



Oracle Supplier Portal User Guide

Bapco Energies

Contents



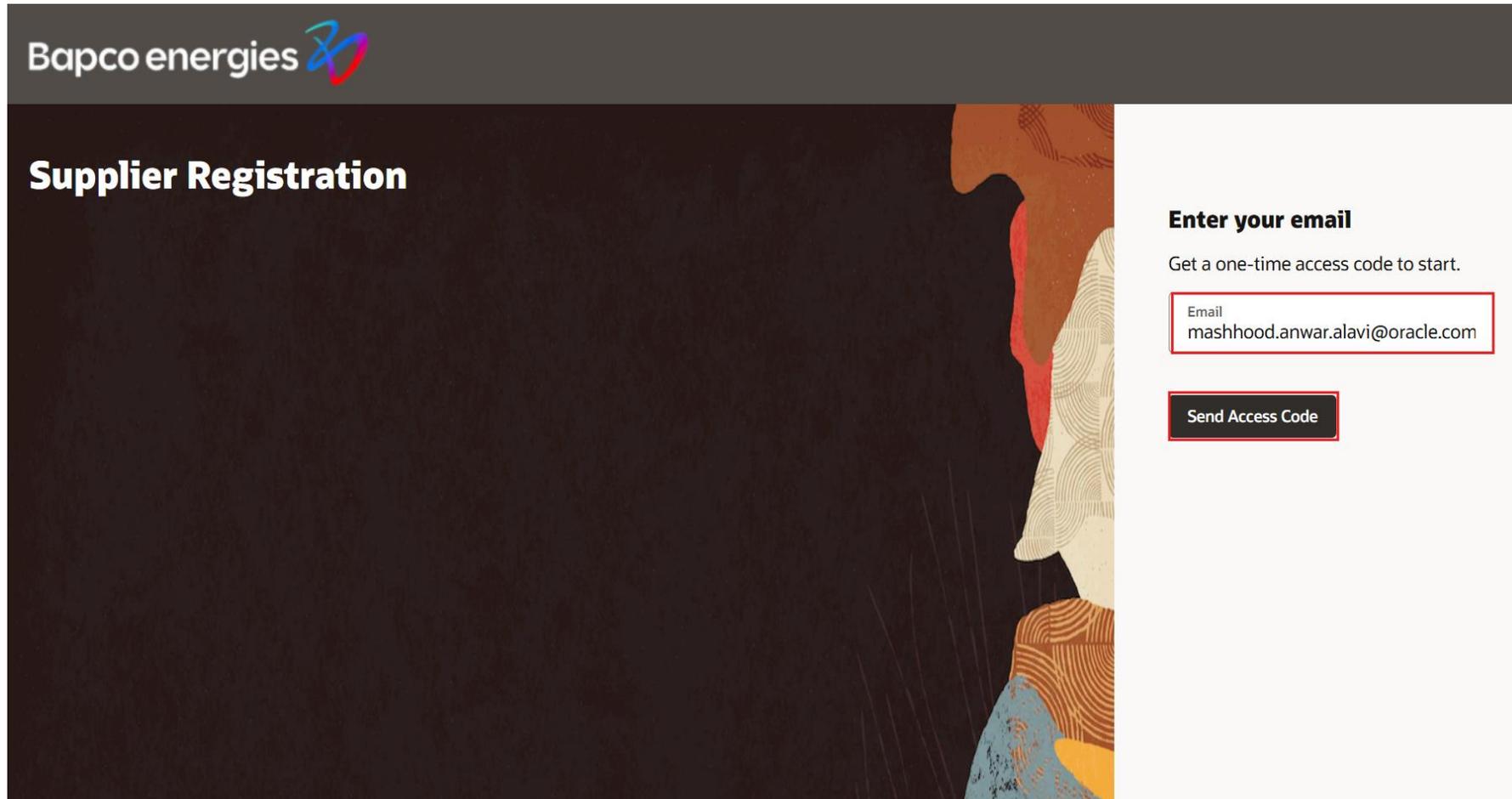
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External Supplier Registration by invitation

01

External Supplier Registration by Invitation



The screenshot shows the Bapco Energies Supplier Registration page. At the top left, the Bapco Energies logo is displayed. Below it, the text 'Supplier Registration' is written in white on a dark background. To the right, there is a white form area with the following content:

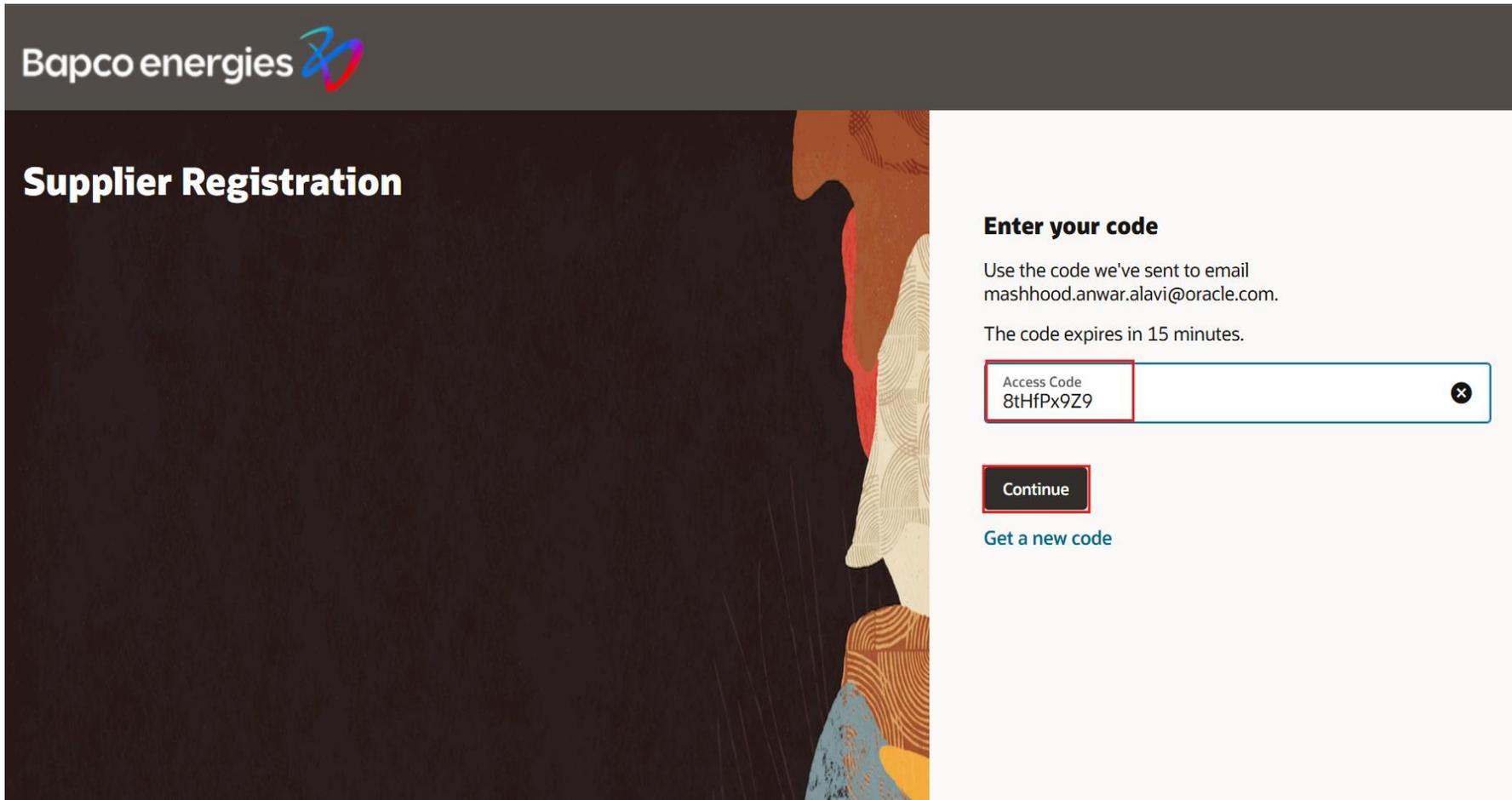
Enter your email
Get a one-time access code to start.

Email
mashhood.anwar.alavi@oracle.com

Send Access Code

1. Click on the Supplier Registration link received in an email from Bapco Energies
2. The page displayed in the picture will open.
3. Enter the email id and click on 'Send Access Code' to receive the Access code.

External Supplier Registration by Invitation



The screenshot shows the Bapco Energies Supplier Registration interface. At the top left, the Bapco Energies logo is displayed. Below it, the text 'Supplier Registration' is prominently shown. The main content area is titled 'Enter your code' and includes instructions: 'Use the code we've sent to email mashhood.anwar.alavi@oracle.com.' and 'The code expires in 15 minutes.' A text input field contains the access code '8tHfPx9Z9'. Below the input field are two buttons: a dark 'Continue' button and a blue 'Get a new code' link.

1. Enter the Access code and click on 'Continue' to enter the Company details page.
2. For any issue in receiving the access code click on 'Get a new code'

External Supplier Registration by Invitation



Bapco energies

Supplier Registration

Company Details

****Please Ensure to Enter the Company Name as per the CR in CAPITAL Letters Only**
****For Company field, please enter Full Legal Company Name**
****Please select the Tax Country/County of Incorporation in the Country field.**
****In the Attachments section, Commercial Registration is a required document. Also upload all files in PDF format only.**

Company ALL FASTENERS PRIVATE LIMITED	Website	Country Bahrain
Taxpayer ID 123456	Tax Registration Number 098765	D-U-N-S Number
Organization Type 0%		

Additional Information

Last updated 3 minutes ago

Cancel Save Continue

Fill in all the necessary information such as the Full Legal Company Name (as per the CR in CAPITAL Letters only), Tax Organization Type, etc.

External Supplier Registration by Invitation



Additional Information

Other Company Name(s)

Registration Issuing Authority

Date of Incorporation

Commercial Registration / Business License

Legal Entity Identifier (LEI)

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL

M-001-Manual.pdf	Last updated on 2/18/2026 364.14 KB	
------------------	---	------

Updated just now

1 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

1. Scroll down and enter the other required details such as 'Date of Incorporation' and 'Commercial Registration / Business License'.
2. Under the attachment section, the Tax, Insurance or other relevant documents can be attached.
3. Click on 'Continue'.

External Supplier Registration by Invitation



Bapco energies

Supplier Registration

Contacts

****List the contact details of key personnel for each of the following business functions: BAPCO ACCOUNT MANAGER, SALES TEAM, INVOICING TEAM, TECHNICAL TEAM**

****In Email field, please enter a valid corporate email address only (e.g. name@company.com)**

Provide details of employees who will be designated as supplier contacts.

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Mashhood	Last Name Alavi
Email mashhood.anwar.alavi@oracle.com	Job Title TECHNICAL TEAM
Country RH	Mobile +973

Last updated 58 seconds ago

Cancel Save Continue

On the Contacts page, enter the required details such as First Name, Last Name, Email, Job Title, etc. Make sure to enter a valid corporate email address in the Email field.

External Supplier Registration by Invitation



Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Mashhood	Last Name Alavi	
Email mashhood.anwar.alavi@oracle.com	Job Title TECHNICAL TEAM	
Country BH	Mobile +973	
Country BH	Phone +973	Ext
Country BH	Fax +973	

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

Last updated 7 minutes ago

Cancel Save Continue

Scroll down and set the Administrative Contact and User Account as Yes.

External Supplier Registration by Invitation



Supplier application:

- BE WORK CONFIRMATION SUPPLIER
- BE PROC Supplier Customer Service Representative Custom
BE Custom Role Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- BE PROC Supplier Accounts Receivable Specialist Custom
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status. Removed Supplier invoice without PO privilege
- BE PROC Supplier Inventory Manager Custom
BE Custom Role Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies, materials and products to ensure that customers, employees and production have access to the materials they need.
- BE PROC Supplier Sales Representative Custom
BE Custom Role Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
- BE TENDER SUPPLIER VIEW
Role for restricting access to the Tender Payment custom extension supplier view page.
- BE LOI SUPPLIER VIEW
Role for restricting access to the LOI_LOA custom extension supplier page.

[+ Add Another Contact](#)

Last updated 1 minute ago

Cancel Save **Continue**

If required, click on 'Add Another Contact' to provide details of the secondary contact. Click on 'Continue'.

External Supplier Registration by Invitation



Addresses

Enter at least one address.

****In Email field, please enter a valid corporate email address only (e.g. name@company.com)**

Address 1 🗑️

Address Name
Manama-BHD

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
Bahrain

Address Line 1
Road 1234

Address Line 2

Address Line 3

City
Manama

State

Postal Code

3 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

1. Enter 'Address name'
2. Select 'Country'
3. Country specific address format will default.
4. Enter the required mandatory details.
5. Ensure to tick the 'Bid on RFQs' checkbox.

External Supplier Registration by Invitation



317

Address Line 1
Road 1234

Address Line 2

Address Line 3

City
Manama

State

Postal Code

Email
mashhood.anwar.alavi@oracle.com

Country
BH

Phone *
+973 1722 1700

Ext

Country
BH

Fax
+973

Which contacts are associated to this address?

Mashood Alavi
mashhood.anwar.alavi@oracle.com TECHNICAL TEAM

+ Add Another Address

Last updated 33 minutes ago

Cancel Save Continue

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

1. Click on the checkbox next to the previously defined supplier contact name to associate it to this Address.
2. The Supplier Contact gets associated with the address.
3. If required, click on 'Add Another Address' to create another one.
4. Click on Continue.

