Oracle Supplier Portal User Guide

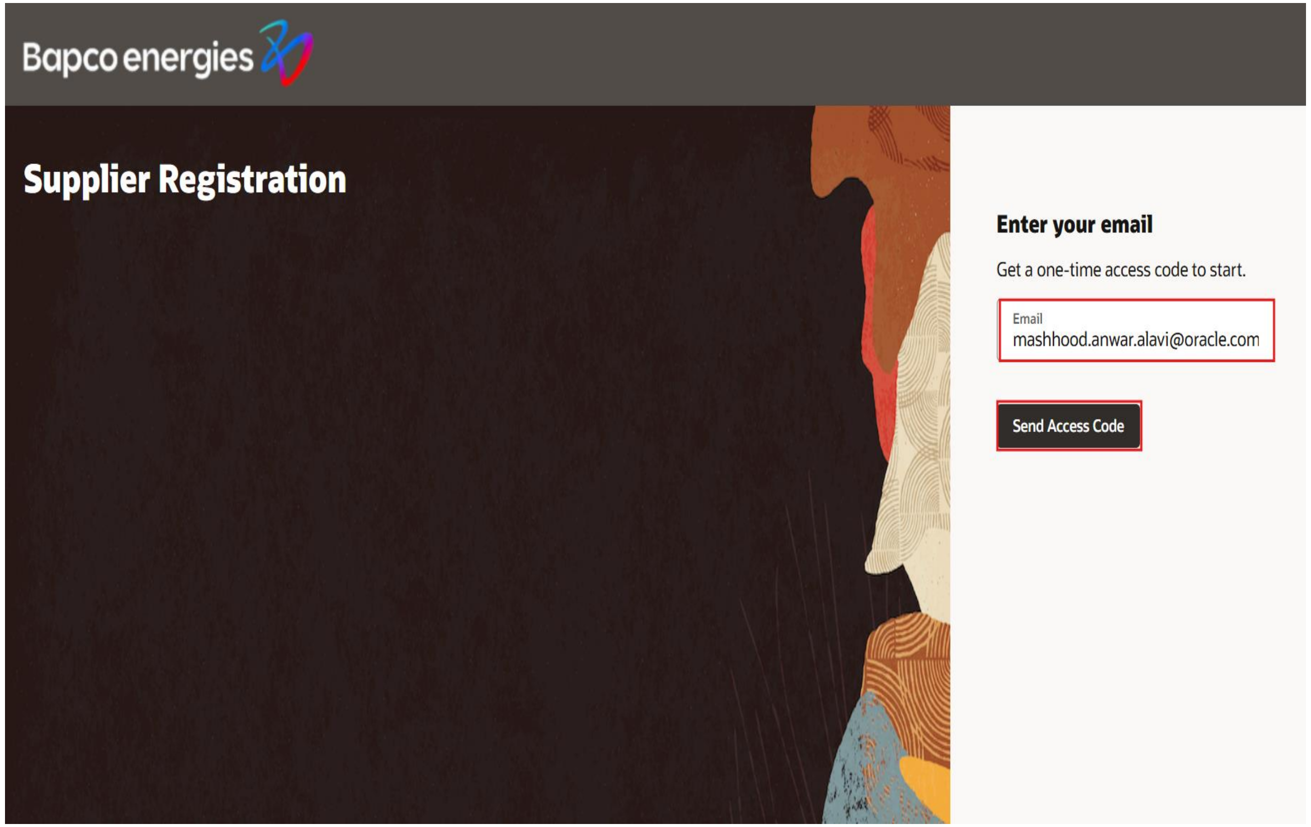
Bapco Energies

Contents

External Supplier Registration by invitation

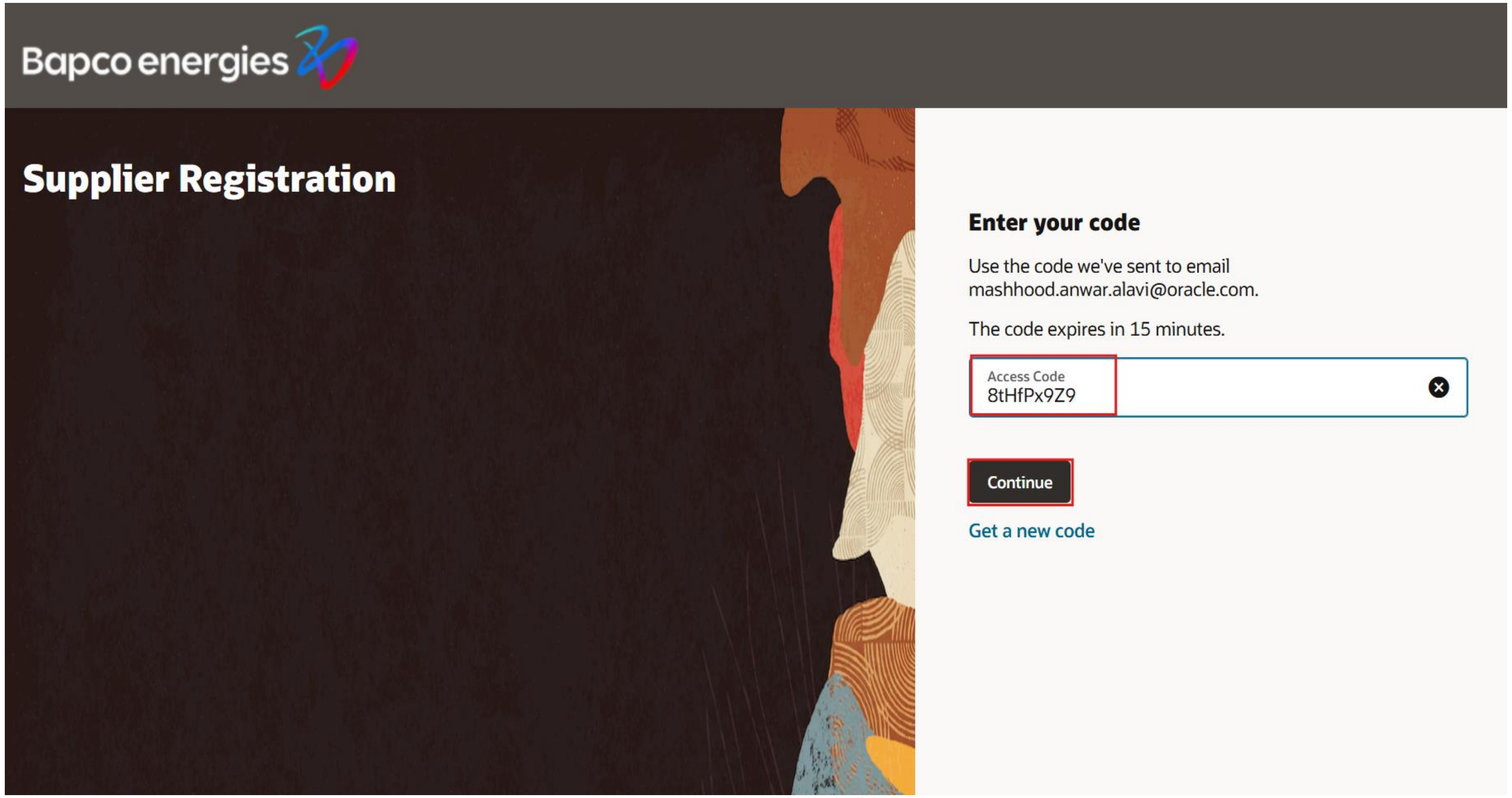
01

External Supplier Registration by Invitation



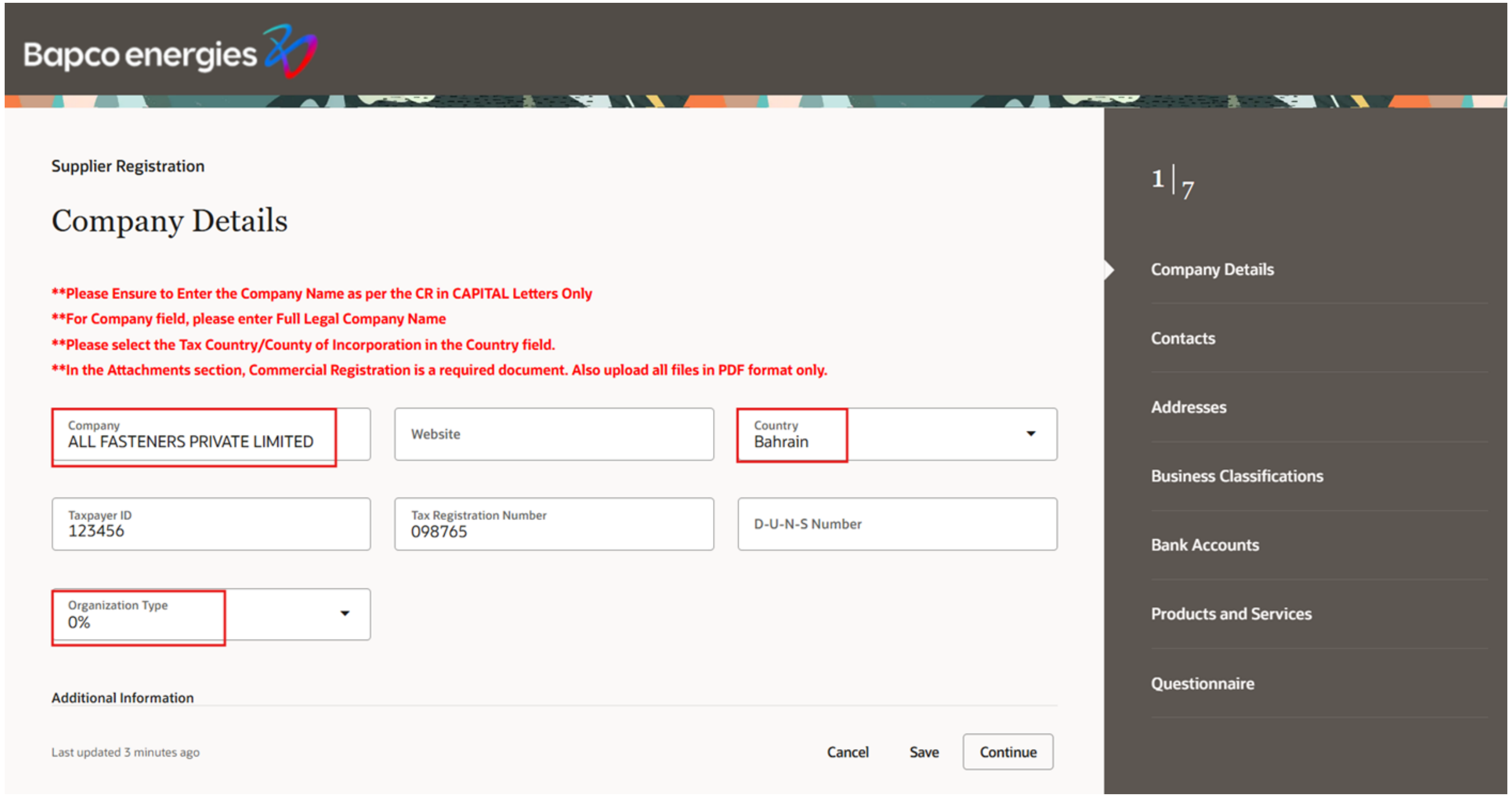
1. Click on the Supplier Registration link received in an email from Bapco Energies
2. The page displayed in the picture will open.
3. Enter the email id and click on ‘Send Access Code’ to receive the Access code.

External Supplier Registration by Invitation



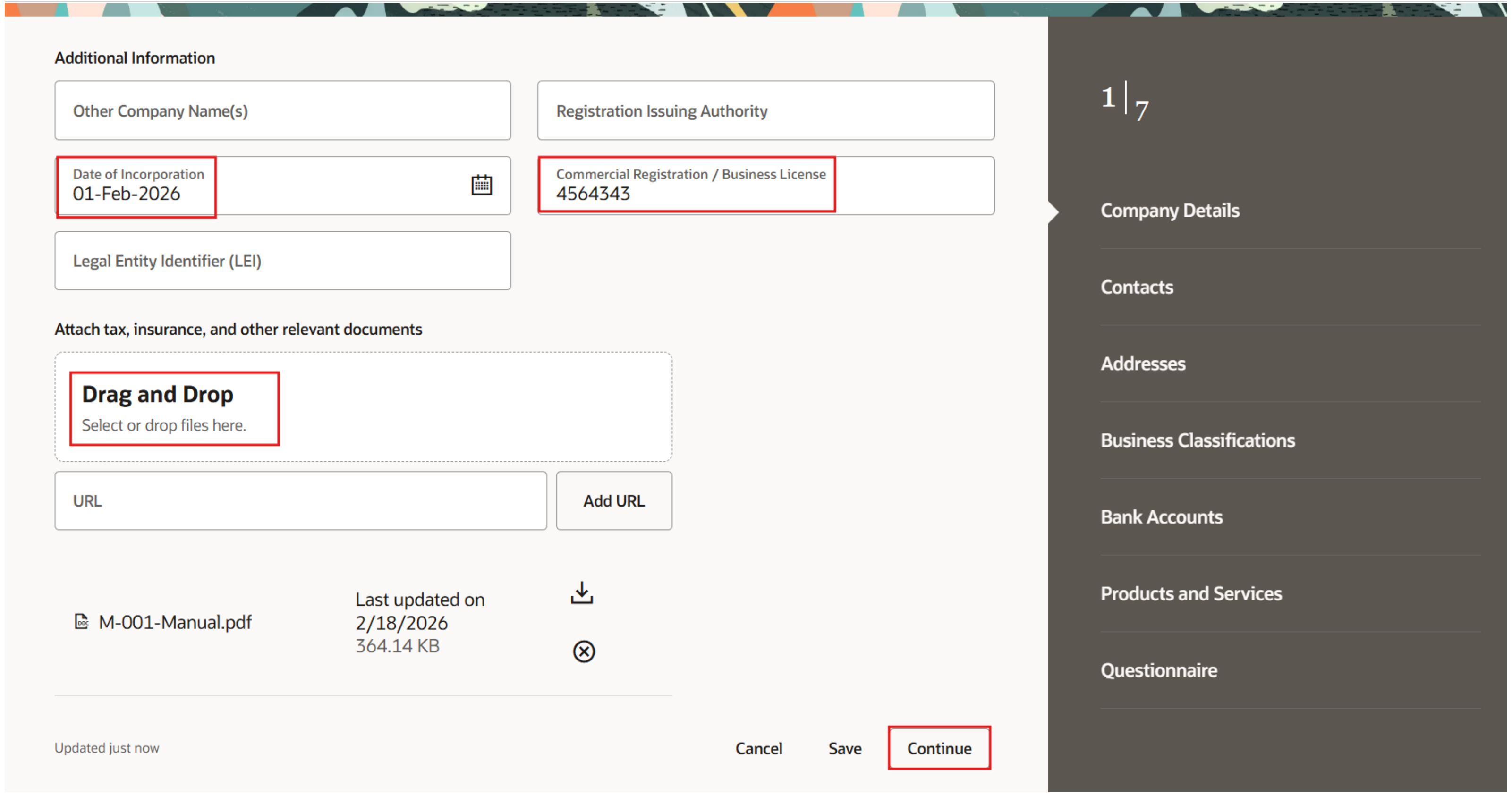
1. Enter the Access code and click on 'Continue' to enter the Company details page.
2. For any issue in receiving the access code click on 'Get a new code'

External Supplier Registration by Invitation



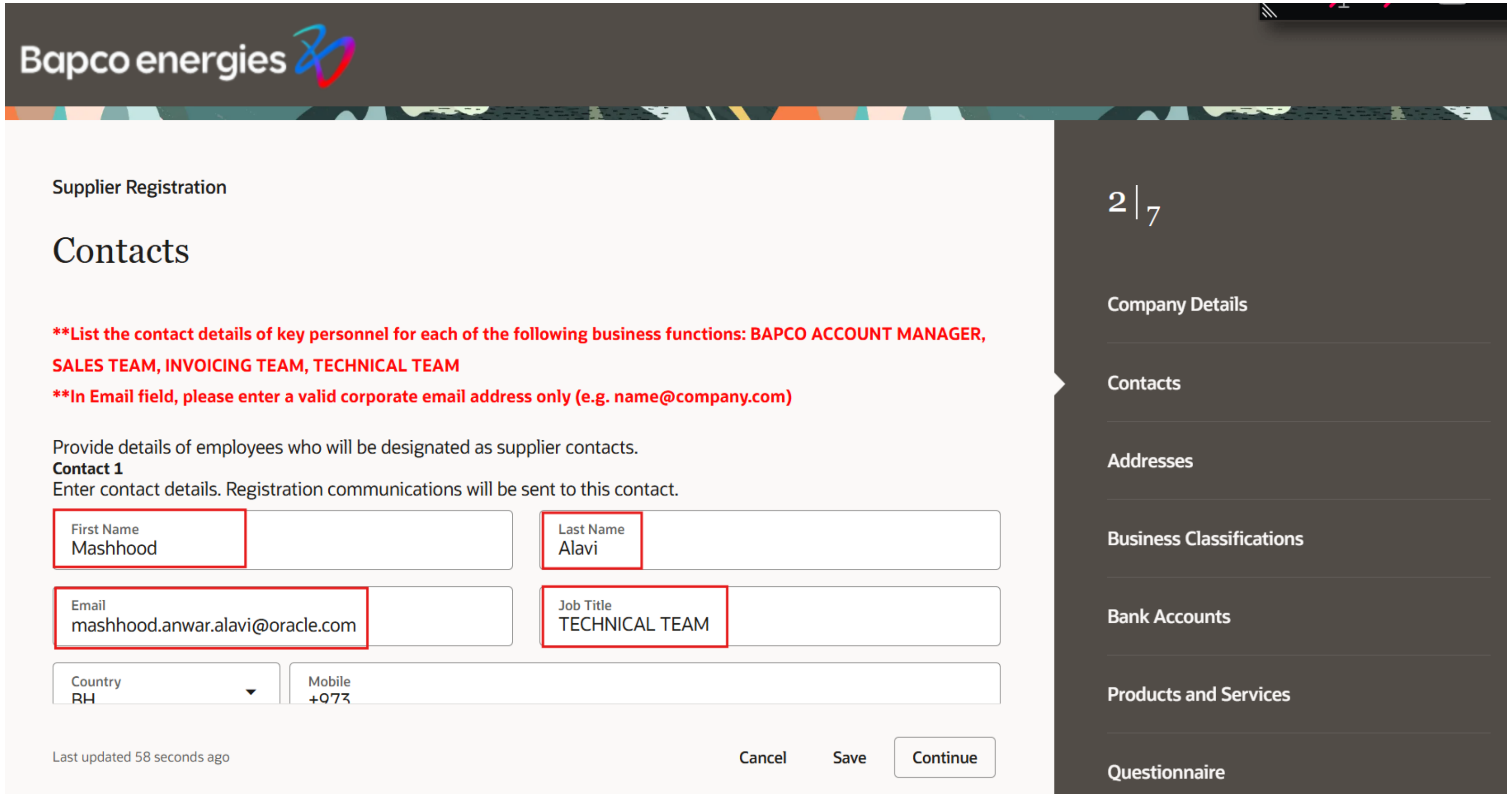
Fill in all the necessary information such as the Full Legal Company Name (as per the CR in CAPITAL Letters only), Tax Organization Type, etc.

External Supplier Registration by Invitation



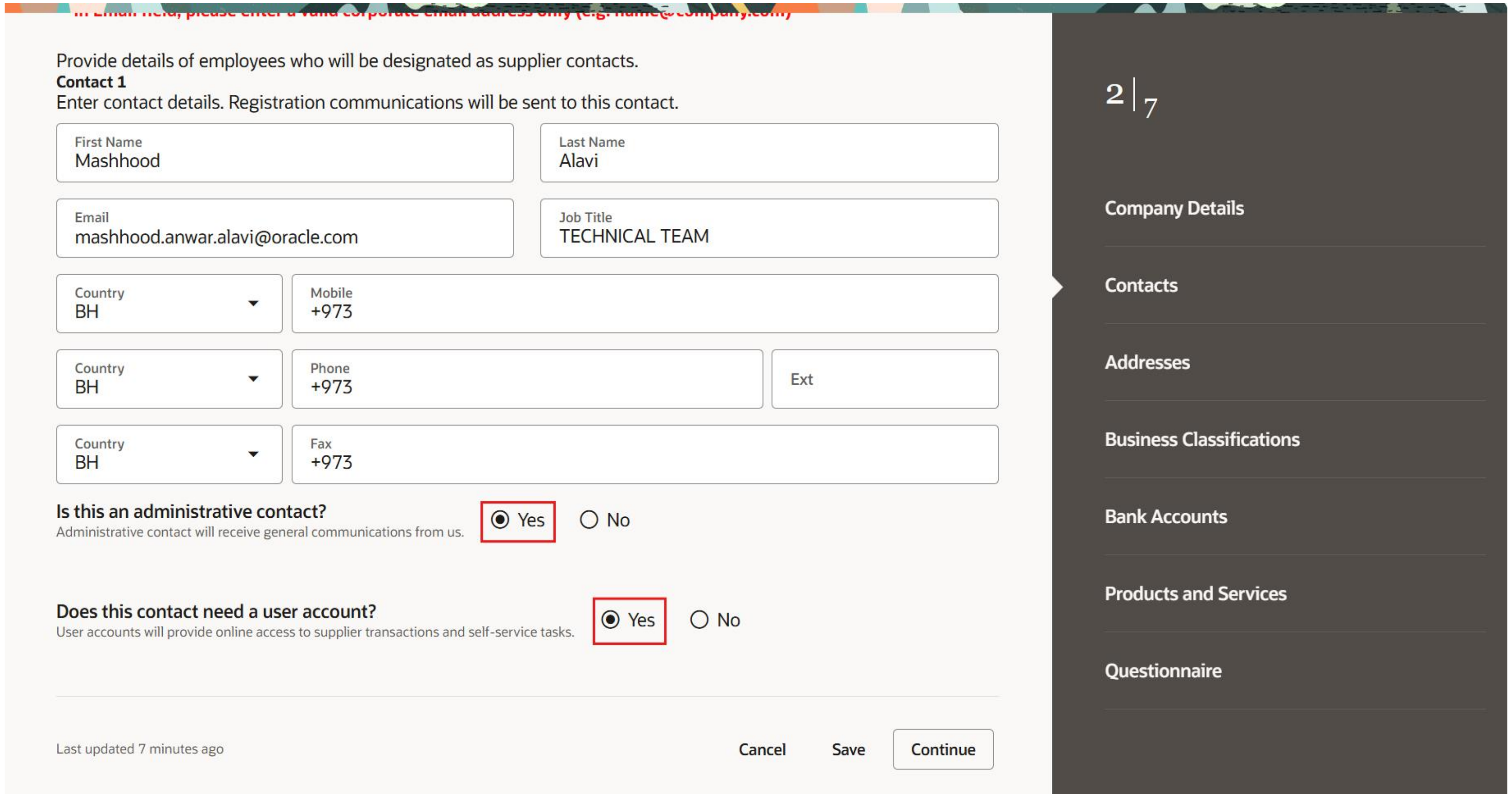
1. Scroll down and enter the other required details such as ‘Date of Incorporation’ and ‘Commercial Registration / Business License’.
2. Under the attachment section, the Tax, Insurance or other relevant documents can be attached.
3. Click on ‘Continue’.

External Supplier Registration by Invitation



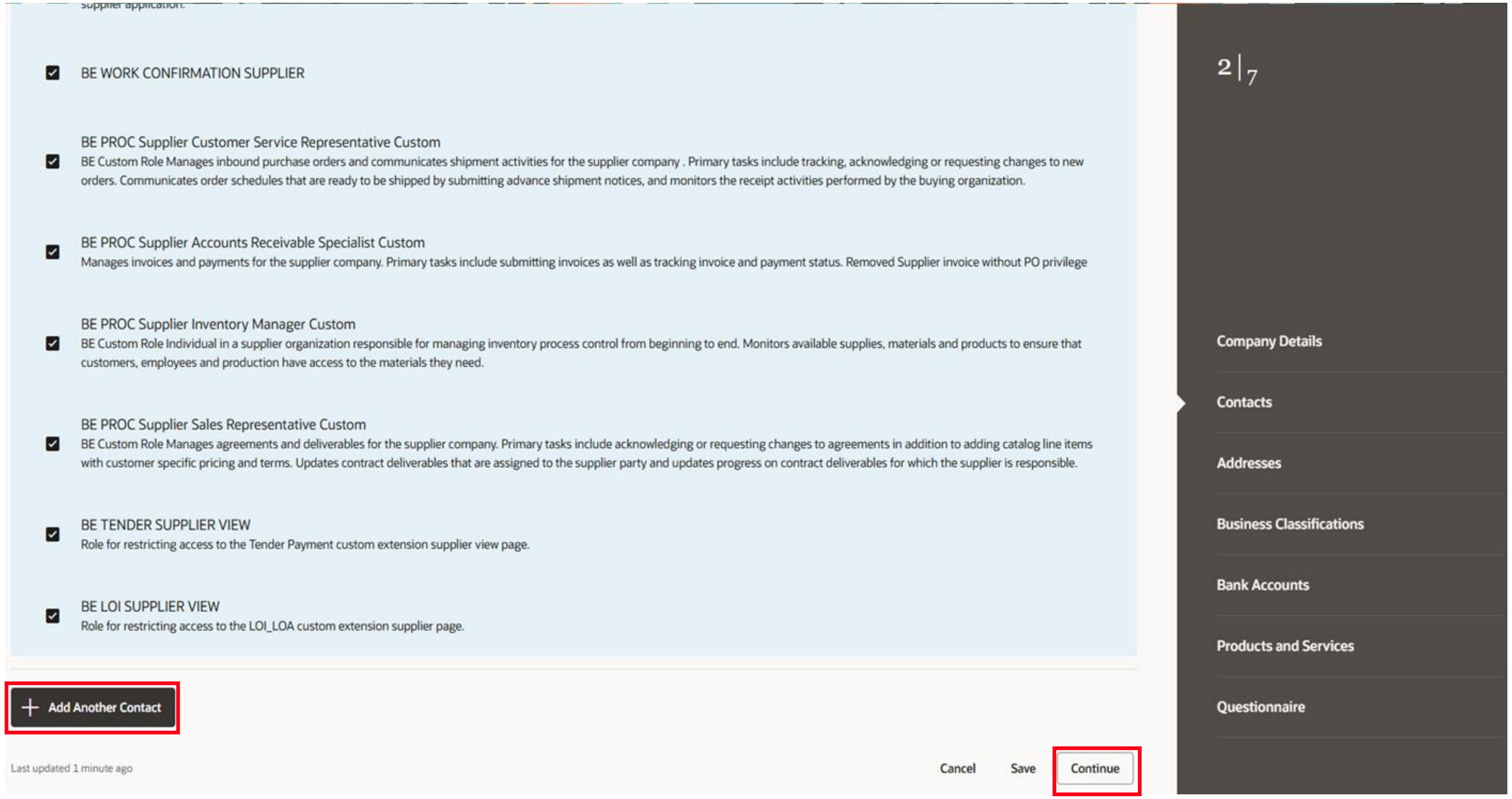
On the Contacts page, enter the required details such as First Name, Last Name, Email, Job Title, etc. Make sure to enter a valid corporate email address in the Email field.

External Supplier Registration by Invitation



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

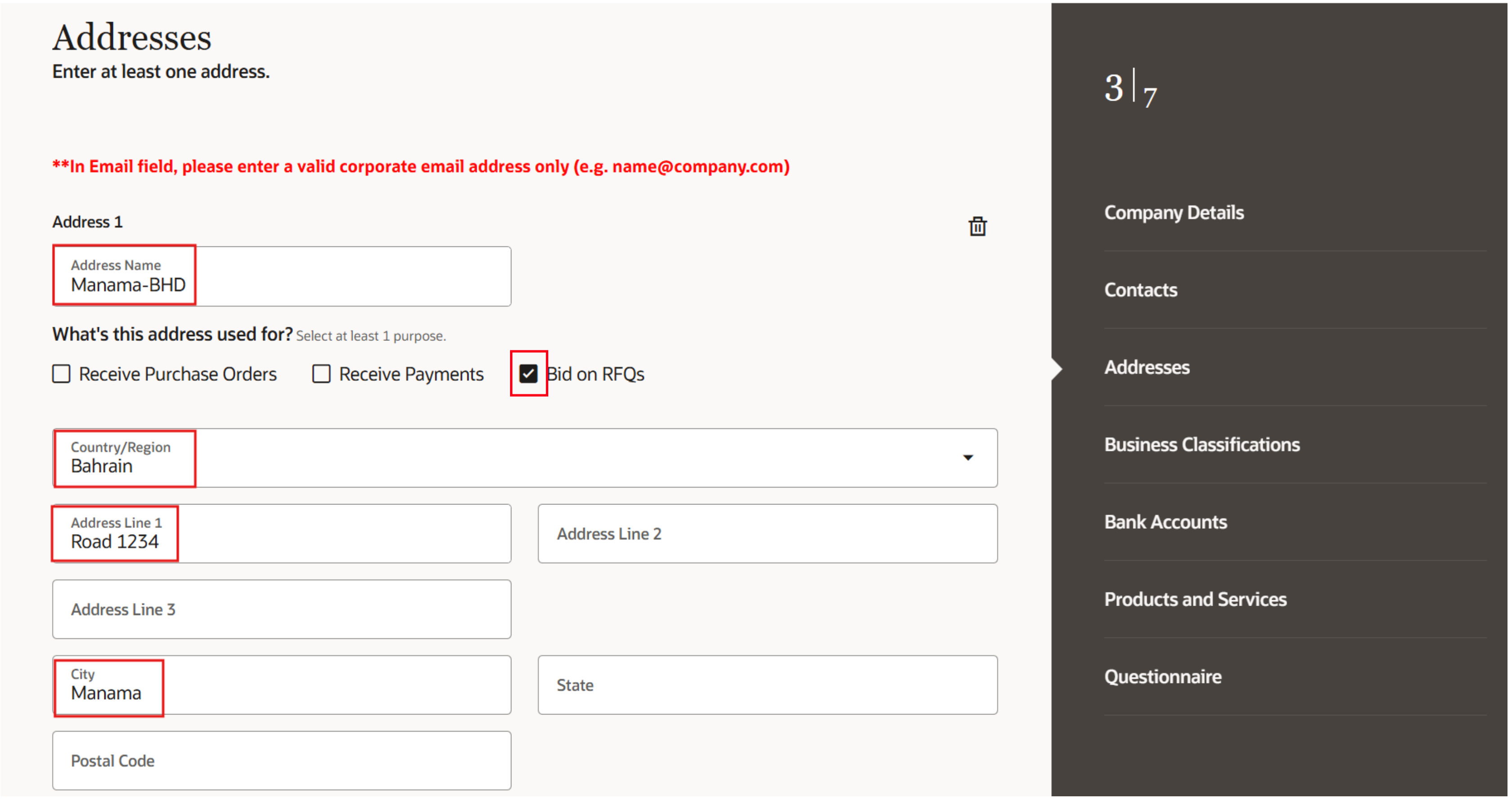
External Supplier Registration by Invitation



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

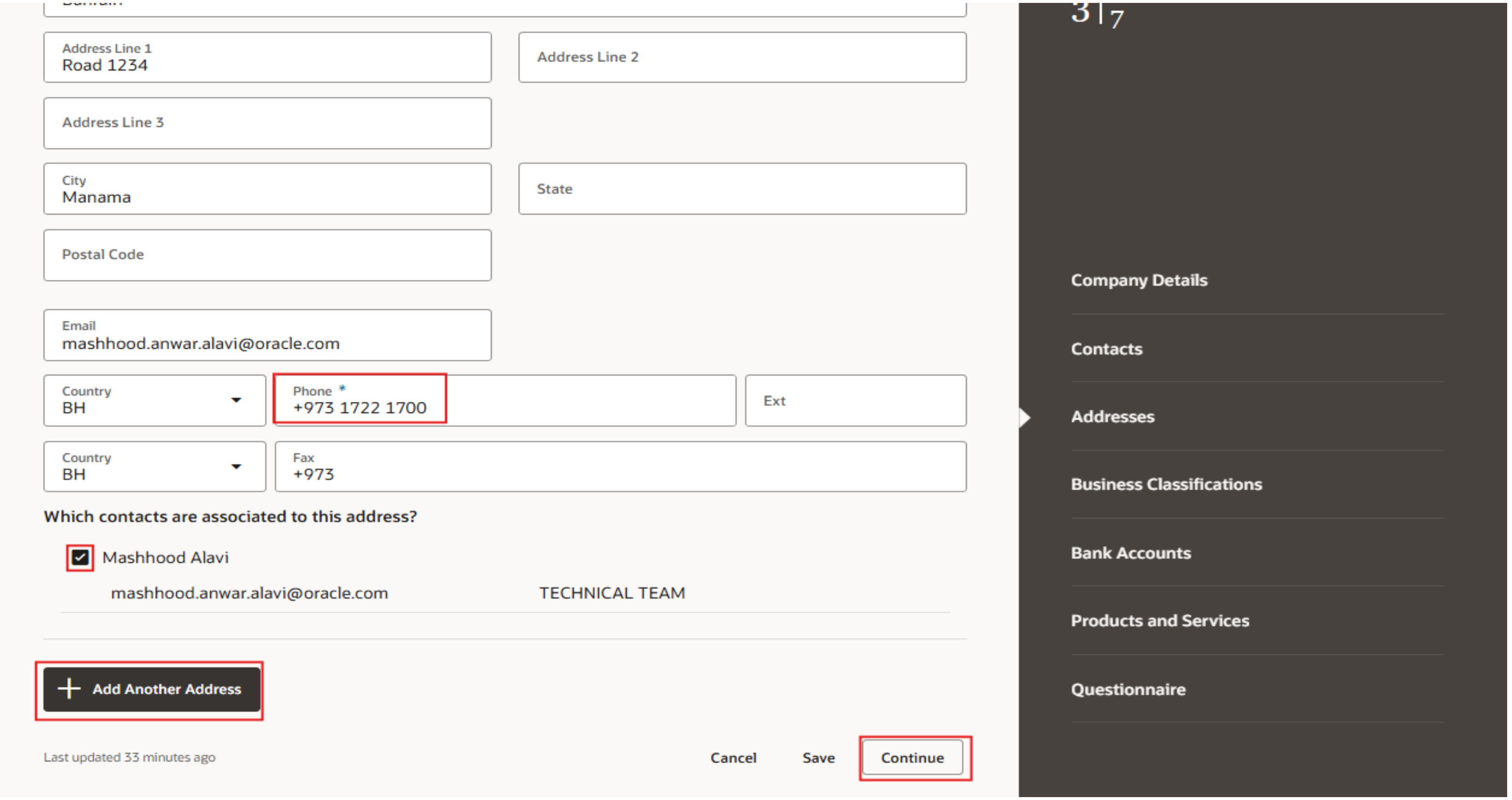
Click on 'Continue'.

External Supplier Registration by Invitation



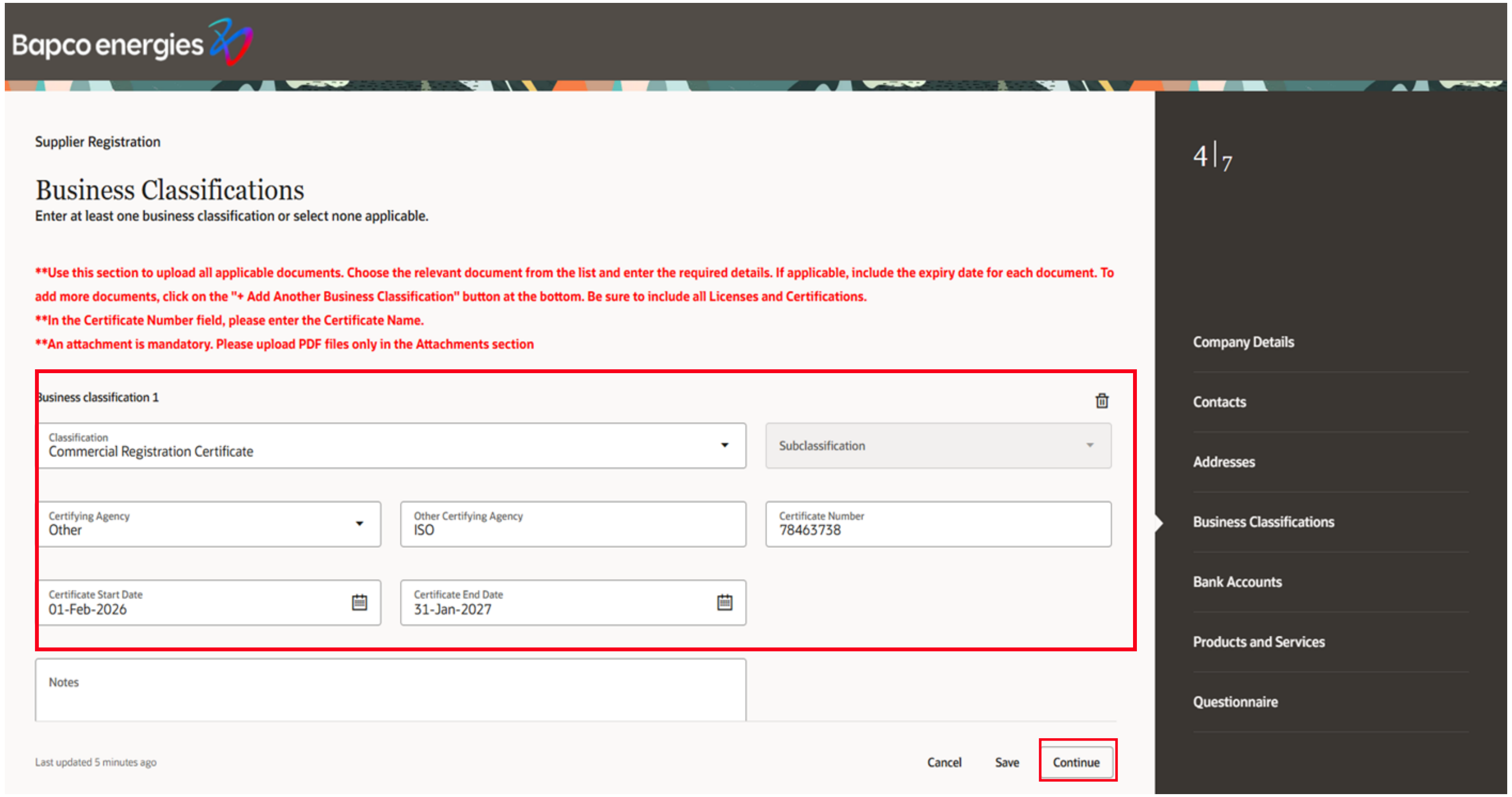
1. Enter 'Address name'
2. Select 'Country'
3. Country specific address format will default.
4. Enter the required mandatory details.
5. Ensure to tick the 'Bid on RFQs' checkbox.

External Supplier Registration by Invitation



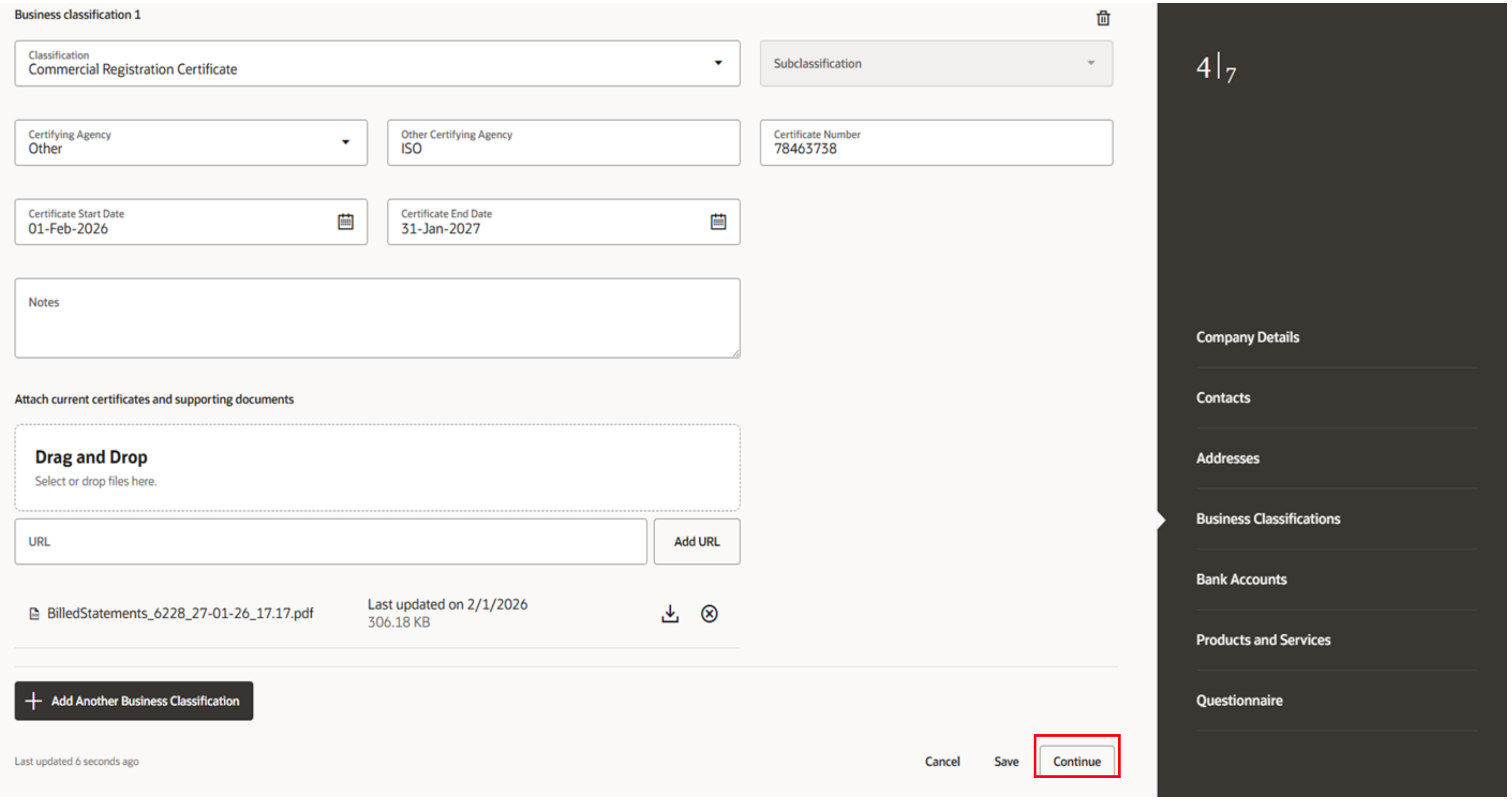
1. Click on the checkbox next to the previously defined supplier contact name to associate it to this Address.
2. The Supplier Contact gets associated with the address.
3. If required, click on ‘Add Another Address’ to create another one.
4. Click on Continue.

External Supplier Registration by Invitation



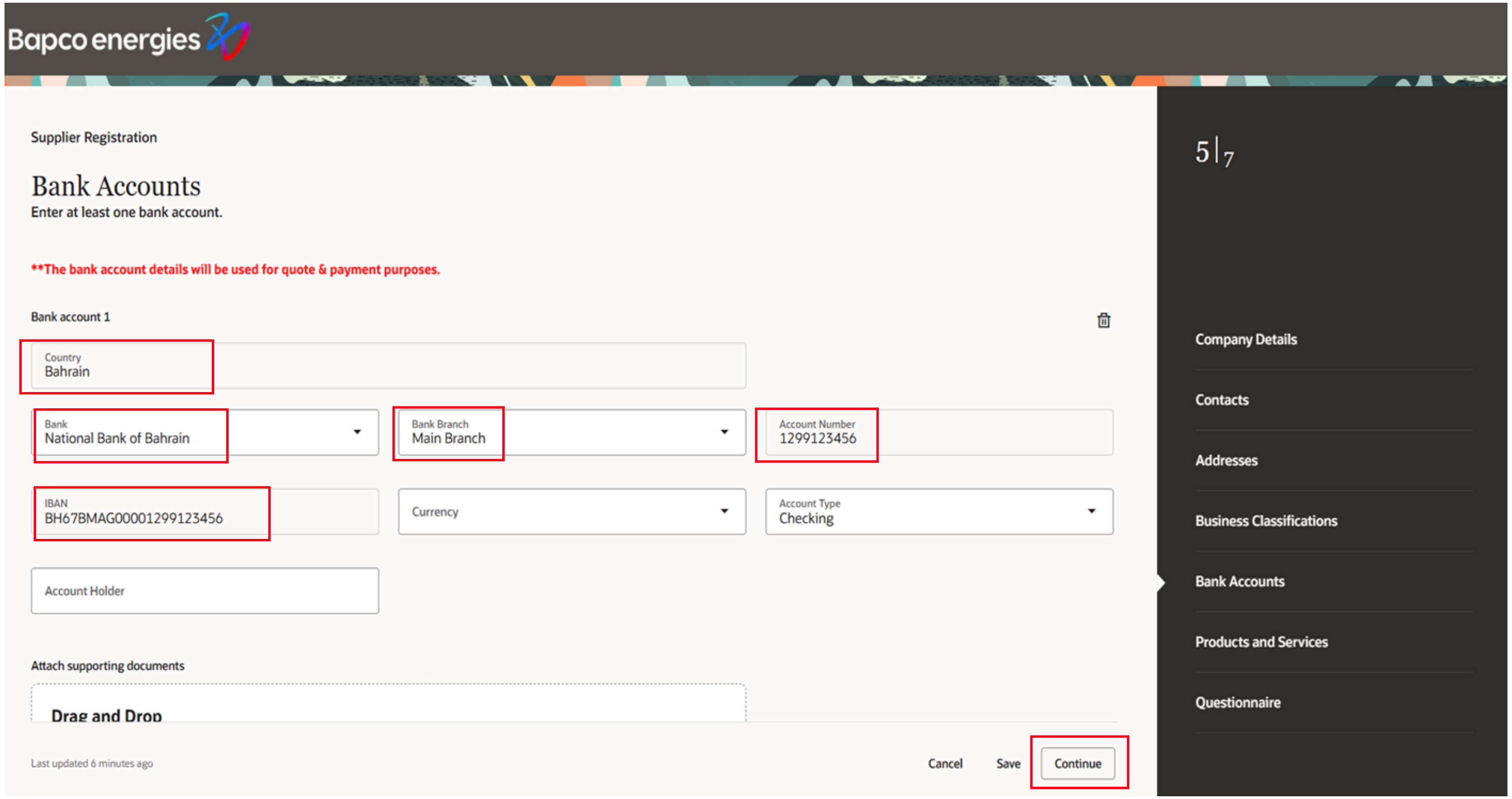
1. Select the proper business classification details from the list.
2. Enter the other details such as Certificate Name, Certificate Number, Start date, End Date, etc.

External Supplier Registration by Invitation



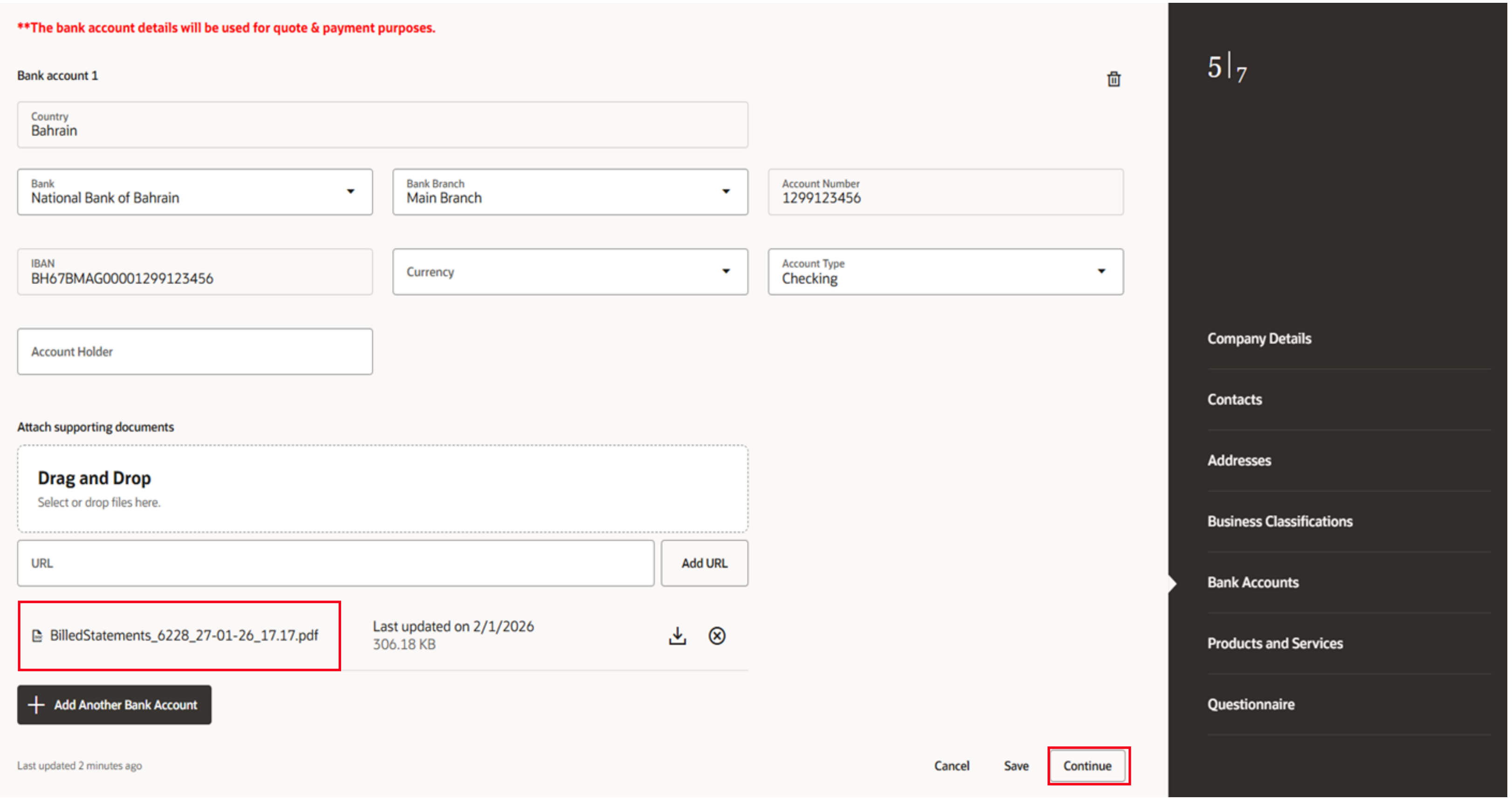
1. Scroll down to attach the mandatory pdf attachment.
2. If required, click on 'Add Another Business Classification'. button to create another.
3. Click on 'Continue'.

External Supplier Registration by Invitation



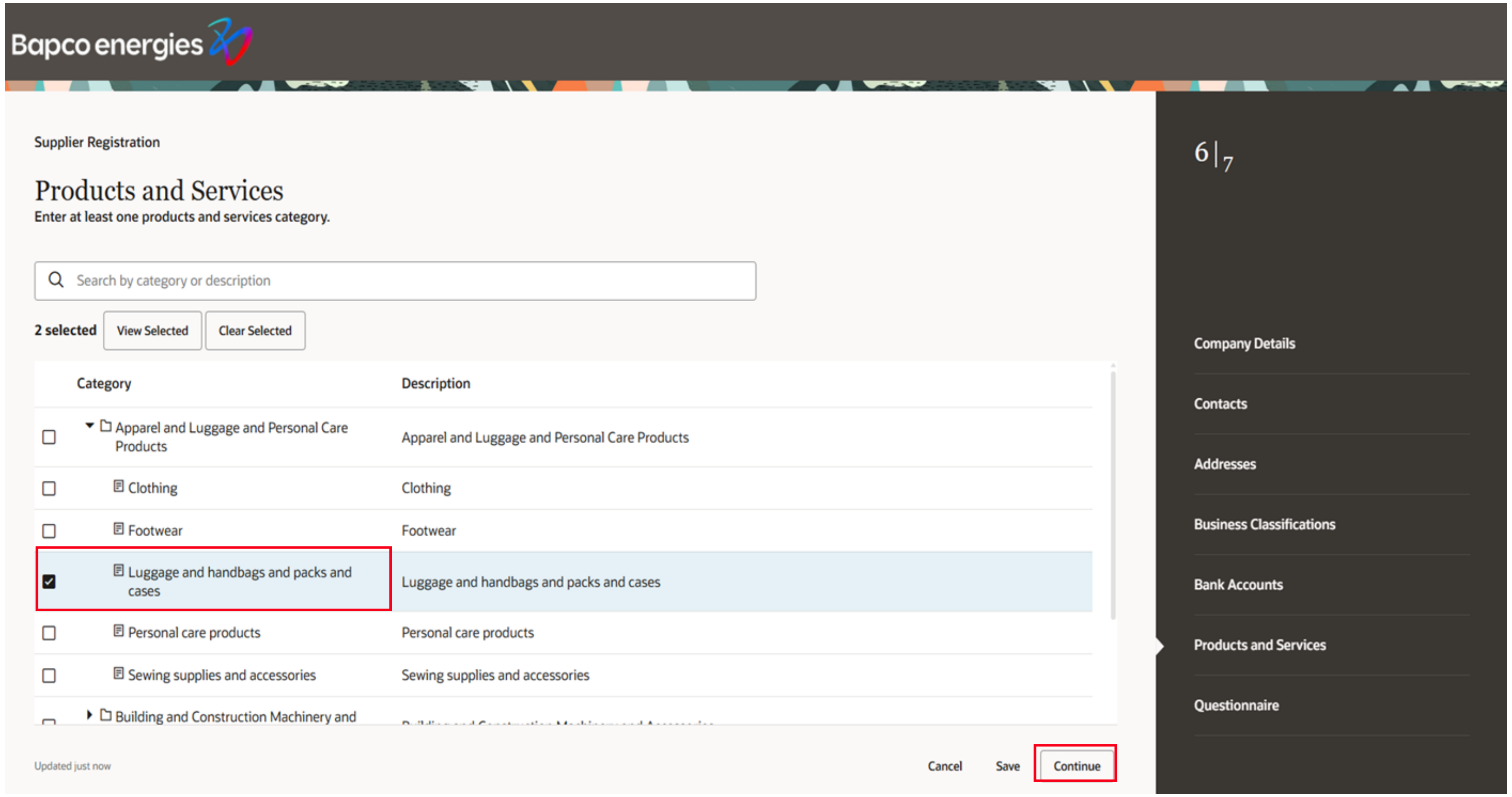
1. On the Bank Accounts page, enter at least one bank account details.
2. Enter the Country, Bank, Branch, Account Number, IBAN to create the supplier bank account.
3. Click on 'Continue'.

