COMMERCIAL BANK OF ETHIOPIA

I-SUPPLIER PORTAL USER MANUAL

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Document Outline

1. INTRODUCTION

1.1 DOCUMENT PURPOSE

This User Guide presents detailed instructions for suppliers to CBE. The first sections of this Guide provide some general instructions on system requirement and access, and the remaining material explains modules in the sequence of the Tabs found on the i-Supplier Portal.

This User Guide i-Supplier Portal serves as a comprehensive resource for suppliers using the Oracle i-Supplier Portal. It provides detailed instructions and guidelines for performing key tasks, ensuring seamless interaction with the system.

For any questions or support, please consult contract administration and supplier’s relationship unit under director –procurement at CBE.

1.2 INTRODUCTION OF i-SUPPLIER PORTAL

The Oracle I Supplier Portal is a self-service, web based, collaborative application that enables CBE and its suppliers to communicate with each other through a secure environment. It also enables suppliers to have real-time access to information regarding open orders, shipments, creation of invoices etc.

Benefits associated with using I Supplier include:

- ✓ Improved efficiency by decreasing the number of calls between Suppliers and Accounts payables or suppliers and buyers.
- ✓ This integrated and real time portal will help suppliers to view their purchase orders with header, line, shipment, and item details, along with related invoices and receipts.
- ✓ Helps to evaluate by viewing purchase order history with revision details.
- ✓ Increases on-time payment by using self-service invoicing which reduces time spent tracking down delayed or held payments.
- ✓ Increases visibility of all the events and transactions that occur between CBE and its Suppliers.
- ✓ When invoices are entered online, CBE receives them immediately eliminating mail floats.

1.3 SCOPE:

This guide focuses on Oracle i-Supplier Portal in the Oracle R12 version.

Tasks and processes covered include:

- ✓ Registration and Profile Maintenance
- ✓ Purchase Order Management
- ✓ Invoice creation and Submission
- ✓ Communication Channels

2. SYSTEM REQUIREMENTS AND SUPPORT

2.1 **SYSTEM REQUIREMENT**

Accessing CBE Oracle i-Supplier portal has few computers related requirements. These requirements consist of:

• Internet Connection 1 Mbps or Above.

• Web Browser – Microsoft's Internet Explorer (version 10 or later) or compatible browsers.

• The use of pop-up blockers will negatively affect the use of i-Supplier. Please allow for special exceptions in the blocking software to allow full access to the portal.

2.2 **EMAIL SPAM FILTERS**

Please ensure CBE email address is enabled as a trusted sender. This is the e-mail address from which CBE system communications will be sent.

3. EXTERNAL SUPPLIER REGISTRATION

3.1 NEW EXTERNAL VENDOR/SUPPLIER/

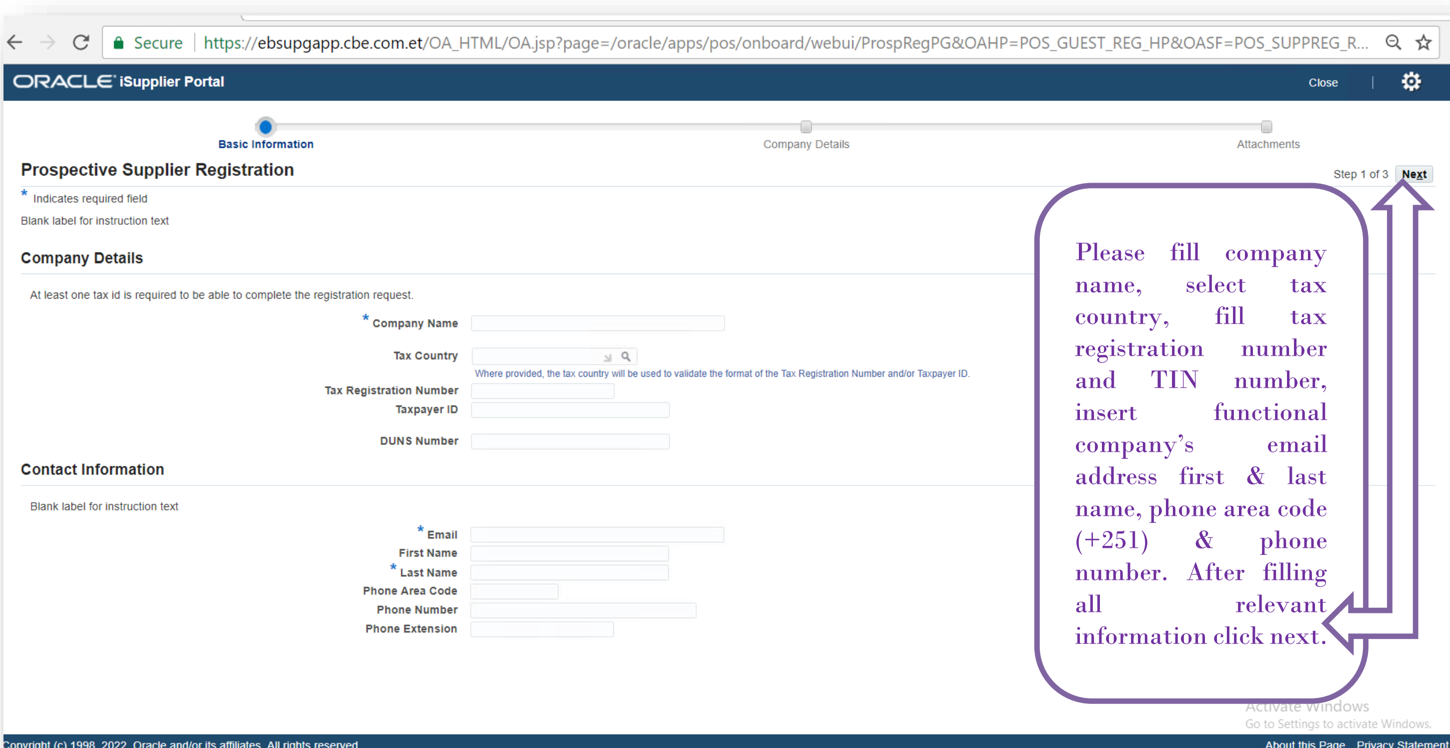
Go to the Supplier Portal URL provided by the purchasing organization (CBE). This portal is typically accessed through the organization's website or directly via a link shared by the purchasing team

3.2 VENDOR DETAIL FORM

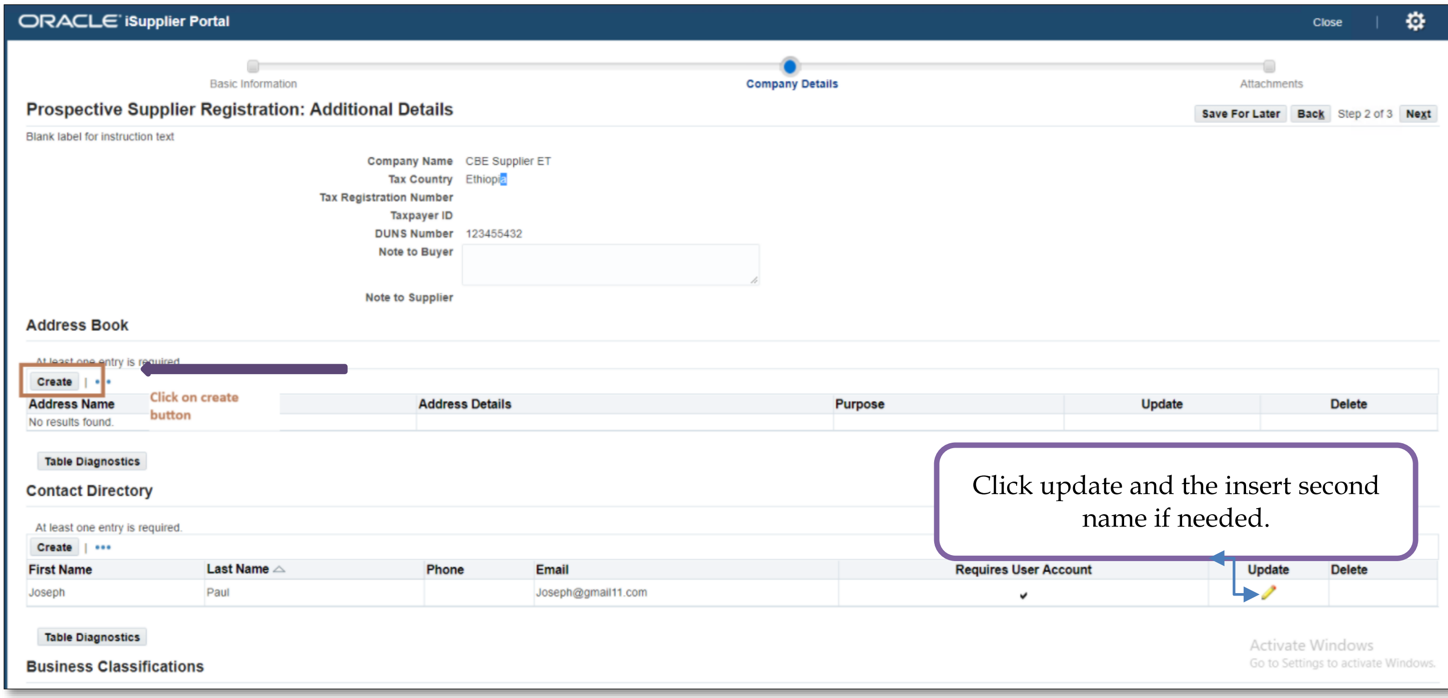
Suppliers detail form includes the following basic details: -

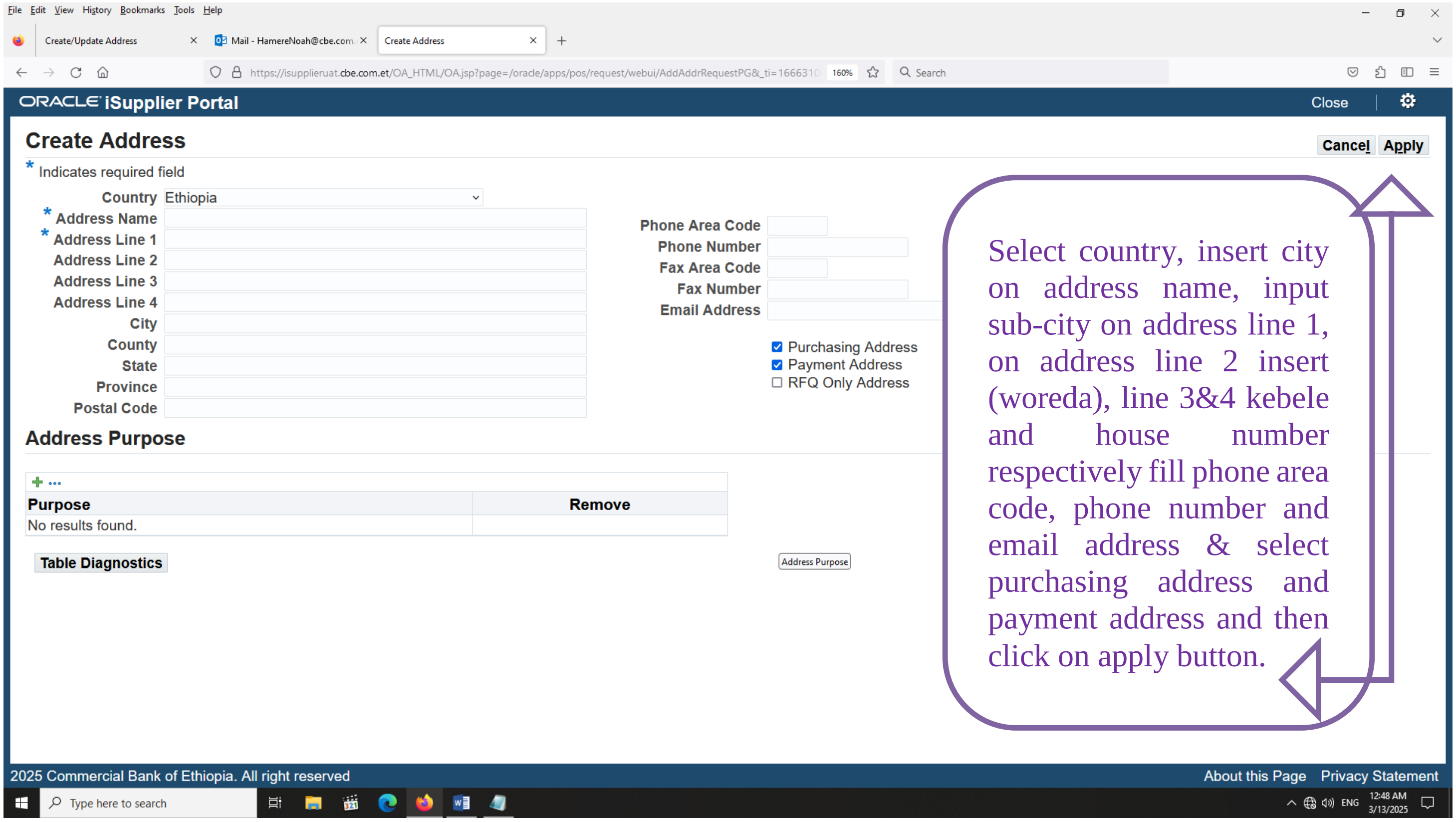
- Basic information
- Company details
- Banking Information
- Attachments and Supporting Documents

Step .1 basic information

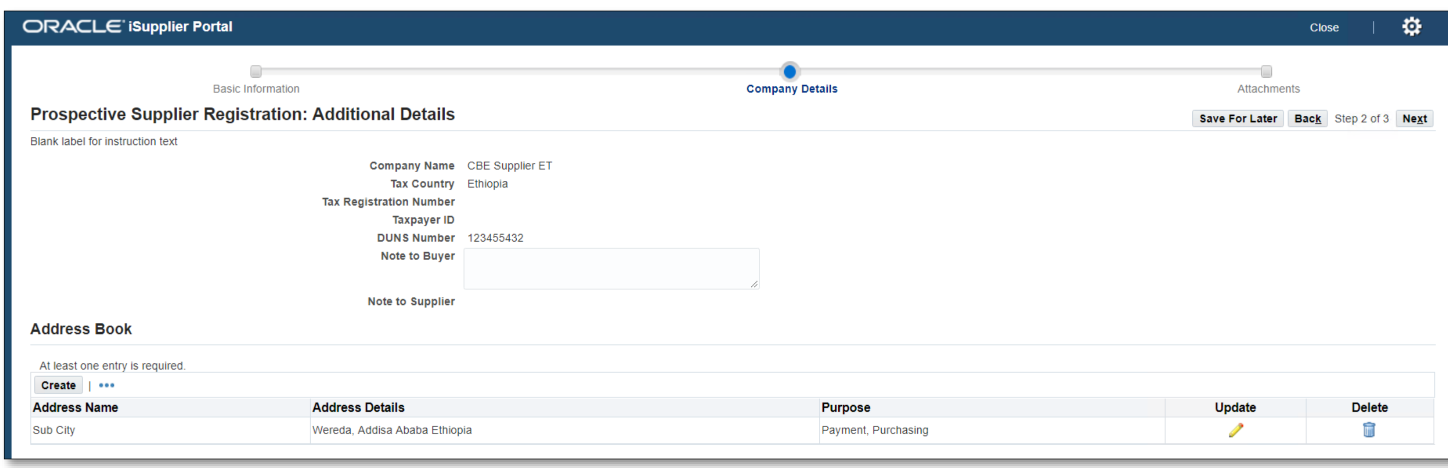


Step .2 company detail (create address book, update contact directory)

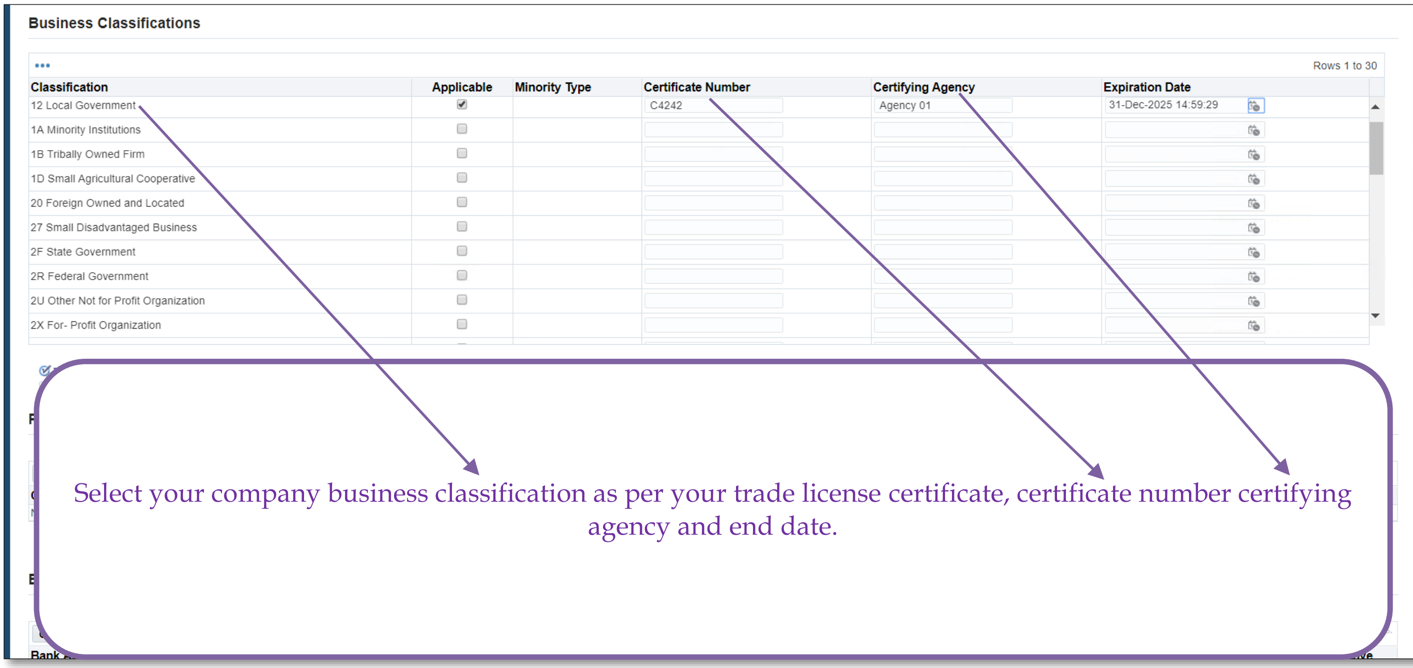

ORACLE iSupplier Portal
Close
Basic Information
Company Details
Attachments
Prospective Supplier Registration: Additional Details
Save For Later
Back
Step 2 of 3
Next
Blank label for instruction text
Company Name CBE Supplier ET
Tax Country Ethiopia
Tax Registration Number
Taxpayer ID
DUNS Number 123455432
Note to Buyer
Note to Supplier
Address Book
At least one entry is required.
Create
Click on create button
Address Name
Address Details
Purpose
Update
Delete
No results found.
Table Diagnostics
Contact Directory
Click update and the insert second name if needed.
At least one entry is required.
Create
First Name
Last Name
Phone
Email
Requires User Account
Update
Delete
Joseph
Paul
Joseph@gmail11.com
Table Diagnostics
Business Classifications
Activate Windows
Go to Settings to activate Windows.



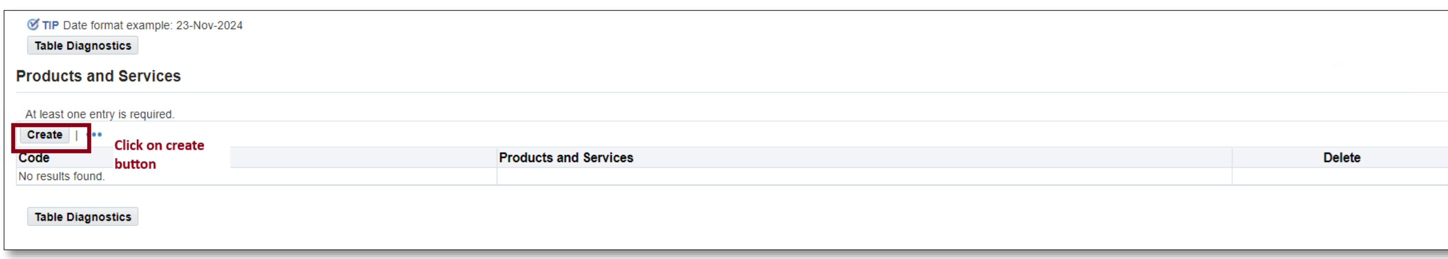
Select country, insert city on address name, input sub-city on address line 1, on address line 2 insert (woreda), line 3&4 kebele and house number respectively fill phone area code, phone number and email address & select purchasing address and payment address and then click on apply button.

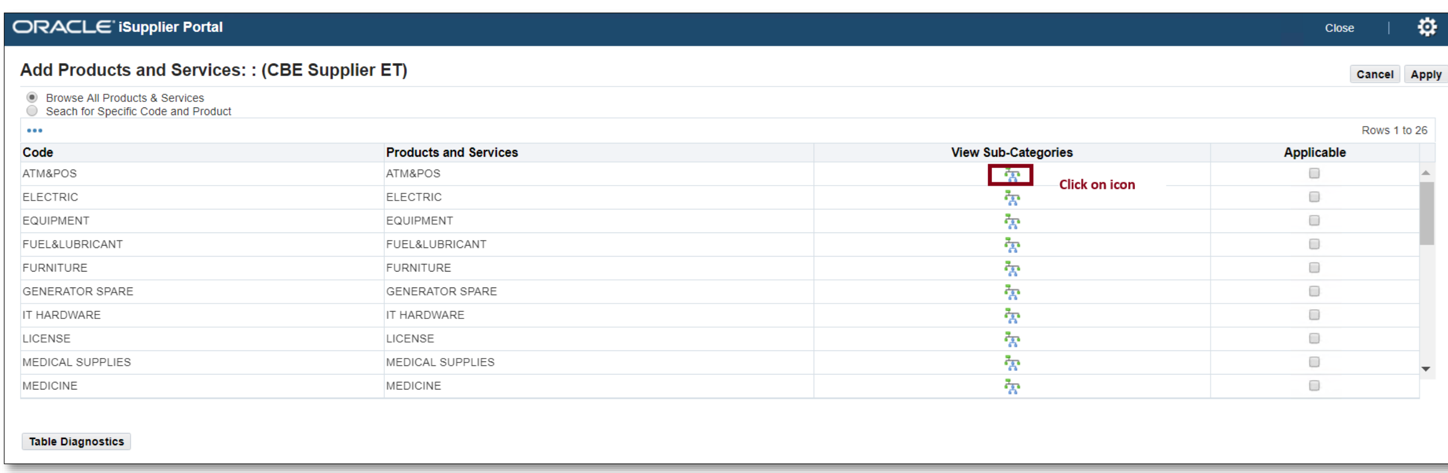


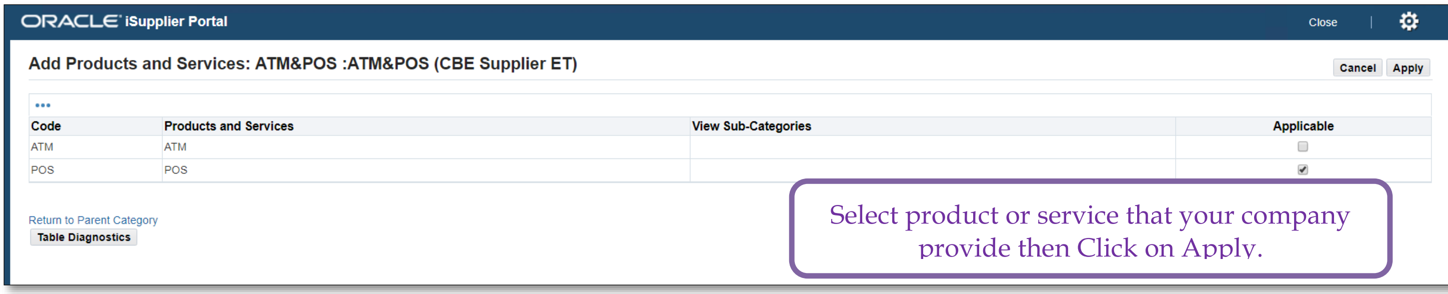
Step .3 Select Business Classification

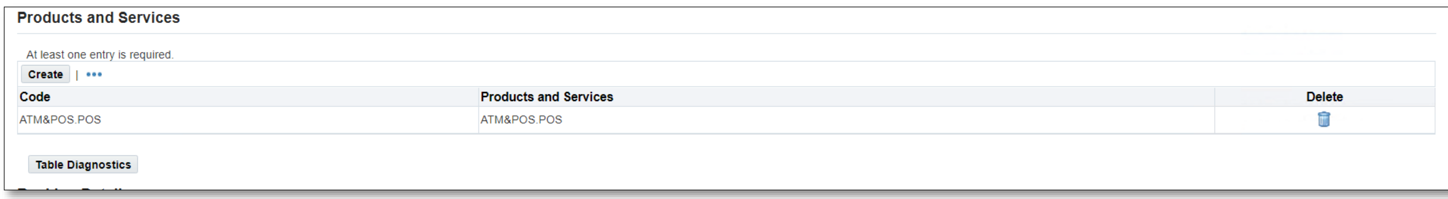


Step .4 create product and service

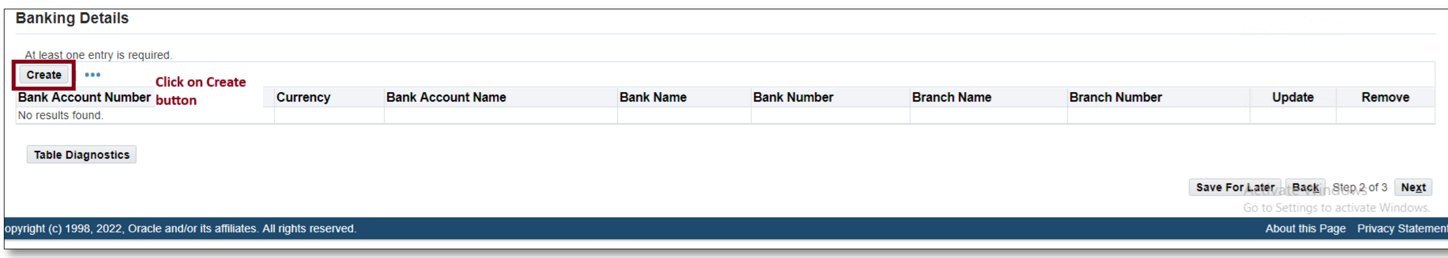


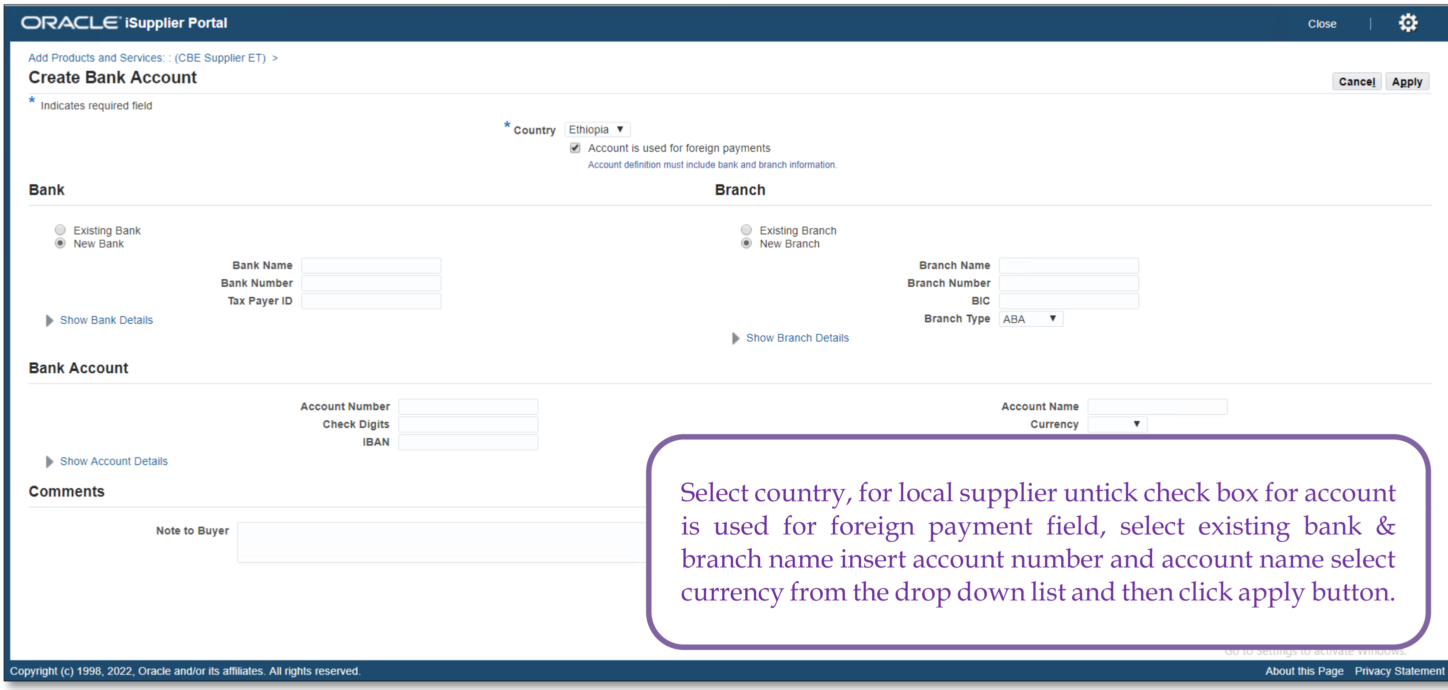






Step 5. Banking details




ORACLE iSupplier Portal
Close
Add Products and Services: : (CBE Supplier ET) >
Create Bank Account
Cancel
Apply
* Indicates required field
* Country
Ethiopia
Account is used for foreign payments
Account definition must include bank and branch information.
Bank
Existing Bank
New Bank
Bank Name
Bank Number
Tax Payer ID
Show Bank Details
Branch
Existing Branch
New Branch
Branch Name
Branch Number
BIC
Branch Type
ABA
Show Branch Details
Bank Account
Account Number
Check Digits
IBAN
Account Name
Currency
Show Account Details
Comments
Note to Buyer
Select country, for local supplier untick check box for account is used for foreign payment field, select existing bank & branch name insert account number and account name select currency from the drop down list and then click apply button.
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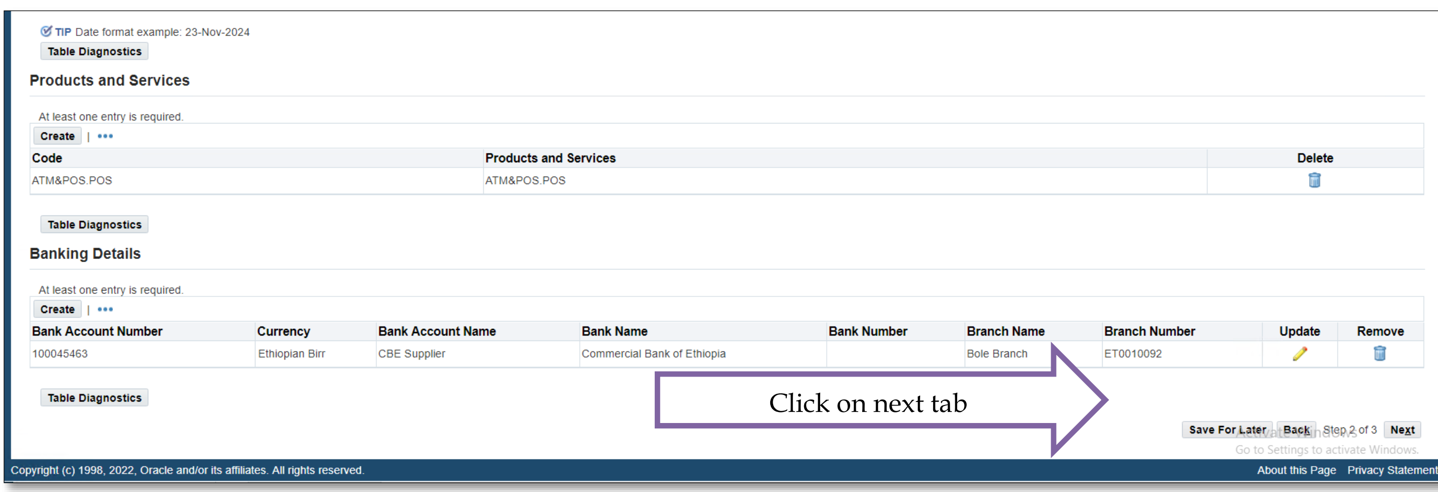
TIP Date format example: 23-Nov-2024
Table Diagnostics
Products and Services
At least one entry is required.
Create
Code
Products and Services
Delete
ATM&POS.POS
ATM&POS.POS
Table Diagnostics
Banking Details
At least one entry is required.
Create
Bank Account Number
Currency
Bank Account Name
Bank Name
Bank Number
Branch Name
Branch Number
Update
Remove
100045463
Ethiopian Birr
CBE Supplier
Commercial Bank of Ethiopia
Bole Branch
ET0010092
Table Diagnostics
Click on next tab
Save For Later
Back
Step 2 of 3
Next
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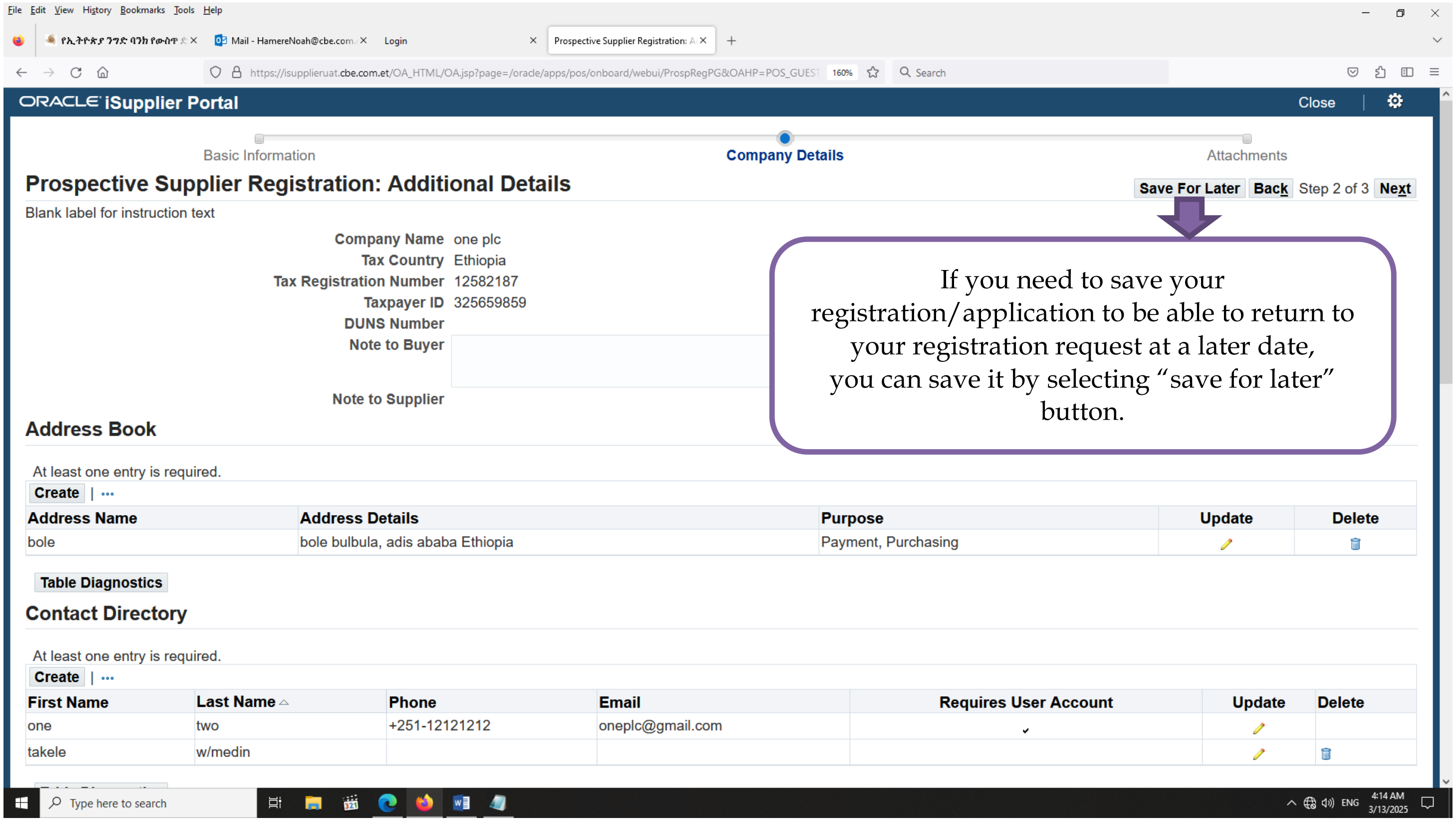
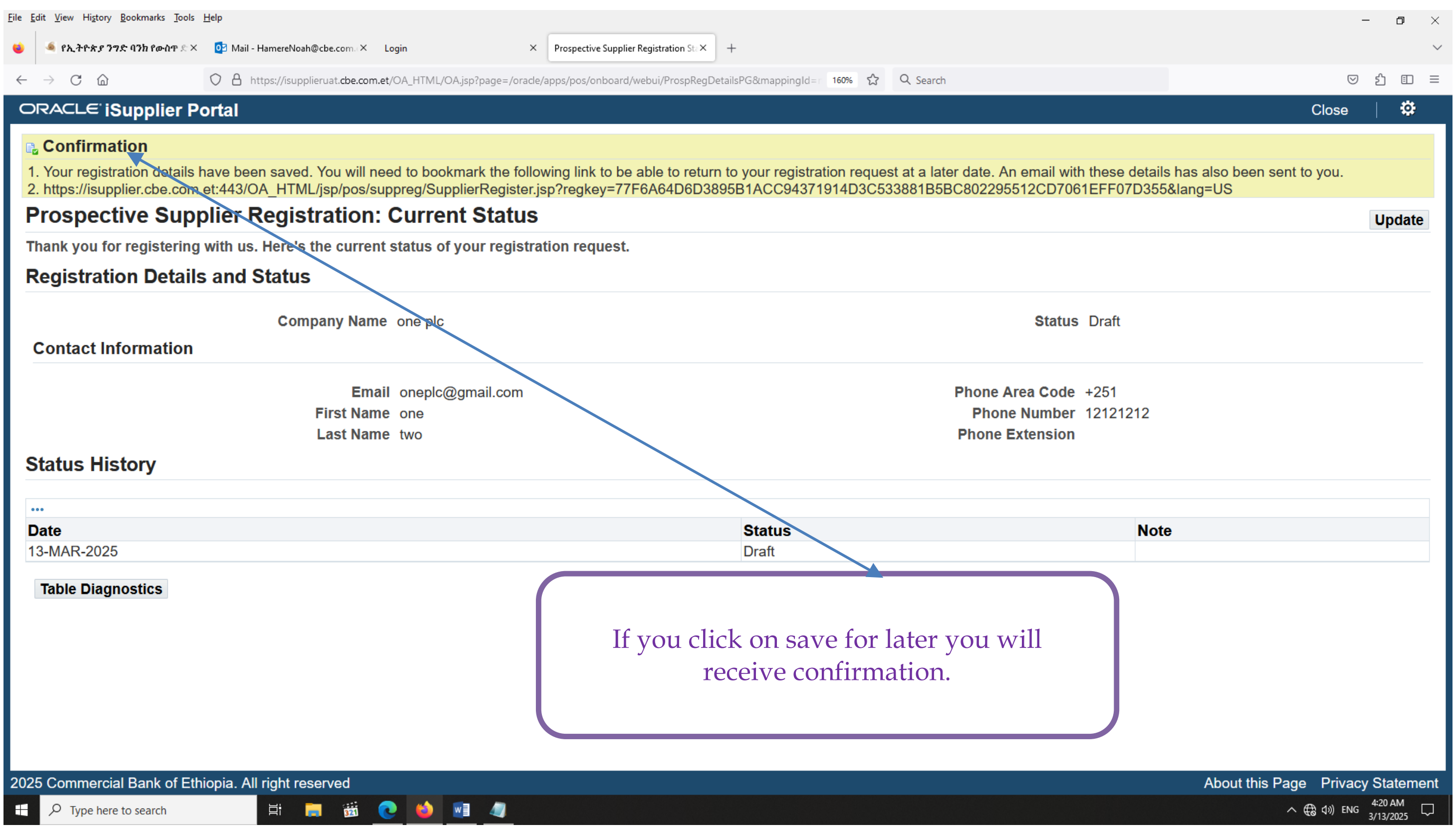

