **Purchase Order, Supplier Item, Supplier, Due date**



Under Search Results, the line depicting the required **PO** will appear



Creation of Advanced Shipment Notice (ASN)



Step 5

Select the **“Purchase Order Line”** and click on **“Create ASN”** button

Create ASN Done

Search Advanced Saved Search Purchase Order

** Purchase Order: MML-1015 ** Supplier: ADMIRAL INDUSTRIAL & MARIT

Supplier Item: Due Date:

** At least one is required

Search Reset Save...

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
04-04-003-00250	HYSTER ECH S...		MML-1015	2	1		1	Number
04-04-003-00254	HYSTER ECH ...		MML-1015	3	1		1	Number
04-04-001-00080	VARIOUS EQUI...		MML-1015	4	1		1	Number

“Create ASN” page will open with the details of selected purchase order defaulted

Create ASN Details Submit Cancel

Header

* Shipment:

* Shipped Date: 21/01/20

* Expected Receipt Date: 21/01/20

Freight Terms:

Shipping Method:

Number of Supplier Packing Units:

Bill of Lading:

Waybill:

Packing Slip:

Packaging Code:

Special Handling Code:

Tare Weight:

Tare Weight UOM:

Net Weight:

Net Weight UOM:

Comments:

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
04-04-003-00...	HYSTER ECH S...		MML-1015	<input type="text"/>	Number	Doha Port	1	Number	0

Creation of Advanced Shipment Notice (ASN)

Step 6

Enter all the required mandatory and optional columns on the ASN header and lines. Once all the details are entered click on the **“Submit”** button

Create ASN Details

Header

* Shipment

* Shipped Date 

* Expected Receipt Date 

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Actions View

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
04-04-003-00...	HYSTER ECH S...	MML-1015		<input type="text" value="1"/>	Number <input type="button" value="v"/>	Doha Port	1	Number	0

Step 7

The system will display a popup confirmation **“ASN was created”**

Click on **“OK”**

 **Confirmation**

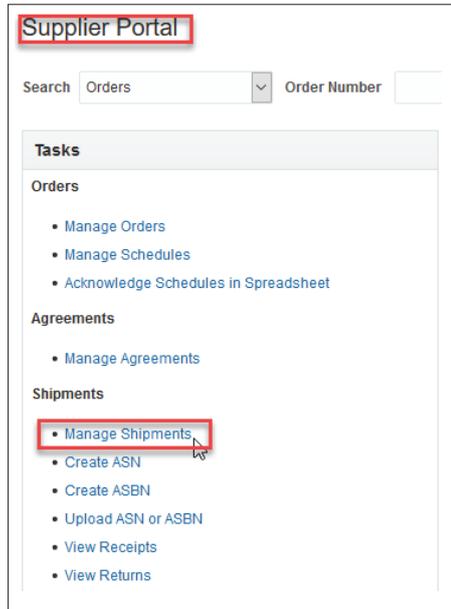
Cancellation of Advanced Shipment Notice (ASN)



This section covers guidelines for cancellation of Advanced Shipment Notice (ASN). The process involves below steps:

Step 1

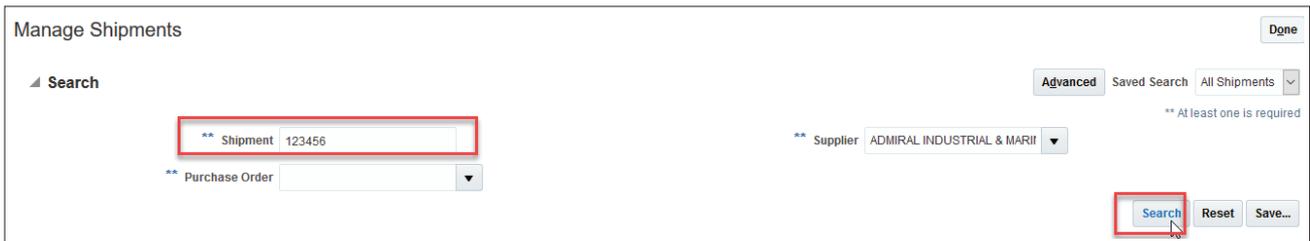
Navigate to Supplier Portal.
Under **“Shipments”** section, click on **“Manage Shipments”**



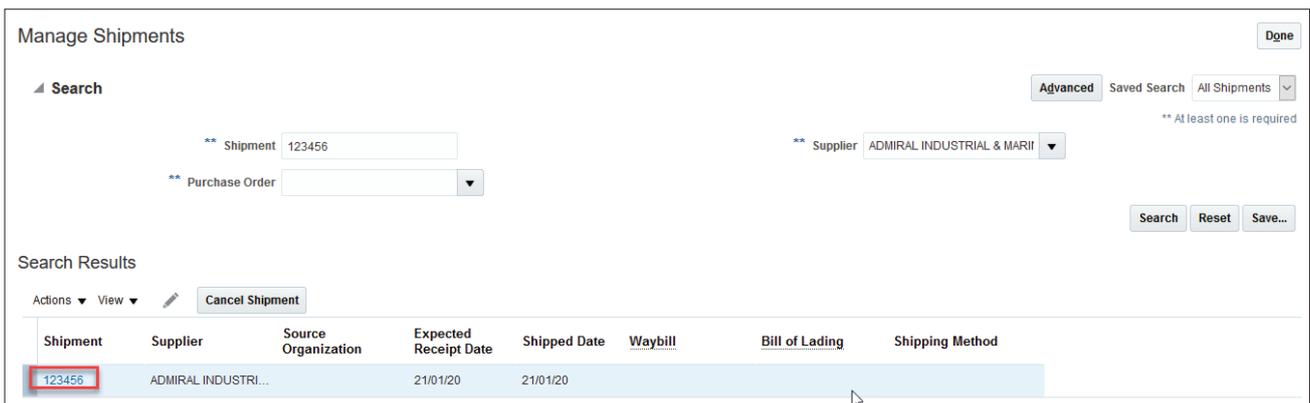
Step 2

The system will display a popup dialog box, **“Manage Shipments”**

Search for the required shipment based on search criteria **Shipment, Purchase Order, Supplier**



Under Search Results, the line depicting the required shipment will appear



Cancellation of Advanced Shipment Notice (ASN)



Step 3

Select the shipment line and click on **“Cancel Shipment”** button

Manage Shipments

Search

Advanced Saved Search All Shipments

** Shipment 123456 ** Supplier ADMIRAL INDUSTRIAL & MARIT

** Purchase Order

Search Reset Save...

Search Results

Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
123456	ADMIRAL INDUSTRI...		21/01/20	21/01/20			

Step 4

Shipment cancellation confirmation message will pop up with **“Yes”** and **“No”** options

Click on **“Yes”**

Warning

This action will cancel the shipment. Do you want to continue?

Yes No

Shipment is cancelled and removed from the list

Manage Shipments

Search

Advanced Saved Search All Shipments

** Shipment 123456 ** Supplier ADMIRAL INDUSTRIAL & MARIT

** Purchase Order

Search Reset Save...

Search Results

Cancel Shipment

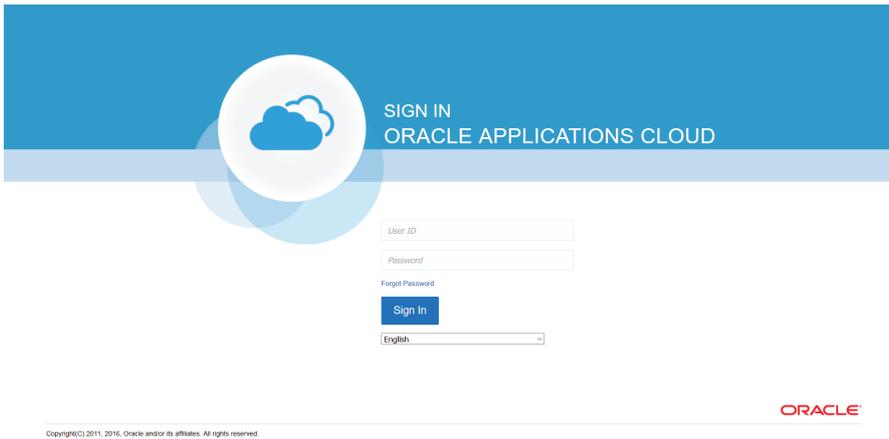
Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
No results found.							

Supplier Invoice Creation - PO

This section covers guidelines for creating invoices - PO. The process involves the below steps:

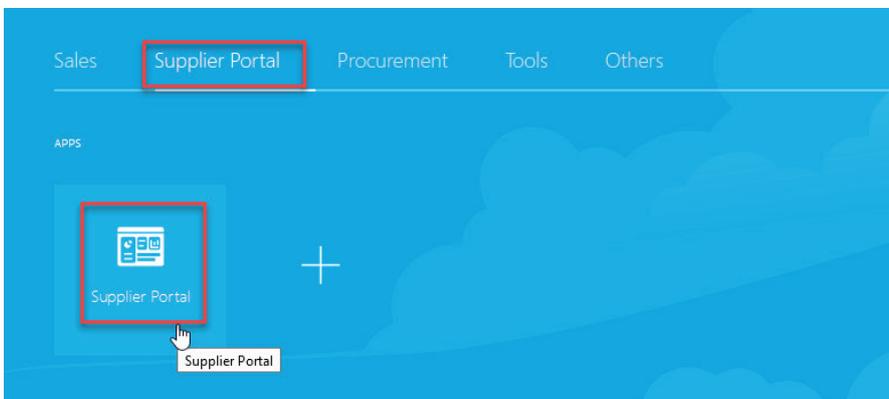
Step 1

Login to **Oracle Applications Cloud**

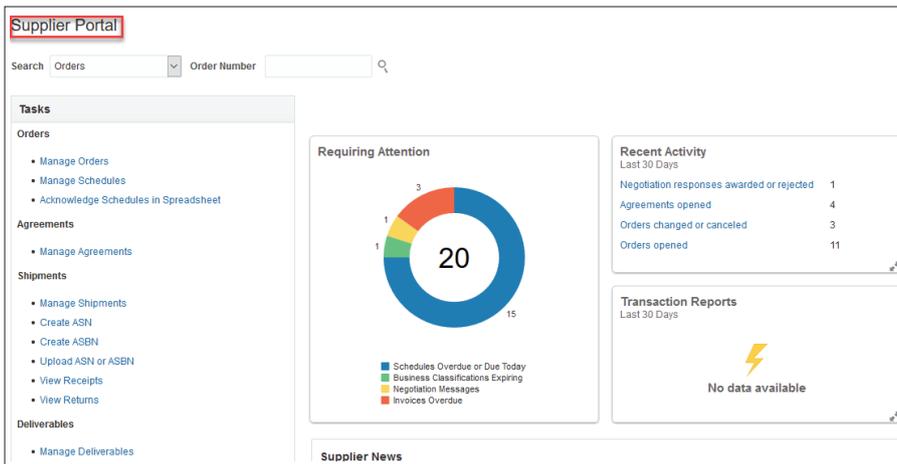


Step 2

Navigate to **“Supplier Portal”** and click on the **“Supplier Portal”** icon



Supplier Portal Overview page will be displayed



Supplier Invoice Creation - PO

Step 3

Under **“Invoices and Payments”**, click on **“Create Invoice”**

Deliverables

- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)
- [Review Consigned Inventory](#)
- [Review Consigned Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

The system will display a popup dialog box **“Create Invoice”** page

Create Invoice

Invoice Actions
Save
Save and Close
Submit
Cancel

* Identifying PO

Supplier ADMIRAL INDUSTRIAL & MARINE

Taxpayer ID

* Supplier Site

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

* Number

* Date dd/mm/yy

* Type Invoice

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name

Address

Lines

View Cancel Line

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

Supplier Invoice Creation - PO

Step 4

Enter **“Identify PO”** details

Note: The supplier details are defaulted from the PO

Create Invoice

* Identifying PO MML-1097 ▼

Supplier ADMIRAL INDUSTRIAL & MARINE

Taxpayer ID

* Supplier Site Offshore - Doha ▼

Address 124 Riverwood Drive, SAINIT ROSE, LA, UNITED STATES

Supplier Tax Registration Number ▼

Customer

* Customer Taxpayer ID SIN33333 ▼

Step 5

Enter the **invoice number** in the Number field, **Date**, and the **tax registration number**

