Supplier Registration and E-Invoice Submission Guide

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1. Online Registration Requirements

To our valued suppliers, please follow the steps below and provide the mandatory documents to complete your supplier registration:

CR Number is the commercial registration number, which should be entered as either a 9 or 13-digit value with leading zeros, such as "000012345."

For example, if your CR number only consists of 5-digit then add 4 zeros before the actual CR number (000012345).

For our valued Local Suppliers (based in Qatar), we require the submission of the following documents:

- Commercial Registration
- Trade License
- Computer Card
- Tax Card
- Classification Certificate issued by the Ministry of Finance
- Bank Letter inclusive of account details or on Company Letterhead
- Company Profile

In the case of Overseas/Foreign Suppliers, kindly provide the following documents:

- Commercial Registration or Certificate of Incorporation
- Bank Letter inclusive of account details or on Company Letterhead
- Company Profile

For legal reasons, all submitted documents must be in English language, and any Arabic document must be translated into English by an official sworn translator.

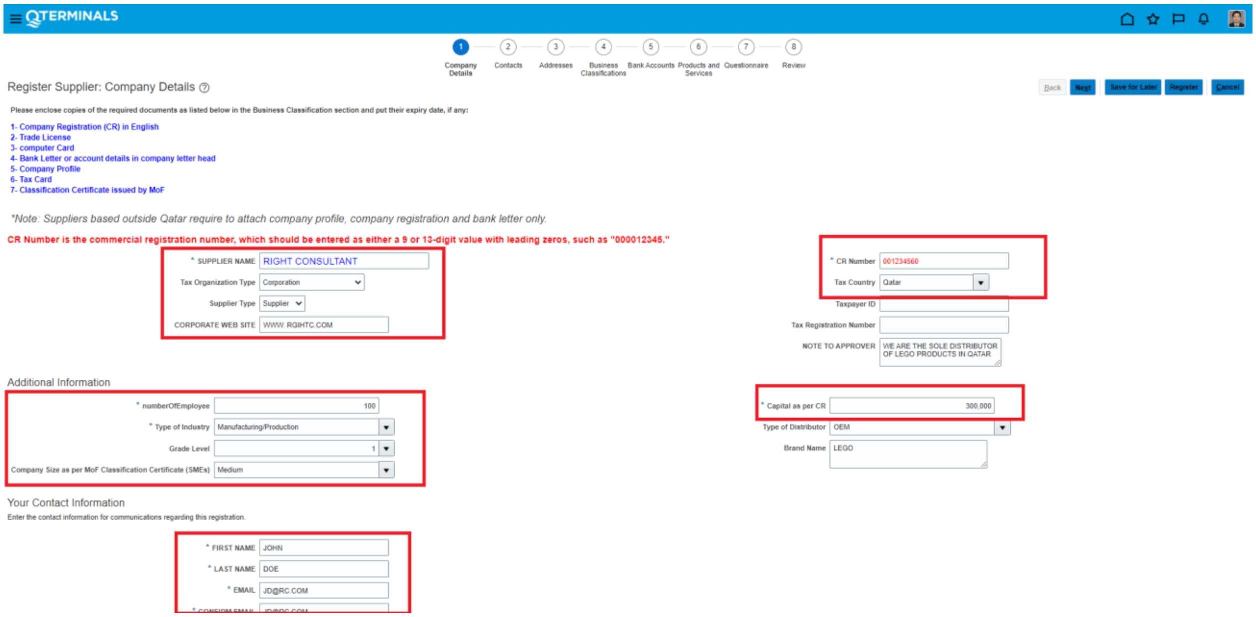
2. Company Details

- Go to the Supplier Registration page by clicking on the URL published on the QTerminals website:

[Click here for the Link]

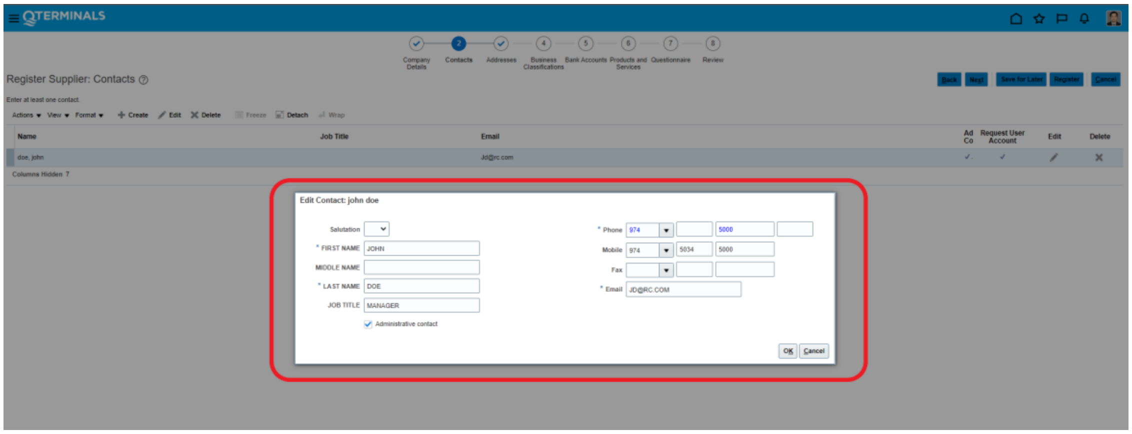
- Go to → **Company Details** and fill out the required fields as follows:

Field	Description
Supplier Name	Enter your company name as per CR in all CAPITAL LETTERS
Tax Organization Type	Select the company organization type
Supplier Type	Select Supplier
CR Number	Enter the company commercial registration number following the mentioned rule and ensure to complete the 9 or 13-digit system requirements by adding leading zeros.
Note to Approver	Add notes to QT approvals
Number of Employees	Enter the current number of employees
Capital as per CR	Enter initial company capital as per Commercial Registration
Type of Industry	Select the Type of Industry
Type of Distributor	Select the Type of Distributor
Brand Name	List all the brands that you are authorized to distribute
Grade Level	Check your Classification Certificate for the grade classified by MoF
Company Size as per MoF Classification Certificate (SMEs)	Refer to your Classification Certificate SMEs issued by MoF



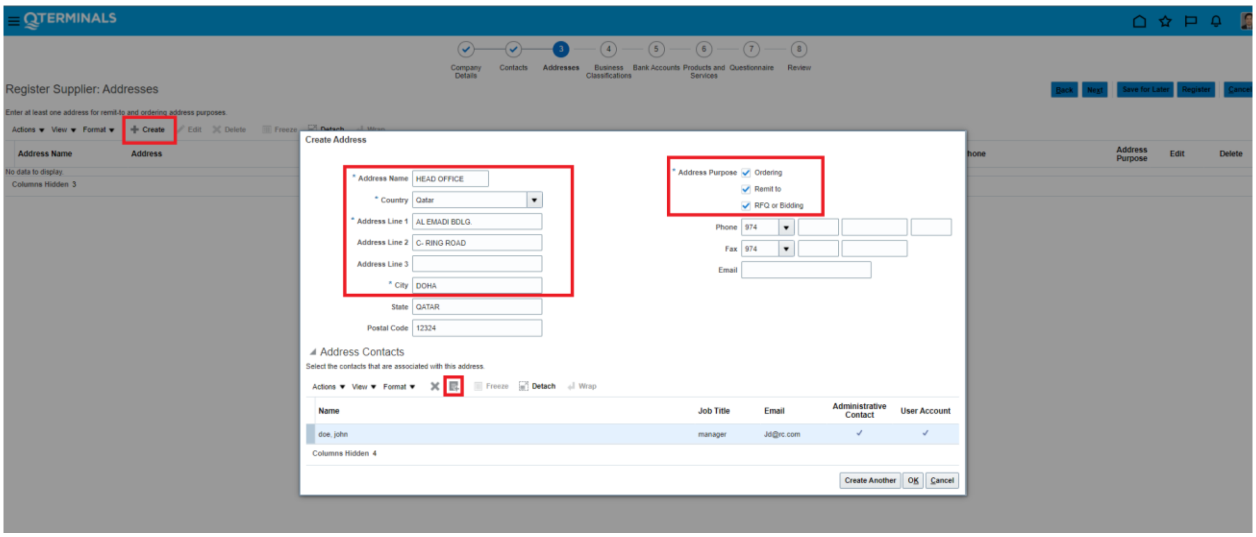
3. Contacts

- ➢ Click Next → This takes you to the **Contacts** page when you can review or edit your contact details and add more contacts by click on Add icon. Please add contact person who will be uploading your Invoice to the system to have his user account.



