



## Supplier Portal User Guide- Response to RFQ and change order

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## 1. Background & General Instructions

### 1.1 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.

### 1.2 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.

## 2. Supplier Portal

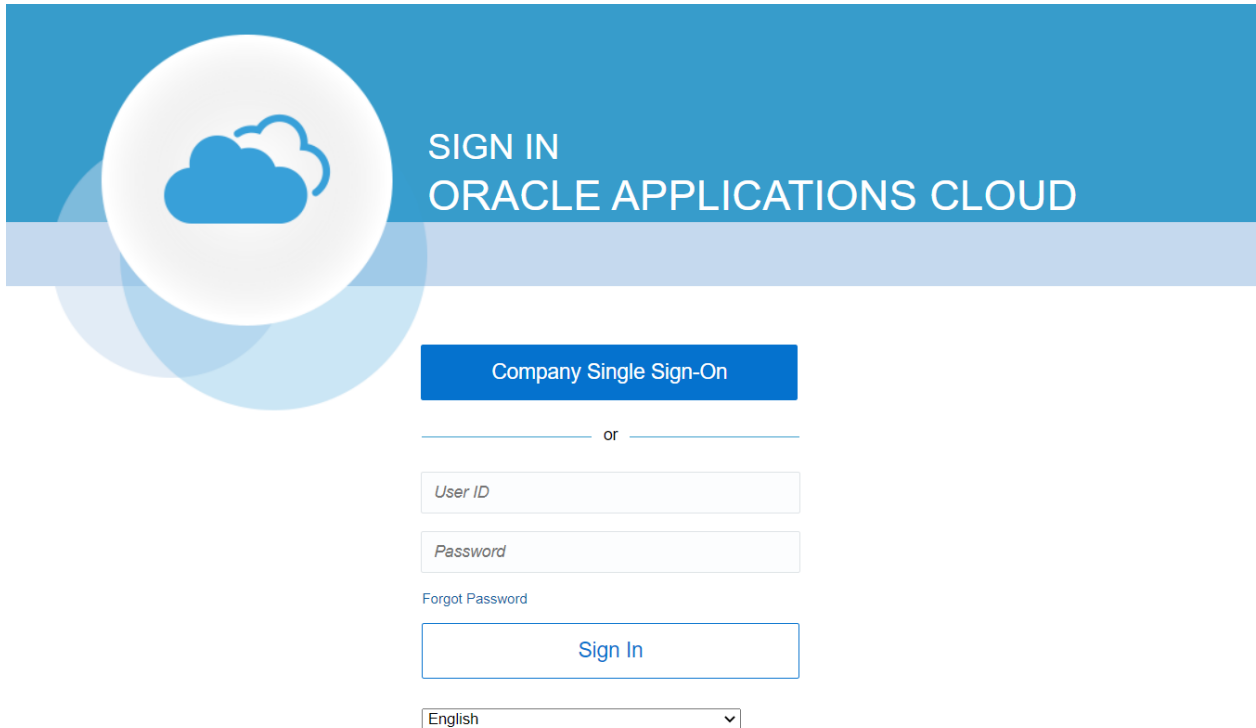
Supplier Portal (Oracle Fusion) has been designed to collaborate with our suppliers, providing full visibility over the purchase to pay activities. All suppliers will be managed in the Oracle Cloud, all indirect and direct products and services will be purchased via this method

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

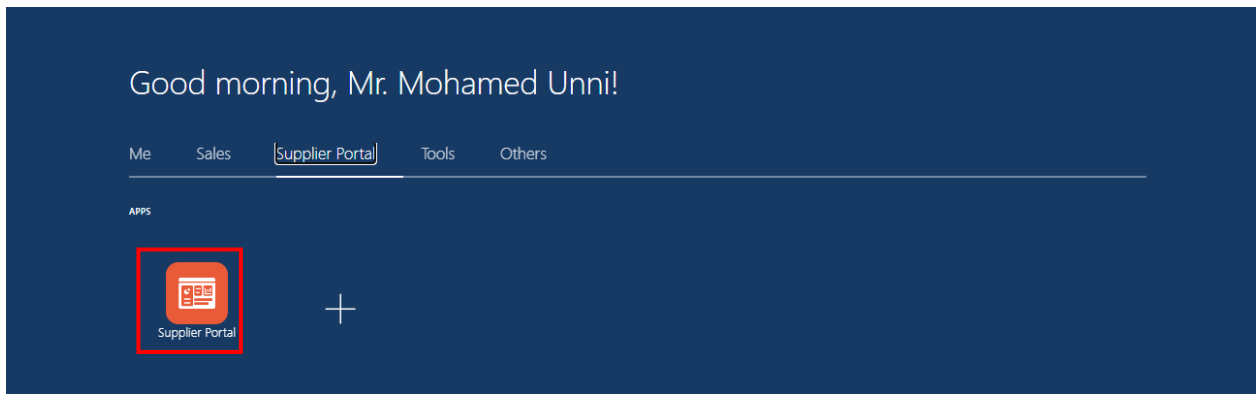
All our existing suppliers will receive a system generated email notification along with user credentials. You are requested to reset the password and start using the new application.

