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.

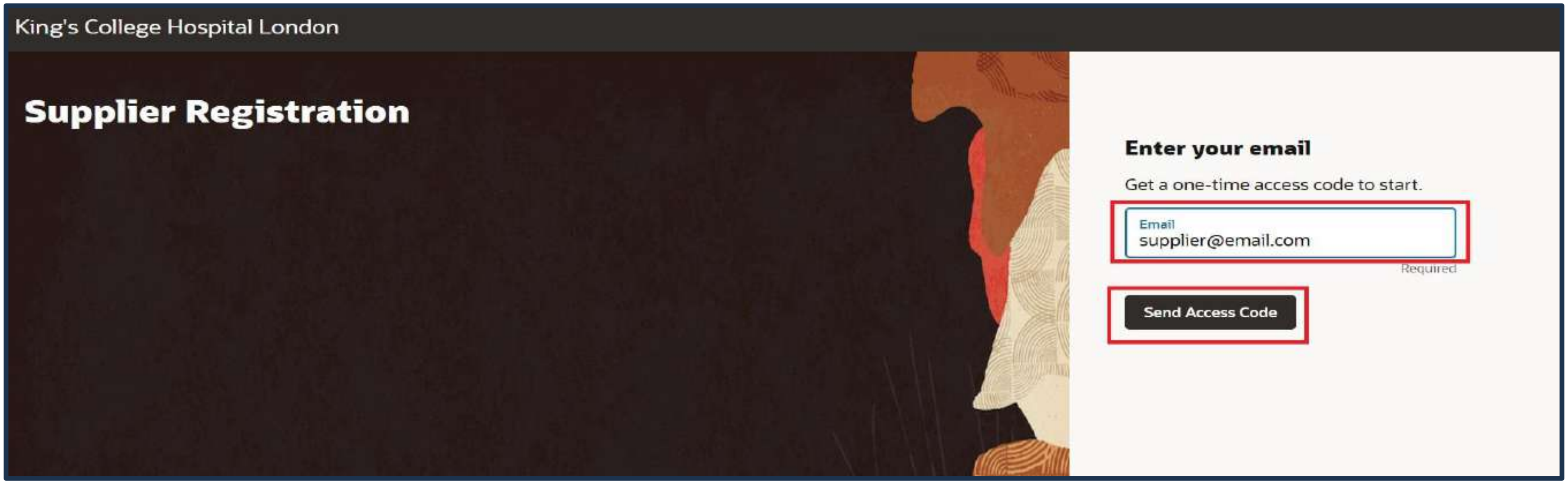
users to perform actions from Oracle Cloud Supplier portal module. This includes Supplier User Guide of functionality based on business functions.

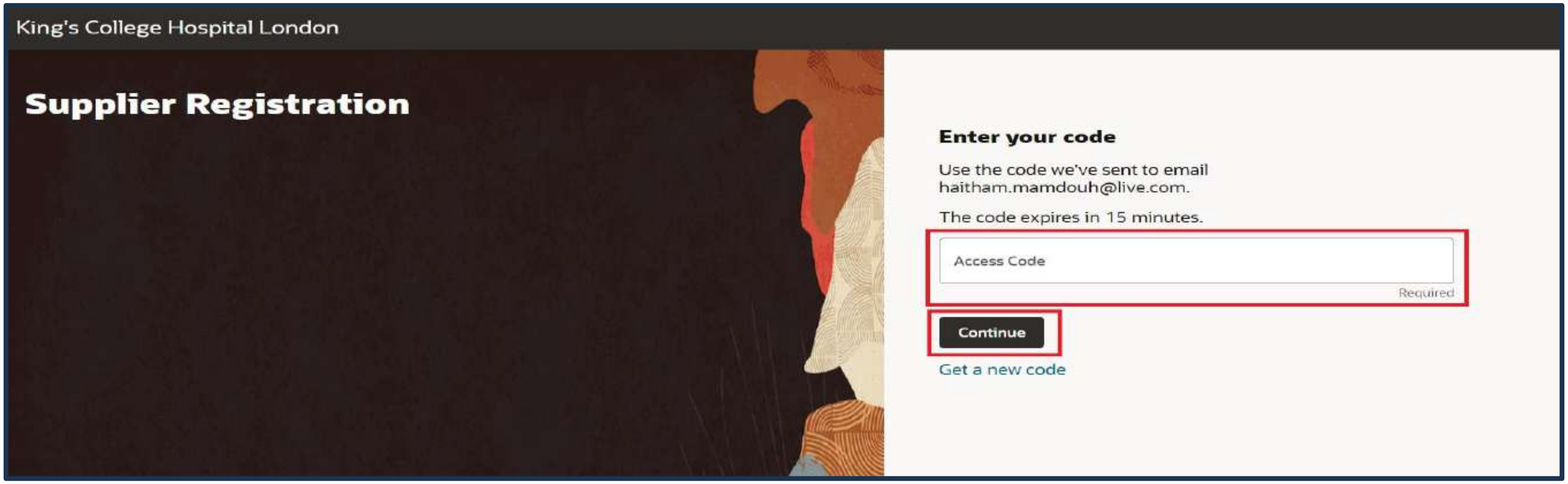
Note: Supplier Registration page Click Here and follow the below steps to register in KCH Portal.

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.



