

USER TRAINING GUIDE
Supplier Portal

شـــركـــة مـــواصـــلات جـــدة
Jeddah Transport Company

USER TRAINING GUIDE
Supplier Portal

Oracle Fusion Supply Chain Managements
Jeddah Transport Company | JTC

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JTC TEAM

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SBM TEAM

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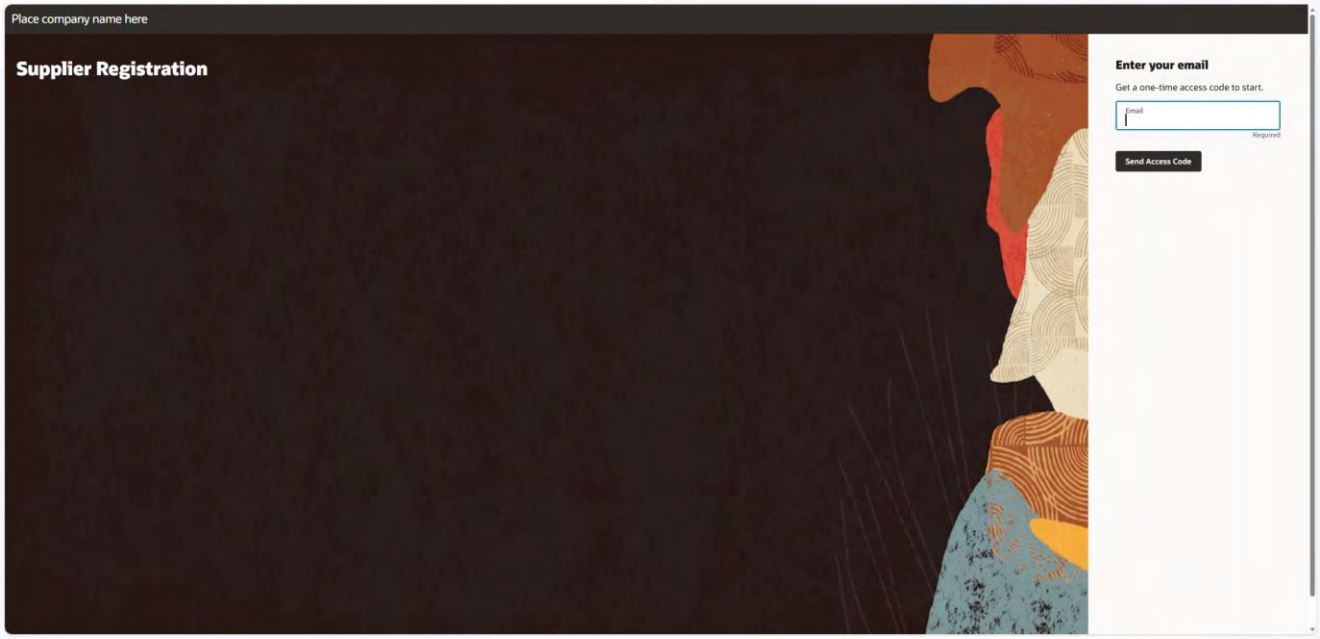
1. Supplier registration

Supplier Registration : is the process where a supplier creates an account in the Oracle Supplier Portal to start doing business with the buying company.

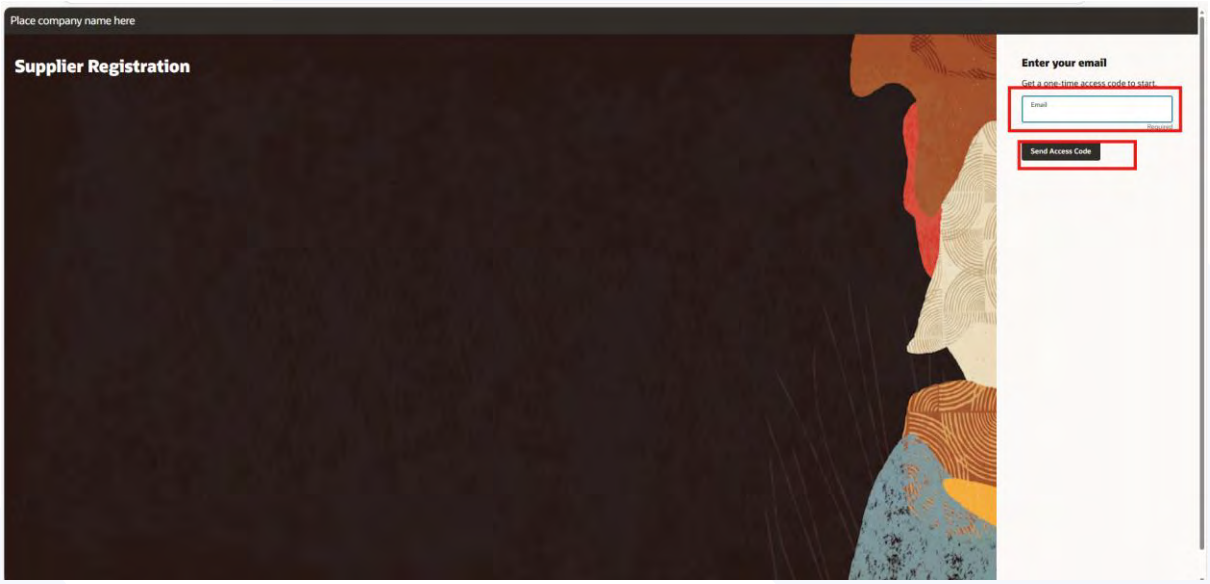
Step: supplier registration

Supplier can register via link that send by JTC company on email or you can find it in JTC website

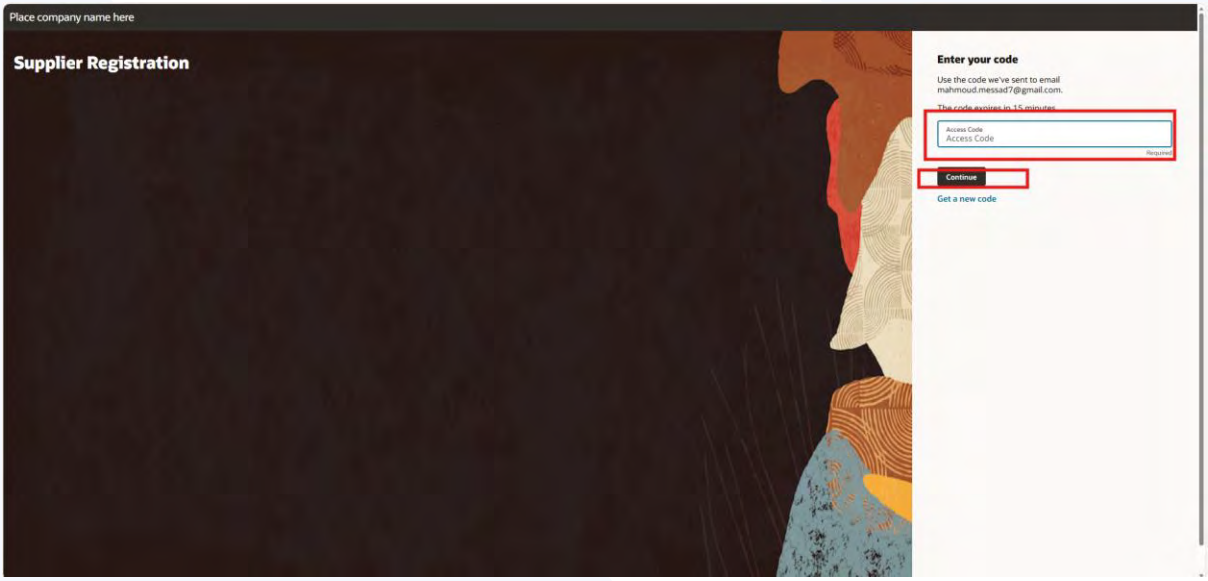
After you click the link this page will open



1- Enter your email then click send access code

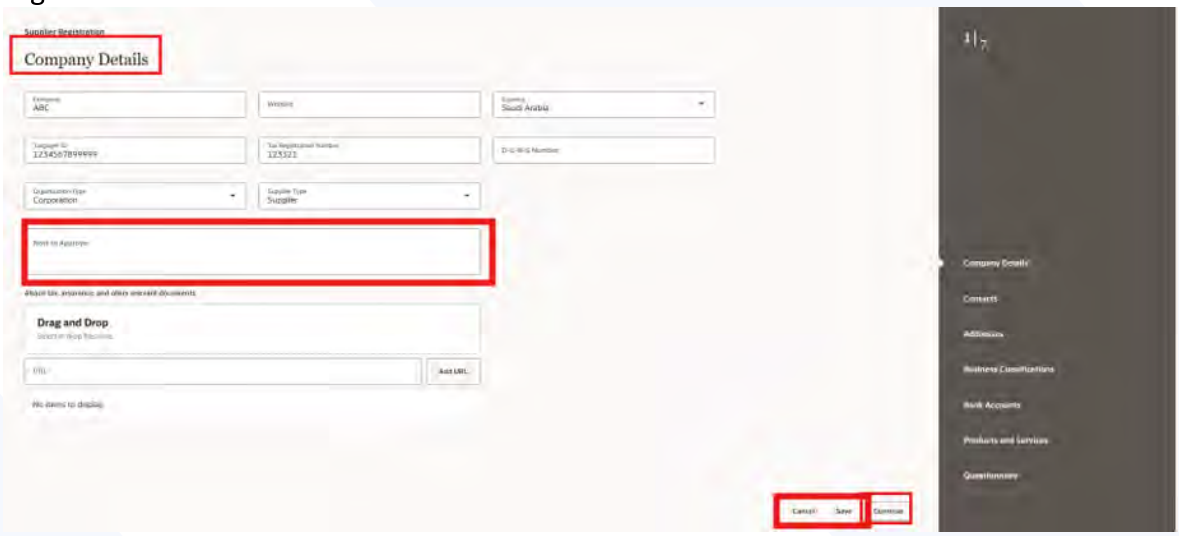


2- Enter the verification you received in email then click continue

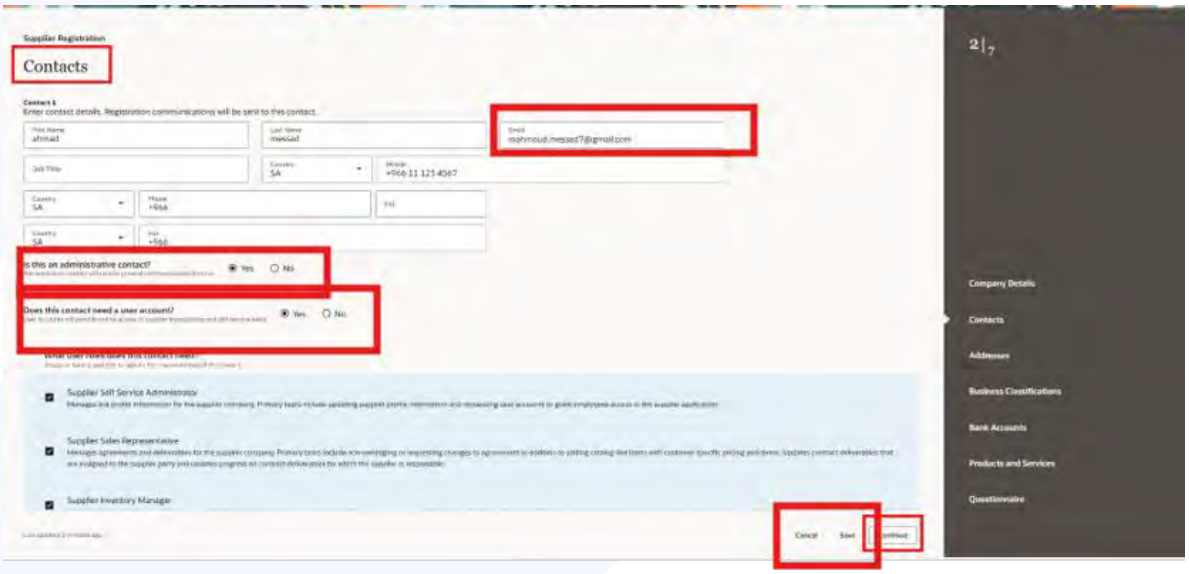


3- Enter company related information and note to Approver if needed.

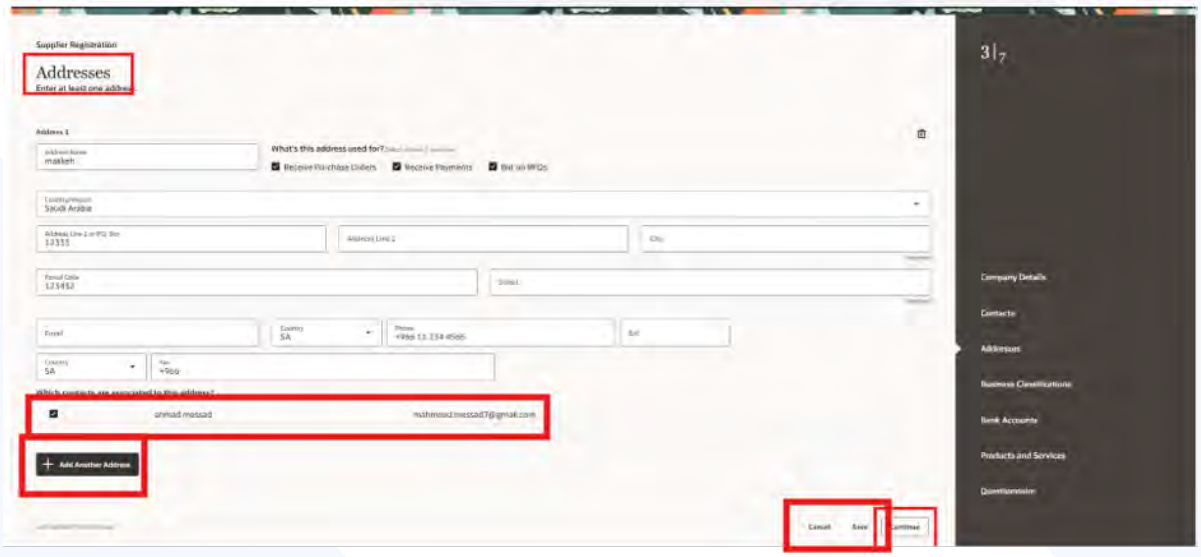
4- Click **Continue** button to go to next page or Click **Save** button if you want to complete the supplier Registration any time latter. Click **Cancel** if you do not want to do the supplier registration.



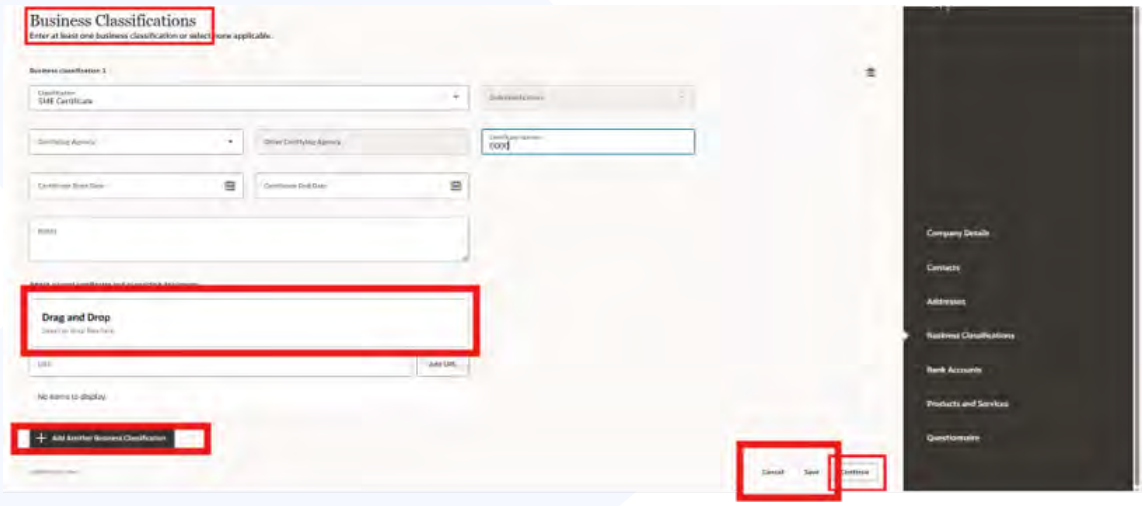
5- Enter required contact Information with email id. This email id will be used for further communication and to create a supplier Portal user account.
6- Select “Yes” or “No” based on the contact person.
7- By default, Oracle provides user account option as “Yes” if the user requires “ADQ Supplier Portal” access. You Must have at least 1 user account to use the system.
8- Please add additional two more contacts which covers Accounts Receivable and Escalation if you want
9- Click **Continue** button to go to next page or Click **Save** button if you want to complete the supplier Registration any time latter. Click **Cancel** if you do not want to do the supplier registration.



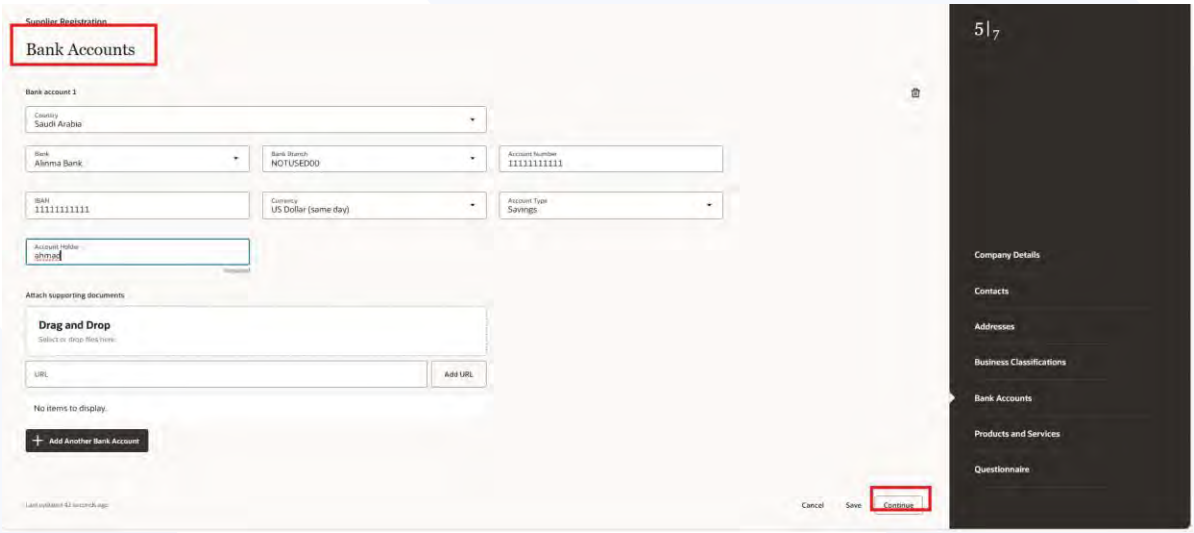
10 - Select all contacts which uses this address. If the contact requires new address, create new address and map the contact with new address.
11 - Click “Add Another Address” button to create new address.
12 - Click **Continue** button to go to next page or Click **Save** button if you want to complete the supplier Registration any time latter. Click **Cancel** if you do not want to do the supplier registration.



13 - attach requested supporting document.
14 - Click “Add Another Address” button to create business classification.
15 - Click **Continue** button to go to next page or Click **Save** button if you want to complete the supplier Registration any time latter. Click **Cancel** if you do not want to do the supplier registration.

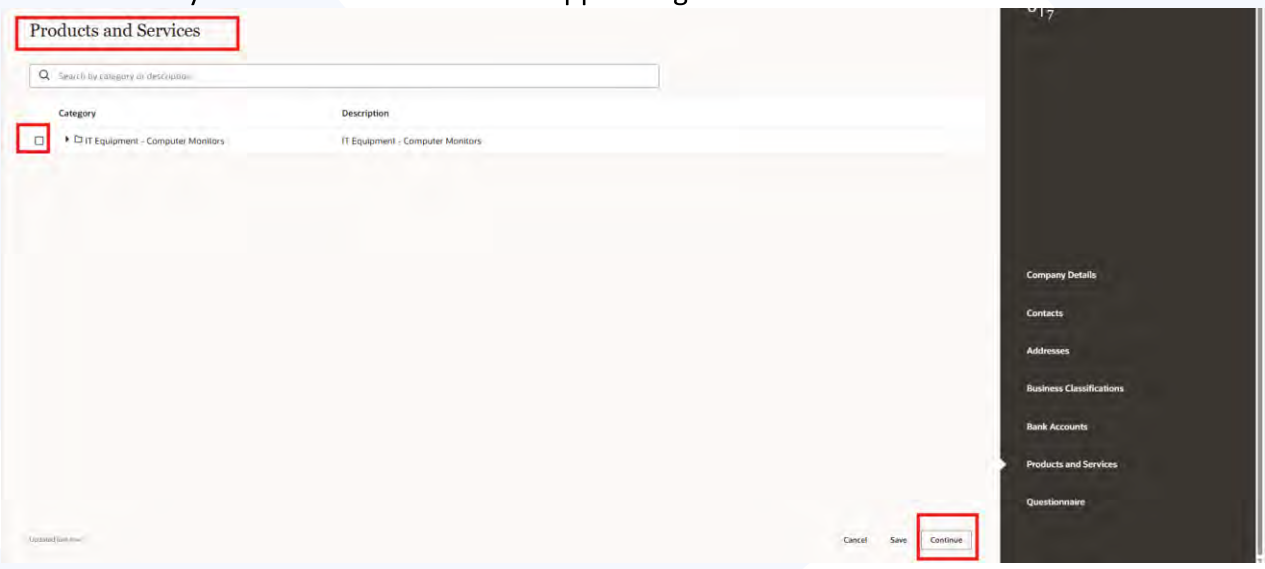


16 - Fill the bank account details then Click **Continue** button to go to next page or Click **Save** button if you want to complete the supplier Registration any time latter. Click **Cancel** if you do not want to do the supplier registration



17 - Click on the Down arrow to see all subcategories in and select all subcategories which you are intended to provide the service to ADQ.

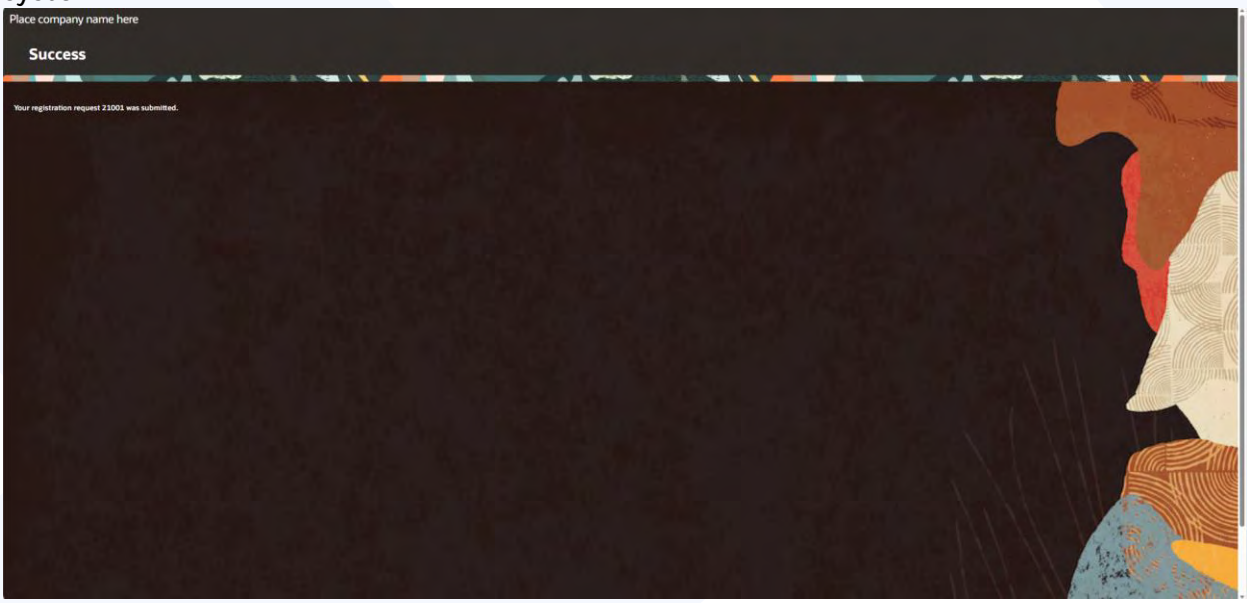
18 - Fill the product and services details that you can provide then Click **Continue** button to go to next page or Click **Save** button if you want to complete the supplier Registration any time latter. Click **Cancel** if you do not want to do the supplier registration



19 - Answer the question that JTC provide to evaluate your skills then click submit



20- This page will appear that mean you are waiting for HTC approve then you can login to the system

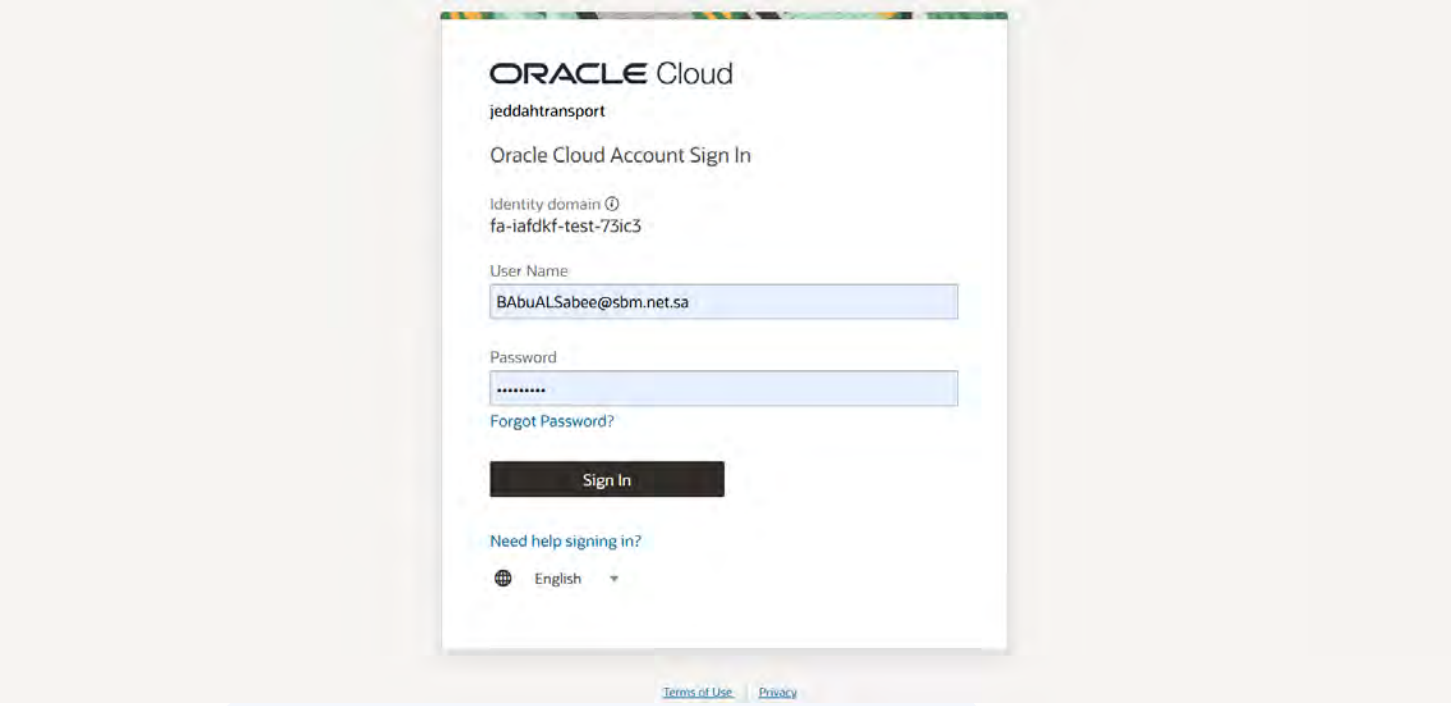


2. Login to system

Step: login

Oracle Supplier Portal helps JTC company and its suppliers collaborate and manage purchasing activities in one centralized platform.
It allows suppliers to receive quotation requests, participate in negotiations, and submit competitive offers with clear pricing, quality details, and delivery terms.
For example, when JTC needs to purchase 100 items with specific requirements, suppliers receive an invitation through the portal to join the negotiation.
During the negotiation period, suppliers can review the request, submit their quotations, and update their offers before the deadline.
Once all bids are submitted, the system provides full visibility for comparison, helping JTC evaluate total costs and select the best supplier offer efficiently.
Go to the Login Page, the following window will open.

