

ORACLE FUSION MANUAL

SCM – SUPPLIER MASTER (SP)

Jan 2025

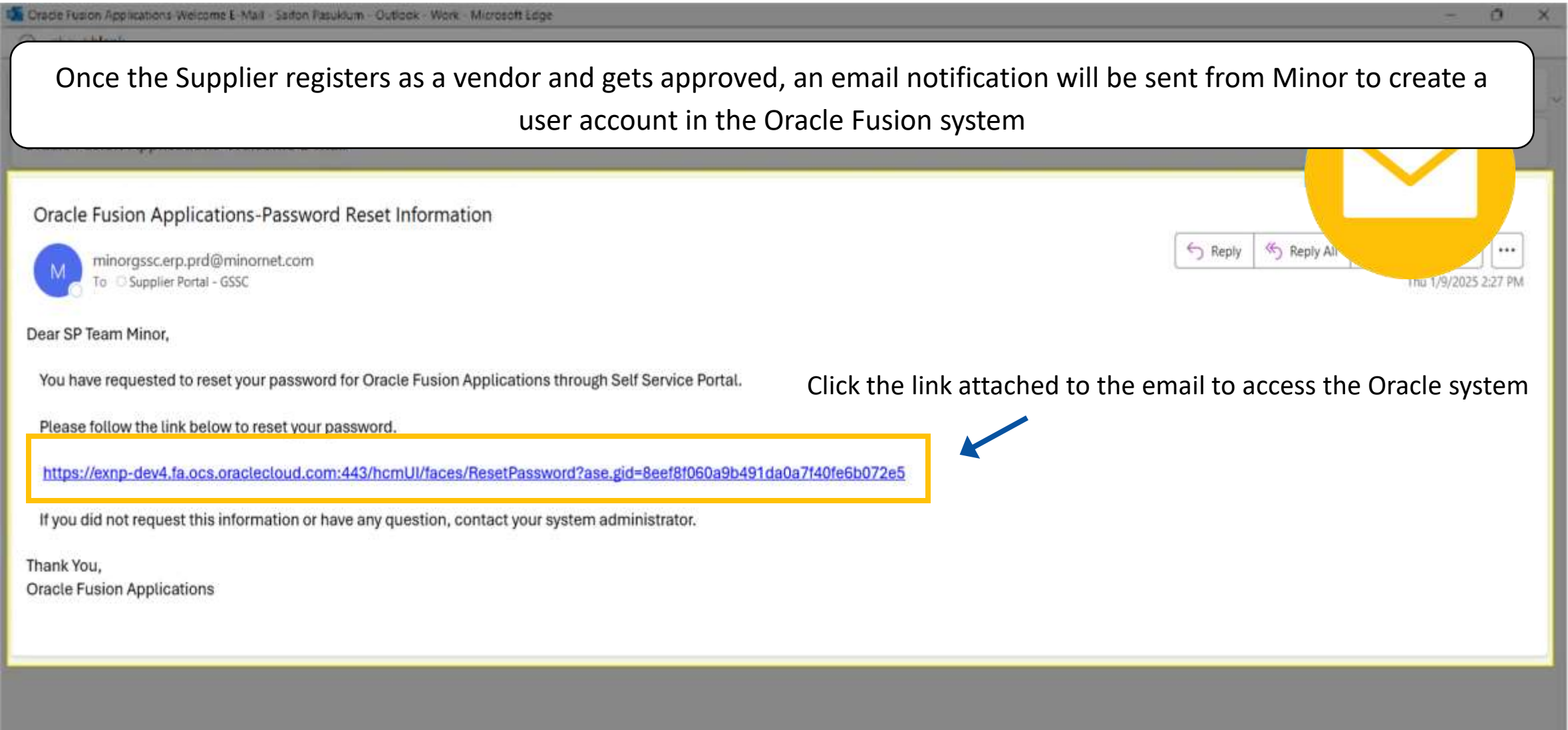
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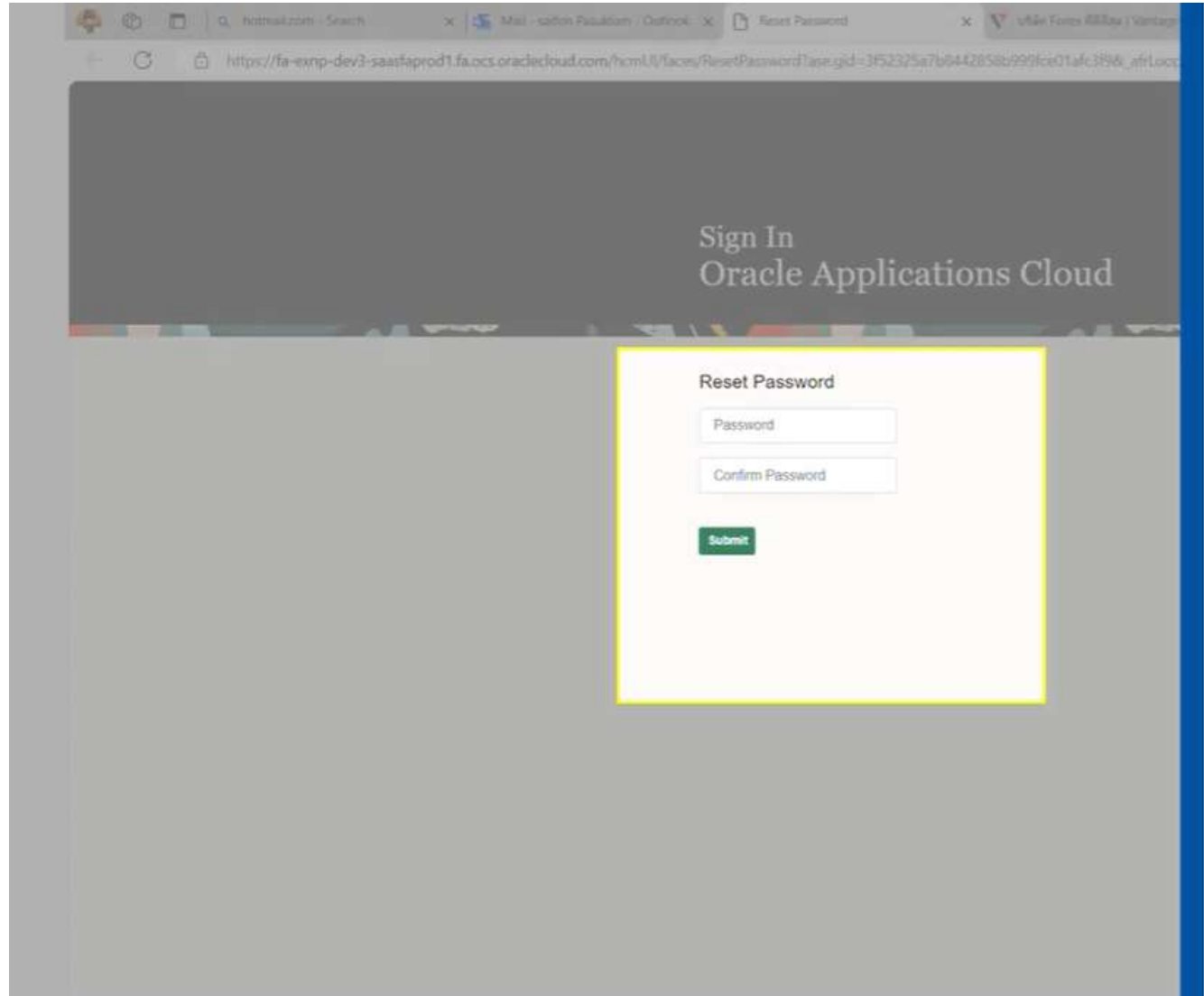
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LOG IN AND ACCESS THE SUPPLIER PORTAL