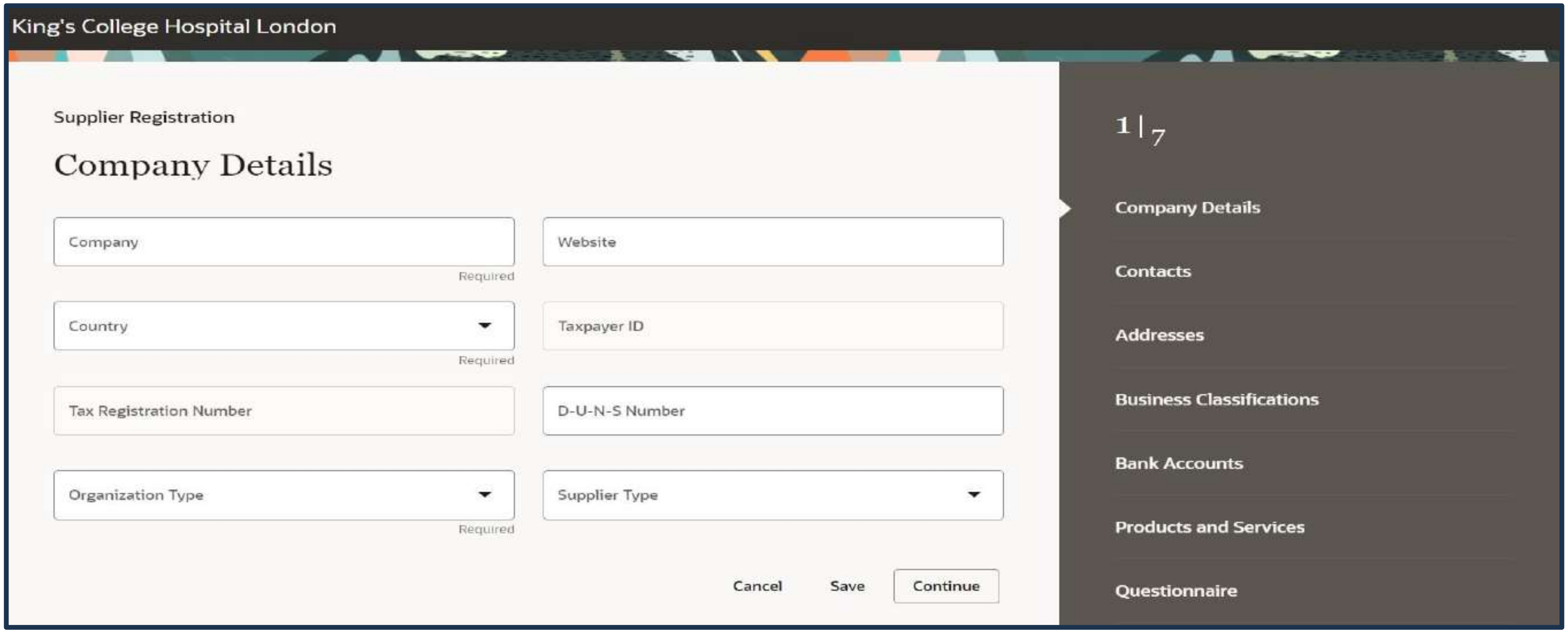


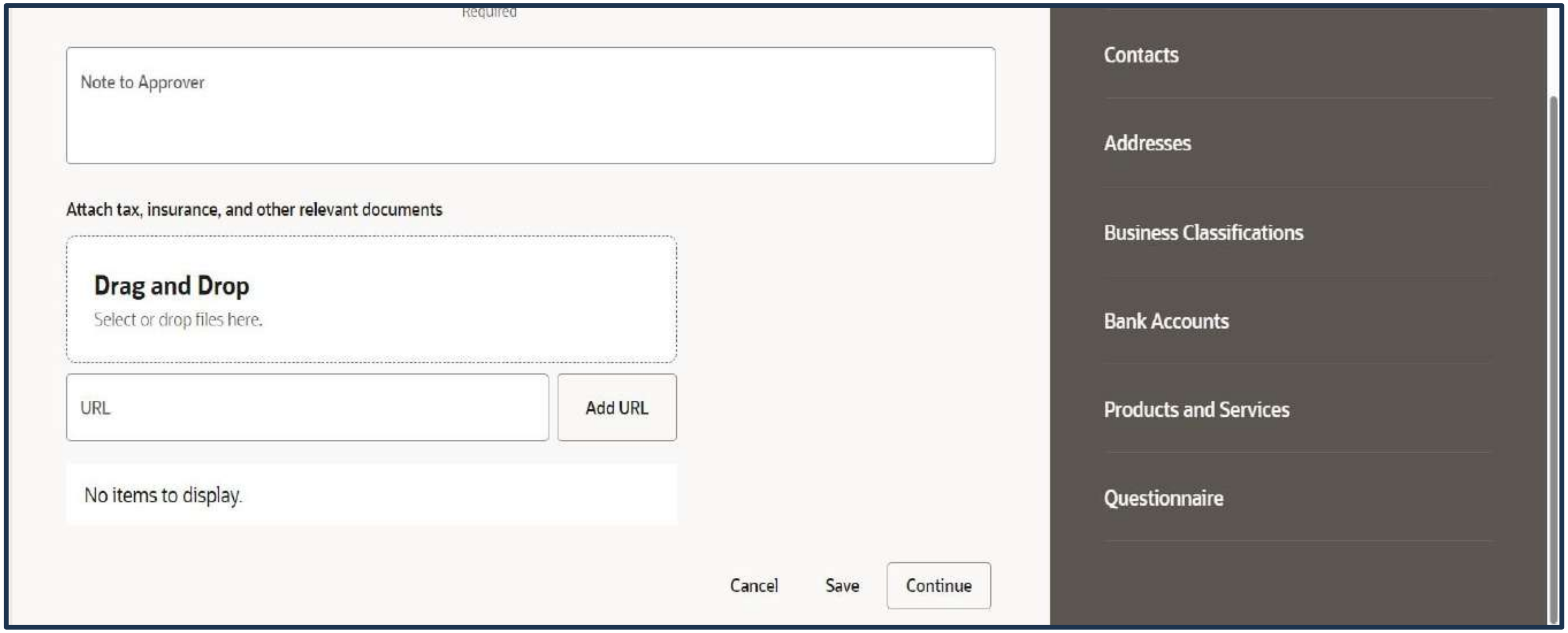
1.3 Supplier Registration Information

➢ 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)





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.

