

twofour54 Supplier Portal User Guide

Supplier Registration

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).

2. SUPPLIER REGISTRATION

Supplier Registration

Click on the following link for registration

<https://fa-evmq-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000003788248>

The following page will open

Enter the information in each Tab and click on **Next**

twofour54
Abu Dhabi

1 2 3 4 5 6 7 8
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Company Details ⓘ

Back Next Save for Later Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number / VAT

Note to Approver

Additional Information

* Vendor legal entity name

Your Contact Information

Enter the contact information for communications regarding this registration.

2.1 Company details (Required)

Enter Company Details and click **Next**

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1 2 3 4 5 6 7 8
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Company Details ⓘ

Back Next Save for Later Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number / VAT

Note to Approver

Additional Information

* Vendor legal entity name

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

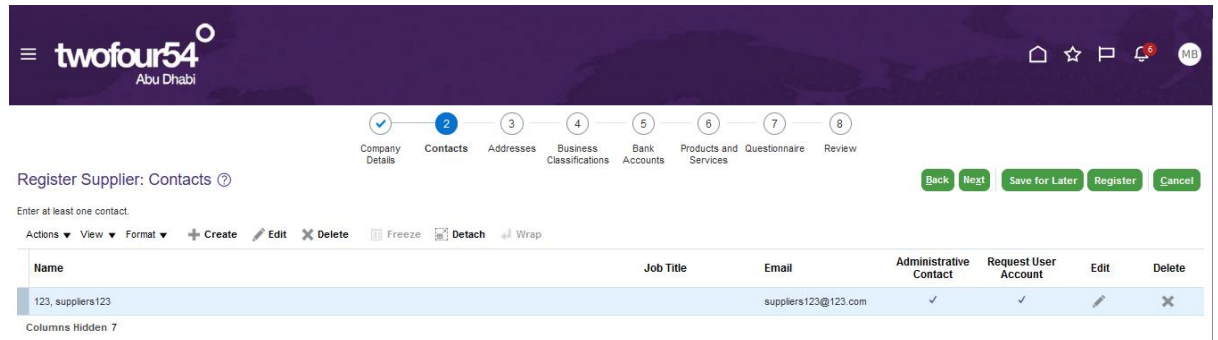
* Last Name

* Email

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



Register Supplier: Contacts ?

Enter at least one contact.

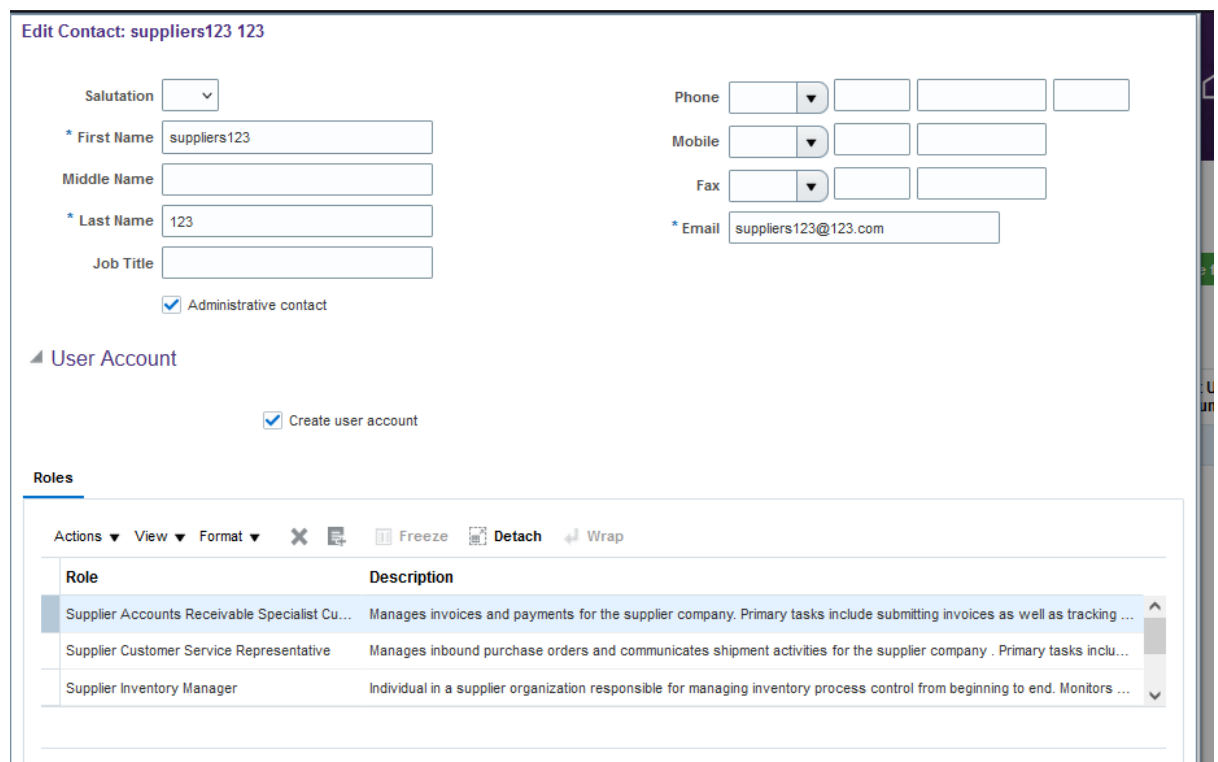
Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
123, suppliers123		suppliers123@123.com	✓	✓		

