



Supplier Portal

**Oracle Cloud Procurement  
Platform – User Guide**



# Introduction

This website is the primary online portal for suppliers to participate in online tenders/RFX published by the Emirates Post Group. The entire bidding process is managed online. Equal opportunity in public procurement and nurturing an increasingly dynamic, competitive, and innovative supply chain for the provision of goods and services. The underlying technology and supporting services for the eProcurement Portal are based on the latest updates of the Oracle Fusion application.

This guide provides detailed instructions on how to register on the Emirates Post Group Procurement Platform.

It guides you through Registration, Profile Update, RFQ Response, and Acknowledges a PO.

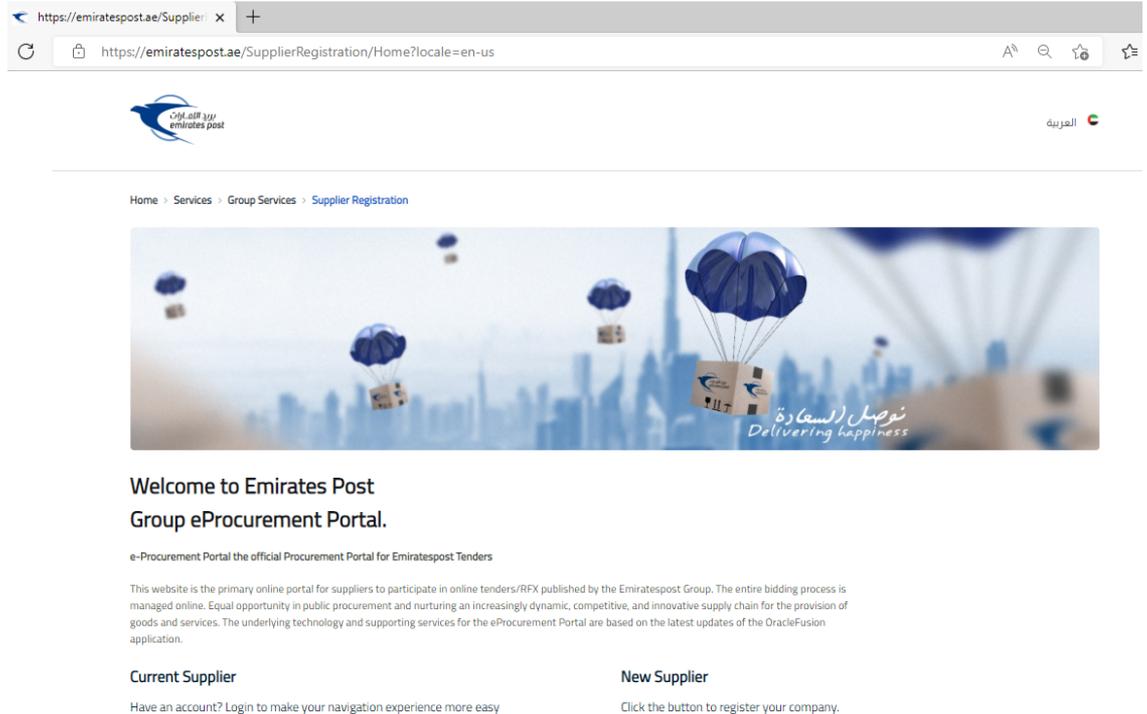


# Supplier Access/Login

# Supplier Access/Login

To start your supplier registration process with Emirates Post Group (EPG), Please to visit emirates post website

<https://emiratespost.ae/SupplierRegistration>



The screenshot shows a web browser window with the URL <https://emiratespost.ae/SupplierRegistration/Home?locale=en-us>. The page features the Emirates Post logo in the top left and a navigation menu with the following items: Home, Services, Group Services, and Supplier Registration. Below the navigation is a large banner image showing several blue parachutes carrying cardboard boxes over a city skyline. The banner includes the Arabic text "نوصل السعادة" and the English slogan "Delivering happiness".

## Welcome to Emirates Post Group eProcurement Portal.

e-Procurement Portal the official Procurement Portal for Emiratespost Tenders

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### Current Supplier

Have an account? Login to make your navigation experience more easy

### New Supplier

Click the button to register your company.

