Labuan Shipyard & Engineering Sdn Bhd

Oracle Supplier Portal Cloud

User Manual

External Supplier Registration

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1 INTRODUCTION

This document will highlight on how to get registered and access LSE Supplier Portal. Below is the checklist that needs to be followed.

If you are a new supplier (never registered with LSE), below is the path that you need to follow:

1. One-Time Registration Submission.
2. Activation of Supplier Portal.
3. Access to Supplier Portal.

If you have already registered and previously have official business affairs with LSE, below is the pathway that you need to follow:

1. Contact Supplier Administrator (via email/ call) for account activation.
2. Activation of Supplier Portal.
3. Access to Supplier Portal.

2 ONE-TIME SUPPLIER REGISTRATION

Supplier Registration page

Supplier will enter the link provided by procurement admin or from LSE website. A person can register on behalf of the company. Supplier Registration Request should be initiated by vendors.

Environment	Link to register
TEST	https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=GJo4fhMYJd%2BCe75n9AqhuIz5uZ0K44LbSbbiGuQfFV1xFUxiphLnbVhcIsOnboDg

Table 1 - Link to access registration form

Once supplier clicks at the link, the registration will be prompt below screen.

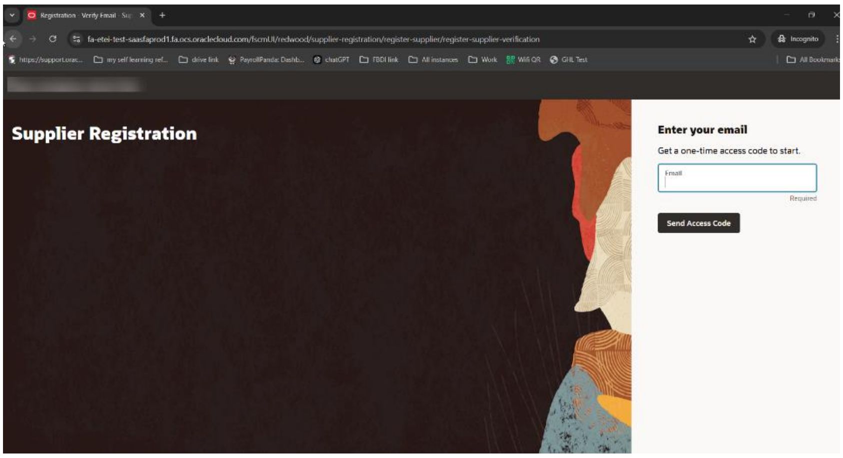


Figure 1 - Supplier email verification page

Then the supplier will get a one-time code through the email after clicking the Access Code button. Enter the code, then click Continue button.

Figure 2 – Access code confirmation

There are 6 tabs that supplier can enter and view during supplier registration. Company Details, Contact, Addresses, Business Classification, Bank Accounts, Product and Services.

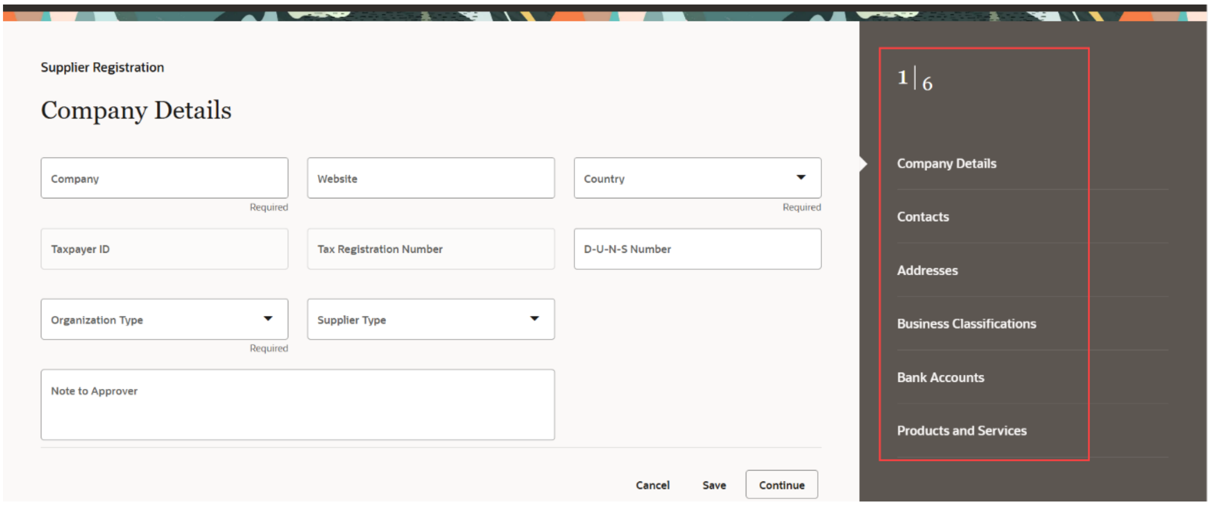
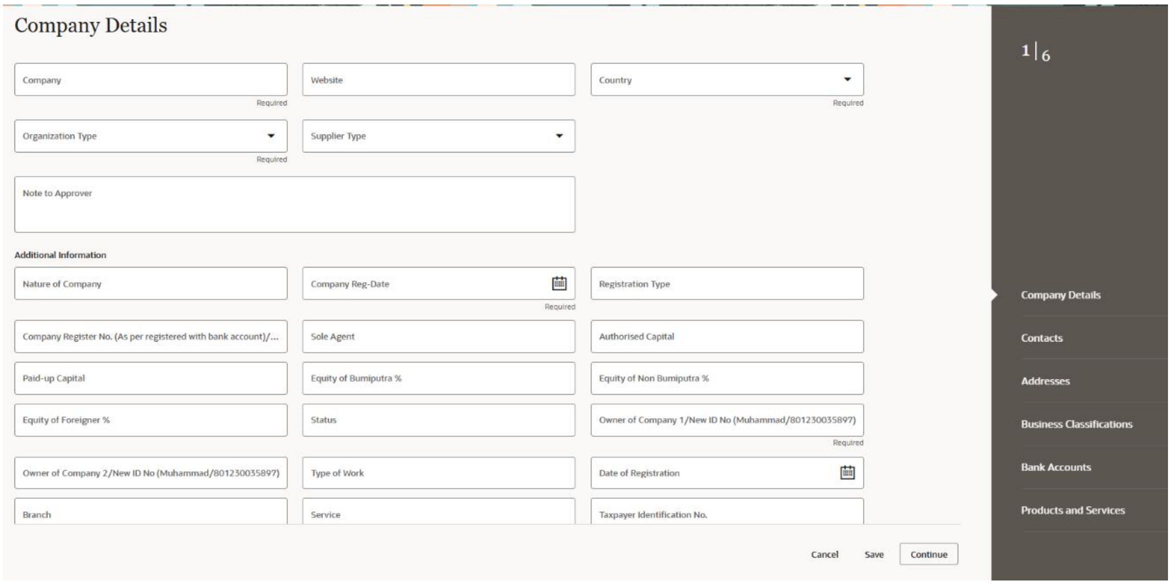


Figure 3 – Supplier Registration

Company Details

In this field, supplier need to enter company information for example Company name, Tax Organization Type, Supplier Type and corporate website. After supplier fill up all the information and submit the registration, Procurement admin will verify the request. Supplier will receive email notification to reset password and link to the system after approved by procurement admin.

<table>
<tr><th>No.</th><th>Steps</th></tr>
<tr><td>1.</td><td>Navigate to link provided.</td></tr>
<tr><td>2.</td><td>Fill in the fields for Company Details

</td></tr>
<tr><td>3.</td><td>Enter Company, Tax Organization Type, Supplier Type.</td></tr>
<tr><td>4.</td><td>In the Additional Information area supplier need to enter information as below:
Company Reg-Date = Date of Company Establishment.
Company Registration No. = unique identifier assigned to a company when it is incorporated or registered with the relevant government authority.
Equity of Bumiputra%, Equity of Non Bumi%, Equity of Foreigner% = percentage of employee ethnicity in the company.
Status = Designation related to the ownership and control of companies in Malaysia.
Owner of Company 1/New ID No and Owner of Company 2/New ID No = Details of the company's owner.
Type of Work = Free Text field. Supplier can enter services/ product name in this field.</td></tr>
<tr><td>5.</td><td>For e-Invoice related supplier, you must indicate related information for TIN, MSIC Code, e-Invoice Email and Self-billed Supplier.</td></tr>
<tr><td>6.</td><td>Supplier can also provide Corporate Web Site, Attachments and Note to Approver if any.</td></tr>
</table>

7.	Click Next to continue to **contact** sections
8.	The **Save for Later** functions allow vendor to continue the registration later. The link to continue the registration process will be sent to the registered email at the first step.

Table 2 Company Details

Contacts

On the contacts tabs supplier can define the contacts. Supplier can use the contacts to capture name, job title, email IDs.

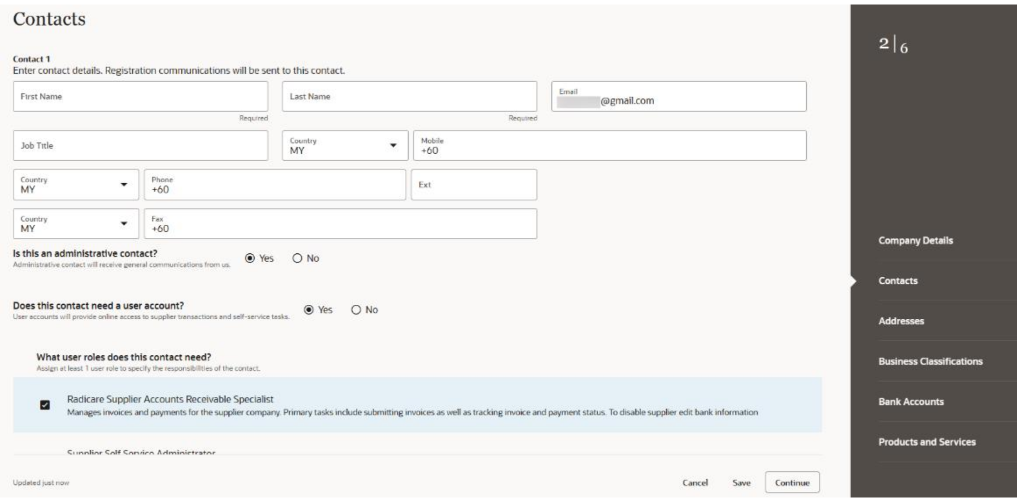
No.	Steps
1.	Contact details filled in Company Details will be auto populated. 
2.	Suppliers need to enter **First Name, Last name, Email and** other contact information**.**
3.	Attempt the option for Administrative Contact and user account. Tick **Administrative Contact** to appoint the user as main point of contact for vendor registration matters. Tick Create user account to request individual sign in for the user and assign specific system roles. The roles for the contact supplier can choose related to the contact information. If else, just left the default assigned roles.
4.	Click ' ' button to create additional contact if any.
5.	Click Next to continue to **Address** sections.

Table 3 Supplier Contact Details

Addresses

Supplier can create Supplier Address in the Addresses tab, Tick on Ordering, Remit to and RFQ or Bidding on the Address Purpose. Supplier can also capture the phone number, fax number, email ID.

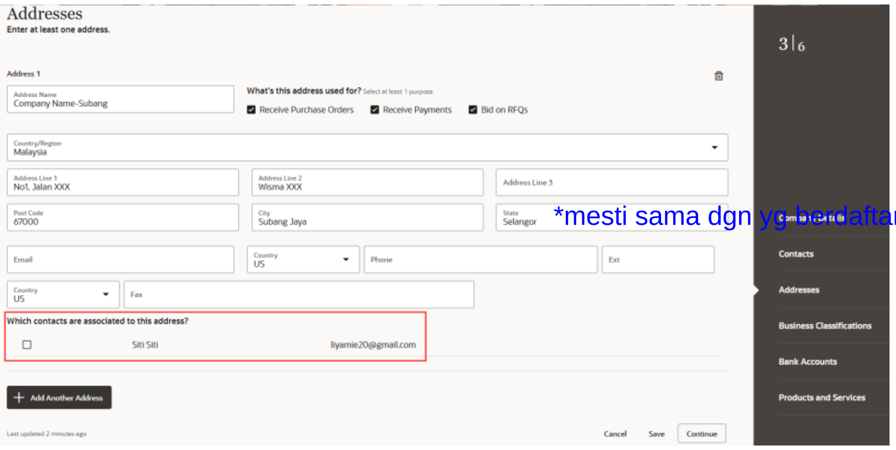
No.	Steps
1.	Click on **Addresses** section
2.	 *mesti sama dgn yg berdaftar dgn LHDN
3.	Fill in the Address Name. Kindly use format e.g: Company initial – CityName (XXX-Subang) Fill in the rest of the fields.
4.	Tick the address purpose that related to the address.
5.	Tick the contact information that is related to the address.
6.	Click **Next** to continue to **Business Classifications** section.

Table 4 Supplier Address Details

Business Classifications

Supplier can attach attachment and their certificate in this tab. Supplier need to choose business classification from the drop-down list are applicable to the company. Start date and expiration date for the attachment need to be entered to initiate the expiration date for the certificate.

