

USER GUIDE - REGISTERED  
SUPPLIERS  
(Detailed version)

Lamprell Energy Limited

Supply Chain Management



Version: 1.2

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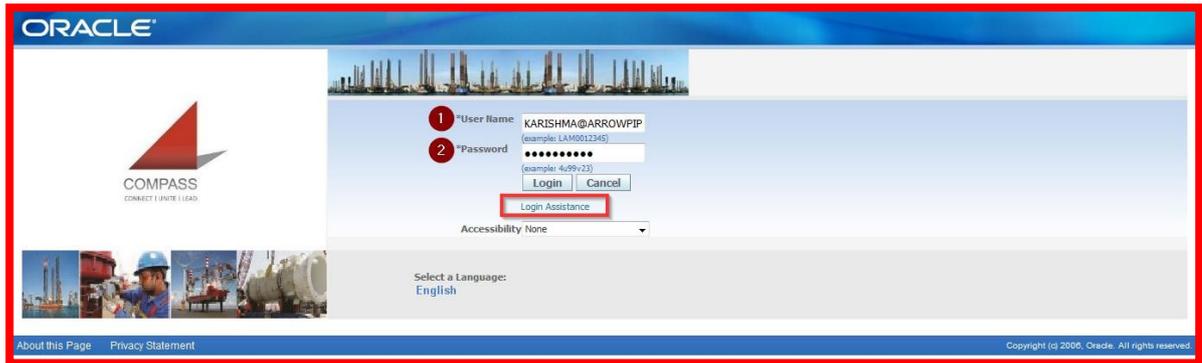


## Introduction

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

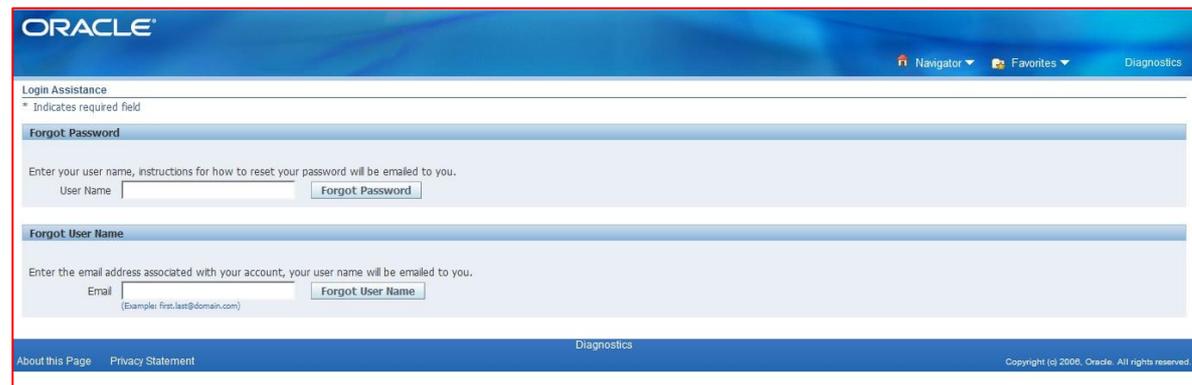
To login to iSupplier portal of Lamprell Energy Ltd, click on the login link for registered suppliers. Below page will be opened



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 be routed to your homepage as below

The screenshot displays the Oracle E-Business Suite homepage. At the top, there is a navigation bar with 'Favorites', 'Diagnostics', 'Logout', 'Preferences', and 'Help'. Below this is an 'Enterprise Search' field with a 'Go' button and a 'Search Results Display Preference' dropdown set to 'Standard'. The user is logged in as 'KARISHMA@ARROWPIPES.COM'. A tip indicates 131 open notifications in the Worklist. The 'Main Menu' (1) includes options like 'Supplier Portal - Full Access', 'Plan to Pay Supplier View', 'Supplier Profile & User Manager', 'Supplier Profile Manager', 'Supplier Profile Manager (View-only Contact Directory)', and 'Supply Chain Collaboration Planner'. The 'Worklist' (2) table shows the following data:

From	Type	Subject	Sent	Due
Nauman, Muhammad	Sourcing Publish	You are invited: RFO 44662 (Req 4001)	04-Oct-2016	24-Aug-2017
Jacob, Binoy	PO Approval	Rio Metals LLC Operating Unit - Standard Purchase Order 801862,2 requires your acceptance		28-Aug-2016
Jacob, Binoy	PO Approval	Rio Metals LLC Operating Unit - Standard Purchase Order 801896,0 requires your acceptance		24-Aug-2016
Jacob, Binoy	PO Approval	Lamprell Energy Limited Operating Unit - Standard Purchase Order 126402,0 requires your acceptance		23-Aug-2016
Pattu, Saravanan	PO Approval	Lamprell Energy Limited Operating Unit - Standard Purchase Order 126338,0 requires your acceptance		22-Aug-2016
Kuruvila, Rajju	PO Approval	Maritime Industrial Services Co Limited Inc Operating Unit - Standard Purchase Order 901885,2 requires your acceptance		22-Aug-2016
Jacob, Binoy	PO Approval	Maritime Industrial Services Co Limited Inc Operating Unit - Standard Purchase Order 902001,0 requires your acceptance		21-Aug-2016

- 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

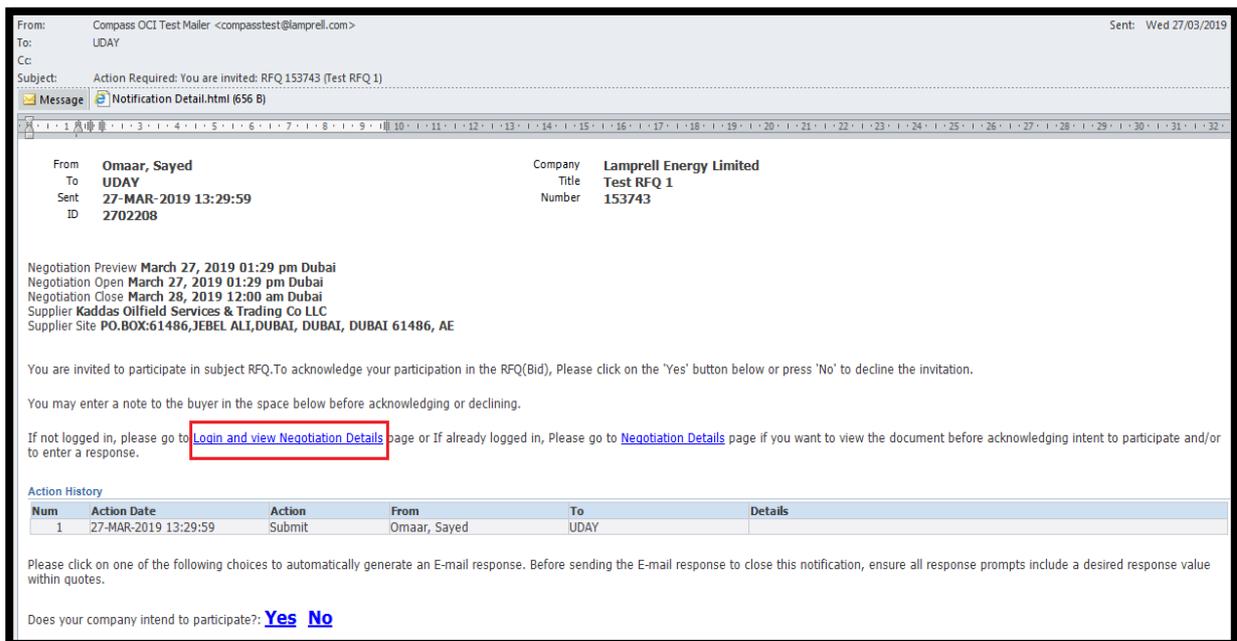
Suppliers can use the Lamprell Energy Ltd iSupplier Portal to quickly locate and respond to RFQs and RFIs. If you are not registered as a Supplier with Lamprell, buyers can invite you to register with the system. Once you receive a registration invitation and have registered and been approved, you can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

Oracle Applications Home Page  
 TIP You have 13 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Personalize Table Layout: (menuTable)

**Main Menu**

Personalize "Main Menu"  
 Personalize Table Layout: (headerTable)

Personalize

- Supplier Portal - Invoicing
- Sourcing Supplier
- Supplier Bank Details Update

Personalize "Worklist"

Personalize "Notifications WorklistFunction"

Personalize "Notification List"

Full List (13)

From	Type	Subject	Sent	Due
Khan, Irfan	Sourcing Negotiation	<a href="#">Closed Early: RFO 156743 (Req 255002)</a>	03-Apr-2019	
Virakan, Kishor Kumar	Sourcing Negotiation	<a href="#">Closed Early: RFO 156742 (ROA Retesting)</a>	03-Apr-2019	
Omaar, Sayed	Sourcing Negotiation	<a href="#">Closed Early: RFO 156741 (Req 346004)</a>	03-Apr-2019	
Omaar, Sayed	PO Approval	<a href="#">Lamprell Energy Limited Operating Unit - Standard Purchase Order 173601_0</a>	02-Apr-2019	
Omaar, Sayed	PO Approval	<a href="#">Lamprell Energy Limited Operating Unit - Standard Purchase Order 173601_0 requires your acceptance</a>	02-Apr-2019	
Khan, Irfan	Sourcing Negotiation	<a href="#">Extended: RFO 155739.1 (RFO for Bid LEL-BID-19-0002-153739)</a>	02-Apr-2019	
Khan, Irfan	Sourcing Publish	<a href="#">Acknowledgement Required: Amendment 1 to RFO 155739 (RFO for Bid LEL-BID-19-0002-153739)</a>	02-Apr-2019	
Tayyab, Hafiz Atif Muhammad	Sourcing Negotiation	<a href="#">Closed Early: RFO 155752-2 (Req 373004)</a>	01-Apr-2019	
Tayyab, Hafiz Atif Muhammad	Sourcing Negotiation	<a href="#">Closed Early: RFO 155751-3 (Req 348004)</a>	01-Apr-2019	
Omaar, Sayed	PO Approval	<a href="#">Lamprell Energy Limited Operating Unit - Blanket Purchase Agreement 173593_0 requires your acceptance</a>	01-Apr-2019	
Tayyab, Hafiz Atif Muhammad	PO Approval	<a href="#">Lamprell Energy Limited Operating Unit - Standard Purchase Order 173590_0 requires your acceptance</a>	26-Mar-2019	
Khan, Irfan	PO Approval	<a href="#">Lamprell Energy Limited Operating Unit - Blanket Purchase Agreement 173547_1 requires your acceptance</a>	26-Mar-2019	
Khan, Irfan	PO Approval	<a href="#">Lamprell Energy Limited Operating Unit - Blanket Purchase Agreement 173559_2 requires your acceptance</a>	26-Mar-2019	

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

Oracle Applications Home Page  
 TIP You have 13 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Personalize Table Layout: (menuTable)

**Main Menu**

Personalize "Main Menu"  
 Personalize Table Layout: (headerTable)

Personalize

- Supplier Portal - Invoicing
- Sourcing Supplier **1**
- Sourcing **2**
- Sourcing Home Page **3**
- Worklist
- Supplier Bank Details Update

Personalize "Worklist"

Personalize "Notifications WorklistFunction"

Personalize "Notification List"

Full List (13)

From	Type	Subject	Sent	Due
Khan, Irfan	Sourcing Negotiation	<a href="#">Closed Early: RFO 156743 (Req 255002)</a>	03-Apr-2019	
Virakan, Kishor Kumar	Sourcing Negotiation	<a href="#">Closed Early: RFO 156742 (ROA Retesting)</a>	03-Apr-2019	
Omaar, Sayed	Sourcing Negotiation	<a href="#">Closed Early: RFO 156741 (Req 346004)</a>	03-Apr-2019	
Omaar, Sayed	PO Approval	<a href="#">Lamprell Energy Limited Operating Unit - Standard Purchase Order 173601_0</a>	02-Apr-2019	
Omaar, Sayed	PO Approval	<a href="#">Lamprell Energy Limited Operating Unit - Standard Purchase Order 173601_0 requires your acceptance</a>	02-Apr-2019	

- 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.