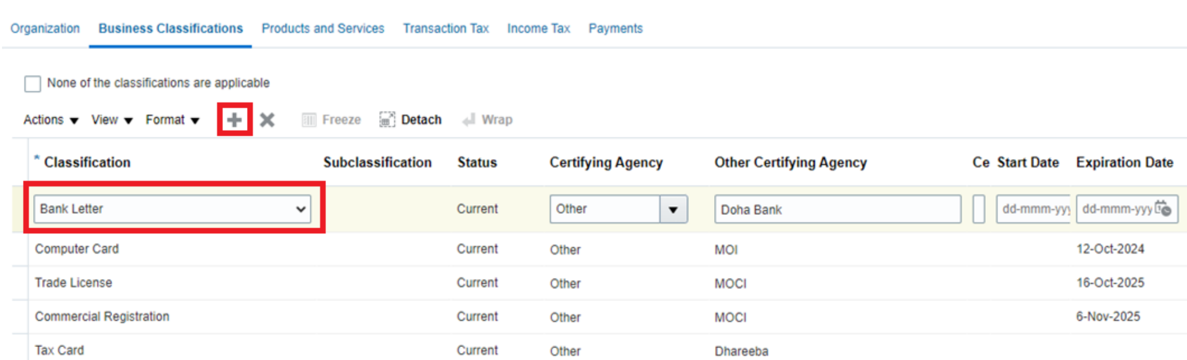
4. Addresses

- Click Next → Click Create → This takes you to the **Create Addresses** page when you can enter the address details, specify Adress Purpose, and assign Contacts by click on select and add icon.



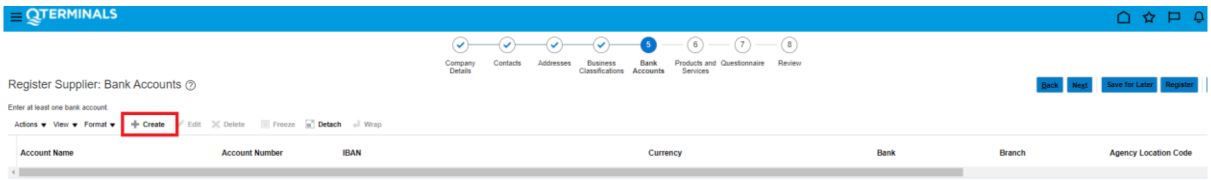
5. Business Classification

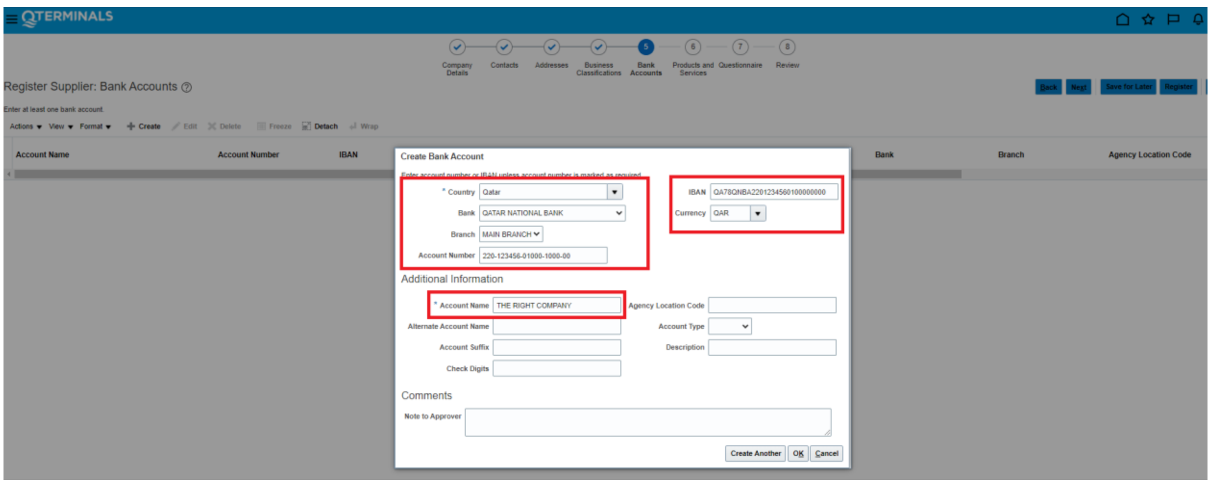
- Click Next → This takes you to the **Business Classifications** page where you will upload all the documents required and their expiration dates. Click Add → when you can specify the types of documents i.e., *CR, Trade License, Computer Card, etc*. and capture the expiration dates, if any.



6. Bank Accounts

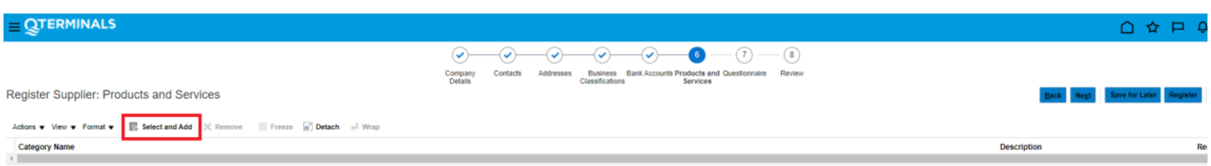
➢ Click Next → Click Create → This takes you to the Create **Bank Account** page when you can Capture the bank account details where your company would like to receive payments. Please note that the Account Name should be an exact match with your company name and remove empty spaces in between your IBAN numbers, if any.

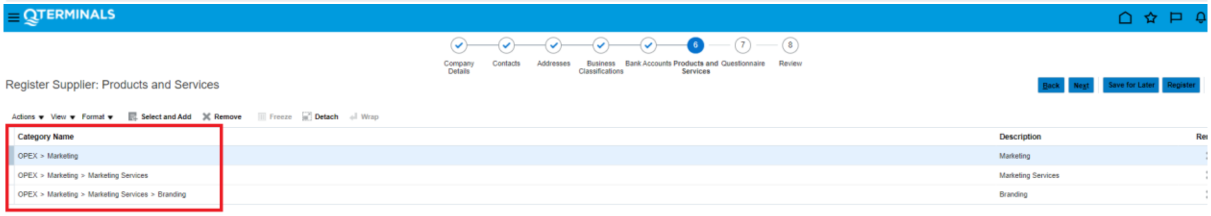




7. Products and Services

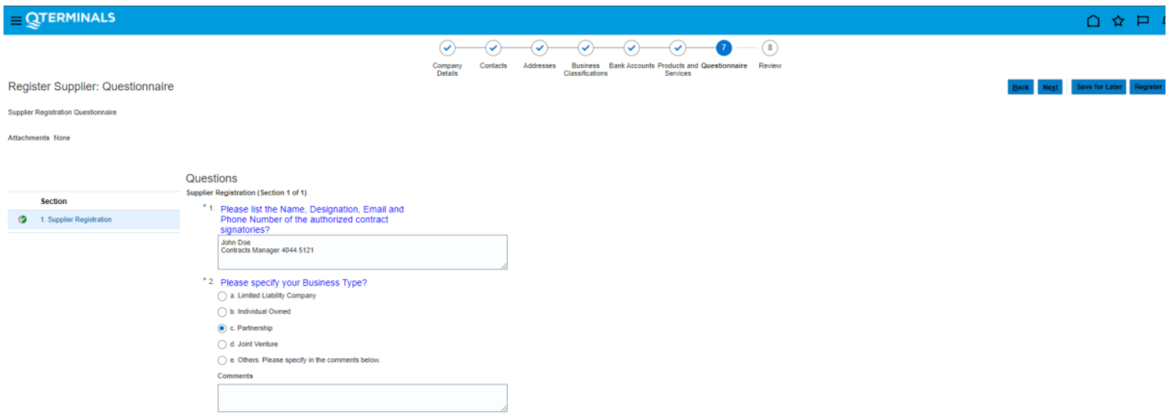
➢ Click Next → Click Select and Add → This takes you to Create Add **Products and Services** page where you can Capture the details of the types of products and services you are offering.





