I Supplier Portal Supplier User Guide King Faisal Specialist Hospital & Research Centre



Sourcing Supplier User Guide

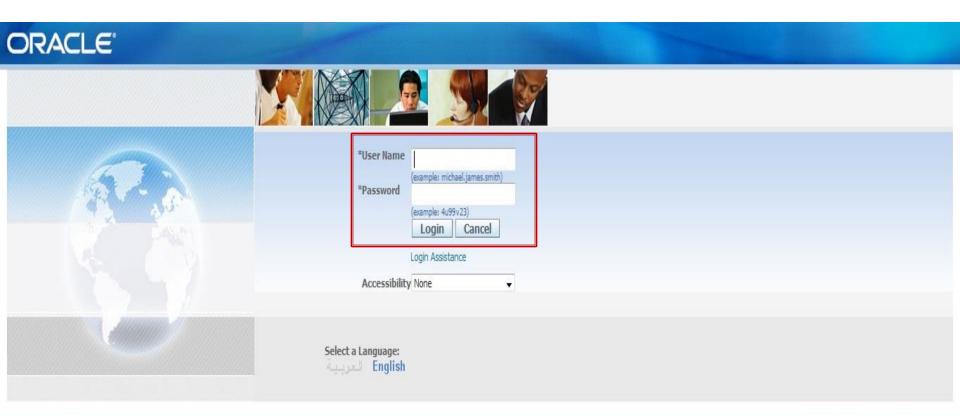
Submitting Quote

Supplier can submit his quote online through the system

Supplier User Guide

- For acknowledge Negotiation / Sourcing RFQ
- For Submitting Quote
- Online Discussion & Negotiation
- ASN/ASBN
- Create Online Invoice

Supplier Login



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Navigation: Supplier Login

Supplier Home Page

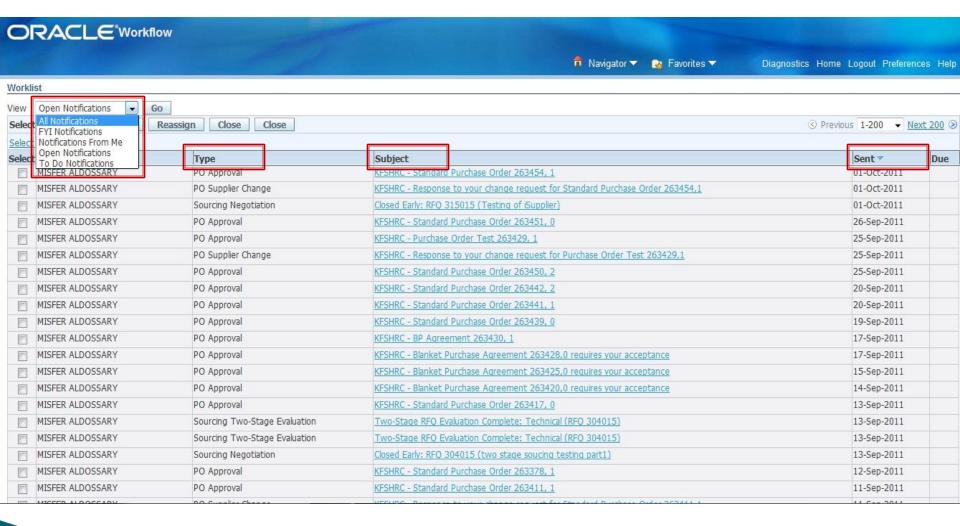


KFSH Sourcing Supplier: is used to view RFQ & submitting Quotations

KFSH iSupplier Portal Full Access: is used to PO Acceptance, Request for Change/Cancel Order, Change History, ASN/ASBN & Online Invoicing

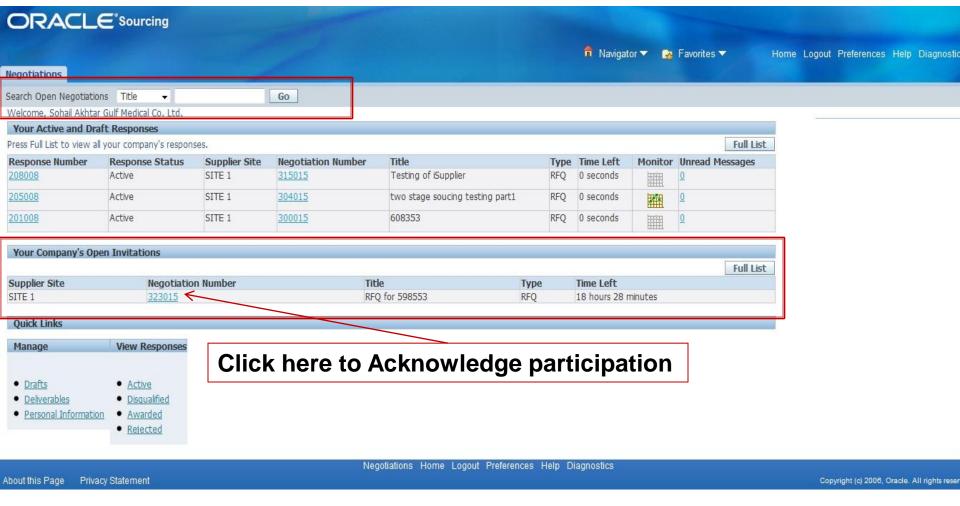
Navigation : Sourcing Supplier → Worklist (For Notification)

