

WELCOME TO AVERDA iSUPPLIER

A user guide for Averda supplier

Date
22/11/2022

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1. WHAT IS iSUPPLIER?

Oracle iSupplier Portal is the enterprise application that structures all supplier communication through a secure internet-based portal. Phone calls and emails between customers & suppliers waste time, introduce errors and create latency in your supply chain. Oracle iSupplier Portal makes you a supplier more efficient by gaining access to a powerful platform for online collaboration. As a supplier of Averda, you will have access to the latest information, including purchase orders (POs), payment status, scheduled payment dates, invoice upload, data extraction & self-service management of company data.

2. PURPOSE

This document provides the standard procedure for online supplier activities in Averda Group.

3. BENEFITS

There are several benefits of using the iSupplier Portal:

- Offers an integrated experience by providing access to purchase orders (POs), invoices and payments in one location
- Provides real-time updates on receiving, invoicing and payment process information.
- Enable information sharing and transparency in an online, secure, self-service environment.
- Directly visibility of supplier information prevents errors or delays in the procure-to-pay process.
- Allows you to gauge your performance and efficiency by reviewing the following:
 - Purchase Order History
 - Returns
 - Overdue Receipt

4. SYSTEM REQUIREMENT

- Recommended Operating System:
Windows XP/Service Pack 3, Windows Vista/Service Pack 2, Windows 7, Windows 8
** Please note that the iSupplier Portal may run with other Operating Systems, but the above are recommended Operating Systems. If you face difficulty and have questions regarding system requirements, don't hesitate to contact the Averda contact person.
- Browser Requirements:
Internet Explorer 10 and above.
** Please note that the iSupplier Portal will also work with Internet Explorer 7, 8 or 9. It may be possible to open the Portal with other browsers, but much of the functionality within the Portal will be unavailable. To access the Portal, you can also use Firefox, Google Chrome, Apple Safari, Opera, Netscape, or other browsers. However, Internet Explorer is recommended. Internet Explorer is available (free) for download at www.microsoft.co

5. NEW SUPPLIER REGISTRATION PROCESS

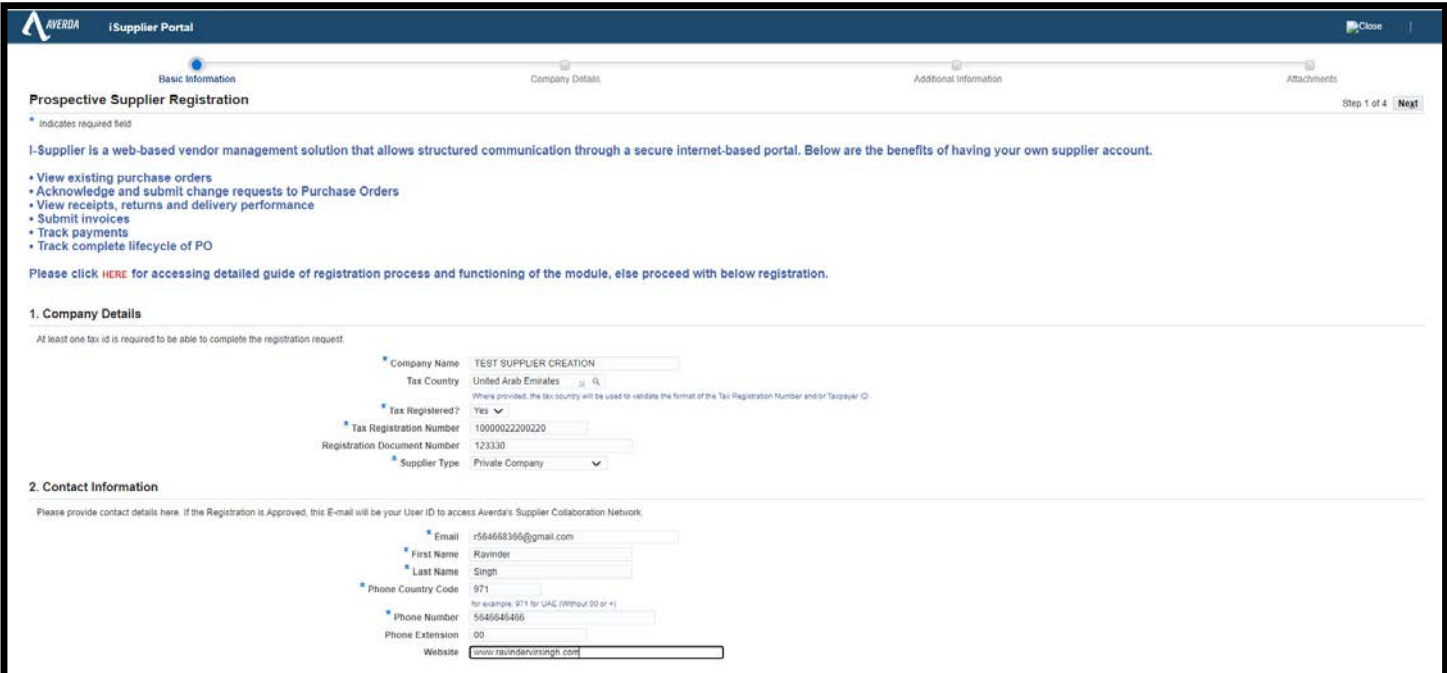
Below are the methods of initiating the prospective supplier in Averda system

- Request iSupplier registration link from the buyer
- Accessing iSupplier registration link from Averda Website

Accessing [iSupplier link](#) will open the below initial page of registration, which include

1. Company Details: -
 - a. Company Name - Exact Company Name as per Legal Document
 - b. Tax Country – Country Name where the company is registered
 - c. Tax Registered – Select Yes/No. Mandatory justification is required if the NO is selected.
 - d. Tax Registered Number – Number if selected Yes
 - e. Registration Document Number – Number of the registration document under which the company is registered
 - f. Supplier Type – Type/Nature of the Company
2. Contact Information - Phone and email details
 - a. Email – email address that will be used as the [User ID](#) for iSupplier account
 - b. First name – Name of the contact person
 - c. Last Name – Last name of the contact person
 - d. Phone Country Code – Country code without ZERO
 - e. Phone Number – Complete phone number
 - f. Phone Extension – Extension if available
 - g. Website – Website address, if available

Click **Next** after filling in all the above details



AVERDA iSupplier Portal

Prospective Supplier Registration

Step 1 of 4 **Next**

** Indicates required field*

I-Supplier is a web-based vendor management solution that allows structured communication through a secure internet-based portal. Below are the benefits of having your own supplier account.

- View existing purchase orders
- Acknowledge and submit change requests to Purchase Orders
- View receipts, returns and delivery performance
- Submit invoices
- Track payments
- Track complete lifecycle of PO

Please click [HERE](#) for accessing detailed guide of registration process and functioning of the module, else proceed with below registration.

1. Company Details

At least one tax id is required to be able to complete the registration request.

Company Name: TEST SUPPLIER CREATION

Tax Country: United Arab Emirates

Tax Registered?: Yes

Tax Registration Number: 1000002200220

Registration Document Number: 123330

Supplier Type: Private Company

2. Contact Information

Please provide contact details here. If the Registration is Approved, this E-mail will be your User ID to access Averda's Supplier Collaboration Network.

Email: r564668366@gmail.com

First Name: Ravinder

Last Name: Singh

Phone Country Code: 971

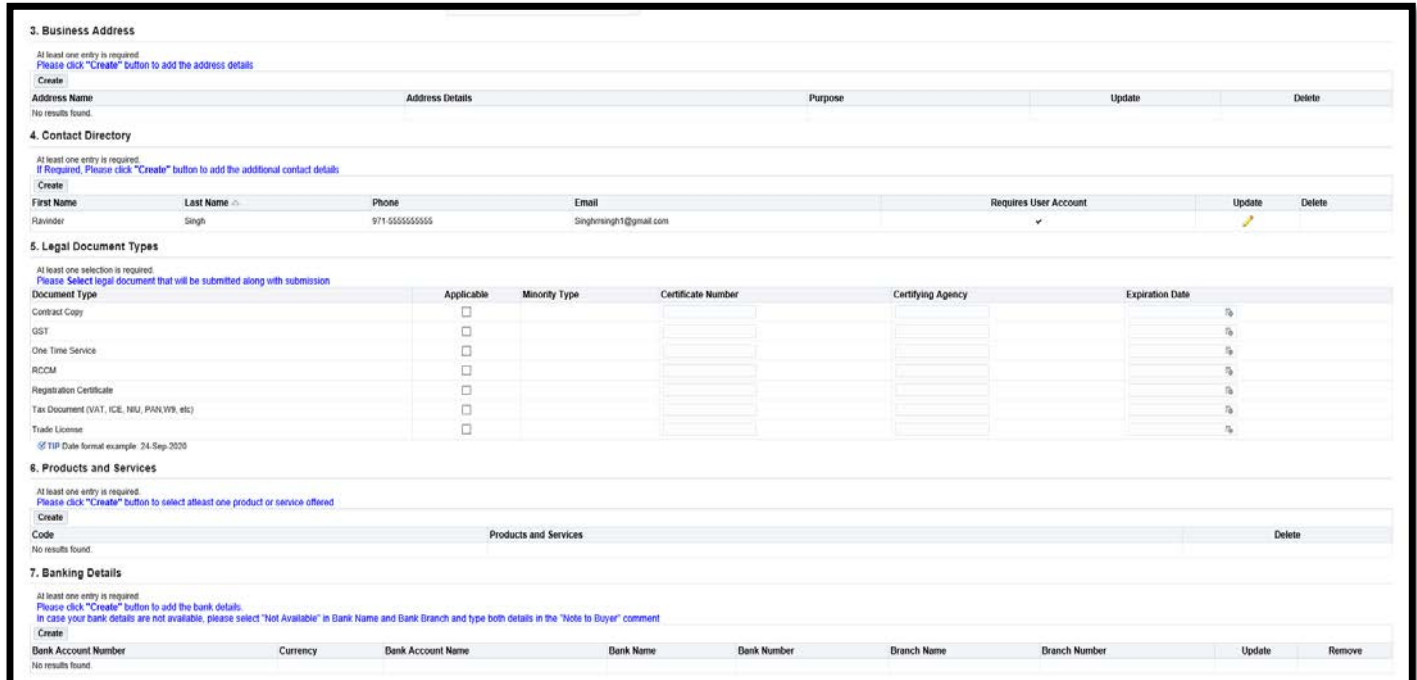
Phone Number: 5545648466

Phone Extension: 00

Website: www.ravinderavir Singh.com

Second page consists of details mentioned and highlighted in the below image.

