

# Oracle Fusion Supplier Portal Guide

Responses Submission to RFQ/RFP/RFI  
User manual

دليل بوابة الموردين في أوراكل فيوجن

دليل المستخدم  
تقديم العروض



# Access Alrajhi Takaful Website

الوصول إلى الموقع الإلكتروني لتكافل الراجحي

## Sign Into Alrajhi Takaful Website

تسجيل الدخول إلى موقع تكافل الراجحي



1. Access the following URL: : <https://www.alrajhitakaful.com/ar/supplier-services>
2. Select **Supplier Service**

[Individual](#)   [Business](#)  
**تكافل الراجحي** Our Products ▼   Bundle ▼ New   Our Services ▼   Investor Relations   Supplier Services   Our Partners  
[Claims](#) ▼   [My Account](#)

[عربي](#)

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**Get Your Policy Now**

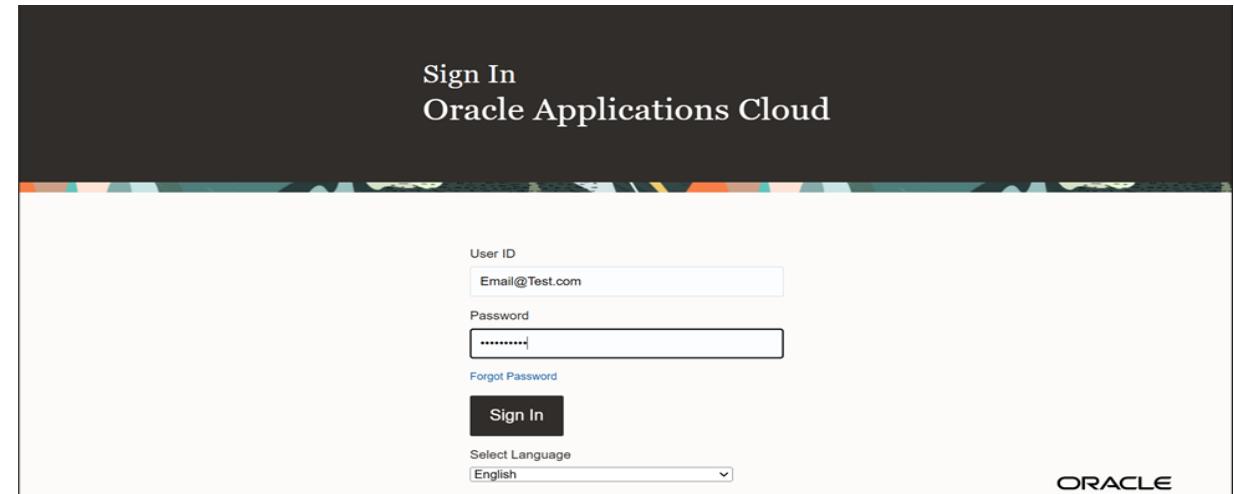
- .1 انتقل إلى الرابط اعلاه
- .2 حدد خدمات الموردين

## Responses Submission to RFQ/RFP/RFI

تقديم العروض

1. Enter User ID (E-mail and password)
2. Click the Supplier Portal object
3. Check the Notifications Area to accept or reject invitations after review

- .1. أدخل معرف المستخدم (البريد الإلكتروني وكلمة المرور).
- .2. انقر على "بوابة الموردين".
- .3. تحقق من "منطقة الإشعارات" لقبول أو رفض الدعوات بعد المراجعة.




The screenshot shows the "Notifications" section of the Oracle Applications Cloud interface. It displays three notifications:

- FYI**: "Online Message for Negotiation RFQ NEG24-12 (NEGOTIATION) Was Received" by Omar ElHaggar, received 5 minutes ago. A "Dismiss" button is shown.
- ACTION REQUIRED**: "You Are Invited to Negotiation NEG24-12 (NEGOTIATION)" by Omar ElHaggar, received 8 minutes ago. A "Dismiss" button is shown.
- FYI**: "Document (Purchase Order) PO24-31 Requires Acknowledgment" by Omar ElHaggar. A "Dismiss" button is shown.

A red box highlights the notification icon with the number "5" and the "Actions" dropdown menu for the third notification, which contains "Accept Invitation" and "Decline Invitation" options.



