



Oracle Supplier Portal User Guide

Bapco Energies

Contents



- 01 External Supplier Registration by Invitation
- 02 Respond to Negotiation – Quotation Bid
- 03 Supplier Acknowledgment to Agreement and PO
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External Supplier Registration by invitation

01

External Supplier Registration by invitation



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1 2 3 4 5 6 7 8

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

Back Next Save for Later Register Cancel

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Full Legal Company Name

Please Ensure to Enter the Company Name as per the CR in CAPITAL Letters Only

* Tax Organization Type

Corporate Web Site

Attachments (PDF Only) None

D-U-N-S Number

Tax Country / Country of Incorporation

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

Other Company Name(s)

Registration Issuing Authority

* Date of Incorporation dd-mmm-yyyy

* Commercial Registration / Business License

Legal Entity Identifier (LEI)

Your Contact Information

Enter the contact information for communications regarding this registration.

1. Click on the Supplier Registration link received in an email from Bapco Energies.
2. The 'Register Supplier: Company Details' page will appear.

External Supplier Registration by invitation



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1 Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

Back Next Save for Later Register Cancel

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Full Legal Company Name Please Ensure to Enter the Company Name as per the CR in CAPITAL Letters Only

* Tax Organization Type

Corporate Web Site

Attachments (PDF Only) None

D-U-N-S Number

Tax Country / Country of Incorporation

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

Other Company Name(s)

Registration Issuing Authority

* Date of Incorporation

* Commercial Registration / Business License

Legal Entity Identifier (LEI)

Your Contact Information

Enter the contact information for communications regarding this registration.

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



External Supplier Registration by invitation

* Full Legal Company Name Please Ensure to Enter the Company Name as per the CR in CAPITAL Letters Only

* Tax Organization Type

Corporate Web Site

Attachments (PDF Only)

D-U-N-S Number

Tax Country / Country of Incorporation

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

Other Company Name(s)

Registration Issuing Authority

* Date of Incorporation

* Commercial Registration / Business License

Legal Entity Identifier (LEI)

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

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

* Confirm Email

Scroll down the page to fill the 'Your contact information' section.

Make sure to enter a valid corporate email address wherever Email is asked.

External Supplier Registration by invitation



Register Supplier: Company Details [?](#)

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Full Legal Company Name <input type="text" value="ALL FASTENERS PVT. LTD"/>	D-U-N-S Number <input type="text"/>
i Please Ensure to Enter the Company Name as per the CR in CAPITAL Letters Only	
* Tax Organization Type <input type="text" value="0%"/>	Tax Country / Country of Incorporation <input type="text" value="Bahrain"/>
Corporate Web Site <input type="text"/>	Taxpayer ID <input type="text" value="0987654321"/>
Attachments (PDF Only) None +	Tax Registration Number <input type="text"/>
	Note to Approver <input type="text"/>

Additional Information

Other Company Name(s) <input type="text"/>	* Commercial Registration / Business License <input type="text" value="ABC12345"/>
Registration Issuing Authority <input type="text"/>	Legal Entity Identifier (LEI) <input type="text"/>
* Date of Incorporation <input type="text" value="01-Jan-2025"/> Calendar	

Your Contact Information

Enter the contact information for communications regarding this registration.

Scroll up and click on 'Next'.

External Supplier Registration by invitation



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Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

Register Supplier: Contacts

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

Actions ▾ View ▾ Format ▾ + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Alavi, Mashhood		mashhood.anwar.alavi@o...	✓	✓	✎	✖

Columns Hidden 7

1. Verify the contact's name from the previous tab.
2. If required, click on "+Create" to add additional contact information.

External Supplier Registration by invitation



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Create Contact

Salutation Mr. ▾

* First Name Mohammed

Middle Name

* Last Name Ali

Job Title TECHNICAL TEAM

Administrative contact

Phone

Mobile 973 ▾ 9876543210

Fax

* Email (Please enter a valid corporate email address only (e.g., name@company.com)) mohd.ali@xyz.com

User Account

Create user account

Roles

Actions ▾ View ▾ Format ▾ X Freeze Detach Wrap

Role	Description
No data to display.	

Create Another OK Cancel

Later Register C

Edit Delete

1. Enter the mandatory information such as 'First Name', 'Last Name' and corporate 'Email'.
2. Also provide the 'Job Title' and 'Mobile' with country code. (optional)

External Supplier Registration by invitation



External Supplier Registration

Register Supplier: Contact

Enter the contact details of the supplier.

AM, TECHNICAL TEAM

Actions ▾ View ▾ Format ▾

Name

Alavi, Mashhood

Columns Hidden 7

Create Contact

Salutation: Mr. ▾

* First Name: Mohammed

Middle Name:

* Last Name: Ali

Job Title: TECHNICAL TEAM

Administrative contact

User Account

E-mail is required when creating a user account

Create user account

Roles

Actions ▾ View ▾ Format ▾

Role	Description
BE_SUPPLIER_SSO_ROLE	
BE WORK CONFIRMATION SUPPLIER	
BE TENDER SUPPLIER VIEW	Role for restricting access to the Tender Payment custom extension supplier view page.

1. Check the 'Administrative contact' checkbox only if this contact is going to have admin access.
2. Click on 'Create User account'. The list of Roles will default automatically.
3. Click on 'Create Another' to setup another contact, else, click 'OK'

External Supplier Registration by invitation



Register Supplier: Contacts ?

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

Actions		View	Format	Create	Edit	Delete	Freeze	Detach	Wrap
Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete			
Ali, Mohammed	TECHNICAL TEAM	mohd.ali@xyz.com	✓	✓					
Alavi, Mashhood		mashhood.anwar.alavi@o...	✓	✓					

Columns Hidden 7

Click on 'Next' to navigate to the 'Addresses' page.

External Supplier Registration by invitation



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

Back Next Save for Later Register Cancel

Click 'Create' to add a new address.

Register Supplier: Addresses

Enter at least one address.

Actions ▾ View ▾ Format ▾ **Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden 3

External Supplier Registration by invitation



Create Address

* Address Name	MANAMA_BHD
* Country	Bahrain
* Address Line 1	Building 1234 Road 5678
Address Line 2	
Address Line 3	
* City	Manama
State	
Postal Code	

Please ensure to select 'Ordering' Checkbox

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone 973

Fax 973

(Please enter a valid corporate email address only (e.g., name@company.com))

Address Contacts

Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden 4

Create Another **OK** **Cancel**

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 'Ordering' checkbox.

External Supplier Registration by invitation



Create Address

* Address Name	MANAMA_BHD
* Country	Bahrain
* Address Line 1	Building 1234 Road 5678
Address Line 2	
Address Line 3	
* City	Manama
State	
Postal Code	

Please ensure to select 'Ordering' Checkbox

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone 973

Fax 973

(Please enter a valid corporate email address only (e.g., name@company.com))

Address Contacts

Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾  Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden 4

Create Another OK Cancel

Click on 'Select & Add' icon to associate the previously defined Supplier contact to this Address.

External Supplier Registration by invitation



Bapco Energies B.S.C. (Closed)

Create Address

* Address Name: MANAMA_BHD

* Country: Bahrain

* Address Line 1: Building 1234 P...

Address Line 2:

Address Line 3:

* City: Manama

State:

Postal Code:

Address Contacts

Select the contacts that are associated with this address.

Actions: View, Format,

Name	Job Title	Email	Phone
Alavi, Mashhood		mashhood.anwa...	
Ali, Mohammed	TECHNICAL TE...	mohd.ali@xyz.c...	

Rows Selected: 1 Columns Hidden: 1

Administrative Contact User Account

Create Another

15 © 2025 Bapco Energies B.S.C. (Closed) – Private and confidential

Please ensure to select 'Ordering' Checkbox

* Address Purpose: Ordering

Select and Add: Contacts

Search

Name: Job Title:

View ▾ Format ▾ Wrap

Name	Job Title	Email	Phone
Alavi, Mashhood		mashhood.anwa...	
Ali, Mohammed	TECHNICAL TE...	mohd.ali@xyz.c...	

Rows Selected: 1 Columns Hidden: 1

1. A pop-up window will appear. Here, select the contact line which is to be associated with this address.
2. Click on 'Apply'
3. Click 'OK'

External Supplier Registration by invitation



Create Address

*** Address Name**

*** Country**

*** Address Line 1**

Address Line 2

Address Line 3

*** City**

State

Postal Code

Please ensure to select 'Ordering' Checkbox

*** Address Purpose** Ordering
 Remit to
 RFQ or Bidding

Phone

Fax

(Please enter a valid corporate email address only (e.g., name@company.com))

Address Contacts
Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾

Name	Job Title	Email	Administrative Contact	User Account
Ali, Mohammed	TECHNICAL TE...	mohd.ali@xyz.c...	✓	✓

Columns Hidden 4

Create Another **OK** **Cancel**

Contact gets associated with the address. Click on 'Create another' to define another contact else click 'OK'.

External Supplier Registration by invitation



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

3 4 5 6 7 8

Register Supplier: Addresses

Enter at least one address.

Actions ▾ View ▾ Format ▾ + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
MANAMA_BHD	Building 1234 Road 5678,MANAMA		Ordering		

Columns Hidden 3

Click 'Next' to navigate to 'Business Classification' page.

<https://iadvas-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSup...>

External Supplier Registration by invitation



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1 2 3 4 5 6 7 8

Company Details Contacts Addresses Business Classificati... Bank Accounts Products and Services Questionnaire Services

Review

Register Supplier: Business Classifications

Please use this section to upload all relevant documents. Click on '+' icon to add a row and provide the necessary details. Also specify the expiry date against each document (if applicable). Please Ensure to add all the Licenses and Certifications

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

* License and Certification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate Name	Start Date	Expiration Date	* Attach (PDF Only)	Notes
No data to display.								

Click '+' to add a business classification details such as Licenses and Certifications.

External Supplier Registration by invitation



Bapco energies

1 2 3 4 5 6 7 8

Company Details Contacts Addresses Business Classificati... Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications

Please use this section to upload all relevant documents. Click on '+' icon to add a row and provide the necessary details. Also specify the expiry date against each document (if applicable). Please Ensure to add all the Licenses and Certifications

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap

* License and Certification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate Name	Start Date	Expiration Date	* Attachmr (PDF Only)	Notes
Quality Manual	Other	International Standard	ISO Certificate	01-Jan-21	30-Dec-21	None		

A row will get inserted.
Here, from the list of drop-down values, select a license type, certifying agency, certificate name, etc.

External Supplier Registration by invitation



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1 2 3 4 5 6 7 8

Company Details Contacts Addresses Business Classificati... Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications

Please use this section to upload all relevant documents. Click on '+' icon to add a row and provide the necessary details. Also specify the expiry date against each document (if applicable). Please Ensure to add all the Licenses and Certifications

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap

* License and Certification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate Name	Start Date	Expiration Date	* Attachmr (PDF Only)	Notes
Quality Manual	Other	Internation Stand...	ISO Certificate	01-Jan-21	30-Dec-21	None +		

Click on '+' to attach the relevant documents.

External Supplier Registration by invitation



Register Supplier: Business Classifications

Please use this section to upload all relevant documents. Click on '+' icon to add a row and provide the necessary details. Also specify the expiry date.

Actions ▾ View ▾ [File](#)

* License and Certifications					
Quality Manual		* License and Certifications			
Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File No file chosen			Mashhood Alavi	14-Dec-2025

Rows Selected 1 Columns Hidden 1

OK Cancel

Attachments

Actions ▾ View ▾ [+](#) [X](#)

Type	* File Name or URL	Title	Description	Attached By	Attached Date	* Attachr (PDF Only)	Notes
File	Choose File No file chosen			Mashhood Alavi	14-Dec-2025	None	+

Attachments pop-up will open up. Here, click on 'Choose File' to select the certificate for upload.

Please ensure to attach a .pdf document only.

External Supplier Registration by invitation



Register Supplier: Business Classifications ?

Please use this section to upload all relevant documents. Click on '+' icon to add a row and provide the necessary details. Also specify the expiry date.

Attachments

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	ISO Certificate.pdf	ISO Certificate.pdf		Mashhood Alavi	14-Dec-2025

Rows Selected 1 Columns Hidden 1

OK Cancel

The Document's name will automatically default in the Title field but can be overridden.

A description can also be added in the description field.

Click 'OK'

External Supplier Registration by invitation



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1 2 3 4 5 6 7 8

Company Details Contacts Addresses Business Classificati... Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications

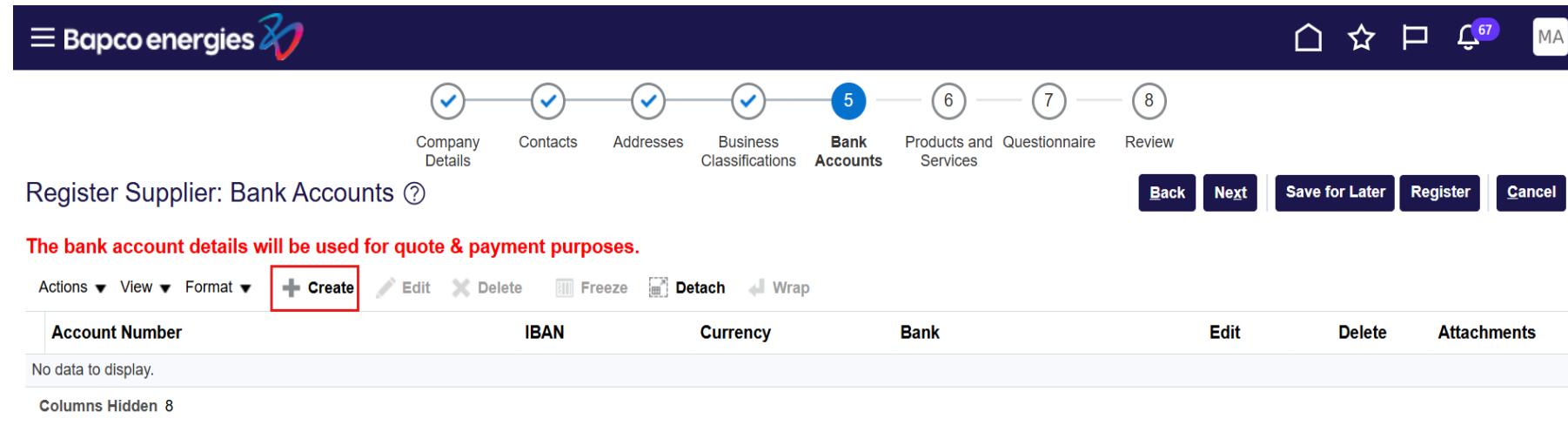
Please use this section to upload all relevant documents. Click on '+' icon to add a row and provide the necessary details. Also specify the expiry date against each document (if applicable). Please Ensure to add all the Licenses and Certifications

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

* License and Certification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate Name	Start Date	Expiration Date	* Attachr (PDF Only)	Notes
Quality Manual	Other	International Standard	ISO Certificate	01-Jan-2024	30-Dec-2024	te.pdf	+ X	

Click on '+' to add any other relevant documents (Optional). Then click 'Next' to go to 'Bank Accounts'

External Supplier Registration by invitation



The screenshot shows a registration process for a supplier. The top navigation bar includes the Bapco Energies logo and various icons. Below the logo is a progress bar with 8 steps: Company Details, Contacts, Addresses, Business Classifications, **Bank Accounts** (step 5, highlighted in blue), Products and Services, Questionnaire, and Review. Step 5 has a count of 5. The main content area is titled 'Register Supplier: Bank Accounts'. A message at the top states: 'The bank account details will be used for quote & payment purposes.' Below this is a table with columns: Account Number, IBAN, Currency, Bank, Edit, Delete, and Attachments. The table header includes a 'Create' button, which is highlighted with a red box. The message 'No data to display.' is shown below the table. A note at the bottom left says 'Columns Hidden 8'.

On the Bank Account page, click '+ Create' to create a bank account for the supplier.

