



Oracle Supplier Portal User Guide

Bapco Energies

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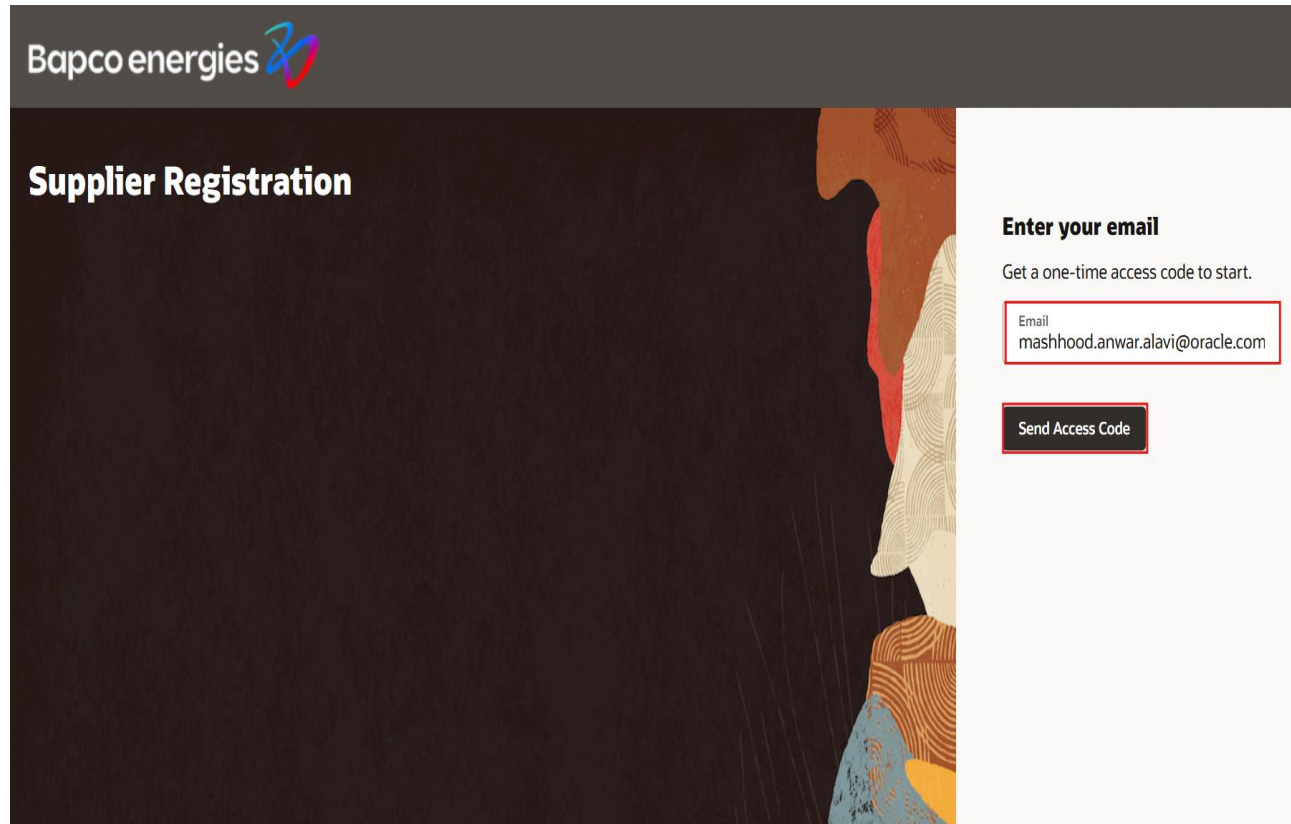
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External Supplier Registration by invitation



01

External Supplier Registration by Invitation

A screenshot of the Bapco Energies Supplier Registration page. The page has a dark header with the Bapco Energies logo. The main content area is split into a dark left section with the text 'Supplier Registration' and a light right section. The right section contains a form titled 'Enter your email' with the instruction 'Get a one-time access code to start.' Below this is an email input field containing 'mashhood.anwar.alavi@oracle.com' and a 'Send Access Code' button.

Bapco energies

Supplier Registration

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

Email
mashhood.anwar.alavi@oracle.com

Send Access Code

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

External Supplier Registration by Invitation



The screenshot shows the 'Supplier Registration' page for Bapco Energies. The page has a dark header with the company logo and name. The main content area is white and contains a form for entering an access code. The form includes a title 'Enter your code', instructions on how to use the code, a text input field with the code '8tHfPx9Z9', a 'Continue' button, and a link to 'Get a new code'. The background of the page features a stylized illustration of a person's profile in brown and orange tones.

Bapco energies

Supplier Registration

Enter your code

Use the code we've sent to email
mashhood.anwar.alavi@oracle.com.

The code expires in 15 minutes.

Access Code
8tHfPx9Z9

Continue

[Get a new code](#)

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



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Supplier Registration

Company Details

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

****For Company field, please enter Full Legal Company Name**

****Please select the Tax Country/County of Incorporation in the Country field.**

****In the Attachments section, Commercial Registration is a required document. Also upload all files in PDF format only.**

Company
ALL FASTENERS PRIVATE LIMITED

Website

Country
Bahrain

Taxpayer ID
123456

Tax Registration Number
098765

D-U-N-S Number

Organization Type
0%

Additional Information

Last updated 3 minutes ago

Cancel

Save

Continue

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

External Supplier Registration by Invitation



Additional Information

Other Company Name(s)

Date of Incorporation

Legal Entity Identifier (LEI)

Registration Issuing Authority

Commercial Registration / Business License

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL

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

Updated just now

1. 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



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Supplier Registration

Contacts

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

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

Provide details of employees who will be designated as supplier contacts.
Contact 1
Enter contact details. Registration communications will be sent to this contact.

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

Last updated 58 seconds ago

Cancel Save Continue

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

External Supplier Registration by Invitation



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

Provide details of employees who will be designated as supplier contacts.
Contact 1
Enter contact details. Registration communications will be sent to this contact.

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

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

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

Last updated 7 minutes ago

Cancel Save Continue

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

External Supplier Registration by Invitation



supplier application

☒ BE WORK CONFIRMATION SUPPLIER

☒ BE PROC Supplier Customer Service Representative Custom
BE Custom Role Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.

☒ BE PROC Supplier Accounts Receivable Specialist Custom
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status. Removed Supplier invoice without PO privilege

☒ BE PROC Supplier Inventory Manager Custom
BE Custom Role Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies, materials and products to ensure that customers, employees and production have access to the materials they need.

☒ BE PROC Supplier Sales Representative Custom
BE Custom Role Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

☒ BE TENDER SUPPLIER VIEW
Role for restricting access to the Tender Payment custom extension supplier view page.

☒ BE LOI SUPPLIER VIEW
Role for restricting access to the LOI_LOA custom extension supplier page.

+ Add Another Contact

Last updated 1 minute ago

Cancel

Save

Continue

2 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

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

External Supplier Registration by Invitation



Addresses

Enter at least one address.

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

Address 1 

Address Name
Manama-BHD

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

☐ Receive Purchase Orders ☐ Receive Payments ☒ Bid on RFQs

Country/Region
Bahrain

Address Line 1
Road 1234

Address Line 2

Address Line 3

City
Manama

State

Postal Code

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

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

External Supplier Registration by Invitation



Address Line 1
Road 1234

Address Line 2

Address Line 3

City
Manama

State

Postal Code

Email
mashhood.anwar.alavi@oracle.com

Country
BH

Phone *
+973 1722 1700

Ext

Country
BH

Fax
+973

Which contacts are associated to this address?

☒ Mashhood Alavi
mashhood.anwar.alavi@oracle.com TECHNICAL TEAM

+ Add Another Address

Last updated 33 minutes ago

Cancel Save Continue

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

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

External Supplier Registration by Invitation



Bapco energies

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

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

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

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

Business classification 1

Classification
Commercial Registration Certificate

Subclassification

Certifying Agency
Other

Other Certifying Agency
ISO

Certificate Number
78463738

Certificate Start Date
01-Feb-2026

Certificate End Date
31-Jan-2027

Notes

Last updated 5 minutes ago

Cancel Save **Continue**

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

External Supplier Registration by Invitation



Business classification 1 

Classification
Commercial Registration Certificate

Subclassification

Certifying Agency
Other

Other Certifying Agency
ISO

Certificate Number
78463738

Certificate Start Date
01-Feb-2026

Certificate End Date
31-Jan-2027

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL

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

Last updated 6 seconds ago

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

External Supplier Registration by Invitation



Bapco energies

Supplier Registration

Bank Accounts

Enter at least one bank account.

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

Bank account 1

Country
Bahrain

Bank
National Bank of Bahrain

Bank Branch
Main Branch

Account Number
1299123456

IBAN
BH67BMAG00001299123456

Currency

Account Type
Checking

Account Holder

Attach supporting documents

Drag and Drop

Last updated 6 minutes ago

Cancel Save **Continue**

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

External Supplier Registration by Invitation



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

Bank account 1 🗑️

Country
Bahrain

Bank
National Bank of Bahrain

Bank Branch
Main Branch

Account Number
1299123456

IBAN
BH67BMAG00001299123456

Currency

Account Type
Checking

Account Holder

Attach supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

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

+ Add Another Bank Account

Last updated 2 minutes ago

Cancel Save Continue

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

External Supplier Registration by Invitation



Bapco energies

Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

2 selected View Selected Clear Selected

Category	Description
☐ Apparel and Luggage and Personal Care Products	Apparel and Luggage and Personal Care Products
☐ Clothing	Clothing
☐ Footwear	Footwear
☒ Luggage and handbags and packs and cases	Luggage and handbags and packs and cases
☐ Personal care products	Personal care products
☐ Sewing supplies and accessories	Sewing supplies and accessories
☐ Building and Construction Machinery and	Building and Construction Machinery and

Updated just now

Cancel Save Continue

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

External Supplier Registration by Invitation



Supplier Registration

Questionnaire

Welcome To Bapco Energies Registration Form.

[View attachments](#)

ORGANIZATION STRUCTURE

KEY PERSONNEL

DOCUMENTARY EVIDENCE

CONFLICT OF INTEREST

DISCLOSURE

Section 1 of 5

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

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

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

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

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

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

Required

Add Attachments (0)

1.a.1. NAME

Required

1.a.2. NATIONALITY

Required

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

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

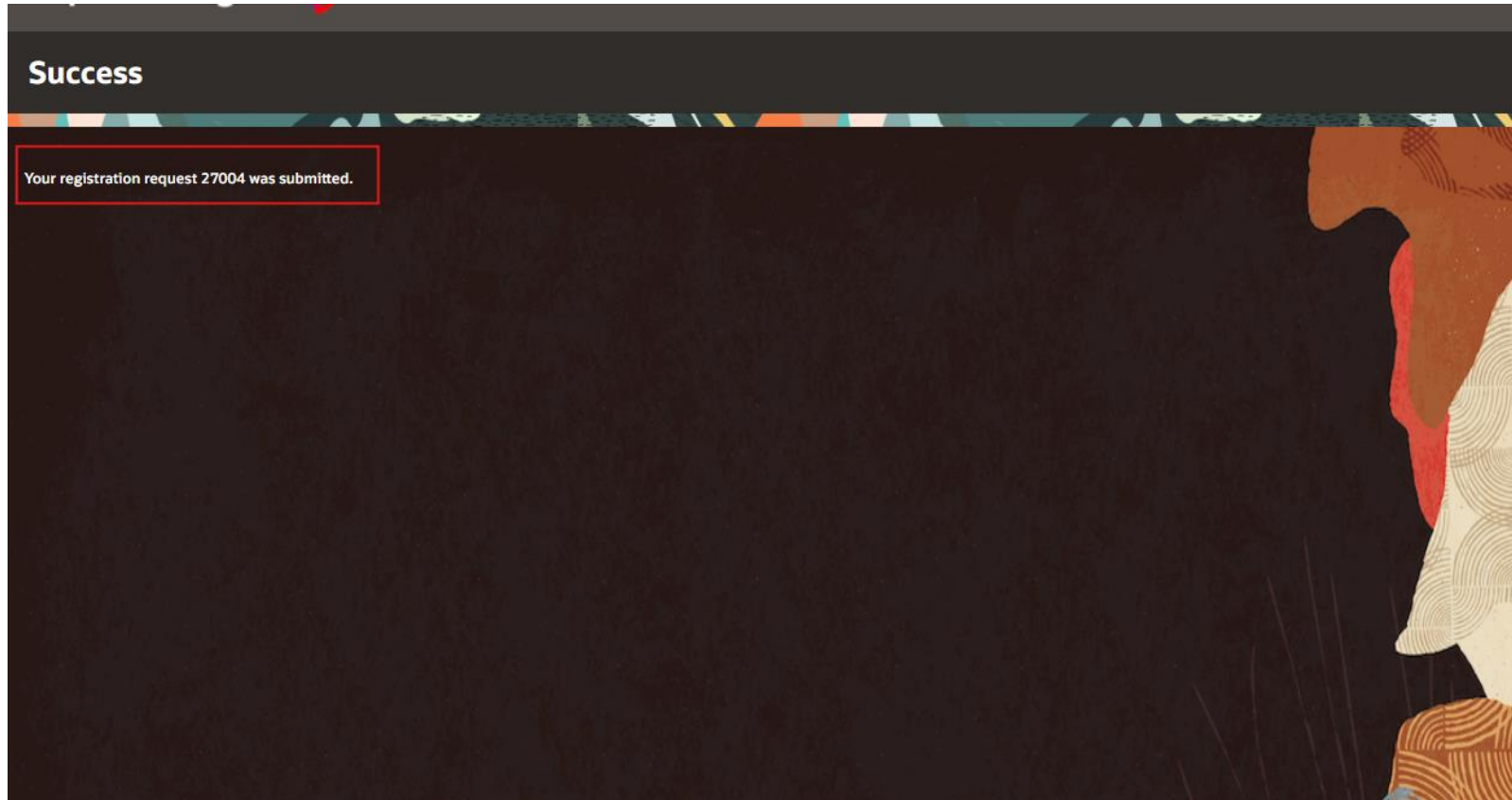
External Supplier Registration by Invitation



