TATWEER PETROLEUM – BAHRAIN FIELD DEVELOPMENT COMPANY W.L.L

("TATWEER")

iSUPPLIER PORTAL USER HANDBOOK

Applicable to the operations of Tatweer in:

- The Kingdom of Bahrain

IMPORTANT: *Processes, applications and business rules included in this handbook are being implemented with Tatweer's operations in the Kingdom of Bahrain .*

Contents

1 Introduction

1.1 *Handbook Overview*

The iSupplier Portal is an online, self-service tool that allows Tatweer to communicate key procure-to-pay information with its suppliers. With iSupplier, suppliers can:

- **View and acknowledge purchase orders.**
- **Submit change requests.**
- **Create advance shipment notices.**
- **View receipts.**
- **View inventory levels.**
- **View invoices and payments.**
- **Create work confirmation for complex work projects.**
- **Acknowledge purchase order change requests.**

This handbook describes how a registered supplier can use the iSupplier Portal. 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.

If your company is a prospective supplier, please see the Prospective Supplier Section to submit your company information. Please note that completing the Prospective Supplier Registration does not imply a contract, or intent to purchase goods or services from prospective suppliers by Tatweer. If Tatweer is interested in conducting business with you, you will receive an automatic email notification that your company has been registered and given access to the iSupplier Portal to provide additional information.

For information about how to troubleshoot key issues, please visit Frequently Asked Questions and Contacts at http://Suppliersupport.tatweerpetroleum.com

1.2 *iSupplier Portal Overview*

The iSupplier Portal is Tatweer's preferred method for managing the relationship with potential and registered suppliers.

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.

iSupplier offers the following functionality to execute the Tatweer supplier-related processes.

Note: This table indicates the specific iSupplier Portal tab to select to execute the actions related to the process.

Process	Supplier Action	iSupplier Portal Tab
iSupplier Portal User Administration	o Administer iSupplier Portal users	System Administrator
Registration	o View and Update Supplier Profile data	Admin
Qualification	Respond to: o Request for Information (RFI) – Qualification Questionnaire	Negotiations
Sourcing	Respond to: o Request for Information (RFI) – Pre-Screening – Technical Evaluation o Request for Quotation (RFQ) – Commercial Evaluation	Negotiations

Process	Supplier Action	iSupplier Portal Tab
	– Renegotiation o Auction	
Purchasing	o View and Acknowledge Purchasing Documents	Orders
Compliance Monitoring	o View and Submit contractual deliverables	Orders > deliverables
Shipments	o Create, View and Cancel Advance Shipment Notice (ASN)	Shipments
Receiving and Rejections	o View Receipts and Returns	Shipments
	o View Consignment Inventory o View Supplier Items	Products
Performance monitoring	View and Submit purchasing document data by using a Request for Information (RFI), related to: – Objectives – Non Conformities – Performance Scorecards	Negotiations
	View and submit purchasing document data related to: – Issues – Quality Meetings	Orders > Deliverables
Invoicing	o View Invoices	Finance
Payments	o View Payments	Finance

1.3 *Help*

For inquiries about using the iSupplier Portal, please first consult with your company's internally assigned iSupplier Portal Security Administrator. For additional assistance, contact the Tatweer Supplier Help Desk. For a list of Help Desk contact numbers visit http://Suppliersupport.tatweerpetroleum.com

2 Prospective Suppliers

2.1 Complete and submit the Prospective Supplier Registration Form

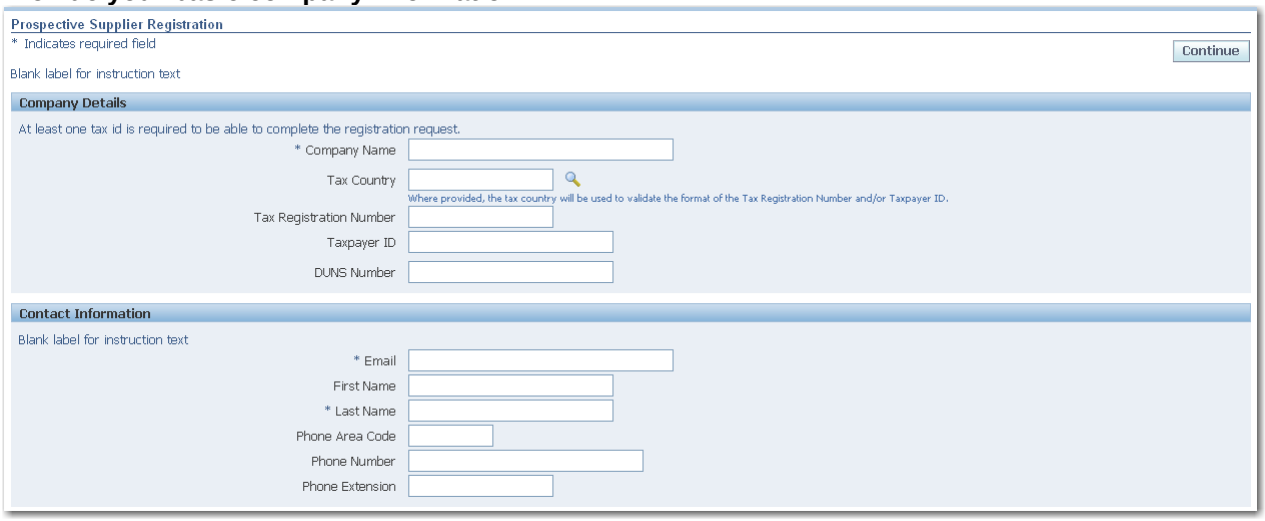
Please note that completing the Prospective Supplier Registration does not imply a contract, or intent to purchase goods or services from Prospective Suppliers by Tatweer.

IMPORTANT: To facilitate Tatweer data utilization, please complete this form with all the information requested and provide as much detail as possible.

2.1.1 Company Details

After clicking on the applicable Prospective Supplier Registration Form hyperlink available at http://Suppliersupport.tatweerpetroleum.com the following web page will be shown.

Provide your basic company information



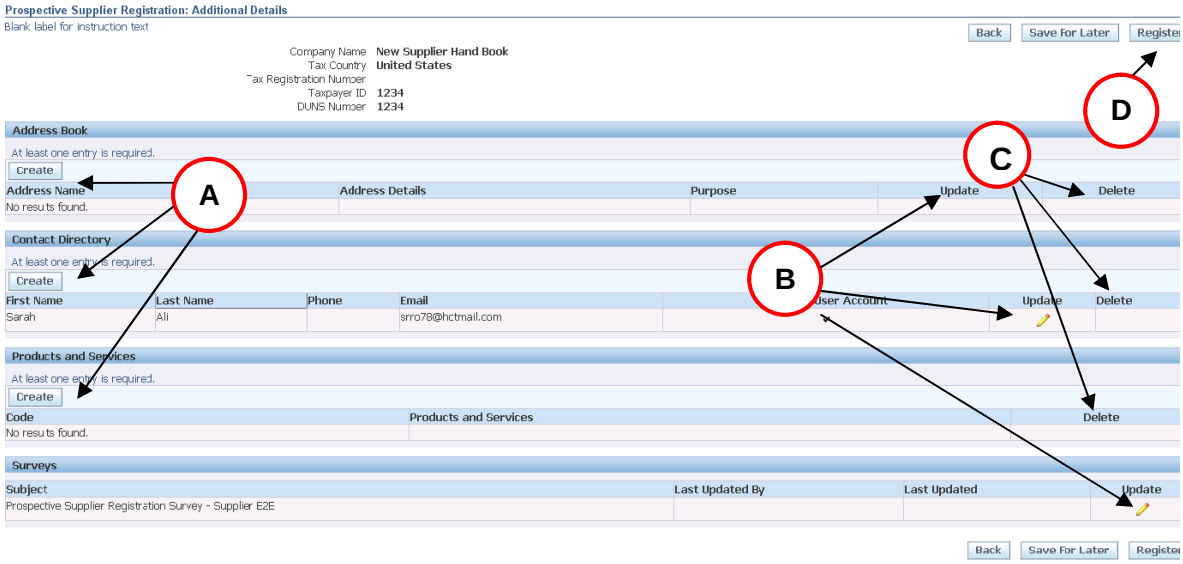
IMPORTANT: Use capital letters to populate all the fields in this section.

1. In the Company Name field, enter the legal name of your company.
2. In the Tax Country field, select the tax country in which your company has been established by clicking on the magnifying glass.
3. In the Taxpayer ID field, enter your company taxpayer ID.
4. OPTIONAL: In the DUNS Number field, indicate your company's Dun & Bradstreet number and tax registration number.
5. Complete the Contact Information fields for the person responsible for providing additional information for the registration.
6. Click on the Continue button, and a second web page will appear.

2.1.2 Prospective Supplier Additional Details

The Prospective Supplier Additional Details page allows you to provide additional company information necessary to review your registration request.

- Address Book: Indicate addresses for receiving sourcing and/or purchasing documents and/or payments.
- Contacts Directory: Provide key personnel contact data.
- Products and Services: List the products and services that your company can provide to Tatweer. Please provide as much detail as possible.
- Survey: Additional company background questionnaire. If this section is not completed, your registration will be automatically rejected.

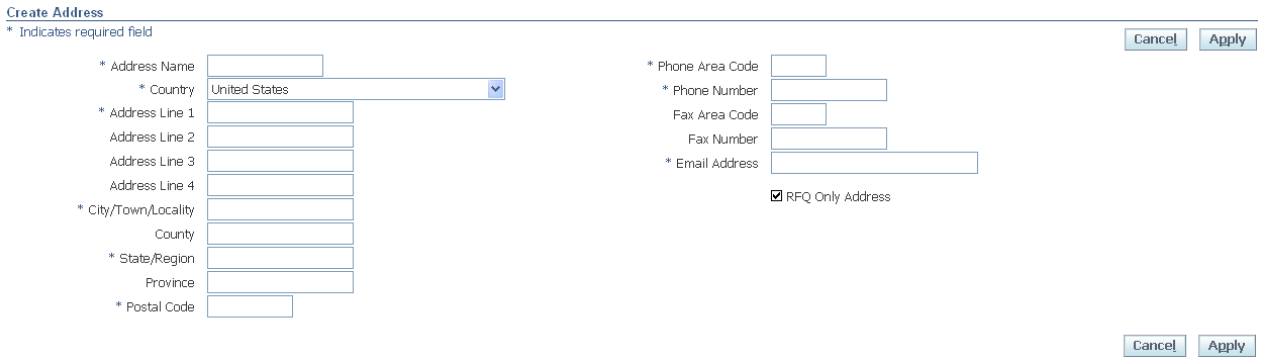


A	**Create button**: To add new information in a section
B	**Update icon**: To modify or view information in a section
C	**Delete icon:** To remove information from a section
D	**Register button:** To submit the request after populating all the required information

Complete each section according to the instructions below.

Address Book:

In this section, please provide your company addresses for requesting information or quotations, ordering materials and services, and receiving payments.

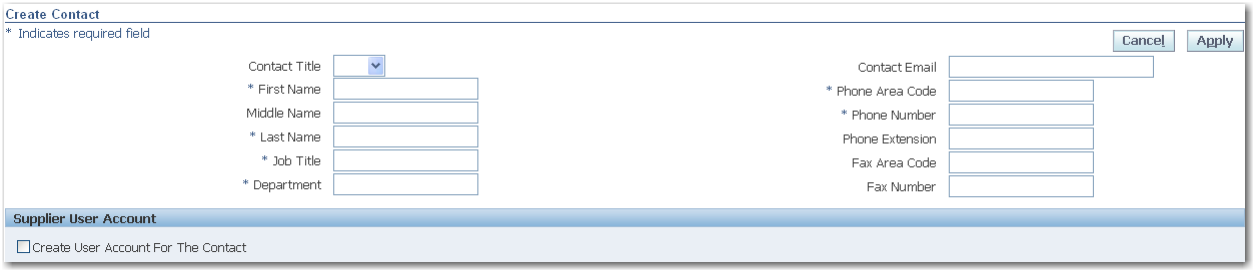


- Use all capital letters
- Begin by completing the fields with the <u>address for receiving sourcing, purchasing documents and payments</u>. Create as many addresses as necessary. Remember to check the boxes on the right to indicate the purpose of the address.

1. Click on the Create button in the main section web page and the web page shown above will appear.
2. Complete the information (asterisks indicate a field is required)
3. In the Email Address field, indicate the email address of the person who will receive the documentation related to the purpose of the address.
4. Click on the Apply button.
5. To add more addresses, click on the Create button again.

Contact Directory:

In this section provide your company contacts for doing business with Tatweer.



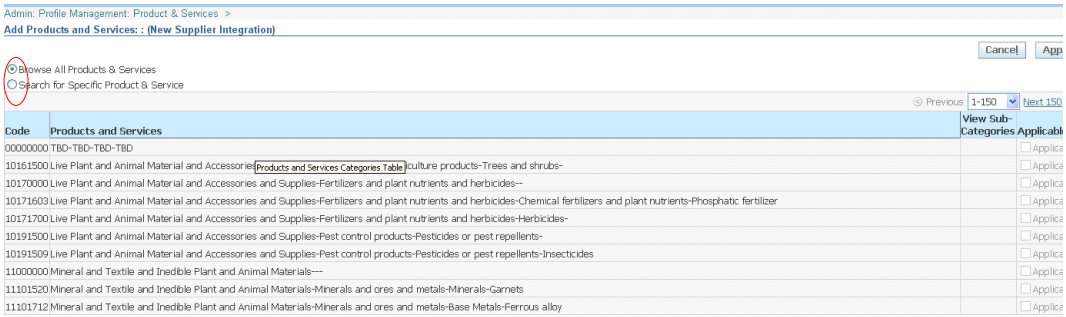
- Use capital letters

1. Click on the Create button in the main section web page, the web page shown above will appear.
2. Complete the information (asterisks indicate a field is required).
3. In the Supplier User Account section, indicate if this contact will be a potential iSupplier Portal user by checking in the box on the lower left.
4. Click on the Apply button.
5. To add more contacts, click on the Create button again.

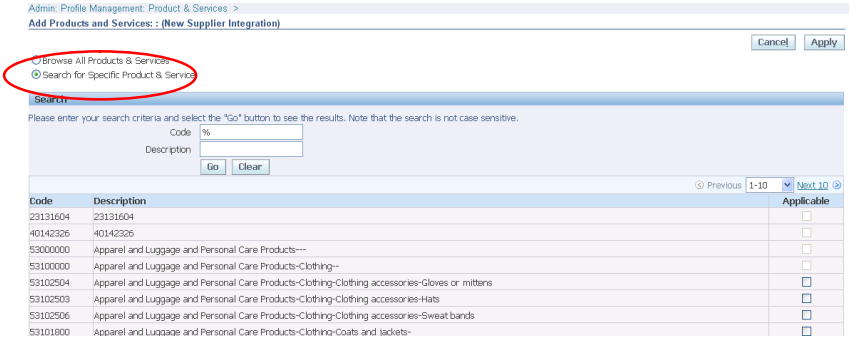
Products and Services:

In this section provide the products and services that your company would like to provide to Tatweer according to the UNSPSC codes (United Nations Standard Products and Services Code). For more information, visit www.unspsc.org.

IMPORTANT: Do not select categories of products or services that your company is not currently providing to other customers. It will delay any Tatweer internal downstream process and will negatively impact the perceived reliability of the data your company submitted.



1. Click on the Create button in the main section web page and the web page shown above will appear.
2. Selected UNSPSC commodities at the class level (code and description) are listed in this web page. Search products and services and select the ones you would like to provide by clicking the box in the Applicable column.
    a. Searching for alternative products and services
        i. Browse through the list by clicking on the Previous or Next hyperlinks
        ii. Search specific codes or descriptions by selecting the Search for Specific Products and Services button.



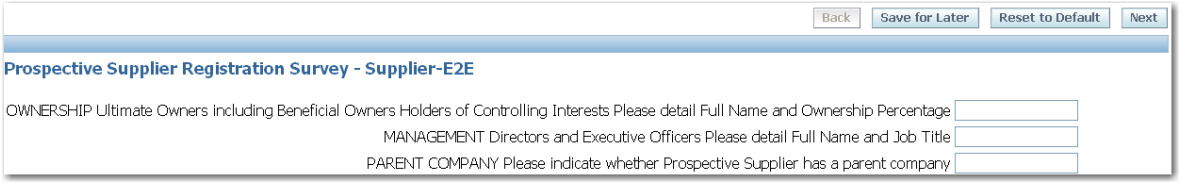
1. Enter the search criteria into the Code or Description field. Use “%” to broaden the range of results. Tip: in the Description field, enter the key word surrounded by “%” (e.g.: %tubular%)
2. The list of products and services will be displayed. Select the appropriate product or service.
3. Click the Apply button to continue.
4. To add more products and services, click on the Create button again.

Survey:

In this section, provide your company background.

IMPORTANT: Do not include data that is not current. It will delay any Tatweer internal downstream process and will negatively impact the perceived reliability of the data your company submitted.

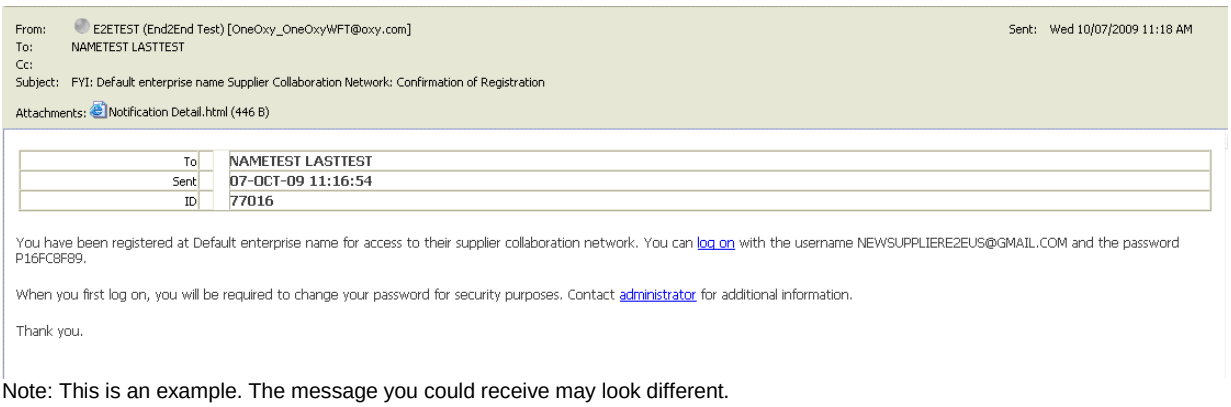
1. Click on the Update icon in the main section web page, the web page shown below will appear.
2. Follow the survey instructions and populate all of the fields.
3. Click on the Next button to save the survey response and return to the main web page.



Submit the registration:

1. Review the information provided to ensure accuracy.
2. Click on the Register button.
3. A confirmation message will be shown.

Please note that the Prospective Supplier Registration submission does not imply a contract, or intent to purchase goods or services from Prospective Suppliers by Tatweer. Tatweer’s buyers will review and assess your submission. If Tatweer has an interest in conducting business with you, an automatic email notification will indicate that your company has been registered and given access to the iSupplier Portal to provide additional information about your company’s capabilities.



From: E2ETEST (End2End Test) [OneOxy_OneOxyWFT@oxy.com] Sent: Wed 10/07/2009 11:18 AM
To: NAMETEST LASTTEST
Cc:
Subject: FYI: Default enterprise name Supplier Collaboration Network: Confirmation of Registration
Attachments: Notification Detail.html (446 B)

To	NAMETEST LASTTEST
Sent	07-OCT-09 11:16:54
ID	77016

You have been registered at Default enterprise name for access to their supplier collaboration network. You can log on with the username NEWSUPPLIERE2EUS@GMAIL.COM and the password P16FC8F89.

When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.

Thank you.

Note: This is an example. The message you could receive may look different.

3 Registered Suppliers

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.

3.1 Login, Username, Passwords, Access and Preferences Setup

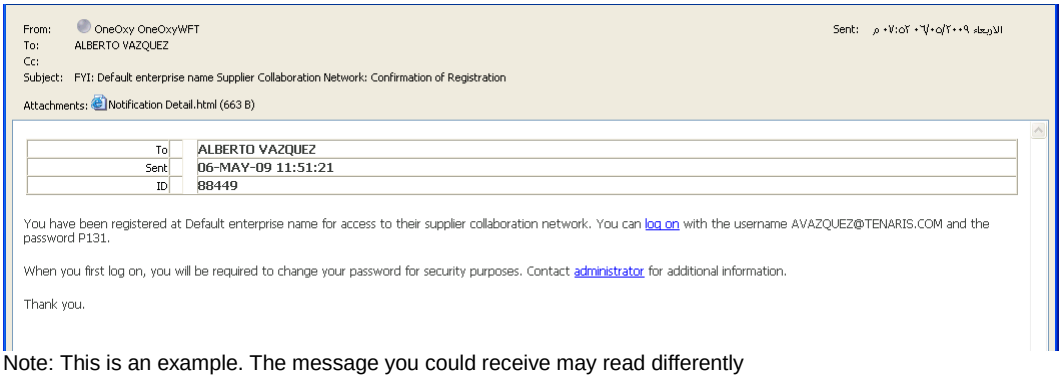
3.1.1 Overview

When the supplier or supplier's users are registered, an automatic email notification is sent to confirm the registration in the iSupplier Portal with the username, temporary password and a link to access the Portal. The first login will require the change of your temporary password for security purposes. If passwords and usernames are forgotten, from the iSupplier Portal login web page click on the Login Assistance hyperlink and submit the appropriate request. The iSupplier Portal also allows the user to set up preferences regarding languages, regions, etc.

Key topics

- Login to the iSupplier Portal and change the temporary password.
- Get user name or reset the password from the login web page.
- Change password and define main preferences.

3.1.2 Login to the iSupplier Portal



From: OneOxy OneOxyWFT Sent: الاربعاء ٠٦/٠٥/٢٠٠٩ ٠٧:٥٢ م
To: ALBERTO VAZQUEZ
Cc:
Subject: FYI: Default enterprise name Supplier Collaboration Network: Confirmation of Registration
Attachments: Notification Detail.html (663 B)

To	ALBERTO VAZQUEZ
Sent	06-MAY-09 11:51:21
ID	88449

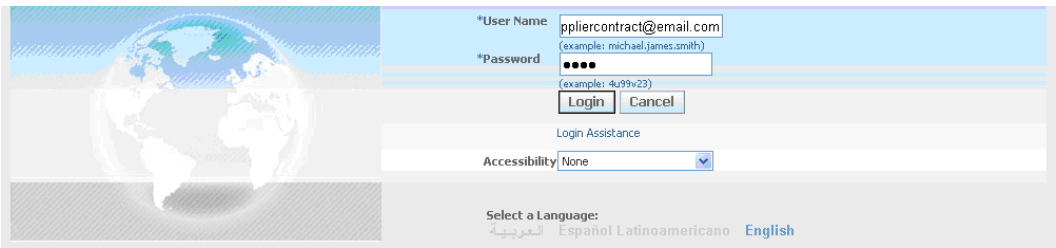
You have been registered at Default enterprise name for access to their supplier collaboration network. You can log on with the username AVAZQUEZ@TENARIS.COM and the password P131.

When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.

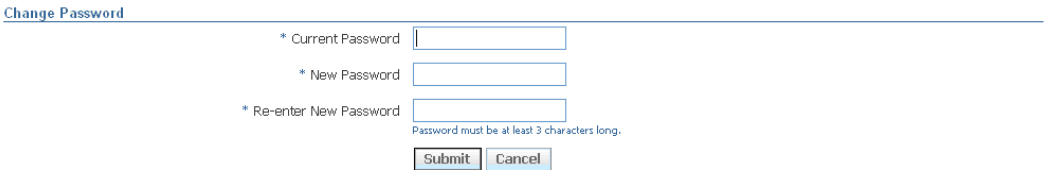
Thank you.

Note: This is an example. The message you could receive may read differently

1. After receiving confirmation of registration via email, access the iSupplier Portal and change the temporary password by using the provided hyperlink.

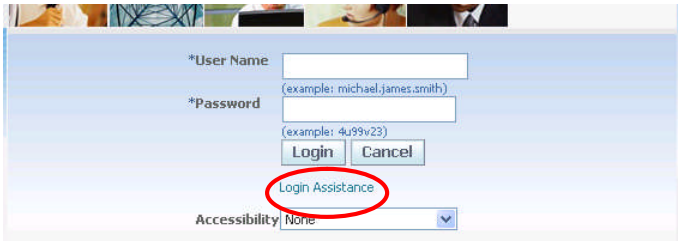


2. In the User Name field, enter the user name provided in the registration confirmation email.
3. In the Password field, enter the temporary password (case sensitive) provided in the registration confirmation email.
4. Click on the Login button to continue. If login is successful, the system will prompt you to change your password.
   Tip: If login fails, use the Login Assistance hyperlink (see the next section).

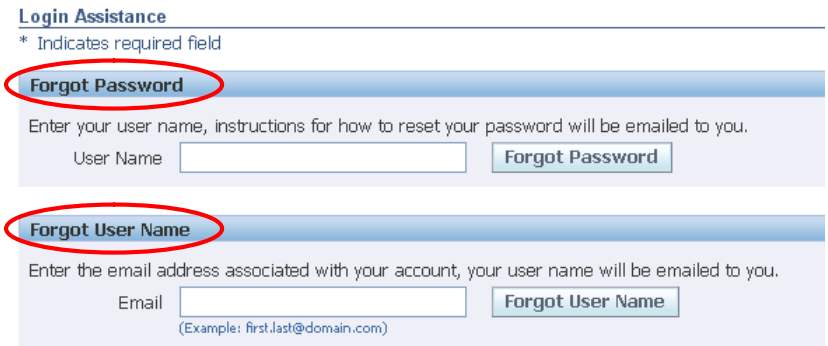


5. In the Current Password field, enter the current password provided in the confirmation of registration email.
6. In the New Password field, enter the desired password in the New Password field (at least 8 alphanumeric characters).
7. In the Re-enter New Password field, enter the new (case sensitive) password again.
8. Click the Submit button to continue.
9. The iSupplier Portal Home Tab web page will appear.

3.1.3 Get User Name or Reset Password



1. In the login web page, click on the Login Assistance hyperlink.

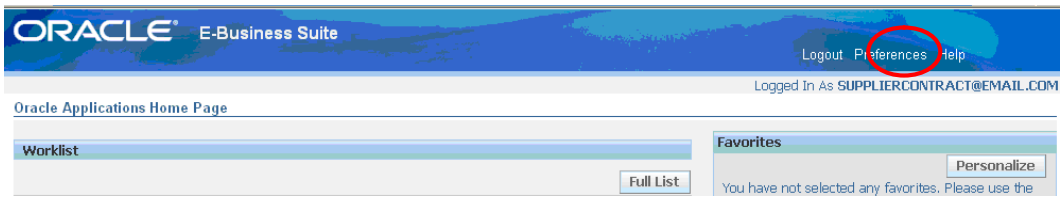


2. In the Login Assistance web page
   a. **Forgotten Password**: In the User Name field, enter your username and click on the Forgot Password button to reset your password. An email with instructions is automatically sent to the email associated with the username (it can take up to an hour). Or, you can

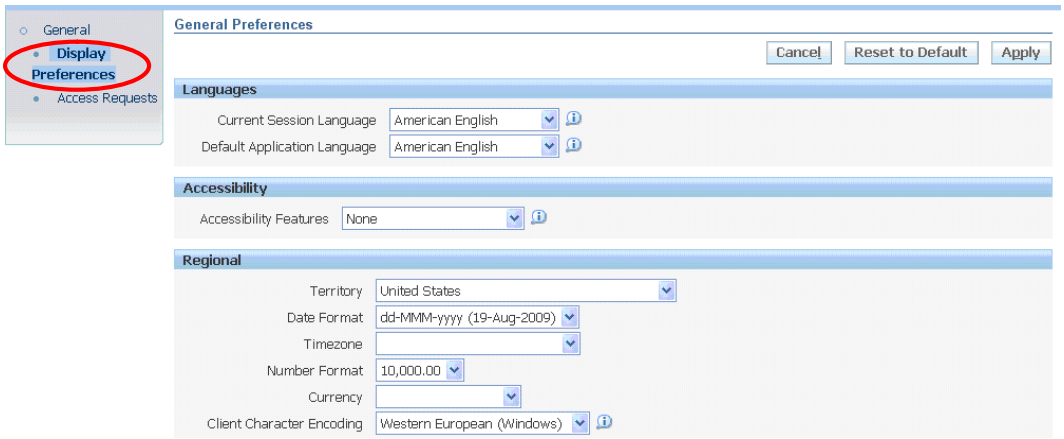
contact the iSupplier Portal Security Administrator within your company to reset the password.

b. **Forgotten User Name:** 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.

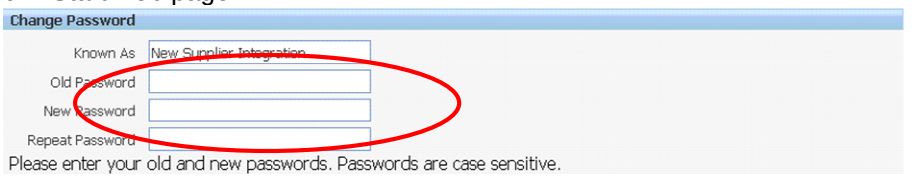
3.1.4 Change Password and Define Main Preferences



1. Login to the iSupplier Portal.
2. Click on the Preferences hyperlink.



3. Select your preferences:
   a. Language (English, Spanish, Arabic).
   b. Regional (Territory, Data Format, Time Zone, Number Format, Currency, etc.).
   c. Start web page.



4. In the Change Password section, change the password as desired.
5. Save any changes by clicking on the Apply button.

3.2 iSupplier Portal Home Tab

3.2.1 Overview

The iSupplier Portal Home Tab allow access associated with various responsibilities as well as the ability to quickly view and access critical information related to your company.

Key topics:

- Selecting the appropriate access level.
- Various responsibilities available for iSupplier Portal users.
- Navigate the iSupplier Portal Home Tab.
- Use the search tools.

3.2.2 Access Levels Available for iSupplier Portal Users

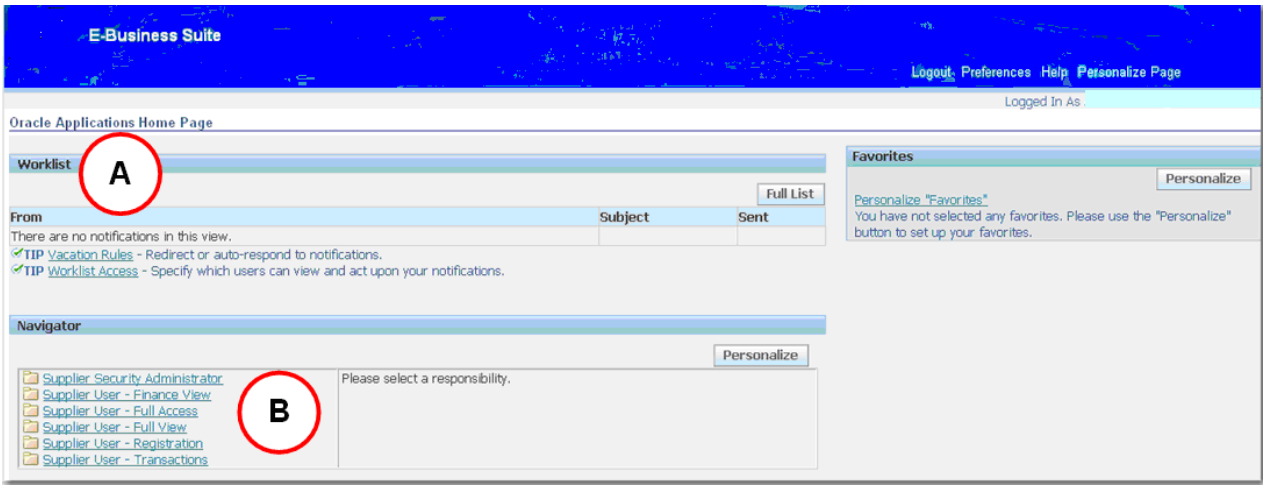
There are five different levels of access to the iSupplier Portal. Access will be granted according to the responsibilities assigned to you.

Access Level	Description	Assign To
Supplier Security Administrator	Administrate supplier user access and supplier profile data	▪ iSupplier Portal Security Administrator and alternate
Supplier User - Registration	Temporary responsibility to complete the supplier registration and qualification process	▪ User who will be responsible for performing the supplier registration and qualification process
Supplier User - Full View	View all the information available in the iSupplier Portal	▪ iSupplier Portal Security Administrator ▪ User who needs to view the information but does not have the level of authority to enter data on behalf of the supplier
Supplier User - Transactions	Perform actions related to all the processes available in the iSupplier Portal except administering supplier users and supplier profile data.	▪ iSupplier Portal Security Administrator ▪ User who needs to view the information and has the level of authority to enter data on behalf of the supplier
Supplier User - Finance View	View invoices and payment information	▪ User who only needs to view invoices and payments

3.2.3 Logging into a Specific Access Level

When logging in to the iSupplier Portal, the Oracle Application Home Page will be displayed if more than one level has been assigned to your user account.

After login, if more than one level has been assigned, select the appropriate level in the Oracle Applications Home Page. If only one level is assigned, the iSupplier Portal Home Tab web page will be shown immediately.

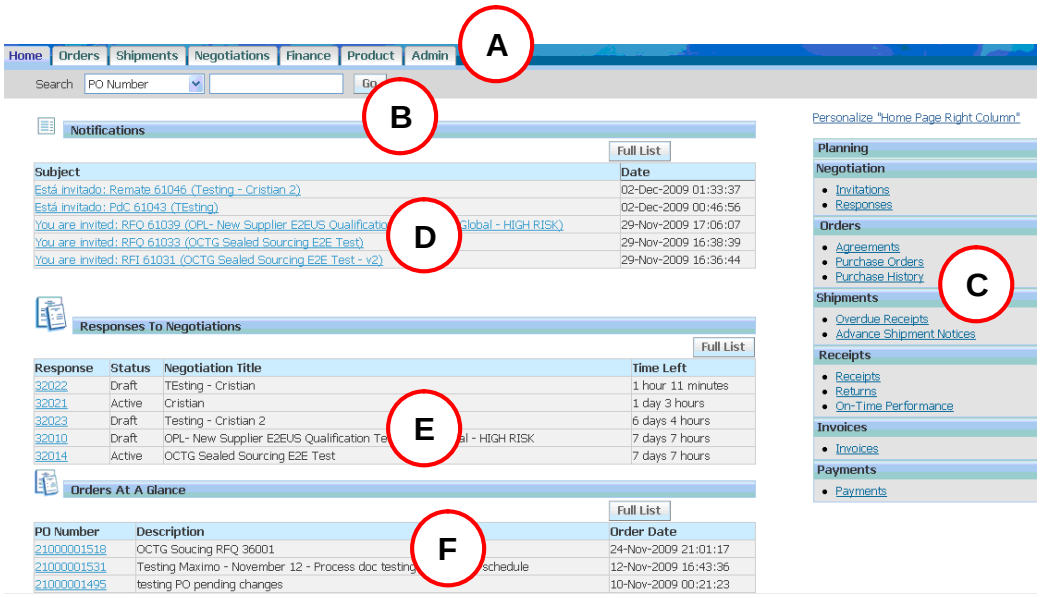


The web page contains two main sections:

A	**Worklist**: All of your latest notifications are shown. Access the full list of notifications by clicking on Full List button. If nothing is listed, no transactions are in progress.
B	**Navigator**: All of your assigned responsibilities are shown. Access the desired functionality by clicking on the applicable access level hyperlink. If you do not see any hyperlinks, please contact the iSupplier Portal Security Administrator in your company.

3.2.4 Navigate the iSupplier Portal Home Tab

After selecting the appropriate access level, the iSupplier Portal Home tab is shown.



Note: Some sections will only appear if there are transactions. The user access level being used will dictate which tabs appear.

A	**Home tab**: Click on the appropriate tab to quickly access related functionality.

