



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 Profile Management



# Access the Supplier Portal

We can find the Task Areas and Notifications in supplier portal dashboard

The screenshot displays the Supplier Portal dashboard interface. At the top, there is a blue header with the portal logo and navigation icons. Below the header, the main content area is divided into several sections:

- Search:** A search bar with a dropdown menu set to "Orders" and a search icon.
- Tasks (Sidebar):** A sidebar menu with a red box around the "Tasks" header. It lists various task categories:
  - Orders
    - Manage Orders
    - Manage Schedules
    - Acknowledge Schedules in Spreadsheet
  - Agreements
    - Manage Agreements
  - Shipments
    - Manage Shipments
    - View Receipts
    - View Returns
  - Contracts and Deliverables
    - Manage Contracts
    - Manage Deliverables
  - Negotiations
    - View Active Negotiations
    - Manage Responses
  - Qualifications
    - Manage Questionnaires
    - View Qualifications
- Requiring Attention:** A central alert box with a red border and a lightning bolt icon, displaying "No data available".
- Notifications:** A dropdown menu with a red border, showing two notifications:
  - FYI:** Oracle Fusion Applications-Password Reset Confirmation (26 minutes ago) with a "Dismiss" button.
  - FYI:** Supplier Contact User Account for Emirates Post Enterprise was Created (26 minutes ago) with a "Dismiss" button.
- Transaction Reports:** A card titled "Transaction Reports" for the "Last 30 Days" showing "No data available".
- Supplier News:** A card at the bottom labeled "Supplier News".



# Supplier Profile Management

On the Task Menu, select “Manage Profile”. In this area you can view and edit your Profile.

**This will cover:**

- ✓ Organizational details
- ✓ Addresses (Current address and where required to add a new address)
- ✓ Contacts (Those potentially with access and how we can contact you)
- ✓ Payments (Current bank account with the facility to change)
- ✓ Business Classification (identifies if you are for example and SME or Government entity)
- ✓ Products and services (What you provide. Based on the system category to identify this).

**We can periodically review your profile and update, as necessary.**



# Supplier Profile Management

On the Task Menu, select “Manage Profile”. Each area identified above has its own tab. Selecting these will give a read only view of current details.

## Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

## Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

## Company Profile

- [Manage Profile](#)

The screenshot displays the 'Company Profile' page for 'ABC Solutions LLC'. The page is organized into several sections: General, Identification, Corporate Profile, and Financial Profile. Each section contains various fields with their current values. The 'General' section includes Company Name, Supplier Number, Supplier Type, Tax Organization Type, Status, and Attachments. The 'Identification' section includes D-U-N-S Number, Customer Number, and SIC. The 'Corporate Profile' section includes Year Established, Mission Statement, Year Incorporated, Chief Executive Title, Chief Executive Name, Principal Title, and Principal Name. The 'Financial Profile' section includes Current Fiscal Year's Potential Revenue, Preferred Functional Currency, and Fiscal Year End Month. The page has a blue header with the company logo and navigation icons, and a red 'Edit' button and a blue 'Done' button in the top right corner.

Company Profile ⓘ

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company	ABC Solutions LLC	Tax Organization Type	Corporation
Supplier Number	10135	Status	Active
Supplier Type	Supplier	Attachments	TRN1010203111.pdf

Identification

D-U-N-S Number		National Insurance Number	
Customer Number		Corporate Web Site	
SIC			

