



KFSH REGISTERED PARTNER PROFILE MANAGEMENT

USER GUIDE

King Faisal Specialist Hospital and Research Center (KFSHRC)



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KFSH_Registered_Partner_Details_Update_01.

Introduction:

Oracle iSupplier Portal enables secure, self-service business transactions between KFSH and their Partner. Oracle iSupplier Portal is a collaborative application that enables KFSH and their Partner to communicate with each other. It enables Partner to have real-time access to information (such as purchase orders, delivery schedules, payment information) and respond to the buying company with order acknowledgments, change requests, shipment notices, and planning details. Oracle iSupplier Portal supports both transaction documents and view-only documents. Using transaction documents, you can submit acknowledgments or change requests on a Purchase Order, or initiate transactions such as advance shipment notices, advanced shipment billing notices, and invoices. Using view-only documents, you may view forecast schedules and payments.

- It provides Partner with the ability to use a standard Web browser to directly manage business transactions and access secure information.
- Oracle iSupplier Portal provides a collaborative platform for a buyer to manage relationships with their global supply base.
- With Oracle iSupplier Portal, Partner can receive immediate notifications and respond to events in the purchasing process.
- Oracle iSupplier Portal provides the framework that enables buyers and Partner to communicate key business transactions while enabling the ability to search, monitor, revise, and review.

Partner Profile Management

This user guide will help to maintain information about your company using the Partner Profile Management feature. You must provide the actual information about your organization in order to avoid Partner Rejection/on hold.

Note: For better performance, kindly use "Microsoft Edge" Browser for Partner Registration activity, kindly clear your browsing history completely or switch to other browser Mozilla/Chrome only if you face any challenges with Microsoft edge

Step 1 : **Navigation : Login** <https://erpweb.kfshrc.edu.sa/>

Enter your Username and Password



User Name
testuser@test.com

Password
.....

Login Cancel

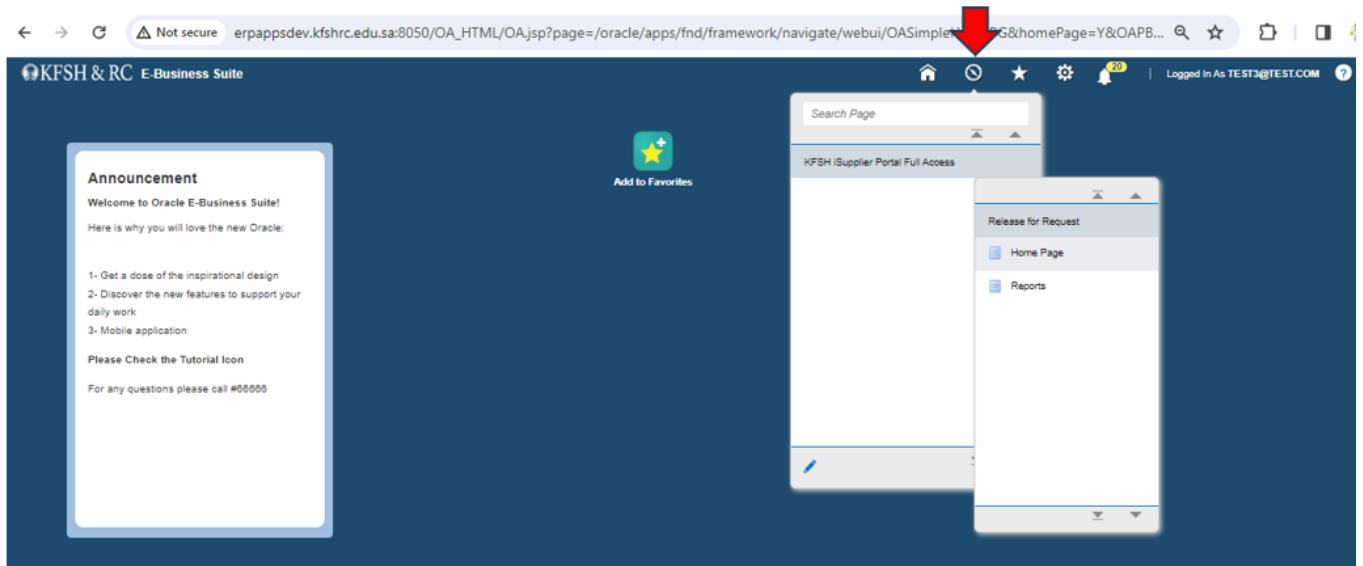
[Login Assistance](#)