8. Questionnaires

➢ Click Next → This takes you to the **Questionnaire** page where you can respond to the additional registration questions.

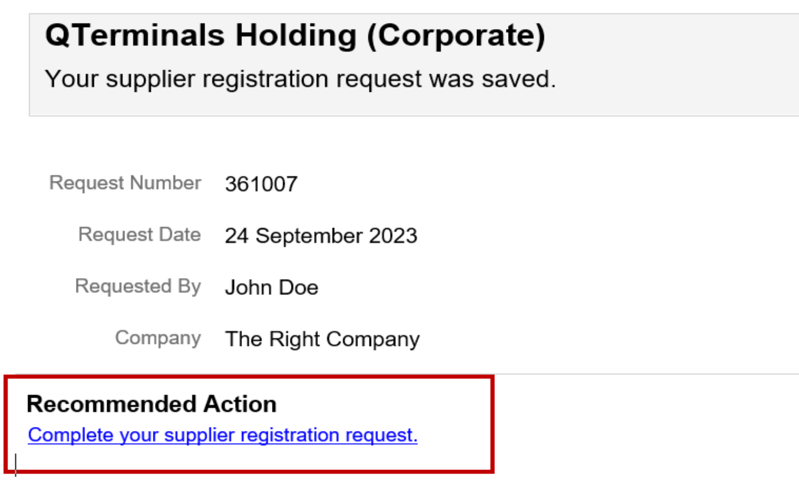


9. Review

➢ Click Next → This takes you to the **Review** page where you can do the final review of the information provided to the system.

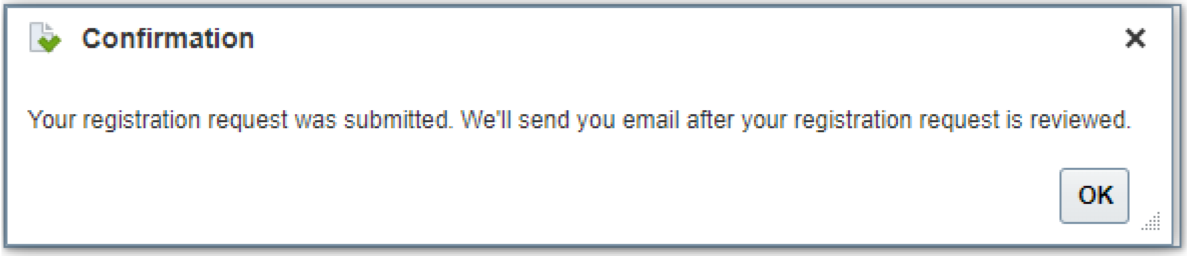
10. Save for Later

➢ When you click on **Save for Later**, a notification is sent to the email address that was entered in the Your Contact Information region on the Company Details page. The email notification includes the URL to be used for returning to the registration. Select this option to save your in-process registrations should you need to gather the requested information and return to submit the registration later.



11. Registration Confirmation

- When you click on **Register**, a notification is sent to the email address that was entered in the Your Contact Information region on the Company Details page.



- Click **OK** to close the confirmation window.

- The application sends an email notification to the registered supplier contact with a valid email address.
- Once approved, a notification via email below will be received to the registered supplier contact email address.

We are pleased to confirm the successful registration of the supplier you recently submitted in Oracle Cloud Fusion.

This email serves as an official declaration of the supplier's successful registration in our system. If you require any additional information or have further questions, please feel free to reach out.

Thank you for your cooperation in this process.

12. Request for Additional Information

In addition, an email notification is sent to you when the approver is requesting additional information. Click the link to update the registration.

QTerminals Holding (Corporate)

Your supplier registration request requires additional information.
Resubmit your registration using the link provided

Request Number	361021
Request Date	24 September 2023
Requested By	John Doe
Company	THE RIGHT COMPANY

Recommended Action

Update your supplier registration request.

13. User ID and Password Reset Confirmation

- Once it is approved an email confirmation will be sent including instructions to reset your password. After resetting the password an email with your **User ID** highlighted in red below will be provided:

Oracle Fusion Applications-Password Reset Confirmation External Inbox ×

elus.fa.sender@workflow.mail.em2.cloud.oracle.com 1:01 PM (3 minutes a

to me

Dear John Doe,

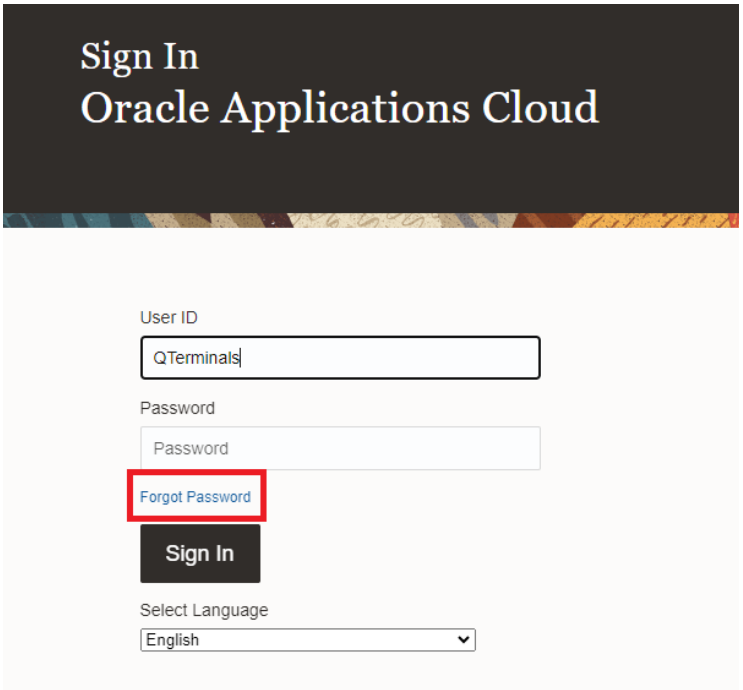
The password for your Oracle Fusion Applications Account - **JDOE** - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,
Oracle Fusion Applications

14. Forgot Password

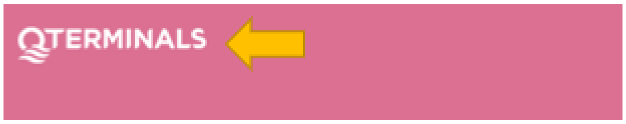


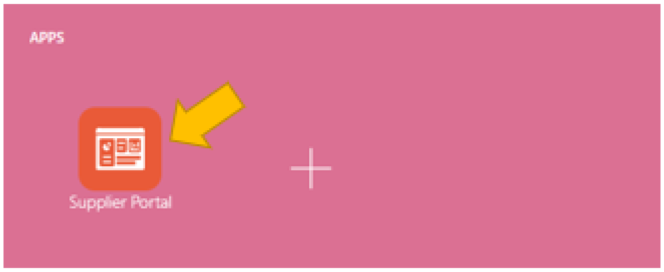
15. Adding Additional User Account

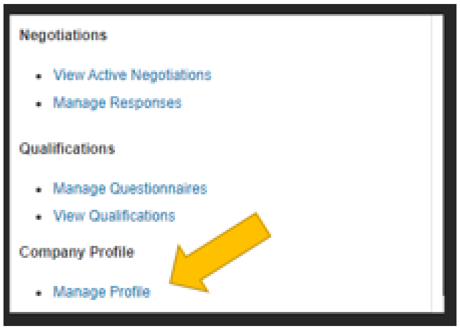
If additional people in your company need access to Oracle Supplier Portal, they should contact the User Administrator at your company who has already the account.