External Supplier Registration by invitation



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gister Supplier: Bank Acc

bank account details will be u

ptions ▾ View ▾ Format ▾ + Crea

Account Number
234567890

lumns Hidden 8

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country: Bahrain

Bank: Arab Bank

Branch: Main Branch

Account Number: 1234567890

IBAN: BH67BMAG00001299123456

Currency: BHD

Save for Later Register Cancel

Additional Information

Account Name:

Agency Location Code:

Alternate Account Name:

Account Type:

Account Suffix:

Description:

Check Digits:

Comments

Note to Approver:

Create Another OK Cancel

Delete Attachments None +

1. Add the supplier bank account details in Country, Bank, Branch, Account number, IBAN and Currency.
2. Optionally, provide any additional information such as Account name
3. Click 'OK'.

External Supplier Registration by invitation



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

5 6 7 8

Register Supplier: Bank Accounts

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

Actions ▾ View ▾ Format ▾

Account Number	IBAN	Currency	Bank	Edit	Delete	Attachments
1234567890	BH67BMAG0000129...	BHD	Arab Bank			None +

Columns Hidden 8

Once, the Bank Accounts' information gets added, under 'Attachments' column, click on '+'

External Supplier Registration by invitation



Bapco energies

register Supplier: Bank Accounts

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

Actions ▾ View ▾

Account Number
234567890

Columns Hidden 8

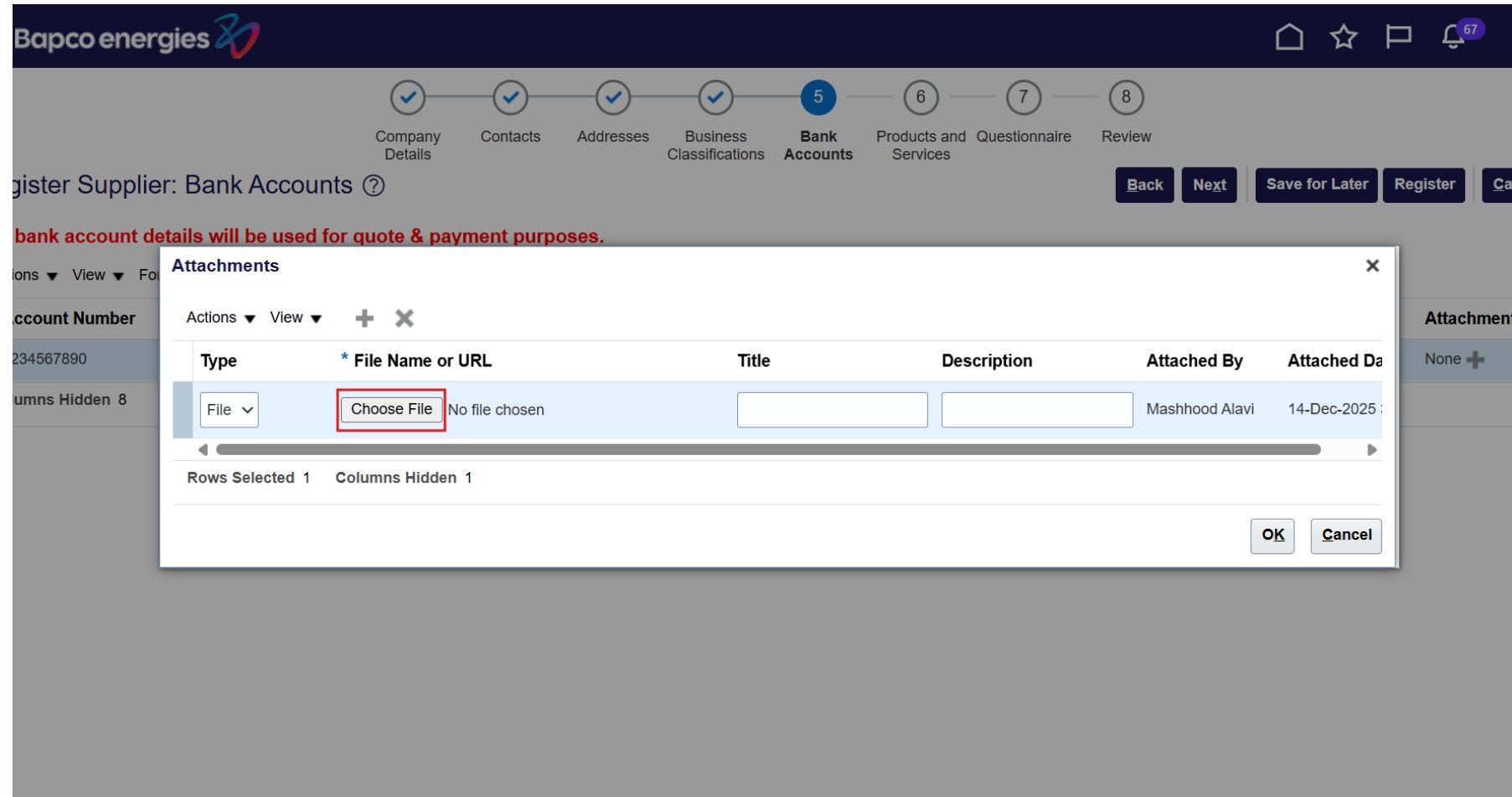
Attachments

Actions ▾ View ▾

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File No file chosen			Mashhood Alavi	14-Dec-2025

Rows Selected 1 Columns Hidden 1

OK Cancel



Attachments pop-up will open up. Here, click on 'Choose File' to select the Bank document for upload.

External Supplier Registration by invitation



Bapco energies

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

Back Next Save for Later Register Cancel

gister Supplier: Bank Accounts

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

Attachments

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Bank Certificate.pdf	Bank Certificate.pdf		Mashhood Alavi	14-Dec-2025

Rows Selected 1 Columns Hidden 1

OK Cancel

Document's title will default by itself. Click 'OK'

External Supplier Registration by invitation



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

67 MA

Register Supplier: Bank Accounts

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

Actions ▾ View ▾ Format ▾ + Create

Account Number	IBAN	Currency	Bank	Edit	Delete	Attachments
1234567890	BH67BMAG000129...	BHD	Arab Bank			Certificate.pdf

Columns Hidden 8

Click 'Next' to navigate to 'Products and Services' page.

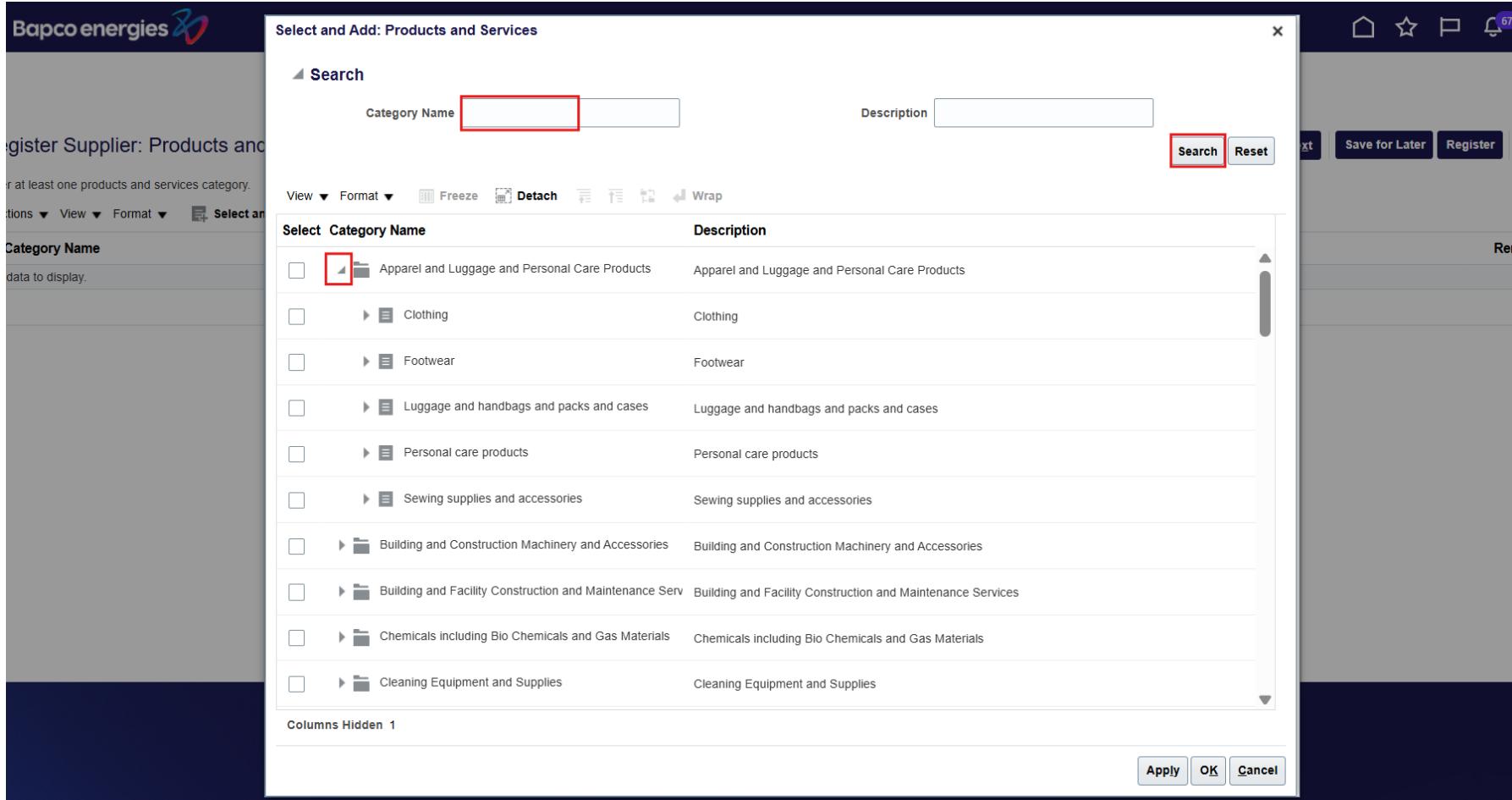
External Supplier Registration by invitation



The screenshot shows a registration process for a supplier. The top navigation bar includes the Bapco Energies logo and a series of icons: a house, a star, a person, a gear with '67', and a 'MA' button. Below the logo is a progress bar with eight steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Questionnaire Services (which is the current step, highlighted in blue), Review, and a final step. The main content area is titled 'Register Supplier: Products and Services'. A message at the top says 'Enter at least one products and services category.' Below this is a table with columns 'Category Name', 'Description', and 'Remove'. The table is currently empty, showing 'No data to display.' At the top of the table are several actions: 'Actions ▾', 'View ▾', 'Format ▾', and a red-highlighted 'Select and Add' button. Other buttons include 'Remove', 'Freeze', 'Detach', and 'Wrap'.

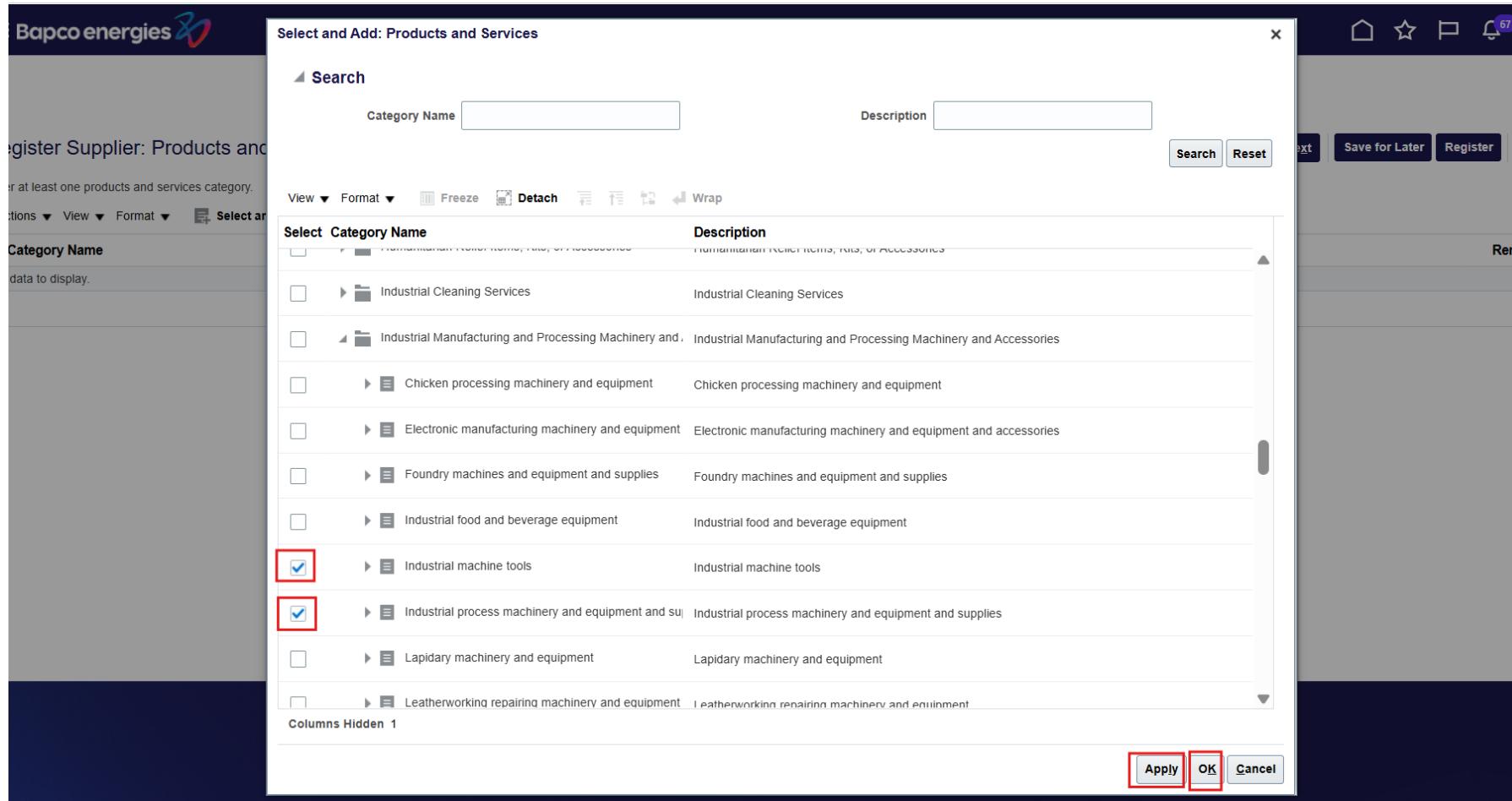
On 'Products and Services' page, you can associate your relevant business activities (products and services you can provided to Bapco Energies) by clicking on 'Select and Add'.

External Supplier Registration by invitation



1. A pop-up window will appear. Here, enter the 'Category Name' and click on 'Search'
2. Or expand the 'Category Name' tree by clicking on the small ">" icon to get the family level category information (based on UNSPSC codes structure).

External Supplier Registration by invitation



1. Choose one or multiple categories by clicking on the adjacent checkboxes.
2. Click 'Apply'
3. Click 'OK'

External Supplier Registration by invitation



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Company Details Contacts Addresses Business Classifications Bank Accounts **Products and Questionnaire Services** 6 Review

Register Supplier: Products and Services

Enter at least one products and services category.

Actions ▾ View ▾ Format ▾

Category Name	Description	Remove
Industrial Manufacturing and Processing Machinery and Accessories > Industrial machine tools	Industrial machine tools	
Industrial Manufacturing and Processing Machinery and Accessories > Industrial process machinery and equipment and supplies	Industrial process machinery and equipment and supp...	

Once, you have added the Products and Services, click on 'Next' to move to the 'Questionnaire' page.

External Supplier Registration by invitation



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Company Details 2 3 4 5 6 7 8

Contacts Addresses Business Classifications Bank Accounts Products and Questionnaire Services Review

Back Next Save for Later Register Cancel

67 MA

Register Supplier: Questionnaire

Welcome To Bapco Energies Registration Form.

