

# Daman iSupplier Portal User Guide

Procurement



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## 1. Introduction

The Oracle iSupplier Portal is a collaborative application that enables Daman, National Health Insurance Company-Daman PJSC and its suppliers to communicate with each other through a secure, self-service web environment. It also enables suppliers to have real-time access to information regarding open orders, shipments, creation of invoices etc.

### Benefits associated with using iSupplier include:

- Offers suppliers an integrated experience by providing access to purchase orders (POs), invoices and payments in one location.
- Improved efficiency by decreasing the number of calls between Suppliers and Accounts Payable.
- Provides a central location for all PO information, and gives Suppliers access to historical PO information.
- Increases on-time payment by using web invoicing which reduces time spent tracking down delayed or held payments.
- Eliminates mail float. When invoices are entered online, Daman receives them immediately.
- Enhances the visibility of the transactions that occur between Daman and its Suppliers.

## 2. System Requirements

### 2.1 Recommended Operating System:

Windows XP/Service Pack 3, Windows Vista/Service Pack 2, Windows 7, Windows 8

\*\* Please note that the iSupplier Portal may run with other Operating Systems, but the above are recommended Operating Systems. If you face difficulty and have questions regarding system requirements, please contact Daman.

### 2.2 Browser Requirements:

Internet Explorer 10 and above.

\*\* Please note that the iSupplier Portal will work with Internet Explorer 7, 8 or 9 as well. It may be possible to open the Portal with other browsers, but much of the functionality within the Portal will be unavailable. You can also use Firefox, Google Chrome, Apple Safari, Opera, Netscape, or other browsers to access the Portal. However Internet Explorer is recommended.

Internet Explorer is available (free) for download at [www.microsoft.com](http://www.microsoft.com)

### Pop-up Blocker:

Please ensure that your pop-up blocker is turned off and pop-ups are enabled for the Daman iSupplier Portal at all times.

### Excel/Microsoft Office:

Daman recommends Microsoft Excel 2003, 2007 or 2010.

### E-Mail Spam Filters:

Please ensure Daman email address is enabled as a trusted sender. This is the e-mail address from which Daman system communications will be sent.

### 3. Logging into the iSupplier Portal:

Registered and Approved users can log on to iSupplier Portal and view transactions which occur between the supplier and Daman.

To login to iSupplier Portal, go to URL: <http://eservices.damanhealth.ae>

You may add this link to your Favourites for easy access in the future.

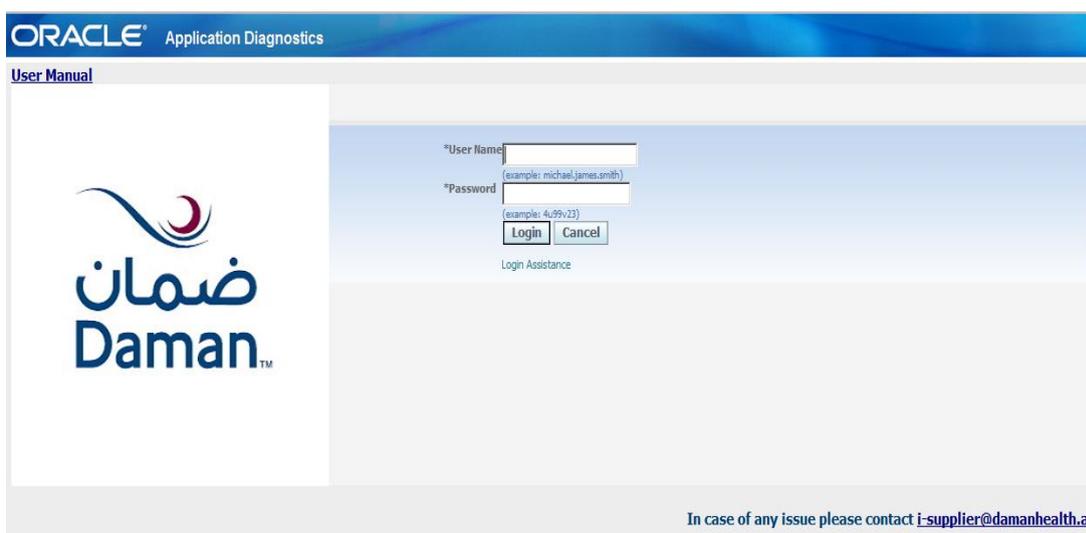


Figure 1: Login Screen for iSupplier

Type in your Username (email address) and Password then click on the Login button. Passwords are case sensitive. You will be prompted to change your password, when you log in to the system for the first time.

#### Password:

When a user is logging in for the first time, when a user has requested a password reset (and the system has generated a new password), or when the password expiration date has been reached (90 days) the Supplier user will be required to change the password upon logging in and will be directed to a password change page.

Enter the following:

- User Name
- Password
- Click on the Login Button

The Change Password page will prompt you to change your password. Please follow these guidelines when setting or changing your iSupplier Portal Password.

- Must be a minimum of 7 characters
- Must contain UPPERCASE and lowercase letters
- Must contain numbers
- Must contain Special Characters such as &,%,\*,@
- Must contain the special characters

#### Forgot User Name or Password:

If by any chance you have forgotten your password or your user name, you can request a password be reset or retrieve the user name using the Login Assistance feature.

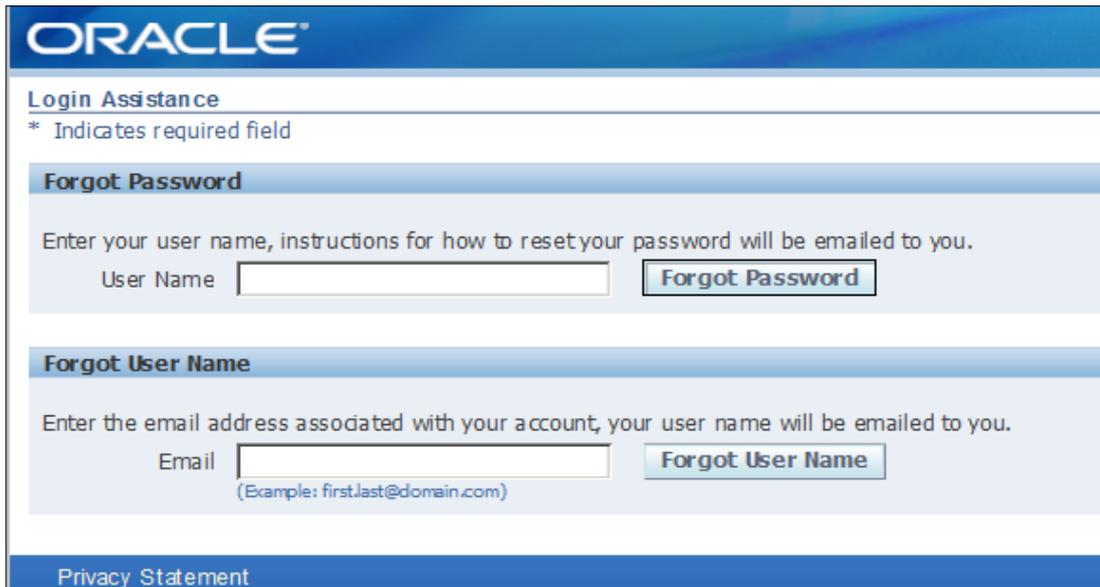


Figure 2: Login Assistance

#### 4. Getting Started

Setting up User Preferences (Optional)

The Oracle E-Business Suite Home page is your entry point to Oracle E-Business Suite. From this page you can:

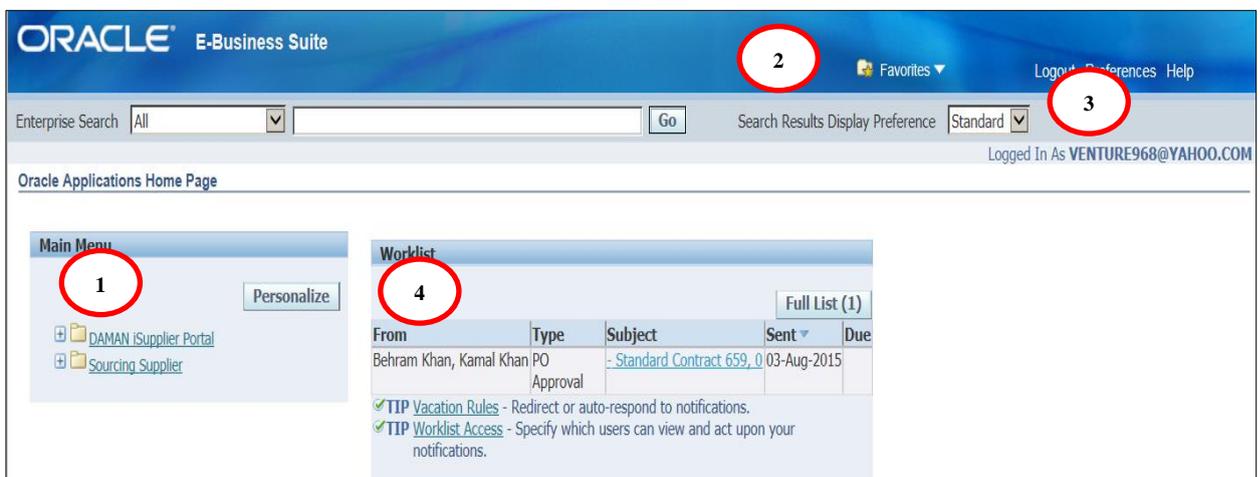


Figure 3: Getting Started

1. Access Oracle E-Business Suite functions from the Main Menu.
2. Navigate to frequently-used functions or Web pages from Favorites.
3. Set Preferences.
4. View or respond to your most important notifications from the Worklists.

Select Preferences to set personal options. Options include language, territory, time zone, notification style, accessibility setting, and formats for dates and numbers. You can also reset your password from the Preferences page.

## Using Worklists:

The Worklist displays your most important notifications. Select the Subject to respond, or select Full List to see all of your notifications.

## Using Favourites:

Customise your Favourites by adding links to frequently-used functions and Web sites. To add or remove links, select Edit Favourites. If adding a link to a Web site, you can specify whether to open the URL in a new window.

## Access Oracle iSupplier Portal:

There are 2 Responsibilities serving below purpose:

1. Daman iSupplier Portal responsibility to
  - Inquire PO, Receipt and Invoice
  - Submit Invoice
  - Update Address Book, Bank Details etc.
2. Sourcing supplier to respond to RFQ you have been invited.

## iSupplier Portal Home Page:

When you access the Oracle iSupplier Portal application using the username and password provided to you, the Oracle iSupplier Portal Home page displays.

## Quick Links:

This section is displayed on the right and provides links for the procure-to-pay flow; through the Oracle iSupplier Portal application. Click any link to go directly to the corresponding page.

## Notifications:

Notifications are messages waiting for your review. Some notifications are view- only, while other notifications require action. To view your notifications, click the linked subject to open the Notification Details page. This page provides complete notification details, as well as the appropriate action button.

## Orders at a Glance:

This section displays the five most recent purchase orders. Click a purchase order number to view purchase order details.

## Home Page Tabs:

The following tabs display on the home page and all Oracle iSupplier Portal pages

- Home
- Orders
- Shipments
- Admin
- Finance

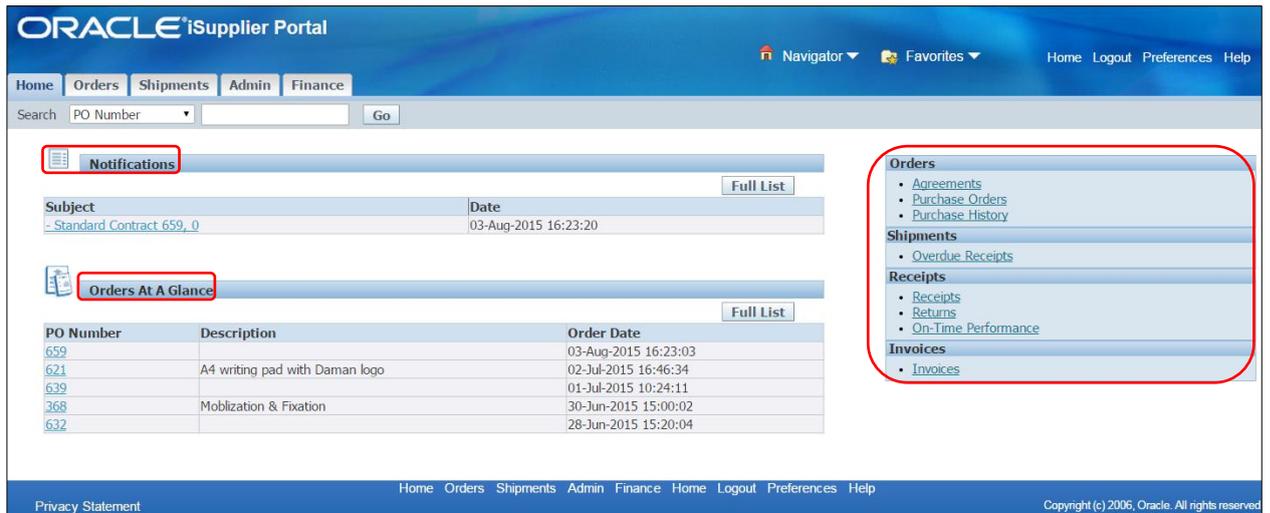


Figure 4: iSupplier Portal Home Page

### Global Buttons:

The following buttons display on the home page and all Oracle iSupplier Portal pages:

- Home - Returns you to the main portal where you can select another responsibility or application.
- Logout - logs you out of the application.
- Preferences - Displays the Preferences page.
- Help - Accesses the help index page.

### Orders Tab:

The real-time data provided in Oracle iSupplier Portal allows you to communicate procure-to-pay information with Daman while viewing the purchase order flow.

Using purchase order information, you can acknowledge and view purchase orders. You can also view supplier agreements and the revision history of a purchasing document.

This section includes the following topics:

- Purchase Orders
- Agreements
- Purchase History

### Purchase Orders:

Your purchase order details are available to you in Oracle iSupplier Portal. The View Purchase Orders page displays the most recent 25 purchase orders (use the Previous and Next links to view additional purchase orders). Oracle iSupplier Portal enables you to track your purchase orders throughout the entire procure-to-pay flow.

