



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

QTERMINALS

1 2 3 4 5 6 7 8
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Company Details ⓘ

Please enclose copies of the required documents as listed below in the Business Classification section and put their expiry date, if any:

1. Company Registration (CR) in English
2. Trade License
3. Computer Card
4. Bank Letter or account details in company letter head
5. Company Profile
6. Tax Card
7. Classification Certificate issued by MoF

**Note: Suppliers based outside Qatar require to attach company profile, company registration and bank letter only.*

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."

* SUPPLIER NAME: RIGHT CONSULTANT

Tax Organization Type: Corporation

Supplier Type: Supplier

CORPORATE WEB SITE: WWW.RIGHTC.COM

* CR Number: 001234568

Tax Country: Qatar

Taxpayer ID:

Tax Registration Number:

NOTE TO APPROVER: WE ARE THE SOLE DISTRIBUTOR OF LEGO PRODUCTS IN QATAR

Additional Information

* numberOfEmployee: 100

* Type of Industry: Manufacturing/Production

Grade Level: 1

Company Size as per MoF Classification Certificate (SMEs): Medium

* Capital as per CR: 300,000

Type of Distributor: DEM

Brand Name: LEGO

Your Contact Information

Enter the contact information for communications regarding this registration.

* FIRST NAME: JOHN

* LAST NAME: DOE

* EMAIL: JD@RC.COM

* COMPANY NAME: RIGHT CONSULTANT

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.

QTERMINALS

1 2 3 4 5 6 7 8
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Contacts ⓘ

Enter at least one contact.

Actions: View, Format, Create, Edit, Delete, Freeze, Detach, Wrap

Name	Job Title	Email	Add Co	Request User Account	Edit	Delete
doe, john		JD@RC.COM	✓	✓	✎	✕

Columns Hidden: 7

Edit Contact: john doe

Salutation:

* FIRST NAME: JOHN

MIDDLE NAME:

* LAST NAME: DOE

JOB TITLE: MANAGER

☒ Administrative contact

* Phone: 974 5000

Mobile: 974 5034 5000

Fax:

* Email: JD@RC.COM

OK Cancel

4. Addresses

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

Register Supplier: Addresses

Enter at least one address for remitting and ordering address purposes

Actions View Format **Create** Edit Delete Freeze

Address Name Address

No data to display.
Columns Hidden: 3

Create Address

* Address Name HEAD OFFICE

* Country Qatar

* Address Line 1 AL EMADI BDLG

Address Line 2 C- RING ROAD

Address Line 3

* City DOHA

State QATAR

Postal Code 12324

* Address Purpose ☒ Ordering ☒ Remit to ☒ RFO or Bidding

Phone 974

Fax 974

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
doe_john	manager	jd@rc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden: 4

Create Another OK Cancel

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.

Organization Business Classifications Products and Services Transaction Tax Income Tax Payments

☐ None of the classifications are applicable

Actions View Format **+** Freeze Detach Wrap

* Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Ce	Start Date	Expiration Date
Bank Letter		Current	Other	Doha Bank	<input type="checkbox"/>	dd-mmm-yyy	dd-mmm-yyy
Computer Card		Current	Other	MOI			12-Oct-2024
Trade License		Current	Other	MOCI			16-Oct-2025
Commercial Registration		Current	Other	MOCI			6-Nov-2025
Tax Card		Current	Other	Dhareeba			

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.

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Register Supplier: Bank Accounts

Enter at least one bank account.

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

Account Name Account Number IBAN Currency Bank Branch Agency Location Code

Create Bank Account

Enter account number in IBAN unless account number is masked as required.

* Country Qatar

Bank QATAR NATIONAL BANK

Branch MAIN BRANCH

Account Number 228-123456-91000-1000-00

IBAN QA78QNBAA22012345601000000000

Currency QAR

Additional Information

* Account Name THE RIGHT COMPANY

Agency Location Code

Alternate Account Name

Account Type

Account Suffix

Description

Check Digits

Comments

Note to Approver

Create Another OK Cancel

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.

QTERMINALS

Register Supplier: Products and Services

Enter at least one product or service.

