ESL Supplier Portal usage manual

on Supplier Registration and Procurement negotiation/tender responses

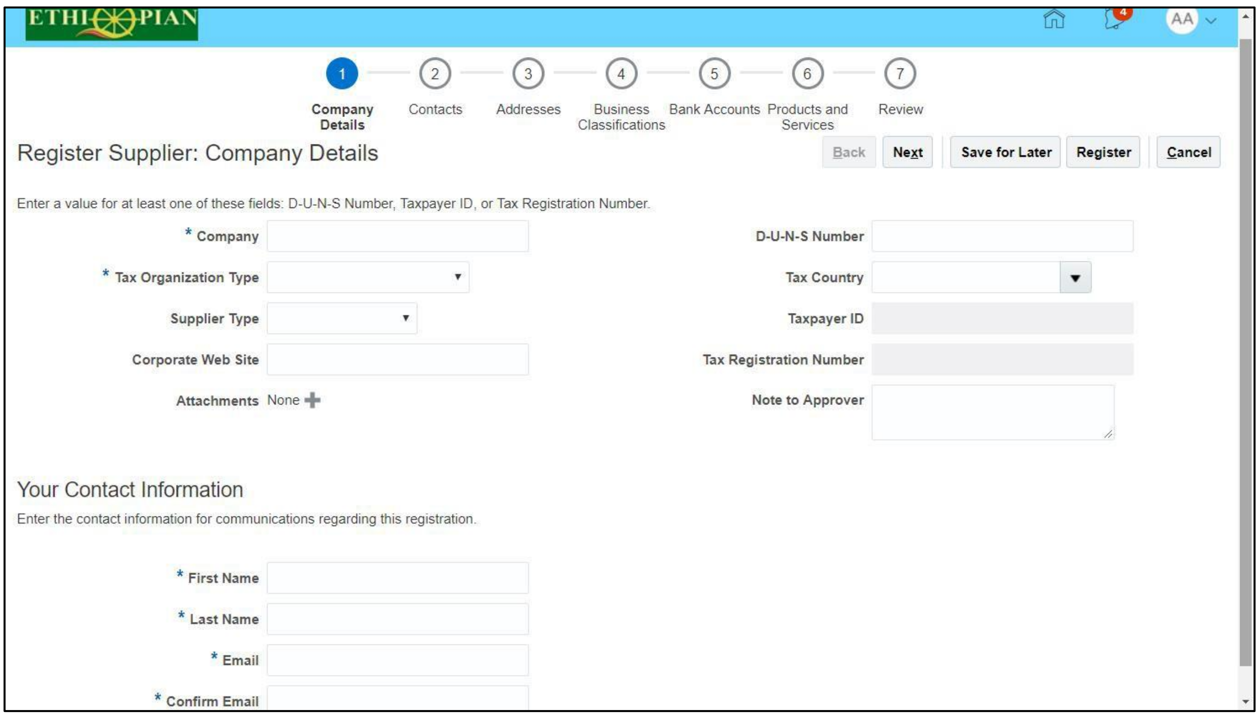
Date: January, 2024

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?prcBuId=300000003585149

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



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

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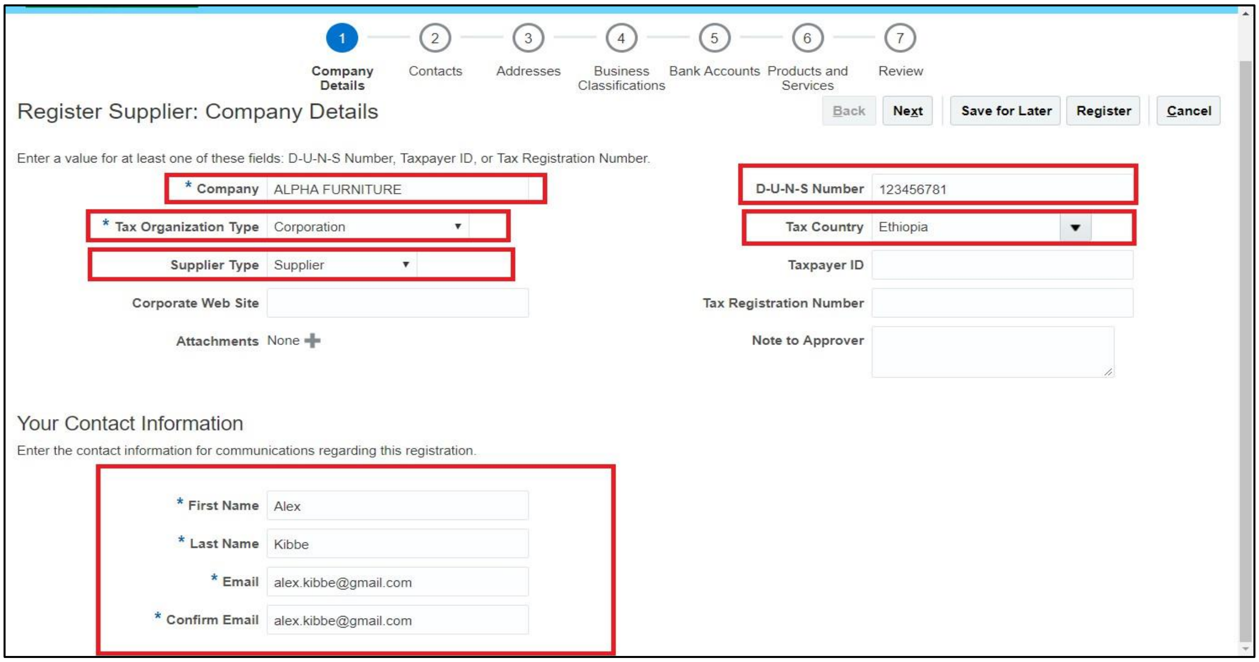
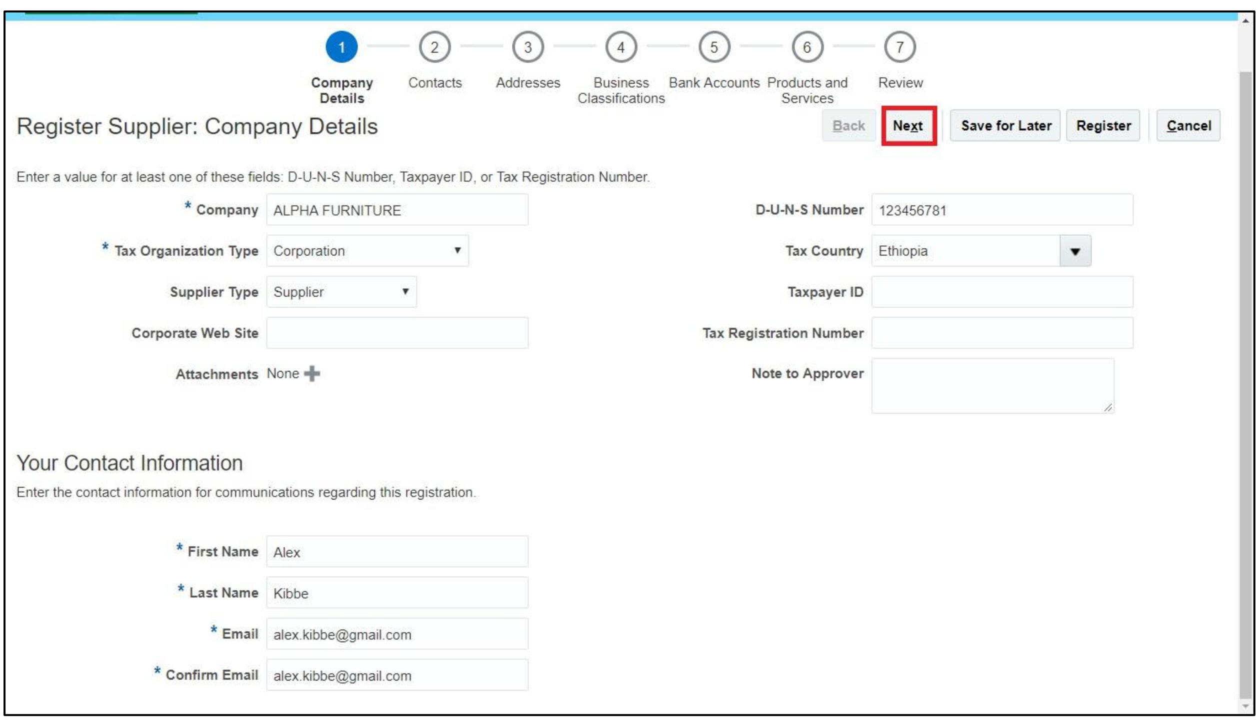
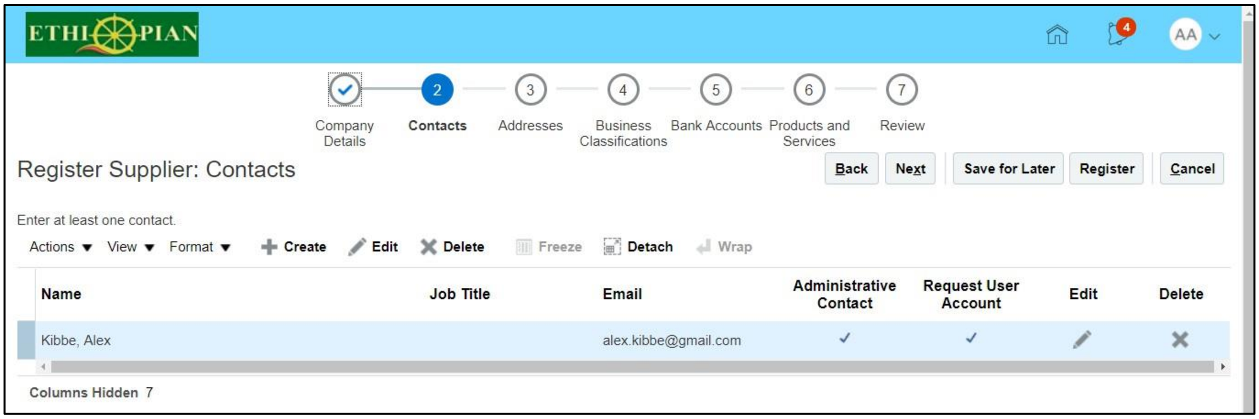


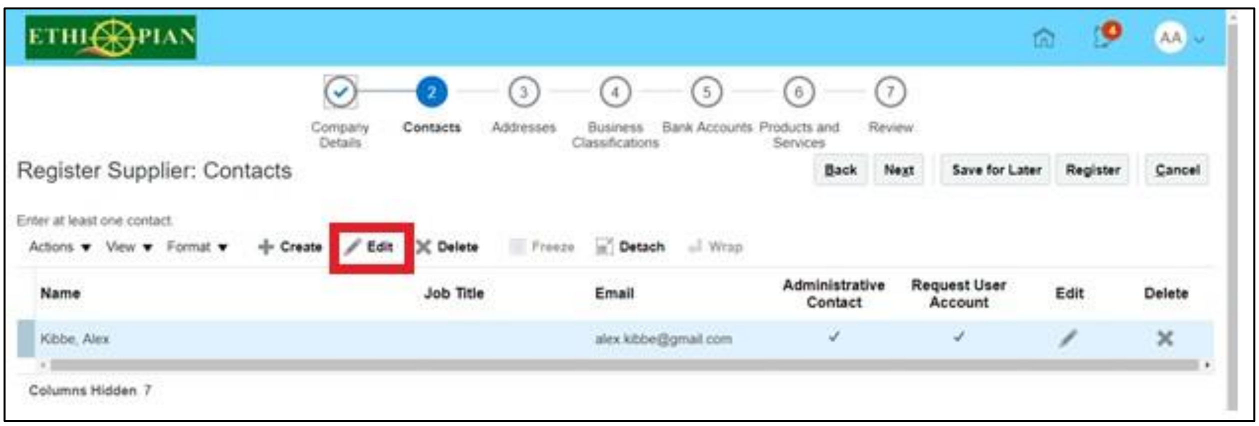
- Click on 'Next' once all necessary information is entered