Create Invoice Invoice Actions ▼ Save Save and Close Submit Cancel

* Identifying PO MML-1097 ▼

Supplier ADMIRAL INDUSTRIAL & MARINE

Taxpayer ID

* Supplier Site Offshore - Doha ▼

Address 124 Riverwood Drive, SAINIT ROSE, LA, UNITED STATES

Supplier Tax Registration Number ▼

Remit-to Bank Account ▼

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

* Number MML123456

* Date 23/01/20 📅

* Type Invoice ▼

Invoice Currency QAR - Qatari Rial

Payment Currency QAR - Qatari Rial

Customer

* Customer Taxpayer ID SIN33333 ▼

Name Milaha Integrated Maritime and Logistics W.L.L

Address

Step 6

In **“Lines”** tab, click Select and **“Add”** icon

Lines

View ▼ + Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Avail Qua
		* Number	* Line	* Schedule	Number	Line					
1	Freight ▼										
Total											

Supplier Invoice Creation - PO

Step 7

The system will display a popup dialog box **“Select and Add : Purchase orders”**

Select the **PO** by clicking in the row. After applying, click **“OK”**

Select and Add: Purchase Orders ✕

Search Results

View   Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
MML-1097	1	1				TEST123	Doha Port	1

Step 8

To save the invoice, click the **“Submit”** button

Create Invoice Invoice Actions  Save  Save and Close

Identifying PO: MML-1097

Supplier: ADMIRAL INDUSTRIAL & MARINE

Taxpayer ID: [Empty]

Supplier Site: Offshore - Doha

Address: 124 Rivenwood Drive, SAINT ROSE, LA, UNITED STATES

Supplier Tax Registration Number: [Empty]

Remit-to Bank Account: [Empty]

Unique Remittance Identifier: [Empty]

Unique Remittance Identifier Check Digit: [Empty]

Description: [Empty]

Attachments: None 

* Number: MML123456

* Date: 23/01/20

Type: Invoice

Invoice Currency: QAR - Qatari Rial

Payment Currency: QAR - Qatari Rial

Customer

Customer Taxpayer ID: SIN33333

Name: Milaha Integrated Maritime and Logistics W.L.L

Address: [Empty]

Lines

View    Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Avail Qua
		* Number	* Line	* Schedule	Number	Line					
2	Item	MML-1097	1	1			TEST123	Doha Port			

Supplier Invoice Creation - PO

Step 9

A confirmation will pop up confirming submission of invoice

Click the **“Submit”** button to send the invoice to the customer



The created invoice opens, and confirmation message of invoice submission will appear once the invoice is successfully submitted

The submitted invoice is visible. The requester is notified and must approve the invoice before it can be processed further

Invoice: MML123456 Printable Page Create Another Done

Identifying PO MML-1097	Remit-to Bank Account	Number MML123456
Supplier ADMIRAL INDUSTRIAL & MARINE	Unique Remittance Identifier	Date 23/01/20
Taxpayer ID	Unique Remittance Identifier Check Digit	Type Invoice
Supplier Site Offshore - Doha	Description	Invoice Currency QAR
Address 124 Riverwood Drive, SAINIT ROSE, LA, UNITED STATES	Attachments None	Payment Currency QAR
Supplier Tax Registration Number		

Customer

Customer Taxpayer ID SIN33333	Legal Entity Milaha Integrated Maritime and Logistics W.L.L.	Address
-------------------------------	--	---------

Lines

View ▼

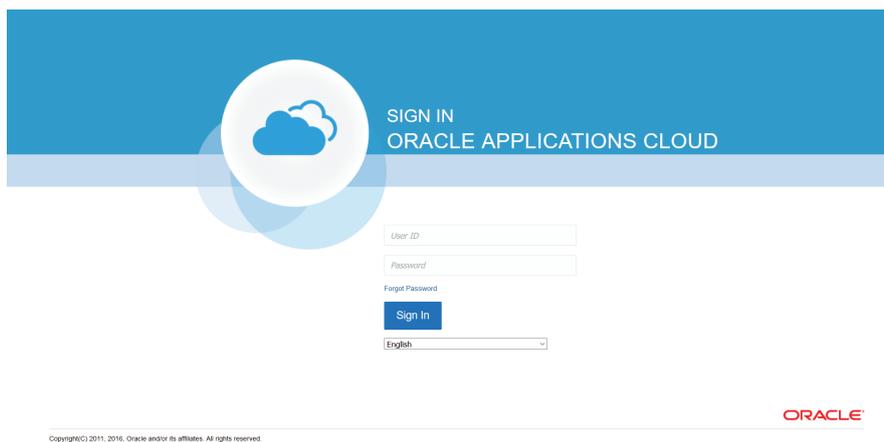
Consumption Advice	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
umber	Line	TEST123	Doha Port	124 Riverwood Drive,Sainit...			1	700	Each	700.00
										700.00

Update Bank Account

This section covers guidelines for updating bank account. The process involves the below steps:

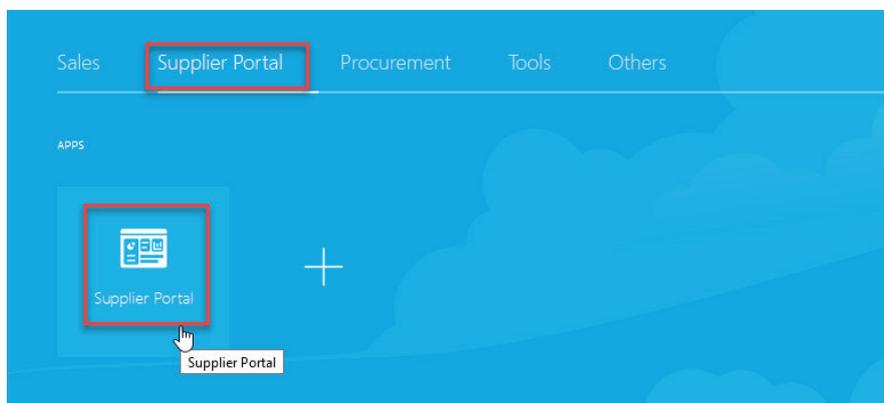
Step 1

Login to **Oracle Applications Cloud**

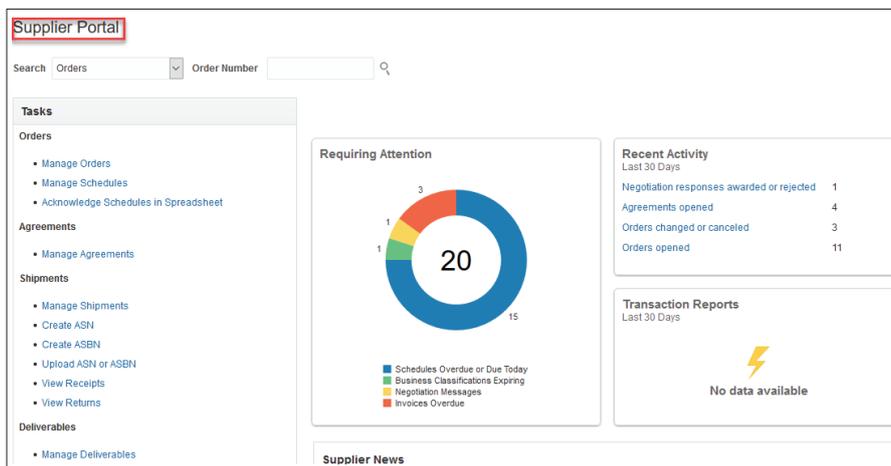


Step 2

Navigate to **“Supplier Portal”** and click on the **“Supplier Portal”** icon



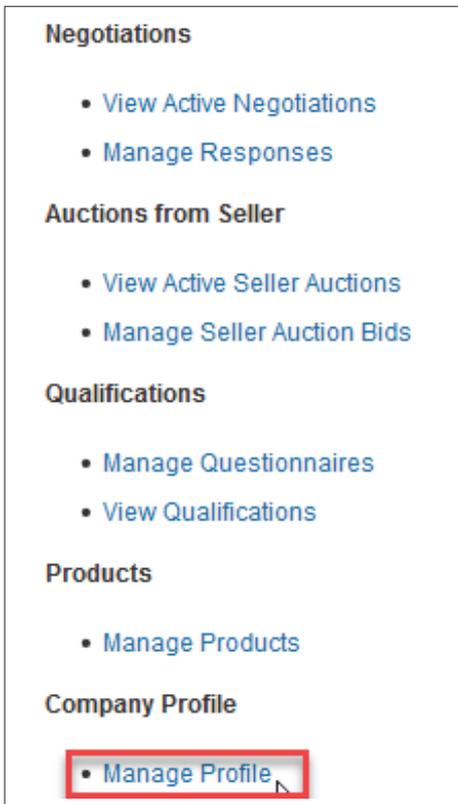
Supplier Portal Overview page will be displayed



Update Bank Account

Step 3

Under **“Company Profile”** section, click on **“Manage Profile”**



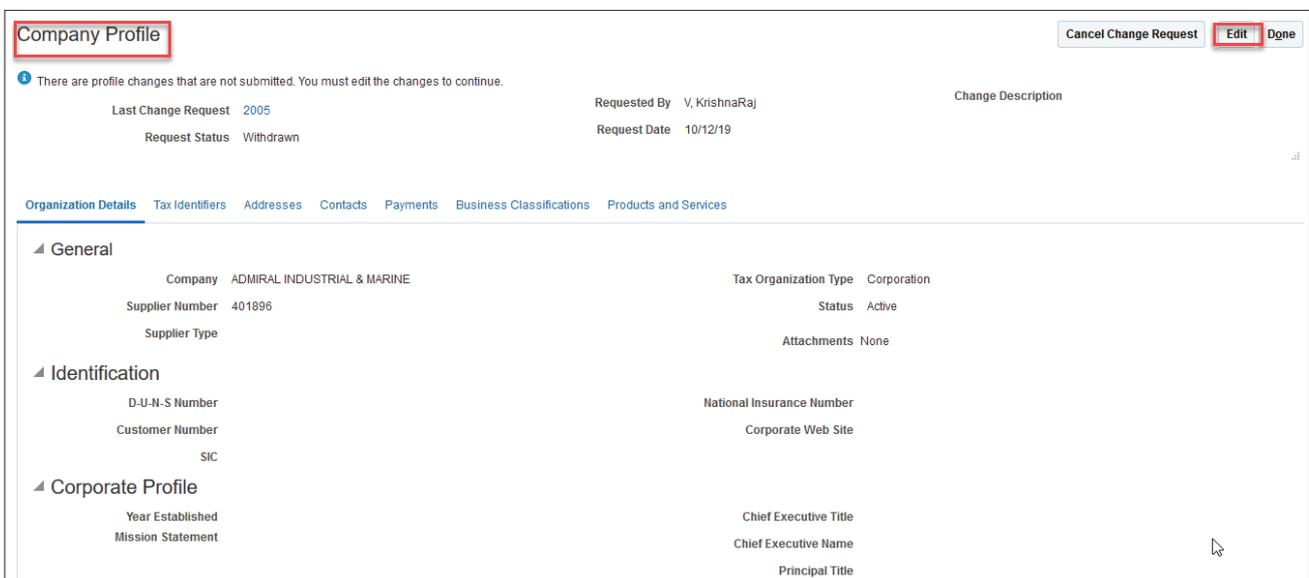
The screenshot shows a sidebar menu with the following sections and items:

- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Auctions from Seller**
 - View Active Seller Auctions
 - Manage Seller Auction Bids
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Products**
 - Manage Products
- Company Profile**
 - Manage Profile** (highlighted with a red box)

Step 4

The system will display **“Company Profile”** page

Click **“Edit”** at the top right-hand side of the page



The screenshot shows the 'Company Profile' page. At the top right, there are buttons for 'Cancel Change Request', 'Edit' (highlighted with a red box), and 'Done'. Below the buttons, there is a message: 'There are profile changes that are not submitted. You must edit the changes to continue.' The page displays various details for the company 'ADMIRAL INDUSTRIAL & MARINE', including 'Last Change Request' (2005), 'Request Status' (Withdrawn), 'Requested By' (V, KrishnaRaj), and 'Request Date' (10/12/19). The page is organized into sections: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'General' section includes 'Company' (ADMIRAL INDUSTRIAL & MARINE), 'Supplier Number' (401896), 'Supplier Type', 'Tax Organization Type' (Corporation), and 'Status' (Active). The 'Identification' section includes 'D-U-N-S Number', 'Customer Number', 'SIC', 'National Insurance Number', and 'Corporate Web Site'. The 'Corporate Profile' section includes 'Year Established', 'Mission Statement', 'Chief Executive Title', 'Chief Executive Name', and 'Principal Title'.