First Login



First Login



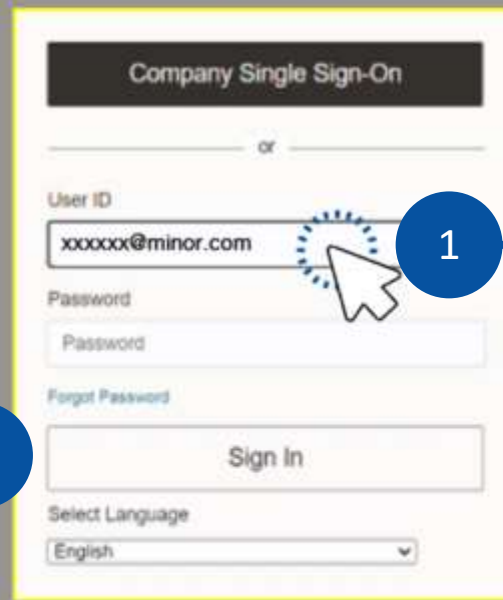
The password you create must be **at least 8 characters long** and must meet the following conditions:

- 1 Uppercase letters
- 2 Lowercase letters
- 3 Numbers or special characters

First Login

The system will display the login page

Sign In
Oracle Applications Cloud

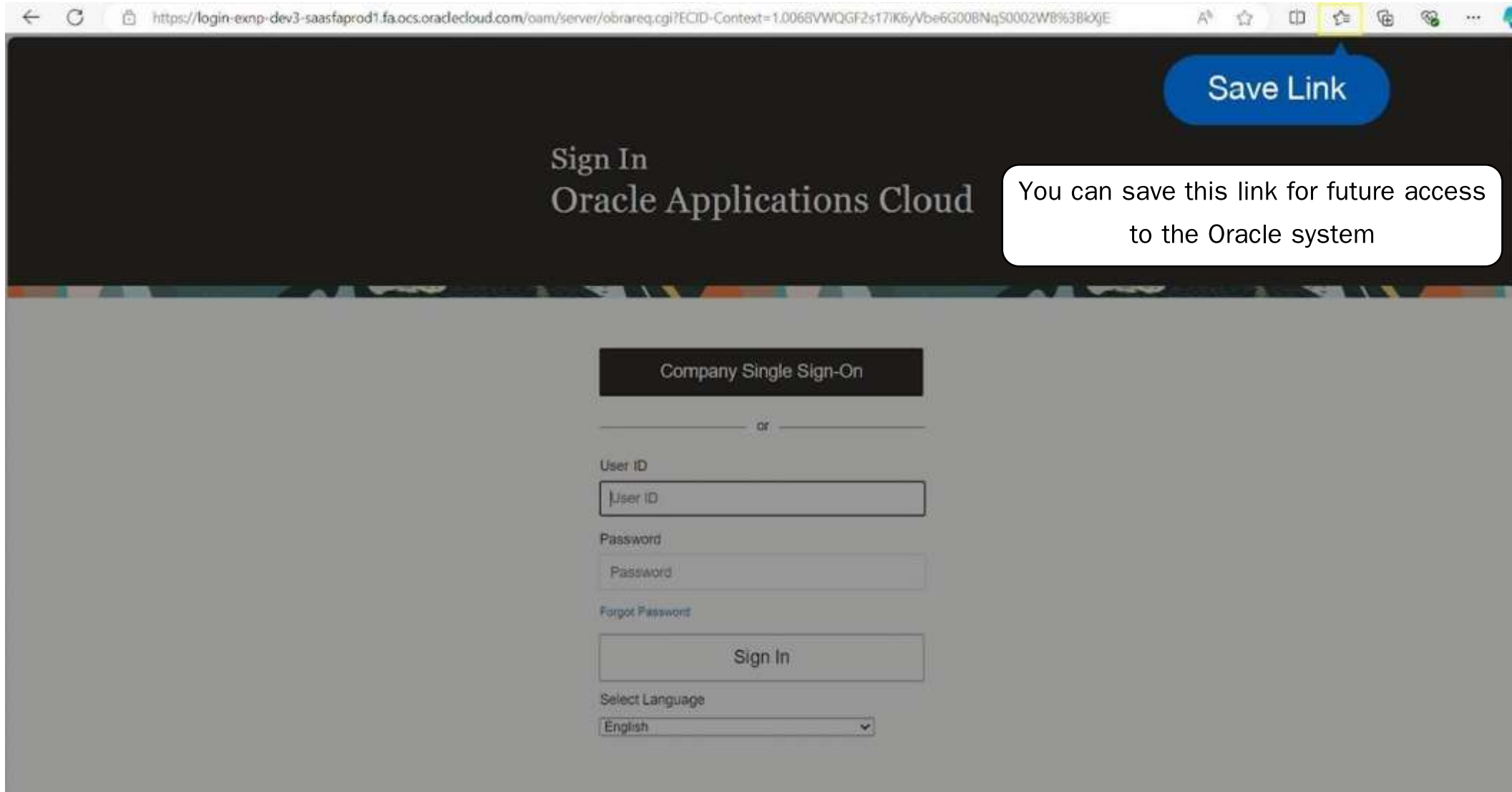


The screenshot shows the 'Company Single Sign-On' login form. It includes a 'User ID' field with the text 'xxxxxx@minor.com', a 'Password' field, a 'Forgot Password' link, a 'Sign in' button, and a 'Select Language' dropdown menu currently set to 'English'. A yellow border highlights the entire form area. A blue circle with the number '1' is positioned over the User ID field, with a mouse cursor icon pointing at it. A second blue circle with the number '2' is positioned over the 'Sign in' button.

