

SUPPLIER PORTAL WORK INSTRUCTIONS

Abbreviations

QF – Qatar Foundation

ERP – QF's internal Enterprise Resource Planning

system PD – QF Procurement Directorate

MFA – Multi Factor

Authentication OTP – One-Time

Password

TOTP – Time-based OTP

IDCS – Oracle Identity Cloud Services

IDAM – Oracle Identity & Access Management

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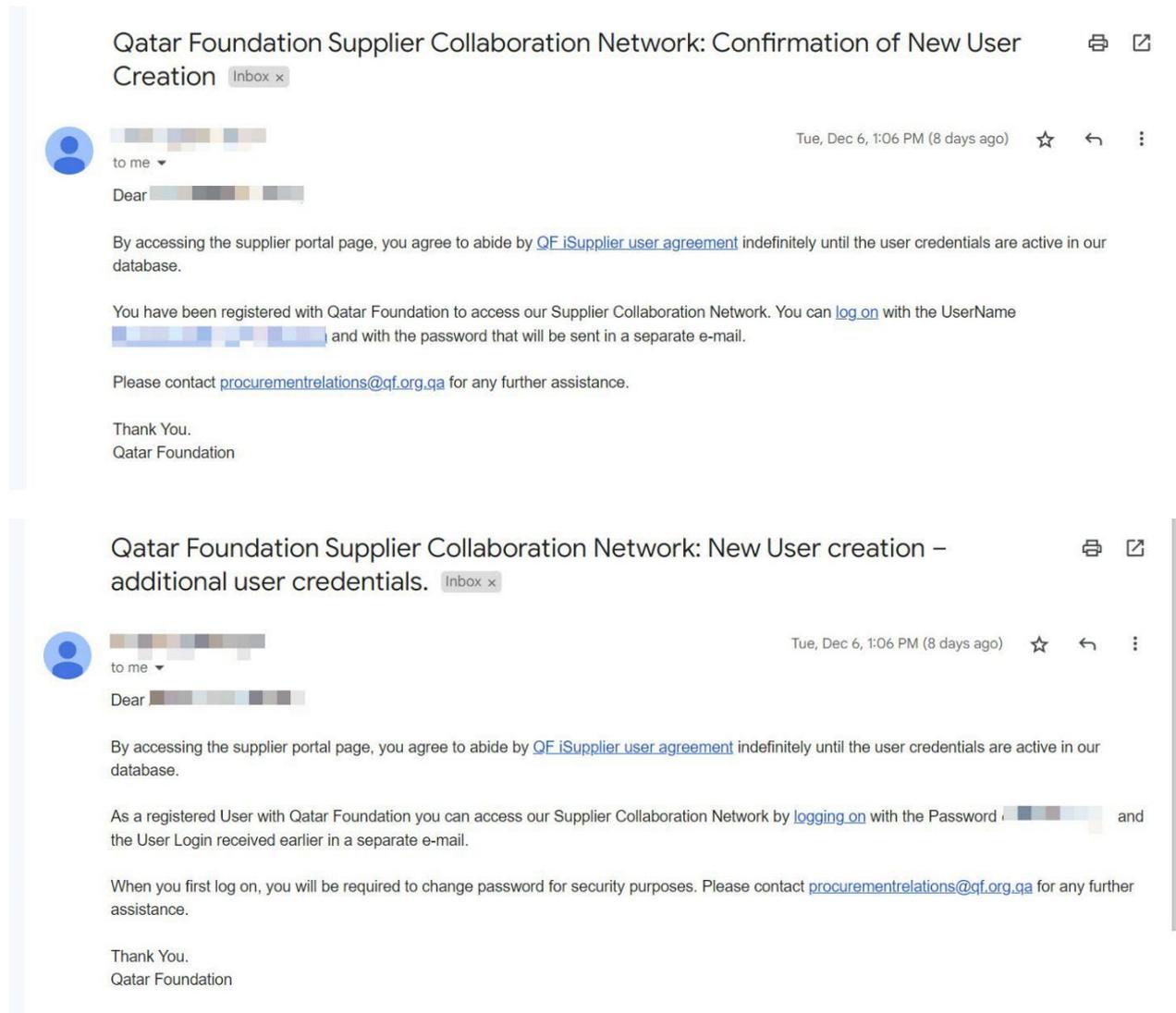
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Fusion Login Instructions

First Time Login to ERP

When a user is registered as a contact for the supplier with access to iSupplier portal, you will receive separate emails with your username and password. Please note that the password needs to be changed during the first login.

Registration Email



The image shows two screenshots of email messages. The top email is titled "Qatar Foundation Supplier Collaboration Network: Confirmation of New User Creation" and the bottom one is titled "Qatar Foundation Supplier Collaboration Network: New User creation – additional user credentials." Both emails contain the same text: "By accessing the supplier portal page, you agree to abide by QF iSupplier user agreement indefinitely until the user credentials are active in our database." The top email says "You have been registered with Qatar Foundation to access our Supplier Collaboration Network. You can log on with the UserName [redacted] and with the password that will be sent in a separate e-mail." The bottom email says "As a registered User with Qatar Foundation you can access our Supplier Collaboration Network by logging on with the Password [redacted] and the User Login received earlier in a separate e-mail." Both emails include the contact email "procurementrelations@qf.org.qa" and a "Thank You. Qatar Foundation" sign-off.

Go to the ERP Application Login page - <https://suppliers.qf.org.qa/>

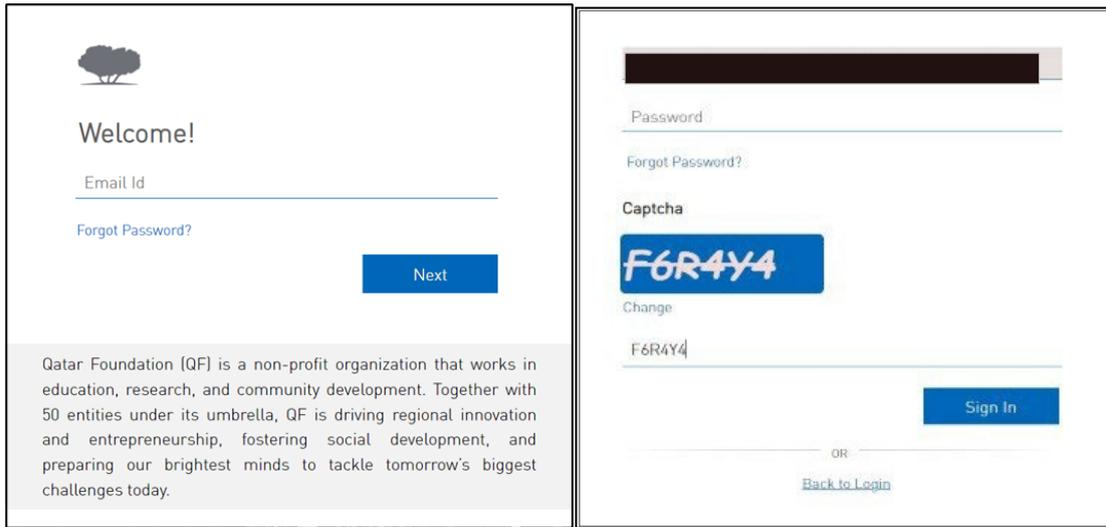
Login / Authentication

Step 1: Enter username that is received in Registration

Email. Step 2: Enter initial login Password

Step 3: Enter Captcha

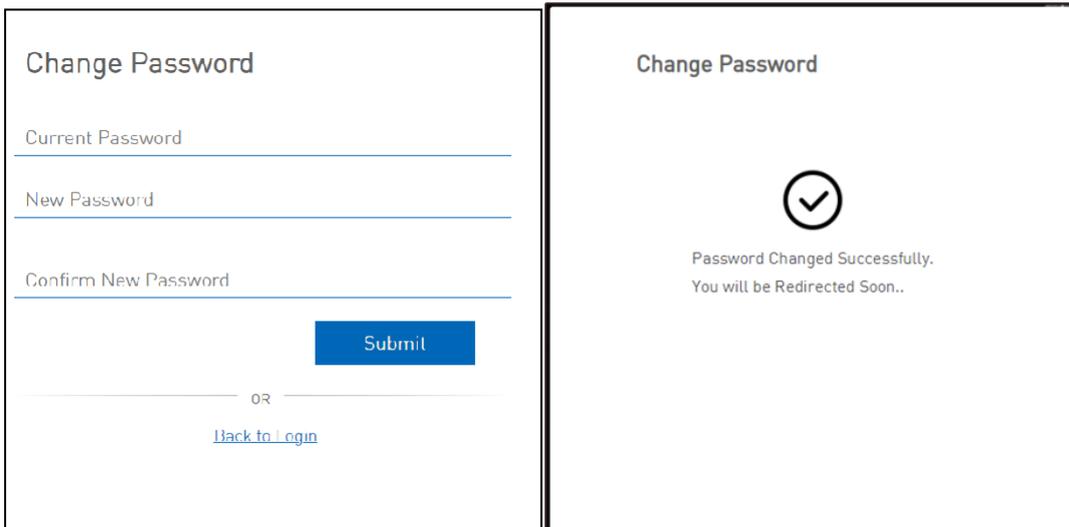
Step 4: Click Sign In button



The screenshot shows a login page with a 'Welcome!' message and a 'Next' button. Below the 'Next' button is a paragraph of text about the Qatar Foundation. To the right, there is a password field, a 'Forgot Password?' link, a captcha image with the text 'F6R4Y4', a 'Change' link, and a 'Sign In' button. At the bottom, there is an 'OR' separator and a 'Back to Login' link.

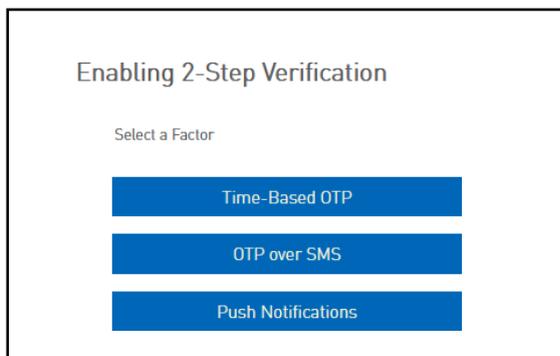
Change Password

Step 1: Enter old password & new password twice. Step 2: Click on Submit



The screenshot shows two parts of the 'Change Password' process. The left part is a form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below the fields is a 'Submit' button and an 'OR' separator with a 'Back to Login' link. The right part is a success message: 'Password Changed Successfully. You will be Redirected Soon..' with a checkmark icon.

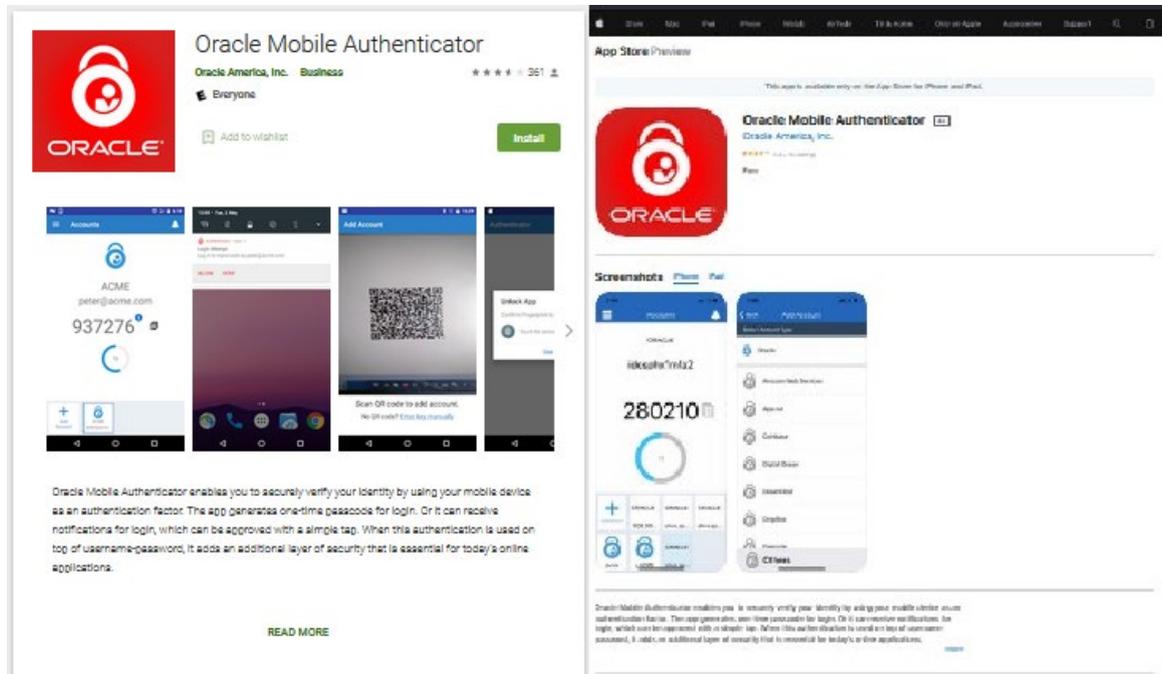
Setup MFA



The screenshot shows a screen titled 'Enabling 2-Step Verification'. Below the title is the text 'Select a Factor' and three blue buttons: 'Time-Based OTP', 'OTP over SMS', and 'Push Notifications'.

Chose Any One of the above-mentioned methods.

Note: Download the Oracle Mobile Authenticator App from the App store for Time-Based OTP and Push Notification method



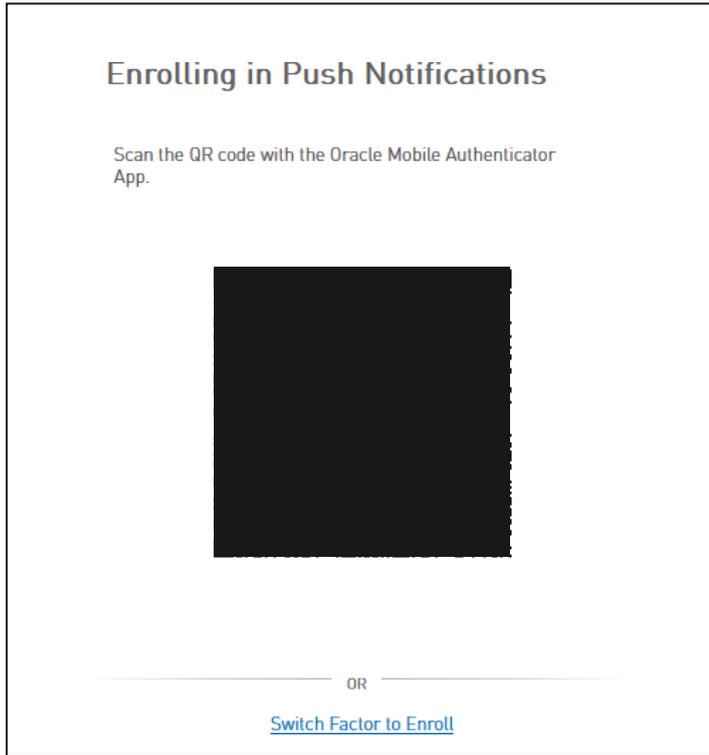
Push Notification Method

Step 1: Open the Oracle Mobile Authenticator App on

Mobile. Step 2: Click on Add Button in Oracle

Authenticator App.

Step 3: Scan the QR Code which is visible on your login screen.



Time based OTP (TOTP) Method

- Step 1: Open the Oracle mobile Authenticator app on mobile.
- Step 2: Click on Add Button In authenticator app.
- Step 3: Scan QR code which is visible on your login screen
- Step 4: Type the Time-based OTP
- Step 5: Click on Enroll Button

Enrolling in Time-based OTP

Scan the QR code with the Oracle Mobile Authenticator App.