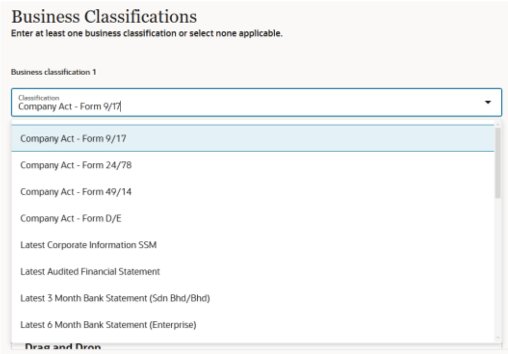
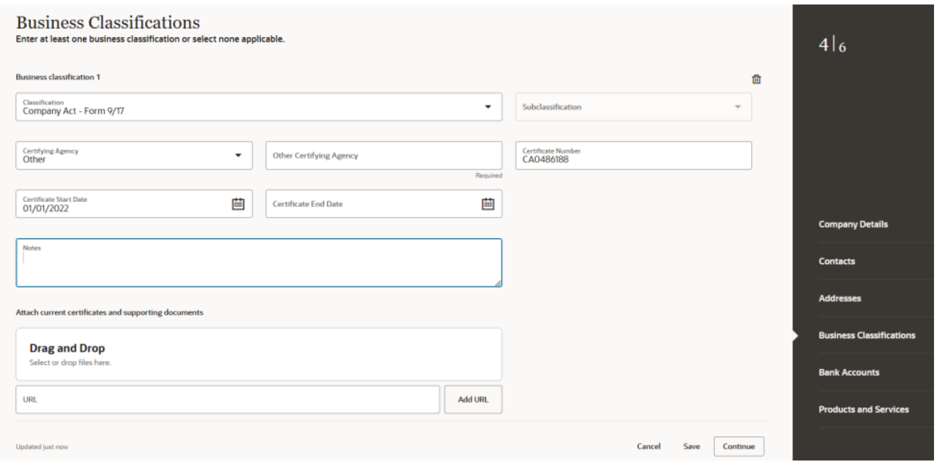
No.	Steps
1.	Click on **Business Classifications** section
2.	Select the ‘List of Value’ selection to add certification that related you the company
3.	Select the business classification from the drop-down list. 
4.	Fill in the rest of the fields. Enter Start Date and Expiration Date. 
5.	Drag and drop the file from your local computer file into the screen to attach the file.
6.	Click  button to add more certificates
7.	Click **Next** to continue to **Bank Accounts** section.

Table 5 Business Classification Details

Example of Certification

No.	Certificate
1.	Suruhanjaya Syarikat Malaysia (SSM)
2.	Certification of Sole Agency
3.	Ministry of Finance Malaysia (MOF)
4.	Bahagian Pembangunan Kontraktor & Usahawan (BPKU)
5.	Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB)
6.	Jabatan Keselamatan Dan Kesihatan Pekerjaan (JKKP)
7.	Suruhanjaya Tenaga (ST)
8.	Suruhanjaya Perkhidmatan Air Negara (SPAN)
9.	Borang 9/17
10.	Borang 24/78
11.	Borang 49/14
12.	Borang D/E

Table 6 Sample of Certificate

Example of Attachment

No.	Attachment
1.	Latest Audited Financial Statement
2.	Bank Statement
3.	Organization Chart
4.	Company Profile
5.	Registration Fee

Table 7 Sample of Attachment

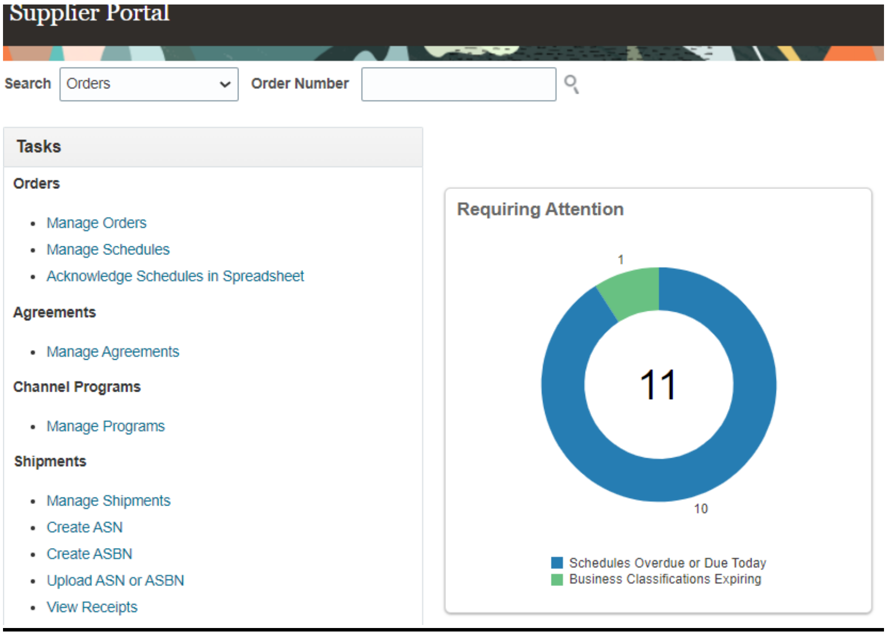


Figure 4 Business Classification Expiring at Requiring Attention

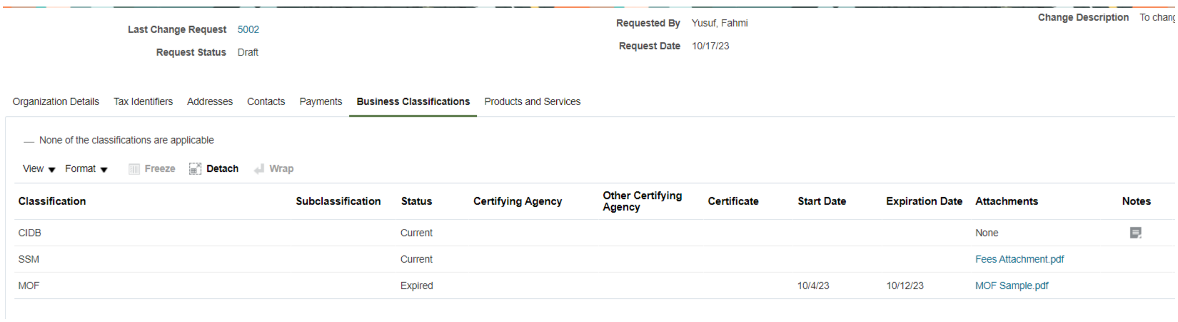


Figure 5 Business Classification Expiring Screen

Bank Accounts

Suppliers need to enter Bank Account information. This information is required for invoice and payment processes.

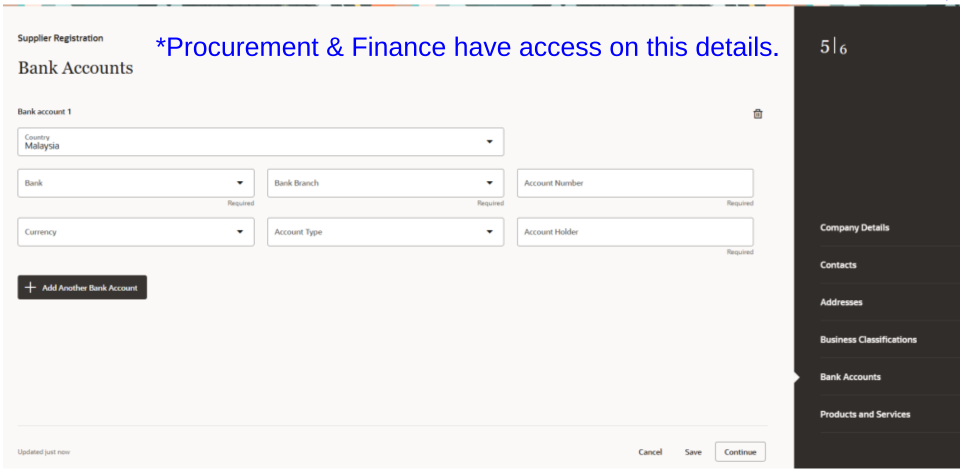
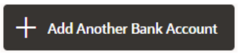
No.	Steps
1.	Click on **Bank Accounts** section
2.	Fill in info Country, Bank, Branch and Account Number. *Lepas supplier register, kalau mau tambah another bank acc, kena inform Supplier Admin. *Procurement & Finance have access on this details. 
3.	Click  to add more bank account information
4.	Click **Next** to continue to **Product and Services** section.

Table 8 Bank Account Information

Notes: If the supplier's registered bank is located outside of Malaysia, they may not be able to select the bank name from the provided list of values. In this case, the supplier should include their bank account details in the business classification tab and submit the account information along with a 3 to 6-month bank statement.

Product & Services

Kod Bidang is required information need to be fill up during supplier registration.
This is to identify which services the company offered.

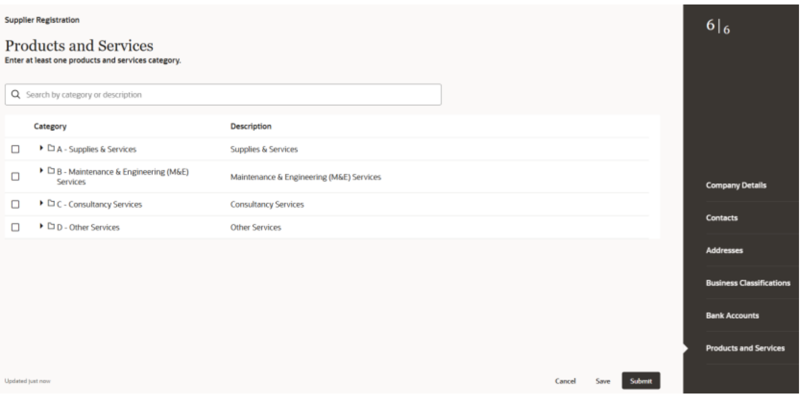
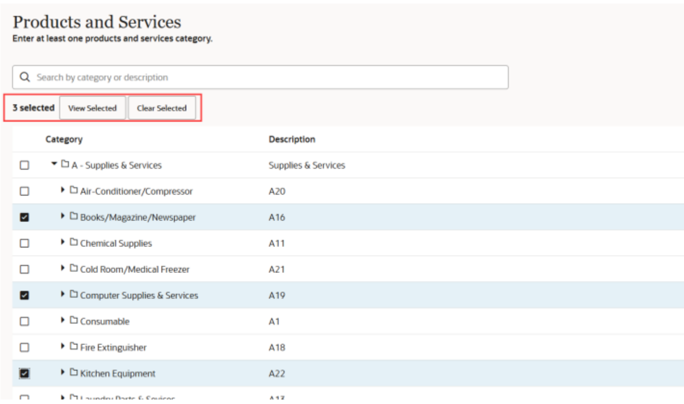
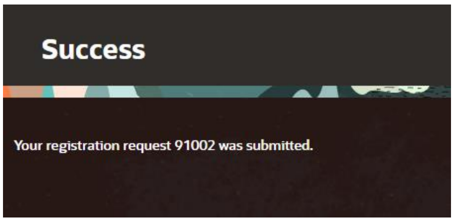
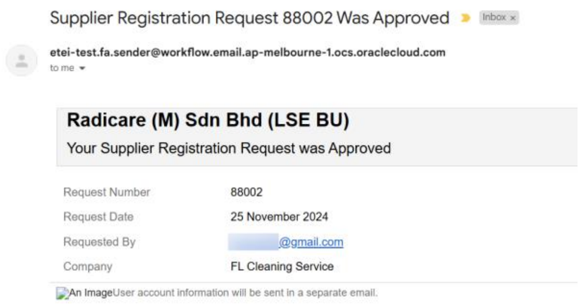
No.	Steps
1.	Click on **Product and Services** section
2.	Click **Select and Add** to add a product or services that you offer.  *Notes: Please take note on the Category initial. A, B, C - category for Radicare 01, 02 - category for LSE
3.	Suppliers can choose based on Category Name and Description define. Tick the line item you wish to add. You can review the selections by clicking ‘View Selected’ and ‘Clear Selected’ button. 
4.	Click **Submit** to continue to submit the application.
5.	Supplier will get application confirmation and application number after success submission. 

Table 9 Product and Services Information

After submission is completed, the supplier will get email notification whether the application was approved or rejected.

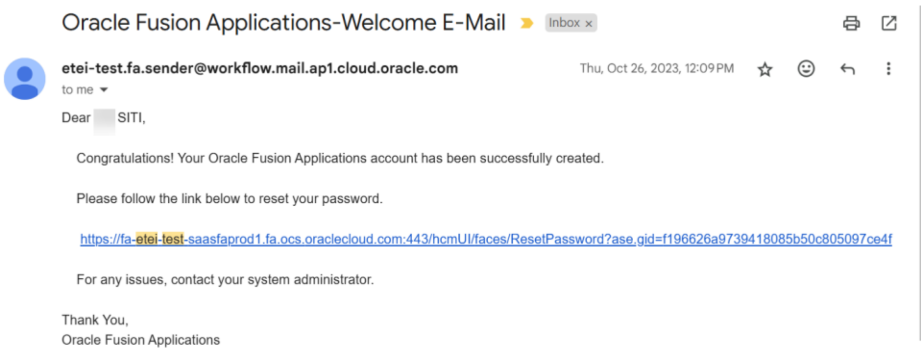
1.



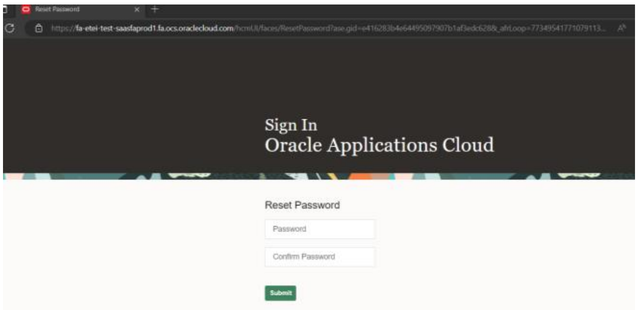
Supplier will receive email notification regarding registration approval status.

