

twofour54 Supplier Portal User Guide

Oracle Cloud 22 D

User Manual Version 1.0

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1. INTRODUCTION

This guide is prepared to assist the suppliers to create and maintain the Supplier Profile, Create/View Invoices, submit quotations for RFQ and View Payments related to **twofour54**.

Supplier Portal Benefits:

Sr. No.	Benefits
1	The Suppliers can maintain the profile and keep it updated with the latest Bank Details, Contacts information, Address details etc.
2	The Vendors can create and submit the Invoices online and track the status
3	The supplier can submit the quotation online and attach all RFx documents
4	The invoices are matched to correct POs
5	The Payments can be tracked easily

NOTE:

Google Chrome is the recommended browser for using the Supplier Portal.

Supplier Portal should not be used for the following actions:

- To submit a future dated invoice.

twofoure54 Contacts

If you require any support in accessing or using the supplier portal, please send an email to procurement@twofour54.com

1.1. Purpose

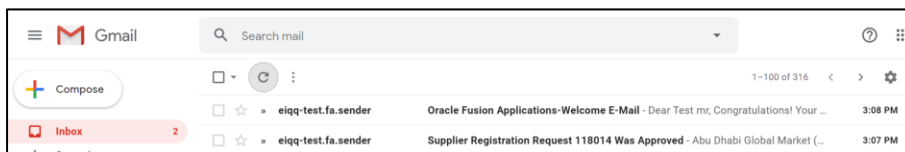
This document is the User Manual for the Fusion ERP Application Implementation on Cloud at twofour54 Company in UAE (For Supplier Portal).

SUPPLIER PORTAL

First Login

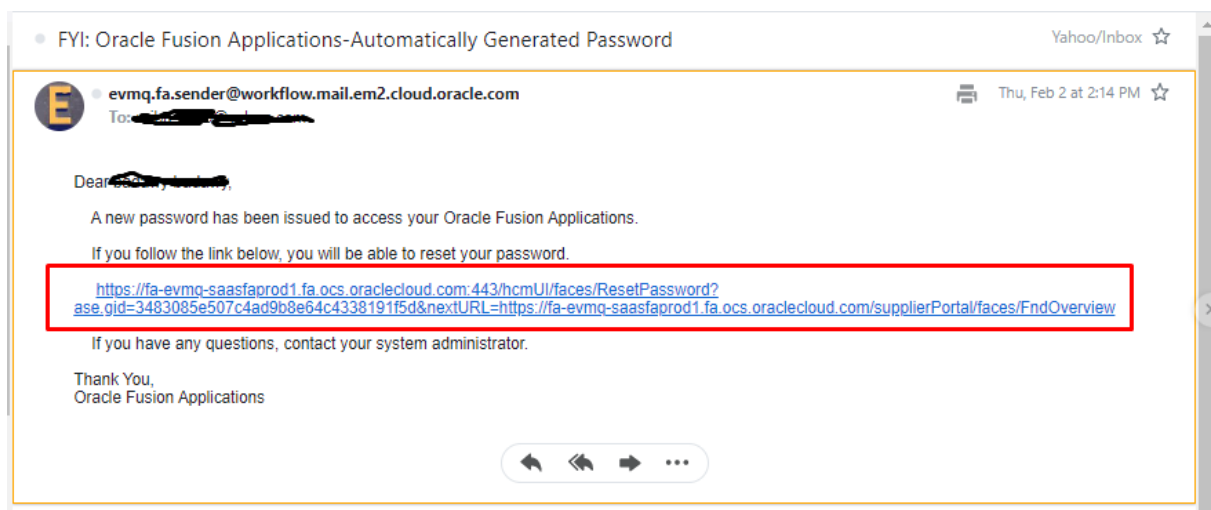
After your registration is approved, you will receive the following emails.

