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Seeding a Flourishing Tomorrow

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طابق 11، برج الكابيتال، شارع الخليج العربي

SILAL Supplier Portal User Guide
User Manual Version 1.0

Contents

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1. INTRODUCTION

This guide is prepared to assist the suppliers to create and maintain the Supplier Profile, Create/View Invoices, create ASN, review orders, review created and returned receipts from **SILAL**.

<u>Supplier Portal Benefits:</u>

Sr. No.	Benefits
1	The Suppliers can maintain the profile and keep it updated with the latest Bank Details, Contacts information, Address details etc.
2	The Vendors can create and submit the Invoices online and track the status

<u>NOTE:</u>

Supplier Portal should not be used for the following actions:
➢ To submit a future dated invoice.

1.1. Purpose

This document is the User Manual for the Fusion ERP Application Implementation on Cloud at SILAL Company in UAE (For Supplier Portal).

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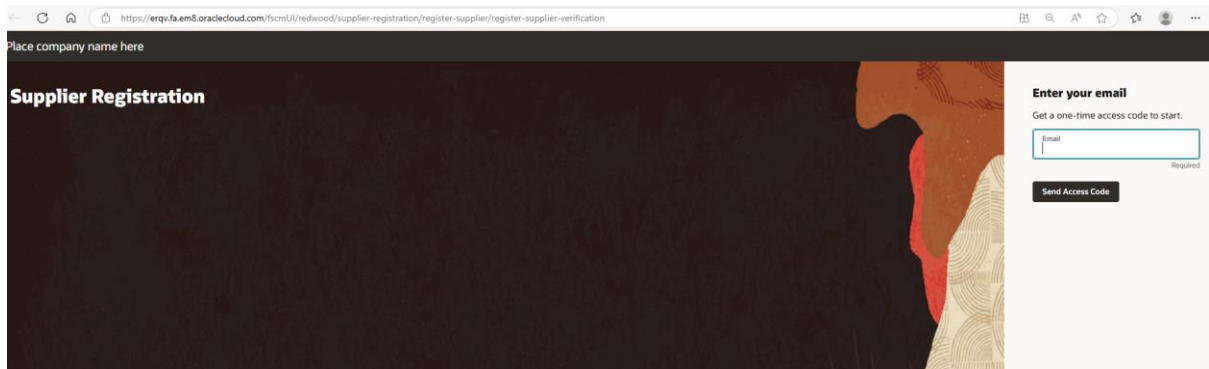## 2.   Supplier Registration

Supplier Registration

Click on the following link for registration.

https://erqv.fa.em8.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=504bl%2B6q%2BUk%2B%2BoyeymW6FD%2Fmkk0dNY4q5MCfs8GYNFvYHpvgZrz%2FjHa1iRNC04Ez
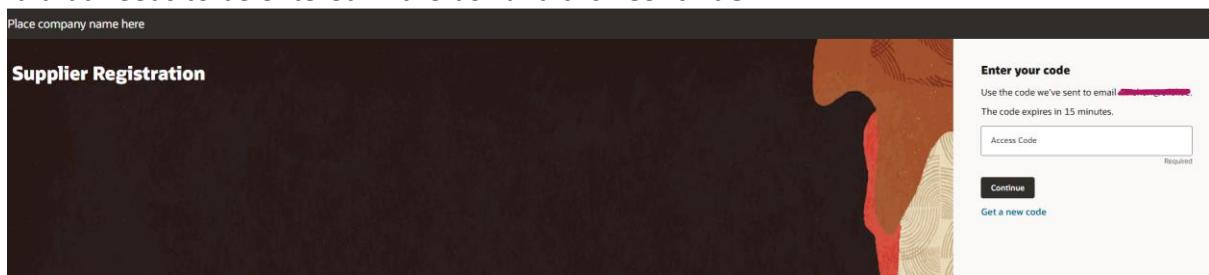
The following page will open.

Enter the information in each Tab and click **Next.**

2.1   Enter your email (Required)

Enter your official email and click on **Send Access Code**. Access code will be sent to the email id that needs to be entered in the box and click **Continue.**

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2.2 Company details (Required)

Enter Company Details like

- Company Name
- Choose the Country from the dropdown list where the company is registered
- Tax Registration Number (if it's not applicable or applied with the relevant authority then company name can be entered)
- Select the relevant Organization Type
- Supplier Type → Procurement

click **Continue.**

Place company name here

Supplier Registration

Company Details

Company *Required*	Website	Country *Required*
Taxpayer ID	Tax Registration Number	D-U-N-S Number
Organization Type *Required*	Supplier Type	

Note to Approver

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL   Add URL

Cancel   Save   Continue

1 | 7

Company Details

Contacts

Addresses

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Products and Services

Questionnaire

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2.3 Contacts (Required)

Enter all required information for contact.

