USER GUIDE - REGISTERED SUPPLIERS
(Detailed version)

Lamprell Energy Limited

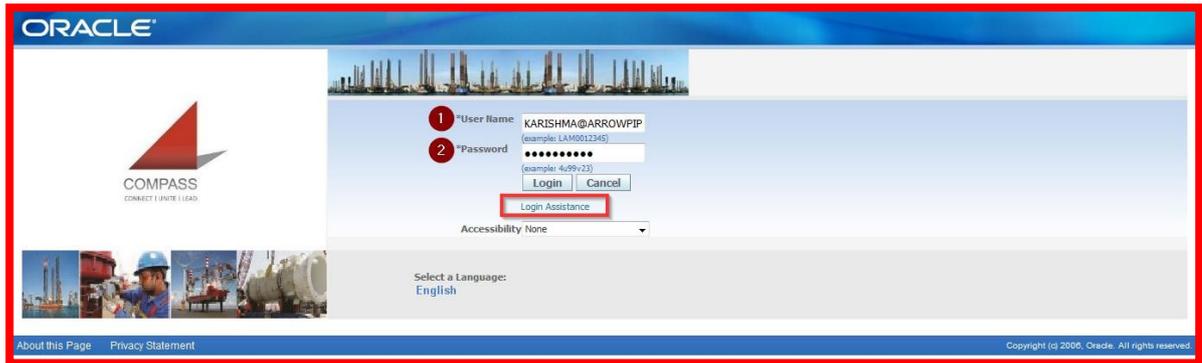Supply Chain Management

Version: 1.2

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Introduction

This document contains a brief overview of how various tasks can be performed by a registered supplier in the iSupplier Portal of Lamprell Energy Limited.
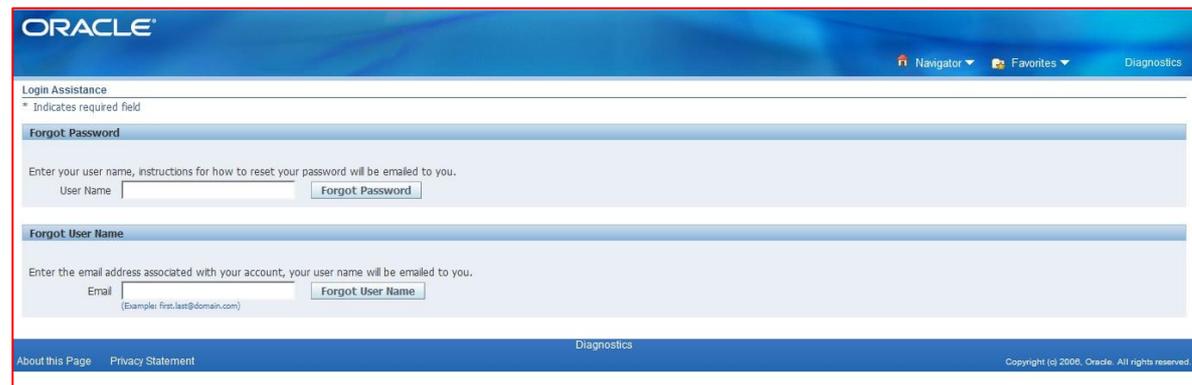
Login

To login to iSupplier portal of Lamprell Energy Ltd, click on the login link for registered suppliers. Below page will be opened

Provide your login credentials and click Login.

Login Assistance

If you have forgotten your username or password, please click on the Login Assistance link under login button.

Kindly fill your relevant information and click on Forgot Password or Forgot User Name link and you will receive a new password in your email within next few minutes.

Homepage

Once you are successfully logged in, you will routed to your homepage as below

1) You can view the list of access rights you have been given to perform certain actions / transactions with Lamprell Energy Ltd.
2) Worklist shows the messages and notifications and any list from Lamprell Energy Ltd.
3) Preferences where you can set your user specific date, currency format, etc.

Sourcing

Suppliers can use the Lamprell Energy Ltd iSupplier Portal to quickly locate and respond to RFQs and RFIs. If you are not registered as a Supplier with Lamprell, buyers can invite you to register with the system. Once you receive a registration invitation and have registered and been approved, you can start participating in sourcing process using iSupplier portal.

Online Quote Submission

Online Quote Submission – Detailed guide

I.   Process Steps

1.   Click on the login link available in the email notification as shown below.
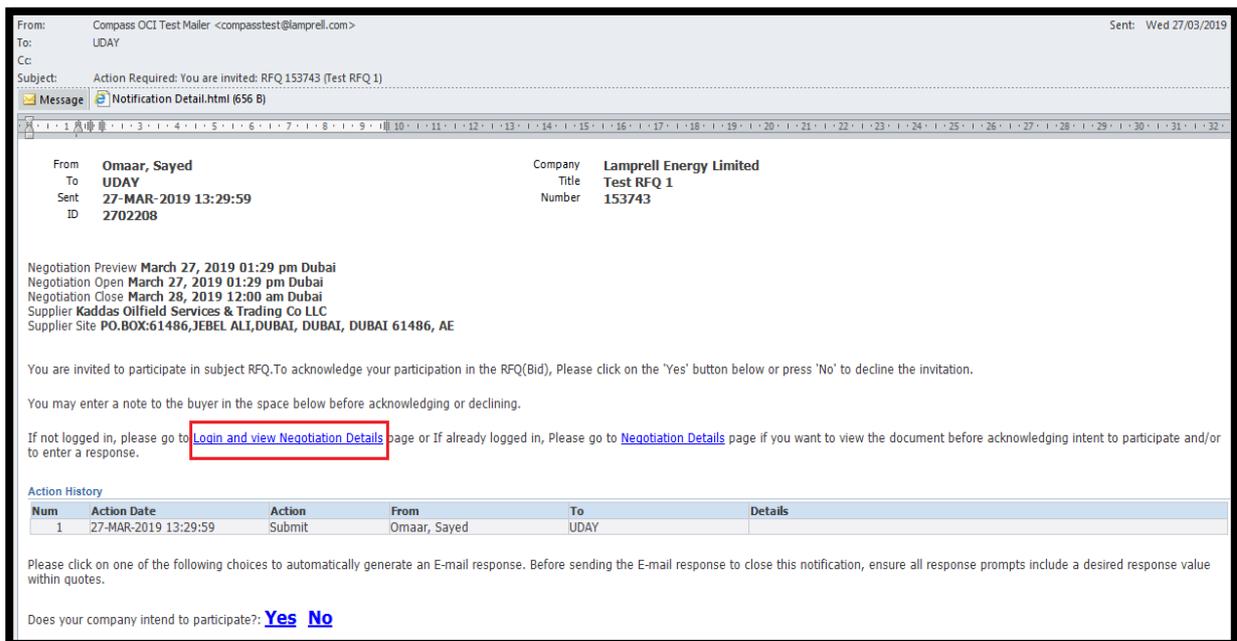
2. Login by entering the below details:
    i.   Enter 'User Name'
    ii.   Enter 'Password'
    iii. Click on the checkbox for accepting the 'General Data Protection Regulation (GDPR)'
    iv.   Click on 'Login'.

3. In case you have forgotten the 'Username' or 'Password', click on '**Login Assistance'** below the '**Login'** icon and follow the below steps:

    - In case you have forgotten the password: Type the 'Oracle Username' and click on **'Forgot Password'** and the password will be send to your company's registered email id.

    - In case you have forgotten the Username, type in your registered email id and click on **'Forgot User Name'**, the Username will be send to your company's registered email.

4. All open notifications will appear in the 'Worklist' as shown below.

5. Under **'Main Menu'** (Left side of the Page) click on 'Sourcing Supplier' (1) > 'Sourcing' (2) > Sourcing Home Page (3).

6. After clicking Sourcing Home Page below window will appear, you can view the invitations in **'Your Company's Open Invitations'** section. Further a Search Option is available (Screenshot below) to search for the desired RFQ/RFI . In case if you are unable to find any RFQ or RFI under **'Your Company's Open Invitations',** then please use the search box.

