WELCOME TO AVERDA

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:
 - o Purchase Order History
 - o Returns
 - o 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 $\underline{\textbf{Next}}$ after filling in all the above details

AVERDA iSupplier Portal			Close
Basic Information	Company Details	Additional Information	Attachments
Prospective Supplier Registration			Step 1 of 4 Next
* Indicates required field			
I-Supplier is a web-based vendor management solution that allows structure	ed communication through a secure int	ternet-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 payments Track complete lifecycle of PO Please click HERE for accessing detailed guide of registration process and fi	inctioning 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 🔄 🙀		
	Where provided, the tax country will be used to validate the form	at of the Tax Registration Number and/or Taxpayer (D)	
* Tax Registered?			
* Tax Registration Number	1000022200220		
Registration Document Number	123330 Private Company V		
	rivate company		
2. Contact Information			
Please provide contact details here. If the Registration is Approved, this E-mail will be your User ID to acce	ss Averda's Supplier Collaboration Network.		
* Email	r564668366@gmail.com		
* First Name			
* Last Name			
* Phone Country Code			
	for example, 971 for UAE (Without 00 or +)		
Phone Number			
Phone Extension			
Website	www.ravindervirsingh.com		
	References the Fire Fire Comparison of the		



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

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

At least one entry is require	C.6.4.1.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2								
Please dick "Create" but Create	ton to add the address details								
Address Name			Address Details			Purpose		Update	Delete
to results found.			Page 633 Counts			, alboat		opula	244610
Contact Directory									
At least one entry is require									
	"Create" button to add the additional	contact details							
Create Inst Name	Last Name 🔿		Phone	Email			Requires User Account		Update Delete
arst Norme Lavinder			971-555555555		hannad a san		/~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Update Delete
Lävinger	Singh		9/1-000000000	Singhrsingh10	pgmail.com		*		-
Legal Document T	/pes								
At least one selection is reg	ared.								
	ment that will be submitted along with	submission	Lastanta	Marcally Trees	Certificate Number	0.00		Expiration Date	
ocument Type			Applicable	Minority Type	Certificate Number	Certify	ing Agency	Expiration Date	
ontract Copy									76
ST									19
ne Time Service									4
ICCM									5
legistration Certificate									8
as Document (VAT, ICE, NI	J, PAN,W9, etc)								76
rade License			0						4
STIP Date format example	24-Sep-2020								
Products and Serv	ices								
At least one entry is require Please click "Create" but	ton to select atleast one product or se	ervice offered							
Create									
Code	Products and Services Deleter						Delete		
to results found.									
. Banking Details									
in case your bank details	t ton to add the bank details, are not available, please select "Not /	Available" in Bank M	lame and Bank Branch and type both	details in the "Note to Buyer" of	omment				
Create									
Bank Account Number	(Currency	Bank Account Name	Bank	Name Bank Nu	nber Branch	Name Branch Num	iber	Update Remove

3. Business Address Consist

a. 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.

- b. Country Tax registered Country
- c. Address Complete Address without special Character
- d. City Name of the City
- e. Postal Code Postal Code, if available
- f. Phone Country Code ISD code of the Country. Example 971 for UAE
- g. Phone Number Complete phone number with ISD number
- h. Mobile Country Code ISD code of the Country. Example 971 for UAE
- i. Mobile Number Complete phone number with ISD number
- j. 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



AVERDA ISupplier Portal			E Close
reate Address			Cancel
ndicates required field			
	* Address Name		
	Country	ed Arab Emirates	
	* Address	set 2 Business Bay, Sheikh Zayod Road	
	* City/Town/Locality	air an	
	* Postal Code	60	
	* Phone Country Code		
	* Phone Number	sample: 871 No UAS (Without 00 or 4)	
	* Mobile Country Code		
	Mobile Number		
	* Parchase Order Delivery E-mail		

4. **<u>Contact details</u>** are already created on the first page; please click <u>create</u> to add additional

information if required or click the \checkmark icon to update the existing details.

4. Contact Directo	ry					
At least one entry is req If Required, Please ch Create	ured ck. "Create" button to add the additional c	ontact details				
First Name	Last Name 🗠	Phone	Email	Requires User Account	Update	Delete
Bavinder	888	971-554656666	singhrtsingha@omail.com		1 A A A A A A A A A A A A A A A A A A A	

5. <u>Legal Document Type</u> - 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.

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)		123434	Dubal Government	10-Mar-2021 15:48:39 fa
Contract Copy	0			
Goods & Service Tax Certificate (OST)	0			16
One Time Service	0			Te.
RCCM (For Congo)	0			9
Registration Certificate	0			16
Tax Document (VAT, ICE, NIU, PAN,W9, etc)	0			· · · · · · · · · · · · · · · · · · ·

6. Product and Services

Click <u>Create</u> and select the appropriate product or services offered to Averda.

