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



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

ORACLE		
	*User Name (example: michael.james.smith) *Password (example: 4u99v23) Login Cancel Login Assistance Accessibility None	
	Select a Language: العربية English	

Privacy Statement

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Navigation : Supplier Login

Supplier Home Page

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Oracle Applications Home Page					Logged In As ENT.OPH@GULFMEDICAL.CO
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			Personalize	You have not selected any fa set up your favorites.	vorites. Please use the "Personalize" button to
KFSH iSupplier Portal Full Access KFSH Sourcing Supplier	Sourcing Sourcing Home Page Worklist				

About this Page Privacy Statement

Diagnostics Logout Preferences Help

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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 \rightarrow Worklist (For Notification)

Supplier Work list - Notification

ORACLE®Workflow

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Diagnostics Home Logout Preferences Help

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	MISFER ALDOSSARY	PO Approval	KFSHKC - Standard Purchase Order 263454, 1	01-Oct-2011	
	MISFER ALDOSSARY	PO Supplier Change	KFSHRC - Response to your change request for Standard Purchase Order 263454,1	01-Oct-2011	
	MISFER ALDOSSARY	Sourcing Negotiation	Closed Early: RFQ 315015 (Testing of iSupplier)	01-Oct-2011	
100	MISFER ALDOSSARY	PO Approval	KFSHRC - Standard Purchase Order 263451, 0	26-Sep-2011	
	MISFER ALDOSSARY	PO Approval	KFSHRC - Purchase Order Test 263429, 1	25-Sep-2011	
	MISFER ALDOSSARY	PO Supplier Change	KFSHRC - Response to your change request for Purchase Order Test 263429,1	25-Sep-2011	
F	MISFER ALDOSSARY	PO Approval	KFSHRC - Standard Purchase Order 263450, 2	25-Sep-2011	
100	MISFER ALDOSSARY	PO Approval	KFSHRC - Standard Purchase Order 263442, 2	20-Sep-2011	
	MISFER ALDOSSARY	PO Approval	KFSHRC - Standard Purchase Order 263441, 1	20-Sep-2011	
	MISFER ALDOSSARY	PO Approval	KFSHRC - Standard Purchase Order 263439, 0	19-Sep-2011	
	MISFER ALDOSSARY	PO Approval	KFSHRC - BP Agreement 263430, 1	17-Sep-2011	
100	MISFER ALDOSSARY	PO Approval	KFSHRC - Blanket Purchase Agreement 263428,0 requires your acceptance	17-Sep-2011	
	MISFER ALDOSSARY	PO Approval	KFSHRC - Blanket Purchase Agreement 263425,0 requires your acceptance	15-Sep-2011	
	MISFER ALDOSSARY	PO Approval	KFSHRC - Blanket Purchase Agreement 263420,0 requires your acceptance	14-Sep-2011	
[]	MISFER ALDOSSARY	PO Approval	KFSHRC - Standard Purchase Order 263417, 0	13-Sep-2011	
100	MISFER ALDOSSARY	Sourcing Two-Stage Evaluation	Two-Stage RFO Evaluation Complete: Technical (RFQ 304015)	13-Sep-2011	
	MISFER ALDOSSARY	Sourcing Two-Stage Evaluation	Two-Stage RFO Evaluation Complete: Technical (RFQ 304015)	13-Sep-2011	
	MISFER ALDOSSARY	Sourcing Negotiation	Closed Early: RFQ 304015 (two stage soucing testing part1)	13-Sep-2011	
	MISFER ALDOSSARY	PO Approval	KFSHRC - Standard Purchase Order 263378, 1	12-Sep-2011	
17	MISFER ALDOSSARY	PO Approval	KFSHRC - Standard Purchase Order 263411, 1	11-Sep-2011	
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Navigation : Sourcing Supplier \rightarrow Worklist (Supplier will receive notification for "Published RFQ")