# Supplier Access/Login

You will be with a page where you can choose:

- Existing Suppliers
- Supplier Registration for New

[Home](#) > [Services](#) > [Group Services](#) > [Supplier Registration](#)



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[Existing Suppliers →](#)

### New Supplier

Click the button to register your company.

[Supplier Registration →](#)

# Supplier Self Registration New Supplier

Link:

<https://fa-etwa-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000003311013>





# Supplier Registration / New Supplier

If you are New Supplier,  
Please click the  
**Supplier Registration**  
button and provide the  
required details



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### Current Supplier

Have an account? Login to make your navigation experience more easy



To Login, or recover your login details:

→ After clicking the existing suppliers button, Enter the Email and click "Forgot Username" and press "Submit" button

If you have forgotten the Password, to reset your password:

→ After login as an existing suppliers, Enter the User name or Email and click "Forgot Password" and press "Submit" button

### New Supplier

Click the button to register your company.





# Supplier Registration / New Supplier

Enter the appropriate details and click "Next"



## Register Supplier: Company Details [?](#)



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

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

## Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email



# Supplier Registration / New Supplier

Click Next to add Addresses and select the Address Purpose as "Ordering" & "Remit to" then follows by update the appropriate business classification

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
ADMIN, ABC		<input type="text"/>	✓	✓	✎	✕

Columns Hidden 7

Progress: 1 (Company Details) ✓, 2 (Contacts) 2, 3 (Addresses), 4 (Business Classifications), 5 (Bank Accounts), 6 (Questionnaire), 7 (Review)

Buttons: Back, Next, Save for Later, Register, Cancel



# Supplier Registration / New Supplier

Click "+" to add Addresses and select the Address Purpose as "Ordering" & "Remit to" then Click "Next" follows by update the appropriate business classification.

Register Supplier: Addresses

Actions View Format **+** Create

Address Name Address

No data to display.

Columns Hidden 3

### Create Address

\* Address Name

\* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

\* Country

\* Address Line 1

Address Line 2

Address Line 3

City

Emirate

PO Box

Phone

Fax

Email

#### Address Contacts

Select the contacts that are associated with this address.

Actions View Format **X** Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
sdfs, dsdfs			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

Create Another **OK** Cancel



# Supplier Registration / New Supplier

Click “+” to add the appropriate business classification then click “Next”

Home ⓘ Sign In

1 — 2 — 3 — 4 — 5 — 6 — 7  
Company Details   Contacts   Addresses   **Business Classification**   Bank Accounts   Questionnaire   Review

Register Supplier: Business Classifications [?](#)

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + ✕   Freeze   Detach   Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Communication ▾		▾			mm/dd/yy	mm/dd/yy	None +	📄
IT - Hardware a ▾		Other ▾	Dubai Investment	DIC1029029	07/24/20	07/24/20	12005-2.pdf +	📄



# Supplier Registration / New Supplier

Create & add the Bank Accounts and Click OK

Register Supplier: Bank Accounts

Company Details | Contacts | Addresses | Business Classifications | **Bank Accounts** | Questionnaire | Review

Back Next Save for Later Register Cancel

Account Number: No data to display. Columns Hidden: 3

Actions: View Format **Create** Edit Delete

### Create Bank Account

Enter account number or IBAN unless account number is marked as required.

\* Country: United Arab Emirates IBAN:

Bank: Abu Dhabi Islamic Bank Currency: AED

Branch: Ajman

Account Number: ADIB1010219200

### Additional Information

Account Name: ABC Executive Agency Location Code:

Alternate Account Name:  Account Type:

Account Suffix:  Description:

Check Digits:

### Comments

Note to Approver:

Create Another **OK** Cancel



# Supplier Registration / New Supplier

Enter the appropriate response on the onboarding questionnaire and click “Next”



## Register Supplier: Questionnaire

Welcome to Emirates Post Group

Attachments [EPG User Agreement.pdf](#)

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

### Questions

EPG Supplier Onboarding (Section 1 of 1)

**Section**

1. EPG Supplier Onboarding

\* 1. Trade license / Registration / Commercial License#

Response Attachments [TRN1010203111.pdf](#) +

Comments

\* 2. Expiry date for Trade license / Registration / Commercial License

Response Attachments [TRN1010203111.pdf](#) +

Comments



# Supplier Registration / New Supplier

## Review the details and Click Register



Review Supplier Registration: ABC Solutions LLC [?](#)