Supplier Work list - Notification



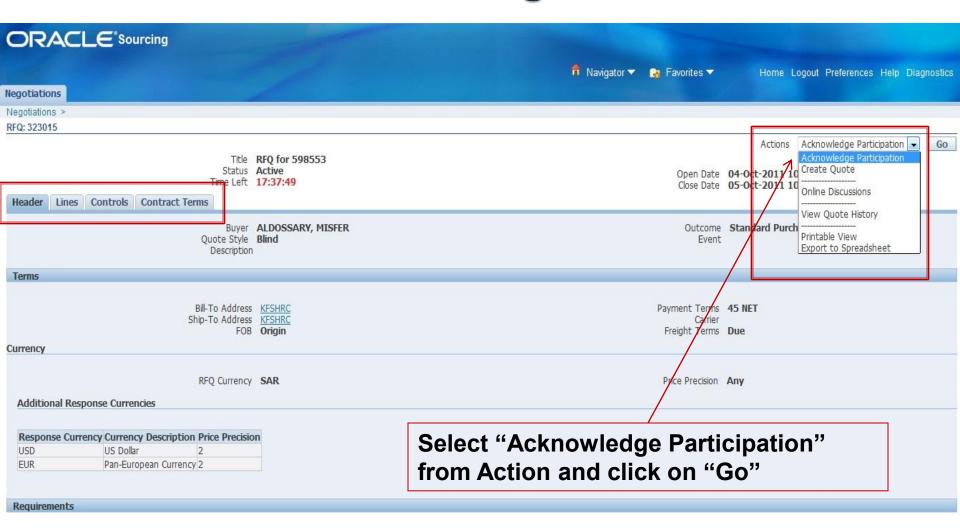
Navigation : Sourcing Supplier → Worklist (Supplier will receive notification for "Published RFQ")

Supplier Invitation Notification



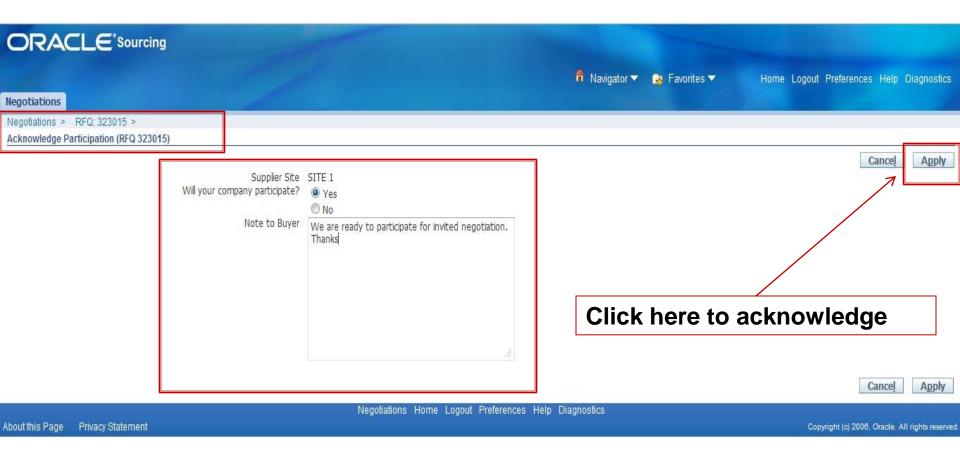
Navigation : Sourcing Supplier → Sourcing Home Page (Supplier may view open Invitations in Home Page)

Acknowledge



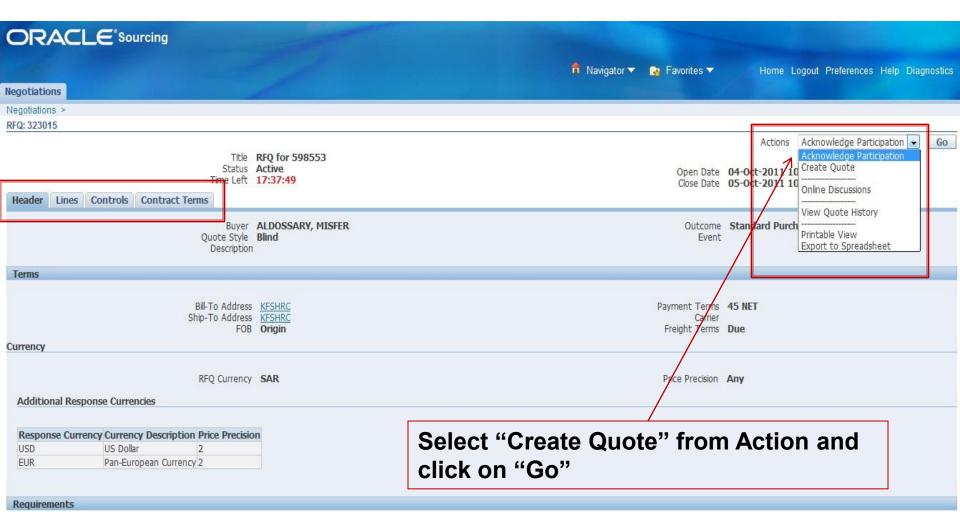
Navigation : Sourcing Supplier → Sourcing Home Page > Open Invitations > Actions