Click "**Create**" below "**Business Address**" to register your business address.



3. Business Address

At least one entry is required.
Please click "Create" button to add the address details.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

4. Contact Directory

At least one entry is required.
If Required, Please click "Create" button to add the additional contact details.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Ravinder	Singh	971-5555555555	SinghRavinder1@gmail.com	<input checked="" type="checkbox"/>		

5. Legal Document Types

At least one selection is required.
Please Select legal document that will be submitted along with submission.

Document Type	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Contract Copy	<input type="checkbox"/>				
GST	<input type="checkbox"/>				
One Time Service	<input type="checkbox"/>				
RCCM	<input type="checkbox"/>				
Registration Certificate	<input type="checkbox"/>				
Tax Document (VAT, ICE, HIR, PAN/VIN, etc)	<input type="checkbox"/>				
Trade License	<input type="checkbox"/>				

TIP Date format example: 24-Sep-2020

6. Products and Services

At least one entry is required.
Please click "Create" button to select atleast one product or service offered.

Create

Code	Products and Services	Delete
No results found.		

7. Banking Details

At least one entry is required.
Please click "Create" button to add the bank details.
In case your bank details are not available, please select "Not Available" in Bank Name and Bank Branch and type both details in the "Note to Buyer" comment.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

3. **Business Address** Consist

- Address Name – Short Name of the City or State or anything that signifies the *unique address* of the supplier.

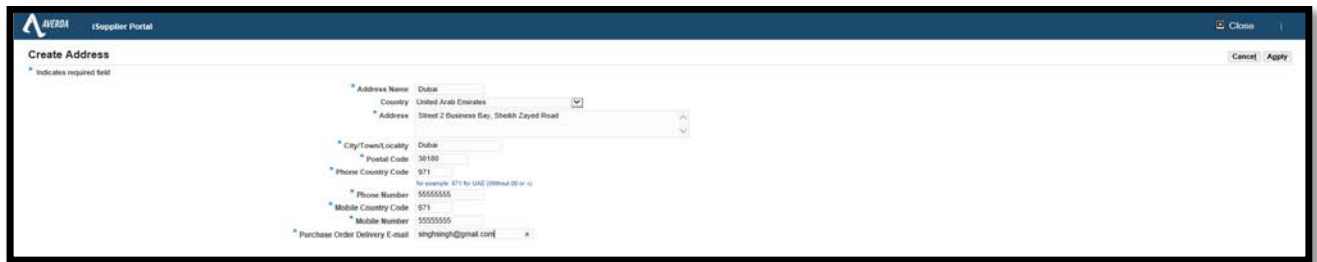
Example –


- A supplier from UAE having branches in Dubai & Abu Dhabi with separate addresses needs to add 2 addresses with Dubai & Abu Dhabi as the address name for Averda to distinguish the supplier site.
- A vehicle maintenance supplier within Dubai having a separate division for "Spare Parts" & "Maintenance" can create 2 sites with division names if the contact details differ.

Note – If required, separate contact details and bank details can also be linked to respective sites.

- Country – Tax registered Country
- Address – Complete Address without special Character
- City – Name of the City
- Postal Code – Postal Code, if available
- Phone Country Code – ISD code of the Country. Example – 971 for UAE
- Phone Number – Complete phone number with ISD number
- Mobile Country Code - ISD code of the Country. Example – 971 for UAE
- Mobile Number - Complete phone number with ISD number
- Purchase Order Delivery Email – Email address where the supplier will receive the copy of the Purchase Order approved from Averda.

Click **Apply** to apply the changes



4. **Contact details** are already created on the first page; please click create to add additional information if required or click the  icon to update the existing details.

4. Contact Directory

At least one entry is required.
If Required, Please click "Create" button to add the additional contact details.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Ravinder	233	971-55455555	singhsm@gmail.com	<input checked="" type="checkbox"/>		

5. **Legal Document Type** - Select one or more of the below document types along with issuing authority and expiry date
****Please note documents declared are mandatory to attach before final submission.**

5. Legal Document Types

At least one selection is required.
Please Select legal document that will be submitted along with submission

Document Type	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Commercial License (Trade/Industrial/Professional)	<input checked="" type="checkbox"/>		123434	Dubai Government	10-Mar-2021 15:45:38
Contract Copy	<input type="checkbox"/>				
Goods & Service Tax Certificate (GST)	<input type="checkbox"/>				
One Time Service	<input type="checkbox"/>				
RCCM (For Congo)	<input type="checkbox"/>				
Registration Certificate	<input type="checkbox"/>				
Tax Document (VAT, ICE, NIU, PAN/V9, etc)	<input type="checkbox"/>				

PDF Daily format example: 24-Nov-2020

6. Product and Services

Click Create and select the appropriate product or services offered to Averda.

6. Products and Services

At least one entry is required.
Please click "Create" button to select atleast one product or service offered

Code

Check the applicable boxes or click next to access more available options

AVERDA iSupplier Portal

Add Products and Services: (RAVINDER TEST 7)

* Browse All Products & Services
Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
SERVICES: CONSULTANCY - PROFESSIONALS	SERVICES: Consultancy for Business Professionals and Administrative		<input checked="" type="checkbox"/>
SERVICES: EDUCATION AND TRAINING	SERVICES: Education and Training		<input checked="" type="checkbox"/>
SERVICES: ENGINEERING AND RESEARCH	SERVICES: Engineering and Research and Technology		<input type="checkbox"/>
SERVICES: ENVIRONMENTAL	SERVICES: Environmental		<input type="checkbox"/>
SERVICES: HEALTHCARE	SERVICES: Healthcare		<input type="checkbox"/>
SERVICES: INSURANCE	SERVICES: Insurance		<input type="checkbox"/>
SERVICES: LABORATORY TESTING	SERVICES: Laboratory Testing		<input type="checkbox"/>
SERVICES: MARKETING AND ADVERTISING	SERVICES: Marketing and Advertising		<input type="checkbox"/>
SERVICES: PUBLIC UTILITIES	SERVICES: Public Utilities and Public Sector Related Services		<input type="checkbox"/>
SERVICES: RENTALS	SERVICES: Rentals		<input type="checkbox"/>


4 Previous 10 11-20 Next 10

7. **Banking Details** – Click create to add bank details. Please select "Not Available" in Bank Name and Bank Branch if your bank details are unavailable, and type both elements in the 'Note to Buyer' comment.

Click next after entering all page details

7. Banking Details

At least one entry is required.
 Please click "Create" button to add the bank details.
 In case your bank details are not available, please select "Not Available" in Bank Name and Bank Branch and type both details in the "Note to Buyer" comment


Close

Add Products and Services : (RAVINDER TEST 7) >

Create Bank Account Cancel Apply

* Indicates required field

Bank

Please select Bank and Branch from the list.
 In case your bank details are not available, please select "Not Available" in Bank Name and Bank Branch and type both details in the "Note to Buyer" comment.

Bank Name: NOT AVAILABLE

Bank Number:

Tax Payer ID:

Branch

Branch Name: NOT AVAILABLE

Branch Number:

BIC/SWIFT Code:

Branch Type: SWIFT

Bank Account

Account Number: 123456789

IFSC Code:

ISAN:

Beneficiary Name: RAVINDER TEST 7

Currency: UAE Dirham

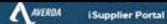
Comments

Note to Buyer: Bank Name - First Abu Dhabi Bank
SWIFT - MBAD2333

3rd Page is the pre-qualification declaration page to declare mandatory/optional questions.

8. **Vendor Pre-Qualification Questionnaire** - Everything declared under the pre-qualification can be audited with documented proof at any point in the supplier evaluation process.