External Supplier Registration by Invitation



Bapco energies

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

****Use this section to upload all applicable documents. Choose the relevant document from the list and enter the required details. If applicable, include the expiry date for each document. To add more documents, click on the "+ Add Another Business Classification" button at the bottom. Be sure to include all Licenses and Certifications.**

****In the Certificate Number field, please enter the Certificate Name.**

****An attachment is mandatory. Please upload PDF files only in the Attachments section**

Business classification 1 🗑️

Classification Commercial Registration Certificate	Subclassification
Certifying Agency Other	Other Certifying Agency ISO
Certificate Start Date 01-Feb-2026	Certificate End Date 31-Jan-2027
Certificate Number 78463738	

Notes

Last updated 5 minutes ago

Cancel Save **Continue**

1. Select the proper business classification details from the list.
2. Enter the other details such as Certificate Name, Certificate Number, Start date, End Date, etc.

External Supplier Registration by Invitation



Business classification 1 🗑️

Classification
Commercial Registration Certificate ▼

Subclassification ▼

Certifying Agency
Other ▼

Other Certifying Agency
ISO

Certificate Number
78463738

Certificate Start Date
01-Feb-2026 📅

Certificate End Date
31-Jan-2027 📅

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

BilledStatements_6228_27-01-26_17.17.pdf Last updated on 2/1/2026 306.18 KB 📄 🗑️

+ Add Another Business Classification

Last updated 6 seconds ago

Cancel Save **Continue**

1. Scroll down to attach the mandatory pdf attachment.
2. If required, click on 'Add Another Business Classification' button to create another.
3. Click on 'Continue'.

External Supplier Registration by Invitation



Bapco energies

Supplier Registration

Bank Accounts

Enter at least one bank account.

****The bank account details will be used for quote & payment purposes.**

Bank account 1 🗑️

Country Bahrain			
Bank National Bank of Bahrain	Bank Branch Main Branch	Account Number 1299123456	
IBAN BH67BMAG00001299123456	Currency	Account Type Checking	

Account Holder

Attach supporting documents

Drag and Drop

Last updated 6 minutes ago

Cancel Save **Continue**

1. On the Bank Accounts page, enter at least one bank account details.
2. Enter the Country, Bank, Branch, Account Number, IBAN to create the supplier bank account.
3. Click on 'Continue'.

External Supplier Registration by Invitation



****The bank account details will be used for quote & payment purposes.**

Bank account 1 🗑️

Country
Bahrain

Bank
National Bank of Bahrain

Bank Branch
Main Branch

Account Number
1299123456

IBAN
BH67BMAG00001299123456

Currency

Account Type
Checking

Account Holder

Attach supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

BilledStatements_6228_27-01-26_17.17.pdf Last updated on 2/1/2026 306.18 KB 📄 🗑️

+ Add Another Bank Account

Last updated 2 minutes ago

Cancel Save Continue

5 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

1. Scroll down to upload the mandatory supporting document.
2. If required, click on 'Add Another Bank Account' to create additional bank account for this supplier.
3. Click on 'Continue'.

External Supplier Registration by Invitation



Bapco energies

Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

2 selected [View Selected](#) [Clear Selected](#)

Category	Description
<input type="checkbox"/> Apparel and Luggage and Personal Care Products	Apparel and Luggage and Personal Care Products
<input type="checkbox"/> Clothing	Clothing
<input type="checkbox"/> Footwear	Footwear
<input checked="" type="checkbox"/> Luggage and handbags and packs and cases	Luggage and handbags and packs and cases
<input type="checkbox"/> Personal care products	Personal care products
<input type="checkbox"/> Sewing supplies and accessories	Sewing supplies and accessories
<input type="checkbox"/> Building and Construction Machinery and	Building and Construction Machinery and

Updated just now

[Cancel](#) [Save](#) [Continue](#)

6 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

1. Select one or more appropriate Products and Services that your company can supply.
2. Click on 'Continue'.

External Supplier Registration by Invitation



Supplier Registration

Questionnaire

Welcome To Bapco Energies Registration Form.

[View attachments](#)

ORGANIZATION STRUCTURE ✓ KEY PERSONNEL ○ DOCUMENTARY EVIDENCE ○ CONFLICT OF INTEREST ○ DISCLOSURE ○ >

Section 1 of 5

1. List all shareholders or owners with 10% or more ownership in the company.

a. Shareholder 1 (Please also attach the passport copy of this Shareholder)

b. Shareholder 2 (Please also attach the passport copy of this Shareholder)

c. Shareholder 3 (Please also attach the passport copy of this Shareholder)

d. Shareholder 4 (Please also attach the passport copy of this Shareholder)

e. Shareholder 5 (Please also attach the passport copy of this Shareholder)

Required

[Add Attachments \(0\)](#)

1.a.1. NAME
Required

1.a.2. NATIONALITY
Required

7|7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

1. On the 'Questionnaire' page, provide the necessary information for all sections.
2. Questions marked as mandatory must be completed before submitting the registration request.

External Supplier Registration by Invitation



Bapco energies

Supplier Registration

Questionnaire

Welcome To Bapco Energies Registration Form.

[View attachments](#)

ORGANIZATION STRUCTURE ✓ KEY PERSONNEL ✓ DOCUMENTARY EVIDENCE ✓ **CONFLICT OF INTEREST ✓** DISCLAIMER ✓

Section 4 of 5

13. Conflict of Interest:

To the best of your knowledge, does any key employee or senior management member (for example as an officer, director, principal, shareholder, partner, or owner) of your company, or its subsidiaries or affiliates, have any financial interest or arrangement with any officer, director, or employee of Bapco Energies B.S.C. (c) and Its Subsidiaries?

If "YES", please provide the names of such officer, director, or employee of Bapco Energies B.S.C. (c) and Its Subsidiaries.

Required

a. Yes

b. No

End of Section 4 of 5

[Previous Section](#) [Next Section](#)

Updated just now

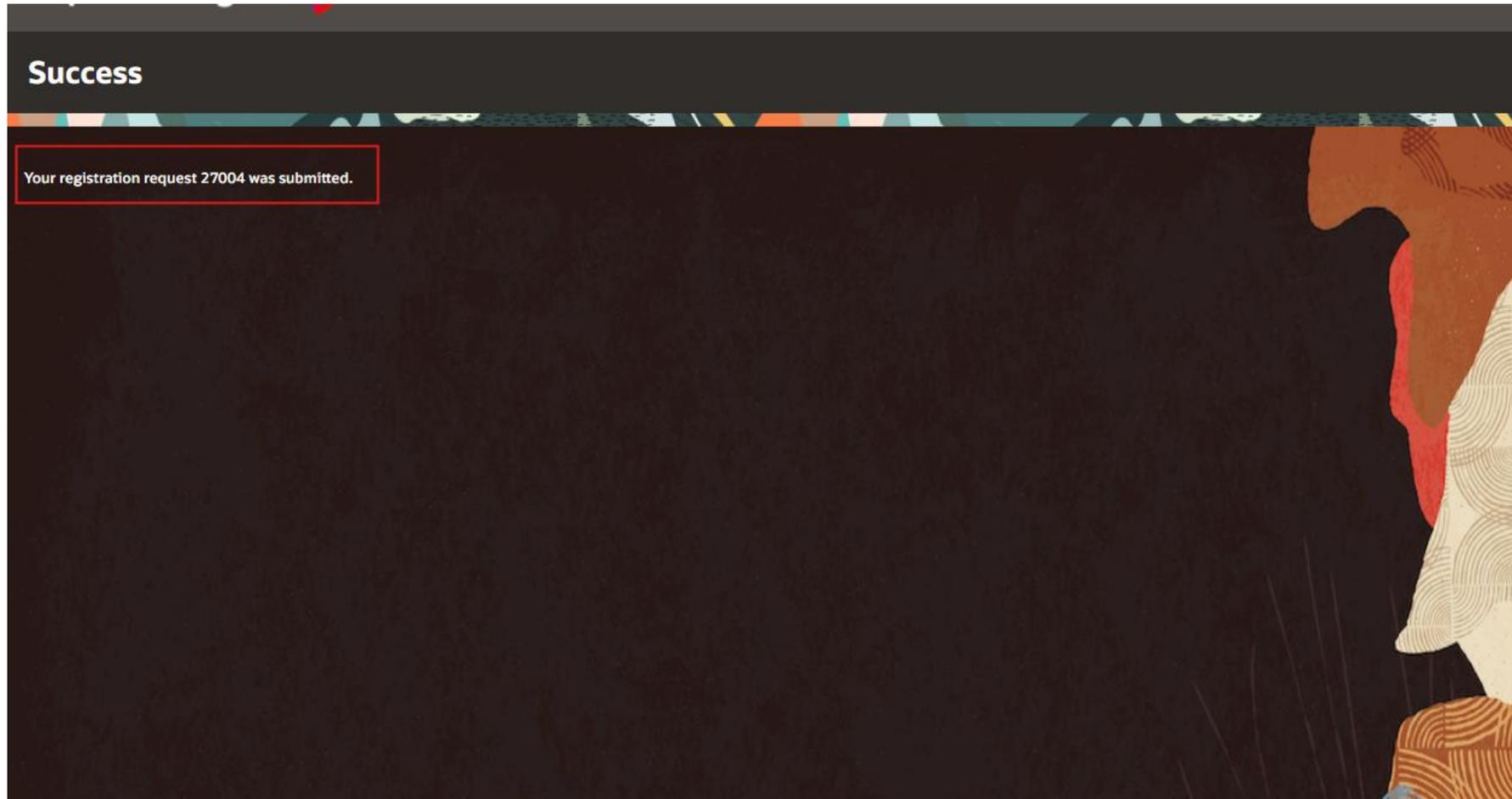
Cancel Save **Submit**

7/7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

1. Once all the mandatory sections are filled, the checkmarks will become green adjacent to the respective sections.
2. Review all the details. If any information still needs to be added, navigate back to that section and provide the details.
3. Click on 'Submit'.

External Supplier Registration by Invitation



A confirmation message will appear.

External Supplier Registration by Invitation



Supplier Registration Request 27004 Was Approved

 noreply@bapco365.com
To  Mashhood Alavi

  Reply  Reply All  F
Wed 2

The Supplier user will receive an email notification confirming whether the registration request has been approved or rejected.

Bapco Energies Group (BAPCO ENERGIES BU)

Your supplier registration request was approved

Request Number	27004
Request Date	01 February 2026
Requested By	mashhood.anwar.alavi@oracle.com
Company	ALL FASTENERS PRIVATE LIMITED

 User account information will be sent in a separate email.

External Supplier Registration by Invitation



[External] : Activate your Supplier Portal account- Bapco Energies

Bapcoenergies <noreply@bapco365.com>
To: Mashhood Alavi

If there are problems with how this message is displayed, click here to view it in a web browser.



Activate your Supplier Portal account - Bapco Energies

Dear Valuable Supplier,

You have been granted access to the Bapco Energies Supplier Portal. To activate your account, please use the link below. Activate your account before the expiration date.

Username: mashhood.anwar.alavi@oracle.com



This link will expire on Sunday, February 8, 2026 6:00:23 AM CST.

If you have any questions, please contact your Bapco Supply Management Support Team at suppliermanagement.hq@bapcoenergies.com.

1. The Supplier user receives another email notification for supplier account activation.
2. Use the 'Activate Your Account' icon to create your own Password. The username will be the contact email address.



Respond to Negotiation – Quotation, Bid

02

Respond to Negotiation – Quotation, Bid



Sign In
Oracle Applications Cloud

Login as Supplier User.

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

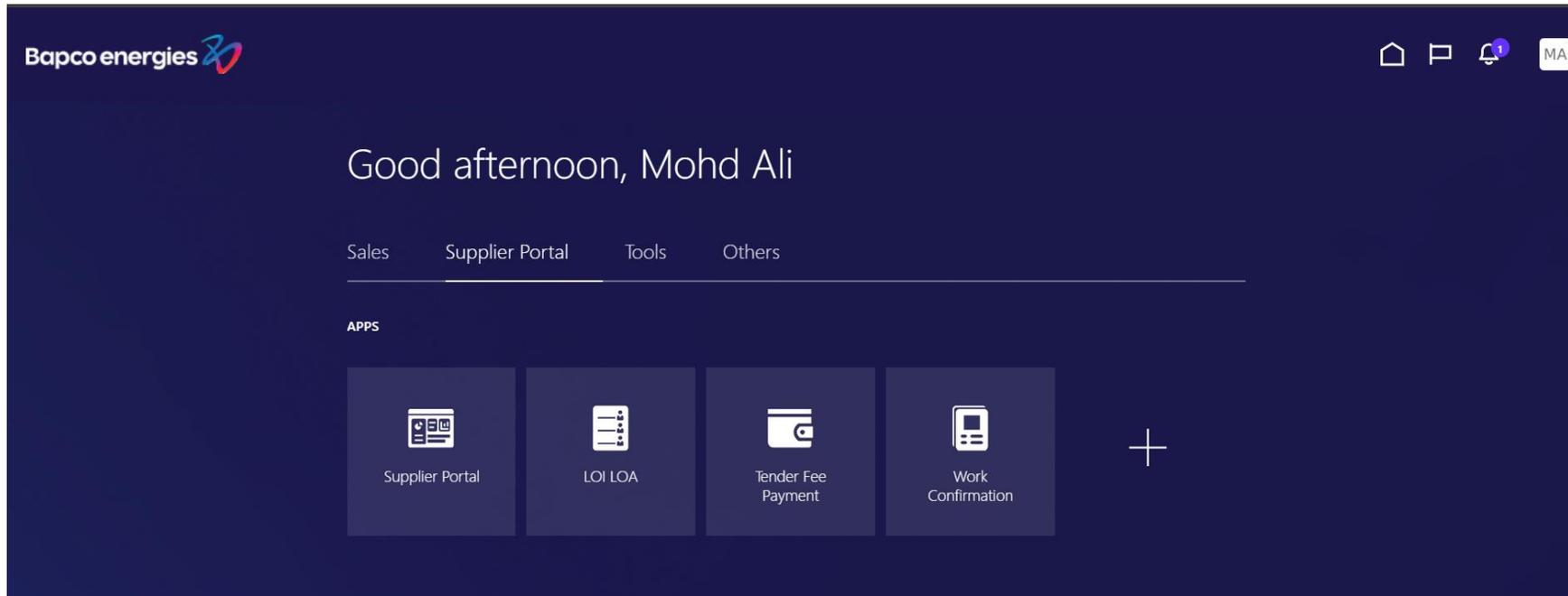
Sign In

Select Language

English



Respond to Negotiation – Quotation, Bid



Navigate to Supplier Portal.

