



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.



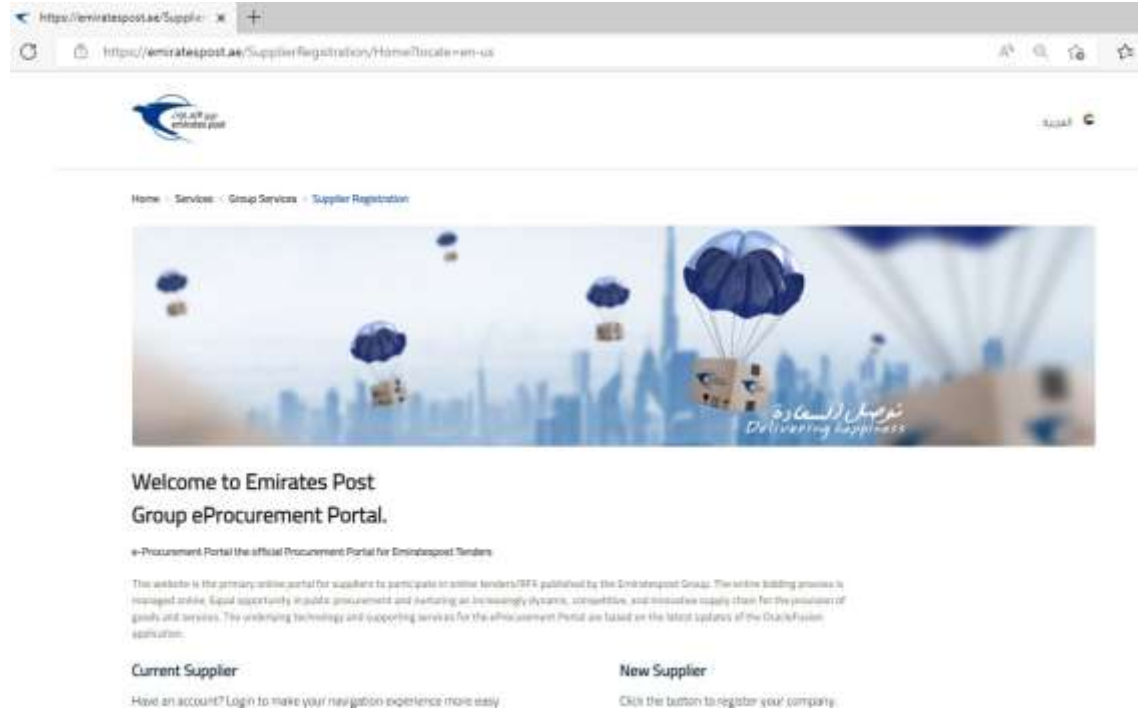
# Supplier Access/Login



# 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 and a navigation menu with links for Home, Services, Group Services, and Supplier Registration. A large banner image displays several blue parachutes carrying cardboard boxes, with the text "توصيل السعادة" (Delivering Happiness) and "Delivering Happiness" in English. Below the banner, the text reads "Welcome to Emirates Post Group eProcurement Portal." and "e-Procurement Portal the official Procurement Portal for Emiratespost Tender." A paragraph of text describes the portal as the primary online portal for suppliers to participate in online tenders/Bids published by the Emiratespost Group. At the bottom, there are two sections: "Current Supplier" with the text "Have an account? Login to make your navigation experience more easy" and "New Supplier" with the text "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](#)



## Welcome to Emirates Post Group eProcurement Portal.

e-Procurement Portal the official Procurement Portal for Emiratespost Tenders

This website is the primary online portal for suppliers to participate in online tenders/BFX published by the Emiratespost Group. The entire bidding process is managed online. Equal opportunity in public procurement and partnering 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.

### Current Supplier

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

[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

The screenshot shows a web browser window with the URL <https://emiratespost.ae/SupplierRegistration/Home?locale=en-us>. The page title is "Welcome to Emirates Post Group eProcurement Portal." Below the title, there is a sub-header "e-Procurement Portal the official Procurement Portal for Emiratespost Tenders". A paragraph of text describes the portal as the primary online portal for suppliers to participate in online tenders/RFX published by the Emiratespost Group. There are two main buttons: "Current Supplier" and "New Supplier". The "New Supplier" button is highlighted with a red box and contains the text "Supplier Registration →". Below the buttons, there are instructions for login and password recovery.