The screenshot shows the Oracle Sourcing interface. At the top, there are navigation links for 'Sourcing Home' and 'Assessments'. A search bar is present with a dropdown menu set to 'Title' and a 'Go' button. A red arrow points to the 'Go' button with the text 'Search Option Available'. Below the search bar, there are two main sections: 'Your Active and Draft Responses' and 'Your Company's Open Invitations'. The 'Your Company's Open Invitations' section is highlighted with a red box and contains a table with the following data:

Supplier Site	RFQ / RFI Number	Title	Type	Time Left
Dubai	<a href="#">155743</a>	RFQ for Bid LEL-BID-19-30620-1...	RFQ	18 days 9 hours
Dubai	<a href="#">155742</a>	RFQ for Bid LEL-BID-19-30620-1...	RFQ	18 days 9 hours

Below the table, there are two columns: 'Manage' and 'View Responses'. Under 'Manage', there are links for 'Personalize "Manage"' and 'Personal Information'. Under 'View Responses', there are links for 'Personalize "View Responses"', 'Active', 'Disqualified', 'Awarded', and 'Rejected'.

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

The screenshot shows the Oracle Sourcing Summary screen for RFQ 155743. The page title is 'RFQ: 155743'. Below the title, there is a note: 'Note : Please select "Create Quote" Or "Create Response" from the Action list to enter the Quotations.' The main content area is divided into several sections: 'Header', 'Lines', and 'Controls'. The 'Header' section contains the following information:

Title	RFQ for Bid LEL-BID-19-30620-155743	TBE Status	
Status	Active (Locked)	Open Date	31-Mar-2019 19:54:35
Time Left	18 days 9 hours	Close Date	23-Apr-2019 00:00:00

The 'Lines' section contains the following information:

Buyer	Tayyab, Mr. Hafiz Atif Muhammad	Outcome	Standard Purchase Order
Quote Style	Sealed	Event	

The 'Controls' section contains the following information:

Bill-To Address	Hamriyah	Payment Terms	
Ship-To Address	Hamriyah	Carrier	
Inco-Terms		Freight Terms	

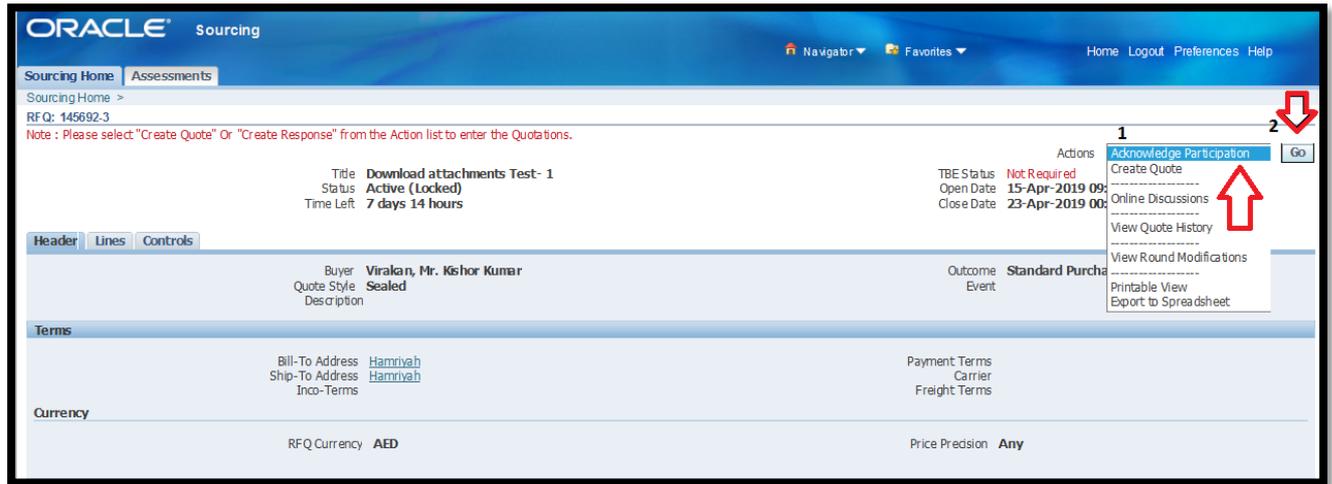
The 'Requirements' section contains the following information:

RFQ Currency	USD	Price Precision	Any
--------------	-----	-----------------	-----

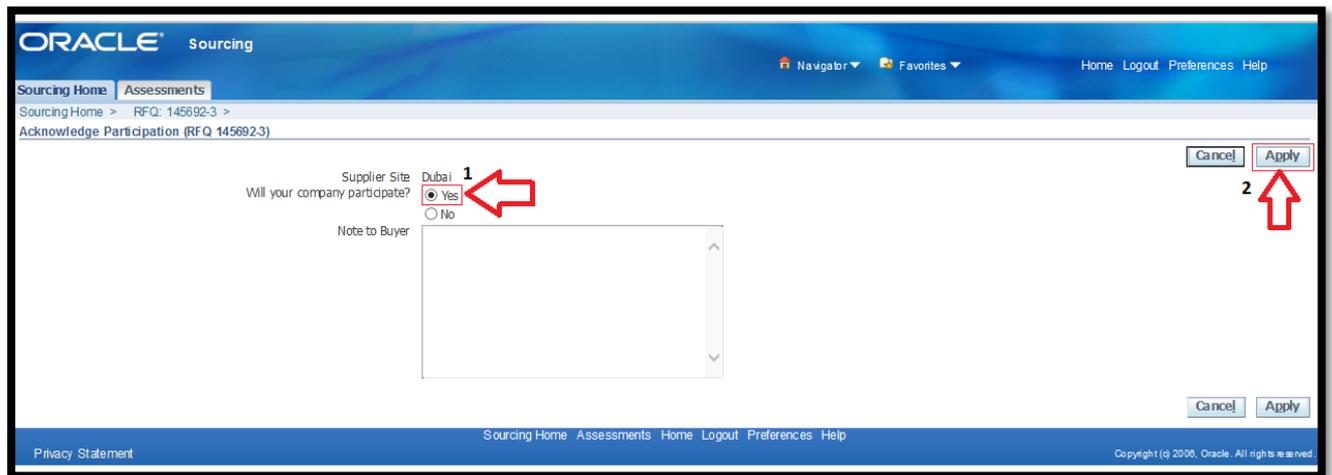
The 'Notes and Attachments' section contains a table with the following data:

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete	Attachment Category
Vendor Document Requirements	File	T3   0   TN	To Supplier	LAM0014949	02-Apr-2019			To Supplier

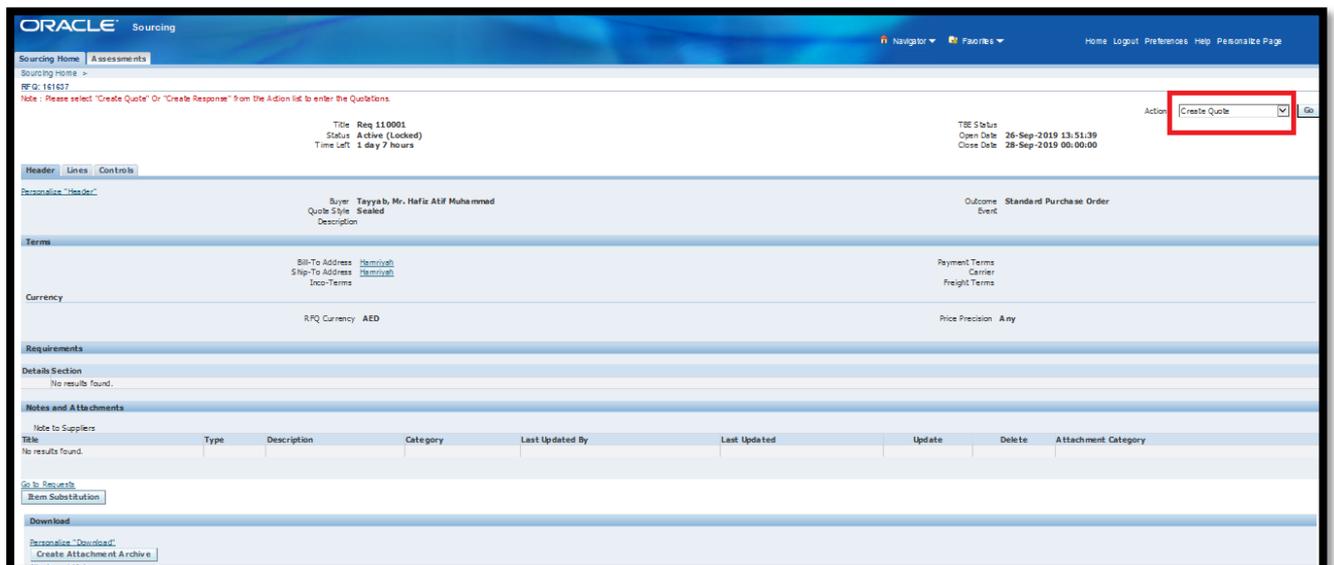
8. To Acknowledge the participation to the RFQ , Click on 'Acknowledge Participation' > 'Go' > 'Yes' > 'Apply'. (This is an optional step)



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.



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 attachments.



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.

ORACLE Sourcing

Sourcing Home > Assessments > RFQ: 166738-2 > Create Quote: 286870 (RFQ 166738-2)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title MR Substitution- Training Time Left 6 days 13 hours Close Date 23-Sep-2019 00:00:00

Supplier Arrow Pipes And Fittings FZCO  
Supplier Site Dubai - P.O.Box 17574, Dubai, U.A.E, DUBAI, 17574AE  
RFQ Currency AED  
Quote Currency AED  
Price Precision Any  
\* Delivery Time [input field]

Quote Valid Until [input field]  
Reference Number [input field]  
Note to Buyer [input field]  
Inco Terms [input field]  
Inco Terms (Country) [input field]  
Inco Terms (City) [input field]  
Inco Terms (Port) [input field]

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
No results found.							

Requirements

Focus Title	Target Value	Quote Value
Requirements		
Certification Requirements		[input field]
Have you quoted for the inspection requirements mentioned at the line item?		

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'

ORACLE Sourcing

Sourcing Home > Assessments > RFQ: 155743 > Create Quote: 273866 (RFQ 155743) >

Cancel Add Another Apply

Attachment Summary Information

Title [input field] 1

Description [input field]

Category From Supplier

Define Attachment

Type  File  URL  Text

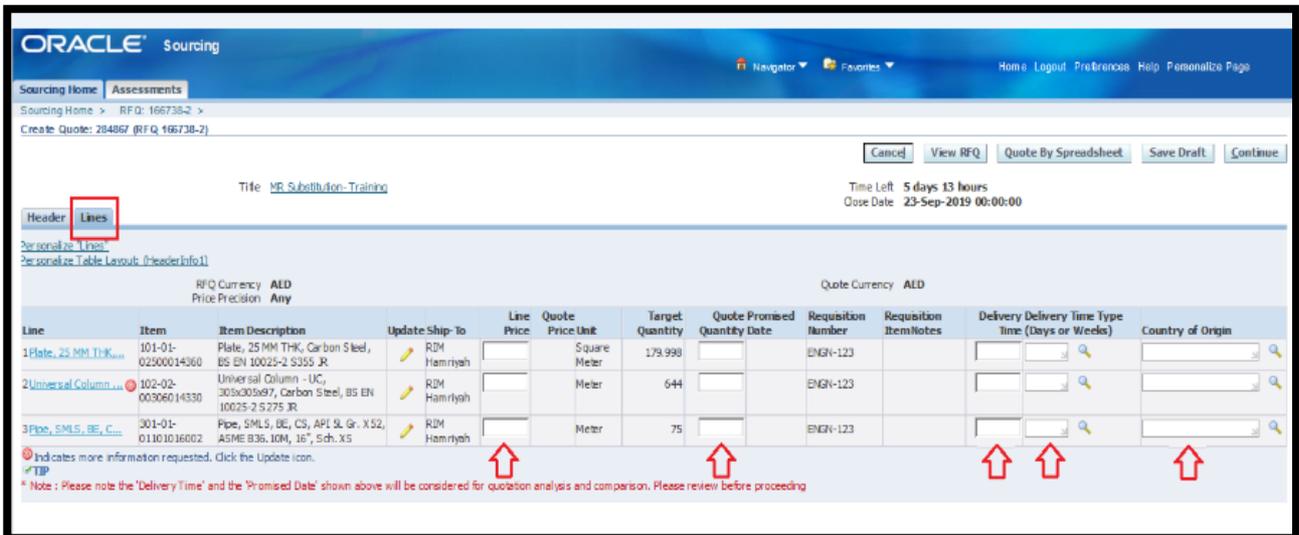
Browse... 2

Cancel Add Another Apply

3

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)