Respond to Negotiation – Quotation, Bid



The screenshot displays a web application interface. On the left, a 'Requiring Attention' donut chart shows a total of 154 items, with 53 in yellow, 98 in green, and 3 in blue. The legend indicates: blue for 'Orders to Acknowledge' and green for 'Schedules Overdue or Due Today'. On the right, a 'Notifications' panel is open, listing several messages. The first notification, 'ACTION REQUIRED: You Are Invited to Negotiation BR-RFQ251000022 (RFQ for SP02)' by EISayed Fouda, is highlighted with a red box. Other notifications include 'FYI: Document (Purchase Order) BR-PO251000176 Requires Acknowledgment' and '(REMINDER) ACTION REQUIRED: You Are Invited to Negotiation BE-RFQ251000004 (Testing for EXT)'. The interface also shows a search bar, a 'Show All' link, and a notification bell icon with a '34' badge in the top right corner.

1. Click on the Bell Notification on the top right hand side corner of the screen to open the Notifications page to view the Negotiation Invitation.
2. Review the negotiation invitation and click 'Accept Invitation'.

Respond to Negotiation – Quotation, Bid



You Are Invited to Negotiation BR-RFQ251000022 (RFQ for SP02)

Actions **Accept Invitation** Decline Invitation

Negotiation Invitation
RFQ for SP02
Bapco Energies Group

From	ElSayed Fouda
RFQ	BR-RFQ251000022
Preview	11/09/2025 3:32 PM
Opens	11/09/2025 3:32 PM
Closes	30/09/2025 3:25 PM

Respond to Negotiation - Quotation, Bid

Click Accept Invitation.

Respond to Negotiation – Quotation, Bid



1. Enter Comment.
2. Click Submit.

Negotiation Invitation

RI Accept Invitation

Comment

Drag files here or click to add attachment

Supplier Details

Respond to Negotiation – Quotation, Bid



Supplier Portal

Search Order Number

Tasks

- Contract Manufacturing**
 - Manage Production Reports
- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**

Requiring Attention

Category	Count
Orders to Acknowledge	3
Schedules Overdue or Due Today	98
Invoices Overdue	53

Recent Activity
Last 30 Days

Negotiation invitations	1
Agreements changed or canceled	4
Agreements opened	10
Orders changed or canceled	7

Transaction Reports
Last 30 Days

PO Purchase Amount	800	GBP
PO Purchase Amount	190K	USD
Invoice Amount	9.01M	USD
Invoice Price Variance Amount	0	USD

Supplier News

Bapco Energies Streamlines Procurement with Oracle Cloud Applications.

Once submitted, the user will be back on the Supplier Portal Page.



Respond to Negotiation – Quotation, Bid

- View Returns
- Contracts and Deliverables**
- Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
- Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments**
- Create Invoice
 - View Invoices
 - View Payments
- Negotiations**
- **View Active Negotiations**
 - Manage Responses
- Auctions from Seller**
- View Active Seller Auctions
 - Manage Seller Auction Bids

Bapco Energies Streamlines Procurement with
Oracle Cloud Applications.

1. Scroll down to 'Negotiations' section.
2. Click 'View Active Negotiation'.

Respond to Negotiation – Quotation, Bid



ORACLE

Active Negotiations

Time Zone Coordina

Search

Manage Watchlist Saved Search Open

** At I

** Negotiation

** Title

** Negotiation Close By dd/mm/yyyy

** Invitation Received Yes

Response Submitted No

Negotiation Open Since dd/mm/yyyy

Search

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PC
BR-RFQ25100022	RFQ for SP02	RFQ	WIKA MIDDLE ...	18 Days 23 Hours	30/09/2025 3:25...	0	Yes	0	

Columns Hidden 4

1. In the Search Results Section- Highlight the Active Negotiation for which you need to create the response.
2. Click on "Create Response".

Respond to Negotiation – Quotation, Bid



Create Response (Quote 6001): Overview ?

1 Overview — 2 Requirements — 3 Lines — 4 Review

Messages Respond by Spreadsheet Actions Back Next Save

Last Saved Time Zone Coord WIKA MIDDLE E

Title RFQ for SP02 Time Remaining 18 Days 23 Hours

Close Date 30/09/2025 3:25 PM

General

Supplier WIKA MIDDLE EAST FZE

Supplier Site UAE - GBP

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Conversion Rate 1

Response Valid Until dd/mm/yyyy h:mm a

Response Type Primary Alternate

Reference Number

Note to Buyer

Attachments None +

Response Overview page will open.

Optionally, the Supplier user can enter a 'Note to Buyer' and a 'Response valid Until Date'.

Click Next.

Respond to Negotiation – Quotation, Bid



1. The Supplier can either respond by clicking on 'Respond by Spreadsheet' or Manually Respond.
2. Click 'Next'.

Section 1. BE General Requirement

Section 1. BE

- * 1. Please refer to Bapco enclosed General Terms & Conditions for the Supply of Goods and/or Services given in the Tender Header Attachment Section and confirm your acceptance.

Note: Any disagreement to Bapco's GT&C must be highlighted by vendors during bid submission which will be taken into consideration during bid evaluation and preference will be given to bidders fully accepting our GT&C."

- a. We have read & fully accepted Bapco's GT&C
- b. No, we do not fully accept Bapco's GT&C"

- * 2. Are registered with Kingdom of Bahrain ministry of commerce as and SME?

If Yes, kindly attached your valid SME certificate*

- a. Yes
- b. No

* Response Attachments SME Certificate +

- * 3. For Bahraini Bidders, kindly attach your valid C.R copy

- a. Yes
- b. No

* Response Attachments CR +

Respond to Negotiation – Quotation, Bid



Create Response (Quote 6001): Requirements ?

1 Overview — 2 Requirements — 3 Lines — 4 Review

Messages Respond by Spreadsheet Actions Back Next Save

Last Save Time Zone Coord WIKA MIDDLE E

Time Remaining 18 Days 23 Hours Close Date 30/09/2025 3:25 PM

Fill-in all the required information in the given section.

Section 1. BE General Requirement

Section 1. BE

- * 1. Please refer to Bapco enclosed General Terms & Conditions for the Supply of Goods and/or Services given in the Tender Header Attachment Section and confirm your acceptance.

Note: Any disagreement to Bapco's GT&C must be highlighted by vendors during bid submission which will be taken into consideration during bid evaluation and preference will be given to bidders fully accepting our GT&C."

- a. We have read & fully accepted Bapco's GT&C
- b. No, we do not fully accept Bapco's GT&C"

- * 2. Are registered with Kingdom of Bahrain ministry of commerce as and SME?

If Yes, kindly attached your valid SME certificate"

- a. Yes
 - b. No
- * Response Attachments SME Certificate +

- * 3. For Bahraini Bidders, kindly attach your valid C.R copy

- a. Yes
 - b. No
- * Response Attachments CR +

Respond to Negotiation – Quotation, Bid



1. Similarly, fill-in the required information in section 2 Section.
2. Go to Section 3.

Section 2. NG- Technical Information

Section 2

- * 1. The Bidder must provide the listed vital (or equivalent) plant, machinery, and equipment in good working condition and well-maintained for use at the site. Ownership, leasing, sub-contracting, and joint ventures are acceptable.

The Bidder must have these facilities located in Bahrain or provide a plan to establish them in Bahrain within a minimum of XX. Evidence must be provided.
 - a. Yes
 - b. No
 - c. Partially

Comments
- * 2. The Bidder shall provide documentary evidence of their proposed manpower demonstrating that they have a minimum of xx (xx) experience.
 - a. Yes

Response Attachments Manpower +

Respond to Negotiation – Quotation, Bid



Response (Quote 6001): Requirements

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back Next

Time Remaining 18 Days 22 Hours Close Date 30/09/2025 3:25 PM

1. Fill the required information.
2. Click 'Next'.

3. NG Commercial Information

1. The Bidder must submit "Audited Financial Reports" for the past three financial years. Bapco will assess financial soundness using the attached Financial Evaluation Matrix. Failure to meet the minimum threshold of XX% will result in disqualification. Reports with a qualified opinion will not be evaluated.

a. Yes

Response Attachments Audit +

b. No

Comments

PFA the audit report

Respond to Negotiation – Quotation, Bid



1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 6001): Lines ?

Currency = US Dollar

Time Remaining 18 Days 22 Hours Close Data

Actions View Format  Freeze Detach Wrap

Line	Description	Required Details	Category Name	Supplier Item	New Supplier Item	Manufacturer	Manufacturer Part Number	Start Price	Respo
1	BOLT, STUD: ALLO		Hardware		<input type="text"/>			9.00	<input type="text"/>

Rows Selected 1 Columns Hidden 6

Grand Totals

1. Select the line for which the response must be entered.
2. Either click on the 'pencil' icon or on the 'details' icon to open the line's information in a separate page.

Respond to Negotiation – Quotation, Bid



Lines: Edit Line: 1 (Quote 6001)
Currency = US Dollar

Item	100300	Close Date	30/09/2025
Revision		Target Minimum Release Amount	
Description	BOLT, STUD: ALLOY STEEL: STUD/NUT : ASTM A193 B7/ASTM A194 2H: 2 HEAVY HEX NUTS: 3: 5/8: UNC		
Category Name	Hardware	Response Minimum Release Amount	<input type="text"/>
Start Price	9.00	Note to Buyer	<input type="text"/>
* Response Price	<input type="text" value="8.75"/>	Supplier Item	
Total Score		New Supplier Item	<input type="text"/>
Estimated Quantity	5	Manufacturer	
UOM	Each	Manufacturer Part Number	
Rank	Sealed	Attachments	None +

Price Breaks [?]

Suppliers can modify price breaks Type Noncum

Actions ▾ View ▾ Format ▾ + ✕ Freeze Detach Wrap

1. Enter the response price.
2. The Supplier may also provide any other information as well such as 'Note to buyer' or attach any relevant document or 'Price break', etc.
3. Scroll down to 'Attributes' section.

Respond to Negotiation – Quotation, Bid



Price Breaks ^(?)

✓ Suppliers can modify price breaks

Type Noncumulative

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap

Location	Quantity	Pricing Basis	Response Value	Start Date	End Date
No data to display.					

Attributes ^(?)

View ▾ Format ▾ Freeze Detach Wrap

Attribute	Target Value	Response Value	Weight	Acceptable Response Values (Score)
BE RFQ Attribute List				
KVA Rating		* 5 KVA ▾	50.00	10 KVA (80) 5 KVA (20)
Conductivity Test Result	Yes	* Yes ▾	50.00	Yes (90) No (10)
Delivery Lead-time		* <input type="text" value="5"/>		
Warranty Duration		* <input type="text" value="10"/>		
Delivery Lead-time		* 01/10/2025 🗓️		

Columns Hidden 1

Provide the necessary response against each field.

Respond to Negotiation – Quotation, Bid



In case of any clarification is needed, the Supplier user can use the 'message' functionality to communicate with the buyer (Optional).

)

Close Date 30/09/2025 3:25 PM

Target Minimum Release Amount

TUD: ALLOY STEEL: STUD/NUT : ASTM A193 B7/ASTM A194 2H: 2 HEAVY HEX NUTS: 3: 5/8: UNC
are

Response Minimum Release Amount

Note to Buyer

Supplier Item

New Supplier Item

Manufacturer

Manufacturer Part Number

Attachments None +

8.75

✓ Suppliers can modify price breaks

Type Noncumulative

+ X Freeze Detach Wrap

Respond to Negotiation – Quotation, Bid



Online Messages (RFQ BR-RFQ251000022) ?

(Optional)

To enter a message click on '+' icon.

Title RFQ for SP02

Status Active

Time Remaining 18 Days 22 Hours

Close Date 30/09/2025 3:25 PM

Messages

Actions ▾ View ▾ Format ▾ **+** Freeze Detach Wrap

Subject	Status	From
No data to display.		

Respond to Negotiation – Quotation, Bid



Send Message [X]

To Bapco Energies Group

* Subject

* Message

Attachments None +

Send Cancel

(Optional)

1. Enter the Subject.
2. Enter the message.
3. Click 'Send'.

Respond to Negotiation – Quotation, Bid



Printable Page Done

Time Zone Coordinated Universal Time
WIKA MIDDLE EAST FZE - UAE - GBP

Click on 'Done'.

Status Active

Close Date 30/09/2025 3:25 PM

Wrap

Status	From	To	Date

Respond to Negotiation – Quotation, Bid



1. Click on '>>' arrow.
2. Click Save and close.

Respond to Negotiation – Quotation, Bid



1 — 2 — 3 — 4
Overview Requirements **Lines** Review

Create Response (Quote 6001): Lines ?

Currency = US Dollar

Messages Respond by Spreadsheet Actions Back **Next**

Time Remaining 18 Days 22 Hours Close Date 30/09/2025 3:25 PM

Actions View Format Freeze Detach Wrap

Line	Description	Required Details	Category Name	Supplier Item	New Supplier Item	Manufacturer	Manufacturer Part Number	Start Price	Response Price	Total
1	BOLT, STUD: ALLO		Hardware		<input type="text"/>			9.00	<input type="text" value="8.75"/>	

Rows Selected 1 Columns Hidden 6

Grand Totals

All response lines are included.

Response Amount 43.75

Click on 'Next'.

