



Oracle Supplier Portal User Guide

Bapco Energies

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External Supplier Registration by invitation



01

External Supplier Registration by Invitation



Bapco energies  Home Star Flag 60 MA

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

Register Supplier: Company Details ?

Back Next Save for Later Register Cancel

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 D-U-N-S Number

Please Ensure to Enter the Company Name as per the CR in CAPITAL Letters Only Tax Country / Country of Incorporation

* Tax Organization Type Taxpayer ID

Corporate Web Site Tax Registration Number

Attachments (PDF Only) None + Note to Approver

Additional Information

Other Company Name(s) * Commercial Registration / Business License

Registration Issuing Authority Legal Entity Identifier (LEI)

* Date of Incorporation dd-mmm-yyyy

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

Register Supplier: Company Details ?

Back Next Save for Later Register Cancel

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) 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.

* 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.

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Scroll up and click on 'Next'.

Register Supplier: Company Details

[Back](#) **Next** [Save for Later](#) [Register](#) [Cancel](#)

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.

External Supplier Registration by Invitation



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

Register Supplier: Contacts ? Back Next Save for Later Register Cancel

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...	✓	✓	Edit	Delete

Columns Hidden 7

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

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Create Contact

Salutation: Mr.

* First Name: Mohammed

Middle Name:

* Last Name: Ali

Job Title: TECHNICAL TEAM

Administrative contact

User Account

Create user account

Roles

Role	Description
No data to display.	

Buttons: Create Another, OK, Cancel

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



Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

User Account

Create user account

E-mail is required when creating a user account

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

Phone

Mobile

Fax

Roles

Actions View Format Freeze Detach Wrap

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



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Progress: 1 (Company Details) — **2 (Contacts)** — 3 (Addresses) — 4 (Business Classifications) — 5 (Bank Accounts) — 6 (Products and Services) — 7 (Questionnaire) — 8 (Review)

Register Supplier: Contacts ? Back **Next** Save for Later Register Cancel

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

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					

Click 'Create' to add a new address.

External Supplier Registration by Invitation



Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

* City

State

Postal Code

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone

Fax

Email (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 'RFQ or Bidding' checkbox.

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 ▾    Freeze  Detach  Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

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

External Supplier Registration by Invitation



Address

* Address Name MANAMA_BHD

* Country Bahrain

* Address Line 1 Building 1234,

Address Line 2

Address Line 3

* City Manama Cente

State

Postal Code

* Address Purpose Ordering Remit to

Select and Add: Contacts

Search

Name Job Title

Search Reset

View Format Wrap

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

Rows Selected 1 Columns Hidden 1

Apply OK Cancel

Administrative Contact User Account

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 ▾ ✕ Freeze Detach Wrap

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

Columns Hidden 4

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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Progress: 1. Company Details (checked), 2. Contacts (checked), 3. **Addresses** (active), 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, 7. Questionnaire, 8. Review

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...>

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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 

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

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	* Attach (PDF Only)	Notes
No data to display.								

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

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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 ?

Back Next Save for Later Register Cancel

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	* Attachm (PDF Only)	Notes
Quality Manual		Other	Internation Stand:	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 

Back Next Save for Later Register Cancel

Click on '+' to attach the relevant documents.

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 ▾	Internation Stand:	ISO Certificate	01-Jan-21 	30-Dec-21 	None + 	

External Supplier Registration by Invitation



The screenshot shows the 'Register Supplier: Business Classifications' page in the Bapco system. The page has a progress bar with 8 steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications (current step), 5. Bank Accounts, 6. Products and Services, 7. Questionnaire, and 8. Review. A red instruction states: '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.' The 'Attachments' pop-up window is open, displaying a table with the following columns: Type, File Name or URL, Title, Description, Attached By, and Attached Date. The 'File Name or URL' column contains a 'Choose File' button, which is highlighted with a red box. The 'Attached By' column shows 'Mashood Alavi' and the 'Attached Date' shows '14-Dec-2025'. The pop-up also includes 'OK' and 'Cancel' buttons at the bottom right.

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	Mashood Alavi	14-Dec-2025

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.

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	ISO Certificate.pdf <input type="button" value="Update..."/>	ISO Certificate.pdf		Mashhood Alavi	14-Dec-2025

Rows Selected 1 Columns Hidden 1

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 ?

Back **Next** Save for Later Register Cancel

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	Internation Stand:	ISO Certificate	01-Jan-21	30-Dec-21	te.pdf	

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

External Supplier Registration by Invitation



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Progress: Company Details (✓) — Contacts (✓) — Addresses (✓) — Business Classifications (✓) — **Bank Accounts (5)** — Products and Services (6) — Questionnaire (7) — Review (8)

Register Supplier: Bank Accounts 

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

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

Account Number	IBAN	Currency	Bank	Edit	Delete	Attachments
No data to display.						
Columns Hidden 8						

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

External Supplier Registration by Invitation



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

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

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

Register Supplier: Bank Accounts

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

Actions View Format Create Edit Delete Freeze Detach Wrap

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



The screenshot shows the Bapco Energies registration process. The top navigation bar includes the Bapco Energies logo and a progress indicator with steps: Company Details, Contacts, Addresses, Business Classifications, **Bank Accounts** (current step), Products and Services, Questionnaire, and Review. Below the progress bar, the text reads "Register Supplier: Bank Accounts" and "bank account details will be used for quote & payment purposes." A pop-up window titled "Attachments" is open, displaying a table with columns: Type, * File Name or URL, Title, Description, Attached By, and Attached Date. The first row shows a "File" type with a "Choose File" button highlighted in a red box, and the text "No file chosen". The "Attached By" field is populated with "Mashhood Alavi" and the "Attached Date" is "14-Dec-2025". The pop-up also includes "OK" and "Cancel" buttons.