- Supplier Registration XYZ has been Approved.
- Welcome E-Mail



You can keep the data updated using this Portal

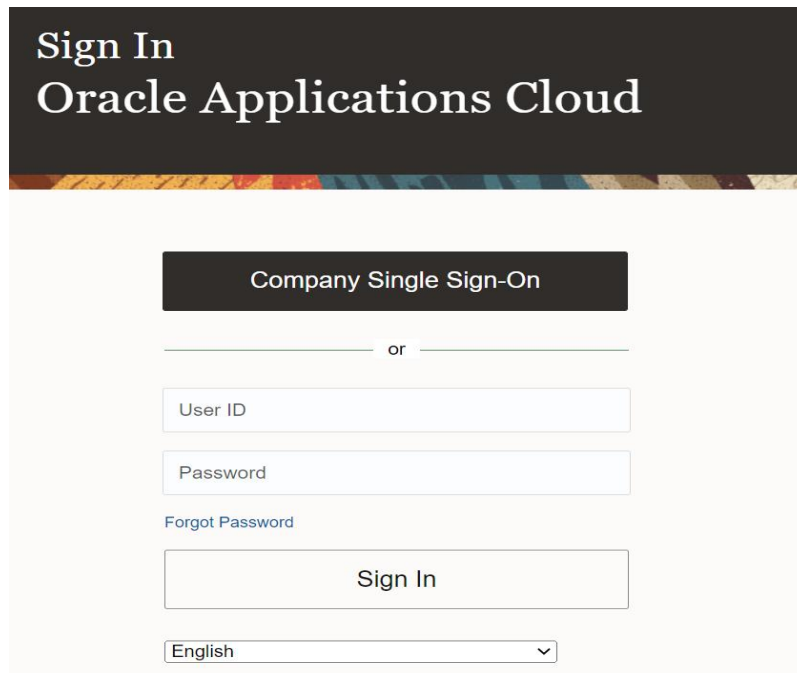
Reset the Password – You can create a password for access, using the link in the email



Click on the **Link**, the new Page will open. Reset the Password.

Then you have to close the page and on click the following link to login and access the supplier portal

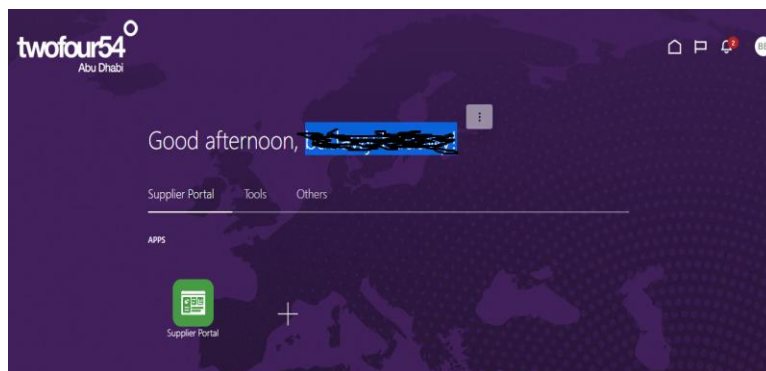
https://fa-evmq-saasfaprod1.fa.ocs.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemNodeId=itemNode_supplier_portal_supplier_portal



Enter your login details and click sign in

Please enter your registered email address with twofour54 in the User ID field and the password that you already reset.

You will see the homepage after the successful login



Things to finish shows the messages and notifications and any list from twofour54

3.1 Maintain Company Profile

Supplier can view or update the Company Profile Information under Supplier Portal tab. Follow the below steps to make any updates to the Company Profile.

Click on **Supplier Portal**

On the Lower left side, Under Company, Click on **Manage Profile**

- Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**
- Manage Contracts
 - 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
- Qualifications**
- Manage Questionnaires
 - View Qualifications
- Company Profile**
- **Manage Profile**

Click on **Tax identifiers** to view and update details of your company.

Click on Edit you will receive a Warning message and click on **Yes**

Company Profile ⓘ Edit Done

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

Income Tax

Taxpayer Country Tax Reporting Name

Taxpayer ID Name Control

— Federal reportable Verification Date

Federal Income Tax Type — Use withholding tax

— State reportable Withholding Tax Group

Transaction Tax

Tax Registration Country Tax Registration Type

Tax Registration Number

Company Profile ⓘ Edit Done

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

Income Tax

Taxpayer Country Tax Reporting Name

Taxpayer ID Name Control

— Federal reportable Verification Date

Federal Income Tax Type — Use withholding tax

— State reportable Withholding Tax Group

Transaction Tax

Tax Registration Country Tax Registration Type

Tax Registration Number

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

Enter Change Description and then Create / Update the Tax country, Tax Registration Number and Tax Registration Number.