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name Description Re

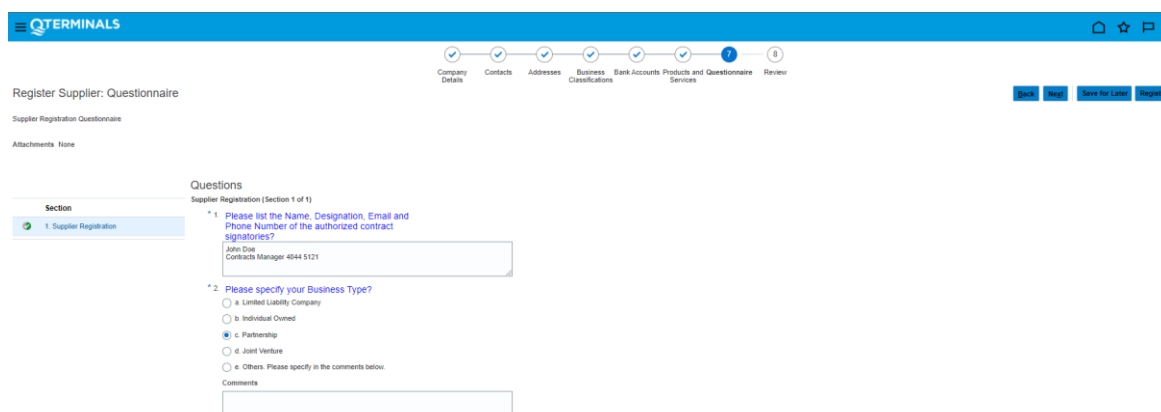
OPEX - Marketing Marketing

OPEX - Marketing - Marketing Services Marketing Services

OPEX - Marketing - Marketing Services - Branding Branding

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.

QTerminals Holding (Corporate)

Your supplier registration request was saved.

Request Number 361007

Request Date 24 September 2023

Requested By John Doe

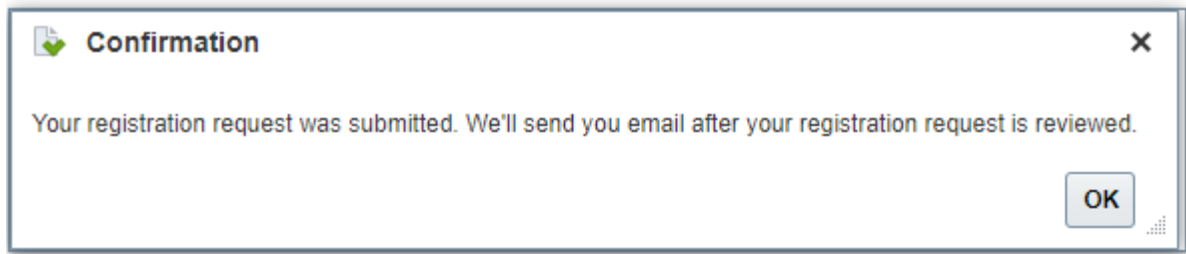
Company The Right Company

Recommended Action

[Complete your supplier registration request.](#)

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.

QTerminals Holding (Corporate)
Your Supplier Registration Request was Approved

Request Number	452007
Request Date	26 September 2023
Requested By	John, Doe
Company	The Right Company

 User account information will be sent in a separate email.

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 x

elus.fa.sender@workflow.mail.em2.cloud.oracle.com

1:01 PM (3 minutes a

to me ▾

Dear John Doe,

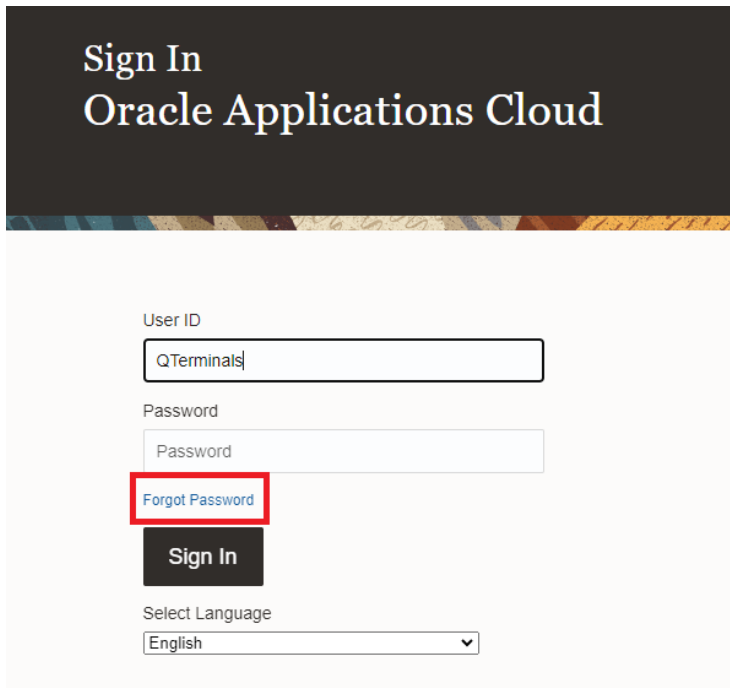
The password for your Oracle Fusion Applications Account - **JDOE** - was recently changed.