External Supplier Registration by Invitation



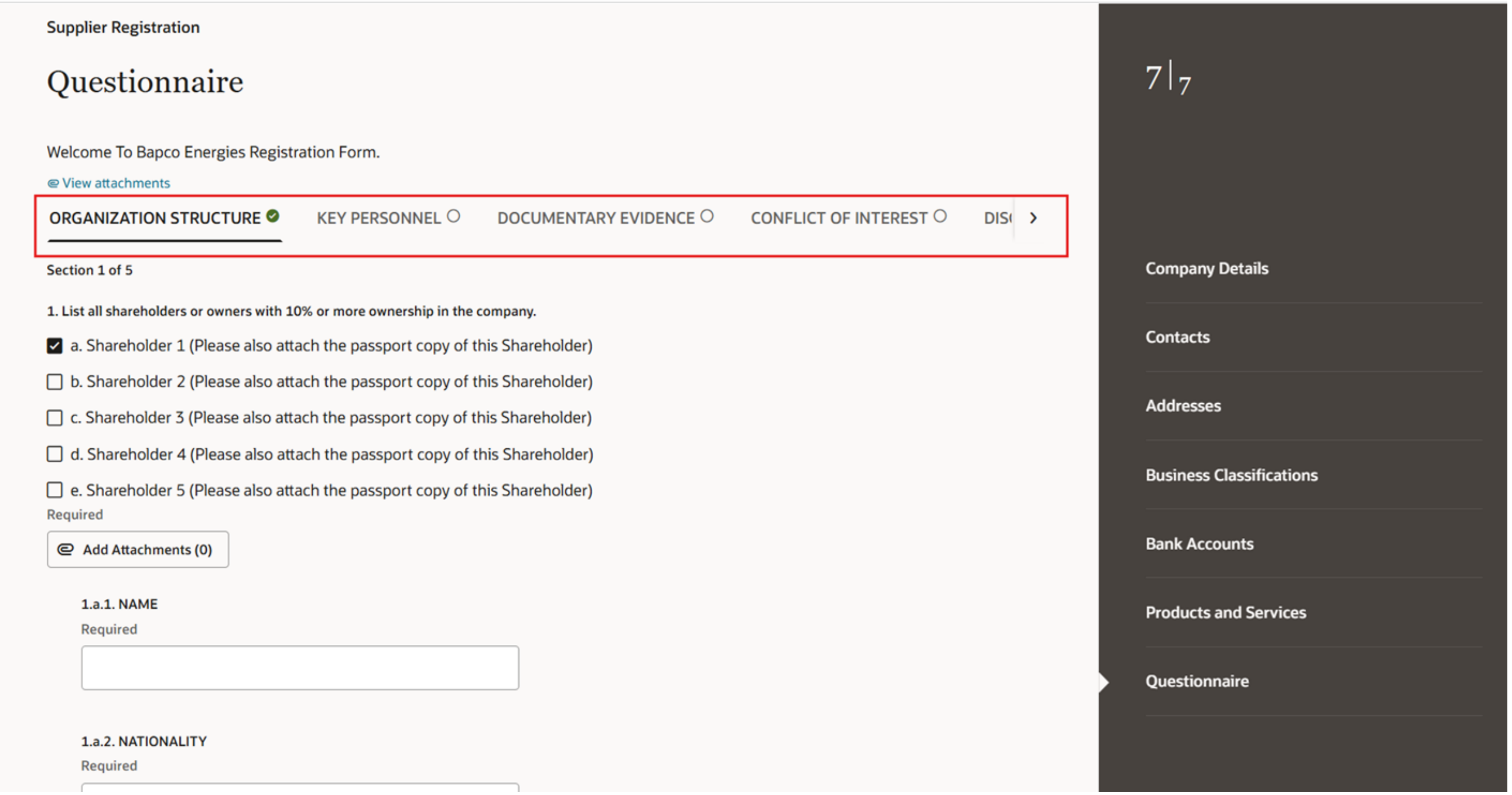
1. Scroll down to upload the mandatory supporting document.
2. If required, click on 'Add Another Bank Account' to create additional bank account for this supplier.
3. Click on 'Continue'.

External Supplier Registration by Invitation



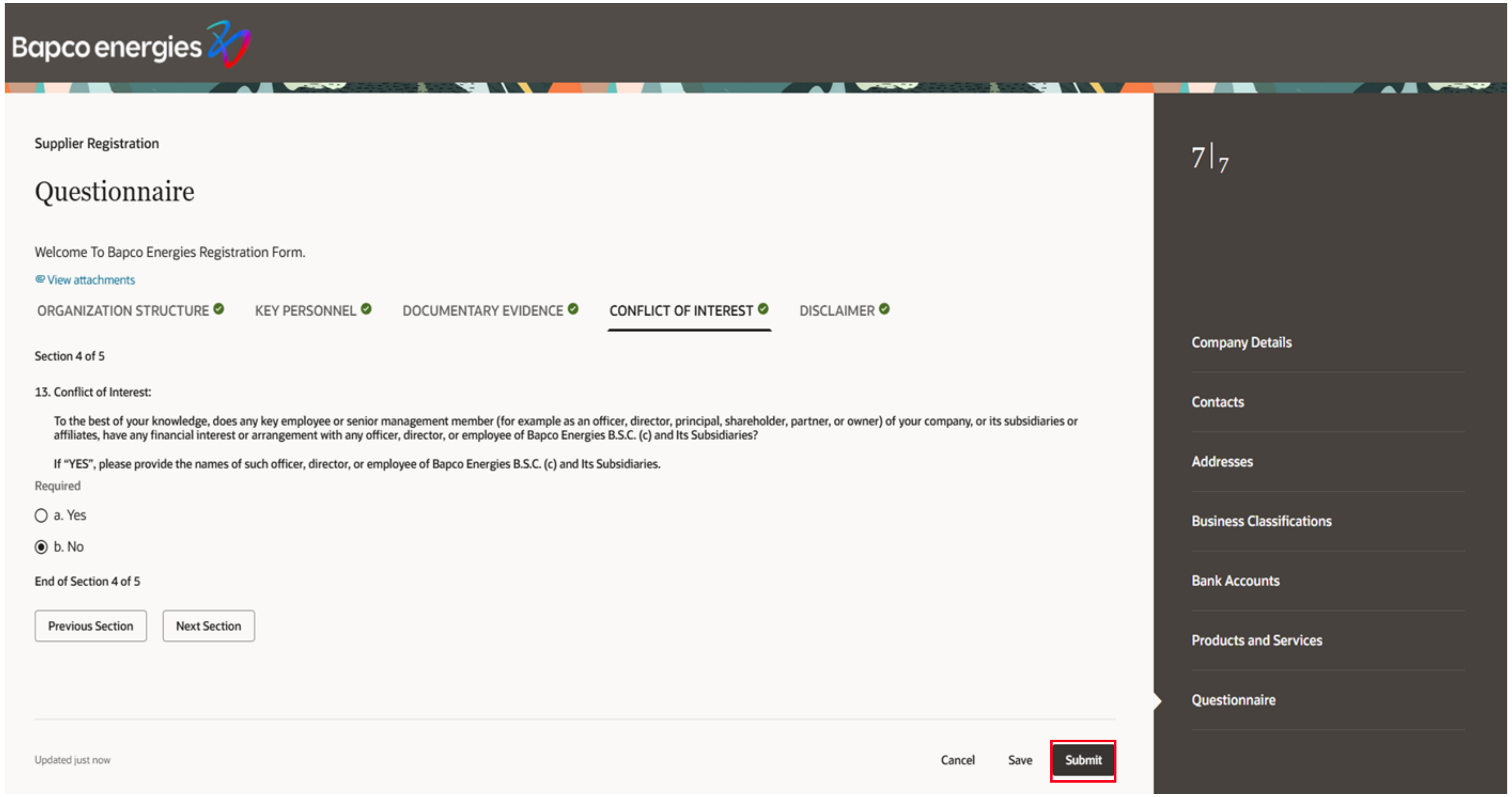
1. Select one or more appropriate Products and Services that your company can supply.
2. Click on ‘Continue’.

External Supplier Registration by Invitation



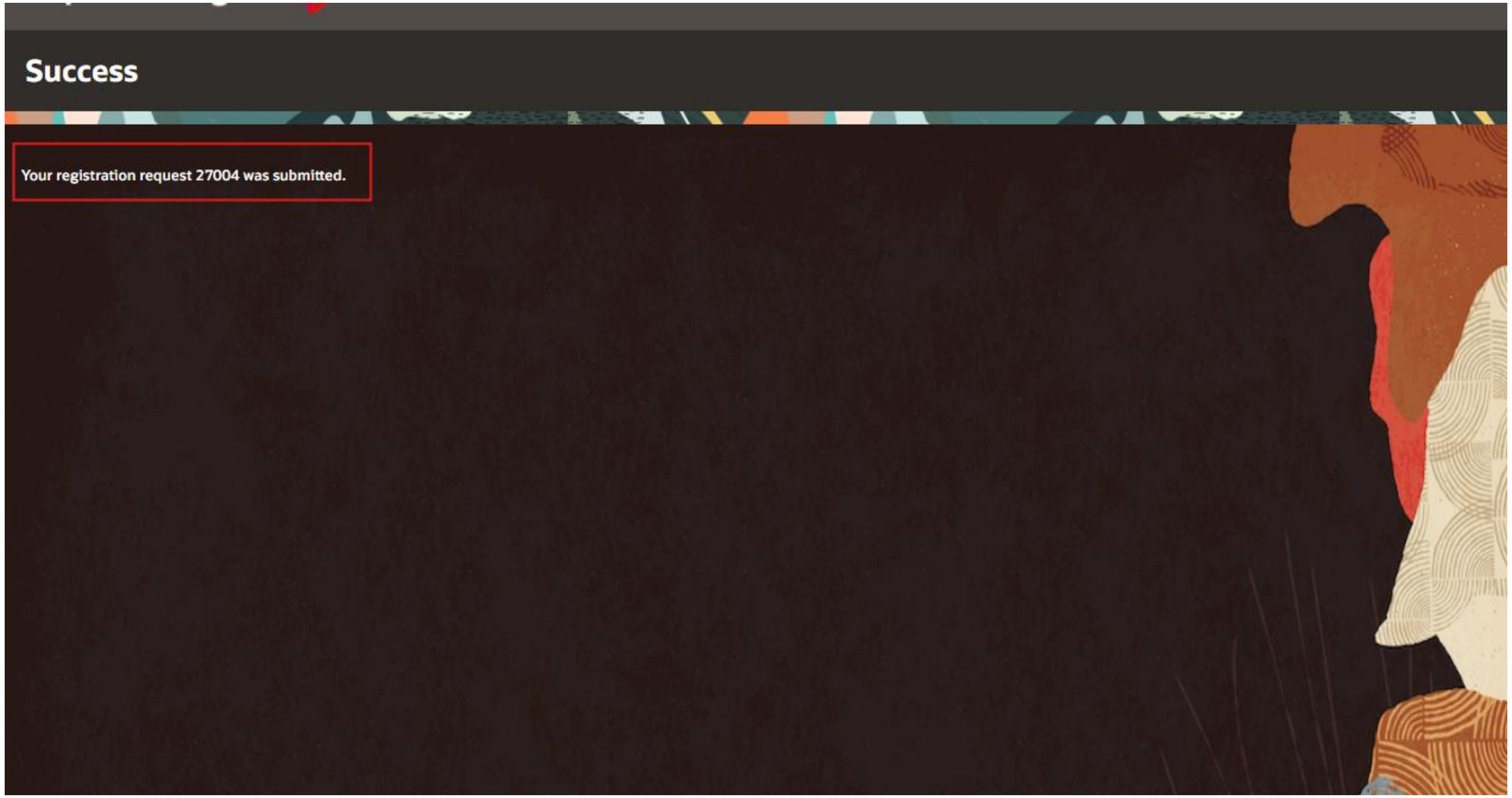
1. On the ‘Questionnaire’ page, provide the necessary information for all sections.
2. Questions marked as mandatory must be completed before submitting the registration request.

External Supplier Registration by Invitation



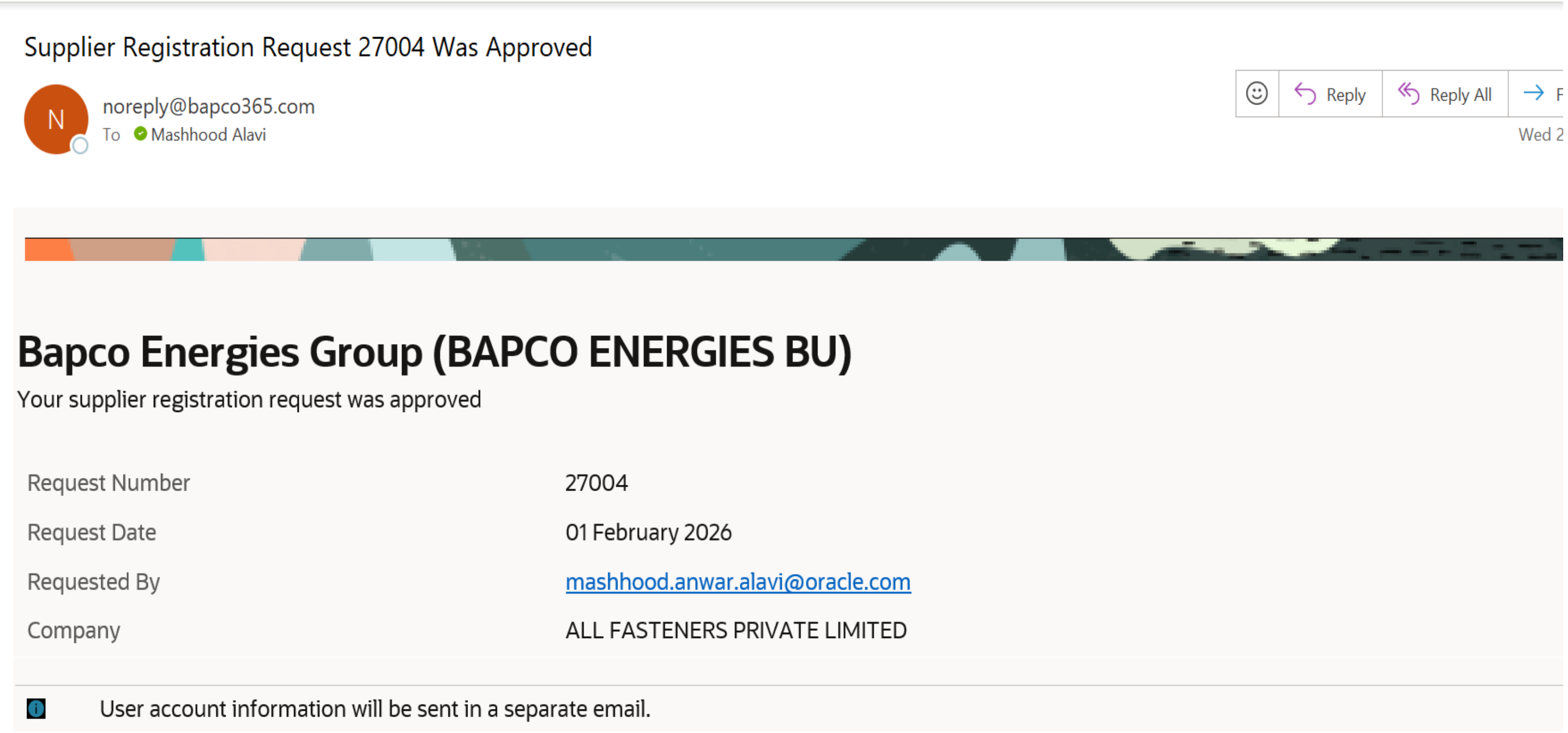
1. Once all the mandatory sections are filled, the checkmarks will become green adjacent to the respective sections.
2. Review all the details. If any information still needs to be added, navigate back to that section and provide the details.
3. Click on 'Submit'.

External Supplier Registration by Invitation



A confirmation message will appear.

External Supplier Registration by Invitation



Supplier Registration Request 27004 Was Approved

noreply@bapco365.com
To Mashhood Alavi

Reply Reply All

Bapco Energies Group (BAPCO ENERGIES BU)

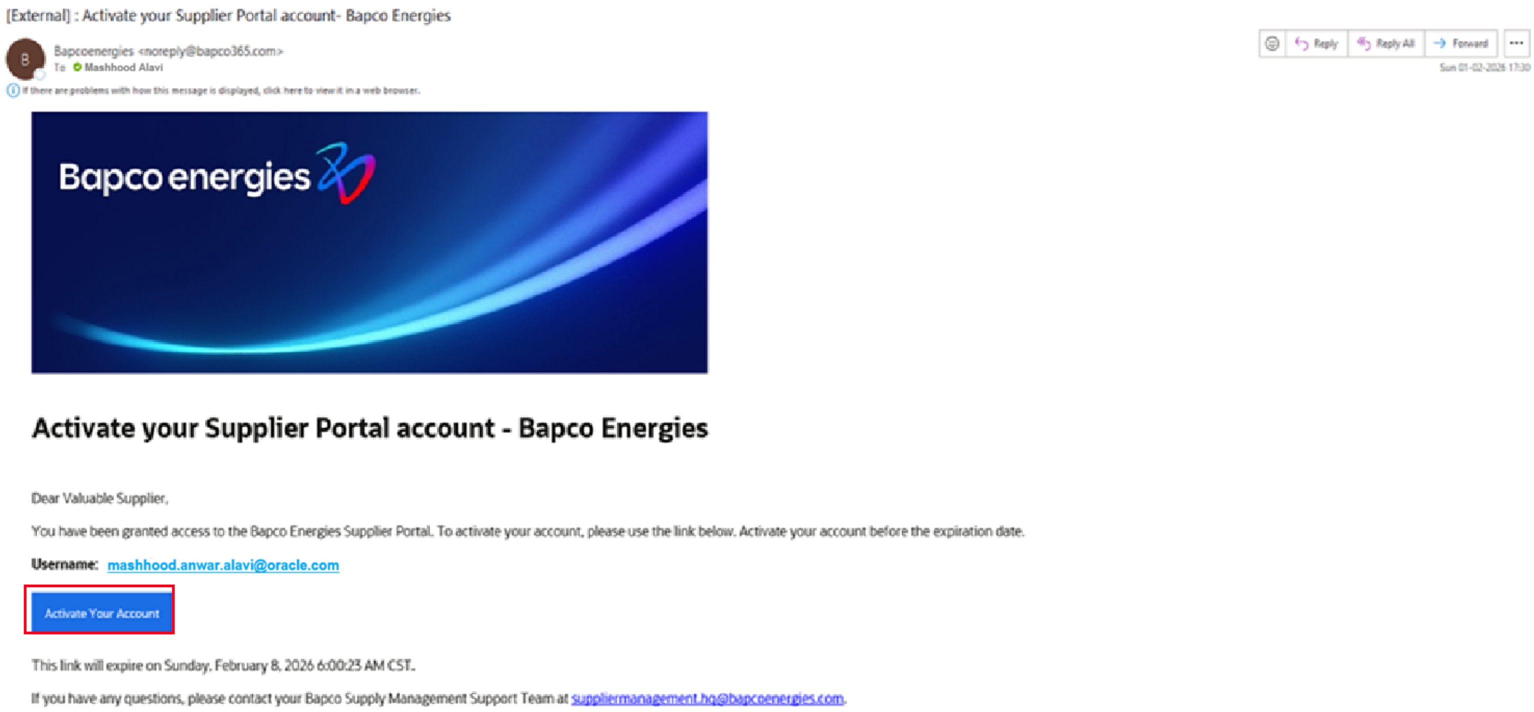
Your supplier registration request was approved

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

User account information will be sent in a separate email.

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

External Supplier Registration by Invitation



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

Account Activation and Access Management – OCI IAM

02

Prerequisites

- Activation email received from OCI IAM in the registered email inbox
- Access to the registered email account to open the activation link
- Stable internet connection to complete the activation process without interruption
- Compatible web browser (Google Chrome or Microsoft Edge recommended).

Once the supplier account is created in Oracle Fusion, it automatically syncs with OCI IAM in 1 hour, which then triggers the account activation email to the registered email ID.

Activate your Account

Activation Email – What to Expect

- Email sender: noreply@bapcoenergies.com
- Subject: *Activate your Supplier Portal account - Bapco Energies*
- Contains:
    - Username
    - Activation link
    - Validity period of the link – 7 days

👉 Important: Activation link expires if not used within the defined time.

Upon supplier account creation, an automated activation email is sent from OCI IAM to the registered email address**.**

Open Activation Email

Bapco energies

Activate your Supplier Portal account - Bapco Energies

Dear Valuable Supplier,

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

Username:

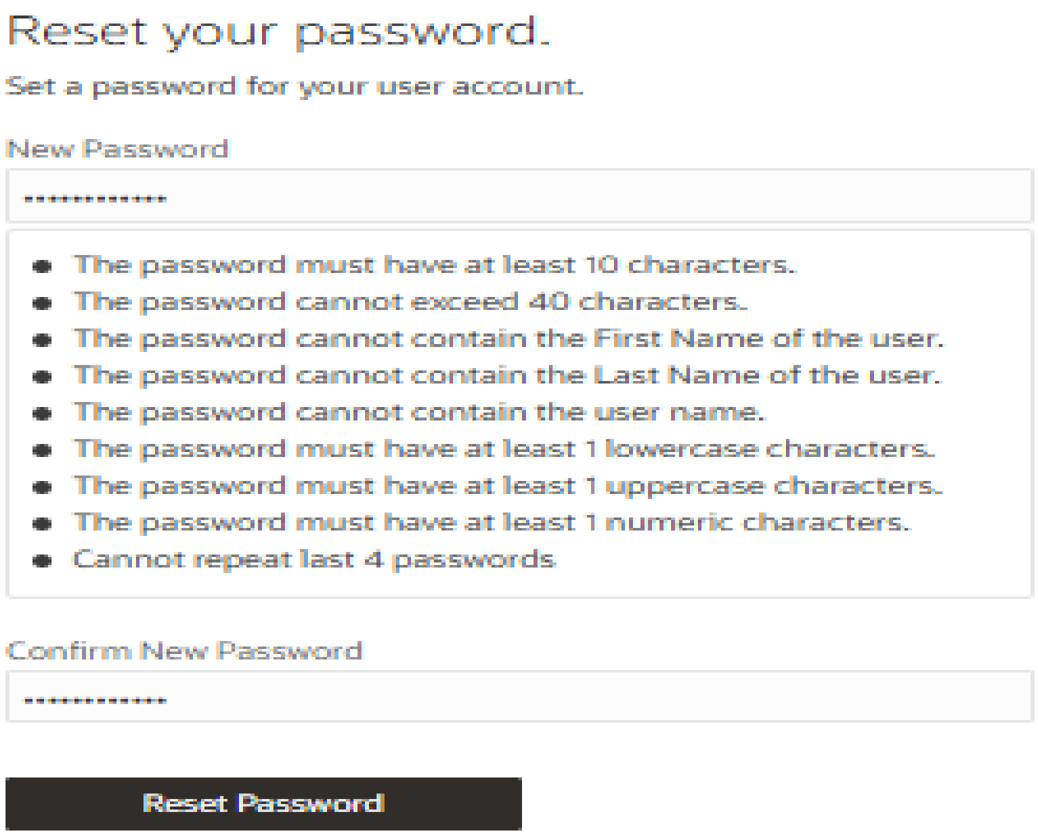
Activate Your Account

This link will expire on Monday, March 2, 2026 5:37:42 AM CST.

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

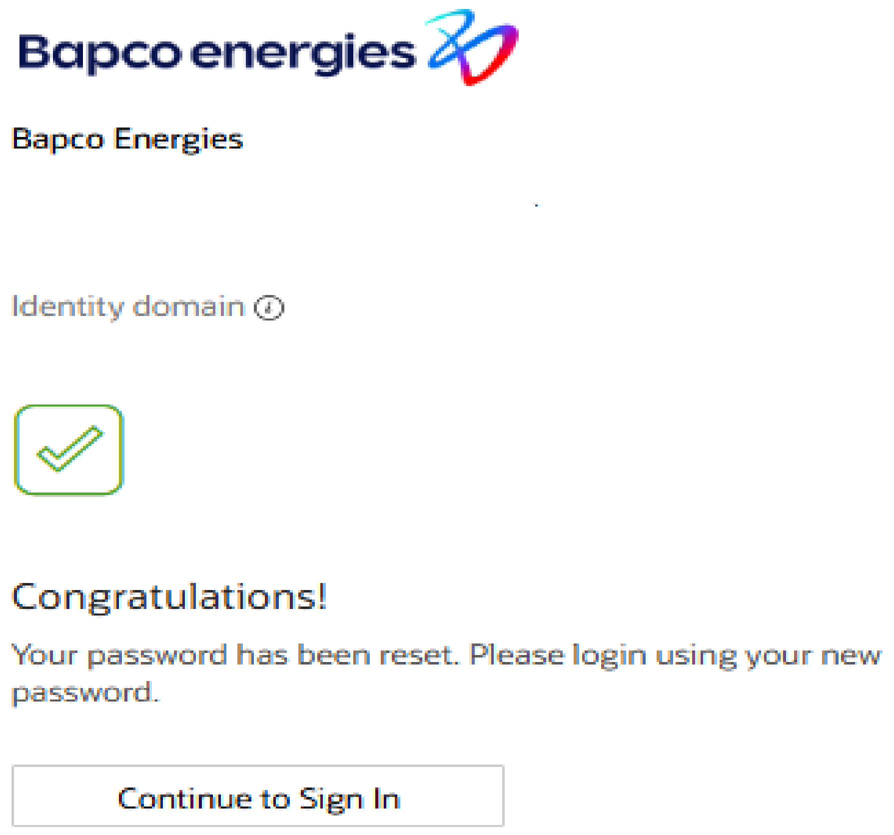
- The activation email sent after supplier account creation.
- Contains username and “Activate Your Account” link.
- Activation link must be used before the expiry date mentioned in the email.
- Click on the Activate your Account.

Account Activation – Password Setup



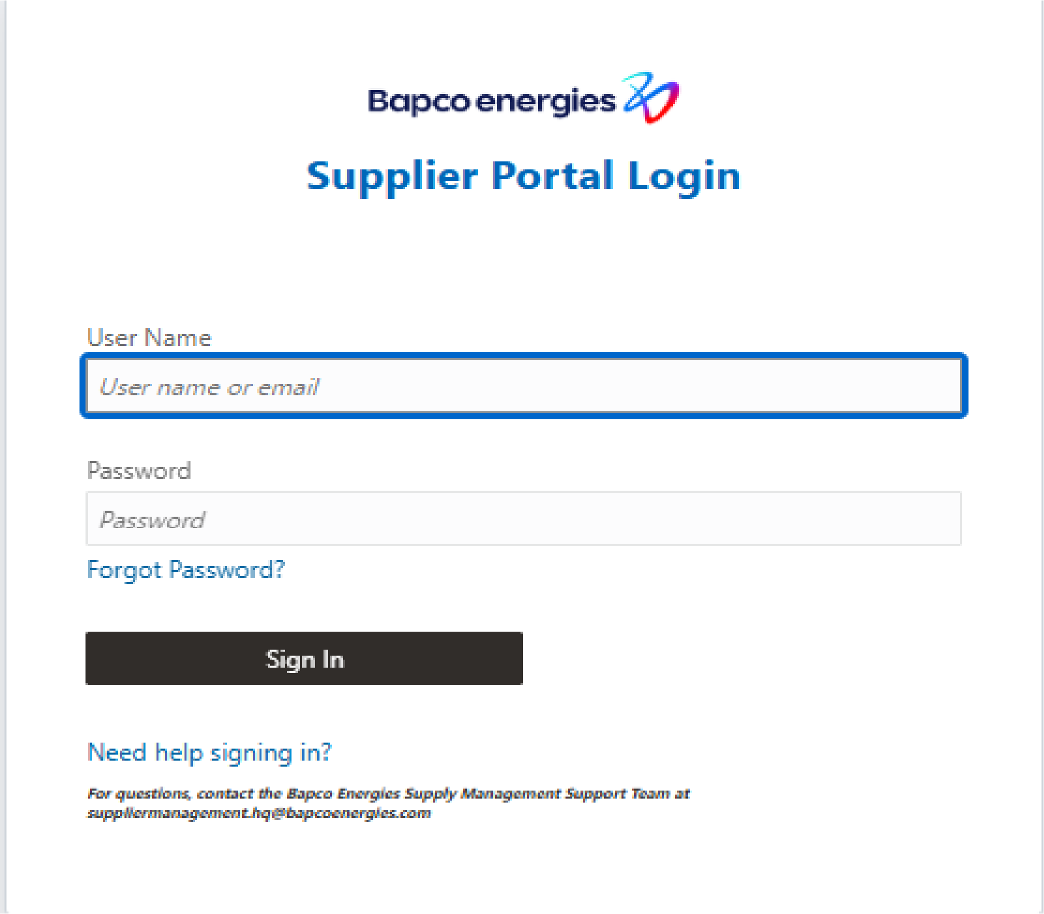
Clicking “Activate Your Account” redirects the user to a page to set and confirm a new password. After entering the new password and confirmation, click “Reset Password” to complete the process.

Account Activation is Complete



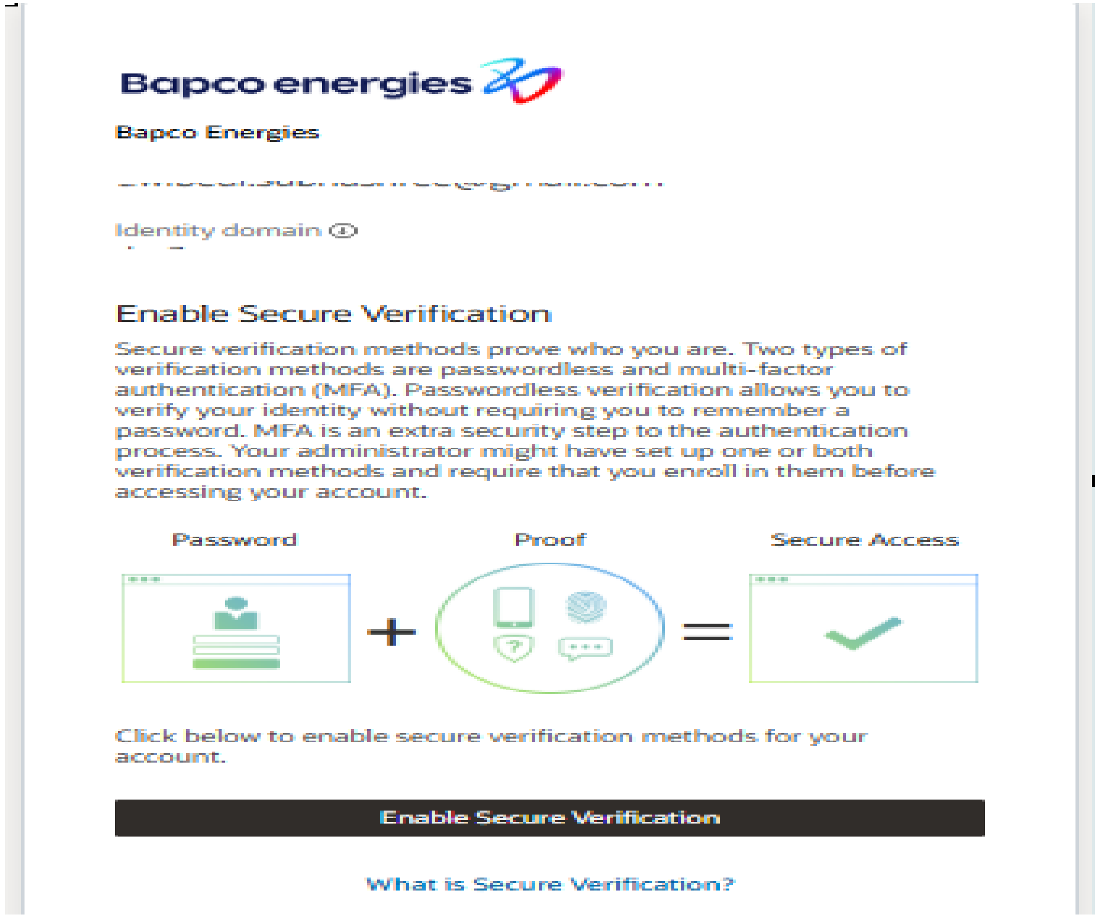
After resetting the password, click “Continue to Sign In” or access the Supplier Portal link **(https://suppliers.bapcoenergies.com)** to proceed with MFA setup.

Sign In to Enable MFA



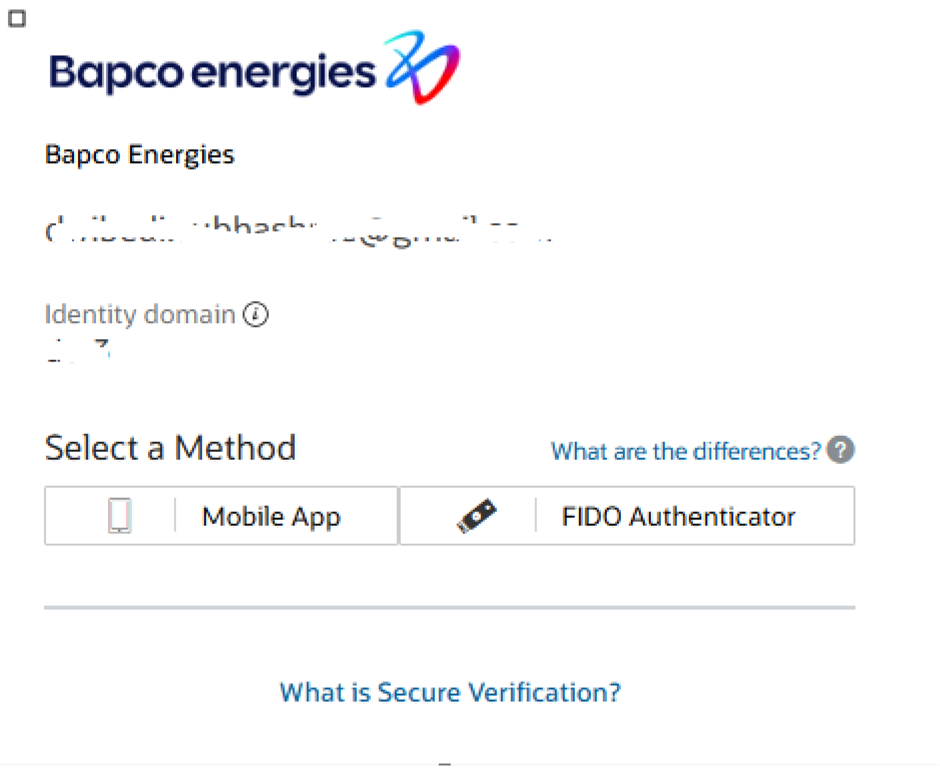
Click on Sign In after providing the User Name and Password.

Steps-Enable MFA



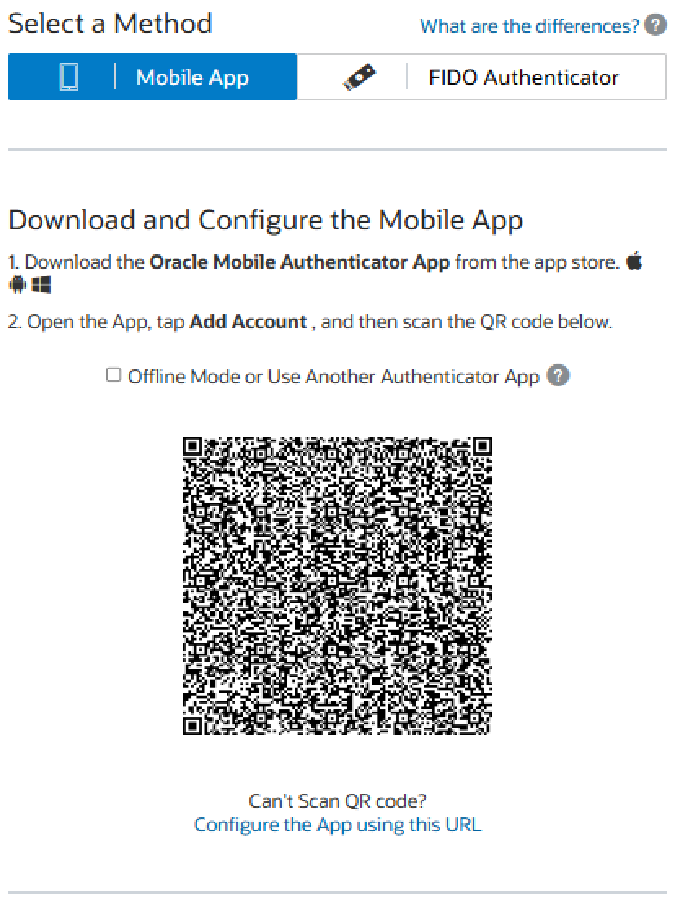
Click on Enable Secure Verification.

Steps-Enable MFA



Select Mobile App.

Steps-Enable MFA



Select Mobile App.

1. Open Google Play Store (Android) or Apple App Store (iOS).
2. Search for Oracle Mobile Authenticator or Microsoft Authenticator.
3. Select the official app and tap Install / Get.
4. Once installed, open the app.
5. Select Add Account (or the + icon).
6. If you downloaded Microsoft Authenticator; click on the checkbox.
7. Scan the QR code displayed on the screen to complete the MFA setup.
8. If you face any issues please contact @ supplieriam.hq@bapcoenergies.com

MFA Setup is Complete.

Successfully Enrolled

SM-A366E is enrolled.

Done

Additional Secure Verification Methods

It is recommended that you set up an additional method. This ensures that you have a backup.

Mobile App

Install the Mobile Authenticator App and use the generated passcode or approve requests through push notifications.

FIDO Authenticator

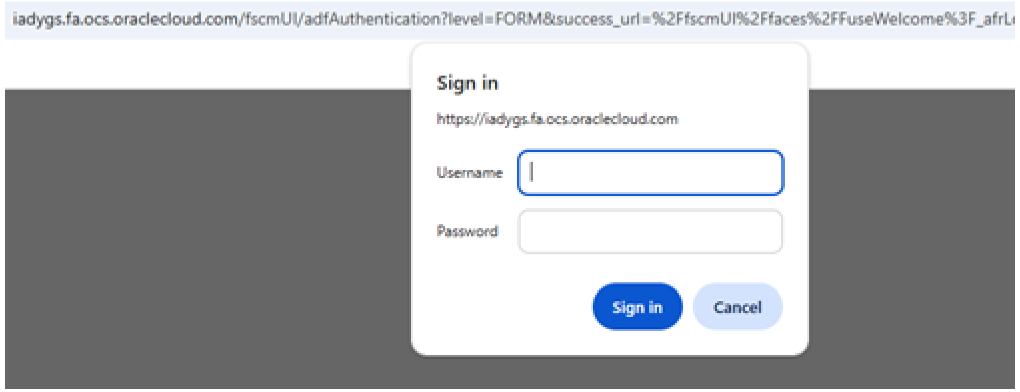
Use a FIDO Authenticator factor to enroll.

Login to Supplier Portal

Click on BE_Fusion_Prod Supplier tile and you should be logged into Supplier portal .

Important: Bookmark Only the Supplier Portal URL

Please do not bookmark any URL other than https://suppliers.bapcoenergies.com to avoid being locked out of your account.



To ensure uninterrupted access to the Supplier Portal, please only bookmark the official URL: https://suppliers.bapcoenergies.com.
Bookmarking any other links—such as pages reached during login, after successfully logged into Supplier Portal—may cause session conflicts or lock you out of your account. Always use the main portal URL to log in securely and avoid access issues.

Troubleshooting

03

Login and QR Code Issues

Issue: Activation Link Expired

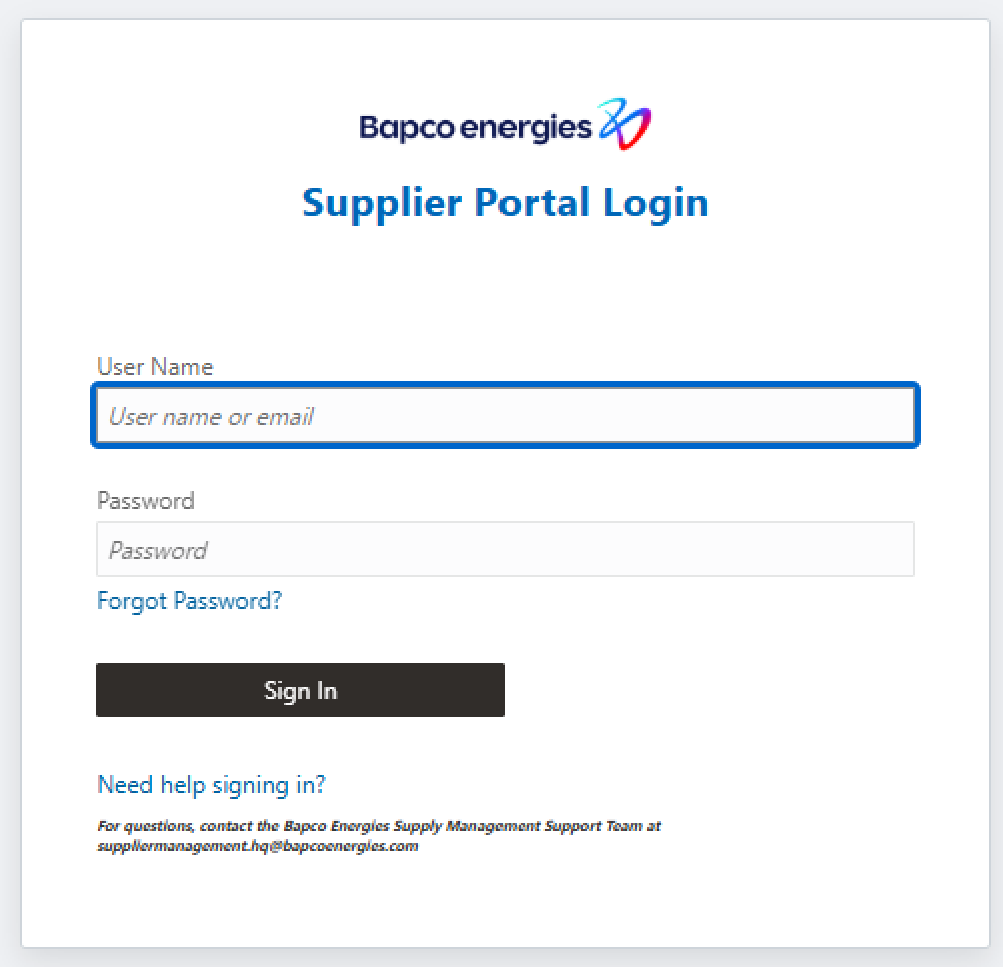
- Contact support to request a resend of the activation email, or visit https://suppliers.bapcoenergies.com, click Forgot Password, and follow the instructions to reset your password and complete login.

- Issue: Authentication failed or you are not authorized to access during QR code scanning Process.

- If the QR code isn't scanned within the allotted time an error message will appear.

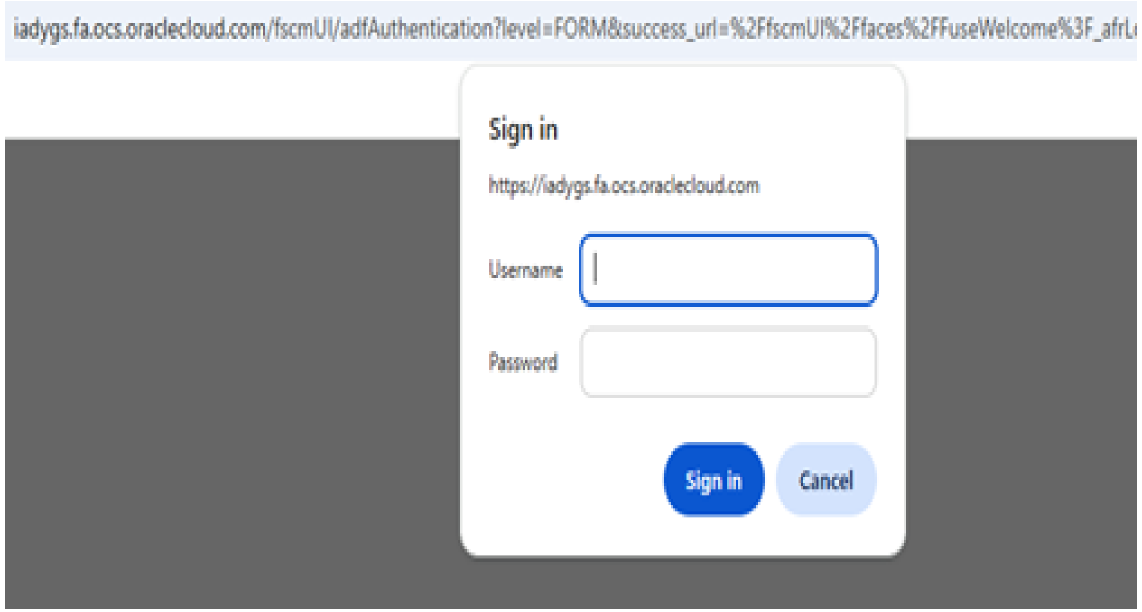
- To resolve, log out and log back in, then select the Mobile App option again to restart the MFA setup process.

Forgot Password



1. Open your browser and go to https://suppliers.bapcoenergies.com
2. Click on Forgot Password on the login page.
3. Enter your registered username and click on Next.
4. Check your email inbox for the password reset notification from OCI IAM.
5. Open the email and click the Reset Password link.
6. On the reset page, enter your new password and confirm password.
7. Click Reset Password.
8. Once successful, return to the login page by selecting Continue to Sign In or accessing https://suppliers.bapcoenergies.com and login using new password.

Reauthentication / Account Lock



Suppliers may be prompted for authentication again after selecting the BE_Supplier_Prod tile. This usually happens if they used an incorrect bookmark URL to login and entered wrong credentials multiple times, resulting in account lock.

Resolution:

In Fusion Production, unlock the supplier account.

Ask the supplier to login again using the correct URL and credentials after unlocking.

Resetting MFA

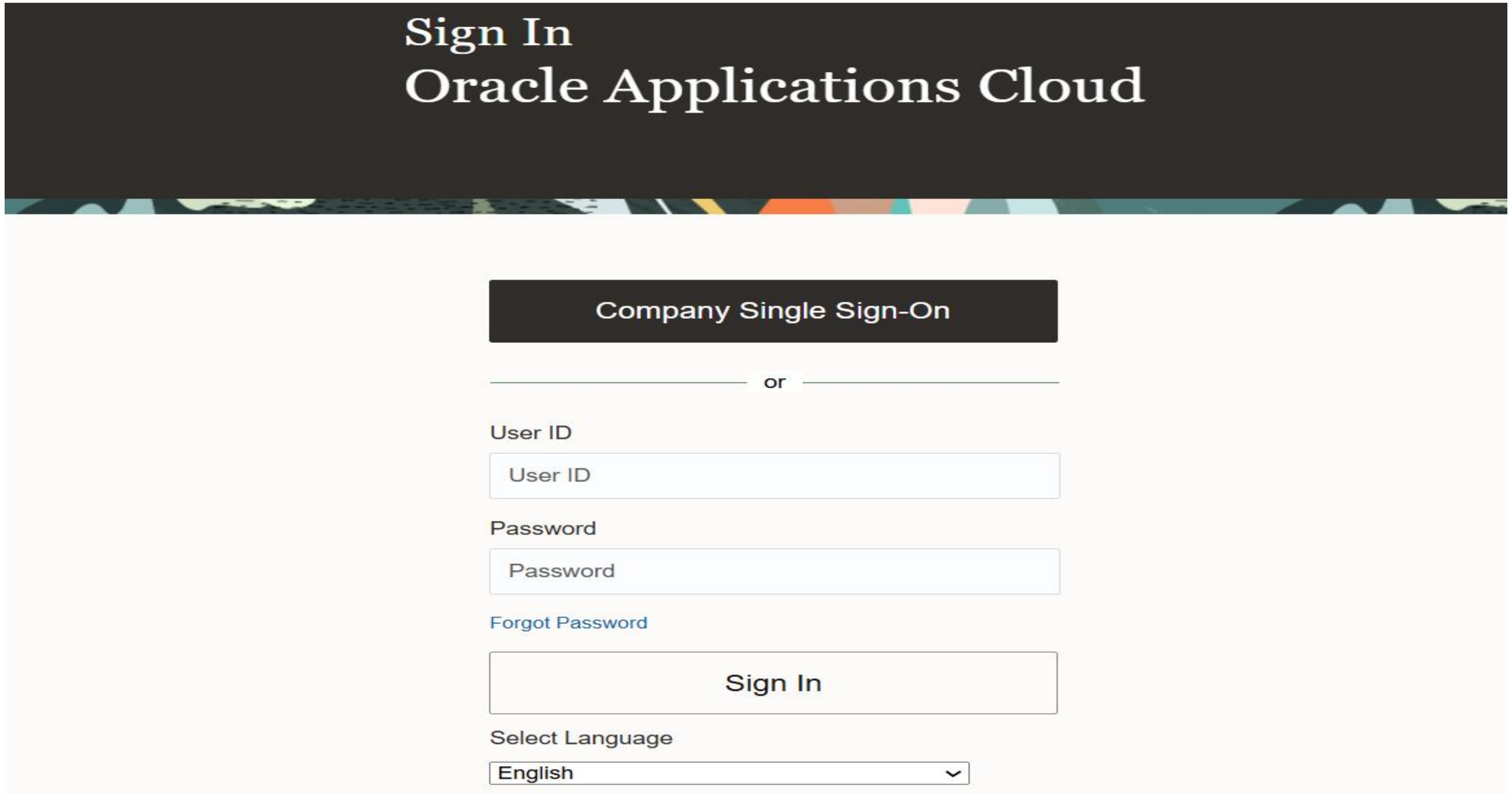
If a supplier needs to reset their MFA due to mobile number change or any other reason, please send a request mail to: **suppliermanagement.hq@bapcoenergies.com** by providing your Username.

The support team will assist in resetting the MFA factor so the supplier can reconfigure their authenticator app.