Then enter the code you see on your phone's screen in the field below.



|Time-based OTP Code

Enroll

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

[Switch Factor to Enroll](#)

OTP over SMS Method

Step 1: Select Country

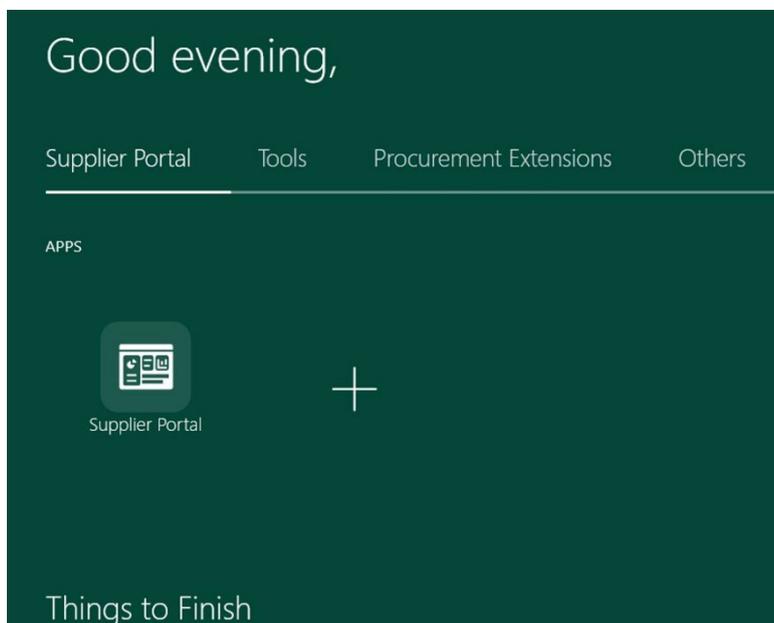
Step 2: Enter Mobile Number and click on

Enroll Step 3: Enter OTP Received on

Mobile Number Step 4: Click On Verify

<p>Enrolling in OTP over SMS</p> <p>Please enter mobile number to send SMS</p> <p>Country Code: <input type="text" value="Algeria (+213)"/></p> <p>Mobile Number <input type="text"/></p> <p><input type="button" value="Enroll"/></p> <p>Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa if any Country Code is Incorrect.</p> <p>OR</p> <p>Switch Factor to Enroll</p>	<p>Verifying OTP</p> <p>Please enter OTP code sent to +91XXXXXXXX470</p> <p>OTP <input type="text"/></p> <p><input type="button" value="Verify"/></p> <p>Did not get the SMS? Resend SMS</p> <p>Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.</p> <p>OR</p> <p>Switch Factor to Enroll</p>
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User redirected to Fusion console



Second Time Login

Go to the ERP Application Login page - <https://suppliers.qf.org.qa/>

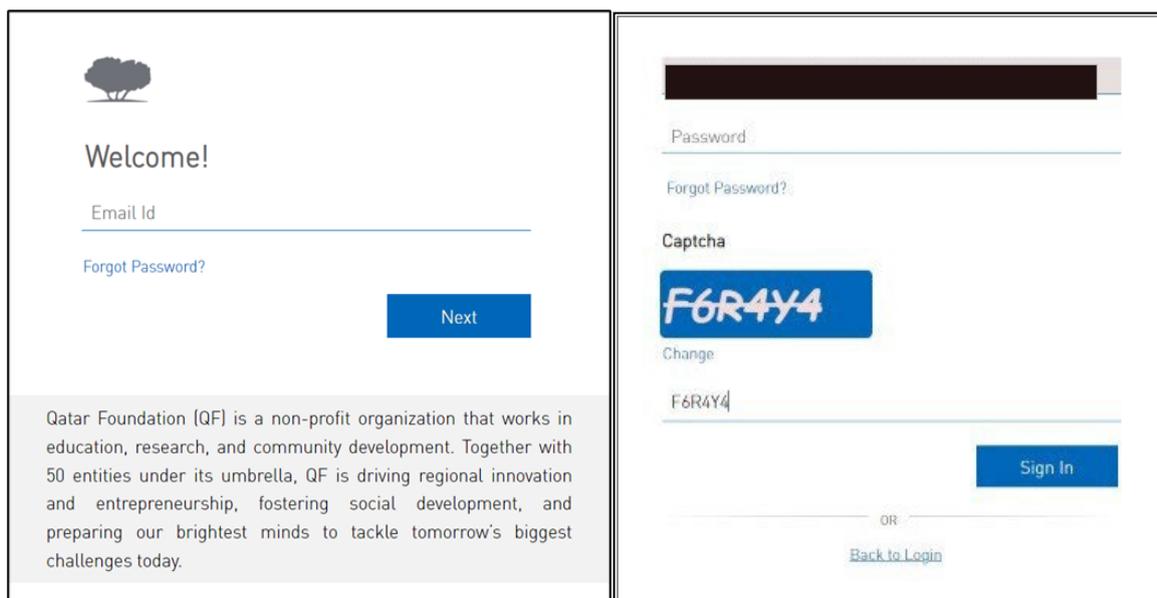
Login / Authentication

Step 1: Enter username received in Registration Email.

Step 2: Enter the New Password (set during the first-time

login)Step 3: Enter Captcha

Step 4: Click Sign In button



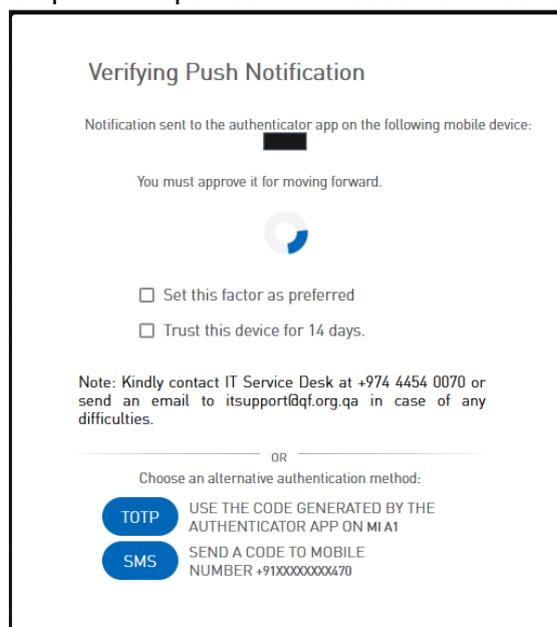
Qatar Foundation (QF) is a non-profit organization that works in education, research, and community development. Together with 50 entities under its umbrella, QF is driving regional innovation and entrepreneurship, fostering social development, and preparing our brightest minds to tackle tomorrow's biggest challenges today.

Verify MFA

Verify Your Identity using enrolled method

- **Using Push Notification**

Step 1: Accept Push Notification on Mobile Authenticator



Verifying Push Notification

Notification sent to the authenticator app on the following mobile device:

You must approve it for moving forward.

Set this factor as preferred

Trust this device for 14 days.

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

Choose an alternative authentication method:

TOTP USE THE CODE GENERATED BY THE AUTHENTICATOR APP ON MIA1

SMS SEND A CODE TO MOBILE NUMBER +91XXXXXXXX470

- **Using TOTP**

Step 1: Enter OTP Displayed on Mobile

Authenticator Step 2: Click On Verify

Verifying Time-based OTP

Please enter Time-based OTP as displayed in 

Time-based OTP Code

Trust this device for 14 days.

Verify

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

[Use an alternative authentication method](#)

- **Using OTP over SMS**

Step 1: Enter OTP Received on Mobile

Number Step 2: Click On Verify

Verifying Push Notification

Notification sent to the authenticator app on the following mobile device:
MI A1

You must approve it for moving forward.



Set this factor as preferred

Trust this device for 14 days.

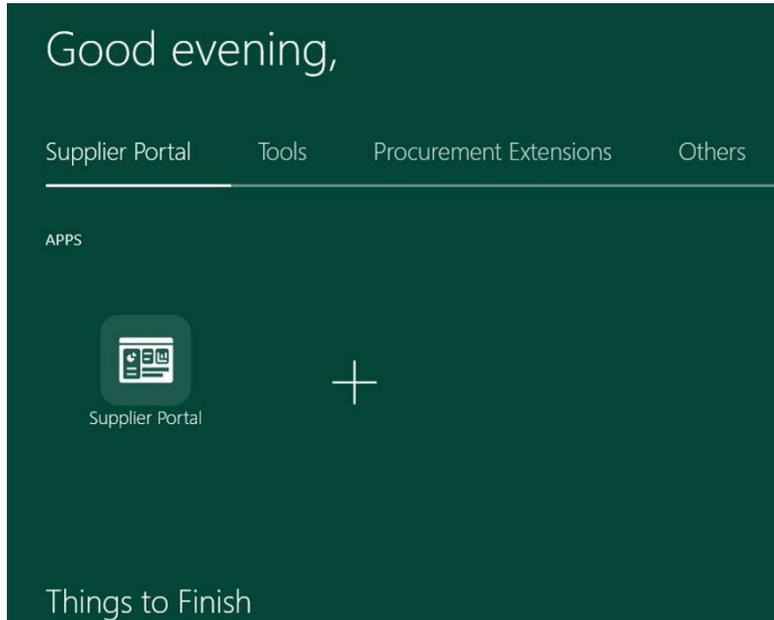
Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

Choose an alternative authentication method:

TOTP	USE THE CODE GENERATED BY THE AUTHENTICATOR APP ON MI A1
SMS	SEND A CODE TO MOBILE NUMBER +91XXXXXXXX470

User redirected to Fusion console



IDCS Login (Multiple Application Access)

- User visits the URL: <https://login.qf.org.qa/>

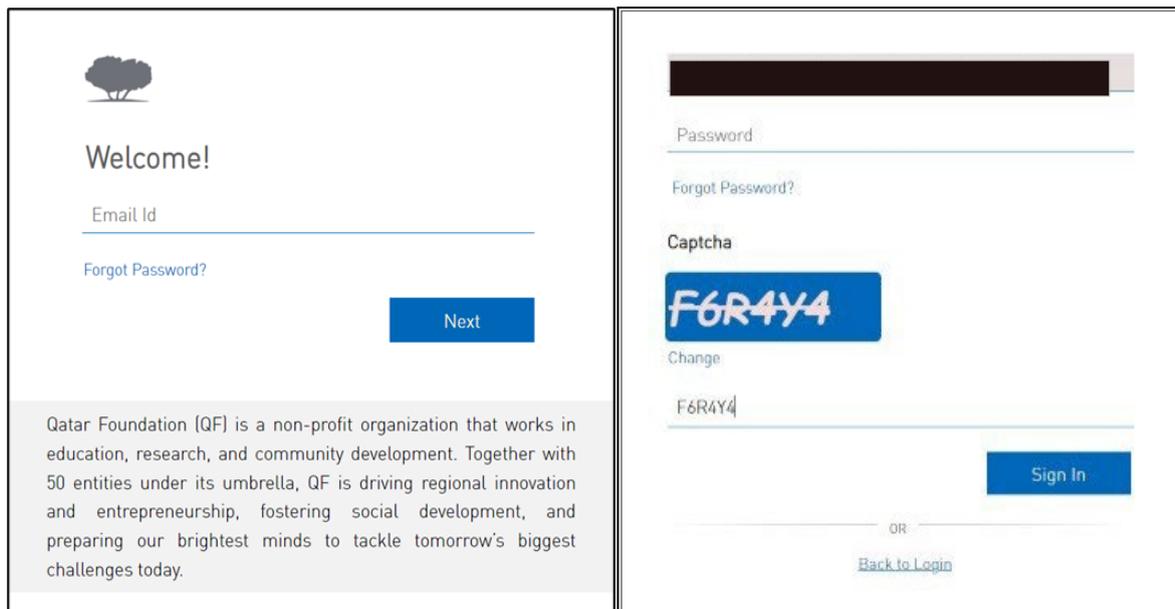
IDCS Login / Authentication

Step 1: Enter username received in Registration

Email. Step 2: Enter your Password

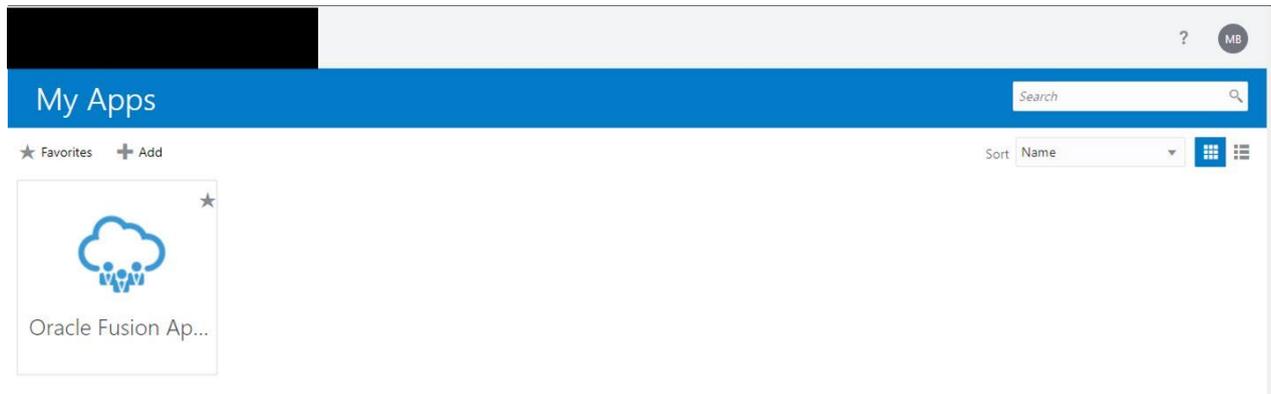
Step 3: Enter Captcha

Step 4: Click Sign In button



Qatar Foundation (QF) is a non-profit organization that works in education, research, and community development. Together with 50 entities under its umbrella, QF is driving regional innovation and entrepreneurship, fostering social development, and preparing our brightest minds to tackle tomorrow's biggest challenges today.

IDCS My Apps Page



Users can view the application tiles that they have access to. Click on the relevant tile to access that application.

Multi Factor Authentication (MFA)

Add MFA Options

Login to IDCS (click on the below URL)

- URL: <https://login.qf.org.qa/>

IDCS Login / Authentication

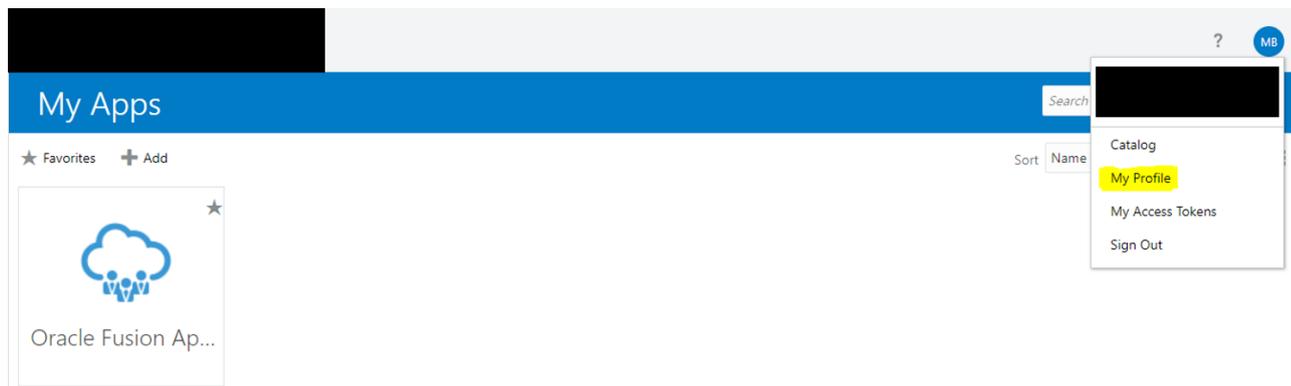
Step 1: Enter username that is received in Registration

Email. Step 2: Enter your Password

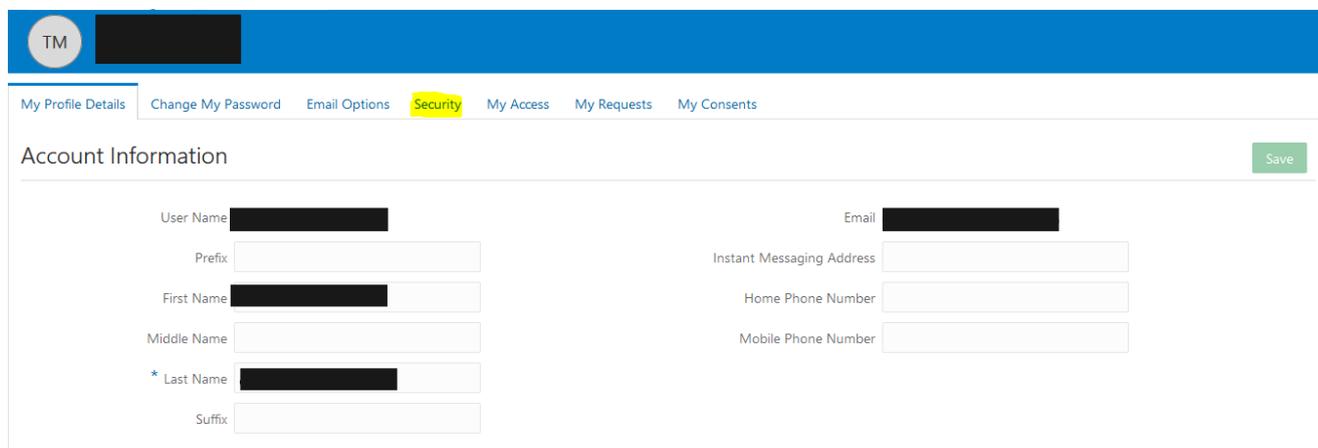
Step 3: Enter Captcha

Step 4: Click Sign In button

Go to My Profile



Go to Security Section



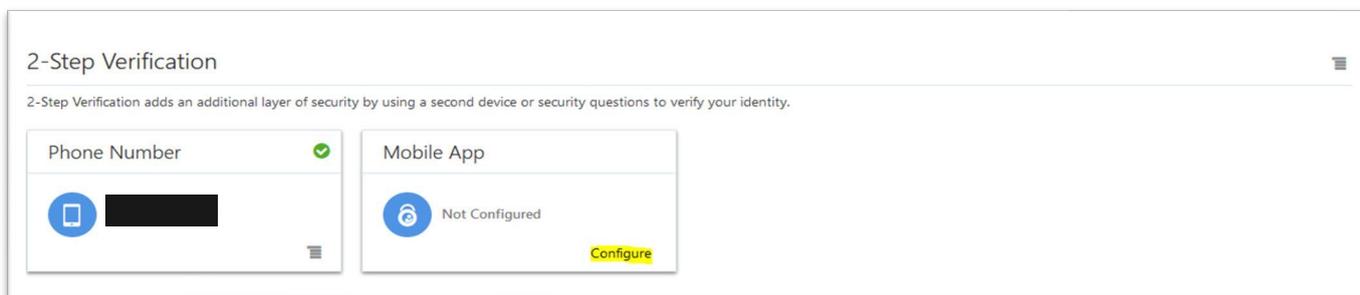
Account Information Save

User Name	<input type="text"/>	Email	<input type="text"/>
Prefix	<input type="text"/>	Instant Messaging Address	<input type="text"/>
First Name	<input type="text"/>	Home Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	Mobile Phone Number	<input type="text"/>
* Last Name	<input type="text"/>		
Suffix	<input type="text"/>		

Configure MFA

Configure option will be visible for the MFA Factors, which have not been configured yet.