Enter your Username and Password

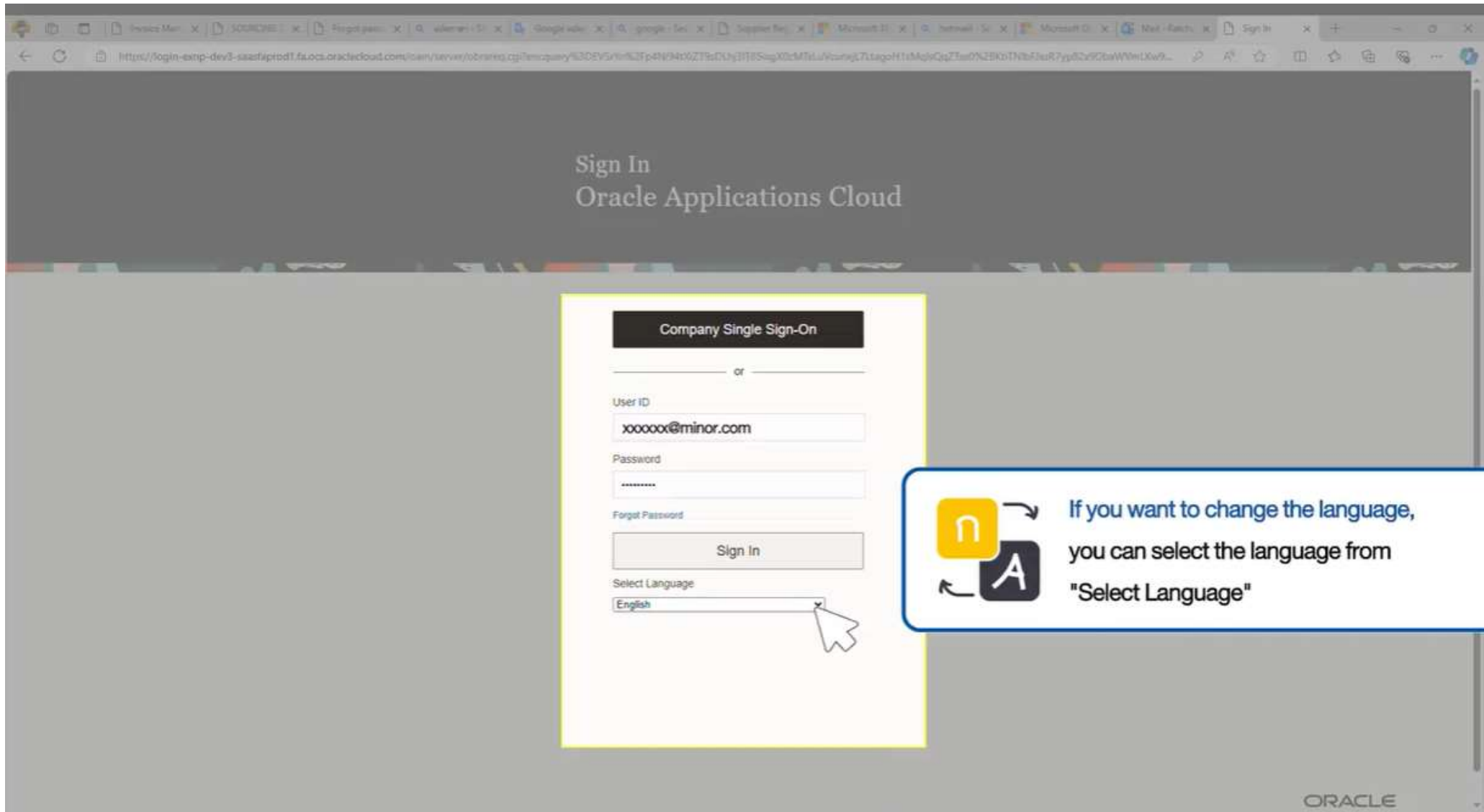
Click "Sign in"