Respond to Negotiation – Quotation, Bid

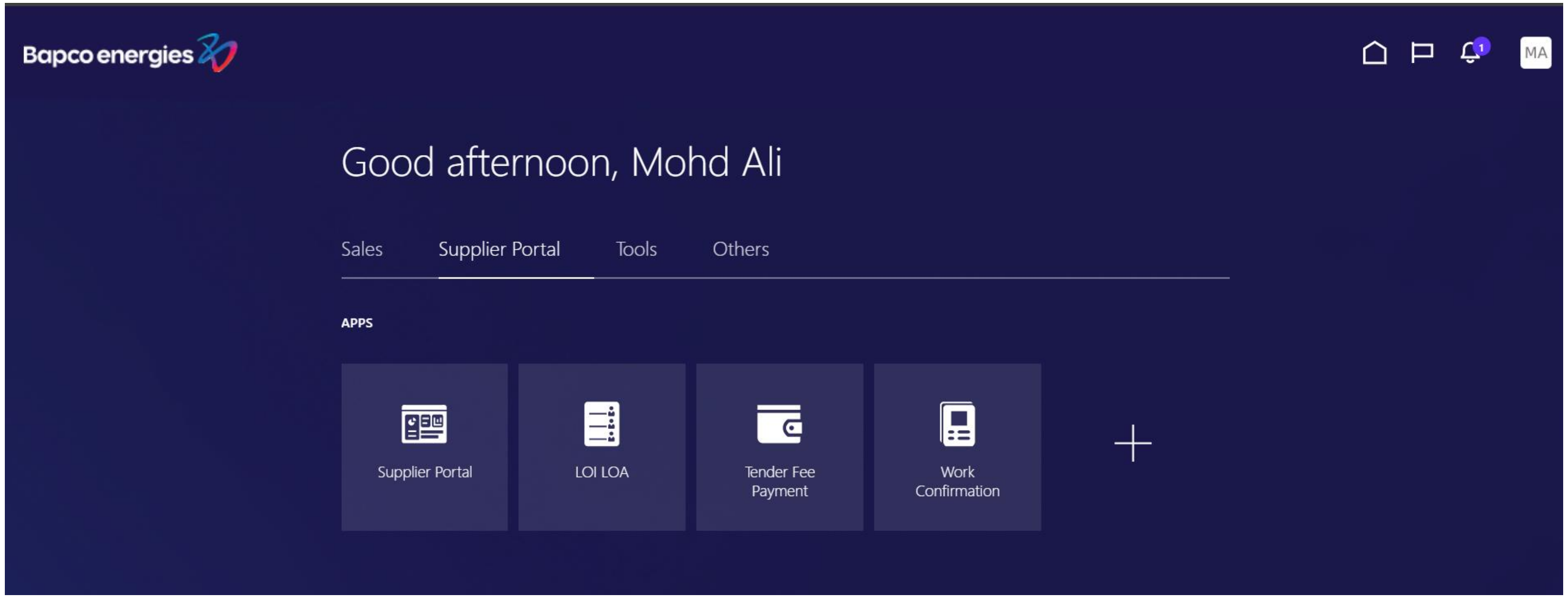
04

Respond to Negotiation – Quotation, Bid



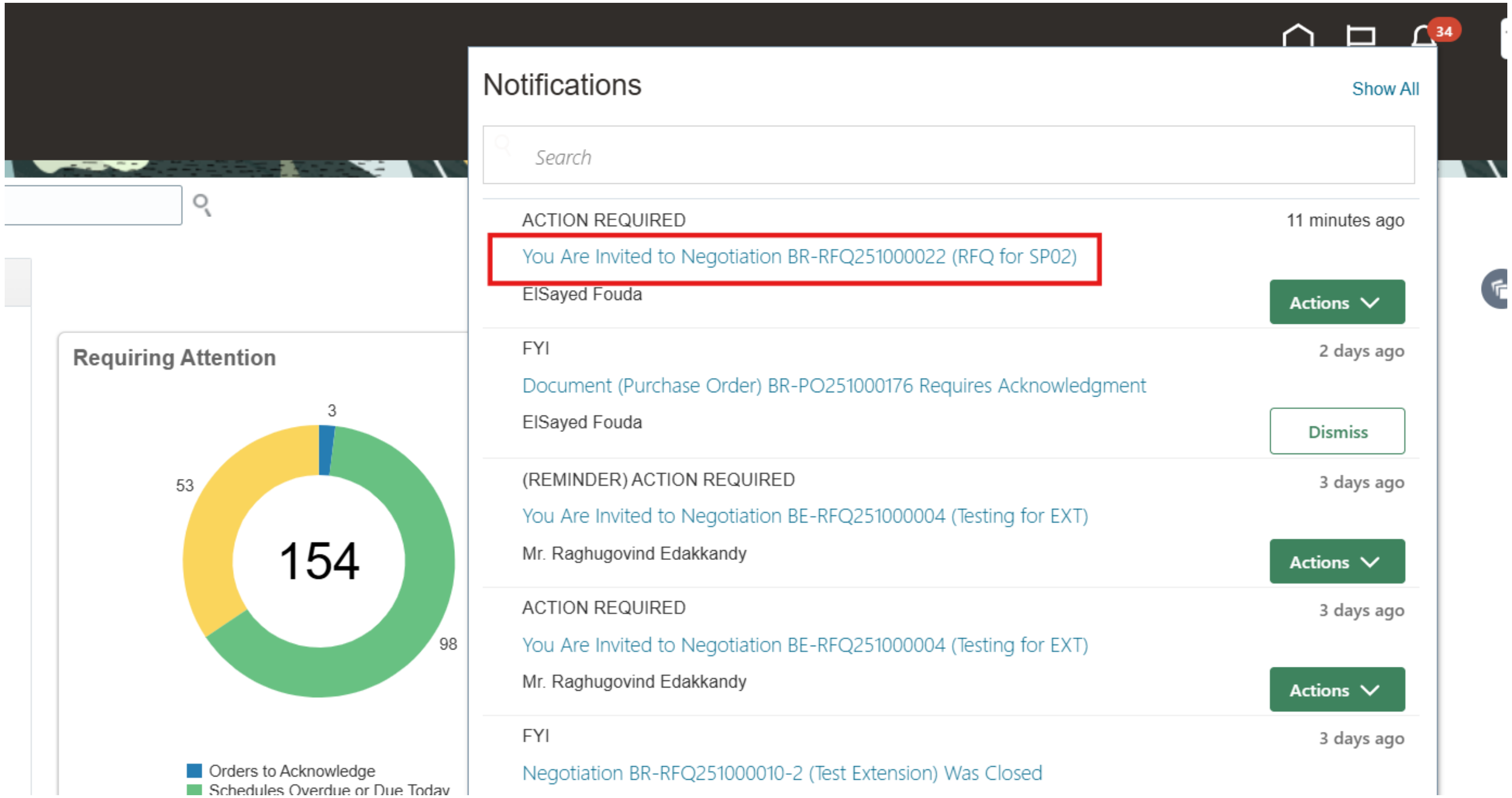
Login as Supplier User.

Respond to Negotiation – Quotation, Bid



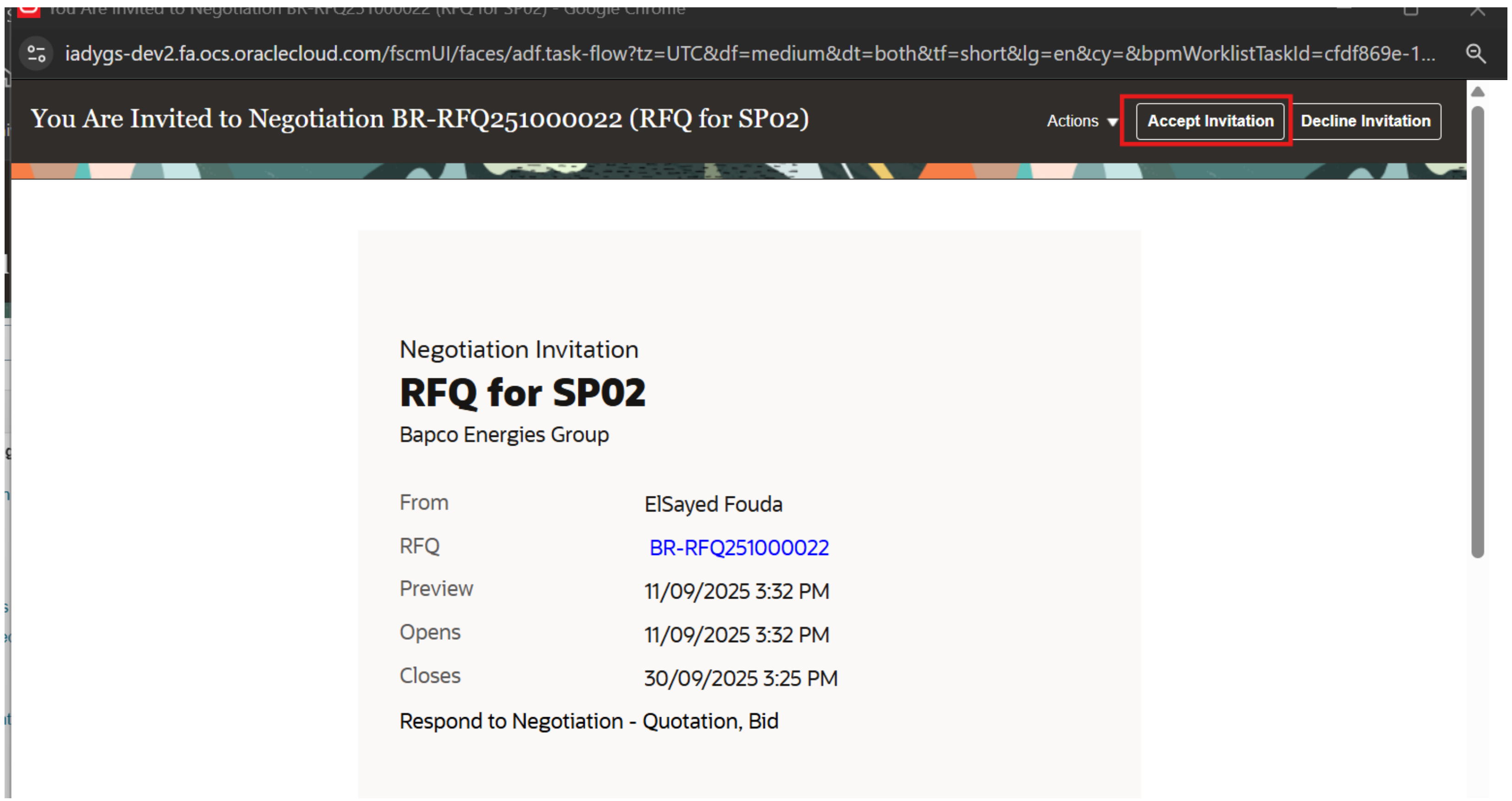
Navigate to Supplier Portal.

Respond to Negotiation – Quotation, Bid



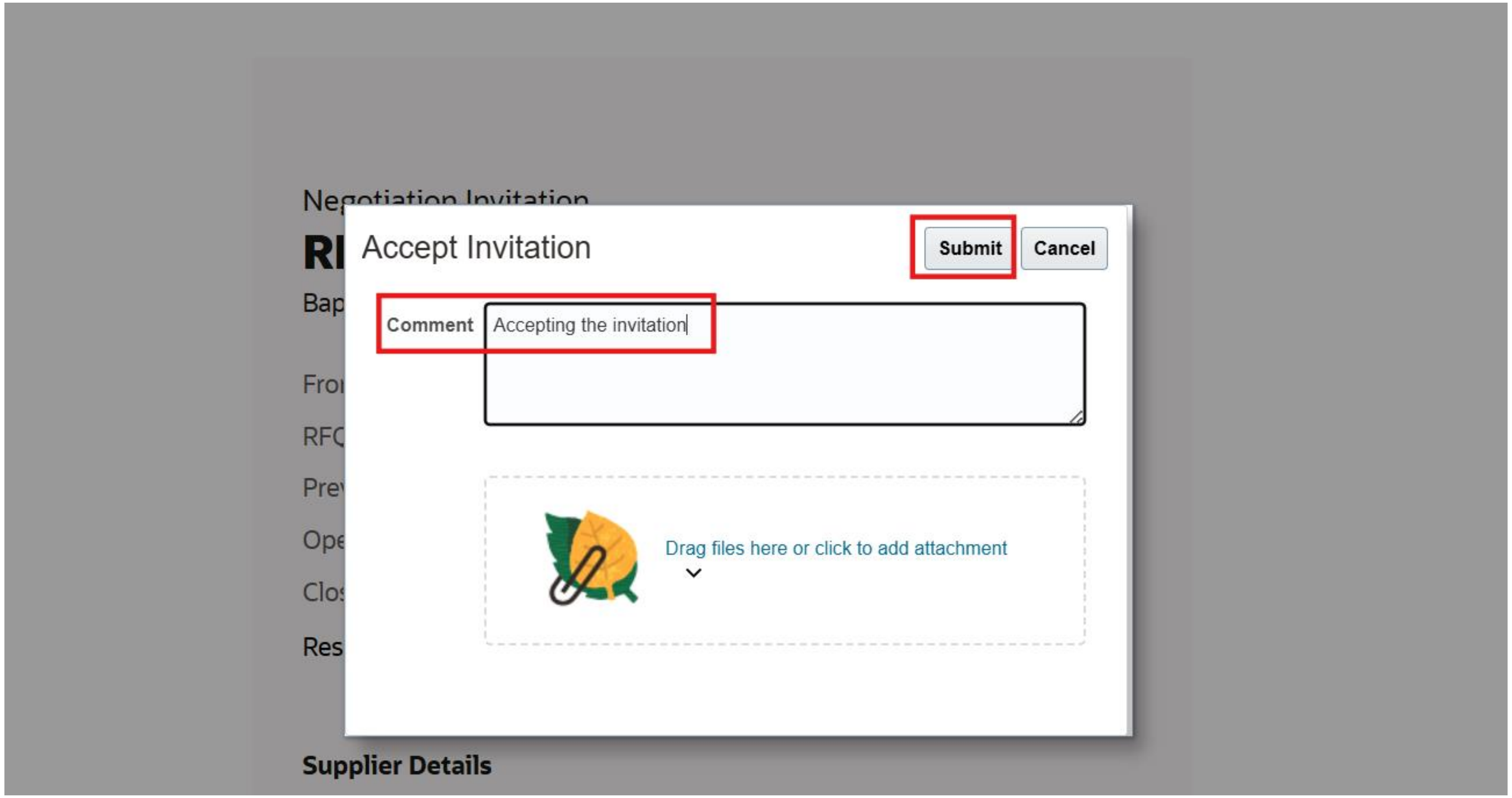
1. Click on the Bell Notification on the top right hand side corner of the screen to open the Notifications page to view the Negotiation Invitation.
2. Review the negotiation invitation and click 'Accept Invitation'.

Respond to Negotiation – Quotation, Bid



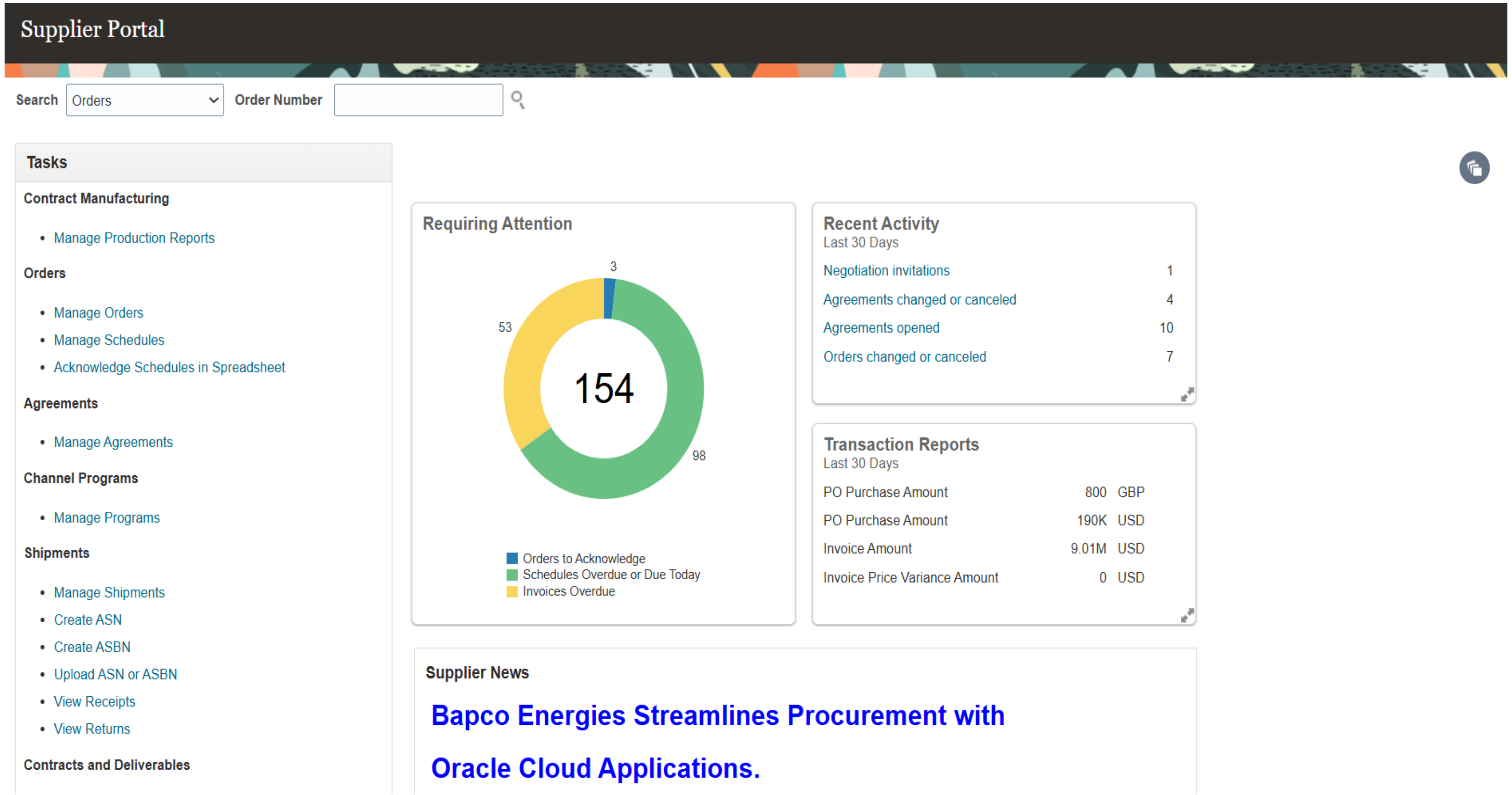
Click Accept Invitation.

Respond to Negotiation – Quotation, Bid



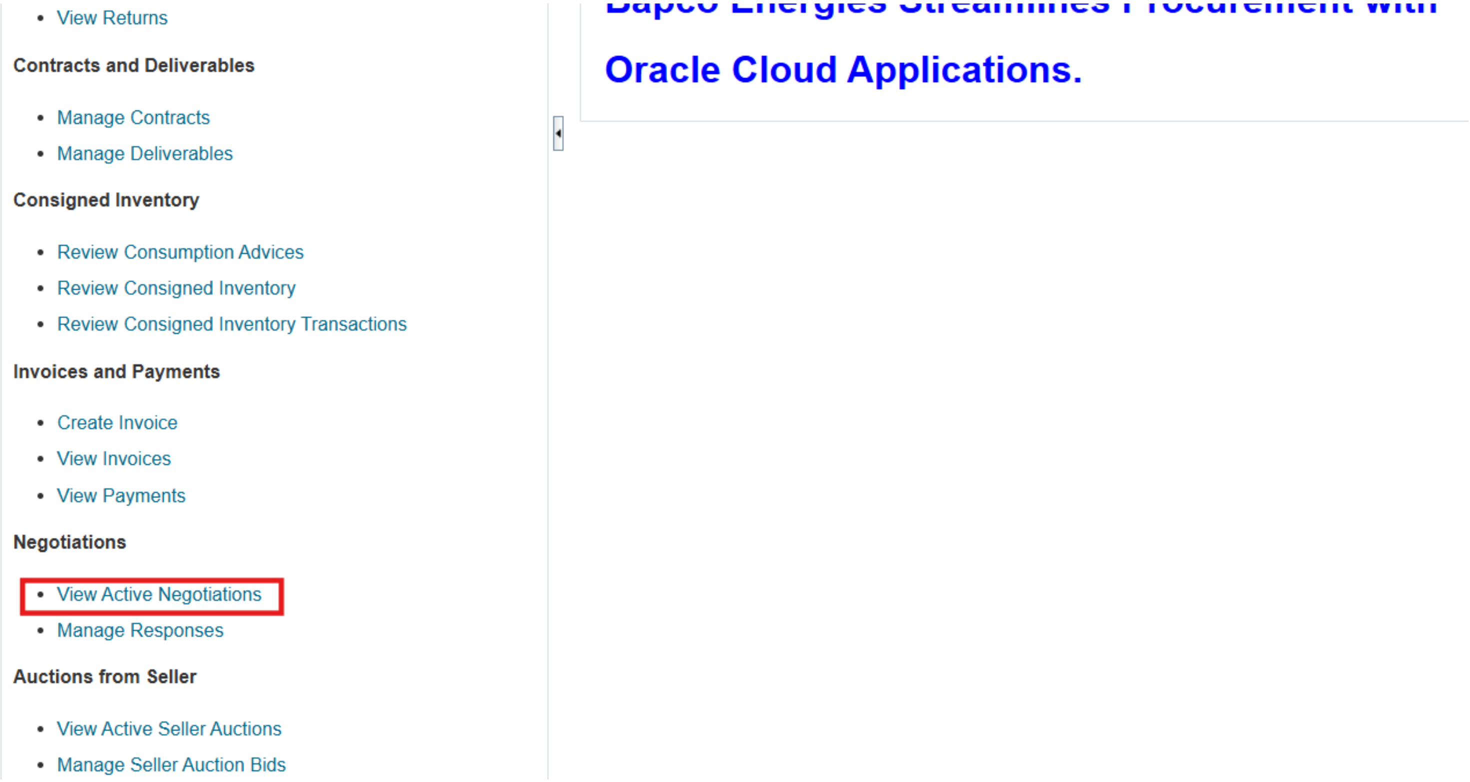
1. Enter Comment.
2. Click Submit.

Respond to Negotiation – Quotation, Bid



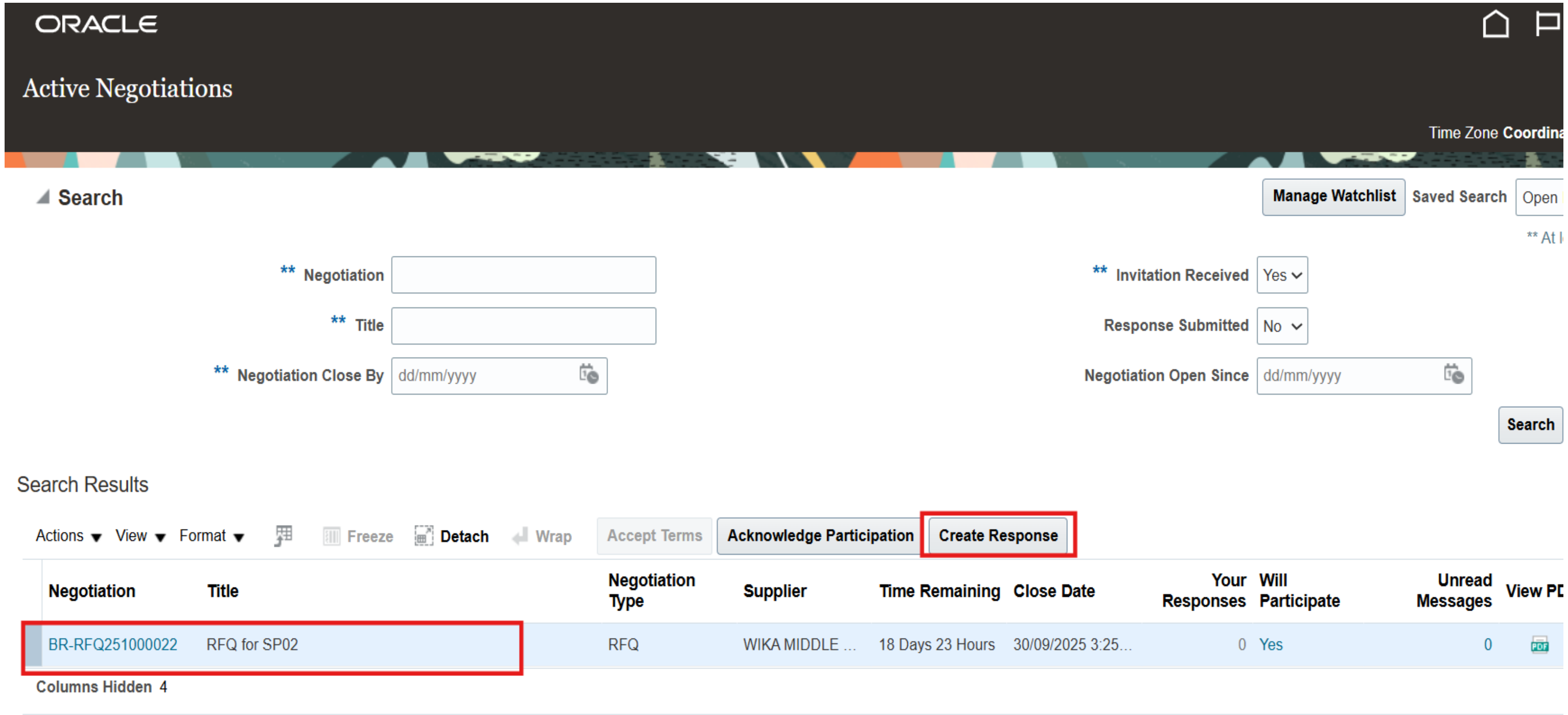
Once submitted, the user will be back on the Supplier Portal Page.

Respond to Negotiation – Quotation, Bid



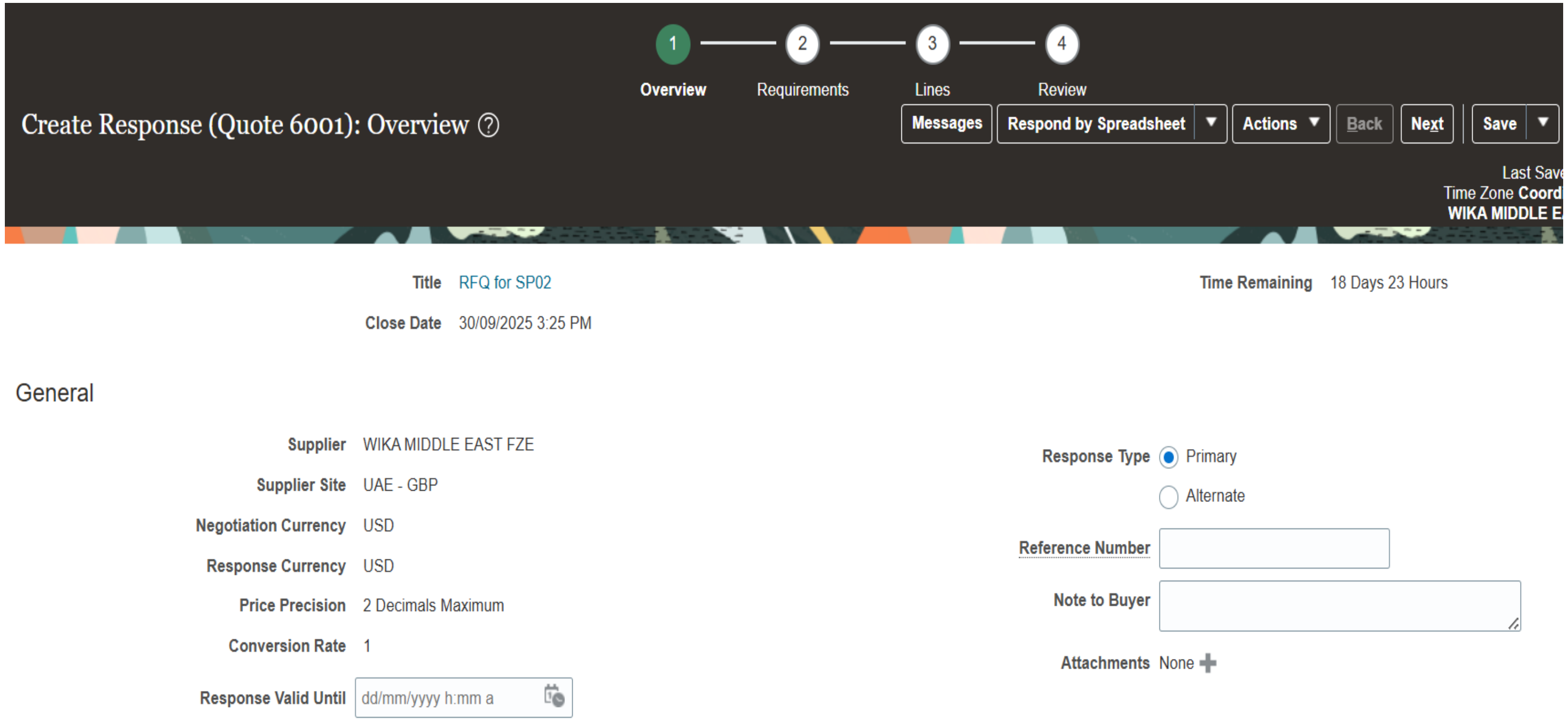
1. Scroll down to ‘Negotiations’ section.
2. Click ‘View Active Negotiation’.

Respond to Negotiation – Quotation, Bid



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

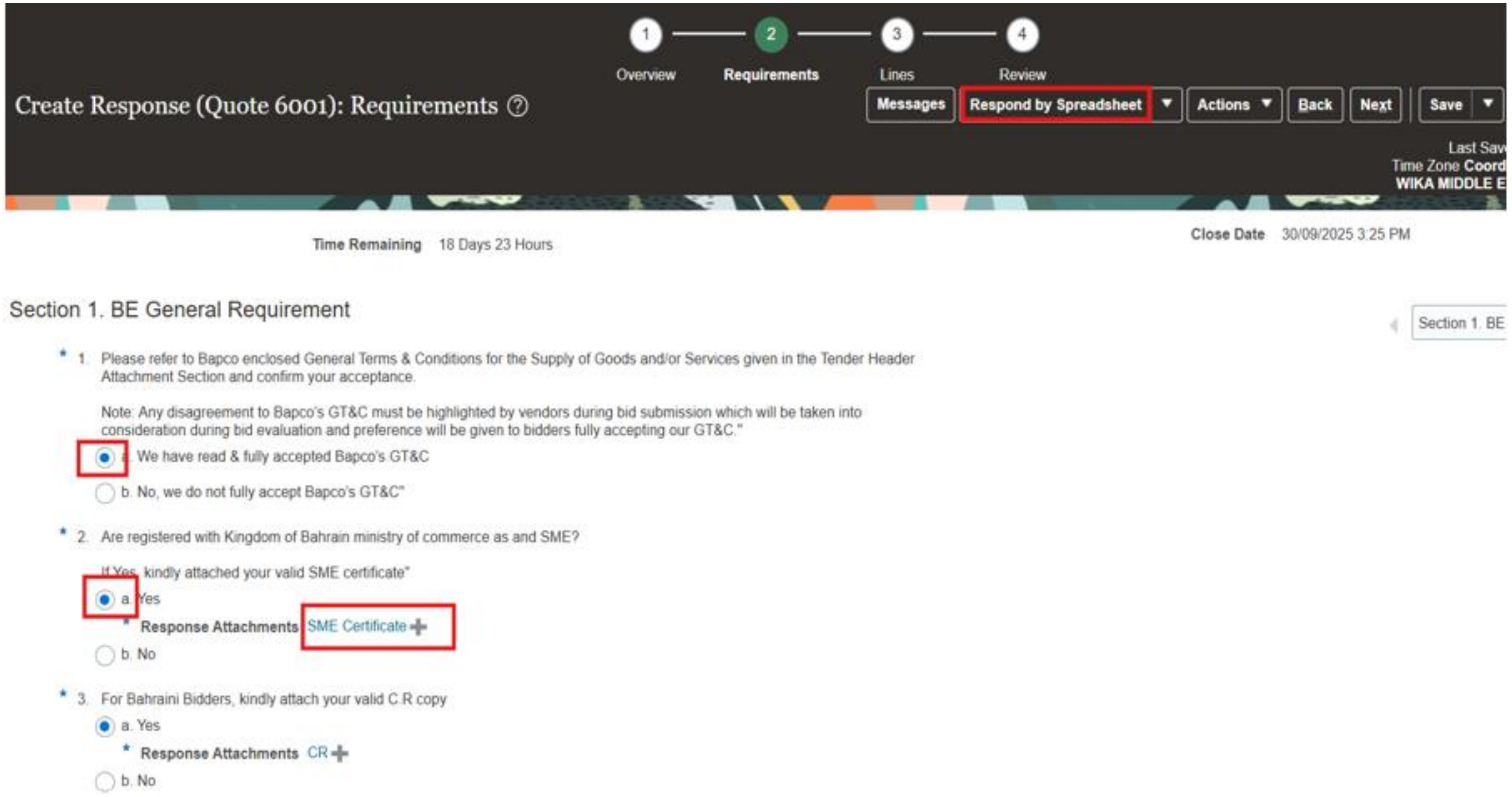


Response Overview page will open.

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

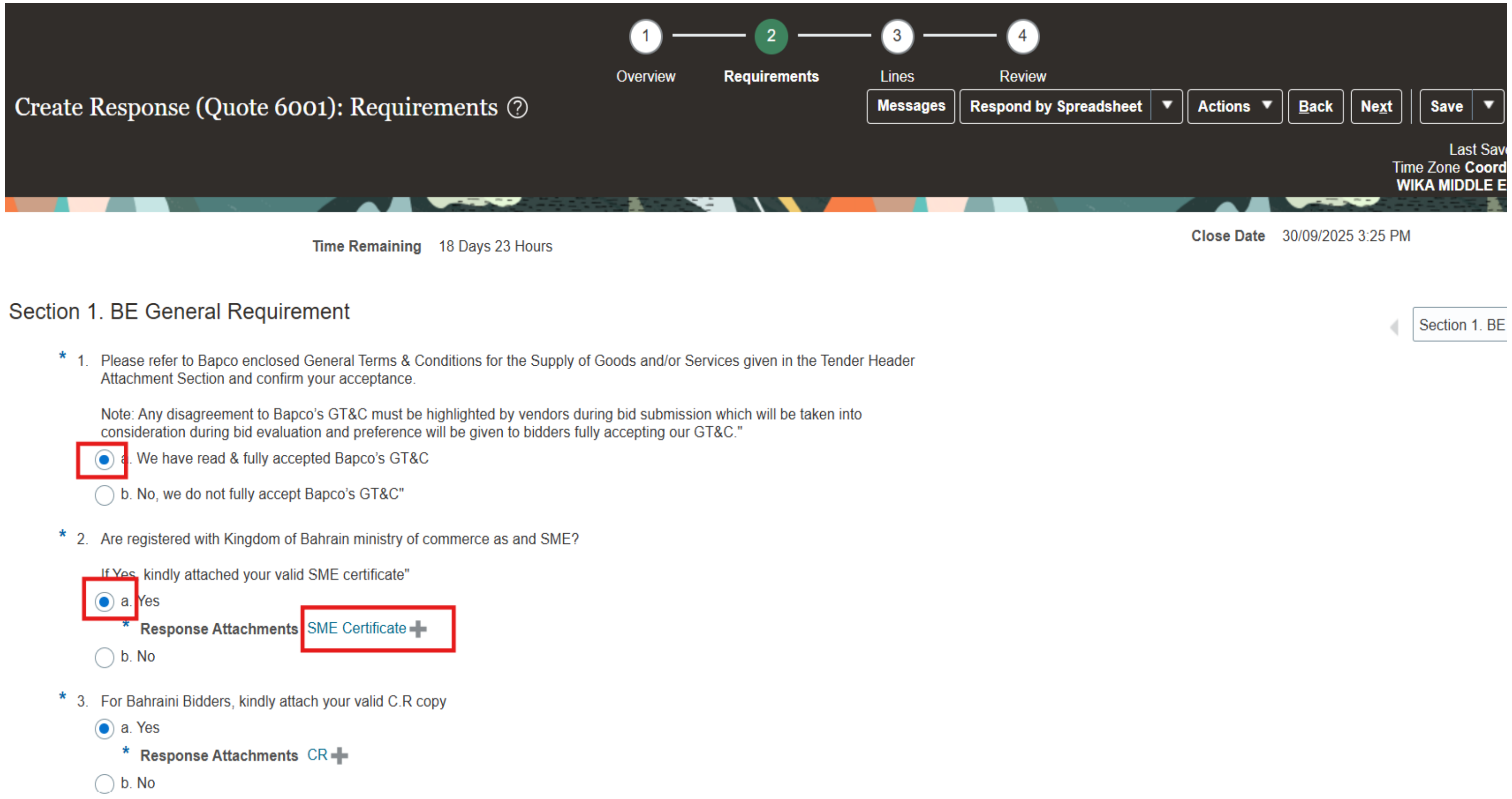
Click Next.

Respond to Negotiation – Quotation, Bid



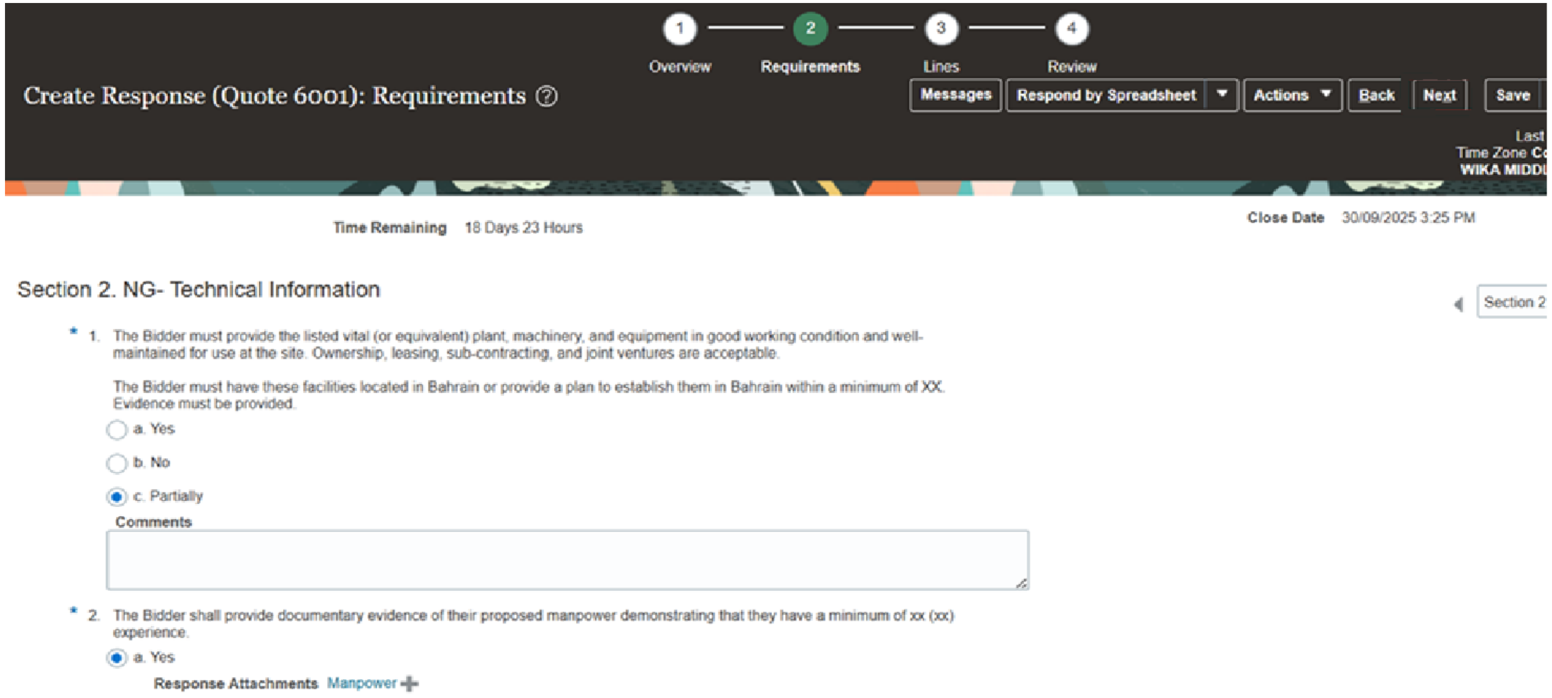
1. The Supplier can either respond by clicking on 'Respond by Spreadsheet' or Manually Respond.
2. Click 'Next'.

Respond to Negotiation – Quotation, Bid



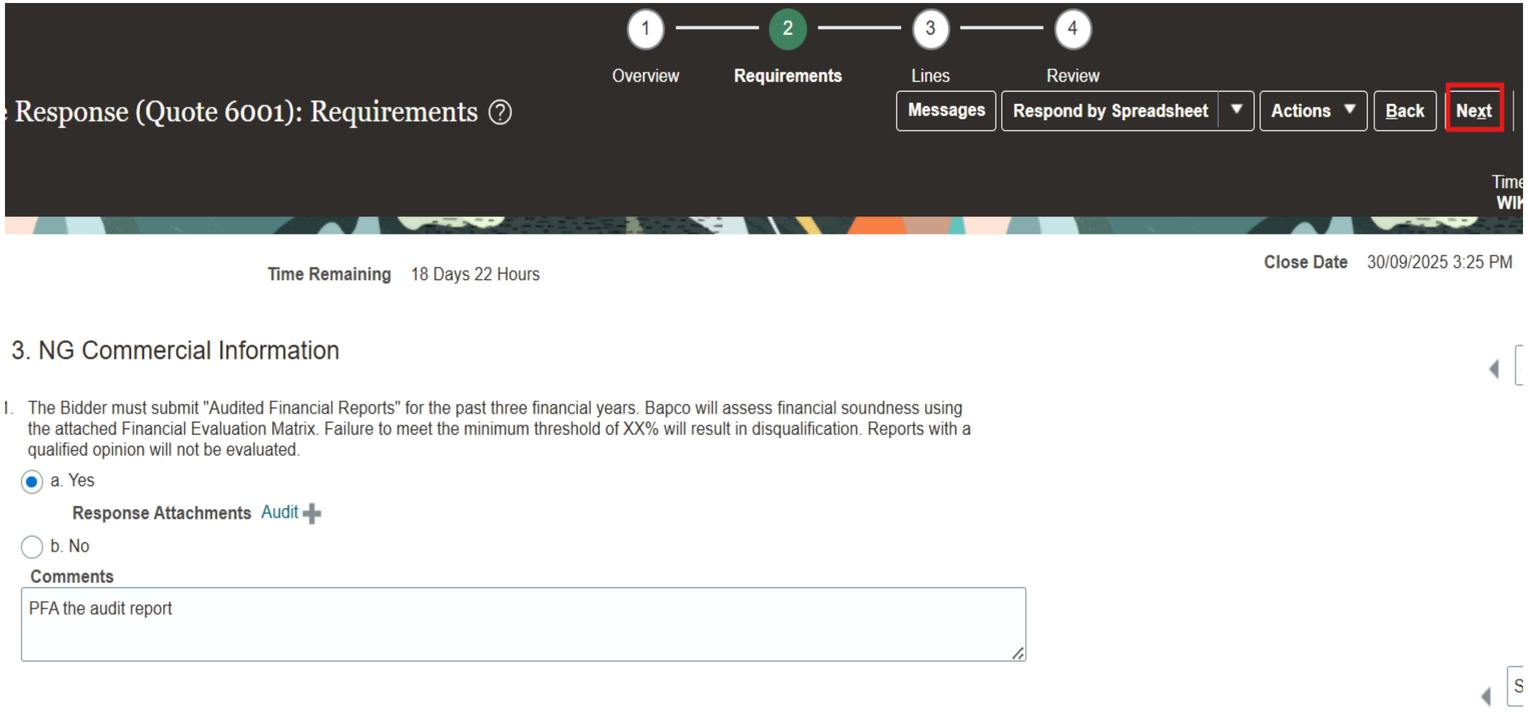
Fill-in all the required information in the given section.

Respond to Negotiation – Quotation, Bid



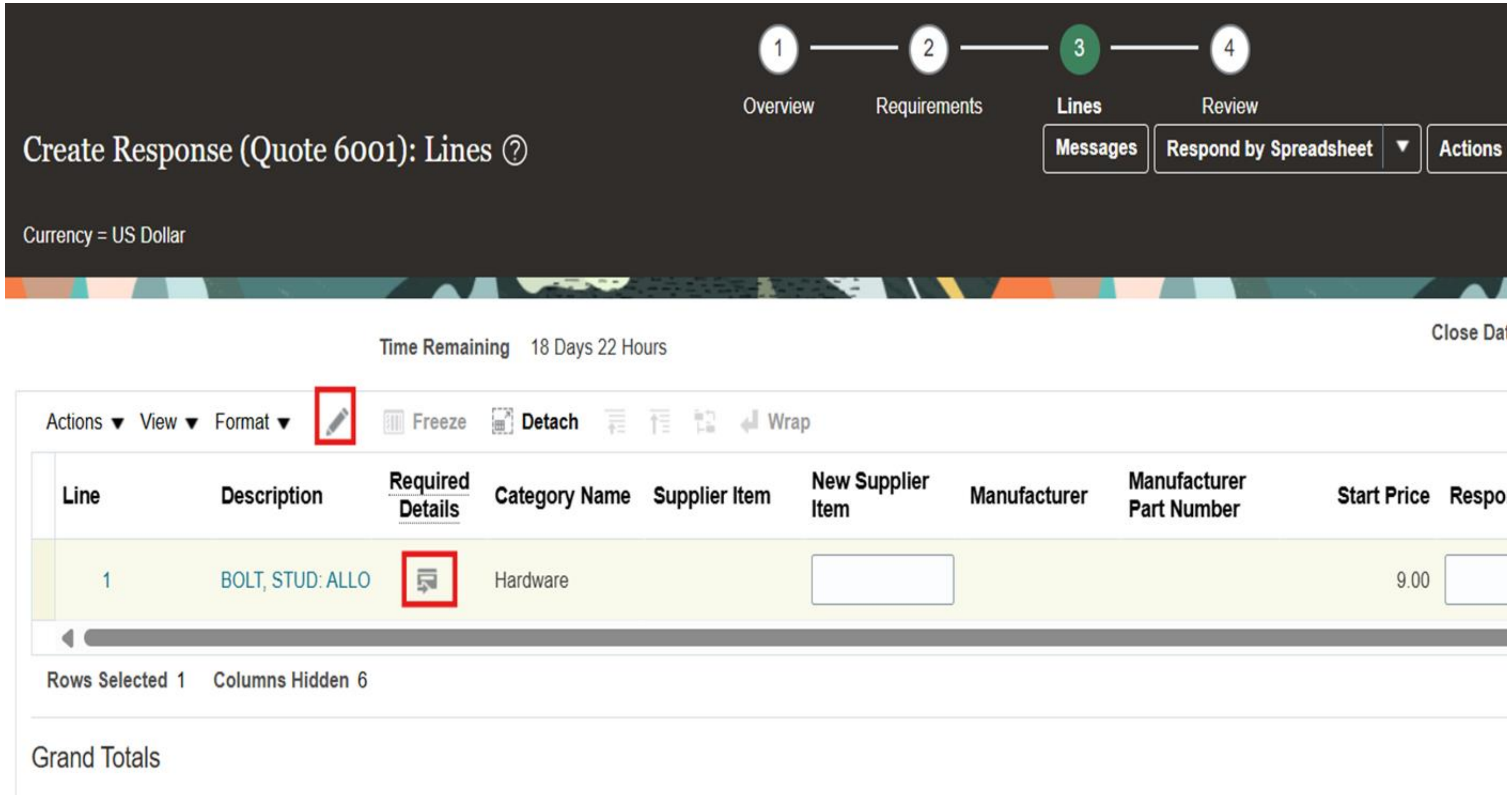
1. Similarly, fill-in the required information in section 2 Section.
2. Go to Section 3.

Respond to Negotiation – Quotation, Bid



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

Respond to Negotiation – Quotation, Bid

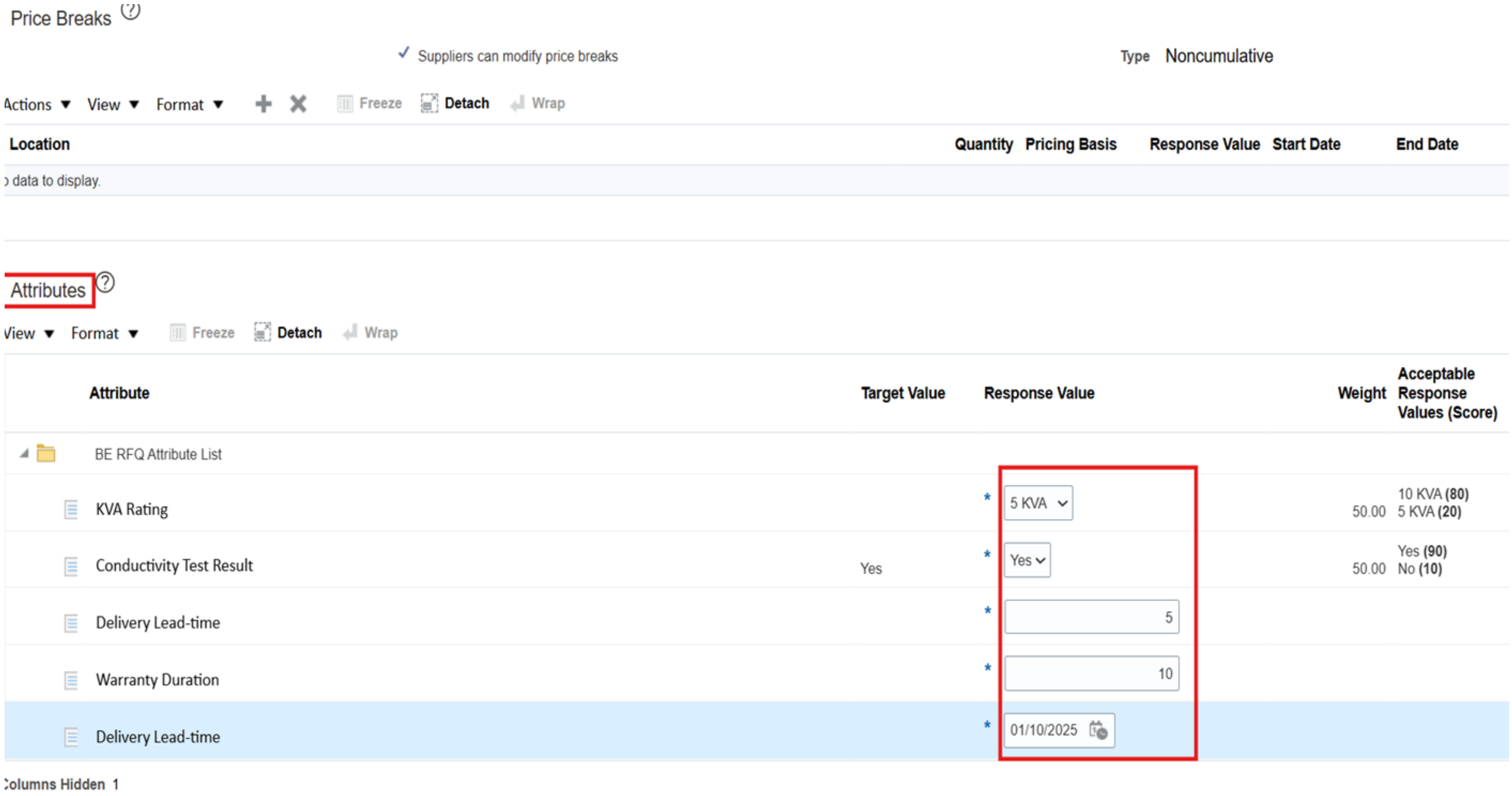


1. Select the line for which the response must be entered.
2. Either click on the 'pencil' icon or on the 'details' icon to open the line's information in a separate page.