Attachments [KYC Request Form - Unified](#)

Questions

ORGANIZATION STRUCTURE (Section 1 of 5)

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

a. Shareholder 1
 b. Shareholder 2
 c. Shareholder 3
 d. Shareholder 4
 e. Shareholder 5

2. List of the Company's ultimate beneficiary owner(s).

a. Ultimate Beneficial Owner 1
 b. Ultimate Beneficial Owner 2
 c. Ultimate Beneficial Owner 3

Section

- 1. ORGANIZATION STRUCTURE
- 2. KEY PERSONNEL
- 3. DOCUMENTARY EVIDENCE
- 4. CONFLICT OF INTEREST
- 5. DISCLAIMER

1. On the 'Questionnaire' page, provide necessary information for all the sections from 1 to 6.
2. Questions marked with an asterisk * sign are mandatory and must be completed before submitting the registration request.

External Supplier Registration by invitation



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Company Details Contacts Addresses Business Classifications Bank Accounts Products and Questionna... Review

67 MA

1 2 3 4 5 6 7 8

Register Supplier: Questionnaire

Welcome To Bapco Energies Registration Form.

Attachments [KYC Request Form - Unified](#)

Questions

DISCLAIMER (Section 5 of 5)

Section
<input checked="" type="checkbox"/> 1. ORGANIZATION STRUCTURE
<input checked="" type="checkbox"/> 2. KEY PERSONNEL
<input checked="" type="checkbox"/> 3. DOCUMENTARY EVIDENCE
<input checked="" type="checkbox"/> 4. CONFLICT OF INTEREST
<input checked="" type="checkbox"/> 5. DISCLAIMER

14. Please read the following disclaimer carefully before signing this form. Only signed and dated forms are considered valid. By signing below:

7.1 You understand that Bapco Energies B.S.C. (Closed) and Its Operating Companies (herein, "Bapco") requires all counter-parties to be screened and KYC ("Know Your Counter-party") cleared before entering into any binding commercial agreement.

7.2 You certify that all answers and statements made in this form and other additional documents, enclosed or sent separately to Bapco are true and complete without omissions. You understand that any false information will result in refusal to establish commercial relationship with Bapco and may lead – in certain circumstances – to you and your company being blacklisted with Bapco.

7.3 You understand that this form and other additional documents are requested and used for the purpose of evaluating. The request to establish commercial relationship with Bapco. You understand that this form is not a confirmation of being registered as a counter-party with Bapco and that no promises, representations, or guarantees of such registration have been made at this time.

7.4 You authorize Bapco to investigate all statements contained in this form as may be deemed necessary in arriving at a decision about the request to establish commercial relationship with Bapco.

Back **Next** **Save for Later** **Register** **Cancel**

Once all the mandatory sections are filled, the checkmarks will become green adjacent to the respective section. After that, click on 'Next'.

External Supplier Registration by invitation



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Review Supplier Registration: ALL FASTENERS PVT. LTD

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

Back Next Save for Later **Register** Cancel

Company Details

Full Legal Company Name: ALL FASTENERS PVT. LTD

Please Ensure to Enter the Company Name as per the CR in CAPITAL Letters Only

Tax Organization Type: 0%

Corporate Web Site

D-U-N-S Number:

Tax Country / Country of Incorporation: Bahrain

Taxpayer ID: 0987654321

Tax Registration Number:

Note to Approver:

Additional Information

Other Company Name(s):

Registration Issuing Authority:

Date of Incorporation: 01-Jan-2025

Commercial Registration / Business License: ABC12345

Legal Entity Identifier (LEI):

Attachments

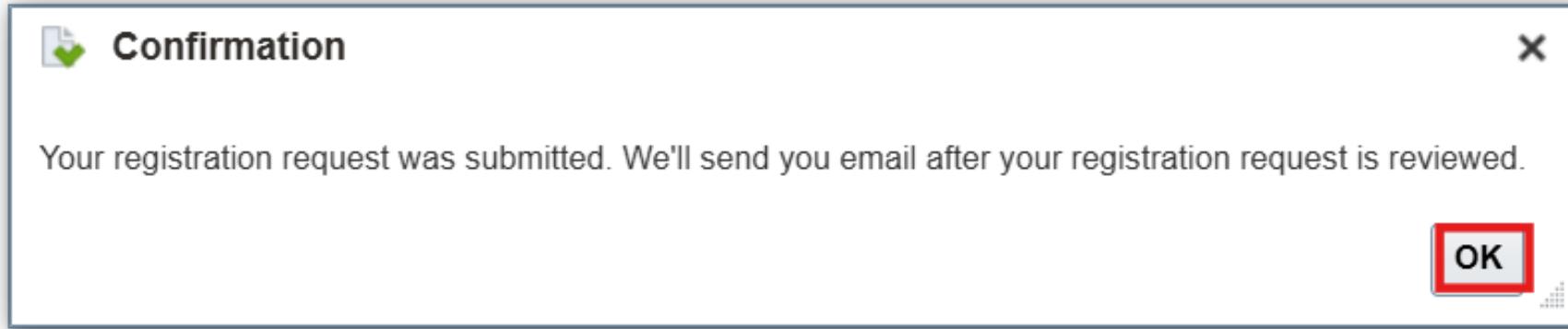
Actions ▾ View ▾

Type	* File Name or URL	Title	Description	Attached By	Attached Date
------	--------------------	-------	-------------	-------------	---------------

Review all the details. If any information still needs to be added, navigate back to that section and provide the details.

Once all information is validated, click on 'Register'.

External Supplier Registration by invitation



A confirmation message will appear.
Click 'Ok'.

External Supplier Registration by invitation



Supplier Registration Request 3001 Was Approved



iadygs-dev2.fa.sender@workflow.email.eu-frankfurt-1.ocs.oraclecloud.com
To Mashhood Alavi



Bapco Energies Group (BAPCO ENERGIES BU)

Your supplier registration request was approved

Request Number	3001
Request Date	08 September 2025
Requested By	Alavi, Mashhood
Company	ALL FASTENERS PVT. LTD

● User account information will be sent in a separate email.

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

External Supplier Registration by invitation

Oracle Fusion Applications-Welcome E-Mail



iadygs-dev2.fa.sender@workflow.email.eu-frankfurt-1.ocs.oraclecloud.com

To  Mashhood Alavi

Start your reply all with:

[Completed.](#)

[This is not working.](#)

[This link does not work.](#)

 [Feedback](#)

Dear Mashhood Alavi,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

<https://iadygs-dev2.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=23499c9bbc5d4564a68391925fe6608>

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

1. The Supplier user receives another email notification confirming that a user is created in Oracle Fusion.
2. Use the Password Reset Link and Create your own Password. The username will be the contact email address.



Respond to Negotiation – Quotation, Bid

02



Respond to Negotiation – Quotation, Bid



Login as Supplier User.

Company Single Sign-On

or

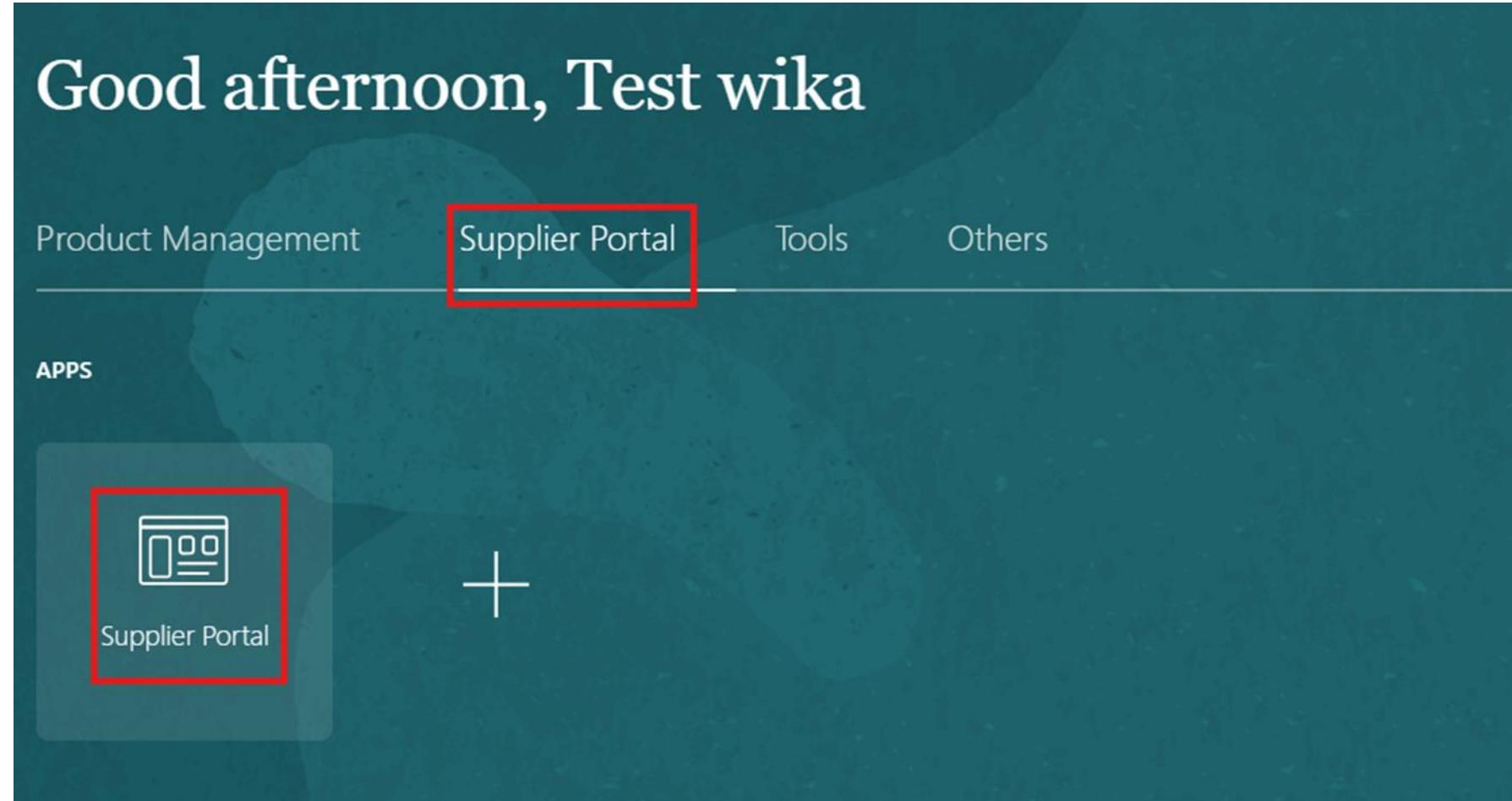
User ID

Password

[Forgot Password](#)

Select Language

Respond to Negotiation – Quotation, Bid



Good afternoon, Test wika

Navigate to Supplier Portal.

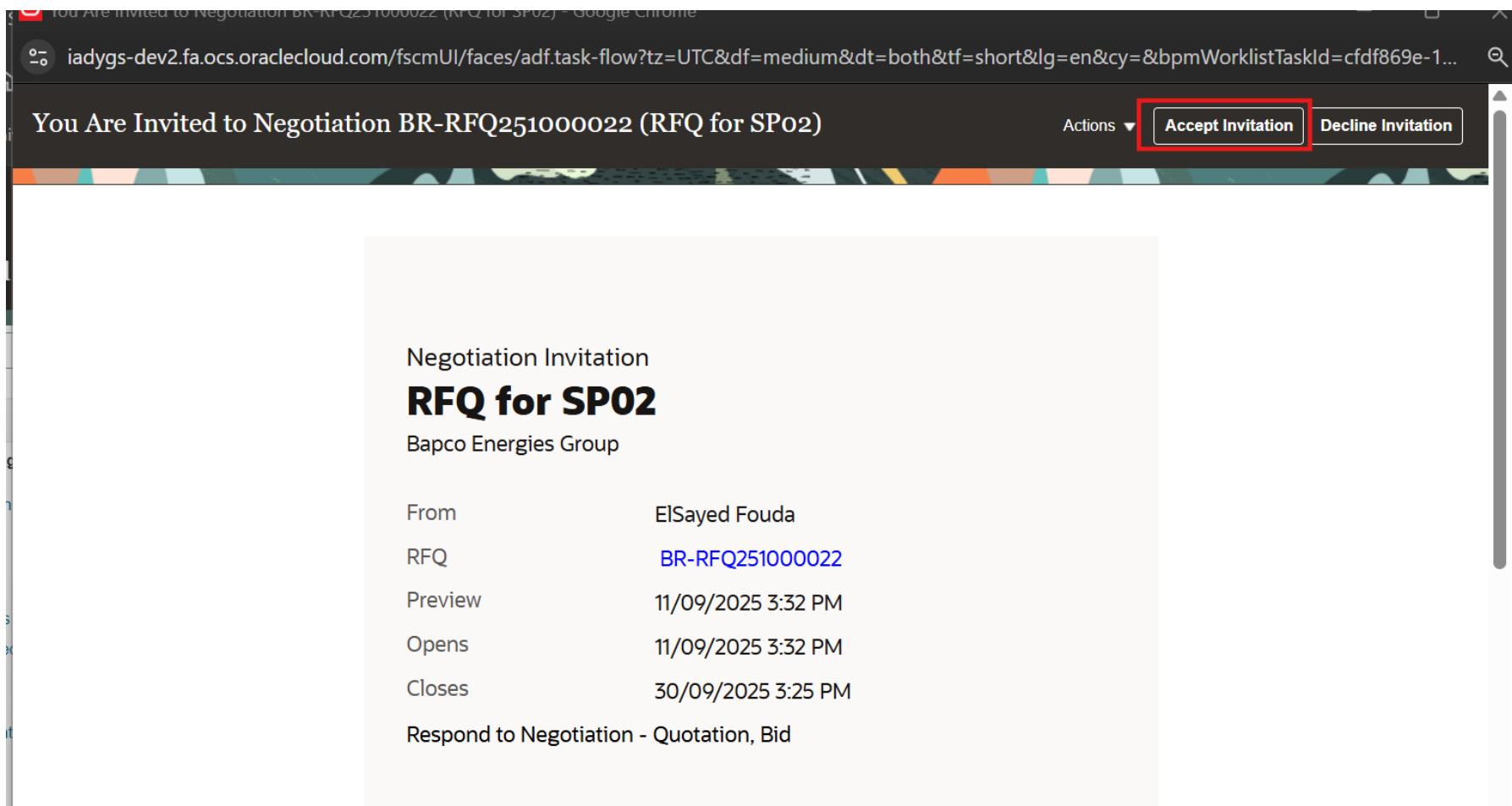
Respond to Negotiation – Quotation, Bid



The screenshot shows a software interface with a dark header. On the left, a circular 'Requiring Attention' dashboard displays the number 154 in the center, with 53 in the yellow segment and 98 in the green segment. A legend at the bottom indicates: 'Orders to Acknowledge' (blue square) and 'Schedules Overdue or Due Today' (green square). On the right, the 'Notifications' page is open, showing a list of notifications. The first notification, 'You Are Invited to Negotiation BR-RFQ251000022 (RFQ for SP02)' from 'ElSayed Fouda' (11 minutes ago), is highlighted with a red box. Below it are other notifications: 'FYI Document (Purchase Order) BR-PO251000176 Requires Acknowledgment' from 'ElSayed Fouda' (2 days ago), '(REMINDER) ACTION REQUIRED You Are Invited to Negotiation BE-RFQ251000004 (Testing for EXT)' from 'Mr. Raghugovind Edakkandy' (3 days ago), 'ACTION REQUIRED You Are Invited to Negotiation BE-RFQ251000004 (Testing for EXT)' from 'Mr. Raghugovind Edakkandy' (3 days ago), and 'FYI Negotiation BR-RFQ25100010-2 (Test Extension) Was Closed' (3 days ago). Each notification has a 'Dismiss' or 'Actions' button.

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) - Google Chrome
iadygs-dev2.fa.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=UTC&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=cfdf869e-1...