Respond to Negotiation – Quotation, Bid



Review Response: Quote 6001 ?

Currency = US Dollar

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back Next

View Negotiation

View Response PDF

Validate

Title RFQ for SP02

Close Date 30/09/2025 3:25 PM

Overview Requirements Lines

General

Supplier	WIKA MIDDLE EAST FZE	Response Type	Primary
Negotiation Currency	USD	Reference Number	
Response Currency	USD	Note to Buyer	My response will be valid until 10th October 2025
Price Precision	2 Decimals Maximum	Attachments	None
Response Valid Until	10/10/2025 3:26 PM		

Go to 'Actions' and click on 'validate' to make sure that no required information has been missed.

Respond to Negotiation – Quotation, Bid



Quote 6001 ?

1 Overview 2 Requirements 3 Lines 4 Review

Confirmation

Response 6001 to negotiation BR-RFQ251000022 was validated without errors.

OK

Title RFQ for SP02

Close Date 30/09/2025 3:25 PM

Time Remaining 18 Days 22 Hours

Response validated.
Now click 'Ok'.

Lines

General Requirement

Bapco enclosed General Terms & Conditions for the Supply of Goods and/or Services given in the Tender Header section and confirm your acceptance.

agreement to Bapco's GT&C must be highlighted by vendors during bid submission which will be taken into during bid evaluation and preference will be given to bidders fully accepting our GT&C."

I have read & fully accepted Bapco's GT&C

I do not fully accept Bapco's GT&C"

I am registered with Kingdom of Bahrain ministry of commerce as and SME?

Respond to Negotiation – Quotation, Bid



Review Response: Quote 6001 [?](#)

Currency = US Dollar

1 Overview — 2 Requirements — 3 Lines — 4 Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 11/09/2025 5:01 PM
Time Zone Coordinated Universal Time
WIKA MIDDLE EAST FZE - UAE - GBP

Click on 'Submit' to submit the response.

Title RFQ for SP02

Time Remaining 18 Days 22 Hours

Close Date 30/09/2025 3:25 PM

Overview Requirements Lines

General

Supplier	WIKA MIDDLE EAST FZE	Response Type	Primary
Negotiation Currency	USD	Reference Number	
Response Currency	USD	Note to Buyer	My response will be valid until 10th October 2025
Price Precision	2 Decimals Maximum	Attachments	None
Response Valid Until	10/10/2025 3:26 PM		

Respond to Negotiation – Quotation, Bid



The screenshot shows a web application interface for responding to a negotiation. A modal dialog box titled "Confirmation" is centered on the screen, displaying the message: "Response 6001 to negotiation BR-RFQ251000022 was submitted. We'll notify you by email." The "OK" button in the dialog is highlighted with a red square. In the background, the negotiation form includes fields for "Negotiation", "Title", "Negotiation Close By" (with a date picker), "Received" (Yes/No dropdown), "Response Submitted" (No dropdown), and "Negotiation Open Since" (with a date picker). A "Manage Watchlist" button is also visible. At the bottom of the page, there is a toolbar with buttons for "Accept Terms", "Acknowledge Participation", and "Create Response", and a table header with columns: "Negotiation Type", "Supplier", "Time Remaining", "Close Date", "Your Responses", "Will Participate", and "Unr Messa".

Confirmation message appears.
Click 'Ok'.

Respond to Negotiation – Quotation, Bid



Supplier Portal

Search Order Number

Tasks

- Contract Manufacturing**
 - Manage Production Reports
- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**

Requiring Attention

Category	Count
Orders to Acknowledge	3
Schedules Overdue or Due Today	98
Invoices Overdue	53

Recent Activity
Last 30 Days

Negotiation invitations	1
Agreements changed or canceled	4
Agreements opened	10
Orders changed or canceled	7

Transaction Reports
Last 30 Days

PO Purchase Amount	800	GBP
PO Purchase Amount	190K	USD
Invoice Amount	9.01M	USD
Invoice Price Variance Amount	0	USD

Supplier News

Bapco Energies Streamlines Procurement with Oracle Cloud Applications.

(Optional)

The Supplier can create multiple responses for the same negotiation.

Respond to Negotiation – Quotation, Bid



Confirmation

Response 6001 to negotiation BR-RFQ251000022 was submitted. We'll notify you by email.

OK

** Negotiation

** Title

Negotiation Close By

Received

Response Submitted

Negotiation Open Since

Accept Terms Acknowledge Participation Create Response

Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unr Messa
------------------	----------	----------------	------------	----------------	------------------	-----------

To create another response, follow the same steps as before:

1. Scroll down to 'Negotiations' section.
2. Click 'Manage Responses'.

Respond to Negotiation – Quotation, Bid



Manage Responses

Time Zone Coordina

Search

Advanced Manage Watchlist Saved Search Active or Draft Resp

** At le

** Negotiation Title

** Negotiation

** Response

** Response Status Active or draft

Line Description

Search

Search for the previous Negotiation using any of the available fields. Click on the negotiation number.

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Supplier	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages
6001	Active	WIKA MIDDLE ...	BR-RFQ251000022	RFQ for SP02	RFQ	17 Days 20 Hours	0

Respond to Negotiation – Quotation, Bid



The screenshot shows a dark-themed interface for a procurement system. At the top left, the number '00022' is visible. On the right side, there are four buttons: 'Messages', 'Create Response' (highlighted with a red border), 'Actions' (with a dropdown arrow), and 'Done'. Below these buttons, the time zone is specified as 'Coordinated Universal Time WIKI MIDDLE EAST FZE - UAE - GBP'. The main content area displays the following information:

Title	RFQ for SP02	Open Date	11/09/2025 3:32 PM
Status	Active	Close Date	30/09/2025 3:25 PM
Time Remaining	17 Days 19 Hours		

Click on 'Create Response'.

Cover Page

Purpose: In order to modernize its technology, BAPCO is engaging in a comprehensive upgrade project which will involve a series of RFQs for various items and service needs.

Objective: In Phase 1, BAPCO is soliciting bids from suppliers who can provide high performance items at the best price with highest quality, including good maintenance and service terms.

BAPCO on behalf of itself has issued this RFQ to solicit informational responses from potential Suppliers to understand your product offerings. It is in the Supplier's best interest to make sure that the initial response to this RFQ contains the most favorable terms that your company will be able to offer BAPCO.

BAPCO reserves the right to:

- * Reject any response if it is conditional, incomplete, deviates from the specifications of this RFQ, or for any other reason in BAPCO's sole discretion.
- * Waive irregularities, immaterial defects, or other improprieties which BAPCO considers correctable or otherwise not warranting rejection of the proposal.
- * Withdraw this RFQ at any time before or after submission of bids, without prior notice.

Respond to Negotiation – Quotation, Bid



Q251000022

Messages Create Response Action

Time Zone Coordinat
WIKI MIDDLE EAST

Title RFQ for SP02 Open Date 11/09/2025 3:32 PM
Status Active Close Date 30/09/2025 3:25 PM
Time Remaining 17 Days 19 Hours

Cover Page

Purpose: In order to modernize its technology and service needs.

Objective: In Phase 1, BAPCO is soliciting maintenance and service terms.

BAPCO on behalf of itself has issued this RFQ to solicit informational responses from potential Suppliers to understand your product offerings. It is in the best interest to make sure that the initial response to this RFQ contains the most favorable terms that your company will be able to offer BAPCO.

BAPCO reserves the right to:

- * Reject any response if it is conditional, incomplete, deviates from the specifications of this RFQ, or for any other reason in BAPCO's sole discretion.
- * Waive irregularities, immaterial defects, or other improprieties which BAPCO considers correctable or otherwise not warranting rejection of the proposal.
- * Withdraw this RFQ at any time before or after submission of bids, without prior notice.
- * Modify the evaluation procedure described in this RFQ.
- * Decide not to award any contract to any Supplier responding to this RFQ.

1. The supplier can create an alternate response from scratch, or he may copy the previously submitted response details and make amendments in it.
2. To copy the previous response details, tick the checkbox and select the existing response.
3. Click 'Create'.

Respond to Negotiation – Quotation, Bid



Create Response (Quote 7001): Overview

1 Overview — 2 Requirements — 3 Lines — 4 Review

Messages Respond by Spreadsheet Actions Back **Next** Save

Title RFQ for SP02 Time Remaining 17 Days 20 Hours

Close Date 30/09/2025 3:25 PM

General

Supplier WIKA MIDDLE EAST FZE

Supplier Site UAE - GBP

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Conversion Rate 1

Response Valid Until 05/10/2025 3:26 PM

Response Type Primary Alternate

Reference Number Response 2

Note to Buyer This is my alternate response valid until 5 October

Attachments None

1. Select the Response Type to 'Alternate'.
2. User may also enter a reference number along with any 'Note to Buyer' or an attachment.
3. Also, user may enter the 'Response Valid Until' Date.
4. Click Next.

Respond to Negotiation – Quotation, Bid



Section 1. BE General Requirement

- * 1. Please refer to Bapco enclosed General Terms & Conditions for the Supply of Goods and/or Services given in the Tender Header Attachment Section and confirm your acceptance.

Note: Any disagreement to Bapco's GT&C must be highlighted by vendors during bid submission which will be taken into consideration during bid evaluation and preference will be given to bidders fully accepting our GT&C."

- a. We have read & fully accepted Bapco's GT&C
- b. No, we do not fully accept Bapco's GT&C"

- * 2. Are registered with Kingdom of Bahrain ministry of commerce as and SME?

If Yes, kindly attached your valid SME certificate"

- a. Yes
 - * Response Attachments [SME Certificate](#) +
- b. No

- * 3. For Bahraini Bidders, kindly attach your valid C.R copy

- a. Yes
 - * Response Attachments [CR](#) +

1. Like the previous response, the supplier user may proceed with populating the information in the Requirement section as he did before.

2. After, validating the details, click 'Next'.

Respond to Negotiation – Quotation, Bid



1 — 2 — 3 — 4
Overview Requirements **Lines** Review

Create Response (Quote 7001): Lines ?

Currency = US Dollar

Last Saved: WIKI MIDDLE E
Time Zone Coord

Time Remaining 17 Days 20 Hours Close Date 30/09/2025 3:25 PM

Actions View Format  Freeze Detach Wrap Revert Reduce Price

Line	Description	Required Details	Category Name	Supplier Item	New Supplier Item	Manufacturer	Manufacturer Part Number	Rank	Start Price	Response Price
1	BOLT, STUD: ALLO		Hardware		<input type="text"/>			Sealed	9.00	<input type="text" value="8.75"/>

Rows Selected 1 Columns Hidden 5

Grand Totals

All response lines are included.

Response Amount 43.75

Now on the 'Lines' tab, select the line and click on the pencil icon.

Respond to Negotiation – Quotation, Bid



Lines: Edit Line: 1 (Quote 7001)
Currency = US Dollar

Item 100300
Revision
Description BOLT, STUD: ALLOY STEEL: STUD/NUT : ASTM A193 B7/ASTM A194 2H: 2 HEAVY HEX NUTS: 3: 5/8: UNC
Category Name Hardware
Start Price 9.00
* Response Price
Total Score 55
Estimated Quantity 5
UOM Each
Rank Sealed

Close Date 30/09/2025 3:25 PM
Target Minimum Release Amount
Response Minimum Release Amount
Note to Buyer
Supplier Item
New Supplier Item
Manufacturer
Manufacturer Part Number
Attachments None +

Price Breaks ⓘ
✓ Suppliers can modify price breaks
Type Noncumulative

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap

Location	Quantity	Pricing Basis	Response Value	Start Date
No data to display.				

1. Enter the new response price.
2. Scroll down to attributes section.

Respond to Negotiation – Quotation, Bid



Price Breaks [?]

✓ Suppliers can modify price breaks

Type Noncumulative

Actions View Format + X Freeze Detach Wrap

Location	Quantity	Pricing Basis	Response Value	Start Date	End Date
No data to display.					

Attributes [?]

View Format Freeze Detach Wrap

Attribute	Target Value	Response Value	Weight	Acceptable Response Values (Score)
BE RFQ Attribute List				
KVA Rating		* 5 KVA	50.00	10 KVA (80) 5 KVA (20)
Conductivity Test Result	Yes	* Yes	50.00	Yes (90) No (10)
Delivery Lead-time		* 5		
Warranty Duration		* 10		
Delivery Lead-time		* 01/10/2025		

1. The user may do any changes or may continue to keep the previously filled information.
2. Scroll up.

Respond to Negotiation – Quotation, Bid



1 — 2 — 3 — 4
Overview Requirements **Lines** Review

Create Response (Quote 7001): Lines [?]

Currency = US Dollar

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 12/09/2025 7:17 PM
Time Zone Coordinated Universal Time
WIKI MIDDLE EAST FZE - UAE - GBP

Click 'Next' to go to review page.

Time Remaining 17 Days 20 Hours

Close Date 30/09/2025 3:25 PM

Actions View Format Freeze Detach Wrap Revert Reduce Price

Line	Description	Required Details	Category Name	Supplier Item	New Supplier Item	Manufacturer	Manufacturer Part Number	Rank	Start Price	Response Price	Total Score
1	BOLT, STUD: ALLO		Hardware		<input type="text"/>			Sealed	9.00	<input type="text" value="8.50"/>	55

Rows Selected 1 Columns Hidden 5

Grand Totals

All response lines are included.

Response Amount 42.50

Respond to Negotiation – Quotation, Bid



Supplier	WIKA MIDDLE EAST FZE	Response Type	Alternate
Response Currency	USD	Reference Number	Response 2
Base Currency	USD	Note to Buyer	This is my alternate response valid until 5 October
Response Precision	2 Decimals Maximum	Attachments	None
Response Valid Until	05/10/2025 3:26 PM		

Go to 'Actions' and click on 'validate' to make sure that no required information has been missed.