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

**New Supplier**  
Click the button to register your company.

**Existing Suppliers →**

**Supplier Registration →**


**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



# Supplier Registration / New Supplier

Enter the appropriate details and add the attachments and contact details then click “Next”

HomeInfoSign In

1 **Company Details** 2 Contacts 3 Address 4 Business Classifications 5 Bank Accounts 6 Questionnaire 7 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

Tax Country

\* Trade License

Note to Approver

\* Attachments

Attach the required documents.

Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email





# Supplier Registration / New Supplier

Click “Edit” in Contacts tab and add the mandatory details Phone, Mobile and then Click “Next”

7X Home ⓘ Sign In

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

Register Supplier: Contacts ⓘ Back Next Save for Later Register Cancel

Enter at least one contact.

Actions ▾ View ▾ Format ▾ + Create ✎ Edit ✕ Delete 📄 Freeze 🔄 Detach ↶ Wrap

Salutation	Name	First Name	Middle Name	Last Name	Job Title	* Email	* Phone	Mobile	Fax	Administrative Contact	Request User Account	Edit	Delete
	Employee, ABC	ABC		Employee		ABC@gmail.com				✓	✓	✎	✕



# Supplier Registration / New Supplier

**Edit Contact: Dinesh Kumar**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

\* Phone

\* Mobile

Fax

\* Email

**User Account**

Create user account

**Roles**

Role	Description
EPG Supplier Portal User - Admin	Manages the company profile information, responding to requests for quote, requests for proposal, requests for information,M:...

**OK** **Cancel**



# Supplier Registration / New Supplier

Click “+” to add Addresses and select the Address Purpose as “Ordering” & “Remit to” then Add the mandatory details, address line 1, City, Emirate, Phone number, Email ID and add the Address contacts then click “Ok” and click “Next”

**Create Address**

\* Address Name: AAC

\* Country: United Arab Emirates

\* Address Line 1: Dubai Zone - 1

Address Line 2:

Address Line 3:

\* City: Dubai

\* Emirate: Dubai

PO Box:

\* Address Purpose:  Ordering  
 Remit to  
 RFQ or Bidding

\* Phone: 971 887 5345 776

Fax: 971

\* Email: SHAKTH@gmail.com

**Address Contacts**

Select the contacts that are associated with this address.

Actions: View, Format, **+** (highlighted), Freeze, Detach, Wrap

Name	Job Title	Email	Administrative Contact	User Account
Akber Sheab		SHAKTH@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Column Hidden 4

Create Another OK Cancel



# Supplier Registration / New Supplier

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

Home Info 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](#)

Enter at least one business classification or select none applicable.

Actions  View  Format  **+**  X  Freeze  Detach  Wrap

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<input type="text" value="Accounting Ser"/>		<input type="text" value="Other"/>			<input type="text" value="mm/dd/yy"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="None"/>	<input type="text"/>



# Supplier Registration / New Supplier

Create “+” Add the Bank Accounts and add the mandatory details Country, Bank, Branch, Account number, IBAN, Currency then click “Next”.

**7X** Register Supplier: Bank Accounts

Enter at least one bank account

Actions View Format Create

**Create Bank Account**

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

\* Country: United Arab Emirates

\* Bank: Abu Dhabi Islamic Bank

Branch: Abu Dhabi Al Bateen

\* Account Number: ADB5343637363835

\* IBAN: AE670331234567890123456

\* Currency: AED

Back Next Save for Later Register Cancel

Edit Delete Attachments

**Additional Information**

Account Name:  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 and add the attachments on the onboarding questionnaire and click “Next”

Register Supplier: Questionnaire

Welcome to Enrates Post Group

Attachments: EPG User Agreement.pdf

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

Back | Next | Save for Later | Register | Cancel

Section

1. EPG Supplier Onboarding

Questions

EPG Supplier Onboarding (Section 1 of 1)

1. Trade license / Registration / Commercial License

TRN200018

\* Response Attachments: Test.pdf

Comments

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

04/17/2026

\* Response Attachments: Test.pdf

Comments

3. Do you have a Tax Registration certificate? If yes, Please attach it in PDF Format

a. Yes

b. No


\* Response Attachments: Test.pdf

4. Please share Google location map link of your company(URL)



# Supplier Registration / New Supplier

Review the details and Click Register

Home Info Sign In

Company Details    Contacts    Addresses    Business Classification    Bank Accounts    Questionnaire    Review

Review Supplier Registration: ABC Company ⓘ

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

Company Details

Company	ABC Company	Tax Country	United Arab Emirates
Tax Organization Type	Corporation	Trade License	2345678
Supplier Type	Supplier	Note to Approver	
Corporate Web Site			

