



OUM DO.070 User Manual for iSupplier Portal

(National Guard Health Affairs)

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Document Control

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Reviewers

Name	Position

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2		
3		
4		





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Introduction

Oracle iSupplier Portal enables a buying company to communicate key procure-to-pay information with suppliers. As a supplier using Oracle iSupplier Portal, you can view and acknowledge purchase orders, submit change requests, create advance shipment notices, view receipts, view inventory levels, view invoices and payments, create work confirmation for complex work projects, and acknowledge purchase order change requests. As a buyer using Oracle iSupplier Portal, you can view order, shipment, receipt, invoice, and payment information.

Objectives

The objective of this manual to ensure that Key Users understand how to perform the following topics:

- Response to RFI / RFQ / Auction
- Purchase Orders





1. Response to RFI / RFQ

Visit NGHA website, and open Oracle iSupplier Login Page:

riysveap-005.kamc-rd.ngha.med 🥥 Oracle Applications I	R12 @ Oracle E-Business Suite R12	Oracle Applications R12	<i>e</i> Login	× 📑	
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		User Name			
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		Log In	Cancel		
		Login Assistan	<u>ce</u>		
				1000	

Login with your company's username (Registered Email ID) and password for Oracle iSupplier Portal access.



After login you will get Oracle home page.



On Oracle home page, you can check your latest notifications by clicking on "Bell Icon".





Basically below two things will be available, under home page:

- 1) Your Active and Draft Responses:- *Your Active and Draft Responses* shows the negotiations that you have responded to (Active) or are in the process of creating a response for (Draft). A Response Number is assigned to each draft that you have saved or response that you have submitted. You click the Response Number to view the response details.
- 2) Your Company's Open Invitations:- It shows any negotiations that you have been invited to participate in, but have not yet responded to. The negotiation Type (RFI, RFQ or Auction) and the Time Left to submit a response are displayed in this section. You click a Negotiation Number to view or print negotiation details or to respond to a negotiation.

To search the responsibility, you need to click on below icon.



For the Quotation creation you need to navigate sourcing home page.







After clicking on sourcing home page below screen appears where supplier user can view newly published RFQs and their Quotations.

				Negoti	iations				
				The second se					
Search Open Negotiat	ions Title 🔽		Go						
Welcome, ibrahim almu	htaseb.								
Your Active and	Draft Response	S							
Press Full List to view a	II your company's resp	onses.							Full List
•••									
Response Number	Response Status	Supplier Site	Negotiation Number	Title		Туре	Time Left	Monitor	Unread Messages
15179535	Active	ZAMIL.COOL.CARE	12521735	J-HR-JR 504066 spare parts for AC		RFQ	0 seconds		0
15178184	Active	ZAMIL.COOL.CARE	12505315-3	J-HR-JR 488900 HVAC Materials for Propos	ed Ultra Sound Expar	nsion RFQ	0 seconds	翻	1
15176719	Active	ZAMIL.COOL.CARE	12505311-2	J-HR-JR 484924 Proposed OR Store Project	WR-19-127	RFQ	0 seconds		0
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Click Negotiation Number to open next page, From the Action Menu List you can create Acknowlede Participation

	Negotiations		
Negoliations > RFQ: 12529289			
Title tes Status Ac Time Left 02: Header Lines/Description Controls Contract Terms	1,r1q2 tive 11:17	Open Date 08- Close Date 08-	Actions Actionatese Participation Create Quote Jul-2021 15: 2:18 User Quote History Printable View Export to Spreadsheet
Buyer A Quote Style B Description	L SHIHA, Ms. RAWAN lind	Outcome Stan Event	dard Purchase Order
Terms			
Bill-To Address Ship-To Address FOB	KFH Stock Inventory KFH Stock Inventory Destination	Payment Terms 60 Dz Carrier Freight Terms	ays Net
Currency			
Requirements	SAK	Price Precision Any	





After click Acknowledge participation below window will appear if not acknowledge before then click Yes and Apply. If already acknowledge from the notification then click Cancel.

