

IMPORTANT:

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

This quick reference describes how to access the key iSupplier Portal functionality to complete the e-Acknowledgement of an SPO. Supplier users should use the iSupplier Portal User Handbook, the Frequently Asked Questions and iSupplier Portal Training Simulations at http://Suppliersupport.tatweerpetroleum.com for information on how to use the iSupplier Portal.

INSTRUCTIONS FOR ISUPPLIER PORTAL USERS

When a new or revised Purchase Document is submitted by the Buyer, the selected supplier will receive one of the following email notifications through iSupplier portal on the registered email address based on supplier user access level and/or Buyer's request as shown below.

<u>Notification Type 1: For your Review</u>: This Email notification is for the supplier to simply review the Purchasing Document. Supplier needs to access the Purchasing document in the iSupplier portal to be able to view, download/print the document.(See the sample email notification screenshot below)

Reply	Reply Forward	Delete Move to Create Folder - Rule	Other Actions * Send	Safe L K C Not Ju	lists * umk C	Categorize F	Follow Up *	Mark as Unread	A Find Related ~ Select ~	
	Respond	Actions	1	unk E-mail	154	Opti	ons	15	Find	
From: To: Cc: Subject:	Oxy - Not VARUNTR	ification Upgrade 3 [OneOXYV EHAN2@GMAIL.COM.AMERIG view - Standard Purchase O	VF7_Workflow@ox CAN rder 21000014279	y.com]), 0						
Orac From	le Workflow I : Cruz Calder	Notification (FYI) on, Alicia	×	•						
Docu	iment Number	r : 21000014279 Revis	sion : 0Suppli	er : iSuppl	lierGoL	iveTestin	g (do s	not use)	Buyer : Cru	ız Calderon, Alicia
Star	idard Purchase	Order 21000014279,	0 requires you	ar review.	>					
To ac	cess the iSupp	lier Portal, please go to	o iSupplier Por	rtal .						

Notification Type 2: For your Acceptance: This Email notification is for the supplier to acknowledge and accept/reject the Purchasing Document. Supplier needs to access the Purchasing Document in the iSupplier portal to accept or reject the document. (See the sample email notification screenshot below)

Reply Reply Reply Reply to All Respon	Forward	Delete Move to Create Other Folder - Rule Actions	+ Block I Not Junk Sender Junk E-mail	Categorize Follow Mark as Up Unread	An Find Related - Select -	
From: To: Cc Subject: S	Oxy - Noti VARUN TR Standard Pu	fication Upgrade3 [OneOXYWF7_Wc EHAN Irchase Order 21000014279,0 requi	rkflow@oxy.com] res your acceptance			
Message	Notification z Caldered	ation Detail.html (525 B)	×			
Document Occidental To access t	Number Oil and (he iSuppl	: 21000014279 Revision : Gas Corporation or its Affil ier Portal. please go to iSur	OSupplier : iSupplierGo iates Standard Purcha	oLiveTesting (do not use) se Order 21000014279, 0	Buyer : Cruz Caldero requires your acceptan	n, Alicia

Intellectual property restrictions. Tatweer proprietary information. Purchasing Document e-Acknowledgement - Quick Reference Page 1 of 6

1. ACCESS

Login to Oracle iSupplier Portal.

1. Enter your User name and password and click on the "Login" button. (Note: Supplier's username should be their registered email address. There are three password attempts to login. Click on Login Assistance, if needed, to reset password.)

ORACLE		
	"User Name (example: michael.james.smith) (example: 4u99v23) Login Cancel Login Assistance	
	Accessibility None	
	Select a Language: English	
Privacy Statement		Copyright (c) 2006, Oracle. All rights reserved.