7. Once you select a RFQ Number, below Summary screen will appear:

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8. To Acknowledge the participation to the RFQ , Click on **'Acknowledge Participation' > 'Go' > 'Yes' >'Apply'.** (This is an optional step)
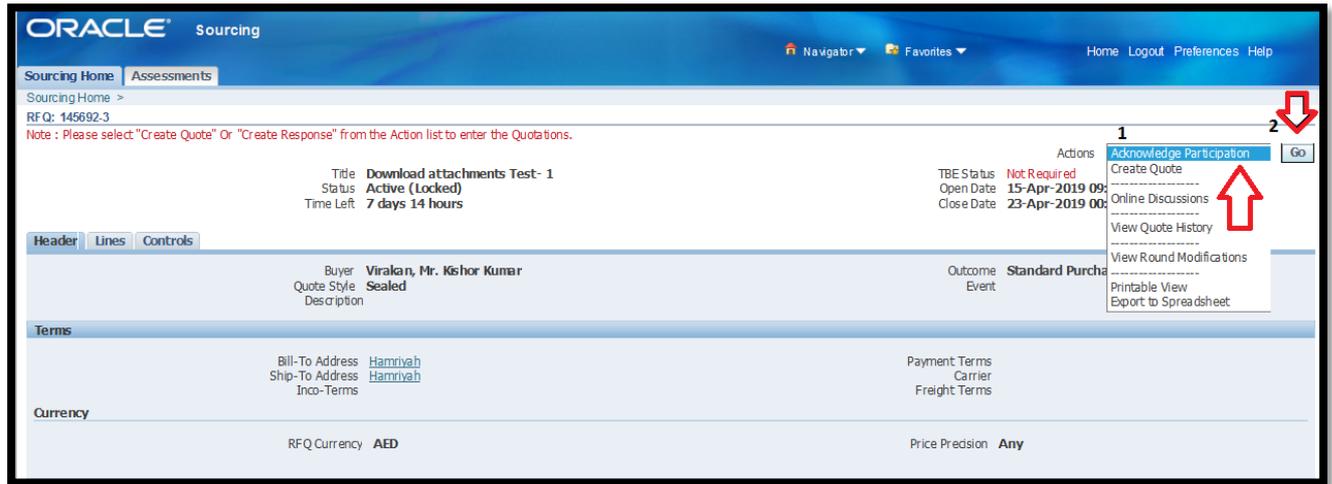
9. Click on **'Yes' >'Apply'** (If you perform step 7, step 8 is mandatory)
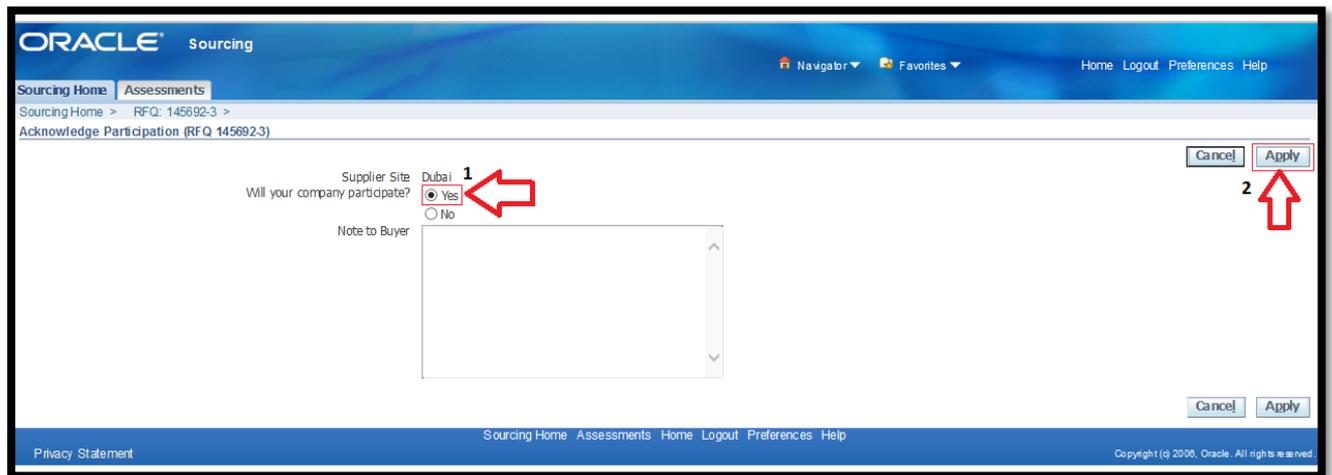
10. Supplier can check the item details in the line level as shown below. Click on **'Create Quote'** in case of an RFQ or **'Create Response'** in case of a 'RFI' and press **'Go'** to submit the Quotation details.

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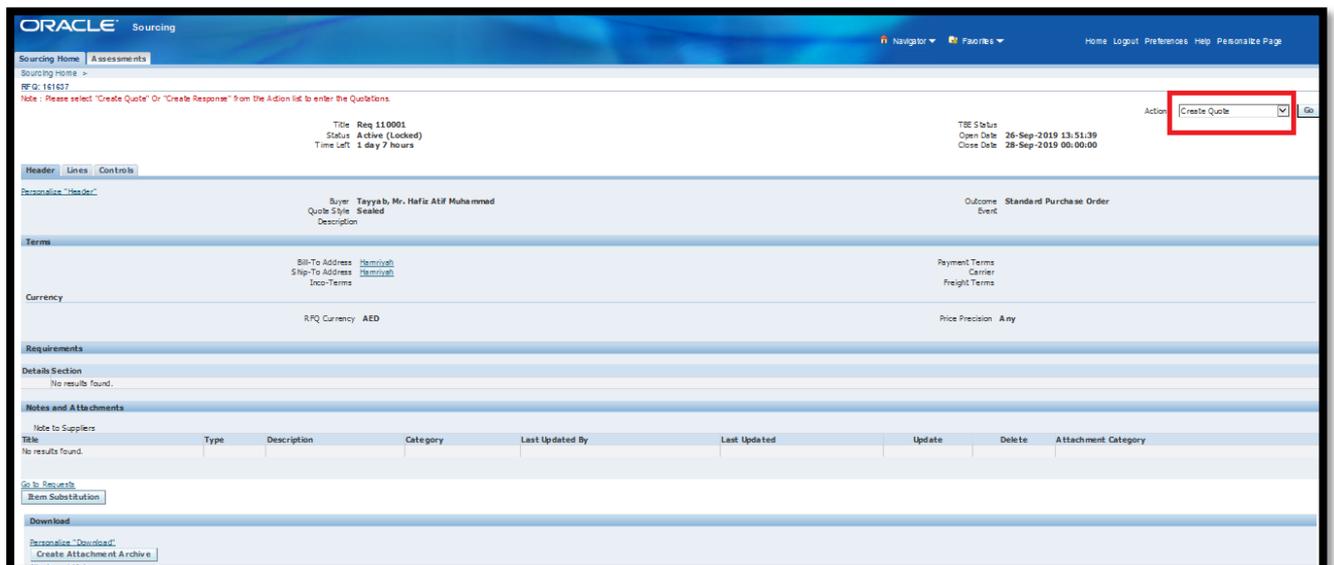
11. To the bottom of the RFQ page there is an option for supplier to download multiple attachments in one click.
    - Click on 'Create Attachment Archive'
    - Click on the link below shown 'Create Attachment Archive'
    - Click on 'Open'
    - All attachments attached in the Header and in Lines will appear with markup Header/Line attachements.

12. On the '**Header'** tab input the below information from the left :

    - **Quote Currency:** (By default the currency shown will be AED, a list of values with other currencies will be available to choose from.)

    - **Delivery Time:** Type the number of days or weeks in numerals (non-decimal entry).

    - **Delivery Time Type (Days or Weeks)** Please select 'Days' or 'Weeks' from the list of values

    - **Quote Valid Until :** (Enter the Bid valid until date)

    - **Reference Number:** Enter the quotation reference number (Optional)

    - **Note to Buyer:** (Optional)

    - **Inco Terms (Mandatory):** Type the Inco Terms in the field or please select from the List of Value by clicking on the 🔍 icon.

    - **Inco Terms [Country]** (Mandatory)**:** Type the Country Code or please select from the List of Value by clicking on the 🔍 icon.

    - **Inco Terms (City)** (Optional): Please select from the List of Value by clicking on the 🔍 icon.

    - **Inco Terms (Port)** (Optional): Please select from the List of Value by clicking on the 🔍 icon.

    - **Requirement Section:** There may be a question at the bottom of the 'Header' asking user to accept Lamprell Terms and Conditions and other quotation specific requirements. Please choose appropriate response from the LOV.

    Note: 'Delivery Time' and the 'Delivery Time Type (Days or Weeks)' are mandatory fields. You will not be able to proceed with the creation of quotation unless these two fields are entered. You are recommended to review the RFQ before clicking on 'create quote'. Alternatively, you can also review the RFQ after clicking 'create quote' using the 'view RFQ' option. If you are quoting for more than one line item, you will have the provision to provide the delivery time of each line item in the subsequent page.

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13. **Adding Attachments** (Any attachment you include here will be applicable for all line items of your quotation)

   i)   Input a 'Title' for the file (Optional but recommended)
   ii)   Click on Browse', select the file
   iii)   Click on 'Apply'
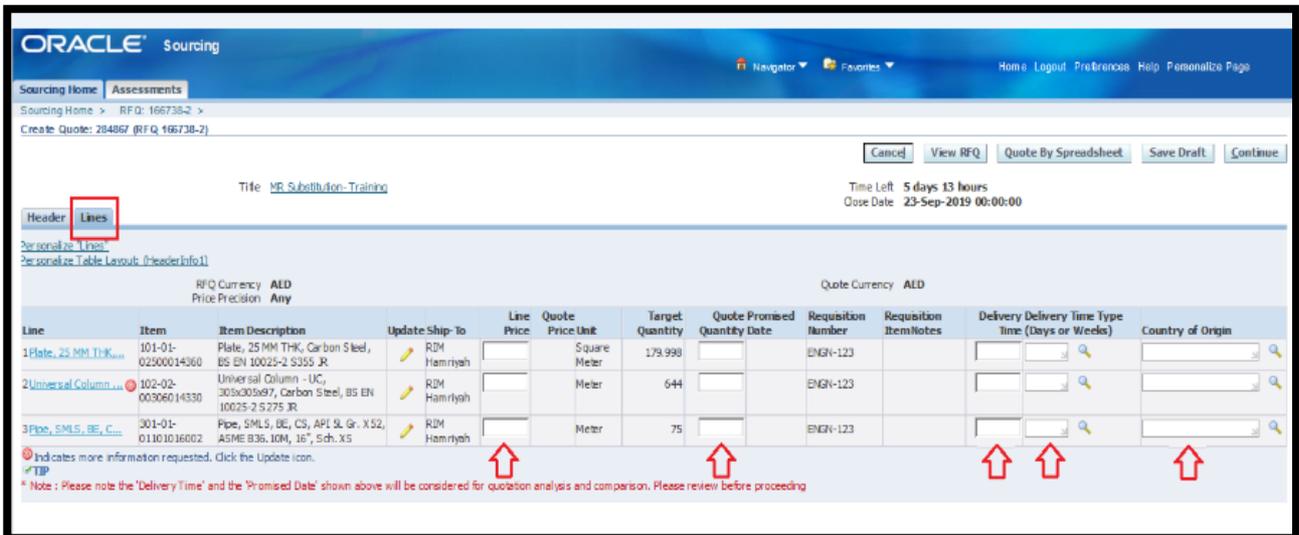
14. Click on the '**Lines**' tab to enter values for the following fields:

- Quote Price : (Please enter the 'Unit Price' and click on 'Tab' this will auto-populate the remaining fields shown below)
- Quote Quantity : (System Auto populates the RFQ Qty when the 'Quote Price' is entered, with an option to change the quantity, if required)
- Delivery Time : The 'Delivery Time' which is entered at the 'Header' tab gets auto populated at the line level, with an option to change the 'Delivery Time' in line level, if required

- Delivery Time Type (Days or Weeks) : The 'Delivery Time Type (Days or Weeks)' which is entered at the 'Header' gets auto populated at the line level, supplier has an option to change the 'Delivery Time Type (Days or Weeks)' for each quoted line item, if required
- Country of Origin (Please select from the List of Value by clicking on the 🔍 icon)

Note: The 'Promised Date' gets calculated automatically once the 'Delivery time' and the 'Delivery Time Type (Days or weeks)' are entered in the Header. Supplier has an option to change the same for each quoted line item. The delivery time & Promised Date in the 'Lines' page will be considered for quotation analysis.

15. After entering the above mentioned info, click on the Update button to fill in more Information and the Cost Factors, if any.
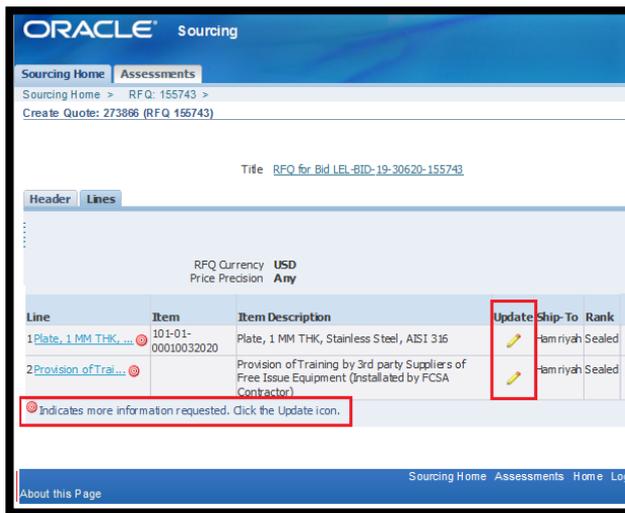
Note: Red symbol indicates more Information Required for the quote.
To find any attachments click on blue highlighted 'Line Description' and you will be able to see 'Notes and Attachments' section from where you can download attachments in case Buyers has attached any supporting documents.

16. Below page displays once the 'Update' button is clicked:

   i. 'Quote Value' (read as 'Supplier response') is to be entered against each line level 'Attribute' (read as Buyer's questions), it is mandatory if 'Attribute' type shows 'Required'.

   ii. 'Cost Factors' has to be entered as shown in point 2.

   iii. Enter 'Note to Buyer' (Non-Mandatory)

   iv. 'Add Attachment' –Add line level attachment if any. The attachments inserted here will be applicable only to the selected line item.

   Enter the desired information in the required field. And after filling up all information click on 'Apply' button.

17. Click on 'Continue' :

18. Review the Quote Total and click on **'Submit'** :

19. System will display a confirmation message.

A. Alternative method to upload a Quote is to use the **'Quote by Spreadsheet'** option :

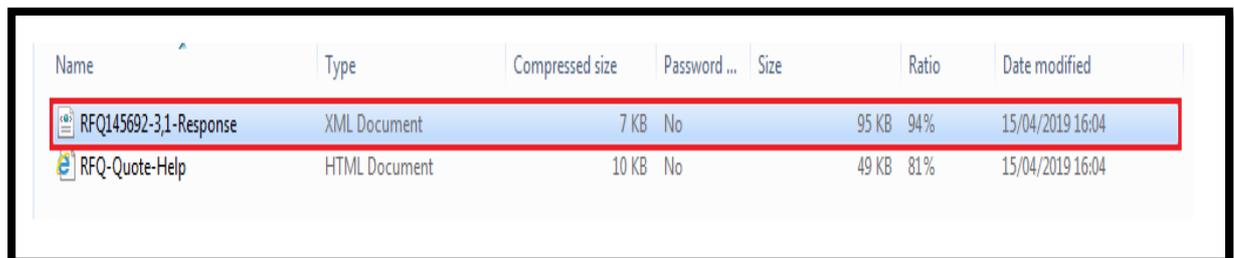Note: **'Delivery Time'** and **'Delivery Time type' (Days or Weeks)** to the left are two mandatory fields. Please enter the details and i) Click on **'Quote by Spreadsheet'**
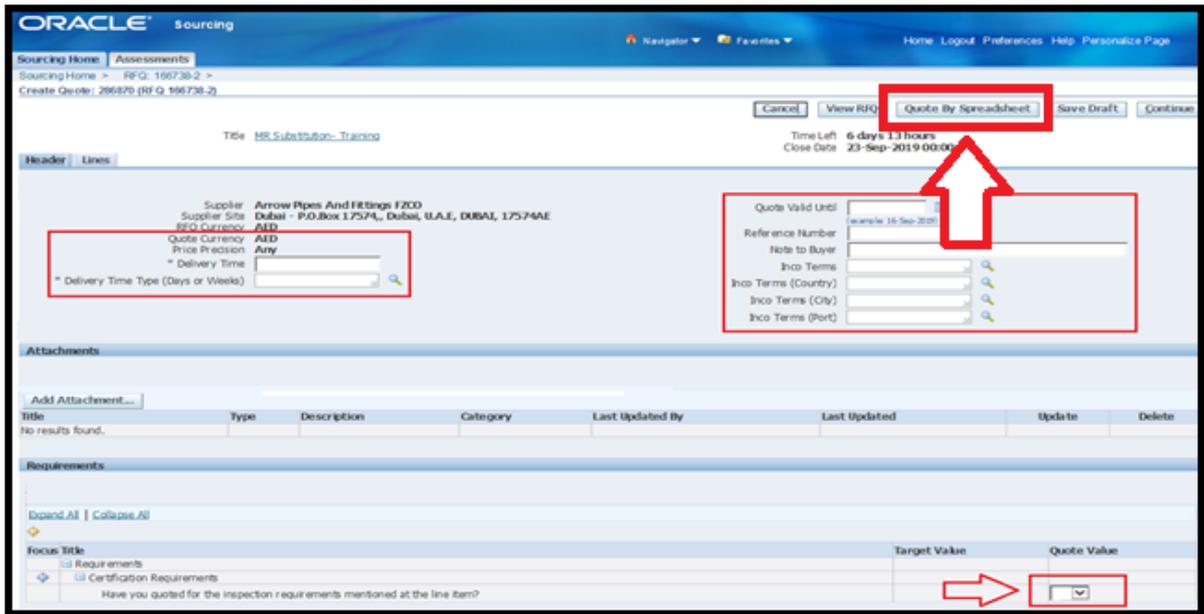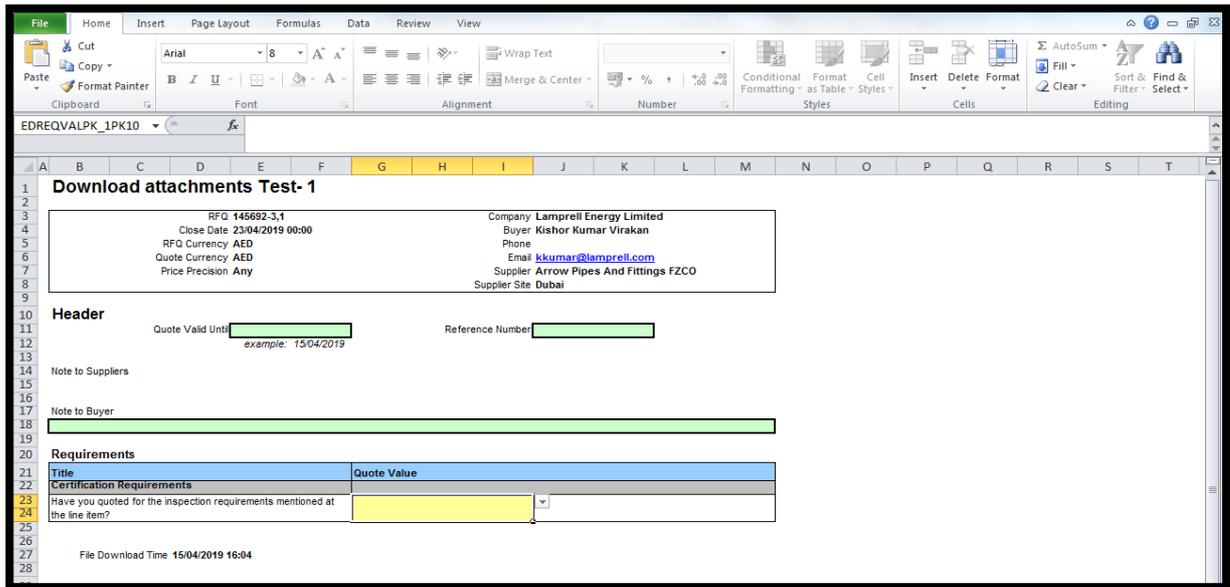