- First Name

- Last Name

- Email id of the contact person

- Contact Number **(**In case of non-availability of Land phone, the reason needs to be mentioned in the comment section)

- Select **YES** for **Does this contract need a user account for logging to Silal Supplier Portal?**

Click **Continue** to move to the next step.

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2.4 Addresses (Required)

Supplier Registration

Addresses
Enter at least one address.

Address 1

Address Name: Dubai	**What's this address used for?** Select at least 1 purpose.
	☑ Receive Purchase Orders ☑ Receive Payments ☐ Bid on RFQs

Country/Region: United Arab Emirates

Address Line 1 or P.O. Box	Address Line 2	Emirate
Required		

Email: Elmajed@gmail.com	Country: AE	Phone: +971	Ext

Country: AE	Fax: +971

Which contacts are associated to this address?

☑	Elmajed Elmajed	Elmajed@gmail.com

Last updated 25 minutes ago

Cancel   Save   Continue

3 | 7

Company Details

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Enter all addresses information and select address usage (Receive purchase orders, receive payments, bid on RFQ)

After entering all address information select contact for this address

Note: Silal will send email to the Suppliers when a PO is received by Silal end users so that they can submit the invoice. The email given here is used in Alerts for the PO Receipts. Please enter the email where you want the PO receipt Alerts.

Click **Continue** to move to the next step.

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2.5   Business Classifications (Required)

Select Business **Classification** from list of values such as Distributor.
Then complete all information about business classification such as: -

- Classification
- Certifying Agency
- Certificate number
- Certificate Start Date
- Certificate End Date
- Attach the trade license certificate

To Add any attachment for you certificates you can drag and drop the file.

Supplier Registration

Business Classifications
Enter at least one business classification or select none applicable.

Business classification 1   🗑

| Classification | Subclassification |
| Trade License ▾ | ▾ |

| Certifying Agency ▾ | Other Certifying Agency | Certificate Number |

| Certificate Start Date 📅 | Certificate End Date 📅 |

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

| URL | Add URL |

No items to display.

➕ Add Another Business Classification

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Company Details

Contacts

Addresses

▶ Business Classifications

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Click **Next** to move to the next step.

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2.6   Bank Accounts (Required)

This step is mandatory, and the following fields must be filled matching the bank confirmation letter uploaded

- Bank (Choose from List of values)
- Account Number
- IBAN (if applicable)
- Currency
- SWIFT /BIC code (in case of international supplier)
- Account Holder /Beneficiary
- Upload bank account confirmation letter not older than 3 months from the date of registration in Oracle
- Upload NOC in supplier letter head as per the format provided (in case of mismatch in beneficiary name as per TL and Bank confirmation Letter)

Note:

This is to inform you that initiating payment to a new IBAN/account will trigger our internal security protocols, which include call **verification** and a **token verification process**.

1. Call Verification

The call verification will be initiated at the time of supplier registration or upon change of banking details. Our team will contact the authorized representative on record to confirm the updated information.

2. Token Verification

As part of this process, a small token amount will be transferred to the newly registered IBAN. To complete the verification, we kindly request you to confirm receipt of the exact amount by submitting the following documents:

- A stamped and signed confirmation letter specifying the amount credited, bank to which the credit received, Date of credit and transfer ref. No.

- Credit advise /Swift (MT103) from the Supplier bank mentioning the above said credit or a copy of the bank statement, with bank stamp showing the token credit.

Please ensure all documents are signed and stamped by your authorized signatory and sent to us at your earliest convenience.

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Supplier Registration

Bank Accounts

Bank account 1 🗑

| Country |
| United Arab Emirates ▾ |

| Bank | Bank Branch | Account Number |
| Al Masraf ▾ | Main ▾ | 100048805569 |

| IBAN | Currency | Account Type |
| 1000612214545 | UAE Dirham ▾ | Checking ▾ |

| Account Holder |
| Elmajed |

Attach supporting documents

Drag and Drop
Select or drop files here.

| URL | Add URL |

Last updated 5 minutes ago   Cancel   Save   Continue

5 | 7

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Click **Continue** to move to the next step.

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2.7   Products and Services (Optional)

Select at least one category.

Supplier Registration		6 | 7

Products and Services

🔍 Search by category or description

1 selected   [View Selected]   [Clear Selected]

	Category	Description
☐	▸ 🗀 FMS Fresh items	
☐	▸ 🗀 Fresh Food	Fresh Food
☑	▸ 🗀 Non-Fresh Food	Non-Fresh Food
☐	▸ 🗀 OGS	OGS
☐	▸ 🗀 Packaging	Packaging

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Last updated 1 minute ago   Cancel   Save   [Continue]

Click **Next** to move to the next Step.