Corporate Profile

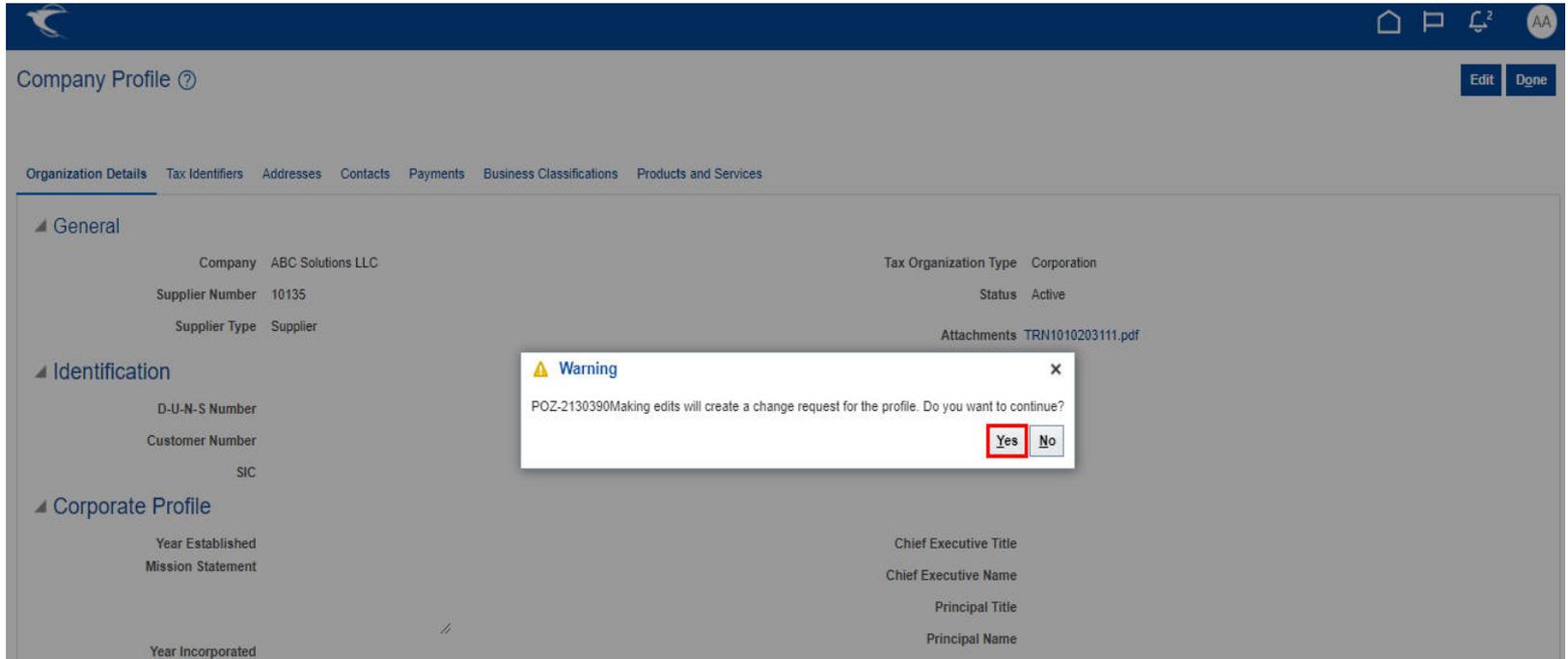
Year Established		Chief Executive Title	
Mission Statement		Chief Executive Name	
		Principal Title	
		Principal Name	
Year Incorporated			

Financial Profile

Current Fiscal Year's Potential Revenue	
Preferred Functional Currency	
Fiscal Year End Month	

# Supplier Profile Management

To change/ update details you need to select edit. This will generate a warning that you are about to change your profile.



The screenshot displays the 'Company Profile' management interface. The page title is 'Company Profile' with a help icon. There are 'Edit' and 'Done' buttons in the top right. A navigation menu includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'General' section is expanded, showing fields for Company (ABC Solutions LLC), Supplier Number (10135), Supplier Type (Supplier), Tax Organization Type (Corporation), Status (Active), and Attachments (TRN1010203111.pdf). A 'Warning' dialog box is overlaid on the screen, containing the text: 'POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. The 'Yes' button in the dialog is highlighted with a red box.



# Supplier Profile Management

Where a change is required, you will be required to complete the “Change Description” box, prior to submission.

ES

Edit Profile Change Request:

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Add new supplier contact

Contacts

Actions View Format + [edit icon] Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
ADMIN			+971 (0)506257...			Active
Supplier, Executive		xyz@abc.com			✓	Active

Columns Hidden 7



# Supplier Profile Management

You can update the existing contact as "Inactive" and add new contact as per below as per your requirements.

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

Inactive Date 24-Jul-2022

### Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Dubai	123,RKM Building,Dubai,Dubai		Ordering; RFQ or Bidding	Active

Columns Hidden 5

### User Account

Account Status Inactive

User Name

Roles Data Access

View Format Freeze Detach Wrap

Role	Description
No data to display.	

OK Cancel

# Supplier Profile Management

You can update the existing contact as “Inactive” and add new contact as per below as per your requirements.

Edit Profile Change Request: 2001

Contacts

Actions View Format **+** ✎ ✕

Name

ADMIN, ABC

Columns Hidden 7

Salutation Mr. ▾

\* First Name ABC

Middle Name

\* Last Name Executive

Job Title

Administrative contact

Phone  ▾

Mobile 971 ▾ 500 00000000

Fax  ▾

Email abc@gmail.com

Status Active ▾

▾ Contact Addresses

Actions View Format ✕ ✎ Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Dubai	123,RKM Building,Dubai,Dubai		Ordering; RFQ or Bidding	Active

Columns Hidden 5

▾ User Account

Request user account

Roles Data Access

Actions View Format ✕ ✎ Freeze Detach Wrap

Role	Description
EPG Supplier Portal User	Manages the profile information for the supplier company. Sales representative from a potential supplier responsible for respo...