i. Click on **'Export'** :
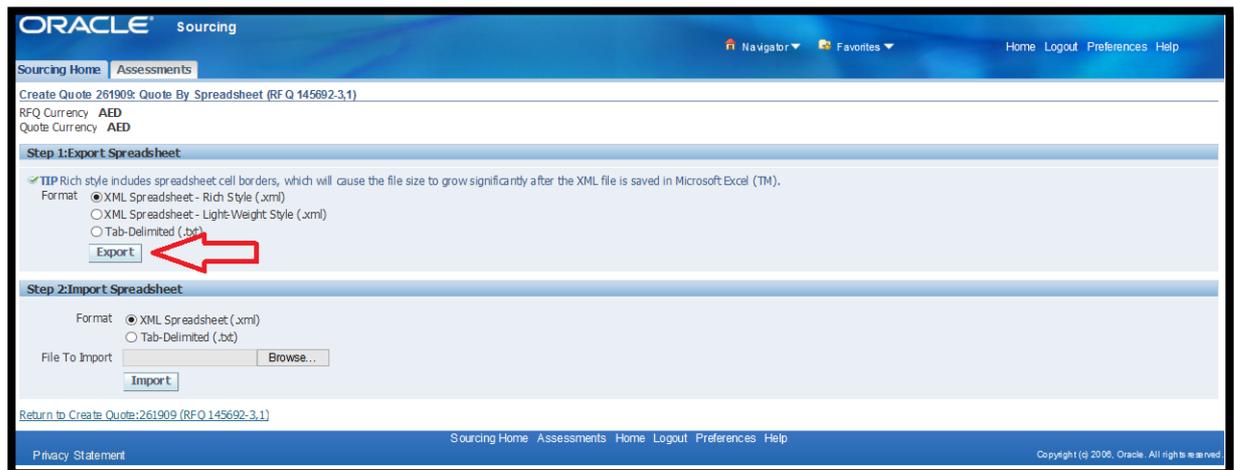
ii. Double click and open the '**XML file'** to input the quote :

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iii. In Sheet 1 i.e. in Headers Sheet, please fill in the fields shaded in yellow and green. **Note :** Yellow fields are mandatory fields and Green fields are optional :
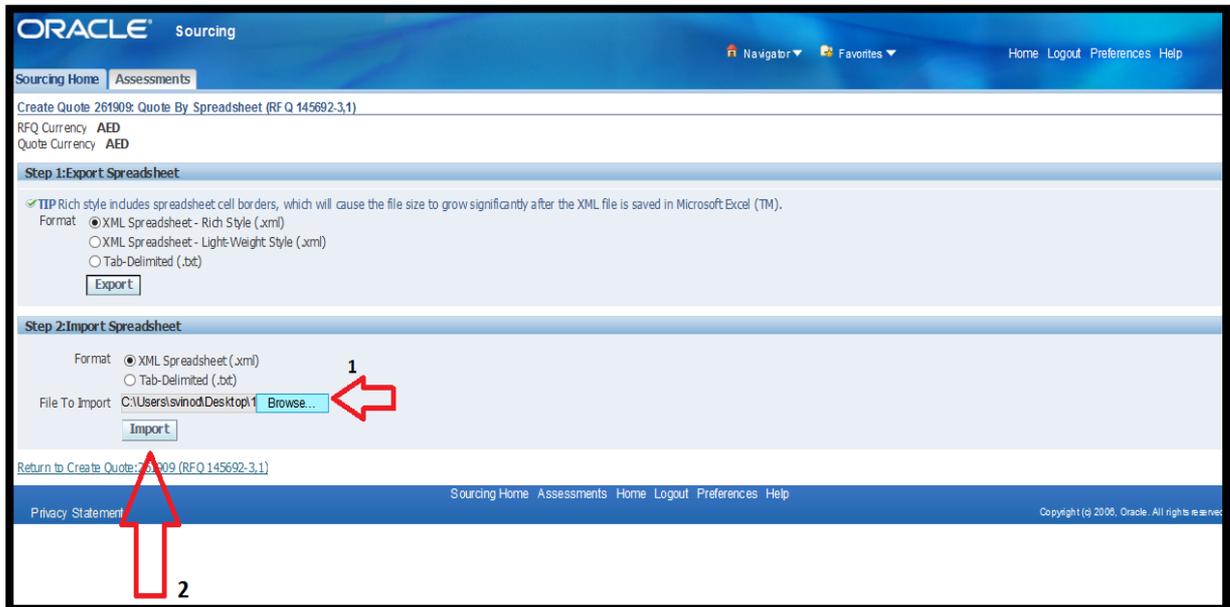

iv. Click on '**Lines**' sheet and fill in the details in yellow field and green field and save the file in your Desktop *(You are recommended to not enter the promised date in this file)*
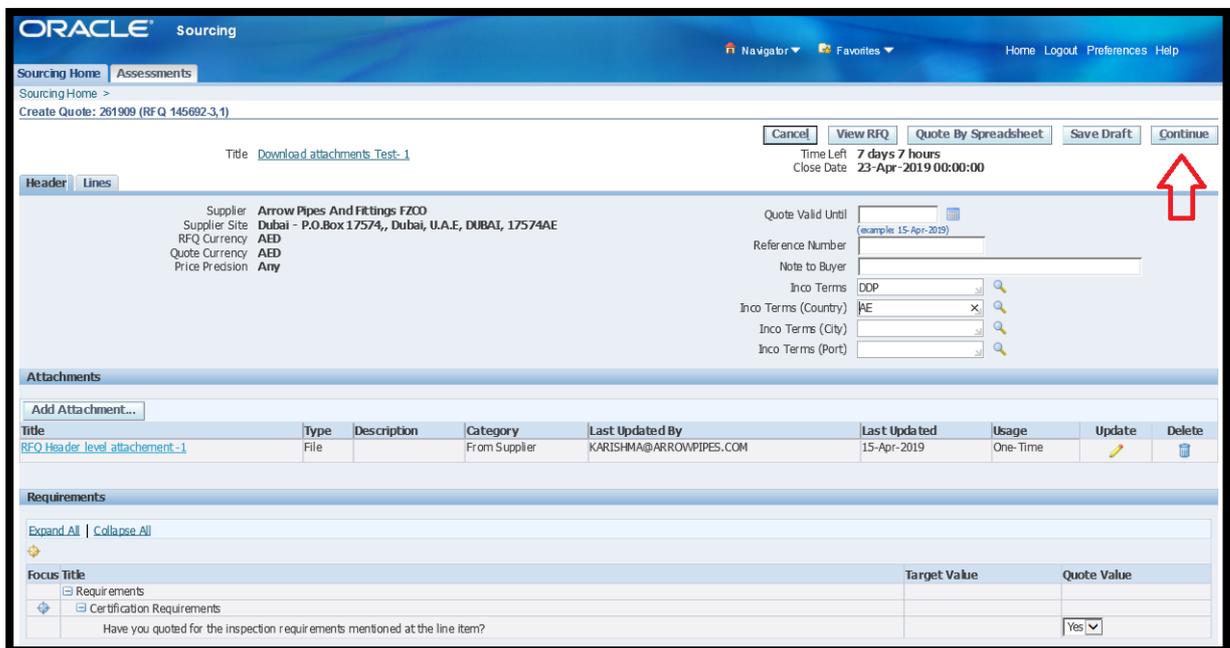
Note: The 'Promised date' entered in the spreadsheet will be superseded by the 'Delivery time' and 'Delivery Time Type (Days & Weeks)' entered in the 'Header'.
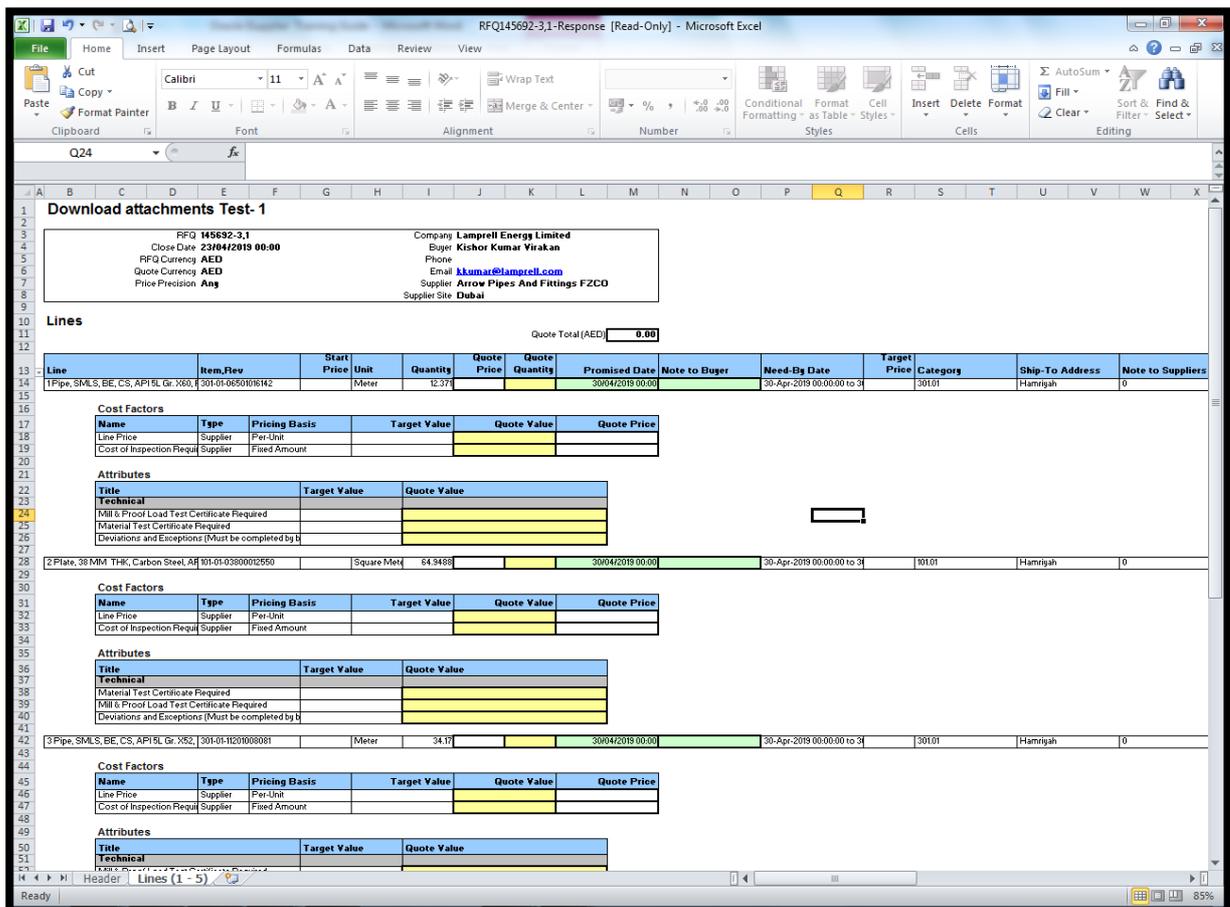
v. Click on '**Browse**' and click on '**Import**' :