[Register here](#)

Accessibility
None

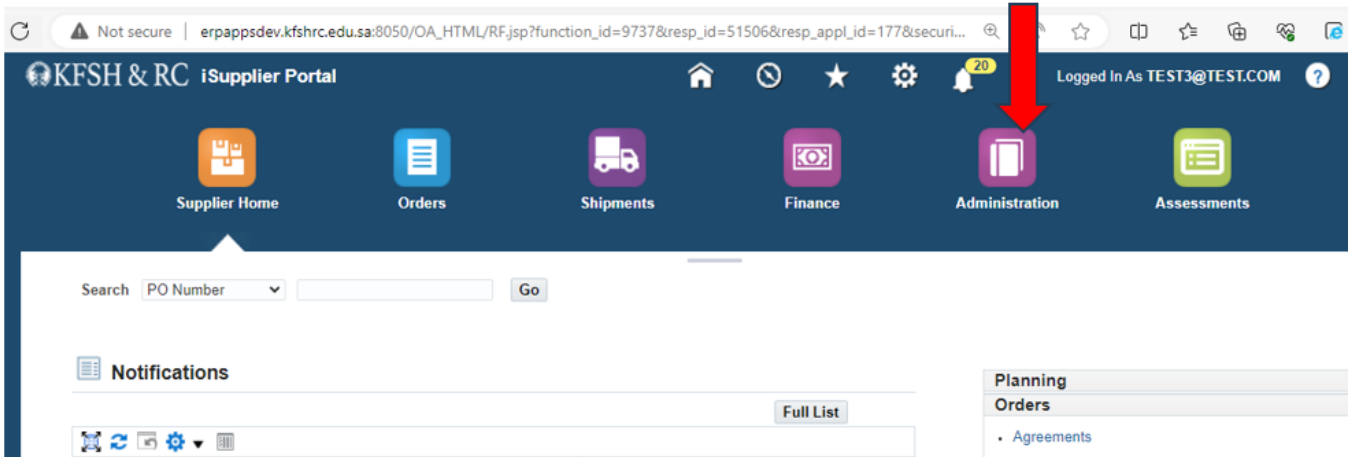
Language
English

Step 2: Kindly click [Navigator](#) and click "KFSH iSupplier Portal Full Access" and click home Page





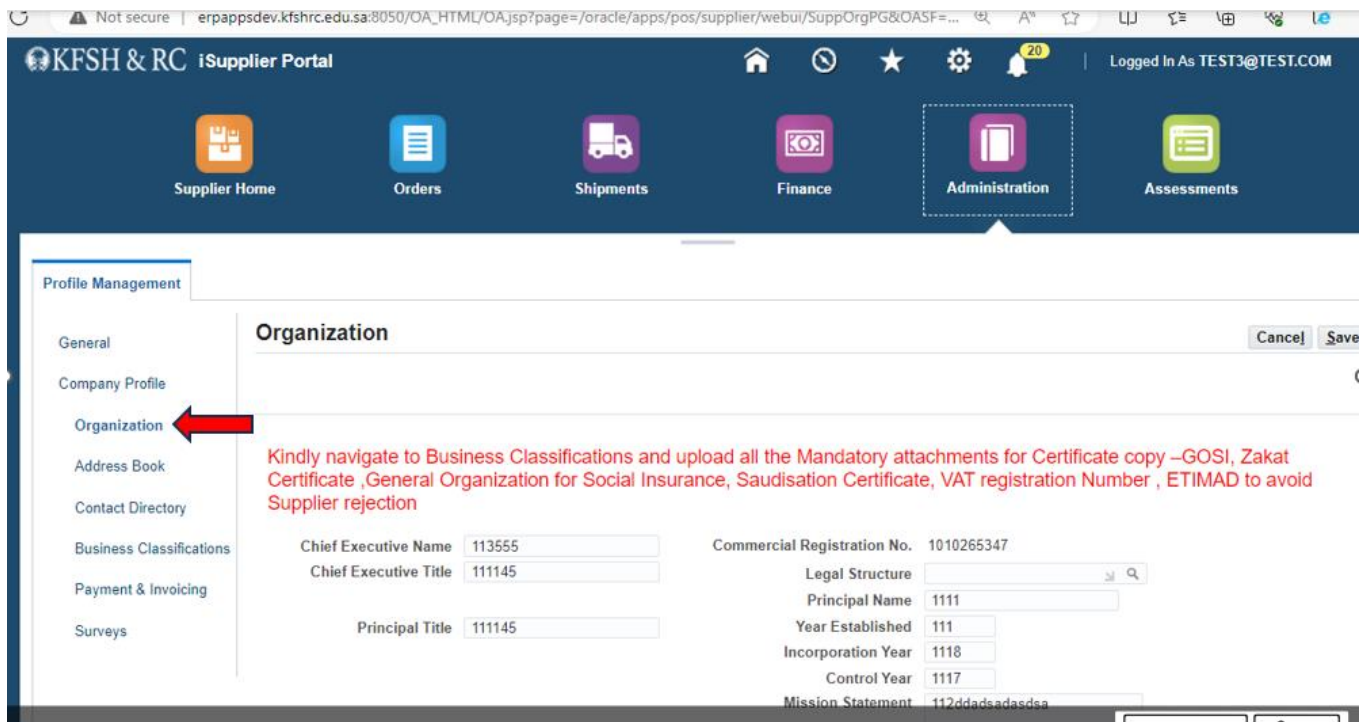
Step 3: Kindly click [Administration](#)



