

ADQ Oracle Fusion Training Manuals

For Suppliers

ADQ Supplier Qualification Training Manual

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Introduction

- This document provides the information, navigation and guidance about the features and functionalities in ADQ Supplier Portal.
- For any further queries / clarification, request you to send an email procurementhelpdesk@adq.ae or reach out to the Buyer in ADQ.

System Startup & Navigation

Starting Oracle Fusion Applications:

- Open any one of Chrome/ Mozilla / edge browser and Select Oracle Application URL as shown below.
URL: <https://enaef.login.em8.oraclecloud.com>
- Enter the user name, password and click Sign in. Login to the fusion application.



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

supplier@login.com

.....

[Forgot Password](#)

Sign In

English

Enter the User Name, Password and Click on Sign In

Responding to Supplier Qualification Questionnaire:

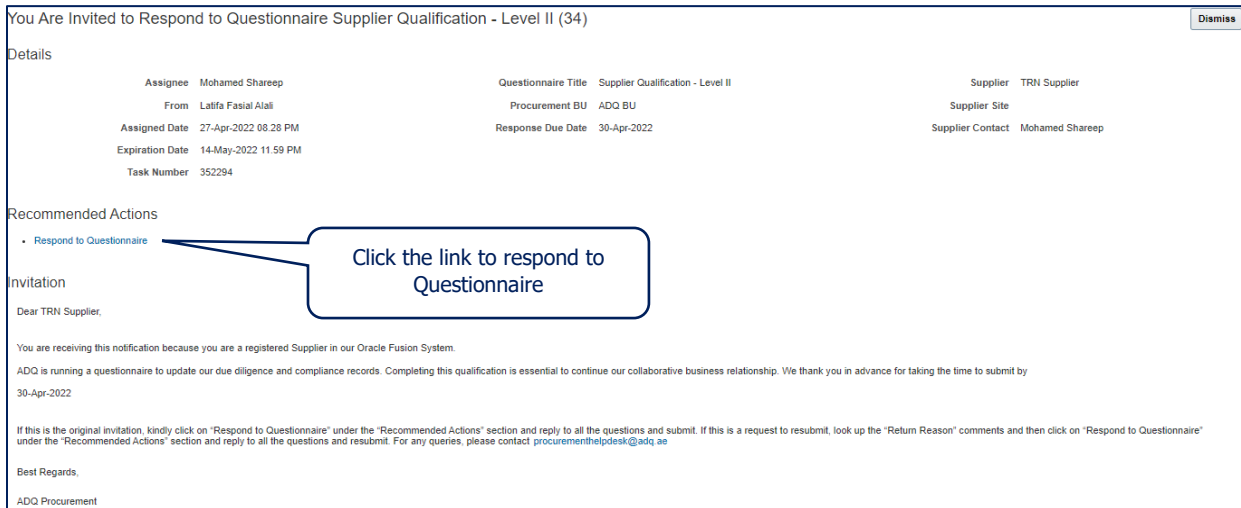
- There are three ways to access the Questionnaire area.
 1. Responding Supplier qualification through Email.
 2. Responding Supplier Qualification through Bell icon.
 3. Responding Supplier qualification through Supplier Portal Task.

Option 1:

- **Responding Supplier qualification through Email.**

Once the Supplier Qualification is launched by ADQ, you will receive an Email Notification to the registered Email.

Response Due Date will be available in the notification. You should submit your responses on or before the due date.



Click on the **Respond to Questionnaire** Link. You will be redirected to Oracle Fusion application Login page and enter user name and password to login.

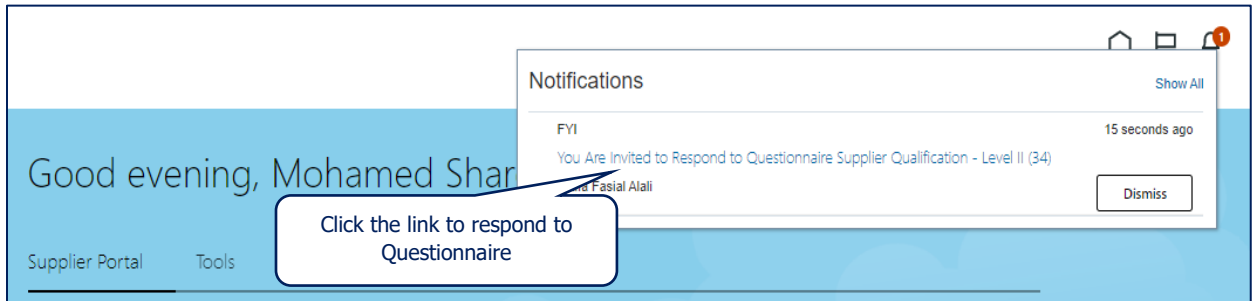
If you already logged into the system, 'Respond to Questionnaire' page will open.



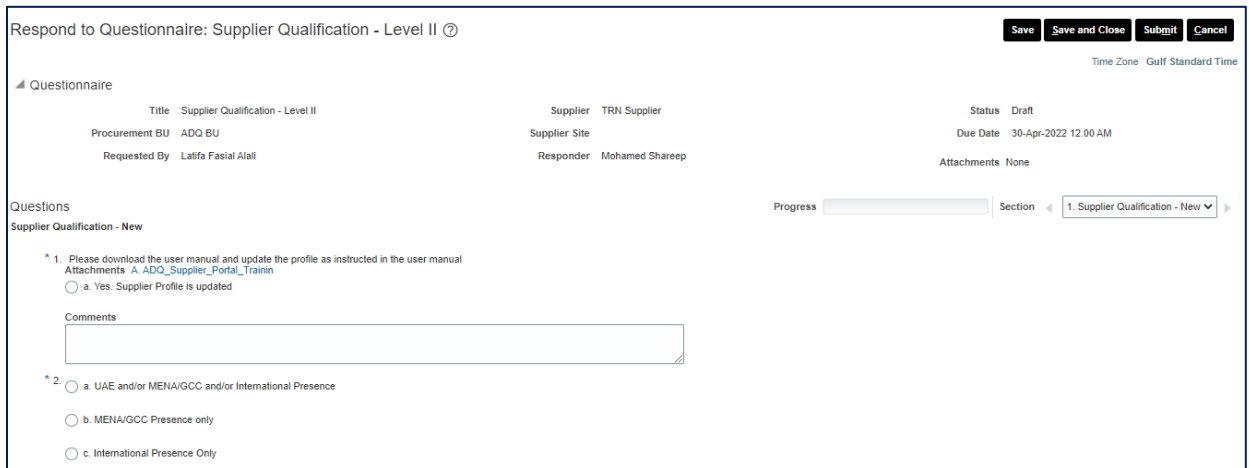
Option2:

- **Responding Supplier Qualification through Bell icon.**

After entering into the Oracle Application, you can see the notifications by clicking the bell icon on the right side of the application.