Note: As shown in the screenshot the SMS OTP option was already configured so there is configure button only for Mobile App,

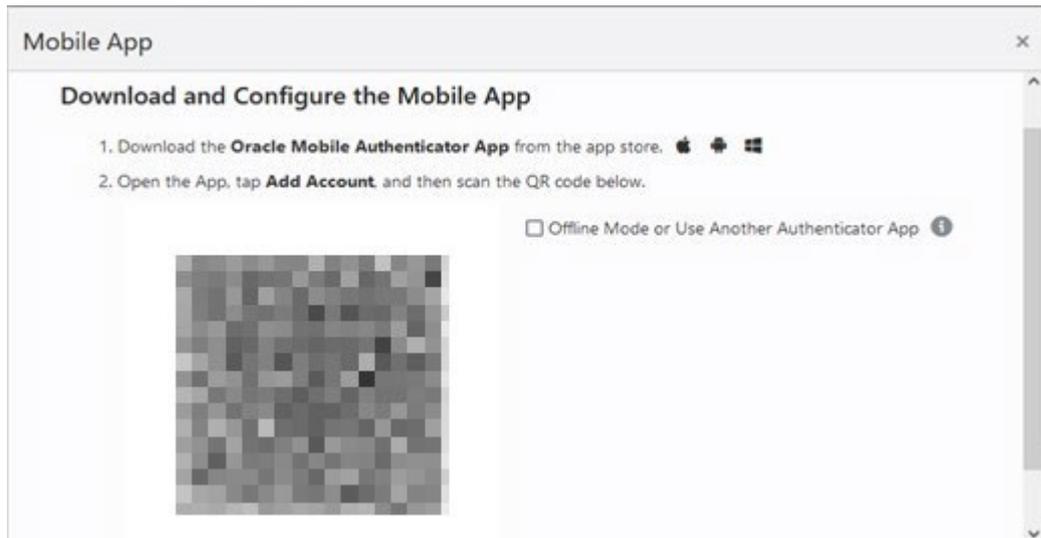


2-Step Verification

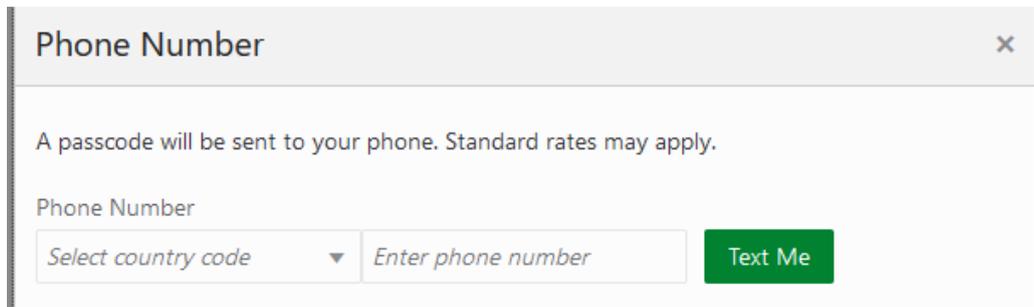
2-Step Verification adds an additional layer of security by using a second device or security questions to verify your identity.

<p>Phone Number ✓</p> <p><input type="text"/></p>	<p>Mobile App</p> <p><input type="text"/> Not Configured</p> <p>Configure</p>
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Scan the QR Code using Oracle Mobile Authenticator



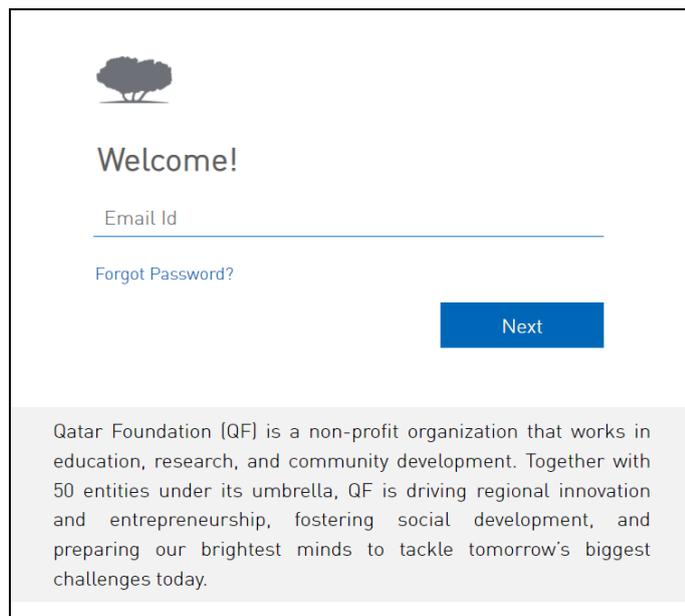
Configure Mobile Number for SMS OTP



Reset Password

Step 1: Visit this Fusion login URL: <https://suppliers.qf.org.qa/>

Step 2: Click on forgot password



Qatar Foundation (QF) is a non-profit organization that works in education, research, and community development. Together with 50 entities under its umbrella, QF is driving regional innovation and entrepreneurship, fostering social development, and preparing our brightest minds to tackle tomorrow's biggest challenges today.

Step 3: Enter your Email id

Step 4: Click on Next. Password reset mail is sent to the mail id provided.

<p>Forgot your Password?</p> <p>Please, enter Email Id for password reset.</p> <p>Email Id <input type="text"/></p> <p><input type="submit" value="Submit"/></p> <p>OR</p> <p>Back to Login</p>	<p>Forgot your Password?</p> <p>Password reset email has been sent for username: [REDACTED]</p> <p>If you don't receive an email, this could mean you signed up with a different email address.</p> <hr/> <p>Incorrect UserName? Fix UserName</p> <p>Did not get the email? Resend email</p>
--	---

Step 5: Click on Password Reset Link in email



Dear [REDACTED]

On [REDACTED] you requested to reset your password. You must reset your password by clicking on below password reset button.

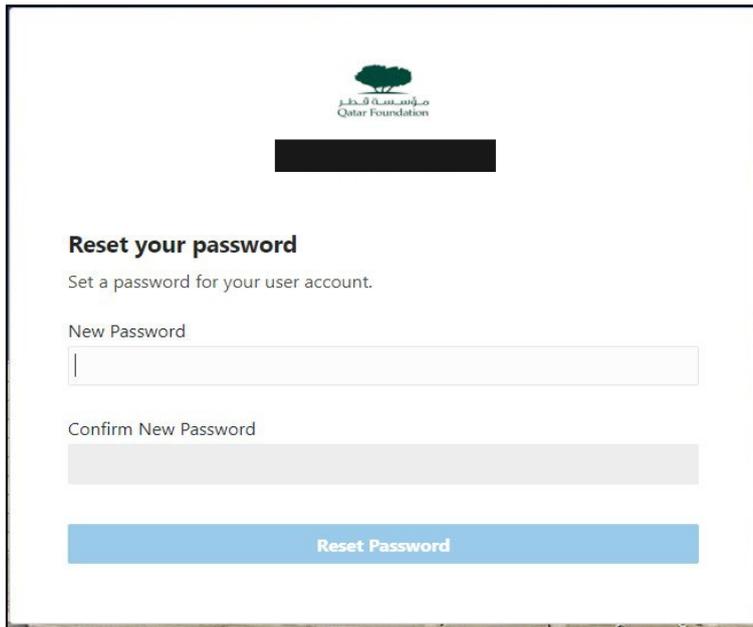
Password Reset

Details

If the [Password Reset](#) link doesn't work, please copy and paste the following URL into the address bar of your browser:
[REDACTED]

Important: This link will expire on Friday, December 16, 2022 8:20:55 AM AST. Also, if you don't recognize this message, please contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa.

Regards,
QF Identity Administrator



The screenshot shows a web form for resetting a password. At the top, there is the Qatar Foundation logo and a blacked-out area. Below that, the heading "Reset your password" is followed by the instruction "Set a password for your user account." There are two input fields: "New Password" and "Confirm New Password". At the bottom of the form is a blue button labeled "Reset Password".

Step 6: Enter New Password

Step 7: Confirm New

Password Step 8: Click on

Reset Password

Reset MFA

Step 1: Send an email to QF ITSC (itsupport@qf.org.qa) requesting to reset MFA

Step 2: ITSC will raise a ticket and will be assigned to

IDAM Team Step 3: MFA factor would be Reset.

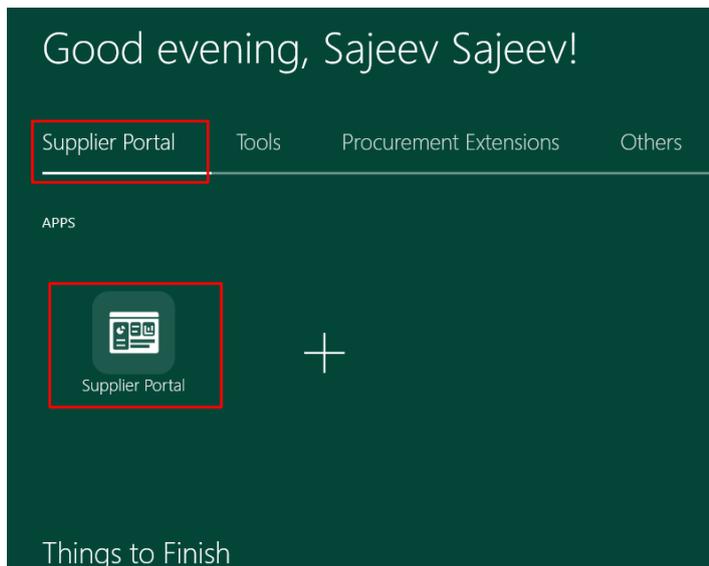
Step 4: In the next login the user can setup the MFA with the new mobile number or with a different device using Oracle Mobile Authenticator Application. Check the "[Add MFA Options](#)" section above for the detailed steps.

Supplier Profile Change

This section covers guidelines for changing supplier profile information. The process involves the below steps.

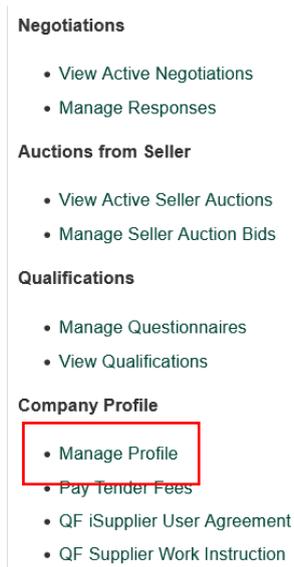
Step 1

Click on the “Supplier Portal” tab



Step 2

Under the “Company Profile” tab, click on “Manage Profile”



Step 3

Click “Edit” at the top right-hand corner of the succeeding page

Company Profile ②

Edit Done

Last Change Request 37008
Request Status Canceled

Requested By vasu, sujesh
Request Date 01-Dec-2022

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY
Supplier Number 199
Supplier Type Local Profit-SME

Tax Organization Type Corporation
Status Active
Attachments None

A warning message will appear before getting into the edit page, Click "Yes"

Company Profile ② Edit Done

Last Change Request 37008 Request Status Canceled Requested By vasu, sujesh Request Date 01-Dec-2022 Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY Supplier Number 199 Supplier Type Local Profit-SME Tax Organization Type Corporation Status Active Attachments None

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

Step 4

On the "Edit Profile Change Request" page, click the "Contacts" tab

Edit Profile Change Request: 44007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
-		UAT_Travel.Accounts01@mannai...			✓	Active
Aguinaldo, Poala Ernest	Sr. Admin. Asst.	UAT_Poala.Aguinaldo@mannai.co...	+974 (+974)440...		✓	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@mannai.com.qa	+974 (+974)334...		✓	Active
Ahmed, Gayaz		UAT_Gayaz.Ahmed@mannai.com.qa			✓	Active

Step 5

Create or edit contacts on the following page by clicking on the relevant icons.

Edit Profile Change Request: 44007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
-		UAT_Travel.Accounts01@mannai...			✓	Active
Aguinaldo, Paola Ernest	Sr. Admin. Asst.	UAT_Poala.Aguinaldo@mannai.co...	+974 (+974)440...		✓	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@mannai.com.qa	+974 (+974)334...		✓	Active
Ahmed, Gayaz		UAT_Gayaz.Ahmed@mannai.com.qa			✓	Active

Step 6

In Create contact page, Enter First and Last name, and also provide contact information like Email, Mobile, and Phone number.

Assign contact addresses and enable 'Request user account' if need access to the supplier portal for this contact person, then click "OK"

Create Contact

Salutation

* First Name Abdul

Middle Name

* Last Name Khadar

Job Title

Administrative contact

Phone

Mobile

Fax

Email abkhadar@mannai.com

Status Active

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
DOHA	P.O.Box: 76,Building No. 72, Zone – 57,East Industrial Stre...		Ordering; Remit to	Active

Columns Hidden 5

User Account

Request user account

Create Another OK Cancel

Step 7

Enter the change description, then click the "Review Changes" button at the upper right-hand corner of the page

Edit Profile Change Request: 44007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Request for new contact person and user information

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
-		UAT_Travel.Accounts01@mannai.com			✓	Active
Aguinaldo, Paola Ernest	Sr. Admin. Asst.	UAT_Poala.Aguinaldo@mannai.com	+974 (+974)440...		✓	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@mannai.com.qa	+974 (+974)334...		✓	Active

Step 8

Verify all the details, then click "Submit"

Review Changes

Edit Submit Cancel

Change Description Request for new contact person and user information

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+ Khadar, Abdul		abkhadar@mannai.com				Active	

Columns Hidden 7

Step 9

The system will display a message confirming the change has been submitted for approval Click "OK"

Company Profile

Cancel Change Request Edit Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 44007

Requested By vasu, sujesh

Change Description Request for new contact person and user information

Request Status Pending Approval

Request Date 10-Dec-2022

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY Corporation

Supplier Number 199 Active

Supplier Type Local Profit-SME

Attachments None

Confirmation

Your profile change request 44007 was submitted for approval.

