TATWEER PETROLEUM – BAHRAIN FIELD DEVELOPMENT COMPANY W.L.L (“TATWEER”)

Suppier User - Quick Reference to Access Key ISUPPLIER PORTAL Functionality

IMPORTANT:

Processes, applications and business rules included in this Quick Reference are being implemented worldwide beginning with Tatweer’s operations in the United States, Sultanate of Oman, State of Qatar, Republic of Yemen, United Arab Emirates, Republic of Bolivia, Republic of Colombia and Great Socialist People's Libyan Arab Jamahiriya . Additional countries/subsidiaries will be included in the coming months.

Please note that iSupplier Portal registration, access and/or usage does not imply a contract, or intent to purchase goods or services from registered suppliers by Tatweer.

This Quick reference describes how to access the key iSupplier Portal functionality. However, Supplier user must use the iSupplier Portal User Handbook and the Frequently Asked Questions at http://Suppliersupport.tatweerpetroleum.com to know how to use the iSupplier Portal and its business implications.

Action	TAB/Screen	Quick Reference
Reset Password	Login Screen	▪ Click on the *Login Assistance* hyperlink. ▪ In the *User Name* field, enter your username and click on the *Forgot Password* button to reset your password. An email with instructions is automatically sent to the email associated with the username (it can take up to an hour). ▪ Alternatively, you can contact the iSupplier Portal Security Administrator within your company to reset the password.
Get Username	Login Screen	▪ Click on the *Login Assistance* hyperlink. ▪ In the *Email* field, enter your email (the email used in registration) and click on the *Forgot User Name* button. An email with your username is automatically sent to your registered email.
Notifications	Home	▪ In the *Notifications* section, find the list of your pending notifications. ▪ To display all your notifications, click on the *Full List* button. ▪ To respond to a notification, click on the *Notification Subject* hyperlink. ▪ Notifications do not provide all the data or functionality to fully satisfy the requirement. To execute the action, go to the specific screen.
Supplier Registration information	Admin	▪ IMPORTANT: This information can only be entered or updated by the supplier during the registration and qualification process. Once the qualification process is completed, this data can only be viewed. If the supplier identifies data to be added, modified or removed, please use the *Supplier Registration Information Modification Form* available at http://Suppliersupport.tatweerpetroleum.com to submit any changes.
View Organization Details	Admin	▪ Click on the *Organization* hyperlink in the *Profile Management* navigation tree.
View Addresses	Admin	▪ Click on the *Address Book* hyperlink in the *Profile Management* navigation tree. ▪ Click on the pencil icon in the *Update* column. ▪ View the data and go back to the previous web page by clicking on the *Admin Profile Management Address Book* hyperlink on the web page top left. ▪ IMPORTANT: Check the address purpose by viewing the checked boxes. o RFQ Only Address: Address (and email address) used only to receive sourcing documents such as Request for Information, Request for Quotation and/or Auctions. o Purchasing Address: Address (and email address) to receive sourcing document such as Request for Information, Request for Quotation and/or Auctions and purchasing document such as Purchase Order, Service Orders or Contracts. o Payment Address: Address (and email address) to receive payments. Electronic payments require the physical address of your company (and email address).
View Contacts	Admin	▪ Click on the *Contact Directory* hyperlink in the *Profile Management* navigation tree. ▪ Note: It can be only updated by the Supplier Security Administrator in your company.
View Products and Services	Admin	▪ Click on the *Products and Services* hyperlink in the *Profile Management* navigation tree. The *Products and Services* web page lists the products and services your company can provide based on the Tatweer-selected UNSPSC (United Nations Standard Products and Services Code) codes and descriptions at the class level. For more information, visit www.unspsc.org.
View Banking Details	Admin	▪ Click on the *Banking Details* hyperlink in the *Profile Management* navigation tree. ▪ In the *View* dropdown, select *All Accounts* and click on the *Go* button. ▪ Main data for all bank accounts will be shown. ▪ To view details about a specific bank account, click on the account and click on the pencil icon in the *Update* column.
View Payments and Invoicing Preferences	Admin	▪ Click on the *Payment and Invoicing* hyperlink in the *Profile Management* navigation tree.
Review a Request Information (RFI), Request for Quotation (RFQ) or	Negotiations	▪ In your company’s *Open Invitations* section, view the most recent open invitations. ▪ Review a specific document before acknowledging and responding by clicking on the *Negotiation Number* hyperlink. The document summary web page will be shown. ▪ Click on the *Header* tab, review information.