	Negotistions	
Negotiations > RFQ: 12529289 >		
Your company has already acknowledged participation for 12529289. Either make m	odifications and press the Apply button, or press the Cancel butto	<u>. </u>
Acknowledge Participation (RFQ 12529289)		Cance! Apply
Will your company participate?	Yes	
Note to Buyer	O No	

Create Quotation against RFQ

Select '**Create Quote**' from the drop down list of values and click the '**Go**' button to proceed with development of your response to the RFQ online.

egotiations > RFQ: 12529289				
Header Lines/Description Controls	Title test_rtq2 Status Active Time Left 02:32:17 Contract Terms		Open Date Close Date	Actions Activated Participation Create Coulds 08-Jul-2021 15-2-18 08-Jul-2021 18-3-18 View Quote History Printable View Export to Spreadsheet
	Buyer AL SHIHA, Ms. R Quote Style Blind Description	WAN	Outcome Event	Standard Purchase Order
Terms				
	Bill-To Address KFH Stock Inver Ship-To Address KFH Stock Inver	lory	Payment Terms Carrier	60 Days Net
	FOB Destination		Freight Terms	
Currency				
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Details Section				
No results found.				

Review RFQ Header and Line details and click Create Quote

eader Lines/Description	Title Status Time Left Controls Contract Terms	test_rfq2 Active 02:26:52						Open Date C Close Date C	Actions C 08-Jul-2021 15:42:18 08-Jul-2021 18:38:18	reate Quote
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ines escription	Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (SAR)	Active Responses	Time Left





Header Level enter Quote Valid Until Date and click Continue after you enter the quote price at line level

Negotiations > RFQ: 12529289 >								
A Warning								
Please Enter Quote Valid Until Date.								
Create Quote: 15188612 (RFQ 12529	289)			Cancel	View RFQ	Quote By Spreadsheet	Save Draft Conti	tinue
Title	lest_rfa2			Time Left 02:25:21 Close Date 08-Jul-2021 18:3	8:18		1	t
Header Lines								
Supplier RFQ Currency	ZAMIL COOL CARE CO SAR			Quote Valid Until Reference Number	1:59	←		
Price Precision	Any			Note to Buyer				
Attachments								
Add Attachment								
Title Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
No results found.								

At line level enter the quote price and select Quote as Yes, also select the VAT at line level by clicking the update pencil icon.

legotiations > RFQ: 125292	89 >	0 42520	290)									_
reate Quote. 1516	0012 (RF	Q 12529	209)					Canc	el View RFQ	Quote By Spreadsheet	Save Draft	Continue
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1 Movable Steel Tro		1	HOSP_OP_D 9120 - KFN	Blind			50 Each	56		56 10-Jul-2021; 😘	Ye	<u>s</u> 🗸
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If you forget to add the VAT at the line level then system will give the error and then click Update Pencil Icon to update the VAT

Error Please Update VAT f	or line number: 1 B	y Clicking on	i Update Icon.									
create Quote: 15	188612 (RFC	Q 12529	289)					Cance	View RFQ	Quote By Spreadsheet	Save Draft	Continu
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		Negotiations				
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Target Price		Need-By Date	10-Jul-2021 23:59:00 to 10-Jul-2021 23:59:00			
Quote Price	50	Promised Date	10-Jul-2021 23:59:00			
Target Quantity	56					
Quote Quantity Notes Note to Buyer	56 Tax Applicable 5% 15% 0%					

After selecting 15% VAT click Apply and then click Continue to complete the Quotation

	Negotiation	15				
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Description	(عربة ستيل متحركة بثلاثة أراف) Movable Steel Trolley 3 Shelves	Close Date	08-Jul-2021 18:38:18			-
Item		Quote Currency	SAR			
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Quote Price	50	Promised Date	10-Jul-2021 23:59:00 👘			
Target Quantity	56					
Quote Quantity	56 Tax Applicable 15%					
Notes						
Note to Buyer						

After review, click on **'Submit'** button to finally submit the Quote against RFQ.

Negotiations > RFQ: 1252	9289 >													
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Line 1: Movable Steel Trolley 3 Shelves (عربة ستيل متحركة بثلاثة أرفف)





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After Submit Quotation on the Dashboard it shows active responses with response number against RFQ.

				Negotiations				
Search Open Negotia	tions Title 🔽		Go					
Welcome, ibrahim alm	uhtaseb.	_						
Your Active and	Draft Respons	es						
Press Full List to view	all your company's res	sponses.						Full List
•••								
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
15188612	Active		12529289	test_rfq2	RFQ	2 hours 12 minutes		0
15179535	Active	ZAMIL.COOL.CARE	12521735	J-HR-JR 504066 spare parts for AC	RFQ	0 seconds	詽詛	0
15178184	Active	ZAMIL.COOL.CARE	12505315-3	J-HR-JR 488900 HVAC Materials for Proposed Ultra Sound Expansion	RFQ	0 seconds	III	1
15176719	Active	ZAMIL.COOL.CARE	12505311-2	J-HR-JR 484924 Proposed OR Store Project WR-19-127	RFQ	0 seconds	III	0

Buyer will receive the quotation from Supplier and analyze the quote of different suppliers and Award the Quote and Complete and Create the Purchase Order.