First Login



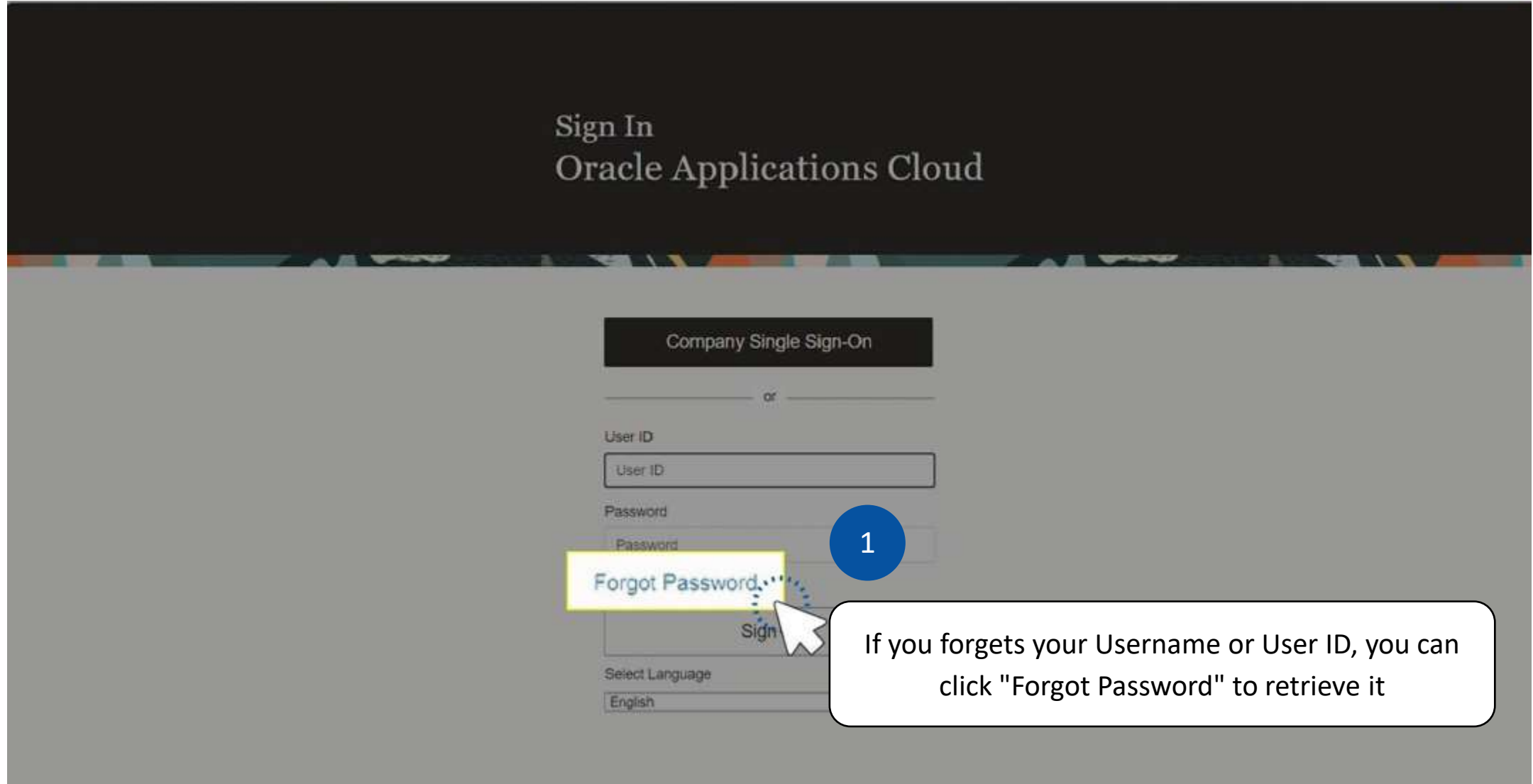
The screenshot shows a web browser window with the URL `https://login-exnp-dev3-saasfaprod1.fa.ocs.oraclecloud.com/oam/server/obrareq.cgi?ECID-Context=1.0068VWQGF2s17IK6yVbe6G008NqS0002W8%3B4xJE`. The page features a dark header with the text "Sign In Oracle Applications Cloud" and a blue "Save Link" button. A white callout box contains the text: "You can save this link for future access to the Oracle system". Below the header is a "Company Single Sign-On" section with a "or" separator, followed by input fields for "User ID" and "Password", a "Forgot Password" link, a "Sign In" button, and a "Select Language" dropdown menu currently set to "English".

In case you want to change the language settings



**RESET YOUR PASSWORD
(IN CASE OF FORGOT PASSWORD)**

In case forgot your username (User ID)

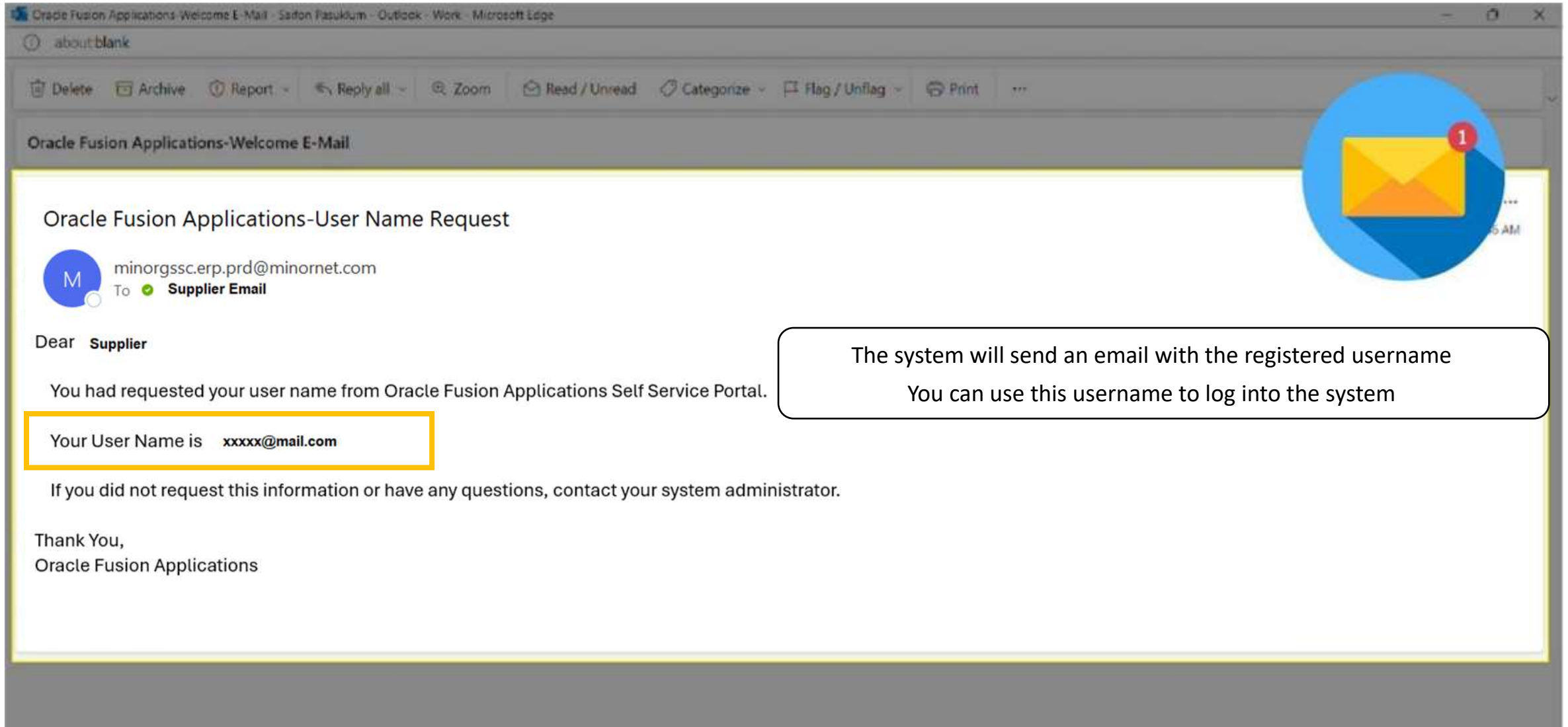


The screenshot shows the Oracle Applications Cloud sign-in interface. At the top, it says "Sign In Oracle Applications Cloud". Below that is a "Company Single Sign-On" button. Underneath is an "or" separator. The main form has fields for "User ID" and "Password". A yellow box highlights the "Forgot Password" link next to the password field. A blue circle with the number "1" is placed above the link. A white callout box with a black border contains the text: "If you forgets your Username or User ID, you can click 'Forgot Password' to retrieve it". A mouse cursor is pointing at the "Forgot Password" link.