2.

Then, supplier will get another email that you will be assigned access to the supplier portal as below:

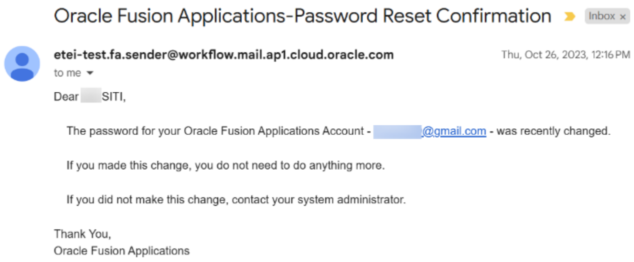


Supplier needs to access the portal to reset the password for the first-time.



3.

Supplier will receive password reset confirmation.



4.

Supplier login and able to enter supplier portal.

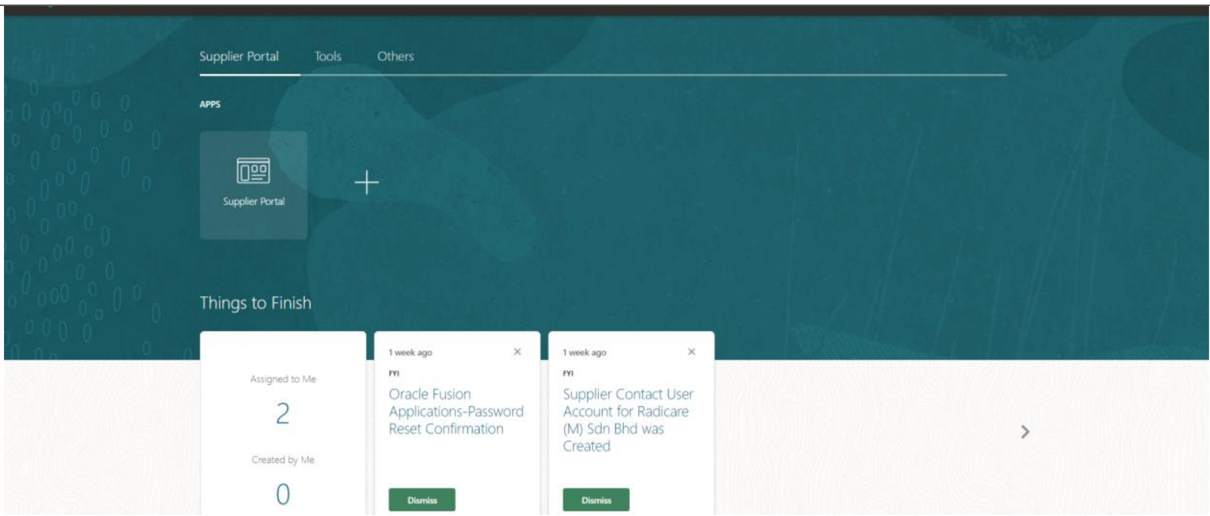


Table 10 Supplier Portal Activation

3 GETTING STARTED

This section provides start-up instructions for using the Oracle applications.

3.1 Sign-On to Cloud applications

To log into the application:

1. Open internet browser window.
2. Enter the below URL:

Environment	Link for Supplier Portal login
TEST	https://login-etei-test-saasfaprod1.fa.ocs.oraclecloud.com/
PROD	https://login-etei-saasfaprod1.fa.ocs.oraclecloud.com/

Table 11 Direct Login URL

3. The Sign In page appears. Enter your **User ID** and **Password.**

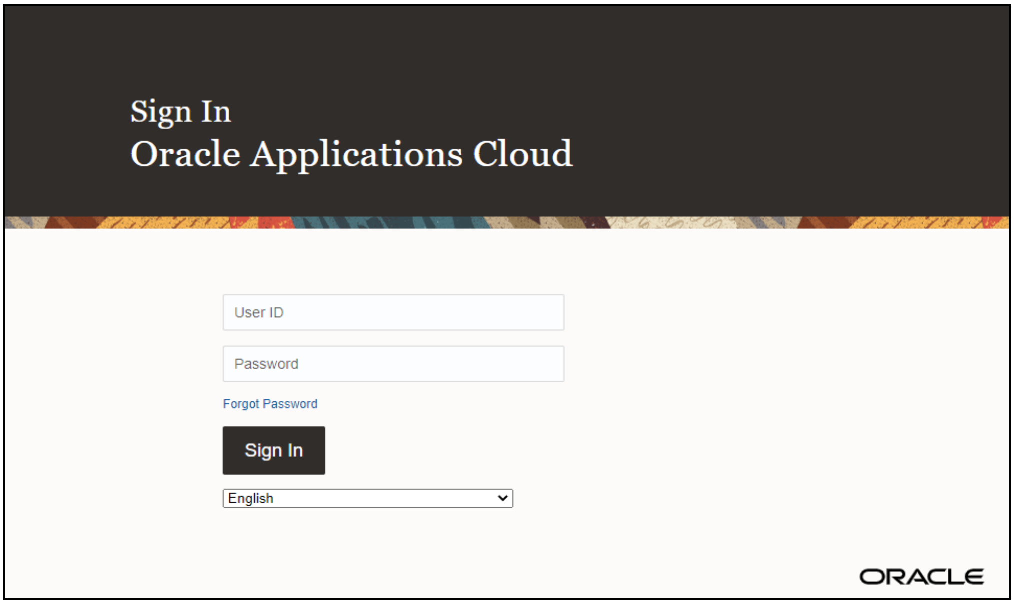


Figure 6 Oracle Cloud Sign-In Page

4. Your user ID and password are case sensitive. Passwords always appear as asterisks in the display as you enter them.
5. Tab to or click the Sign In button to sign in.
6. Personal Homepage dashboard screen appears with CLOUD privilege access.

3.2 Navigating from Personal Home Page to Applications

After you log in to Oracle Applications, your Oracle Procurement Cloud Home page is displayed. All the functionality within the Oracle Cloud applications revolves around homepage which you can personalize. From here you can:

1.Get a quick glance at your work-related conversations and announcements.

2.Use the Application Link icons to navigate to pages and dashboards to perform your day-to-day activities.

3.Access the Navigator to access any additional applications that are not available in the application section on the home page

4. Favourited list of quick actions to quickly perform some key tasks.

Note: The exact appearance of your windows may vary depending on your personalization and roles that is assign to you.

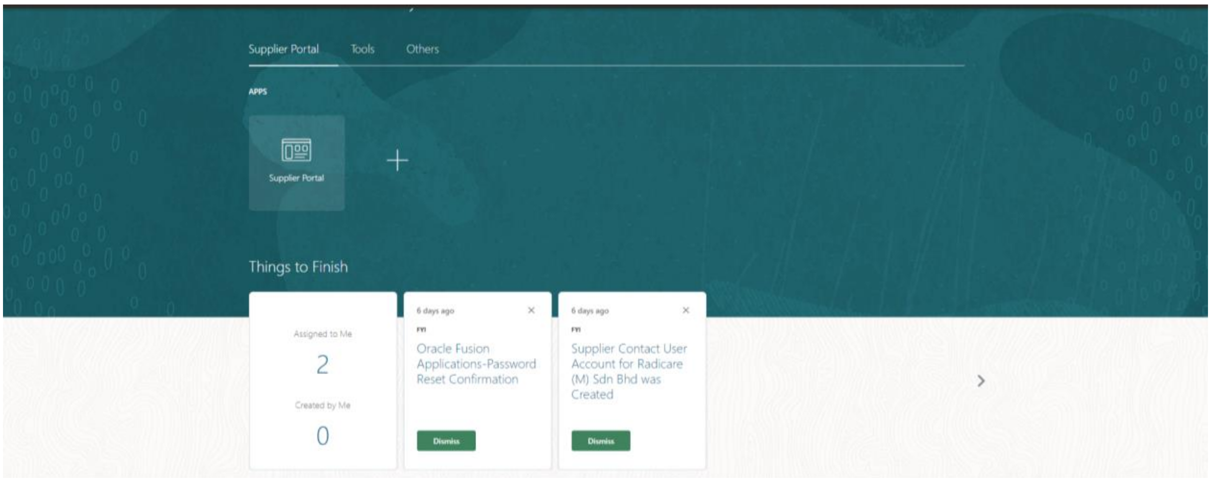


Figure 7 Personal Home Page

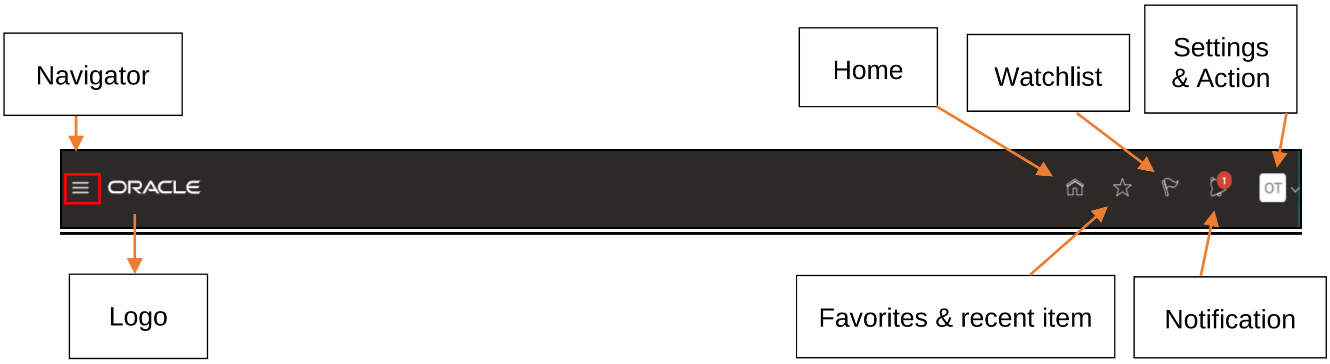
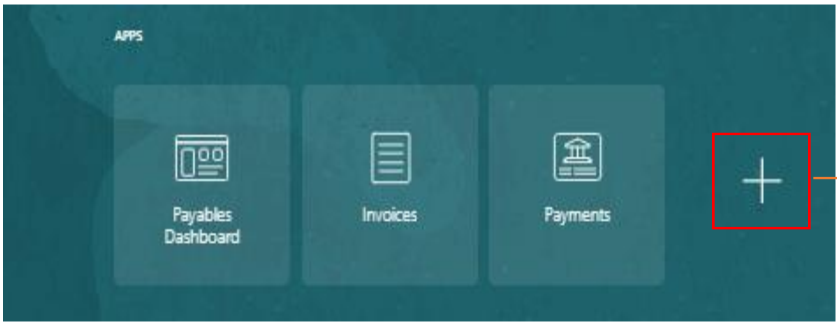


Figure 8 Navigation tools in the global area of the home page

Once you have set your homepage as the Newsfeed Home Page, then it will come with different sections.

1. **<u>Apps Section.</u>**



Click this to personalize springboard

Figure 9 Apps section

Within the Apps section, you have various icons that can be used to start navigating into the different work areas of an application. For example, if you would like to navigate to the Invoices work area within Payables, you will select your application as Payables. And you will choose Invoices in the Apps section. When you select Invoices, the system takes you to the Invoices work area, where you can perform various activities, such as recording invoices, managing invoices, generating accounting for your invoices, etc. Once your work has been completed, you can go back to the home page by using the home icon.

You can also access the apps via the Navigator. 

Here, the access is granted to various work areas based on the roles that have been given to your user account. You have the flexibility to personalize the App section. You can decide what you want to show within these springboard icons and what you want to hide. If you are an order regular visitor to the Payment work area, you mostly work with Payable's dashboard invoices, you can hide the payments by clicking on this icon. So, it will not be shown in the apps icon but only accessible through the Navigator.

2. <u>Things to Finish section.</u>

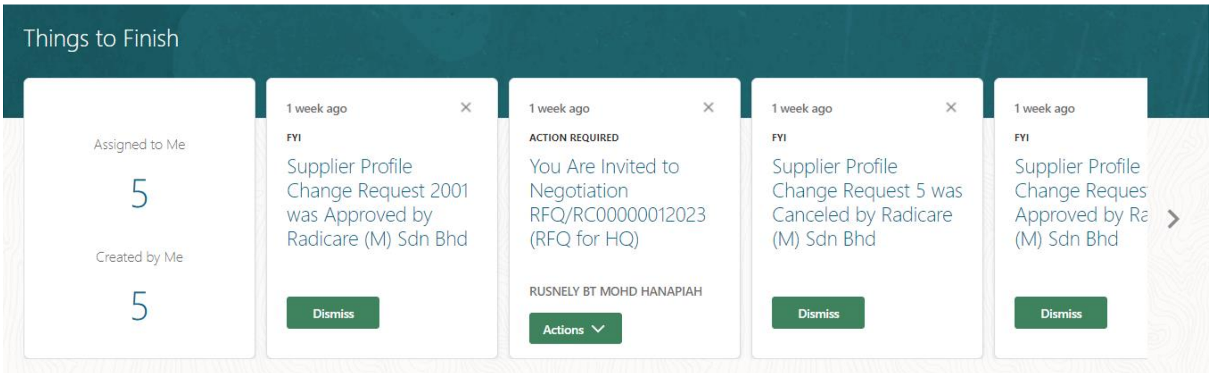


Figure 10 Things to Finish section

The Things to Finish section provides you with a count of any pending notifications that are assigned to you and may require an action from you. Account Link name created by me lists the approval requests that you have created. You can click the link to navigate to a full list of notifications pertaining to that account. Then the items listed in the Things to Finish section are same as the notifications that are listed in the global header.

