twofour54 Supplier Portal User Guide
Supplier Registration

Oracle Cloud 22 D

User Manual Version 1.0

Contents

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).

2. SUPPLIER REGISTRATION

Supplier Registration

Click on the following link for registration

https://fa-evmq-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000037882 48

The following page will open
Enter the information in each Tab and click on **Next**

2.1 Company details (Required)

Enter Company Details and click **Next**
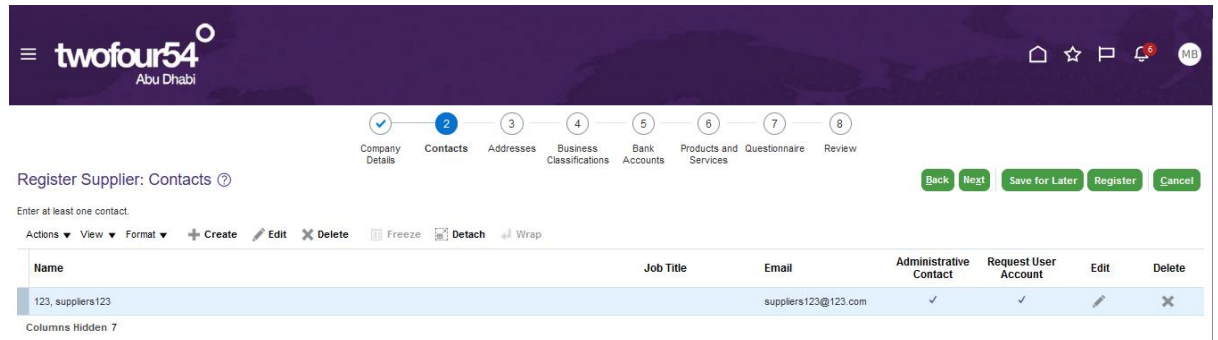
2.2   Contacts (Required)

A contact will be auto created. Click on **Edit** to update this tab.

When twofour54 Issues a PO, it uses one of these Contacts and the PO Copy is sent to the selected Contact
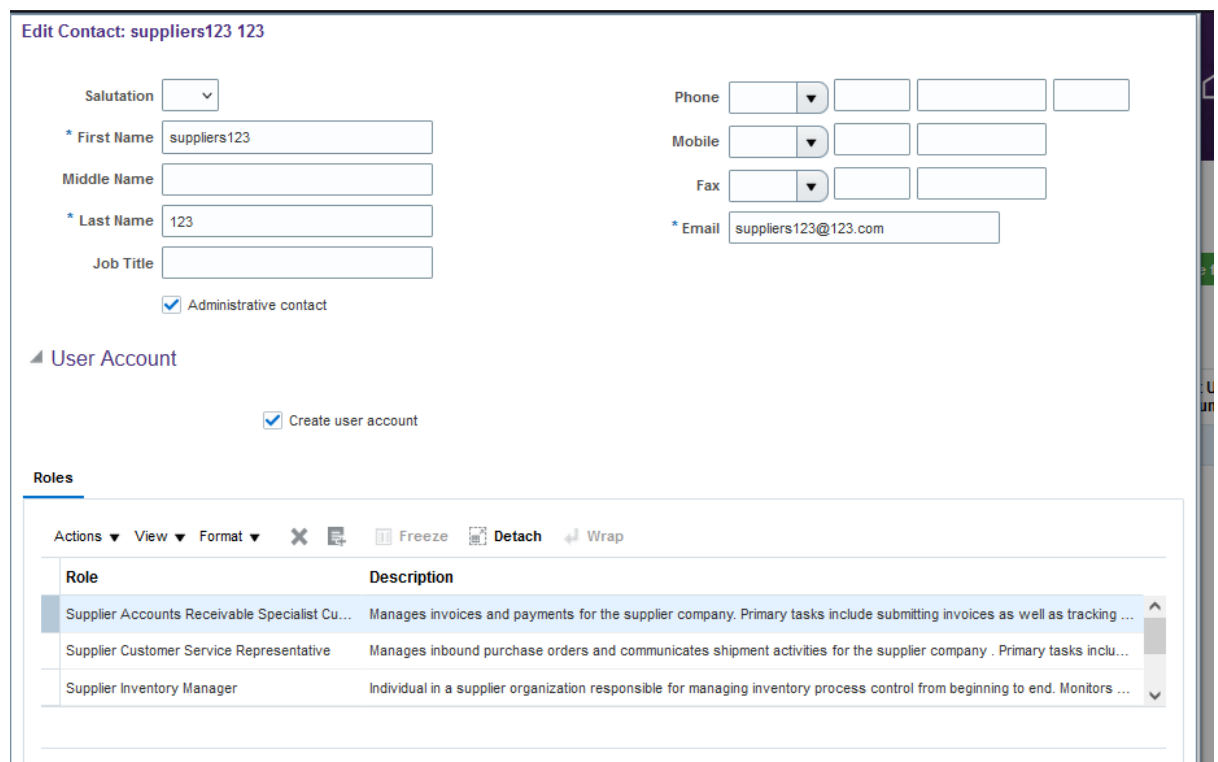
Enter the Phone, Mobile and Email details and Click **OK**