6. Pro	ducts and Services
	t one entry is required. e click "Create" button to select atleast one product or service offered
Create	3
Code	

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

Add Products and Services: : (RAVINDER TEST 7)			Cancel Appl
Browse All Products & Services			
Seach for Specific Code and Product			
			Previous 10 11-20 💌 Next 10
Code	Products and Services	View Sub-Categories	Applicable
SERVICES. CONSULTANCY - PROFESSIONALS	Services. Consultancy for Business Professionals and Administrative	\$r	8
SERVICES: EDUCATION AND TRAINING	Services: Education and Training	he h	8
SERVICES ENGINEERING AND RESEARCH	Services. Engineering and Research and Technology	70	
SERVICES: ENVIRONMENTAL	Services. Environmental	<u>ðe</u>	
SERVICES HEALTHCARE	Services Heathcare	h	
JERVICES INSURANCE	Services: Insurance	20	
SERVICES: LABORATORY TESTING	Services: Laboratory Texting	he	
SERVICES: MARKETING AND ADVERTISING	Services Marketing and Advertising	10	
ERVICES PUBLIC UTILITIES	Services: Public Utilities and Public Sector Related Services	10	
ERVICES RENTALS	Services: Rettain	10	



 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

Banking Details	
t least one entry is required. 'lease click "Create" button to add the bank details. n 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" com	iment
Create	

od Products and Services: (RAVMDER TEST 7) + Create Bank Account	Cancel A
Indicates required field	
Country United Arab Environment	
Jank	Branch
Please select Dank and Dranch from the Bat.	Branch Name NOT AVARABLE Q
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 INOT AVALABLE %	Branch Number
Ban Name Rul I WALADLE	BIC/SWIFT Code
Tan Payer ID	Branch Type SWIFT 💟
lank Account	
Account Number 1234587889	Deneticiary Name RAVINDER TEST 7
IFSC Code	* Currency UAE Deham 🔽
18AM	
omments	
Note to Buyer Bank Name - First Abu Chaol Bank SWFT - HILLOAL/AAUD	

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

- 8. <u>Vendor Pre-Qualification Questionnaire</u> Everything declared under the pre-qualification can be audited with documented proof at any point in the supplier evaluation process.
 - **Operations and Administration**

AVERDA Supplier Portal			Close
0			
Easic Information	Ce	Additional information	Attachervents
pplier Profile Attributes			Save For Later Back Step 3 of 4 No
ndicates required field			
Vendor Pre-Qualification Questic	nnaire		
perations and Administration			
	* Number of Years in Business	7	
		Number of years that your Company has been in the Business?	
	Number of Employees	1500	
	Maximum Codes Makes	How many employees are permanently employed at your Company? 4009 USD	
	Maximum Order Value	Please state the maximum order value that your Company received and fully executed within the committed time period, during	
		the past 5 years	
	Geganization Structure	No 🗸	
	* Business in South East Asia, Middle East and Africa region	Does your company have a general organization structure?	
	Internets in South East Asia, Middle East and Atrica region	Has your Company conducted business in South East Asia, Middle East and Africa region?	
	List of Countries	UAE	
		Gatar	
		Saudi Arabia	
		If selecting Yes above, please specify the Countries	
	Other Countries		
		Other Countries in which you have a Business set-up or Supply Operations?	
	Transaction History		
		Has your company worked with Averda or any of its subsidiaries before?	
	Details of Transactions		
		the second se	
		Please provide details of transactions if selecting Yes above	
	* Business Continuity Plan	No v Is your company able to operate effectively when key locations are closed?	
		is your company also to operate executively when key tocations all Clobed?	



Finance



• Legal



* 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 socurities laws/regulations?
Details	
* Litigations Declaration	Please provide full details if selecting Yes above 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	proceedings reading to contract activity / conduct (including subcontracts)
* Judicial Declaration	Please provide full details if selecting Yes above Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against your company or any of
Details	Are united any populations, cauries, accounted proceedings, or sures perioding or oursamolegy equations your company or any or Is current or former owners, partners or officers? :
* Suscended Trade License	Please provide full details if selecting Yes above
Details	Have any of your trade licenses been suspended within the last 5 years?
	Please provide full details if selecting Yes above
* Assessment of Company Details	X any time in the last 5 years has your Company been assessed and have had to pay liquidated damages after completion of the project?
(LUS) (*5)	
	Please provide full details if selecting Yes above



Ethics and Compliance





Insurance & Disputes





Contract Termination History? Details	Please provide Justification if selecting Yes above.
* Disputes with AVERDA * Risk of Biocklisting Justification	If selecting Yes above, Please provide details of when and why the contract is terminated. Is your company in dispute with AVERDA, its Associated Businesses or its Joint Venture Partners? Is there any risk of your Company being Blacklisted by any Country or Government Organization?
	Please provide Justification if selecting Yes above:

Occupational Health, Safety Management System (OHSMS)

OHS Policy Declaration	v
	Does your company have a documented OHS Policy to protect Employees, Visitors, Suppliers/ sub-contractors?
CHSMS 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	v
	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	
100 C	Please provide Justification on disclosure of latest 3-year report
Safety Induction Declaration	×
	Does your company have Safety induction and continues development fraining program for Employees?
Notices from Authorities Declaration	V
	Has your company received any notices/breaches from any safety authority or other authorities / organisations during the last two years?
HSE Award Declaration	v
	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 * EMS Declaration * Certified documented EMS Declaration	Does your company operate a formal Environmental Policy? Does your company have an Environment Management System? If yes ensure readiness to provide documented evidence (e.g. manual, Aspects Impact registers, Plans, etc

Quality Management System (QMS)

Quality Management System (QMS)	
Guality Policy Declaration	Does your company operate a formal Environmental Policy?
Quality Management System Declaration	
QMS Certification Declaration	
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
- 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

Invoice Management	Remittance Delivery Email	e Currency in which the Invoice will be submitted mail for Remittance Delivery	* Pryment Terms requested by Suppler	
				Eave For Later Eave The 3 of 4 Negl

- 9. <u>Attachment</u> Last page is to attach the document
 - a. All Documents checked in section "5. <u>Legal Document Types</u>" 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

Add Attachment								
tle 🗠	Type 🗠	Description 🗠	Category 🗠	Last Updated By 👄	Last Updated 🗠	Usage 🗠	Update	Delete
	Fée		Commercial License (TraderIndustrial/Professional)	GUEST	10-Dec-2020	One-Time	1	
k Detals	File		Bank Details Proof	QUEST	10-Dec-2020	One-Time	1	12
 Accepts that Agrees to co Fully unders 	EAverda and its Asso ommence supply of p stands and agrees th	ciated Businesses have no obligation of service or works ONLY	ential of the organization and that the information furnished in this document and the attacht ion to avaite burness or Control any floatiness commitment. upon receipt of Plurchase order or Agreement authorized by Averda Procurement Deputition in, non-compliance or a contict of Business Interest related to this declaration can lead to per from Debox III-b.					