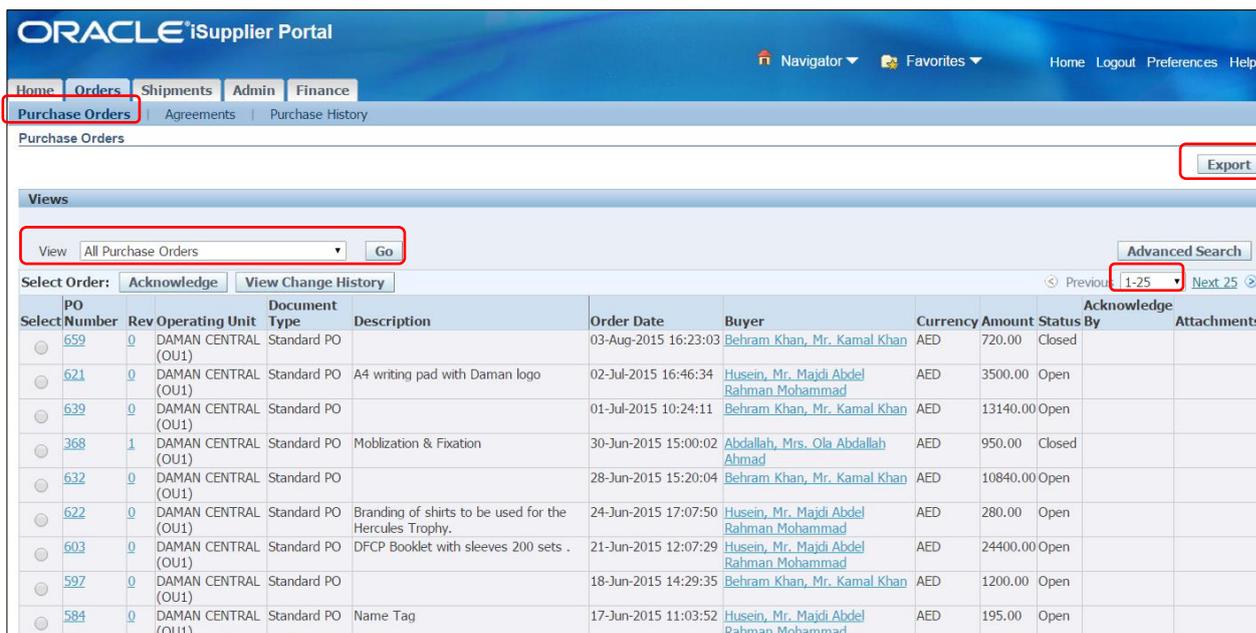


Figure 5: List of Purchase Orders

Click on the PO Number to Open and take Action on the Purchase Order.

### Acknowledgement:

You must acknowledge the PO that Requires Acknowledgement. The PO may include a date by which you need to acknowledge.

The status of PO is Requires Acknowledgement.

You acknowledge purchase orders to communicate to Daman Buyer that you have received, reviewed the details of, and accepted a purchase order. You can also communicate changes to the purchase order by adding notes for Buyer at the end of acknowledgment.

1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
2. Select the PO and click Acknowledge button.
3. Accept the order.
4. Add Notes to Buyer if any.

Click Submit and return to the Purchase Orders page. Buyer will receive notification once you acknowledge the PO.

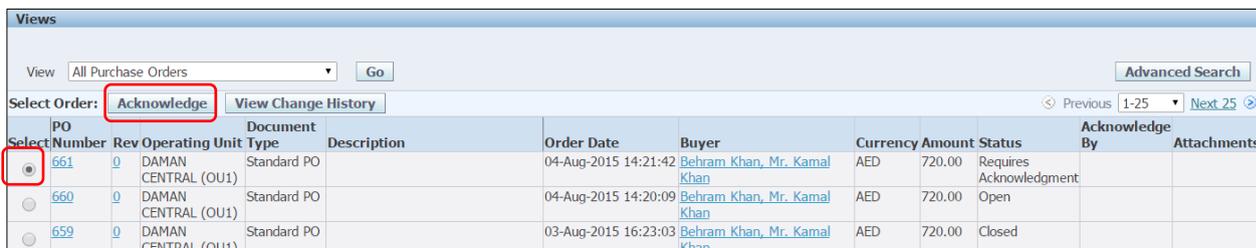


Figure 6: PO Requires Acknowledgement

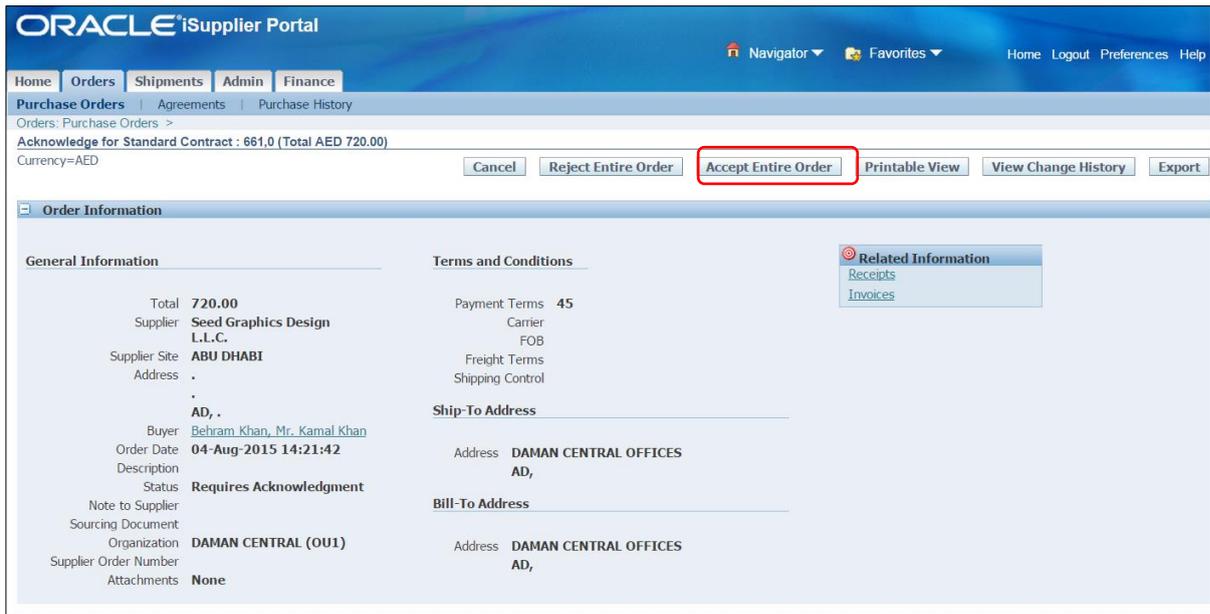


Figure 7: Accept / Reject PO

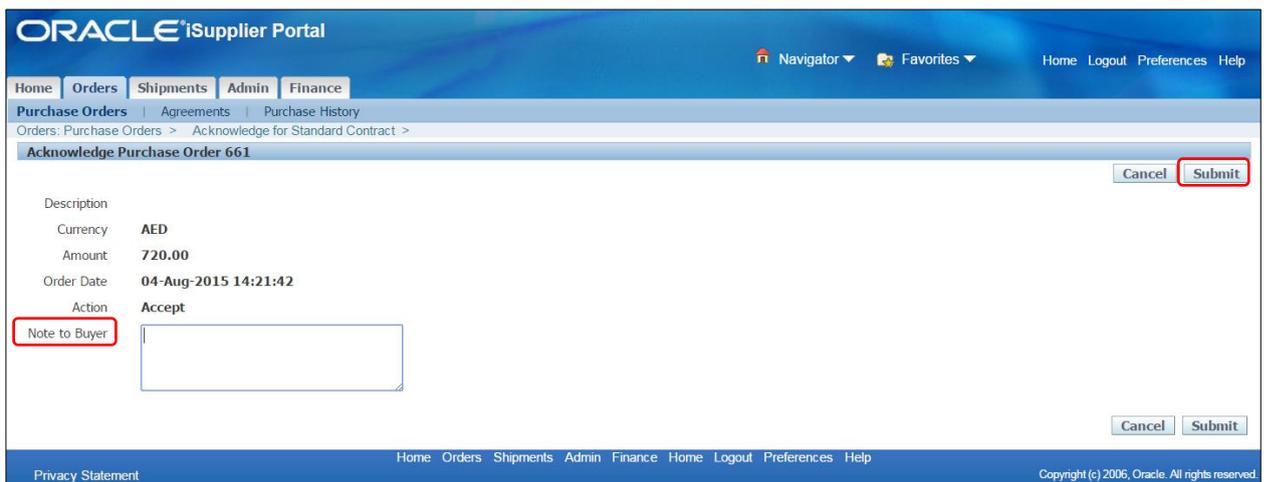


Figure 8: Submit Note to Buyer (if require)

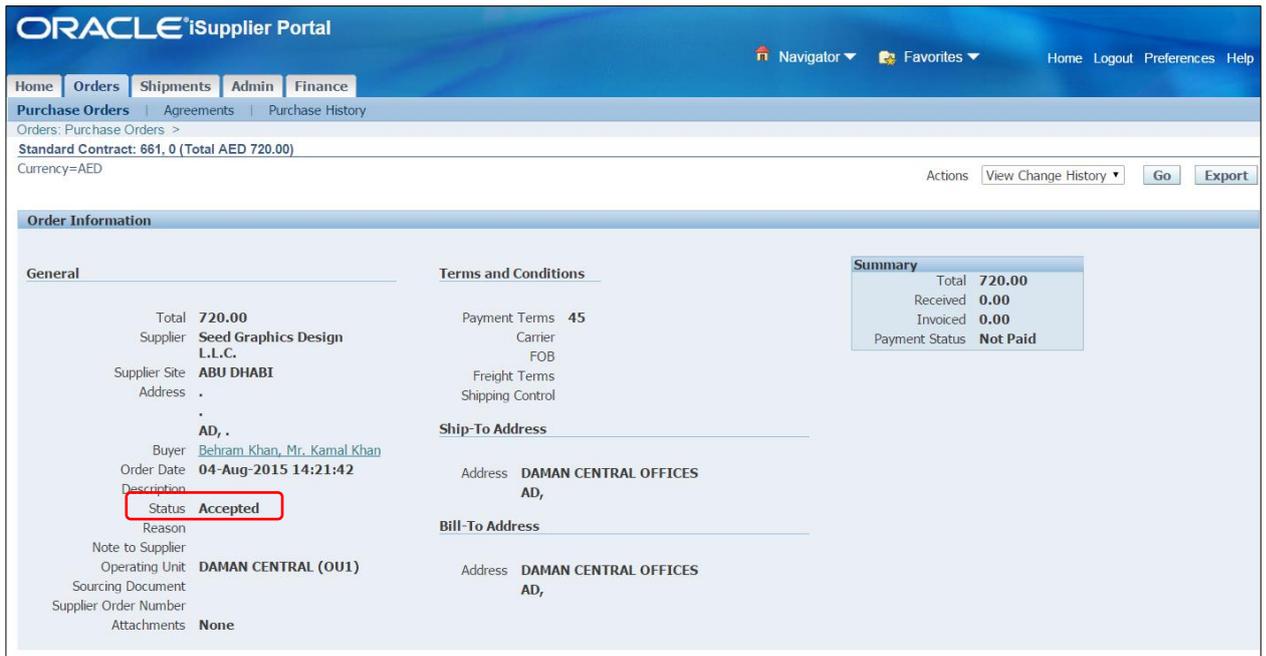


Figure 9: PO Status Accepted

**View Change History:**

This view enables you to view the history of change submitted on a document, and the corresponding buyer response.

5. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
6. Search for and select a purchase order, and then click View Change History.
7. View the change order history details on the PO Change Order History page.

Click OK and return to the Purchase Orders page.

**Agreements:**

Supplier agreements are purchase agreements you have made with Daman. On the Supplier Agreements page, you can review the details of those agreements, and the corresponding releases (orders) that have been created for a particular agreement.

**Shipment Tab:  
Receipts**

The View Receipts page enables you to explore a historical view of all receipts that have been recorded for your shipped goods. On the View Receipts page, enter a value in one of the search fields to retrieve the receipt information. The View Receipts redisplay, listing the receipts who matched your search criteria.

To view the information on a particular receipt, click the receipt number link. The Receipt: details page displays information on that particular receipt.

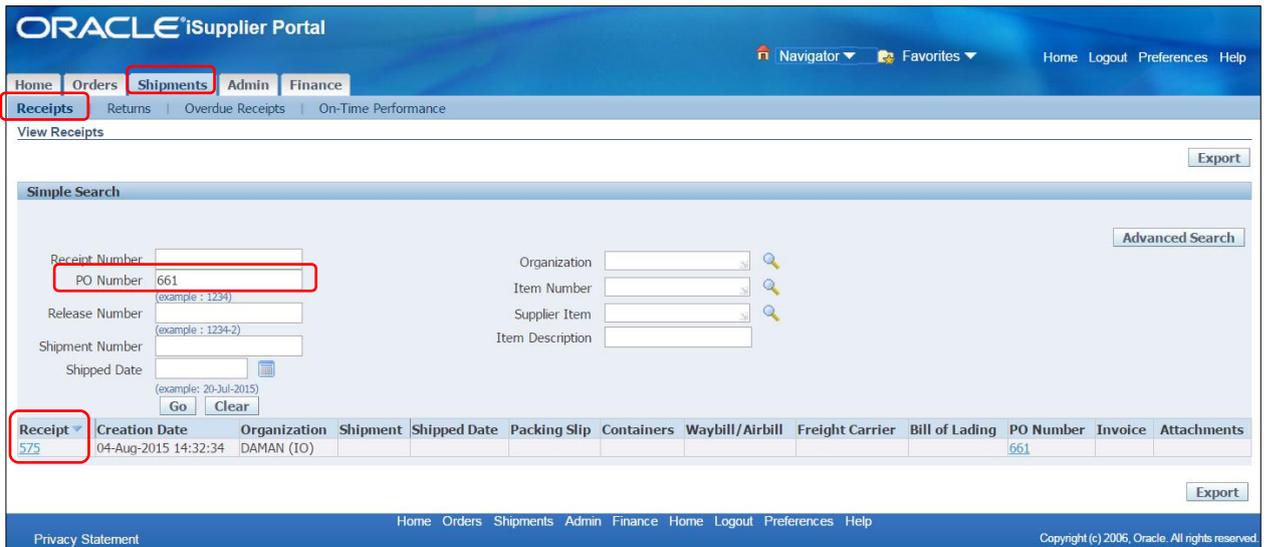


Figure 10: Search Receipts

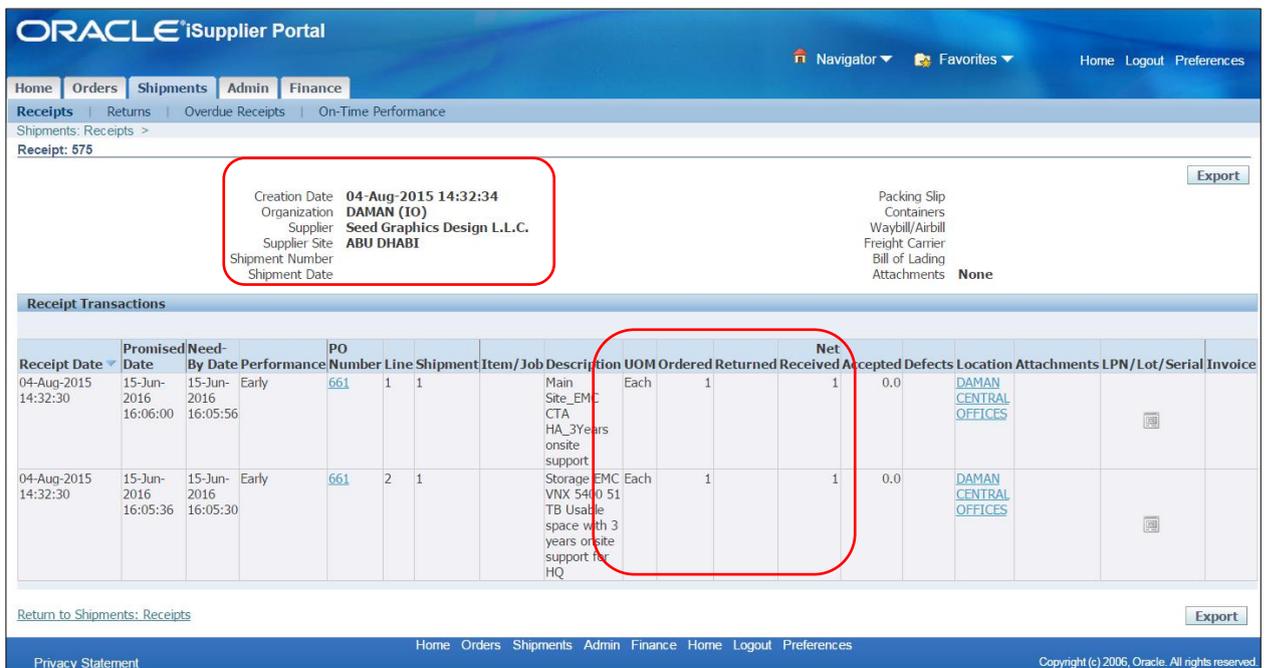


Figure 11: Receipt Details

The Receipt: details page displays information on that particular receipt. From this page, there are links to display: ASN, PO information, Invoice information, Return information, Defect information.

