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

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: <u>http://eservices.damanhealth.ae</u>

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

User Manual	*User Name *Password (scample: nichael.james.onth) (scample: 4:09Y23) Login Cancel Login Assistance
	In case of any issue please contact <u>i-supplier@damanhealth.ae</u>

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.



ORACLE'
Login Assistance * Indicates required field
Forgot Password
Enter your user name, instructions for how to reset your password will be emailed to you. User Name Forgot Password
Forgot User Name
Enter the email address associated with your account, your user name will be emailed to you. Email Forgot User Name (Example: first.last@domain.com)
Privacy Statement

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:

ORACLE =	-Business Suite			(2	😽 Favorites 🔻		Logout Distore	nces Help
Enterprise Search All				Go Se	earch Results Di	isplay Preference	Standard 🔽	3	
Oracle Applications Home Pag	je						Logged	In As VENTUR	E968@YAHOO.COM
Main Menu		Worklist							
	Personalize	4			Full List	(1)			
🗄 🗖 DAMAN iSupplier Port	al	From	Туре	Subject	Sent 🔻	Due			
E Sourcing Supplier		Behram Khan, Kamal Khan	PO Approval	- Standard Contract 659,	<u>, 0</u> 03-Aug-2015	5			
		TIP Vacation Rules - Rec TIP Worklist Access - Sp notifications.	direct or au Jecify which	to-respond to notifications. n users can view and act up	oon your				

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
 - \rightarrow 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



ut Preferences Help	🕞 Favorites 🔻 Home Logout	🛱 Navigator 🔻		iSupplier Portal	
				Admin Thiance	ic orders one
				Go	rch PO Number
	Orders • Agreements	Full List			Notification
	Purchase Orders		Date		Subject
	Purchase History		03-Aug-2015 16:23:20	0	- Standard Contract 6
	Shipments				
	Overdue Receipts				
	Receipts			ince	Orders At A
	<u>Receipts</u> Pohime	Full List			orderorier
	On-Time Performance	Tun List	Order Date	Description	PO Number
	Invoices		03-Aug-2015 16:23:03	Description	659
	Invoices		02-Jul-2015 16:46:34	A4 writing pad with Daman logo	621
			01-Jul-2015 10:24:11		639
			30-Jun-2015 15:00:02	Moblization & Fixation	368
			28-Jun-2015 15:20:04		<u>632</u>
	• Invoices	ne Logout Preferences H	02-Jul-2015 16:46:34 01-Jul-2015 10:24:11 30-Jun-2015 15:00:02 28-Jun-2015 15:20:04 Orders Shipments Admin Finance Hom	A4 writing pad with Daman logo Moblization & Fixation Home	621 639 368 632

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-topay 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.



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Home	Orders	s	hipments Adm	in Finance							
Purch	nase Order	s I	Agreements	Purchase His	tory						
Purch	ase Orders										
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serec	no	ACK	nowledge vie	Document	istory	1				Acknowlodge	Next 25
Selec	t Number	Rev	Operating Unit	Туре	Description	Order Date	Buyer	Currency	Amount	Status By	Attachments
0	<u>659</u>	0	DAMAN CENTRAL (OU1)	Standard PO		03-Aug-2015 16:23:03	Behram Khan, Mr. Kamal Khan	AED	720.00	Closed	
0	<u>621</u>	0	DAMAN CENTRAL (OU1)	Standard PO	A4 writing pad with Daman logo	02-Jul-2015 16:46:34	Husein, Mr. Majdi Abdel Rahman Mohammad	AED	3500.00	Open	
۲	<u>639</u>	0	DAMAN CENTRAL (OU1)	Standard PO		01-Jul-2015 10:24:11	Behram Khan, Mr. Kamal Khan	AED	13140.00	Open	
0	<u>368</u>	1	DAMAN CENTRAL (OU1)	Standard PO	Moblization & Fixation	30-Jun-2015 15:00:02	Abdallah, Mrs. Ola Abdallah Ahmad	AED	950.00	Closed	
0	<u>632</u>	0	DAMAN CENTRAL (OU1)	Standard PO		28-Jun-2015 15:20:04	Behram Khan, Mr. Kamal Khan	AED	10840.00	Open	
0	<u>622</u>	0	DAMAN CENTRAL (OU1)	Standard PO	Branding of shirts to be used for the Hercules Trophy.	24-Jun-2015 17:07:50	Husein, Mr. Majdi Abdel Rahman Mohammad	AED	280.00	Open	
0	603	0	DAMAN CENTRAL (OU1)	Standard PO	DFCP Booklet with sleeves 200 sets .	21-Jun-2015 12:07:29	Husein, Mr. Majdi Abdel Rahman Mohammad	AED	24400.00	Open	
0	<u>597</u>	0	DAMAN CENTRAL (OU1)	Standard PO		18-Jun-2015 14:29:35	Behram Khan, Mr. Kamal Khan	AED	1200.00	Open	
0	<u>584</u>	<u>0</u>	DAMAN CENTRAL (OU1)	Standard PO	Name Tag	17-Jun-2015 11:03:52	Husein, Mr. Majdi Abdel Rahman Mohammad	AED	195.00	Open	