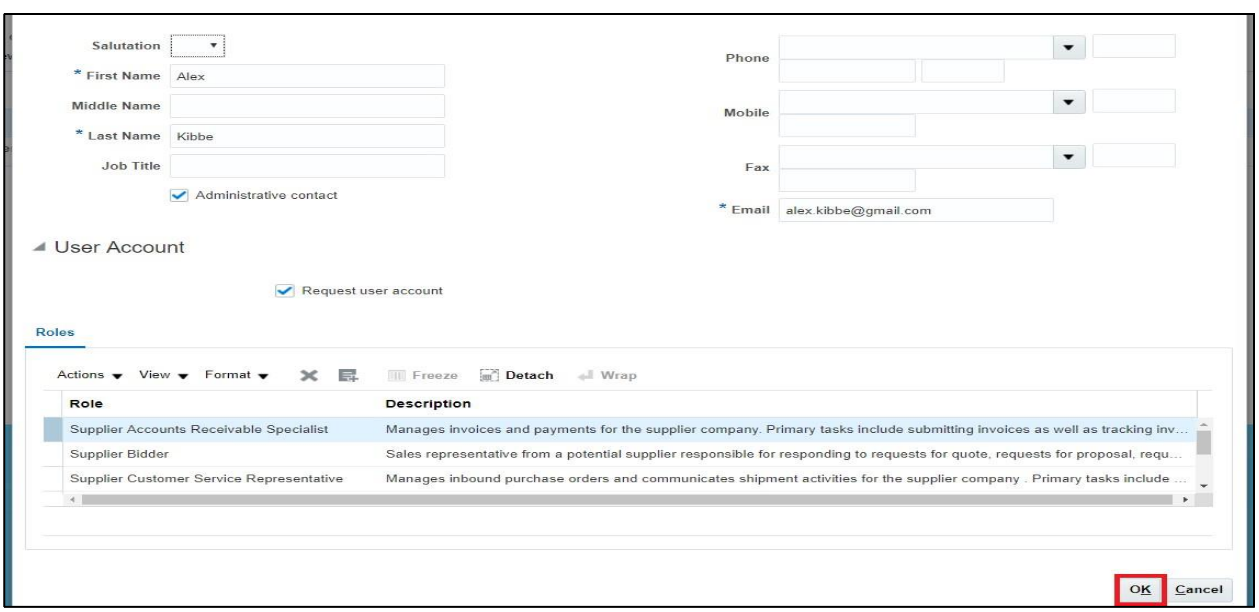
4. Contacts page will open.



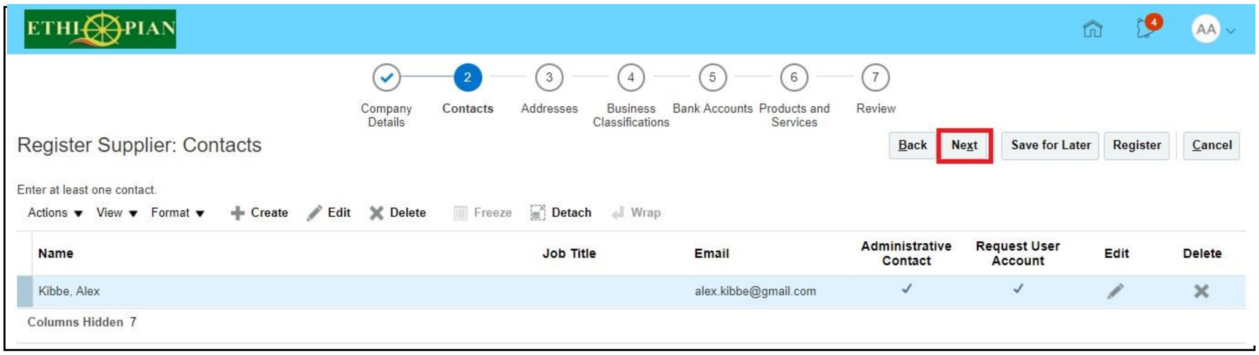
- Click on 'Edit' to edit contacts.



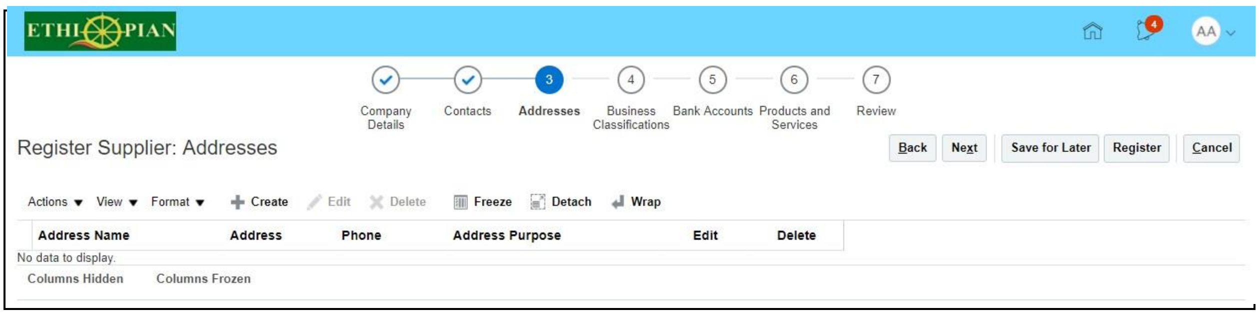
- Check the contact details and enter if any details are missing. Once all details are entered then click on 'Ok'.



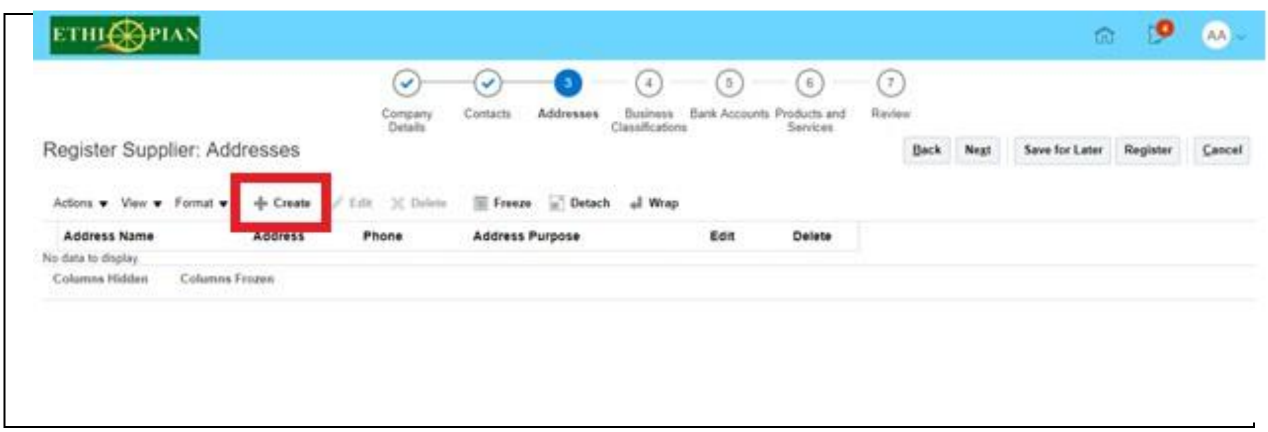
- Click on 'Next'.



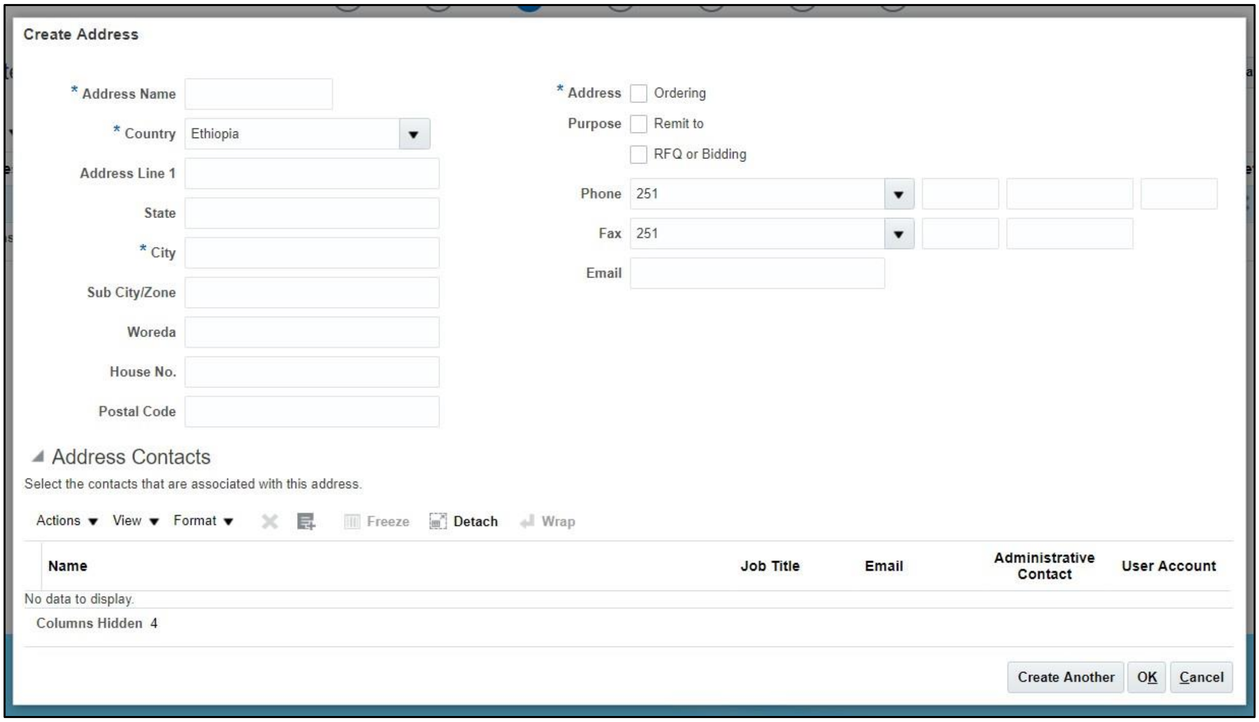
5. Addresses page will get open.