- **Operations and Administration**


Close

Basic Information

Company Details

Additional Information

Attachments

Supplier Profile Attributes Save For Later Back Step 3 of 4 Next

* Indicates required field

8. Vendor Pre-Qualification Questionnaire

Operations and Administration

Number of Years in Business

Number of Employees

Maximum Order Value

Organization Structure

Business in South East Asia, Middle East and Africa region

List of Countries

Other Countries

Transaction History

Details of Transactions

Business Continuity Plan

Number of years that your Company has been in the Business?
17

How many employees are permanently employed at your Company?
1500

Please state the maximum order value that your Company received and fully executed within the committed time period, during the past 5 years.
40000 USD

Does your company have a general organization structure?
No

Has your Company conducted business in South East Asia, Middle East and Africa region?
No

UAE
Qatar
Oman
Saudi Arabia

If selecting Yes above, please specify the Countries

Other Countries in which you have a Business set-up or Supply Operations?
Yes

Has your company worked with Averda or any of its subsidiaries before?

Please provide details of transactions if selecting Yes above

Is your company able to operate effectively when key locations are closed?

- **Finance**

Financial

Yearly Financial Audit ☐ Are your company financials been audited by a Business Information Organization on yearly basis?

Financial Audit Company Please provide the name of Audit Company if Selecting Yes above.

Justification Please provide Justification if Selecting No above.

*** Bankruptcy/Insolvency** ☐ Has your company, either past or present, ever filed for bankruptcy/insolvency?

Justification Please provide Justification if Selecting Yes above.

*** Bankruptcy/Insolvency Principal** ☐ Has any principal of your company, either past or present, been affiliated with any type of bankruptcy/insolvency?

Justification Please provide Justification if Selecting Yes above.

Joint Venture Partners Names and Addresses and Nature of Joint Venture Partners (if any)

Tender Maximum Value Maximum Value of contract or agreement for which your company would tender.

Tender Minimum Value Minimum Value of contract or agreement for which your company would tender.

*** Willingness to provide Financial Statement** ☐ Are you willing to provide your company's financial statement for the last three years certified by registered auditors? If Yes, Attach the same in last page.

Justification Please provide Justification if Selecting No above.

Credit Pay Terms ☐ Are you able to provide credit pay terms to Averda?

- **Legal**

Legal

*** Anti Fraud Declaration** ☐ In past 5 years, has your Company or any of its owners, partners or officers been accused and/or convicted of fraud, theft, dishonesty, money laundering, tax evasion, act of dishonesty or financial fraud?

Details Please provide full details if selecting Yes above.

*** Anti Bribery/Anti Corruption Declaration (Local)** ☐ In past 5 years, has your Company or any of its owners, partners or officers been accused, investigated or adjudicated for violating any applicable local anti-bribery/anti-corruption law?

Details Please provide full details if selecting Yes above.

*** Anti Bribery/Anti Corruption Declaration (Foreign)** ☐ In past 5 years, has your Company or any of its owners, partners or officers been accused, investigated or adjudicated for violating any foreign laws, like US Foreign Corrupt Practices Act, UK Bribery Act?

Details Please provide full details if selecting Yes above.

*** Sanctions or Export Controls Violation** ☐ In past 5 years, has your Company or any of its owners, partners or officers been accused, investigated or adjudicated for violating any Sanctions or Export Controls?

Details Please provide full details if selecting Yes above.

*** Anti Money Laundering Declaration** ☐ In past 5 years, has your Company or any of its owners, partners or officers been accused, investigated or adjudicated for involving in money laundering (like civil/criminal/administrative proceedings)?

Details Please provide full details if selecting Yes above.

*** Insider Trading or other Securities Laws or Regulations Declaration** ☐ In past 5 years, has your Company or any of its owners, partners or officers been accused, investigated or adjudicated for involving in insider trading or violating any other securities laws/regulations?

Details Please provide full details if selecting Yes above.

*** Litigations Declaration** ☐ In past 5 years, has your Company (or any of its owners, partners or officers) been party to any litigation or other court proceedings relating to contract activity / conduct (including subcontracts)?

Details Please provide full details if selecting Yes above.

*** Judicial Declaration** ☐ Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against your company or any of its current or former owners, partners or officers?

Details Please provide full details if selecting Yes above.

*** Suspended Trade License** ☐ Have any of your trade licenses been suspended within the last 5 years?

Details Please provide full details if selecting Yes above.

*** Assessment of Company** ☐ At any time in the last 5 years has your Company been assessed and have had to pay liquidated damages after completion of the project?

Details Please provide full details if selecting Yes above.

- **Ethics and Compliance**

Ethics and Compliance

* Code of Ethics Declaration
Details
Does your company have Code of Ethics / Code of Conduct and / Compliance Program?

* Code of Ethics Accountability
If selected Yes above, please provide details like when were they first issued and last updated?
Does the Code of ethics program that your company follow address employee's accountability and disciplinary action?

Corporate Compliance Department
Does your company have a Corporate Compliance Department?

Ethics Compliant?
Does your company Compliance Program address Ethics?

Contract Payment and Claims Procedures Compliant?
Does your company Compliance Program address Contract Payment and Claims Procedures (False Claims)?

Employment Compliant?
Does your company Compliance Program address Employment compliance?

Environmental Compliant?
Does your company Compliance Program address Environmental compliance?

Explosives / Hazardous substances Compliant?
Does your company Compliance Program address Explosives / Hazardous substances?

Foreign Corrupt Practices Act Compliant?
Does your company Compliance Program address Foreign Corrupt Practices Act?

OSHA/Regulatory Reporting Compliant?
Does your company Compliance Program address OSHA/Regulatory Reporting?

Small/Minority/Women/Disadvantaged Business Compliant?
Does your company Compliance Program address Small/Minority/Women/Disadvantaged Business?

Conflict of interests Compliant?
Does your company Compliance Program address Conflict of interests?

Diversity and inclusion Compliant?
Does your company Compliance Program address Diversity and inclusion?

Anti-discrimination Compliant?
Does your company Compliance Program address Anti-discrimination?

Other Areas if any?
List the Other Areas that your company Compliance Program addresses, if any.

List the Other Areas that your company Compliance Program addresses, if any

Anti-bribery and corruption policy?
Does your company have policies regarding Anti-bribery and corruption?

Economic sanctions and export controls policy?
Does your company have policies regarding Economic sanctions and export controls?

Anti-money laundering policy?
Does your company have policies regarding Anti-money laundering?

Anti-child labour, anti-slavery and anti-human trafficking policy?
Does your company have policies regarding Anti-child labour, anti-slavery and anti-human trafficking?

Fraud, securities fraud, insider trading and/or other financial crimes/offenses?
Does your company have policies regarding Fraud, securities fraud, insider trading and/or other financial crimes or offenses?

* Employee Code of Conduct
Are your employees required to sign a compliance declaration under the Code of Ethics / Code of Conduct?

* Company's Code of Ethics Declaration
Do you procure compliance with your Company's Code of Ethics / Code of Conduct by your Suppliers / Sub-contractors, Manufactures / Service providers, Shipment and Logistic handlers?

Whistle-blowers Identity Protection
Does your Company protect the identities of whistle-blowers?

Reward Whistle-blowers?
Does your company reward whistle-blowers?

Relations with Averda group-employees?
Do any of your company's decision-making authorities have a direct or indirect relationship with the Averda group of companies or any Averda employees?

Bribery to any Averda group officials/employees?
Has your Company or any of its owners, partners, or employees, ever paid or given anything of value to an Averda official and/or employee to retain business or obtain an improper advantage?

- **Insurance & Disputes**

Insurance & Disputes

Motor Comprehensive and Motor Third Party Liability Insurer
Please provide Insurer name of your current insurance policy for Motor Comprehensive and Motor Third Party Liability

Properties and Allied Perils Insurer
Please provide Insurer name of your current insurance policy for Properties and Allied Perils

Workmen Compensation Insurer
Please provide Insurer name of your current insurance policy for Workmen Compensation

General Liability Insurer
Please provide Insurer name of your current insurance policy for General Liability

Employees Medical Insurer
Please provide Insurer name of your current insurance policy for Employees Medical

Company's reinsurer A Rated?
Is your company's reinsurer A Rated?
Justification
Please provide Justification if selecting Yes above.

Main Reinsurer Name
Please provide Main Reinsurer Name.

* Insurance Refusal?
In the last 5 years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your company?
Justification
Please provide Justification if selecting Yes above.

Failed to complete a contract?
Has your company ever failed to complete a contract?
Justification
Please provide Justification if selecting Yes above.

Please provide Justification if selecting Yes above.

Contract Termination History? ☐

Have you ever had a contract terminated for default in the past 5 years?

Details

If selecting Yes above, Please provide details of when and why the contract is terminated.

* Disputes with AVERDA ☐

Is your company in dispute with AVERDA, its Associated Businesses or its Joint Venture Partners?

* Risk of Blacklisting ☐

Is there any risk of your Company being Blacklisted by any Country or Government Organization?

Justification

Please provide Justification if selecting Yes above.

- **Occupational Health, Safety Management System (OHSMS)**

Occupational Health, Safety Management System (OHSMS)

* OHS Policy Declaration ☐

Does your company have a documented OHS Policy to protect Employees, Visitors, Suppliers/ sub-contractors?

* OHSMS Declaration ☐

Does your company have an OHS Management System? If yes, ensure readiness to provide documented evidence (e.g. manual, risk registers, Plans, etc.)