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.

	View	S											
	View All Purchase Orders • Go												
s	select Order: Acknowledge View Change History												
		PO	_		Document							Acknowledge	
s	elect	Number	Rev	Operating Unit	Туре	Description	Order Date	Buyer	Currency	Amount	Status	Ву	Attachments
	۲	<u>661</u>	0	DAMAN CENTRAL (OU1)	Standard PO		04-Aug-2015 14:21:42	<u>Behram Khan, Mr. Kamal</u> <u>Khan</u>	AED	720.00	Requires Acknowledgment		
		<u>660</u>	0	DAMAN CENTRAL (OU1)	Standard PO		04-Aug-2015 14:20:09	Behram Khan, Mr. Kamal Khan	AED	720.00	Open		
	\bigcirc	<u>659</u>	0	DAMAN CENTRAL (OU1)	Standard PO		03-Aug-2015 16:23:03	<u>Behram Khan, Mr. Kamal</u> Khan	AED	720.00	Closed		

Figure 6: PO Requires Acknowledgement



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			a nungator .	N TUTORIOS -	Home Logout Freierences Hep
Home Orders Shipme	nts Admin Finance				
Purchase Orders Agre	ements Purchase History				
Orders: Purchase Orders >					
Acknowledge for Standard	Contract : 661,0 (Total AED 720.00)				
Currency=AED		Cancel Reject Entire Order	Accept Entire Order	Printable View	View Change History Export
-				_	
Order Information					
				~	
General Information		Terms and Conditions		Related Informati	on
				Receipts	
Total	720.00	Payment Terms 45		Invoices	
Supplier	Seed Graphics Design	Carrier			
	L.L.C.	FOB			
Supplier Site	ABU DHABI	Freight Terms			
Address	•	Shipping Control			
		Ship-To Address			
Purior	AD, . Rohram Khan Mr. Kamal Khan	Ship-To Address			
Order Date	04-Aug-2015 14:21:42				
Description	04-Aug-2013 14:21:42	Address DAMAN CENTRAL OFFICES			
Statue	Pequires Acknowledgment	AD,			
Note to Supplier	Requires Acknowledgment	Bill-To Address			
Sourcing Document					
Organization	DAMAN CENTRAL (OU1)	Address DAMAN CENTRAL OFFICES			
Supplier Order Number					
Attachments	None	nu ₁			

Figure 7: Accept / Reject PO

ORAC	LE [°] iSupplier Portal				
				Favorites V	Home Logout Preferences Help
Home Orders	Shipments Admin Finance				
Purchase Orders	Agreements Purchase History				
Orders: Purchase (Orders > Acknowledge for Standard Contract >				
Acknowledge P	urchase Order 661				
					Cancel Submit
Description					
Currency	AED				
Amount	720.00				
Order Date	04-Aug-2015 14:21:42				
Action	Accept				
Note to Buyer					
					Cancel Submit
Privacy Stateme	Hom	e Orders Shipments Admin Finand	ce Home Logout Preferences Hel	Þ	Copyright (c) 2006, Oracle. All rights reserved.
	Figure 8	Submit Note to	Buyer (if require	۵)	