The same information is available when you click on notifications icon. You can access the same number of notifications from here, as well as from the Things to Finish section. The list displays the latest notification first and allows you to scroll horizontally to view more notifications.

You can clear a notification from the list by clicking the Close icon. When you clear a notification, the count does not change, since no action is taken on that notification. If you click on you will get a listing of all the notifications that are either FYI or the notifications that require an action from you. When you click on the link it opens the notification, and you can get the details of the notification. If you are satisfied, you can either approve it or you can either reject it. Once the notification is read then the count will change.

3. <u>Analytics section</u>

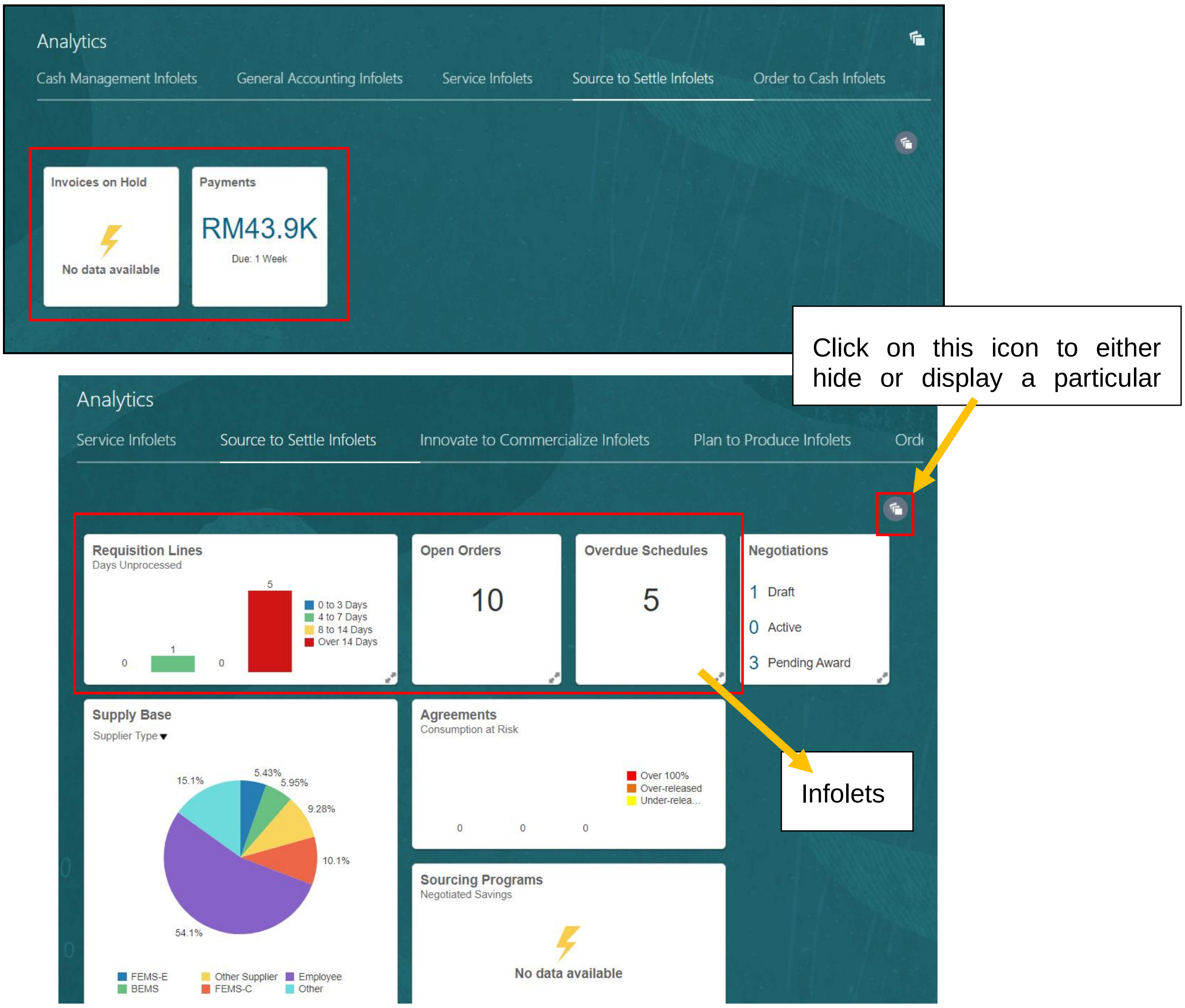


Figure 11 Analytics section

As far as procurement is concerned, there are currently few choices of analytics display. And they are source to settle infolet, service infolet, innovate to commercialize infolet, plan to produce and order to cash infolets. You can personalize the Analytics section and decide which infolet should be visible, which should not be visible.

3.3 Creating Favorites and Setting Preferences

Creating Favorites

Each user has their own favorites and adding favorites is easy in cloud: just go to your favorite work area or task page. Click on the favorite icon and click Add to Favorites. By this you get to your favorite pages directly and easily when you click the favorite icon. You can remove unwanted pages by clicking Manage Favorites.

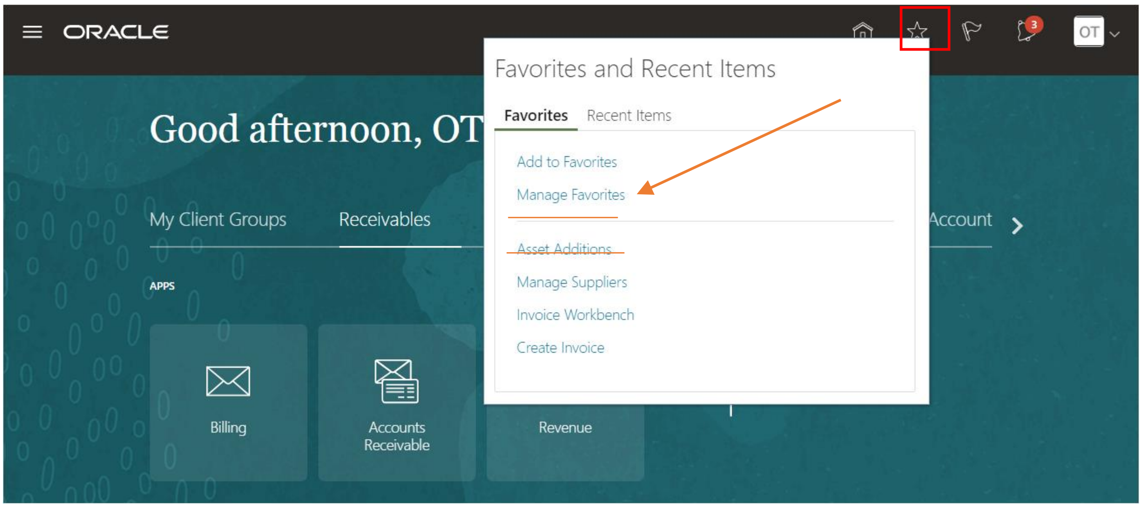


Figure 12 Creating and Managing Favorites

Set Preferences

Select Preferences to set personal options such as regional, language, accessibility setting, watchlist, etc as shown in the list in Figure 8. You can also reset your password from the Preferences page. To get into set preferences, click on setting and action dropdown menu click on Set Preferences.

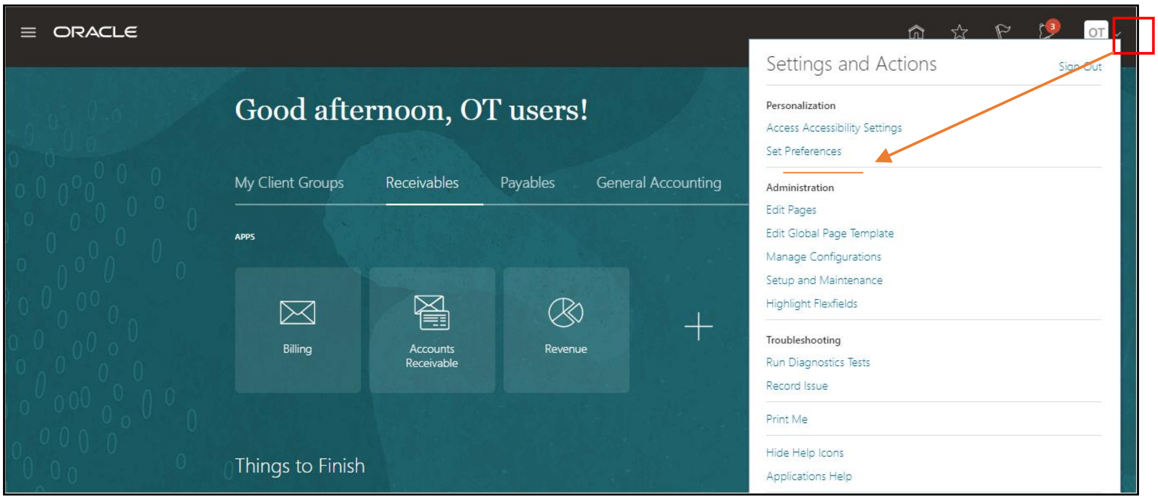


Figure 13 Setting Preference

3.4 Overview of Using Work Areas to Streamline Business Processes

Use work areas to gain instant insight into your business and identify potential problems with processing transactions.

Work areas can include the following:

- Infolets
- Content area
- Action toolbar
- Tasks panel tab
- Process Warnings and Errors
- Bank Statement Reconciliation
- Process Monitor

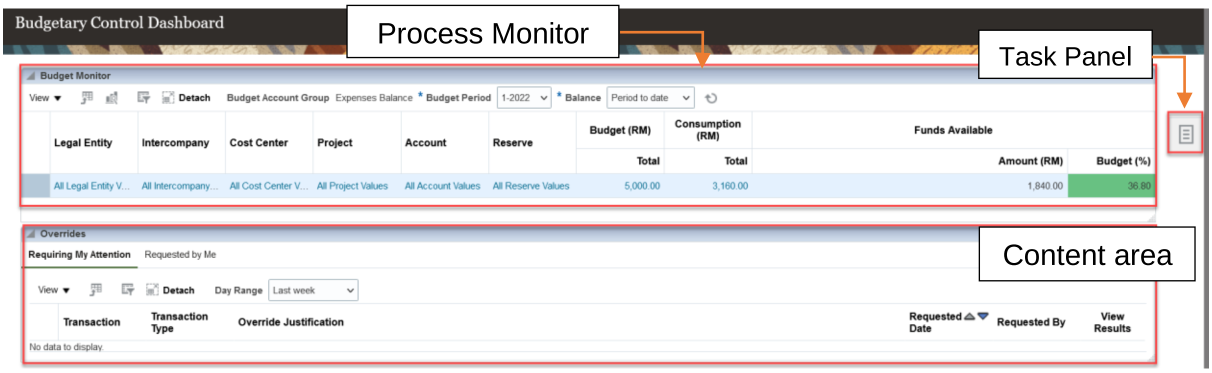


Figure 14 Budgetary Control Work Area

<u>Infotiles</u>

Summarize a high volume of transactional information. You can quickly identify potential problems and prioritize your daily activities by scanning the infotiles and accessing transaction details.

For example, select an infotile to display corresponding transactional information in the content area. You can also click links in the infotile to filter the records in greater detail in the content area.

<u>Content Area</u>

The content area displays transactional information related to the infotile you select. You can review the detailed information and take the necessary action.

For example, click the item link in the table to drill down to transaction-level information. You can perform multiple actions on the transaction, such as editing, approving, or rejecting the transaction, and posting the transaction to the ledger.

<u>Actions Toolbar</u>

Use the actions toolbar to perform a range of activities on one or more rows you select in the content area.

For example, select a transaction row and use the View menu to view the transaction in more detail. You can export the data to an Excel worksheet, detach the pane, approve, or reject one or more transactions, as well as apply additional filters.

<u>Tasks Panel Tab</u>

The Tasks panel includes tasks that are related to the work area and that you have access to perform.

For example, create an invoice, review journal entries, create mass additions, and manage accounting periods within a task panel.

<u>Process Warnings and Errors</u>

The process warnings and errors keep previous processes history that has been run for bank statement loader. This area contains purge function which is available to delete error files.

For example, select on the file then click on button to purge and completely terminate the files.

<u>Bank Statement Reconciliation</u>

The bank statement reconciliation will provide an information of bank statement and its status on reconciliation. There will be two tabs which are Incomplete and Complete.

For example, Incomplete tab listed all bank statement that consists of statement lines which have not yet to reconcile while Complete tab listed bank statement which have been completed reconciled.

Process Monitor

The Process Monitor is to monitor schedule process.

For example, instead of navigating to Scheduled Processes Task, you may use the refresh button to keep update on the process item. It will provide you the same info as in Scheduled Processes Page.

3.5 Scheduled process

Scheduled processes do tasks that are too complex or time-consuming to do manually, for example importing data or updating many records. You can run scheduled processes on a recurring schedule and send notifications based on how the process ends. Some scheduled processes give you printable output. Those processes might have Report in their name.

Jobs

Each scheduled process that you run is based on a job. The job is the executable that controls what the process can do and what parameters and other options you have for the process. A job set contains multiple jobs.

Job definitions can be set on Oracle Business Intelligence Publisher reports so that people can run the reports as scheduled processes.