### 3. Response to RFQ by Supplier

1. Log in as **Supplier**



2. Click on Supplier Portal icon



3. Click on View Active Negotiations

- Deliverables
  - [Manage Deliverables](#)
- Consigned Inventory
  - [Review Consumption Advices](#)
  - [Review Consigned Inventory](#)
  - [Review Consigned Inventory Transactions](#)
- Invoices and Payments
  - [Create Invoice](#)
  - [Create Invoice Without PO](#)
  - [View Invoices](#)
  - [View Payments](#)
- Negotiations**
  - [View Active Negotiations](#)
  - [Manage Responses](#)
- Auctions from Seller
  - [View Active Seller Auctions](#)
  - [Manage Seller Auction Bids](#)

■ Negotiations Closing Soon

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**Supplier News**  
Welcome to Supplier Portal.

4. All the Active Negotiations for this Supplier will appear and click on the specific Negotiation for which Supplier wants to response

Search

Time Zone Coordinated Universal Time

Manage Watchlist | Saved Search | Open Invitations

\*\* Negotiation:

\*\* Title:

\*\* Negotiation Close By: dd-mm-yyy

\*\* Invitation Received: Yes

Response Submitted: No

Negotiation Open Since: dd-mm-yyy

Search | Reset | Save...

Search Results

Actions | View | Format | Freeze | Detach | Wrap | Accept Terms | Acknowledge Participation | Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
DDD210000069	Testing for Item Description	RFQ	2 Days 23 Hours	29-Mar-2021 4:28 AM	0	0	0		
DDD210000065	RFQ Multiple line enquiry Test 111	RFQ	22 Days 7 Hours	17-Apr-2021 11:00 AM	0	0	0		
DDD210000064	RFQ Multiple line enquiry Test 11	RFQ	22 Days 7 Hours	17-Apr-2021 11:00 AM	0	0	0		
DDD210000066	RFQ Multiple line enquiry Test	RFQ	22 Days 7 Hours	17-Apr-2021 11:00 AM	0	0	0		