Update Bank Account

Step 4 (continued)

The system will display **“Edit Profile Change Request”** page

Step 5

Click **Payments > Bank Accounts**

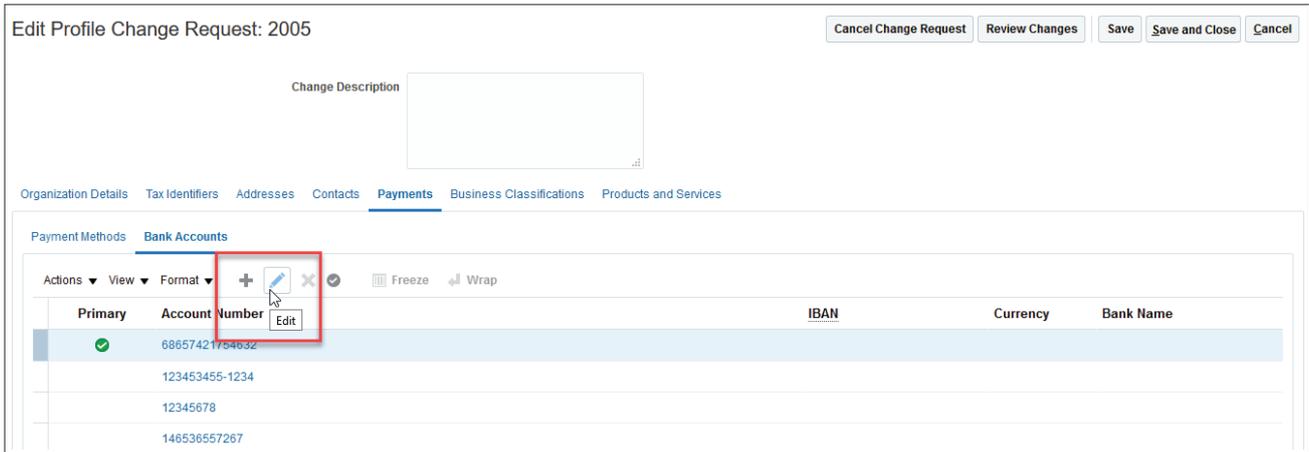
“Bank Accounts” screen will appear

Primary	Account Number	IBAN	Currency	Bank Name
✓	68657421754632			
	123453455-1234			
	12345678			
	146536557267			

Update Bank Account

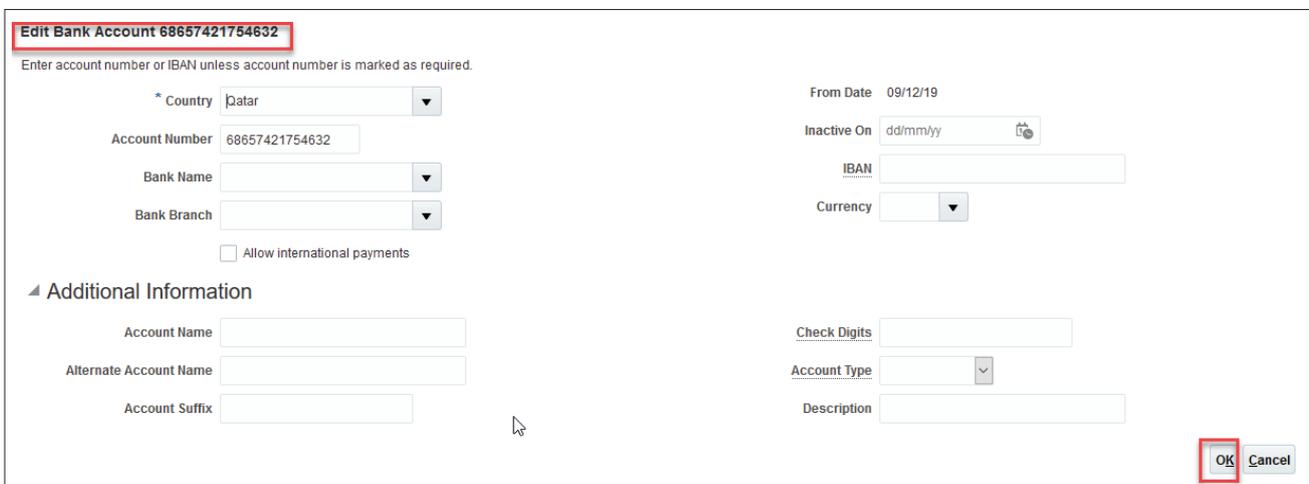
Step 6

Click on the **create (+)** or the **edit (pencil)** icon to add or edit the existing bank account number



The screenshot shows the 'Edit Profile Change Request: 2005' interface. At the top right, there are buttons for 'Cancel Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. Below this is a 'Change Description' text area. A navigation bar includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. Under 'Payments', there are sub-tabs for 'Payment Methods' and 'Bank Accounts'. The 'Bank Accounts' table has columns for 'Primary', 'Account Number', 'IBAN', 'Currency', and 'Bank Name'. The first row has a green checkmark in the 'Primary' column and the account number '68657421754632'. A red box highlights the 'Edit' icon (pencil) in the 'Actions' column of this row.

The system will display a popup dialog box **“Create Bank Account”** or **“Edit Bank Account Number”**, depending on the process you chose



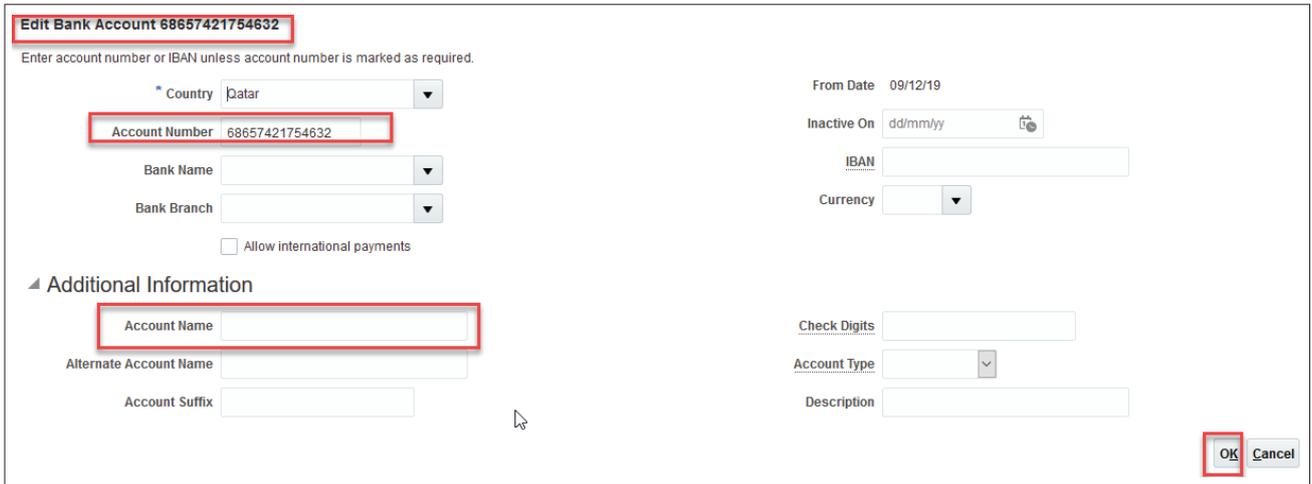
The screenshot shows the 'Edit Bank Account 68657421754632' popup dialog box. It contains the following fields and options:

- Country:** Datar (dropdown)
- Account Number:** 68657421754632 (text input)
- Bank Name:** (dropdown)
- Bank Branch:** (dropdown)
- Allow international payments
- From Date:** 09/12/19
- Inactive On:** dd/mm/yy (calendar icon)
- IBAN:** (text input)
- Currency:** (dropdown)
- Additional Information:**
 - Account Name:** (text input)
 - Alternate Account Name:** (text input)
 - Account Suffix:** (text input)
 - Check Digits:** (text input)
 - Account Type:** (dropdown)
 - Description:** (text input)
- Buttons:** OK, Cancel

Update Bank Account

Step 7

Choose Country and enter bank account details (**Bank Account and Bank name, Bank Branch, IBAN, Currency**)



Edit Bank Account 68657421754632

Enter account number or IBAN unless account number is marked as required.

* Country

Account Number

Bank Name

Bank Branch

Allow international payments

From Date 09/12/19

Inactive On

IBAN

Currency

Additional Information

Account Name

Alternate Account Name

Account Suffix

Check Digits

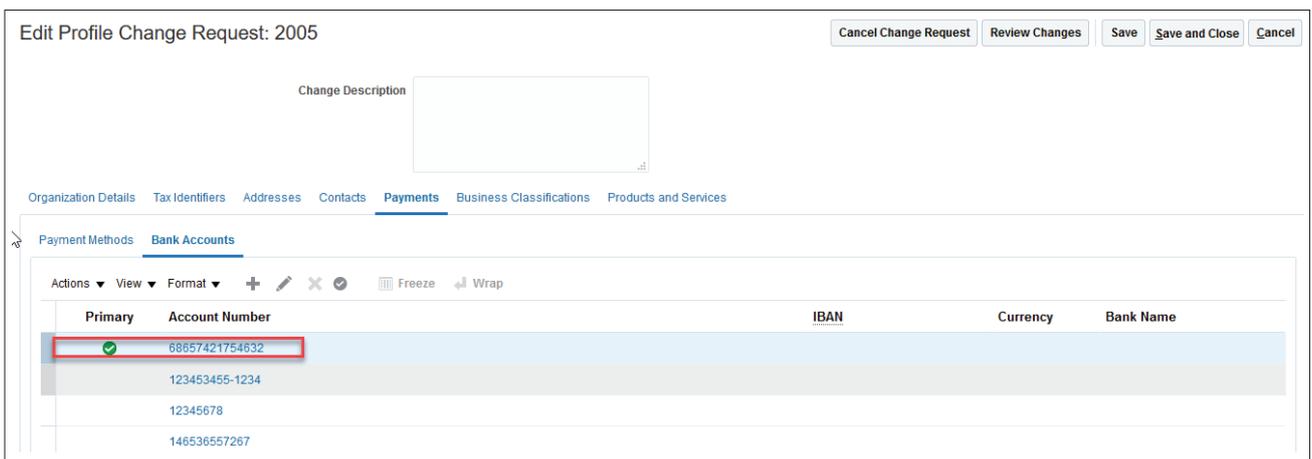
Account Type

Description

Step 8

Click "OK"

Bank account is added under "Bank Accounts" section



Edit Profile Change Request: 2005

Change Description

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

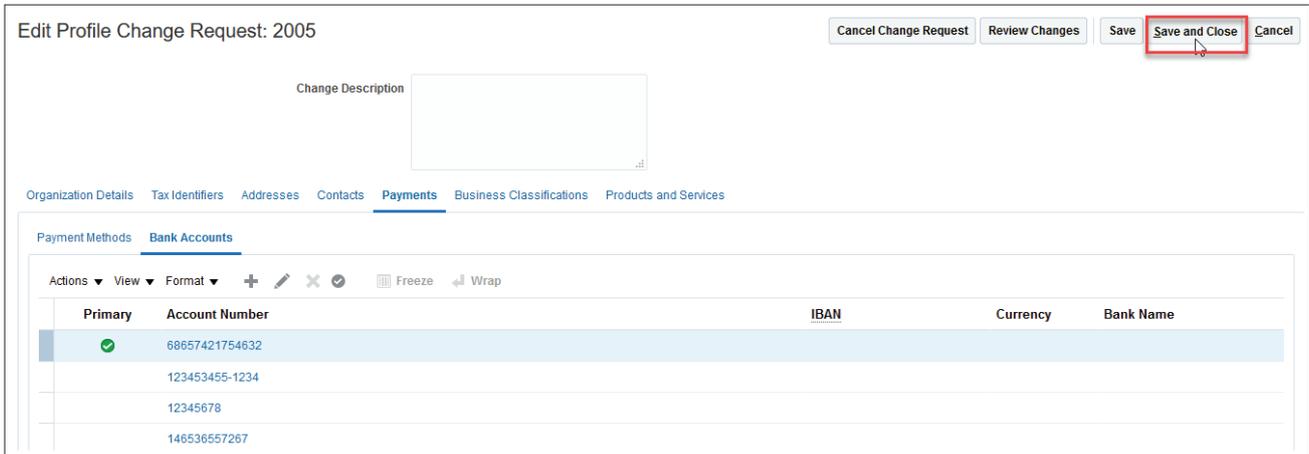
Payment Methods **Bank Accounts**

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	68657421754632			
<input type="checkbox"/>	123453455-1234			
<input type="checkbox"/>	12345678			
<input type="checkbox"/>	148536557267			