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2.8   Questionnaire

Review all question and provide the answers then click on **Submit.**

Place company name here

Supplier Registration

Questionnaire

Documents and Check List ⊖   QHSE Qualification ○

Documents and Check List ⊖ (Section 1 of 2)

1. Owner Name

Required

[   ]

2. Trade License Number

Required

[   ]

3. Trade Licence - Start Date

Required

[📅]

4. Trade Licence - Expiry Date

Required

[📅]

Last updated now   Cancel   Save   **Submit**

7 | 7

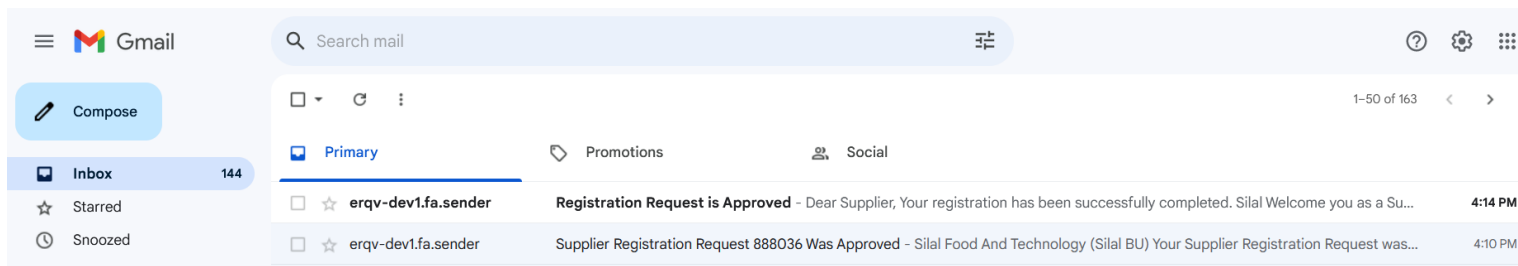Company Details

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▶ Questionnaire

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نـغــرس لـغـد مـثـمــر
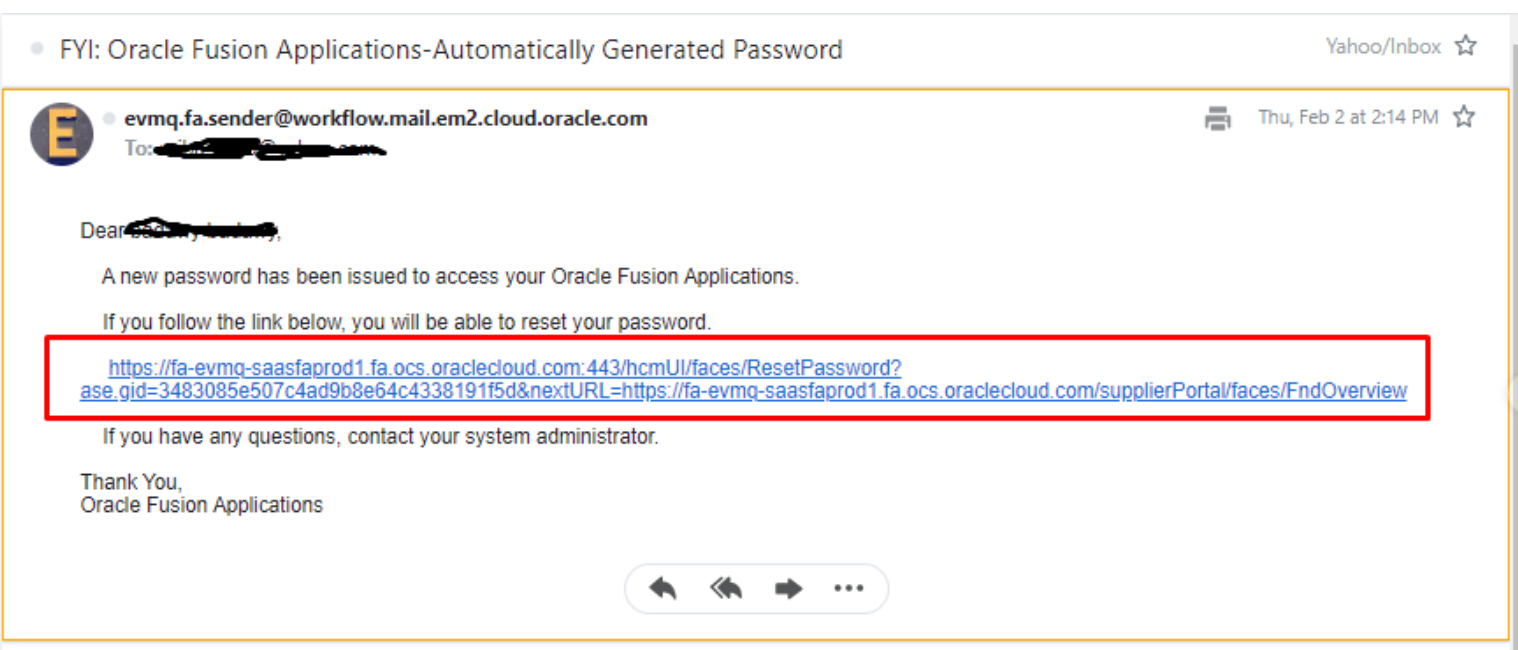**Seeding a Flourishing Tomorrow**

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3.   Supplier Portal

First Login
After your registration is approved, you will receive the following emails.

