Supplier Copy

User Manual

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# **iSubbliet Bortal**

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# 1. Registering in Portal

There are two ways you can register in Zain iSupplier Portal

- 1. Register in Zain iSupplier Portal (Prospective Supplier Registration).
- 2. Register after invitation from Zain.

# 1.1 Register in Zain iSupplier Portal.

## <u>URL:</u>

#### Link will be available in <u>www.kw.zain.com</u> website

Note : Get the latest URL from Zain.

|                                                                             |                                                 | and the second sec |                           |
|-----------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
|                                                                             |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Close Preferences         |
| Basic Information                                                           | Company Details                                 | Additional Informa                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | tion Attachments          |
| * Indicates required field                                                  |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Step 1 of 4 Ne <u>x</u> t |
| Blank label for instruction text                                            |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| Company Details                                                             |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| At least one tax id is required to be able to complete the registration req | Verte provided, the tax country will be used to | y name input                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                           |
| Tax Registration Number                                                     |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| Taxpayer ID                                                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| DUNS Number                                                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| Contact Information                                                         |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| Blank label for instruction text                                            |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| * Email                                                                     |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| First Name                                                                  |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| * Last Name                                                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| Phone Area Code<br>Phone Number                                             |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| Phone Extension                                                             |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
|                                                                             |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Step 1 of 4 Ne <u>x</u> t |

- Enter the required fields including Tax Registration Number.
  - Make sure Company Name and eMail Address is unique.
- Press the Next button

| Prospective Supplier Registration * Indicates required field Rank halo for instruction text                                                                           | Basic Information                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company Details                                                                                                                                                       |                                                                                                                                                            |
| At least one tax id is required to be able to complete the registration req<br>* Company Name<br>Tax Country<br>Tax Registration Number<br>Taxpayer ID<br>DUNS Number | IRST.<br>INK & SK Co.<br>Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayver ID.<br>546532 |
| Contact Information                                                                                                                                                   | $\Diamond$                                                                                                                                                 |
| Blank label for instruction text * Email<br>First Name<br>* Last Name<br>Phone Area Code<br>Phone Number<br>Phone Extension                                           | niranjan_khatai@hotmail.com<br>Niranjan<br>Khatai<br>60942412                                                                                              |
|                                                                                                                                                                       | Submit                                                                                                                                                     |
| ORACLE <sup>*</sup> iSupplier Portal                                                                                                                                  |                                                                                                                                                            |
| Confirmation<br>Thank you for registering your company. Your regist                                                                                                   | ration has been submitted for approval and you will be notified of your registration status via email in due course.                                       |

ML 1

Zain will supplier registration personnel will receive notification from you, upon his action you ٠ will get a notification to you mail provided during registration.

|         | 0                         | Filling prequalificat                                        | tion Questionna               | ires.                                   |                           |
|---------|---------------------------|--------------------------------------------------------------|-------------------------------|-----------------------------------------|---------------------------|
|         | 0                         |                                                              |                               |                                         |                           |
| FYI: A  | Action Re                 | equired: Please fill out t                                   | he Supplier pre-c             | qualification questionnaire             | <b>↑ ↓ ×</b>              |
|         | Workflo<br>To: nirar      | ow Mailer (test.wf@kw.zain.com)<br>njan_khatai@hotmail.com ¥ | Add to contacts 🕕 16:34       | РМ  ►                                   | Actions 🗸                 |
| Û       | 1 attachmen               | t (0.4 KB)                                                   |                               |                                         | Outlook.com Active View 🗸 |
| From    | ALI ABDULI                | LAH HASSAN KHALAF                                            | Company                       | Default enterprise name                 |                           |
| Sent    | niranjan_kh<br>18-JUN-201 | atai@hotmail.com<br>4 14:02:31                               | Number                        | NK & SK<br>30036                        |                           |
| Default | enterprise nar            | me has requested you to fill out a pr                        | e-qualification questionnaire | . Please follow these steps to respond: |                           |
| 1. (    | Click <u>here</u> to      | view the registration status page                            | 2.                            |                                         |                           |
| 2. (    | Click on Resp             | oond.                                                        |                               |                                         |                           |
| 3. 1    | Navigate to '             | RFI' page.                                                   |                               |                                         |                           |
| 4. (    | Click on Upda             | ate icon for RFI: 30036, NK & SK.                            |                               |                                         |                           |
| 5. /    | Answer ques               | tions and submit your response.                              |                               |                                         |                           |
| Note: 1 | This question             | naire expires on June 20, 2014 02                            | 2:00 pm Riyadh.               |                                         |                           |

Click on the link to view the registration page in order to answer all the questions asked by • Zain.

|                                   |                                     |                                                   |   | 112 3    | 12 3                                               |                  |              |                   |
|-----------------------------------|-------------------------------------|---------------------------------------------------|---|----------|----------------------------------------------------|------------------|--------------|-------------------|
|                                   |                                     |                                                   | 7 | 3115 "   | n ×                                                |                  |              |                   |
|                                   | upplier Portal                      | -                                                 |   | - Carlos |                                                    |                  | -            | Close Preferences |
| Prospective Supplier Registration | ion: Current Status                 |                                                   |   |          |                                                    |                  |              |                   |
| Thank you for registering with u  | us. Here's the current status of yo | our registration request.                         |   |          |                                                    |                  |              | Respond           |
| Registration Details and Sta      | atus                                |                                                   |   |          |                                                    |                  |              |                   |
|                                   | Company Name                        | NK & SK Co.                                       |   |          | Status                                             | Supplier to Prov | vide Details |                   |
| Contact Information               |                                     |                                                   |   |          |                                                    |                  |              |                   |
|                                   | Email<br>First Name<br>Last Name    | niranjan_khatai@hotmail.com<br>Niranjan<br>Khatai |   |          | Phone Area Code<br>Phone Number<br>Phone Extension | 60942412         |              |                   |
| Status History                    |                                     |                                                   |   |          |                                                    |                  |              |                   |
| Date<br>18-JUN-2014               | ß                                   | <b>Status</b><br>Supplier to Provide Details      |   |          |                                                    |                  | Note         |                   |
| 18-JUN-2014                       |                                     | Submitted                                         |   |          |                                                    |                  |              |                   |

# • Click on the **Respond** button

| Basic Information                                                            | Company Details                                         | Additional Information                                          | REL    | Attachments      |
|------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------|--------|------------------|
| Prospective Supplier Registration                                            | company botano                                          |                                                                 | 1.51.1 | 144000000        |
| Indicates required field                                                     |                                                         |                                                                 |        | Step 1 of 5 Next |
| lank label for instruction text                                              |                                                         |                                                                 |        |                  |
| Company Details                                                              |                                                         |                                                                 |        |                  |
| At least one tax id is required to be able to complete the registration requ | est                                                     |                                                                 |        |                  |
| * Company Name                                                               | NK & SK Co.                                             |                                                                 |        |                  |
| Tax Country                                                                  | Where provided, the tax country will be used to validat | e the format of the Tax Registration Number and/or Taxpayer ID. |        |                  |
| Tax Registration Number                                                      | 546532                                                  |                                                                 |        |                  |
| Taxpayer ID                                                                  |                                                         |                                                                 |        |                  |
| DUNS Number                                                                  |                                                         |                                                                 |        |                  |
| Contact Information                                                          |                                                         |                                                                 |        |                  |
| Blank label for instruction text                                             |                                                         |                                                                 |        |                  |
| * Email                                                                      | niranjan_khatai@hotmail.com                             |                                                                 |        |                  |
| First Name                                                                   | Niranjan                                                |                                                                 |        |                  |
| * Last Name                                                                  | Khatai                                                  |                                                                 |        |                  |
| Phone Area Code                                                              |                                                         |                                                                 |        |                  |
| Phone Number                                                                 | 60942412                                                |                                                                 |        |                  |
| Phone Extension                                                              |                                                         |                                                                 |        |                  |
| Priorie Excension                                                            |                                                         |                                                                 |        |                  |
|                                                                              |                                                         |                                                                 |        | Step 1 of Next   |

# • Click on Next button

|                             | •                         |                                                                                                                                        | 0                           |           | •            | •           |             |                        |
|-----------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------|--------------|-------------|-------------|------------------------|
| Basic Ir                    | nformation                | C                                                                                                                                      | ompany Details              | Additiona | Information  | RFI         | Attach      | ments                  |
| Prospective Supplier Re     | egistration: Additional I | Details                                                                                                                                |                             |           |              |             |             |                        |
| Blank label for instruction | n text                    | Company Name M<br>Tax Country<br>Tax Registration Number 2<br>Taxpayer ID<br>DUNS Number<br>Alternate Supplier Name [<br>Note to Buyer | IK & SK Co.<br>546532       |           |              | Save For La | ter Back St | ep 2 of 5 Ne <u>xt</u> |
|                             |                           | Note to Supplier                                                                                                                       |                             |           |              |             |             |                        |
| Address Book                |                           |                                                                                                                                        |                             |           |              |             |             |                        |
| At least one entry is re    | equired.                  |                                                                                                                                        |                             |           |              |             |             |                        |
| Address Name                |                           | Addr                                                                                                                                   | ess Details                 | Purp      | ose          | Update      |             | Delete                 |
| No results found.           |                           |                                                                                                                                        |                             |           |              |             |             |                        |
| Contact Directory           | equired.                  |                                                                                                                                        |                             |           |              |             |             |                        |
| First Name                  | Last Name                 | Phone                                                                                                                                  | Fmail                       |           | Requires Use | r Account   | Undate      | Delete                 |
| Niranjan                    | Khatai                    | 60942412                                                                                                                               | niranjan_khatai@hotmail.com |           | v            | , recourt   |             | Delete                 |



Save For Later Back Step 2 of 5 Next

#### • Press Next button

|                                     |                          |                                                                     | and the second distance in the | Close       | Preferences          |
|-------------------------------------|--------------------------|---------------------------------------------------------------------|--------------------------------|-------------|----------------------|
| •                                   | •                        | •                                                                   | •                              |             |                      |
| Supplier Profile Attributes         | Company Details          | Additional Information                                              | RFI                            | Attachmen   | its                  |
| * Indicates required field          |                          |                                                                     | Save For Later                 | Back Step 3 | 3 of 5 Ne <u>x</u> t |
| Company Additonal Information       |                          |                                                                     |                                |             |                      |
|                                     |                          |                                                                     |                                |             |                      |
| Zain Company Additional Information |                          |                                                                     |                                |             |                      |
| Time of Comments                    | Country of establishment | Authorized sector                                                   |                                |             | Delete               |
| Type of Company                     | Country of establishment |                                                                     |                                |             | Delete               |
| Ketaller<br>Type of Company         | Kuwait                   | 250000<br><-50k (Mirm) >50-500K (Small) >50K-1m (Meduim) >1m (Lama) |                                |             |                      |
| Add Another Row                     | County of Calabianinan   | <- nor functili shonanu faunuli shouzur functinili shu fendol       |                                |             |                      |
|                                     | Ν                        |                                                                     |                                |             |                      |
| Goods and Services                  | 13                       |                                                                     |                                |             |                      |
|                                     |                          |                                                                     |                                |             |                      |
| Goods and services                  |                          |                                                                     |                                | Delete      |                      |
|                                     |                          |                                                                     |                                | Ī           |                      |
| Add Another Row                     |                          |                                                                     |                                |             |                      |

Save For Later Back Step 3 of 5 Next

Press Next Button

|                                      |                 |                        |                | Close Preferences     |
|--------------------------------------|-----------------|------------------------|----------------|-----------------------|
| 0                                    | ٢               | 0                      | 0              | 0                     |
| Basic Information                    | Company Details | Additional Information | RFI            | Attachments           |
|                                      |                 |                        | Save For Later | Back Step 4 of 5 Next |
| Pre-Qualification and Evaluation RFI |                 |                        |                |                       |
| Title                                |                 |                        |                | Update                |
| NK & SK                              |                 |                        |                | 1                     |
|                                      |                 |                        | Save For Later | Back Step 4 of 5 Next |

• Click on the Update icon to answer the questionnaires from Zain

| Create Response: 15036 (RFI 30036 |                                                            |                           |          |                 |                                                        |                                                              |                 |                    |
|-----------------------------------|------------------------------------------------------------|---------------------------|----------|-----------------|--------------------------------------------------------|--------------------------------------------------------------|-----------------|--------------------|
| Header                            | Title <u>NK i</u>                                          | <u>&amp; SK</u>           |          |                 | Cancel View R<br>Time Left 1<br>Close Date 20          | RFI Respond by Spread<br>day 22 hours<br>0-Jun-2014 14:00:29 | sheet Save Draf | t <u>C</u> ontinue |
| RF:<br>Response<br>Price          | Supplier NK<br>Currency KW<br>Currency KW<br>Precision Any | & SK Co.<br>ID<br>ID<br>Y |          | Resp            | eonse Valid Until 20<br>erence Number<br>Note to Buyer | 10-Jun-2014                                                  |                 |                    |
| Attachments                       |                                                            |                           |          | <b>`</b>        |                                                        |                                                              |                 |                    |
|                                   |                                                            |                           | W        | 3               |                                                        |                                                              |                 |                    |
| Add Attachment                    |                                                            |                           |          |                 |                                                        |                                                              |                 |                    |
| Title                             | Туре                                                       | Description               | Category | Last Updated By | Last Updated                                           | Usage                                                        | Update          | Delete             |
| No results found.                 |                                                            |                           |          |                 |                                                        |                                                              |                 |                    |