The screenshot shows the Oracle Applications Cloud dashboard. At the top, it greets "Good afternoon, Mohammed Anjum". Below the greeting are several navigation links: "Supplier Portal" (highlighted with a red box), "Tools", "HCM Reports", "ART Finance Reports", and "Others". Under the "APPS" section, there is a red box around a "Supplier Portal" icon, followed by a plus sign indicating more options.

## Responses Submission to RFQ/RFP/RFI

تقديم العروض

Click the View Active Negotiations link Or from the Dashboard below:

انقر على رابط "عرض المفاوضات الجارية" أو من لوحة التحكم أدناه:

**Supplier Portal**

- Manage Schedules
- Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Channel Programs
  - Manage Programs
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASN
  - Upload ASN or ASN
  - View Receipts
  - View Returns
- Contracts and Deliverables
  - Manage Contracts
  - Manage Deliverables
- Consigned Inventory
  - Review Consumption Advices
  - Review Consigned Inventory
  - Review Consigned Inventory Transactions
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations
  - **View Active Negotiations**
  - Manage Responses

**Requiring Attention**



Schedules Overdue or Due Today	1
Negotiations Closing Soon	1
Negotiation Messages	1

**Recent Activity**

Negotiation invitations	1	PO Purchase Amount	2.11M SAR
Orders opened	6		
Receipts	1		

**Transaction Reports**

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**Supplier News**

Welcome to Supplier Portal! This application will allow you to manage several activities that you'll need to fulfill as a supplier. These range from managing your orders/schedules, to managing your shipments/contracts, to creating invoices (whether PO-matched or not), to viewing your negotiations and questionnaires.

This portal will show you all of the information for your supplier profile; you can make change requests in this portal if you need to edit any details on the profile.

You can send transactional data back and forth directly with your buyers in this portal. All of the data you see/receive (POs, invoices, shipments, ASNs etc.) is in the same Oracle environment, but this portal segregates data so that you only view the data for your own supplier. Since all of the data is in the same environment, this greatly increases efficiency and ensures that data is accurate and up-to-date.

## Responses Submission to RFQ/RFP/RFI

تقديم العروض

Click on Neg Number to View all attachments related to Negotiation & then click on "Create Response" button to start creating response

انقر على رقم التفاوض لعرض جميع المرفقات الخاصة بالتفاوض، ثم انقر على زر "إنشاء رد" لبدء إنشاء الرد

1. Enter the Response Validity Date
2. Add the Reference Number, if applicable
3. Click on the "Note to Buyer" field and enter any required information
4. Click on the "Attachments" field if you need to upload any document

- .1 أدخل "تاريخ صلاحية الرد"
- .2 أضف الرقم المرجعي، إن وجد
- .3 انقر على حقل "ملاحظات للمشتري" وأدخل أي معلومات مطلوبة
- .4 انقر على حقل "المرفقات" إذا كنت بحاجة إلى تحميل أية مستندات

Search Results

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date
NEG25-94	TEST 2 Stage RFP	RFP	[REDACTED]	2 Days 21 Hours	14-Sep-2025 12...

Create Response (Quote 1009): Overview

Overview Requirements Lines Review

Messages (1) Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 9/16/24 1:01 PM Time Zone Coordinated Universal Time

**General**

Supplier: Jarr BookStore  
 Supplier Site: Branch Address  
 Negotiation Currency: SAR  
 Response Currency: SAR  
 Price Precision: 2 Decimals Maximum  
 Response Valid Until: [date/time input]

Reference Number: [input]  
 Note to Buyer: [input]  
 Attachments: None

# Responses Submission to RFQ/RFP/RFI

## تقديم العروض

Under Technical Section, kindly upload technical proposal & similarly select commercial Section & upload commercial proposal

ضمن "القسم الفني"، يرجى تحميل العرض الفني، وبالمثل اختر "القسم المالي" وقم بتحميل العرض المالي.

