



Supplier Registration Guide

1. Introduction	3
2. Login Into Fusion Application	4
3. Supplier Portal	6
3.1 Supplier registration	6

1. INTRODUCTION

Oracle Fusion Supplier Portal is the next generation application for enabling smarter supplier interactions. It is a browser-based, supplier self-service solution that brings a holistic approach to supplier management by removing communication barriers between you and your suppliers. Improve Supplier Communications. An integral part of Oracle Fusion Procurement, Oracle Fusion Supplier Portal improves the way you interact and collaborate with suppliers.

Oracle Fusion Supplier Portal enables following key features which improves the overall supplier interaction,

Consolidated Supplier Work Area: With supplier portal, supplier will be having a dedicated work area where they will have access to global search field to have quick access to orders, agreements, Negotiations etc.

Supplier Change Order Management: Supplier can review the purchasing document before accepting it.

Supplier Profile Management: Supplier will be having a quick access to the details of like Supplier Site, Bank Details, etc.

2. LOGIN INTO FUSION APPLICATION

Log in URL: - [Sign In](#)

1. As we go to the Oracle URL on the browser, below screen is opened.

Sign In
Oracle Applications Cloud

User ID
User ID

Password
Password

Forgot Password

Sign In

Select Language
English

ORACLE

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2. Enter your User ID and the password as below.

Sign In
Oracle Applications Cloud

User ID
User ID

Password
Password

Forgot Password

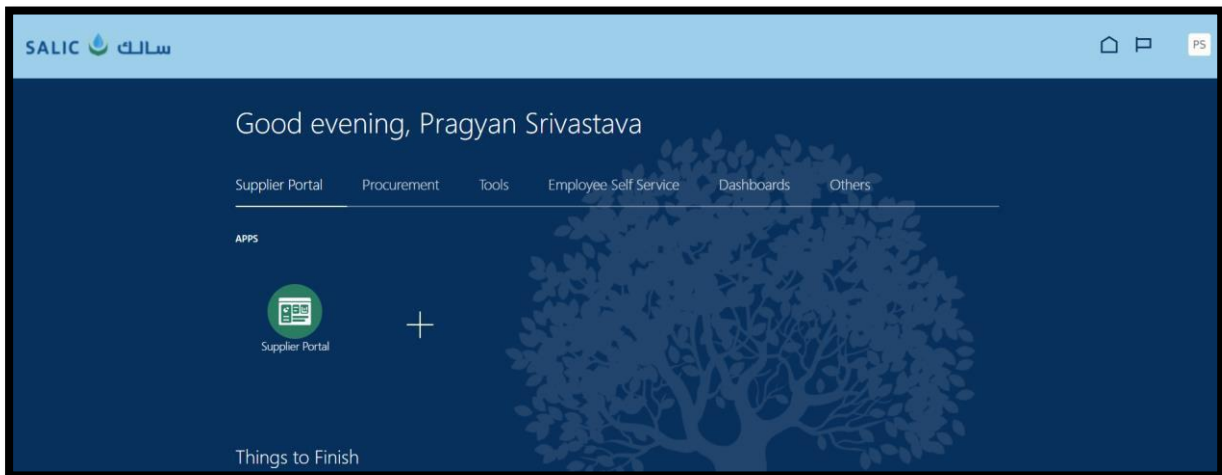
Sign In

Select Language
English

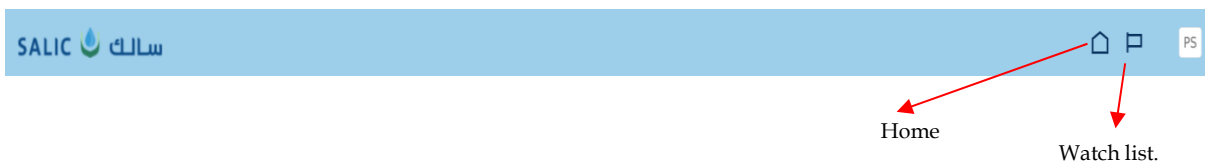
ORACLE

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3. Once you click on sign in, you will login into the system, and you will land on My Dashboard as below.



4. Icons:



On the dashboard, you can see the following icons at the top.

Each Icon represent different task and are available on all the screens.

