

## **USER GUIDE**

" an invitation to access the company profile" from iSupplier Portal User Guide for RB Suppliers



Oracle Apps Version: R12.2.10

**General Business** 



Invitation for the user. full access in Riyad bank Portal.

Update company profile

#### Update company profile

### You will receive an invitation to access the company profile by your email, please click on link

ime Zone	(GM1 +00:00) GMT
To Sent ID	20-AUG-24 12:41:01
'ou have b	een invited to register with Default enterprise name for access to their supplier allaboration network.
'ou can ac	ccess the registration page by clicking the following link . You will be asked to provide additional contact information before submitting your registration request.
f necessar	ry, you can forward this invitation to a colleague in order that they can complete the registration process.
'hank you.	
'o view Riy	yad Bank eMail disclaimer, please click <u>here</u> .

After clicking on the link, below screen will be appear to fill the required data and then please submit so we can receive the data and approve it. Please make sure to add Phone Area code starting with 00 than you can add the Area code, after that add the phone number with no spaces as it should be 9 Numbers.

Respond to Invitation			Cancel Submi
ou have been invited to register. Please complete the registr Indicates required field	ation from and then click the submit button		
ly Company Details			
Company Name			
ly Profile			
Enter your Information. Your email address will be your Use	mame for the system,	Phone Area Code	
	Email address will be used as the Deetharter	Phone Number	
Contect Title	~	Extension	
* First Name		Fas Area Code	
Middle Name		Fax Number	
* Last Name			
Job Title			

👖 بنك الرياض | AN INVITATION TO ACCESS THE COMPANY PROFILE

#### Confirmation for submitting the information.

Riyad Bank	iSupplier Portal	
Confirmati	n de la constancia de la c	

After we approve the information that you have added you will receive below email, so please click on reset your password.



After clicking on reset your password below screen will be appeared to reset the password, click ok and then add your email as user name, also add the password and after that confirm the password.

Rigad Bank				â	19	0
Reset Password						
Indicates required tierd						
Nease enter your username and	passwords below. Th	e password you enter below will be used to replace your old password.				
* User Name	-					
User Name Passwort						
User Name Password	(8 alloweders or more)	Confirmation	_			
* User Name * Password * Confirm Your Password	(8 Jakarders of York)	Confirmation	_			
* User Name * Password * Confirm Your Password	Confirm Password	Confirmation The password has been reset; use the new password to login to the system.	OK I			
User Name Password Confirm Your Password	Confirm Password	Confirmation The password has been reset; use the new password to login to the system.	OK			
User Name Password * Confirm Your Password	Confirm Password	Confirmation The password has been reset; use the new password to login to the system.	OK			



You will access the profile as shown, please click on ISupplier Portal Full Access, Standard.

Enterprise Search Contract Documents 🗸		G	io	Search Results I
Home				
Navigator	Worklist			
Personalize	F Ø			
ISupplier Portal Full Access, Standard	From	Туре		Subject
Sourcing Supplier, Standard	There are no notification	ens in this view.		
	TIP Vacation Rules	Redirect or auto-respond to notifi	ications.	

#### Please click Home.

Navigator	Worklist		
Personalize	F 4		
🔺 🛅 ISupplier Portal Full Access, Standard	From	Туре	Subje
III Home	There are no notification	ons in this view.	
<ul> <li>ISupplier Report</li> <li>Sourcing Supplier, Standard</li> </ul>	<b>TIP</b> <u>Vacation Rules</u> -	Redirect or auto-respond to notifications	

After clicking on Home, below screen will be appeared, please click on Administration.

يلك الرياض ISupplier Porta	al	â	*	۰ ه	<mark>0</mark>	Logged In
upplier Home Orders Finance Administration						
Search PO Number ~	Go					
Manufi anti-						
Notifications						Orde
				Full Lis	it.	• Ag
						• Pu
Subject		Date				Invo
No results found.						. Inv
						Payr
						Pa
Orders At A Glance						• Fa
				Full Lis	it	
PO Number	Description	Order Date				
No results found.						

The profile will be showing, please click on Business classification, and then click on Applicable after that please fill the needed data and click save, after saving the data please upload the documents.

company Profile								Section Carlo
Organization								Cancel 200
Ten Detalle	Certification							
Address Doct	Serana2022 has reviewed and stanifled	the publications below						
Contract Property	Last Castilland 25.67 2023 By	DR and elevel						
Contract of the local division of the local								
	18 10 Date Nettat a Longky 21.53 2024							
Business Classification	1071/P Date Nettad a Longle 21.03.2024							Hors 114 D
Roalinana Classification Products & Sarrius	of 11P Date here a storight 25.55 2024 and Classification of	Application	Minority Type	Certificate Number	Certifying Agency	Expension Data	Barles	Home 1 to 19 Alleshment
Products & Sarvitas	ISTIP Tax here a simple 71.03.2224	Application 13	Dimonity Type	Certificate Number	Certifying Agency	Explosion Data	Natus +	Hans I's D Allachment + ii
Business Classification Products & Sarricas Saming Databa	(ET1P Data format a sinetyle 21 55 2024  Classification (* 14 9009 17 Fluid Zalas Caethrais	Application	Minority Type	Certificate Number	Certifying Agency	Kupitation Data Ta	Natura *	Nons 1 to 19 Allashment + +
Rodona Checification Product & Sandras Bandrig Catalle Bandeys	IETIP Das kenst siongle 21 55 2024 err Diss Nation © 10 000 17 Phot Salar Cathloas 11 Di Nanber	Appleater	Minority Type	Certificate Number	Certifying Agency	Expension Data To To	tunes *	Allacherant + + +



# **THANK YOU**



Oracle Apps Version: R12.2.10

General Busines