

# **ESL Supplier Portal usage manual**

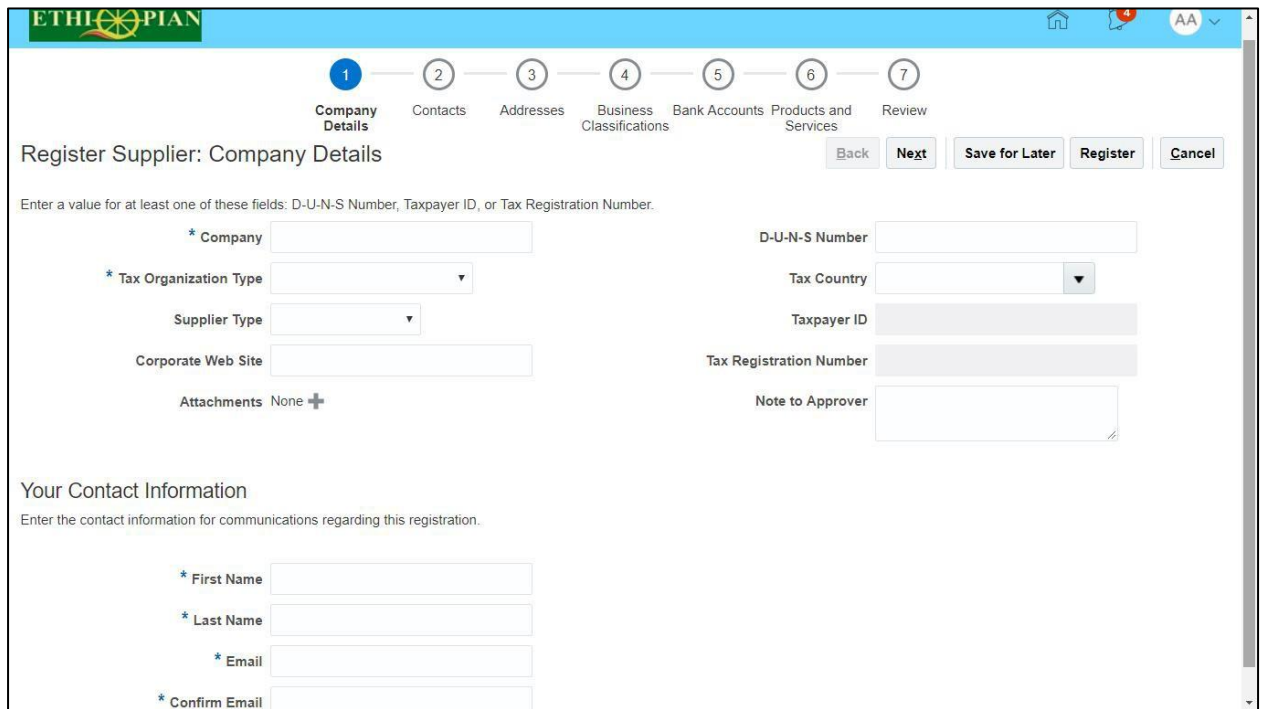
## **on Supplier Registration and Procurement negotiation/tender responses**

## A. Supplier Registration

1. Supplier will receive invitation mail with link details or be able to find them on the ESL website

<https://ehog.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=3000000003585149>

2. Once the supplier clicks on the given link the Registration page will open.



**ETHIOPIAN**

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

**Register Supplier: Company Details**

Back Next Save for Later Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

**Your Contact Information**

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email

3. Enter Company details. Enter supplier information in the Company details section. Enter company name, Tax Organization type, D-U-N-S number (TIN Number), Tax country, and contact information.

**Note:** The D-U-N-S number is the TIN of the supplier

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

### Register Supplier: Company Details

Back Next Save for Later Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company ALPHA FURNITURE

\* Tax Organization Type Corporation

Supplier Type Supplier

Corporate Web Site

Attachments None +

D-U-N-S Number 123456781

Tax Country Ethiopia

Taxpayer ID

Tax Registration Number

Note to Approver

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name Alex

\* Last Name Kibbe

\* Email alex.kibbe@gmail.com

\* Confirm Email alex.kibbe@gmail.com

- Click on 'Next' once all necessary information is entered

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

### Register Supplier: Company Details

Back **Next** Save for Later Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company ALPHA FURNITURE

\* Tax Organization Type Corporation

Supplier Type Supplier

Corporate Web Site

Attachments None +

D-U-N-S Number 123456781

Tax Country Ethiopia

Taxpayer ID

Tax Registration Number

Note to Approver

### Your Contact Information

Enter the contact information for communications regarding this registration.