B	**Search section**: Choose the option to search from the dropdown field (Purchase orders, Shipments, Invoices, and Payments). In the empty box, enter the document number or "%". Use the wildcard "%" to broaden the range of results or enter a keyword surrounded by "%" to narrow your results (e.g. %tubular%). Click on the Go button to see the information.
C	**Quick links section**: List of shortcuts to the main functionalities and web pages. Click any hyperlink to go directly to a web page.
D	**Notifications section**: List of notifications waiting for your review. Some notifications are view-only, while other notifications require action. To open and view your notifications, click the subject hyperlink. Click on the Full List button to display all notifications.
E	**Responses to Negotiations section**: List of draft and active responses to open sourcing events. Click the response hyperlink number to open and view the response. Click on the Full List button to display all responses.
F	**Orders at a Glance section**: List of the most recent purchasing documents (PO). Click a purchase order number to view purchase order details. Click the Full List button to display all purchasing documents.
	Shipments at a Glance section: List of shipments will appear, if applicable. Click a shipment number hyperlink to open and view shipment details. Click on the Full List button to display all shipments.

3.2.5 Use the searching options

The iSupplier Portal provides extensive search criteria on all web pages to help you retrieve information.

- Broaden the searching results by using "%" in any searching criteria.
- Once searched results are displayed, sort them by clicking any linked column headings.

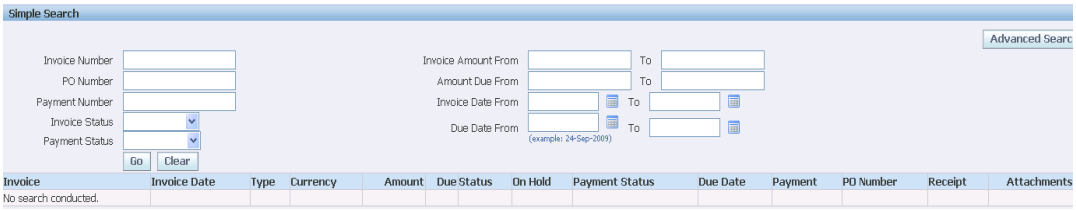
There are three types of search functions available.

a. Quick search at Home tab

Choose the option to search from the dropdown field (Purchase orders, Shipments, Invoices, and Payments). In the empty box, enter the document number or "%". Click the Go button to view the information.

b. Simple Search

The Simple Search feature is available on many of the web pages and allows multiple search criteria.



c. Advanced Search

The Advanced Search feature allows complex search queries containing multiple search criteria. To add new search criteria, select new criteria from the Add another dropdown and click on the Add button.

3.3 Notifications

3.3.1 Overview

Supplier (*Supplier User*) simultaneously receives notifications through:

- The email account associated with the user account in the iSupplier Portal.
- The Worklist section on the Oracle Application Home Page.
- The Notifications section on the iSupplier Portal Home tab.

Notifications are automatically sent from the system to a supplier (or a specific supplier's contact) to notify of the following:

- A specific event has been executed by Tatweer and no action is required from the supplier (e.g. payments).
- A specific event has been executed by Tatweer and an action is required (e.g. acknowledgement required). Periodically reminders are sent until the action is completed.

The appropriate Tatweer personnel will receive notifications when a supplier executes an action through the iSupplier Portal.

The main notifications a supplier might receive are:

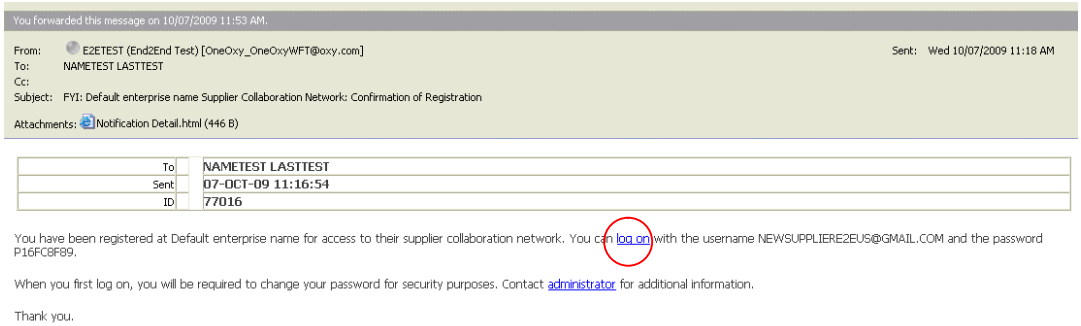
Process	Supplier Action	Key Notifications
iSupplier Portal User Administration	o Administrate iSupplier Portal users	o Confirmation of registration o Username look up o Password reset
Registration	o View and Update Supplier Profile data	o Confirmation of registration
Qualification	Respond to: o Request for Information (RFI) – Qualification Questionnaire	o Invitation to qualification event o Qualification event closed
Sourcing	Respond to: o Request for Information (RFI) – Pre-Screening – Technical Evaluation o Request for Quotation (RFQ) – Commercial Evaluation o Auction	o Invitation to negotiation event o Negotiation event opened to bid o Negotiation event extended to bid o Negotiation event closed to bid o Negotiation event amendment o Negotiation event cancelled
Purchasing	o View and acknowledge purchasing documents, including Terms and Conditions	o Order submitted o Order to acknowledge
Compliance Monitoring	o View and submit contractual deliverables	o Deliverable is overdue o Deliverable status change
Shipments	o View, create and cancel Advance Shipment Notice (ASN)	
Receiving and Rejections	o View receipts and returns	
	o View Consignment inventory o View Supplier items	
Performance Monitoring	View and submit purchasing document data by using a Request for Information (RFI), related to: o Objectives o Non Conformities o Performance Scorecards	o Invitation to objectives event o Invitation to non conformity event o Invitation to performance scorecard event
	View and Submit Purchasing Document data related to: o Issues o Quality Meetings	o Deliverable is overdue
Invoicing	o View Invoices	
Payments	o View Payments	o Payment remittance advices

Key topics:

- Types of notifications
- Respond to a notification
- Notification delegations – Worklist Access
- Notification delegations – Vacation Rules

3.3.2 Types of Notifications

1. Email Notification.


You forwarded this message on 10/07/2009 11:53 AM.

From: E2ETEST (End2End Test) [OneOxy_OneOxyWFT@oxy.com] Sent: Wed 10/07/2009 11:18 AM
To: NAMETEST LASTTEST
Cc:
Subject: FYI: Default enterprise name Supplier Collaboration Network: Confirmation of Registration
Attachments: Notification Detail.html (446 B)

To	NAMETEST LASTTEST
Sent	07-OCT-09 11:16:54
ID	77016

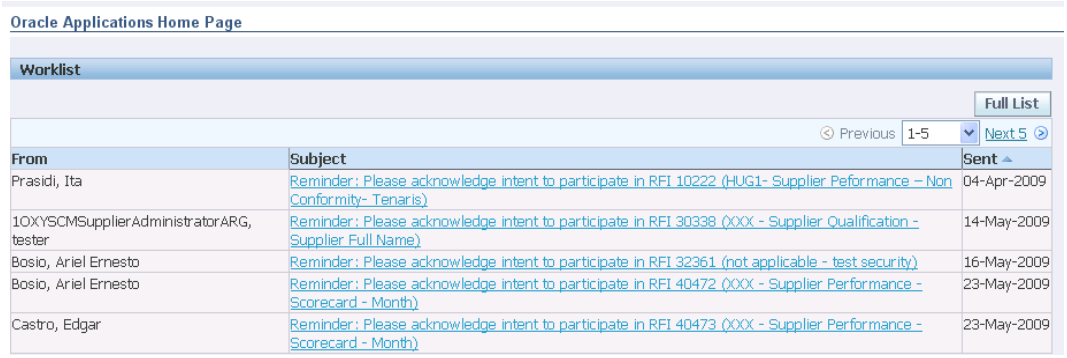
You have been registered at Default enterprise name for access to their supplier collaboration network. You can log on with the username NEWSUPPLIERE2EUS@GMAIL.COM and the password P16FC8F89.

When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.

Thank you.

This is an example of an e-mail notification. To respond to a notification, login and go to the corresponding web page to take the appropriate action.

2. Worklist - Oracle Application Home Page


Oracle Applications Home Page

Worklist

Full List

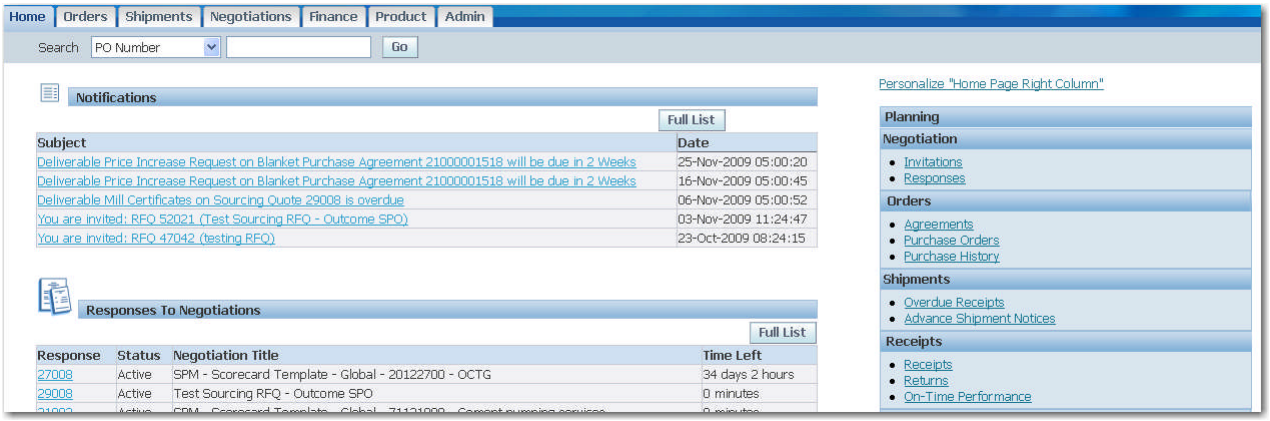
Previous 1-5 Next 5

From	Subject	Sent
Prasidi, Ita	Reminder: Please acknowledge intent to participate in RFI 10222 (HUG1- Supplier Peformance – Non Conformity- Tenaris)	04-Apr-2009
1OXYSCMSupplierAdministratorARG, tester	Reminder: Please acknowledge intent to participate in RFI 30338 (XXX - Supplier Qualification - Supplier Full Name)	14-May-2009
Bosio, Ariel Ernesto	Reminder: Please acknowledge intent to participate in RFI 32361 (not applicable - test security)	16-May-2009
Bosio, Ariel Ernesto	Reminder: Please acknowledge intent to participate in RFI 40472 (XXX - Supplier Performance - Scorecard - Month)	23-May-2009
Castro, Edgar	Reminder: Please acknowledge intent to participate in RFI 40473 (XXX - Supplier Performance - Scorecard - Month)	23-May-2009

After logging in to the iSupplier Portal, in the Oracle Application Home Page in the Worklist section, find the list of your pending notifications.

- To display all your notifications, click on the Full List button. Use the View dropdown to select different views and click on the Go button. The screen will show the notification according to the selection.
- To respond to a notification, click on the notification subject hyperlink.

3. Notifications - iSupplier Portal Home Tab

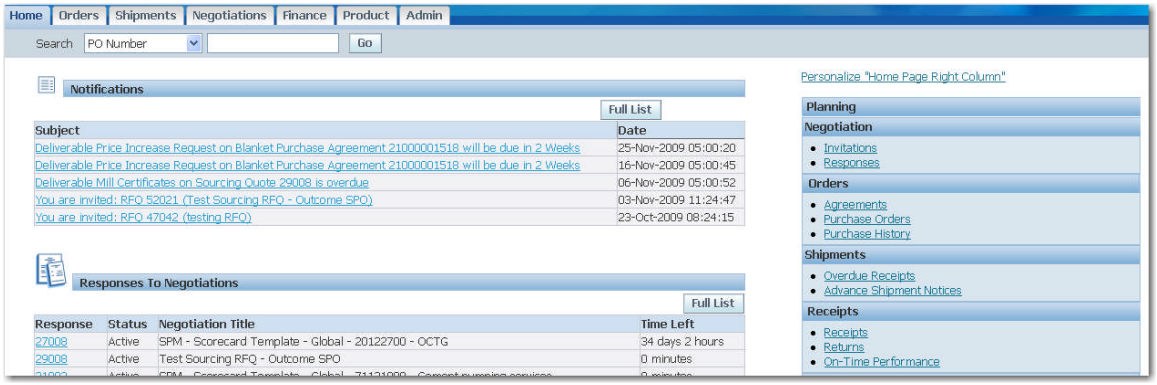


In the iSupplier Portal Home tab in the Notifications section, find the list of your pending notifications.

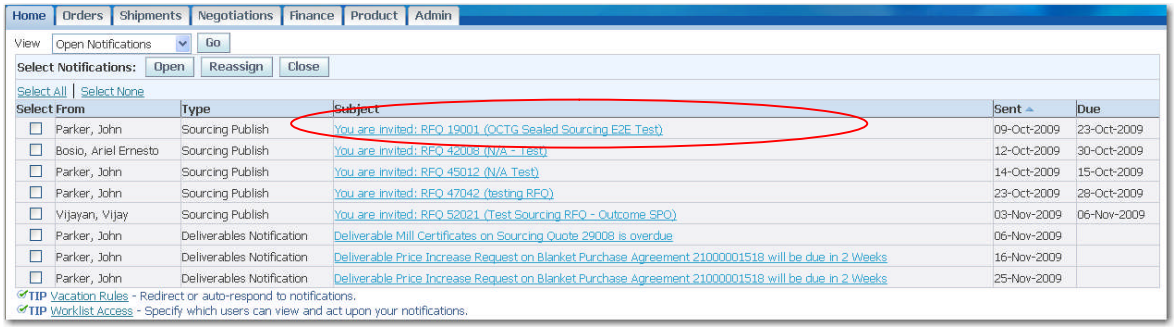
- To display all your notifications, click on the Full List button. Use the View dropdown to select different views and click on the Go button. The screen will show the notification according to the selection.
- To respond to a notification, click on the notification subject hyperlink.
- While some actions can be directly executed from the notification, notifications do not provide all the data or functionality to fully satisfy the requirement. To execute the action, select the specific tab from the top of the web page.

3.3.3 Respond to a notification

A user can view and respond, delegate, or redirect a specific notification to another iSupplier Portal user within its organization.



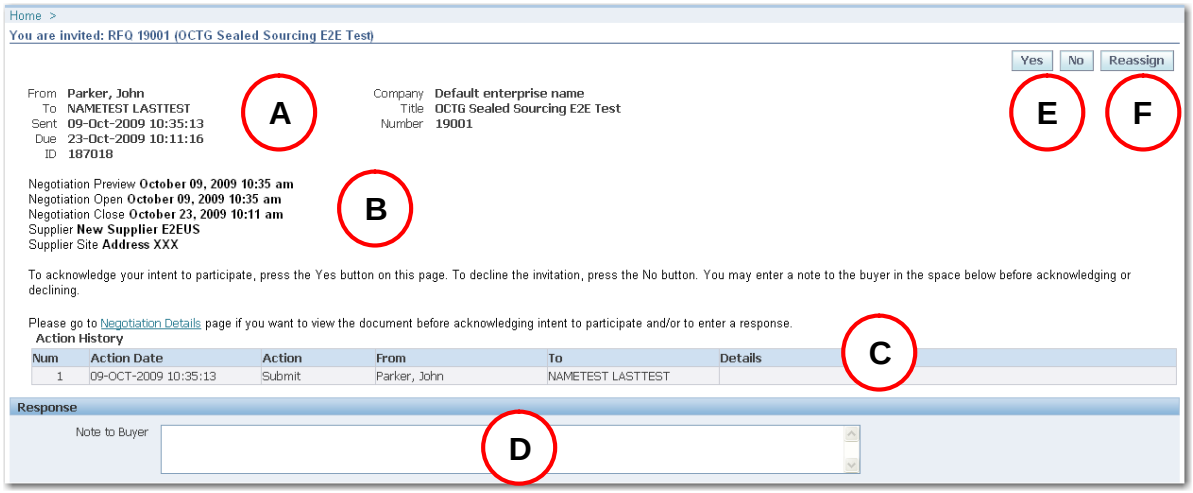
1. In the iSupplier Portal Home Tab in the Notifications section, find the list of your pending notifications. To display all your notifications, click on the Full List button. To sort the notifications in any column, click the column label/title.



2. In the Notification table:
   a. In the From column, view who has sent the notification to identify the Tatweer representative. The name is important when making any inquiry to Tatweer's Supplier Help Desk.

b. In the Type column, view the notification type, an internal iSupplier Portal classification.
c. In the Subject column, view the message:
   i. Action to be taken (e.g.: You are invited… or …will be due in 2 weeks).
   ii. Document type (e.g. RFQ or Deliverable).
   iii. Document number or document related (i.e. RFQ 19001 or Blanket Purchasing Agreement 210000001518).
d. In the Sent column, view the date when the notification was generated.
e. In the Due column, view the due date to take action.

3. Select a specific notification by clicking on the Notification subject hyperlink. Select one or multiple notifications by checking the box next to the notification. Click on the Open button, the Close button, or the Reassign button.

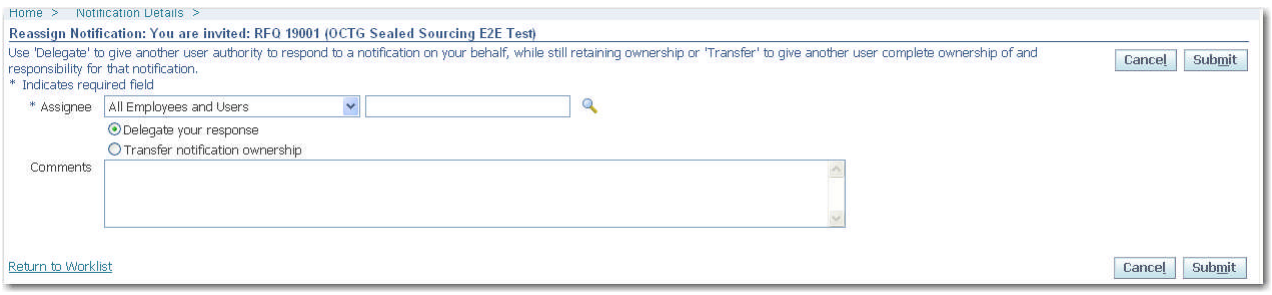


Note: Some sections will only appear if they are applicable to the notification type.

A	**Notification details**: View general data regarding sender, date and subject.
B	**Message body**: View detailed data regarding the event and information for required actions. If applicable, there will be hyperlinks to access the specific screen or transaction in the iSupplier Portal.
C	**Action History table**: If applicable, view all the actions taken related to this event. (Supplier and Tatweer actions)
D	**Response section**: If applicable, the response section will be shown. In this example, the Note to the Buyer textbox is used to explain the acceptance/rejection reason.
E	**Action buttons**: If applicable, action buttons will be shown according to the action to be taken regarding the event. In this example, Yes and No buttons are used to accept or reject the invitation to a request for quotation.
F	**Reassign button**: By clicking on the Reassign button, the notification can be delegated or transferred to another iSupplier Portal user within your company.

Reassign Notification

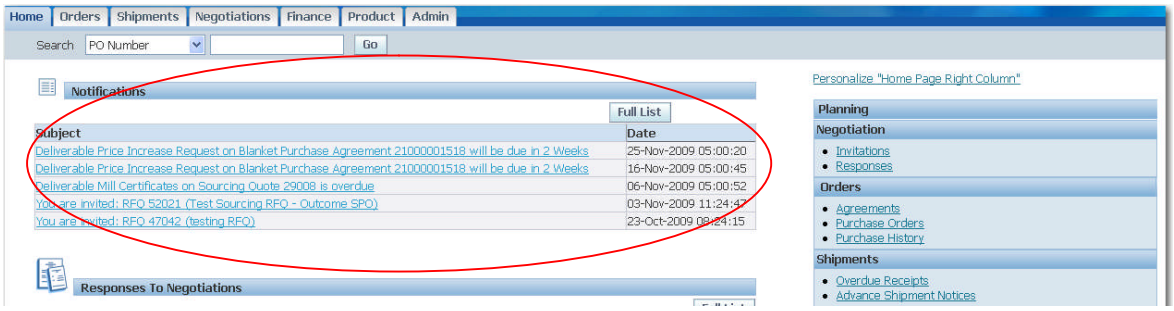
If a notification needs to be reassigned to another iSupplier Portal user within your company, open the notification and click on the Reassign button.



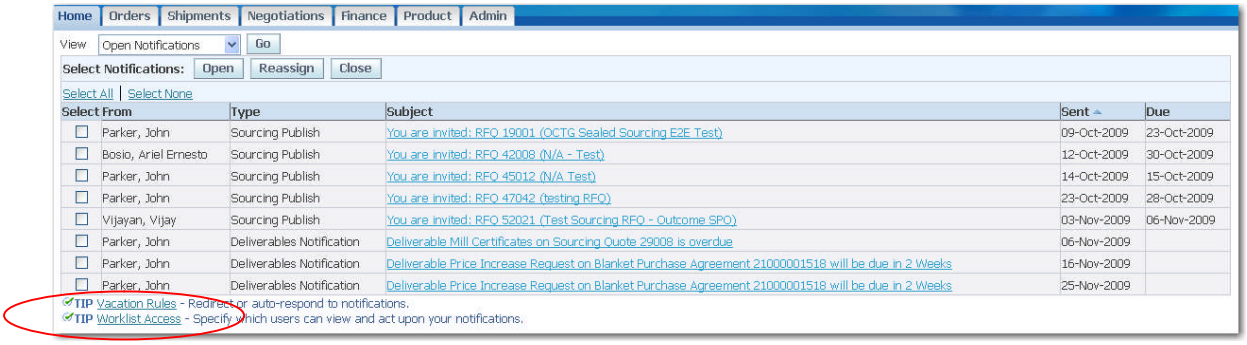
1. In the Assignee field, select the iSupplier Portal user within your company.
2. In the Reassign section, select:
    a. **Delegate your response**: Select this option if you want to give another user authority to respond to the notification on your behalf, but you want to retain ownership of the notification. For example, a manager might delegate all vacation scheduling approvals to an assistant.
    b. **Transfer notification ownership:** Select this option if you want to give another user complete ownership of and responsibility for the notification. For example, use this option if you should not have received the notification and you want to send it to the correct recipient or to another recipient for resolution. A transfer may have the effect of changing the approval hierarchy for the notification. For example, a manager might transfer a notification about a certain project to another manager who now manages that project.
3. In the Comments field, write a description to indicate the reason, purpose or scope.
4. Click on the Submit button.

3.3.4 Notifications delegation – Grant Worklist Access

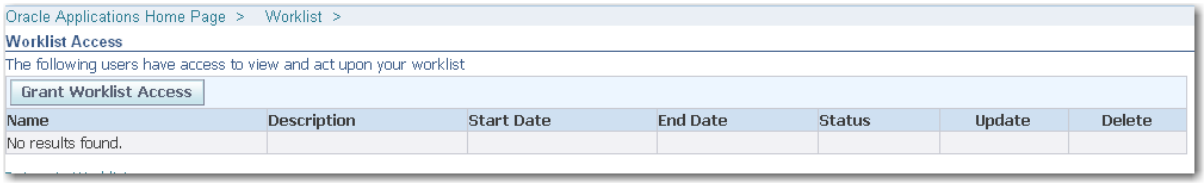
A user can specify which users can view and act upon his/her notifications within the supplier's organization.



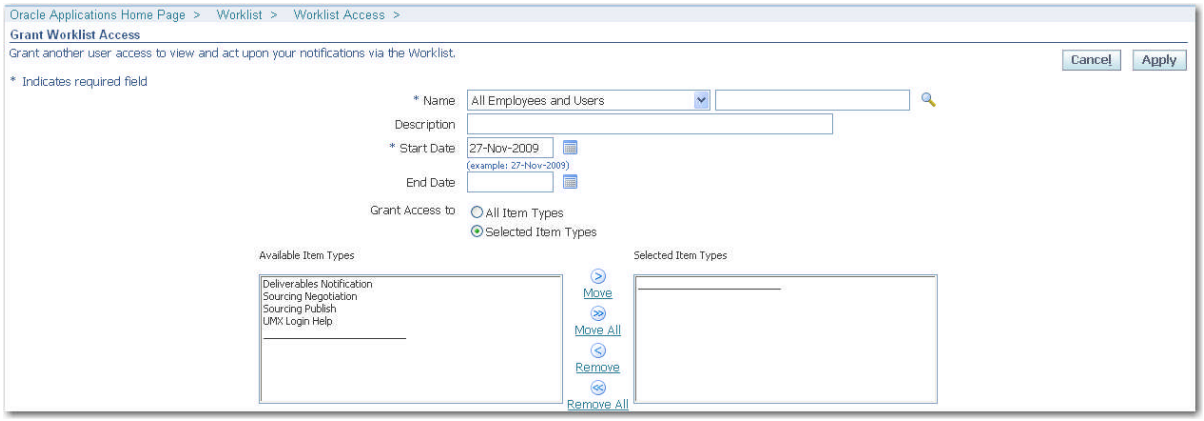
1. In the iSupplier Portal Home Tab in the Notifications section, find the list of your pending notifications. To display all your notifications, click on the Full List button.



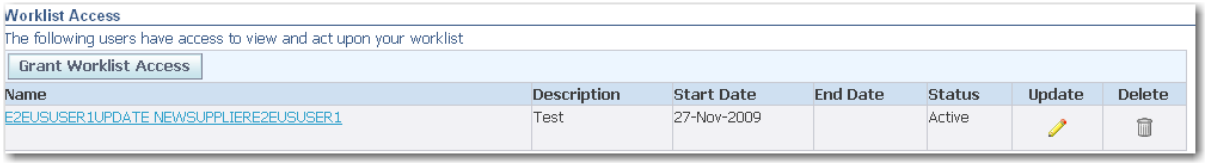
2. Click on the Worklist Access hyperlink at the bottom of the web page.



3. Click on the Grant Worklist Access button.



4. In the Name field, select the iSupplier Portal user within your company to grant access to your worklist.
5. In the Description field, write any description to indicate the reason, purpose or scope.
6. In the Start Date field click on the Calendar icon to select the effective date to grant the access.
7. Optionally, in the End Date field, click on the Calendar icon to select the effective date to cancel the access.
8. In the Grant Access to section, select from the following:
    a. All Item Types: To share all your notifications with someone else.
    b. Selected Item Types: To specify which notification will be shared.
        i. In the Available Item Types box, select the notification types to share by clicking on the appropriate types.
        ii. Click on the Move arrow icon to transfer the item to the Selected Item Types.
9. Click on the Apply button.
10. The Worklist Access screen will show the new setup access.



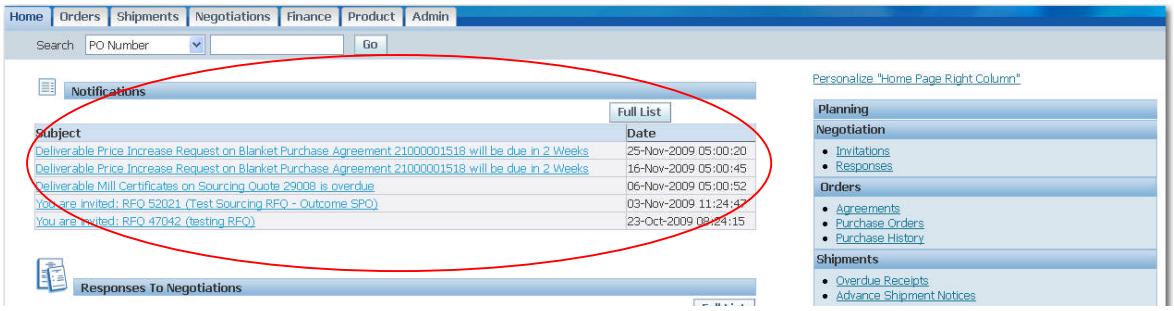
11. To maintain the worklist access:
    a. Click on the Update pencil icon to update the access attributes.
    b. Click on the Delete trash can icon to remove the access.

Alternative access to the Worklist Access section:

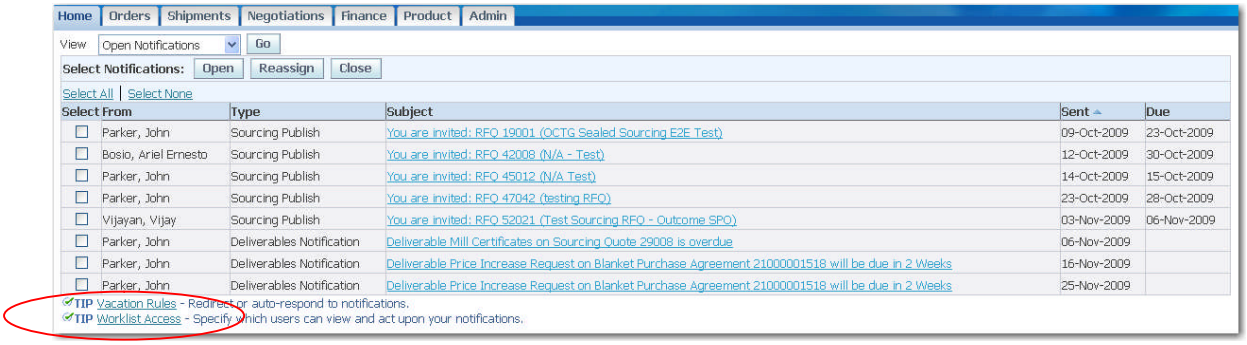
1. Login.
2. From the Oracle Application Home Page, select Worklist section at the top of the page
3. Click on the Worklist Access hyperlink.

3.3.5 Notifications delegation – Vacation rules

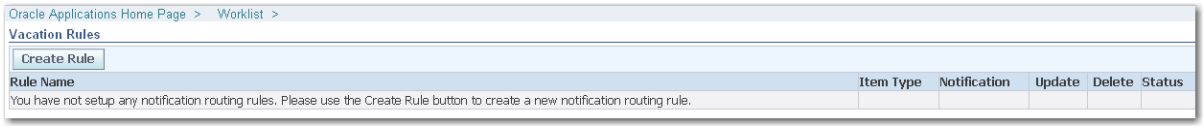
A user can auto respond or redirect notifications within its organization.



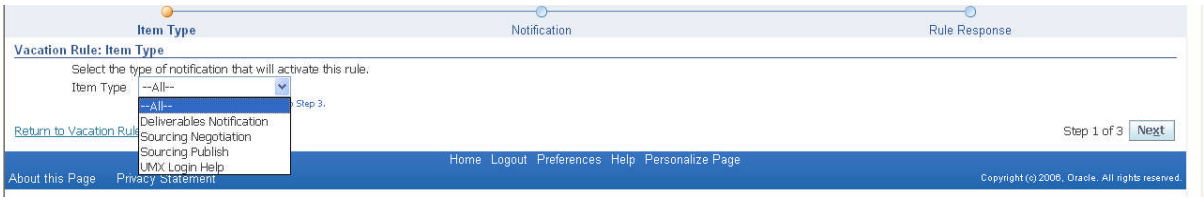
1. In the iSupplier Portal Home tab in the Notifications section, find the list of your pending notifications. To display all your notifications, click on the Full List button.



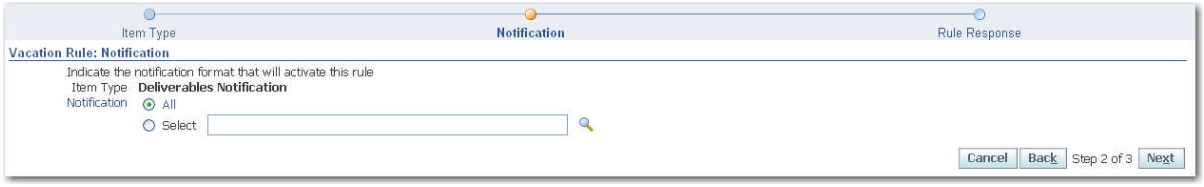
2. Click on the Vacation Rules hyperlink.



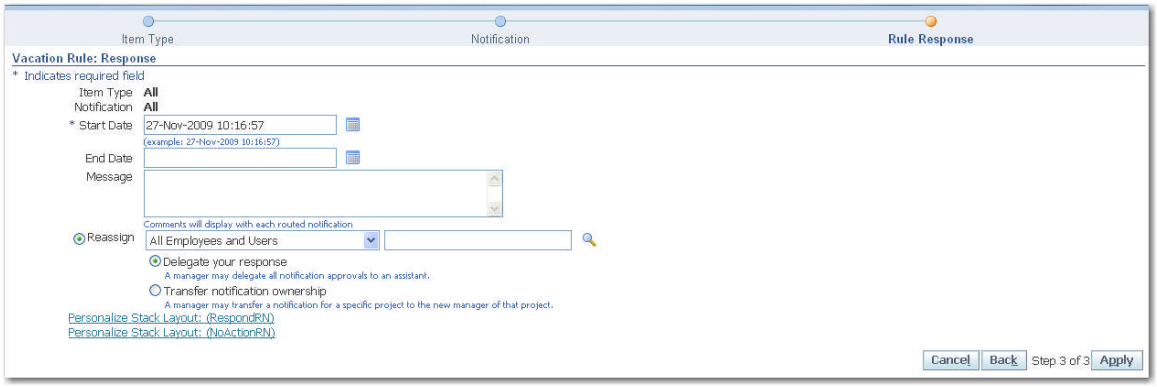
3. Click on the Create Rule button.



4. From the Item Type dropdown, select All or the specific notification type, and click on the Next button. (If “All” is selected, skip to step 5.)
5. Optional: If a specific notification type has been selected the Vacation Rules: Notification web page is shown.



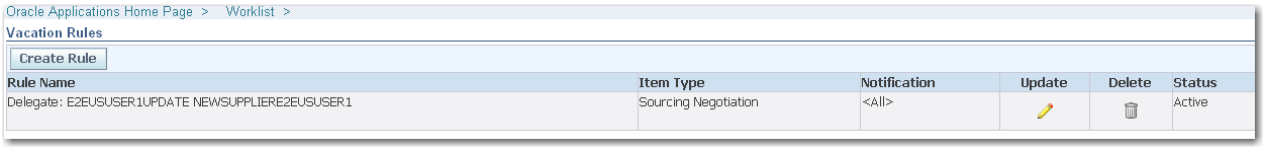
   a. In the Notification options, select:
      i. All: To delegate/transfer all notifications related to the selected notification type.
      ii. Select: To delegate/transfer select notifications, click on the magnifying glass icon to look up the specific notification. Use “%” to broaden the range of results.
   b. Click on the Next button.



6. In the Start Date field, select the effective date to implement the rule by clicking on the Calendar icon.
7. Optional: In the End Date field, select the effective date to cancel the rule by clicking on the Calendar icon.
8. Optional: In the Message field, write the message to display with each routed notification.
9. In the Reassign field, click on the magnifying glass icon to look up the user.
10. In the Reassign section, select:
    a. **Delegate your response**: Select this option if you want to give another user authority to respond to the notification on your behalf but you want to retain ownership of the notification. For example, a manager might delegate all vacation scheduling approvals to an assistant.
    b. **Transfer notification ownership:** Select this option if you want to give another user complete ownership of responsibility for the notification. For example, use this option if you should not have received the notification and you want to send it to the correct recipient or to another recipient for resolution. A transfer may have the effect of changing the approval hierarchy for the notification. For example, a manager might transfer a notification about a certain project to another manager who now manages that project.

Optional: Deliver notifications to me regardless of any general rules can be used. Leave the notification in your Worklist with no automatic processing. Define a rule with this action to exclude a certain subset of notifications from a more encompassing rule. For example, suppose you have a rule that reassigns all your notification messages to another user, excluding a subset of notifications from that rule. To accomplish this, select a new rule that applies only to that subset of notifications whose action is Deliver notifications to me....

11. Click on the Apply button
12. The Vacation Rules web page will show the new setup access.



13. To maintain the vacation rules:
    c. Click on the Update pencil icon to update the access attributes.
    d. Click on the Delete trash can icon to remove the access.

Alternative access to the Worklist Access:

5. Login.
6. From the Oracle Application Home Page, select Worklist section at the top of the page
7. Click on the Worklist Access hyperlink.

3.4 iSupplier Portal Security Administration

3.4.1 Overview

The Supplier's Security Administrator will be responsible for managing other users' access and responsibilities in the Portal within their organization. This person is assigned by the supplier as part of the Supplier Registration and Qualification Process.

IMPORTANT: Populate the entire list of key employees who are actively involved in the relationship with Tatweer. The Supplier's Security Administrator grants iSupplier Portal access only to those employees who need to view data or generate transactions.

Key topics:

- Register a supplier contact, create a user account and restrict user access.
- Inactivate a supplier contact or user account.