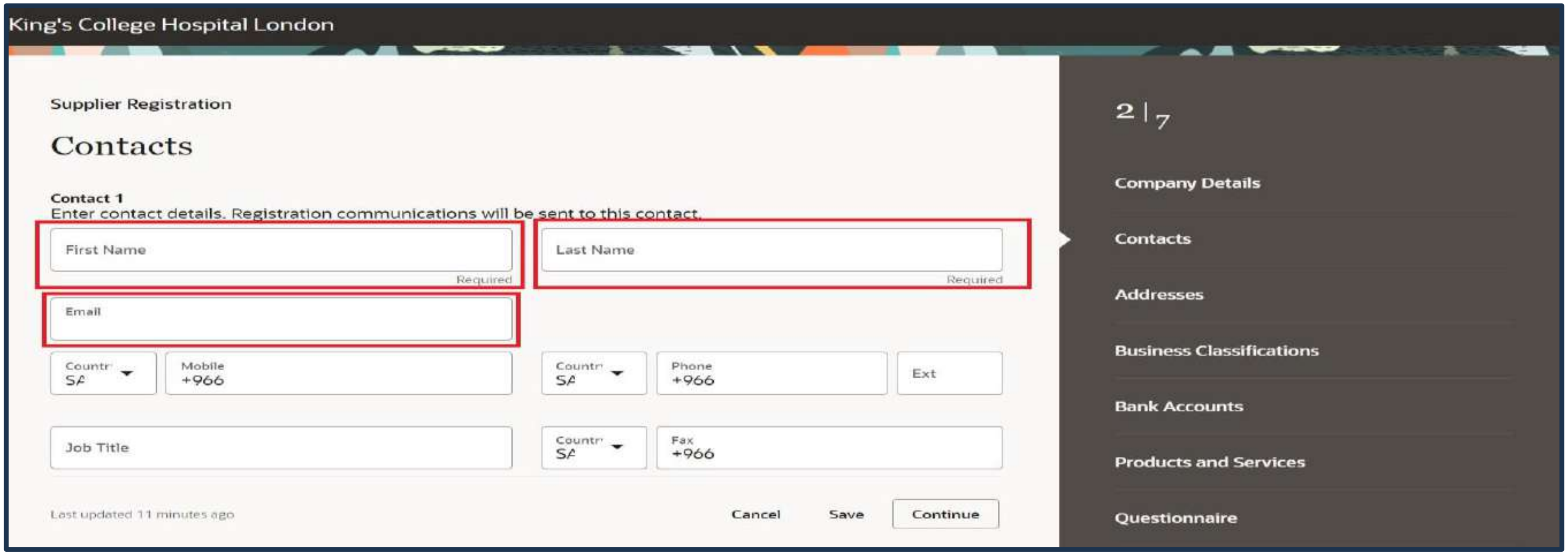
✓ Does this contact need a user account? (YES/NO)

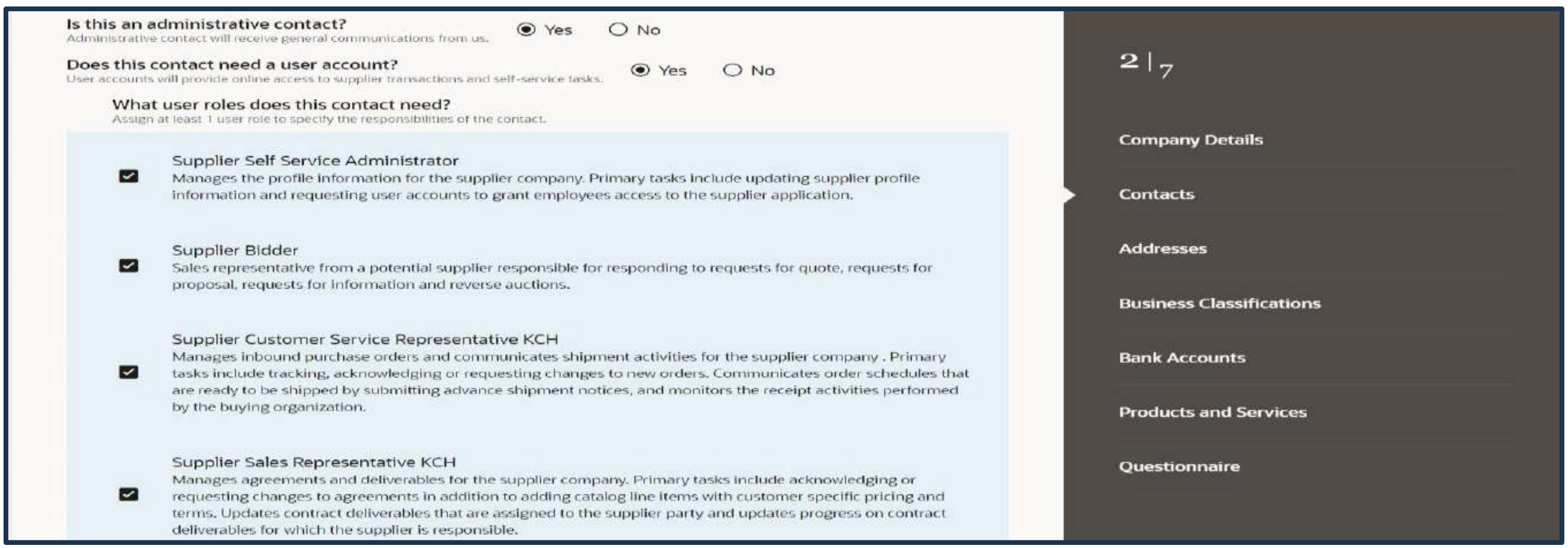
User accounts will provide online access to supplier transactions and self-service tasks.