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

External Supplier Registration by Invitation



Register Supplier: Bank Accounts

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

Type	* File Name or URL	Title	Description	Attached By	Attached Da
File	Bank Certificate.pdf <input type="button" value="Update..."/>	<input type="text" value="Bank Certificate.pdf"/>	<input type="text"/>	Mashhood Alavi	14-Dec-2025

Rows Selected 1 Columns Hidden 1

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

External Supplier Registration by Invitation



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Progress: Company Details (✓) — Contacts (✓) — Addresses (✓) — Business Classifications (✓) — **Bank Accounts (5)** — Products and Services (6) — Questionnaire (7) — Review (8)

Register Supplier: Bank Accounts 

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

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

Account Number	IBAN	Currency	Bank	Edit	Delete	Attachments
1234567890	BH67BMAG0000129...	BHD	Arab Bank			Certificate.pdf  

Columns Hidden 8

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

External Supplier Registration by Invitation



Register Supplier: Products and Services

Enter at least one products and services category.

Actions ▾ View ▾ Format ▾ **Select and Add** ✕ Remove 📄 Freeze 📄 Detach ↵ Wrap

Category Name	Description	Remove
No data to display.		

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



Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	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 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 Accessories	Building and Construction Machinery and Accessories
<input type="checkbox"/>	▶ Building and Facility Construction and Maintenance Serv	Building and Facility Construction and Maintenance Services
<input type="checkbox"/>	▶ Chemicals including Bio Chemicals and Gas Materials	Chemicals including Bio Chemicals and Gas Materials
<input type="checkbox"/>	▶ Cleaning Equipment and Supplies	Cleaning Equipment and Supplies

Columns Hidden 1

Apply OK Cancel

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



Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	Industrial Cleaning Services	Industrial Cleaning Services
<input type="checkbox"/>	Industrial Manufacturing and Processing Machinery and Accessories	Industrial Manufacturing and Processing Machinery and Accessories
<input type="checkbox"/>	Chicken processing machinery and equipment	Chicken processing machinery and equipment
<input type="checkbox"/>	Electronic manufacturing machinery and equipment	Electronic manufacturing machinery and equipment and accessories
<input type="checkbox"/>	Foundry machines and equipment and supplies	Foundry machines and equipment and supplies
<input type="checkbox"/>	Industrial food and beverage equipment	Industrial food and beverage equipment
<input checked="" type="checkbox"/>	Industrial machine tools	Industrial machine tools
<input checked="" type="checkbox"/>	Industrial process machinery and equipment and supplies	Industrial process machinery and equipment and supplies
<input type="checkbox"/>	Lapidary machinery and equipment	Lapidary machinery and equipment
<input type="checkbox"/>	Leatherworking repairing machinery and equipment	Leatherworking repairing machinery and equipment

Columns Hidden 1

Apply OK Cancel

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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Progress: Company Details (✓) — Contacts (✓) — Addresses (✓) — Business Classifications (✓) — Bank Accounts (✓) — **Products and Services (6)** — Questionnaire (7) — Review (8)

Register Supplier: Products and Services

Enter at least one products and services category.

Actions ▼ View ▼ Format ▼  **Select and Add**  **Remove**  Freeze  **Detach**  Wrap

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



The screenshot shows the Bapco Energies registration interface. At the top, there is a navigation bar with the Bapco Energies logo and a progress indicator with 8 steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, 7. Questionnaire (highlighted), and 8. Review. Below the progress bar, the page title is "Register Supplier: Questionnaire". A welcome message reads "Welcome To Bapco Energies Registration Form." There is an "Attachments" section with a link to "KYC Request Form - Unified". The main content area is titled "Questions" and contains a section "ORGANIZATION STRUCTURE (Section 1 of 5)". On the left, a sidebar lists five sections: 1. ORGANIZATION STRUCTURE (highlighted with a red box), 2. KEY PERSONNEL, 3. DOCUMENTARY EVIDENCE, 4. CONFLICT OF INTEREST, and 5. DISCLAIMER. The main content area lists two 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

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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1 2 3 4 5 6 7 8

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

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'.

Register Supplier: Questionnaire

Welcome To Bapco Energies Registration Form.

Attachments [KYC Request Form - Unified](#)

Questions

DISCLAIMER (Section 5 of 5)

	Section
✓	1. ORGANIZATION STRUCTURE
✓	2. KEY PERSONNEL
✓	3. DOCUMENTARY EVIDENCE
✓	4. CONFLICT OF INTEREST
✓	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.

External Supplier Registration by Invitation



Review Supplier Registration: ALL FASTENERS PVT. LTD

Company Details

Full Legal Company Name ALL FASTENERS PVT. LTD

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

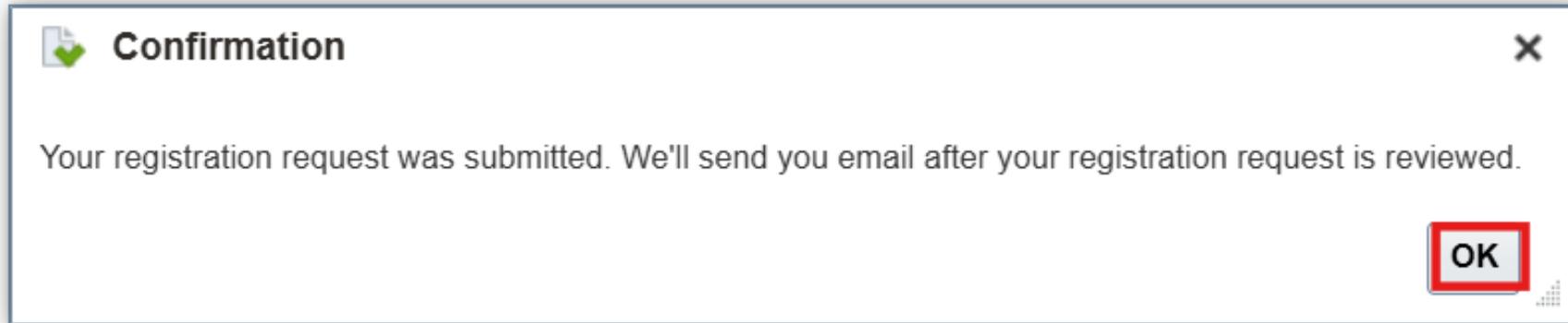
Actions View + X

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

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	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.