• In the Header region enter Response Valid Date.

|                                                                                                                                                                                                                                                | Mr. Wire took              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 7,3                                                                                                                                                                                                                                            |                            |
| Employee count                                                                                                                                                                                                                                 | P COLLEGE                  |
| Number of skilled staff                                                                                                                                                                                                                        | 1000                       |
| Number of Unskilled staff                                                                                                                                                                                                                      | (vumenc value only) 500    |
| Total Employee                                                                                                                                                                                                                                 | (Numeric Value only) 500   |
|                                                                                                                                                                                                                                                | (Numeric Value only)       |
| Key executives Name and designation attachment                                                                                                                                                                                                 |                            |
| Professional and business scanding                                                                                                                                                                                                             | Etisalat Dubai, VIVA Saudi |
| Please provide a Top client list                                                                                                                                                                                                               |                            |
| Are there any outstanding law suits in state of kuwait or elsewhere ?                                                                                                                                                                          | NO T                       |
| Is your organization the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or<br>administration by<br>the court of ro an arrangement with creditors or of any other similar proceedings under national laws or |                            |

#### Answer the questions and press continue button. ٠

| Create Response 15036: Review and                                                                                                                                                                                                                                                        | Submit (F       | RFI 30036)  |          |                 |                        |                 |                |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|----------|-----------------|------------------------|-----------------|----------------|--------|
|                                                                                                                                                                                                                                                                                          |                 |             |          |                 | Cancel Back Val        | date Save Draft | Printable View | Submit |
| they dow                                                                                                                                                                                                                                                                                 |                 |             |          |                 |                        |                 |                |        |
| Header                                                                                                                                                                                                                                                                                   |                 |             |          |                 |                        |                 |                |        |
| Title     NK & SK     Time Left     1 day 22 hour       Suppler     NK & SK Co.     Close Date     20-Jun-2014       REFL Qurrency     KWD     Response Valid Until     20-Jun-2014       Response Currency     KWD     Reference Number       Price Precision     Any     Note to Buyer |                 |             |          |                 | urs<br>4 14:00:29<br>4 |                 |                |        |
| Attachments                                                                                                                                                                                                                                                                              |                 |             |          |                 |                        |                 |                |        |
|                                                                                                                                                                                                                                                                                          |                 |             |          |                 |                        |                 |                |        |
| Title                                                                                                                                                                                                                                                                                    | Туре            | Description | Category | Last Updated By | Last Updated           | Usage           | Update         | Delete |
| No results found.                                                                                                                                                                                                                                                                        |                 |             |          |                 |                        |                 |                |        |
| Requirements Show Al Detais Hide Al Detais Detais Section Show Xorganization and Mangemen Show Xorgenerice and Track record Show Major Contracts Show References Show References Show References Show References Show References Show Professional and Business sta                      | t<br>I<br>nding |             |          |                 |                        |                 |                |        |
|                                                                                                                                                                                                                                                                                          |                 |             |          |                 | Cancel Back Vali       | date Save Draft | Printable View | Submit |

Press Submit Button •

| •                                    | ٢               | •                      | 0             |                         |
|--------------------------------------|-----------------|------------------------|---------------|-------------------------|
| Basic Information                    | Company Details | Additional Information | RFI           | Attachments             |
|                                      |                 |                        | Save For Late | r Back Step 4 of 5 Next |
| Pre-Qualification and Evaluation RFI |                 |                        |               |                         |
| Title                                |                 |                        |               | Update                  |
| NK & SK                              |                 |                        |               | /                       |
|                                      |                 |                        | Save For Late | r Back Step 4 of S Next |

Press Next Button. •

|                   |      |             | No and a second |                 | where the           |       |              | -                                     | 14           |
|-------------------|------|-------------|-----------------|-----------------|---------------------|-------|--------------|---------------------------------------|--------------|
|                   |      |             | -               |                 | - 711 700           |       |              | · · · · · · · · · · · · · · · · · · · | えき           |
|                   |      |             |                 |                 |                     |       |              | 3                                     |              |
|                   |      |             |                 |                 |                     |       | 1            |                                       | $\mathbf{Q}$ |
| •                 |      |             | •               |                 | 0                   |       | 0            |                                       |              |
| Basic Information |      |             | Company Details | Addi            | itional Information | RFI   | Attachm      | ents                                  |              |
|                   |      |             |                 |                 |                     |       | Submit B     | ack Step 5 of 5                       | 5            |
| Attachments       |      |             |                 |                 |                     |       |              |                                       |              |
|                   |      |             |                 |                 | N                   |       |              |                                       |              |
|                   |      |             |                 |                 | 43                  |       |              |                                       |              |
| Add Attachment    |      |             |                 |                 |                     |       |              |                                       |              |
| itle              | Туре | Description | Category        | Last Updated By | Last Updated        | Usage | Update       | Delete                                |              |
| Io results found. |      |             |                 |                 |                     |       |              |                                       |              |
|                   |      |             |                 |                 |                     |       |              |                                       |              |
|                   |      |             |                 |                 |                     |       | Submit B     | ack Step 5 of 5                       | 5            |
|                   |      |             |                 |                 |                     |       | out interest |                                       | ·            |

• Press Submit button.

Confirmation
Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

# Upon approval from Zain, you will get notification to your mail with an USER ID and PASSWORD for the portal.

| FYI: Default enterprise name Supplier Collaboration Network: Confirmation of Registration                                                                                    | ↑ ↓ ×                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Workflow Mailer (test.wf@kw.zain.com) Add to contacts ) 18:04PM                                                                                                              | Actions 🗸                 |
| 1 attachment (0.4 KB)                                                                                                                                                        | Outlook.com Active View 🗸 |
| To         NIRANJAN KHATAI           Sent         18-JUN-2014 15:32:43           JD         14895988                                                                         |                           |
| You have been registered at Default enterprise name for access to their supplier collaboration network. You can log on with the username NIRANJAN_KHATAI@ password Hp8\$CD5. | HOTMAIL.COM and the       |
| When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.                                 |                           |
| Thank you.                                                                                                                                                                   |                           |

Hit the Link, login with the credentials provided in mail, immediately it will ask to reset the password. Reset the password according to your choice.

In case of Invitation from Zain, you will get a link which lead same steps above to register. In both cases Zain has to approve to start business.

After approval you can

# 2. iSupplier Portal

Oracle iSupplier Portal is a communication tool that enables Zain and its suppliers to communicate with each other throughout the procure-to-pay process. It allows suppliers to view and manage purchase orders, receipts, invoices and delivery schedules in a real-time system that is available all the time.

Pre-Requisites:

- 1. Supplier must be registered with Zain.
- 2. Supplier should have at least one user registered.

#### Zain iSupplier Portal : Link will be available in www.kw.zain.com website

#### 2.1 Home Page.

After Login in with the supplier Credential, Go to **iSupplier Portal Full Access** Responsibility.

#### Navigation: iSupplier Portal Full Access → Home Page

| e Orders Shipments<br>Search PO Number | s Planning Finance Proc              | luct Intelligence Admin          | 🙃 Navigator 👻        | Favorites                                | Home Logout Preferences Help         |
|----------------------------------------|--------------------------------------|----------------------------------|----------------------|------------------------------------------|--------------------------------------|
| Notifications                          |                                      |                                  | Full List            | Planning<br>• Forecast Sc                | hertules                             |
| Subject                                |                                      |                                  | Date                 | Orders                                   |                                      |
| Reminder: Please acknowle              | edge intent to participate in RFI 29 | 027 (Zain Products and services) | 15-Jun-2014 14:10:36 | Agreement                                |                                      |
| OA Framework Message for               | r Testing Workflow Notification Ma   | iler - TEST                      | 04-Jun-2014 15:22:04 | Agreements     Purchase O                | 2<br>irders                          |
| PLSQL Message for Testing              | Workflow Notification Mailer - TES   | <u>T</u>                         | 04-Jun-2014 15:22:04 | Purchase H                               | istory                               |
| Closed Early: RFI 15019 (Z             | (ain)                                |                                  | 18-May-2014 15:44:00 | Chinmonto                                |                                      |
| Closed Early: RFI 15018 (Z             | <u>'ain)</u>                         |                                  | 18-May-2014 15:39:00 | Delivery Sci<br>Overdue Re<br>Advance St | hedules<br>acelpts<br>apment Notices |
| Orders At A Glance                     | ce                                   |                                  |                      | Receipts                                 |                                      |
|                                        |                                      | T                                | Full List            | Receipts                                 |                                      |
| PO Number                              | Description                          | Order My Orders Summay           |                      | <u>Returns</u>                           |                                      |
| 53630                                  |                                      | 18-May-2014 11.30.31             |                      | On-Time Pe                               | erformance                           |
| 53623                                  |                                      | 22-Apr-2014 11:04:08             |                      | Invoices                                 |                                      |
| 53622                                  |                                      | 21-Apr-2014 12:00:51             |                      | Invoices                                 |                                      |
| 53621                                  |                                      | 20-Apr-2014 10:12:50             |                      | Deversete                                |                                      |
| 53620                                  |                                      | 19-Apr-2014 13:53:03             |                      | Payments                                 |                                      |

- In the notification region, Supplier can view all the open notifications. It may be any information purpose or for action purpose also.
  - Click on the subject link to view the notification
  - Click on Full List button to access the notification page. You can view the complete list of notifications.
- In the Orders **at a Glance** region, it shows 5 most recent purchase orders.
  - Click a PO number link to view the purchase order details.
  - o Click the Full List button to view the Purchase Orders page.
- Right side region shows the quick links by which you can directly navigate to same page.

Zain iSupplier Portal User Guide



Navigation: iSupplier Portal Full Access → Orders (Tab) → Purchase Orders (Sub tab).

| 0     | RAC          | Ľ€       | <b>∃</b> * iSup     | plier Portal      | -            | 5                    | n,                                | lavigator 🔻 | 🍛 Favorite | es 🔻 Home L                | .ogout Preferenc | es Help         |
|-------|--------------|----------|---------------------|-------------------|--------------|----------------------|-----------------------------------|-------------|------------|----------------------------|------------------|-----------------|
| Home  | e Orders     | Shi      | pments P            | lanning Finance   | Product      | Intelligence Admin   |                                   |             |            |                            |                  |                 |
| Purcl | hase Order   | rs I     | Work Orders         | Agreements        | Purchase His | story   Work Confirm | nations   Deliverables   Deliv    | erables   T | imecards   | RFQ                        |                  |                 |
| Purc  | hase Orde    | rs       |                     |                   |              |                      |                                   |             |            |                            |                  |                 |
|       |              |          |                     |                   |              |                      |                                   |             |            | M                          | ultiple PO Chang | Export          |
| Vie   | WS           |          |                     |                   |              |                      |                                   |             |            |                            |                  |                 |
|       | ALD          | -        |                     |                   |              |                      |                                   |             |            |                            |                  | and Count       |
| VK    | w jai pur    | chase O  | rders               | <b>v</b>          | GO           |                      |                                   |             |            |                            | Advar            | iced Search     |
| Colo  | et Ordore    | Acker    | ouladaa             | Dequest Cancellat | ion Dogu     | act Changes Me       | u Chango History                  |             |            |                            |                  |                 |
| Sele  | PO           | ACKII    | Operating           | Document          | ion Requ     | lest changes View    | v Change ristory                  |             |            |                            | Acknowledge      |                 |
| Selec | t Number     | Rev      | v Unit              | Туре              | Description  | Order Date           | Buyer                             | Currency    | Amount     | Status                     | Ву               | Attachments     |
| 0     | <u>53630</u> | <u>0</u> | Zain Kuwait<br>(OU) | Standard PO       |              | 18-May-2014 11:36:3  | 1 ALI ABDULLAH HASSAN KHALAF      | KWD         | 100.000    | Open                       |                  |                 |
| 0     | <u>53623</u> | Q        | Zain Kuwait<br>(OU) | Standard PO       |              | 22-Apr-2014 11:04:08 | ABDALLA FAHED SHUWAIMI<br>ALAAZMY | KWD         | 673.000    | Buyer Change Pending       |                  | Û.              |
| 0     | <u>53622</u> | <u>0</u> | Zain Kuwait<br>(OU) | Standard PO       |              | 21-Apr-2014 12:00:51 | ABDALLA FAHED SHUWAIMI<br>ALAAZMY | KWD         | 673.000    | Buyer Change Pending       |                  | Ú:              |
| 0     | <u>53621</u> | 1        | Zain Kuwait<br>(OU) | Standard PO       |              | 20-Apr-2014 10:12:50 | ABDALLA FAHED SHUWAIMI<br>ALAAZMY | KWD         | 673.000    | Buyer Change Pending       |                  | () <sub>D</sub> |
| 0     | <u>53620</u> | Q        | Zain Kuwait<br>(OU) | Standard PO       |              | 19-Apr-2014 13:53:03 | ABDALLA FAHED SHUWAIMI            | KWD         | 673.000    | Requires<br>Acknowledgment |                  | Úc.             |
| 0     | <u>53619</u> | <u>0</u> | Zain Kuwait<br>(OU) | Standard PO       |              | 17-Apr-2014 14:35:54 | ABDALLA FAHED SHUWAIMI<br>ALAAZMY | KWD         | 673.000    | Open                       |                  | Ú.              |
| 0     | <u>53617</u> | 1        | Zain Kuwait<br>(OU) | Standard PO       |              | 16-Apr-2014 14:13:39 | ABDALLA FAHED SHUWAIMI            | KWD         | 673.000    | Supplier Change Pending    |                  |                 |
| 0     | <u>53614</u> | 2        | Zain Kuwait         | Standard PO       |              | 15-Apr-2014 17:33:47 | ABDALLA FAHED SHUWAIMI            | KWD         | 673.000    | Closed                     |                  |                 |

This page allows you to view and do certain transactions associated to Purchase Orders, Agreements and Releases. You can search as per your requirement by Advanced Search. In the Summary page you can see all the purchase order with corresponding status, there are possible following statues of a purchase order.