Certified documented OHSMS Declaration ☐

Does your company have a Certified documented OHS Management System (QMS i.e. ISO 45001:2018)? If Yes, Please attach certificate in Attachments (last) page

Qualified HSE personal Declaration ☐

Does your company employ a full-time Qualified Health Safety & Environment personal?

HSE incidents record Declaration ☐

Does your company maintain a formal record of accidents/safety incidents?

Justification

Please provide Justification on disclosure of latest 3-year report

* Safety Induction Declaration ☐

Does your company have Safety Induction and continues development training program for Employees?

* Notices from Authorities Declaration ☐

Has your company received any notices/breaches from any safety authority or other authorities / organisations during the last two years?

HSE Award Declaration ☐

Has your company achieved any HS&E award?

HSE Organization Declaration ☐

Is your company a member of any HS&E organisation?

- **Environment Management System (EMS)**

Environment Management System (EMS)

* Environmental Policy Declaration ☐

Does your company operate a formal Environmental Policy?

* EMS Declaration ☐

Does your company have an Environment Management System? If yes ensure readiness to provide documented evidence (e.g. manual, Aspect& Impact registers, Plans, etc...)

* Certified documented EMS Declaration ☐

Does your company have a Certified documented Environment Management System ISO 14001? If Yes, please attach certificate in Attachments (last) page

- **Quality Management System (QMS)**

Quality Management System (QMS)

* Quality Policy Declaration ☐

Does your company operate a formal Environmental Policy?

Quality Management System Declaration ☐

Does your company have a Quality Management System? If Yes, ensure readiness to provide documented evidence (e.g. manual, Risks, Targets, etc.) in Attachments (last) page

* QMS Certification Declaration ☐

Does your company have a Quality Management Certification (QMS i.e. ISO 9001 / ISO 9002)? If Yes, please attach certificate in Attachments (last) page

Other Management System Details

Do you have any other management systems or special arrangements you would like to highlight?

Last section of the page is to provide the below details

- a. Invoice Currency – Currency in which the supplier will raise an invoice
**Note invoice currency and bank account currency should be the same to avoid any conversion charges or losses during the final payment
- b. Payment Terms – Credit terms provided by the supplier to Averda. The invoice shall be paid from the item/service Delivery date or Invoice date (whichever is higher) + credit terms.
- c. Remittance Delivery Email – Email ID where the vendor wishes to receive the payment remittance advice (Invoices details of the total payment)

Click next upon entering all the above declarations and details

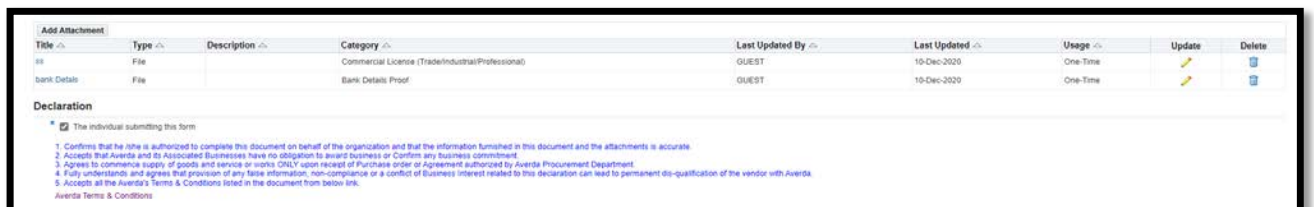


The screenshot shows the 'Invoice Management' form. It includes fields for 'Invoice Currency' (with a dropdown), 'Payment Terms' (with a dropdown), and 'Remittance Delivery Email' (with a text input). Below these fields, there are labels: 'The Currency in which the invoice will be submitted', 'Payment Terms requested by Supplier', and 'Email for Remittance Delivery'. At the bottom right, there are buttons for 'Save For Later', 'Back', 'Step 3 of 4', and 'Next'.

9. **Attachment** - Last page is to attach the document

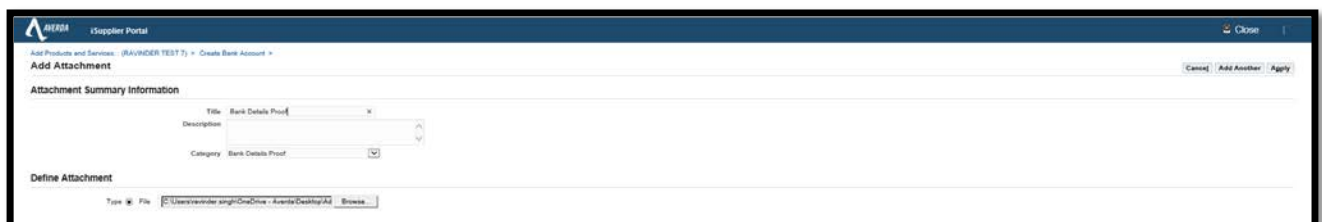
- a. All Documents checked in section "5. Legal Document Types" must be attached by clicking "**Add Attachment**" button. While attaching the document, the appropriate category related to Legal Document Type must be selected.
- b. Additionally, Attach **Proof of Bank Account** details by clicking "Add Attachment" button and selecting "Bank Details Proof" as a category.
- c. The User ID created upon creation cannot be changed. However, the contact person can be updated.

Click on 'Add Attachment' and attach the document



The screenshot shows the 'Add Attachment' form. It features a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table contains two rows: 'Bank Details' and 'Bank Details Proof'. Below the table is a 'Declaration' section with a checkbox and a list of terms and conditions. At the bottom, there are buttons for 'Cancel', 'Add Another', and 'Apply'.

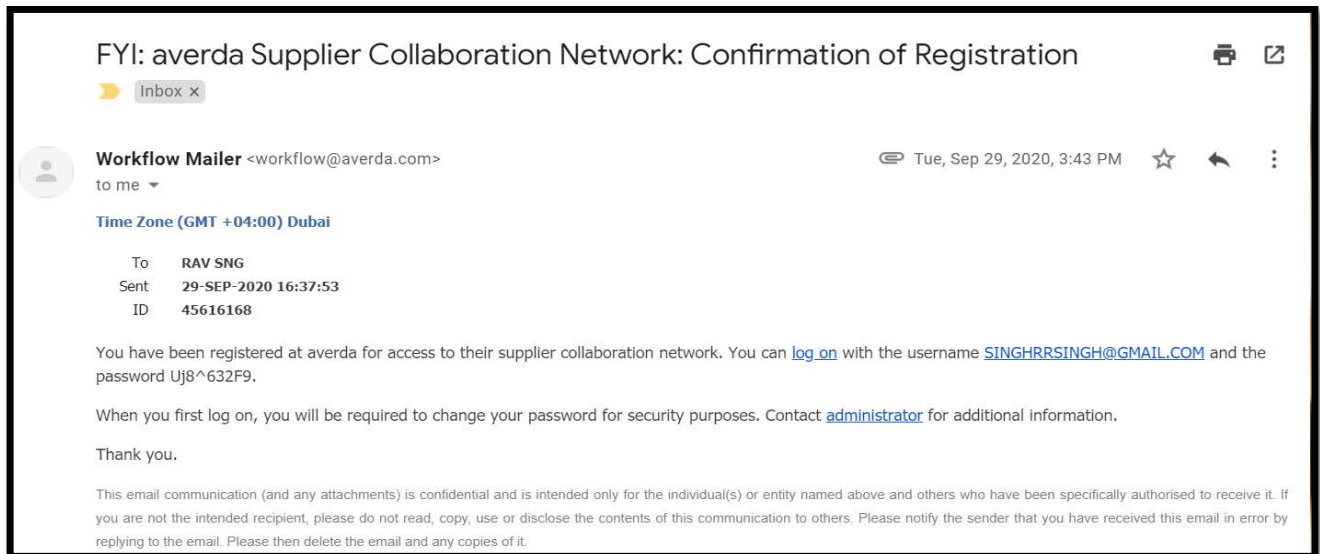
Please select the correct category from the attachment (shown in the picture below) and upload the respective document by renaming the appropriate Title & Description.



The screenshot shows the 'Add Attachment' form. It includes an 'Attachment Summary Information' section with fields for Title, Description, and Category. Below this is a 'Define Attachment' section with a file upload button and a file path. At the bottom right, there are buttons for 'Cancel', 'Add Another', and 'Apply'.

After attaching all the documents in a relevant category, Affirm the declaration check box, and click submit to complete your request.

Once the request is submitted, Averda internal stakeholders review the request, and you will be notified with an email including the user id (Same email) and password.