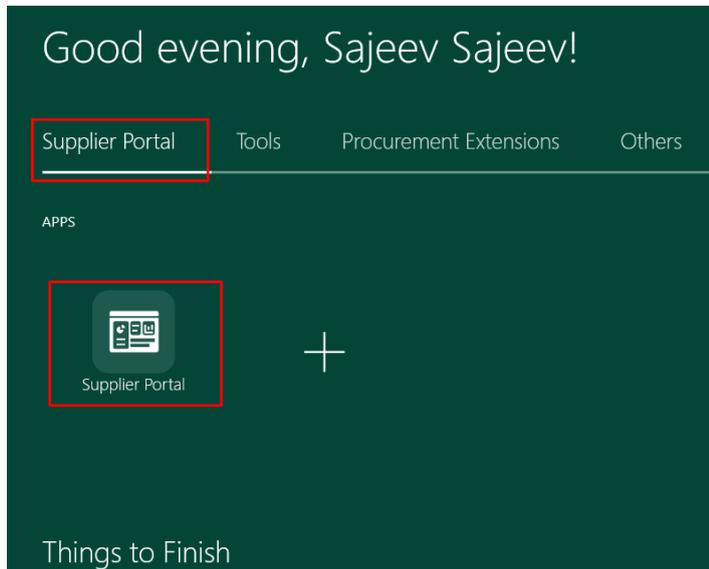
OK

Manage Deliverables

This section covers guidelines to submit the deliverables. The process involves the below steps.

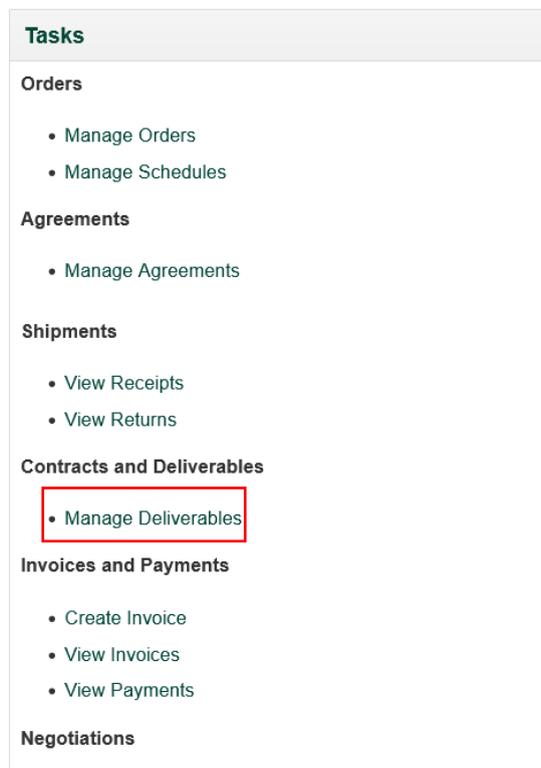
Step 1

Click on the “**Supplier Portal**” tab



Step 2

Under the “**Contracts and Deliverables**” tab, click on “**Manage Deliverables**”



Step 3

In the “**Manage Deliverables**” page, you can search and review the details of deliverables under the search result

Manage Deliverables Done

Search

Deliverable Name Starts with

Status Equals

Due Date Equals dd/mm/yyyy

Type Equals

Document Type Equals

Document Number Starts with

Saved Search My Deliverables

Search Reset Save...

Search Results

Actions View Format Freeze Wrap

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Resource Planning	Open	Contractual	Standard Purchase Order	10024	05/04/2022	UV Contracting Ltd
License details	Open	Contractual	Standard Purchase Order	10024	07/04/2022	UV Contracting Ltd
Project Plan	Submitted	Contractual	Standard Purchase Order	10020	10/04/2022	UV Contracting Ltd

Step 4

Select the line and click **Edit** to submit the deliverables

Manage Deliverables Done

Search

Deliverable Name Starts with

Status Equals

Due Date Equals dd/mm/yyyy

Type Equals

Document Type Equals

Document Number Starts with

Saved Search My Deliverables

Search Reset Save...

Search Results

Actions View Format **Edit** Freeze Wrap

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Resource Planning	Open	Contractual	Standard Purchase Order	10024	05/04/2022	UV Contracting Ltd
License details	Open	Contractual	Standard Purchase Order	10024	07/04/2022	UV Contracting Ltd
Project Plan	Submitted	Contractual	Standard Purchase Order	10020	10/04/2022	UV Contracting Ltd

Step 5

In the “**Edit Deliverables**” page, click the **Attachments** tab

Edit Deliverable: License details

Name	License details	Status	Open
Type	Contractual	Description	
Responsible Party Type	External	Notes	
External Party Name	UV Contracting Ltd		
External Party Contact	UV Contact2		
Internal Party Name	Qatar Foundation		
Internal Party Contact	Natwar Rajawat		
Requester			

[Details](#) [Attachments](#) [Status History](#)

Due Date

Due Date 07/04/2022
Due Date Description

Period 1 Weeks

When After

Event Contract Active

Notifications

- Prior to due date
Period 3 Days
- On status change
- When deliverable is overdue
- Escalate after due date

Step 6

Click “Add(+)” button to attach the required files

Edit Deliverable: License details

?

Name License details	Status Open <input type="button" value="v"/>
Type Contractual	Description
Responsible Party Type External	Notes <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
External Party Name UV Contracting ltd	
External Party Contact UV Contact2	
Internal Party Name Qatar Foundation	
Internal Party Contact Natwar Rajawat	
Requester	

Details Attachments Status History

Actions View

Type	Category	* File Name or URL	Title	Description
No data to display.				

Step 7

Attach the required file and enter the Title and Description

Edit Deliverable: License details

?

Name License details	Status Open <input type="button" value="v"/>
Type Contractual	Description
Responsible Party Type External	Notes <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
External Party Name UV Contracting ltd	
External Party Contact UV Contact2	
Internal Party Name Qatar Foundation	
Internal Party Contact Natwar Rajawat	
Requester	

Details Attachments Status History

Actions View

Type	Category	* File Name or URL	Title	Description
File <input type="button" value="v"/>	Miscellaneous <input type="button" value="v"/>	License file.txt <input type="button" value="Update..."/>	License-2022	License-2022

Rows Selected 1

Step 8

Change the status to "Submitted" and Save

Edit Deliverable: License details

Name License details
Type Contractual
Responsible Party Type External
External Party Name UV Contracting Ltd
External Party Contact UV Contact2
Internal Party Name Qatar Foundation
Internal Party Contact Natwar Rajawat
Requester

Status Open
Open
Submitted

Description

Notes

Details Attachments Status History

Actions View + X

Type	Category	* File Name or URL	Title	Description
File	Miscellaneous	License file.txt <input type="button" value="Update..."/>	License-2022	License-2022

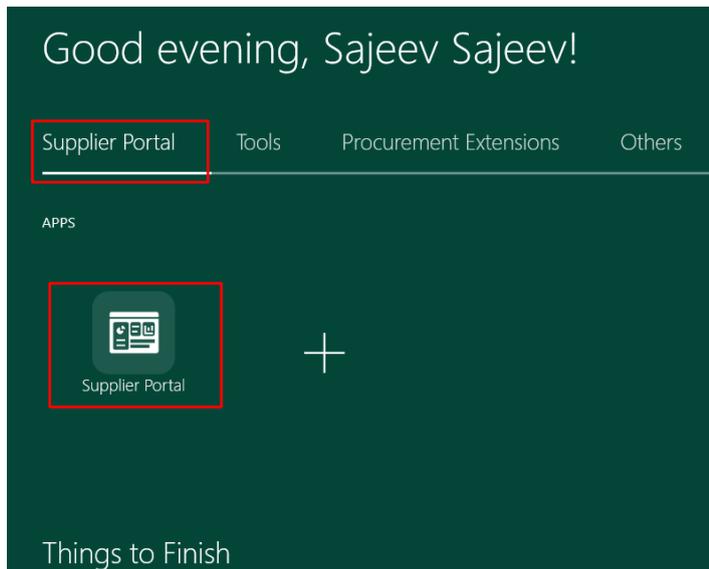
Rows Selected 1

Supplier Acknowledgment Of Agreement

This section covers guidelines for supplier acknowledgment of the agreement. The process involves the below steps.

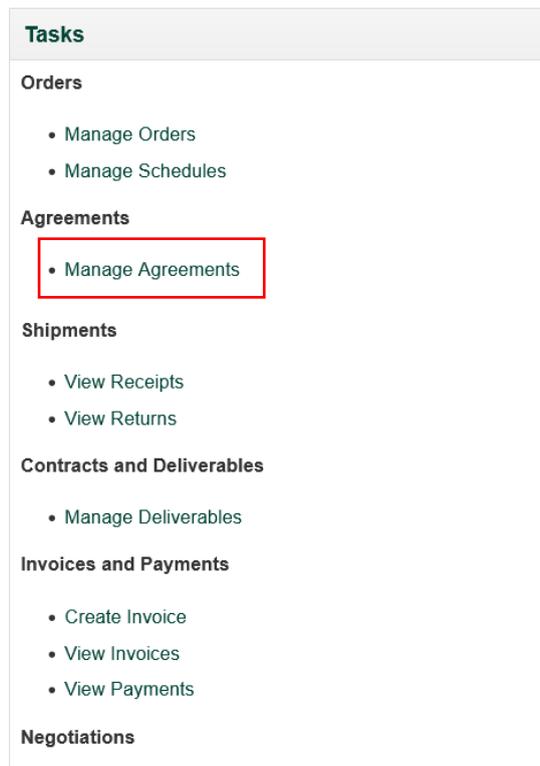
Step 1

Click on the “Supplier Portal” tab



Step 2

Under the “Agreements” tab, click on “Manage Agreements”



Step 3

The system will display a popup dialog box **“Manage Agreements”** Search for the required Blanket Purchase Agreement based on search criteria such as Agreement, Supplier Site, Procurement BU, Status

Manage Agreements Done

Headers Lines

Search

Procurement BU

Supplier Site

Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status Pending Supplier Acknowledgment

Include Closed and Expired Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
No search conducted.										
Columns Hidden 29										

Step 4

Under Search Results, the line depicting the required BPA will appear, **Click on the BPA number.**

Manage Agreements Done

Manage Agreements

Headers Lines

Search

Procurement BU

Supplier Site

Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status Pending Supplier Acknowledgment

Include Closed and Expired Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
QF-BPA-4		Doha	Natwar Rajawat	25,000.00	0.00	QAR	Pending Su...			30/03/2022
QF-BPA-3		Doha	Natwar Rajawat	125,000.00	0.00	QAR	Pending Su...			30/03/2022

Columns Hidden 29

Step 5

The BPA details page opens. Click on the **“Acknowledge”** button displayed in the upper right-hand corner



Blanket Purchase Agreement: QF-BPA-4

Acknowledge View PDF Actions Done

Main

General

Procurement BU	Qatar Foundation	Supplier	UV Contracting Ltd	Start Date	
Agreement	QF-BPA-4	Supplier Site	Doha	End Date	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Agreement Amount	25,000.00 QAR
Buyer	Natwar Rajawat	Supplier Agreement		Minimum Release Amount	
Creation Date	30/03/2022	Communication Method	None	Released Amount	0.00 QAR
				Description	

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	— Pay on receipt
Acknowledgment Due Date	29/04/2022	Freight Terms	— Confirming order
Payment Terms		FOB	

Additional Information

Step 6

The Acknowledge Document page opens under the **“General”** tab, enter Supplier Agreement notes (Optional)

Acknowledge Document (Blanket Purchase Agreement): QF-BPA-4

[View PDF](#) [Accept](#) [Reject](#) [Cancel](#)

Main

General

Procurement BU	Qatar Foundation	Supplier	UV Contracting ltd	Start Date	
Agreement	QF-BPA-4	Supplier Site	Doha	End Date	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Agreement Amount	25,000.00 QAR
Buyer	Natwar Rajawat	Communication Method	None	Minimum Release Amount	
Creation Date	30/03/2022			Description	
Supplier Agreement	<input type="text"/>				

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	— Pay on receipt
Acknowledgment Due Date	29/04/2022	Shipping Method	— Confirming order
Acknowledgment Note	<input type="text"/>		
	Freight Terms	FOB	

Step 7

Under the **“Terms”** tab, enter Acknowledgment Note (Optional), Click **“Accept”**

Acknowledge Document (Blanket Purchase Agreement): QF-BPA-4

[View PDF](#) [Accept](#) [Reject](#) [Cancel](#)

Main

General

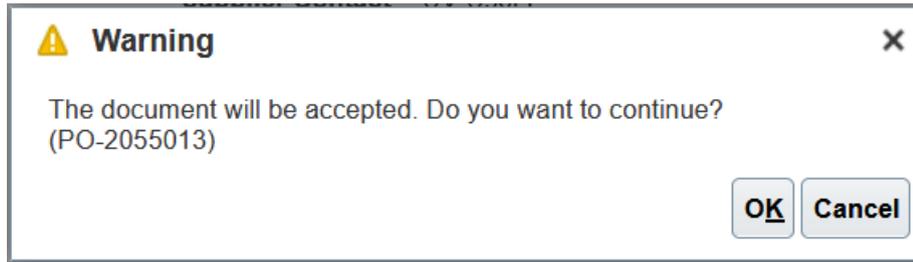
Procurement BU	Qatar Foundation	Supplier	UV Contracting ltd	Start Date	
Agreement	QF-BPA-4	Supplier Site	Doha	End Date	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Agreement Amount	25,000.00 QAR
Buyer	Natwar Rajawat	Communication Method	None	Minimum Release Amount	
Creation Date	30/03/2022			Description	
Supplier Agreement	<input type="text"/>				

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	— Pay on receipt
Acknowledgment Due Date	29/04/2022	Shipping Method	— Confirming order
Acknowledgment Note	<input type="text"/>		
	Freight Terms	FOB	

Step 8

The system will display a warning message “The document will be accepted. Do you want to continue?” Click “OK” and then click “Done” The agreement is acknowledged and notification is sent to the buyer

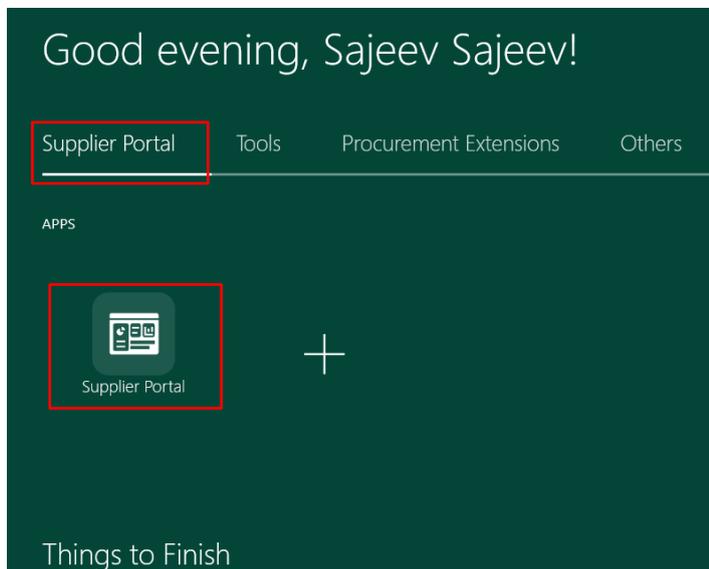


Supplier Acknowledgment To Purchase Order

This section covers guidelines for supplier acknowledgment of the purchase order. The process involves the below steps.

Step 1

Click on the "Supplier Portal" tab



Step 2

Under the "Orders" tab, click on "Manage Orders"

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Contracts and Deliverables

- Manage Deliverables

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

Step 3

The system will display a popup dialog box “**Manage Orders**“ Search for the required Purchase Order based on search criteria such as **Sold-to Legal Entity, Bill-to BU, Supplier Site, Order and Status.**

Manage Orders

Search

Sold-to Legal Entity: [Dropdown]

Bill-to BU: [Dropdown]

Supplier Site: [Dropdown]

Order: [Text Input]

Status: Pending Supplier Acknowledgment [Dropdown]

Include Closed Documents: No [Dropdown]

Buttons: Search, Reset, Save...

Search Results

Actions: View, Format, Freeze, Detach, Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									

Columns Hidden 24

Step 4

Under Search Results, the line depicting the required PO will appear

Click on PO number.

Manage Orders ?

Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status Pending Supplier Acknowledgment

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
10021	30/03/2022		Doha	Natwar Raj...	12,000.00	QAR	Pending Supplier Acknowledgment		30/03/2022
10018	30/03/2022		Doha	Natwar Raj...	10,000.00	QAR	Pending Supplier Acknowledgment		30/03/2022

Purchase Order Window Opens



Purchase Order: 10021 ?