Update Bank Account

Step 9

Click **“Save and Close”**



Change Description

Cancel Change Request Review Changes Save **Save and Close** Cancel

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

Payment Methods **Bank Accounts**

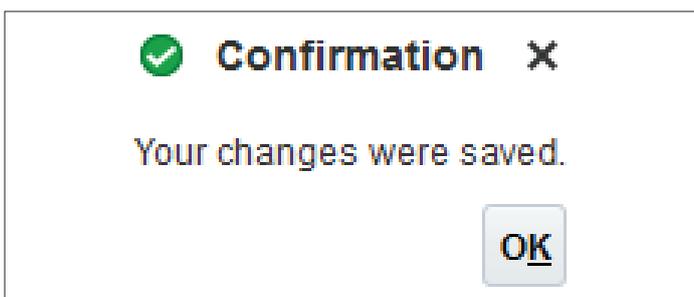
Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	68657421754632			
<input type="checkbox"/>	123453455-1234			
<input type="checkbox"/>	12345678			
<input type="checkbox"/>	146536557267			

Step 10

The system will display a confirmation box

Click **“OK”** and done

The bank account is added to the company profile



 **Confirmation** 

Your changes were saved.

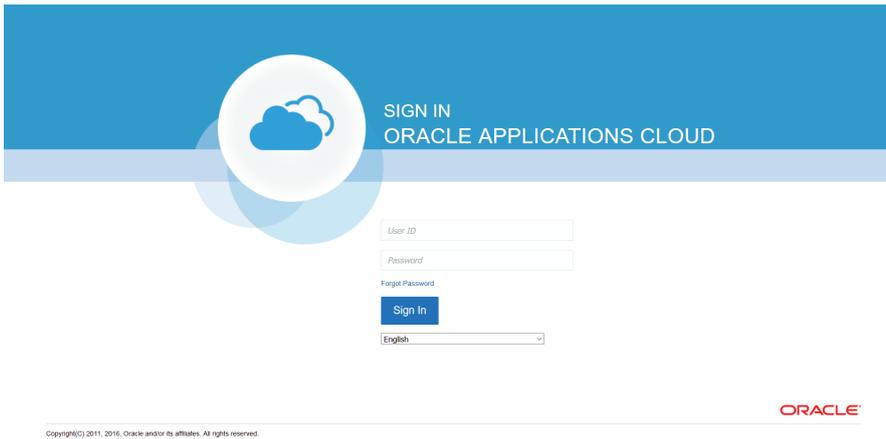
OK

Respond to Negotiation - Quotation

This section covers guidelines for responding to Negotiation - Quotation, Bid. The process involves the below steps:

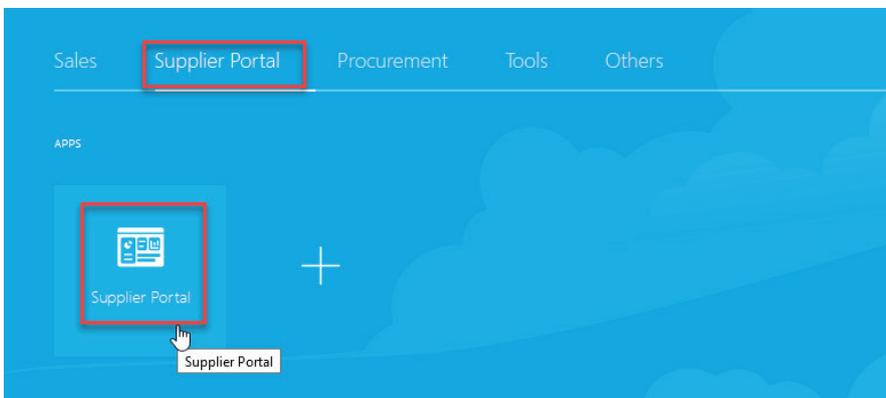
Step 1

Login to **Oracle Applications Cloud**

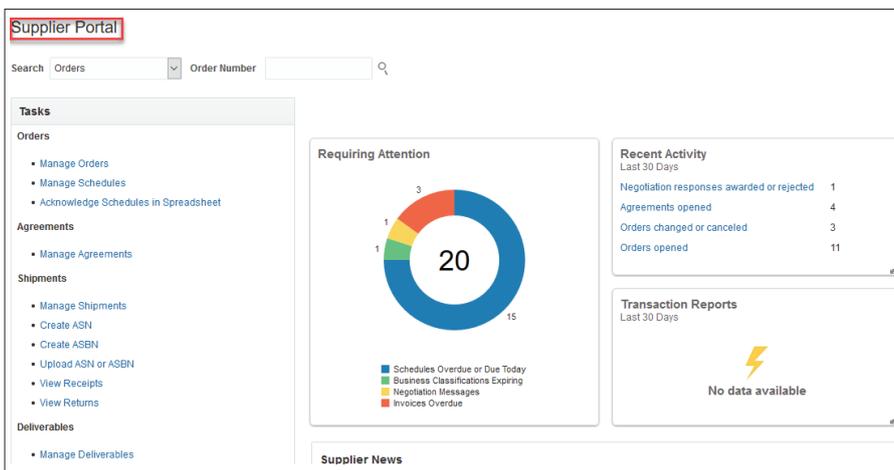


Step 2

Navigate to **“Supplier Portal”** and click on the **“Supplier Portal”** icon



Supplier Portal Overview page will be displayed



Respond to Negotiation - Quotation

Step 3

Under **“Negotiations”** section, click on **“View Active Negotiations”**

Deliverables

- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)
- [Review Consigned Inventory](#)
- [Review Consigned Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

Auctions from Seller

- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

Step 4

The system will display a popup dialog box **“Active Negotiations”**
 Search for **“Invitation Received”** and select **“Yes”**

Active Negotiations Done

Search

** Negotiation

** Title

** Negotiation Close By

Manage Watchlist Saved Search Open Invitations

Time Zone Arabia Standard Time

** Invitation Received ** At least one is required

Response Submitted

Negotiation Open Since

Under Search Results, a line reflecting active negotiations will appear

Active Negotiations Done

Search

** Negotiation

** Title

** Negotiation Close By

Manage Watchlist Saved Search Open Invitations

Time Zone Arabia Standard Time

** Invitation Received ** At least one is required

Response Submitted

Negotiation Open Since

Search Results

Actions ▼ View ▼ Format ▼

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
MSS Qatar-1051	Po Creation	RFQ	21 Hours 42 Mi...	24/01/20 01:38 ...	0		0		



Step 5

Click on the **"Acknowledge Participation"** tab

Active Negotiations

Search

Time Zone Arabia Standard Time

Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation

** Title

** Negotiation Close By dd/mm/yy

** Invitation Received Yes

Response Submitted No

Negotiation Open Since dd/mm/yy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
MSS Qatar-1051	Po Creation	RFQ	21 Hours 42 Mi...	24/01/20 01:38 ...	0		0		

Step 6

The system will display a popup dialog box: **"Acknowledge Participation"**

Select the Participation **"Yes"** or **"No"**, then click **"OK"**

Acknowledge Participation

Supplier Site Offshore - Doha

Will Participate Yes

No

Note to Buyer

OK Cancel

Respond to Negotiation - Quotation



Step 7

Select the Negotiation line and click **“Create Response”**

Active Negotiations Done

Time Zone Arabia Standard Time

Search Manage Watchlist Saved Search Open Invitations

** Negotiation

** Title

** Negotiation Close By dd/mm/yy

** Invitation Received Yes

Response Submitted No

Negotiation Open Since dd/mm/yy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
MSS Qatar-1051	Po Creation	RFQ	21 Hours 42 Mi...	24/01/20 01:38 ...	0	Yes	0		

Step 8

The system will display **“Create Response Overview”** page

Respond by clicking on either **“Respond by Spread Sheet”** or **“Manually Respond”**

1 2 3

Over... Lines Review

Create Response (Quote 7001): Overview Messages **Respond by Spreadsheet** Actions Back Next Save Submit Cancel

Title Po Creation Close Date 24/01/20 01:38 PM

Time Remaining **21:25:24** Last Saved 23/01/20 04:08 PM
Time Zone Arabia Standard Time

General

Supplier ADMIRAL INDUSTRIAL & MARINE

Supplier Site Offshore - Doha

Negotiation Currency QAR

Response Currency QAR

Price Precision 2 Decimals Maximum

Response Valid Until dd/mm/yy hh:mm a

Reference Number

Note to Buyer

Attachments None +

Respond to Negotiation - Quotation

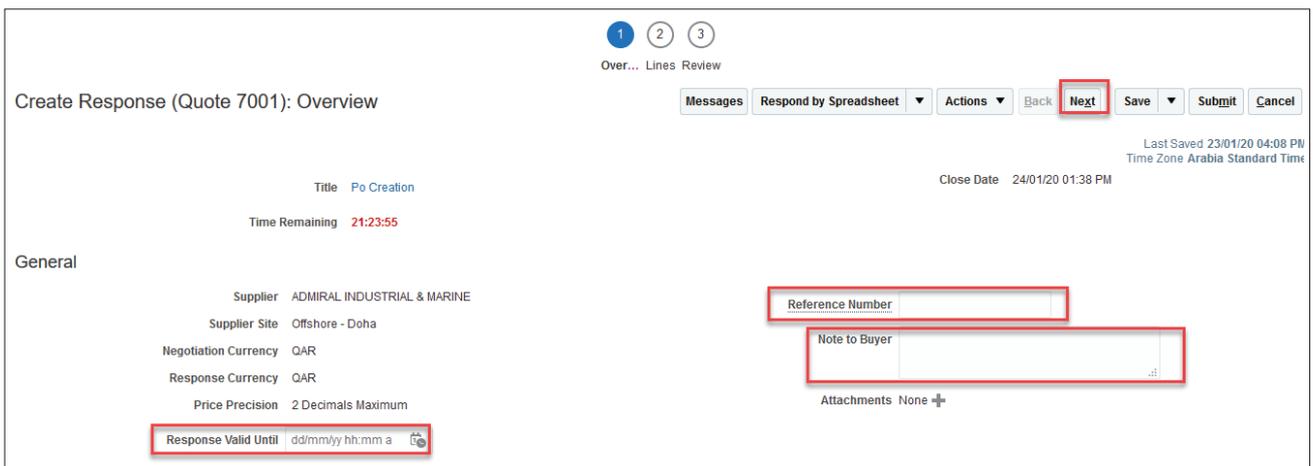
Step 9

Enter the details in the following fields:

Response Valid Until

Reference Number

Note Buyer



1 2 3
Over... Lines Review

Create Response (Quote 7001): Overview

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

Last Saved 23/01/20 04:08 PM
Time Zone Arabia Standard Time

Title Po Creation
Close Date 24/01/20 01:38 PM
Time Remaining 21:23:55

General

Supplier ADMIRAL INDUSTRIAL & MARINE
Supplier Site Offshore - Doha
Negotiation Currency QAR
Response Currency QAR
Price Precision 2 Decimals Maximum

