

Qatar Rail

***Oracle User Guidance Document:
Existing Vendor***



Table of contents

| | | |
|----------|--|----------|
| 1 | Content | 2 |
| 2 | Introduction | 3 |
| 3 | Chapter 1-Login iSupplier Portal | 3 |
| 4 | Chapter 2-View and Edit Company Profile Details | 6 |

Oracle User Guidance Document: Existing Vendor

1 Introduction

The purpose of the Existing Vendor User Guidance Document is to detail the steps how already registered vendors can access the Login URL, update company details and login to iSourcing Portal to access RFQ/RFP's published by Qatar Railways.

It is important to note that the Existing Vendor Guidance Document is applicable only to Qatar Railways corporate activities and is not related to any Metro/Operations activities.

This Guidance Document consists of:

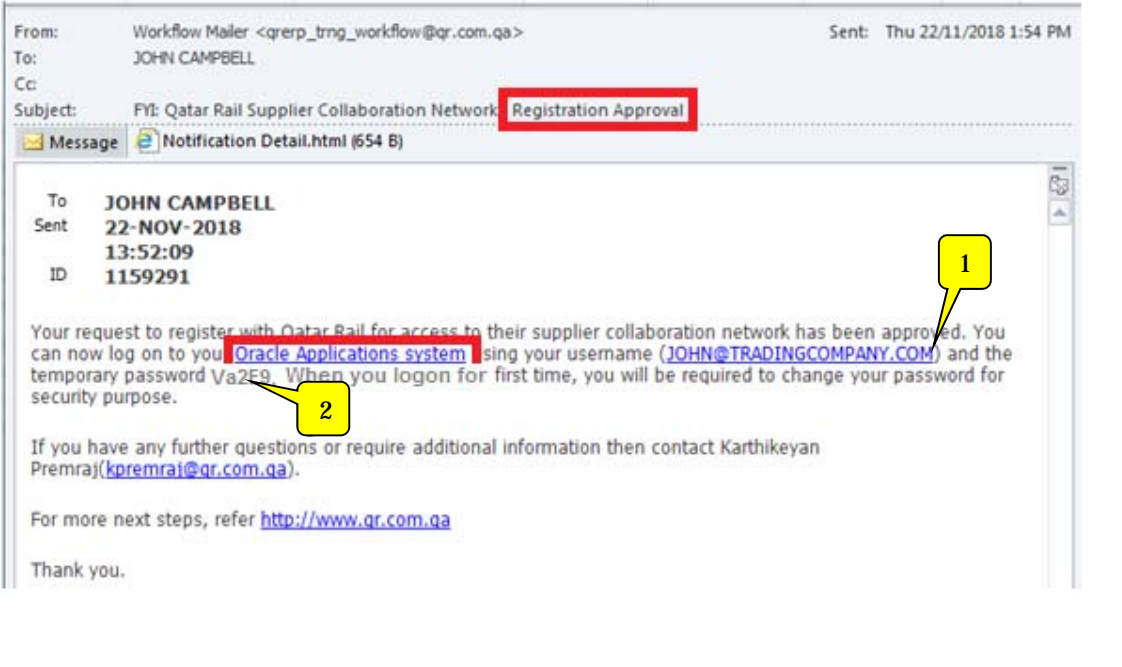
Chapter 1 – Login i-Supplier Portal

2 Chapter 1-Login iSupplier Portal

This Chapter details the steps how the vendor may Login to iSupplier Portal.

Once the Vendor Registration request is Approved, registered vendors will receive the below email notification:

2.1 Click on the **Oracle Application System** hyper link to access iSupplier Portal.

| | |
|--|--|
| <p>1. iSupplier Portal username. 2. iSupplier Portal password.</p> <p>Note: This will be a temporary password. When you logon for the first time, you will be required to change your password for security purpose.</p> |  |
|--|--|

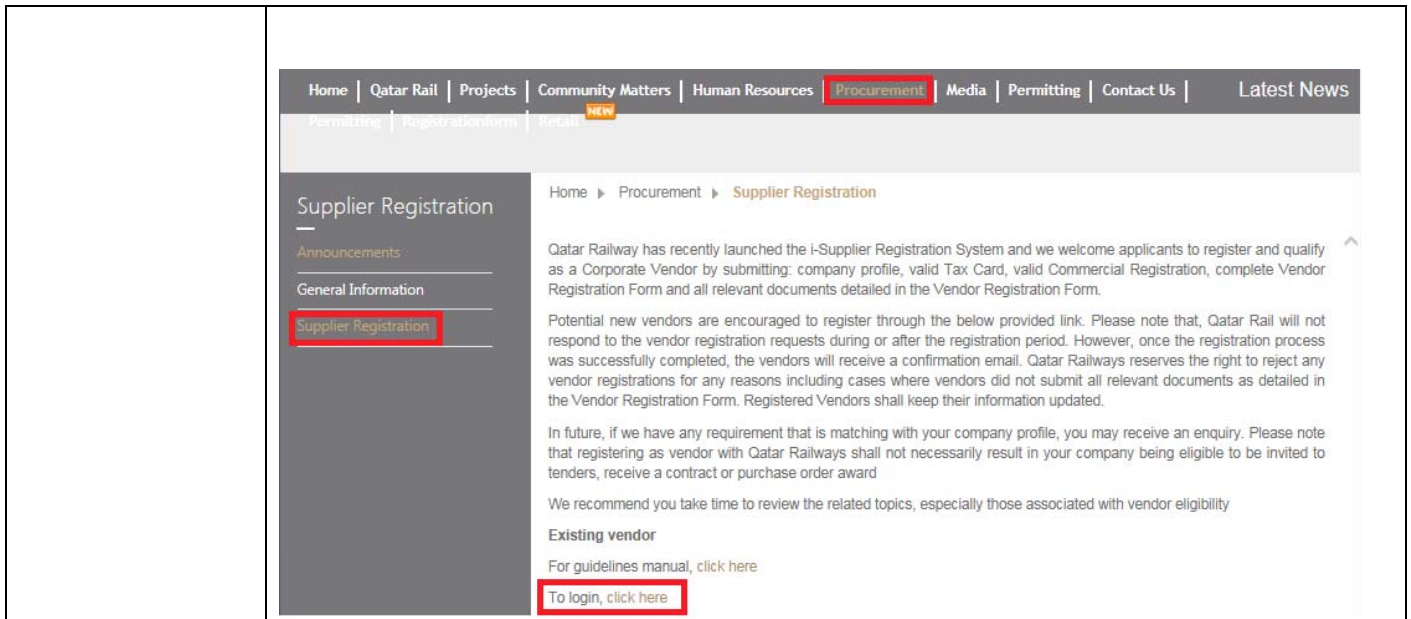
Oracle User Guidance Document: Existing Vendor