Access levels that can be used for this action:

- Supplier Security Administrator

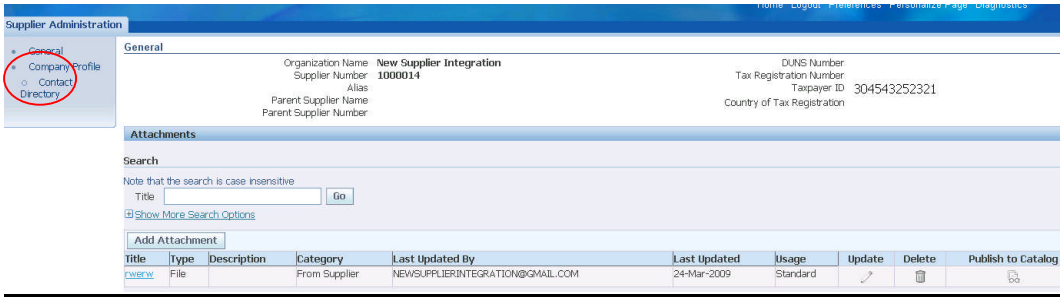
After login, if more than one access level has been assigned, all the responsibilities will be listed. Select one in the Oracle Applications Home Page. If only one access level is assigned, the iSupplier Portal Home Tab will be shown immediately after login.

3.4.2 Register a Supplier Contact, Create an iSupplier Portal User Account, and Restrict User Access

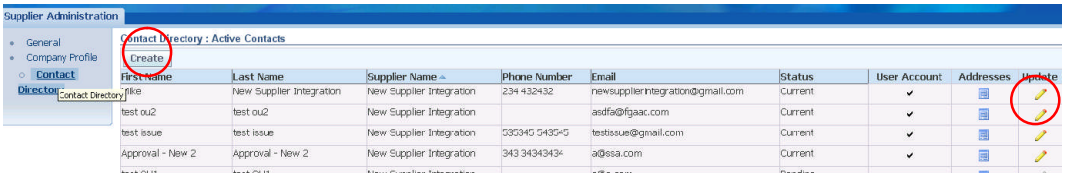
The supplier's Security Administrator is responsible for registering contacts and granting access to the iSupplier Portal to users within your company. Contact this person, if access is required.

Create a Contact and iSupplier Portal User Account:

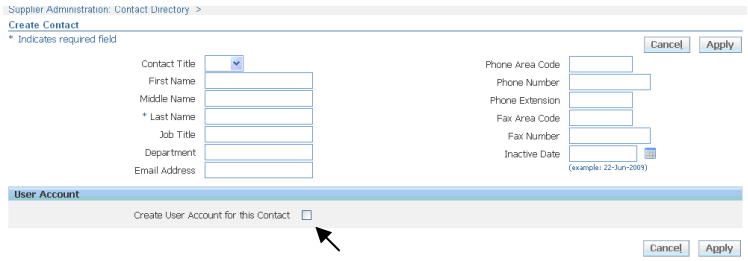
1. Login to the iSupplier Portal.
2. Choose the access level Supplier Security Administrator



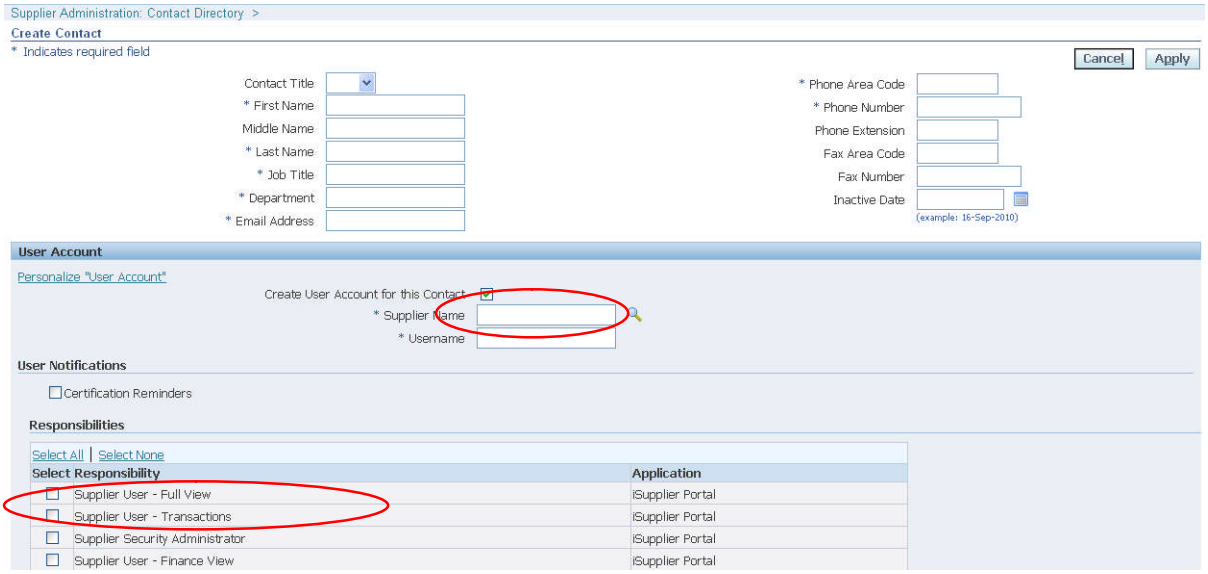
3. On the General web page, click the Contact Directory hyperlink.



4. The list of contacts will be displayed. To add another contact and iSupplier Portal user, click on the Create button. If data needs to be updated for an existing contact, identify the contact and click on the pencil icon in the Update column.



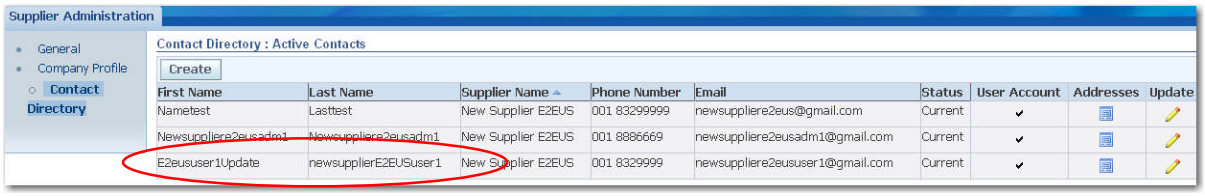
5. Enter information as needed in the fields titled First Name, Last Name, Email Address, etc. Use capital letters.
6. If iSupplier Portal access is required for this person, check the Create User Account for this Contact box. If the person does not require access to iSupplier, leave the box unchecked and click the Apply button to complete the process.



7. In the Supplier Name field, enter your company name. (or type “%” and press tab key)
8. In the Responsibilities section, select the applicable responsibilities.

   IMPORTANT: Do not grant Supplier Security Administrator access to any user other than the iSupplier Portal Supplier Security Administrator. See section 3.2.3 for more information about available responsibilities.

9. If no restrictions are necessary for the user or the user is not related to a specific address, click on the Apply button and see the newly created contact/user in the Active Contact list (user account column will have a mark). Otherwise, see next section.



Link Contact with Addresses

1. Identify the contact and click on the Addresses icon in the Addresses column in the same row.

2. Add addresses by clicking on the Add Another Row button.
3. In the Address Name column, enter the address name.
4. Repeat as needed.
5. Click on the Save button.

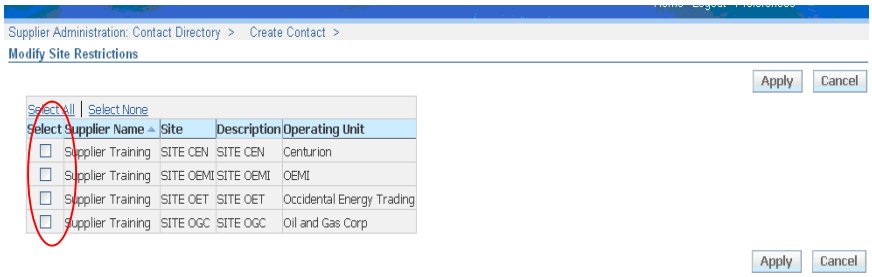
Restrict User Access (Optional)

Site Restriction

- Example: The supplier does business with Tatweer in more than one operating unit. You can restrict access of the sales or accounts receivable personnel to only a specific operating unit.

- IMPORTANT:
  - Site refers to a supplier's address associated with an Tatweer operating unit for a specific purpose (RFQ-only, Purchasing or Payments). Sites are created by Tatweer according to business needs using the supplier's address information.
  - If site restrictions are applied, the supplier's user will only access information and transactions related to the selected sites.

1. Scroll down and go to the User Access Restrictions section.
2. Go to the Site Restrictions section.
3. Click on the Modify Sites button.

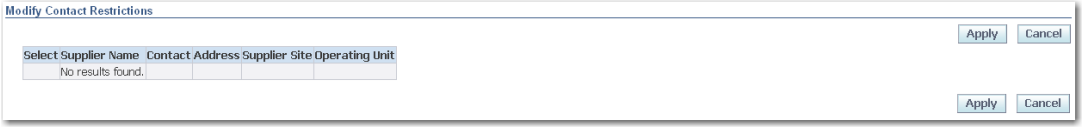


Note: In the table, it is possible to identify the Tatweer operating unit related to the site.

4. All the available sites that do business with Tatweer are shown. Select the appropriate sites and click on Apply. Changes are shown in the Site Restriction table. If site restrictions are applied, the supplier's user will only access information and transactions related to the selected sites.
5. Click on the Apply button.

Contact Restriction

1. Go to the Contact Restrictions section.
2. Click on the Modify Contact button.

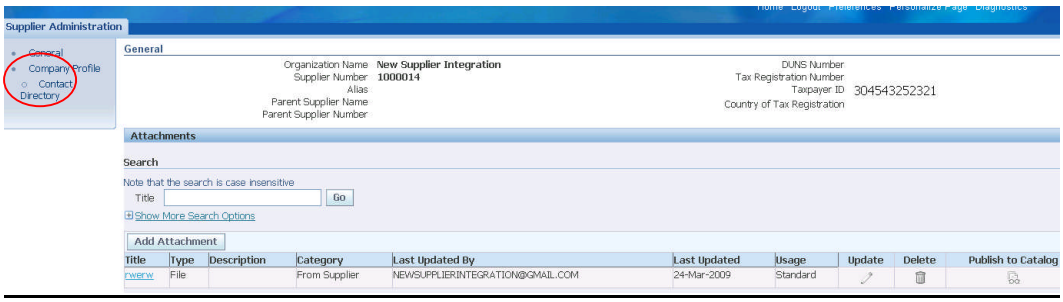


3. All the contacts set up (iSupplier Portal users) to do business with Tatweer are shown. Select the appropriate contact and click on Apply. Changes are shown in the Contact Restriction table. If contact restrictions are applied, the supplier's user will only access information and transactions related to the selected contact.
4. Click on the Apply button.

3.4.3 Inactivate a Supplier's Contact and/or iSupplier Portal User Account

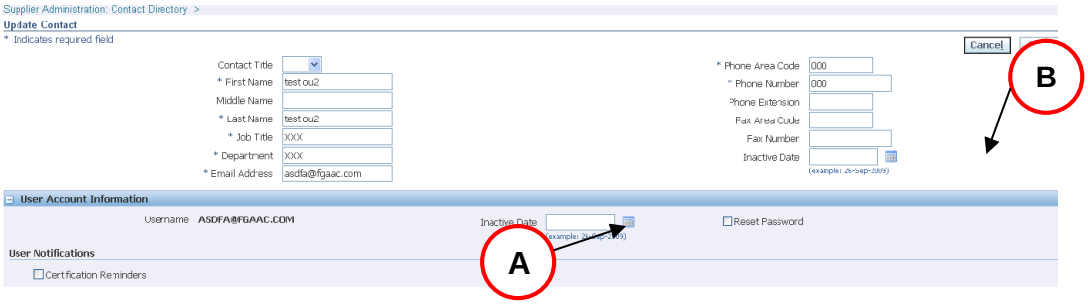
The supplier's Security Administrator is responsible for inactivating all contacts and/or iSupplier Portal user accounts within your company that are not directly and actively involved in the relationship with Tatweer. Timely action is required for employees leaving the company, changing roles or departments or a change in management.

1. Login to the iSupplier Portal.
2. Choose the access level Supplier Security Administrator.



3. The General web page will be displayed, click on the Contact Directory hyperlink.

4. Identify the contact or iSupplier user account to inactivate and click on the pencil icon in the Update column.



5. There are two options to inactivate a user account.

A	**Inactivate an iSupplier Portal user account through the user account information:** a) Expand the user Account Information section. b) In the Inactivate Date field, enter the date to inactivate the user account. This action will inactivate the user by the date indicated, but the contact will remain active.
B	**Inactivate a Contact (included in the iSupplier Portal user account):** a) In the Inactivate Date field, enter the date to inactivate the user account. This action will inactivate the contact by the date indicated including the iSupplier Portal user account.

3.5 Profile Management – Admin Tab (Registration)

3.5.1 Overview

The Admin Tab enables the user to view and manage key company profile details used to establish or maintain a business relationship with Tatweer. This profile information includes organizational data, addresses, contacts, banking details and products and services.

IMPORTANT: <u>This information can only be entered or updated by the supplier during the registration and qualification process</u>. Once the qualification process is completed, this data can only be viewed. If the supplier identifies any 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.**

Key topics:

- Access the Admin Tab.
- View general information and add attachments.
- View and update Organization Information.
- View the Address Book.
- View and update Contact Directory.
- View and update Products and Services.
- View Banking Details.
- View and update Payments and Invoicing Preferences.

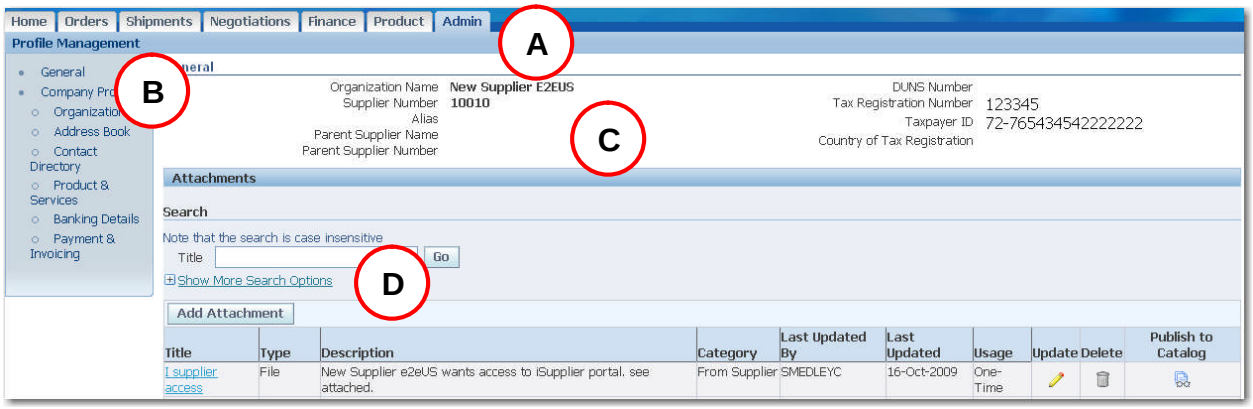
Access levels that can be used for this action:

- Supplier User - Full View
- Supplier User - Transactions
- Supplier User - Registration
- Supplier User – Finance View

After login, if more than one access level has been assigned, select the one in the Oracle Applications Home Page with the functionality you need. If only one access level is assigned, the iSupplier Portal Home tab web page will be shown immediately.

3.5.2 Access Admin Tab, View General Information and Add Attachments

The General Information web page provides a quick display of high-level company information and the ability to manage attachments (documents) related to your company profile.

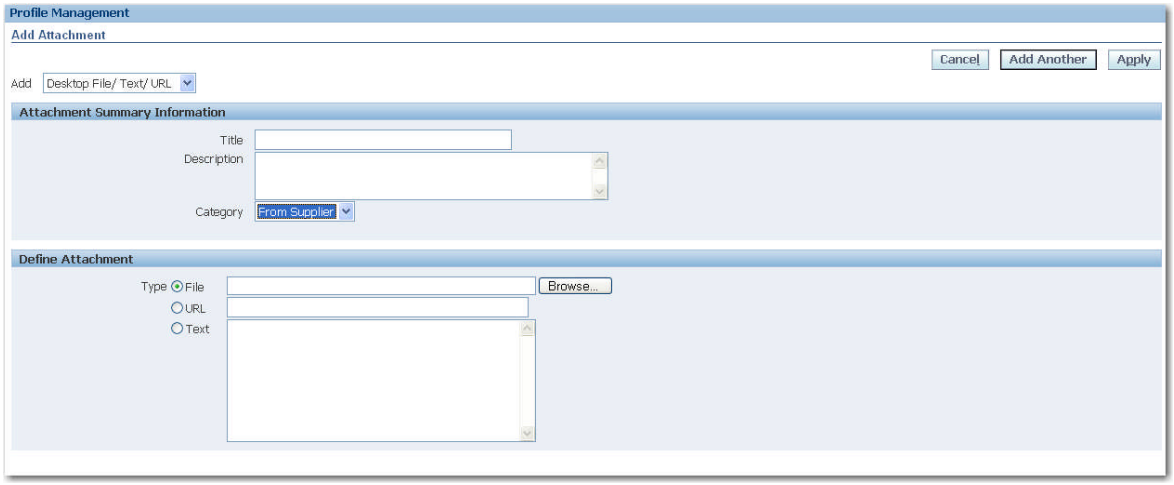


1. Click on the Admin tab.

A	**Admin tab**: Click on the Admin tab to access your company profile registration details.
B	**Profile Management section**: On the top left, view the profile section. Access each section by clicking on the section hyperlink.
C	**General section**: View your company's general information.
D	**Attachments section**: ▪ View specific attachment content by clicking on the attachment Title hyperlink. ▪ Search attachment: Adjust searching results by clicking on the Show More Search Options hyperlink. ▪ Add attachments: See next section. ▪ Delete an attachment by clicking the trash can icon in the Delete column. ▪ Update an attachment by clicking the pencil icon in the Update column. See next section.

To Add an attachment

1. Click on the Add Attachment button in the web page above.

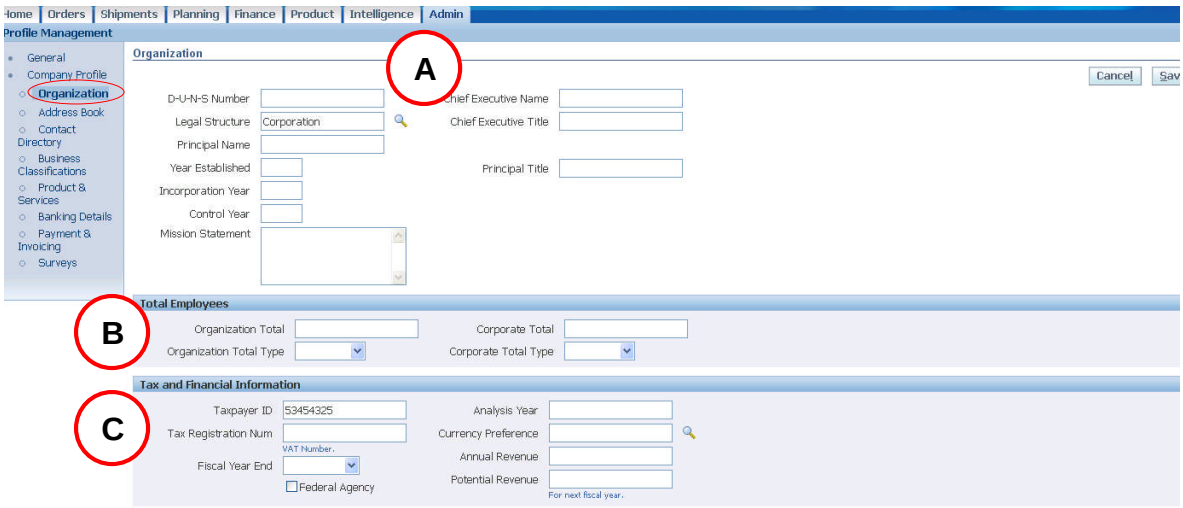


2. In the Title field, enter the attachment name.
3. In the Description field, enter any useful description to describe the attachment content and purpose.
4. In the Category dropdown, choose From Supplier.
5. Select the Type:
    a. File
        i. Click on the Browse button to locate the file to be uploaded.
        ii. Select the file and click on the Open button.
    b. URL: In the URL field, enter the URL address.
    c. Text: In the Text field, enter the appropriate text.
6. Click on the Apply or Add Another button to repeat the process.

3.5.3 View and Update the Organization Information

The Organization web page defines high-level details about your company. To access the organization details, click on the Admin tab, then the Organization hyperlink in the Profile Management navigation tree.

<u>IMPORTANT: This information can be only entered or updated by the supplier during the registration and qualification process using the access level, Supplier user - Registration and Qualification</u>.

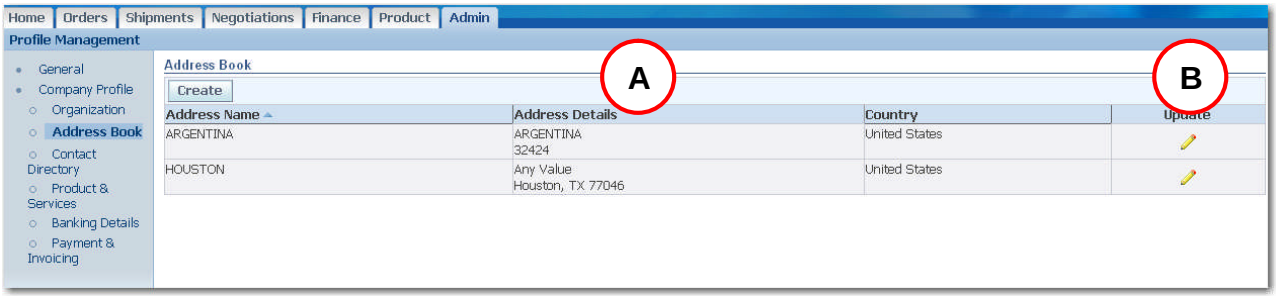


A	**Organization section:** View and enter your organization details. Populate fields as needed. The Legal Structure field cannot be modified.
B	**Total Employees section**: View and enter your employee information. Populate all fields.

C	**Tax and Financial Information section**: Enter the Tax Registration No., Tax ID., etc. Populate fields as needed. The Taxpayer ID field cannot be modified.

3.5.4 View the Address Book

The Address Book web page provides information on your company's addresses and their purpose in the relationship with Tatweer. To access the address details, click on the Admin tab, then click on the Address Book hyperlink in the Profile Management navigation tree.



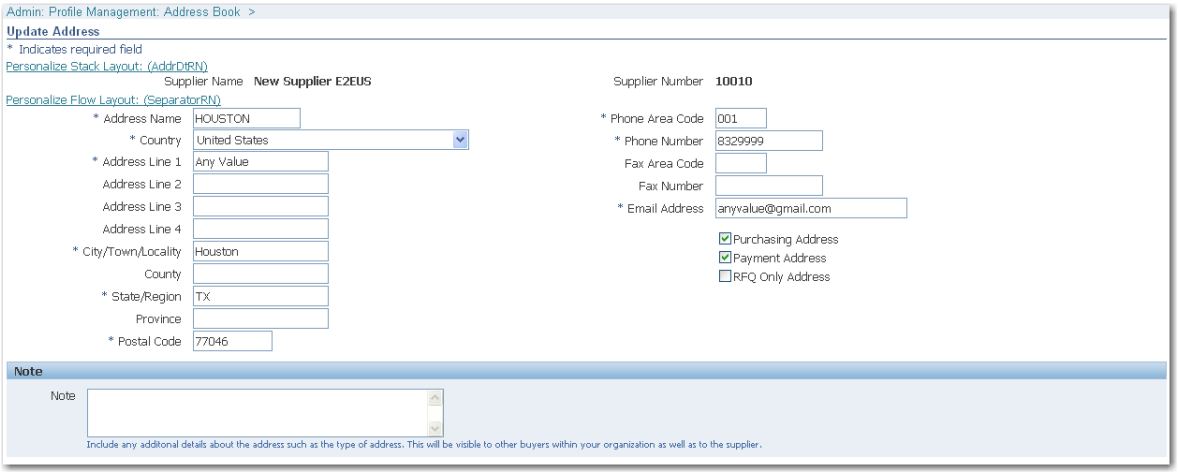
A	**Address Book hyperlink:** View main information about your company's addresses related to Tatweer.
B	**Update column:** Click on the pencil icon to view specific address details.

<u>View an Address Details</u>

1. Click on the Address Book hyperlink.
2. Click on the pencil icon in the Update column.
3. 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.

- RFQ Only Address: Address (and email address) <u>used only</u> to receive sourcing documents such as Request for Information, Request for Quotation and/or Auctions and Purchasing.
- 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 or Contracts.
- Payment Address: Address (and email address) to receive payments or if electronic payments are preferred, enter the physical address of your company.

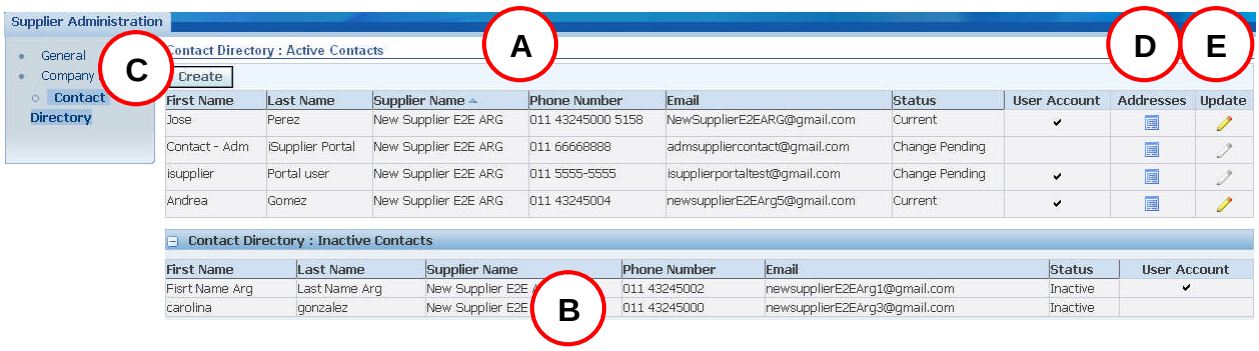


3.5.5 View and Update the Contact Directory

The Contact Directory web page provides information about your company's personnel and the iSupplier Portal users. To access the contact details, click on the Contact Directory hyperlink in the Profile Management navigation tree.

IMPORTANT: Populate the entire list of key employees who are actively involved in the relationship with Tatweer. The Supplier's Security Administrator grants iSupplier Portal access only to those employees who need to view data or generate transactions.

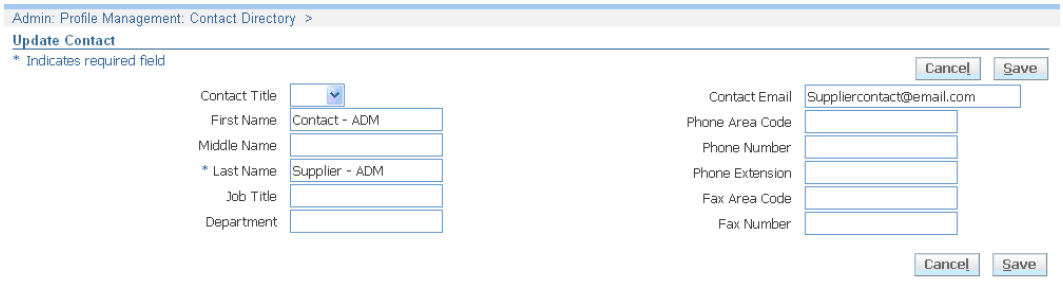
<u>This information can be entered or updated by the supplier during the registration and qualification process using the access level, Supplier User - Registration. It also can be updated by the Supplier Security Administrator in your company. See section 3.4</u>



A	**Active Contacts section**: View your active contacts key data.
B	**Inactive Contact section**: View your inactive contacts key data.
C	**Create button**: Create a new contact. See details below.
D	**Address column**: Manage address information for a contact by clicking on the Addresses icon and associate a contact to addresses using the hyperlink.
E	**Update column**: View and update contact information by clicking on the pencil icon. See details below.
	Remove column: Delete a contact by clicking on the trash can icon. It will become an inactive contact with pending status. Available with level access Supplier User – Registration and Supplier User – Transactions.

<u>View and Update Contact Directory Details</u>

1. Click on the Contact Directory hyperlink in the Profile Management navigation tree.
2. Click on the Create button.



3. Populate/Update the contact's data as needed (Use capital letters).
4. Click on the Save button.
5. A confirmation message will appear.

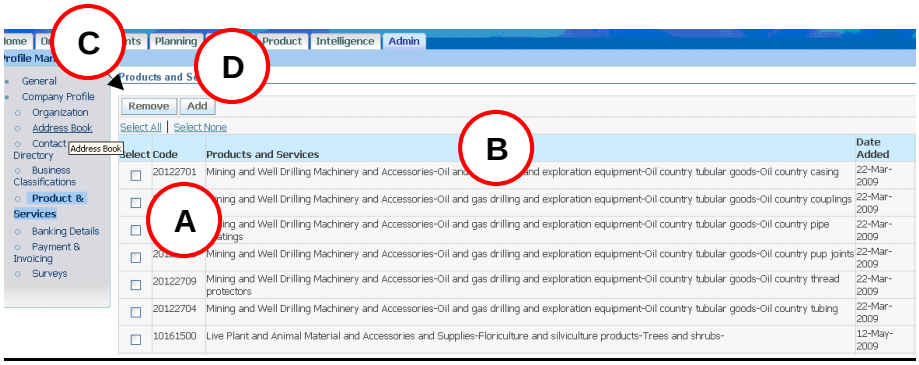
3.5.6 View and Update Products and Services

The Products and Services web page provides information about your company's products and services according to Tatweer-selected UNSPSC (United Nations Standard Products and Services Code) codes and descriptions at the class level. **For more information, visit www.unspsc.org**. Browse the list of goods and services and select all those that apply to your business. To access the Products and Services web page, click on the Products and Services hyperlink in the Profile Management navigation tree.

IMPORTANT: Do not select categories that your company is not currently providing to other customers. It will delay any Tatweer internal downstream process and will negatively impact the perceived reliability of the data your company submitted.

IMPORTANT: The categories shown in this web page are just a reference for Tatweer. It does not mean that the supplier is qualified (approved) to provide these categories. It does not imply a contract, or intent to purchase goods or services by Tatweer. The supplier must select only those categories that it can provide to Tatweer.

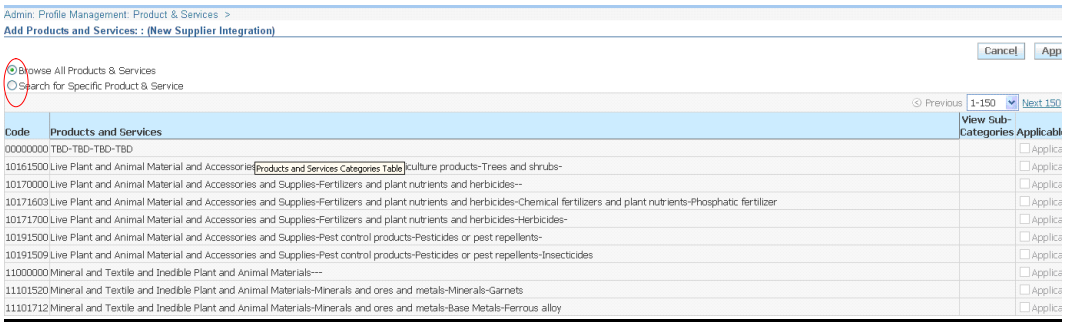
<u>IMPORTANT: This information can be entered/updated by the supplier during the registration and qualification process using the access level, Supplier User - Registration</u>.



A	**Code column**: Product or services with UNSPSC codes at the class level.
B	**Products and Services column**: Products or services with UNSPSC description at the class level (Segment – Family – Class Description).
C	**Remove button**: Remove a category by identifying it in the list, check the Select box, and click on the Remove button. Multiple categories can be removed.
D	**Add button**: Add categories by clicking on the Add button.

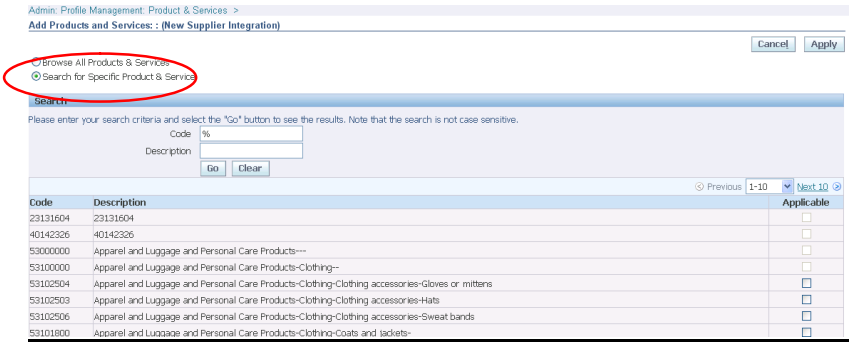
Add (select) Products and Services

1. Click on the Product and Services hyperlink at the left side of the previous web page.
2. Click on the Add button.



3. Search and select products and services by clicking the box in the Applicable column.
   a. Searching alternatives:
      iii. Browse through the list by clicking on the Previous or Next hyperlinks.

iv. Search specific code or descriptions by selecting the Search for Specific Products and Services button.



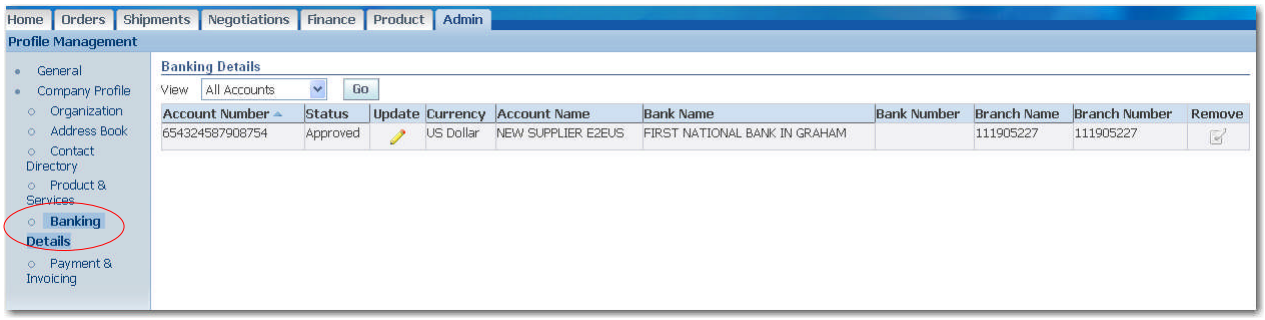
1. Enter the search criteria into the Code (UNSPSC code) or Description field (UNSPSC description). Use "%" to broaden the range of results.
2. The list of products and services will be displayed. Select the appropriate products and/or services.

4. Click on the Apply button to continue.
5. To add more products and services, click on the Add button again.

3.5.7 View Banking Details

The Banking Details web page provides information about your company's bank accounts to be used by Tatweer to send electronic payments. Bank accounts can be associated with specific addresses. To access the banking details, click on the Banking Details hyperlink in the Profile Management navigation tree.

IMPORTANT: Banking accounts details can only be created and modified by Tatweer personnel based on verification of supplier-provided data.



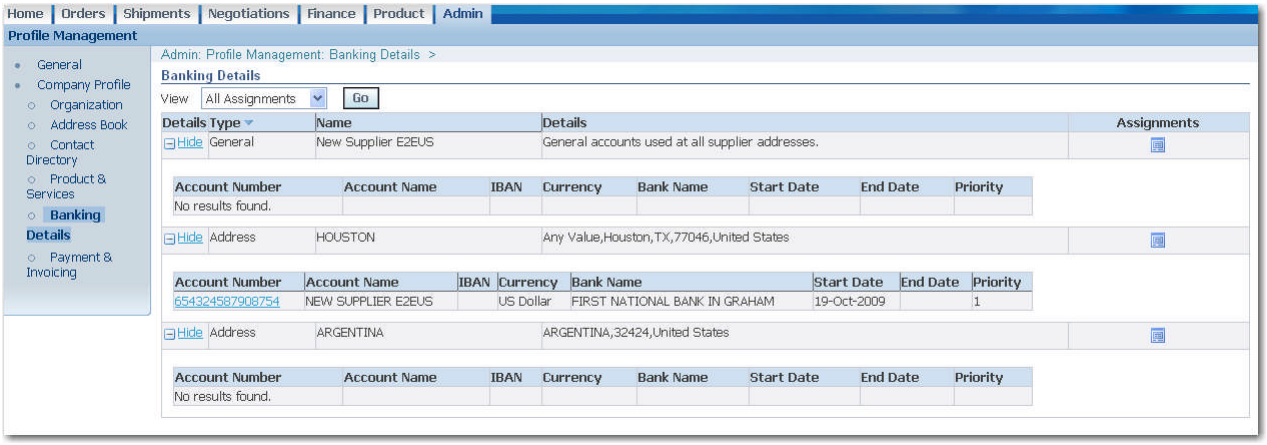
To view bank accounts data

1. Click on the Banking Details hyperlink at the left side of the previous web page.
2. In the View dropdown, select All Accounts and click on the Go button.
3. Main data for all bank accounts will be shown.
4. To view details about a specific bank account, click on the account and click on the pencil icon in the Update column.
5. Note: If General Accounts is selected in the View field, bank accounts without any associated addresses will be shown.