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



Sign In Oracle Applications Cloud

Login as Supplier User.

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

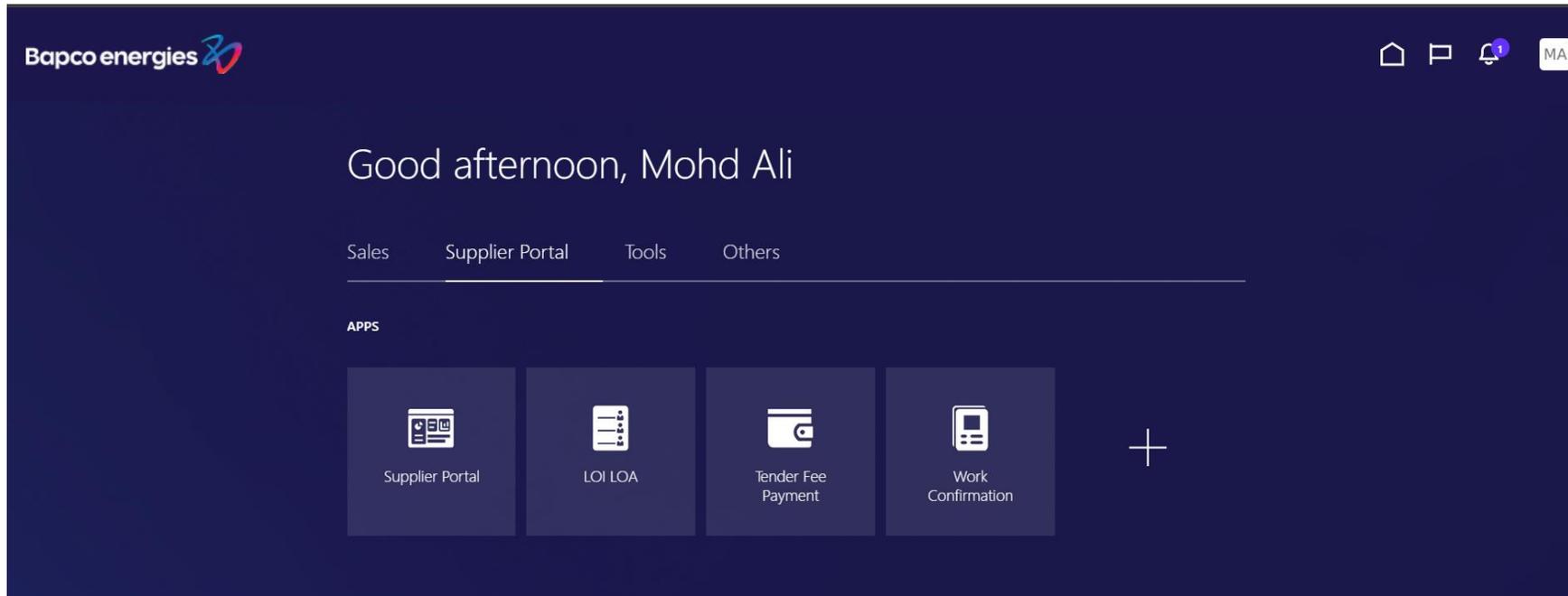
Sign In

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 items. The first notification, 'ACTION REQUIRED: You Are Invited to Negotiation BR-RFQ251000022 (RFQ for SP02)', 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 Accepting the invitation

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

** Invitation Received Yes ▾

** Title

Response Submitted No ▾

** Negotiation Close By dd/mm/yyyy

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 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



Create Response (Quote 6001): Requirements ?

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save

Last Time Zone WIKA MIDDLE

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



Response (Quote 6001): Requirements ?

Overview Requirements Lines 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

0 data to display.

Attributes ^(?)

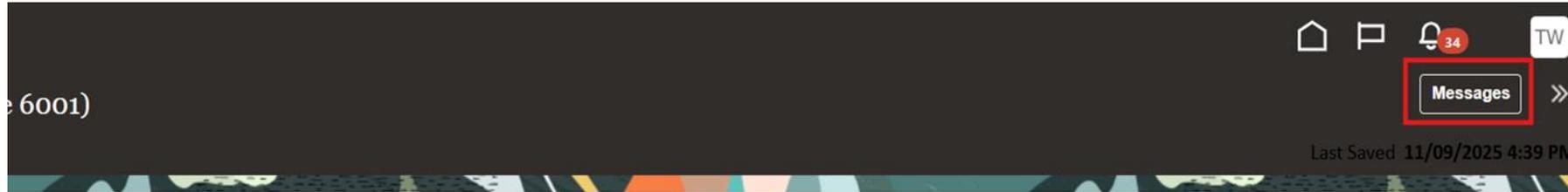
View ▾ Format ▾ Freeze Detach Wrap

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

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

Vrap

Status	From	To	Date

Respond to Negotiation – Quotation, Bid



Item 100300

Description BOLT, STUD: ALLOY STEEL: STUD/NUT: ASTM A193 B7/ASTM A194 2H: 2 HEAVY HEX NUTS: 3: 5/8: UNC

Name Hardware

Unit Price 9.00

Price 8.75

Quantity 5

UOM Each

Rank Sealed

Close Date 30/09/20

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

Quantity	Pricing Basis	Response Value	Start Date	End Date
----------	---------------	----------------	------------	----------

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."

read & fully accepted Bapco's GT&C

do not fully accept Bapco's GT&C"

1 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 "Response Submitted" form is visible, featuring 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 present. At the bottom of the page, there is a toolbar with buttons for "Accept Terms", "Acknowledge Participation", and "Create Response", along with a table header for negotiation details.

Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	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



The screenshot shows a web application interface for responding to a negotiation. A confirmation dialog box is open in the center, displaying the message: "Response 6001 to negotiation BR-RFQ251000022 was submitted. We'll notify you by email." The dialog has a close button (X) in the top right and an "OK" button in the bottom right, which is highlighted with a red square. The background shows a form with 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 visible in the top right. At the bottom, there is a toolbar with buttons for "Accept Terms", "Acknowledge Participation", and "Create Response". Below the toolbar is a table with the following headers: "Negotiation Type", "Supplier", "Time Remaining", "Close Date", "Your Responses", "Will Participate", and "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

** Negotiation Title

** Negotiation

** Response

** Response Status

Line Description

** At le

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	WIKI MIDDLE ...	BR-RFQ251000022	RFQ for SP02	RFQ	17 Days 20 Hours	0

Respond to Negotiation – Quotation, Bid



The screenshot shows a dark-themed header bar with the ID '00022' on the left. On the right, there are four buttons: 'Messages', 'Create Response' (highlighted with a red box), 'Actions' with a dropdown arrow, and 'Done'. Below the buttons, the time zone is specified as 'Coordinated Universal Time WIKA MIDDLE EAST FZE - UAE - GBP'.

Click on 'Create Response'.

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, 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



251000022

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

Last S
Time Zone Cod
WIKI MIDDLE

Title RFQ for SP02 Time Remaining 17 Days 20 Hours
Close Date 30/09/2025 3:25 PM

General

Supplier WIKI 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

Section 1.1

- * 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 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	Response Minimum Release Amount	<input type="text"/>
Start Price	9.00	Note to Buyer	<input type="text"/>
* Response Price	<input type="text" value="8.50"/>	Supplier Item	
Total Score	55	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 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 v	50.00	10 KVA (80) 5 KVA (20)
Conductivity Test Result	Yes	* Yes v	50.00	Yes (90) No (10)
Delivery Lead-time		* <input type="text" value="5"/>		
Warranty Duration		* <input type="text" value="10"/>		
Delivery Lead-time		* <input type="text" value="01/10/2025"/>		

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

Columns Hidden 1

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



1 Overview 2 Requirements 3 Lines 4 Review

e 7001 ?

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

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



Confirmation message appears.

Click 'Ok'.

1 Lines

IDLE EAST FZE

s Maximum

5 2:26 PM

Response Type Alternate

Reference Number Response 2

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

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
Transaction Currency	USD	Reference Number	Response 2
Invoice Currency	USD	Note to Buyer	This is my alternate response valid until 5 October
Invoice Precision	2 Decimals Maximum	Attachments	None
Invoice 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



Sign In
Oracle Applications Cloud

Login as Supplier user

Company Single Sign-On

or

User ID

User ID

Password

Password

[Forgot Password](#)

Sign In

Select Language

English

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)

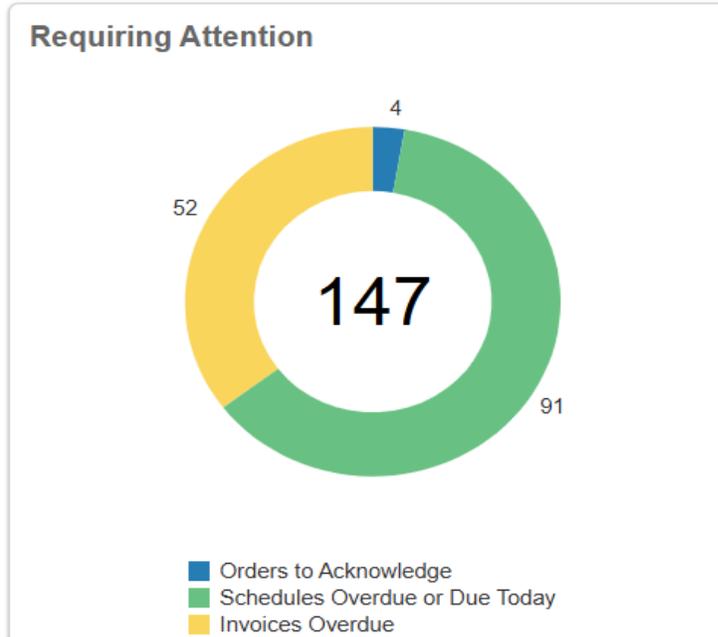
1. Go to Supplier Portal.
2. The Supplier User can click on the Bell Icon to view the Acknowledgement request notification (for a PO/BPA) or navigate to the Supplier Portal and access through Manage Orders.

Supplier Acknowledgment to Agreement and PO



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



- ### Recent Activity
- Last 30 Days
- Agreements changed
 - 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

Include Closed Documents

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 X

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

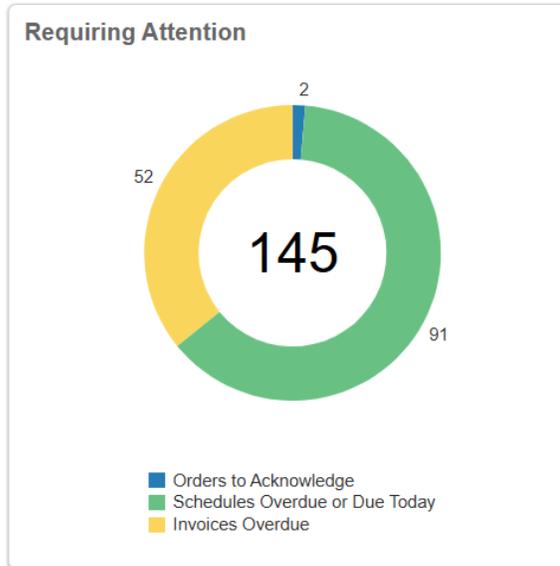
ASN: Creation of Advanced Shipment Notice