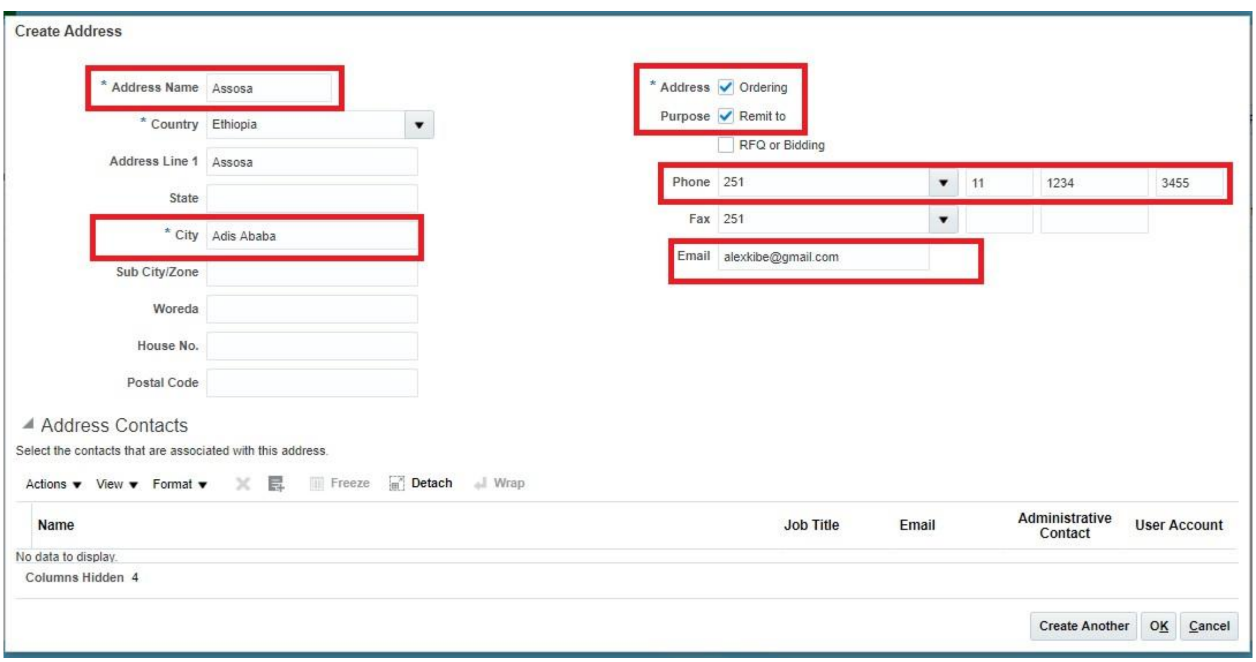
- Click on the '+ Create' icon to add address details.



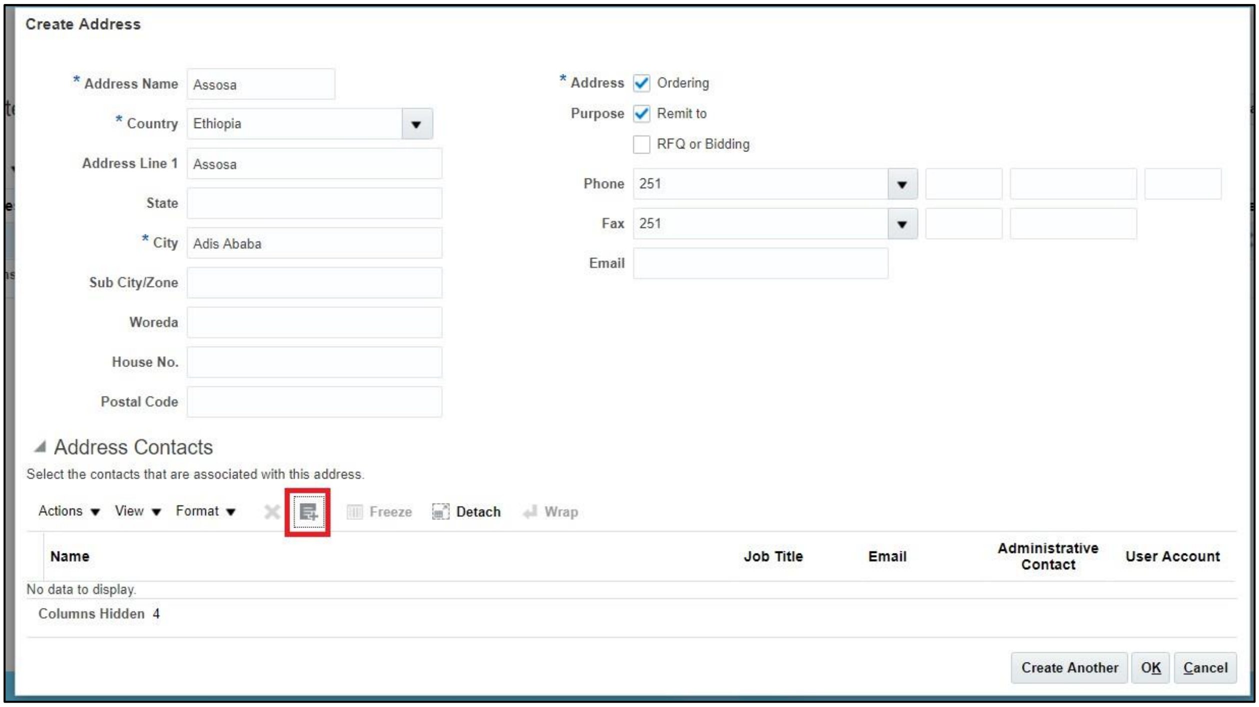
- A new window will get open. Enter address details.



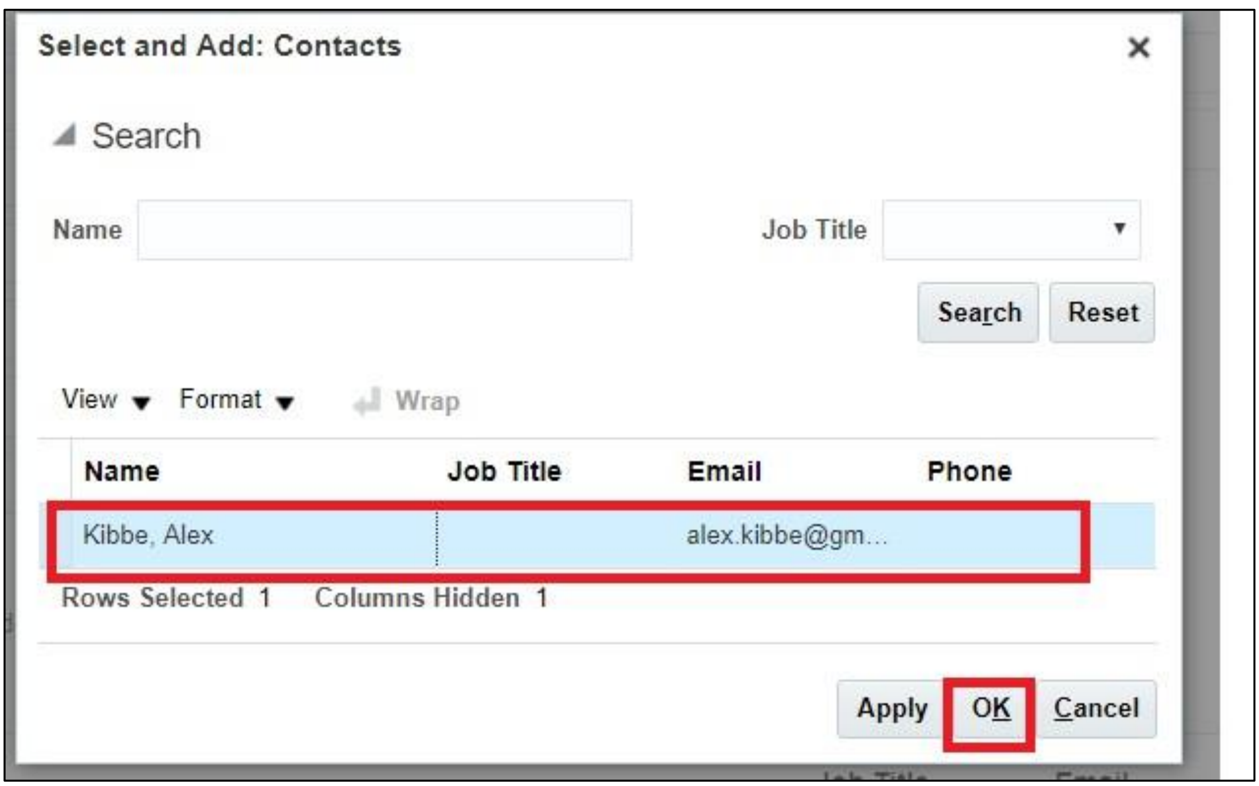
- Enter Address Name, Country, and City and select address purpose. Users can also add phone numbers as company numbers or mobile numbers and email addresses of users.



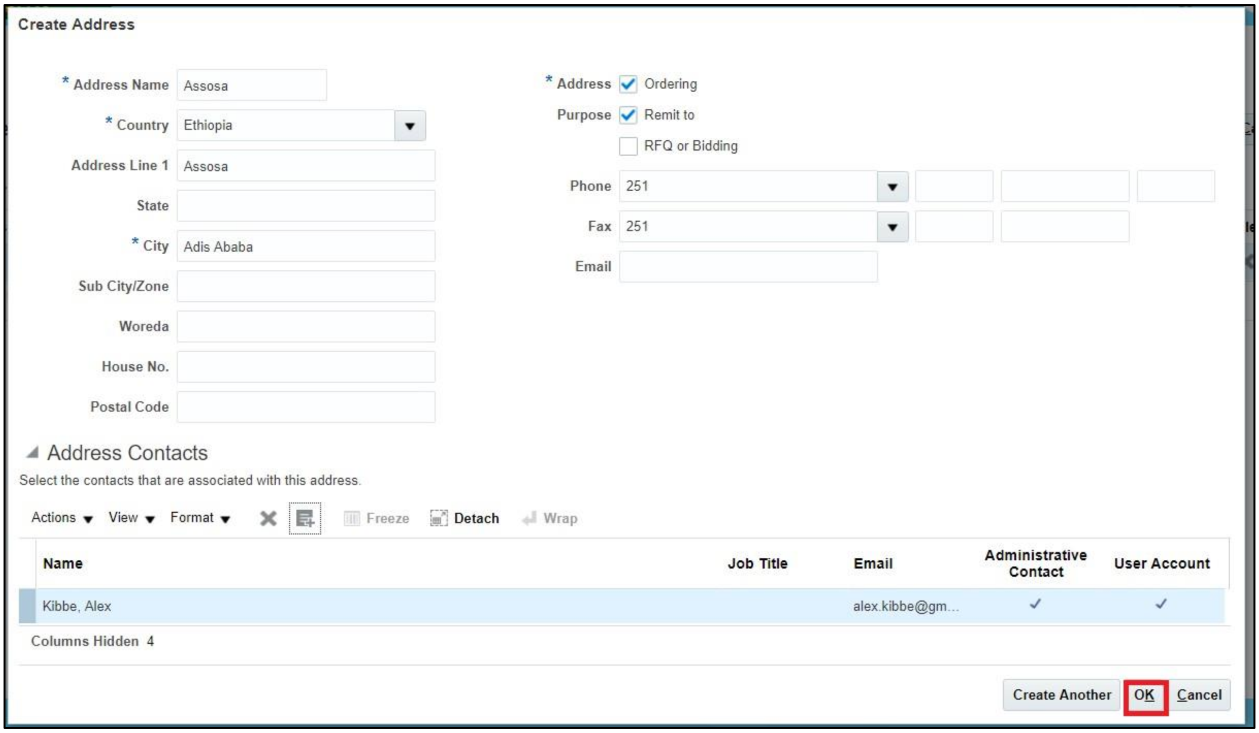
- Click on '+' icon to add contact for address.