In case forgot your username (User ID)

The screenshot shows the 'Forgot Password' page of Oracle Applications Cloud. The page title is 'Sign In Oracle Applications Cloud'. Below the title, the form is titled 'Forgot Password'. It contains a text input field for 'User Name or Email' with the placeholder text 'xxxxx@mail.com'. Below this is a radio button selection for 'Options', with 'Forgot user name' selected and 'Forgot password' unselected. At the bottom of the form are 'Submit' and 'Cancel' buttons. Four numbered callouts are present: 1. A box labeled 'Enter your email address' points to the email input field. 2. A box labeled 'Click "Submit"' points to the 'Submit' button. 3. A box labeled 'Select "Forgot Username"' points to the 'Forgot user name' radio button. 4. A box labeled 'Click "Submit"' points to the 'Submit' button.

In case forgot your username (User ID)

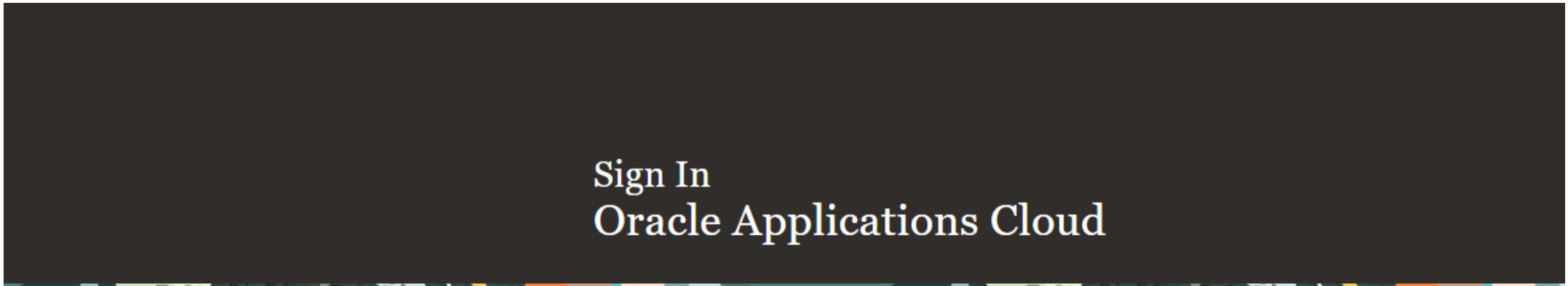


The system will send an email with the registered username
You can use this username to log into the system

In case forgot your password

The screenshot shows the Oracle Applications Cloud sign-in interface. At the top, it says "Sign In Oracle Applications Cloud". Below that is a "Company Single Sign-On" button. There are two input fields for "User ID" and "Password". A blue circle with the number "1" is placed over the "Password" field. A yellow box highlights the "Forgot Password" link, with a mouse cursor pointing to it. A white callout box with a black border contains the text: "If you forgets your password, you can click 'Forgot Password' to retrieve it".

In case forgot your password



Sign In Oracle Applications Cloud

Forgot Password

* User Name or Email

User Name or Email

* Options

Forgot user name

Forgot password

Submit Cancel

Enter your email address

2

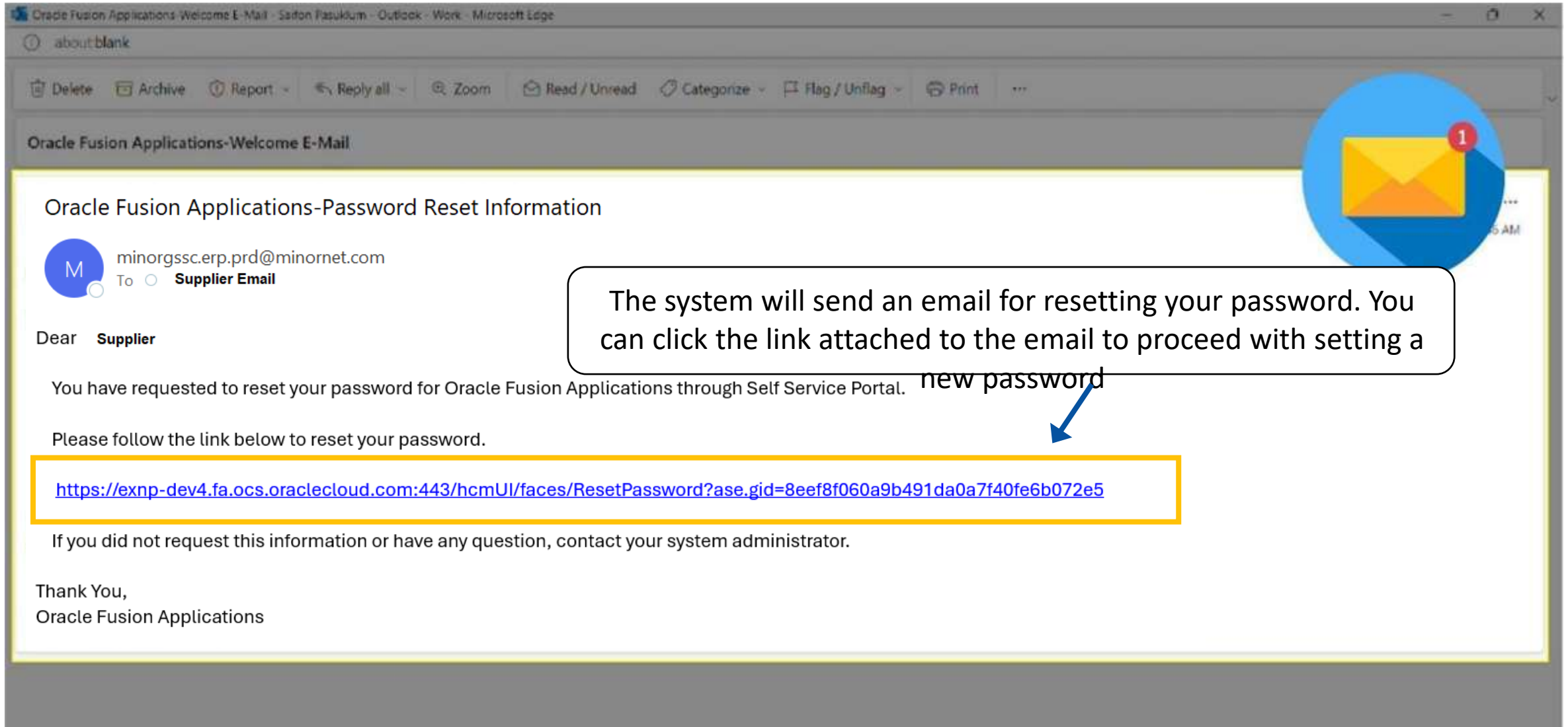
3

Select "Forgot Password"

