



SUPPLIER USER GUIDE

Supplier Portal

1.1 Overview

The purpose of this training document is to give the intended users step by step operating instructions in performing the Supplier self-registration related process within the Oracle Applications Cloud system.

users to perform actions from Oracle Cloud Supplier portal module. This includes Supplier User Guide of functionality based on business functions.

Note: Supplier Registration page [Click Here](#) and follow the below steps to register in KCH Portal.

1.2 Supplier Self-Registration

- 1- Once you click on the registration link you will see the below page to enter your company email address and click send code to get one time code login.
- 2- Once you get the code enter it in the requested tap below to start your registration process.

King's College Hospital London

Supplier Registration

Enter your email

Get a one-time access code to start.

Email
supplier@email.com Required

Send Access Code

King's College Hospital London

Supplier Registration

Enter your code

Use the code we've sent to email
haitham.mamdouh@live.com.

The code expires in 15 minutes.

Access Code Required

Continue

[Get a new code](#)

1.3 Supplier Registration Information

➤ Page #1 **Company Details:**

Enter all needed information such as:

- ✓ Company name (Required)
- ✓ Country (Required)
- ✓ Taxpayer ID (Required)
- ✓ Tax registration number (Required)
- ✓ Organization type (Required)
- ✓ Supplier type
- ✓ Website
- ✓ Note to Approver (if needed)
- ✓ Attach tax, insurance, and other relevant documents.
- ✓ Add URL (if needed)

The screenshot shows a web form titled "Supplier Registration" with a sub-section "Company Details". The form is part of a multi-step process, indicated by "1 | 7" in the top right corner. The form fields are arranged in two columns:

- Company (Required)
- Country (Required)
- Tax Registration Number
- Organization Type (Required)
- Website
- Taxpayer ID
- D-U-N-S Number
- Supplier Type

At the bottom of the form are three buttons: "Cancel", "Save", and "Continue". On the right side, a vertical navigation menu lists the following steps: "Company Details", "Contacts", "Addresses", "Business Classifications", "Bank Accounts", "Products and Services", and "Questionnaire".

Required

Note to Approver

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

No items to display.

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

After you entering all information click Continue to go to next page (Contact) by click on **continue as below**

➤ Page #2 **Contacts:**

Enter contact details. Registration communications will be sent to this contact:

- ✓ First name (Required)
- ✓ Last Name (Required)
- ✓ Email
- ✓ Phone
- ✓ Mobile
- ✓ Job Title
- ✓ Is this an administrative contact? (YES/NO)
Administrative contact will receive general communications from us.
- ✓ Does this contact need a user account? (YES/NO)
User accounts will provide online access to supplier transactions and self-service tasks.

- ✓ What user roles does this contact need?

Assign at least one user role to specify the responsibilities of the contact.

Note: By default, all roles will be assigned to the contact.

King's College Hospital London

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Last Name
Required Required

Email

Country: SA Mobile: +966 Phone: +966 Ext:

Job Title Country: SA Fax: +966

Last updated 11 minutes ago Cancel Save Continue

2 | 7

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

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- Supplier Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- Supplier Bidder**
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.
- Supplier Customer Service Representative KCH**
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- Supplier Sales Representative KCH**
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

2 | 7

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

Supplier Sales Representative KCH
 Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

Supplier Accounts Receivable Specialist KCH
 Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.

+ Add Another Contact

Last updated 2 minutes ago

Cancel Save **Continue**

Addresses
 Business Classifications
 Bank Accounts
 Products and Services
 Questionnaire

Note: you can add another Contacts for your company, then click continue to go next page (Addresses) **as below:**

➤ Page #3 **Addresses:**

Enter at least one address:

- ✓ Address 1 (Required)
- ✓ For what is this address used? Select at least one purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

- ✓ Address country (Required)
- ✓ Short Address (Required)
- ✓ Building Number
- ✓ Street Name (Required)
- ✓ Secondary Number
- ✓ District
- ✓ Postal Code
- ✓ City (Required)
- ✓ Email, Phone, Fax
- ✓ Which contacts are associated to this address (link the address with Contact that already added in the previous page).

Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name
head office

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
Saudi Arabia

3 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Short Address
add the short address

Building Number
1234

Street Name
king street

Secondary Number

District

Postal Code
11234

City
jeddah

Email

3 | 7

Company Details

Contacts

Addresses

Business Classifications

Country SA Phone +966 Ext

Country SA Fax +966

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	supplier test	manager
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+ Add Another Address

Cancel Save Continue

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Note: you can add another Address for your company, then click continue to go next page (Business Classifications) **as below:**

➤ Page #4 **Business Classifications:**

Enter at least one business classification or select nonapplicable:

- ✓ Certifying Agency
- ✓ Certificate Number
- ✓ Certification start date.
- ✓ Certification end date
- ✓ Note
- ✓ Drag and drop the Certification.
- ✓ URL
- ✓ Add another if needed.