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



Sign In
Oracle Applications Cloud

User ID
QTerminals

Password
Password

[Forgot Password](#)

Sign In

Select Language
English

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

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APPS



Supplier Portal



Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile



Edit

Done



Warning



POZ-2130390 Making 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

Create Contact

X

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone

Mobile

Fax

Email

Status

Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

☒ Request user account

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Edit

Submit

Cancel

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

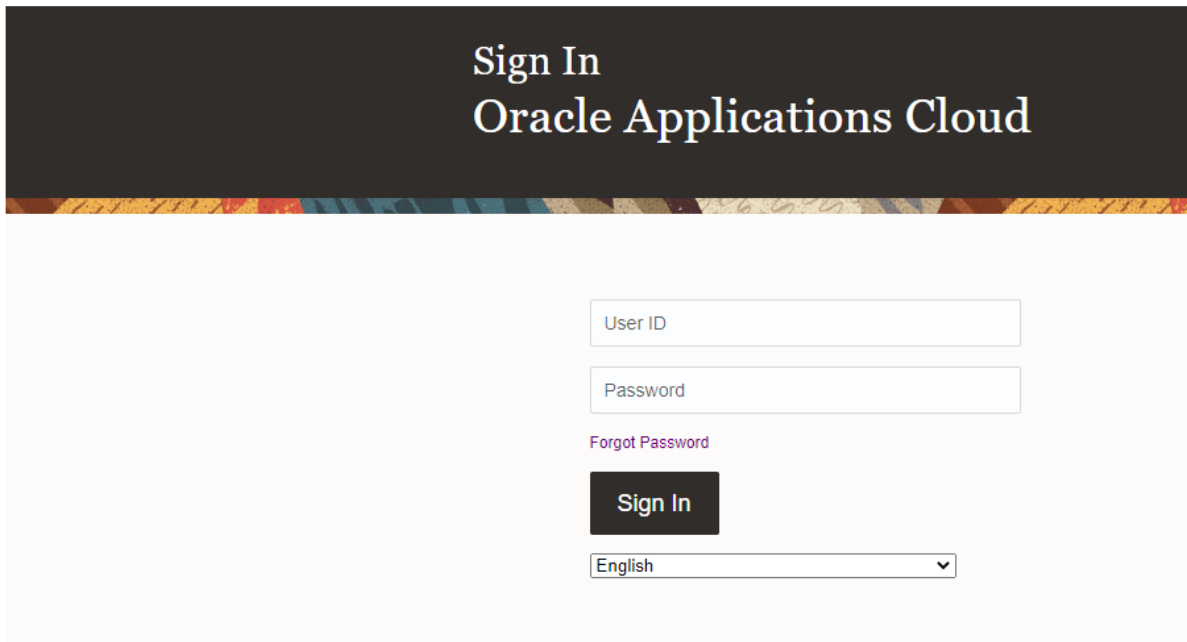
Invoice date on or after the date of PO & Delivery Note

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.