Respond to Negotiation – Quotation, Bid

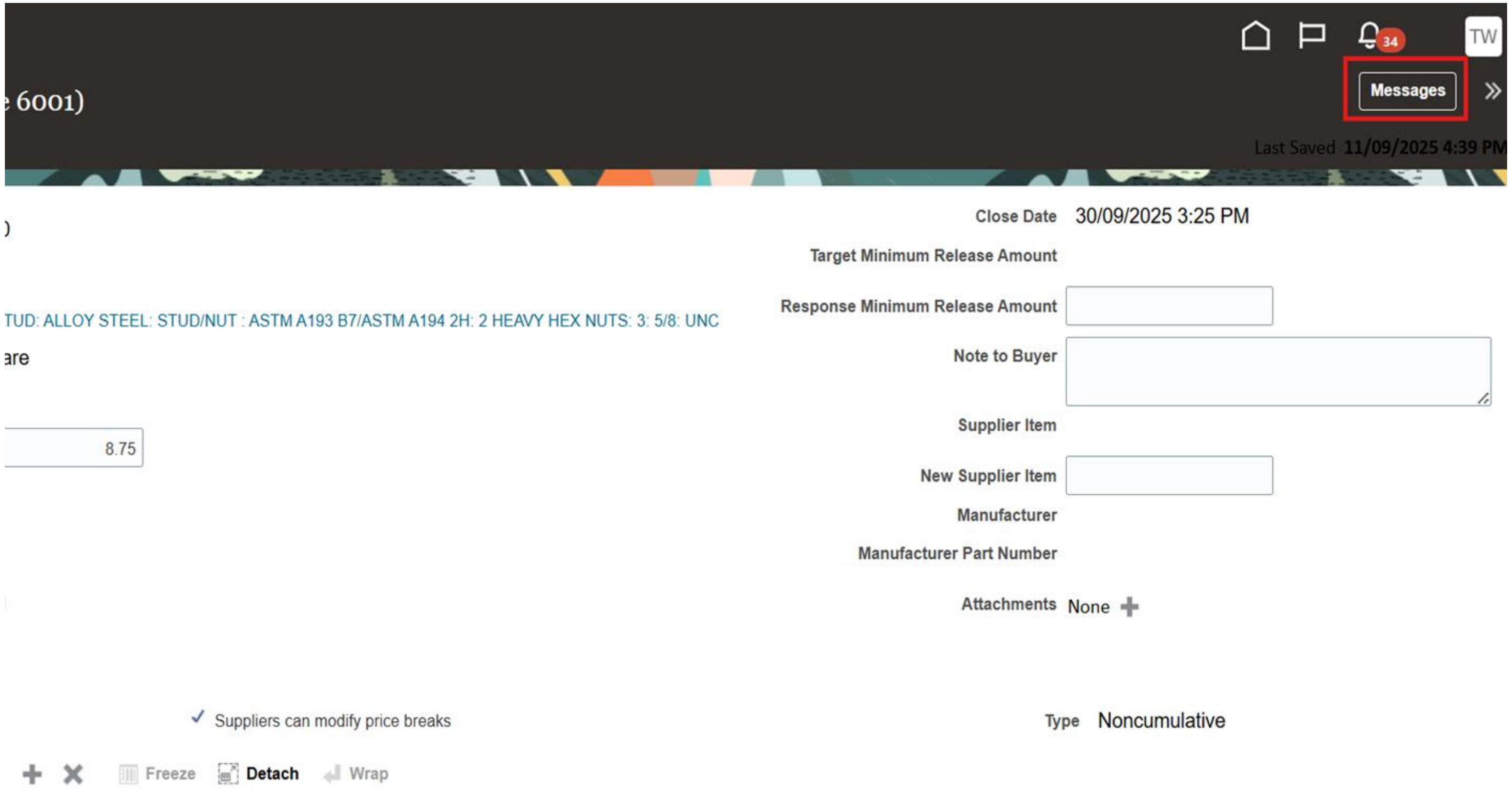
1. Enter the response price.
2. The Supplier may also provide any other information as well such as ‘Note to buyer’ or attach any relevant document or ‘Price break’, etc.
3. Scroll down to ‘Attributes’ section.

Respond to Negotiation – Quotation, Bid



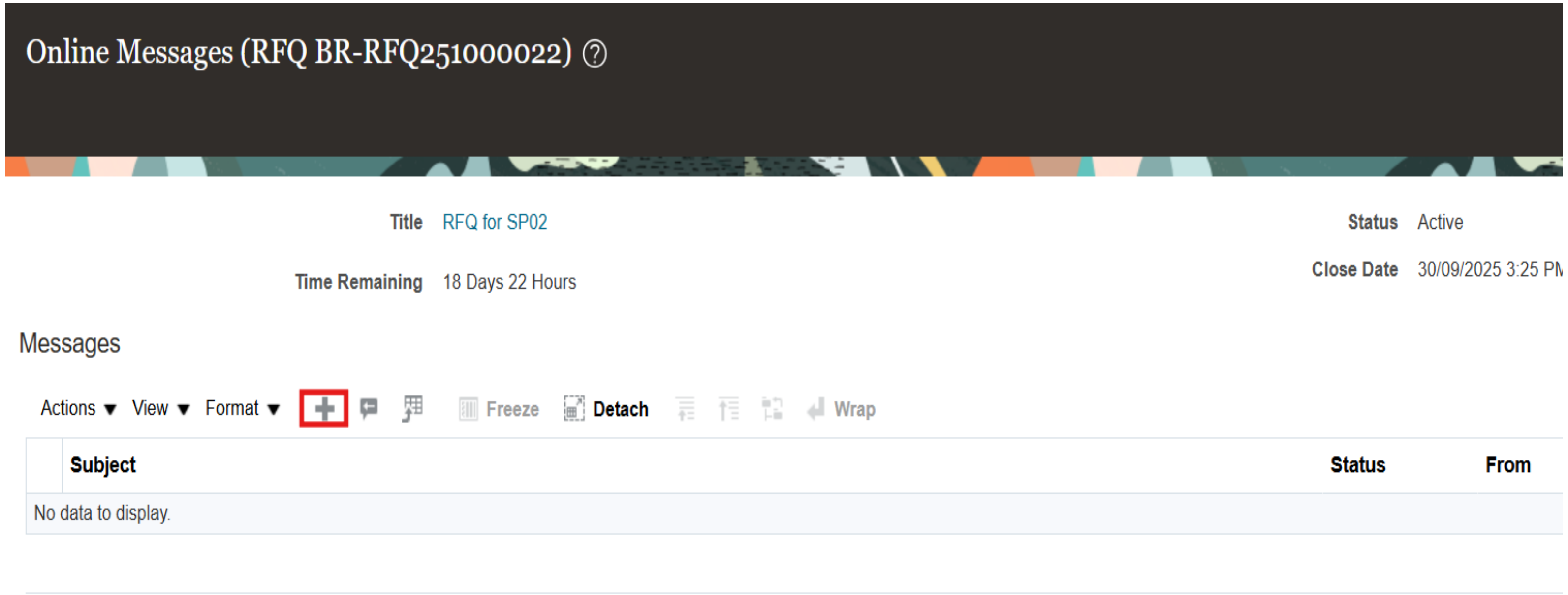
Provide the necessary response against each field.

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).

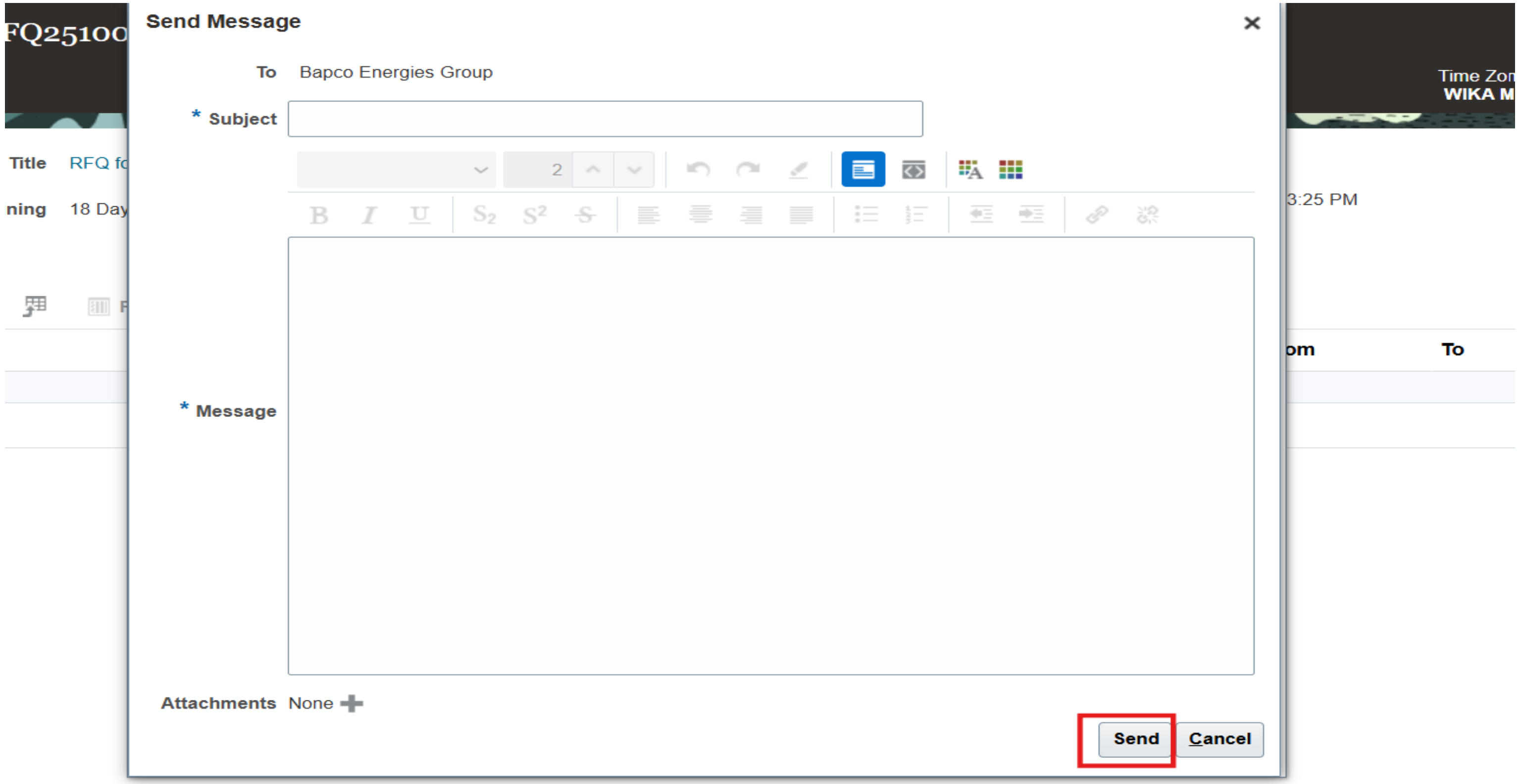
Respond to Negotiation – Quotation, Bid



(Optional)

To enter a message click on '+' icon.

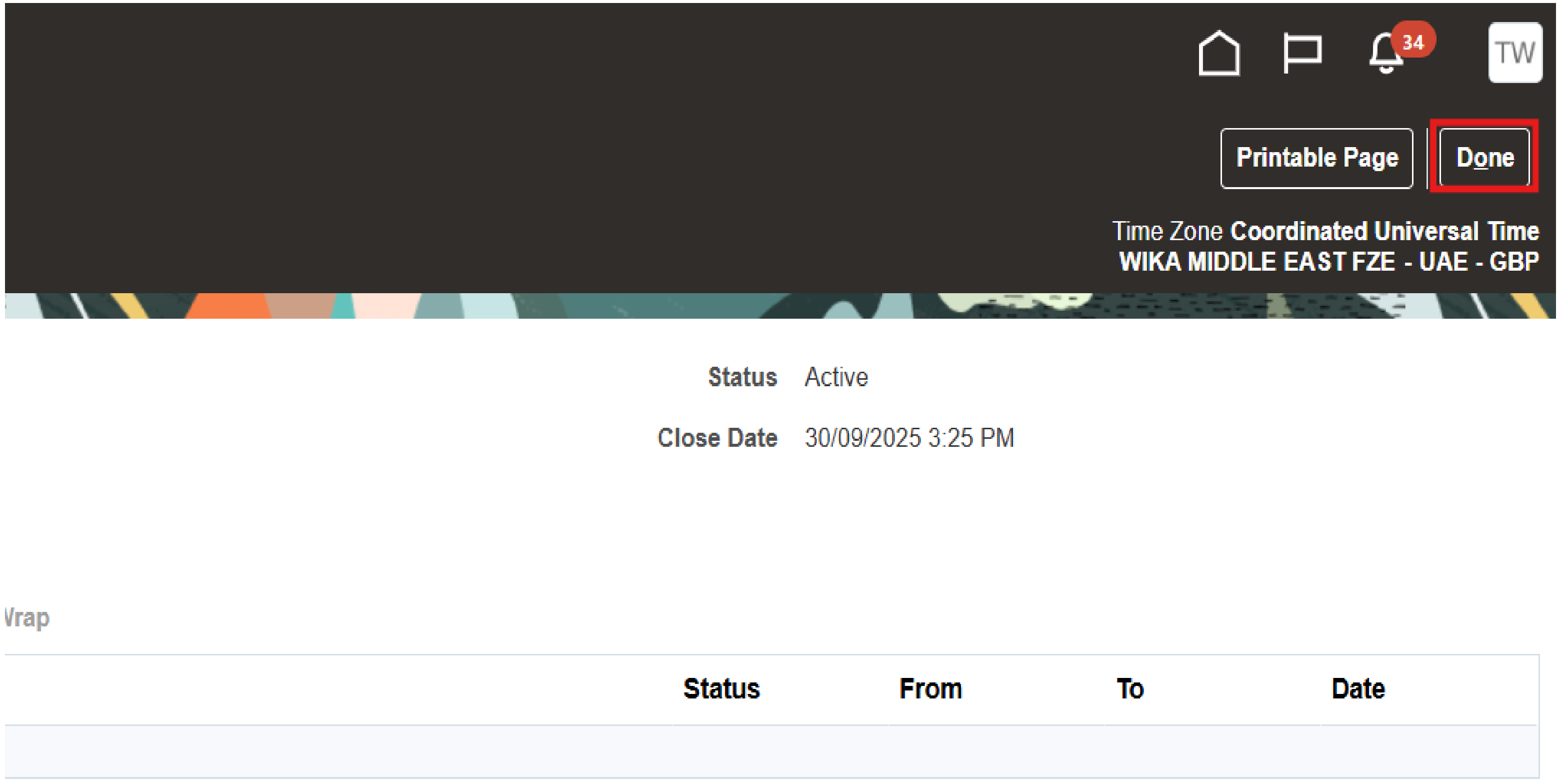
Respond to Negotiation – Quotation, Bid



(Optional)

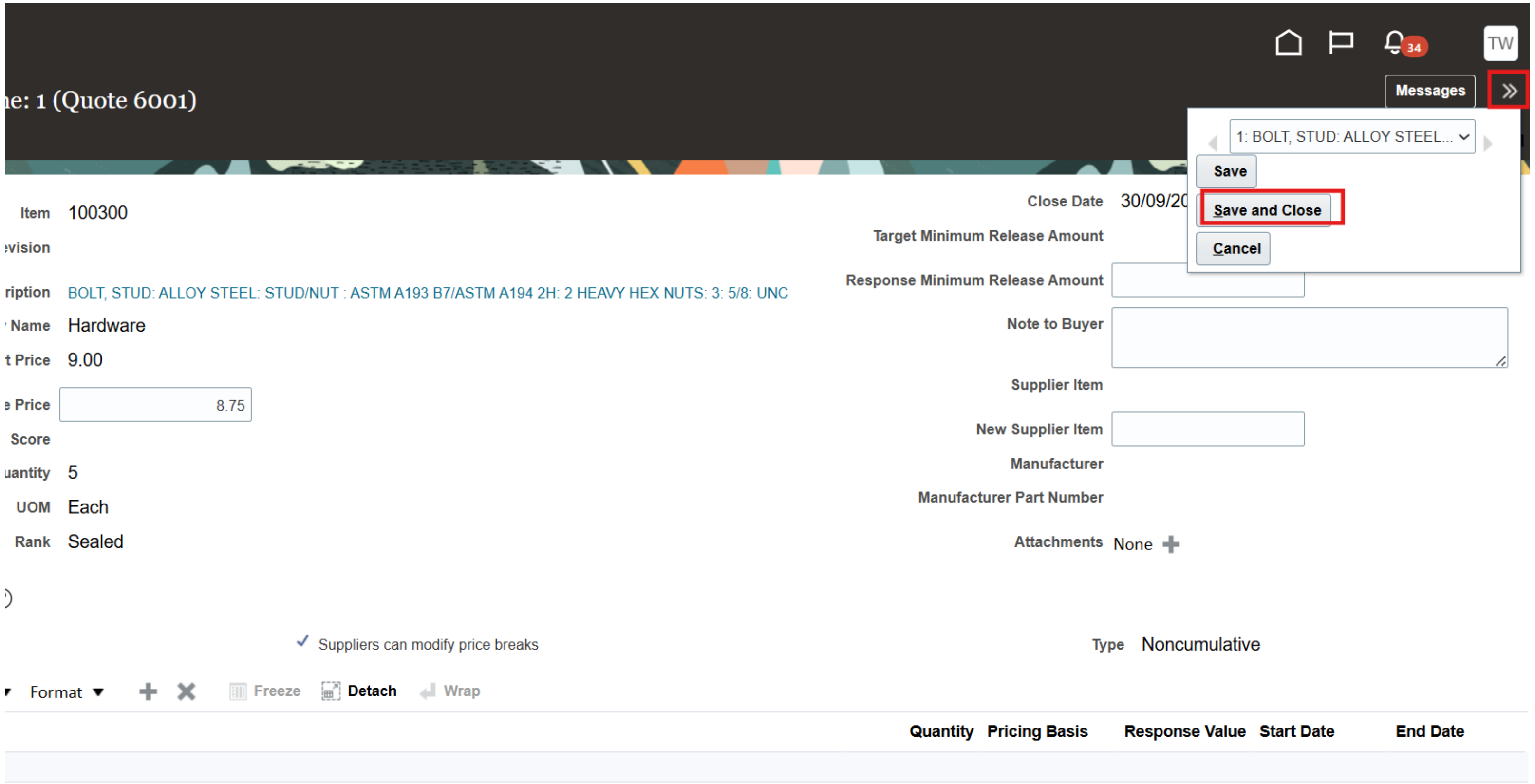
1. Enter the Subject.
2. Enter the message.
3. Click 'Send'.

Respond to Negotiation – Quotation, Bid



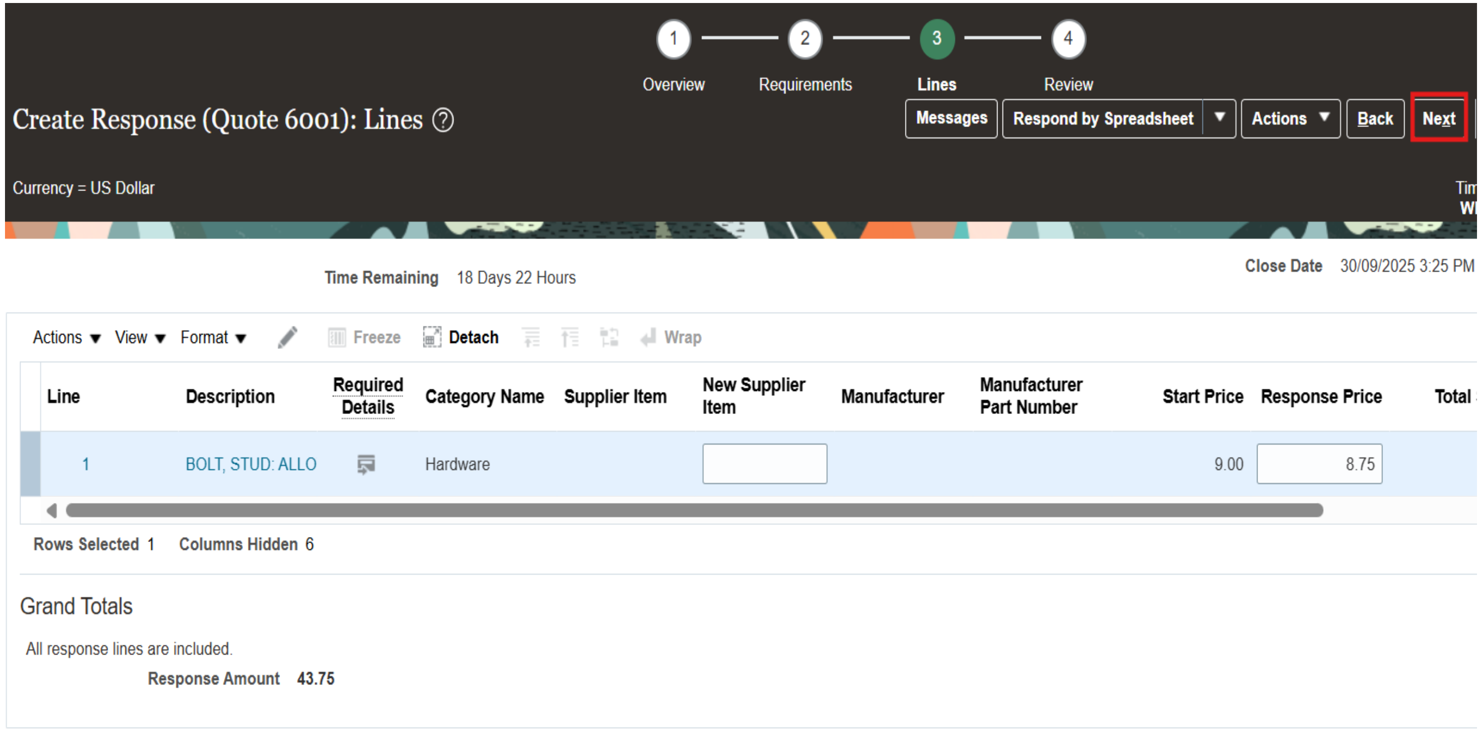
Click on ‘Done’.

Respond to Negotiation – Quotation, Bid



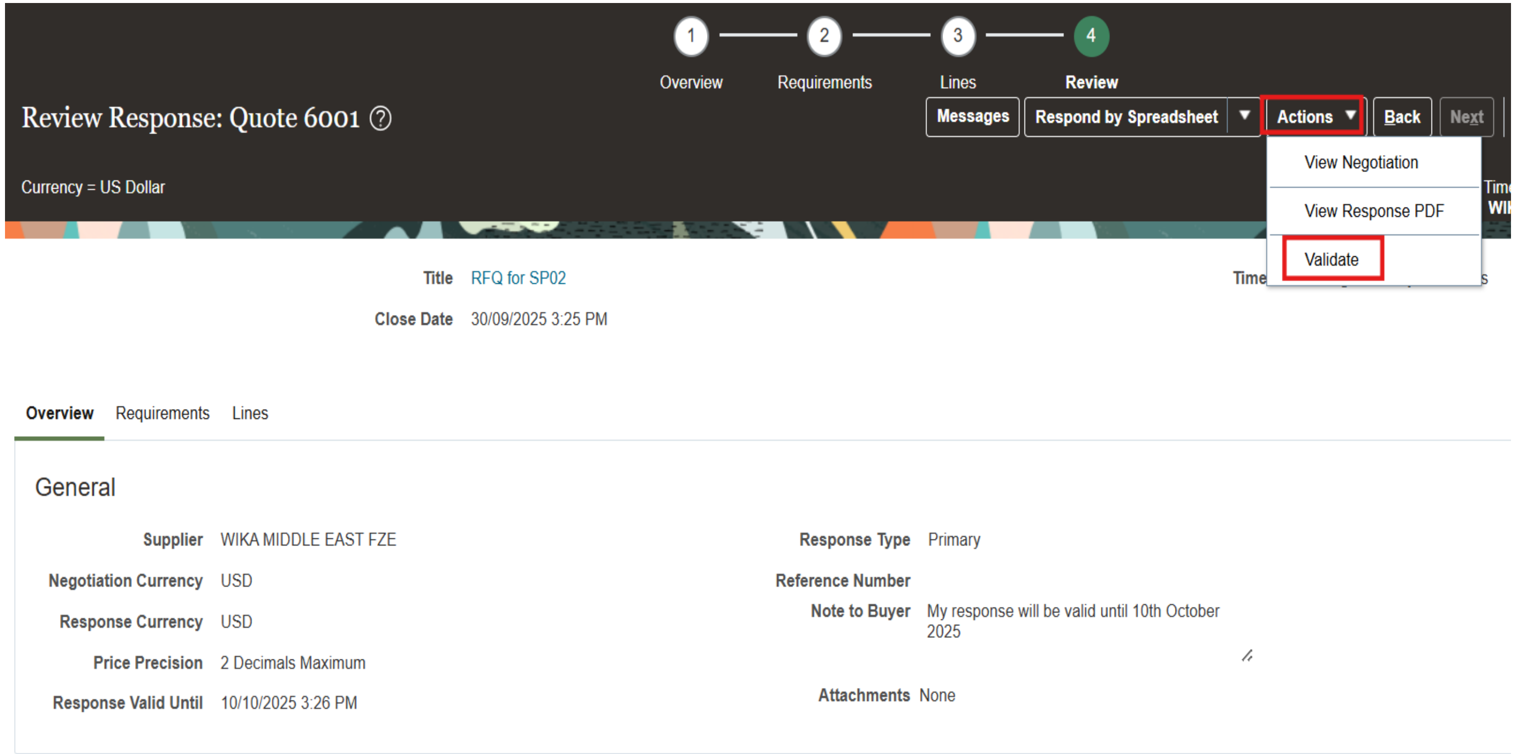
1. Click on '>>' arrow.
2. Click Save and close.

Respond to Negotiation – Quotation, Bid



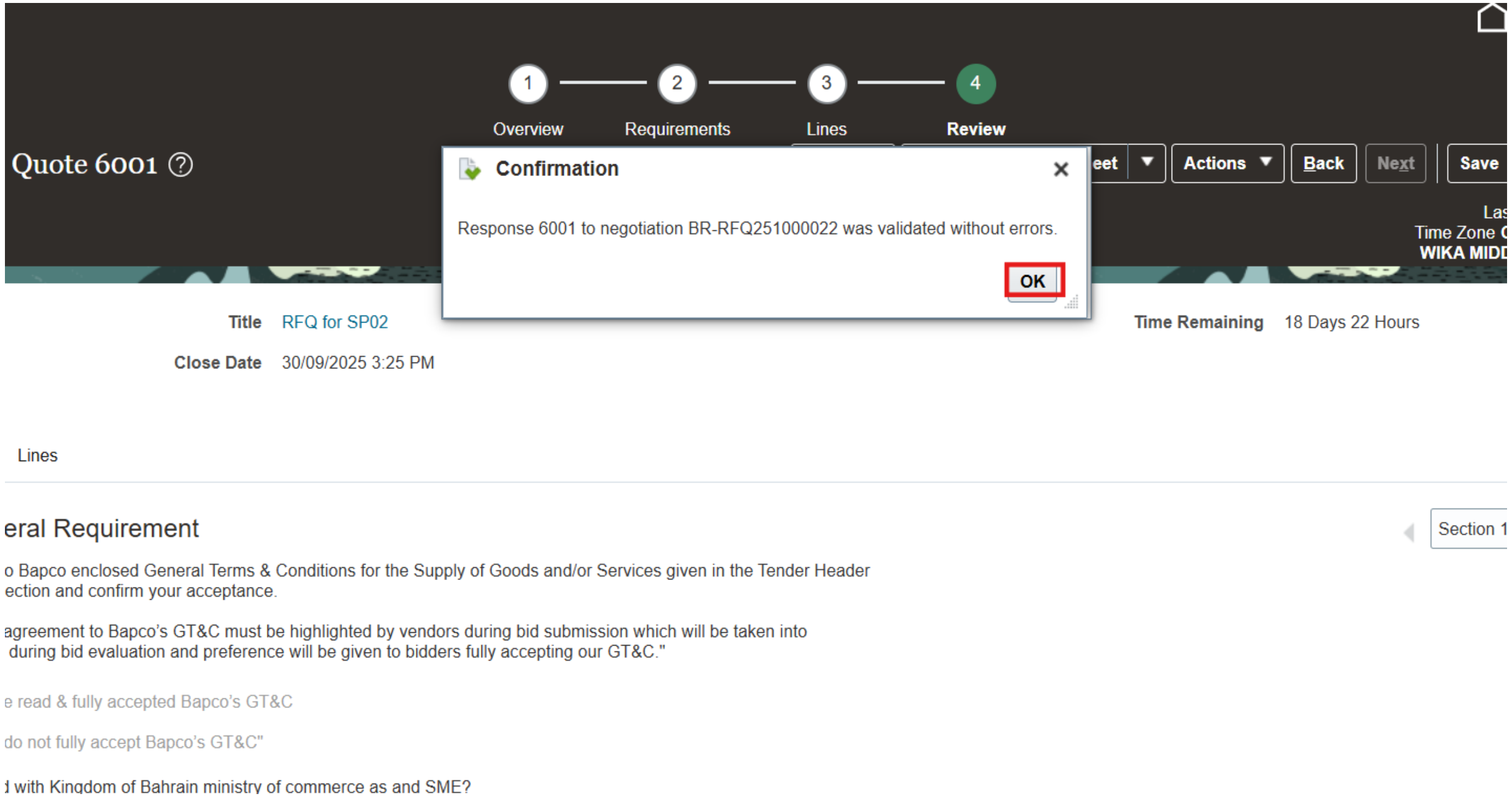
Click on ‘Next’.

Respond to Negotiation – Quotation, Bid



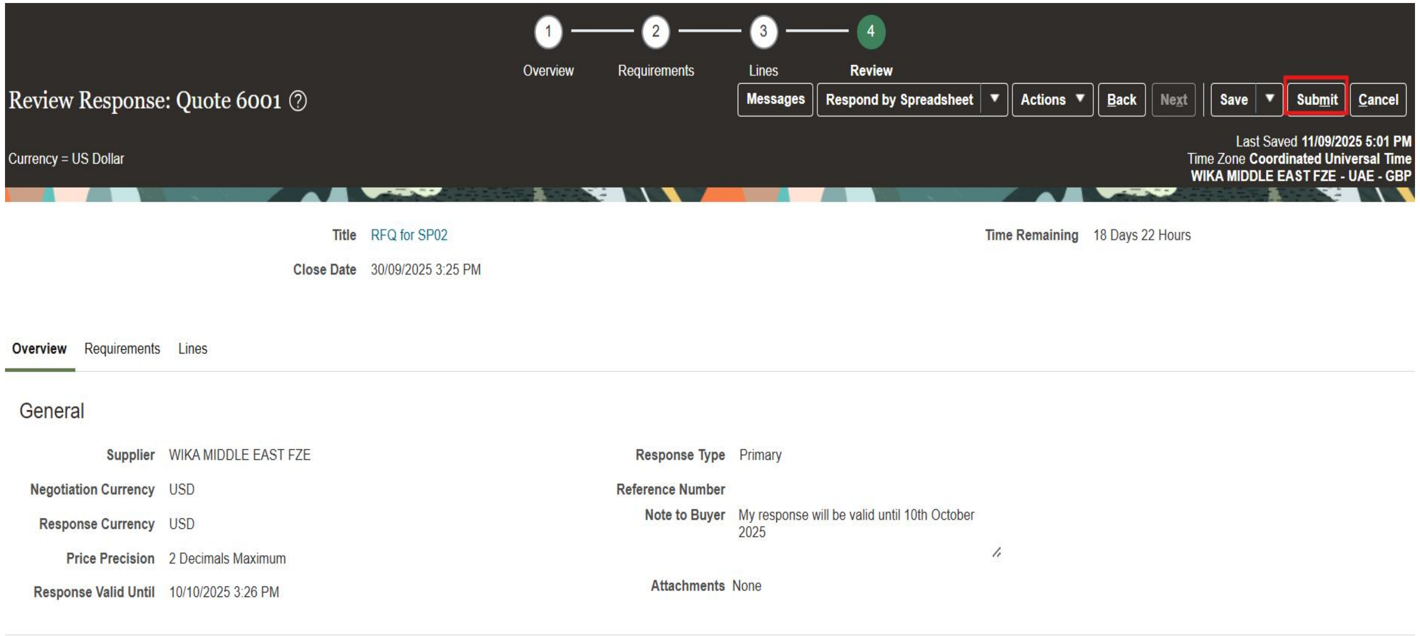
Go to 'Actions' and click on 'validate' to make sure that no required information has been missed.

Respond to Negotiation – Quotation, Bid



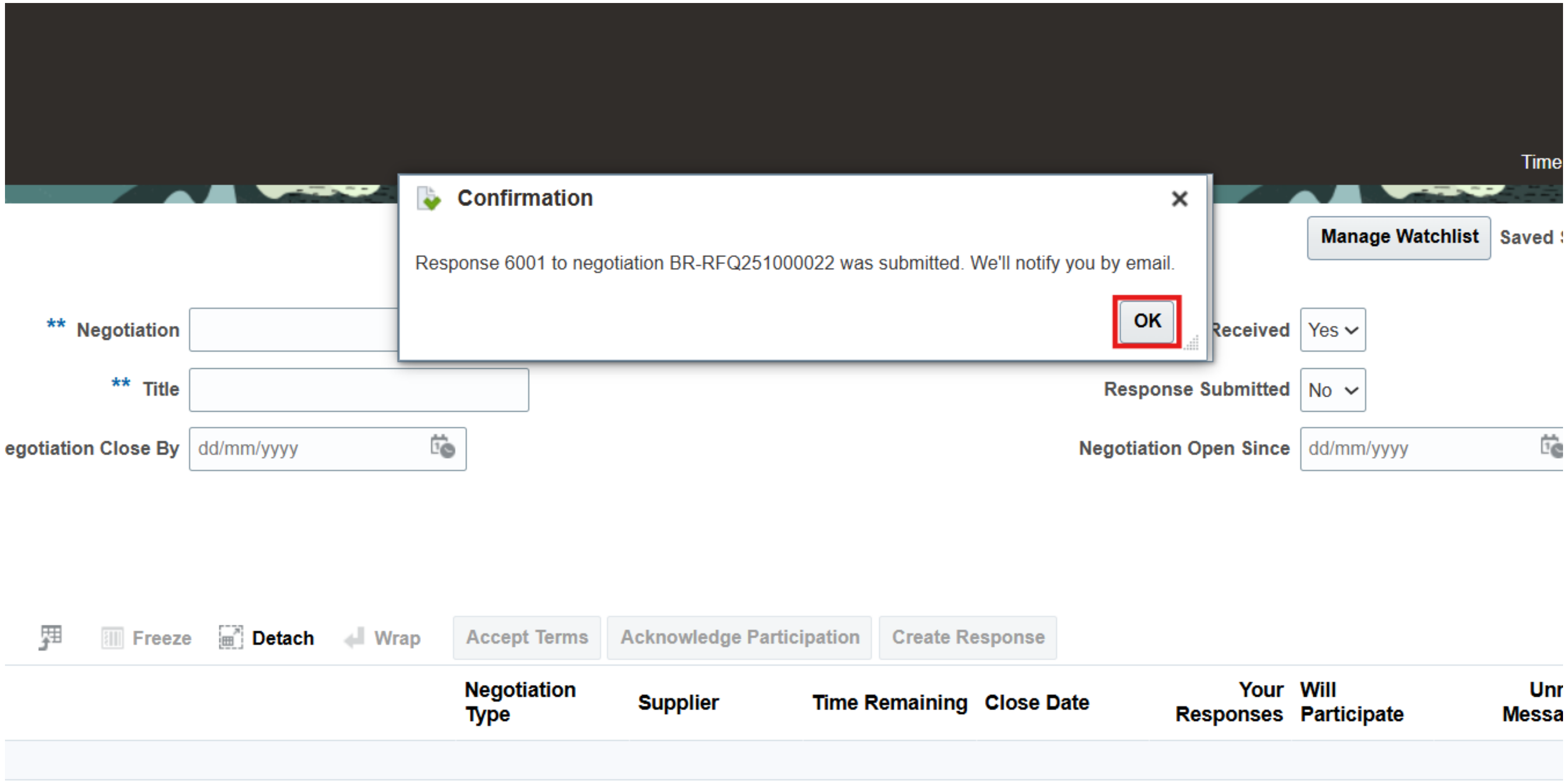
Response validated. Now click 'Ok'.

Respond to Negotiation – Quotation, Bid



Click on 'Submit' to submit the response.

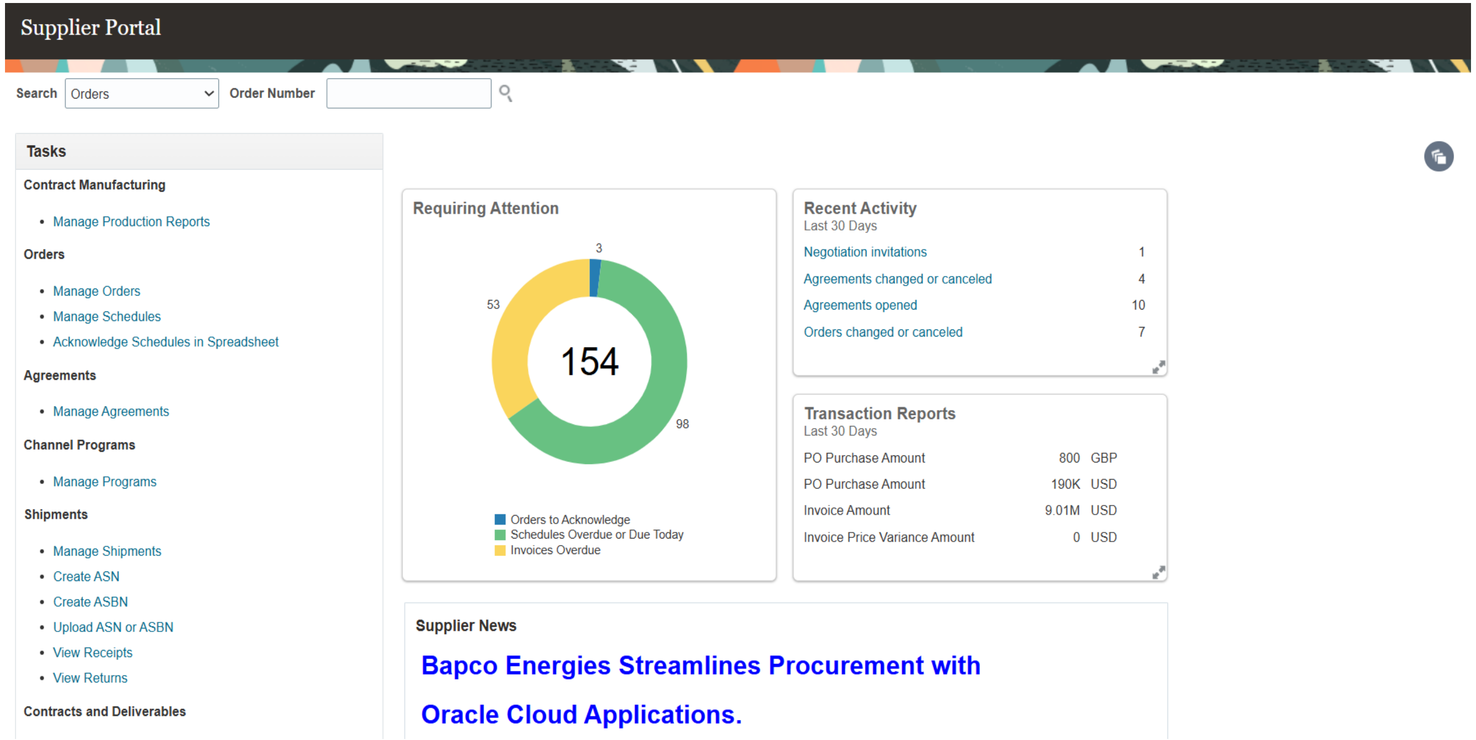
Respond to Negotiation – Quotation, Bid



Confirmation message appears.

Click 'Ok'.

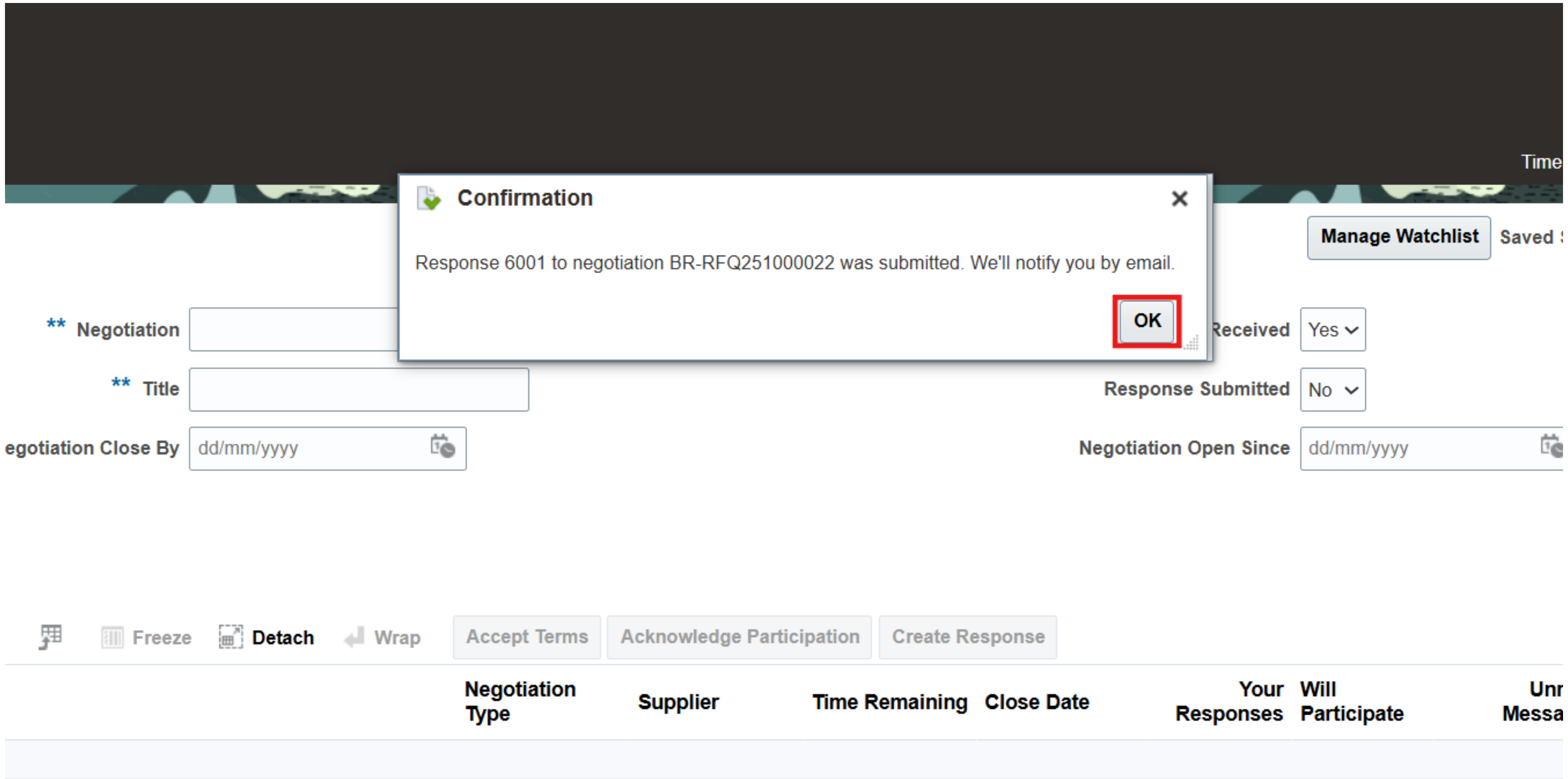
Respond to Negotiation – Quotation, Bid



(Optional)

The Supplier can create multiple responses for the same negotiation.

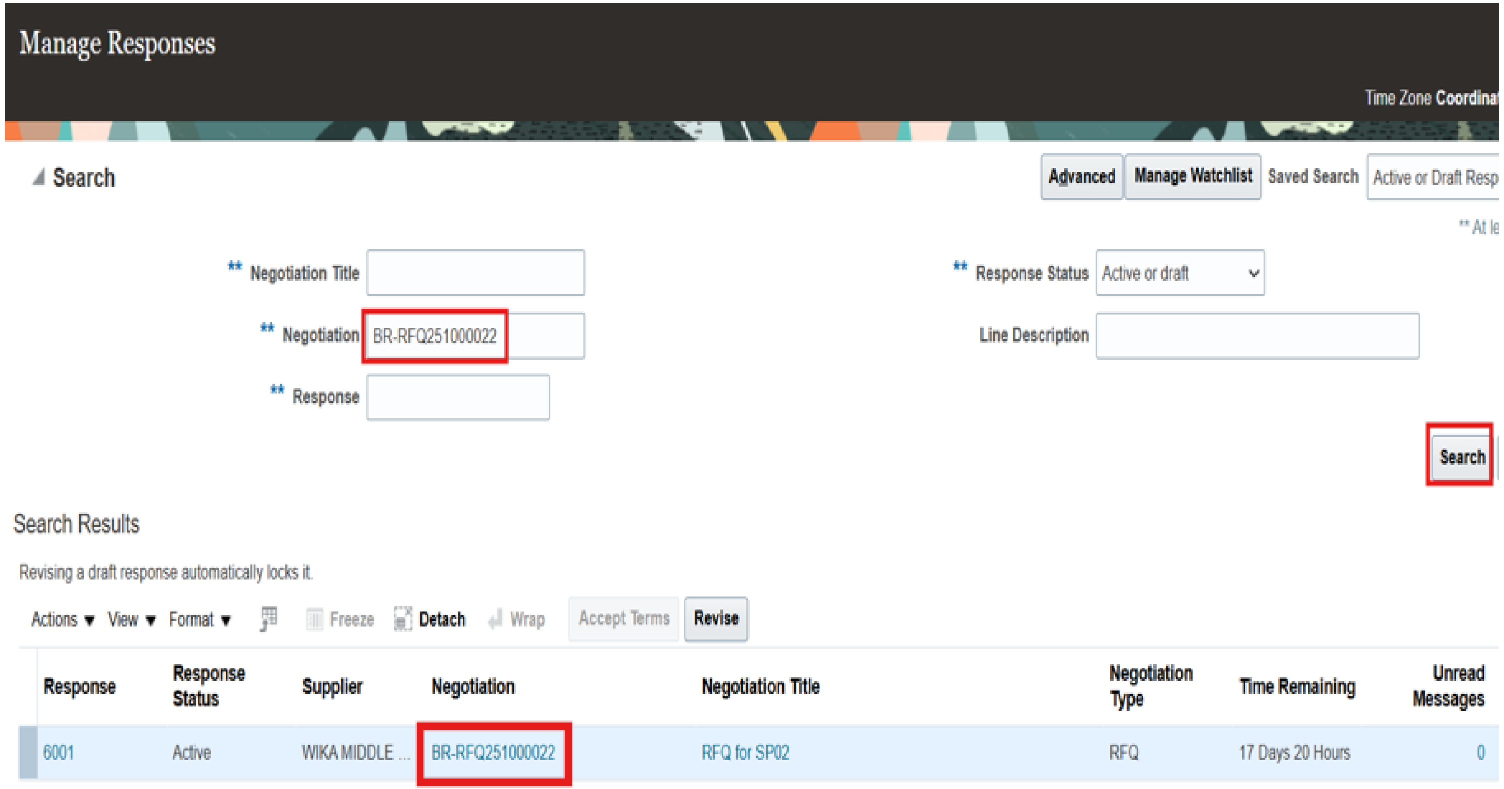
Respond to Negotiation – Quotation, Bid



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

1. Scroll down to ‘Negotiations’ section.
2. Click ‘Manage Responses’.

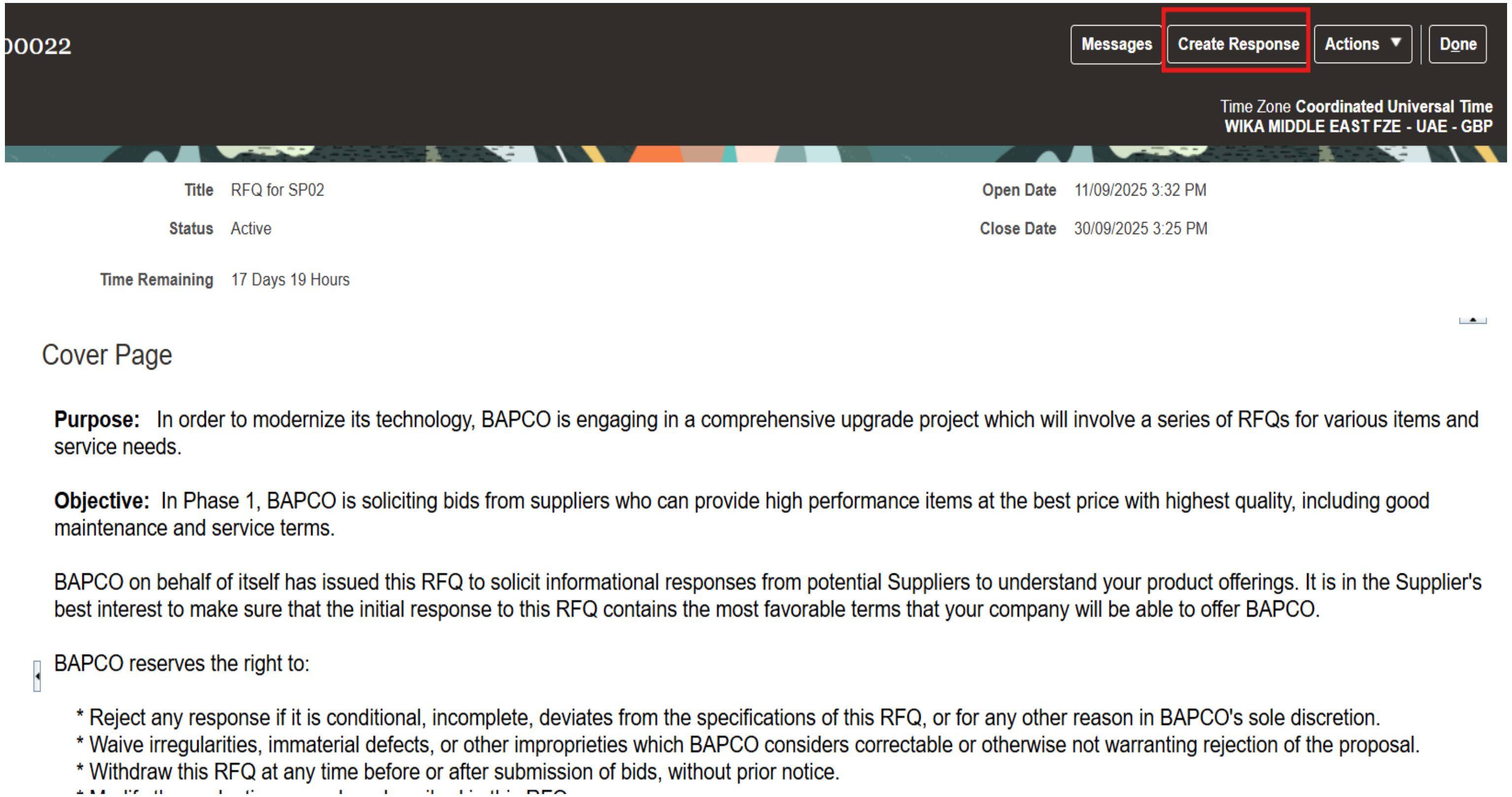
Respond to Negotiation – Quotation, Bid



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

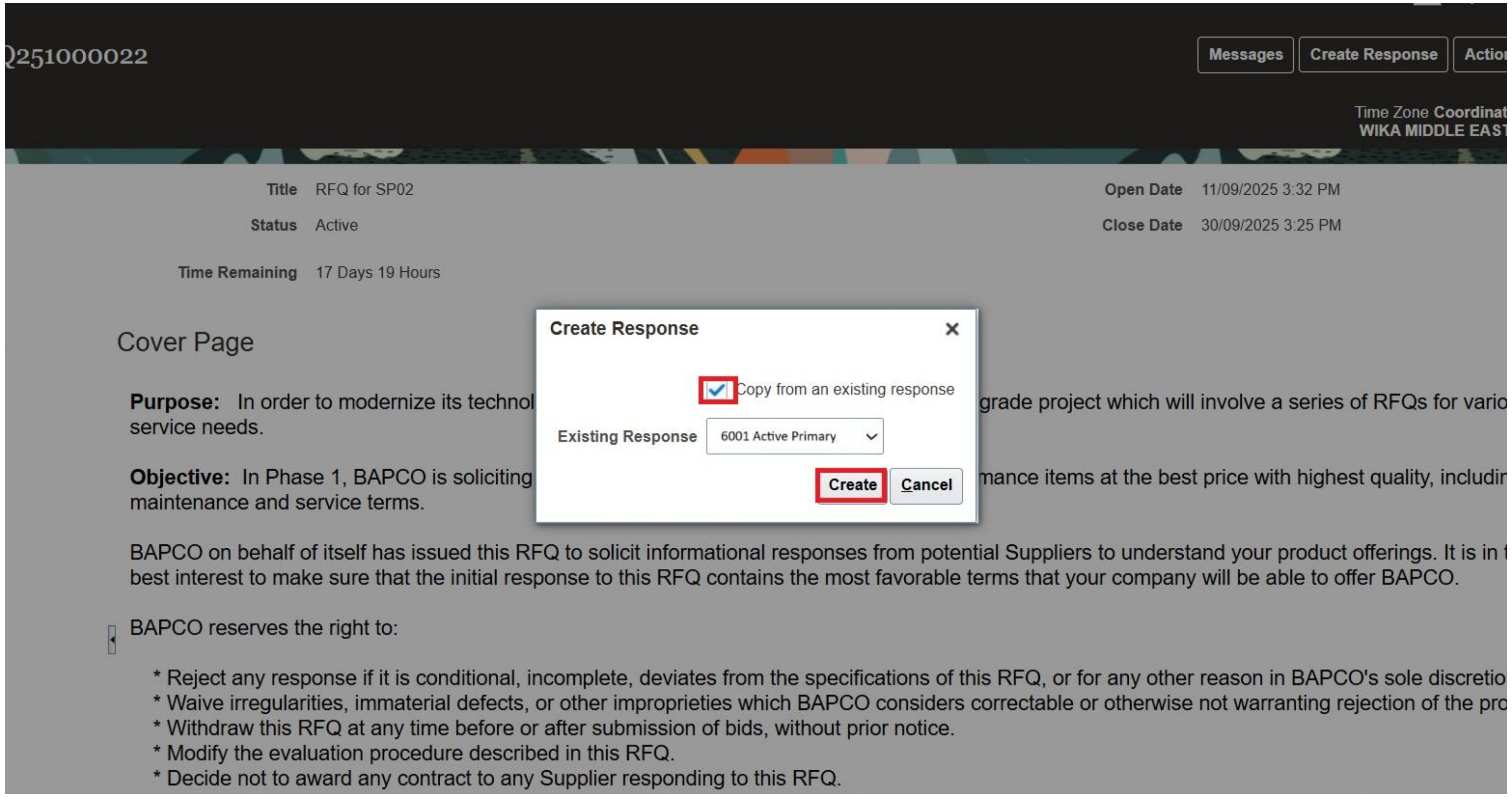
Click on the negotiation number.