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

ANERGA iSupplier Portal			2 Close	- r-
Add Products and Services (RAVINDER TEST 7) + Cos Add Attachment	ata Bank Account >		Cancel Add Another	Apply
Attachment Summary Information				
Descript	itie Bark Details Proof ory Bark Details Proof	*		
Define Attachment				
Type 😰 File [Ö Ümentensiss	er singh DreDrive - Avente Desktop Ad	Browse		

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 <u>log</u> on with the username <u>singhsingh@gmail.com</u> and the password **Uj8^632F9**.

When you first log on, you must change your password for security purposes. Contact the <u>administrator</u> 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

NIEROA	â	0
Reset Password		
Indicates required field		
Rese enter your username and passwords below. The password you enter below will be used to replace your old password.		
User Name supprrughj@gmal.com * Password [/ chapters or move: * Contine Your Password		
Confirm Password		

6.2 GETTING STARTED

Home Page

This is the home page, where you can navigate complete functionality by clicking <u>"Home Page (Averda iSupplier Portal Supplier Access)."</u>

E-Business Suite	 Logged in As R554668356@GMAIL.COM U
Averda ISuppler Pottal Suppler Access Add to Favorites	4 3 5
Home Page 3	

- 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**.

	Supplier Home	Orders Shipments Filtance	Administration
Search PO Numbe	r 🗸 Co		
Notificatio	ns		Planning
		Full List	Orders
Subject		Date	Agreements
	laboration Network: Confirmation of Registrati	11-Apt-2021 12:49:19	Purchase Orders
			Purchase History
12			Shipments
Orders At	A Glance		Delivery Schedules
		Full List	Overdue Receipts
PO Number	Description	Order Date	Advance Shipment Notices
26526	Planned order	18-Mar-2021 16:50:09	Receipts
18094	TOYOTA PARTS	16-Mar-2021 17:45:14	
26405-1	Planned Order	14-Mar-2021 12:21:14	Receipts
26405	Planned Order	11-Mar-2021 17:41:47	Returns
18086	RADIATOR, COOLING (ASSY) (HINO/TOYOTA 16400-78A31)	11-Mar-2021 17 19:50	On-Time Performance
			Invoices
Chinmont	s At A Glance		Invoices
			Payments
and ampinette		Full List	

Click the blue hyperlink PO number <u>26526</u> 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

				Supplier Home	Orders	Shipments	Finance	Adminis]] stration				
Supplier Home >	chase O		oestr Purchase History Woo	k Confirmations RFQ Delin	erables Timecards						Act	ions Request Changes	V Ga
General 1 S Suppl Note Opp Sourcing Supplier Ord	Total Supplier applier Site ler Contact Address Burger Order Date Description Status to Supplier erating Unit Document	Dubai Festival Tower, Fer Prosergit Dutta 16-Mar-2021 17:45:14 TOYOTA PARTS Open Ref No - 2029 1968 Doliw Private Averda Environmental Se	stval Blvd, Dubel or 1o :- Avendu UAE - Dubai	Ca Freight I Shipping Co Ship-To Addre Address Al Bill-To Addres Address Al Address Al Sa	erms 90 Days nnier FOB erms DDP httrol \$\$ Quoz Industnal Area 3 staal,		2	Rece	Total 1,323 ived 0.00 iabus Not P				
Show All Details He Details Line A	te All Details Type	Item/Job	Supplier Item	Description				UOM	Qty	Price	Amount Status	Attachments	Reason
þ 1	Goods	AV8-047202		SEAL, BOOSTER BRAKE	E (HINO 44621-36050)			PG	2	2.7	5.40 Open		
▶ 2	Goods	AVS-060805		BOOSTER, BRAKE (ASS				PG	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**.

≡ A NERDA iSupp®	er Portal					n \star 🌣	🔎 Logge	I In As 1RAVINDERVIRSINGH@GMAIL	сом 📀	С С
		Supplier Home	Orders	Shipments	Finance	Administration				
Suppler Home > Standard Purchase O	Agreements Vew Requests Purchase History Wor rder: 18094, 0 (Total AED 1,323.90)	rk Confirmations RFQ Deliverables	: Timecards					Actions (Registed Carroyse)	v Go Exp	ort
Currency= AED Order Information General		Terms and Conditio	03			Summary Total 1.323.90				-
Supplier Supplier Site Supplier Contact Address Buyer	Dubai Festival Tower; Festival Blvd, Dubai Prasenjit Dutta	Payment Terms Carrier FOB Freight Terms Shipping Control Ship-To Address				Received 0.00 Invoiced 0.00 Payment Status Not Paid				
Description Status Note to Supplier	16-Mar-9221 17:45:14 TOYOTA PARTS Open Ref Mo : 20291968 Deliver to : Averda UAE - Dubai Physite Averda Environmental Services LLC Dubai	Address Al Quog I Dobal, Bill-To Address Address Al Quog I Shud 10	Industrial Area 3							

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.