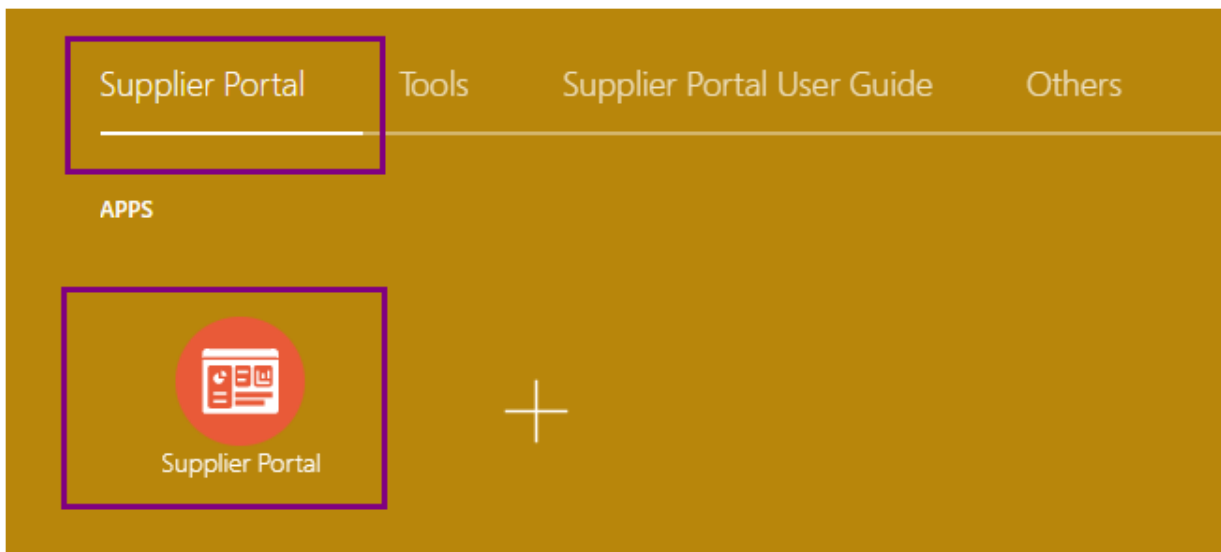
18. Create Invoice

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

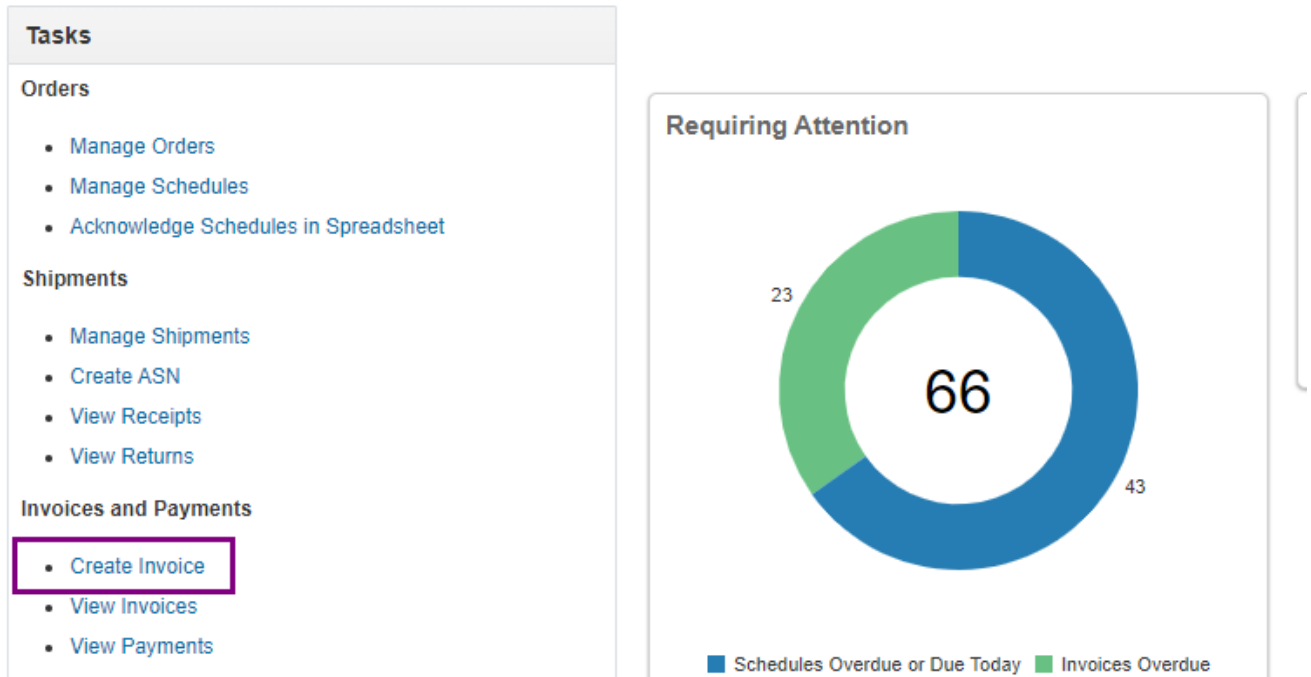


The image shows the 'Sign In Oracle Applications Cloud' page. It features a dark header with the text 'Sign In Oracle Applications Cloud'. Below the header, there are two input fields: 'User ID' and 'Password'. A link for 'Forgot Password' is located below the password field. A black 'Sign In' button is positioned below the input fields. At the bottom, there is a language dropdown menu currently set to 'English'.

- 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.

[Home](#)
[Logout](#)

7

DS

Create Invoice ?

* Identifying PO

PO002026

Supplier

QATAR AIRWAYS HOLIDAYS

Taxpayer ID

* Supplier Site

Head Office

Address

Qatar Airways Tower 01,, Airport Road,, DOHA QATAR 22550

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

* Number

INV/SEP/3

* Date

13/09/21

* Type

Invoice

Invoice Currency

QAR - Qatari Rial

Payment Currency

QAR - Qatari Rial

Description



* Attachments

2021 06 24 - ITR Form (Access + X)

Submit

Cancel

- 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

View   Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price
* Number	* Line	* Schedule	Number	Line						

No data to display.

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

Remit-to Bank Account Description

Unique Remittance Supplier

Customer

Items


View   Ca

Purchase Order

* Number * Line

No data to display.

Summary Tax Lines

View 

Select and Add: Purchase Orders

Search

Advanced Saved Search

** At least one is required


** Purchase Order

** Consumption Advice

** Creation Date

Search Reset Save...

Search Results

View  Detach

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PO002026	1	1			IT100004	WinSvrSTDCore AL...	Hamad Port	1,000