Respond to Negotiation – Quotation, Bid



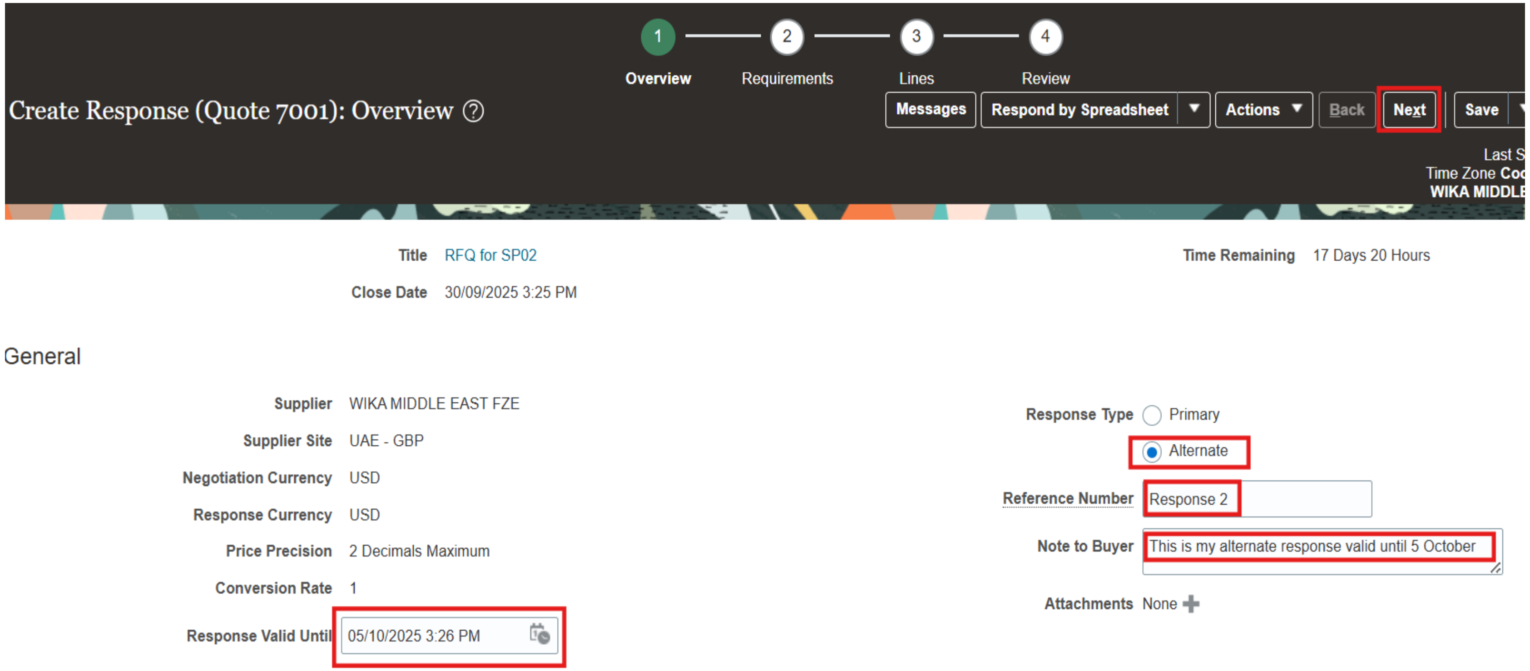
Click on ‘Create Response’.

Respond to Negotiation – Quotation, Bid



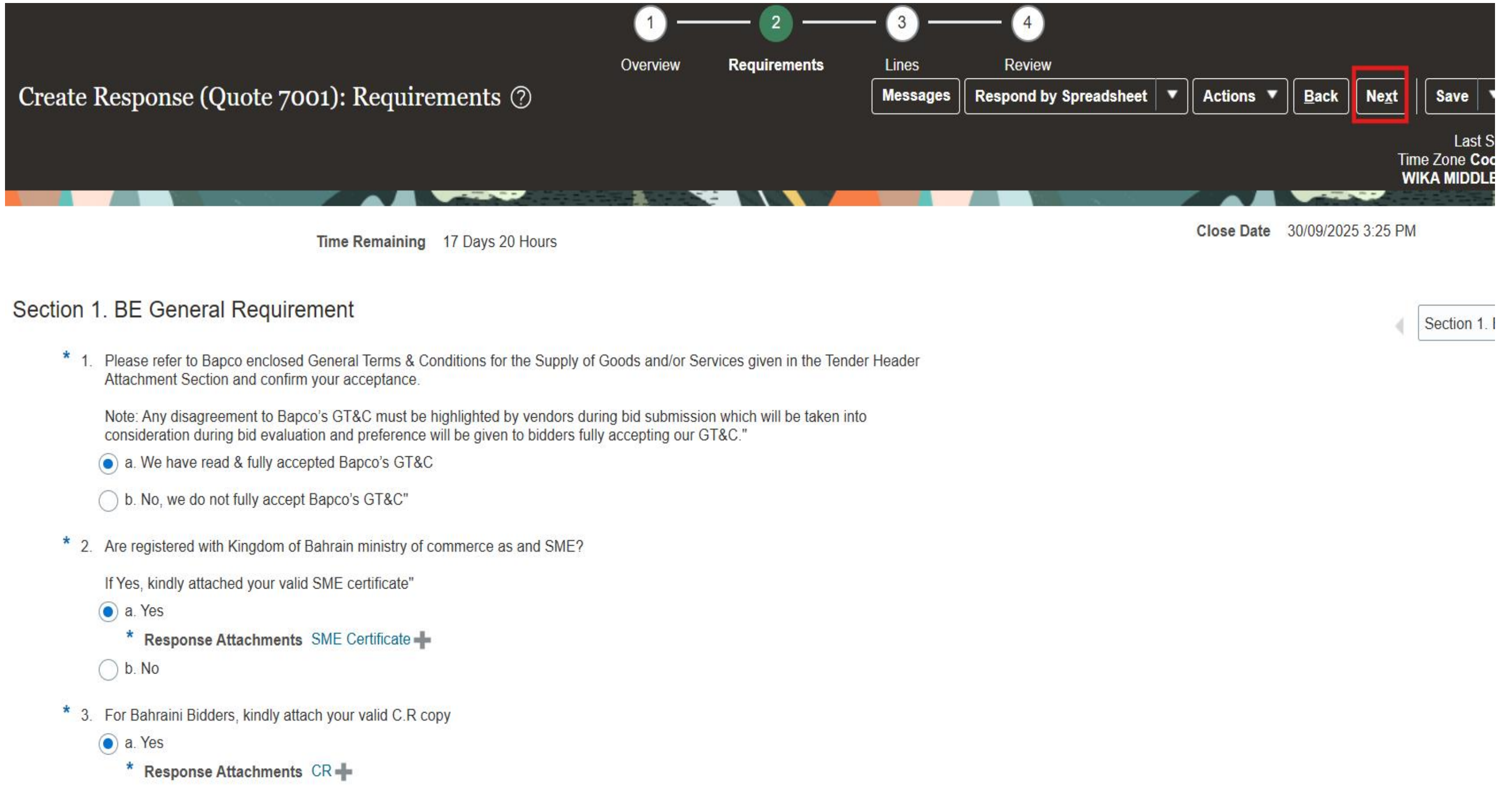
1. The supplier can create an alternate response from scratch, or he may copy the previously submitted response details and make amendments in it.
2. To copy the previous response details, tick the checkbox and select the existing response.
3. Click ‘Create’.

Respond to Negotiation – Quotation, Bid



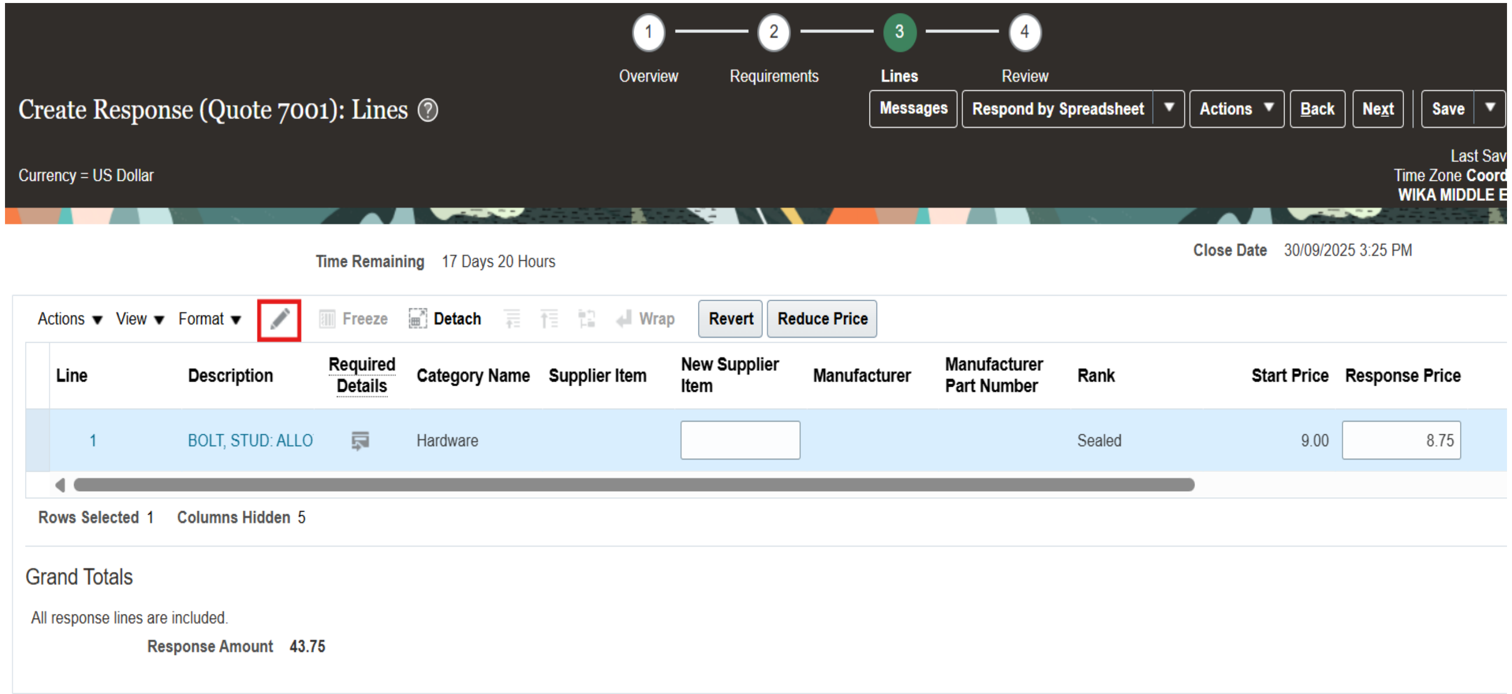
1. Select the Response Type to 'Alternate'.
2. User may also enter a reference number along with any 'Note to Buyer' or an attachment.
3. Also, user may enter the 'Response Valid Until' Date.
4. Click Next.

Respond to Negotiation – Quotation, Bid



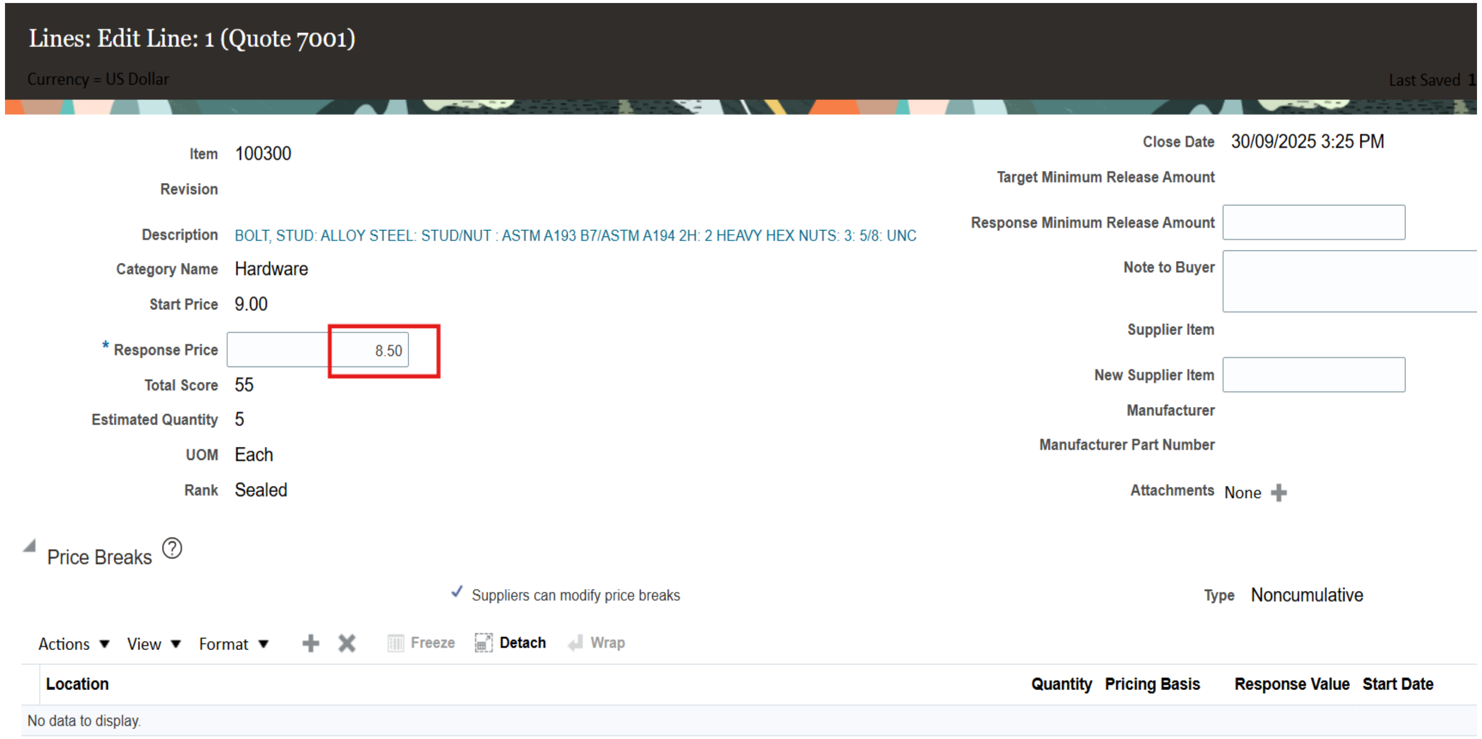
1. Like the previous response, the supplier user may proceed with populating the information in the Requirement section as he did before.
2. After, validating the details, click 'Next'.

Respond to Negotiation – Quotation, Bid



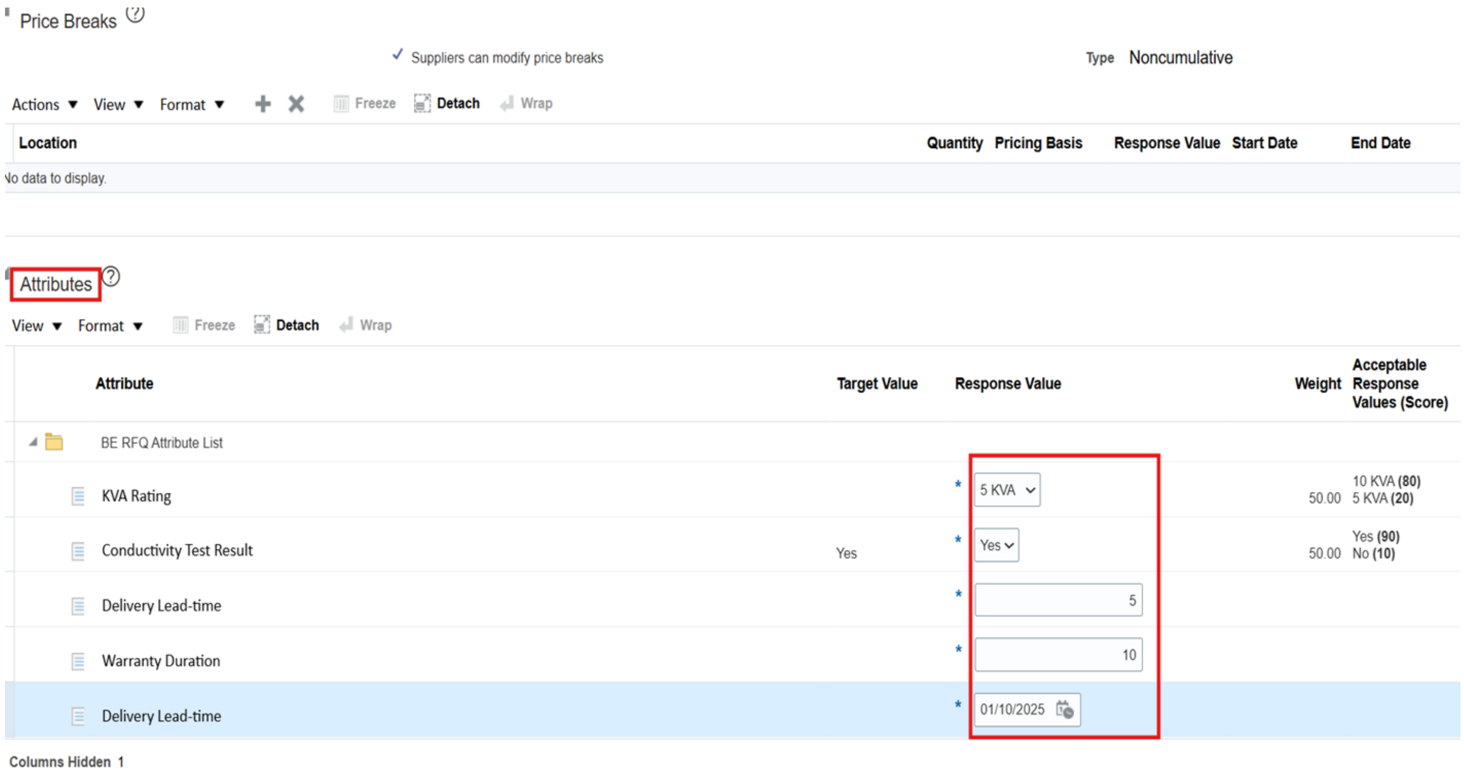
Now on the 'Lines' tab, select the line and click on the pencil icon.

Respond to Negotiation – Quotation, Bid



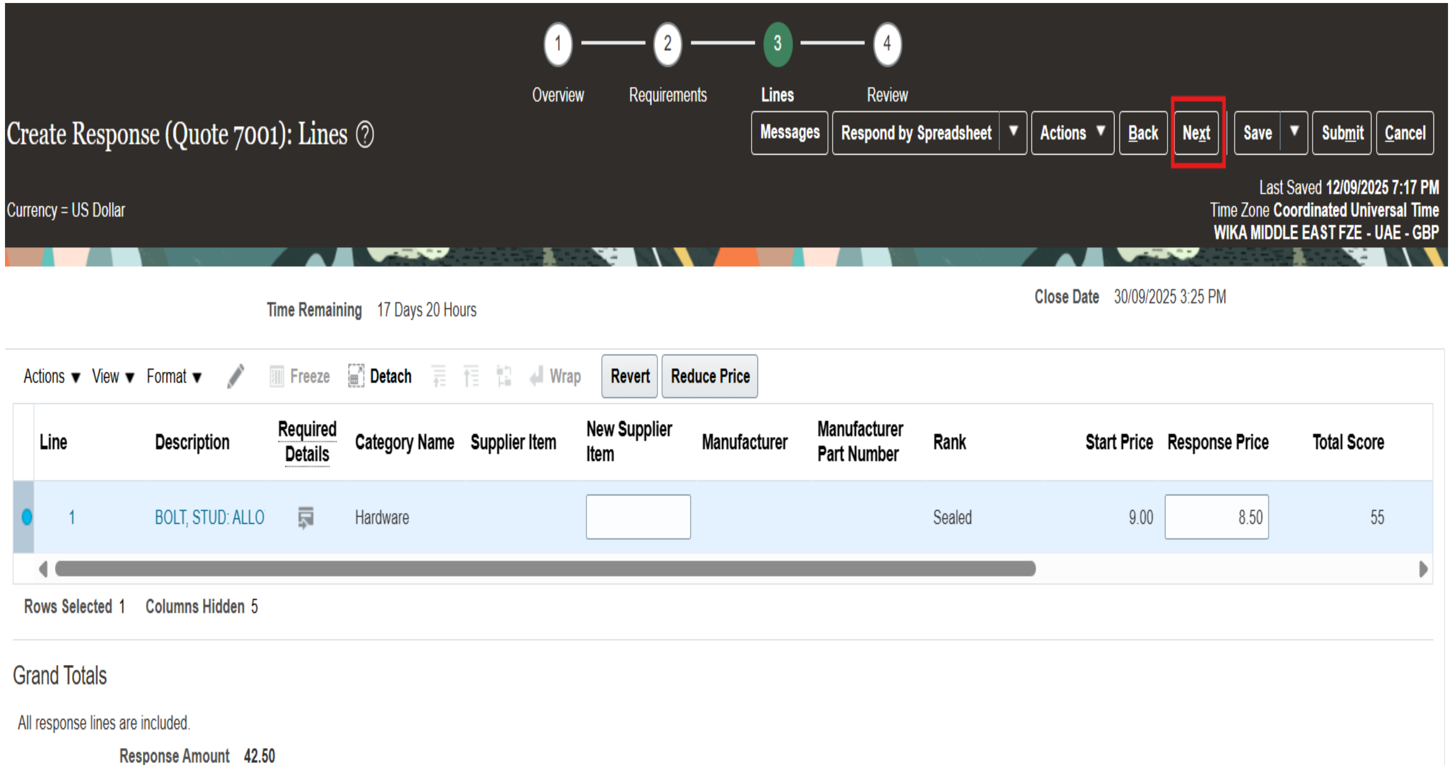
1. Enter the new response price.
2. Scroll down to attributes section.

Respond to Negotiation – Quotation, Bid



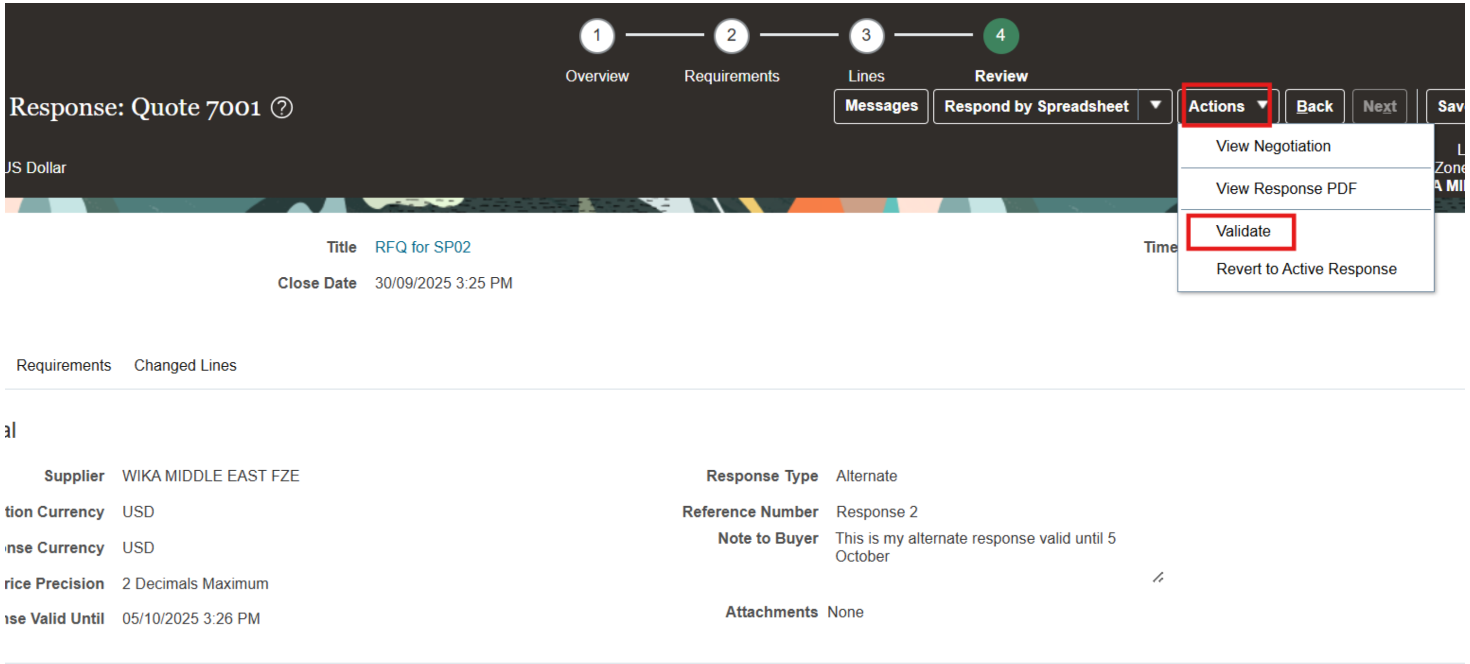
1. The user may do any changes or may continue to keep the previously filled information.
2. Scroll up.

Respond to Negotiation – Quotation, Bid



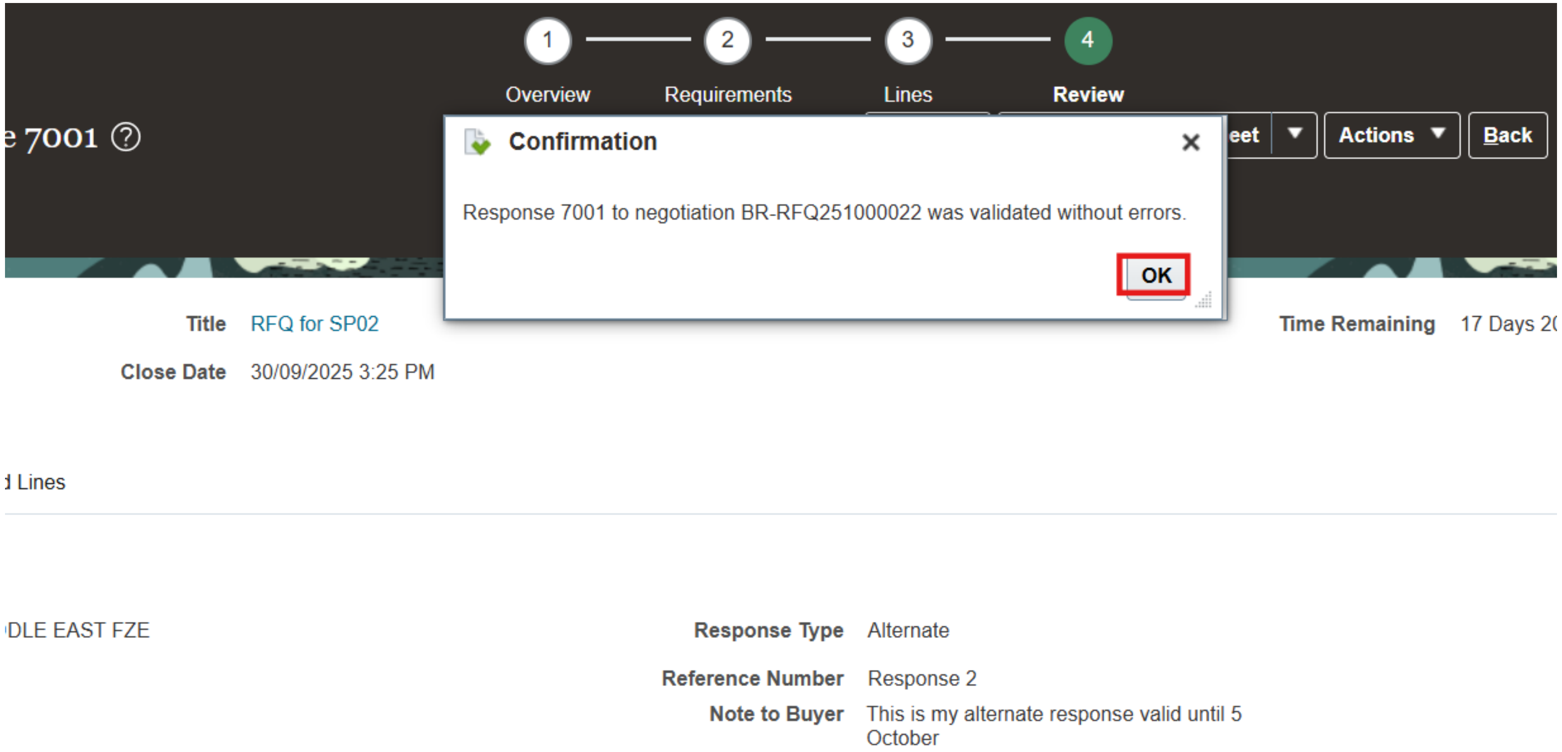
Click 'Next' to go to review page.

Respond to Negotiation – Quotation, Bid



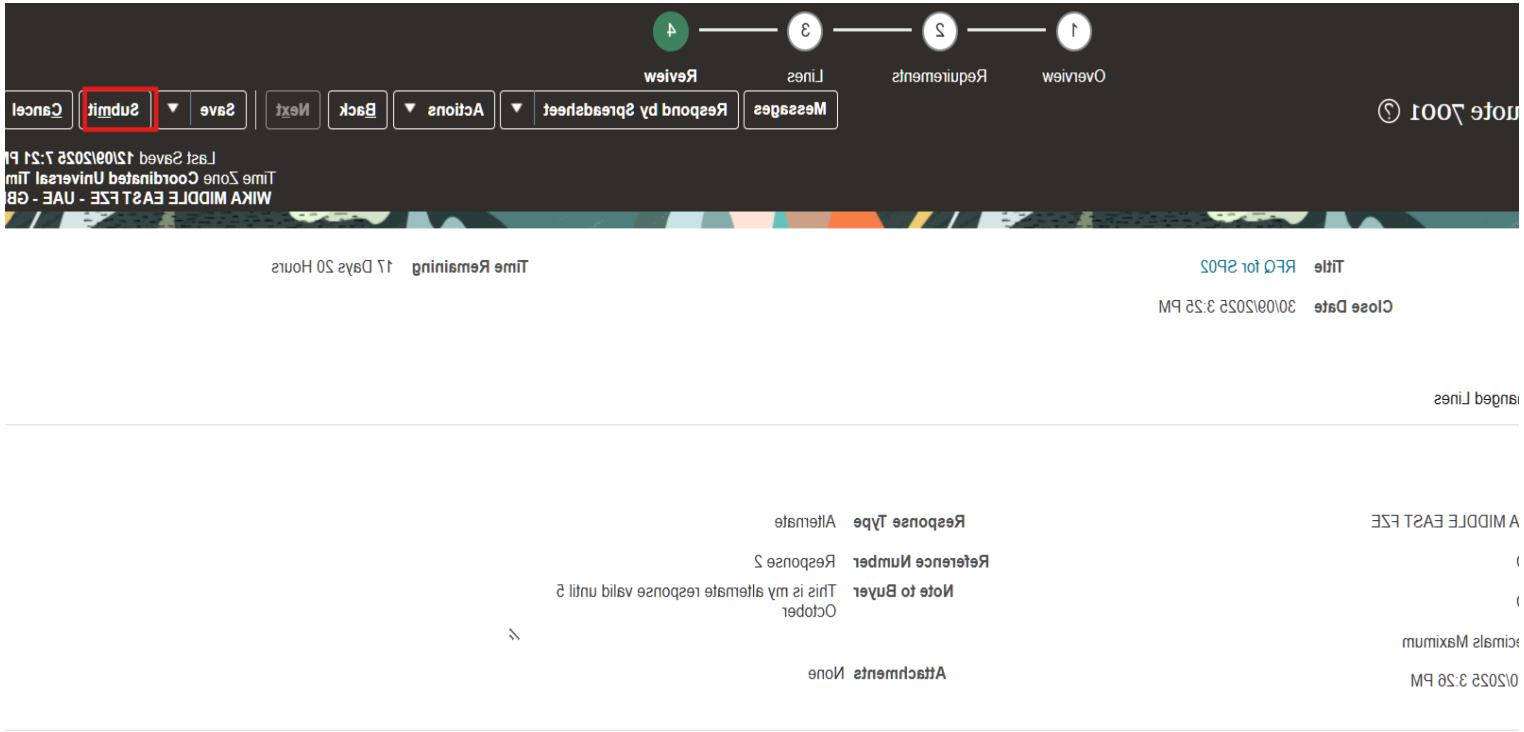
Go to 'Actions' and click on 'validate' to make sure that no required information has been missed.

Respond to Negotiation – Quotation, Bid



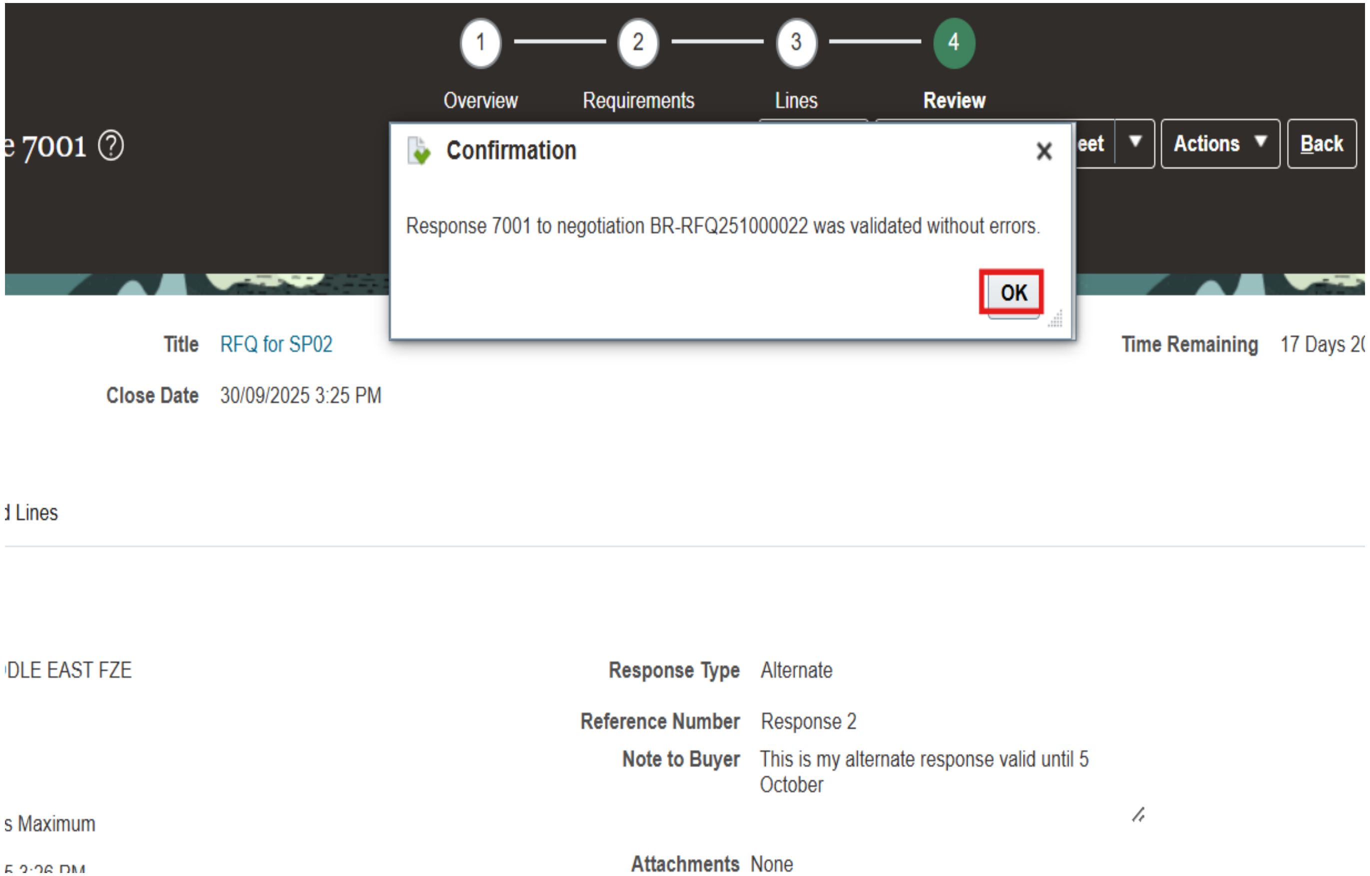
Response validated. Click 'Ok'.

Respond to Negotiation – Quotation, Bid



Click on 'Submit' to send the response.

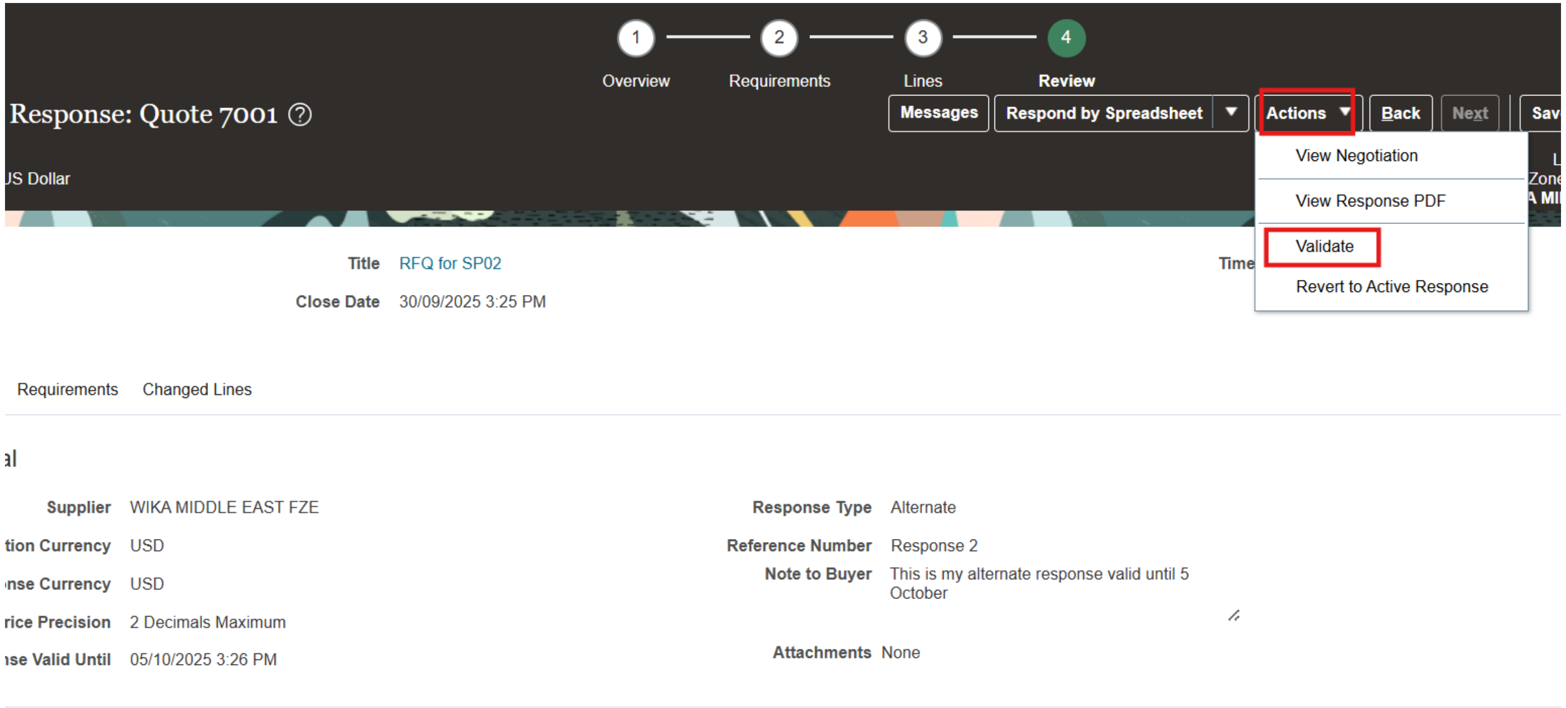
Respond to Negotiation – Quotation, Bid



Confirmation message appears.

Click 'Ok'.

Respond to Negotiation – Quotation, Bid

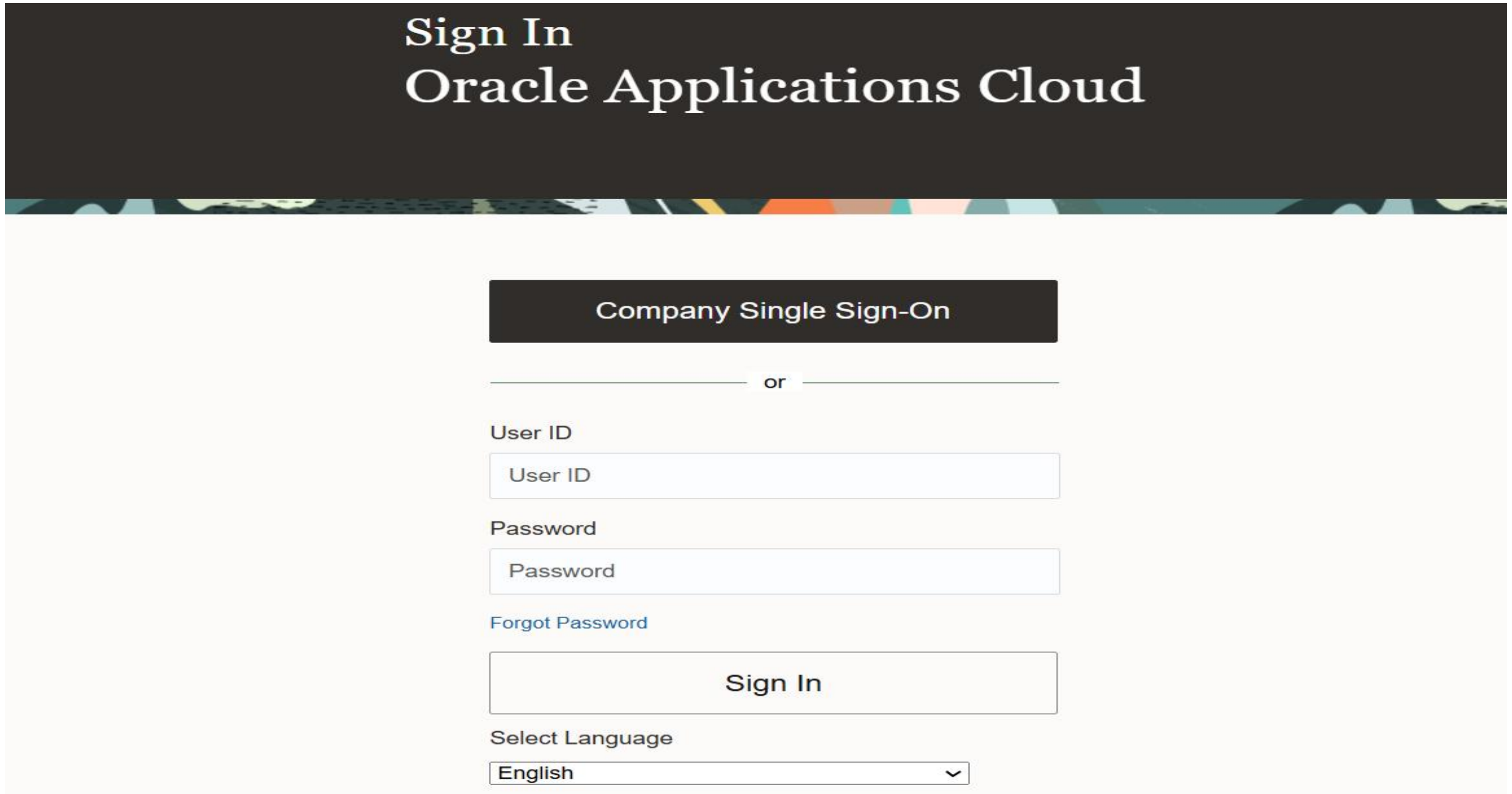


1. Now on the same 'Manage Responses' page, query for the Negotiation number and click search.
2. Both submitted responses will appear.

Supplier Acknowledgment to Agreement and PO

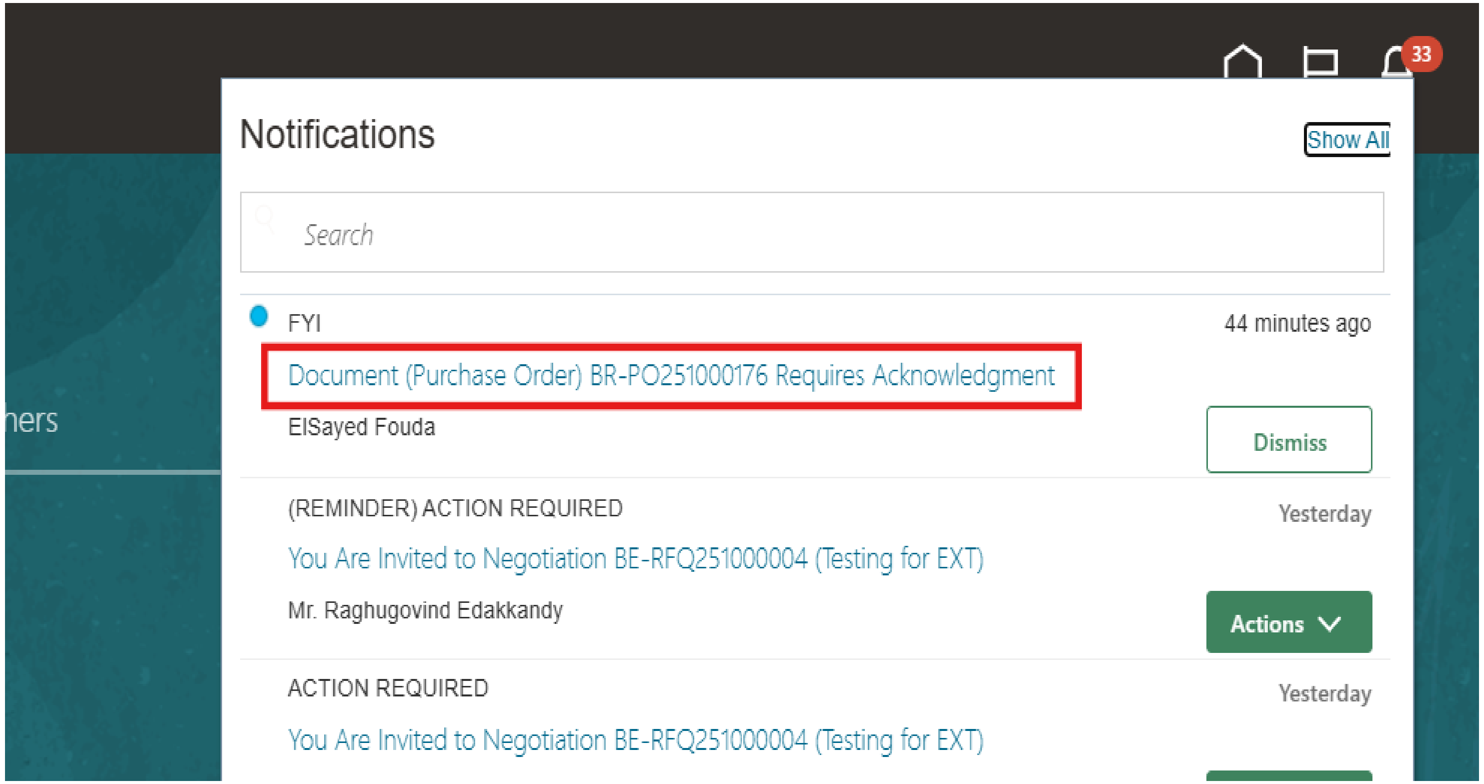
05

Supplier Acknowledgment to Agreement and PO



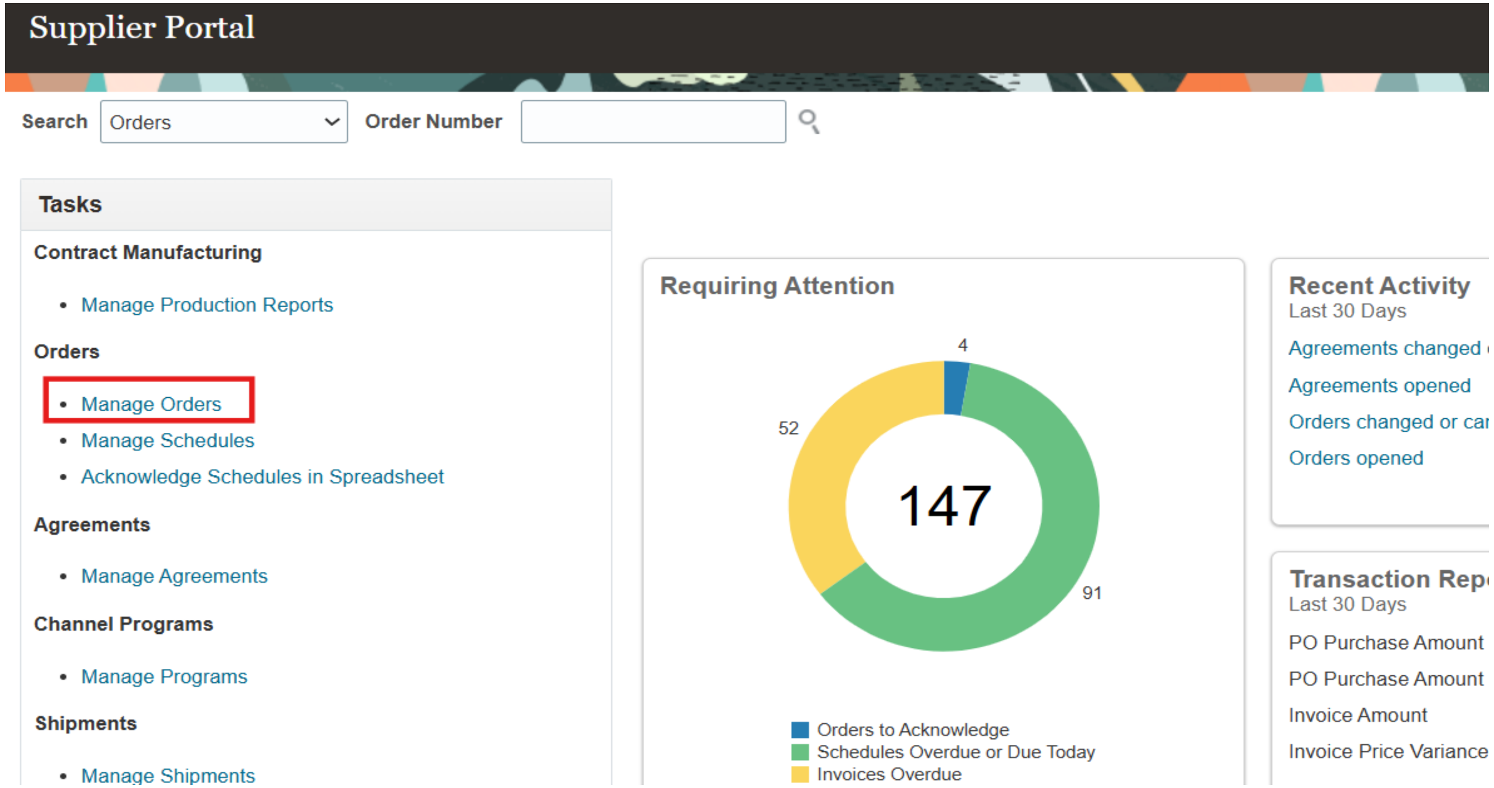
Login as Supplier user

Supplier Acknowledgment to Agreement and PO



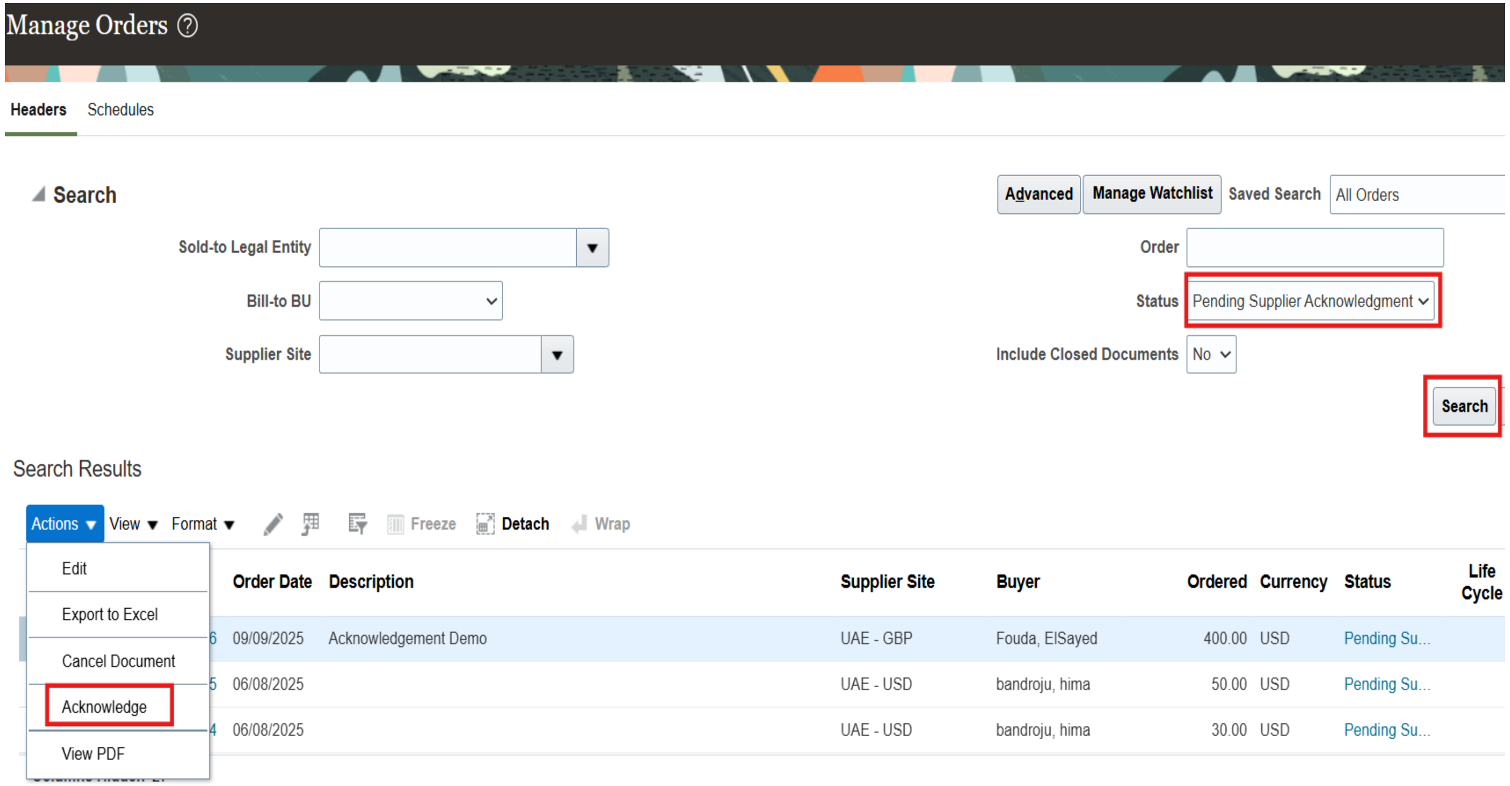
1. Go to Supplier Portal.
2. The Supplier User can click on the Bell Icon to view the Acknowledgement request notification (for a PO/BPA) or navigate to the Supplier Portal and access through Manage Orders.

