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1 HOW TO LOGIN – ENOC ISUPPLIER PORTAL

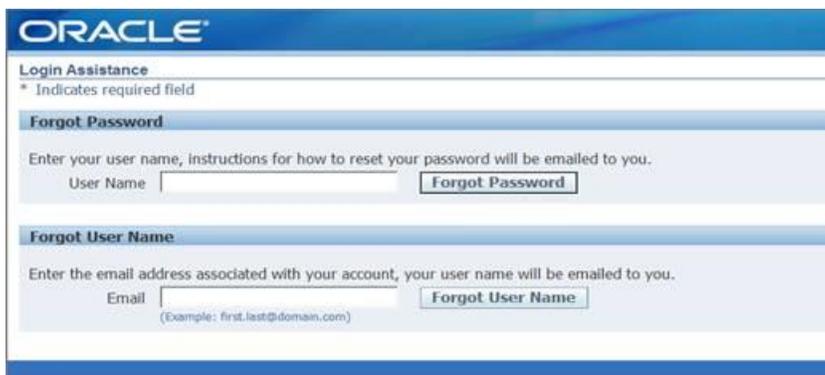
1. <https://isup.enoc.com/>
2. If you already know your user name and password, please type them and click on log in.
3. If you don't have your login details, please click on login assistance.



The screenshot shows the login interface for the ENOC ISUPPLIER PORTAL. It features a blue header with a globe and a navigation bar with several icons. The main content area contains a login form with the following elements:

- *User Name: (example: michael.james.smith)
- *Password: (example: 4u99v23)
- Buttons:
- Link: [Login Assistance](#)
- Accessibility:

4. If you forgot your password, directly type your user name in the field and click forgot password. Email should reach your inbox within 10 – 15 minutes containing URL to create new password.
5. If you can't remember your user name, enter your email address and an email should reach you containing your user name within 10 – 15 minutes.

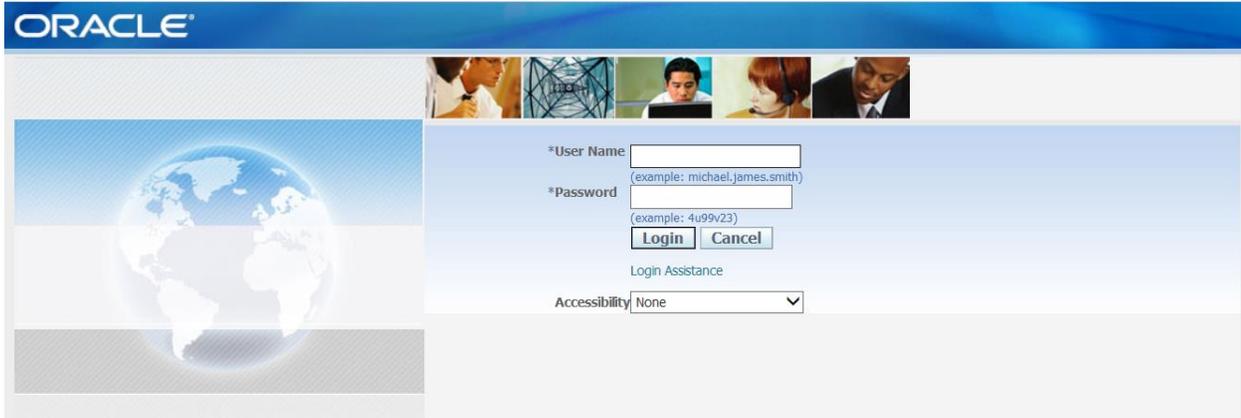


The screenshot shows the ORACLE Login Assistance page. It features a blue header with the ORACLE logo. The main content area contains the following sections:

- Login Assistance**
* Indicates required field
- Forgot Password**
Enter your user name, instructions for how to reset your password will be emailed to you.
User Name
- Forgot User Name**
Enter the email address associated with your account, your user name will be emailed to you.
Email
(Example: first.last@domain.com)