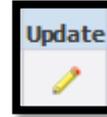


The screenshot shows the Oracle Sourcing 'Lines' tab. The table below represents the data visible in the interface:

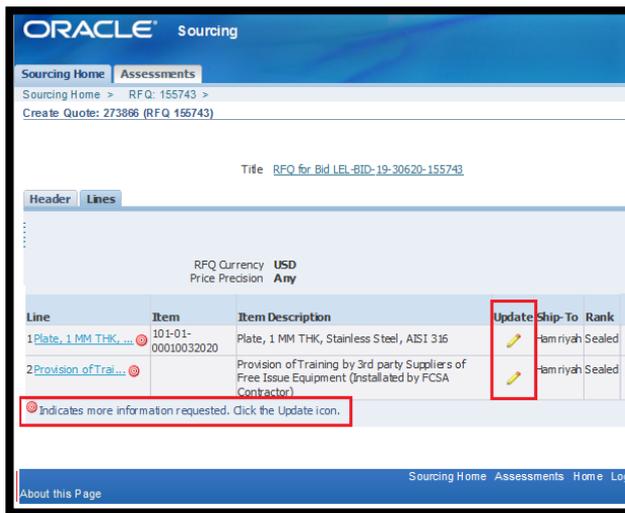
Line	Item	Item Description	Update Ship-To	Line Price	Quote Price Unit	Target Quantity	Quote Promised Quantity Date	Requisition Number	Requisition Item Notes	Delivery Time (Days or Weeks)	Delivery Time Type	Country of Origin
1	101-01-02500014360	Plate, 25 MM THK, Carbon Steel, BS EN 10025-2 S355 JR	RDM Hamriyah		Square Meter	179,998		ENGN-123				
2	102-02-00306014330	Universal Column -UC, 305x305x97, Carbon Steel, BS EN 10025-2 S275 JR	RDM Hamriyah		Meter	644		ENGN-123				
3	301-01-01101016002	Pipe, SMLS, BE, CS, API 5L Gr. X52, ASME B36.10M, 16", Sch. XS	RDM Hamriyah		Meter	75		ENGN-123				

Note: Indicates more information requested. Click the Update icon.  
 \* Note : Please note the 'Delivery Time' and the 'Promised Date' shown above will be considered for quotation analysis and comparison. Please review before proceeding

**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.

Oracle Sourcing - Assessments

Create Quote 272866: Line 1 (RFQ 155743)

Line: [2: Provision of Training by...] Go

Cancel Save Draft Apply

Close Date: 23-Apr-2019 00:00:00  
 Quote Currency: USD  
 Rank: Sealed  
 Ship-To: Hamriyah  
 Need-By Date: 30-Apr-2019 19:52:17 to 30-Apr-2019 19:52:17  
 Promised Date: [ ]  
 Country of Origin: [ ]

Description: Plate, 1 MM THK, Stainless Steel, AISI 316  
 Unit: Square Meter  
 Start Price: [ ]  
 Target Price: [ ]  
 Quote Price: [ ]  
 Target Quantity: 500  
 Quote Quantity: [ ]  
 Requisition Item Notes: [ ]

Group	Attribute	Attribute Type	Target Value	Quote Value
Technical	CE marking as per 10025 under provision of European Union (EU) Construction Products Directive (CPL)	Required		
Technical	3.2 EN 10204:2004	Required		
Technical	Deviations and Exceptions (Must be completed by bidder or offer will not be evaluated)	Required		

Notes

Personalize "Notes"  
 Note to Buyer [ ]

Personalize Floor Layout: [BidderAttachmentG]

Attachments

Personalize "Attachments"  
 Personalize "Attachments of associated record"  
 Add Attachment [ ]

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
No results found.							

Personalize Default Single Column

Cost Factors

Personalize "Cost Factors"  
 Personalize "Cost Factors Table"

Cost Factor	Type	Target Value	Quote Value	Pricing Basis
Line Price	Supplier		700	Per-Unit (Square Meter)
Cost of Inspection Requirements	Supplier			Fixed Amount

17. Click on 'Continue' :

Oracle Sourcing - Assessments

Sourcing Home > RFQ: 166738-2 >  
 Create Quote: 284867 (RFQ 166738-2)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: MR Substitution-Training  
 Time Left: 5 days 13 hours  
 Close Date: 23-Sep-2019 00:00:00

Header Lines

Personalize "Lines"  
 Personalize Table Layout: [HeaderInfo1]

Line	Item	Item Description	Update Map	In	Line Price	Quote Price Unit	Target Quantity	Quote Promised Quantity Date	Requisition Number	Requisition Item/Notes	Delivery Time (Days or Weeks)	Country of Origin
1	Plate, 25 MM THK...	Plate, 25 MM THK, Carbon Steel, BS EN 10025-2 S235 JR	RDM	Hamriyah		Square Meter	179,990		ENQV-123			
2	Universal Column...	Universal Column - UC, 303X303X697, Carbon Steel, BS EN 10025-2 S275 JR	RDM	Hamriyah		Meter	544		ENQV-123			
3	Pipe, SMLS, BS, C...	Pipe, SMLS, BS, CS, API 5L Gr. X52, ASME B36.10M, 16", Sch. XS	RDM	Hamriyah		Meter	75		ENQV-123			

Indicates more information requested. Click the Update icon.  
 \*TIP  
 \* Note: Please note the 'Delivery Time' and the 'Promised Date' shown above will be considered for quotation analysis and comparison. Please review before proceeding.

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

ORACLE Sourcing

Home Logout Preferences Help Personalize Page Diagnostics

Sourcing Home Assessments

Sourcing Home > RFQ: 155743 >

Create Quote 273866: Review and Submit (RFQ 155743)

Cancel Back Validate Save Draft Printable View **Submit**

Personalize "Header"

Header

Personalize Table Layout: (HdrSuppAttrTL)

Personalize Table Layout: (HeaderDoubleColumn)

Title RFQ for Bid LEL-BID-19-30620-155743  
 Supplier Arrow Pipes And Fittings FZCO  
 Supplier Site Dubai  
 RFQ Currency USD  
 Quote Currency USD  
 Price Precision Any

Time Left 16 days 8 hours  
 Close Date 23-Apr-2019 00:00:00  
 Quote Valid Until  
 Reference Number  
 Note to Buyer

Personalize Flow Layout: (HeaderAttach)

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
No results found.							

Personalize "Lines"

Lines

Quote Total (USD) 80,000.00

Select Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="radio"/> 1	Plate, 1 MM THK, ...				100 Square Meter	500	500	50,000.00	30-Apr-2019 19:52:17 to 30-Apr-2019 19:52:17	30-Apr-2019 19:52:17
<input type="radio"/> 2	Provision of Trai...				100 Lot	30,000	30,000	3,000,000.00	30-Apr-2019 19:52:17 to 30-Apr-2019 19:52:17	30-Apr-2019 19:52:17

Line 1: Plate, 1 MM THK, Stainless Steel, AISI316

Personalize "Line"

Personalize Table Layout: (LineExtAttrButtonsTL)

Attributes

19. System will display a confirmation message.

ORACLE Sourcing

Home Logout Preferences Personalize Page Diagnostics

Sourcing Home Assessments

Confirmation  
 Quote 273866 for RFQ 155743 (RFQ for Bid LEL-BID-19-30620-155743) has been submitted.

[Return to Sourcing Home Page](#)

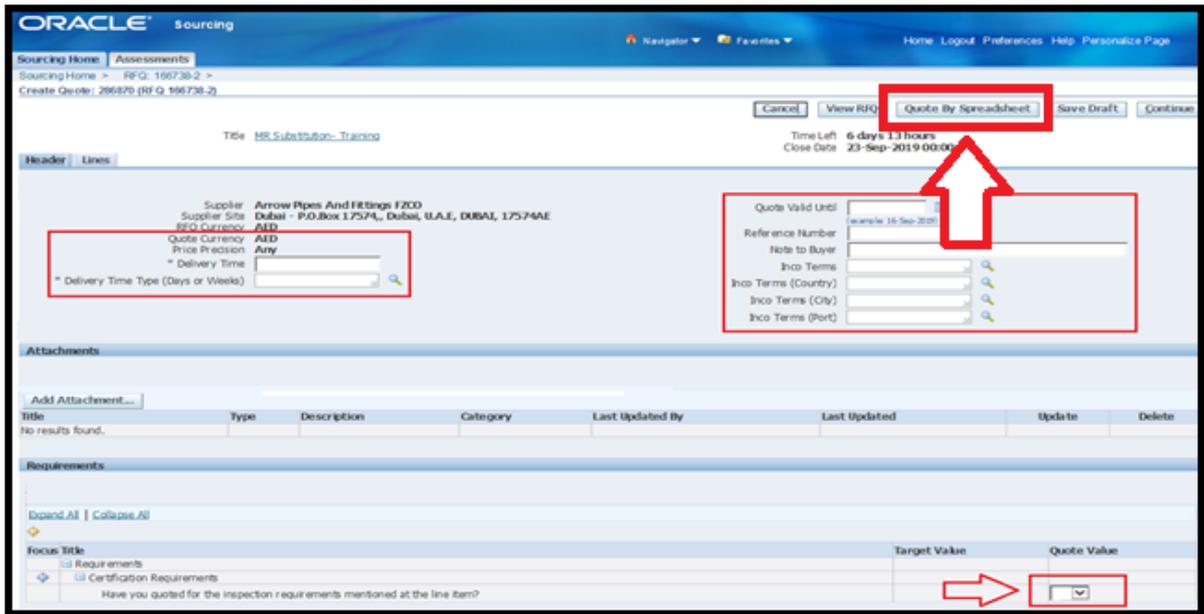
Sourcing Home Assessments Home Logout Preferences Personalize Page Diagnostics

About this Page Privacy Statement

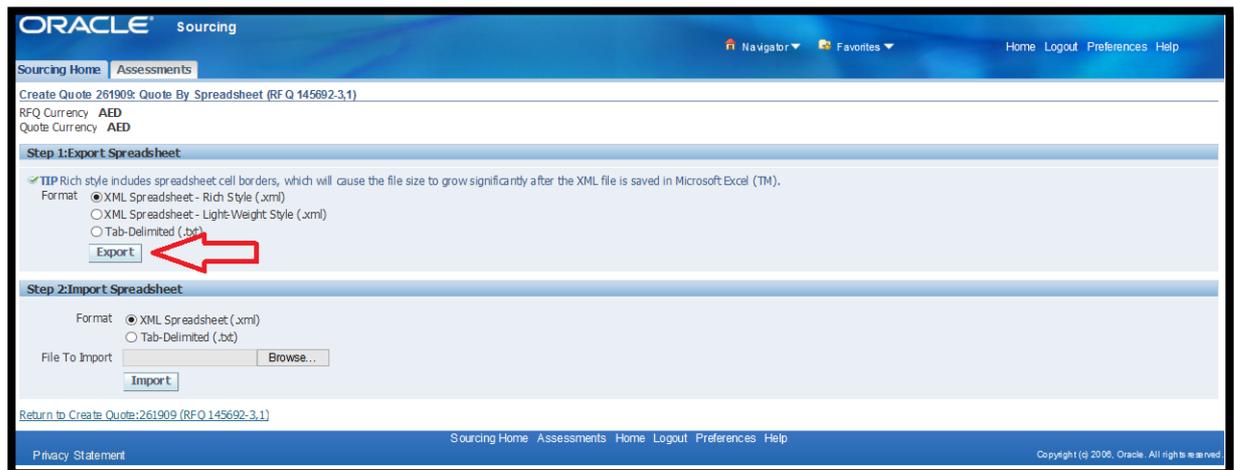
Copyright (c) 2006, Oracle. All rights reserved.