To view account assignments (addresses)

1. Click on the Banking Details hyperlink at the left side of the previous web page.
2. In the View dropdown, select All Assignment and click on the Go button.
3. All addresses and associated bank accounts will be shown (if needed, click on the Show hyperlink in each address).

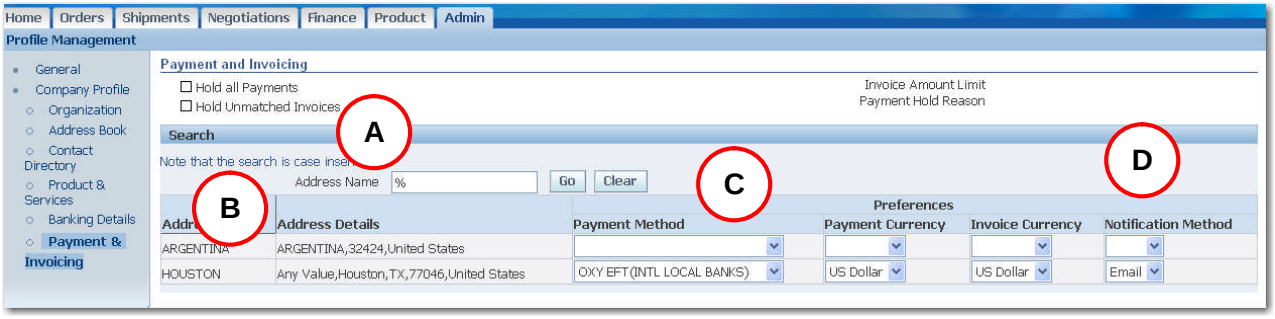
Note: The General option shows bank accounts not associated to any address.



3.5.8 View and Update Payments and Invoicing Preferences

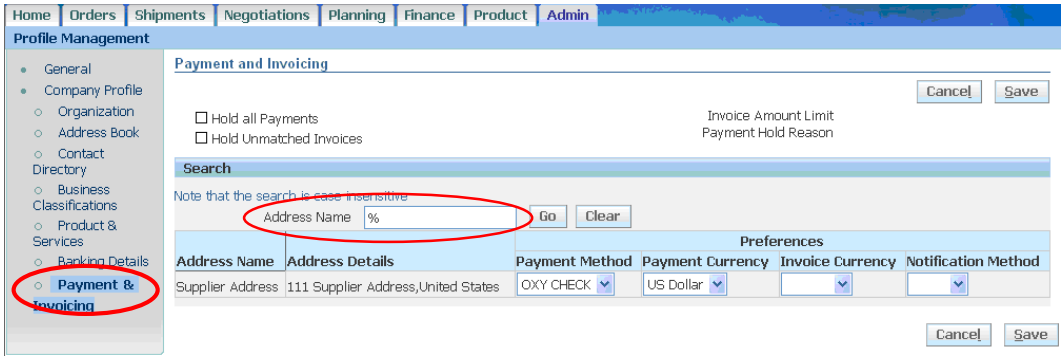
The Payment and Invoicing web page provides information about your company's payment and invoicing preferences. However, invoices and payments will be processed according to the specific purchasing document terms and conditions. To access the payment and invoicing section, click on the Payment and Invoicing hyperlink in the Profile Management navigation tree.

IMPORTANT: This information can be entered or updated by the supplier during the registration and qualification process using the access level, Supplier User - Registration.



A	**Search section**: Search by entering the address name in the Address Name field and clicking on the Go button for access to the preferences related to that specific address. Use "%" to access all addresses.
B	**Address Name column**: List of addresses. Select the payment and invoicing preferences for each address.
C	**Payment Method column**: See list of available payment methods below.
D	**Notification Method column**: Select the notification method.

Update Payment & Invoicing



1. Click on the Payment & Invoicing hyperlink.

2. In the Search field, select the appropriate Address Name.
3. Select the appropriate Payment Method.

Payment Method	Description
TATWEER ZZZ	Payment made by international banks by Tatweer's international operating units
TATWEER CHECK	Paper check to be sent via mail
TATWEER EFT (Int'l local banks)	Payment made from local bank by Tatweer's international operating units
TATWEER ACH	Electronic payments from a US bank to a US bank
TATWEER RECORDING ONLY	For Tatweer's internal use only
TATWEER CWT	Foreign currency electronic payments from a US bank
TATWEER FWT	US Dollar electronic payments from a US bank

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4. Select the appropriate Payment Currency.
5. Choose the Invoice Currency.
6. You also have the option to select the Notification Method.
7. Click on the Save button.

3.6 Qualification/Sourcing/Performance Monitoring Information – Negotiation Tab

3.6.1 Overview

The Negotiation tab enables the supplier's users to view, acknowledge, respond, manage and monitor your company's responses to Tatweer requests:

- Request for Information related to Qualification, Sourcing and Performance Monitoring events.
- Request for Quotation related to sourcing events.
- Auctions related to sourcing events.

IMPORTANT: Please note that an invitation to qualification- or sourcing-related events does not imply a contract, or intent to purchase goods or services from registered suppliers by Tatweer. If your company is invited to a performance-related event, it is because your company already has a purchasing document in place that has been set up to monitor the supplier's performance in providing/delivering the products and services related to the specific purchasing document.

Key topics:

- Types of negotiations.
- Sourcing events and supplier relationships.
- How to access and view the negotiations Home tab web page under the Negotiation tab.
- How to view negotiation detailed web page.
- How to respond to an RFI.
- How to respond to an RFQ.
- How to respond to an Auction.

Access levels that can be used for this action:

- Supplier User - Transactions
- Supplier User - Full View
- Supplier User - Registration

After login, if more than one access level has been assigned, select one in the Oracle Applications Home Page. If only one access level is assigned, the iSupplier Portal Home tab web page will be shown immediately.

3.6.2 Access the Negotiation Tab and Search and View documents

Note: The Home tab also allows access to the list of Negotiation-tab-related documents and their details through: Notifications, Quick Links, Search field and Responses to Negotiations sections. See details in the Home tab section.

IMPORTANT: Review the list of document events, status and response status.

Different supplier-related events can be accessed and managed from the iSupplier Portal Negotiations web page. For a list of the events, see the table below.

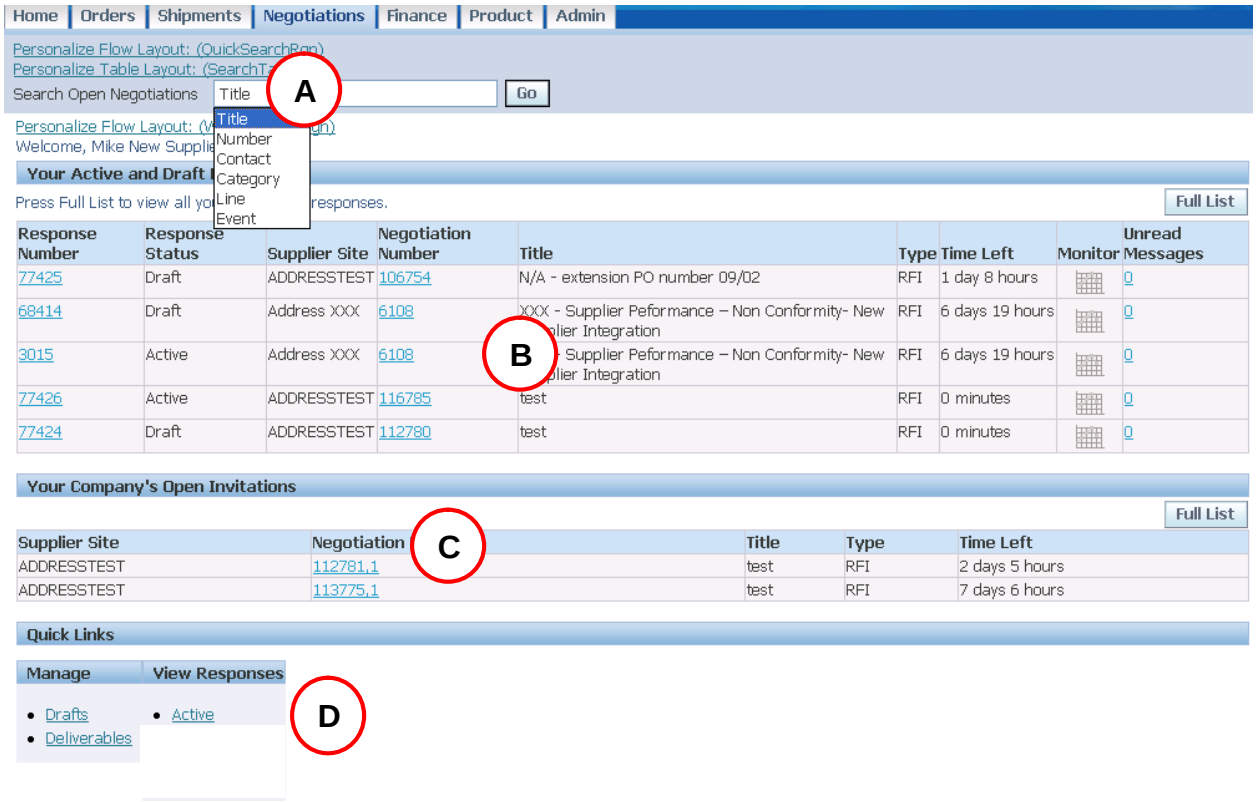
Events Types		
Process	**Document**	**Event**
Qualification	RFI	Supplier Registration and Qualification
Sourcing	RFI	Strategy Sourcing – Pre-Screening
Sourcing	RFI	Strategy Sourcing – Technical Evaluation
Sourcing	RFQ	Commercial Evaluation
Sourcing	RFQ	Renegotiation
Sourcing	Auction	Commercial Evaluation
Performance monitoring	RFI	Supplier Performance Monitoring – Contract's Objectives
Performance monitoring	RFI	Supplier Performance Monitoring – Performance Scorecards
Performance monitoring	RFI	Supplier Performance Monitoring – Non Conformities

Events - Tatweer's Actions	
Action	Definitions
Publish	Tatweer has invited the supplier to participate in an event. A notification is received by the supplier.
Cancel	Tatweer has cancelled an event. A notification is received by the supplier.
Pause	Tatweer has paused an event. The supplier can create a draft response but the supplier cannot submit responses. A notification is received by the supplier.
Close	Tatweer has closed the event to receive responses. A notification is received by the supplier.
Extend	Tatweer has extended the event's close date. A notification is received by the supplier.
Amend	Tatweer has amended the RFI/RFQ/Auction document. The supplier needs to re-acknowledge the document and re-submit a response. A notification is received by the supplier.
New Round	Tatweer has reviewed the suppliers' responses to the RFI/RFQ/Auction document and has decided to conduct a new round to get new responses. Suppliers need to acknowledge the new round and document and submit a new response. A notification is received by the supplier.
Complete	Tatweer has finished the process related to an event. The document (RFI/RFQ/Auction) and the supplier response is no longer available for the supplier.

Events Statuses (View by Supplier)	
Status	Definitions
Active	Event is still open for receiving supplier responses.
Closed	Event is no longer open for supplier responses.
Cancelled	Event has been cancelled by Tatweer.

Events Responses Statuses	
Status	Definitions
Active	Response successfully submitted by supplier.
Draft	Response not submitted under supplier review.

Negotiation tab



A	**Search Open Negotiation**: Search documents by selecting a search criteria in the dropdown, typing values and clicking on the Go button. Search by: o Title o Number o Contact (Tatweer's responsible person). o Line (documents that include a particular item or service). o Category (documents that include a particular category). o Event (documents associated with a particular event).
B	**Your Active and Draft section**: View events in which your company is participating and has already created a draft response (draft status) or submitted a response (active status). To view the complete list of documents, click on the Full List button. ▪ **Response Number column**: View your company's response number associated with a Negotiation Number (Tatweer's document). To view the response, click on the Response Number hyperlink. The negotiation summary web page will be shown. ▪ **Response Status column**: View your company's response status. See the table Event Response Statuses in the previous section. ▪ **Supplier Site column:** View the site (Supplier's address) selected by Tatweer for the specific document. ▪ **Negotiation Number column**: View the Negotiation Number (Tatweer's document) associated with your company's response number. To view the Tatweer document, click on the Negotiation Number hyperlink. The document summary web page will be shown. ▪ **Title column**: View the title of Tatweer's document. ▪ **Type column:** Request for Information (RFI), Request for Quotation (RFQ) or Auction. ▪ **Time Left column:** Remaining time available before closing the document. Supplier can submit a response until the Tatweer document is closed (if applicable). ▪ **Monitor column:** Direct access to Monitor functionality. See Auction section. ▪ **Unread Messages column:** Number of unread messages that were sent through the Online Discussion functionality. To view the message, click on the number hyperlink. See Online Discussion section.
C	**Your Company's Open Invitations section**: View events to which your company has been invited. Review column as explained above (B). According to the Type (RFI/RFQ/Auction), see the applicable section for information on how to respond.

D	**Quick Links section**: One-step access to your most common tasks. ▪ **Draft hyperlink**: View your company's draft responses. ▪ **Active hyperlink**: View your company's active responses. ▪ **Deliverable hyperlink**: View and manage related deliverables.

3.6.3 Request For Information (RFI) Overview and Types

The Request for Information (RFI) is used for several purposes:

Process	Supplier Action	iSupplier Portal Tab
Qualification	Respond to: o Request for Information (RFI) o Qualification Questionnaire	Negotiations
Sourcing	Respond to: o Request for Information (RFI) o Pre-Screening o Technical Evaluation	Negotiations
Performance Monitoring	View and submit purchasing document data by using a Request for Information (RFI), related to: o Objectives o Non Conformities o Performance Scorecards	Negotiations

The next section explains the specific RFI type, scope, purpose and how to respond to all types of RFIs.

3.6.3.1 Event: Supplier Registration and Qualification

1. **Supplier Registration and Qualification – Questionnaire Type H (or L)**
   a. **Objective:** To request supplier information to conduct a one-time assessment of the supplier's capabilities regarding quality, health, environment and safety, and compliance with Tatweer's policies, and to define the service and material categories for potential invitations to supplier sourcing and purchasing events.
   b. **Scope:** All new registered suppliers. Tatweer also plans to conduct this process with current registered suppliers in order to validate and enrich supplier data available in Tatweer's systems and ensure compliance with Tatweer's policies and procedures.
   c. Access level to be used:
      i. New Registered Suppliers: Supplier User - Registration and Qualification
      ii. Current Registered Suppliers: Supplier User - Transactions

2. **Supplier Registration and Qualification – Category related Questionnaire**
   a. **Objective**: To request information to conduct a one-time assessment of the supplier's capabilities regarding a specific service/material category and determine if the supplier can be invited to sourcing and purchasing events related to the specific category. The newly registered supplier will receive the Qualification Questionnaire L or H, and the category-related questionnaire.
   b. **Scope**: All newly registered suppliers and currently registered suppliers related to categories under this kind of evaluation.
   c. Access level to be used:
      i. New Registered Suppliers: Supplier User - Registration and Qualification
      ii. Current Registered Suppliers: Supplier User - Transactions

Please note that an invitation to Qualification or Sourcing related events does not imply a contract, or intent to purchase goods or services from registered suppliers by Tatweer.

IMPORTANT: Learn how to respond to a Request for Information, visit the section Respond to a RFI/RFQ/Auction.

3.6.3.2 Event: Strategy Sourcing – Pre-Screening

a. **Objective**: To request supplier information to conduct a high-level evaluation of the supplier's capabilities to potentially satisfy the defined requirements, material and services for a specific sourcing event. Newly registered suppliers need to be qualified according to Tatweer's standards before being invited to the sourcing event. Only qualified registered suppliers will be invited to sourcing events. For more information, visit Event: Supplier Qualification.
b. **Scope**: Optional process.
c. **Access level to be used**:
   i. New Registered Suppliers: Supplier User - Registration
   ii. Current Registered Suppliers: Supplier User - Transactions

Please note that an invitation to qualification- or sourcing-related events does not imply a contract, or intent to purchase goods or services from registered suppliers by Tatweer.

IMPORTANT: Learn how to respond to a Request for Information, visit the section Respond to a RFI/RFQ/Auction.

3.6.3.3 Event: Strategy Sourcing – Technical Evaluation

a. **Objective:** To request supplier information to conduct a detailed evaluation of the supplier's technical capabilities to satisfy the defined requirements and required products and services for a specific sourcing event.
b. **Scope:** Registered qualified suppliers participating in a specific sourcing event.
c. **Access level to be used:**
   i. Supplier User - Transactions

Please note that an invitation to qualification- or sourcing-related events does not imply a contract, or intent to purchase goods or services from registered suppliers by Tatweer.

IMPORTANT: Learn how to respond to a Request for Information, visit the section Respond to a RFI/RFQ/Auction.

3.6.3.4 Event: Supplier Performance Monitoring – Contract's Objectives

a. **Objective:** To communicate and monitor a supplier's purchasing document related to performance objectives for a specific time period. The supplier acknowledges the contract goals for a specific time period regarding a purchasing document (e.g. 0 accidents in the next 12 months), and the defined time period for reviewing the performance, and submits their results (and backup documentation) to be evaluated by Tatweer.
b. **Scope:** Suppliers with a purchasing document in place under Contract Objectives Management.
c. **Access level to be used:**
   i. Supplier User - Transactions

If your company is invited to a performance-related event, it is because a purchasing document is in place to monitor your company's performance in providing/delivering related products and services.

IMPORTANT: Learn how to respond to a Request for Information, visit the section Respond to a RFI/RFQ/Auction.

3.6.3.5 Event: Supplier Performance Monitoring – Performance Scorecards

a. **Objective:** To communicate and monitor a supplier's purchasing document related to performance over the course of a job, day, week, month, etc. Supplier acknowledges Key Performance Indicators (KPI) to be monitored regarding a specific job, week, etc. related to a purchasing document (e.g. number of accidents). After completing the service or delivering the material, the supplier submits the KPI values (and backup documentation) to be evaluated by Tatweer.

b. **Scope:** Suppliers with a purchasing document in place under Performance Scorecard Management.
c. **Access level to be used:**
    i. Supplier User - Transactions

IMPORTANT: According to the frequency and defined Key Performance Indicators, a specific response to the Request for Information will be defined. Details and the method for submitting information related to Performance Scorecard must be coordinated in advance with the responsible buyer.

If your company is invited to a performance-related event, it is because a purchasing document is in place to monitor your company's performance in providing/delivering related products and services.

IMPORTANT: Learn how to respond to a Request for Information, visit the section Respond to a RFI/RFQ/Auction.

3.6.3.6 Event: Supplier Performance Monitoring – Non Conformities

a. **Objective:** To communicate and monitor the supplier purchasing document related to Non Conformities. Non Conformity means that the supplier has not met at least one of the contractual requirements. The supplier acknowledges the Non Conformity (e.g. spill) to be monitored regarding a specific job, week, etc., related to a purchasing document and an action plan is jointly agreed upon with Tatweer. The action plan is reviewed and monitored by Tatweer until a satisfactory solution is given by the supplier.
b. **Scope:** Suppliers with a purchasing document in place under Non Conformity Management.
c. **Access level to be used:**
    i. Supplier User - Transactions

If your company is invited to a performance-related event, it is because a purchasing document is in place to monitor your company's performance in providing/delivering related products and services.

IMPORTANT: Learn how to respond to a Request for Information, visit the section Respond to a RFI/RFQ/Auction.

3.6.4 Request For Quotation (RFQ) Overview and Types

The Request for Quotation (RFQ) is used for several purposes:

Process	Supplier Action	iSupplier Portal Tab
Sourcing	Respond to: o Request for Quotation (RFQ) o Commercial Evaluation o Renegotiation	Negotiations

The next sections explain the specific RFQ type of scope and purpose. Details on how to respond to a RFQ, regardless of its purpose, are shown in the following sections.

3.6.4.1 Event: Strategy Sourcing – Commercial Evaluation

a. **Objective:** To request a supplier's commercial proposal for a specific sourcing event. This is a competitive bid (Request for Quotation) in which multiple suppliers will participate. Suppliers will not have the ability to view their bidding rank and best price by line.
Optional: A Technical Evaluation can be included as part of the Request for Quotation. Both responses will be combined in the same RFQ.
b. **Scope:** Suppliers participating in a specific sourcing event.
c. **Access level to be used:**

i. Supplier User - Transactions

Please note that an invitation to qualification or sourcing-related events does not imply a contract or intent to purchase goods or services from registered suppliers by Tatweer.

IMPORTANT: To learn how to respond to a Request for Quotation, visit the section Respond to a RFI/RFQ/Auction.

3.6.4.2 Event: Strategy Sourcing – Commercial Renegotiation

a. **Objective:** To request a supplier's commercial proposal for a specific sourcing event. This is a direct negotiation (Request for Quotation) in which only one supplier will participate.
   Optional: A Technical Evaluation can be included as part of the Request for Quotation. Both responses will be combined in the same RFQ.
b. **Scope:** Supplier participating in a specific sourcing event.
c. **Access level to be used:**
   i. Supplier User - Transactions

Please note that an invitation to Qualification or Sourcing related events does not imply a contract or intent to purchase goods or services from registered suppliers by Tatweer.

IMPORTANT: Learn how to respond to a Request for Information, visit the section Respond to a RFI/RFQ/Auction.

3.6.5 Auction Overview and Types

1. **Event: Strategy Sourcing – Commercial Evaluation**
   a. **Objective:** To request a supplier's commercial proposal for a specific sourcing event. Quotations are based on the reverse auction method. Suppliers will have the ability to see their bidding rank and best price by line.
      Optional: A Technical Evaluation can be included as part of the Auction. Both responses will be combined in the same RFQ.
   b. **Scope:** Suppliers participating in a specific sourcing event.
   c. **Access level to be used:**
      i. Supplier User - Transactions

Please note that an invitation to qualification or sourcing-related events does not imply a contract or intent to purchase goods or services from registered suppliers by Tatweer.

IMPORTANT: Learn how to respond to a Request for Information, visit the section Respond to a RFI/RFQ/Auction.

3.6.6 Respond to a RFI/RFQ/Auction

This section explains the basic steps to respond to a Request for Information, Request for Quotation or Auction.

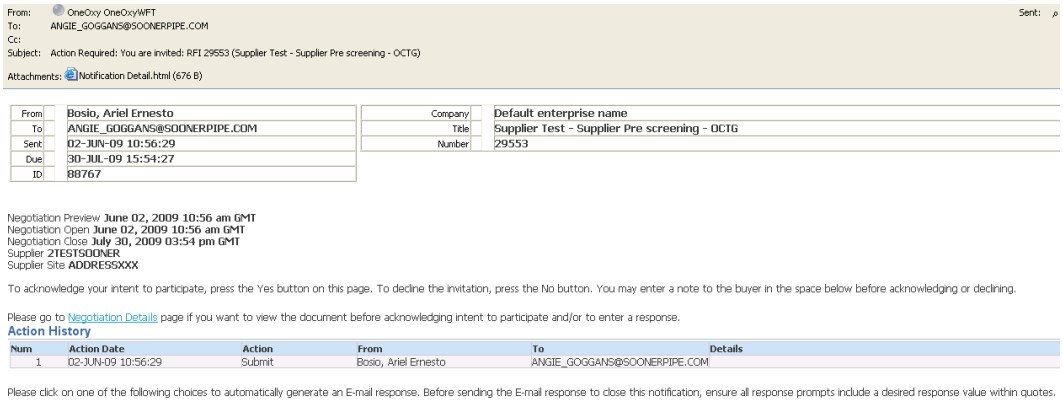
- Receive notification
- Find an RFI/RFQ/Auction
- Review an RFI/RFQ/Auction
- Print an RFI/RFQ/Auction
- Online discussion in RFI/RFQ/Auction
- Acknowledge participation in RFI/RFQ/Auction
- Create a response for RFI/RFQ/Auction
- Complete Header tab - Requirements section
- Complete Header tab - Requirements section by spreadsheet
- Complete Header tab - Attachments section
- Complete Header tab - Deliverables section
- Complete Lines tab – Quote RFQ

- Complete Lines tab – Bid Auction
- Submit the RFI/RFQ/Auction response
- View response history for RFI/RFQ/Auction
- Print an RFI/RFQ/Auction response
- Monitor the auction and create a second bid

3.6.6.1 Receive Notification

When Tatweer publishes a Request for Information (RFI), Request for Quotation (RFQ) or Auction, a notification requiring a response is automatically sent by the iSupplier Portal. It will be available in your email inbox, Worklist and Notification section in the iSupplier Portal. The notification will indicate:

- Subject: Action Required: You are invited: RFI XXXXX
- Sender: Name of Tatweer employee responsible



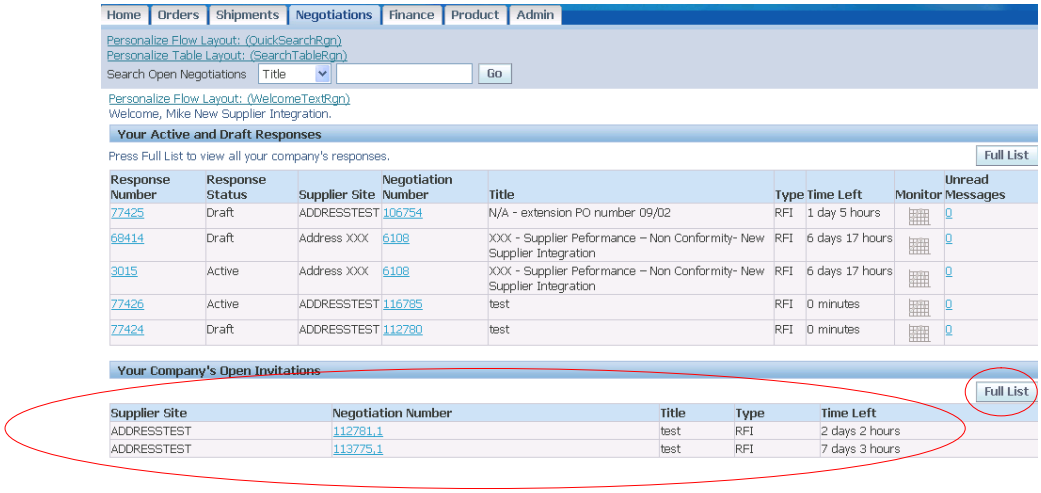
Note: This is an example. The message you could receive may read differently.

To execute the required action, access the iSupplier Portal.

IMPORTANT: Review the From field to identify the Tatweer employee responsible for the event and the Close date for responding to the RFI, RFQ or Auction. In a non-sourcing-related event (qualification and performance), a prompt response is advised.

3.6.6.2 Find a RFI/RFQ/Auction

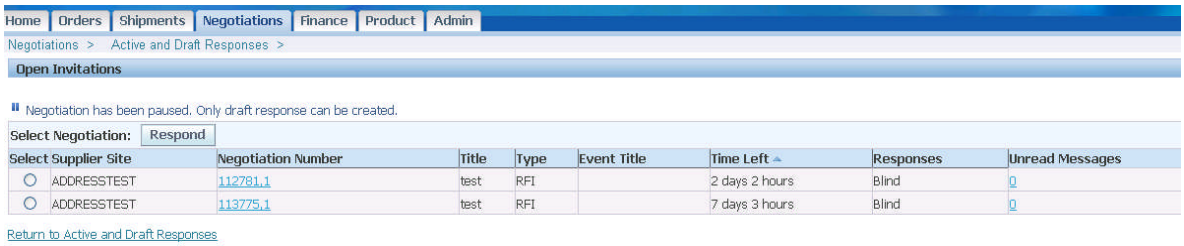
After receiving a notification, access the specific RFI/RFQ/Auction.



1. Click on the Negotiation tab
2. In your company's Open Invitations section, view the most recent open invitations.
3. Review the information in the table:
   a. Supplier Site column: View the site (supplier's address) selected by Tatweer for the specific document.

b. Negotiation Number column: View the Negotiation Number (Tatweer's document) associated with your company's response number. To view the document, click on the Negotiation Number hyperlink. The document summary web page will be shown.
c. Title column: View the title of the document.
d. Type column: Request for Information (RFI), Request for Quotation (RFQ) or Auction
e. Time Left column: The remaining time before the Tatweer document closes. If applicable, the supplier can submit a response until the document is closed.

4. To view all open invitation, click on the Full List button. The following web page will be shown.

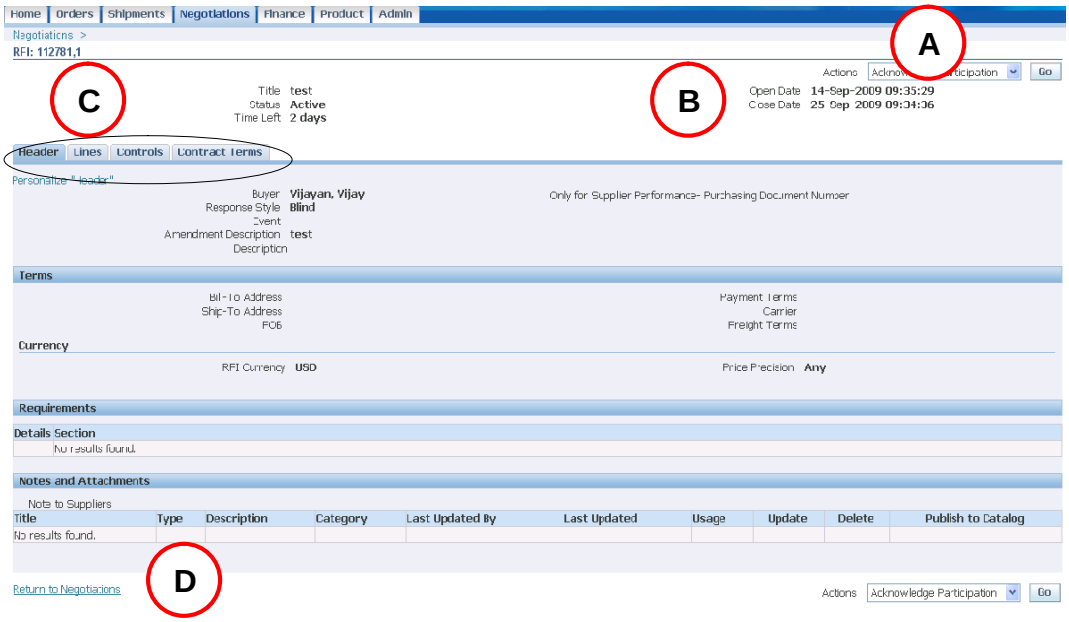


5. Review additional information:
   a. Unread Message column: The number of messages to be read sent through Online Discussion functionality. To view the message, click on the number hyperlink. See Online Discussion section.
6. Review a specific document before acknowledging and responding by clicking on the Negotiation Number hyperlink. The document summary web page will be shown.
7. Respond to a specific negotiation by checking the button in the Select column and click on the Respond button. **Warning: By using this functionality, the document is automatically acknowledged and a draft response is created. Suppliers are encouraged to review the RFI/RFQ/ Auction before responding.**

3.6.6.3 Review a RFI/RFQ/Auction

After accessing the specific RFI, RFQ or Auction this web page will be shown.

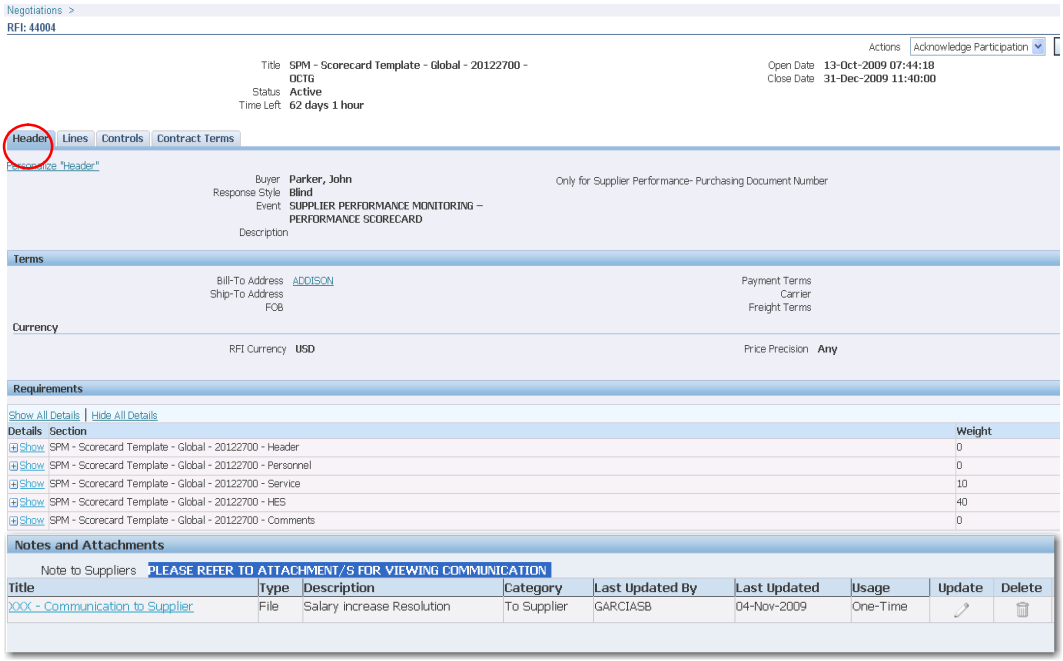
IMPORTANT: Carefully review all RFI/RFQ/Auction sections, tabs and information to clearly understand the document scope and purpose. To print the document, see Print a RFI/RFQ/Auction section). If additional clarification is necessary, use the Online Discussion functionality (see the Online Discussion section).



A	**Action Dropdown**: Select an option and click on the Go button as applicable. o Acknowledge Participation o Create Response (only applicable for RFI)

	o Create Quote (only applicable for RFQ) o Create Bid (only applicable for Auction) o Online Discussions o View Response History o Acknowledge Amendments o View Amendments History o Printable View
B	**Open/Close Date**: View the open and close date for the event.
C	**Tabs**: Access available information by clicking on the appropriate tab. o Header tab: Document general information: Terms, Requirements, Notes and Attachments. o Lines tab: Lines (product and services) information. Only applicable for RFQ and Auctions. o Control tab: Open/Close date and key response rules. o Contract Terms tab: Specific terms and conditions applicable to the document. For more information, view next section.
D	**Return to Negotiations hyperlink**: Return to the negotiations by clicking on the hyperlink.

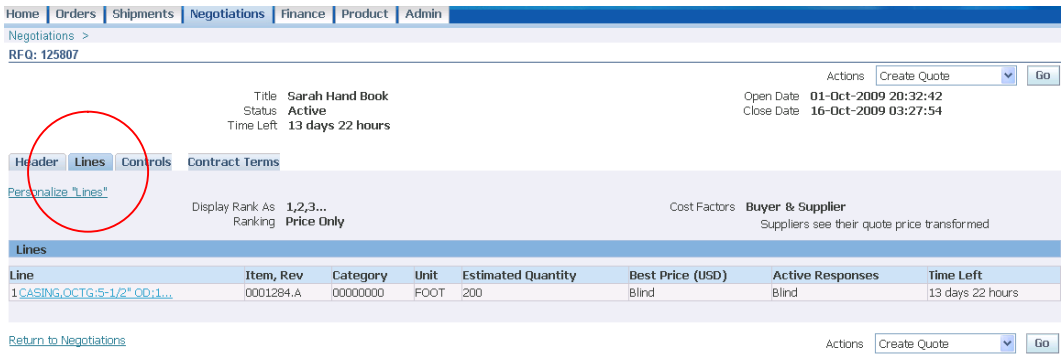
Header Tab



1. Click on the Header tab
   a. At the top, view main document information (buyer [responsible Tatweer employee], Event, Description, etc.)
   b. In the Terms section, view additional information.
   c. In the Requirements section, click on the Show All Details hyperlink to view the required information.
   a. In the Notes and Attachments section:
      i. Note to Supplier field: Specific additional instructions.
      ii. Attachments: To view the attachment, click on the Attachment Name hyperlink in the Title column.