Check **Create User Account**

Click **Next** to move to the next Tab

2.3 Addresses (Required)

Click on **Create** to create the Address
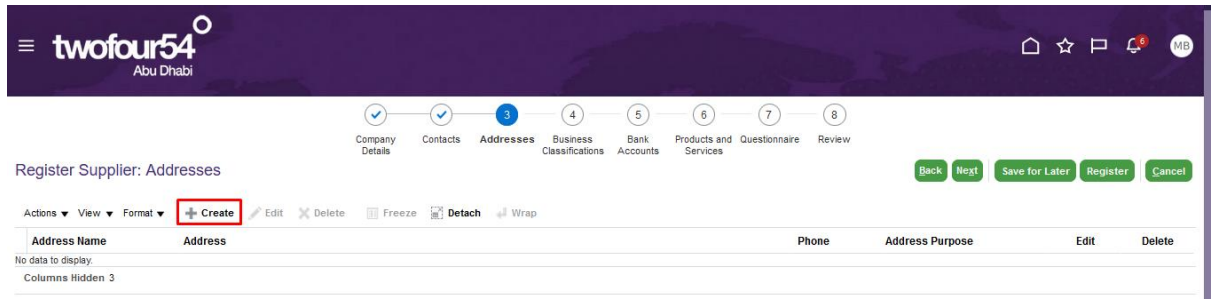
Enter the Address, P.O. Box and Emirate and select the Ordering & Purpose details

> **Note:** twoFour54 will sends email to the Suppliers when a PO is received so that they can submit the invoice. The email given here is used in Alerts for the PO Receipts. Please enter the email where you want the PO receipt Alerts.

Click on Select and Add icon to add the contacts to the Address

Select the Line and Click on **Apply** and **OK**

Click **Next** to move to the next Tab

2.4   Business Classifications (Optional)

Click on the + Icon and select any **Classification**, such as Trade license (or equivalent),

Enter Start/End date and **Certification Agency** as 'Other'.

Enter the Agency name in the **Other Certifying** Agency field.

Select Add icon to Attach the relevant documents and Click on **OK**

Similarly add other Classifications and upload the attachments.

Click **Next** to move to the next Tab

2.5 Bank Accounts (Optional)

Click on **Create** to create Bank Accounts

Please make sure not to use any special Character in Bank details

Please contact twofour54 IT Support and Procurement if the Bank Name and the Branch Name is not found in the list.

Add the Bank Accounts and also add the relevant Bank Letters in the Business Classifications

Click **Next** to move to the next Tab

2.6 Products and Services (Optional)

Select at least one category

Click **Next** to move to the next Tab

2.7 **Questionnaire**

Review all question and provide the answer

Please click on question number "7" and download the NDA and sign it form authorized person

Note: - NDA is required document to signed by supplier without NDA you cannot submit your registration

2.8 Review

Review all the information entered. After the verification, Click on **Register**

The following message will appear, Click **OK**
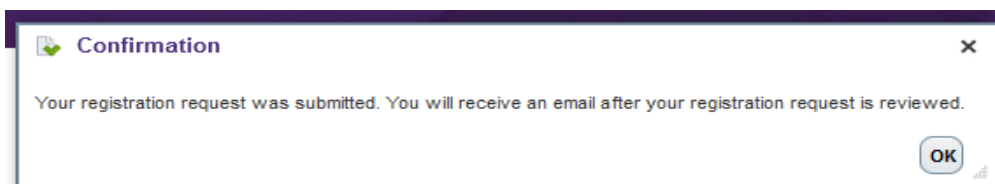
Note: - once registration is Approved you will be approved as Prospective supplier that mean you will be available only for tendering process and cannot issue any purchasing documents or invoices till complete your profile and required document.

Please follow the following steps to edit your profile then complete all documents