Acknowledge



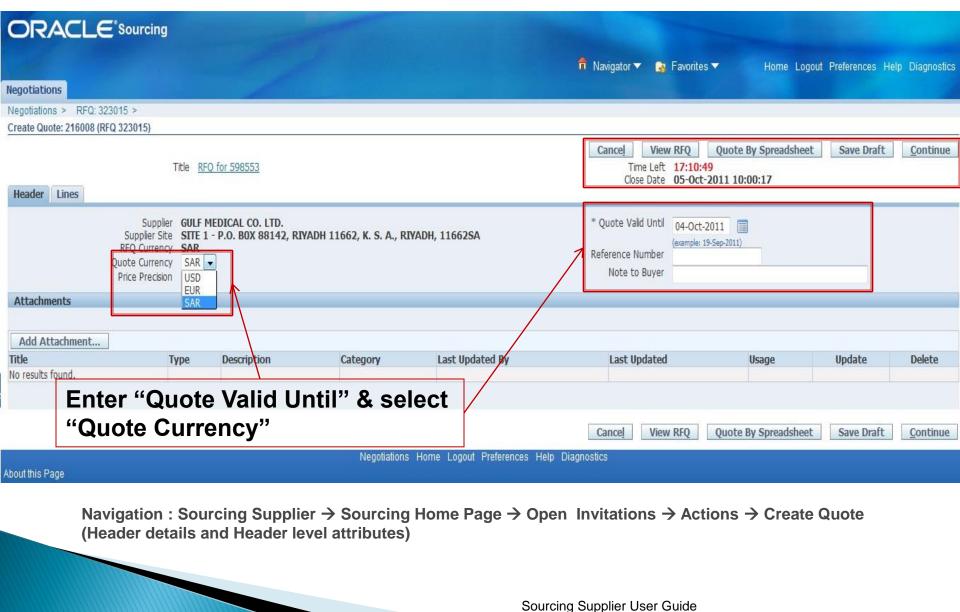
Navigation : Sourcing Supplier → Sourcing Home Page → Open Invitations → Actions → Acknowledge Participation

Quote Creation

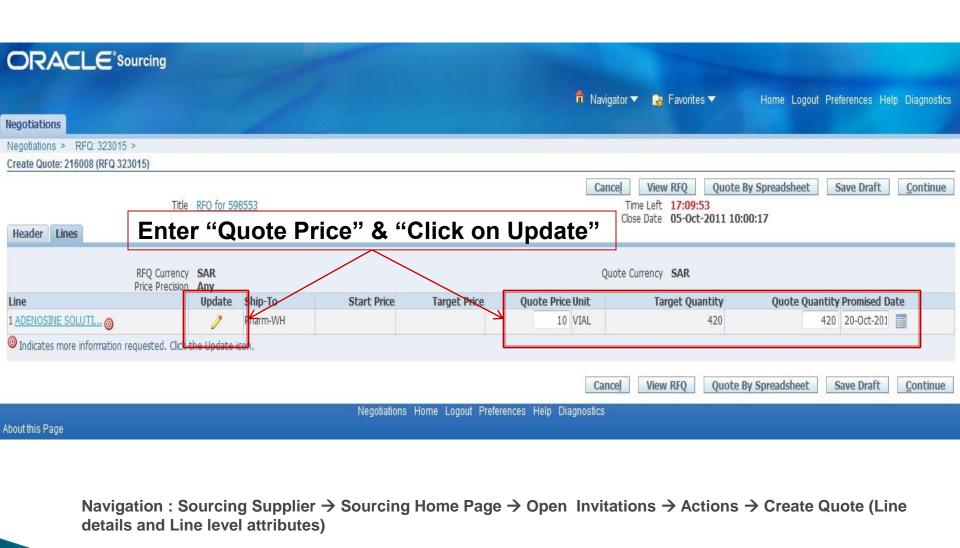


Navigation : Sourcing Supplier → Sourcing Home Page → Open Invitations → Actions → Create Quote