Process Sets

A process set is a scheduled process that is based on a job set. So, when you submit a process set, you are running more than one job.

Note: When you submit certain scheduled processes, the job logic causes other processes to automatically run. But in this case, you are not submitting a process set that includes those other processes.

Submission

When you submit a scheduled process, you can use its parameters to control which records are processed and how. Some scheduled processes do not have parameters.

As part of the submission, you can also set up a schedule for the process, for example to run once a week for two months. Every time a process runs, there is a unique process ID.

Output

Some scheduled processes provide output in PDF, HTML, and other formats. For example, a process can import records and produce output with details about those records. There are many types of output, for example a tax document or a list of transactions.

Process Sets

A process set is a type of scheduled process that is based on a job set and contains at least two processes. So, you can run many processes in one go, for a specific purpose. These processes run in a certain order, in serial or parallel, or by some other logic.

Process sets can have any number of individual scheduled processes and even other process sets.

To Submit Scheduled Processes

Click **Navigator** > **Tools** > **Scheduled Processes.**

1. On the **Scheduled Processes Overview** page, click **Schedule New Process.**
2. Leave the type as **Job**, enter the process that you want to submit, and click **OK**.
3. In the **Process Details dialog box**, enter at least the required parameters, if any.

   Some processes have no parameters at all. Some parameters depend on other parameters. For example, date range parameters might appear only after you select By Date for another parameter.

4. Click the **Advanced button** if you want to define the schedule, notifications, or output. Continue to the next steps. Or just skip to the steps for
5. Click **Submit**, to run the process once as soon as possible with the default output.

Define the Schedule

Set up a schedule to run the process on a recurring basis or at a specific time. Use the Process Details dialog box in Advanced mode.

1. Open the Schedule tab and select Using a schedule for the Run option.
2. Select a frequency.
3. Select **User-Defined** if you want to enter the exact dates and times to run the process.
4. You can select Use a Saved Schedule to use an existing schedule if there are any.
5. Depending on the frequency, define when the process should run.

Define the Output

You can choose the layout, format, and destination for your output. Use the Process Details dialog box in Advanced mode.

1. Open the Output tab, if available.
2. Click **Add Output Document.**
3. Change the name if you want. The name identifies this output document when you go to view output later.
4. Select a layout if you have more than one to choose from.
5. Select a format, for example one of these:

   PDF: Is the best option if you want to print the output.
   Excel: Supports embedded images, such as charts and logos, but can be opened only in Excel 2003 or higher.
   Data: Gives you report data in an XML file, which is used mainly for editing the report layout.

6. Click **Add Destination** to send the output somewhere, for example to a printer or email address. You can add many destinations and send the output to all of them at the same time.

   Tip: You can also print the output as part of the steps for finishing the submission, instead of adding a printer destination here.

   To add more output documents, repeat steps 2 to 6.

<u>Set Up Notifications</u>

You can have notifications sent out depending on how the process ends. Use the Process Details dialog box in Advanced mode to set that up.

1. Open the **Notification** tab.
2. Click **Create Notification**.
3. In the Recipient field, enter the **user ID** of the person you want to send the notification to.
4. In the Condition list, select when to send the notification, for example when the process ends in error.
5. Click **OK.**

To send notifications to more people, repeat steps 2 to 5.

<u>Finish the Submission</u>

Follow these steps in the Process Details dialog box:

1. Click the **Process Options** button if you want to define settings that affect the data to be processed.

2. If the process gives you output and you want to print it, select the **Print output** check box and a printer.
3. Select the **Notify me when this process ends** check box if you want to get an email notification.
4. Enter submission notes to capture any information you want to associate with this submission. You can use your notes to find this submission later.
5. Click **Submit**.
6. Click **OK** to confirm.

Tip: Note down the process ID for your submission so you can easily find it later. For example, let's say you set the process to run once a week. If you later want to cancel all runs on this schedule, you need to cancel this original submission with this process ID.

To Submit Process Sets

To submit a process set from the Scheduled Processes Overview page:

1. Proceed with the steps that you would follow to submit any scheduled process, but select Job Set for the Type option.
2. In the Process details dialog box, set parameters for individual processes in the set. A process set itself does not have parameters.
   a. Select a process on the Processes tab.
   b. Enter parameters for that process, if any.
   c. Repeat for other processes in the set.
3. Define the schedule, output, and notifications for the process set, as you would do for any scheduled process.
4. Set any other options and click **Submit.**

To Check Status

1. Click **Navigator** > **Tools** > **Scheduled Processes**.

   The Search Results table shows processes that match the default saved search, **Last 24 hours**.

   - The table might be blank if nothing was submitted.
   - If submission notes were entered when submitting the process, you can use the **Submission Notes** column to help identify the process.

2. If you don't see the process, click the **Refresh** icon or use the Search section.
3. Do any of these tasks to check on the progress of the process:
   - For more details about the status, click the status link. For example, if a process is in the Ready status, you can click the **Ready** link in the **Status** column to see where the process is in the submission queue.

- Check the **Start Time** column to see if the process has started running yet.
- In the Search Results table, find the **This Job's Items Processed / Errors / Total** column. For some scheduled processes, this column shows what's getting processed and how things are going.
- Click the **View Log** button, especially if your process has a blank **This Job's Items Processed / Errors / Total** column. The type of information in the log varies, depending on the process. You can open the log from here only for if the process is currently running. When the process is done, you might want to also take a look at the final log, if any, from the Details section.

<u>To view output from scheduled process</u>

1. Click **Navigator** > **Tools** > **Scheduled Process**.
2. Find your scheduled process and, if you need to, refresh the search results to see the latest status.
3. Select the scheduled process.
4. Go to the Output subsection in the Details section.
5. Click the link in the **Output Name** column to view or download the output, which you can then print.
6. To view or export the output in a different format:
    a. Click the **Republish** button.
    b. Click the **Actions** icon.
    c. Select **Export**, and then select a format.

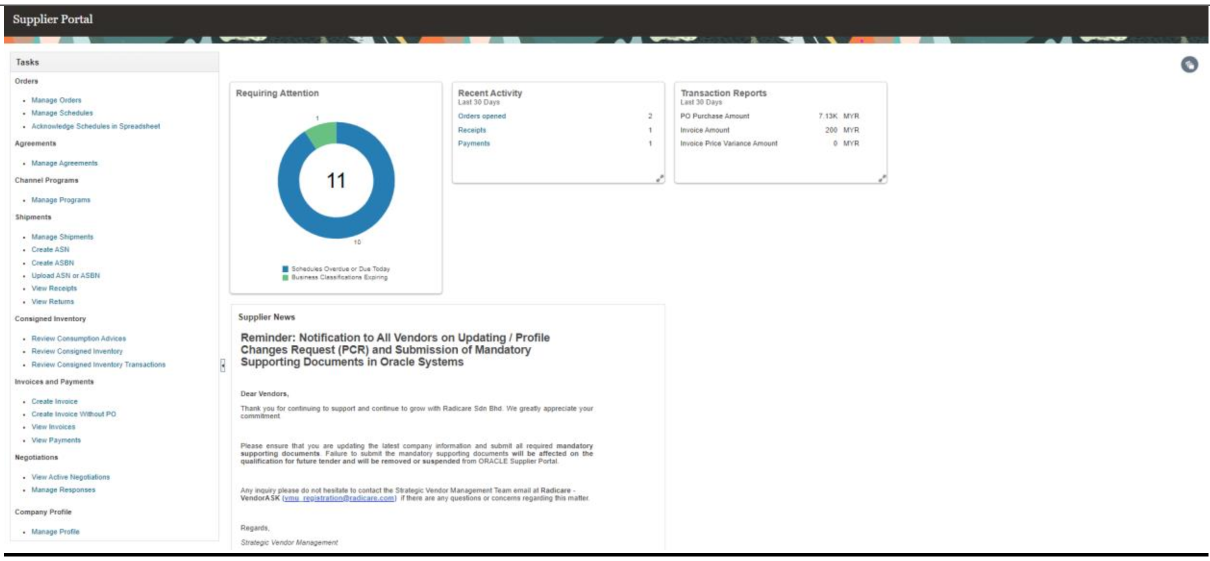
4 MANAGE VENDOR PROFILE

No.	Work Area	Navigation
1.	Supplier Portal	Supplier Portal

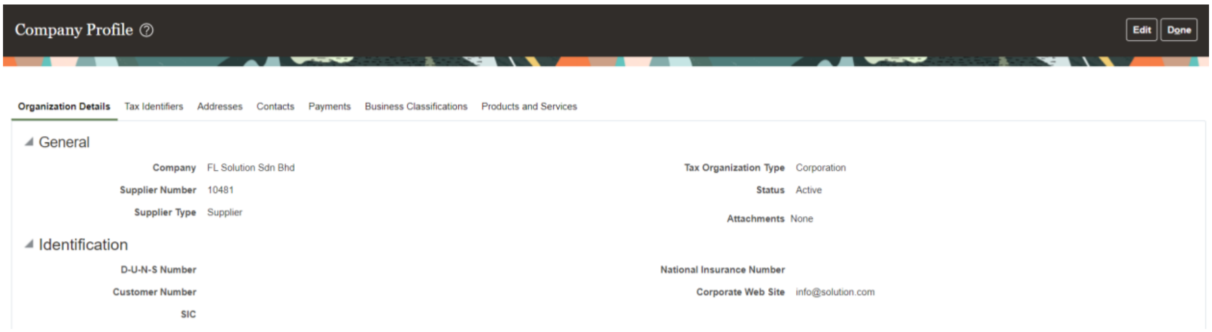
Table 12 Navigation

Figure 15 Supplier Portal Screen

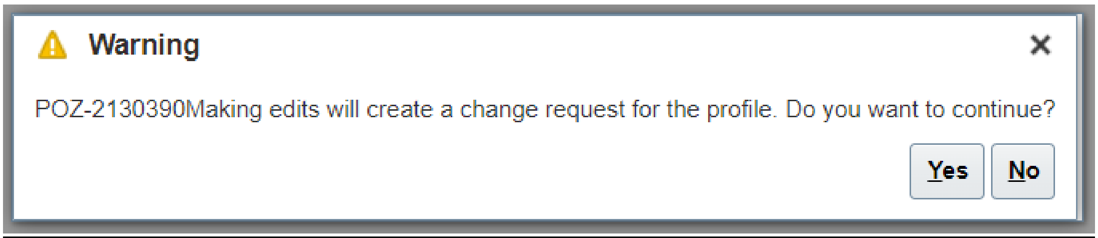
No.	Steps
1.	Go to **Task**. Click **Manage Profile**. Supplier able to view the company information, requiring attention, recent activity and transaction reports. In this page, supplier also can view Supplier News publish by LSE Team.