Create Response (Proposal 17142): Requirements ②

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 11-Sep-2025 03:51 PM Time Zone Arabia Standard Time

Time Remaining 2 Days 20 Hours Close Date 14-Sep-2025 12:51 PM

Section 1. Technical capabilities

\* 1. Technical Proposal  
💡 No Financial Information to be uploaded or mentioned under technical Proposal.....else you will be Dis-qualified  
 a. Please attach your technical proposal  
Comments

Section 1. Technical capab. ▾ Evaluation Stage Technical

Create Response (Proposal 17142): Requirements ②

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 11-Sep-2025 03:51 PM Time Zone Arabia Standard Time

Time Remaining 2 Days 20 Hours Close Date 14-Sep-2025 12:51 PM

Section 2. Financial

Section 2. Financial ▾ Evaluation Stage Commercial

\* 1. Commercial Proposal  
💡 Kindly attach All commercial proposals & information under this section ONLY...  
 a. Please attach your commercial proposal  
Comments

\* 2. Please confirm if you have quoted the price inclusive of withholding tax (if applicable). ART would not bear any additional cost on account of withholding tax  
 a. YES  
 b. NO  
Comments

For KSA vendor:

1. Enter amount exclusive VAT

For non-KSA vendor:

1. Enter amount inclusive of WHT

لموردين داخل المملكة العربية السعودية:

1- أدخل المبلغ غير شامل ضريبة القيمة المضافة

لموردين خارج المملكة العربية السعودية:

1- أدخل المبلغ شامل ضريبة الاستقطاع

## Responses Submission to RFQ/RFP/RFI

### تقديم العروض



- After completing the above steps, click **Next**

Answer the questions and attach the required documents, if necessary

- After finishing, click **Next**

Click on the Response Price: Line field (excl VAT)  
Enter the desired information into the Response Price

Click Save

- After completing the process, click **Next**

Line	Description	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Service	150.00	145.00			145.00	midy

﴿ بعد إتمام الخطوات السابقة، انقر على "التالي" ﴾

﴿ أجب عن الأسئلة وأرفق المستندات المطلوبة عند الحاجة ﴾

﴿ عند الانتهاء، انقر على "التالي" ﴾

انقر على "سعر العرض": حقل السطر (غير شامل ضريبة القيمة المضافة)  
أدخل المعلومات المطلوبة في "سعر العرض"

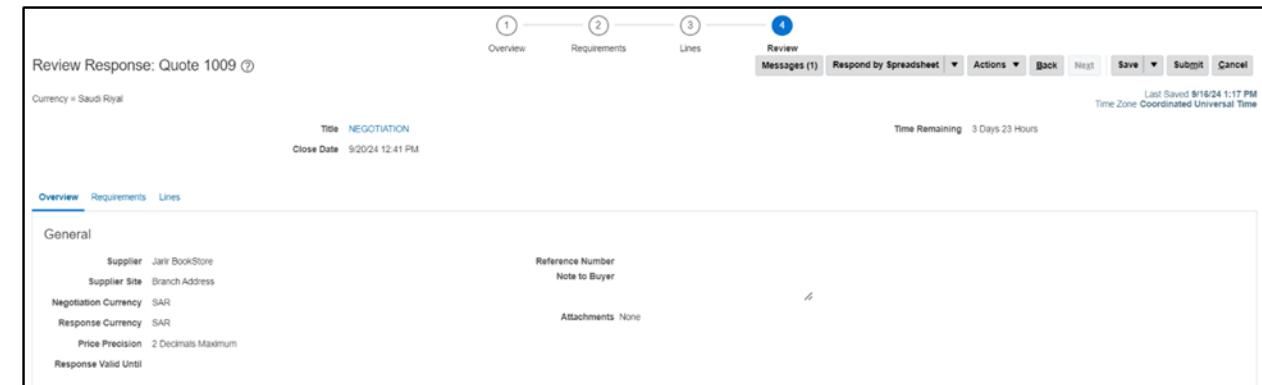
انقر على "حفظ"

﴿ بعد إكمال العملية، انقر على "التالي" ﴾

## Responses Submission to RFQ/RFP/RFI

### تقديم العروض

- The final step is to review the response, and then click Submit
- The following pop-up messages will appear