ORACLE iSupplier Portal
Close
Basic Information
Company Details
Attachments
Prospective Supplier Registration: Additional Details
Save For Later
Back
Step 2 of 3
Next
Blank label for instruction text
Company Name one plc
Tax Country Ethiopia
Tax Registration Number 12582187
Taxpayer ID 325659859
DUNS Number
Note to Buyer
Note to Supplier
If you need to save your registration/application to be able to return to your registration request at a later date, you can save it by selecting "save for later" button.
Address Book
At least one entry is required.
Create
Address Name
Address Details
Purpose
Update
Delete
bole
bole bulbula, adis ababa Ethiopia
Payment, Purchasing
Table Diagnostics
Contact Directory
At least one entry is required.
Create
First Name
Last Name
Phone
Email
Requires User Account
Update
Delete
one
two
+251-12121212
oneplc@gmail.com
takele
w/medin


ORACLE iSupplier Portal
Close
Confirmation
1. Your registration details have been saved. You will need to bookmark the following link to be able to return to your registration request at a later date. An email with these details has also been sent to you.
2. https://isupplier.cbe.com.et:443/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=77F6A64D6D3895B1ACC94371914D3C533881B5BC802295512CD7061EFF07D355&lang=US
Prospective Supplier Registration: Current Status
Update
Thank you for registering with us. Here's the current status of your registration request.
Registration Details and Status
Company Name one plc
Status Draft
Contact Information
Email oneplc@gmail.com
First Name one
Last Name two
Phone Area Code +251
Phone Number 12121212
Phone Extension
Status History
Date
Status
Note
13-MAR-2025
Draft
Table Diagnostics
If you click on save for later you will receive confirmation.
2025 Commercial Bank of Ethiopia. All right reserved
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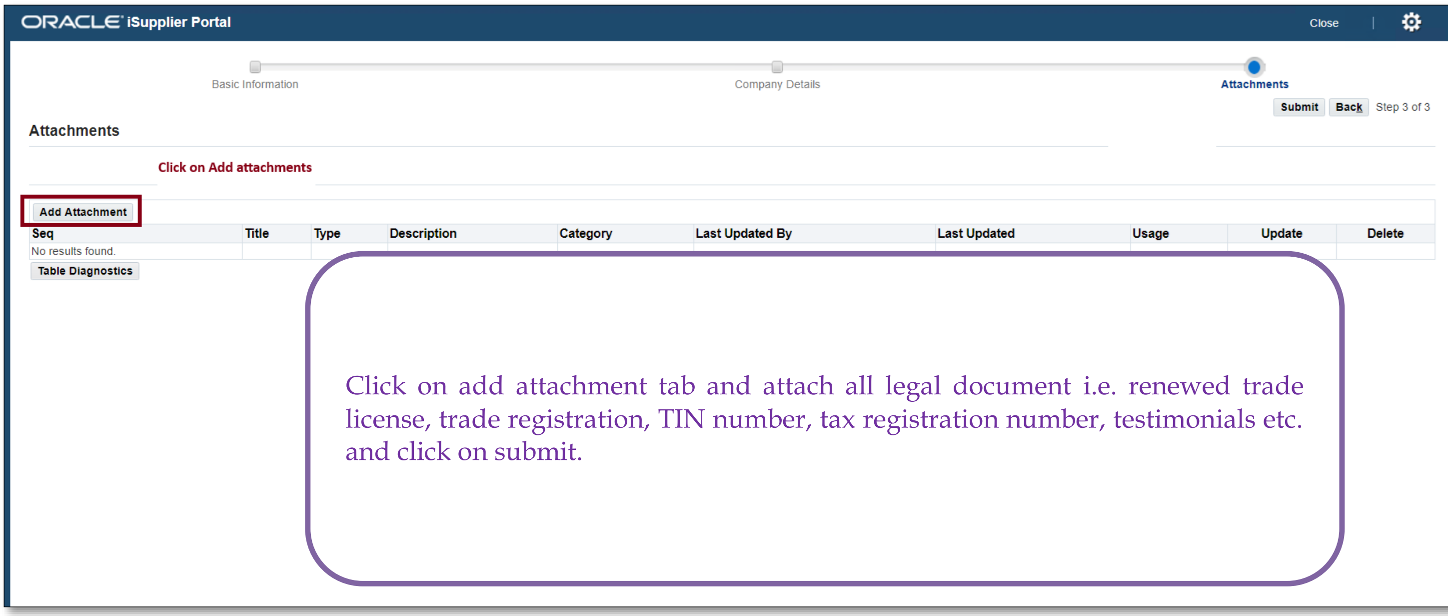

ORACLE iSupplier Portal
Close
Basic Information
Company Details
Attachments
Submit
Back
Step 3 of 3
Attachments
Click on Add attachments
Add Attachment
Seq
Title
Type
Description
Category
Last Updated By
Last Updated
Usage
Update
Delete
No results found.
Table Diagnostics
Click on add attachment tab and attach all legal document i.e. renewed trade license, trade registration, TIN number, tax registration number, testimonials etc. and click on submit.

Attachments are documents that shows who your company is and what documentary Evidences it has. Major attachment documents include:

- **Audited financial statement**
- **Company profile**
- **Quality assurance certificate**
- **Recognition letters**
- **TIN certificate**
- **Trade license**
- **VAT certificate**

For Local Companies: the following attachments are mandatory (suppliers cannot submit Their application without properly attaching these documents)

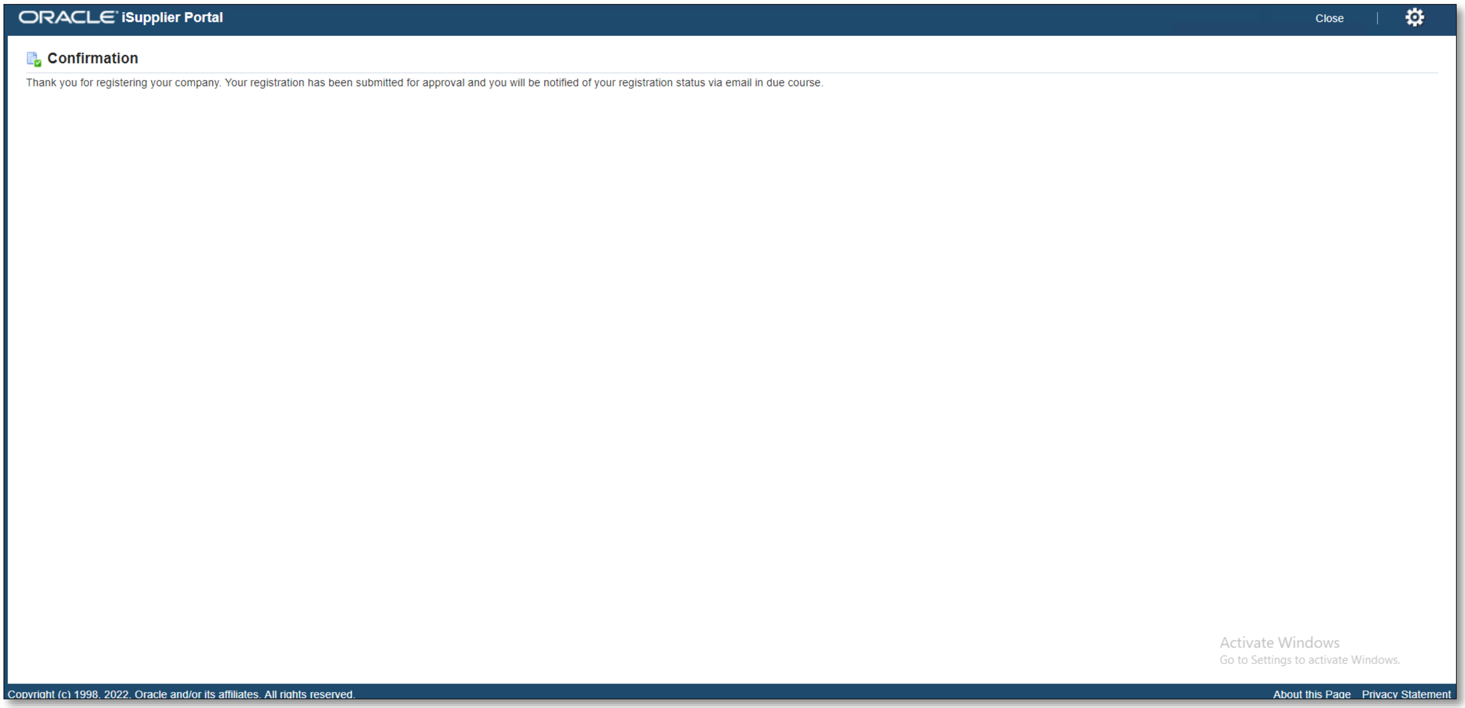
- **Trade License**
- **TIN Certificate**
- **Trade registration certificate**
- **VAT if any**

For Foreign Companies: the following attachments are mandatory (suppliers cannot submit Their application without properly attaching these documents)

- **Trade License**
- **Company Profile**

3.3 SUBMIT THE FORM.

Ensure all fields are completed accurately, after submission, you might receive a confirmation email. You may be asked to verify any information or provide additional details after reviewing your registration request. If your registration request gets approved by the purchasing department you will receive login credentials to access the supplier portal.



3.4 Notification after approval

If your registration request is approved by the buying company, you will receive email confirmation including login link and you will be requested to change the current password with your own for security purpose.

1. LOGGING TO CBE I-SUPPLIER PORTAL AND GENERAL TIPS`

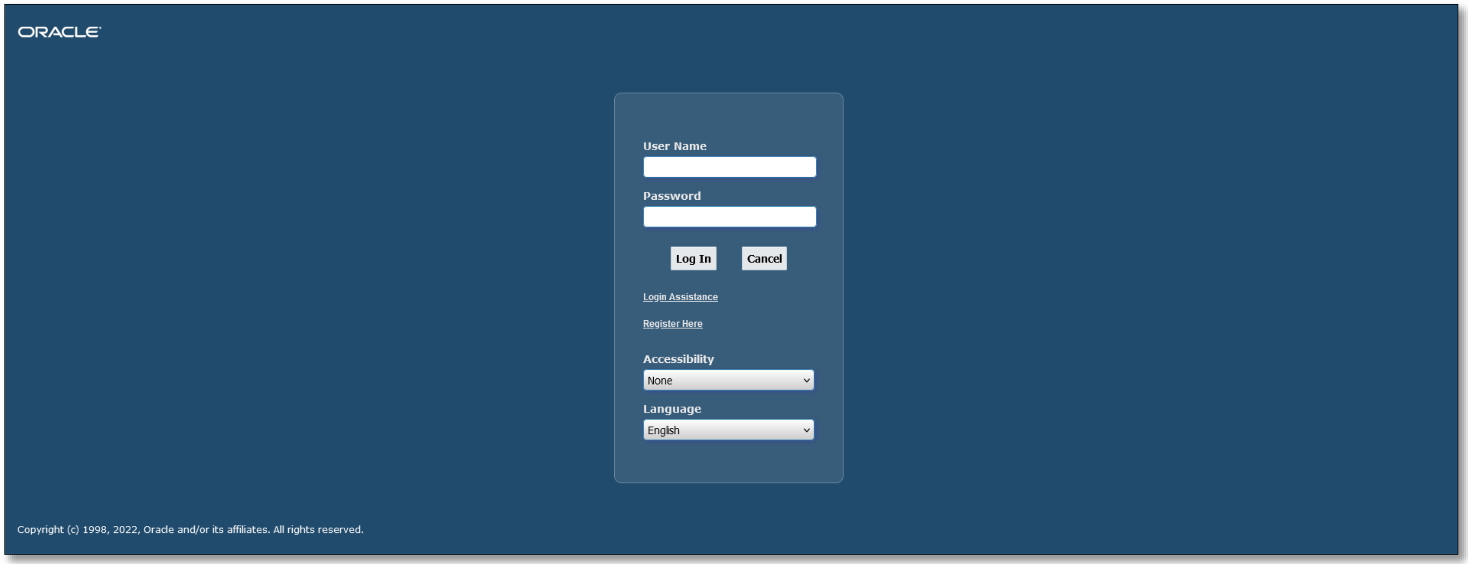
All the existing suppliers of CBE will receive system generated email invitation on their registered email id. Company representative who wishes to access the system can use the link provided in the invitation, provide contact details, and can accept the invitation to receive login credentials to access CBE i-Supplier Portal.

1.1 HOW TO LOGIN

To login to the portal, open a web browser and navigate to: Login page.

Type in your Username (email address) and Password then click on the Login button. Passwords are case sensitive. You will be prompted to change your password when you log in to the system for the first time.

** If you have not received your new user registration email, please contact CBE representative.



1.2 PASSWORD

When a user is logging in for the first time, when a user has requested a password reset (and the system has generated a new password), or when the password expiration date has been reached (90 days) the Supplier user will be required to change the password upon logging in and will be directed to a password change page.

- Enter the following:
- Username
- Password

Click on the Login Button

The Change Password page will prompt you to change your password. Please follow these guidelines when setting or changing your i-Supplier Portal Password.

- Must be a minimum of 7 characters.
- Must contain UPPERCASE and lowercase letters.
- Must contain numbers.
- Must contain Special Characters such as &, %,*,@

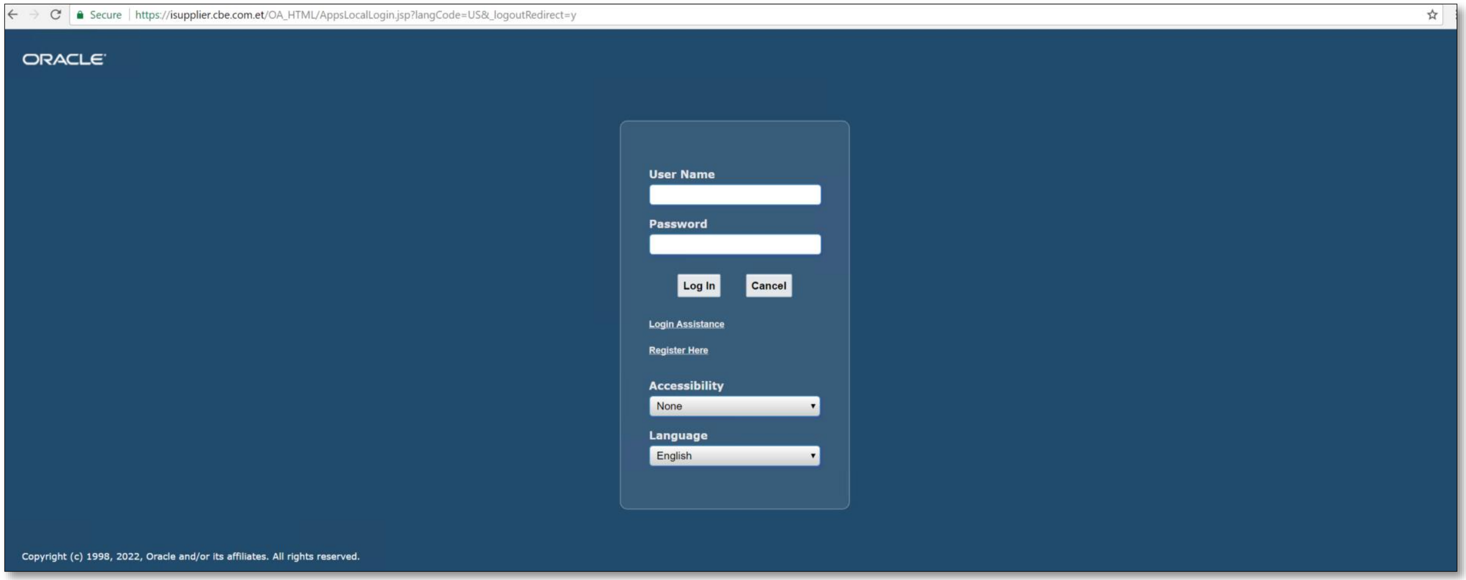
1.3 FORGOT USERNAME OR PASSWORD

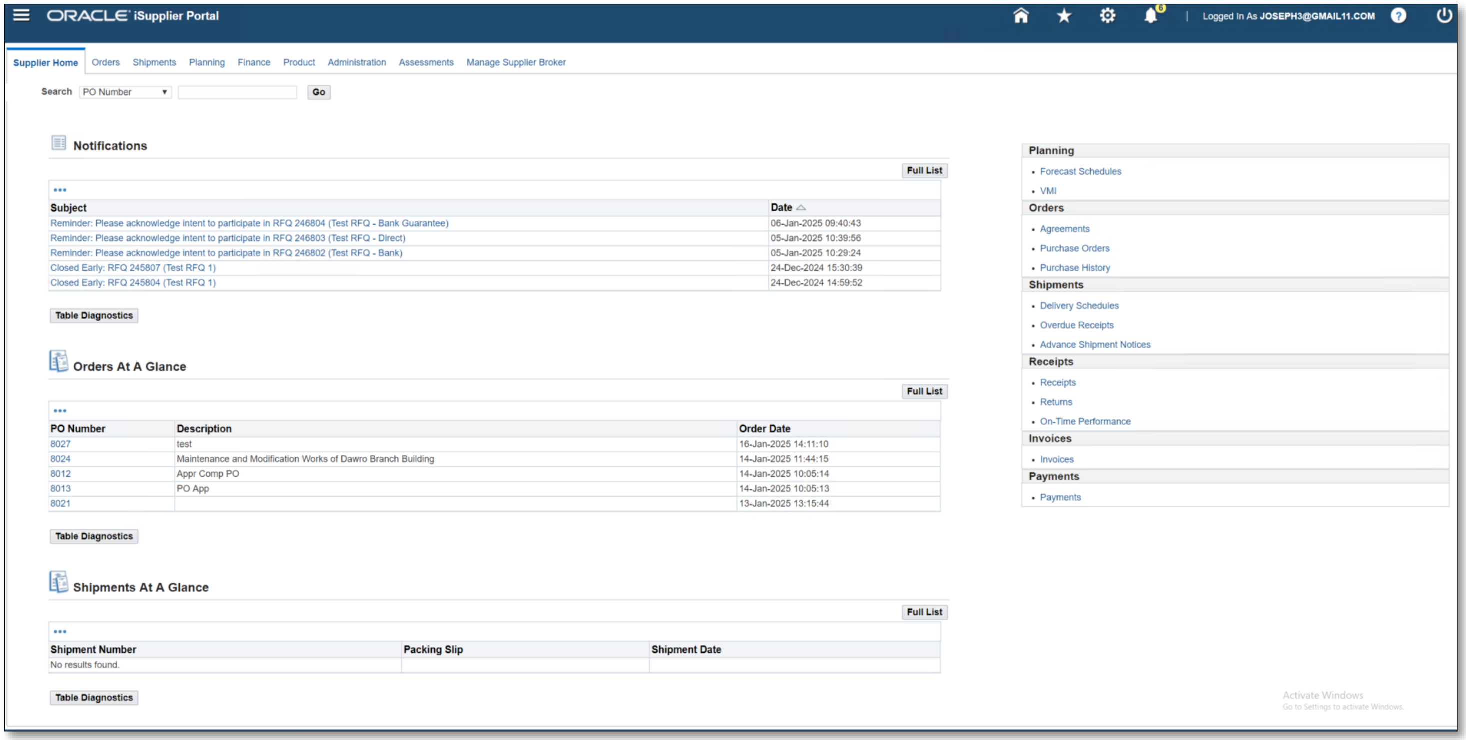
If by any chance you have forgotten your password or your username, you can request a password to be reset or retrieve the username using the ‘Login Assistance’ feature on the login page.

2. CBE I-SUPPLIER PORTAL OVERVIEW

2.1 HOME PAGE.

After successfully logging into i-Supplier Portal. Click on ‘CBE i-Supplier User’, you are directed to the portal ‘Home’ page. The home page presents a dashboard of commonly used information and quick navigation buttons to other areas of the application.





- ❖ **Quick Purchase order search**

  You can perform quick searches for Purchase Orders, Shipment Numbers, Invoices and Payments by filling in the quick search input box. Clicking the 'Go' button will take you directly to the searched item.

- ❖ **Notifications**

  Notifications are messages waiting for your review. Some notifications are view- only, while other notifications require action. To view your notifications, click the linked subject to open the Notification Details page. This page provides complete notification details, as well as the appropriate action button.

- ❖ **Orders at a Glance**

  This section displays the five most recent purchase orders. Click a purchase order number to view purchase order details.

- ❖ **Shipment at a Glance**

  This section displays the five most recent shipments. Click a Shipment number to view its details.

- ❖ **Quick Navigation Link**

This section is displayed on the right and provides links for the procure-to-pay flow; through the Oracle i-Supplier Portal application. Click any link to go directly to the corresponding page.

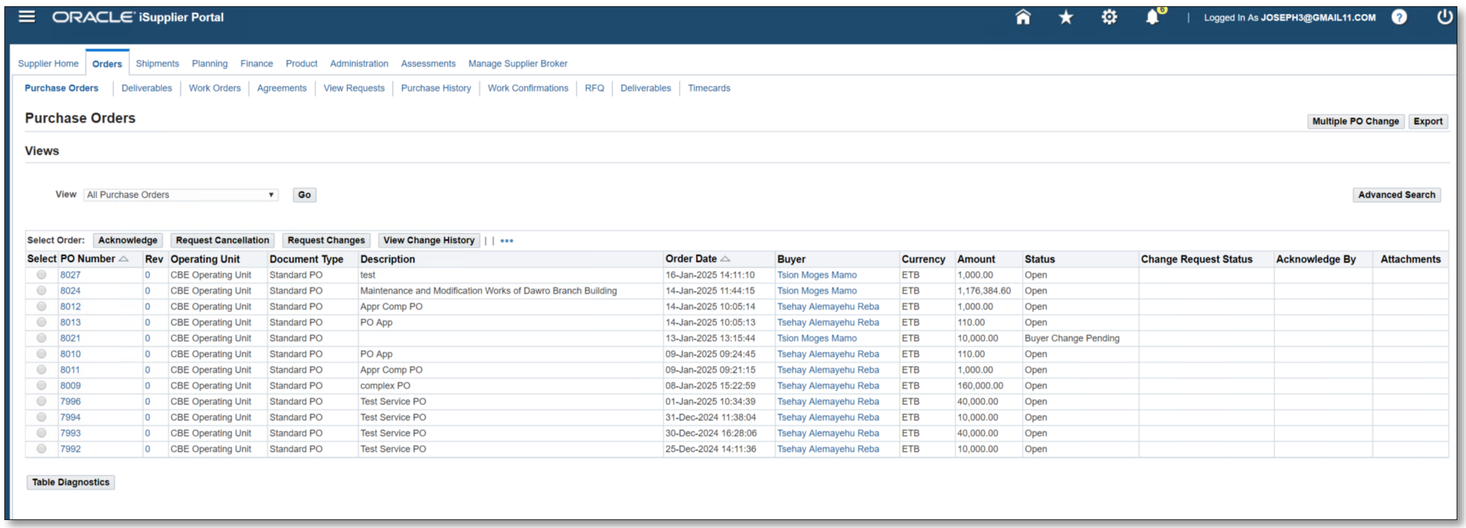
- **Notification Page**

  You will receive e-mail notifications for various events that occur throughout the procure-to-pay process. The Notifications page provides access to the notifications that you have received. You can review the notifications which have been sent or view notifications which you have accidentally deleted from your inbox.

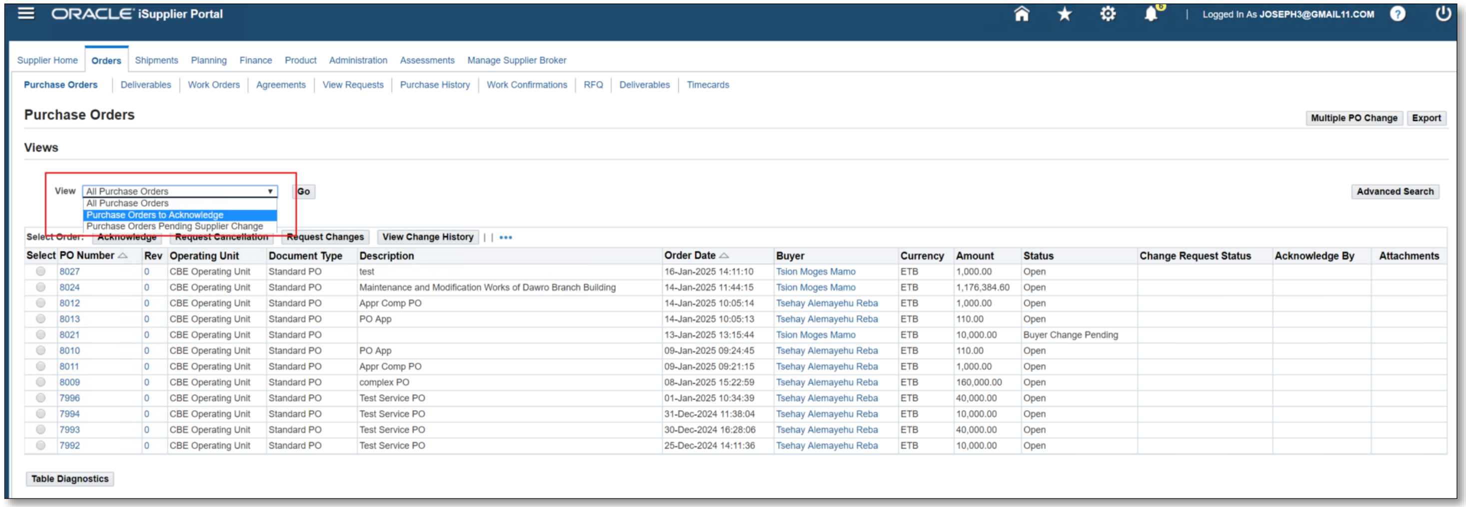
2.2 ORDERS TAB: PURCHASE ORDERS.

The orders module provides real time information for all purchase orders created with CBE. Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, split shipments, or cancel orders. You can also view all purchase order information and the revision history of a purchasing document.

1. **Navigation:** Click on the 'Orders' tab and then 'Purchase Order'.



The view will default to All Purchase Orders. Click the drop-down box to refine the results view. You can filter the list to predefined search parameters for quickly and easily managing your orders using views. Advanced search options are available for searching on specific parameters.

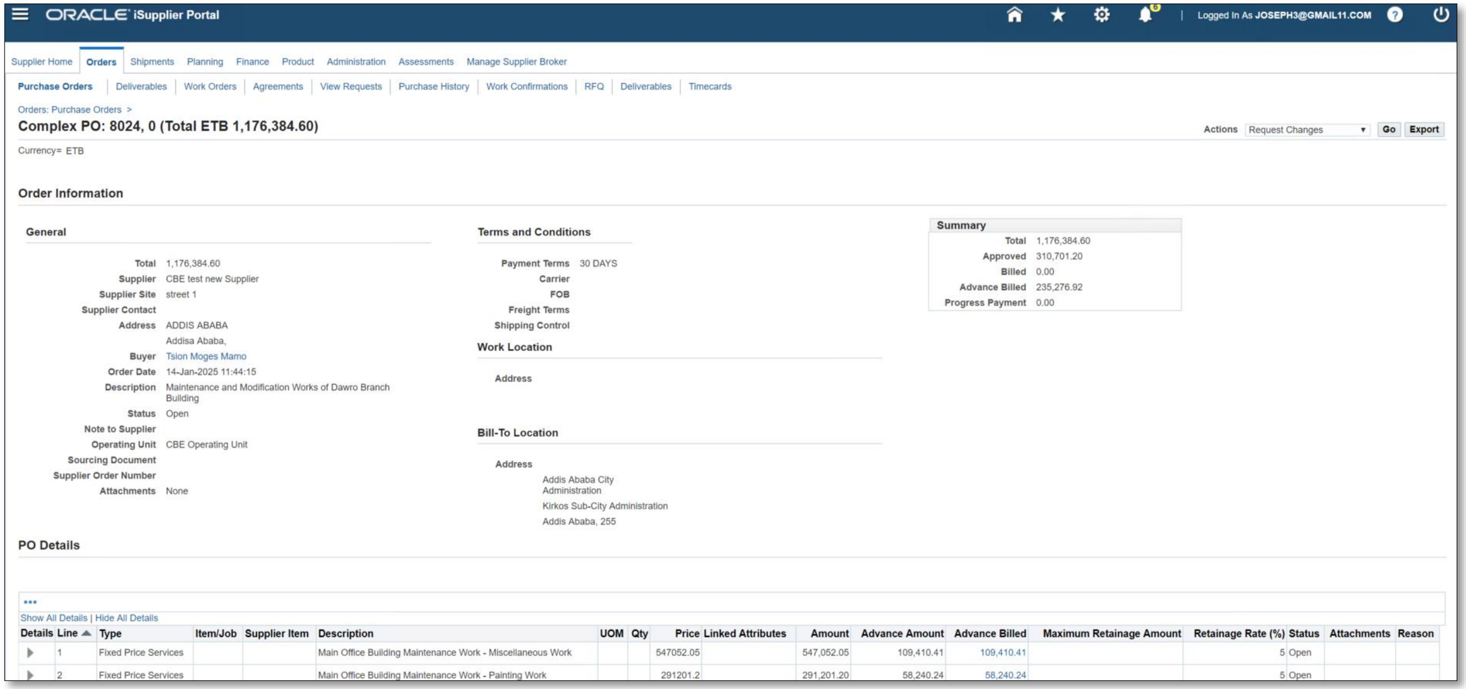


There are a variety of Purchase Order Statuses (4). The list below provides you with a brief definition. If you have questions regarding the status of a Purchase Order, please contact the Buyer indicated on the Purchase Order.

- Open – The Purchase Order has been created. Payment has not yet been made.
- closed – The Purchase Order has been created and is closed for invoicing.
- Cancelled – The Purchase Order has been cancelled. Goods/Services no longer needed.
- Accepted – Contract record status. The document type will indicate Contract vs. Standard. Purchase Order.
- Supplier Change Pending – The Supplier has requested a change to a Purchase Order. The Buyer has not yet acted.
- Buyer Change Pending – The customer/buyer has requested a change, waiting on Buyer’s. action.

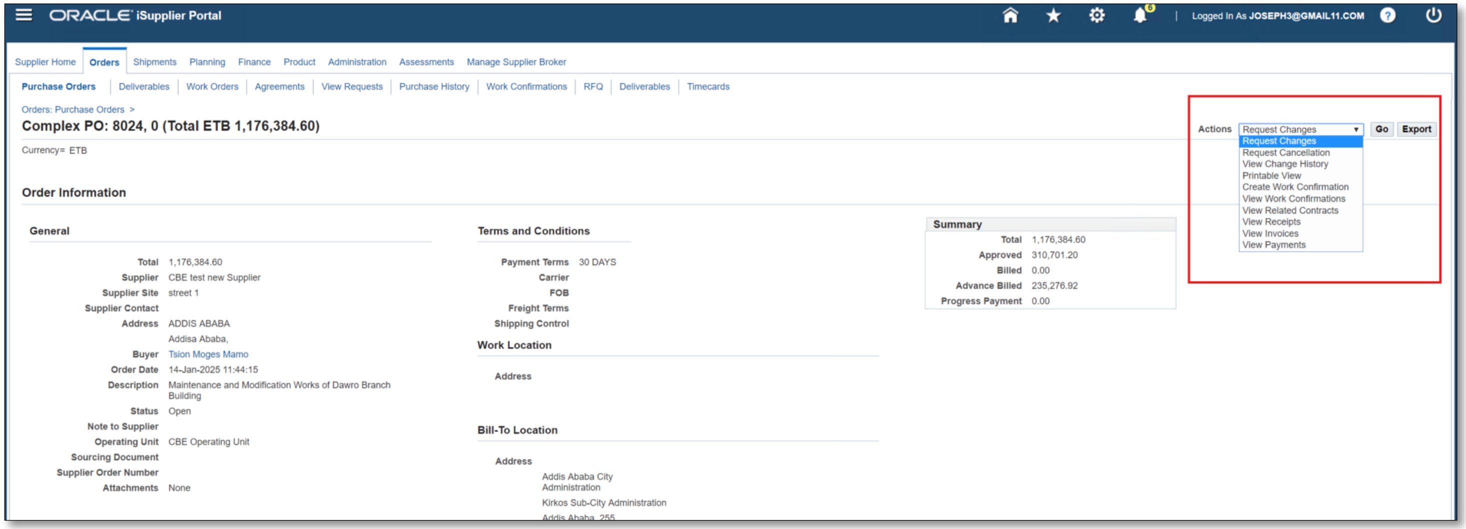
2. **Click on the Purchase Order number**

   The Purchase Order Information and Details will populate.



3. Actions:

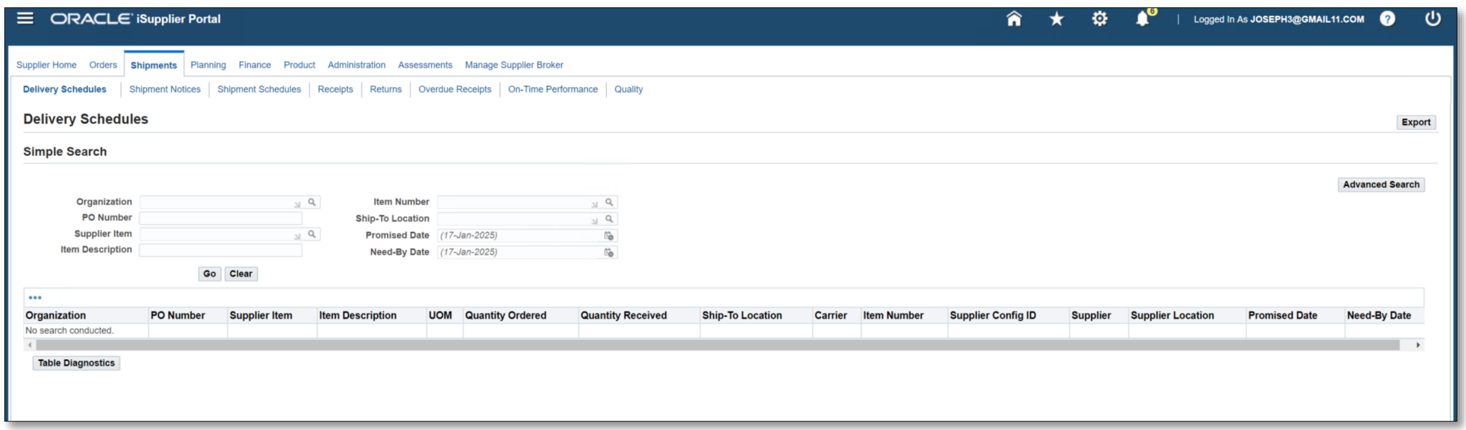
The following Actions are available from the drop-down list of values. If you are requesting changes that option is only available on Purchase Orders where the status is Open. You can also Export any of the results



Note: The View PDF value allows the Supplier to view or print the Purchase Order The image provides you with the Requesters Name, Ship to Location and Desk Location.

2.3 SHIPMENT TAB: DELIVERY SCHEDULE.

Use the Delivery Schedules page to easily determine deliveries that need to be scheduled and deliveries that are past due.

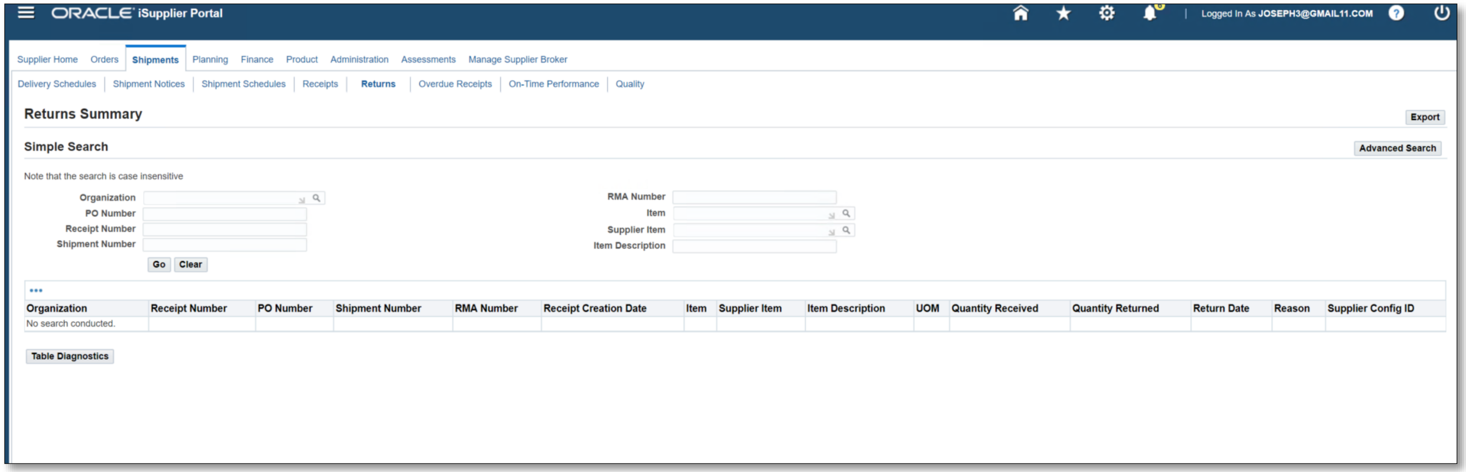


- Click the ‘Shipments’ tab and then click ‘Delivery Schedules’ in the blue taskbar below the tabs, see above. The Delivery Schedules search page displays as shown above.
- Enter your search criteria and click Go, Leave the search fields blank to display all items. The results list displays the POs that are not fully receipted, and which match the criteria that was entered.

- NOTE: Click the Magnifying Glass icon to search for values to enter in a field.