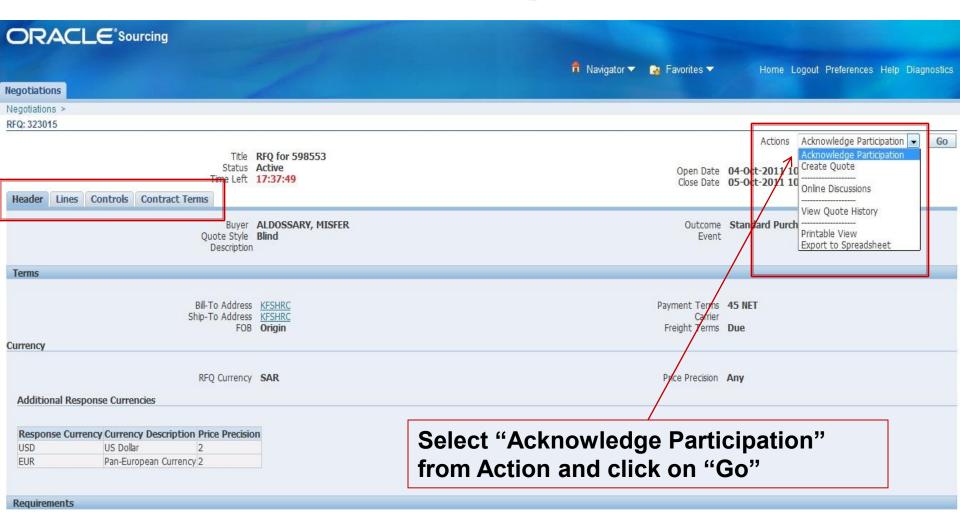
Supplier Invitation Notification

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201008	Active	SITE 1	300015	608353	RFQ	0 seconds	翻	<u>0</u>			
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Navigation : Sourcing Supplier \rightarrow Sourcing Home Page (Supplier may view open Invitations in Home Page)

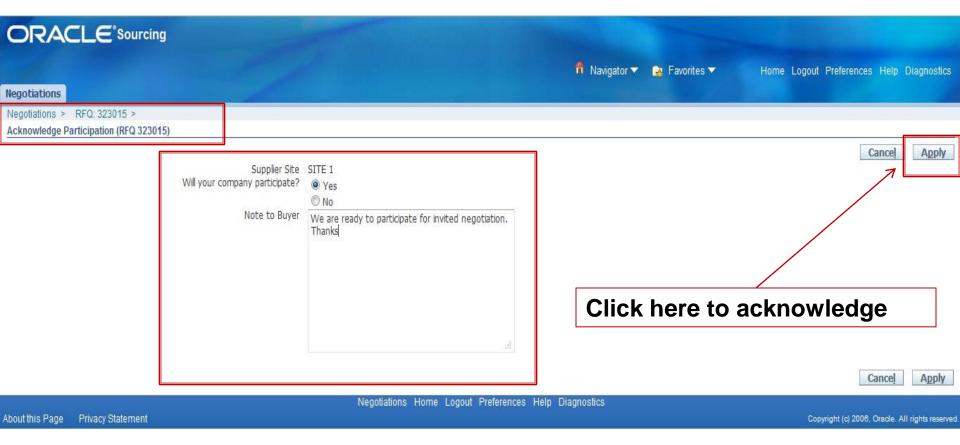
Sourcing Supplier User Guide **KFSH&RC**

Acknowledge



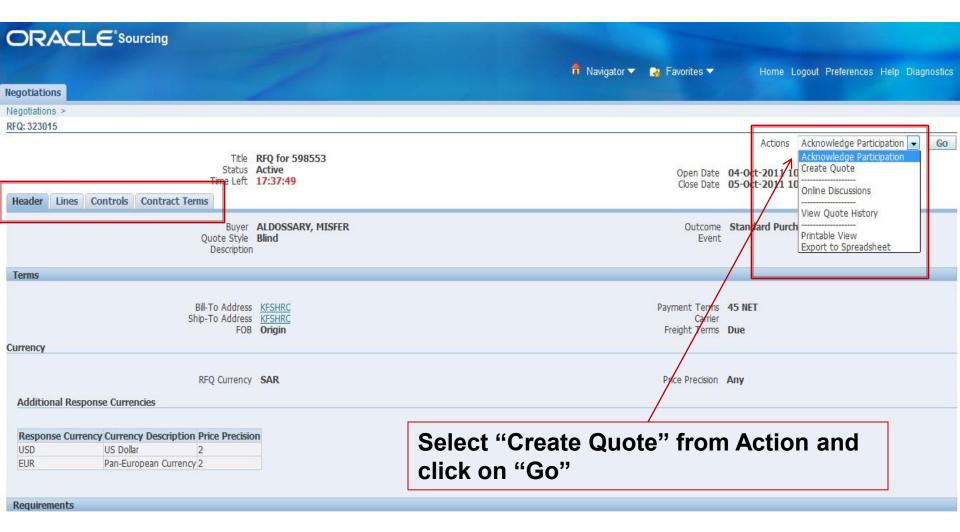
Navigation : Sourcing Supplier \rightarrow Sourcing Home Page > Open Invitations > Actions