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

Actions ▾ **Accept Invitation** **Decline Invitation**

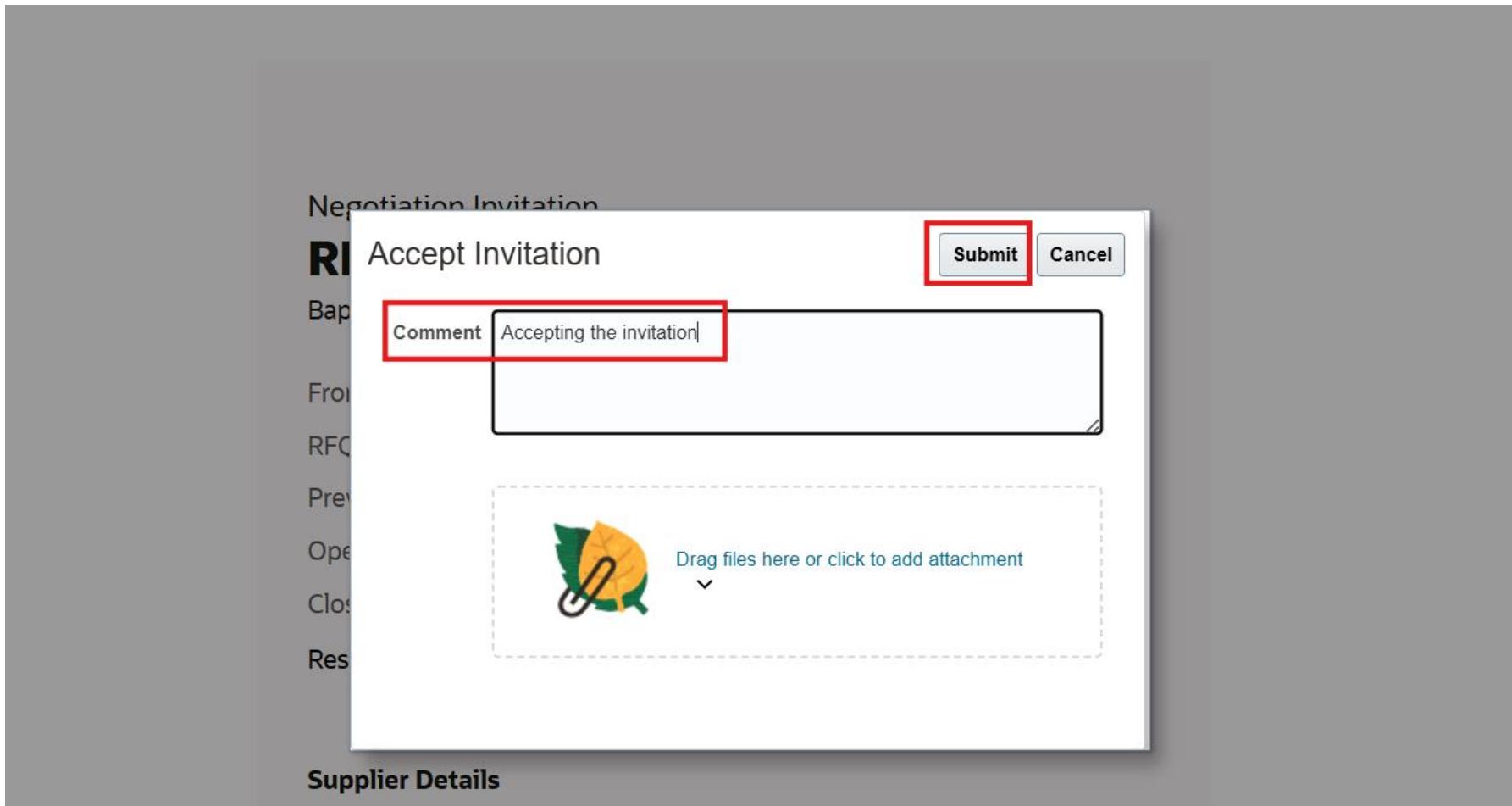
Negotiation Invitation
RFQ for SP02
Bapco Energies Group

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.

Respond to Negotiation – Quotation, Bid



Supplier Portal

Search Orders 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

154

Orders to Acknowledge
Schedules Overdue or Due Today
Invoices Overdue

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

Recent Activity
Last 30 Days

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

Transaction Reports
Last 30 Days

Report Type	Amount
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.

46

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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 Outcomes & Requirements 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 Coordination

Manage Watchlist Saved Search Open

** At 1

** 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-RFQ251000022	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 Save Time Zone Coord WIKA MIDDLE E

Title: RFQ for SP02

Close Date: 30/09/2025 3:25 PM

Time Remaining: 18 Days 23 Hours

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:

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



Create Response (Quote 6001): Requirements [?](#)

1 — 2 — 3 — 4
Overview Requirements Lines 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

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
 b. No

* Response Attachments [SME Certificate +](#)

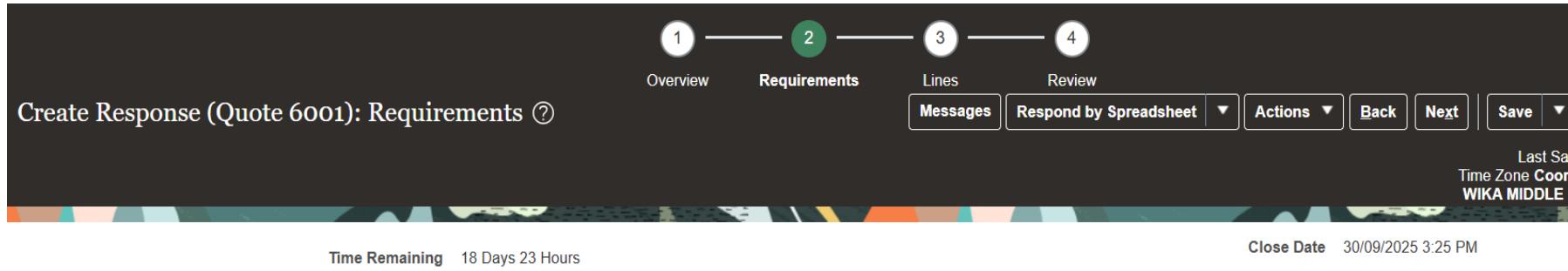
* 3. For Bahraini Bidders, kindly attach your valid C.R copy

a. Yes
 b. No

* Response Attachments [CR +](#)

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

Respond to Negotiation – Quotation, Bid



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

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](#)

b. No

Respond to Negotiation – Quotation, Bid



Create Response (Quote 6001): Requirements ②

1 2 3 4

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save

Last Time Zone Co WIKA MIDD

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

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

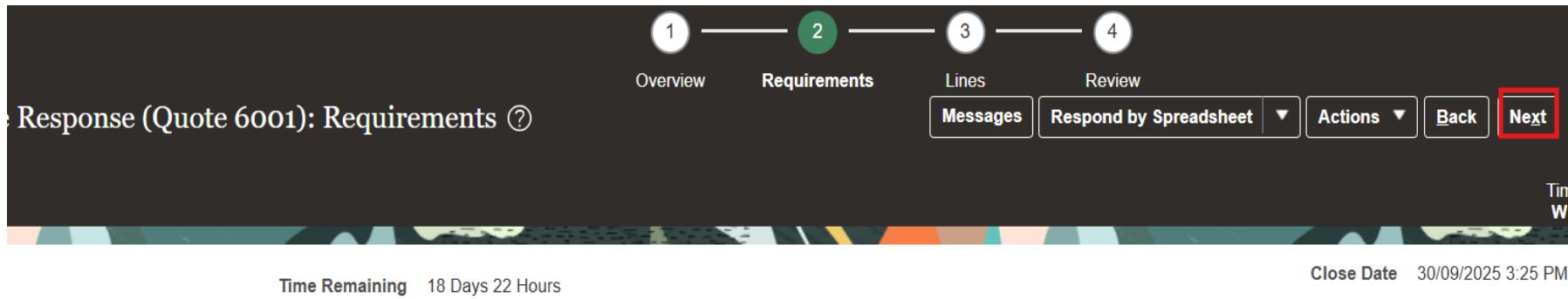
* 2. The Bidder shall provide documentary evidence of their proposed manpower demonstrating that they have a minimum of xx (xx) experience.

a. Yes

Response Attachments: Manpower +

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

Respond to Negotiation – Quotation, Bid



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

3. NG Commercial Information

I. 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 2 3 4

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions

Create Response (Quote 6001): Lines ②

Currency = US Dollar

Time Remaining 18 Days 22 Hours Close Date

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					9.00	

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)

urrency = 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	Response Minimum Release Amount	
Category Name	Hardware	Note to Buyer	
Start Price	9.00	Supplier Item	
* Response Price	<input type="text" value="8.75"/>	New Supplier Item	
Total Score		Manufacturer	
Estimated Quantity	5	Manufacturer Part Number	
uOM	Each	Attachments	None
Rank	Sealed	Type	Noncum

Price Breaks

Suppliers can modify price breaks

Actions ▾ View ▾ Format ▾

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 ?

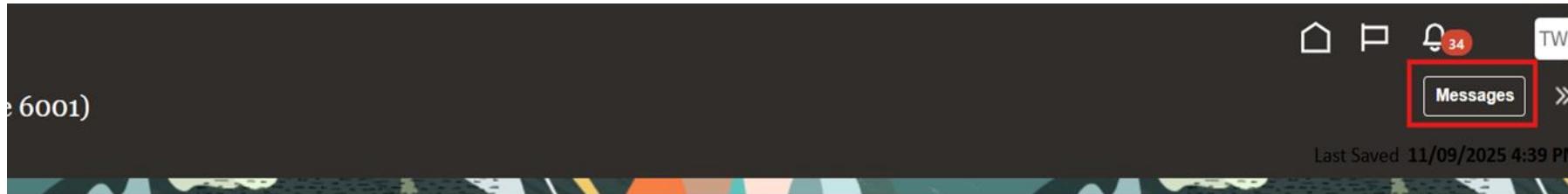
View ▾ Format ▾ Freeze Detach Wrap

Attribute	Target Value	Response Value	Weight	Acceptable Response Values (Score)
BE RFQ Attribute List				
KVA Rating	Yes	* 5 KVA <input type="button" value="▼"/>	50.00	10 KVA (80) 5 KVA (20)
Conductivity Test Result		* Yes <input type="button" value="▼"/>	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 <input type="button" value="▼"/>		

Columns Hidden 1

Provide the necessary response against each field.

Respond to Negotiation – Quotation, Bid



)

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

8.75

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 

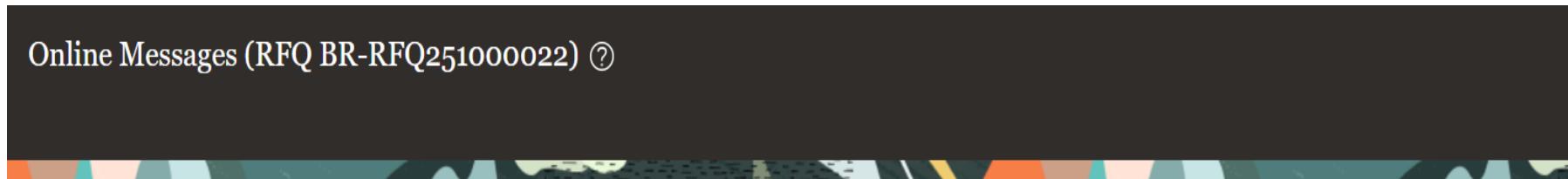
✓ Suppliers can modify price breaks

Type Noncumulative

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

Respond to Negotiation – Quotation, Bid



(Optional)

To enter a message
click on '+' icon.

Online Messages (RFQ BR-RFQ251000022) ②

Title RFQ for SP02 **Status** Active

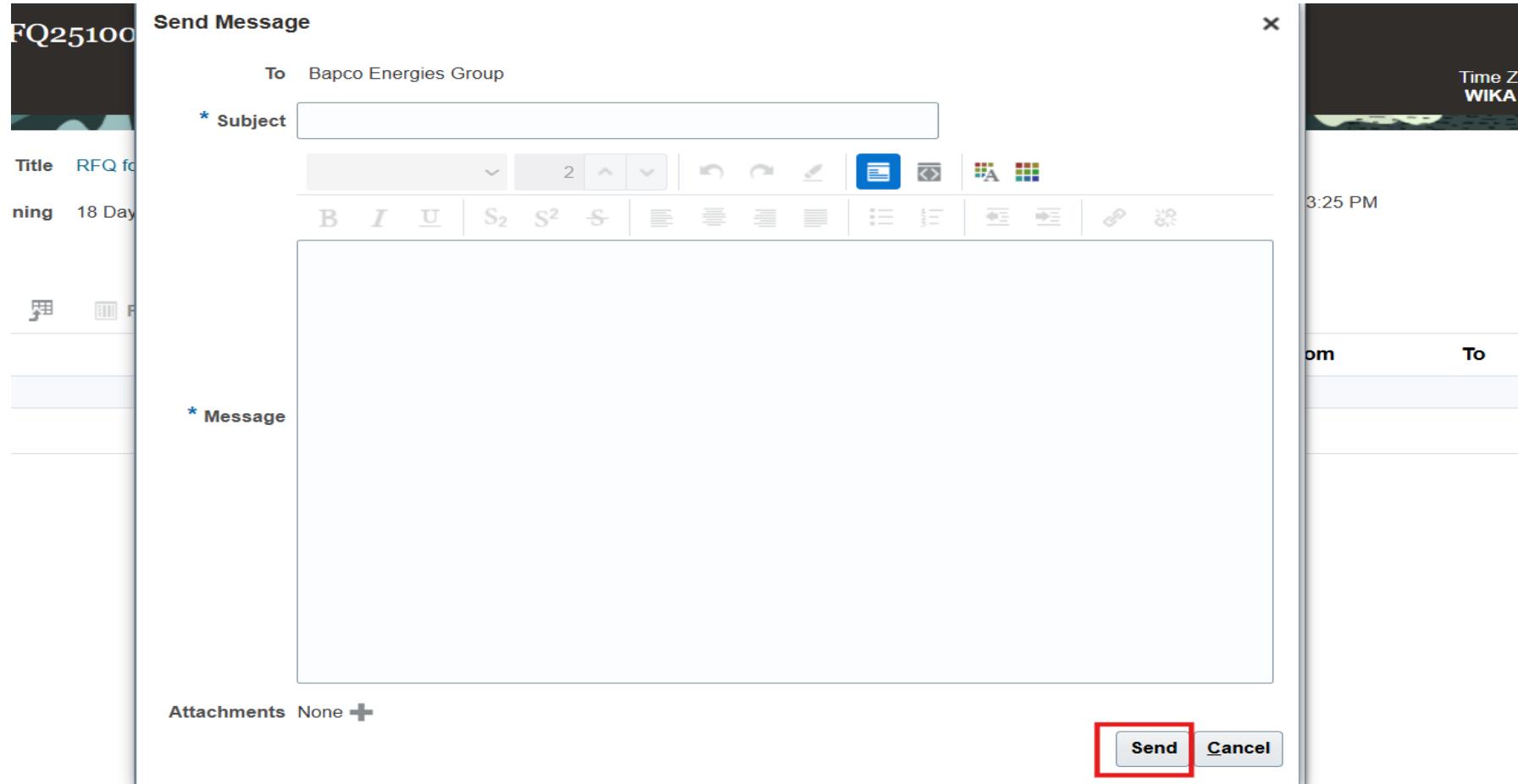
Time Remaining 18 Days 22 Hours **Close Date** 30/09/2025 3:25 PM

Messages

Actions ▾ View ▾ Format ▾      Freeze Detach  Wrap

Subject	Status	From
No data to display.		