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

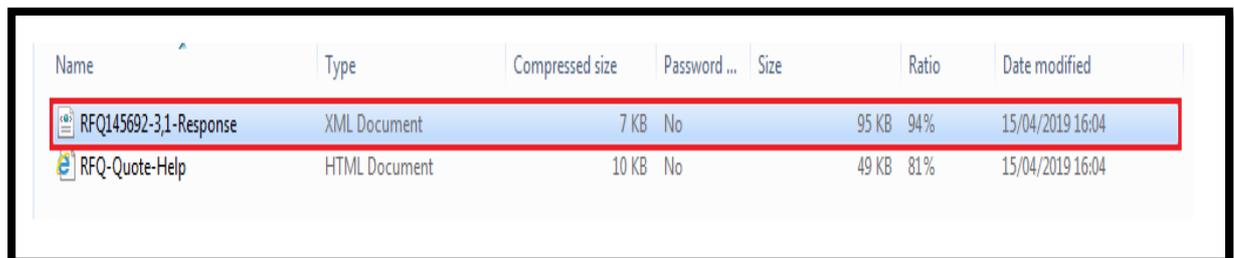
Note: 'Delivery Time' and 'Delivery Time type' (Days or Weeks) to the left are two mandatory fields. Please enter the details and i) Click on 'Quote by Spreadsheet'



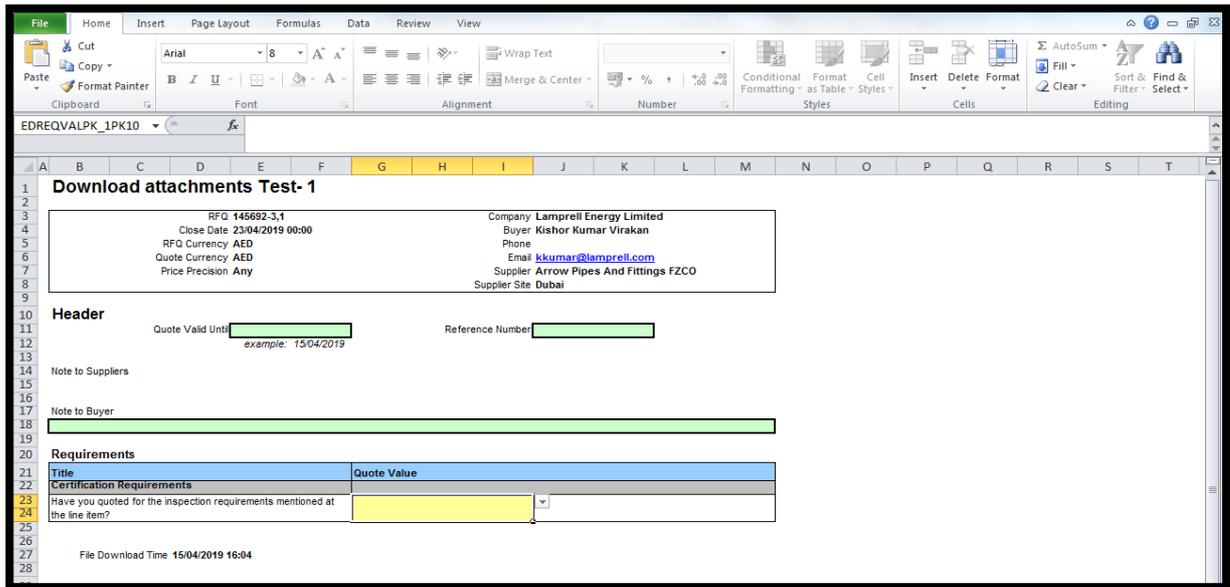
i. Click on 'Export' :



ii. Double click and open the 'XML file' to input the quote :

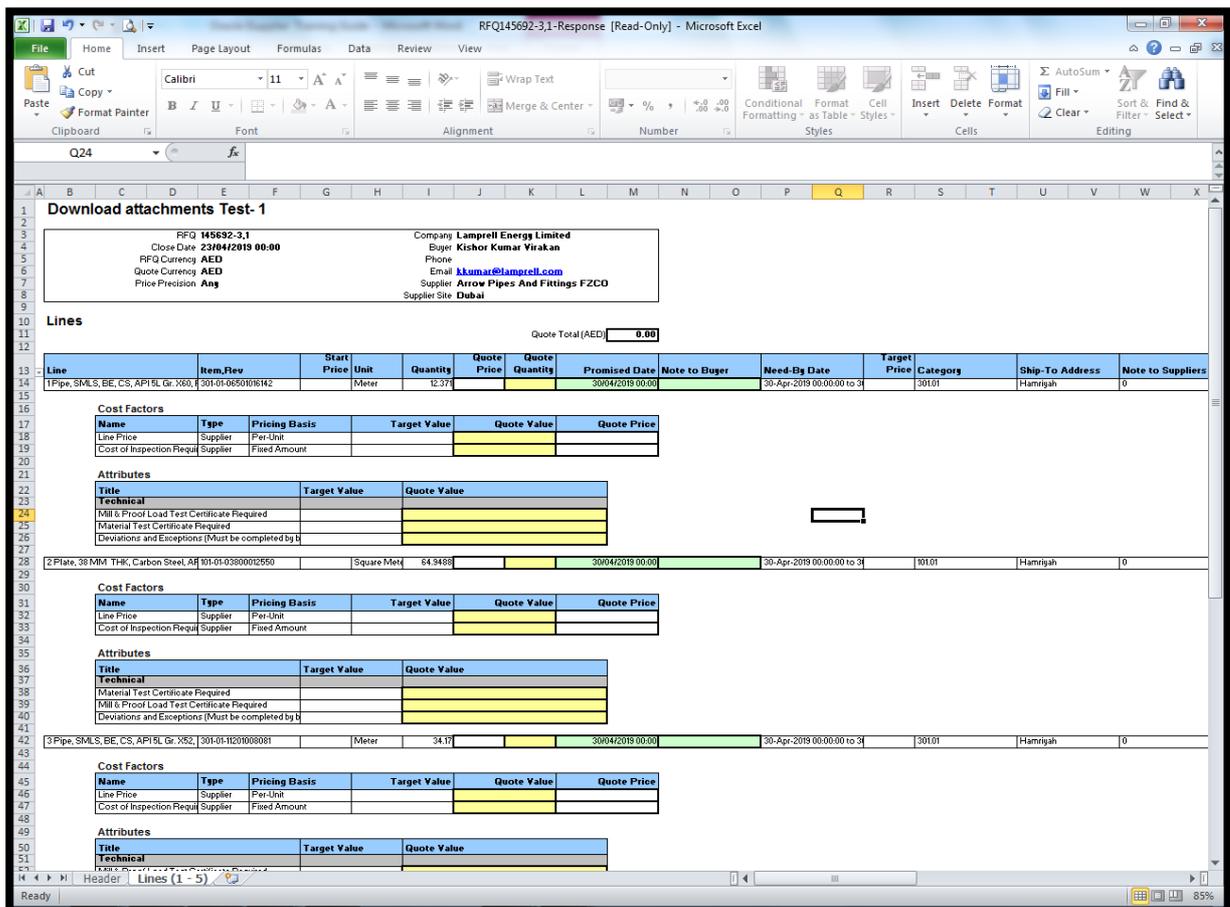


- iii. In Sheet 1 i.e. in Headers Sheet, please fill in the fields shaded in yellow and green. Note : Yellow fields are mandatory fields and Green fields are optional :

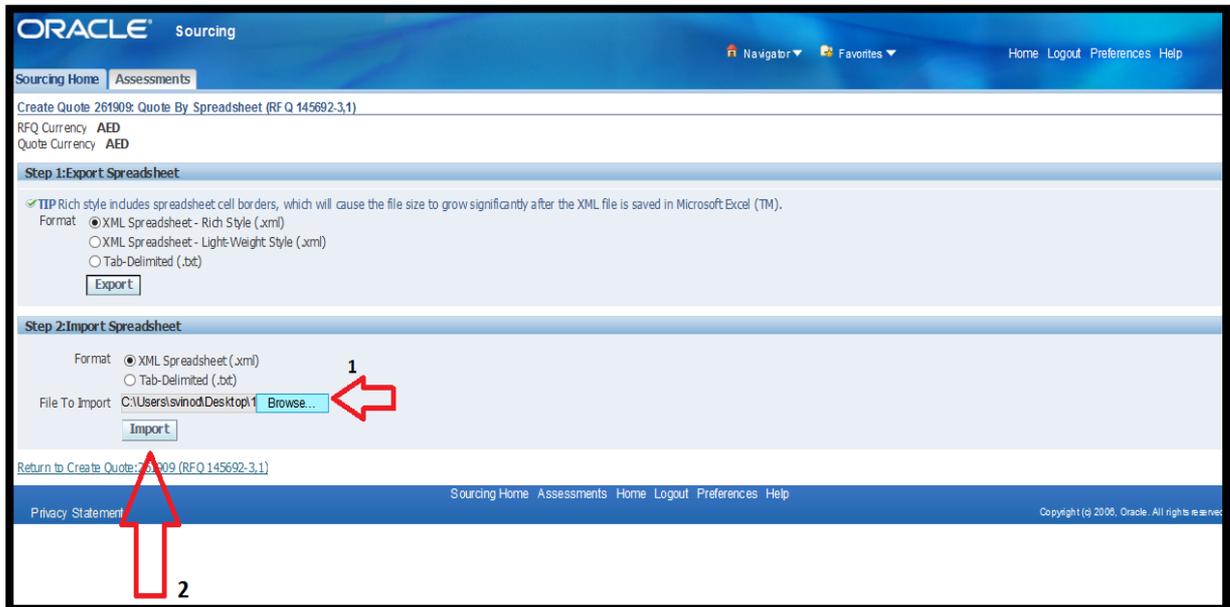


- iv. Click on 'Lines' sheet and fill in the details in yellow field and green field and save the file in your Desktop (You are recommended to not enter the promised date in this file)

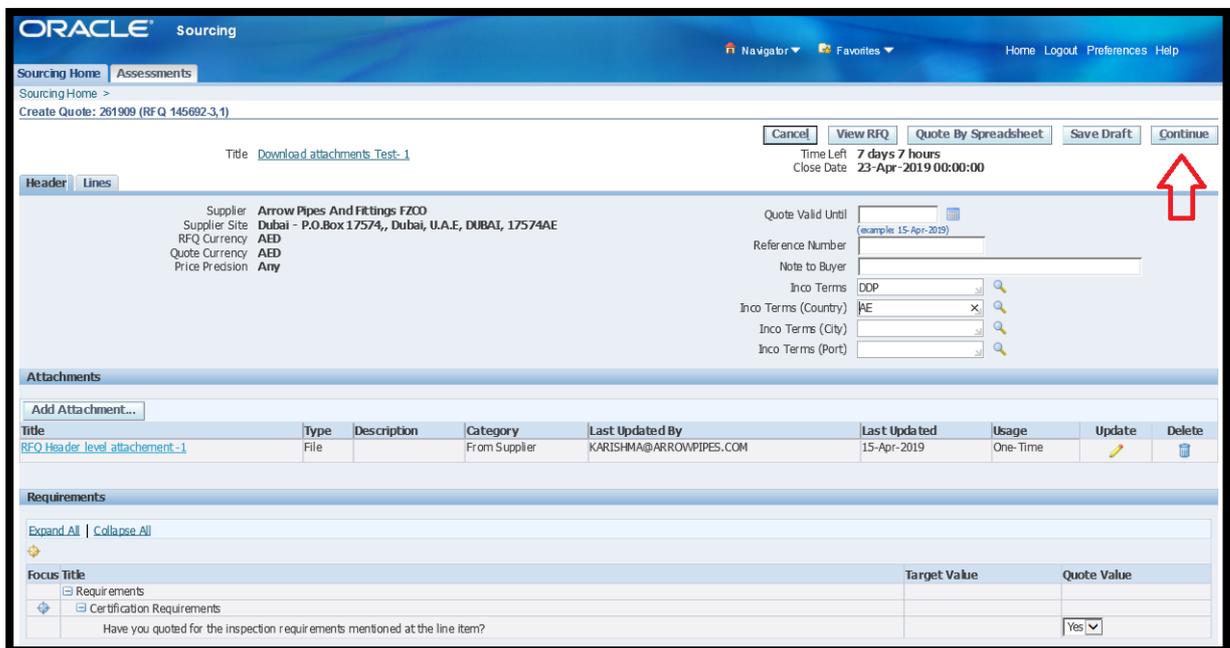
Note: The 'Promised date' entered in the spreadsheet will be superseded by the 'Delivery time' and 'Delivery Time Type (Days & Weeks)' entered in the 'Header'.