2.2 Registered vendors can also access iSupplier Portal from Qatar Rail website.

Go to Qatar Rail website, click on **Procurement Tab**.

Click on **Supplier Registration** section.

Access iSupplier through the **Existing Vendor** link.



The screenshot displays the Qatar Rail website's Supplier Registration page. The navigation menu at the top includes 'Home', 'Qatar Rail', 'Projects', 'Community Matters', 'Human Resources', 'Procurement', 'Media', 'Permitting', 'Contact Us', and 'Latest News'. The 'Procurement' tab is highlighted. Below the navigation menu, the page is titled 'Supplier Registration' and includes a breadcrumb trail: 'Home > Procurement > Supplier Registration'. The main content area is divided into three sections: 'Announcements', 'General Information', and 'Supplier Registration'. The 'Supplier Registration' section contains the following text:

Qatar Railway has recently launched the i-Supplier Registration System and we welcome applicants to register and qualify as a Corporate Vendor by submitting: company profile, valid Tax Card, valid Commercial Registration, complete Vendor Registration Form and all relevant documents detailed in the Vendor Registration Form.

Potential new vendors are encouraged to register through the below provided link. Please note that, Qatar Rail will not respond to the vendor registration requests during or after the registration period. However, once the registration process was successfully completed, the vendors will receive a confirmation email. Qatar Railways reserves the right to reject any vendor registrations for any reasons including cases where vendors did not submit all relevant documents as detailed in the Vendor Registration Form. Registered Vendors shall keep their information updated.

In future, if we have any requirement that is matching with your company profile, you may receive an enquiry. Please note that registering as vendor with Qatar Railways shall not necessarily result in your company being eligible to be invited to tenders, receive a contract or purchase order award

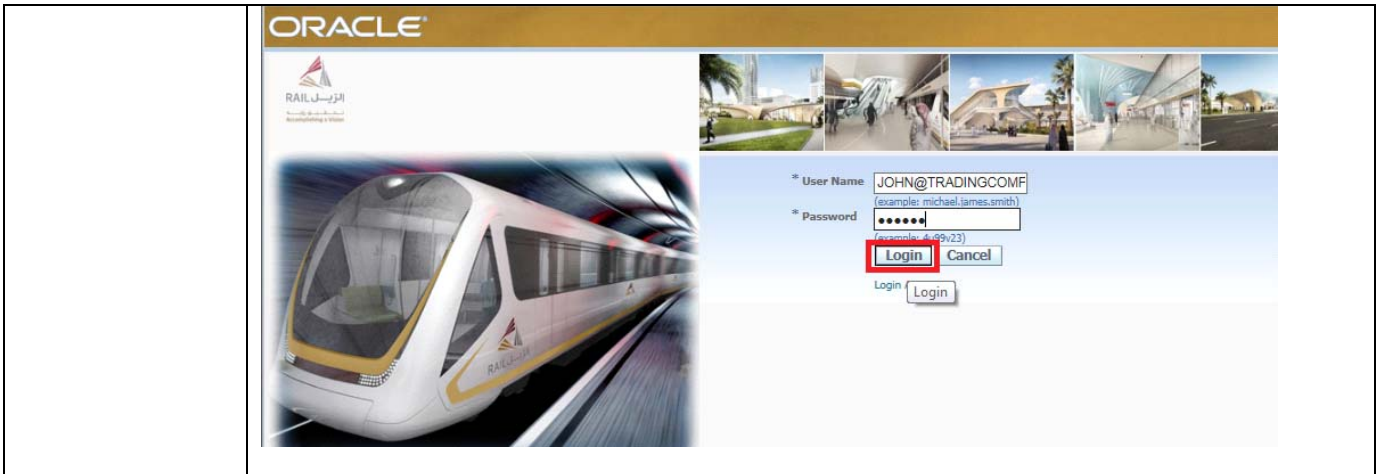
We recommend you take time to review the related topics, especially those associated with vendor eligibility

Existing vendor
For guidelines manual, [click here](#)
[To login, click here](#)