Create Quote Header

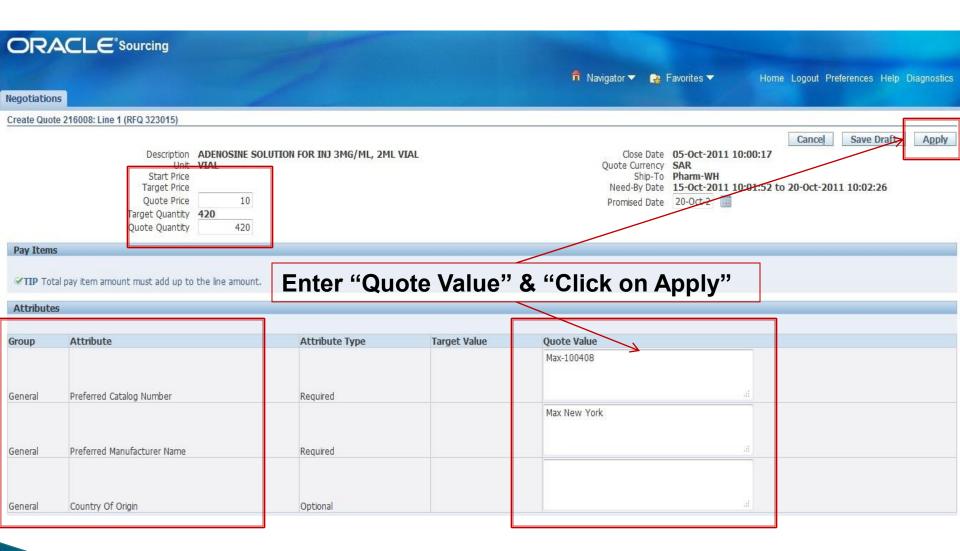


Create Quote Header



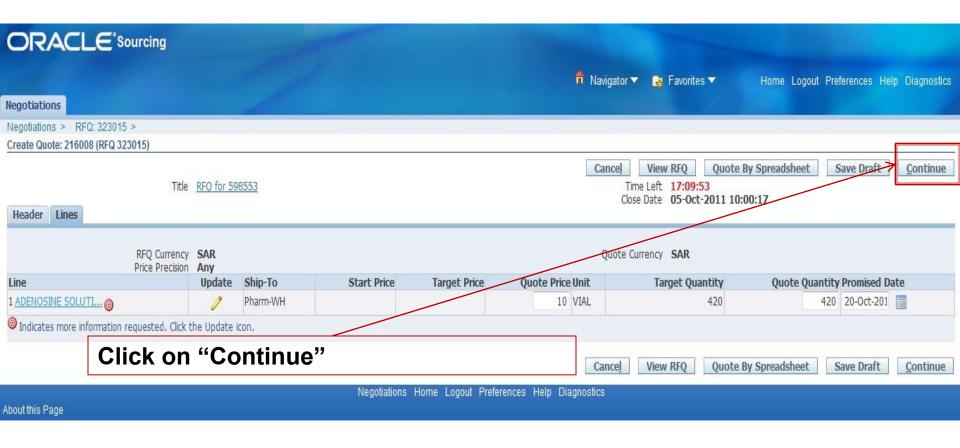
Sourcing Supplier User Guide KFSH&RC

Create Quote -Line Detail



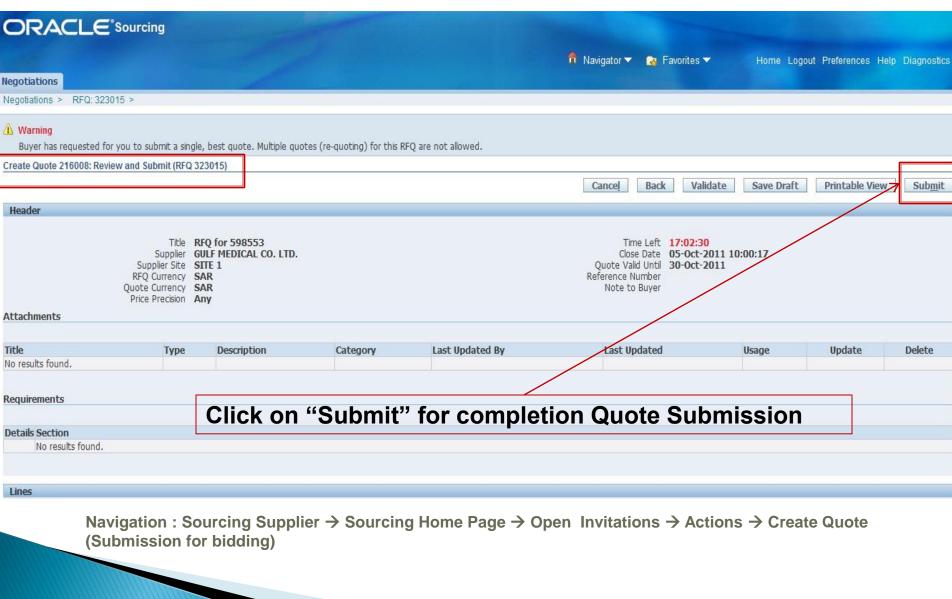
Maxigation : Sourcing Supplier → Sourcing Home Page → Open Invitations → Actions → Create Quote (Line Attributes)