- 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' :

ORACLE Sourcing

Home Logout Preferences Help

Sourcing Home Assessments

Sourcing Home >

Create Quote 261909: Review and Submit (RFQ 145692-3,1)

Cancel Back Validate Save Draft Printable View **Submit**

**Header**

Title Download attachments Test- 1  
 Supplier Arrow Pipes And Fittings FZCO  
 Supplier Site Dubai  
 RFQ Currency AED  
 Quote Currency AED  
 Price Precision Any

Time Left 7 days 7 hours  
 Close Date 23-Apr-2019 00:00:00  
 Quote Valid Until  
 Reference Number  
 Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
RFQ Header level attachment-1	File		From Supplier	KARISHMA@ARROWPIPES.COM	15-Apr-2019	One-Time		

**Requirements**

Show All Details | Hide All Details

**Details Section**

Show Certification Requirements

**Lines**

Quote Total (AED) 4,704.91

Select Line	Ship-To	Start Price	Target Price	Quote Price (AED)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="radio"/> 1 Pipe, SMLS, BE, C...	Hamriyah			21.6166941807453	Meter	12.371	12.371	267.42	30-Apr-2019 00:00:00 to 30-Apr-2019 00:00:00	30-Apr-2019 00:00:00
<input type="radio"/> 2 Plate, 38 MM THK...	Hamriyah			10.3079348656172	Square Meter	64.9488	64.9488	669.49	30-Apr-2019 00:00:00 to 30-Apr-2019 00:00:00	30-Apr-2019 00:00:00
<input type="radio"/> 3 Pipe, SMLS, BE, C...	Hamriyah			30.2926543751829	Meter	34.17	34.17	1,035.10	30-Apr-2019 00:00:00 to 30-Apr-2019 00:00:00	30-Apr-2019 00:00:00
<input type="radio"/> 4 Pipe, SMLS, BE, C...	Hamriyah			40.8034064433197	Meter	12.447	12.447	507.88	30-Apr-2019 00:00:00 to 30-Apr-2019 00:00:00	30-Apr-2019 00:00:00
<input type="radio"/> 5 Plate, 75 MM THK...	Hamriyah			50.6833635152219	Square Meter	43.9005	43.9005	2,225.03	30-Apr-2019 00:00:00 to 30-Apr-2019 00:00:00	30-Apr-2019 00:00:00

ix. System will display a confirmation message.

ORACLE Sourcing

Home Logout Preferences Personalize Page Diagnostics

Sourcing Home Assessments

**Confirmation**  
 Quote 273866 for RFQ 155743 (RFQ for Bid LEL-8ID-19-30620-155743) has been submitted.

[Return to Sourcing Home Page](#)

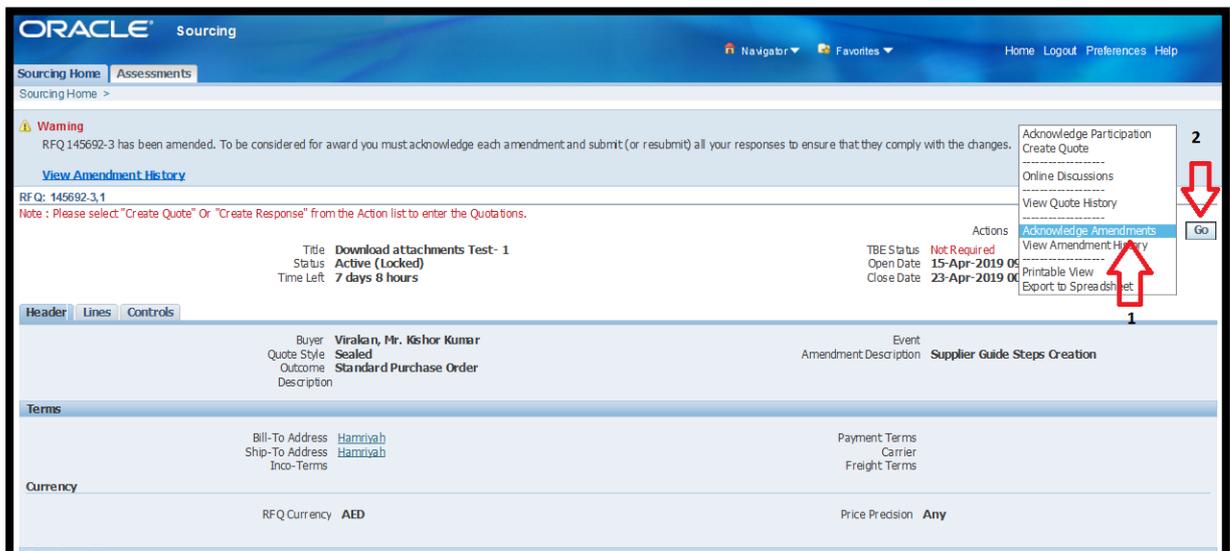
Sourcing Home Assessments Home Logout Preferences Personalize Page Diagnostics

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**FAQs:**

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

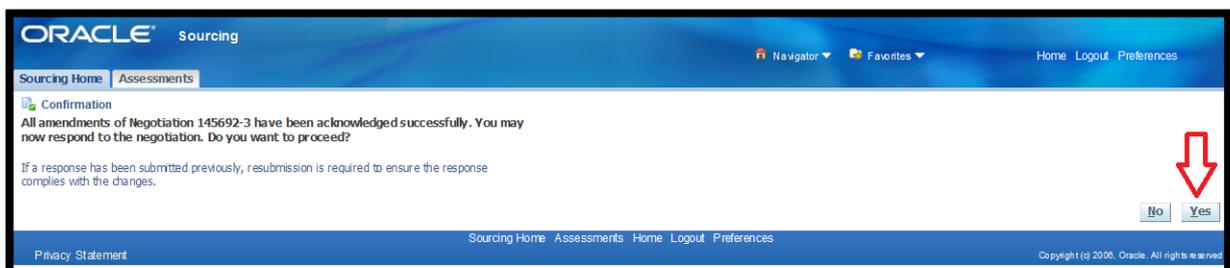
a. Click on 'Acknowledge Amendments' :



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'.



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

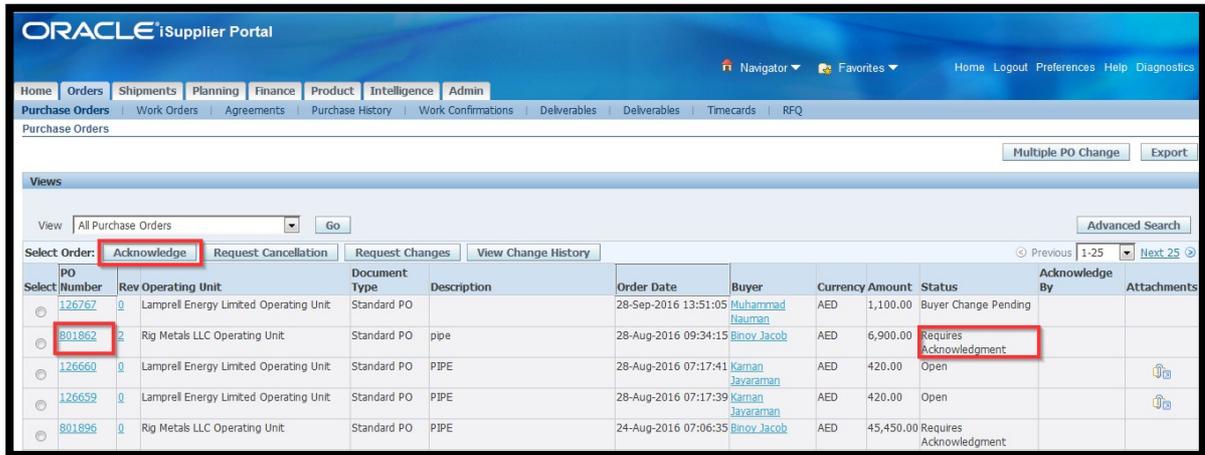
The screenshot shows the Oracle E-Business Suite main menu. The 'Supplier Portal - Full Access' option is highlighted with a red box. The 'Worklist' section on the right displays a table of notifications.

From	Type	Subject	Sent	Due
Nauman, Muhammad	Sourcing Publish	You are invited: RFO 44662 (Req 4001)	04-Oct-2016	24-Aug-2017
Jacob, Binoy	PO Approval	Rfq Metals LLC Operating Unit - Standard Purchase Order 801862.2 requires your acceptance	28-Aug-2016	
Jacob, Binoy	PO Approval	Rfq Metals LLC Operating Unit - Standard Purchase Order 801896.0 requires your acceptance	24-Aug-2016	
Jacob, Binoy	PO Approval	Lamprell Energy Limited Operatng Unit - Standard Purchase Order 126402.0 requires your acceptance	23-Aug-2016	
Pattu, Saravanan	PO Approval	Lamprell Energy Limited Operatng Unit - Standard Purchase Order 126338.0 requires your acceptance	22-Aug-2016	
Kuruviya, Raju	PO Approval	Maritime Industrial Services Co Limited Inc Operating Unit - Standard Purchase Order 901885.2 requires your acceptance	22-Aug-2016	

The screenshot shows the Oracle iSupplier Portal 'Orders' page. The 'Orders' tab is highlighted with a red box. The 'Orders At A Glance' section contains a table of purchase orders.

PO Number	Description	Order Date
126767		28-Sep-2016 13:51:05
801862	pipe	28-Aug-2016 09:34:15
126660	PIPE	28-Aug-2016 07:17:41
126659	PIPE	28-Aug-2016 07:17:39
801896	PIPE	24-Aug-2016 07:06:35

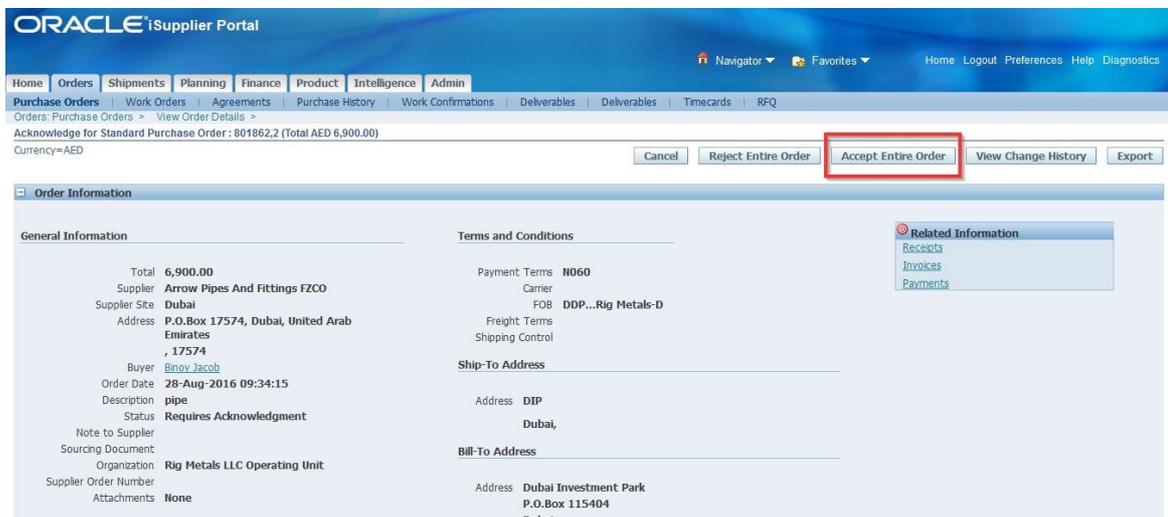
- As a supplier you can open any PO by clicking on its number



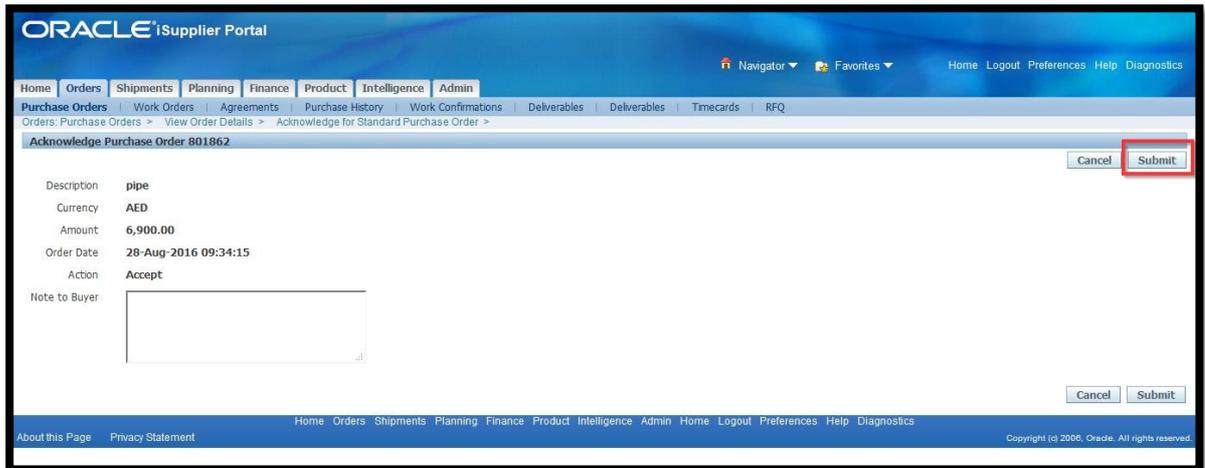
It is important to notice the status next to the PO, if the status shows as requires acknowledgment; then select the PO and click Acknowledge



- 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

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Intelligence', and 'Admin'. The 'Shipments' and 'Receipts' tabs are highlighted. Below the navigation bar, there is a search section with 'Simple Search' and 'Advanced Search' options. The 'Simple Search' section contains input fields for Receipt Number, PO Number, Release Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, and Item Description. A table below the search fields shows a search result with columns: Receipt, Creation Date, Organization, Shipment, Shipped Date, Packing Slip, Containers, Waybill/Airbill, Freight Carrier, Bill of Lading, PO Number, Invoice, and Attachments. The table content shows 'No search conducted.'

