



Supplier Portal Login guide- for Existing Suppliers

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3. Background & General Instructions

3.1 About DP World

We are one of the largest Port Operators in the world head quartered in Dubai, UAE. Our dedicated team of over 38,000 employees from 103 countries cultivates long-standing relationships with governments, shipping lines, importers and exporters, communities, and many other important constituents of the global supply chain, to add value and provide quality services today and tomorrow. In addition to this, we own and operate industrial parks, logistics and economic zones, maritime services and marinas in UAE and the other parts of the world.

3.2 Purpose

Oracle Fusion Applications is the latest ERP Package which leverages suppliers to use Oracle Portal for all the communications related to Registration, Negotiations, Invoice Submission, etc. Going forward Oracle Fusion will be the single source of trust for supplier master. The purpose of this document is to guide the supplier for Internal Registration and help in their Pre-Qualification Process.

4. Supplier Portal

Supplier Portal (Oracle Fusion) has been designed to collaborate with our suppliers, providing full visibility over the purchase to pay activities. All suppliers will be managed in the Oracle Cloud, all indirect and direct products and services will be purchased via this method

All our suppliers are going to use Oracle Fusion applications for supplier registration, submitting the quotations, submit invoices, view procurement documents, etc

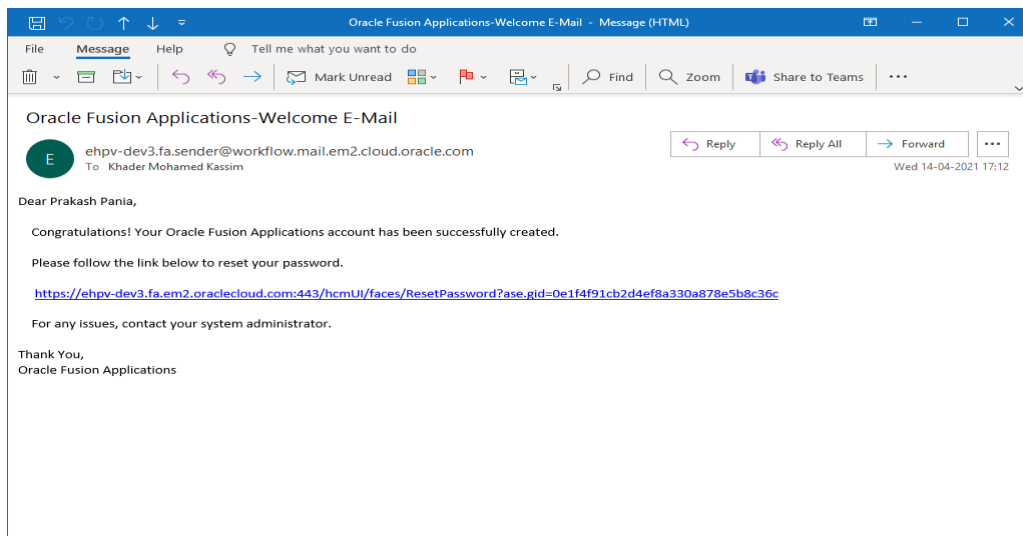
All our existing suppliers will receive a system generated email notification along with user credentials. You are requested to reset the password and start using the new application.

5. Step by step procedure on how to login

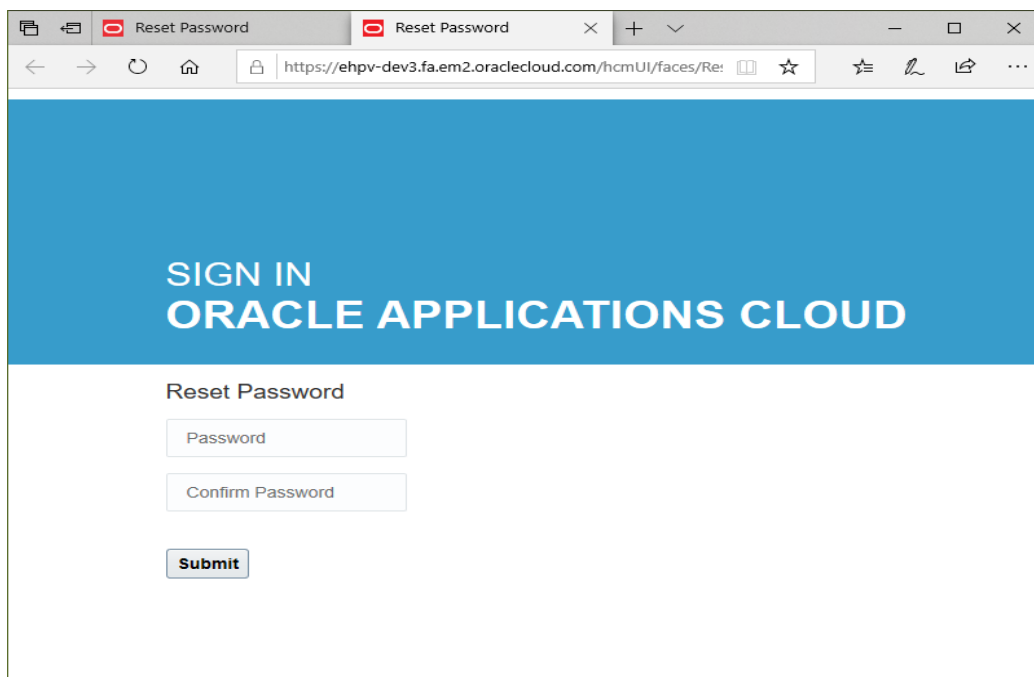
- Please follow the below step by step procedure on how to login for the first time and start using the Oracle fusion supplier portal.