Supplier Acknowledgment to Agreement and PO



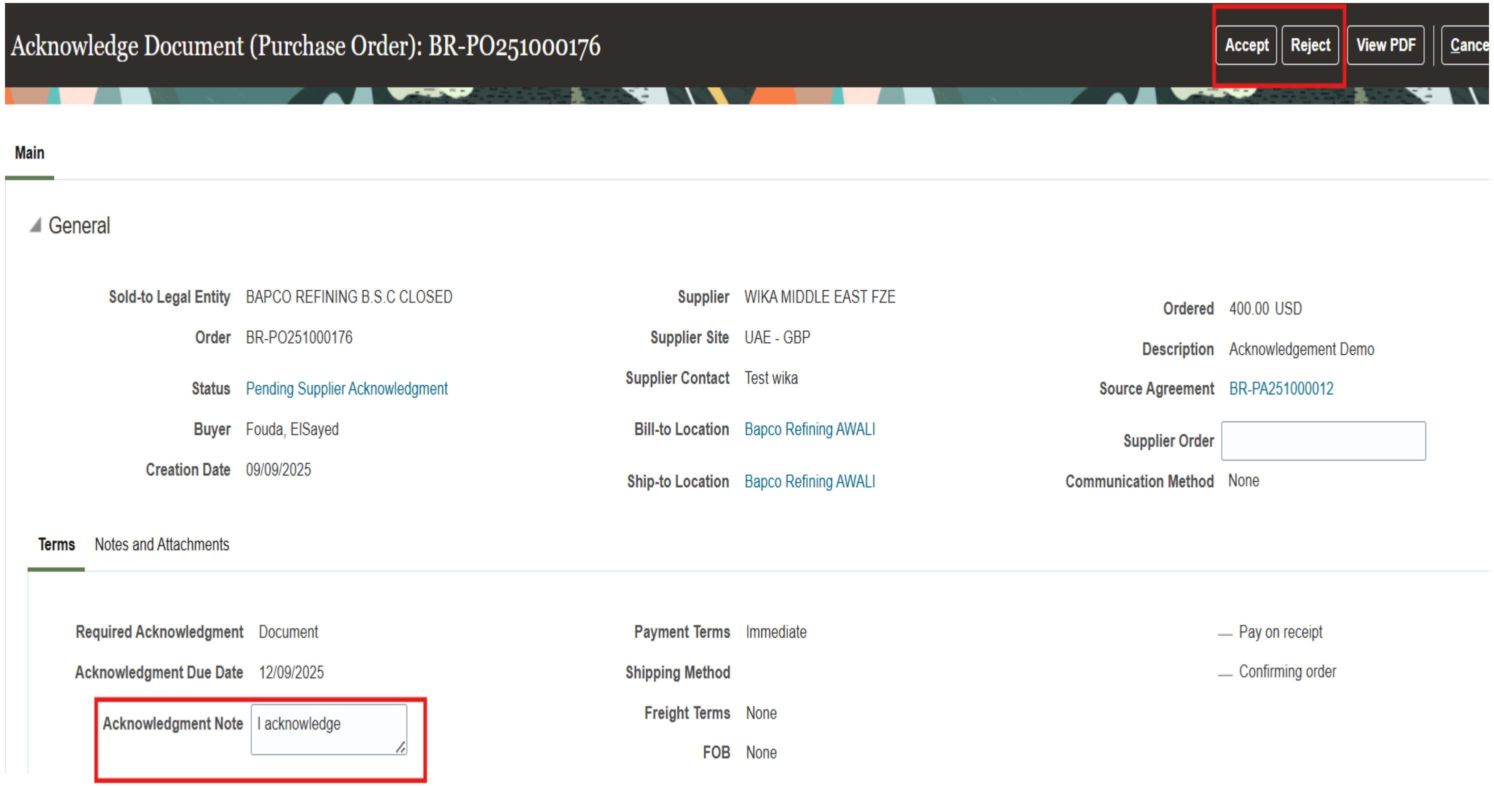
Navigate to Supplier Portal → Manage Orders.

Supplier Acknowledgment to Agreement and PO



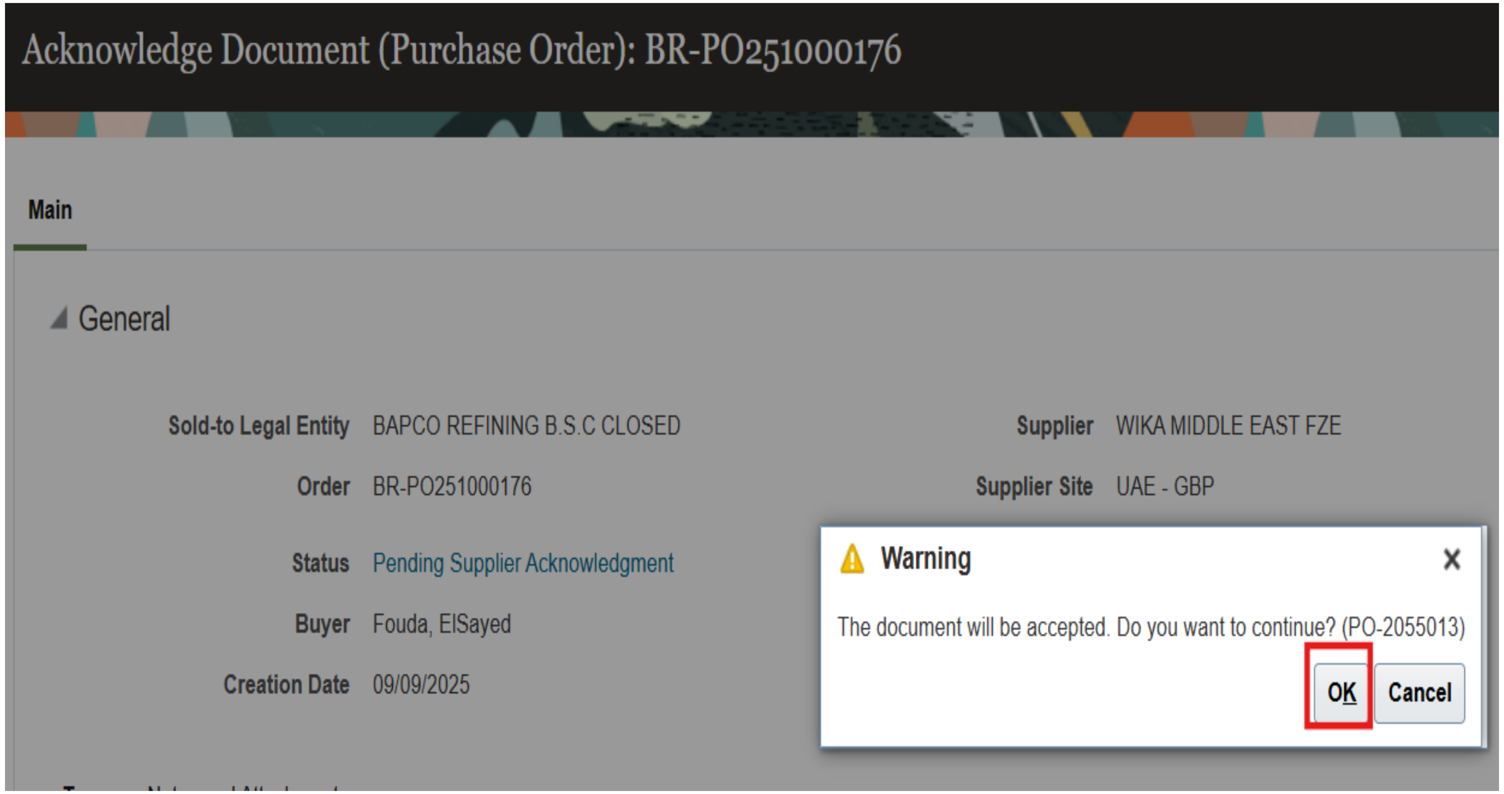
1. Select the Status “Pending Supplier Acknowledgement” to shortlist the results and click on Search.
2. Highlight the PO from the results and Go to Actions→ Acknowledge.

Supplier Acknowledgment to Agreement and PO



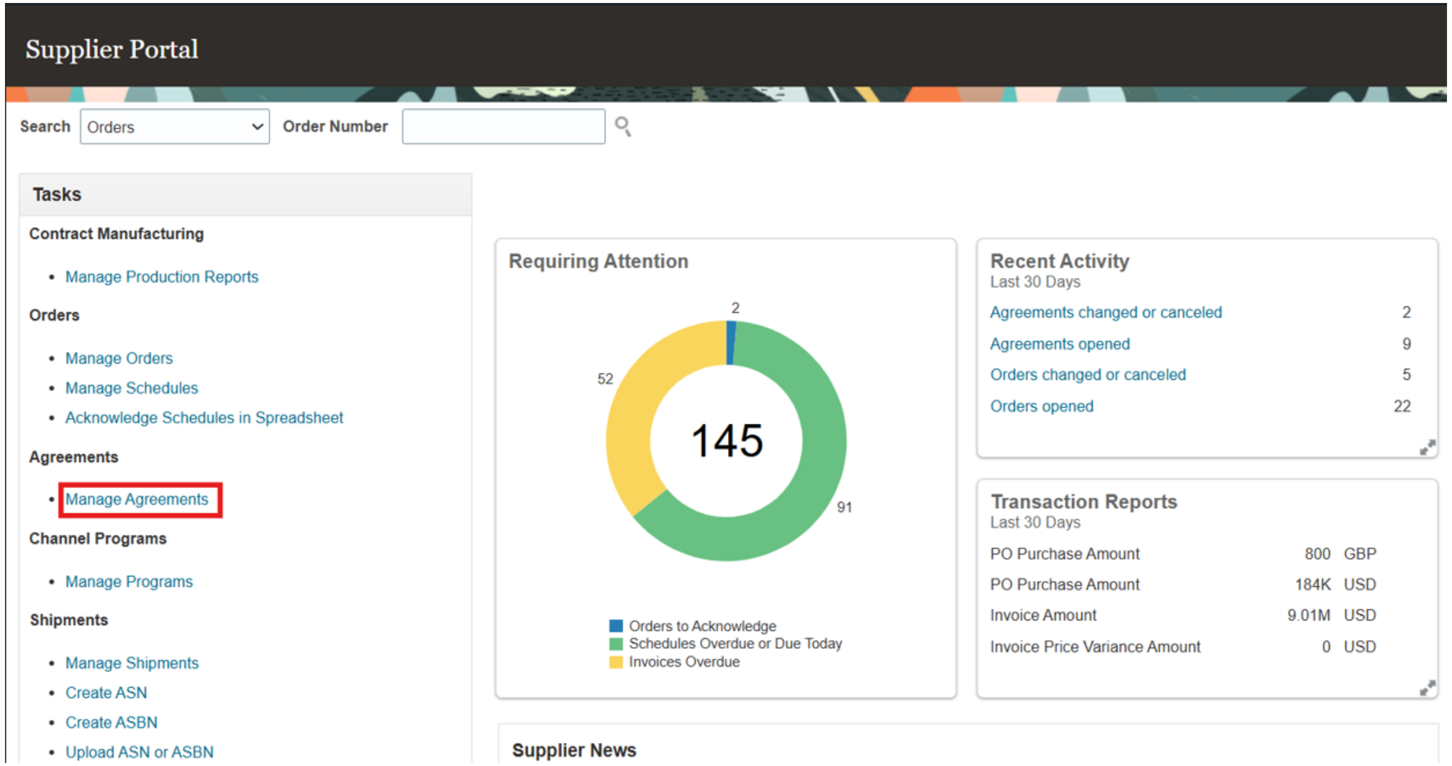
1. Click “Accept” or “Reject”.
2. The User can add some comments in the “Acknowledgement Note”.

Supplier Acknowledgment to Agreement and PO



Click OK to confirm.

Supplier Acknowledgment to Agreement and PO



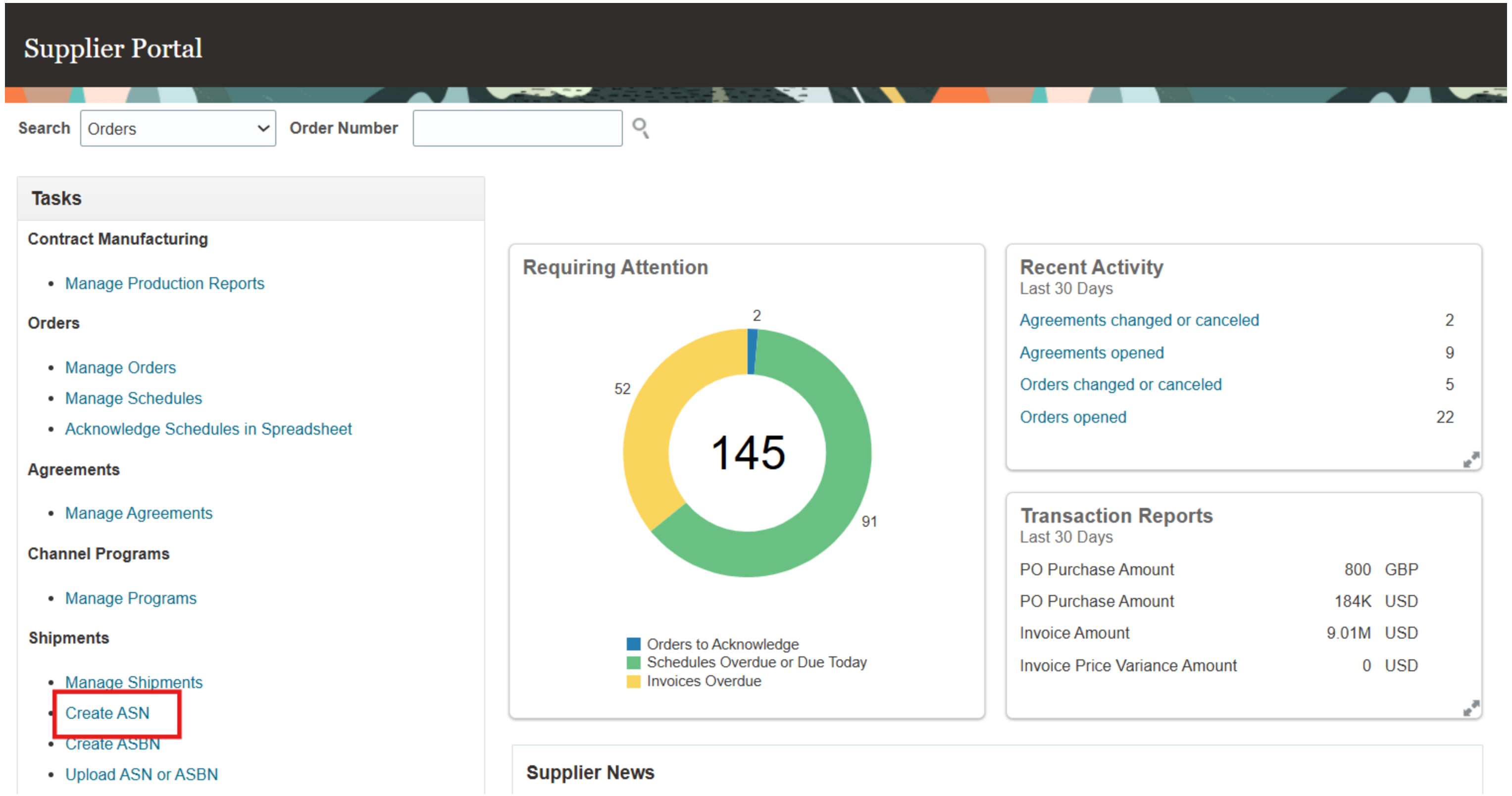
Note:

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

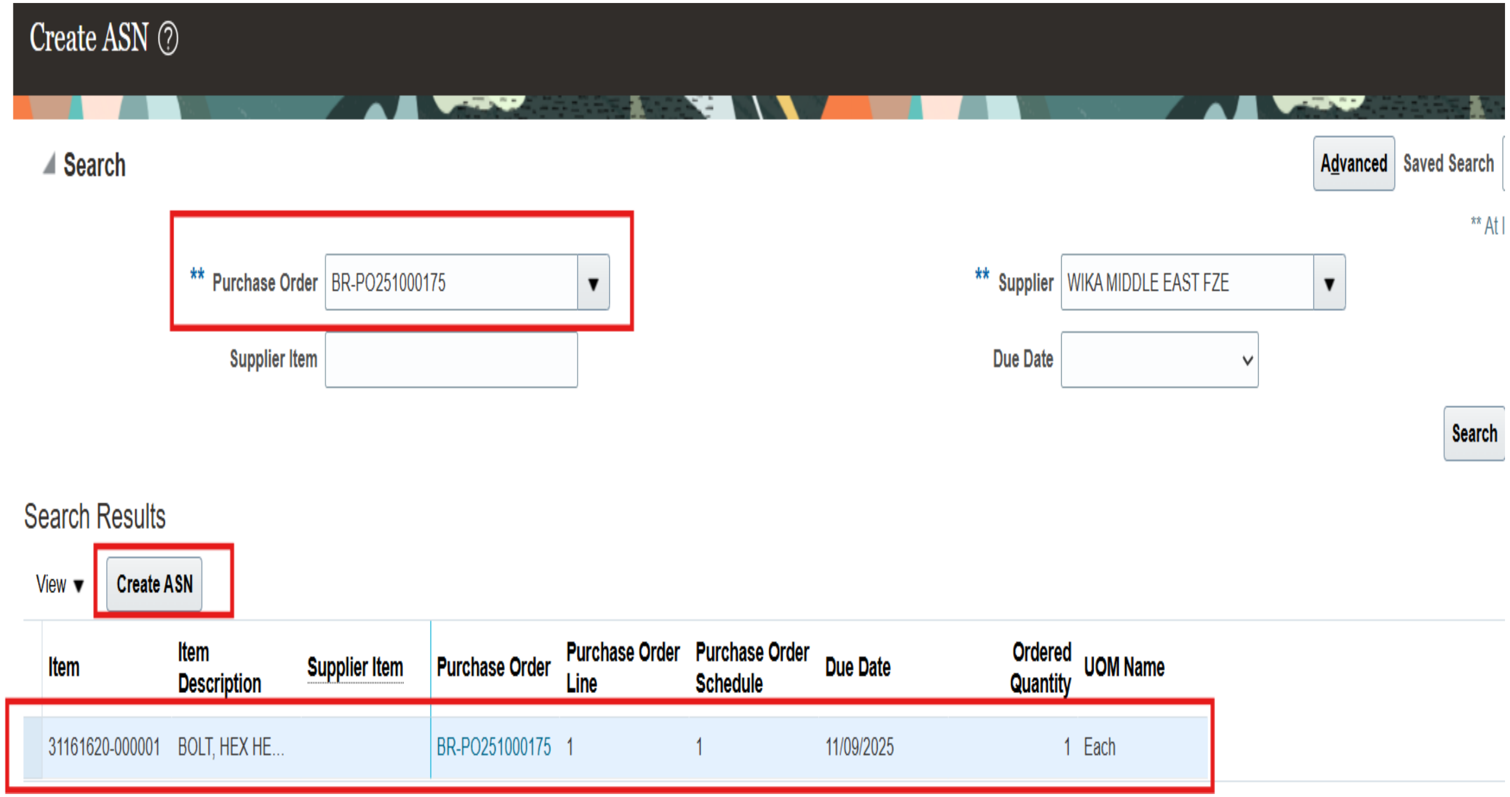
06

ASN: Creation of Advanced Shipment Notice



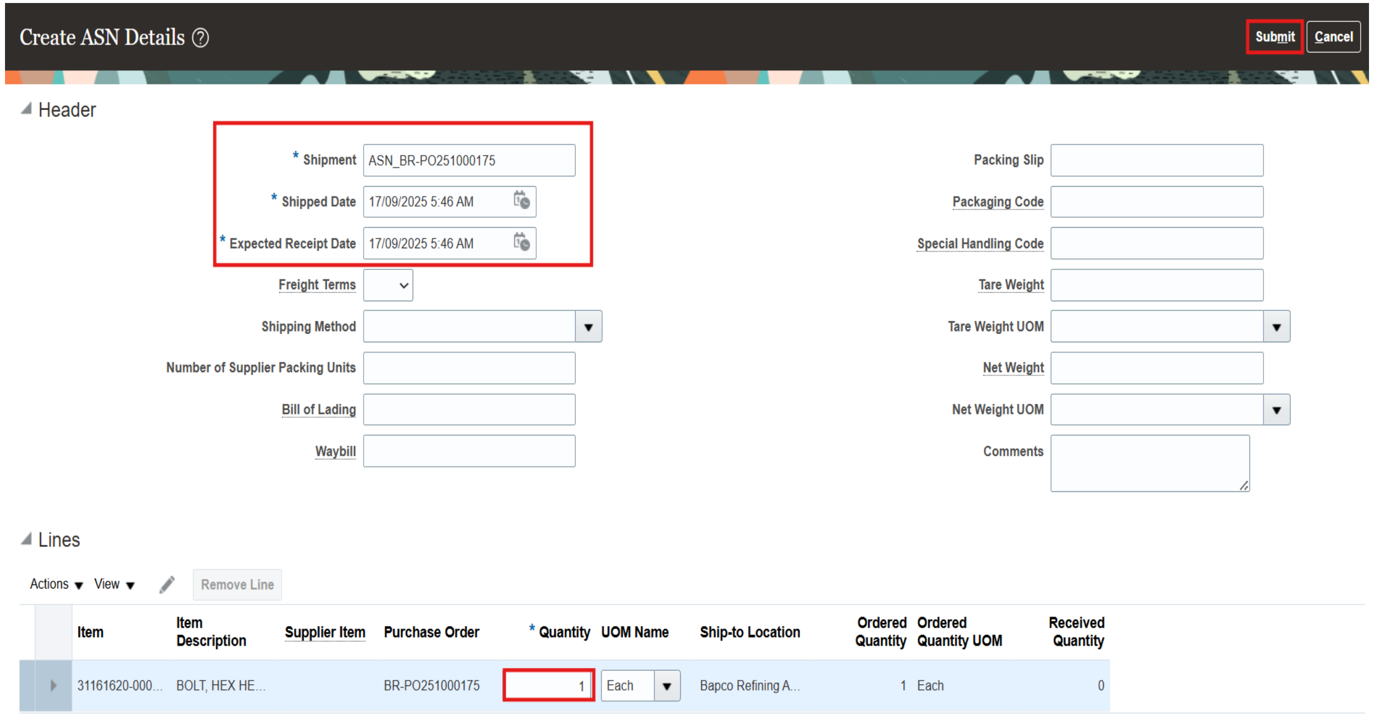
Under Shipments section
> Click 'Create ASN'.

ASN: Creation of Advanced Shipment Notice



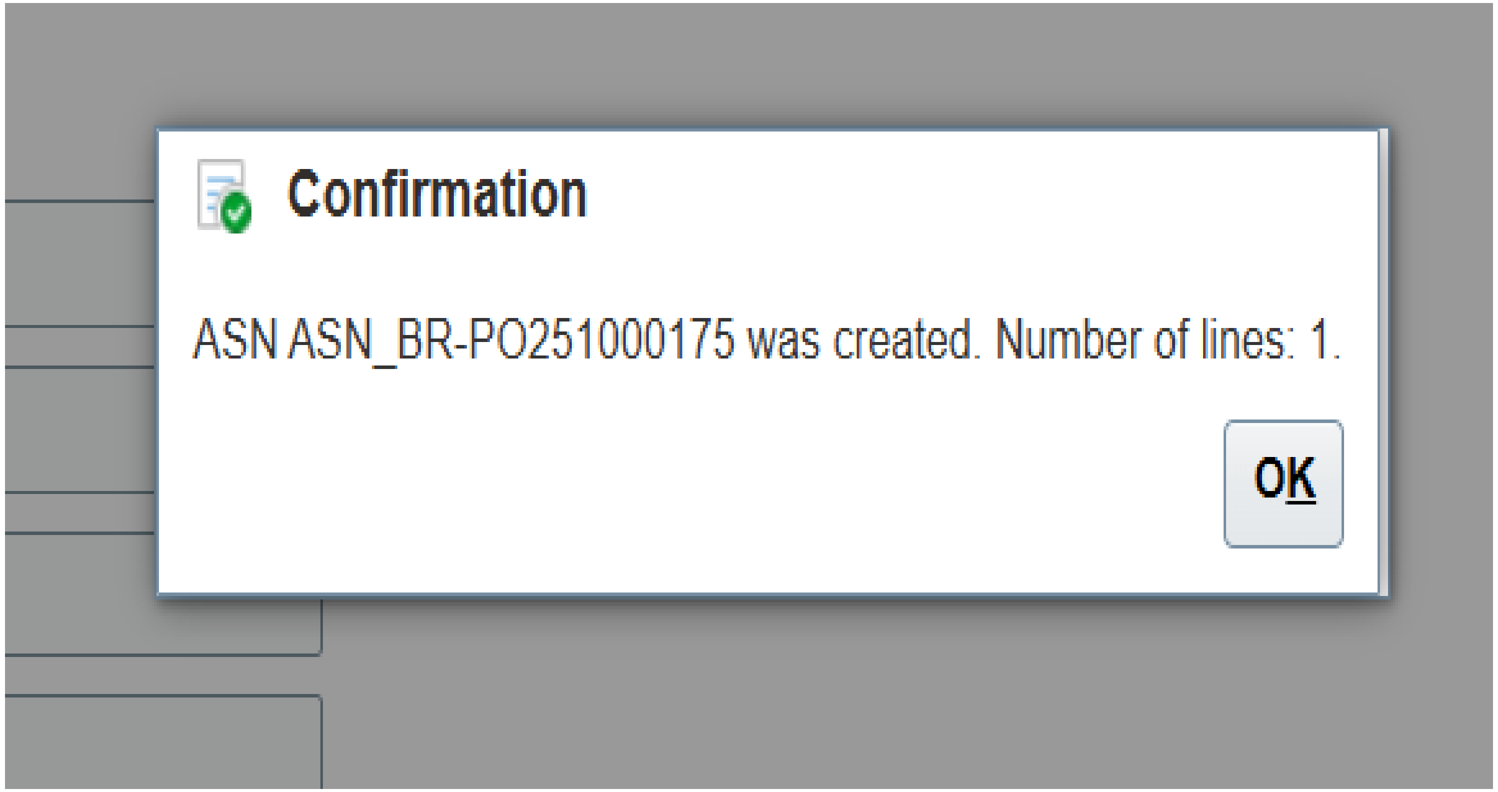
1. The Supplier User can search for the Purchase Order Number or can do a blank search by 'Supplier' to get a full list of existing Purchase Orders.
2. Select the lines for which you want to create the ASN. Multiple lines can also be selected at once.
3. Click on Create ASN.

ASN: Creation of Advanced Shipment Notice



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

ASN: Creation of Advanced Shipment Notice



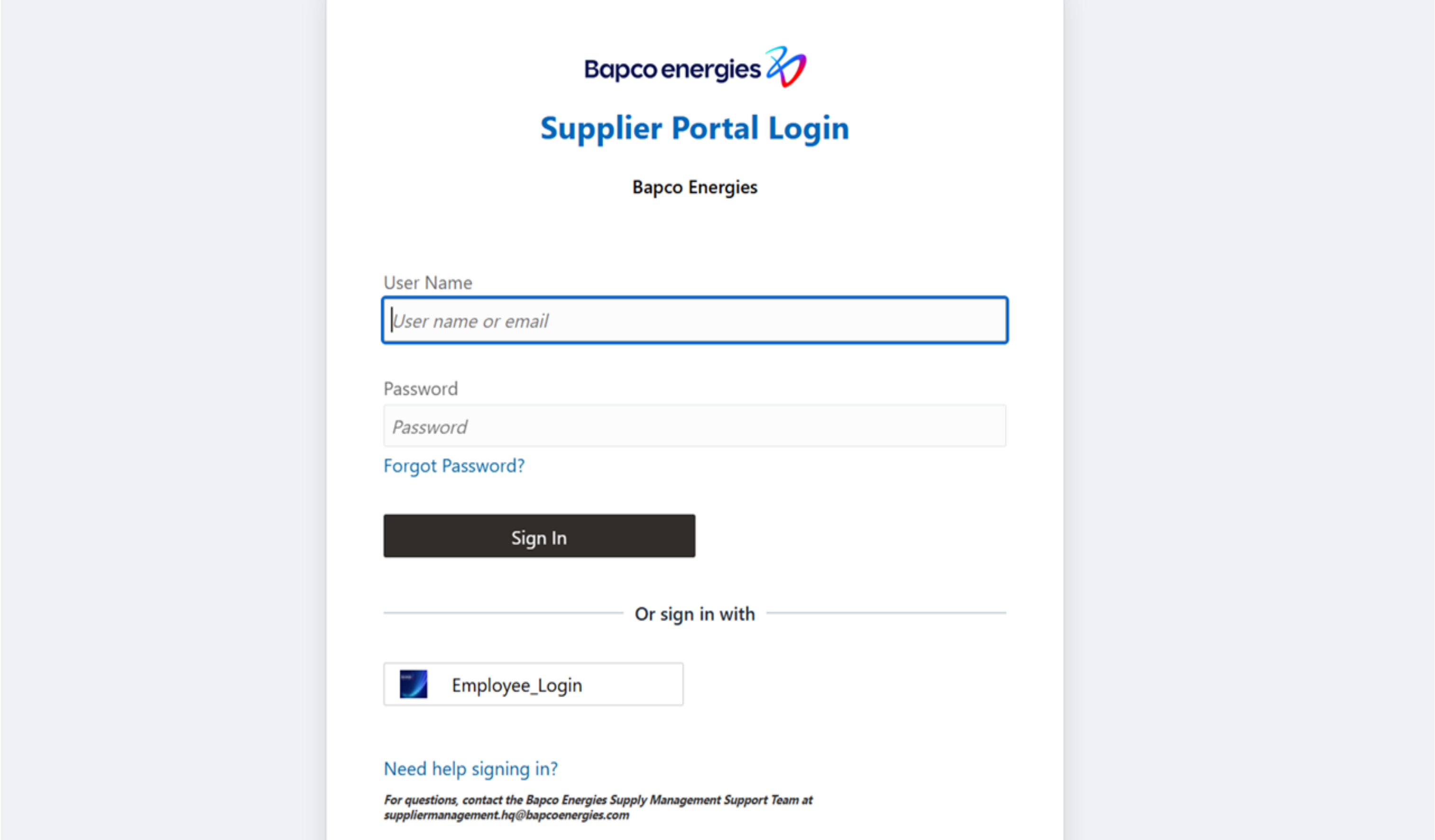
ASN number is generated, and a confirmation message pops up.

Click OK.

Work Confirmation Process

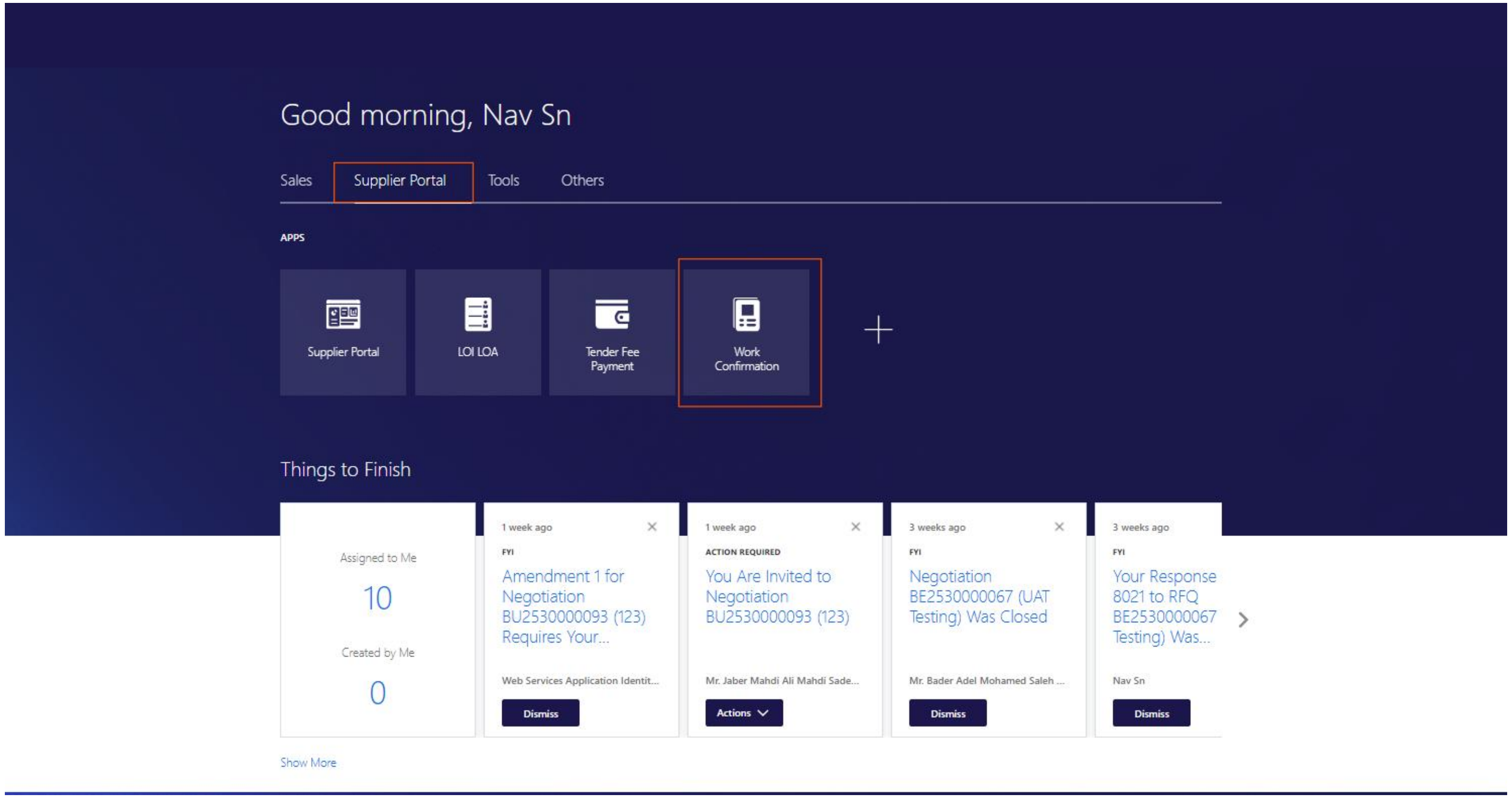
07

Work Confirmation Process



Login as Supplier.

Work Confirmation Process



Navigate to Supplier Portal

Work Confirmation Process – Measured Rate vs Other Services

Which Sheet type to use?

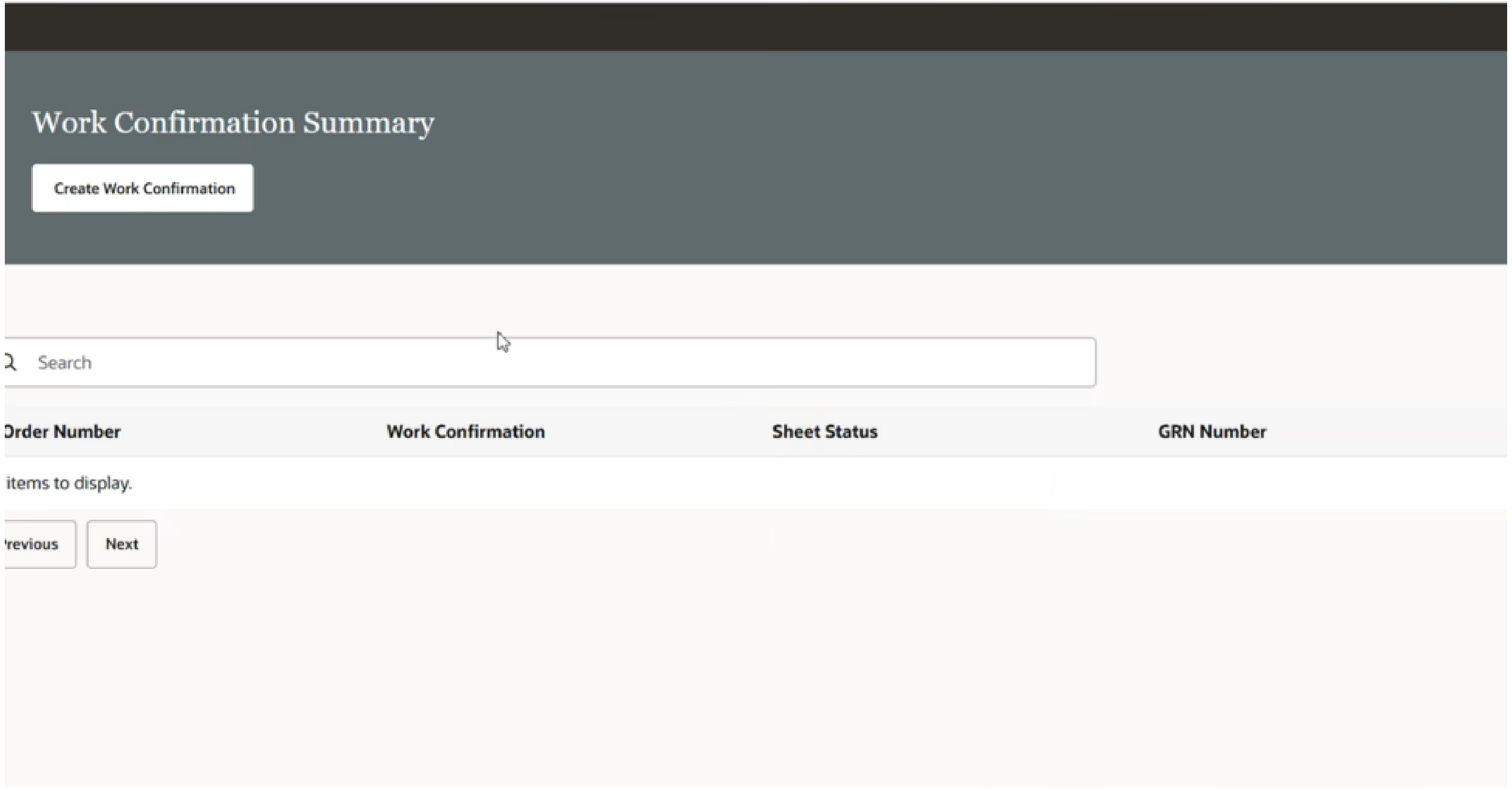
1. Other Services

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

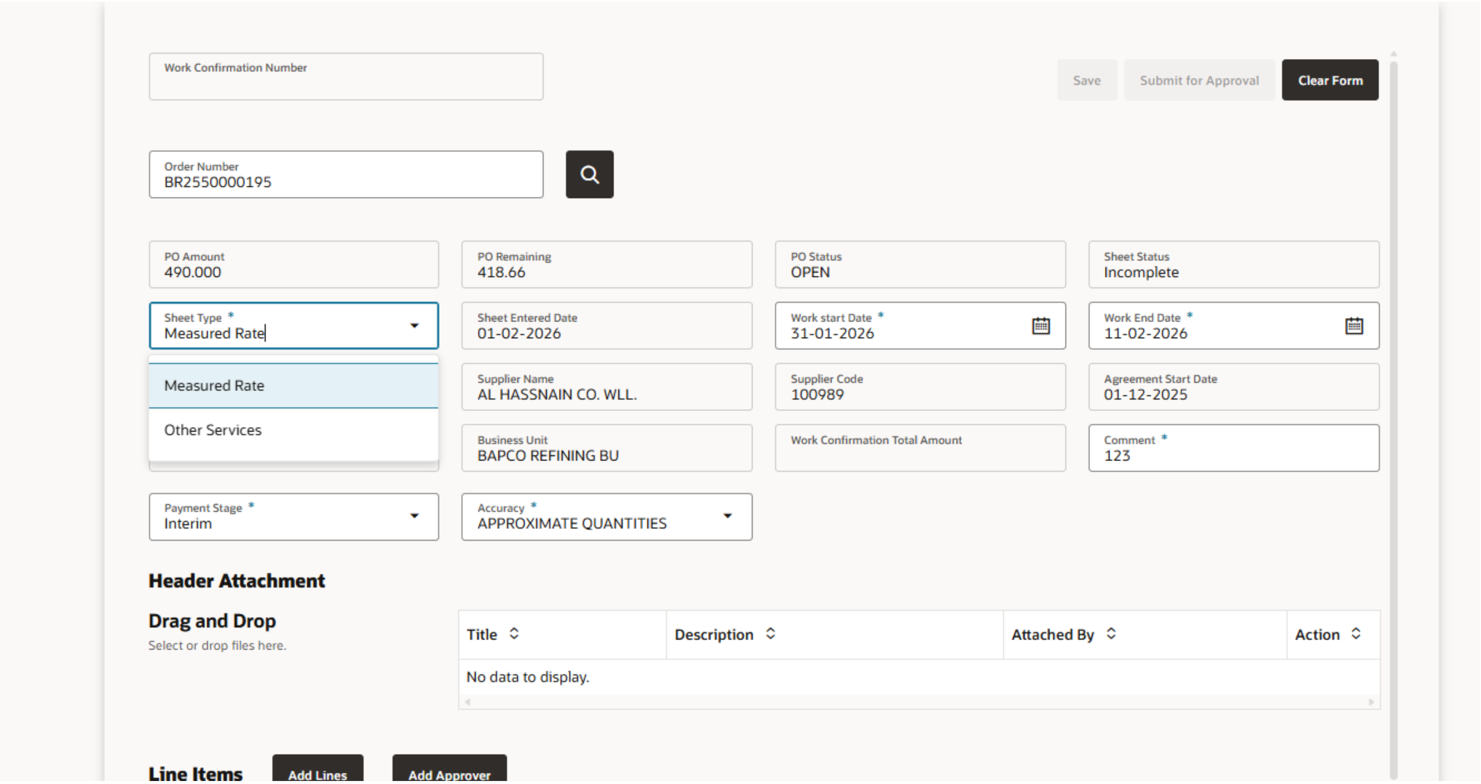
Used for Service Orders that require verification by a Quantity Surveyor (QS). This option applies when the nature of the service involves measurable quantities (e.g., length, volume, area, or unit-based work), and the Quantity Surveyor (QS) must validate and confirm the quantities before approval.

Work Confirmation Process



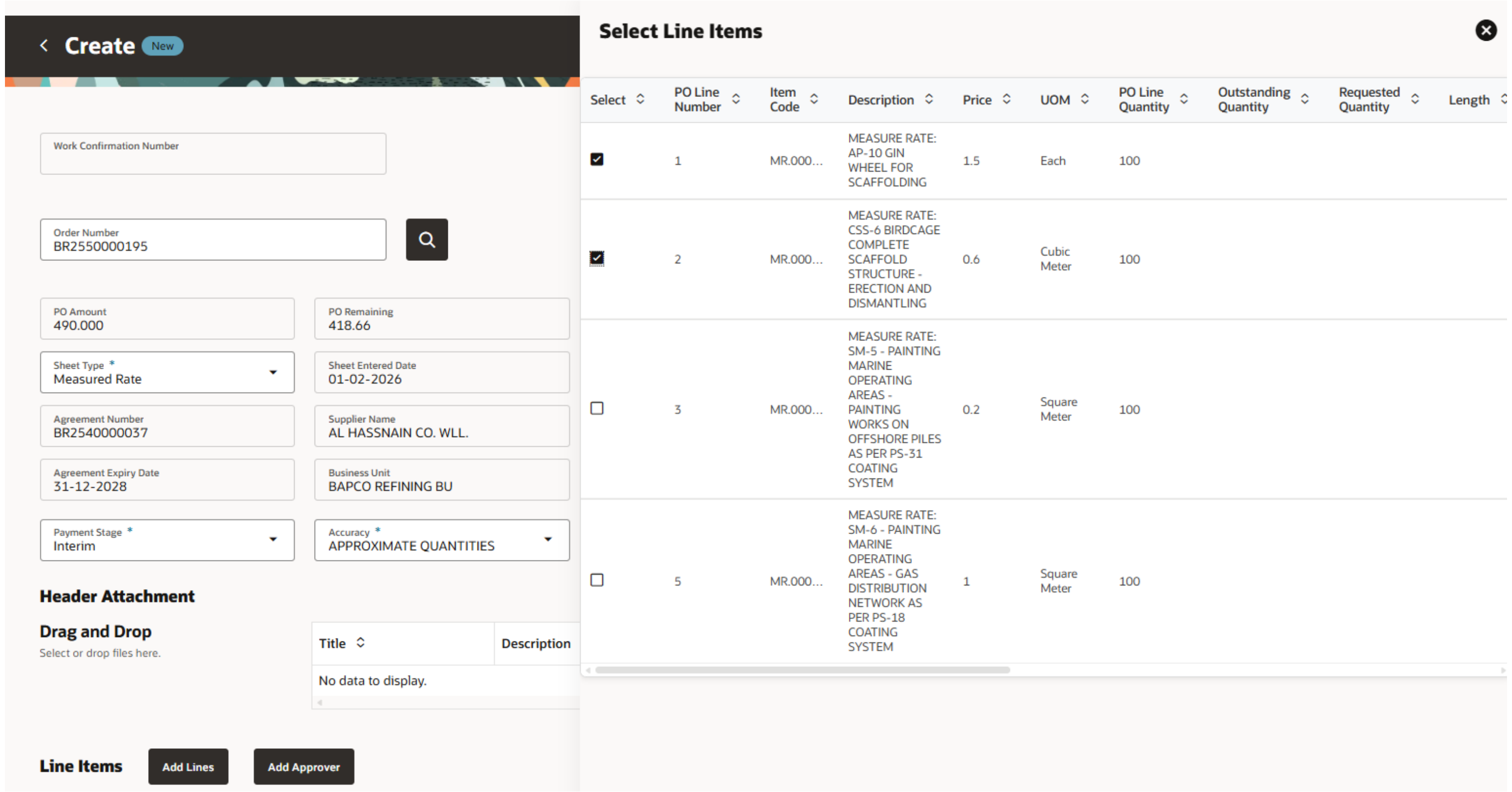
1. The Purchase Order must have the Line type ‘Services’.
2. A Purchase Order must exist to create a Work Confirmation

Work Confirmation Process – Measured Rate



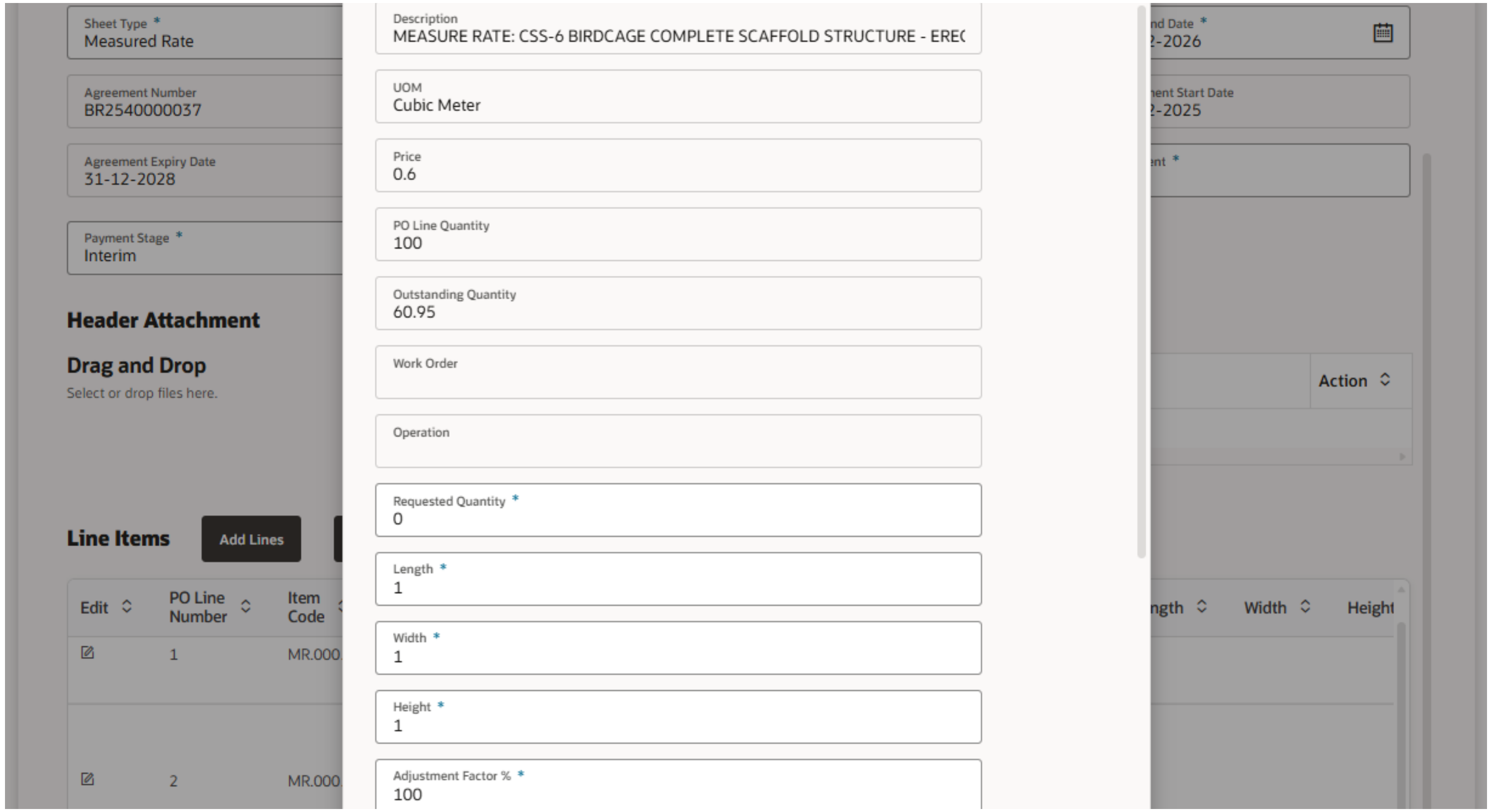
1. For ‘Measured Rate’ choose sheet type as ‘Measured Rate’.
2. Search for the PO & provide the necessary details like Sheet type, Work start date, End date etc.
3. For sheet type ‘Measured Rate’ the Quantity Surveyor DFF value at the agreement line level should be ‘Yes’.