The screenshot shows the 'Supplier Registration' questionnaire interface. The header includes the Bapco Energies logo. The main title is 'Questionnaire'. Below it, a welcome message and a 'View attachments' link are present. A progress bar shows five sections: 'ORGANIZATION STRUCTURE', 'KEY PERSONNEL', 'DOCUMENTARY EVIDENCE', 'CONFLICT OF INTEREST' (which is underlined and has a green checkmark), and 'DISCLAIMER' (also with a green checkmark). The current section is 'Section 4 of 5'. The question is '13. Conflict of Interest: To the best of your knowledge, does any key employee or senior management member (for example as an officer, director, principal, shareholder, partner, or owner) of your company, or its subsidiaries or affiliates, have any financial interest or arrangement with any officer, director, or employee of Bapco Energies B.S.C. (c) and Its Subsidiaries?'. It asks for names if 'YES'. The 'Required' section has two radio buttons: 'a. Yes' and 'b. No', with 'b. No' selected. At the bottom of the section are 'Previous Section' and 'Next Section' buttons. The footer shows 'Updated just now' and three buttons: 'Cancel', 'Save', and 'Submit' (which is highlighted with a red border).

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

External Supplier Registration by Invitation



A confirmation message will appear.

External Supplier Registration by Invitation



Supplier Registration Request 27004 Was Approved

 noreply@bapco365.com
To  Mashhood Alavi

  Reply  Reply All  F
Wed 2

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



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

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

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



Activate your Supplier Portal account - Bapco Energies

Dear Valuable Supplier,

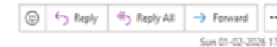
You have been granted access to the Bapco Energies Supplier Portal. To activate your account, please use the link below. Activate your account before the expiration date.

Username: mashood.anwar.alavi@oracle.com

[Activate Your Account](#)

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

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



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



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

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

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

Open Activation Email



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



Reset your password.

Set a password for your user account.

New Password

- The password must have at least 10 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat last 4 passwords

Confirm New Password

Reset Password

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



Bapco Energies

Identity domain ⓘ



Congratulations!

Your password has been reset. Please login using your new password.

[Continue to Sign In](#)

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



Bapco energies
Supplier Portal Login

User Name

Password

[Forgot Password?](#)

Sign In

[Need help signing in?](#)

For questions, contact the Bapco Energies Supply Management Support Team at suppliermanagement.hq@bapcoenergies.com

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

Steps-Enable MFA



Click on Enable Secure Verification.

Bapco energies 

Bapco Energies

enrollment@bapco.com

Identity domain ⓘ

Enable Secure Verification

Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account.



Click below to enable secure verification methods for your account.

Enable Secure Verification

[What is Secure Verification?](#)

Steps-Enable MFA



Select Mobile App.

Bapco energies



Bapco Energies

chibudun bhaskar@gmail.com

Identity domain ⓘ

Select a Method

[What are the differences? ⓘ](#)



Mobile App



FIDO Authenticator

[What is Secure Verification?](#)

Steps-Enable MFA



Select a Method [What are the differences?](#)

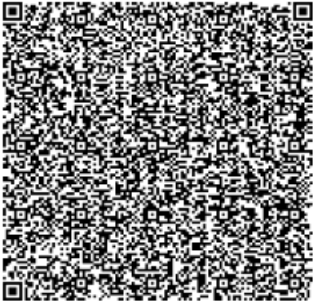
☒ Mobile App ☐ FIDO Authenticator

Download and Configure the Mobile App

1. Download the **Oracle Mobile Authenticator App** from the app store.  

2. Open the App, tap **Add Account**, and then scan the QR code below.

☐ Offline Mode or Use Another Authenticator App [?](#)



[Can't Scan QR code?](#)
[Configure the App using this URL](#)

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

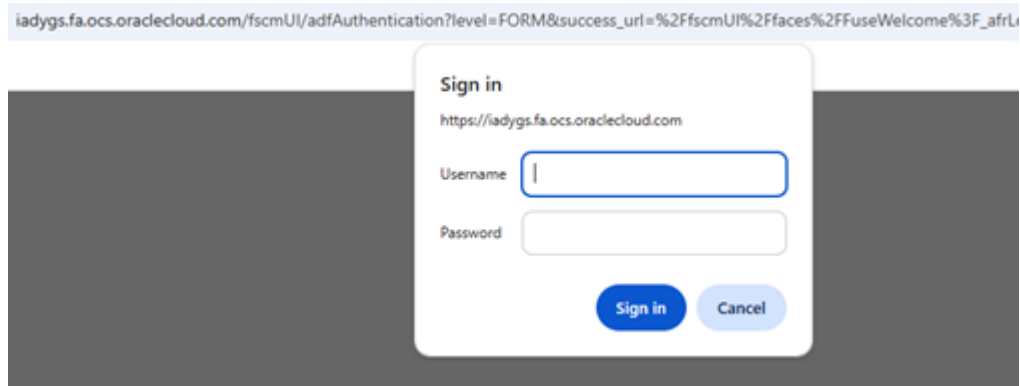


Click on BE_Fusion_Prod Supplier tile and you should be logged into Supplier portal .

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

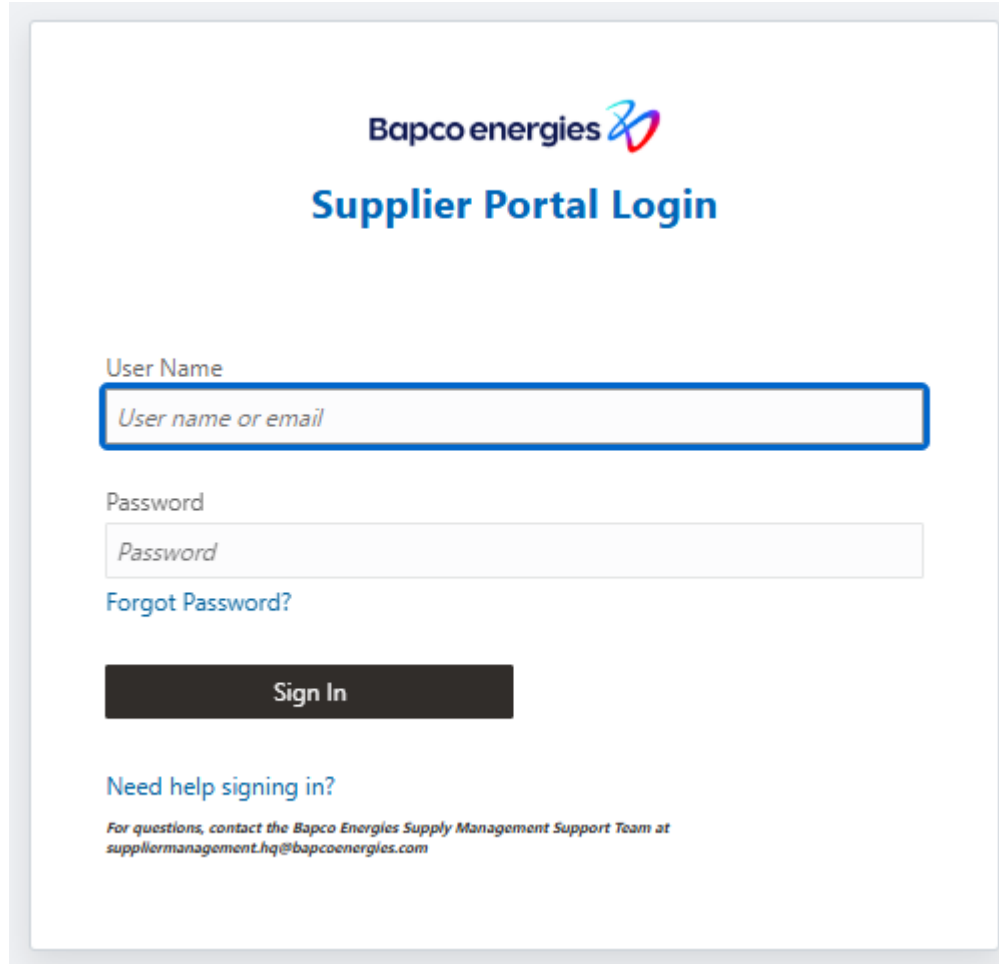
Login and QR Code Issues



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

A screenshot of the Bapco Energies Supplier Portal Login page. The page has a white background with a light gray border. At the top, the Bapco Energies logo is centered, followed by the text 'Supplier Portal Login' in a bold, dark blue font. Below this, there are two input fields: 'User Name' with a placeholder 'User name or email' and 'Password' with a placeholder 'Password'. To the right of the password field is a blue link that says 'Forgot Password?'. Below the input fields is a dark gray button with the text 'Sign In' in white. At the bottom, there is a blue link that says 'Need help signing in?' and a small line of text: 'For questions, contact the Bapco Energies Supply Management Support Team at suppliermanagement.hq@bapcoenergies.com'.

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



The screenshot shows a web browser window with the URL `iadygs.fa.ocs.oraclecloud.com/fscmUI/adfAuthentication?level=FORM&success_url=%2FfscmUI%2Ffaces%2FfuseWelcome%3F_afrL`. In the center, a white modal dialog box titled "Sign in" is displayed. Below the title is the URL `https://iadygs.fa.ocs.oraclecloud.com`. The dialog contains two input fields: "Username" and "Password". At the bottom of the dialog are two buttons: "Sign in" (blue) and "Cancel" (light blue).