Figure 8: Submit Note to Buyer (if require)



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Home Orders Shipme	nts Admin Finance					
Purchase Orders Agre	ements Purchase History					
Orders: Purchase Orders >						
Standard Contract: 661, 0 (1	fotal AED 720.00)					
Currency-ALD				Actions	View Change History	Go Export
Order Information						
General		Terms and Conditions		Total	720.00	
				Received	0.00	
Total	720.00	Payment Terms 45		Invoiced	0.00	
Supplier	Seed Graphics Design	Carrier		Payment Status	Not Paid	
Supplier Site	ABU DHABI	FUD Freight Terms				
Address		Shipping Control				
	AD	Ship-To Address				
Buver	Behram Khan, Mr. Kamal Khan	ship to had out				
Order Date	04-Aug-2015 14:21:42	Address DAMAN CENTRAL OFFICES				
Description		AD,				
Status	Accepted					
Reason		Bill-To Address				
Operating Unit	DAMAN CENTRAL (OUI)					
Sourcing Document		Address DAMAN CENTRAL OFFICES				
Supplier Order Number		nu _l				
Attachments	None					

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 redisplays, 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.



Home Orders Shipments Admin Finance	🛱 Navigator 🔻	🕞 Favorites 🔻 Horr	e Logout Preferences Help
Receipts Returns Overdue Receipts On-Time Performance			
View Receipts			
			Export
Simple Search			
Bereint Number Organization PO Number 661 Item Number (example: 1234) Release Number Suppler Item Shipment Number Item Description Shipped Date (example: 20-Jul-2015) Go Clear			Advanced Search
Receipt V Creation Date Organization Shipment Shipped Date Packing Slip	Containers Waybill/Airbill Freight Ca	rrier Bill of Lading PO Numb	er Invoice Attachments
2/2 04-Aug-2015 14:52:54 DAMAN (10)		001	
			Export
Home Orders Shipments Admin Privacy Statement	Finance Home Logout Preferences Hel	р Соруг	ight (c) 2006, Oracle. All rights reserved

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 \rightarrow Create Invoice with PO.

	ess Suite								
						🛃 Favorites 🔽	Diagnostics	Logout Preferences	Help Personalize Page
Enterprise Search All	T			Go	Search Results Display Preference	Standard 🔻			
								Logged In As VENT	TURE968@YAHOO.COM
Oracle Applications Home Page									
Main Menu		Worklist							
	Personalize								Full List (39)
🗄 🛅 Daman iSupplier Invoice								③ Previous 1-25	▼ <u>Next 25</u> ⊗
🗄 🛄 Daman iSupplier Portal		From	Туре	Subject				Sent 🔻	Due
🕀 🛅 Sourcing Supplier		Behram Khan, Kamal Khan	PO Approval	- Purchas	e Order 1216,0 requires your accept	ance		13-Dec-20	15
		Behram Khan, Kamal Khan	PO Approval	- Purchas	<u>e Order 1216, 0</u>			13-Dec-20	15
		Behram Khan, Kamal Khan	Sourcing Publish	Reminder	: Please acknowledge intent to partic	tipate in RFQ 13469 (RFQ#1042-	JSB Cables)	12-Dec-20	15 23-Dec-2015
		Behram Khan, Kamal Khan	Sourcing Publish	Reminder	: Please acknowledge intent to partic	cipate in RFQ 13470 (RFQ#1042-	JSB Cables)	12-Dec-20	15 25-Dec-2015
		Behram Khan, Kamal Khan	PO Approval	- Purchas	e Order 1212,0 requires your accept	ance		06-Dec-20	15
		Behram Khan, Kamal Khan	PO Approval	- Purchas	e Order 1212, 0			06-Dec-20	15
		Behram Khan, Kamal Khan	PO Approval	- Purchas	e Order 1206, 0			03-Dec-20	15
		Behram Khan, Kamal Khan	PO Approval	- SWO 11	98,0 requires your acceptance			27-Nov-20	15
		Behram Khan, Kamal Khan	PO Approval	- SWO 11	98, 0			27-Nov-20	15



ORACLE									
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Invoice Actions							_		
									Create Invoice With a PO Go
Search									
Note that the search is case inser Supplier Seed Gr Invoice Number Invoice Date From Invoice Status	nsitive aphics Design L.L.C. 13-Dec-2015) V D Clear		Purchase Order Number Invoice Amount Invoice Date To Currency						
Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amoun	t Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
no search conducted.		Diag	nostics Home Locout Prefere	nces Heln Personalize P	ane				Create Invoice With a PO Go
About this Page Privacy States	mont	Diag	nosics nome Logout Ficicici	res nep reisonalizer	aye				

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.