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.

The screenshot displays the Oracle iSupplier Portal interface for searching receipts. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Intelligence', and 'Admin'. The 'Receipts' tab is selected. Below the navigation, there is a search form with the following fields:

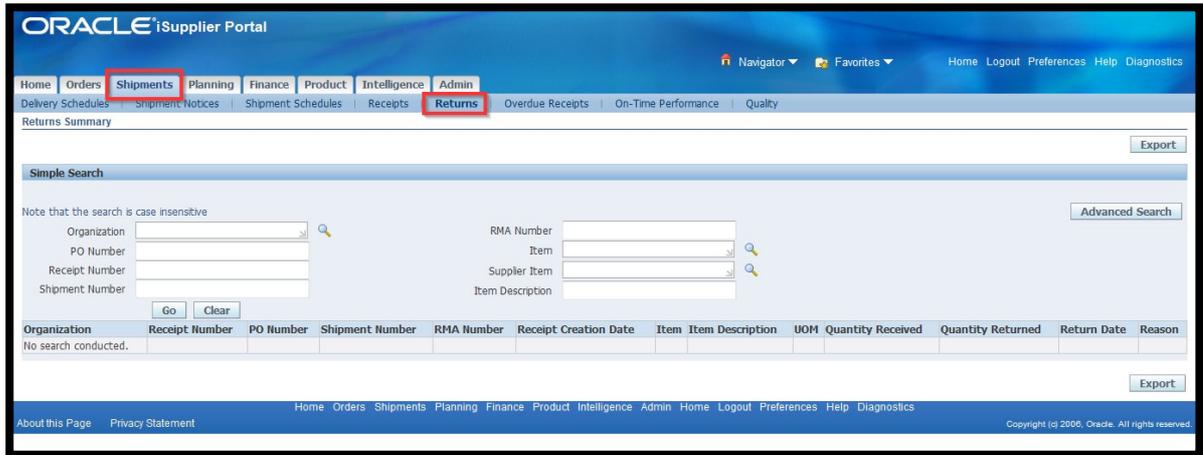
- Receipt Number
- PO Number (example: 1234)
- Release Number (example: 1234-2)
- Shipment Number
- Shipped Date (example: 20-Sep-2016)
- Organization (LEL Hamriyah Inventory)
- Item Number
- Supplier Item
- Item Description

Buttons for 'Go', 'Clear', 'Export', and 'Advanced Search' are present. Below the search form is a table of search results:

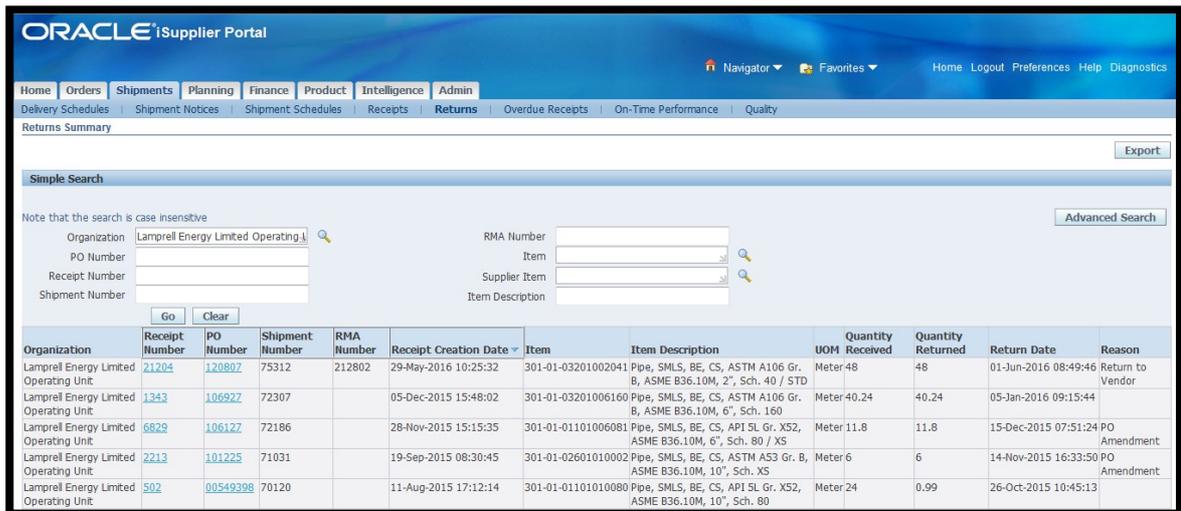
Receipt	Creation Date	Organization	Shipment	Shipper Date	Receipts Summary	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
9880	10-Jan-2016 14:11:28	LEL Hamriyah Inventory Organization	72909	09-Jan-2016 00:00:00							109660	55829	
9879	10-Jan-2016 14:09:33	LEL Hamriyah Inventory Organization	72907	09-Jan-2016 00:00:00							109678	55828	
9876	10-Jan-2016 14:08:00	LEL Hamriyah Inventory Organization	72908	09-Jan-2016 00:00:00							107892	55827	
9875	10-Jan-2016 14:05:14	LEL Hamriyah Inventory Organization	72856	06-Jan-2016 00:00:00							109444	55793	
9863	10-Jan-2016 12:03:32	LEL Hamriyah Inventory Organization	72892	07-Jan-2016 00:00:00							109678	55828	
9623	05-Jan-2016 15:45:19	LEL Hamriyah Inventory Organization	72824	05-Jan-2016 00:00:00							107892	55827	
96	14-Jul-2015 02:30:56	LEL Hamriyah Inventory Organization		14-Jul-2015 02:30:56							00547038		

# 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.



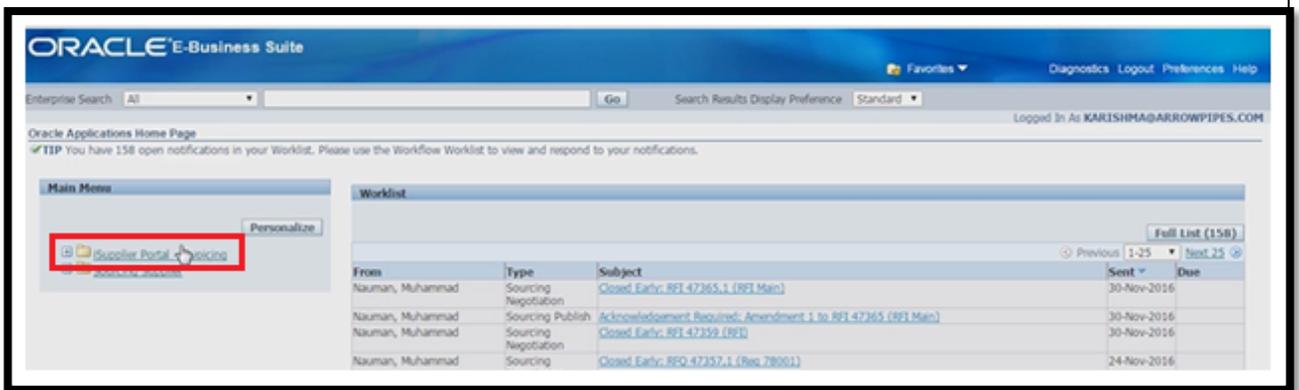
# Online Invoicing

## 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.

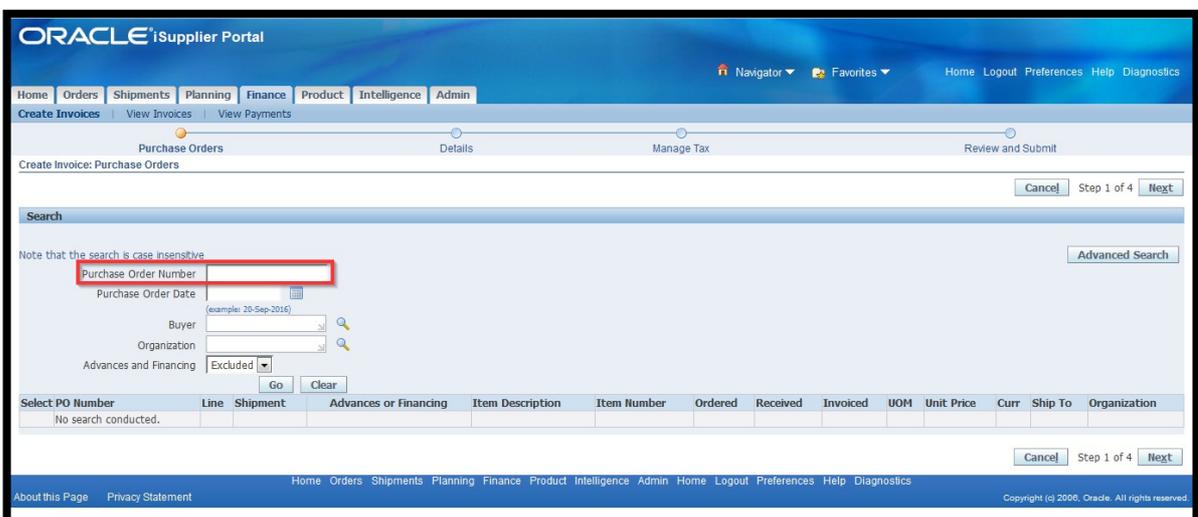
You can enter a credit memo against a fully billed purchase order (use negative quantity amounts to enter a credit memo), as well as invoice against multiple purchase orders. However, the currency and organization of all items on an invoice must be the same. The organization is the entity within the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



the below screen and press 'Go' .