Acknowledge View PDF Actions Refresh Done

Main Contract Terms

General

Sold-to Legal Entity Qatar Foundation Supplier UV Contracting Ltd Ordered 12,000.00 QAR

Bill-to BU Qatar Foundation Supplier Site Doha Description

Order 10021 Supplier Contact UV User1 Source Agreement

Status Pending Supplier Acknowledgment Bill-to Location Test_QF-HO Location Supplier Order

Buyer Natwar Rajawat Ship-to Location Test_QF-HO Location

Creation Date 30/03/2022

Terms Notes and Attachments

Required Acknowledgment Document Shipping Method

Acknowledgment Due Date 14/04/2022 Freight Terms — Pay on receipt

Payment Terms Net 45 FOB — Confirming order

Additional Information

Step 5

Click on the “Acknowledge” button displayed on the upper right-hand corner.

Purchase Order: 10021

Acknowledge View PDF Actions Refresh Done

Main Contract Terms

General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Ltd	Ordered	12,000.00 QAR
Bill-to BU	Qatar Foundation	Supplier Site	Doha	Description	
Order	10021	Supplier Contact	UV User1	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	Test_QF-HO Location	Supplier Order	
Buyer	Natwar Rajawat	Ship-to Location	Test_QF-HO Location		
Creation Date	30/03/2022				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	
Acknowledgment Due Date	14/04/2022	Freight Terms	— Pay on receipt
Payment Terms	Net 45	FOB	— Confirming order

Additional Information

Step 6

The “Acknowledge Document” page opens Under “General” tab, enter Supplier Order notes (Optional)

Acknowledge Document (Purchase Order): 10021

Accept Reject View PDF Cancel

Main Contract Terms

General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Ltd	Ordered	12,000.00 QAR
Order	10021	Supplier Site	Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Source Agreement	
Buyer	Natwar Rajawat	Bill-to Location	Test_QF-HO Location	Supplier Order	<input type="text"/>
Creation Date	30/03/2022	Ship-to Location	Test_QF-HO Location	Communication Method	None

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 45	— Pay on receipt
Acknowledgment Due Date	14/04/2022	Shipping Method		— Confirming order
Acknowledgment Note	<input type="text"/>	Freight Terms	FOB	

Additional Information

Buyer KPI(Amount)	PO Tendering Method	Context Prompt
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Step 7

Under “Terms” tab, enter Acknowledgment Note (Optional),

Click Accept

Acknowledge Document (Purchase Order): 10021

Main Contract Terms

General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Ltd	Ordered	12,000.00 QAR
Order	10021	Supplier Site	Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Source Agreement	
Buyer	Natwar Rajawat	Bill-to Location	Test_QF-HO Location	Supplier Order	<input type="text"/>
Creation Date	30/03/2022	Ship-to Location	Test_QF-HO Location	Communication Method	None

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 45	— Pay on receipt
Acknowledgment Due Date	14/04/2022	Shipping Method		— Confirming order
Acknowledgment Note	<input type="text"/>	Freight Terms	FOB	

Additional Information

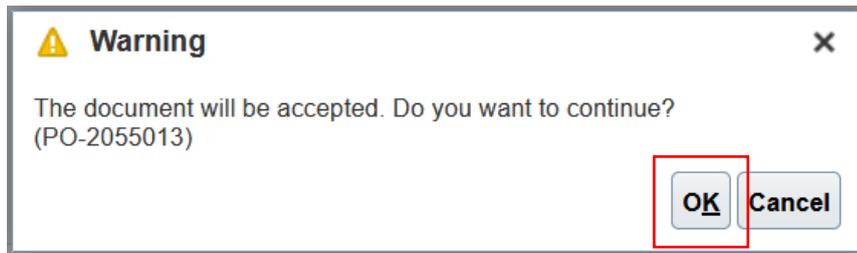
Buyer KPI(Amount)	PO Tendering Method	Context Prompt
-------------------	---------------------	----------------

Step 8

The system will display the warning message “The document will be accepted. Do you want to continue?”

Click “OK” and then click “Done”

The Purchase Order is acknowledged and a notification is sent to the buyer

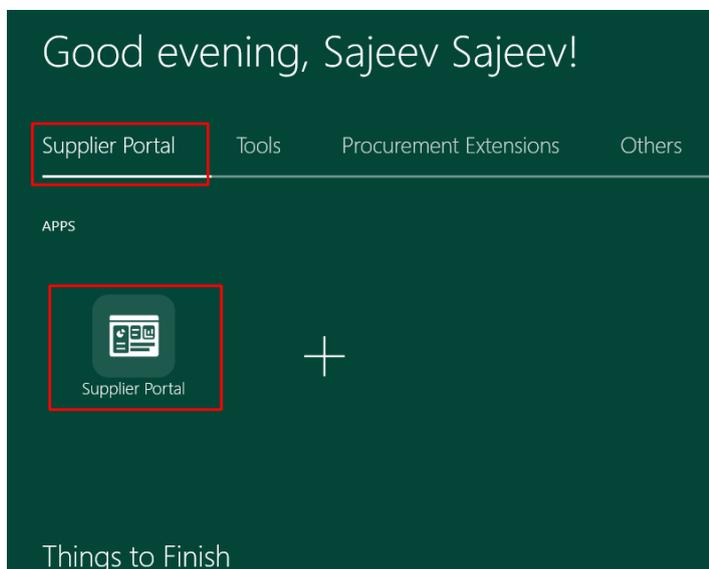


View the Pending Purchase Order Schedule

This section covers guidelines to view pending purchase order schedules. The process involves the below steps.

Step 1

Click on the “Supplier Portal” tab



Step 2

Under the “Orders” tab, click on “Manage Schedules”

Tasks

Orders

- Manage Orders
- **Manage Schedules**

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Contracts and Deliverables

- Manage Deliverables

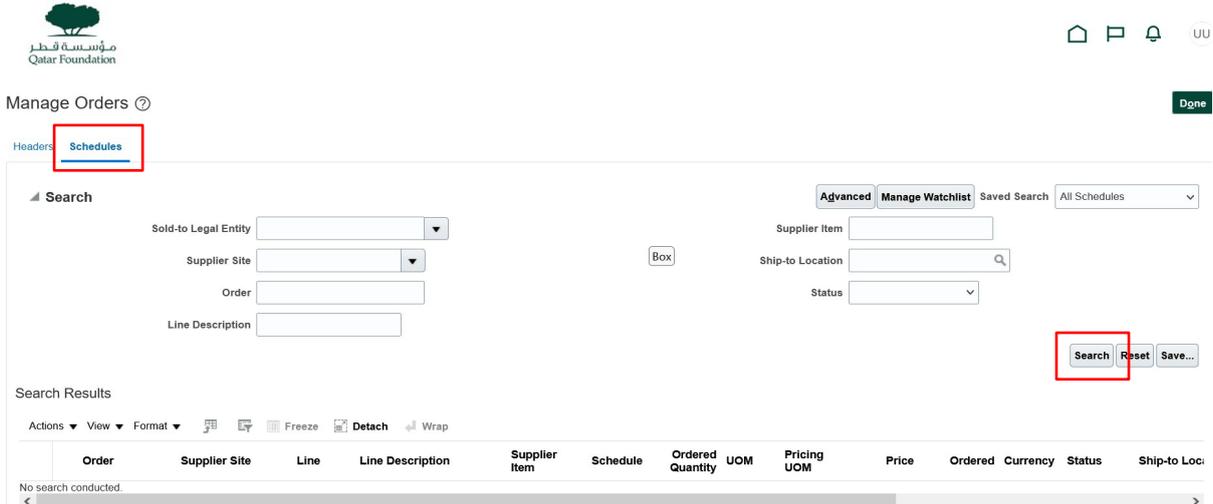
Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

Step 3

The system will display the dialog box, “**Manage Orders**“ Select “**Schedules**”, then click on the “**Search**” button



Manage Orders ⓘ Dgne

Headers **Schedules**

Search Advanced Manage Watchlist Saved Search All Schedules ▼

Sold-to Legal Entity ▼ Supplier Item

Supplier Site ▼ Box Ship-to Location Q

Order Status ▼

Line Description

Search Results

Actions ▼ View ▼ Format ▼ 📄 📄 📄 Freeze 📄 Detach 📄 Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Loc:
No search conducted.													

Under “**Search Results**”, the system will display pending schedule, purchase orders

Manage Orders ? Done

Headers **Schedules**

Search

Sold-to Legal Entity

Supplier Site

Order

Line Description

Supplier Item

Ship-to Location

Status

Advanced Manage Watchlist Saved Search All Schedules

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Lif Cyc
10012	Doha	1	Expense Item		1	5	EACH	160.00	800.00	QAR	Closed For...	Test_QF-HO Location	04/04/2022	04/04/2022	
10013	Doha	1	Expense Item		1	5	EACH	160.00	800.00	QAR	Closed For...	Test_QF-HO Location	04/04/2022	04/04/2022	
10017	Doha	1	Expense Item		1	4	EACH	1,000.00	4,000.00	QAR	Closed For...	Test_QF-HO Location	05/04/2022	05/04/2022	
10016	Doha	1	Expense Item		1	10	EACH	1,000.00	10,000.00	QAR		Test_QF-HO Location	05/04/2022	05/04/2022	
10019	Doha	1	Inventory Item		1	10	EACH	1,000.00	10,000.00	QAR	Open	Test_QF-HO Location	04/04/2022	04/04/2022	
10019	Doha	2	Expense Item		1	2	EACH	5,000.00	10,000.00	QAR	Open	Test_QF-HO Location		15/04/2022	
10020	Doha	1	Services By Amount		1	10	EACH	1,000.00	10,000.00	QAR	Open	Test_QF-HO Location	04/04/2022	04/04/2022	
10020	Doha	1	Services By Amount		1	12,000.00	QAR	Open	12,000.00	QAR	Open	Test_QF-HO Location	04/04/2022	04/04/2022	

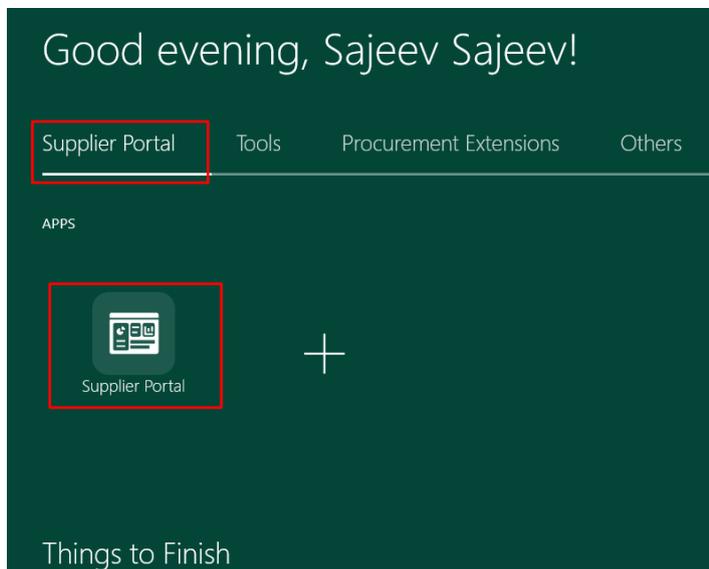
This schedule is overdue.
This schedule has in-transit shipments.

View the Purchase Order Receipt

This section covers guidelines to view purchase order receipts. The process involves the below steps.

Step 1

Click on the "Supplier Portal" tab



Step 2

Under the "Shipments" tab, click on "View Receipts"

Tasks
Orders
<ul style="list-style-type: none"> • Manage Orders • Manage Schedules
Agreements
<ul style="list-style-type: none"> • Manage Agreements
Shipments
<ul style="list-style-type: none"> • View Receipts • View Returns
Contracts and Deliverables
<ul style="list-style-type: none"> • Manage Deliverables
Invoices and Payments
<ul style="list-style-type: none"> • Create Invoice • View Invoices • View Payments
Negotiations

Step 3

The system will display the dialog box, “View Receipts”

Search for the required receipt based on search criteria such as **Receipt, Organization, Purchase Order, Supplier Item, Shipment, Item, Receipt date.**

View Receipts Done

Search Advanced Saved Search All Receipts

**** Receipt**

Organization

**** Purchase Order**

Supplier Item

**** Shipment**

**** Item**

**** Receipt Date** 01/01/2022 - 19/07/2022

Search **Reset** **Save...**

** At least one is required

Search Results

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	28/03/2022 3.00...	QF Warehouse			10014				Doha
8	28/03/2022 3.00...	QF Warehouse			Multiple				Doha
7	28/03/2022 3.00...	QF Warehouse			10009				Doha
6	28/03/2022 3.00...	QF Warehouse			10008				Doha
21	21/06/2022 3.00...	QF Warehouse			10056				Doha
10	03/04/2022 3.00...	QF Warehouse			10017				Doha

Step 4

Under Search Results, the line reflecting the required receipts will appear

Click on the receipt number

View Receipts

Done

Search

Advanced Saved Search All Receipts

** At least one is required

** Receipt

Organization

** Purchase Order

Supplier Item

** Shipment

** Item

** Receipt Date -

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	28/03/2022 3.00...	QF Warehouse			10014				Doha
8	28/03/2022 3.00...	QF Warehouse			Multiple				Doha
7	28/03/2022 3.00...	QF Warehouse			10009				Doha
6	28/03/2022 3.00...	QF Warehouse			10008				Doha
21	21/06/2022 3.00...	QF Warehouse			10056				Doha
10	03/04/2022 3.00...	QF Warehouse			10017				Doha

Step 5

Receipt window opens

Verify all details

Receipt: 9

View Transaction History Done

Summary

Supplier UV Contracting Ltd
Packing Slip
Shipment Waybill
Shipped Date Bill of Lading
Shipping Method Note
Number of Supplier Packing Units Attachments None
Supplier Site Doha

Additional Information

Box

Lines

Actions View

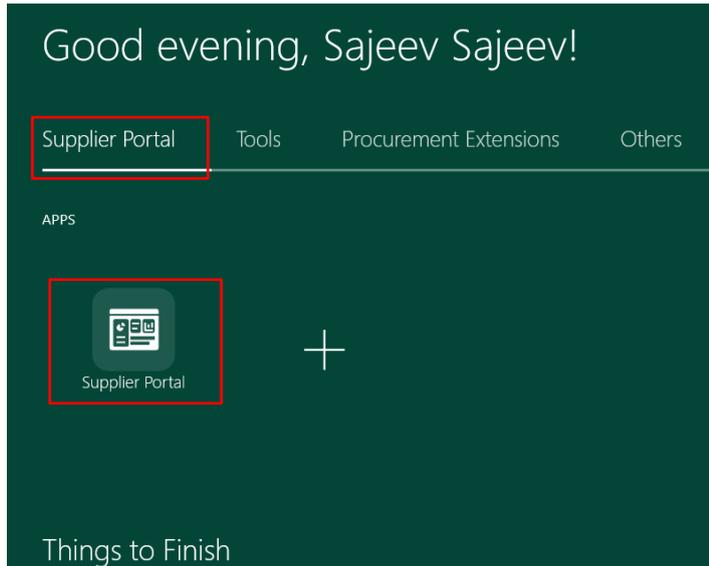
Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
1000002	Expense Item	Purchase order	10014	4	0	4	0	EACH	28/03/2022 3.44...	

Supplier Invoice Creation

This section covers guidelines of supplier invoice creation. The process involves the below steps.

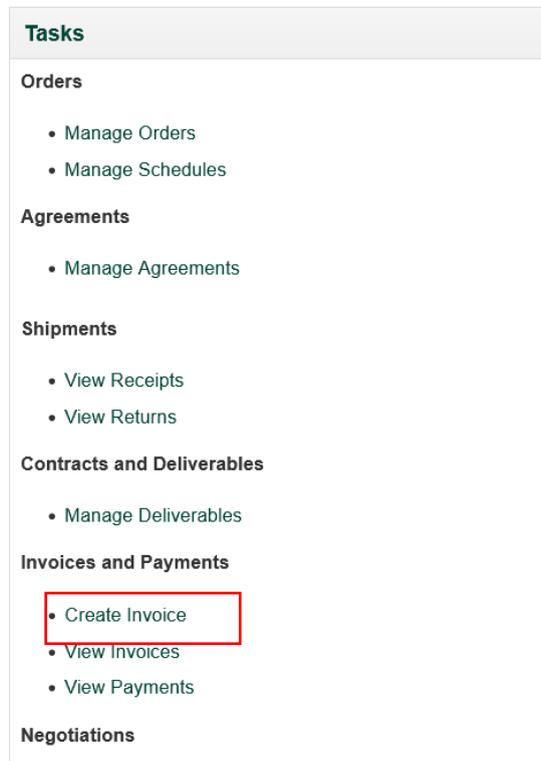
Step 1

Click on the “**Supplier Portal**” tab



Step 2

Under the “**Invoices and Payments**” tab, click on “**Create Invoice**”



Step 3

The system will display a popup dialog box “Create Invoice” page.