Columns Hidden 7

Enter the Phone, Mobile and Email details and Click **OK**

Check **Create User Account**



Edit Contact: suppliers123 123

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

Create user account

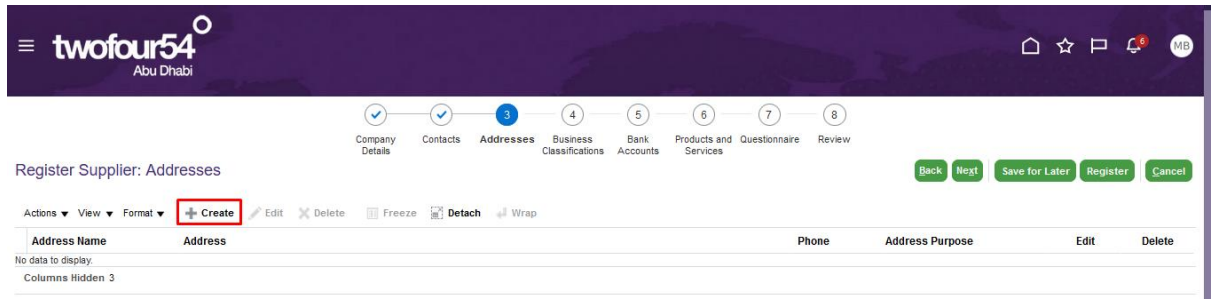
Roles

Role	Description
Supplier Accounts Receivable Specialist Cu...	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks inclu...
Supplier Inventory Manager	Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors ...

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 send 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.

Create Address

* Address Name: abu dhabi

* Country: United Arab Emirates

* Address Line 1 or P.O. Box: Address Line 1

Address Line 2:

Emirate: abudhabi

* Address Purpose: Ordering
 Remit to
 RFQ or Bidding

Phone: 971 [] [] [] []

Fax: 971 [] [] [] []

Email: supplier@email.com

Address Contacts

Select the contacts that are associated with this address.

Actions: View, Format, **+** Create, Edit, Delete, Freeze, Detach, Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden 4

Create Another OK Cancel

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

Create Address

* Address Name: abu dhabi

* Country: United Arab Emirates

* Address Line 1 or P.O. Box: Address Line 1

Address Line 2:

Emirate: abudhabi

* Address Purpose: Ordering
 Remit to
 RFQ or Bidding

Phone: 971 [] [] [] []

Fax: 971 [] [] [] []

Email: supplier@email.com

Address Contacts

Select the contacts that are associated with this address.

Actions: View, Format, **+** Create, **+** Add, Edit, Delete, Freeze, Detach, Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden 4

Create Another OK Cancel

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

Select and Add: Contacts

Search

Name Job Title

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
123, suppliers123		suppliers123@...	

Columns Hidden 1

Apply OK Cancel

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

Register Supplier: Addresses

Back **Next** Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
abu dhabi	Address Line 1		Ordering, Remit to		

Columns Hidden 3

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.

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Company Details Contacts Addresses **Business Classification** Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications

Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format Create Edit Delete Freeze Detach Wrap

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

- Health & Safety Policy Statement (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)

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

Register Supplier: Products and Services

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

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

Register Supplier: Products and Services

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
Categories > Editing - Audio		X

2.7 Questionnaire

Review all question and provide the answer

Register Supplier: Questionnaire

Attachments None

Questions
Services (Section 1 of 8)

Section

- 1. Services
- 2. Personnel
- 3. Financial
- 4. Insurances
- 5. CUSTOMER SERVICE
- 6. COMPLIANCE
- 7. NDA
- 8. Signatory Authority

1. Summarise your company's main activities, add attachment if necessary

Response Attachments None +

Comments

2. State your company experience in delivering the service that twofour54 requires. Please include details of similar organizations to which you have delivered this service. (add attachment if necessary)

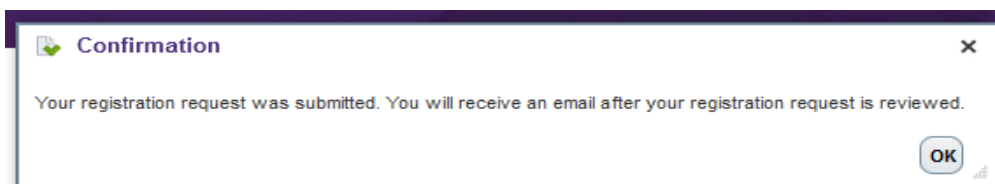
Please click on question number "7" and download the NDA and sign it form authorized person

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