- a) Home: This icon takes the user to the home page or oracle fusion from any screen.
- b) Watch list: This is used to search transactions using previously saved searches on oracle fusion.
- c) Notifications: user can see all their notifications received anything for approval and also the notifications for actions taken on transactions sent for approval by the user

3. SUPPLIER PORTAL

3.1 SUPPLIER REGISTRATION

Click on the link

For Spend Authorized Supplier Registration URL:

<https://hbn.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=30000000910133&busReI=Uk%2F5DV1Y2f7I7wR3I5pOug5cQipbXN5T8w%3D%3D>

The screenshot shows the 'Register Supplier: Company Details' form in the SALIC portal. The form is part of an 8-step process, with 'Company Details' being the first step. The form includes the following fields:

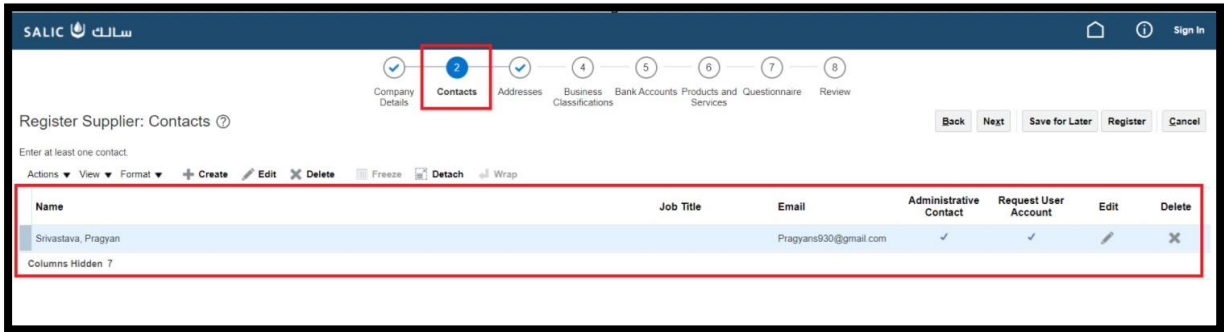
- Company:** Text input field.
- Tax Organization Type:** Dropdown menu.
- Supplier Type:** Dropdown menu.
- Corporate Web Site:** Text input field.
- Attachments:** None.
- D-U-N-S Number:** Text input field.
- Tax Country:** Dropdown menu.
- CR Number:** Text input field.
- Tax Registration Number:** Text input field.
- Note to Approver:** Text area.

Below the company details, there is a section for 'Your Contact Information' with the following fields:

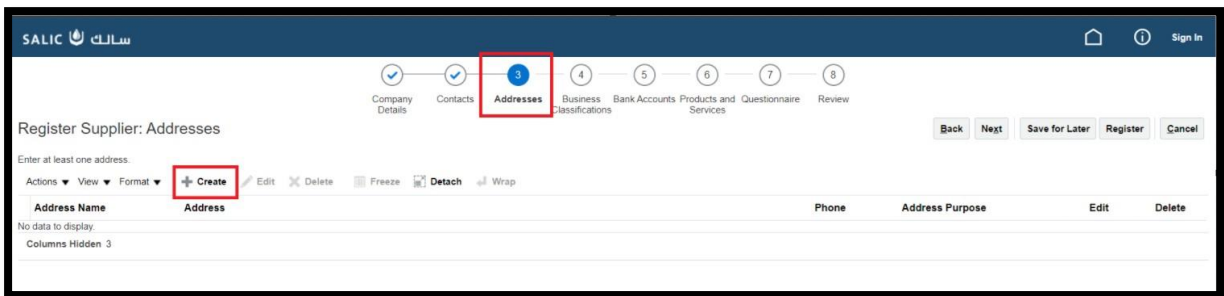
- First Name:** Text input field.
- Last Name:** Text input field.
- Email:** Text input field.
- Confirm Email:** Text input field.

At the bottom of the form, there is a note: 'Go to the contacts page and add user roles to get access to supplier portal.'