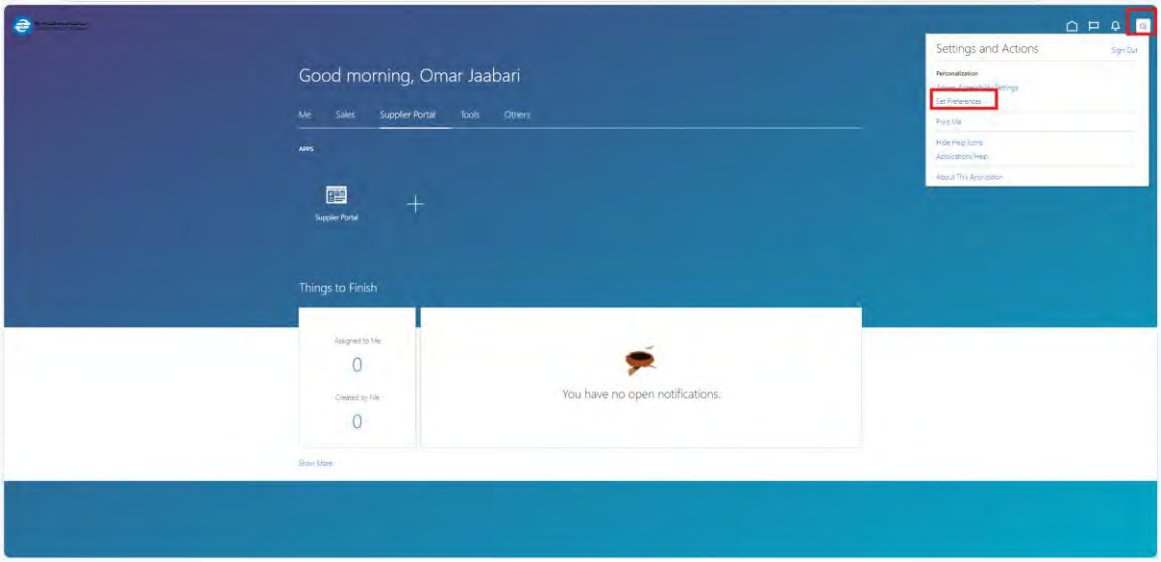
Enter User Name & Password and click login.



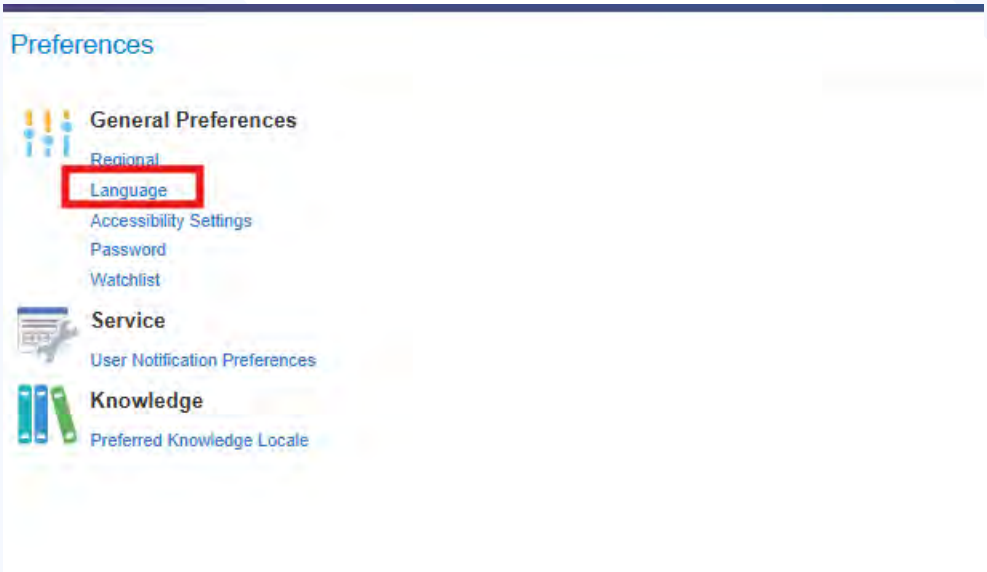
Step: language

I will show you how to change language from English to Arabic

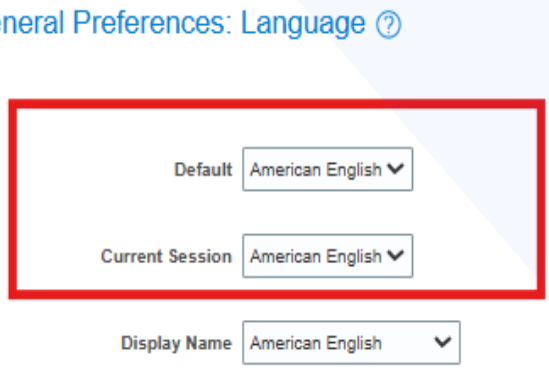
1- After log in
2- Click in your name the click set preference



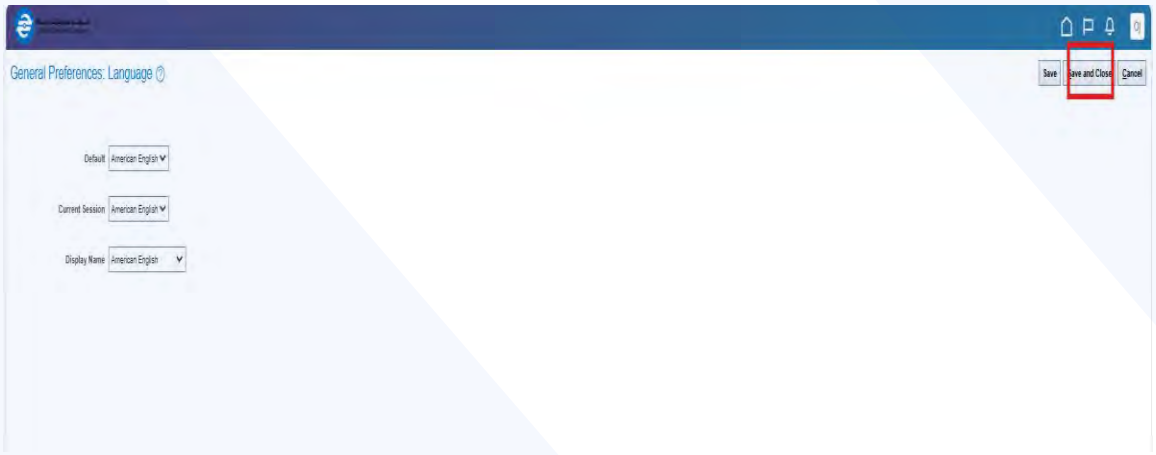
3- Click language



4- Click default and choose arabic



5- Click save and close

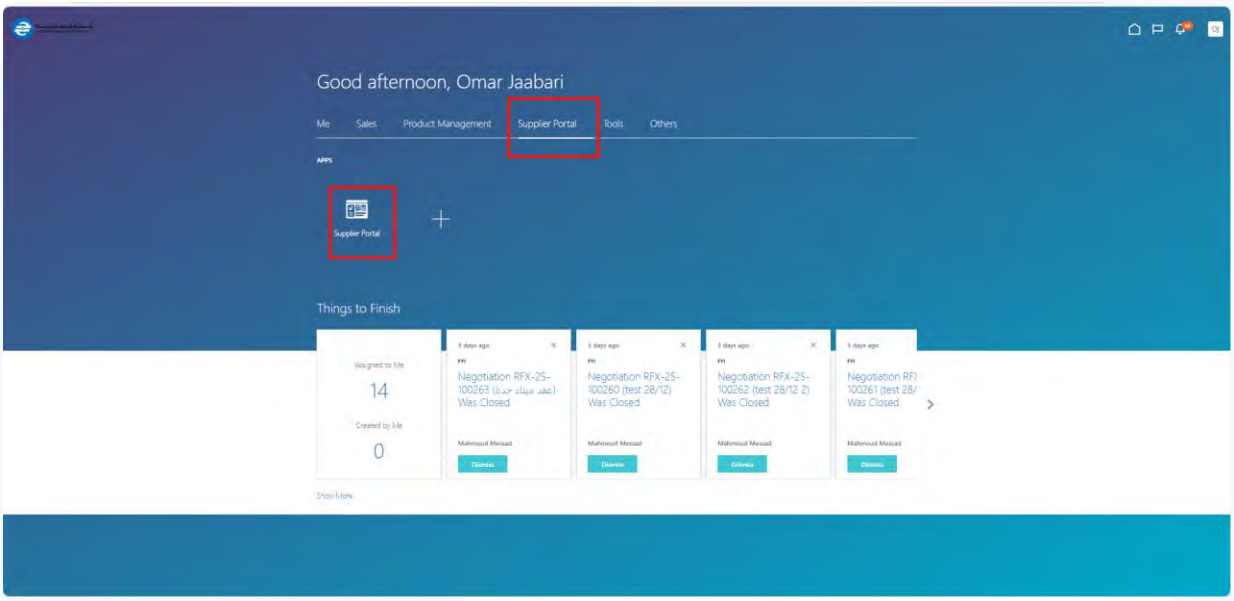


3. Company Profile

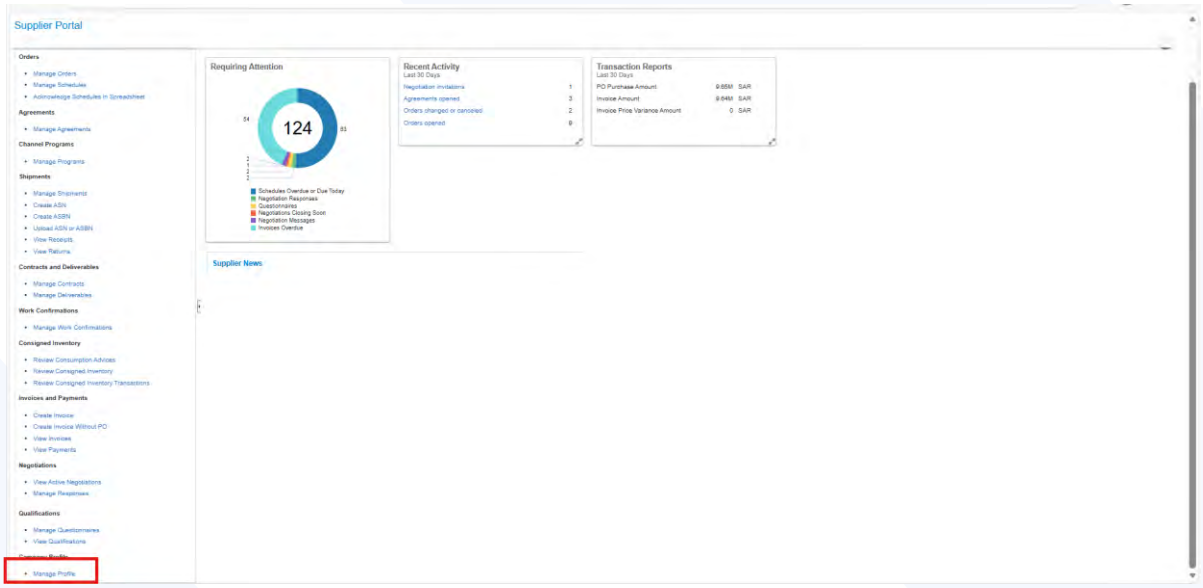
Step: View Company Profile

Display key details such as name, address, tax information, contacts, and business classifications that you filled before

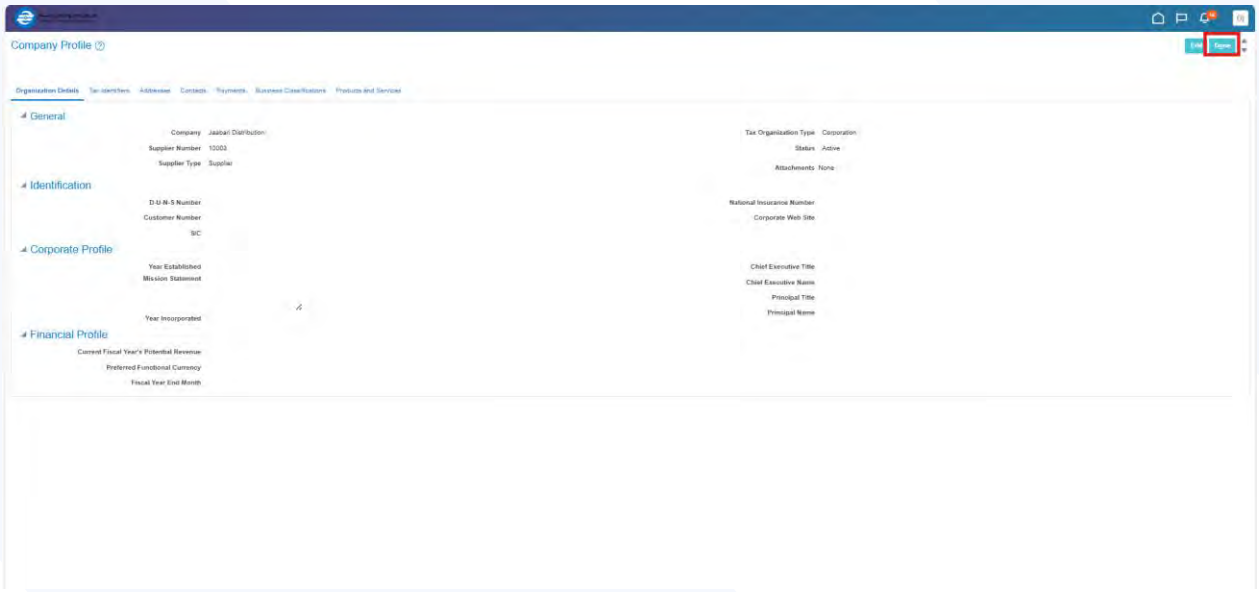
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click manage profile



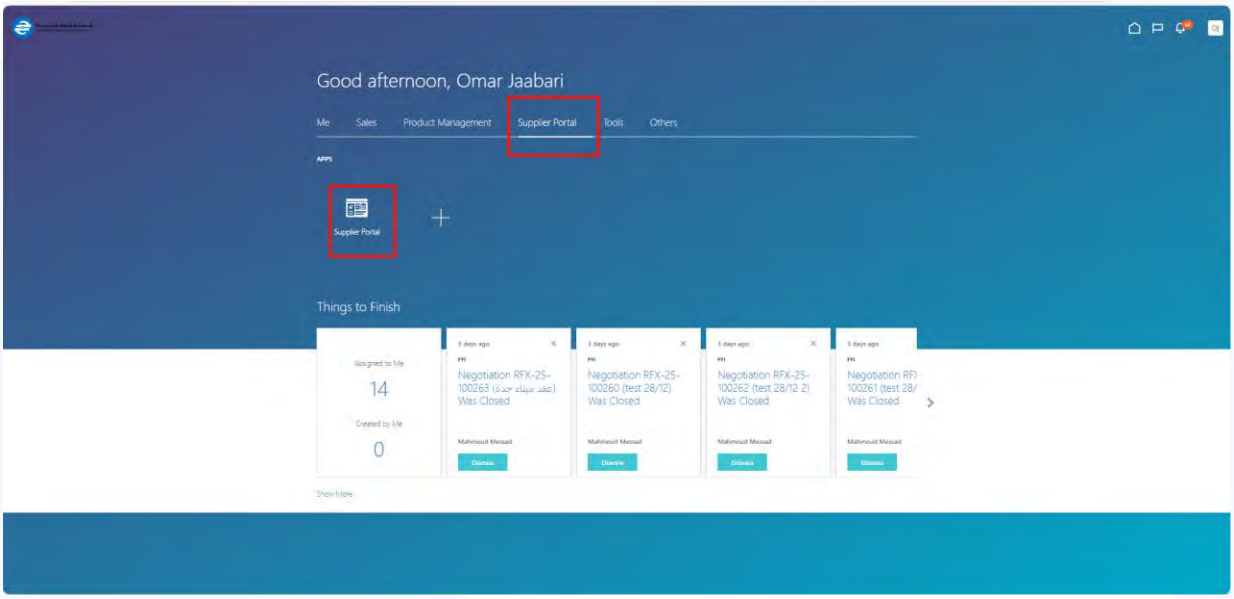
3- View your profile then click done



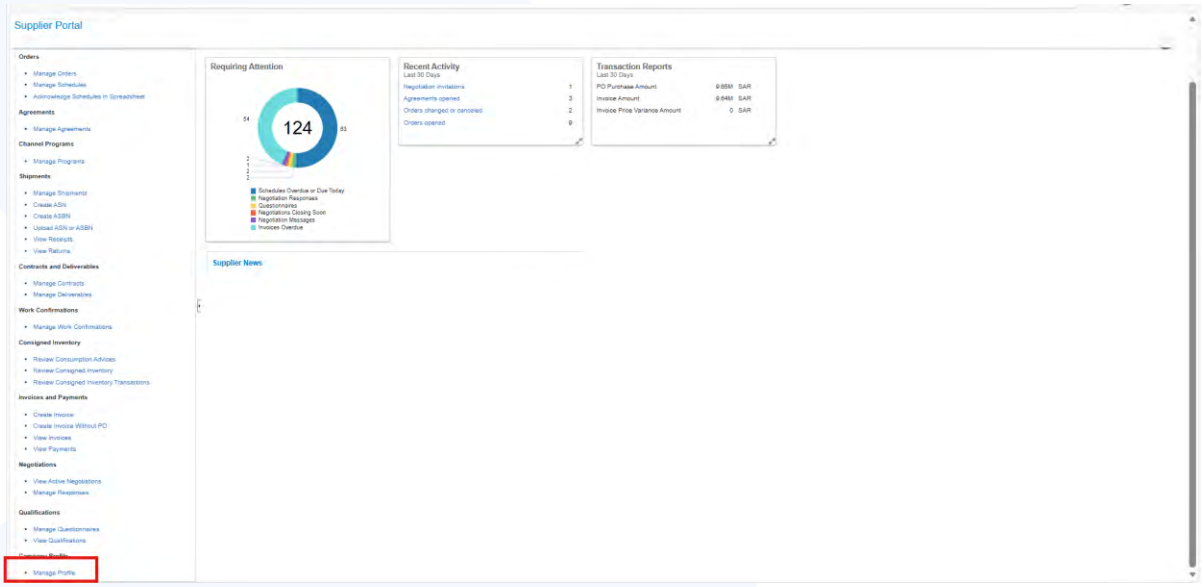
Step: Edit company profile

Allows suppliers to request updates to their company details (ex: address, contacts, tax info, certificates). Changes are validated and approved by the internal procurement team before they are applied.

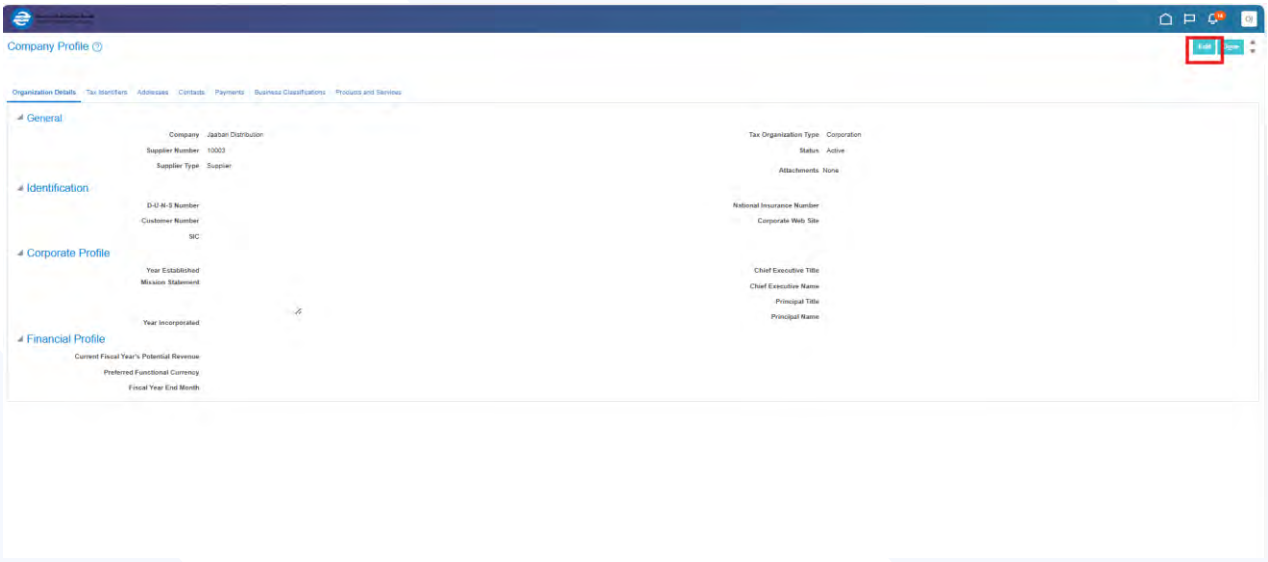
1- Go to Navigator click supplier portal click supplier portal



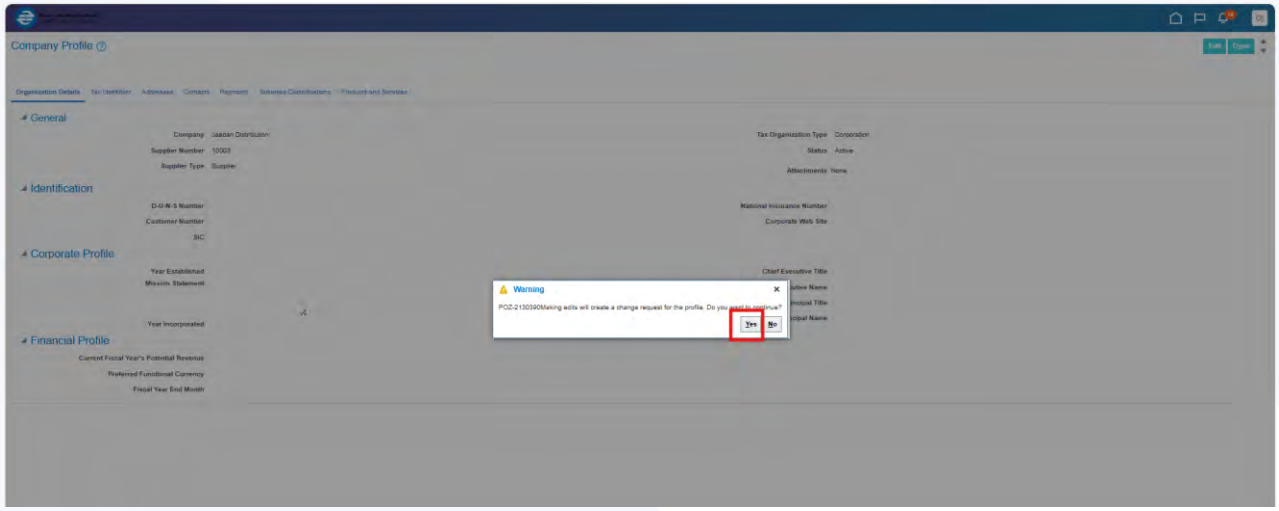
2- From the left side of the page click manage profile