- Requires Acknowledgement: Pending acknowledgement by the supplier.
- Acknowledged: Supplier has acknowledged the purchase order, but not all items were accepted.
- Partially Acknowledged: Supplier has not acknowledged all the items on the purchase order. The supplier must open the PO and respond to all lines before any actions can be processed for the PO.
- Accepted: Supplier has acknowledged the purchase order and accepted all items.
- Rejected: Supplier has acknowledged the purchase order and rejected all items.
- Supplier Change Pending: Supplier has requested a change to the purchase order, and the buyer has not yet responded to the request.
- Buyer Change Pending: A buyer has made a change to the PO and the PO is currently in the process of being re-approved.
- Open: Displays for purchase orders that do not require acknowledgement
- Closed: Displays for purchase orders that have been closed



# 2.2.1 Open, View and Print Order.

To view the Purchase Order, click on the Purchase Order Number Link, it will open the Purchase Order.

| Home Orders Shinmen                                     | te Dlanning Finance Droduct                   | Intelligence Admin                                  |                                                     |              |                              |                                  |         |           |
|---------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------|------------------------------|----------------------------------|---------|-----------|
| Purchase Orders   Work                                  | Orders Agreements Durchase                    | History   Work Confirmati                           | ons   Deliverables                                  | Deliverables | Timecards   REC              |                                  |         |           |
| Orders: Purchase Orders >                               | orders - Agreements - Furchase                | riscory   work commude                              |                                                     | Deliverables | Timeedius   Krq              | 2                                |         |           |
| Standard Purchase Order:                                | 53630. 0 (Total KWD 100.000)                  |                                                     |                                                     |              |                              |                                  |         |           |
| Currency=KWD                                            |                                               |                                                     |                                                     |              | Act                          | ions Request Ch                  | anges 🔽 | Go Export |
| Order Information                                       |                                               |                                                     |                                                     |              |                              |                                  |         |           |
| General Total                                           | 100.000                                       | Terms and Conditions Payment Terms Net 3            | 30                                                  |              | Summary<br>Total<br>Received | <b>100.000</b><br><u>100.000</u> |         |           |
| Supplier<br>Supplier Site                               | Seer Tree<br>Dubai                            | Carrier<br>FOB<br>Ereight Torms                     |                                                     |              | Invoiced<br>Payment Status   | 0.000<br>Not Paid                |         |           |
| Buyer                                                   | Dubai, 06656<br>ALI ABDULLAH HASSAN<br>KHALAF | Shipping Control                                    |                                                     |              |                              |                                  |         |           |
| Order Date<br>Description<br>Status<br>Note to Supplier | 18-May-2014 11:36:31<br>Open                  | Address P.O Box 222<br>Safat 13083<br>, 6 13083     | 44                                                  |              |                              |                                  |         |           |
| Operating Unit<br>Sourcing Document                     | Zain Kuwait (OU)                              | Bill-To Address                                     |                                                     |              |                              |                                  |         |           |
| Supplier Order Number<br>Attachments                    | None                                          | Address P.O Box 222<br>بندی 800023<br>مة, 6 13083 6 | 244, Safat 13083<br>فطعة 6 شارع المطار مر<br>العاصد | الشويخ ف     |                              |                                  |         |           |

• From the Actions LOV, select **View PDF**, and then press GO button. IT will give you PDF output of the purchase Order.

| Home Orders Shipme               | nts Planning Finance           | Product Intelligence  | Admin            |                  |             |            |             |                |             |           |
|----------------------------------|--------------------------------|-----------------------|------------------|------------------|-------------|------------|-------------|----------------|-------------|-----------|
| Purchase Orders   Work           | Orders   Agreements            | Purchase History   Wo | rk Confirmations | Deliverables     | Deliverable | s   Timeca | irds   RFQ  |                |             |           |
| Orders: Purchase Orders >        |                                |                       |                  |                  |             |            |             | Request Ch     | hanges      |           |
| Standard Purchase Order          | : 53630, 0 (Total KWD 100.0    | 00)                   |                  |                  |             |            |             | Request Ca     | ancellation |           |
| Currency=KWD                     |                                |                       |                  |                  |             |            | Actio       | ns View PDF    | Je history  | Go Export |
|                                  |                                |                       |                  |                  |             |            | 1000        | View Receip    | ots         | de Espore |
| Order Information                |                                |                       |                  |                  |             |            |             | View Invoid    | es          |           |
| order mormation                  |                                |                       |                  |                  |             |            |             | View Paym      | ents        |           |
| Ceneral                          |                                | Terms and Co          | nditions         |                  |             | Summa      | ary         | view Shiph     | icites      |           |
| General                          |                                | Territs and Co        | muluons          |                  |             |            | Total       | 100.000        |             |           |
| Total                            | 100.000                        | Payment T             | erms Net 30      |                  |             |            | Received    | 100.000        |             | ĩ         |
| Supplier                         | Seer Tree                      | C                     | arrier           |                  |             |            | Invoiced    | D.000          |             | -         |
| Supplier Site                    | Dubai                          |                       | FOB              |                  |             | Payr       | ment Status | Not Paid       |             |           |
| Address                          | Dubai                          | Freight T             | erms             |                  |             |            |             |                |             |           |
|                                  | Dubai, 06656                   | Shipping Co           | ontrol           |                  |             |            |             |                |             |           |
| Buyer                            | ALI ABDULLAH HASSAN            | Shin-To Addr          | DEE              |                  |             |            |             |                |             |           |
| Order Date                       | KHALAF<br>19 May 2014 11:26:21 | Ship To Addi          | 633              |                  |             |            |             |                |             |           |
| Description                      | 10-May-2014 11:50:51           | Address P             | O Box 22244      |                  |             |            |             |                |             |           |
| Status                           | Open                           | S                     | afat 13083       |                  |             |            |             |                |             |           |
| Note to Supplier                 | open                           | ,                     | 6 13083          |                  |             |            |             |                |             |           |
| Operating Unit                   | Zain Kuwait (OU)               | Bill To Addres        | ~                |                  |             |            |             |                |             |           |
| Sourcing Document                |                                | DIIF TO AUUTO         | 55               |                  |             |            |             |                |             |           |
| Supplier Order Number            |                                | Address I             | P.O Box 22244,   | Safat 13083      |             |            |             |                |             |           |
| Attachments                      | None                           | 4                     | طار مبنی 800023  | قطعة 6 شارع المد | الشويخ      |            |             |                |             |           |
|                                  |                                |                       | لعاصمة, 6 13083  | 1                |             |            |             |                |             |           |
| PO Details                       |                                |                       |                  |                  |             |            |             |                |             |           |
|                                  |                                |                       |                  |                  |             |            |             |                |             |           |
| Chow All Datails   Hida All Data | de.                            |                       |                  |                  |             |            |             |                |             |           |
| Show All Details   Hite All Deta | 115                            | Course From The sec   | Description      |                  | 01.         | p.t.,      |             |                |             | D         |
| Details Line A Type              | Item/Job                       | Supplier Item         | Description      | UOM              | Qty         | Price      | Amount St   | atus           | Attachments | Reason    |
| H SHOW I GOODS                   | ADM-003-0016                   |                       | TEA STRAINER     | EACH             | 10          | 10         | 100.000 0   | Den            |             | 1         |
|                                  |                                |                       |                  |                  |             |            |             |                |             | PODe      |
| Return to Orders: Purchase Or    | rders                          |                       |                  |                  |             |            | Actio       | view Receir    | nts 🗸       | Go Export |
|                                  |                                |                       |                  |                  |             |            | Action      | is Then Receit |             | GO Export |

• You can View Change History, Receipts, Invoices, and Payments by selecting respective Actions from LOV.



# 2.2.2 Acknowledge Purchase Order.

You receive an e-mail notification when a purchase order requires your response. The email notification contains a link which can be used to acknowledge the purchase order. Some purchase orders include a date by which your response is required. When you acknowledge a purchase order, you communicate to Zain that you have received, reviewed and accepted or rejected the purchase order. You can also request changes at the time that you acknowledge a purchase order. This action is valid for POs with status of *Requires Acknowledge*.

• To find out all the Purchase Order which are required to Acknowledge, Select **Purchase Orders to Acknowledge** from View LOV and Press Go Button.

| Home  | Orders                            | Ship                       | oments Plan                                   | ning Finance        | Product      | Intelligence Admin   |                                     |           |          |                      | 1000              |             |
|-------|-----------------------------------|----------------------------|-----------------------------------------------|---------------------|--------------|----------------------|-------------------------------------|-----------|----------|----------------------|-------------------|-------------|
| Purch | ase Orders                        |                            | Nork Orders                                   | Agreements          | Purchase His | story   Work Confirm | nations   Deliverables   Deliver    | ables   T | imecards | RFQ                  |                   |             |
| Purch | ase Order                         | 5                          |                                               |                     |              |                      |                                     |           |          |                      |                   |             |
|       |                                   |                            |                                               |                     |              |                      |                                     |           |          | М                    | ultiple PO Change | Export      |
| View  | IS.                               |                            |                                               |                     | _            |                      |                                     |           |          |                      |                   |             |
| Vie   | All Purch<br>v Purchas<br>Purchas | iase O<br>e Orde<br>e Orde | rders<br>ers to Acknowled<br>ers Pending Supp | lge<br>plier Change | Go           |                      |                                     |           |          |                      | Advar             | nced Search |
| Selec | Order:                            | Ackno                      | owledge Re                                    | equest Cancellati   | ion Requ     | iest Changes View    | v Change History                    |           |          |                      |                   |             |
|       | РО                                | _                          | Operating                                     | Document            |              |                      |                                     | _         |          |                      | Acknowledge       |             |
| Selec | Number                            | Rev                        | Unit                                          | Туре                | Description  | Order Date           | Buyer                               | Currency  | Amount   | Status               | Ву                | Attachments |
| 0     | <u>53630</u>                      | <u>0</u>                   | Zain Kuwait<br>(OU)                           | Standard PO         |              | 18-May-2014 11:36:3  | 1 <u>ALI ABDULLAH HASSAN KHALAF</u> | KWD       | 100.000  | Open                 |                   |             |
| 0     | <u>53623</u>                      | <u>0</u>                   | Zain Kuwait<br>(OU)                           | Standard PO         |              | 22-Apr-2014 11:04:08 | ABDALLA FAHED SHUWAIMI<br>ALAAZMY   | KWD       | 673.000  | Buyer Change Pending |                   | Ú.          |
| 0     | <u>53622</u>                      | <u>0</u>                   | Zain Kuwait<br>(OU)                           | Standard PO         |              | 21-Apr-2014 12:00:51 | ABDALLA FAHED SHUWAIMI<br>ALAAZMY   | KWD       | 673.000  | Buyer Change Pending |                   | Ú3          |
| 0     | <u>53621</u>                      | 1                          | Zain Kuwait<br>(OU)                           | Standard PO         |              | 20-Apr-2014 10:12:50 | ABDALLA FAHED SHUWAIMI<br>ALAAZMY   | KWD       | 673.000  | Buyer Change Pending |                   | Ú,          |

• Select the Purchase Order you want to acknowledge, by selecting the radio button to the left of PO, and then press **Acknowledge** button.