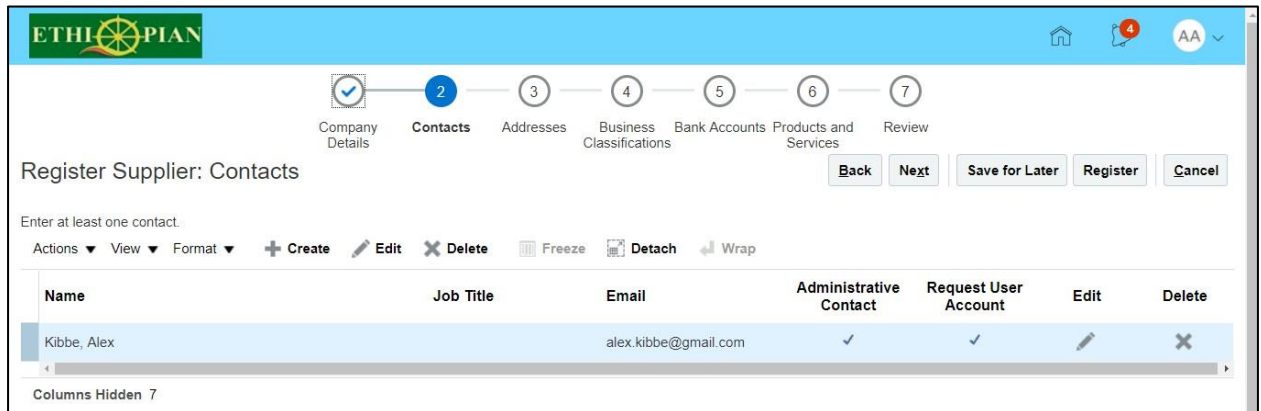
\* First Name Alex

\* Last Name Kibbe

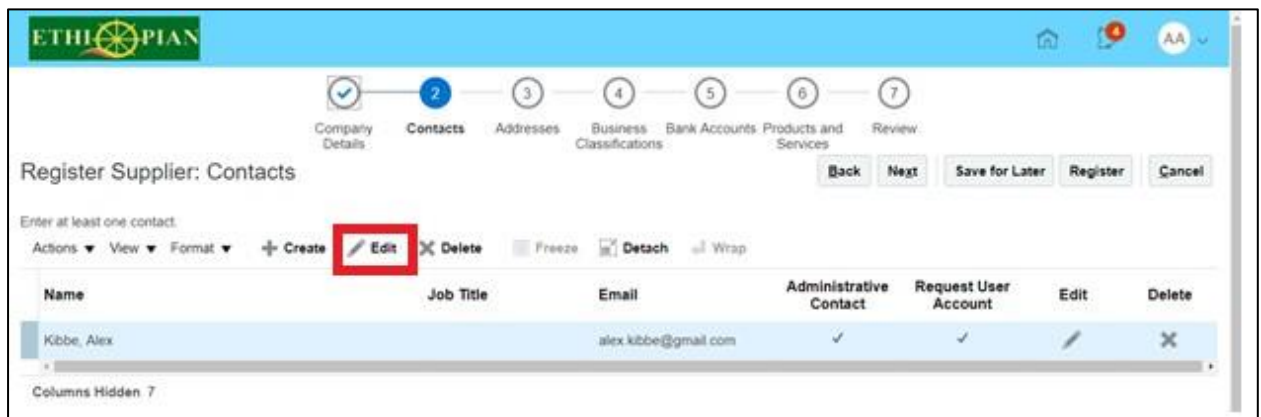
\* Email alex.kibbe@gmail.com

\* Confirm Email alex.kibbe@gmail.com

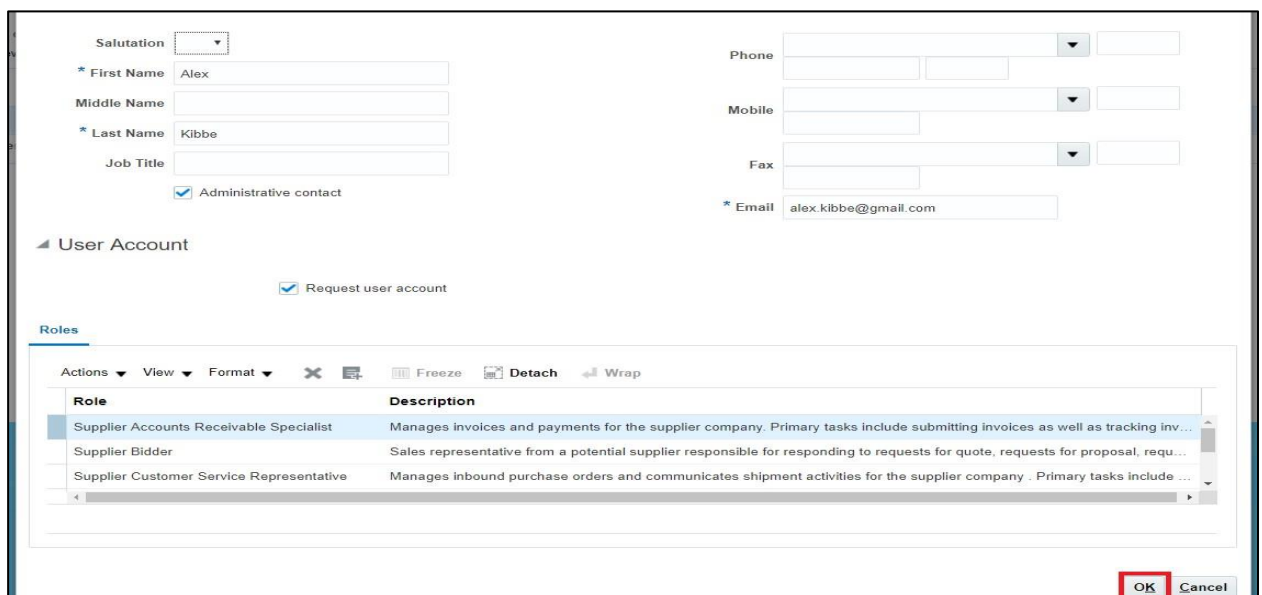
4. Contacts page will open.



- Click on 'Edit' to edit contacts.



- Check the contact details and enter if any details are missing. Once all details are entered then click on 'Ok'.



Salutation:

\* First Name:

Middle Name:

\* Last Name:

Job Title:

☒ Administrative contact

Phone:

Mobile:

Fax:

\* Email:

**User Account**

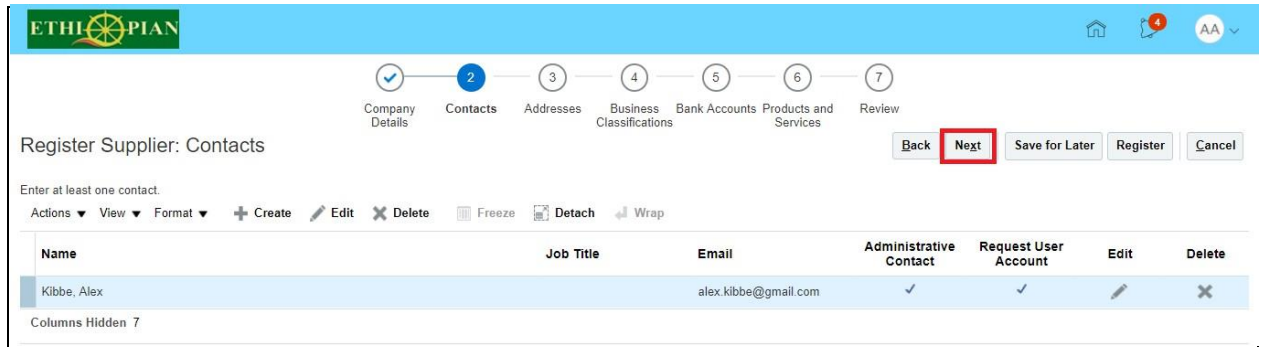
☒ Request user account

**Roles**

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking inv...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include ...

**OK** **Cancel**

- Click on 'Next'.



ETHIOPIAN

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

Register Supplier: Contacts

Back **Next** Save for Later Register Cancel

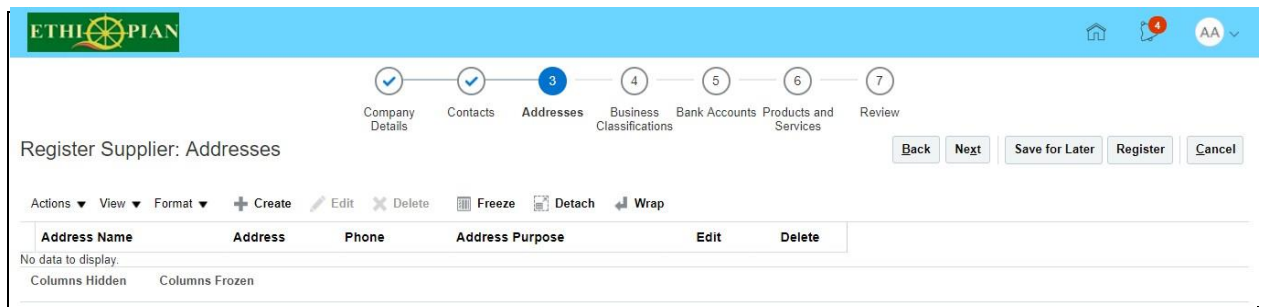
Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Kibbe, Alex		alex.kibbe@gmail.com	✓	✓		

Columns Hidden 7

- Addresses page will get open.



ETHIOPIAN

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

Register Supplier: Addresses

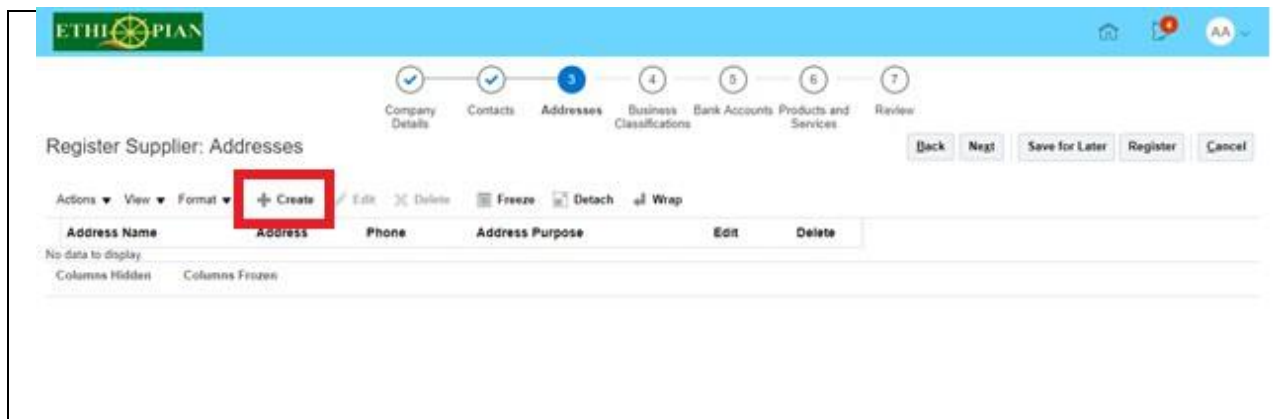
Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden Columns Frozen

- Click on the '+ Create' icon to add address details.



ETHIOPIAN

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

Register Supplier: Addresses

Back Next Save for Later Register Cancel

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

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden Columns Frozen

- A new window will get open. Enter address details.

**Create Address**

\* Address Name

\* Country

Address Line 1

State

\* City

Sub City/Zone

Woreda

House No.

Postal Code

\* Address ☐ Ordering

Purpose ☐ Remit to

☐ RFQ or Bidding

Phone 251

Fax 251

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

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

Create Another OK Cancel

- Enter Address Name, Country, and City and select address purpose. Users can also add phone numbers as company numbers or mobile numbers and email addresses of users.

**Create Address**

\* Address Name

\* Country

Address Line 1

State

\* City

Sub City/Zone

Woreda

House No.

Postal Code

\* Address ☒ Ordering

Purpose ☒ Remit to

☐ RFQ or Bidding

Phone 251  11  1234  3455

Fax 251

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

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

Create Another OK Cancel

- Click on '+' icon to add contact for address.

**Create Address**

\* Address Name

\* Country

Address Line 1

State

\* City

Sub City/Zone

Woreda

House No.

Postal Code

\* Address ☒ Ordering

Purpose ☒ Remit to

☐ RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions

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

- Select the contact line and click on OK.

**Select and Add: Contacts**

Search

Name

Job Title

View

Name	Job Title	Email	Phone
Kibbe, Alex		alex.kibbe@gm...	

Rows Selected 1 Columns Hidden 1

- Contact is added for address. Now, click on 'OK.'

**Create Address**

\* Address Name: Assosa

\* Country: Ethiopia

Address Line 1: Assosa

State:

\* City: Adis Ababa

Sub City/Zone:

Woreda:

House No.:

Postal Code:

\* Address: ☒ Ordering

Purpose: ☒ Remit to

☐ RFQ or Bidding

Phone: 251

Fax: 251

Email:

**Address Contacts**

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
Kibbe, Alex		alex.kibbe@gm...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden: 4

Create Another OK Cancel

- Address details are added. Click on 'Next'.

**ETHIOPIAN**

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

Register Supplier: Addresses

Back Next Save for Later Register Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose
Assosa	Assosa, Adis Ababa, ET		Ordering; Remit to

Columns Hidden: 4

- The Business Classification page will open. Click on '+' icon to enter business classification detail.

