PMU iSourcing and iSupplier module

User Guide

Management Information System Department

Date: 15 June 2015

IT Department/MIS Team

Prepared by: Imran Syed

- *Reviewed by:* Mr. Abdul Aziz Saleem, MIS Team Lead

Table of Content

1. Overview

This document outlines the user guide to use implemented Oracle Erp Business Suite for suppliers to register with PMU University. It is a free, web based service that allows you to manage your account online and track invoices and payment at any time.
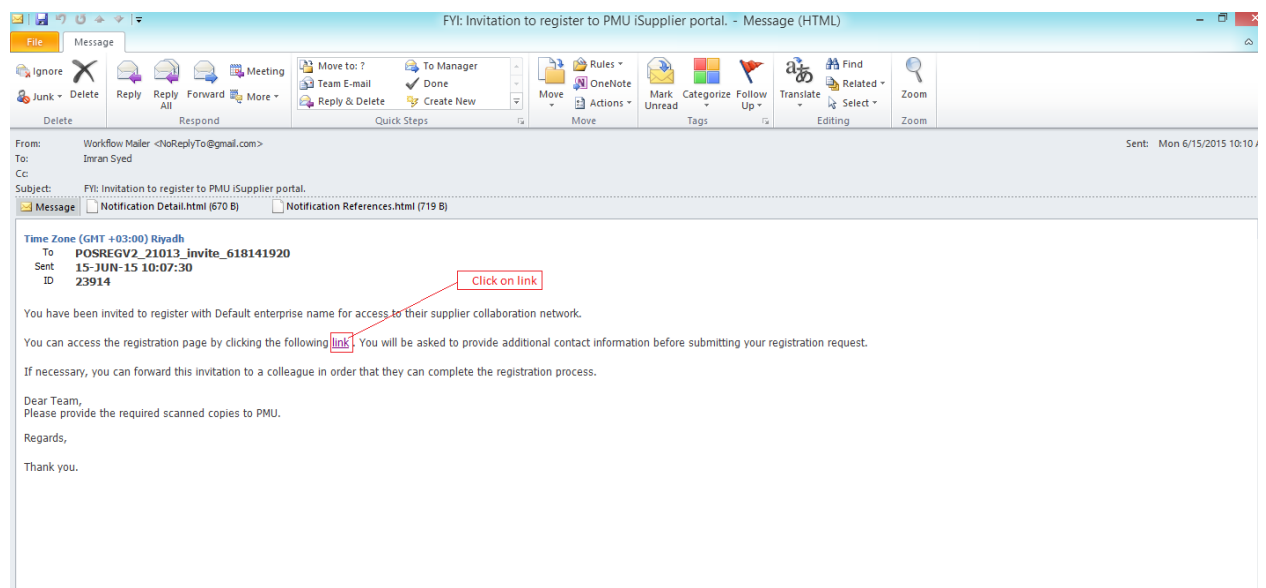
The benefits of the module are as follows:

Benefits:

- **Create Closed Loop Purchase Order Collaboration**: Get improved service, eliminate routine inquires and even offload inventory management by sharing information with supplier online.
- **Simplify Fulfillment and Payment:** Reduce receiving problems with advance shipment notices, capture savings with online invoicing, and improve service from suppliers by sharing delivery and quality data
- **Efficiently Ramp and Maintain Suppliers:** Bring suppliers onboard quickly with Web portal access and online registration. Maintain them easily with self-service profile updates

2. Supplier Registration

1. On In Invitation from Purchasing Department from us the supplier will receive the email along with the invitation link as shown:

2. Enter Profile Details and click submit button:

3. Confirmation message will appear to confirm the completion of initial registration.

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4. Supplier user id and password will be send to registered email id as shown:

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5. On receiving the registration details click on the link provided you shall see the below screen:

6. Enter username and password and press the login button as shown

7. After Successful login using the isourcing home page will be displayed as shown :

- **PMU Supplier Portal Full Access:** This show all the payments and invoices made by the buyer to the supplier
- **Sourcing Suppler:** This link is used to respond to the invited Purchase Orders, RFQ and Close Bid Bond Projects.