2 HOW TO CHANGE EXISTING PASSWORD

1. Logon using Account Login details received by email.



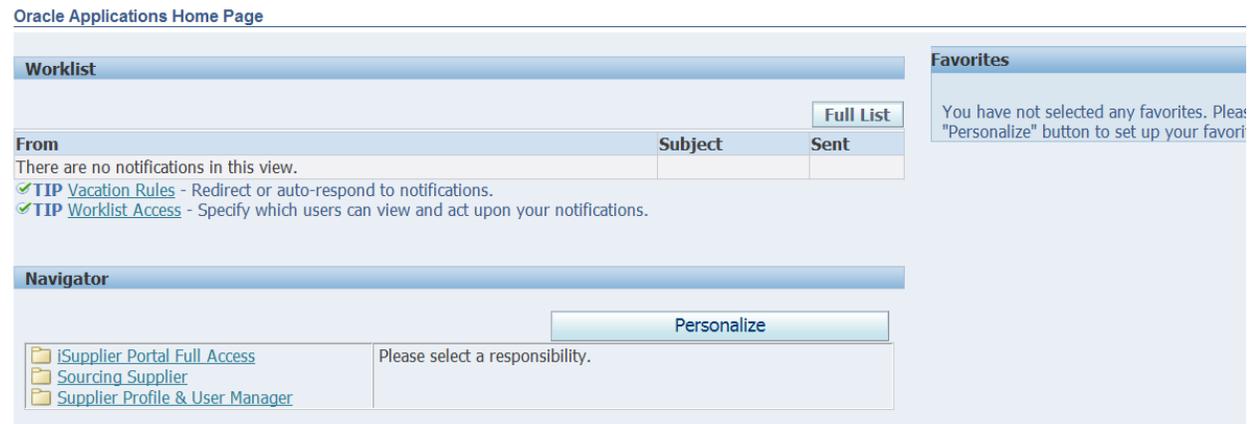
The Oracle Account Login page features the Oracle logo at the top left. Below it is a navigation bar with several small images of people. The main content area is divided into two sections. On the left is a large, glowing globe. On the right is the login form, which includes fields for *User Name (with an example: michael.james.smith) and *Password (with an example: 4u99v23). Below these fields are Login and Cancel buttons, a Login Assistance link, and an Accessibility dropdown menu set to None.

2. Enter Current and New Password and Click Submit button



The Oracle Change Password page has the Oracle logo at the top. Below it is the title "Change Password". The form contains three required fields: * Current Password, * New Password, and * Re-enter New Password. A note below the fields states "Password must be at least 8 characters long." At the bottom of the form are Submit and Cancel buttons. A legend indicates that an asterisk (*) denotes a required field.

3. You will be directed to the Home Page



The Oracle Applications Home Page is titled "Oracle Applications Home Page". It features a Worklist section with a "Full List" button and a table with columns for From, Subject, and Sent. Below the table, there are 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." A Navigator section is located at the bottom left, containing a "Personalize" button and a list of responsibilities: "iSupplier Portal Full Access", "Sourcing Supplier", and "Supplier Profile & User Manager". A message next to the list says "Please select a responsibility." On the right side, there is a Favorites section with a message: "You have not selected any favorites. Please 'Personalize' button to set up your favorites."

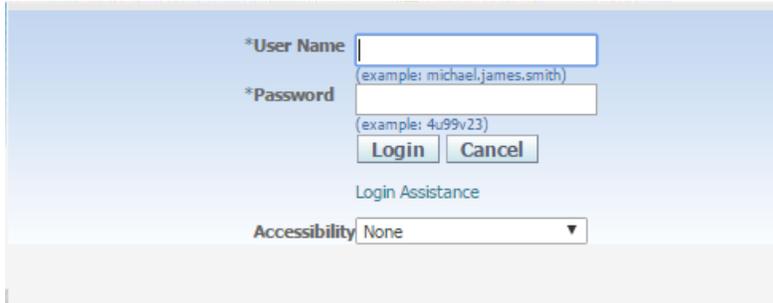
3 HOW TO UPDATE – TRADE LICENSE

Overall two required changes:

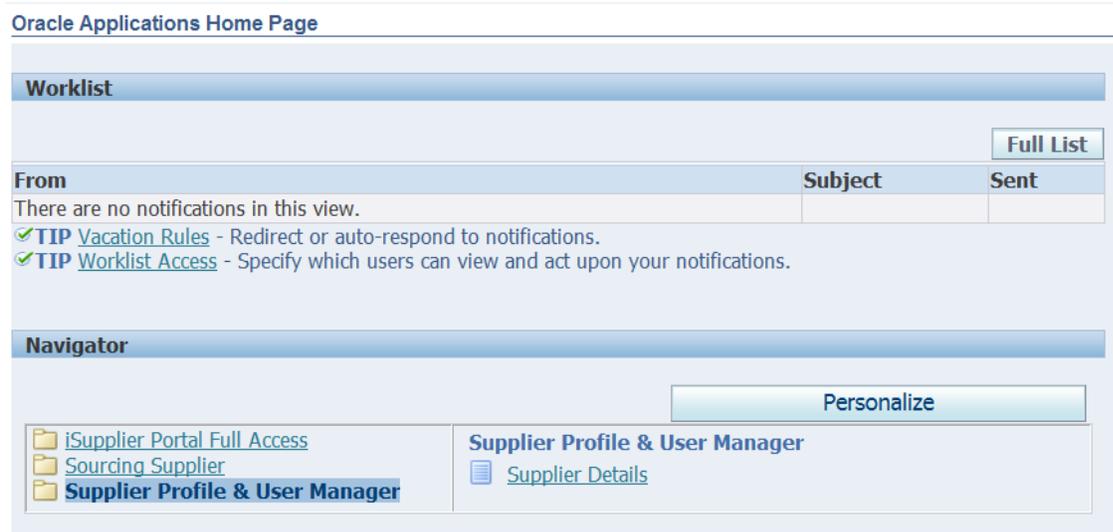
1. Change Trade License expiry date in profile.
2. Attach copy of renewed Trade License.

Step by step Manual:

1- Logon isup.enoc.com using Account Login details



2- Select **Supplier Profile & User Manager**



Oracle Applications Home Page

Worklist

[Full List](#)

From	Subject	Sent
There are no notifications in this view.		

✔ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
✔ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator

[Personalize](#)

- [iSupplier Portal Full Access](#)
- [Sourcing Supplier](#)
- [Supplier Profile & User Manager](#)
 - [Supplier Details](#)

Important Note: if your screen has below two responsibilities only It means that your user ID is not authorized to perform changes in the profile. You may contact us on below and request authorization.
vendor.registration@enoc.com

Oracle Applications Home Page

Worklist

[Full List](#)

From	Subject	Sent
There are no notifications in this view.		
* TIP Vacation Rules - Redirect or auto-respond to notifications.		
* TIP Worklist Access - Specify which users can view and act upon your notifications.		

Navigator

[Personalize](#)

Supplier Portal Full Access	Please select a responsibility.
Sourcing Supplier	

3- General region, click **Add Attachment** button to submit any documents

Supplier Administration

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name	CONVERSION SUPPLIER	DUNS Number	
Supplier Number	46853	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
No results found.								

4- Update Business Classification region, update your trade license expiry date and click **Save Button**.

Hint: only one Trade License to be attached which matched existing Trade License numbered recorded in the profile

Note: Please ensure attaching Soft Copy of your renewed Trade License (refer point 3).

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

Business Classifications

Cancel Save

✓TIP SUBMIT COPY OF YOUR TRADE LICENSE AS ATTACHMENT IN THE GENERAL REGION, YOUR REQUEST WILL GET REJECTED IF TRADE LICENSE IS NOT ATTACHED.