Create Invoice [?](#)

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

* Identifying PO Remit-to Bank Account
 Supplier UV Contracting Ltd
 Supplier Site
 Address
 Supplier Tax Registration Number
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit

Taxpayer ID
 Description
 Attachments None **+**
 Tax Control Amount
 Payment Currency

* Number
 Invoice Number
 * Date dd/mm/yyyy
 * Type Invoice
 Invoice Currency

Customer
 Customer Taxpayer ID Name
 Address **Box**

Lines

View **+** **x** **≡** **Cancel Line**

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display.											
Total											

Step 4

Enter “Identify PO” details

Note: The supplier details are defaulted from the PO

Create Invoice [?](#)

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

* Identifying PO **10015** Remit-to Bank Account
 Supplier UV Contracting Ltd
 Supplier Site Doha
 Address Westbay, DOHA, QATAR
 Supplier Tax Registration Number
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit **Box**

Taxpayer ID
 Description
 Attachments None **+**
 Tax Control Amount
 Payment Currency QAR - Qatari Rial

* Number
 Invoice Number
 * Date dd/mm/yyyy
 * Type Invoice
 Invoice Currency QAR - Qatari Rial

Customer
 * Customer Taxpayer ID 987654321 Name Qatar Foundation
 Address

Lines

View **+** **x** **≡** **Cancel Line**

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display.											
Total											

Step 5

Enter the invoice number in the Number field, Date, and Bank account. Also, attach the supporting files.

Create Invoice 

Invoice Actions    

* Identifying PO 10015
 Supplier UV Contracting Ltd
 Supplier Site Doha
 Address Westbay, DOHA, QATAR
 Supplier Tax Registration Number
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit

* Remit-to Bank Account 0798790789079
 Please enter the Remit to Bank Account
 Taxpayer ID
 Description
 Attachments File 1-Bill copy + X
 Tax Control Amount
 Payment Currency QAR - Qatari Rial

* Number INV-110015
 Invoice Number
 * Date 19/07/2022
 * Type Invoice
 Invoice Currency QAR - Qatari Rial

Customer

* Customer Taxpayer ID 987654321

Name Qatar Foundation
 Address



Lines

View    Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display.											
Total											

Step 6

In "Lines" tab, click Select and "Add" icon.

Create Invoice 

Invoice Actions    

* Identifying PO 10015
 Supplier UV Contracting Ltd
 Supplier Site Doha
 Address Westbay, DOHA, QATAR
 Supplier Tax Registration Number
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit

* Remit-to Bank Account 0798790789079
 Please enter the Remit to Bank Account
 Taxpayer ID
 Description
 Attachments File 1-Bill copy + X
 Tax Control Amount
 Payment Currency QAR - Qatari Rial

* Number INV-110015
 Invoice Number
 * Date 19/07/2022
 * Type Invoice
 Invoice Currency QAR - Qatari Rial

Customer

* Customer Taxpayer ID 987654321

Name Qatar Foundation
 Address



Lines

View    Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display.											
Total											

Step 7

The system will display a popup dialog box "Select and Add : Purchase orders" Select the PO by clicking in the row.

After applying, click "OK"

Lines

Select and Add: Purchase Orders

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
10015	1	1				Inventory Item	Test_QF-HO Location	10
10015	1	1				Inventory Item	Test_QF-HO Location	10

Apply OK Cancel

Step 8

To save the invoice, click the “Submit” button

Create Invoice

Invoice Actions

Identifying PO 10015
Supplier UV Contracting Ltd
Supplier Site Doha
Address Westbay, DOHA, QATAR

* Remit-to Bank Account 0796790789079
Please enter the Remit to Bank Account

* Number INV-10015
Invoice Number

Supplier Tax Registration Number
Unique Remittance Identifier
Unique Remittance Identifier Check Digit

Taxpayer ID
Description
Attachments
Tax Control Amount
Payment Currency QAR - Qatari Rial

Date 19/07/2022
Type Invoice
Invoice Currency QAR - Qatari Rial

Customer
Customer Taxpayer ID 987654321
Name Qatar Foundation
Address

Lines

View

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
1	Item	10015	1	1			Inventory Item	Test_QF-HO Loca			

Step 9

A confirmation will pop up confirming the submission of the invoice.

The created invoice opens, and a confirmation message of invoice submission will appear once the invoice is successfully submitted.



Invoice: INV-10015

Identifying PO 10015
Supplier UV Contracting Ltd
Taxpayer ID
Supplier Site Doha
Address Westbay, DOHA, QATAR
Supplier Tax Registration Number

Remit-to Bank Account 0798790789079
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments File 1-Bill copy
Tax Control Amount

Printable Page Create Another Done
Number INV-10015
Date 10/07/2022
Type Invoice
Invoice Currency QAR
Payment Currency QAR

Customer

Customer Taxpayer ID 987654321
Legal Entity Qatar Foundation
Address

Lines

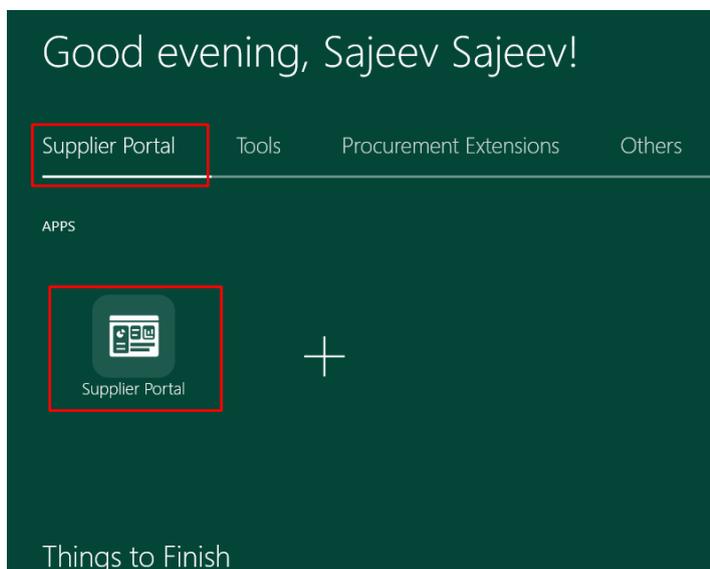
Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge
		Number	Line	Schedule Number	Line						

View Invoices

This section covers guidelines to view the created Invoices and their status. The process involves the below steps.

Step 1

Click on the “Supplier Portal” tab



Step 2

Under the “Invoices and Payments” tab, click on “View Invoices”

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Contracts and Deliverables

- Manage Deliverables

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

Step 3

Search for the required invoice based on search criteria such as **Invoice number, Purchase order, Supplier**

Click **“Search”**

View Invoices Done

Search Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search **Reset** **Save...**

Search Results

View **Detach**

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

Step 4

Under Search Results, the line reflecting the required invoices will appear.

Click on the **Invoice number**



Invoice: INV-10015

Printable Page, Create Another, Done

Identifying PO 10015
Supplier UV Contracting Ltd
Taxpayer ID
Supplier Site Doha
Address Westbay, DOHA, QATAR
Supplier Tax Registration Number

Remit-to Bank Account 0798790789079
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments File1-Bill copy
Tax Control Amount

Number INV-10015
Date 19/07/2022
Type Invoice
Invoice Currency QAR
Payment Currency QAR

Customer

Customer Taxpayer ID 987654321

Legal Entity Qatar Foundation
Address

Lines

Number	Type	* Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge
		Number	Line	Schedule Number	Line	Number						

If any payment has been made for the invoice already, you can refer to it under the "Payment Number" column in the above search result itself.

Step 5

The invoice details window opens and you can verify the Invoice line and Payment details.

Invoice: INV-10015

Done

Business Unit Qatar Foundation
Legal Entity Name Qatar Foundation
Supplier or Party UV Contracting Ltd
Supplier Site Doha
Address Westbay, DOHA, QATAR
Invoice Date 19/07/2022

Invoice Amount 2,100.00 QAR
Unpaid Amount 2,100.00 QAR
Payment Currency QAR
Tax Control Amount

Invoice Type Standard
Description
Attachment File1-Bill copy

Lines Payments

Items

View, Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	2,000.00	Inventory Item	2	1,000	EACH	10015	1	1	26	1			Test_QF-HO Location

Summary Tax Lines

Shipping and Handling

View

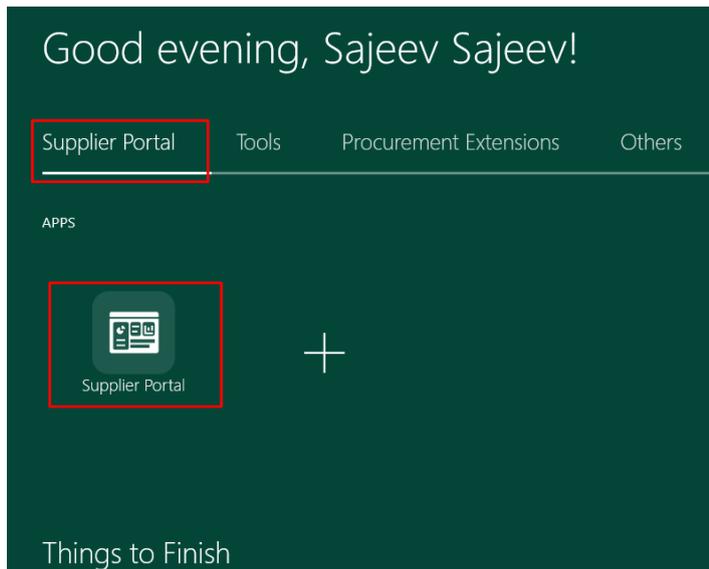
Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	A	Line	Type	Amount
No shipping and handling											

Respond to Negotiation

This section covers guidelines for negotiation response. The process involves the below steps.

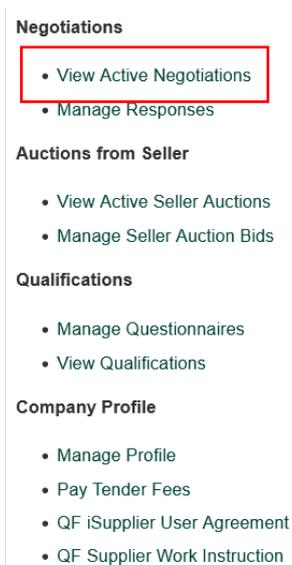
Step 1

Click on the “Supplier Portal” tab



Step 2

Under the “Company Profile” tab, click on “Manage Profile”



Step 3

The system will display a popup dialog box “Active Negotiations”

Search for “Invitation Received” and select “Yes”

Under Search Results, a line reflecting active negotiations will appear.

Active Negotiations

Search

** Negotiation

** Title

** Negotiation Close By

** Invitation Received

Response Submitted

Negotiation Open Since

Search Results

Actions View Format Freeze Detach Wrap Accept Terms **Acknowledge Participation** Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
QF-RFQ-9	Test RFQ	RFQ	16 Days 14 Hours	05/08/2022 11.4...	0		0		
QF-RFQ-12	Negotiation for Support Services	RFQ	17 Days 23 Hours	06/08/2022 9.01...	0		0		

Columns Hidden 4

Step 4

Click on the “Acknowledge Participation” tab

Active Negotiations

Search

** Negotiation

** Title

** Negotiation Close By

** Invitation Received

Response Submitted

Negotiation Open Since

Search Results

Actions View Format Freeze Detach Wrap Accept Terms **Acknowledge Participation** Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
QF-RFQ-9	Test RFQ	RFQ	16 Days 14 Hours	05/08/2022 11.4...	0		0		
QF-RFQ-12	Negotiation for Support Services	RFQ	17 Days 23 Hours	06/08/2022 9.01...	0		0		

Columns Hidden 4

Step 5

The system will display a popup dialog box: “Acknowledge Participation”

Select the Participation “Yes” or “No”, then click “OK”

Acknowledge Participation

Will Participate Yes No

Note to Buyer: We are interested to participate and respond you shortly.

OK Cancel

Step 6

Select the Negotiation line and click **“Create Response”**

Active Negotiations

Search

** Negotiation

** Title

** Negotiation Close By

** Invitation Received

Response Submitted

Negotiation Open Since

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
QF-RFQ-9	Test RFQ	RFQ	16 Days 14 Hours	05/08/2022 11.4...	0		0		
QF-RFQ-12	Negotiation for Support Services	RFQ	17 Days 23 Hours	06/08/2022 9.01...	0		0		

Columns Hidden 4

Step 7

The system will display **“Create Response Overview”** page

Enter the details in the following fields: **Response Valid Until, Reference Number, Note to Buyer**

Click **“Next”**

Create Response (Quote 2001): Overview

Overview Requirer Lines Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 19/07/2022 9:35:PM
Time Zone Arabia Standard Time

Title Negotiation for Support Services
Close Date 06/08/2022 9:01:PM
Time Remaining 17 Days 23 Hours

General

Supplier UV Contracting Ltd
Negotiation Currency QAR
Response Currency QAR
Price Precision 2 Decimals Maximum
Response Valid Until 31/08/2022 9:02:PM

Reference Number
Note to Buyer Providing response as per current price
Attachments None

Step 8

In the succeeding page, enter the "Requirement" details.

Click "Next"

Create Response (Quote 2001): Requirements

Overview Requirer Lines Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 19/07/2022 9:41:PM
Time Zone Arabia Standard Time

Time Remaining 17 Days 23 Hours
Close Date 06/08/2022 9:01:PM

Section 1. Technical

1. How many years of experience in this industry?
- a. 3
 - b. 5
 - c. 10
 - d. 15
2. Do you have Quality certification? Please provide
- a. Yes
 - b. No
- Response Attachments None

Step 9

Enter the Response Price, Response Quantity and Promised Delivery Date.

Verify all details, then click "Next".

Create Response (Quote 2001): Lines

Overview Requirer Lines Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 19/07/2022 9:47:PM
Time Zone Arabia Standard Time

Currency = Qatari Rial

Time Remaining 17 Days 23 Hours
Close Date 06/08/2022 9:01:PM

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Expense Item		+		Miscellaneous R...		4,500.00	4	EACH	18,000.00	01/09/2022

Rows Selected 1 Columns Hidden 7

Grand Totals
All response lines except alternate lines are included.
Response Amount 18,000.00

Step 10

In the “Review” page, click on the “Action” button, then on the “Validate” button to validate

Review Response: Quote 2001

Currency = Qatari Rial

Title Negotiation for Support Services

Close Date 06/08/2022 9:01 PM

Time Remaining 17 Days 23 Hours

General

Supplier UV Contracting Ltd

Negotiation Currency QAR

Response Currency QAR

Price Precision 2 Decimals Maximum

Response Valid Until 31/08/2022 9:02 PM

Reference Number

Note to Buyer Providing response as per current price

Attachments None

Step 11

A confirmation window will pop up

Click “OK”

Confirmation

Response 2001 to negotiation QF-RFQ-12 was validated without errors.