Oracle User Guidance Document: Existing Vendor

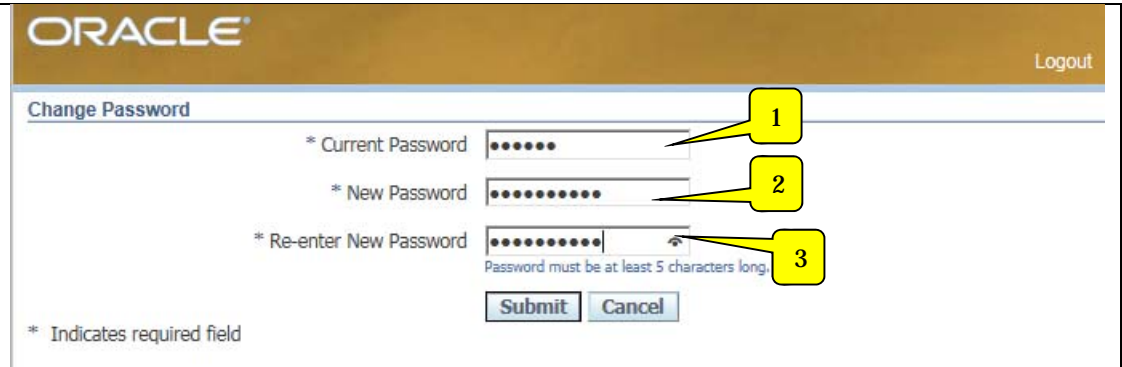
- 2.3** On the iSourcing login page, supplier can use the user and password provided by Qatar Rail in the email.

Click on **Login**.



- 2.4** You will be taken to page Change Password:

1. Enter the temporary password provided by Qatar Rail. Enter this password in the current password field.
2. Vendor must enter the password they will use in future when they login to iSourcing.
3. Re-enter the new password for confirmation and click on submit.



Password Hints and Tips:

- Keep your password confidential
- Passwords are case sensitive for additional security, so if you enter your password for the first time in lower case (i.e. no capital letters), you will always have to enter it in lower case.
- Password must be a minimum of 6 characters.
- Password must contain at least one letter and at least one number.
- Password should not contain the user name.
- You cannot use a password with repeating characters (double letters or numbers) for example you can't use "billy22".
- You will get only three attempts to enter your password correctly to avoid being locked out.

The password will expire in 60 days and you will be prompted to create a new one.

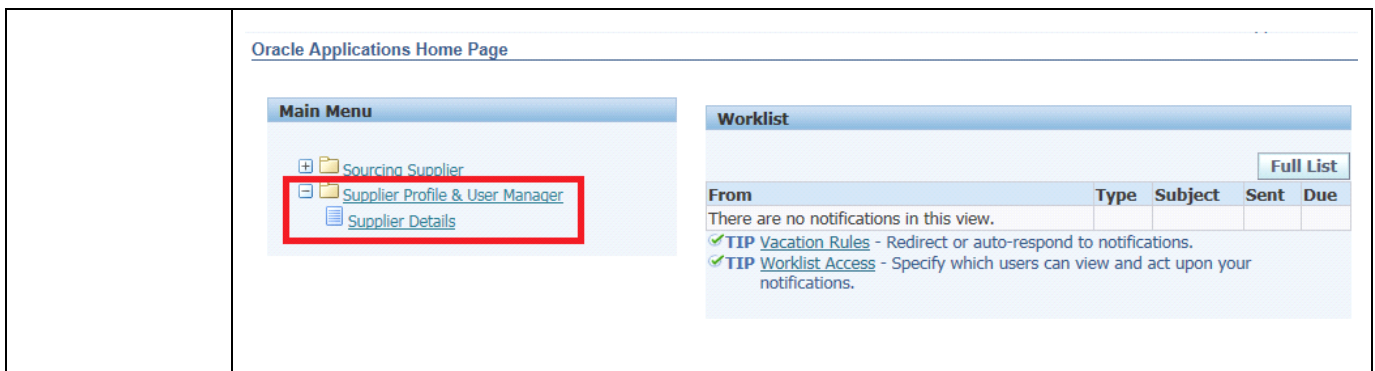


3 Chapter 2 - View and Edit Company Profile Details

This Chapter details the steps how the supplier may View and Edit Company Profile Details.
Login to iSupplier Portal (Follow Chapter1).

3.1 Once you logged into the iSupplier Portal, you will see the below **Homepage**.

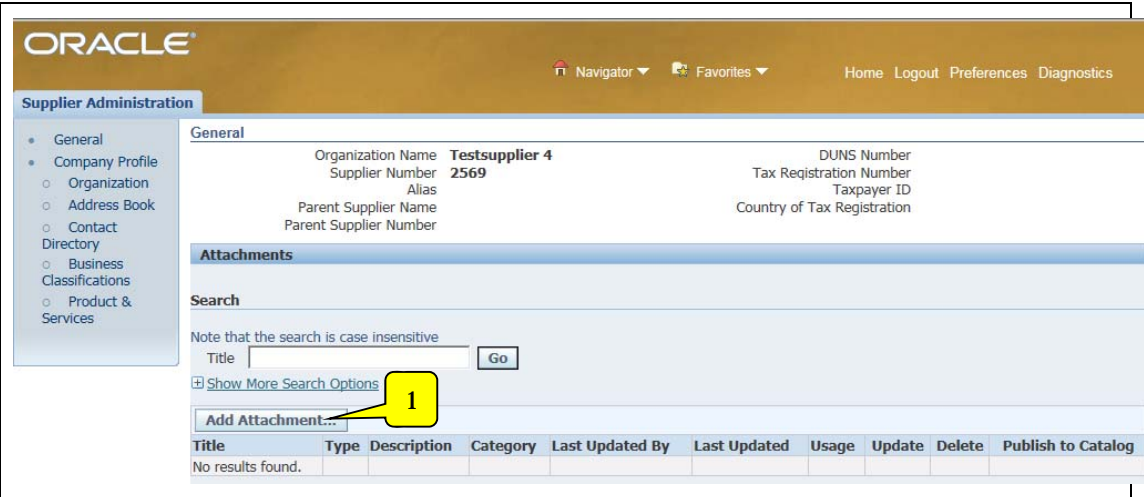
Click on **Supplier Profile & User Manager** Responsibility.