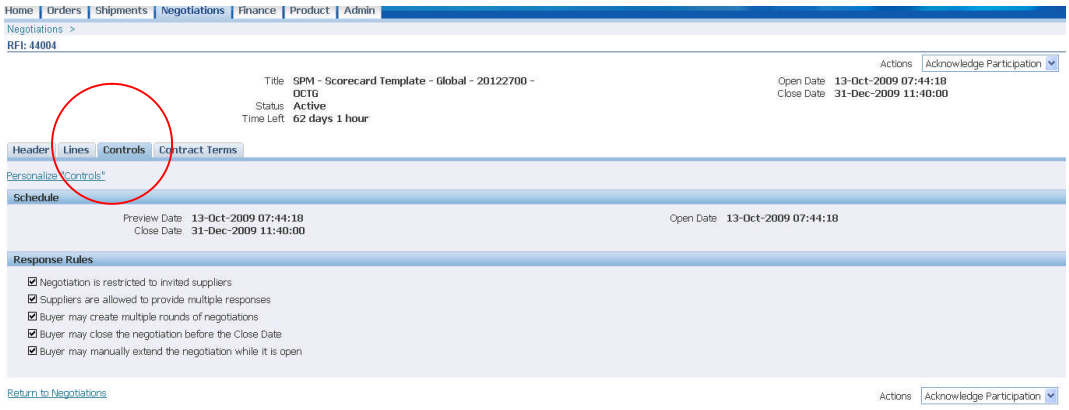
Lines tab

IMPORTANT: This tab will be populated in a RFQ or Auction. However it will be empty in a RFI.



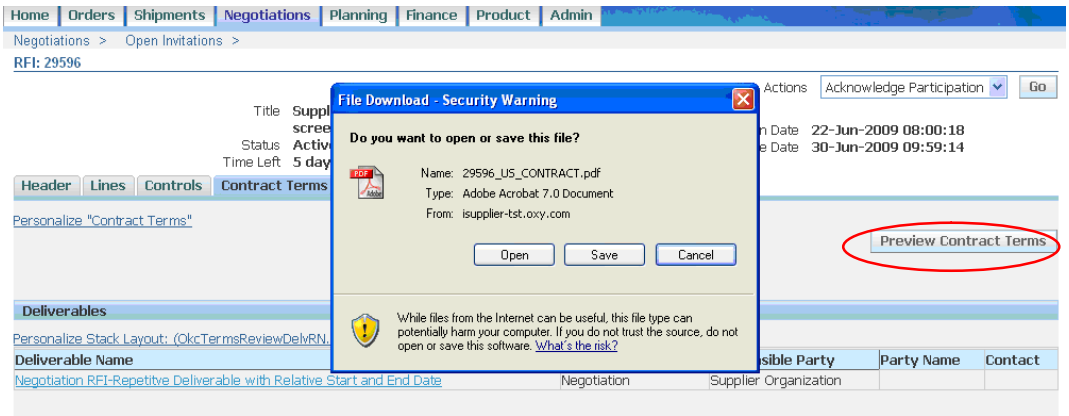
1. Click on the Lines tab.
2. Review the Line tab in the RFQ and Auction to see products and services and quantities requested.
3. In the Lines section:
    a. Line column: View Tatweer's internal item description by clicking on the Line description hyperlink.
    b. Item Rev column: Tatweer's internal item number
    c. Category column: Tatweer's internal category number aligned to the applicable UNSCSP code.
    d. Unit column: Tatweer's item unit of measure. This is used for quoting.
    e. Best Price column: Information in this column will be viewable if permitted by Tatweer.
    f. Active Responses column: Information in this column will be viewable if permitted by Tatweer.
    g. Time left column: Indicates time remaining to quote.

Control tab



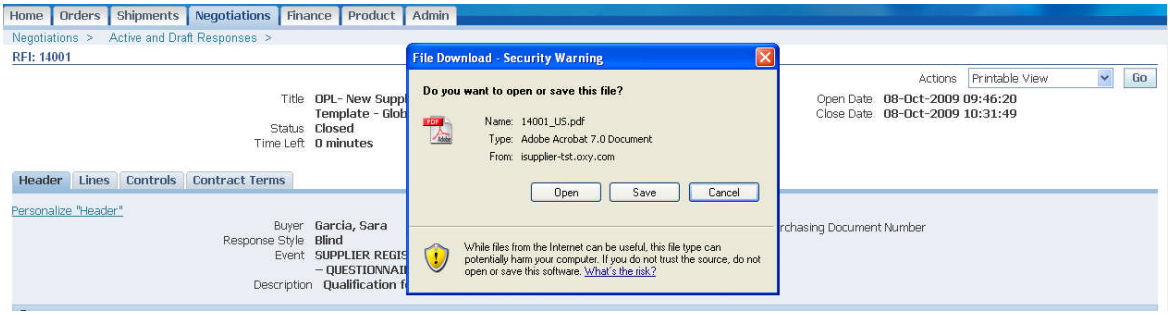
1. Click on the Controls tab
    a. Review dates
        i. Preview date: Date to access the document content. However, it is not possible to create a response before the open date.
        ii. Open date: Beginning date to create a response.
        iii. Close date: Closing date of the RFI/RFQ/Auction.
    b. Review Response Rules
        i. Negotiation is restricted to invited suppliers.
        ii. Suppliers may provide multiple responses.
        iii. Buyer may create multiple rounds of negotiations.
        iv. Buyer may close the negotiation before the close date.
        v. Buyer may manually extend the negotiation during the open period.

Contract Terms tab



1. Click on the Contract Terms tab.
    a. In the Deliverable section, access a specific deliverable by clicking on the Deliverable name hyperlink.
    b. Click on the Preview Contract Terms button to view, save and print the Terms and Conditions
        i. In the pop-up screen, click on the Open button to view the PDF file and print it using the Acrobat Reader.
        ii. In the pop-up screen, click on the Save button to save the PDF file in your computer.

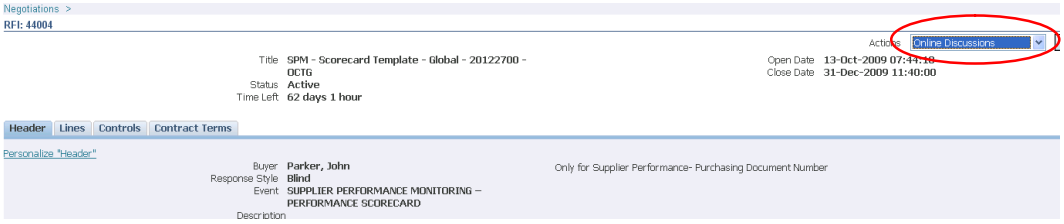
3.6.6.4 Print a RFI/RFQ/Auction



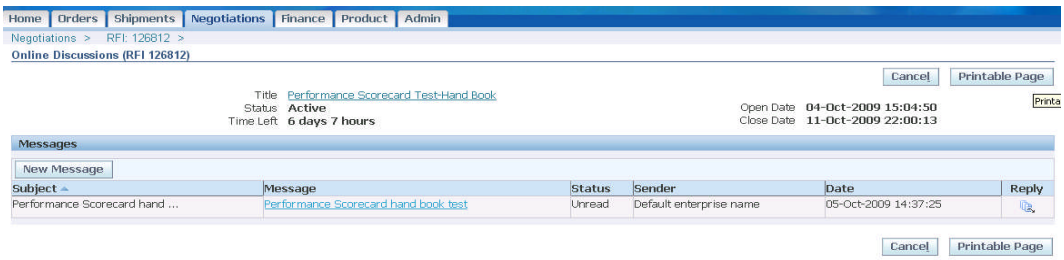
1. In the Actions dropdown, select the option Printable View and click on the Go button to view, save and print the document (all tab information and the terms and conditions can be viewed in the same document).
    i. In the pop-up screen, click on the Open button to view the PDF file and print it using the Acrobat Reader.
    ii. In the pop-up screen, click on the Save button to save the PDF file in your computer.

3.6.6.5 Online Discussion in RFI/RFQ/Auction

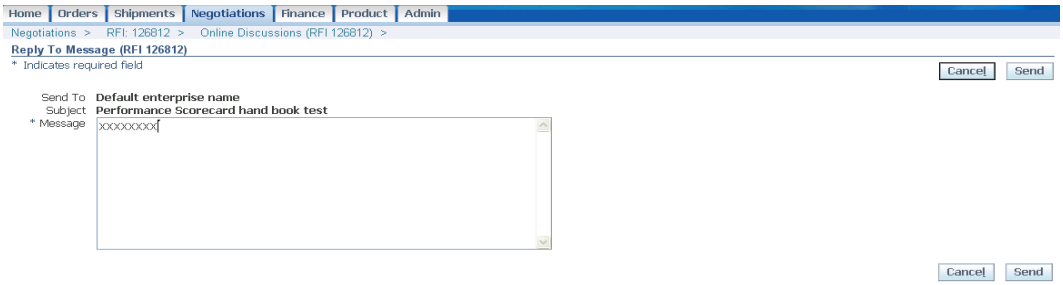
After reviewing and printing the document (RFI/RFQ/Auction) and before acknowledging and responding to the document, use the Online Discussion functionality to request or provide additional information regarding the document. This replaces any email communication.



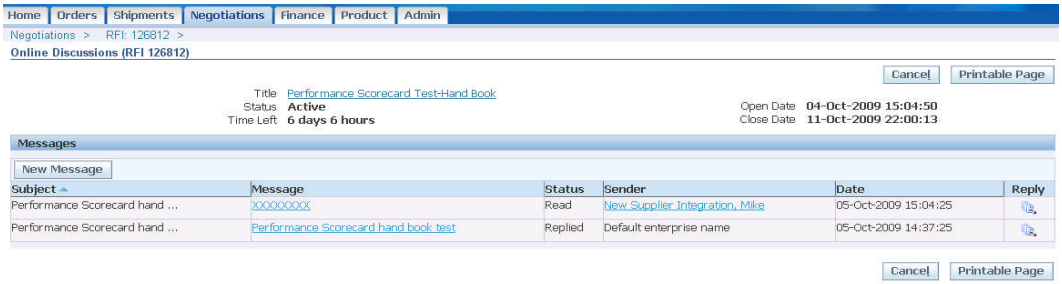
1. In the Actions dropdown, select the option Online Discussion and click on the Go button to access the specific screen.



2. In the Messages section, review messages.
3. Click on the New Message button to create a new message. Alternatively, click on the Reply icon (last column) for a specific message to reply a message.
4. Optional:
    a. Click on the Printable web page button to print all messages.



5. After creating or replying to a message, enter the message subject and text of the message.
6. Click on the Send button. The message will be shown in the message section.

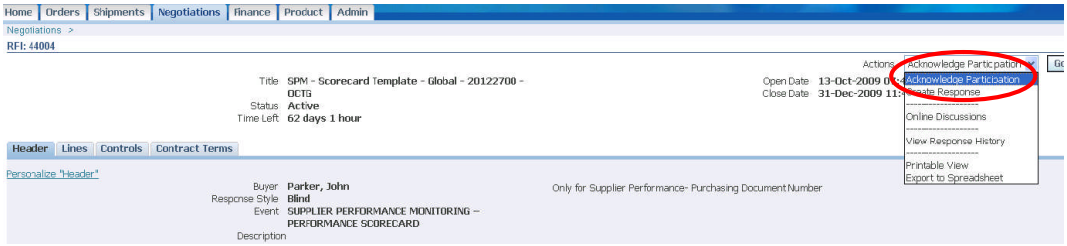


7. Click on the Cancel button to return to the Negotiation web page.

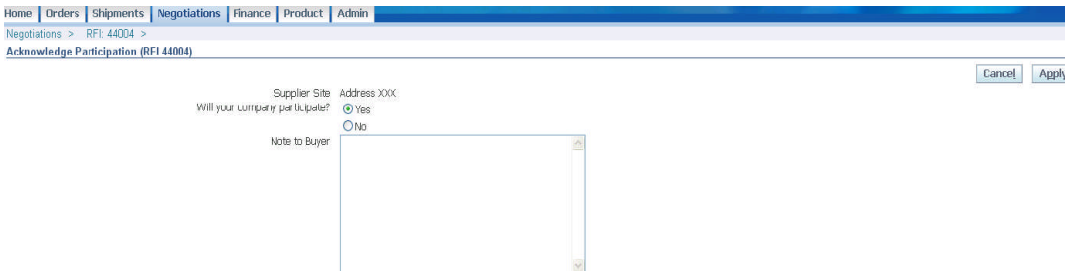
Note: The online discussion-related message can also be accessed from the supplier's related response.

3.6.6.6 Acknowledge Participation in RFI/RFQ/Auction

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.



1. In the Actions dropdown, select the option Acknowledge Participation and click on the Go button to access the specific web page.



2. In the Will your Company participate? section, check the appropriate button.
3. If necessary, in the Note to Buyer textbox, type a message for the buyer (Tatweer employee responsible for the event).
4. Click on the Apply button.

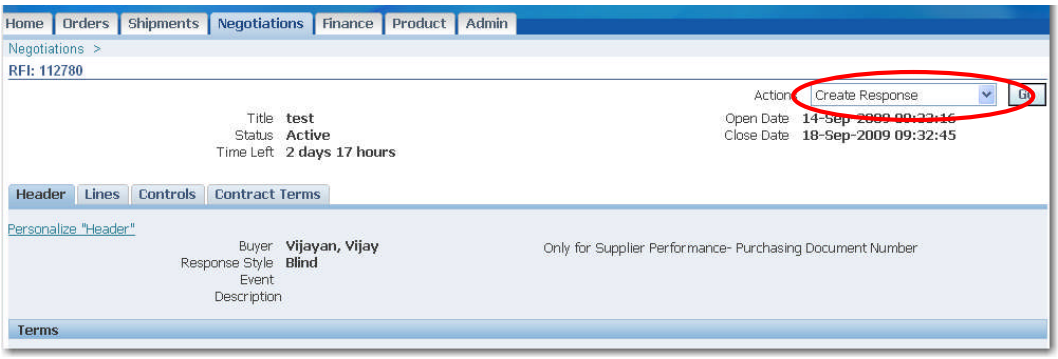
3.6.6.7 Create a Response for RFI/RFQ/Auction

After acknowledging the document, create your response.

IMPORTANT: It is critical to complete and submit all the required data and documents. View the following sections to learn how to view and complete all the document sections.

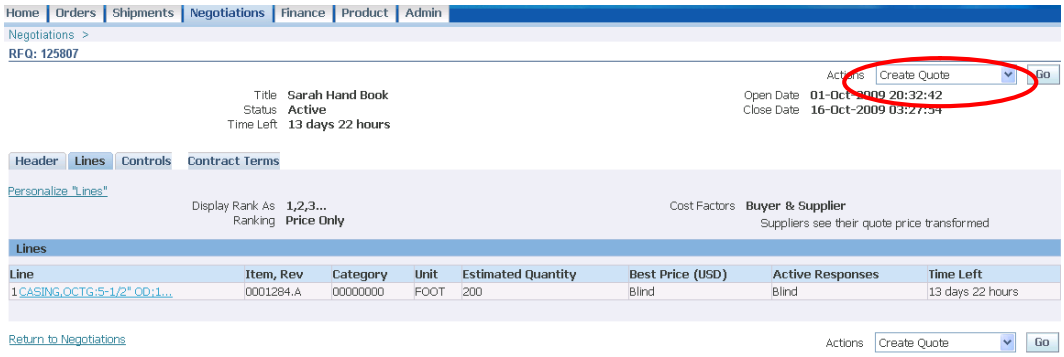
According to the type of document, execute the appropriate action:

- **Request for Information (RFI) – Create Response**



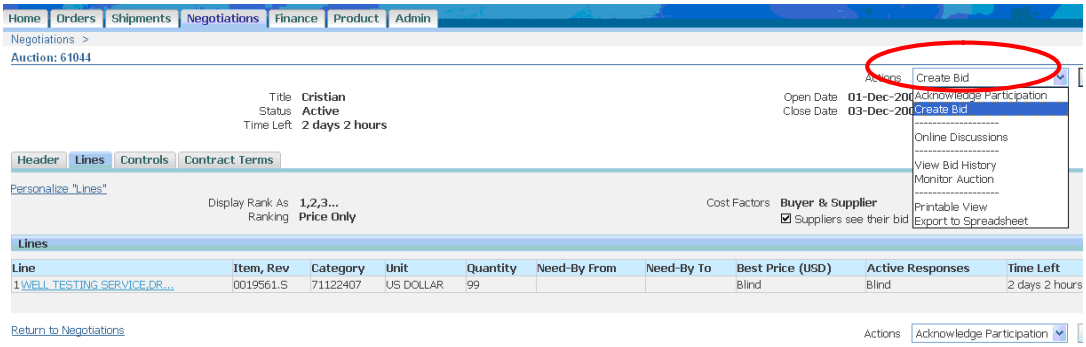
In the Actions dropdown, select the option Create Response and click on the Go button to access the specific web page.

- **Request for Quotation (RFQ) – Create Quote**



In the Actions dropdown, select the option Create Quote and click on the Go button to access the specific web page.

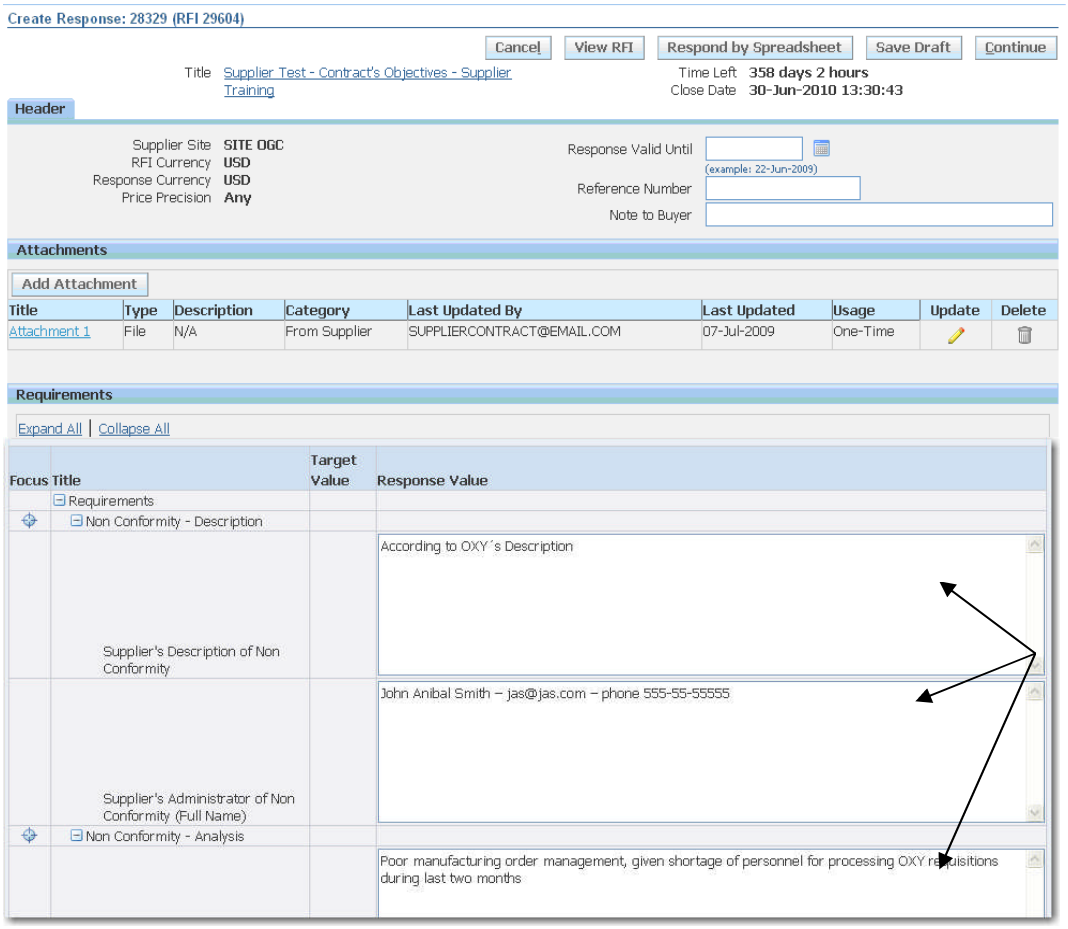
- **Auction – Create Bid**



In the Actions dropdown, select the option Create Bid and click on the Go button to access the specific web page.

3.6.6.8 Complete Header Tab – Requirements Section

IMPORTANT: This section may be optional in a RFQ or Auction.

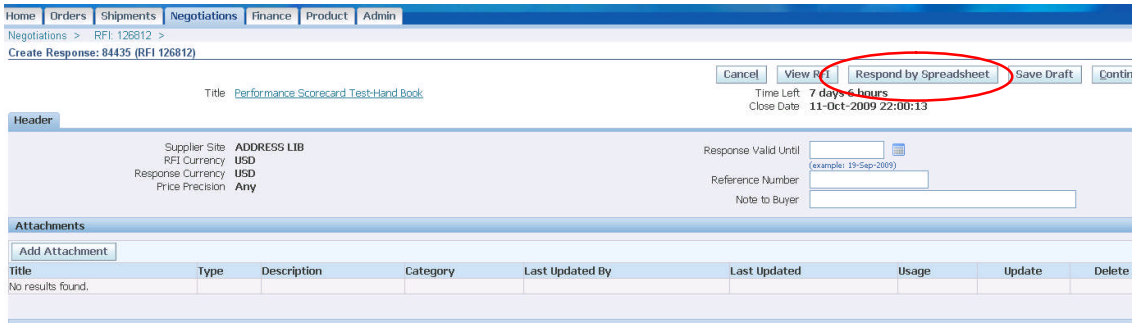


1. In the Requirements section, click on the Expand All hyperlink to respond to each requirement and enter the appropriate response values. There are four potential types of responses:
    a. Dropdown: Select the most suitable option.
    b. Free text box: Type the answer as detailed as possible.
    c. Date: Only dates are allowed.
    d. Number: Only numbers are allowed.
2. Populate Response Value fields as needed.
   Note: You must complete all the required fields.

IMPORTANT: Click on the Save Draft button frequently in order to save the changes you are doing. Once saved, it is possible to return anytime and continue with the response.

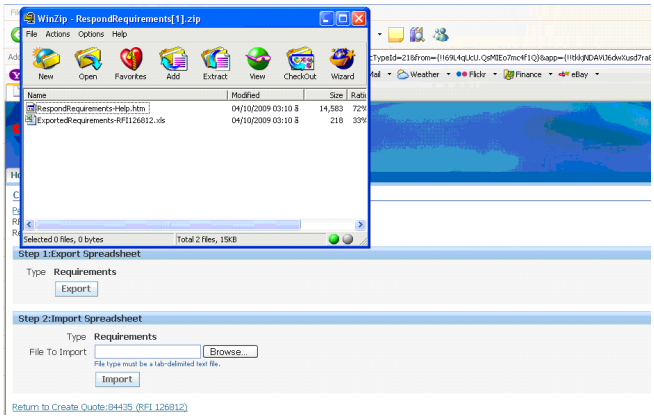
3.6.6.9 Complete Header tab – Requirements section by spreadsheet

The functionality Respond by Spreadsheet allows users to quickly populate the Requirements section from an Excel spreadsheet.

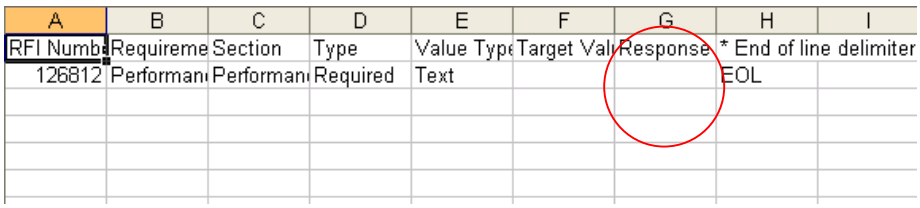


1. After executing the Create Response action, the above web page is shown.
2. Click on the Respond by Spreadsheet button.

3. Click on the Export button to access the Excel template to be populated and imported. In some cases, the Excel template is attached in the Attachment section.



4. In the WinZip window, double click on the file named ExportedRequirement-RFIXXXXX.xls



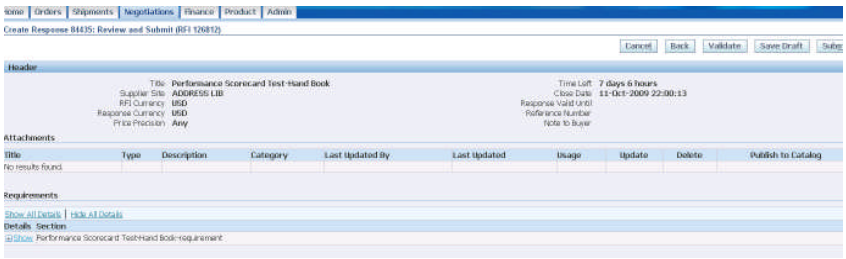
A	B	C	D	E	F	G	H	I
RFI Numb	Requireme	Section	Type	Value Type	Target Val	Response	* End of line delimiter	
126812	Performan	Performan	Required	Text			EOL	

5. In the Response Value column (column G), enter the appropriate response values. **In general, the Excel spreadsheet will not have all the response values required.** Therefore, check in the RFI/ RFQ/Auction for the available response values for each requirement.
   IMPORTANT: Please, do not modify the rest of the columns.
6. Save the file in your desktop,
   a. In the Excel menu, click on the File and Save as… option.
   b. In File name field, enter [ExportedRequirements-RFIxxxxx.xls] (including quotes)
   c. In File type field, select: [Text (Tab delimited) *.txt]. **IMPORTANT:** This is the only kind of file that can be imported.
   d. If applicable, click on the Yes button.

7. Close Excel. (click on the Save and Yes buttons as necessary)

8. Return to the Create Response in the Response by Spreadsheet web page.
9. In the Import Spreadsheet section,
   a. Click on the Browse… button
   b. Select the file from your desktop (ExportedRequirements-RFIxxxxx.xls)

   c. Click on the Import button.
10. If errors are shown, review and correct the response value provided in the Excel file and re-import the document.
11. Scroll down, verify that response values have been populated.
12. Click on the Continue button.



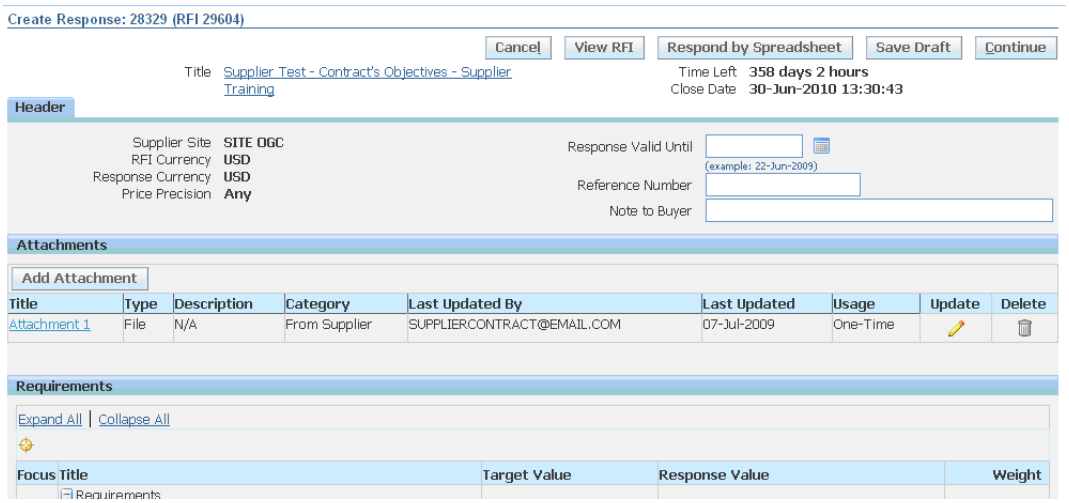
13. Click on the Validate button.
14. Click on the Submit button.
15. Click on the Submit button. A confirmation message is shown.
16. Return to the Negotiation web page by clicking on the Return to Sourcing Home Page hyperlink.

IMPORTANT: Click on the Save Draft button frequently in order to save the changes you are doing. Once saved, it is possible to return anytime and continue with the response.

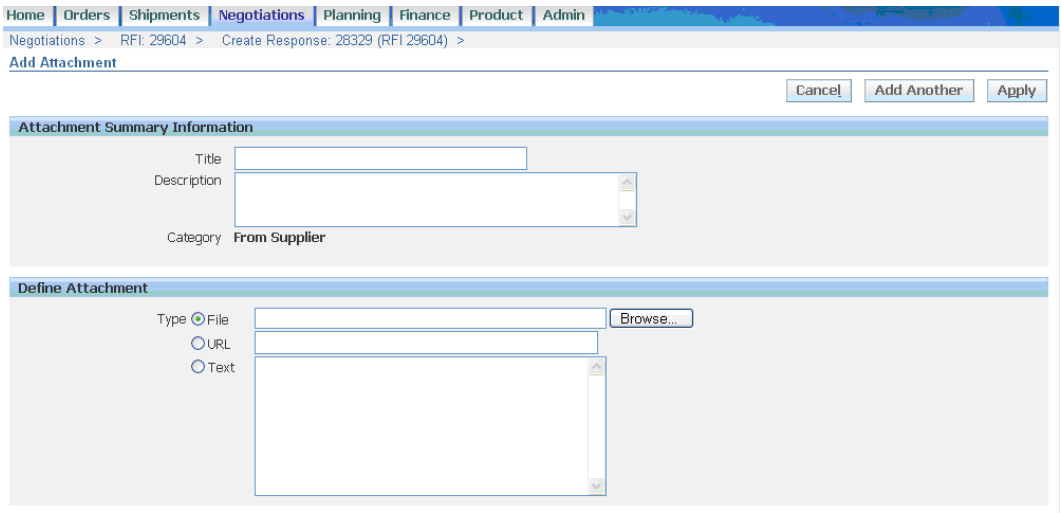
3.6.6.10 Complete Header Tab – Attachments Section

Attach any appropriate support documentation to the response in the Attachment section.

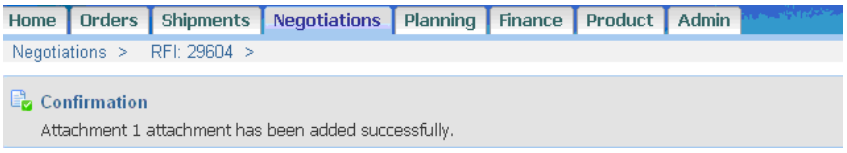
IMPORTANT: Before attaching documentation, verify the requested documentation in the Deliverable section.



1. In the Attachments section,
   a. Review an attachment by clicking on the Attachment title hyperlink to access a specific document.
   b. Update an attachment by clicking on the pencil icon in the Update column.
   c. Delete an attachment by clicking on the trash can icon in the Delete column.
2. Add a new attachment by clicking on the Add Attachment button.



1. In the Attachment Summary Information section,
    a. In the Title field, type the attachment name.
    b. In the Description field, type any additional information to explain the purpose of the attachment.
2. In the Define Attachment section
    a. Select the attachment type by checking the appropriate button
        i. The file button allows you to browse for a file on your computer.
            1. Click on the Browse button and find the file on your computer.
            2. Click on the Open button.
            3. The file navigation route will appear in the file textbox.
        ii. The URL button allows you to write or paste a URL address in the URL textbox. (e.g. supplier's web page).
        iii. The text button allows you to write or paste a message in the textbox.
3. Click on the Apply button. Alternatively, click on the Add Another to repeat the process.
4. A confirmation message is shown.



IMPORTANT: Click on the Save Draft button frequently in order to save the changes you are doing. Once saved, it is possible to return anytime and continue with the response.

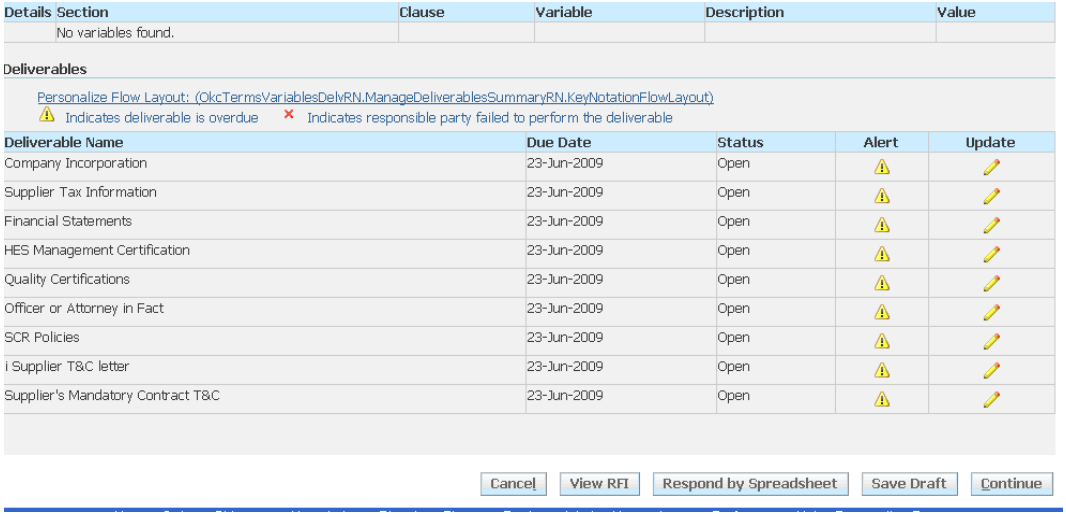
3.6.6.11 Complete Header Tab – Deliverables Section

Respond to deliverables requesting specific documentation.

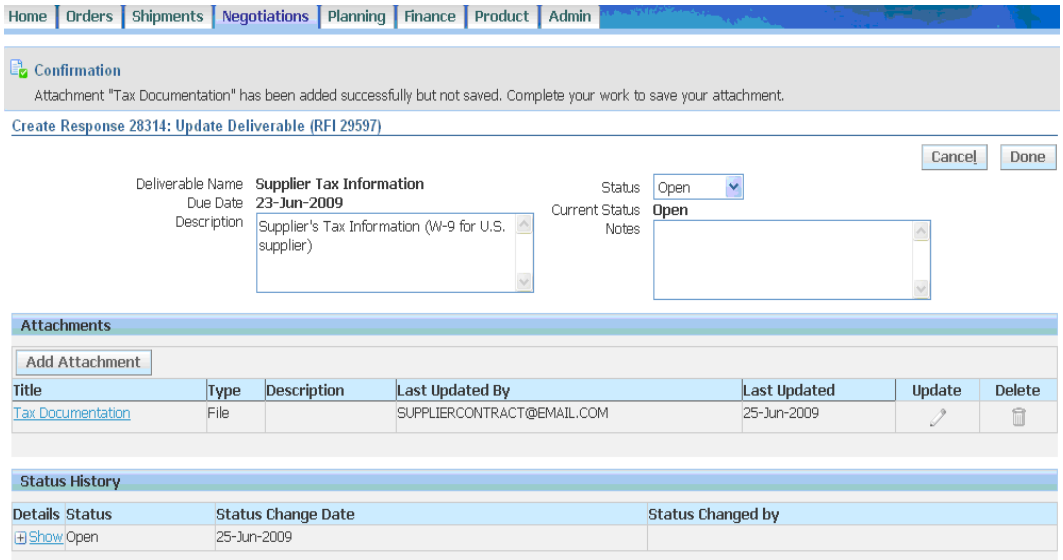
IMPORTANT: When a deliverable has been submitted, change the status to Submitted.

Deliverable Status	
Status	**Definitions**
Open	Deliverable to be submitted by the supplier.
Submitted	Deliverable submitted and awaiting for Tatweer's audit.
Reject	Deliverable rejected by Tatweer. Supplier can resubmit the deliverable after modifying it to meet Tatweer's requirements.
Cancelled	Deliverable no longer needed by Tatweer.
Completed	Deliverable submitted by the supplier and audited by Tatweer. This deliverable may no longer be modified.