6. NAVIGATION IN THE ISUPPLIER PORTAL

6.1 LOGIN

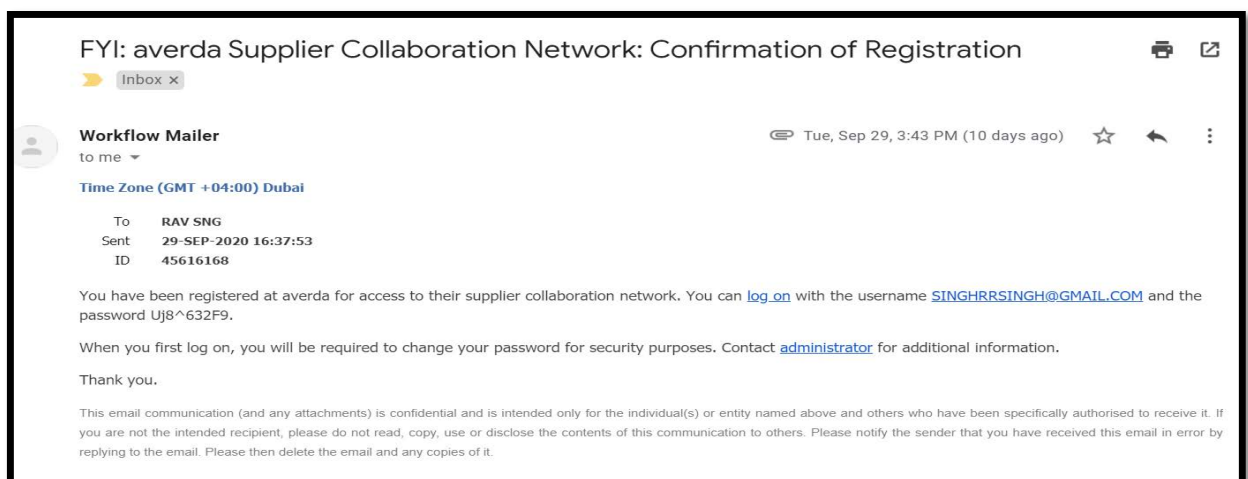
Once Averda approves your request, an email will be sent to the supplier's nominated email address in the contact tab with the initial user id (email id) and password.

Email content

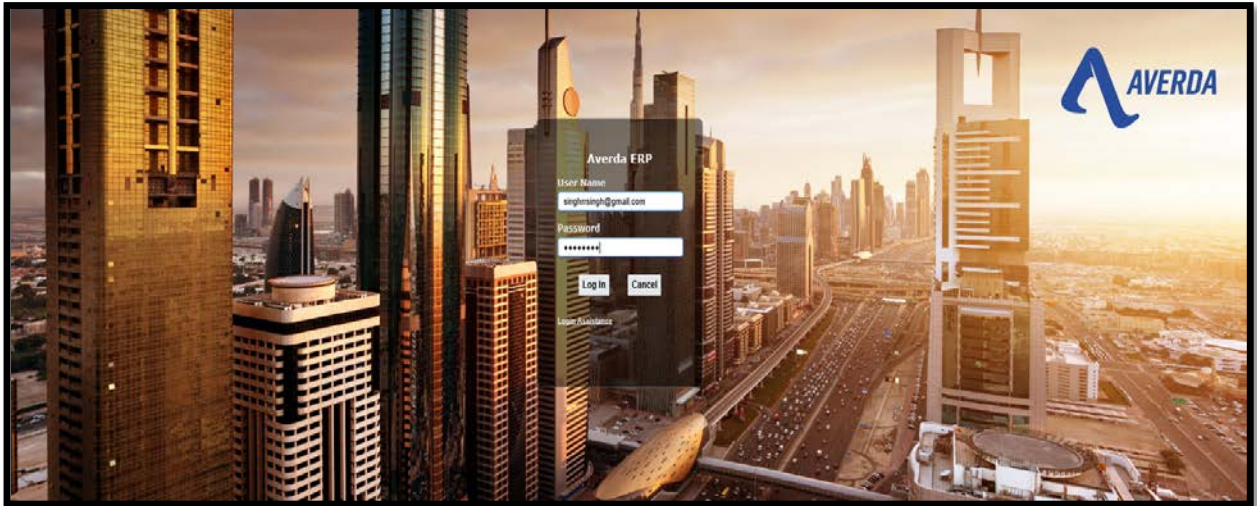
You have been registered at Averda for access to their supplier collaboration network. You can [log on](#) with the username singhsingh@gmail.com and the password **Uj8^632F9**.

When you first log on, you must change your password for security purposes. Contact the [administrator](#) for additional information.

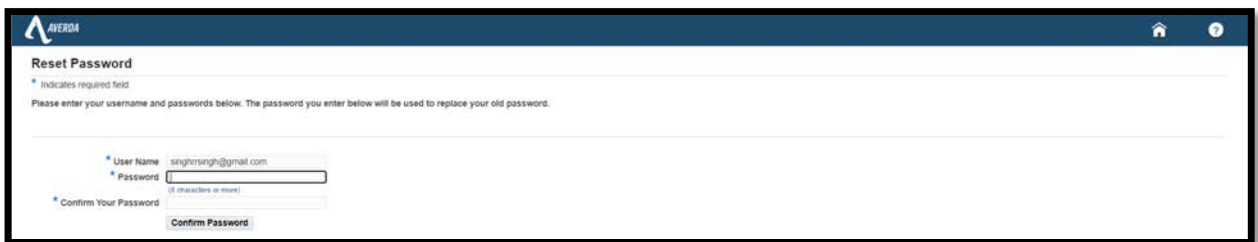
Thank you.



Click [log on](#) to access your profile. Enter the user Id and password mentioned in the email.



Please reset the password by selecting the adequate security keyword in the password



6.2 GETTING STARTED

Home Page

This is the home page, where you can navigate complete functionality by clicking "[Home Page \(Averda iSupplier Portal Supplier Access\).](#)"



1. Access i-supplier responsibility, click 'Averda iSupplier Portal Supplier Access' and then 'Home Page'
2. Home Page – Clicking this will take you to the home page of iSupplier Portal
3. Add to favourites (Star Icon) – Add responsibility on the home page
4. Home (Home Icon) – This takes the user to the home page
5. Worklist (Bell Icon) – Notification to access workflow in a pending action

6.2.1 SUPPLIER HOME

Click Home Page Icon or navigate same from option 1 to access the below screen showcasing an overview of **notification** and PO summary in **Order at Glance**.

Click the blue hyperlink PO number [26526](#) to access the PO details. Purchase orders can be reviewed in detail from the PO number hyperlink highlighting;

1. Supplier details
2. Order value, received value, invoiced value, payment value etc.
3. Details of line including price, quantity, UOM, ship to and bill to details etc

Standard Purchase Order: 18094, 0 (Total AED 1,323.90)

Currency: AED

Actions: Request Changes [v] Go Export

Order Information

General

1. Total: 1,323.90

Supplier: AL FUTTAIM MOTORS COMPANY LLC

Supplier Site: Dubai UAE

Supplier Contact: Address: Dubai Festival Tower, Festival Blvd, Dubai

Buyer: Praseeraj Datta

Order Date: 16-Mar-2021 17:45:14

Description: TOYOTA PARTS

Status: Open

Note to Supplier: Ref No.: 20291968 Deliver to: Averda UAE - Dubai Private

Operating Unit: Averda Environmental Services LLC Dubai

Sourcing Document

Supplier Order Number

Attachments: None

Terms and Conditions

Payment Terms: 90 Days

Carrier: FOB

Freight Terms: DDP

Shipping Control

Ship-To Address

Address: Al Quoz Industrial Area 3, Dubai

Bill-To Address

Address: Al Quoz Industrial Area 3, Street 19, Averda, Dubai, 76775

Summary

2. Total: 1,323.90

Received: 0.00

Invoiced: 0.00

Payment Status: Not Paid

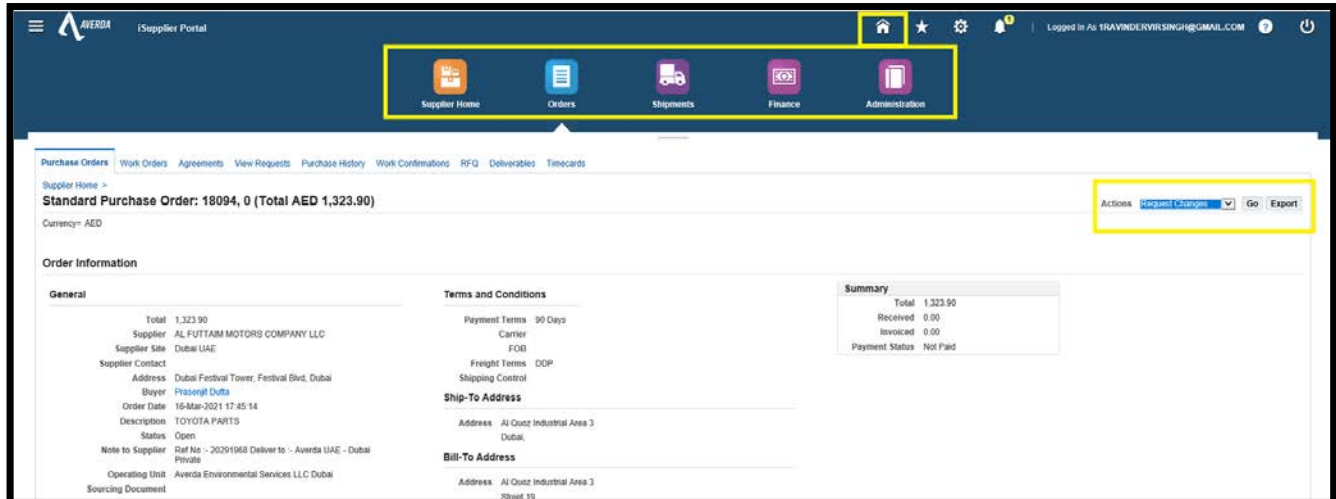
PO Details

3. Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Status	Attachments	Reason
1	Goods	AVS 047202		SEAL, BOOSTER BRAKE (HINO 44621-38050)	PC	2	2.7	5.40 Open		
2	Goods	AVS 060805		BOOSTER BRAKE (ASSY) (TOYOTA/HINO 44610-37171)	PC	1	1318.5	1,318.50 Open		

Click the **home** button to return to the home page. Alternatively, any of the headers to access the respective function.