2.4 SHIPMENT TAB: RECEIPT.

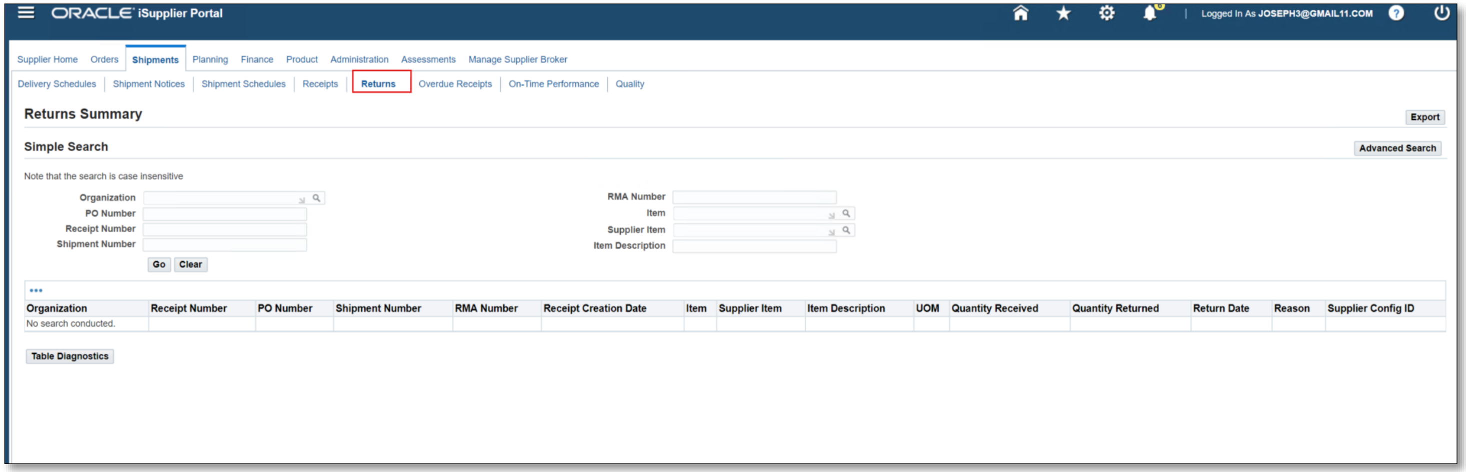
The Receipts Transactions page provides a historical view of all receipts that have been recorded for goods and services that you have delivered.



- Click the ‘Shipments’ tab and then click ‘Receipts’ on the blue taskbar. The Receipts Transactions search page displays as shown.
- Enter your search criteria and then click Go. Click the Magnifying Glass to search for and select a value. Leave the search fields blank to display all items.
- The results list displays the POs for which receipts exist and which match the criteria entered. Click a Receipt Number or PO Number link to view further detail. If you click a Receipt Number, the Receipt Transactions are displayed.

2.5 SHIPMENT TAB: RETURN.

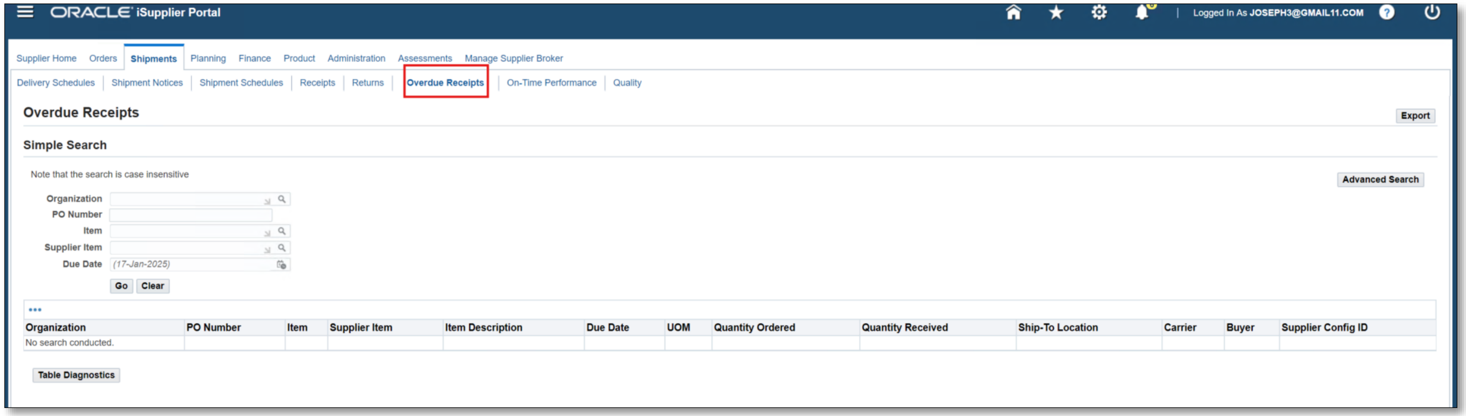
The Returns Summary page enables you to view the return history, the causes for goods returned by buyer and the inspection results of a shipment. The results list includes details such as quantity received, quantity returned and a reason for return.



- Click the ‘Shipments’ tab and then click ‘Returns’ in the blue taskbar below the tabs, The Returns Summary search page displays as shown above.
- Enter your search criteria and click Go. The results list displays the POs for which returns exist and which match the criteria that was entered. NOTE: Use the Magnifying Glass icon if you want to search for values to enter in a field. Leave the search fields blank to display all items.
- Click the Receipt Number and PO Number links to view further detail

2.6 **SHIPMENT TAB: OVERDUE RECEIPT.**

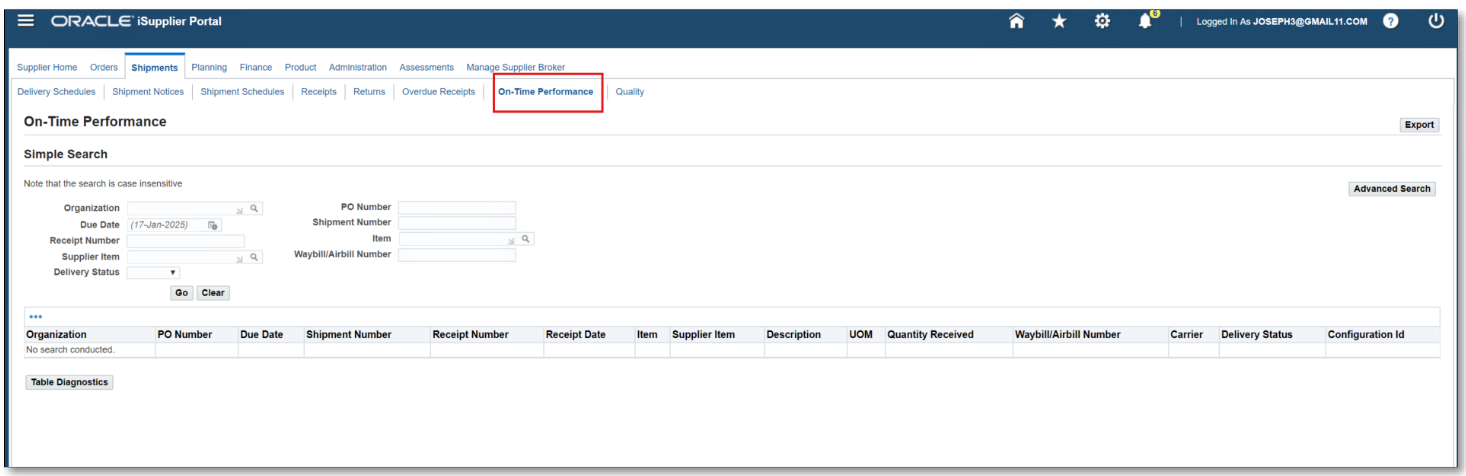
The Overdue Receipts page enables you to view the details associated with shipments for which receipts have not yet been entered.



- Click the Shipments tab and then click Overdue Receipts in the blue taskbar below the tabs. The Overdue Receipts search page displays as shown above.
- Enter your search criteria and click Go. The results list displays the POs for which returns exist and which match the criteria that was entered.
- Click the PO Number, Ship-To Location and Buyer links to view further detail, see 3 above. You can use the browser's back button to return to this page after viewing the detail.

2.7 SHIPMENT TAB: VIEW ON-TIME PERFORMANCE.

The On-Time Performance page provides the delivery status of shipments you made against purchase orders. You can view your performance for timeliness of deliveries.



- Click the Shipments tab and then click On-Time Performance in the blue taskbar below the tabs. The On-Time Performance search page displays as shown above.
- Click the Receipt Number and PO Number links to view further detail. You can use the browser's back button to return to this page after viewing the detail.

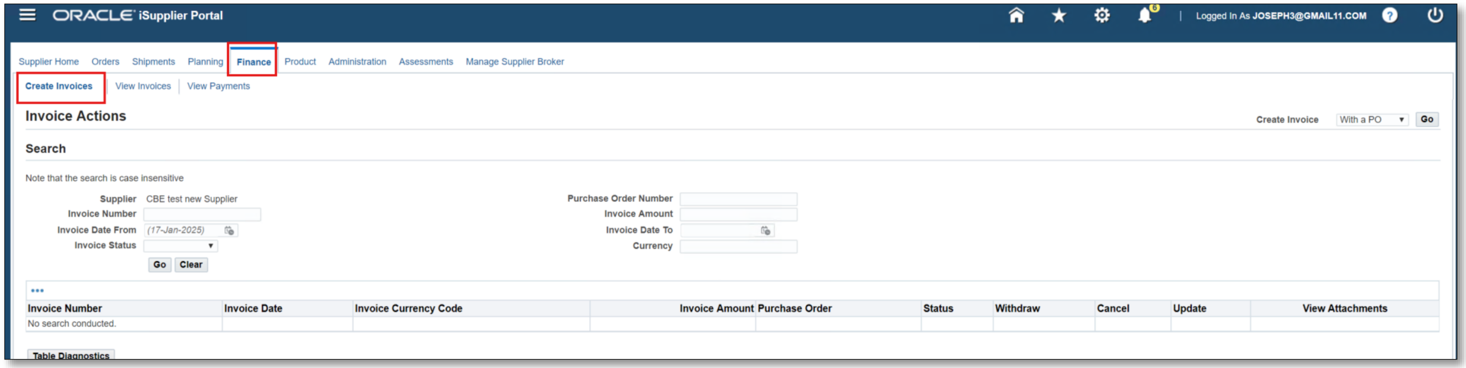
2.8 **FINANCE TAB: SUBMIT INVOICES**

❖ CREATE PURCHASE ORDER MATCHED INVOICE

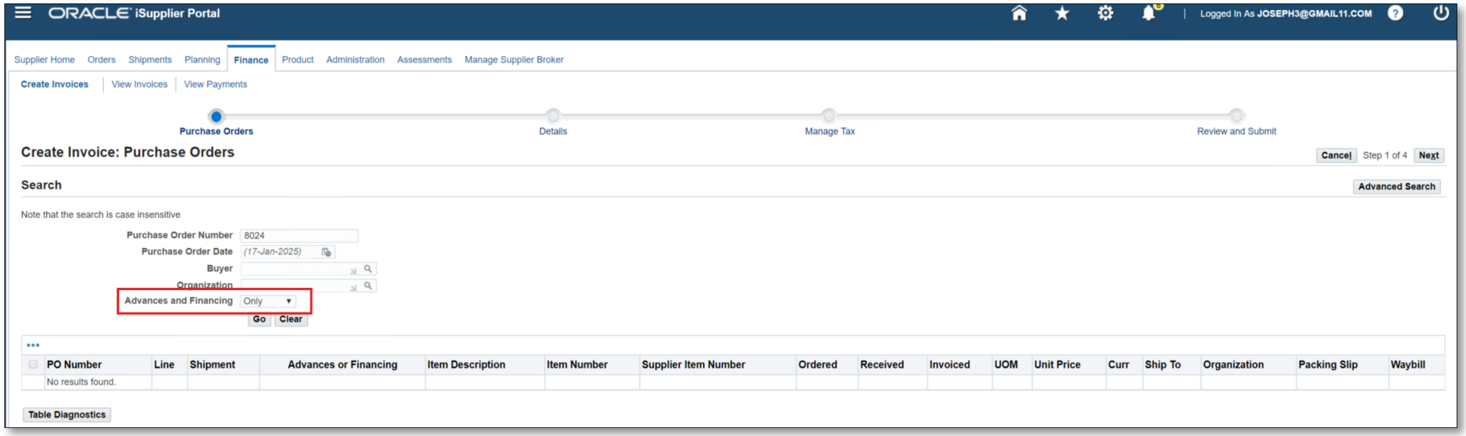
i-Supplier allows you to create and submit PO matched standard invoices and credit memo invoices to CBE online.

Note: The system will not allow any instances of overbilling against a Purchase Order on either the price or the quantity ordered.

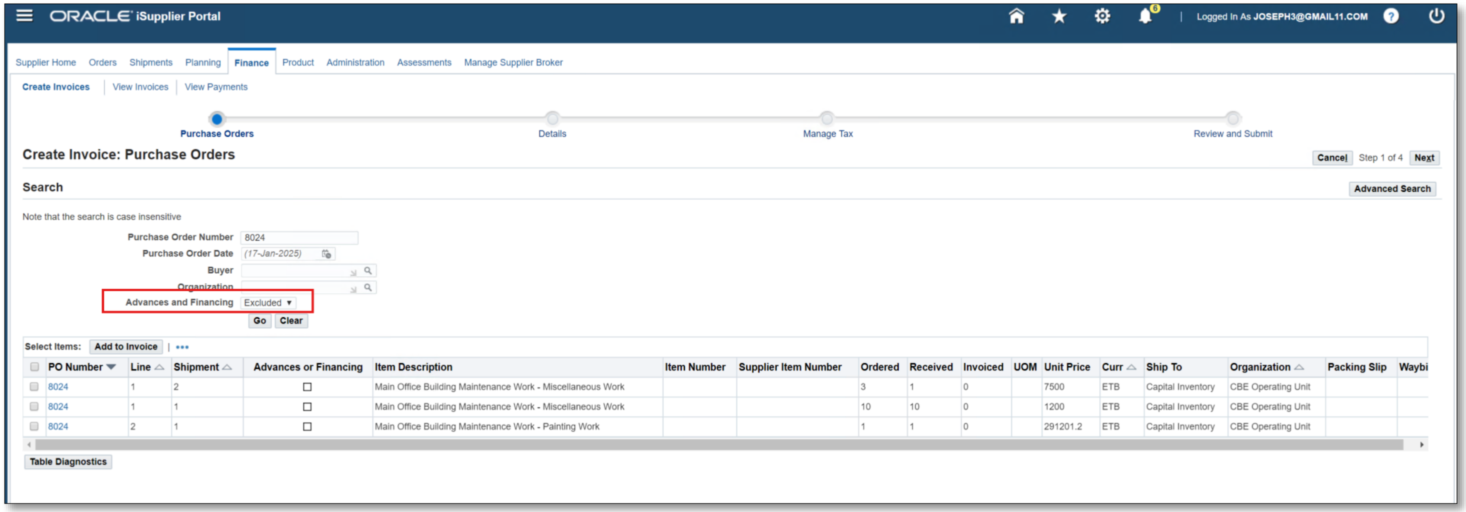
Navigation: Go to Finance tab → Click on Create invoice.



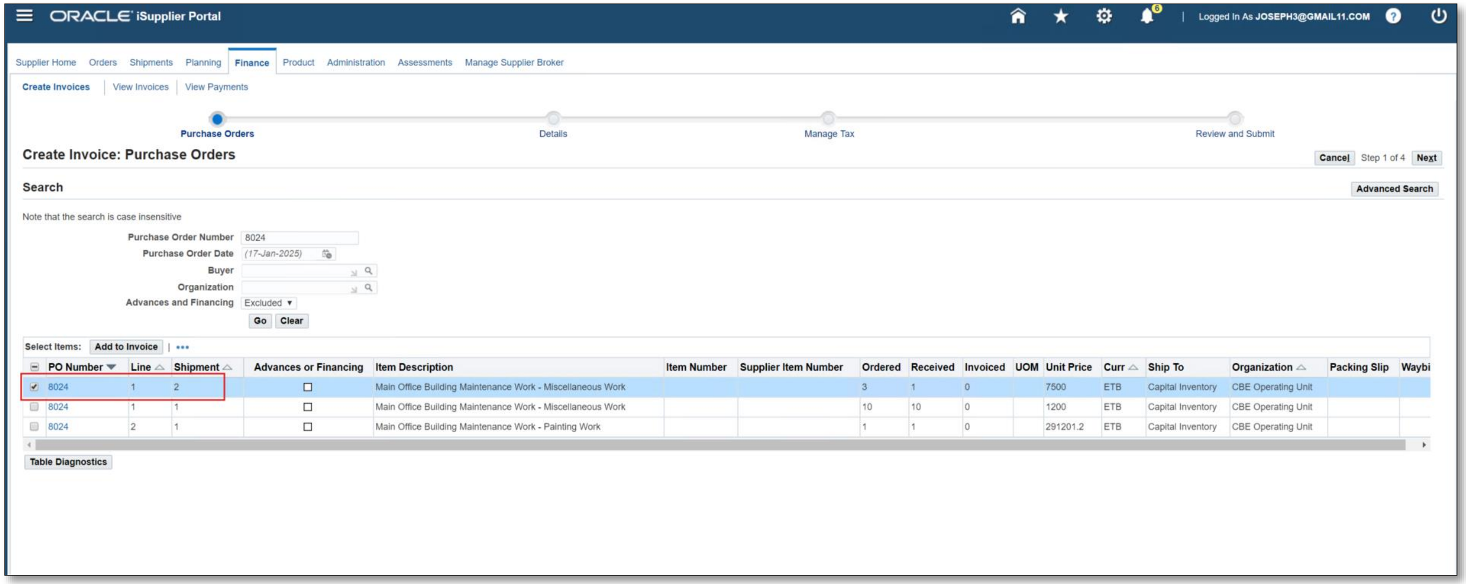
Select option as Advances only to create and submit prepayment advance invoices.



Select Excluded option to submit the standard invoices

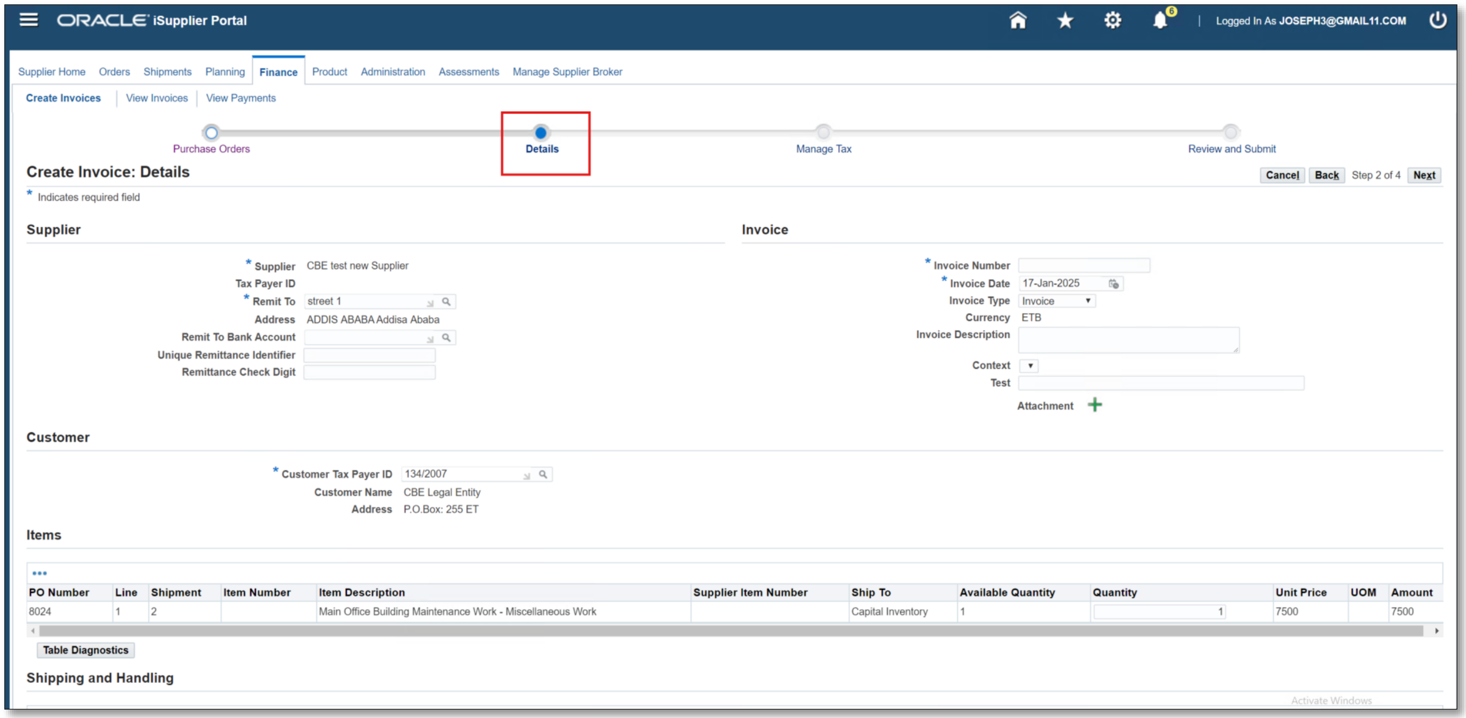


- Select ‘With PO’ for Create Invoice field. Click the Go button to get to the next screen to enter your Purchase Order number.
- The invoices screen will display providing you with the four-step process:
    1. Purchase Orders
    2. Details
    3. Manage Tax
    4. Review and Submit



- Enter your Purchase Order number and then click ‘Go’ button.
- **NOTE:** An Invoice can be created using multiple Purchase Orders. To do this you must search for Purchase Orders by the Purchase Order date and select all the Purchase Orders to add to the invoice
- Select the Purchase Order to add to the invoice and then click the ‘Next’ button or click on the ‘Add to Invoice’ button after selecting.

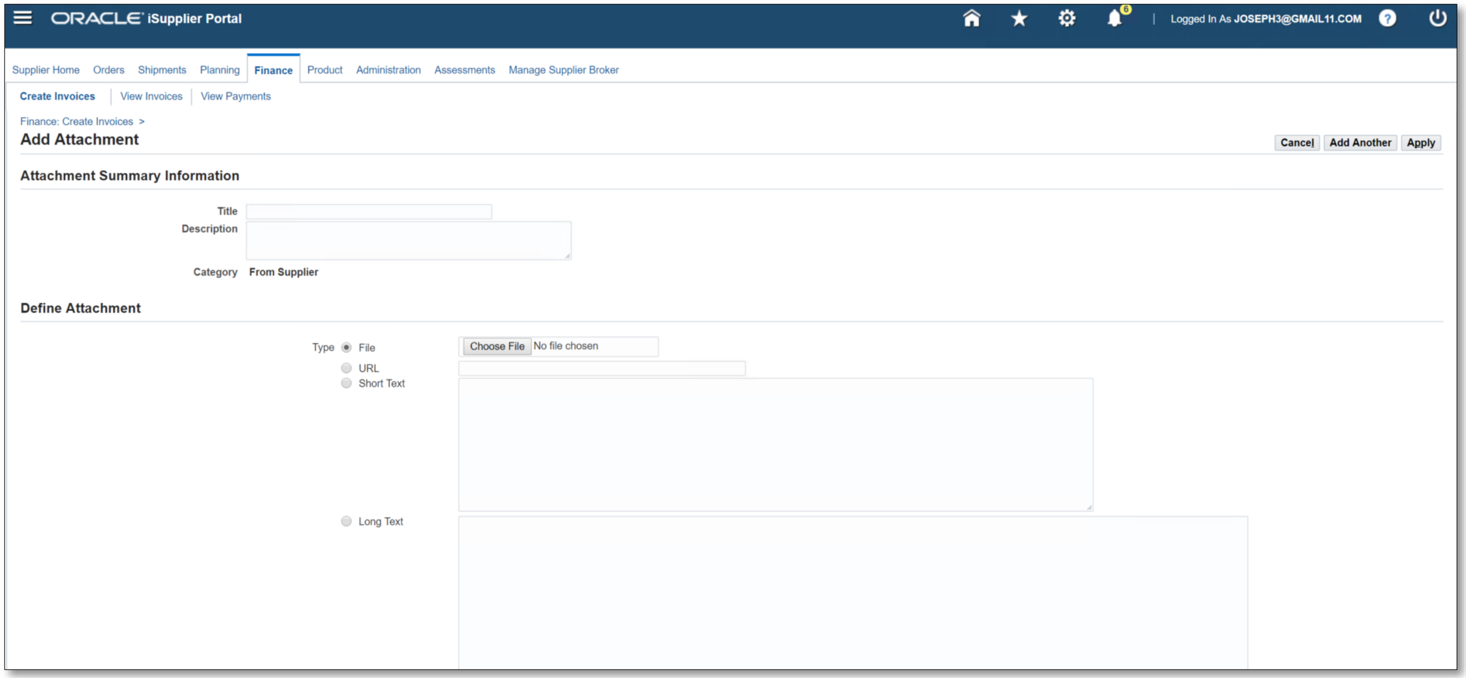
❖ Details TAB:



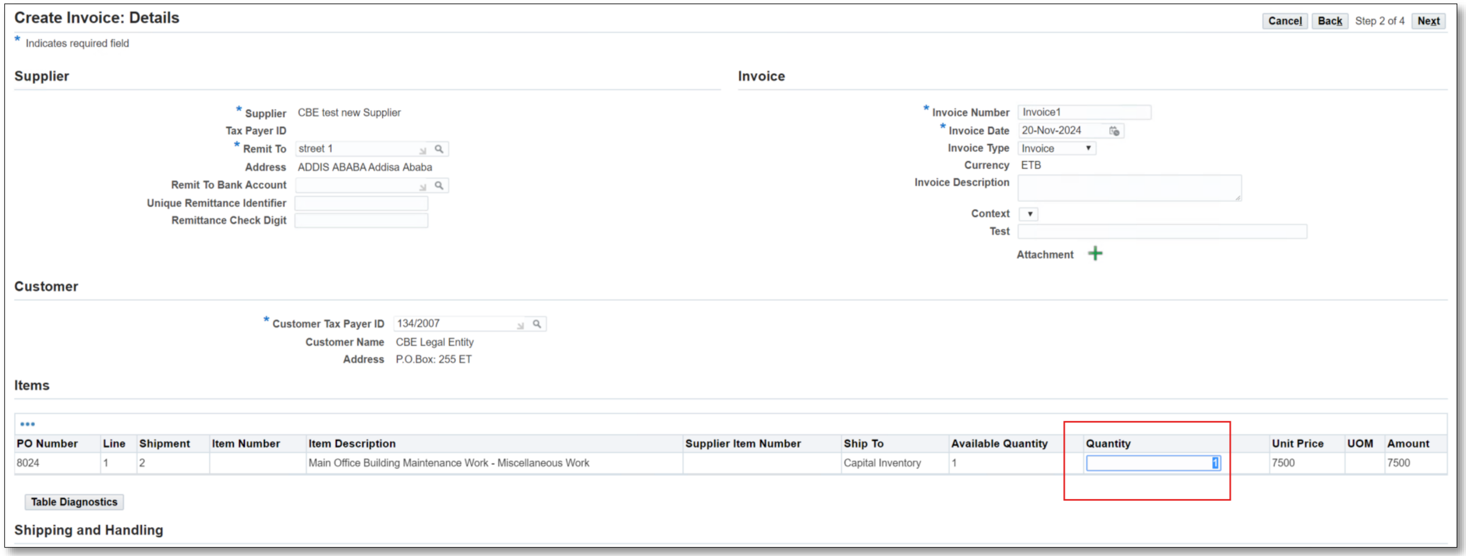
1. Click on magnifying icon at the end of the ‘Remit to’ field and select the appropriate Remit to address. The Search and Select screen will open. Click the Go button to populate a list of your Supplier Remit To addresses. Quick Select the correct Remit To address or enable the Select radio button and then click on the Select button on the right. The correct Remit To address will populate.
2. Enter the Invoice Number, Invoice Date (will default to today’s date), Invoice Type and an Invoice Description.

NOTE: If the invoice submitted will be a Credit, choose Credit Memo from the Invoice Type drop down box. You will enter a negative value using a hyphen in the Quantity field.

3. At times it may be necessary for the Supplier to submit soft copy of the invoice, corresponding documentation such as an Excel or Word file with additional invoice details in additional to the actual invoice.

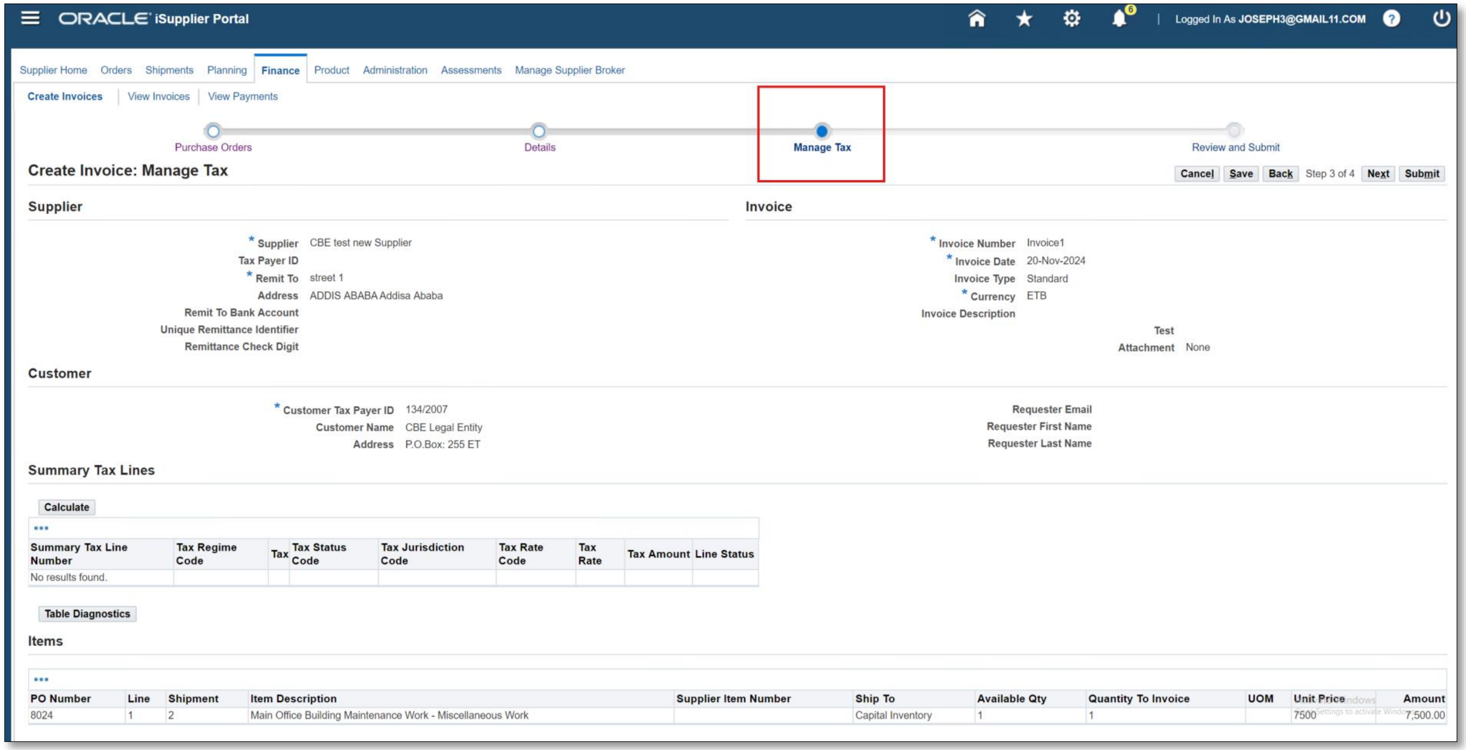


4. If it is necessary to modify the invoiced quantity, enter the new quantity in the Quantity field.

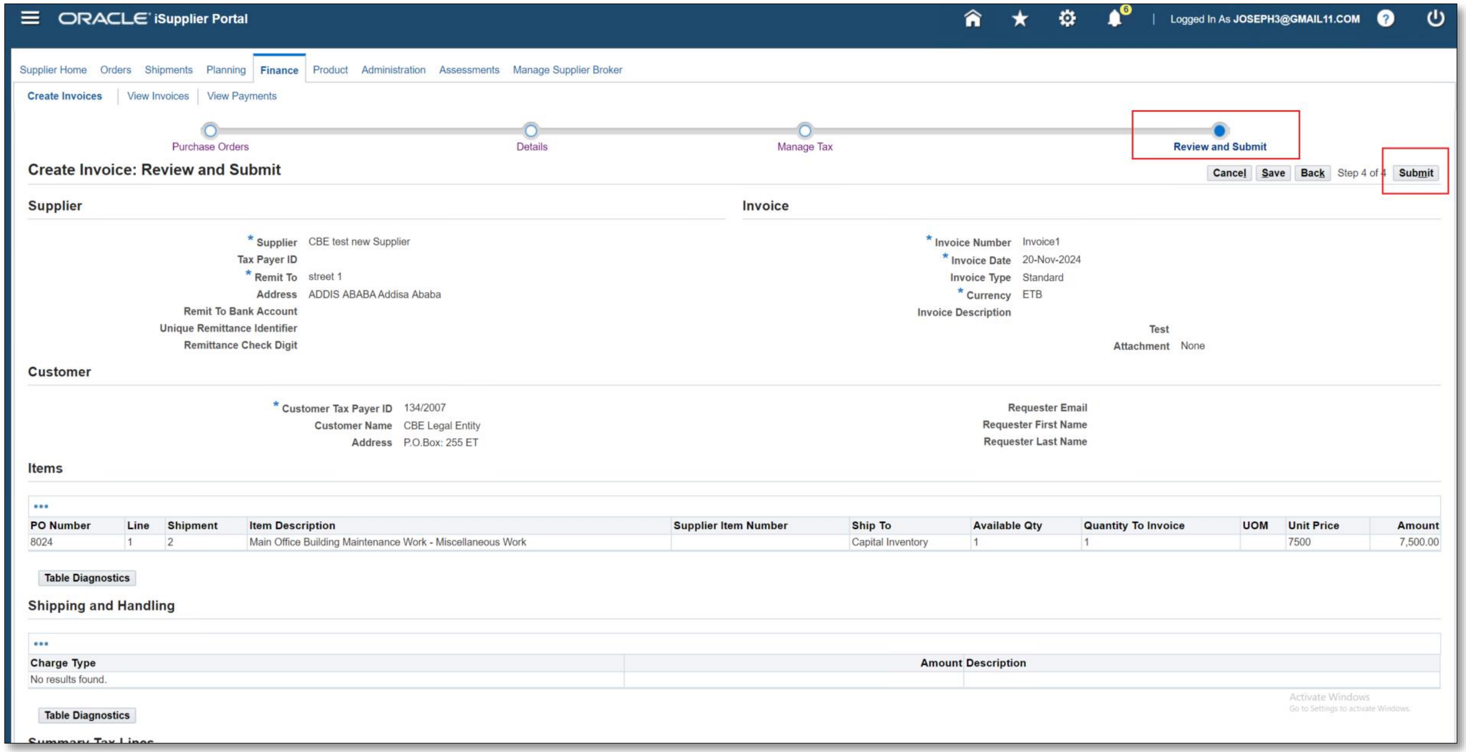


5. if it is necessary to add ‘Freight’ or a ‘Miscellaneous’ charge, click on the ‘Add Row’ button to populate those charge fields. Add the dollar amount of the charge and a description. Add as many rows as necessary. Click on the ‘Next’ button.

- **Manage Tax tab:**
  CBE i-Supplier Portal is fully integrated with tax system. It will auto calculate the applicable tax amount irrespective of the PO was with or without tax.



1. IF, PO is with tax and the tax amount calculated by SYSTEM is not as per your calculation. Please over-ride the amounts in ‘Tax Amount’ field and
2. Click on ‘Calculate’ button.
3. Click on ‘Recalculate Total’ button to refresh the total.
4. Click on ‘Next’ button to review and ‘Submit’ the invoice.


ORACLE iSupplier Portal
Logged In As JOSEPH3@GMAIL11.COM

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration | Assessments | Manage Supplier Broker

Create Invoices | View Invoices | View Payments

Purchase Orders — Details — Manage Tax — Review and Submit

Create Invoice: Review and Submit

Cancel | Save | Back | Step 4 of 4 | Submit

Supplier

* Supplier	CBE test new Supplier
Tax Payer ID	
* Remit To	street 1
Address	ADDIS ABABA Addisa Ababa
Remit To Bank Account	
Unique Remittance Identifier	
Remittance Check Digit	

Invoice

* Invoice Number	Invoice1
* Invoice Date	20-Nov-2024
Invoice Type	Standard
* Currency	ETB
Invoice Description	
Test	
Attachment	None

Customer

* Customer Tax Payer ID	134/2007
Customer Name	CBE Legal Entity
Address	P.O.Box: 255 ET
Requester Email	
Requester First Name	
Requester Last Name	

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
8024	1	2	Main Office Building Maintenance Work - Miscellaneous Work		Capital Inventory	1	1		7500	7,500.00

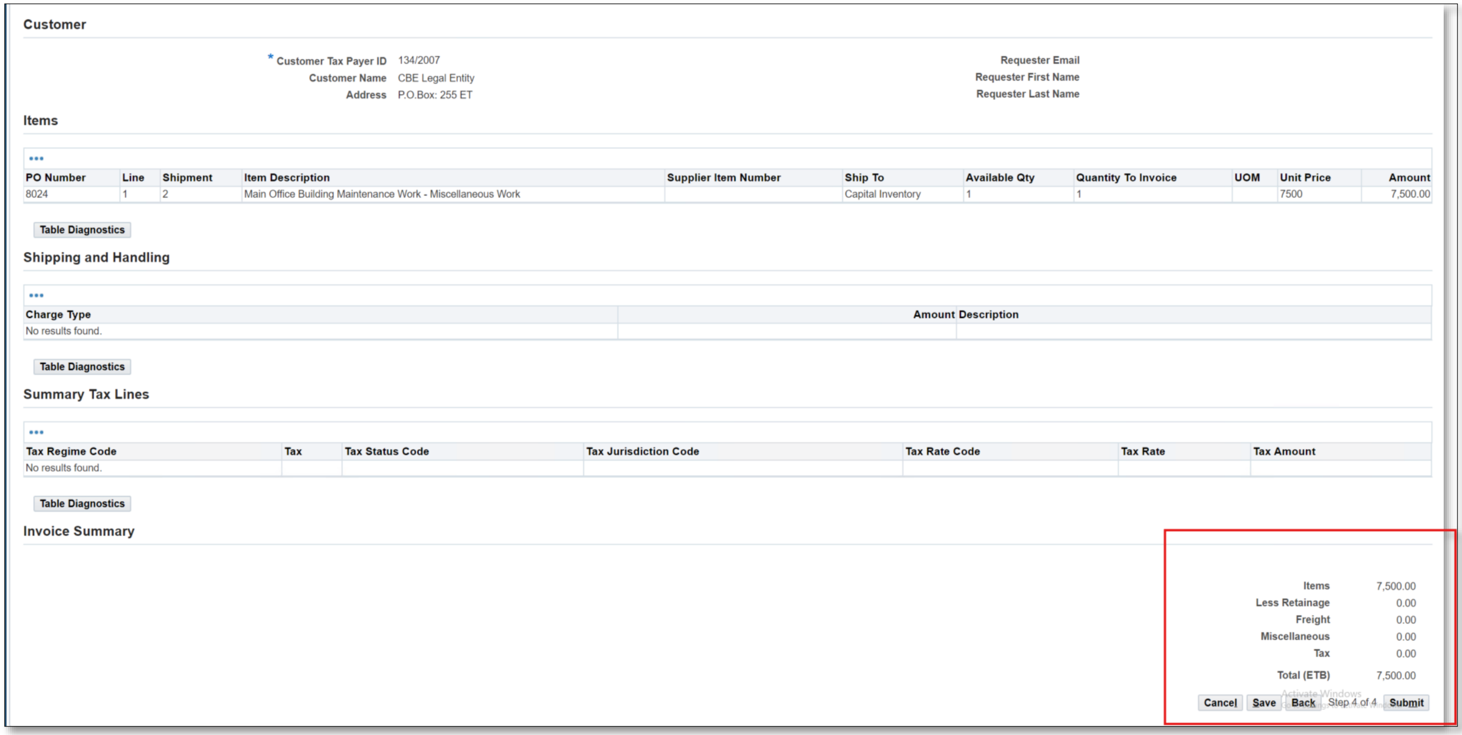
Table Diagnostics

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Table Diagnostics

Summary Tax Lines



Customer

* Customer Tax Payer ID	134/2007
Customer Name	CBE Legal Entity
Address	P.O.Box: 255 ET
Requester Email	
Requester First Name	
Requester Last Name	

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
8024	1	2	Main Office Building Maintenance Work - Miscellaneous Work		Capital Inventory	1	1		7500	7,500.00

Table Diagnostics

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Table Diagnostics

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
No results found.						