- Optionally after login, if more than one access level has been assigned, select the appropriate level in the Oracle Applications Home Page. In this case, <u>"Supplier User Transactions".</u>
 - IMPORTANT: if the acceptance actions explained below can not be executed, consult with your iSupplier Portal Security Administrator or the Buyer if the "Supplier User – Transactions" was granted.

acle Applications Home Page					Logged In	As VAR
Main Menu	Worklist					
Personalize					Fu	ll List
🕀 🎦 Supplier Security Administrator	From	Туре	Subject		Sent V	Due
Suppler User - Finance View Suppler User - Full View Suppler User - Registration Suppler User - Transactions	Cruz Caklero	n, Alicia PO Appro ion Rules - Redire ist Access - Spec	val Acandard Purchase Order of or automespend to optifica- ify which users can view and	r 21000014279,0 requires your acc ations. act upon your notifications.	eptance 13-0 t-20)11

2. VIEW THE DOCUMENT

 In the Home webpage, Search section (top of the screen), enter the Document Number <u>shown in the email notification</u> and click on the **Go** button.

				cations	Notifi
Full List	100				
	Date				ubject
80:00	13-Oct-2011 16:0	\triangleright	21000014279,0 requires your ac	hase Order	tandard Purc
30:00	13-Oct-2011 16:0	>	21000014279,0 requires your ac	hase Order	tandard Pure

- The searched document will appear in the "Advance Search" section.
 Click on the "PO Number" hyperlink to access the "View Purchasing Document Details" (Contract or Purchase Service/Order) that include the header and lines information such as Terms and Conditions, Lines, Shipments, and Attachments.

AND A DESCRIPTION OF A							
Vurchase Orders							
Advanced Search							
		en					
Provide the parameters and Show table data who is the parameters and parameters and para	en all cor	ditions ar	e data that is d	isplayed in your results	set.		
Show table data wh	en anv co	indition is	met.				
PO Number	Is	÷					
Document	is		7	1.0			
Туре	125			2			
Order Date	ls	3 		9. 			
Buyer	is	(-)		ы 🔍			
	Go	Clear	Add Another	Acknowledgement S	tatus - Add		
Select Order: Ack	nowledg	e			6997		
Select PO Number	Rev	Operat	ing Unit	Document Type	Description	Order Date -	Buyer
	>0	Oil and	Gas Corp	Standard PO		28-Oct-2011 16:17:37	Trehan, Varu
21000017349							

• Click on the "View" hyperlink next to "Attachments" to access the purchasing document and other attachments.

Home Orders Shipmer	ts Negotiations Finance Product	Admin				
Purchase Orders Agree	ements Purchase History Deliverables					
Home >						
Standard Purchase Order: 2	1000014279, 0 (Total USD 410.81)					
Currency=USD	K			Actions	Acknowledge	• Go
Order Information						
General		Terms and Cond	itions		Summary	
121-2-					Total	410.81
Supplier	ISupplierGoLiveTesting (do not use)	Payment Tem	ns Net		Received	0.00
Suppler Site	lest	Com	30		Invoiced	0.00
Address	lest	Calif	ei ve		Payment Status	Not Paid
	Test, TX Test	Encipht Torn				
Buyer	Cruz Calderon, Alicia	Chingat Len	15			
Order Date	13-Oct-2011 15:59:36	Suppling Conta	a di			
Description	Acknowledgement Script Test-Varun	Ship-To Address				
Status	Requires Acknowledgment					
Note to Supplier	Please Review and Acknowledge the Purchase Document.	Address 3 N	ILLES EAST OF FM 681 AND 1017			
Operating Unit	Oil and Gas Corp	MC	COOK. TX 78542			
Sourcing Document						
Supplier Order Number		Bill-To Address				
Attachments	View.					
		Address OC LIM	CIDENTAL PERMIAN IITED			

. Click on "Attachment" title hyperlink to view, download or print the Purchasing Document with Terms & Conditions.

	Su	pplier Colla	aboration					î Navigal	tor 🕶
Home	Orders	Shipments	Negotiations	Finance	Product	Admin			
Purcha	se Orders	Agreeme	nts Purchase	History	Deliverables				
Orders:	Purchase	Orders > Vie	w Order Details >						
Attachn	nents								
Title			Туре	Descript	ion (Category	Last Updated By	Last Updated	I
PO with	Terms and	d Conditions	File	PO with T	°&C 7	o Supplier	XCALDEAC	14-Oct-2011	ę
<u>Return t</u> Priva	<u>to Standard</u> acy Stateme	Purchase Orde	er: 21000014279, () <u>(Total USE</u> Home) 410.81) Orders St	nipments N	Negotiations Finance Produ	uct Admin Home Lo	gout

. Click on "Return to Standard Purchase Order: (210000xxxxx, x)" hyperlink to go back to the main screen.

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.