**ETHIOPIAN**

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

Register Supplier: Business Classifications

Back Next Save for Later Register Cancel

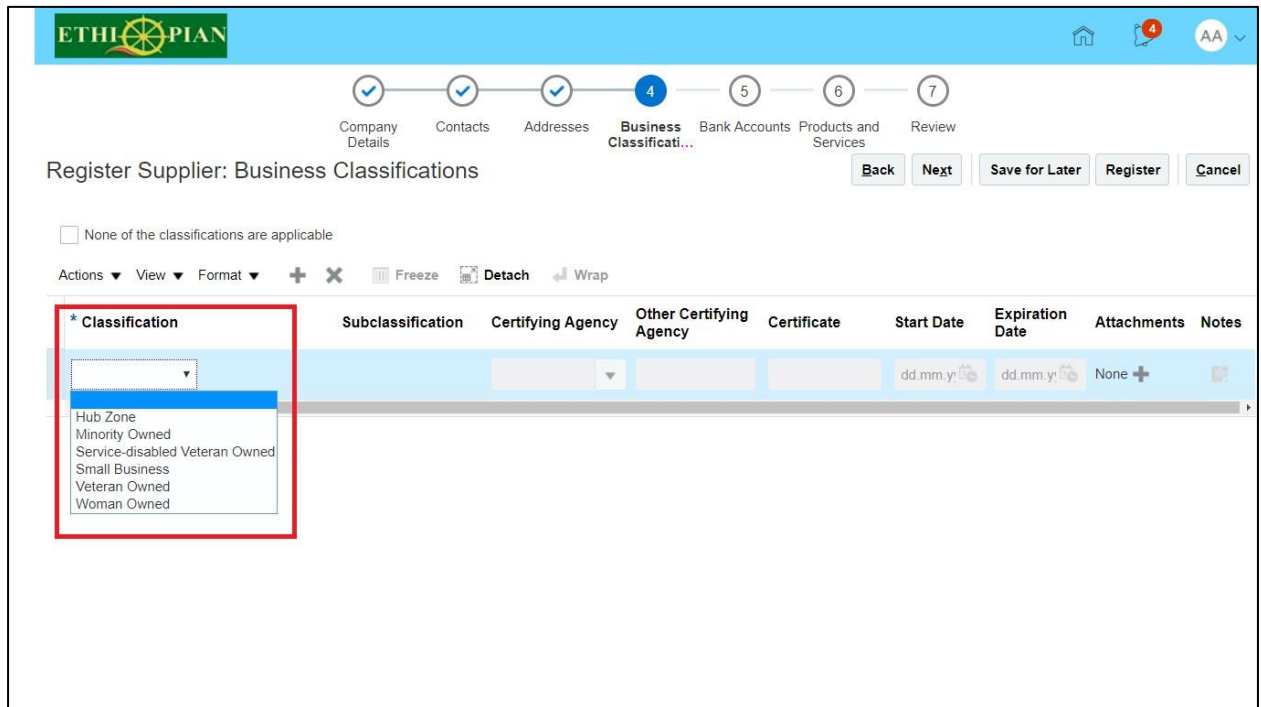
☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								



- Select classification value from LOV.



ETHIOPIAN

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

Register Supplier: Business Classifications

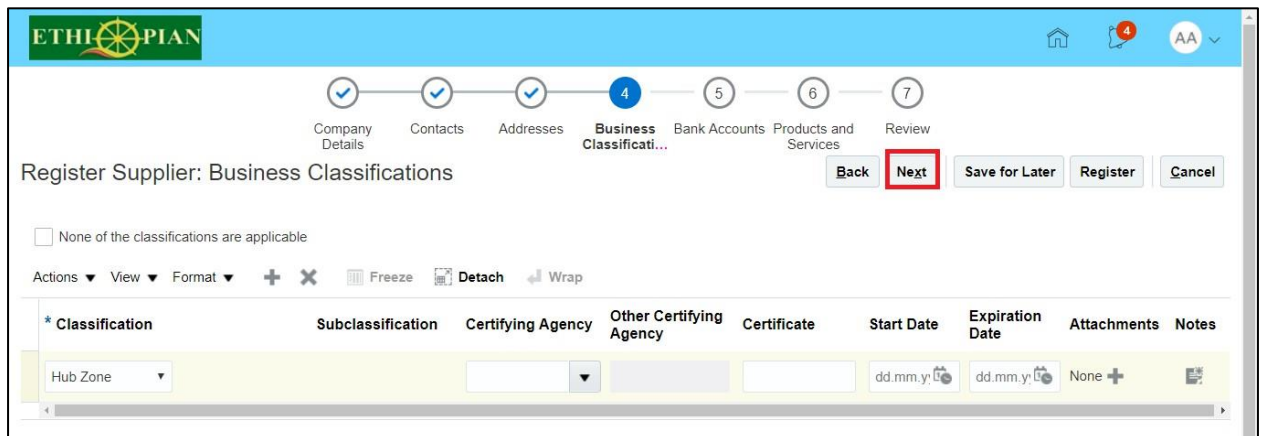
☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Hub Zone					dd.mm.yy	dd.mm.yy	None +	

Back Next Save for Later Register Cancel

- Once all details are entered then click on 'Next'.



ETHIOPIAN

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

Register Supplier: Business Classifications

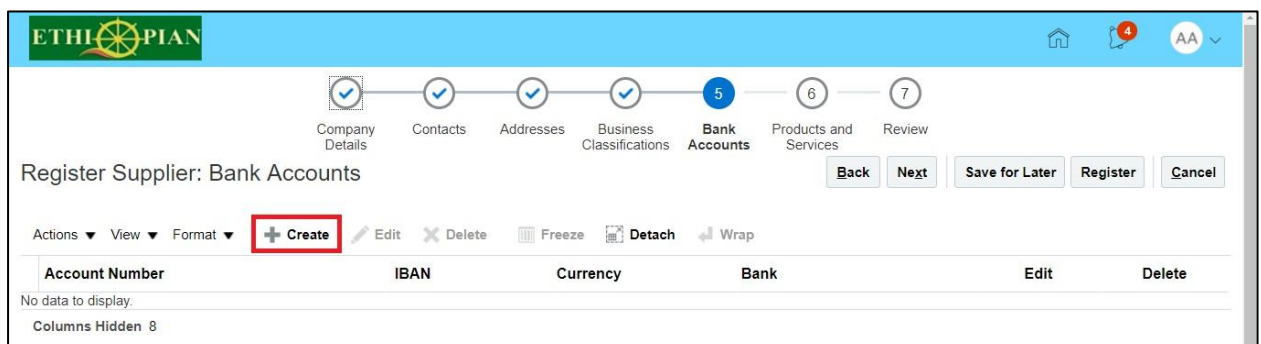
☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Hub Zone					dd.mm.yy	dd.mm.yy	None +	

Back Next Save for Later Register Cancel

7. The Bank Accounts page will open. Click on the '+' icon to enter Bank account details.



ETHIOPIAN

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

Register Supplier: Bank Accounts

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

Columns Hidden 8

- Enter bank account details: Country: Select the country name from the list of values  
Bank: Select Bank from List of Value. Account Number: Enter the Account Number.  
Enter a value in the Additional Information section if requi

### Create Bank Account

\* Country Ethiopia

Bank ABC Bank of Ethiopia

Branch ABC Ethiopia Branch

\* Account Number 2345671212

IBAN

Currency

### Additional Information

Account Name

Agency Location Code

Alternate Account Name

Account Type

Account Suffix

Description

Check Digits

### Comments

Note to Approver

Create Another

OK

Cancel

Click on 'OK' once all details are entered.

Click on 'Review'

ETHIOPIAN

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Review

Back

Next

Save for Later

Register

Cancel

### Register Supplier: Bank Accounts

Actions

View

Format

Create

Edit

Delete

Freeze

Detach

Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
XXXXXX1212			ABC Bank of Ethiopia		

Columns Hidden 8

8. The review page is opened. Check all details that were entered.

Review Supplier Registration: ALPHA FURNITURE

Company Details

Company: ALPHA FURNITURE  
 Tax Organization Type: Corporation  
 Supplier Type: Supplier  
 Corporate Web Site:   
 D-U-N-S Number: 123456781  
 Tax Country: Ethiopia  
 Taxpayer ID:   
 Tax Registration Number:   
 Note to Approver:

Attachments

Actions: View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					
Columns Hidden: 1					

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Kibbe, Alex		alex.kibbe@gmail.com	✓	✓	
Columns Hidden: 7					

Addresses

View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Details
Asosaa	Asosaa Adis Ababa.ET		Ordering, Remit to	
Columns Hidden: 3				

Business Classifications

None of the classifications are applicable

View Format Freeze Detach Wrap

- Once all details are verified then click on the 'Register' button to register the supplier.