Create Quote Header



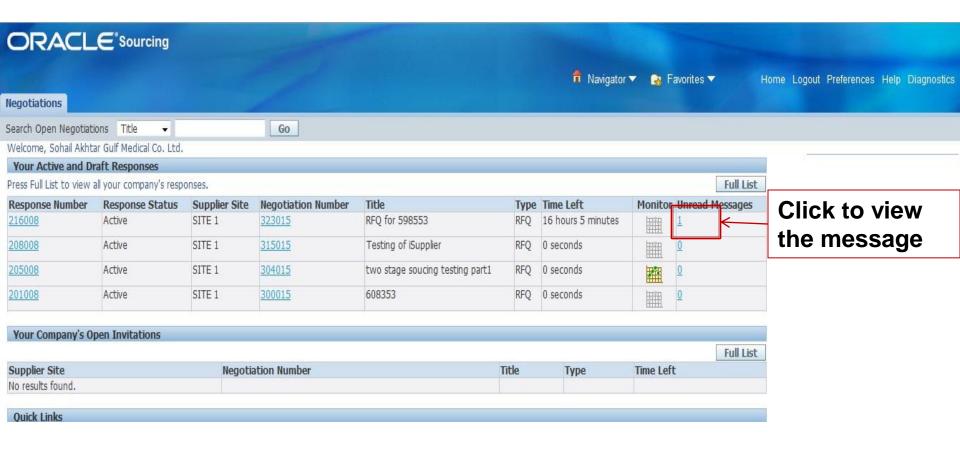
Navigation : Sourcing Supplier → Sourcing Home Page → Open Invitations → Actions → Create Quote

Review & Quote Submission

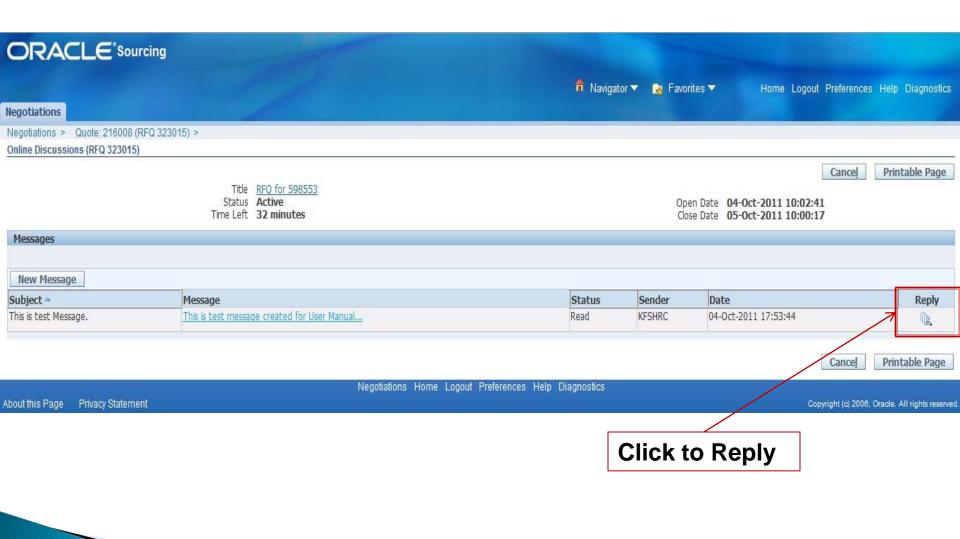


- Quote Submission Process Ends Here. As soon as Supplier submits Quote Buyer will be able to see Supplier Response in His Screen.
- For any clarification or detail negotiation Buyer can send a Online message.
- If Buyer Send any Message Supplier can Respond it online.