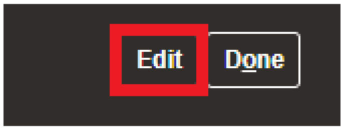
The administrator can create new user accounts for your users (see below steps).

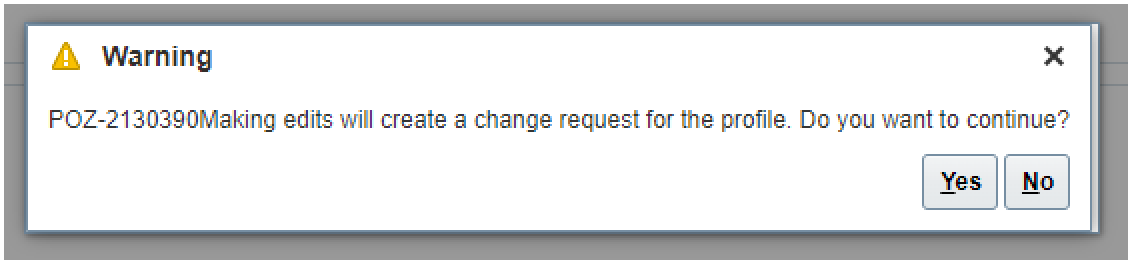
- Click Supplier Portal → Manage Profile → Edit → Warning Prompt: Click Yes to continue
- Contacts → Actions → Create → Fill in the Contact Information → Select the checkbox for **Request user account** → OK
- Click Review Changes → Submit

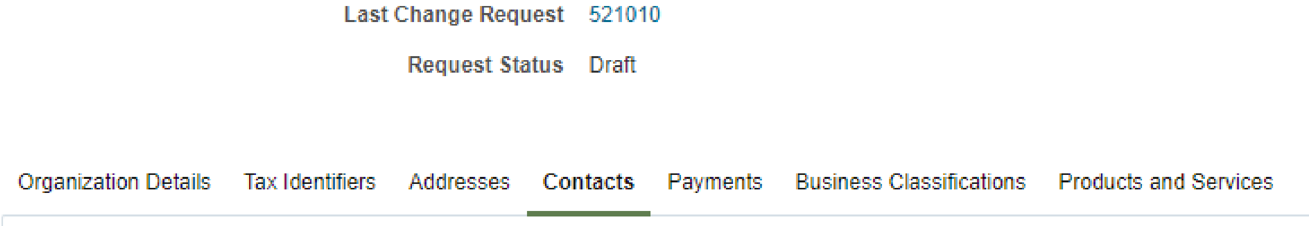

QTERMINALS

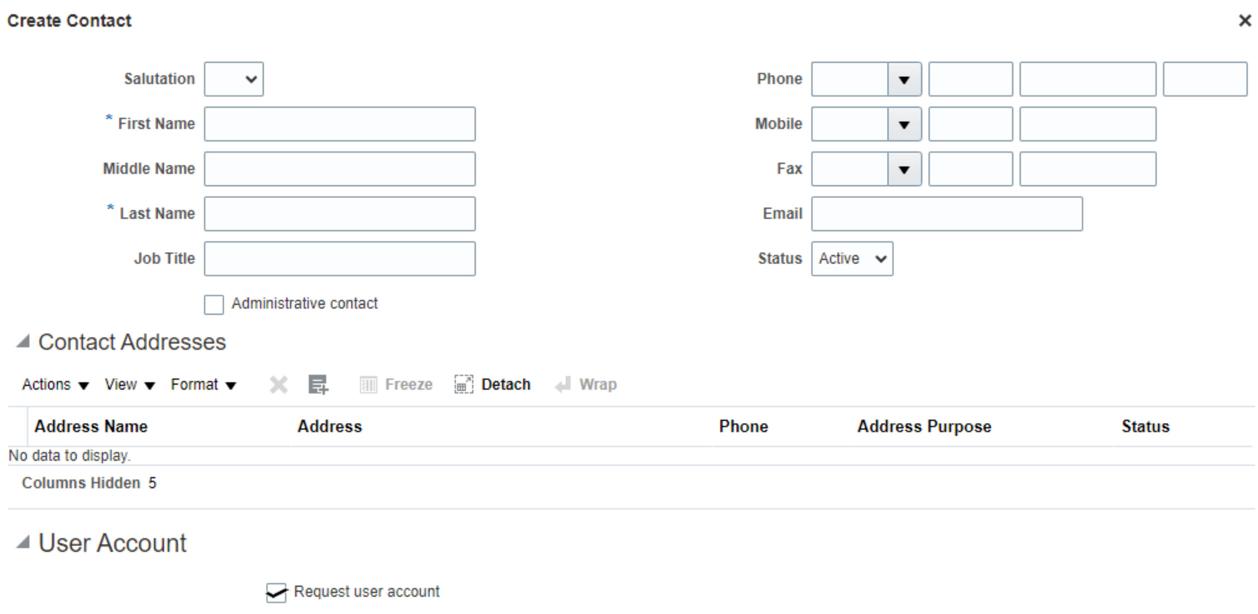

APPS
Supplier Portal


Negotiations
View Active Negotiations
Manage Responses
Qualifications
Manage Questionnaires
View Qualifications
Company Profile
Manage Profile


Edit
Done


Warning
POZ-2130390Making edits will create a change request for the profile. Do you want to continue?
Yes
No


Last Change Request 521010
Request Status Draft
Organization Details
Tax Identifiers
Addresses
Contacts
Payments
Business Classifications
Products and Services



16. Supplier Support

Should you require any assistance, our dedicated Supplier Support team is readily available to assist.

You can reach out to them via email at suppliersupport@qterminals.com or by phone at +974 4044 5369.

E-Invoice Submission and Status Guide

17. Guidelines Before Creating the Invoices

Read below given guidelines carefully before create and submit the invoices in Oracle Fusion Cloud application.

Invoice Submission:

Your invoice may be rejected if you are not following with the below points:

1. **Missing PO** line - Invoice can be created/submitted only after **GRN** created against the PO by the requester/end user in QTerminals. Coordinate with the requester/end user if you have delivered the material or services to complete the GRN process.
2. Supplier must enter the **invoice number** in the portal as it is printed and appearing in their actual invoice. Any mismatch in values will result in rejection and cancellation of Invoice.
3. Supplier must enter the **invoice amount** in the portal as it is printed and appearing in their actual invoice. Any mismatch in values will result in rejection and cancellation of Invoice.
4. For **two or more invoices**, uploading should be done separately. Each invoice must be uploaded individually.
5. **Cancellation/Deletion of Invoice**: Submitted invoice cannot be cancelled or deleted from supplier portal, they can request AP team to cancel if required and the AP team will reject and cancel the wrongly submitted invoices during the validation process.
6. **Resubmission of Cancelled Invoices**: Supplier can resubmit the invoice once cancelled by AP team. The same reference can be used by adding dot (.) at the end of the invoice number for the new submission.
7. Please ensure to click the **submit button** after reviewing all the details.
8. **Wrong Company Name** - Company Name should be addressed to **QTerminals WLL.**
9. **Unmatched Payment Terms –** Invoice payment terms should match the payment terms in the actual Purchase Order.

Payment Details / View Invoice Status:

1. Payment breakdown details - Go to the **view invoices** field and look for the **payment number** to see the payment details.