ETHIOPIAN

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

Review Supplier Registration: ALPHA FURNITURE

Back Next Save for Later **Register** Cancel

Company Details

Company: ALPHA FURNITURE  
 Tax Organization Type: Corporation  
 Supplier Type: Supplier  
 Corporate Web Site:   
 D-U-N-S Number: 123456781  
 Tax Country: Ethiopia  
 Taxpayer ID:   
 Tax Registration Number:   
 Note to Approver:

Attachments

Actions: View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					
Columns Hidden: 1					

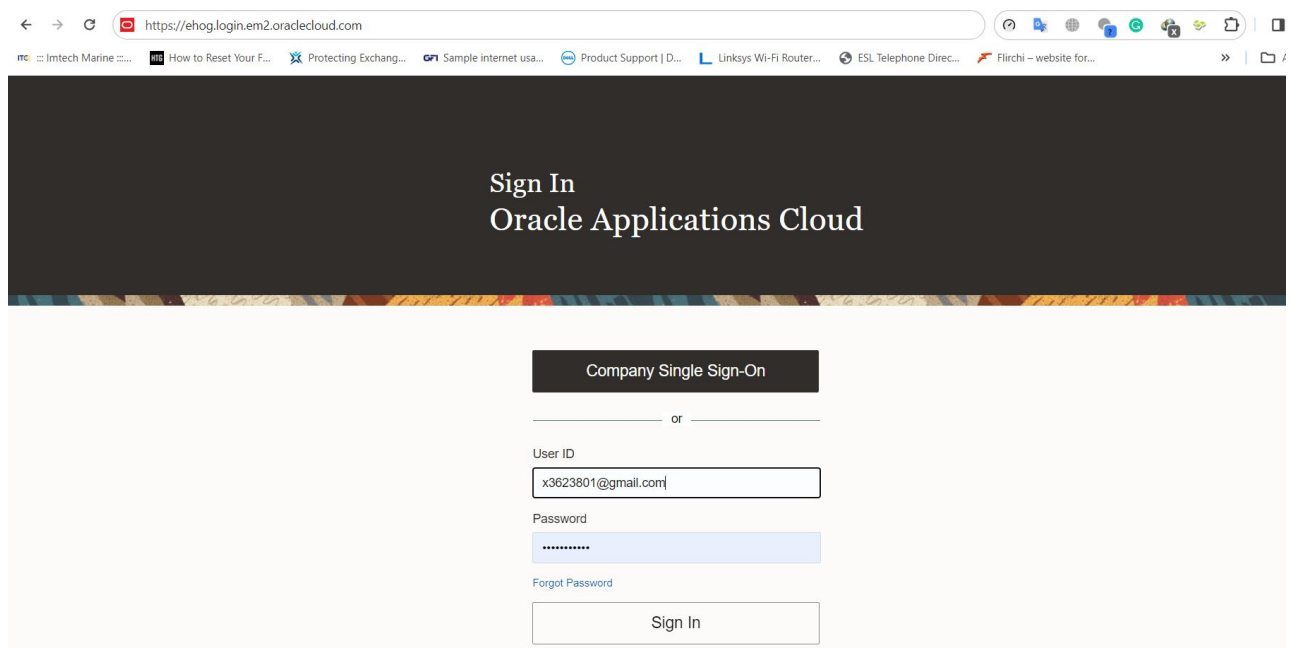
A confirmation message will be displayed.



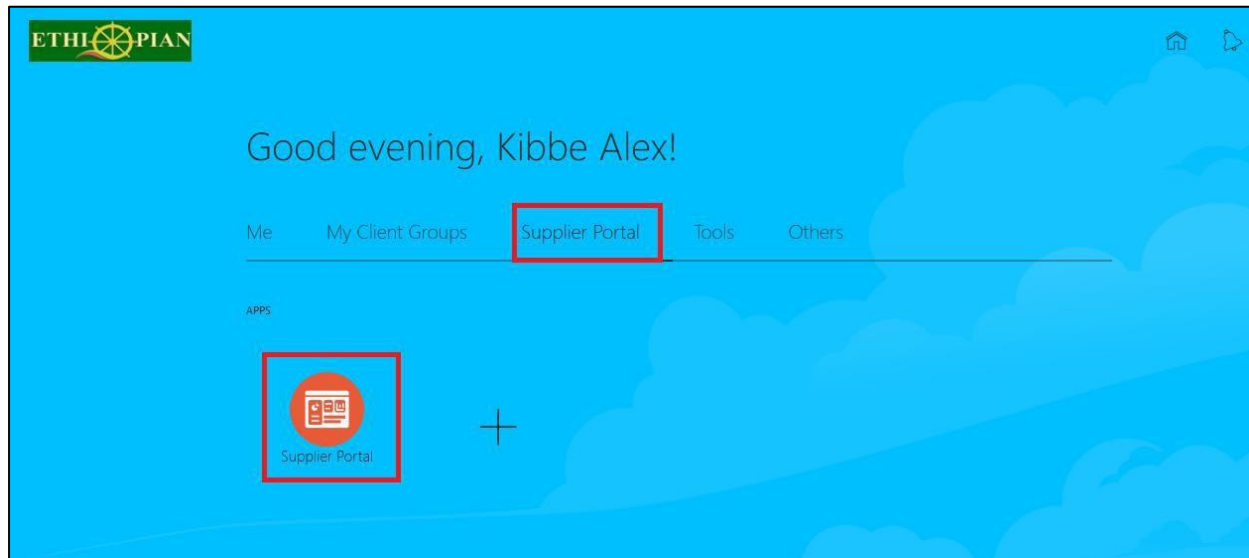
## B. Supplier Qualification questionnaires Response from Supplier Portal

1. Supplier users will log in with the following link.

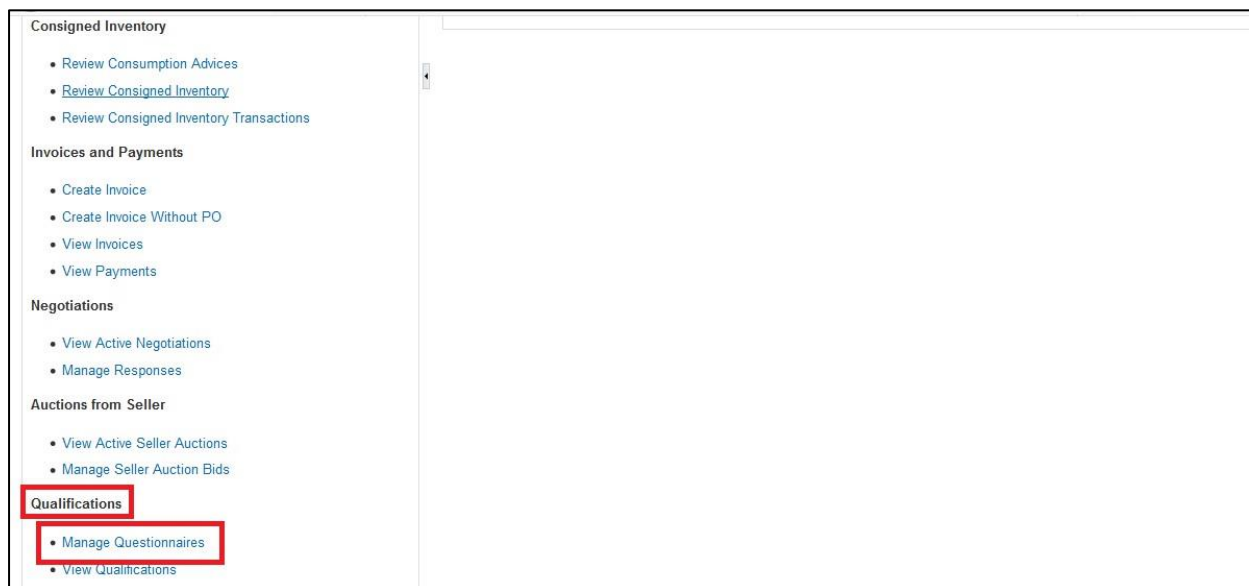
<https://ehog.login.em2.oraclecloud.com/>



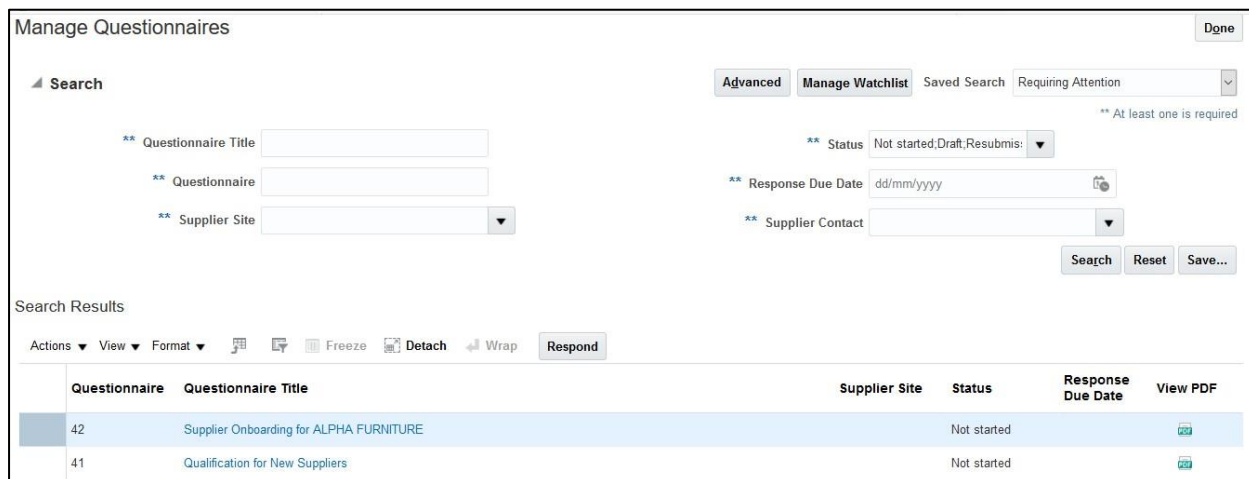
2. Click on 'Supplier Portal > Supplier Portal'