United Contract Chinemeters Advert	Connector		4		1	Navigat	or 🔻 🔓	🛛 Fav	vorites		F	lome Logout	Preference	es Help
Create Invoices View Invoices	n Finance													
Purchase Orders		Details		м	o anage Tax						Revie			
Create Invoice: Purchase Orders												Cance <u>I</u> S	tep 1 of 4	Ne <u>x</u> t
Search														
Note that the search is case insensitive Purchase Order Number [661] Purchase Order Date (example Buyer Organization Advances and Financing Exclude Select Items: Add to Invoice Select All Select None	: 20-Jul-2015) 											Ac	lvanced S	earch
Select PO Number V Line Shipment	Advances or Financing Item De	scription	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organizatio	Packing n Slip	Waybill
<u>661</u> 1 1 1	Main Site onsite su	_EMC CTA HA_3Years pport			1	1	0	Each	270	AED	DAMAN CENTRAL OFFICES	DAMAN CENTRAL (OU1)		
<u>€61</u> 2 1	Storage E Space wit HQ	MC VNX 5400 51 TB Usable th 3 years onsite support for			1	1	0	Each	450	AED	DAMAN CENTRAL OFFICES	DAMAN CENTRAL (OU1)		
												Cancel S	tep 1 of 4	Ne <u>x</u> t
Privacy Statement		Home Orders Shipments	Admin F	ïnance Hon	ne Logout	Preferenc	es Help				Co	opyright (c) 2006, (Oracle. All rig	hts reserved

Figure 14: Add Shipment Lines to Invoice



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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.

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Figure 17: Search & Monitor Invoices

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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.

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	J	Nawal	Seed Graphics Design L.L.C.	656757756	Seed_4@gmail.com	Current	~		1
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Figure 19: Supplier Contact List



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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.

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Figure 21: Supplier Address List



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Privacy Statement								Copyright (c) 2006, Oracle. All rights reser

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



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Privacy Statement	Home Logout Preferences Help		Copyright (c) 2006, Oracle. All rights reserved.

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.

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Figure 26: Supplier Bank Account List



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Bank Account		
Account Number 1132324354657678868	Account Name	
Check Diaits	Currency	
TEAN XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Account Status New	
F Show Account Details		
Comments		
Note to Buyer		
20		
		Cancel Save
Home Lonout Preferences Help		
Privacy Statement		Copyright (c) 2006, Onacle. All rights reserved.

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'

	ss Suite						
				🙀 Favorites 🔻	Lo	ogout Preferenc	es Help
Enterprise Search All	•			Go Sea	arch Results Dis	play Preference	Standard
				Log	gged In As VEN	TURE968@YA	ноо.сом
Oracle Applications Home Page							
Main Menu		Worklist					
	Personalize				Full List (3)	
🕀 🗀 DAMAN iSupplier Portal		From	Туре	Subject	Sent 🔻 🛛 🛛	Due	
🖃 🛅 Sourcing Supplier		Behram Khan, Kamal Khan	PO Approval	- Standard Contract 661, 0	04-Aug-2015		
		Behram Khan, Kamal Khan	PO Approval	- Standard Contract 660, 0	04-Aug-2015		
		Behram Khan, Kamal Khan	PO Approval	- Standard Contract 659, 0	03-Aug-2015		
Sourcing Home Page		TIP <u>Vacation Rules</u> - Re	direct or auto	p-respond to notifications.			
Worklist		TIP Worklist Access - Sp	pecify which i	users can view and act upor	n your notificati	ons.	