Columns Hidden: 4

5. Click on Create Response button

DP WORLD

RFQ: DDD210000069

Currency = UAE Dirham

Message | **Create Response** | Actions | Done

Title: Testing for Item Description

Status: Active

Time Remaining: 2 Days 23 Hours

Open Date: 26-Mar-2021 4:28 AM

Close Date: 29-Mar-2021 4:27 AM

Buyer: HUT Buyer

Outcome: Purchase Order

Attachments: None

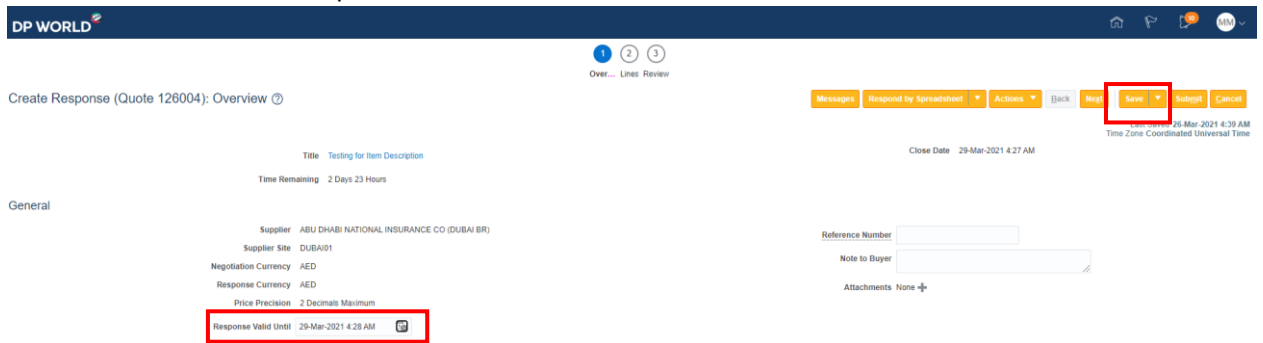
Table of Contents

- Overview
- Lines

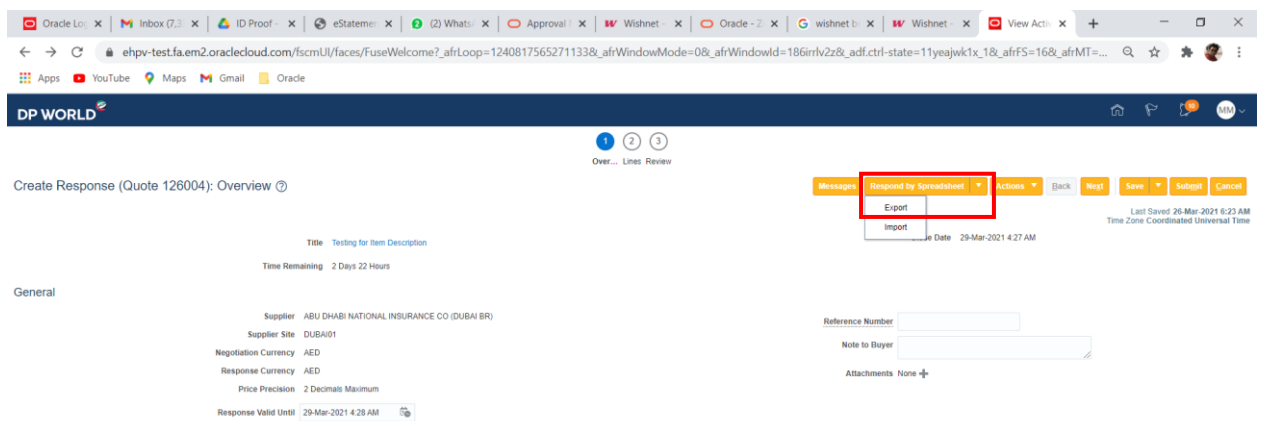
Expand All

- ▶ General
- ▶ Terms

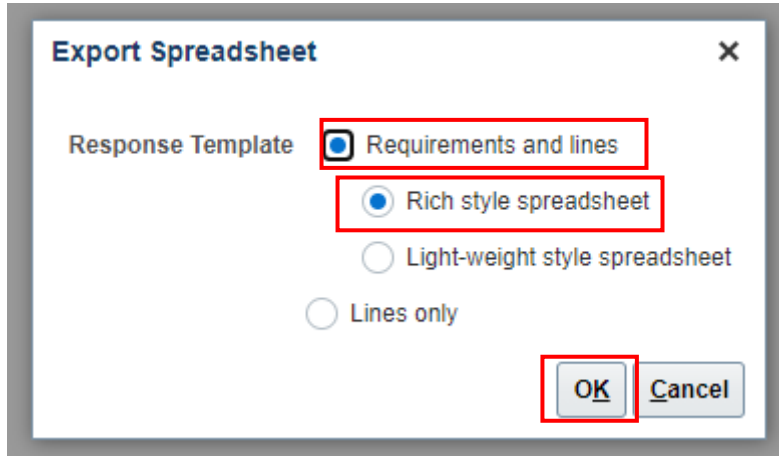
6. Provide a date for Valid Response until and click on save



7. Click on Respond by Spreadsheet > Export



8. Select Response Template as Requirements and Lines > Rich Style Spreadsheet. Click on OK



- A zip will be downloaded. Unzip the file and open  
Optionally, provide the Reference Number (for Supplier tracking) and Note to Buyer (Header level)

**Testing for Item Description**

Negotiation RFQ DDD21000069 Close Date 3/29/2021 4:27 Negotiation Currency AED Response Currency AED Price Precision 2	Company DP World Buyer Buyer, KUT Phone Email <a href="mailto:suyog.shembekar@oracle.com">suyog.shembekar@oracle.com</a> Supplier ABU DHABI NATIONAL INSURANCE CO (DUBAI BR) Supplier Site DUBAI01
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**General**