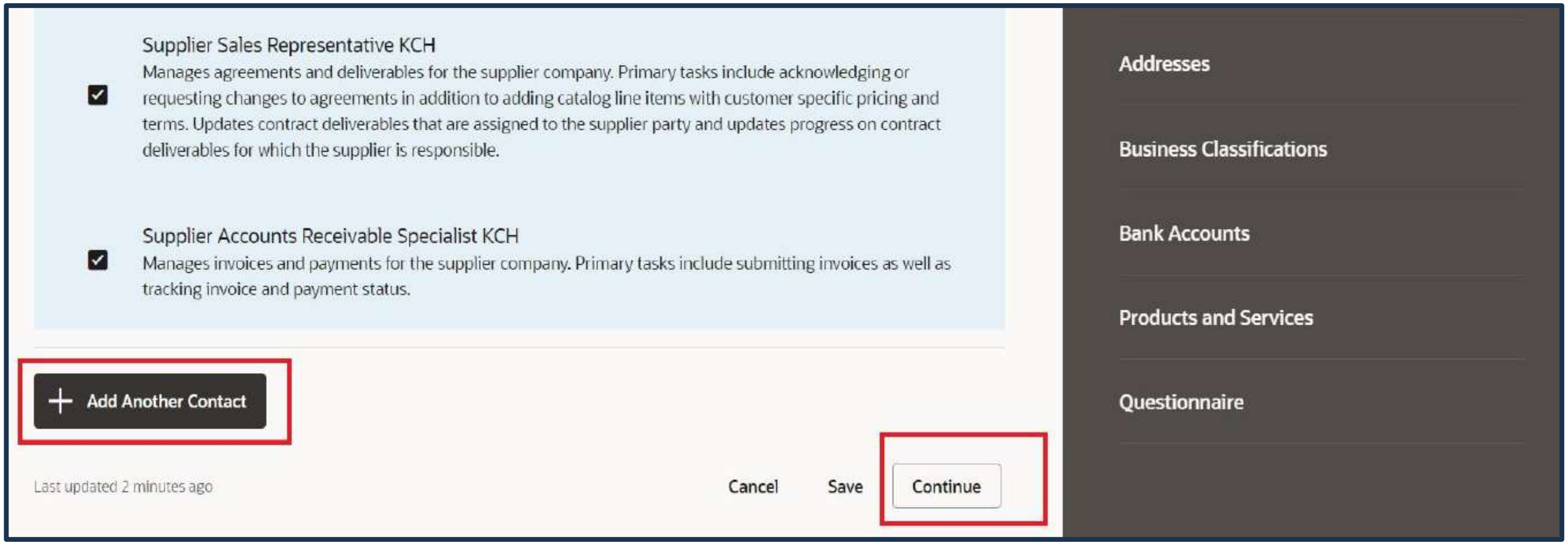
✓ What user roles does this contact need?

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

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







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

- Page #3 **Addresses**:

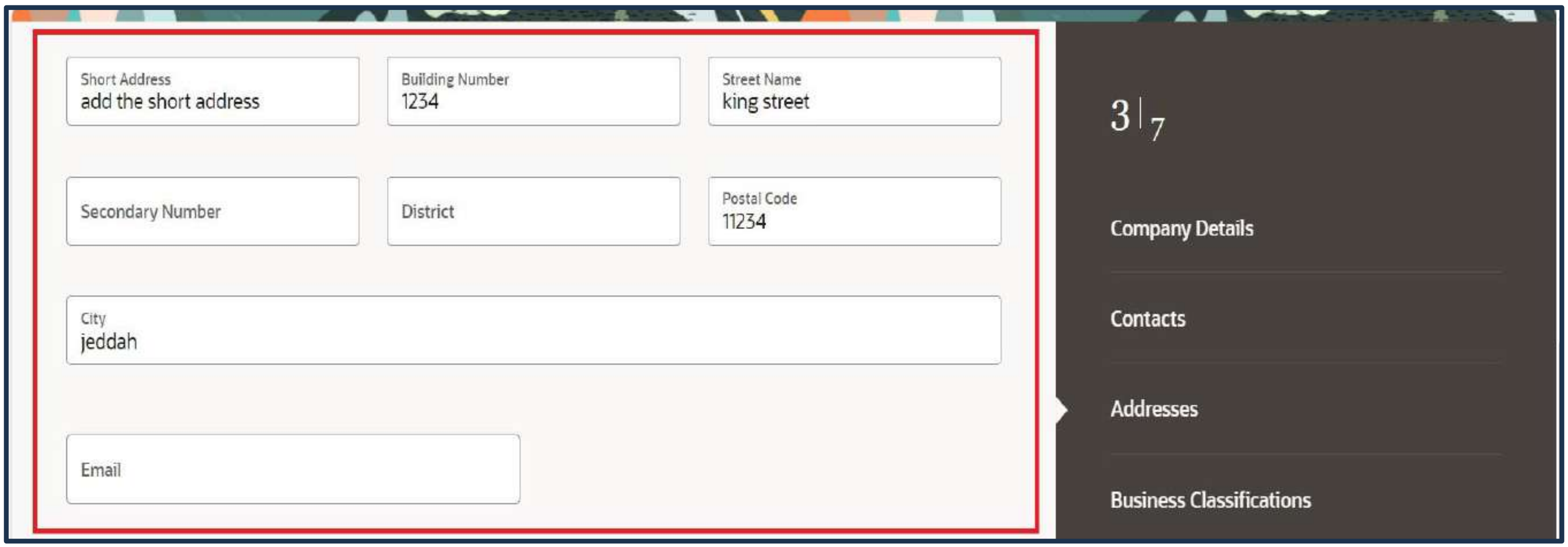
  Enter at least one address:

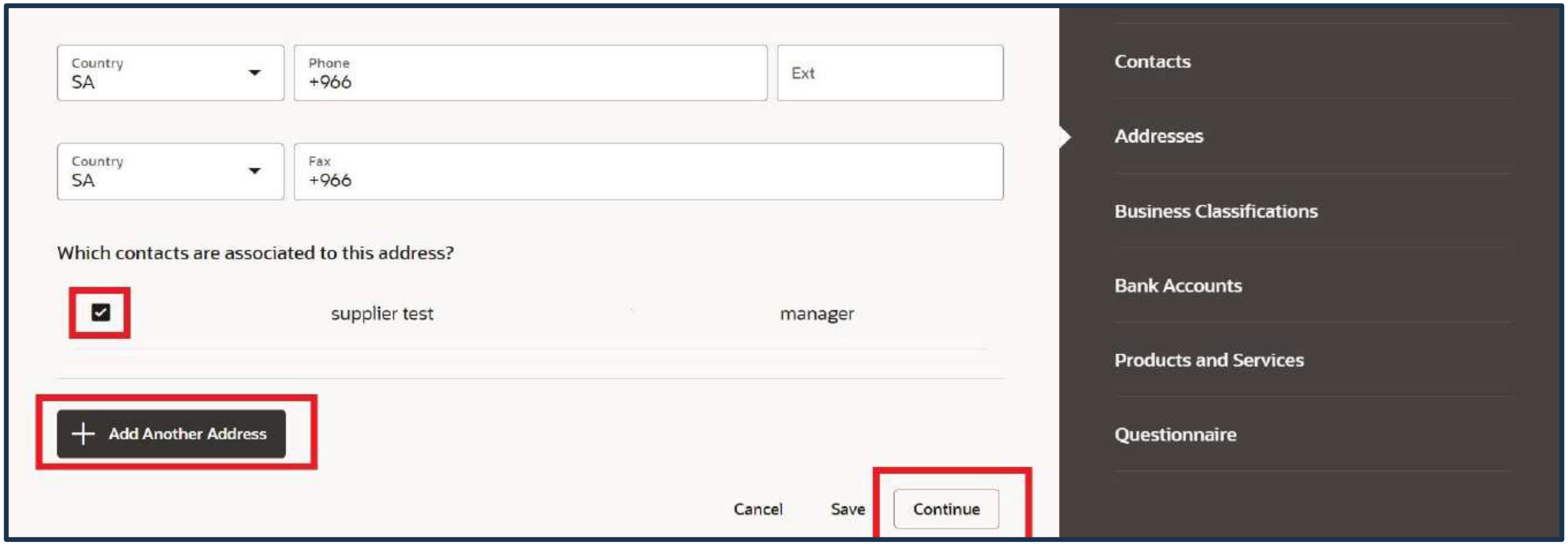
  - ✓ Address 1 (Required)
  - ✓ For what is this address used? Select at least one purpose.

  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).


King's College Hospital London
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