3. Click on 'Qualifications > Manage Questionnaires'.



4. The supplier will be able to see all active initiatives



5. Select the initiative line and click on 'Respond'

**Manage Questionnaires** Done

**Search** Advanced Manage Watchlist Saved Search Requiring Attention At least one is required

\*\* Questionnaire Title

\*\* Questionnaire

\*\* Supplier Site

\*\* Status

\*\* Response Due Date

\*\* Supplier Contact

Search Reset Save...

**Search Results**

Actions View Format Freeze Detach Wrap **Respond**

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
42	Supplier Onboarding for ALPHA FURNITURE		Not started		
41	Qualification for New Suppliers		Not started		

Columns Hidden 6

6. Enter the response for each question and click on the 'Submit'

**Respond to Questionnaire: Qualification for New Suppliers** Save Save and Close **Submit** Cancel

Time Zone Coordinated Universal Time

**Questionnaire**

Title Qualification for New Suppliers Supplier ALPHA FURNITURE Status Draft

Procurement BU ESLSE Corporate BU Supplier Site  Due Date

Requested By Samueal Birhane W/ohannes Responder Kibbe Alex Attachments None

**Questions** Progress Section 1. ESL Goods Supplier Qualification Local

**ESL Goods Supplier Qualification Local**

\* 1. Do you have relevant and renewed Trade license certificate?  
It is mandatory to have this license.

☐ a. Yes

☒ b. No

Comments

\* 2. Do you have Trade Registration certificate?

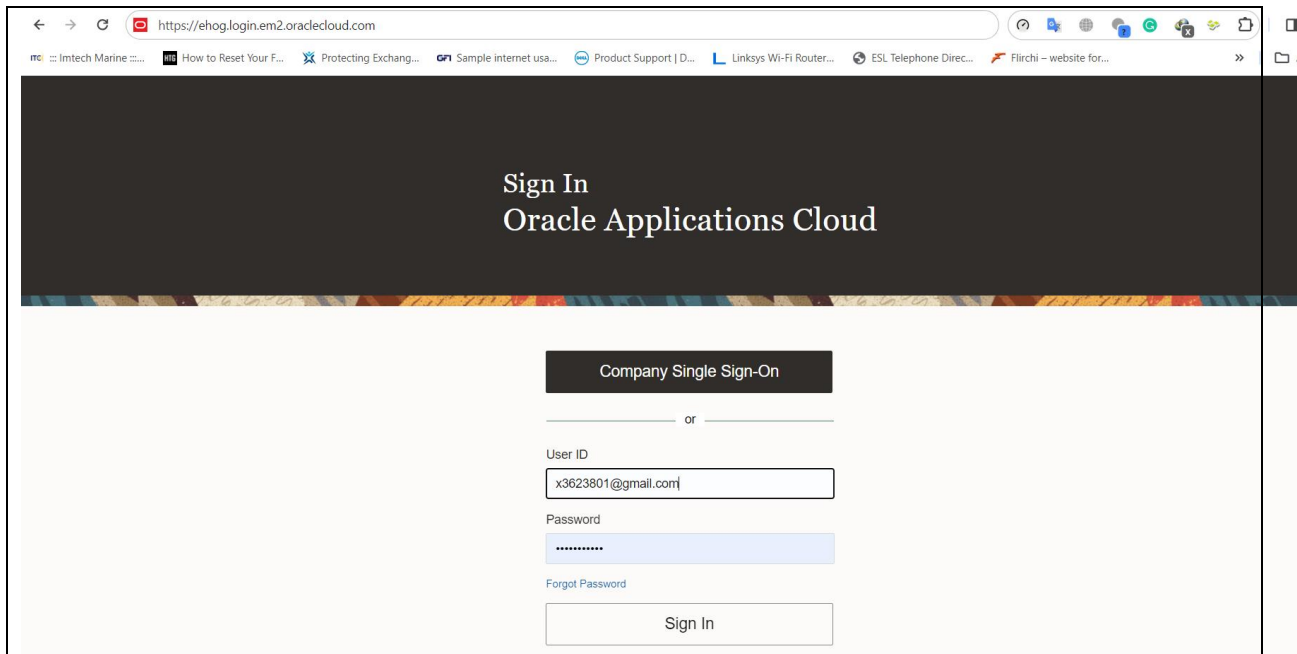
☐ a. Yes

☒ b. No

## Supplier Negotiation Response from Supplier Portal

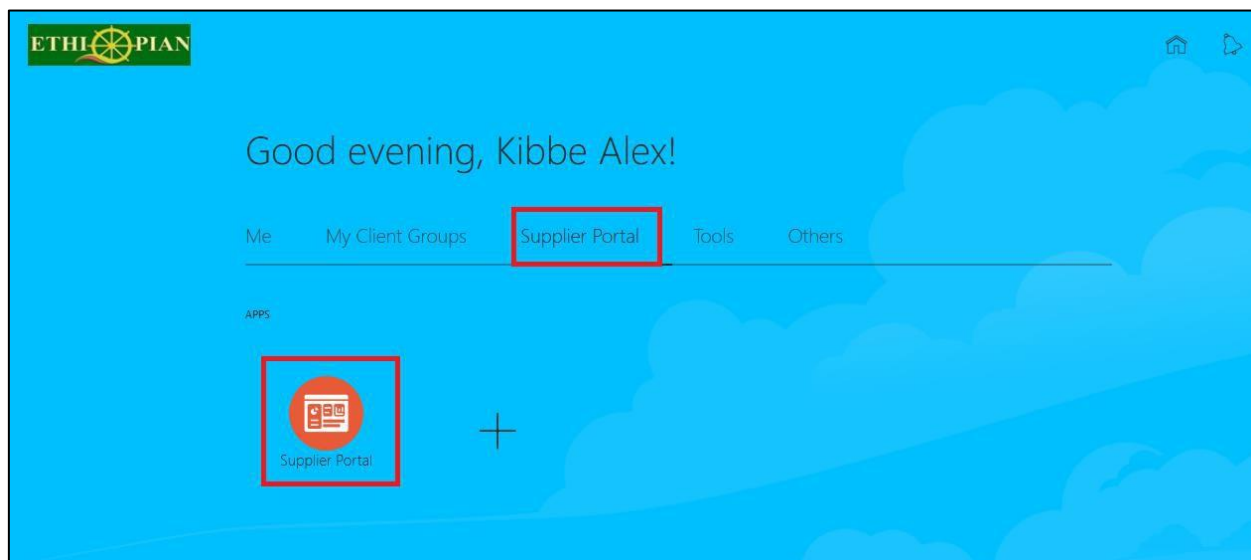
1. Supplier users will log in with the following link.

<https://ehog.login.em2.oraclecloud.com/>



The screenshot shows a web browser window with the URL <https://ehog.login.em2.oraclecloud.com/>. The page has a dark header with the text "Sign In Oracle Applications Cloud". Below the header, there is a "Company Single Sign-On" section. It includes a "User ID" field with the value "x3623801@gmail.com", a "Password" field with masked characters, and a "Sign In" button. There is also a "Forgot Password" link.