Respond to Negotiation – Quotation, Bid

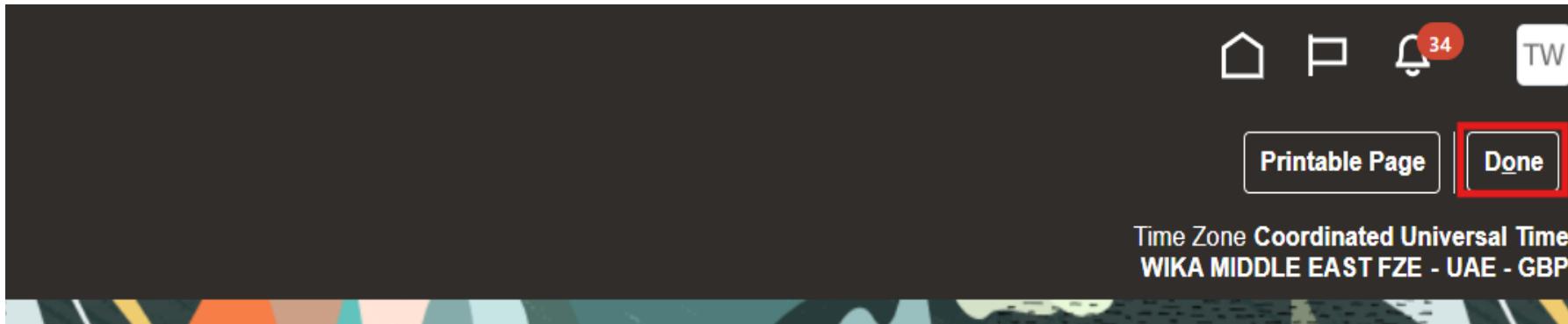


The screenshot shows a 'Send Message' dialog box. The 'To' field is populated with 'Bapco Energies Group'. The 'Subject' field is empty. The 'Message' area is a large text box with a rich text editor toolbar above it. The 'Attachments' field shows 'None'. At the bottom right of the dialog box, there are 'Send' and 'Cancel' buttons, with the 'Send' button being highlighted with a red box.

(Optional)

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

Respond to Negotiation – Quotation, Bid



Click on 'Done'.

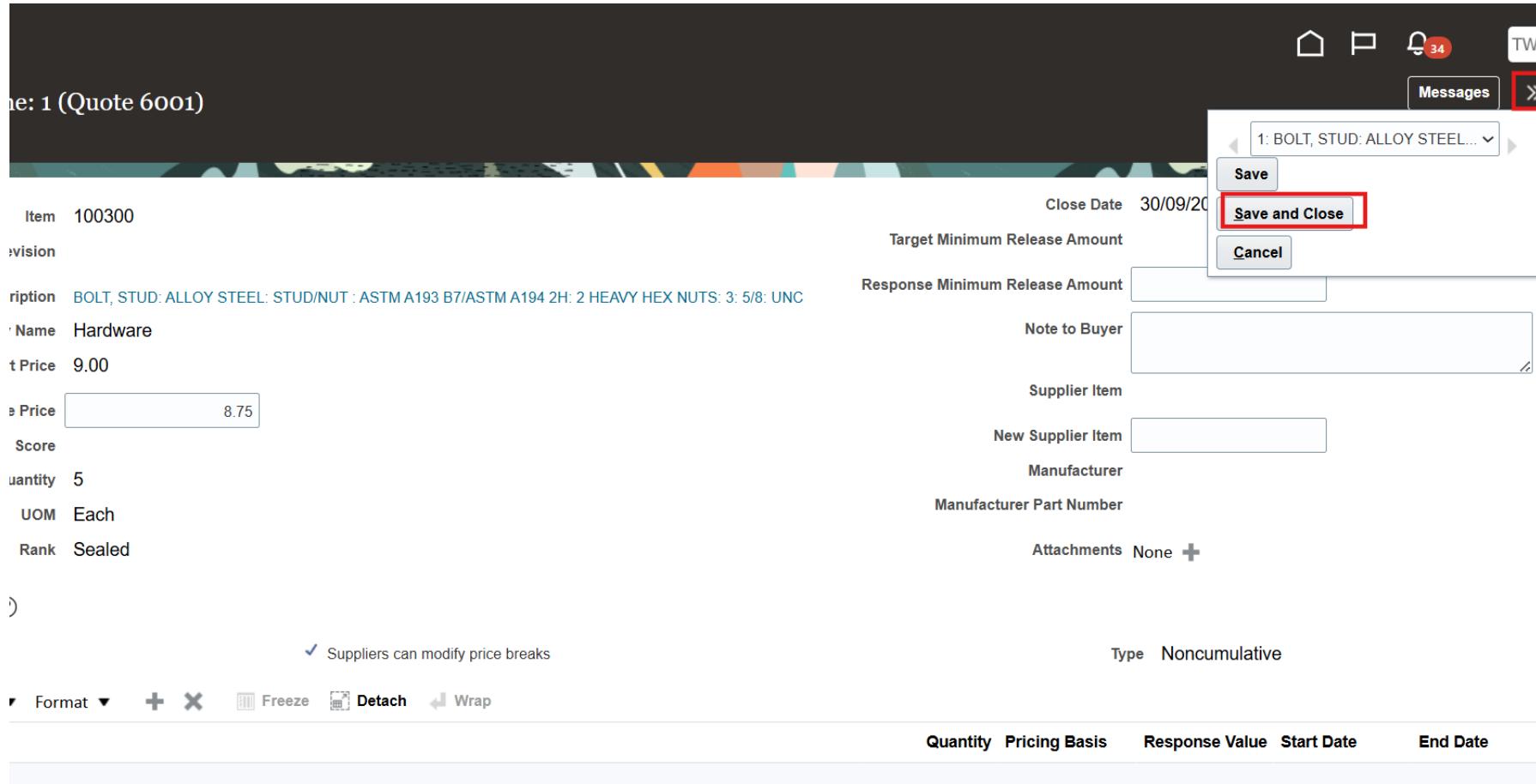
Status Active

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

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	Edit	Hardware					9.00	8.75	

Rows Selected 1 Columns Hidden 6

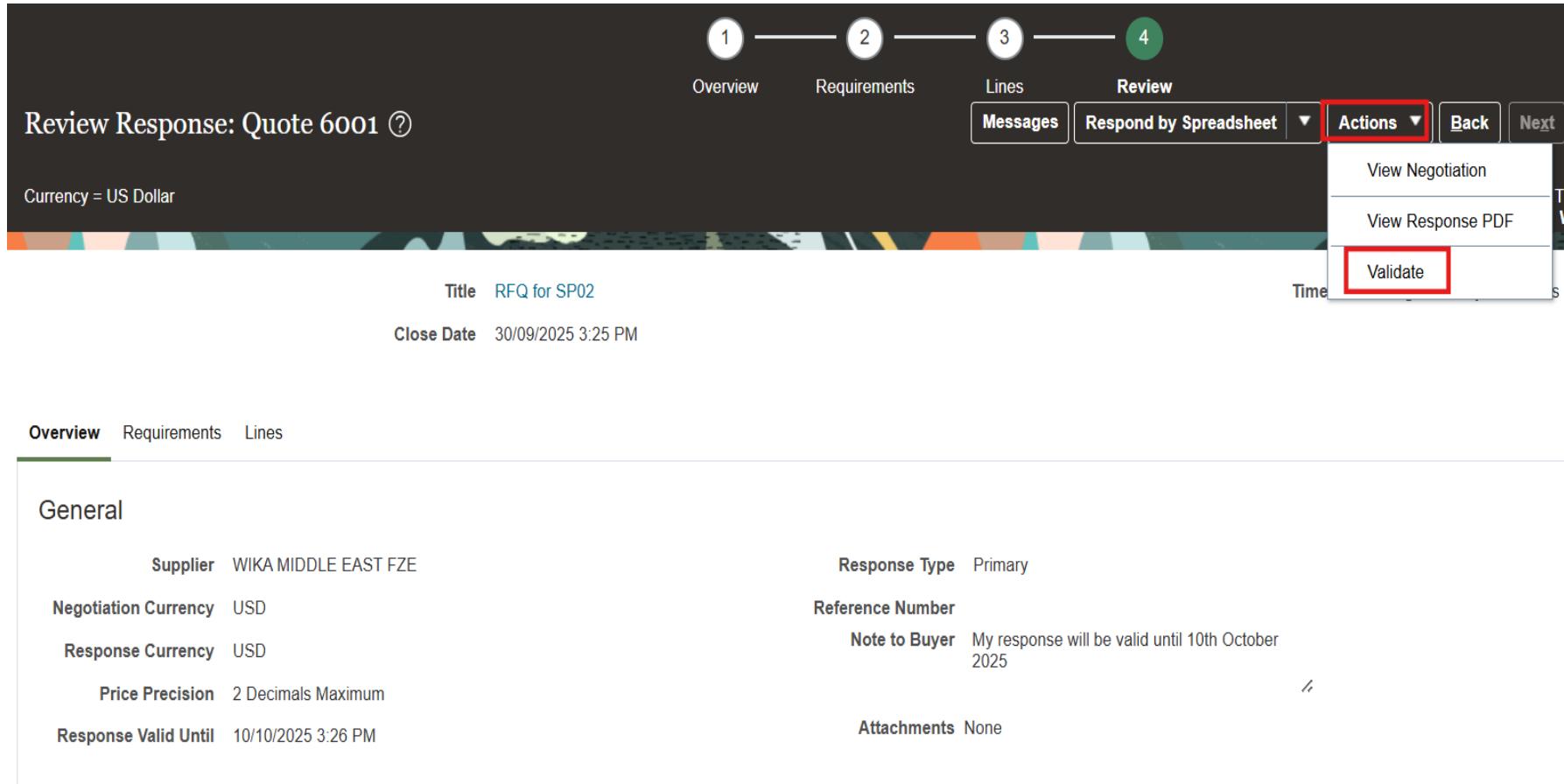
Grand Totals

All response lines are included.

Response Amount 43.75

Click on 'Next'.

Respond to Negotiation – Quotation, Bid



Review Response: Quote 6001 ②

Currency = US Dollar

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



The screenshot shows a software interface for responding to a negotiation. At the top, there is a navigation bar with four steps: Overview (1), Requirements (2), Lines (3), and Review (4). The 'Review' step is highlighted with a green circle. Below the navigation bar, the title 'Quote 6001' is displayed, followed by a question mark icon. The main content area shows a 'Confirmation' dialog box with the message: 'Response 6001 to negotiation BR-RFQ251000022 was validated without errors.' An 'OK' button is visible at the bottom of the dialog. Above the dialog, there are buttons for 'Meet', 'Actions', 'Back', 'Next', and 'Save'. Below the dialog, the text 'Time Remaining 18 Days 22 Hours' is visible. At the bottom of the interface, there are buttons for 'Title' (RFQ for SP02), 'Close Date' (30/09/2025 3:25 PM), and a large 'Lines' button.

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 account 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 declare with Kingdom of Bahrain ministry of commerce as and SME?

Section 1

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

Title RFQ for SP02 Time Remaining 18 Days 22 Hours

Close Date 30/09/2025 3:25 PM

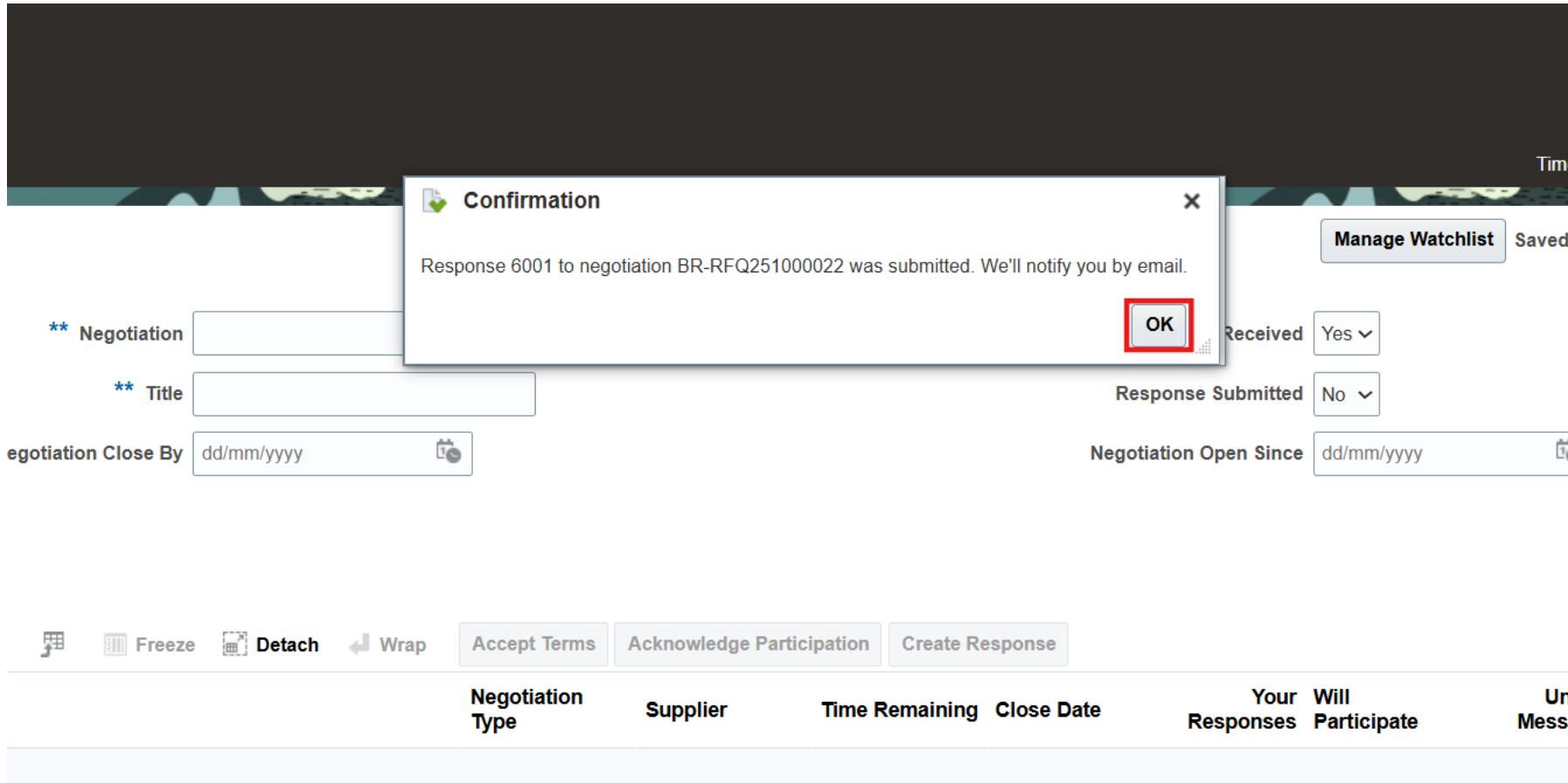
Overview Requirements Lines

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		

Click on 'Submit' to submit the response.

Respond to Negotiation – Quotation, Bid



Confirmation message appears.
Click 'Ok'.

Respond to Negotiation – Quotation, Bid

Supplier Portal

Search Orders Order Number 

Tasks

Contract Manufacturing

- Manage Production Reports

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

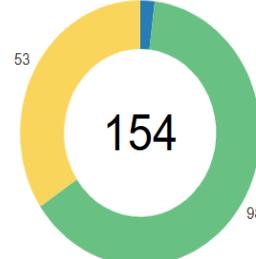
- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASN
- Upload ASN or ASN
- 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

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

Transaction Reports
Last 30 Days

Report Type	Value
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

Received Yes

Response Submitted No

Negotiation Close By dd/mm/yyyy

Negotiation Open Since dd/mm/yyyy

Manage Watchlist

OK

Received Yes

Response Submitted No

Negotiation Close By dd/mm/yyyy

Negotiation Open Since dd/mm/yyyy

Accept Terms

Acknowledge Participation

Create Response

Freeze

Detach

Wrap

Unr

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

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 Coordinator

Advanced Manage Watchlist Saved Search Active or Draft Response

** At least one field is required.

** Negotiation Title

** Negotiation **BR-RFQ251000022**

** Response Status Active or draft

Line Description

** Response

Search

Search Results

Revising a draft response automatically locks it.