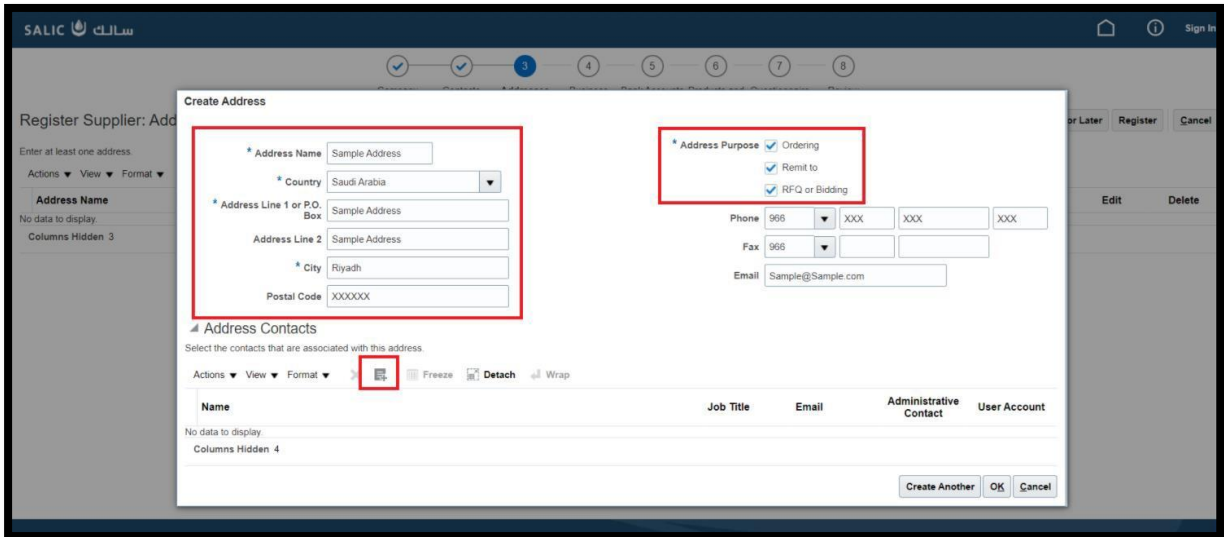
1. This will be the landing page once you click on the above-mentioned link
2. Here you need to fill all the details, below are the details of mandatory field.
 - **Company:** Name of the company
 - **Tax Organization Type:** Select the Tax Organisation Type
 - **CR Number:** Enter the CR Number
 - **Tax Registration Number:** Enter the Tax Registration Number
 - **First Name:** Enter the name of the contact person
 - **Last Name:** Enter the last name of the contact person
 - **Email:** Enter the email address of the contact person
 - **Confirm Email:** Confirm the email address of the contact person



- Once you fill all the details on “Company Details” then click on “Next” and you will be able to see that one user is created with the same details which you have filled on Company details, Now click on “Next”.



- Now, On “Address” Click on “Create” icon to add supplier address



- Now Add, the address details and
- Under Address purpose and checkmark Ordering, Remit to and RFQ or bidding.
- Under Address Contacts click on “+” icon and add your user.

The screenshot shows a web application interface for creating a bank account. The main window is titled 'Register Supplier: Bank Accounts'. A modal window titled 'Create Bank Account' is open, containing the following fields:

- Country (dropdown)
- Bank (dropdown)
- Branch (dropdown)
- Account Number (text input)
- IBAN (text input)
- Currency (dropdown)
- Additional Information:
 - Account Name (text input)
 - Agency Location Code (text input)
 - Alternate Account Name (text input)
 - Account Type (dropdown)
 - Account Suffix (text input)
 - Description (text input)
 - Check Digits (BSB) (text input)
- Comments:
 - Note to Approver (text area)

Buttons at the bottom of the modal include 'Create Another', 'OK', and 'Cancel'. The background shows a table with columns for 'Account Number' and 'Columns Hidden 8'. A 'Create' button is highlighted in red in the background.

8. Now On “Bank Accounts” click on “Create” icon and add your bank account details.

The screenshot shows the 'Register Supplier: Questionnaire' form. The main window is titled 'Register Supplier: Questionnaire'. The form is part of the 'Supplier Registration Qualification Area (Section 1 of 1)'. It includes the following sections:

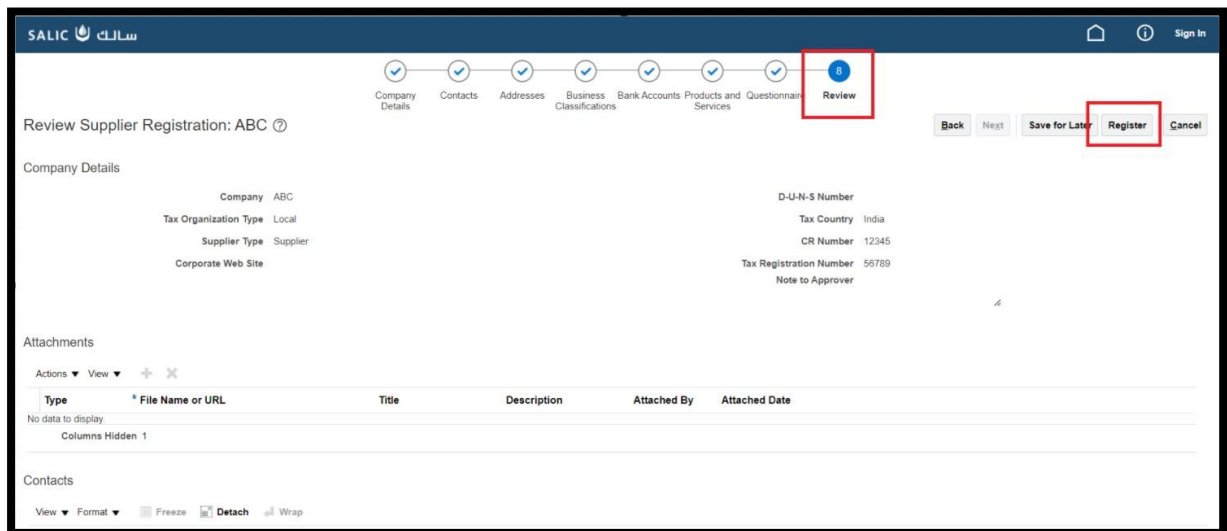
- 1. Tax Organization Type
 - a. Local Supplier
 - b. Foreign Supplier
- 2. Company Profile
 - a. Company Profile Attachment
- 3. Commercial Registration
 - a. Commercial Registration Attachment
- 4. Disclosure of Conflict of Interest
 - Attachments: Conflict of Interest & Whistleblowing
 - a. Disclosure of Conflict of Interest Attachment
- 5. Bank A/c Certificate
 - a. Bank A/c Certificate Attachment
- 6. Authorisation Letter

The background shows a progress bar with steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, Questionnaire (current step), and Review. Buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel' are visible.

9. Once you add your bank account details click on “Questionnaire” and add all the required certificates.

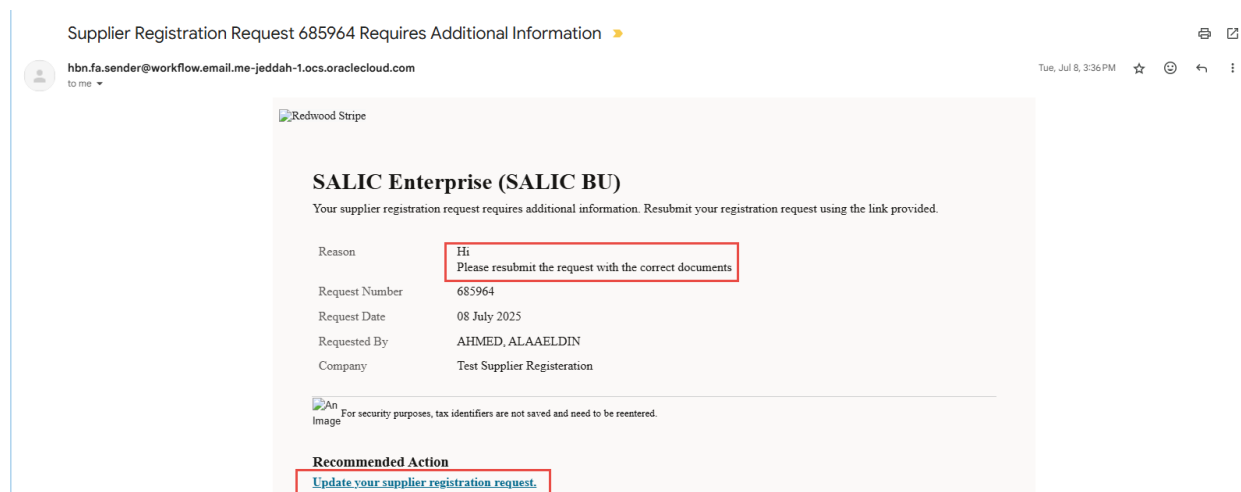
10. Now on “Questionnaire” selects your tax organisation type.
11. If you are Local Saudi Arabia supplier then select LOCAL, if you are Foreign Supplier select ‘Foreign Supplier’
12. Once you select the type of Tax Organisation type, you will be able to see all the required Certificate and expiration date.
13. Select the Certificate and click on “+” icon and attach the certificate and click on ok.

14. For “Disclosure of Conflict of Interest” first of all download the attachment under “attachments” as shown in above screenshot, once you download and sign the Disclosure of Conflict of Interest then upload it back by clicking on “+” icon and upload the Disclosure of Conflict of Interest document.