OK

Step 12

Click on the “Submit” button

Review Response: Quote 2001

Currency = Qatari Rial

Title Negotiation for Support Services

Close Date 06/08/2022 9:01 PM

Time Remaining 17 Days 23 Hours

General

Supplier UV Contracting Ltd

Negotiation Currency QAR

Response Currency QAR

Price Precision 2 Decimals Maximum

Response Valid Until 31/08/2022 9:02 PM

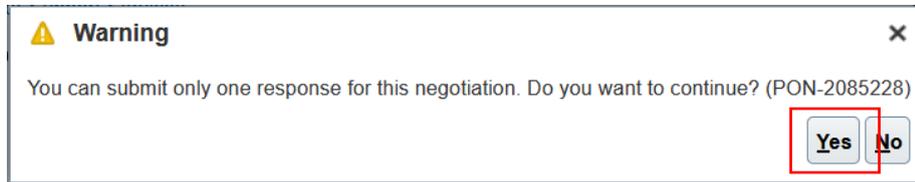
Reference Number

Note to Buyer Providing response as per current price

Attachments None

Step 13

The system will display a warning message Click **“Yes”** to continue



The system will display a Confirmation window Click **“OK”**

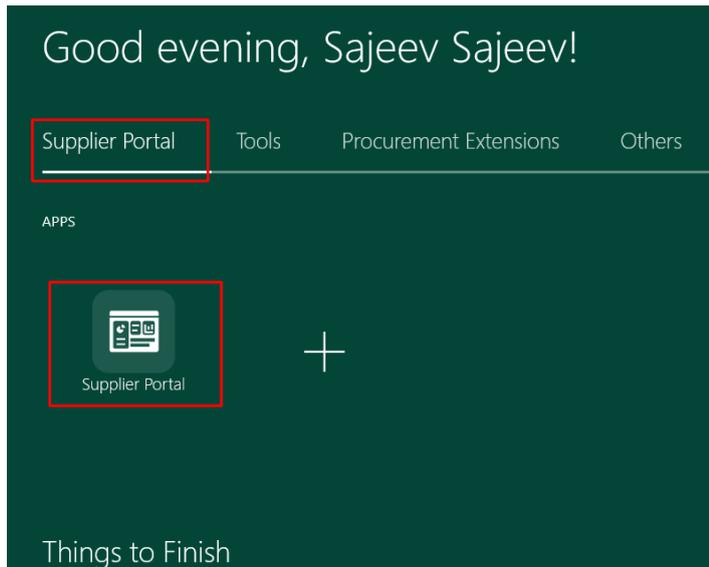
User will be prompted with a confirmation notification: “The Response (Quote XXX) to negotiation created”

Respond To Qualification Initiation

This section covers guidelines for responding to the qualification questionnaire. The process involves the below steps:

Step 1

Click on the “**Supplier Portal**” tab



Step 2

Under the “**Qualification**” tab, click on “**Manage Questionnaires**”

Negotiations

- View Active Negotiations
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile
- Pay Tender Fees
- QF iSupplier User Agreement
- QF Supplier Work Instruction

Step 3

The system will display a dialog box “Manage Questionnaires”

Search for the required Questionnaire

The screenshot shows the 'Manage Questionnaires' interface. At the top left is the Qatar Foundation logo. The main heading is 'Manage Questionnaires'. Below it is a search section with filters for 'Questionnaire Title', 'Questionnaire', and 'Supplier Site'. To the right, there are additional filters for 'Status' (set to 'Not started, Draft, Resubmis'), 'Response Due Date' (format dd/mm/yyyy), and 'Supplier Contact'. A 'Dgne' button is in the top right. Below the search filters is a table of search results. The table has columns: 'Questionnaire', 'Questionnaire Title', 'Supplier Site', 'Status', 'Response Due Date', and 'View PDF'. One result is visible with 'Questionnaire' ID 10 and title 'Review of QF Business code of conduct and ethics 1'. The 'Respond' button in the table's action menu is highlighted with a red box.

Step 4

Under “Search Results”, the line reflecting the required receipts will appear

Select the required Questionnaire line, then click on “Respond”

This screenshot is identical to the one in Step 3, showing the 'Manage Questionnaires' interface. The 'Respond' button in the table's action menu is highlighted with a red box, indicating the next step in the process.

Questionnaire window opens



Respond to Questionnaire: Review of QF Business code of c... ?

Save Save and Close Submit Cancel

Time Zone Arabia Standard Time

Questionnaire

Title	Review of QF Business code of conduct and ethics 1	Supplier	UV Contracting ltd	Status	Draft
Procurement BU	Qatar Foundation	Supplier Site		Due Date	
Requested By	Sivasooriyar Rajendran	Responder	UV Contact2	Attachments	None

Questions

Progress Section

Supplier Registration Questionnaire

- * 1. Does your organization have documented policies and procedures?
 a. Yes
 b. No
- * 2. Does your organization have a written and documented Health, Safety and Environment policy?
 a. Yes
 b. No
- * 3. You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Step 5

Under "Questions" section, enter the required responses

Respond to Questionnaire: Review of QF Business code of c... ?

Save Save and Close Submit Cancel

Time Zone Arabia Standard Time
Last Saved 20/07/2022 8.43 AM

Questionnaire

Title	Review of QF Business code of conduct and ethics 1	Supplier	UV Contracting ltd	Status	Draft
Procurement BU	Qatar Foundation	Supplier Site		Due Date	
Requested By	Sivasooriyar Rajendran	Responder	UV Contact2	Attachments	None

Questions

Supplier Registration Questionnaire

Progress Section

- * 1. Does your organization have documented policies and procedures?
 a. Yes
 b. No
- * 2. Does your organization have a written and documented Health, Safety and Environment policy?
 a. Yes
 b. No
- * 3. You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Box

Step 6

After answering all questions, click **“Save”** and then **“Submit”**

Respond to Questionnaire: Review of QF Business code of c... 

Save **Save and Close** **Submit** **Cancel**

Time Zone Arabia Standard Time
Last Saved 20/07/2022 8.43 AM

Questionnaire

Title Review of QF Business code of conduct and ethics 1
Procurement BU Qatar Foundation
Requested By Sivasooriyam Rajendran

Supplier UV Contracting ltd
Supplier Site
Responder UV Contact2

Status Draft
Due Date
Attachments None

Questions

Progress  Section

1. Supplier Registration Questionnaire (Completed) 

Supplier Registration Questionnaire

* 1. Does your organization have documented policies and procedures?

a. Yes

b. No

* 2. Does your organization have a written and documented Health, Safety and Environment policy?

a. Yes

b. No

* 3. You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Box

Supplier Response is submitted Confirmation Response to the questionnaire is submitted.

 **Confirmation** 

Response to questionnaire Review of QF Business code of conduct and ethics 1 is submitted.

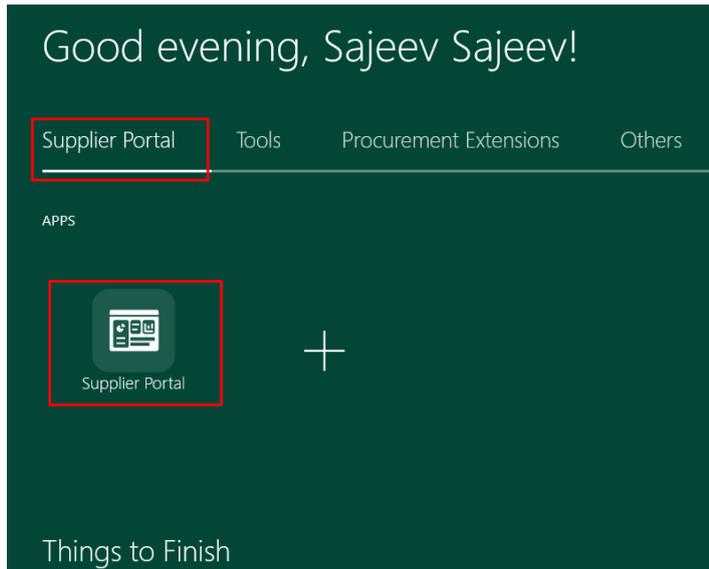
OK 

Tender Fees Payment

This section covers guidelines for paying online tender fees. The process involves the below steps:

Step 1

Click on the “Supplier Portal” tab



Step 2

On Left Tasks, Under Company Profile, click “Pay Tender Fees”



A New window (Custom Paas Page) will open for Tender Fees Payment

Step 3

click **“Pay”** to confirm the dialogue box to get navigated on payment gateway or **“Regret”** to renounce participation.

Pay Tender Fees

Payment	Negotiation	Negotiation Title	Bid Close Date	Tender Fee Close Date	Negotiation Style	Fees	Fees Paid
 Pay	QF-RFQ-88	UAT Limited Tender Fe...	30-Dec-2022	30-Dec-2022	Limited Tender	1000	Y
 Regret	QF-RFQ-90	UAT Limited Tender Fe...	30-Dec-2022	30-Dec-2022	Limited Tender	1000	

Tender Fee Payment confirmation

Click Confirm to proceed for the Tender Fee Payment of RFQ#: QF-RFQ-90

Step 4

Enter Payment Details in Gateway Form and click on **“Checkout”** to Complete Payment

CyberSource® | A Visa Solution

* Card Number *

Expiration Month

Enter a number between 1 and 12.

Save card for future transactions

* Security Code *

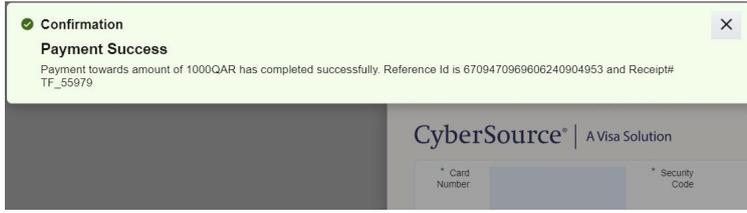
Expiration Year

Required

Checkout 

Cancel Payment

Successful Payment Notification and Receipt Number is Populated.



Step 5

Fees Paid Status changes as “Y”. “Pay” and “Regret” button is unavailable once action is taken.

Pay Tender Fees

Payment	Negotiation	Negotiation Title	Bid Close Date	Tender Fee Close Date	Negotiation Style	Fees	Fees Paid
QF-RFQ-88		UAT Limited Tender Fe...	30-Dec-2022	30-Dec-2022	Limited Tender	1000	Y
QF-RFQ-90		UAT Limited Tender Fe...	30-Dec-2022	30-Dec-2022	Limited Tender	1000	Y

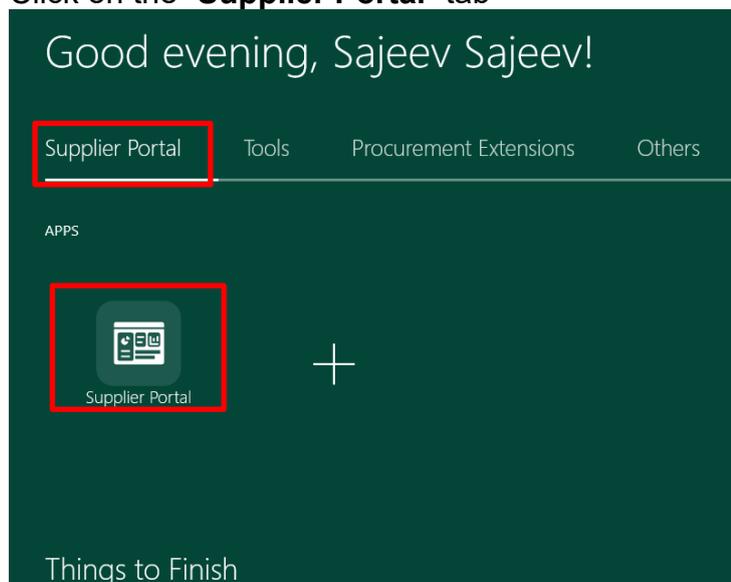
Add Bank Account

A separate email notification will be sent to your contact email address regarding the adding of bank account details in the Fusion system after approval of your supplier registration. Please add/update bank account details as instructed. This section covers guidelines for adding/updating bank account information

Step 1

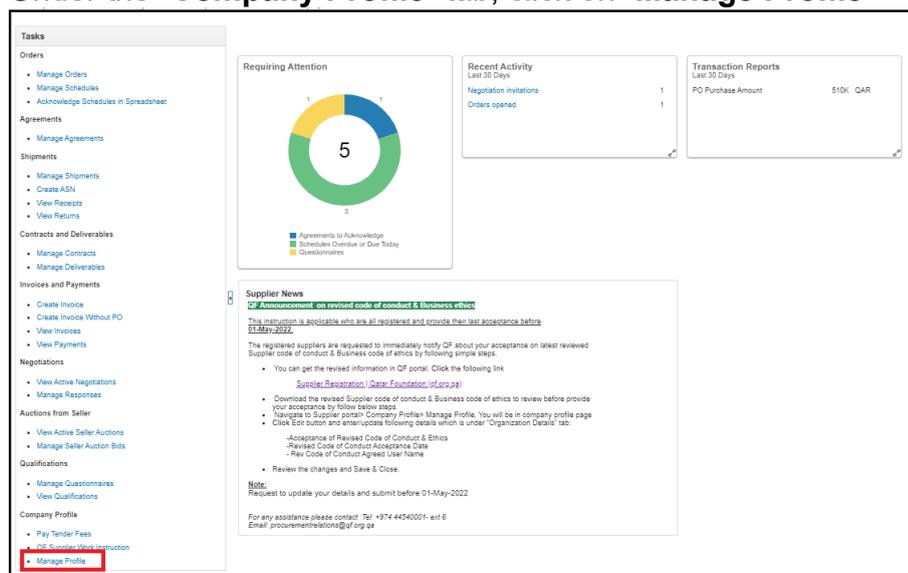
Section 1: Add Bank Details

Click on the “Supplier Portal” tab



Step 2

Under the “Company Profile” tab, click on “Manage Profile”



Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - View Receipts
 - View Returns
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Auctions from Seller
 - View Active Seller Auctions
 - Manage Seller Auction Bids
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Pay Tender Fees
 - PO Supplier Work Instruction
 - Manage Profile**

Requiring Attention

Category	Count
Agreements to Acknowledge	1
Schedules Overdue or Due Today	3
Questionnaires	1
Total	5

Recent Activity
Last 30 Days

Negotiation Invitations	1
Orders opened	1

Transaction Reports
Last 30 Days

Item	Value
PO Purchase Amount	610K QAR

Supplier News

QF Announcement on revised code of conduct & Business ethics

This notification is applicable who are all registered and expires their last acceptance before 01-May-2022.

The registered suppliers are requested to immediately notify QF about your acceptance on latest reviewed Supplier code of conduct & Business code of ethics by following simple steps.

- You can get the revised information in QF portal. Click the following link
[Supplier Registration / Qatar Foundation of Procure](#)
- Download the revised Supplier code of conduct & Business code of ethics to review before provide your acceptance by follow below steps
- Navigate to Supplier portal> Company Profile> Manage Profile. You will be in company profile page
- Click Edit button and enter/update following details which is under "Organization Details" tab:
 - Acceptance of Revised Code of Conduct & Ethics
 - Revised Code of Conduct-Acceptance Date
 - Rev. Code of Conduct Agreed User Name
- Review the changes and Save & Close.

Note:
Request to update your details and submit before 01-May-2022

For any assistance please contact: Tel: +974 44540001- ext 6
Email: procurementrelations@qf.org.qa

Step 3

Click “Edit” at the top right-hand corner of the succeeding page

Company Profile [?](#)



Last Change Request 37008 Requested By vasu, sujesh Change Description
Request Status Canceled Request Date 01-Dec-2022

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY Tax Organization Type Corporation
Supplier Number 199 Status Active
Supplier Type Local Profit-SME Attachments None

A warning message will appear before getting into the edit page, Click “Yes”

Company Profile [?](#) Edit Done

Last Change Request 37008 Requested By vasu, sujesh Change Description
Request Status Canceled Request Date 01-Dec-2022

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY
Supplier Number 199
Supplier Type Local Profit-SME Attachments None

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

Step 4

Click on “Organizational Details” tab

Qatar Foundation

Edit Profile Change Request: 108001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Step 5

Click on “Payments” tab

Qatar Foundation

Edit Profile Change Request: 108001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

General

Supplier Name DELLFREE ZONE L.L.C Tax Organization Type Corporation
Supplier Number 12957 Status Inactive
Supplier Type Attachments None

Additional Information

1 Shareholder (GIS)
2 Shareholder (GIS)
3 Shareholder (GIS)
Shareholder (Passport No)
MOCI Supplier Name
MOCI Supplier Status
Partner CR Numbers

Shareholder (Non-MOCI)
Agreed Code of Conduct & Ethics
Code of Conduct Agreed User
Code of Conduct Agreed Date & Time
Reason for Supplier Deactivation
Supplier deactivated username

Identification

D-U-N-S Number
Customer Number
SIC

Corporate Profile

Year Established
Mission Statement
Year Incorporated

National Insurance Number
Corporate Web Site
Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

Step 6

Click on the “create (+)” to add new bank account details

Note: For any new bank account addition, please attach the **'Bank letter'** at the 'Organization' tab.