Response Valid Until dd/mm/yy hh:mm a

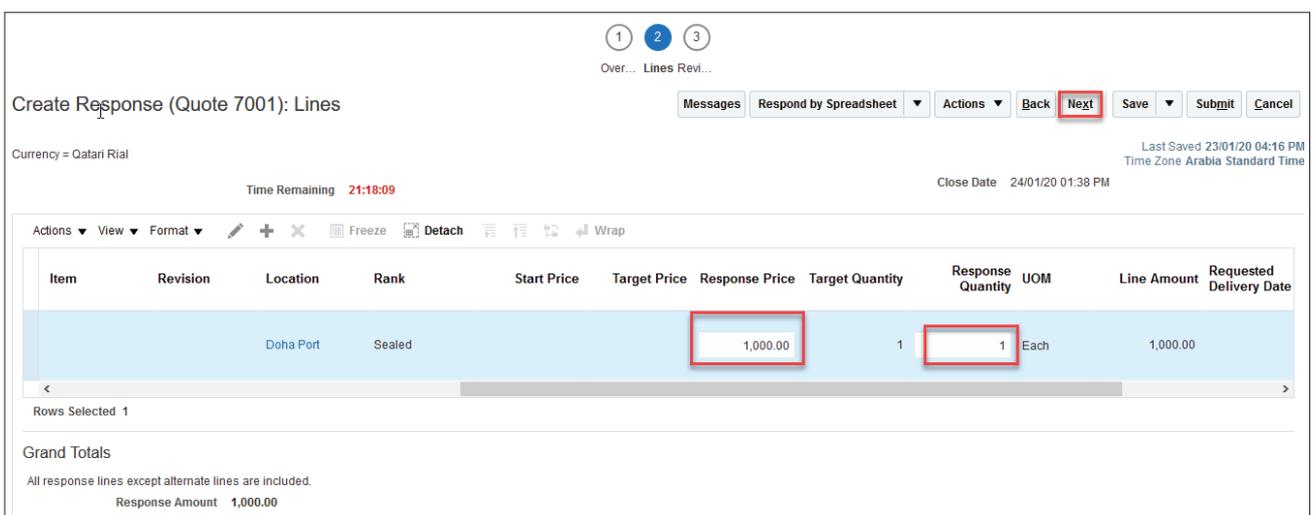
Reference Number
Note to Buyer
Attachments None +

Step 10

In the succeeding page, enter the **“Requirement”** details

Step 11

Enter the **“Response Price”** and **“Response Quantity”** and **“Promised Delivery Date”**



1 2 3
Over... Lines Review

Create Response (Quote 7001): Lines

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

Currency = Qatari Rial
Last Saved 23/01/20 04:16 PM
Time Zone Arabia Standard Time

Time Remaining 21:18:09
Close Date 24/01/20 01:38 PM

Actions View Format + X Freeze Detach Wrap

Item	Revision	Location	Rank	Start Price	Target Price	Response Price	Target Quantity	Response Quantity	UOM	Line Amount	Requested Delivery Date
		Doha Port	Sealed			1,000.00	1	1	Each	1,000.00	

Rows Selected 1

Grand Totals
All response lines except alternate lines are included.
Response Amount 1,000.00

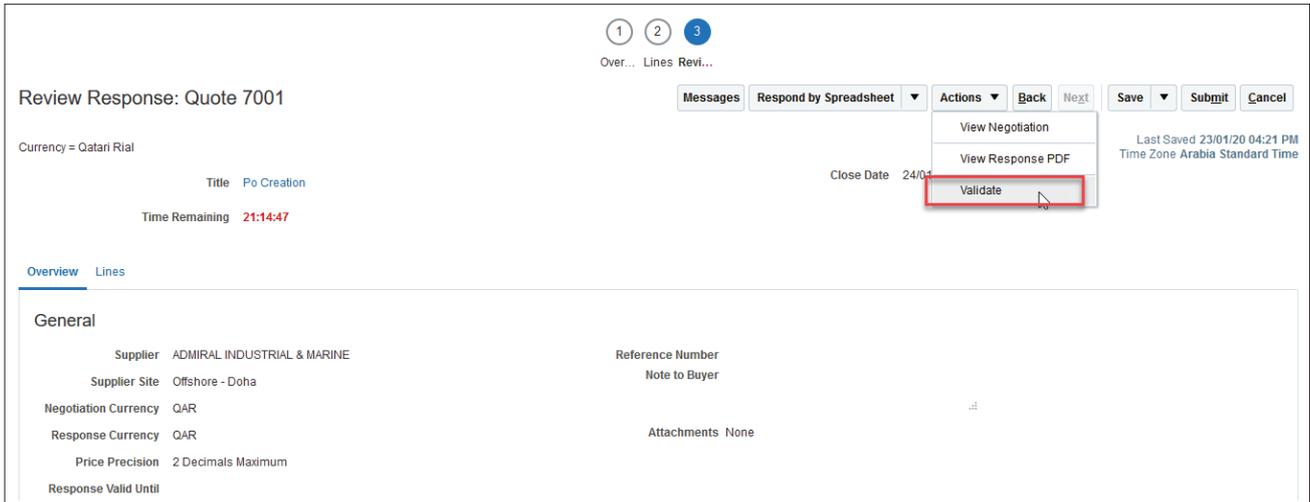
Step 12

Verify all details, then click **“Next”**

Respond to Negotiation - Quotation

Step 13

In the "Review" page, click on the "Action" button, then on "Validate" button to validate



Step 14

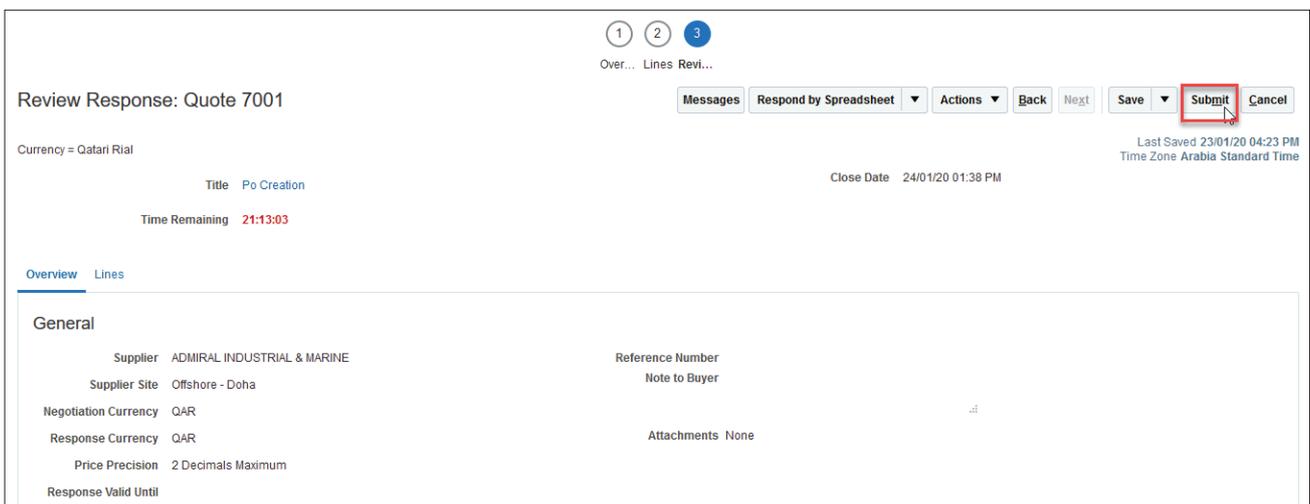
A confirmation window will pop up

Click "OK"



Step 15

Click on "Submit" button



Respond to Negotiation - Quotation



Step 16

The system will display a warning message

Click **"Yes"** to continue



Step 17

The system will display a Confirmation window

Click **"OK"**

User will be prompted with a confirmation notification:
"The Response (Quote XXX) to negotiation created"



Step 18

Under **"Negotiation"** section,
click on **"Manage Responses"**



Respond to Negotiation - Quotation



Step 19

“Manage Responses” page will open

Click “Search” to locate the response you want to revise

The screenshot shows the 'Manage Responses' interface. At the top right is a 'Done' button. Below it are tabs for 'Advanced', 'Manage Watchlist', and 'Saved Search'. A dropdown menu is set to 'Active or Draft Responses' with a note '** At least one is required'. Search filters include 'Negotiation Title', 'Negotiation' (with value 'MSS Qatar-1052'), 'Response', and 'Response Status' (set to 'Active or draft'). A 'Line Description' field is also present. At the bottom right of the search area are 'Search', 'Reset', and 'Save...' buttons. The 'Search Results' section shows a table with columns: Response, Response Status, Negotiation, Negotiation Title, Negotiation Type, Time Remaining, Unread Messages, and Monitor. The first row is highlighted with a red box around the '7002' response ID.

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
7002	Active	MSS Qatar-1052	PO Creation	RFQ	52 Minutes	0	

Step 20

The response will appear under “Search Results”

Select the Response and click the “Revise” button

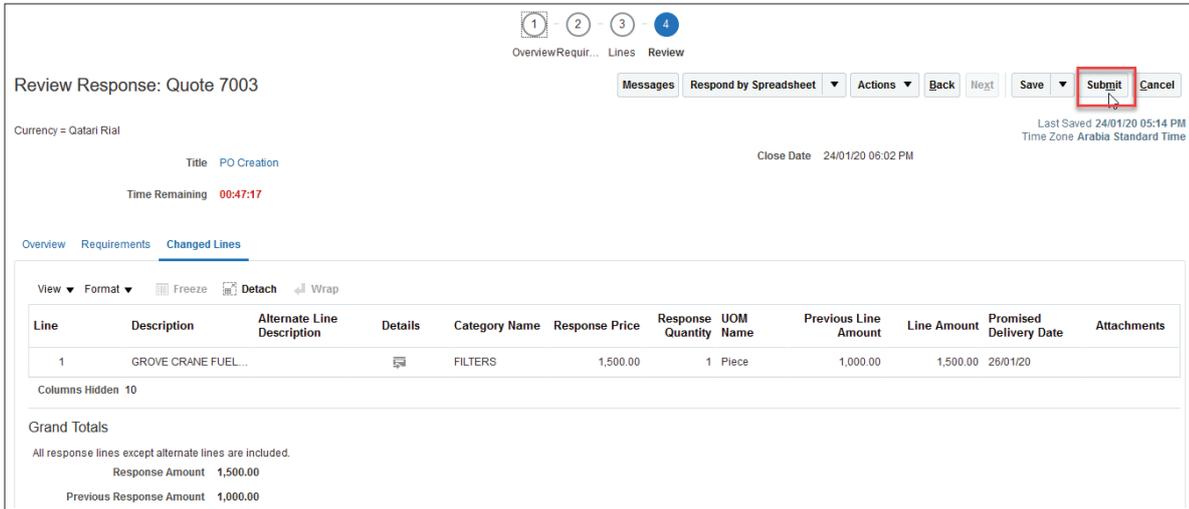
This screenshot is identical to the previous one, but the 'Revise' button in the 'Search Results' toolbar is highlighted with a red box. The table below shows the same data as in Step 19.

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
7002	Active	MSS Qatar-1052	PO Creation	RFQ	52 Minutes	0	

Respond to Negotiation - Quotation

Step 21

Edit the response **Overview, Requirement, Lines**



Review Response: Quote 7003

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

Currency = Qatari Rial Title PO Creation Close Date 24/01/20 06:02 PM Last Saved 24/01/20 05:14 PM Time Zone Arabia Standard Time

Time Remaining 00:47:17

Overview Requirements **Changed Lines**

Line	Description	Alternate Line Description	Details	Category Name	Response Price	Response Quantity	UOM Name	Previous Line Amount	Line Amount	Promised Delivery Date	Attachments
1	GROVE CRANE FUEL...			FILTERS	1,500.00	1	Piece	1,000.00	1,500.00	26/01/20	

Columns Hidden 10

Grand Totals

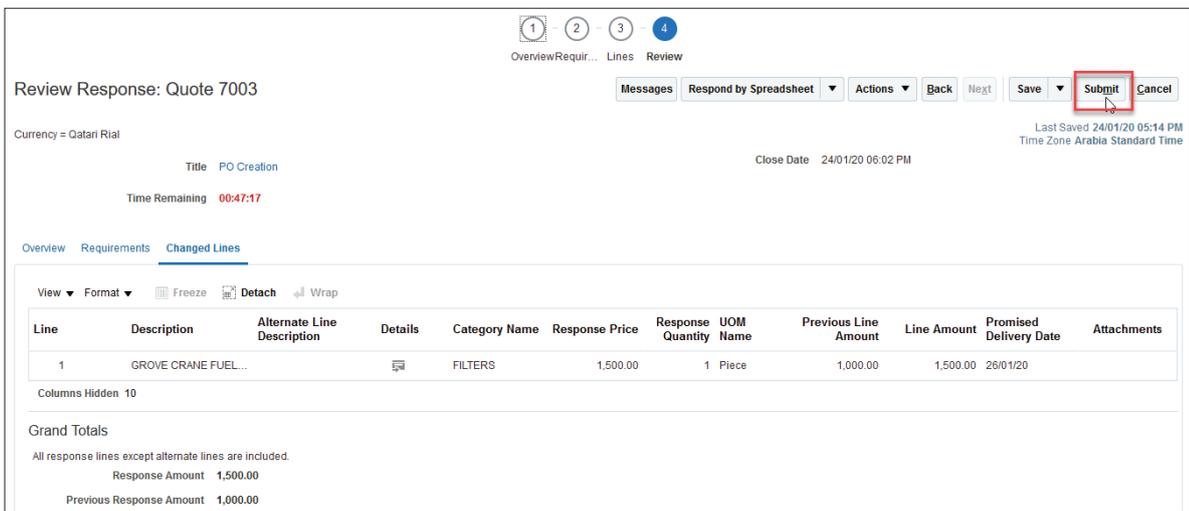
All response lines except alternate lines are included.