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **12-Apr-2016** By **ENOCGPC PROC**

✓TIP Date format example: 17-Oct-2016

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Trade License	<input type="checkbox"/>				<input type="text"/>
Trade License - Abu Dhabi	<input type="checkbox"/>				<input type="text"/>
Trade License - Ajman	<input type="checkbox"/>				<input type="text"/>
Trade License - Dubai	<input checked="" type="checkbox"/>		55454		08-Jun-2015
Trade License - Fujairah	<input type="checkbox"/>				<input type="text"/>
Trade License - Other	<input type="checkbox"/>				<input type="text"/>
Trade License - Ras Business Classification Table	<input type="checkbox"/>				<input type="text"/>
Trade License - Sharjah	<input type="checkbox"/>				<input type="text"/>
Trade License - Umm al-Qaiwain	<input type="checkbox"/>				<input type="text"/>

Cancel Save

4 HOW TO UPDATE - PROFILE

1- Select *Supplier Profile & User Manager*

Oracle Applications Home Page

Worklist

[Full List](#)

From	Subject	Sent
There are no notifications in this view.		
✔ TIP Vacation Rules - Redirect or auto-respond to notifications.		
✔ TIP Worklist Access - Specify which users can view and act upon your notifications.		

Navigator

[Personalize](#)

<ul style="list-style-type: none"> iSupplier Portal Full Access Sourcing Supplier Supplier Profile & User Manager 	<p>Supplier Profile & User Manager</p> <ul style="list-style-type: none"> Supplier Details
---	---

2- General region, click *Add Attachment* button to submit any documents

Supplier Administration

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name	CONVERSION SUPPLIER	DUNS Number
Supplier Number	46853	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
No results found.								

3- Organization region, enter the company details if applicable and click SAVE button

Organization

Cancel Save

D-U-N-S Number Chief Executive Name

Legal Structure Chief Executive Title

Principal Name

Year Established Principal Title

Incorporation Year

Control Year

Mission Statement

Total Employees

Organization Total Corporate Total

Organization Total Type Corporate Total Type

4- Address region, Click Update or Create Button and Click Save

Supplier Administration: Address Book >

Create Address

* Indicates required field

Cancel Save

Supplier Name **CONVERSION SUPPLIER**

* Address Name

Country

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality

County

State/Region

Province

* Postal Code

Supplier Number **46853**

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

RFQ Only Address

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

5- Contact Directory region, Click Update or Create Button and click Apply

Supplier Administration: Contact Directory >

Create Contact

* Indicates required field

Cancel Apply

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Email Address

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date

(example: 28-Mar-2016 19:45:00)

User Account

Create User Account for this Contact

* Supplier Name

* Username

User Notifications

Certification Reminders

Responsibilities

[Select All](#) | [Select None](#)

Select Responsibility	Application
<input checked="" type="checkbox"/> iSupplier Portal Full Access	iSupplier Portal
<input type="checkbox"/> Sourcing Supplier	Sourcing
<input type="checkbox"/> Supplier Profile & User Manager	iSupplier Portal

6- Business Classification region, update your trade license details and click Save Button

Business Classifications

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified _____ By _____

TIP Date format example: 17-Nov-2015

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Trade License	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trade License - Abu Dhabi	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Trade License - Ajman	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Trade License - Dubai	<input checked="" type="checkbox"/>		5446	<input type="text"/>	08-Jun-2015
Trade License - Fujairah	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Trade License - Other	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

7- Product & Services, click Add to add additional Product and Services. Select the row and click Remove to delete the Product and Services

Supplier Administration

Products and Services

[Select All](#) | [Select None](#)

Select Code	Products and Services	Date Added	Approval Status	View
<input type="checkbox"/> 102.7305	OTHERS.GENERAL	31-Aug-2015	Pending Approval	<input type="button" value="View"/>
<input type="checkbox"/> 002.0003	PRODUCTION SURFACE EQUIPMENT.PUMP UNITS AND TANKS FOR WELL KILL SERVICE	12-Mar-2015	Rejected	<input type="button" value="View"/>

Additional Product & Services

Additional Information

SiNo	Product Services	Delete
1	<input type="text"/>	<input type="button" value="Delete"/>

8- Banking Details, click Update to modify, click Create to create a new Bank and click Save

Banking Details

View **General Accounts**

TIP Date format example: 28-Mar-2016

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
<input type="button" value="Show"/>	465131345			ROYAL BANK OF CANADA	16-Aug-2015 <input type="button" value="Calendar"/>	<input type="text"/>	1	<input type="button" value="Up"/>	<input type="button" value="Down"/>	Approved	<input type="button" value="Pencil"/>

Supplier Administration: Banking Details >

Create Bank Account

* Indicates required field

* Country **United Arab Emirates**

Account is used for foreign payments
Account definition must include bank and branch information.