| Views  | ;           |          |                     |        |                  |             |             |          |                                   |          |         |                            |             |             |
|--------|-------------|----------|---------------------|--------|------------------|-------------|-------------|----------|-----------------------------------|----------|---------|----------------------------|-------------|-------------|
| View   | Purcha      | ase Ord  | ers to Ackno        | wledge | e 🗸              | GO          |             |          |                                   |          |         |                            | Advan       | ced Search  |
| Select | Order:      | Ackn     | owledge             | Req    | uest Cancellatio | on Reque    | est Changes | View     | Change History                    |          |         |                            |             |             |
|        | РО          |          |                     |        | Document         |             |             |          |                                   |          |         |                            | Acknowledge |             |
| Select | lumber      | Re       | v Operating         | ) Unit | Туре             | Description | Order Date  |          | Buyer                             | Currency | Amount  | Status                     | Ву          | Attachments |
| ۲      | <u>3620</u> | <u>0</u> | Zain Kuwait<br>(OU) | t      | Standard PO      | D           | 19-Apr-2014 | 13:53:03 | Abdalla Fahed Shuwaimi<br>Alaazmy | KWD      | 673.000 | Requires<br>Acknowledgment |             | Ú,          |

• You can acknowledge by Entre Order or By Shipment (Partial Acknowledge or any change request for shipments)

| Purchase Orders   Work                                                                                                                   | Orders Agreements Purch                                                                                                              | hase History   Work Confirmations   Deliverables   Deliverables   Timecards   RFQ                                                                                                                                                                              |  |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Acknowledge for Standard<br>Currency=KWD                                                                                                 | l Purchase Order : 53620,0 (Tota                                                                                                     | al KWD 673.000)         Cancel       Reject Entire Order         Accept Entire Order       Printable View         View Change History       Export         Submit                                                                                              |  |
| Order Information                                                                                                                        |                                                                                                                                      |                                                                                                                                                                                                                                                                |  |
| General Information<br>Total<br>Supplier<br>Supplier Site<br>Address<br>Buyer<br>Order Date<br>Description<br>Status<br>Note to Supplier | 673.000<br>Seer Tree<br>Dubai<br>Dubai, 06656<br>ABDALLA FAHED SHUWAIMI<br>ALAZMY<br>19-Apr-2014 13:53:03<br>Requires Acknowledgment | Terms and Conditions       Manage Deliverables         Payment Terms       Net 30         Carrier       FOB         Freight Terms       Shipping Control         Ship-To Address       Address         Address       P.O Box 22244         Safat 13083       ' |  |
| Supplier Order Number                                                                                                                    | Zain Hawait (89)                                                                                                                     | Bill-To Address<br>Address P.O Box 22244, Safat 13083<br>800023 الشويخ قطعة 6 شارع المطار مبدى<br>13083 6 العاصمة, 1                                                                                                                                           |  |

Optionally enter your Order Number for reference in Supplier Order Number field.

- Click on the Manage Deliverable button in case you need to provide any deliverable.
- Press Accept Entire Order to acknowledge Entire Order. •

| Purchase Orders    | Work Orders   A    | greements | Purchase History  | Work Confirmations | Deliverables | Deliverables | Timecards | RFQ |    |             |
|--------------------|--------------------|-----------|-------------------|--------------------|--------------|--------------|-----------|-----|----|-------------|
| Orders: Purchase C | Orders >           |           |                   |                    |              |              |           |     |    |             |
| Acknowledge Pu     | rchase Order 53620 |           |                   |                    |              |              |           |     |    |             |
|                    |                    |           |                   |                    |              |              |           |     | Ca | ncel Submit |
| Description        |                    |           |                   |                    |              |              |           |     |    |             |
| Currency           | KWD                |           |                   |                    |              |              |           |     |    |             |
| Amount             | 673.000            |           |                   |                    |              |              |           |     |    |             |
| Order Date         | 19-Apr-2014 13:53  | 8:03      |                   |                    |              |              |           |     |    |             |
| Action             | Accept             |           |                   | I                  |              |              |           |     |    |             |
| Note to Buyer      | Accepted.          |           | $\langle \rangle$ |                    |              |              |           |     |    |             |
|                    |                    |           |                   |                    |              |              |           |     | Ca | ncel Submit |

- If you want to convey any message, enter the message in Note to Buyer Field ٠
- Press Submit button to Acknowledge. •

#### 2.2.3 View Blanket Agreement and Releases.

If Supplier Company has blanket agreements with Zain, Supplier can access the agreements and releases from the Agreements page.

Navigation: iSupplier Portal Full Access→Orders Tab → Agreements Subtab

|                                                                                                                                                                      | 3 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                                                                                                                                                                      | 1 |
| The second s                                                       | 1 |
| Home Orders Shipments Planning Finance Product Intelligence Admin                                                                                                    |   |
| Purchase Orders   Work Orders   Agreements   Purchase History   Work Confirmations   Deliverables   Deliverables   Timecards   RFQ                                   |   |
| Supplier Agreements                                                                                                                                                  |   |
| Export                                                                                                                                                               |   |
| Simple Search                                                                                                                                                        |   |
| Note that the search is case insensitive                                                                                                                             |   |
| PO Number                                                                                                                                                            |   |
| Global                                                                                                                                                               |   |
| Effective-From Date                                                                                                                                                  |   |
| Effective-To Date                                                                                                                                                    |   |
| Go Clear                                                                                                                                                             |   |
| PO Number Revision Global Description Buyer Order Date Currency Amount Agreed Amount Released Effective-From Date Effective-To Date Status Attachments Upload Status |   |
| No search conducted.                                                                                                                                                 |   |

Enter the Agreement number or Order Dates then press GO button. It will show all the ٠ agreements.

| PO         |                |                 |                          |                      |          | Amount | Amount      | Effective-From | Effective-To |        |             | Upload |
|------------|----------------|-----------------|--------------------------|----------------------|----------|--------|-------------|----------------|--------------|--------|-------------|--------|
| Number     | Regision Globa | I Description   | Buyer Supplier Agreem    | ents Results e       | Currency | Agreed | Released    | Date           | Date         | Status | Attachments | Status |
| <u>998</u> | <u>1</u> Yes   |                 | BADER ABDULLA<br>ALSAHAF | 19-May-2014 09:27:18 | KWD      |        | 190,100.000 |                |              | Open   |             |        |
| <u>997</u> | <u>0</u> No    | APM CRP<br>Test | BADER ABDULLA<br>ALSAHAF | 15-May-2014 14:58:38 | KWD      |        |             |                |              | Open   |             |        |

- Click on the Order Number, it will show all the details •
- From actions LOV, you can view the PO in PDF output, Invoices, Receipts, and Payments. •

| Standard Purchase Order                                         | : 1001, 0 (Total KWD 100.000)                                         |                                                         |                                                                  |                                                 |                                       |                 |    |        |
|-----------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------|---------------------------------------|-----------------|----|--------|
| Currency=KWD                                                    |                                                                       |                                                         |                                                                  | Actions                                         | View Change Sto                       | ory<br>sactions | Go | Export |
| Order Information                                               |                                                                       |                                                         |                                                                  |                                                 | View Invoices                         | Succions        |    |        |
| Conoral                                                         |                                                                       | Tarms and Conditions                                    |                                                                  | Summary                                         | View Payments<br>View Shipments       |                 |    |        |
| General<br>Total<br>Supplier<br>Supplier Site<br>Address        | 100.000<br>SMARTSYS SOLUTIONS<br>FZE<br>Dubai<br>Dubai                | Payment Terms<br>Consumption Advice<br>Shipping Control | Net<br>30<br>Yes                                                 | Total<br>Received<br>Invoiced<br>Payment Status | 100.000<br>0.000<br>0.000<br>Not Paid |                 |    |        |
| Buyer<br>Order Date<br>Description<br>Status<br>Note to Suppler | Dubai, 16111<br>BADER ABDULLA ALSAHAF<br>18-May-2014 10:22:56<br>Open | Address P.O Box :<br>800023 (<br>13083 6                | 22244, Safat 13083<br>الشويخ قطعة 6 شارع المطار مبير<br>العاصمة, |                                                 |                                       |                 |    |        |

# 2.2.4 Create Work Confirmation.

You can create work confirmation only for the Complex Purchase Orders.

Navigation: iSupplier Portal Full Access→Orders Tab → Purchase Orders Subtab

|                |                  |            |                |                 | *             |                          |                           |          |             |          |                 |               |
|----------------|------------------|------------|----------------|-----------------|---------------|--------------------------|---------------------------|----------|-------------|----------|-----------------|---------------|
| ome Orders     | Shipments Pla    | nning Fir  | ance Prod      | duct Intellig   | ence Admi     | in and the second second |                           |          |             |          |                 | 4-447PA       |
| urchase Orders | Agreements       | Purchase   | History   \    | Work Confirmati | ions   Delive | erables   Deliverables   | RFQ                       |          |             |          |                 |               |
| urchase Orders |                  |            |                |                 |               |                          |                           |          |             |          | Multiple DO Cha | ngo Evport    |
|                |                  |            |                |                 |               |                          |                           |          |             |          | Protuple PO Cha | Export        |
| Views          |                  |            |                |                 |               |                          | N                         |          |             |          | _               |               |
| View All Purch | ase Orders       |            | G              | D               |               |                          | 2                         |          |             |          | Adv             | vanced Search |
|                |                  |            |                |                 |               |                          |                           |          |             |          |                 |               |
| elect Order: 🚺 | Acknowledge      | Request Ca | ncellation     | Request Ch      | nanges Vie    | ew Change History        |                           |          |             |          |                 |               |
| elect PO Numbe | er Rev Operation | g Unit E   | ocument Ty     | ype             | Description   | Order Date               | Buyer                     | Currency | Amount      | Status   | Acknowledge By  | Attachments   |
| 0 53041        |                  | anc (OU) S |                |                 |               | 12-Jun-2014 11:17:24     | ALI ABDULLAH HASSAN KHALA | KVVD     | 100.000     | Accepted |                 | UC            |
| O <u>53639</u> | 0 Zain Kuwa      | art (OU) S | tandard PO     |                 |               | 02-Jun-2014 11:18:25     | ALI ABDULLAH HASSAN KHALA | AF KWD   | 100,000.000 | Open     |                 | U to          |
| <u>53637</u>   | 0 Zain Kuw       | ait (OU) S | tandard PO     |                 |               | 01-Jun-2014 13:43:16     | ALI ABDULLAH HASSAN KHALA | AF KWD   | 12,000.000  | Open     |                 | U B           |
| O <u>53631</u> | 1 Zain Kuw       | ait (OU) S | tandard PO     |                 |               | 19-May-2014 12:22:34     | ALI ABDULLAH HASSAN KHALA | KWD      | 100.000     | Open     |                 | 0 to          |
| O <u>53629</u> | 1 Zain Kuw       | ait (OU) S | tandard PO     |                 |               | 19-May-2014 12:17:19     | ALI ABDULLAH HASSAN KHALA | AF KWD   | 100.000     | Open     |                 | 0e            |
| O <u>53628</u> | 1 Zain Kuw       | ait (OU) S | tandard PO     |                 |               | 19-May-2014 12:10:39     | ALI ABDULLAH HASSAN KHALA | KWD      | 100.000     | Open     |                 | 0             |
| 0 1004         | 0 Consigner      | d OU S     | tandard PO     |                 |               | 19-May-2014 09:32:22     | BADER ABDULLA ALSAHAF     | KWD      | 190,000.000 | Open     |                 |               |
| 0 998          | 1 Consigner      | d OU 0     | ilobal Blanket | Agreement       |               | 19-May-2014 09:27:18     | BADER ABDULLA ALSAHAF     | KWD      |             | Open     |                 |               |
| 0 1002         | 0 Consigner      | d OU S     | tandard PO     |                 |               | 18-May-2014 10:25:39     | BADER ABDULLA ALSAHAF     | KWD      | 10,000.000  | Accepted |                 |               |
| O <u>1001</u>  | 0 Consigner      | d OU S     | tandard PO     |                 |               | 18-May-2014 10:22:56     | BADER ABDULLA ALSAHAF     | KWD      | 100.000     | Open     |                 |               |
| O <u>999</u>   | 0 Consigner      | d OU S     | tandard PO     |                 |               | 15-May-2014 15:08:36     | BADER ABDULLA ALSAHAF     | KWD      | 10,000.000  | Closed   |                 |               |
| O <u>997</u>   | 0 Consigner      | I OU E     | lanket Agree   | ment            | APM CRP Tes   | st 15-May-2014 14:58:38  | BADER ABDULLA ALSAHAF     | KWD      |             | Open     |                 |               |
| alact Ordon /  | Acknowledge      | Request Ca | incellation    | Request Ch      | nanges Vie    | ew Change History        |                           |          |             |          |                 |               |

Click on the Advanced Search Button to search the particular purchase order for which you ٠ want to create work confirmation.