Work Confirmation Process – Measured Rate



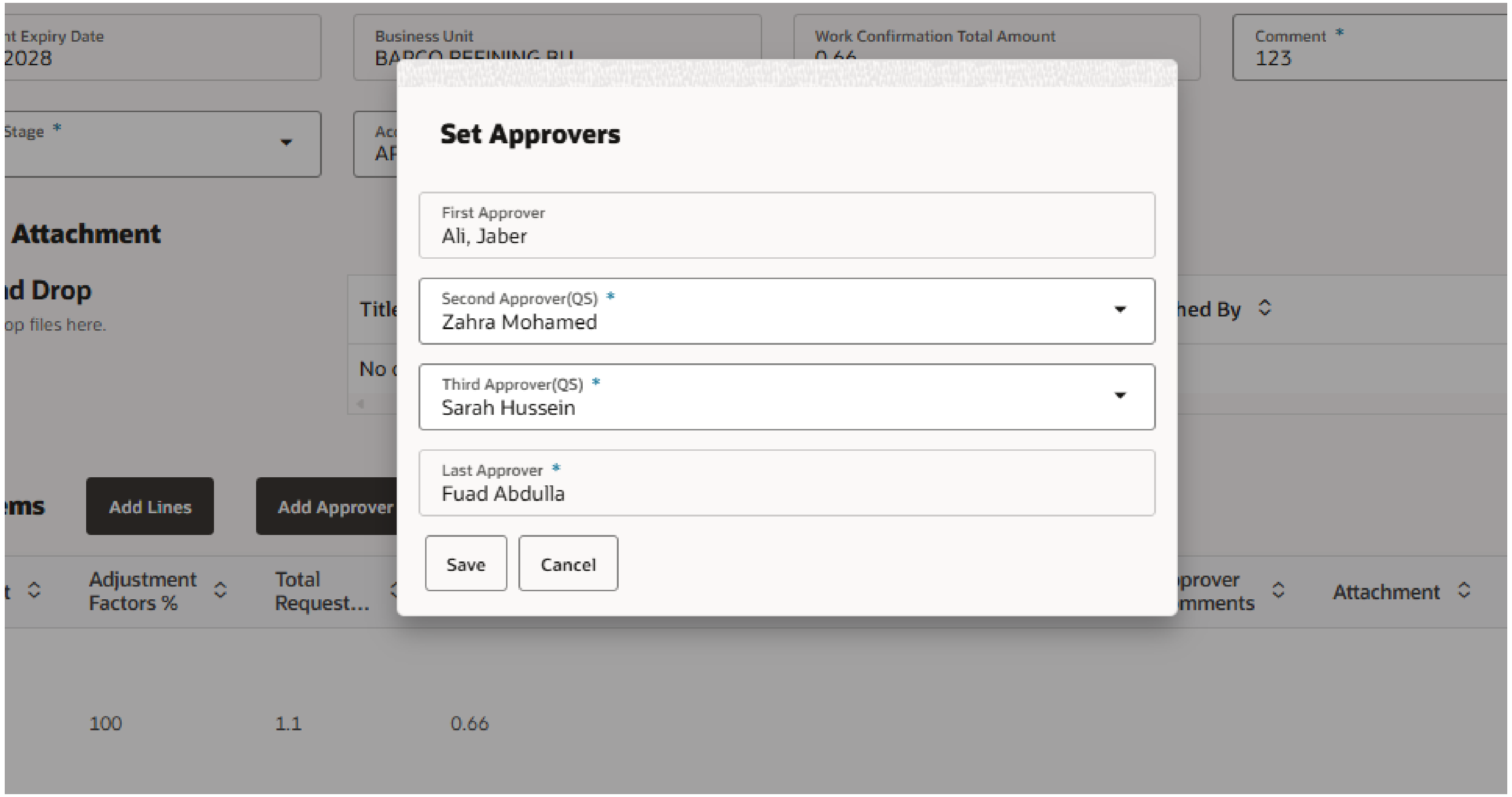
1. Search and add the line details.
2. Please note only lines that are matching the sheet type selected in the header section will be displayed for selection.

Work Confirmation Process – Measured Rate



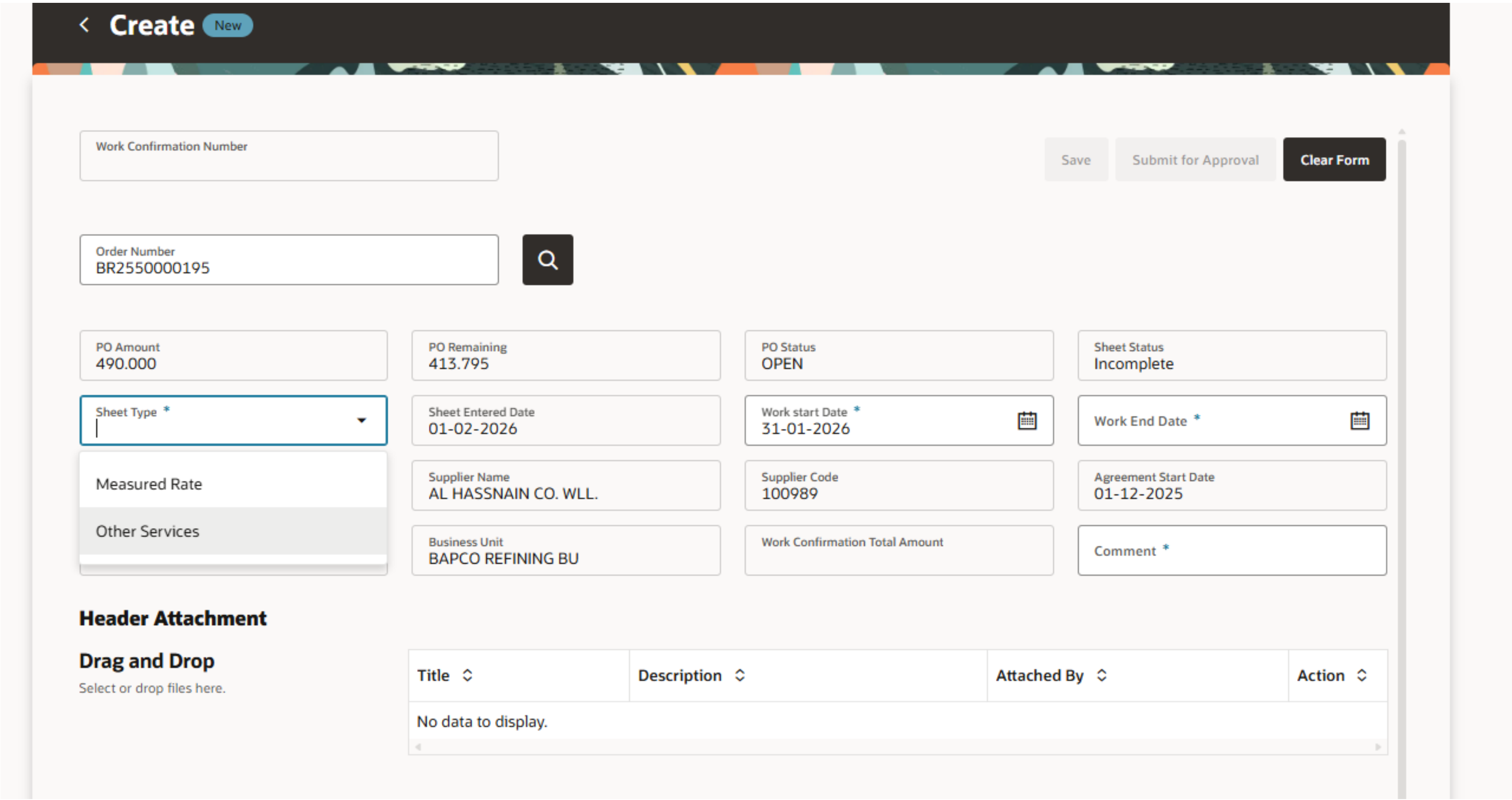
1. Once selected, the user can edit the line & enter the requested quantity. Other details are auto populated.
2. Based on the UOM, length, width & height fields will also be enabled, and the user can amend the Qty's accordingly.
3. The adjustment factor can also be amended.

Work Confirmation Process – Measured Rate



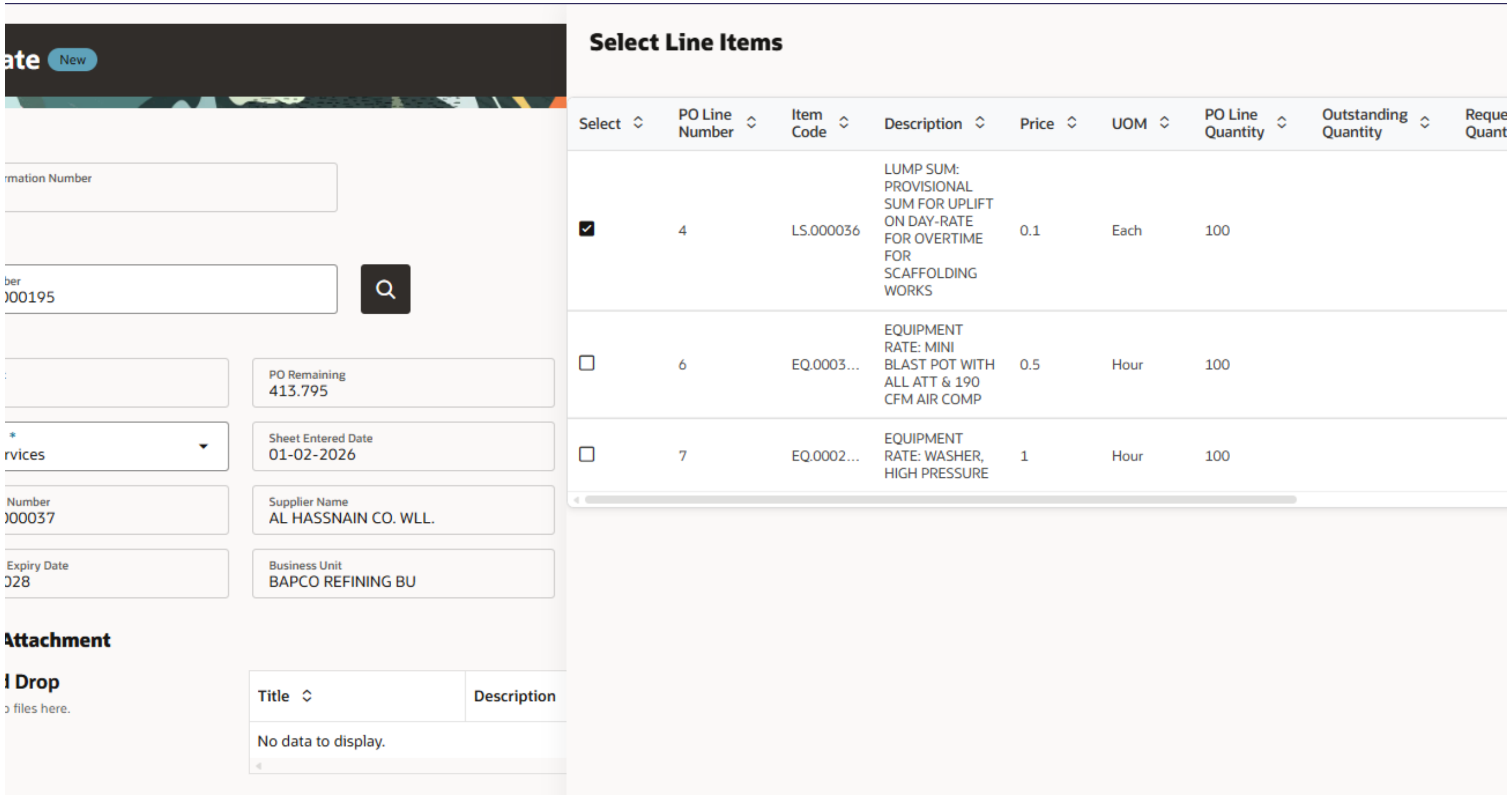
1. Update the approver details by clicking on ‘Add Approver’
2. The first Approver is auto selected based on the sheet type.
3. The second and third approvers can be selected by the Work Confirmation creator from a list of values.
4. The last approver is defaulted automatically.

Work Confirmation Process – Other Services



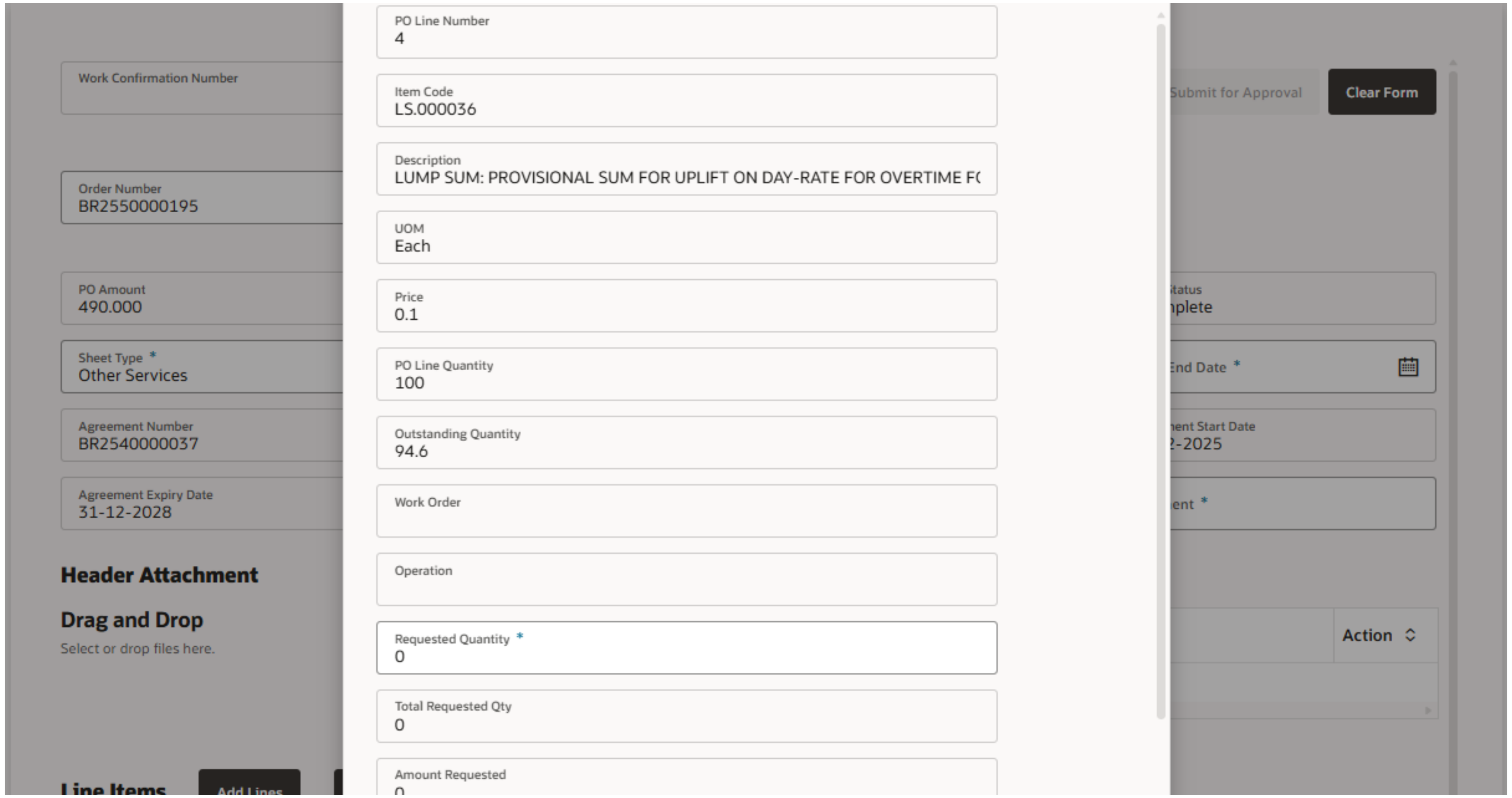
1. For 'Other Services' choose sheet type as 'Other Services'.
2. Search for the PO & provide the necessary details like Sheet type, Work start date, End date etc.
3. For sheet type 'Other Services' the Quantity Surveyor DFF value at the agreement line level should be 'No' or Blank.

Work Confirmation Process – Other Services



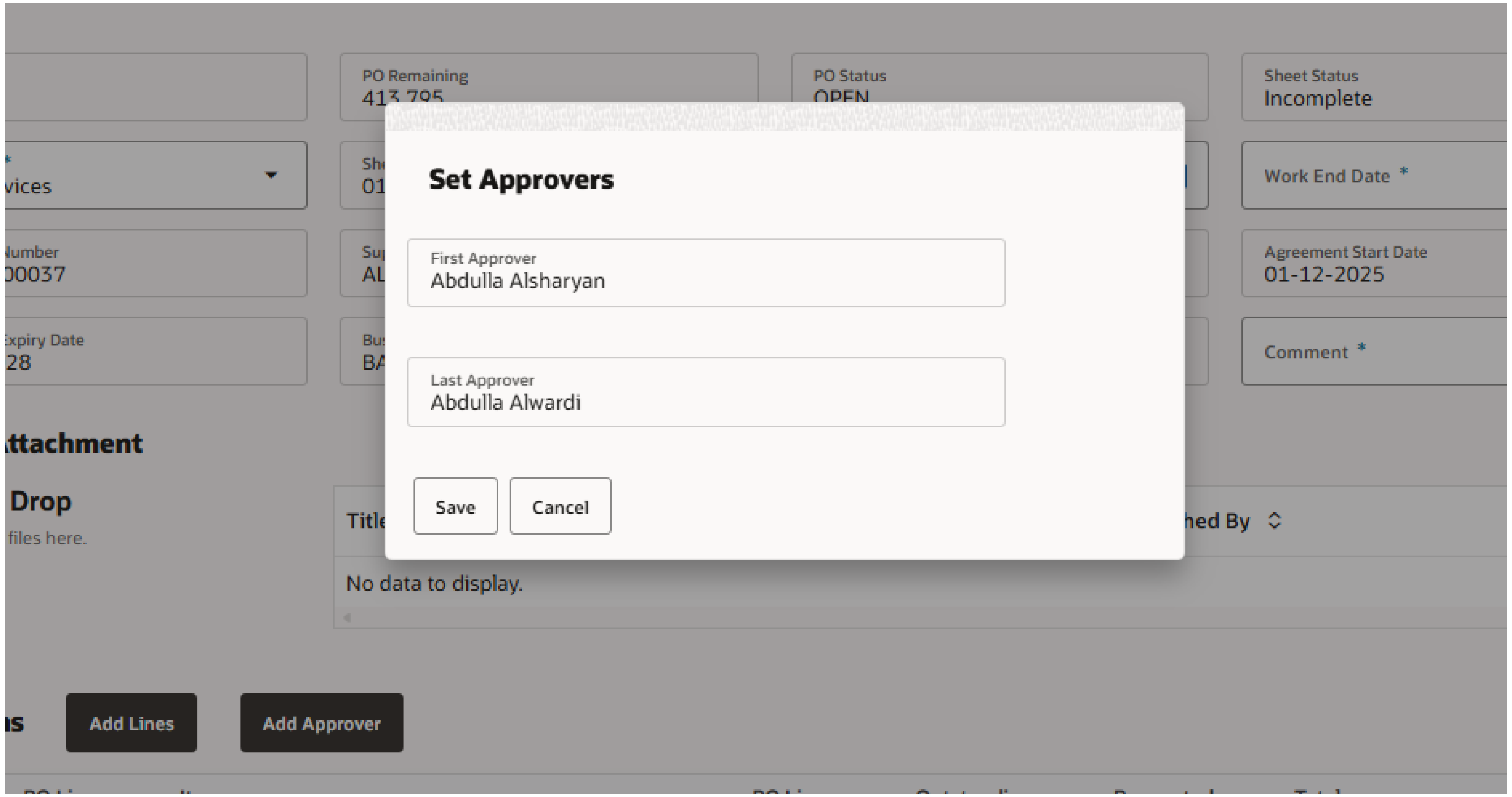
1. Search and add the line details.
2. Please note only lines that are matching the sheet type selected in the header section will be displayed for selection.

Work Confirmation Process – Other Services



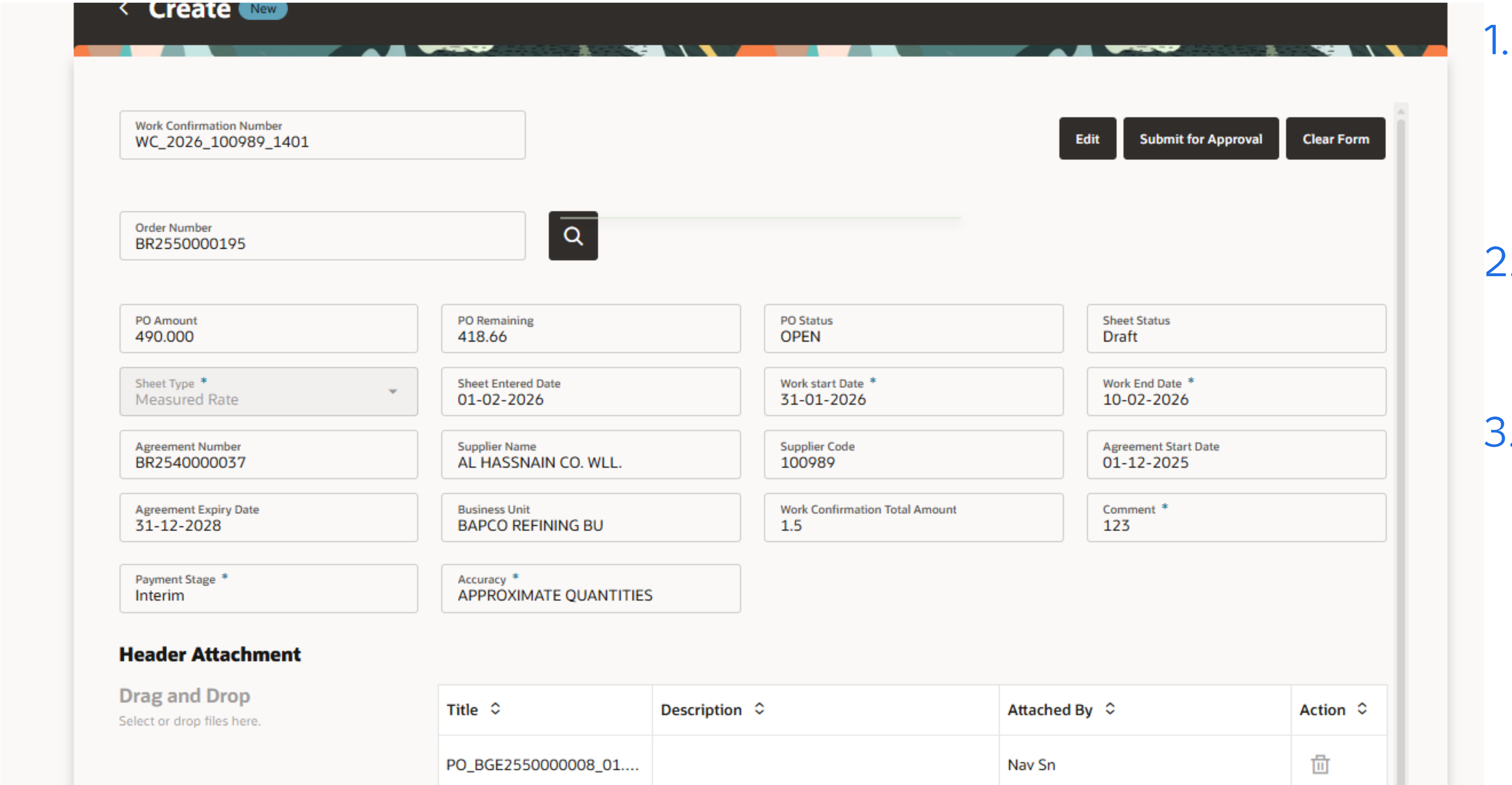
1. Once selected, the user can edit the line & enter the requested quantity. Other details are auto populated.
2. The requested Qty can only be amended in case of 'Other Services'.

Work Confirmation Process – Other Services



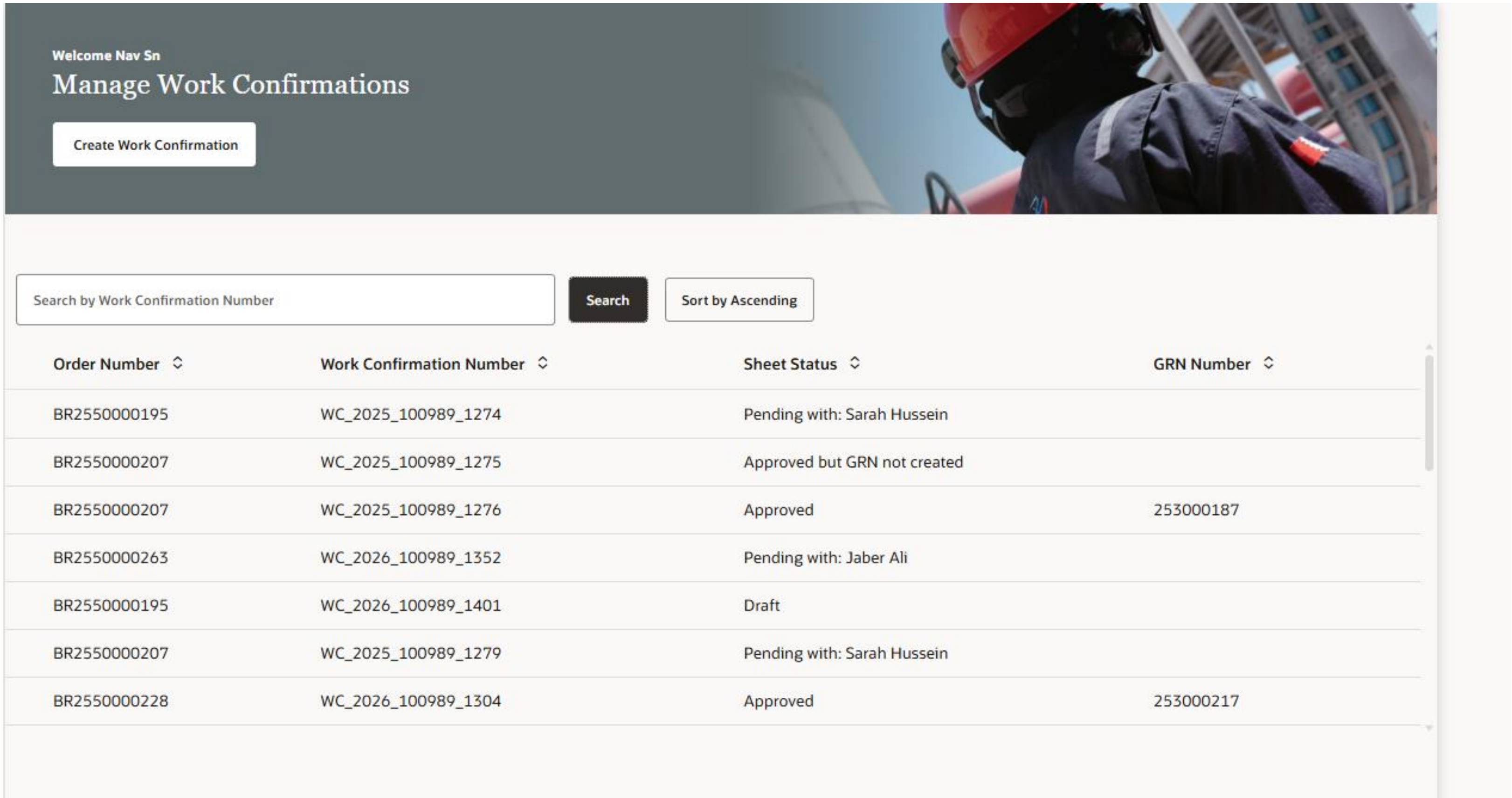
1. Next review the approver details by clicking on ‘Add Approver’.
2. The first Approver is auto selected based on the sheet type.
3. And the last approver is also defaulted automatically.

Work Confirmation Process



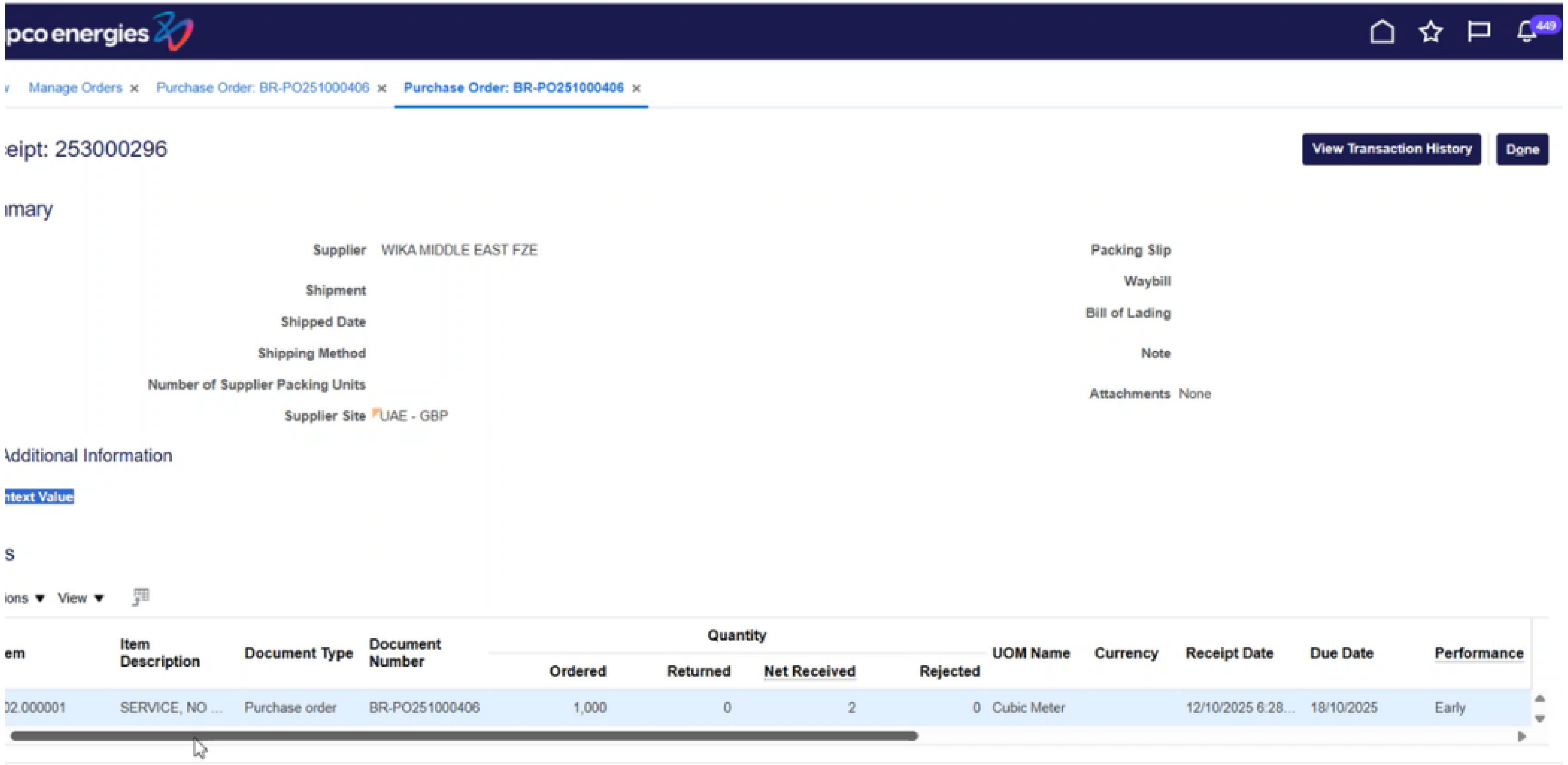
1. Once all information is populated, the user can review & save or Submit the Work Confirmation for approval.
2. Once saved, the Work Confirmation number is autogenerated.
3. You can click on 'Edit' to make any changes if needed.

Work Confirmation Process



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

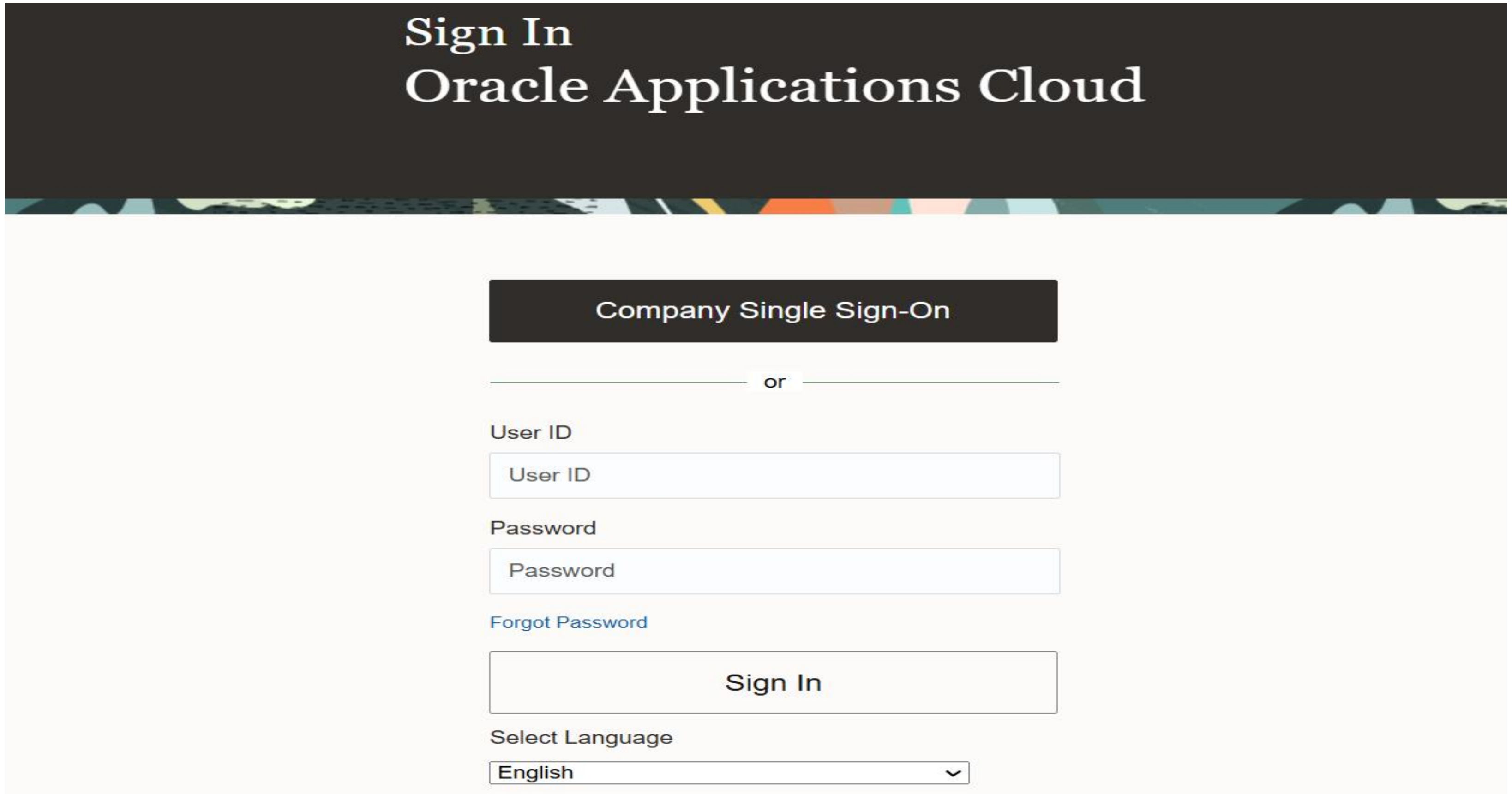


1. The details can be cross verified in Fusion PO/GRN screen as well.

Supplier Changes to the Supplier Profile

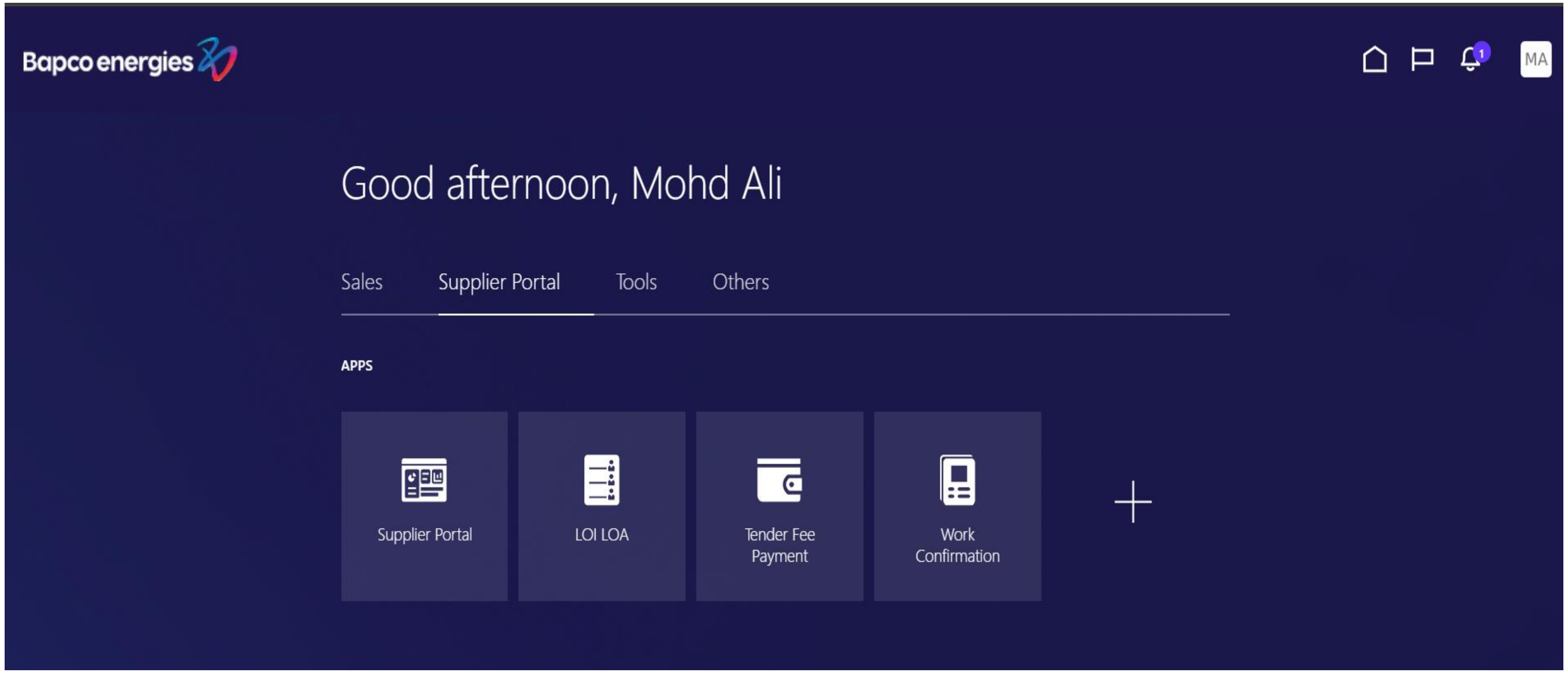
08

Supplier Changes to the Supplier Profile



Login as Supplier user.

Supplier Changes to the Supplier Profile



Navigate to: Supplier Portal.

Supplier Changes to the Supplier Profile

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

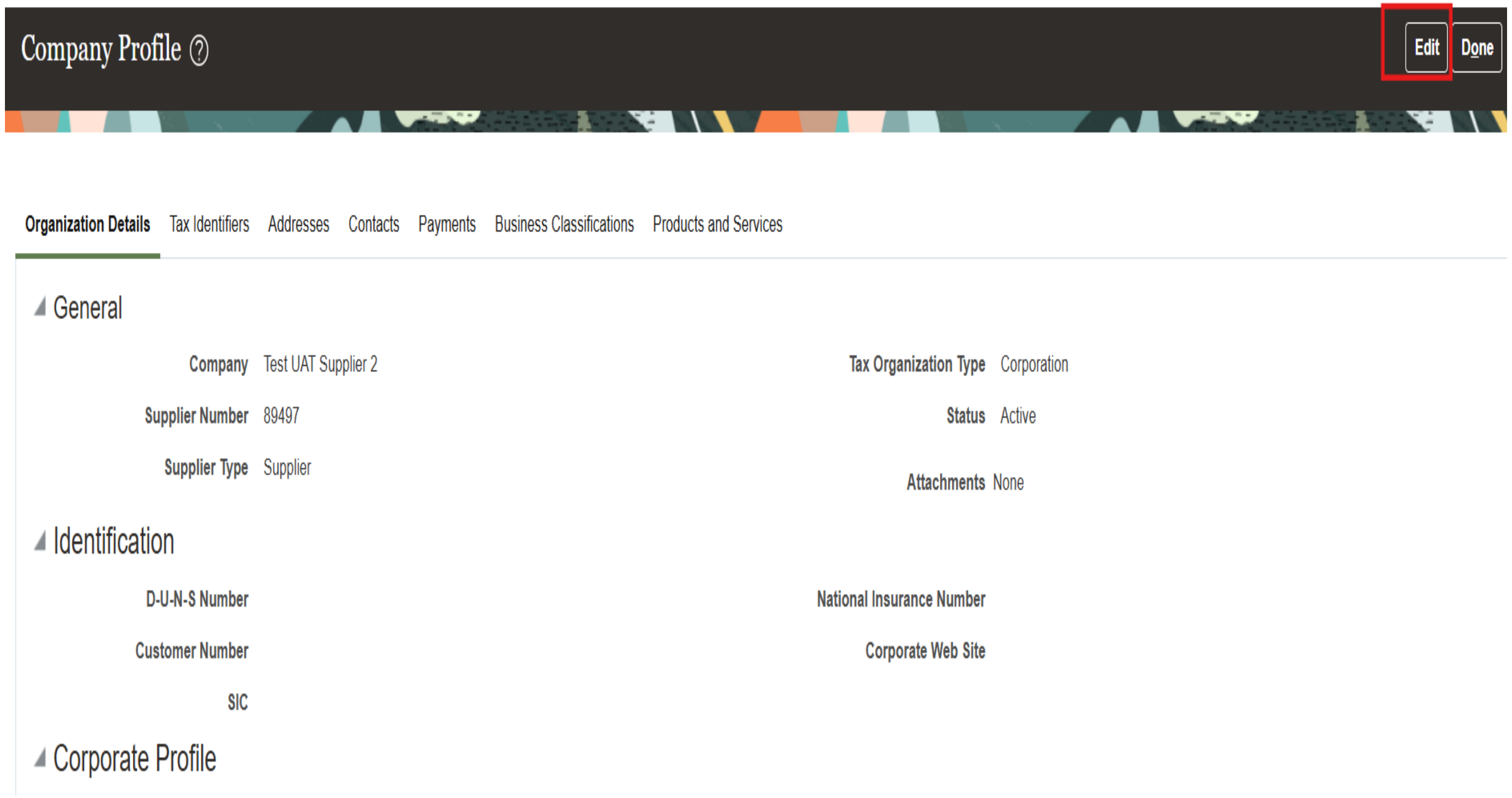
- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

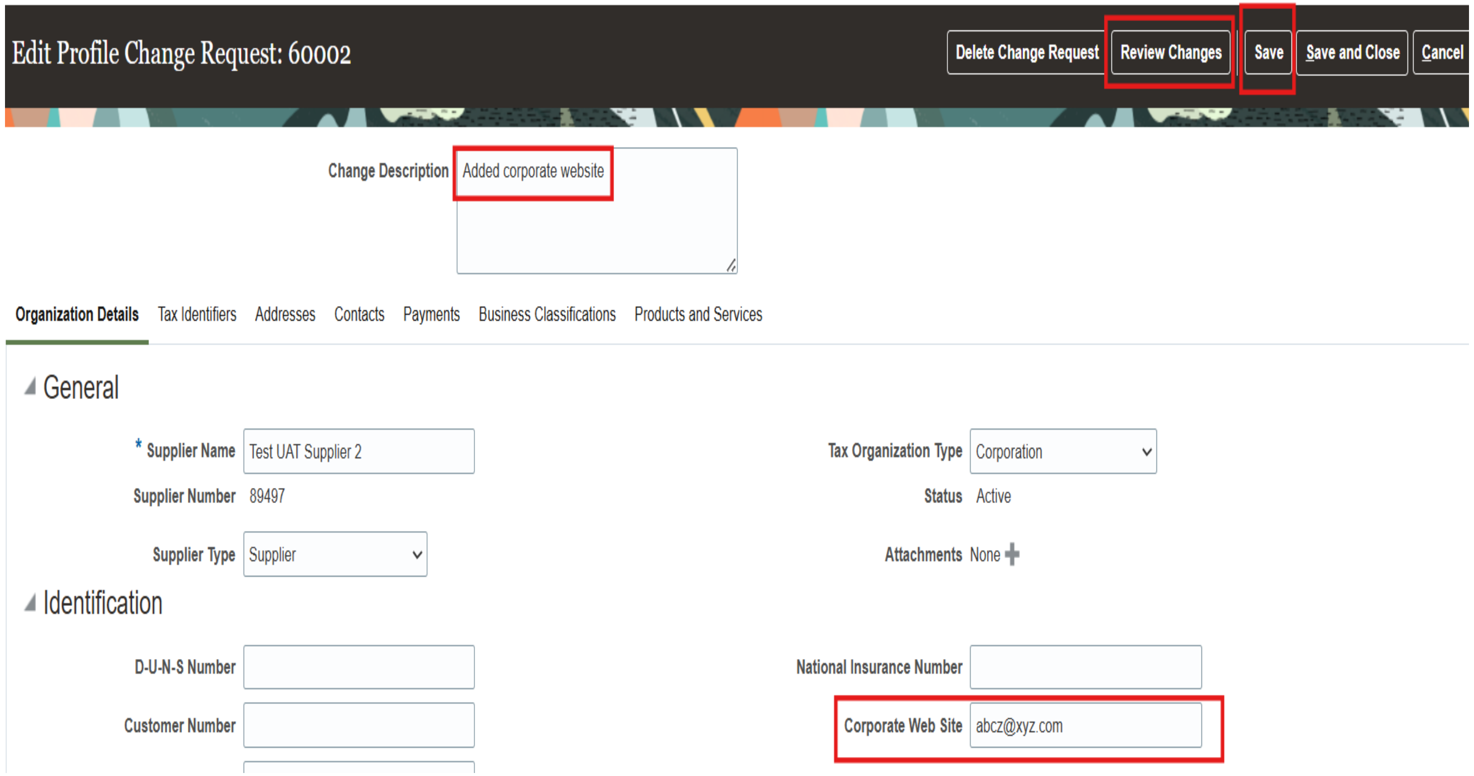
On Supplier Portal page, go to ‘Company Profile’ section and click on ‘Manage Profile’ .

Supplier Changes to the Supplier Profile



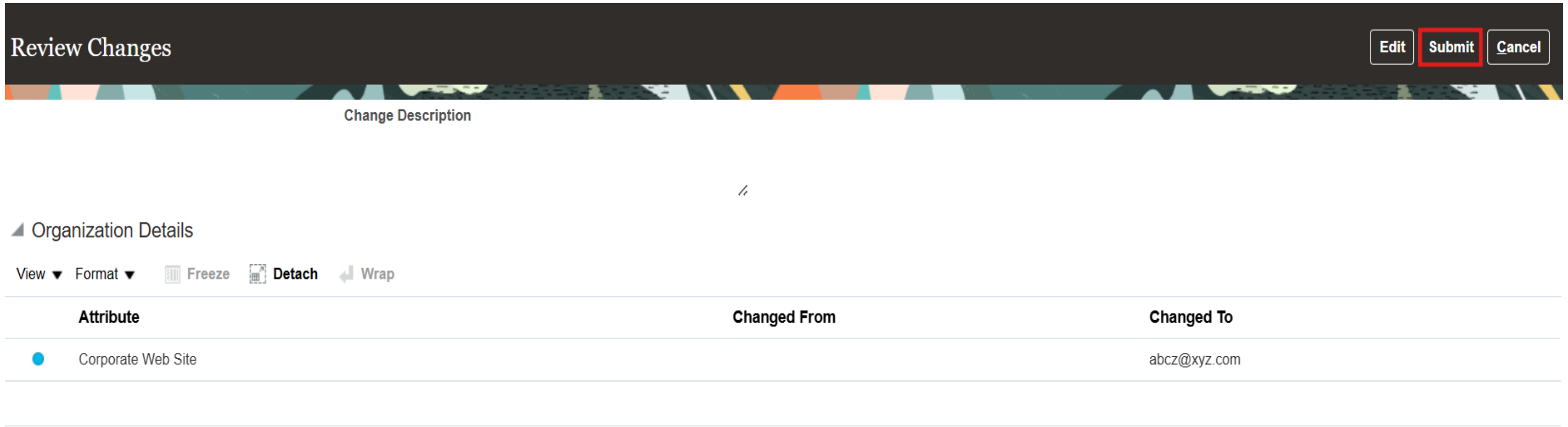
On ‘Company Profile’ page, click on ‘Edit’ .

Supplier Changes to the Supplier Profile



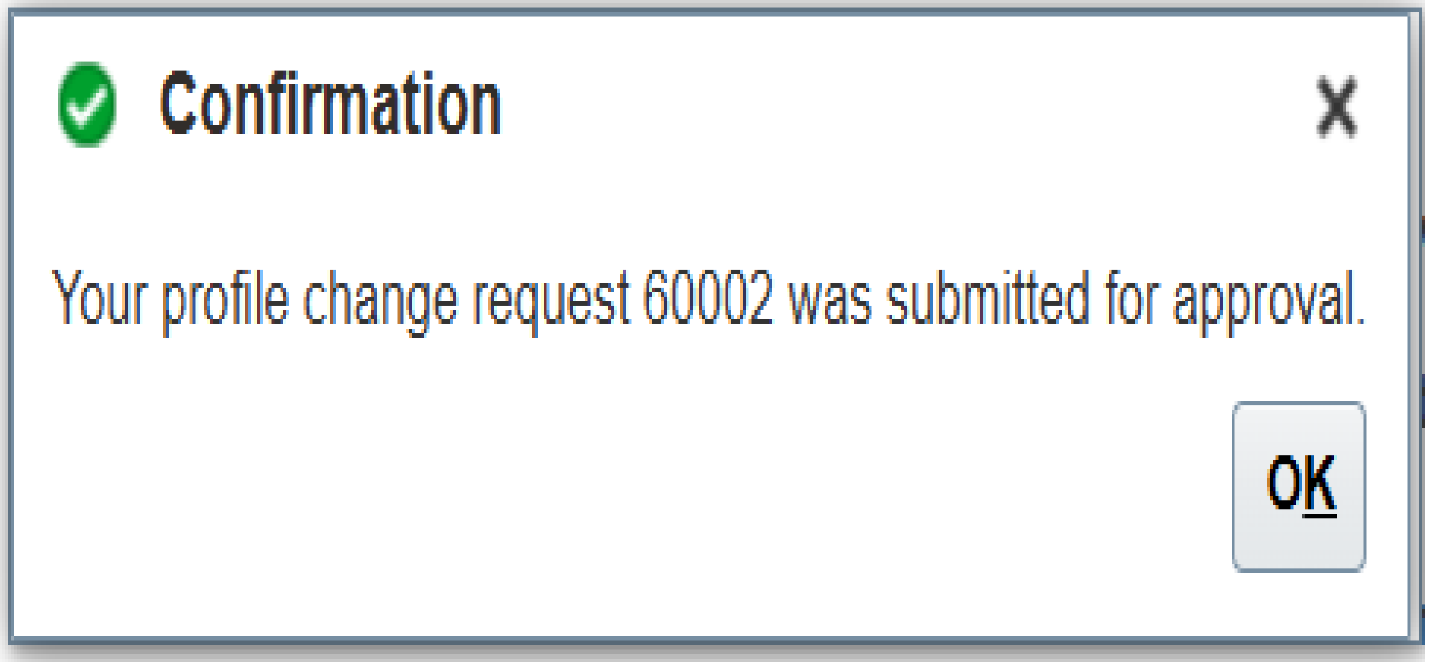
1. Make change to any of the desired profile value such as Contacts, Address, Contact role, etc. Here, for demo we added a dummy corporate web site.
2. Add the ‘Change Description’.
3. Save.
4. Review Changes.