The screenshot shows the Oracle Applications Home Page. On the left, there is a 'Main Menu' section with a tree view containing 'Sourcing Supplier', 'Supplier Profile & User Manager' (highlighted with a red box), and 'Supplier Details'. On the right, there is a 'Worklist' section with a 'Full List' button and a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. Below the table, it states 'There are no notifications in this view.' and lists two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

3.2 You will be navigated to the below page.

1.Supplier can add business specific documents such as Vendor Registration Form etc.

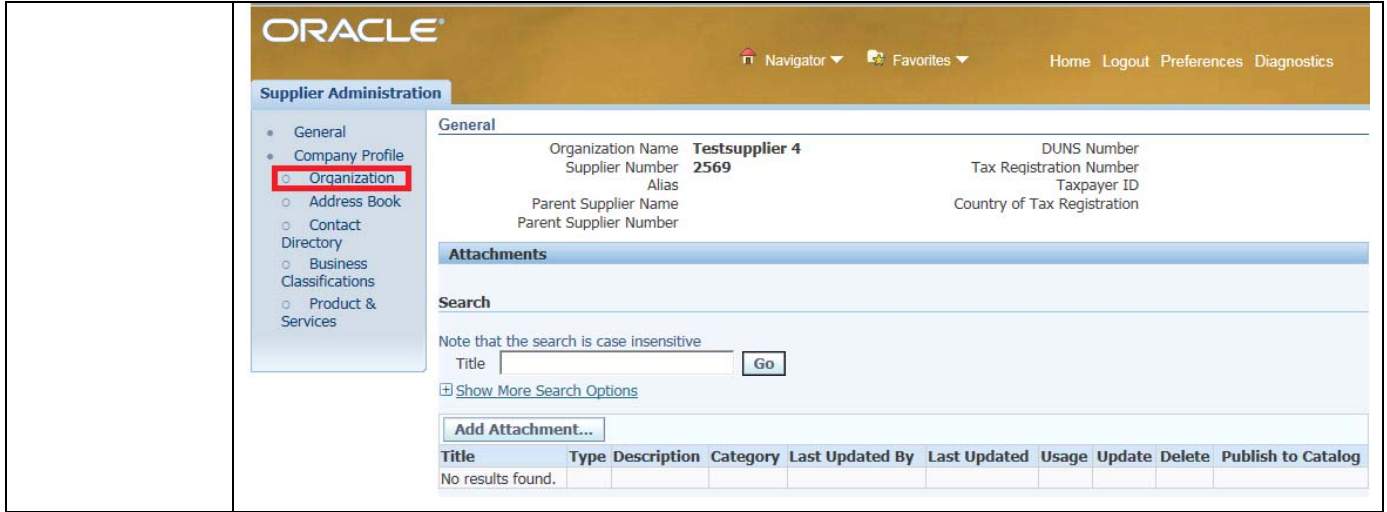


The screenshot shows the Oracle Supplier Administration page for 'Testsupplier 4'. The 'General' tab is active, displaying fields for Organization Name, Supplier Number (2569), Alias, Parent Supplier Name, Parent Supplier Number, DUNS Number, Tax Registration Number, Taxpayer ID, and Country of Tax Registration. Below this is an 'Attachments' section with a search box and a table. A yellow callout box with the number '1' points to the 'Add Attachment...' button in the Attachments section.

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. | | | | | | | | | |



3.3 Click on **Organization**.



The screenshot shows the Oracle Supplier Administration interface. The left navigation menu has the 'Organization' tab selected and highlighted with a red box. The main content area displays the 'General' information for the organization 'Testsupplier 4' with a Supplier Number of '2569'. Below this, there are sections for 'Attachments', 'Search', and a table for 'Add Attachment...'.

Supplier Administration

- General
- Company Profile
- **Organization**
- Address Book
- Contact Directory
- Business Classifications
- Product & Services

General

| | | | |
|------------------------|-----------------------|-----------------------------|--|
| Organization Name | Testsupplier 4 | DUNS Number | |
| Supplier Number | 2569 | Tax Registration Number | |
| Alias | | Taxpayer ID | |
| Parent Supplier Name | | Country of Tax Registration | |
| Parent Supplier Number | | | |