Step 4: Kindly click Organization if you want to update any Organization related information as mentioned below. After making changes, please make sure to click save. Any information updated will be reflected only after KFSH authorized person Approval.

[Saudi Partner](#) - Organization Information, CR Expiration Date, VAT Registration Number, GOSI Number, Saudization Certificate number, Saudization Expiration Date, Zakat Certificate Number, Zakat Expiration Date, SFDA Registration number, SFDA Registration Expiration date, Total Employees, Tax and Financial Information

[International Partner](#) – Organization Information, Total Employees, Tax and Financial Information





Organization

Not secure | erpappsdev.kfshrc.edu.sa:8050/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppOrgPG&OASF=...

* Commercial Registration No 123456545
 * Commercial Registration Expiration date 29-May-2024
 * VAT registration number 233424
 * GOSI No 3424
 * GOSI Expiration Date 29-May-2024
 * Saudization Certificate number 133818-223514
 * Saudization Expiration Date 29-May-2024
 * Zakat Certificate Number 3454
 * Zakat Expiration Date 29-May-2024
 * SFDA Registration number 32454234
 * SFDA Registration Expiration date 29-May-2024

Total Employees

Organization Total 1525 Corporate Total 454465
 Organization Total Type Actual Corporate Total Type Actual

Tax and Financial Information

Taxpayer ID 4645464654664 Analysis Year 6554
 Tax Registration Num 64546646464546 Currency Preference SAR : Saudi Riyal
 VAT Number 54646
 Fiscal Year End January Potential Revenue 55464
 Federal Agency For next fiscal year.

Cancel Save

Step 5: Click 'Address Book' for updating the existing information or creating new information

Please enter all the required information

KFSH & RC iSupplier Portal

Supplier Home Orders Shipments Finance Administration Assessments

Profile Management

General
 Company Profile
 Organization
Address Book
 Contact Directory
 Business Classifications
 Payment & Invoicing
 Surveys

Confirmation
 Details for your SITE 1 address have been modified.

Address Book

Create

Address Name	Address Details	Country	Update	Remove
JEDDAH	JEDDAH test hello tets test hello Riyadh, tets 55464465	Saudi Arabia		
SITE 1	SITE 1 test test Riyadh, North 5665446	Saudi Arabia	Update	
Site 1-Madinah	Site 1-Madinah	Saudi Arabia		
Test1	1 Al Nahdah Jeddah, 21212	Saudi Arabia		

[Kindly click update for adding/updating any existing information](#)



Not secure | erpappsdev.kfshrc.edu.sa:8050/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppAddrBkPG&ret...