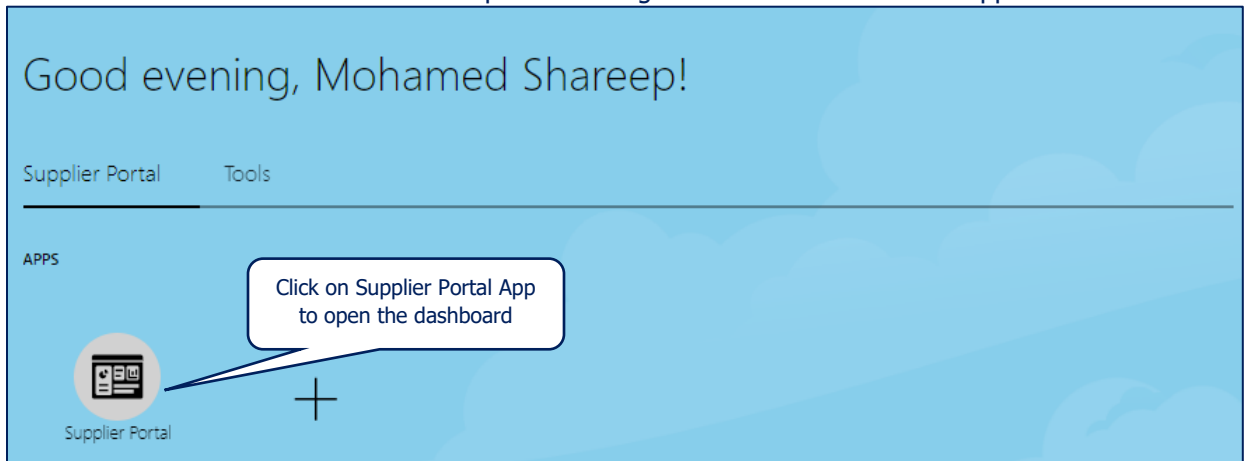
Respond to Questionnaire page will open.



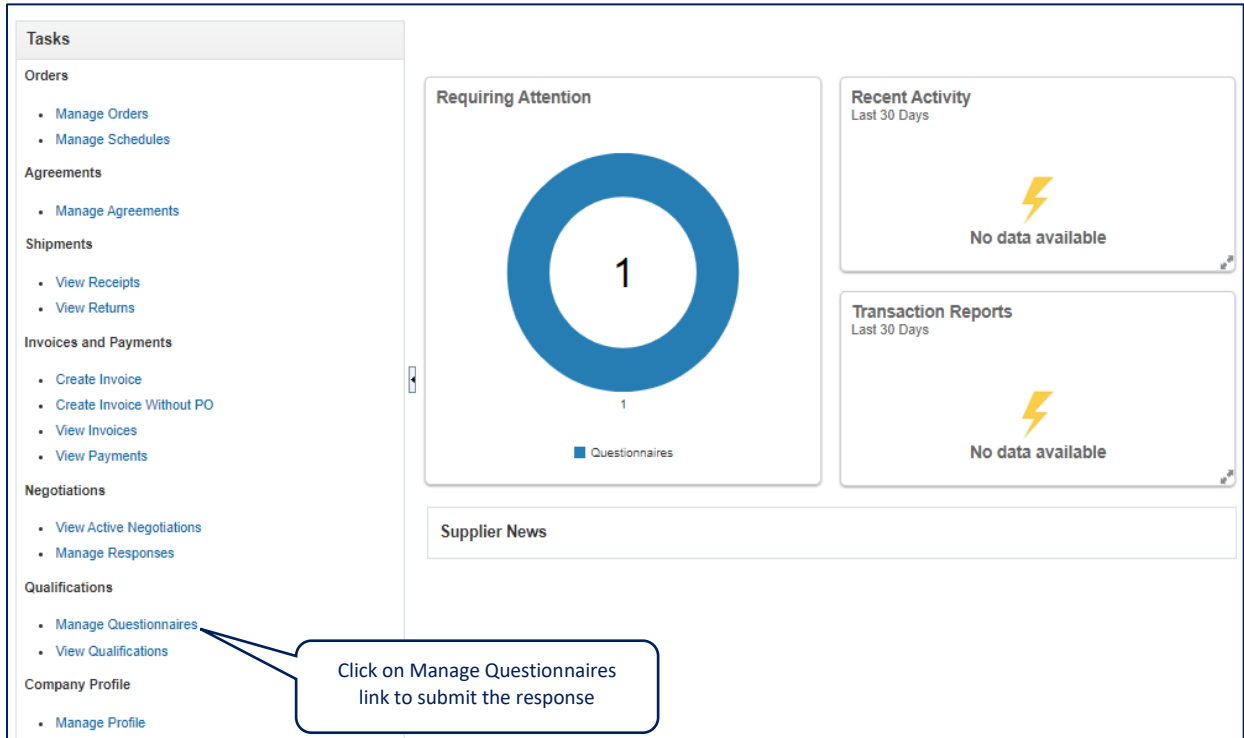
Option 3:

- **Responding Supplier qualification through Supplier Portal Task.**

You can view and submit the responses through the Tasks. Click on the Supplier Portal.



Navigate to Tasks > Qualifications > Manage Questionnaires.



Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
- Agreements**
 - Manage Agreements
- Shipments**
 - View Receipts
 - View Returns
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires**
 - View Qualifications
- Company Profile**
 - Manage Profile

Requiring Attention

1

■ Questionnaires

Recent Activity
Last 30 Days

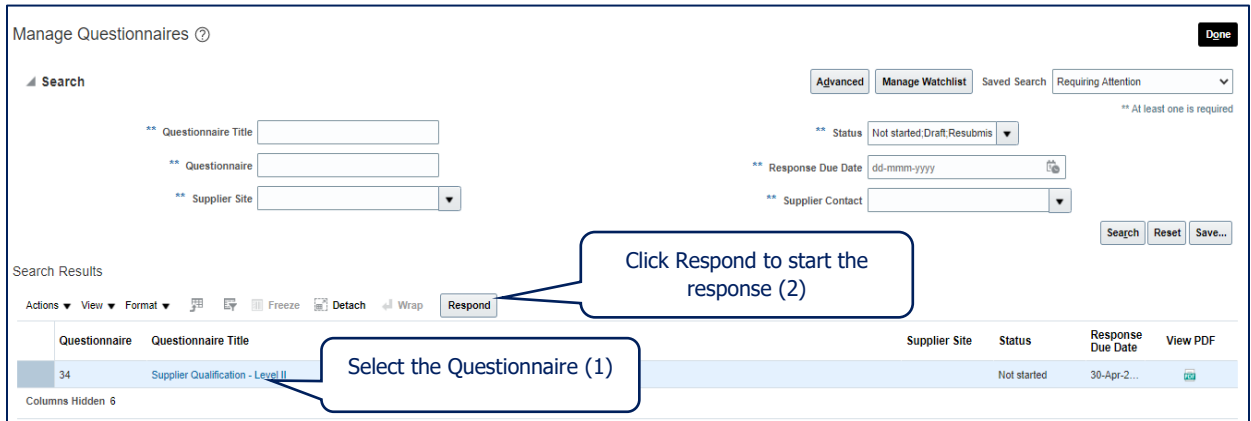
No data available

Transaction Reports
Last 30 Days

No data available

Supplier News

Manage Questionnaire page will open. Select the Questionnaire and Click on 'Respond' Button.



Manage Questionnaires ? Done

Search

Advanced Manage Watchlist Saved Search Requiring Attention

** Questionnaire Title

** Questionnaire

** Supplier Site

** Status Not started:Draft:Resubmis

** Response Due Date dd-mmm-yyyy

** Supplier Contact

Search Reset Save...

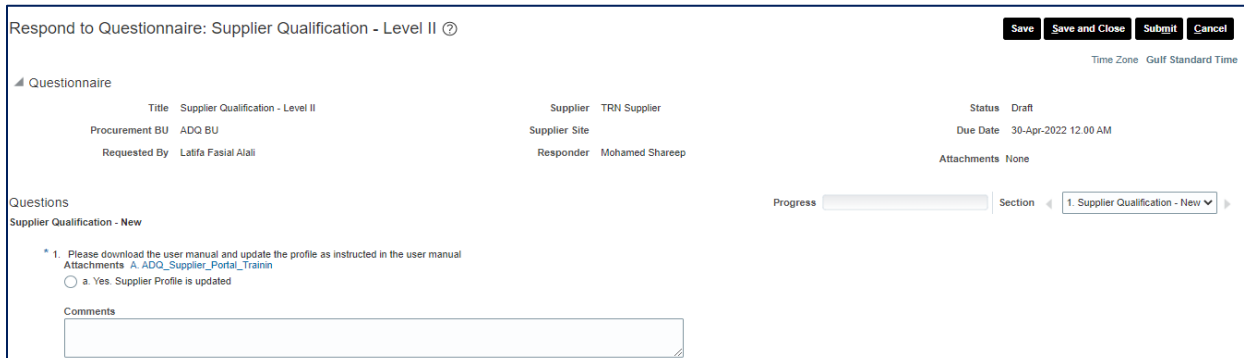
Search Results

Actions View View Format Freeze Detach Wrap Respond

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
34	Supplier Qualification - Level II		Not started	30-Apr-2...	

Columns Hidden 6

Respond to Questionnaire page will open.



Respond to Questionnaire: Supplier Qualification - Level II ? Save Save and Close Submit Cancel

Time Zone Gulf Standard Time

Questionnaire

Title Supplier Qualification - Level II Supplier TRN Supplier Status Draft

Procurement BU ADO BU Supplier Site Due Date 30-Apr-2022 12:00 AM

Requested By Latifa Faisal Alali Responder Mohamed Shareep Attachments None

Questions

Supplier Qualification - New Progress Section 1. Supplier Qualification - New

* 1. Please download the user manual and update the profile as instructed in the user manual
Attachments A_ADO_Supplier_Portal_Trainin

a. Yes. Supplier Profile is updated

Comments

All the above three options will lead to 'Respond to Questionnaire' page. From this page you can start to enter your responses.

Important Note:

- The first question of the questionnaire intimates you to update the supplier profile as per the attached user manual.
- You need to update your profile first and then you need to submit the responses for this qualification.
- Download the manual (Supplier Profile Update) from the Question No. 1.



Respond to Questionnaire: Supplier Qualification - Level II

Save Save and Close Submit Cancel

Time Zone Gulf Standard Time

Questionnaire

Title Supplier Qualification - Level II Supplier TRN Supplier Status Draft
 Procurement BU ADQ BU Supplier Site Due Date 30-Apr-2022 12:00 AM
 Requested By Latifa Fasiel Alali Responder Mohamed Shareep Attachments None

Questions Progress Section 1. Supplier Qualification - New

Supplier Qualification - New

* 1. Please download the user manual and update the profile as instructed in the user manual
 Attachments: A_ADD_Supplier_Portal_Trainin