Table Diagnostics

Invoice Summary

Items	7,500.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (ETB)	7,500.00

Cancel Save Back Step 4 of 4 Submit

5. Alternatively, you can click 'Submit' button from here to complete the invoicing process.

A confirmation notice will display that your invoice was submitted to our Accounts Payable department for processing.

Create Invoices | View Invoices | View Payments

Purchase Orders — Details — Manage Tax — Review and Submit

Confirmation

Invoice Invoice1 was submitted to our Accounts Payable department on 17-Jan-2025. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: Invoice1

Printable Page | Create Another

Supplier

* Supplier: CBE test new Supplier
Tax Payer ID:
* Remit To: street 1
Address: ADDIS ABABA Addisa Ababa
Remit To Bank Account:
Unique Remittance Identifier:
Remittance Check Digit:

Invoice

* Invoice Number: Invoice1
* Invoice Date: 20-Nov-2024
Invoice Type: Standard
* Currency: ETB
Invoice Description:
Test
Attachment: None

Customer

* Customer Tax Payer ID: 134/2007
Customer Name: CBE Legal Entity
Address: P.O.Box: 255 ET
Requester Email:
Requester First Name:
Requester Last Name:

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
8024	1	2	Main Office Building Maintenance Work - Miscellaneous Work		Capital Inventory	1	1		7500	7,500.00

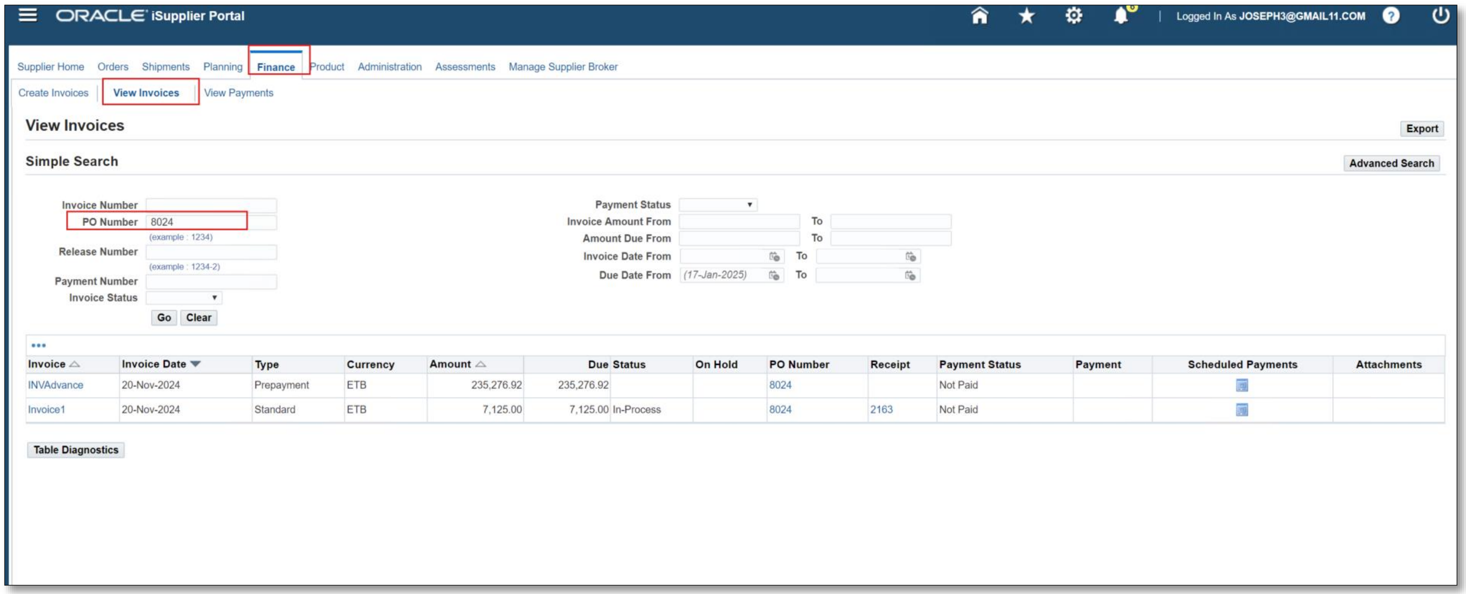
Table Diagnostics

Invoice Summary

Items	7,500.00
Less Retainage	-375.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	7,125.00
Less Advances and Financing	0.00

2.9 **FINANCE TAB: VIEW INVOICE:**

1. Click on ‘Finance’ tab and then ‘View Invoices’ tab.



2. Enter your search criteria and click Go.

3. Click on the ‘Invoice Date’ field to sort the search results in ascending or descending order.

4. The view provides you with the Payment Status, Due Date & Payment Number if applicable at the time, etc. Click on the hyperlinks Invoice Number or Due Date to view details. The Export option is available and allows the export of information within the view.

5. Another way to search for receipts is to Click the ‘Advanced Search’ button, see 4 above. Enter the Search Criteria and then click Go.

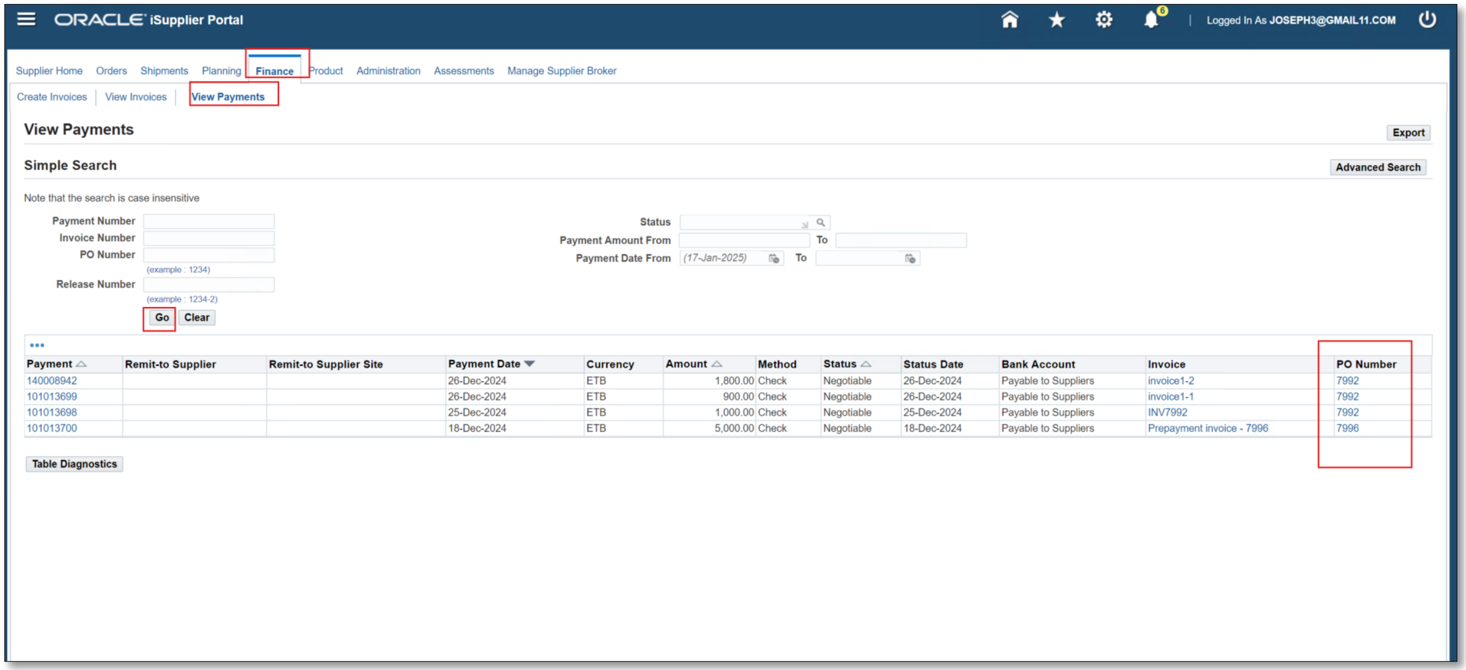
6. Below is a list of Invoice Statuses an invoice can be in and its description.

- **Approved** – Invoice is ready for payment.
- **Cancelled** – Invoice was cancelled by CBE. Please re-submit a new invoice.
- **In Process** – Invoice is currently getting worked upon by CBE payables team.

- **On-Hold** – Invoice is on hold. Can be for various reason. Please click on link in the hold column for its details. Kindly contact CBE if you would have any queries.
- **Rejected** – Invoice was rejected by CBE. Please re-submit a new invoice.
- **Un submitted** – Invoice is not complete and not yet submitted to CBE. Supplier action awaited.

2.10 FINANCE TAB: VIEW PAYMENT:

1. Click on 'Finance' tab and then 'View Payments' tab.



2. Enter your search criteria and click Go.
3. Click on the 'Payment Date' field to sort the search results in ascending or descending order.
4. The view provides you with the Payment Date, Amount & Status, etc. Click on the hyperlinks Payment or Invoice to view additional details. The Export option is available and allows the export of information within the view.
5. Another way to search for receipts is to Click the 'Advanced Search' button. Enter the Search Criteria and then click Go.

2.11 **ADMIN TAB PROFILE MANAGEMENT:**

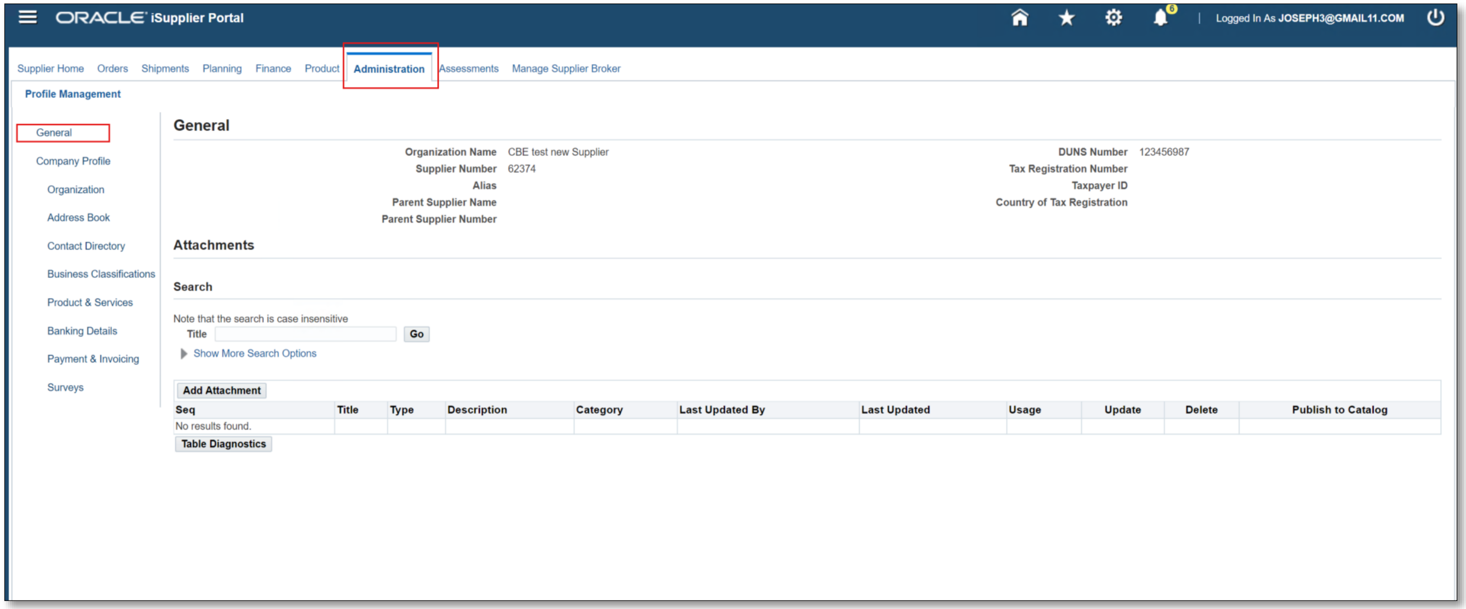
Supplier Profile Management (CBE i-Supplier Profile Admin) enables you to manage key profile details used to establish or maintain a business relationship with CBE. This profile information includes address information, contacts, business classifications and banking details which you can provide to the CBE.

CBE Supplier Administrator will review the details you provide and use them to update the appropriate records in the buyer's purchasing transaction system.

You benefit from managing your profile yourself. Supplier Profile Management enables you to effectively represent yourself to CBE and update your profiles details as necessary, making essential information accurate.

- ❖ **GENERAL:**

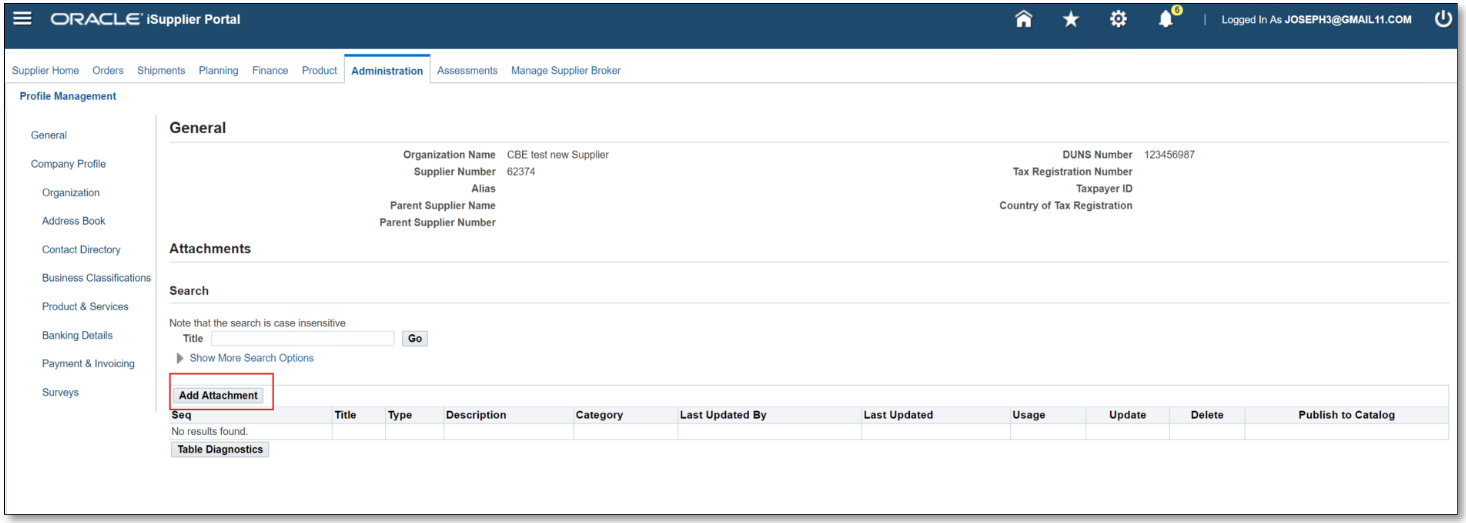
  The General information page provides a quick, high-level display of information at the company level. You can use the General information page to add an attachment to your profile.

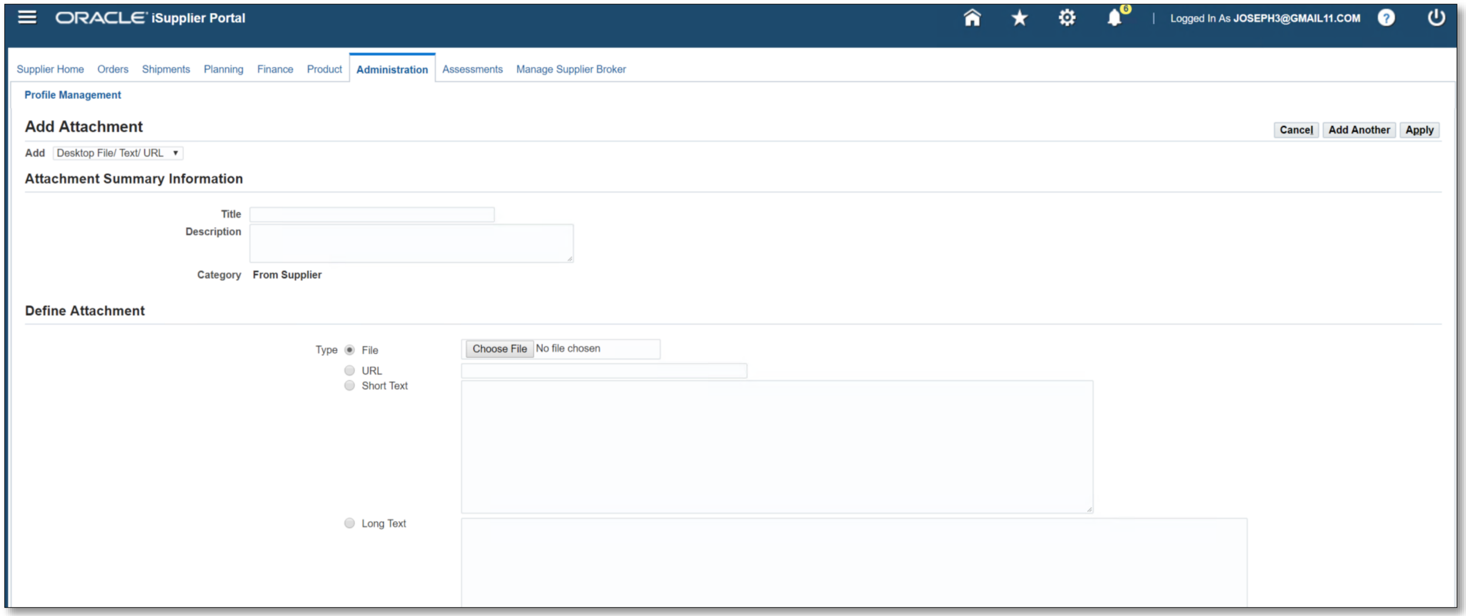


❖ ADD ATTACHMENT

The attachment allows you to add supporting documents for your application. Attach PDF/JPEG/JPG/ MS Office files only. Do NOT attach any hand-written documents.

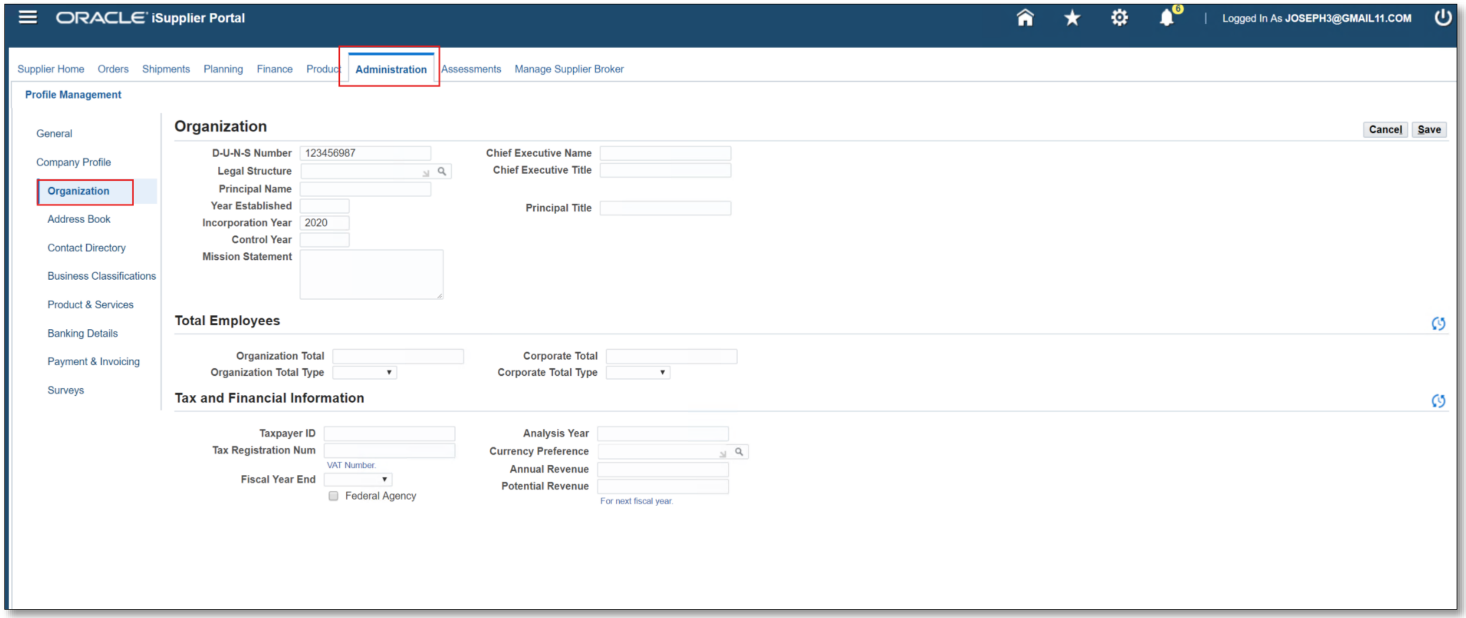
Under 'Attachment' section. Click on 'Add Attachments' button under 'Attachments'.





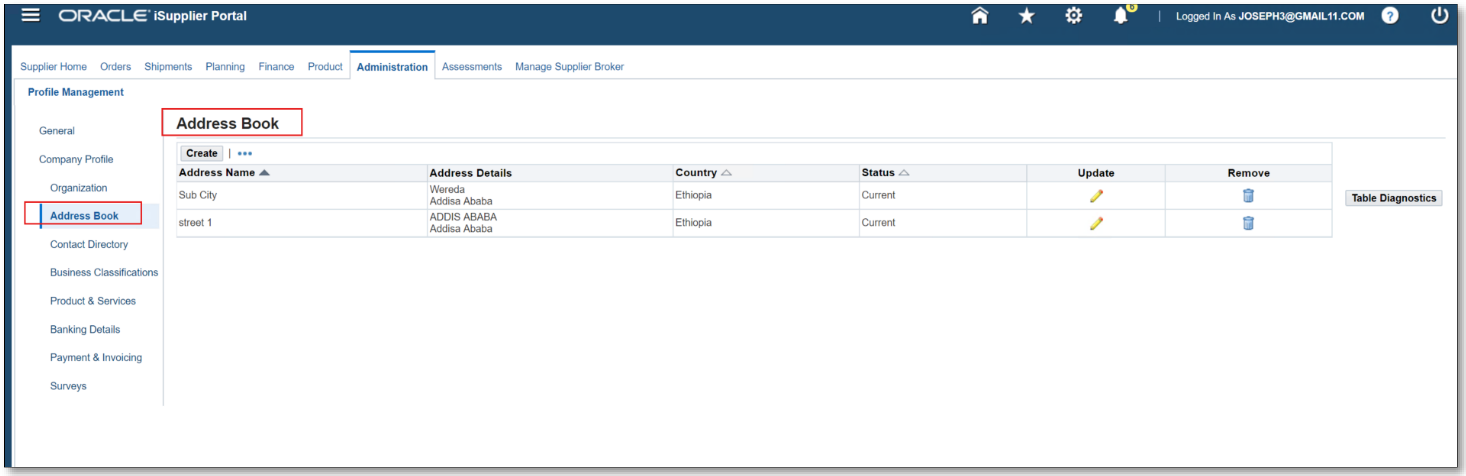
❖ ORGANIZATION

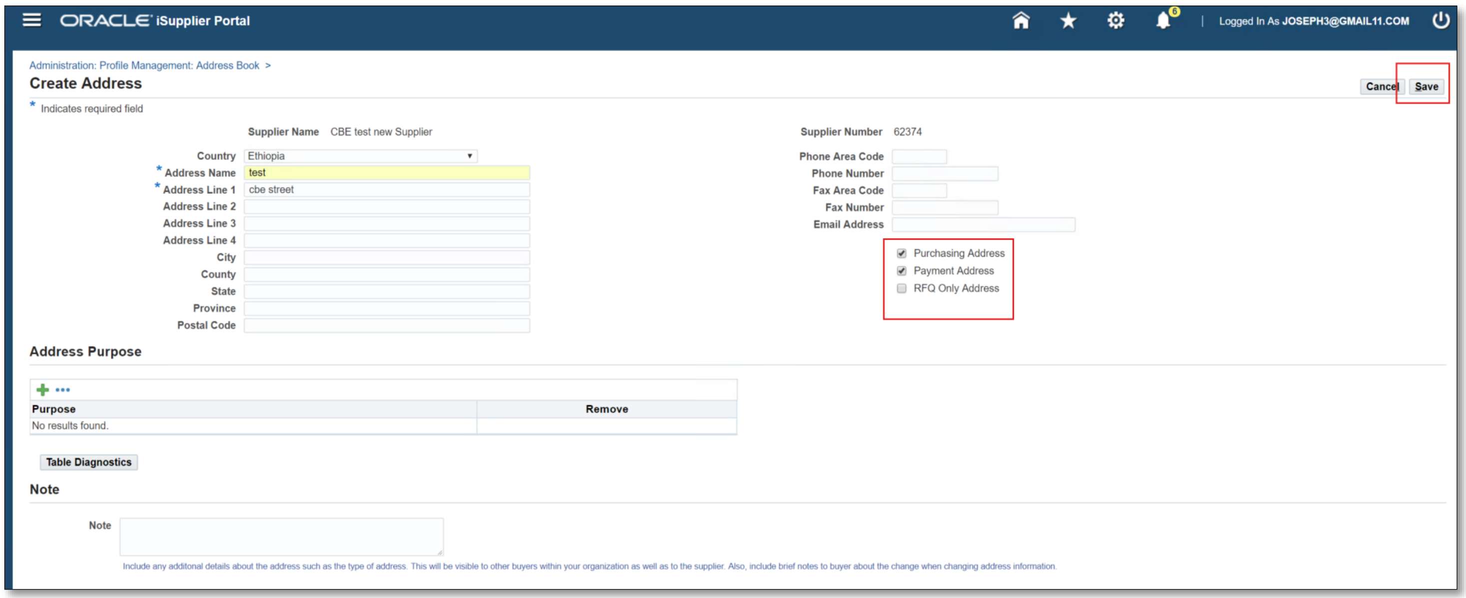
Organization page will allow you to enter and manage your organization information like DUNS number, year of establishment, employee numbers AND TAX AND FINANCIAL INFORMATION.



❖ ADDRESS

You can add, remove, or update the Address of your business locations on this page. Any change/ update in Address would be subject to review by CBE Supplier Administrator. Following Steps are required to create new address.

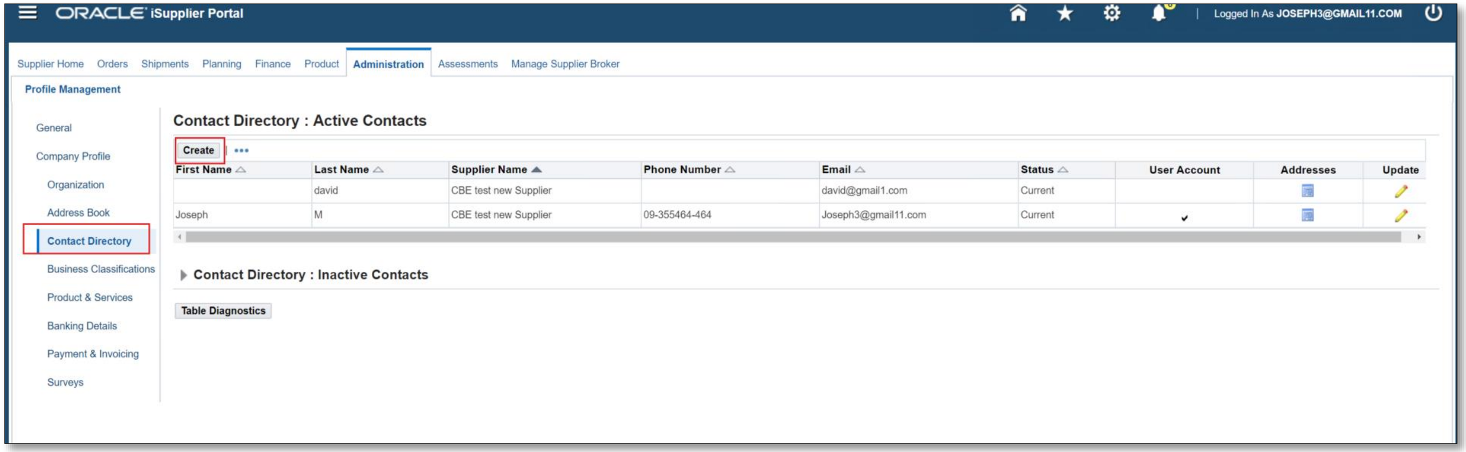




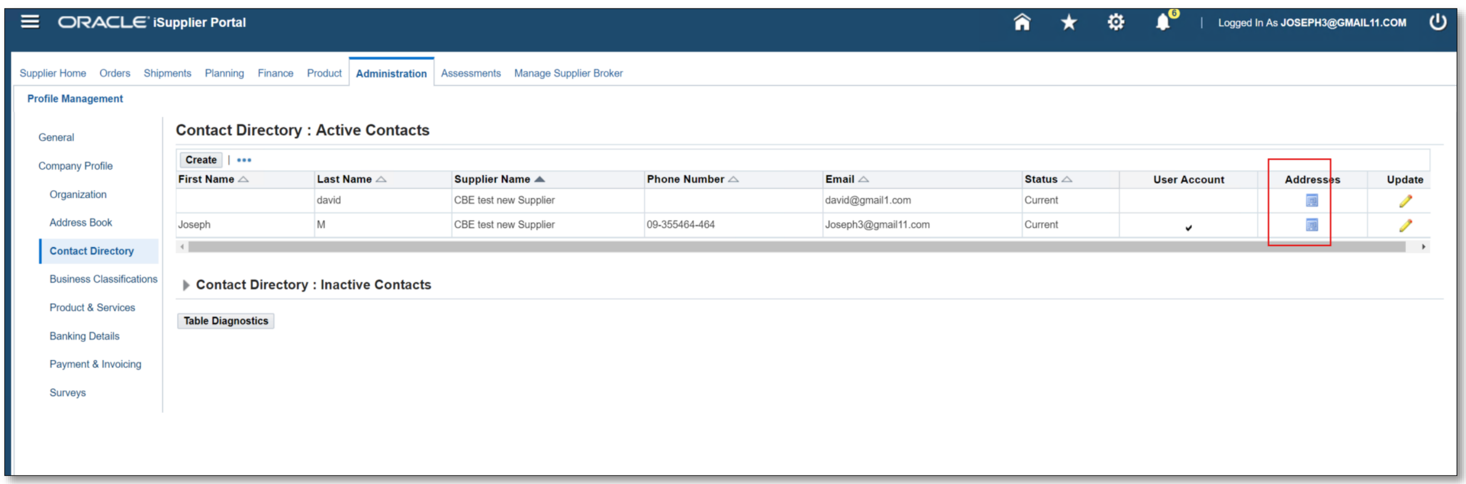
1. Click on ‘Create’ button to add a new address.
2. Click on ‘Update’ (pencil icon) to update an existing address.
3. Click on ‘Remove’ icon to remove/delete an address.

❖ CONTACT PERSON

As an Admin user, you may add or remove users from your organization so they can have access or denied access to i-supplier portal.

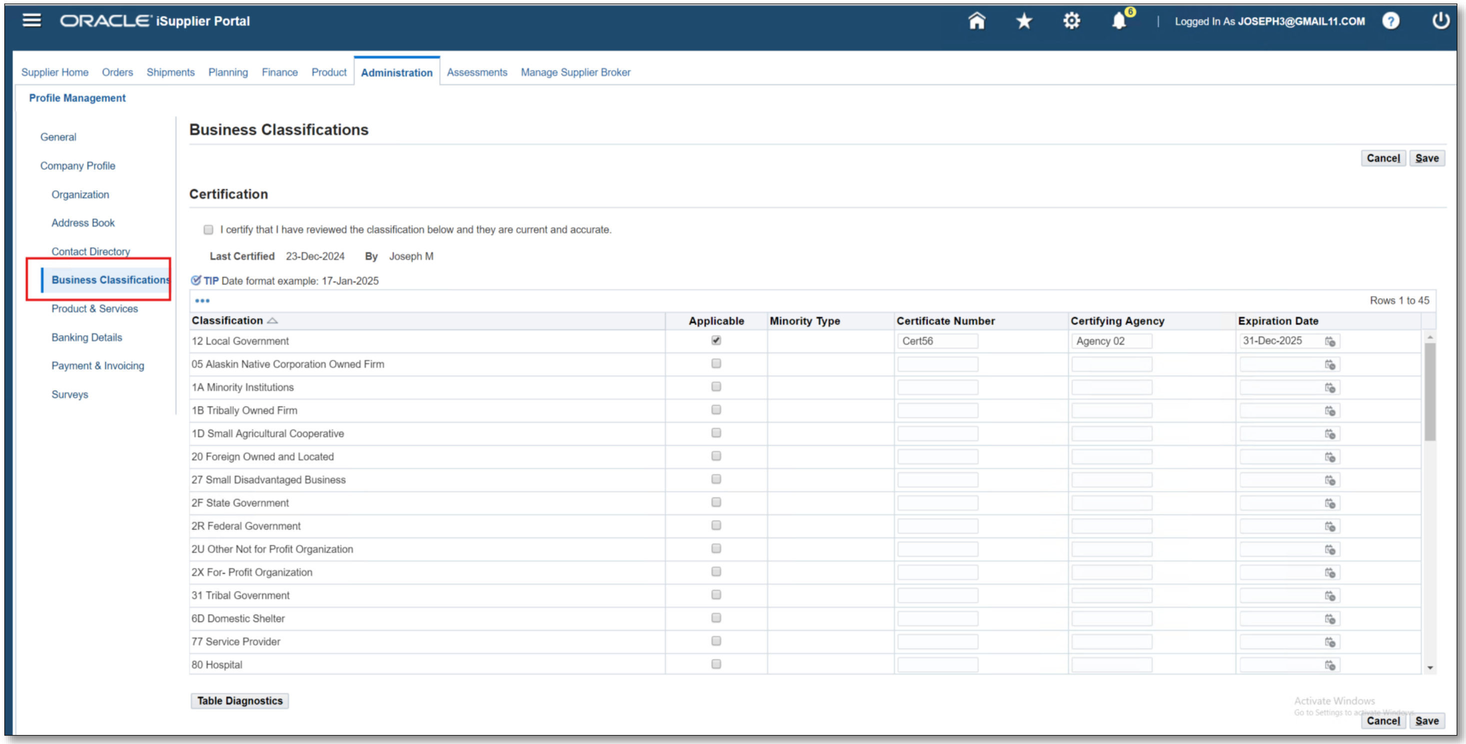


1. Click on ‘Create’ button to add a new contact person.
2. Click on ‘Addresses’ icon to link contact with your business address.



❖ BUSINESS CLASSIFICATION (CERTIFICATES)

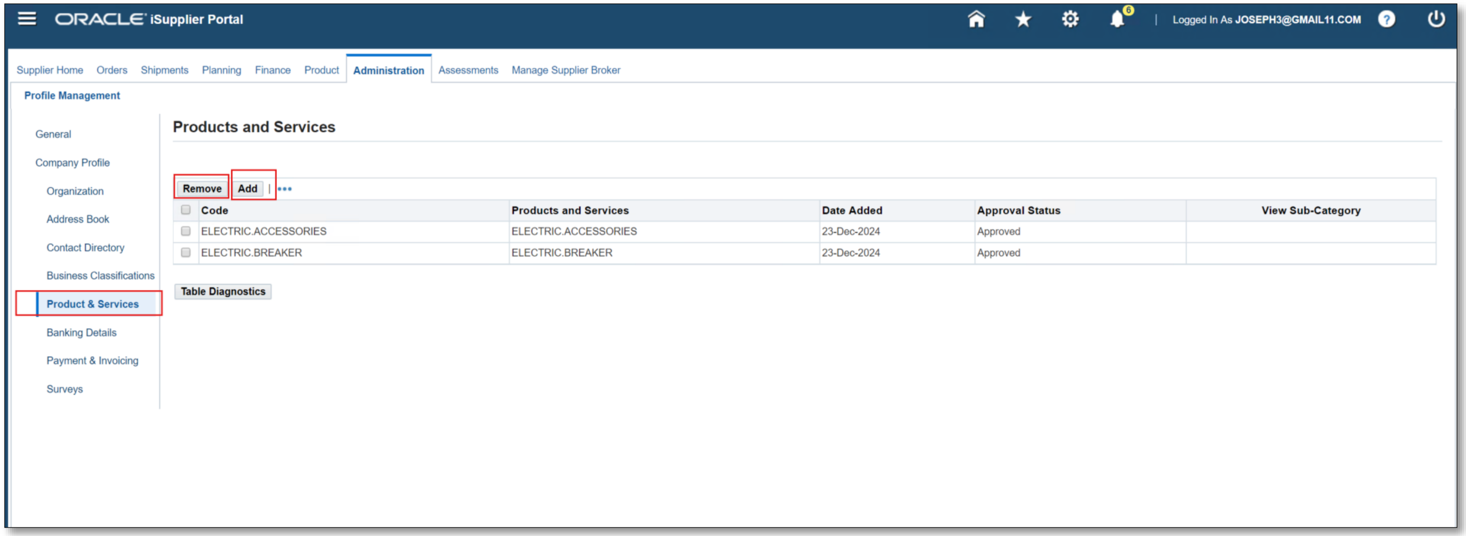
You can check ‘Applicable’ for all the Classification (Certifications) that are appropriate/applicable to your business.