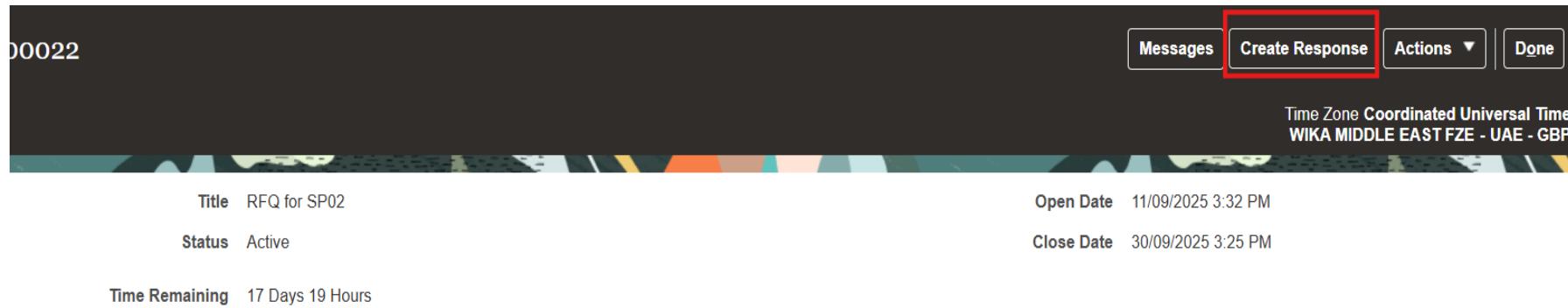
Actions ▾ View ▾ Format ▾ Detach Accept Terms **Revise**

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

Search for the previous Negotiation using any of the available fields.

Click on the negotiation number.

Respond to Negotiation – Quotation, Bid



00022

Messages **Create Response** Actions ▾ Done

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

Title RFQ for SP02

Status Active

Open Date 11/09/2025 3:32 PM

Close Date 30/09/2025 3:25 PM

Time Remaining 17 Days 19 Hours

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.

Click on 'Create Response'.

Respond to Negotiation – Quotation, Bid



The screenshot shows a bidding platform interface for an RFQ titled 'RFQ for SP02'. The RFQ is active with 17 days and 19 hours remaining. The 'Create Response' dialog box is open, showing the 'Copy from an existing response' checkbox checked, and the 'Existing Response' dropdown set to '6001 Active Primary'. The 'Create' button is highlighted with a red border.

Cover Page

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

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

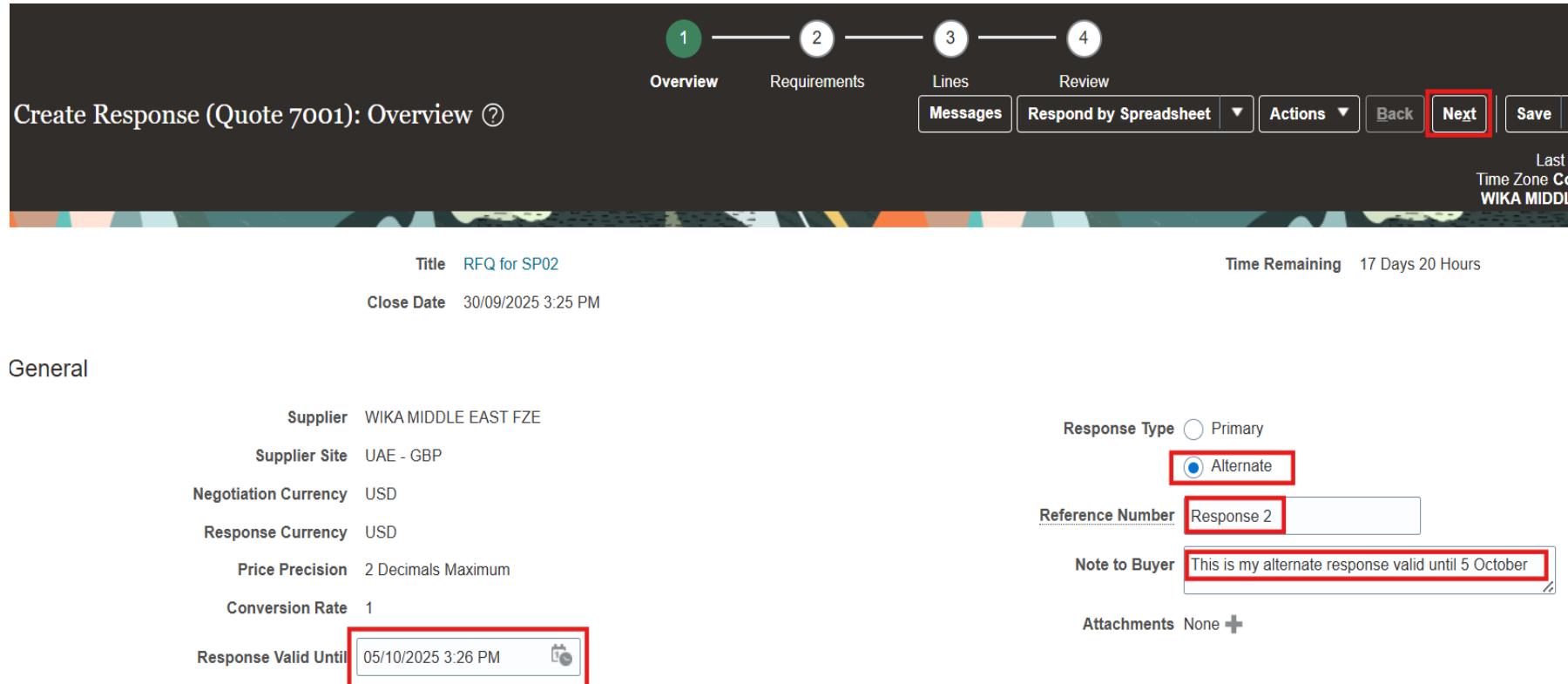
BAPCO on behalf of itself has issued this RFQ to solicit informational responses from potential Suppliers to understand your product offerings. It is in BAPCO's best interest to make sure that the initial response to this RFQ contains the most favorable terms that your company will be able to offer BAPCO.

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.
- * 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 2 3 4

Overview Requirements Lines Review

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

Last S
Time Zone Co
WIKA MIDDLE

Title RFQ for SP02

Close Date 30/09/2025 3:25 PM

Time Remaining 17 Days 20 Hours

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

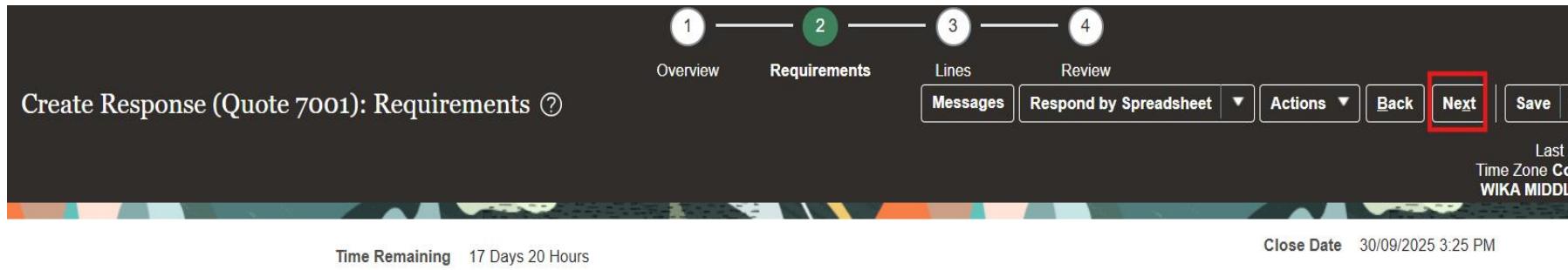
Reference Number Response 2

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

Messages Respond by Spreadsheet Actions Back Next Save

Last Save Time Zone Coord WIKA MIDDLE E

Create Response (Quote 7001): Lines ②

Currency = US Dollar

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					Sealed	9.00	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

Last Saved 1

Item	100300	Close Date	30/09/2025 3:25 PM	
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			
Start Price	9.00	Response Minimum Release Amount		
* Response Price	<input type="text" value="8.50"/>	Note to Buyer		
Total Score	55	Supplier Item		
Estimated Quantity	5	New Supplier Item		
UOM	Each	Manufacturer		
Rank	Sealed	Manufacturer Part Number		
Attachments None				
Price Breaks				
Suppliers can modify price breaks				
Type Noncumulative				
Actions View Format				
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 ?

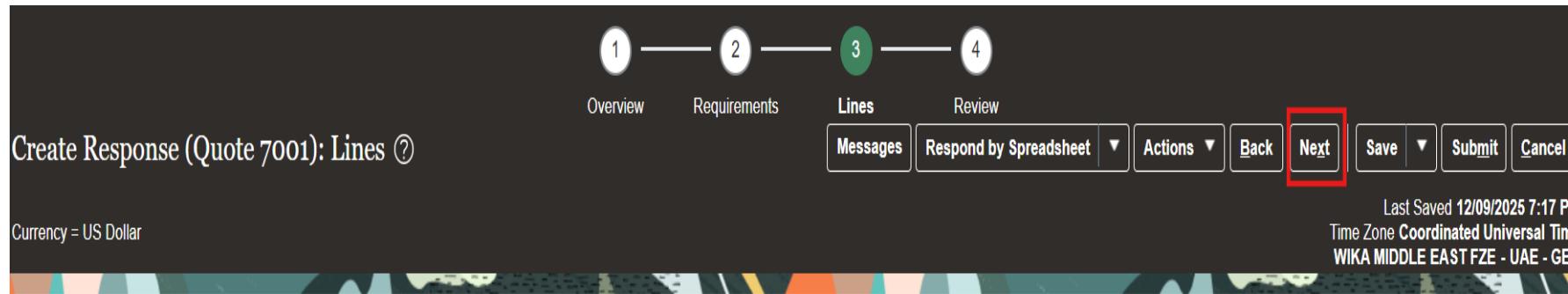
View ▾ Format ▾ Freeze Detach Wrap

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

Columns Hidden 1

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

Respond to Negotiation – Quotation, Bid



Click 'Next' to go to review page.

Time Remaining 17 Days 20 Hours

Close Date 30/09/2025 3:25 PM

Actions ▾ View ▾ Format ▾

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					Sealed	9.00	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



Response: Quote 7001 ②

US Dollar

Title: RFQ for SP02

Close Date: 30/09/2025 3:25 PM

Supplier: WIKA MIDDLE EAST FZE

Response Type: Alternate

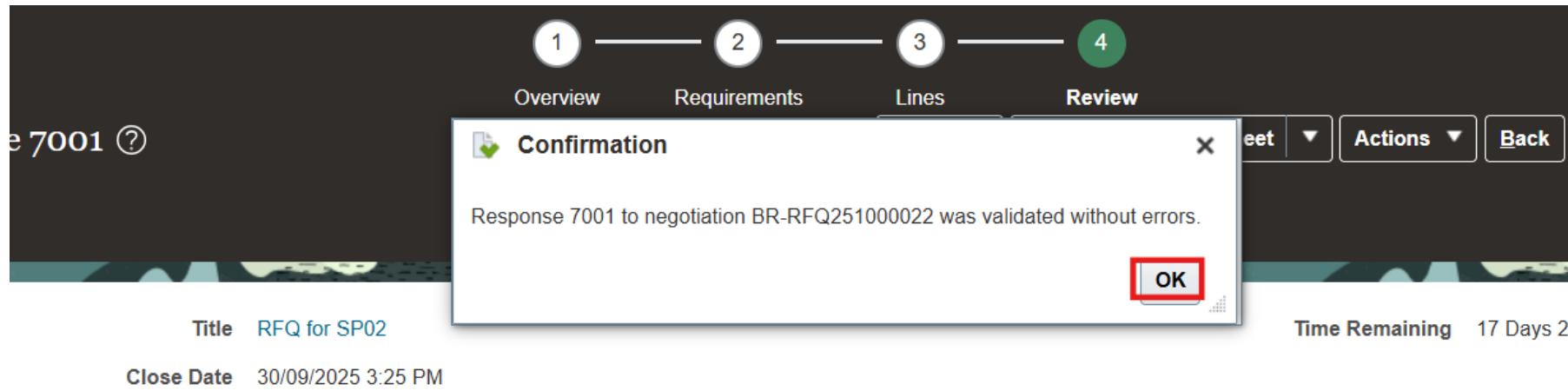
Reference Number: Response 2

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

Attachments: None

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

Respond to Negotiation – Quotation, Bid



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

OK

Time Remaining 17 Days 20 Hours

Response validated.
Click 'Ok'.

1 Lines

DLE EAST FZE

Response Type Alternate

Reference Number Response 2

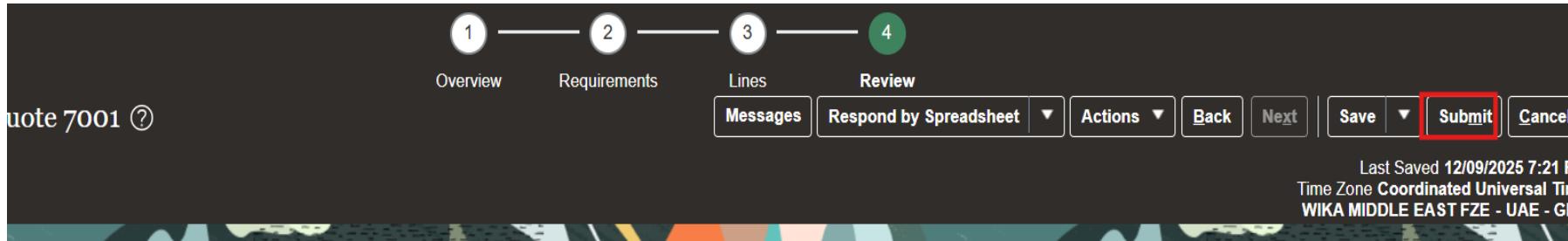
Note to Buyer This is my alternate response valid until 5 October

Maximum

5 2:26 PM

Attachments None

Respond to Negotiation – Quotation, Bid



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

Changed Lines

A MIDDLE EAST FZE

Response Type Alternate

Reference Number Response 2

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

Decimals Maximum

0/2025 3:26 PM

Attachments None

Respond to Negotiation – Quotation, Bid



Confirmation message appears.
Click 'Ok'.