3- Click edit



4- Click yes

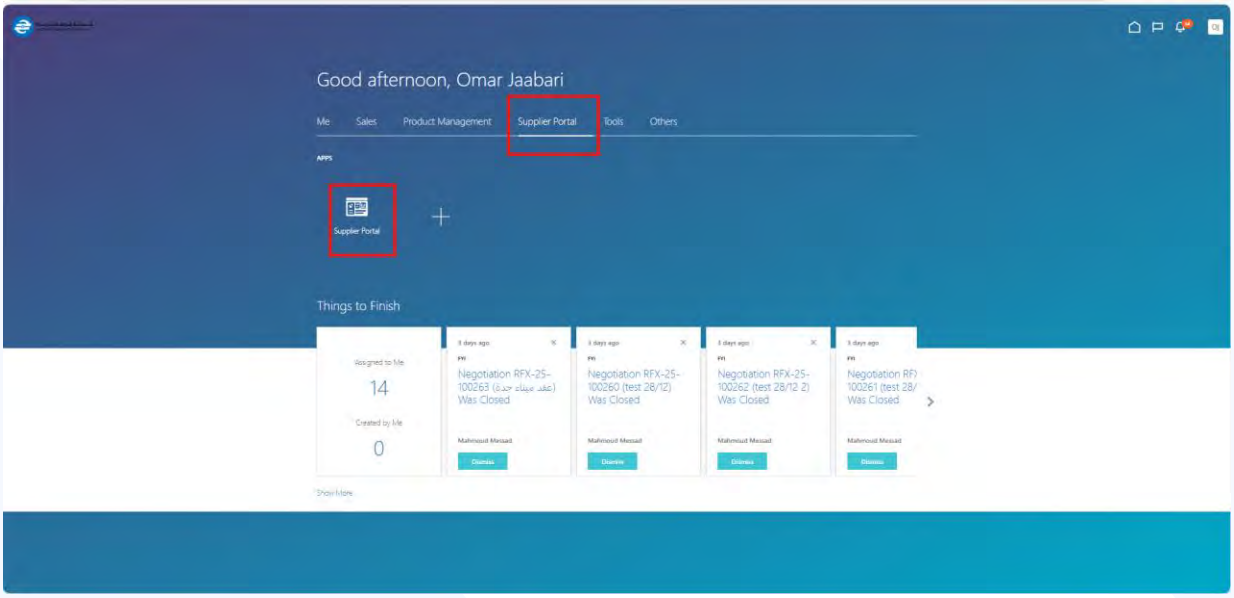


5- Change what you want then click save and close

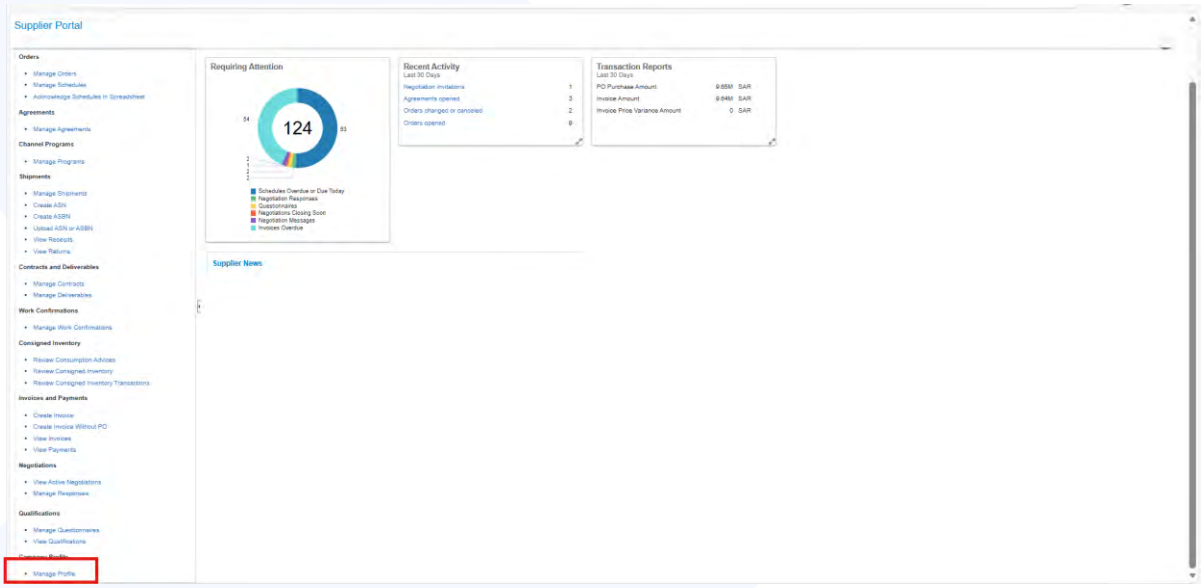
Step: Delete Profile Change Request (edit)

Allows suppliers to remove a previously submitted company profile update request **before it is reviewed or approved**, in case the change is no longer needed or was submitted by mistake.

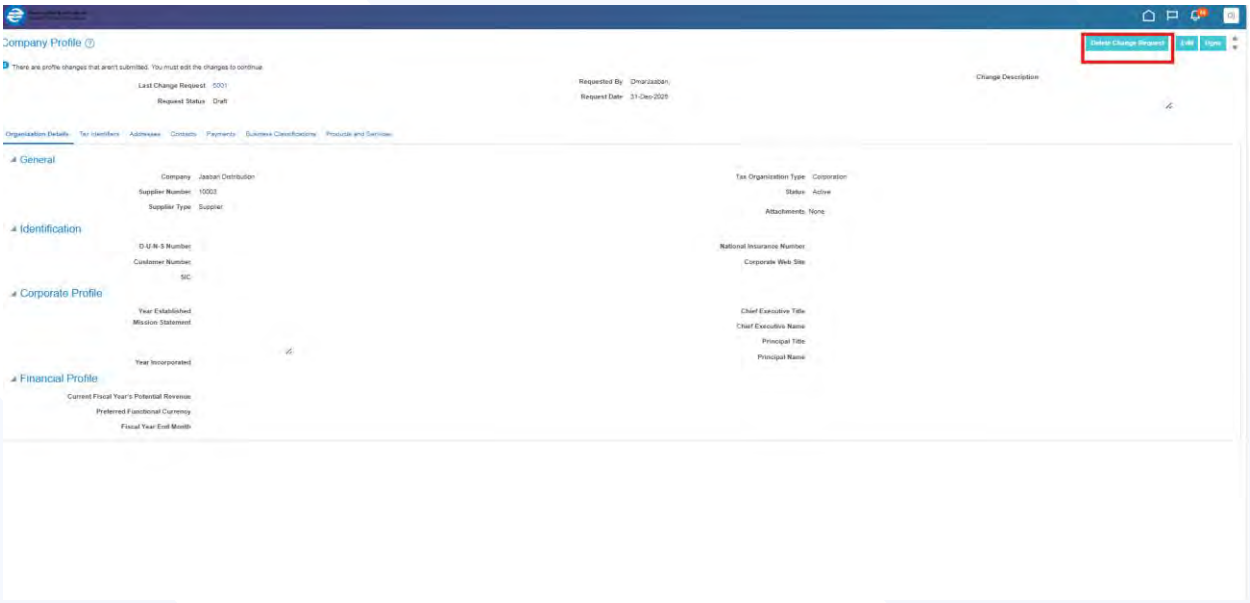
1- Go to Navigator click supplier portal click supplier portal



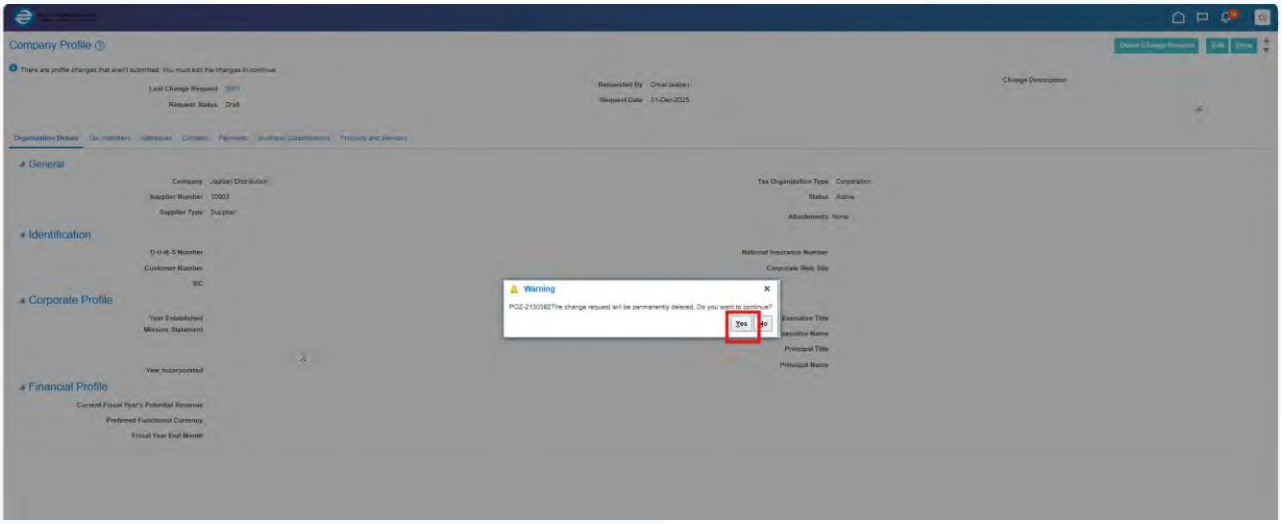
2- From the left side of the page click manage profile



3- Click delete change request


Company Profile
Delete Change Request
Edit
Done
There are profile changes that aren't submitted. You must edit the changes to continue.
Last Change Request
Request Status Draft
Requested By
Request Date
Change Description
General
Company
Supplier Number
Supplier Type
Tax Organization Type
Status
Attachments
Identification
Corporate Profile
Financial Profile

4- Click yes

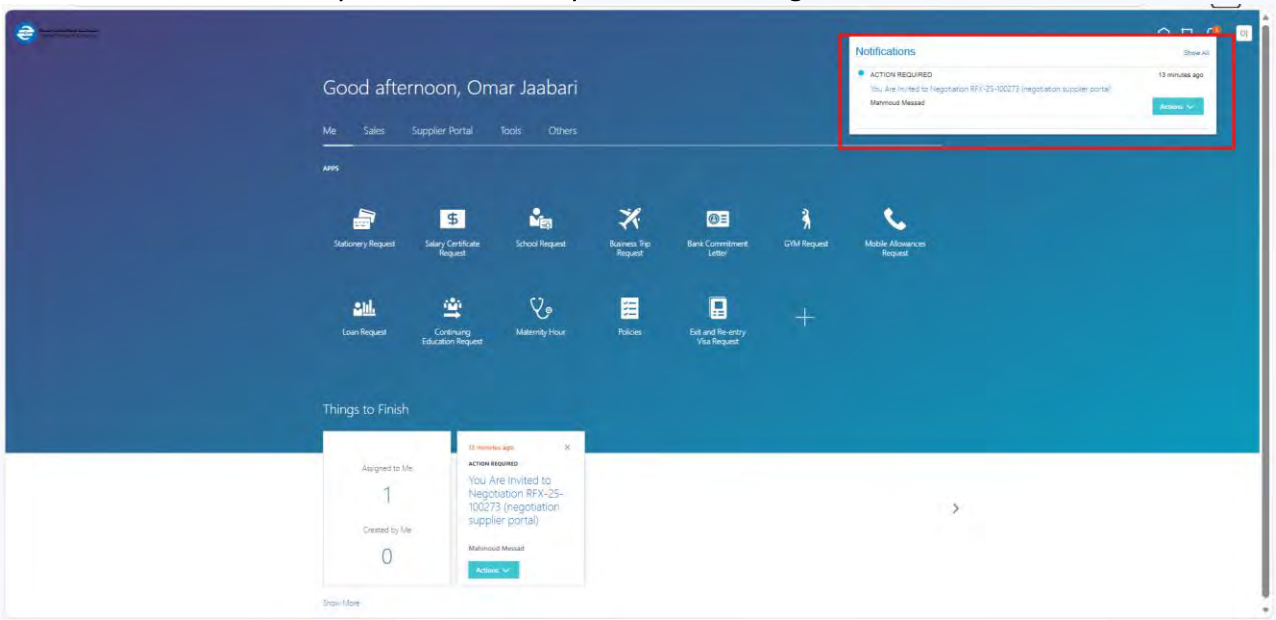

Company Profile
Warning
Yes
No
General
Identification
Corporate Profile
Financial Profile

4. Manage Negotiation

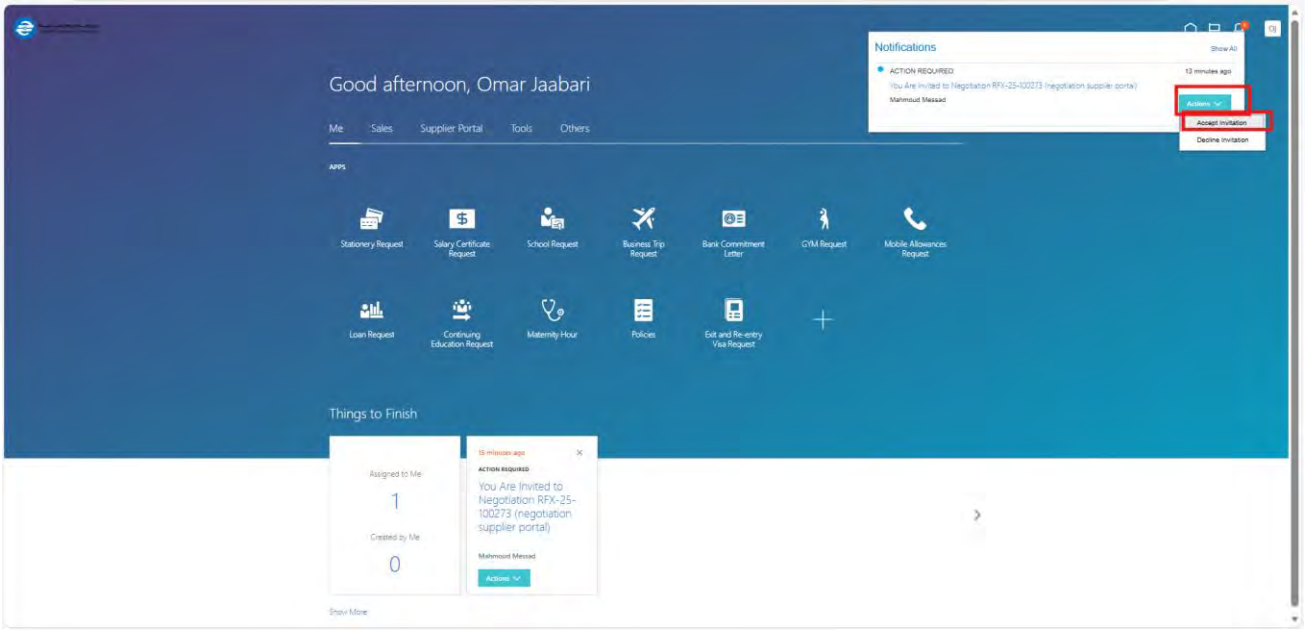
Negotiation : is a bidding process where suppliers receive an invitation from the buyer to submit quotations for goods or services.

Step: Accept negotiation

From the notification bar you will receive if you invited to negotiation

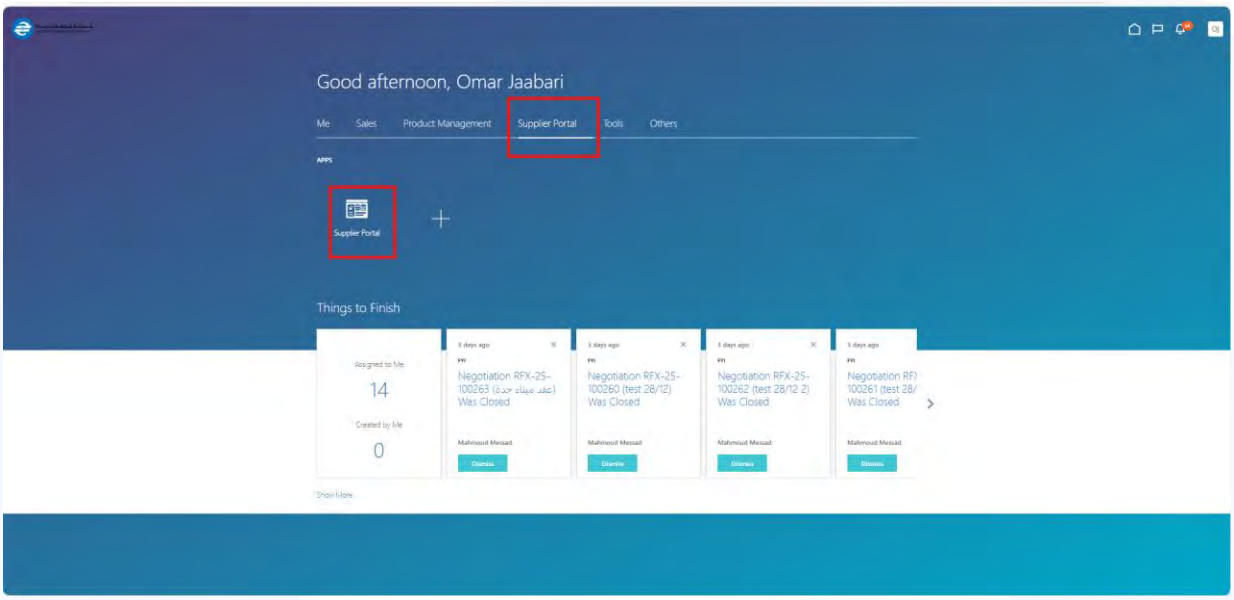


Click action then accept to accept the negotiation or click decline to reject the negotiation

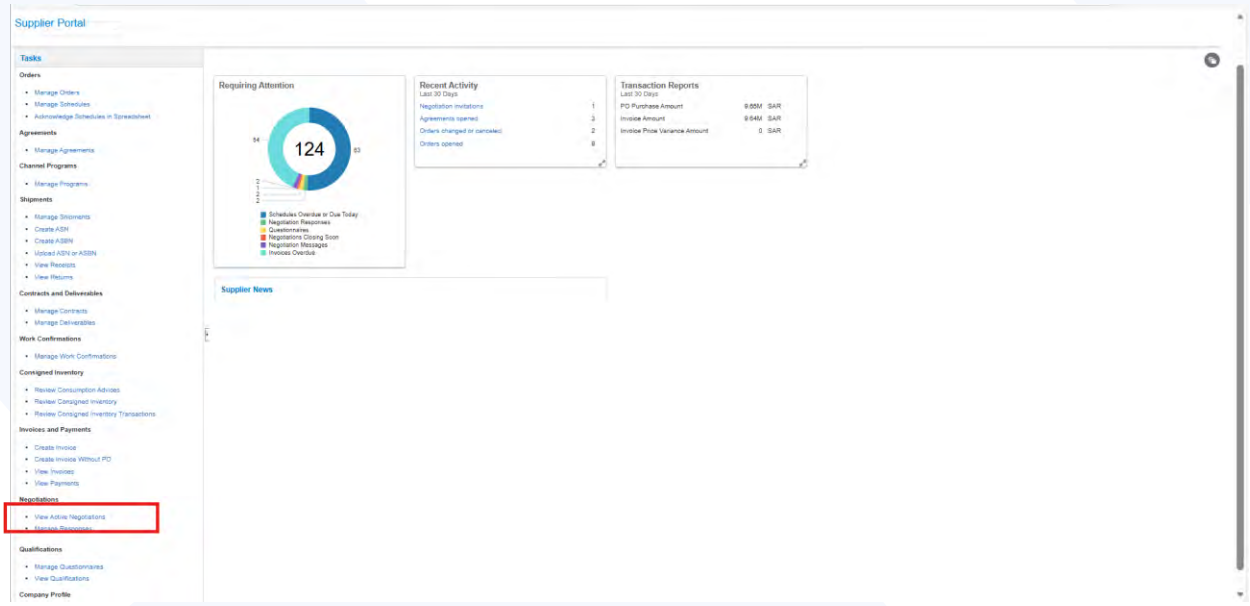


Step: view negotiation

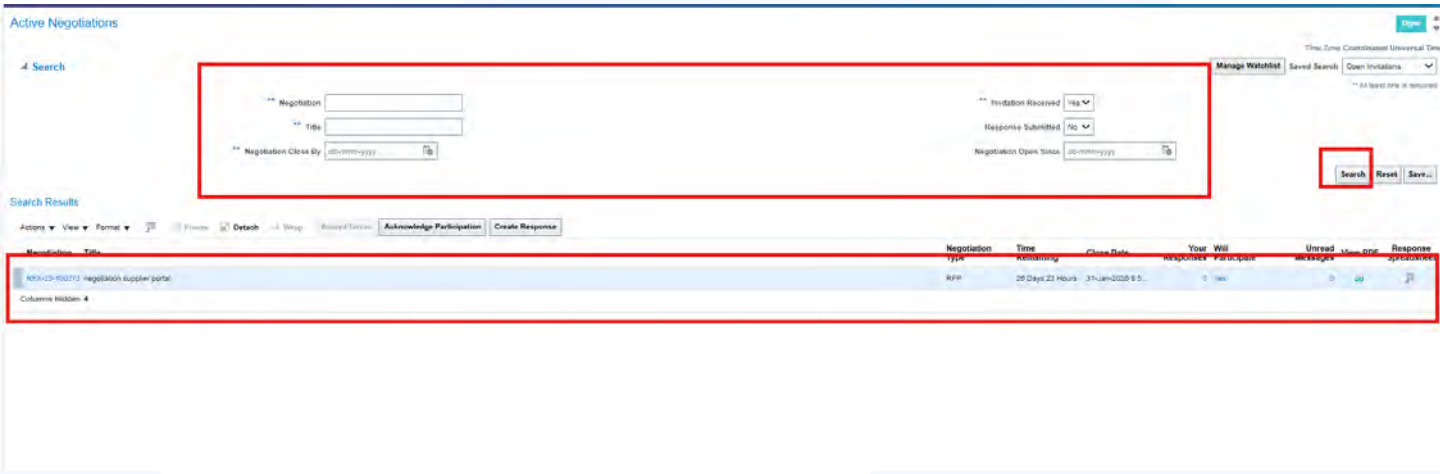
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click view active negotiation



3- Search for negotiation by required information then click search



4- Click in negotiation number

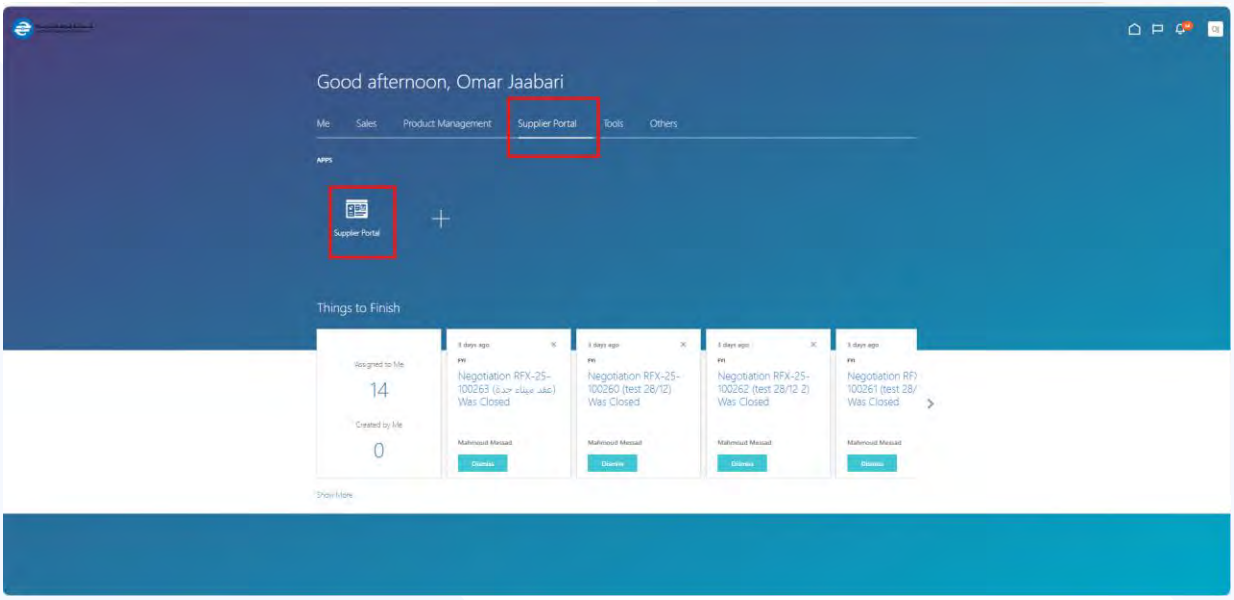
5- Check the lines and requirement and contract term and when you finish click done



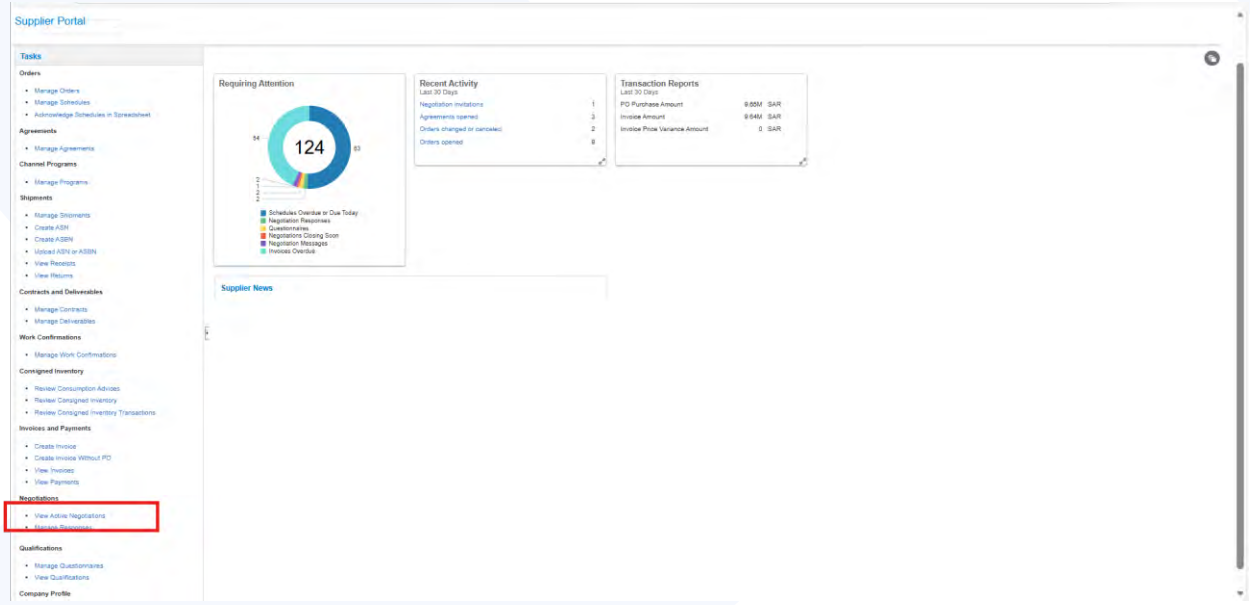
Step: response to negotiation

Allows suppliers to submit their negotiation response, including bids, proposals, pricing updates, or required attachments for buyer review and decision.