Attachments

Actions  View

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display					
Columns Hidden 1					

Contacts

View  Format  Freeze  Detach  Wrap

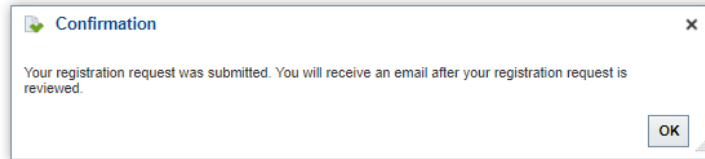
Salutation	Name	First Name	Middle Name	Last Name	Job Title	* Email	* Phone	Mobile	Fax	Administrative Contact	Request User Account	Details
	Employee, ABC	ABC		Employee		ABC@gmail.com				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Addresses



# 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

e-Procurement Portal the official Procurement Portal for Emiratespost Tenders

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مرحبًا بكم في بوابة مشرفيت مجموعة بريد الإمارات

بوابة المشرفيت الإلكترونية البوابة الرسمية لمشرفيت عطاءات بريد الإمارات هذا الموقع هو البوابة الإلكترونية الرئيسية للموردين للمشاركة في المناقصات الإلكترونية التي تنشرها مجموعة بريد الإمارات وتتم إدارة عملية المزاد بدءًا بالكامل عبر الإنترنت. تكافؤ الفرص في المشرفيت العامة ورعاية سلسلة توريد ديناميكية ونهاية ومنتكرة بشكل متزايد لتوفير السلع والخدمات، حيث تعتمد التكنولوجيا الأساسية والخدمات الداعمة لبوابة المشرفيت 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,

[https://emiratespost.ae/  
SupplierRegistration](https://emiratespost.ae/SupplierRegistration)

The screenshot shows the homepage of the Emirates Post eProcurement Portal. At the top, there is a navigation bar with the URL <http://emiratespost.ae/SupplierRegistration/Home?locale=en-us>. Below the navigation bar, the main heading reads "Welcome to Emirates Post Group eProcurement Portal." Underneath, it states "e-Procurement Portal the official Procurement Portal for Emiratespost Tenders". A paragraph of text describes the portal as the primary online portal for suppliers to participate in online tenders/BFX published by the Emiratespost Group. There are two main sections: "Current Supplier" and "New Supplier". The "Current Supplier" section has a button labeled "Existing Suppliers →" which is highlighted with a red box. The "New Supplier" section has a button labeled "Supplier Registration →". Below these sections, there are instructions for login and password recovery.

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

## Welcome to Emirates Post Group eProcurement Portal.

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### Current Supplier

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

**Existing Suppliers →**

### New Supplier

Click the button to register your company.

**Supplier Registration →**

**To Login, or recover your login details:**

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

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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

A screenshot of the Oracle Applications Cloud Sign In page. The top section is a blue banner with the text "Sign In ORACLE APPLICATIONS CLOUD" in white. Below the banner is a white form area with the heading "Reset Password". There are two input fields for password, each containing a series of asterisks. Below the input fields is a red "Submit" button.

Sign In  
**ORACLE APPLICATIONS CLOUD**

Reset Password

\*\*\*\*\*

\*\*\*\*\*

**Submit**



# Access Supplier Portal Home Page



# Access the Supplier Portal

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

The screenshot displays a user interface with a dark blue header bar. On the right side of the header, there are three icons: a home icon, a notification icon, and a user profile icon labeled 'AAA'. Red dashed arrows point from the text 'Home Page' and 'Notifications Button' to these respective icons. Below the header, the main content area shows a greeting: 'Good evening, ABC ADMIN!'. Underneath the greeting is a horizontal menu with items: 'Me', 'Sales', 'Supplier Portal', 'Tools', and 'Others'. The 'Supplier Portal' item is highlighted with a red box. Below this menu is a section titled 'APPS'. In this section, there is a card for 'Supplier Portal' with a red box around it. A red dashed arrow points from this card to the text 'Click here to view the supplier portal dashboard'. Below the 'APPS' section is a section titled 'Things to Finish'. This section contains a table with two columns. The first column is labeled 'Assigned to Me' and contains a circular refresh icon. The second column contains two rows of data:

Assigned to Me	21 minutes ago	22 minutes ago
	nn Oracle Fusion Applications-Password	nn Supplier Contact User Account for Emirates



**Thank You**