

# iSupplier Portal

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Training Guide

RHB Bank Berhad/Properties & Administration

8 September 2020



For Training

# Agenda

1. Overview of iSupplier portal
2. Role and responsibility of supplier in iSupplier portal
3. Supplier Self registration
4. Review and acknowledge PO
5. View/Create e-Delivery Order
6. Create Invoice
7. To view status of invoice
8. Submission of RFQ/RFP
9. Reset Password for iSupplier Portal



Overview of iSupplier portal

# 1. Overview of iSupplier portal

What is iSupplier portal?

- It is a solution that allows the bank to manage and connect with suppliers who supply goods and/or services digitally.
- Link to access to isupplier portal: <https://isupplier.rhbgroup.com>
- There are 7 transactional tabs in iSupplier portal.

## 1. Main tab

- Home page in Oracle iSupplier portal that provide supplier with quick visibility on the recent business activity
- Alert suppliers on the latest transaction information as well as a communication platform to access general news e.g server down time, upgrade notices
- and to view supplier's worklist such as communication of a new purchase order issued by the bank.

## 2. Order Tab

- A tab to view the recent activity of orders : A list of purchase orders that **Requires Acknowledgement, Closed, or Accepted**

# 1. Overview of iSupplier portal

## 3. Shipments Tab

- A tab which contains the following function:
  - 1) **Open Schedules:** A list of open purchase order.

It can fall into two categories:

- a. Order schedules not shipped.
- b. Orders schedules shipped and in transit, but no delivery order was attached.

2) **Recent Receipts:** A list of purchase orders which were recently acknowledged by the requestor.

## 4. Sourcing Tab

- Use to submit RFQ/RFP bid for invited supplier. It provides a quick summary view for supplier to monitor the status of negotiation responses.

## 5. E-Delivery

- A tab to create or view e-delivery order

# 1. Overview of iSupplier portal

## 6. Finance Tab

- A tab to create invoices, view invoices and payments

## 7. Admin Tab

- A tab to update general information, company profiles, banking details, product and services classification.



Role and responsibility of  
supplier in iSupplier portal

## 2. Role and responsibility of supplier in iSupplier portal

- Maintain profile information such as company address, account manager's contact details
- Review and acknowledged PO
- View/attached E-Delivery Order
- Create Invoice
- Participate in RFQ/RFP



Supplier self registration

## 3. Online Registration

3.1 An email will trigger for online registration

3.2 Click on the link to start online registration

3.3 Enter Company Detail & Contact Information. Once completed, click continue

Close Preferences Personalize Page

**Prospective Supplier Registration**

\* Indicates required field

[Continue](#)

[View iSupplier Portal System User Manual for New Supplier](#)

**Step1 : Enter Company Details**

[Personalize "Step1 : Enter Company Details"](#)

Enter your Company Name in Capital Letter.

* Company Name	<input type="text" value="RHB BANK BERHAD"/>
* Company Registration Number	<input type="text" value="S99FC5710J"/>
Tax Registration Number	<input type="text"/>

**Step2 : Enter Contact Information**

[Personalize "Step2 : Enter Contact Information"](#)

* Email	<input type="text" value="jeanice.tay@rhbgroup.com"/>
* First Name	<input type="text" value="Jeanice"/>
* Last Name	<input type="text" value="Tay"/>
Phone Area Code	<input type="text"/>
	<small>Example : 603, 604, 082</small>
* Phone Number	<input type="text" value="63200847"/>
	<small>Example : 92801234</small>
Phone Extension	<input type="text"/>

[Continue](#)

## 3. Online Registration

### 3.4 Input alternate supplier name and note to buyer if any

#### Prospective Supplier Registration: Additional Details

Blank label for instruction text

[Back](#) [Save](#) [Register](#)

Company Name **ORACLE CORPORATION MALAYSIA SDN BHD**  
Tax Registration Number **123456789**  
Taxpayer ID

Alternate Supplier Name	<input type="text"/>
Note to Buyer	<input type="text"/>
Note to Supplier	<input type="text"/>

# 3. Online Registration

- 3.5 Input the company address by clicking the create button
- 3.6 On the create address page below, key in company address again
- 3.7 Select the box **purchasing address** and **payment address**.
- 3.8 Once completed, click apply

Step3 : Enter Company Address

At least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
No results found.				

RHB Supplier Portal

Close Preferences Personalize Page Diagnostics

### Create Address

\* Indicates required field

* Address Name	<input type="text" value="Singapore"/>	* Phone Area Code	<input type="text" value="+65"/>
Country	<input type="text" value="Singapore"/>	Example : 603, 604, 082	
* Address Line 1	<input type="text" value="1 Changi Business Park"/>	* Phone Number	<input type="text" value="63200847"/>
Address Line 2	<input type="text" value="Crescent Tower A"/>	Example : 92801234	
Address Line 3	<input type="text" value="Plaza 8 @ CBP"/>	Fax Area Code	<input type="text"/>
Address Line 4	<input type="text" value="#08-01/06"/>	Fax Number	<input type="text"/>
* City/Town/Locality	<input type="text" value="Singapore"/>	Email Address	<input type="text"/>
County	<input type="text"/>		
State/Region	<input type="text"/>	<input checked="" type="checkbox"/> Purchasing Address	
Province	<input type="text"/>	<input checked="" type="checkbox"/> Payment Address	
* Postal Code	<input type="text" value="486025"/>	<input type="checkbox"/> RFQ Only Address	

Please uncheck (RFQ Only Address) and check on "Purchasing Address" & "Payment Address" box.

Close Preferences Personalize Page Diagnostics

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# 3. Online Registration

3.9 System will display Contact Information from the previous entered detail. Click on Update icon if you wish to make any changes.

**Step4 : Enter Contact Information**

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Thatsaphin	Cholsuwat	012-3434333	tsc@oracle.com	✓		

3.10 Alternative, you can click on Save button during the registration. Please note that you are required to **bookmark the hyperlink** to return to you registration request at a later date or you will need to restart the process

**ORACLE<sup>®</sup> iSupplier Portal** Close Preferences Personalize Page

 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. [http://eglfapd1.rhb.my:8005/OA\\_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=415803CB4816BA160C423950C7D494C8AE586EC9E5265FE662574AB745A7B9AE](http://eglfapd1.rhb.my:8005/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=415803CB4816BA160C423950C7D494C8AE586EC9E5265FE662574AB745A7B9AE)

**Prospective Supplier Registration: Additional Details**

Blank label for instruction text

Company Name **ORACLE CORPORATION MALAYSIA SDN BHD**  
Tax Registration Number **123456789**  
Taxpayer ID  
Alternate Supplier Name   
Note to Buyer   
Note to Supplier

### 3. Online Registration

3.11 Choose your nature of business by selecting the applicable checkbox on the selected classification.

You can click on Next 10 to find more classifications

Step5 : Enter Business Classifications	
<a href="#">Previous 10</a> 11-20 of 20 <a href="#">Next</a>	
Classification	Applicable
Principal	<input type="checkbox"/>
Publisher	<input type="checkbox"/>
Representatives	<input type="checkbox"/>
Reseller	<input type="checkbox"/>
Retailer	<input type="checkbox"/>
Service Distributor	<input type="checkbox"/>
Service Provider	<input checked="" type="checkbox"/>
Sole - Distributor	<input type="checkbox"/>
Sub Contractor	<input type="checkbox"/>
Wholesaler	<input type="checkbox"/>
<a href="#">Previous 10</a> 11-20 of 20 <a href="#">Next</a>	

# 3. Online Registration

3.12 Click create button to select the category of product and services which your company provides.

**Step6 : Select your Products and Services**

At least one entry is required.

**Create**

Code	Products and Services	Delete
No results found.		

3.13 Click on the icon below to view sub-categories. Please select the most relevant product category

3.14 Alternative, you can click on search for specific code and product to enter keyword

Browse All Products & Services

Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
0	Default		<input type="checkbox"/>
14	Paper Materials and Products		<input type="checkbox"/>
43	Information Technology Broadcasting and Telecommunications		<input type="checkbox"/>
44	Office Equipment and Accessories and Supplies		<input type="checkbox"/>
56	Furniture and Furnishings		<input type="checkbox"/>
72	Building and Facility Construction and Maintenance Services		<input type="checkbox"/>

### 3. Online Registration

3.15 Select the applicable checkbox for your selected category.

3.16 Click Apply

Code	Products and Services	View Sub-Categories	Applicable
43211501	Computer servers		<input checked="" type="checkbox"/>
43211502	High end computer servers		<input checked="" type="checkbox"/>
43211503	Notebook computers		<input type="checkbox"/>
43211504	or organizers		<input type="checkbox"/>
43211505	Point of sale POS terminal		<input type="checkbox"/>
43211506	Thin client computers		<input type="checkbox"/>
43211507	Desktop computers		<input type="checkbox"/>
43211508	Personal computers		<input type="checkbox"/>
43211509	Tablet computers		<input type="checkbox"/>
43211510	Mainframe console or dumb terminals		<input type="checkbox"/>

# 3. Online Registration

## 3.17 Attach all mandatory documents (ACRA report, General Terms and Conditions and latest financial report) by clicking add attachment

**Step8 : Attach All Required Documents**

[Personalize "Step8 : Attach All Required Documents"](#)  
Please review and attach all the required documents from our Corporate Website: [http://www.rhbgroup.com/corporate\\_profile/procurement/procurement\\_doc\\_chklist.html](http://www.rhbgroup.com/corporate_profile/procurement/procurement_doc_chklist.html)

**Add Attachment...**

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

## 3.18 Complete RHB Pre-qualification form by click the update icon

Authorized Reseller

Consultant

Dealer

Direct Selling

Distributor

Previous 1-10 Next 10

✓TIP Please select the most appropriate business classification that best describe your company nature of business.

**Step6 : Select your Products and Services**

[Personalize "Step6 : Select your Products and Services"](#)  
At least one entry is required.

[Create](#)

Code	Products and Services	Delete
No results found.		

**Step7: Bank Details**

[Personalize "Step7: Bank 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
No results found.								