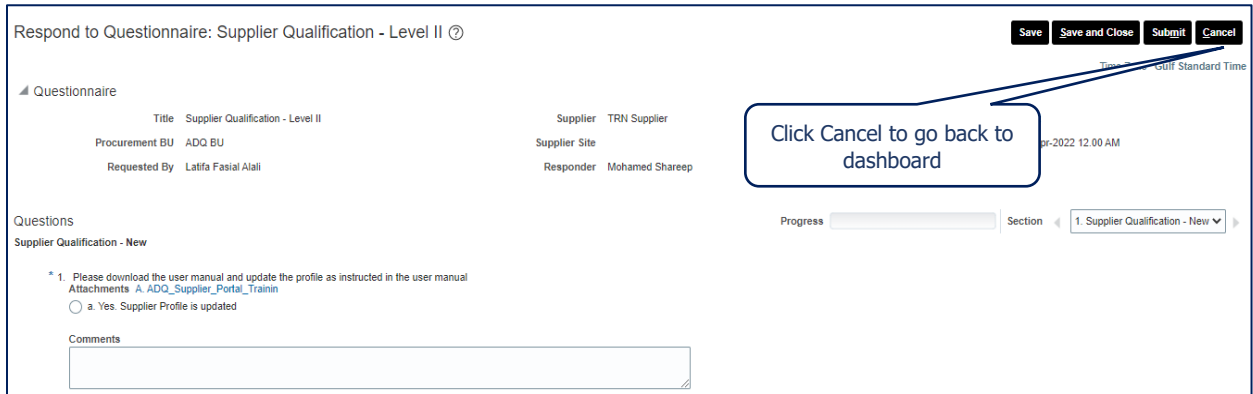
a. Yes. Supplier Profile is updated

Comments

Download the supplier portal training manual

- Request you to go to "Manage Profile" section and update the required information if there is a change in the Supplier Profile (**Steps are given below**).
- If there is no change in the existing information, continue to provide the response to the supplier qualification Questionnaire.

To update the supplier profile, first cancel the questionnaire page and go to supplier portal home page.



Respond to Questionnaire: Supplier Qualification - Level II

Save Save and Close Submit Cancel

Time Zone Gulf Standard Time

Questionnaire

Title Supplier Qualification - Level II Supplier TRN Supplier Status Draft
 Procurement BU ADQ BU Supplier Site Due Date 30-Apr-2022 12:00 AM
 Requested By Latifa Fasiel Alali Responder Mohamed Shareep Attachments None

Questions Progress Section 1. Supplier Qualification - New

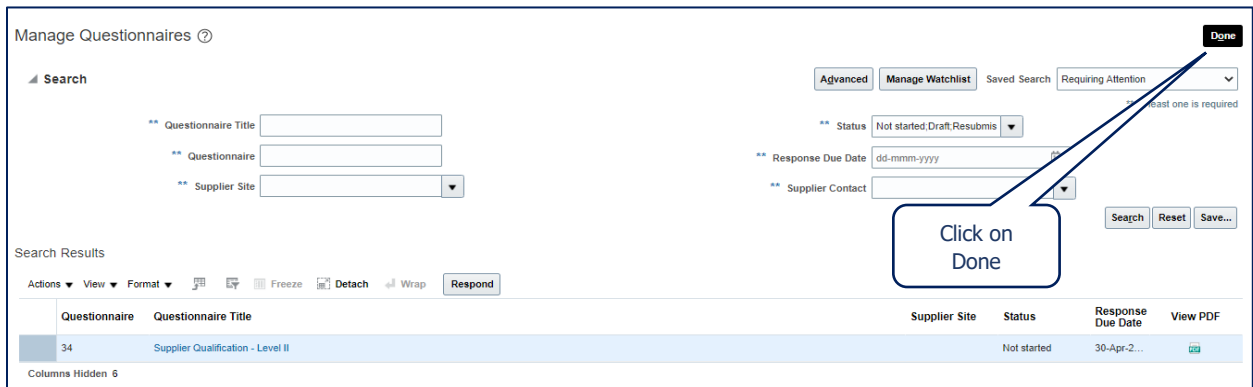
Supplier Qualification - New

* 1. Please download the user manual and update the profile as instructed in the user manual
 Attachments: A_ADD_Supplier_Portal_Trainin