<table>
<tr><th>Action</th><th>TAB/Screen</th><th>Quick Reference</th></tr>
<tr><td>Auction</td><td></td><td>▪ IMPORTANT: verify the event field. It will explain if you are participating in a Qualification, Sourcing or Performance Monitoring event. See the iSupplier Portal User Handbook
▪ Click on the Lines tab to only review products and services and quantities requested in the RFQ or Auction.
▪ Click on the Controls tab to review date and response rules. Important: Take note of the close date.
▪ Click on the Contract Terms tab. In the Deliverable section, access a specific deliverable by clicking on the Deliverable Name hyperlink. Click on the Preview Contract Terms button to view, save and print the Terms and Conditions.
▪ As needed, in the Actions dropdown, select the option Printable View and click on the Go button to view, save and print the document (all tab information and the terms and conditions can be viewed in the same document).
▪ As needed, use the Online Discussion functionality to request or provide additional information regarding the document. This replaces any email communication.</td></tr>
<tr><td>Acknowledge a Request Information (RFI), Request for Quotation (RFQ) or Auction</td><td>Negotiations</td><td>▪ After reviewing, printing the document (RFI/RFQ/Auction) and clarifying any issues, acknowledge the document to indicate if your company will participate in the event.
▪ In the Actions dropdown, select the option Acknowledge Participation and click on the Go button to access the specific web page.
▪ In the Will your Company participate? section, check the appropriate button.
▪ If needed, in the Note to Buyer textbox, type a message for the buyer (Tatweer employee responsible for the event).
▪ Click on the Apply button.</td></tr>
<tr><td>Respond to a Request Information (RFI), Request for Quotation (RFQ) or Auction</td><td>Negotiations</td><td>Response for RFI/RFQ/Auction
▪ After reviewing, printing the document (RFI/RFQ/Auction) and clarifying any issues, in the Actions dropdown, select the option Create Response/Quote/Bid and click on the Go button to access the specific web page.

IMPORTANT: Click on “Save Draft” button before conducting any additional action.