Response Amount 1,500.00

Previous Response Amount 1,000.00

Step 22

Review the response and click on **“Submit”**



Review Response: Quote 7003

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

Currency = Qatari Rial Title PO Creation Close Date 24/01/20 06:02 PM Last Saved 24/01/20 05:14 PM Time Zone Arabia Standard Time

Time Remaining 00:47:17

Overview Requirements **Changed Lines**

Line	Description	Alternate Line Description	Details	Category Name	Response Price	Response Quantity	UOM Name	Previous Line Amount	Line Amount	Promised Delivery Date	Attachments
1	GROVE CRANE FUEL...			FILTERS	1,500.00	1	Piece	1,000.00	1,500.00	26/01/20	

Columns Hidden 10

Grand Totals

All response lines except alternate lines are included.

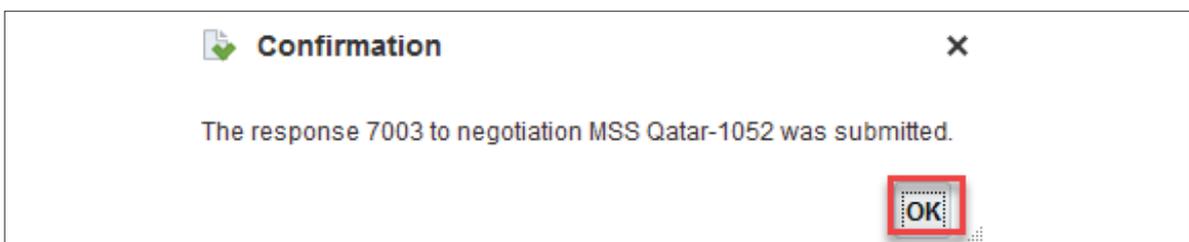
Response Amount 1,500.00

Previous Response Amount 1,000.00

Step 23

Click **“OK”** on Confirmation window

You will be prompted with a confirmation notification:
“The Response (Quote XXX) to negotiation created”



Confirmation ✕

The response 7003 to negotiation MSS Qatar-1052 was submitted.

OK

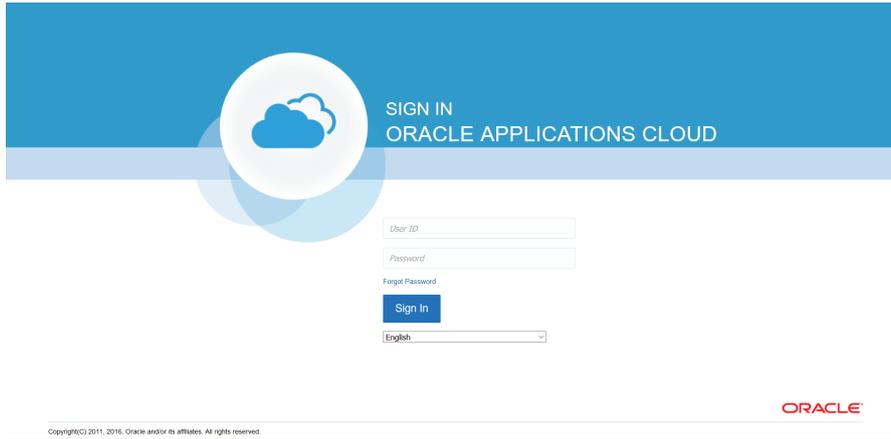
Responding to Qualification Questionnaire



This section covers guidelines for responding to pre-qualification questionnaire. The process involves the below steps:

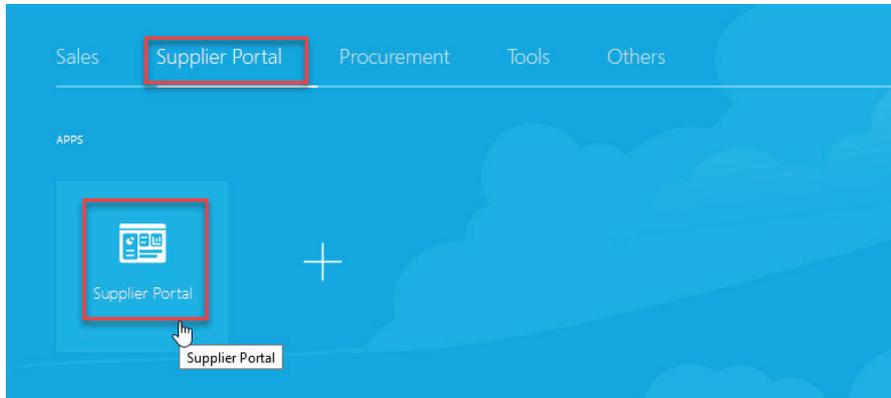
Step 1

Login to **Oracle Applications Cloud**

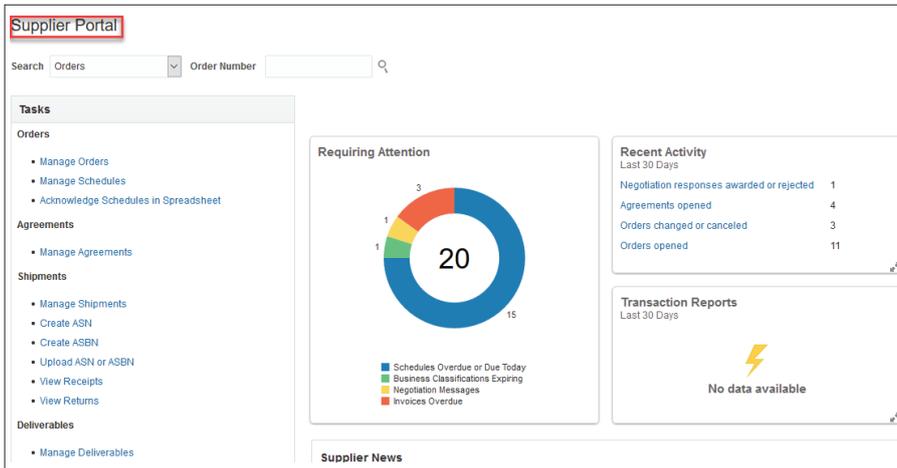


Step 2

Navigate to **“Supplier Portal”** and click on the **“Supplier Portal”** icon



Supplier Portal Overview page will be displayed



Responding to Qualification Questionnaire



Step 3

Under “Qualifications” section, click on “Manage Questionnaires”

The screenshot shows a navigation menu with the following sections and items:

- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Auctions from Seller**
 - View Active Seller Auctions
 - Manage Seller Auction Bids
- Qualifications**
 - Manage Questionnaires** (highlighted with a red box)
 - View Qualifications
- Products**
 - Manage Products

Step 4

The system will display a dialog box “Manage Questionnaires”

Search for the required Questionnaire

The screenshot shows the 'Manage Questionnaires' dialog box. At the top, the title 'Manage Questionnaires' is highlighted with a red box. Below the title, there are search filters and a table of results.

Search Filters:

- Questionnaire Title:
- Questionnaire:
- Supplier Site:
- Status:
- Response Due Date:
- Supplier Contact:

Search Results Table:

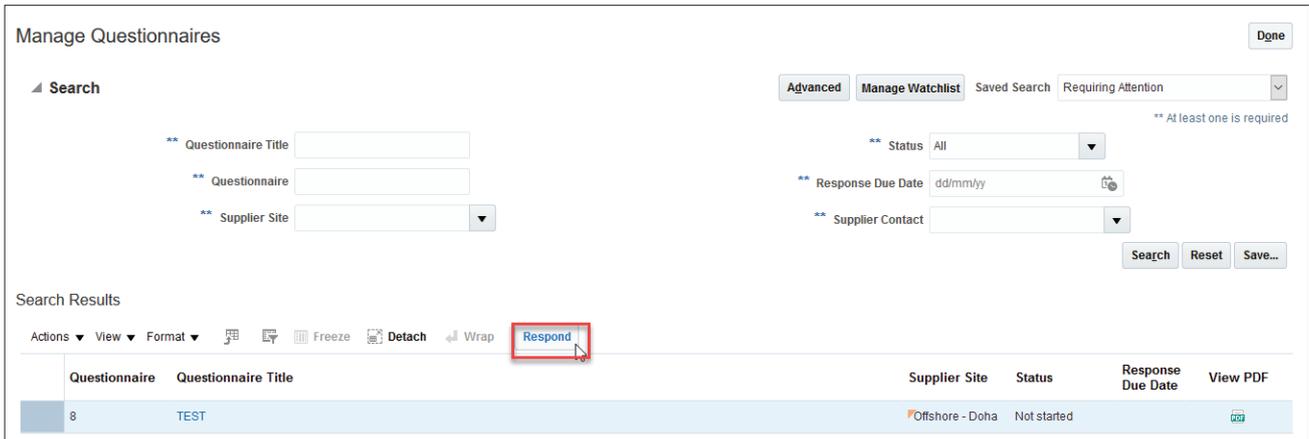
Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
8	TEST	Offshore - Doha	Not started		

Responding to Qualification Questionnaire

Step 5

Under **“Search Results”**, the line reflecting the required receipts will appear

Select the required Questionnaire line, then click on **“Respond”**



Manage Questionnaires Done

Search Advanced Manage Watchlist Saved Search Requiring Attention

** Questionnaire Title

** Questionnaire

** Supplier Site

** Status All

** Response Due Date dd/mm/yy

** Supplier Contact

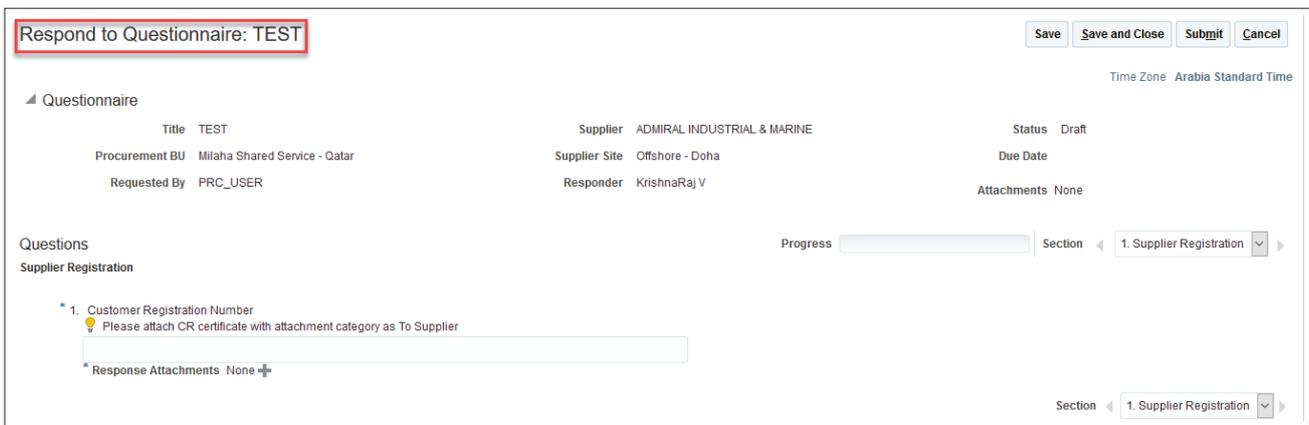
Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap **Respond**

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
8	TEST	Offshore - Doha	Not started		