STEPS:

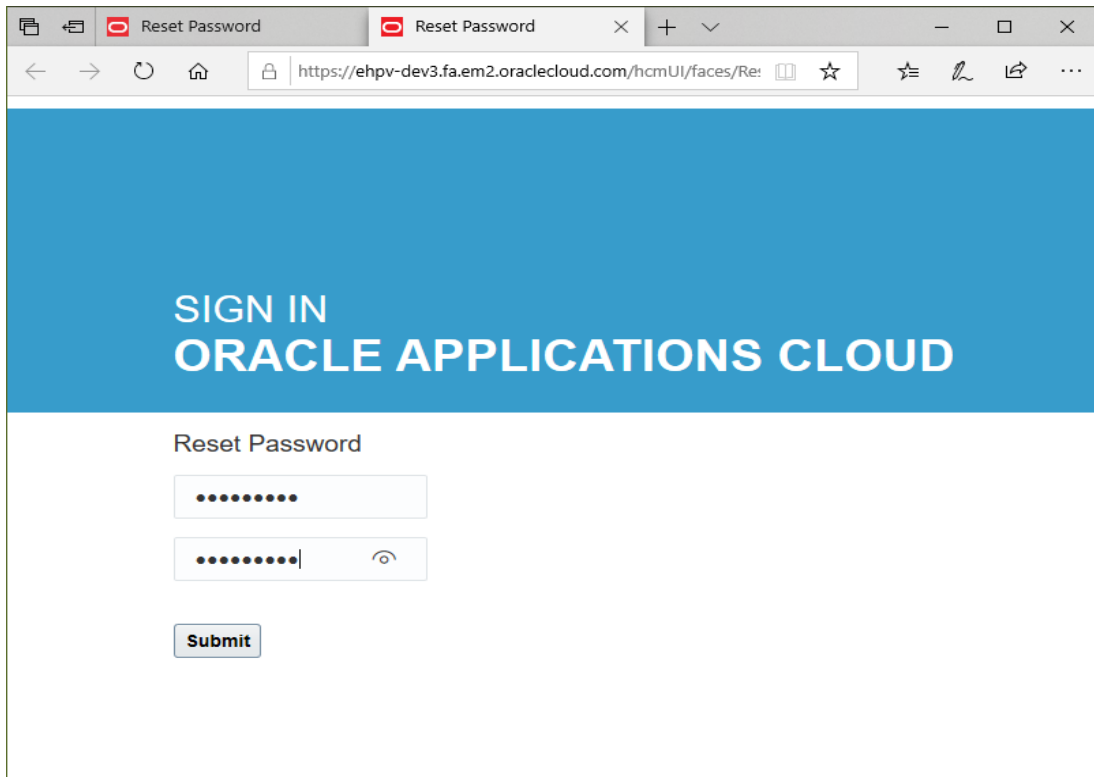
1. You will receive a Supplier Portal invitation with a custom link to create a password and log in