KFSH & RC iSupplier Portal | Logged In As TEST3@TEST.COM

Supplier Home | Orders | Shipments | Finance | Administration | Assessments

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Payment & Invoicing

Surveys

Address Book

Create | Refresh | Settings | Filter

Address Name	Address Details	Country	Update	Remove
JEDDAH	JEDDAH test hello tets test hello Riyadh, tets 55464465	Saudi Arabia		
SITE 1	SITE 1 test test test Riyadh, North 5665446	Saudi Arabia	Update	
Site 1-Madinah	Site 1-Madinah	Saudi Arabia		
Test1	1 Al Nahdah Jeddah 21212	Saudi Arabia		
test1	test1 test test1 5454645546	Saudi Arabia		

erpappsdev.kfshrc.edu.sa:8050/OA_HTML/OA.jsp?page=/oracle/apps/pos/sup...

Kindly click Save after making changes

Not secure | erpappsdev.kfshrc.edu.sa:8050/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppAddrBkPG&ret...

KFSH & RC iSupplier Portal | Logged In As TEST3@TEST.COM

Administration: Profile Management: Address Book >

Update Address

Cancel | Save

* Indicates required field

Supplier Name Test3 | Supplier Number 1010265347

* Address Name SITE 1 | Phone Area Code 966 | Phone Number 545664546

Country Saudi Arabia | Fax Area Code 4465 | Fax Number 4646645

* Address Line 1 SITE 1 | Email Address testsuppliertest@test.com

Address Line 2 test

Address Line 3 test

Address Line 4 test

* City/Town/Locality Riyadh | Purchasing Address

Country Saudi Arabia | Payment Address

State/Region North | RFQ Only Address

Province North

* Postal Code 5665446

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Kindly click creates for adding any new information



KFSH & RC iSupplier Portal

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Surveys

Address Book

Address Name	Address Details	Country	Update	Remove
JEDDAH	JEDDAH test hello tets test hello Riyadh, tets 55464465	Saudi Arabia		
SITE 1	SITE 1 test test Riyadh, North 5665446	Saudi Arabia		
Site 1-Madinah	Site 1-Madinah	Saudi Arabia		
Test1	1 Al Nahdah Jeddah 21212	Saudi Arabia		
test1	test1 test test1 5454645546	Saudi Arabia		

Administration: Profile Management: Address Book >

Update Address

Supplier Name Test3 Supplier Number 1010265347

* Indicates required field

* Address Name SITE 1
Country Saudi Arabia

* Address Line 1 SITE 1
Address Line 2 test
Address Line 3 test
Address Line 4 test

* City/Town/Locality Riyadh
Country Saudi Arabia
State/Region North
Province North
* Postal Code 5665446

Phone Area Code 966
Phone Number 545664546
Fax Area Code 4465
Fax Number 4646645
Email Address testsupplertest@test.com

Purchasing Address
 Payment Address
 RFQ Only Address

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Step 6: Kindly click 'Contact Directory' for making any changes or adding any information



Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Payment & Invoicing

Surveys

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Saed1	Hraa1	966-546546-4654646	Test3@test.com	Change Pending	✓			
test1	test	966-1211212-121212		Pending				
	test1	jkj-kjlk-j	hjhjhjhjhjhj@jhhjhj.com	Pending				

King Faisal Specialist Hospital & Research Centre. All rights reserved. P.O. Box 3354 / Riyadh 11211, Kingdom of Saudi Arabia | +966 11 4647272 | Riyadh Ext:77359 Email: employment@kfshrc.edu.sa | Jeddah Local Email: employment-jeddah@kfshrc.edu.sa | International recruitment Riyadh: recruitment@kfshrc.edu.sa | Recruitment Madinah: recruitment-m@kfshrc.edu.sa | International recruitment Jeddah: Recruitment-Id@kfshrc.edu.sa

Click update for making any changes

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Payment & Invoicing

Surveys

Confirmation
Contact details for test test1 have been saved

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Saed1	Hraa1	966-546546-4654646	Test3@test.com	Change Pending	✓			
test1	test	966-1211212-121212		Pending				
test	test1	966-454546546-46546	testsupplier@test.com	Pending				

erpappsdev.kfshrc.edu.sa:8050/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppCntctDirPG&ret...