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

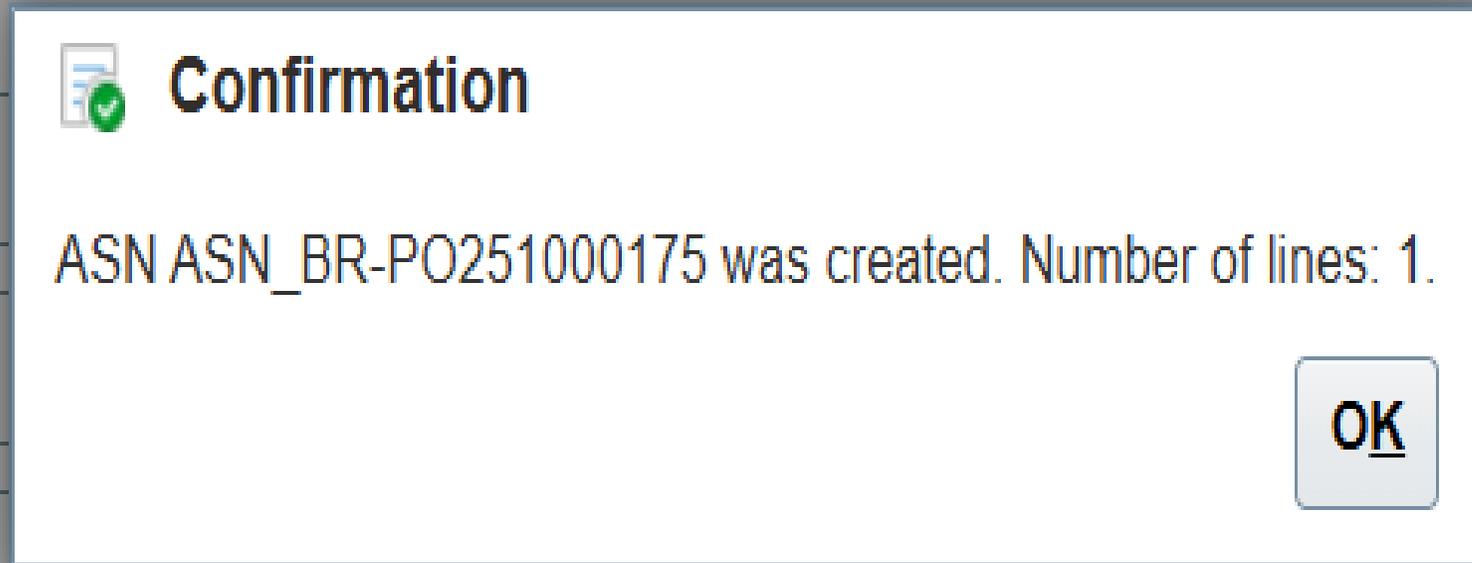
Lines

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

Login as Supplier.


Supplier Portal Login
Bapco Energies

User Name

Password

[Forgot Password?](#)

Or sign in with

[Need help signing in?](#)
For questions, contact the Bapco Energies Supply Management Support Team at suppliermanagement.hq@bapcoenergies.com



Work confirmation Process

Good morning, Nav Sn

Sales **Supplier Portal** Tools Others

APPS

- Supplier Portal
- LOI LOA
- Tender Fee Payment
- Work Confirmation**

Things to Finish

Assigned to Me 10	1 week ago FYI Amendment 1 for Negotiation BU2530000093 (123) Requires Your...	1 week ago ACTION REQUIRED You Are Invited to Negotiation BU2530000093 (123)	3 weeks ago FYI Negotiation BE2530000067 (JAT Testing) Was Closed	3 weeks ago FYI Your Response 8021 to RFQ BE2530000067 Testing) Was...
Created by Me 0	Web Services Application Identit...	Mr. Jaber Mahdi Ali Mahdi Sade...	Mr. Bader Adel Mohamed Saleh ...	Nav Sn
	Dismiss	Actions	Dismiss	Dismiss

Show More

Navigate to Supplier Portal → Work confirmations.



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

Work Confirmation Summary

Create Work Confirmation

Search

Order Number	Work Confirmation	Sheet Status	GRN Number
No items to display.			

Previous Next

1. A Purchase Order must exist to create a Work Confirmation.
2. The Purchase Order must have the Line type 'Services'.



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

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 *
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
------	----------------	-----------	-------------	-------	-----	------------------	----------------------	--------------------	--------	-------	--------

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			

1. Search and add the line details.
2. Please note only lines that are matching the sheet type selected in the header section will be displayed for selection.



Work confirmation Process – Measured Rate

The screenshot displays a software interface with a modal window titled "Edit". The modal is overlaid on a background screen showing a "Create" form. The "Edit" modal contains the following fields:

- Item Code: MR.000689
- Description: MEASURE RATE: CSS-6 BIRDCAGE COMPLETE SCAFFOLD STRUCTURE - EREC
- 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

At the bottom of the modal, there is a note: "If no adjustment factor is needed the value to be kept as 100%". Below the modal are two buttons: "Save Changes" and "Close".

1. Once selected, the user can edit the line & enter the requested quantity. Other details are auto populated.
2. Based on the UOM, length, width & height fields will also be enabled, and the user can amend the Qty's accordingly.
3. The adjustment factor can also be amended.



Work confirmation Process – Measured Rate

The screenshot displays a 'Set Approvers' modal window. The modal contains the following fields and controls:

- First Approver:** A text input field with a redacted name.
- Second Approver(Q5) *:** A dropdown menu with a redacted name.
- Third Approver(Q5) *:** A dropdown menu with a redacted name.
- Last Approver *:** A text input field with a redacted name.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

The background interface includes a 'Header Attachment' section with a 'Drag and Drop' area. Below it is a 'Line Items' table with the following data:

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

Work Confirmation Number

Order Number
BR2550000195

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.			

1. For 'Other Services' choose sheet type as 'Other Services'.
2. Search for the PO & provide the necessary details like Sheet type, Work start date, End date etc.
3. For sheet type 'Other Services' the Quantity Surveyor DFF value at the agreement line level should be 'No' or Blank.



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			

1. Search and add the line details.

2. Please note only lines that are matching the sheet type selected in the header section will be displayed for selection.



Work confirmation Process – Other Services

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

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 *

Event Start Date
2-2025

Event *

Action

Request... Amount Ov
Wd

1. Once selected, the user can edit the line & enter the requested quantity. Other details are auto populated.
2. The requested Qty can only be amended in case of 'Other Services'.



Work confirmation Process – Other Services

The screenshot displays a 'Set Approvers' modal dialog box. The dialog contains two text input fields: 'First Approver' and 'Last Approver'. Both fields have redacted names. Below the input fields are two buttons: 'Save' and 'Cancel'. The background shows a form with various fields: 'PO Amount' (490.000), 'PO Remaining' (413.705), 'PO Status' (OPEN), 'Sheet Status' (Incomplete), 'Sheet Type' (Other Services), 'Agreement Number' (BR2540000037), 'Agreement Expiry Date' (31-12-2028), 'Work End Date', 'Agreement Start Date' (01-12-2025), and a 'Comment' field. At the bottom, there are 'Add Lines' and 'Add Approver' buttons.