Note: - It is mandatory to submit all Original Invoice, DO & supporting documents to QTERMINALS Finance. Upon receipt of original invoice only, the Finance will initiate the approval process

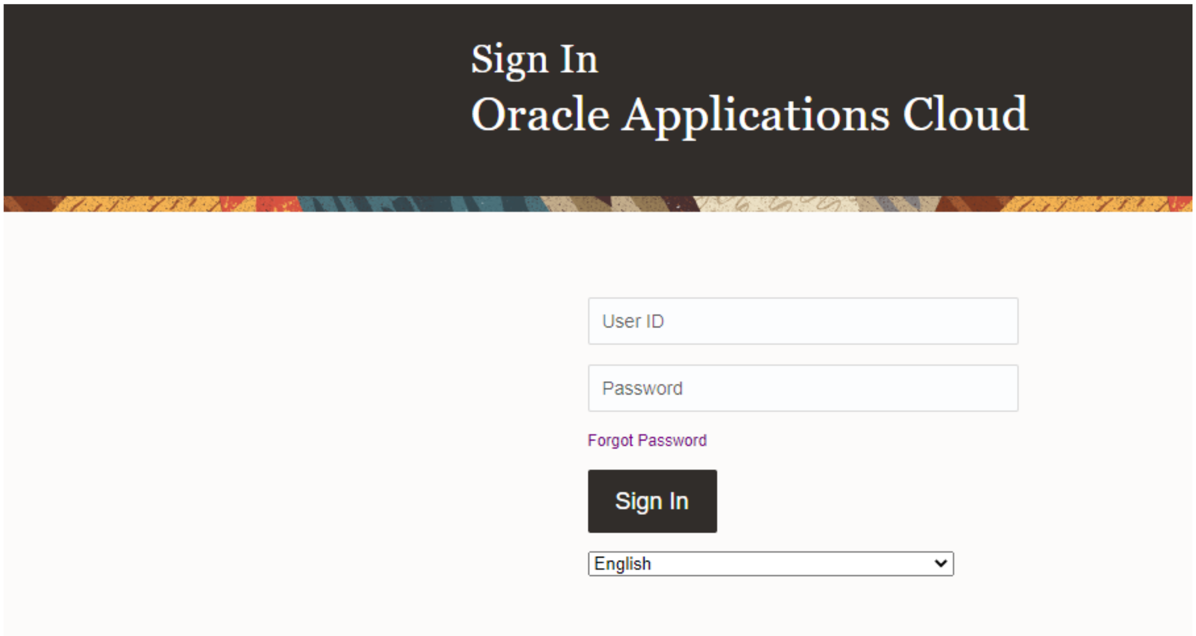
Invoice date on or after the date of PO & Delivery Note

Following attachments are mandatory and should be attached in sequence:

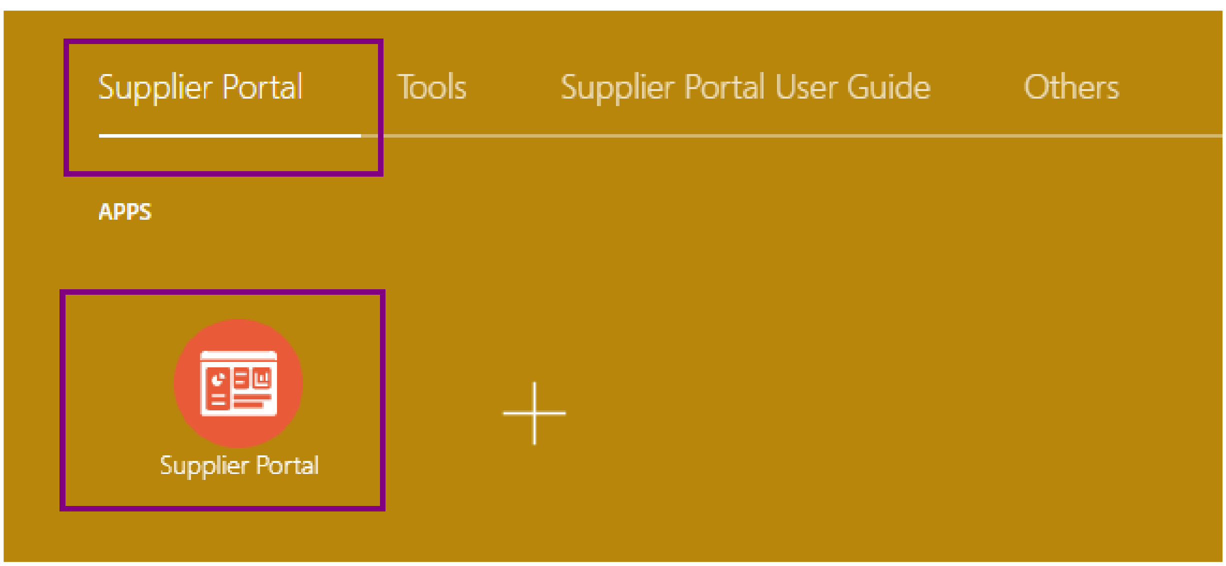
1. Invoice
2. Dully stamped and acknowledged DN or Job completion certificate
3. Duly stamped and acknowledged copy of Bank Guarantees, Performance Bond, Manufacturer's Warranties etc.,
4. PO or Service Order.

18. Create Invoice

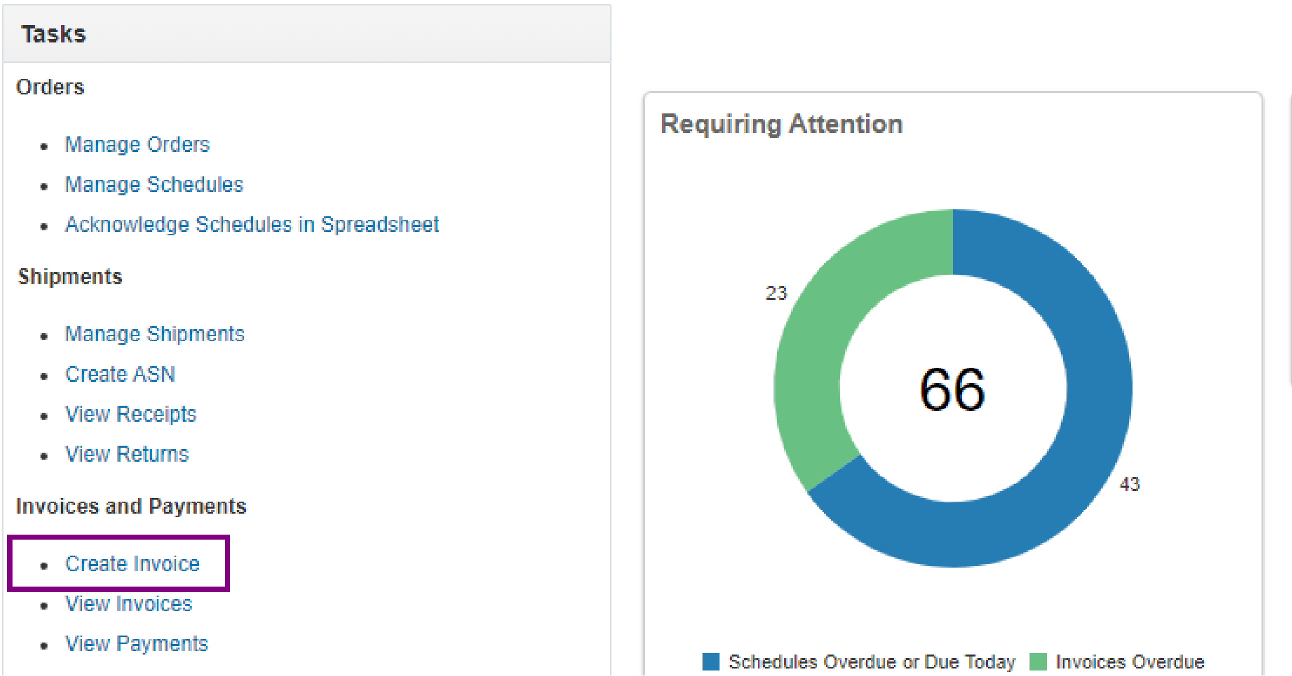
- Login into the Portal with Supplier Credentials https://elus.fa.em2.oraclecloud.com/