Advanced Search	(
Structly parameters and y	calues to filter the d	I that is displayed in your results set.	Views
Watch 🖲 All 🔿 A			
PO Number	13	×	
Document Type	15		
Order Date	is	V (27-58ar-3021) %	
Buyer	10		
	Go Clear	Add Another Acknowledgement Status 🔽 Add	



A vero	M iSu	ppiler Portal		Suppler Home	Cröers	Shipments Financi		★ 🌣	¢ ⁰	Log	iged in As 1RAVINDERV	IRSINGH@GMAI	LCOM ?	
Purchase Orders Purchase (ders Agreements View Requests Pur	rchase History Work Co	nfirmations RFQ Deli	verables Timecards							Multiple P	O Change Exp	ort
Views												-		
View MP													Advanced Searc	
View AP	Acknowled	ge Request Cancellation Request				Order Date 🕰	Rover	Curren	ry Amount 1	Status	Channe Reminest State	4 Provines	1-25 💟 Ned ;	25 0
View AP	Acknowled	ge Request Cancellation Request		Description		Crider Date 44.	Buyer 9 Sandeep Manikiath Ravi	Current	cy Amount ! 4,229.00 (Change Request Stat	4 Provines	1-25 💟 Ned ;	25 4
View AFR	Acknowled	ge Request Cancellation Request	Planned Purchase Order	Description			9 Sandeep Manikkath Ravi			Open	Change Request Stat	4 Provines	1-25 💟 Ned ;	25
View Al Pa Select Order:	Acknowled 0 0	ge Request Cancellation Request Operating Unix Averda Waste Management LLC Averda Environmental Services LLC Dubai	Planned Purchase Order Standard PO	Planned order		18-Mar-2021 16:50:05 16-Mar-2021 17:45:14	9 Sandeep Manikkath Ravi	AED	4,229.00	Open Open	Change Request Stat	4 Provines	1-25 💟 Ned ;	25
View AF	Acknowled 0 0 0 0 0	ge Request Cancellation Request Openaning Usin Averda Watle Management LLC Averda Environmental Services LLC Dubal Averda Wazle Management LLC	Planned Purchase Order Standard PO	Planned Order Planned Order		10-Mar-2021 16:50.09 16-Mar-2021 17:45:17 14-Mar-2021 12:21 14	9 Sandeep Manikkath Ravi 4 Prasenjit Dutta	AED AED	4,229.00 (1,323.90 (Open Open Open	Change Request Stat	4 Provines	1-25 💟 Ned ;	25

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

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirma	dions RFQ Deliverables Timecards			
Purchase Orders				Multiple PO Change Export
Advanced Search				
Specify parameters and values to titler the data that is displayed in your results set. Match $ \bullet $ All $ \bigcirc $ Any				Views
PO Number is (V) Document Type is (V) Order Date is (V) (27-Mar-2021) (5)				
Buyer is () a Q. Go Clear Add Another Acknowledgement Status () Ar				
Select Order: Acknowledge Request Cancellation Request Changes View Change No				4 Previous 1-25 💌 Next 25 Þ
PO Number 🔿 Rev Operating Unit Document Type Des	cription Orde	r Date 🚓 Buyer Ci	urrency Amount Status	Change Request Status Acknowledge By Attachments
O 26526 0 Averda Waste Management LLC Planned Purchase Order Plan	ned order 18-M	ar-2021 16:50:09 Sandeep Manikkalh Ravi Al	1D 4,229.00 Open	
18094 0 Averda Environmental Services LLC Dubai Standard PO TOY	OTA PARTS 16-M	ar-2021 17:45:14 Prasonit Dulta AL	ID 1,323.90 Open	
26405-1 0 Averda Waste Management LLC Planned Release Plan	ned Order 14-M	ar-2021 12:21:14 Ahmad Ait Awan Awan Al	ID 9,493.00 Open	

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

quest Cancellation for Standard Purchas	e Order : 18094,0 (Total AED 1,323.90)							Cancel Sav	e Submit Export Action	s Cancel Entre On	rder 🔽
rency=AED											un (14, 05, 09, 1994)	002000000
Order Information												
General Information		Terms and Conditions					Related Infor	mation				
Total 1.323.90 Supplier AL FUTTAM MOTORS CON Supplier Site Dubin UAE Address Dubai Festival Tower, Festiv Buyer Prawing Duta Order Date 16.44ar.2021 17.4514		Payment Terms 90 Days Carrier FOB Freight Terms 0DP Shipping Control Ship-To Address					Invoices Paymente					
Description TOYOTA PARTS Status Open Note to Supplier Ref No - 20201968 Deliver t Private Sourcing Document	o : - Averda UAE - Dubai	Address Al Quez Industrial Are Duba, Bill-To Address	a 3									
Organization Avenda Environmental Servic Supplier Order Number Attachments None	es LLC Dubai	Addrees Al Quoz Industrial Are Street 19 Avenda Dubai, 76775	a 3									
Details												
5 TIP You can cancel the entire order or specific lines. 5 TIP Click on the Show link to view shipment details of a line. how A3 Hide A8												
	pplier Item Descriptio		UOM	Qty	Price	Amount Note to Supplier	Contractor Name		Global Agreement	Supplier Config ID	Attachments	Reas
1 Goeda AVS-047202	SEAL, BOC	STER BRAKE (HINO 44621-36050)	PC	2	2.7	5.40		Open				



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.