Edit Profile Change Request: 64001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description update the [profile](#)

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

General
 * Supplier Name Tax Organization Type
 Supplier Number 14418 Status Active
 Supplier Type Attachments None +

Identification
 D-U-N-S Number National Insurance Number
 Customer Number Corporate Web Site
 SIC

Corporate Profile
 Year Established Chief Executive Title
 Mission Statement Chief Executive Name
 Principal Title
 Principal Name

Click on **Contacts** tab to update contact information.

Updating the contacts tab is important as this is the information twofour54 uses for any system notifications

Edit Profile Change Request: 64001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description update the [profile](#)

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
badawy, badawy		miba_2025@yahoo.com		✓	✓	Active

Columns Hidden 7

Check the **Request user account** box if you want to have access to the new user to receive email to log in as marked below:

Create Contact ×

Salutation

Middle Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
No data to display.	

Click on **Payments** tab to create the bank details

Edit Profile Change Request: 64001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

Payment Methods **Bank Accounts**

Actions View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
No data to display.				
Columns Hidden 8				

Click on **Business Classifications** tab to add the commercial trade license number attachment, VAT certificate attachment and bank account letter attachment

Edit Profile Change Request: 64001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: update the [profile](#)

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

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
						dd/mm/yy	dd/mm/yy	None +	

- Health & Safety Policy Stateme (if applicable)
- Bank Account Letter (Required)
- Certificate of Incorporation
- Commercial Trade License (Required)
- Insurance Certificates (if applicable)
- Others
- Power Of Attorney
- Quality Management Certificates (if applicable)
- VAT Registration Document (if applicable)

Click on **Products and Services** tab to enter the details

Edit Profile Change Request: 64001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: update the [profile](#)

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

Actions View Format X Freeze Detach Wrap

Category Name	Description
No data to display.	

Click on **Review changes** and **Submit**

Edit Profile Change Request: 64001

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

Change Description: update the [profile](#)

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

Income Tax

Taxpayer Country:

Taxpayer ID:

Federal reportable

Federal Income Tax Type:

State reportable

Transaction Tax

Tax Country:

Tax Registration Number:

Tax Reporting Name:

Name Control:

Verification Date: dd/mm/yy

Use withholding tax

Withholding Tax Group:

Tax Registration Type:

Review Changes Edit **Submit** Cancel

Change Description update the profile

Organization Details

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Supplier Type		Supplier

Tax Identifiers

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Tax Country		United Arab Emirates

Click on **OK** to Confirm

twofour54^o Abu Dhabi

Company Profile Cancel Change Request Edit Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 64001 Requested By badawy, badawy Change Description update the profile
Request Status Pending Approval Request Date 02/02/23

Confirmation X

Your profile change request 64001 was submitted for approval.

OK

Organization Details Tax Identifiers Addresses Contacts Payments Bus

General

Company	badawy	Tax Organization Type	Individual
Supplier Number	14418	Status	Active
Supplier Type		Attachments	None

Identification

D-U-N-S Number	1234567891011	National Insurance Number	
Customer Number		Corporate Web Site	
SIC			

Corporate Profile

If you are ok with the changes, click on **Done**

Company Profile Cancel Change Request Edit **Done**

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 64001 Requested By badawy, badawy Change Description update the profile
Request Status Pending Approval Request Date 02/02/23

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

General

Company	badawy	Tax Organization Type	Individual
Supplier Number	14418	Status	Active
Supplier Type		Attachments	None

Identification

D-U-N-S Number	1234567891011	National Insurance Number	
Customer Number		Corporate Web Site	
SIC			

Corporate Profile

An automated message which says, 'There is a profile change request pending approval. You may edit to make additional changes' will appear.

The Supplier Profile will be locked until the new contact acknowledges this request. The new contact will receive an email notification with the login hyper link. Let the new contact know to click on the hyperlink received in the email and create a login as requested to unlock the Supplier Profile.

You can any time unlock the profile by clicking on **Cancel Change Request**. This completes adding a contact to your company profile.

Also can edit the change request to add additional information.

Company Profile [Cancel Change Request](#) [Edit](#) [Done](#)

! There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request	11005	Requested By	mr, Test	Change Description	Test
Request Status	Pending Approval	Request Date	02/03/2020		

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

Click on Worklists under the Navigator on the Home page.

Click **Withdraw** to cancel the chang