1 Lines

DLE EAST FZE

Response Type Alternate

Reference Number Response 2

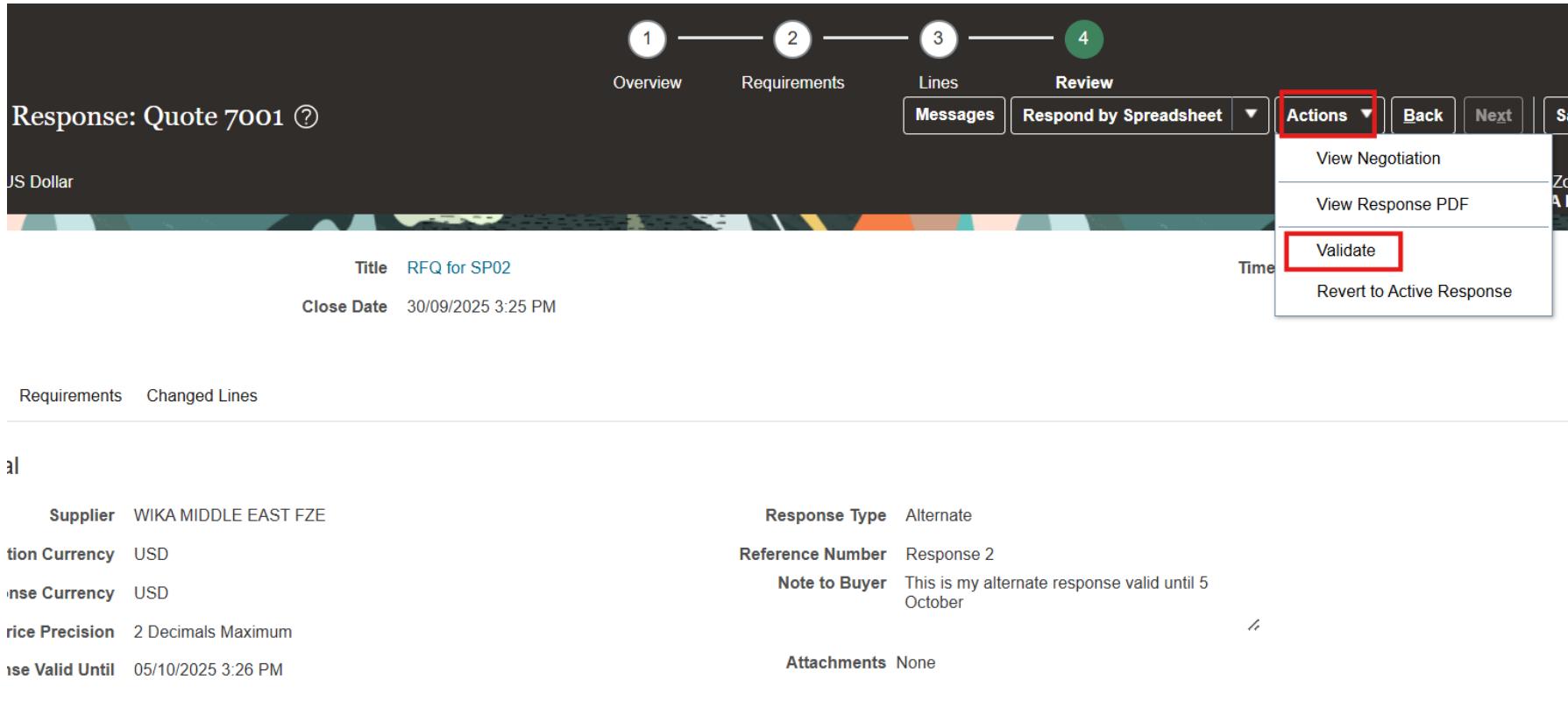
Note to Buyer This is my alternate response valid until 5 October

Maximum

5 2:26 PM

Attachments None

Respond to Negotiation – Quotation, Bid



The screenshot shows a software interface for managing a quotation response. At the top, a navigation bar has four steps: Overview (1), Requirements (2), Lines (3), and Review (4). The 'Review' step is highlighted with a green circle. Below the navigation, the page title is 'Response: Quote 7001' with a question mark icon. A currency indicator 'US Dollar' is shown. The main content area includes a title 'RFQ for SP02' and a close date '30/09/2025 3:25 PM'. Below this, there are sections for 'Requirements' and 'Changed Lines'. The bottom part of the screenshot shows detailed response information: Supplier (WIKA MIDDLE EAST FZE), Response Type (Alternate), Reference Number (Response 2), Note to Buyer (This is my alternate response valid until 5 October), and Attachments (None). A sidebar on the right shows 'L Zone A MI'.

1. Now on the same 'Manage Responses' page, query for the Negotiation number and click search.

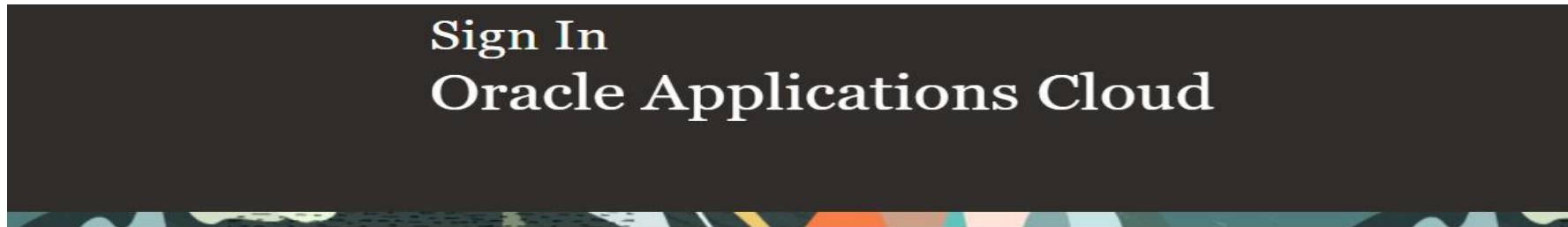
2. Both submitted responses will appear.



Supplier Acknowledgment to Agreement and PO

03

Supplier Acknowledgment to Agreement and PO



Login as Supplier user

Company Single Sign-On

or

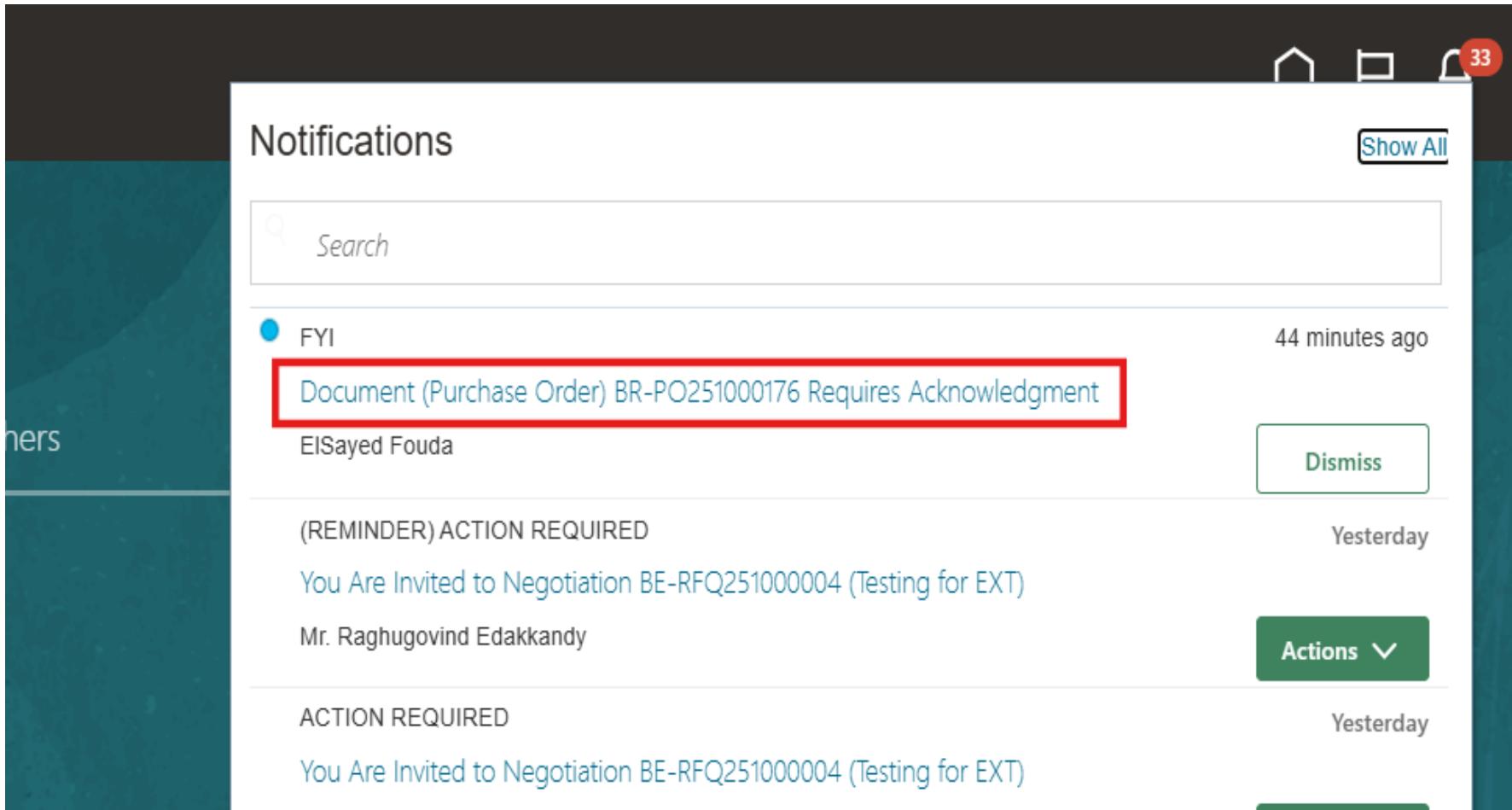
User ID

Password

[Forgot Password](#)

Select Language

Supplier Acknowledgment to Agreement and PO



A screenshot of a mobile device displaying a notifications screen. The screen has a dark header with icons for home, back, and refresh, and a red circular badge with the number '33' in the top right corner. Below the header is a 'Notifications' section with a search bar. The notifications are listed as follows:

- FYI** (blue dot): **Document (Purchase Order) BR-PO251000176 Requires Acknowledgment** (44 minutes ago). This notification is highlighted with a red box. Below it is the name **ElSayed Fouda** and a **Dismiss** button.
- (REMINDER) ACTION REQUIRED** (grey dot): **You Are Invited to Negotiation BE-RFQ251000004 (Testing for EXT)** (Yesterday). Below it is the name **Mr. Raghugovind Edakkandy** and an **Actions** button.
- ACTION REQUIRED** (grey dot): **You Are Invited to Negotiation BE-RFQ251000004 (Testing for EXT)** (Yesterday).

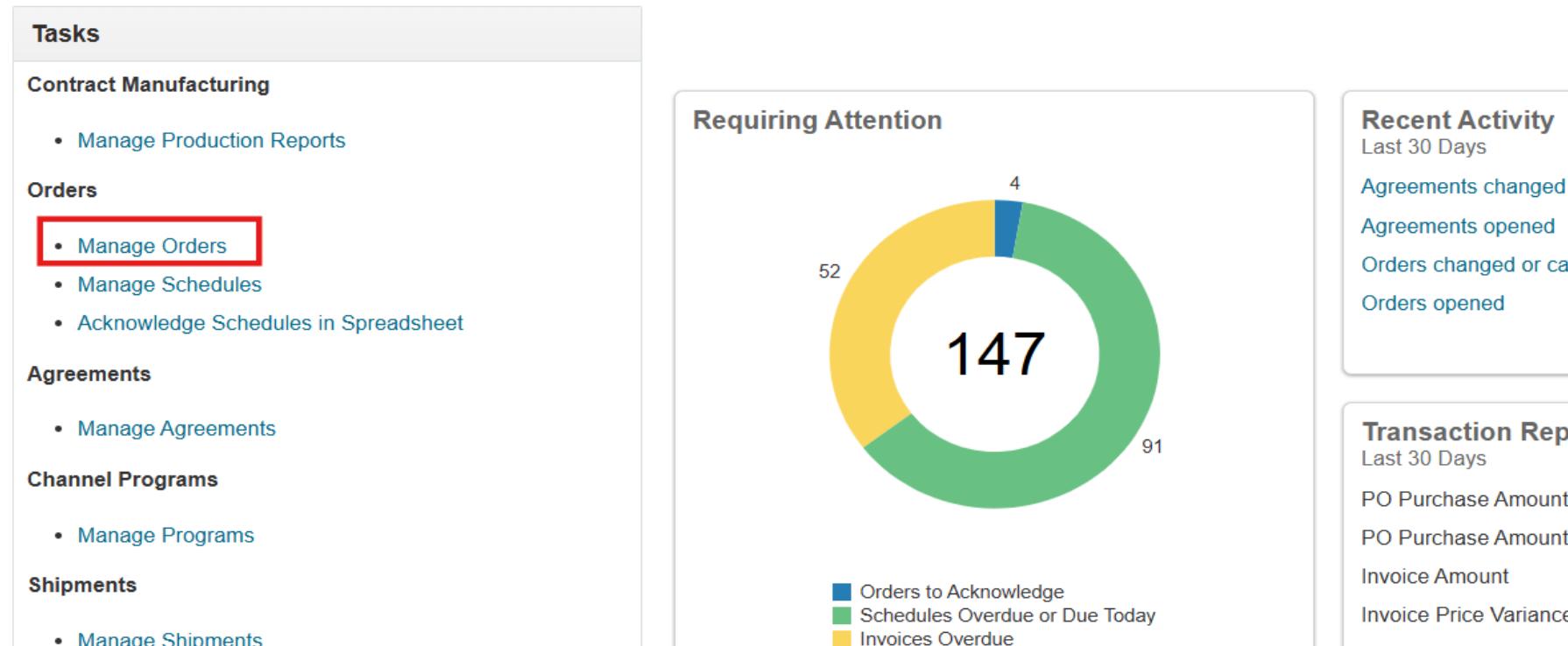
1. Go to Supplier Portal.
2. The Supplier User can click on the Bell Icon to view the Acknowledgement request notification (for a PO/BPA) or navigate to the Supplier Portal and access through Manage Orders.

Supplier Acknowledgment to Agreement and PO



Supplier Portal

Search Order Number



Navigate to Supplier Portal → Manage Orders.

Supplier Acknowledgment to Agreement and PO



Manage Orders ②

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

Search

Search Results

Actions ▾ View ▾ Format ▾ Acknowledge View ▾ Format ▾ Acknowledge

	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...	

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



Main

General

Sold-to Legal Entity BAPCO REFINING B.S.C CLOSED

Order BR-PO251000176

Status Pending Supplier Acknowledgment

Buyer Fouda, ElSayed

Creation Date 09/09/2025

Supplier WIKA MIDDLE EAST FZE

Supplier Site UAE - GBP

Supplier Contact Test wika

Bill-to Location Bapco Refining AWALI

Ship-to Location Bapco Refining AWALI

Ordered 400.00 USD

Description Acknowledgement Demo

Source Agreement BR-PA25100012

Supplier Order

Communication Method None

Terms Notes and Attachments

Required Acknowledgment Document

Acknowledgment Due Date 12/09/2025

Acknowledgment Note

Payment Terms Immediate

Shipping Method

— Pay on receipt

— Confirming order

Freight Terms None

FOB None

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

Supplier Acknowledgment to Agreement and PO

Acknowledge Document (Purchase Order): BR-PO251000176

Main

General

Sold-to Legal Entity: BAPCO REFINING B.S.C CLOSED

Order: BR-PO251000176

Status: Pending Supplier Acknowledgment

Buyer: Fouda, ElSayed

Creation Date: 09/09/2025

Supplier: WIKA MIDDLE EAST FZE

Supplier Site: UAE - GBP

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 Orders 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

Legend: Orders to Acknowledge (Blue), Schedules Overdue or Due Today (Green), Invoices Overdue (Yellow)

Recent Activity
Last 30 Days

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

Transaction Reports
Last 30 Days

Report Type	Value
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 Orders Order Number 

Tasks

Contract Manufacturing

- Manage Production Reports

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

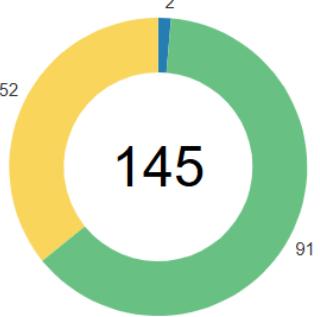
Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- **Create ASN** Create ASN
- Create ASN
- Upload ASN or ASN

Requiring Attention



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

Recent Activity
Last 30 Days

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

Transaction Reports
Last 30 Days

Report Type	Value
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 ①

Search

Advanced Saved Search

** Purchase Order BR-PO251000175

** Supplier WIKA MIDDLE EAST FZE

Supplier Item

Due Date

** All

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
31161620-00001	BOLT, HEX HE...		BR-PO251000175	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 ?