a. Yes. Supplier Profile is updated

Comments

Click Cancel to go back to dashboard



Manage Questionnaires

Done

Advanced Manage Watchlist Saved Search Requiring Attention

** Questionnaire Title
 ** Questionnaire
 ** Supplier Site

** Status Not started: Draft; Resubmis
 ** Response Due Date dd-mmm-yyyy
 ** Supplier Contact

Search Results

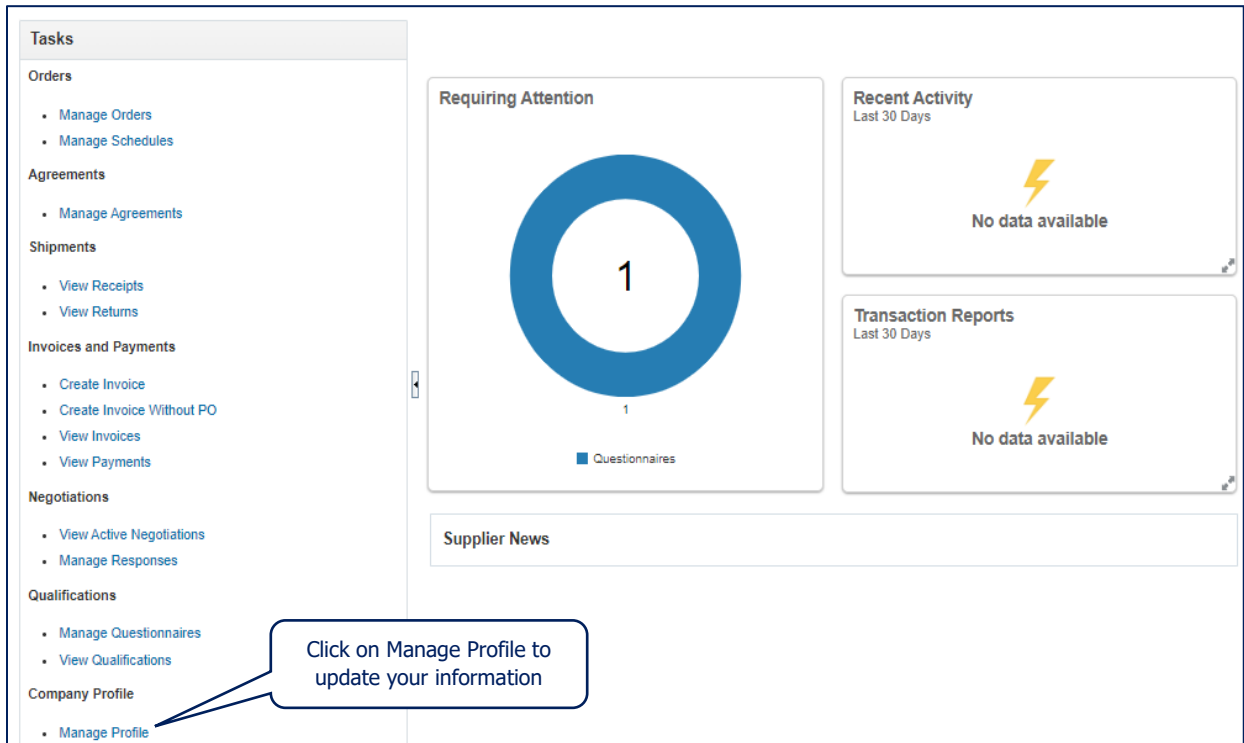
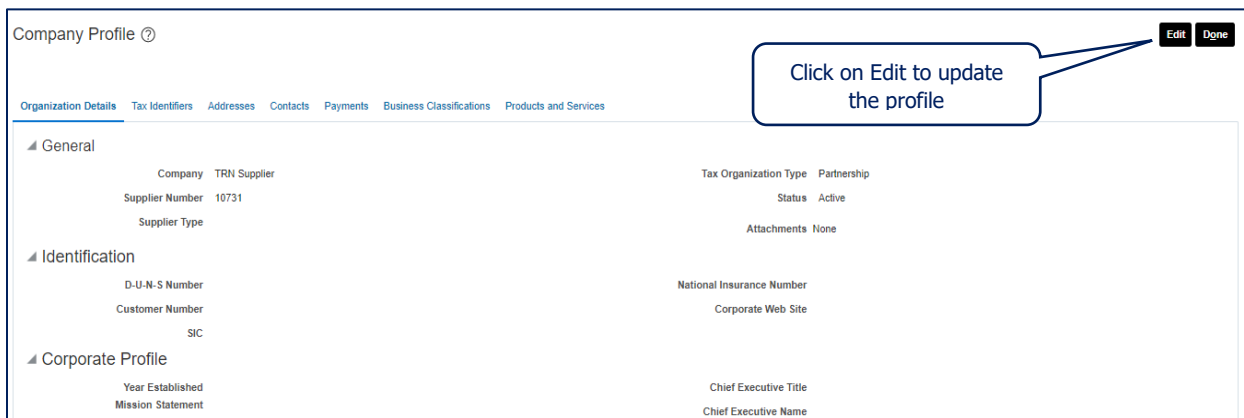
Actions View Format Freeze Detach Wrap Respond

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
34	Supplier Qualification - Level II		Not started	30-Apr-2...	

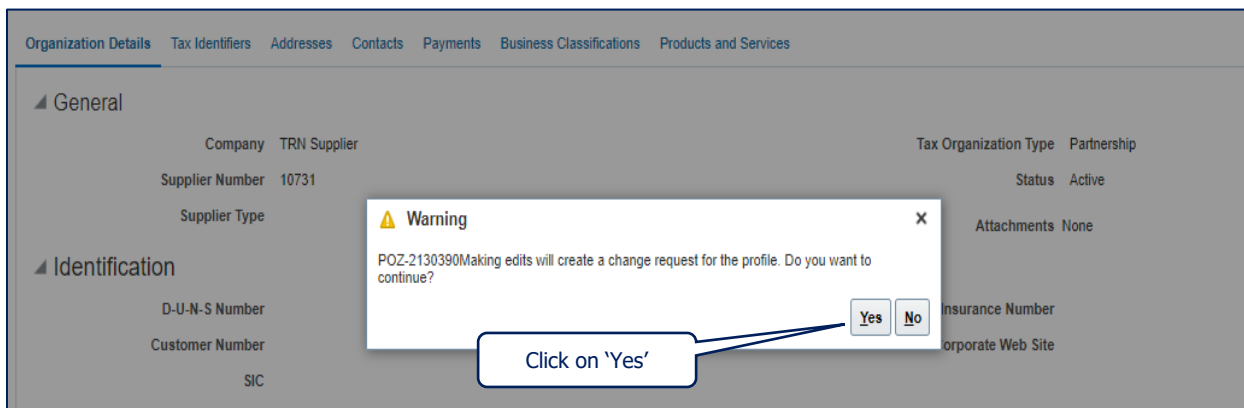
Columns Hidden 6

Click on Done

Supplier Home page will open. Navigate to Tasks > Company Profile > Manage Profile.

A warning message will pop-up. Click on 'Yes' to continue to edit the profile.



In organization details tab, you can add or update Supplier General Instructions, Identification details, Corporate Profile and Financial Profile in this section. Also attach the mandatory documents in the Attachments section.

Edit Profile Change Request: 497003 Delete Change Request Review Changes Save Save and Close Cancel

Organization Details (1) Change Description Enter Change Description (2)

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name TRN Supplier Tax Organization Type Partnership
 Supplier Number 10731 Status Active
 Supplier Type Contractor Attachments None Click on '+' symbol to add attachments (4)

Identification

D-U-N-S Number National Insurance Number
 Customer Number Corporate Web Site www.tmsupplier.com
 SIC

Corporate Profile

Year Established Chief Executive Title
 Mission Statement Chief Executive Name
Principal Title

Add or update the information (3)

Navigate to the next tab – Tax Identifiers. Update the required details in this section.

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country United Arab Emirates Tax Reporting Name
 Taxpayer ID Name Control
 Federal reportable Verification Date dd-mmm-yyyy
 Federal Income Tax Type Use withholding tax
 State reportable Withholding Tax Group

Transaction Tax

Tax Country United Arab Emirates Tax Registration Type
 Tax Registration Number

In Tax identifiers page, update the information

Navigate to the next tab – Addresses.

Edit Profile Change Request: 497003 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
TRN Dubai	55525 Dubai, United Arab Emirates	+971 501949671	Ordering; Remit to; RFQ or Bidding		Active

Columns Hidden 3

Click on '+' symbol to add new address

Create Address x

* Address Name

* Country

* Address Line 1 or P.O. Box

Address Line 2

* Emirate

Language

* Address Ordering

Purpose Remit to

RFQ or Bidding

Phone

Fax

Email

Inactive Date

Status Active

Click Ok (2)

Note:

Please follow the below advisory while entering the address.