Respond to Negotiation – Quotation, Bid



Confirmation

Response 7001 to negotiation BR-RFQ251000022 was validated without errors.

OK

Overview Requirements Lines Review

e 7001

Title RFQ for SP02

Close Date 30/09/2025 3:25 PM

Time Remaining 17 Days 20

Response validated.
Click 'Ok'.

1 Lines

IDLE EAST FZE

Response Type Alternate
Reference Number Response 2
Note to Buyer This is my alternate response valid until 5 October

Respond to Negotiation – Quotation, Bid



Quote 7001 ?

1 Overview — 2 Requirements — 3 Lines — 4 Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 12/09/2025 7:21 PM
Time Zone Coordinated Universal Time
WIKI MIDDLE EAST FZE - UAE - GB

Click on 'Submit' to send the response.

Title RFQ for SP02

Time Remaining 17 Days 20 Hours

Close Date 30/09/2025 3:25 PM

anged Lines

A MIDDLE EAST FZE

Response Type Alternate

Reference Number Response 2

Note to Buyer This is my alternate response valid until 5 October

imals Maximum

0/2025 3:26 PM

Attachments None

Respond to Negotiation – Quotation, Bid



1 Overview 2 Requirements 3 Lines 4 Review

Confirmation

Response 7001 to negotiation BR-RFQ251000022 was validated without errors.

OK

Title RFQ for SP02

Close Date 30/09/2025 3:25 PM

Time Remaining 17 Days 20

Confirmation message appears.

Click 'Ok'.

1 Lines

IDLE EAST FZE

Response Type Alternate

Reference Number Response 2

Note to Buyer This is my alternate response valid until 5 October

s Maximum

5 2:26 PM

Attachments None

Respond to Negotiation – Quotation, Bid



Response: Quote 7001 ?

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save

View Negotiation
View Response PDF
Validate
Revert to Active Response

Title RFQ for SP02
Close Date 30/09/2025 3:25 PM

Requirements Changed Lines

Supplier WIKA MIDDLE EAST FZE
Response Type Alternate
Reference Number Response 2
Note to Buyer This is my alternate response valid until 5 October
Attachments None

Currency USD
Precision 2 Decimals Maximum
Valid Until 05/10/2025 3:26 PM

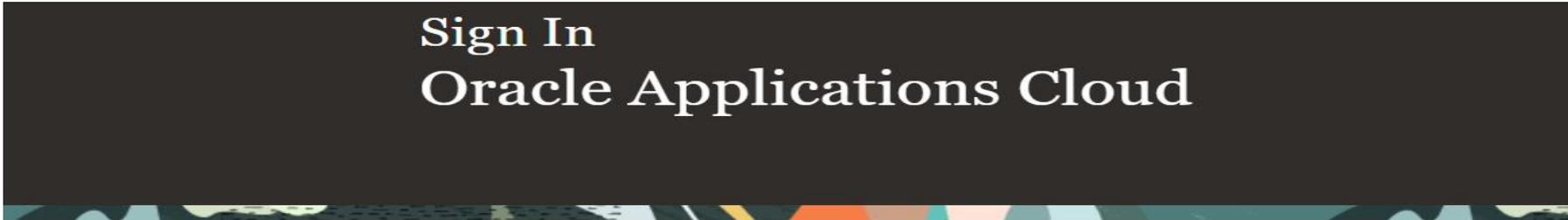
1. Now on the same 'Manage Responses' page, query for the Negotiation number and click search.
2. Both submitted responses will appear.



Supplier Acknowledgment to Agreement and PO

03

Supplier Acknowledgment to Agreement and PO



Login as Supplier user

Company Single Sign-On

_____ or _____

User ID

Password

[Forgot Password](#)

Select Language

Supplier Acknowledgment to Agreement and PO



Notifications Show All

Search

FYI 44 minutes ago

Document (Purchase Order) BR-PO251000176 Requires Acknowledgment

EISayed Fouda Dismiss

(REMINDER) ACTION REQUIRED Yesterday

You Are Invited to Negotiation BE-RFQ251000004 (Testing for EXT)

Mr. Raghugovind Edakkandy Actions

ACTION REQUIRED Yesterday

You Are Invited to Negotiation BE-RFQ251000004 (Testing for EXT)

1. Go to Supplier Portal.
2. The Supplier User can click on the Bell Icon to view the Acknowledgement request notification (for a PO/BPA) or navigate to the Supplier Portal and access through Manage Orders.

Supplier Acknowledgment to Agreement and PO

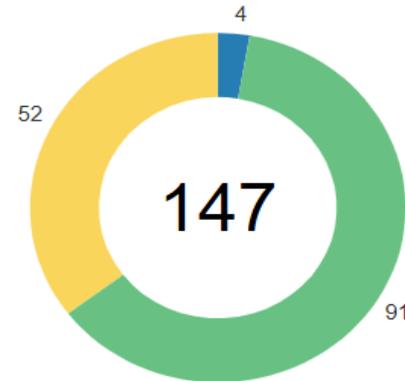


Supplier Portal

Search Order Number

- Tasks
 - Contract Manufacturing
 - Manage Production Reports
 - Orders
 - Manage Orders**
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
 - Agreements
 - Manage Agreements
 - Channel Programs
 - Manage Programs
 - Shipments
 - Manage Shipments

Requiring Attention



- Orders to Acknowledge
- Schedules Overdue or Due Today
- Invoices Overdue

Recent Activity

Last 30 Days

- Agreements changed or cancelled
- Agreements opened
- Orders changed or cancelled
- Orders opened

Transaction Report

Last 30 Days

- PO Purchase Amount
- PO Purchase Amount
- Invoice Amount
- Invoice Price Variance

Navigate to Supplier Portal → Manage Orders.

Supplier Acknowledgment to Agreement and PO



Manage Orders

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status Pending Supplier Acknowledgment

Include Closed Documents No

Search

Search Results

Actions View Format Freeze Detach Wrap

	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle
6	09/09/2025	Acknowledgement Demo	UAE - GBP	Fouda, ElSayed	400.00	USD	Pending Su...	
5	06/08/2025		UAE - USD	bandroju, hima	50.00	USD	Pending Su...	
4	06/08/2025		UAE - USD	bandroju, hima	30.00	USD	Pending Su...	

Actions menu: Edit, Export to Excel, Cancel Document, Acknowledge, View PDF

1. Select the Status "Pending Supplier Acknowledgement" to shortlist the results and click on Search.
2. Highlight the PO from the results and Go to Actions → Acknowledge.

Supplier Acknowledgment to Agreement and PO



Acknowledge Document (Purchase Order): BR-PO251000176

1. Click "Accept" or "Reject".
2. The User can add some comments in the "Acknowledgement Note".

Main

General

Sold-to Legal Entity BAPCO REFINING B.S.C CLOSED	Supplier WIKA MIDDLE EAST FZE	Ordered 400.00 USD
Order BR-PO251000176	Supplier Site UAE - GBP	Description Acknowledgement Demo
Status Pending Supplier Acknowledgment	Supplier Contact Test wika	Source Agreement BR-PA251000012
Buyer Fouda, EISayed	Bill-to Location Bapco Refining AWALI	Supplier Order <input type="text"/>
Creation Date 09/09/2025	Ship-to Location Bapco Refining AWALI	Communication Method None

Terms Notes and Attachments

Required Acknowledgment Document	Payment Terms Immediate	— Pay on receipt
Acknowledgment Due Date 12/09/2025	Shipping Method	— Confirming order
Acknowledgment Note <input type="text" value="I acknowledge"/>	Freight Terms None	
	FOB None	

Supplier Acknowledgment to Agreement and PO



Acknowledge Document (Purchase Order): BR-PO251000176

Main

General

Sold-to Legal Entity	BAPCO REFINING B.S.C CLOSED	Supplier	WIKA MIDDLE EAST FZE
Order	BR-PO251000176	Supplier Site	UAE - GBP
Status	Pending Supplier Acknowledgment		
Buyer	Fouda, ElSayed		
Creation Date	09/09/2025		

Warning ×

The document will be accepted. Do you want to continue? (PO-2055013)

OK **Cancel**

Click OK to confirm.

Supplier Acknowledgment to Agreement and PO



Supplier Portal

Search Order Number

Tasks

- Contract Manufacturing
 - Manage Production Reports
- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements**
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN

Requiring Attention

Category	Count
Orders to Acknowledge	2
Schedules Overdue or Due Today	91
Invoices Overdue	52
Total	145

Recent Activity
Last 30 Days

Agreements changed or canceled	2
Agreements opened	9
Orders changed or canceled	5
Orders opened	22

Transaction Reports
Last 30 Days

PO Purchase Amount	800	GBP
PO Purchase Amount	184K	USD
Invoice Amount	9.01M	USD
Invoice Price Variance Amount	0	USD

Supplier News

Note:

For acknowledgement of an Agreement, the same steps must be followed. The only difference is that instead of navigating to 'Manage Orders', the supplier user needs to navigate to 'Manage Agreements' and proceed.

ASN: Creation of Advanced Shipment Notice



04

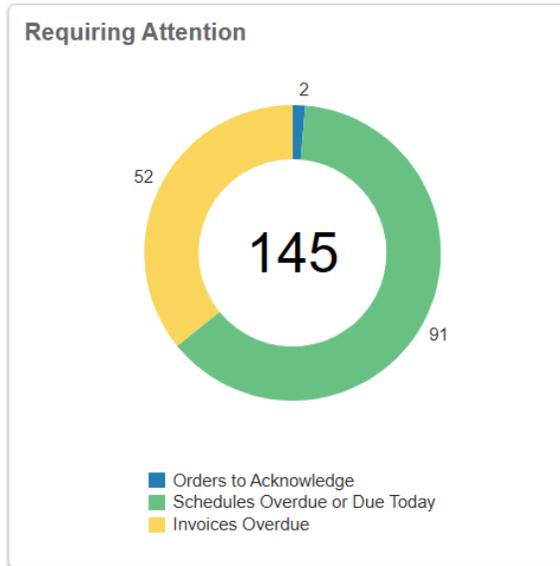
ASN: Creation of Advanced Shipment Notice



Supplier Portal

Search Order Number

- Tasks**
- Contract Manufacturing**
 - Manage Production Reports
- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN**
 - Create ASBN
 - Upload ASN or ASBN



Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	9
Orders changed or canceled	5
Orders opened	22

Transaction Reports

Last 30 Days

PO Purchase Amount	800	GBP
PO Purchase Amount	184K	USD
Invoice Amount	9.01M	USD
Invoice Price Variance Amount	0	USD

Supplier News

Under Shipments section > Click 'Create ASN'.

ASN: Creation of Advanced Shipment Notice



Create ASN ?

Search Advanced Saved Search

** Purchase Order BR-PO251000175

Supplier Item

** Supplier WIKA MIDDLE EAST FZE

Due Date

Search

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
31161620-000001	BOLT, HEX HE...		BR-PO251000175	1	1	11/09/2025	1	Each

1. The Supplier User can search for the Purchase Order Number or can do a blank search by 'Supplier' to get a full list of existing Purchase Orders.
2. Select the lines for which you want to create the ASN. Multiple lines can also be selected at once.
3. Click on Create ASN.

ASN: Creation of Advanced Shipment Notice



Create ASN Details [?](#) Submit Cancel

Header

* Shipment
* Shipped Date
* Expected Receipt Date

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

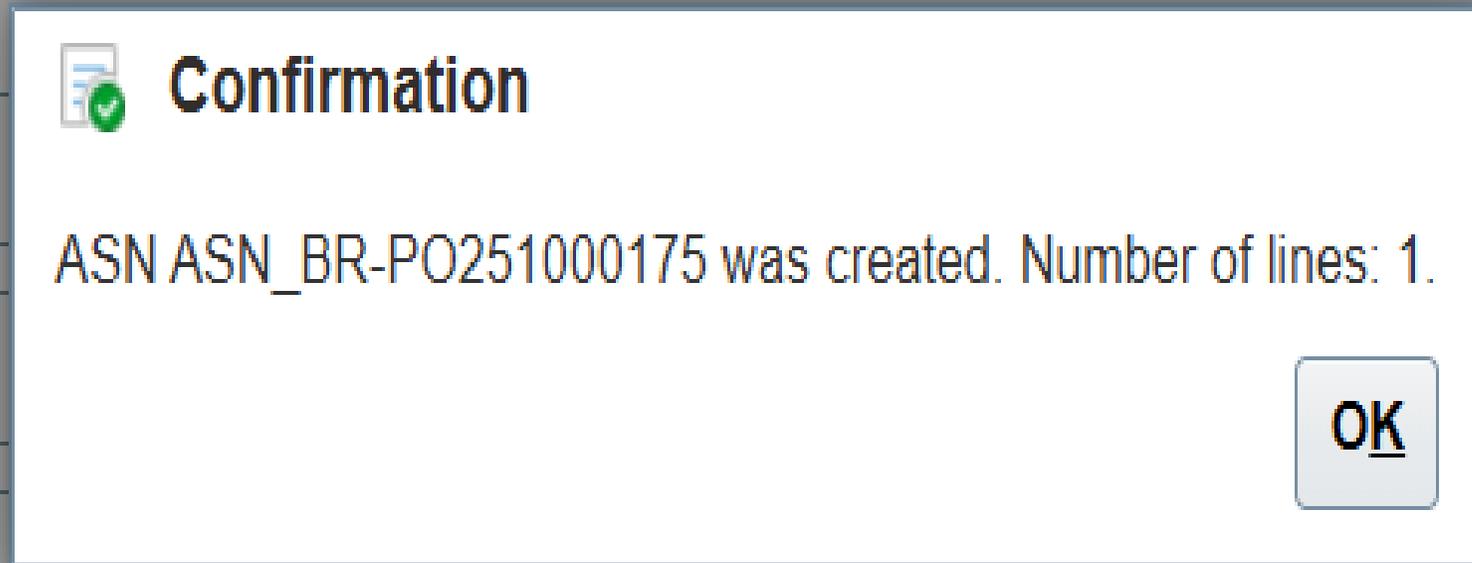
Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
▶ 31161620-000...	BOLT, HEX HE...		BR-PO251000175	<input type="text" value="1"/>	Each	Bapco Refining A...	1	Each	0

1. Enter Mandatory inputs like Shipment number, shipped date, Expected Receipt Date, and Quantity.
2. Hit 'Submit'.

ASN: Creation of Advanced Shipment Notice



ASN number is generated, and a confirmation message pops up.
Click OK.