**Step8 : Attach All Required Documents**

[Personalize "Step8 : Attach All Required Documents"](#)  
Please review and attach all the required documents from our Corporate Website: [http://www.rhbgroup.com/corporate\\_profile/procurement/procurement\\_doc\\_chklist.html](http://www.rhbgroup.com/corporate_profile/procurement/procurement_doc_chklist.html)

**Add Attachment...**

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

\*\*\* You need to press 'Save' button after attached all the required document and before enter RHB Prequalification Form. \*\*\*

**Step9: Enter RHB Prequalification Form**

[Personalize "Step9: Enter RHB Prequalification Form"](#)  
Prequalification Form  
Supplier Profile Attributes

**Update**

[Back](#) [Save](#) [Register](#)

## 3. Online Registration

### 3.19 Input general information about the company

**\*You are required to have a copy of ACRA report to update section 3.19, 3.20,3.21,3.22,3.23**

- Nature of business
- Date of incorporation
- ACRA report

RHB Supplier Portal

Supplier Profile Attributes - Select from valid value where applicable

\* Indicates required field

Supplier Prequalification - SG

RHB\_GeneralInfo\_SG

\* Nature of Business: INVESTMENT  
Nature of Business

\* Date of Incorporation: 02-Apr-2015  
Date of Incorporation (example: 17-Aug-2020 )

\* ACRA Report:   
ACRA Report

Capital and Shareholders' Fund SG

### 3.20 Input capital and shareholder funds about the company

Capital and Shareholders' Fund SG

\* Currency:   
Currency

\* Paid Up Capital (Amount):   
Paid Up Capital (Amount)

\* Shareholders' Fund (Amount):   
Shareholders' Fund (Amount)

\* Annual Turnover (Amount):   
Annual Turnover (Amount)

\* Latest Financial Report as at: 02-Apr-2015  
Latest Financial Report as at (example: 17-Aug-2020 )

\* Latest Financial report:   
Latest Financial report

Company Shareholder

# 3. Online Registration

## 3.21 Click on Add Another Row to key in information about company shareholder

Company Shareholder

*Company Shareholder (Please fill in as per form 24)	Designation	*NRIC / Passport Number	*Date of Birth	*Nationality	Delete
<input type="text"/> <small>If Company Shareholder is a company, please fill in Company Registration Number in NRIC/Passport Number column.</small>	<input type="text"/>	<input type="text"/> <small>Example: 234567-6765-90897</small>	<input type="text"/> <small>Select Date (example: 17-Aug-2020)</small>	<input type="text"/> <small>Select Nationality</small>	
<b>Add Another Row</b>	Company Shareholder				

## 3.22 Click on Add Another Row to key in information about company director

Company Director

*Company Director (Please fill in as per form 49)	Designation	*NRIC / Passport Number	*Date of Birth	*Nationality	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>Example: 123456-78-9000</small>	<input type="text"/> <small>Select Date (example: 17-Aug-2020)</small>	<input type="text"/> <small>Select Nationality</small>	
<b>Add Another Row</b>					

## 3.23 Click on Add Another Row to key in information about Key Management Staff(Key account manager)

Company Key Management Staff

Company Key Management Staff	Designation	*NRIC / Passport Number	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>Example: 123456-78-9000</small>	
<b>Add Another Row</b>			

### 3. Online Registration

#### 3.24 Add in past/present customer reference and certification, awards & ISO Quality by clicking Add Another Row (Optional)

past / Present Customer Reference

Company Name	Contact Person	Contact Number	Project Name	Period of Service	Annual Contract Value (MYR)	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Another Row"/>						

Certifications, Awards & ISO Quality

Certifications, Awards & ISO Quality	Expiration Date	Delete
<input type="text"/>	<input type="text"/> <small>(example: 17-Aug-2020 )</small>	
<input type="button" value="Add Another Row"/>		

#### 3.25 Complete the following conflict of interest (COI) declaration

Are any of your Company Directors and / or Major Shareholders:

\* Are also shareholders in any of the RHB Group of Companies?  Yes  No  
If yes, please give details

\* Are related to the Directors and /or Major Shareholders in any of the RHB Group?  Yes  No  
If yes, please give details   
Please refer to: <https://www.rhbgroup.com/about-us/our-leadership/board-of-directors> for the list of Directors and list of RHB Group of Companies

\* Are related to any employees of the RHB Group of Companies?  Yes  No  
If yes, please give details

Agreement of RHB General Terms & Conditions

# 3. Online Registration

## 3.26 Read and provide acceptance on RHB general terms and conditions by attaching the signed documents

Acceptance of RHB General Terms & Conditions

\* Sign off Document - General Terms & Conditions  

Please do not enter text into this field. Kindly click on the magnifying glass icon and click Go button to select list of value. Please courier the original signed copy of General Terms & Conditions to Vendor Management, Group Procurement



General terms and conditions

## 3.27 Click on Apply to proceed

Company Key Management Staff

*Company Key Management Staff	Designation	*NRIC / Passport Number	Delete
Sebastian	Account Manager	68300 <small>Example: 123456-78-9000</small>	

Part / Present Customer Reference

Company Name	Contact Person	Contact Number	Project Name	Period of Service	Annual Contract Value (MYR)	Delete

Certifications, Awards & ISO Quality

Certifications, Awards & ISO Quality	Expiration Date	Delete
	<input type="text" value=""/> <small>(example: 17-Aug-2020)</small>	

Are any of your Company Directors and / or Major Shareholders:

Are also shareholders in any of the RHB Group of Companies?  
 Yes  
 No  
If yes, please give details

Are related to the Directors and / or Major Shareholders in any of the RHB Group?  
 Yes  
 No  
Please refer to: <https://www.rhbgroup.com/about-us/our-leadership/board-of-directors> for the list of Directors and list of RHB Group of Companies  
If yes, please give details

Are related to any employees of the RHB Group of Companies?  
 Yes  
 No  
If yes, please give details

Acceptance of RHB General Terms & Conditions

\* Sign off Document - General Terms & Conditions  

Please do not enter text into this field. Kindly click on the magnifying glass icon and click Go button to select list of value. Please courier the original signed copy of General Terms & Conditions to Vendor Management, Group Procurement

You can click on the attached file to view the T&Cs

# 3. Online Registration

3.28 The system will return back to supplier registration page. On the page, click register

Consultant

Dealer

Direct Selling

Distributor

Previous 1-10 Next 10

TIP Please select the most appropriate business classification that best describe your company nature of business.

**Step6 : Select your Products and Services**

Personalize "Step6 : Select your Products and Services"  
At least one entry is required.

Create

Code	Products and Services	Delete
No results found.		

**Step7: Bank Details**

Personalize "Step7: Bank 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
No results found.								

**Step8 : Attach All Required Documents**

Personalize "Step8 : Attach All Required Documents"  
Please review and attach all the required documents from our Corporate Website: [http://www.rhbgroup.com/corporate\\_profile/procurement/procurement\\_doc\\_checklist.html](http://www.rhbgroup.com/corporate_profile/procurement/procurement_doc_checklist.html)

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
65417837_RHN_CANON_INC.pdf	File		Miscellaneous	GUEST	01-Sep-2020	One-Time		
Adere Ai Pte Ltd.pdf	File		Miscellaneous	GUEST	01-Sep-2020	One-Time		

\*\*\* You need to press 'Save' button after attached all the required document and before enter RHB Prequalification Form. \*\*\*

**Step9: Enter RHB Prequalification Form**

Personalize "Step9: Enter RHB Prequalification Form"  
Prequalification Form  
Supplier Profile Attributes

Update

Back Save Register

3.29 A confirmation message will be prompt

**RHB** Supplier Portal

Close Preferences Personalize Page Diagnostics

**Confirmation**

Personalize "Confirmation"  
Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

Close Preferences Personalize Page Diagnostics

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4

Review and Acknowledge  
PO

# 4. Review of PO

## 4.1 There will be an email notification when a PO is raised by the bank.

**FYI: RHB BANK BERHAD - Standard Purchase Order 86, 0**

Workflow Mailer [ebs-uat2@bgiuatdom.rhbgroup.com]

To: ebs.uat.msg2

Attachments: (2) Download all attachments  
Notification Detail.html (450 B); PO\_139\_86\_0\_US.pdf (10 KB) [Open as Web Page]

Monday, August 31, 2020 2:44 PM

- To help protect your privacy, some content in this message has been blocked. If you're sure this message is from a trusted sender and you want to re-enable the blocked features, [click here](#).

**From:** Tay Yue Rong Jeanice\_SG  
**To:** DAVID.LIM@KHIND.COM  
**Sent:** 31-Aug-2020 14:43:46  
**ID:** 18113429

**Standard Purchase Order 86**

Supplier	MAYER MARKETING PTE LTD	Amount	450.00
Site	MAYER-SG	Tax	0.00
Freight Terms		Currency	SGD
Preparer	Tay Yue Rong Jeanice_SG,	Payment Terms	IMMEDIATE
Description			

**Line Details**

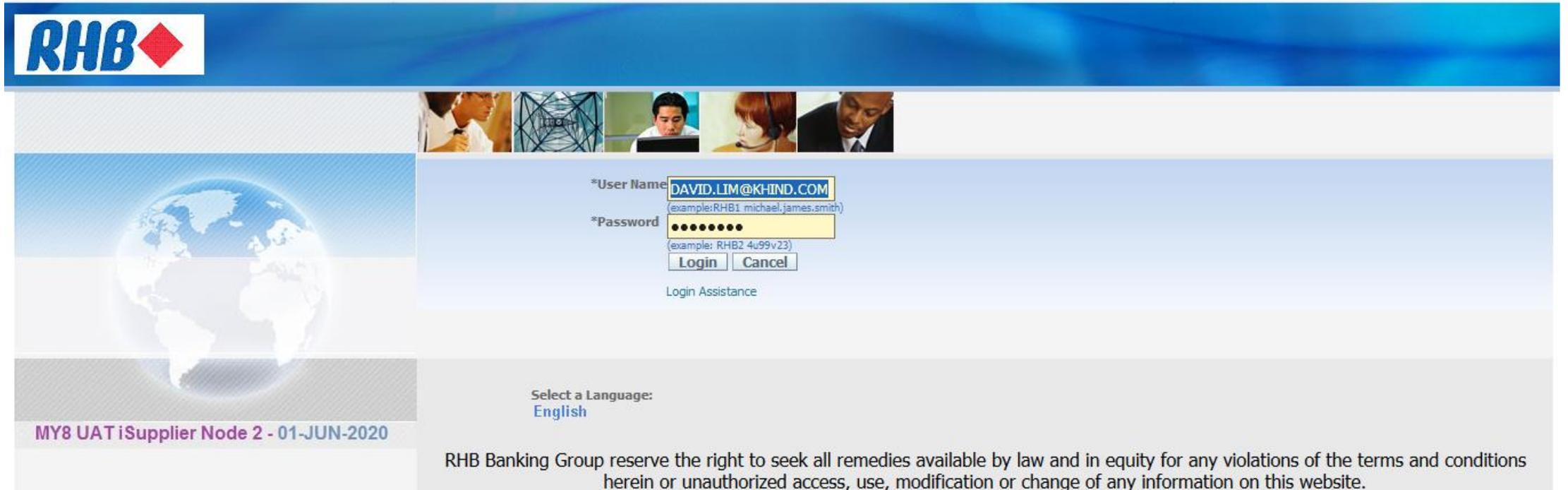
Line	Item Number	Rev.	Item Description	UOM	Quantity	Unit Price	Line Amount	Need By Date	Project	Task
1			Safety Apparel	UNIT	1	450.00	450.00	07-SEP-2020		

**Related Applications**

[PDF Document](#)

## 4. Review of PO

4.2 Log into to isupplier portal via this link: <https://isupplier.rhbgroup.com>



**RHB**

\*User Name   
(example:RHB1 michael,james.smith)

\*Password   
(example: RHB2 4u99v23)

[Login Assistance](#)

Select a Language:  
[English](#)

MY8 UAT iSupplier Node 2 - 01-JUN-2020

RHB Banking Group reserve the right to seek all remedies available by law and in equity for any violations of the terms and conditions herein or unauthorized access, use, modification or change of any information on this website.