COMPLETE BENEFICIARY ADDRESS

Please refrain from providing P.O. Box addresses which the beneficiary bank may reject. Instead, provide a full geographical beneficiary address that should include, but is not limited to, the following:

- ▶ Street number and name
- ▶ Village/town/municipality/district
- ▶ Province, city, and country

For any additional information, please click on the below link provided by the ADCB Bank.

<https://www.adcb.com/en/multimedia/pdfs/2020/october/procash-beneficiary-address-details-141020.pdf>

Edit Profile Change Request: 497003

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + ✎ ✕ Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
TRN Dubai	55525 Dubai, United Arab Emirates	+971 501949671	Ordering, Remit to, RFQ or Bidding		Active

Columns Hidden 3

Click on pencil symbol to update the existing address

In the Edit Address page, update the address information (Address, Address Purpose, Phone, Fax & Email).

Edit Address: TRN Dubai

* Address Name TRN Dubai

* Country United Arab Emirates

* Address Line 1 or P.O. Box 55525

Address Line 2

* Emirate Dubai

Language

* Address Ordering

Purpose Remit to

RFQ or Bidding

Phone 971 501949671

Fax

Email supplier002@login.com

Inactive Date dd-mmm-yyyy

Status Active

Update the address information (1)

Click Ok (2)

OK Cancel

Navigate to the next tab – Contacts. Update the contact details in this section.

Edit Profile Change Request: 497003

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Shareep, Mohamed	Consultant	a.mohd.sharief@gmail.com	+971 501949671	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

Columns Hidden 7

Click on Pencil symbol to edit existing contact

In the Edit Contact page, you can update the Name, Job Title, Phone, Mobile, Fax & Email. Also you can update the contact addresses.

Edit Contact: Mohamed Shareep

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

▲ Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
TRN Dubai	55525,Dubai,United Arab Emirates	+971 501949671	Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

▲ User Account

Account Status

User Name a.mohd.sharief@gmail.com

Update the contact details on this page

▲ User Account

Account Status

User Name a.mohd.sharief@gmail.com

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
ADQ Supplier Accounts Receivable Speciali...	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
ADQ Supplier Bidder Custom_New	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
ADQ Supplier Sales Representative Custom...	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...

Click on 'Ok', once contact is updated

OK Cancel

Edit Profile Change Request: 497003

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + X Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Shareep, Mohamed	Consultant	a.mohd.sharief@gmail.com	+971 501949671	✓	✓	Active

Columns Hidden 7

Click on '+' symbol to add new contacts

Create Contact

Salutation Phone

* First Name Mobile

Middle Name Fax

* Last Name Email

Job Title Status

Administrative contact

▲ Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

▲ User Account

Request user account

Roles Data Access

Annotations:

- Create the contact details on this page (1)
- Click on 'Search and Add' button to assign the contact to the address (2)

Select and Add: Addresses

Search

Address

View Format Wrap

Address Name	Address	Address Purpose
TRN Dubai	55525,Dubai,United Arab Emirates	Ordering; Remit...

Rows Selected 1

Annotations:

- Select the address (1)
- Click on Apply and then Ok (2)

Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
TRN Dubai	55525,Dubai,United Arab Emirates	+971 501949671	Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

Request user account

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
No data to display.	

Click on Ok

Create Another OK Cancel

You can request for new supplier portal login account by enabling the checkbox.

Click on Ok

Edit Profile Change Request: 497003

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + X Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Mani, Suresh	Consultant	smani@gmail.com				Active
Sami, Yogesh		yogeshv@gmail.com				Active
Shareep, Mohamed	Consultant	a.mohd.sharief@gmail.com	+971 501949671	✓	✓	Active

Columns Hidden 7

Ensure that you have created 3 contacts which covers Supplier Administrator, Accounts Receivable and Escalation

Ensure that you have created 3 contacts which covers Supplier Administrator, Accounts Receivable and Escalation

Navigate to next section – Payments. In payment method, by clicking '+' symbol, you can add new payment methods.

Payment Methods Bank Accounts

Actions View Format + X Freeze Detach Wrap

Default	Payment Method	From Date	To Date
	ADQ_ELECTRONIC	01-Jan-2018	dd-mmm-yy
	Check	02-Oct-2008	dd-mmm-yy
	Electronic	02-Oct-2008	dd-mmm-yy
	Outsourced Check	02-Oct-2008	dd-mmm-yy
	TRANSFER_LETTER	01-Jan-2018	dd-mmm-yy
	Wire	02-Oct-2008	dd-mmm-yy

Click on '+' symbol to add payment methods

Navigate to next section – Bank Accounts.

You can update the existing bank account in this section. Also you add new bank account and delete the bank accounts in this section.

Edit Profile Change Request: 497003

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	XXXXXXXXXXXX		AED	

Columns Hidden 8

Click on pencil symbol to edit bank accounts

Edit Bank Account XXXXXXXXXXXX

Enter account number or IBAN unless account number is marked as required. Please attach the copy of Bank details certificate printed in the bank's letterhead as attachments.

* Country: United Arab Emirates

Account Number: XXXXXXXXXXXX

Bank Name: [Dropdown]

Bank Branch: [Dropdown]

Allow international payments

From Date: 27-Apr-2022

Inactive On: dd-mmm-yyyy

IBAN: [Text]

Currency: AED

Additional Information

Account Name: [Text]

Alternate Account Name: [Text]

Account Suffix: [Text]

Check Digits: [Text]

Account Type: [Dropdown]

Description: [Text]

Update the bank accounts details here (1)

As instructed, attach the Bank Certificate at the Organization Details page (2)

Click Ok (3)

OK Cancel

As instructed in the Bank account page, attach the Bank Certificate at the Organization Details page.

Edit Profile Change Request: 497003

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name: TRN Supplier

Supplier Number: 10731

Supplier Type: Contractor

Tax Organization Type: Partnership

Status: Active

Attachments: Bank Certificate.docx

Identification

D-U-N-S Number: [Text]

National Insurance Number: [Text]

Customer Number: [Text]

Corporate Web Site: www.tmsupplier.com

SIC: [Text]

Attach the Bank Certificate here

Once all the updates are done, Click on Review changes.