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	e and Draft R	esponses	1					
Press Full List	to view all you	r company's	responses.					Full List
Response Number	Response Status	Supplier Site	Negotiatio Number	n Title	Туре	Time Left	Monitor	Unread Messages
<u>4</u>	Active		<u>1007-2</u>	Mobilization Fixation and removal for D Gauntlet Event	(B RFQ	0 seconds		<u>0</u>
<u>50</u>	Active	ABU DHABI	<u>1060</u>	RFQ#1060-Moblization	RFQ	0 seconds		<u>0</u>
<u>111</u>	Active	ABU DHABI	<u>2087-2</u>	RFQ#2087-Badge Layout Pin & 10with Pins	RFQ	0 seconds		<u>0</u>
<u>308</u>	Active		<u>2182-2</u>	Daman Building Wrap	RFQ	0 seconds		<u>0</u>
<u>364</u>	Active		<u>2299</u>	Professional Certificate for Inhouse Training	RFQ	0 seconds		<u>0</u>
Your Comp	anv's Open T	nvitations						
Com comp	any o open in							Full List
Supplier Site	e Negotia	ation Numb	per 1	Fitle	Туре	e Time L	.eft	
	4162		9	Storage EMC VNX 5400 51 TB Usa	RFQ	23 hou	rs 59 min	utes

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	Туре	Time Left				
	4162 1	Storage EMC VNX 5400 51 TB Usa	RFQ	23 hours 59 minutes				

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



Negotiations		📅 Navigator 🔻 🍖 Favorites 👻	Home Logout Preferences Help
Negotiations >			
RFQ: 4162		\frown –	
Title Status Time Left Header Lines Controls	Storage EMC VNX 5400 51 TB Usable space with 3 years onsite support for HQ Active (Locked) 23:51:11	2 Actio Open Date Close Date	ns Online Discussions Go 05-Aug-2015 11:06:44 06-Aug-2015 11:06:22
Buyer Quote Style Description	Behram Khan, Mr. Kamal Khan Sealed Storage EMC VNX 5400 51 TB Usa	Outcome Event ble space with 3 years onsite support for	Standard Contract HQ
Terms			
Bill-To Address Ship-To Address FOE Currency	DAMAN CENTRAL OFFICES DAMAN CENTRAL OFFICES	Payment Terms Carrier Freight Terms	45
RFQ Currenc	y AED	Price Precision	Any

Figure 30: Navigation to Online Discussion

		🏦 Navigator 🔻	🚱 Favorites 🔻	Home Logout Preferences Help
Negotiations				State Linear and State 1
Negotiations > RFQ: 4162 >				
Online Discussions (RFQ 4162)				
Title Status Time Left	Storage EMC VNX 5400 51 TB Usable space with 3 years onsite support for H Active (Locked) 23 hours 48 minutes	IQ	Open Date Close Date	Cancel Printable Page 05-Aug-2015 11:06:44 06-Aug-2015 11:06:22
Messages				
New Message 3 Subject	Message	Status	Sender	4 Date Reply
No results found.				
				Cancel Printable Page
	Negotiations Home	Logout Preferences	Help	
Privacy Statement				Copyright (c) 2006, Oracle. All rights reserved.



					🏛 Navigator 🕶	Ge Favorites	s 🔫	Home L	ogout Preferences Help
legotiations									
vegotiations >	RFQ: 4162	> Online Discus	sions (RFQ 41	62) >					
create New Me	essage (RFQ	4162)							
Indicates req	uired field								Cancel Send
Send To	Default enter	rprise name 🔹							\frown
* Subject	RFQ 4162								(6)
* Message	Online Discu	ssion				5)		
Attachments	s ment								
litle	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results foun	d.								
									Cancel Seno

Figure 32: Create Discussion

National Healt	h Insurance Comp	any – Daman (PJSC) (I	P.O. Box 12888	8, Abu	Dhabi, U.A.E. Tel I	No. +97126149	555 Fax No. +9	7126149550)
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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 clink.
- 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									
				Full List					
Supplier Site	Negotiation Number	Title	Туре	Time Left					
	<u>4162</u>	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.