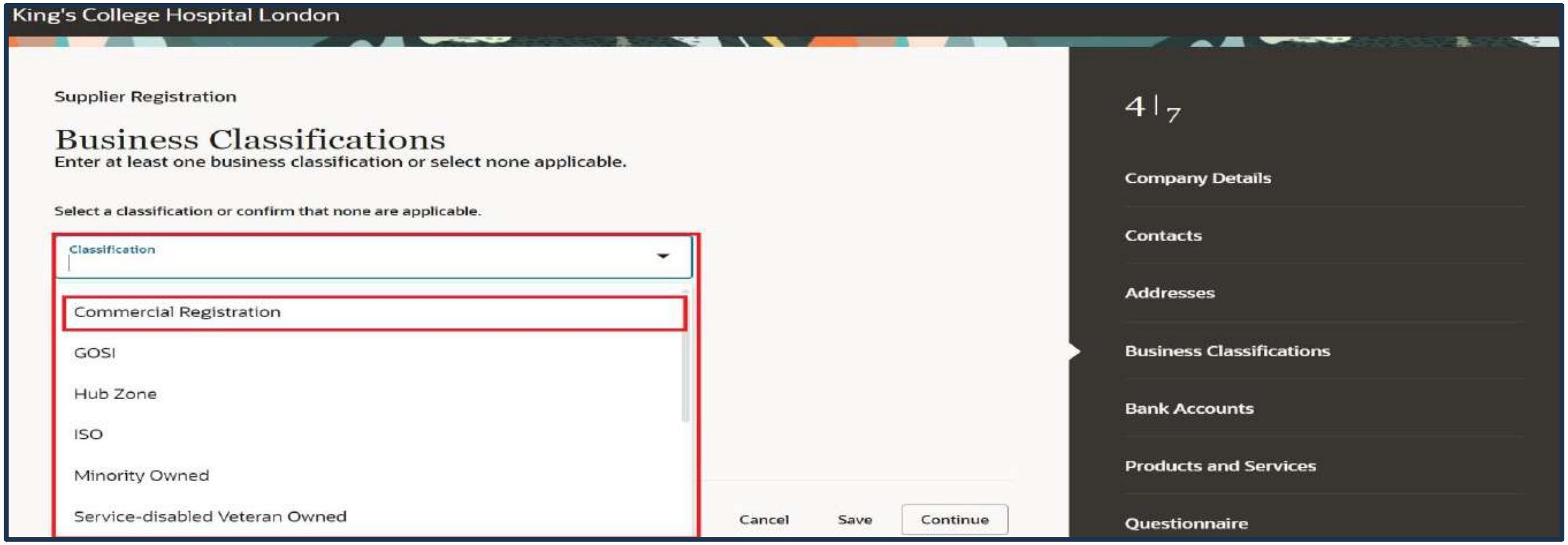


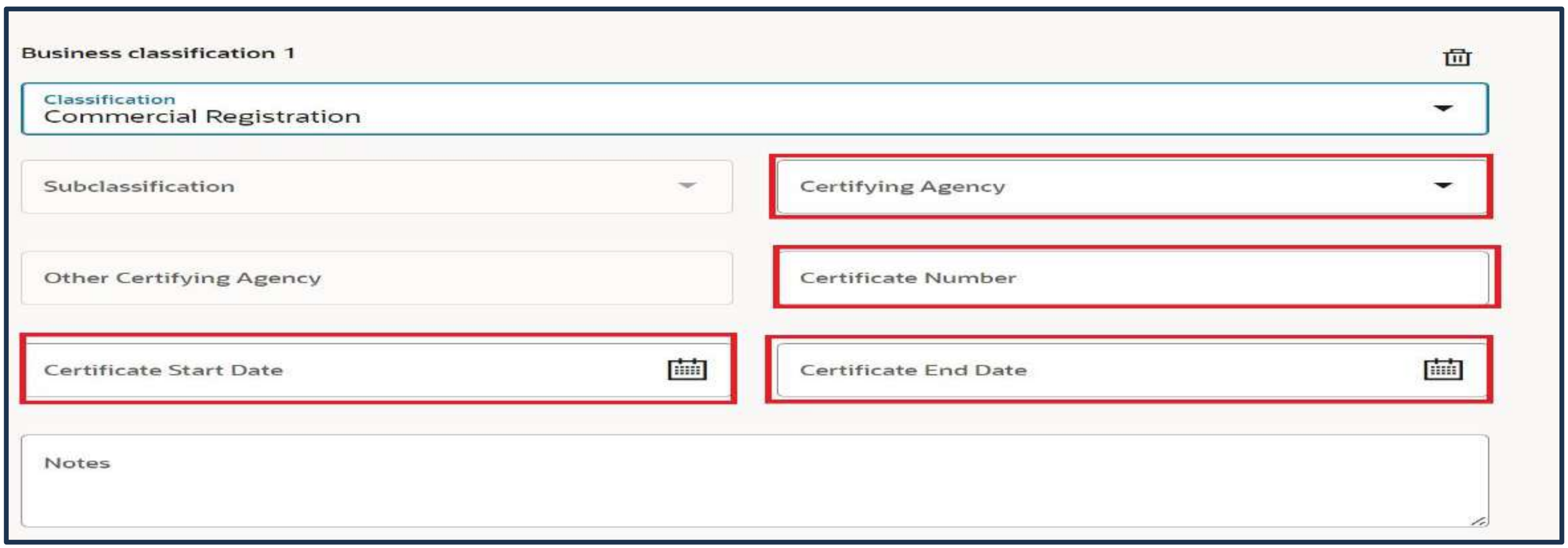
Note: you can add another Address for your company, then click continue to go next page (Business Classifications) **as below:**

- 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.


King's College Hospital London
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
4 | 7
Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire