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Select a classification or confirm that none are applicable.

Classification

Commercial Registration

GOSI

Hub Zone

ISO

Minority Owned

Service-disabled Veteran Owned

Cancel Save Continue

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Business classification 1



Classification
Commercial Registration

Subclassification

Certifying Agency

Other Certifying Agency

Certificate Number

Certificate Start Date

Certificate End Date

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL

No items to display.

+ Add Another Business Classification

Note: you can add another Business Classifications for your company, then click continue to go next page (Bank Accounts) as below:

➤ Page #5 **Bank Accounts:**

Enter The company Bank account:

- ✓ Country
- ✓ Bank name (Required)
- ✓ Bank Branch
- ✓ Account Number
- ✓ IBAN (Required)
- ✓ Currency
- ✓ Account Holder (Required)
- ✓ Account Type
- ✓ Attach supporting documents (**Account Certification from your Bank**) (Required)

Supplier Registration

Bank Accounts

Bank account 1 

Country Saudi Arabia	
Bank	Bank Branch
Account Number	IBAN
Currency	Account Type
Account Holder	

Attach supporting documents

Required

Drag and Drop

Select or drop files here.

URL

Add URL

No items to display.

+ Add Another Bank Account

Cancel

Save

Continue

then click continue to go next page (Products and Services) as below:

➤ Page #6 **Products and Services:**

Enter at least one products and services category:

- ✓ Select all Products and services that your company can provide.

Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

Category	Description
<input checked="" type="checkbox"/> Drugs	Drugs
<input checked="" type="checkbox"/> Fixed Asset	Fixed Asset
<input checked="" type="checkbox"/> Information Technology	Information Technology
<input checked="" type="checkbox"/> Marketing	Marketing

Cancel Save Continue

then click continue to go next page (Questionnaire) as below:

➤ Page #7 **Questionnaire:**

Please answer the Questionnaire and add the attachments if need so the Vendor management team can approve your registration request, then you will receive notification to confirm that your registration request has been approved as below:

Arabian Healthcare Solutions Company (Jeddah Healthcare JHSC)

Your Supplier Registration Request was Approved

Request Number 1

Request Date 2024

Requested By @live.com

Company

User account information will be sent in a separate email.

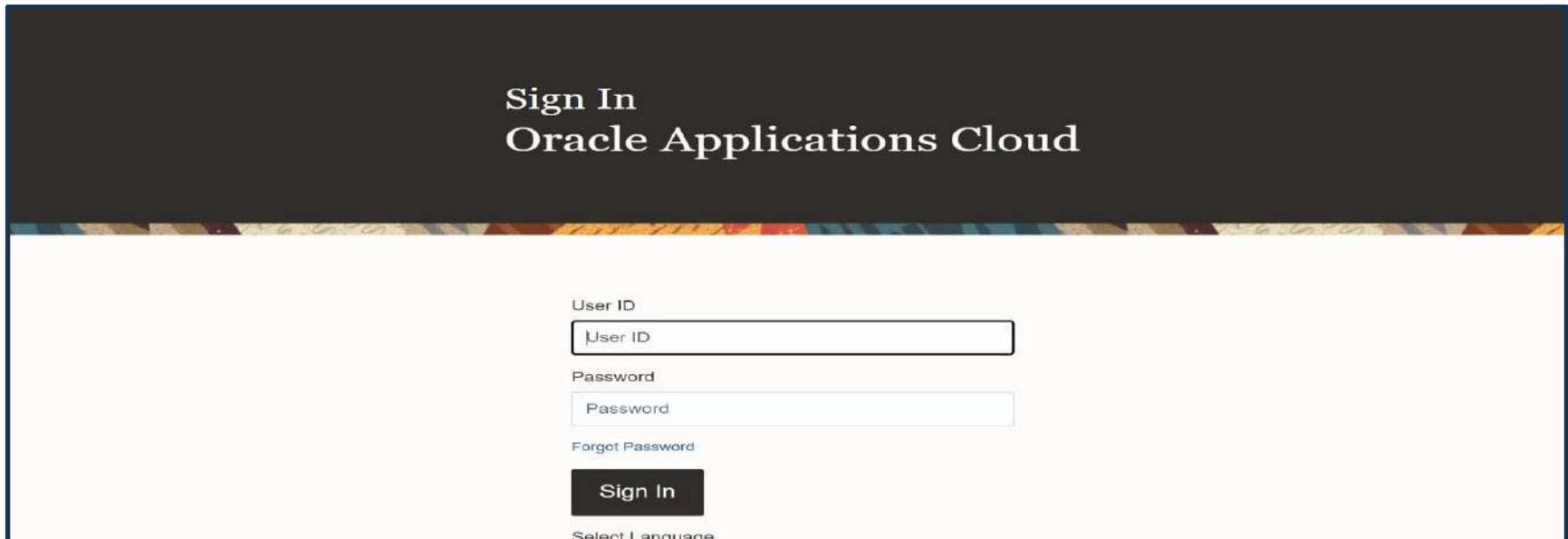
Then you will receive another email to reset your account password and your username will be the same email you added for your contact.