Bank	Branch
<input checked="" type="radio"/> Existing Bank <input type="radio"/> New Bank Bank Name <input type="text"/> <input type="button" value="Search"/> Bank Number <input type="text"/> <input type="button" value="Show Bank Details"/>	<input checked="" type="radio"/> Existing Branch <input type="radio"/> New Branch Branch Name <input type="text"/> <input type="button" value="Search"/> Branch Number <input type="text"/> BIC <input type="text"/> Branch Type ABA <input type="button" value="Down"/> <input type="button" value="Show Branch Details"/>

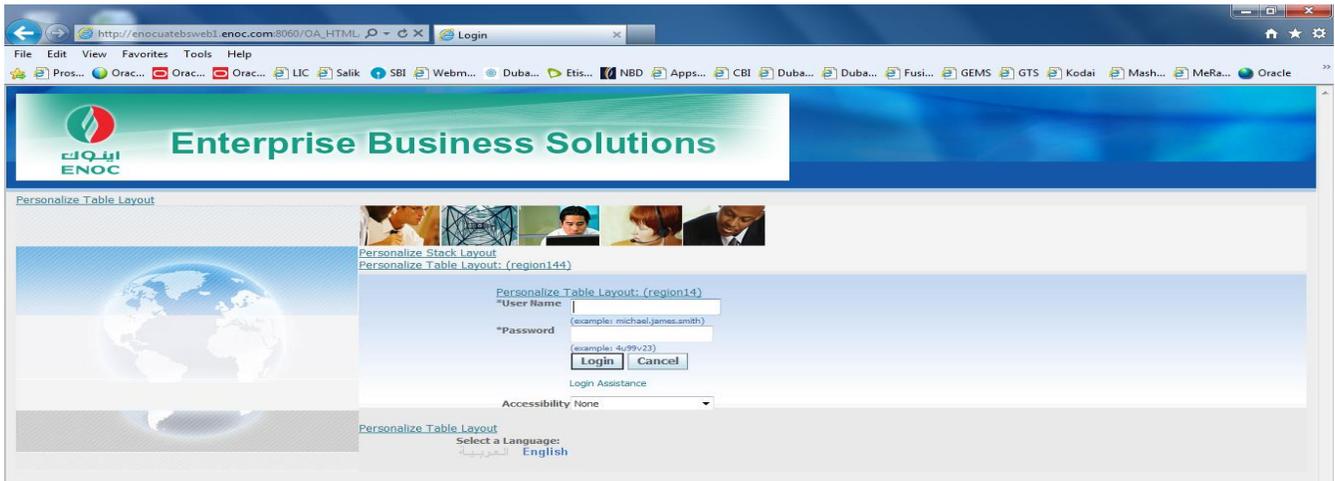
Bank Account

* Account Number
 Check Digits
 IBAN

Account Name
 Currency
 Account Status **New**

5 HOW TO RESPOND – RFI / RFQ

Logon using Supplier Account Login details:



Acknowledge RFI/RFQ

Note: You can't submit the quote after the RFI/RFQ close date.

Navigate to 'Sourcing Supplier' → 'Sourcing Home Page'

In 'Your Company's Open Invitations' region, find the RFI/RFQ (Negotiation) and click <Negotiation Number> to respond

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
8001	Active	DUBAI	20140045	Construction Bid-TEST	RFQ	0 seconds		0
10001	Active	DUBAI	20140052	RFI for Construction Project	RFI	0 seconds		0
15001	Active	DUBAI	20140077	TEST	RFQ	0 seconds		0
12001	Active	DUBAI - ENOC	20140065	BPA Contract Agreement	RFQ	0 seconds		0
9001	Active	DUBAI	20140049	Building Contract - 3	RFQ	0 seconds		0

Supplier Site	Negotiation Number	Title	Type	Time Left
DUBAI - EPPCO	20140083	Purchase Of Lubes	RFI	19 days 23 hours