**TIP** This EGL & eProcurement site only supports Microsoft Internet Explorer ver 6 up to 9, or Firefox ESR 17.x and for MAC users, Safari 3, 4, 5.0.x, or 5.1.x (IE security settings : Active-X enabled/prompt, turn off pop-up blocker, and clearing of cache as appropriate)

# 4. Review of PO

4.3 Under the main tab, you will be able to view all purchase orders at a glance

4.4 Click on the PO Number to review the PO

4.5 Select Action: Acknowledge and click go

**Orders At A Glance** Full List

PO Number	Description	Order Date
85		28-Aug-2020 19:13:21

**RHB Supplier Portal**

Main | Sourcing | Orders | Shipments | Finance | Admin | e-Delivery

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables

Main > Standard Purchase Order: 85, 0 (Total SGD 2,000,000.00)  
Currency=SGD

Personalize "View Order Detail Container"

Actions: Acknowledge

### Order Information

**General**

Total: 2,000,000.00  
Supplier: MAYER MARKETING PTE LTD  
Supplier Site: MAYER-SG  
Address: 71 UBI CRESCENT #06-01/04 EXCALIBUR CENTRE SINGAPORE, 408671  
Buyer: [Thng Chee Seng SG](#)  
Order Date: 28-Aug-2020 19:13:21  
Description: Requires Acknowledgment  
Status: Requires Acknowledgment  
Note to Supplier: RHB BANK BERHAD  
Operating Unit: RHB BANK BERHAD  
Sourcing Document: Supplier Order Number  
Attachments: None

**Terms and Conditions**

Payment Terms: IMMEDIATE  
Carrier: FOB  
Freight Terms: Shipping Control

**Ship-To Address**

Address: Finance  
1 Changi Business Park Crescent #08-01/06  
Singapore, 486025

**Bill-To Address**

Address: 90, CECIL STREET #03-00 SINGAPORE, 069531

**Summary**

Total	2,000,000.00
Received	2,000,000.00
Invoiced	2,000,000.00
Payment Status	Not Paid

### PO Details

Personalize "PO Details"

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
<a href="#">Show</a>	1	Fixed Price Services			Telephone Exp (SG-NC 7%)			2000000	2,000,000.00	Open		

Return to Main

Actions: Acknowledge

Main | Sourcing | Orders | Shipments | Finance | Admin | e-Delivery | Home | Logout | Preferences | Help | Personalize Page

About this Page | Privacy Statement

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# 4. Acknowledge of PO

## 4.6 Click on Accept entire order

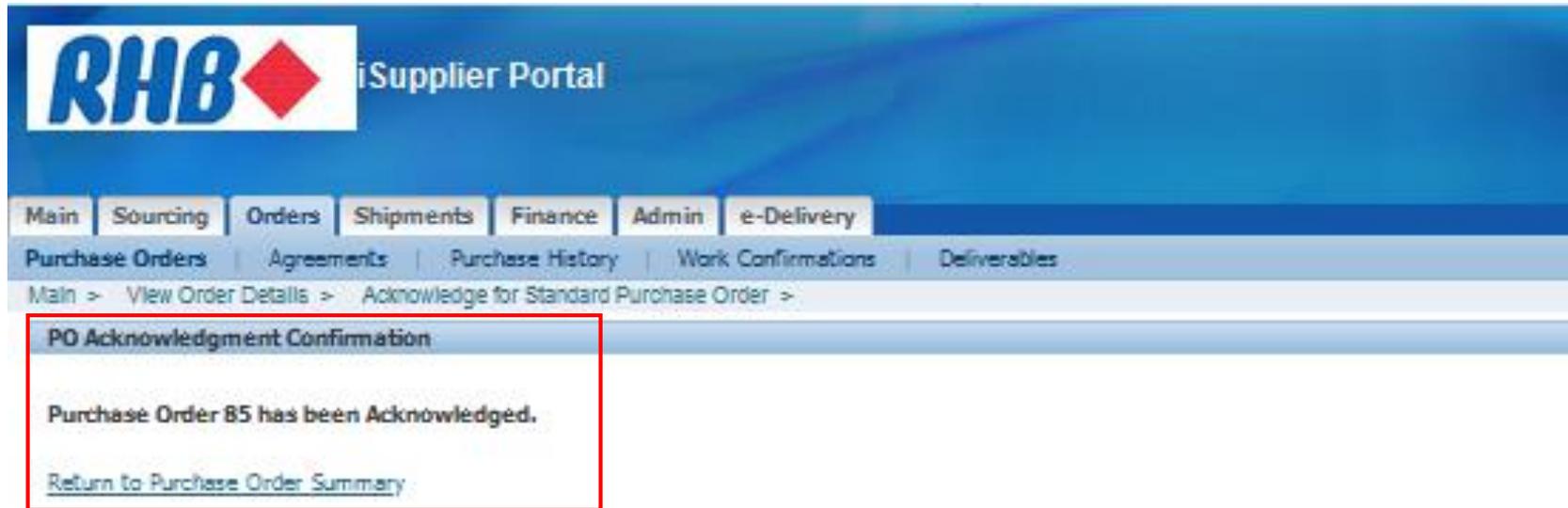
The screenshot shows the RHB iSupplier Portal interface. At the top, there is a navigation bar with 'Main', 'Sourcing', 'Orders', 'Shipments', 'Finance', 'Admin', and 'e-Delivery'. Below this, there are sub-navigators for 'Purchase Orders', 'Agreements', 'Purchase History', 'Work Confirmations', and 'Deliverables'. The main content area is titled 'Acknowledge for Standard Purchase Order : 85.0 (Total SGD 2,000,000.00)'. A row of buttons is visible: 'Cancel', 'Reject Entire Order', 'Accept Entire Order' (highlighted with a red box), 'Printable View', 'View Change History', 'Export', and 'Submit'. Below the buttons, there are sections for 'Order Information', 'General Information', 'Terms and Conditions', and 'Related Information'. The 'General Information' section includes details like Total (2,000,000.00), Supplier (MAYER MARKETING PTE LTD), Address (71 UBI CRESCENT #06-01/04), Buyer (Thye Siew Ewe Sen-GS), Order Date (28-Aug-2020 19:13:21), Status (Requires Acknowledgment), and Supplier Order Number. The 'Terms and Conditions' section includes Payment Terms (IMMEDIATE), Carrier (FOB), Freight Terms, Shipping Control, Ship-To Address (1 Changi Business Park Crescent #08-01/06), and Bill-To Address (90, CECIL STREET #03-00 SINGAPORE, 069531). The 'Related Information' section includes Receipts, Invoices, and Payments. Below this is the 'PO Details' section with a table of details and an 'Additional Change Requests' section.

## 4.7 Click Submit

The screenshot shows the RHB iSupplier Portal interface for the 'Acknowledge Purchase Order 85' step. The navigation bar is the same as in the previous screenshot. The main content area shows 'Acknowledge Purchase Order 85'. Below this, there is a 'Description' field and a 'Currency' dropdown set to 'SGD'. The 'Amount' is 2,000,000.00, and the 'Order Date' is 28-Aug-2020 19:13:21. The 'Action' is 'Accept'. There is a 'Note to Buyer' field. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

## 4. Acknowledge of PO

### 4.8 There will be a confirmation for PO acknowledgement

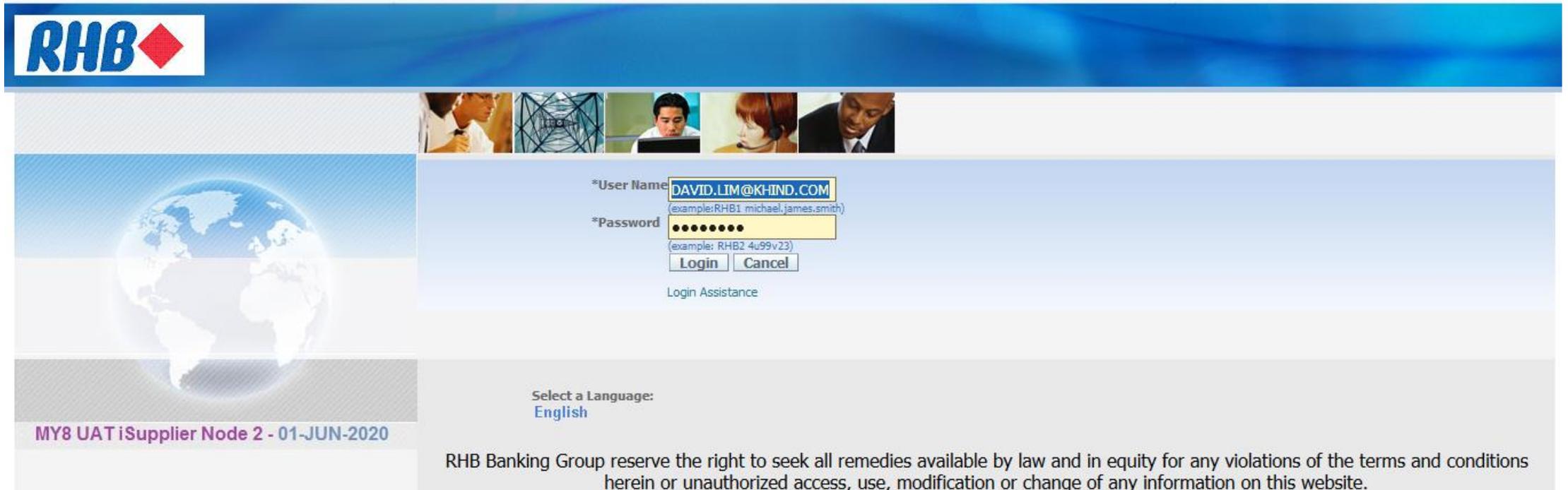




View/Create E-Delivery  
Order

## 5. Create Delivery Order

5.1 Log into to iSupplier portal via this link: <https://isupplier.rhbgroup.com>



**RHB**

\*User Name   
(example:RHB1 michael,james.smith)