[Back](#)
[Next](#)
[Save for Later](#)
[Register](#)
[Cancel](#)

### Company Details

Company	ABC Solutions LLC	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	United Arab Emirates
Supplier Type	Supplier	Taxpayer ID	
Corporate Web Site		Tax Registration Number	TRN1010203111
		Note to Approver	

### Attachments

Actions ▾ View ▾ + ×

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	TRN1010203111.pdf	TRN1010203111.pdf		anonymous	07/24/2022 21:15

### Contacts

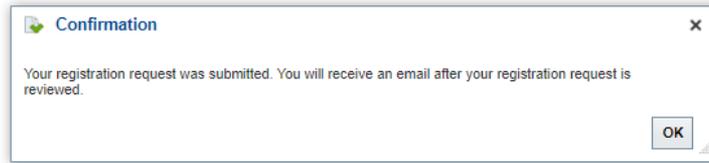
View ▾ Format ▾ Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
------	-----------	-------	------------------------	----------------------	---------



# Supplier Registration / New Supplier / Confirmation

The registration notification email will be triggered to your registered email



"Please add our **email address** to the Safe Senders List to prevent messages from being moved to the Junk E-mail folder".



# Access the Supplier Portal – Login Information

The Supplier will receive an initial email with the login information.

Dear ABC ADMIN,

Congratulations! Your Emirates Post Group(EPG) Company user account has been successfully created.

Please follow the link below to reset your password.

<https://fa-etwa>

For any issues, contact Emirates Post Group Help Desk.

Remarks:

1. Please reset your user account password by clicking Forgot Password
2. Your user name will be your contact e-mail registered with Emirates Post Group Company

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مرحبًا بكم في بوابة مشتريات مجموعة بريد الإمارات

بوابة المشتريات الإلكترونية البوابة الرسمية لمشتريات عطاءات بريد الإمارات هذا الموقع هو البوابة الإلكترونية الرئيسية للموردين للمشاركة في المناقصات الإلكترونية التي تنشرها مجموعة بريد الإمارات وتتم إدارة عملية المزاد بالكامل عبر الإنترنت. تكافؤ الفرص في المشتريات العامة ورعاية سلسلة توريد ديناميكية وفعالة ومبتكرة بشكل متزايد لتوفير السلع والخدمات، حيث تعتمد التكنولوجيا الأساسية والخدمات الداعمة لبوابة المشتريات الإلكترونية على أحدث التقنيات لتطبيق أوراكل فيوجن.

Thank You,  
Emirates Post Group

# Supplier Self Registration

## Existing Supplier

Link:

[https://fa-etwa-saasfaprod1.fa.ocs.oraclecloud.com/  
supplierPortal/faces/FndOverview?](https://fa-etwa-saasfaprod1.fa.ocs.oraclecloud.com/supplierPortal/faces/FndOverview?)



# Supplier Self Registration - Existing Supplier

Click Existing Suppliers  
button in the following link,

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https://emiratespost.ae/SupplierRegistration/Home?locale=en-us

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## Supplier Self Registration - Existing Supplier

- Enter your user name as your registered email with the Emirates Post Group eProcurement Portal.
- Enter your password.
- Then click the **Sign In** button.

### To log in or Recover your login details:

After clicking the existing supplier button, Enter the Email and click “Forgot Username” or “Forgot Password” and press the “Submit” button.

Sign In  
Oracle Applications Cloud

abc@gmail.com

.....

[Forgot Password](#)

**Sign In**

English



# Access the Supplier Portal

Please reset your account password and Click Submit button

## Sign In ORACLE APPLICATIONS CLOUD

Reset Password



# **Access Supplier Portal Home Page**



# Access the Supplier Portal

This can find the home page as per below screenshot once sign in



Good evening, ABC ADMIN!

Me Sales **Supplier Portal** Tools Others

APPS



Click here to view the supplier portal dashboard

Things to Finish

Assigned to Me	21 minutes ago FYI Oracle Fusion Applications-Password	22 minutes ago FYI Supplier Contact User Account for Emirates
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**Thank You**