Additionally, various activities can be accessed by selecting the dropdown option of **Actions**.



6.2.2 ORDERS

1. **Purchase Order** - Click the Orders tab to access the details of all the purchase orders under sub-tab
 - View – All PO purchase orders and purchase orders to acknowledge can be filtered the option
 - Advanced Search - PO search as per PO number, operating entity, or buyer name can be searched respectively.
 - Select Order – Actions like Acknowledgement, Cancellation, and change requests can be performed on selected PO.



- Request Cancellation – Select the PO number and choose the option Request cancellation or change as per requirement

The entire PO or line can be cancelled per the selection highlighted below screenshot.

Enter the rejection reason, click submit, and the message below will appear. PO will be cancelled once confirmed and agreed upon by the buyer.



- 2. Agreement** - Showcase all the BLANKET PO issued by Averda along with item/service details, total limit and validity of the Blanket Purchase Order.

PO Number	Revision	Global Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status	Edit Agreement
16836	6 Yes	BPA FOR HINO PARTS	Blanket Purchase Agreement	Sandeep Manikath Ravi	21-Jul-2020 15:07:36	AED	100,000.00	68,344.05	18-May-2020	31-Dec-2020	Open			
15211	7 No		Blanket Purchase Agreement	Sandeep Manikath Ravi	02-Jun-2020 20:15:01	AED	100,000.00	43,169.00	20-Jul-2019	02-Jun-2020	Open			
21851	8 No	BLANKET PO FOR HINO/TOYOTA	Blanket Purchase Agreement	Sandeep Manikath Ravi	12-Feb-2020 16:40:21	AED	100,000.00	44,693.00	20-Jul-2019	28-Feb-2020	Open			
13031	11 No	HINO & TOYOTA CATALOG ITEMS / SPARE PARTS	Blanket Purchase Agreement	Sandeep Manikath Ravi	30-Jan-2020 11:49:55	AED	100,000.00	38,352.87	01-Feb-2017	30-Jan-2020	Open			
12958	20 No	HINO/TOYOTA PRICELIST VALID TILL END OF SEPT 2018	Blanket Purchase Agreement	Rasheed - Mathikathveetil Kader	24-Jul-2019 16:19:38	AED	250,000.00	85,266.05	31-Jul-2016	24-Jul-2019	Closed			
14343	10 No	BLANKET PO FOR HINO PARTS	Blanket Purchase Agreement	Rasheed - Mathikathveetil Kader	11-Jun-2019 19:57:41	AED	500,000.00	36,624.50	13-Mar-2019	30-Jun-2019	Open			
20221	9 No	BLANKET PO FOR HINO & TOYOTA ITEMS	Blanket Purchase Agreement	Sandeep Manikath Ravi	11-Jun-2019 14:22:59	AED	500,000.00	26,355.25	13-Mar-2019	30-Jun-2019	Open			
17891	14 No	PRICE LIST - HINO/TOYOTA TILL SEPTEMBER 2018	Blanket Purchase Agreement	Muhammed Salim Mammal Valla Parambil	15-Jan-2019 13:51:30	AED	100,000.00	37,276.50	08-Jul-2018	31-Jan-2019	Open			

- 3. View Request** – Any request created by the supplier, like PO amendment, or cancellation, can be viewed here

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
No results found							

- 4. Purchase History** – Provide complete details of the Purchase order same

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
26526	0	Averda Waste Management LLC	Planned order	Sandeep Manikath Ravi	16-Mar-2021 08:34:36		AED	4,229.00	Averda UAE - Abu Dhabi			
19094	0	Averda Environmental Services LLC	TOYOTA PARTS	Prasanth Datta	14-Mar-2021 10:24:56		AED	1,322.99	Averda UAE - Dubai Private			
10086	0	Averda Environmental Services LLC	RADIATOR, COOLING (ASSY) (HINO/TOYOTA 18400-76A31)	Vinod Sharma	10-Mar-2021 17:40:03		AED	1,570.50	Averda UAE - Dubai Private			
10083	0	Averda Environmental Services LLC	FILTER, OIL 3005 (HINO 15613-E0000) ELEMENT, FUEL (HINO 23304-70001)	Anant Prachata	10-Mar-2021 12:35:58		AED	1,665.00	Averda UAE - Dubai Private			
10061	0	Averda Environmental Services LLC	SEAL, OIL REAR WHEEL HUB (HINO SZ319-S7001)	Vinod Sharma	07-Mar-2021 18:05:22		AED	93.00	Averda UAE - Dubai Private			

- Purchase History** – Provide details of RFQ (Request for Quotation) pending at supplier level that can be searched as per number and date

RFQ Number	Description	Creation Date	Response Due By	Contact	Quote Effectivity Start Date	Quote Effectivity End Date	Ship-To Location
No search conducted							

6.2.3 SHIPMENTS

- Delivery Schedules** – Provide details of upcoming deliveries mentioning Promise Date (promised by supplier) & Need by date (Requested by Averda).

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promise Date	Need By Date
Averda Waste Management LLC	26526		ELEMENT, FUEL (HINO 92340-11630)	EACH	11	0	Averda UAE - Al Ain		AVS-031971		AL FUTTAM MOTORS COMPANY LLC	Dubai UAE	25-Mar-2021 04:00:00	
Averda Waste Management LLC	26526		BOLT, HUB (REAR LHS) (HINO 84420-E0010)	PC	14	0	Averda UAE - Al Ain		AVS-997293		AL FUTTAM MOTORS COMPANY LLC	Dubai UAE	07-Jun-2021 04:00:00	
Averda Waste Management LLC	26526		ELEMENT, FUEL (HINO 92340-11630)	EACH	6	0	Averda UAE - Al Ain		AVS-031871		AL FUTTAM MOTORS COMPANY LLC	Dubai UAE	07-Jun-2021 04:00:00	
Averda Waste Management LLC	26526		ELEMENT, FUEL (HINO 92340-11630)	EACH	6	0	Averda UAE - Al Ain		AVS-031871		AL FUTTAM MOTORS COMPANY LLC	Dubai UAE	07-Sep-2021 04:00:00	
Averda Waste Management LLC	26526		ELEMENT, FUEL (HINO 23304-70001)	EACH	12	0	Averda UAE - Al Ain		AVS-030693		AL FUTTAM MOTORS COMPANY LLC	Dubai UAE	23-Mar-2021 10:17:34	
Averda Waste Management LLC	26526		ELEMENT, FUEL (HINO 92340-11630)	EACH	6	0	Averda UAE - Al Ain		AVS-030341		AL FUTTAM MOTORS COMPANY LLC	Dubai UAE	23-Mar-2021 10:17:34	

- 2. Receipt** – To check if an internal stakeholder of Averda receives the PO. If PO is delivered, but the receipt number is unavailable, the same shall be escalated to the usual contact person in Averda.

View Receipts

Simple Search

Receipt Number
PO Number
Release Number
Shipment Number
Shipped Date

Organization
Item Number
Supplier Item
Item Description
Receipt Location

Go Clear

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
9887	07-Jan-2015 17:21:37	Averda Abu Dhabi Inventory Org								8261-7	96020857	
989	23-Oct-2012 19:07:11	Averda International FZ LLC								1123	814763	
9929	29-Dec-2014 16:07:15	Averda Abu Dhabi Inventory Org								8261-6	95967441	
9882	23-Dec-2014 16:36:22	Averda Abu Dhabi Inventory Org								8261-5	95859055	
9874	23-Dec-2014 13:05:54	Averda Abu Dhabi Inventory Org								8261-5	95859055	
9886	15-Dec-2014 13:22:06	Averda Abu Dhabi Inventory Org								8261-4	95798263	
9923	10-Dec-2014 13:05:00	Averda Abu Dhabi Inventory Org								8261-5	95859055	
988	08-Mar-2012 13:15:44	Averda Abu Dhabi Inventory Org								872	198294	
9787	21-Dec-2016 16:19:28	AES Inventory Org								9896	962823789	

- 3. Return** – To check the status of any return created by Averda

Returns Summary

Simple Search

Note that the search is case insensitive

Organization
Receipt Number
Shipment Number
RMA Number
Item
Supplier Item
Item Description

Go Clear

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
No search conducted														

6.2.4 FINANCE

- 1. View Invoices** – The screen can be accessed to check the invoice status in the Averda system. Any dispute can be raised with to finance department