Edit Profile Change Request: 497003

Change Description

[Organization Details](#)
[Tax Identifiers](#)
[Addresses](#)
[Contacts](#)
[Payments](#)
[Business Classifications](#)
[Products and Services](#)

General
 * Supplier Name: TRN Supplier
 Supplier Number: 10731
 Supplier Type: Contractor
 Tax Organization Type: Partnership
 Status: Active
 Attachments: Bank Certificate.docx

Identification
 D-U-N-S Number
 Customer Number
 SIC
 National Insurance Number
 Corporate Web Site: www.trnsupplier.com

Corporate Profile

Click on Review Changes

Review all the changes done on the profile. Click edit to continue the update or Click Submit to complete the profile update.

Review Changes

Change Description

[Organization Details](#)

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Supplier Type		Contractor
Corporate Web Site		www.trnsupplier.com
Year Established		2000

Attachments
 View Format Freeze Detach Wrap

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	Bank Certificate.docx	Bank Certificate...		a mohd sharief...	27-Apr-2022 10...

Click on Submit

Company Profile

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 497003
 Request Status: Pending Approval
 Requested By: Shareep, Mohamed
 Request Date: 27-Apr-2022

Change Description

[Organization Details](#)
[Tax Identifiers](#)
[Addresses](#)
[Contacts](#)
[Payments](#)
[Business Classifications](#)
[Products and Services](#)

General
 Company: TRN Supplier
 Supplier Number: 10731
 Supplier Type: Contractor
 Tax Organization Type: Partnership
 Status: Active
 Attachments: None

Identification
 D-U-N-S Number
 Customer Number
 SIC
 National Insurance Number
 Corporate Web Site

Confirmation
 Your profile change request 497003 was submitted for approval.

Click on Ok

Company Profile ⓘ

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 497003
Request Status: Pending Approval

Requested By: Shareep, Mohamed
Request Date: 27-Apr-2022

Change Description

Cancel Change Request | Edit | Done

Click on Done

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General

Company: TRN Supplier
Supplier Number: 10731
Supplier Type

Tax Organization Type: Partnership
Status: Active
Attachments: None

Identification

D-U-N-S Number
Customer Number
SIC

National Insurance Number
Corporate Web Site

Corporate Profile

Year Established
Mission Statement
Year Incorporated

Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

After completing the profile change, navigate into Manage Questionnaire page and continue answering the qualification questionnaire.

Navigate to Supplier Home Page > Tasks > Qualifications > Manage Questionnaires.

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Requiring Attention

1

1

Questionnaires

Recent Activity
Last 30 Days

No data available

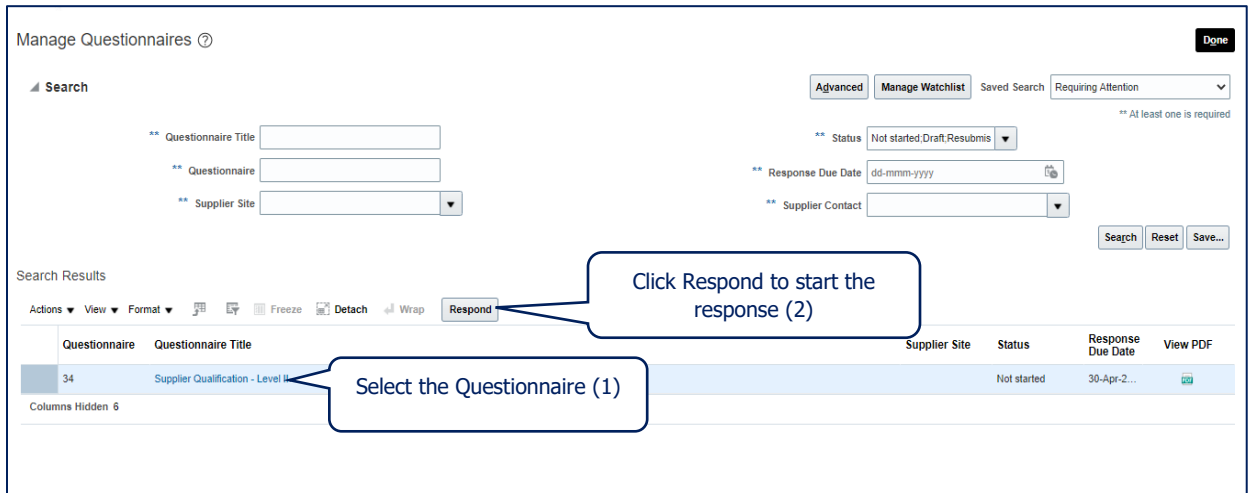
Transaction Reports
Last 30 Days

No data available

Supplier News

Open the Manage Questionnaires link to submit the response

Manage Questionnaire page will open. Select the Questionnaire and Click on 'Respond' Button.



Manage Questionnaires ? Done

Search

Advanced Manage Watchlist Saved Search Requiring Attention ?

** At least one is required

** Questionnaire Title

** Questionnaire

** Supplier Site

** Status

** Response Due Date

** Supplier Contact

Search Reset Save...

Search Results

Actions View View Format Freeze Detach Wrap **Respond**

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
34	Supplier Qualification - Level II		Not started	30-Apr-2...	