8. Click PMU ISupplier Portal Full Access -> Home Page

9. Inside the home page click **"Admin"** tab as shown:

10. Fill up the supplier related information such as:

- General Information
- Organization Information.
- Address Book.
- Contact Directory.
- Business Classification.
- Product & Services.
- Banking Details

General Information: The vendor needs to attach following documents using add attachment button as highlighted below:

- Alzakah Certificate.
- Company Profile
- Company Balance Sheet for Previous Year.
- Commercial Registration.

Address Book Information: The required fields are:

- Address Name.
- Address Line1.
- City.
- Postal Code

Contact Directory Information: The required fields are:

- First Name.
- Last Name.

Business Classification:

Product & Services:

Banking Details: The required fields are:

- Bank Name.
- Account Number.
- Branch Name.

Create Bank Account

* Indicates required field

Cancel   Save

* Country   Saudi Arabia ▼
☑ Account is used for foreign payments
Account definition must include bank and branch information.

Bank

○ New Bank
○ Existing Bank
Bank Name   Samba Bank
Bank Number

⊞ Show Bank Details

Branch

○ New Branch
○ Existing Branch
Branch Name   Riyadh Street
Branch Number
BIC
Branch Type   ABA ▼

⊞ Show Branch Details

Bank Account

* Account Number   23423423424234
Check Digits
IBAN

Account Name
Currency   ▼
Account Status   New

⊞ Show Account Details
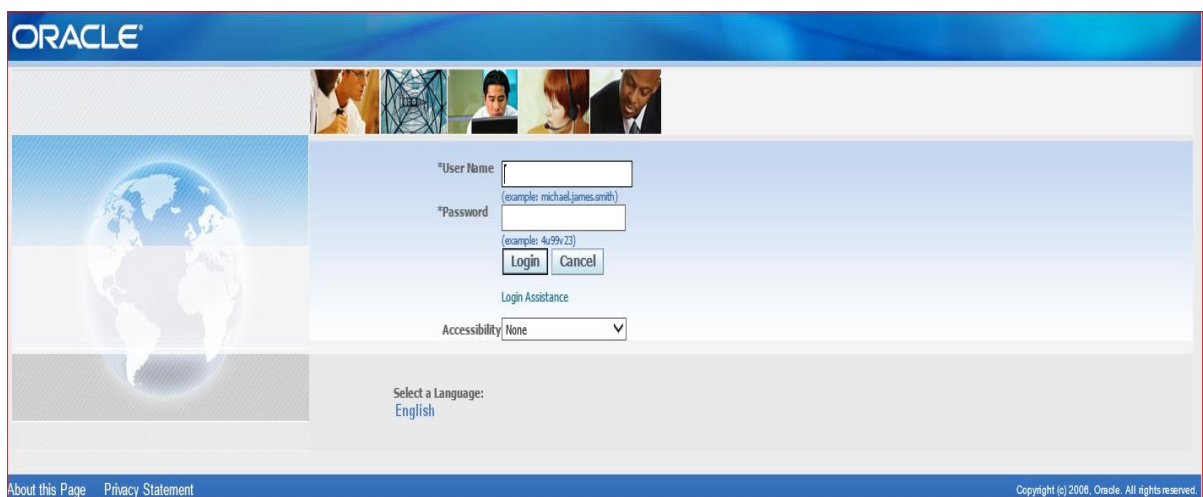
Comments

Note to Buyer

Cancel   Save

Home Logout Preferences Help Diagnostics

About this Page   Privacy Statement
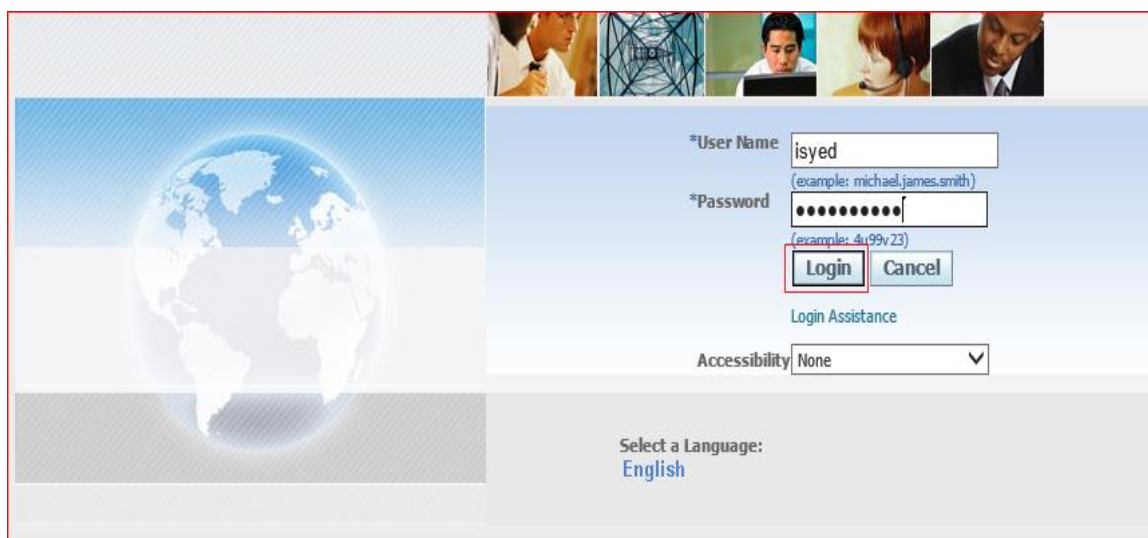
3. SUPPLIER QUOTATIONS FOR PO/RFQ

1. Click on the oracle ERP Business Suite url provided to you on entering it you shall see the below screen:

2. Enter username and password and press the login button as shown:

3. After Successful login home page will be displayed as shown :

4. Click on the Invitation Notification received and click negotiation link to view negotiation details.

5. Enter Confirmation about participation in negotiation as shown:

6. Inside the home page click **" Sourcing Supplier "** link as shown:

7. Navigation -> Negotiation home Page

8. Click related negotiation link as shown:

9. Select "**Create Quote**" from Action list and click on **go** button as shown:

10. Attach if any quotation scanned copies using add Attachment button.

11. Enter any payment terms in required field

12. Click on lines tab
13. Enter per each piece best price.
14. Enter the promised date
15. Click on continue button

16. Click on submit button

17. A confirmation message will appear for the provided quotation.

4. SUPPLIER QUOTATIONS CLOSED BID/PROJECT FEE/BANK GUARANTEE.

1. Click on the oracle ERP Business Suite url provided to you on entering it you shall see the below screen:

2. Enter username and password and press the login button as shown:

3. After Successful login the home page will be displayed as shown :

4. Inside the home page click **" Sourcing Supplier => Sourcing home page"** link as shown:

5. Navigation -> Negotiation home Page

6. Click related negotiation link as shown:

7. Select "**Pay/View EMD**" from Action list and click on **go** button as shown:

8. Click on Print Receipt button as shown:

9. The payment receipt information of Bid/Project Bank Guarantee amount will be printed as shown:

EMD Receipt for Quotation 7051

Supplier	EMD Amount **1**
Supplier Site **AL-KHOBAR**	EMD Due Date
Negotiation Number **7051**	EMD Type **Direct Payment**
Negotiation Title **PMU PR-RFQ Close Bidding Process- Bid Fee**	Quote Currency **SAR**
Created By **Pineda, RFQ Benito Jr. Tameta**	

EMD Received	Y
Received Amount	1
Received Date	21-FEB-2015
Received Currency	SAR

10. Pay the due **EMD Amount in Finance Department.**
11. After Payment is done click on the negotiation link as shown in step 6.
12. Select "**Create Quote**" from action list and click on go button as shown:

13. Enter quote value of requirement.
14. Attach soft copy of RFP/Quote if applicable.

15. Click on lines tab
16. Enter per each piece best price.
17. Enter the promised date
18. Click on continue button

18. Click on submit button to submit quote.

19. A confirmation message will appear for RFQ close bidding process.