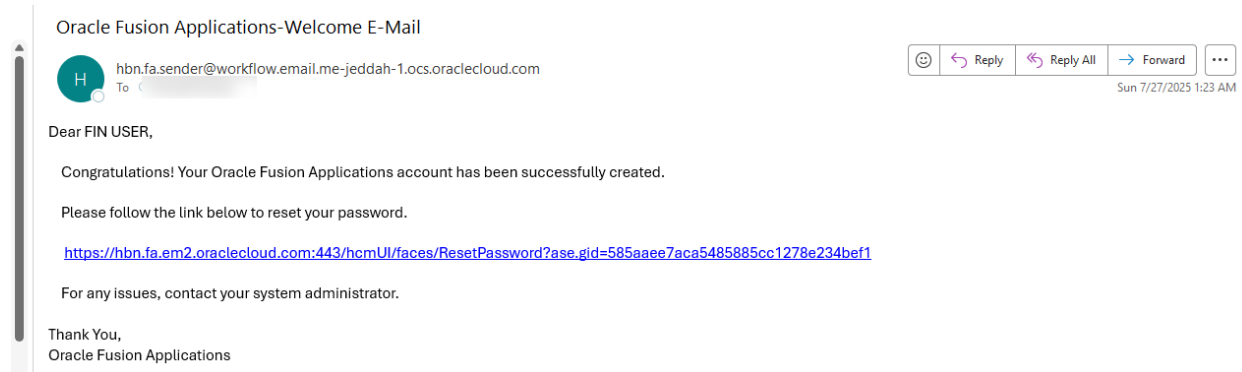
15. Once you upload all the required certificates, Now click on “Review” and review all the details filled once you verify click on “Register”.

16- If the SALIC team may asks to correct the entered data during registration, the supplier will receive the following email notification



The supplier can click “Update your supplier registration request” and edit or enter the required information, and submit the request again

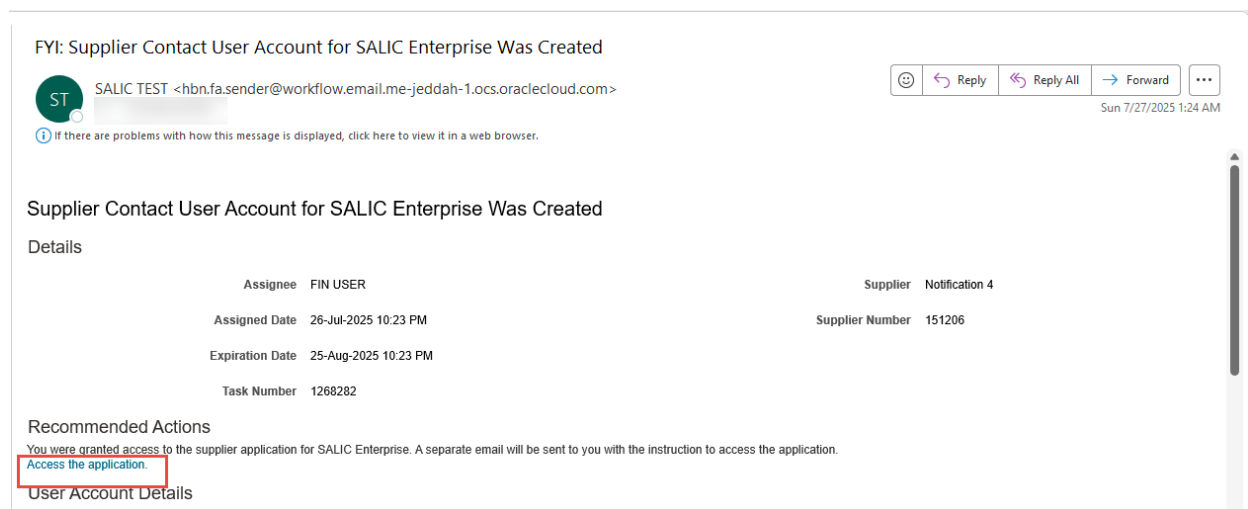
17- After approving the registration request form SALIC Team, the supplier contact will receive an email to reset the password to access the SALIC System



The supplier can click the link and reset the password

18- after resetting the password, the supplier contact will receive the following email and can access the application using their email and the newly reset password by clicking **“Access the application”** or by accessing the following link

https://hen.fa.em2.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemNodeId=itemNode_supplier_portal_supplier_portal



Thank you!