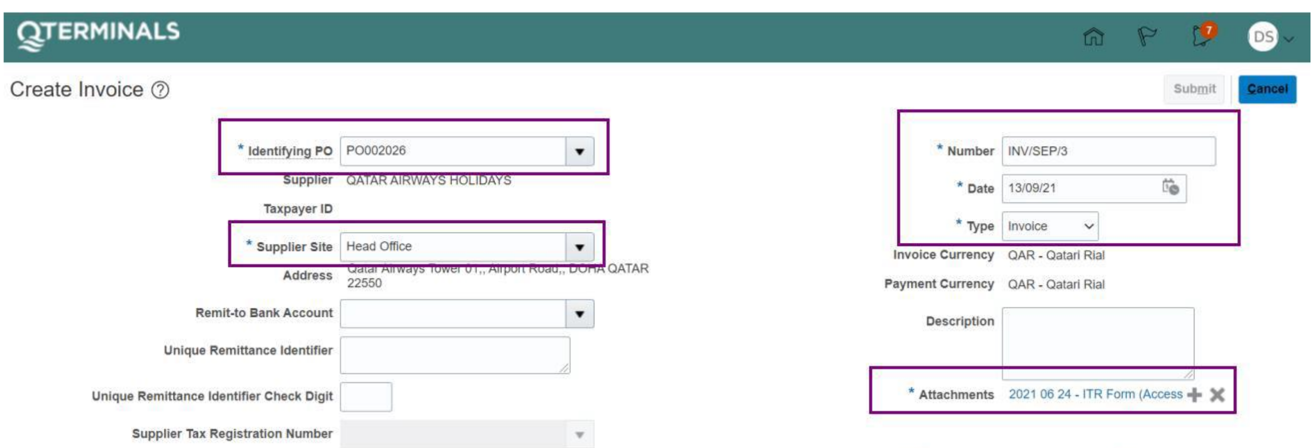
- Click on Supplier Portal



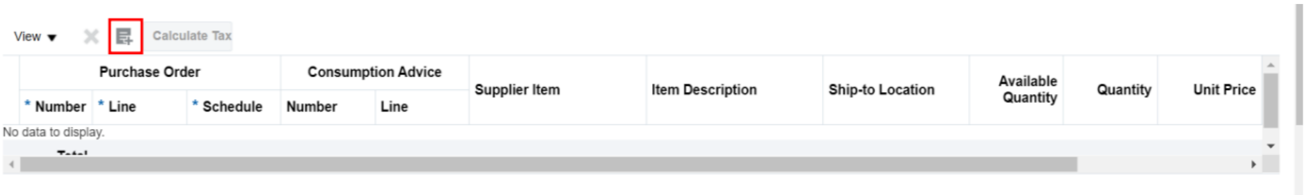
➢ Click create Invoice



➢ Provide the PO number, Supplier Site, Remit to Bank Account, Invoice Number, Invoice Date, Invoice Type, Description and attachment.

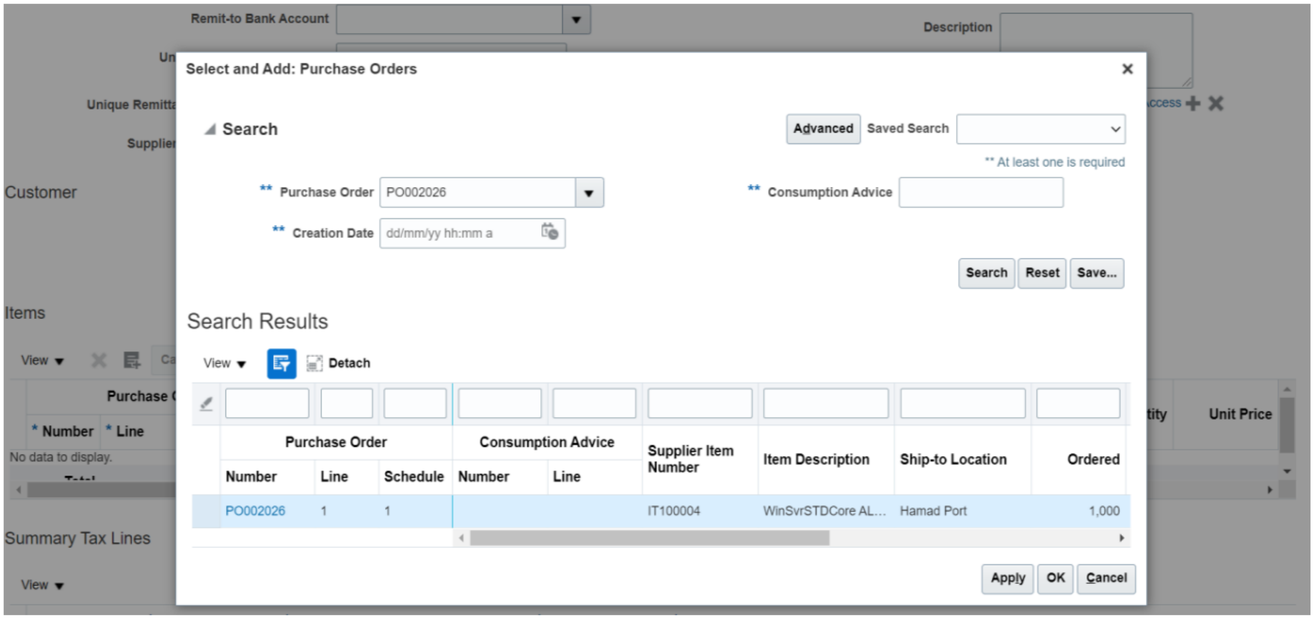


➢ After Invoice No and date details are updated, the below “Select and Add” Button will be enabled. Click the button to select the PO lines

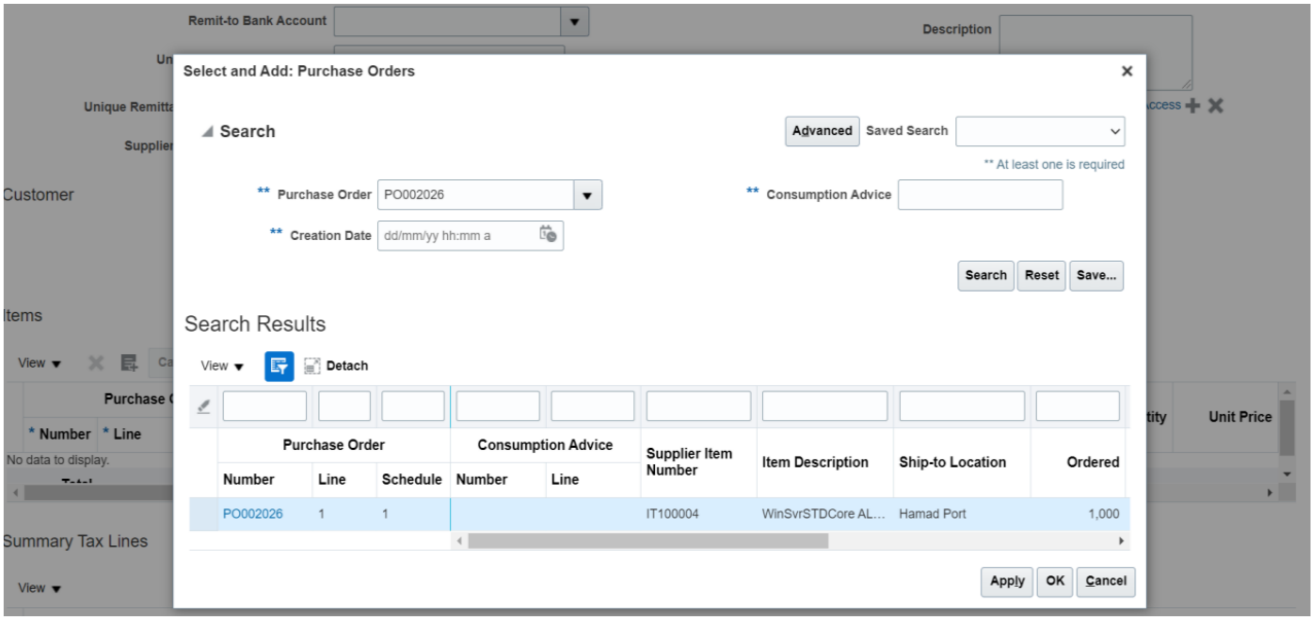


PO lines will be available to select based on the delivery.