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



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

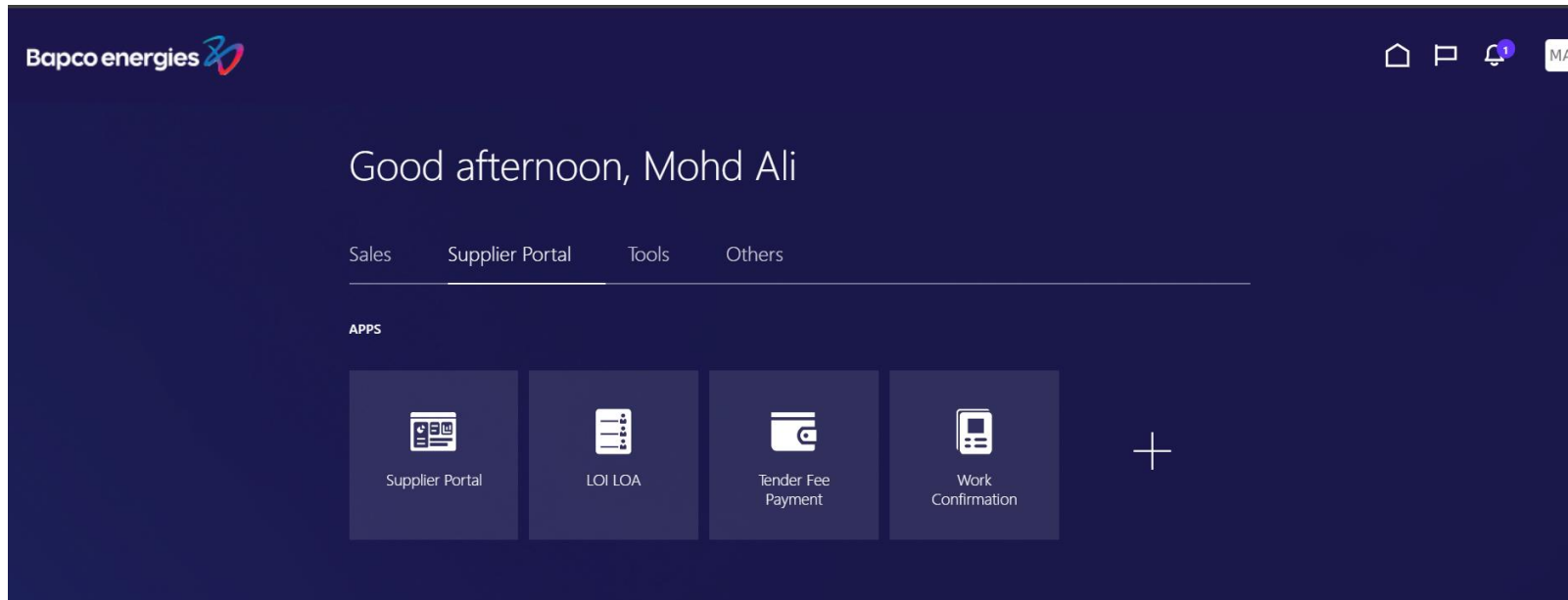
[Forgot Password](#)

Sign In

Select Language

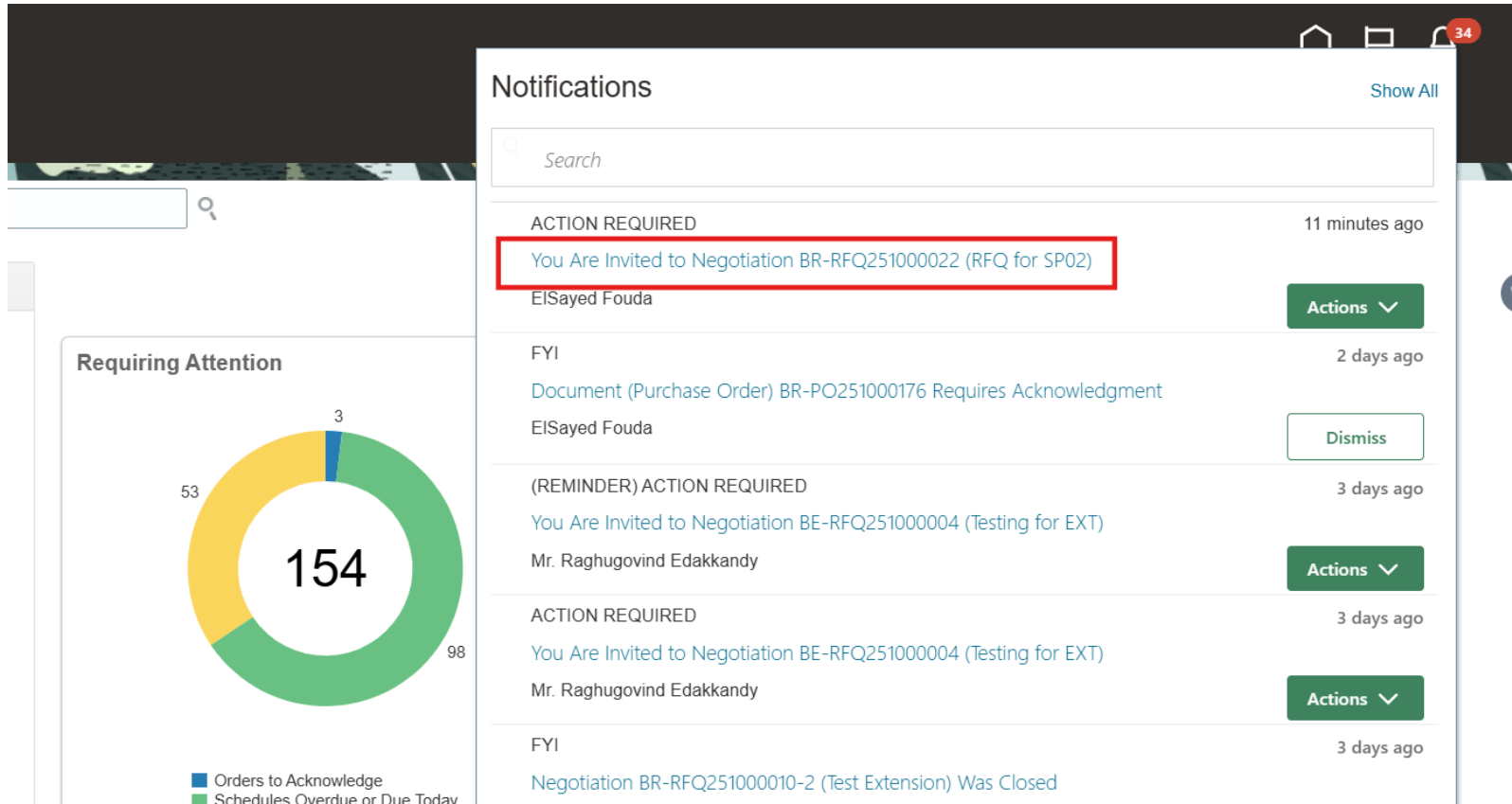
Login as Supplier User.

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



Browser address bar: iadygs-dev2.fa.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=UTC&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=cdf869e-1...

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

Actions **Accept Invitation** Decline Invitation

Negotiation Invitation

RFQ for SP02

Bapco Energies Group

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

Respond to Negotiation - Quotation, Bid

Click Accept Invitation.

Respond to Negotiation – Quotation, Bid



1. Enter Comment.
2. Click Submit.

Negotiation Invitation

RI Accept Invitation

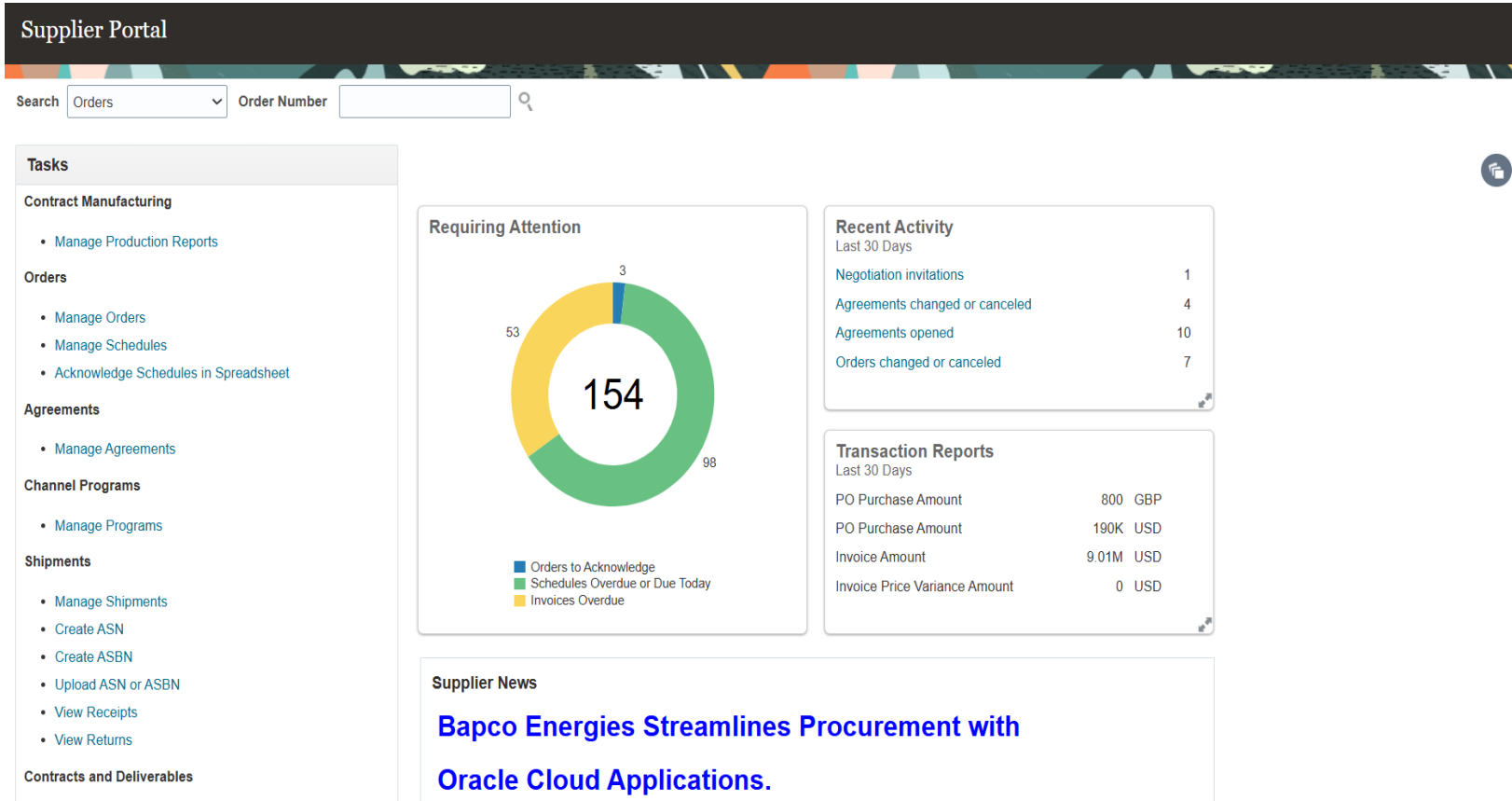
Submit Cancel

Comment Accepting the invitation

Drag files here or click to add attachment

Supplier Details

Respond to Negotiation – Quotation, Bid



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

Respond to Negotiation – Quotation, Bid



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

Bapco Energies Streamlines Procurement with Oracle Cloud Applications.

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

Respond to Negotiation – Quotation, Bid



ORACLE

Active Negotiations

Time Zone Coordina

Search

Manage Watchlist

Saved Search

Open

** At I

** Negotiation

** Title

** Negotiation Close By

dd/mm/yyyy

** Invitation Received

Yes

Response Submitted

No

Negotiation Open Since

dd/mm/yyyy

Search

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Accept Terms

Acknowledge Participation

Create Response

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PC
BR-RFQ251000022	RFQ for SP02	RFQ	WIKI 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

2

3

4

Overview

Requirements

Lines

Review

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Last Saved

Time Zone Coord

WIKI MIDDLE E

Title

RFQ for SP02

Time Remaining

18 Days 23 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

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



Section 1. BE General Requirement

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

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

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

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

If Yes, kindly attached your valid SME certificate"

- ☒ a. Yes
* Response Attachments **SME Certificate**
- ☐ b. No

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

- ☒ a. Yes
* Response Attachments **CR**
- ☐ b. No

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

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 WIKI 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

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

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

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

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

If Yes, kindly attached your valid SME certificate"

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

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

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

Respond to Negotiation – Quotation, Bid



Create Response (Quote 6001): Requirements ②

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back Next Save

Last Time Zone Co WIKI 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

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4

OverviewRequirementsLinesReview

Create Response (Quote 6001): Lines ?

Currency = US Dollar

MessagesRespond by SpreadsheetActions

Time Remaining 18 Days 22 HoursClose Dai

ActionsViewFormat

FreezeDetach

Wrap

Line	Description	Required Details	Category Name	Supplier Item	New Supplier Item	Manufacturer	Manufacturer Part Number	Start Price	Respo
1	BOLT, STUD: ALLO		Hardware					9.00	

Rows Selected 1Columns 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	
Start Price	9.00	Note to Buyer	
* Response Price	8.75	Supplier Item	
Total Score		New Supplier Item	
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

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 ▾ + ✕ 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		* 5		
Warranty Duration		* 10		
Delivery Lead-time		* 01/10/2025 📅		

Columns Hidden 1

Provide the necessary response against each field.

Respond to Negotiation – Quotation, Bid



6001)

Home

Flag

34

TW

Messages

>>

Last Saved 11/09/2025 4:39 PM

)

Close Date 30/09/2025 3:25 PM

Target Minimum Release Amount

Response Minimum Release Amount

Note to Buyer

Supplier Item

New Supplier Item

Manufacturer

Manufacturer Part Number

Attachments None +

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

are

8.75

✓ Suppliers can modify price breaks

Type Noncumulative

+ X

Freeze

Detach

Wrap

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



Online Messages (RFQ BR-RFQ251000022) ?

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.		

(Optional)
To enter a message click on '+' icon.

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



34

TW

Printable Page

Done

Time Zone

Coordinated Universal Time

WIKI MIDDLE EAST FZE - UAE - GBP

Status Active

Close Date 30/09/2025 3:25 PM

Wrap

Status	From	To	Date

Click on 'Done'.

