



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.



# Acknowledge a PO



# Acknowledge a PO

You can access the Bell notification actions or the Supplier Portal Dashboard “Requiring Attention” Infolet to acknowledge a PO. By clicking the dashboard, it will navigate to the acknowledgement window.

The screenshot shows the Supplier Portal interface. At the top right, there is a notification bell icon highlighted with a red box, next to a user profile icon labeled 'ES'. Below the header, the page title is 'Supplier Portal'. A search bar is present with a dropdown menu set to 'Orders' and an input field for 'Order Number'. On the left, a 'Tasks' sidebar lists various actions under categories like Orders, Agreements, Shipments, Contracts and Deliverables, Negotiations, and Qualifications. The main content area features a 'Requiring Attention' donut chart with a large green segment (19) and a small blue segment (1). A red box highlights the number '1' in the blue segment. Below the chart, a legend indicates that the blue segment represents 'Orders to Acknowledge' and the green segment represents 'Schedules Overdue or Due Today'. To the right of the chart are two summary cards: 'Recent Activity' showing 4 orders opened in the last 30 days, and 'Transaction Reports' showing a PO Purchase Amount of 667K AED in the last 30 days. At the bottom, there is a 'Supplier News' section.



# Acknowledge a PO

You can review the purchase order details, and then Click Acknowledge to continue.

Standard Purchase Order: PRC-10426 [?](#)

**Acknowledge** **View PDF** **Actions** **Refresh** **Done**

**Main**

**General**

Sold-to Legal Entity	Emirates Post Group Company PJSC	Supplier	Ordered	10,000.00 AED
Bill-to BU	Emirates Post Group Company	Supplier Site	Description	Supply of Plastic Pouches - Release to Blanket Contract 1...
Order	PRC-10426	Supplier Contact	Source Agreement	PA-10009
Status	Pending Supplier Acknowledgment	Bill-to Location	Supplier Order	
Buyer		Ship-to Location	Master Contract	
Creation Date	24 Jul 2022			

**Terms** **Notes and Attachments**

Required Acknowledgment	Document	Shipping Method	— Requires signature
Acknowledgment Due Date	31 Jul 2022	Freight Terms	— Pay on receipt
Payment Terms	Net 30	FOB	— Confirming order

**Additional Information**

PO Type	BPA Release PO	Supplier Contract#	Attribute6
Department - Business Unit (Approval Purpose)	Inventory	Requisition#	Attribute10
Bank Guarantee	Inventory	CPA Old(Contract Value AED)	Attribute12



# Acknowledge a PO

You can enter the comments in "Acknowledgement Note", then Click Accept/Reject.

Acknowledge Document (Standard Purchase Order): PRC-10426

Accept Reject View PDF Cancel

Main

General

Sold-to Legal Entity Emirates Post Group Company PJSC  
Order PRC-10426  
Status Pending Supplier Acknowledgment  
Buyer  
Creation Date 24-Jul-2022

Supplier  
Supplier Site  
Supplier Contact  
Bill-to Location AlQouze  
Ship-to Location AlQouze

Ordered 10,000.00 AED  
Description Supply of Plastic Pouches - Release to Blanket Contract 1...  
Source Agreement PA-10009  
Supplier Order  
Communication Method None  
Master Contract

Terms Notes and Attachments

Required Acknowledgment Document  
Acknowledgment Due Date 31-Jul-2022  
Acknowledgment Note Acknowledged

Payment Terms Net 30  
Shipping Method — Pay on receipt  
Freight Terms — Confirming order  
FOB

Additional Information

Schedules

Warning

The document will be accepted. Do you want to continue? (PO-2055013)

OK Cancel



**Thank You**