2. View Purchase Order

Once the Purchase Order Created and Approved, supplier will receive the notification.

Ster Marshield	
My Worklist	
MAKKI, RASHA	29-Jul-2021
For Your Review - Blanket Release JC112331-2, 0	
AL OTAIBI, SAAD	29-Jul-2021
For Your Review - Blanket Release 500185550-12, 1	
AL OTAIBI, SAAD	29-Jul-2021
For Your Review - Blanket Release 500185550-15, 0	
AL OTAIBI, SAAD	29-Jul-2021
For Your Review - Blanket Release 500185550-16, 0	
AL OTAIBI, SAAD	29-Jul-2021
For Your Review - Blanket Release 500185550-14, 0	
AL MANSOUR, SAMI	29-Jul-2021
For Your Review - Standard Purchase Order 24029, 0	
AL FAWZAN, MOHAMMED	20 Jul 2024
For Your Review - Standard Purchase Order RCR1175,	Notification
BIN HOSSAIN, KHALED	29-Jul-2021
For Your Review - Standard Purchase Order RCR1156,	

By clicking on Go To Full Worklist, supplier can see all the notifications.

	w	🟫 ★ 🏟 🎝 😭 Logged in As MBAWAZEER@	CIGALAH.COM.SA
Worklist			
View Open Notifications 🗸	Go		
Select Notifications: Open	Reassign Close •	•	Rows 1 to 90
From	Туре 🛆	Subject 🛆	Sent 🔻 Due 🛆
MAKKI, RASHA	PO Approval	For Your Review - Blanket Release JC112331-2, 0	29-Jul-2021
AL OTAIBI, SAAD	PO Approval	For Your Review - Blanket Release 500185550-12, 1	29-Jul-2021
AL OTAIBI, SAAD	PO Approval	For Your Review - Blanket Release 500185550-15, 0	29-Jul-2021
AL OTAIBI, SAAD	PO Approval	For Your Review - Blanket Release 500185550-16, 0	29-Jul-2021
AL OTAIBI, SAAD	PO Approval	For Your Review - Blanket Release 500185550-14, 0	29-Jul-2021
AL MANSOUR, SAMI	PO Approval	For Your Review - Standard Purchase Order 24029, 0	29-Jul-2021
AL FAWZAN, MOHAMMED	PO Approval	For Your Review - Standard Purchase Order RCR1175, 0	29-Jul-2021
BIN HOSSAIN, KHALED	PO Approval	For Your Review - Standard Purchase Order RCR1156, 0	29-Jul-2021
SYSADMIN_SUPPLIER_	SANG Change Order Debit Note	Notification Debit Note Information for CIGALAH TRADING EST.	29-Jul-2021
G FATEEMAH, RIYADH	PO Approval	For Your Review - Blanket Purchase Agreement 500193170, 0	29-Jul-2021
FATEEMAH, RIYADH	PO Approval	For Your Review - Blanket Purchase Agreement 500193172, 0	29-Jul-2021
FATEEMAH, RIYADH	PO Approval	For Your Review - Blanket Purchase Agreement 500193171, 0	28-Jul-2021
ASR, ALAA	Sourcing Negotiation	Extended: RFQ 12542554 (AA-DRESSING HYDROFIBER SODIUM-PR 86164)	28-Jul-2021
AL NUHAIT, MUHAMMAD	PO Approval	For Your Review - Standard Purchase Order 500187243, 1	28-Jul-2021
DAIRI, ABDULRAHMAN	PO Approval	For Your Review - Blanket Release 23494-10, 0	28-Jul-2021
FATEEMAH, RIYADH	PO Approval	For Your Review - Standard Purchase Order 500193042, 0	28-Jul-2021
AL ZAHRANI, KHALID	PO Approval	For Your Review - Blanket Release 500173128-14, 0	28-Jul-2021
SYSADMIN_SUPPLIER_	SANG Change Order Debit Note	Notification Debit Note Information for CIGALAH TRADING EST.	27-Jul-2021
AL OTIBI, AHMAD	PO Approval	For Your Review - Standard Purchase Order 500192743, 0	26-Jul-2021
MAKKI, RASHA	PO Approval	For Your Review - Blanket Release JC111371-1, 1	20-Jul-2021





By clicking on purchase order Notification supplier can see the details of the PO.