Apply OK Cancel

- Click OK

Select and Add: Purchase Orders

Search

Advanced Saved Search

** Purchase Order PO002026

** Consumption Advice

** Creation Date dd/mm/yy hh:mm a

** At least one is required

Search Reset Save...

Search Results

View Detach

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PO002026	1	1			IT100004	WinSvrSTDCore AL...	Hamad Port	1,000

Apply OK Cancel

- Check the Value of selected PO lines matches with Invoice

Select and Add: Purchase Orders

Search

Advanced Saved Search

** Purchase Order PO002026

** Consumption Advice

** Creation Date dd/mm/yy hh:mm a

** At least one is required

Search Reset Save...

Search Results

View Detach

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PO002026	1	1			IT100004	WinSvrSTDCore AL...	Hamad Port	1,000

Apply OK Cancel

- Now the Invoice can be submitted by clicking 'Submit' button

QTERMINALS

Create Invoice ? Submit

Identifying PO PO002026

Supplier QATAR AIRWAYS HOLIDAYS

Taxpayer ID

Supplier Site Head Office

Address Qatar Airways Tower 01, Airport Road, DOHA QATAR 22550

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

Customer

Customer Taxpayer ID 98511

Name QTerminals W.L.L.

Number INV/SEP/3

Date 13/09/2021

Type Invoice

Invoice Currency QAR - Qatari Rial

Payment Currency QAR - Qatari Rial

Description

* Attachments 2021 06 24 - ITR Form (Access + X)

Printable Page Create Another

- Getting the confirmation that invoice has been submitted

QTERMINALS

Invoice: INV/SEP/3

Identifying PO PO002026

Supplier QATAR AIRWAYS HOLIDAYS

Taxpayer ID

Supplier Site Head Office

Address Qatar Airways Tower 01, Airport Road, DOHA QATAR 22550

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

Customer

Number INV/SEP/3

Date 13/09/21

Type Invoice

Invoice Currency QAR

Payment Currency QAR

Description

Attachments 2021 06 24 - ITR Form (Access)