Supplier Changes to the Supplier Profile



Click on ‘Submit’.

Supplier Changes to the Supplier Profile

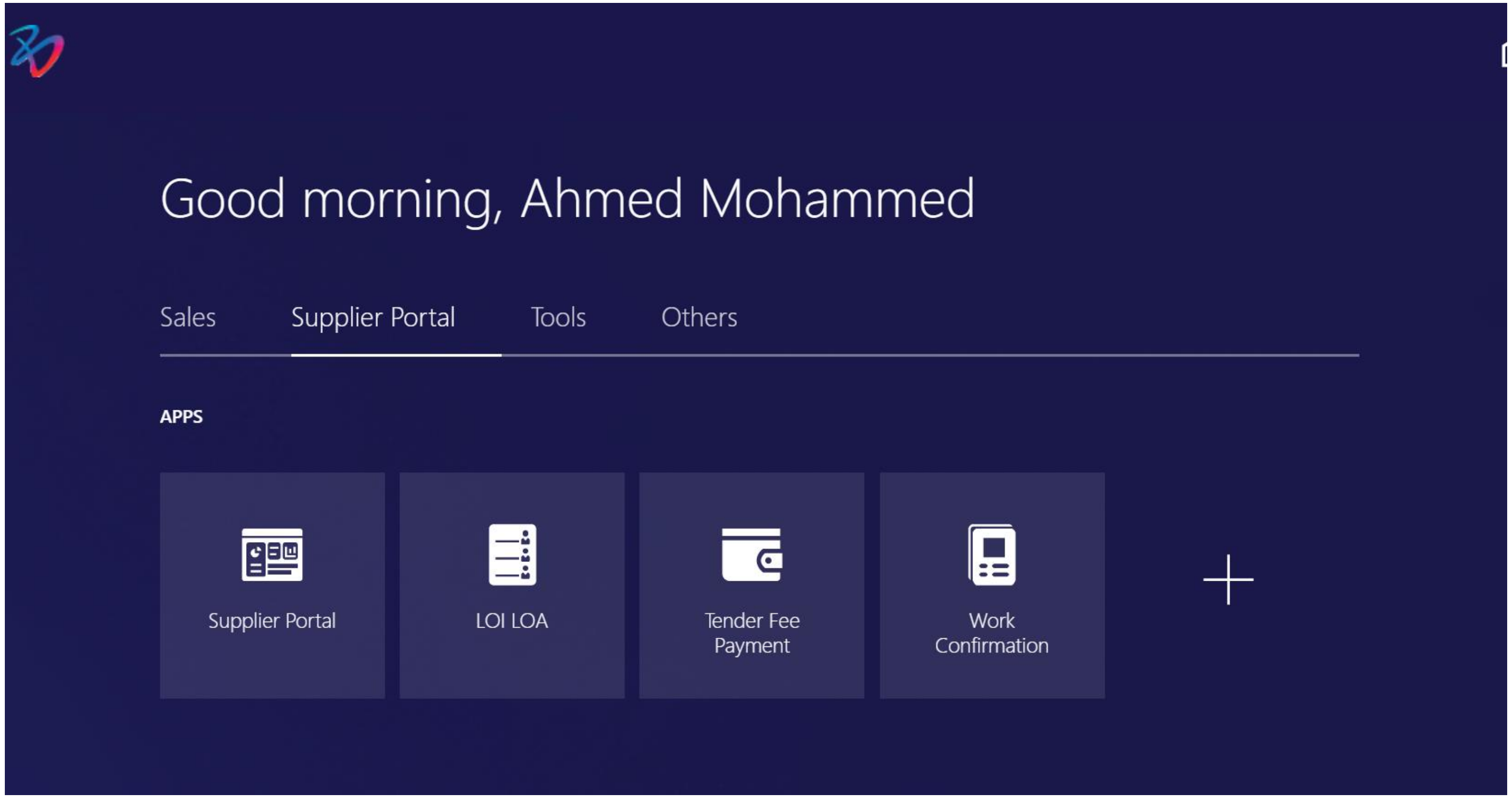


1. A confirmation message will appear.
2. Based upon the approval setup, the change request will go to the approver at Bapco Energies and once he approves, the changes will be reflected in the Supplier Profile.

Create a new Supplier Contact

09

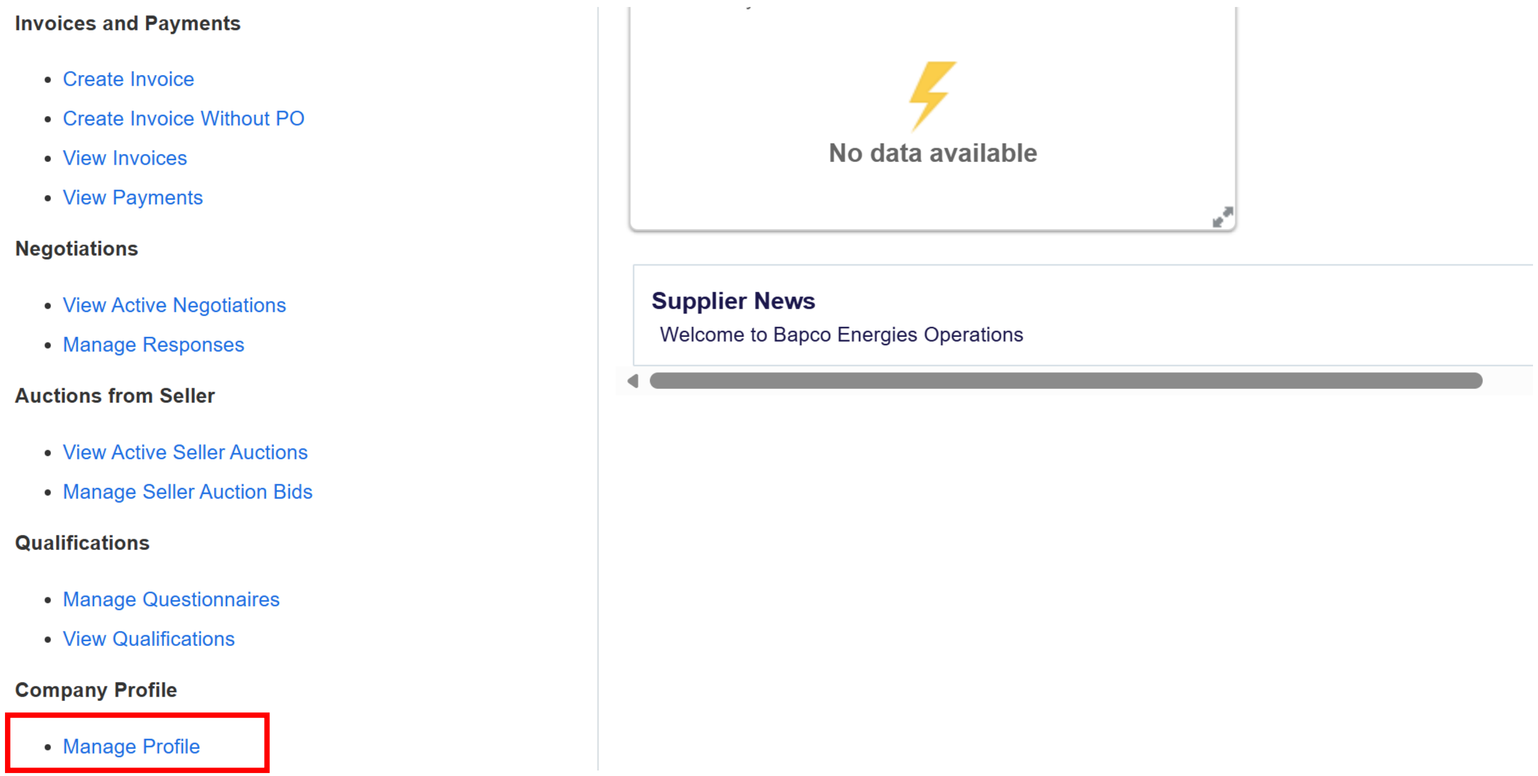
Create a New Supplier Contact



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.

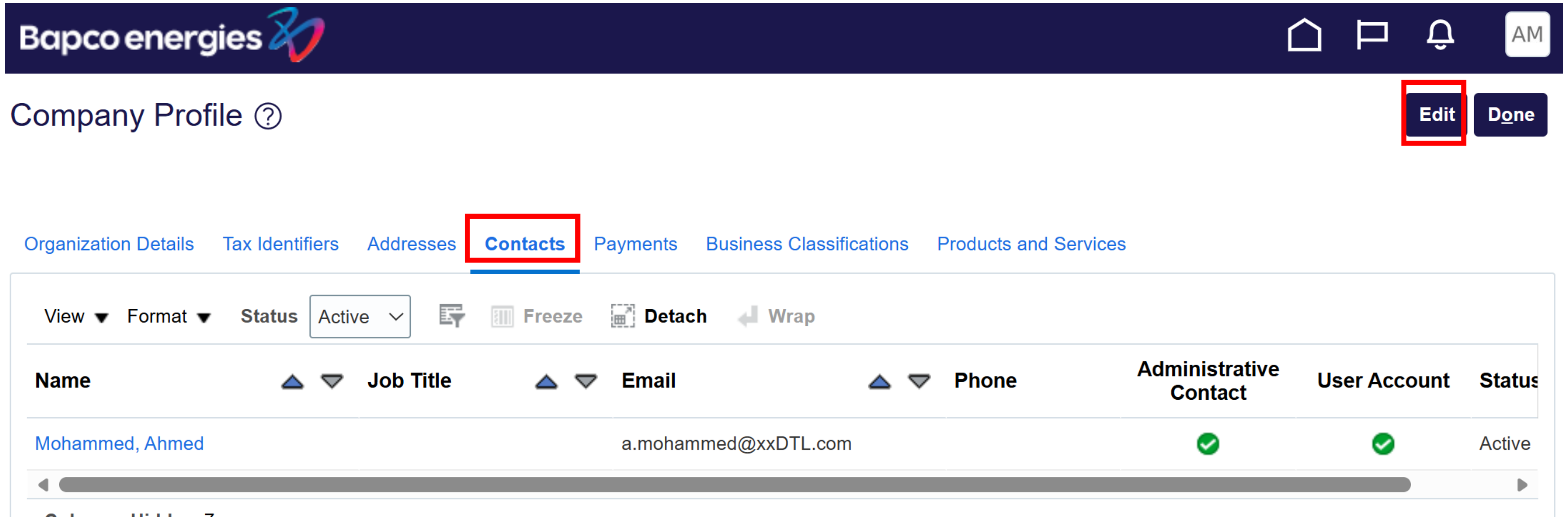
Click on the Supplier Portal tile.

Create a New Supplier Contact



Click on Manage Profile.

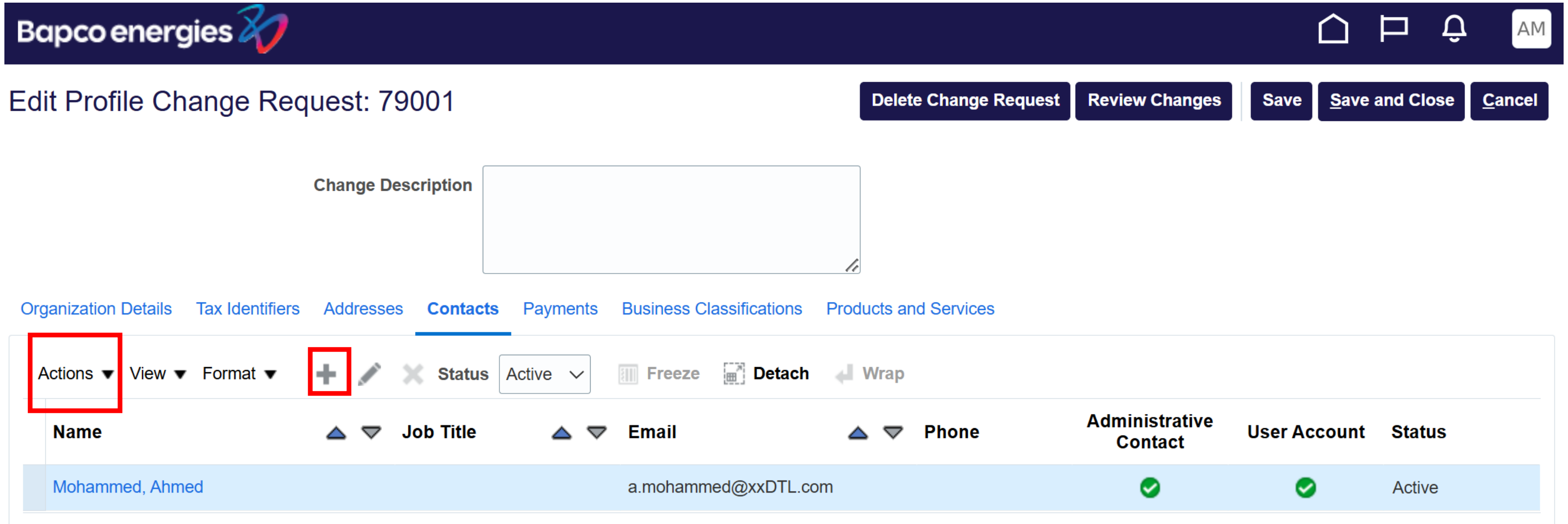
Create a New Supplier Contact



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

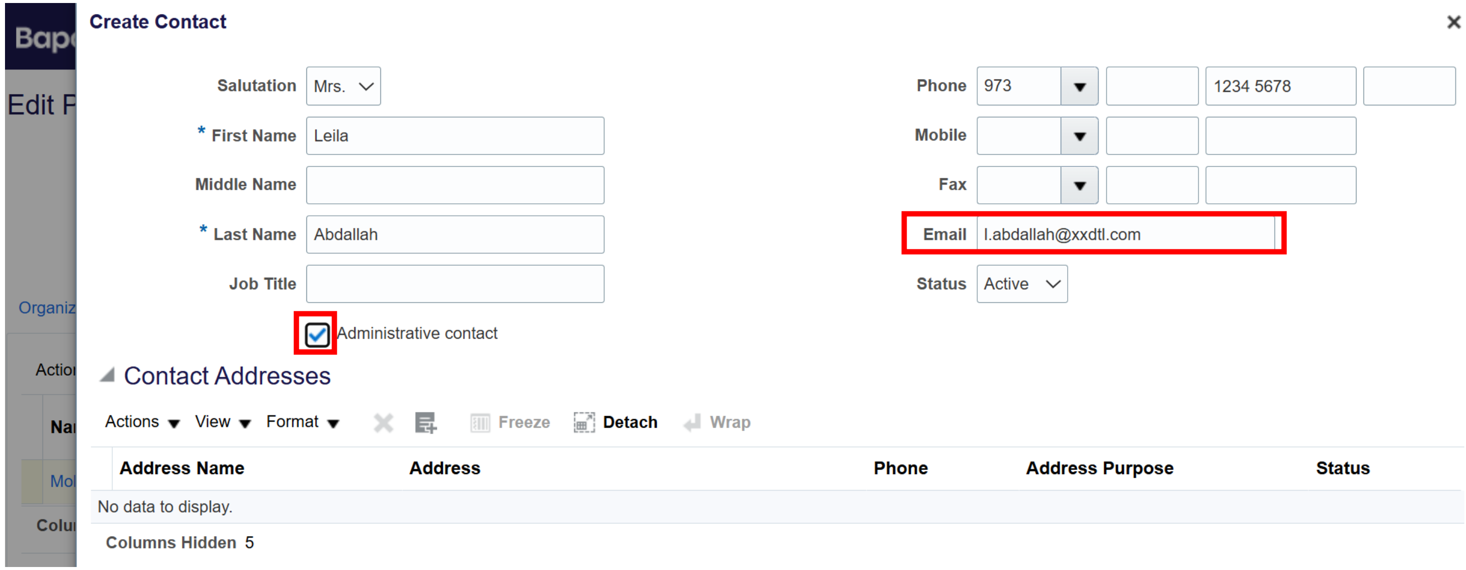
Click on the Contacts tab to view all the contacts you have in your organization.

Create a New Supplier Contact



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

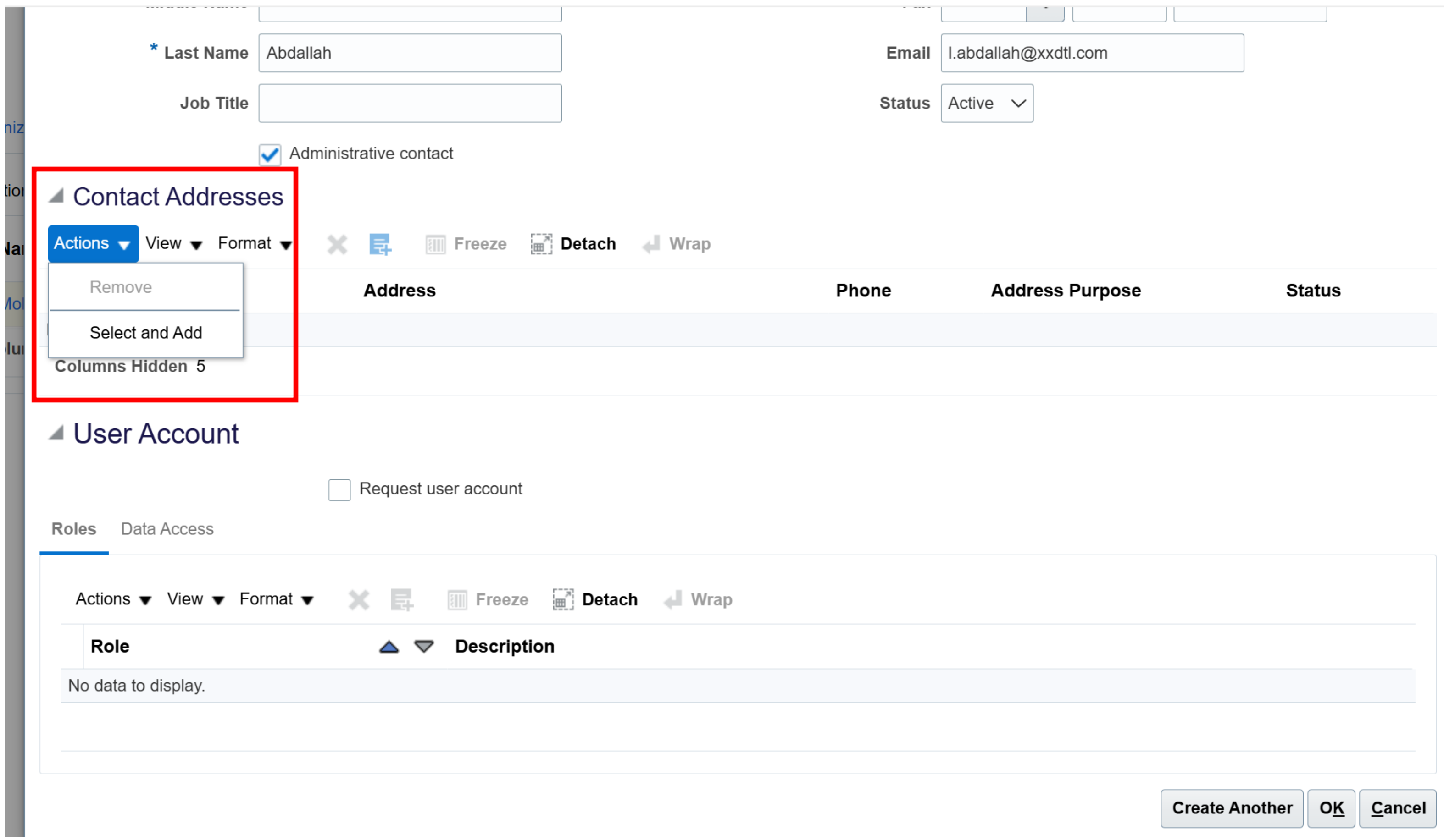
Create a New Supplier Contact



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.

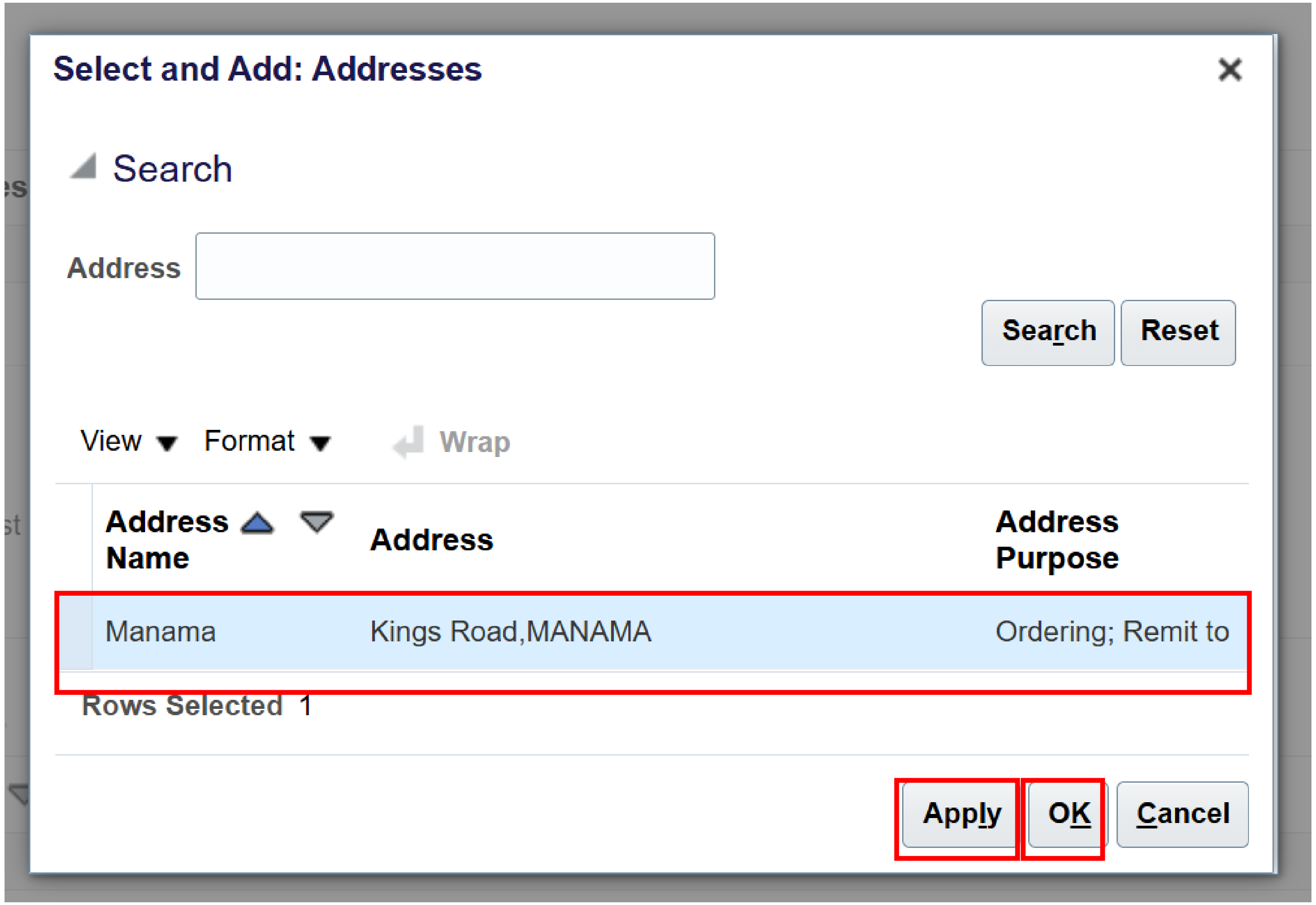
Tick the checkbox "Administrative Contact" only if you want the contact to have the privilege to maintain and set up contacts.

Create a New Supplier Contact



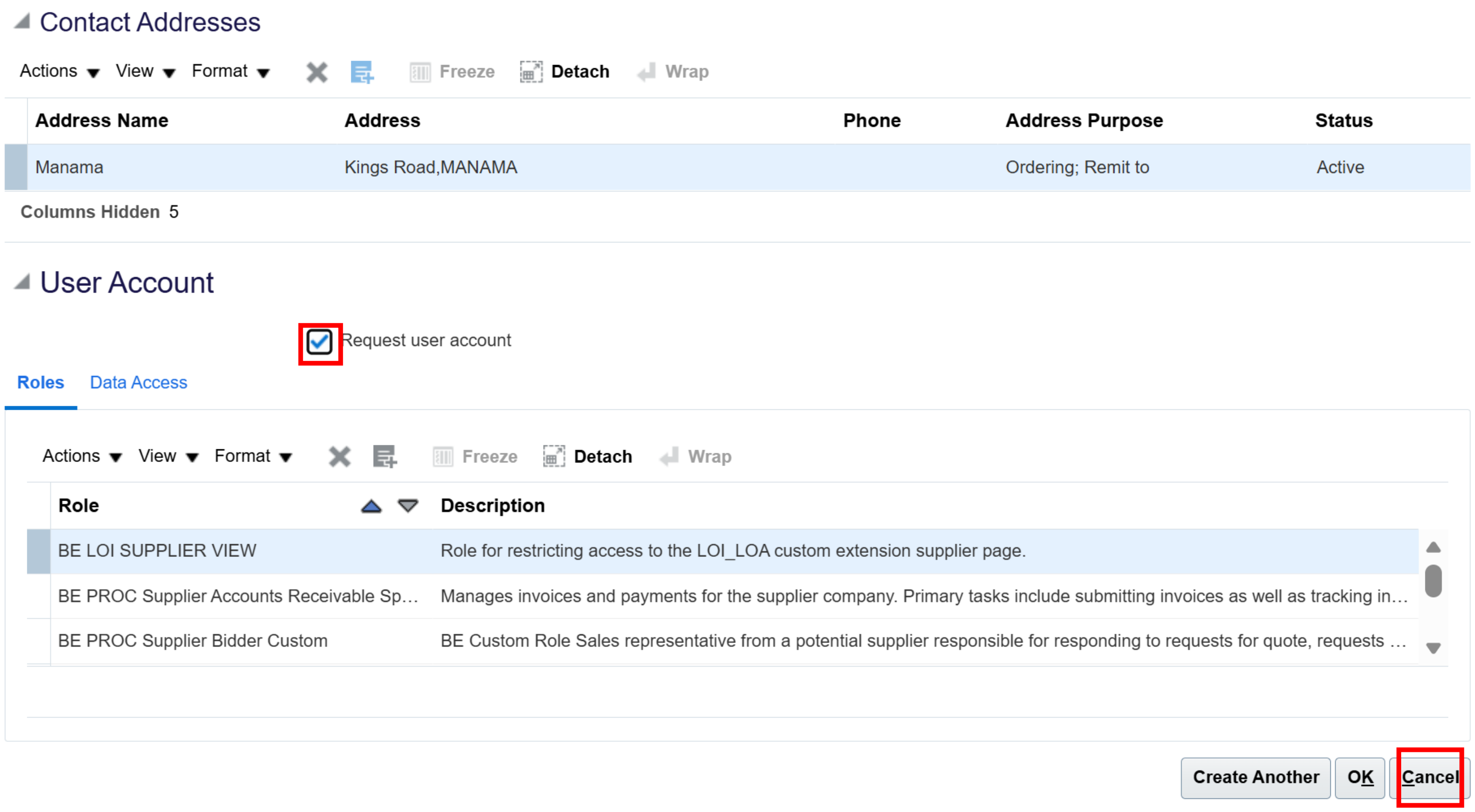
In the Contact's Addresses section, navigate to Actions / Select and Add.

Create a New Supplier Contact



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

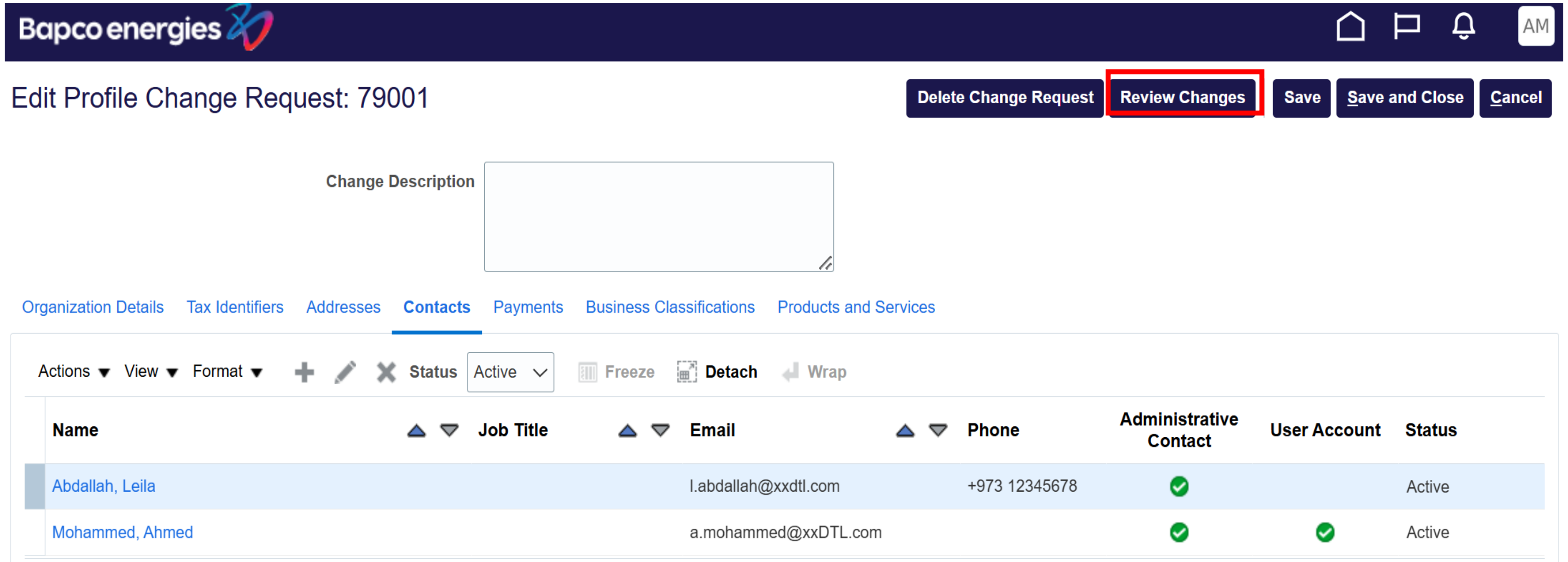


Tick the “Request user account” checkbox to enable the automatic creation of a new user account.

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

Click on OK.

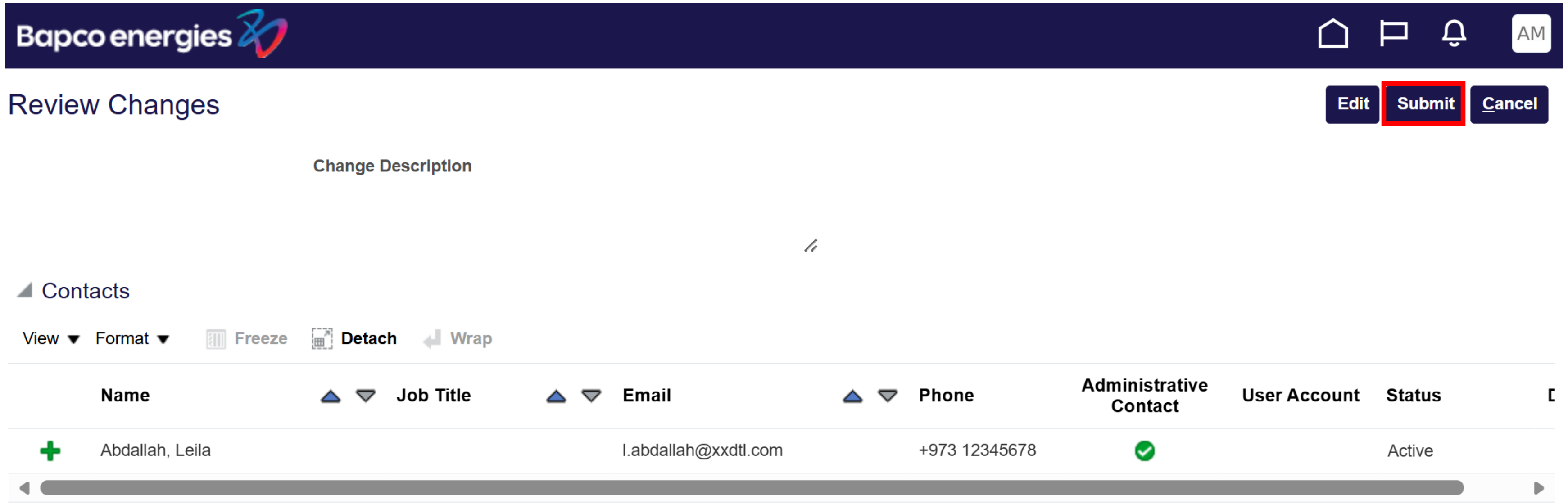
Create a New Supplier Contact



The new contact has now been added to the Contacts list.

Click on Review Changes.

Create a New Supplier Contact



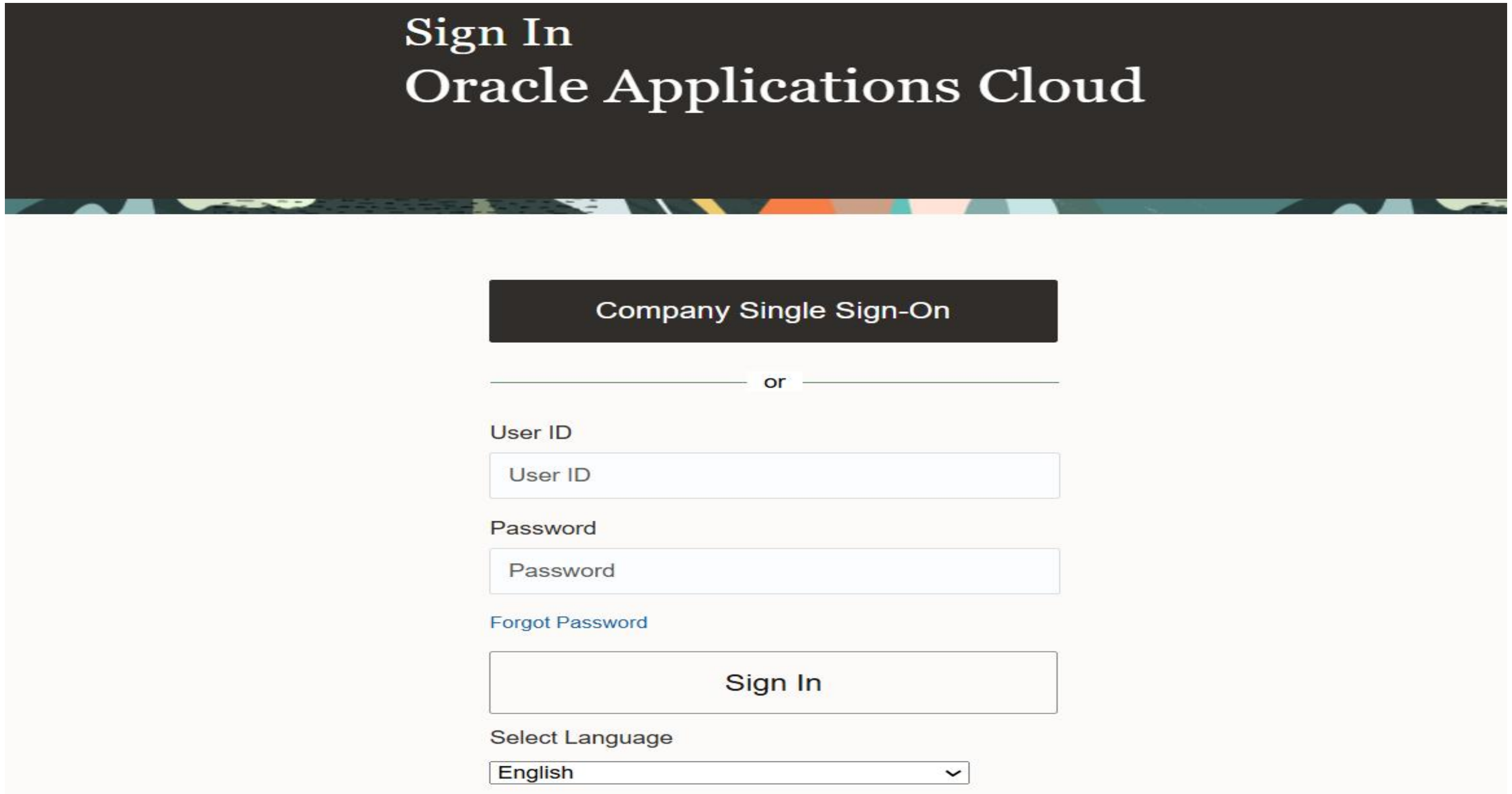
Click on Submit.

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

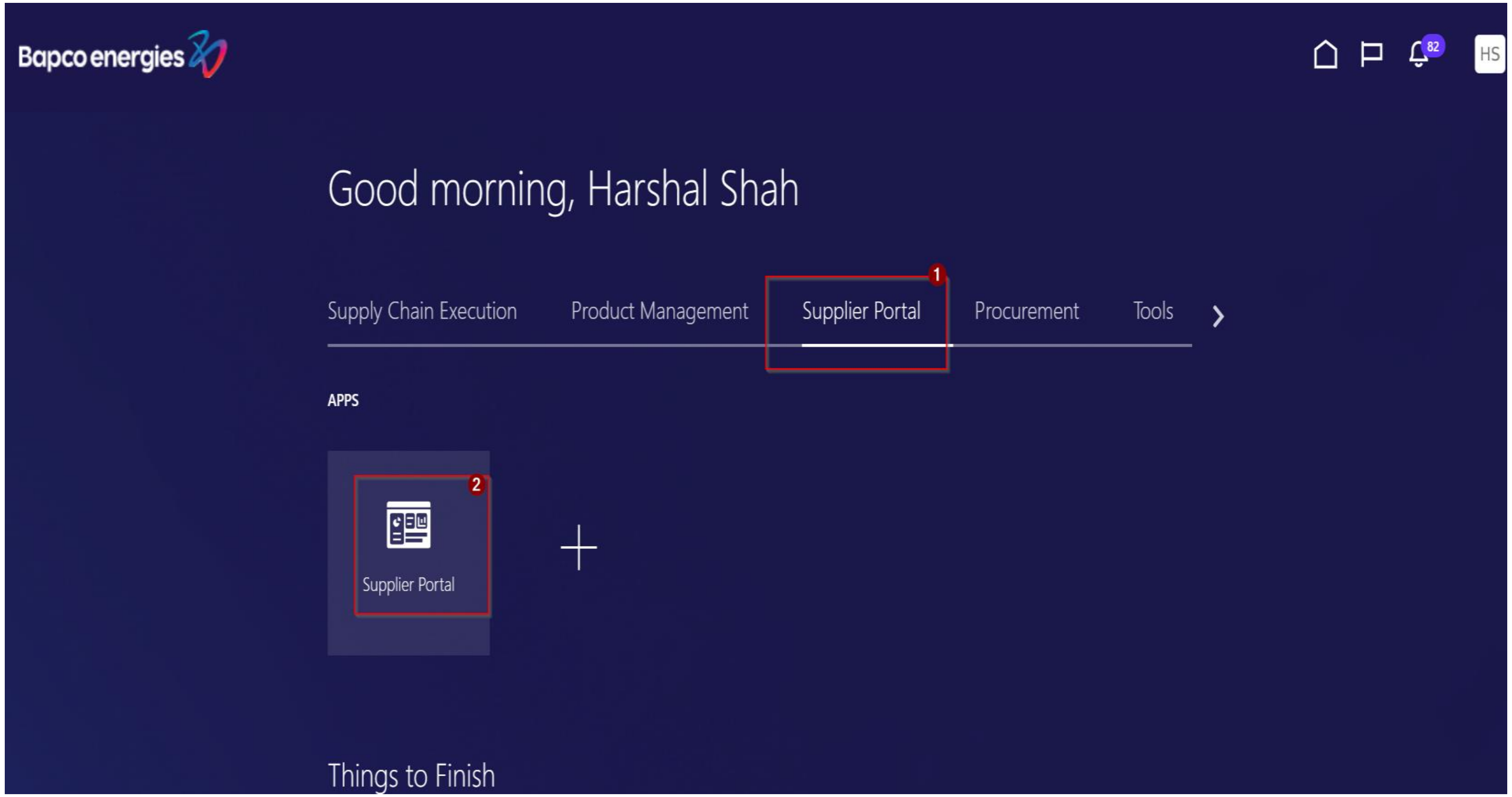
10

Submit an Invoice via Supplier Portal



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

Submit an Invoice via Supplier Portal

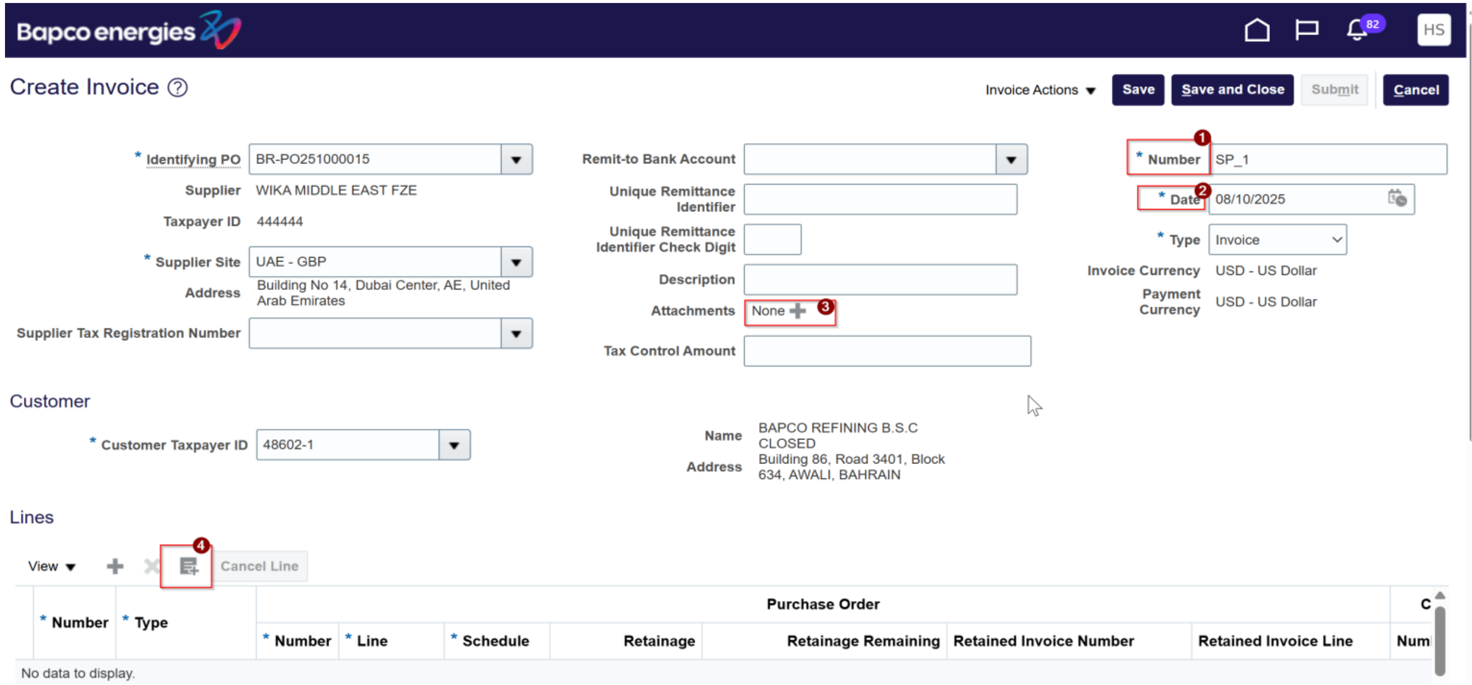


1. Click on the Supplier Portal tab.
2. Click on the Supplier Portal tile.

Submit an Invoice via Supplier Portal

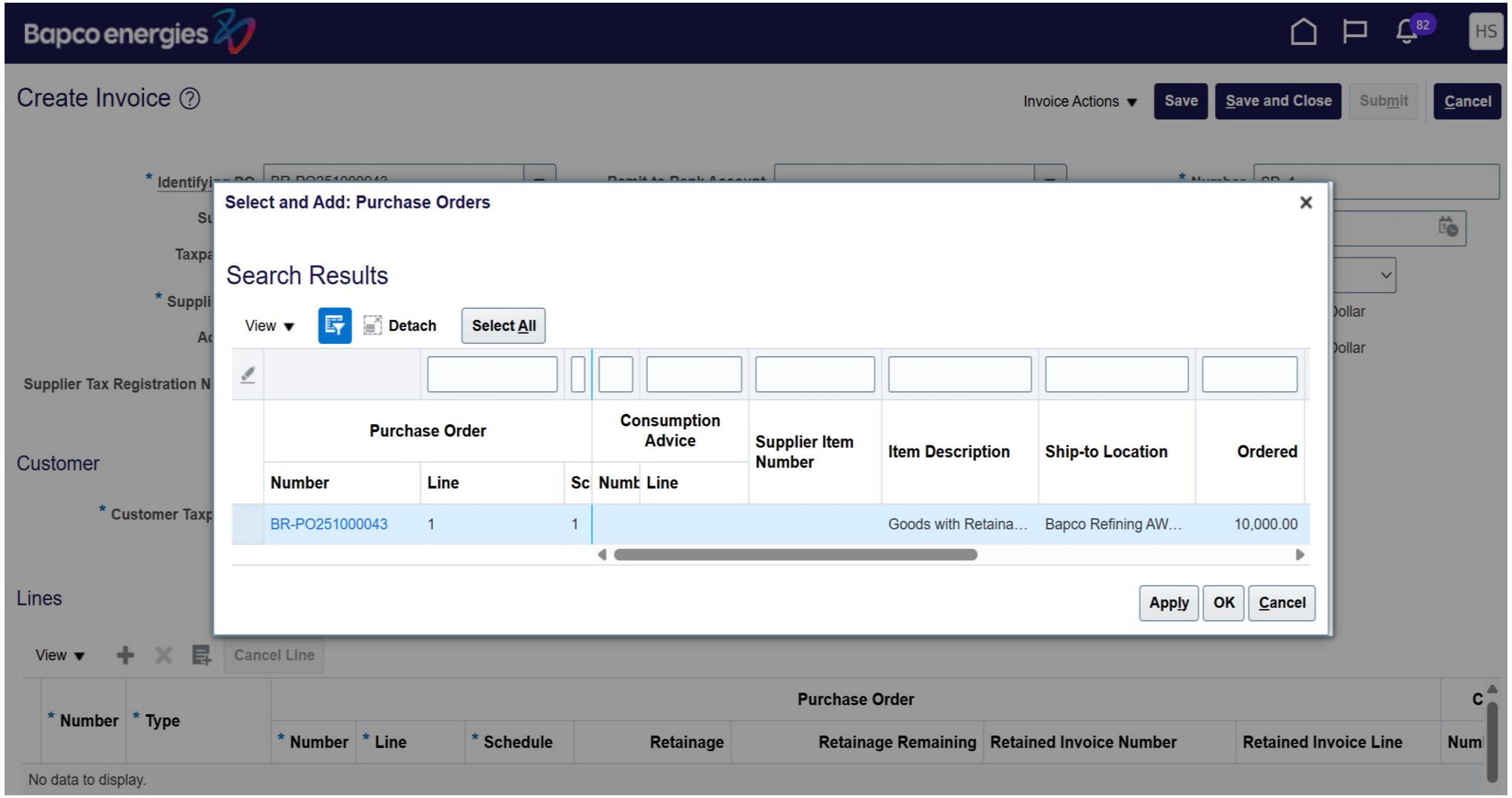
From the Supplier Portal tasks list, click on Create Invoice.

Submit an Invoice via Supplier Portal



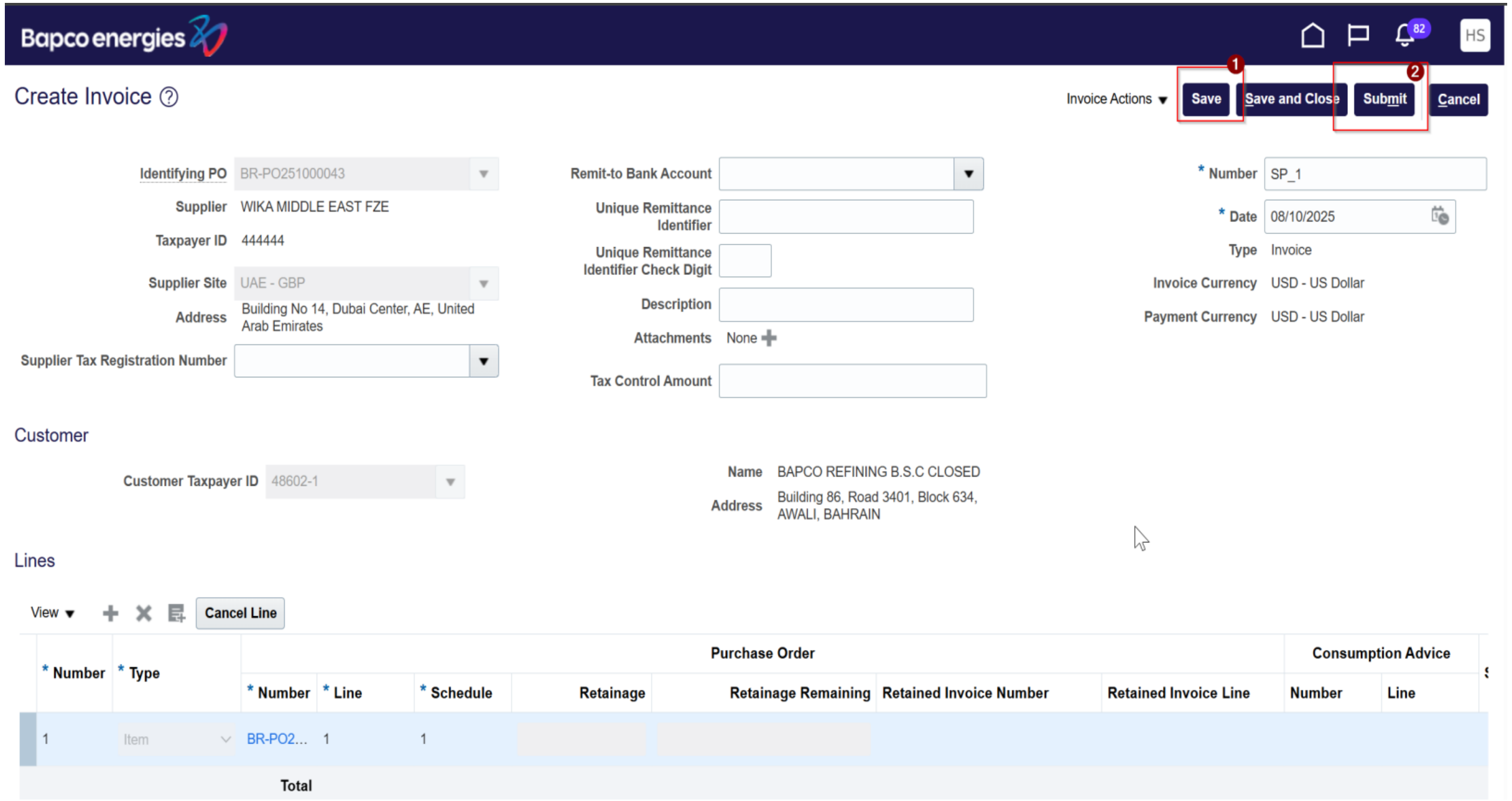
1. The Supplier populates the required fields including invoice number and invoice date on the invoice header.
2. Attach Invoice copy or another relevant document.
3. Under the Lines section, click on the highlighted “Select and add” icon.

Submit an Invoice via Supplier Portal



Select the PO and click on Apply and OK.

Submit an Invoice via Supplier Portal



Click on Save and then on Submit.

Submit an Invoice via Supplier Portal

Bapco energies

Invoice: SP_1.

Printable Page | Create Another | Done

Identifying PO	BR-PO251000043	Remit-to Bank Account		Number	SP_1.
Supplier	WIKA MIDDLE EAST FZE	Unique Remittance Identifier		Date	08/10/2025
Taxpayer ID	444444	Unique Remittance Identifier Check Digit		Type	Invoice
Supplier Site	UAE - GBP	Description		Invoice Currency	USD
Address	Building No 14, Dubai Center, AE, United Arab Emirates	Attachments	export - 2025-10-07T092857.525	Payment Currency	USD
Supplier Tax Registration Number		Tax Control Amount			

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