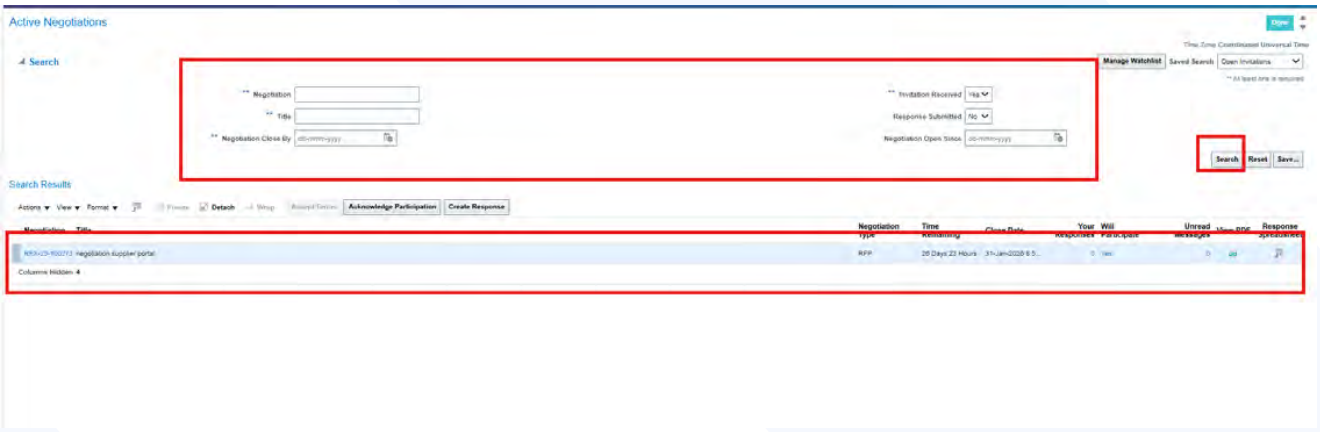
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page clickview active negotiation



3- Search for negotiation by required information then click search

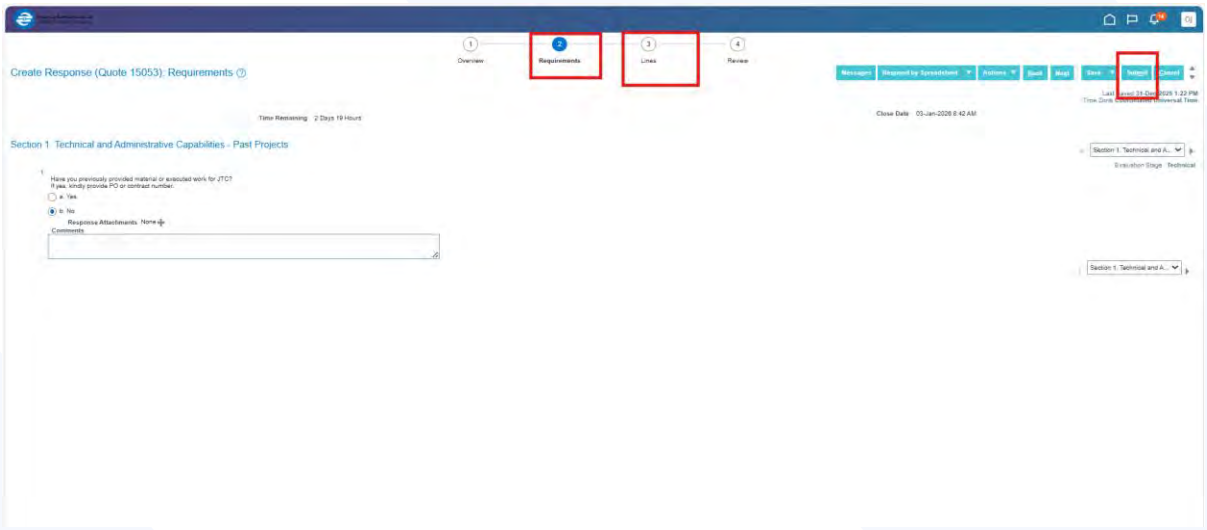


4- Click in negotiation number

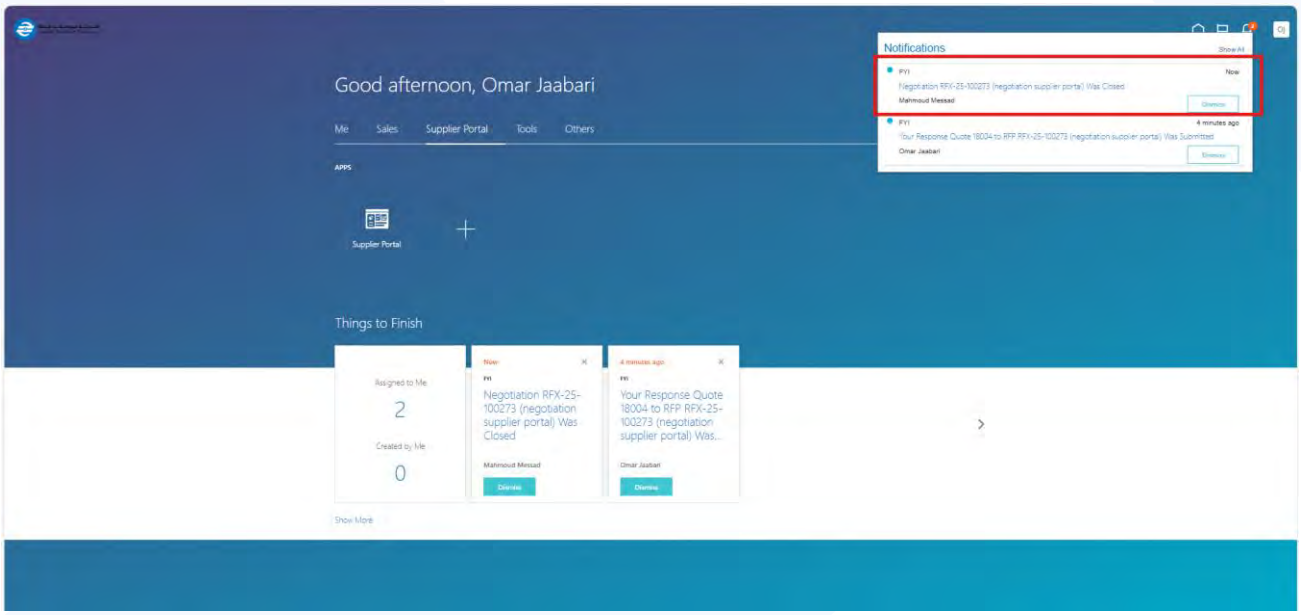
5- From top right of the page click create response



6- Answer the question in requirement and lines then click submit

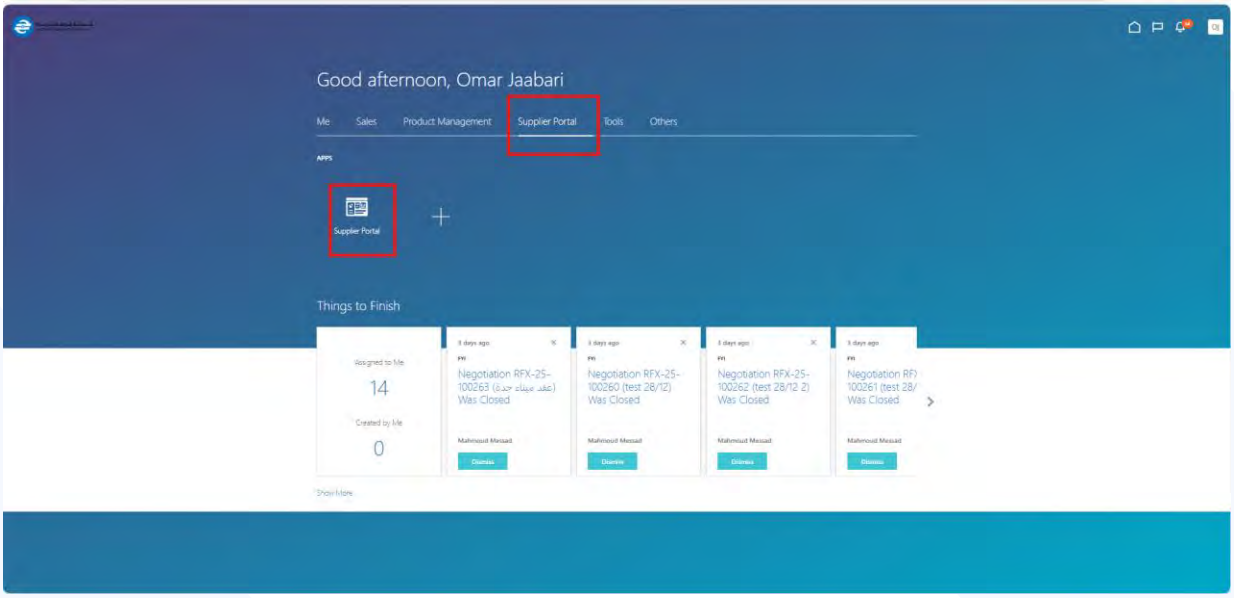


Note : that when negotiation close you will receive notification that mean you cant response any more for anything



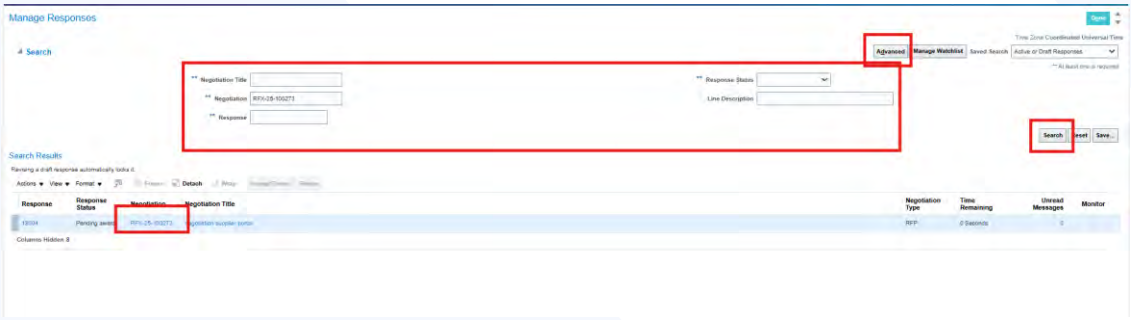
Step: view you response

1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page clickmange response

3- Search for negotiation by required information then click search



4- Click in the negotiation number

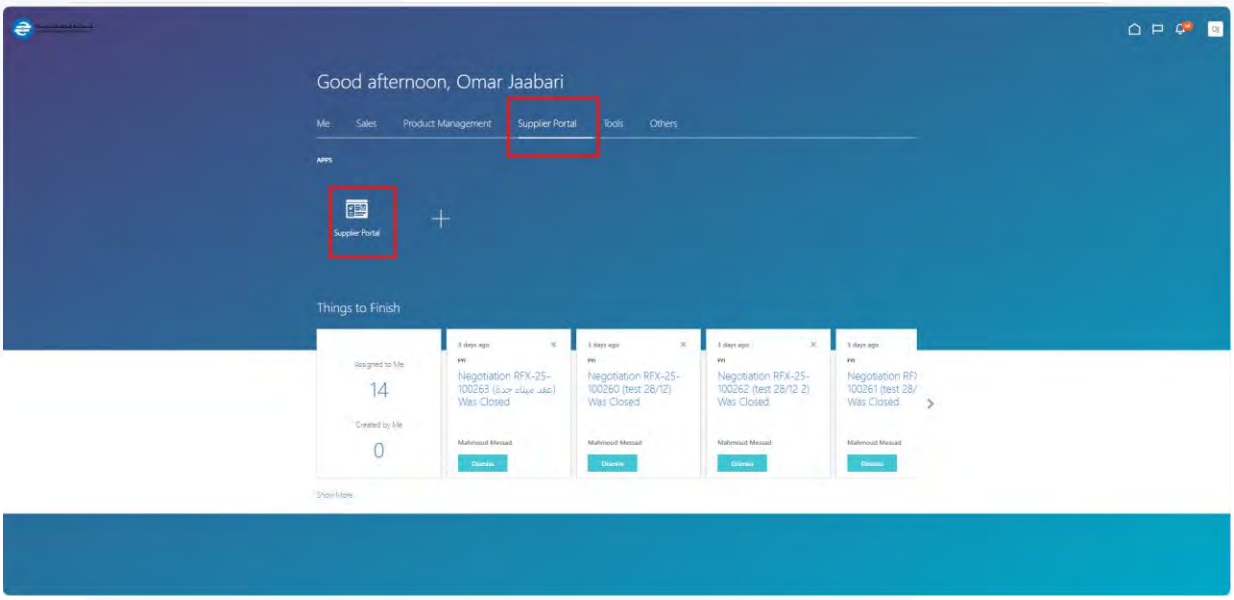
5- Click action then analyze then view response history



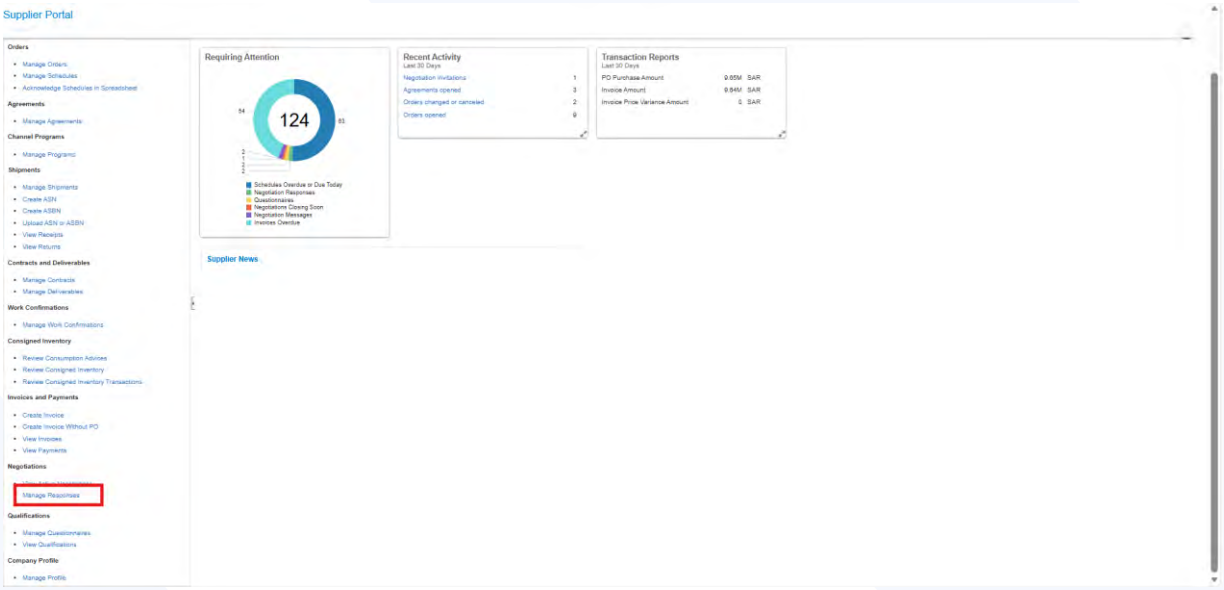
Step: send online message in negotiation

Communicate directly with the buyer inside the negotiation, share clarifications, ask questions, or provide updates in real time.

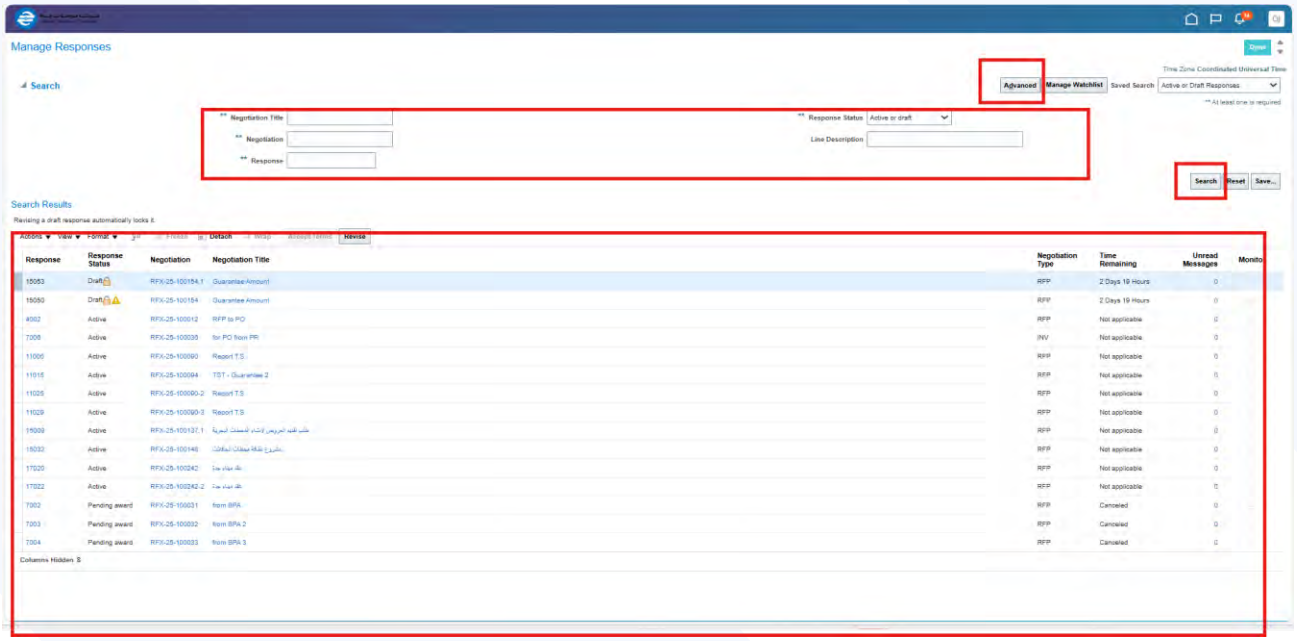
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click manage responses



3- Search for Negotiation by required or click advance and search by required information then click search

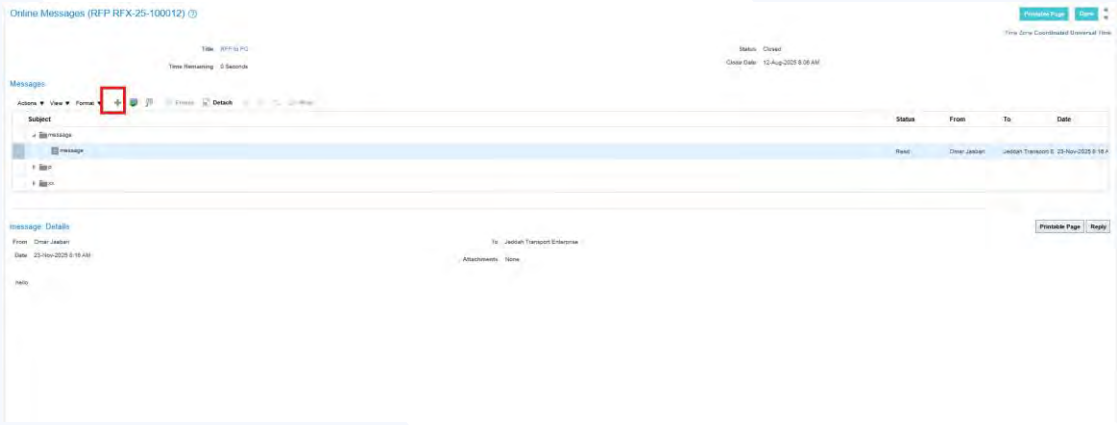


4- Click in negotiation number

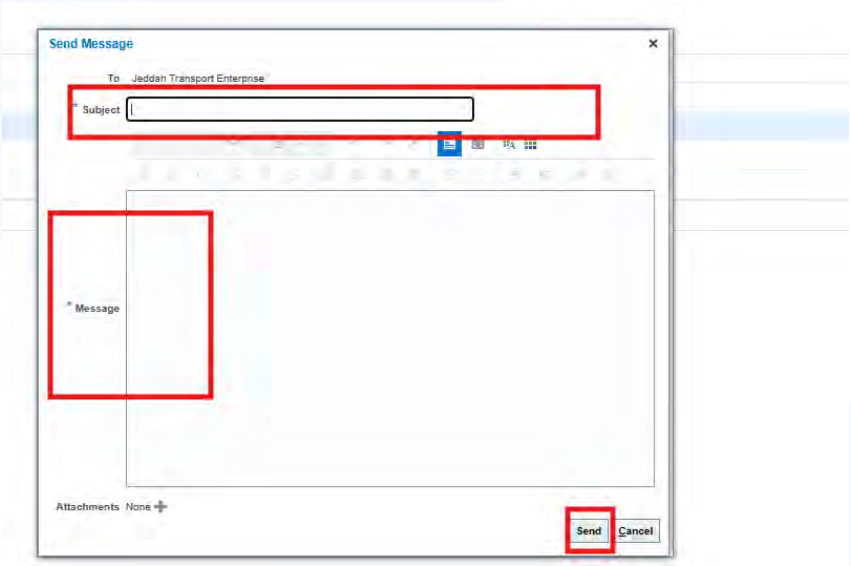
5- From the top right of the page click message



6- Click in (+) icon



7-write a subject and message then click send



5. Manage Purchase Order

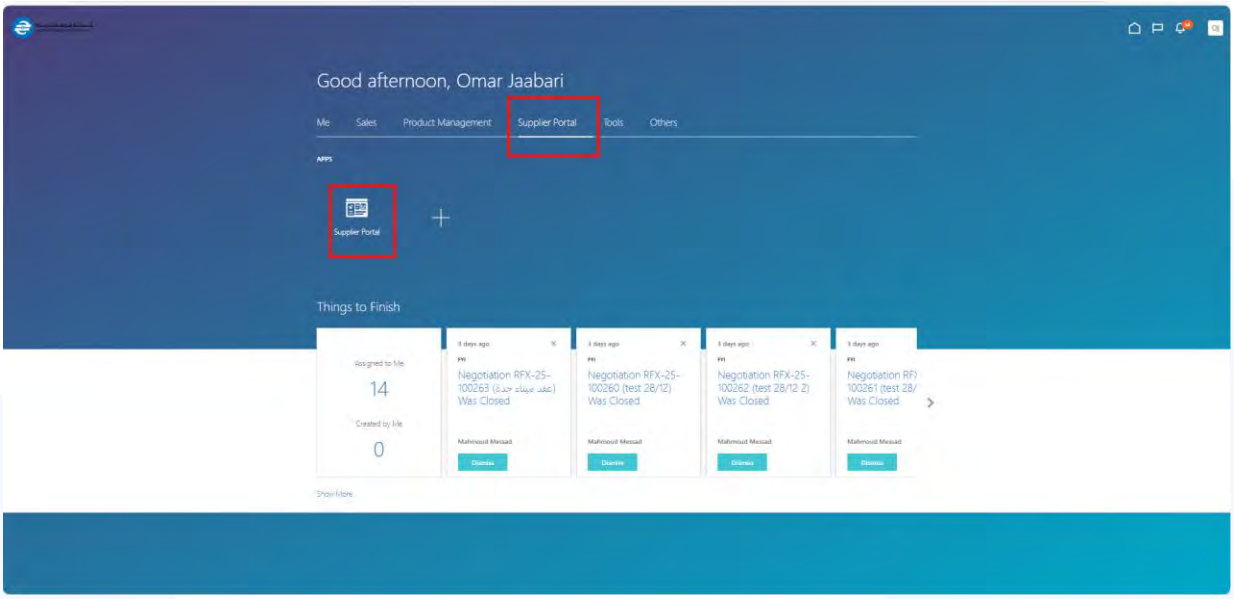
Purchase Order : is an official order sent by the buyer (JTC) to the supplier through Oracle Supplier Portal to confirm purchasing details.