1. Next review the approver details by clicking on 'Add Approver'.
2. The first Approver is auto selected based on the sheet type.
3. And the last approver is also defaulted automatically.



Work confirmation Process

Create New

Work Confirmation Number
WC_2026_100989_1401

Order Number
BR2550000195

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	

1. Once all information is populated, the user can review & save or Submit the Work Confirmation for approval.
2. Once saved, the Work Confirmation number is autogenerated.
3. You can click on 'Edit' to make any changes if needed.



Work confirmation Process

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 breadcrumb links: 'Overview', 'Manage Orders x', 'Purchase Order: BR-PO251000406 x', and 'Purchase Order: BR-PO251000406 x'. 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). There are also 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 with the following data: Item '02.000001', Description 'SERVICE, NO ...', Document Type 'Purchase order', Document Number 'BR-PO251000406', Quantity Ordered '1,000', Returned '0', Net Received '2', Rejected '0', UOM Name 'Cubic Meter', Currency, Receipt Date '12/10/2025 6.28...', Due Date '18/10/2025', and Performance 'Early'. A horizontal scrollbar is present below the table.

1. The details can be cross verified in Fusion PO/GRN screen as well.





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](#)

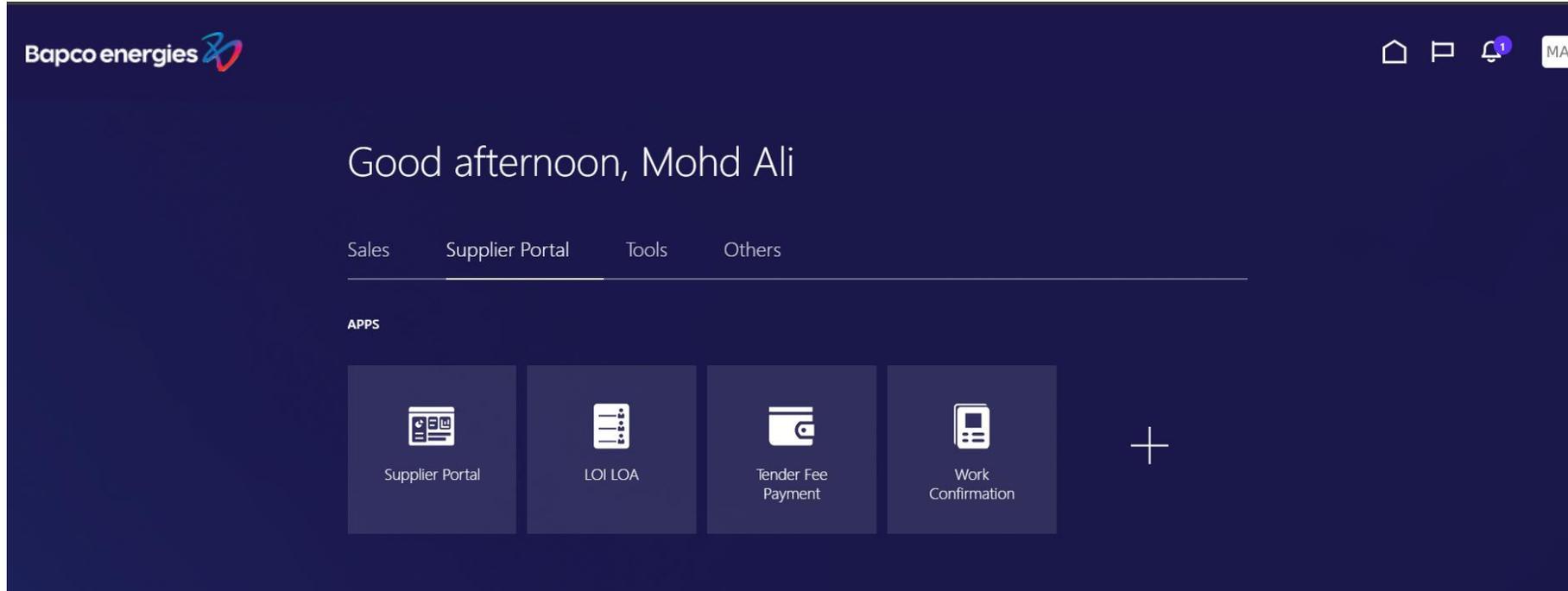
Sign In

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

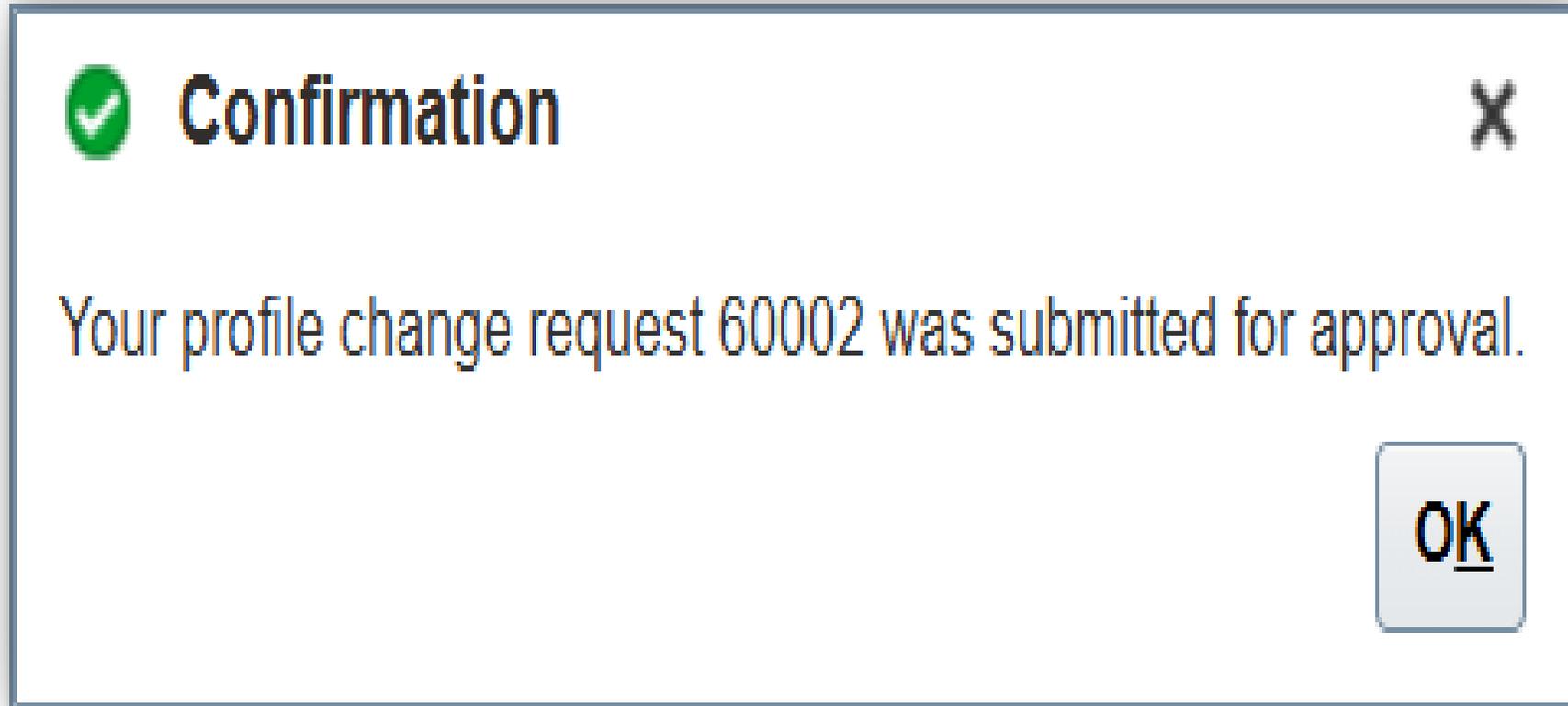
Organization Details

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.

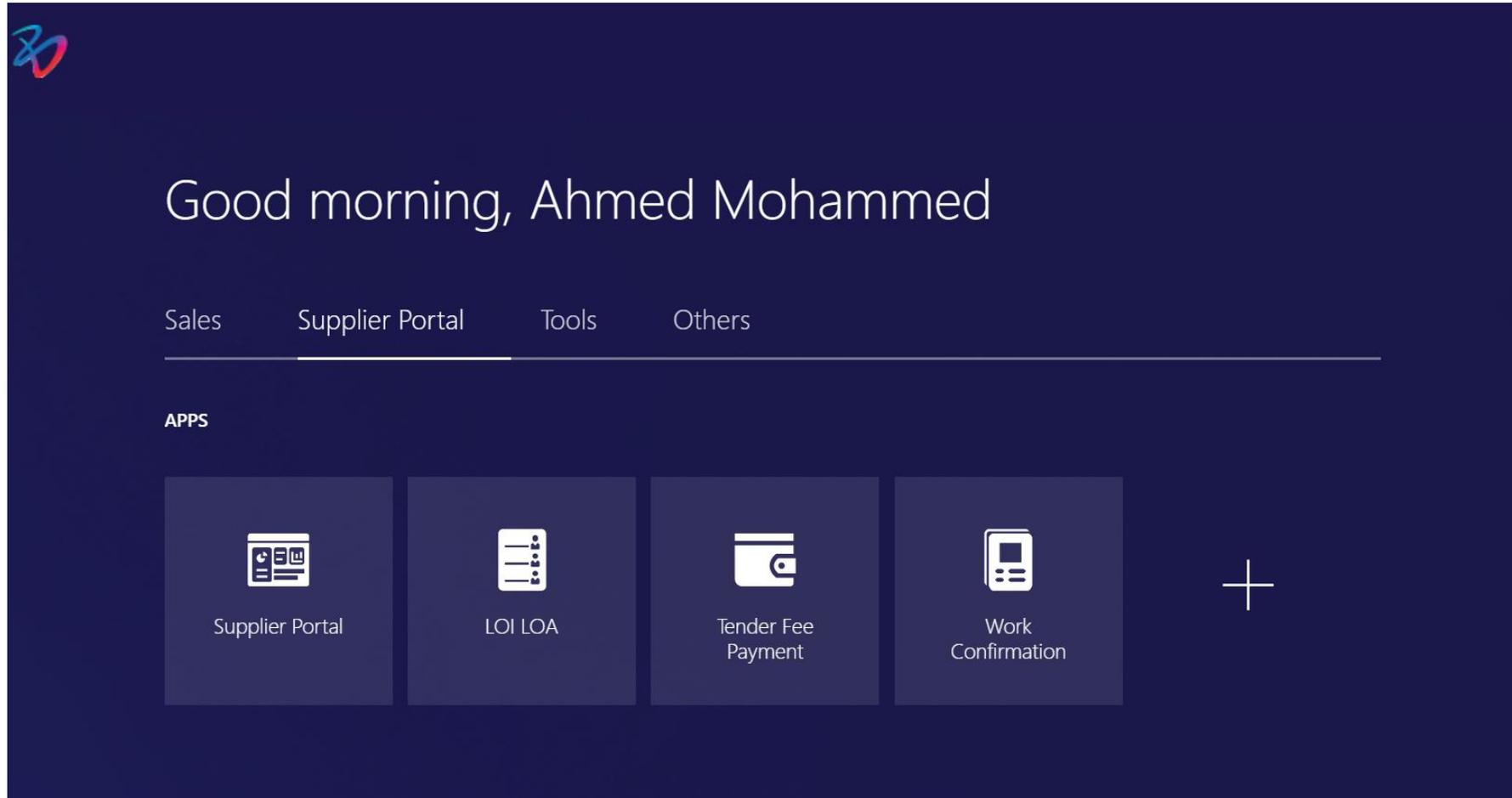
Add a new Supplier Contact



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

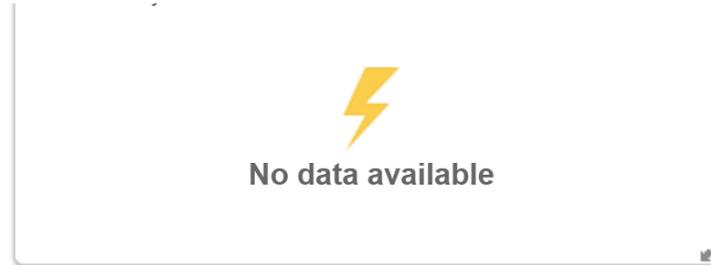
- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