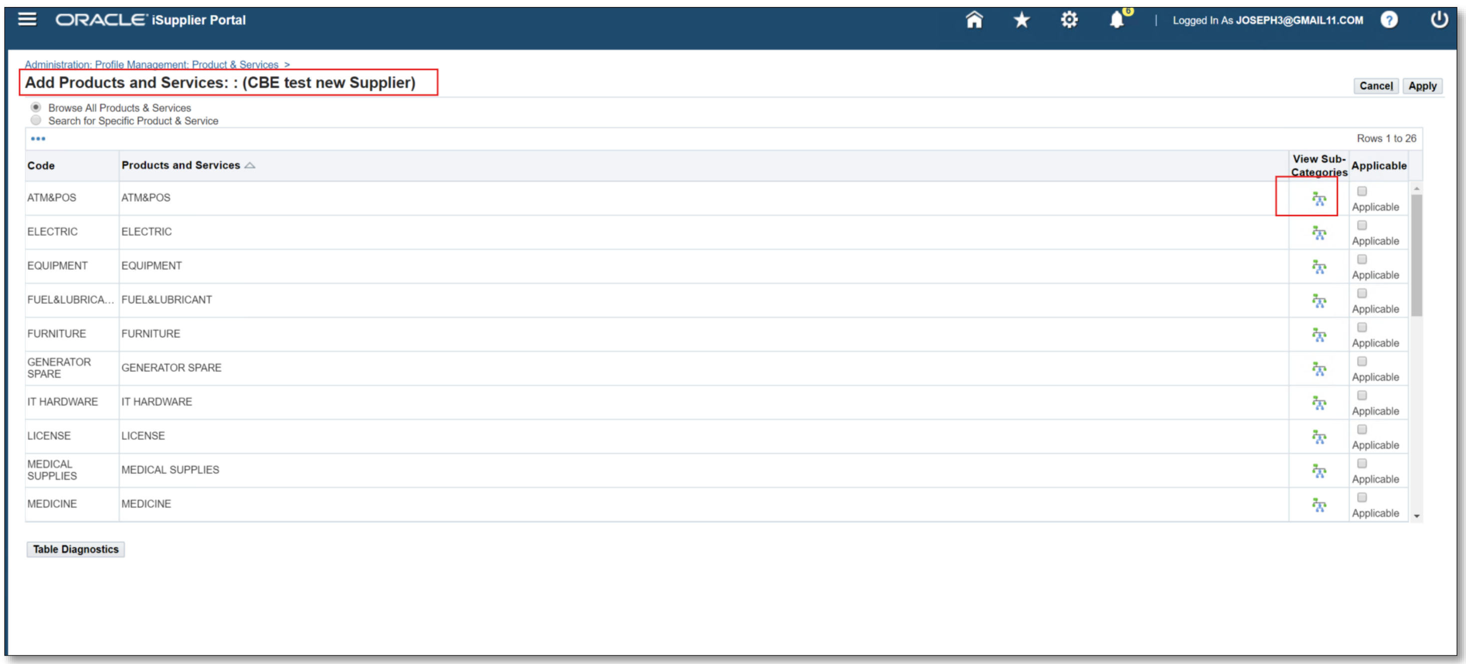


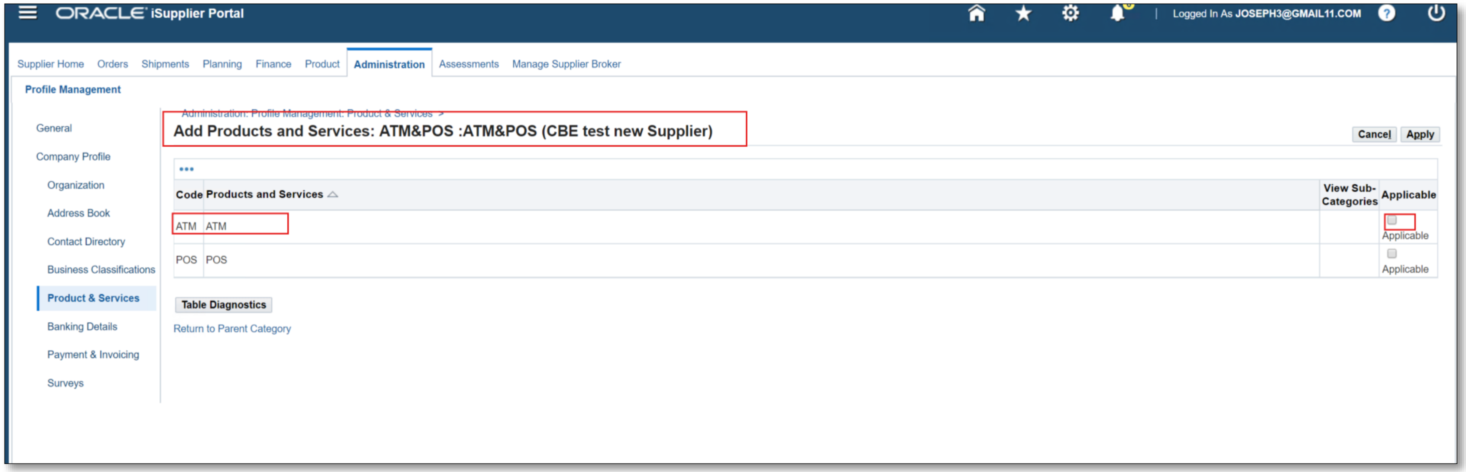
❖ PRODUCT AND SERVICES

Add all the product and services that are appropriate/applicable to your business

1. Click on ‘Add’ button to add a new Product and Services.
2. Click on ‘Remove’ button to remove existing Product and Services.


ORACLE iSupplier Portal
Logged In As JOSEPH3@GMAIL11.COM
Supplier Home
Orders
Shipments
Planning
Finance
Product
Administration
Assessments
Manage Supplier Broker
Profile Management
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Products and Services
Remove
Add
Code
Products and Services
Date Added
Approval Status
View Sub-Category
ELECTRIC.ACCESSORIES
ELECTRIC.ACCESSORIES
23-Dec-2024
Approved
ELECTRIC.BREAKER
ELECTRIC.BREAKER
23-Dec-2024
Approved
Table Diagnostics

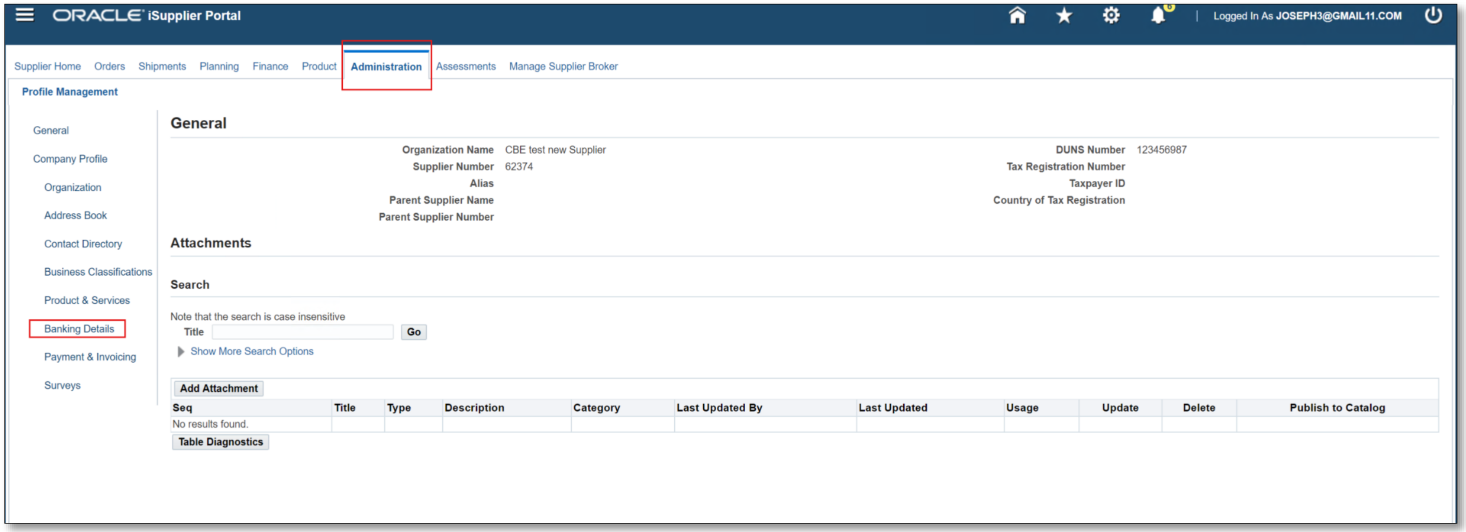

ORACLE iSupplier Portal
Logged In As JOSEPH3@GMAIL11.COM
Administration: Profile Management: Product & Services >
Add Products and Services: : (CBE test new Supplier)
Cancel
Apply
Browse All Products & Services
Search for Specific Product & Service
Rows 1 to 26
Code
Products and Services
View Sub-Categories
Applicable
ATM&POS
ATM&POS
ELECTRIC
ELECTRIC
EQUIPMENT
EQUIPMENT
FUEL&LUBRICA...
FUEL&LUBRICANT
FURNITURE
FURNITURE
GENERATOR SPARE
GENERATOR SPARE
IT HARDWARE
IT HARDWARE
LICENSE
LICENSE
MEDICAL SUPPLIES
MEDICAL SUPPLIES
MEDICINE
MEDICINE
Applicable
Table Diagnostics

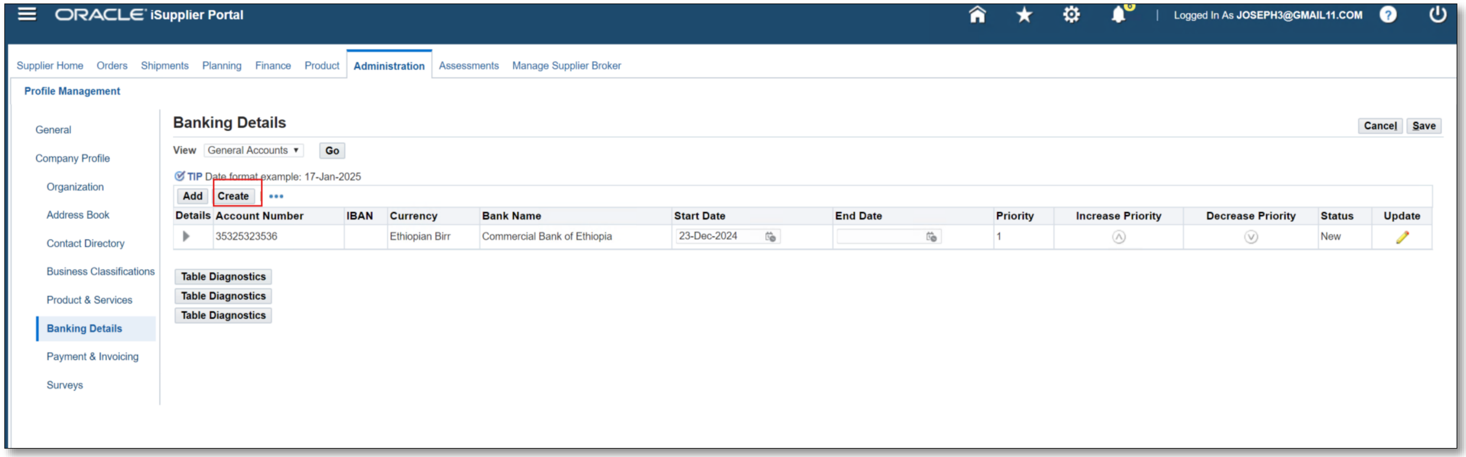

ORACLE iSupplier Portal
Logged In As JOSEPH3@GMAIL11.COM
Supplier Home
Orders
Shipments
Planning
Finance
Product
Administration
Assessments
Manage Supplier Broker
Profile Management
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Administration: Profile Management: Product & Services >
Add Products and Services: ATM&POS :ATM&POS (CBE test new Supplier)
Cancel
Apply
Code
Products and Services
View Sub-Categories
Applicable
ATM
ATM
Applicable
POS
POS
Applicable
Table Diagnostics
Return to Parent Category

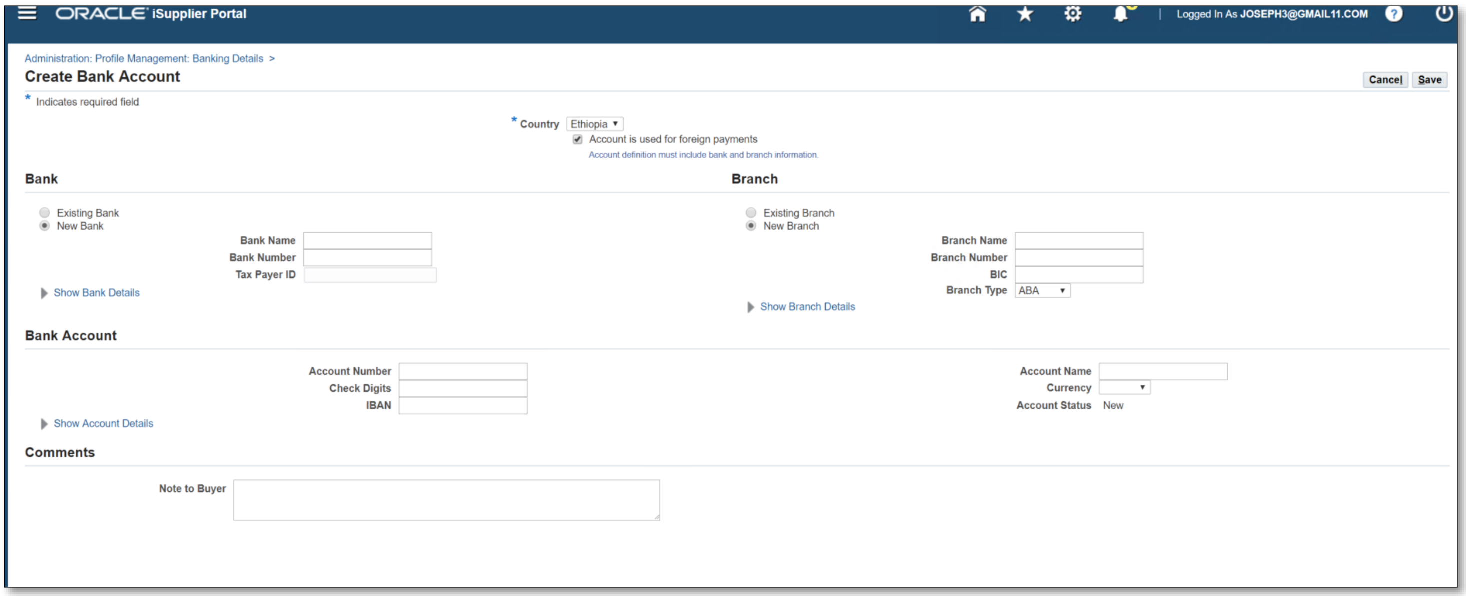

ORACLE iSupplier Portal
Logged In As JOSEPH3@GMAIL11.COM
Confirmation
The following Product and Service categories have been added to your profile.
• ATM&POS.ATM
Return to Products and Services

❖ BANKING DETAILS

To simplify the process of capturing bank account related details and to improve data quality, you can create and maintain your own bank account details and assign these accounts to multiple addresses within your company.

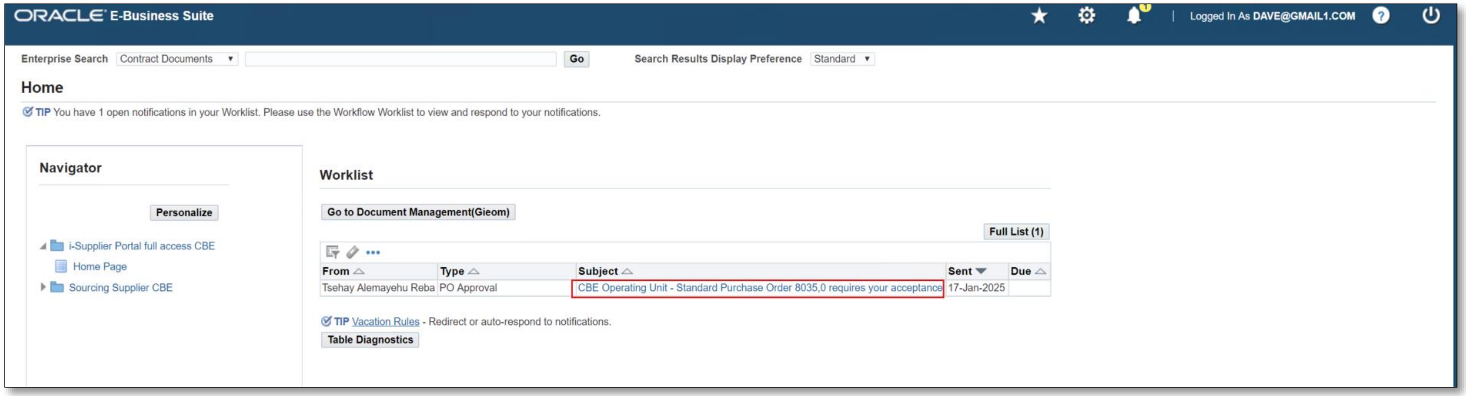



ORACLE iSupplier Portal
Logged In As JOSEPH3@GMAIL11.COM
Supplier Home Orders Shipments Planning Finance Product Administration Assessments Manage Supplier Broker
Profile Management
General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys
Banking Details
Cancel Save
View General Accounts Go
TIP Date format example: 17-Jan-2025
Add Create
Details Account Number IBAN Currency Bank Name Start Date End Date Priority Increase Priority Decrease Priority Status Update
35325323536 Ethiopian Birr Commercial Bank of Ethiopia 23-Dec-2024 1 New
Table Diagnostics
Table Diagnostics
Table Diagnostics

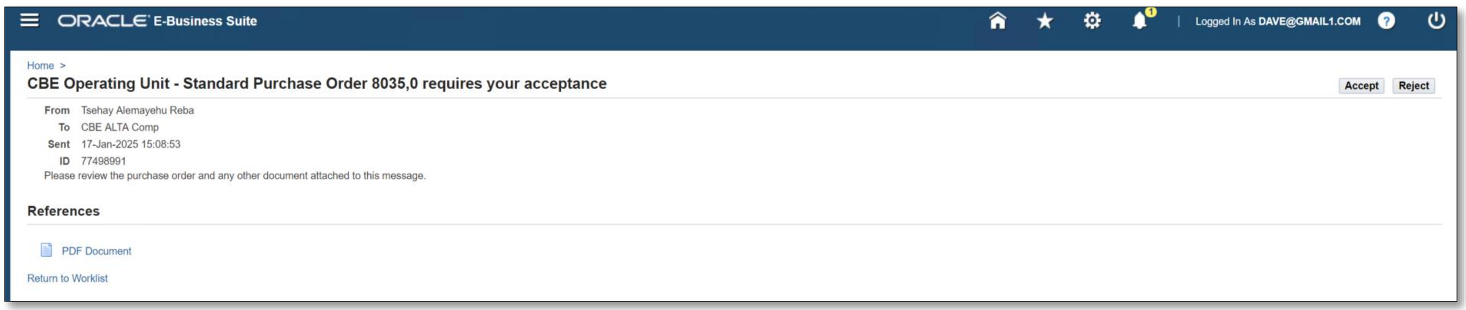

ORACLE iSupplier Portal
Logged In As JOSEPH3@GMAIL11.COM
Administration: Profile Management: Banking Details >
Create Bank Account
Cancel Save
* Indicates required field
* Country Ethiopia
Account is used for foreign payments
Account definition must include bank and branch information.
Bank
Existing Bank
New Bank
Bank Name
Bank Number
Tax Payer ID
Show Bank Details
Branch
Existing Branch
New Branch
Branch Name
Branch Number
BIC
Branch Type ABA
Show Branch Details
Bank Account
Account Number
Check Digits
IBAN
Show Account Details
Account Name
Currency
Account Status New
Comments
Note to Buyer

3. PURCHASE ORDER ACKNOWLEDGING PROCESS.

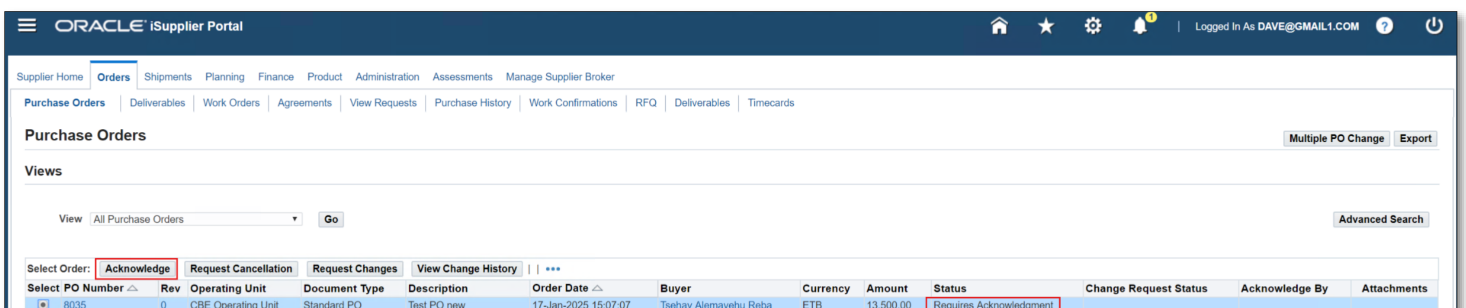
1. Once the PO is Approved, Supplier will receive acknowledgment notification in supplier portal. This is done if the buyer allows you to acknowledgement the PO.



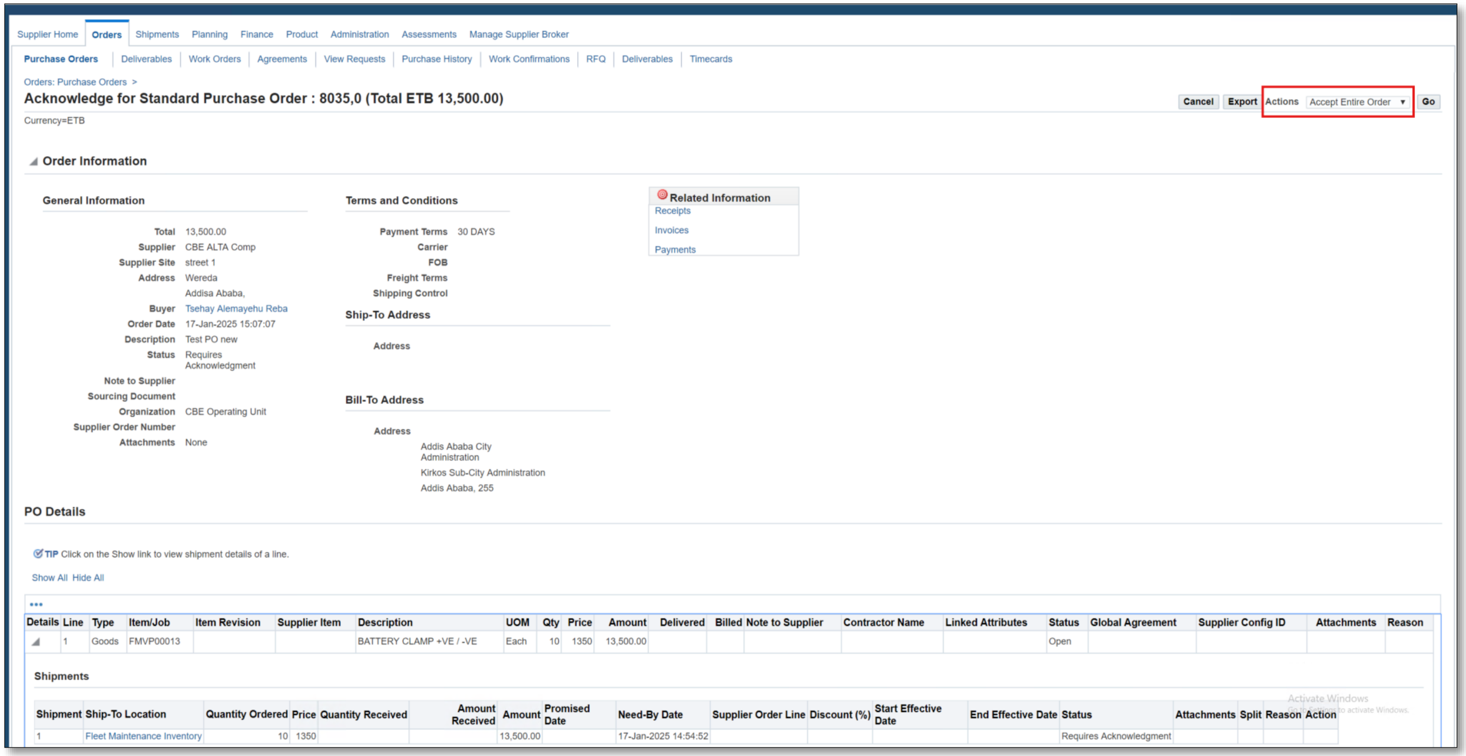
If you click on the above notification the following page will be displayed.



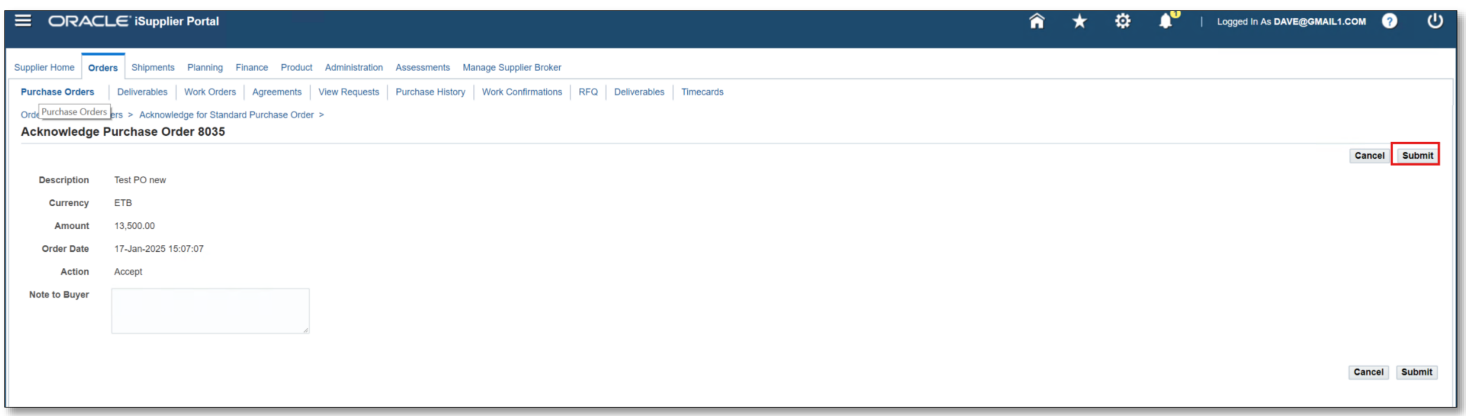
2. Select the PO number and click on Acknowledge button



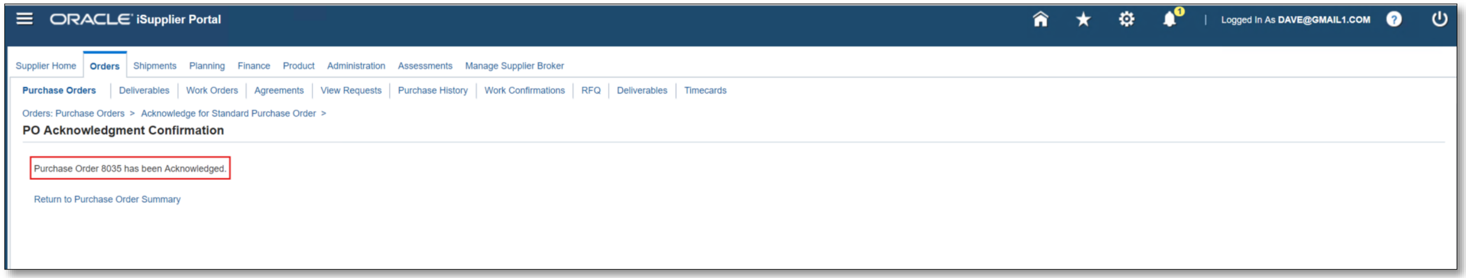
3. Accept the entire order and click on GO.



4. Click on Submit.

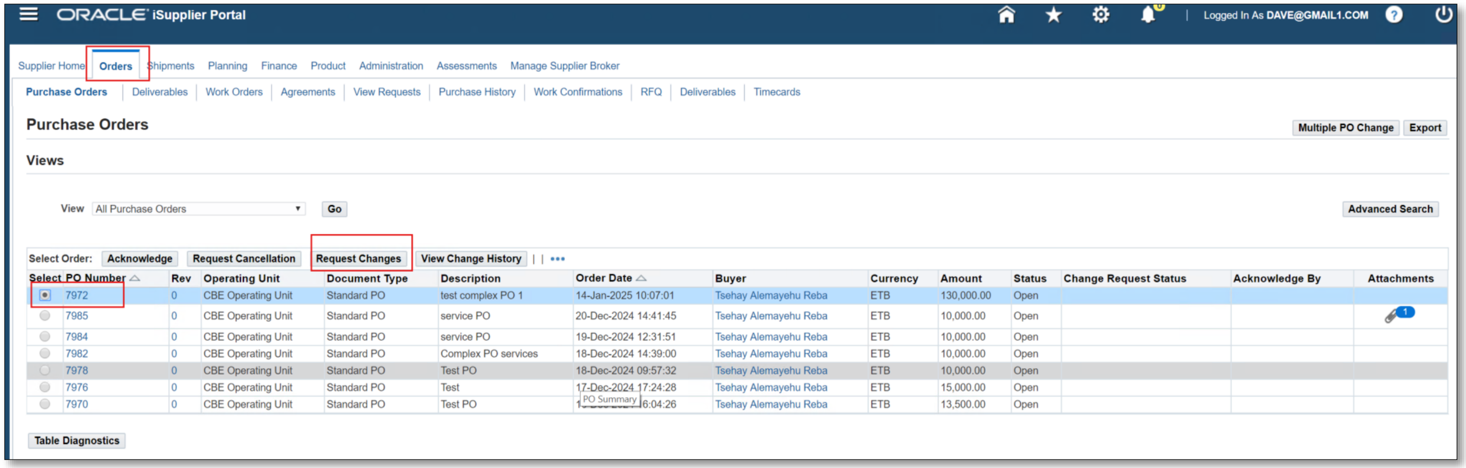


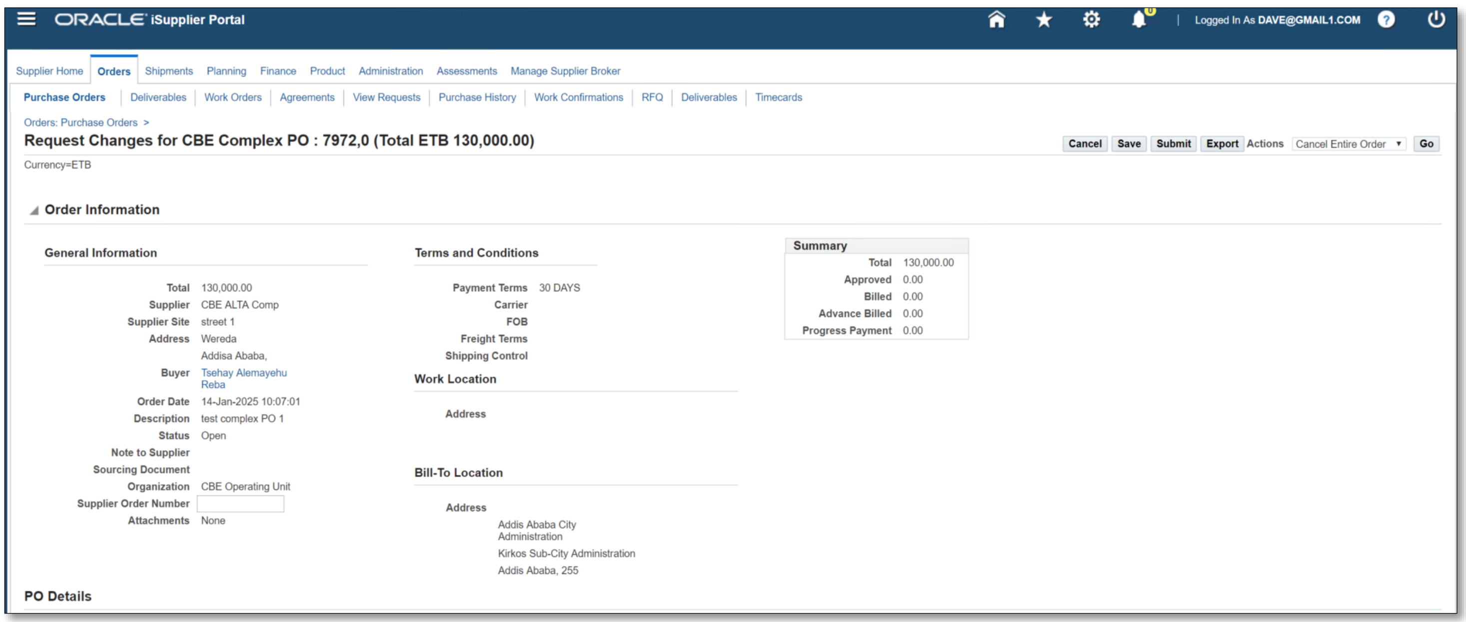
5. Confirmation message will pop up.

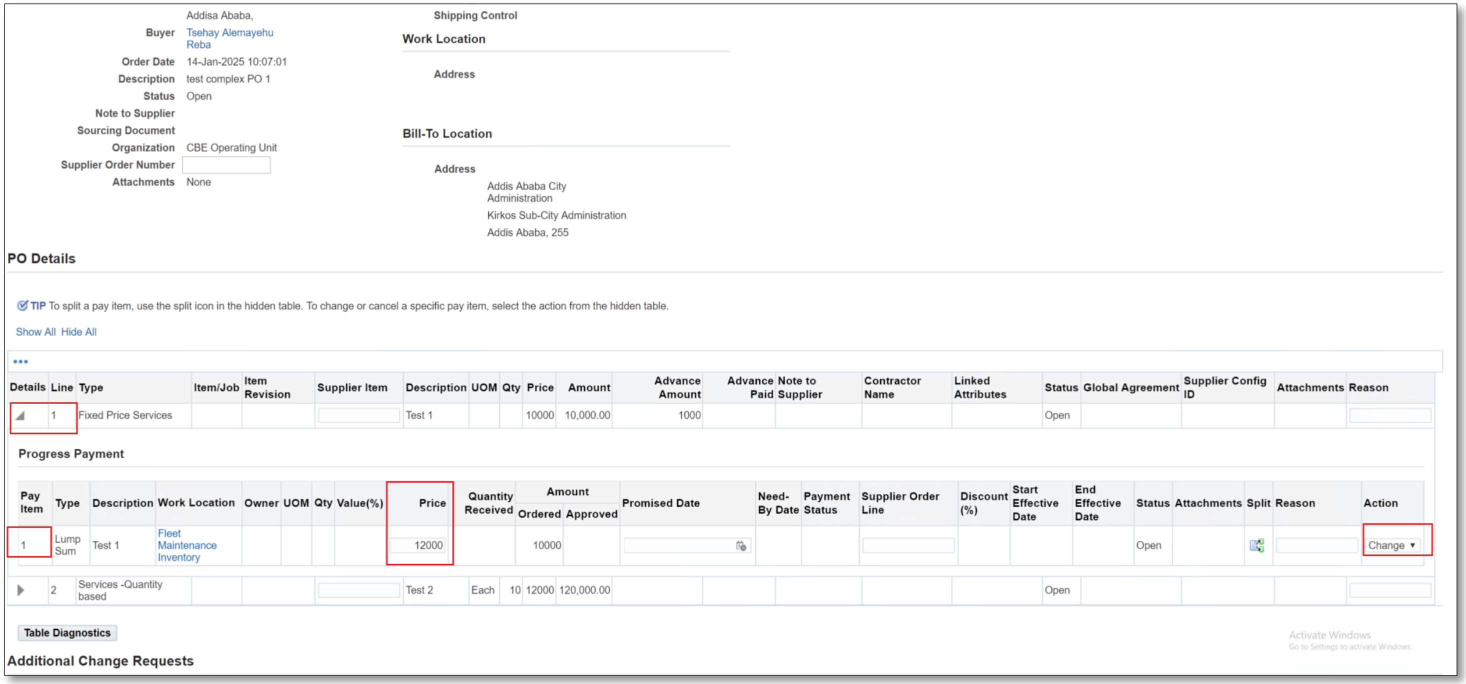


6. PURCHASE ORDER REQUEST CHANGE PROCESS

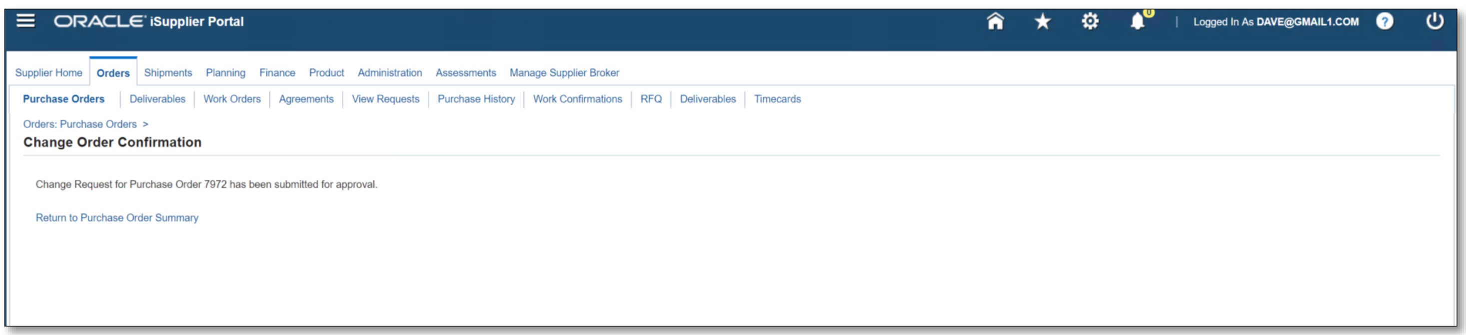
1. Navigate to Purchase Order page.
2. Click on PO number on which you want to request the change order.
3. Select the PO and click on Request change button.





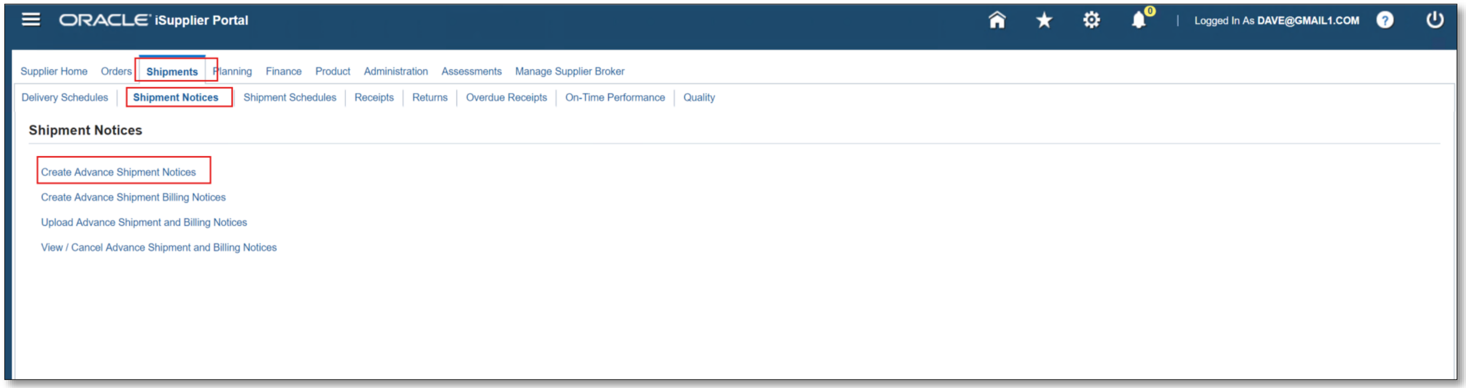


4. Make the changes on the PO for example price, quantity and mention the change reason
5. Click on Save and Submit the PO.
6. Confirmation message will pop up for the PO that has been submitted for approval.