In **Actions**, select 'Acknowledge Participation' to acknowledge your company's participation in the RFI/RFQ

ORACLE Sourcing

Home Logout Preferences Help Diagnostics

Negotiations > RFI: 20140083

Actions **Acknowledge Participation** Go

Title **Purchase Of Lubes**
 Status **Active**
 Time Left **19 days 22 hours**

Open Date **11-Mar-2014 10:08:36**
 Close Date **31-Mar-2014 09:45:19**

Header Lines Controls Contract Terms

Buyer **GTS, Mr. ARUN** Event **EIOC Project**
 Response Style **Blind**
 Description

Terms

Bill-To Address [DUGAS-LE-ADDRESS](#) Payment Terms
 Ship-To Address [INV-DUGAS-DUBAI NATURAL GAS COMPANY LIMITED](#) Carrier
 FOB Freight Terms

Currency

RFI Currency **USD** Price Precision **Any**

Requirements

Details Section
 No results found.

Select **'Yes'** if you have interest to participate in the Bid (OR) **'No'** if you are not interested to participate in the Bid.

ORACLE Sourcing

Home Logout Preferences Help Diagnostics

Negotiations > RFI: 20140083 >
 Acknowledge Participation (RFI 20140083)

Cancel Apply

Will your company participate? Yes
 No

Note to Buyer

Cancel Apply

Enter **'Note to Buyer'** if you wish to communicate any and click **'Apply'**

RFQ Response:

In Actions, Select 'Create Quote':

RFQ: 20140096,1

Actions **Create Quote**

Title **Construction Project**
 Status **Active (Locked)**
 Time Left **11 days 23 hours**

Open Date **13-Mar-2014 10:15:40**
 Close Date **25-Mar-2014 10:10:01**

Header | Lines | Controls | Contract Terms

Buyer **GTS, Mr. ARUN**
 Two-Stage RFQ
 Quote Style **Sealed**
 Description **Construction Project - Gas Station**

Outcome **Standard Purchase Order**
 Event **ENOC Project**
 Amendment Description **Remove Currencies**

Terms

Bill-To Address **DUGAS-LE-ADDRESS**
 Ship-To Address **INV-DUGAS-DUBAI NATURAL GAS COMPANY LIMITED**
 FOB

Payment Terms
 Carrier
 Freight Terms

Currency

RFQ Currency **USD**
 Price Precision **Any**

In Header Tab, Enter 'Quote Valid Until', 'Reference Number' if any and 'Note to Buyer'

ORACLE Sourcing Navigator Favorites Home Logout Preferences Help Diagnostics

Negotiations

Negotiations >
 Create Quote: 19001 (RFQ 20140096,1)

Title **Construction Project**
 Two-Stage RFQ

Time Left **11 days 23 hours**
 Close Date **25-Mar-2014 10:10:01**

Header | Lines

Supplier **ALPHA DATA**
 Supplier Site **DUBAI - EPPCO - P.O.BOX:8829, KHALED IBN AL WALEED STREET, 2, AE 8829, AE**
 RFQ Currency **USD**
 Quote Currency **USD**
 Price Precision **Any**

Quote Valid Until
 Reference Number
 Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Focus Title	RFQ Stage	Quote Value
<input type="checkbox"/> Requirements		
<input type="checkbox"/> Technical	Technical	Yes
Meets Specification	Technical	No
Comply Scope of work	Technical	Yes
Meets delivery time	Technical	Yes

Enter your response for the 'Requirements' (if available) in Lines.