Response Valid Until   
*Example: 3/26/2021 6:26*

Reference Number

Note to Buyer

Last Downloaded 3/26/2021 6:26

- If the RFQ has the Requirements, go to Requirements section and provide the response

**Requirements**

<b>1. Test negotiation requirement 12 (Technical)</b>	
1.	please provide if any change <input type="text" value="Accpeted"/>
2.	please provide if any change <input type="text" value="Accepted"/>

- Go to Lines worksheet and Provide Response Price and optionally Promised Delivery Date and Note to Buyer for each line

**Testing for Item Description**

Negotiation RFQ DDD21000069 Close Date 3/29/2021 4:27 Negotiation Currency AED Response Currency AED Price Precision 2	Company DP World Buyer Buyer, KUT Phone Email <a href="mailto:suyog.shembekar@oracle.com">suyog.shembekar@oracle.com</a> Supplier ABU DHABI NATIONAL INSURANCE CO (DUBAI BR) Supplier Site DUBAI01
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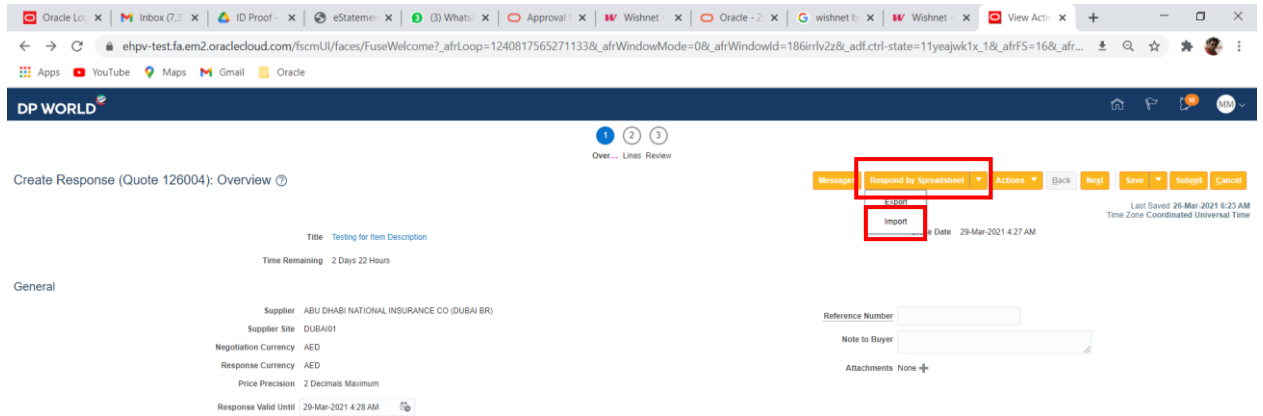
**Lines**

Response Amount (AED)

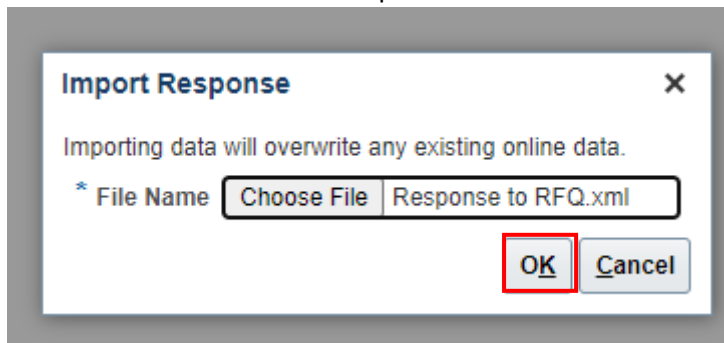
Line	Item	Revision	Start Price	UOM	Negotiation Quantity	Response Price	Response Quantity	Promised Delivery Date	Note to Buyer	Requested Delivery Date	Target Price	Category Name	Location
1	Video provides a powerful way to help you g			Service Jobs		110.00	1	4/29/2021 0:00	Accepted			Photographic and video servic	(S)IB+CON)