You can keep the data updated using this Portal.
Reset the Password – You can create a password for access, using the link in the email.

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After clicking on the link, you will be moved to reset your password.

SIGN IN
ORACLE APPLICATIONS CLOUD

Reset Password

••••••••••

••••••••••

Submit

Now after resetting password, you can now access the sent link to sign in.

Sign In
Oracle Applications Cloud

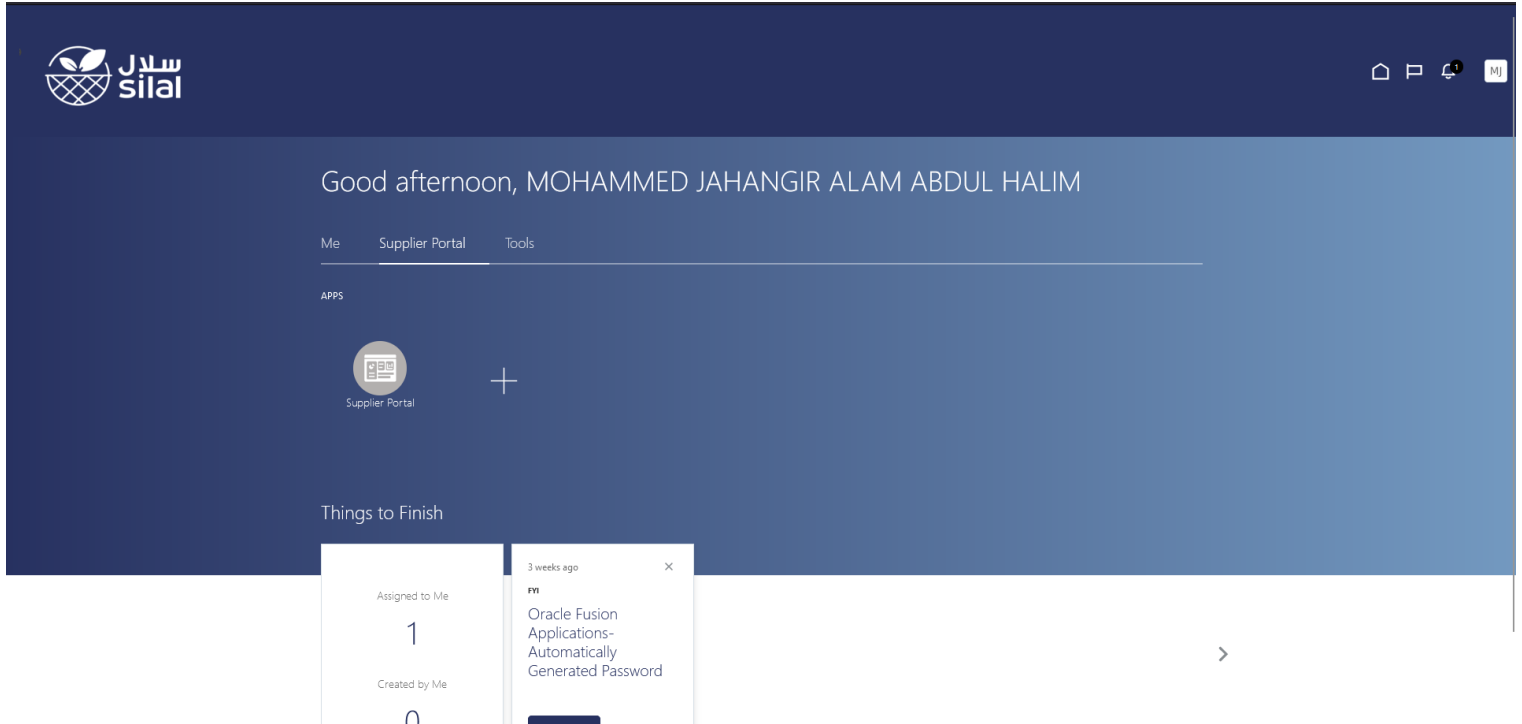Company Single Sign-On

or

User ID

Password

Forgot Password

Sign In

English

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Enter your login details and click sign in.
Please enter your registered email address with SILAL in the User ID field and the password that you have already reset.

You will see the homepage after the successful login.

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