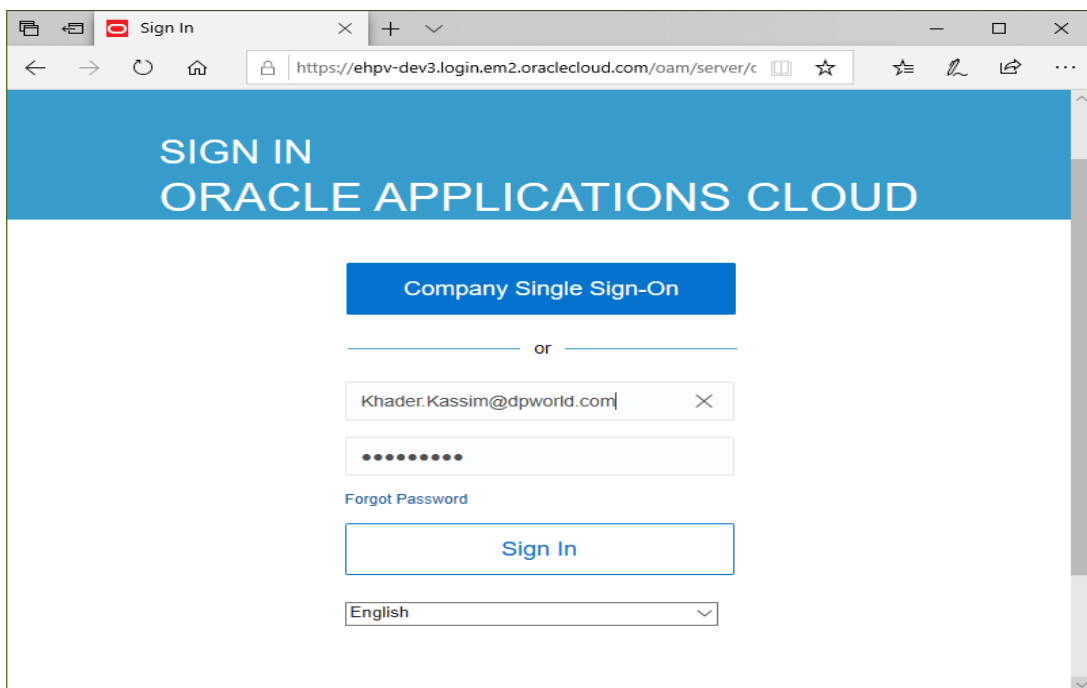
2. Click on the link given to reset the password



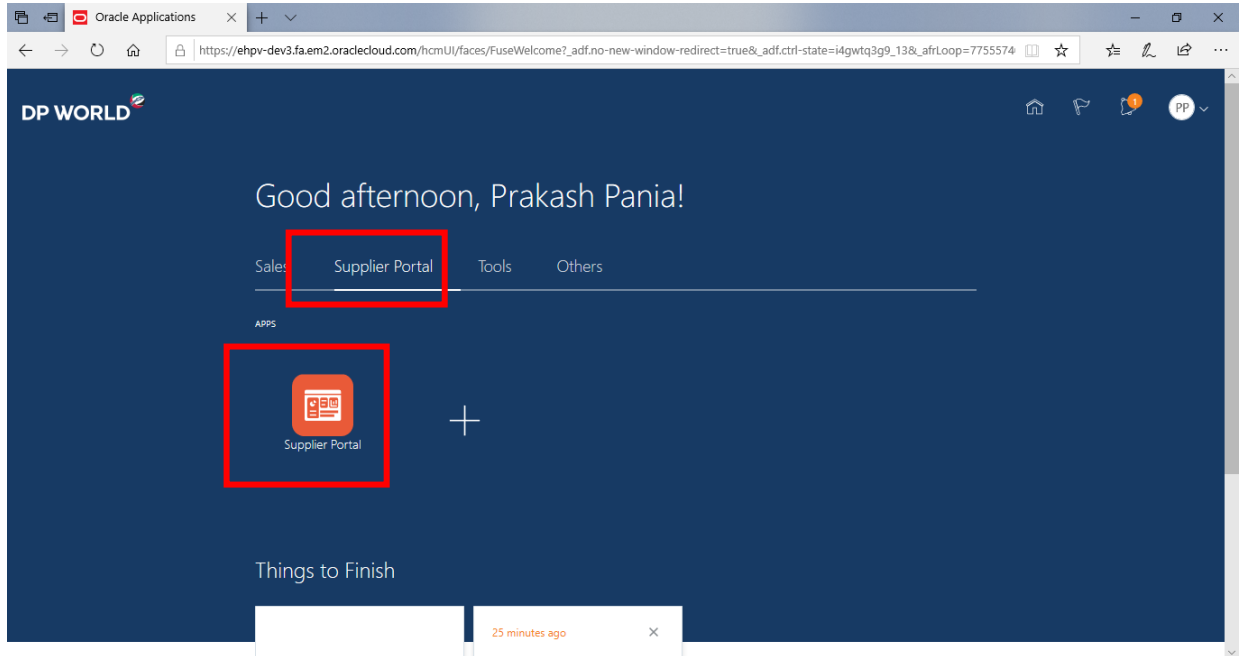
3. Enter the new password and click on submit.