Create Another **OK** Cancel



# Supplier Profile Management (5/6)

The following options are provided for requests:

- ✓ **"Delete Change Request"** – This will cancel the request for change even after it has been submitted for approval (as long as the request status is showing **"Pending approval"**)
- ✓ **"Save"** and **"Save and Close"** – Save change request but will not submit it to EPG.
- ✓ **"Cancel"** – Cancel the request prior to saving.
- ✓ **Review the Changes** – Review the changes and click Submit for approval

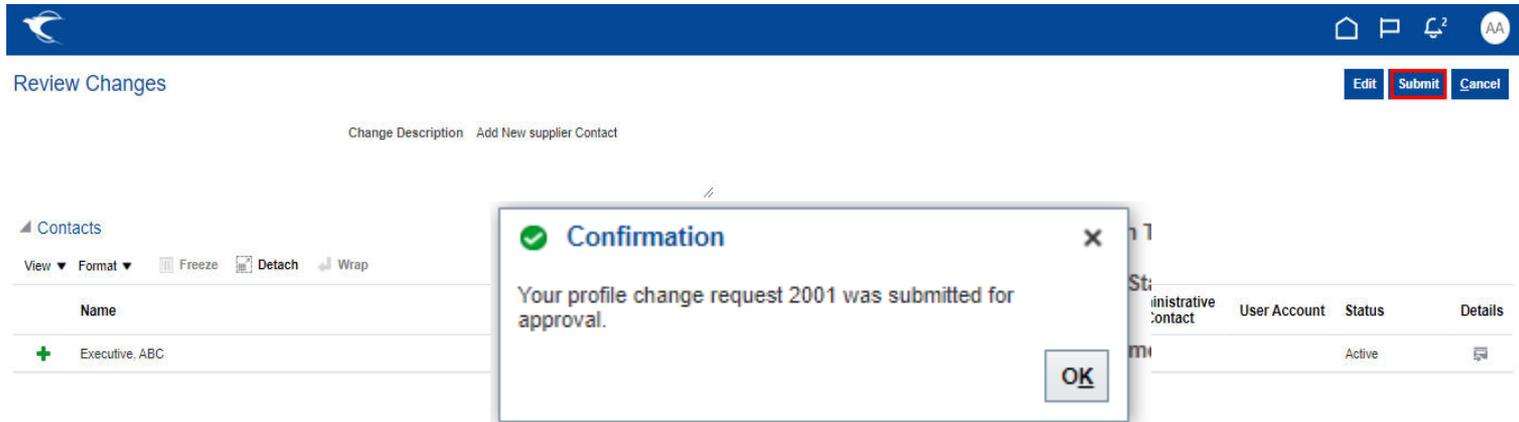
The screenshot displays the 'Edit Profile Change Request: 2001' interface. At the top, there is a navigation bar with a home icon, a flag icon, a notification icon with '2', and a user profile icon 'AA'. Below the navigation bar, the title 'Edit Profile Change Request: 2001' is shown on the left, and a set of action buttons is on the right: 'Delete Change Request', 'Review Changes' (highlighted with a red border), 'Save', 'Save and Close', and 'Cancel'. The main content area features a 'Change Description' field with the text 'Add New supplier Contact'. Below this is a 'Contacts' section with a toolbar containing 'Actions', 'View', 'Format', a plus icon, a pencil icon, an 'X' icon, a 'Status' dropdown set to 'Active', 'Freeze', 'Detach', and 'Wrap' icons. A table lists the contacts with columns for Name, Job Title, Email, Phone, Administrative Contact, User Account, and Status.

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
ADMIN, ABC						Active
Executive, ABC		abc@gmail.com		✓	✓	Active

# Supplier Profile Management (6/6)

To submit the request, you will need to select “Review Changes” and then “Submit”. You can also edit and delete at this stage if required.

It is imperative that you follow the above step. If the submit button is not selected the change will not be sent for approval and the record will not be updated.



The screenshot displays a web application interface for 'Review Changes'. The top navigation bar is dark blue with a logo on the left and icons for home, flag, refresh, and user profile on the right. Below the navigation bar, the page title 'Review Changes' is visible on the left, and three buttons labeled 'Edit', 'Submit', and 'Cancel' are on the right. The 'Submit' button is highlighted with a red border. The main content area shows a 'Change Description' section with the text 'Add New supplier Contact'. Below this, there is a 'Contacts' section with a table. The table has a header row with 'Name' and a data row with a green plus icon and the text 'Executive, ABC'. A confirmation dialog box is overlaid in the center of the screen, featuring a green checkmark icon and the text 'Confirmation' in blue. The main text of the dialog reads 'Your profile change request 2001 was submitted for approval.' and there is an 'OK' button at the bottom right of the dialog.

Review Changes

Change Description Add New supplier Contact

Contacts

View Format Freeze Detach Wrap

Name
+ Executive, ABC

Confirmation

Your profile change request 2001 was submitted for approval.

OK



**Thank You**