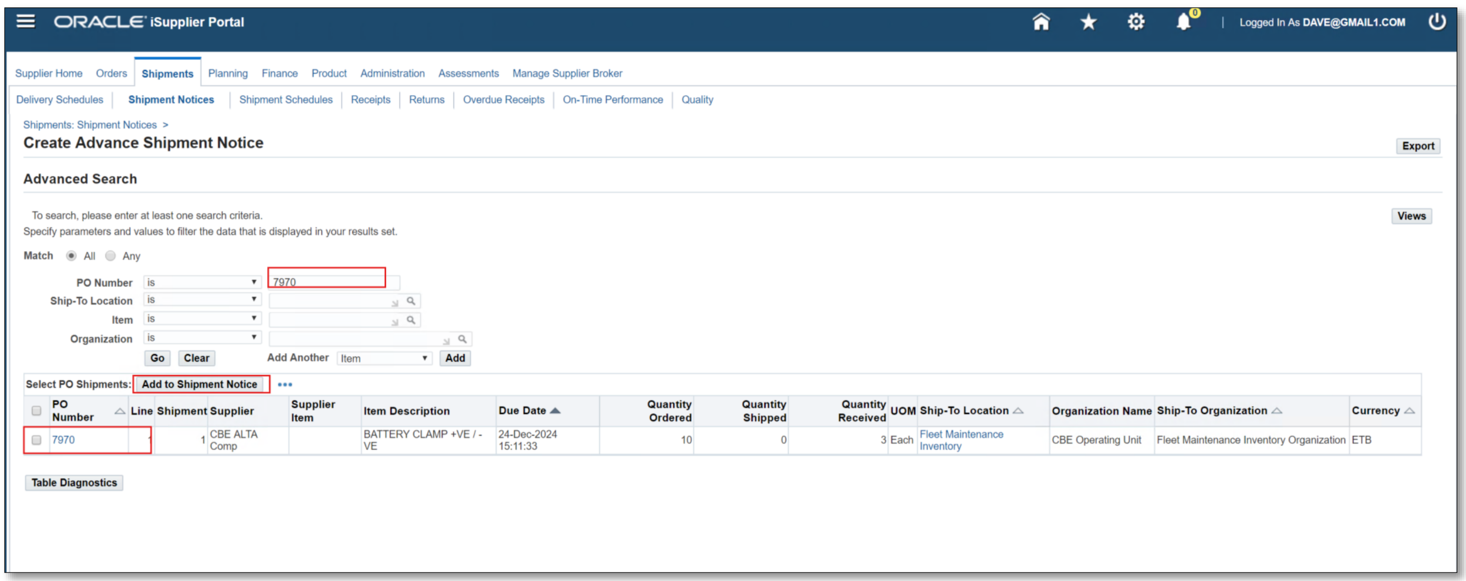


7. ADVANCE SHIPMENT NOTICES (ASN) CREATION PROCESS.

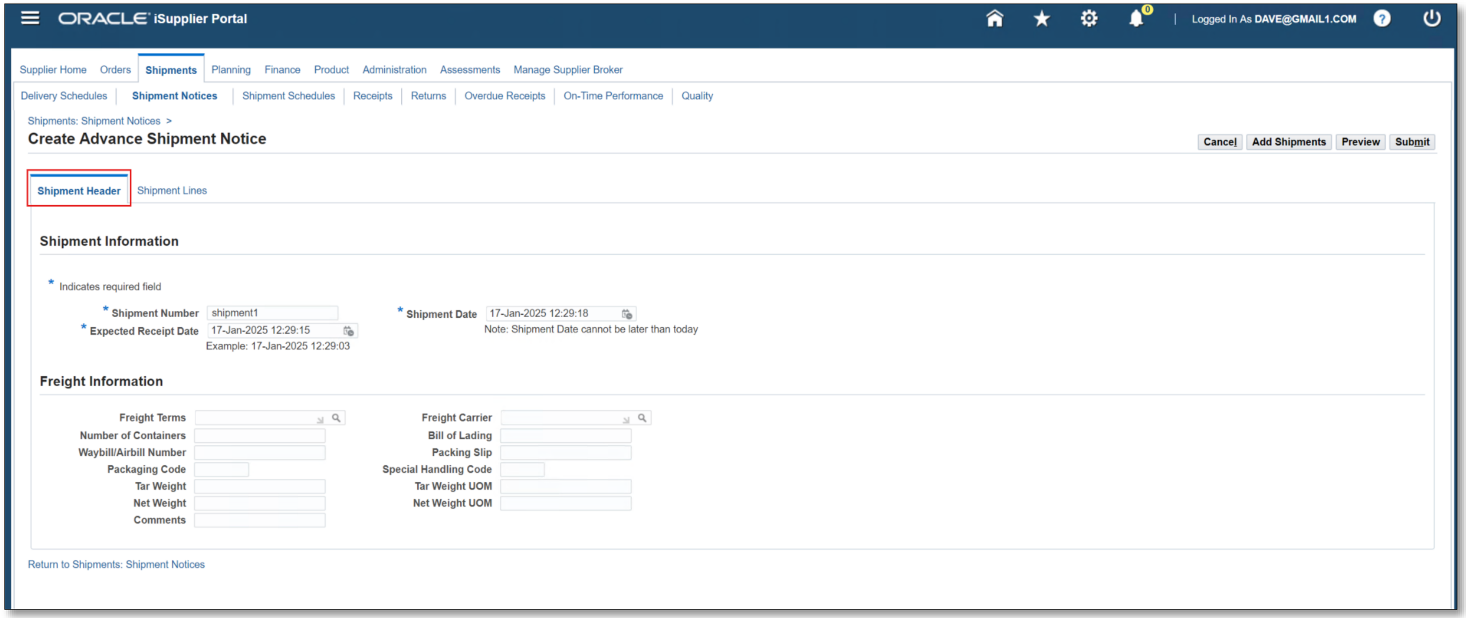
1. Navigate to Shipments page.
2. Click on Shipment notice and select Create advance shipment notices action



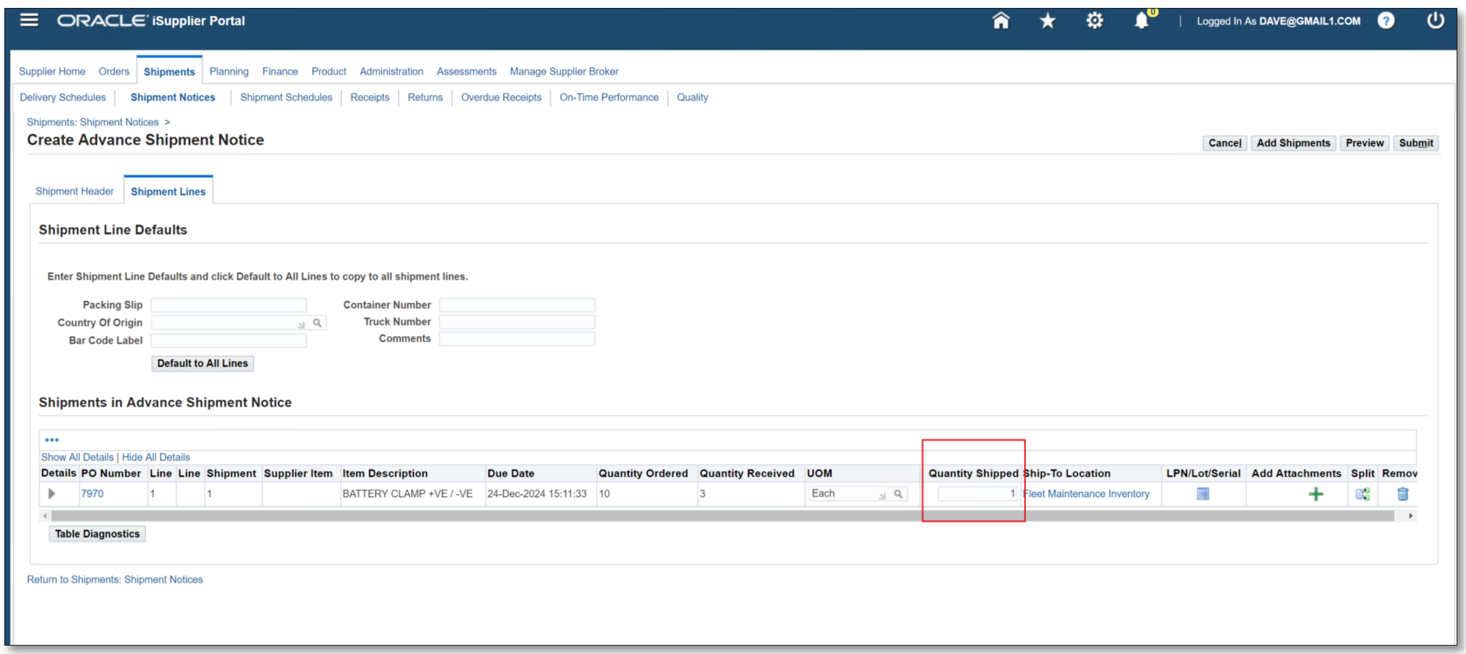
3. Select the PO and then click on Add to shipment notice.



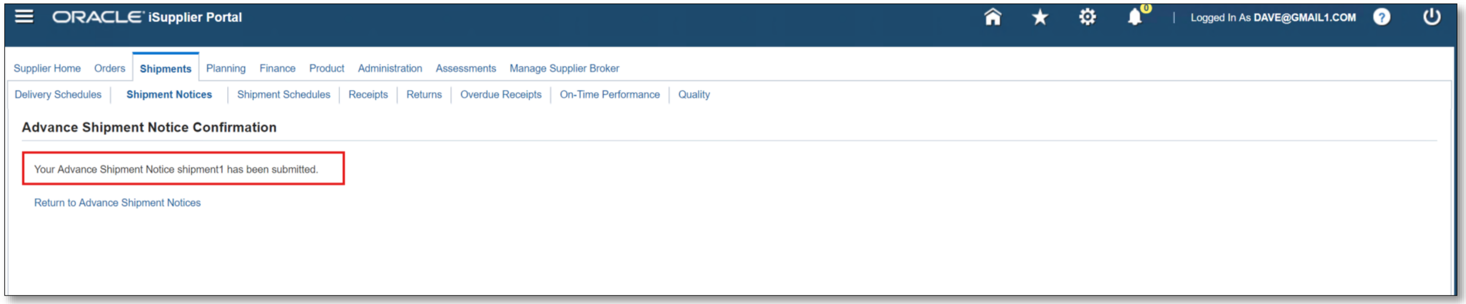
4. Under the shipment header tab mention all the required details.



5. Under the Shipment line tabs mention the quantity to be shipped. And click on submit.

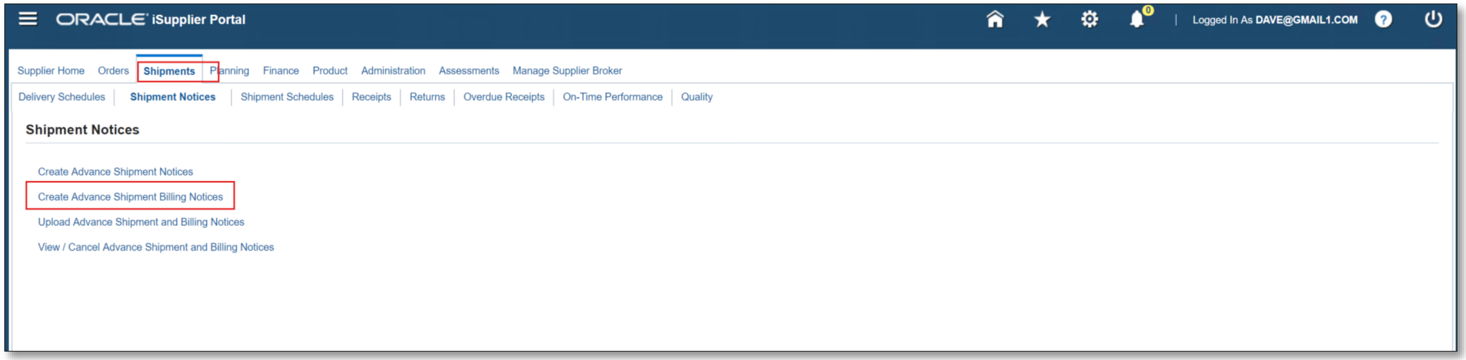


6. A confirmation message will pop up showing the ASN has been submitted

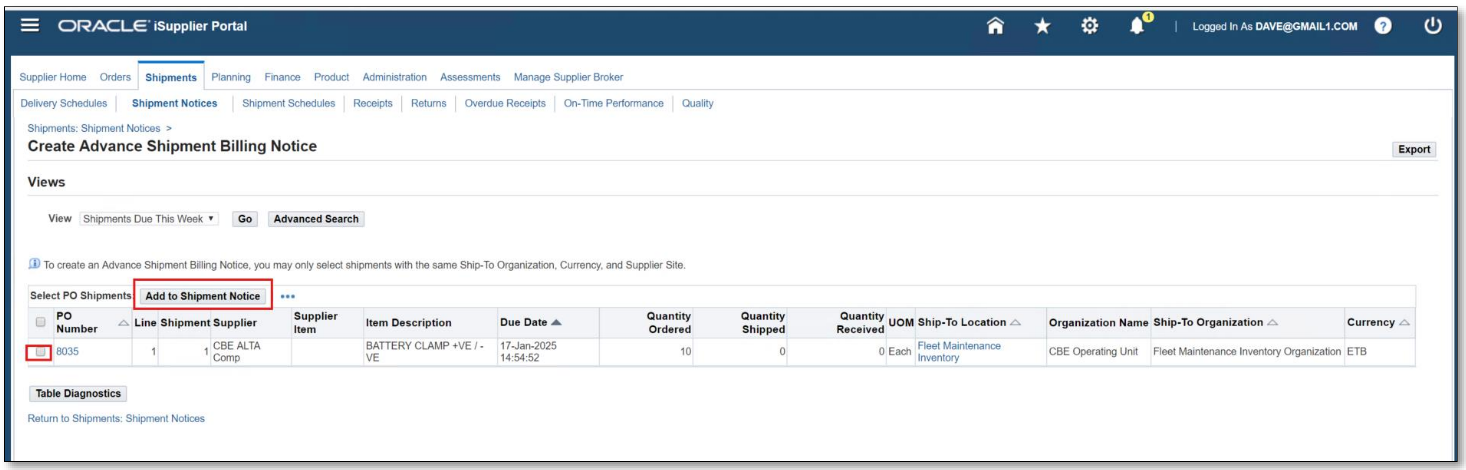

ORACLE iSupplier Portal
Logged In As DAVE@GMAIL1.COM
Supplier Home
Orders
Shipments
Planning
Finance
Product
Administration
Assessments
Manage Supplier Broker
Delivery Schedules
Shipment Notices
Shipment Schedules
Receipts
Returns
Overdue Receipts
On-Time Performance
Quality
Advance Shipment Notice Confirmation
Your Advance Shipment Notice shipment1 has been submitted.
Return to Advance Shipment Notices

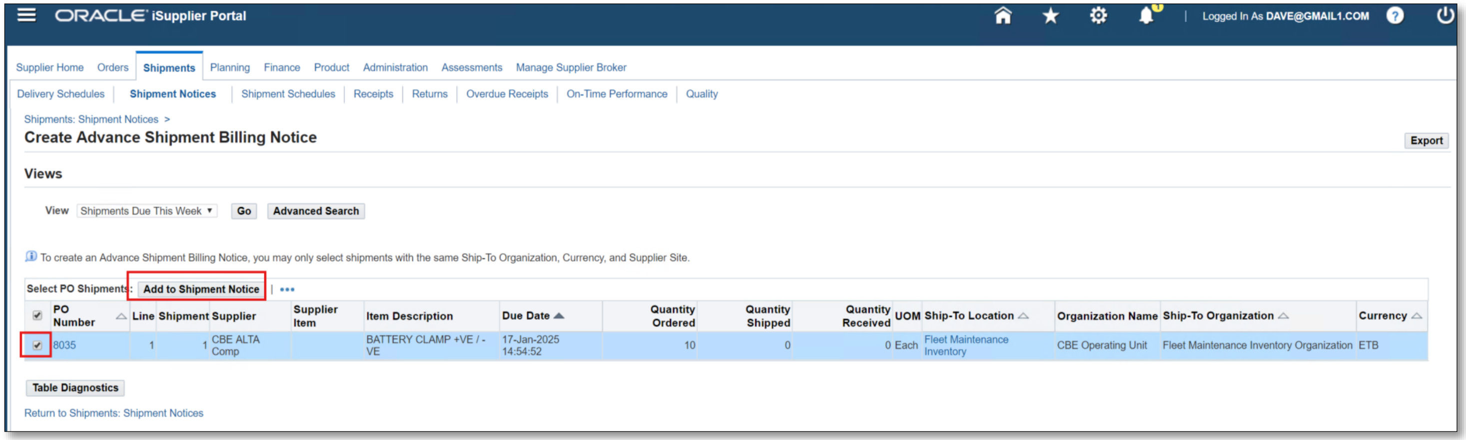
8. ADVANCE SHIPMENT BILLING NOTICES (ASBN) CREATION PROCESS

1. Navigate to Shipment page and click on Shipment notices.
2. Select the option as Create Advance shipment billing notices.

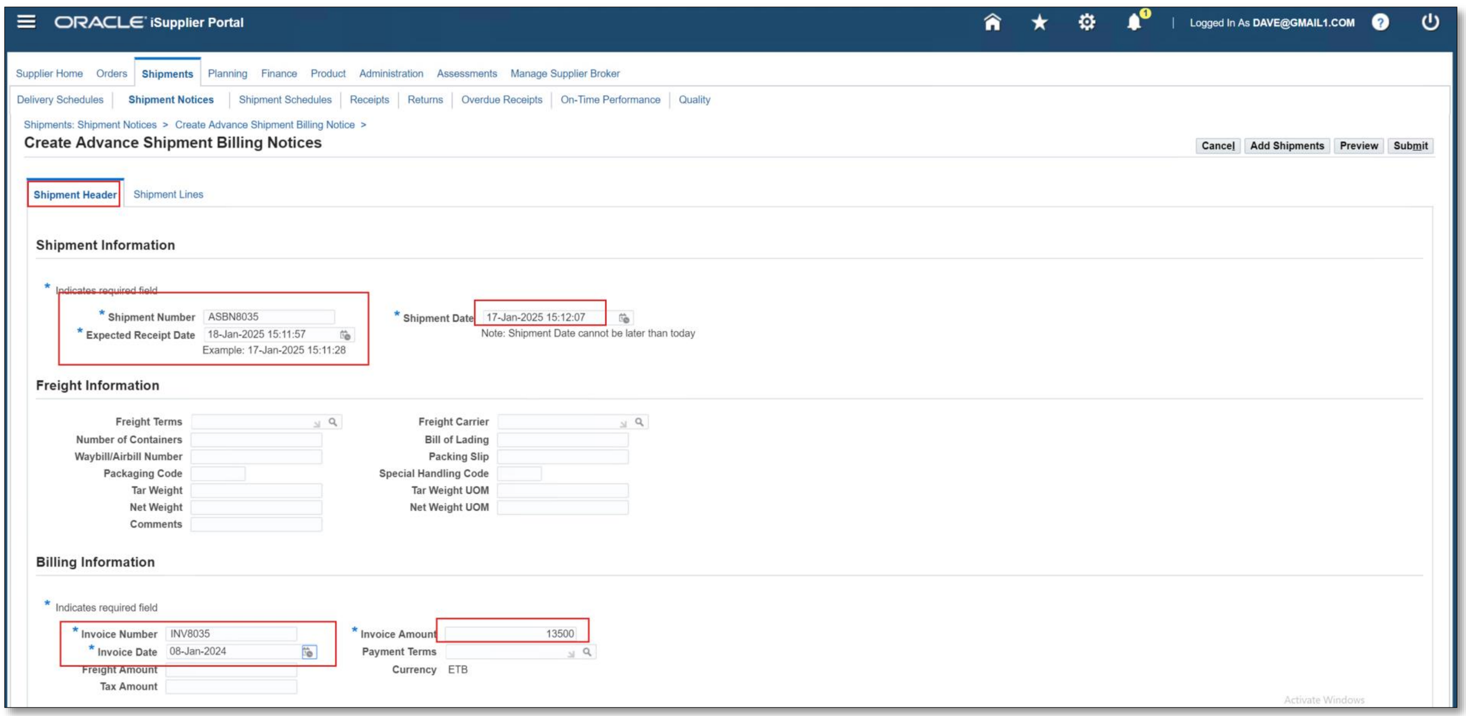


3. Select the PO number and click on add to shipment.

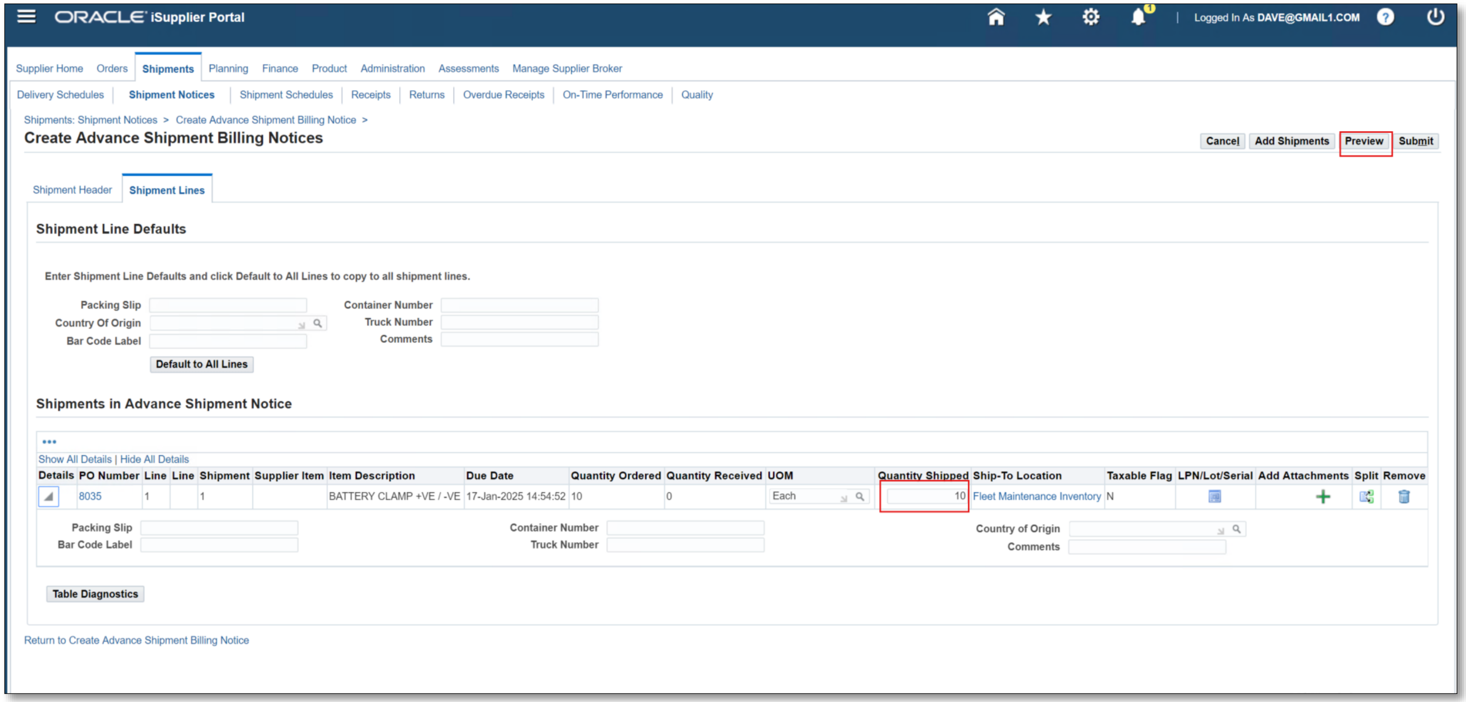


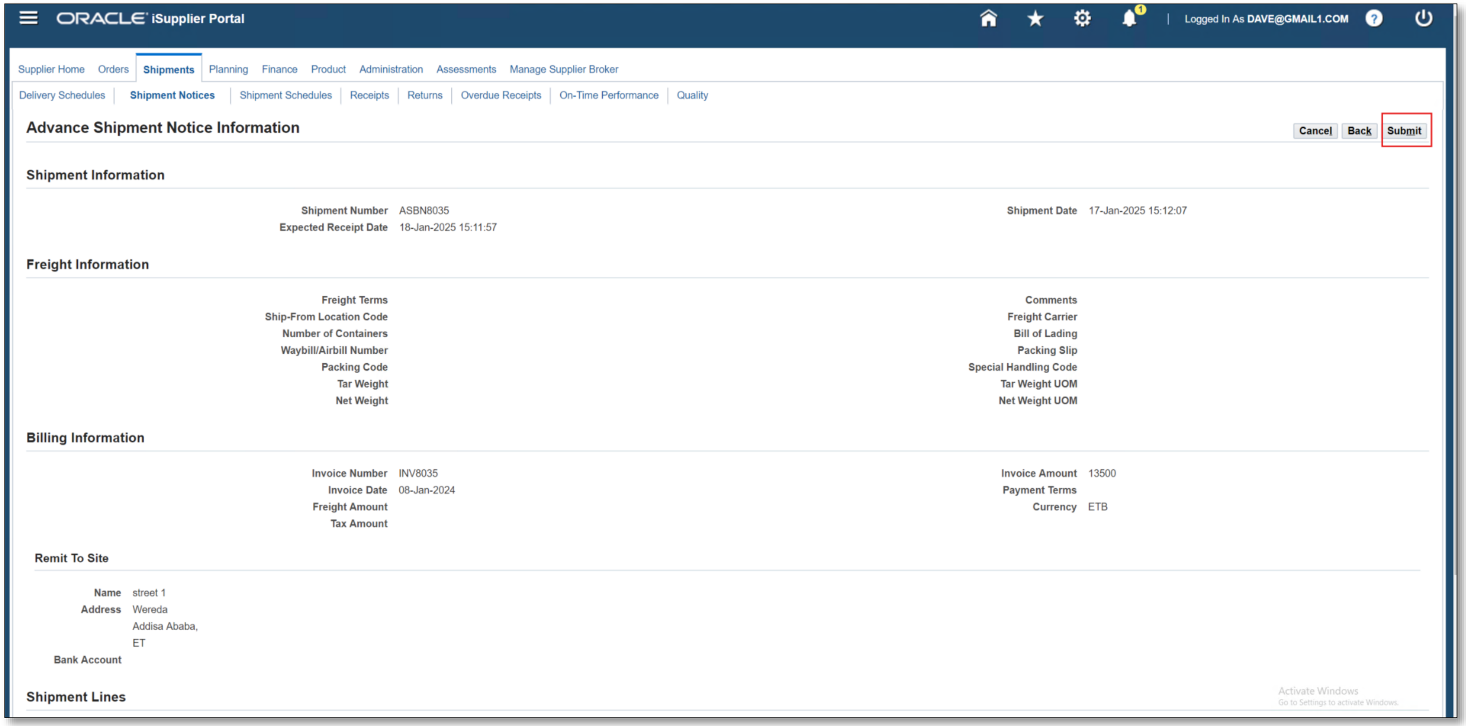


4. Under header Tab provide the shipment and invoice details.

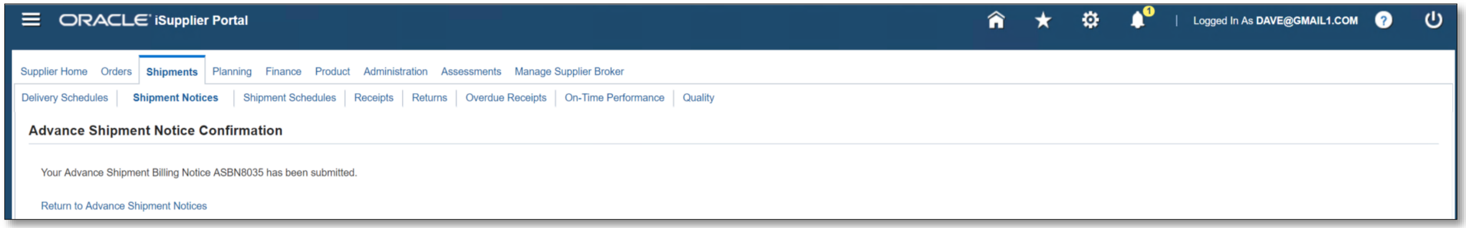


5. Under Shipment line mention the quantity to be shipped.


ORACLE iSupplier Portal
Logged In As DAVE@GMAIL1.COM
Supplier Home
Orders
Shipments
Planning
Finance
Product
Administration
Assessments
Manage Supplier Broker
Delivery Schedules
Shipment Notices
Shipment Schedules
Receipts
Returns
Overdue Receipts
On-Time Performance
Quality
Shipments: Shipment Notices > Create Advance Shipment Billing Notice >
Create Advance Shipment Billing Notices
Cancel
Add Shipments
Preview
Submit
Shipment Header
Shipment Lines
Shipment Line Defaults
Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.
Packing Slip
Country Of Origin
Bar Code Label
Container Number
Truck Number
Comments
Default to All Lines
Shipments in Advance Shipment Notice
Show All Details | Hide All Details
Details
PO Number
Line
Line
Shipment
Supplier Item
Item Description
Due Date
Quantity Ordered
Quantity Received
UOM
Quantity Shipped
Ship-To Location
Taxable Flag
LPN/Lot/Serial
Add Attachments
Split
Remove
8035
1
1
BATTERY CLAMP +VE / -VE
17-Jan-2025 14:54:52
10
0
Each
10
Fleet Maintenance Inventory
N
Packing Slip
Bar Code Label
Container Number
Truck Number
Country of Origin
Comments
Table Diagnostics
Return to Create Advance Shipment Billing Notice

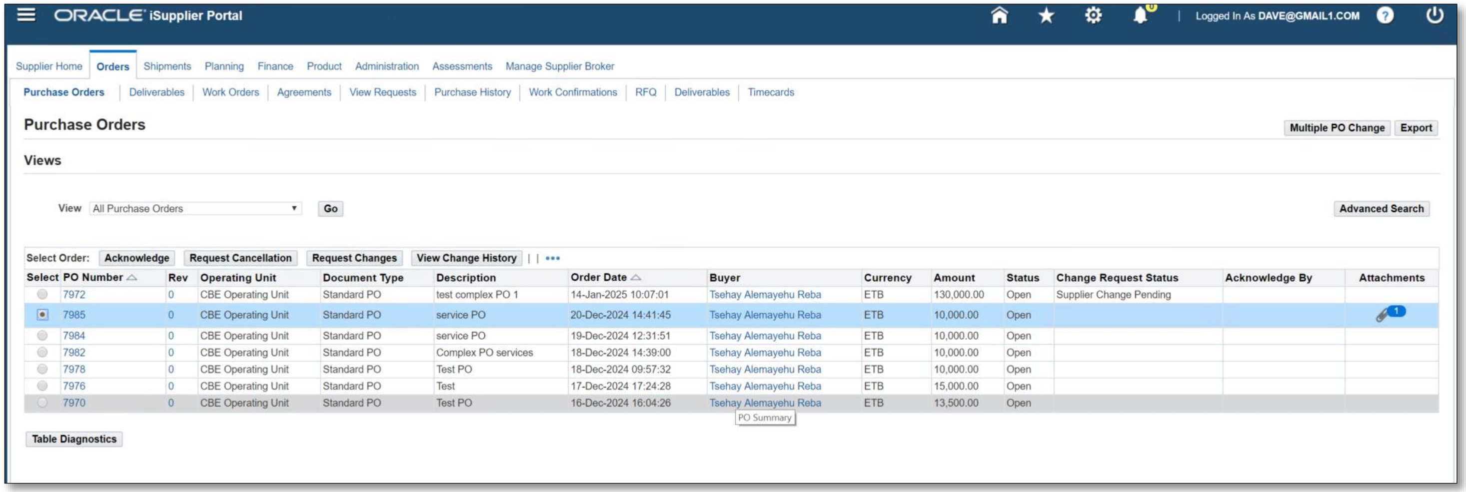


6. A confirmation message will pop up.

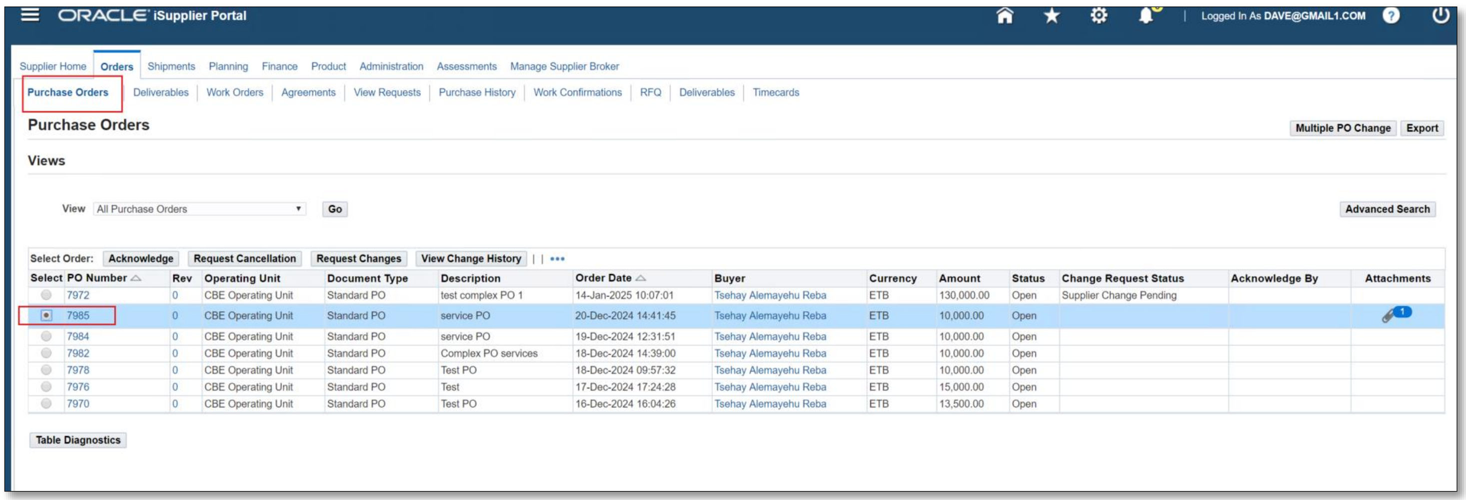


9. SUPPLIER WORK CONFIRMATION THROUGH i-SUPPLIER.

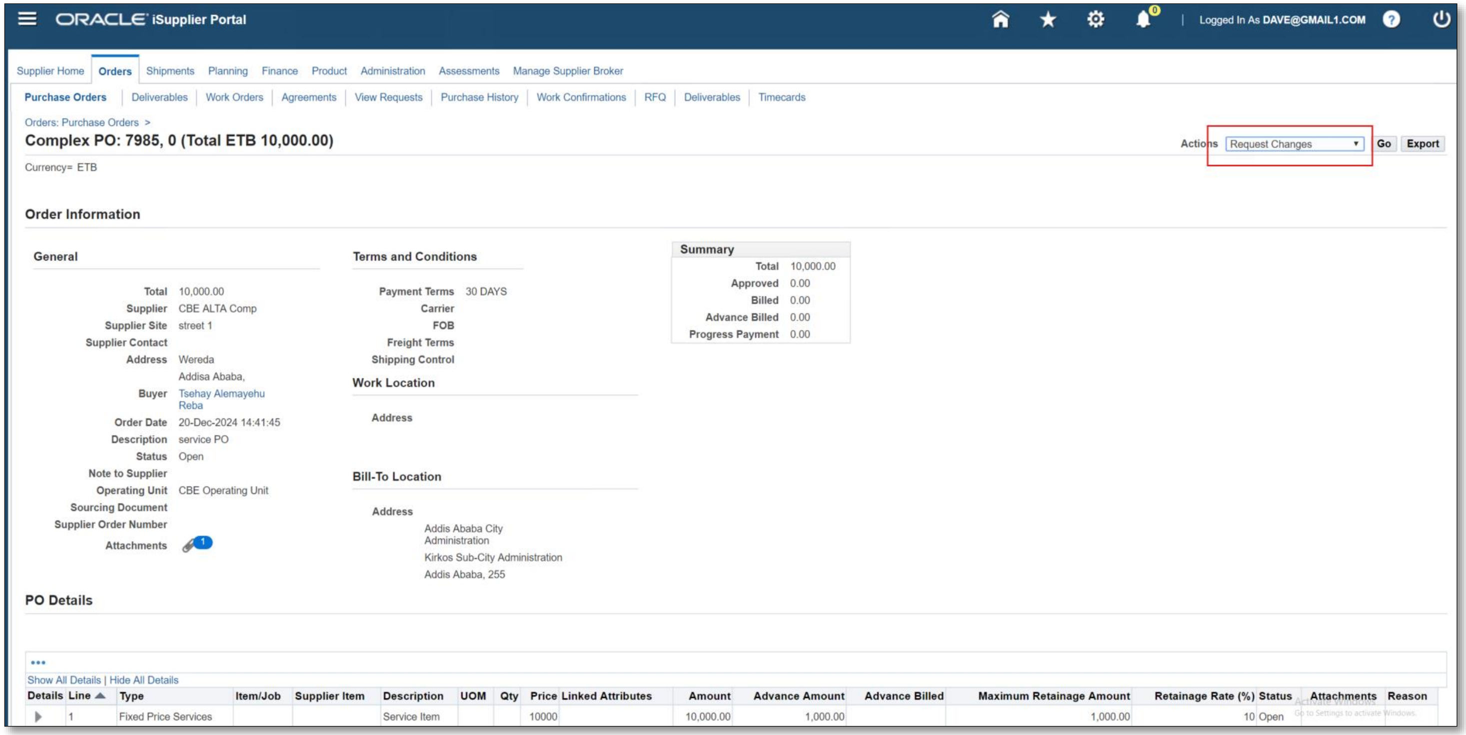
Creating the Work Confirmation.