Step: (View Document + View Change + View Revision History)

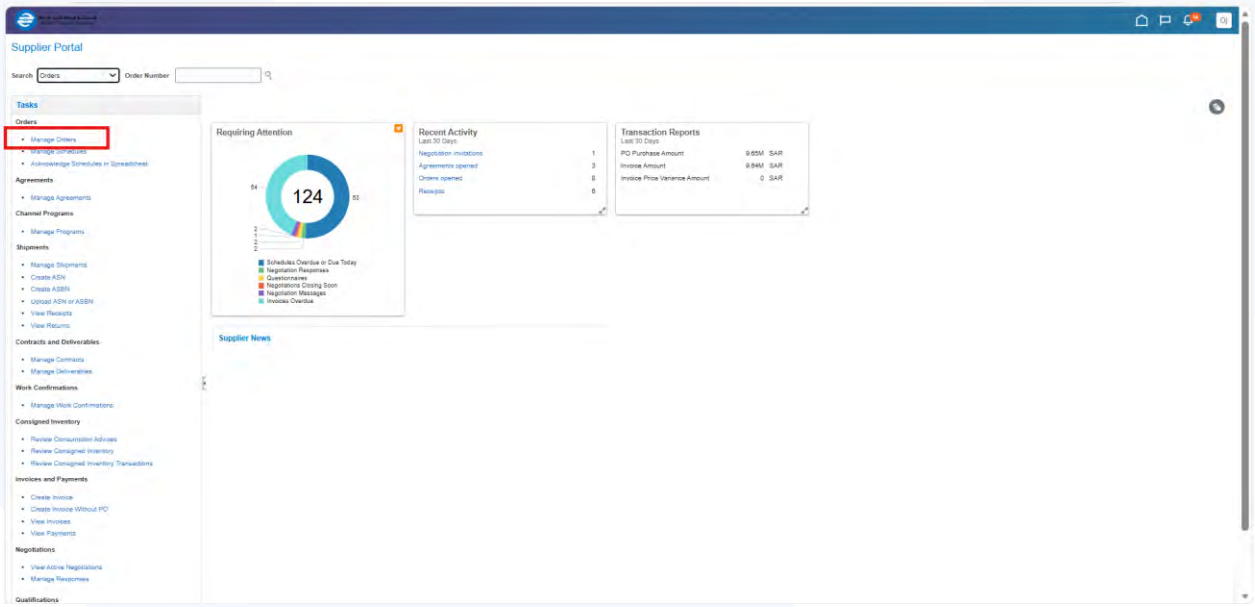
Allows suppliers to**view purchase order details and track updates**

View Document - Open and review the PO, including lines, quantities, prices, and delivery terms.
View Change - See modifications made to the PO after it was issued (ex: updated dates, qty, or terms).
View Revision History - Check the full timeline of PO versions and actions for audit and reference.

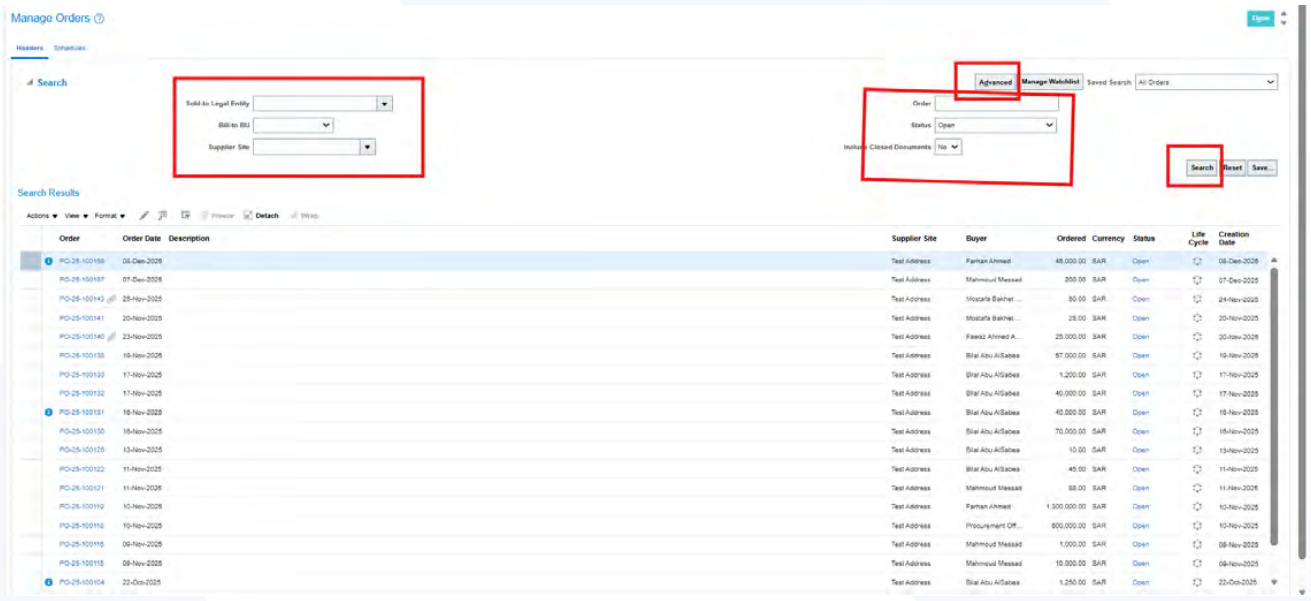
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click manage order

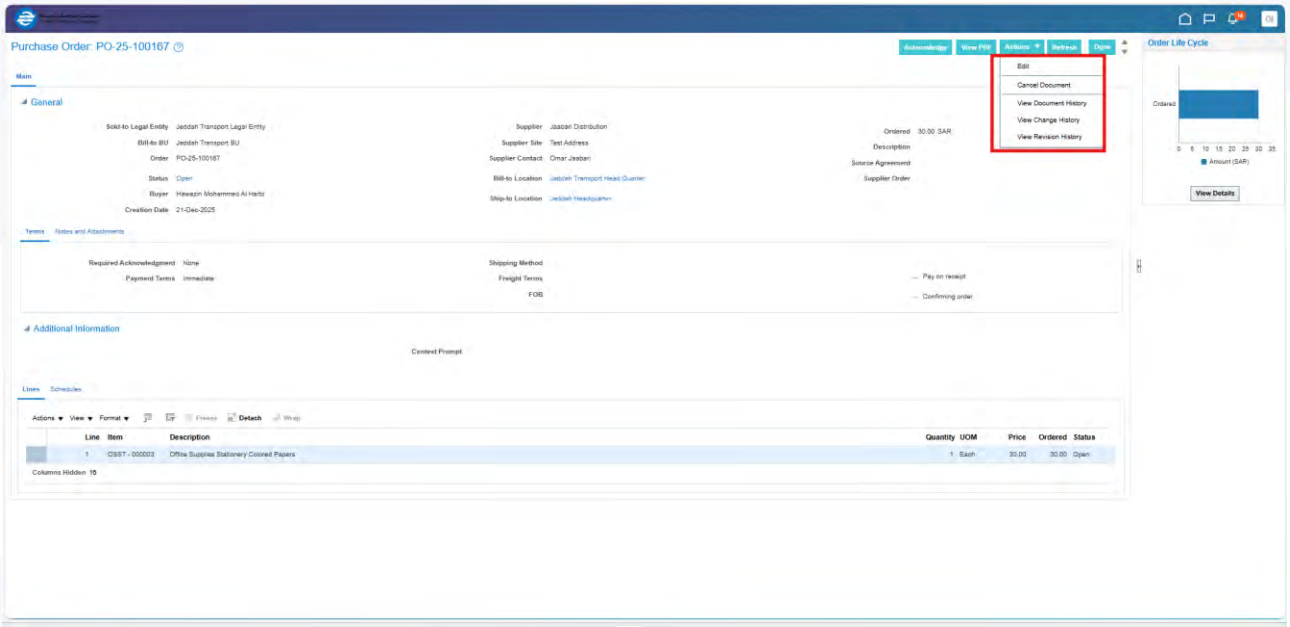


3- Search for purchase order by required or click advance and search by required information then click search



4- Choose the required Order

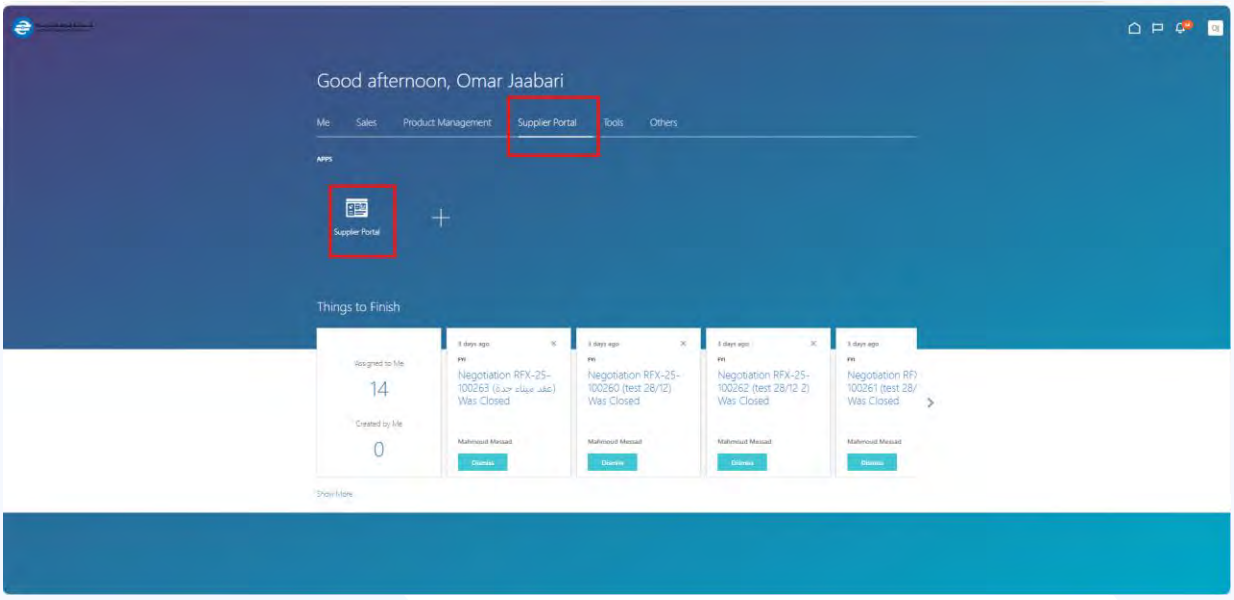
5- From the top right of the page click action then choose what you want to view



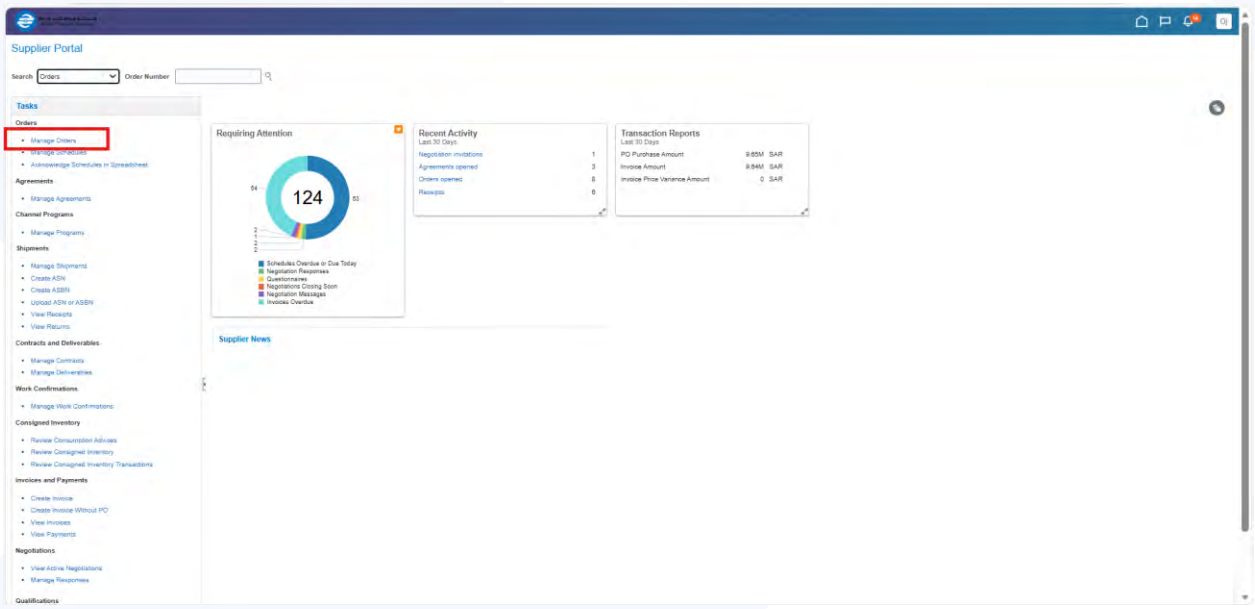
Step: cancel document

Allows suppliers to submit a request to cancel a PO when it cannot be fulfilled. The request goes for buyer approval and helps stop further processing or delivery.

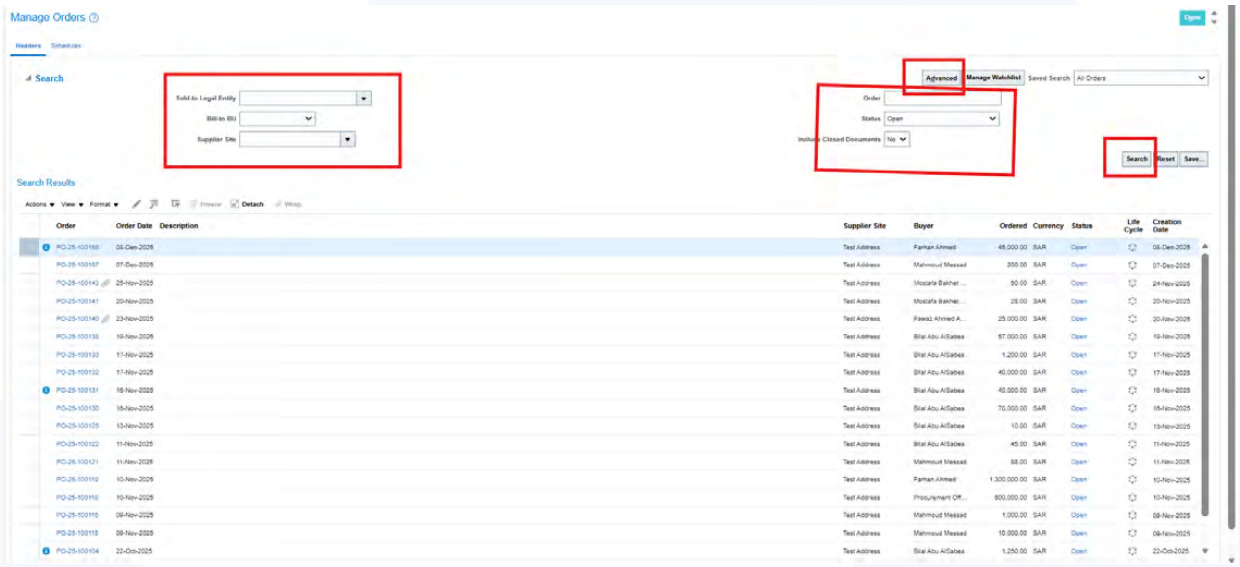
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click manage order

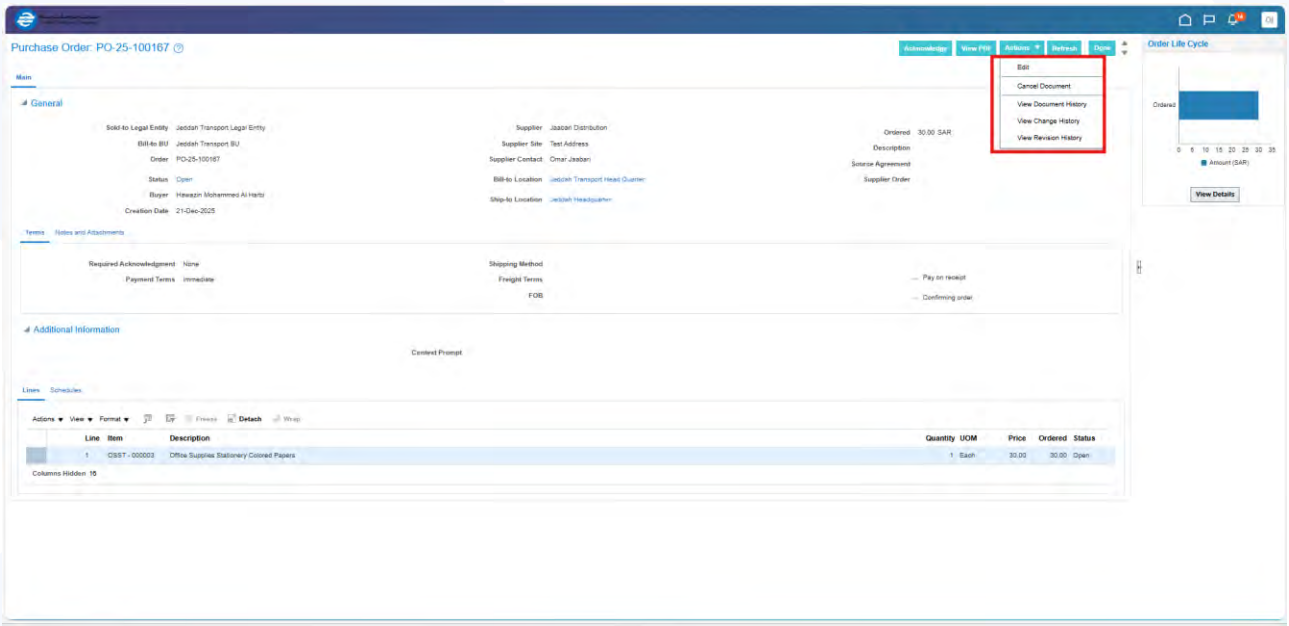


3- Search for purchase order by required or click advance and search by required information then click search

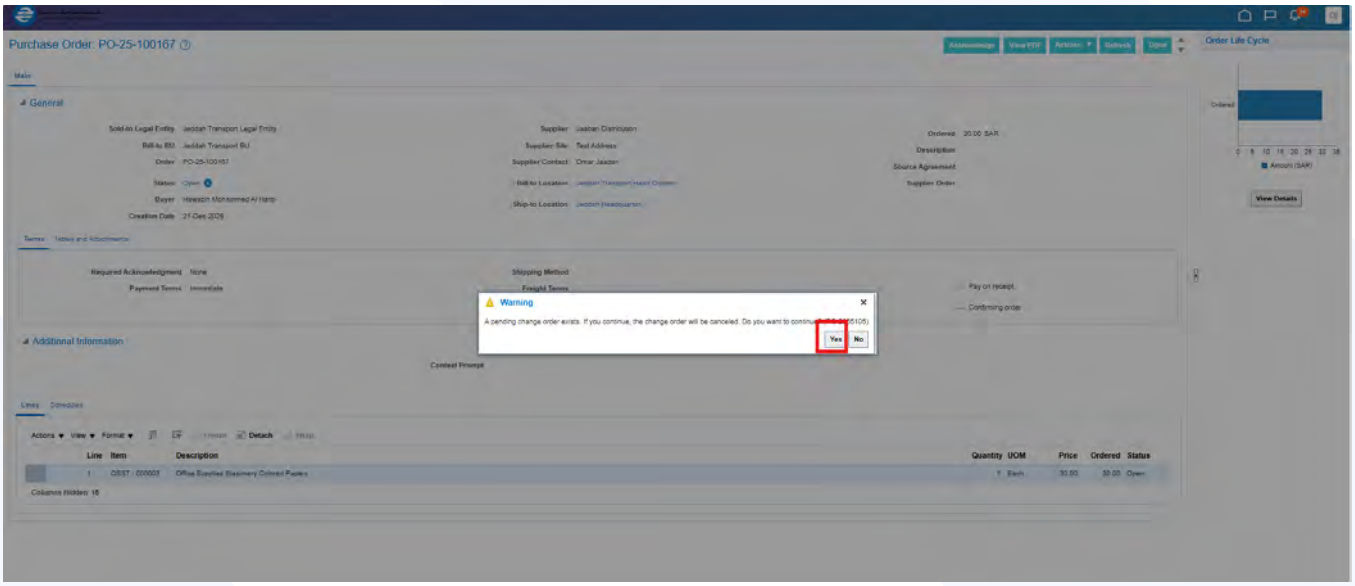


4- Choose the required Order

5- From the top right of the page click action then choose cancel document

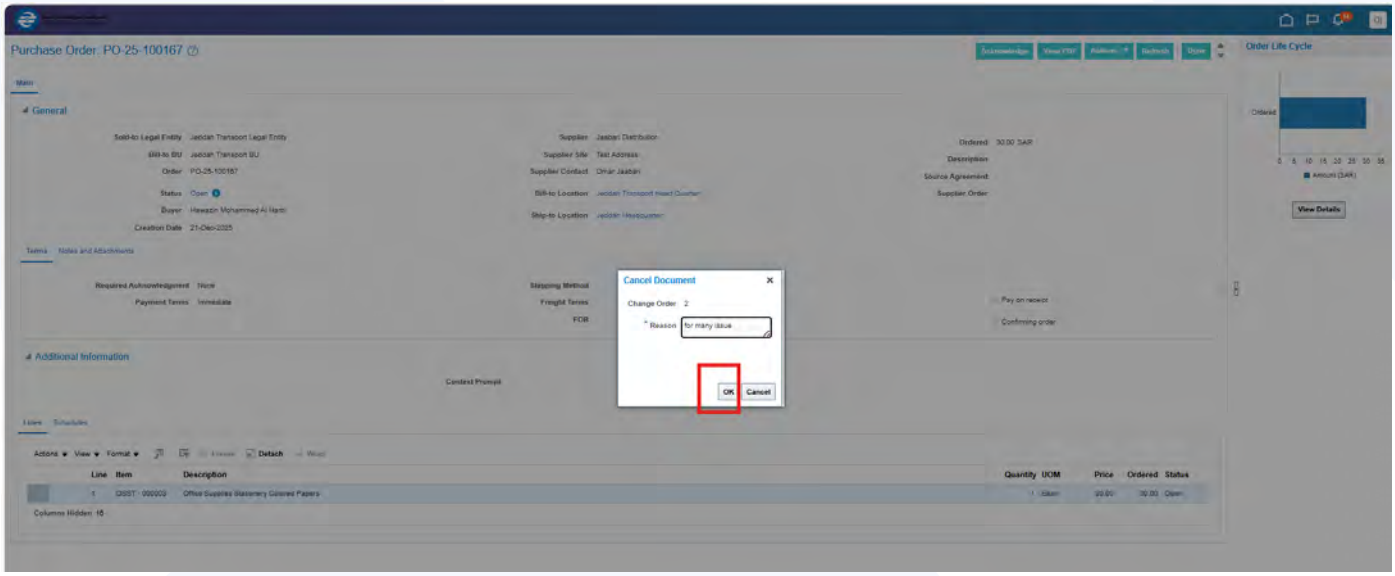


6- Click yes



7- Write a reason why you want to cancel

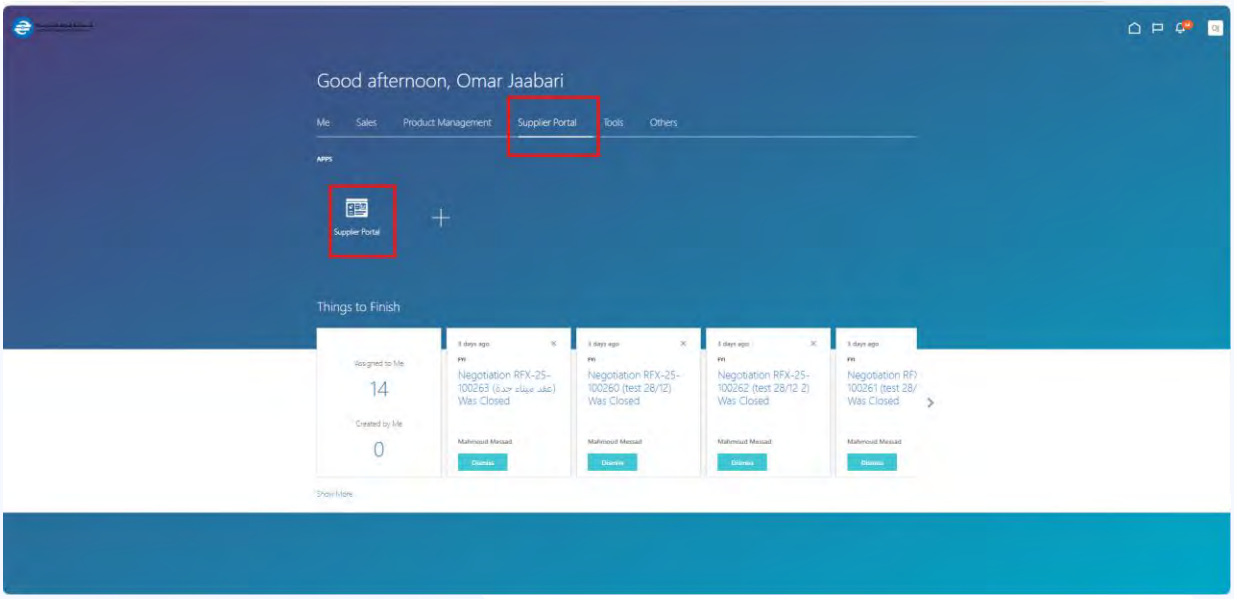
8- Click ok



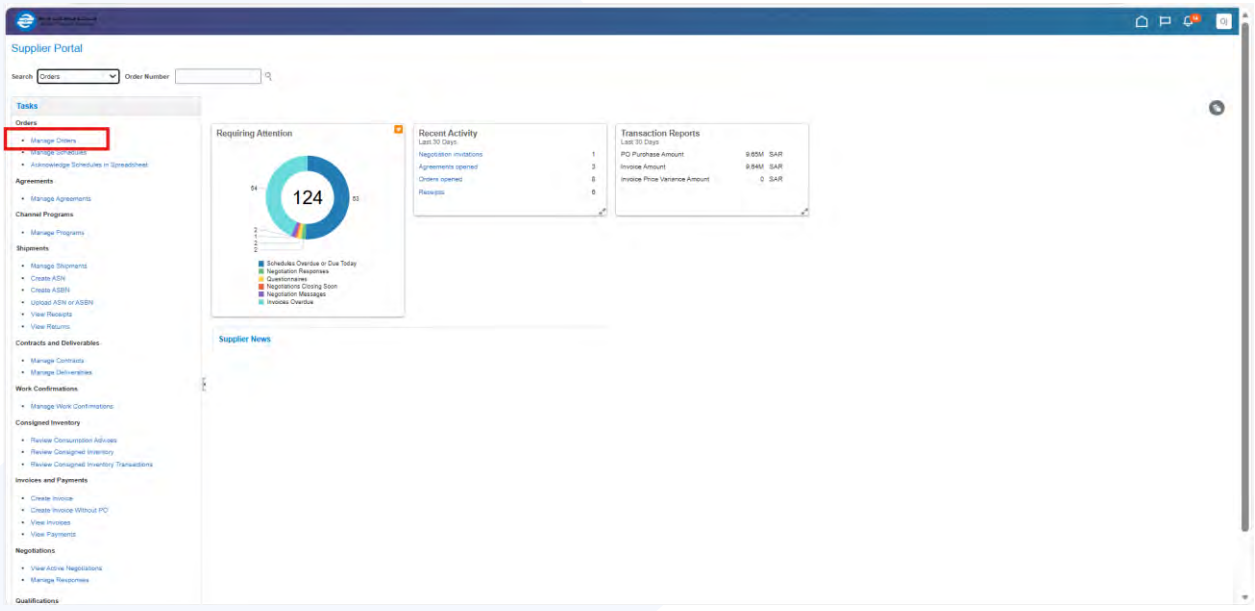
Step: Edit purchase order

Allows suppliers to request changes to an existing PO (such as delivery date, quantity, or notes). The request is reviewed and approved by the buyer before updates take effect.