Attachments

Search

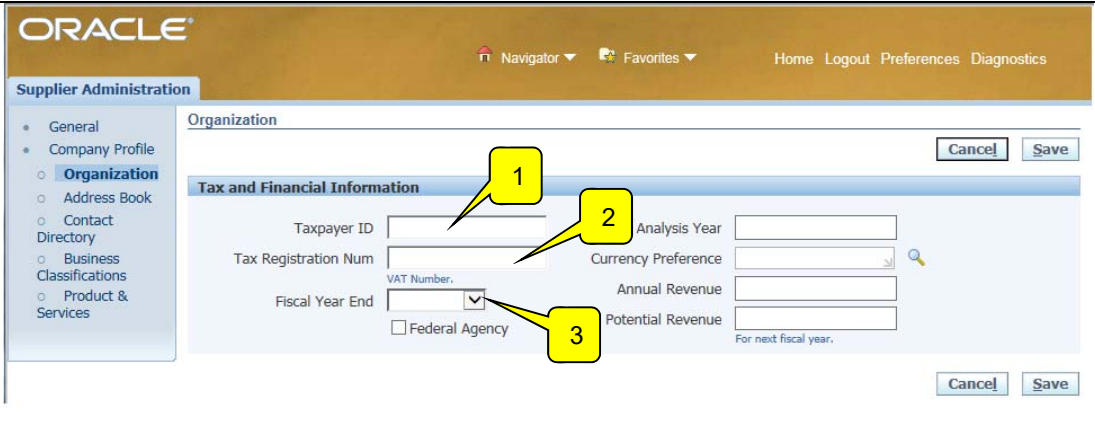
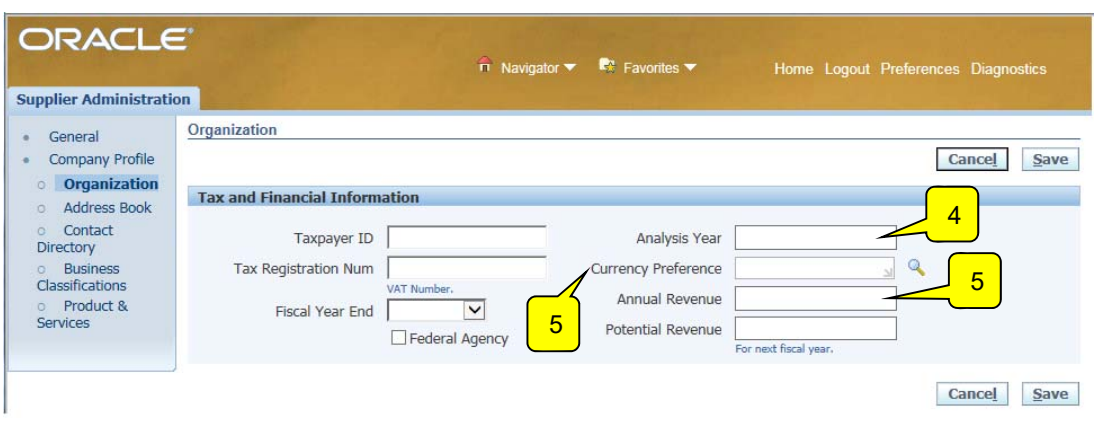
Note that the search is case insensitive

Title

[Show More Search Options](#)

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. | | | | | | | | | |

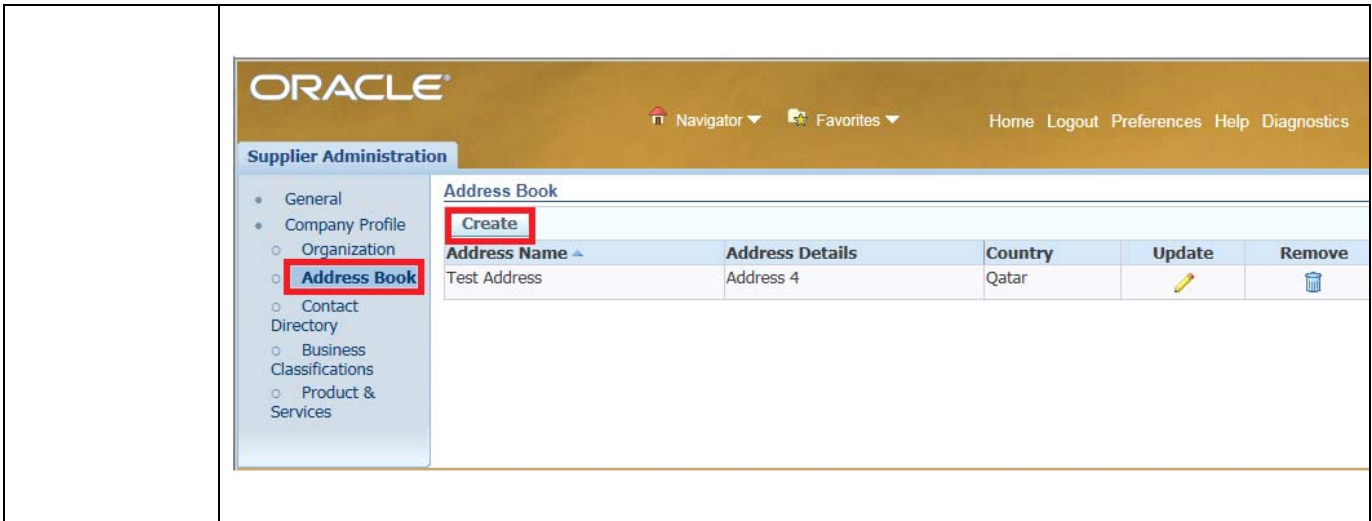
3.4 On this page you are requested to provide Tax and Financial information.