| Advanced Search       |                  |                     |                                              |     |
|-----------------------|------------------|---------------------|----------------------------------------------|-----|
|                       |                  |                     | Vi                                           | ews |
| Specify parameters ar | nd values to fil | ter the data that i | is displayed in your results set.            |     |
| Show table data v     | when all condit  | tions are met.      |                                              |     |
| O Show table data v   | when any cond    | dition is met.      |                                              |     |
| PO Number             | is               | ✓ 53637             | 7                                            |     |
| Document Type         | is               | ✓                   | a 🔍                                          |     |
| Order Date            | is               | ✓                   |                                              |     |
|                       |                  | (example            | le: 18-Jun-2014)                             |     |
| Buyer                 | is 🗸             |                     |                                              |     |
|                       | Go               | Clear Add Anot      | cher Acknowledgement Status V Add            |     |
| Select Order: Ac      | knowledge        | Request Cance       | ellation Request Changes View Change History |     |

Enter the Purchase Order and hit the GO button. ٠

| Select | Order:   | Acknov | wledge | Request Ca  | ncellation  | Reques | st Changes  | View Change History  |                            |          |            |        |                |             |
|--------|----------|--------|--------|-------------|-------------|--------|-------------|----------------------|----------------------------|----------|------------|--------|----------------|-------------|
| Select | PO Numbe | er Ro  | ev Ope | rating Unit | Document    | Туре   | Description | Order Date           | Buyer                      | Currency | Amount     | Status | Acknowledge By | Attachments |
| ۲      | 53637    | 0      | Zain   | Kuwait (OU) | Standard PC | )      |             | 01-Jun-2014 13:43:16 | ALI ABDULLAH HASSAN KHALAF | KWD      | 12,000.000 | Open   |                | Ú.          |

Click on the PO number link to open the PO. ٠

| Home Orders Shipment       | ts Planning Finance Product       | Intelligence Admin           |                             |                  |            |         |                         |    |        |
|----------------------------|-----------------------------------|------------------------------|-----------------------------|------------------|------------|---------|-------------------------|----|--------|
| Purchase Orders   Agreen   | ments   Purchase History   Work ( | Confirmations   Deliverables | Deliverables   RFQ          |                  |            |         | Request Changes         |    |        |
| Orders: Purchase Orders >  |                                   |                              |                             |                  |            |         | View Change History     |    |        |
| Complex Services PO: 53637 | , 0 (Total KWD 12,000.000)        |                              |                             |                  |            |         | View PDF                |    |        |
| Currency=KWD               |                                   |                              |                             |                  |            | Actions | Manage Deliverables     | 60 | Export |
|                            |                                   |                              |                             |                  |            | Acciona | View Work Confirmations | 00 | Export |
| Order Information          |                                   |                              |                             |                  |            |         | View Receipts           |    |        |
|                            |                                   |                              |                             |                  |            |         | View Payments           |    |        |
| General                    |                                   | Terms and Conditions         |                             | Summary          |            |         | View Shipments          |    |        |
| General                    |                                   | Terms and conditions         |                             | Total            | 12,000.000 |         |                         |    |        |
| Total                      | 12,000.000                        | Payment Terms Net 30         |                             | Approved         | 0.000      |         |                         |    |        |
| Supplier                   | SMARTSYS SOLUTIONS FZE            | Carrier                      |                             | Billed           | 0.000      |         |                         |    |        |
| Supplier Site              | Dubai                             | FOB                          |                             | Advance Billed   | 0.000      |         |                         |    |        |
| Address                    | Sweden                            | Freight Terms                |                             | Progress Payment | 0.000      |         |                         |    |        |
|                            | Sweden                            | Shipping Control             |                             |                  |            |         |                         |    |        |
|                            | Sweden, 16111                     | Work Location                |                             |                  |            |         |                         |    |        |
| Buyer                      | ALI ABDULLAH HASSAN               | WORK EOCACION                |                             |                  |            |         |                         |    |        |
| Order Date                 | 01-Jun-2014 13:43:16              | Address P.O Box 22244        | 4, Safat 13083              |                  |            |         |                         |    |        |
| Description                | 01 501 2014 15.45.10              | مبنى 800023                  | الشويخ قطعة 6 شارع المطار   |                  |            |         |                         |    |        |
| Status                     | Open                              | صمة, 6 13083                 | العا                        |                  |            |         |                         |    |        |
| Note to Supplier           | opan                              |                              |                             |                  |            |         |                         |    |        |
| Operating Unit             | Zain Kuwait (OU)                  | Bill-To Location             |                             |                  |            |         |                         |    |        |
| Sourcing Document          |                                   | Address P.O.Box 22244        | 1 Safat 13083               |                  |            |         |                         |    |        |
| Supplier Order Number      |                                   | 800023                       | الشويخ قطعة 6 شارع المطار   |                  |            |         |                         |    |        |
| Attachments                | View                              | صمة. 13083 6                 | السوين فلينا والماري المنار |                  |            |         |                         |    |        |
|                            |                                   |                              |                             |                  |            |         |                         |    |        |

From the actions button, select **Create Work Confirmation** press confirmation. ٠

|                                                                           |                                                  |                   |                                |         |          |                                 | -                    |
|---------------------------------------------------------------------------|--------------------------------------------------|-------------------|--------------------------------|---------|----------|---------------------------------|----------------------|
|                                                                           |                                                  |                   | × a a a a                      | 3       |          |                                 | ANNIN S              |
|                                                                           |                                                  |                   |                                | 1 '     |          | - Frit                          | CALLUNE T            |
| ne Orders Shipments                                                       | Planning Finance Fits Purchase History           | Work Confirmation | s   Deliverables   Deliverable | s   RFO |          |                                 |                      |
| lers: Purchase Orders > Vie                                               | ew Order Details >                               |                   |                                |         |          |                                 |                      |
| eate Work Confirmation (CPA                                               | A-Complex Services PO: 53                        | 637)              |                                |         |          |                                 |                      |
| irrency=KWD                                                               | Ordered <b>12,000</b><br>Approved <b>0.000</b>   | .000              |                                | Des     | cription |                                 | Cancel Next          |
| liews                                                                     |                                                  |                   | b.                             |         |          |                                 |                      |
|                                                                           |                                                  |                   | 3                              |         |          |                                 |                      |
|                                                                           |                                                  |                   |                                |         |          |                                 | Advanced Search      |
| View Pay Items Due in th                                                  | e Next 30 Days 🗸 Go                              |                   |                                |         |          |                                 |                      |
| elect Line                                                                | Pay Item                                         | Description       | Need-By Date                   | UOM     | Ordered  | Previous<br>Requested/Delivered | Progress(%)          |
| No Data Exists                                                            |                                                  |                   |                                |         |          |                                 |                      |
|                                                                           |                                                  |                   |                                |         |          |                                 | Cance! Next          |
| ite Work Confirmation (CPA-                                               | Complex Services PO: 536                         | 37)               |                                |         |          |                                 |                      |
| ency=KWD                                                                  |                                                  |                   |                                |         |          |                                 | Cancel Ne <u>x</u> t |
|                                                                           | Ordered <b>12,000.0</b><br>Approved <b>0.000</b> | D00               |                                | Desc    | ription  |                                 |                      |
| łws                                                                       |                                                  |                   |                                |         |          |                                 |                      |
| Pay Items Due in the<br>Pay Items Due in the<br>View <u>All Pay Items</u> | Next 30 Days<br>Last 30 Days<br>Go               |                   |                                |         |          |                                 | Advanced Search      |
|                                                                           | View                                             |                   |                                |         |          | Previous                        |                      |
| lect Line                                                                 | Pay Item                                         | Description       | Need-By Date                   | UOM     | Ordered  | Requested/Delivered             | Progress(%)          |
| No Data Exists                                                            |                                                  |                   |                                |         |          |                                 |                      |
|                                                                           |                                                  |                   |                                |         |          |                                 | Cancel Next          |

#### • Select All Pay items from View LOV and press GO button

| Home   | Orders      | Shipments       | Planning Finance              | Product     | Intelligence | Admin        |                  |             |                     |                 |
|--------|-------------|-----------------|-------------------------------|-------------|--------------|--------------|------------------|-------------|---------------------|-----------------|
| Purcha | se Orders   | Agreements      | 9 Purchase History            | Work Co     | onfirmations | Deliverables | Deliverables RFQ |             |                     |                 |
| Orders | : Purchase  | Orders > Viet   | w Order Details >             |             |              |              |                  |             |                     |                 |
| Create | Work Cont   | firmation (CPA- | Complex Services PO:          | 53637)      |              |              |                  |             |                     |                 |
| Curren | cy=KWD      |                 |                               |             |              |              |                  |             |                     | Cancel Next     |
|        |             |                 | Ordered 12,0<br>Approved 0.00 | 00.000<br>0 |              |              |                  | Description |                     |                 |
| View   | S           |                 |                               |             |              |              |                  |             |                     |                 |
|        |             |                 |                               |             |              |              |                  |             |                     |                 |
| V      | iew All Pay | y Items         | ▼ Ga                          |             |              |              |                  |             |                     | Advanced Search |
| Select | Al Select   | t None          |                               |             |              |              |                  |             |                     |                 |
|        |             |                 |                               |             |              |              |                  |             | Previous            |                 |
| Select | t Line      | Pay Item        | Description                   | 1           | Need-By      | Date         | UOM              | Ordered     | Requested/Delivered | Progress(%)     |
| -      | 1           | 1               | 50%                           |             |              |              | EACH             | 1           | 0.2                 | 20              |
|        | 1           | 2               | 100%                          |             |              |              | EACH             | 1           | 0                   | 0               |
|        |             | Ţ               |                               |             |              |              |                  |             |                     | Cance! Next     |

• Select the Pay Item line for which you want to create work confirmation, and then press next button.

| Home Orders Shipments Planning Finance Product Intelligence                                                                                               | Admin                                                                                         |                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Orders: Purchase Orders > View Order Details >                                                                                                            |                                                                                               |                                                               |
| Create Work Confirmation (CPA-Complex Services PO: 53637)                                                                                                 |                                                                                               |                                                               |
| * Indicates Required Field                                                                                                                                |                                                                                               | Cancel Back Save Preview Submit                               |
| Approved 0.000<br>* Work Confirmation AMR-JUN201-                                                                                                         | Period of Performance                                                                         |                                                               |
| Work Confirmation Details                                                                                                                                 | (example: 10-001-0014)                                                                        |                                                               |
| Work Confirmation Details                                                                                                                                 | (erguliber: stadinanta)                                                                       |                                                               |
| Work Confirmation Details Add Pay Item                                                                                                                    | (contruet to values and                                                                       |                                                               |
| Work Confirmation Details Add Pay Item Pn                                                                                                                 | (countrum to validative) evious Current                                                       | Total                                                         |
| Work Confirmation Details           Add Pay Item         Pn           Line Pay Item Description Need-By Date UOM Price Ordered Requested/ Deil         Pn | evious Current<br>Vered Progress (%) Requested/ Delivered Maternal Stored Amount Progress (%) | Total<br>Requested/ Delivered Progress (%) Attachments Delete |

• Enter a work confirmation number and other information, Press preview to view before submit.

|                  |                         |                    |                                                                   |                                     |                    |         |                                        |                                         | 141<br>791           |                        |                            |                             | ANTIN               |     |
|------------------|-------------------------|--------------------|-------------------------------------------------------------------|-------------------------------------|--------------------|---------|----------------------------------------|-----------------------------------------|----------------------|------------------------|----------------------------|-----------------------------|---------------------|-----|
| Previe<br>Curren | ew Work Conf<br>hcy=KWD | firmation: AMR-J   | Ordered 12,0<br>Approved 0.00<br>Total 3,60<br>Status<br>Comments | lex Service<br>00.000<br>0<br>0.000 | s PO: 53637)       |         |                                        | Description<br>Period From<br>Period To |                      |                        | Car                        | icel Preview                | ave Submit          | 0** |
| Wor              | k Confirmati            | on Details         |                                                                   |                                     |                    |         |                                        |                                         |                      |                        |                            |                             |                     |     |
| Line             | Pay Item                | Description<br>50% | Need-By Date                                                      | UOM<br>EACH                         | Price<br>6,000.000 | Ordered | Previous<br>Requested/Delivered<br>0.2 | Requested/Deliv                         | Curre<br>ered<br>0.6 | ent<br>Material Stored | <b>Amount</b><br>3,600.000 | Total<br>Progress (%)<br>80 | Attachments         |     |
|                  |                         |                    |                                                                   |                                     |                    |         |                                        |                                         |                      |                        | Car                        | cel Preview                 | ave Sub <u>m</u> it |     |

• Press submit button.