4

Click "Submit"

In case forgot your password

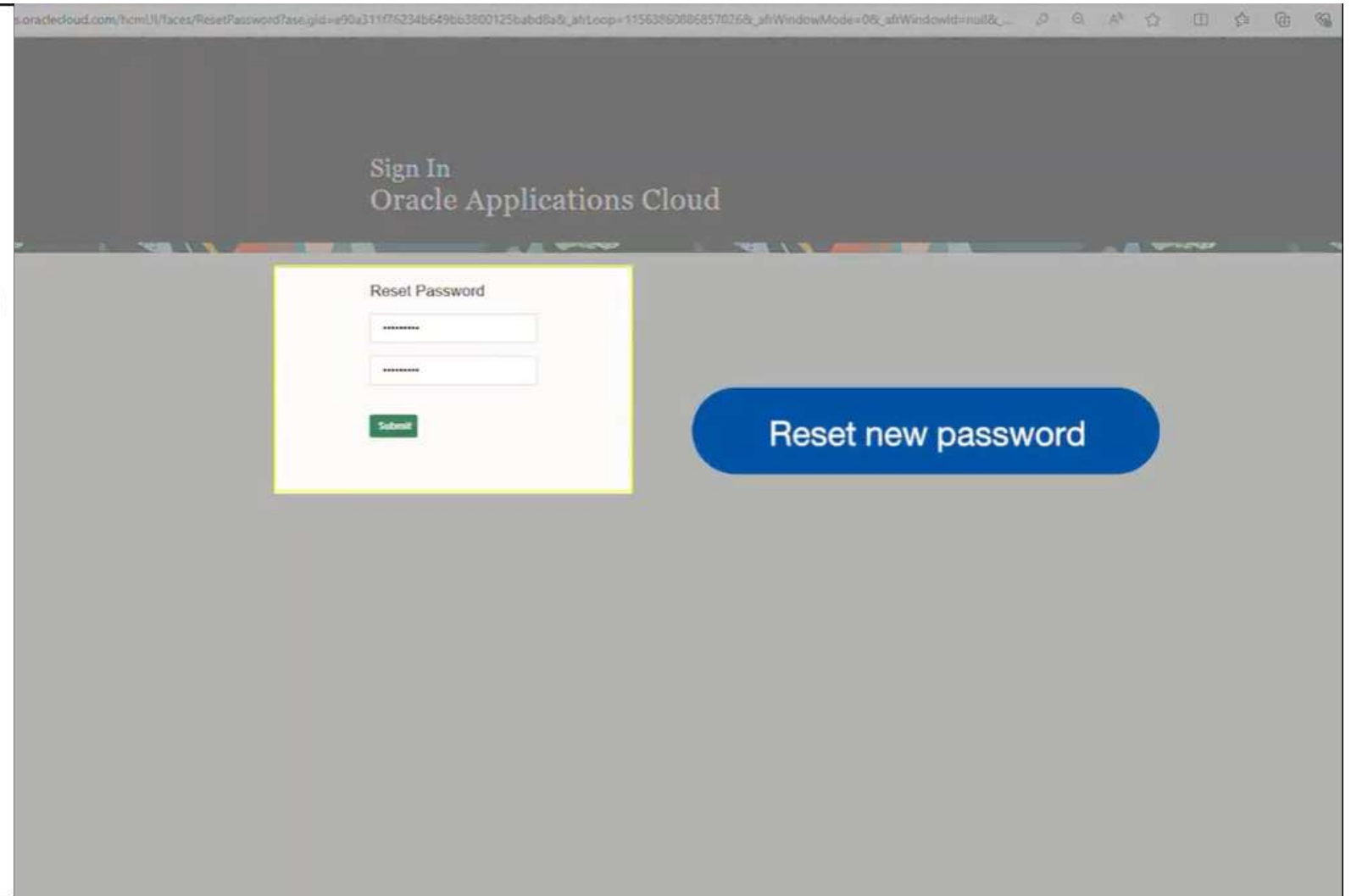


In case forgot your password

The password you create must be at least 8 characters long

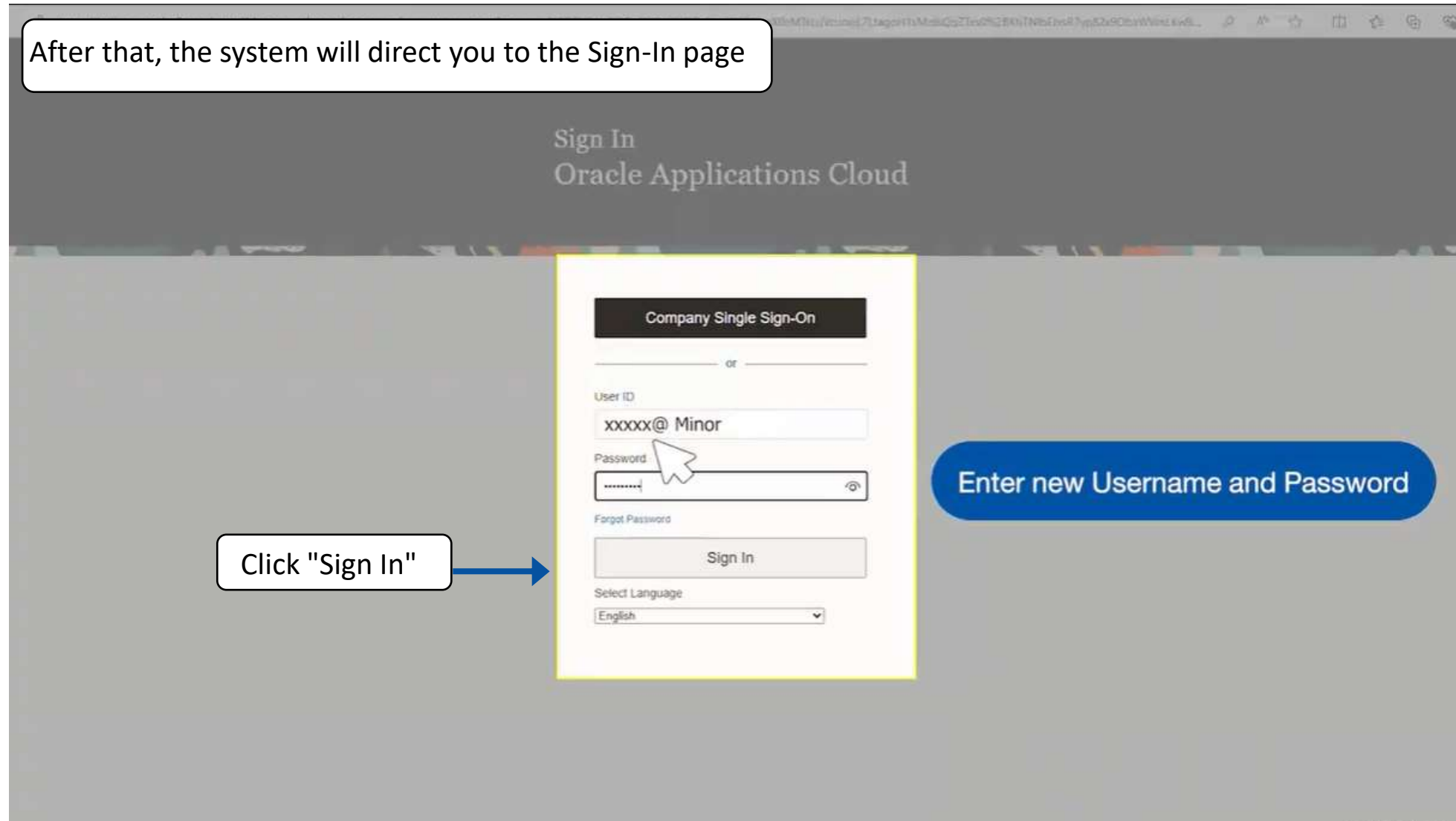
must include the following conditions:

- 1 Uppercase letters
- 2 Lowercase letters
- 3 Numbers or special characters



In case forgot your password

After that, the system will direct you to the Sign-In page

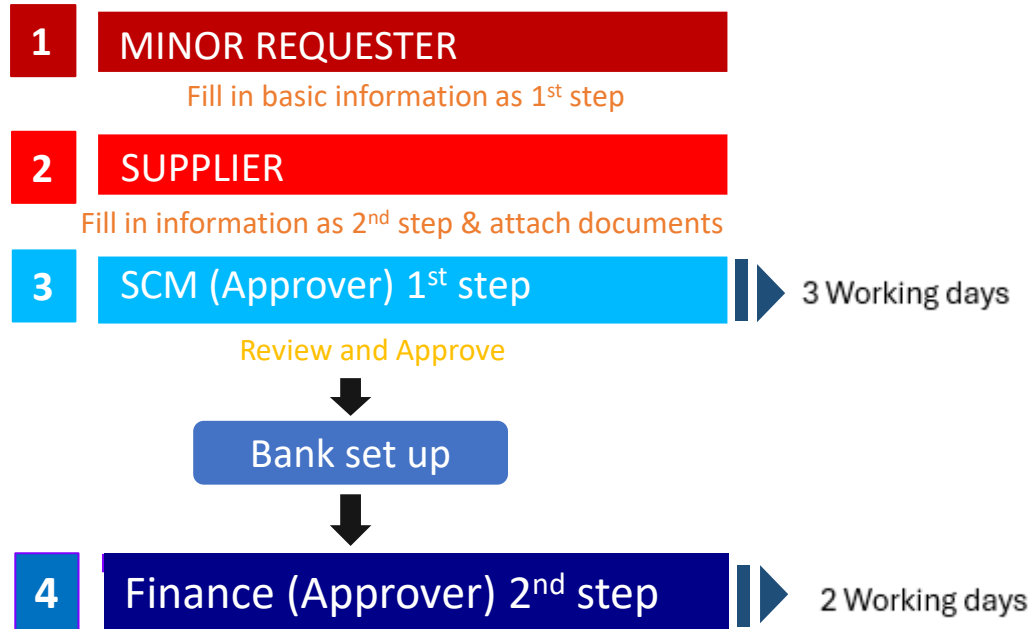
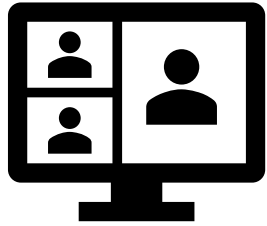


Click "Sign In"

Enter new Username and Password

CREATE NEW SUPPLIER - EXTERNAL

WORK SCREEN - CREATE NEW SUPPLIER - EXTERNAL



CREATE NEW SUPPLIER - EXTERNAL (MINOR USER'S PART)



Step 1: Initiate the Supplier Registration request on Behalf of the Supplier

Step 1

Step 2

Step 3

Enter Supplier Information



1. Open the URL (1 URL will be used)
[Supplier Registration \(oraclecloud.com\)](https://oraclecloud.com)
2. Minor requester provides the mandatory information (Company Name, Tax Organization Type, Supplier Type, Tax Country, Tax Payer ID)
3. Minor requester enters the mandatory additional information .
4. Enter the Supplier contact details. Only 1 email can be allowed.
5. Click save for later. This will be sent to the email in Number 4.