Acknowledge



Navigation : Sourcing Supplier \rightarrow Sourcing Home Page \rightarrow Open Invitations \rightarrow Actions \rightarrow Acknowledge Participation

Quote Creation



Navigation : Sourcing Supplier \rightarrow Sourcing Home Page \rightarrow Open Invitations \rightarrow Actions \rightarrow Create Quote

Create Quote Header

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Navigation : Sourcing Supplier \rightarrow Sourcing Home Page \rightarrow Open Invitations \rightarrow Actions \rightarrow Create Quote (Header details and Header level attributes)

Create Quote Header



Navigation : Sourcing Supplier \rightarrow Sourcing Home Page \rightarrow Open Invitations \rightarrow Actions \rightarrow Create Quote (Line details and Line level attributes)

Create Quote –Line Detail

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Navigation : Sourcing Supplier \rightarrow Sourcing Home Page \rightarrow Open Invitations \rightarrow Actions \rightarrow Create Quote (Line Attributes)

Create Quote Header

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Navigation : Sourcing Supplier \rightarrow Sourcing Home Page \rightarrow Open Invitations \rightarrow Actions \rightarrow Create Quote

Review & Quote Submission

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Navigation : Sourcing Supplier \rightarrow Sourcing Home Page \rightarrow Open Invitations \rightarrow Actions \rightarrow Create Quote (Submission for bidding)

> 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

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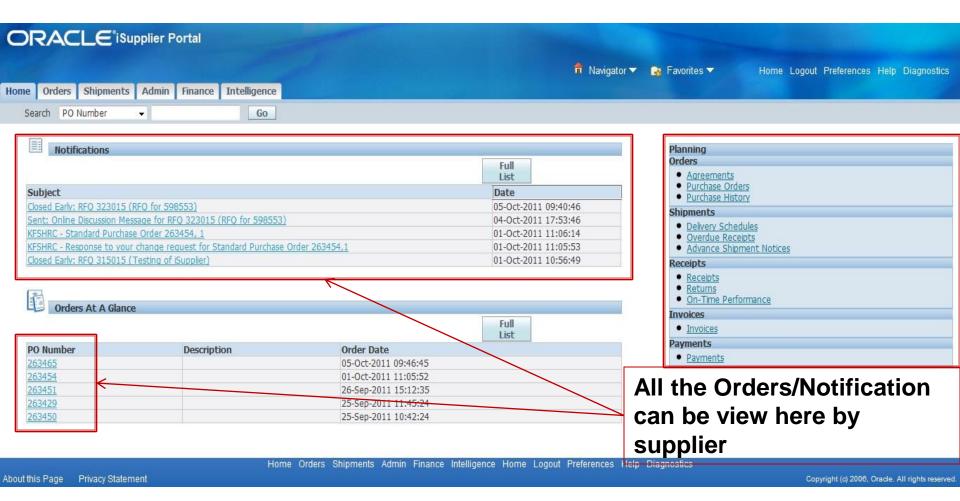
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			Click t	o Reply		

> Once the RFQ is closed Supplier will not be able to submits his Quotation.