Note: To print the Purchasing document screen, Go to the Internet Browser Top Menu and Click FILE> PRINT.

3. ACKNOWLEDGE AND ACCEPT THE ENTIRE PURCHASING DOCUMENT. (ONLY APPLICABLE IF NOTIFICATION SUBJECT IS "REQUIRES YOUR ACCEPTANCE".)

. In the "Actions" dropdown, choose "Acknowledge" option and click on the "Go" button.

Purchase Orders Agree	ements Purchase History Deliverables						
Rome >	1000044070 0 (T-+-) USD 440 04)						
Standard Purchase Order: 2	1000014279, 0 (10tal 0 SD 410.81)				12 - 22 - 1		
currency=050	*				Actions	Acknowledge	Go
Order Information							
General		Terms and C	onditio	ons		Summary	
						Total	410.81
Suppler	iSupplierGoLiveTesting (do not use)	Payment 1	Terms	Net		Received	0.00
Supplier Site	Test			30		Invoiced	0.00
Address	Test		Carrier			Payment Status	Not Paid
	Test, TX Test		FOB				
Buyer	Cruz Calderon, Alicia	Freight	Terms				
Order Date	13-Oct-2011 15:59:36	Shipping (Control				
Description	Acknowledgement Script Test-Varun	Chin To Add					
Status	Requires Acknowledgment	Ship-10 Add	ress				
Note to Supplier	Please Review and Acknowledge the Purchase Document.	Address	3 MIL	ES EAST OF FM 681 AND 1017			
Operating Unit	Oil and Gas Corp		MCCO	OK TX 78542			
Sourcing Document			Picad	5R, 17 10342			
Supplier Order Number		Bill-To Addr	ess				
Attachments	View_	Address	осси	DENTAL PERMIAN			

□ Click on the "Accept Entire Order" or "Reject Entire Order" button

IMPORTANT:

- 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.

Iome Orders Shipmer	nts Negotiations Finance	Product Admin				
Purchase Orders Agree	ements Purchase History	Deliverables				
Orders: Purchase Orders >	View Order Details >					
cknowledge for Standard I	Purchase Order : 21000014279,0	(Total USD 410.81)				
lurrency=USD		011		Cancel	Reject Entire Order	Accept Entire Order Ex
Order Information						
General Information		Ten	ns and Conditions	- 11	0	Related Information
Total	410.81	F	ayment Terms Net	Manage Deliverables		<u>nvoices</u>
Supplier	iSupplierGoLiveTesting (do n	iot use)	30		P	ayments
Supplier Site	Test		Carrier			
Address	Test		FOB			
	Test, TX Test		Freight Terms			
Buyer	Cruz Calderon, Alicia		Shipping Control			
Order Date	13-Oct-2011 15:59:36					
Description	Acknowledgement Script Tes	t-Varun Ship	-To Address			
Status	Requires Acknowledgment		Address 2 MTLES EAST	OF EM 691 AND 1017		
Note to Supplier	Please Review and Acknowle Purchase Document,	dge the	Modess S MILES EAST	OF FPI 001 AND 1017		
Sourcing Document			MCCOOK, IX	/8542		
Organization	Oil and Gas Corp	Bill	To Address			
Suppler Order Number		- And Section				
Attachments	View		Address OCCIDENTAL	PERMIAN		

<u>IMPORTANT</u>: 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.

- □ The "Note to Buyer" field is used to communicate any issue to the buyer. If necessary, write a message to the buyer in this field.
- □ Click on the "Submit" button.

Home Orders	Shipments Negotiations Finance Product Admin	
Purchase Orders	Agreements Purchase History Deliverables	
Home > View O	der Details > Acknowledge for Standard Purchase Order >	
Acknowledge P	urchase Order 21000014279	
		Cancel Submit
Description	Acknowledgement Script Test-Varun	
Currency	USD	
Order Date	13-Oct-2011 15:59:36	
Action	Accept	
Note to Buyer	Purchase Document Accepted by Supplier. *	
1	t i i i i i i i i i i i i i i i i i i i	
	×.	×.
		Cancel Submit

• Click on the "Return to Purchase Order Summary" hyperlink to return to the Purchase Document screen.



• The Purchasing document status will have changed to "Accepted" or "Rejected" according to your action. Buyer will receive an automatic email notification.