2. Click **Edit** button.

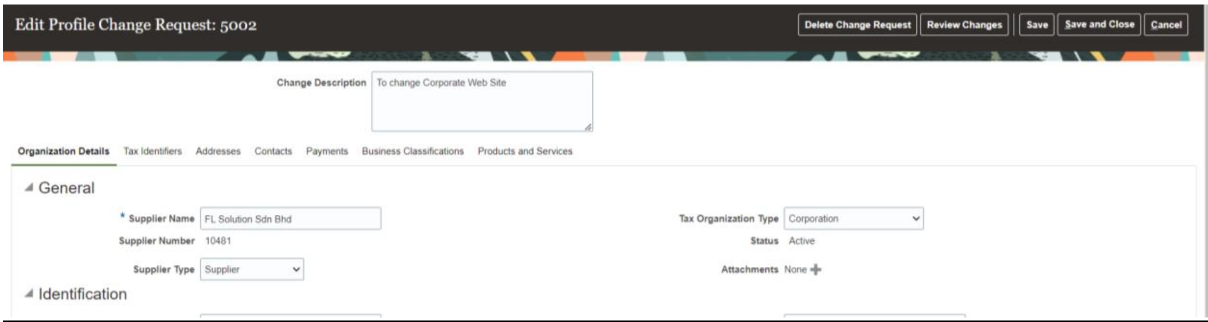


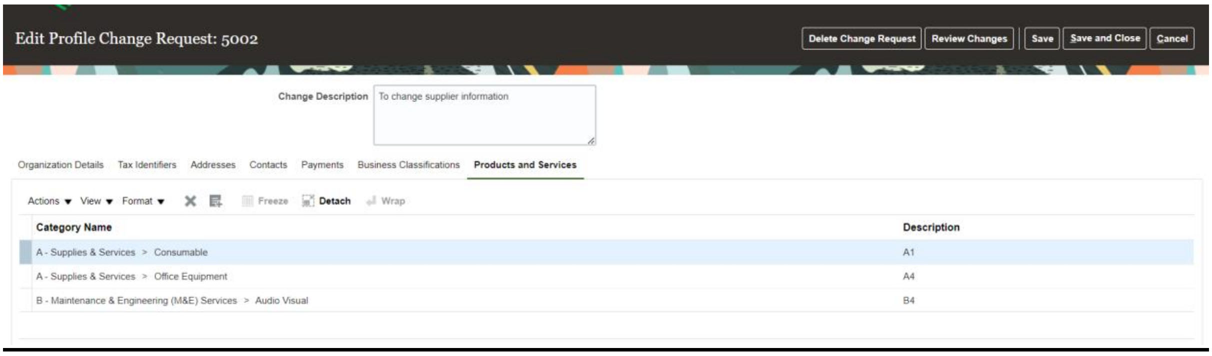
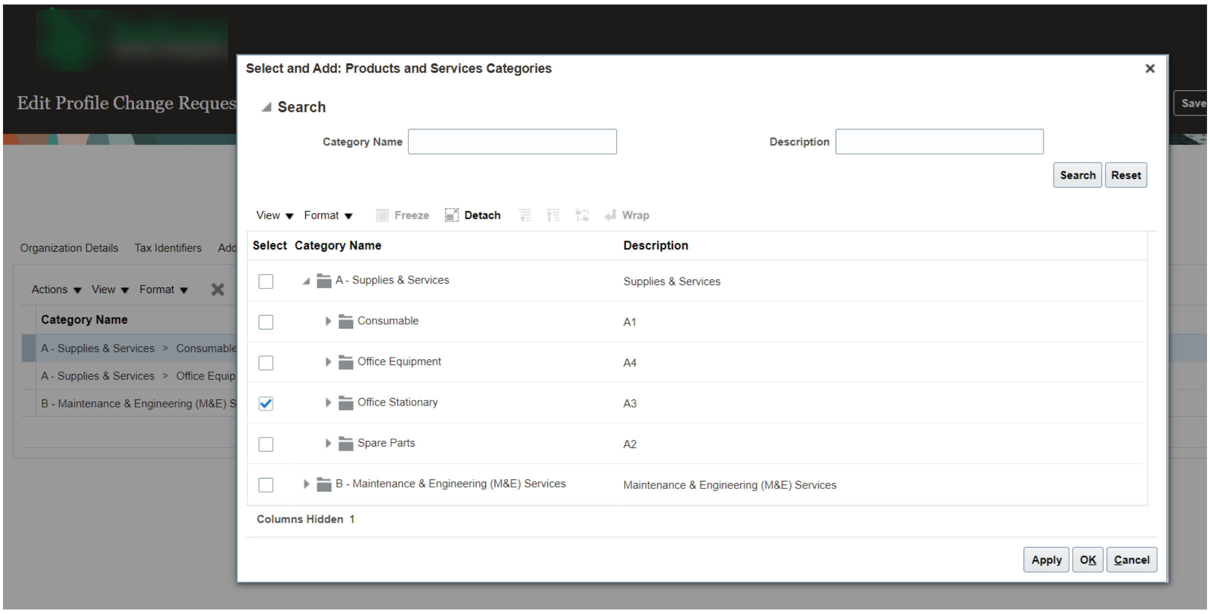
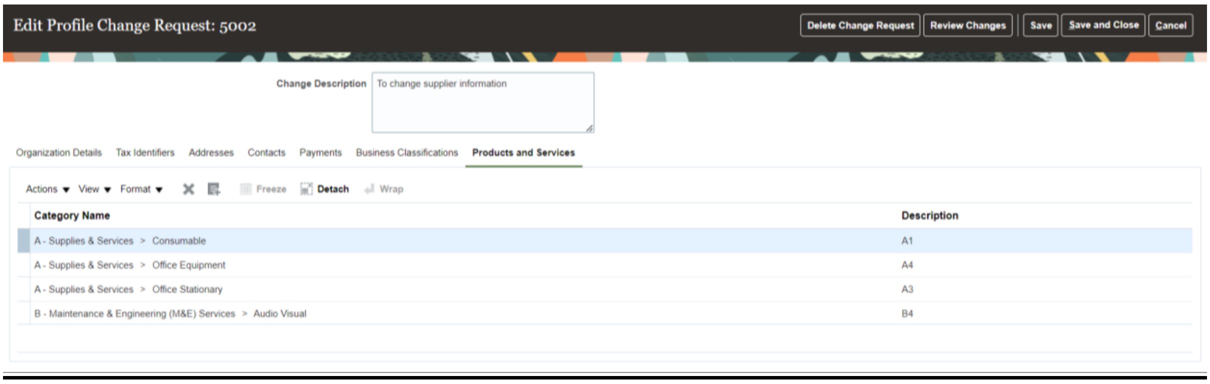
3. Click **Yes** to submit a change request for your profile.



4. Fill in the **Change Description** field.

(Example: Adding category as there are additional certificate)



5.	Click the relevant tabs to update the information (Example: Contact, Addresses or Products and Services) 
6.	Click Select and Add or '+' button to add item.
7.	Example of inputs. Tick the line item you wish to add. Click **Apply** to add the selected category and search another product. Once all the categories are added, click **OK**. 
8.	Click Review Changes to see the changes made. 

<table>
<tr><td>9.</td><td>Supplier can Delete Change Request if don’t want to proceed the changes.

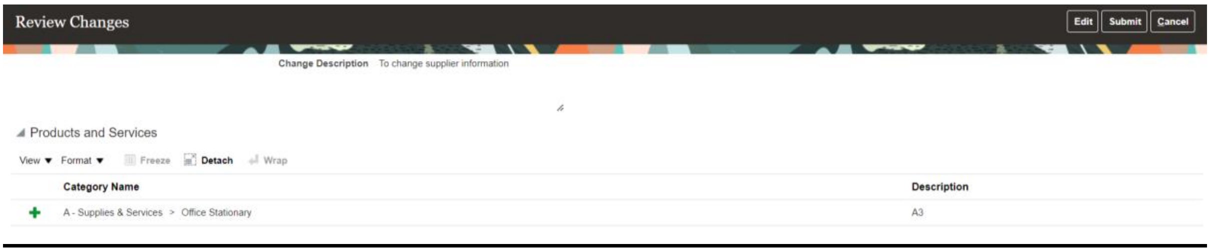
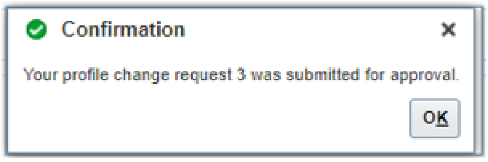
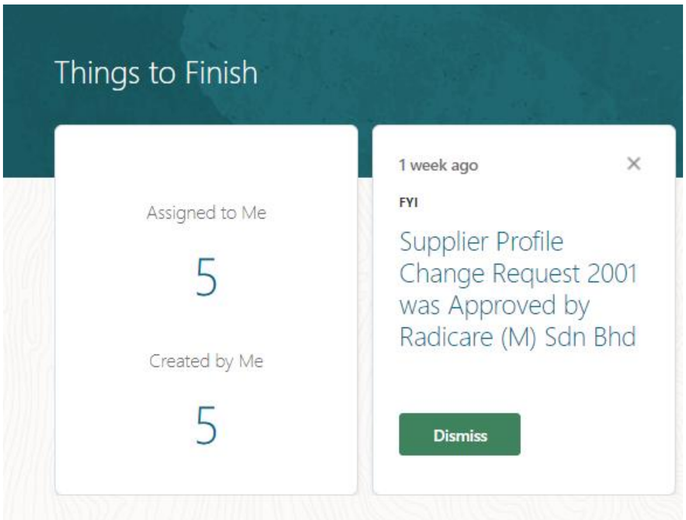
</td></tr>
<tr><td>10.</td><td>Supplier can review the details before submit.
Click Submit to send the change request for approval.

</td></tr>
<tr><td>11.</td><td>A pop-up window will appear to notify that the change request has been submitted for approval.
Click OK to close the window.

</td></tr>
<tr><td>12.</td><td>Once Procurement Admin has reviewed the request, you will receive a notification on the change request outcome.

</td></tr>
</table>

Table 13 Edit Supplier Information

5 VIEW PURCHASE ORDER

No.	Work Area	Navigation
1.	Supplier Portal	Supplier Portal

Table 14 Navigation

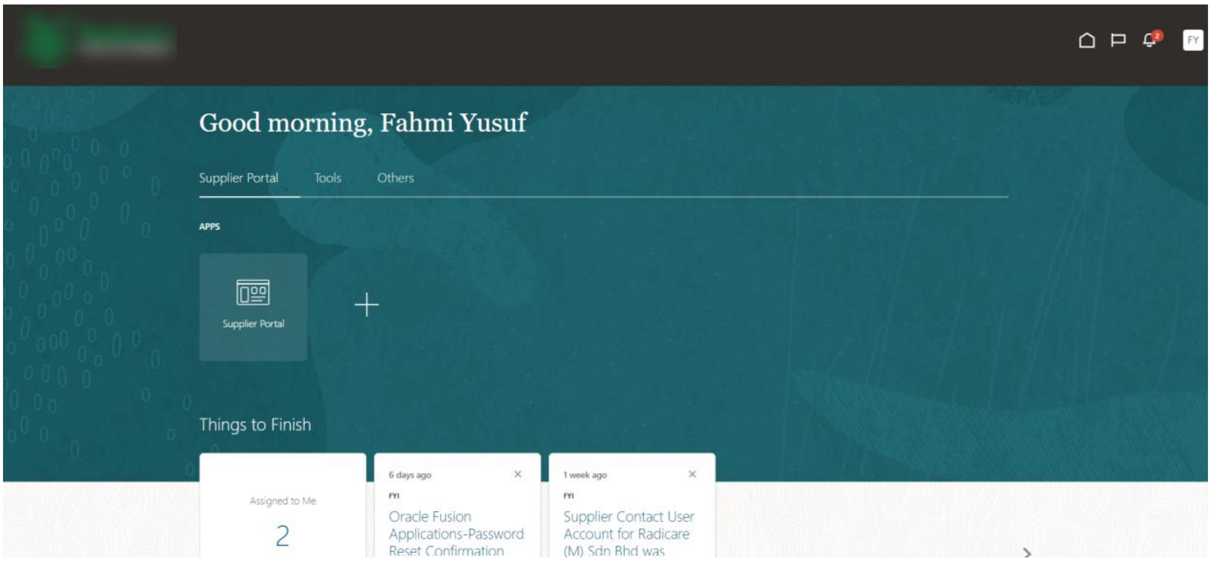
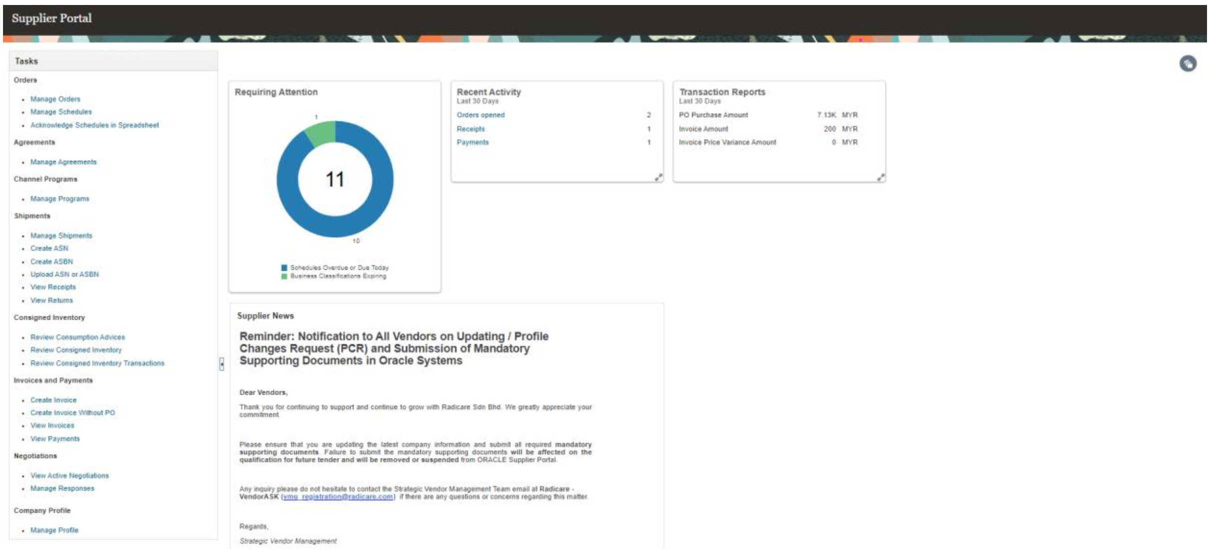


Figure 16 Supplier Portal Screen (Purchase Order)

No.	Steps
1.	Go to **Task**. Under Orders section, click on **Manage Orders** to view Purchase Orders