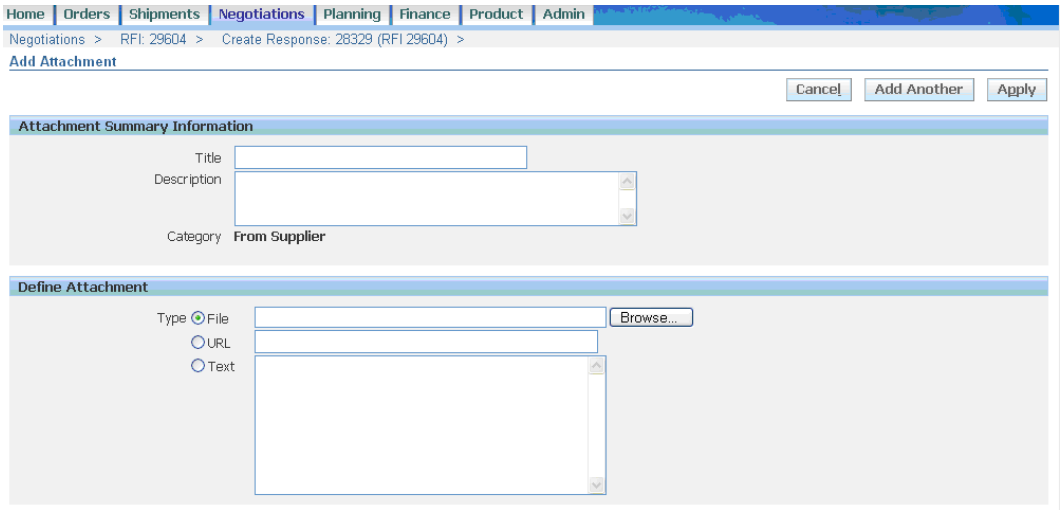
Deliverable Status	
Failed to perform	Deliverable not submitted by a supplier. Deliverable does not comply with Tatweer's requirements. This deliverable may no longer be modified.



1. Scroll down up to the Deliverables section.
2. Review the deliverable section table:
   a. Deliverable Name column: View the deliverable details by clicking on the appropriate deliverable name hyperlink.
   b. Due Date column: View the due date to submit the requested documentation.
   c. Status column: Indicates the deliverable status. For more information about the status, review the previous table.
   d. Alert column: Indicates a warning icon if the deliverable is overdue.
   e. Update column: Click on the pencil icon to update/submit the appropriate deliverable.
3. Click on the pencil icon to update/submit the appropriate deliverable. The following web page will be shown.



4. In the Status History section, view the history by clicking on the Show hyperlink in each row.
5. If necessary, in the Attachments Section,
   a. Review any attachment by clicking on the Attachment hyperlink to access a specific document.
   b. Update an attachment by clicking on the pencil icon.
   c. Delete an attachment by clicking on the trash can icon.
   d. Add a new attachment by clicking on the Add Attachment button.

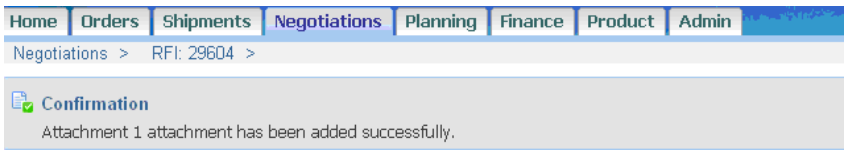


e. In the Attachment Summary Information section,
   i. In the Title field, type the attachment name.
   ii. In the Description field, type any additional information to explain the purpose of the attachment.

f. In the Define Attachment section,
   i. Select the attachment type by checking the appropriate button.
      1. The file button allows you to browse for a file on your computer.
         a. Click on the Browse button and find the file on your computer.
         b. Click on the Open button.
         c. The file navigation route will appear in the file textbox.
      2. The URL button allows you to write or paste a URL address in the URL textbox. (e.g. supplier's web page)
      3. The text button allows you to write or paste a message in the textbox.

g. Click on the Apply button. Alternatively, click on the Add another to repeat the process.

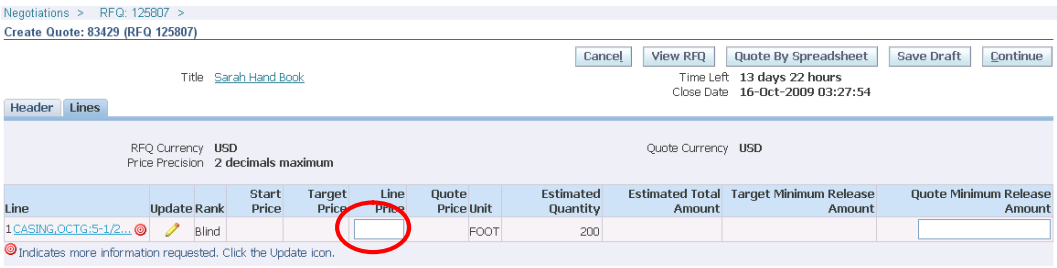
h. A confirmation message is shown.



6. In the Note field, enter any clarification or description about the deliverable.
7. In the Status dropdown, select Submitted
8. Click on the Done button.

IMPORTANT: Click on the Save Draft button frequently in order to save the changes you are doing. Once saved, it is possible to return anytime and continue with the response.

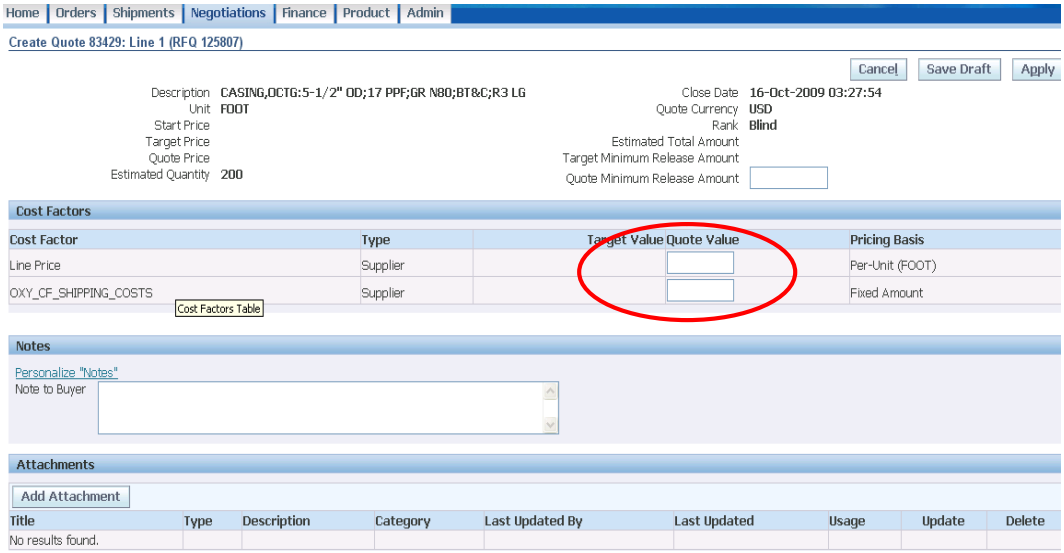
3.6.6.12 Complete Lines Tab – Quote RFQ



1. Click on the Lines tab to enter your quote.

2. In the Line Price column, enter price for the quote price.

3. Click on the Update icon in each line to add cost factors or a specific attachment or to respond to attributes as applicable.

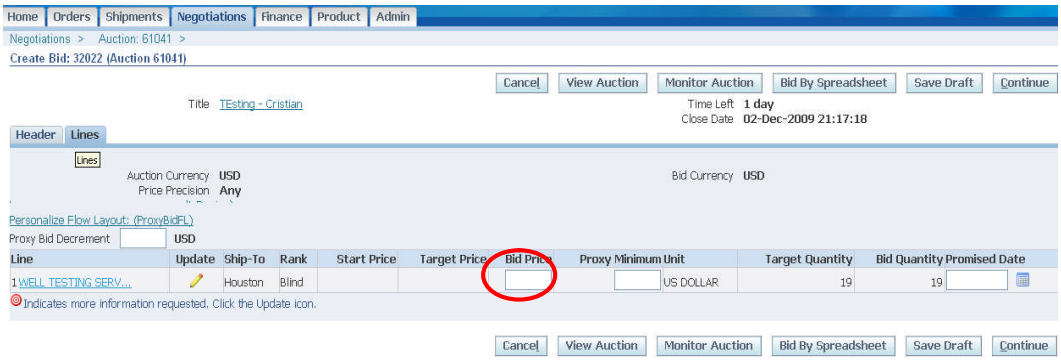


   a. In the Cost Factors section, enter the Quote Value for all the Cost Factor fields. If there are no cost factors to quote, you are still required to populate it with a “0.”
   b. In the Attributes section, enter the Attribute Response value (if available).
   c. In the Notes section, enter any note or comment to the Buyer
   d. In the Attachment section, add, update or delete attachments according to the explanation detailed in the complete Header Tab – Attachments Section.

4. Click on the Apply button and repeat as necessary.

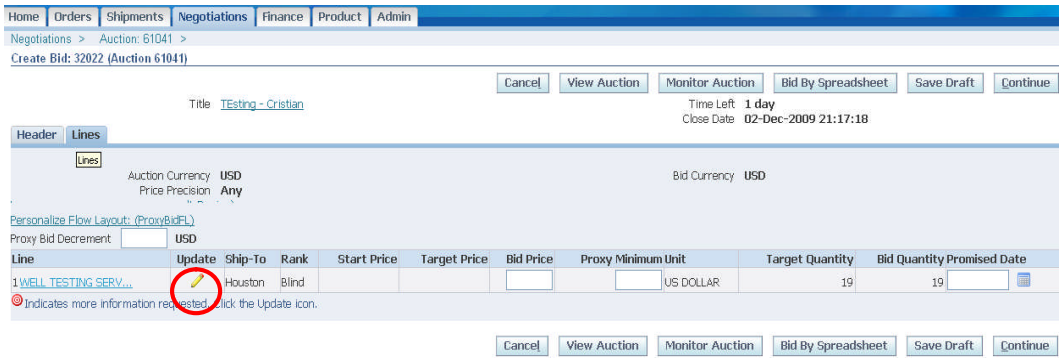
IMPORTANT: Click on the Save Draft button frequently in order to save the changes you are doing. Once saved, it is possible to return anytime and continue with the response.

3.6.6.13 Complete Lines Tab – Bid Auction

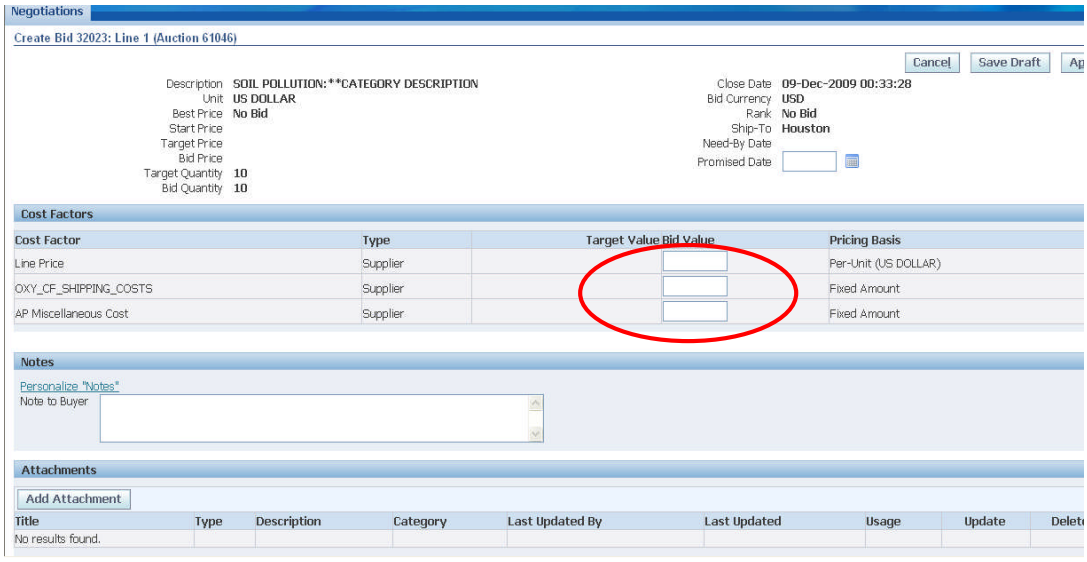


1. Click on the Lines tab to enter your bid.

2. In the Bid Price column, enter prices for the Auction.
3. As necessary,
    a. Enter the Promise Date (date to deliver items).



4. Click on the Update icon in each line to add cost factors, specific attachments or respond to attributes, as applicable.

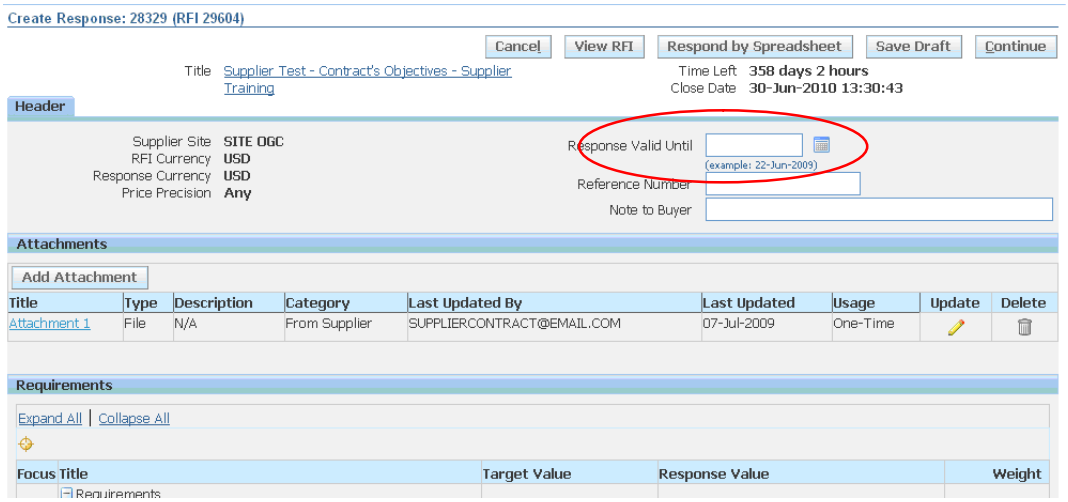


    a. In the Cost Factors section, enter the bid value for all the Cost Factor fields. If there is no cost factor to quote, you still need to populate it with a “0.”
    b. In the Attributes section, enter the Attribute Response value (if applicable)
    c. In the Notes section, enter a note to Tatweer.
    d. In the Attachments section, add, update or delete attachments according to explanation in the Complete Header Tab – Attachments section.
5. Click on the Apply button and repeat as necessary.

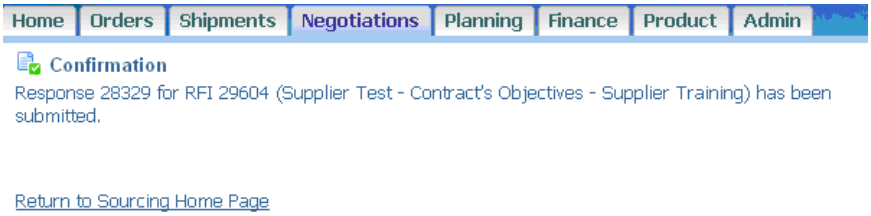
IMPORTANT: Click on the Save Draft button frequently in order to save the changes you are doing. Once saved, it is possible to return anytime and continue with the response.

3.6.6.14 Submit the RFI/RFQ/Auction Response

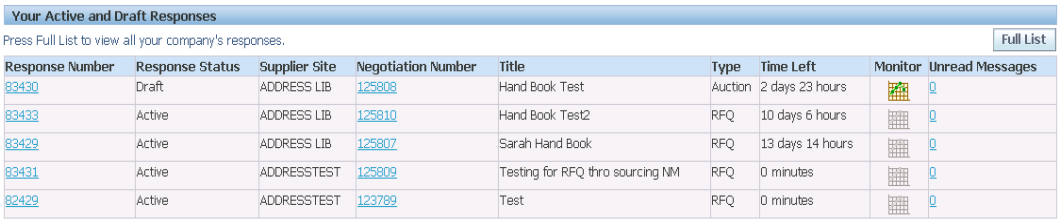
After completing all the RFI/RFQ/Auction sections, submit your response. The details below apply to RFI, RFQ and Auction.



1. In the Response Valid Until field, enter a date later than the close date.
2. To review the response before submitting it, click on the View RFI button.
3. To save a draft and later continue working on the response, click on the Save Draft button. See Manage Draft section.
4. Click on the Continue button.
5. Click on the Validate button to verify the response before submitting it.
6. Click on the Submit button. A confirmation message is shown.



7. Return to the Negotiation web page by clicking on the Return to Sourcing Home Page hyperlink.

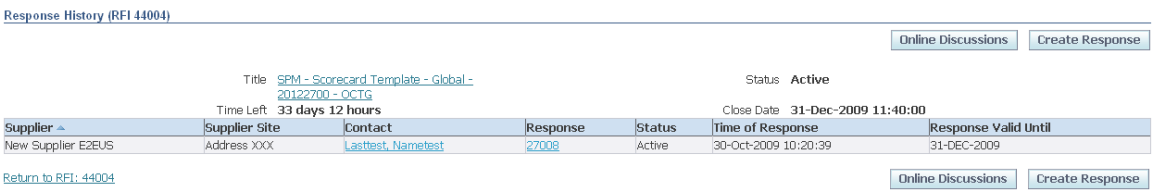


8. View your response in Your Active and Draft Responses section.

3.6.6.15 View Response History for RFI/RFQ/Auction

If multiple responses have been submitted in an RFI/RFQ/Auction, access and view them through the View Response History functionality.

1. Find and access the RFI/RFQ/Auction as explained in the Find a RFI/RFQ/Auction section.
2. In the Action dropdown, select the option View Response History and click on the Go button to access the specific web page.



3. Access the response by click on the Response number hyperlink.

3.6.6.16 Print a RFI/RFQ/Auction Response

Print your company's response by using the standard internet explorer print functionality.

1. Find and access the RFI/RFQ/Auction response as explained in the Find a RFI/RFQ/Auction section.
2. In the Internet Explorer menu,
    a. Click on the File menu.
        i. Alternatively, use the web page setup and print preview option to adjust the print out.
    b. Click on the Print… option.
3. Print the document.

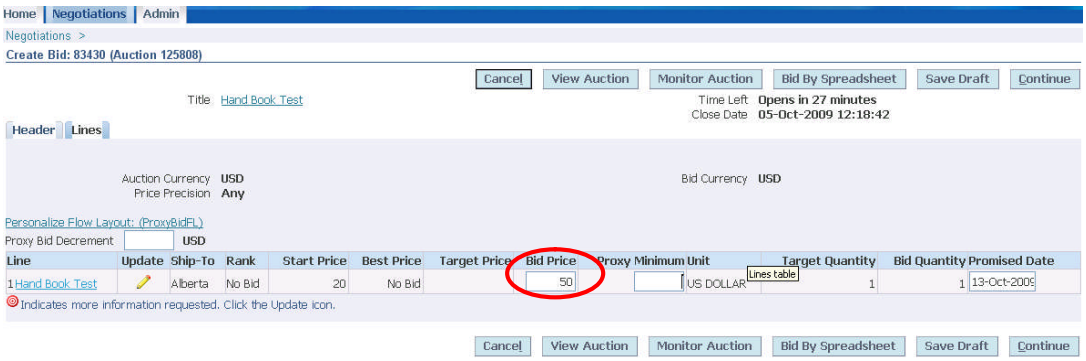
3.6.6.17 Monitor the Auction and Create a Second Bid

Monitor the Auction

1. Click on the Monitor Auction hyperlink to view status and pricing.
2. In the Auto Refresh Interval dropdown, select the time to refresh Auction status and click on the Set button. Supplier can monitor any change in bids. The system will refresh according to your settings.

Create a Second Bid

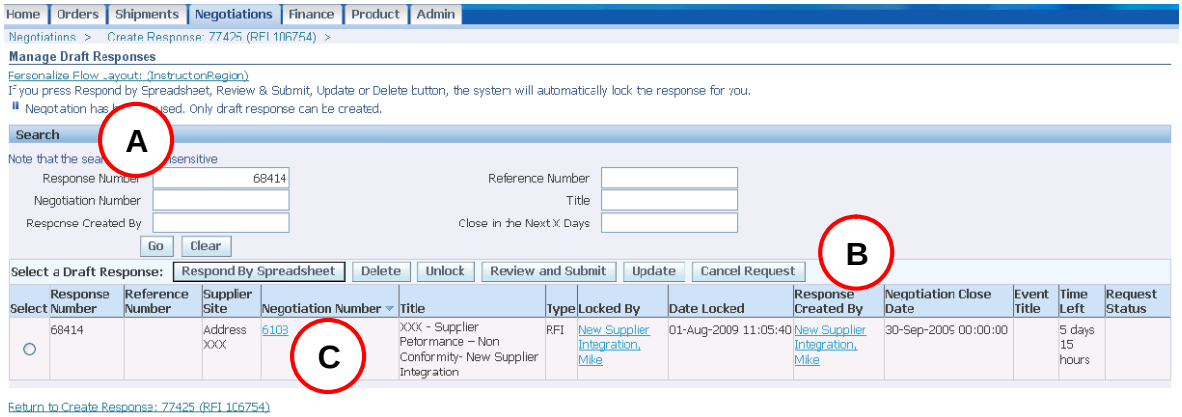
1. Click on the Create Bid button to submit a new bid.



2. In the Bid Price column, enter the new quote price.
3. Click on the Save Draft button.
4. Click on the Continue button.
5. Click on the Submit button.

3.6.7 Manage Draft Responses

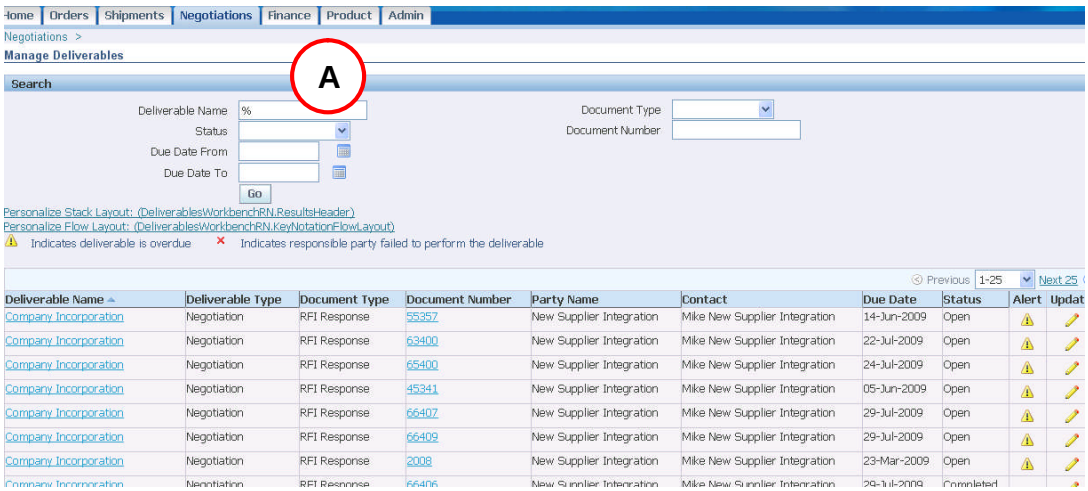
Access the list of draft responses by clicking on the Draft hyperlink in the Quick Links section.



A	**Search section**: Search the draft with any of several criteria. Type in the applicable (Response Number, Negotiation Number, Title) and click on the Go button.
B	**Action buttons:** Check the Select button applicable to the draft to be managed and click on the appropriate action button at the top of the draft responses table. ▪ **Respond By Spreadsheet**: To respond to the RFI/RFQ/Auction by importing an Excel spreadsheet. See Respond by Spreadsheet section. ▪ **Delete**: To delete a draft response. ▪ **Unlock**: To allow another supplier user to complete and submit the response. ▪ **Review and Submit**: To review and submit the draft response. ▪ **Update**: To add additional information to a draft response.
C	**Draft response table:** Review information related to the draft responses. Key columns: ▪ **Locked by**: User working on the draft response. ▪ **Locked Date:** Date when the user created the response. ▪ **Response Created By**: User who created the draft response.

3.6.8 Manage Deliverable Responses

Access deliverables related to the Negotiation tab-related events by clicking on the Deliverable hyperlink in the Quick Links section.



A	**Search section**: Search the draft using any of several criteria. Type the applicable criterion (Response Number, Negotiation Number, Title) and click on the Go button. Or, directly click on the Go button to display the full list of your deliverables.

For more information, visit the Complete Header tab – Deliverable Section.

3.7 Order Information – Orders Tab (Purchasing)

3.7.1 Overview

The Orders tab allows you to view, acknowledge and manage your company's purchasing documents, and view and administer transactions related to them (shipments, receipts, etc.). To access the Orders tab web page, click on the Orders tab.

Key learning topics:

- Access the Orders tab, search and view purchasing documents
- View and print purchasing document details
- View and print purchasing document attachments
- View the purchasing document history (revision details)
- Acknowledge and accept a purchasing document
- View and submit the contractual deliverables

Access Responsibilities that can be used for this action:

- Supplier User - Transactions
- Supplier User - Full View

After login, if more than one access level has been assigned, select one in the Oracle Applications Home Page. If only one access level is assigned, the iSupplier Portal Home tab will be shown immediately.

3.7.2 Access Orders Tab, Search and View Purchasing Documents

Note: The Home tab also allows access to the list of purchasing documents and their details through: Notifications, Quick Links, Search field and Order at Glance. See details in section Home Tab

IMPORTANT: Review the list of purchasing documents key data, line details, types and status.

Purchasing Documents Key Data	
Data	**Description**
PO Number	Tatweer's internal purchasing document number
Revision (Rev)	Purchasing document revision number
Operating Unit	Tatweer's operating unit where the purchasing document was issued
Document Type	See Purchasing Documents Types below
Order Date	Date the purchasing document was issued
Currency	Purchasing document currency
Buyer	The person responsible for issuing the purchasing document
Status	See Purchasing Documents Status below
Acknowledged by	Date supplier acknowledged the purchasing document
Attachments	Attachments to the purchase document with additional information
Ship-to-Location	Location of Tatweer facility for shipping/delivery of goods or services. Purchasing document lines can indicate different Ship-to-locations.
Bill-to-Address	Address for sending invoices related to the purchasing document.

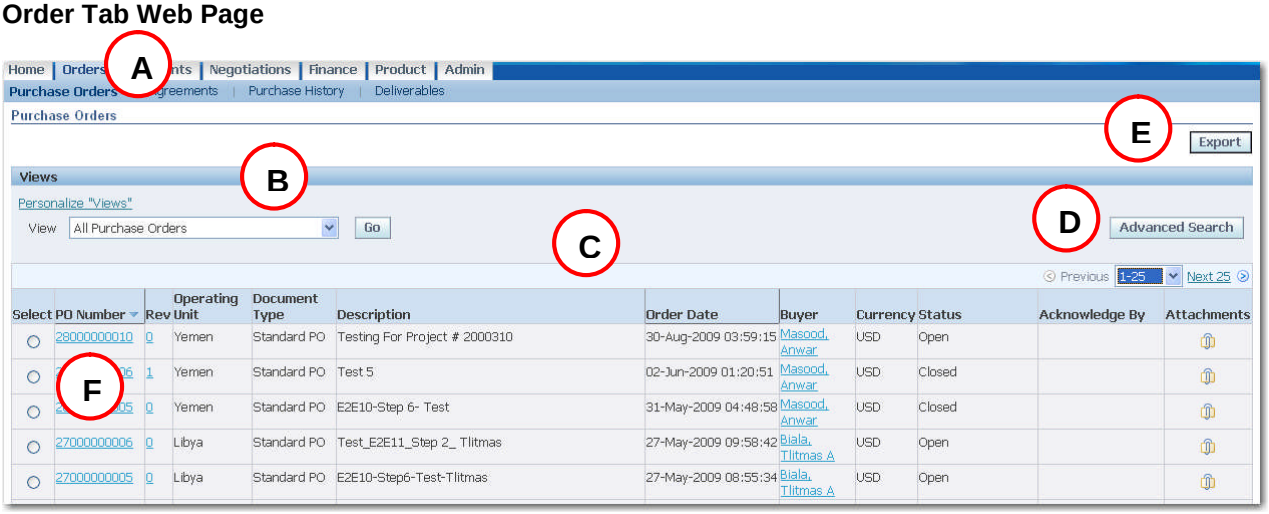
Purchasing Documents Line Details	
Data	**Description**
Type	Goods or services
Item/Job	Tatweer's internal item number
Supplier Item	Supplier's internal item number
Description	Tatweer's internal item number description
UOM	Unit of measure
Qty	Agreed quantity ordered (not shown for BPA and CPA)
Price	Agreed price (not shown for CPA)
Amount	Quantity order multiplied by the agreed price
Status	Line order status
Attachments	Attachments related to the purchasing document lines with additional information
Ship-To Location	Location to ship the goods or deliver the services
Promised Date	Promised delivery date by supplier
Need-By Date	Delivery date required by Tatweer

Purchasing Documents Types	
Type	**Description**
Standard Purchase Order (SPO)	Used for one-time purchases of materials or services when the description of the goods/services, pricing, quantities and delivery schedule are known.
Blanket Purchase Agreement (BPA)	Used for purchasing materials or services when the detail of the goods and services are known but the delivery schedule of the goods or services is unknown. Blanket agreements specify negotiated prices for a set period of time before the items are actually purchased. To place the actual order, Tatweer will issue a blanket release against the specific BPA.
Blanket Release (BR)	Used for one-time purchases of materials or services against a specific BPA when quantities and delivery schedules are known.
Contract Purchase Agreement (CPA)	An agreement used to specify terms and conditions without indicating the goods and services that will be purchased. Tatweer will issue standard purchase orders that reference these contracts.

Purchasing Documents Status	
Status	**Description**
Open	The purchasing document is valid and still open for receipt.
Requires Acknowledgment	The supplier must acknowledge the purchasing document. The purchasing document is valid and open for receipt.
Accepted	The purchasing document has been acknowledged and accepted by the supplier. The purchasing document is valid and open for receipt.
Frozen	The purchasing document is on Hold for some reason. Contact the buyer who issued the purchasing document.

Purchasing Documents Status	
Status	**Description**
Closed	The purchasing document is completed and is no longer available for invoicing.
Canceled	The purchasing document has been canceled and is no longer needed.
Buyer Change Pending	The purchasing document is being revised by Tatweer. After the buyer revisions are complete, the new revised purchasing document is shown.

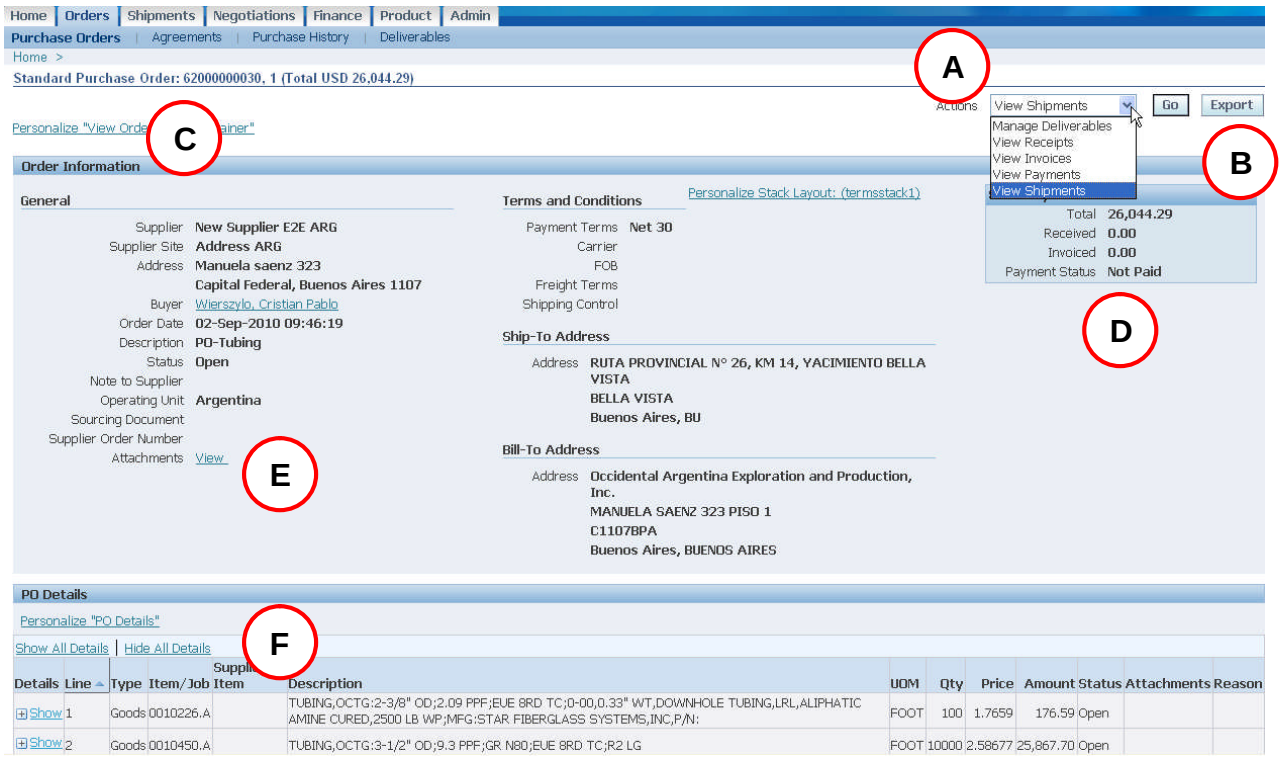
Order Tab Web Page



A	**Sub-tabs section**: Find sub-tab hyperlinks to access Purchase Orders, Purchase History and Deliverables.
B	**View dropdown**: From the Views menu, choose which purchase orders to display: • All Purchase Orders • Purchase Orders to Acknowledge Only 25 purchase orders are shown on the screen. Browse all the purchasing documents available by clicking on the Previous or Next hyperlinks.
C	**Table**: View all key summary information about the purchasing document. ▪ See additional details about the meaning of each column in the table above. ▪ Purchasing documents can be sorted by PO Number or Order Date by clicking the column header title. ▪ Click on the hyperlinks to access specific details.
D	**Advance Search button**: Use the Advanced Search button to narrow the search criteria.
E	**Export button**: To export the information to a spreadsheet, click on the Export button.
F	**PO Number hyperlink**: Click on the specific PO Number hyperlink to access the purchasing document details.

3.7.3 View and Print Purchasing Document Details

The View Purchasing Document Details web page shows detailed information about the purchase order including both header and line information, such as Terms and Conditions, Lines, Shipments, and Attachments. To access the View Purchasing Document Details, click on the PO Number hyperlink.