After making any changes, click Save



KFSH & RC iSupplier Portal

Administration: Profile Management: Contact Directory >

Update Contact Cancel Save

* Indicates required field

Contact Title	Mr.	Phone Area Code	966
First Name	test	Phone Number	454546546
Middle Name		Phone Extension	49546
* Last Name	test1	Alternate Phone Area Code	456456
Alternate Name	test1	Mobile Number	6465544655446
Job Title	test1	Fax Area Code	64465
Department	test1	Fax Number	465454
Contact Email	testsupplier@test.com		
Url	www.test.com		

Any changes made in the Contact directory will be updated only after KFSH Authorized persons Approval only

Step 8: Kindly click Business Classifications and **Please choose the Business Classification which is relevant to your Business only**

Please click Applicable > Click "Check Sub Group" and select the sub group and click Submit.

Important: Please make sure to enable Certification check box > click save and enable the check box again and click Acknowledge

Not secure erppappstst.kfshrc.edu.sa:8050/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppBusClassPG&retainAM=Y&_ti=1301440957&OA...

KFSH & RC iSupplier Portal

Supplier Home Orders Shipments Finance Administration Assessments

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Payment & Invoicing

Surveys

Business Classifications

Personalize Table Layout: (BtrRN) Cancel Save Acknow

Certification

Personalize "Certification"
 certify that I have reviewed the classification below and they are current and accurate.

Personalize Default Double Column: (rsCerttbl)
 Last Certified 23-Feb-2024 By 10JANTEST8 10JANTEST8

Personalize Flow Layout
 @ TIP Date format example: 23-Feb-2024

Personalize "Business Classification Table"

Classification	Applicable	Minority Type	Certificate Number	Certifying A	Request Status	Check Sub Group
Construction	<input checked="" type="checkbox"/>				Approved	
Construction consultation services	<input type="checkbox"/>					
Equipments	<input type="checkbox"/>					
Professional Services	<input type="checkbox"/>		123	123	19-Feb-2024	
Corporate and communication services	<input type="checkbox"/>					
Environmental	<input type="checkbox"/>					

Rows 1 to 24

Personalize Stack Layout
 Personalize Advanced Table: (subbusgroup)
 Submit
 Select Box Sub Group Request Status
 Medical Approved
 None-Medical



erpappstst.kfshrc.edu.sa:8050/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppBusClassPG&_ti=1301440957&retainAM=Y&add...

KFSH & RC iSupplier Portal

Supplier Home Orders Shipments Finance Administration Assessments

Management

Error
Please Select CheckBox:-(I certify that I have reviewed the classification below and they are current and accurate)

Business Classifications

Cancel Save Acknowledge

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified 23-Feb-2024 By 10JANTEST8 10JANTEST8

TIP Date format example: 23-Feb-2024

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date	Check Sub Group
Construction	<input checked="" type="checkbox"/>					
Professional Services	<input checked="" type="checkbox"/>					
Construction consultation services	<input type="checkbox"/>					
Corporate and communication services	<input type="checkbox"/>					
Environmental	<input type="checkbox"/>					
Equipments	<input type="checkbox"/>					

Note: If one Business Classification and one sub group is selected the Qualification checklist excel document needs to be uploaded once, if two Business Classification and 4 sub group is selected the Qualification checklist excel document needs to be uploaded 4 times.

erpappstst.kfshrc.edu.sa:8050/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppBusClassPG&_ti=1301440957&retainAM=Y&add...

KFSH & RC iSupplier Portal

Supplier Home Orders Shipments Finance Administration Assessments

Profile Management

Error
Please add 5 mandatory documents as per Qualification Category. You have Attached only 3 number of documents

Business Classifications

Personalize Table Layout: (BtrRN)

Cancel Save Acknowledge

Certification

Personalize "Certification"

I certify that I have reviewed the classification below and they are current and accurate.

Personalize Default Double Column: (reCertbl)

Last Certified 23-Feb-2024 By 10JANTEST8 10JANTEST8

Personalize Flow Layout

TIP Date format example: 23-Feb-2024

Personalize "Business Classification Table"

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date	Check Sub Group
Construction	<input checked="" type="checkbox"/>					
Professional Services	<input checked="" type="checkbox"/>					
Construction consultation services	<input checked="" type="checkbox"/>					
Corporate and communication services	<input checked="" type="checkbox"/>					
Environmental	<input checked="" type="checkbox"/>					
Equipments	<input type="checkbox"/>					

After making all the changes, **please click the check box > Click Acknowledge and save.**

Kindly note any changes made in the "Administration" will be Approved by KFSH Team Approval