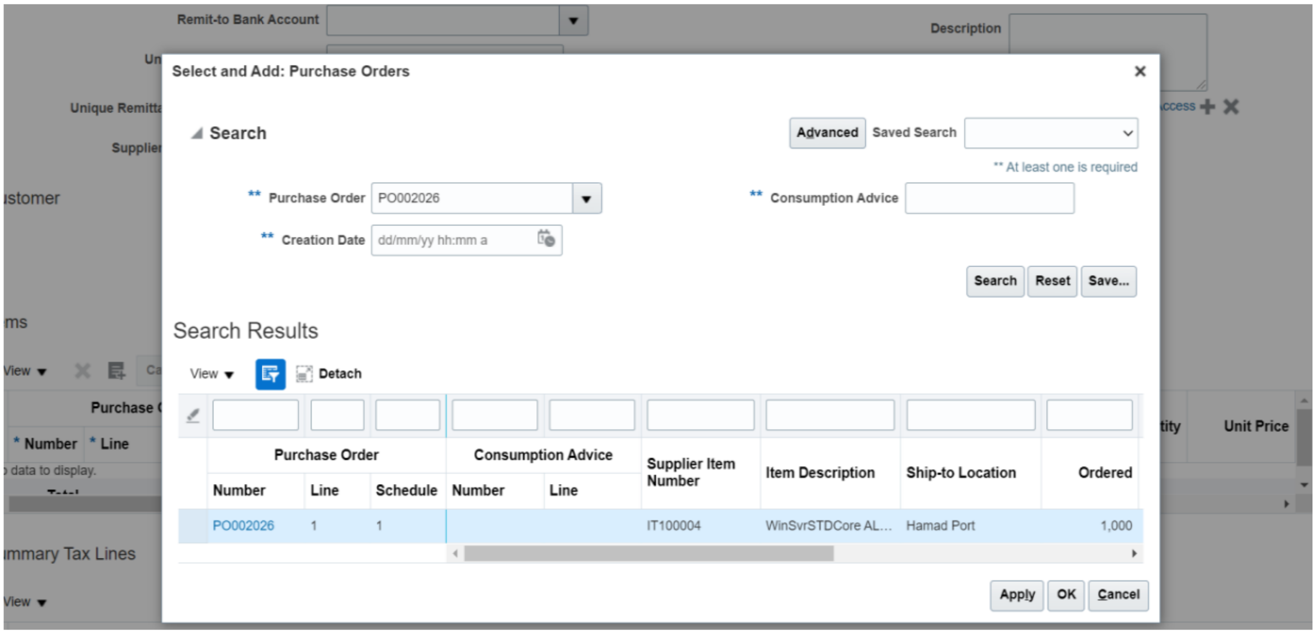
➢ Click “Select All” to match all the PO lines for invoice creation
(OR)
➢ Select only the required PO lines to match only those line items to create invoice



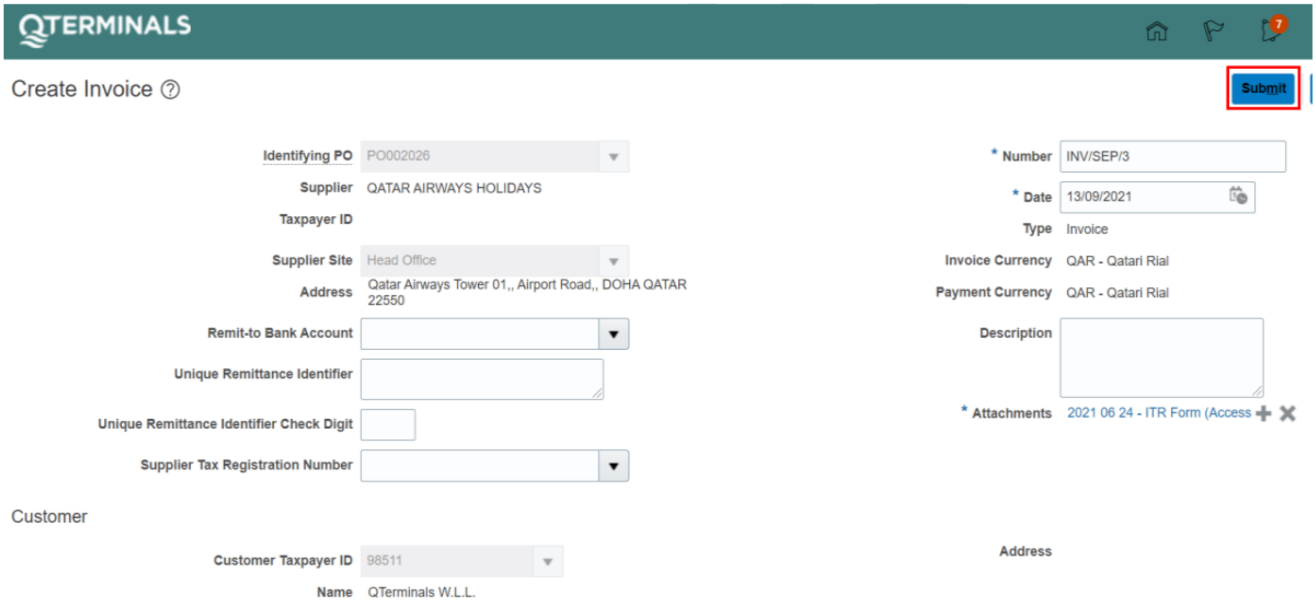
➢ Click OK



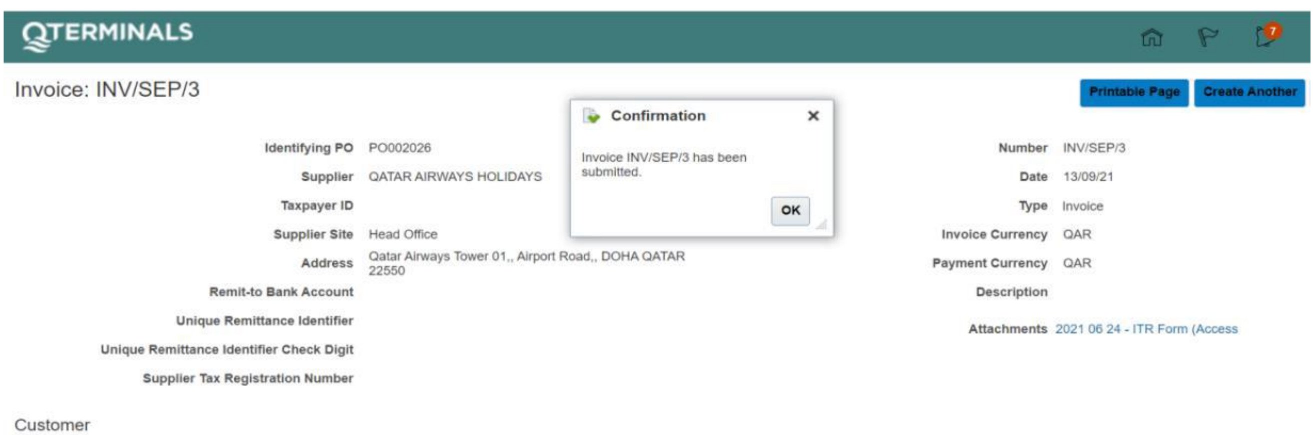
➢ Check the Value of selected PO lines matches with Invoice