vi.   *Navigate to 'Lines' page to review & update the delivery time, delivery type & promised date, if required.*

vii. *Review the quotation & Click on* **'Continue':**
      Note : The 'Promised Date' gets calculated automatically once the 'Delivery time' and the 'Delivery Time Type (Days or weeks)' are entered in the Header. Supplier has an option to change the same for each quoted line item. The delivery time & Promised Date in the 'Lines' page will be considered for quotation analysis.

viii. Click on **'Submit' :**

ix. System will display a confirmation message.

FAQs:

If there are amendments to the existing RFQ please follow the below steps:

a. Click on **'Acknowledge Amendments'** :
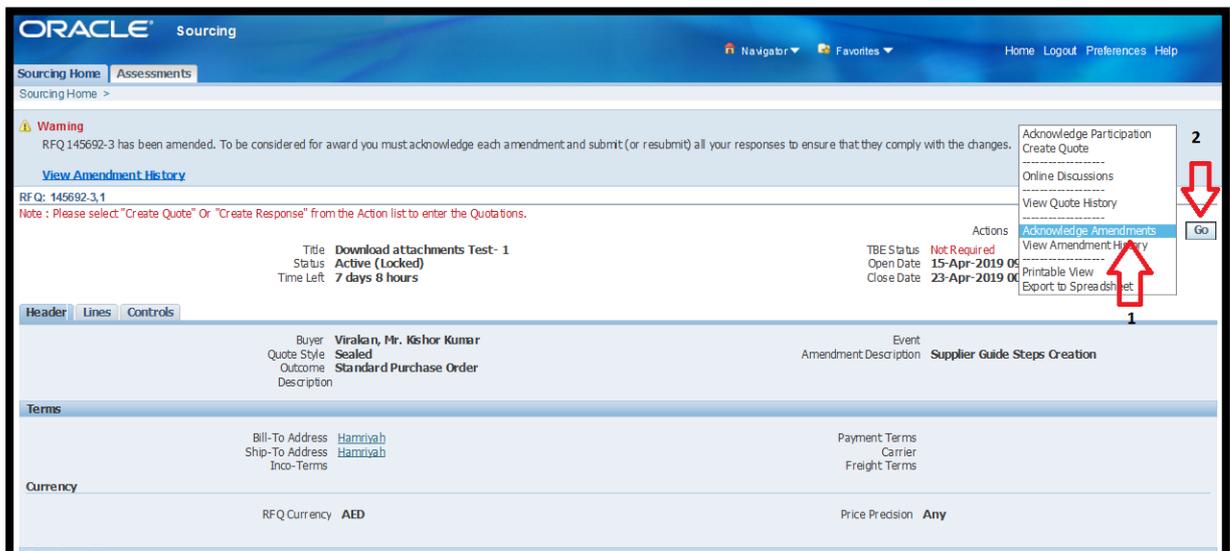
b. Click on the checkbox 'I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ ' and click on **'Acknowledge'**
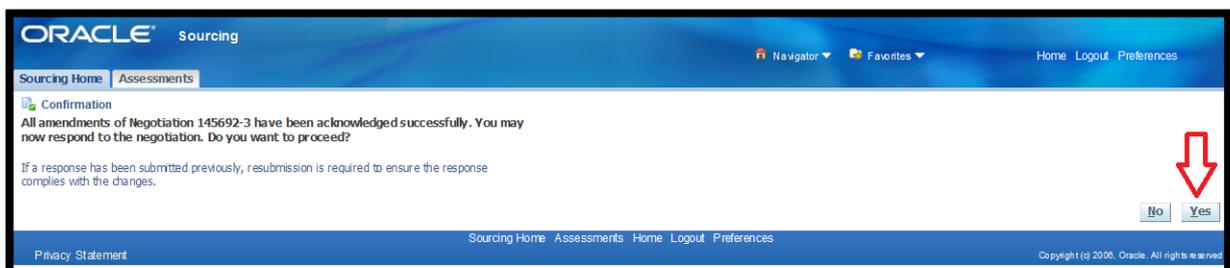

c. Click on **'Yes'** and continue and click on '**Create Quote'.**

Purchasing:

When Lamprell Energy Ltd will enter a Purchase Order in Oracle Purchasing, the PO details will be available to the supplier in the iSupplier Portal which will enable the supplier to track the PO's throughout the entire procure-to-pay flow.

Purchase Orders:

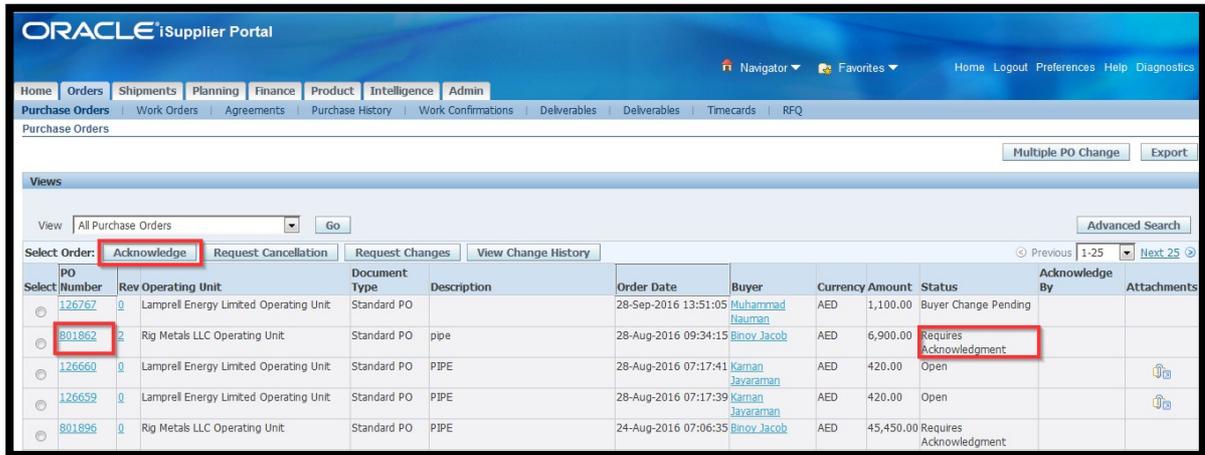Navigation Path: iSupplier Portal full access > Home Page > Orders > Purchase Orders

As a supplier you can open any PO by clicking on its number
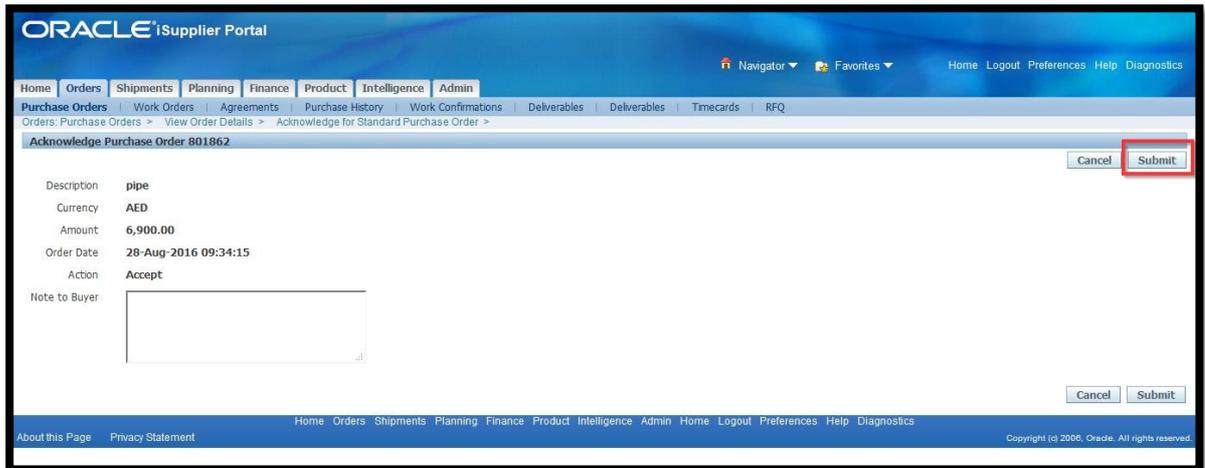