RDA iSupplie	r Portal							â \star	ø 🌓	Logged in As :	IRAVINDERVIRSINGH@GMAI	.com 📀
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A Revision Globa	al Description	Document Type	Buyer	Order Date 🖤	Currence	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments Upload Status	Edit Agreement
8 Ves	UPA FOR HINO PARTS	Blanket Purchase Agreement	Sandnep Manikkath Ravi	21-Jul-2020 15:07:36	AED	100,000.00	60,344.05	18-May-2020	31-Dec-2020	Open		2
7 No		Blanket Purchase Agreement	Sandeep Manikkath Rave	02.Jun-2020 20-15-01	AED	100,000.00	43,169.00	20-Jul-2019	02.Jun-2020	Open		2
8 No	BLANKET PO FOR HINO/TOYOTA	Blanket Purchase	Sandeep Manitkath Ravi	17-Feb-2020 16 40 21	AED	100,000.00	44,603.00	20.346.2019	28.Feb-2020	Open		1
11 No	HINO & TOYOTA CATALOG ITEMS / SPARE PARTS	Blanket Purchase	Sandeep Manikkath Ravi	39-Jan-2020 11:49:55	AED	100,000.00	38,352.87	01-Feb-2017	30-Jan-2020	Open		20
20 No	HINO /TOYOTA PRICELIST VALID TILL END OF	Blanket Purchase	Rasheed - Mathilakathyeetil Kader	24-Jul-2019 16.19.38	AED	250,000.00	85.266.05	31-Jul-2018	24-Jul-2019	Closed		1
10 No	BLANKET PO FOR HINO PARTS	Blanket Purchase	Rasheed - Mathilakathveetil Kader	11-Jun-2019 19:57:41	AED	500,000.00	38,624,50	13-Mar-2019	30-Jun-2015	Open		1
		Blanket Purchase	Sandoep Manikkath Rave	11-Jun-2019 14 22 59	AFD	500.000.00	26 355 25	13-Mar-2019	30-Jun-2019	Buyer Change		5.
9 740	BLANKET PO FOR HINO & TOYOTA ITEMS	Agreement								Pending		
	Agreements Agreements arch earch In case insens Err 7 No 8 No 11 No 20 No	Agreements See Reguests Purchase Hiday RFO Oxiversite Agreements arch Efficient From Date Efficient From D	Agreements wer Reguests Purthase Halory RFG Dokweakes Agreements arch Efficient From Dire Efficient From D			Power Reguests Purchase Halary RFQ Deleverates Supplet Nore Power Reguests Purchase Halary RFQ Deleverates Agreements arch PO Name PO Nam	Revenue Reguests Parthame Helary R/Q Deleveration Agreements Non- Non- Non- Agreement Non- Non- Non- Agreement Non- Non- Non- Agreement Non- Non- Non- Agreement Non- Non-	Province Provoo Provooo P	Revenue Number Description Description	Revenue Description <	Reserves is an angle of the reserves in the reserve of the reserves in	Reserves is and a point for the serves is and a point of the serves is and a poi

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

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equest Query Type My Completed Requests	2	Go						
quests Summary Table	7							
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4. Purchase History – Provide complete details of the Purchase order same



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0	Document Type Creation Date Review Date Operating Unit	59. 169. ∞ 0, 169. (Chear)			Revised			Compare to Original	Compare to Previous	Show all PC
umber	Document Type Creation Date Revised Date Operating Unit	5. s 0. s Cheer Description	Buyer	Creation Date	Date	Currency Total	Ship-To Location	PO	Compare to Previous PO	Show all PC Changes
umber	Document Type Creation Date Revised Date Operating Unit Rev Operating Unit 8 Avenda Weale Management LLC	59. 169. ∞ 0, 169. (Chear)	Buyer Sandeep Manikkath Ravi	Creation Date	Date		Averda UAE - Abu Dhabi		Compare to Previous	Show all PC
lumber 6526	Document Type Creation Date Revised Date Operating Unit 0 Avroda Waste Management LLC 0 Cuba	5. s 0. s Cheer Description			Date		Averda UAE - Abu Dhabi Averda UAE - Dubai Private	PO	Compare to Previous PO	Show all PC Changes
lumber 6526 8094	Document Type Creation Oate Revised Data Operating Unit 0 Avoids Waste Management LLC a. Avoids Waste Management LLC	5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5	Sandeep Manikkath Ravi	16-Mar-2021 08.34 36	Date 4	AED 4,229.0	Averda UAE - Abu Dhabi Averda UAE - Dubai Private	P0	Compare to Previous PO	Show all PC Changes
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5. **Purchase History** – Provide details of RFQ (Request for Quotation) pending at supplier level that can be searched as per number and date

			Supplier Home	Dirders	Shipments	CCC Administration	
Purchase Orders Agreemen	its View Requests Purchase History	RFQ Deliverables					Export
na characteria e							
Simple Search							Advanced Search
Note that the search is case in	nsensitive						
	RFQ Number						
	Response Due Dy	G					
	Go Clea	1					
RFQ Number No search conducted.	Description	Creation Date	Response Due By	Contact	Quote Effectivity Start Date	Quote Effectivity End Date	Ship-To Location