Respond to Negotiation – Quotation, Bid



Item 100300

Division

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

Item Name Hardware

Unit Price 9.00

Price

Score

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

Save

Save and Close

Cancel

Suppliers can modify price breaks

Type Noncumulative

Format

Freeze

Detach

Wrap

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

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

Respond to Negotiation – Quotation, Bid



1

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4

OverviewRequirementsLinesReview

Create Response (Quote 6001): Lines ?

Currency = US Dollar

Time Remaining 18 Days 22 Hours

Close Date 30/09/2025 3:25 PM

MessagesRespond by SpreadsheetActionsBackNext

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					9.00	8.75	

Rows Selected 1 Columns Hidden 6

Grand Totals

All response lines are included.

Response Amount 43.75

Click on 'Next'.

Respond to Negotiation – Quotation, Bid



1 — 2 — 3 — 4

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next

View Negotiation View Response PDF Validate

Review Response: Quote 6001 ?

Currency = US Dollar

Title RFQ for SP02

Close Date 30/09/2025 3:25 PM

Overview Requirements Lines

General

Supplier WIKA MIDDLE EAST FZE

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

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

Response Type Primary

Reference Number

Note to Buyer My response will be valid until 10th October 2025

Attachments None

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

2

3

4

OverviewRequirementsLinesReview

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

OK

Time Remaining 18 Days 22 Hours

Response validated. Now click 'Ok'.

Lines

General Requirement

o 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



1

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OverviewRequirementsLinesReview

Review Response: Quote 6001 ?

Currency = US Dollar

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

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

Title RFQ for SP02

Time Remaining 18 Days 22 Hours

Close Date 30/09/2025 3:25 PM

OverviewRequirementsLines

General

Supplier WIKI MIDDLE EAST FZE

Response Type Primary

Negotiation Currency USD

Reference Number

Response Currency USD

Note to Buyer My response will be valid until 10th October 2025

Price Precision 2 Decimals Maximum

Attachments None

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

Click on 'Submit' to submit the response.

Respond to Negotiation – Quotation, Bid



Confirmation

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

OK

Manage Watchlist

Saved :

Received Yes ▾

Response Submitted No ▾

Negotiation Open Since dd/mm/yyyy

** Negotiation

** Title

Negotiation Close By dd/mm/yyyy

Accept Terms

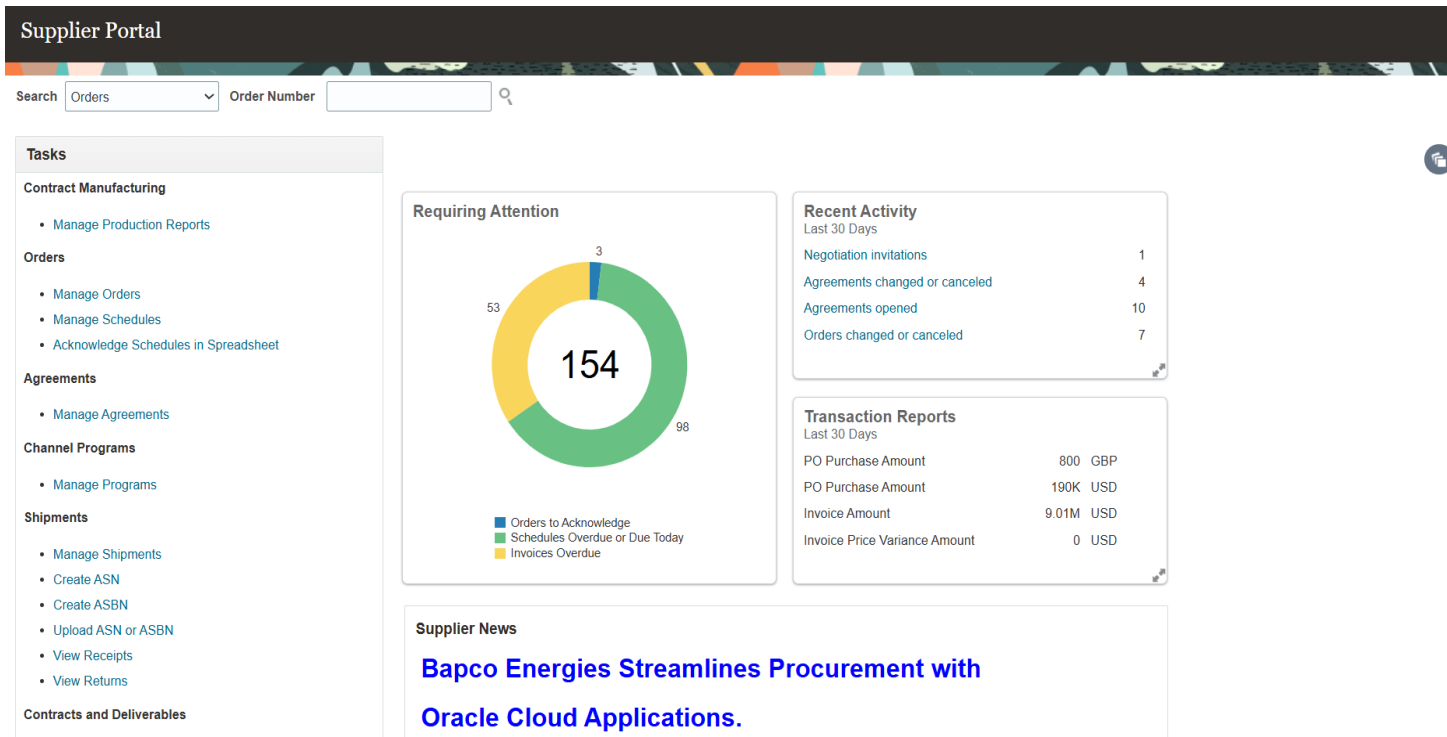
Acknowledge Participation

Create Response

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

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



Confirmation

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

OK

Manage Watchlist

Saved :

Received

Yes ▾

Response Submitted

No ▾

Negotiation

Title

Negotiation Close By

dd/mm/yyyy

Negotiation Open Since

dd/mm/yyyy

Freeze

Detach

Wrap

Accept Terms

Acknowledge Participation

Create Response

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

- To create another response, follow the same steps as before:
- 1. Scroll down to 'Negotiations' section.
 - 2. Click 'Manage Responses'.

Respond to Negotiation – Quotation, Bid



Manage Responses

Time Zone Coordina

Search

AdvancedManage WatchlistSaved SearchActive or Draft Resp

** At le

** Negotiation Title

** Negotiation

BR-RFQ251000022

** Response

** Response Status

Active or draft

Line Description

Search

Search Results

Revising a draft response automatically locks it.

ActionsViewFormatFreezeDetachWrapAccept TermsRevise

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

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

Click on the negotiation number.

Respond to Negotiation – Quotation, Bid



00022

Messages

Create Response

Actions ▾

Done

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

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



Q251000022

Messages Create Response Action

Time Zone: WIKI MIDDLE EAST

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

Cover Page

Purpose: In order to modernize its technology 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.

Create Response

☒ Copy from an existing response

Existing Response: 6001 Active Primary

Create Cancel

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

Respond to Negotiation – Quotation, Bid



Create Response (Quote 7001): Overview ?

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back Next Save

Title RFQ for SP02 Time Remaining 17 Days 20 Hours

Close Date 30/09/2025 3:25 PM

General

Supplier WIKA MIDDLE EAST FZE

Supplier Site UAE - GBP

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Conversion Rate 1

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

Response Type ☐ Primary ☒ Alternate

Reference Number Response 2

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

Attachments None +

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

Respond to Negotiation – Quotation, Bid



Section 1. BE General Requirement

- * 1. Please refer to Bapco enclosed General Terms & Conditions for the Supply of Goods and/or Services given in the Tender Header Attachment Section and confirm your acceptance.
- Note: Any disagreement to Bapco's GT&C must be highlighted by vendors during bid submission which will be taken into consideration during bid evaluation and preference will be given to bidders fully accepting our GT&C."
- ☒ a. We have read & fully accepted Bapco's GT&C
- ☐ b. No, we do not fully accept Bapco's GT&C"
- * 2. Are registered with Kingdom of Bahrain ministry of commerce as and SME?
- If Yes, kindly attached your valid SME certificate"
- ☒ a. Yes
- * Response Attachments [SME Certificate](#) +
- ☐ b. No
- * 3. For Bahraini Bidders, kindly attach your valid C.R copy
- ☒ a. Yes
- * Response Attachments [CR](#) +

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

Respond to Negotiation – Quotation, Bid



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OverviewRequirementsLinesReview

Create Response (Quote 7001): Lines ?

Currency = US Dollar

Last SavTime Zone CoordWIKI MIDDLE E

MessagesRespond by SpreadsheetActionsBackNextSave

Time Remaining17 Days 20 Hours

Close Date30/09/2025 3:25 PM

ActionsViewFormat

FreezeDetach

Wrap

RevertReduce Price

Line	Description	Required Details	Category Name	Supplier Item	New Supplier Item	Manufacturer	Manufacturer Part Number	Rank	Start Price	Response Price
1	BOLT, STUD: ALLO		Hardware					Sealed	9.00	8.75

Rows Selected 1Columns Hidden 5

Grand Totals

All response lines are included.

Response Amount43.75

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

Revision

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

Category Name Hardware

Start Price 9.00

* Response Price

Total Score 55

Estimated Quantity 5

UOM Each

Rank Sealed

Close Date 30/09/2025 3:25 PM

Target Minimum Release Amount

Response Minimum Release Amount

Note to Buyer

Supplier Item

New Supplier Item

Manufacturer

Manufacturer Part Number

Attachments None +

Price Breaks ?

✓ Suppliers can modify price breaks

Type Noncumulative

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap

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

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

Respond to Negotiation – Quotation, Bid



Price Breaks ⓘ

✓ Suppliers can modify price breaks

Type Noncumulative

Actions ▾ View ▾ Format ▾ + × Freeze Detach Wrap

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

Attributes ⓘ

View ▾ Format ▾ Freeze Detach Wrap

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

Columns Hidden 1

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

Respond to Negotiation – Quotation, Bid



Click 'Next' to go to review page.

1

2

3

4

OverviewRequirementsLinesReview

Create Response (Quote 7001): Lines ?

Currency = US Dollar

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

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

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

ActionsViewFormatFreezeDetachWrapRevertReduce 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					Sealed	9.00	8.50	55

Rows Selected 1Columns Hidden 5

Grand Totals

All response lines are included.

Response Amount 42.50

Respond to Negotiation – Quotation, Bid



Response: Quote 7001 ?

US Dollar

1 Overview

2 Requirements

3 Lines

4 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

Time

Requirements

Changed Lines

Supplier WIKA MIDDLE EAST FZE

Response Type Alternate

tion Currency USD

Reference Number Response 2

inse Currency USD

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

rice Precision 2 Decimals Maximum

Attachments None

ise 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

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3

4

OverviewRequirementsLinesReview

Response 7001 ?

Confirmation

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

OK

Sheet Actions Back

Title RFQ for SP02

Close Date 30/09/2025 3:25 PM

Time Remaining 17 Days 20

1 Lines

Response validated. Click 'Ok'.

DLE 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



Cancel

Submit

Save

Next

Back

Actions

Respond by Spreadsheet

Messages

Overview

Requirements

Lines

Review

Close Date

30/09/2025 3:25 PM

Title

RFQ for SP03

Time Remaining

17 Days 20 Hours

Attachments

None

Note to Buyer

This is my alternate response valid until 2 October

Reference Number

Response 2

Response Type

Alternate

WIKI MIDDLE EAST FZE - UAE - GB

Time Zone Coordinated Universal Time

Last Saved 12/09/2025 1:21 PM

Click on 'Submit' to send the response.

Respond to Negotiation – Quotation, Bid



1

2

3

4

OverviewRequirementsLinesReview

Response 7001 ?

OK

Title RFQ for SP02

Close Date 30/09/2025 3:25 PM

Time Remaining 17 Days 20

1 Lines

DLE EAST FZE	Response Type	Alternate
	Reference Number	Response 2
	Note to Buyer	This is my alternate response valid until 5 October
s Maximum		
5 2:26 PM	Attachments	None

Confirmation message appears.
Click 'Ok'.

Respond to Negotiation – Quotation, Bid



1

2

3

4

OverviewRequirementsLinesReview

MessagesRespond by SpreadsheetActionsBackNextSave

Response: Quote 7001 ?