Printable Page Create Another

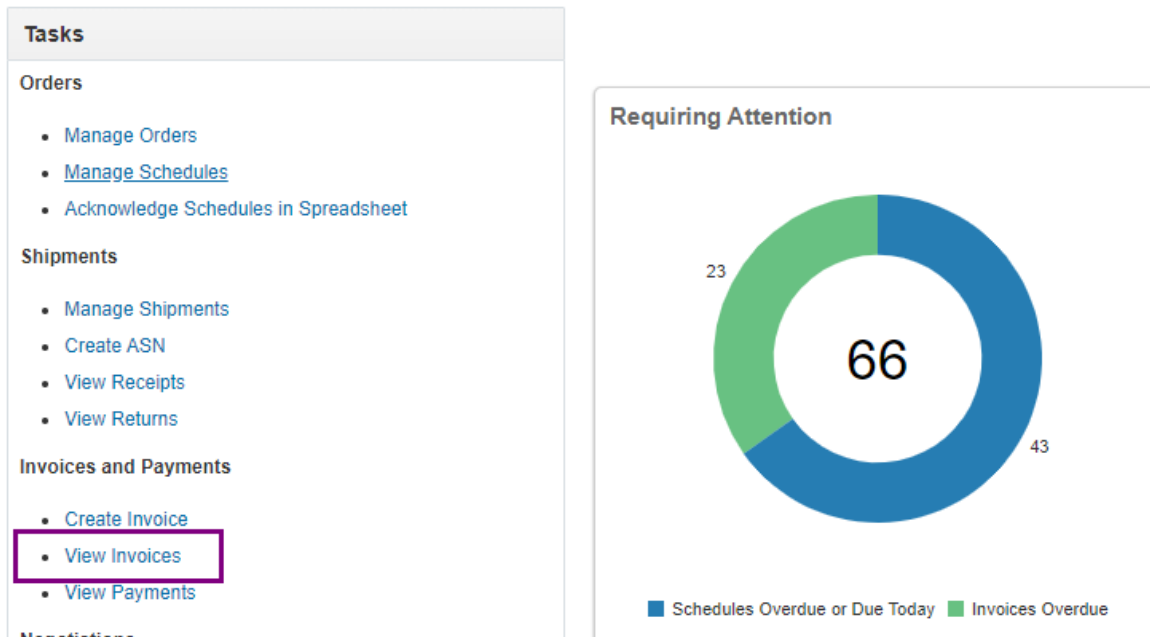
Confirmation

Invoice INV/SEP/3 has been submitted.

OK

19. View the Status of Invoices

- Click on View Invoices



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

The 'View Invoices' search form includes the following fields and controls:

- Search** (dropdown arrow)
- Advanced** (button)
- Saved Search** (button)
- All Invoices** (button)
- ** Invoice Number** (text input)
- ** Supplier** (dropdown menu, highlighted with a red arrow pointing to the dropdown arrow)
- Supplier Site** (text input)
- ** Purchase Order** (text input)
- Consumption Advice** (text input)
- Invoice Status** (dropdown menu)
- Paid Status** (dropdown menu)
- Payment Number** (text input)
- Search** (button)
- Reset** (button)

- Status of all the invoices can be viewed

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status
testinv1	14/06/22	Standard	PO002931	NAVIS LP	Head Office	QAR		Approved
testinv2	14/06/22	Standard	PO002930	NAVIS LP	Head Office			In process
NOPO1000001	03/06/22	Standard		NAVIS LP	Head Office			In process
NoPO400000	03/06/22	Standard		NAVIS LP	Head Office			In process
NoPO90000	03/06/22	Standard		NAVIS LP	Head Office			In process

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

QTERMINALS
Home
Logout
Search

View Invoices Done

Search

Invoice Number

Supplier

Supplier Site

Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Advanced

Saved Search

All Invoices

** At least one is required

Search

Reset

Save...

View

Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unq. Inv. Am.	Invoice Status
testinv1	14/06/22	Standard	PO002931	NAVIS LP	Head Office	2... 2...	Approved
testinv2	14/06/22	Standard	PO002930	NAVIS LP	Head Office	6... 6...	In process
NOPO1000001	03/06/22	Standard		NAVIS LP	Head Office	1... 1...	In process
NoPO400000	03/06/22	Standard		NAVIS LP	Head Office	4... 4...	In process
NoPO90000	03/06/22	Standard		NAVIS LP	Head Office	9... 9...	In process
WABPO4	03/06/22	Standard	PO003030	NAVIS LP	Head Office	6... 6...	In process

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