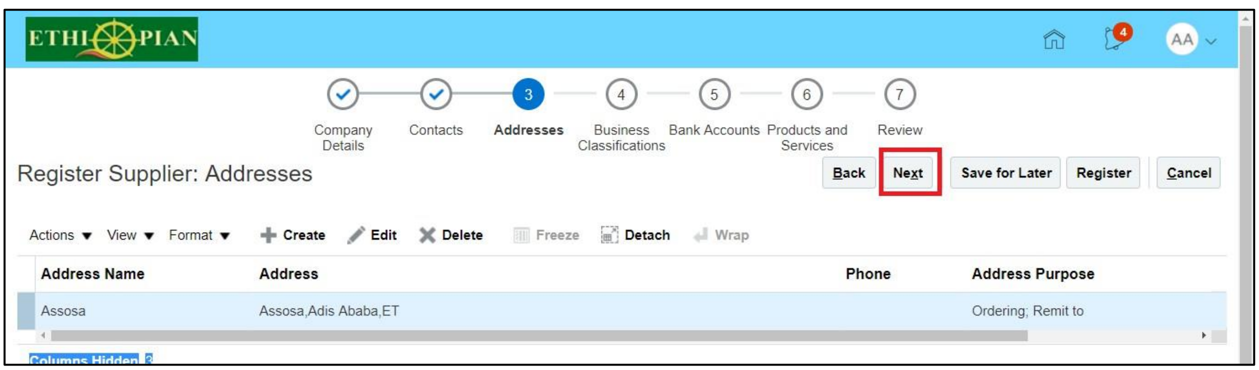
- Select the contact line and click on OK.



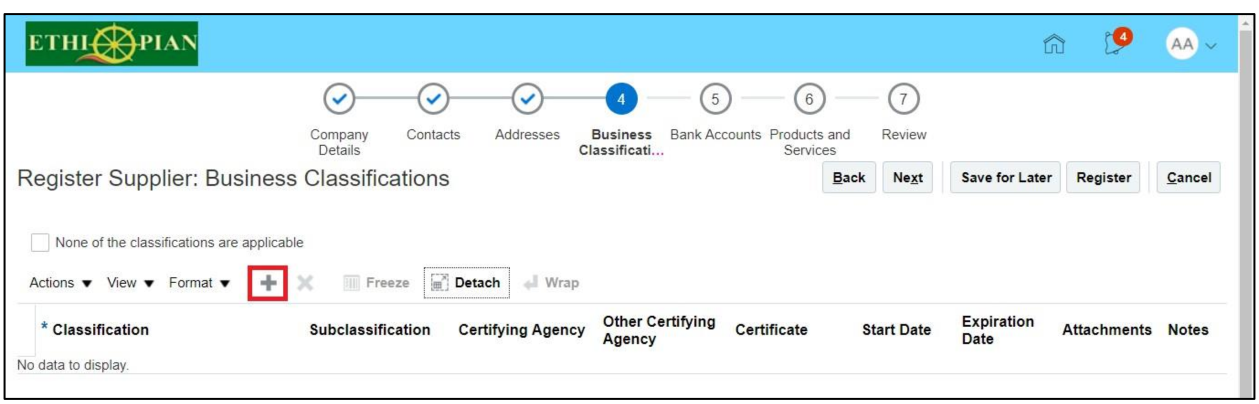
- Contact is added for address. Now, click on 'OK.'



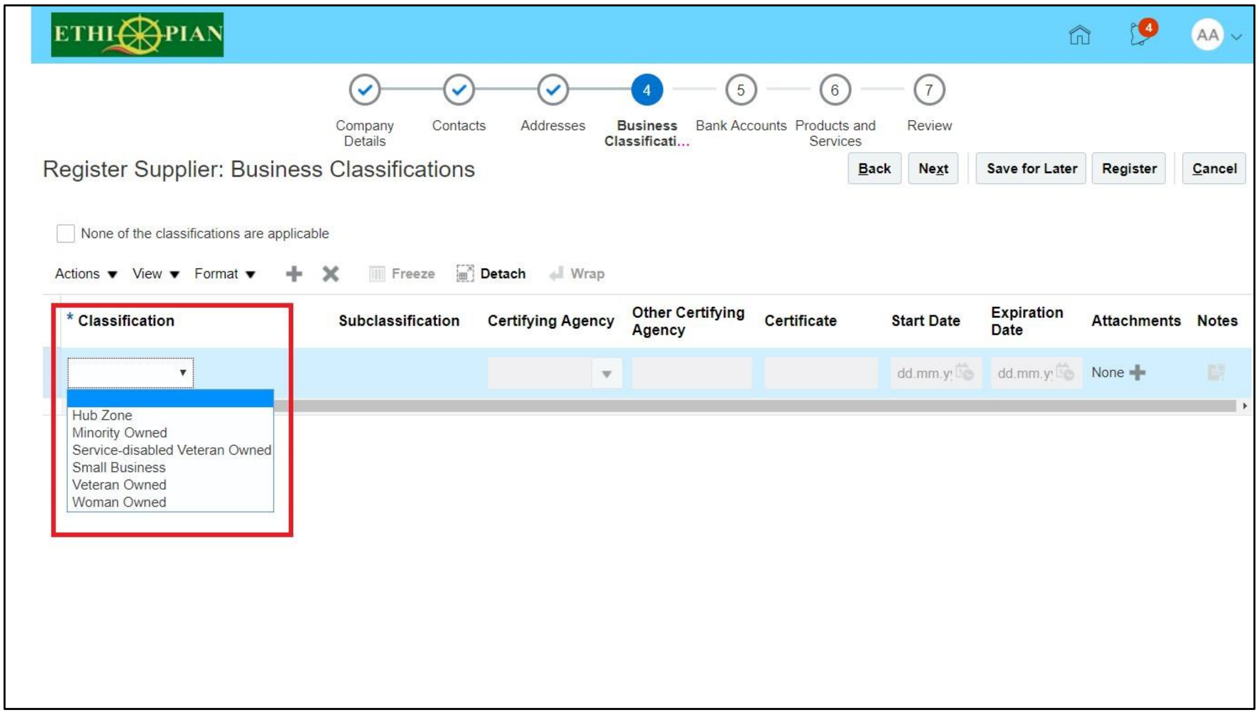
- Address details are added. Click on 'Next'.



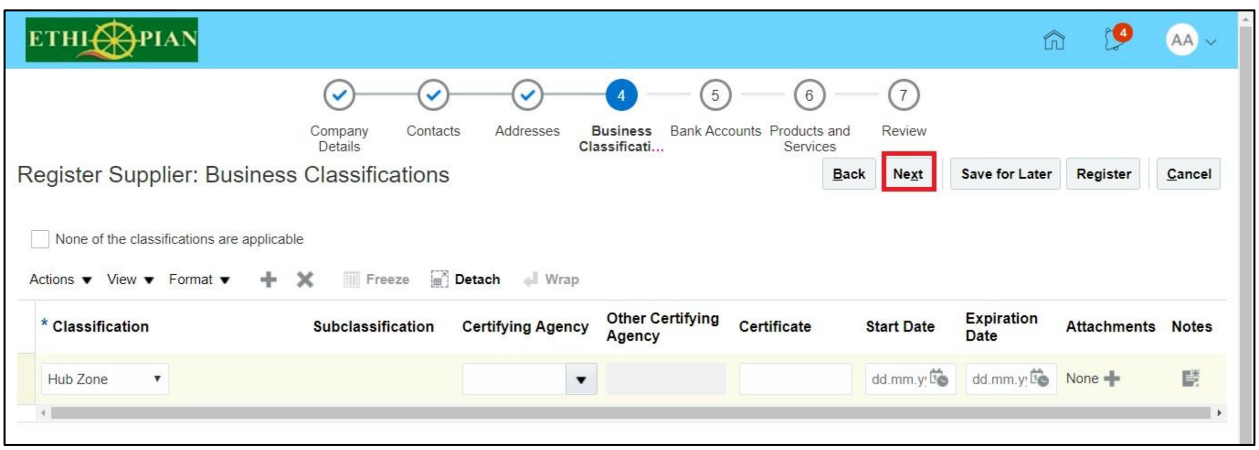
6. The Business Classification page will open. Click on '+' icon to enter business classification detail.



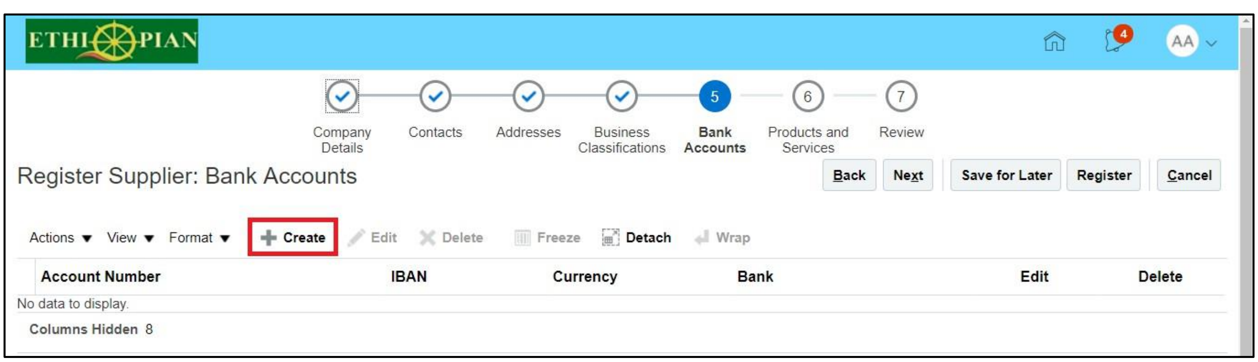
- Select classification value from LOV.



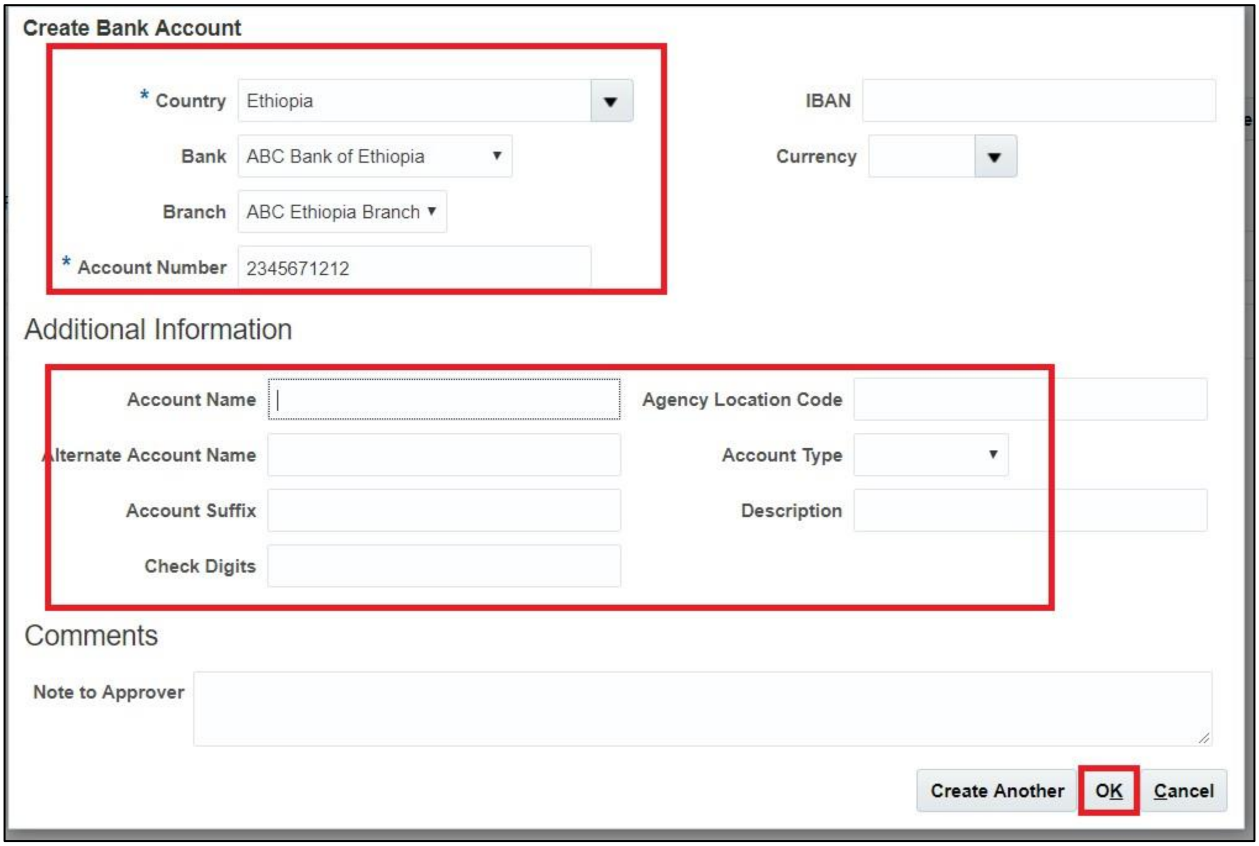
- Once all details are entered then click on 'Next'.