Requirements

Focus Title	RFQ Stage	Quote Value
<input type="checkbox"/> Requirements		
<input type="checkbox"/> Technical	Technical	Yes
Meets Specification	Technical	No
Comply Scope of work	Technical	Yes
Meets delivery time	Technical	Yes

In Lines Tab, Enter 'Quote Price' for all the lines:

ORACLE Sourcing Navigator Favorites Home Logout Preferences Help Diagnostics

Negotiations
Negotiations >
Create Quote: 35001 (RFQ 20140166)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Construction Bld-24072014
Two-Stage RFQ

Time Left 23:55:01
Close Date 25-Jul-2014 10:06:34

Header Lines

Line	RFQ Currency	Price Precision	USD	Quote Currency	USD	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date
1	BLIND,SPECTACLE	Update Ship-To	INV-DUGAS-DUBAI NATURAL GAS COMPANY LIMITED	Sealed					250 EACH	12	12	31-Jul-2014

Indicates more information requested. Click the Update icon.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Click <Continue>

Enterprise Business Solutions Sourcing

Negotiations > RFQ: 152498 >

Warning
This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.
Create Quote 15058: Review and Submit (RFQ 152498)

Cancel Back Validate Save Draft Printable View Submit

Header

Title RFQ 151510
Supplier SUT Agencies
Supplier Site Dubai
RFQ Currency USD
Quote Currency USD
Price Precision Any

Time Left 21:41:16
Close Date 24-Jul-2014 12:11:39
Quote Valid Until
Reference Number
Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Attachments of associated record.

Click <Validate>

Enterprise Business Solutions Sourcing

Negotiations > RFQ: 152498 >

Confirmation
Quote 15058 for RFQ 152498 (RFQ 151510) has been validated without any errors.
Create Quote 15058: Review and Submit (RFQ 152498)

Cancel Back Validate Save Draft Printable View Submit

Header

Title RFQ 151510
Supplier SUT Agencies
Supplier Site Dubai
RFQ Currency USD
Quote Currency USD
Price Precision Any

Time Left 21:40:45
Close Date 24-Jul-2014 12:11:39
Quote Valid Until
Reference Number
Note to Buyer

Click <Submit>

Confirmation

Quote 15058 for RFQ 152498 (RFQ 151510) has been submitted.

[Return to Sourcing Home Page](#)

RFI Response:

In Actions, Select 'Create Response':

ORACLE Sourcing

Home Logout Preferences Help Personalize Page Diagnostics

Negotiations >
RFI: 20140164

Actions: **Create Response** Go

Title: **Test**
Status: **Active**
Time Left: **8 days 23 hours**

Open Date: **22-Jul-2014 14:07:12**
Close Date: **31-Jul-2014 14:06:13**

Header | Lines | Controls | Contract Terms

Personalize "Header"

Buyer: **GTS, Mr. ARUN**
Response Style: **Blind**
Description:

Event: **EIOC Project**

Personalize "Terms"

Bill-To Address: [DUGAS-LE-ADDRESS](#)
Ship-To Address: [INV-DUGAS-DUBAI NATURAL GAS COMPANY LIMITED](#)
FOB:

Payment Terms
Carrier
Freight Terms

Enter 'Response Valid Until', 'Reference Number' if any and 'Note to Buyer'

ORACLE Sourcing

Home Logout Preferences Help Diagnostics

Negotiations >
Create Quote: 19001 (RFQ 20140096,1)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: **Construction Project**
Time Left: **11 days 23 hours**
Close Date: **25-Mar-2014 10:10:01**

Header | Lines

Supplier: **ALPHA DATA**
Supplier Site: **DUBAI - EPPCO - P.O.BOX:8829, KHALED IBN AL WALEED STREET, 2, AE 8829, AE**
RFQ Currency: **USD**
Quote Currency: **USD**
Price Precision: **Any**

Quote Valid Until: [Date Picker]
Reference Number: [Text Field]
Note to Buyer: [Text Area]

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All | Collapse All

Focus Title	RFQ Stage	Quote Value
Requirements	Technical	Yes
Meets Specification	Technical	No
Comply Scope of work	Technical	Yes
Meets delivery time	Technical	Yes

Enter your response for the 'Requirements' in Header if any.

Requirements

Expand All | Collapse All

Focus Title	RFQ Stage	Quote Value
Requirements	Technical	Yes
Meets Specification	Technical	No
Comply Scope of work	Technical	Yes
Meets delivery time	Technical	Yes

Click <Continue> & Click <Validate> & Click <Submit>

Confirmation Message will appear:

Negotiations



Confirmation

Response 17001 for RFI 20140083 (Purchase Of Lubes) has been submitted.

[Return to Sourcing Home Page](#)