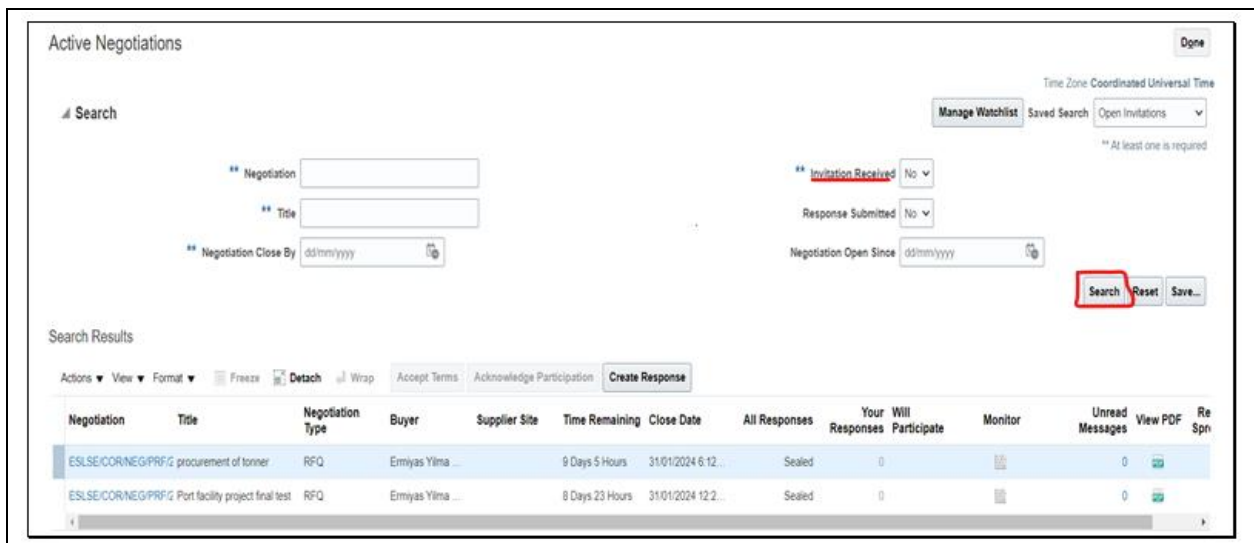
2. Click on 'Supplier Portal > Supplier Portal



3. Under negotiation Click on 'View active Negotiation'



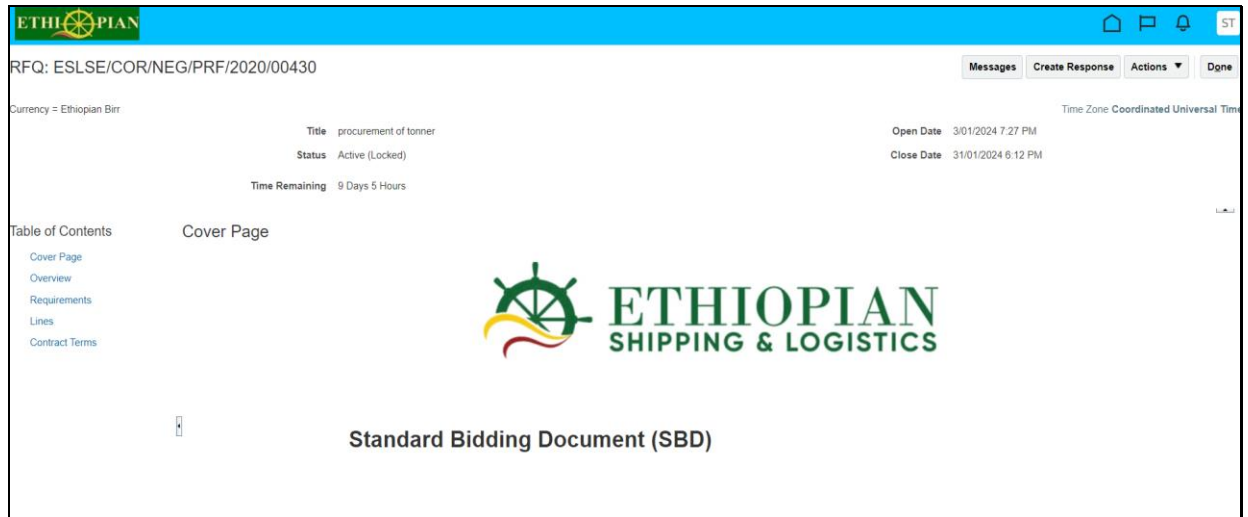
4. If the supplier received Invitation select Invitation received YES from the drop-down Menu and Click on **Search**. Otherwise, select **NO** and Click on the **Search** button then, the supplier can find the Active/ floated Tender by ESL.



- Then, click on the negotiation Number you want to participate in or if you know the negotiation Number or title that is posted on the ESL website or newspaper, please enter the negotiation number or title, then Click on **Search**.



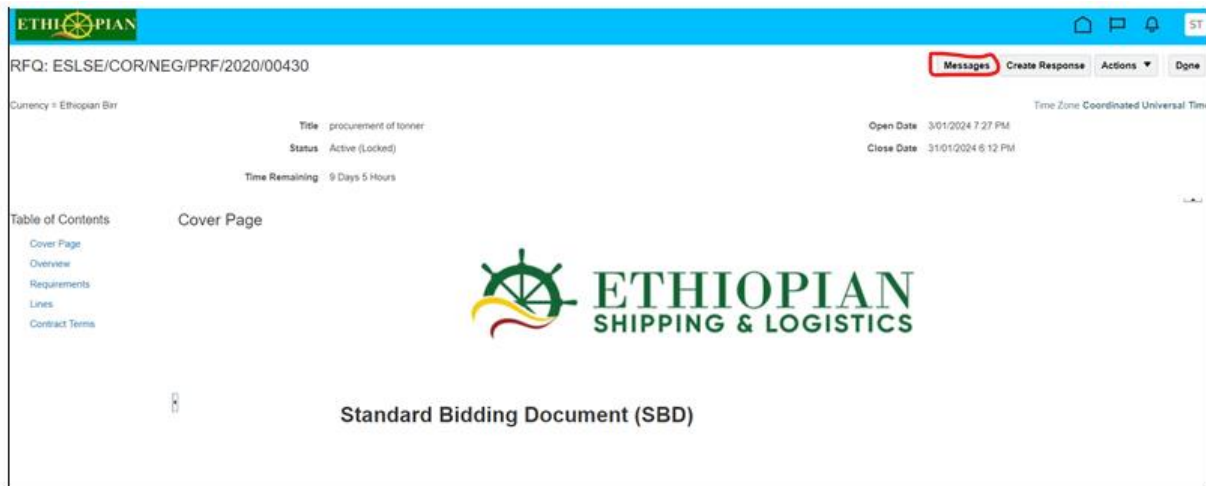
- After opening the negotiation or tender number the following page will be displayed.



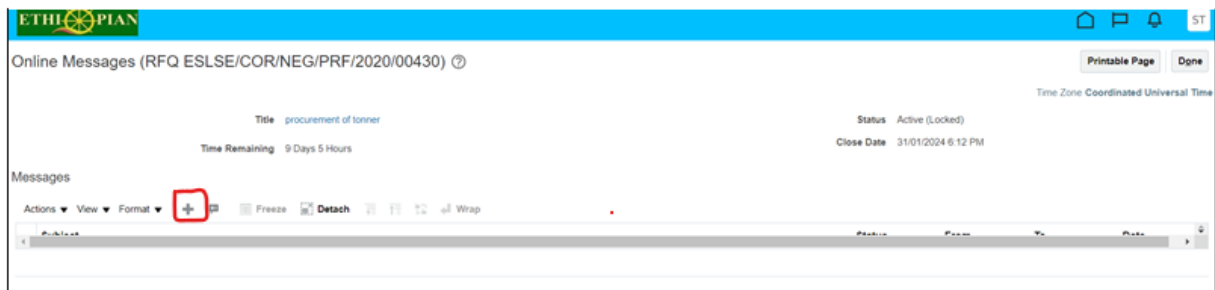
- Then, the supplier can able to view the negotiation with a PDF, clicking on **action > View > View PDF**, or under the **table of contents** the supplier can see each section of the negotiation. (Cover page, Overview, Requirements, Lines, and Contract terms)



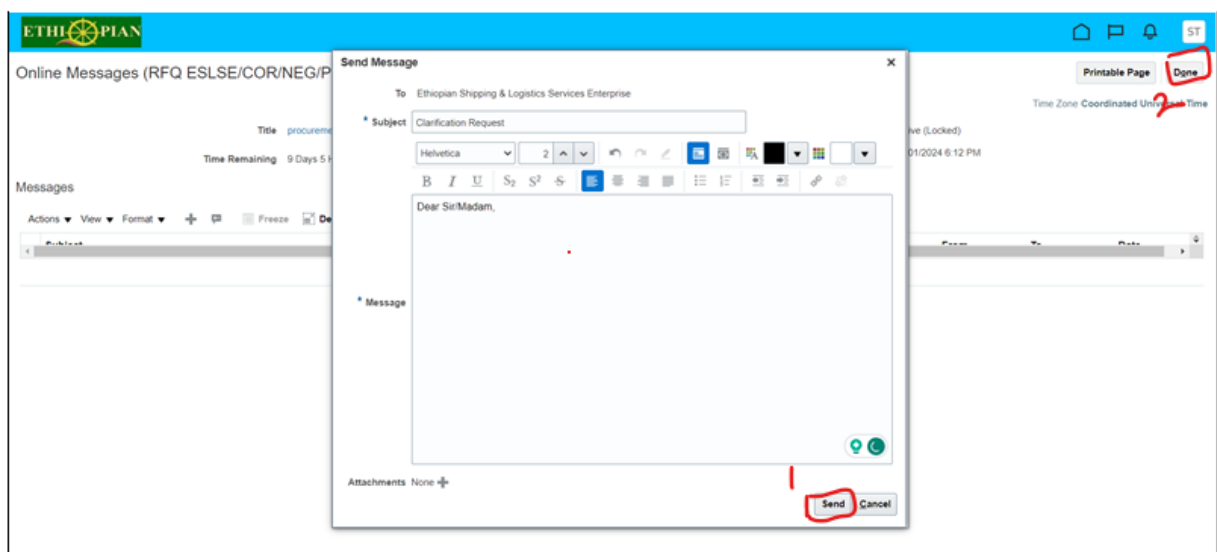
- After looking at the negotiation details and if the supplier wants to request clarification or other. The supplier can click on **Message Button**



8. Click + 'Add' icon



9. Enter the text on the message body and if the supplier wants to attach a document or letter, click on the + icon to attach the file you want, click **send**, and Click on **Done**.