▪ In the Requirements section, click on the Expand All hyperlink to respond to each requirement and enter the appropriate response values.
▪ As needed, attach any appropriate support documentation to the response in the Attachment section by clicking Add Attachment button
▪ As needed, respond to deliverables requesting specific documentation. Scroll down to the Deliverables section.
  o Respond to the deliverable by selecting the pencil icon in the Update column.
  o In the Notes field, write an explanation about the information that is being submitted.
  o Click on the Add Attachment button to attach any required documents.
  o In the Status dropdown, choose Submitted
  o Click on the Apply button.
▪ As needed, quote/bid by clicking on the Lines tab
  o In the Line Price column, enter price for the quote price.
  o Click on the Update icon in each line to add cost factors or a specific attachment or to respond to attributes/cost factors and attach information as applicable.
  o Click on the Apply button and repeat as needed.
Submit the RFI/RFQ/Auction Response
▪ After completing all the RFI/RFQ/Auction sections, submit your response.
▪ In the Response Valid Until field, enter a date later than the close date.
▪ To review the response before submitting it, click on the View RFI button.
▪ To save a draft and later continue working on the response, click on the Save Draft button. See Manage Draft section.
▪ Click on the Continue button.
▪ Click on the Validate button to verify the response before submitting it.
▪ Click on the Submit button. A confirmation message is shown.</td></tr>
<tr><td>Print a Request Information (RFI), Request for Quotation (RFQ) or Auction</td><td>Negotiations</td><td>▪ Print your company’s response by using the internet explorer print functionality.
▪ Find and access the RFI/RFQ/Auction response as explained in the Review a RFI/RFQ/Auction section.
▪ In the Internet Explorer menu, click on the File menu and then the Print… option.
▪ Print the document.</td></tr>
<tr><td>View Purchasing Document (Contracts, Purchase Orders, Service Orders)</td><td>Orders</td><td>▪ View all key summary information about the purchasing document.
▪ Click on the hyperlinks to access specific details.
▪ Click on the specific PO Number hyperlink to access the purchasing document details including both header and line information, such as Terms and Conditions, Lines, Shipments, and Attachments.</td></tr>
<tr><td>Acknowledge and Accept Purchasing Documents (Contracts, Purchase Orders, Service Orders)</td><td>Orders</td><td>▪ After receiving a notification that requires purchasing document acknowledgement and acceptance, login to the iSupplier Portal.
▪ Click on the Order tab, find the specific purchasing document. The Status column will indicate Requires Acknowledgment.
▪ Review the purchasing document by clicking on the specific PO Number hyperlink to access the purchasing document details.
▪ In the Actions dropdown, choose Acknowledge and click on the Go button.
▪ Click on the Accept Entire Order or Reject Entire Order button.</td></tr>
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Action	TAB/Screen	Quick Reference
		▪ Click on the *Submit* button. IMPORTANT: To allow Supplier to view and print the Purchasing Document with the terms and conditions, the Buyer needs to attach the document in the Attachment Section. If the document is not available, request the appropriate Buyer to attach the documentation.
View and Submit Contractual Deliverables	Orders	▪ Click on the *Deliverables* sub-tab link. ▪ Populate the search criteria and click on the *Go* button to access deliverables. ▪ View all the related deliverable details by clicking on the specific *Deliverable Name* hyperlink. ▪ Respond to the deliverable by selecting the pencil icon in the *Update* column. ▪ In the *Notes* field, write an explanation about the information being submitted. ▪ Click on the *Add Attachment* button to attach any required documents. ▪ If needed, go to the *Status History* and click on the *Show* hyperlink to view additional details about the changes. ▪ In the *Status* dropdown, choose Submitted. ▪ Click on the *Apply* button.
View Advance Shipping Notice (ASN)	Shipment	▪ Click on the *Shipment* tab and use the *View* dropdown option to view the ASN. ▪ In the View dropdown, choose view the *Last 25 Shipment Notices* or *All Shipment Notices* option and click on the *Go* button. If necessary, click on the *Advance Search* button to search the specific ASN. ▪ View specific ASN details by clicking on the *Shipment Number* hyperlink.
Create Advance Shipping Notice	Shipment	▪ Click on the *Shipment Notices* sub-tab. ▪ Click on the *Create Advance Shipment Notices* hyperlink. ▪ Under the *Views* section, in the *View* dropdown, choose the *Shipments Due* option. ▪ Click on the *Go* button. ▪ All purchase order shipments are listed. ▪ In the *Select* column, select the purchasing document by checking the applicable purchasing document related to the shipment. More than one purchasing document can be selected. ▪ Click the *Add to Shipment Notice* button. ▪ In the *Shipments in Advance Shipment Notice* section, populate applicable date for each line. ▪ Click on the *Shipping Header* sub-tab. ▪ In the *Shipment Information* section, populate applicable data. ▪ Click on the *Preview* button to view the ASN before submitting it. ▪ Click on the *Submit* button.
Cancel Advance Shipping Notice	Shipment	▪ Click on the *Shipment* tab and use the *View* dropdown option to view the ASN. ▪ If needed, click on the *Advance Search* button to search the specific ASN. ▪ In the *Select* column, select the ASN to cancel by checking the button. ▪ Click on the *Cancel Shipment Notice* button.
View Receipts	Shipment	▪ Click on the *Receipts* sub-tab hyperlink ▪ Populate search criteria ▪ Click on the *Go* button to access applicable receipts. ▪ Click on the *Receipt Number* hyperlink to view details. ▪ View main receipt-related information in the line.
View Returns	Shipment	▪ Click on the *Returns* sub-tab hyperlink ▪ Populate search criteria ▪ Click on the *Go* button to access applicable receipts. ▪ Click on the *Receipt Number* hyperlink to view details. ▪ View main return-related information
View Invoices	Finance	▪ Click on the *View Invoices* sub-tab hyperlink ▪ Populate search criteria ▪ Click on the *Go* button to access invoice information ▪ View and access the invoice information by clicking on the specific *Invoice, PO Number, Receipts* or *Attachment* hyperlinks.
View Payment	Finance	▪ Click on the *View Payments* sub-tab hyperlink ▪ Populate search criteria ▪ Click on the *Go* button to access applicable payment information. ▪ View and access payment information by clicking on the specific *Payment, PO Number*, or *Invoice* hyperlinks.