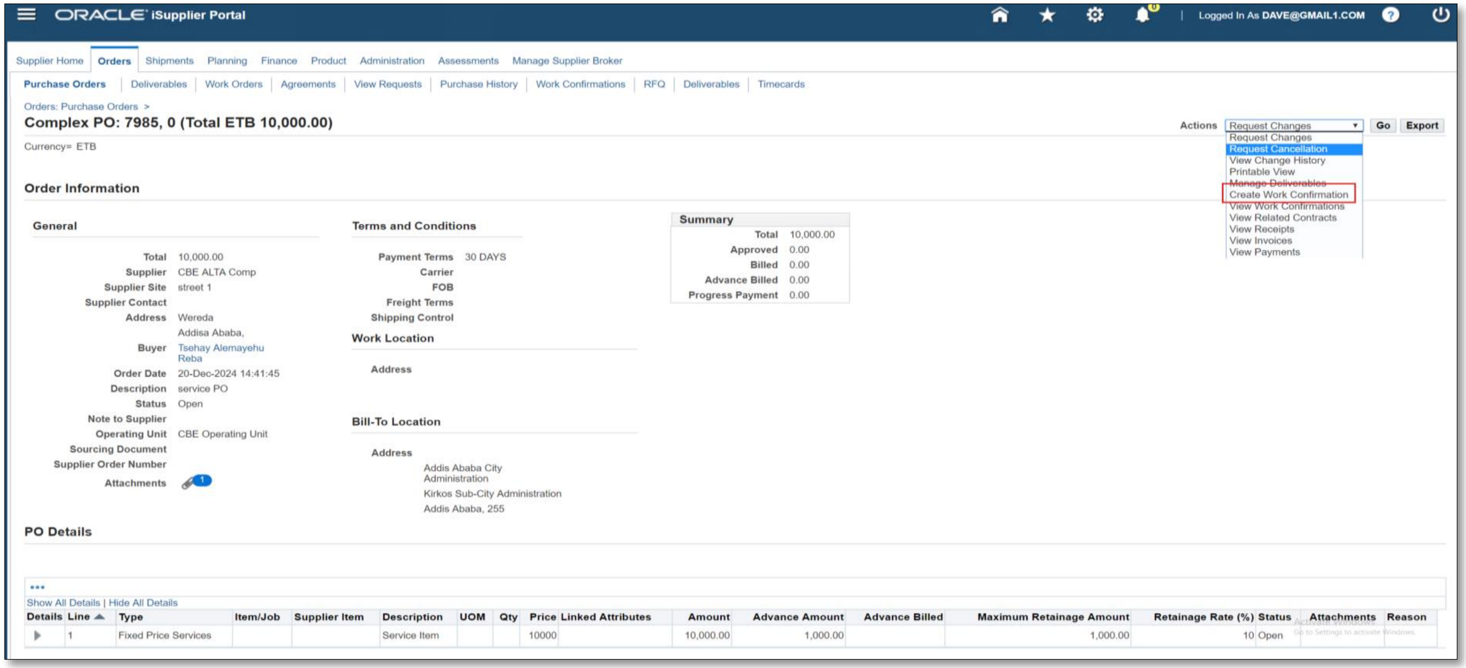
1. Click on the Orders tab.
2. The view will default to All Purchase Orders. Click the drop down box to refine the results view.



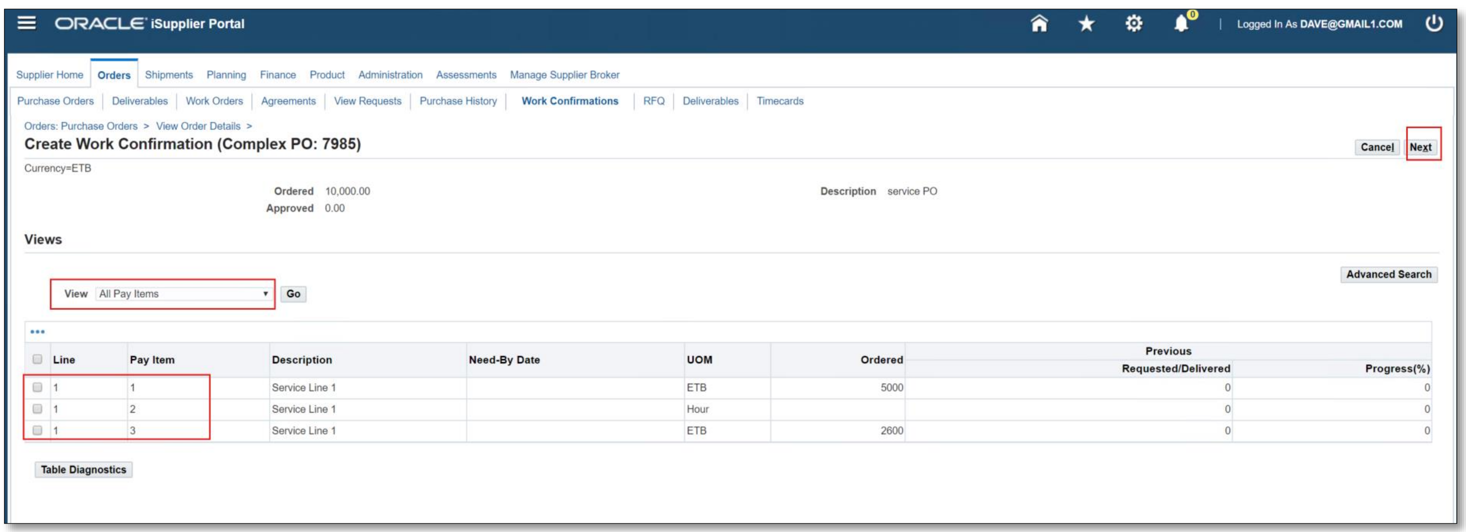
3. Locate the Purchase Order to review. Click the Purchase Order number hyperlink to view Order Information and Purchase Order Details.
4. The Purchase Order Information and Details will populate.



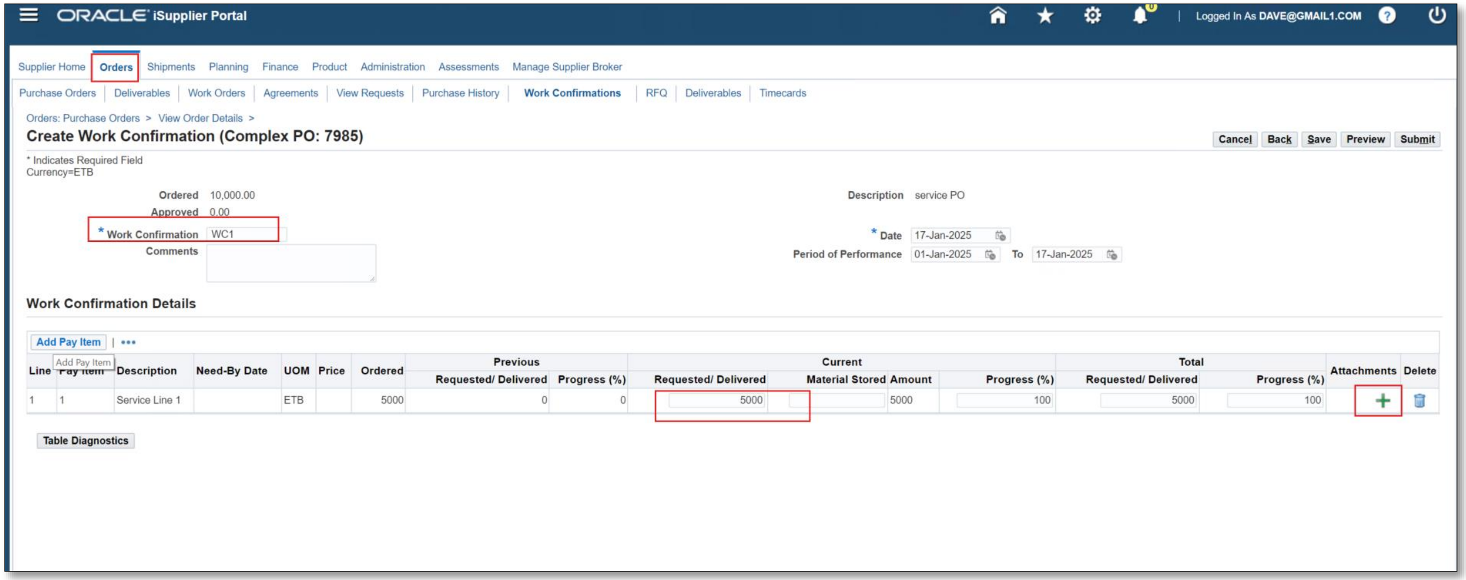
5. The following Actions are available from the drop down list of values. Click on the LOV and choose the Work Confirmation and Press Go



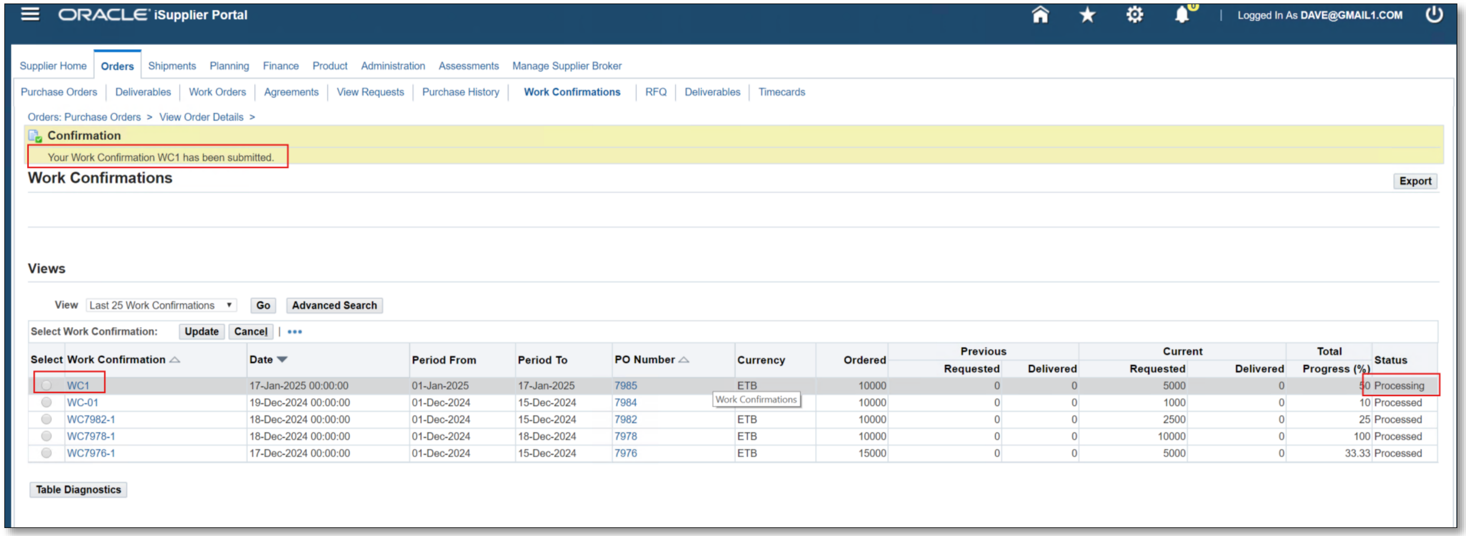
6. Select the Line number for which you need to create a work confirmation. Once done click on the next Button



7. Enter the desired details and choose the Percentage of the work done. Also attach the documents where it is necessary to do so. Once done click on Submit Button.

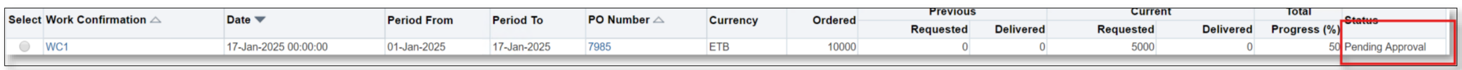


8. After submitting the status will be processing. The NWC ERP validates the Work Confirmation and once validated changes to Pending Approval. After the Approval the status changes to Processed.

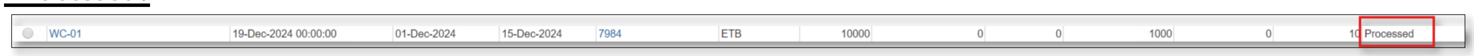


Status

Processing:

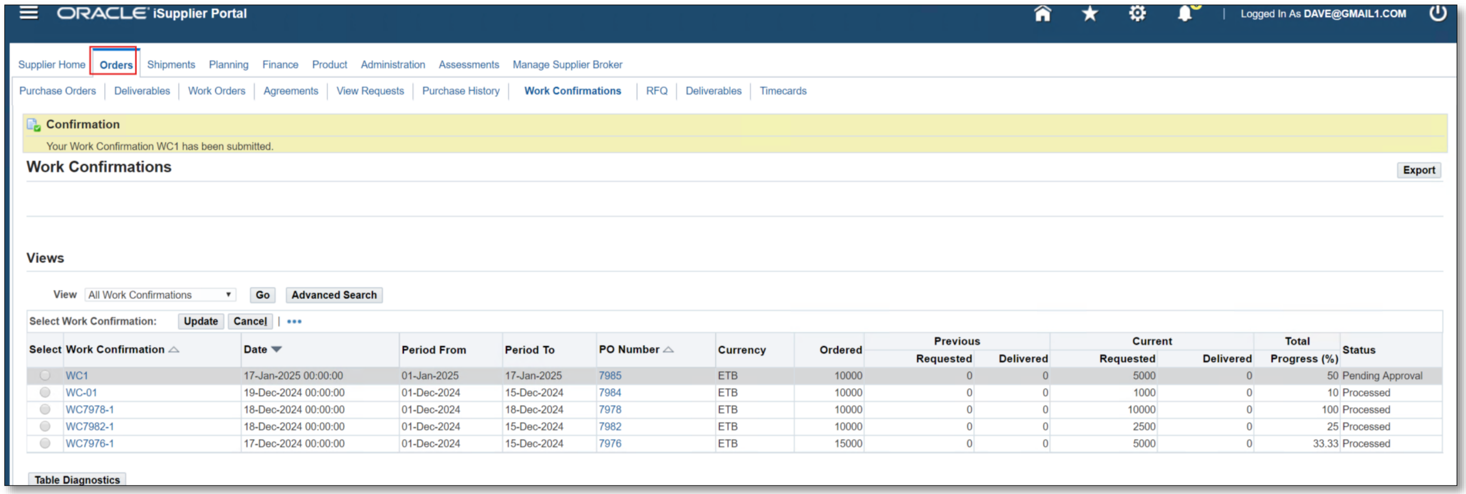


Processed:

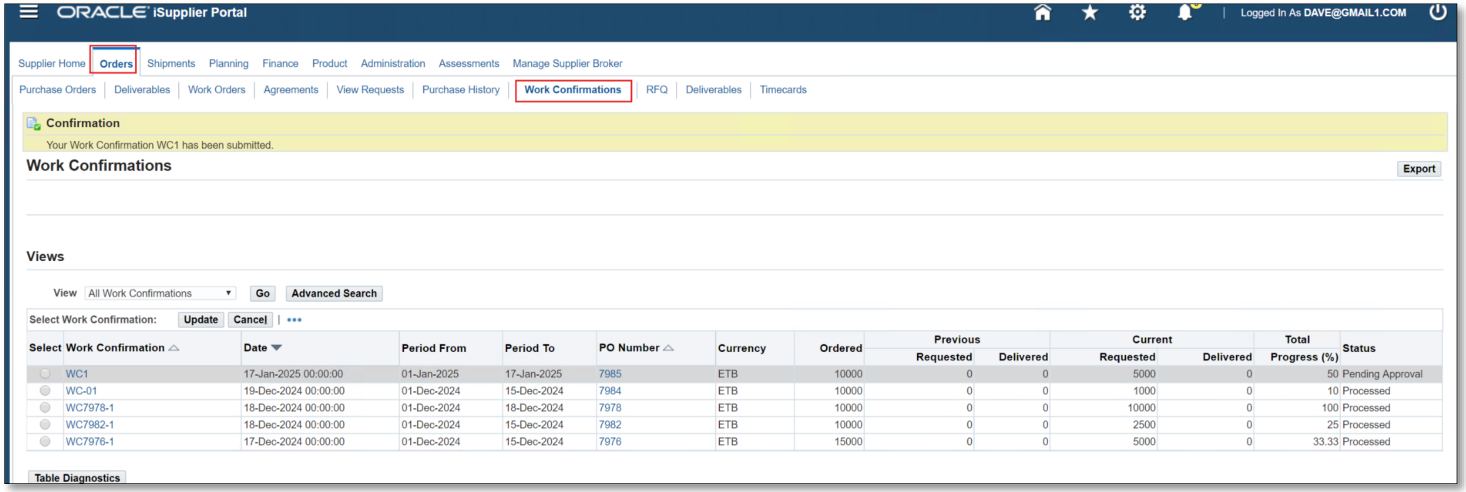


Viewing the Work Confirmation.

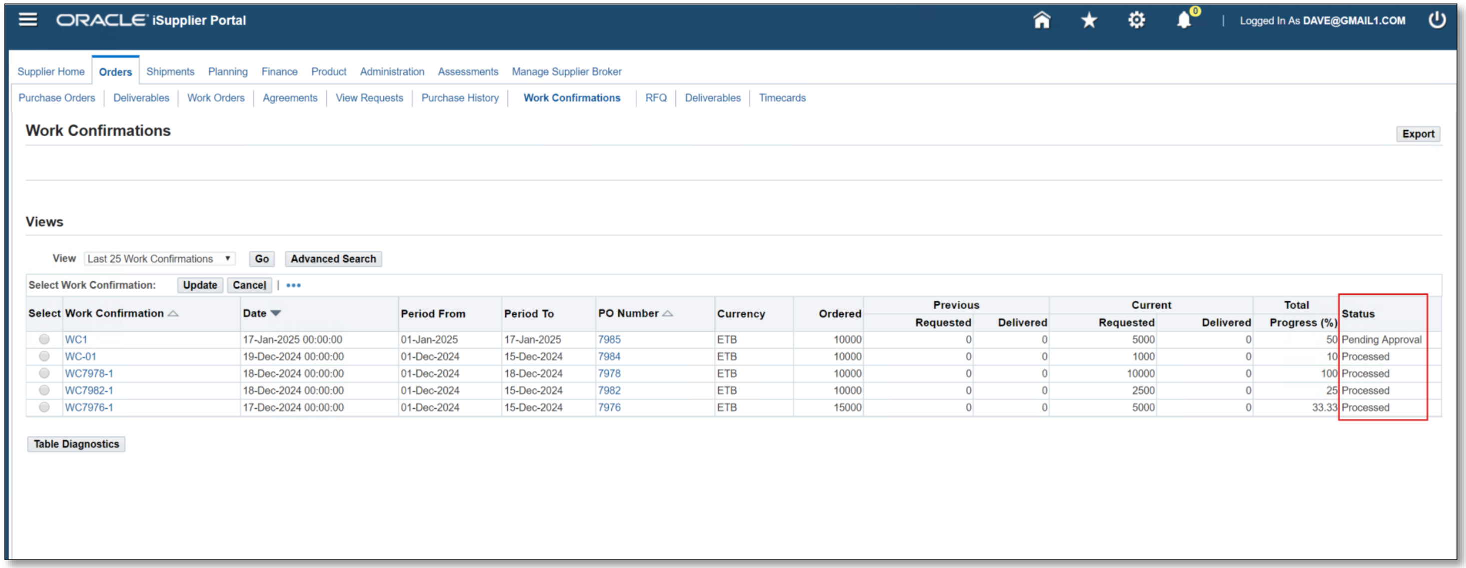
1. Click on the Orders tab.



2. Then Click on the Work Confirmations



3. Will show the list of Work Confirmations with the status



ORACLE iSupplier Portal

Logged In As DAVE@GMAIL1.COM

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration | Assessments | Manage Supplier Broker

Purchase Orders | Deliverables | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Work Confirmations

Export

Views

View Last 25 Work Confirmations Go Advanced Search

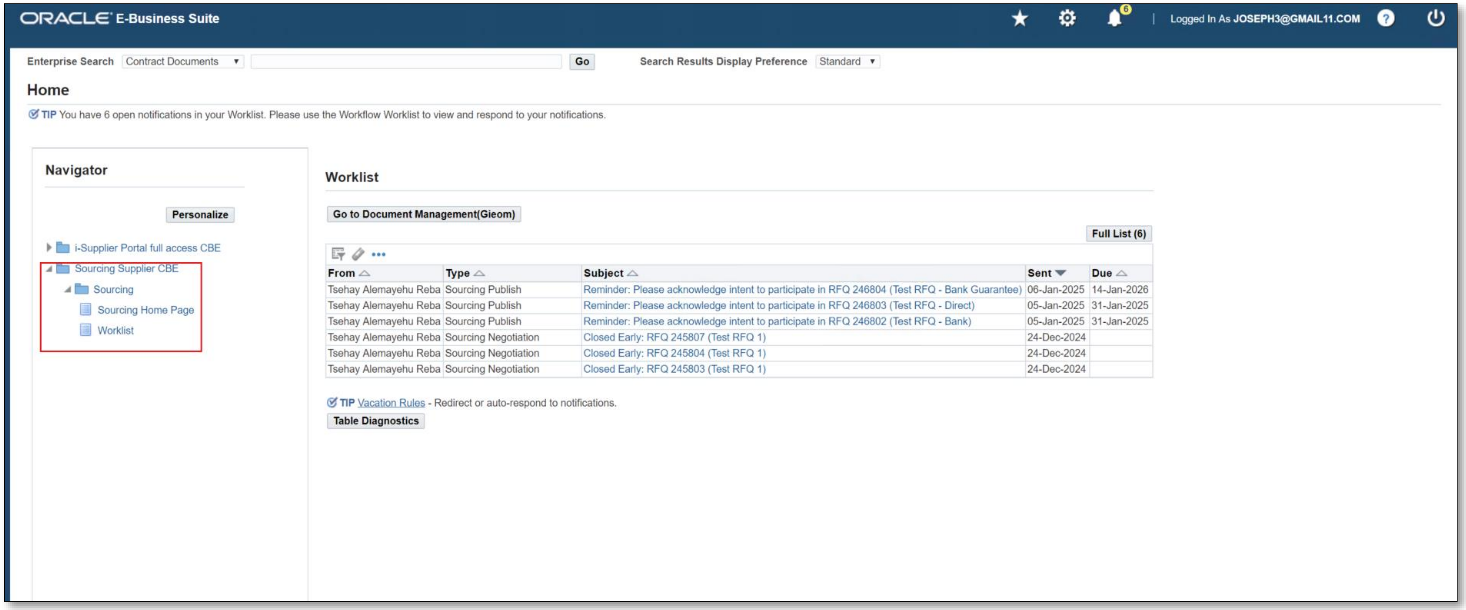
Select Work Confirmation: Update Cancel

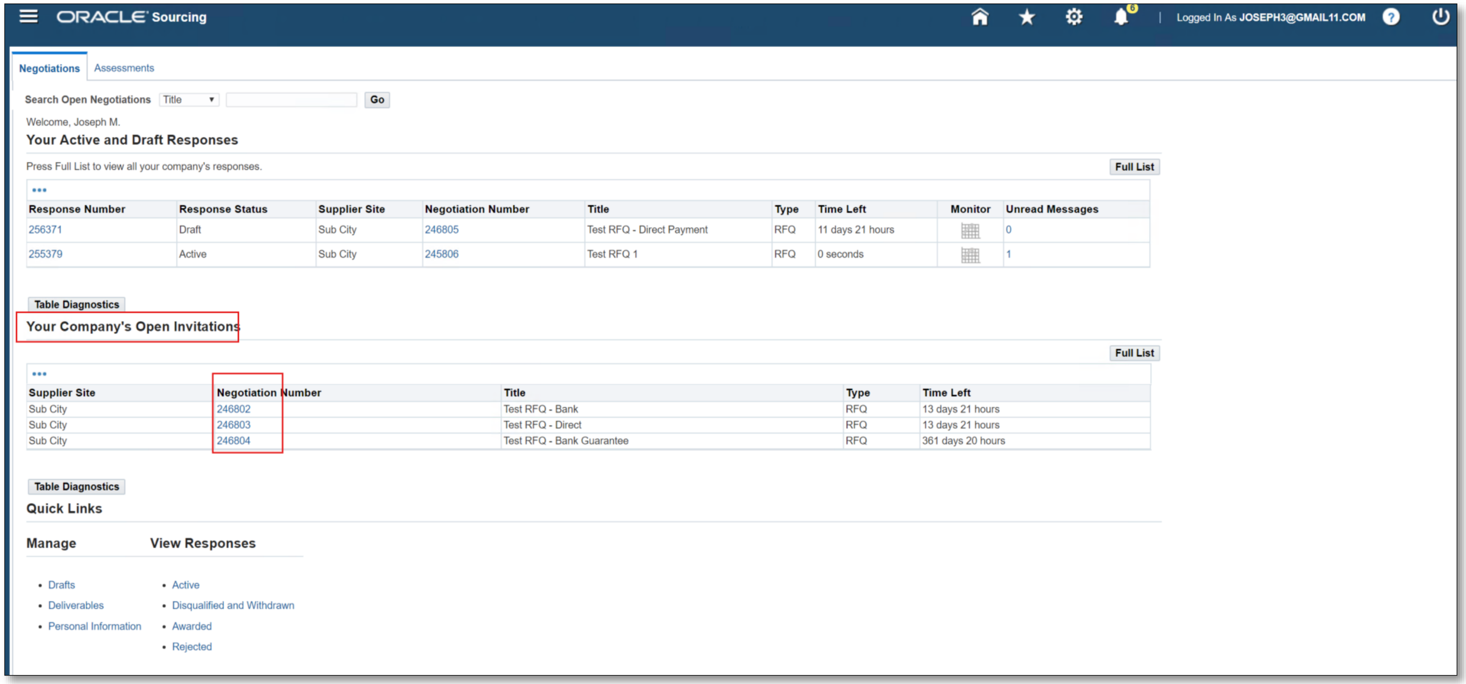
Select	Work Confirmation	Date	Period From	Period To	PO Number	Currency	Ordered	Previous		Current		Total	Status
								Requested	Delivered	Requested	Delivered	Progress (%)	
	WC1	17-Jan-2025 00:00:00	01-Jan-2025	17-Jan-2025	7985	ETB	10000	0	0	5000	0	50	Pending Approval
	WC-01	19-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7984	ETB	10000	0	0	1000	0	10	Processed
	WC7978-1	18-Dec-2024 00:00:00	01-Dec-2024	18-Dec-2024	7978	ETB	10000	0	0	10000	0	100	Processed
	WC7982-1	18-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7982	ETB	10000	0	0	2500	0	25	Processed
	WC7976-1	17-Dec-2024 00:00:00	01-Dec-2024	15-Dec-2024	7976	ETB	15000	0	0	5000	0	33.33	Processed

Table Diagnostics

10. SUPPLIER QUOTE RESPOND TO EMD RFQ.

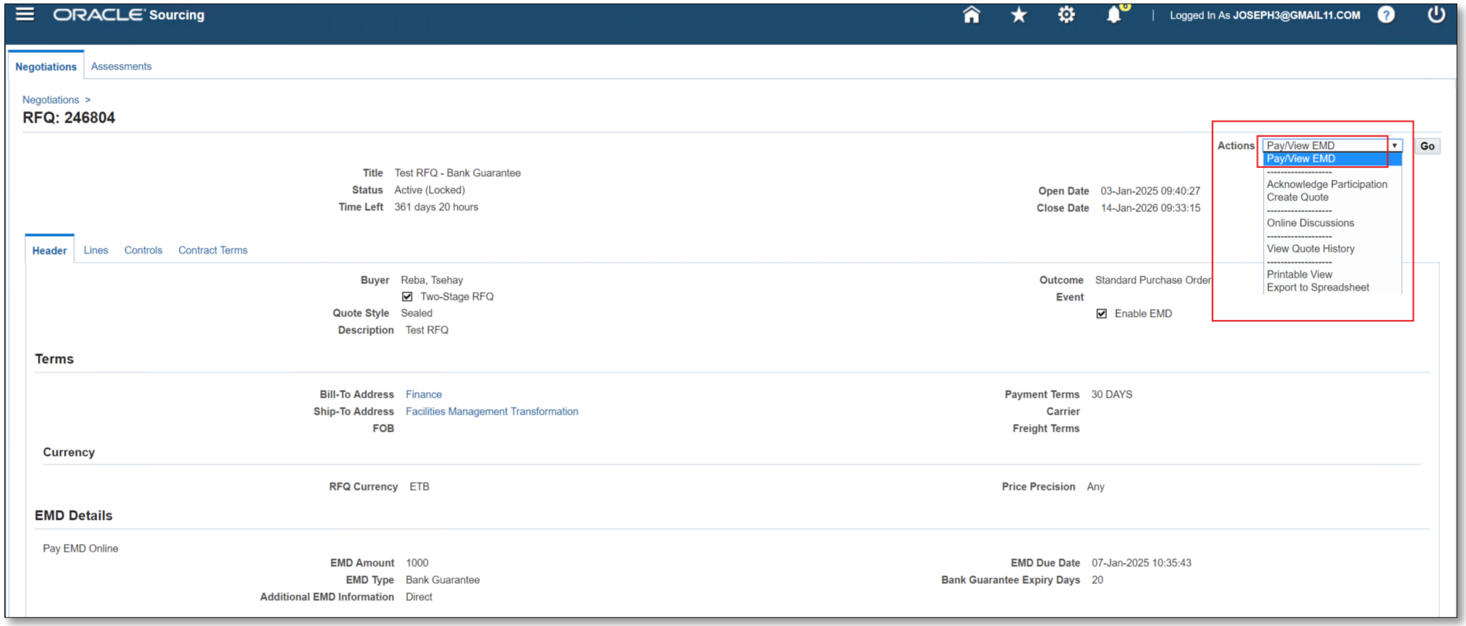
1. Once the Request for quotation is published supplier will receive the notification to submit the quote.
2. Login to supplier portal
3. Navigate to sourcing and click on sourcing home page.
4. The supplier will see the active RFQ available to submit the quote.

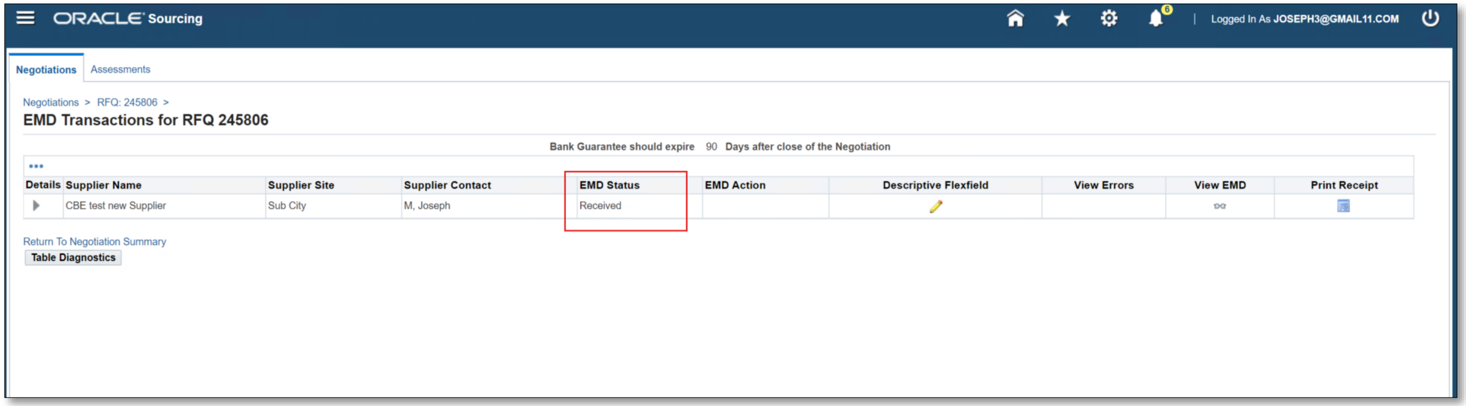




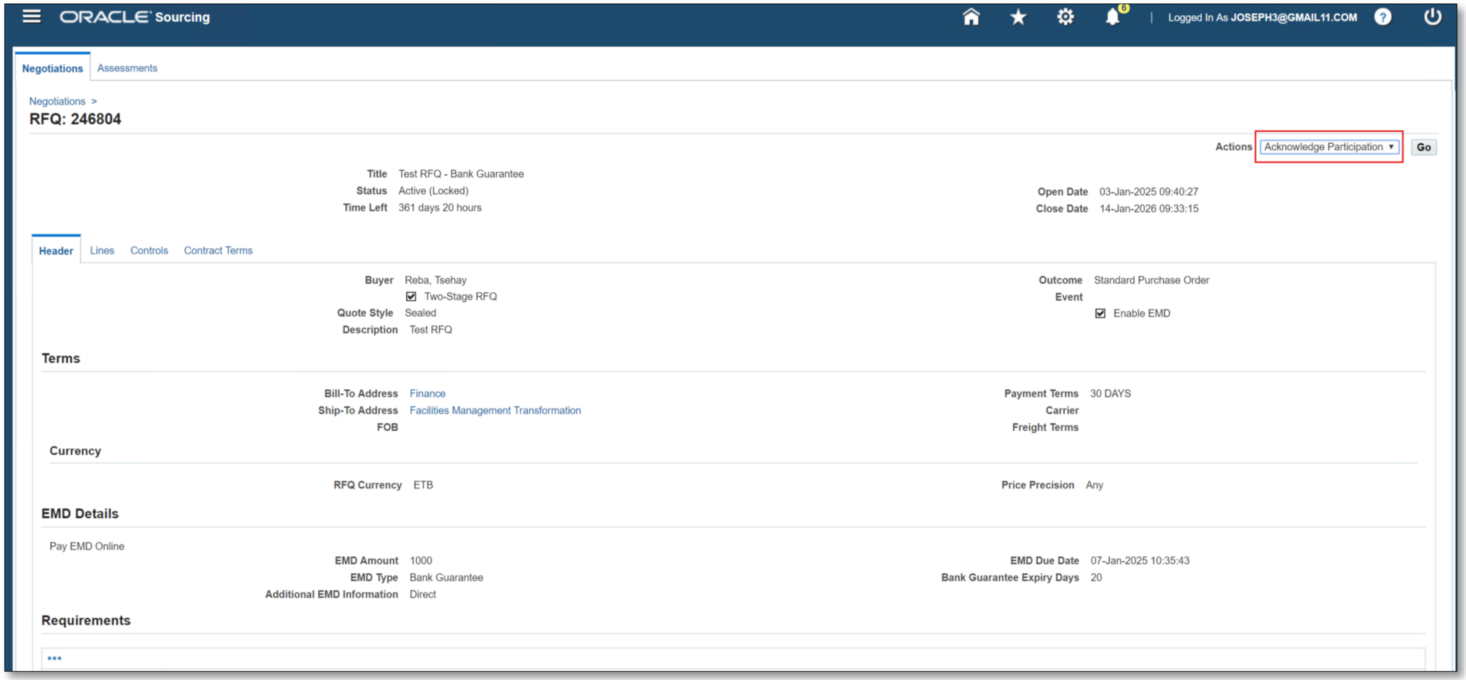
5. Click on Negotiation number.
6. Go to Action and select Pay/View EMD and click GO.

   (Here the EMD method is Bank guarantee so supplier can just view the EMD status, In case of Direct Payment supplier has to click on Pay/View EMD status and click on GO then submit the EMD)

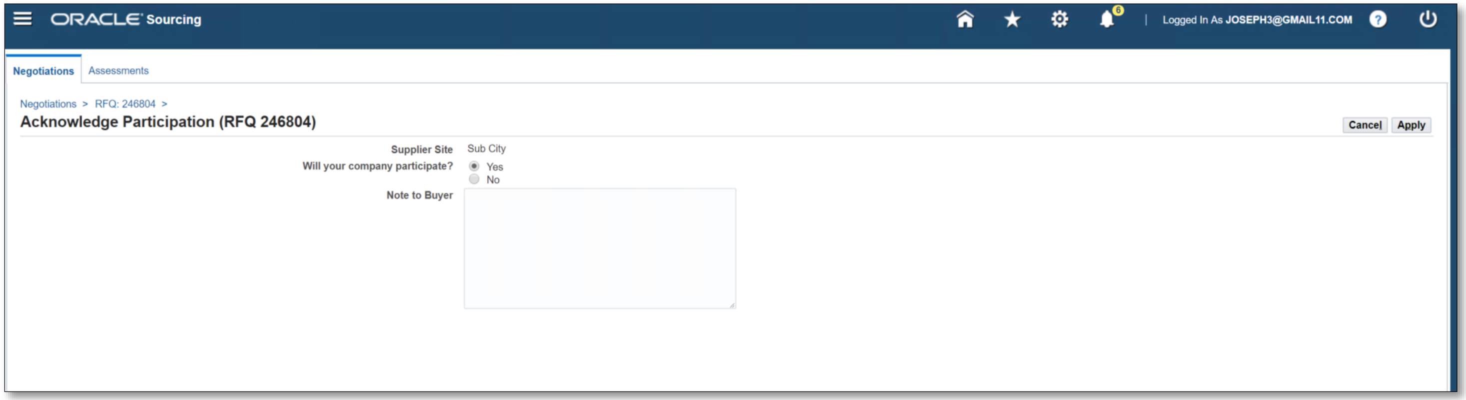




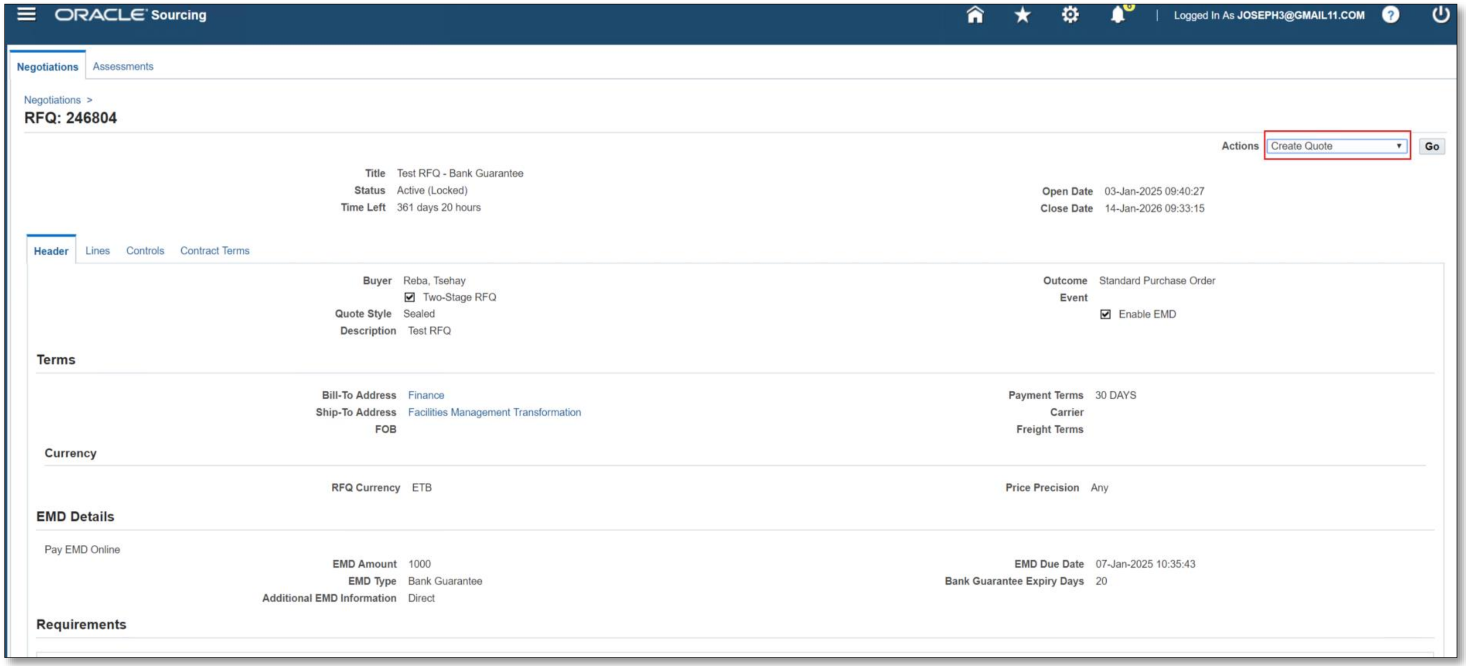
7. Go to Action and select Acknowledge Participation and click GO.