Step 7

Input the below details in “Create bank account” page

- Select **Country** from “drop down” 
- Input **Account number**
- Select **Bank Name** from the dropdown 
- Select **Bank Branch** from the dropdown 
- Input/Update **IBAN** –in adherence to the country's IBAN standard. Link for reference: <https://www.iban.com/structure>
- Always tick “✓” on “**Allow International Payments**” and click on “OK”

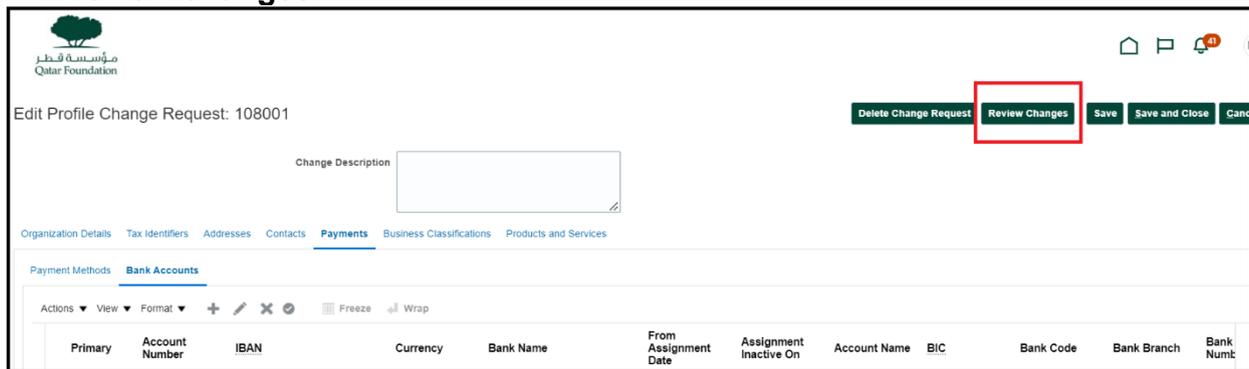
Note: When selecting Bank Branch, please check for relevant BIC/SWIFT and Bank Branch number – through advanced search option outlined in Section 2.

In the following cases **ONLY**, please email the supplier banking form (shared in the notification email) duly completed, signed, stamped to supplierbanking@qf.org.qa:

(*) Relevant bank or bank branch is not available in the dropdown when updating bank account information
 (*) Intermediary/correspondent bank
 Additionally, please attach the **'Bank letter'** at the 'Organization' tab

Step 8

Please mention the **“Address”** of these bank details in the **“Change Description field”**. Click on **“Review changes”**

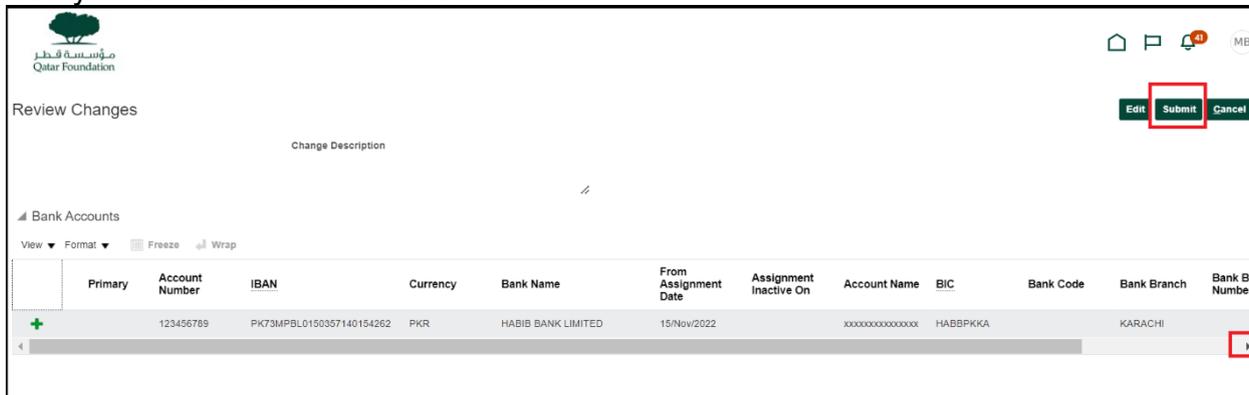


Qatar Foundation
 Edit Profile Change Request: 108001
 Delete Change Request Review Changes Save Save and Close Cancel
 Change Description
 Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services
 Payment Methods Bank Accounts
 Actions View Format + - Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Assignment Inactive On	Account Name	BIC	Bank Code	Bank Branch	Bank Num
---------	----------------	------	----------	-----------	----------------------	------------------------	--------------	-----	-----------	-------------	----------

Step 9

Verify all the details then click on **“submit”**

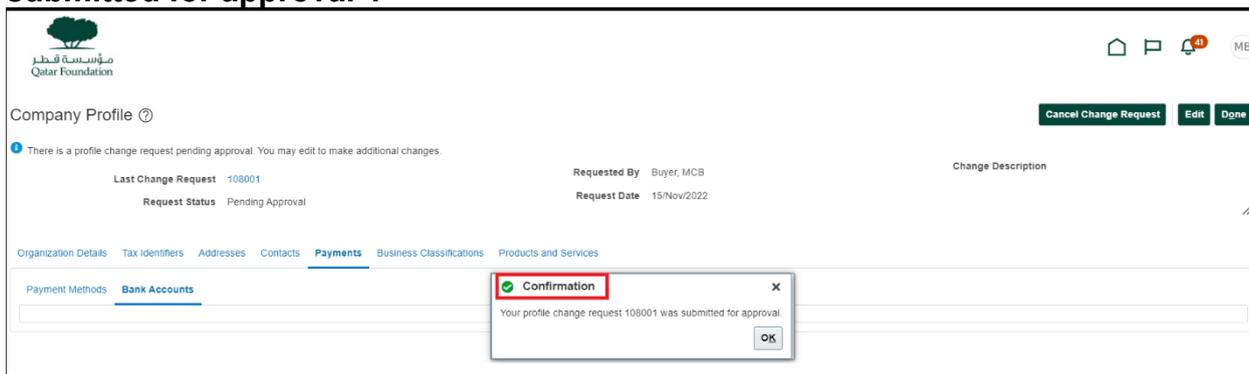


Qatar Foundation
 Review Changes
 Edit Submit Cancel
 Change Description
 Bank Accounts
 View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Assignment Inactive On	Account Name	BIC	Bank Code	Bank Branch	Bank Br Number
	123456789	PK73MPBL0150357140154262	PKR	HABIB BANK LIMITED	15/Nov/2022		xxxxxxxxxxxxxxxx	HABBPKKA		KARACHI	

Step 10

Once the bank details are submitted you will receive the message **“your request has submitted for approval”**.

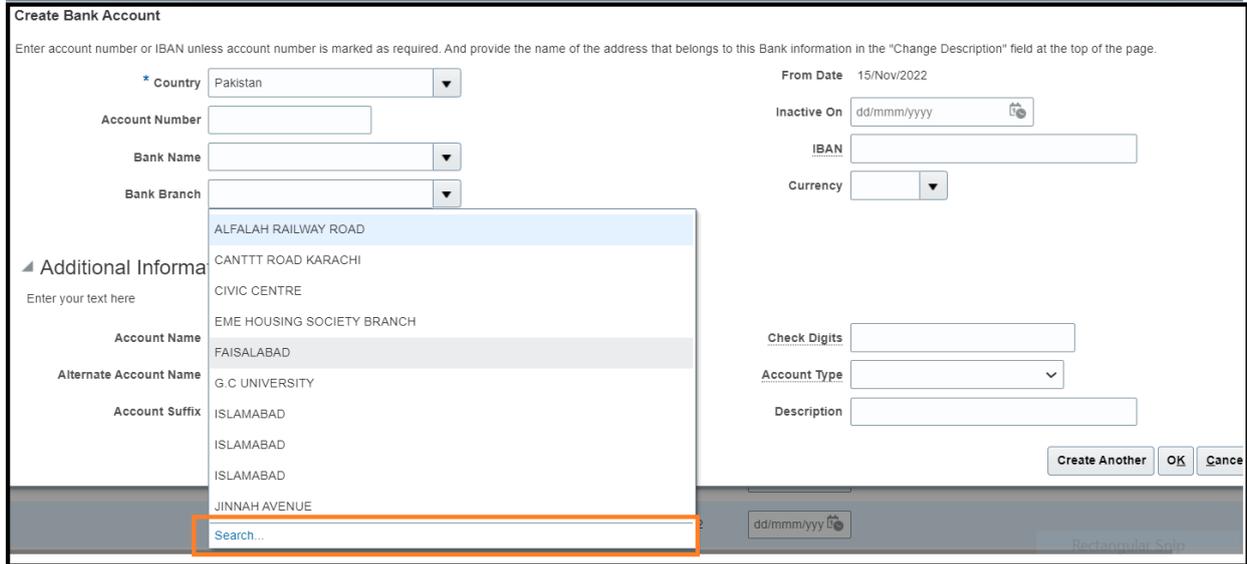


Qatar Foundation
 Company Profile
 Cancel Change Request Edit Done
 There is a profile change request pending approval. You may edit to make additional changes.
 Last Change Request 108001 Requested By Buyer, MCB Change Description
 Request Status Pending Approval Request Date 15/Nov/2022
 Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services
 Payment Methods Bank Accounts
 Confirmation
 Your profile change request 108001 was submitted for approval.
 OK

SECTION 2: ADVANCED SEARCH FOR BANK AND BANK BRANCH

Step 1

To select 'bank branch' with SWIFT/BIC code - click on Drop down and then on 'search' Button



Create Bank Account

Enter account number or IBAN unless account number is marked as required. And provide the name of the address that belongs to this Bank information in the "Change Description" field at the top of the page.

* Country: Pakistan

Account Number:

Bank Name:

Bank Branch:

From Date: 15/Nov/2022

Inactive On: dd/mm/yyyy

IBAN:

Currency:

Additional Information: Enter your text here

Account Name: FAISALABAD

Alternate Account Name: G.C UNIVERSITY

Account Suffix: ISLAMABAD

Check Digits:

Account Type:

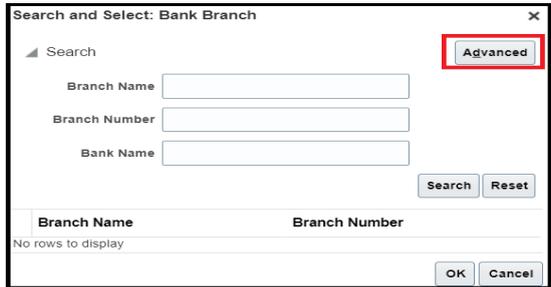
Description:

Buttons: Create Another, OK, Cancel

Search... (highlighted)

Step 2

Click on "Advanced"



Search and Select: Bank Branch

Search

Branch Name:

Branch Number:

Bank Name:

Buttons: Search, Reset

Table: Branch Name, Branch Number

No rows to display

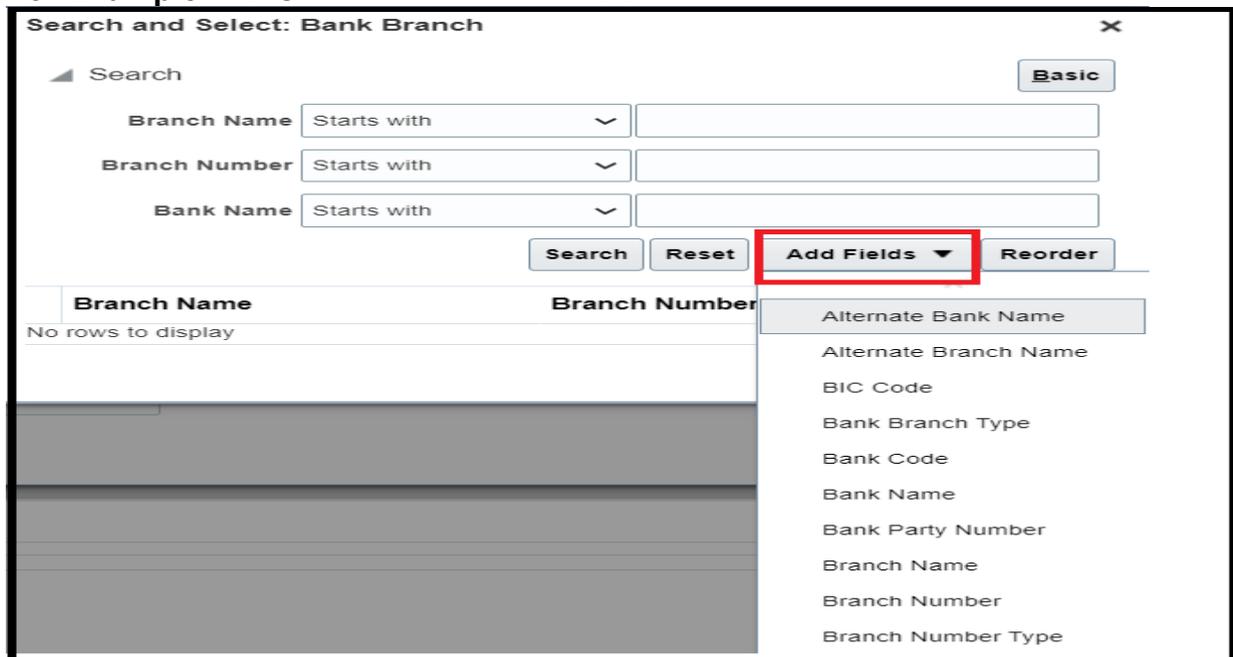
Buttons: OK, Cancel

Advanced (highlighted)

Step 3

Click on "Add Fields" can search with below mentioned required field

For Example: if BIC code is selected 'HABBPCCA'



Search and Select: Bank Branch

Search

Branch Name: Starts with

Branch Number: Starts with

Bank Name: Starts with

Buttons: Search, Reset, Add Fields, Reorder

Table: Branch Name, Branch Number

No rows to display

Buttons: OK, Cancel

Basic

Dropdown Menu:

- Alternate Bank Name
- Alternate Branch Name
- BIC Code
- Bank Branch Type
- Bank Code
- Bank Name
- Bank Party Number
- Branch Name
- Branch Number
- Branch Number Type

Add Fields (highlighted)

Search and Select: Bank Branch

Search Basic

Branch Name Starts with

Branch Number Starts with

Bank Name Starts with

BIC Code Starts with X

Search Reset Add Fields Reorder

Branch Name	Branch Number
KARACHI	
KARSAZ BANK	
FAISALABAD	
CIVIC CENTRE	
ISLAMABAD	
PLAZA BRANCH	
SARGHODA	

OK Cancel

SECTION 3: DEACTIVATION OF EXISTING BANK ACCOUNT

Step 1

To De- activate existing bank account details “**Select the account number and click on Edit to update the Bank Inactive date**” from calendar and the click on “**Ok**”

Edit Bank Account QA48ARAB00000002101325246100

Please mention the Account Number or IBAN based on country-specific regulations. Additionally, please mention the 'Address' of these bank details in the 'Change Description' field.

Country Qatar From Date 31-Dec-2022 Example: 03-Jan-2023

Account Number QA48ARAB00000002101325246100 **Inactive On** dd-mmm-yyyy

Bank Name ARAB BANK IBAN QA48ARAB00000002101325246100

Bank Branch DOHA Currency QAR

Allow international payments

Additional Information

"If your Bank or Branch is not available in the dropdown, or in case of 'Intermediary Bank details' or 'Joint account', please complete the Bank Details Form and email to supplierbanking@qf.org.qa".

Account Name ARAB BANK-Qatar Foundation HO Check Digits

Alternate Account Name Account Type

Account Suffix Description

OK Cancel

Step 2

Then click on the button “**Review Changes**”

Edit Profile Change Request: 15002

Delete Change Request **Review Changes** Save Save and Close Cancel

Click here

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Bank Accounts

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	SWIFT/BIC Code	Bank Code	Bank Branch	Bank Branch Number	Account Type
<input checked="" type="checkbox"/>	QA48ARAB00000002101325246100	QA48ARAB00000002101325... QAR	QAR	ARAB BANK	31-Dec-2022	ARAB BANK-Qa...	ARABQADA	ARABQAGA	DOHA		
<input type="checkbox"/>	QA98BEME00000000011528124091	QA98BEME00000000011528... QAR	QAR	HSBC BANK MIDDLE EAST	12-Feb-2012	HSBC BANK MI...	BEMEGAZK		DOHA		

Step 3

Then click on **“Submit”**

The screenshot shows the 'Review Changes' page. At the top right, there are three buttons: 'Edit', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red rectangular box. Below the buttons is a 'Change Description' text area. Underneath, there is a section for 'Bank Accounts' with a table of account details.

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	SWIFT/BIC Code	Bank Code	Bank Branch	Bank Branch Number	Account Type	Details
<input checked="" type="checkbox"/>	Q448AR4600000002101325246100	Q448AR4600000002101325...	QAR	ARAB BANK	31-Dec-2022	ARAB BANK-Ga...	ARABQADA	ARABQADA	DOHA			

Step 4

Once submitted you will get below message that **‘your request has been submitted for approval’**.

The screenshot shows the 'Company Profile' page. A confirmation message is displayed in a red-bordered box: 'Confirmation: Your profile change request 109001 was submitted for approval.' The message includes a green checkmark icon and an 'OK' button. The background shows the 'Company Profile' details, including 'Last Change Request: 109001', 'Request Status: Pending Approval', 'Requested By: Buyer, MCB', and 'Request Date: 15/Nov/2022'.