US Dollar

TitleRFQ for SP02

Close Date30/09/2025 3:25 PM

RequirementsChanged Lines

SupplierWIKI MIDDLE EAST FZE

Response TypeAlternate

tion CurrencyUSD

Reference NumberResponse 2

inse CurrencyUSD

Note to BuyerThis is my alternate response valid until 5 October

rice Precision2 Decimals Maximum

AttachmentsNone

ise Valid Until05/10/2025 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

05

Supplier Acknowledgment to Agreement and PO



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

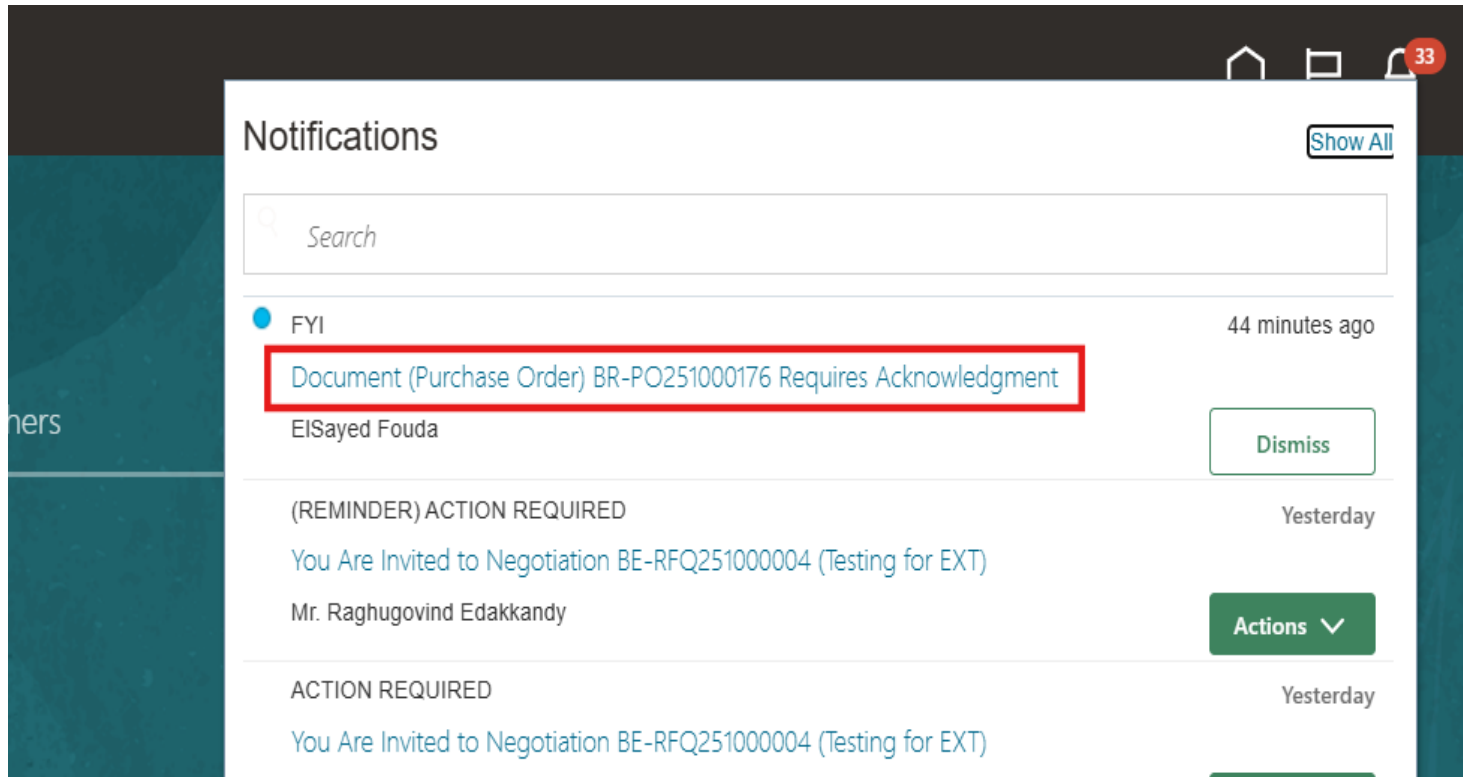
[Forgot Password](#)

Sign In

Select Language

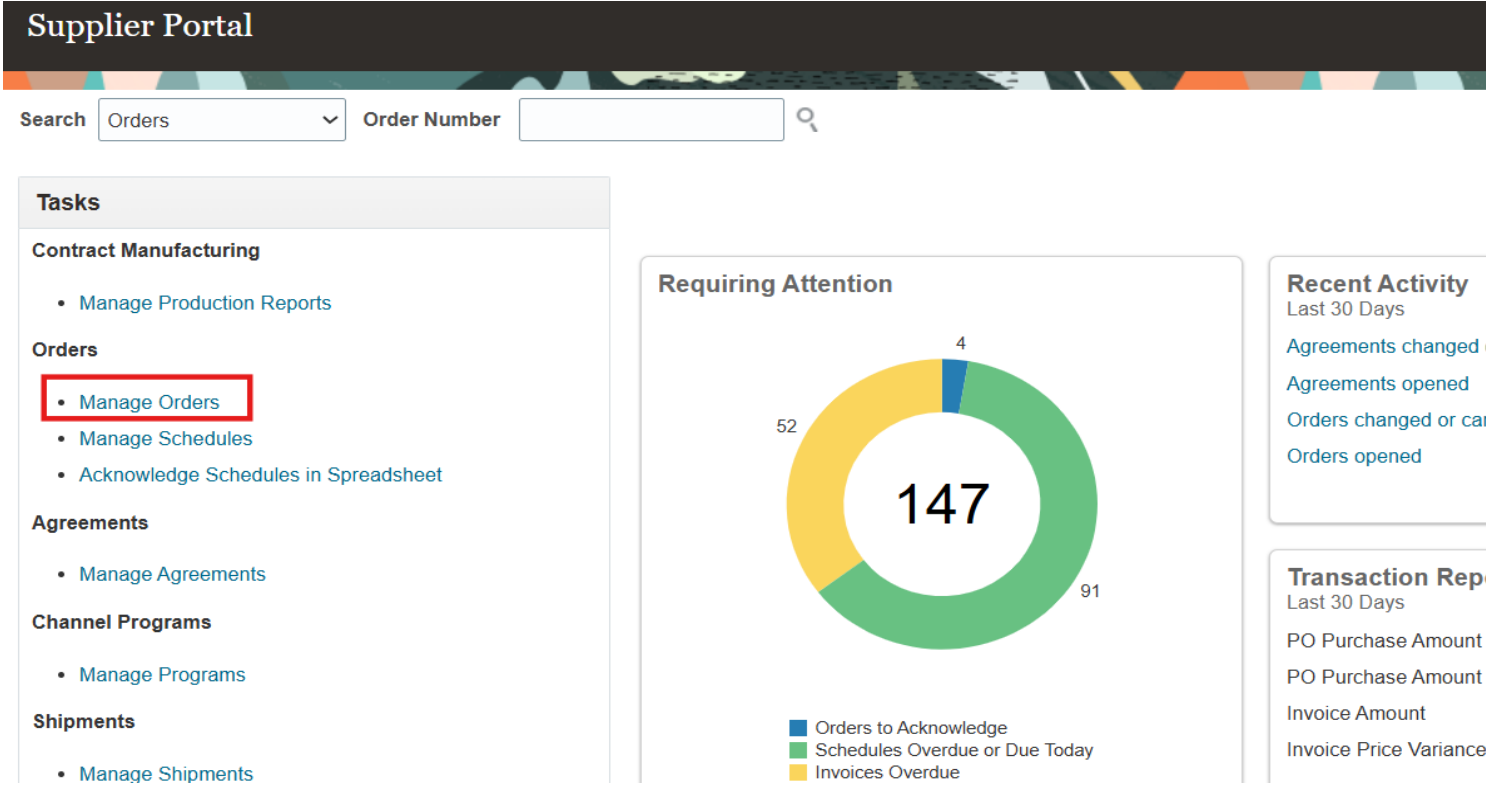
Login as Supplier user

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



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

Pending Supplier Acknowledgment

No

Search

Search Results

Actions

View

Format

Freeze

Detach

Wrap

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

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

Accept

Reject

View PDF

Cancel

Main

General

Sold-to Legal EntityBAPCO REFINING B.S.C CLOSED

OrderBR-PO251000176

StatusPending Supplier Acknowledgment

BuyerFouda, ElSayed

Creation Date09/09/2025

SupplierWIKA MIDDLE EAST FZE

Supplier SiteUAE - GBP

Supplier ContactTest wika

Bill-to LocationBapco Refining AWALI

Ship-to LocationBapco Refining AWALI

Ordered400.00 USD

DescriptionAcknowledgement Demo

Source AgreementBR-PA251000012

Supplier Order

Communication MethodNone

Terms

Notes and Attachments

Required AcknowledgmentDocument

Acknowledgment Due Date12/09/2025

Acknowledgment Note

I acknowledge

Payment TermsImmediate

Shipping Method

Freight TermsNone

FOBNone

— Pay on receipt

— Confirming order

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

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Supplier Acknowledgment to Agreement and PO



Acknowledge Document (Purchase Order): BR-PO251000176

Main

General

Sold-to Legal Entity

BAPCO REFINING B.S.C CLOSED

Supplier

WIKA MIDDLE EAST FZE

Order

BR-PO251000176

Supplier Site

UAE - GBP

Status

Pending Supplier Acknowledgment

Buyer

Fouda, ElSayed

Creation Date

09/09/2025

Warning

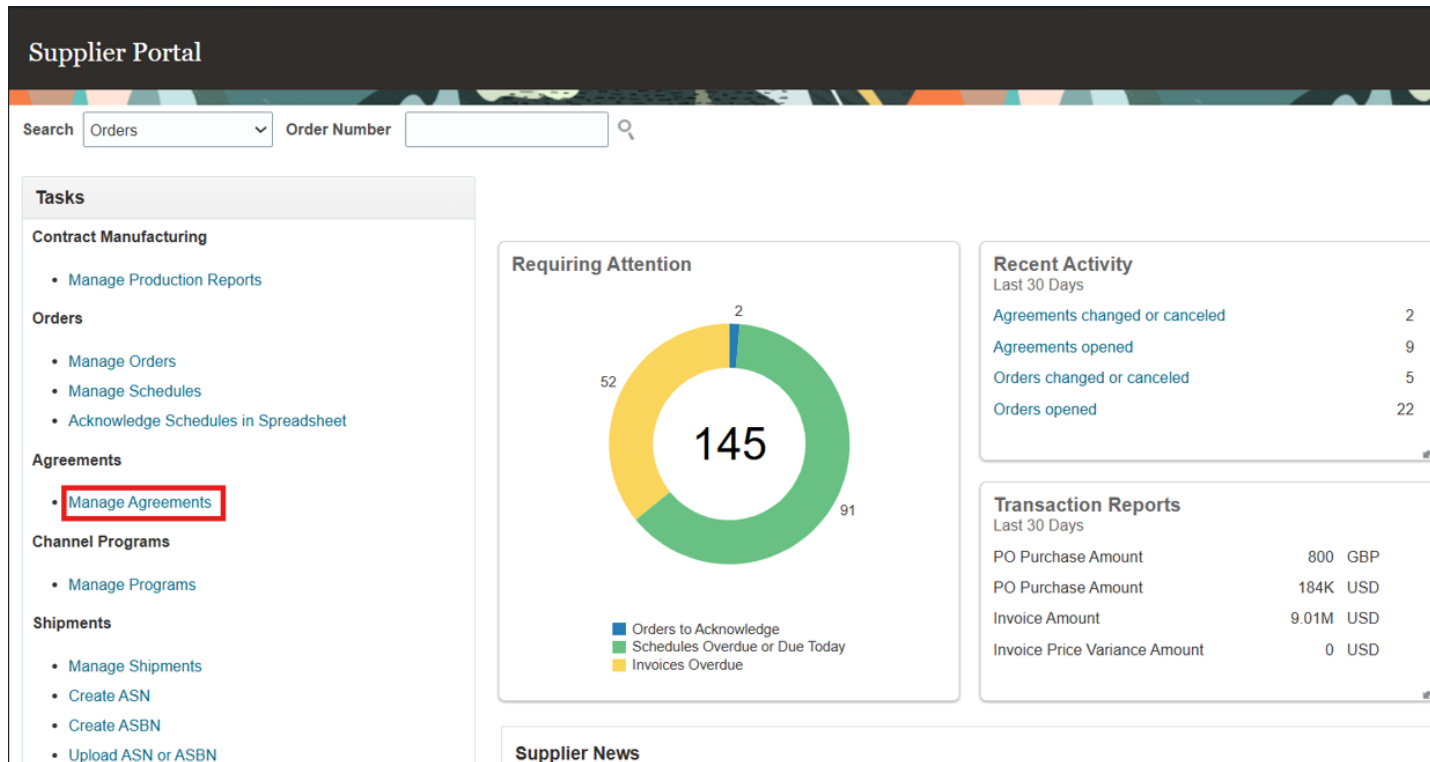
The document will be accepted. Do you want to continue? (PO-2055013)

OK

Cancel

Click OK to confirm.