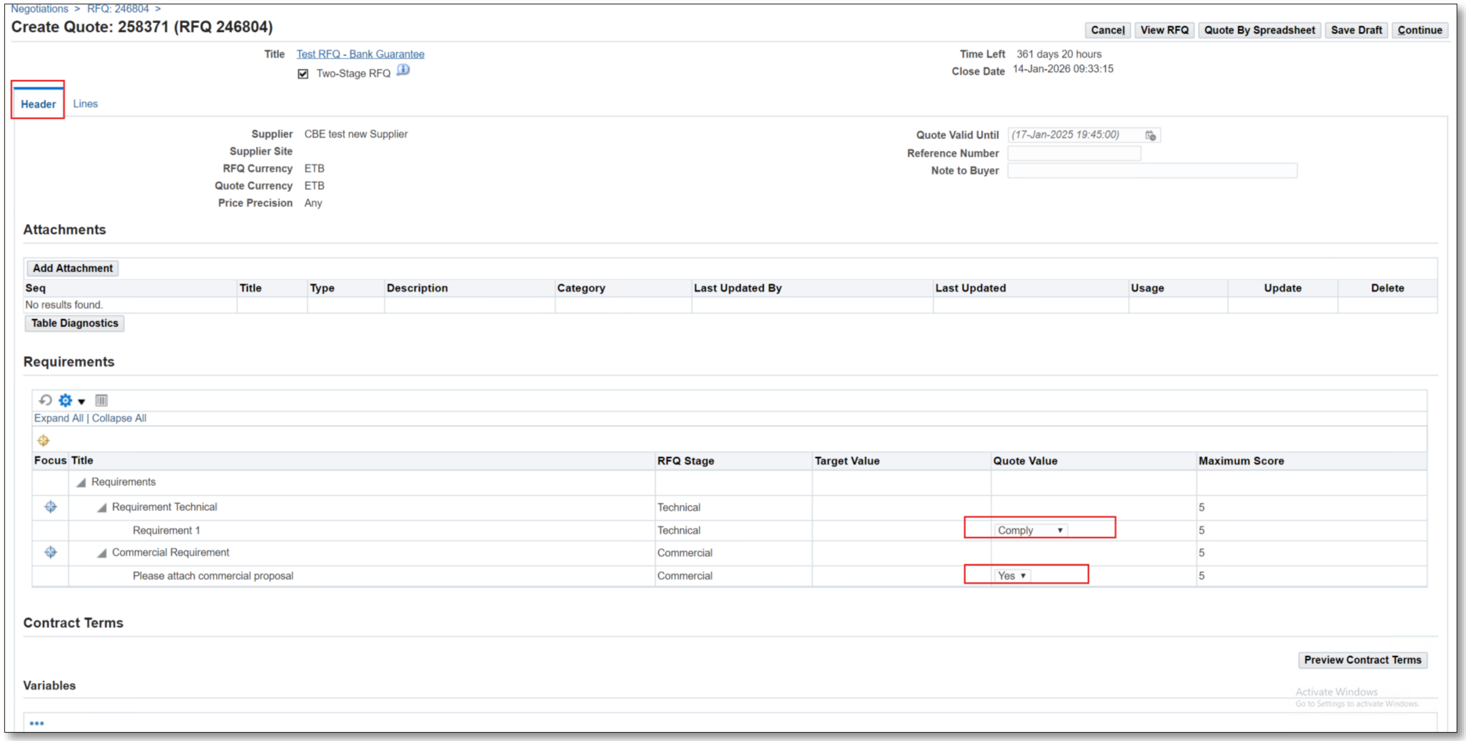
8. Select Yes and click on Apply.



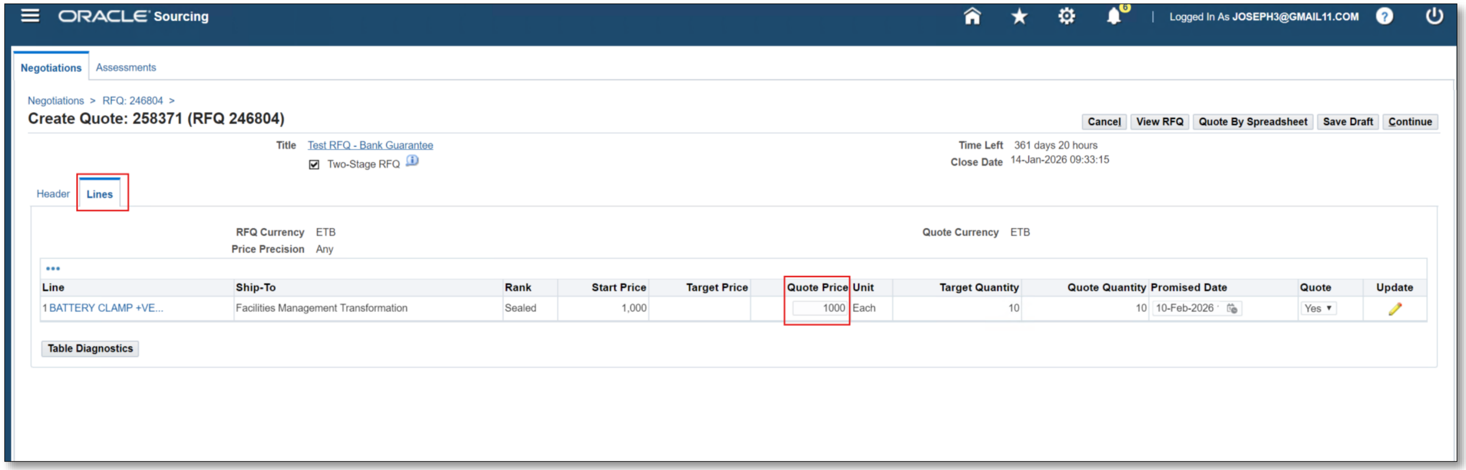
9. Go to action and click on Create Quote.



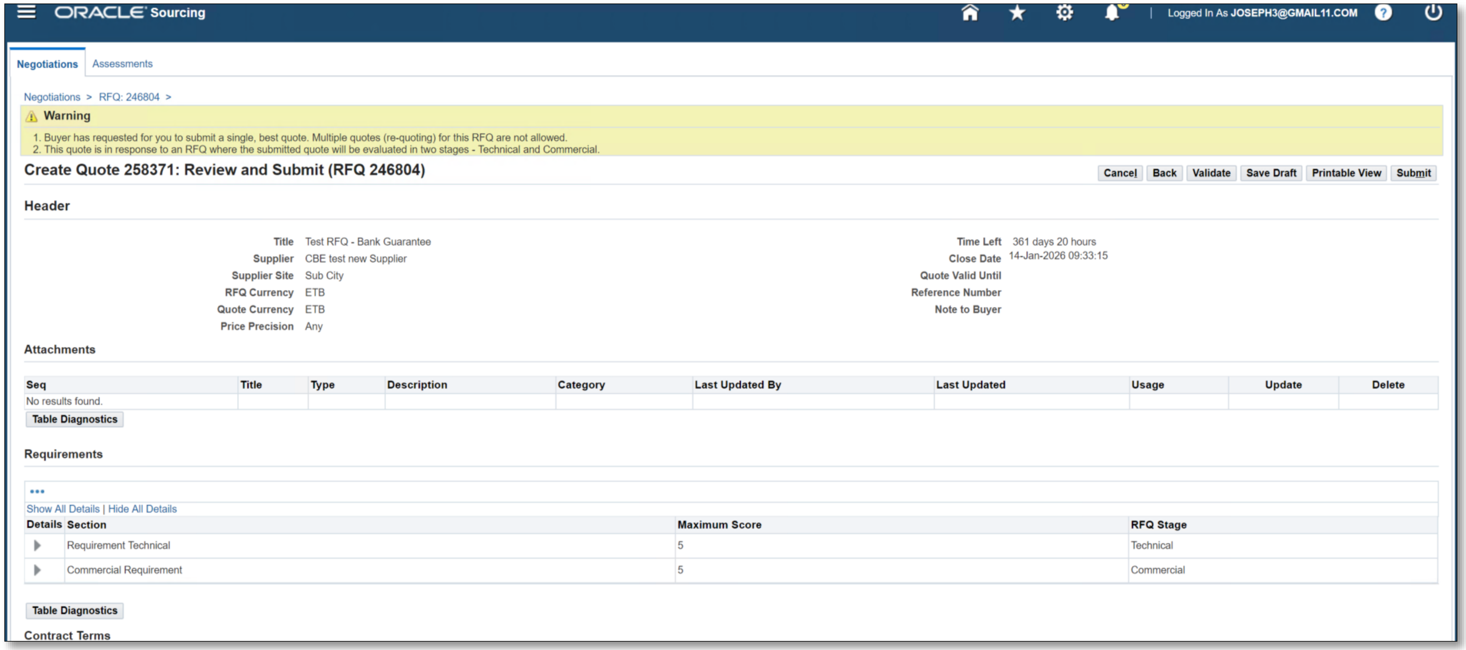
10. Under Header tab provide the details for both the technical and commercial questions and click on Continue.



11. Under the line tab mentioned the quote price and click on continue.

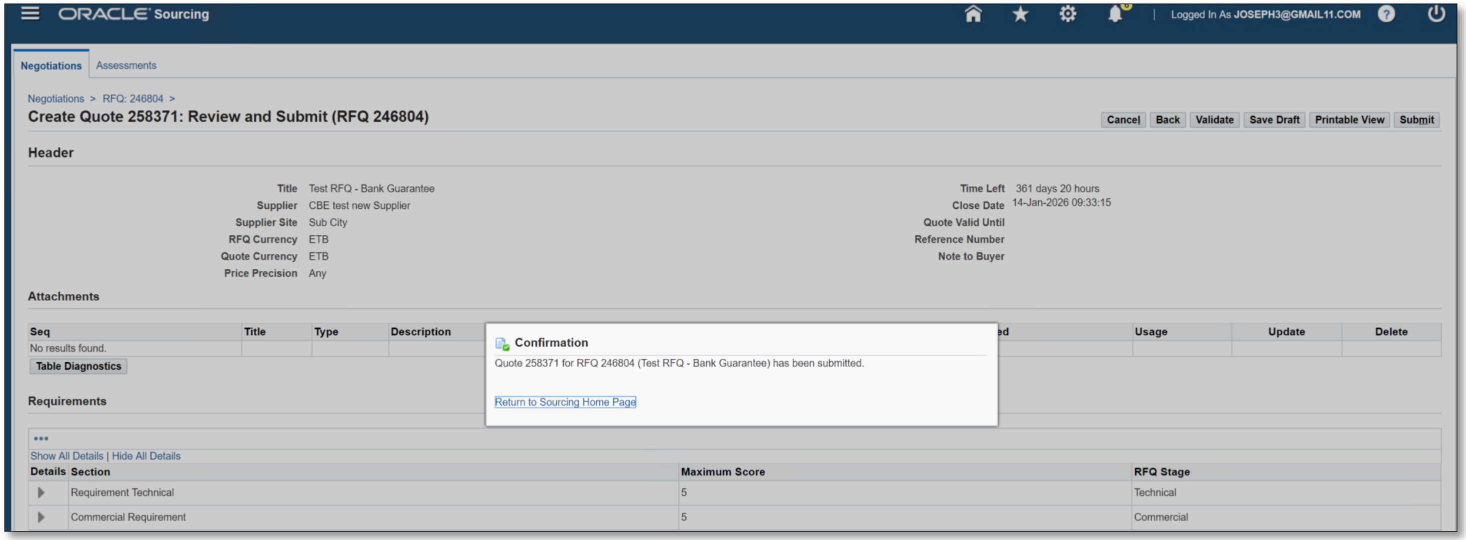


12. Supplier can review the quote details before finally summiting.



13. If all the details are correct then supplier can click on submit button.

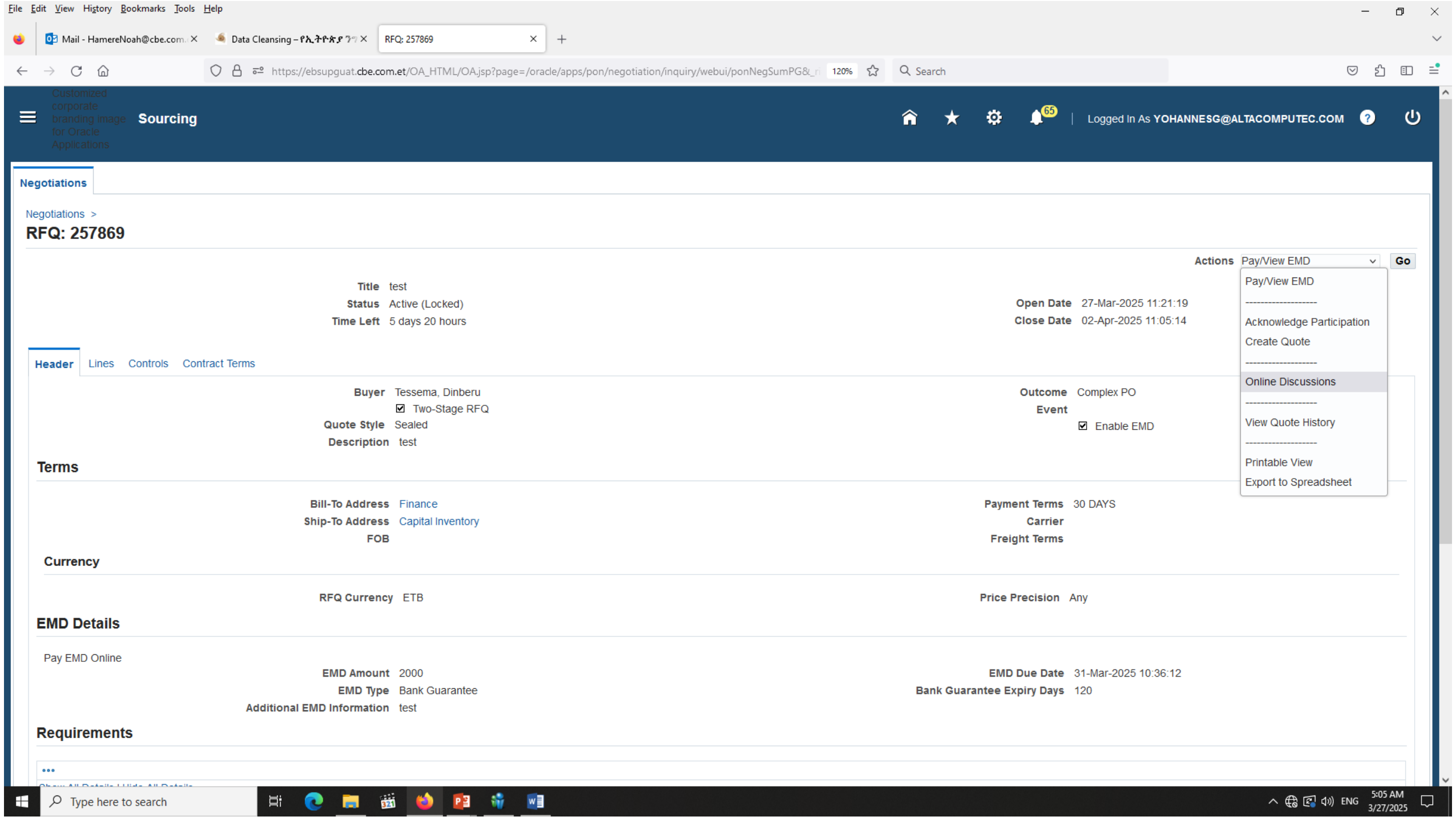
    A confirmation message will pop up as the quote has been submitted.

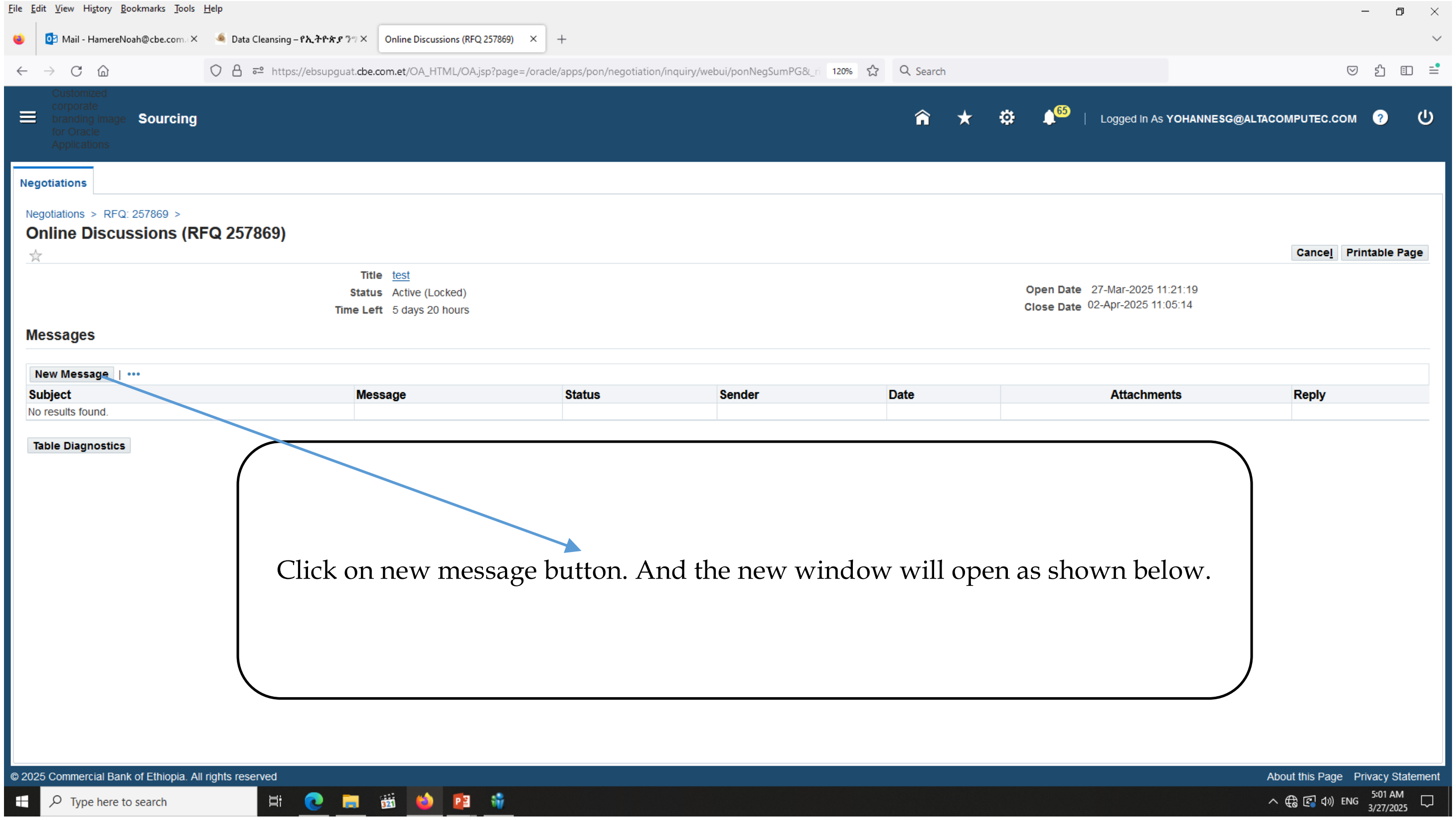


14.Online discussions

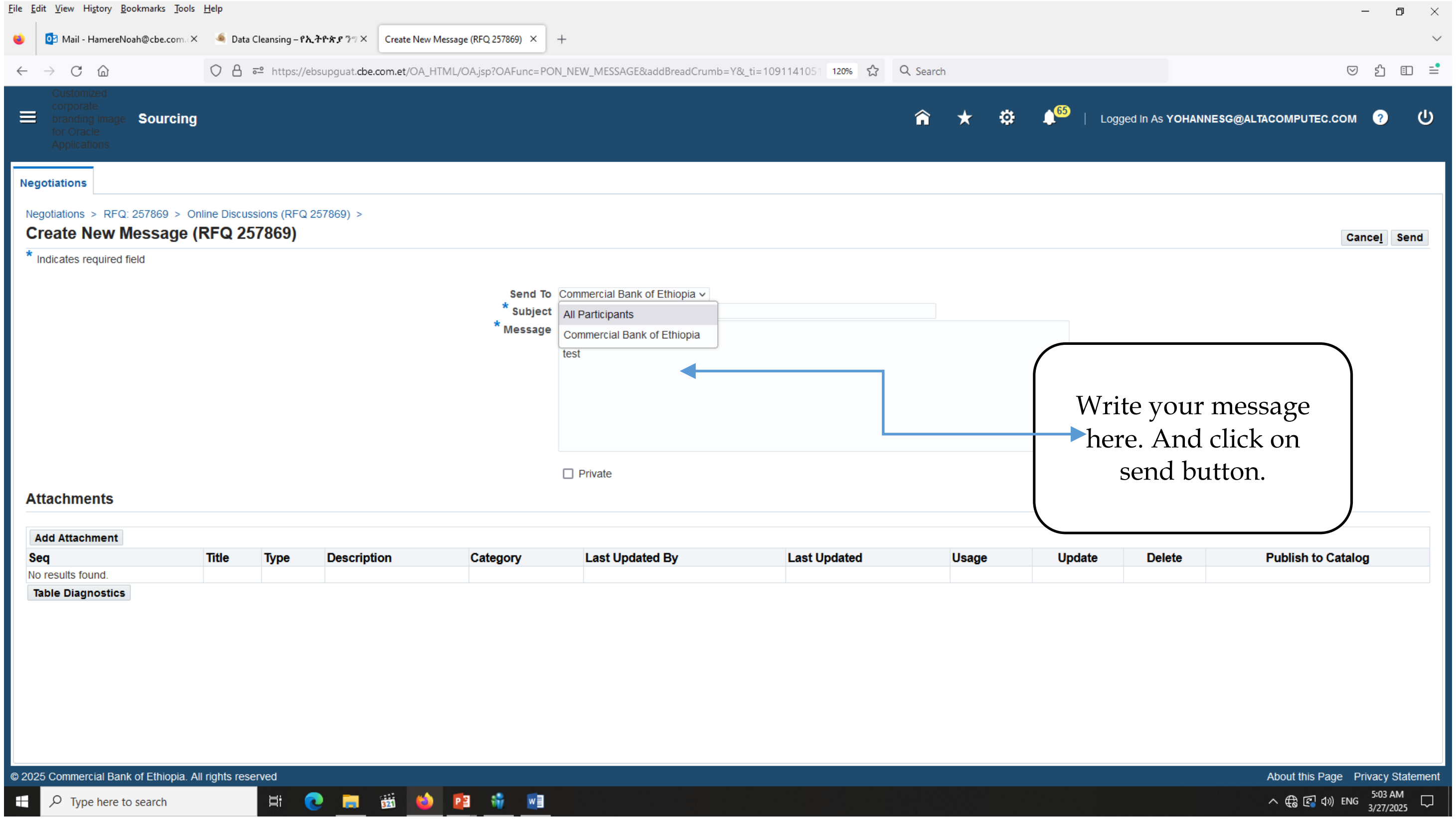
If the supplier has clarification request regarding the RFQ or any enquiry: -

Go to sourcing home page ⟹ select specific RFQ number ⟹ select online discussion from dropdown action field then select GO button. See the below screenshot.


File Edit View History Bookmarks Tools Help
Mail - HamereNoah@cbe.com
RFQ: 257869
https://ebsupguat.cbe.com.et/OA_HTML/OA.jsp?page=/oracle/apps/pon/negotiation/inquiry/webui/ponNegSumPG&_
120%
Search
Sourcing
Logged In As YOHANNESG@ALTACOMPUTEC.COM
Negotiations
Negotiations >
RFQ: 257869
Actions Pay/View EMD
Go
Pay/View EMD
Acknowledge Participation
Create Quote
Online Discussions
View Quote History
Printable View
Export to Spreadsheet
Title test
Status Active (Locked)
Time Left 5 days 20 hours
Open Date 27-Mar-2025 11:21:19
Close Date 02-Apr-2025 11:05:14
Header
Lines
Controls
Contract Terms
Buyer Tessema, Dinberu
Two-Stage RFQ
Quote Style Sealed
Description test
Outcome Complex PO
Event
Enable EMD
Terms
Bill-To Address Finance
Ship-To Address Capital Inventory
FOB
Payment Terms 30 DAYS
Carrier
Freight Terms
Currency
RFQ Currency ETB
Price Precision Any
EMD Details
Pay EMD Online
EMD Amount 2000
EMD Type Bank Guarantee
Additional EMD Information test
EMD Due Date 31-Mar-2025 10:36:12
Bank Guarantee Expiry Days 120
Requirements
Type here to search
5:05 AM
3/27/2025
ENG



Click on new message button. And the new window will open as shown below.


File Edit View History Bookmarks Tools Help
Mail - HamereNoah@cbe.com
Create New Message (RFQ 257869)
https://ebsupguat.cbe.com.et/OA_HTML/OA.jsp?OAFunc=PON_NEW_MESSAGE&addBreadCrumb=Y&_ti=109114105
Sourcing
Logged In As YOHANNESG@ALTACOMPUTEC.COM
Negotiations
Negotiations > RFQ: 257869 > Online Discussions (RFQ 257869) >
Create New Message (RFQ 257869)
Cancel
Send
* Indicates required field
Send To
Commercial Bank of Ethiopia
* Subject
* Message
All Participants
Commercial Bank of Ethiopia
test
Private
Write your message here. And click on send button.
Attachments
Add Attachment
Seq
Title
Type
Description
Category
Last Updated By
Last Updated
Usage
Update
Delete
Publish to Catalog
No results found.
Table Diagnostics
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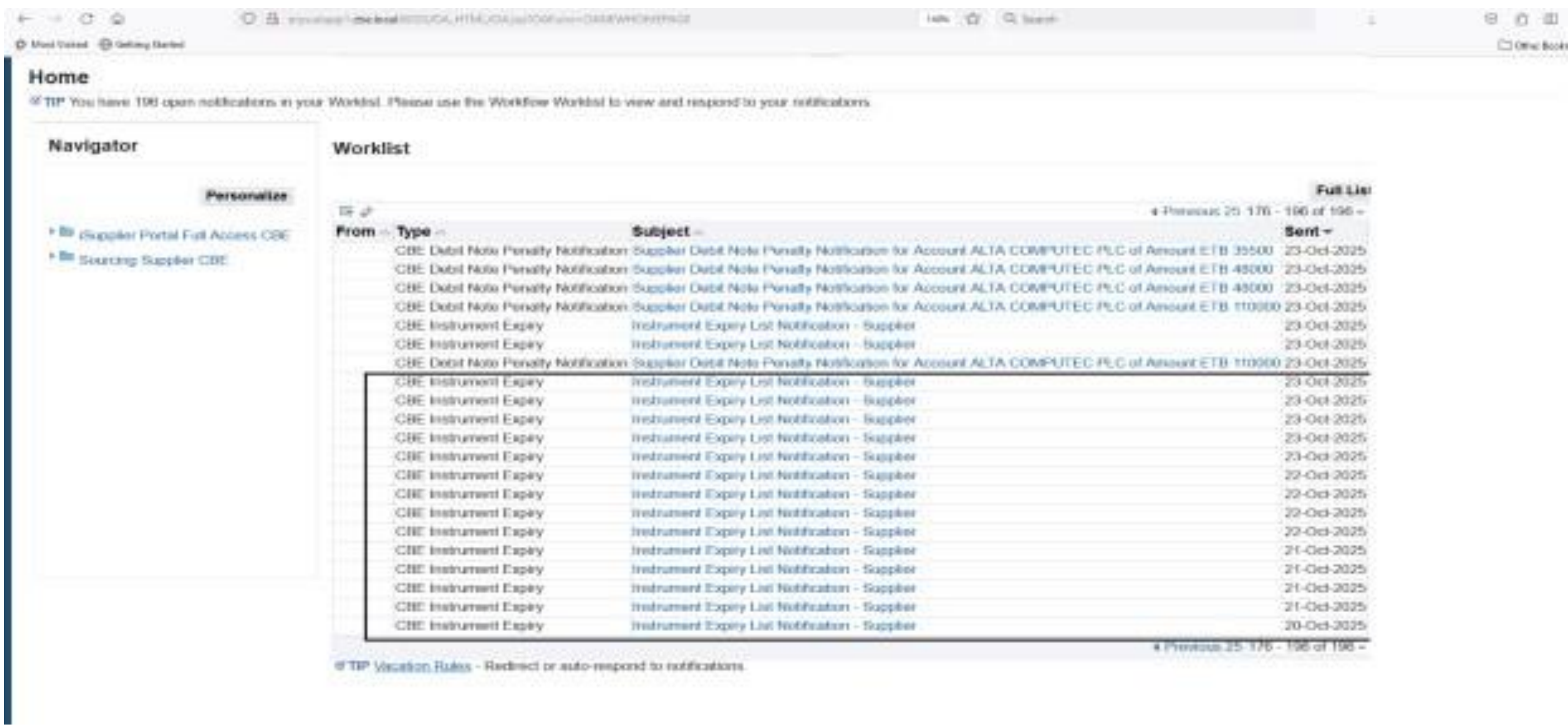
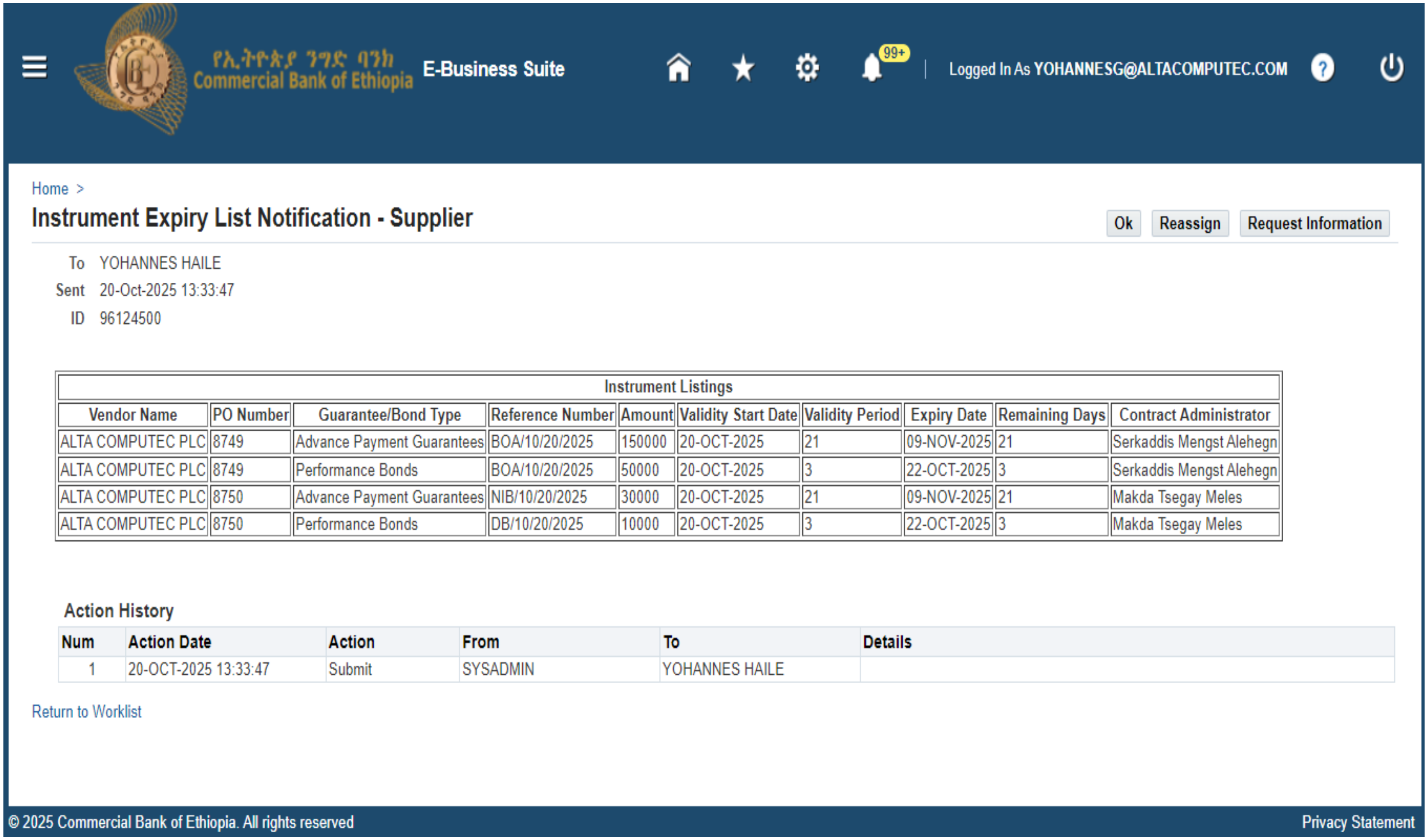
15.Advance payment guarantee and performance bond guarantee notification will appear on supplier's worklist page as follows and you can click the notification to see detail and you will take appropriate action.



16.you can click the notification to see detail and to take appropriate action.



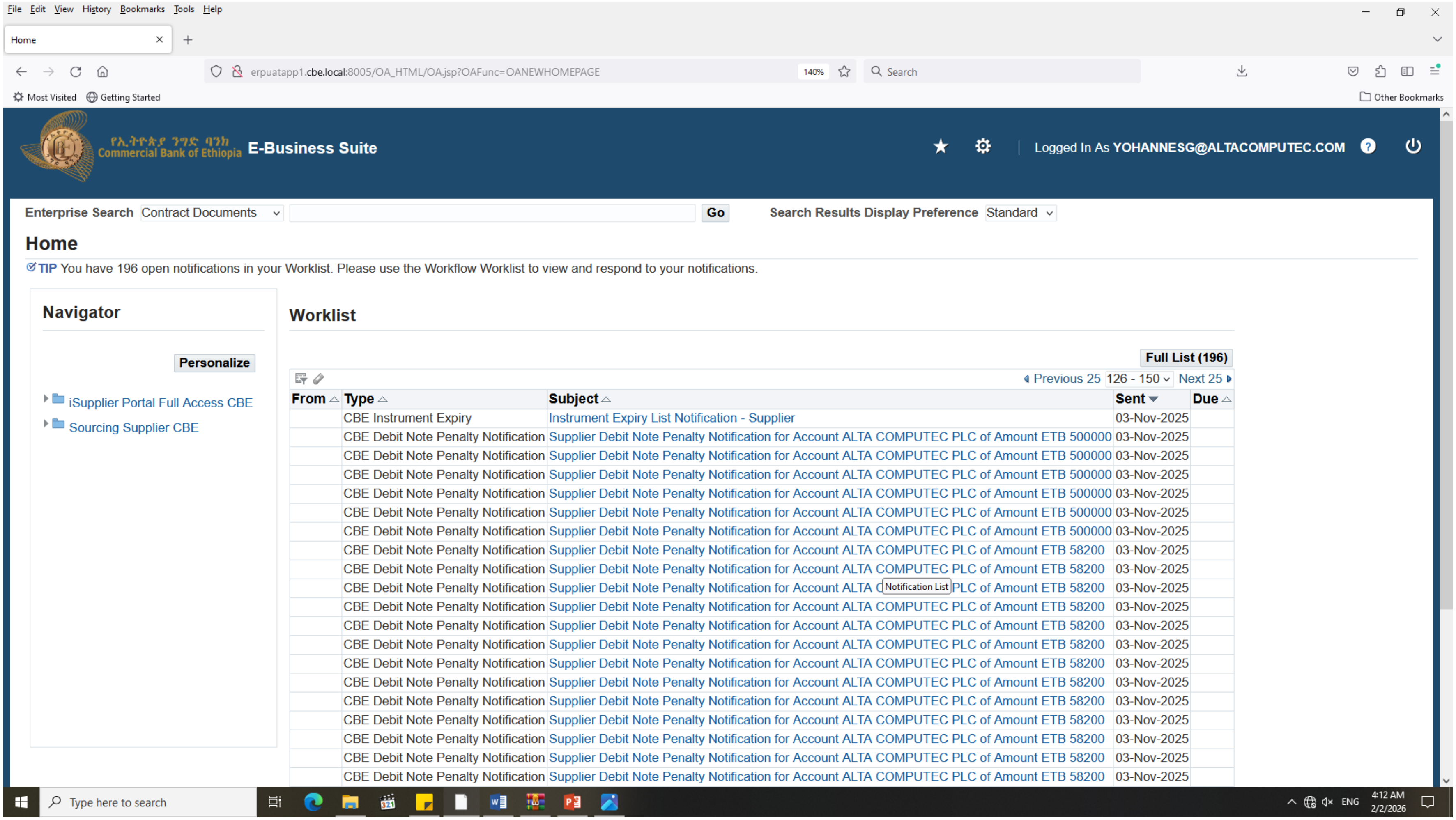
Instrument Listings

Vendor Name	PO Number	Guarantee/Bond Type	Reference Number	Amount	Validity Start Date	Validity Period	Expiry Date	Remaining Days	Contract Administrator
ALTA COMPUTEC PLC	8749	Advance Payment Guarantees	BOA/10/20/2025	150000	20-OCT-2025	21	09-NOV-2025	21	Serkaddis Mengst Alehegn
ALTA COMPUTEC PLC	8749	Performance Bonds	BOA/10/20/2025	50000	20-OCT-2025	3	22-OCT-2025	3	Serkaddis Mengst Alehegn
ALTA COMPUTEC PLC	8750	Advance Payment Guarantees	NIB/10/20/2025	30000	20-OCT-2025	21	09-NOV-2025	21	Makda Tsegay Meles
ALTA COMPUTEC PLC	8750	Performance Bonds	DB/10/20/2025	10000	20-OCT-2025	3	22-OCT-2025	3	Makda Tsegay Meles

Action History

Num	Action Date	Action	From	To	Details
1	20-OCT-2025 13:33:47	Submit	SYSADMIN	YOHANNES HAILE	

17.penalty deducted by the buying company/CBE/ will also appear as a notification on your work list as follows: -



18. you can click the notification to see detail and to take appropriate action.

File Edit View History Bookmarks Tools Help

Notification Details

erpuatapp1.cbe.local:8005/OA_HTML/OA.jsp?OAFunc=FND_WFNTF_DETAILS&NtfId=96154138&addBreadCrumb=Y 140%

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Logged In As YOHANNESG@ALTACOMPUTEC.COM

Home >

Supplier Debit Note Penalty Notification for Account ALTA COMPUTEC PLC of Amount ETB 500000

Ok Reassign Request Information

To YOHANNES HAILE
Sent 03-Nov-2025 14:53:39
ID 96154138

Debit Note Details

DN Number	DN Description	DN Date	PO Number	PO Type	PO Description	Supplier Name	Amount	Currency	Contract Administrator Name
31128	penality	25-OCT-2025	8813	Standard	standard	ALTA COMPUTEC PLC	500000	ETB	Bekele Beshah Lemma
31128	penality	25-OCT-2025	8813	Standard	standard	ALTA COMPUTEC PLC	500000	ETB	Bekele Beshah Lemma

Action History

Num	Action Date	Action	From	To	Details
1	03-NOV-2025 14:53:39	Submit	Mekdes Yemiyamrew Mengistu	YOHANNES HAILE	

Return to Worklist

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4:14 AM 2/2/2026

Open and Closed Issues

Open Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

Closed Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date