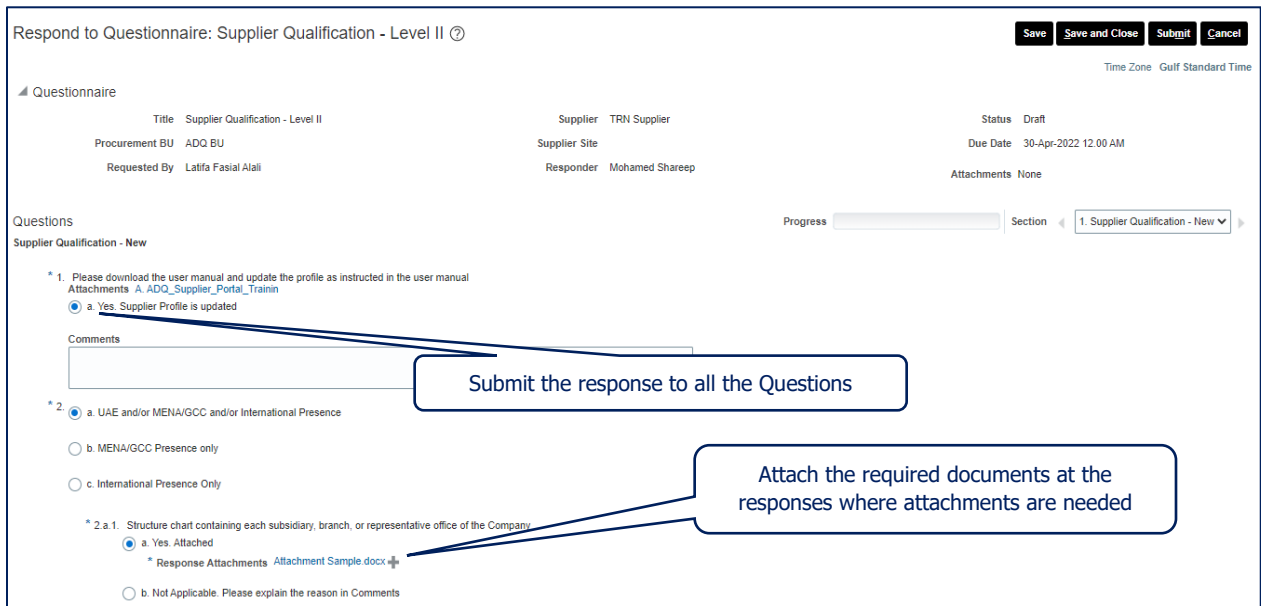
Columns Hidden 6

Select the Questionnaire (1)

Click Respond to start the response (2)

Respond to Questionnaire page will open.

Answer all the questions in the questionnaire section and attach the required documents wherever mandatory.



Respond to Questionnaire: Supplier Qualification - Level II ? Save Save and Close Submit Cancel

Time Zone Gulf Standard Time

Questionnaire

Title Supplier Qualification - Level II Supplier TRN Supplier Status Draft

Procurement BU ADQ BU Supplier Site Due Date 30-Apr-2022 12:00 AM

Requested By Latifa Faisal Alali Responder Mohamed Shareep Attachments None

Questions Progress Section

Supplier Qualification - New

* 1. Please download the user manual and update the profile as instructed in the user manual
Attachments A_ADO_Supplier_Portal_Train

a. Yes: Supplier Profile is updated

Comments

Submit the response to all the Questions

* 2. a. UAE and/or MENA/GCC and/or International Presence

b. MENA/GCC Presence only

c. International Presence Only

* 2.a.1. Structure chart containing each subsidiary, branch, or representative office of the Company

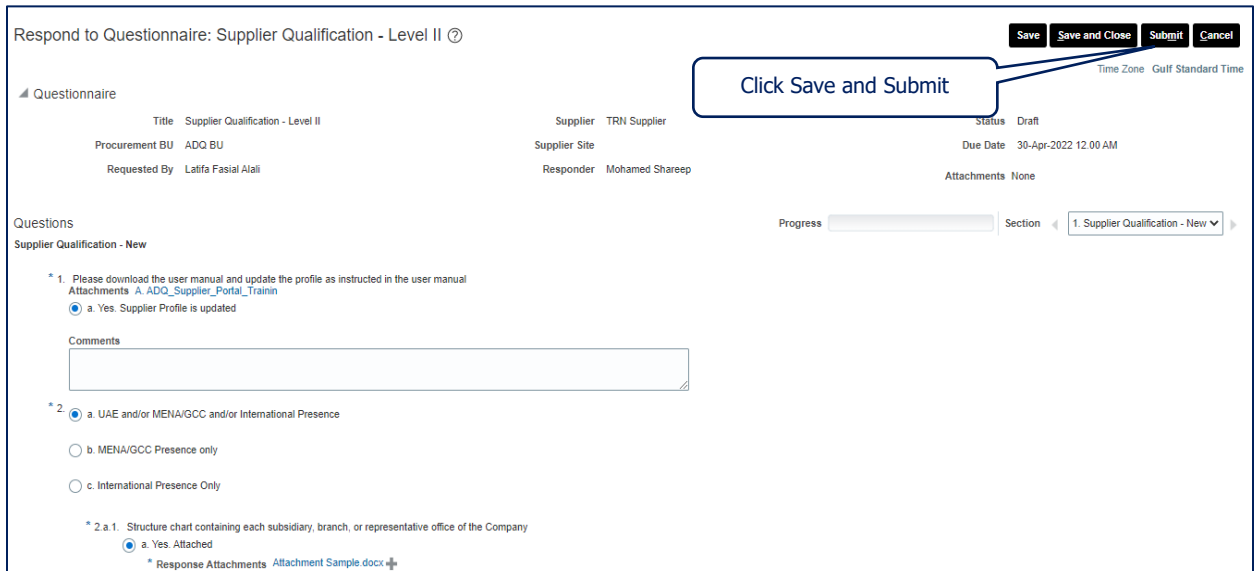
a. Yes: Attached

* Response Attachments Attachment Sample.docx

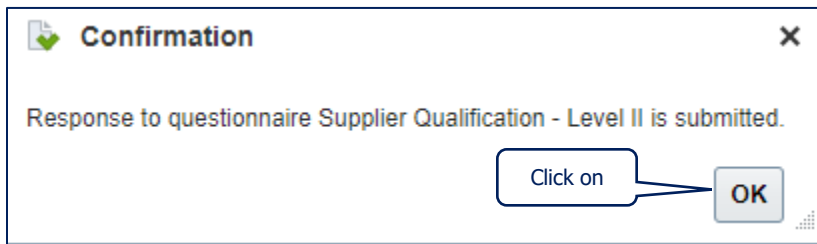
b. Not Applicable. Please explain the reason in Comments

Attach the required documents at the responses where attachments are needed

After answering all the questions click on save and submit.



After submitting you will get this confirmation message.



The status of the Questionnaire is submitted. Also the Supplier can view and download in PDF.



Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
34	Supplier Qualification - Level II		Submitted	30-Apr-2...	

For any queries and clarification, please write to us at procurementhelpdesk@adq.ae

---End of Document---