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

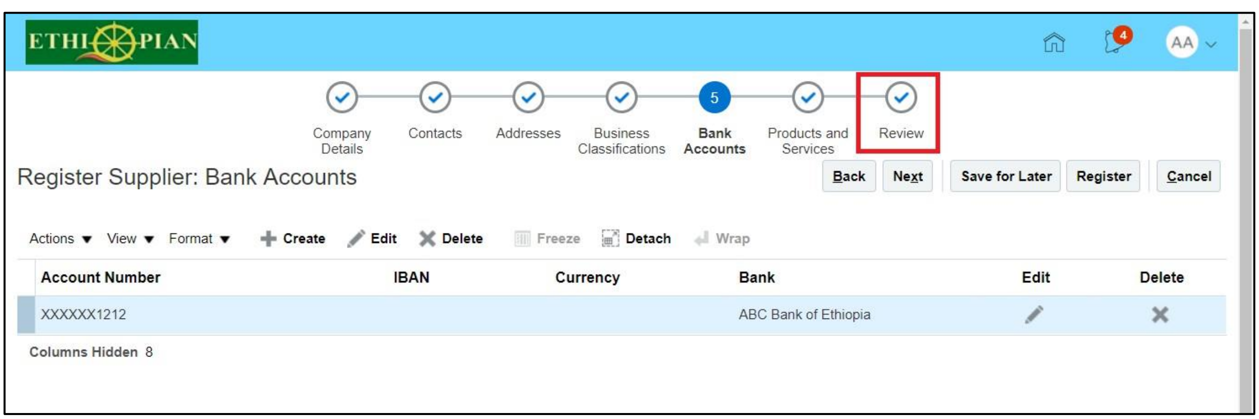


- Enter bank account details: Country: Select the country name from the list of values
  Bank: Select Bank from List of Value. Account Number: Enter the Account Number.
  Enter a value in the Additional Information section if requi

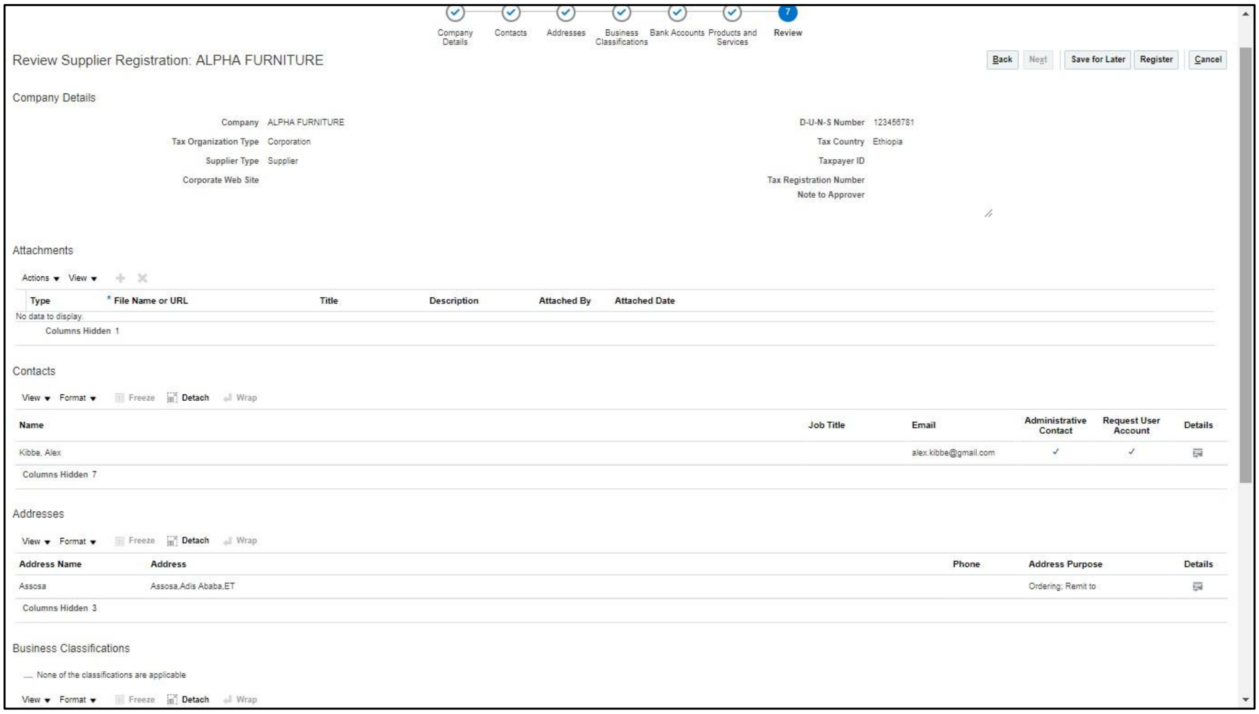


Click on 'OK' once all details are entered.

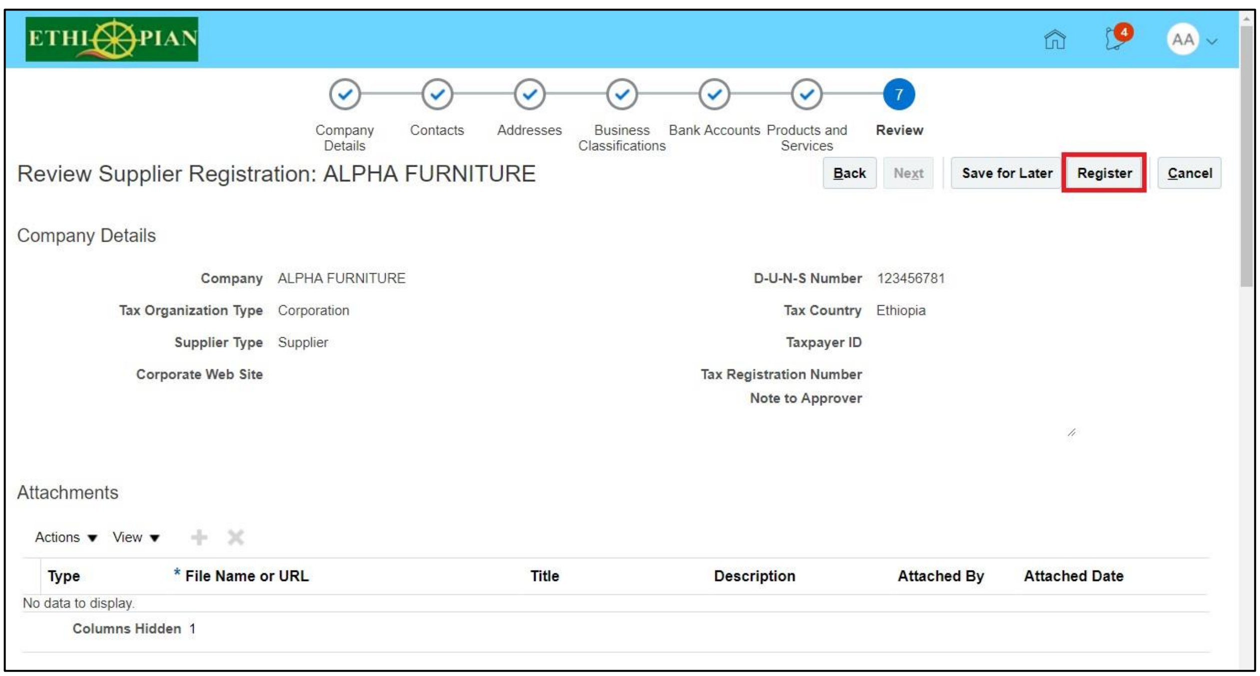
Click on 'Review'



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



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

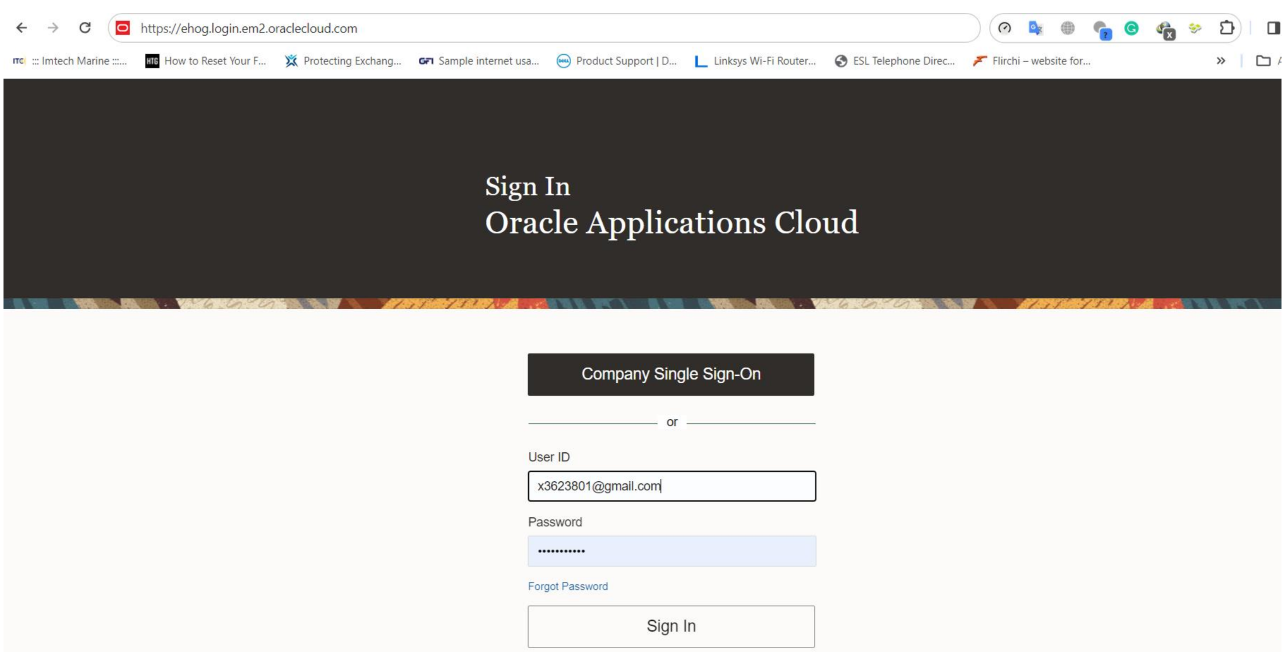


A confirmation message will be displayed.