6.2.3 SHIPMENTS

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

ANERDA iSup	plier Portal							â	* @ 🌵 i	ogged in As 1RA	VINDERVIRSINGH	IGMAIL.COM 🧿
				Supplier Home	Orders	Shyments	Finance	Administration				
elivery Schedules	ed Kolores - S	November Schudulen B	eccipta Returna Overdue Receipta	On Line Performance Quality		<u></u>						
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Bem Description			Need-By Date (27-Mar-20	c1) %								
	Go	Clear										
		Supplier		Current	ty Quantity			Provider Config.		Supplier	Described	
Organization	PO Number	tem •	Item Description	UOM Quanti Ordere	d Received	Ship-To Location	Carrier Number	Supplier Config	Supplier	Location	Promised Date	
Avenda Waste Management LLC	26529		ELEMENT, FUEL (HINO \$2349-11630)	EACH 11		Averda UAE - Al Ain	AV\$-031071		AL FUTTAIM MOTORS COMPANY	Dubei UAE		25-Mai-2021 04:00:00
Averda Waste Management	26529		BOLT, HUB (REAR LHS) (HINO 04425	-E0070) PC 14	0	Averda UAE - Al Ait	AVS-007293		AL FUTTAIM MOTORS COMPANY ELC	Dubei UAE		22-11-2021 10.11-2
Averda Waste Management LLC	26528		ELEMENT, FUEL (HINO 52340-11630)	EACH 6	0	Averda LIAE - Al Ain	AV5-031871		AL FUTTAIM MOTORS COMPANY LLC	Debai UAE		07-Jun-2021 04:00:00
	26528		ELEMENT, FUEL (HINO \$2340-11630)	EACH 0	٥	Aventa UAE - Al Ala	AVS-031871		AL FUTTAIM MOTORS COMPANY LLC	Dubai UAE		07-Sep-2021 04 00 0
Averda Waste Management									AL FLITTAIM MOTORS COMPANY	and the second second		
Averda Waste Management LLC Averda Waste Management LLC	26526		ELEMENT, FUEL (HINO 23304-78091)	EACH 12	0	Aventa UAE - Al Ain	AVS-036963		LLC	Dubai UAE		23-Mar-2021 10 17:3-



 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.

ANERO	M iSupplier Portal							î *	• • •	Copped In As 18A	UNDERVIRSINGHO	MAILCOM
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999	23-Oct-2012 19-07 11	Averda international FZ LLC								1123	814763	
9929	28-Dec-2014 16:07:15	Averda Abu Dhabi Inventory Org								8261-8	95967441	
9882	23-Dec-2014 18:36:22	Avenda Abu Dhabi Inventory Org								8261-5	95859055	
3674	23-Dec-2014 13 05 54	Averda Abu Dhabi Inventory Org								8261.5	95559055	
5609	18-Dec-2014 13 22:06	Averda Abu Dhabi Inventory Org								8261-4	95796383	
	10 000 0014 10 00 00	Ananta Aber Dissistancentery Dry-								8261-5	95059055	
										672	199294	
960	08-Mar-2012 13-15-44	Aventa Abu Dhabi Inventory Org										

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

				Eapplier Hom	e Orders		Shpments	Finance	~	deninistration				
elvery Schedules Shipmen	t Notices Receipts	Retarms Overdue F	leceipts On-Time Perform.	ance Guality										
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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

AVERDA R	Supplier Portal										î ★	ø	P 1	Logged In As 18	RAVINDERVIRSINGH	MAR.COM
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Confidential – Information contained in this document is Business Restricted and shall not be disclosed to any unauthorized person or entity. **19 of 26** This document is uncontrolled when printed.



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

1	AVERDA	iSupplier Portal													î ★	۲	- 4 ⁰ - 1 - Leg	ged in As TRAVINDERVIRSINGING GM	AILCOM (
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	Address	Dubai Festival Tower, Festival Bivd, Dubai																	
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heveic	e Lines	Scheduled Payments Hold Reasons																	
Line	. Type	- Description	Qty UOM	Price	Tax Amount - 1	letainage Status	PO Number	PO Line	PO Shipment	Buyer	Receipt	Prepayment Amortisation	Cost Centre	Project	Account	Units of in Litres	consumption of Wa	ter Units of consumption of Elect Kilowatt Hours	ricity in
1	them.	CLUTCH, DISC ASSY (388) (TOYOTAHINO 3125(37170 /31259-37171)	0. 3 PG	477.00	1,431.00	0.00 Approved	17986	1	1	Govind Jangta	23719								
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	Tern -	CVLINDER, MASTER CLUTCH (TOYOTAMINO 31420-37142)	1.PC	168.52	166.50	0.00 Approved	17200	3	1	Clovind	23719								
1.4	7.00	UNE VAT DECREE - UNE VAT TAX			107.63	0.00 Amount								-				2	

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

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151618	Go Clear	Remit-to Supplier Site	18-Mar-2021	AED	9	2,879.10 Wine	Cleared	20-Mar-2021	Mashing AED 010493129161	Invoice 911724711	PO Number Multiple
151618 151458	Go Clear	Remit to Supplier Site	10-Mar-2021 15-Mar-2021	AED AED		2,879.10 Wine 2,978.85 Wine	Cleared Cleared	20-Mar-2021 16-Mar-2021	Mashing AED 010493129161 AVERDA ENVIRONMENTAL SERVICES LLC	Invoice 911724711 Multiple	PO Number Multiple Multiple
151618 151458 151426	Go Clear	Remit to Supplier Site	10-Mar-2021 15-Mar-2021 11-Mar-2021	AED AED AED	2	2,879.10 Wire 2,978.85 Wire 2,417.50 Wire	Cleared Cleared Negotiable	20-Mar-2021 16-Mar-2021 11-Mar-2021	Mashing AED 016493129101 AVERDA ENVIRONMENTAL SERVICES LLC AVERDA WASTE MANAGEMENT LLC-0009	Invoice 911724711 Mutiple Mutiple	Multiple Multiple Multiple
151618 151458 151426 150981	Go Clear	Remit to Supplier Site	18 Mar 2021 15 Mar 2021 11 Mar 2021 21 Feb-2021	AED AED AED AED	2	2,879 10 Wire 2,978.85 Wire 2,417.50 Wire 2,487.45 Wire	Cleared Cleared Negotiable Cleared	20-Mar-2021 16-Mar-2021 11-Mar-2021 22-Feb-2021	Mashing AED 015493129181 AVERDA ENVIRONMENTAL SERVICES LLC AVERDA WASTE MANAGEMENT LLC-8099 AVERDA ENVIRONMENTAL SERVICES LLC	Invoice 911724711 Multiple Multiple Multiple	PO Number Multiple Multiple Multiple Multiple
151618 151458 151426 156581 156582	Go Clear	Remit to Supplier Site	16 Mar. 2021 15 Mar. 2021 11 Mar. 2021 21 Feb-2021 21 Feb-2021 21 Feb-2021	AED AED AED AED AED	2	2,679.10 Wire 2,976.85 Wire 2,417.50 Wire 2,467.45 Wire 300.04 Wire	Cleared Cleared Negotiable Cleared Cleared	20-Mar-2021 16-Mar-2021 11-Mar-2021 22-Feb-2021 22-Feb-2021	Mashing AED 010493129101 AVERDA ENVIRONMENTAL BERVICES LLC AVERDA WASTE MANAGEMENT LLC-0009 AVERDA ENVIRONMENTAL SERVICES LLC AVERDA ENVIRONMENTAL SERVICES LLC	Invoice 911724711 Multiple Multiple 911560637	PO Number Multiple Multiple Multiple 17539
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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.