To find out status of your all work confirmation, go to **Work Confirmation subtab** under **Purchase Orders Tab**.

| Home      | Orders Shinme                                                            | nte Planning Finance      | Product Intelline     |              |                   |               |                    |                |              |                 |              |              |                  |
|-----------|--------------------------------------------------------------------------|---------------------------|-----------------------|--------------|-------------------|---------------|--------------------|----------------|--------------|-----------------|--------------|--------------|------------------|
| Purcha    | se Orders   Agree                                                        | ments   Purchase History  | Work Confirmati       | ons   Delivi | erables   Deliv   | rerables   Ri | EQ                 |                |              |                 |              |              |                  |
| Orders    | : Purchase Orders >                                                      | View Order Details > Crea | ate Work Confirmation | (CPA-Comple  | ex Services PO: 5 | i3637) > Pre  | eview Work Confirm | ation: AMR-JUN | 12014 (CPA-C | omplex Services | PO: 53637) > | >            |                  |
| Coi<br>Ya | 2 Confirmation<br>Your Work Confirmation AMR-JUN2014 has been submitted. |                           |                       |              |                   |               |                    |                |              |                 |              |              |                  |
| Work (    | Confirmations                                                            |                           |                       |              |                   |               |                    |                |              |                 |              |              |                  |
|           |                                                                          |                           |                       |              |                   |               |                    |                |              |                 |              |              | Export           |
| View      | S                                                                        |                           |                       |              |                   |               |                    |                |              |                 |              |              |                  |
| Viev      | Last 25 Work Cor                                                         | firmations Go             |                       |              |                   |               |                    |                |              |                 |              | [            | Advanced Search  |
| Select    | VVOIK COMITMACION:                                                       | opuace cancei             |                       |              |                   |               |                    | Drovic         |              | Curro           | at .         | Total        |                  |
| Select    | Work Confirmatio                                                         | n Request Date 🔻          | Period From           | Period To    | PO Number         | Currency      | Ordered            | Requested      | Delivered    | Requested       | Delivered    | Progress (%) | Status           |
| 0         | AMR-JUN2014                                                              | 18-Jun-2014 19:21:30      |                       |              | 53637             | KWD           | 12,000.000         | 1,200.000      | 0.000        | 3,600.000       | 0.000        | 40           | Processing       |
| 0         | WC12                                                                     | 18-Jun-2014 11:41:50      |                       |              | 53637             | KWD           | 12,000.000         | 0.000          | 0.000        | 1,200.000       | 0.000        | 10           | Pending Approval |
| 0         | <u>wc 009</u>                                                            | 03-Jun-2014 10:33:04      |                       |              | 53639             | KWD           | 100,000.000        | 50,000.000     | 0.000        | 25,000.000      | 0.000        | 75           | Draft            |
| 0         | WC2-53639                                                                | 02-Jun-2014 17:26:59      |                       |              | 53639             | KWD           | 100,000.000        | 25,000.000     | 0.000        | 25,000.000      | 0.000        | 50           | Processing Error |
| 0         | WC190                                                                    | 02-Jun-2014 16:50:46      |                       |              | 53639             | KWD           | 100,000.000        | 0.000          | 0.000        | 25,000.000      | 0.000        | 25           | Pending Approval |

# 2.3 Shipment Page.

In this page you can find all the delivery Schedules, Receipts, Purchase Order Returns from Zain

## 2.3.1 View Delivery Schedules.

You can use the Delivery Schedules Results page to quickly determine deliveries that need to be scheduled and deliveries that are past due. Click the purchase order number, receipt quantity, and ship-to location links to view further detail.

Navigation: iSupplier Portal Full Access→Shipment Tab → Delivery Schedules Subtab

| Delivery Schedules        | Shipment Notices   Shipment Schedules | Receipts   Returns   Overdue Receipts   On-1 | Time Performance   Quality |                 |
|---------------------------|---------------------------------------|----------------------------------------------|----------------------------|-----------------|
| Delivery Schedules        |                                       |                                              |                            | Export          |
| Simple Search             |                                       |                                              |                            |                 |
|                           |                                       |                                              |                            | Advanced Search |
| Organization<br>PO Number |                                       | Ship-To Location                             | 2                          |                 |
| Supplier Item             | <b></b>                               | Promised Date                                |                            |                 |
| Item Description          |                                       | Need-By Date                                 |                            |                 |
|                           | Go Clear                              | (example: 17-Jun-2014)                       |                            |                 |

#### • Press Go button to find all the deliveries.

| Organization        | PO<br>Number | Supplier<br>Item | Item Description                            | UOM  | Quantity<br>Ordered | Quantity<br>Received | Ship-To<br>Location                 | Carrier | Item<br>Number   | Supplier<br>Config ID | Supplier                     | Supplier<br>Location | Promised Date 🔻      | Need-By Date         |
|---------------------|--------------|------------------|---------------------------------------------|------|---------------------|----------------------|-------------------------------------|---------|------------------|-----------------------|------------------------------|----------------------|----------------------|----------------------|
| Zain Kuwait<br>(OU) | <u>53641</u> |                  | TEA STRAINER                                | EACH | 10                  | Q                    | Admin<br>Organization               |         | ADM-003-<br>0016 |                       | SMARTSYS<br>SOLUTIONS<br>FZE | <u>Dubai</u>         |                      | 12-Jun-2014 11:00:04 |
| Zain Kuwait<br>(OU) | <u>53637</u> |                  | Repairs and maintenance                     | EACH | 1                   | <u>0</u>             | <u>Shuwaikh</u>                     |         |                  |                       | SMARTSYS<br>SOLUTIONS<br>FZE | <u>Dubai</u>         |                      |                      |
| Zain Kuwait<br>(OU) | <u>53637</u> |                  | Repairs and maintenance                     | EACH | 1                   | <u>0</u>             | <u>Shuwaikh</u>                     |         |                  |                       | SMARTSYS<br>SOLUTIONS<br>FZE | <u>Dubai</u>         |                      |                      |
| Zain Kuwait<br>(OU) | <u>53631</u> |                  | TEA STRAINER                                | EACH | 10                  | Q                    | Admin<br>Organization               |         | ADM-003-<br>0016 |                       | SMARTSYS<br>SOLUTIONS<br>FZE | <u>Dubai</u>         |                      | 18-May-2014 11:51:31 |
| Zain Kuwait<br>(OU) | <u>53629</u> |                  | Advertising Radio for<br>Multiple Campaigns | EACH | 10                  | <u>0</u>             | <u>Shuwaikh</u>                     |         | EXP-001-<br>0184 |                       | SMARTSYS<br>SOLUTIONS<br>FZE | <u>Dubai</u>         |                      |                      |
| Consigned OU        | <u>1002</u>  |                  | Galaxy S3<br>Cover_Green Color              | EACH | 1000                | <u>0</u>             | <u>Sabahiya</u><br>Warehouse        |         | BA12751          |                       | SMARTSYS<br>SOLUTIONS<br>FZE | <u>Dubai</u>         | 22-May-2014 00:00:00 | 22-May-2014 00:00:00 |
| Consigned OU        | <u>1004</u>  |                  | iPhone 5s 16GB Gold                         | EACH | 1000                | <u>40</u>            | <u>Sabahiya</u><br><u>Warehouse</u> |         | ME434AE/A        |                       | SMARTSYS<br>SOLUTIONS<br>FZE | <u>Dubai</u>         | 19-May-2014 00:00:00 | 19-May-2014 00:00:00 |
| Zain Kuwait         | 53639        |                  | Repair & Maint Service                      | FACH | 1                   | 0                    | Shuwaikh                            |         | EXP-013-         |                       | SMARTSYS                     | Dubai                | 16-May-2014 00:00:00 | 16-May-2014 00:00:00 |

# 2.3.2 View Returns.

#### Navigation: iSupplier Portal Full Access→Shipment Tab → Returns Subtab

The Returns Summary page enables you to view the return history, the causes for goods returned by the buying company, and inspection results of a shipment. The search summary results include basic information along with details about the return, such as quantities and a reason for return. Click Receipt Number and PO Number to view further detail.

| Home     | Orders       | Shipments        | Planning | Finance    | Product  | Intelligence | Admin       |                  |             |          |         |  |                 |
|----------|--------------|------------------|----------|------------|----------|--------------|-------------|------------------|-------------|----------|---------|--|-----------------|
| Delivery | Schedules    | Shipment         | Notices  | Shipment S | chedules | Receipts     | Returns     | Overdue Receipts | On-Time Per | formance | Quality |  |                 |
| Return   | s Summar     | у                |          |            |          |              |             |                  |             |          |         |  |                 |
|          |              |                  |          |            |          |              |             |                  |             |          |         |  | Export          |
|          |              |                  |          |            |          |              |             |                  |             |          |         |  |                 |
| Simple   | e Search     |                  |          | N          |          |              |             |                  |             |          |         |  |                 |
|          |              |                  |          | 13         |          |              |             |                  |             |          |         |  |                 |
| Note tha | at the searc | h is case insens | sitive   |            |          |              |             |                  |             |          |         |  | Advanced Search |
|          | Organizati   | on               |          | Ы          | ۹,       |              | RMA Numi    | per              |             |          |         |  |                 |
|          | PO Numb      | ber              |          |            |          |              | Ite         | em               | N           | ۹,       |         |  |                 |
| Re       | ceipt Numb   | per              |          |            |          |              | Supplier It | em               | Ы           | ۹,       |         |  |                 |
| Shipi    | ment Numb    | ber              |          |            |          | Ite          | m Descript  | on               |             |          |         |  |                 |
|          |              | GO               | Clear    |            |          |              |             |                  |             |          |         |  |                 |

• Enter the Search Criteria and Press Go to find out the returns.



# 2.3.3 View Overdue Receipts.

#### Navigation: iSupplier Portal Full Access→Shipment Tab → Overdue Receipts Subtab

The Overdue Receipts Results page enables you to view the details of past due purchase order shipments. Click the PO number, Ship-To Location, and Buyer to view further detail.

| Home Orders                                                            | Shipments Planning              | Finance Product 1  | Intelligence Admin |                  |                     |         |                 |
|------------------------------------------------------------------------|---------------------------------|--------------------|--------------------|------------------|---------------------|---------|-----------------|
| Delivery Schedules                                                     | Shipment Notices                | Shipment Schedules | Receipts   Returns | Overdue Receipts | On-Time Performance | Quality |                 |
| Overdue Receip                                                         | ots                             |                    |                    |                  |                     |         |                 |
|                                                                        |                                 |                    |                    |                  |                     |         | Export          |
| Simple Search                                                          |                                 |                    |                    |                  |                     |         |                 |
| Note that the sea<br>Organization<br>PO Number<br>Item<br>Suppler Item | rch is case insensitive         |                    |                    |                  |                     |         | Advanced Search |
| Due Date                                                               | (example: 17-Jun-2014) Go Clear |                    |                    |                  |                     |         |                 |

#### • Enter the Search Criteria and press Go Button.

| Organization        | PO<br>Number | Item             | Supplier<br>Item | Item Description                                       | Due Date 🔻           | UOM  | Quantity<br>Ordered | Quantity<br>Received | Ship-To<br>Location                 | Carrier | Buyer                         | Supplier<br>Config ID |
|---------------------|--------------|------------------|------------------|--------------------------------------------------------|----------------------|------|---------------------|----------------------|-------------------------------------|---------|-------------------------------|-----------------------|
| Zain Kuwait<br>(OU) | <u>53641</u> | ADM-003-<br>0016 |                  | TEA STRAINER                                           | 12-Jun-2014 11:00:04 | EACH | 10                  | 0                    | Admin<br>Organization               |         | ALI ABDULLAH<br>HASSAN KHALAF |                       |
| Consigned OU        | <u>1002</u>  | BA12751          |                  | Galaxy S3 Cover_Green Color                            | 22-May-2014 00:00:00 | EACH | 1000                | 0                    | Sabahiya<br>Warehouse               |         | BADER ABDULLA<br>ALSAHAF      |                       |
| Consigned OU        | <u>1004</u>  | ME434AE/A        |                  | iPhone 5s 16GB Gold                                    | 19-May-2014 00:00:00 | EACH | 1000                | 40                   | <u>Sabahiya</u><br><u>Warehouse</u> |         | BADER ABDULLA<br>ALSAHAF      |                       |
| Zain Kuwait<br>(OU) | <u>53631</u> | ADM-003-<br>0016 |                  | TEA STRAINER                                           | 18-May-2014 11:51:31 | EACH | 10                  | 0                    | Admin<br>Organization               |         | ALI ABDULLAH<br>HASSAN KHALAF |                       |
| Zain Kuwait<br>(OU) | <u>53639</u> | EXP-013-<br>0033 |                  | Repair & Maint Service for<br>Revenue Assurance System | 16-May-2014 00:00:00 | EACH | 1                   | 0                    | <u>Shuwaikh</u>                     |         | ALI ABDULLAH<br>HASSAN KHALAF |                       |

# 2.4 Finance Page.

In this page, you create invoice, Access submitted invoice status and payments status as well.