Supplier Acknowledgment to Agreement and PO



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'.

Supplier Portal

Search Orders Order Number

Tasks

Contract Manufacturing

Manage Production Reports

Orders

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Agreements

Manage Agreements

Channel Programs

Manage Programs

Shipments

Manage Shipments

Create ASN

Create ASBN

Upload ASN or ASBN

Requiring Attention

145

2

52

91

Orders to Acknowledge

Schedules Overdue or Due Today

Invoices Overdue

Recent Activity

Last 30 Days

Agreements changed or canceled2

Agreements opened9

Orders changed or canceled5

Orders opened22

Transaction Reports

Last 30 Days

PO Purchase Amount800 GBP

PO Purchase Amount184K USD

Invoice Amount9.01M USD

Invoice Price Variance Amount0 USD

Supplier News

ASN: Creation of Advanced Shipment Notice



Create ASN ?

Search

Advanced Saved Search

** At I

** Purchase Order

BR-PO251000175

▼

Supplier Item

** Supplier

WIKI 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 ?

SubmitCancel

Header

* Shipment

ASN_BR-PO251000175

* Shipped Date

17/09/2025 5:46 AM

* Expected Receipt Date

17/09/2025 5:46 AM

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

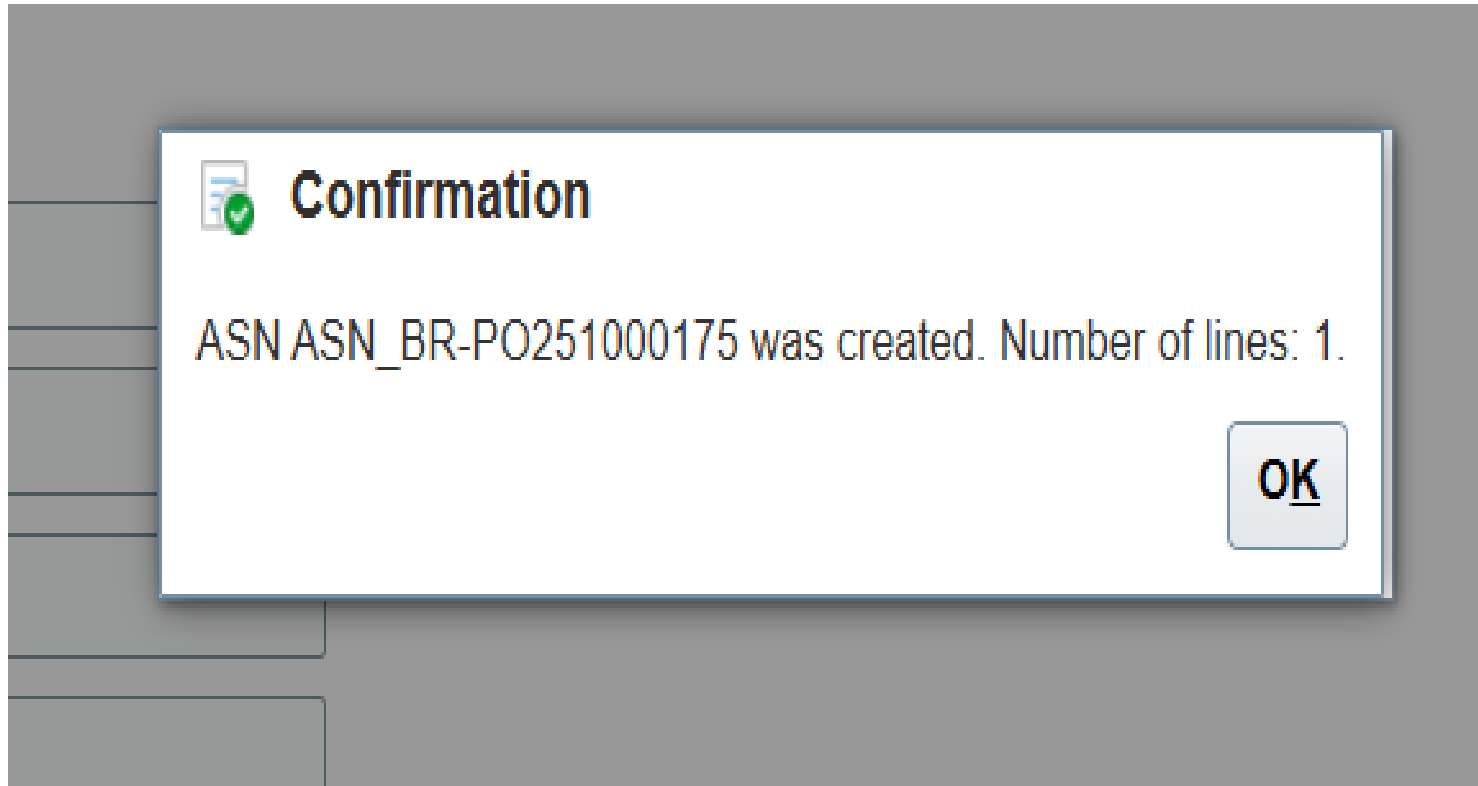
Lines

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		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



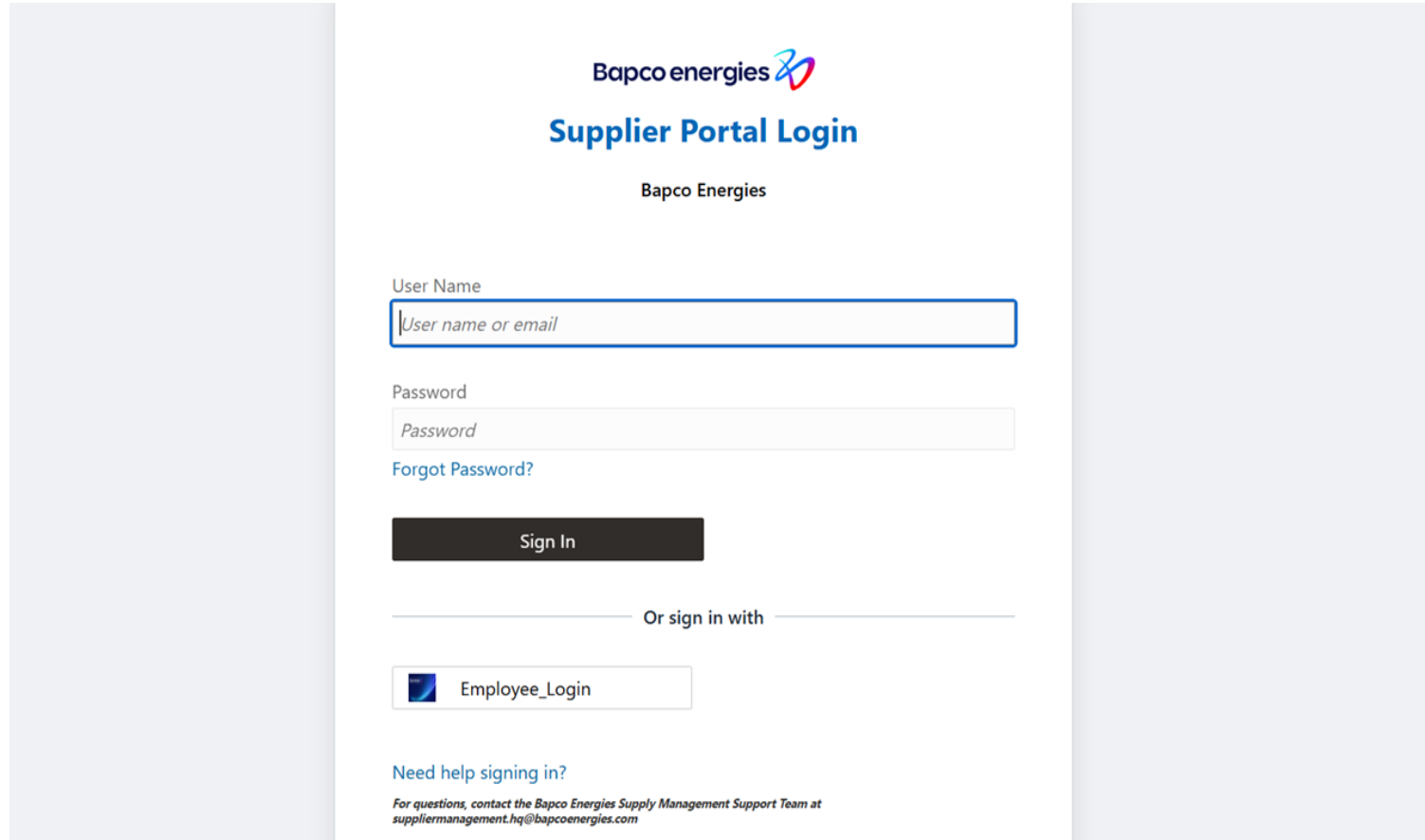
ASN number is generated,
and a confirmation
message pops up.
Click OK.

Work Confirmation Process



07

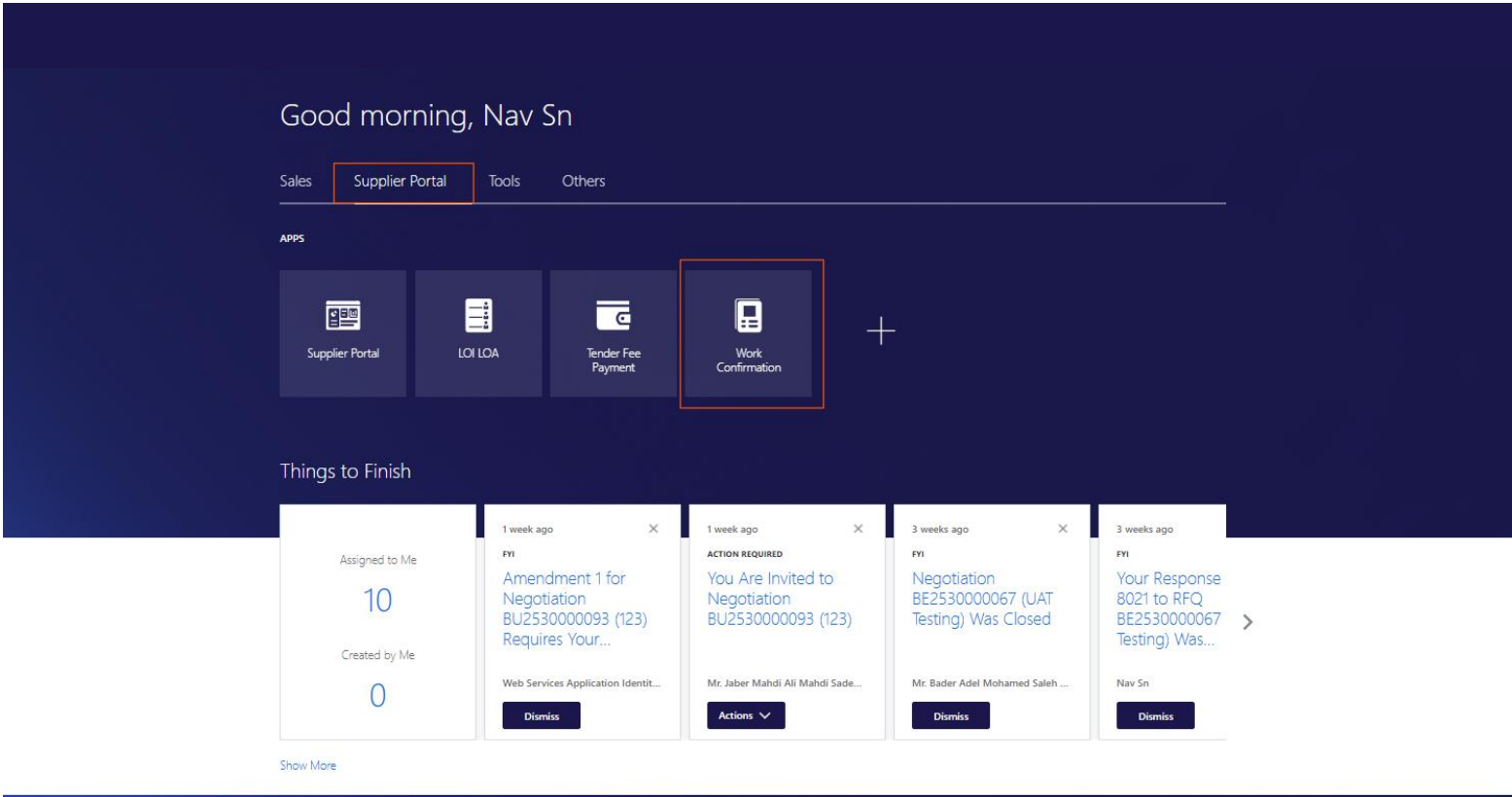
Work Confirmation Process



The screenshot shows the Bapco Supplier Portal Login page. At the top, the Bapco energies logo is displayed, followed by the text "Supplier Portal Login" and "Bapco Energies". Below this, there are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A link "Forgot Password?" is located below the password field. A dark "Sign In" button is positioned below the input fields. Below the button, there is a horizontal line with the text "Or sign in with" in the center. Underneath this line, there is a button with a Microsoft logo icon and the text "Employee_Login". At the bottom, there is a link "Need help signing in?" and a small text block: "For questions, contact the Bapco Energies Supply Management Support Team at suppliermanagement.hq@bapcoenergies.com".