 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 <u>"Add Attachment</u>" button highlighted in the yellow box



			Supplier H	ome	Croters Shipmants	Finance]			
ofile Management										
General	General								-	
Company Profile Organization Address Book Centact Directory	Attachments		Organization Name AL F Supplier Number 73 Asias Parent Supplier Name Parent Supplier Number	JTTAIM MOTORS CO	MPANY LLC		OUNS Number Tax Registration Number Taxpayer ID Country of Tax Registration	1000726842500003		
Business Classifications	Search									
Product & Services Banking Details Payment & Involcing	Note that the search is case in Title Show More Search Option	Go								
Surveys	Add Attachment	-			Contraction of the second		12000			
	hank	Type 🖧	Description ca	Category A	Last Updated By A RAVINDER SINGH@AVERDA.COM	Last Updated A 03-Sep-2015	Usage A	Update	Delete	Publish to Catalog
	bank	File		From Supplier	RAVINDER.SINOH@AVERDA.COM	21-0d-2015	One-Time	-	12	B
	VAT	File.		From Supplier	RAVINDER SINGH@AVERDA.COM	07-Dec-2017	One-Time	1	3	R
			Supplier added in Dammam Branch		JOLI-ANN. TUMULAK@AVERDA.COM	07.Feb-2018	One-Time			R

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.

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		Supplier Home	Orders Shipments	Finance	Administration	
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General	Organization					Cancej Save
Company Prolile	Overview 8. Vendor Pre-Qualification Questionnaire 9. Ven	dor Invoice Preferences				
Organization	Organization					0
Contact Directory Business Classifications Product & Services Banking Details Payment & Invoicing	O-14-4-5 Number I-type for software Principal Name Year Established Incorporation Year Control Year Mission Statement ✓	Cher Executive Name Cherf Executive Title Principal Title				
Surveys	Tutal Employees					0
	Organization Total Organization Total Type	Corporate Total Corporate Total Type	2			
	Tax and Financial Information					0
	Taxpayer ID Tax Registration Num 100072654200003 International Flacal Year End Flacal Year End Federal Agency	Analysis Year C strency Preference Annual Revenue Potential Revenue For nut fical ye	. 9 s			

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.



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	Eigöler Hans Crées	Supersta Filance Administration	
rotile Management			
General	Organization		Cancel Save
Company Profile	Overview 8. Vendor Pre-Qualification Questionnaire 9. Vendor Invoice Preferences		
Organication Address Book	Operations and Administration		
Contact Directory	* Number of Years in Bosiness		
Dusiness Classifications Product & Services	Number of Employees	years that your Company has been in the Business? employees are permanently employed at your Company?	
Banking Details	Maximum Order Value Please s	employees are permanency exployee as your company received and fully executed within the committed time ing the past 5 years.	
Payment & Invoicing Surveys	* Organization Structure	ing the pass 5 years.	
	* Business in South East Asia, Middle East and Africa region	Company conducted business in South East Asia, Middle East and Africa region?	
	List of Countries	0	
		Yes above, please specify the Countries	
	Other Countries	0	

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

= AVERDA iSur	pplier Portal				ñ *	@ 🍂	Logged in As 1RAVINDERVIRSINGH@GMAIL.COM	9 U
			ders Shipmer		Administration			
Profile Management				V	<u> </u>			
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Organization Address Book	Invoice Management							
Confact Decetory Business Classifications Product & Services Banking Details	Remittance Delivery Email	The Currency in which the Email for Remittance Delive		* Payneent Terms	Payment Terms request	ed by Supplier		
Payment & Invoicing Servers								

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

		Colored and Colored an	Inders.	5hpnents	Finance	Administration			
offe Management									
General	Address Book								
Company Profile	Create								
	Address Name 🔺	Address Details					Country 🗠	Update	Remove
Organization	ABU DHABI	Po. Box 555, MOUSSAFAH					United Arab Emirales	1	
Address Book	Dubai UAE	Dubai Festival Tower, Festival Blvd, Dubai					United Arab Emirates	1	
	SHARJAHT	AL WAHDA, PO BOX 5819, AL WAHDA ROAD, INDUSTRIAL A	IREA 4				United Arab Emirates	1	13

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



Immistration. Profile Management. Ad	Green Rock -								
pdate Address									Cancel
Indicates required field									
	Supplier Name	AL FUTTAIM MOTORS COMPANY LL	0		Supplier Number	73			
	Address Name	ABU DHABI			Phone Area Code	971			
		United Arab Emirates	v		Phone Number				
	Address Line 1	TEST ADDRESS			Fas Area Code				
	Address Line 2				Fax Number				
	Address Line 3				Email Address	ravinder@test.com			
	Address Line 4					Purchasing Address			
	* City/Town/Locality	TEST ADDRESS				Payment Address			
	County State/Region					RFG Only Address			
	Province								
	Postal Code	36888							
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ote									
Note		~							