**Returns:**

The Returns Summary page enables you to view the return history, the causes for goods returned by Daman, and inspection results of a shipment. The search summary results include basic information along with details about the return, such as quantities and a reason for return. Click Receipt Number and PO Number to view further detail.

## 5. Upload Invoice:

You can submit an invoice online to Daman based on the purchase order lines you have fulfilled. You can also partially complete an invoice, save it, and submit it later. After you submit an invoice, you cannot change the invoice.

Note:

Do NOT Create Invoice for multiple POs.

Only those PO's which are received by coordinator will be eligible for Invoicing

Submit an invoice with a matching PO:

Navigation:-Go to Daman iSupplier Invoice→Create Invoice with PO.

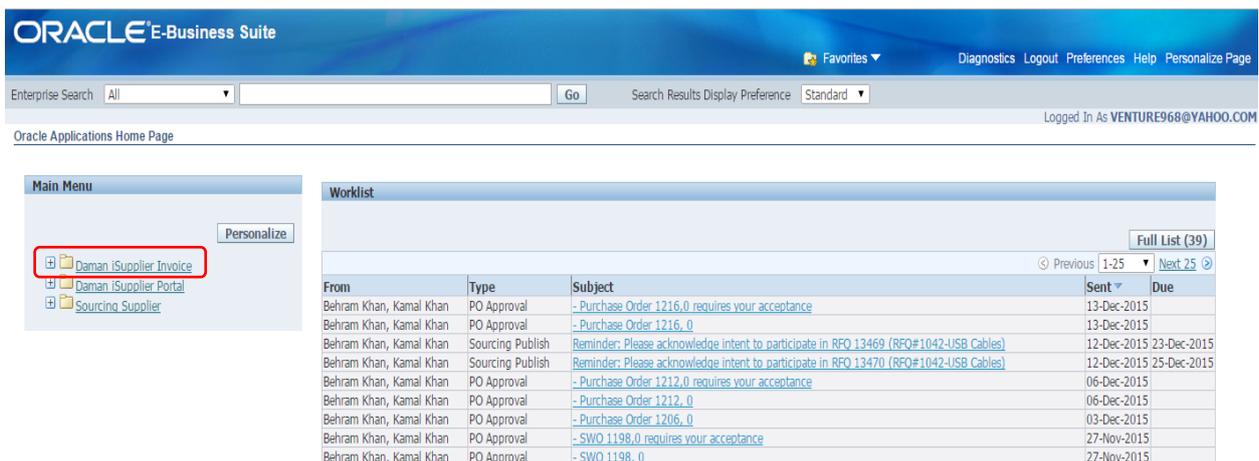


Figure 12: Navigation to iSupplier invoice

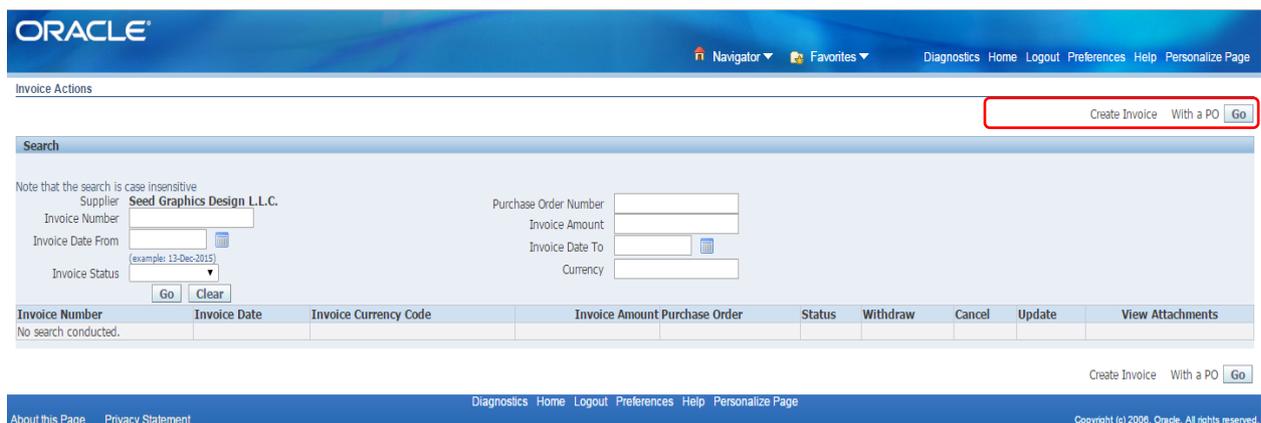


Figure 13: Create Invoice with a PO

Below are the steps to Create Invoice with a PO:

1. Click the Finance tab, and then click Create Invoices in the task bar directly below the tabs.
2. On the Invoice Actions page, select With a PO from the Create Invoice Menu and click Go.
3. On the Create Invoice: Purchase Orders page, enter search criteria to identify the purchase order, and click Go.
4. Select items of the PO to be invoiced and click Add to Invoice. Add as many items as you need (items on your invoice display at the bottom of the page). If you mistakenly add an item to the invoice, you can select it and click Remove from invoice.

5. When finished adding items, click Next.
6. On the Create Invoice: Details page, enter an invoice number, Invoice Description, remit to address etc. You can also attach documents to invoice. Enter any additional information, and then click next.
7. When finished, click Next.
8. On the Create Invoice: Review and Submit page, review your invoice and click Submit. You also have the option to return to this invoice later by clicking Save for Later.
9. A Confirmation page is generated informing you of successful invoice creation.

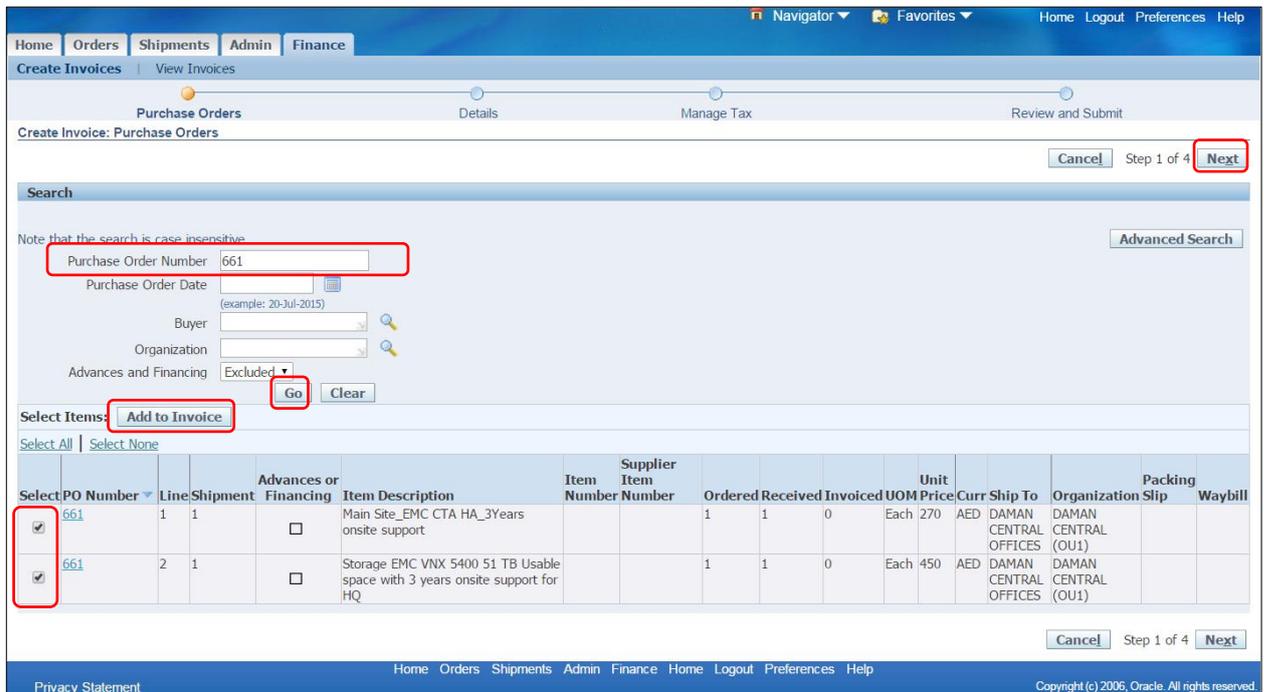


Figure 14: Add Shipment Lines to Invoice

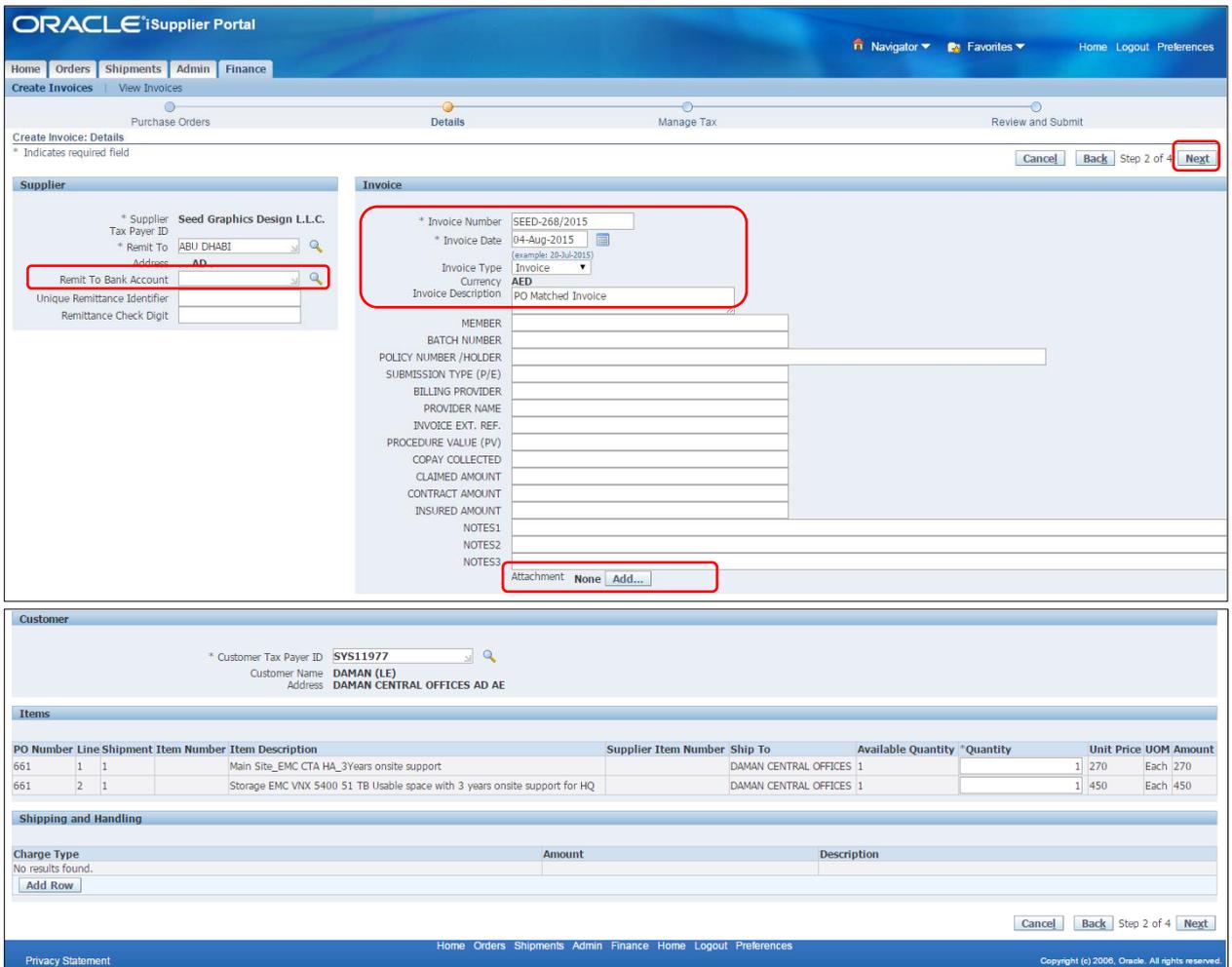


Figure 15: Add Invoice Details

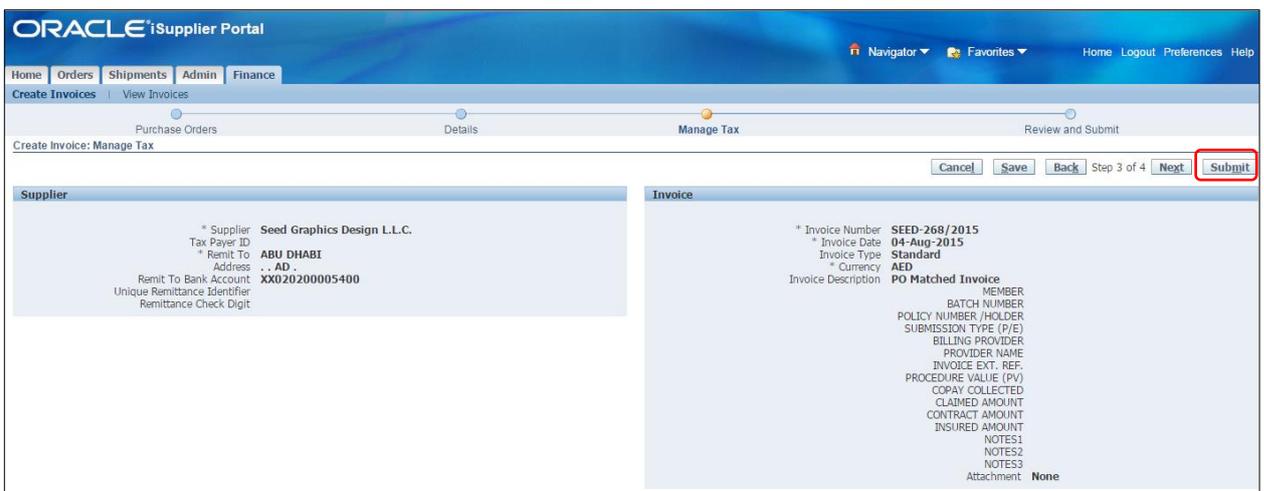


Figure 16: Submit Invoice

Confirmation message will appear after the invoice submission:

*"Invoice SEED-268/2015 was submitted to Our Accounts payable department on 04-Aug-2015. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page"*

**View Invoice:**

You may view your invoice details and monitor status from the View Invoice sub- tab.

Click View Invoice sub-tab under Finance Tab. You may search invoice details by Invoice Number, PO number, Payment Status, Invoice Status, Invoice Date, Due Date.