Supplier Monitors Active Quotes

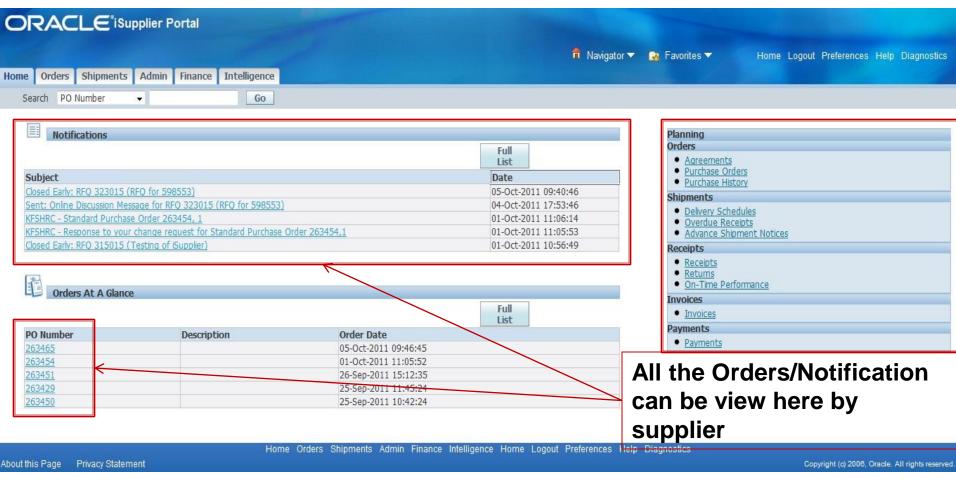


Online Discussion



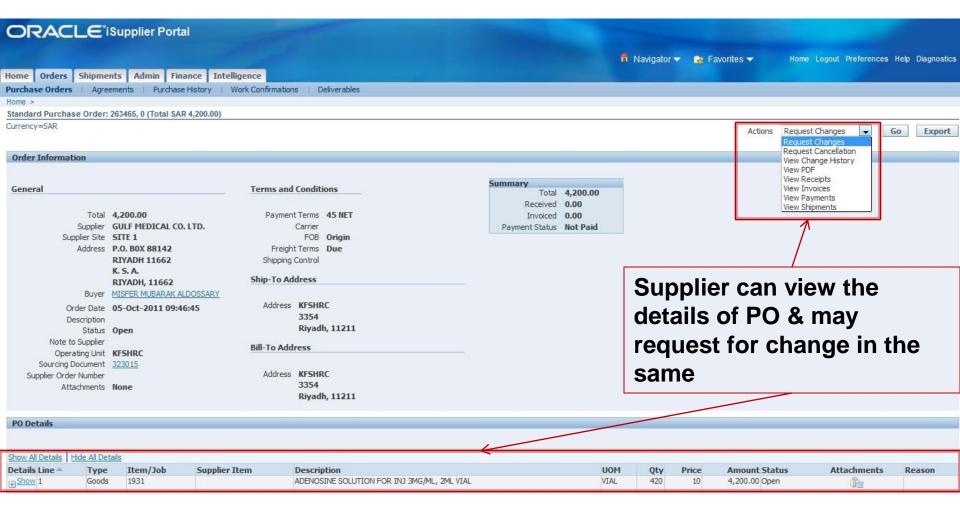
- Once the RFQ is closed Supplier will not be able to submits his Quotation.
- If RFQ is awarded to Supplier and PO is Approved. Supplier will be able to see his PO in KFSH iSupplier Portal Responsibility.

iSupplier Home Page



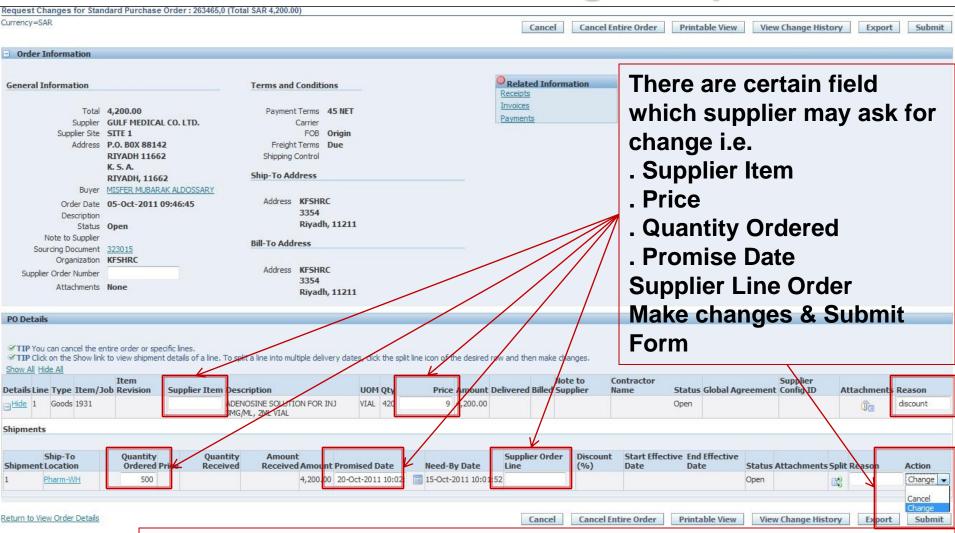
Navigation : KFSH iSupplier Portal Responsibility → Home Page

Purchase Order & Change Request



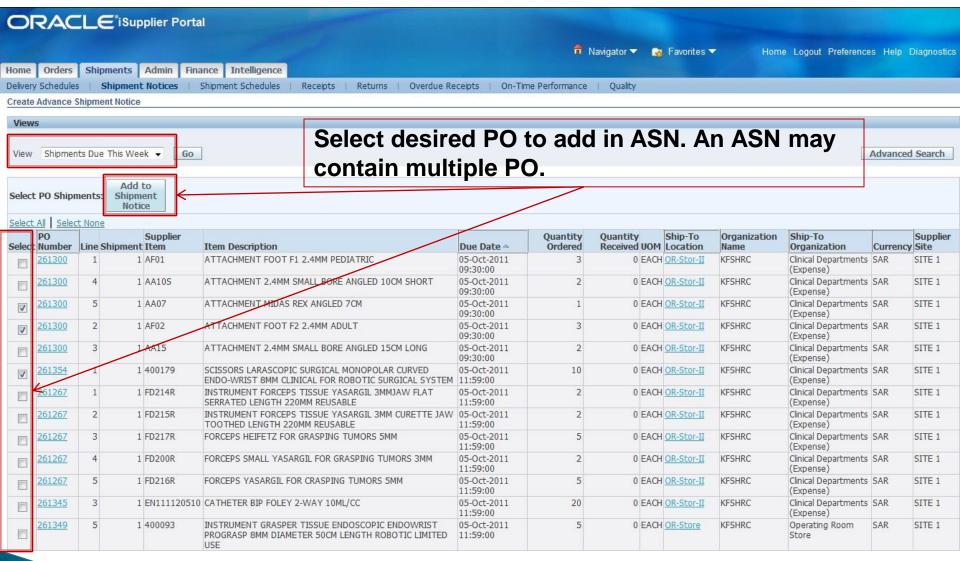
Navigation : KFSH iSupplier Portal Responsibility → Home Page