Review Response: Quote 1009

Currency = Saudi Riyal

Title: NEGOTIATION  
Close Date: 9/20/24 12:41 PM

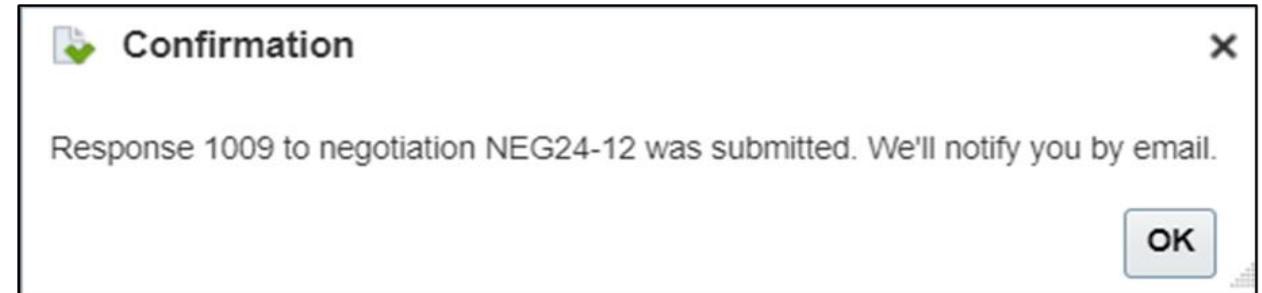
Last Saved 9/16/24 1:17 PM  
Time Zone Coordinated Universal Time

Overview Requirements Lines Review Messages (1) Respond by Spreadsheet Actions Back Next Save Submit Cancel

**General**

Supplier: Jarir BookStore  
Supplier Site: Branch Address  
Negotiation Currency: SAR  
Response Currency: SAR  
Price Precision: 2 Decimals Maximum  
Response Valid Until:

Reference Number: Note to Buyer  
Attachments: None

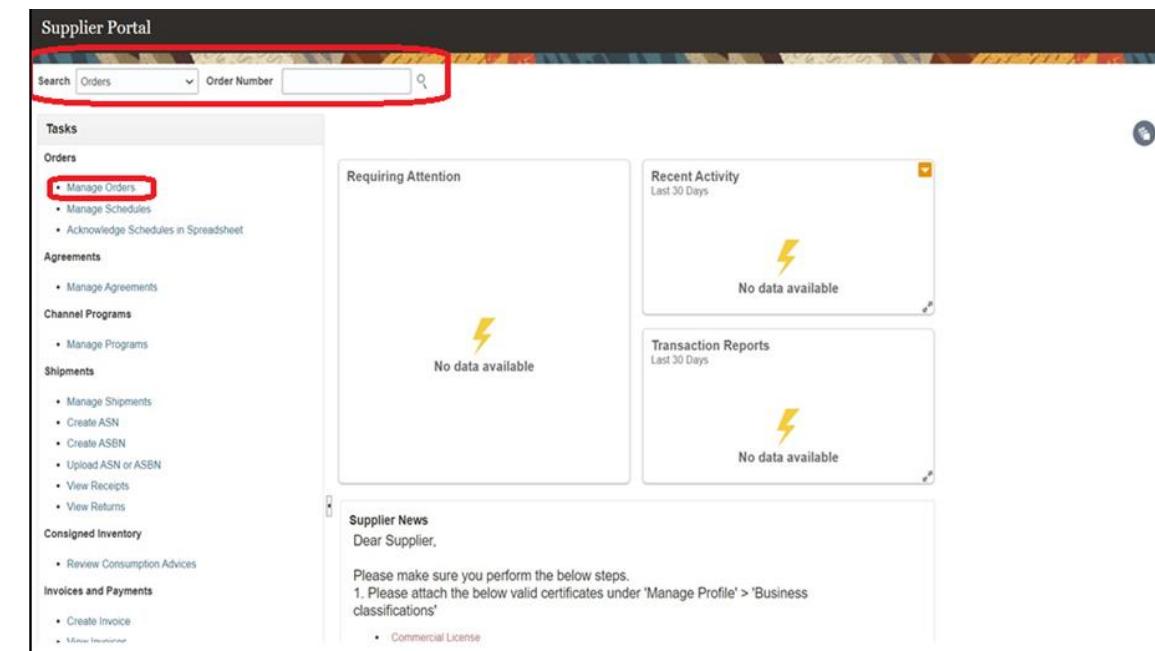


## Supplier Portal Acknowledge PO

تأكيد استلام أمر الشراء في بوابة الموردين

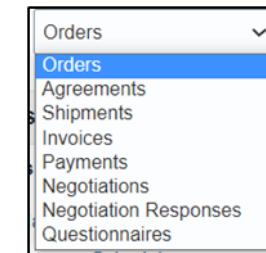
Once the Purchase Order is issued, the supplier must acknowledge receipt to begin processing and ensure on-time delivery.

- Navigation: Click "Manage Orders" or search by Order Number
- Search field provides ability to do a quick search for orders, agreements, negotiations and invoice



عند إصدار أمر الشراء، يتبعه المورد تأكيد الاستلام لبدء إجراءات التنفيذ وضمان التسليم في الموعد المحدد.