The screenshot shows the Oracle Supplier Registration form. At the top, a progress bar indicates seven steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, and 7. Review. Step 1 is currently active. The form is titled 'Register Supplier: Company Details' and includes a search bar for 'Enter a value for at least one of these fields: D-U-I-A, Taxpayer ID, or Tax Registration Number'. The form is divided into several sections: 'Company Details' with fields for Company, Tax Organization Type, Supplier Type, Corporate Web Site, Attachments, U.S. Number, Tax Country, Taxpayer ID, Tax Registration Number, and Note to Approver; 'Additional Information' with fields for Alternate Supplier Name, Specify Supplier group, COC Required, COC Due Date, COC Received Date, COC Responsible BU, COC Comment, and checkboxes for 'Is your Company involved in transferring, storing, processing MINOR information?' and 'Any involvement you or your immediate family members might have had with MINOR'; 'Your Contact Information' with fields for First Name, Last Name, Email, and Confirm Email; and 'Industry Classification' with a dropdown menu and a checkbox for 'Are you selling customized Product/Service to Minor?'. A 'Country Specific Website' dropdown is also present. Numbered callouts (1-5) are placed over the form to indicate the steps: 1 is over the progress bar, 2 is over the Company Name field, 3 is over the 'Is your Company involved...' checkbox, 4 is over the Email field, and 5 is over the 'Save for Later' button.