\*Password   
(example: RHB2 4u99v23)

[Login Assistance](#)

Select a Language:  
**English**

MY8 UAT iSupplier Node 2 - 01-JUN-2020

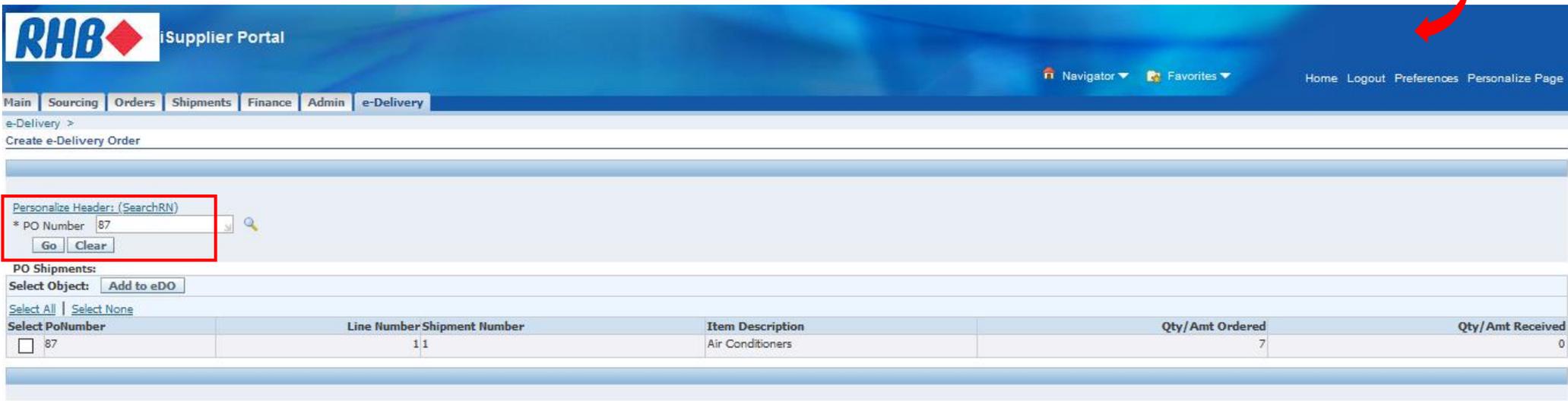
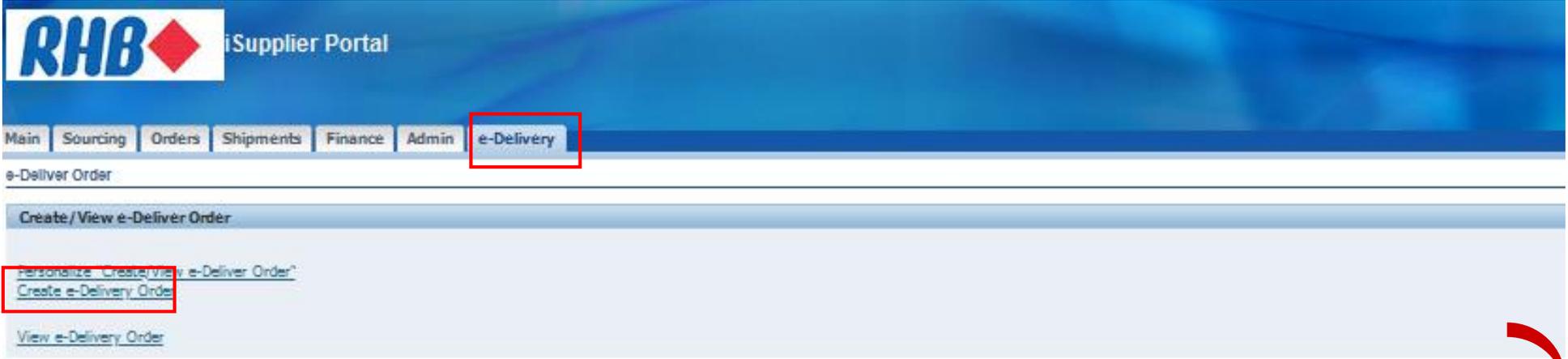
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# 5. Create Delivery Order

5.2 To create e-delivery order, select E-Delivery and click on create e-Delivery Order

5.3 Input PO Number and click go



## 5. Create Delivery Order

5.4 Tick on the PO number which you would like to create e-Delivery Order

5.5 Click add to eDO

**RHB** Supplier Portal

Navigator Favorites Home Logout Preferences Personalize Page

Main Sourcing Orders Shipments Finance Admin e-Delivery

e-Delivery >  
Create e-Delivery Order

Personalize Header: (SearchRN)

\* PO Number 87  
Go Clear

PO Shipments

Select Object: Add to eDO

Select PO	Number	Line Number	Shipment Number	Item Description	Qty/ Amt Ordered	Qty/ Amt Received
<input checked="" type="checkbox"/>	87		11	Air Conditioners	7	0

# 5. Create Delivery Order

5.6 On the create e-delivery order page, input DO number, receipt date, quantities

5.7 Attached a copy of e-Delivery Order by clicking browse

5.8 Click Submit

**RHB** iSupplier Portal

Home Logout Preferences Personalize Page

Navigator Favorites

Main Sourcing Orders Shipments Finance Admin e-Delivery

e-Delivery >  
Create e-Delivery Order

**e-Deliver Order Information**

\* DO Number  \* Receipt Date    
(example: 31-Aug-2020)

\* Attach e-Delivery Order  No file selected.

Shipment Details

PO Number	Line	Shipment	Item Description	Qty/Amt Ordered	Qty/Amt Received	e-DO Qty/Amt	Note To Requestor	Remove
87	1	1	Air Conditioners	7	0	<input type="text"/>	<input type="text"/>	

[Return Back To Search](#)

## 5. Create Delivery Order

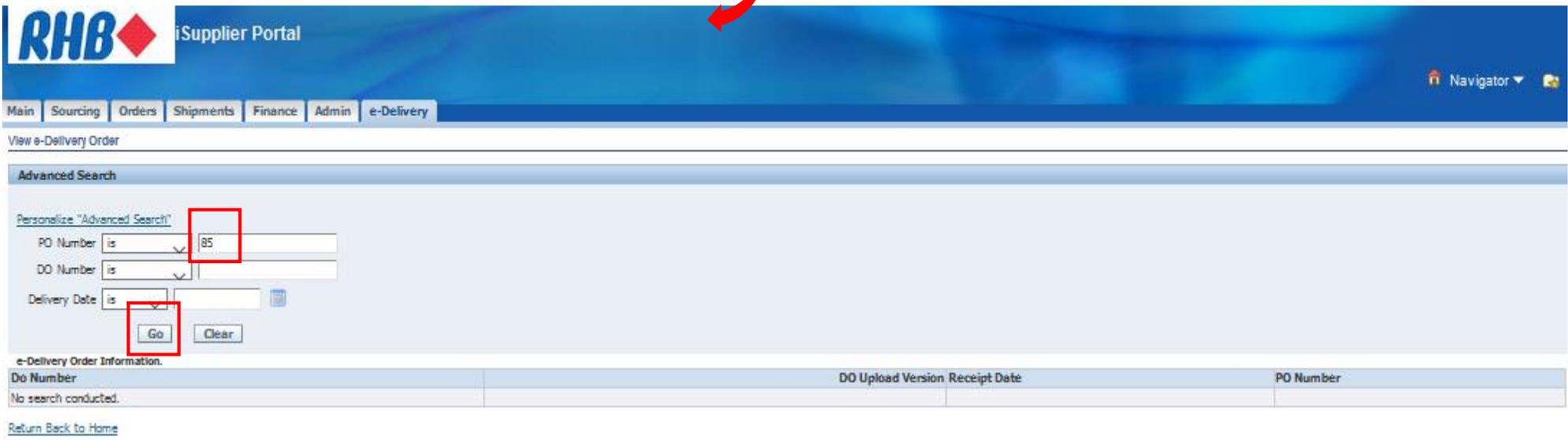
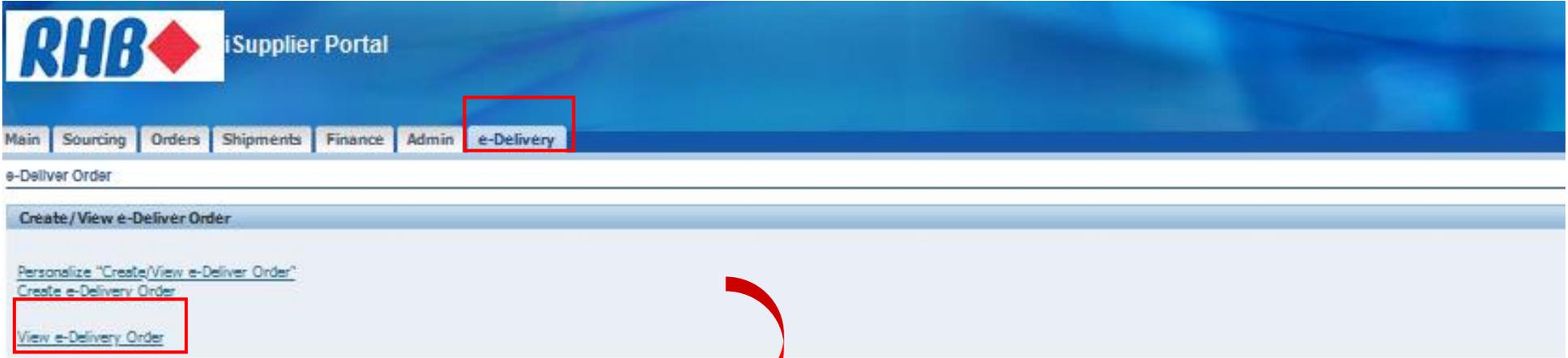
5.9 The system will prompt a confirmation message



# 5. View Delivery Order

5.10 To view on the previous delivery order which you have submitted, Click on e-Delivery Tab, select view e-delivery Order