B. Supplier Qualification questionaries Response from Supplier Portal

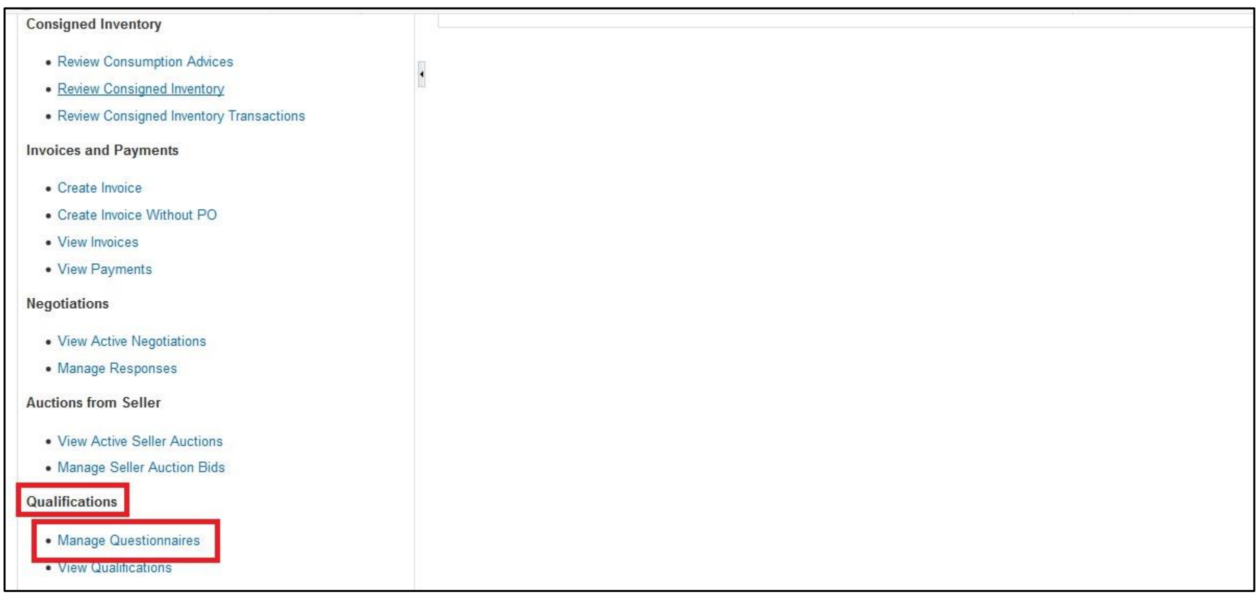
1. Supplier users will log in with the following link.

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

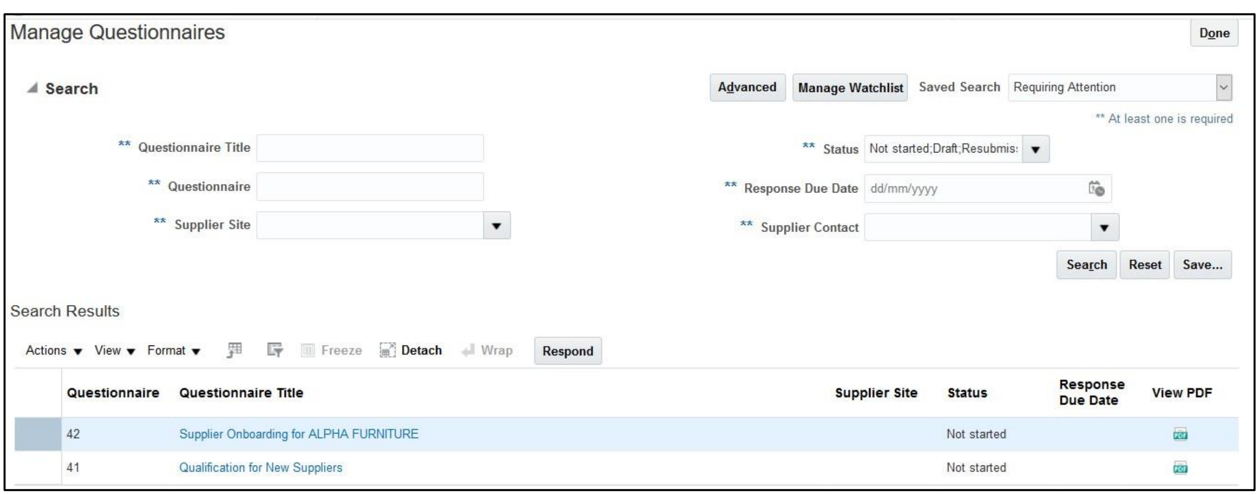


2. Click on 'Supplier Portal > Supplier Portal'

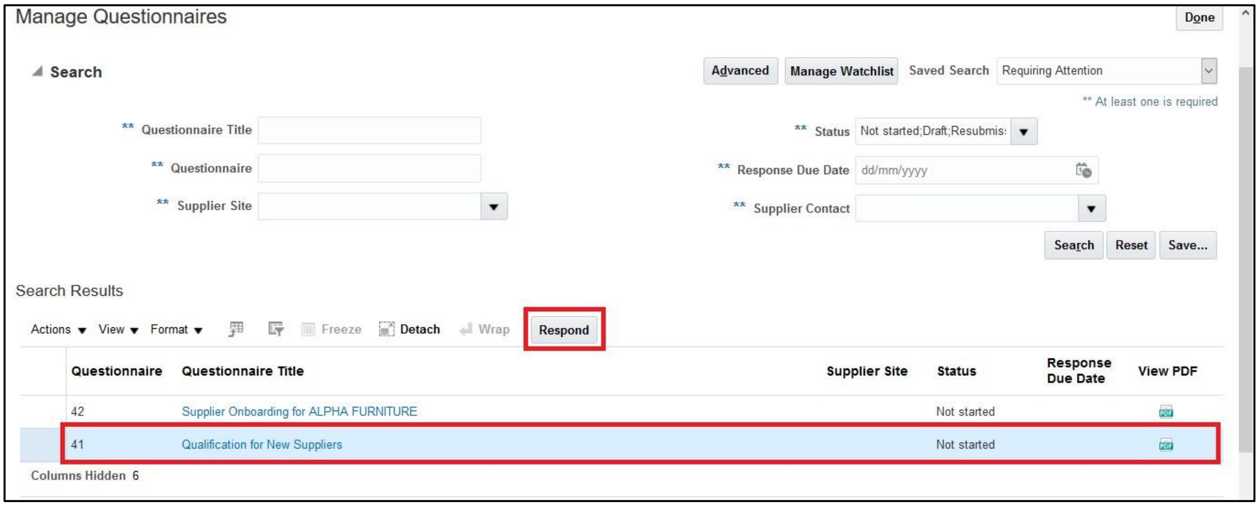
3. Click on 'Qualifications > Manage Questionnaires'.



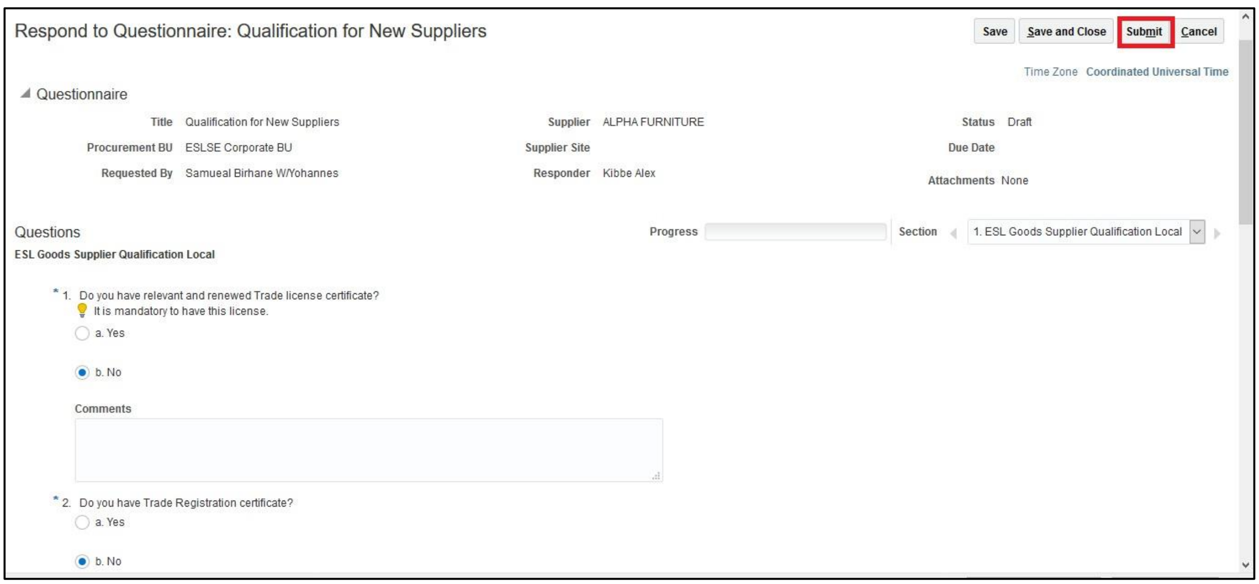
4. The supplier will be able to see all active initiatives



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



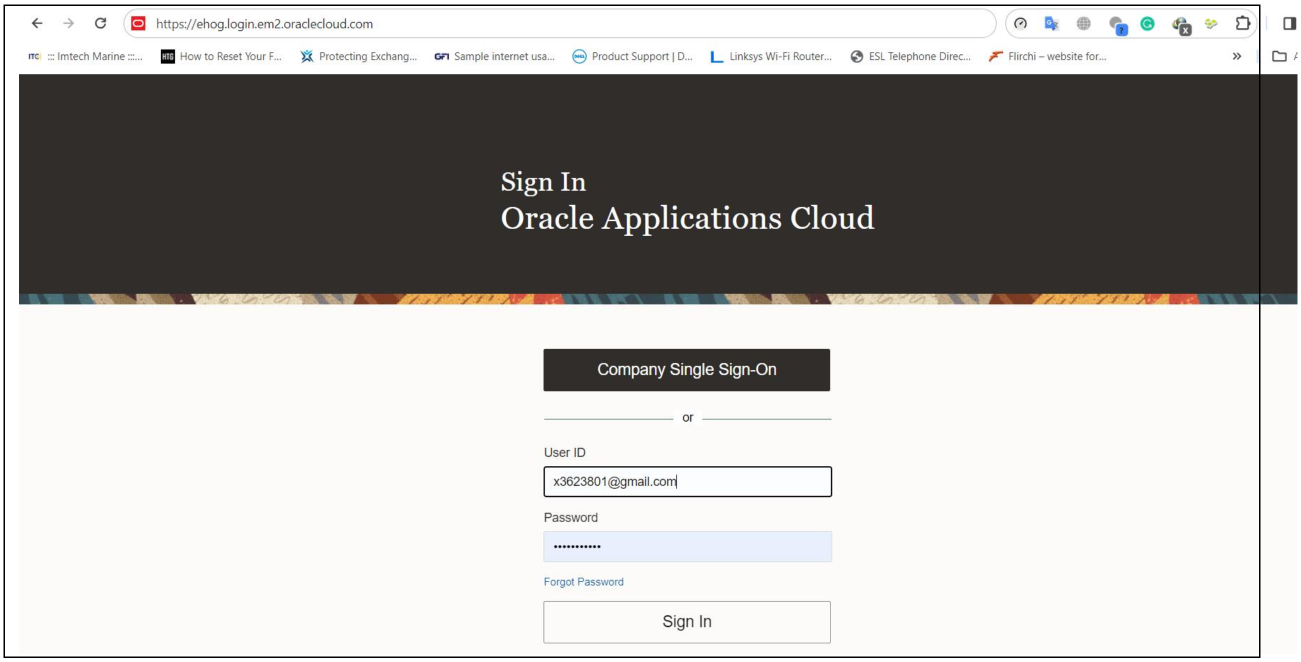
6. Enter the response for each question and click on the 'Submit