Worklist >										
 Informatio 	n									
This notificat	tion does no	t require a response.								
For Your R	eview -	Standard Purc	hase Order 24029, 0							OK Reassign
From AL M To CIGA Sent 29-Ju ID 8320	ANSOUR, 5 LAH TRAD JI-2021 13:4 6263	SAMI ING EST. 0:30								
Health	Affair	s Legal Enti	ty		Ship To Prince Moha	mmed Bin Abdulaziz Ho	snital.Al Madina	Purchas	e Orr	ler
Saudi Arabia	I	Ũ			Munawarah , Saudi Arabia		Sphary a maane	Purchase Order No. 24029	Revision 0	
Supplier CIGALAH TF P.O.BOX 506 K.S.A RIYADH, 115 Saudi Arabia	RADING ES	т.			<u>Bill ⊺o</u> Prince Moha Munawarah Saudi Arabia	mmed Bin Abdulaziz Ho	spital-Al Madina	ah Al Date Of Order 14-JUL-2021 Date Of Revision		Buyer Mr. SAMI SALEM AL MANSOUR C336999 Buyer
Customer Acc	t. No.	Supplier No. 4700	Payment Terms 60 Days Net		Freight Terms		FOB Destination		Ship V	ia
Confirm To/Te	lephone		4		a		Requester/Delive ASHRAF RED/	r To A MAMLOUK C356231 dum	my@ngha	med.sa
Line	I	Part Numbe	er / Description		Delivery Date	Quantity	UOM	Unit Price	Tax	Extended Price
1	Your # : 31 111979 APPLICAT	W 1256B FOR FOR CSSD LABEL	MUST BE COMPATIBLE W/LABEL #	107997						.4
	Ship To Please ref Requester ASHRAF dummy@r	er to Ship To Address at //Deliver To : REDA MAMLOUK C356; ngha.med.sa	top of page 231	Promised: 15-AUG-2 Needed: 15-AUG-2	021	e	Each	(SAR)1550	Y	(SAR)9,300.00
										Total (SAR)9,300.00

To search the specific Standard Purchase Order / Blanket Purchase Agreement / Blanket Release, you need to navigate ISupplier Portal Full Access > Home Page



After clicking on Home Page below screen appears. Click on Orders > Advance Search to search the specific PO.

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	PO Number	Rev	Operating Unit	Document Type	Description	c	order Date 🛆	Buyer	Currency	Amount	Status	Acknowledge By	Etimad#	Attachments	Change Request Status	
0	JC112331-2	0	Health Affairs Jeddah OU	Blanket Release	JR523680	2	9-Jul-2021 17:01:13	Ms. RASHA HASHIM MAKKI 0022589	SAR	444.00	Open					*
0	500185550- 16	0	Health Affairs Riyadh OU	Blanket Release	NUPCO TENDER (NPT 0023/1	8) 2!	9-Jul-2021 16:45:18	Engr. SAAD MUTEB AL OTAIBI C380825	SAR	1,600.00	Open					
	500185550-		Health	Blanket				Engr. SAAD MUTER								





Kindly enter Standard Purchase Order / Blanket Purchase Agreement / Blanket Release number in the PO Number field

Click on Go

		Supplie	P Home	Orders	Shipments	Fina	Ince	Product			
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O 500187243 1	Health Affairs Riyadh OU	Standard PO	PR 1581087	28-Jul-2021 16:40:02	Mr. MUHAMMAD ABDULLAH AL NUHAIT C333407	SAR	99,600.00 C	pen	210301191133		

You can click on PO Number to see the details of the PO.

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You can see below details for Standard Purchase Order.