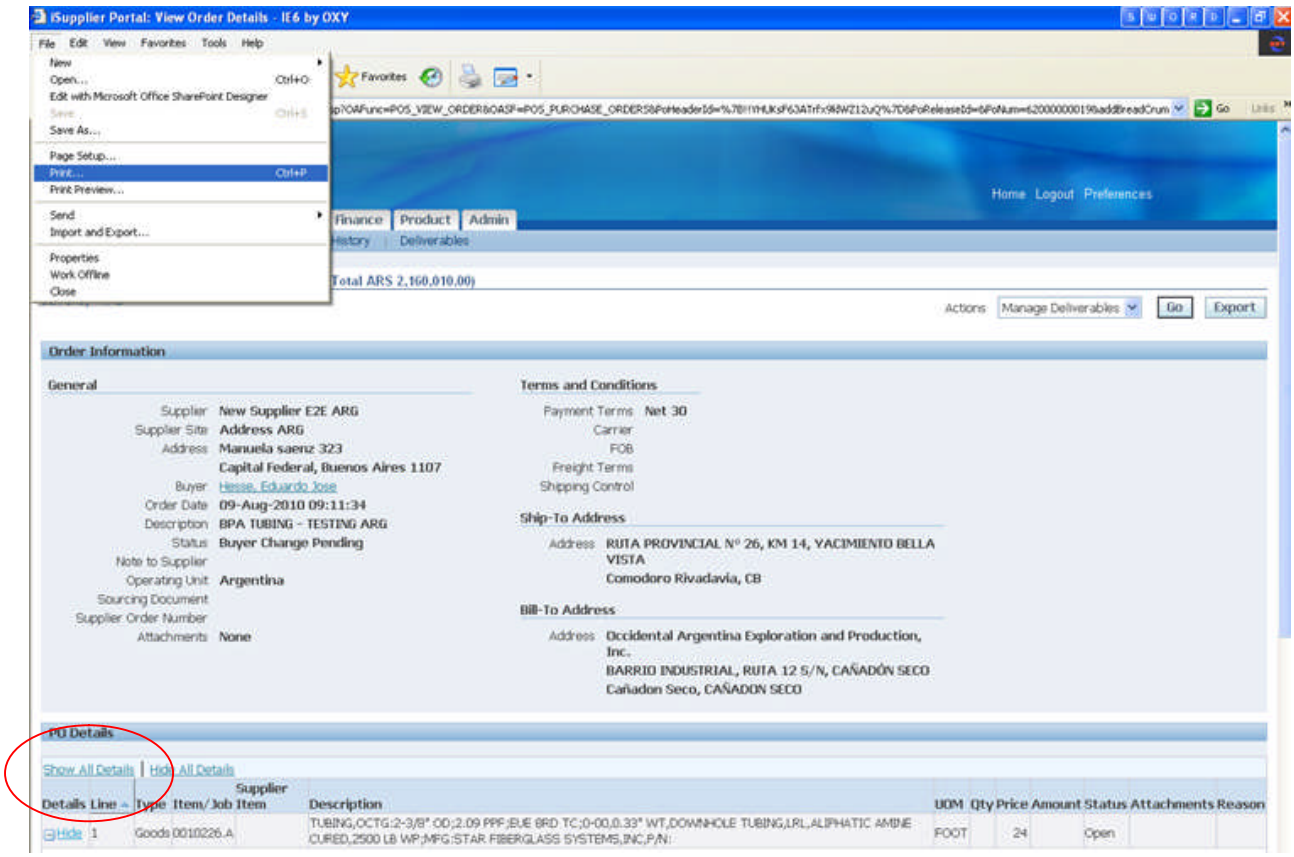
A	**Actions dropdown**: Select an option and click on the Go button. o Acknowledge o Manage Deliverables o View Receipts o View Invoices o View Payment o View Shipments
B	**Export button**: To export the information to a spreadsheet, click on the Export button.
C	**Order Information section**: View general information, terms and conditions, ship-to and bill-to addresses. See the table in section 3.7 for the meaning of each column.
D	**Summary section**: Provides purchasing document summary transaction information.
E	**Attachments Link**: Click on this hyperlink to view all attachments. For additional information, refer to the Attachment Section 3.7.4.
F	**PO Details sections**: View purchasing-document-line-specific information. o Click on the Show All Details to view the receiving, invoicing and payment information for a particular line. o See additional details about the meaning of each column in table in section 3.7 above.

Note: A Blanket Purchasing Agreement (BPA) will not show lines, quantities or shipments. Blanket releases are issued when orders are placed against a BPA.

3.7.3.1 Quick Purchasing Document printing without terms and conditions.

To print **ONLY** Purchasing Document header and details. This option does not include the Terms and Conditions of the purchasing document.

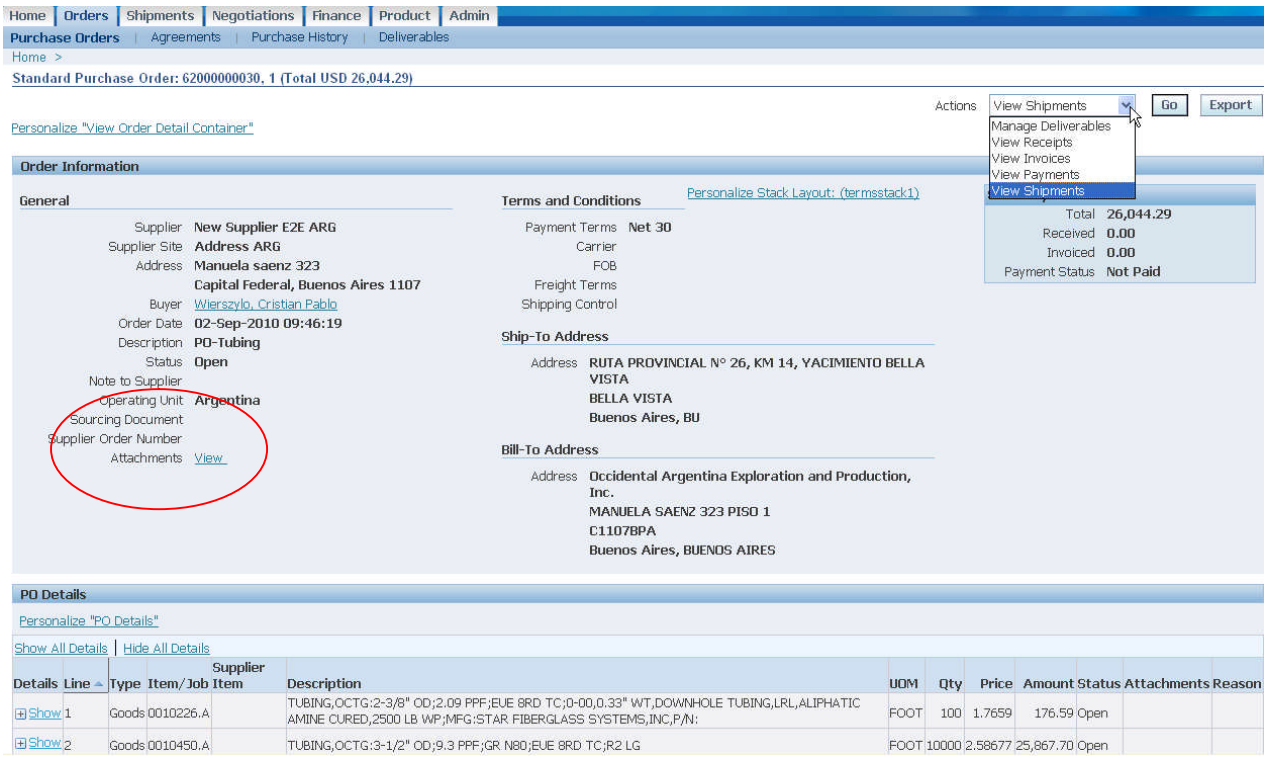
1. In the PO Details section, Click on the Show All Details to view all information
2. In your Internet Explorer menu, click on File > Print, or Page Setup to select your printing preferences.



3.7.3.2 Purchasing Document printing with terms and conditions.

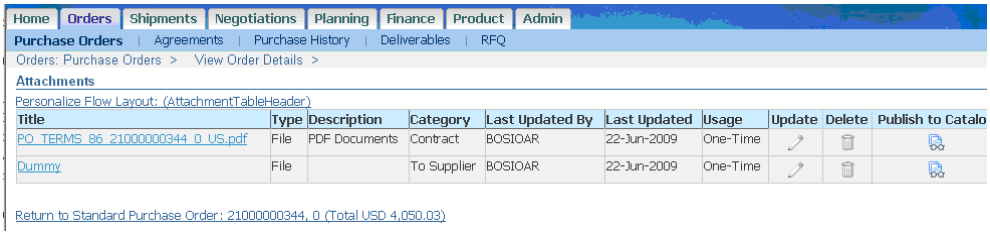
IMPORTANT:

- **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.**
- **If the purchasing document has a signed physical contract, a scanned signed terms and conditions will be included as attachment.**
- **See View and Print Purchasing Document Attachment section 3.7.4.**



3.7.4 View and Print Purchasing Document Attachments

To access the purchasing document attachments, on the View and Print Purchasing Document web page click on the View hyperlink next to Attachments. The following web page will be shown. Click on the attachment name hyperlink under the Title column in order to view, save or print the document.

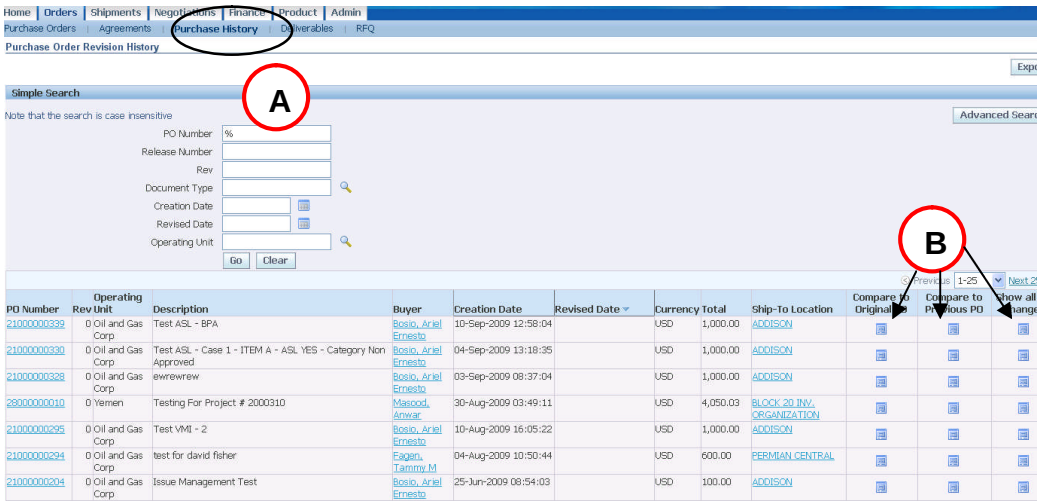


IMPORTANT: If the purchasing document has a signed physical contract and the Buyer has attached it, a scanned signed terms and conditions will be included as attachment. Review section [3.7.3.2 Purchasing Document printing with terms and conditions.]

3.7.5 View Purchasing Document History - Revision Details

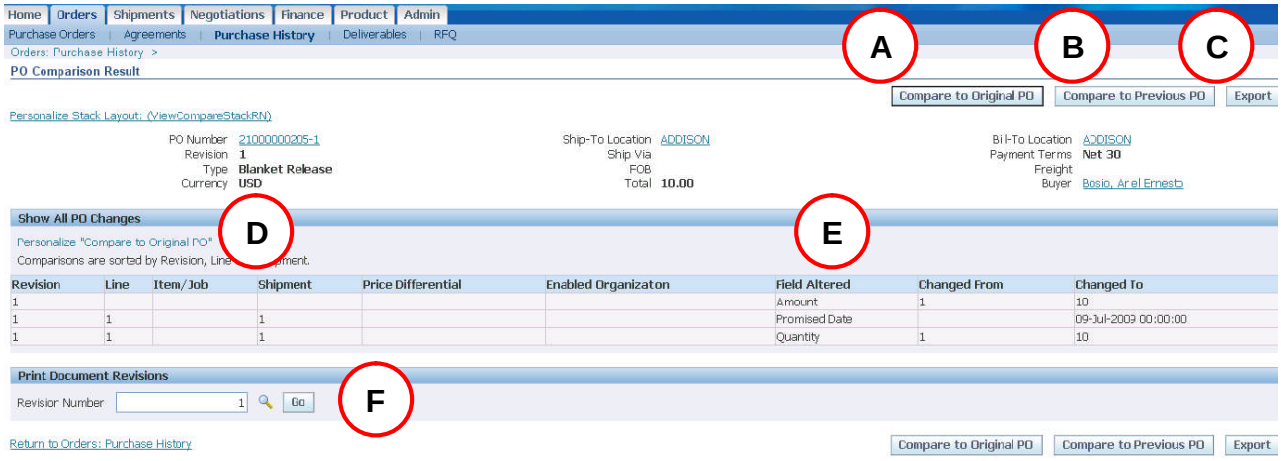
To access the purchasing document history, click on the Purchase History sub-tab under the Orders tab. Note: The Purchase History also can accessed by clicking on the specific Rev hyperlink in the Purchase Order sub-tab.

Purchase History Web Page



A	**Simple Search section**: Populate the search criteria and click on the Go button to view the applicable purchasing documents.
B	**Compare to Show Changes columns**: Click on the appropriate icon to view purchasing document version changes.

PO Comparison Result Web Page



A	**Compare to Original PO button**: To compare the current purchasing document in place with the original version.
B	**Compare to Previous PO button**: To compare the current purchasing document in place with the previous version.
	Show all PO changes button (Not shown in the screen): To view cumulative changes to a purchasing document.
C	**Export button**: To export the information to a spreadsheet, click on the Export button.
D	**Comparison section**: View comparison of purchasing document version changes.
E	**Field Altered column**: Access specific changes by clicking on hyperlinks in the Field Altered column.
F	**Print Document Revisions section**: View, save or print a purchasing document revision by entering the number in the Revision Number field and clicking on the Go button.

3.7.6 View and Submit Contractual Deliverables (Compliance Monitoring)

The compliance monitoring functionality allows Tatweer to request and monitor specific supplier documentation/tasks related to a specific purchasing document (e.g. contractual deliverables, quality meetings, issues).

Tatweer can negotiate with the supplier to include specific documentation in terms and conditions to be delivered during the contract life, known as contractual deliverables. Tatweer will monitor the compliance of the contractual documentation. When the purchasing document is issued, the supplier can view all related deliverables and submit the requested documentation. Tatweer will approve or reject the documentation.

Deliverable Type			
Deliverable Type	**Responsible Party**	**Objective**	**Scope**
Contractual	Supplier Organization	To provide documentation and information related to contractual requirements that must be delivered by supplier.	Suppliers with a purchasing document in place under Supplier Compliance Monitoring.
Contractual	Buyer Organization (Tatweer)	To view documentation and information related to contractual requirements that must be delivered to Tatweer.	Suppliers with a purchasing document in place under Supplier Compliance Monitoring.

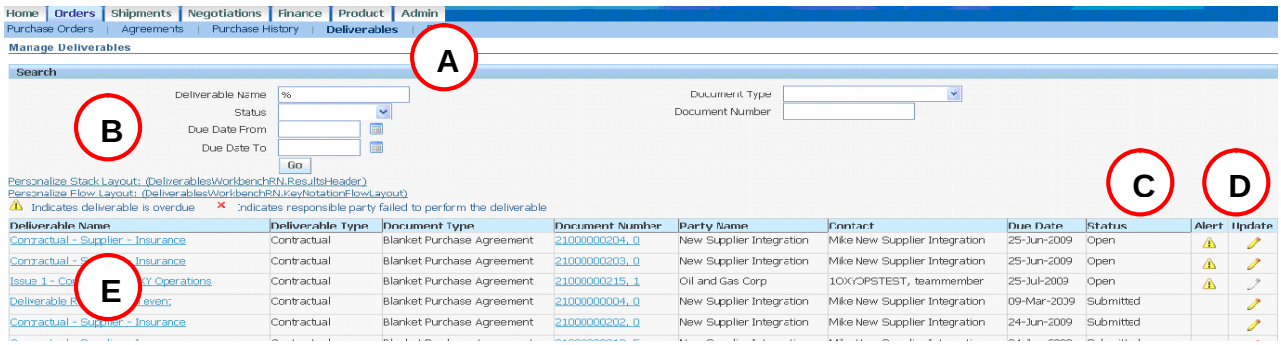
Deliverable Key Data	
Status	**Definitions**
Deliverable Name	Title of the document to be submitted by the supplier
Deliverable Type	Contractual
Document Type	Purchasing document type (See types in the Orders tab section)
Document Number	Purchasing document number
Party Name	Party responsible for submitting the documentation related to the deliverable
Contact	Person in the supplier organization responsible for submitting the documentation related to the deliverable
Due Date	Date deliverable is due
Status	See details in table Deliverable Statuses below
Alert	Indicates the deliverable is overdue

Deliverable Status – (Responsible Party: Supplier Organization)	
Status	**Definitions**
Open	Deliverable still needs to be submitted by the supplier.
Submitted	Deliverable submitted and waiting for audit by Tatweer.
Reject	Deliverable has been rejected by Tatweer. Supplier can resubmit with modifications to meet Tatweer's requirements.
Cancelled	Deliverable no longer needed by Tatweer.
Completed	Deliverable submitted by supplier and successfully audited by Tatweer. This deliverable may no longer be modified.
Failed to perform	Deliverable not submitted by a supplier. Deliverable does not comply with Tatweer compliance. This deliverable may no longer be modified.

Note: Deliverable Status – (Party Name column). If Tatweer is responsible for the deliverable, the supplier will only be able to view the status and related documentation.

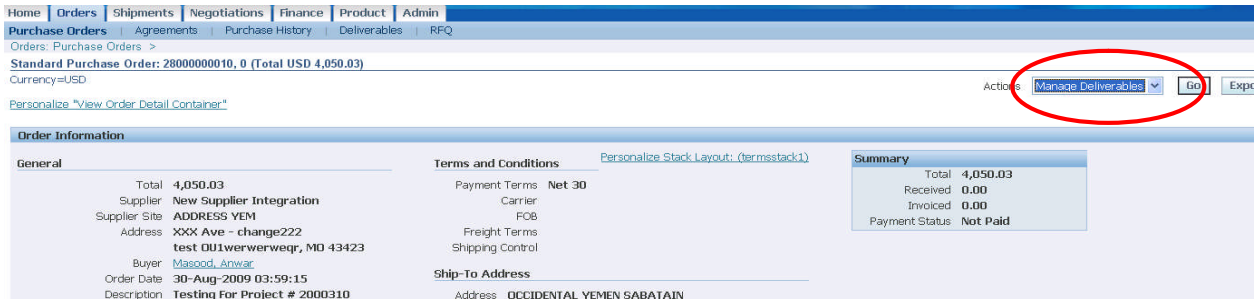
3.7.6.1 View Deliverables

To access the Deliverables**,** click on the Deliverables sub-tab hyperlink in the Orders tab.



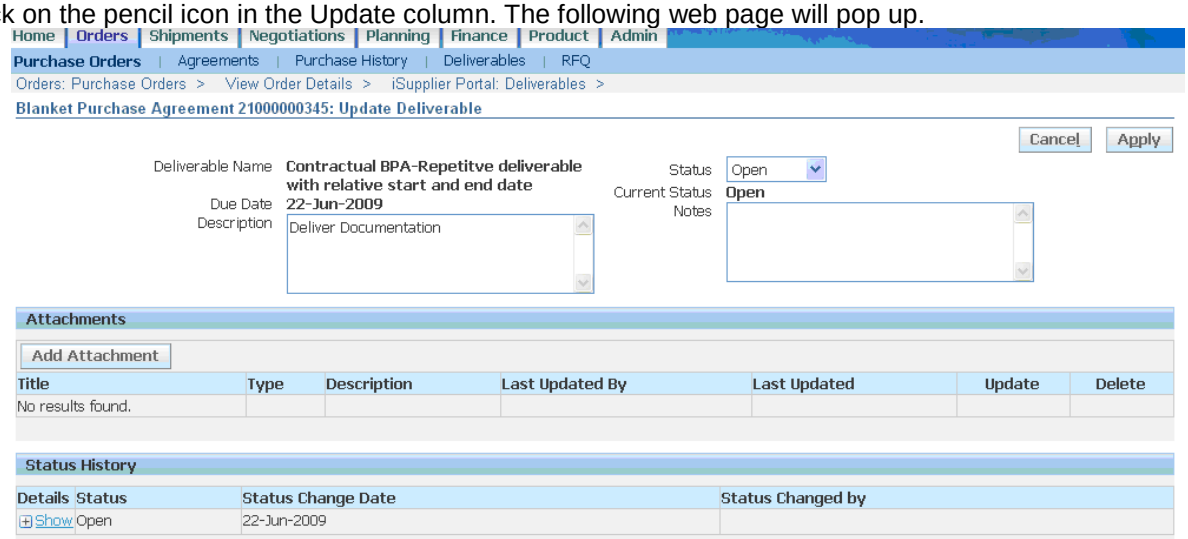
A	**Deliverables sub-tab**: Access your deliverables by clicking on the Deliverables sub-tab link in the Orders tab.
B	**Search section**: Populate the search criteria and click on the Go to access applicable deliverables.
C	**Status**: Indicates the state of the deliverable. See details in the table above.
D	**Update column**: Respond to the deliverable by selecting the pencil icon.
E	**Deliverable Name hyperlink**: View all the related deliverable details by clicking on the specific Deliverable Name hyperlink.

Note: Specific deliverables related to a purchasing document also can be accessed by clicking on the specific Purchase Order hyperlink in the Purchase Order sub-tab, then selecting Manage Deliverables in the Actions dropdown and click on the Go button.



3.7.6.2 Submit a Deliverable

To submit a deliverable, access the Deliverables web page as explained in the previous section, by clicking on the Orders tab and selecting the Deliverables sub-tab. Search for the applicable deliverable and click on the pencil icon in the Update column. The following web page will pop up.



1. In the Notes field, write an explanation about the information that is being submitted.

2. Click on the Add Attachment button to attach any required documents. A confirmation message will be shown after attaching the document.
3. If necessary, go to the Status History and click on the Show hyperlink to view additional details about the changes.
4. In the Status dropdown, choose Submitted.
5. Click on the Apply button.
6. The web page will go back to the Manage Deliverables web page and you will see that the Status has changed to Submitted. See web page below.

Deliverable Name	Deliverable Type	Party Name	Contact	Due Date	Status	Alert	Updat
Contractual - Supplier - Insurance	Contractual	New Supplier Integration	Deliverables summary	24-Jun-2009	Submitted		
contractual internal - Official Stamp	Contractual	Oil and Gas Corp	Garzon, Maria C	30-Jun-2009	Open		
Issue 1 – Supplier	Contractual	New Supplier Integration	Mike New Supplier Integration	25-Jun-2009	Submitted		
Issue 1 – Buyer	Contractual	Oil and Gas Corp	Garzon, Maria C	25-Jun-2009	Submitted		

3.7.7 View Quality Meeting-related Deliverables (Performance Monitoring)

The quality meetings are scheduled meetings to review the supplier's performance related to a purchasing document. Review of objectives, key performance indicators, non conformities and issues are part of a quality meeting. Suppliers can view the quality meeting schedule and the meeting minutes with the deliverable functionality.

IMPORTANT: Quality Meeting Minutes administrated through the deliverable functionality do not change the Purchasing Document.

IMPORTANT: The functionality used to respond to a Quality Meeting Deliverable is the same functionality as responding to a Contractual Deliverable, visit the View and Submit Contractual Deliverables (Compliance Monitoring) section for more information.

3.7.8 View and Submit Issues-related Deliverables (Performance Monitoring)

The issue management process logs and monitors all the action items to improve the supplier performance related to a purchasing document.

Deliverable functionality is used to administrate all issues related to a purchasing document.

IMPORTANT: Issues administrated through the deliverable functionality do not change the Purchasing Document.

IMPORTANT: The functionality used to respond to issues related with deliverables is the same functionality as responding to a Contractual Deliverable, visit the View and Submit Contractual Deliverables (Compliance Monitoring) section for more information.

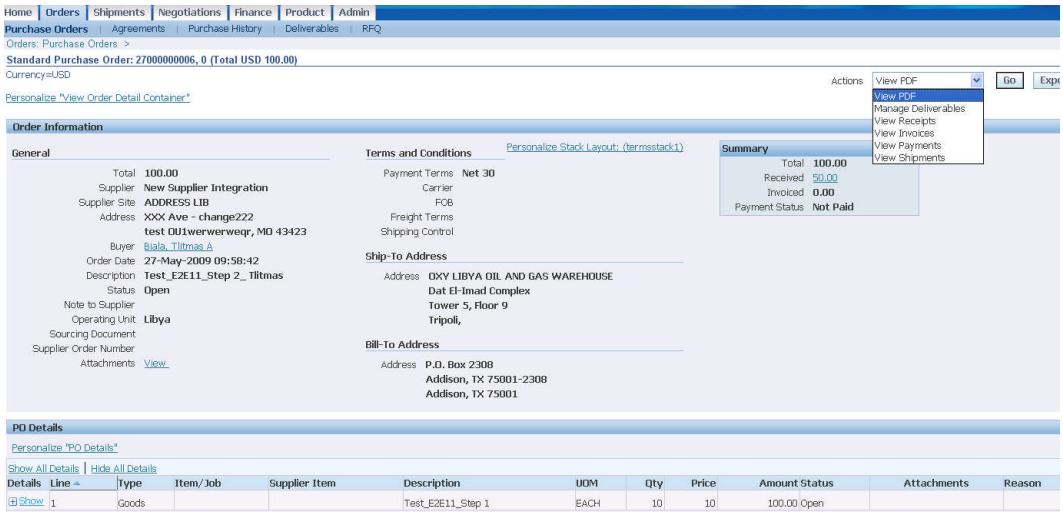
3.7.9 Acknowledge and Accept a Purchasing Document

Tatweer can request the acknowledgement and acceptance of a purchasing document. The supplier will receive an email notification requiring their acceptance. The purchasing document may include a due date for the acknowledgement.

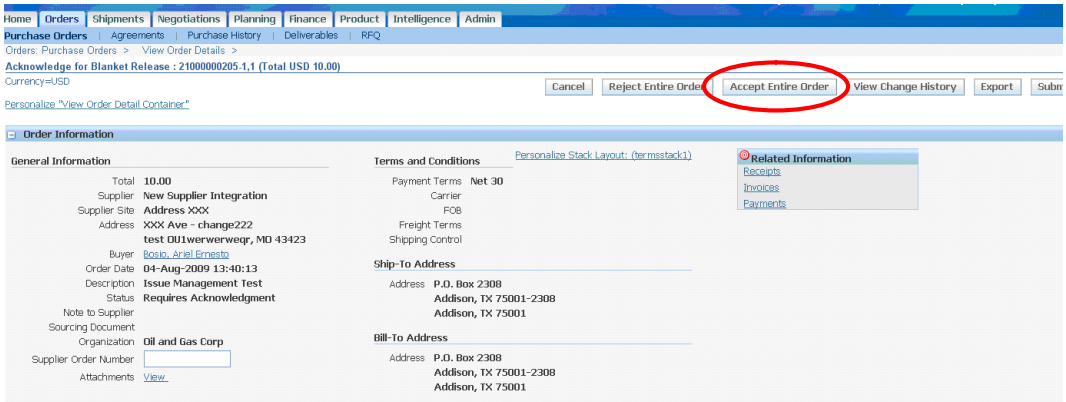
- By acknowledging a purchasing document, the supplier communicates to Tatweer that they have received and reviewed it.
- By accepting the purchasing document, the supplier communicates that the purchasing document details are correct and accepts the offer contained in the purchasing document, creating a binding agreement.
- By rejecting the purchasing document, the supplier communicates that the purchasing document details differs from the final agreed upon quote. The supplier can indicate differences through a note. The buyer will revise the purchasing document or will cancel it. IMPORTANT: This is not a new negotiation, rejection is only executed to correct a purchasing document mistake regarding agreed terms and conditions. Supplier should reject the purchasing document if the Buyer does not include the terms and conditions as attachment and require to be included it.

These are the summarized steps necessary to perform the acceptance or rejection of purchasing documents.

1. After receiving a notification that requires purchasing document acknowledgement and acceptance, login to the iSupplier Portal.
2. Find the specific purchasing document. The Status column will indicate Requires Acknowledgment (See View and Print Purchasing Document Section).
3. View the purchasing document (See View and Print Purchasing Document Section).
4. View the attachment as necessary (See View and Print Purchasing Document attachment Section).
5. View the purchasing document details (See View and Print Purchasing Document attachment Section).
6. Acknowledge and accept the entire purchasing document.
    a. In the Actions dropdown, choose Acknowledge and click on the Go button.



1. Click on the Accept Entire Order or Reject Entire Order button.



2. The Note to Buyer field is used to communicate with a buyer. If necessary, write a message to the buyer in this field.
3. Click on the Submit button.
4. Click on the Return to Purchase Order Summary hyperlink.
5. Purchasing document status will have changed to Accepted.

3.8 Shipping Information- Shipment Tab (ASN, Receipts and Returns)

3.8.1 Overview

The Shipment tab is used to view, create and cancel your company's Advance Shipment Notice (ASN) to alert Tatweer regarding upcoming shipments and facilitate the receiving process. Tatweer receipts and

returns also can be viewed. The ASN can not be used to change the shipment delivery requirements in the purchasing document. To access the shipment information, click on the Shipment tab.

Key topics:

- Create, view and cancel Advance Shipment Notices (ASN)
- View receipts
- View returns
- View overdue receipts
- View on-time performance

Access levels that can be used for this action:

- Supplier User - Transactions
- Supplier User - Full View

After login, if more than one access level has been assigned, select one in the Oracle Applications Home Page. If only one access level is assigned, the iSupplier Portal Home tab will be shown immediately.

3.8.2 Create, View and Cancel Advance Shipment Notices (ASN)

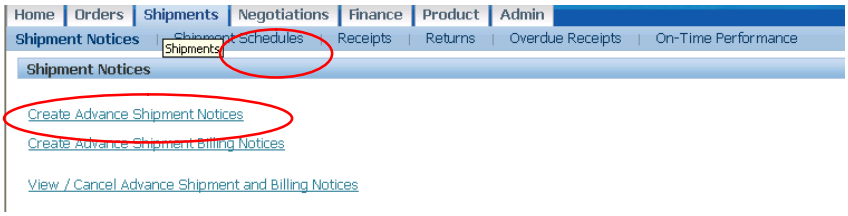
Note: The Home tab also allows access to the list of purchasing documents and their details through: Notifications, Quick Links, Search field and Shipment at a Glance. See details in section Home tab.

<u>Create an Advance Shipping Notice</u>

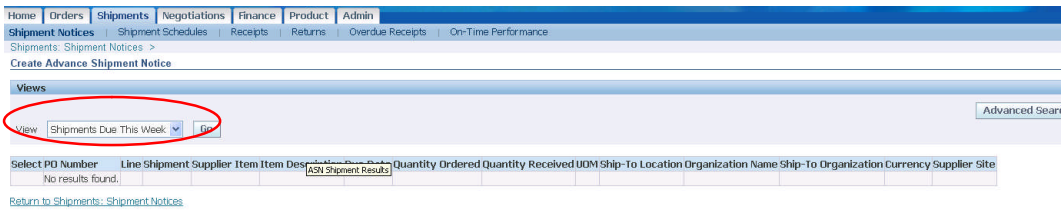
IMPORTANT: Sending an ASN does not modify the shipment delivery requirements in the purchasing document.

These are the summarized steps to create an ASN.

- Login into iSupplier Portal
- Find the purchasing document
- Create and submit the shipping notice

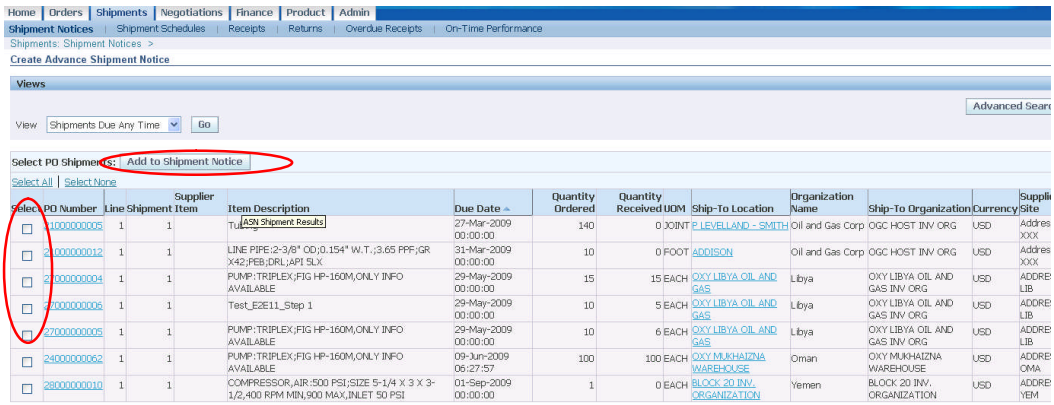


1. Go to the Shipments tab.
2. Click on the Shipment Notices sub-tab.
3. Click on the Create Advance Shipment Notices hyperlink.

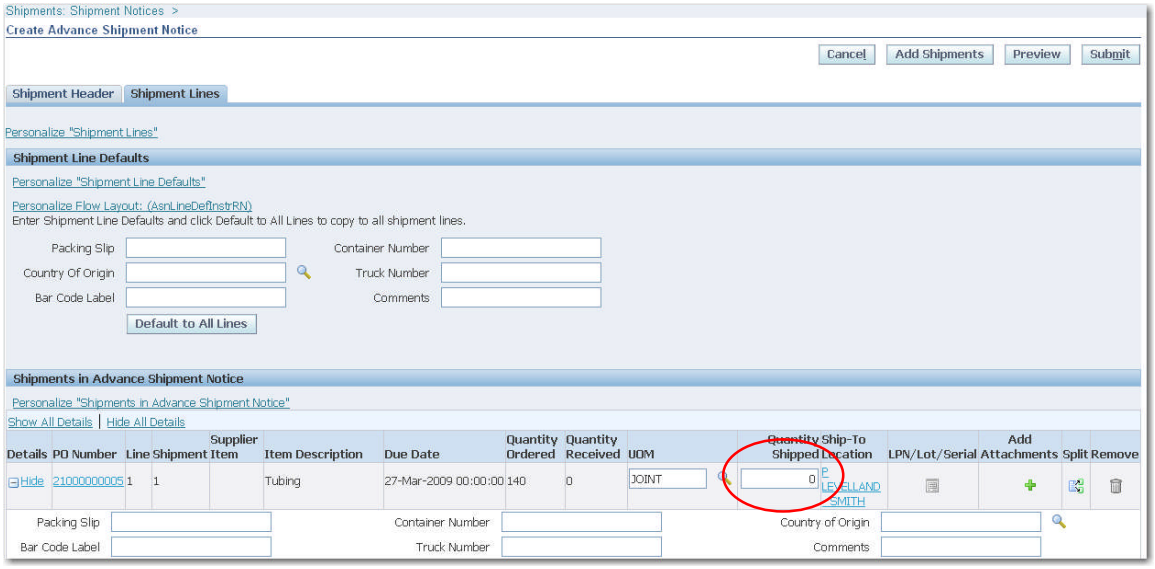


Under the Views section, in the View dropdown, choose the Shipments Due option. If necessary, use the Advance Search button to narrow the search.

4. Click on the Go button.

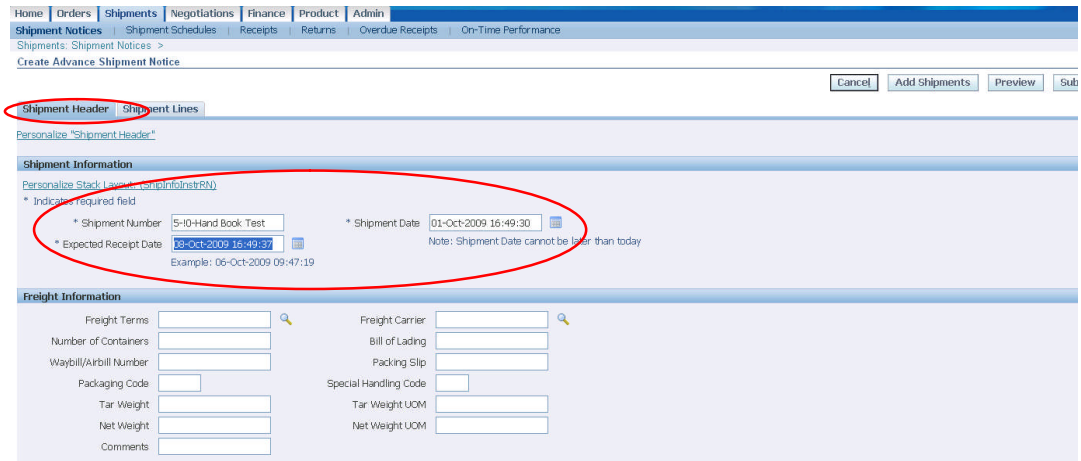


5. All purchase order shipments are listed.
6. In the Select column, select the purchasing document by checking the applicable purchasing document related to the shipment. More than one purchasing document can be selected.
7. Click the Add to Shipment Notice button.

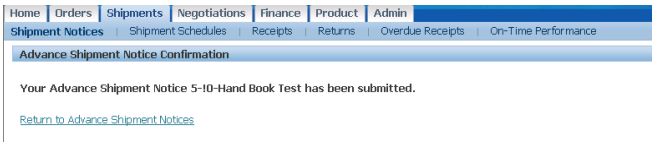


8. The Create Advance Shipment Notice web page will be displayed.
9. In the Shipments in Advance Shipment Notice section, populate for each line:
    a. Shipped quantity
    b. Following optional information:
        i. Packing Slip
        ii. Container Number
        iii. Country of Origin
        iv. Bar code label
        v. Truck number
        vi. Comments

    Note: It is possible to default the same data for all lines by populating the Shipment Line Defaults sections and clicking on the Default to All Lines.
10. Optional: Add more shipments to this ASN by clicking on the Add Shipment button (repeat steps 4 and 8).