| | |
|---|---|
| <ol style="list-style-type: none"> 1. Provide the Taxpayer ID. 2. Provide the Tax Registration Number. 3. You can select the Fiscal Year End month from the dropdown list. |  |
| <ol style="list-style-type: none"> 4. You can provide the Analysis Year details. 5. You can select a preferred currency. 6. You can mention the annual revenue. |  |



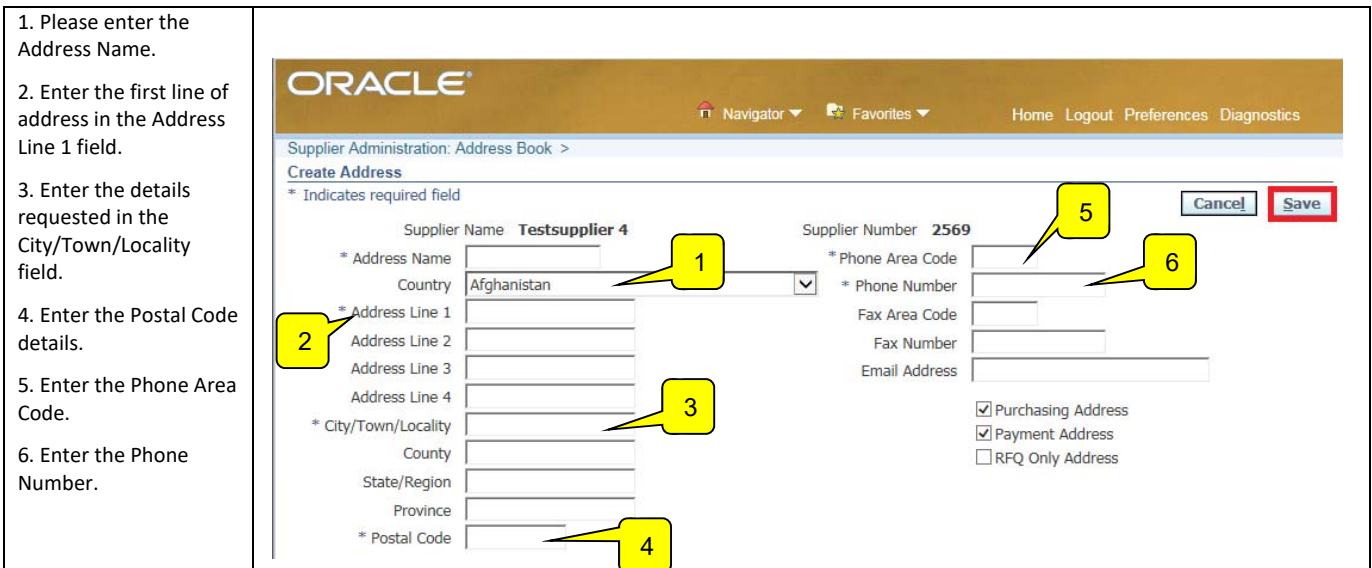
3.5 On this particular page the Vendor is required to create its unique Address Book that requires the Vendor address details.

Click on **Address Book** – Click on **Create**.



3.6 After clicking on 'Create' the vendor will be taken to the page where the address details shall be entered. Post providing the mandatory information click on **Save**.

It is important to note that all fields marked with an asterisk (*) must be completed.

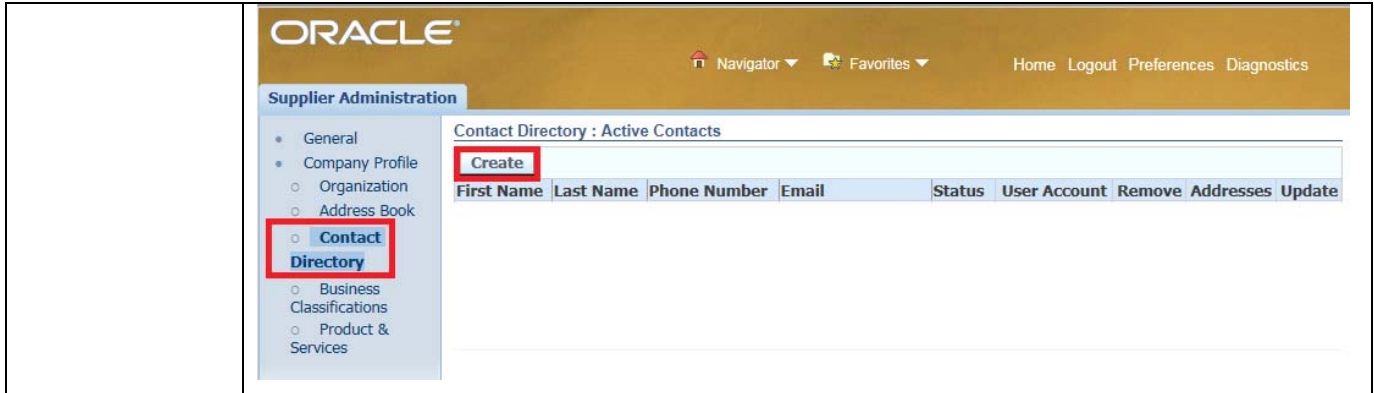


1. Please enter the Address Name.
2. Enter the first line of address in the Address Line 1 field.
3. Enter the details requested in the City/Town/Locality field.
4. Enter the Postal Code details.
5. Enter the Phone Area Code.
6. Enter the Phone Number.



3.7 Vendor Contact Information section shall be completed as follows:

To add Vendor Contact Information, click on **Contact Directory** and then click on **Create**.



