



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

Instructions to e-Acknowledgement Purchasing Documents - Quick Reference

IMPORTANT:

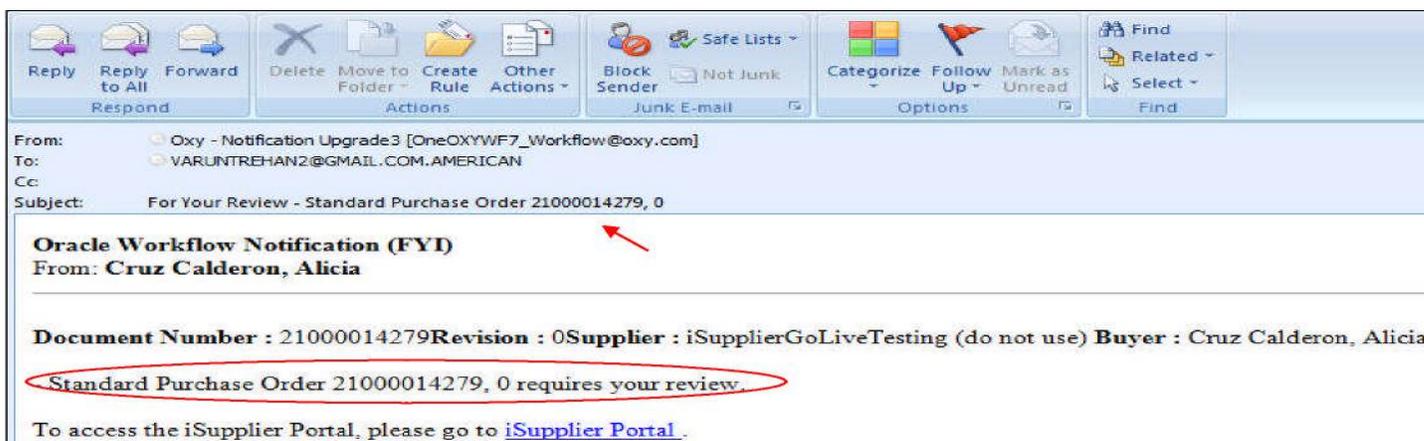
Please note that iSupplier Portal registration, access and/or usage does not imply a contract, or intent to purchase goods or services from registered suppliers by Tatweer.

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.

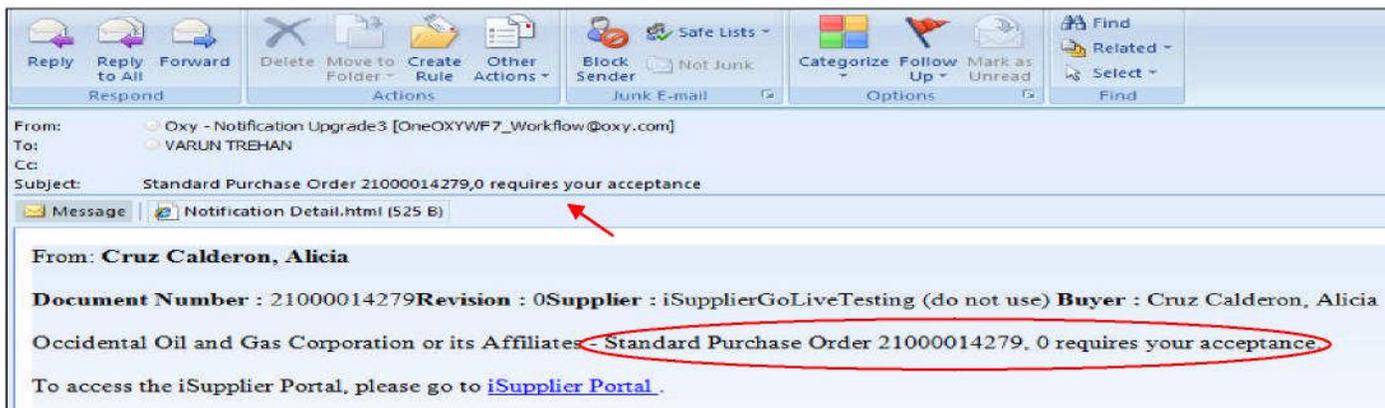
INSTRUCTIONS FOR ISUPPLIER PORTAL USERS

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.

Notification Type 1: For your Review: 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)



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)



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.)

- 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, **“Supplier User – Transactions”**.
 - 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.

From	Type	Subject	Sent	Due
Cruz Calderon, Alicia	PO Approval	Standard Purchase Order 21000014279,0 requires your acceptance	13-Oct-2011	

2. VIEW THE DOCUMENT

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

Subject	Date
Standard Purchase Order 21000014279,0 requires your acceptance	13-Oct-2011 16:00:08

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

The screenshot shows the 'Supplier Collaboration' interface. At the top, there is a blue header with a 'Navigator' dropdown. Below the header is a navigation menu with tabs for Home, Orders, Shipments, Negotiations, Finance, Product, and Admin. Under the 'Orders' tab, there are sub-links for Purchase Orders, Agreements, Purchase History, and Deliverables. The main content area shows a table of Attachments with columns: Title, Type, Description, Category, Last Updated By, and Last Updated. One row is highlighted with a red circle around the title 'PO with Terms and Conditions'. Below the table, there is a link 'Return to Standard Purchase Order: 21000014279, 0 (Total USD 410.81)' with a red arrow pointing to it. At the bottom, there is a footer with 'Privacy Statement' and a navigation bar with 'Home', 'Orders', 'Shipments', 'Negotiations', 'Finance', 'Product', 'Admin', 'Home', and 'Logout'.

. 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.

The screenshot shows the 'Standard Purchase Order: 21000014279, 0 (Total USD 410.81)' details page. The top navigation bar is the same as in the previous screenshot. Below the header, there is a section for 'Order Information'. On the right side, there is an 'Actions' dropdown menu with 'Acknowledge' selected and circled in red, and a 'Go' button. The main content area is divided into three sections: 'General', 'Terms and Conditions', and 'Summary'. The 'General' section includes fields for Supplier, Supplier Site, Address, Buyer, Order Date, Description, Status, Note to Supplier, Operating Unit, Sourcing Document, and Supplier Order Number. The 'Terms and Conditions' section includes fields for Payment Terms, Carrier, Freight Terms, and Shipping Control. The 'Summary' section shows a table with columns for Total, Received, Invoiced, and Payment Status. A red arrow points to the 'Standard Purchase Order: 21000014279, 0 (Total USD 410.81)' link in the top navigation bar.

- 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.

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.

- 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.

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

Home | Orders | Shipments | Negotiations | Finance | Product | Admin

Purchase Orders | Agreements | Purchase History | Deliverables

PO Acknowledgment Confirmation

Purchase Order 21000014279 has been Acknowledged.

[Return to Purchase Order Summary](#) 

Privacy Statement Home Orders Shipments

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