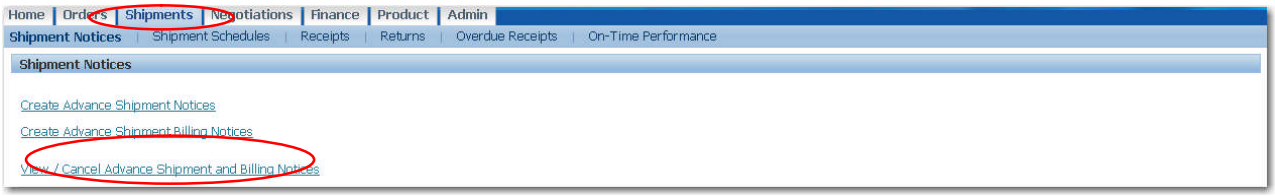
11. Click on the Shipping Header sub-tab.
12. In the Shipment Information section, populate:
    a. Shipment number
    b. Ship date
    c. Expected receipt date
13. Optional: In the Freight Information section, populate available fields.
14. Optional: Click on the Preview button to view the ASN before submitting it.
15. Click on the Submit button.
16. View the ASN confirmation submission message.



17. Return to Advance Shipment Notice page.

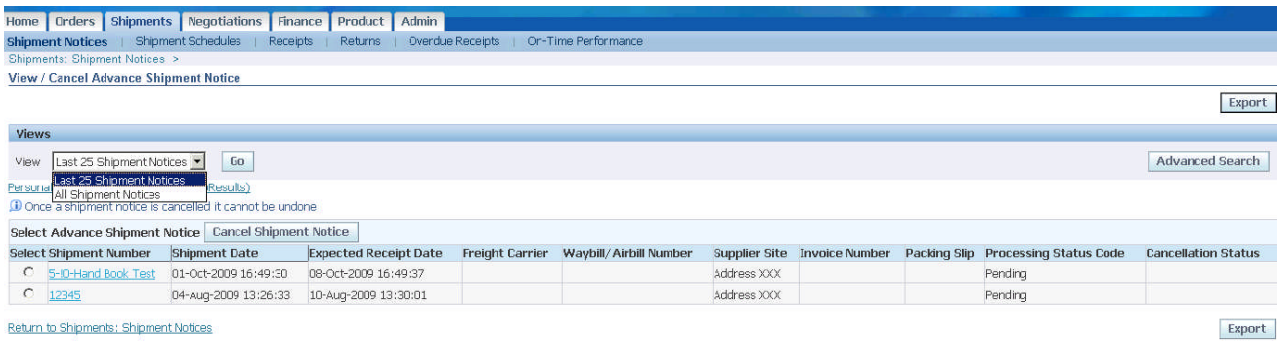
ASN Processing Status Code	
Status	**Description**
Pending	Shipment is being processed by the system.
Received	Shipment has been received.
Canceled	Shipment has been canceled.

View Advance Shipping Notice



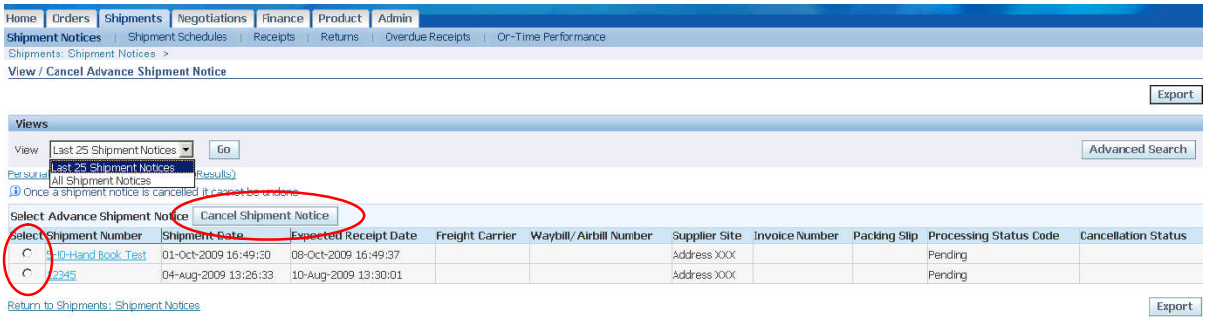
1. Click on the Shipments tab and then, click on the View/Cancel Advance Shipment and Billing Notices

   Note: Billing notices functionality is disabled.

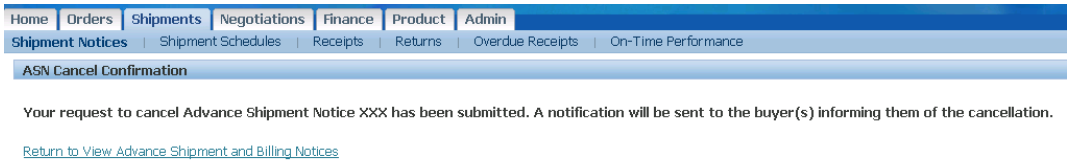


2. In the View dropdown, choose view the Last 25 Shipment Notices or All Shipment Notices option and click on the Go button. If necessary, click on the Advance Search button to search the specific ASN.
3. View specific ASN details by clicking on the Shipment Number hyperlink.

Cancel a Specific Advance Shipment Notice (ASN)



1. Click on the Shipment tab and use the View dropdown option to view the ASN.
2. If necessary, click on the Advance Search button to search the specific ASN.
3. In the Select column, select the ASN to cancel by checking the button.
4. Click on the Cancel Shipment Notice button.
5. A confirmation message is shown.

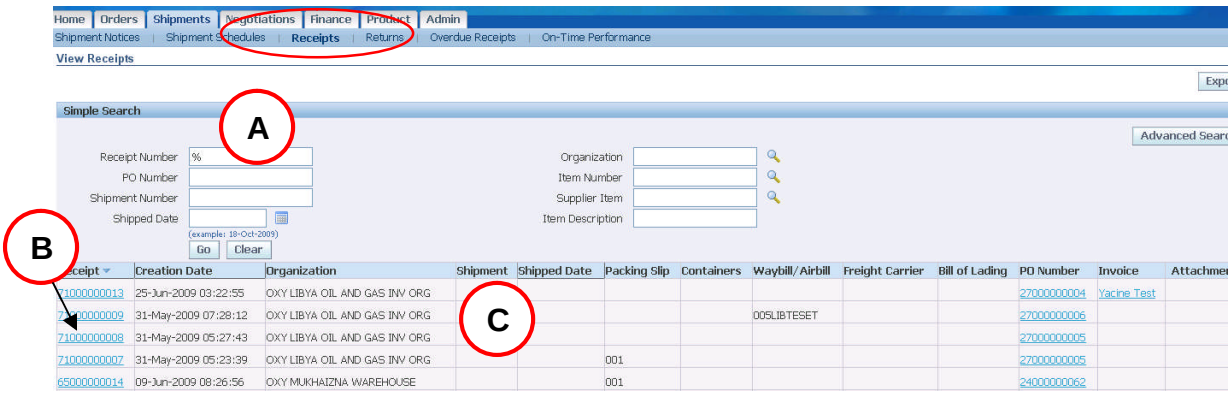


IMPORTANT: Despite the ASN cancellation, the supplier must still comply with shipment delivery requirements in the Purchasing Document.

6. Return to View Advance Shipment Notices.

3.8.3 View Receipts

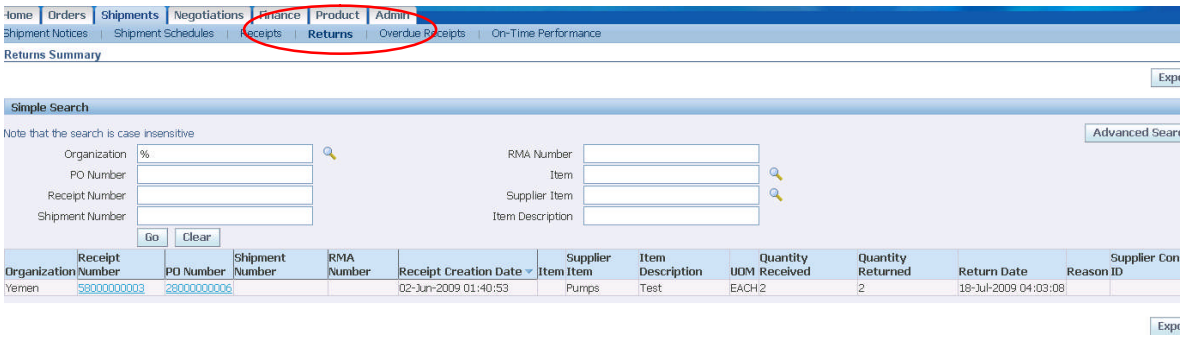
The Receipts web page permits you to explore a historical view of all receipts that have been recorded for your shipped goods.



A	**Simple Search section**: Populate search criteria and click on the Go button to access applicable receipts.
B	**Receipt column**: Click on the Receipt number hyperlink to view details.
C	**Line information:** View main receipt-related information in the line. The blue text is a hyperlink to navigate to the corresponding information.

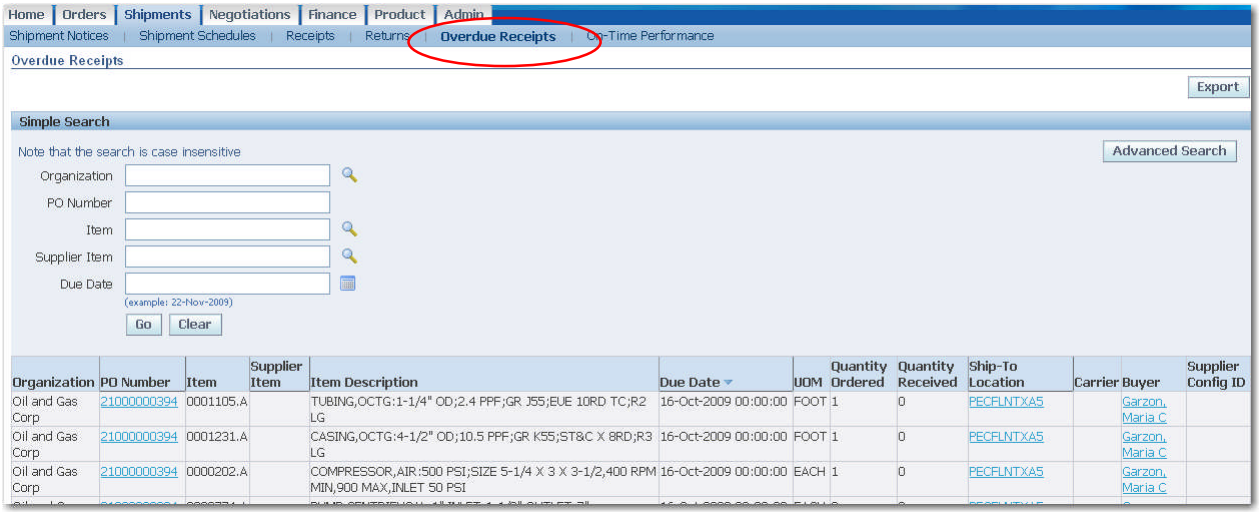
3.8.4 View Returns

The Returns Summary web page allows you to view return history including the reason goods were returned by Tatweer and shipment inspection results. The search summary results include basic information along with details about the return, such as quantities and a reason for the return. Click on the Receipt Number and PO Number hyperlinks to view additional details.



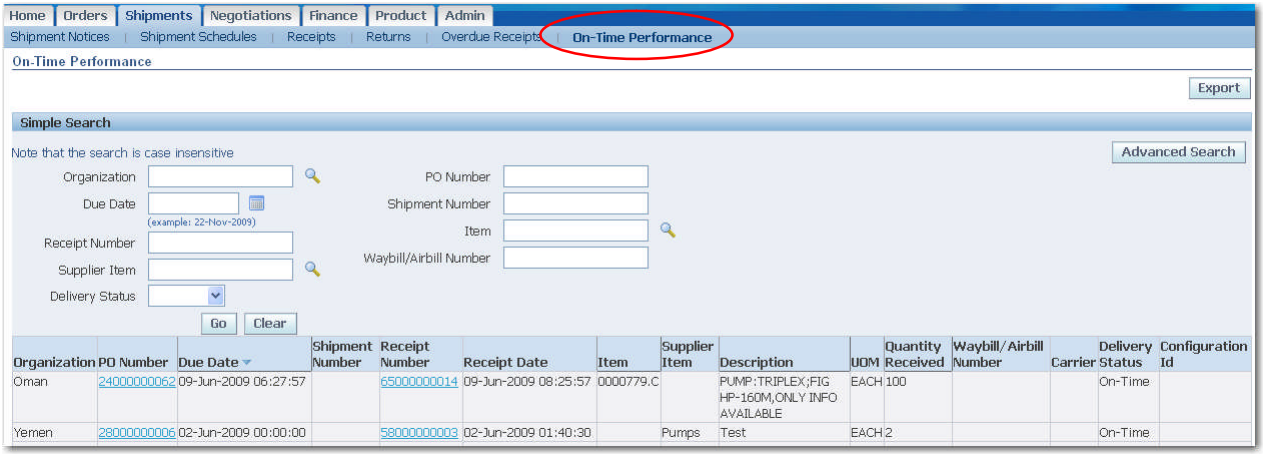
3.8.5 View Overdue Receipts

The Overdue Receipts web page permits you to view the details of past due purchase order shipments. Populate the search criteria and click on the Go button to access applicable overdue receipts. Click on the PO number and the Ship-To Location hyperlinks to view additional details.



3.8.6 View On-Time Performance

The On-Time Performance web page provides the delivery status of shipments made against purchase documents. Populate search criteria and click on the Go button to access applicable on-time performance receipts. Click on the PO Number and Receipt Number hyperlinks to view additional details.



3.9 Product Information – Product Tab

3.9.1 Overview

Product information under the Product tab allows you to trace and view Tatweer's transactions related to your company's products.

Key topics:

- View product information
- View consigned items

Access levels that can be used for this action:

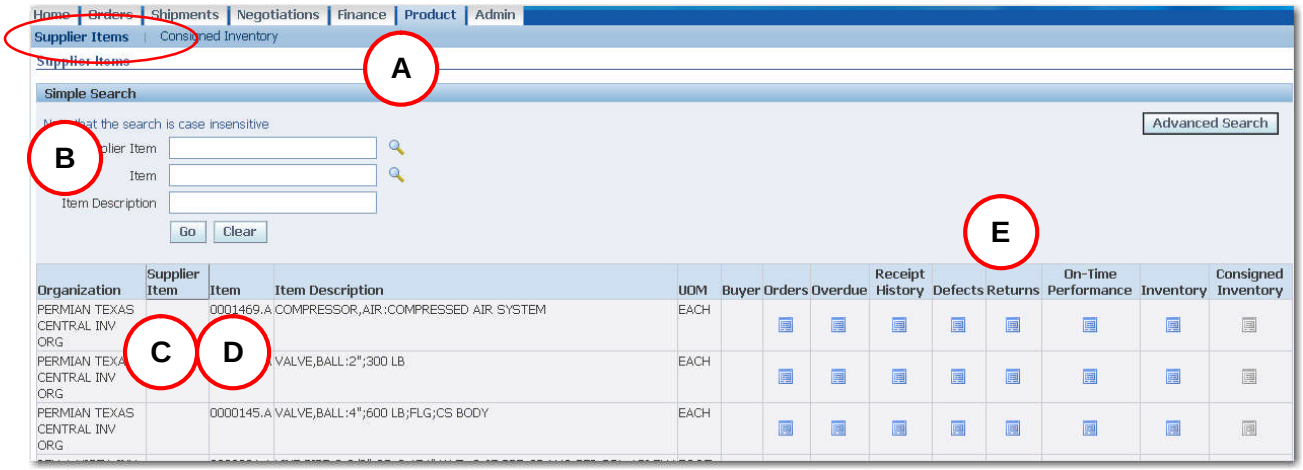
- Supplier User - Transactions
- Supplier User - Full View

After login, if more than one access level has been assigned, select one in the Oracle Applications Home Page. If only one access level is assigned, the iSupplier Portal Home tab will be shown immediately.

3.9.2 View Product Information

Supplier Items Sub-tab

The Supplier Items sub-tab allows you to trace and view all of Tatweer's transactions related to your company's products under the categories: Orders, Overdue, Receipt History, Defects, Returns, On-Time Performance, Inventory, and Consigned Inventory. To access the product information, click on the Product tab and then click on the Supplier Items hyperlink.

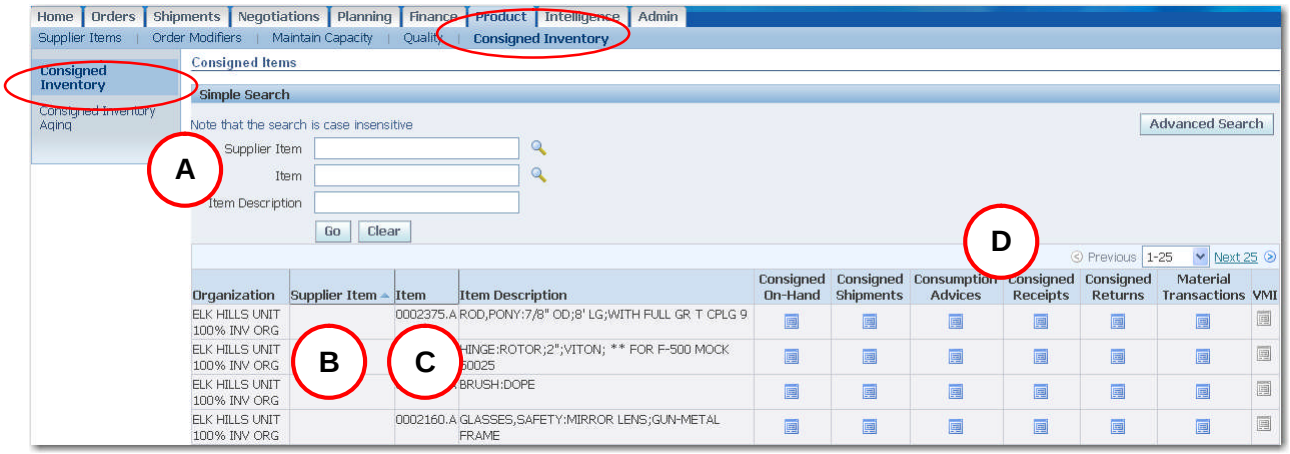


A	**Product Tab**: Access product information by clicking on the Product tab.
B	**Simple Search section**: Populate search criteria and click on the Go button to access applicable product information.
C	**Supplier Item column**: Supplier item number.
D	**Item column:** Tatweer item catalog number.
E	**Cross reference columns:** These links allow you to view the specific Orders, Receipts, Returns, etc, related to a specific product.

3.9.3 View Consigned Items

Consigned Inventory Sub-Tab

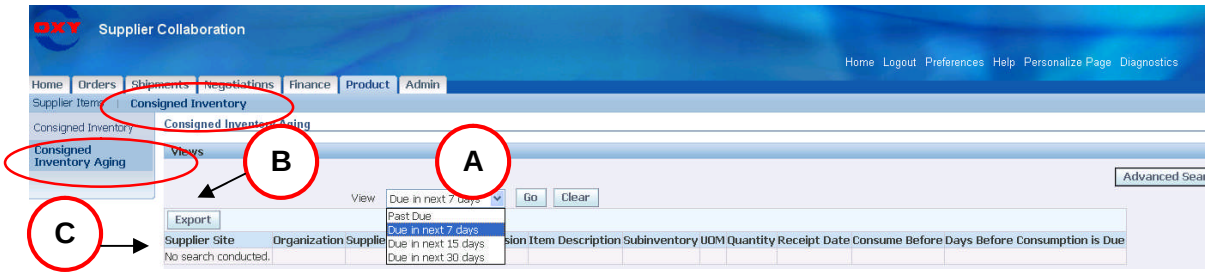
The Consigned Inventory sub-tab permits you to trace and view all of Tatweer's transactions related to your company's consigned products under the categories: On-hand, Shipments, Advices, Receipt and Transactions. To access this information, click on the Product tab and then click on the Consigned Inventory hyperlink.



A	**Simple Search section**: Populate search criteria and click on Go to access applicable

	consigned product information
B	**Supplier Item column**: Supplier item number
C	**Item column:** Tatweer item catalog number
D	**Cross reference columns:** These links allow you to view specific data related to Receipts, Returns, etc., for specific consigned products

Consignment Inventory Aging Link
To view the aging of the consigned items, click on the Consigned Inventory sub-tab.



A	**View menu**: Select the number of days the item has aged from the dropdown list.
B	**Export button**: Exports aged line items for out-of–system analysis.
C	**Line item information:** View detailed information about an aged item.

3.10 Finance Information – Finance tab (Invoicing and payments)

3.10.1 Overview

The Finance tab allows you to view invoice and payment information and status.

Key topics:

- How to view invoices
- How to view payments

Access levels that can be used for this action:

- Supplier User - Finance View
- Supplier User - Full View
- Supplier User - Transactions

After login, if more than one access level has been assigned, select one in the Oracle Applications Home Page. If only one access level is assigned, the iSupplier Portal Home tab will be shown immediately.

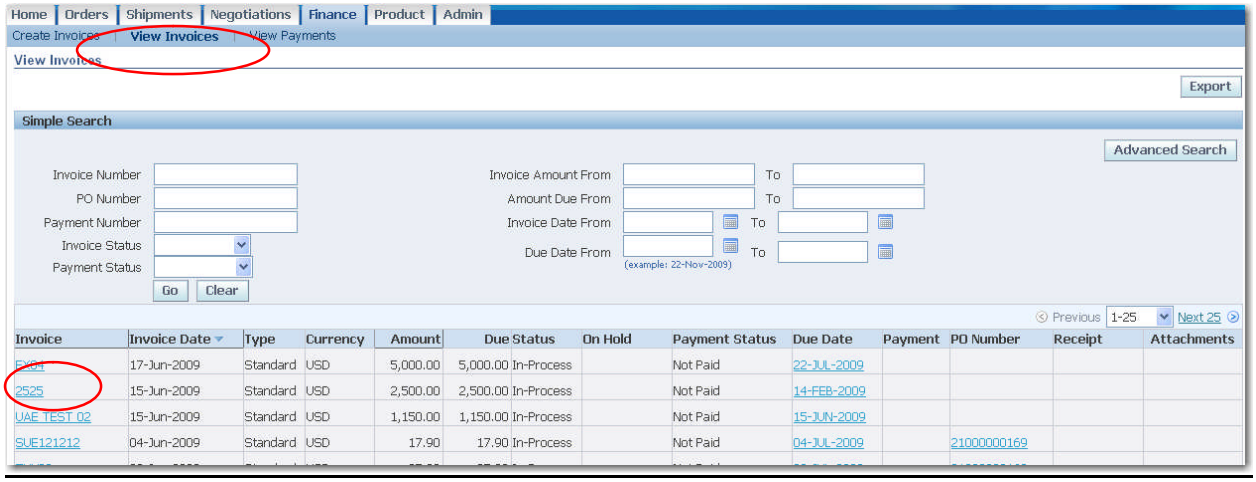
3.10.2 View Invoices

To view your list of invoices;

- Click on the View Invoices sub-tab
- Populate search criteria
- Click on the Go button to access invoice information

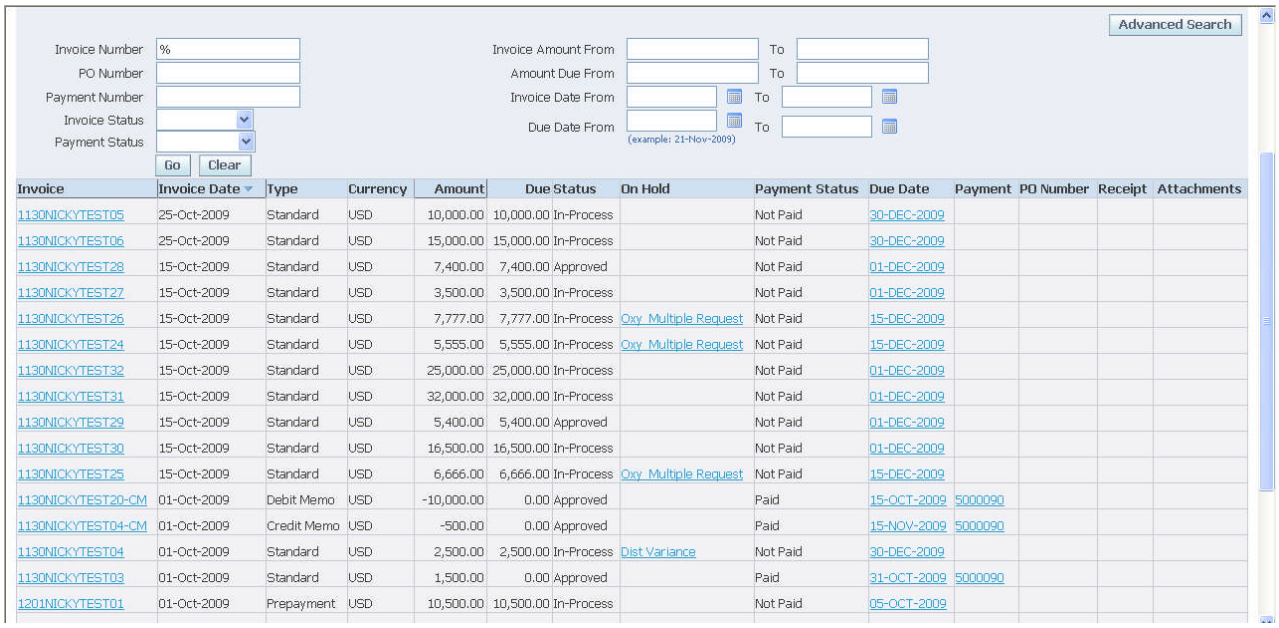
View and access the invoice information by clicking on the specific Invoice hyperlink or view and access the specific invoice information by clicking on the PO Number, Receipts or Attachment hyperlinks.

The next two screens show a variety of invoice types with their corresponding hyperlinks.



A "%" sign can be used as a wildcard to show all the invoices listed for your company. You also can enter specific information to look up a particular invoice. Click the column headers to sort the column.

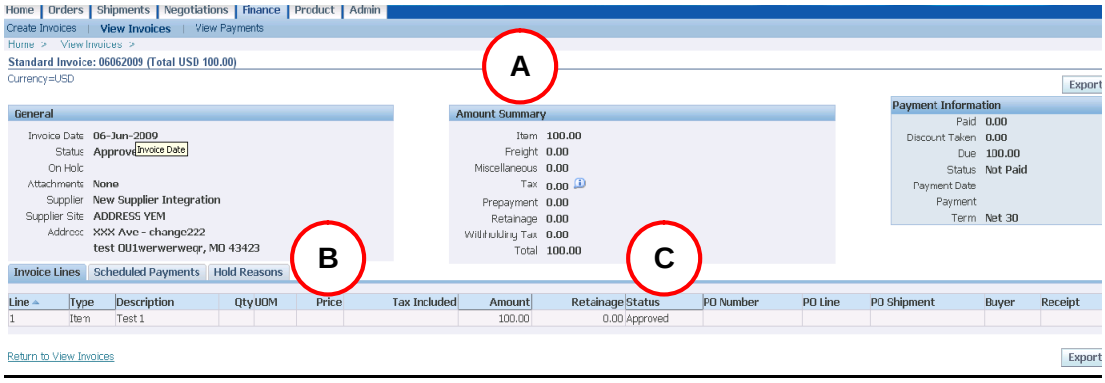
There are hyperlinks in the Invoice column, the Due Date column and the PO Number column. Click on any hyperlink for more information. In the screenshot below, hyperlinks are shown in the On Hold column and the Payment column that contain additional information.



Invoice Status	Description
In Process	Invoice has been entered but not yet approved for payment.
Rejected	Invoice has been declined and supplier notified.
Approved	Invoice has been approved and is awaiting terms to pay.

Invoice Types	Description
Standard	Standard invoices are invoices from a supplier representing an amount due for goods or services purchased. Standard invoices can be either matched to a purchase order or not matched.
Mixed	Mixed invoices can be matched to both purchase orders and invoices.
PO Price Adjustment	PO Price Adjustment invoices are for recording the difference in price between the original invoice and the new purchase order price. PO price adjustment invoices can be matched to both purchase orders and invoices.
Credit Memo	Credit Memos are memos from a supplier representing a credit amount toward goods or services. Credit memos are always negative amounts.
Debit Memo	Debit Memos are invoices used to pay a customer.
Prepayment	Prepayments are invoices to record an advance payment for expenses to a supplier or employee.

Invoice details



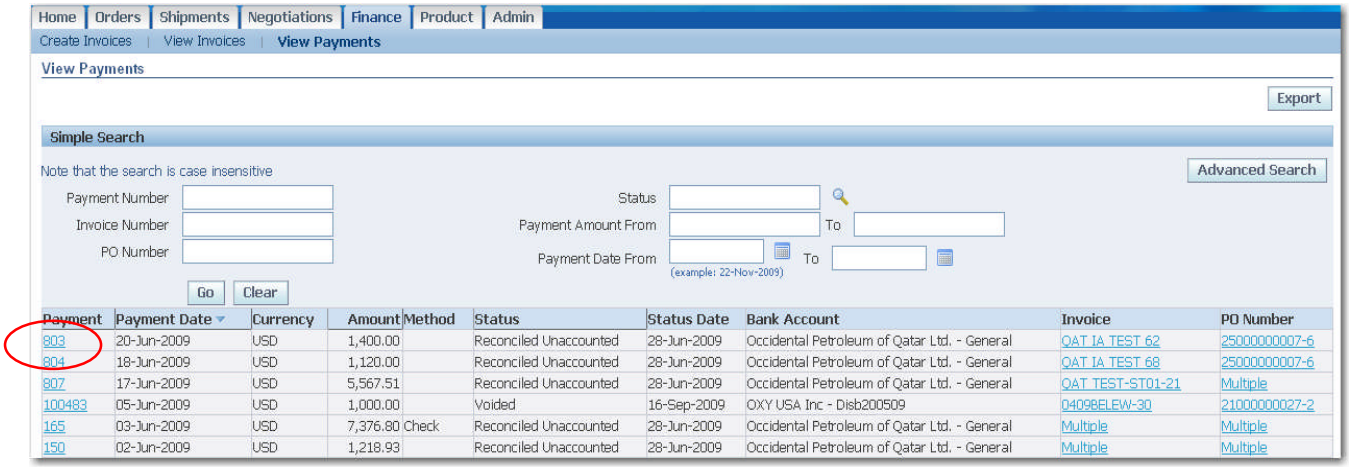
A	**Header section:** View invoice-related information under General, Amount Summary, and Payment Information.
B	**Sub-tabs**: View Invoice Lines details, Scheduled Payments or Hold Reasons related to the invoice.
C	**Invoice Line sub-tab**: See line details, including PO Number, Receipt Number, Quantity, Price, Amount and Buyer.

3.10.3 View Payment

To view your list of payments:

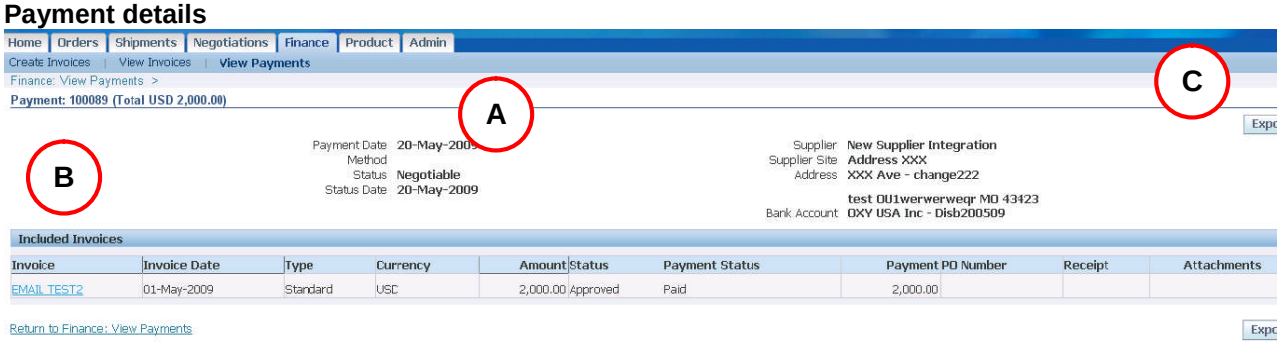
- Click on the View Payments sub-tab hyperlink
- Populate search criteria
- Click on the Go button to access applicable payment information

View and access payment information by clicking on the specific Payment hyperlink. Alternatively, view and access specific payment information by clicking on the PO Number, or Invoice hyperlinks.

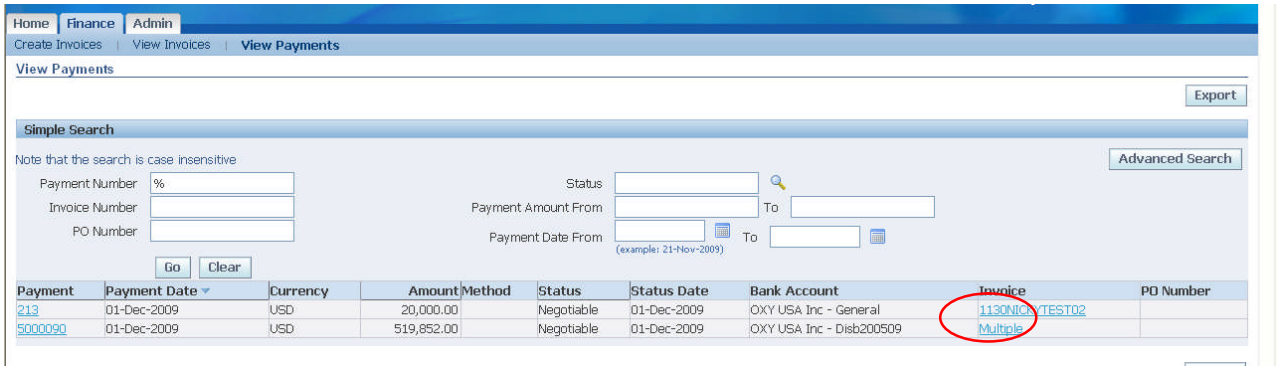


Invoice Status	Description
Paid	Invoice has been paid.
Not Paid	Invoice is awaiting terms to pay.

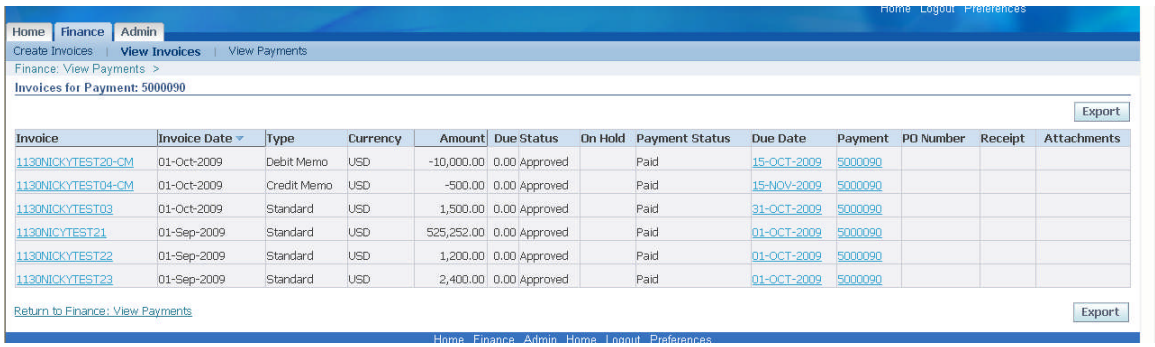
Payment details



A	**Header section:** View basic supplier and payment information.
B	**Included Invoices section**: Find the invoices that have been processed for payment linked to order information and payment status.
C	**Export button**: Export payment information to Excel by clicking on the Export button.



Some payments are for multiple invoices. Click on the Multiple hyperlink for a list of the invoices associated with the payment (see below).



Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
1130NICKYTEST20-CM	01-Oct-2009	Debit Memo	USD	-10,000.00	0.00 Approved		Paid	15-OCT-2009	5000090			
1130NICKYTEST04-CM	01-Oct-2009	Credit Memo	USD	-500.00	0.00 Approved		Paid	15-NOV-2009	5000090			
1130NICKYTEST03	01-Oct-2009	Standard	USD	1,500.00	0.00 Approved		Paid	31-OCT-2009	5000090			
1130NICYTEST21	01-Sep-2009	Standard	USD	525,252.00	0.00 Approved		Paid	01-OCT-2009	5000090			
1130NICKYTEST22	01-Sep-2009	Standard	USD	1,200.00	0.00 Approved		Paid	01-OCT-2009	5000090			
1130NICKYTEST23	01-Sep-2009	Standard	USD	2,400.00	0.00 Approved		Paid	01-OCT-2009	5000090			

3.10.4 Create Invoices - Disabled

This functionality is disabled.