5.11 Input PO number and click Go

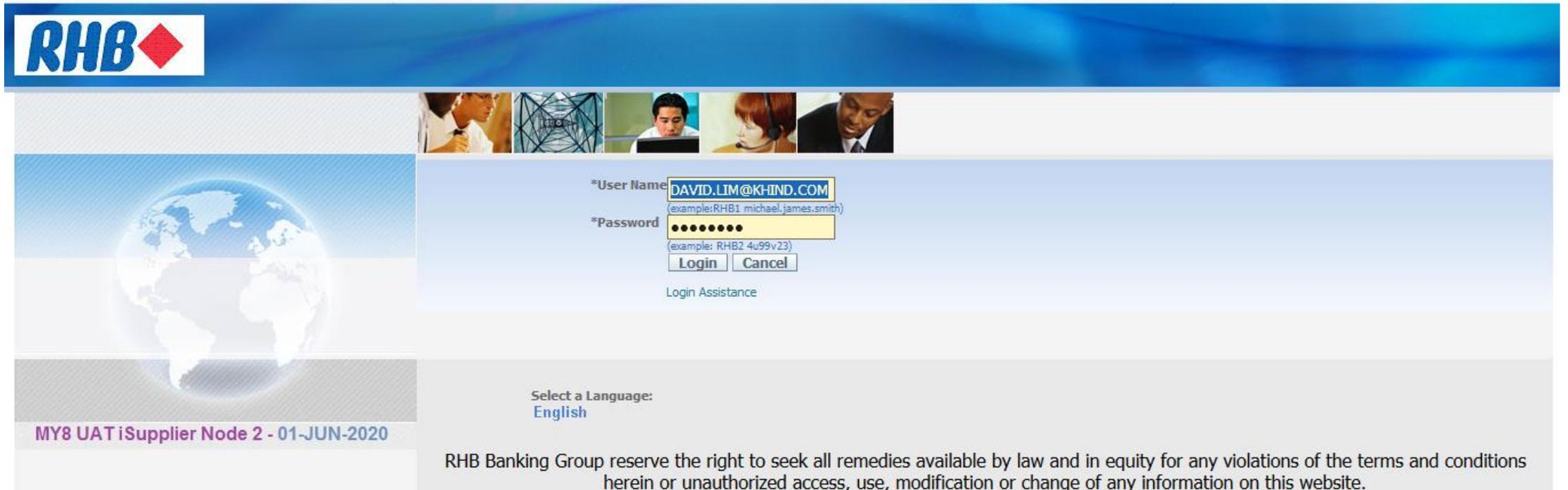




Create Invoice

## 6. Create Invoice

6.1 Log into to iSupplier portal via this link: <https://isupplier.rhbgroup.com>



**RHB** 



**MY8 UAT iSupplier Node 2 - 01-JUN-2020**

**\*User Name**   
(example:RHB1 michael,james.smith)

**\*Password**   
(example: RHB2 4u99v23)

[Login Assistance](#)

Select a Language:  
[English](#)

RHB Banking Group reserve the right to seek all remedies available by law and in equity for any violations of the terms and conditions herein or unauthorized access, use, modification or change of any information on this website.

**TIP** This EGL & eProcurement site only supports Microsoft Internet Explorer ver 6 up to 9, or Firefox ESR 17.x and for MAC users, Safari 3, 4, 5.0.x, or 5.1.x (IE security settings : Active-X enabled/prompt, turn off pop-up blocker, and clearing of cache as appropriate)

# 6. Create Invoice

6.2 Select finance Tab

6.3 Click on Go Button on the top right,

6.4 Input PO number and click Go

\*Please note that you will only be able to create invoice only after requestor perform the receiving in the system

**Invoice Actions** Create Invoice With a PO **Go**

**Search**

Note that the search is case insensitive

Supplier **MAYER MARKETING PTE LTD**

Invoice Number

Invoice Date From

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

**Go** **Clear**

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Update	View Attachments
No search conducted.								

**RHB** iSupplier Portal

Navigator Favorites Home Logout Preferences Help Personalize Page

Main Sourcing Orders Shipments **Finance** Admin e-Delivery

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

**Cancel** Step 1 of 4 **Next**

**Search**

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date

Buyer

Organization

Advances and Financing

**Go** **Clear**

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
No search conducted.																

**Cancel** Step 1 of 4 **Next**

# 6. Create Invoice

6.5 Select the PO number which you would like to create the invoice

6.6 Click Next

**RHB iSupplier Portal**

Navigator Favorites Home Logout Preferences Help Personalize Page

Main Sourcing Orders Shipments Finance Admin e-Delivery

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

**Search**

Note that the search is case insensitive

Advanced Search

Purchase Order Number: 85

Purchase Order Date: [Calendar Icon]

Buyer: [Dropdown]

Organization: [Dropdown]

Advances and Financing: Excluded [Dropdown]

Go Clear

Select Items: Add to Invoice

Select All Select None

Select PO	Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	85	1	1	<input type="checkbox"/>	Telephone Exp (SG-NC 7%)			2000000	2000000	2000000			SGD	SDBCC_00800FIN	RHB BANK BERHAD		

Cancel Step 1 of 4 Next

# 6. Create Invoice

6.7 On the create invoice page, key in invoice number, date and description

**\*Please ensure the invoice number and date must be the same as the physical invoice**

6.8 Click on the add icon to attached a copy of the invoice

**RHB Supplier Portal**

Home Logout Preferences Personalize Page

Main Sourcing Orders Shipments Finance Admin e-Delivery

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details  
\* Indicates required field

Cancel Back Step 2 of 4 Next

**Supplier**

Personalize "Supplier"

\* Supplier: **MAYER MARKETING PTE LTD**  
Tax Payer ID: [ ]  
\* Remit To: **MAYER-SG**  
Address: **71 UBI CRESCENT #06-01/04 EXCALIBUR CENTRE SINGAPORE 408671**

**Invoice**

\* Invoice Number: [ ]  
\* Invoice Date: **31-Aug-2020**  
Invoice Type: **Invoice**  
Currency: **SGD**  
\* Invoice Description: [ ]  
Attachment: **None** **Add...**

**Customer**

\* Customer Registration Number: **S99FC5710J**  
Customer Name: **RHB BANK BERHAD**  
Address: **90, CECIL STREET SINGAPORE 069531 SG**

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
85	1	1		Telephone Exp (SG-NC 7%)		SDBCC_00800FIN					

Cancel Back Step 2 of 4 Next

# 6. Create Invoice

6.9 Click on browse button to select the file

6.10 Click Apply

**RHB** Supplier Portal

Home Logout Preferences Help Personalize Page

Navigator Favorites

Main Sourcing Orders Shipments Finance Admin e-Delivery

Create Invoices | View Invoices | View Payments

Finance: Create Invoices >

Add Attachment

Cancel Add Another **Apply**

**Attachment Summary Information**

Title

Description

Category **From Supplier**

**Define Attachment**

Type  File  URL  Text

**Browse...** No file selected.

Cancel Add Another Apply

# 6. Create Invoice

6.11 A confirmation message will appear

6.12 Click on Next button to proceed

**RHB iSupplier Portal**

Home | Logout | Preferences | Personalize Page

Navigator | Favorites

Main | Sourcing | Orders | Shipments | Finance | Admin | e-Delivery

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

**Confirmation**  
Attachment Aders Ai Pte Ltd.pdf has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Create Invoice: Details  
\* Indicates required field

Supplier

Personalize "Supplier"

\* Supplier: **MAYER MARKETING PTE LTD**  
Tax Payer ID  
\* Remit To: **MAYER-SG**  
Address: **71 UBI CRESCENT #06-01/04 EXCALIBUR CENTRE SINGAPORE 408671**

Invoice

\* Invoice Number: **CCC**  
\* Invoice Date: **31-Aug-2020**  
(example: 31-Aug-2020)  
Invoice Type: **Invoice**  
Currency: **SGD**  
\* Invoice Description: **VVV**

Attachment | Attachment List... | Add...

Customer

\* Customer Registration Number: **S99FC57103**  
Customer Name: **RHB BANK BERHAD**  
Address: **90, CECIL STREET SINGAPORE 069531 SG**

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
86	1	1		Safety Apparel		SOBCC_00800RKM	1	1	450	UNIT	450

Cancel | Back | Step 2 of 4 | **Next**

# 6. Create Invoice

6.13 The following summary page will appear. Please **ensure the tax amount indicate is correct**

**RHB Supplier Portal**

Home Logout Preferences Help Personalize Page

Navigator Favorites

Main Sourcing Orders Shipments Finance Admin e-Delivery

Create Invoices View Invoices View Payments

Purchase Orders Details **Manage Tax** Review and Submit

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 Next **Submit**

**Supplier**

- \* Supplier: MAYER MARKETING PTE LTD
- \* Tax Payer ID: MAYER-SG
- \* Remit To Address: 71 UBI CRESCENT #06-01/04 EXCALIBUR CENTRE SINGAPORE 408671

**Invoice**

- \* Invoice Number: CCC
- \* Invoice Date: 31-Aug-2020
- \* Invoice Type: Standard
- \* Currency: SGD
- Invoice Description: WW

Attachment: [Attachment List...](#)

**Customer**

- \* Customer Registration Number: S99FC5710J
- Customer Name: RHB BANK BERHAD
- Address: 90, CECIL STREET SINGAPORE 069531 SG

**Summary Tax Lines**

Personalize "Summary Tax Lines"

Summary Tax Line Number	Tax Regime Code	Tax	Tax Jurisdiction Code	Tax Rate	Line Status
1	SOBCC_TAX_REGIME	SOBCC_GST	SOBCC_TAX_JURISDICTION/7		Active

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
85	1	1	Safety Apparel		SDBCC_00800RKM	1	1	UNIT	450	450.00

**Invoice Summary**

Personalize "Invoice Summary"

Items	450.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	31.50
<b>Total (SGD)</b>	<b>481.50</b>

Cancel Save Back Step 3 of 4 Next **Submit**

# 6. Create Invoice

6.14 A confirmation message will appeared.

The screenshot shows the RHB Supplier Portal interface. At the top, there is a navigation bar with the RHB logo and 'Supplier Portal' text. Below this is a menu with options like 'Main', 'Sourcing', 'Orders', 'Shipments', 'Finance', 'Admin', and 'e-Delivery'. A secondary menu includes 'Create Invoices', 'View Invoices', and 'View Payments'. A progress bar below the menu shows four steps: 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit', with the 'Review and Submit' step being the current one.

A red box highlights a confirmation message that reads: 'Confirmation Invoice CCC was submitted to our Accounts Payable department on 31-Aug-2020. 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: CCC'. To the right of this message are buttons for 'Printable Page' and 'Create Another'.