12. Save the file in .xml format.

13. Again in the Supplier portal, click on Respond by Spreadsheet > Import

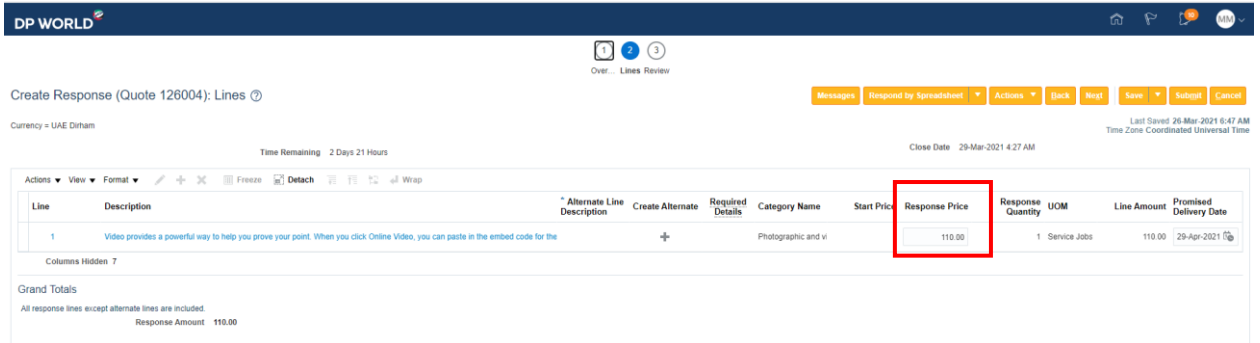


14. Select the .xml file from desktop and click on OK



15. Go to Lines section and check the information provided through Excel sheet are appearing

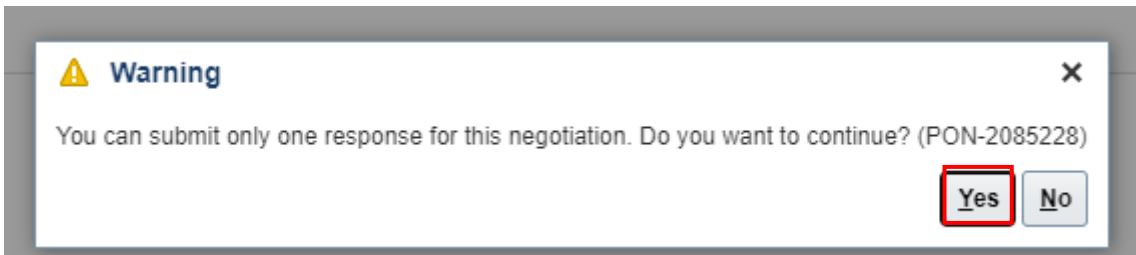




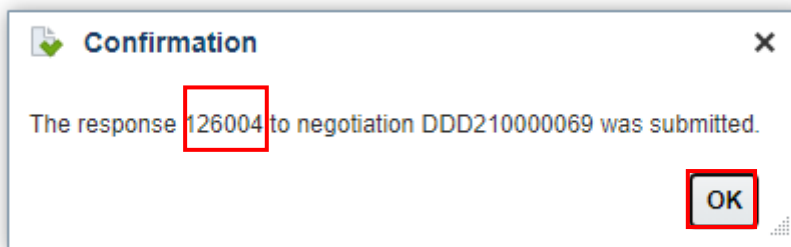
- 16. Click on Save
- 17. Click on Submit



- 18. Click on OK



- 19. System will generate the Response Number. Click on OK



- 20. Click on Done

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RFQ: DDD21000069 Messages Actions Done

Currency = UAE Dirham Time Zone Coordinated Universal Time

Title Testing for Item Description		Open Date 26-Mar-2021 4:28 AM
Status Active		Close Date 29-Mar-2021 4:27 AM
Time Remaining 2 Days 21 Hours		