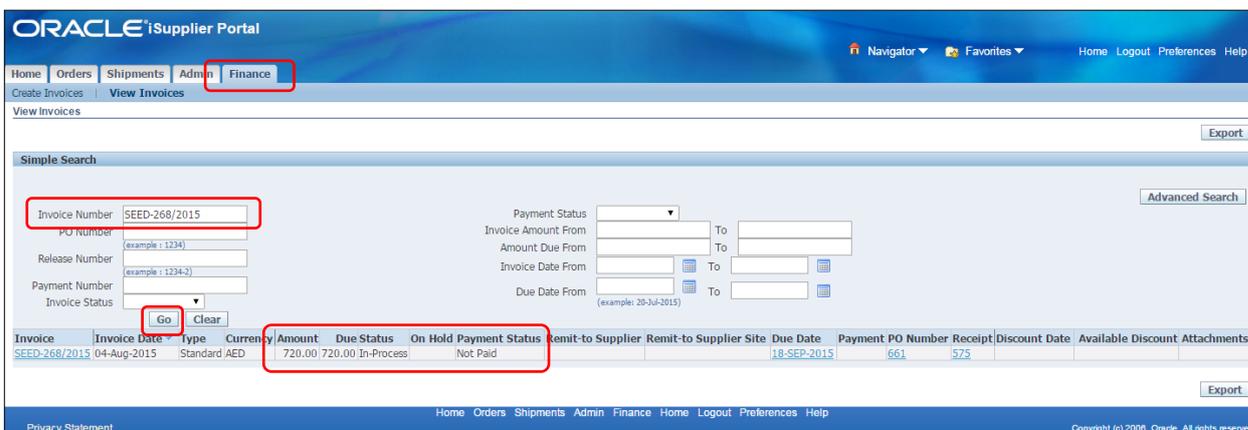


Figure 17: Search & Monitor Invoices

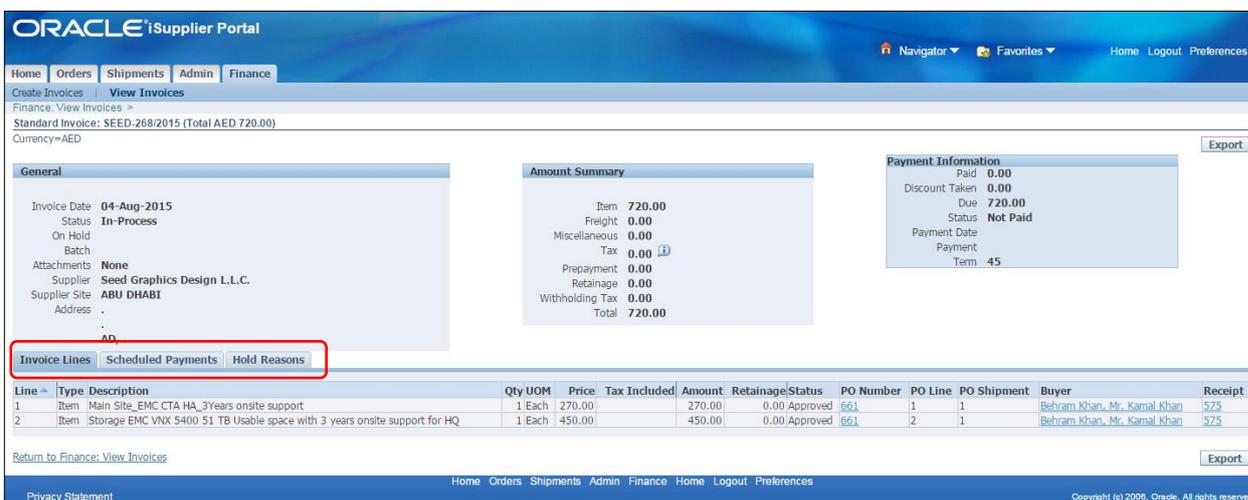


Figure 18: Invoice Details

**6. Admin Tab: Profile Management**

Supplier Profile Management enables you (if you have the Profile Management authority) to manage key profile details used to establish or maintain a business relationship with Daman. This profile information includes address information, names of main contacts, business classifications, banking details, and category information about the goods and services you are able to provide to the Daman.

Daman Supplier Evaluation Committee will review the details you provide and use them to update the appropriate records in the buyer's purchasing transaction system.

You benefit from managing your profile yourself. Supplier Profile Management enables you to effectively represent yourself to Daman and update your profiles details as necessary, making important information accurate.

This section includes the following sections:

## Supplier Profile Management:

1. General Information: The General information page provides a quick, high-level display of information at the company level. You can use the General information page to add an attachment to your profile.
2. Company profile: The Company Organisation page allows you to navigate to other pages where you can add or update your actual profile information.
  - Address Site
  - Contact Directory
  - Business Classifications
  - Products and Services
  - Bank Accounts
  - Payment & Invoicing

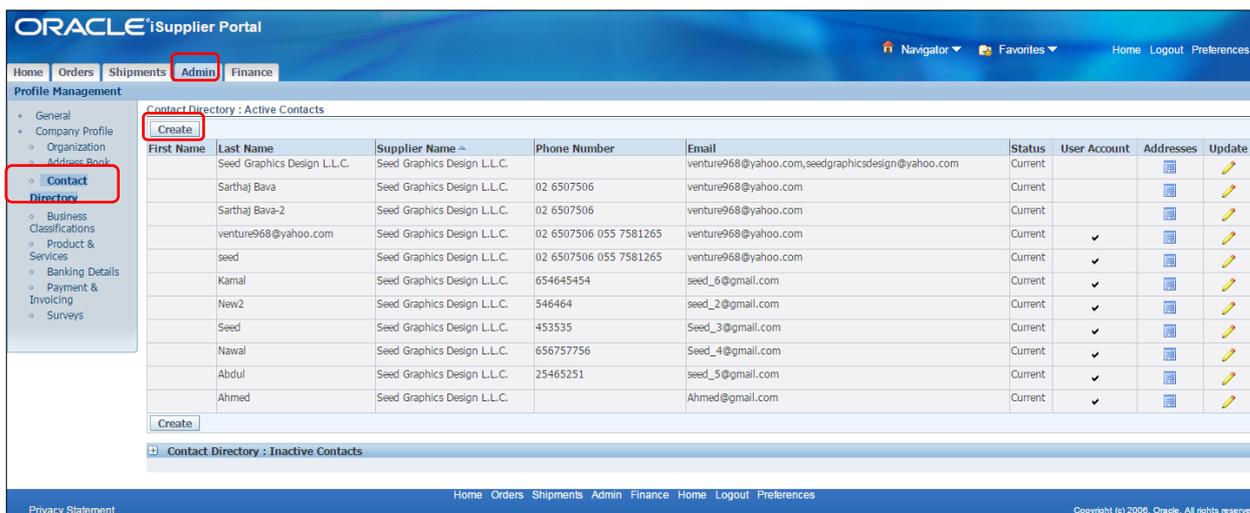
## Adding / Removing a User:

As an Admin user, you may add or remove users from your organisation so they can have access or denied access to iSupplier portal too. Steps to request additional user from your end:

- Step 1: Login to your account and click Admin Tab
- Step 2: Click Contact Directory link
- Step 3: Click Create button
- Step 4: Add user's information (Last name and Email are must)
- Step 5: Apply

The Status after Apply is 'Pending'. This will require approval from Daman Supplier administrator. Once approver approves, the status changes to 'Current' and person can access his account after that. Kindly read Daman Terms & Conditions and Privacy Policy documents.

To remove an existing user, simply click the remove button as appearing in the screenshot below.



First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
	Seed Graphics Design L.L.C.	Seed Graphics Design L.L.C.		venture968@yahoo.com,seedgraphicsdesign@yahoo.com	Current			
	Sarthaj Bava	Seed Graphics Design L.L.C.	02 6507506	venture968@yahoo.com	Current			
	Sarthaj Bava-2	Seed Graphics Design L.L.C.	02 6507506	venture968@yahoo.com	Current			
	venture968@yahoo.com	Seed Graphics Design L.L.C.	02 6507506 055 7581265	venture968@yahoo.com	Current	✓		
	seed	Seed Graphics Design L.L.C.	02 6507506 055 7581265	venture968@yahoo.com	Current	✓		
	Kamal	Seed Graphics Design L.L.C.	654645454	seed_6@gmail.com	Current	✓		
	New2	Seed Graphics Design L.L.C.	546464	seed_2@gmail.com	Current	✓		
	Seed	Seed Graphics Design L.L.C.	453535	Seed_3@gmail.com	Current	✓		
	Naval	Seed Graphics Design L.L.C.	656757756	Seed_4@gmail.com	Current	✓		
	Abdul	Seed Graphics Design L.L.C.	25465251	seed_5@gmail.com	Current	✓		
	Ahmed	Seed Graphics Design L.L.C.		Ahmed@gmail.com	Current	✓		

Figure 19: Supplier Contact List

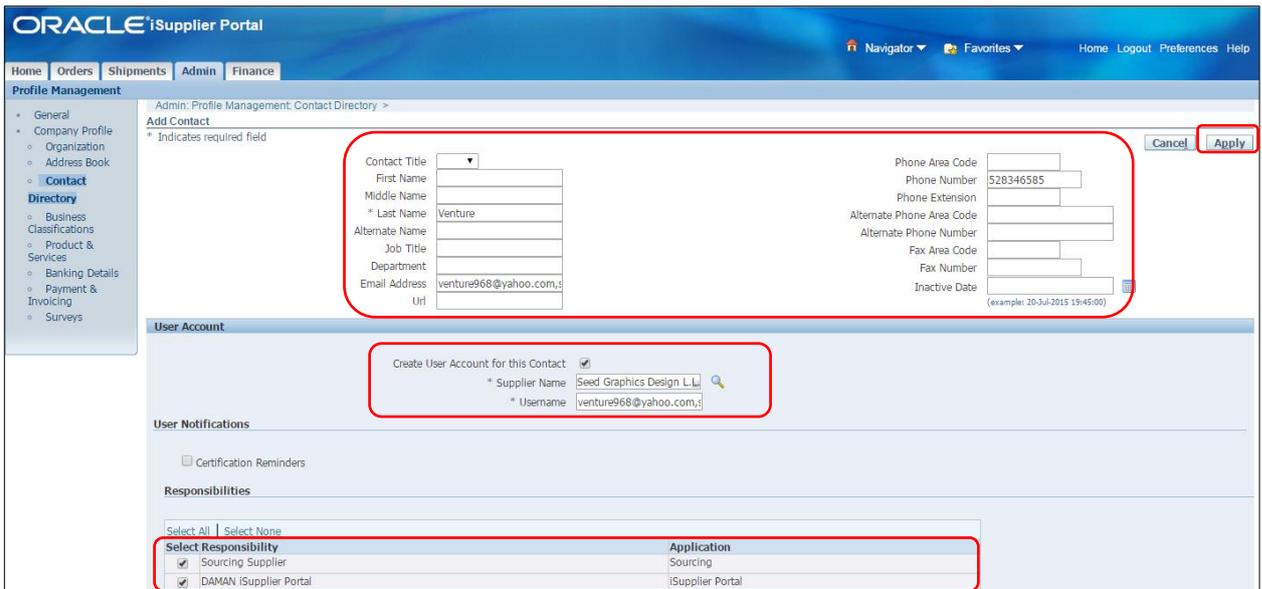


Figure 20: Add Contact Details

### Create/Update/Remove Address:

You may add, remove or change the Address of your business location through this link. Any change/ update in Address would be subject to review by Daman Supplier Administrator. Following Steps are required to create new address

Step 1: Login to your account and click Admin Tab

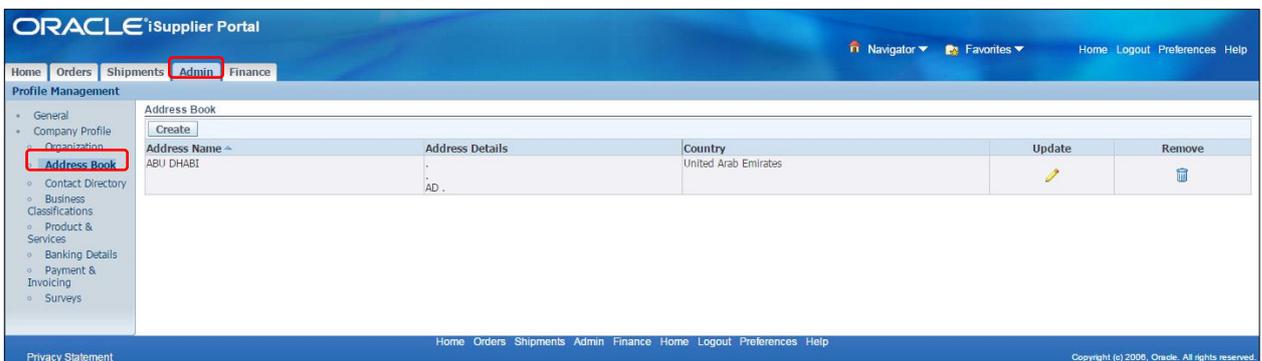
Step 2: Click Address Book

Step 3: Click Create button

Step 4: Specify Address details and provide purpose of Address (i.e. For RFQ, Purchasing or Payment)

Step 5: Click Save

To update/remove an existing Address, simply click the update /remove button as appearing in the screenshot below.



Address Name	Address Details	Country	Update	Remove
ABU DHABI	AD .	United Arab Emirates		

Figure 21: Supplier Address List

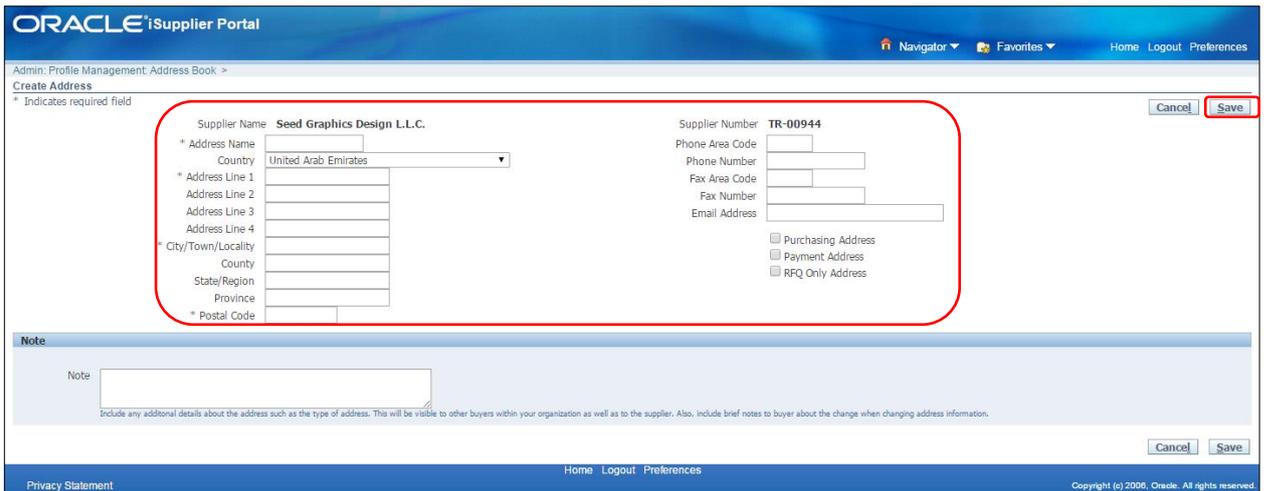


Figure 22: Add New Address Details

**Update Business Classification:**

You can update you Trade License details including License Number, Issuing Authority and its Expiry through this link.