Below the confirmation message, there are two summary sections: 'Supplier' and 'Invoice'. The 'Supplier' section lists: \* Supplier: MAYER MARKETING PTE LTD, \* Tax Payer ID, \* Remit To: MAYER-SG, and Address: 71 UBI CRESCENT #06-01/04 EXCALIBUR CENTRE SINGAPORE 408671. The 'Invoice' section lists: \* Invoice Number: CCC, \* Invoice Date: 31-Aug-2020, Invoice Type: Standard, \* Currency: SGD, and Invoice Description: VW. There is also an 'Attachment List...' link.

The 'Customer' section lists: \* Customer Registration Number: S99FC57103, Customer Name: RHB BANK BERHAD, and Address: 90, CECIL STREET SINGAPORE 069531 SG.

The 'Items' section contains a table with the following data:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
86	1	1	Safety Apparel		S08CC_00800RKM	1	1	UNIT	450	450.00

Below the items table is an 'Invoice Summary' section with a link to 'Personalize "Invoice Summary"'. The summary table is as follows:

	Amount
Items	450.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	31.50
Subtotal	481.50
Less Advances and Financing	0.00
Total (SGD)	481.50

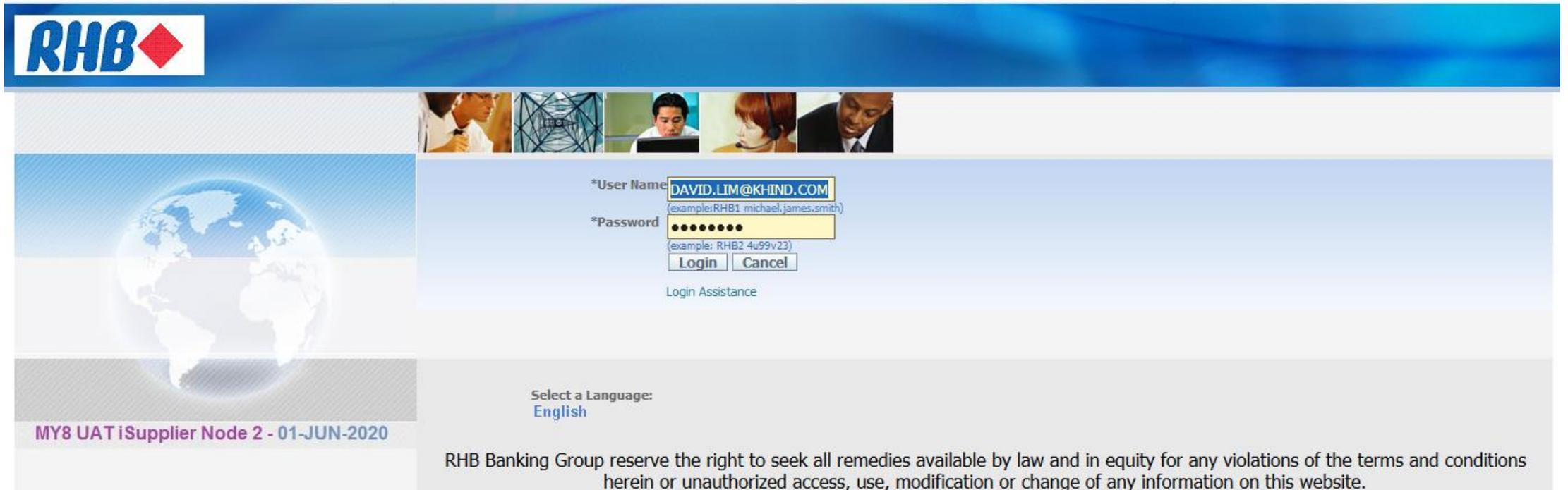
At the bottom of the page, there is a 'Return to Invoices' link and another set of 'Printable Page' and 'Create Another' buttons.



To view status of invoices

## 7. To view status of invoice

7.1 Log into to iSupplier portal via this link: <https://isupplier.rhbgroup.com>



**RHB** 

**\*User Name**   
(example:RHB1 michael,james.smith)

**\*Password**   
(example: RHB2 4u99v23)

[Login Assistance](#)

Select a Language:  
[English](#)

MY8 UAT iSupplier Node 2 - 01-JUN-2020

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## 7. To view status of invoice

7.2 Select finance Tab

7.3 Click on View Invoices

7.4 Input your invoice number and click Go to view the payment status

**RHB** Supplier Portal

Home Logout Preferences Help Personalize Page

Navigator Favorites

Main Sourcing Orders Shipments **Finance** Admin e-Delivery

Create Invoices **View Invoices** View Payments

View Invoices

Export

**Simple Search**

Invoice Number  PO Number  Release Number  Payment Number  Invoice Status

Payment Status  Invoice Amount From  To  Amount Due From  To  Invoice Date From  To  Due Date From  To

(example: 23-Aug-2020)

Advanced Search

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
<a href="#">PO#47</a>	17-Aug-2020	Standard	SGD	10,698.93	0.00	Approved	Paid			<a href="#">17-AUG-2020</a>	<a href="#">2959.13</a>	<a href="#">47</a>	<a href="#">29</a>			

Export

Main Sourcing Orders Shipments Finance Admin e-Delivery Home Logout Preferences Help Personalize Page

About this Page Privacy Statement

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Submission of RFQ/RFP

# 8. Submission of RFQ/RFP

## 8.1 Invited supplier will receive email notification on sourcing event after the RFQ/RFP is Published.

Reply Reply All Forward

**Action Required: You are invited: RFQ 8229349 (RFQ for calendar)**

Workflow Mailer [ebs-uat2@bgiuatdom.rhbgroup.com]

To: ebs.uat.msg2

Attachments: Notification Detail.html (457 B)

Tuesday, September 01, 2020 2:47 PM

From	Tay Yue Rong Jeanice_SG	Company	RHB Banking Group
To	DELPHINE@PUROCOFFEE.COM.SG	Title	RFQ for calendar
Sent	01-SEP-2020 14:45:02	Number	8229349
Due	01-SEP-2020 15:10:00		
ID	18117349		

Negotiation Preview **September 01, 2020 02:44 pm Hong Kong**  
Negotiation Open **September 01, 2020 02:44 pm Hong Kong**  
Negotiation Close **September 01, 2020 03:10 pm Hong Kong**  
Supplier **PURO COFFEE SINGAPORE PTE LTD**  
Supplier Site

To acknowledge your intent to participate, press the **Yes** button of this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining. If not logged in, please go to [Login and view Negotiation Details](#) page or If already logged in, Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

**Action History**

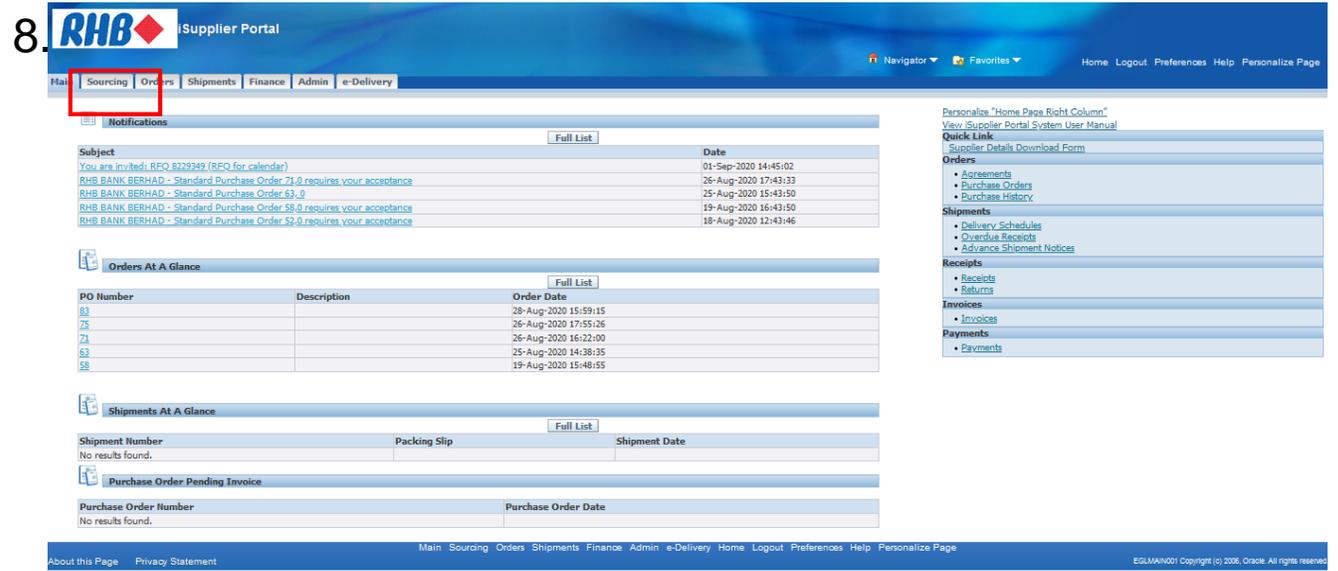
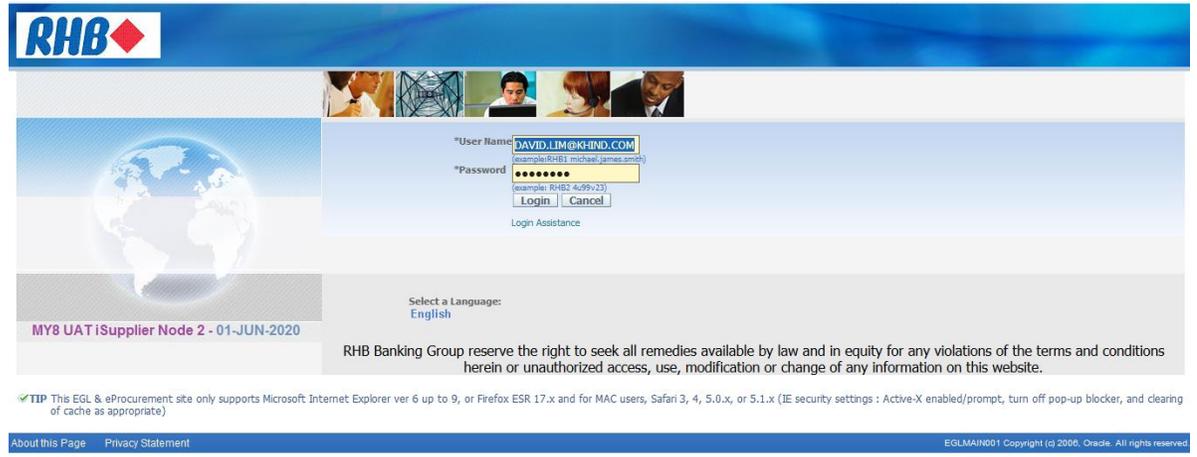
Num	Action Date	Action	From	To	Details
1	01-SEP-2020 06:45:02	Submit	Tay Yue Rong Jeanice_SG	DELPHINE@PUROCOFFEE.COM.SG	

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Does your company intend to participate?: **Yes** **No**

# 8. Submission of RFQ/RFP

8.2 Supplier can login to the iSupplier Portal via the url: <https://isupplier.rhbgroup.com>



# 8.Submission of RFQ/RFP

## 8.4 Click on the Negotiation Number under your company's open invitation

The screenshot shows the RHB Sourcing application interface. At the top, there is a navigation bar with the RHB logo and 'Sourcing' text. Below this is a menu with options: Main, Sourcing, Orders, Shipments, Finance, Admin, e-Delivery. A search bar for 'Open Negotiations' is present with a 'Go' button. The main content area is divided into sections: 'Your Active and Draft Responses' (with a 'Full List' button), 'Your Company's Open Invitations' (with a 'Full List' button), and 'Quick Links' (with 'Manage' and 'View Responses' sub-sections). The 'Your Company's Open Invitations' section contains a table with one row where the 'Negotiation Number' '8229349' is highlighted with a red box. The footer contains 'About this Page', 'Privacy Statement', and copyright information.