↳ طريقة الوصول: انقر على "إدارة الأوامر" أو ابحث باستخدام "رقم الأمر"



↳ يتيح حقل البحث إمكانية إجراء بحث سريع عن الأوامر والاتفاقيات والمفاوضات والفوائد

## Supplier Portal Acknowledge PO

تأكيد استلام أمر الشراء في بوابة الموردين

Search Results show Purchase Orders matching the search criteria:

- Order: Click able link to view PO details
- Status: Shows current PO status (e.g., Pending, Completed)
- purchase order lifecycle enables all stakeholders on ART and supplier's side to track and monitor the execution cycle of the order.

Pending Supplier Acknowledgment
On Hold
Open
Canceled
Closed for Receiving
Closed for Invoicing
Closed
Finally Closed
Pending Change Approval

تعرض نتائج البحث أوامر الشراء المطابقة لمعايير البحث:

- الأمر: رابط يمكن النقر عليه لعرض تفاصيل أمر الشراء
- الحالة: تعرض الحالة الراهنة لأمر الشراء (مثلاً: قيد الانتظار، مكتمل)
- أمر الشراء يتيح لجميع أصحاب المصلحة من جانب ART والمورد متابعة ومراقبة مراحل تنفيذ الطلب بشكل كامل

Manage Orders

Headers Schedules

Search

Sold-to Legal Entity:

Bill-to BU:

Supplier Site:

Advanced Manage Watchlist Saved Search All Orders

Order:

Status:

Include Closed Documents Yes

Search Reset Save...

Actions View Format

Search Results

Order Order Date Description Supplier Site Buyer Ordered Currency Status Life Cycle Creation Date

Order	Order Date	Description	Supplier Site	Buyer	Ordered Currency	Status	Life Cycle	Creation Date
PO24-31	9/16/24	Service	Branch Address	ElHaggar, Omar	125.00 SAR	Open	9/16/24	
PO24-30	9/16/24	Service	Branch Address	ElHaggar, Omar	125.00 SAR	Open	9/16/24	
PO24-29	9/16/24	Stationery	Branch Address	ElHaggar, Omar	2,000.00 SAR	Open	9/9/24	
PO24-28	9/16/24	Service	Branch Address	ElHaggar, Omar	125.00 SAR	Open	9/8/24	
PO24-7	8/31/24		Branch Address	ElHaggar, Omar	6,000.00 SAR	Open	8/12/24	
PO24-4	8/31/24		Branch Address	Alzoabi, Saad	2,100,000.00 SAR	Open	8/12/24	

## Supplier Portal Acknowledge PO

تأكيد استلام أمر الشراء في بوابة الموردين



The Order Number links you to view the Purchase Order details, including General Information, Terms, Attachments, and Line Details.

يتيح لك "رقم الأمر" عرض تفاصيل أمر الشراء، بما في ذلك "المعلومات العامة"، و"الشروط"، و"المرفقات"، و"تفاصيل البنود".

The buttons at the top of the left panel include:

- Acknowledge** – Confirms receipt of the order to ART
- View PDF** – Opens a PDF copy of the Purchase Order
- Actions** – Provides access to view the Order Lifecycle details

This screenshot shows the Purchase Order details page for PO24-31. The General tab displays basic information like Sold-to Legal Entity (Al Rajhi Company for Co-operative Insurance), Bill-to BU (Al Rajhi Business Unit), Order ID (PO24-31), Status (Open), Buyer (Omar ElHaggar), and Creation Date (9/16/24). The Terms tab shows Required Acknowledgment (Yes), Acknowledgment Due Date (9/17/24), Payment Terms (Net 30), Shipping Method (Buyer Managed Transportation), Freight Terms (FOB), and additional options like Pay on receipt and Confirming order. The Lines tab lists one item: Service, with details like Quantity (125.00), UOM (Service), Base Price (125.00), and Ordered Status (Open). A sidebar on the right shows the Order Life Cycle with a bar chart and a 'View Details' button.

وتتضمن الخيارات الموجودة أعلى اللوحة ما يلي:

- "تأكيد": يتيح إرسال تأكيد إلى تكافل الراجحي باستلام الطلب
- "عرض PDF": يتيح الاطلاع على نسخة من طلب امر الشراء بصيغة PDF
- "الإجراءات": يتيح متابعة تفاصيل امر الشراء