Purchase Order Change Request



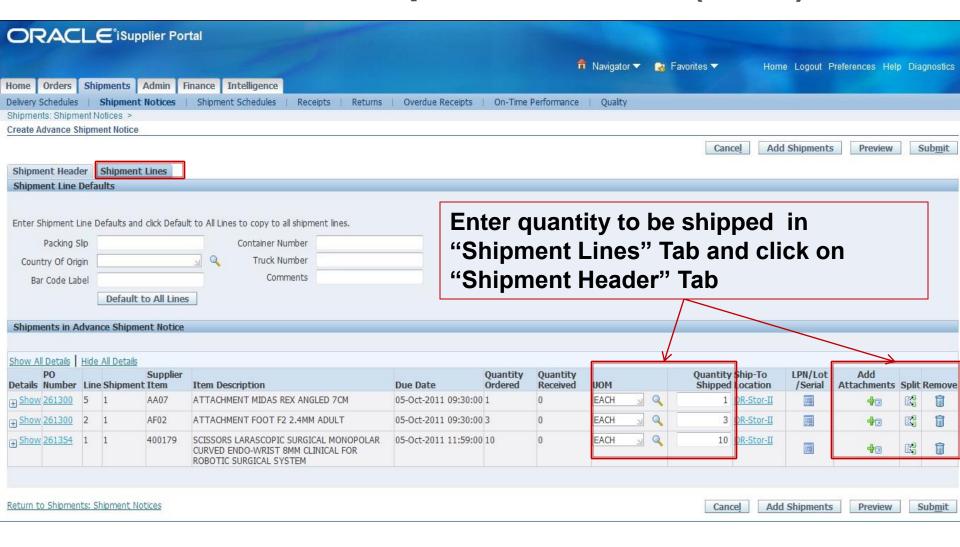
Once supplier submit change request, it goes to Buyer for approval, and if Buyer approve the changes, PO gets change automatically.

Advance Shipment Notice (ASN)

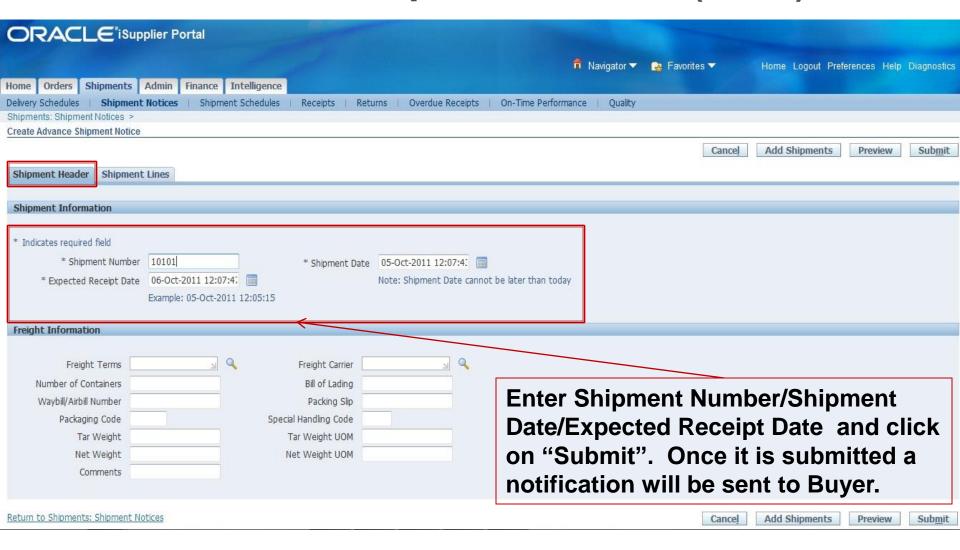


Navigation : KFSH iSupplier Portal Responsibility → Home Page → Shipment Tab → Shipment Notice → Create Advance Shipment Notice