**Your Active and Draft Responses**

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">11218840</a>	Active	PURO-SG	<a href="#">8217349</a>	Suzi: RFQ fm PR 2 stage PR	RFQ	0 seconds		0

**Your Company's Open Invitations**

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	<a href="#">8229349</a>	RFQ for calendar	RFQ	22 minutes

**Quick Links**

**Manage** | **View Responses**

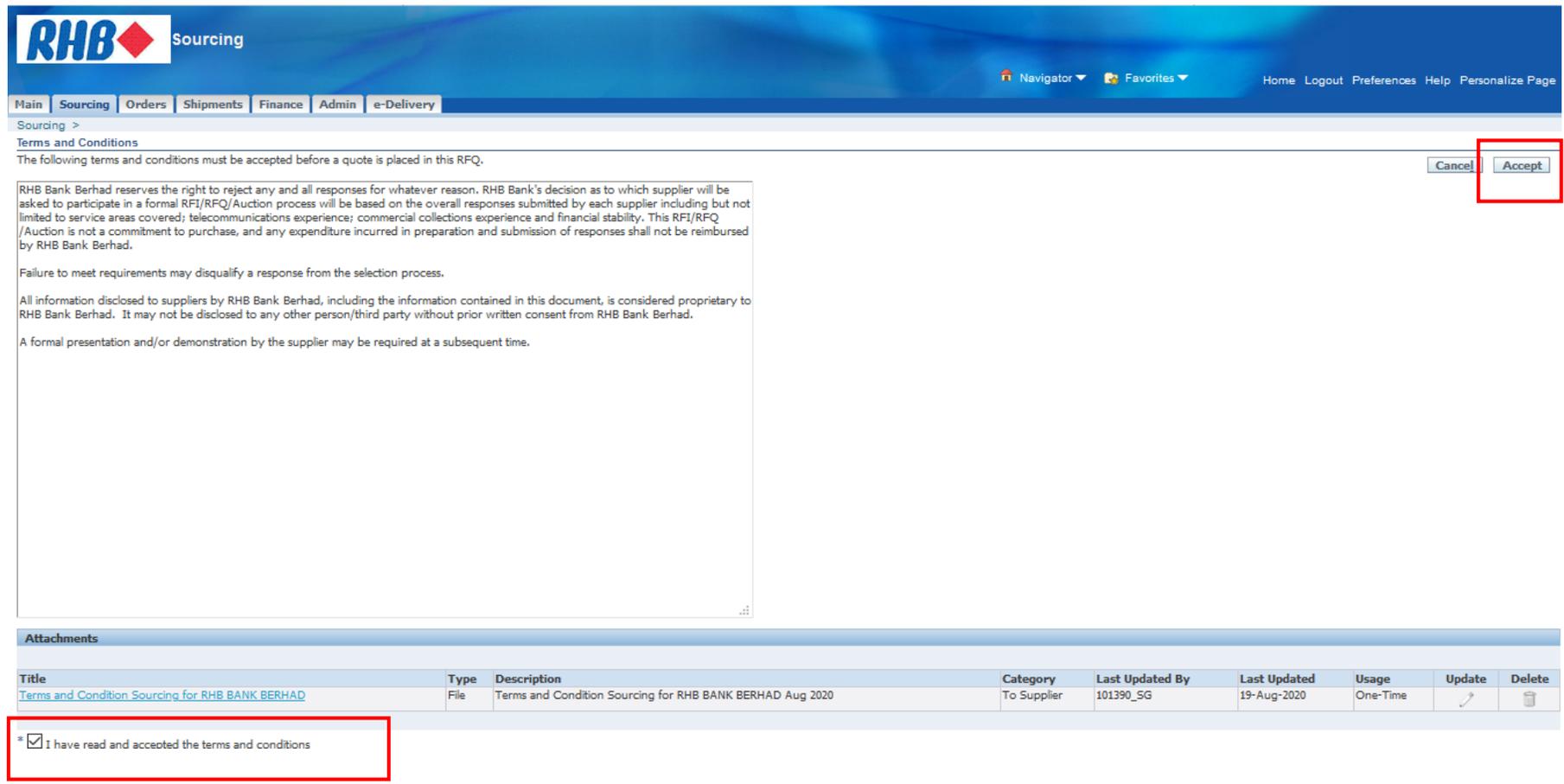
- [Drafts](#)
- [Deliverables](#)
- [Personal Information](#)
- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

Footer: About this Page | Privacy Statement | Main Sourcing Orders Shipments Finance Admin e-Delivery Home Logout Preferences Help Personalize Page | EGLMAIN001 Copyright (c) 2006, Oracle. All rights reserved.

# 8. Submission of RFQ/RFP

8.5 Review the Terms and conditions and provide acceptance by checking on box below.

8.6 Click Accept to continue



The screenshot shows the RHB Sourcing interface. At the top, there is a navigation bar with the RHB logo and 'Sourcing' text. Below this is a menu with options: Main, Sourcing, Orders, Shipments, Finance, Admin, e-Delivery. On the right side of the navigation bar, there are links for Navigator, Favorites, Home, Logout, Preferences, Help, and Personalize Page. The main content area is titled 'Terms and Conditions' and contains the following text: 'The following terms and conditions must be accepted before a quote is placed in this RFQ.' Below this, there are several paragraphs of terms and conditions. At the bottom right of the main content area, there are two buttons: 'Cancel' and 'Accept'. The 'Accept' button is highlighted with a red box. Below the main content area, there is an 'Attachments' section with a table. The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The first row of the table is: Title: Terms and Condition Sourcing for RHB BANK BERHAD, Type: File, Description: Terms and Condition Sourcing for RHB BANK BERHAD Aug 2020, Category: To Supplier, Last Updated By: 101390\_SG, Last Updated: 19-Aug-2020, Usage: One-Time, Update: (edit icon), Delete: (trash icon). Below the table, there is a checkbox with the text '\* I have read and accepted the terms and conditions'. This checkbox is also highlighted with a red box.



T&C in RFQ

You can click on the attached file to view the T&Cs

# 8. Submission of RFQ/RFP

## 8.7 Go to Actions, choose acknowledge participation to acknowledge the participation to invitation

**RHB Sourcing**

Home Logout Preferences Help Personalize Page

Navigator Favorites

Main Sourcing Orders Shipments Finance Admin e-Delivery

Sourcing >  
RFQ: 8229349

**Actions** Acknowledge Participation

Title **RFQ for calendar**  
Status **Active (Locked)**  
Time Left **00:12:46**

Open Date **01-Sep-2020 14:44:57**  
Close Date **01-Sep-2020 15:10:00**

Header Lines Controls Contract Terms

Personalize "Header"