Work Confirmation Process



05

Work confirmation Process


Supplier Portal Login
Bapco Energies

User Name

Password

[Forgot Password?](#)

Sign In

Or sign in with

 Employee_Login

Need help signing in?
*For questions, contact the Bapco Energies Supply Management Support Team at
suppliermanagement.hq@bapcoenergies.com*



Work confirmation Process

The screenshot displays the Bapcoenergies Supplier Portal interface. At the top left is the Bapcoenergies logo. The main header area says "Good morning, Nav Sn" and includes navigation tabs for "Sales", "Supplier Portal" (highlighted with an orange box), "Tools", and "Others". Below this is an "APPS" section with four app tiles: "Supplier Portal", "LOI LOA", "Tender Fee Payment", and "Work Confirmation" (highlighted with an orange box). A plus sign is visible to the right of the app tiles. The "Things to Finish" section shows a summary of tasks: "Assigned to Me" (10) and "Created by Me" (0). Below this are five notification cards:

- Assigned to Me: 10
- Created by Me: 0
- 1 week ago: FYI Amendment 1 for Negotiation BU2530000093 (123) Requires Your... (Dismiss)
- 1 week ago: ACTION REQUIRED You Are Invited to Negotiation BU2530000093 (123) (Actions)
- 3 weeks ago: FYI Negotiation BE2530000067 (JAT Testing) Was Closed (Dismiss)
- 3 weeks ago: FYI Your Response 8021 to RFQ BE2530000067 (Testing) Was... (Dismiss)

At the bottom left of the notification area is a "Show More" link.



Work confirmation Process – Measured Rate vs Other Services

Which Sheet type to use?

1. Other Services

Used for the majority of Service Orders where the completed work can be confirmed directly by the end user or supervisor. This option is applied when **measurement is not required**, and the buyer/end user can verify that the Contractor/Vendor has completed the work as requested.

2. Measured Work

Used for Service Orders that **require verification by a Quantity Surveyor (QS)**. This option applies when the nature of the service involves **measurable quantities** (e.g., length, volume, area, or unit-based work), and the Quantity Surveyor (QS) must validate and confirm the quantities before approval.



Work confirmation Process

The screenshot displays a web application interface for 'Work Confirmation Summary'. At the top, there is a dark grey header with a notification bell icon in the top right corner. Below the header, the title 'Work Confirmation Summary' is centered, followed by a white button labeled 'Create Work Confirmation'. A search bar with a magnifying glass icon and the text 'Search' is positioned below the button. Underneath the search bar is a table with four columns: 'Order Number', 'Work Confirmation', 'Sheet Status', and 'GRN Number'. The table body is currently empty, displaying the message 'No items to display.'. At the bottom of the table area, there are two buttons: 'Previous' and 'Next'.



Work confirmation Process – Measured Rate

Create New

Work Confirmation Number

Order Number BR255000195

PO Amount 490.000 PO Remaining 418.66 PO Status OPEN Sheet Status Incomplete

Sheet Type * Measured Rate Sheet Entered Date 01-02-2026 Work start Date * 31-01-2026 Work End Date * 11-02-2026

Measured Rate Supplier Name AL HASSNAIN CO. WLL. Supplier Code 100989 Agreement Start Date 01-12-2025

Other Services Business Unit BAPCO REFINING BU Work Confirmation Total Amount Comment * 123

Payment Stage * Interim Accuracy * APPROXIMATE QUANTITIES

Header Attachment

Drag and Drop
Select or drop files here.

Title	Description	Attached By	Action
No data to display.			

Line Items Add Lines Add Approver

Edit	PO Line Number	Item Code	Description	Price	UOM	PO Line Quantity	Outstanding Quantity	Requested Quantity	Length	Width	Height
------	----------------	-----------	-------------	-------	-----	------------------	----------------------	--------------------	--------	-------	--------

Save Submit for Approval **Clear Form**

1. For 'Measured Rate' choose sheet type as 'Measured Rate'.
2. Search for the PO & provide the necessary details like Sheet type, Work start date, End date etc.
3. For sheet type 'Measured Rate' the Quantity Surveyor DFF value at the agreement line level should be 'Yes'.



Work confirmation Process – Measured Rate

Create New

Work Confirmation Number

Order Number
BR2550000195

PO Amount
490.000

PO Remaining
418.66

Sheet Type *
Measured Rate

Sheet Entered Date
01-02-2026

Agreement Number
BR2540000037

Supplier Name
AL HASSNAIN CO. WLL.

Agreement Expiry Date
31-12-2028

Business Unit
BAPCO REFINING BU

Payment Stage *
Interim

Accuracy *
APPROXIMATE QUANTITIES

Header Attachment

Drag and Drop
Select or drop files here.

Line Items Add Lines Add Approver

Select Line Items ✕

Select	PO Line Number	Item Code	Description	Price	UOM	PO Line Quantity	Outstanding Quantity	Requested Quantity	Length
<input checked="" type="checkbox"/>	1	MR.000...	MEASURE RATE: AP-10 GIN WHEEL FOR SCAFFOLDING	1.5	Each	100			
<input checked="" type="checkbox"/>	2	MR.000...	MEASURE RATE: CSS-6 BIRDCAGE COMPLETE SCAFFOLD STRUCTURE - ERECTION AND DISMANTLING	0.6	Cubic Meter	100			
<input type="checkbox"/>	3	MR.000...	MEASURE RATE: SM-5 - PAINTING MARINE OPERATING AREAS - PAINTING WORKS ON OFFSHORE PILES AS PER PS-31 COATING SYSTEM	0.2	Square Meter	100			
<input type="checkbox"/>	5	MR.000...	MEASURE RATE: SM-6 - PAINTING MARINE OPERATING AREAS - GAS DISTRIBUTION NETWORK AS PER PS-18 COATING SYSTEM	1	Square Meter	100			



Work confirmation Process – Measured Rate

The screenshot displays a software interface with a modal window titled "Edit" in the foreground. The background shows a "Create" screen with various fields and a table of "Line Items".

Background - Create Screen:

- PO Amount: 490.000
- Sheet Type: Measured Rate
- Agreement Number: BR254000037
- Agreement Expiry Date: 31-12-2028
- Payment Stage: Interim
- Header Attachment: Drag and Drop (Select or drop files here.)
- Line Items Table:

Edit	PO Line Number	Item Code
<input checked="" type="checkbox"/>	1	MR.000
<input checked="" type="checkbox"/>	2	MR.000

Foreground - Edit Modal:

- Item Code: MR.000689
- Description: MEASURE RATE: CSS-6 BIRDCAGE COMPLETE SCAFFOLD STRUCTURE - EREK
- UOM: Cubic Meter
- Price: 0.6
- PO Line Quantity: 100
- Outstanding Quantity: 60.95
- Work Order: (empty)
- Operation: (empty)
- Requested Quantity: 0
- Length: 1
- Width: 1
- Height: 1
- Adjustment Factor %: 100
- Note: If no adjustment factor is needed the value to be kept as 100%
- Buttons: Save Changes, Close



Work confirmation Process – Measured Rate

Agreement Expiry Date
31-12-2028

Business Unit
BAPCO REFINING BU

Work Confirmation Total Amount
0.66

Comment *
123

Payment Stage *
Interim

Header Attachment

Drag and Drop
Select or drop files here.

Line Items

Add Lines

Add Approver

Height	Adjustment Factors %	Total Request...	Work Confirmation Total Amount
1	100	1.1	0.66

1. Update the approver details by clicking on 'Add Approver'
2. The first Approver is auto selected based on the sheet type.
3. The second and third approvers can be selected by the Work Confirmation creator from a list of values.
4. The last approver is defaulted automatically.

Work confirmation Process – Other Services

<
Create
New

Save
Submit for Approval
Clear Form

Q

PO Amount
490.000

PO Remaining
413.795

PO Status
OPEN

Sheet Status
Incomplete

Sheet Type *
|

Sheet Entered Date
01-02-2026

Work start Date *
31-01-2026 📅

Work End Date *
📅

Measured Rate
Other Services

Supplier Name
AL HASSNAIN CO. WLL.

Supplier Code
100989

Agreement Start Date
01-12-2025

Business Unit
BAPCO REFINING BU

Work Confirmation Total Amount

Comment *

Header Attachment

Drag and Drop
Select or drop files here.

Title ⌵	Description ⌵	Attached By ⌵	Action ⌵
No data to display.			

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Work confirmation Process – Other Services

<
Create
New

Work Confirmation Number

Order Number
BR2550000195

PO Amount
490.000

PO Remaining
413.795

Sheet Type *
Other Services

Sheet Entered Date
01-02-2026

Agreement Number
BR2540000037

Supplier Name
AL HASSNAIN CO. WLL.

Agreement Expiry Date
31-12-2028

Business Unit
BAPCO REFINING BU

Header Attachment

Drag and Drop
Select or drop files here.

Title	Description
No data to display.	

Select Line Items ✕

Select	PO Line Number	Item Code	Description	Price	UOM	PO Line Quantity	Outstanding Quantity	Requested Quantity	Total Request...
<input checked="" type="checkbox"/>	4	LS.000036	LUMP SUM: PROVISIONAL SUM FOR UPLIFT ON DAY-RATE FOR OVERTIME FOR SCAFFOLDING WORKS	0.1	Each	100			
<input type="checkbox"/>	6	EQ.0003...	EQUIPMENT RATE: MINI BLAST POT WITH ALL ATT & 190 CFM AIR COMP	0.5	Hour	100			
<input type="checkbox"/>	7	EQ.0002...	EQUIPMENT RATE: WASHER, HIGH PRESSURE	1	Hour	100			



Work confirmation Process – Other Services

Edit

PO Line Number
4

Item Code
LS.000036

Description
LUMP SUM: PROVISIONAL SUM FOR UPLIFT ON DAY-RATE FOR OVERTIME FC

UOM
Each

Price
0.1

PO Line Quantity
100

Outstanding Quantity
94.6

Work Order

Operation

Requested Quantity *
0

Total Requested Qty
0

Amount Requested
0

Comments

Submit for Approval Clear Form

Status
Complete

End Date *

Document Start Date
12-2025

Document *

Action

total request... Amount Ov
Wd

Create New

Work Confirmation Number

Order Number
BR2550000195

PO Amount
490.000

Sheet Type *
Other Services

Agreement Number
BR2540000037

Agreement Expiry Date
31-12-2028

Header Attachment

Drag and Drop
Select or drop files here.

Line Items Add Lines

Edit PO Line Number Item Code



Work confirmation Process – Other Services

The screenshot displays a web application interface for managing purchase orders. A modal dialog box titled "Set Approvers" is centered on the screen, overlaying a form. The form in the background includes fields for PO Amount (490.000), PO Remaining (413.705), PO Status (OPEN), Sheet Status (Incomplete), Sheet Type (Other Services), Agreement Number (BR254000037), Agreement Expiry Date (31-12-2028), Work End Date, Agreement Start Date (01-12-2025), and a Comment field. Below the form is a "Header Attachment" section with a "Drag and Drop" area. At the bottom, there are "Line Items" and buttons for "Add Lines" and "Add Approver". The "Set Approvers" modal has two input fields: "First Approver" and "Last Approver", both containing redacted names. It also has "Save" and "Cancel" buttons.



Work confirmation Process

< **Create** New

Edit
Submit for Approval
Clear Form

Q

PO Amount
490.000

PO Remaining
418.66

PO Status
OPEN

Sheet Status
Draft

Sheet Type *
Measured Rate

Sheet Entered Date
01-02-2026

Work start Date *
31-01-2026

Work End Date *
10-02-2026

Agreement Number
BR2540000037

Supplier Name
AL HASSNAIN CO. WLL.

Supplier Code
100989

Agreement Start Date
01-12-2025

Agreement Expiry Date
31-12-2028

Business Unit
BAPCO REFINING BU

Work Confirmation Total Amount
1.5

Comment *
123

Payment Stage *
Interim

Accuracy *
APPROXIMATE QUANTITIES

Header Attachment

Drag and Drop
Select or drop files here.

Title	Description	Attached By	Action
PO_BGE2550000008_01....		Nav Sn	🗑️



Work confirmation Process

Welcome Nav Sn
Manage Work Confirmations

Create Work Confirmation

Search by Work Confirmation Number

Order Number	Work Confirmation Number	Sheet Status	GRN Number
BR2550000195	WC_2025_100989_1274	Pending with: [REDACTED]	
BR2550000207	WC_2025_100989_1275	Approved but GRN not created	
BR2550000207	WC_2025_100989_1276	Approved	253000187
BR2550000263	WC_2026_100989_1352	Pending with: [REDACTED]	
BR2550000195	WC_2026_100989_1401	Draft	
BR2550000207	WC_2025_100989_1279	Pending with: [REDACTED]	
BR2550000228	WC_2026_100989_1304	Approved	253000217

1. You can view all the Work Confirmations created and their status on the Work Confirmation home page.
2. Once approved in all stages, the GRN gets created automatically against the PO.
3. The GRN number can be viewed on the Work Confirmation home page.