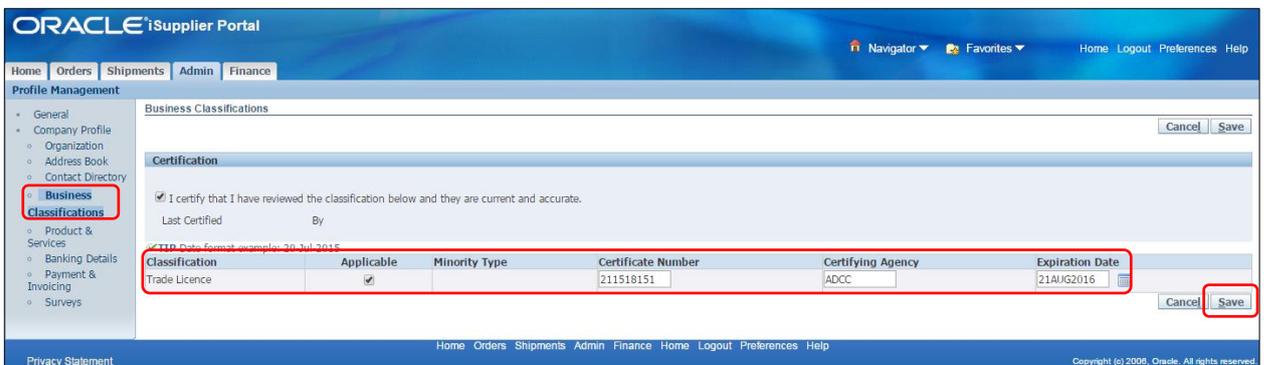


Figure 23: Update Business Classification

**Add/Remove Products & Services:**

You can register with Daman new Nature of business or Activity or product/ services through this link. Steps to Add Product & Services include:

- Step 1: Login to your account and click Admin Tab
- Step 2: Click Product & Services
- Step 3: Click Add button
- Step 4: Search Product & Services and select check Box "View Applicable"
- Step 5: Click Apply

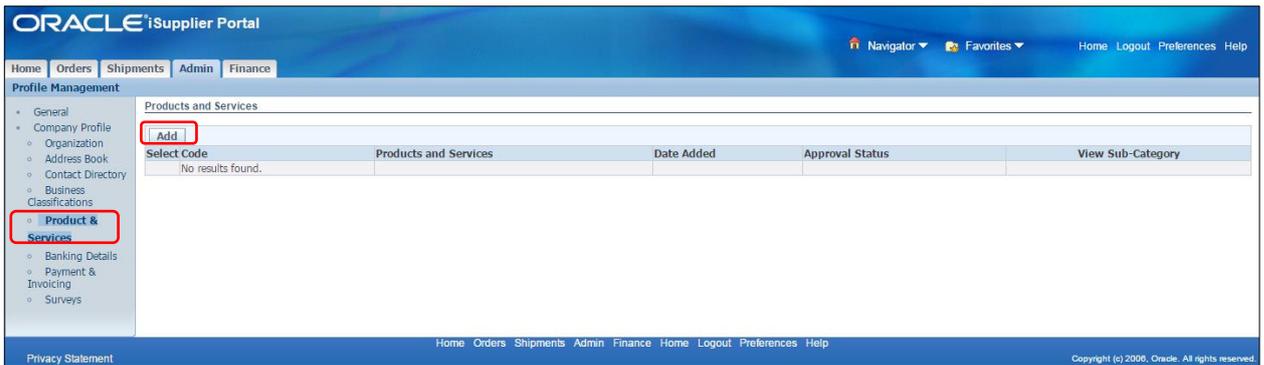


Figure 24: Product & Services List

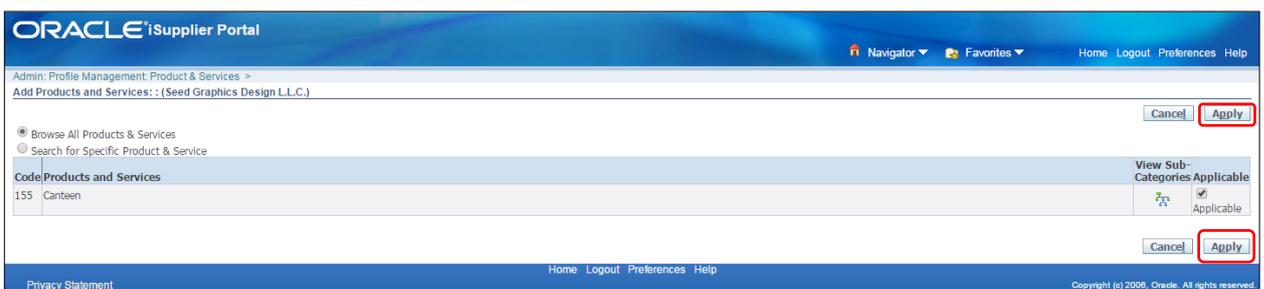


Figure 25: Add Product & Service

You can remove Product & Service by Clicking Remove Button for the discontinued activities.

### Update Banking Details:

You can update your Bank details with Daman through this link. Steps to register new Bank account include:

- Step 1: Login to your account and click Admin Tab
- Step 2: Click Product & Services and Click Create
- Step 3: Specify New or Existing Bank and Bank Branch
- Step 4: Specify Account Number and IBAN Number
- Step 5: Click Save

Every change in Bank details will be subject to approval by Daman Supplier Administrator. Once you create new Bank details, it would have status "Pending" until it is approved by Daman.

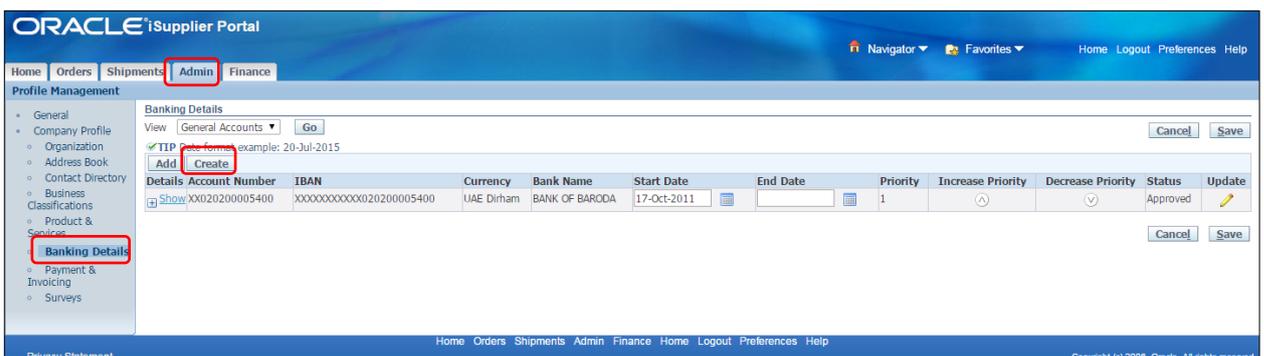


Figure 26: Supplier Bank Account List

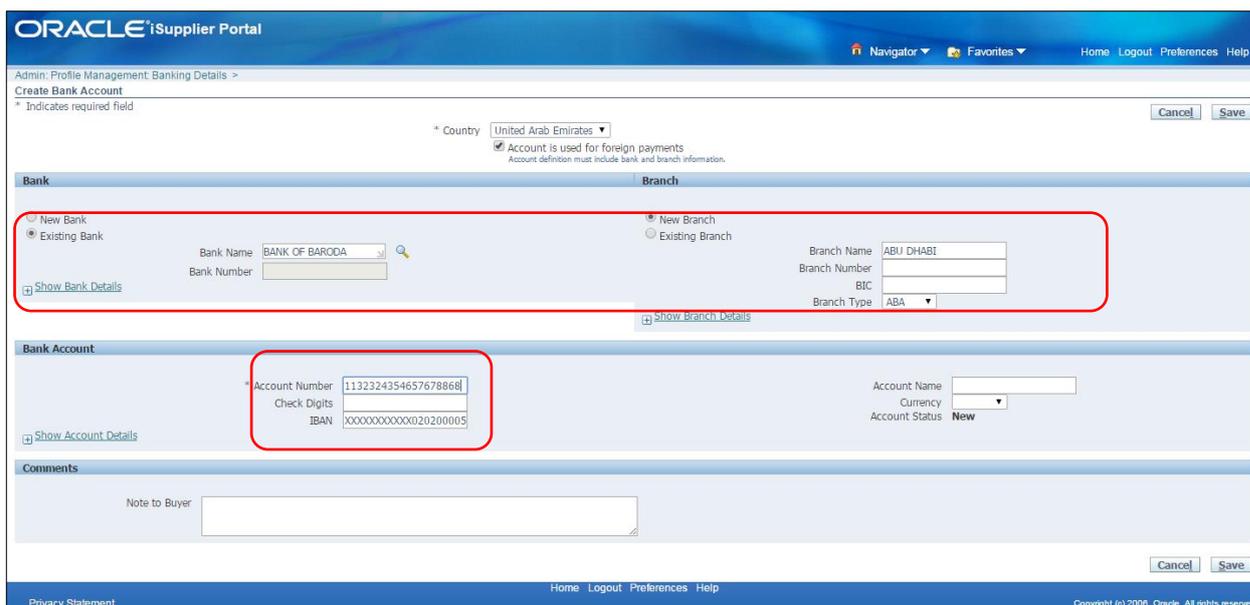


Figure 27: Add New Bank Account Details

## 7. Response to RFQ

You can respond to negotiations (i.e. RFQ/ RFP/ Tender) to which you have been invited. To respond to a negotiation you must Access the Sourcing Supplier responsibility and the appropriate negotiation (i.e. RFQ/ RFP/ Tender). Then:

1. Find a negotiation in which to participate.
2. Submit your response
3. Monitor the action in the negotiation in which you are participating.

You will receive notification and Email when RFQ/RFP/Tender is published in which you are invited to quote.

To create a Response (bid) against RFQ / Auction, click on 'KFMC Sourcing Supplier'

Click on 'Sourcing home Page'

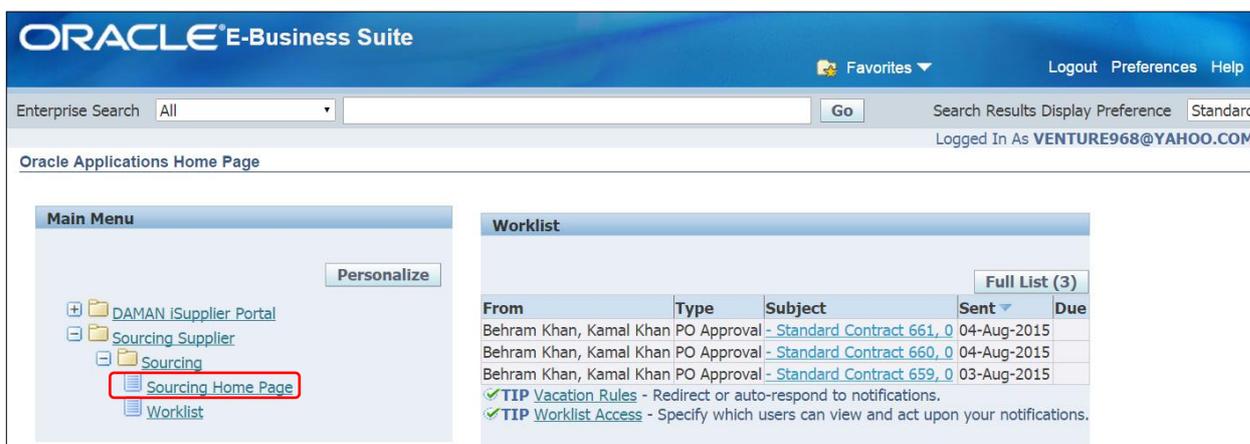


Figure 28: Navigation

Basically below two things will be available, under sourcing home page:

Your Active and Draft Responses: - Your Active and Draft Responses shows the negotiations that you have responded to (Active) or are in the process of creating a response for (Draft). A Response Number is assigned to each draft that you have saved or response that you have

submitted. You click the Response Number to view the response details.

Your Company's Open Invitations: - It shows any negotiations that you have been invited to participate in, but have not yet responded to. The negotiation Type (RFI, RFQ or Auction) and the Time Left to submit a response are displayed in this section. You click a Negotiation Number to view or print negotiation details or to respond to a negotiation.

Your Active and Draft Responses <span style="float: right;">1</span>								
Press Full List to view all your company's responses.								Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">4</a>	Active		<a href="#">1007-2</a>	Mobilization Fixation and removal for DXB Gauntlet Event	RFQ	0 seconds		0
<a href="#">50</a>	Active	ABU DHABI	<a href="#">1060</a>	RFQ#1060-Moblization	RFQ	0 seconds		0
<a href="#">111</a>	Active	ABU DHABI	<a href="#">2087-2</a>	RFQ#2087-Badge Layout Pin & 10with Pins	RFQ	0 seconds		0
<a href="#">308</a>	Active		<a href="#">2182-2</a>	Daman Building Wrap	RFQ	0 seconds		0
<a href="#">364</a>	Active		<a href="#">2299</a>	Professional Certificate for Inhouse Training	RFQ	0 seconds		0
Your Company's Open Invitations <span style="float: right;">2</span>								
								Full List
Supplier Site	Negotiation Number	Title			Type	Time Left		
	<a href="#">4162</a>	Storage EMC VNX 5400 51 TB Usa...			RFQ	23 hours 59 minutes		

Figure 29: Sourcing Home Page

**Online Discussion:**

The way to access online discussion is as follows:-

Click a negotiation number, see 1 below, and proceed with step 2

Your Company's Open Invitations				
				Full List
Supplier Site	Negotiation Number	Title		Time Left
	<a href="#">4162</a>	Storage EMC VNX 5400 51 TB Usa...		23 hours 59 minutes

On a negotiation summary page, select Online Discussions from the Actions drop-down list and click the Go button.