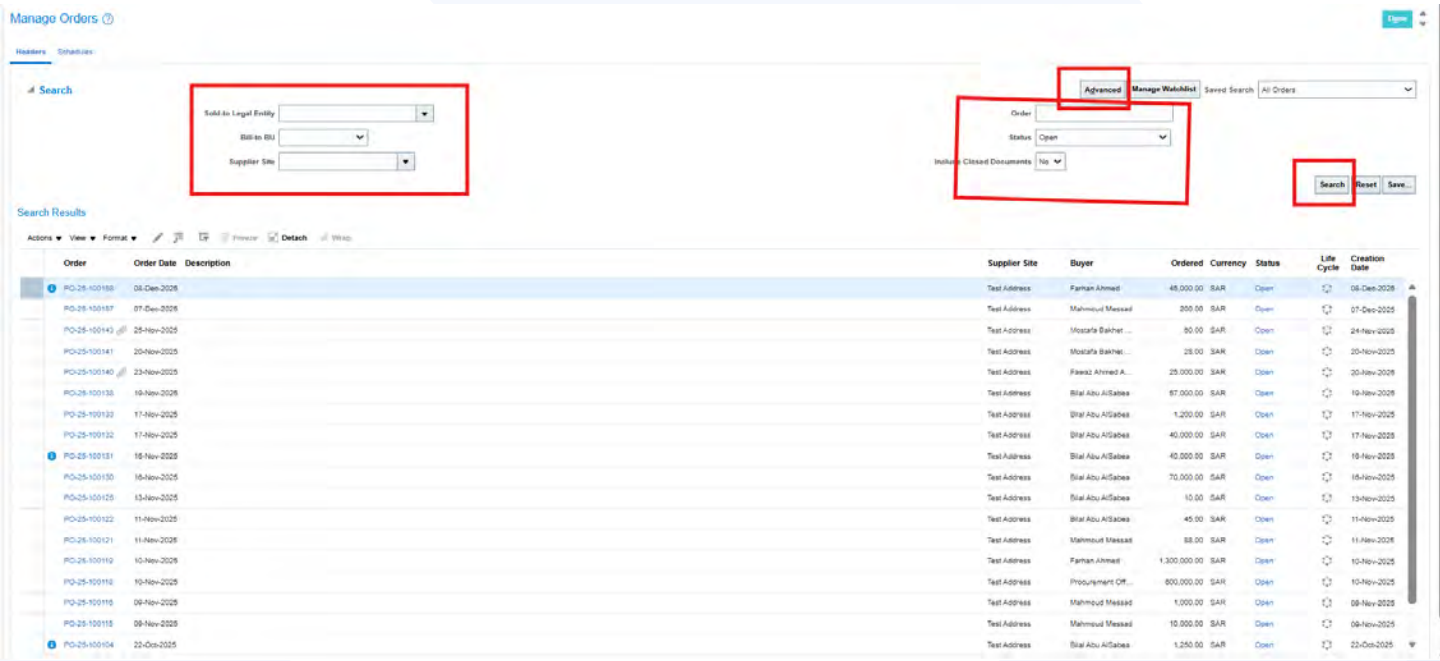
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click manage order

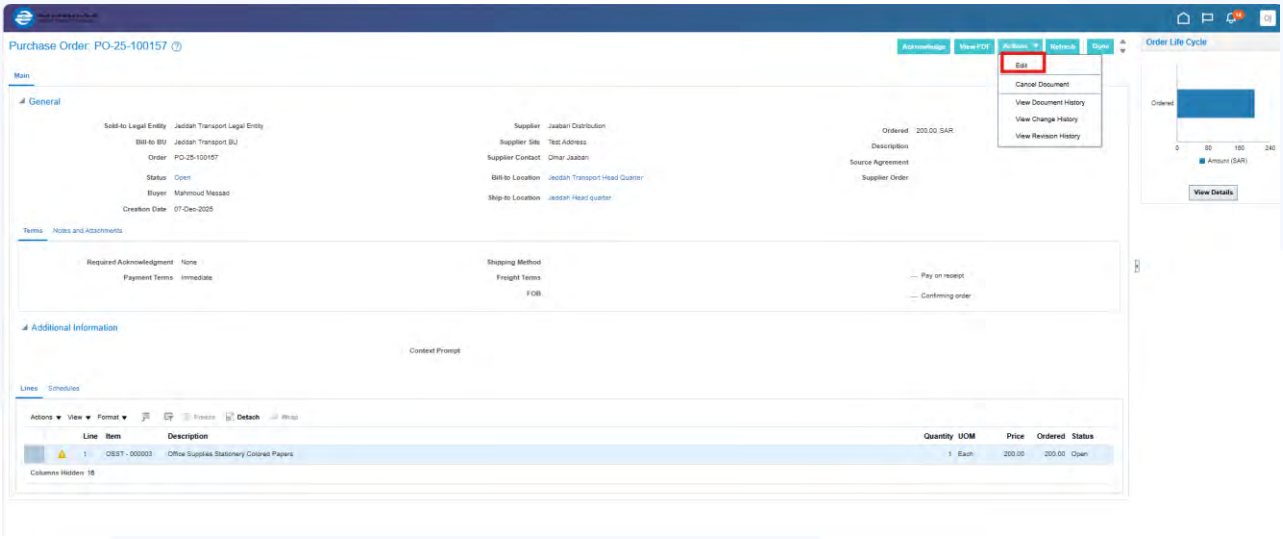


3- Search for purchase order by required or click advance and search by required information then click search

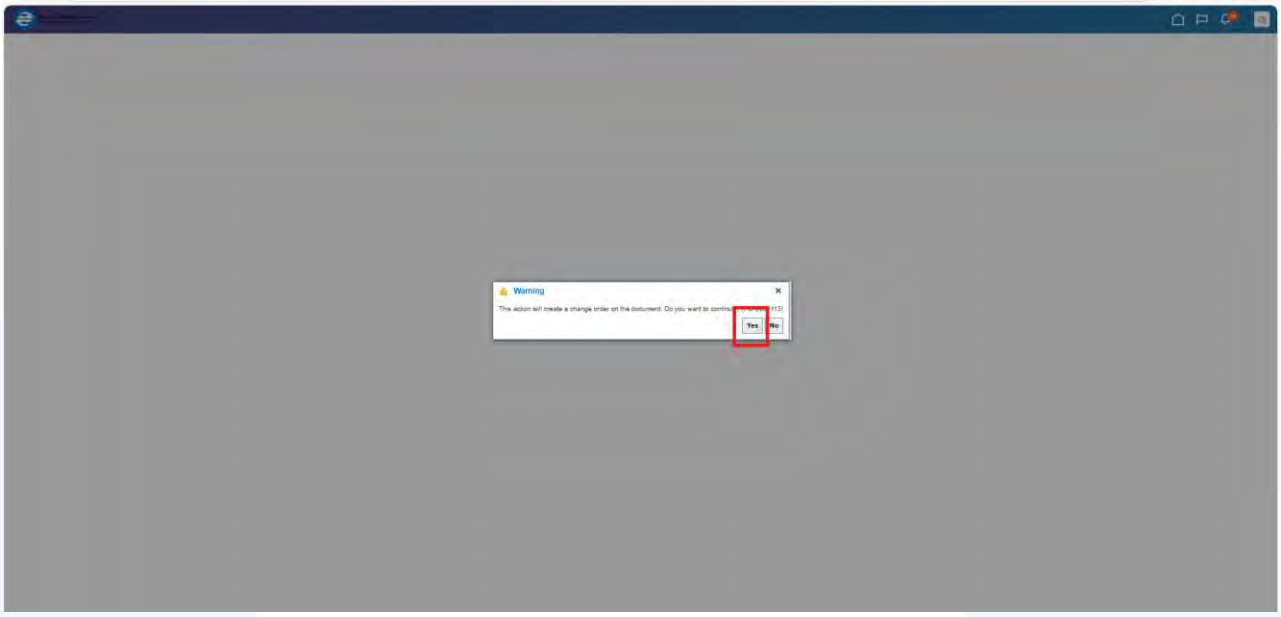


4- Choose the required Order

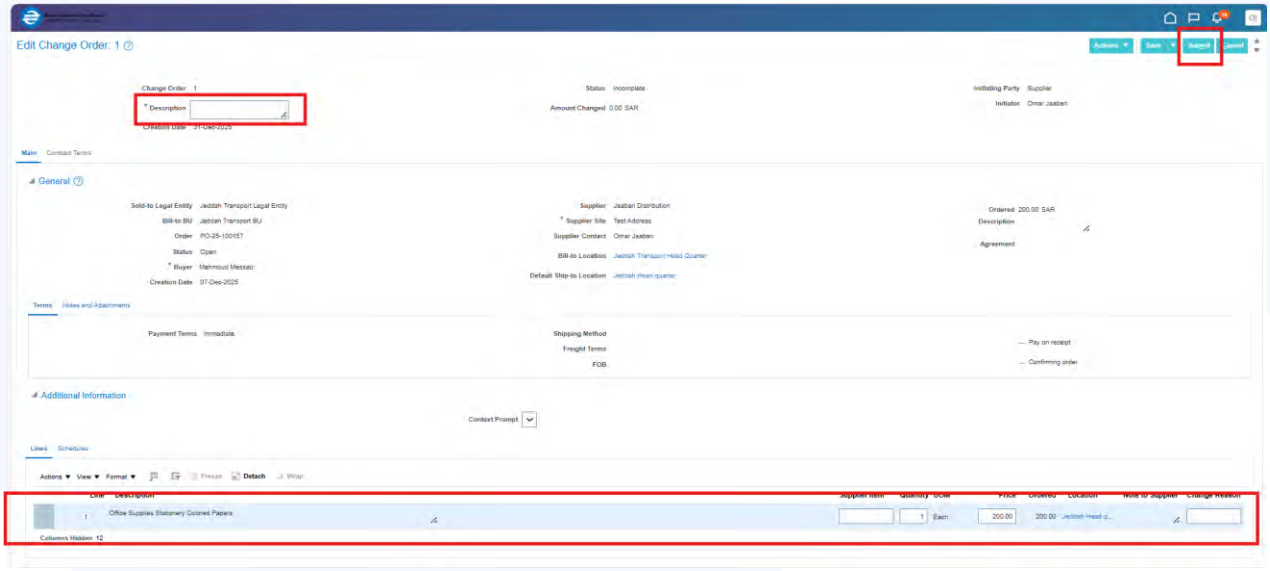
5- From the top right of the page click action then edit



6- Click yes



7- Write a description the change what you then click submit



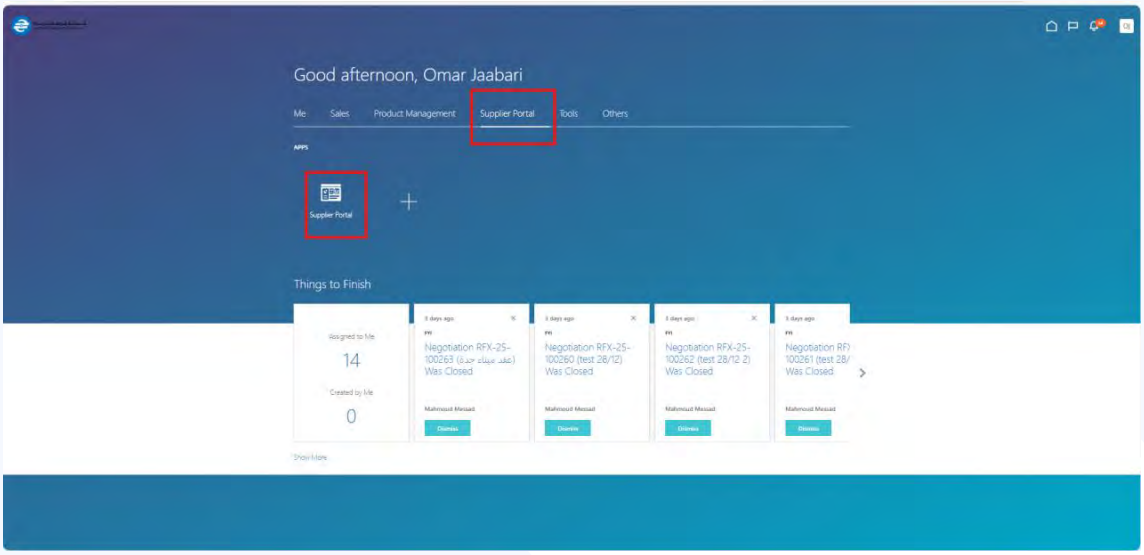
6. Manage Work Confirmation

Work Confirmation: is a document submitted by the supplier to tell the buyer (like JTC) that the service or work has been completed according to the agreement or purchase order and it is related to purchase document type “Complex Purchase order”

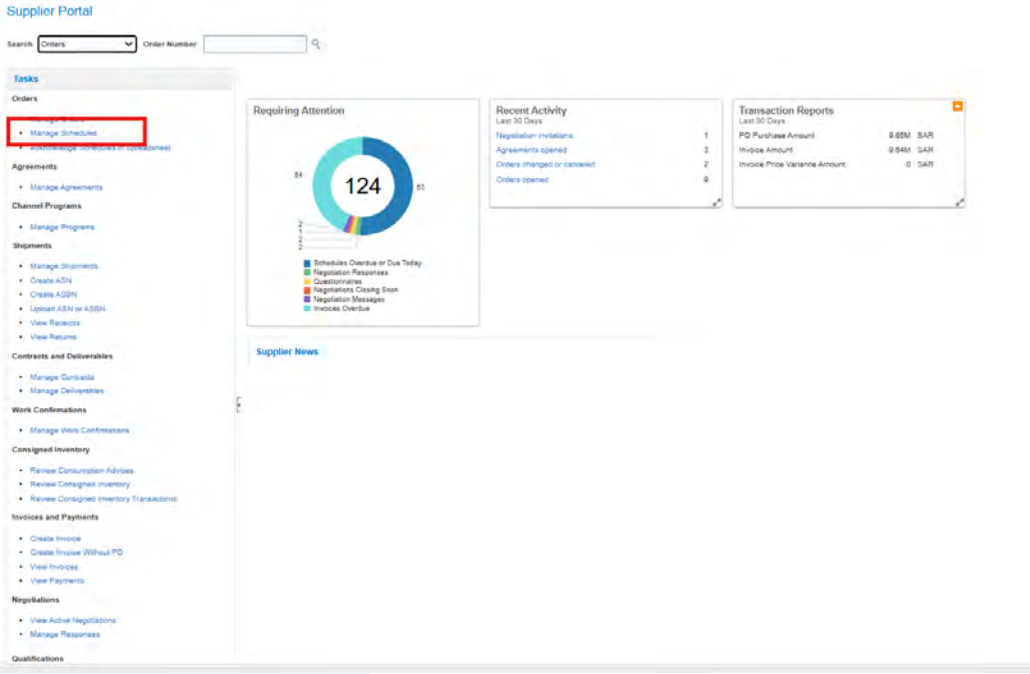
Step: View Work Confirmation

Open and review the work confirmation details, including progress, deliverables, and approval status.

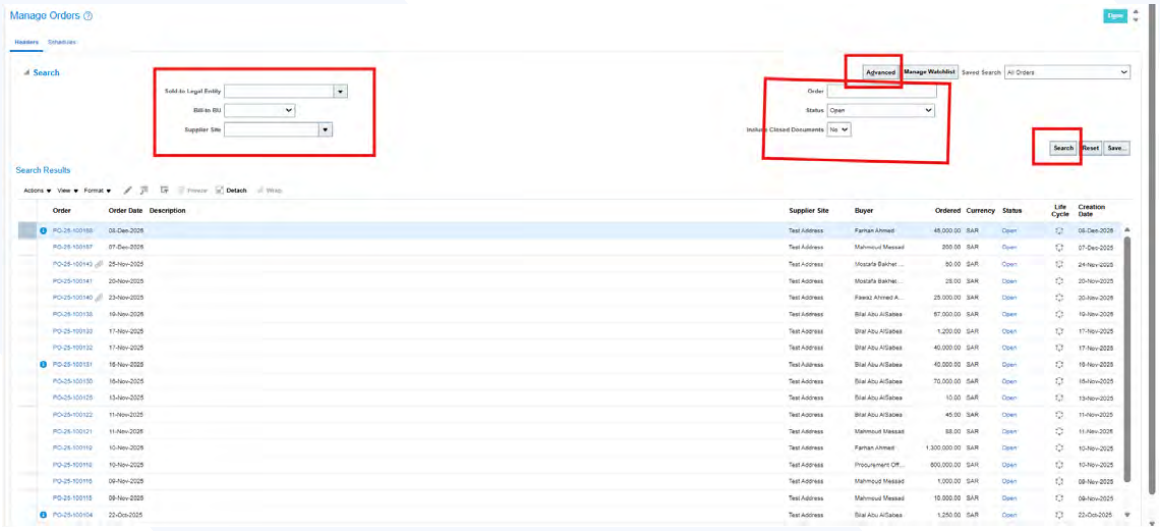
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click manage schedule

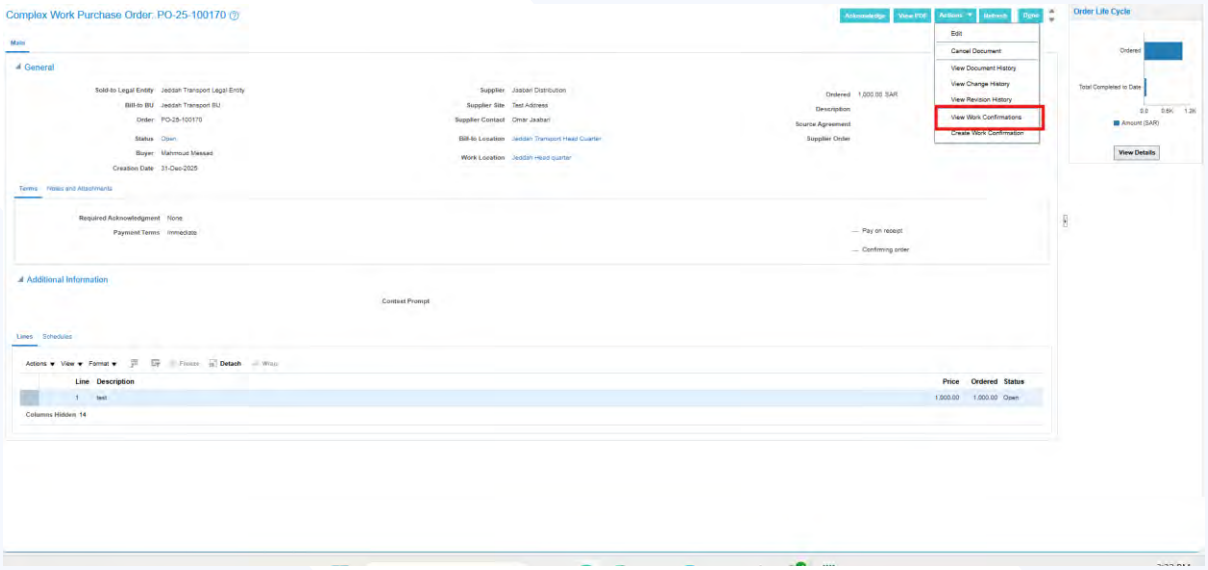


3- Search for purchase order by required or click advance and search by required information then click search