## 2.4.1 Create Invoice.

#### Navigation: iSupplier Portal Full Access→Invoice Tab → Create Invoice Subtab

|                                                                                                                                          |                                   |                                                                 | *** |                               |  |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------|-----|-------------------------------|--|
| Home Orders Shipments Planning                                                                                                           | g Finance Product Intelligence Ad | min                                                             |     |                               |  |
| Create Invoices   View Invoices   Vie                                                                                                    | w Payments                        |                                                                 |     |                               |  |
| Invoice Actions                                                                                                                          |                                   |                                                                 |     | Create Invoice With a PO 🔽 Go |  |
| Search                                                                                                                                   |                                   |                                                                 |     |                               |  |
| Note that the search is case insensitive<br>Supplier SMARTSYS SOLUT<br>Invoice Number<br>Invoice Date From<br>Invoice Status<br>Go Clear | TIONS FZE Purchas                 | e Order Number<br>Invoice Amount<br>Invoice Date To<br>Currency | C∕s |                               |  |

• Select **With PO** from the Create Invoice LOV, then press GO button. This will create an Invoice with reference to a PO.

| Home Orders Shipments               | Planning Finance       | Product Intelligence Admin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |                         |
|-------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|
| Create Invoices View Invoic         | es   View Payments     | The angle of the second s |            |                         |
|                                     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                         |
| Purchase 0                          | Orders                 | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Manage Tax | Review and Submit       |
| Create Invoice: Purchase Orde       | ers                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ŭ          |                         |
|                                     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            | Cance! Step 1 of 4 Next |
| Search                              |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                         |
|                                     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                         |
| Note that the search is case insens | itive                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            | Advanced Search         |
| Purchase Order Number               | 53637                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                         |
| Purchase Order Date                 |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                         |
|                                     | (example: 17-Jun-2014) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                         |
| Buyer                               | L                      | Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                         |
| Organization                        | Zain Kuwait (OU)       | 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                         |
| Advances and Financing              | Excluded 🔽             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                         |
|                                     | Go Clea                | r                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                         |

• Enter the search Criteria to find out the Purchase Order for which you want to create invoice.

| Select   | Items: Ad      | d to i | Invoice    |                          |                            |                         |         |          |            |      |               |      |          |                     |                 |         |
|----------|----------------|--------|------------|--------------------------|----------------------------|-------------------------|---------|----------|------------|------|---------------|------|----------|---------------------|-----------------|---------|
| Select   | All Select Nor | e      |            |                          |                            |                         |         |          |            |      |               |      |          |                     |                 |         |
| Select   | PO Number      | Lin    | e Shipment | Advances or<br>Financing | Item Description           | Supplier Item<br>Number | Ordered | Received | l Invoiced | иом  | Unit<br>Price | Curr | Ship To  | Organization        | Packing<br>Slip | Waybill |
| <b>~</b> | <u>53637</u>   | 1      | 2          |                          | Repairs and<br>maintenance |                         | 1       | 0        | 0          | EACH | 6000          | KWD  | Shuwaikh | Zain Kuwait<br>(OU) |                 |         |
| <b>~</b> | <u>53637</u>   | 1      | 1          |                          | Repairs and<br>maintenance | 2                       | 1       | 0        | 0          | EACH | 6000          | KWD  | Shuwaikh | Zain Kuwait<br>(OU) |                 |         |

• Select items of the PO to be invoiced and click Add to Invoice. Add as many items as you need (items on your invoice display at the bottom of the page). If you mistakenly add an item to the invoice, you can select it and click Remove from invoice.

| Purch    | ase Orde     | r Iten | ns Added to | o Invoice                  |                |                         |         |          |          |      |               |      |          |                     |        |                 |                  |                    |                   |                    |
|----------|--------------|--------|-------------|----------------------------|----------------|-------------------------|---------|----------|----------|------|---------------|------|----------|---------------------|--------|-----------------|------------------|--------------------|-------------------|--------------------|
| Select   | Items:       | Remo   | ove from In | ivoice                     |                |                         |         |          |          |      |               |      |          |                     |        |                 |                  |                    |                   |                    |
| Select / | Select       | None   |             |                            |                |                         |         |          |          |      |               |      |          |                     |        |                 |                  |                    |                   |                    |
| Select   | PO<br>Number | Lin    | e Shipment  | Item Description           | Item<br>Number | Supplier Item<br>Number | Ordered | Received | Invoiced | иом  | Unit<br>Price | Curr | Ship To  | Organization        |        |                 |                  |                    |                   |                    |
|          | 53637        | 1      | 2           | Repairs and<br>maintenance |                |                         | 1       | 0        | 0        | EACH | 6000          | KWD  | Shuwaikh | Zain Kuwait<br>(OU) |        |                 |                  |                    |                   |                    |
|          | 53637        | 1      | 1           | Repairs and<br>maintenance |                |                         | 1       | 0        | 0        | EACH | 6000          | KWD  | Shuwaikh | Zain Kuwait<br>(OU) |        |                 |                  |                    |                   |                    |
|          |              |        |             |                            |                |                         |         |          | I        |      |               |      |          |                     |        |                 |                  |                    |                   | <b>_</b> _         |
|          |              |        |             |                            |                |                         |         |          |          |      |               |      |          | (                   | Cancel | Cancel Step 1 c | Cance! Step 1 of | Cancel Step 1 of 4 | Cance Step 1 of 4 | Cancel Step 1 of 4 |

• Click Next Button after adding all the lines to be invoiced.

| *                                                                                                                                                                                   |                                                                                                    |                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Home Orders Shipments Planning Finance Product Intelligence                                                                                                                         | e Admin                                                                                            |                                                                                          |
| Create Invoices   View Invoices   View Payments                                                                                                                                     |                                                                                                    |                                                                                          |
| <b>O</b>                                                                                                                                                                            | O                                                                                                  | O                                                                                        |
| Purchase Orders Details                                                                                                                                                             | Manage Lax                                                                                         | Review and Submit                                                                        |
| * Indicates required field                                                                                                                                                          |                                                                                                    | Cancel Back Step 2 of 4 Next                                                             |
| Supplier                                                                                                                                                                            | Invoice                                                                                            |                                                                                          |
| * Suppler Suppler SARRTSYS SOLUTIONS FZE<br>Tax Payer ID S2626 * Remit To Duba  Address Uubai Dubai 16111 Remit To Bank Account Unique Remittance Identifier Remittance Check Digit | * Invoice Number<br>* Invoice Date<br>Invoice Type<br>Currency<br>Invoice Description<br>[<br>Test | 313145<br>17-Jun-2014<br>(example: 17-Jun-2014)<br>Invoice<br>KWD<br>Attachment None Add |
| Customer                                                                                                                                                                            |                                                                                                    |                                                                                          |
| * Customer Tax Payer ID<br>Customer Name<br>Address<br>KW                                                                                                                           | م<br>ons Co<br>3083 13083 العاصمة 3083                                                             |                                                                                          |

- On the Create Invoice: Details page, enter an invoice number and remit to address. You can also update the quantity and/or price. Enter and any additional information, and then click Next
- Click on the add button, to add any attachment.

| Home Ordens Chipmont                 | Diapping Cinapse Drod                                                                                                                | ust Intelligence Admin                                                                                                     |                |                                                                                         |                                                                  |                   |                               |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------|-------------------------------|
| Home Orders Shipment                 | s Planning Plinance Prod                                                                                                             |                                                                                                                            |                |                                                                                         |                                                                  |                   |                               |
| Create Invoices   View In            | voices   View Payments                                                                                                               |                                                                                                                            |                |                                                                                         |                                                                  |                   |                               |
|                                      | •                                                                                                                                    | 0                                                                                                                          | 0              |                                                                                         |                                                                  | 0                 |                               |
| Purcha                               | ase Orders                                                                                                                           | Details                                                                                                                    | Manage         | Tax                                                                                     | F                                                                | Review and Submit |                               |
| Create Invoice: Manage Tax           |                                                                                                                                      |                                                                                                                            |                |                                                                                         |                                                                  |                   |                               |
|                                      |                                                                                                                                      |                                                                                                                            |                |                                                                                         | Cancel Save                                                      | Back Step 3 of 4  | Ne <u>x</u> t Sub <u>m</u> it |
| Supplier                             |                                                                                                                                      |                                                                                                                            | Invoice        |                                                                                         |                                                                  |                   |                               |
| Remit T<br>Unique Remit<br>Remitta   | * Suppler SMARTSYS SO<br>Tax Payer ID 852626<br>* Remit To Dubai<br>Address<br>o Bank Account<br>tance Identifier<br>nce Check Digit | LUTIONS FZE                                                                                                                |                | * Invoice Number<br>* Invoice Date<br>Invoice Type<br>* Currency<br>Invoice Description | AMRJUN01<br>18-Jun-2014<br>Standard<br>KWD<br>Test<br>Attachment | None              |                               |
| Customer                             |                                                                                                                                      |                                                                                                                            |                |                                                                                         |                                                                  |                   |                               |
|                                      | * Customer Tax Payer ID<br>Customer Name<br>Address                                                                                  | 36025<br>Mobile Telecommunications Co<br>P.O Box 22244, Safat 13083 الشويخ 13083<br>المطار مبنى 800021 العاصمة الشويخ 1308 |                |                                                                                         |                                                                  |                   |                               |
| Summary Tax Lines                    |                                                                                                                                      |                                                                                                                            |                |                                                                                         |                                                                  |                   |                               |
| Calculate<br>Summary Tax Line Number | Tax Regime Code Tax Tax Stat                                                                                                         | us Code Tax Jurisdiction Code Tax Rate Code Tax R                                                                          | ate Tax Amount | t Line Status                                                                           |                                                                  |                   |                               |
| no results round.                    |                                                                                                                                      |                                                                                                                            |                |                                                                                         |                                                                  |                   |                               |
| Items                                |                                                                                                                                      |                                                                                                                            |                |                                                                                         |                                                                  |                   |                               |
| PO Number Line S                     | hipment Item Description                                                                                                             | Supplier Item Number                                                                                                       | Ship To        | Available Oty                                                                           | Quantity To Invoid                                               | e UOM Unit        | Price Amount                  |
| 53637 1 2                            | Repairs and mainte                                                                                                                   | enance                                                                                                                     | Shuwaikh       | 1                                                                                       | 1.00                                                             | 0 EACH 6,000      | 6,000.000                     |

• Hit the **next** button.

|                |                        |                                                                                                               |                                                                                      |                                                                       | A CALL                                                             |          | 11 344                                                                                  |                                                             |                        | -                |           |
|----------------|------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------|------------------|-----------|
|                | at .                   |                                                                                                               |                                                                                      |                                                                       |                                                                    | E.       |                                                                                         | A A A A A A A A A A A A A A A A A A A                       | 1                      |                  |           |
| Create Invoid  | ces   Viev             | v Invoices   Vie                                                                                              | w Payments                                                                           | ict Intelligence                                                      | Admin                                                              |          |                                                                                         |                                                             |                        |                  |           |
|                | Pu                     | Irchase Orders                                                                                                |                                                                                      | C                                                                     | letails                                                            | Manage   | Тах                                                                                     |                                                             | Review and             | Submit           |           |
| Create Invoice | e: Review an           | ıd Submit                                                                                                     |                                                                                      |                                                                       |                                                                    |          |                                                                                         |                                                             |                        |                  |           |
|                |                        |                                                                                                               |                                                                                      |                                                                       |                                                                    |          |                                                                                         | Cance                                                       | Save                   | Back Step 4 of 4 | Submit    |
| Supplier       |                        |                                                                                                               |                                                                                      |                                                                       |                                                                    | Invoice  |                                                                                         |                                                             |                        |                  |           |
|                | Rem<br>Unique R<br>Ren | * Suppli<br>Tax Payer :<br>* Remit 1<br>Addre<br>it To Bank Accou<br>emittance Identifi<br>nittance Check Dig | er <b>SMARTSYS SOL</b><br>D <b>852626</b><br>To <b>Dubai</b><br>ss<br>tt<br>er<br>it | UTIONS FZE                                                            |                                                                    |          | * Invoice Number<br>* Invoice Date<br>Invoice Type<br>* Currency<br>Invoice Description | AMRJUN01<br>18-Jun-2014<br>Standard<br>KWD<br>T<br>Attachme | est<br>ent <b>None</b> |                  |           |
| Customer       |                        |                                                                                                               |                                                                                      |                                                                       |                                                                    |          |                                                                                         |                                                             |                        |                  |           |
|                |                        | * Cust                                                                                                        | omer Tax Payer ID<br>Customer Name<br>Address                                        | 36025<br>Mobile Telecommun<br>P.O Box 22244, Saf<br>اصمة الشويخ 13083 | ications Co<br>at 13083 ف شارع 13083 الع<br>المطار مبنى 800023 الع |          |                                                                                         |                                                             |                        |                  |           |
| Items          |                        |                                                                                                               |                                                                                      |                                                                       |                                                                    |          |                                                                                         |                                                             |                        |                  |           |
| PO Number      | Line                   | Shipment                                                                                                      | Item Description                                                                     | 5                                                                     | Supplier Item Number                                               | Ship To  | Available Qty                                                                           | Quantity To Inv                                             | voice UOM              | Unit Price       | Amount    |
| 53637          | 1                      | 2                                                                                                             | Repairs and mainter                                                                  | nance                                                                 |                                                                    | Shuwaikh | 1                                                                                       | 1                                                           | .000 EACH              | 6,000.000        | 6,000.000 |
| Shipping ar    | nd Handling            | 1                                                                                                             |                                                                                      |                                                                       |                                                                    |          |                                                                                         |                                                             |                        |                  |           |

• Press submit button to send the invoice to ZAIN.

| Home Orders                  | Shipments Pla      | anning F    | Finance    | Product     | Intelligence    | Admin     |                                                              |                                                                        |                |
|------------------------------|--------------------|-------------|------------|-------------|-----------------|-----------|--------------------------------------------------------------|------------------------------------------------------------------------|----------------|
| Create Invoices              | View Invoices      | View Pa     | ayments    |             |                 |           |                                                              |                                                                        |                |
|                              | 0                  |             |            |             |                 | 0         | •                                                            | 0                                                                      |                |
|                              | Purchase Ord       | lers        |            |             | 1               | Details   | Manage Tax                                                   | Review and Submit                                                      |                |
| Confirmation<br>Invoice AMRJ | UN01 was submitted | d to our Ac | ccounts Pa | iyable depa | rtment on 18-Ju | n-2014. 1 | The confirmation number for this invoice is the invoice numb | ber. You can query its status by using Search by navigating to the Hor | me page.       |
| Invoice: AMRJUNO             | )1                 |             |            |             |                 |           |                                                              |                                                                        |                |
|                              |                    |             |            |             |                 |           |                                                              | Printable Page C                                                       | create Another |

# 2.4.2 View Invoices.

On the Create Invoice: Details page, enter an invoice number and remit to address. You can also update the quantity and/or price. Enter and any additional information, and then click Next the View Invoices page enables you to search for and view details of an invoice you have submitted. You can search using various any or all of the search criteria on the page.