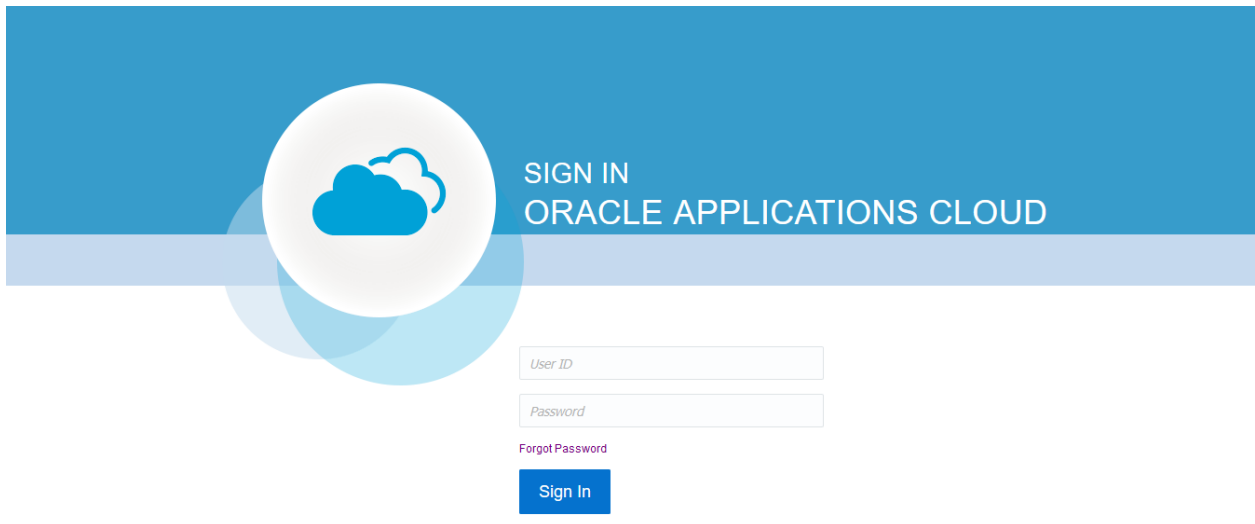
Table of Contents	Overview	Title Testing for Item Description	Buyer KUT Buyer
<a href="#">Overview</a>		Synopsis	Outcome Purchase Order
<a href="#">Lines</a>			Attachments None

Expand All

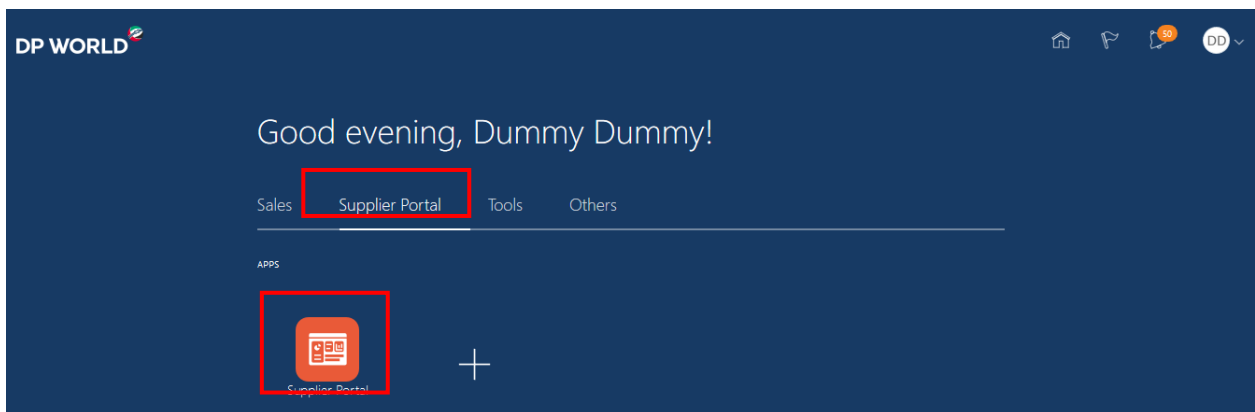
- ▶ General
- ▶ Terms

## 4. Change Orders

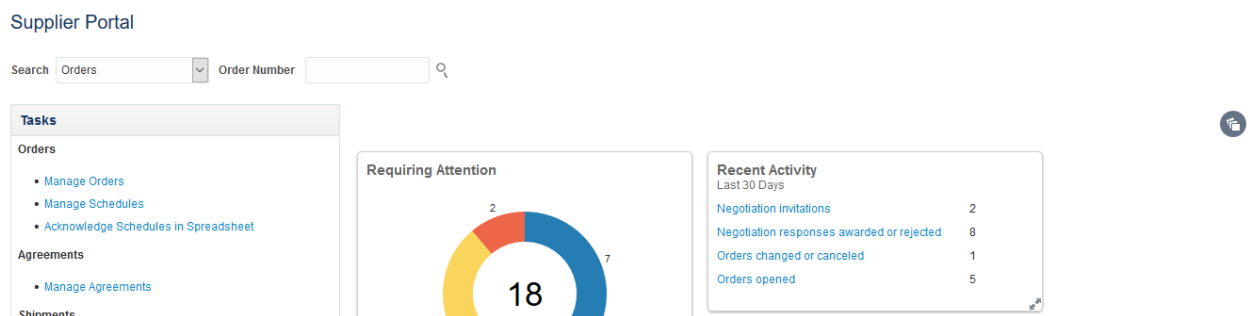
1. Purchase Orders can also be modified based on **supplier's** requests.
2. Log in as **Supplier**



3. Go to **Supplier Portal** → **Supplier Portal**



4. Go to **Manage Orders**



5. Search the order to be modified

Manage Orders [?](#)

Done

Headers Schedules

**Search**

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status Open

Include Closed Documents No

Search Reset Save...