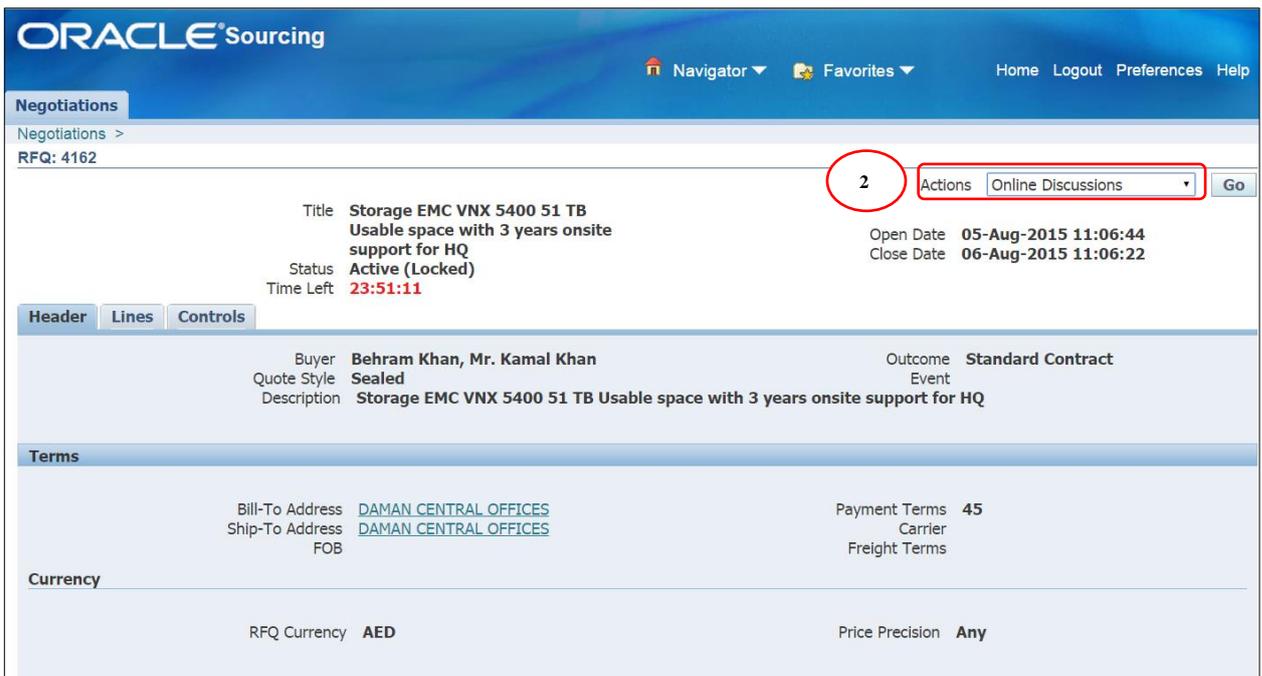


Figure 30: Navigation to Online Discussion

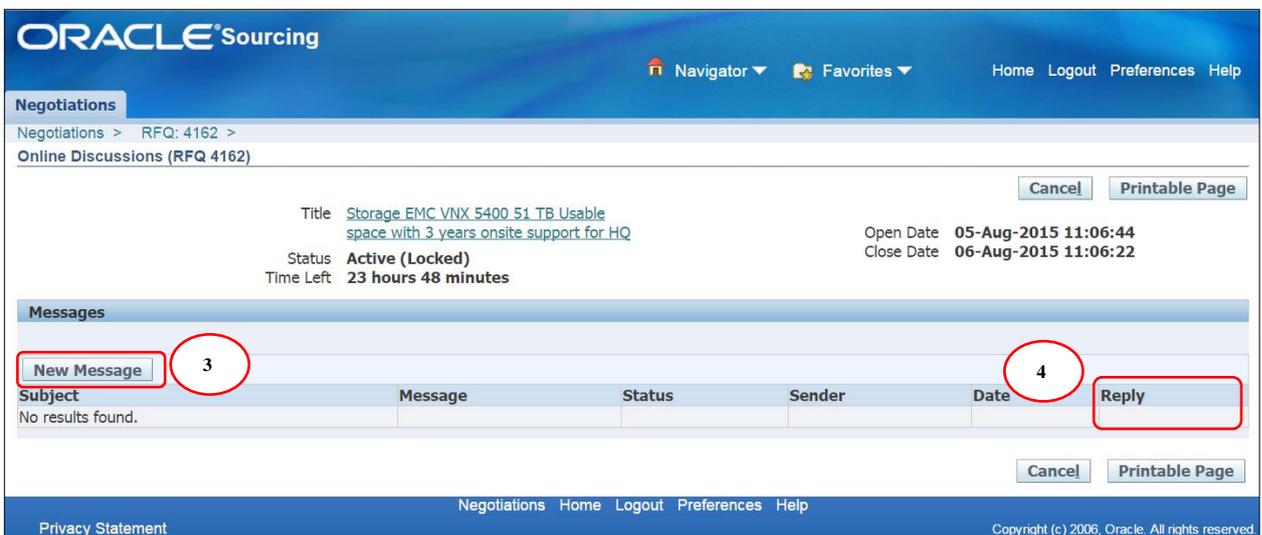


Figure 31: Create/ Reply Message

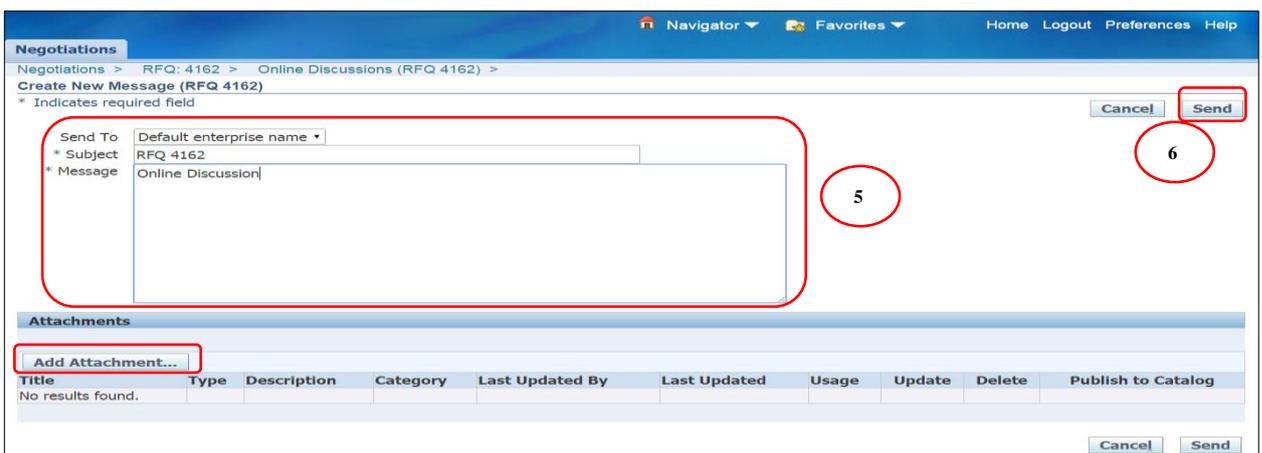


Figure 32: Create Discussion

You can take any of the following actions on the Online Discussions page:

- To start a new discussion: Click the New Message button as shown below in step 3. Enter a subject and message (Step 5) and then click the Send button (Step 6).
- To read a message: Click a message link.
- To reply to a message: Click the Reply button in the opened message or on the Online Discussions page in step 4. The original message text is quoted in the message area. You might want to delete the original message text before entering and sending your reply.

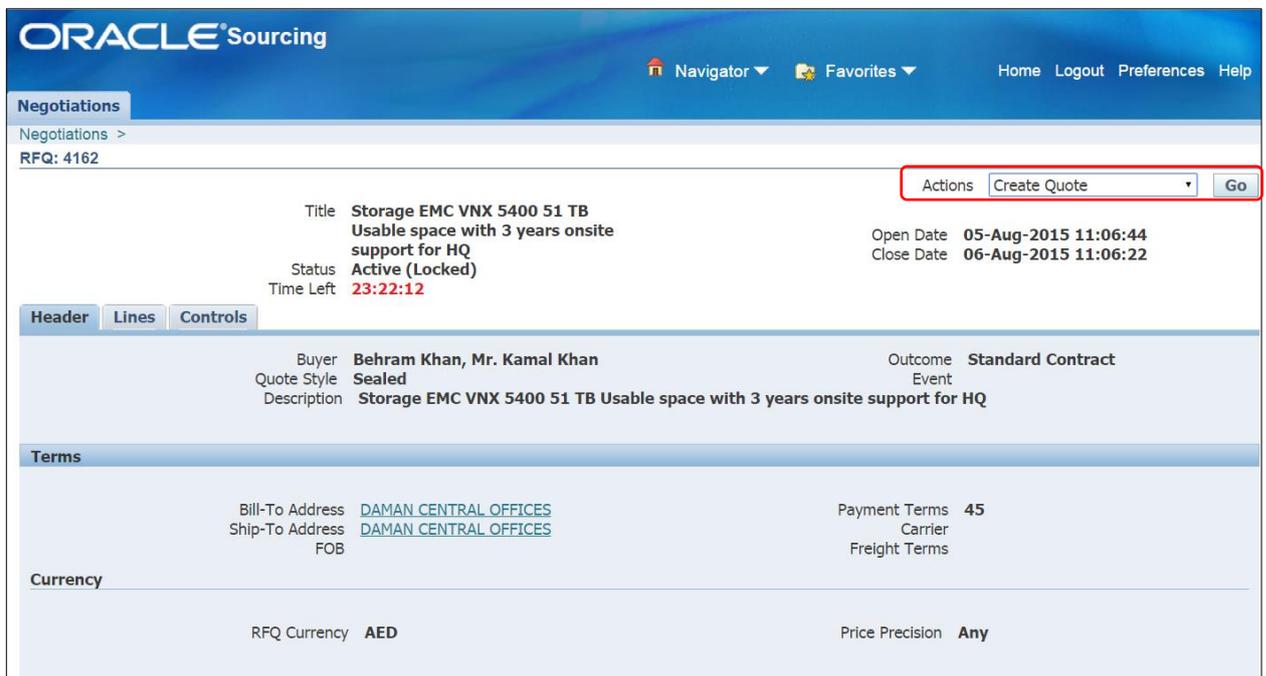
**Create Quotation against RFQ:**

To create a Quote against RFQ, select the relevant negotiation from your invitation list.

Your Company's Open Invitations				
Supplier Site	Negotiation Number	Title	Type	Time Left
	4162	Storage EMC VNX 5400 51 TB Usa...	RFQ	23 hours 23 minutes

Figure 33: Navigate to create Response

Select 'Create Quote' from the drop down list of values and click the 'Go' button to proceed with development of your response to the RFQ online.



The screenshot shows the Oracle Sourcing interface for a specific RFQ. The 'Actions' dropdown menu is open, and 'Create Quote' is selected. The 'Go' button is also visible. The RFQ details include:

- Title:** Storage EMC VNX 5400 51 TB Usable space with 3 years onsite support for HQ
- Status:** Active (Locked)
- Time Left:** 23:22:12
- Buyer:** Behram Khan, Mr. Kamal Khan
- Quote Style:** Sealed
- Outcome:** Standard Contract
- Event:** Standard Contract
- Description:** Storage EMC VNX 5400 51 TB Usable space with 3 years onsite support for HQ
- Bill-To Address:** DAMAN CENTRAL OFFICES
- Ship-To Address:** DAMAN CENTRAL OFFICES
- FOB:** FOB
- Payment Terms:** 45
- Carrier:** Carrier
- Freight Terms:** Freight Terms
- RFQ Currency:** AED
- Price Precision:** Any

Figure 34: Create Quote

Accept Terms and condition by clicking check box and Click Accept

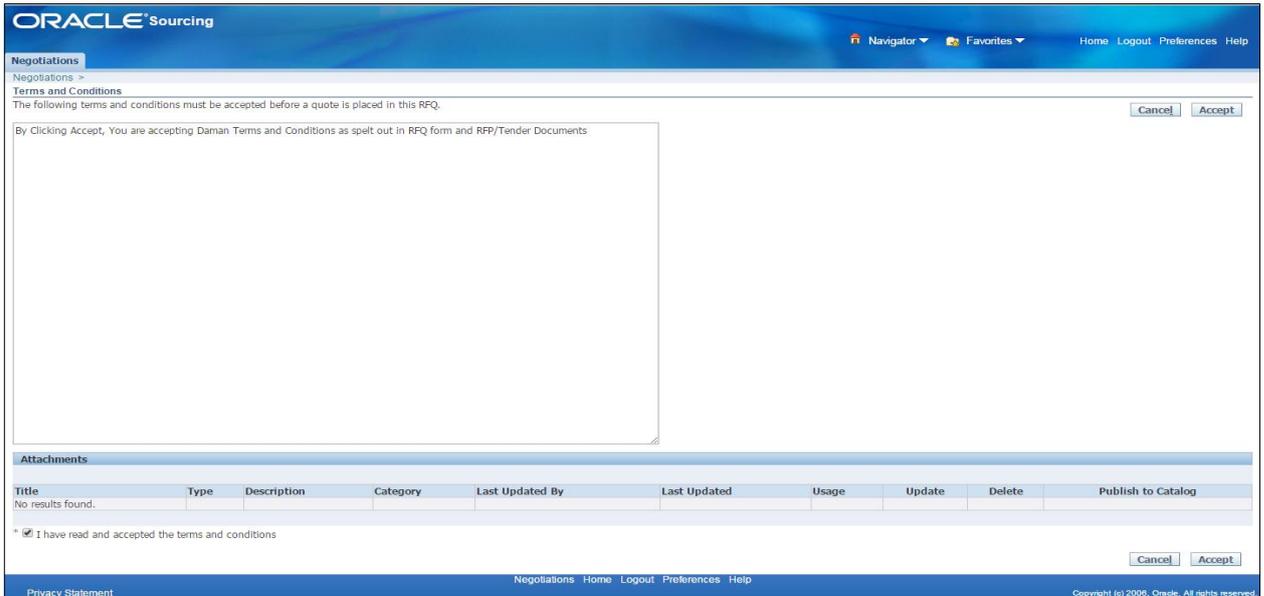


Figure 35: Accept Terms & Condition

**Bid Header:**

Put necessary information for Bid Header as shown in below screen:

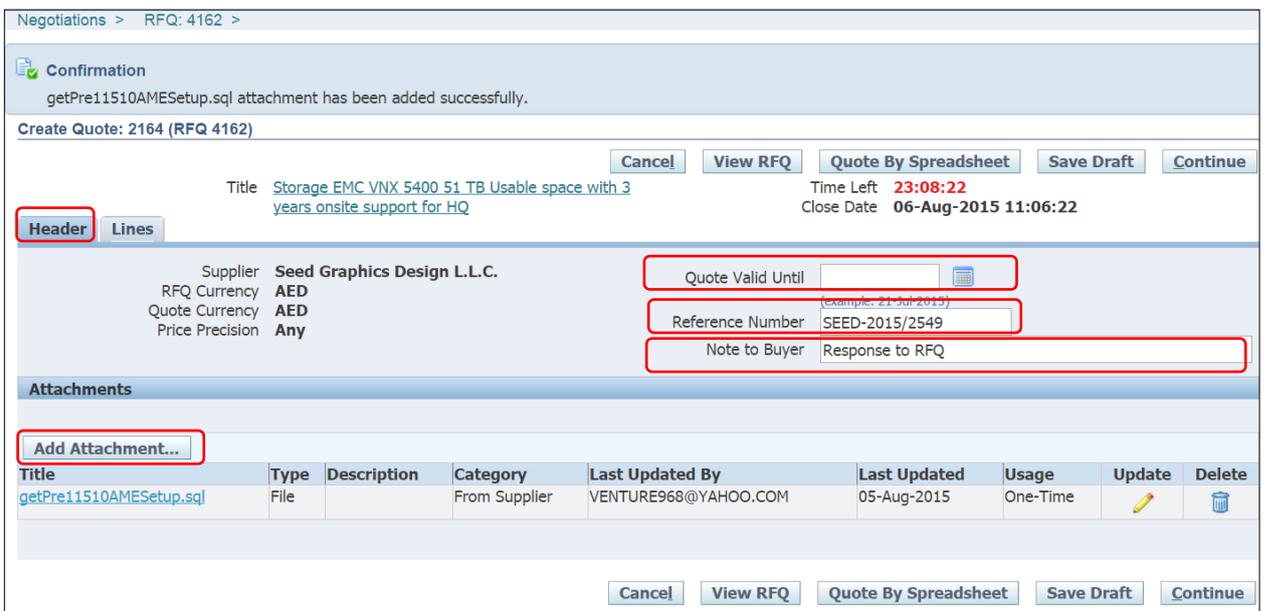


Figure 36: Bid Header Details

1. Quote Valid Until: Enter last date of validity of your quote. This value should reflect the validity of the information you provide within the RFQ response.
2. Reference number: The reference number is Your internal Quote number or document number
3. Note to Buyer: Any notes typed to buyer will be received by the buyer upon receipt of your response.
4. Attachment: You can put attachment to your response.