Buyer **Tay Yue Rong Jeanice\_SG,**  
Quote Style **Sealed**  
Description

Outcome **Standard Purchase Order**  
Event

**Terms**

Bill-To Address [Singapore](#)  
Ship-To Address [Singapore](#)  
FOB

Payment Terms **TERM 30 DAYS**  
Carrier  
Freight Terms

**Currency**

RFQ Currency **SGD**

Price Precision **Any**

**Requirements**

**Details Section**  
No results found.

**Additional Header Attributes (Buyer & Supplier)**

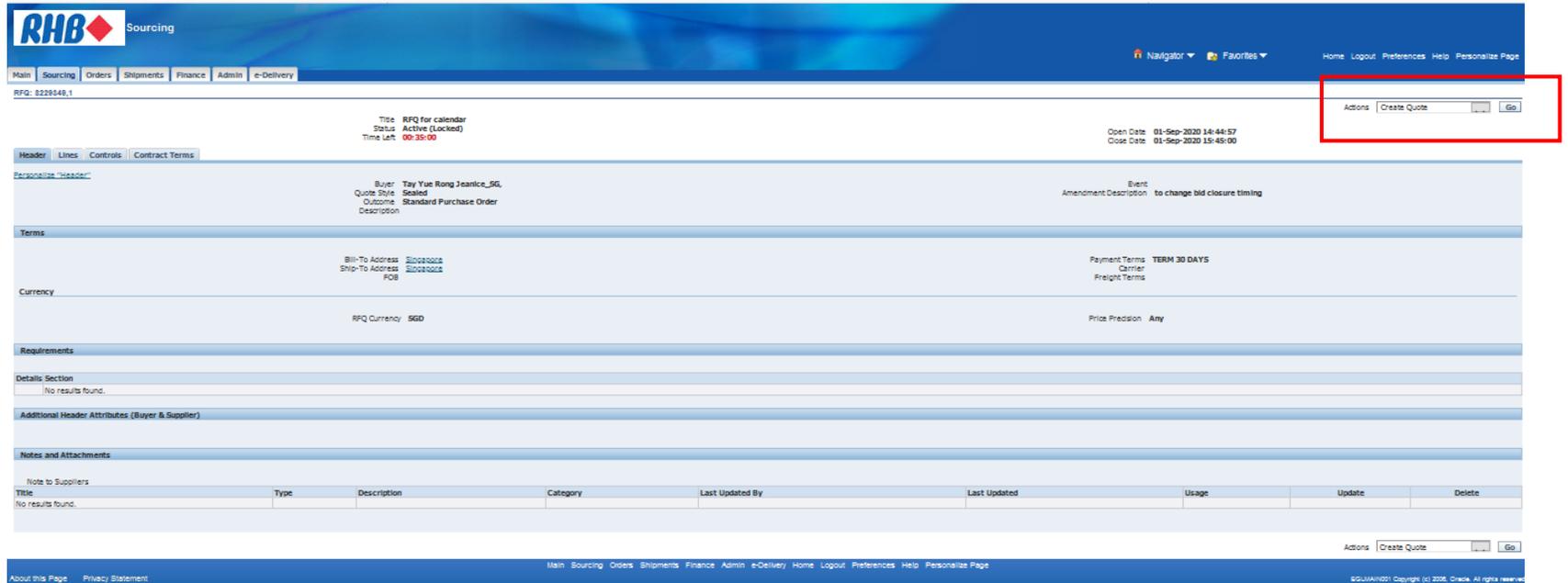
**Notes and Attachments**

Note to Suppliers

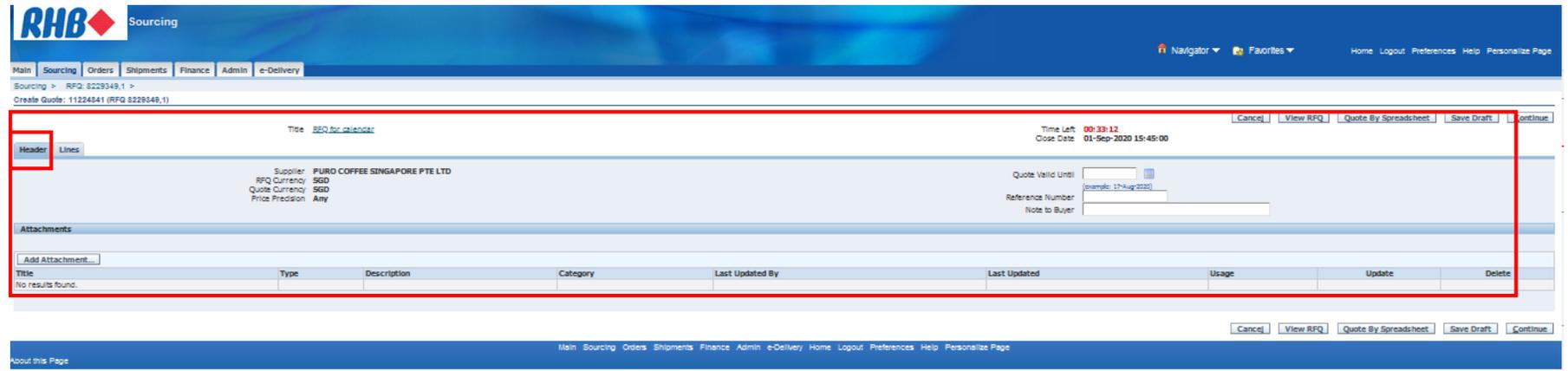
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

# 8. Submission of RFQ/RFP

## 8.8 Go to action and select create quote and Click Go



8.9 Under Header tab, indicate the validity of the quote, reference number and note to buyer(if any)  
You can also add in attachments if any



# 8. Submission of RFQ/RFP

8.10 Click on Lines Tab to input the price under quote price column

8.11 Click continue

The screenshot shows the RHB Sourcing interface. At the top, there is a navigation bar with the RHB logo and 'Sourcing' text. Below this is a menu with 'Main', 'Sourcing', 'Orders', 'Shipments', 'Finance', 'Admin', and 'e-Delivery'. The main content area shows a quote entry form for 'calendar'. The form includes a 'Quote Price Unit' field with '100 BOOK' entered, which is highlighted with a red box. Other fields include 'Target Quantity' (12) and 'Quote Quantity Promised Date' (12). The interface also features a 'Time Left' indicator (00:30:55) and a 'Close Date' (01-Sep-2020 15:45:00). At the bottom, there is a footer with 'About this Page' and a navigation bar.

Line	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity Promised Date
1 calendar	Sealed			100 BOOK	12	12

# 8. Submission of RFQ/RFP

## 8.12 Review the price that you have quoted is correct and click submit

**RHB Sourcing**

Main Sourcing Orders Shipments Finance Admin e-Delivery

Navigator Favorites Home Logout Preferences Help Personalize Page

Sourcing > RFQ: 8229349,1 >  
Create Quote 11224841: Review and Submit (RFQ 8229349,1)

Cancel Back Validate Save Draft Printable View **Submit**

**Header**

Title: RFQ for calendar  
Supplier: PURD COFFEE SINGAPORE PTE LTD  
RFQ Currency: SGD  
Quote Currency: SGD  
Price Precision: Any

Time Left: 00:29:54  
Close Date: 01-Sep-2020 15:45:00  
Quote Valid Until  
Reference Number  
Note to Buyer

**Attachments**

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

**Lines**

Quote Total (SGD) 1,200.00

Personalize Flow Layout (LinesResultsRegion)  
Personalize Flow Layout (LinesResultsRegion)

Select Line	Ship-To	Start Price	Target Price	Quote Price (SGD)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="radio"/> 1	calendar				100 BOOK	12	12	1,200.00	08-Sep-2020 12:00:00 to 08-Sep-2020 12:00:00	08-Sep-2020 12:00:00

Line 1: calendar

**Notes**

Personalize Flow Layout (NotesSingleColumn)  
Note to Buyer

**Attachments**

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

Cancel Back Validate Save Draft Printable View **Submit**

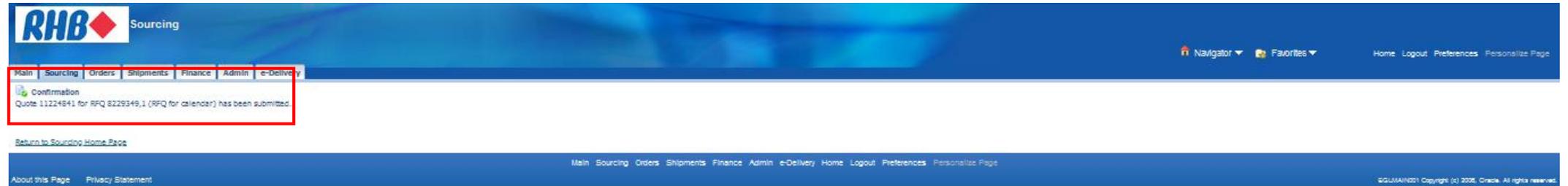
About this Page Privacy Statement

Main Sourcing Orders Shipments Finance Admin e-Delivery Home Logout Preferences Help Personalize Page

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## 8. Submission of RFQ/RFP

8.13 A confirmation message will appear for your reference purposes.



The screenshot displays the RHB Sourcing website interface. At the top left is the RHB logo and the word "Sourcing". A navigation menu includes links for Main, Sourcing, Orders, Shipments, Finance, Admin, and e-Delivery. On the right side, there are links for Navigator, Favorites, Home, Logout, Preferences, and Personalize Page. A red rectangular box highlights a confirmation message that reads: "Confirmation: Quote 11224841 for RFQ 8229349.1 (RFQ for calendar) has been submitted." Below this message is a link that says "Return to Sourcing Home Page". At the bottom of the page, there are links for "About this Page" and "Privacy Statement", and a copyright notice: "© 2008, Oracle. All rights reserved."



Reset Password for  
iSupplier Portal

## 9. Reset Password for iSupplier Portal

9.1 If you have forget your login ID, please click on “Login Assistance”

9.2 Enter User Name

9.3 Click on Forgot password

RHB

\*User Name: TSC@ORACLE.COM  
(example: michael.james.smith)

\*Password: \*\*\*\*\*  
(example: 4-99-23)

Login Cancel

Login Assistance

Accessibility: None

Select a Language:  
English

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RHB

**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 Password**

**Forgot User Name**

Enter the email address associated with your account, your user name will be emailed to you.

Email  **Forgot User Name**  
(Example: first.last@domain.com)

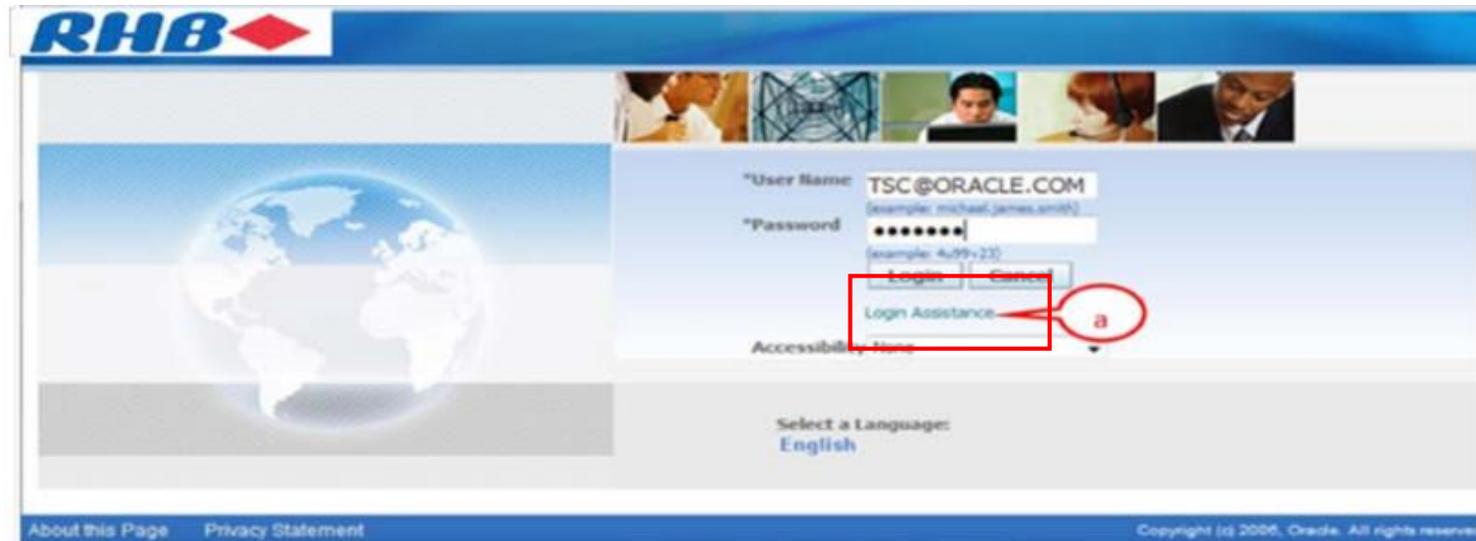
## 9. Reset Password for iSupplier Portal

9.4 An email from Workflow Mailer will be triggered to your registered email

9.5 Click on “Reset Password” link from the email and key in your new password(minimum 8 character)

9.6 Reconfirm your password and click “confirm password” button to proceed

**\*Please be reminded to reset your password within 4hours upon receipt of email**



Thank You

**RHB** 