Supplier Negotiation Response from Supplier Portal

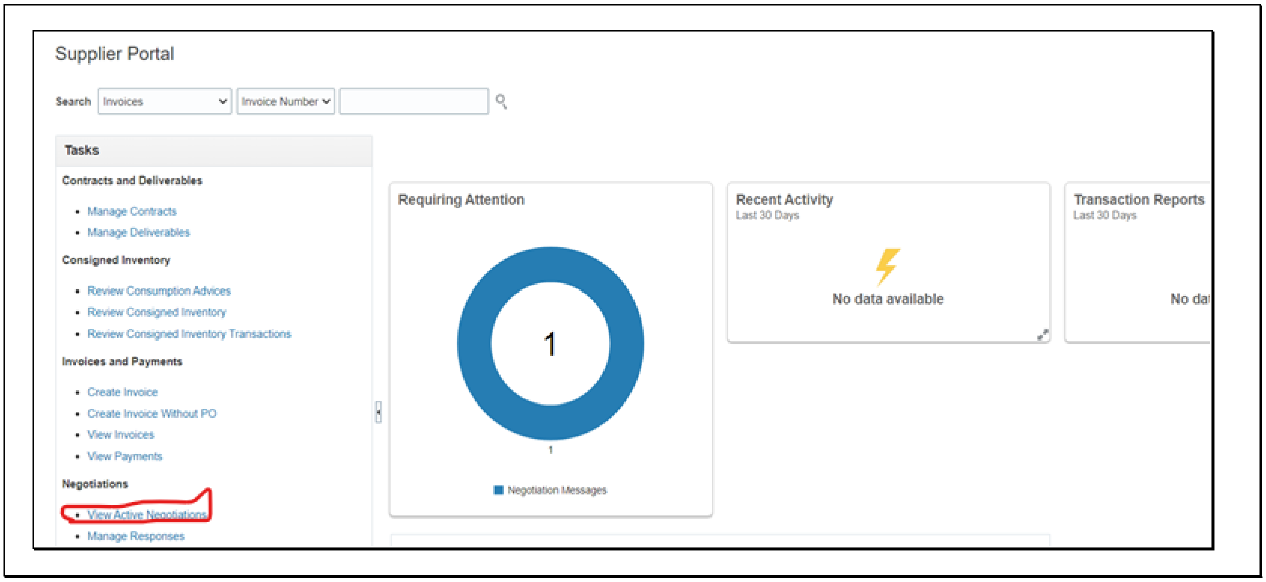
1. Supplier users will log in with the following link.

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

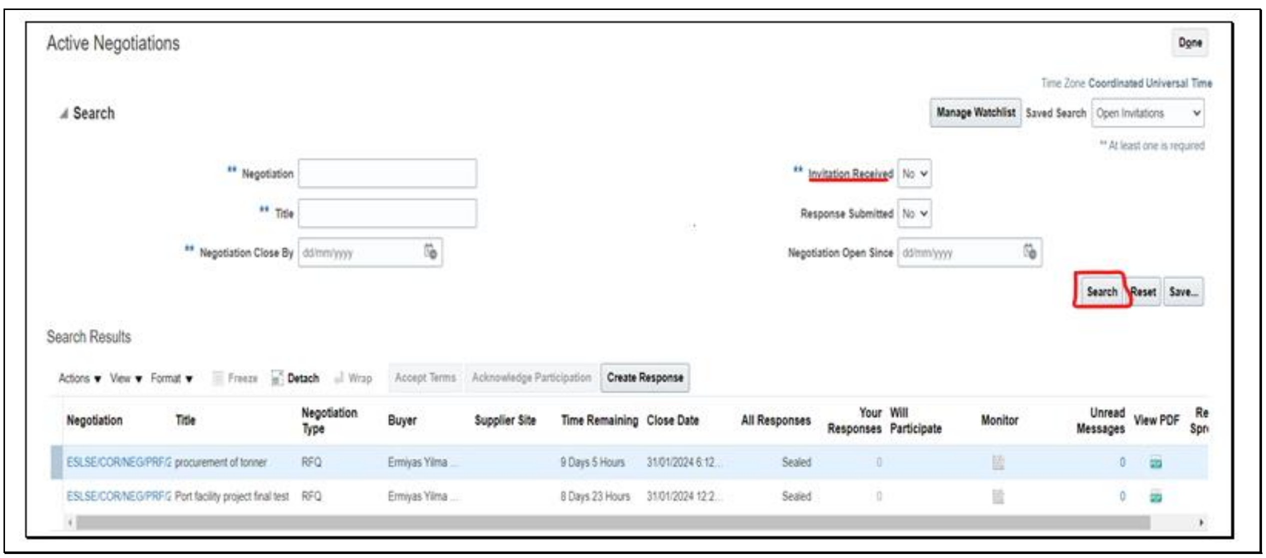


2. Click on 'Supplier Portal > Supplier Portal

3. 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.



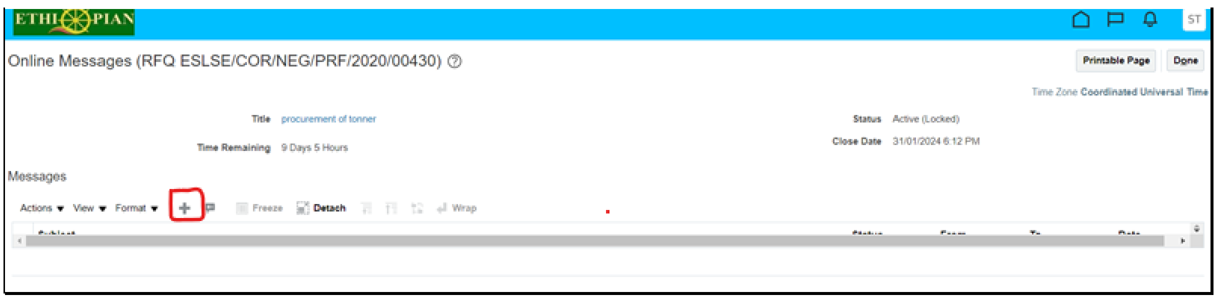
- Then, click on the negotiation Number you want to participate in or if you know the negotiation Number or title that is posted on the ESL website or newspaper, please enter the negotiation number or title, then Click on **Search**.

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

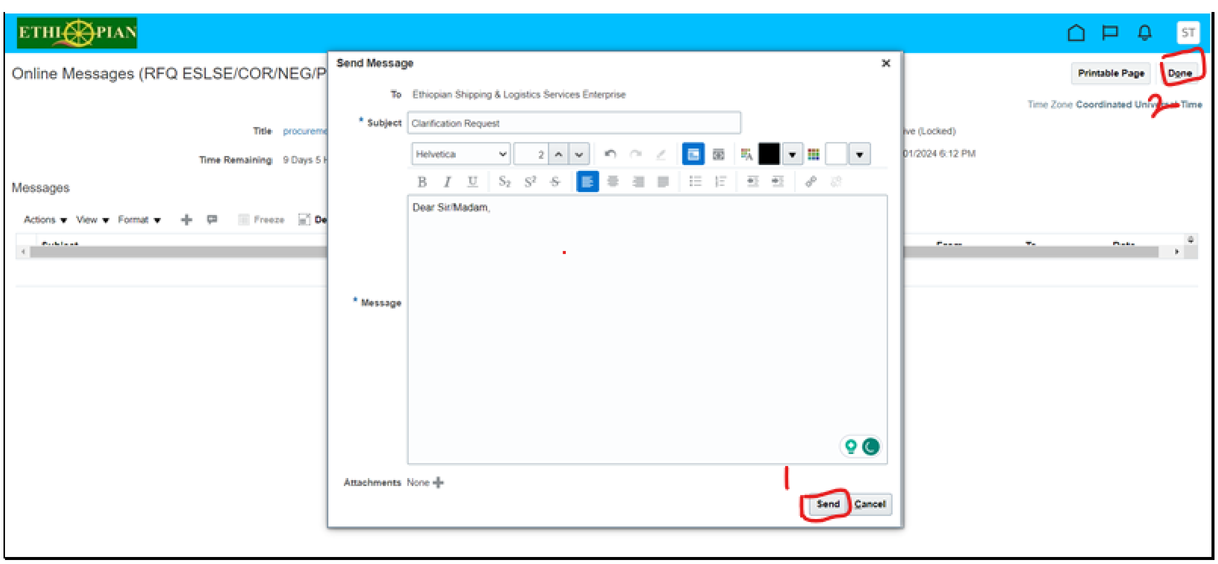
6. Then, the supplier can able to view the negotiation with a PDF, clicking on **action > View > View PDF**, or under the **table of contents** the supplier can see each section of the negotiation. (Cover page, Overview, Requirements, Lines, and Contract terms)

7. 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

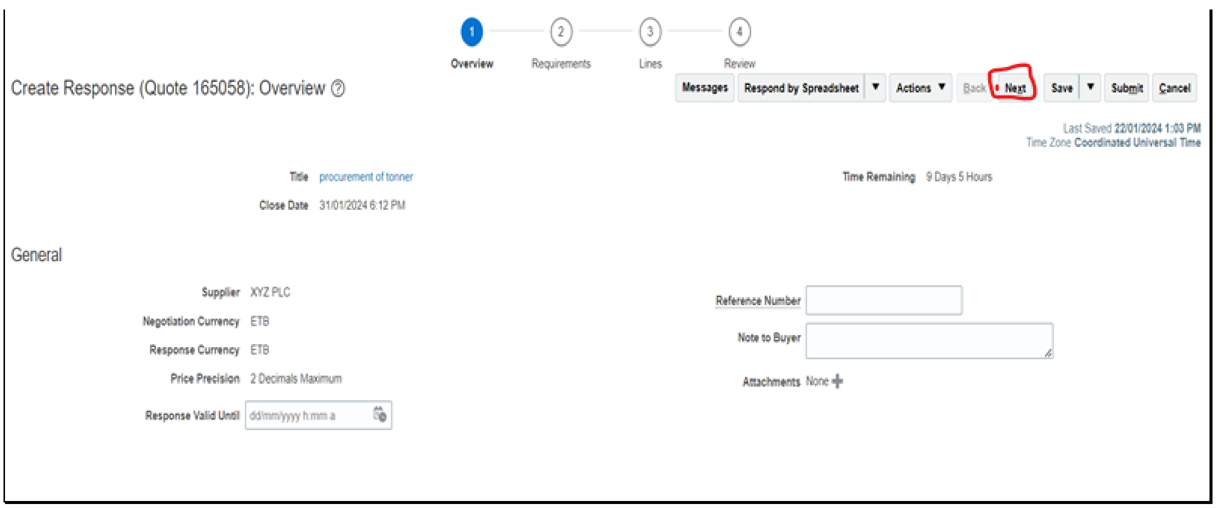


9. Enter the text on the message body and if the supplier wants to attach a document or letter, click on the **+** icon to attach the file you want, click **send,** and Click on **Done**.