View Invoices

Advanced Search

Match: All Any

Invoice Number
Invoice Date
PO Number
Payment Number

Go Clear Add Another Amount Due Add

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	Attachments	Discount Date	Available Discount
912301008	19-Mar-2021	Standard	AED	2,159.33	2,159.33 Approved		Not Paid			17-Jun-2021 04:00:00	17906	23719				
912343000	14-Mar-2021	Standard	AED	1,649.63	1,649.63 Approved		Not Paid			12-Jun-2021 04:00:00	18006	23675				
912343211	14-Mar-2021	Standard	AED	2,923.29	2,923.29 Approved		Not Paid			12-Jun-2021 04:00:00		11760				
ADVANCE/11-MAR-2021	11-Mar-2021	Prepayment	AED	8,644.04	8,644.04 Approved		Paid			11-MAR-2021 04:00:00	151426					
912319516	10-Mar-2021	Standard	AED	4,107.60	4,107.60 Approved		Not Paid			08-Jun-2021 04:00:00	25344	11742				
912319518	10-Mar-2021	Standard	AED	136.66	136.66 Approved		Not Paid			08-Jun-2021 04:00:00	25355	27519				
912319517	10-Mar-2021	Standard	AED	779.10	779.10 Approved		Not Paid			08-Jun-2021 04:00:00	26557	11741				
912310874	09-Mar-2021	Standard	AED	98.28	98.28 Approved		Not Paid			07-Jun-2021 04:00:00	16961	23618				

Clicking the blue hyperlink invoice number will drill down to the below page showcasing details of invoice status

Standard Invoice: 912381508 (Total AED 2,159.33)

Currency: AED

General

Invoice Date: 19-Mar-2021
Status: Approved
On Hold: ☐
Batch: ☐
Attachments:

Supplier: AL FUTTAM MOTORS COMPANY LLC
Supplier Site: Dubai UAE
Address: Dubai Festival Tower, Festival Blvd, Dubai

Amount Summary

Item	2,058.58
Freight	0.00
Miscellaneous	0.00
Tax	162.83
Prepayment	0.00
Retentionage	0.00
Withholding Tax	0.00
Total	2,159.33

Payment Information

Paid	0.00
Discount Taken	0.00
Due	2,159.33
Status	Not Paid
Payment Date	
Term	90 Days

Invoice Lines

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retentionage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt	Prepayment Amortisation	Cost Centre	Project	Account number	Units of consumption of Water in Litres	Units of consumption of Electricity in Kilowatt Hours
1	Item	CLUTCH DISC ASSEMBLY (380) (TOYOTARINO 31250-37179 / 31250-37171)	3	PC	477.00		1,431.00	0.00	Approved	17586	1	1	Qasim Jangra	23719						
2	Item	BEARING RELEASE (380) (RHO 31250-36200)	3	PC	153.00		459.00	0.00	Approved	17586	2	1	Qasim Jangra	23719						
3	Item	CYLINDER MASTER CLUTCH (TOYOTARINO 31420-37142)	1	PC	166.50		166.50	0.00	Approved	17586	3	1	Qasim Jangra	23719						

- 2. View Payments** – The supplier can check the payment details directly per the PO and invoice number.

View Payments

Simple Search

Note that the search is case insensitive

Payment Number:
Invoice Number:
PO Number: (example: 1234)
Release Number: (example: 1234.2)

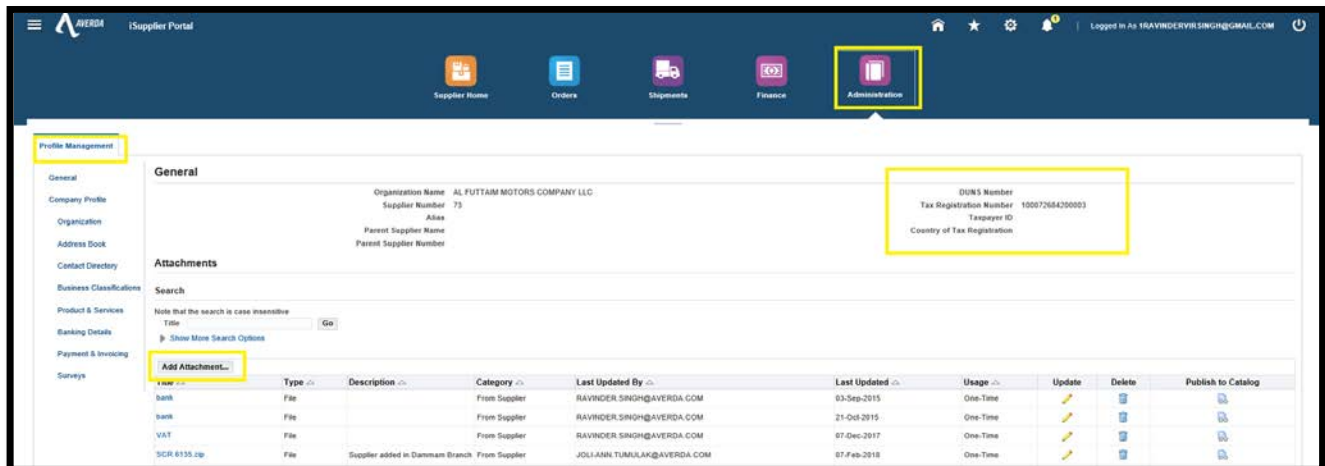
Status:
Payment Amount From: (27-Mar-2021) To:

Payment	Remit to Supplier	Remit to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
151616			18-Mar-2021	AED	2,879.10	Wire	Cleared	28-Mar-2021	Mahesh AED 018493129181	911724711	Multiple
151426			18-Mar-2021	AED	2,878.85	Wire	Cleared	18-Mar-2021	AVERDA ENVIRONMENTAL SERVICES LLC	Multiple	Multiple
151426			11-Mar-2021	AED	22,417.50	Wire	Regtable	11-Mar-2021	AVERDA WASTE MANAGEMENT LLC-8008	Multiple	Multiple
150981			21-Feb-2021	AED	2,487.45	Wire	Cleared	22-Feb-2021	AVERDA ENVIRONMENTAL SERVICES LLC	Multiple	Multiple
150982			21-Feb-2021	AED	300.04	Wire	Cleared	22-Feb-2021	AVERDA ENVIRONMENTAL SERVICES LLC	911560637	17529
150983			09-Feb-2021	AED	786.72	Wire	Cleared	11-Feb-2021	AVERDA ENVIRONMENTAL SERVICES LLC	Multiple	Multiple
150945			13-Jan-2021	AED	1,689.19	Wire	Cleared	14-Jan-2021	AVERDA ENVIRONMENTAL SERVICES LLC	Multiple	Multiple
149772			19-Jan-2021	AED	3,849.30	Wire	Cleared	11-Jan-2021	AVERDA WASTE MANAGEMENT LLC-8008	Multiple	Multiple
149717			07-Jan-2021	AED	1,689.19	Wire	Voided	13-Jan-2021	AVERDA ENVIRONMENTAL SERVICES LLC	Multiple	Multiple
149716			07-Jan-2021	AED	1,633.28	Wire	Cleared	09-Jan-2021	AVERDA ENVIRONMENTAL SERVICES LLC	Multiple	Multiple
148246			18-Nov-2020	AED	349.45	Wire	Cleared	22-Nov-2020	AVERDA ENVIRONMENTAL SERVICES LLC	910828732	17183
148045			18-Nov-2020	AED	349.45	Wire	Cleared	22-Nov-2020	AVERDA ENVIRONMENTAL SERVICES LLC	Multiple	Multiple

6.2.5 ADMINISTRATION

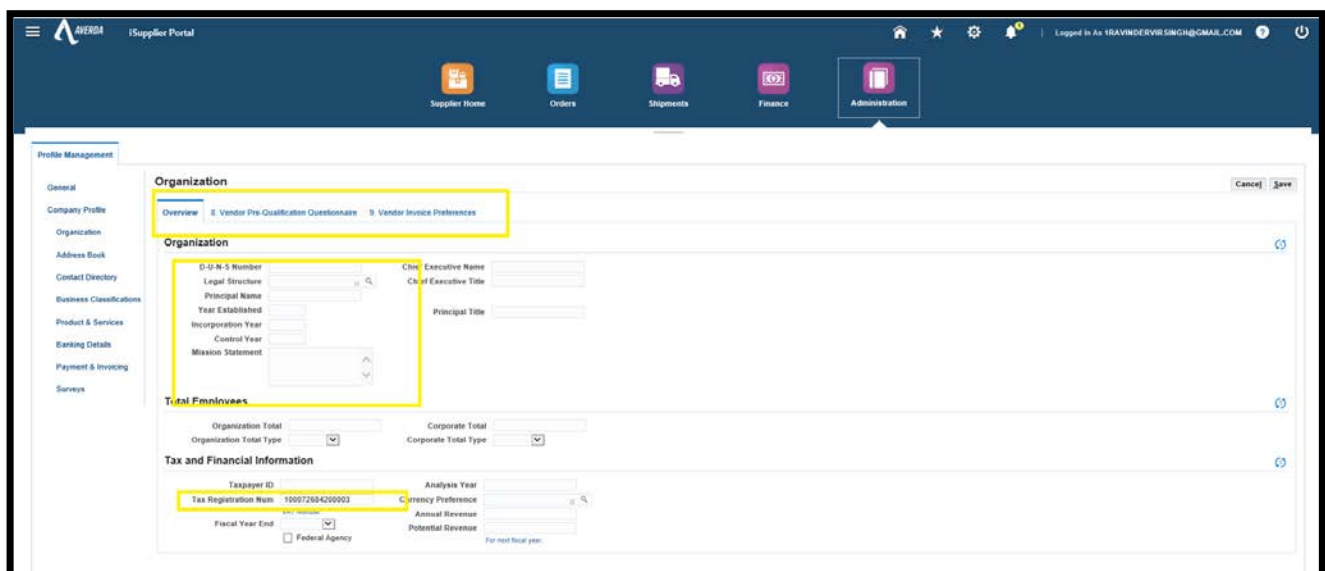
Registered iSupplier users can maintain updated profile information directly through the Portal. Changes to address, contact, product, and business classification information can be submitted for review and approval by Averda purchasing administration.