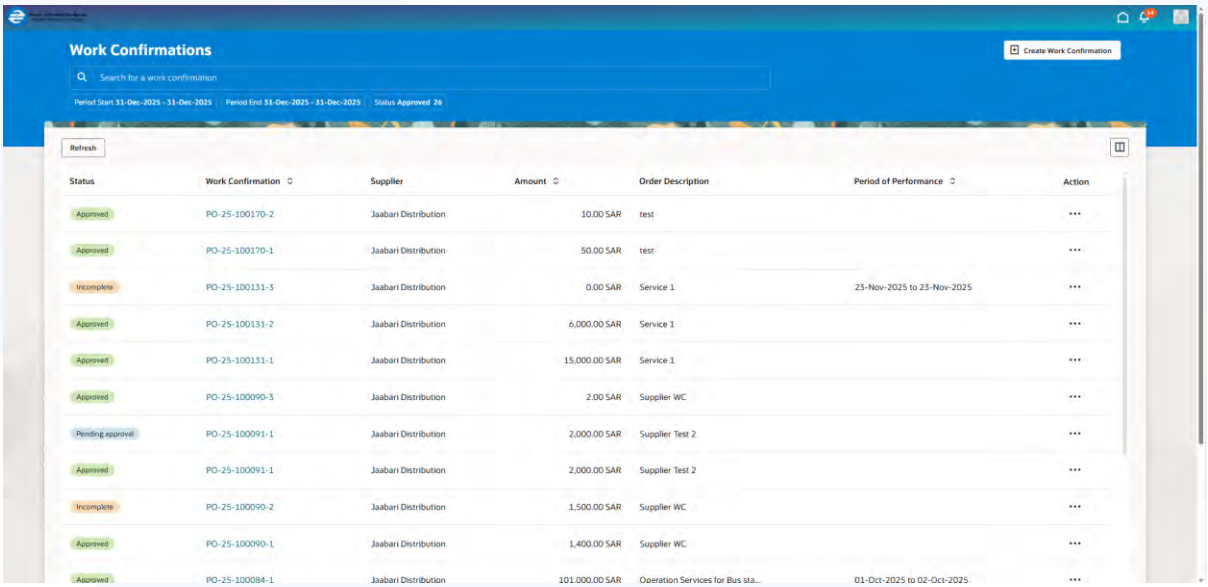


4- Choose the required Order

5- From the top right of the page click action then view work confirmation



6- Choose the required purchase order you want to view their work confirmation

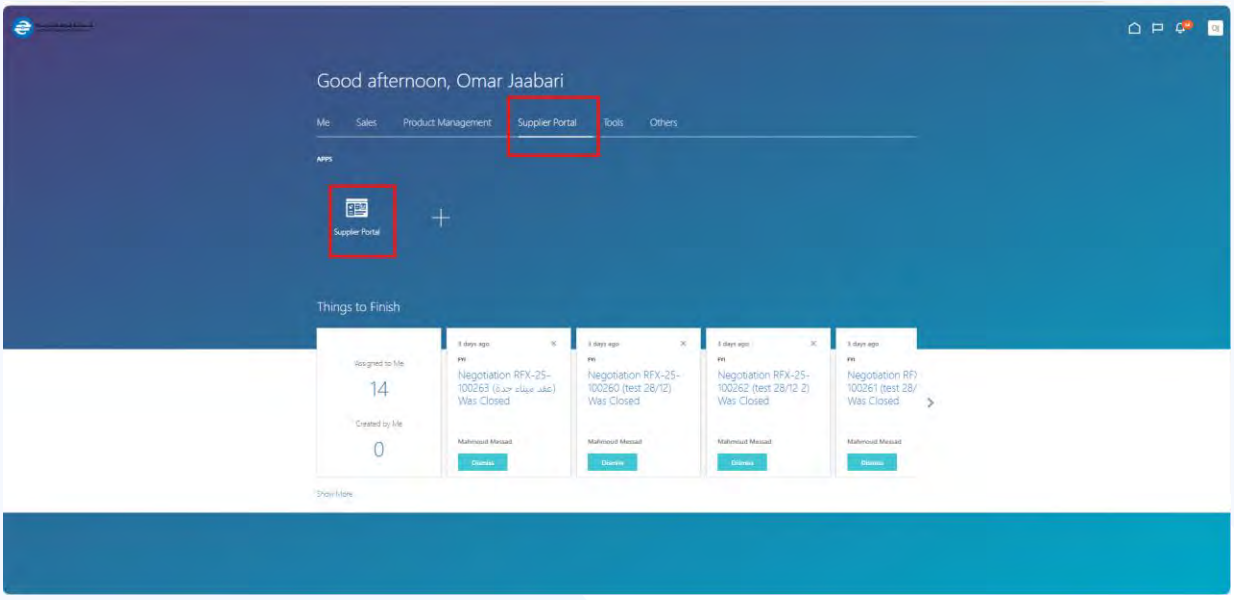


7. Manage Shipment

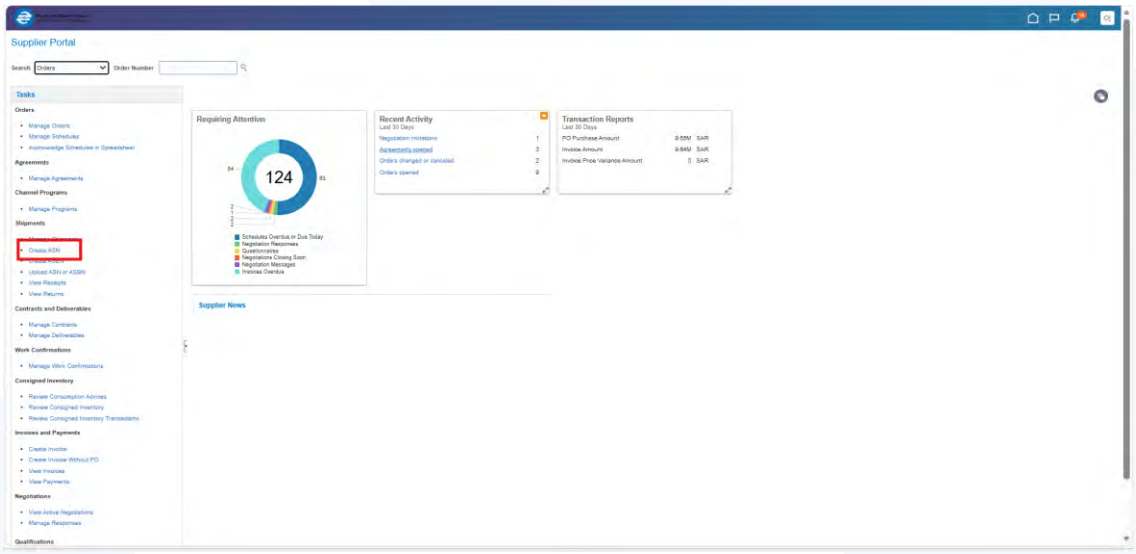
Step: Create Advanced Shipment Notice (ASN)

Submit shipment details before delivery, including items, quantities, carrier info, and expected arrival date, so the buyer can prepare to receive the goods.

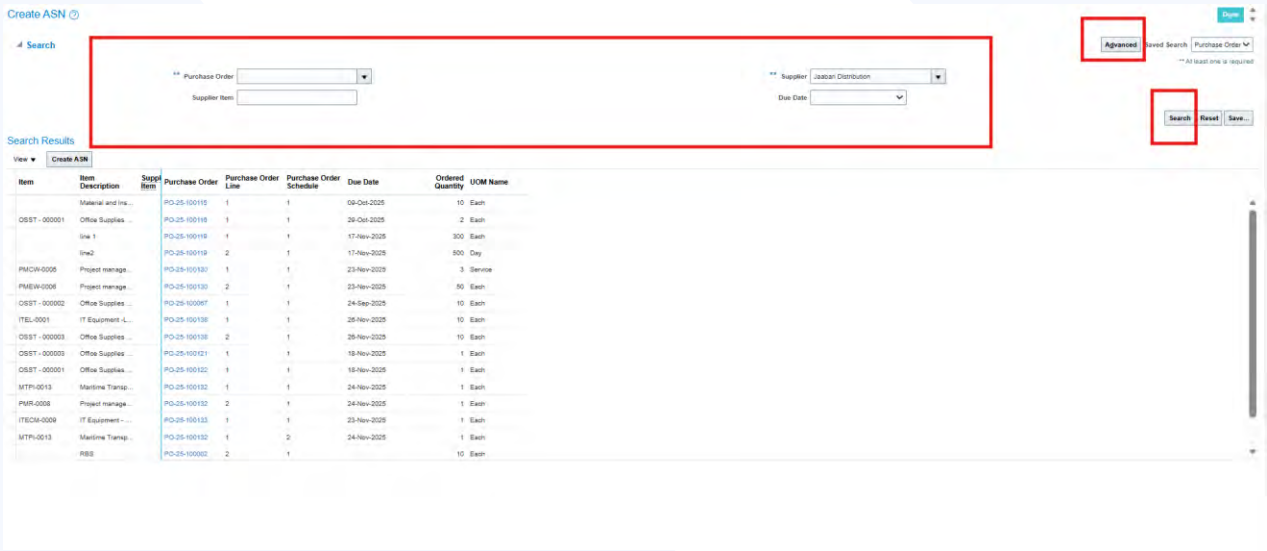
1- Go to Navigator click supplier portal click supplier portal



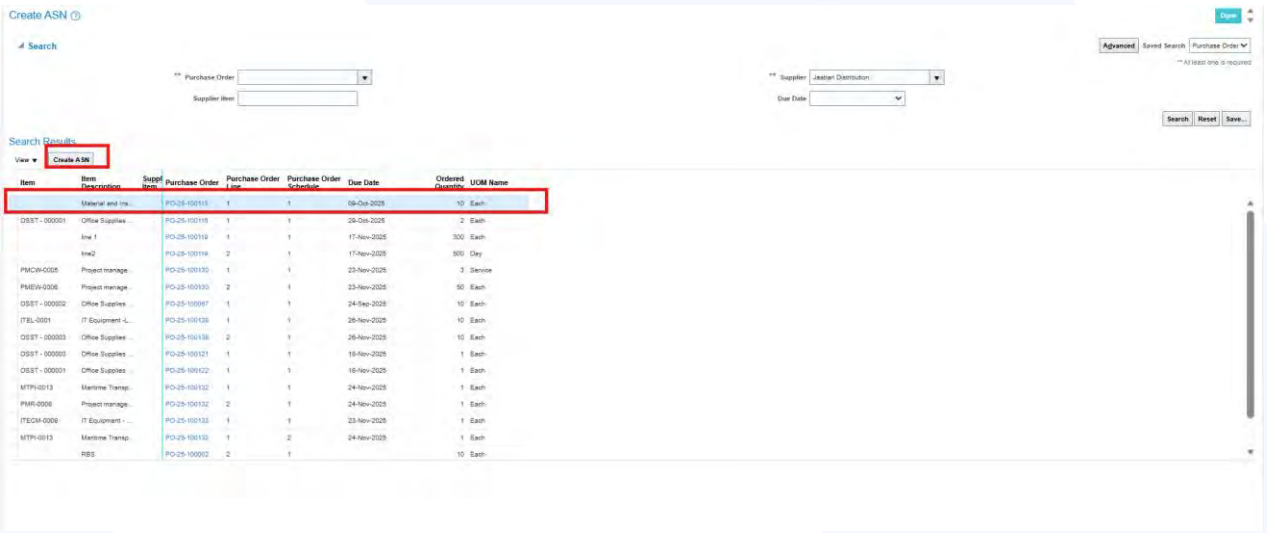
2- From the left side of the page click create ASN



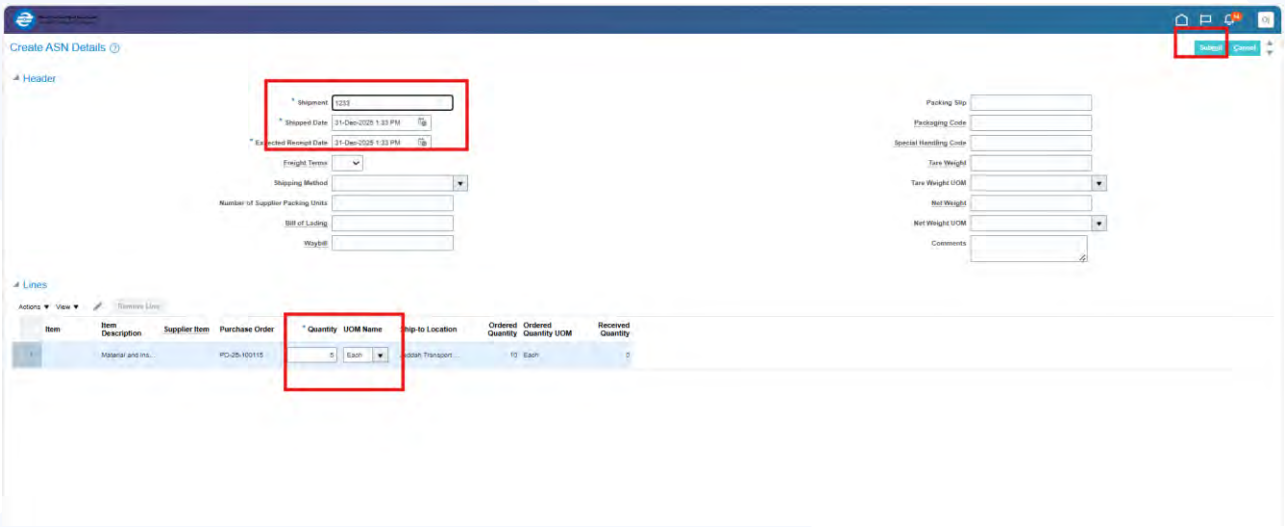
3- Search for purchase order by required or click advance and search by required information then click search



4- Select the purchase order you want to create ASN for it then click create ASN



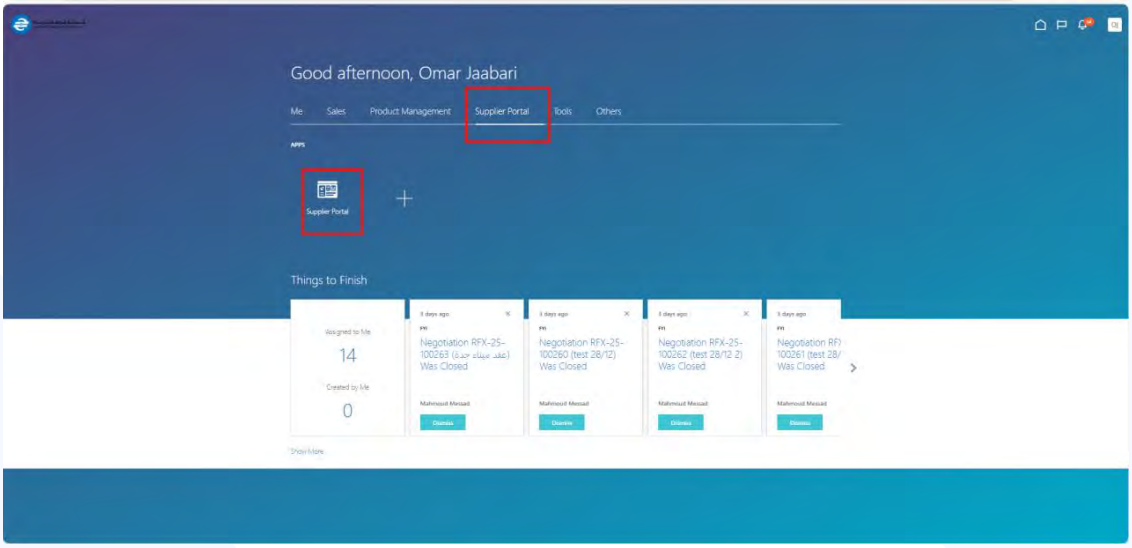
5- Fill the required information then click submit



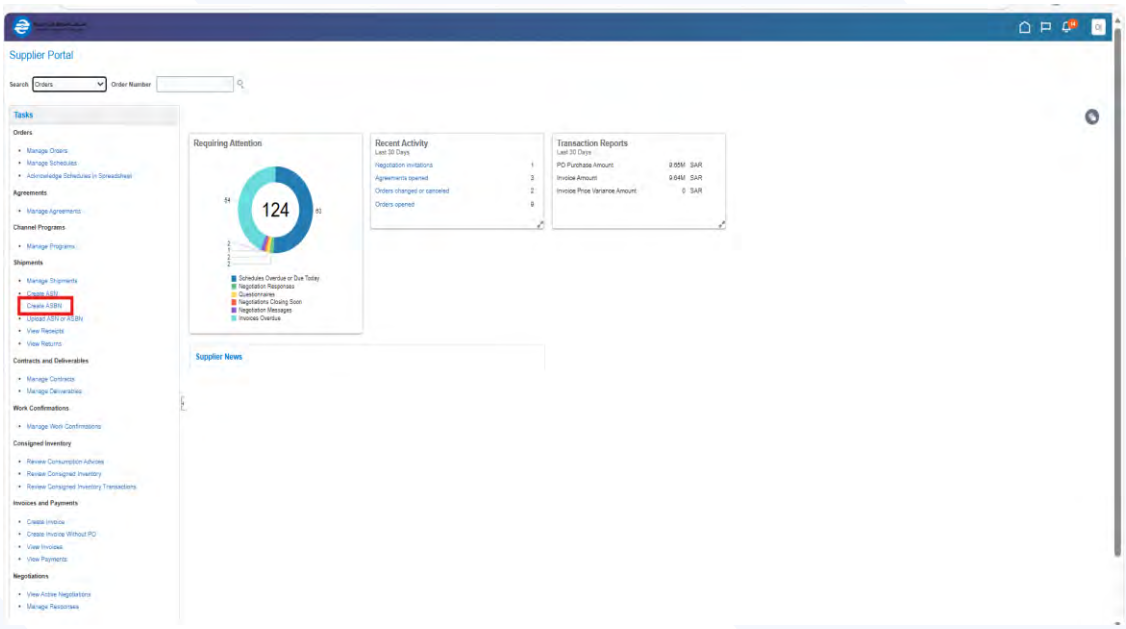
Step: Create Advanced Shipment Notice Billing (ASNB)

Allows suppliers to generate a combined notice that includes **shipment details + billing information**, such as invoice amount, taxes, and charges, to speed up receiving and payment processing.

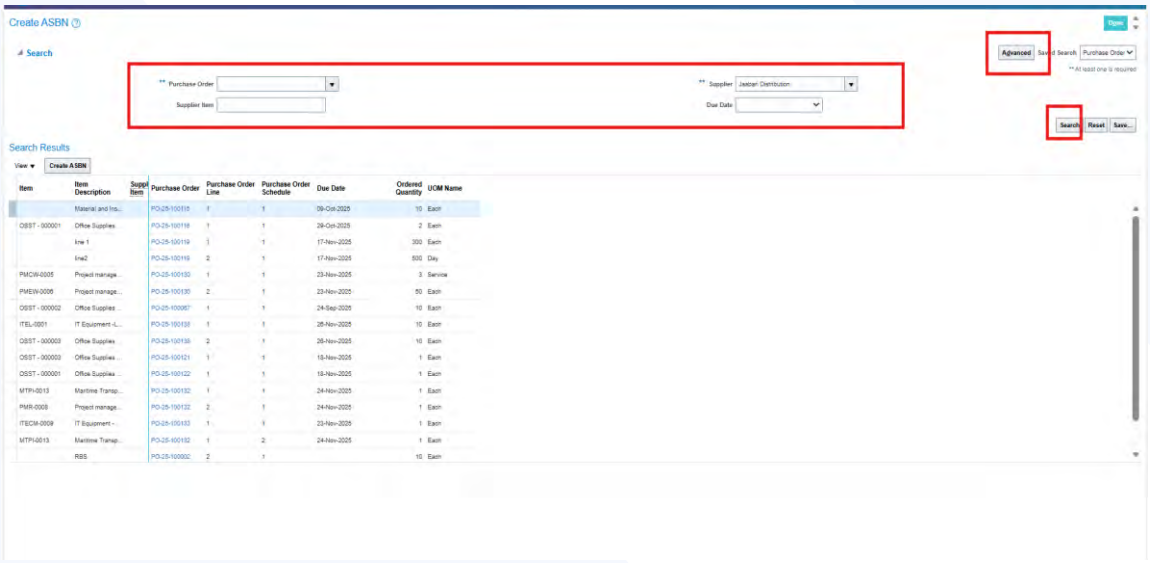
1- Go to Navigator click supplier portal click supplier portal



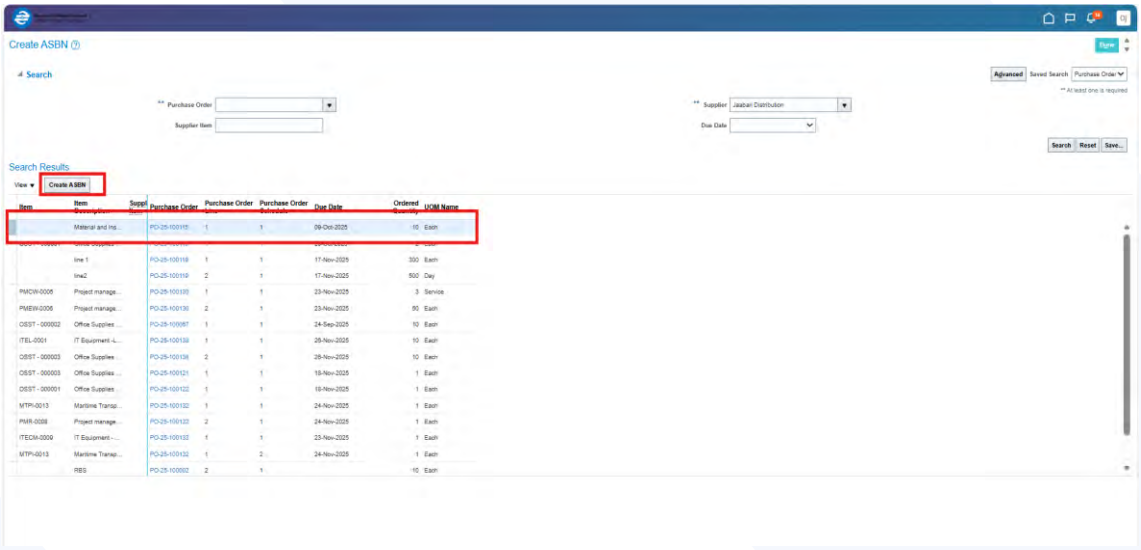
2- From the left side of the page click create ASNB



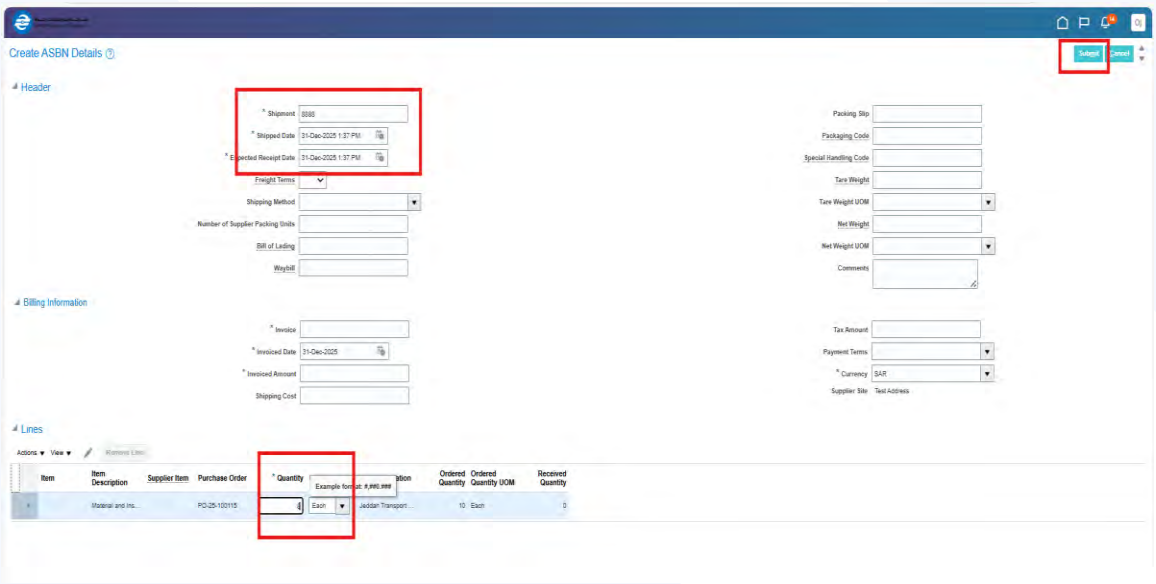
3- Search for purchase order by required or click advance and search by required information then click search



4- Select the purchase order you want to create ASNB for it then click create ASNB



5- Fill the required information then click submit



8. Manage Agreement

Agreement is a long-term purchasing contract between the buyer and supplier that defines prices, terms, and conditions.

Agreement Types

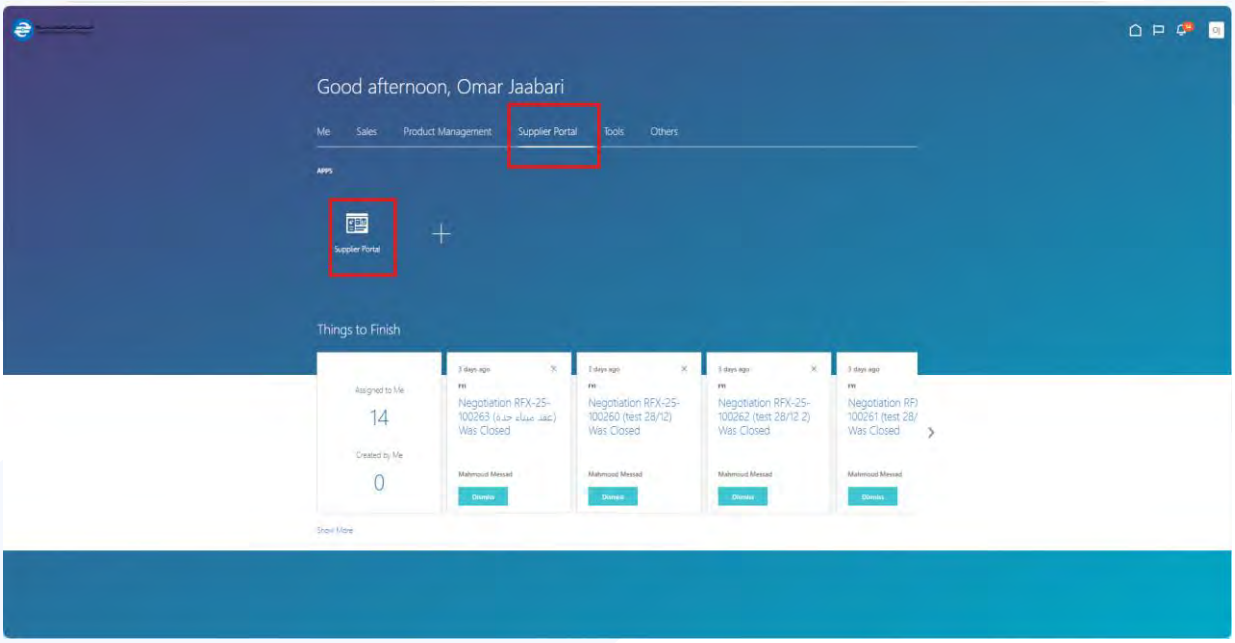
Blanket Purchase Agreement (BPA) → fixed price for items/services over a period, no specific delivery schedule
Contract Purchase Agreement (CPA) → defines terms and conditions only, price is set later in Purchase Orders

Step: (View Document + View Change + View Revision History)

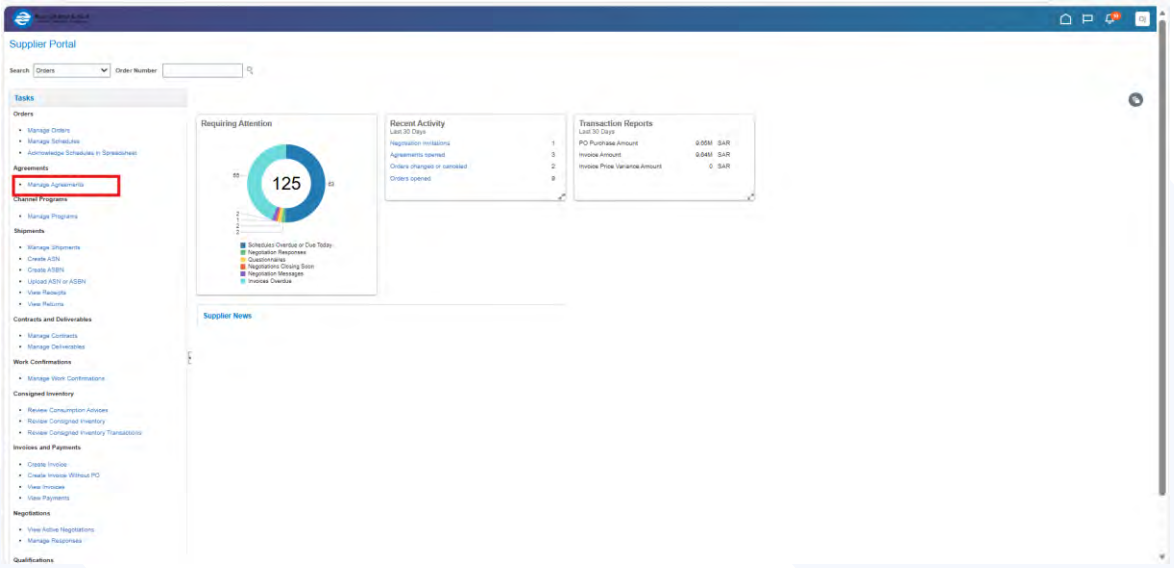
Lets suppliers **view agreement/contract details and track updates** in the portal.