ORACLE'Sou	urcing		
		🏛 Navigator 🔻 🏾 👧 Favorites 🔫	Home Logout Preferences Help
Negotiations	and the second		
Negotiations >			
RFQ: 4162			
Header Lines Controls	Title Storage EMC VNX 5400 51 T Usable space with 3 years o support for HQ Status Active (Locked) Time Left 23:22:12 Buyer Behram Khan, Mr. Kamal Kh Quote Style Sealed Description Storage EMC VNX 5400 51	TB Open Date Close Date nan Outcome Even TB Usable space with 3 years onsite support fo	ions Create Quote • Go : 05-Aug-2015 11:06:44 : 06-Aug-2015 11:06:22 : Standard Contract t or HQ
Terms		, , , , , , , , , , , , , , , , , , ,	
Bill- Ship-	I-To Address DAMAN CENTRAL OFFICES o-To Address DAMAN CENTRAL OFFICES FOB	Payment Terms Carrier Freight Terms	5 45
Currency			
R	RFQ Currency AED	Price Precision	Any

Figure 34: Create Quote



Accept Terms and condition by clicking check box and Click Accept

ORACLE	urcing								
						III Na	avigator 🔻 🔝	Favorites 🔻	Home Logout Preferences Help
Negotiations									
Terms and Conditions									
The following terms and conditio	ns must be a	ccepted before a quote is	placed in this RFQ.						Cancel Accept
By Clicking Accept, You are acce	pting Daman	Terms and Conditions as	spelt out in RFQ form	and RFP/Tender Documents					
Attachments									
Actornitioned									
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									
* Three read and accented the	e terms and c	onditions							
ser a neve read allu accepted un	e cenno dilla c	onarcona							
									Cancel Accept
				Negotiations Hor	ne Logout Preferences Help				
Privacy Statement									Copyright (c) 2006, Oracle. All rights reserved.

Figure 35: Accept Terms & Condition

Bid Header:

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

Negotiations > RFQ: 4162 >											
GetPre11510AMESetup.sql atta	chment	has been added s	uccessfully.								
Create Quote: 2164 (RFQ 4162)											
Title	<u>Storag</u> <u>years c</u>	e EMC VNX 5400 5 posite support for	51 TB Usable space HQ	Car e with 3	icel	View RFQ Cl	Quote By S Time Left 23: lose Date 06-	preadshe 08:22 Aug-2013	et Save I 5 11:06:22	Draft <u>C</u>	continue
Supplier RFQ Currency Quote Currency Price Precision	Seed AED AED Any	Graphics Design	L.L.C.	(Qi Refe	uote Valid Until erence Number Note to Buyer	(example: 21-Jul-2 SEED-2015/25 Response to F	549 RFQ			
Attachments											
Add Attachment											
Title	Туре	Description	Category	Last Up	dated	Ву	Last Up	dated	Usage	Update	Delete
getPre11510AMESetup.sql	File		From Supplier	VENTUR	E968@	YAHOO.COM	05-Aug-2	2015	One-Time	1	i i i i i i i i i i i i i i i i i i i
				Can	cel	View RFQ	Quote By S	preadshe	et Save I	Draft <u>C</u>	ontinue

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.

National Health Insurance Company – Daman (PJSC) (P.O. Box 128888, Abu Dhabi, U.A.E. Tel No. +97126149555 Fax No. +97126149550)									
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Requ	irements			
-				
Expa	Ind All Collapse All			
4				
Ψ				
Focu	is Title	Target Value	Quote Value	
	Requirements	/		
-	Commercial Requirement	t		
		-	AF Data	
			45 Days	
	Payment Terms			
			Brand X	
			June A	
	Brand and Make			
			15 Days from PO	
	Debug Dec 1			
	Derivery Period		I .	