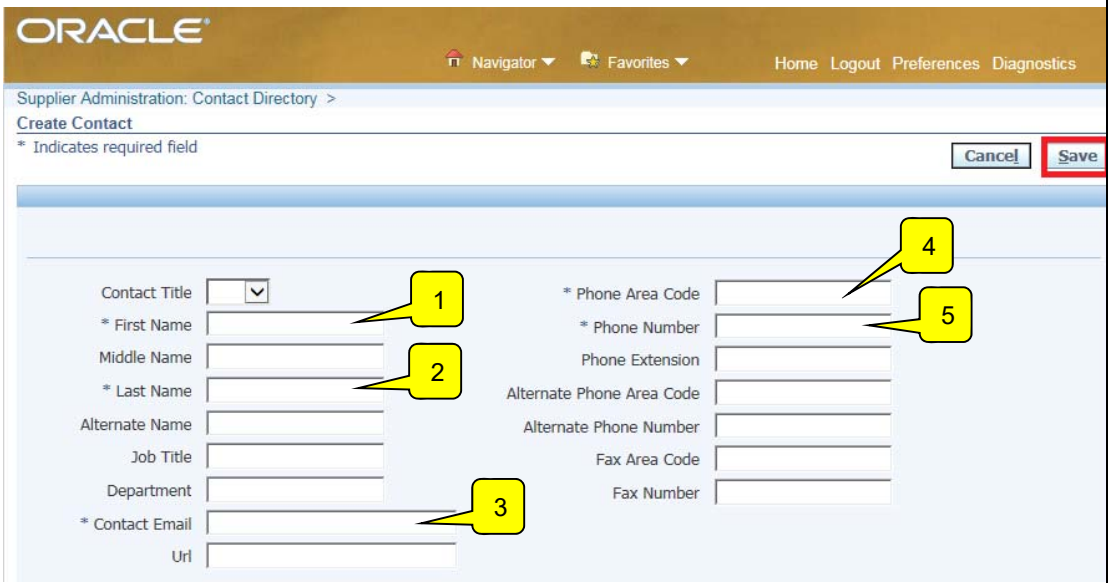
The screenshot shows the Oracle Supplier Administration interface. On the left, the 'Supplier Administration' menu is visible, with 'Contact Directory' highlighted in red. In the main content area, under 'Contact Directory : Active Contacts', a 'Create' button is also highlighted in red. Below this, a table header is visible with columns: First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update.

3.8 Enter the required Vendor Contact Details.

Once all of the mandatory information is filled, click on **Save**.

It is important to note that all fields marked with an asterisk (*) must be completed.

1. Enter the details of the person name who will be authorized by your company to receive emails regarding business opportunities this includes invitations to quote.
2. Enter the Last Name.
3. This specific email address the Vendor will enter will become the Vendor username, which is used to log into the system. Usernames must be unique; you can't use the same email address to register again for another account.
4. Enter the dialling code into the Phone Area Code field.
5. Enter person's phone number details.

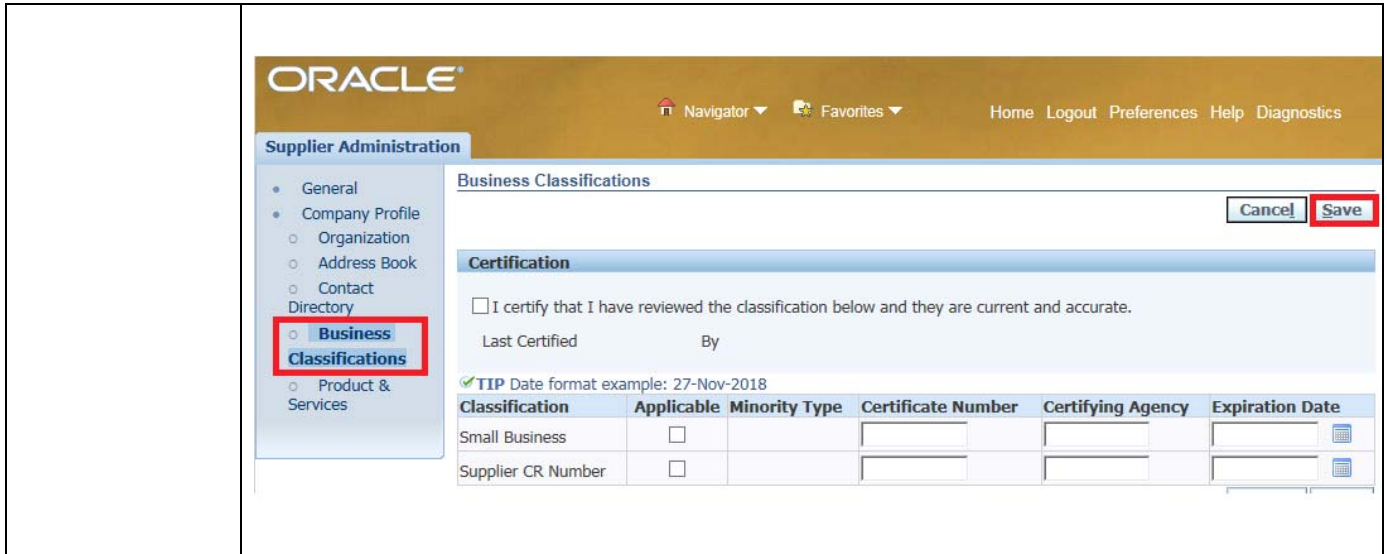


The screenshot shows the 'Create Contact' form in Oracle Supplier Administration. The form includes fields for Contact Title, First Name, Middle Name, Last Name, Alternate Name, Job Title, Department, Contact Email, and Url. It also includes fields for Phone Area Code, Phone Number, Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number. Asterisks (*) indicate required fields. Numbered callouts (1-5) point to the First Name, Last Name, Contact Email, Phone Area Code, and Phone Number fields respectively. A 'Save' button is highlighted in red in the top right corner.