Work confirmation Process

The screenshot displays the Bapco Energies web interface. At the top, there is a navigation bar with the Bapco Energies logo and several utility icons (home, star, flag, notification with '449', and 'EF'). Below the navigation bar, there are tabs for 'Overview', 'Manage Orders', and two active tabs for 'Purchase Order: BR-PO251000406'. The main content area is titled 'Receipt: 253000296' and includes a 'View Transaction History' button and a 'Done' button. A 'Summary' section lists various details: Supplier (WIKA MIDDLE EAST FZE), Shipment, Shipped Date, Shipping Method, Number of Supplier Packing Units, and Supplier Site (UAE - GBP). On the right side of the summary, there are links for 'Packing Slip', 'Waybill', 'Bill of Lading', 'Note', and 'Attachments: None'. Below the summary is an 'Additional Information' section with a 'Context Value' link. The 'Lines' section features a table with columns for Item, Item Description, Document Type, Document Number, Quantity (Ordered, Returned, Net Received, Rejected), UOM Name, Currency, Receipt Date, Due Date, and Performance. A single line is visible in the table.

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date	Due Date	Performance
				Ordered	Returned	Net Received	Rejected					
02.000001	SERVICE, NO ...	Purchase order	BR-PO251000406	1,000	0	2	0	Cubic Meter		12/10/2025 6.28...	18/10/2025	Early





Supplier Changes to the Supplier Profile

06

Supplier Changes to the Supplier Profile



Sign In
Oracle Applications Cloud

Login as Supplier user.

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

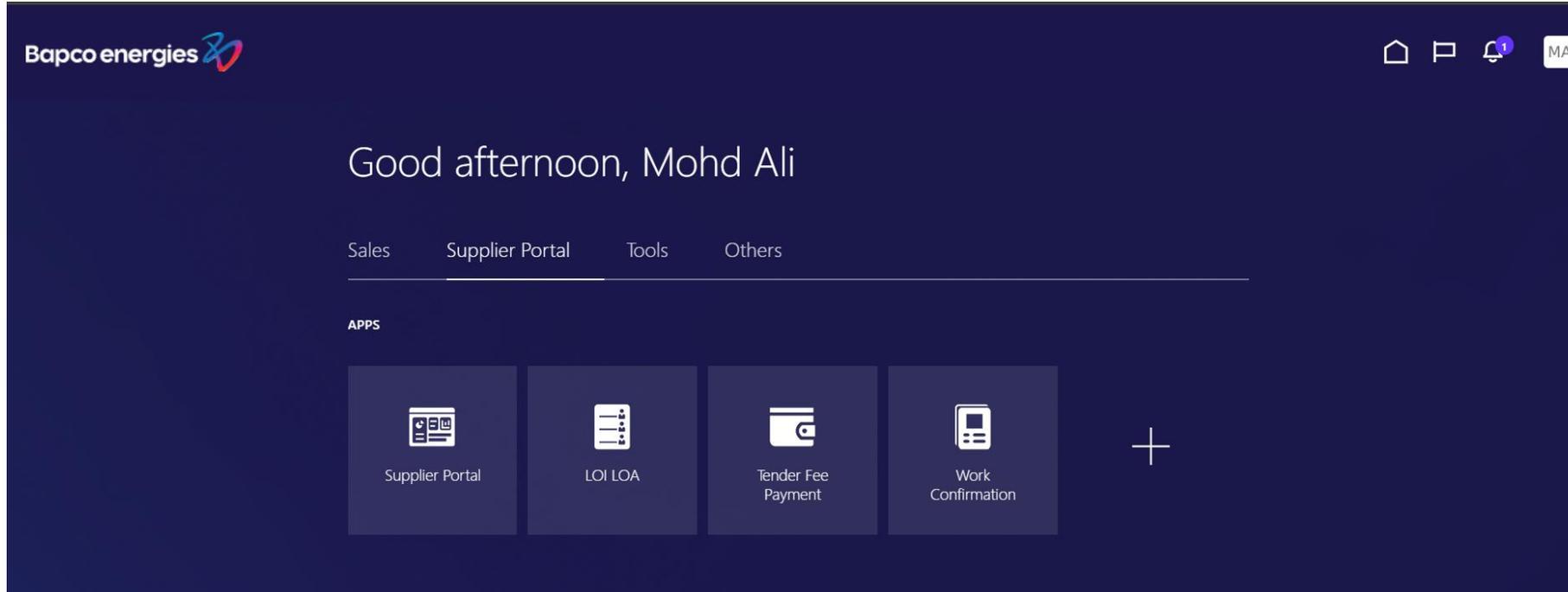
Sign In

Select Language

English



Supplier Changes to the Supplier Profile



Navigate to: Supplier Portal.



Supplier Changes to the Supplier Profile

Consigned Inventory

- [Review Consumption Advices](#)
- [Review Consigned Inventory](#)
- [Review Consigned Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

Auctions from Seller

- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

Company Profile

- [Manage Profile](#)

On Supplier Portal page, go to 'Company Profile' section and click on 'Manage Profile' .

Supplier Changes to the Supplier Profile



On 'Company Profile' page, click on 'Edit' .

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

▲ General

Company	Test UAT Supplier 2	Tax Organization Type	Corporation
Supplier Number	89497	Status	Active
Supplier Type	Supplier	Attachments	None

▲ Identification

D-U-N-S Number	National Insurance Number
Customer Number	Corporate Web Site
SIC	

▲ Corporate Profile

Supplier Changes to the Supplier Profile



Edit Profile Change Request: 60002

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Added corporate website

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name Test UAT Supplier 2

Supplier Number 89497

Supplier Type Supplier

Tax Organization Type Corporation

Status Active

Attachments None

Identification

D-U-N-S Number

Customer Number

National Insurance Number

Corporate Web Site abc@xyz.com

1. Make change to any of the desired profile value such as Contacts, Address, Contact role, etc. Here, for demo we added a dummy corporate web site.
2. Add the 'Change Description'.
3. Save.
4. Review Changes.

Supplier Changes to the Supplier Profile



Review Changes Edit Submit Cancel

Change Description

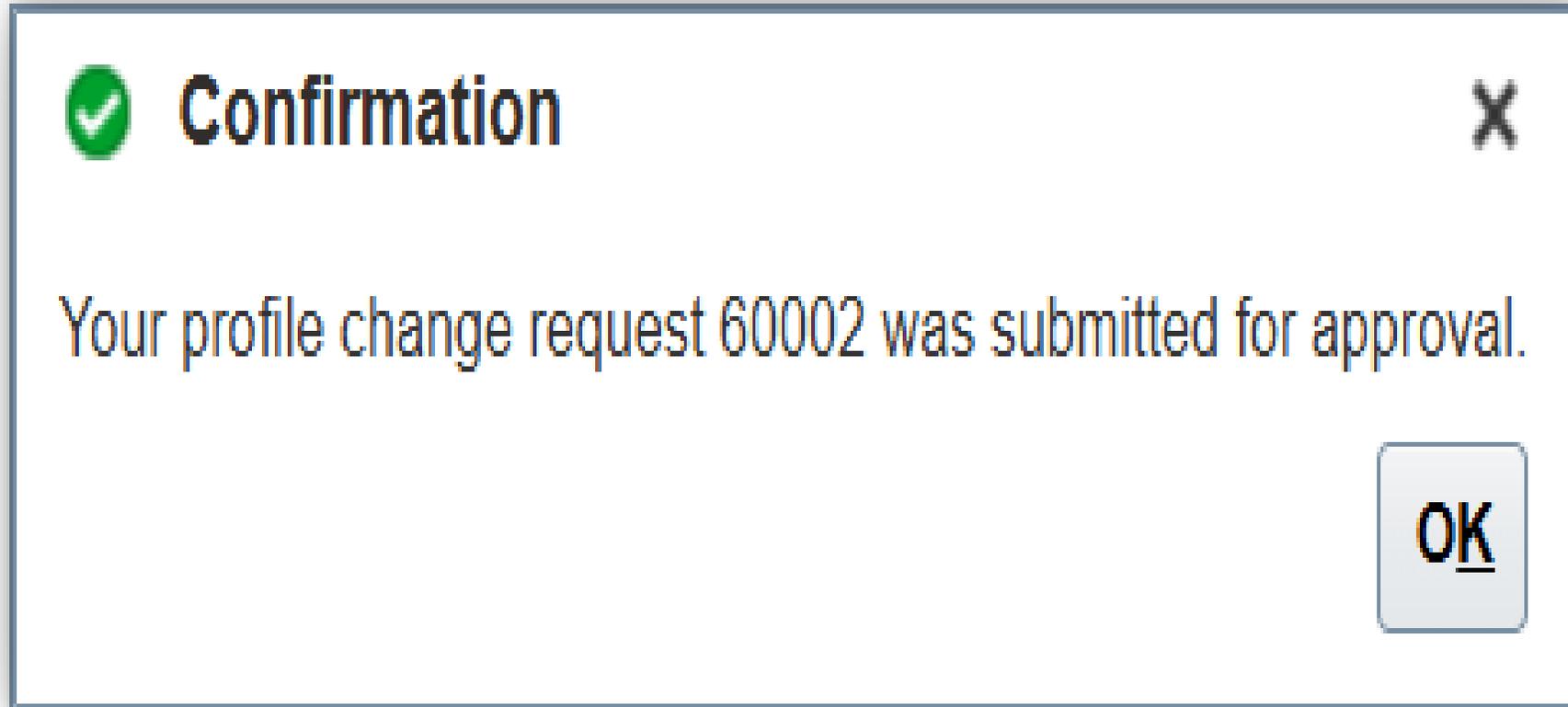
Organization Details

View ▼ Format ▼ Freeze Detach Wrap

Attribute	Changed From	Changed To
Corporate Web Site		abcz@xyz.com

Click on 'Submit'.

Supplier Changes to the Supplier Profile



1. A confirmation message will appear.
2. Based upon the approval setup, the change request will go to the approver at Bapco Energies and once he approves, the changes will be reflected in the Supplier Profile.

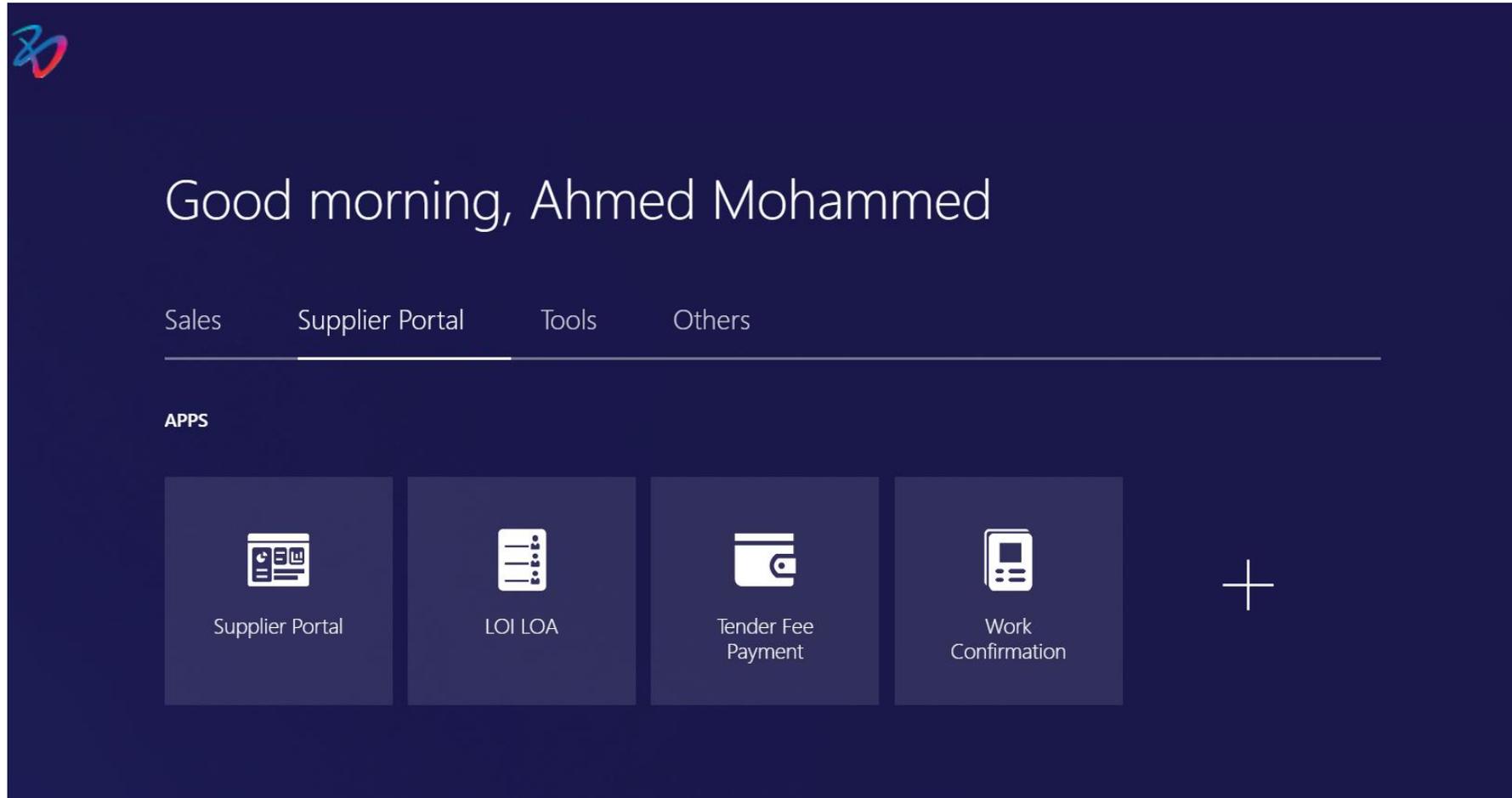
Add a new Supplier Contact



07



Create a New Supplier Contact



A Supplier Contact setup as Administrative Contact is able to maintain the contacts list and add a new contact who will then be able to access Bapco Energies Supplier Portal.