Figure 37: Bid Header Details

Bid Lines:

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

	🙃 Navigator 🔻 🍖 Favorites 🕶 Home Logout Preferences He							
Negotiations								
Negotiations > RFQ: 4162 >								
Create Quote: 2164 (RFQ 4162)								
Cancel View RFQ Quote By Spreadsheet Save Draft Continue Title Storage EMC VNX 5400 51 TB Usable space with 3 years onsite support for HQ Time Left 22:42:09 Close Date 06-Aug-2015 11:06:22								
RFQ Currency AED Price Precision Any	Quote Currency AED							
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	S Sealed 50 Each 1 1 15-Jun-2016							
2 Main Site EMC CTA A DAMAN CENTRAL OFFICES	ES Sealed 25 Bach 1 1 15-Jun-2016							
Indicates more information requested. Click the Update icor	con.							
	Cancel View RFQ Quote By Spreadsheet Save Draft Continue							
	Negotiations Home Logout Preferences Help							

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.



ORACL	E°So	urcing			🏦 Nav	igator 🔻 🚺	🍹 Fa	vorites ▼	Home Logout Preferences Help
Negotiations									
Negotiations > RFQ: 4	162 >								
Create Quote: 2164 (RF	Q 4162)	1							
Cancel View RFQ Quote By Spreadsheet Save Draft Title Storage EMC VNX 5400 51 TB Usable space with 3 years onsite support for HQ Time Left 22:33:09 Close Date 06-Aug-2015 11:06:22									
Price	Precisio	n Any				Quota	Curre	CITCY ALD	
Line	Update	e Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity Promised Date
1 Storage EMC VNX 5	1	DAMAN CENTRAL OFFICES	Sealed			50	Each	1	1 15-Jun-2016 🕅
2 Main Site_EMC CTA	1	DAMAN CENTRAL OFFICES	Sealed			25	Each	1	1 15-Jun-2016 🕅
Indicates more inform	ation re	quested. Click the Update ico	n.						
					Cancel	View RFO	O	uote By Spreadsh	eet Save Draft Continue

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.

Negotiations > REO: 4162 >									
Confirmation Quote 2164 for RFQ 4162 (Storage EMC VNX 5400 51 TB Usable space with 3 years onsite support for H 1 validated without any errors.									
Create Quote 2164: Review and	Submit	(RFQ 4162)		\geq	_			\leq	
	Cancel Back Validate Save Draft Printable View Submit								
Header									
Title Storage EMC VNX 5400 51 TB Usable space Time Left 22:28:57 with 3 years onsite support for HQ Close Date 06-Aug-2015 11:06:22 Supplier Seed Graphics Design L.L.C. Quote Valid Until RFQ Currency AED Reference Number Quote Currency AED Note to Buyer Price Precision Any Note to Buyer									
	L_	b		h					
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
getPre11510AMESetup.sql	File		From Supplier	VENTURE968@YAHOO.COM	05-Aug-2015	One-Time	Ì	1	
							• •		

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

		Close Preferences
O	0	•
Basic Information	Company Details	Attachments
Prospective Supplier Registration		
		Step 1 of 3
<u>User Manual</u>		
Company Details		
 Company Name (As per Trading /Commercial License) 		
Country		
Trade Registration Number	Enter Country in which your company is registered.	
Date of Establishment		
	1	
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 <u>i-supplier@damar</u>	health.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.

		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 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 Add	ress Details Purpose	Update Delete			
No results found.					

Figure 42: Add Sites - Address Site

 National Health Insurance Company - Daman (PJSC) (P.O. Box 128888, Abu Dhabi, U.A.E. Tel No. +97126149555 Fax No. +97126149550)

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

ORACLE	oplier Portal			Close Preferences
Create Address * Indicates required field * Address Name Country * Address Line 1 Address Line 2 Address Line 3 Address Line 4 * City/TownLocality Country State/Region Province * Postal Code	Hamdan Street United Arab Emirates Opp. Hamdan Center Abu Dhabi I00001	Phone Area Code Phone Number Fax Area Code Fax Number Email Address	Purchasing Address Payment Address RFQ Only Address	Cancel Apply
				Cancel Apply
Privacy Statement		Close Preferences		Copyright (c) 2006, Oracle. All rights reserve

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.