Questionnaire window opens



Respond to Questionnaire: TEST Save Save and Close Submit Cancel

Time Zone Arabia Standard Time

Questionnaire

Title TEST Supplier ADMIRAL INDUSTRIAL & MARINE Status Draft

Procurement BU Milaha Shared Service - Qatar Supplier Site Offshore - Doha Due Date

Requested By PRC_USER Responder KrishnaRaj V Attachments None

Questions Progress Section 1. Supplier Registration

Supplier Registration

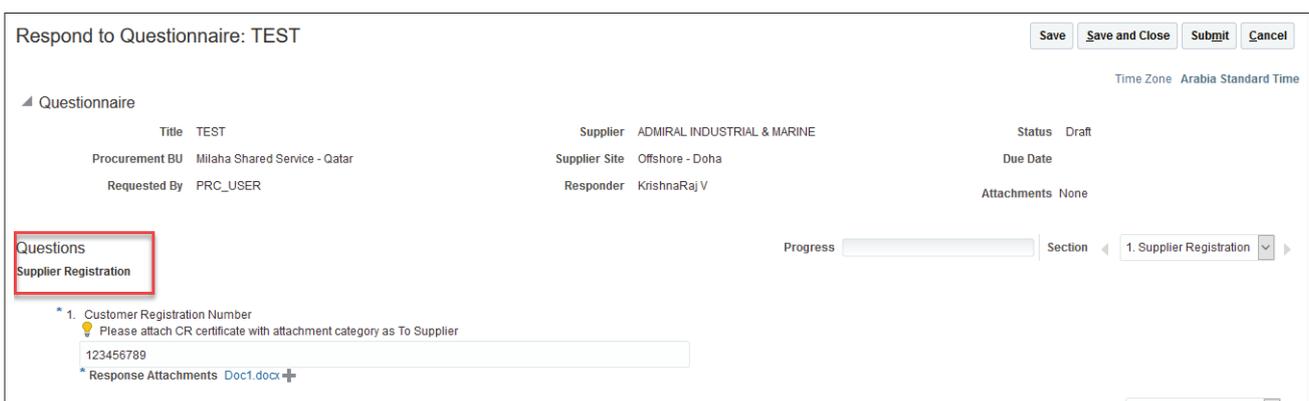
* 1. Customer Registration Number

Please attach CR certificate with attachment category as To Supplier

Response Attachments None

Step 6

Under **“Questions”** section, enter the required responses



Respond to Questionnaire: TEST Save Save and Close Submit Cancel

Time Zone Arabia Standard Time

Questionnaire

Title TEST Supplier ADMIRAL INDUSTRIAL & MARINE Status Draft

Procurement BU Milaha Shared Service - Qatar Supplier Site Offshore - Doha Due Date

Requested By PRC_USER Responder KrishnaRaj V Attachments None

Questions Progress Section 1. Supplier Registration

Supplier Registration

* 1. Customer Registration Number

Please attach CR certificate with attachment category as To Supplier

123456789

Response Attachments Doc1.docx

Responding to Qualification Questionnaire



Step 7

After answering all questions, click **“Save”** and then **“Submit”**

Respond to Questionnaire: TEST

Save Save and Close **Submit** Cancel

Time Zone Arabia Standard Time

Questionnaire

Title	TEST	Supplier	ADMIRAL INDUSTRIAL & MARINE	Status	Draft
Procurement BU	Milaha Shared Service - Qatar	Supplier Site	Offshore - Doha	Due Date	
Requested By	PRC_USER	Responder	KrishnaRaj V	Attachments	None

Questions

Supplier Registration

Progress Section 1. Supplier Registration

* 1. Customer Registration Number

Please attach CR certificate with attachment category as To Supplier

123456789

Response Attachments Doc1.docx

Section 1. Supplier Registration

Supplier Response is submitted

Confirmation Response to questionnaire is submitted

Confirmation X

Response to questionnaire TEST is submitted.

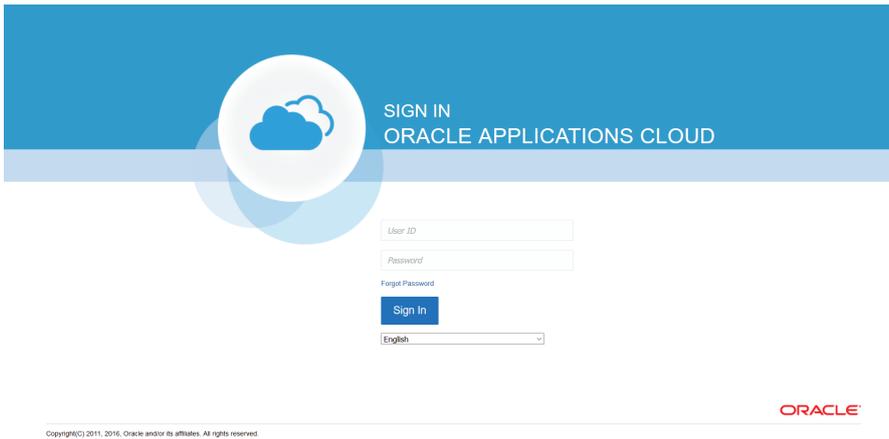
OK

View Pending Schedules

This section covers guidelines for viewing pending schedules. The process involves the below steps:

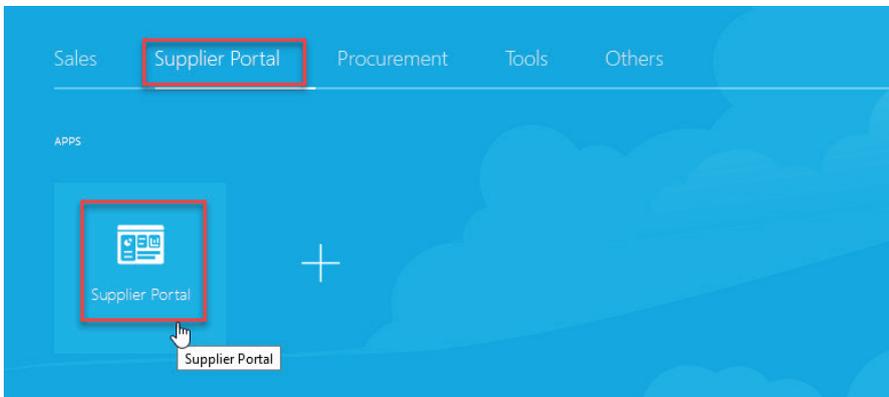
Step 1

Login to **Oracle Applications Cloud**

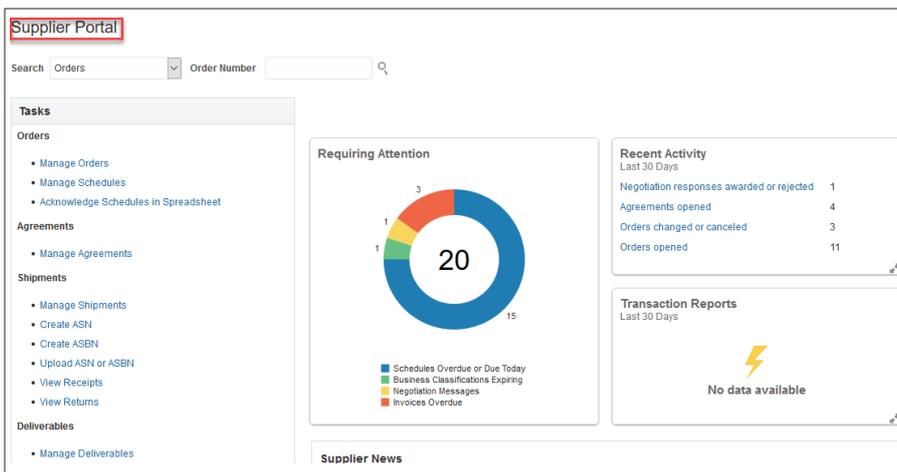


Step 2

Navigate to **“Supplier Portal”** and click on the **“Supplier Portal”** icon



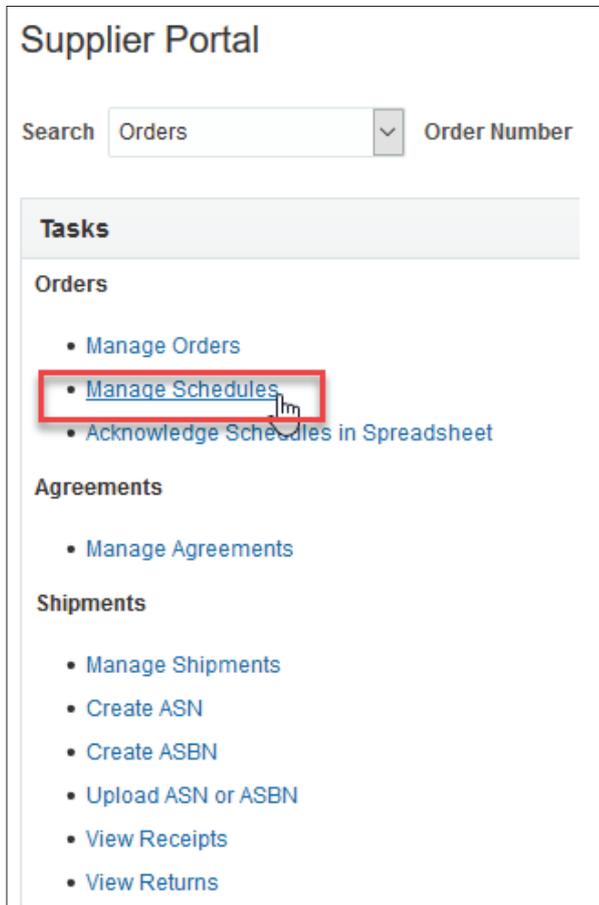
Supplier Portal Overview page will be displayed



View Pending Schedules

Step 3

Under **“Orders”** section, click on **“Manage Schedules”**



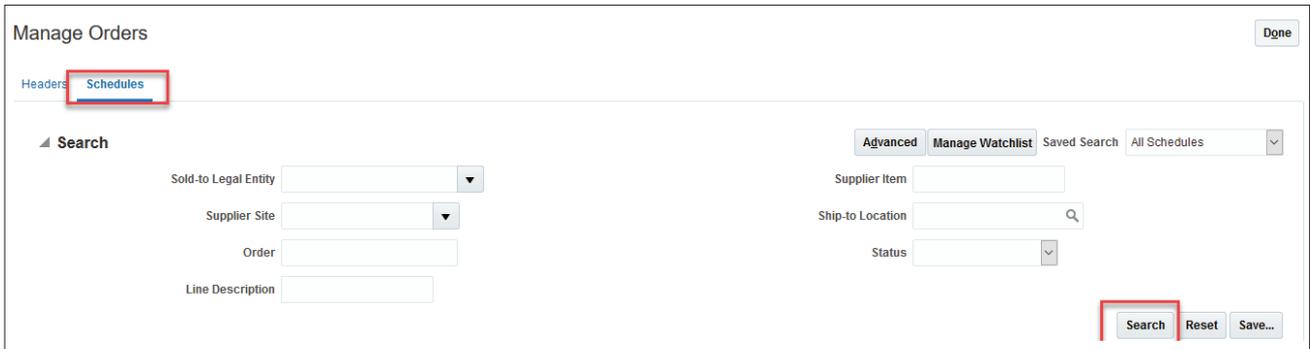
The screenshot shows the 'Supplier Portal' interface. At the top, there is a search bar with 'Orders' selected in a dropdown menu and 'Order Number' as the search criteria. Below the search bar is a 'Tasks' section with a grey header. Under 'Tasks', there are three main categories: 'Orders', 'Agreements', and 'Shipments'. The 'Orders' category is expanded, showing a list of tasks: 'Manage Orders', 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. The 'Manage Schedules' task is highlighted with a red rectangular box, and a mouse cursor is pointing at it. The 'Agreements' category shows 'Manage Agreements', and the 'Shipments' category shows 'Manage Shipments', 'Create ASN', 'Create ASBN', 'Upload ASN or ASBN', 'View Receipts', and 'View Returns'.