It is important to notice the status next to the PO, if the status shows as requires acknowledgment; then select the PO and click Acknowledge

Click the Accept Entire Order if you want to proceed with this PO else Reject Purchase Order
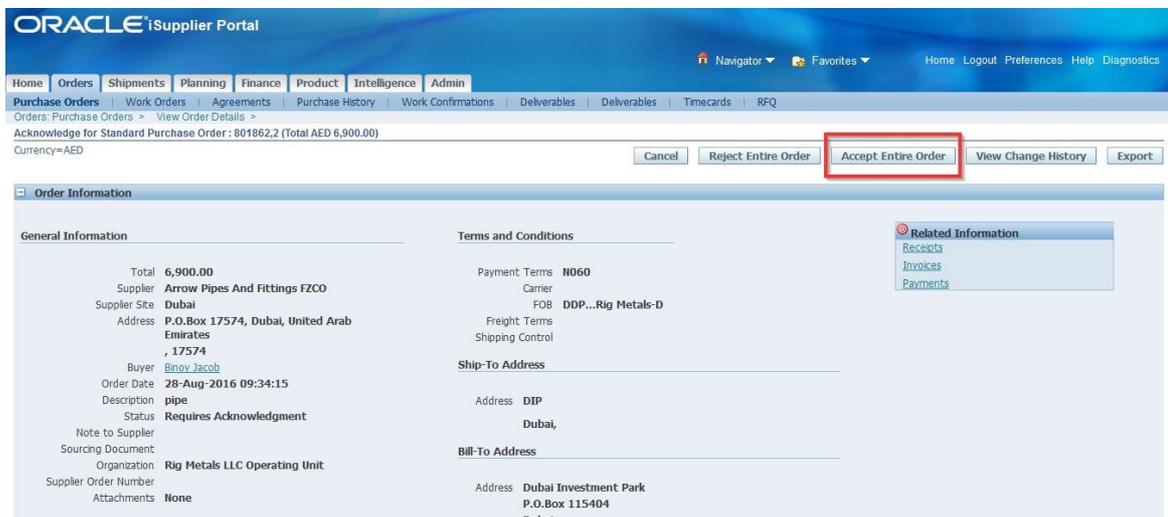
Click Submit. This will navigate to PO summary page and you can give a note to buyer.

After the PO is acknowledged the status will become Accepted.

View Receipts

Navigation Path: iSupplier Portal Full access > Home Page > Shipments > Receipts

On the **Receipts** page, you may search for details on receipt transactions using the following search criteria:

> Organization
> Supplier
> Supplier Site
> Receipt Number
> Receipt Date
> PO Number
> Item
> Supplier Item
> Receipt Location

You must enter a minimum search criteria to display search results.
Minimum search criteria for receipts include receipt or supplier.
You may view details of receipt transactions in the search results list.
If you would like to export data regarding receipt transactions, click Export.

View Returns

Navigation Path: iSupplier Portal Full Access > Home Page > Shipments > Returns
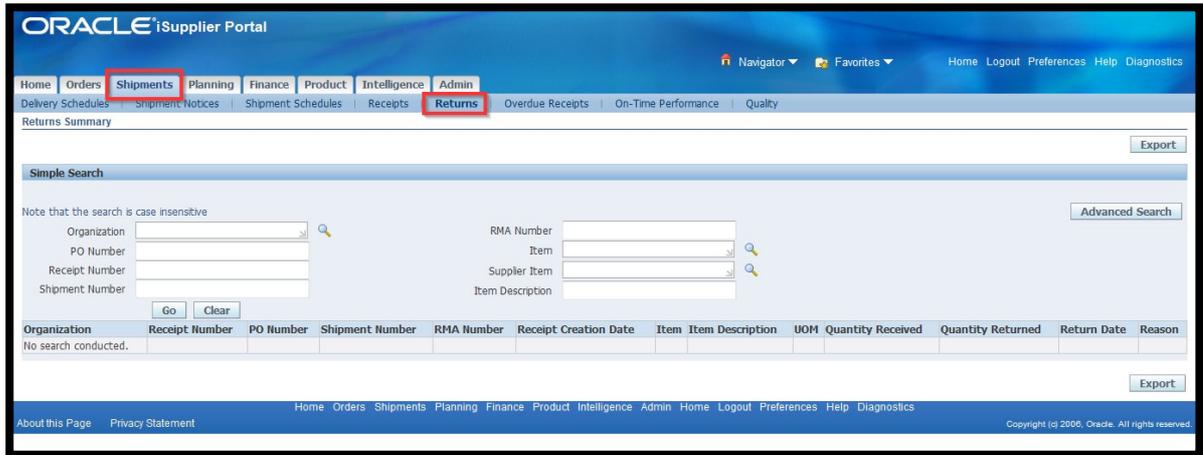
Now you can search your PO number or simply click on go to see a list of your returns.
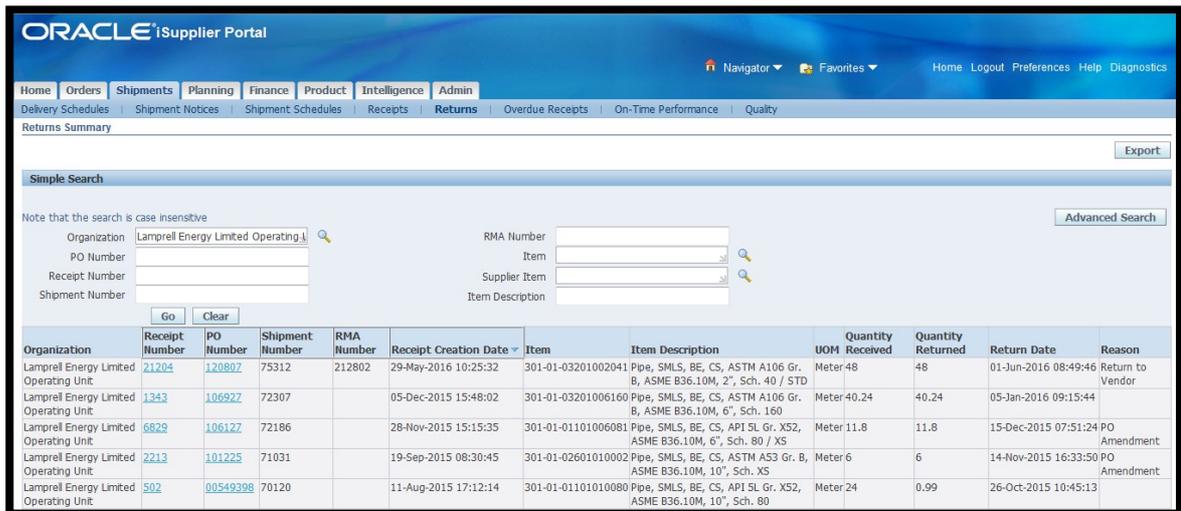
Online Invoicing

Submitting Invoices

You can submit an invoice online to Lamprell Group based on the purchase order lines you have fulfilled. You can invoice against open, approved, standard, or blanket purchase orders that are not billed fully or partially billed.

You can enter a credit memo against a fully billed purchase order (use negative quantity amounts to enter a credit memo), as well as invoice against multiple purchase orders. However, the currency and organization of all items on an invoice must be the same. The organization is the entity within the Lamprell Group that you are invoicing.

Once you have logged in, please click on the i-supplier Portal Invoicing as marked in the below screen shot:
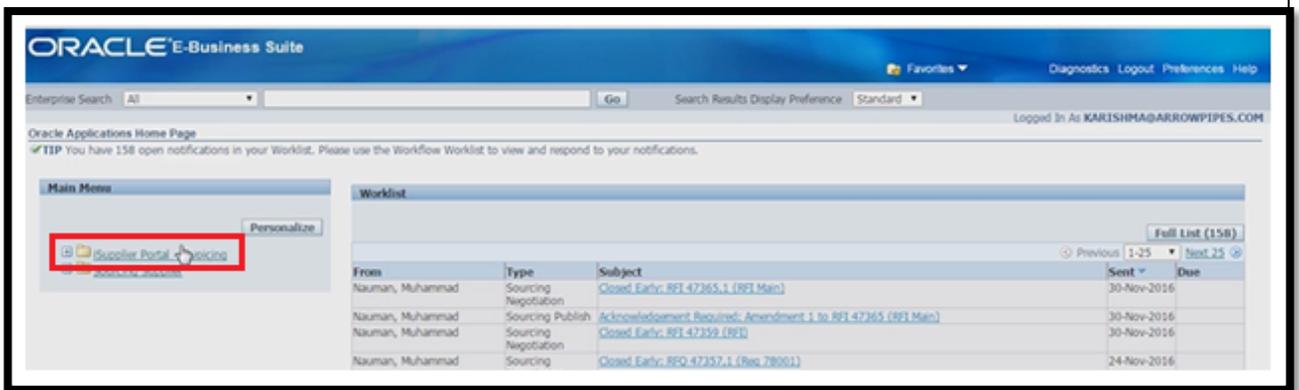
On the next page click on the Finance Tab on the top left hand side the page

Navigation Path: **'iSupplier Portal Full Access'** > **'Home Page'** > **'Finance'**
Please note that you can create an invoice only against a PO. Please click on the **'Go'** button against **'Create Invoice'** with a PO as marked in the below screen.
In the Invoice creation page you will be able to search for a PO against which you wish to create an invoice.
Please enter the first 6 digits (ONLY) of your PO number in the field as marked in