Orders: Purcha	e Orders >	Order	00187243	1 (Total S/	R 99 60	0.001								4-11-1			0. 5
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General						Terms	and Conditi	ons				Summary	99.600.00				
	To Suppl Supplier S	ital 99,600.0 ier CIGALA/ ite 3M HEAI) I TRADING EST. .TH CARE			Pa	yment Terms Carrier FOB	60 Days N Destination	et			Received Invoiced Payment Status	83,000.00 0.00 Not Paid				
1	Supplier Cont Addre	ss P.O.BOX	50622			F Ship	Freight Terms oping Control										
	Buy Order Di	ver Mr. MUH C333407	AMMAD ABDULL	AH AL NUHAIT		Ship-T	o Address										
	Descripti Stat	on PR 1581 tus Open	387			Bill-To	Address										
Sou Supplie	Operating U rcing Docume r Order Numb	init Health Al ant 1249749 per	fairs Riyadh OU 2			Add	ress King Ab P.O. Bo Riyadh	odulaziz Med ix 22490 11426	cal City								
PO Details	Attachmer	nts None															
Show All Detail	s Hide All Del	tails	0		D											A 44 - 1	
1 1	Goods	117868	ASM Marketed	by: Dr. Falk	BUDES	IONIDE RECTA	AL FOAM 2mg	- 20mg/ml El	NEMA (EACH=14 DOSES)		Kit	240 415	ked Attribute	99,600.1	00 Open	Attachimen	ts Reason
Shipments																	
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1	Medical Bu	JIK KFH	240	200		0.00			14-Jul-2021 09:36:00	31-Oct-2020 16:19:4	10		Open				

For Blanket Purchase Agreement also you need to search in the same PO Number.

			Supplier Home	Order	Shirments	Finance	Pr	S			
			ouppiler frome								
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Click on PO Number to view the details of Blanket Purchase Agreement.





You can see below details for the Blanket Purchase Agreement.

Blanket Purchase Ag	reement: 500193172, 0 (Total SAR 100,000.00)						Actions View Cha	nge History 🗸 🖓	Go Expor
Currency= SAR										
Order Information										
General		Terms and Conditions								
Total	100,000.00	Payment Terms 60 Days Net								
Amount Agreed	100,000.00	Carrier								
Supplier	CIGALAH TRADING EST.	FOB Destination								
Supplier Site	CIGALAH TR Main	Freight Terms								
Supplier Contact	MR. HAMZA, NO FIRST NAME	Shipping Control								
Address	P.O.BOX 50622	Ship-To Address								
	K.S.A	omp to Hadrood								
	RIYADH, 11533	Address King Abdulaziz Medical	City							
Buyer	Mr. RIYADH AWAD FATEEMAH 0050689	P.O. Box 22490								
Order Date	29-Jul-2021 08:25:35	Riyadh 11426								
Description	PR 1703378									
Status	Open	Bill- Io Address								
Note to Supplier										
Operating Unit	Health Affairs Riyadh OU	Address King Abdulaziz Medical	City							
Sourcing Document		P.O. Box 22490								
Supplier Order Number		Riyadh 11426								
Attachments	None									
PO Details										
•••										
Show All Details Hide All Details	5					_				
Detans Line 🔺 Type Ite	m/Job Supplier Item	Description			u	JOM Qty	Price inked Attributes	Amount Status	Attachments	Reason
▲ 1 Goods 10	8443 Smith&Nephew 66000044	DRESSING ADHESIVE BORDER HYDROCELLU	AR FOAM POLYURETH	NE APPROX 12.5 X 1	2.5CM STER E	ach	12.5	Open		
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and a second second	way	outus outus	a sublimited results	=	- Internet De		and another bute	-pint intensio	Autor	

Lastly, you can also search the Blanket Release in the same PO Number field.

				Supplier Home		Orders	Shipments	Finance		Product					
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Purchase Order	s														Export
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500185550-14	Health	n Affairs Riyadh C	U Blanket Release	NUPCO TENDER	NPT 0023/18)	29-Jul-2021 15:30:4	7 Engr. SAAD MUTEB AL OTAIB	II C380825 SAR	83,520.00	Open					

Click on Blanket Release Number to see the details.





You can see below details for Blanket Release

rency= SAR																		
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eneral				Terms a	nd Conditio	ns			Summary	1 92 520 00								
	Total	83 520 00		Pave	ment Terms	60 Days Net			Receive	d 0.00								
A	mount Agreed	83.520.00		,	Carrier				Invoice	d 0.00								
	Supplier	CIGALAH TRADING E	BT.		FOB	Destination			Payment Statu	s Not Paid								
	Supplier Site	CIGALAH TR Main		Fr	eight Terms													
Su	pplier Contact			Shipp	ing Control													
	Address	P.O.BOX 50522		Ship-To	Address													
		RIYADH, 11533		Addre	iss King Abd	ulaziz Medical C	ity											
	Buyer	Engr. SAAD MUTEB A C380825	. OTAIBI		P.O. Box	22490												
	Order Date	29-Jul-2021 15:30:47			Riyadh 1	1426												
	Description	NUPCO TENDER (NP	0023/18)															
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Open and Closed Issues for This Deliverable

Open Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

Closed Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date