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



Work Confirmation Summary

Create Work Confirmation

Search

Order Number	Work Confirmation	Sheet Status	GRN Number
items to display.			
Previous	Next		

- 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



Work Confirmation Number

Order Number
BR2550000195

PO Amount
490.000

PO Remaining
418.66

PO Status
OPEN

Sheet Status
Incomplete

Sheet Type *
Measured Rate

Sheet Entered Date
01-02-2026

Work start Date *
31-01-2026

Work End Date *
11-02-2026

Measured Rate

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 *
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**

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.

Title

Description

No data to display.

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
☒	1	MR.000...	MEASURE RATE: AP-10 GIN WHEEL FOR SCAFFOLDING	1.5	Each	100			
☒	2	MR.000...	MEASURE RATE: CSS-6 BIRDCAGE COMPLETE SCAFFOLD STRUCTURE - ERECTION AND DISMANTLING	0.6	Cubic Meter	100			
☐	3	MR.000...	MEASURE RATE: SM-5 - PAINTING MARINE OPERATING AREAS - PAINTING WORKS ON OFFSHORE PILES AS PER PS-51 COATING SYSTEM	0.2	Square Meter	100			
☐	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.

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Work Confirmation Process – Measured Rate



Sheet Type *
Measured Rate

Agreement Number
BR254000037

Agreement Expiry Date
31-12-2028

Payment Stage *
Interim

Header Attachment

Drag and Drop
Select or drop files here.

Line Items Add Lines

Edit	PO Line Number	Item Code
☒	1	MR.000
☒	2	MR.000

Description
MEASURE RATE: CSS-6 BIRDCAGE COMPLETE SCAFFOLD STRUCTURE - ERE

UOM
Cubic Meter

Price
0.6

PO Line Quantity
100

Outstanding Quantity
60.95

Work Order

Operation

Requested Quantity *
0

Length *
1

Width *
1

Height *
1

Adjustment Factor % *
100

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



[<](#) **Create** New

Work Confirmation Number

Save Submit for Approval Clear Form

Order Number
BR2550000195

🔍

PO Amount
490.000

Sheet Type *
▼

Measured Rate

Other Services

PO Remaining
413.795

Sheet Entered Date
01-02-2026

Supplier Name
AL HASSNAIN CO. WLL.

Business Unit
BAPCO REFINING BU

PO Status
OPEN

Work start Date *
31-01-2026 📅

Supplier Code
100989

Work Confirmation Total Amount

Sheet Status
Incomplete

Work End Date *
📅

Agreement Start Date
01-12-2025

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



ate New

Information Number

ber
000195

Services

Number
00037

Expiry Date
028

PO Remaining
413.795

Sheet Entered Date
01-02-2026

Supplier Name
AL HASSNAIN CO. WLL.

Business Unit
BAPCO REFINING BU

Attachment

! 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	Reque Quant
☒	4	LS.000036	LUMP SUM: PROVISIONAL SUM FOR UPLIFT ON DAY-RATE FOR OVERTIME FOR SCAFFOLDING WORKS	0.1	Each	100		
☐	6	EQ.0003...	EQUIPMENT RATE: MINI BLAST POT WITH ALL ATT & 190 CFM AIR COMP	0.5	Hour	100		
☐	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



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

PO Line Number
4

Item Code
LS.000036

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

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

Submit for Approval

Clear Form

Status
Complete

End Date *

Start Date
2-2025

ent *

Action

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

A screenshot of a web application interface showing a 'Set Approvers' dialog box. The dialog box is centered and has a white background with a grey border. It contains two text input fields: the first is labeled 'First Approver' and contains the text 'Abdulla Alsharyan'; the second is labeled 'Last Approver' and contains the text 'Abdulla Alwardi'. Below these fields are two buttons: 'Save' and 'Cancel'. The background of the application is dimmed and shows various fields and buttons. At the top, there are fields for 'PO Remaining' (413,795), 'PO Status' (OPEN), and 'Sheet Status' (Incomplete). Below these are fields for 'Work End Date *', 'Agreement Start Date' (01-12-2025), and 'Comment *'. At the bottom, there are buttons for 'Add Lines' and 'Add Approver'. The dialog box is titled 'Set Approvers' in bold black text.

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

Edit

Submit for Approval

Clear Form

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



Welcome Nav Sn
Manage Work Confirmations

Create Work Confirmation

Search by Work Confirmation Number

Order Number ↕	Work Confirmation Number ↕	Sheet Status ↕	GRN Number ↕
BR2550000195	WC_2025_100989_1274	Pending with: Sarah Hussein	
BR2550000207	WC_2025_100989_1275	Approved but GRN not created	
BR2550000207	WC_2025_100989_1276	Approved	253000187
BR2550000263	WC_2026_100989_1352	Pending with: Jaber Ali	
BR2550000195	WC_2026_100989_1401	Draft	
BR2550000207	WC_2025_100989_1279	Pending with: Sarah Hussein	
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



pco energies

Manage Orders x Purchase Order: BR-PO251000406 x Purchase Order: BR-PO251000406 x

Receipt: 253000296

View Transaction HistoryDone

Summary

SupplierWIKI MIDDLE EAST FZE

Shipment

Shipped Date

Shipping Method

Number of Supplier Packing Units

Supplier SiteUAE - GBP

Packing Slip

Waybill

Bill of Lading

Note

AttachmentsNone

Additional Information

Text Value

S

ions View

Item	Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date	Due Date	Performance
				Ordered	Returned	Net Received	Rejected					
32.000001	SERVICE, NO ...	Purchase order	BR-PO251000406	1,000	0	2	0	Cubic Meter		12/10/2025 6:28...	18/10/2025	Early

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



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

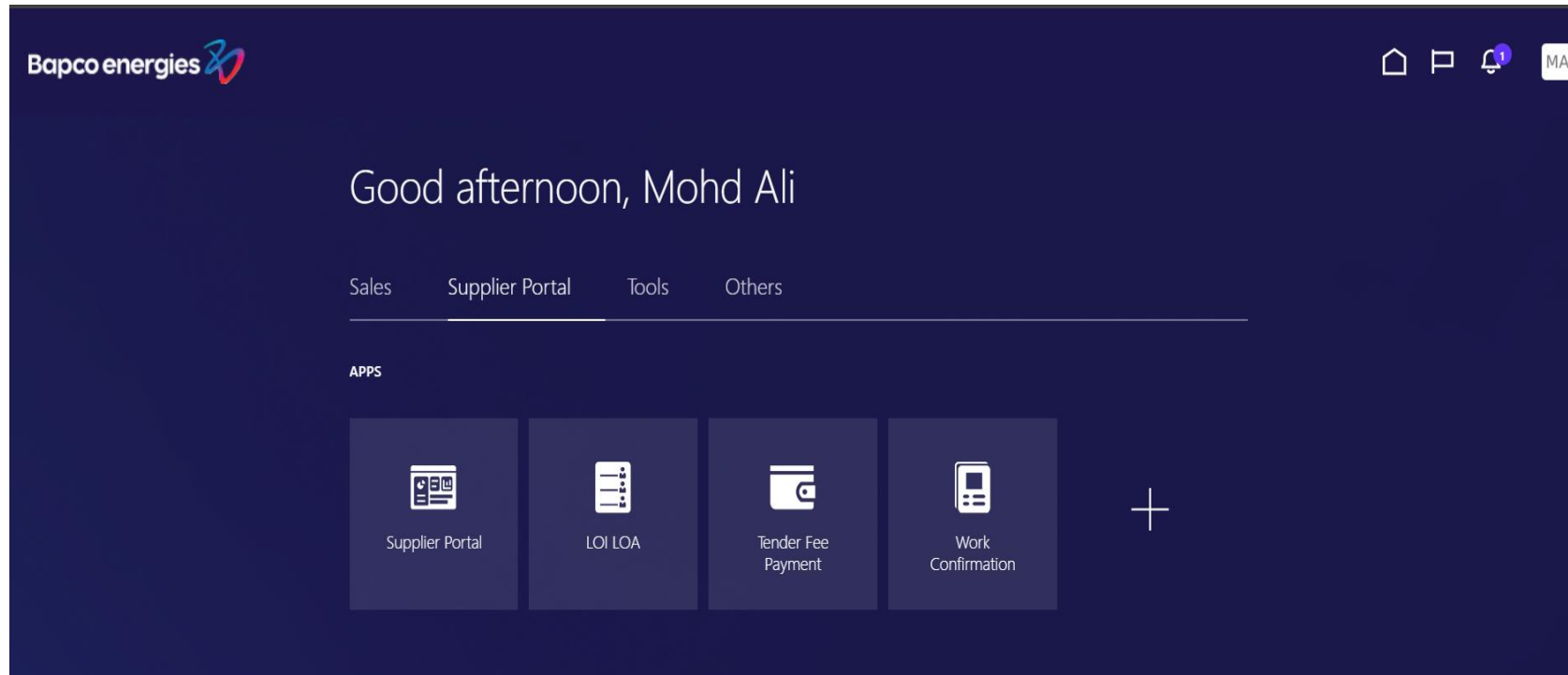
[Forgot Password](#)

Sign In

Select Language

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



Company Profile ?

EditDone

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

▲ General

CompanyTest UAT Supplier 2

Supplier Number89497

Supplier TypeSupplier

Tax Organization TypeCorporation

StatusActive

AttachmentsNone

▲ Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

▲ Corporate Profile

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

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 abcz@xyz.com

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

Supplier Changes to the Supplier Profile



Review Changes

Edit

Submit

Cancel

Change Description

Organization Details

View

Format

Freeze

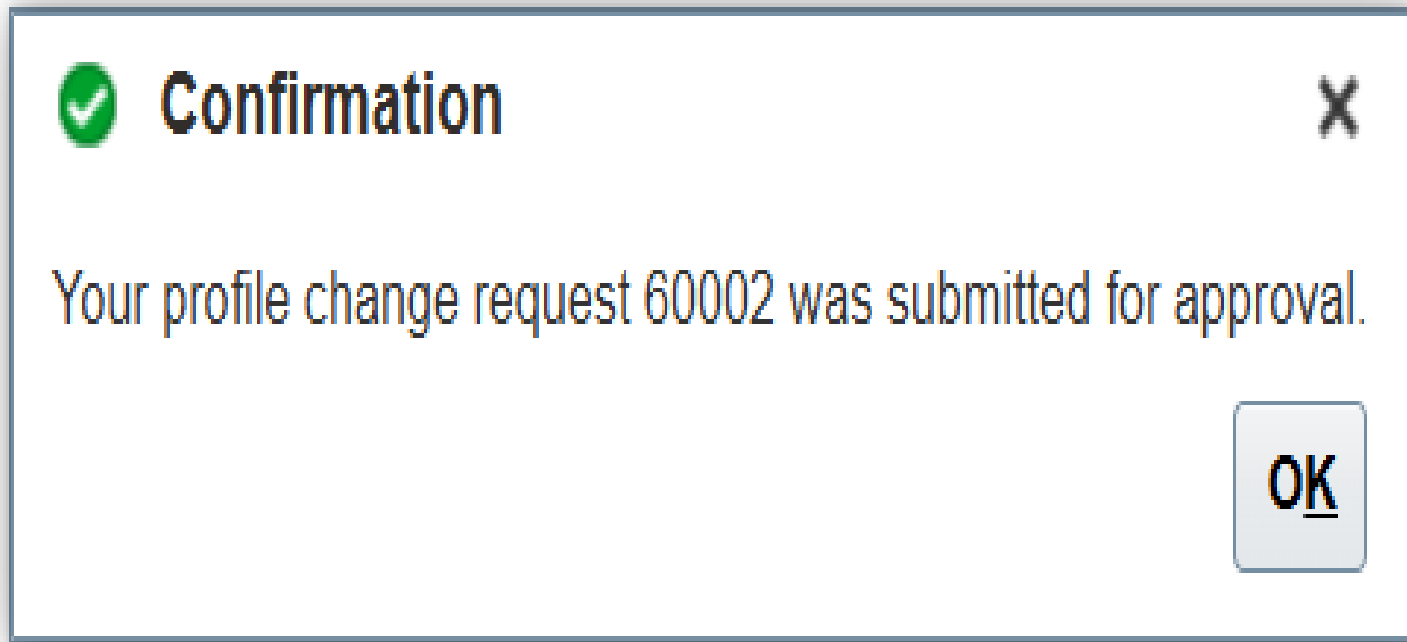
Detach

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.