10. To respond to the negotiation click on the Create response.



RFQ: ESLSE/COR/NEG/PRF/2020/00430

Messages **Create Response** Actions Done

Currency: Ethiopian Birr

Title: procurement of tonner

Status: Active (Locked)

Open Date: 3/01/2024 7:27 PM

Close Date: 31/01/2024 6:12 PM

Time Remaining: 9 Days 5 Hours

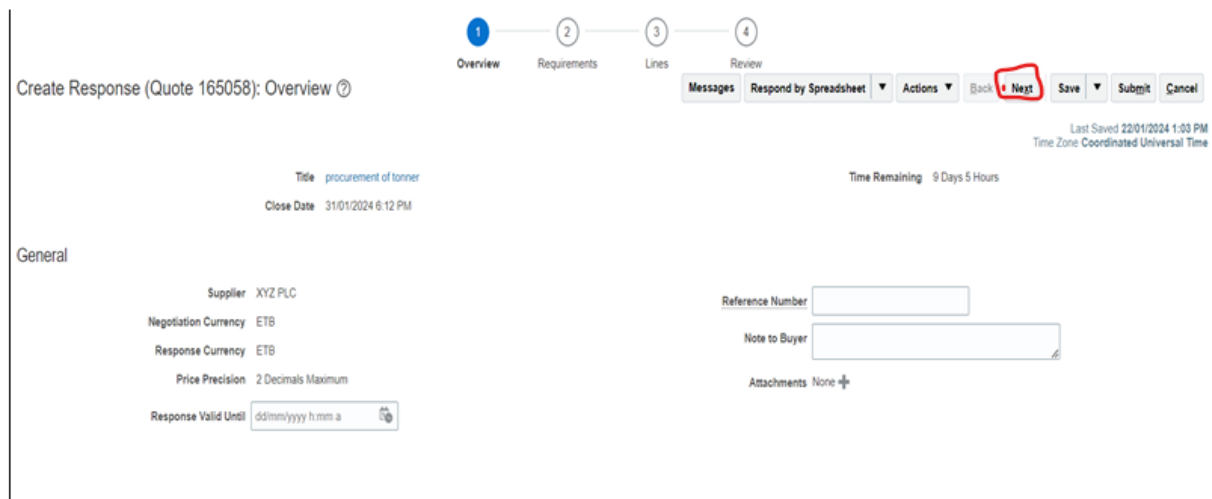
Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

**ETHIOPIAN**  
SHIPPING & LOGISTICS

**Standard Bidding Document (SBD)**

- The **Overview** page will be open. Then, enter the necessary information like *Supplier reference number, Note to supplier response validity, and attachment* if necessary. Click on **Next**.



Create Response (Quote 165058): Overview ?

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved: 22/01/2024 1:03 PM  
Time Zone: Coordinated Universal Time

Title: procurement of tonner

Close Date: 31/01/2024 6:12 PM

Time Remaining: 9 Days 5 Hours

General

Supplier: XYZ PLC

Negotiation Currency: ETB

Response Currency: ETB

Price Precision: 2 Decimals Maximum

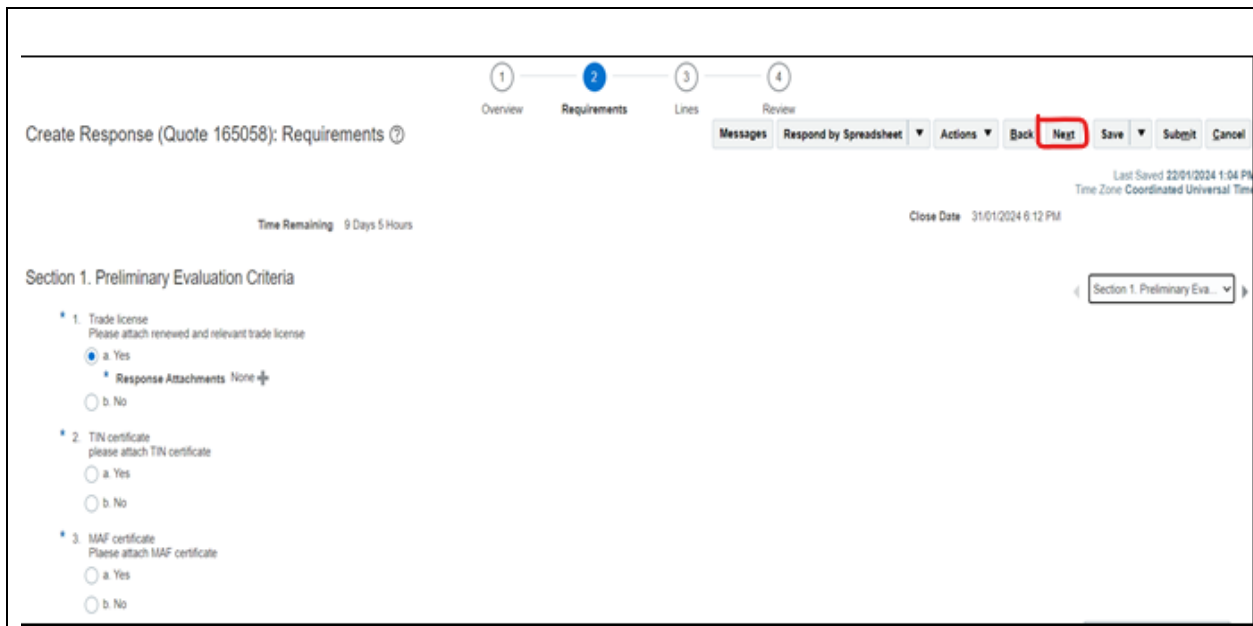
Response Valid Until: dd/mm/yyyy h:mm a

Reference Number:

Note to Buyer:

Attachments: None

- The **Requirement** page will be open. Then, the supplier should respond to the requirement section. If the requirement requires an attachment, the supplier should attach an attachment. Otherwise, the system will not proceed to the next section. After all sections and requirements are completed, click on **Next**.



Create Response (Quote 165058): Requirements ?

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 22/01/2024 1:04 PM  
Time Zone Coordinated Universal Time

Time Remaining 9 Days 5 Hours Close Date 31/01/2024 6:12 PM

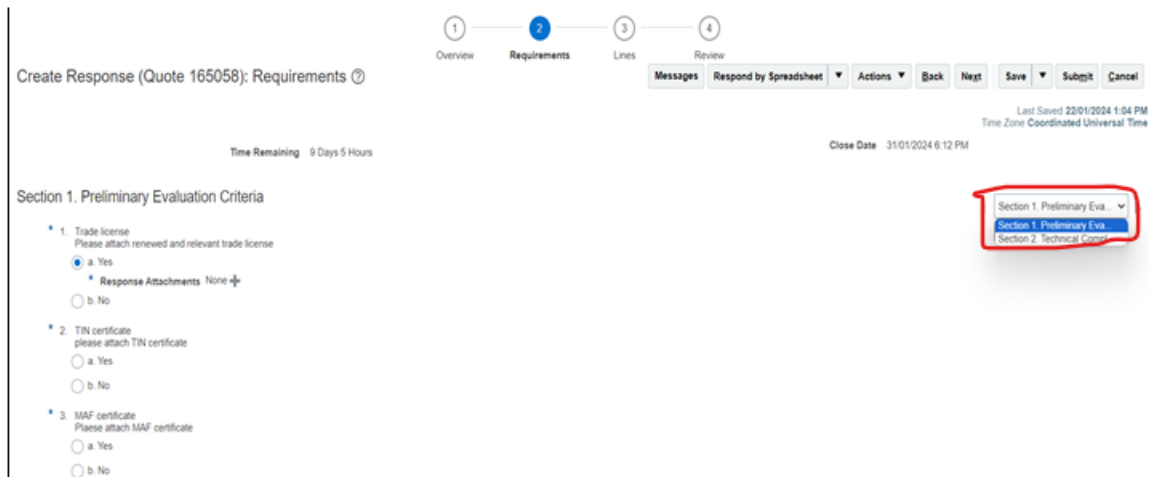
Section 1. Preliminary Evaluation Criteria

1. Trade license  
Please attach renewed and relevant trade license  
☒ a. Yes  
Response Attachments None  
☐ b. No

2. TIN certificate  
Please attach TIN certificate  
☐ a. Yes  
☐ b. No

3. MAF certificate  
Please attach MAF certificate  
☐ a. Yes  
☐ b. No

- If the negotiation has other sections like a technical stage, then the supplier should select the next section and respond to the requirements.