- 1. General** – Contain the primary supplier name and Averda ID assigned for the title along with VAT details and document attached as proof. Any updated document can be attached by clicking "**Add Attachment**" button highlighted in the yellow box



2. Organisation – Supplier can update VAT document and details highlighted in yellow.

All suppliers who have not submitted the pre-qualification have to click **8—vendor Pre-Qualification Questionnaire** to complete the pre-qualification.



Click **8. Vendor Pre-Qualification Questionnaire** and declare all the questions asked if they are not already submitted during registration.

All suppliers' responses can be validated by Averda at any time, asking for relevant proof.

****Please note –**

- Questions marked * are mandatory to declare.
- Responses, once Saved, cannot be edited
- Upon submission, a PDF copy will be sent to the supplier with all declaration that needs to be attested by the supplier.

Click **9. Vendor Invoice Preferences** to enter invoice currency, payment terms, remittance email preference

3. Address Book

Address book includes the address details of all the sites of the supplier. New address can be created by clicking create button

Address Name	Address Details	Country	Update	Remove
ABU DHABI	Po. Box 555, MOUSSAFAH	United Arab Emirates		
Dubai UAE	Dubai Festival Tower, Festival Bht, Dubai	United Arab Emirates		
SHARJAH1	AL WAHDA, PO BOX 5819, AL WAHDA ROAD, INDUSTRIAL AREA 4	United Arab Emirates		

Click the icon to update the existing address. Once updated, click save, and the address will be submitted for approval.

Below is a screenshot showcasing the details saved by the supplier in the system.

Address Name	Address Details	Country	Update	Remove
ABU DHABI	TEST ADDRESS TEST ADDRESS 30000	United Arab Emirates		

4. **Contact Details** – Contact details include all the details of the supplier, which can have a user account for Oracle.

Supplier can create or edit the existing contact details and provide the user account if required.

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
RAVINDER	TEST	AL FUTTAM MOTORS COMPANY LLC		www.ravindersingh@gmail.com	Current			

Create Contact – Click the create button and add the contact's name, email, and phone number.

Check the **"Create User Account for this Contact"** in case an Oracle account is required for the email, and assign the responsibility as per requirement

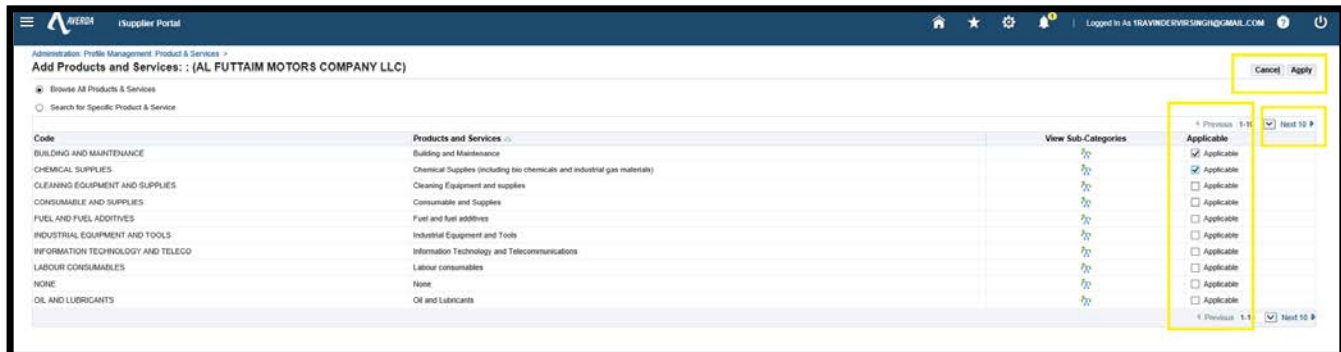
- Sourcing Supplier – User can create and respond to quotes asked by Averda
- Isupplier – User can access all the details PO, invoice and supplier

- 5. Business Classification** – this tab signifies the legal documents submitted by the supplier to remain a registered supplier in the company.
- Certification – This need to be checked to verify that all details provided are best for supplier knowledge
 - Select multiple classifications (by checking the Applicable button) from the available option and enter the "**Certificate number**", "**Certificate issuing agency**", and "**Expiry date**."
 - Click Save

- 6. Product and Services** – Define the nature of business supplier deals. Click Add to add a new category.

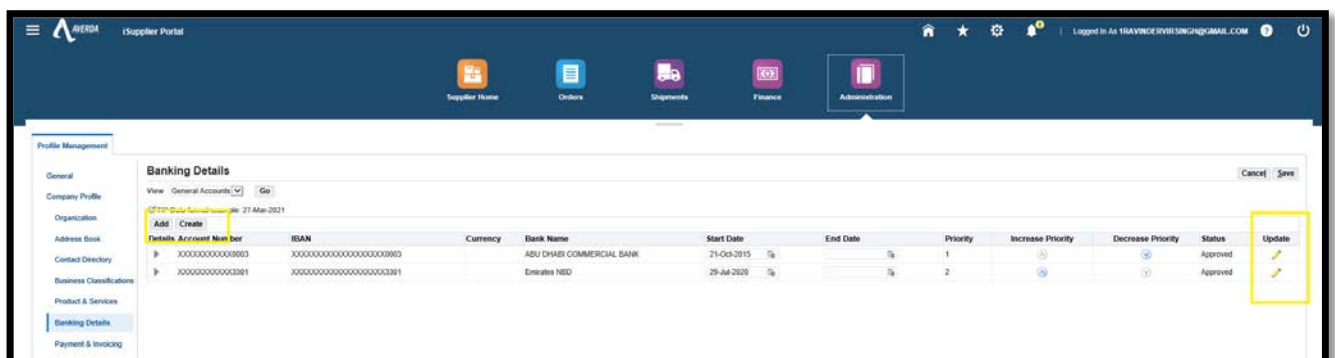
Select the relevant category for the available option and click Apply.

Note – Click Next to access the next page and more category options



- 7. Banking Details** – Bank account in which the supplier will be paid. A supplier can create multiple bank accounts as per currency or requirement. Averda Finance will ensure that the available bank account matches the account mentioned in the invoice copy.

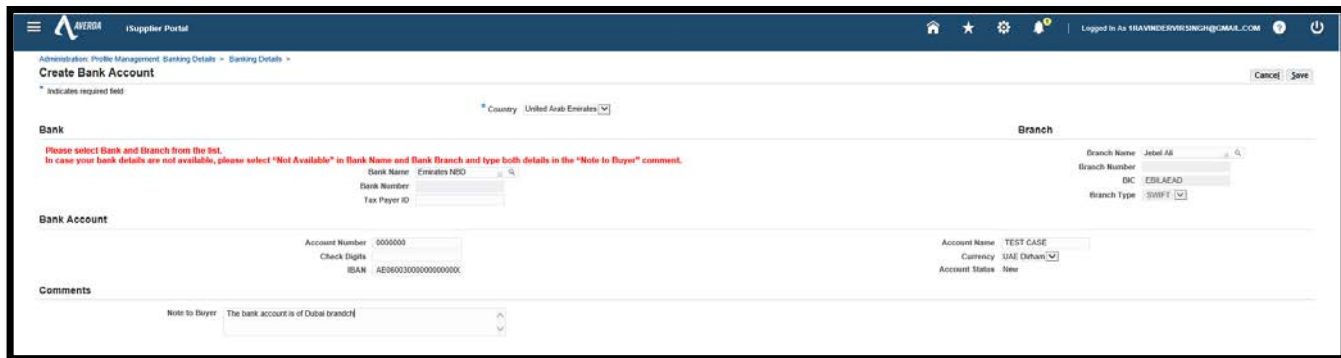
Existing account can be updated by clicking the icon, or a new one can be created by clicking create button



Click create for a new account

- Country – Country of bank details
- Bank Name - Bank name from the available value. Click % to access the list of values. If bank details are unavailable, please select "Not Available" and mention the bank details in 'Note to buyer'.
- Branch Name - Branch name from the available value. Click % to access the list of the value of the SWIFT code. If SWIFT details are unavailable, please select "Not Available" and mention the bank details in Note to buyer.
- Account Number – Account number as per bank information
- IBAN – Complete IBAN
- Account Name – Beneficiary name as per bank records
- Currency – Bank account currency. Please always note that generate invoices in the same currency to avoid conversion charges
- Note to buyer – If bank details and SWIFT details are not available, please specify in the 'Note to buyer'

Click Save after entering all the details



7. HELP AND SUPPORT

- The Supplier Help Desk is your first point of contact and will support you with queries relating to:
 - Updating company information such as bank account details, email addresses and contact details
 - Resetting passwords in iSupplier
 - Averda purchase orders, payment queries and much more.

The Supplier Help Desk is available Monday through Friday, 9 am to 6 pm, UAE Time

Phone: +971 4 4497500 Ext. 25649

Vendor Support: vendorsupport@averda.com