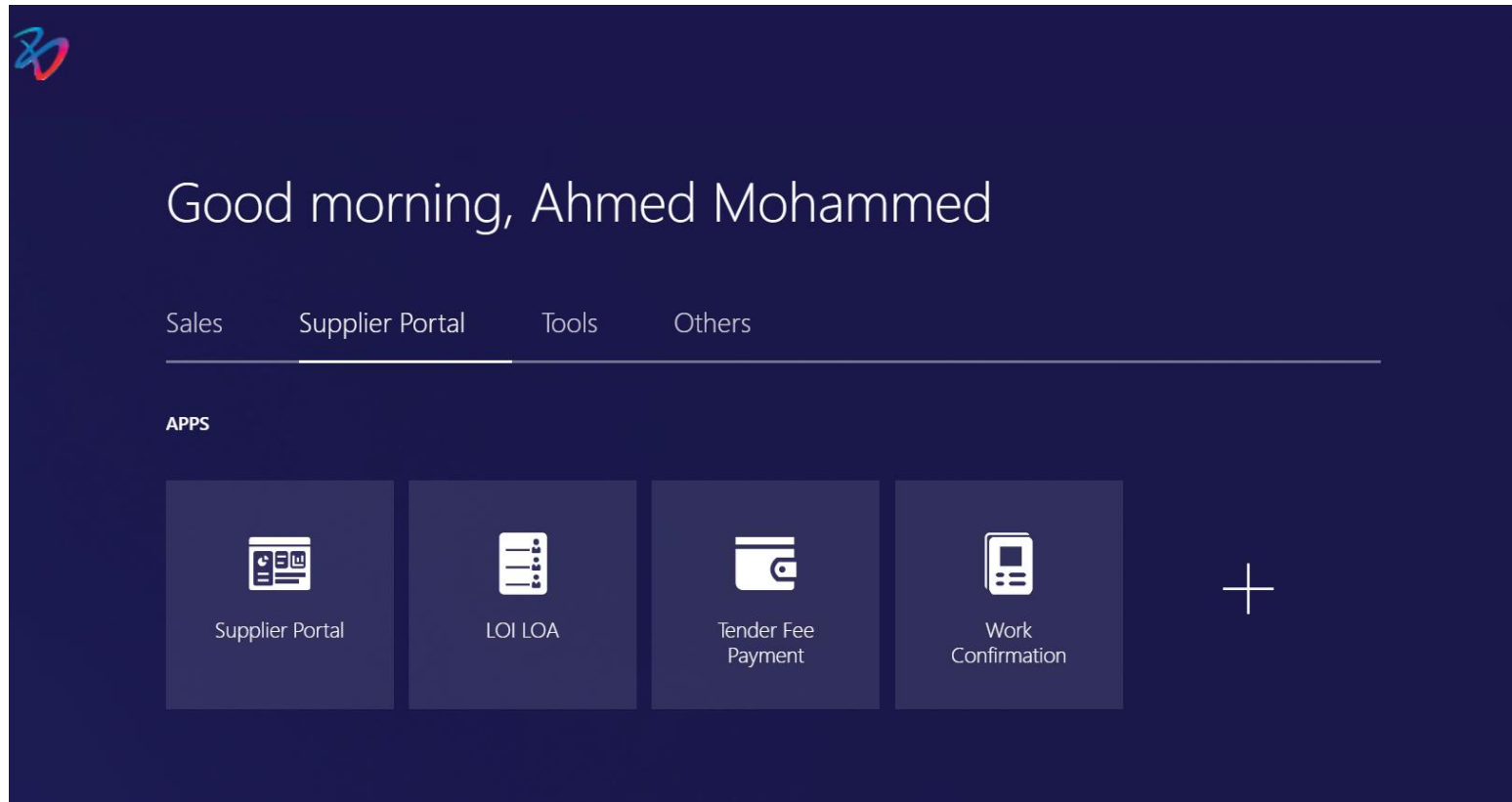
Create a new Supplier Contact



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

Invoices and Payments

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

Negotiations

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

Auctions from Seller

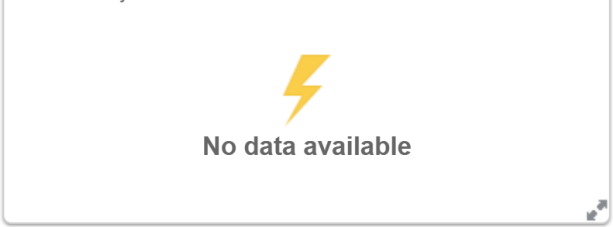
- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

Qualifications

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

Company Profile

- [Manage Profile](#)



No data available

Supplier News

Welcome to Bapco Energies Operations

Click on Manage Profile.



Create a New Supplier Contact

Bapco energies

Home

Flag

Notification

AM

Company Profile ?

Edit

Done

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

View ▼

Format ▼

Status Active ▼

Print

Freeze

Detach

Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Mohammed, Ahmed		a.mohammed@xxDTL.com		✓	✓	Active

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

Bapco energies

AM

Edit Profile Change Request: 79001

Delete Change RequestReview ChangesSaveSave and CloseCancel

Change Description

Organization DetailsTax IdentifiersAddresses**Contacts**PaymentsBusiness ClassificationsProducts and Services

ActionsViewFormat+✎✕StatusActiveFreezeDetachWrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Mohammed, Ahmed		a.mohammed@xxDTL.com		✓	✓	Active

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



Create a New Supplier Contact

Create Contact

SalutationMrs. ▾

* First NameLeila

Middle Name

* Last NameAbdallah

Job Title

☒ Administrative contact

Phone973 ▾1234 5678

Mobile ▾

Fax ▾

Emaill.abdallah@xxdtl.com

StatusActive ▾

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.



* Last NameAbdallah

Emaill.abdallah@xxdtl.com

Job Title

StatusActive

☒ Administrative contact

Contact Addresses

ActionsViewFormat

RemoveSelect and AddColumns Hidden 5

Address	Phone	Address Purpose	Status
---------	-------	-----------------	--------

User Account

☐ Request user account

RolesData Access

ActionsViewFormat

RoleDescription

No data to display.

Create AnotherOKCancel



Create a New Supplier Contact

Select and Add: Addresses

▲ Search

Address

Search

Reset

View ▼ Format ▼

◀ Wrap

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

Rows Selected 1

Apply

OK

Cancel

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 ▾ ✕ 📄 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

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

Create Another

OK

Cancel

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

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

Click on OK.



Create a New Supplier Contact

Bapco energies

Home

Flag

Notification

AM

Edit Profile Change Request: 79001

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

Actions

View

Format

+

✕

Status

Active

Freeze

Detach

Wrap

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

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

Click on Review Changes.



Create a New Supplier Contact

Bapco energies



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



10

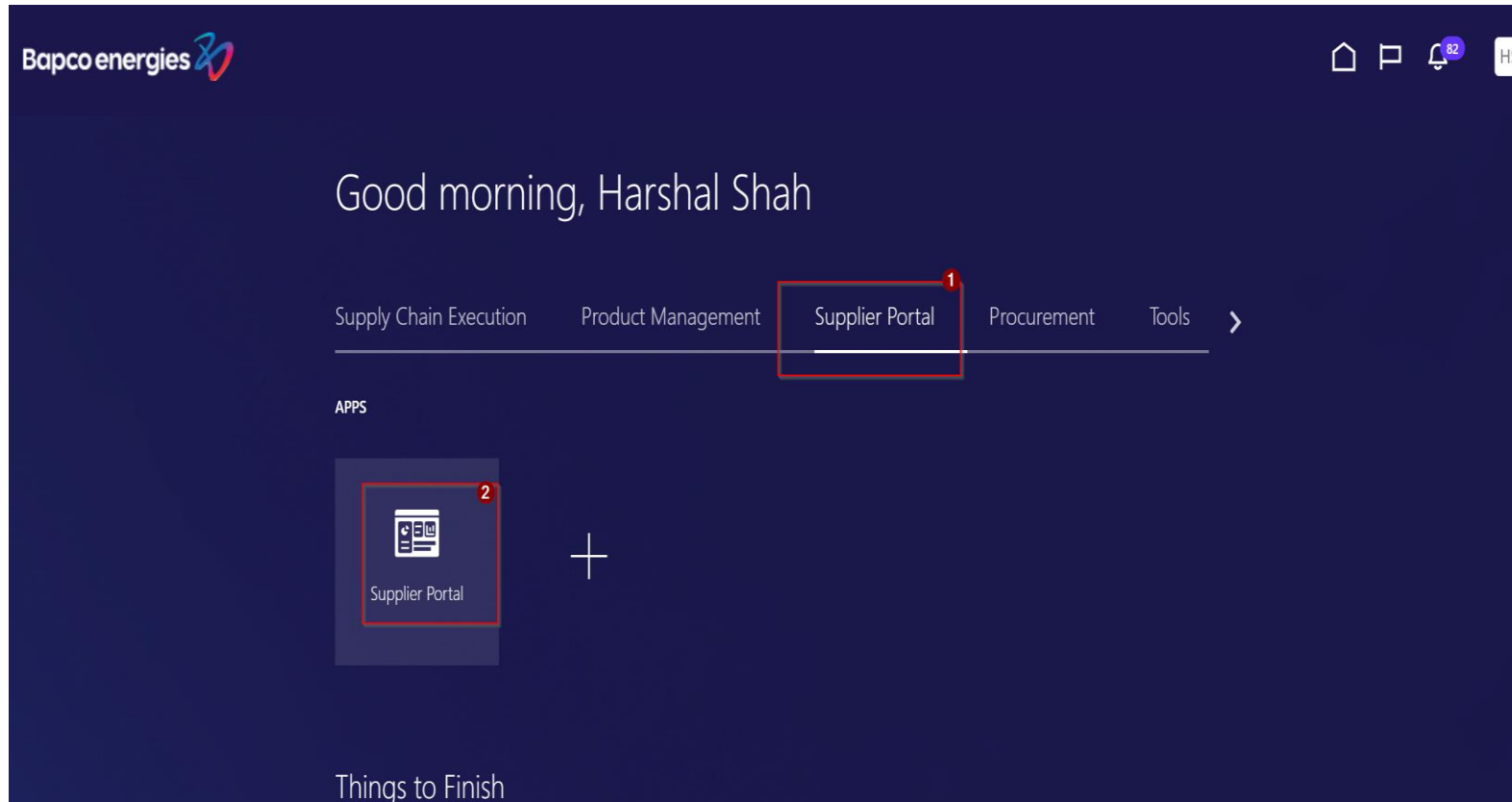
Submit an Invoice via Supplier Portal



The image shows the Oracle Applications Cloud sign-in interface. At the top, a dark banner contains the text "Sign In Oracle Applications Cloud". Below this, a light-colored box contains the "Company Single Sign-On" section. It includes a horizontal line with "or" in the center, followed by input fields for "User ID" and "Password". A link for "Forgot Password" is positioned below the password field. A "Sign In" button is located below the "Forgot Password" link. At the bottom, there is a "Select Language" dropdown menu currently set to "English".

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



- 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

Schedules Overdue or Due Today

Negotiation Messages

Invoices Overdue

PO Purchase Amount

4K GBP

PO Purchase Amount

262K USD

Supplier News

Bapco Energies Streamlines Procurement with Oracle Cloud Applications.

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

Submit an Invoice via Supplier Portal



Bapco energies

Create Invoice ⓘ

Invoice Actions: Save Save and Close Submit Cancel

Supplier Information:

- * 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: [Empty]

Remit-to Bank Account:

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

Customer Information:

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

Invoice Header:

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

Lines Section:

View ⓘ + ⓘ ⓘ 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.

Create Invoice ?

Invoice Actions

Save Save and Close Submit Cancel

Identify PO BR-PO251000043

Supplier Tax Registration N

Customer

Customer Tax

Supplier Tax Registration N

Customer

Customer Tax

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	Numt	Line			
BR-PO251000043	1	1			Goods with Retaina...	Bapco Refining AW...	10,000.00

Apply OK Cancel

Click on Save and then on Submit.

Submit an Invoice via Supplier Portal



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Home

Logout

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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

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

Thank you