Create Response (Quote 165058): Requirements ?

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 22/01/2024 1:04 PM  
Time Zone Coordinated Universal Time

Time Remaining 9 Days 5 Hours Close Date 31/01/2024 6:12 PM

Section 1. Preliminary Evaluation Criteria

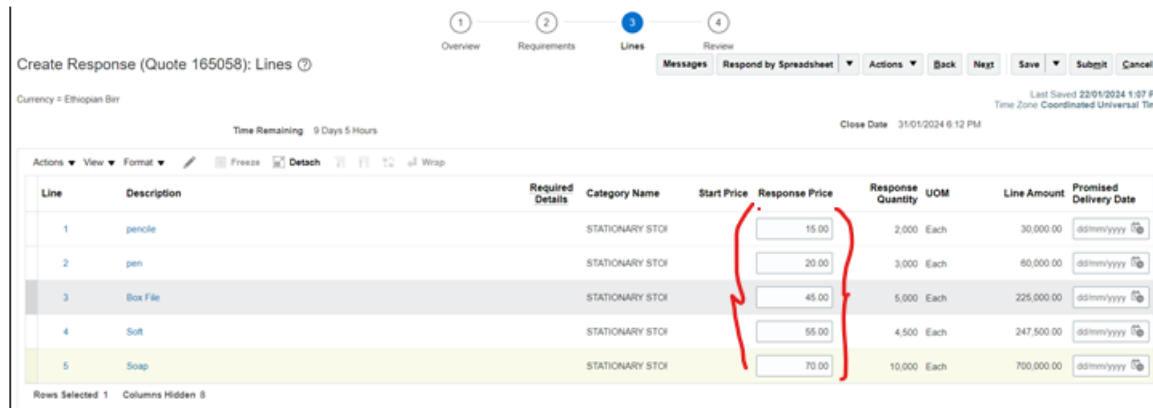
1. Trade license  
Please attach renewed and relevant trade license  
☒ a. Yes  
Response Attachments None  
☐ b. No

2. TIN certificate  
Please attach TIN certificate  
☐ a. Yes  
☐ b. No

3. MAF certificate  
Please attach MAF certificate  
☐ a. Yes  
☐ b. No

Section 1. Preliminary Eva...  
Section 2. Technical Com...

- The **Line** page will be open. Then, the supplier should respond to the lines. The supplier should enter the price for each line in the **response price** field.



1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 165058): Lines ⓘ

Currency = Ethiopian Birr

Last Saved 22/01/2024 1:07 PM  
Time Zone Coordinated Universal Time

Time Remaining 9 Days 5 Hours

Close Date 31/01/2024 6:12 PM

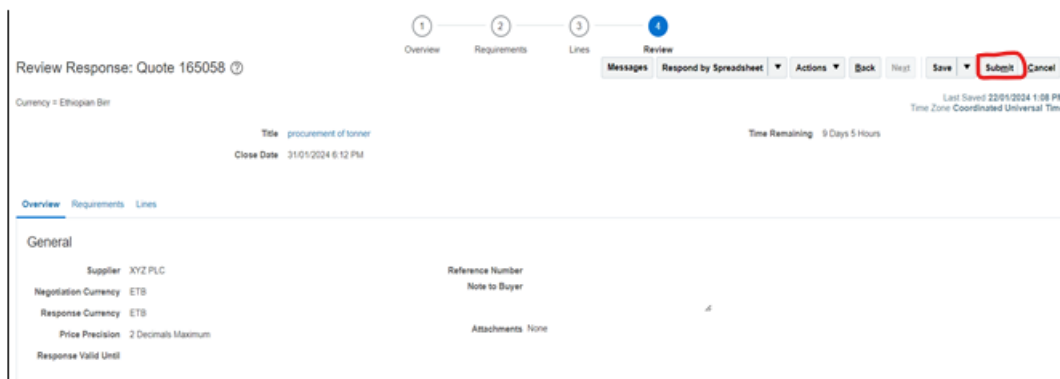
Actions View Format Freeze Detach

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	pencil		STATIONARY STOK		15.00	2,000	Each	30,000.00	dd/mm/yyyy
2	pen		STATIONARY STOK		20.00	3,000	Each	60,000.00	dd/mm/yyyy
3	Box File		STATIONARY STOK		45.00	5,000	Each	225,000.00	dd/mm/yyyy
4	Soft		STATIONARY STOK		55.00	4,500	Each	247,500.00	dd/mm/yyyy
5	Soap		STATIONARY STOK		70.00	10,000	Each	700,000.00	dd/mm/yyyy

Rows Selected 1 Columns Hidden 8

14. The Review page will be open. The supplier can check and review that all the responses are correct in each section.

*Note: If the supplier wants to check if all the responses are completed or mandatory fields are missed or not. Click on Action > validate, then if there is an error back to the missed section complete the section and try to submit again.*



1 Overview 2 Requirements 3 Lines 4 Review

Review Response: Quote 165058 ⓘ

Currency = Ethiopian Birr

Title procurement of tonner

Close Date 31/01/2024 6:12 PM

Time Remaining 9 Days 5 Hours

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 22/01/2024 1:08 PM  
Time Zone Coordinated Universal Time

Overview Requirements Lines

General

Supplier XYZ PLC

Negotiation Currency ETB

Response Currency ETB

Price Precision 2 Decimals Maximum

Response Valid Until

Reference Number

Note to Buyer

Attachments None

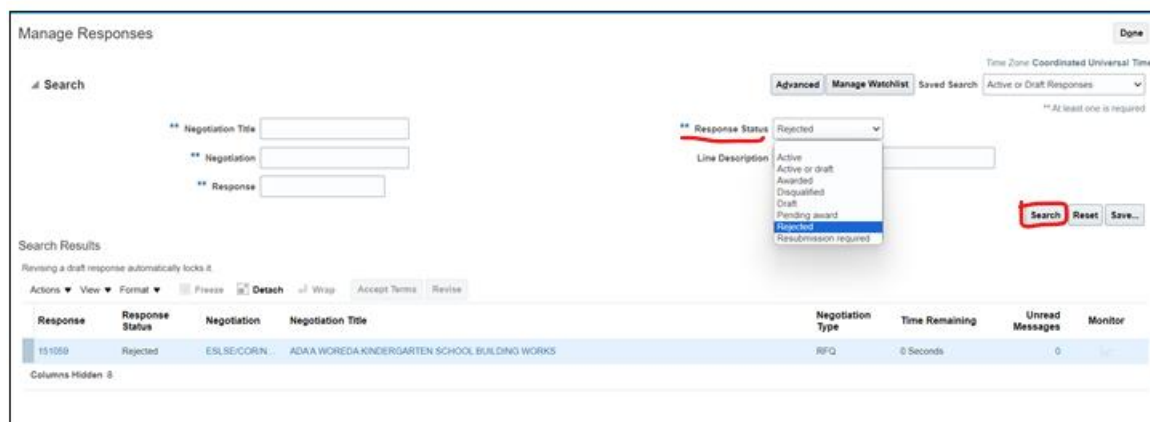
15. Finally, click on the **submit** button if the response is completed. The supplier will get the supplier response number and click OK.

## Supplier Negotiation Response from Supplier Portal

1. After logging in to the supplier portal > Supplier portal > click on supplier portal and Under negotiation Click on 'Manage Negotiation'



2. The Manage Response page will open. Then, from the response status drop-down menu, select the response status you want like active, draft, or rejected.. or you can search by the negotiation title, negotiation number, or response number and Click Search.



- If the response status is active or draft or pending award and click on **search**, then the supplier will be able to see the response. The supplier can view the status of the negotiation.

Manage Responses Done

Time Zone: Coordinated Universal Time

**Search** Advanced Manage Watchlist Saved Search Active or Draft Responses

**\*\* Negotiation Title**

**\*\* Negotiation**

**\*\* Response**

**\*\* Response Status** Active or draft

**Line Description**

\*\* At least one is required

**Search Reset Save...**

**Search Results**

Revising a draft response automatically locks it.

Actions

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
165058	Draft	ESLSE/COR/N...	procurement of tonner	RFQ	9 Days 4 Hours	0	

Columns Hidden: 8

Manage Responses Done

Time Zone: Coordinated Universal Time

**Search** Advanced Manage Watchlist Saved Search Active or Draft Responses

**\*\* Negotiation Title**

**\*\* Negotiation**

**\*\* Response**

**\*\* Response Status** Pending award

**Line Description**

\*\* At least one is required

**Search Reset Save...**

**Search Results**

Revising a draft response automatically locks it.

Actions

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
151051	Pending award	ESLSE/COR/N...	Office Stationary Material	RFQ	0 Seconds	0	
151053	Pending award	ESLSE/COR/N...	Office Stationary Material	RFQ	0 Seconds	0	
151057	Pending award	ESLSE/COR/N...	Office Stationary Material	RFQ	0 Seconds	0	