- Now the Invoice can be submitted by clicking ‘Submit’ button

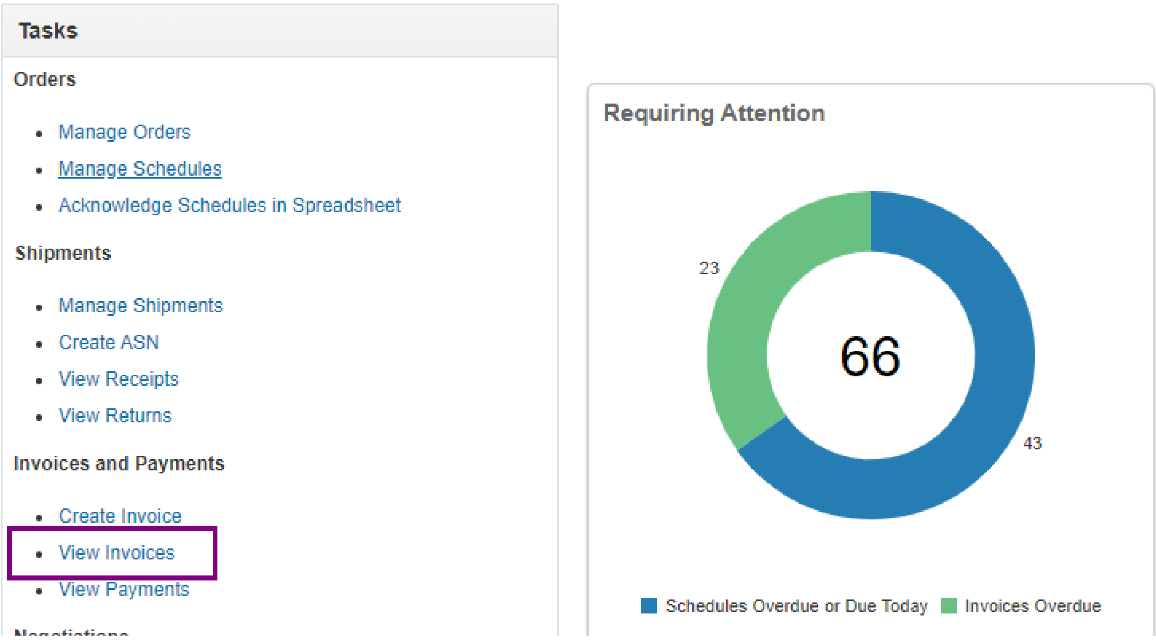


- Getting the confirmation that invoice has been submitted

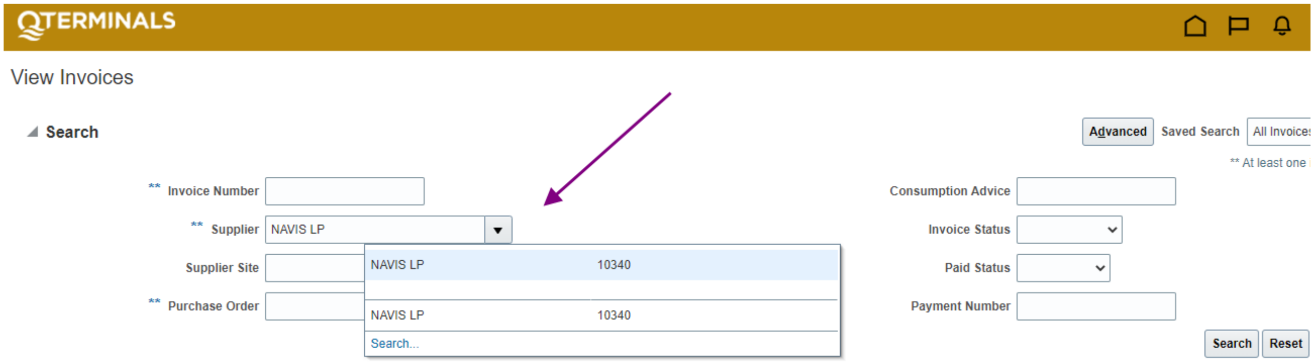


19. View the Status of Invoices

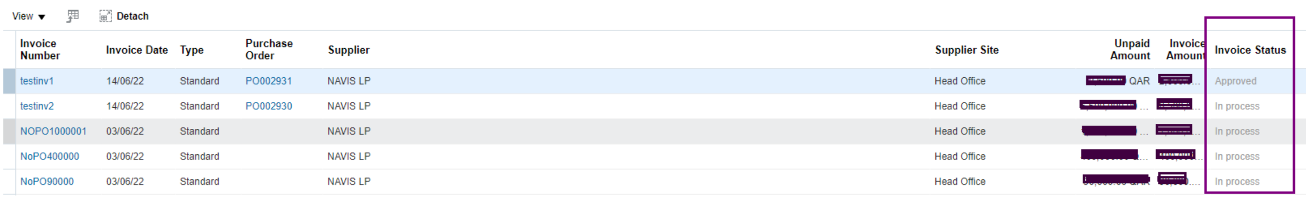
➢ Click on View Invoices



➢ Select the supplier company from the dropdown to view all the invoices

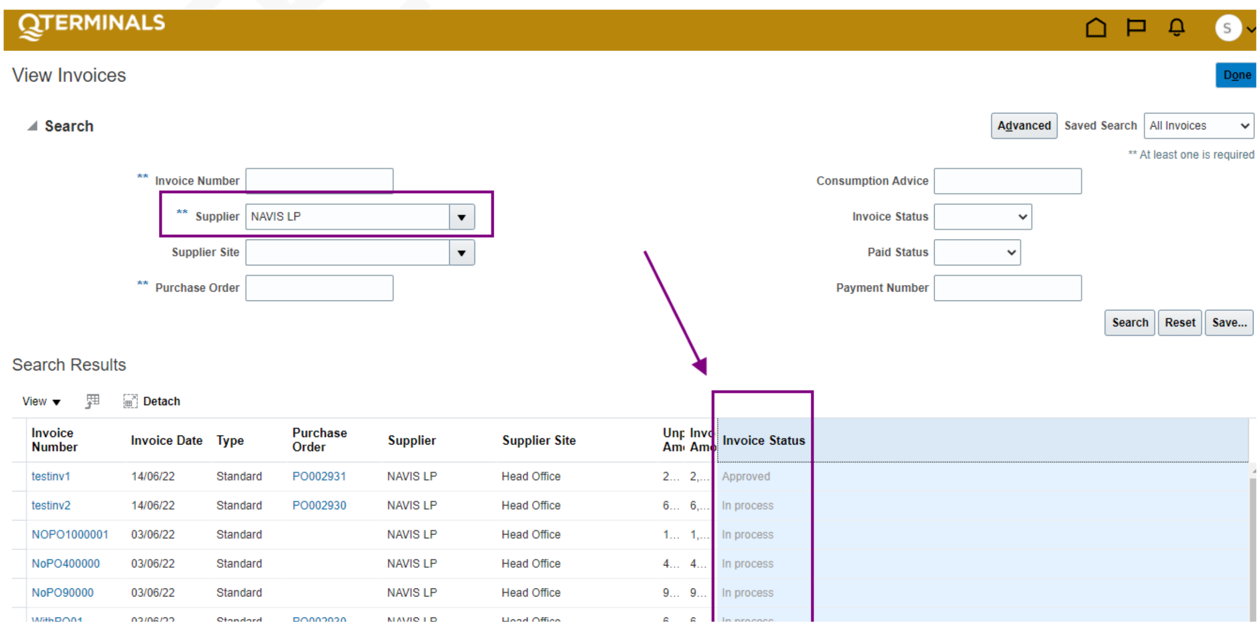


➢ Status of all the invoices can be viewed



Various Status of Invoices

In Process	Invoice submitted and required validation
Validated	Invoice validated and required approval
Approved	Invoice approved and shall be available for payment
On Hold	Invoice on hold due to mismatch
Rejected	Invoice rejected to mismatch; it must be cancelled for resubmission
Cancelled	Invoice cancelled and it can be re submission
Incomplete	Invoice not submitted
Searching with Invoice reference	Provide the Invoice reference and Click Search



20. Finance Support

Should you require any assistance related to E-Invoice, our dedicated Finance Support team is readily available to assist.

You can reach out to them via email at fdh@qterminals.com or payables@qterminals.com or by phone at +974 4044 5327