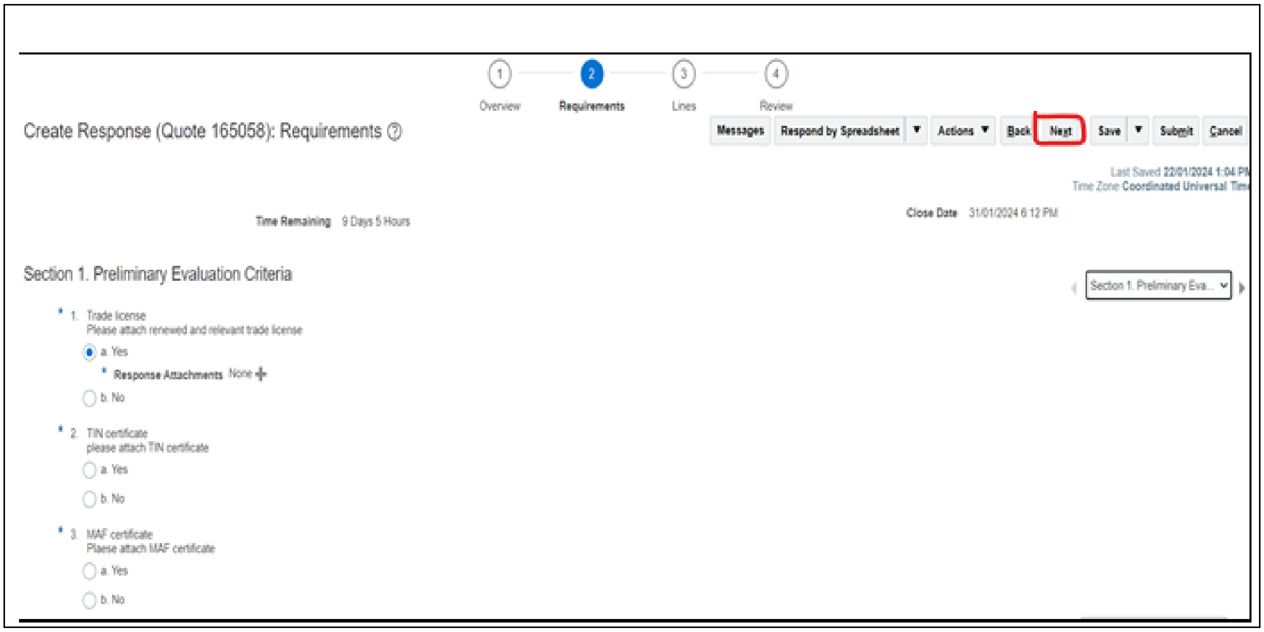


10. To respond to the negotiation click on the **Create response**.

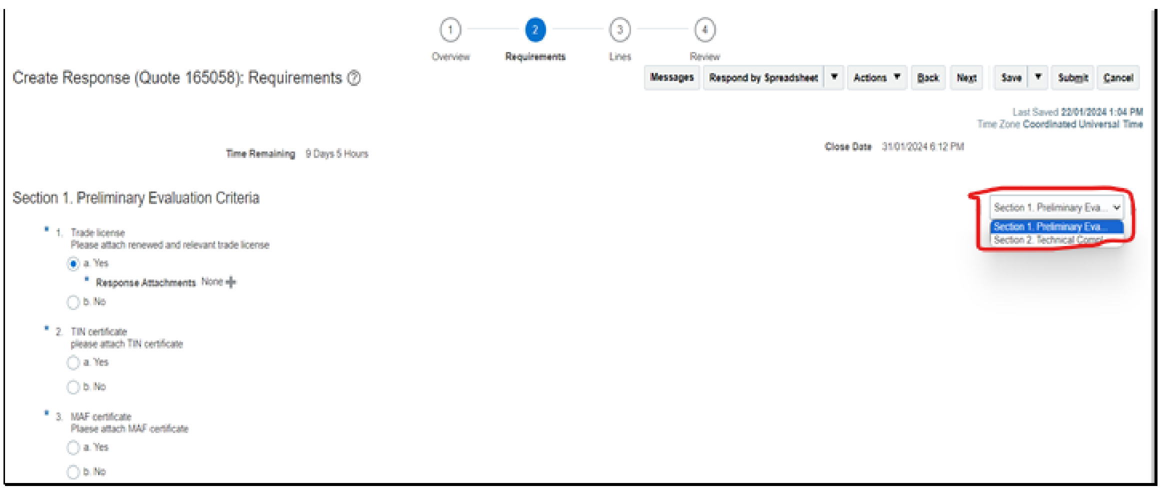
11. **The Overview** page will be open. Then, enter the necessary information like *Supplier reference number, Note to supplier response validity, and attachment* if necessary. Click on **Next**.



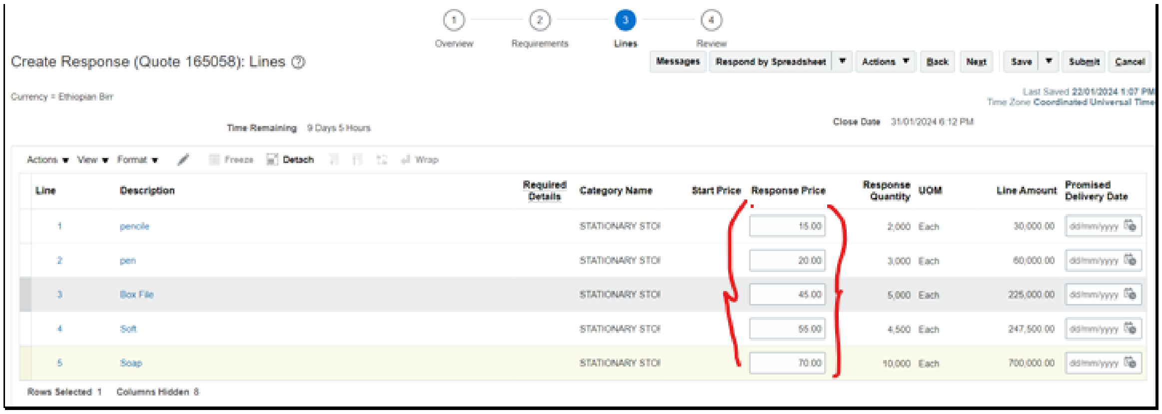
12. **The Requirement** page will be open. Then, the supplier should respond to the requirement section. If the requirement requires an attachment, the supplier should attach an attachment. Otherwise, the system will not proceed to the next section. After all sections and requirements are completed,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



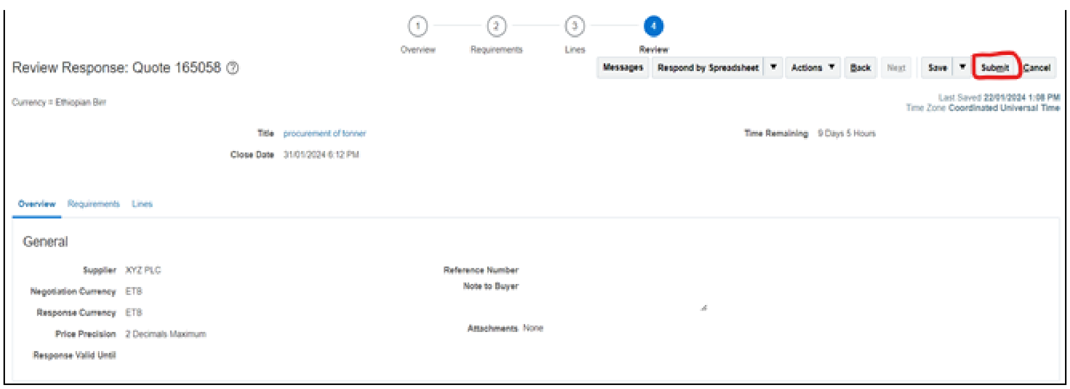
- If the negotiation has other sections like a technical stage, then the supplier should select the next section and respond to the requirements.



13. 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.



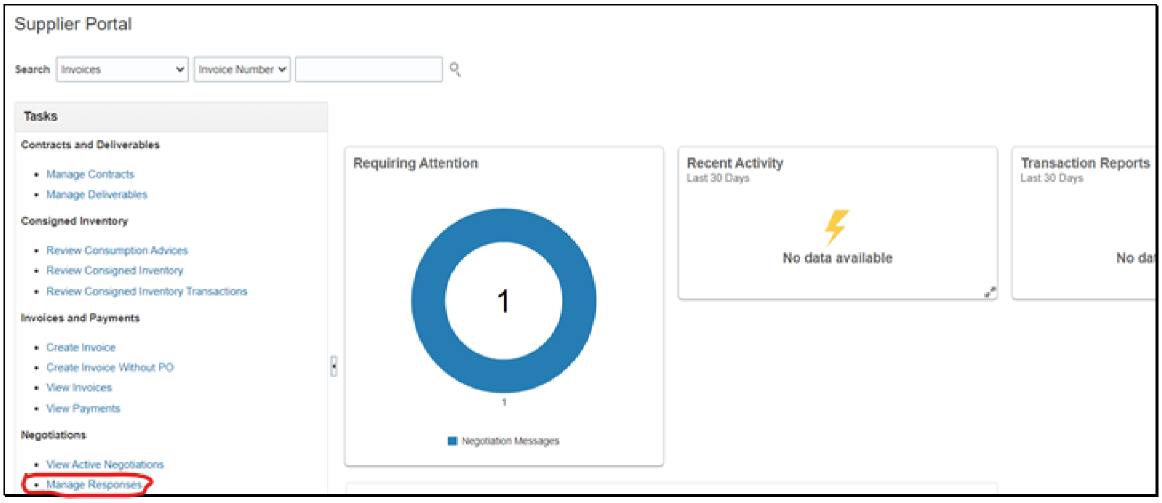
14. The **Review** page will be open. The supplier can check and review that all the responses are correct in each section.
Note: If the supplier wants to check if all the responses are completed or mandatory fields are missed or not. Click on **Action** > ***validate****, then if there is an error back to the missed section complete the section and try to submit again.*



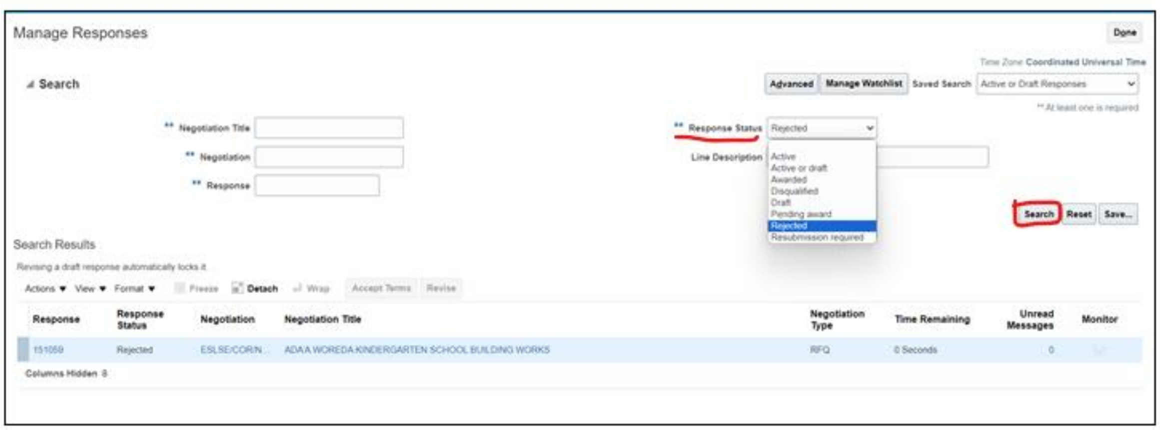
15. Finally, click on the **submit** button if the response is completed. The supplier will get the supplier response number and click **OK**.

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**.



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