In lower half of page, you also need to enter your Bid Value against each Requirement set by Daman, if any.

Focus Title	Target Value	Quote Value
Requirements		
Commercial Requirement		
Payment Terms		45 Days
Brand and Make		Brand X
Delivery Period		15 Days from PO

Figure 37: Bid Header Details

**Bid Lines:**

Click on 'Lines' tab and enter your Quote price for each RFQ Lines.

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
1 Storage EMC VNX 5...		DAMAN CENTRAL OFFICES	Sealed			50	Each	1	1	15-Jun-2016
2 Main Site EMC CTA...		DAMAN CENTRAL OFFICES	Sealed			25	Each	1	1	15-Jun-2016

Figure 38: Bid Line Details

1. Quote Price: Supplier will mention key prices for each line of the RFQ
2. Description: Click on description link to see full details about the item
3. Promised Date: Delivery date of Goods.

Once you have entered Line details, Click on "Continue" to review the bid created by you.

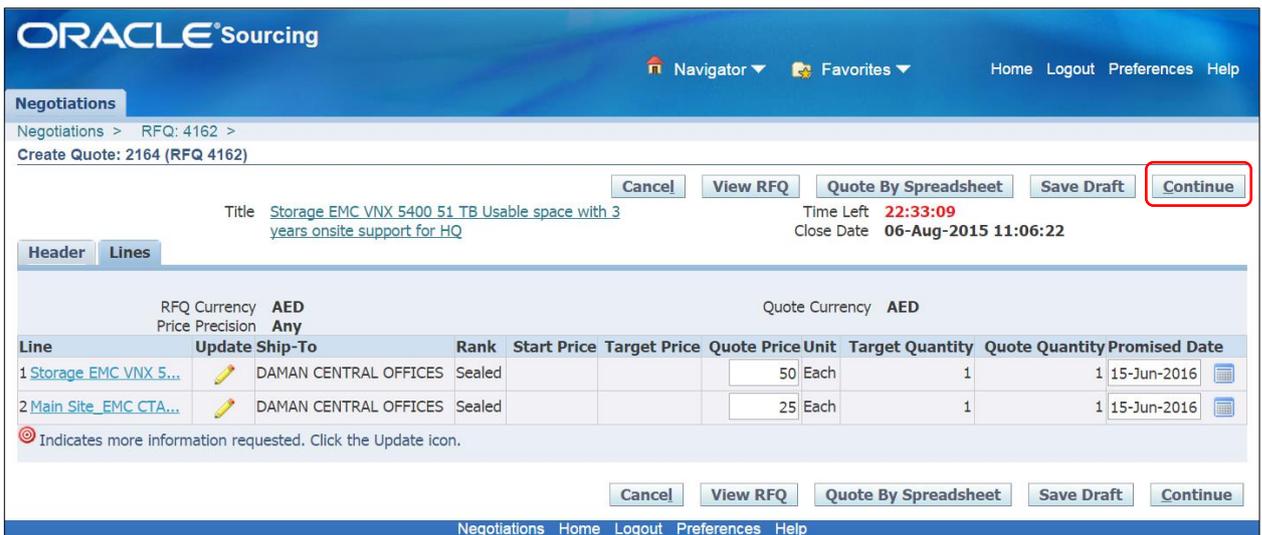


Figure 39: Bid Line Details

After review, click on 'Validate' button to verify any error. After validate, click 'Submit' button to finally submit the Quote against RFQ.

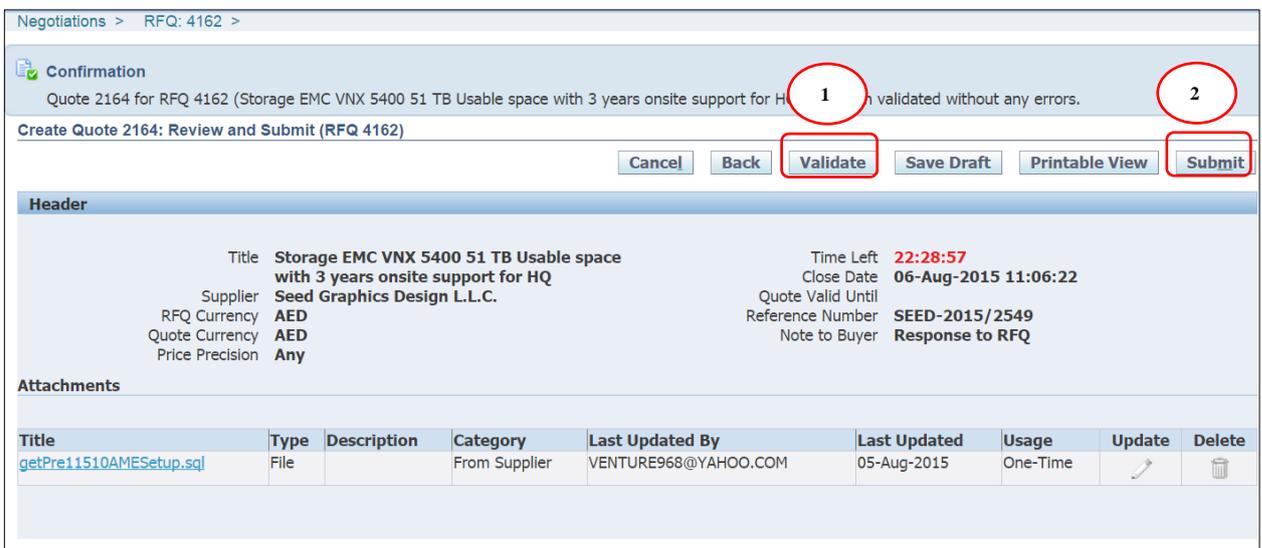


Figure 40: Submit Response

## 8. New Supplier Registration in the iSupplier System

To use iSupplier, users must first be registered with Daman as a Supplier. Supplier can either register by himself or can register in response to the invitation for registration from the Daman Buyer.

- Invited suppliers will receive an email from Daman.
- To respond to the invitation, click on the link in the body of the email.
- Read the instructions on the registration page.
- If this is acceptable, provide all the information requested on the form.
- Click on Submit.
- Uninvited Supplier may visit Daman Portal and register from there.

Following documents must be scanned (in JPEG / JPG / PDF format) and attached in attachment section.

- A. Trade/Commercial/Registration License
- B. Power of attorney
- C. Specimen of Signature
- D. Passport Copy/Authorise Sign
- E. Emirates ID
- F. ISO Certificate, If any
- G. Articles of Association (AOA) (Mandatory in case of Free Zone)
- H. Company Profile

In case of any difficulty in filling up the document, please reply the email and clarify the queries. After you submit your information, you will receive a confirmation message.

Please note that incomplete or incorrect Submission of application will cause delay or rejection of application. All attachments need to be typed. Any HAND WRITTEN attachments will be REJECTED.

Once the registration request is approved, the user will receive an email message containing the login URL, username and password.

User can use the username and password to login in to the iSupplier portal.

Sharing of user account details and/or Password is strictly prohibited. The vendor will take full responsibility for any misuse or fraudulent activity through Daman's iSupplier Portal.

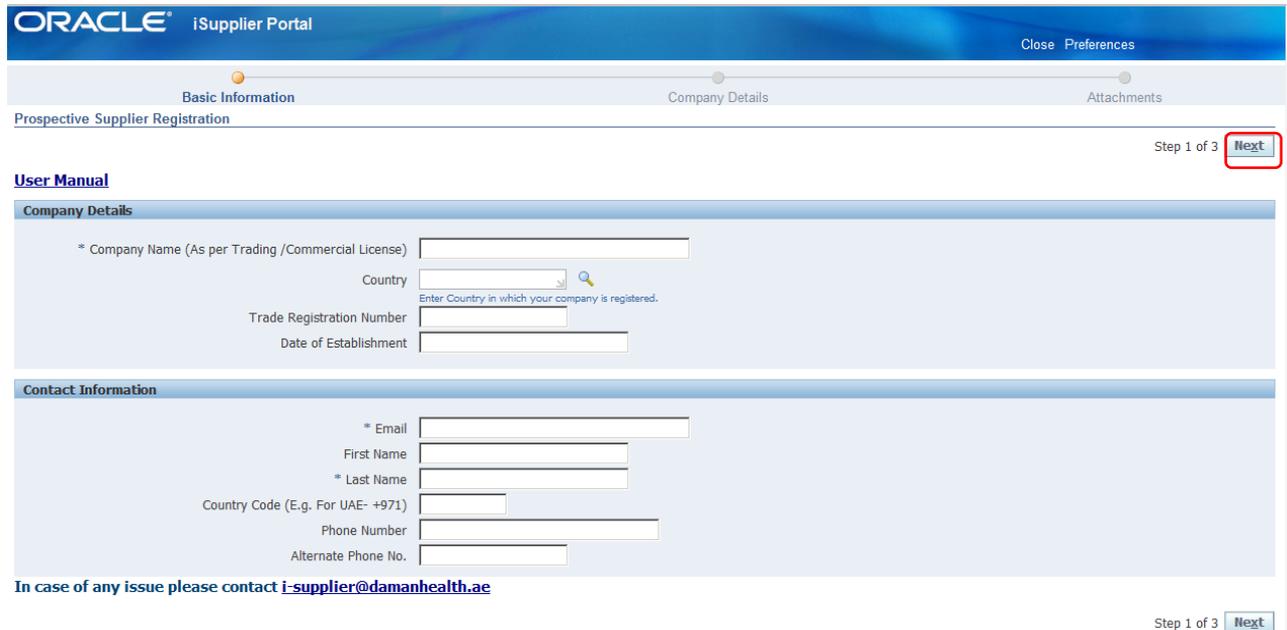
### Registration Steps:

You must provide all valid information including your email address, so the system can send you updates about the registration request. Registration Form is divided into 3 sections. See Figure 1.

Daman Supplier Administrator (DSA) will review your application and if your application is approved, you will be notified via email.

In case your application is incomplete and it requires more information, DSA will send you an email with a URL, where you can update your application and re-submit. If your application is rejected, you will need to file a new application in future.

**Basic information**



**ORACLE** iSupplier Portal Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration Step 1 of 3 **Next**

**User Manual**

**Company Details**

\* Company Name (As per Trading /Commercial License)

Country  Enter Country in which your company is registered.

Trade Registration Number

Date of Establishment

**Contact Information**

\* Email

First Name

\* Last Name

Country Code (E.g. For UAE: +971)

Phone Number

Alternate Phone No.

In case of any issue please contact [i-supplier@damanhealth.ae](mailto:i-supplier@damanhealth.ae)

Step 1 of 3 **Next**

Figure 41: Prospective Supplier Registration Page

Click Next once you enter Company Name, Country, Trade Registration number, Date of Establishment, Email address and Contact details.

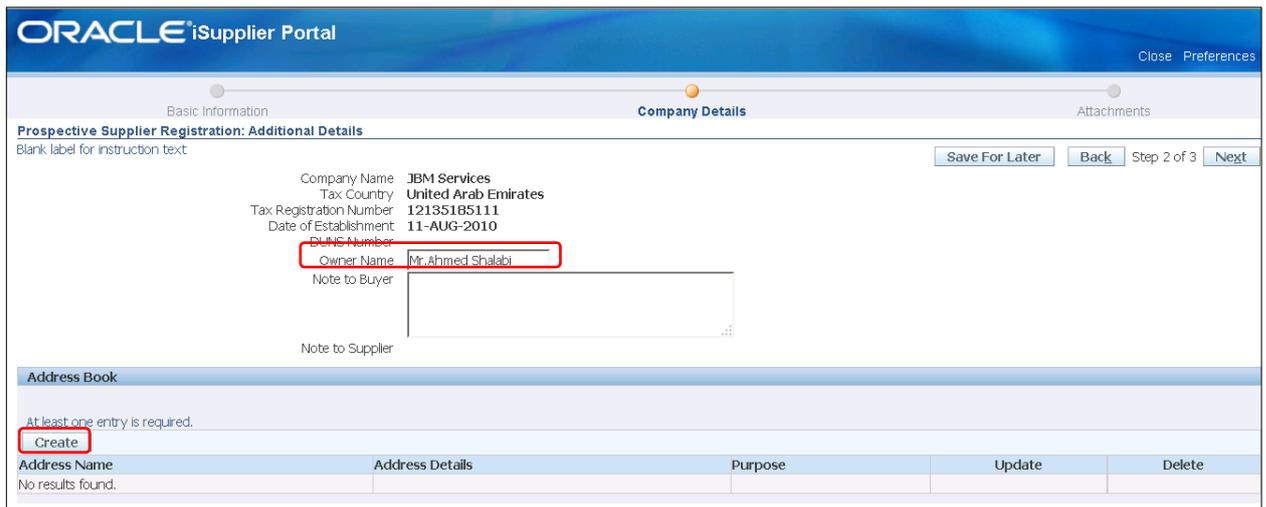
Add Company Details, including Address Details, Contact Directory, Business Classification, Product and Services and Bank Details.

The Save for Later Button saves your work and provides a URL. You may save that URL and use it later to complete your application. Same URL will allow you to check your application status. Or you may add to your favorite list for easy access.

You need to provide Owner Name in Next Page as in Fig 2. And note to buyer for any comments.

**Address Site:**

Click Create Button to add address details in Address Site.



**ORACLE** iSupplier Portal Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration: **Additional Details**

Blank label for instruction text Save For Later Back Step 2 of 3 **Next**

Company Name **JBM Services**

Tax Country **United Arab Emirates**

Tax Registration Number **12135185111**

Date of Establishment **11-AUG-2010**

**DUNS Number**

Owner Name **Mr. Ahmed Shalabi**

Note to Buyer

Note to Supplier

**Address Book**

At least one entry is required.

**Create**

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Figure 42: Add Sites - Address Site

You can add multiple Sites (Locations) in the Address Site

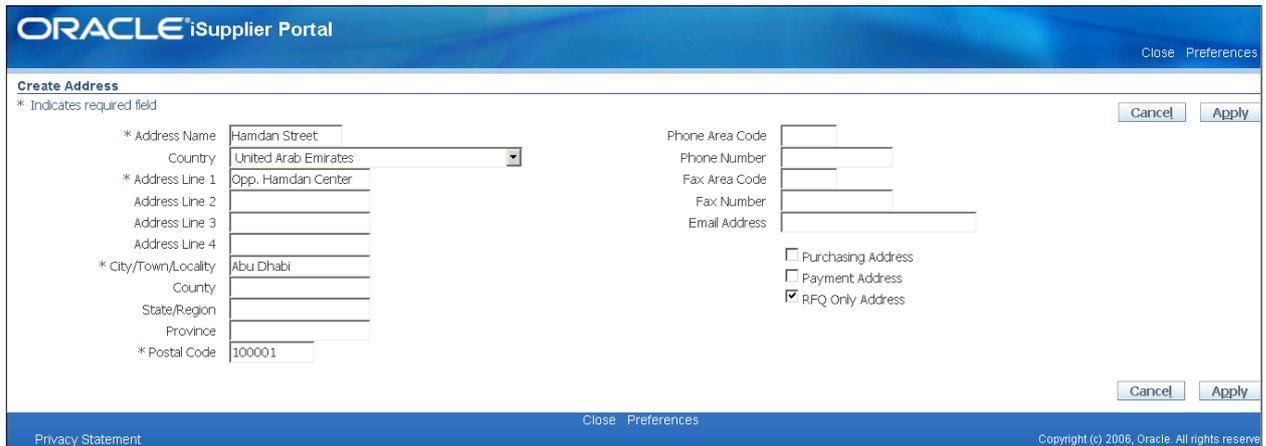


Figure 43: Address Site Entry

You need to enter all mandatory field marked with (\*) sign. While creating your business Address, you must choose the purpose of it. Select at least one of the check boxes.