#### Navigation: iSupplier Portal Full Access→Invoice Tab → View Invoices Subtab

| Home Orders     | Shipments     | Planning  | Finance  | Product | Intelligence | Admin        |        |                        |    |  |                 |
|-----------------|---------------|-----------|----------|---------|--------------|--------------|--------|------------------------|----|--|-----------------|
| Create Invoices | View Invoice  | es   View | Payments |         | g            |              |        |                        |    |  |                 |
| View Invoices   |               |           |          |         |              |              |        |                        |    |  |                 |
|                 |               |           |          |         |              |              |        |                        |    |  | Export          |
| Simple Search   |               |           |          |         |              |              |        |                        |    |  |                 |
|                 |               |           |          |         |              |              |        |                        |    |  | Advanced Search |
| Invoice Numbe   | er 🗌          |           | -        |         |              | Payment S    | Status | <b>~</b>               |    |  |                 |
| PO Numbe        | er 🗌          |           |          |         | Inv          | oice Amount  | From   |                        | То |  |                 |
| Delease Numbe   | (example : 12 | 34)       | -        |         |              | Amount Due   | From   |                        | То |  |                 |
| Release Numbe   | (example : 12 | 34-2)     |          |         |              | Invoice Date | From   |                        | То |  |                 |
| Payment Numbe   | er 🔤          |           |          |         |              | Due Date     | From   |                        | То |  |                 |
| Invoice Statu   | s             | ~         |          |         |              |              |        | (example: 17-Jun-2014) |    |  |                 |
|                 | Go            | Clear     |          |         |              |              |        |                        |    |  |                 |

• Enter the search criteria, and then press GO button.

| Invoice      | nvoice Date 🔻 | Туре                           | Currency | Amount    | Due       | Status         | On<br>Hold | Payment<br>Status | Remit-to<br>Supplier | Remit-to<br>Supplier Site | Due<br>Date            | Payment | PO<br>Number | Receipt | Discount<br>Date | Available<br>Discount Attachments |
|--------------|---------------|--------------------------------|----------|-----------|-----------|----------------|------------|-------------------|----------------------|---------------------------|------------------------|---------|--------------|---------|------------------|-----------------------------------|
| <u>ss002</u> | 8-May-2014    | Standard                       | KWD      | 100.000   | 100.000   | In-<br>Process |            | Not Paid          |                      |                           | <u>17-JUN-</u><br>2014 |         | <u>53628</u> |         |                  |                                   |
| <u>SS011</u> | 8-May-2014    | Standard<br>Invoice<br>Request | KWD      | 1,000.000 | 1,000.000 | Rejected       |            | Not Paid          |                      |                           | <u>17-JUN-</u><br>2014 |         |              |         |                  |                                   |

Click the Invoice Number link to view details of the invoice. (You can also view any associated purchase order(s), payments, scheduled payments, or netting report by clicking their respective links or icons).

| Home Orders       | Shipments        | Planning   | Finance    | Product In  | telligence / | Admin           |       |            |         |             |          |                      |         |
|-------------------|------------------|------------|------------|-------------|--------------|-----------------|-------|------------|---------|-------------|----------|----------------------|---------|
| Create Invoices   | View Invoice     | s   View I | Payments   |             |              |                 |       |            |         |             |          |                      |         |
| Finance: View Inv | voices >         |            |            |             |              |                 |       |            |         |             |          |                      |         |
| Standard Invoid   | ce: ss002 (Total | KWD 100.00 | 00)        |             |              |                 |       |            |         |             |          |                      |         |
| Currency=KWD      |                  |            |            |             |              |                 |       |            |         |             |          |                      | Export  |
| Conoral           |                  |            |            |             |              | Amount Summar   | v     |            |         | Payment     | tion     |                      |         |
| General           |                  |            |            |             |              | Amount Summa    | У     |            |         |             | Paid     | 0.000                |         |
| Invoice Date      | 18-May-2014      |            |            |             |              | Item            | 100.0 | 00         |         | Discou      | nt Taken | 0.000                |         |
| Status            | In-Process       |            |            |             |              | Freight         | 0.000 | )          |         |             | Due      | 100.000              |         |
| On Hold           |                  |            |            |             |              | Miscellaneous   | 0.000 | )          |         |             | Status   | Not Paid             |         |
| Batch             |                  |            |            |             |              | Tax             | 0.000 | ) <u>(</u> |         | Paym        | ent Date |                      |         |
| Attachments       | None             |            |            |             |              | Prepayment      | 0.000 | •          |         | 1           | Payment  |                      |         |
| Supplier          | SMARTSYS SO      | LUTIONS F  | ZE         |             |              | Retainage       | 0.000 | )          |         |             | Term     | Net 30               |         |
| Supplier Site     | Dubai            |            |            |             |              | Withholding Tax | 0.000 | )          |         |             |          |                      |         |
| Address           | Dubai            |            |            |             |              | Total           | 100.0 | 00         |         |             |          |                      |         |
|                   | Dubai, 16111     |            |            |             |              |                 |       |            |         |             |          |                      |         |
| Invoice Lines     | Scheduled Pay    | /ments H   | Iold Reaso | ns          |              |                 |       |            |         |             |          |                      |         |
| Line 🔺 Type       | Description      | Qty UOM    | Price      | Tax Include | d Amount     | Retainage Stat  | us    | PO Number  | PO Line | PO Shipment | Buyer    |                      | Receipt |
| 1 Item            |                  | 10 EACH    | 10.000     |             | 100.000      | 0.000 In-Pr     | ocess | 53628      | 1       | 1           | ALI ABI  | DULLAH HASSAN KHALAF |         |

## 2.4.3 View Payments.

Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can use the View Payments page to search using various search criteria.

#### Navigation: iSupplier Portal Full Access→Invoice Tab → View Payments Subtab

| Home Ord       | ders Shipments         | Planning        | Finance  | Product | Intelligence | Admin        |        |                  |            |  |  |                 |
|----------------|------------------------|-----------------|----------|---------|--------------|--------------|--------|------------------|------------|--|--|-----------------|
| Create Invoice | ces   View Invoice     | s   View F      | Payments |         |              |              |        |                  |            |  |  |                 |
| View Payme     | ents                   |                 |          |         |              |              |        |                  |            |  |  |                 |
|                |                        |                 |          |         |              |              |        |                  |            |  |  | Export          |
| Simple Sea     | arch                   |                 |          |         |              |              |        |                  |            |  |  |                 |
|                |                        |                 |          |         |              |              |        |                  |            |  |  |                 |
| Note that the  | e search is case inser | sitive          |          |         |              |              | l      | J.               |            |  |  | Advanced Search |
| Payment I      | Number                 |                 |          |         |              | St           | Status |                  | <u>ы</u> 🔍 |  |  |                 |
| Invoice        | Number                 |                 |          |         | Payme        | ent Amount F | From   |                  | То         |  |  |                 |
| POI            | Number                 |                 | _        |         | Pay          | ment Date F  | From   |                  | то         |  |  |                 |
|                | (example : 1           | 234)            |          |         | 10           | ymene Date i | (examp | le: 17-Jun-2014) |            |  |  |                 |
| Relaase I      | Number                 |                 |          |         |              |              |        |                  |            |  |  |                 |
|                | (example : 1<br>Go     | 234-2)<br>Clear |          |         |              |              |        |                  |            |  |  |                 |

• Enter the Search criteria to find out Payment status.



# 2.4.4 View Consigned Inventory

Oracle iSupplier Portal enables you to view on-hand stock for consigned items and also associated procure-to-pay transactions.

Navigation: iSupplier Portal Full Access→Product Tab → Consigned Inventory Sub tab.

| Home Orders Ship             | ments Planning                        | Finance P        | Product Intelliger       | nce Admin             |                        |                        |                       |                      |                          |      |
|------------------------------|---------------------------------------|------------------|--------------------------|-----------------------|------------------------|------------------------|-----------------------|----------------------|--------------------------|------|
| Supplier Items   Order       | Modifiers   Maintair                  | Capacity         | Quality   Consig         | ned Inventory         |                        |                        |                       |                      |                          |      |
| Consigned<br>Inventory       | Consigned Items                       |                  |                          |                       |                        |                        |                       |                      |                          |      |
| Consigned Inventory<br>Aging | Simple Search<br>Note that the search | n is case insens | sitive                   |                       |                        |                        |                       |                      | Advanced Sea             | nrch |
|                              | Supplier Item                         |                  | N                        | ۹,                    |                        |                        |                       |                      |                          |      |
|                              | Item                                  |                  | k                        | ٩                     |                        |                        |                       |                      |                          |      |
|                              | Item Description                      |                  |                          |                       |                        |                        |                       |                      |                          |      |
|                              |                                       | Go Ck            | ear                      |                       |                        |                        |                       |                      |                          |      |
|                              | Organization                          | Supplier<br>Item | Item<br>Item Description | Consigned On-<br>Hand | Consigned<br>Shipments | Consumption<br>Advices | Consigned<br>Receipts | Consigned<br>Returns | Material<br>Transactions | VMI  |
|                              | No search<br>conducted.               |                  |                          |                       |                        |                        |                       |                      |                          |      |

#### To View Consigned Items:

Search and Select your item, then press Go Button.

| Simple Search             |                        |           |                                |                       |                        |                        |                       |                      |                          |     |
|---------------------------|------------------------|-----------|--------------------------------|-----------------------|------------------------|------------------------|-----------------------|----------------------|--------------------------|-----|
|                           |                        |           |                                |                       |                        |                        |                       |                      |                          |     |
| Note that the searce      | ch is case insensitive | e         |                                |                       |                        |                        |                       |                      | Advanced Sear            | rch |
| Supplier Iten             | ı                      |           | <u> </u>                       |                       |                        |                        |                       |                      |                          |     |
| Iten                      | ו                      |           | <u> </u>                       |                       |                        |                        |                       |                      |                          |     |
| Item Description          | ו <u> </u>             |           |                                |                       |                        |                        |                       |                      |                          |     |
|                           | Go Clear               |           |                                |                       |                        |                        |                       |                      |                          |     |
| Organization              | Supplier Item 🔺        | Item      | Item Description               | Consigned On-<br>Hand | Consigned<br>Shipments | Consumption<br>Advices | Consigned<br>Receipts | Consigned<br>Returns | Material<br>Transactions | VMI |
| Consigned<br>Organization |                        | BA12751   | Galaxy S3<br>Cover_Green Color |                       |                        |                        |                       |                      |                          |     |
| Consigned<br>Organization |                        | ME434AE/A | iPhone 5s 16GB Gold            |                       |                        |                        |                       |                      |                          |     |

For a given item, suppliers can view the following information:

- Supplier Item
- Item.
- Item Description.
- Consigned On-Hand Displays the on-hand stock levels for the item at the Zain.
- Consigned Shipments Displays the purchase order shipment details that enable the item to be shipped from you to the Zain company location.
- Consumption Orders Displays the purchase orders/blanket releases that are created when consigned stock is consumed by the buying company. These are the orders against which you can submit invoices to the buying company.
- Consigned Receipts Displays the history of receipts for consigned stock.
- Consigned Returns Displays the history of return transactions created for the consigned stock.



• Material Transactions - Displays the material transactions that occurred for the consigned item. It includes transactions to procure the item, which is the consigned stock, and then the transactions to move

Click on the respective ICON to find out the information.