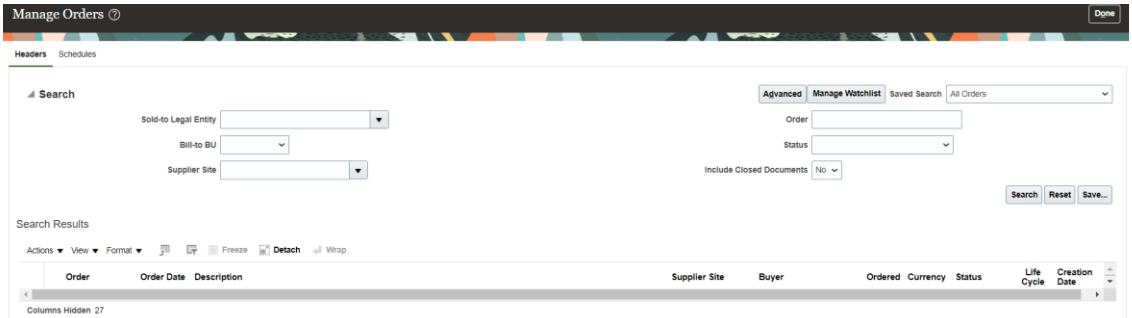
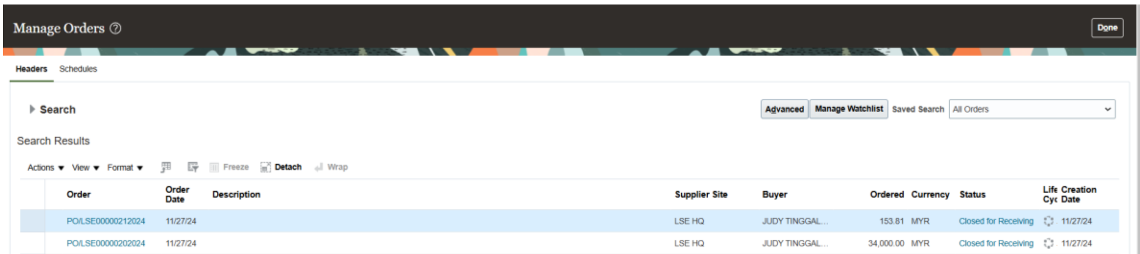
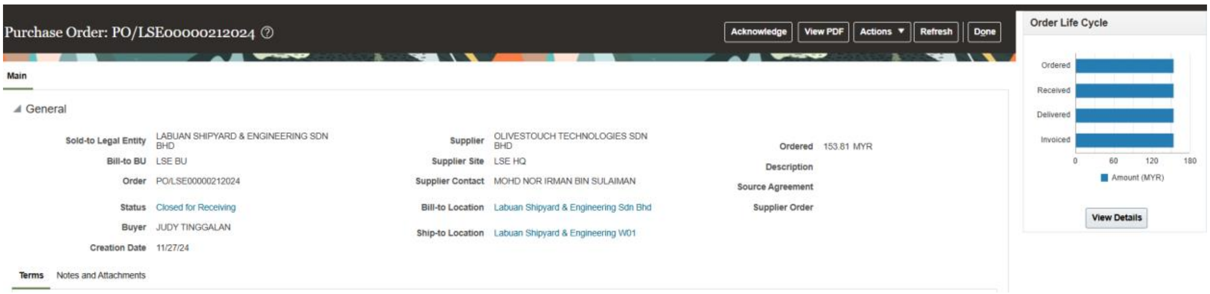
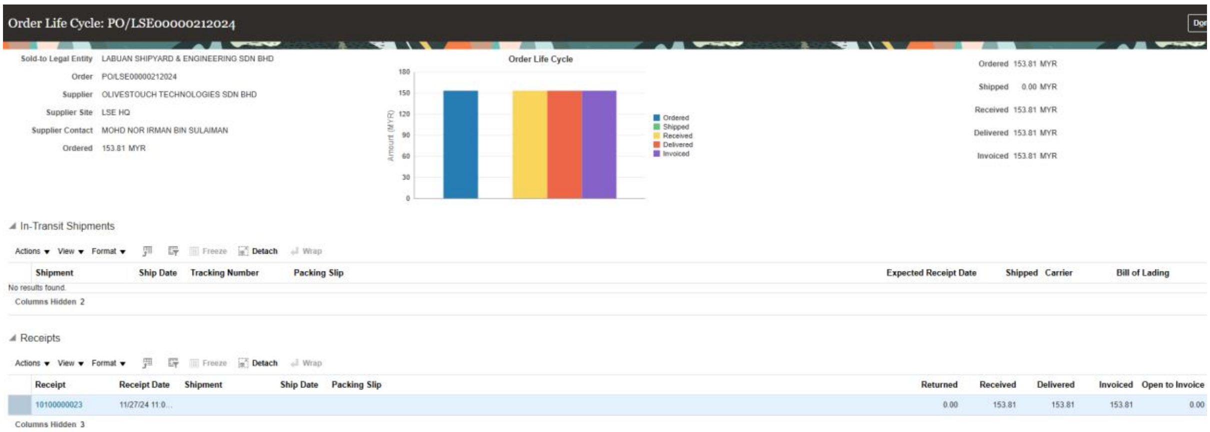
2.	Fill in the fields to search for a particular Purchase Order. Click **Search** button. 
3.	Refer to **Status** field for PO status. Check the PO details, click on the Purchase Order Number hyperlink. 
4.	Click View Details to view Ordered, Received, Delivered and Invoiced. 
5.	Refer to Received column to view the amount GRN by requester. 

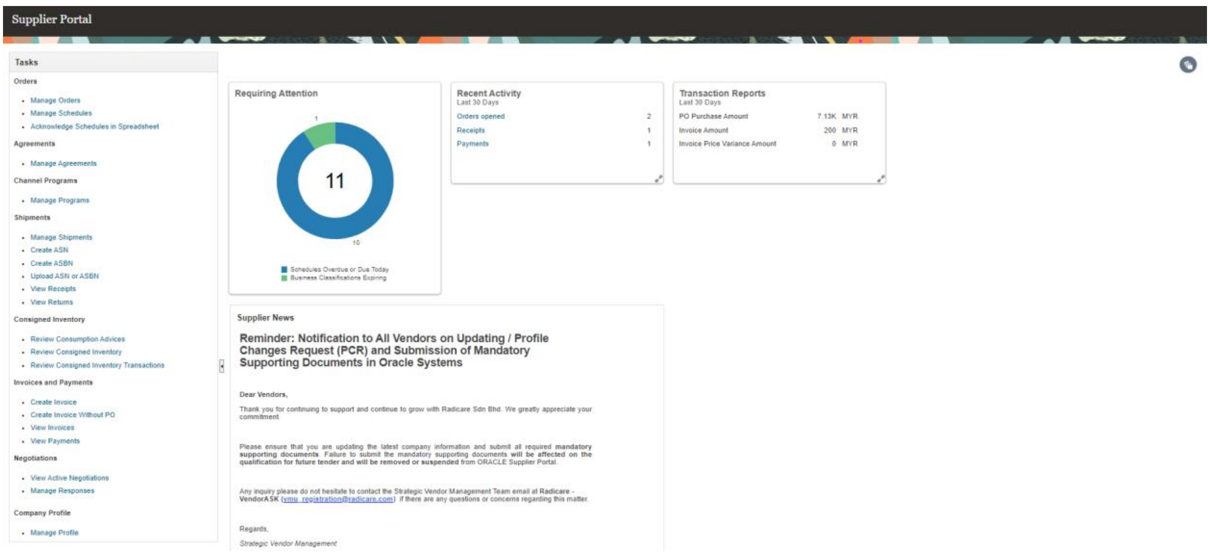
Table 15 Manage Order Screen

6 SUBMIT INVOICE IN SUPPLIER PORTAL

No.	Work Area	Navigation
1.	Supplier Portal	Supplier Portal

Table 16 Navigation

Figure 17 Supplier Portal Screen (Invoice)

No.	Steps
1.	Go to **Task**. Under **Invoices and Payments** section, click **Create Invoice** 

<table>
<tr><td>2.</td><td>

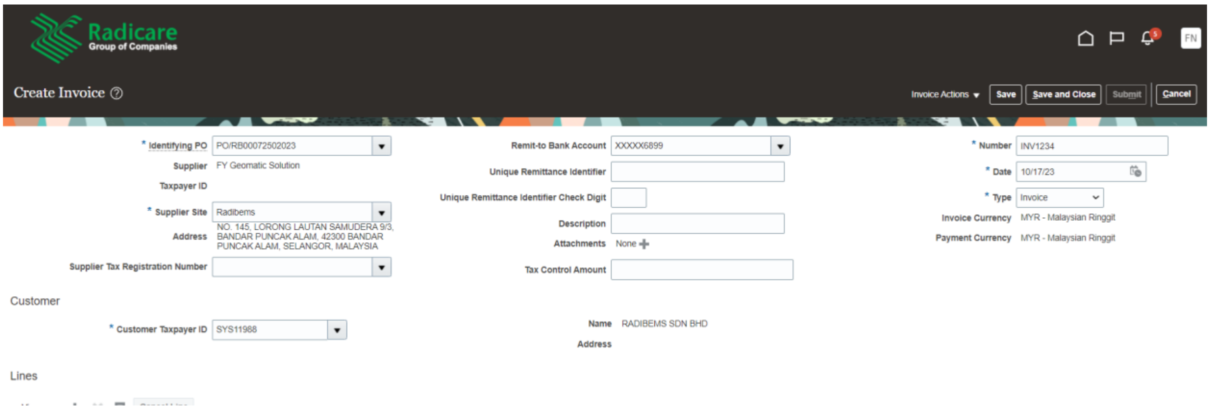
Select **Identifying PO**.

Choose your desired Bank Account in the **Remit to Bank Account** field.

Fill in the Invoice number in the **Number** field.

Select the **date** of invoice. Invoice number cannot be backdated.

Click the ‘+’ button to attach the Invoice and GRN document.

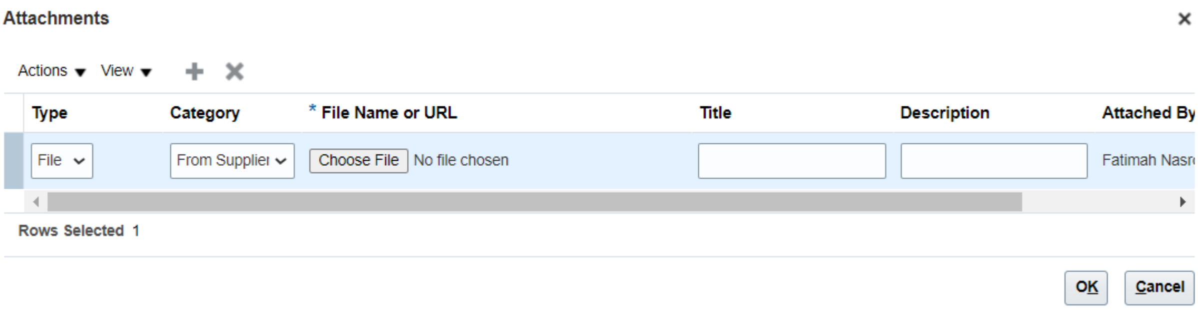


</td></tr>
<tr><td>3.</td><td>

To upload a document, click C**hoose File**.

Fill in the **Title** and **Description** fields.

Click **OK.**



</td></tr>
<tr><td>4.</td><td>

Under **Lines** section, click the select and add button to add purchase order line.

Matching the invoice to the purchase order line is important to ensure smooth payment process.

</td></tr>
<tr><td>5.</td><td>

Purchase Order number will be automatically display.

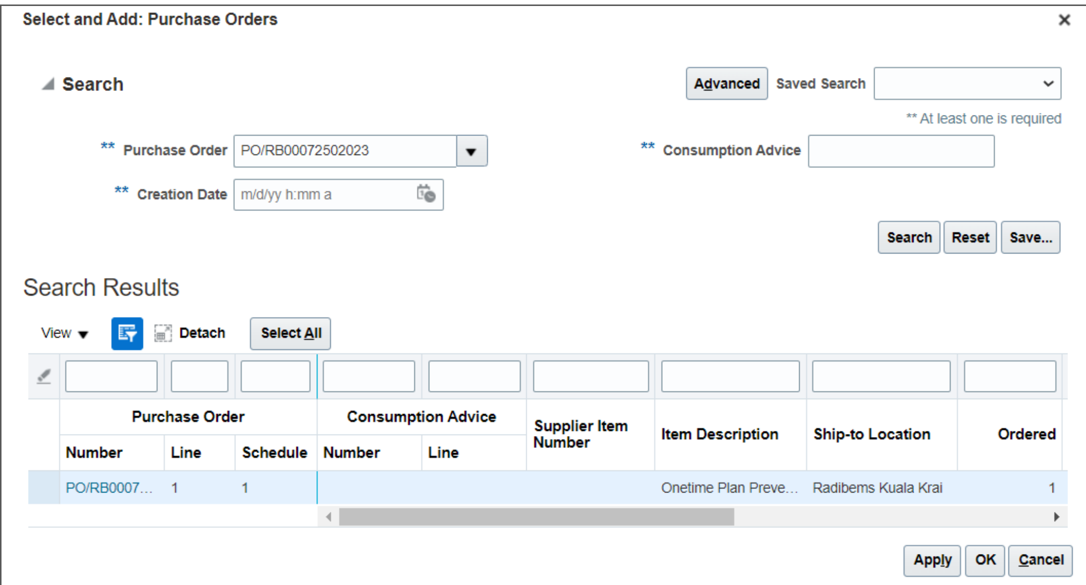
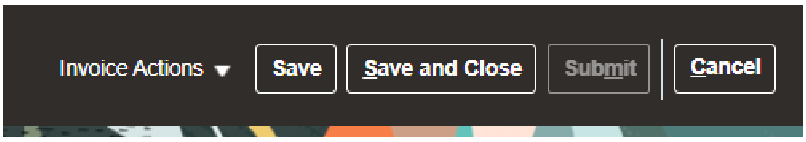
If no lines appeared, the PR requester has yet to perform GRN.

Highlight the relevant purchase order line. If multiple PO lines appear, select the lines based on your invoice.

Click **Apply**.

Click **OK**.