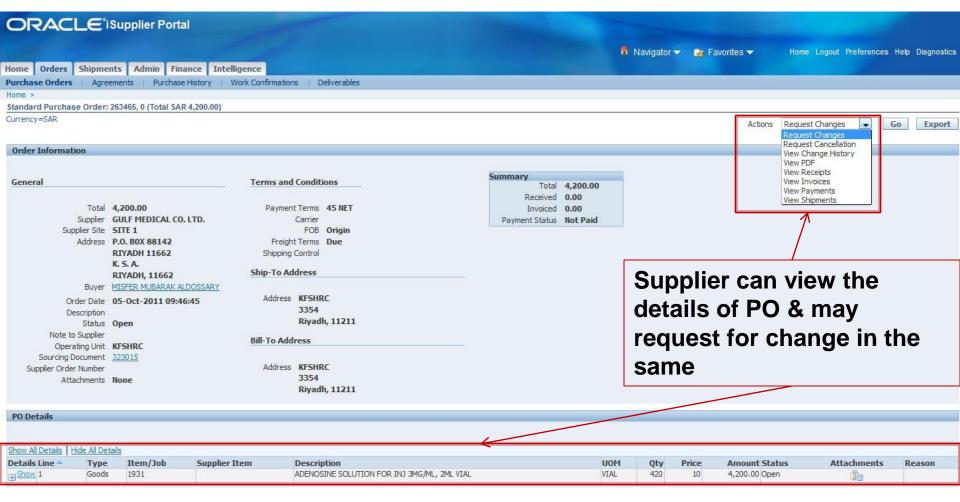
If RFQ is awarded to Supplier and PO is Approved. Supplier will be able to see his PO in KFSH iSupplier Portal Responsibility.

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

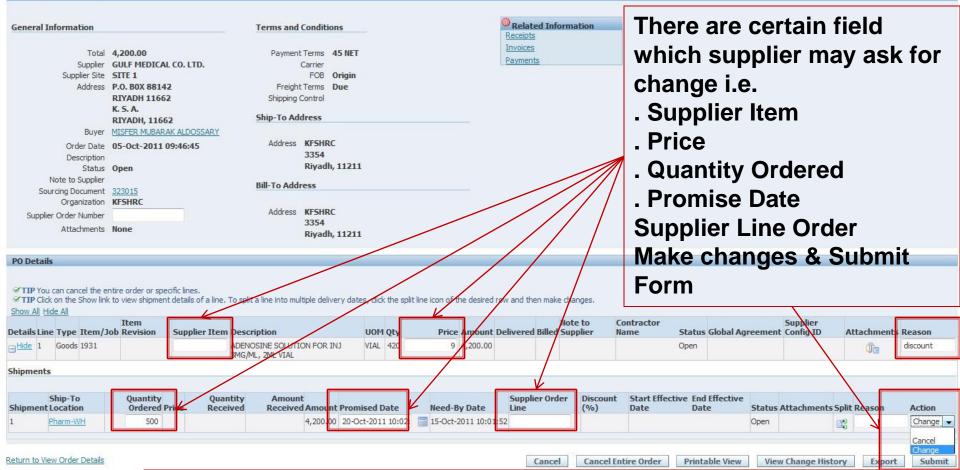
Cancel



Currency=SAR

Cancel Entire Order Printable View View Change History Export

Order Information



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

> Sourcing Supplier User Guide KFSH&RC

Submit

Advance Shipment Notice (ASN)

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	<u>261354</u>	1	1 400179	SCISSORS LARASCOPIC SURGICAL MONOPOLAR CURVED ENDO-WRIST 8MM CLINICAL FOR ROBOTIC SURGICAL SYSTEM	05-Oct-2011 11:59:00	10	0 EACH	I <u>OR-Stor-II</u>	KFSHRC	Clinical Departments (Expense)	SAR	SITE 1
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Navigation : KFSH iSupplier Portal Responsibility \rightarrow Home Page \rightarrow Shipment Tab \rightarrow Shipment Notice \rightarrow Create Advance Shipment Notice

Advance Shipment Notice (ASN)

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Advance Shipment Notice (ASN)

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Advance Shipment Billing Notice (ASBN)

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Advance Shipment Billing Notice (ASBN)

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Thanks You