View Pending Schedules

Step 4

The system will display the dialog box, **“Manage Orders”**

Select **“Schedules”**, then click on the **“Search”** button



Manage Orders Done

Headers Schedules

Search

Sold-to Legal Entity

Supplier Site

Order

Line Description

Advanced **Manage Watchlist** Saved Search All Schedules

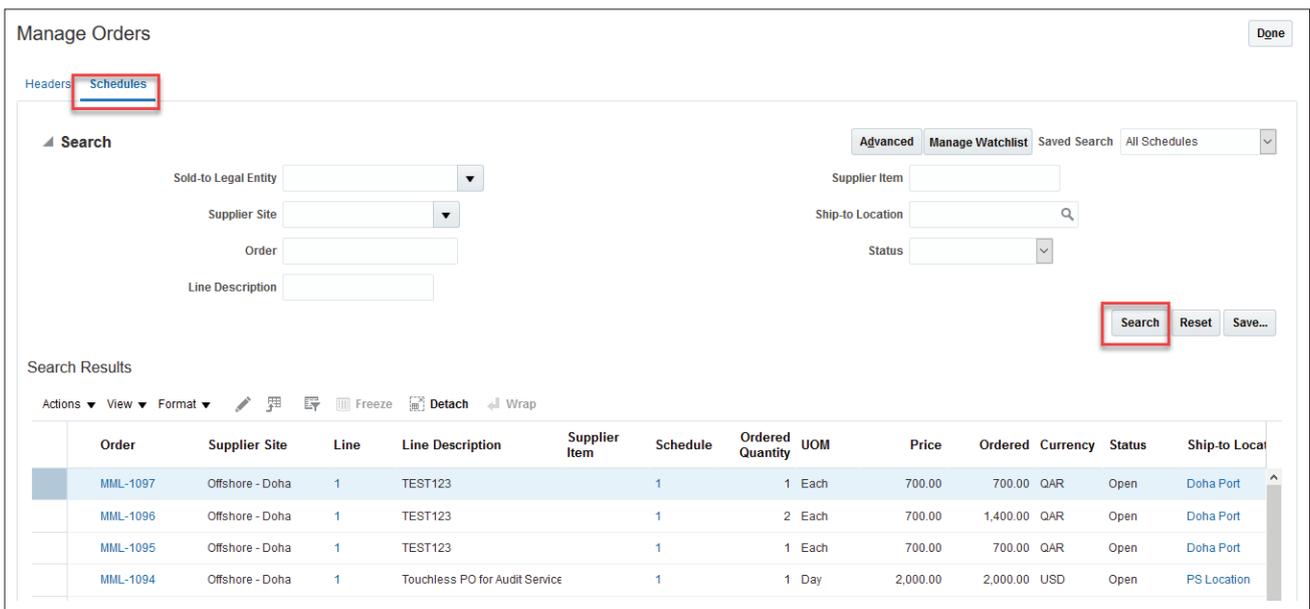
Supplier Item

Ship-to Location

Status

Search Reset Save...

Under **“Search Results”**, the system will display pending schedule, purchase orders



Manage Orders Done

Headers Schedules

Search

Sold-to Legal Entity

Supplier Site

Order

Line Description

Advanced **Manage Watchlist** Saved Search All Schedules

Supplier Item

Ship-to Location

Status

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

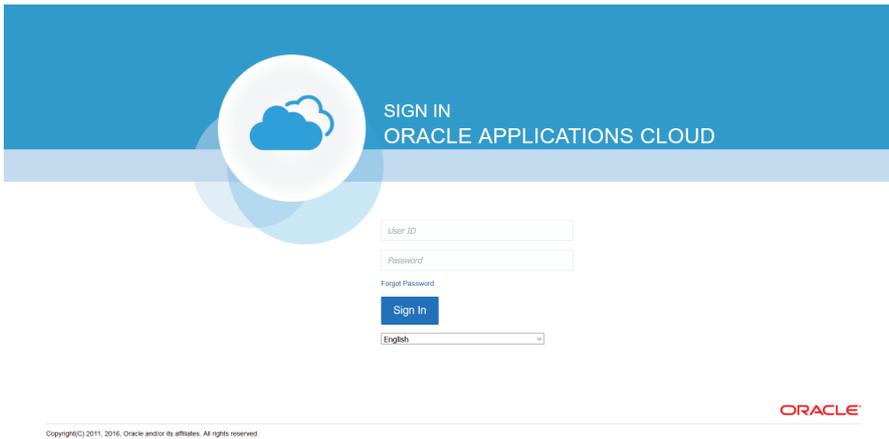
Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price	Ordered	Currency	Status	Ship-to Location
MML-1097	Offshore - Doha	1	TEST123		1	1	Each	700.00	700.00	QAR	Open	Doha Port
MML-1096	Offshore - Doha	1	TEST123		1	2	Each	700.00	1,400.00	QAR	Open	Doha Port
MML-1095	Offshore - Doha	1	TEST123		1	1	Each	700.00	700.00	QAR	Open	Doha Port
MML-1094	Offshore - Doha	1	Touchless PO for Audit Service		1	1	Day	2,000.00	2,000.00	USD	Open	PS Location

View Receipts

This section covers guidelines for viewing receipts. The process involves the below steps:

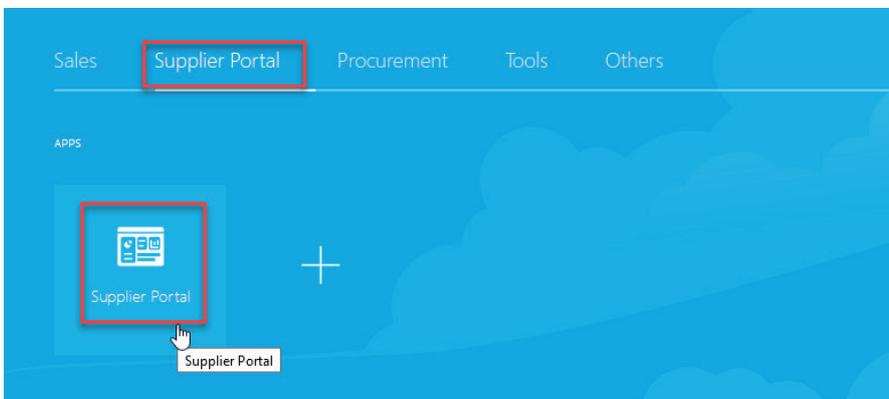
Step 1

Login to **Oracle Applications Cloud**

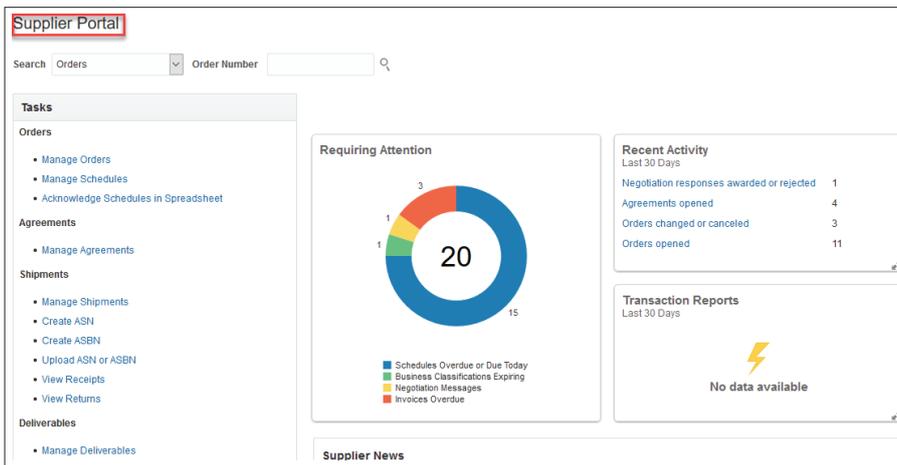


Step 2

Navigate to **“Supplier Portal”** and click on the **“Supplier Portal”** icon



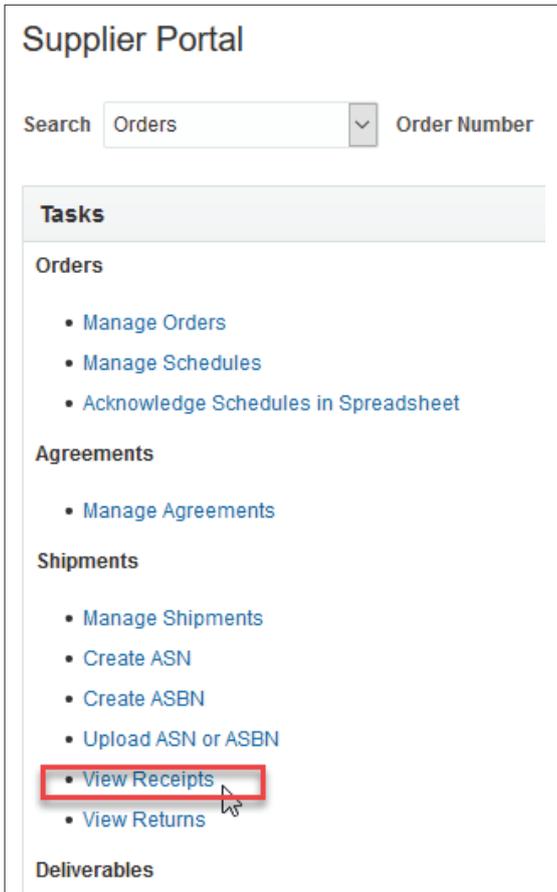
Supplier Portal Overview page will be displayed



View Receipts

Step 3

Under **“Shipments”** section, click on **“View Receipts”**



Supplier Portal

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

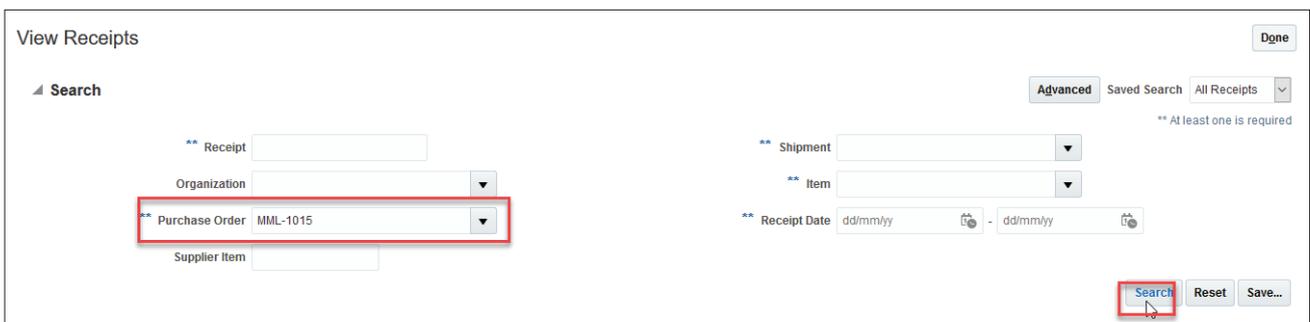
- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- **View Receipts**
- View Returns

Deliverables

Step 4

The system will display the dialog box, **“View Receipts”**

Search for the required receipt based on search criteria such as **Receipt, Organization, Purchase Order, Supplier Item, Shipment, Item, Receipt date**



View Receipts Done

Search Advanced Saved Search All Receipts

**** Receipt**

Organization

**** Purchase Order**

Supplier Item

**** Shipment**

**** Item**

**** Receipt Date** dd/mm/yy - dd/mm/yy

Search Reset Save...

** At least one is required

View Receipts

Step 5

Under Search Results, the line reflecting the required receipts will appear

Click on the **receipt number**

View Receipts
Done

Search

Advanced
Saved Search
All Receipts

** At least one is required

** Receipt

Organization

** Purchase Order

Supplier Item

** Shipment

** Item

** Receipt Date -

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	10/12/19 03:00 ...	Logistics Equip...	ASN-1015-1	10/12/19	MML-1015				Offshore - Doha

Step 6

Receipt window opens

Verify all details

Receipt: 9

Social
View Transaction History
Done

Summary

Supplier ADMIRAL INDUSTRIAL & MARINE	Packing Slip
Shipment ASN-1015-1	Waybill
Shipped Date 10/12/19	Bill of Lading
Shipping Method	Note
Number of Supplier Packing Units	Attachments None
Supplier Site Offshore - Doha	

▶ Additional Information

Lines

Actions

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
07-01-010-01945	TADANO CRAN...	Purchase order	MML-1015	1	0	1	0	Number	10/12/19 09:54 ...	