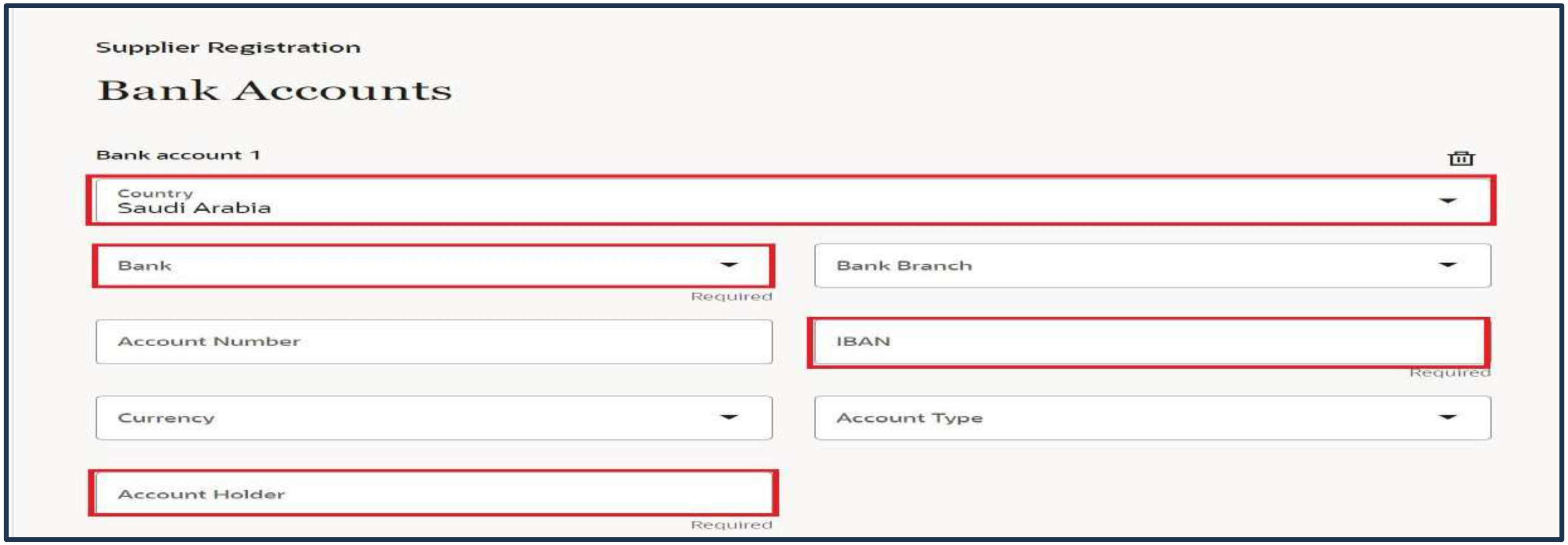

Business classification 1
Classification
Commercial Registration
Subclassification
Certifying Agency
Other Certifying Agency
Certificate Number
Certificate Start Date
Certificate End Date
Notes

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)



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

➢ Page #6 **<u>Products and Services</u>**:

Enter at least one products and services category:

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

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

➢ Page #7 **<u>Questionnaire</u>**:

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:

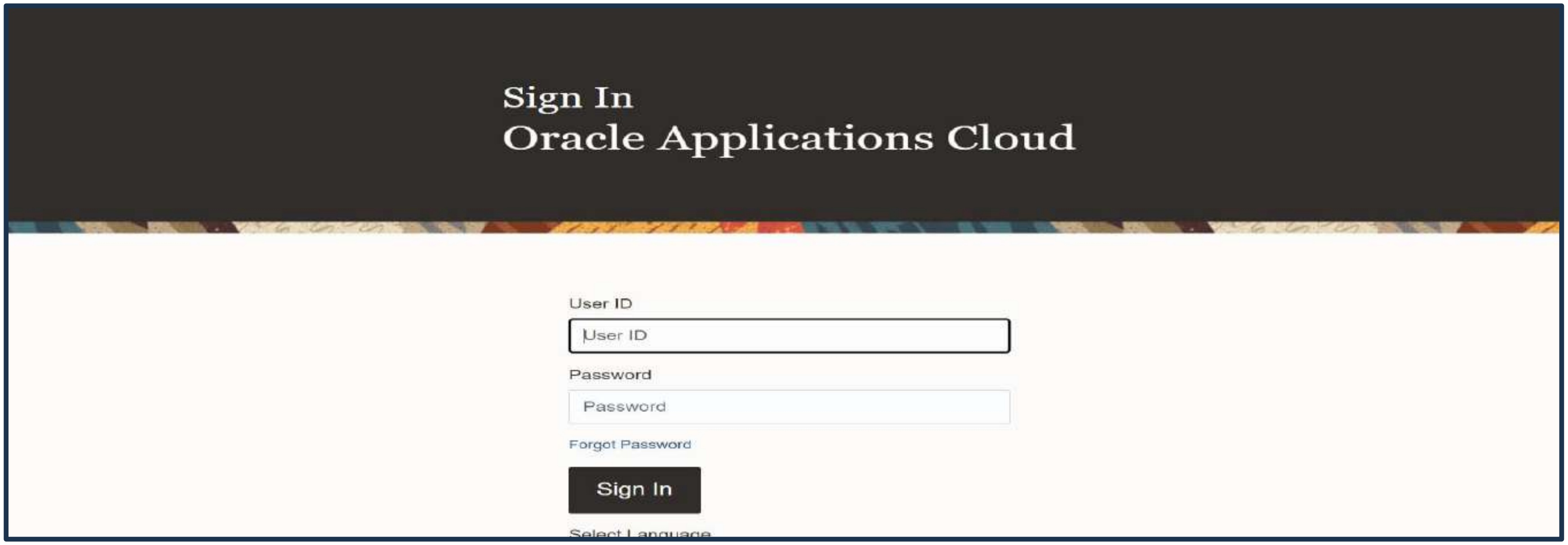
Then you will receive another email to reset your account password and your username will be the same email you added for your contact.