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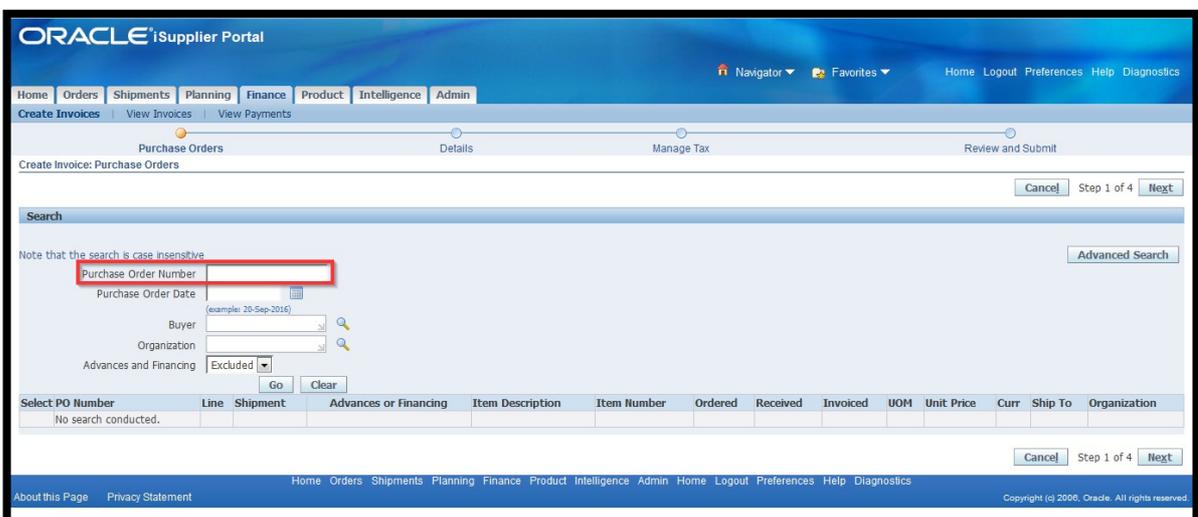
the below screen and press '**Go**' .

The line items of the PO will appear as shown below:

Select the line items of the PO to be invoiced and click '**Add to Invoice**' which is available on the top of the line items. Add as many items as you need (items on your invoice display at the bottom of the page under the section Purchase Order Items added to Invoice). If you mistakenly add an item to the invoice, you can select it and click '**Remove from Invoice**'

The Received and un-invoiced Quantity against a line item can be added to invoice list. Any items without a receipt will not be reflected in this page for selection.

In case items are delivered by the supplier and is not reflecting in this list for selection please contact the Expeditor or the Buyer.

When finished adding items, click '**Next**'.

Below screen will be displayed i.e. the '**Create Invoice Details**' as shown below:

On the '**Create Invoice Details**' page, enter the following information:

Invoice number (Invoice number cannot be duplicate i.e. previously submitted invoice number will not be accepted again by the system)

Invoice date

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Invoice description

Tax registered selection (Yes/No)

Attach scanned copies of invoice and delivery note, etc.by clicking on the **'Add'** button.

You can also update the quantity by changing the same in case you are submitting a partial invoice against this line item.

Please fill in all the mandatory fields which are denoted by an (*) mark.

Please click '**Next'**

Now you will reach the review and submit page as shown below

Above page is an overview of all the information you have entered before submitting the invoice.

Please click on the **'Save'** button (as shown above). All the information will be saved in the system so that you can edit and submit it later.

If you have submitted the information you will not be permitted to make any changes. In case any change is required, please contact Lamprell Payable Department (06-5137200)

Click '**Submit'** button (As shown above) to submit your invoice.

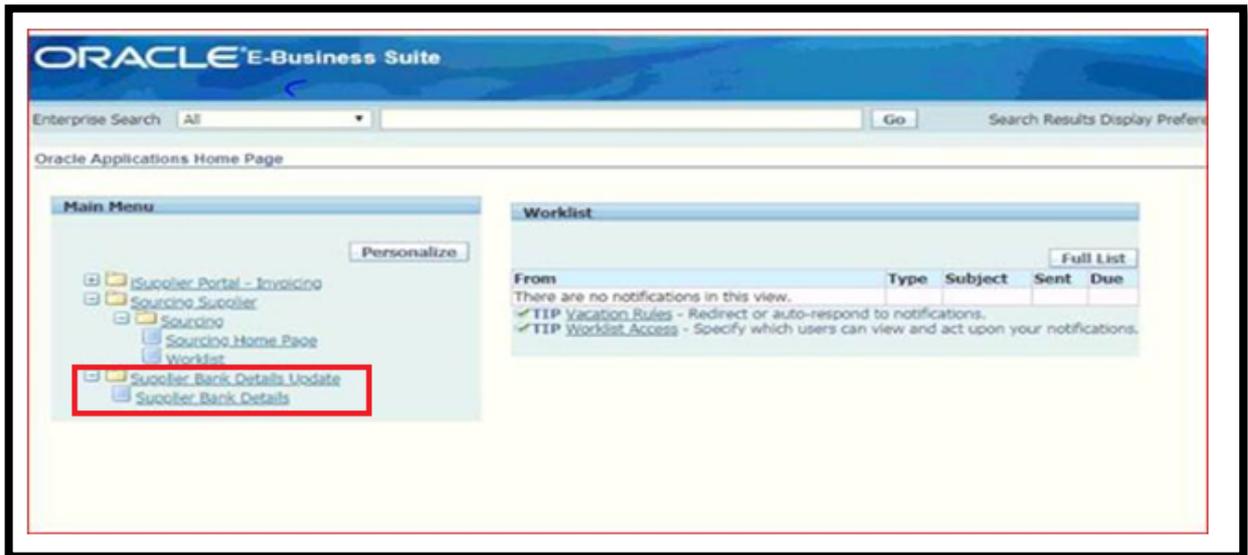You will receive the below page with a confirmation message
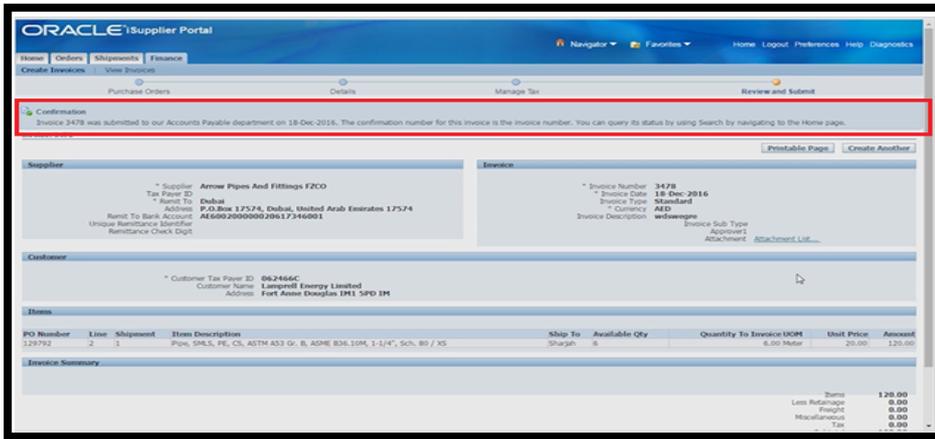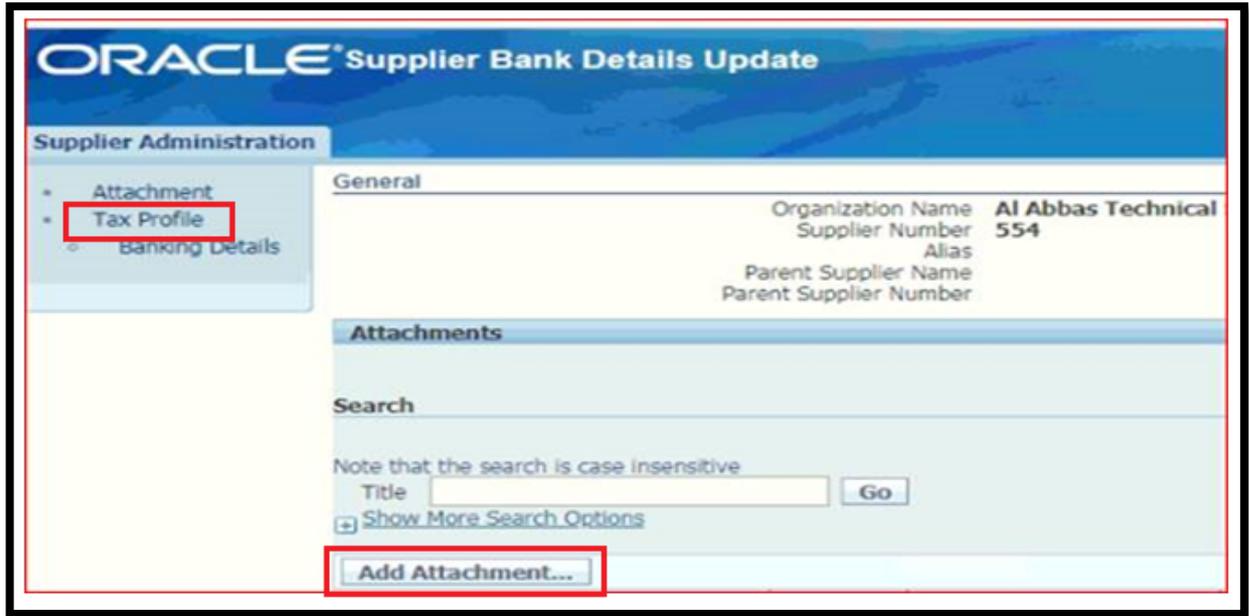
TAX PROFILE UPDATE:

- While submitting the invoice if you are getting the following *error message*, please follow the below instructions to complete the TAX Registration through Portal.
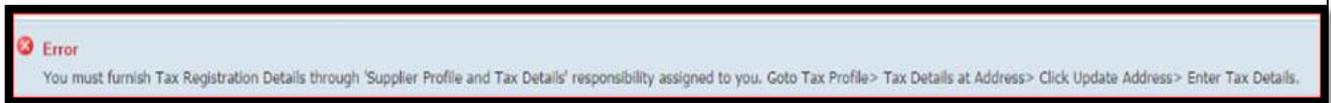
Register the Tax details under the tab '**Supplier Bank Details Update' >>> Supplier Bank Details >>>**.