</td></tr>
</table>

<table>
<tr><td></td><td>
</td></tr>
<tr><td>6.</td><td>

Click Save.
To submit the invoice, click **Submit**.</td></tr>
<tr><td>7.</td><td>Click OK to close the pop-up window.</td></tr>
<tr><td>8.</td><td>Click Printable page if you would like to download a copy of this invoice for your reference.</td></tr>
<tr><td>9.</td><td>Click Create Another to submit another invoice.</td></tr>
<tr><td>10.</td><td>Click Done to exit the page.</td></tr>
</table>

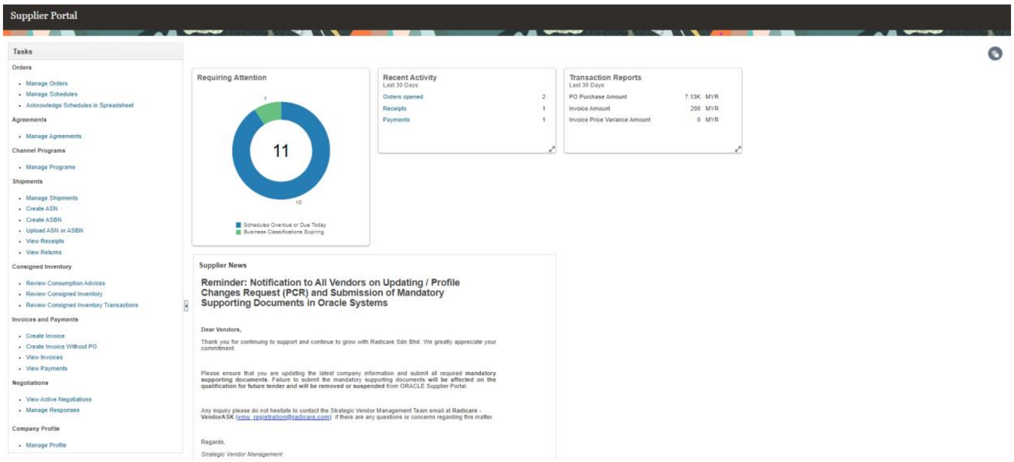
Table 17 Create Invoice

7 VIEW INVOICE AND PAYMENT IN SUPPLIER PORTAL

No.	Work Area	Navigation
1.	Supplier Portal	Supplier Portal

Table 18 Navigation

Figure 18 Supplier Portal Screen (Invoice & Payment)

No.	Steps
1.	Go to **Task**. Under **Invoices and Payments** section, click **View Invoice** 
2.	Fill up relevant information at parameter screen. Click **Search** button.

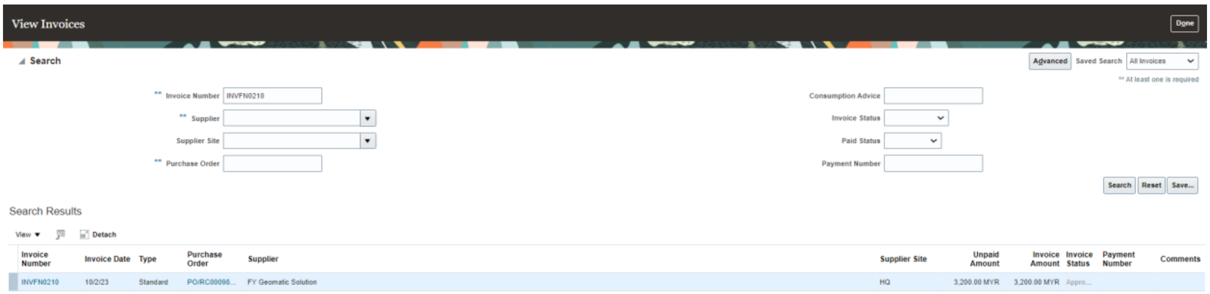
	Supplier can refer to Invoice Status . The Payment Number will appear once invoice payment has been made. 

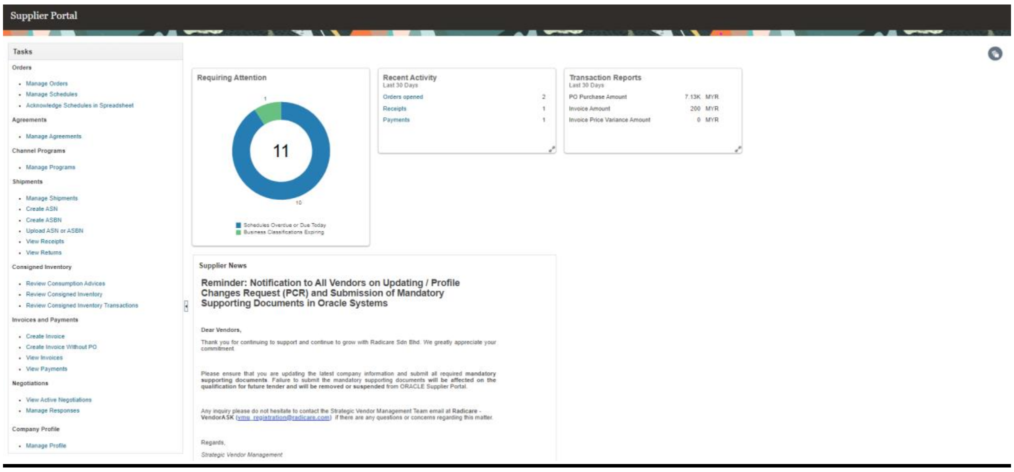
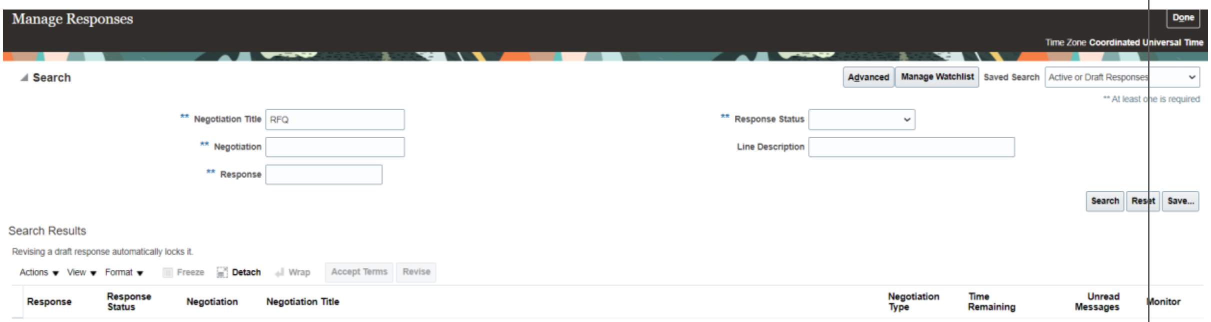
Table 19 View Invoice & Payment

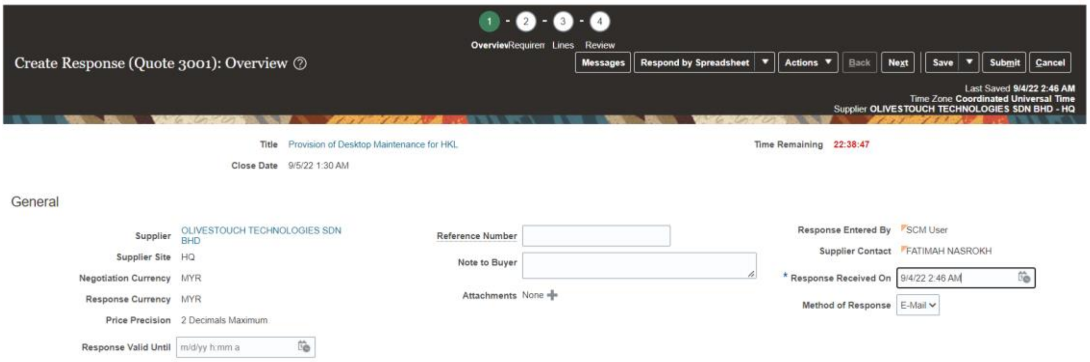
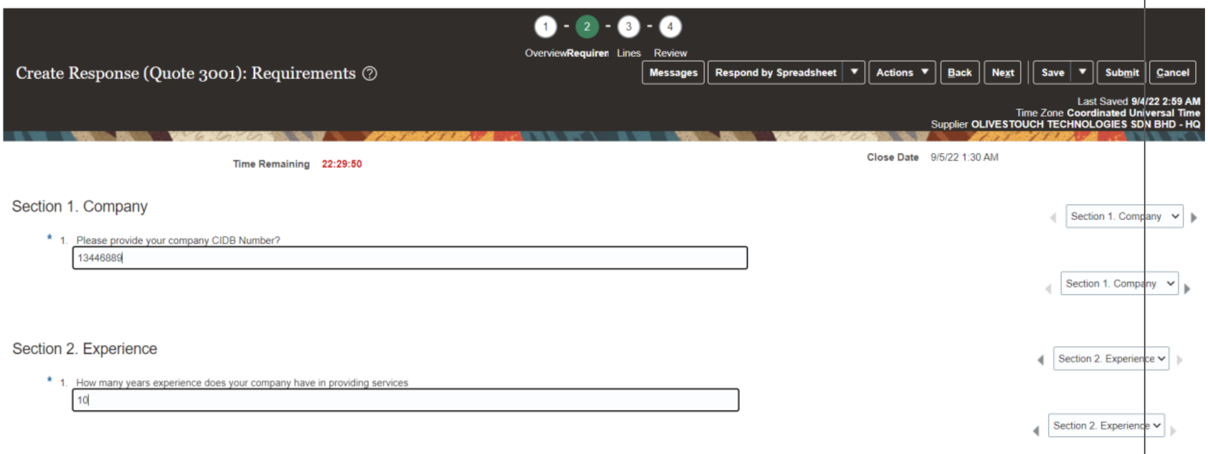
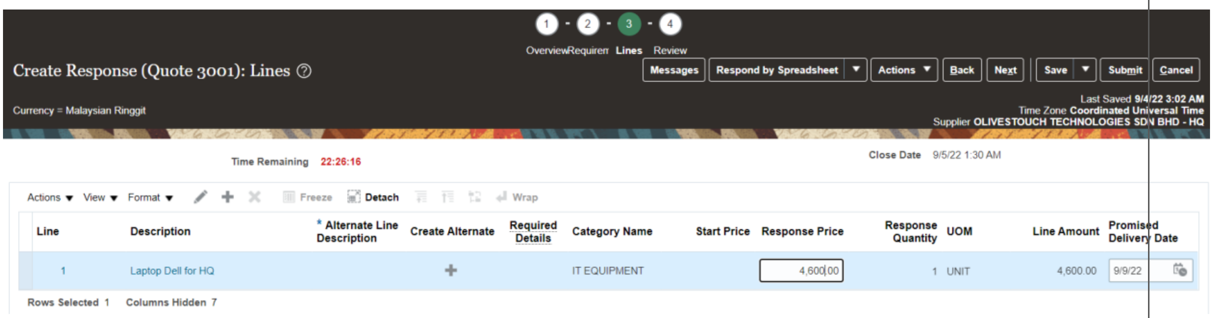
8 CREATE RESPONSE IN SUPPLIER PORTAL

No.	Work Area	Navigation
1.	Supplier Portal	Supplier Portal

Table 20 Navigation

Figure 19 Supplier Portal Screen (Create Response)

No.	Steps
1.	Go to **Task**. Under **Negotiations** section, click **Manage Responses.** 
2.	Fill up relevant information at parameter screen. Click **Search** button. Open the **Negotiation** number. 
3.	Click Create Response. 
4.	Enter Create Response Information

<table>
<tr><td></td><td>
</td></tr>
<tr><td>5.</td><td>Click Next Button</td></tr>
<tr><td>6.</td><td>Go to the section field

</td></tr>
<tr><td>7.</td><td>Click Next Button</td></tr>
<tr><td>8.</td><td>Enter Response Price

</td></tr>
<tr><td>9.</td><td>Click Next Button</td></tr>
<tr><td>10.</td><td>Review Response and Submit</td></tr>
</table>

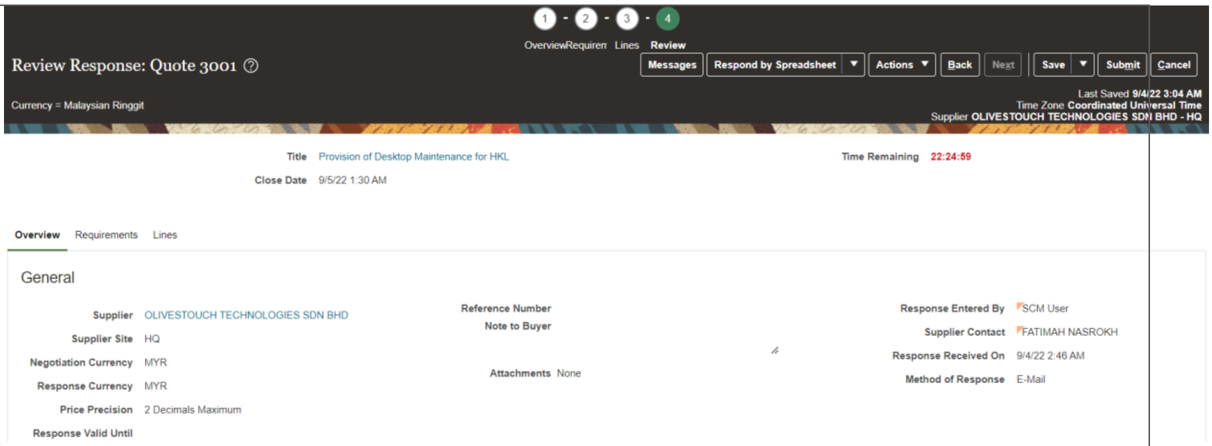
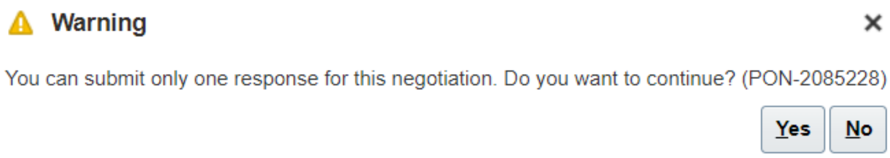
	
11.	 Click Yes Button

Table 21 Create Respond

End of Document