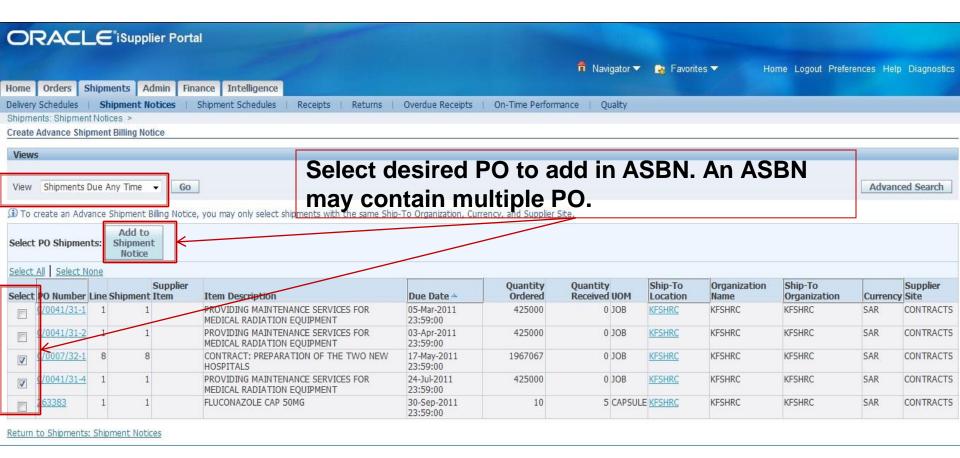
Advance Shipment Notice (ASN)



Advance Shipment Notice (ASN)

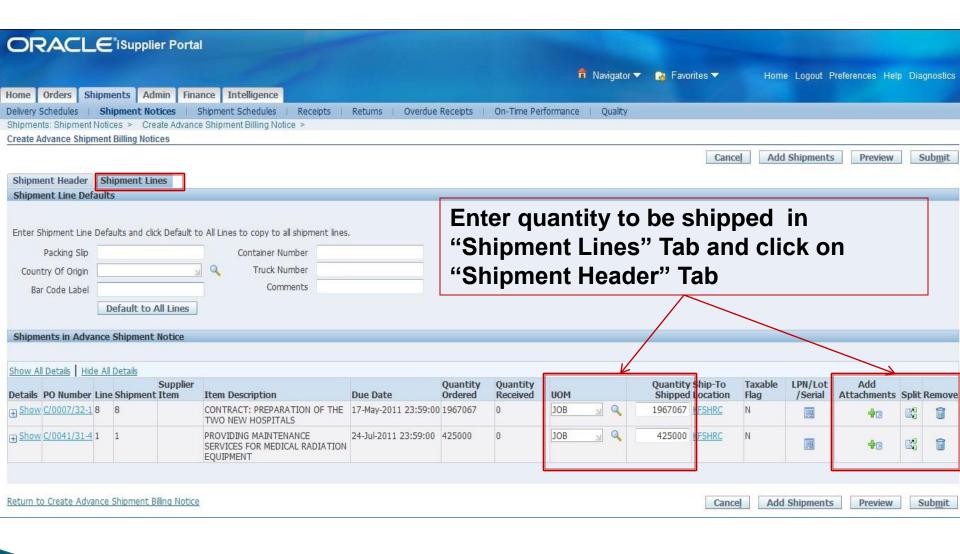


Advance Shipment Billing Notice (ASBN)

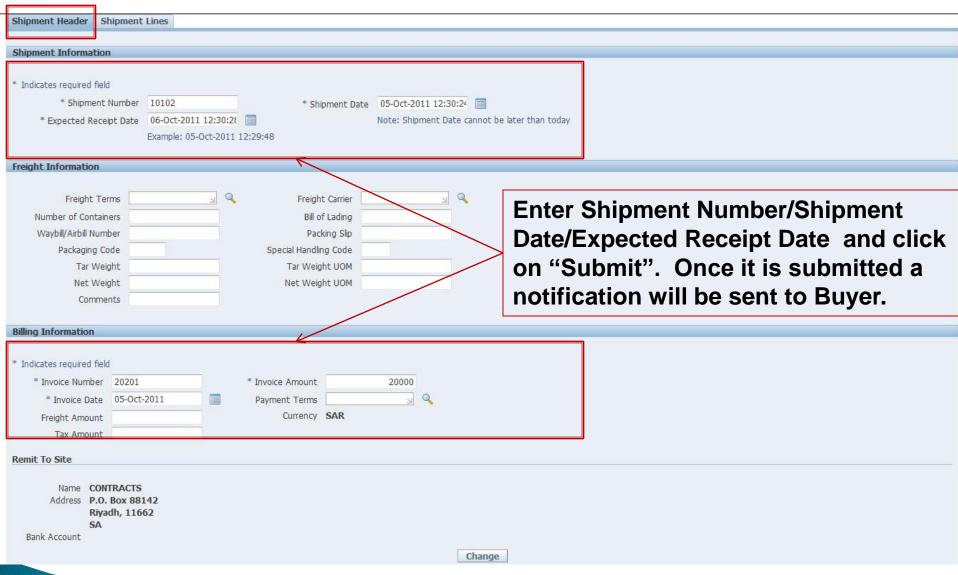


Navigation : KFSH iSupplier Portal Responsibility → Home Page → Shipment Tab → Shipment Notice → Create Advance Shipment Billing Notice

Advance Shipment Billing Notice (ASBN)



Advance Shipment Billing Notice (ASBN)



Thanks You