2 Supplier Login & Actions

In the below steps supplier can login and perform actions based on his/her account assigned roles after registration approval.

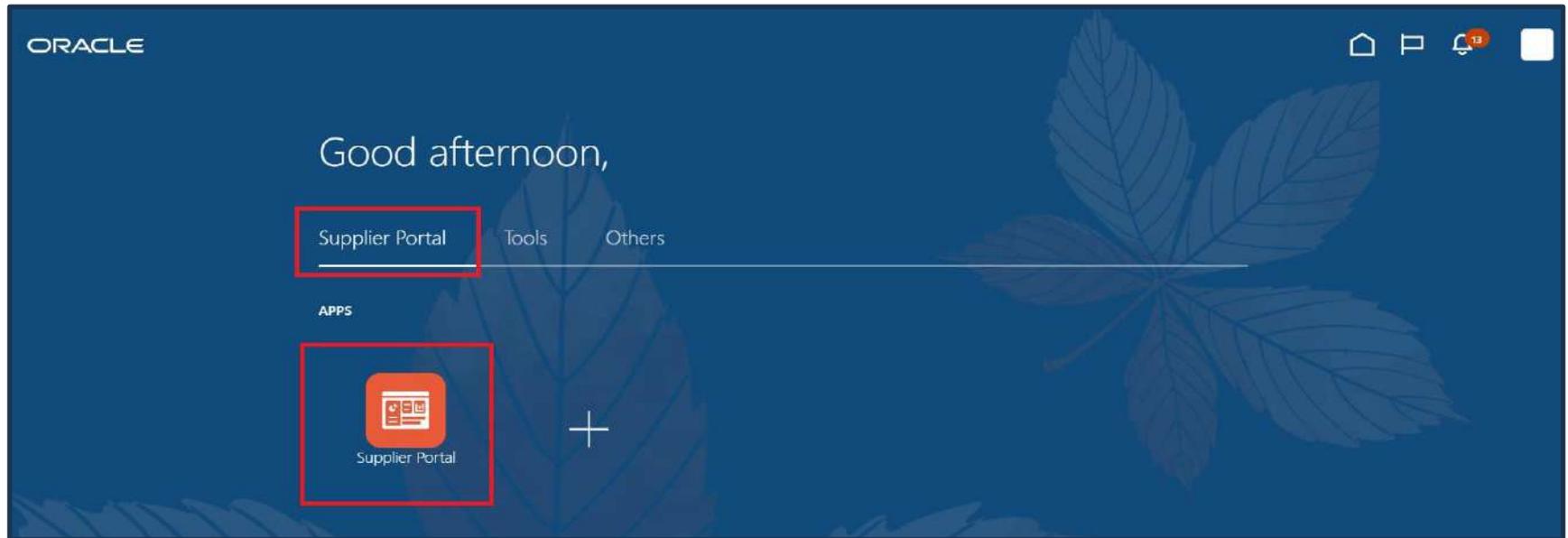
2.1 Supplier Login & Actions

Supplier user to click on the [login link](#) and enter the username and password to open His/her account.



The screenshot shows the Oracle Applications Cloud Sign In page. The page has a dark header with the text "Sign In Oracle Applications Cloud" in white. Below the header is a light-colored main content area. In the center of the main content area, there is a login form with the following elements: a "User ID" label above a text input field containing "User ID"; a "Password" label above a text input field containing "Password"; a "Forgot Password" link; a dark "Sign In" button; and a "Select Language" link at the bottom.

Then you will enter the home screen and you will see the supplier portal icon.



Click on the supplier portal icon to be able to manage your account and perform needed actions from your company side.



- ✓ In the home page you can search for all document types such as (orders, agreements, contracts...etc.) by changing the search and add the number of the document.
- ✓ Also, you can see the actions needed to be performed in (**Requiring Attention**) dashboard.
- ✓ Recent Activity will show you the recent actions that have been done from your account.