Click on Attachments >>> Press **Add Attachments** respective attach VAT certificate

Kindly copy fill point 1 to 4 as shown below and send an email to the below email id attaching the copy of your VAT certificate;
vathelpdesk@lamprell.com
akumar@lamprell.com

Note : Please mention the subject of your email as **"Request to update VAT details".**

Additional Tax Registration Details:

Tax Registration Details	Remarks from Supplier	
1) Are you required to register for VAT in the UAE?		(Yes/No)
2) Is this entity operating from a Designated zone?		(Yes/No)
3) Designated Zone Name		
4) UAE Tax Registration Number		

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BANK DETAILS UPDATE:

If you want to update your bank details, please follow the below steps:

Step 1

- Please log in to I-supplier portal via **www.lamprell.com => Suppliers and Vendors => Registered supplier login**

- Register the bank details under the **tab 'Supplier Profile and Tax Details' => Banking Details => Create (See the below screen shot)**

Step 2

**Please give the following information in the respective fields (refer the below screen shot)**

- Select country
- Select Existing Bank & Branch
- Against Branch name, you need to enter Swift code (don't enter branch name)
- System will automatically picks branch number, BIC and Branch Type
- Enter IBAN number against Account number
- Enter the currency
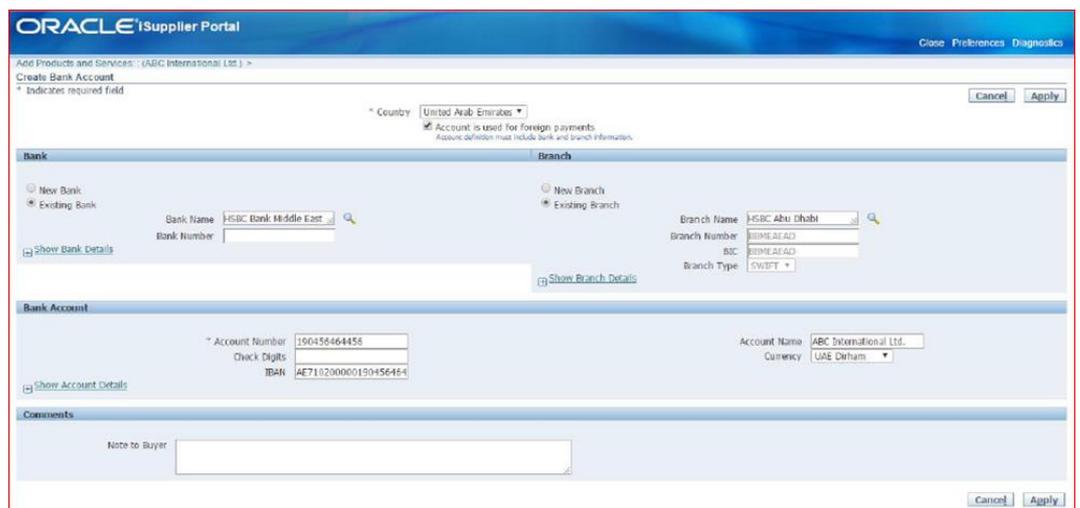
Step 3

Please attach the bank details in your company letter head with stamp and signature from your Head of Finance or authorised person. This document can be attached under the tab **'Attachment'** & then **'SUBMIT'.**
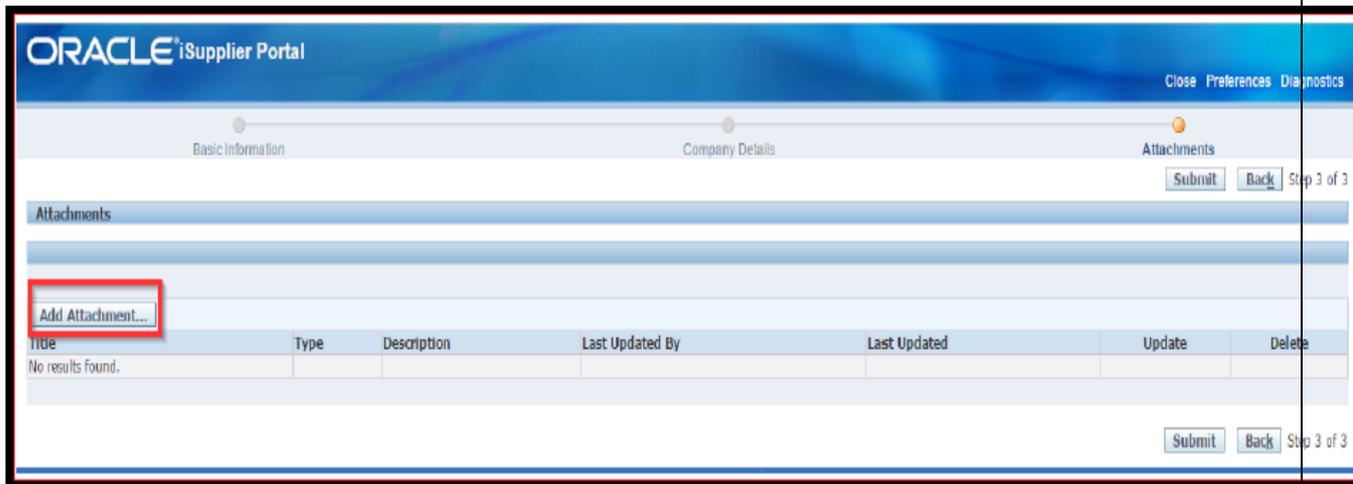
Kindly note that the Bank letter will be on your company's letter head having below information and duly signed by your financial head/authorised signatory. After the submission of bank letter kindly send the same to Payables (akumar@lamprell.com) for approval process.

BANK NAME:

SWIFT CODE:

BRNACH NAME:

BENEFICIAY NAME:

CURRRENCY:

ACCOUNT NUMBER (IBAN NUMBER)

HEAD OF FINANCE NAME, DESIGNATION AND SIGNATURE, with company stamp.

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View Invoices

Navigation Path: iSupplier Portal Full Access > Home Page > Finance > View Invoices

On the **View Invoices** page, you may search for details on invoices using the following search criteria:

- Invoice
- Supplier
- Supplier Site
- Invoice Date
- PO Number
- Payment
- Payment Status
- Operating Unit
- Gross Amount
- Invoice Date
- Amount Due
- Due Date

You must enter minimum search criteria to display search results. Minimum search criteria for invoices include invoice number or supplier.

You may view details of invoices in the search results list.

If you would like to export

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Work Confirmation

Over the course of a subcontract, various pay items defined for the subcontract come due. To notify the Lamprell Project Management that a pay item needs to be processed for a completed unit of work, the subcontractor creates a work confirmation. The subcontractor creates work confirmations for requesting payments. For each pay item that is included on the work confirmation, the subcontractor must enter the amount requested or state the progress percentage and any material stored onsite, etc.

Additionally, if there are any supporting documents for the work performed, attach the documents to the work confirmation. When the work confirmation document is complete, subcontractor submits it to the Lamprell Project Management for approval. Work confirmation is routed for approval to Quantity Surveyor and Project Manager.

Create Work Confirmation

- From the home screen, access the purchase order by inputting PO number.

Click the PO Number

- On the **PO Details** page, select Create Work Confirmation from the Actions menu and click Go.

- From the View menu, select either
  - Pay Items Due This Week
  - Pay Items Due This Month
  - All Pay Items

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- On the **Create Work Confirmation** page, select one or more pay items and click Next.

- Enter a work confirmation ID.

- If this work confirmation reflects a particular span of time, enter performance period dates.

- Accept the default or enter a value for Requested/Delivered.

- Update the Progress Percentage column, if appropriate.

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- Click Save to keep a draft work confirmation in the system. You can return to the draft later for make further updates or submit it. When you have finished defining your work confirmation, click Submit. Once you click Submit, the approver is notified of the work confirmation and must approve it.

- You will receive below message if work confirmation is saved without submitting

- If the work confirmation is submitted to Lamprell for approval, below confirmation will be provided to subcontractor.

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View/Update an existing work confirmation

You can view existing work confirmations.

- From the Orders tab, click the Work Confirmations subtab.

- From the View menu, select either
    - Last 25 Work Confirmations
    - Draft Work Confirmations
    - Rejected Work Confirmations
    - All Work Confirmations

- The search results show the progress of the complex work order using the following columns:
    - Previous Requested
    - Previous Delivered
    - Current Requested
    - Current Delivered
    - Total Progress %
- Click the work confirmation number to access and view the work confirmation.

You can select the work confirmation and click Update if you need to make changes to confirmation or address any issues with a rejected confirmation. You can modify details

of a rejected work confirmation as well as add additional items. If the confirmation has a status of Processing, Rejected, or Pending Approval, you can select the confirmation and delete it.