- \Box Purchasing Address
- Payment Address
- \Box 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								
Address Dook								
At least one entry is re	equired.							
Create								
Address Name	Address Det	tails				Purpose	Update	Delete
Hamdan Street	Opp. Hamdar	n Center, Abu Dhabi 1000	01 United Arab Emirates	RFQ Only 🧷			1	Î
Contact Directory								
Somact Directory								
At least one entry is re	auired							
Create	agai car							
First Name	Last Name	Phone	Email		Requires Use	er Account	Update	Delete
	Ahmed	971-528362685	ahmed@jbm.com		v		1	
Business Classificati	ions							
Classification	Applicable	Minority Type	Licence Number	Isssuing	g Authority	Expiration Date		
Trade Licence	~		10000000001	ADCCI		07-Aug-2016 00:	:00:00	
✓TIP Date format e	xample: 24-Jul-2015							

Figure 44: Business Classifications Mandatory

 National Health Insurance Company - Daman (PJSC) (P.O. Box 128888, Abu Dhabi, U.A.E. Tel No. +97126149555 Fax No. +97126149550)

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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.

Products and Services												
At least one entry is required.												
Create												
Code	Products and	Services (Please mention Act	ivity as Per Trade Lic	ence)				Delete				
No results found.												
Banking Details												
At least one entry is required.												
Create												
Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove				
No results found.												
						Save For Later Ba	ac <u>k</u> Step 2	of 3 Ne <u>x</u> t				
			4									
		Figure 45: Add Products and Services										

Add Produc	ts and Services: : (JBM Services)			
				Cancel Apply
Browse A	III Products & Services			
C Seach for	r Specific Code and Product			
Code	Products and Services	Vi	ew S <u>ub-Categ</u> ories	Applicable
155	Canteen			v
				Cancel Apply
		Close Preferences		
Privacy S	tatement			Copyright (c) 2006, Oracle. All rights reserve

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.

Products a	Products and Services										
At least one entry is required.											
Create	Create										
Code Products and Services (Please mention Activity as Per Trade Licence)									Delete		
155	Canteen								Î		
Banking D	etails										
At least one	entry is required.										
Create											
Bank Accou	int Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove		
No results for	und.										
1							Save For Later E	ack Step 2 (of 3 Next		

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.

Indicates required field	Cancel Apply
* Country United Arab Emirates -	
Account is used for foreign payments	
Account definition must include bank and branch information.	
Bank Branch	
C New Bank Existing Bank Bank Name ABU DHABI COMMERCIA Bank Number Bank Number Branch Number Branch Number BIC ADCBAEAA Branch Type ABA Show Branch Details	
Bank Account	_
* Account Number Check Digits IBAN ABCD0000000001 Currency UAE Dirham ABCD0000000001	
Comments	_
Note to Buyer	

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.

Products a	Products and Services										
	and a standard stand										
At least one	entry is required.										
Create											
Code	code Products and Services (Please mention Activity as Per Trade Licence)										
155	Canteen										
									<u> </u>		
Banking D	etails										
At least one	entry is required.										
Create											
Bank Accou	int Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove		
100000000	0001	UAE Dirham	JBM Services LLC	ABU DHABI COMMERCIAL BANK		ABU DHABI		1	Î		
	Save For Later Back Step 2 of 3 Next										



•									
Bas	sic Information			Company Details		Attachments			
							Submit Back Step 3		
Attachments									
Add Attachment									
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
No results found.									
							Submit Bac	k Step 3 of 3	

Figure 50: Click Add Attachment

The page will allow you to add multiple attachments.

National Health Insurance Company – Daman (PJSC) (P.O. Box 128888, Abu Dhabi, U.A.E. Tel No. +97126149555 Fax No. +9712614							7126149550)		
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Add Attachment			
Add Desktop File/ Text/ URL	Cancel	Add Another	Apply
Attachment Summary Information			
Title TRADE LICENCE Description ABU DHABI CHAMBER OF COMMERCE & INDUSTRY (ADCCI) Category Miscellaneous			
Define Attachment			
Type © File Browse. Read_Me.bt			

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.

Confirmation Attachment TRAD	E LICENC	E has been added successfully but not committed; it would be committed when yc	ou commit the rest	of the current transaction.				
						Submit	Bac <u>k</u>	Step 3 of 3
Attachments								
Add Attachment								
Title	Туре	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	0	Î

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

 \rightarrow 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

 \rightarrow 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.