2.2 Orders

In Order section you will be able to find the below actions:

- ✓ Manage Orders (it give you access to see all orders assigned to you as supplier)
- ✓ Manage Schedules (it gives you access to see all orders Schedules per order line as supplier)
- ✓ Acknowledge schedules in spreadsheet (it gives you access to Manage you acknowledge in spreadsheet as bulk)

The screenshot displays the 'Manage Orders' interface. At the top left, there is a title 'Manage Orders' with a help icon. Below it, there are tabs for 'Headers' and 'Schedules'. A search section is visible with various filters: 'Sold-to Legal Entity', 'Bill-to BU' (set to 'Jeddah Healthcare JHSC'), and 'Supplier Site'. On the right side of the search section, there are buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search' (set to 'All Orders'). Below these are input fields for 'Order', 'Status', and 'Include Closed Documents' (set to 'Yes'). At the bottom right of the search section are 'Search', 'Reset', and 'Save...' buttons. Below the search section, there is a 'Search Results' section with a toolbar containing 'Actions', 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. Below the toolbar is a table header with columns: 'Order', 'Order Date', 'Description', 'Supplier Site', 'Buyer', 'Ordered', 'Currency', 'Status', 'Life Cycle', and 'Creation Date'. Below the table header, it says 'Columns Hidden 27'.

- ✓ Select any search option then click search and the results will appear same for Schedules.

2.3 Agreements

In Agreements section you will be able to find the below actions:

- ✓ Manage Agreements (it give you access to see all Agreements assigned to you as supplier)

The screenshot displays the Oracle Manage Agreements interface. At the top, the Oracle logo is on the left, and navigation icons (home, flag, notifications, and user initials 'HM') are on the right. The main title is 'Manage Agreements' with a help icon and a 'Done' button. Below the title, there are tabs for 'Headers' and 'Lines'. The 'Search' section includes a search icon and several filters: 'Procurement BU' (dropdown), 'Supplier Site' (dropdown), 'Agreement' (text input), 'Advanced' (button), 'Manage Watchlist' (button), 'Saved Search' (dropdown), 'All Agreements' (dropdown), 'Status' (dropdown), and 'Include Closed and Expired Documents' (dropdown set to 'No'). Action buttons 'Search', 'Reset', and 'Save...' are located at the bottom right of the search area. Below the search filters, the 'Search Results' section shows a toolbar with icons for 'Actions', 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. A table header is visible with columns: 'Agreement', 'Description', 'Supplier Site', 'Buyer', 'Agreement Amount', 'Released Amount', 'Currency', 'Status', 'End Date', 'Change Order', and 'Creation Date'. A 'Columns Hidden: 29' indicator is at the bottom left of the table area.

- ✓ Select any search option then click search and the results will appear same for Lines.

2.4 Shipments

In Shipments section you will be able to find the below actions:

- ✓ Manage Shipments (it gives you access to see all Shipments assigned has been created by your company)
- ✓ Create ASN (it gives you access to Create Advanced shipments Notice)
- ✓ Create ASBN (it gives you access to Create Advanced shipments billing Notice)
- ✓ Upload ASN or ASBN (it gives you access to upload ASN OR ASBN)
- ✓ View Receipts (it gives you access to view receipts has been done by KCH against your Orders)
- ✓ View Returns (it gives you access to view Returns has been done by KCH against your Orders)

2.5 Contracts and Deliverables

In Contracts and Deliverables section you will be able to find the below actions:

- ✓ Manage Contracts (it gives you access to see all Contracts assigned to your company)
- ✓ Manage Deliverables (it gives you access to see and manage all Deliverables assigned to your company)

2.6 Consigned Inventory

In Consigned Inventory section you will be able to find the below actions:

- ✓ Review Consumption Advice (it give you access to see Consumption Advice)

2.7 Invoices and Payments

In **Invoices and Payments** section you will be able to find the below actions:

- ✓ Create Invoice (it gives you access to Create invoices based on assigned orders and received items or services)
- ✓ View Invoices (it gives you access to see all submitted invoices for your orders)
- ✓ View Payments (it gives you access to see all Payments has been created for your orders)

2.8 Negotiations

In **Negotiations** section you will be able to find the below actions:

- ✓ View Active Negotiations (it gives you access to see Active Negotiations and Create acknowledge for participation)
- ✓ Manage Responses (it gives you access to see Active Negotiations and Create responses)

2.9 Qualifications

In **Qualifications** section you will be able to find the below actions:

- ✓ Manage Questionnaires (it gives you access to see Active Questionnaires and Create Responses)
- ✓ View Qualifications (it gives you access to see all Qualifications with start date and end date)

2.10 Company Profile

In **Company Profile** section you will be able to find the below actions:

- ✓ Manage Profile (it gives you access to do changes in your company profile and these changes will go to vendor team to review and approve it)