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 includes icons for home, flags, 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. One contact is listed: 'Mohammed, Ahmed' with email 'a.mohammed@xxDTL.com', both 'Administrative Contact' and 'User Account' checkboxes are checked, and the status is 'Active'. Above the table are controls for 'View', 'Format', 'Status' (set to 'Active'), and actions like 'Freeze', 'Detach', and 'Wrap'.

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 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 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 Notifications 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 | Bell | 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

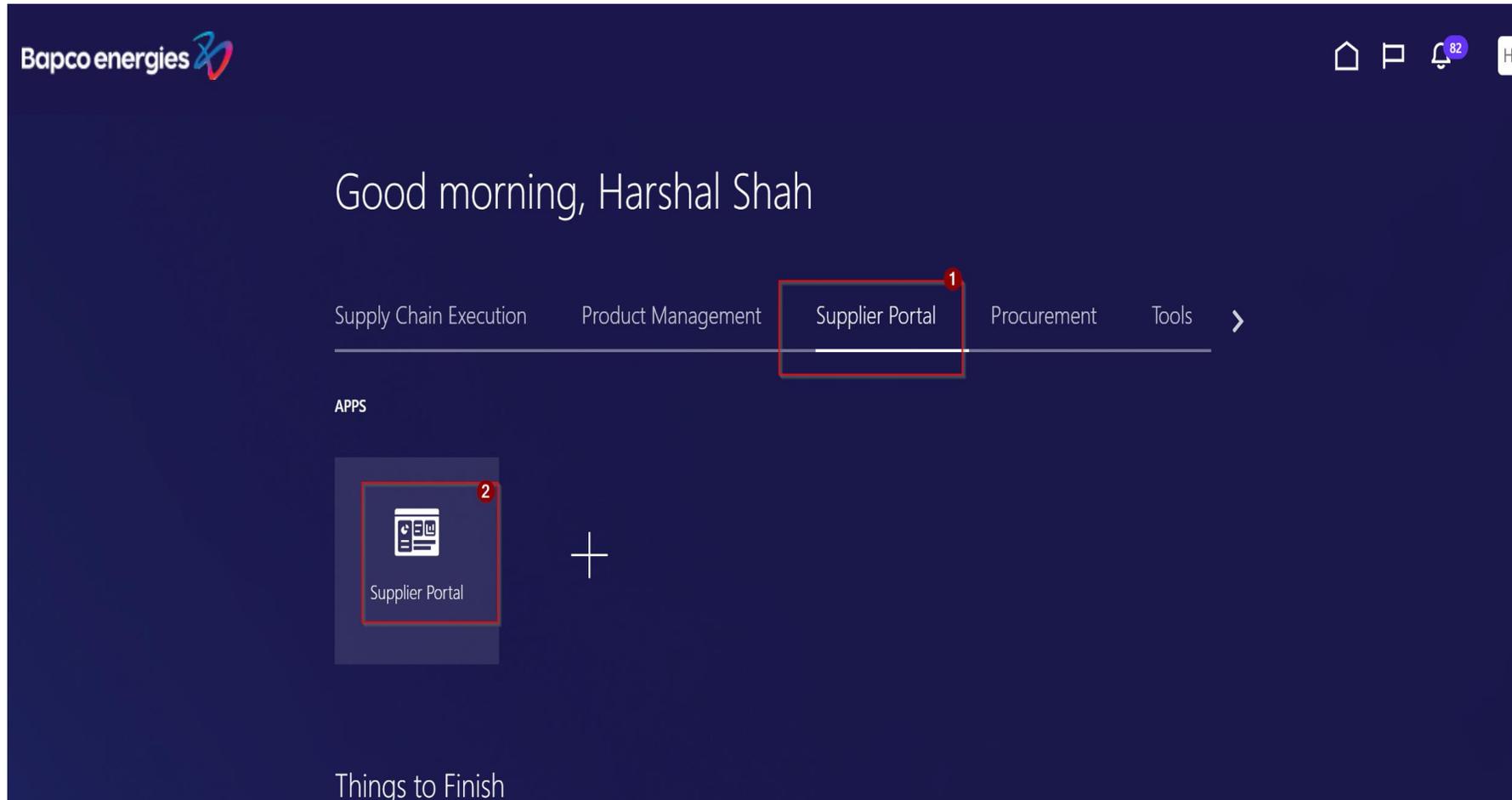
[Forgot Password](#)

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](#)

The screenshot displays the Supplier Portal interface. On the left is a navigation menu with categories: Shipments, Contracts and Deliverables, Consigned Inventory, Invoices and Payments, and Negotiations. The 'Create Invoice' link is highlighted with a red box. The main content area features a status indicator for 'Schedules Overdue or Due Today', 'Negotiation Messages', and 'Invoices Overdue'. Below this, two boxes show 'PO Purchase Amount' for 4K GBP and 262K USD. A 'Supplier News' section contains a headline: '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 Flags 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 **Tax Control Amount**

*** Number** SP_1 *** Date** 08/10/2025 *** 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 + × Select and add Cancel Line

Purchase Order									
* 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

Customer Taxpayer ID 48602-1 ▼

Name BAPCO REFINING B.S.C CLOSED

Address Building 86, Road 3401, Block 634, AWALI, BAHRAIN

Lines

View ▼ **+** **×** **📄** **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



Bapco energies  Home Flag 82 HS

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