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

AVERDA iSup	oplier Portal					î ★ ©	Logged in Aa 1RAVINDERVIR	SINGH@GMAIL.COM
		Supplier Home	Ordens	Shipmenta	Finance	Administratica		
Profile Management								
General	Address Book							
Company Profile	Create							
2009-03	Address Name 📥	Address Details			Country 🚔		Update	Remove
Organization	ABU DHABI	TEST ADDRESS TEST ADDRESS 35665			United Arab Emin	ates	1	8
Address Book		1001 1001000 0000						
Contact Directory								
Business Classifications								
Business Classifications								
Product & Services								
Banking Details								

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.

			5 supplier Horse	Ceders	Shipmenta	Finance	Administration				
lie Management					-		<u></u>				
iener al	Contact Direct	ory : Active Contac	ts								
ompany Profile	Create										
Organization	First Name 🚓	Last Name 🗠	Supplier Name 🔺		Phone Number 🗠	Email 🗠		Status 🗠	User Account	Addresses	Update
		3	AL FUTTAIM MOTORS COMPANY LLC			TEST@test.cr		Current			1
Address Book	RAVINDER	TEST2	AL FUTTAIM MOTORS COMPANY LLC			anne radervin	singh@gmail.com	Cunent			1
Contact Directory	RAYINDER	TEST	AL FUTTAIM MOTORS COMPANY LLC			r564686@gm	all com	Curtert	~	100	1
Business Classifications	► Contact Dire	ctory : Inactive Conta	cts								

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



ofile Management						
arrange a	Administration: Profile Management, Contact Directory >	15 <u>1</u>				
Coneral	Add Contact					Cancel Ag
Company Profile	Indicates required field					
Organization		Contact Title		Phone Area Code		
		First Name Set 7		Phone Number		
Address Book		Middle Name		Phone Extension		
Contact Directory		Last Barne 2		Alternate Phone Area Code Alternate Phone Namber		
Business Classifications		Atternate Name Job Title		Atternate Phone Namber Fax Area Code		
		Department		Fax Number		
Product & Services		Email Address tes/23333t@gmail.cm			(27-Mar-2021 19:45:00) 15	
Banking Details		Url				
Payment & Invoicing	Contact Purpose					
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	- New and Alline				_	
	☑ Responsibility			Application		
	Sourcing Supplier			Sourcing		
	Averda iSupplier Portal Supplier Access			Eupplier Portal		
	User Access Restrictions					

- 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

		Supplier Home	Cedera	Shipmenta	Finance Administration			
alle Management								
General	Administration Profile Management Contact Deeclory > Business Classifications							
Company Profile								Cancel Se
Organization	Certification							
Address Book	I contribute that I have reviewed the classification below and they are o	current and accurate						-
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Address Book Contact Denctory Beaterss Classifications	I certify that I have enviewed the classification below and they are a cere certain with	current and accurate.	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date	
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6. Product and Services – Define the nature of business supplier deals. Click Add to add a new category.

E ANERDA ISA	opplier Portal						Â	* ©	•	Logged In As TRAVINOLEVIR SINGROGMAL.COM	0 U
		Eupplan None	() Orders	Shipmanin	Finance	Administration					
Profile Management											
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Organization	Add Code	Products and Services		Date Added		Approval Status				View Sub-Category	
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Business Classifications Product & Services											
Banking Details											
Payment & Invoicing Surveys											



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

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

Inimistration: Profile Management: Product & Services > dd Products and Services: : (AL FUTTAIM MOTOR	RS COMPANY LLC)			Cancel Appl
Browse All Products & Services			2	
) Search for Specific Product & Service				-
			* Prevenue 1-1	(Y) Hent 10
ode	Products and Services a	View Sub-Categories	Applicable	
UILDING AND MAINTENANCE	Building and Maintenance	20	Applicable	
HEMICAL SUPPLIES	Chemical Supplies (including bio chemicals and industrial gas materials)	hr.	R Applicable	
LEANING EQUIPMENT AND SUPPLIES	Cleaning Equipment and supplies	h	Applicable	
ONSUMABLE AND SUPPLIES	Consumable and Supplies	ło	Applicable	
UEL AND FUEL ADDITIVES	Fuol and fuel additives	10	Applicable	
IDUSTRIAL EQUIPMENT AND TOOLS	Industrial Equipment and Tools	10	Applicable	
FORMATION TECHNOLOGY AND TELECO	Information Technology and Telecommunications	10	Applicable	
ABOUR CONSUMABLES	Labour consumables	to:	Applicable	
ONE	None	In .	Applicable	
IL AND LUBRICANTS	Oil and Lubricante	to the	Applicable	

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 \checkmark icon, or a new one can be created by clicking create button

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			Supplier Home	Condexs	Suprests	Teaster	Administration					
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General	Banking Details										C	Cancel Save
Company Profile Organization	View General Accounts											_
Address Book	Add Create	IBAN	Currency	Bank Name	Start D	de .	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
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Product & Services Benking Details												
Payment & Invoicing												

Click create for a new account

- Country Country of bank details
- Bank Name Bank name from the available value. Click <u>%</u> 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 <u>%</u> 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



Idministration: Profile Management Banking Defails - Banking Create Bank Account	Particle 1		Cancel Sev
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Please select Bank and Branch from the list.			Branch Name Jebel Ali () 0,
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	Check Digits	Currency UAI Dirham	
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Comments			

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