2 Supplier Login & Actions

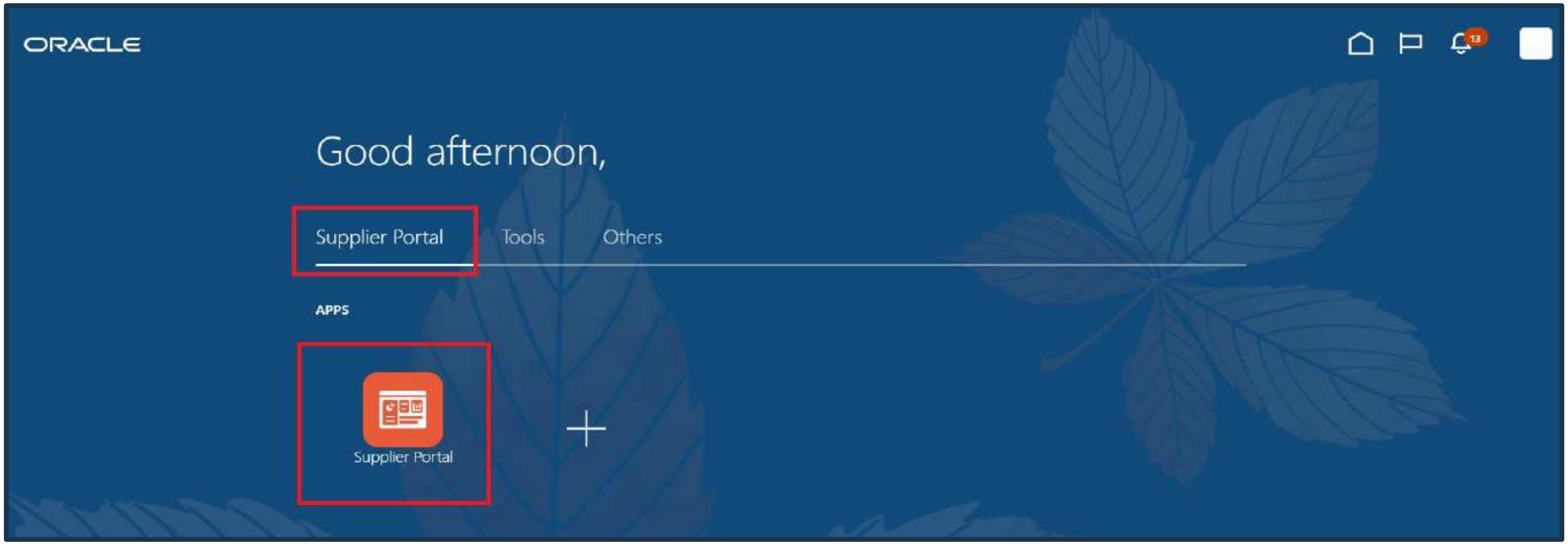
In the below steps supplier can login and perform actions based on his/her account assigned roles after registration approval.

2.1 Supplier Login & Actions

Supplier user to click on the login link and enter the username and password to open His/her account.



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:

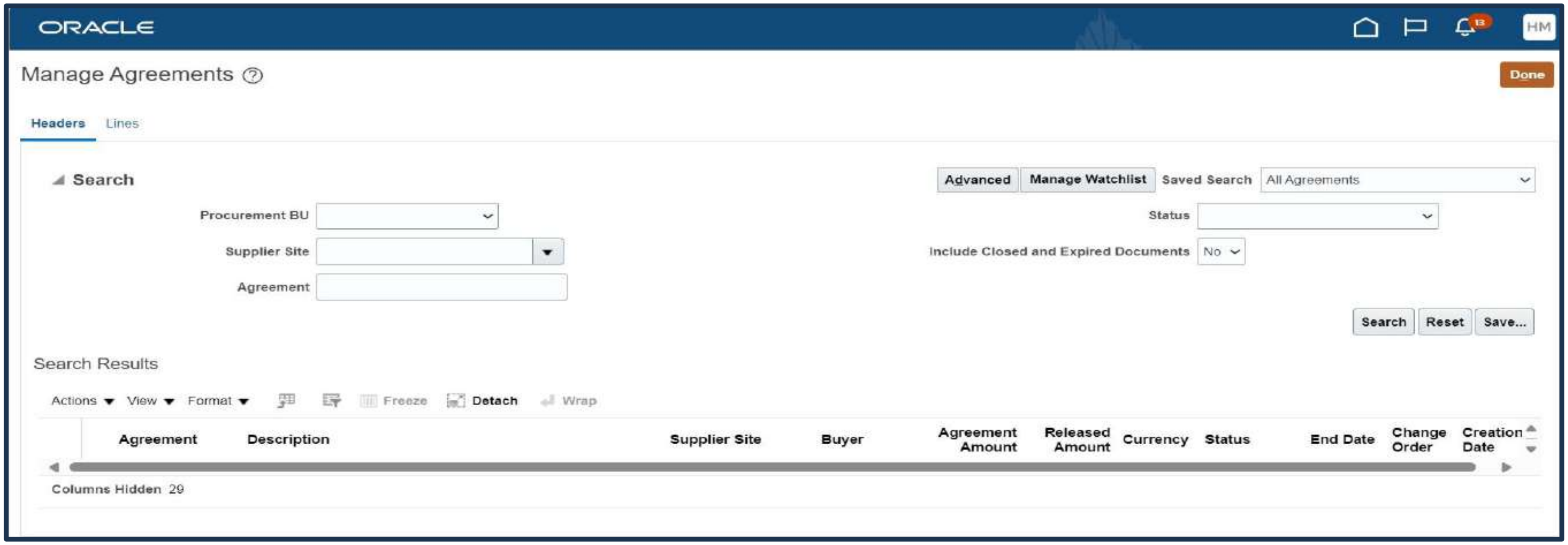
- ✓ Manage Orders (it give you access to see all orders assigned to you as supplier)
- ✓ Manage Schedules (it gives you access to see all orders Schedules per order line as supplier)
- ✓ Acknowledge schedules in spreadsheet (it gives you access to Manage you acknowledge in spreadsheet as bulk)

- ✓ 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)



- ✓ 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)