Click on the Supplier Portal tile.



Create a New Supplier Contact

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

Auctions from Seller

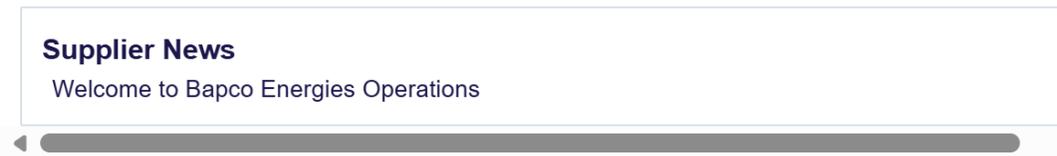
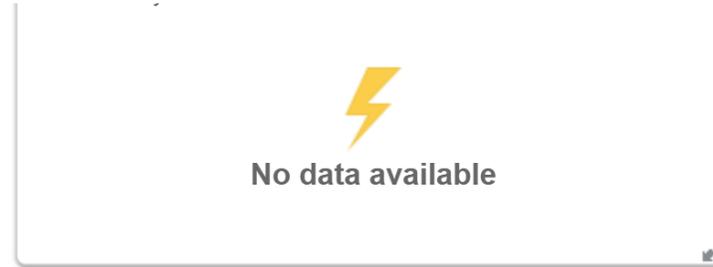
- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

Company Profile

- [Manage Profile](#)



Click on Manage Profile.



Create a New Supplier Contact

The screenshot shows the Bapco Energies user interface. At the top left is the Bapco Energies logo. The top right navigation bar contains icons for home, flag, notifications, and a clock showing 'AM'. Below the navigation bar, the page title is 'Company Profile' with a help icon. To the right of the title are two buttons: 'Edit' (highlighted with a red box) and 'Done'. Below the title is a horizontal menu with tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts' (highlighted with a red box), 'Payments', 'Business Classifications', and 'Products and Services'. Below the tabs is a table of contacts. The table has columns for Name, Job Title, Email, Phone, Administrative Contact, User Account, and Status. The first row shows a contact named 'Mohammed, Ahmed' with email 'a.mohammed@xxDTL.com', both 'Administrative Contact' and 'User Account' checkboxes are checked, and the status is 'Active'. A scroll bar is visible at the bottom of the table.

Click on the Edit button to make changes to existing contacts or add a new contact.

Click on the Contacts tab to view all the contacts you have in your organization.



Create a New Supplier Contact

Edit Profile Change Request: 79001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Mohammed, Ahmed		a.mohammed@xxDTL.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

Click on the + sign or navigate to Actions / Create to add a new contact.



Create a New Supplier Contact

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

× Enter the contact's details as required, including the email address which is crucial for the automated setup of a user account on Bapco Energies supplier portal.

Tick the checkbox "Administrative Contact" only if you want the contact to have the privilege to maintain and set up contacts.



Create a New Supplier Contact

* Last Name Email
Job Title Status
 Administrative contact

Contact Addresses

Actions View Format [Icons] Freeze Detach Wrap

Address	Phone	Address Purpose	Status

Remove
Select and Add
Columns Hidden 5

User Account

Request user account

Roles Data Access

Actions View Format [Icons] Freeze Detach Wrap

Role	Description
No data to display.	

Create Another OK Cancel

In the Contact's Addresses section, navigate to Actions / Select and Add.



Create a New Supplier Contact

Select and Add: Addresses ✕

Search

Address

View ▼ Format ▼ Wrap

Address Name	Address	Address Purpose
Manama	Kings Road,MANAMA	Ordering; Remit to

Rows Selected 1

Click on the address line that needs to be associated with the supplier contact and once the line is highlighted in blue, click on Apply and OK.



Create a New Supplier Contact

Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Manama	Kings Road,MANAMA		Ordering; Remit to	Active

Columns Hidden 5

User Account

Request user account

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
BE LOI SUPPLIER VIEW	Role for restricting access to the LOI_LOA custom extension supplier page.
BE PROC Supplier Accounts Receivable Sp...	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
BE PROC Supplier Bidder Custom	BE Custom Role Sales representative from a potential supplier responsible for responding to requests for quote, requests ...

Create Another **OK** Cancel

Tick the “Request user account” checkbox to enable the automatic creation of a new user account.

The roles under the Role tab are automatically assigned to the user profile.

Click on OK.



Create a New Supplier Contact

Bapco energies  Home Flag Notification AM

Edit Profile Change Request: 79001 Delete Change Request **Review Changes** Save Save and Close Cancel

Change Description

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) [Products and Services](#)

Actions ▼ View ▼ Format ▼ + ✎ ✕ Status Active ▼ 🔒 Freeze 📄 Detach ↶ Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Abdallah, Leila		l.abdallah@xxdtl.com	+973 12345678	✓		Active
Mohammed, Ahmed		a.mohammed@xxDTL.com		✓	✓	Active

The new contact has now been added to the Contacts list. Click on Review Changes.



Create a New Supplier Contact

Bapco energies  Home Flag Notifications AM

Review Changes Edit **Submit** Cancel

Change Description

▲ Contacts

View ▼ Format ▼ Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
+ Abdallah, Leila		l.abdallah@xxdtl.com	+973 12345678	✓		Active

Click on Submit.

The new supplier contact is now created and will receive an automated welcome email notification with instructions on how to log onto Bapco Energies Supplier Portal.

Submit an Invoice via Supplier Portal



08

Submit an Invoice via Supplier Portal



Sign In Oracle Applications Cloud

The Supplier user should log in by entering the User ID and Password.

Company Single Sign-On

or

User ID

Password

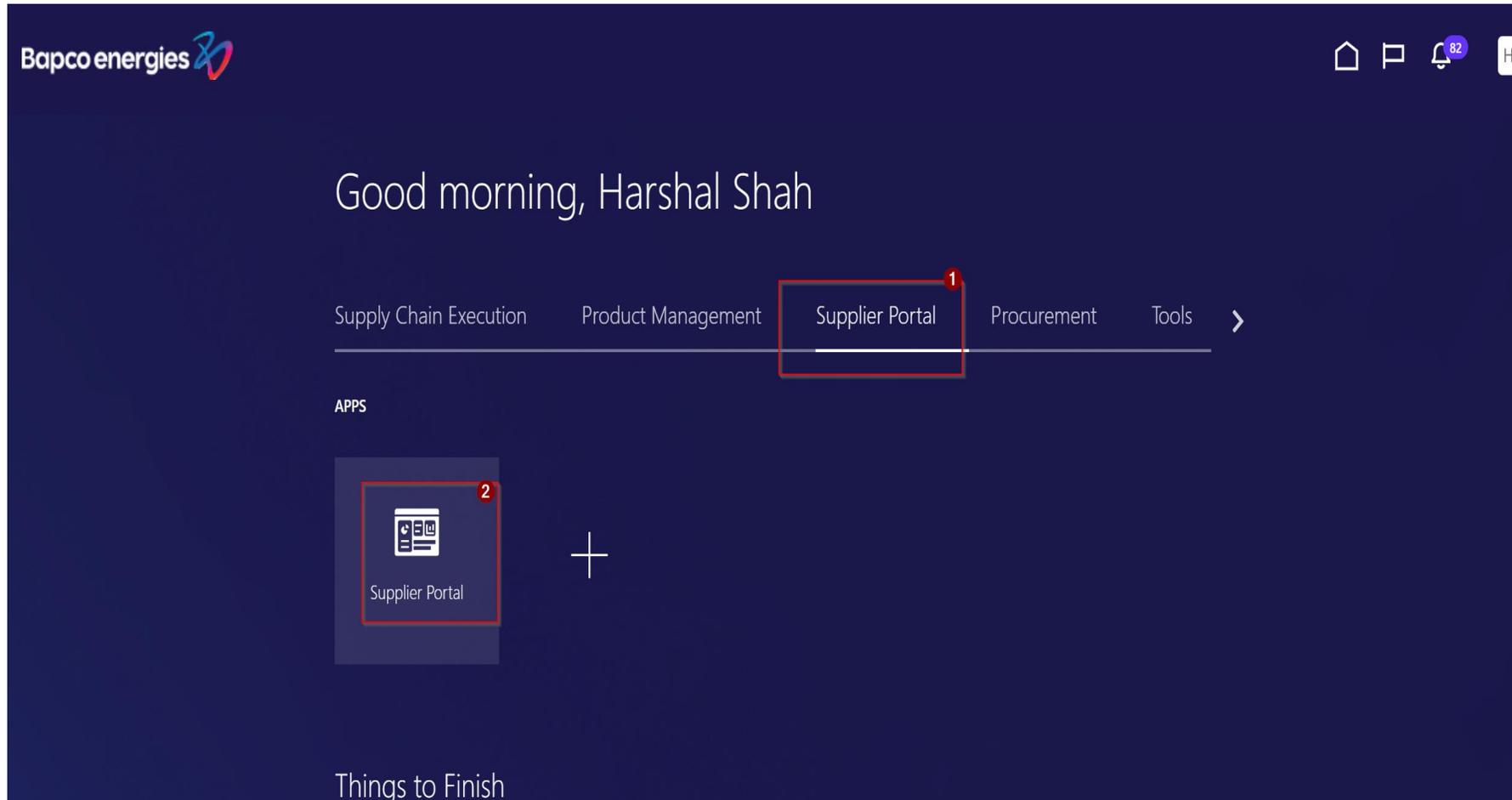
[Forgot Password](#)

Sign In

Select Language

English

Submit an Invoice via Supplier Portal



1. Click on the Supplier Portal tab.
2. Click on the Supplier Portal tile.

Submit an Invoice via Supplier Portal



Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Contracts and Deliverables

- [Manage Contracts](#)
- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)
- [Review Consigned Inventory](#)
- [Review Consigned Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [Pay Tender Fee](#)
- [View LOI/LOA Document](#)

<ul style="list-style-type: none">• Schedules Overdue or Due Today• Negotiation Messages• Invoices Overdue	PO Purchase Amount 4K GBP
	PO Purchase Amount 262K USD

Supplier News

Bapco Energies Streamlines Procurement with Oracle Cloud Applications.

From the Supplier Portal tasks list, click on Create Invoice.

Submit an Invoice via Supplier Portal



Bapco energies  Home Flag 42 HS

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

*** Identifying PO** BR-PO251000015 ▼
Supplier WIKA MIDDLE EAST FZE
Taxpayer ID 444444
*** Supplier Site** UAE - GBP ▼
Address Building No 14, Dubai Center, AE, United Arab Emirates
Supplier Tax Registration Number ▼

Remit-to Bank Account ▼
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None + 3
Tax Control Amount

*** Number** SP_1 1
*** Date** 08/10/2025 2
*** Type** Invoice ▼
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Customer
*** Customer Taxpayer ID** 48602-1 ▼
Name BAPCO REFINING B.S.C
CLOSED
Address Building 86, Road 3401, Block
634, AWALI, BAHRAIN

Lines
View ▼ + × 📄 4 Cancel Line

Purchase Order										c
* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Num	
No data to display.										

1. The Supplier populates the required fields including invoice number and invoice date on the invoice header.
2. Attach Invoice copy or another relevant document.
3. Under the Lines section, click on the highlighted "Select and add" icon.

Submit an Invoice via Supplier Portal



Bapco energies

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

Select and Add: Purchase Orders

Search Results

View Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Sc	Num	Line				
BR-PO251000043	1	1				Goods with Retaina...	Bapco Refining AW...	10,000.00

Apply OK Cancel

Purchase Order

* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Num
No data to display.									

Select the PO and click on Apply and OK.

Submit an Invoice via Supplier Portal



Bapco energies

Create Invoice ?

Invoice Actions: **Save** **Save and Close** **Submit** **Cancel**

Identifying PO: BR-PO251000043
 Supplier: WIKA MIDDLE EAST FZE
 Taxpayer ID: 444444
 Supplier Site: UAE - GBP
 Address: Building No 14, Dubai Center, AE, United Arab Emirates
 Supplier Tax Registration Number: []

Remit-to Bank Account: []
 Unique Remittance Identifier: []
 Unique Remittance Identifier Check Digit: []
 Description: []
 Attachments: None +
 Tax Control Amount: []

* Number: SP_1
 * Date: 08/10/2025
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer Taxpayer ID: 48602-1
 Name: BAPCO REFINING B.S.C CLOSED
 Address: Building 86, Road 3401, Block 634, AWALI, BAHRAIN

Lines

View + X [Cancel Line]

* Number	* Type	Purchase Order							Consumption Advice		
		* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Number	Line	
1	Item	BR-PO2...	1	1							
Total											

Click on Save and then on Submit.

Submit an Invoice via Supplier Portal



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Invoice: SP_1.

[Printable Page](#) [Create Another](#) [Done](#)

Identifying PO BR-PO251000043
 Supplier WIKA MIDDLE EAST FZE
 Taxpayer ID 444444
 Supplier Site UAE - GBP
 Address Building No 14, Dubai Center, AE,
 United Arab Emirates
 Supplier Tax Registration Number

Remit-to Bank Account
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Description
 Attachments [export - 2025-10-07T092857.525](#)
 Tax Control Amount

Number SP_1.
 Date 08/10/2025
 Type Invoice
 Invoice Currency USD
 Payment Currency USD

Customer

Customer Taxpayer ID 48602-1
 Legal Entity BAPCO REFINING B.S.C CLOSED
 Address Building 86, Road 3401, Block 634,
 AWALI, BAHRAIN

Lines

View ▼

Number	Type	* Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge
		Number	Line	Schedule	Number	Line						
1	ITEM	BR-PO2...	1	1				Goods with Ret...	Bapco Refining AWALI			
Total												

The Invoice is submitted from Supplier Portal and will be available to Bapco Energies Accounts Payables team to process the invoice payment.



Thank you