4. Now login using your USER ID (i.e., email ID) and newly created password



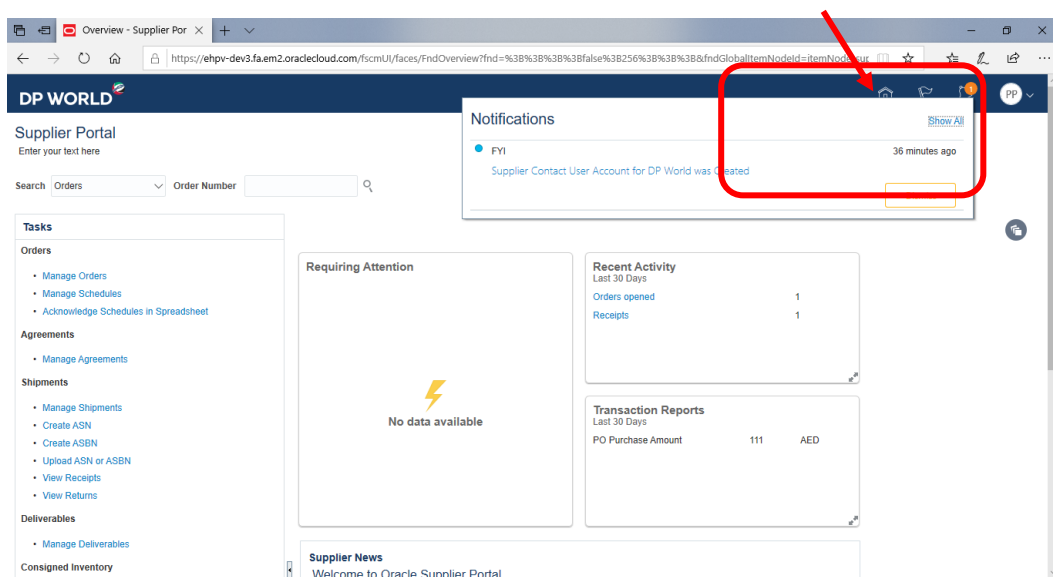
5. On the home page, click on the Supplier Portal icon to open the “Overview” page.



6. Notifications

At the top right corner of the home page, a bell icon will display your pending notifications. This includes new purchase orders pending acknowledgement as well as invitations to a negotiation.

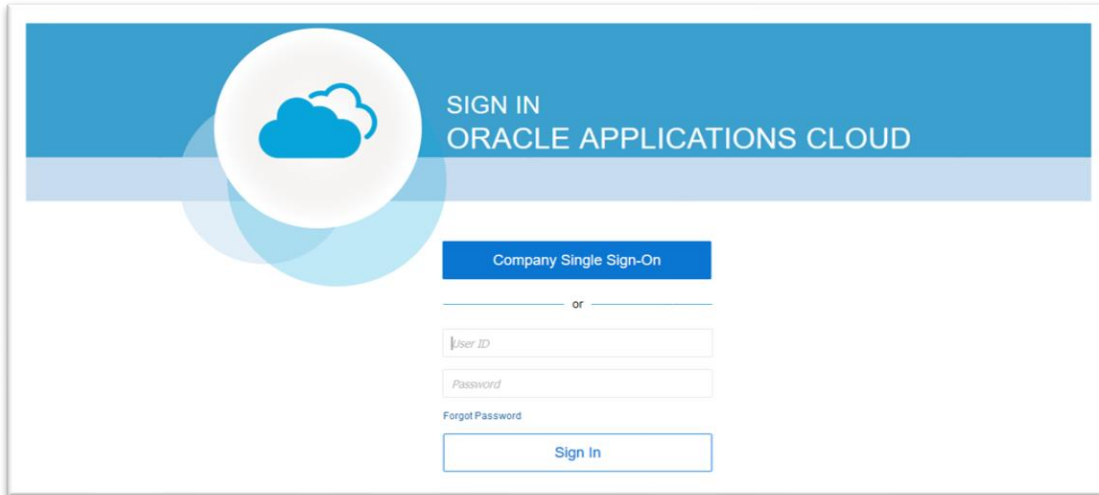
Note: Clicking on the notification brings you to the PO or Negotiation in question