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

Note that the search is case insensitive

Purchase Order Number: 00545018  
 Purchase Order Date: [Date Picker]  
 Buyer: [Search]  
 Organization: [Search]  
 Advances and Financing: Excluded  
 Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Ordered	Received	Invoiced	UOM	Price	Unit	Curr	Ship To	Organization
00545018	3	1	<input type="checkbox"/>	Pipe, SMLS, BE, CS, ASTM A53 Gr. B, ASME B36.10M, 16", Sch. 20	301-01-02601010020-48			Search Results: Purchase Order	80			AED	Hamiyah Lamprell Energy Limited Operating Unit	
00545018	4	1	<input type="checkbox"/>	Pipe, SMLS, BE, CS, ASTM A53 Gr. B, ASME B36.10M, 12", Sch. XS	301-01-02601012002-24	23.7	23.7		Meter	500		AED	Hamiyah Lamprell Energy Limited Operating Unit	

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select PO Number	Line	Shipment	Item Description	Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
118319	1	1	Pipe, SMLS, BE, CS, ASTM A106 Gr. B, ASME B36.10M, 6", Sch. 120.301-01-03201006120.29.6	120.301-01-03201006120.29.6	29.6	0		Meter	240		AED	Hamiyah Lamprell Energy Limited Operating Unit

Cancel Step 1 of 4 Next

- 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:

ORACLE Supplier Portal

Home Orders Shipments Finance

Create Invoices View Invoices

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

\* Indication required field

Supplier

- \* Supplier: Alfa Laval Middle East Ltd
- \* Remit To: Dubai
- Address: P.O.Box 21467, Dubai, United Arab Emirates
- DUBAI 21467
- Remit to Bank Account: 585650000000574682

Invoice

- \* Invoice Number: 001801447
- \* Invoice Date: [Date Picker]
- Invoice Type: Invoice
- Currency: EUR
- \* Invoice Description: Invoice for spare parts

Attachments: Kindly upload scanned copy of invoice and delivery note as attachment. Attachment List Add

\* Tax Registered: [NO]

You can either enter 'Yes' or 'No' in this field to mark yourself if you are VAT registered supplier. Any other entry will not be accepted.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Assessed	
128798	3	3	301-02-02601102081	Pipe, SMLS, PE, CS, ASTM A53 Gr. B, ASME B36.10M, 1/2", Sch. 80 / XS		Sharjah	12		12	33	Meter	180

Cancel Back Step 2 of 4 Next

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Home Orders Shipments Finance Home Logout Preferences Diagnostics

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- 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

- 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

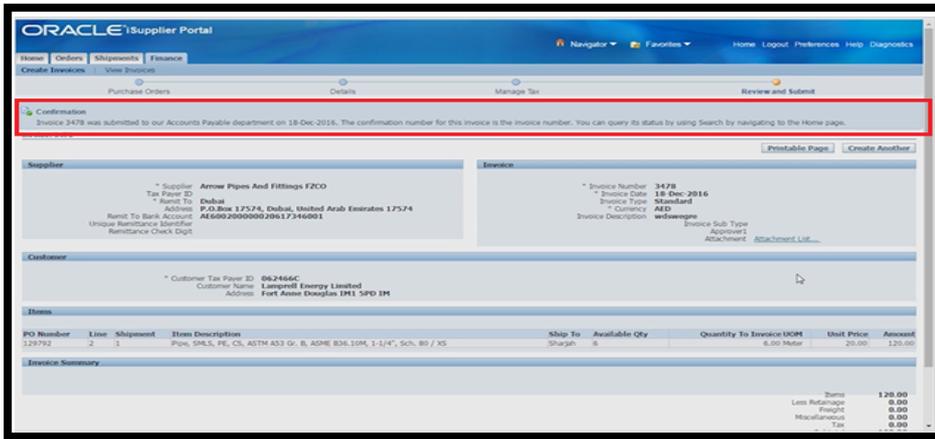
The screenshot displays the Oracle Supplier Portal interface for the 'Review and Submit' step of creating an invoice. The page is divided into several sections:

- Supplier Information:** Supplier: Arrow Pipes And Fittings FZCO, Tax Payer ID, Remit To: Dubai, Address: P.O.Box 17574, Dubai, United Arab Emirates 17574, Remit To Bank Account: AE60020000020617346001, Unique Remittance Identifier, Remittance Check Digit.
- Invoice Information:** Invoice Number: 12345, Invoice Date: 10-Dec-2016, Invoice Type: Standard, Currency: AED, Invoice Description: Invoice for scaffolding services, Invoice Sub Type, Approver1, Attachment, Attachment List.
- Customer Information:** Customer Tax Payer ID: 062466C, Customer Name: Lamprell Energy Limited, Address: Fort Anne Douglas IM1 SPD IM.
- Items Table:**

PO Number	Line	Shipment	Item Description	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
129798	1	1	Pipe, SMLS, PE, CS, ASTM A53 Gr. B, ASME B36.10M, 1/2", Sch. 80 / XS	Sharjah	12	12.00 Meter	15.00	180.00
- Shipping and Handling:** Charge Type: No results found.
- Summary Tax Lines:** Tax Regime Code, Tax, Tax Status Code, Tax Jurisdiction Code, Tax Rate Code, Tax Rate, Tax Amount. No results found.

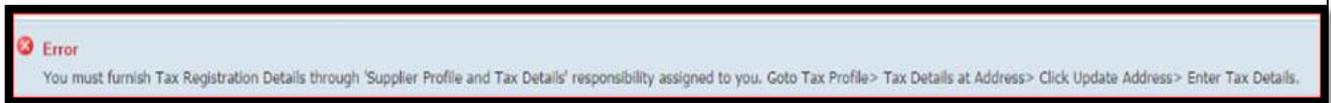
At the top right of the main content area, there are buttons for 'Cancel', 'Save', 'Back', 'Step 4 of 4', and 'Submit'. The 'Save' and 'Submit' buttons are highlighted with red boxes in the image.

- 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

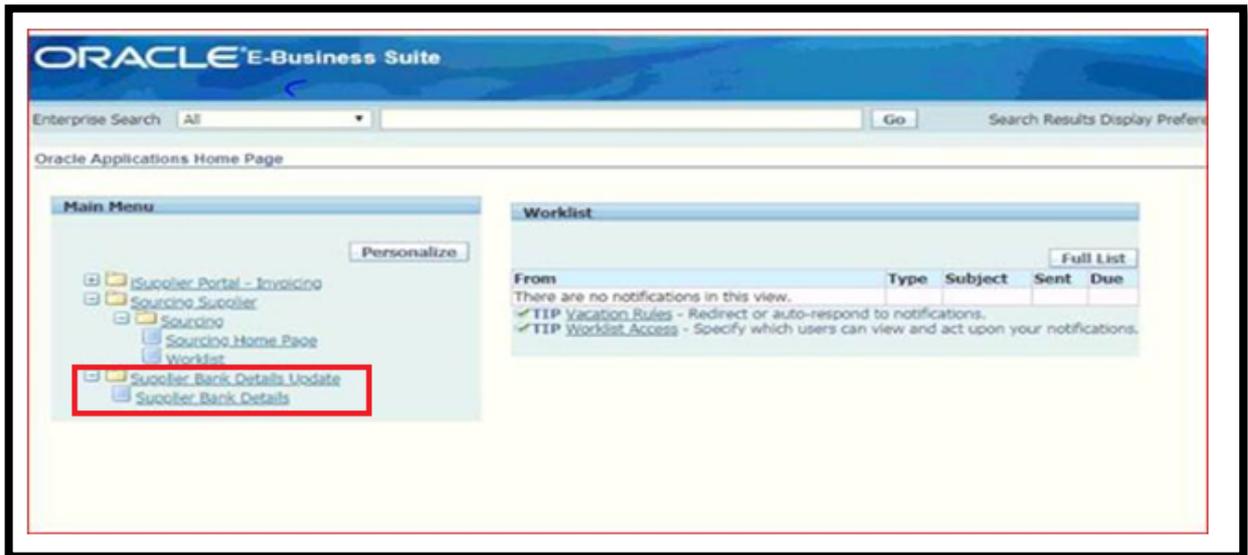


**TAX PROFILE UPDATE:**

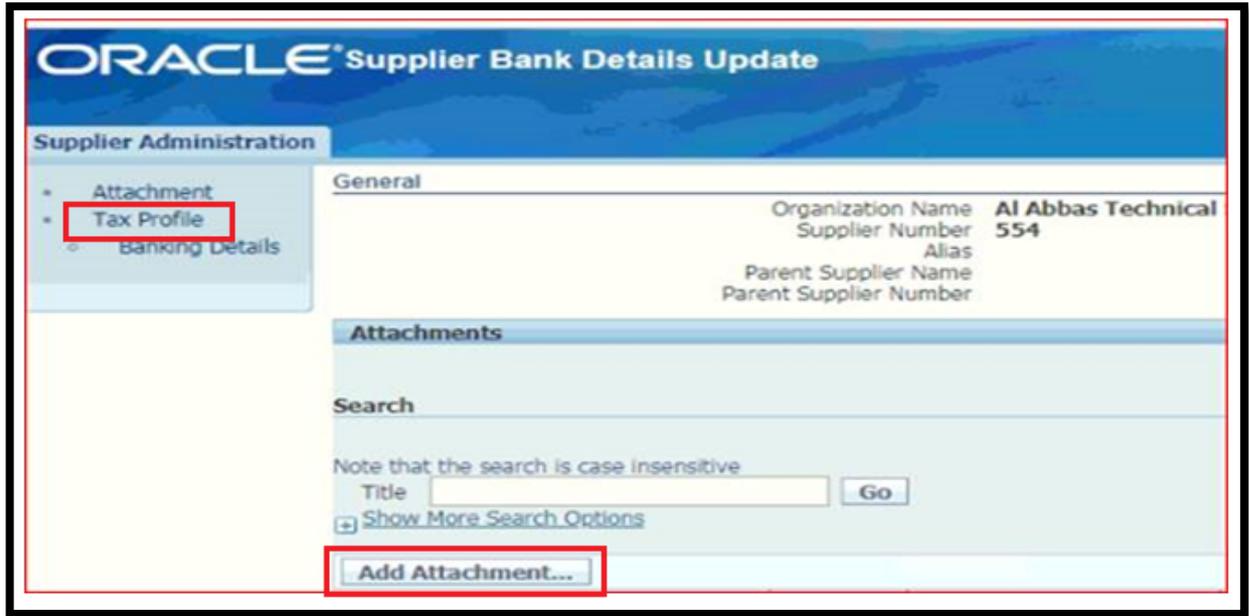
- While submitting the invoice if you are getting the following *error message*, please follow the below instructions to complete the TAX Registration through Portal.



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](mailto:vathelpdesk@lamprell.com)

[akumar@lamprell.com](mailto: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	_____

## BANK DETAILS UPDATE:

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

### Step 1

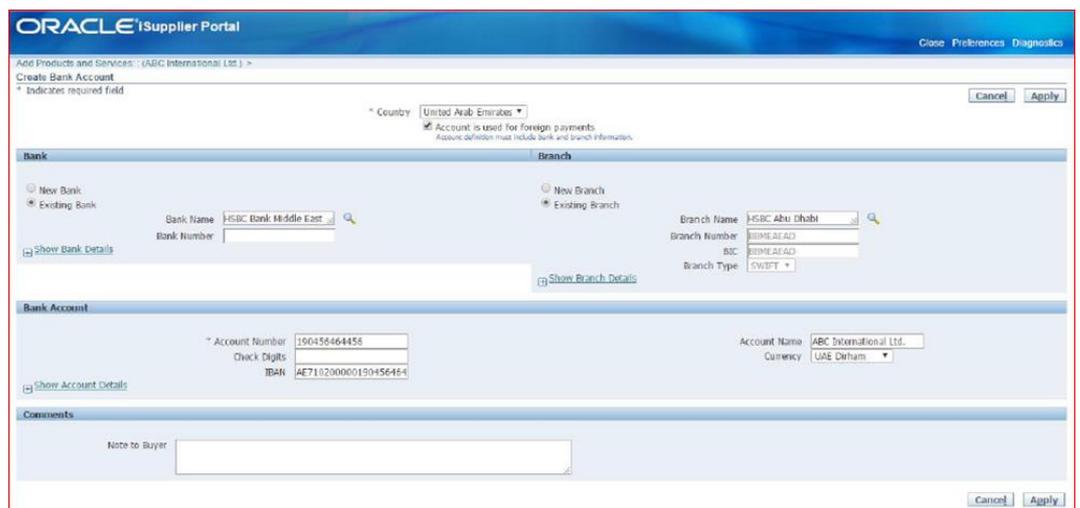
- Please log in to I-supplier portal via [www.lamprell.com](http://www.lamprell.com) => **Suppliers and Vendors** => [Registered supplier login](#)
- Register the bank details under the tab 'Supplier Profile and Tax Details' => **Banking Details** => **Create** ( See the below screen shot)



### Step 2

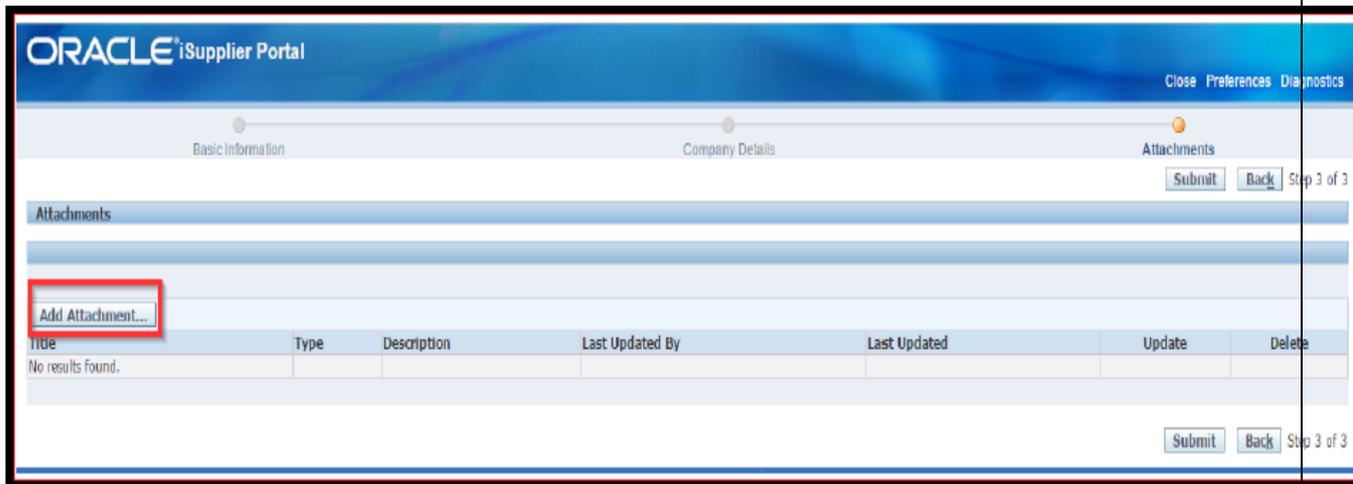
Please give the following information in the respective fields (refer the below screen shot)

- 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](mailto:akumar@lamprell.com)) for approval process.