6. Select the Purchase Order and click on **Pencil** to edit the PO

Manage Orders [?](#)

Done

Headers Schedules

**Search**

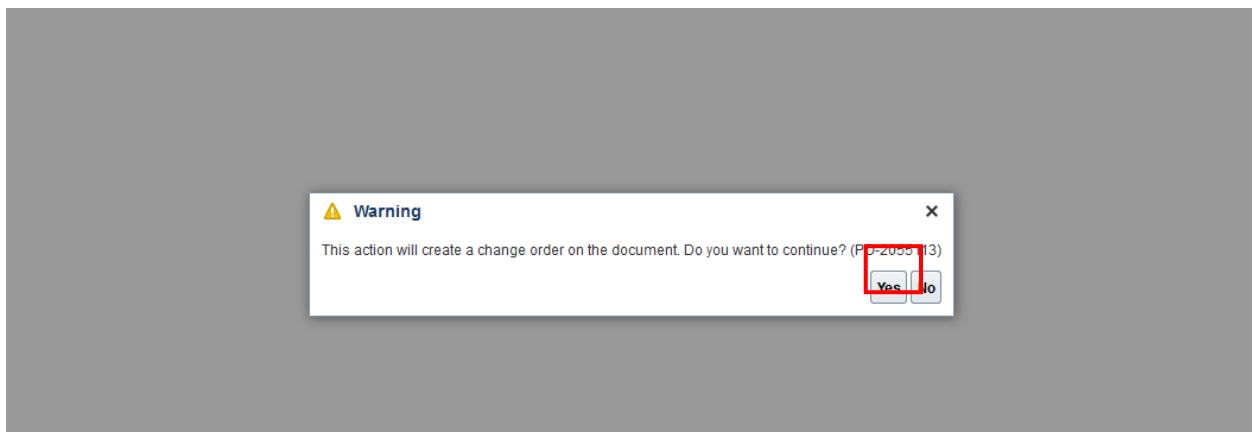
Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format **✎** Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
DDD200000093	1-Nov-2020		Site01	Kamble, Kishor	2,065,500.00	AED	Open		1-Nov-2020

7. Select **Yes** for warning



8. **Description** is mandatory. Please enter the same. Make necessary changes to PO, for below PO I am amending the Promise Date which is **Supplier Shipping Date** for Dry Docks

Edit Change Order: 2 [?](#)

Actions Save Submit Cancel

Change Order 2 Status Incomplete Initiating Party Supplier

\* Description  Amount Changed 0.00 AED Initiator Dummy Dummy

Creation Date 2-Jan-2021

Main Contract Terms

**Make the necessary changes**

Lines Schedules

Actions View Format Freeze Detach Wrap

Secondary UOM	UOM Change Reason	* Base Price	Promised Delivery Date	Dis Ty	Dis Reaso	Price	Ordered	Currency	Supplier Configuration ID	* Location
Eact		12.15	7-Jan-2020			12.15	2,065,50...	AED		S(NB+CON)

Columns Hidden 5

- Supplier may update **Quantity** as well. If the Purchase Order is not backed by **BPA** then Supplier will also be able to update the price as well. All such **Supplier change orders** will go for Buyer’s approval. Promise Date changes once Approved by Buyer then will be implemented immediately. For rest all changes post Buyer respective DOA of Drydocks will be followed.

Edit Change Order: 2

Actions Save Submit Cancel

Change Order 2 Status Incomplete Initiating Party Supplier

\* Description Updating Promise Date Amount Changed 0.00 AED Initiator Dummy Dummy

Creation Date 2-Jan-2021

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Manage Orders

Headers Schedules

Search Sold-to Legal Entity Order

**Confirmation**

The change order 2 for document Purchase Order number DDD200000093 was submitted for approval.

OK

Done

THANK YOU