Header

* Shipment	ASN_BR-PO251000175
* Shipped Date	17/09/2025 5:46 AM <input type="button" value="Calendar"/>
* Expected Receipt Date	17/09/2025 5:46 AM <input type="button" value="Calendar"/>

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

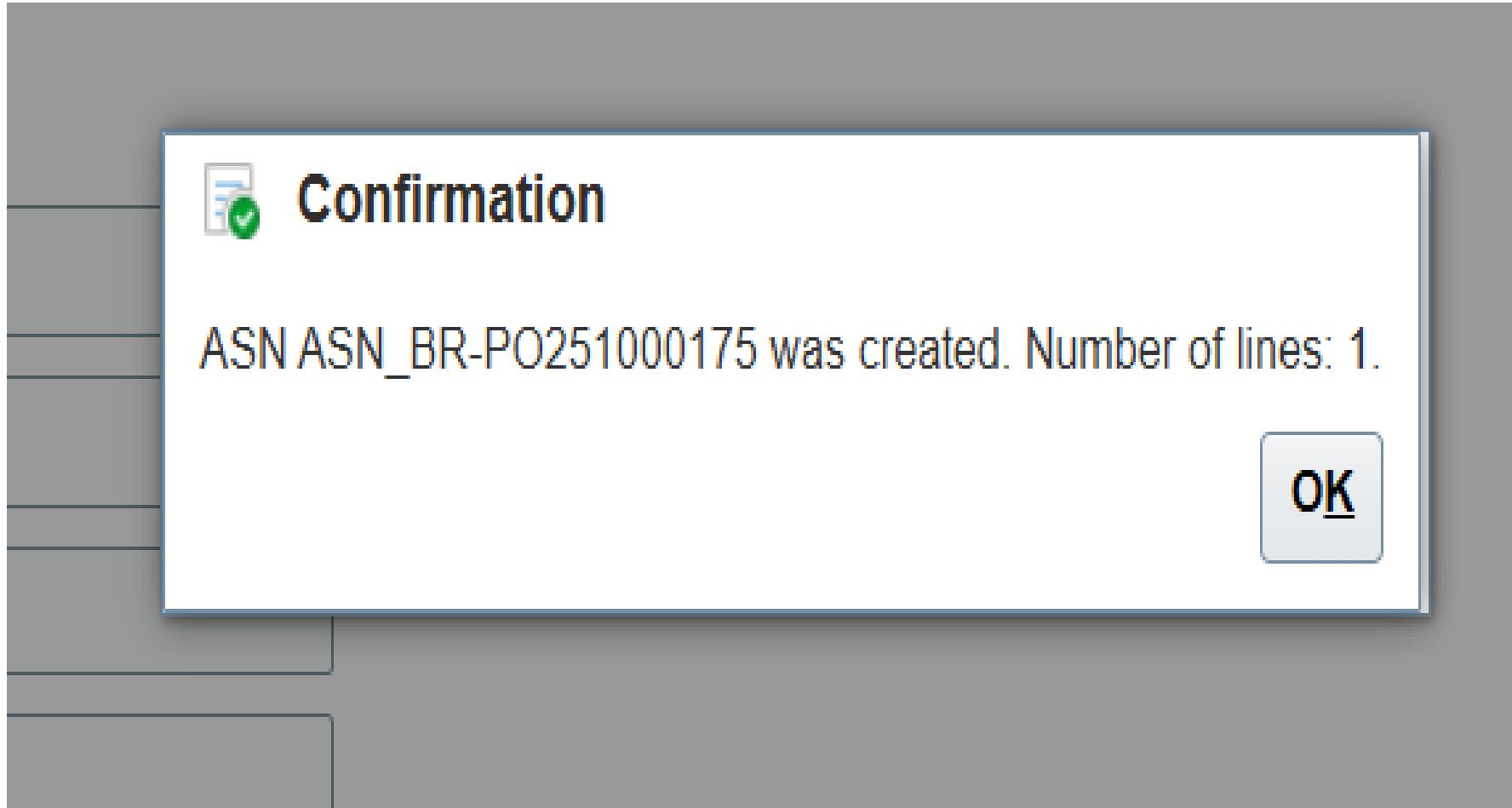
Comments

Lines

	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 <input type="button" value="▼"/>	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.

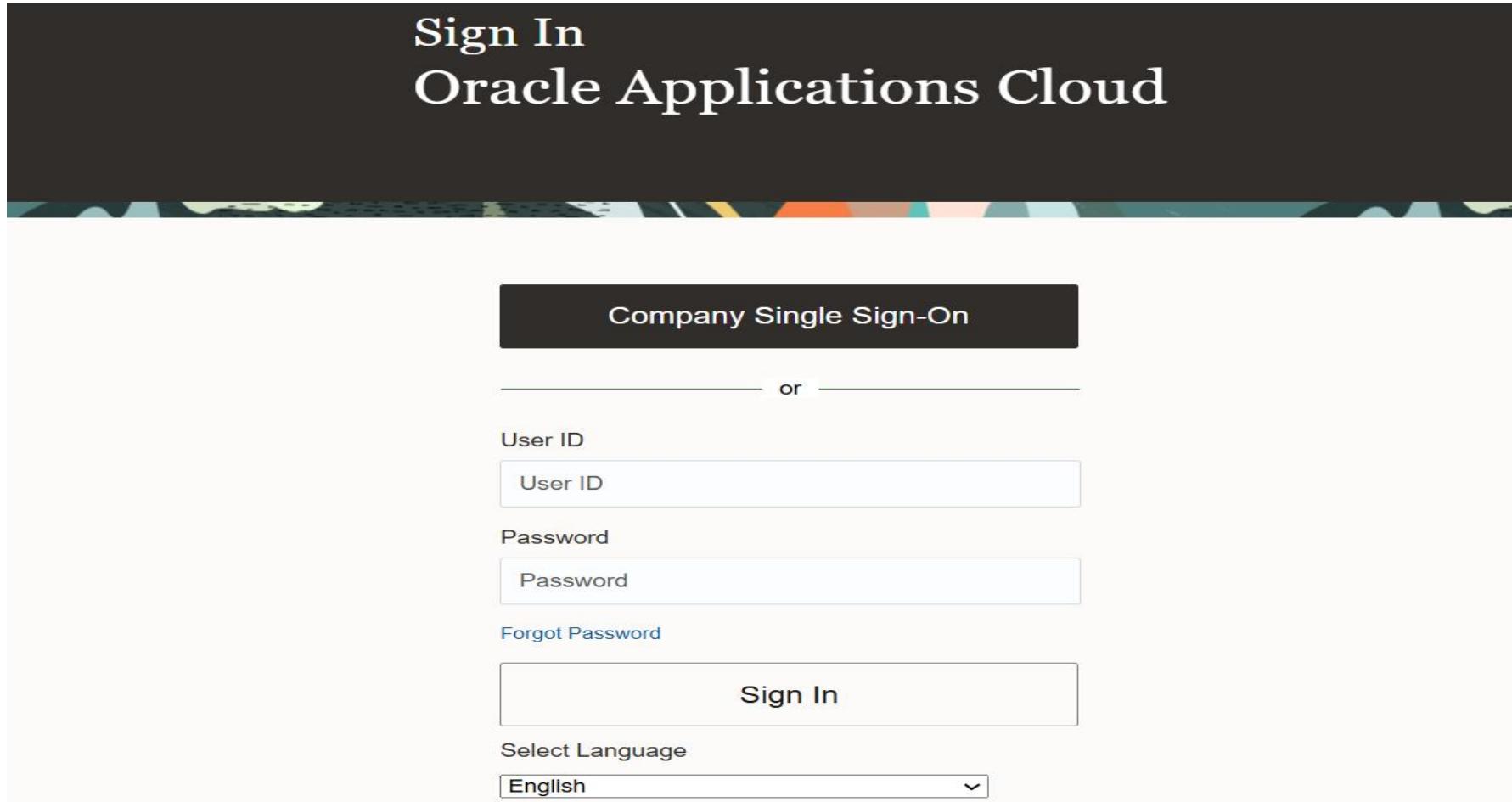


Supplier Changes to the Supplier Profile

05

Supplier Changes to the Supplier Profile

Sign In
Oracle Applications Cloud



The image shows a login interface for Oracle Applications Cloud. At the top, the text "Sign In" and "Oracle Applications Cloud" is displayed. Below this, a dark bar contains the text "Company Single Sign-On" in white. A horizontal line with the word "or" in the center separates this from the login fields. The "User ID" field is a white input box with the placeholder "User ID". The "Password" field is a white input box with the placeholder "Password". Below the password field is a blue "Forgot Password" link. A large "Sign In" button is centered below the password field. At the bottom, a "Select Language" section shows a dropdown menu with "English" selected.

Company Single Sign-On

or

User ID

User ID

Password

Password

[Forgot Password](#)

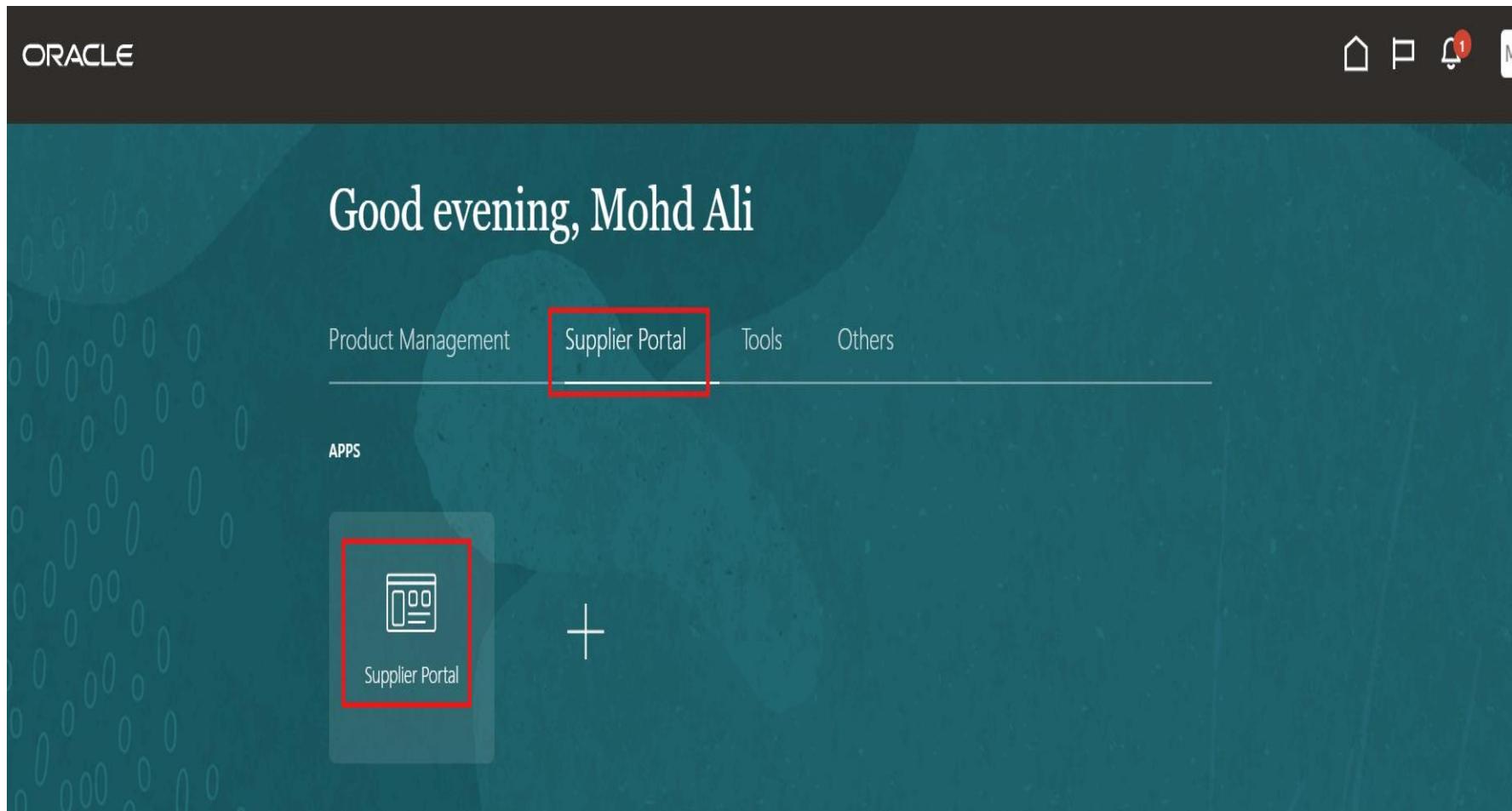
Sign In

Select Language

English

Login as Supplier user.

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

Change Description: Review Changes Save Save and Close Cancel

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

General

* Supplier Name: Tax Organization Type: Status:

Supplier Number: Supplier Type: Attachments: +

Identification

D-U-N-S Number:

National Insurance Number:

Customer Number: Corporate Web Site: abcz@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

Change Description

Edit **Submit** Cancel

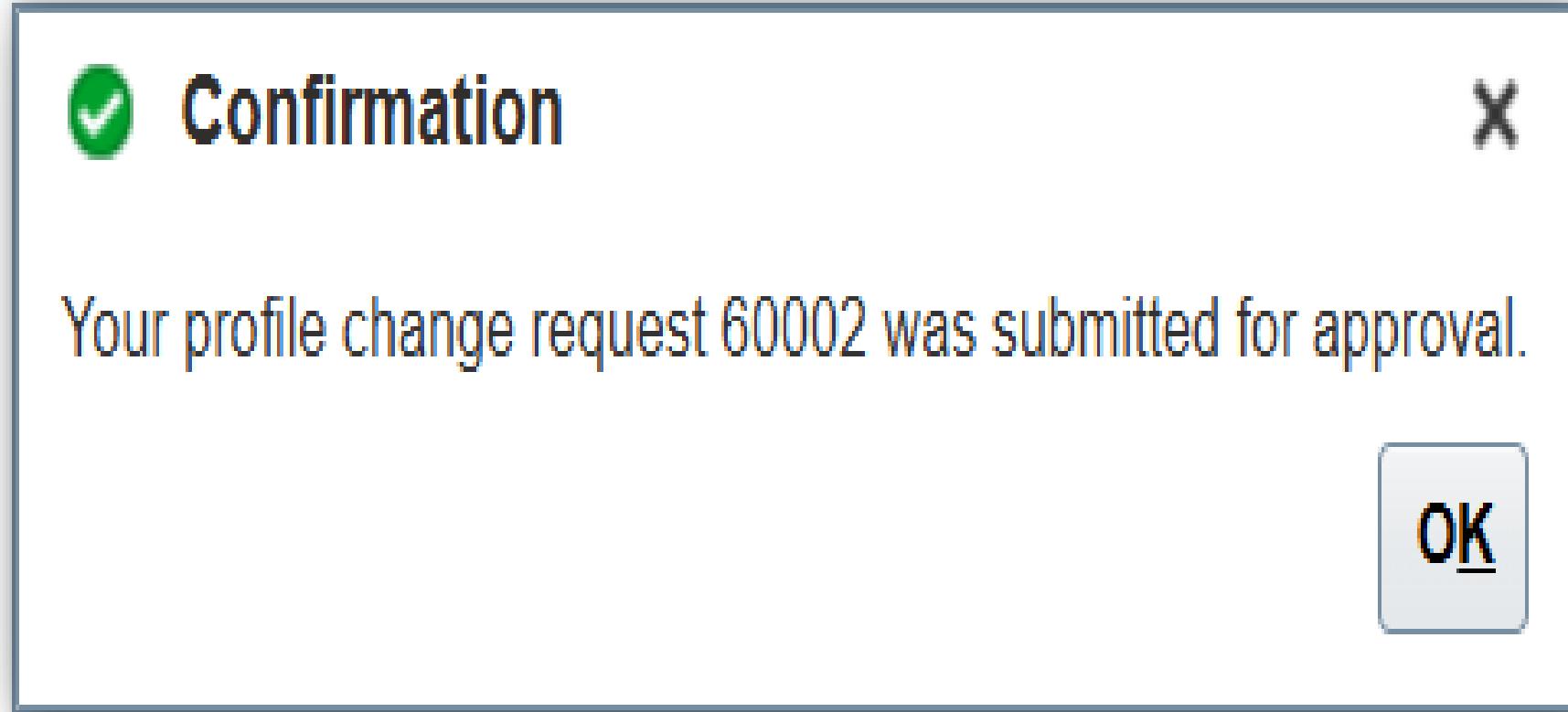
Organization Details

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.



Questions or Comments?

Please let us know if you have any questions.



Thank you