- Purchasing Address
- Payment Address
- RFQ only Address

**Contact Directory:**

Your Company representative who wishes to access the system must be added to the Contact Directory. It will allow multiple users to access the iSupplier Portal system. Email address for each contact is mandatory if contact wish to access iSupplier Portal.

Contact Address Association will allow you to associate a contact person with address site

**Business Classification:**

You can claim classifications that are appropriate to your business. You must enter Trade License Number again here with Issuing Authority and its expiration date. System may send notification every 90 days about renewal of your Business Classification. If you have renewed your business classification, you will require updating it.

Address Book						
At least one entry is required.						
<input type="button" value="Create"/>						
Address Name	Address Details			Purpose	Update	Delete
Hamdan Street	Opp. Hamdan Center, Abu Dhabi 100001 United Arab Emirates			RFQ Only		
Contact Directory						
At least one entry is required.						
<input type="button" value="Create"/>						
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
	Ahmed	971-528362685	ahmed@jbm.com	<input checked="" type="checkbox"/>		
Business Classifications						
Classification	Applicable	Minority Type	Licence Number	Issuing Authority	Expiration Date	
Trade Licence	<input checked="" type="checkbox"/>		100000000001	ADCCI	07-Aug-2016 00:00:00	
<input checked="" type="checkbox"/> TIP Date format example: 24-Jul-2015						

Figure 44: Business Classifications Mandatory

**Products and Services:**

Daman has defined product and service category sets that are used to categorise the supply base. You can browse the list of goods and services and select all those that apply to your business.

You can browse the hierarchy tree and select a parent category or child categories. When a parent is selected, Daman assumes that you can provide all the products or services in that category. You can update your selections at any time.

Click Create Button to add categories.

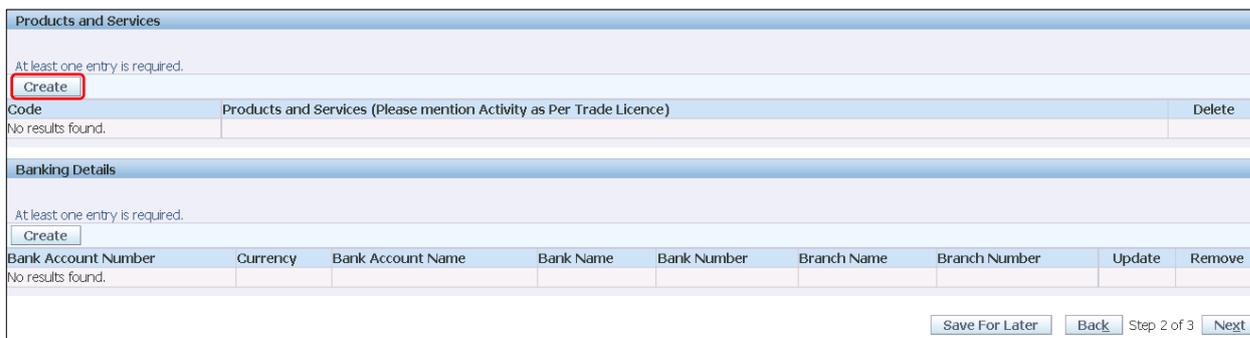


Figure 45: Add Products and Services

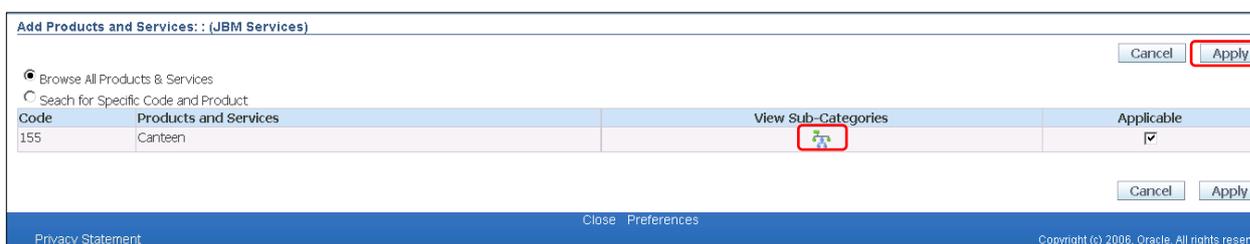


Figure 46: View & Apply Sub-Categories

**Banking Details:**

To simplify the process of capturing bank account related details and to improve data quality, you can create and maintain your own bank account details and assign these accounts to multiple addresses within your company.

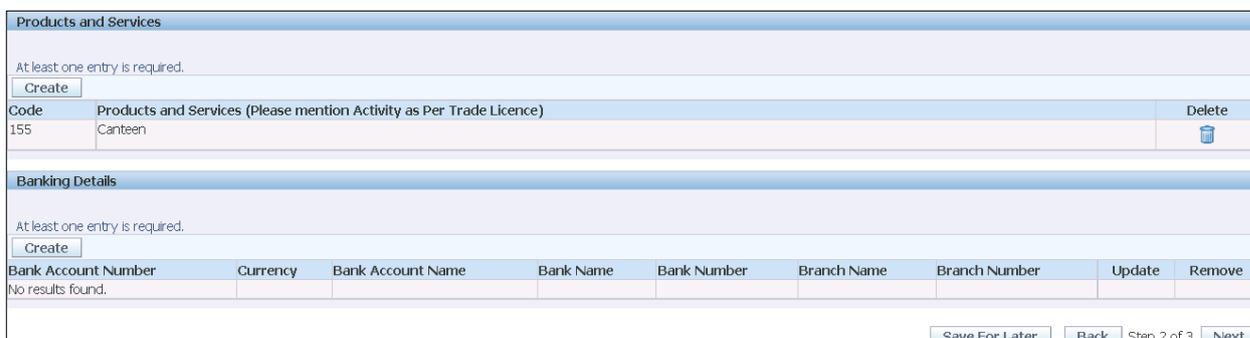


Figure 47: Add Banking Details

You can create and maintain bank account details that you want Daman to use when it makes payments to you.

You may use Existing Bank and Bank Branch or Add New Bank and Branch Details. The Show Bank Details and Show Branch Details will allow you to add bank and branch address details respectively.

Bank account number and IBAN are mandatory fields. The Show Account Details will allow you to add Alternate Account Name, Account Suffix, Agency Location Code, Account Type and End Date. Select your Currency from the currency field.

Please note that your Bank Account will not be active in Daman system until the Bank Account detail change was approved by Daman.

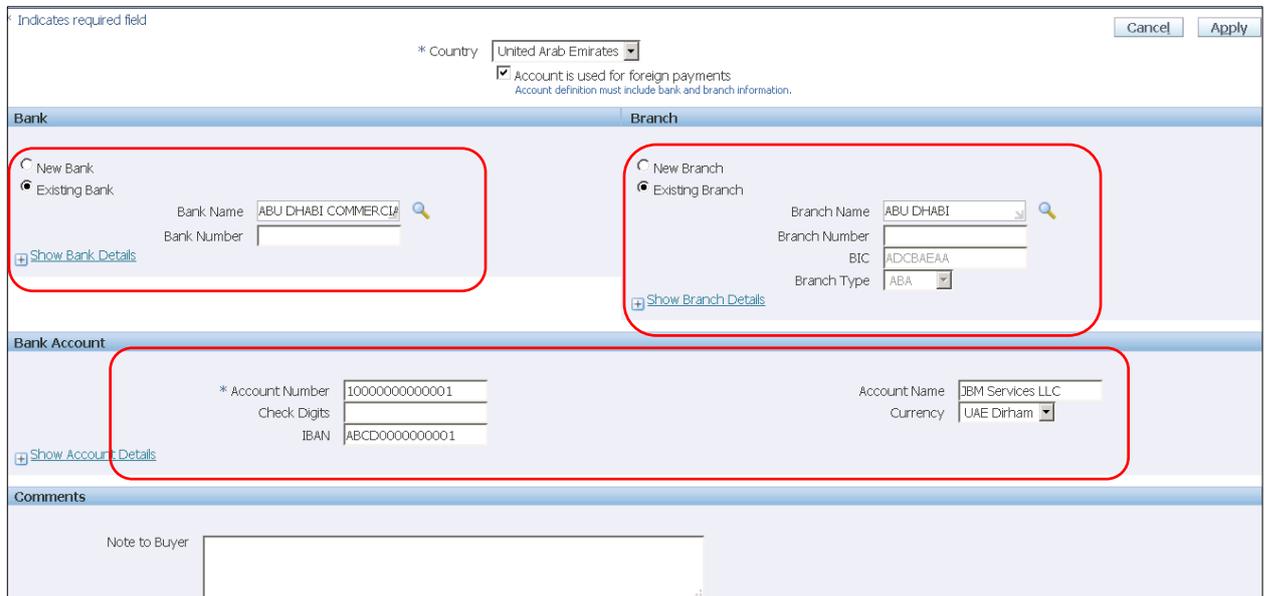


Figure 48: Banking Details Mandatory

**Add Attachments:**

Attachment allows you to add supporting documents for your application. Attach PDF/JPEG/JPG/ MS Office files only. Do NOT attach any hand written documents.

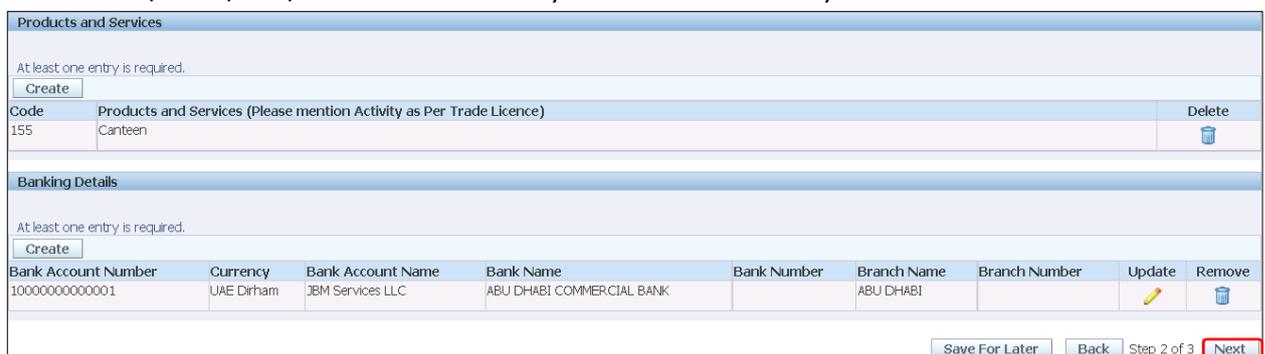


Figure 49: Click Next for Attachments



Figure 50: Click Add Attachment

The page will allow you to add multiple attachments.

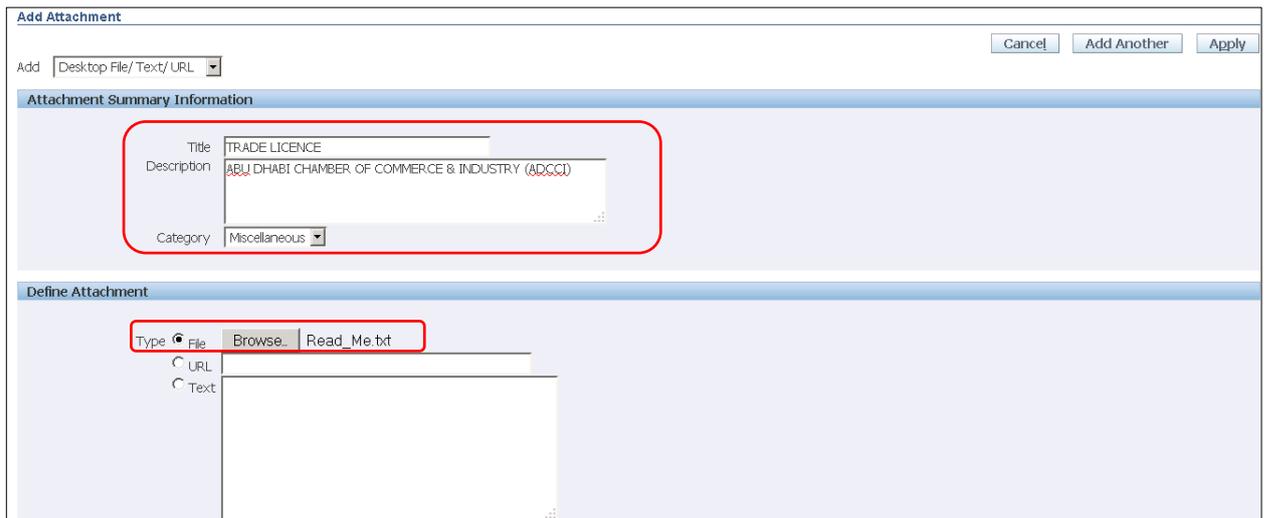
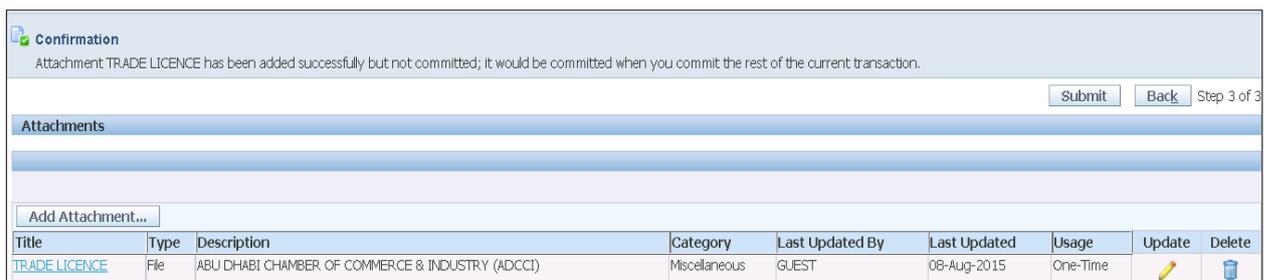


Figure 51: Browse, Select and Apply

Click on Add another to add the additional attachments. The title and description will help Daman to understand the Attachment.

**Submit Application:**

You may submit the application once all mandatory details are filled. Your application will be received by Daman Supplier Administrator for approval process. You will receive an email containing a URL; you may use this URL to monitor the status of the application.



Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
TRADE LICENCE	File	ABU DHABI CHAMBER OF COMMERCE & INDUSTRY (ADCCI)	Miscellaneous	GUEST	08-Aug-2015	One-Time		

Figure 52: Submit the Application to Daman

Once your application is approved, you will receive an email from Daman containing your username and initial log-In password.

## 9. Frequent Issues

Following are the list of issues which supplier may encounter while accessing Daman iSupplier portal:

### 1. Not able to Submit Invoice through iSupplier portal

→Suppliers will be able to submit invoice only when PO is issued against it. Invoice can be submitted only when PO is received.

For Ex.: if PO no.1 is awarded to you then you can submit invoice for this PO only when it is received in system by coordinator.

So in case PO is not received, you need to follow it up with respective contact person.

### 2. Not able to login to iSupplier Portal

→Please click on Login Assistance to have your password reset. Daman will send you Email for reset password.

Following are the steps:

1. Click Login assistance
2. Provide user name

Click forgot password.