3.9 Click on **Business Classifications**.

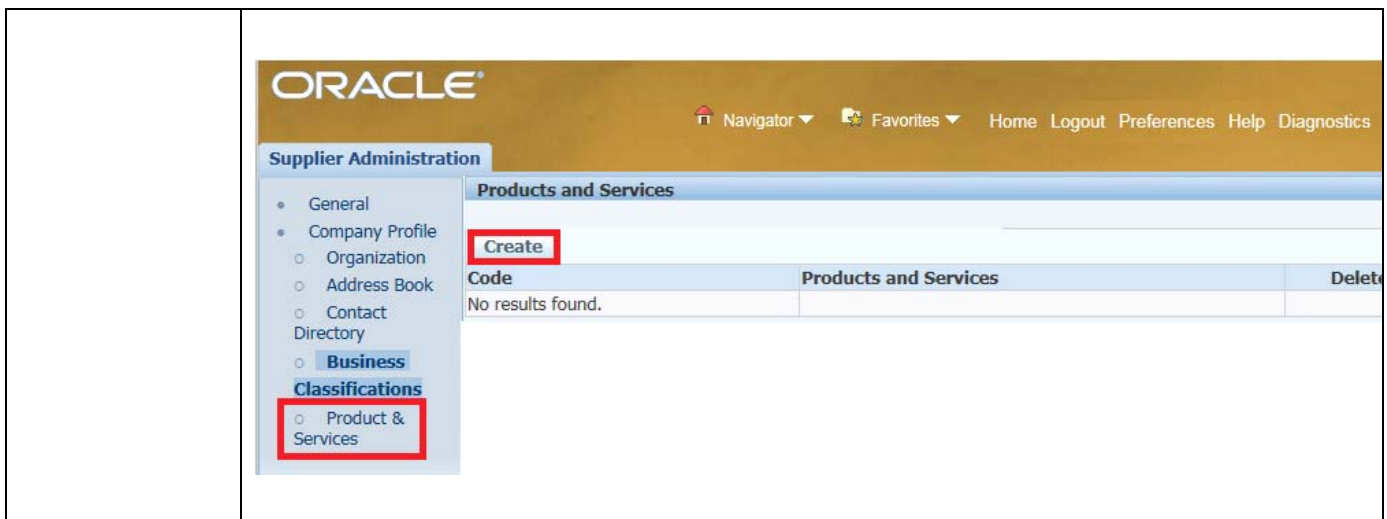
Select the suitable option as per your business and click on **Save**.



The screenshot shows the Oracle Supplier Administration interface. The left sidebar contains a menu with 'Business Classifications' highlighted. The main content area is titled 'Business Classifications' and includes a 'Certification' section with a checkbox for certification and a table for classification details. The 'Save' button is highlighted in red.

| Classification | Applicable | Minority Type | Certificate Number | Certifying Agency | Expiration Date |
|--------------------|--------------------------|---------------|--------------------|-------------------|-----------------|
| Small Business | <input type="checkbox"/> | | | | |
| Supplier CR Number | <input type="checkbox"/> | | | | |

3.10 To add business specific Products/Services to your profile, click on **Product & Services** and click on **Create**.



The screenshot shows the Oracle Supplier Administration interface. The left sidebar contains a menu with 'Product & Services' highlighted. The main content area is titled 'Products and Services' and includes a 'Create' button and a table for product and service details. The 'Create' button is highlighted in red.

| Code | Products and Services | Delete |
|-------------------|-----------------------|--------|
| No results found. | | |



Oracle User Guidance Document: Existing Vendor

3.11 On the Add Products and Services page, the Vendor is required to choose the appropriate category as per the nature of his business:

To select a category click on the check box under **Applicable** section as shown in the below screenshot.

Once the appropriate categories are selected, click on **Apply**.

1. To view more categories, click on next.

Note: If needed, each supplier can add multiple categories as per their different businesses.

Cancel Apply

Browse All Products & Services
 Search for Specific Code and Product

Previous 1-10 Next 10

| Code | Products and Services | View Sub-Categories | Applicable |
|----------------------|-----------------------|---------------------|-------------------------------------|
| Executive | Executive | | <input checked="" type="checkbox"/> |
| Finance | Finance | | <input type="checkbox"/> |
| General Services | General Services | | <input type="checkbox"/> |
| Human Resources | Human Resources | | <input type="checkbox"/> |
| IT | IT | | <input type="checkbox"/> |
| Legal | Legal | | <input type="checkbox"/> |
| Operations | Operations | | <input type="checkbox"/> |
| PR and Communication | PR and Communication | | <input type="checkbox"/> |
| Procurement | Procurement | | <input type="checkbox"/> |
| Programme | Programme | | <input type="checkbox"/> |

Previous 1-10 Next 10

3.12 Once you click on Apply, a notification is sent to the buyer organization about the supplier profile changes. All the changes will reflect in the supplier's profile once the change request is approved by the Supplier User Administrator.

Qatar Railways Procurement Department

Page 12 of 11