View Document - Open and review the agreement, including terms, items, pricing, and validity period.
View Change - See requested or applied changes made to the agreement after issuance.
View Revision History - Check previous versions and the update timeline for audit and reference.

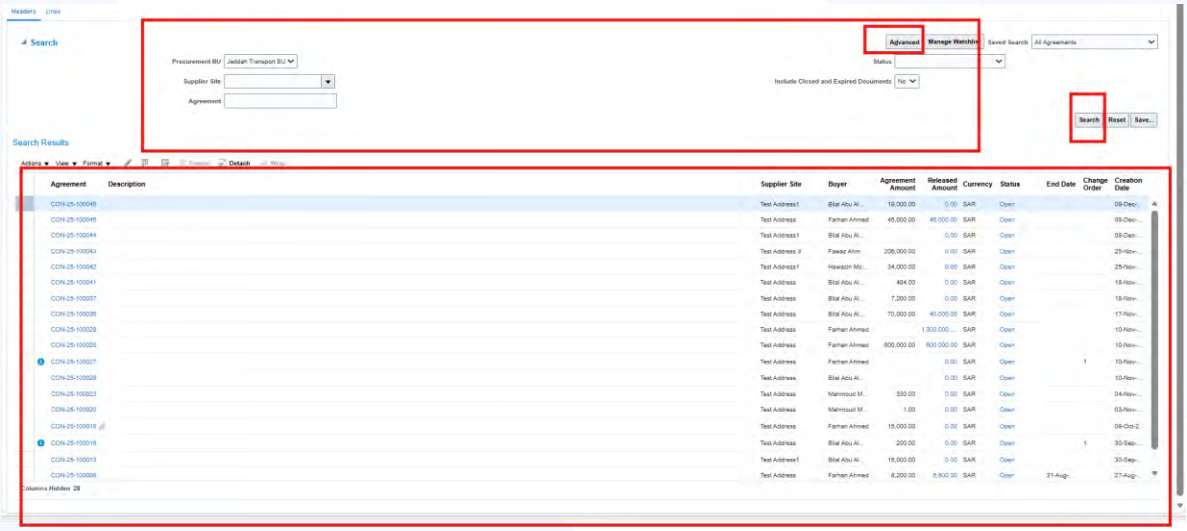
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click manage agreement



3- Search for purchase order by required or click advance and search by required information then click search



4- Click in the agreement number
5- Click action in top right of the page and view what you want



9. Manage Qualification or assessment

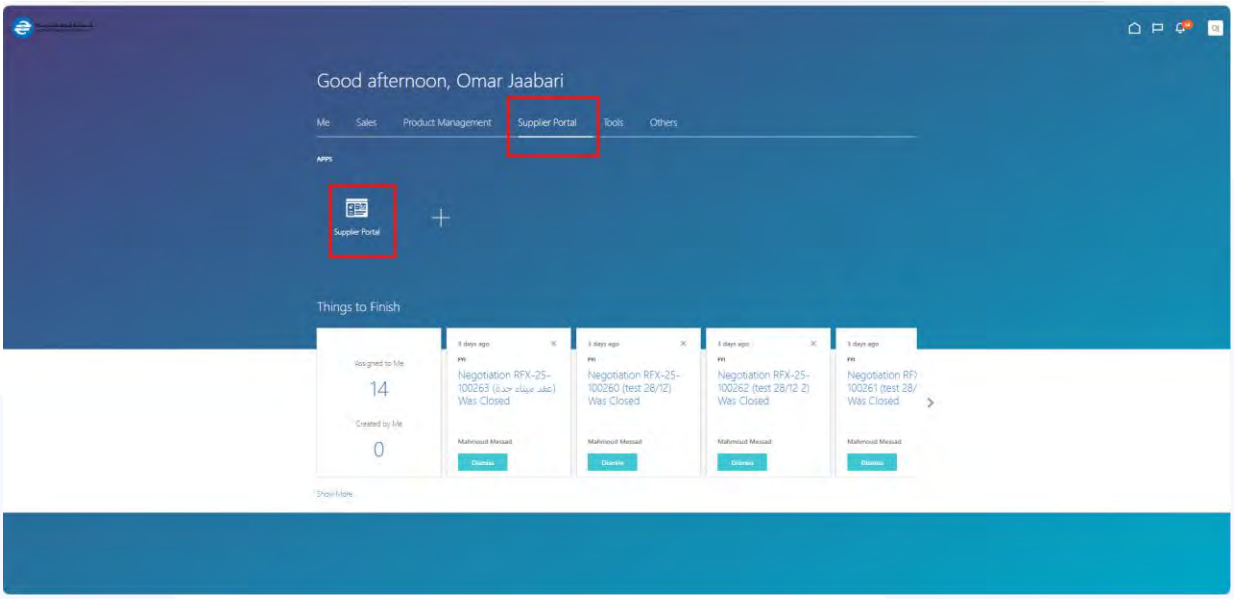
Qualification or assessment : It is a process where the supplier provides information to prove they meet the buyer's requirements.

Step: View Qualification or assessment

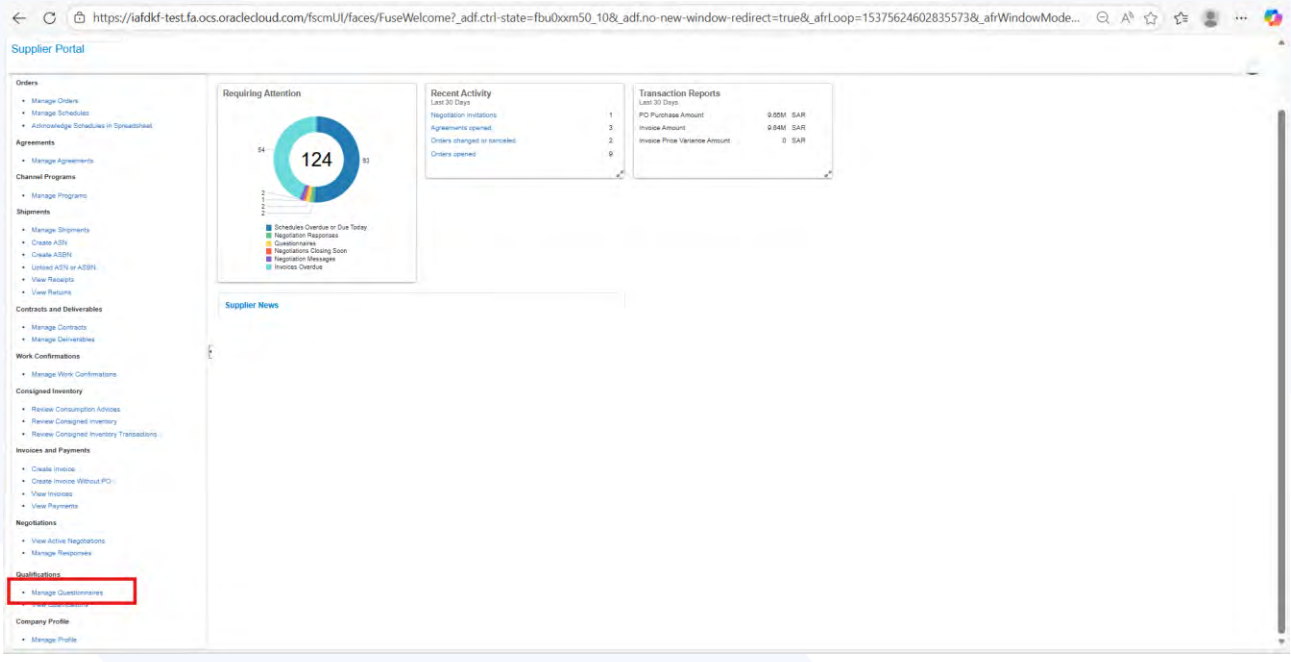
In the Supplier Portal, suppliers can:

Open and review submitted assessments, scores, required documents, and evaluation status.

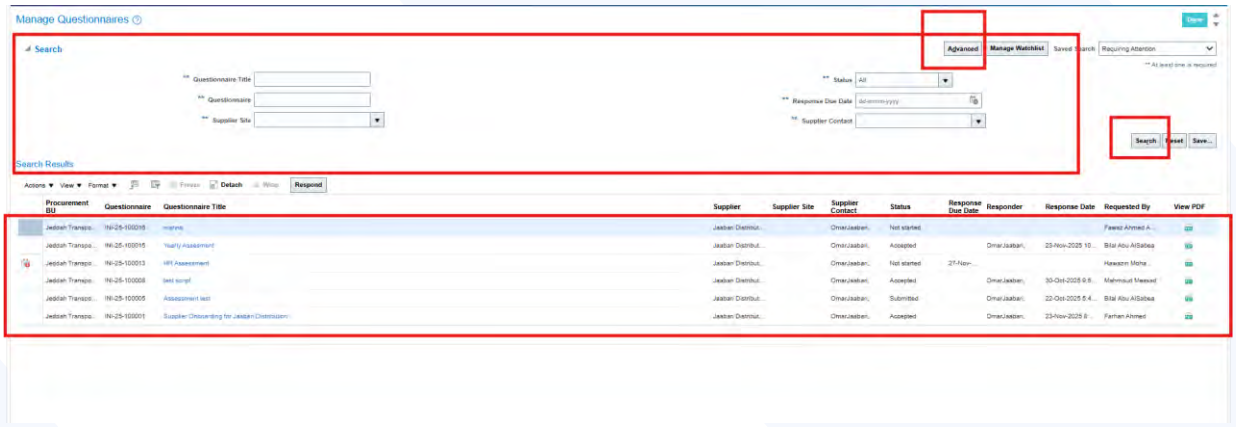
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click manage Questionnaires

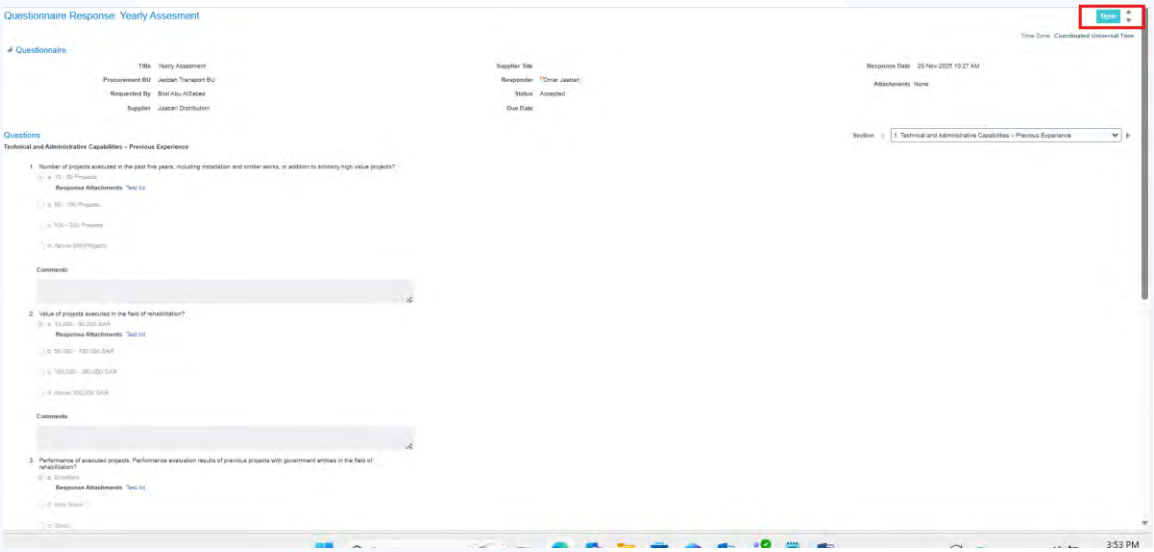


3- Search for question by required or click advance and search by required information then click search



4- Click in questionnaires tittle

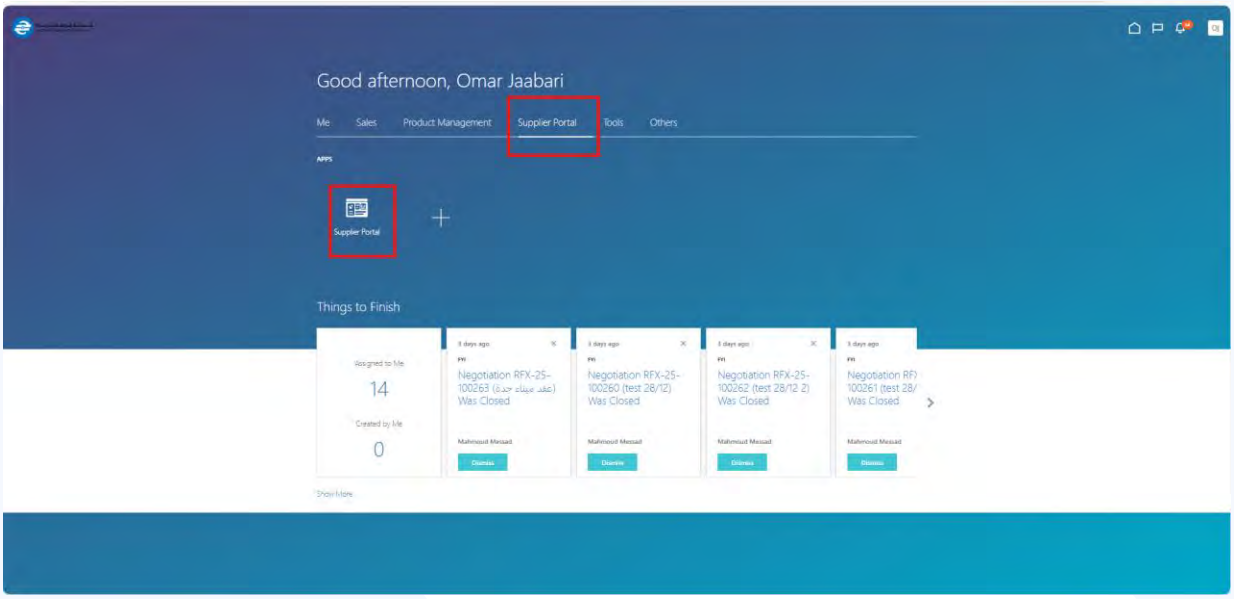
5- View your response then click done



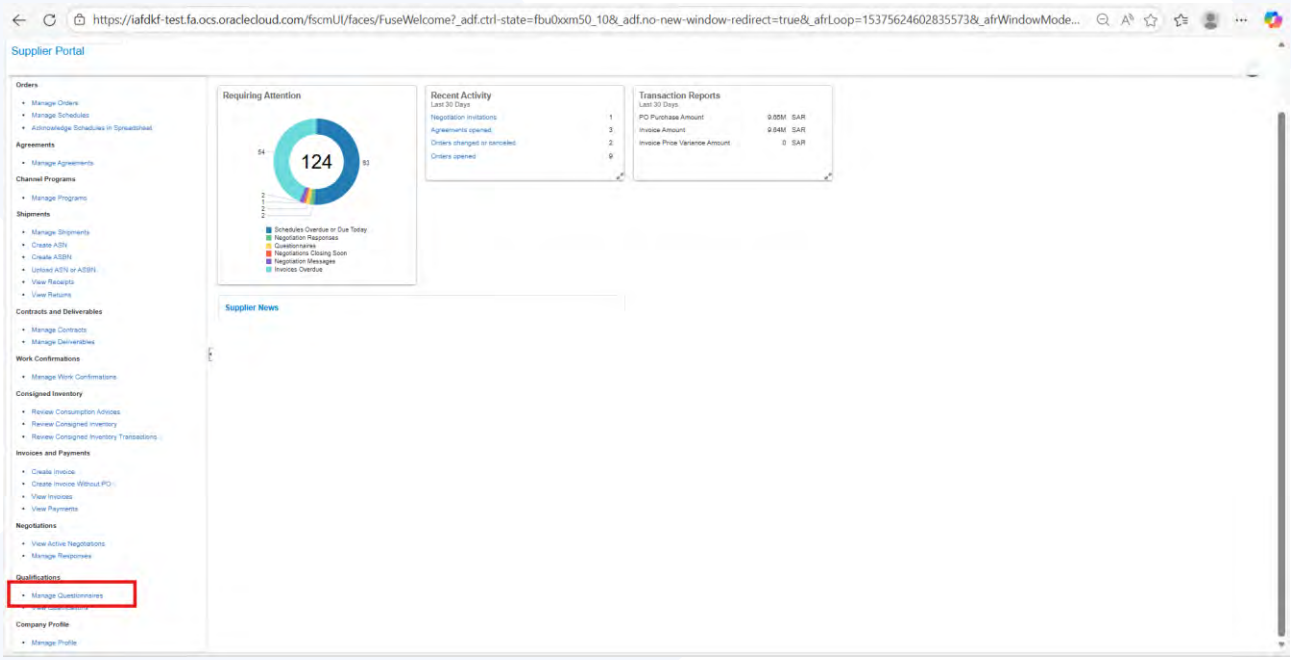
Step: response to Qualification or assessment

A llows suppliers to submit answers, upload required documents, and complete assessment tasks requested by the procurement team for approval or evaluation.

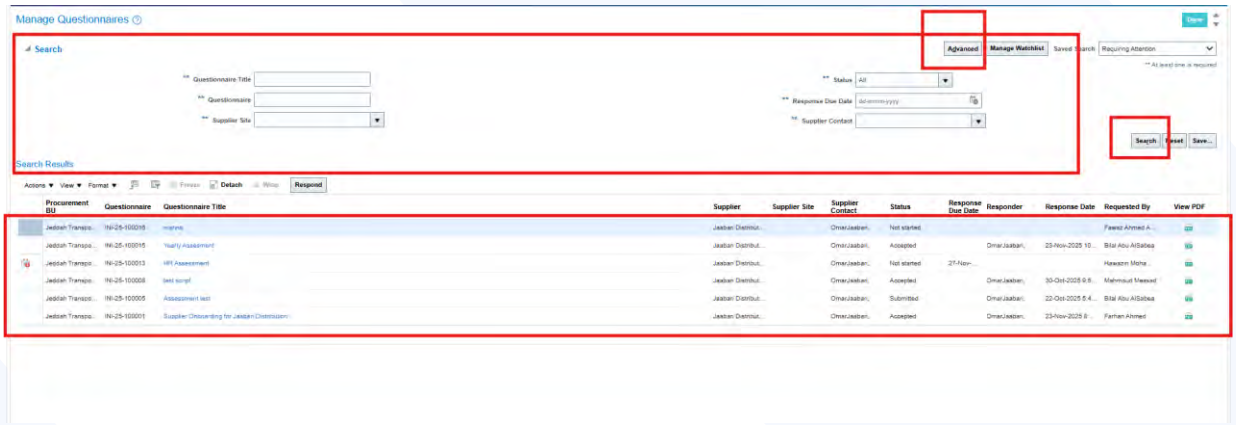
1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click manage Questionnaires



3- Search for question by required or click advance and search by required information then click search



4- Click in questionnaires tittle

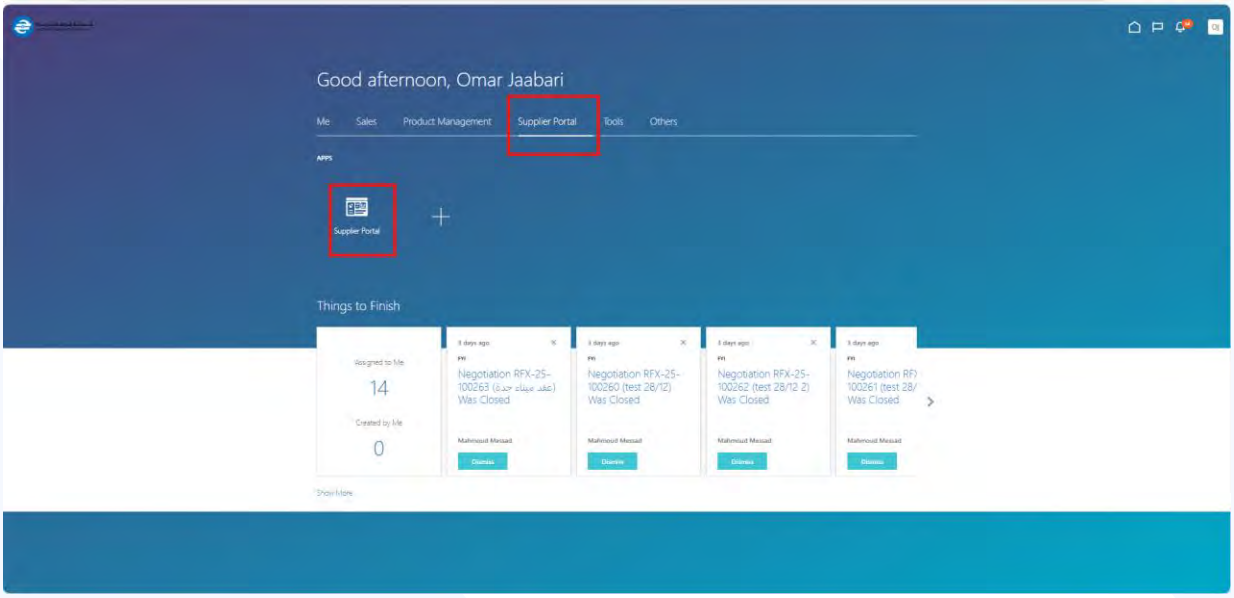
5- Response for question then click submit



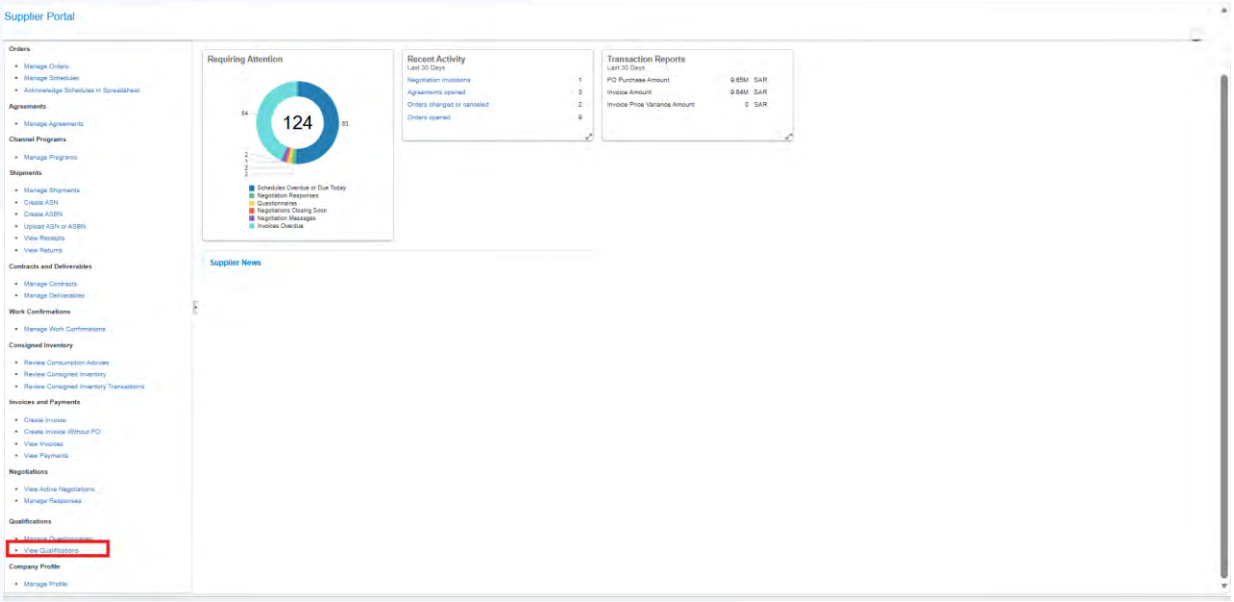
Step: view qualification or assessment outcome

Allows suppliers to check the final result of a qualification or assessment, including approval status, evaluator comments, and any next steps or requirements.

1- Go to Navigator click supplier portal click supplier portal



2- From the left side of the page click view qualification



3- View your qualification or assessment outcome then click done