BANK NAME:

SWIFT CODE:

BRNACH NAME:

BENEFICIAY NAME:

CURRENCY:

ACCOUNT NUMBER (IBAN NUMBER)

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

## View Invoices

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

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Intelligence', and 'Admin'. The 'Finance' menu is expanded, showing 'Create Invoices', 'View Invoices', and 'View Payments'. The 'View Invoices' option is selected. Below the navigation is a search section with the following fields:

- Invoice Number
- PO Number (example: 1234)
- Release Number (example: 1234-2)
- Payment Number
- Invoice Status
- Payment Status
- Invoice Amount From To
- Amount Due From To
- Invoice Date From To
- Due Date From To (example: 20-Sep-2016)

Below the search fields is a table with the following columns: Invoice, Invoice Date, Type, Currency, Amount, Status, On Hold, Due Date, PO Number, Receipt, Attachments. The table content shows 'No search conducted.' and an 'Export' button.

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.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with 'ORACLE iSupplier Portal' and a menu with 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Intelligence', and 'Admin'. Below this is a sub-menu with 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'View Invoices' and includes an 'Export' button. A 'Simple Search' section contains several input fields: 'Invoice Number', 'PO Number', 'Release Number', 'Payment Number', and 'Invoice Status'. There are also date range pickers for 'Invoice Amount From', 'Amount Due From', 'Invoice Date From', and 'Due Date From'. An 'Advanced Search' button is located on the right. Below the search fields is a table with the following data:

Invoice	Invoice Date	Type	Currency	Amount	Status	On Hold	Due Date	PO Number	Receipt	Attachments
<a href="#">101</a>	01-Aug-2016	Standard	AED	1,001.00	Approved		<a href="#">21-NOV-2016</a>			
<a href="#">58511</a>	18-Jul-2016	Standard	AED	1,086.00	Approved		<a href="#">25-SEP-2016</a>	<a href="#">801632</a>	<a href="#">Multiple</a>	
<a href="#">58498</a>	18-Jul-2016	Standard	AED	6,159.20	Approved		<a href="#">24-SEP-2016</a>	<a href="#">801628</a>	<a href="#">1713</a>	
<a href="#">58497</a>	18-Jul-2016	Standard	AED	10,857.00	Approved		<a href="#">24-SEP-2016</a>	<a href="#">124092</a>	<a href="#">Multiple</a>	
<a href="#">58453</a>	14-Jul-2016	Standard	AED	1,050.00	Approved		<a href="#">18-SEP-2016</a>	<a href="#">123755</a>	<a href="#">24424</a>	
<a href="#">58450</a>	14-Jul-2016	Standard	AED	198.00	Approved		<a href="#">25-SEP-2016</a>	<a href="#">123654</a>	<a href="#">24429</a>	

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

If you would like to export

# 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.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. A search bar is located below the navigation bar, containing the text 'PO Number' and a 'Go' button. A red box highlights the search bar, and a callout bubble points to it with the text 'Input the PO Number'. Below the search bar, there are sections for 'Notifications', 'Orders At A Glance', and 'Shipments At A Glance'. The 'Orders At A Glance' section contains a table with the following data:

PO Number	Description	Order Date
118001	Packing material order	13-Apr-2016 15:39:33
116540	Packing material charges	24-Mar-2016 13:24:22
900980	Material order	22-Mar-2016 16:46:06
116390	Packing charges	22-Mar-2016 15:35:08
116387	Packing charges	22-Mar-2016 15:23:50



ORACLE<sup>®</sup> Supplier Portal

Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliverables Deliverables Timecards RFQ

Home > Purchase Orders > View Order Details >  
Create Work Confirmation (Sub Contract PO: 100970)  
Currency=AED

Ordered 14,311,601.32 Approved 6,255,993.63 Description Painting and Blasting (Subcontract Ref: PSC/15/0098)

Views

View Pay Items Due in the Next 30 Days Go

Select Link All Pay Items

Advanced Search

Table Headers: Description, Need-By Date, UOM, Ordered, Previous Requested/Delivered, Progress(%)

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Diagnostics

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

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Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliverables Deliverables Timecards RFQ

Home > Purchase Orders > View Order Details >  
Create Work Confirmation (Sub Contract PO: 100970)  
Currency=AED

Ordered 14,311,601.32 Approved 6,255,993.63 Description Painting and Blasting ( Subcontract Ref: PSC/15/0098)

Views

View All Pay Items Go

Select All Select None

Select	Pay Line Item	Description	Need-By Date	UOM	Ordered	Requested	Delivered	Progress(%)
<input checked="" type="checkbox"/>	2 1	Subcontract Ref: PSC/15/0098 (Subcontract Ref: PSC/15/0098)	16-Mar-2016 00:00:00	Job	1	0.155	15.5	
<input checked="" type="checkbox"/>	3 1	Subcontract Ref: PSC/15/0098 (Subcontract Ref: PSC/15/0098)	16-Mar-2016 00:00:00	Job	1	0.08	8	

Advanced Search

Cancel Next

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Diagnostics

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- Enter a work confirmation ID.

ORACLE<sup>®</sup> Supplier Portal

Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliverables Deliverables Timecards RFQ

Home > Purchase Orders > View Order Details >  
Create Work Confirmation (Sub Contract PO: 100970)  
Currency=AED

Ordered 14,311,601.32 Approved 6,255,993.63 Description Painting and Blasting ( Subcontract Ref: PSC/15/0098)

Period of Performance: To

\* Work Confirmation

Cancel Back Save Preview Submit

Work Confirmation Details

Add Pay Item

Pay Line Item	Description	Need-By Date	UOM	Price	Ordered	Previous Requested/ Delivered	Progress (%)	Requested/ Delivered	Material Stored	Current Amount	Progress (%)	Requested/ Delivered	Progress (%)	Attachments	Delete
2 1	Subcontract Ref: PSC/15/0098 (Subcontract Ref: PSC/15/0098)	16-Mar-2016 00:00:00	Job	1,000,000.00	1	0.155	15.5	0.845		84.5	84.5	1	100		
3 1	Subcontract Ref: PSC/15/0098 (Subcontract Ref: PSC/15/0098)	16-Mar-2016 00:00:00	Job	1,000,000.00	1	0.08	8	0.92		92	92	1	100		

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

Home > Purchase Orders > View Order Details >  
 Create Work Confirmation (Sub Contract PO: 100970)  
 \* Indicates Required Field  
 Currency=AED

Ordered: [Date]  
 Approved: [Date]  
 \* Work Confirmation: [Field]

Description: [Text]  
 Period of Performance: [From] To [To] (example: 24-Jul-2016)

**Work Confirmation Details**

Pay Line Item	Description	Need-By Date	UOM Price	Ordered	Pay Items		Requested/ Delivered	Material Stored Amount	Current Progress (%)	Total		Attachments	Delete
					Requested/ Delivered	Progress (%)				Requested/ Delivered	Progress (%)		
2	[Description]	16-Mar-2016 00:00:00	[Price]	1	0.155	15.5	0.845	[Amount]	84.5	1	100	[Icons]	
3	[Description]	16-Mar-2016 00:00:00	[Price]	1	0.08	8	0.92	[Amount]	92	1	100	[Icons]	

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

Home > Purchase Orders > View Order Details >  
 Create Work Confirmation (Sub Contract PO: 100970)  
 \* Indicates Required Field  
 Currency=AED

Ordered: [Date]  
 Approved: [Date]  
 \* Work Confirmation: [Field]

Description: [Text]  
 Period of Performance: [From] To [To] (example: 24-Jul-2016)

**Work Confirmation Details**

Pay Line Item	Description	Need-By Date	UOM Price	Ordered	Pay Items		Requested/ Delivered	Material Stored Amount	Current Progress (%)	Total		Attachments	Delete
					Requested/ Delivered	Progress (%)				Requested/ Delivered	Progress (%)		
2	[Description]	16-Mar-2016 00:00:00	[Price]	1	0.155	15.5	0.845	[Amount]	84.5	1	100	[Icons]	
3	[Description]	16-Mar-2016 00:00:00	[Price]	1	0.08	8	0.92	[Amount]	92	1	100	[Icons]	

- Update the Progress Percentage column, if appropriate.

- 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.

Pay Line Item	Description	Need-By Date	UOM Price	Ordered	Redeemable	Progress (%)	Requested/ Delivered	Material Stored Amount	Current	Progress (%)	Requested/ Delivered	Progress (%)	Attachments	Delete
2 1	...	16-Mar-2016 00:00:00	Job	1	0.155	15.5	0.845			84.5	1	100		
3 1	...	16-Mar-2016 00:00:00	Job	1	0.08	8	0.92			92	1	100		

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

Confirmation  
Your Work Confirmation ACT12654 has been saved. Would you like to return to edit this work confirmation?

Yes No

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

## View/Update an existing work confirmation

You can view existing work confirmations.

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

The screenshot shows the Oracle iSupplier Portal interface. The 'Orders' tab is selected, and the 'Work Confirmations' subtab is active. The page displays a table of work confirmations with the following columns: Select, Work Confirmation, Request Date, Period From, Period To, PO Number, Currency, Ordered, Previous Requested, Previous Delivered, Current Requested, Current Delivered, Total Progress (%), and Status. The table contains six rows of data for various work confirmations, including PO numbers like 100970 and 100971, and statuses such as 'Pending Approval', 'Processed', and 'Canceled'.

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

The screenshot shows the Oracle iSupplier Portal interface with the 'View' menu dropdown open. The menu options are: Last 25 Work Confirmations, Draft Work Confirmations, Rejected Work Confirmations, and All Work Confirmations. The table below the menu shows the same work confirmation data as the previous screenshot.

- 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.

**ORACLE** iSupplier Portal

Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History **Work Confirmations** Deliverables Deliverables Timecards RFQ

Orders: Work Confirmations >

Work Confirmation: ACT12651 (Sub Contract PO: 100970)

Currency=AED

Ordered: 03/16/2016  
 Approved: 03/16/2016  
 Total: 03/16/2016  
 Status: **Processed**  
 Comments:

Description: **Supplying and installing 1 bidirectional Web...**  
 Period From: 03/16/2016  
 Period To:

**Work Confirmation Details**

Export

Line	Pay Item	Description	Need-By Date	UOM	Price Ordered	Previous		Current		Material Stored	Amount	Total Balance Remaining	Progress (%)	Attachments	Status	Comments
						Requested/Delivered	Requested/Delivered									
3	1	Supplying and installing 1 bidirectional Web...	16-Mar-2016 00:00:00	Job	1.00000000	1	0	0.015				1.5			Completed	

[Return to Summary Page](#)

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