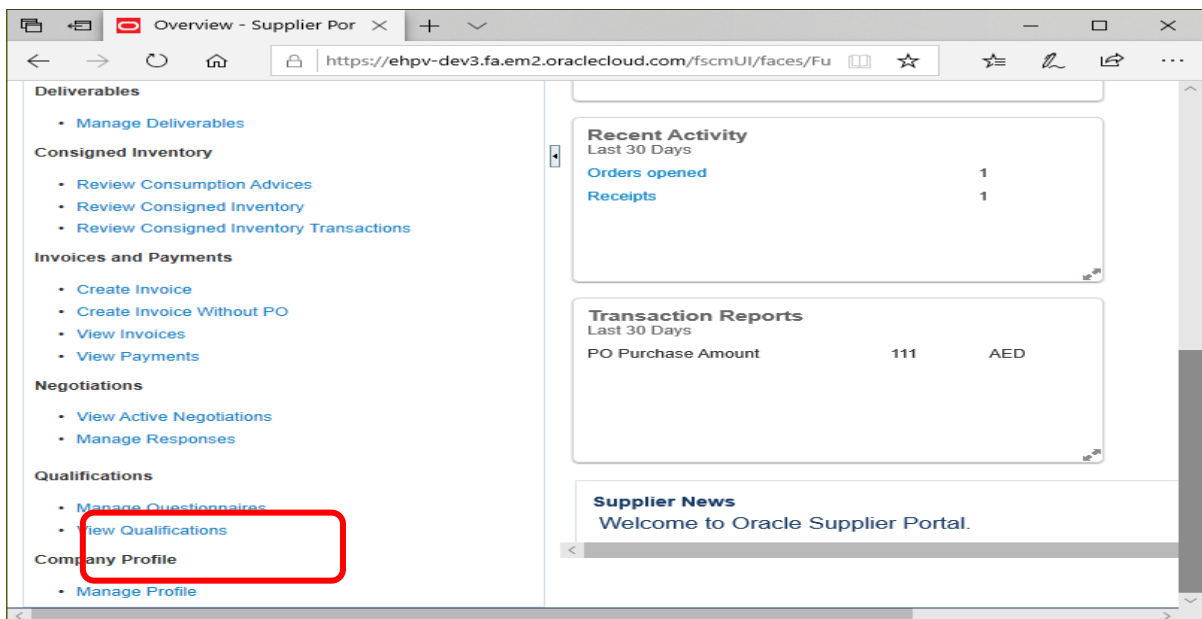
Supplier Profile Change Request

Supplier can revise one’s own **Trade License** details (New Certificate and new Expiry date) or Can add another **Category**, in which supplier has started dealing with. Other than this all changes are to be requested directly through the **Supplier manager (VMO)**

1. Log in with your supplier portal user credentials



2. Go to **Supplier Portal**→ **Supplier Profile** click on Edit



Company Profile Edit Done

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

General

Company KUT Supplier Tax Organization Type Corporation
 Supplier Number 42553 Status Active
 Supplier Type Attachments None

Identification

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

3. Now Supplier is Adding new **Business Classification**. Supplier will click on '+' and will select the New Business Classification to be added

Edit Profile Change Request: 124003 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Prov
Materials & Service (DDW)	Current	Dry Docks			dd-mmm-yyy	dd-mmm-yyy	None +		
Lumpsum-Cat B (DDW)	Current	Dry Docks			dd-mmm-yyy	dd-mmm-yyy	None +		
Trade Licence (DDW)	Current	Government of UAE		Trade License	1-Jan-2020	31-Dec-2021	Trade License.JPG +X		

4. Supplier will have to select the **Certifying Agency as Dry Docks**. If there are any relevant attachments Supplier can attach the same. Click on **Review Changes**.

Edit Profile Change Request: 124003 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Prov
Materials & Service (DC)		Current	Dry Docks			dd-mmm-yyy	dd-mmm-yyy	None +		
Lumpsum-Cat B (DDW)		Current	Dry Docks			dd-mmm-yyy	dd-mmm-yyy	None +		
Trade Licence (DDW)		Current	Government of UAE		Trade License	1-Jan-2020	31-Dec-2021	Trade License.JPG +X		

- Click on **Submit**. Once submitted for approval, Supplier will receive a **Qualification** to be filled in order to enable this new service for him.

DP WORLD

Review Changes Edit Submit Cancel

Change Description

Business Classifications

View Format Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
+	Materials & Service (DDW)	Current	Dry Docks					None	

THANK YOU