CREATE NEW SUPPLIER - EXTERNAL

Step 2: The supplier receives an email to complete the registration

Step 1

Step 2

Step 3

[External] Supplier Registration Request Was Saved




exnp-dev2.fa.sender@workflow.mail.a

To Rajaona, Jaonarisoa



19/4/2024

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: External email. Be cautious with links and attachments.

Your request to register your company as a supplier for Minor Enterprise (Anantara Riverside Bangkok Resort) was saved.

Company Details

Company International Food Solution Pvt. Ltd. (DEMO)

Corporate Web Site

Recommended Actions

Complete the supplier registration request.

1

Supplier clicks this link to fill in further info



1. The supplier contact receives this email asking to complete the Registration Request and clicks the link to complete the registration.


CREATE NEW SUPPLIER - EXTERNAL



Step 3: The supplier completes the registration request and submits for approval

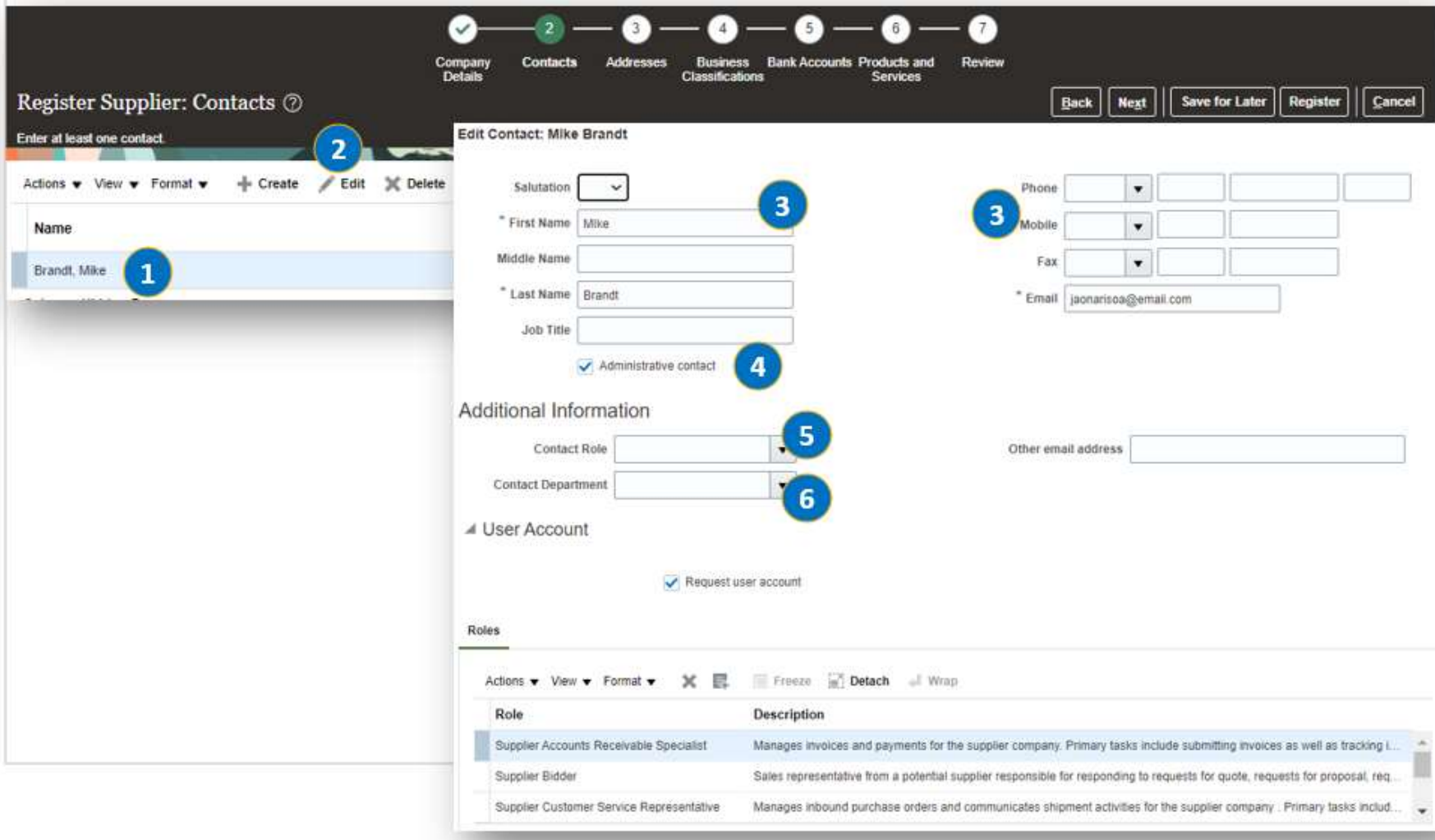
- Step 1
- Step 2
- Step 3

Save for later

- 
 1. Supplier accesses the registration page from the email link
 2. Each time the supplier access the registration from the link, the taxpayer ID must be re-entered.
 3. Alternate Name (in local language)
 4. Check all information and click Next

CREATE NEW SUPPLIER - EXTERNAL

Step 3: Supplier Information - Enter the contact details



Register Supplier: Contacts

Enter at least one contact.

Actions View Format + Create Edit Delete

Name
Brandt, Mike

Edit Contact: Mike Brandt

Salutation [v]

* First Name Mike

Middle Name

* Last Name Brandt

Job Title

Administrative contact

Additional Information

Contact Role [v]

Contact Department [v]

User Account

Request user account

Roles

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking L...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, req...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks includ...

Step 1

Step 2

Step 3

Enter Supplier Information

1. Add contact by using +
2. Edit
3. Enter mandatory information, email, phone number
4. The Administrative Contact will receive notification from Minor, such as the registration outcome or the expiring certification
5. Identify the Contact Role
 - Contact Role : for PO E-mail, choose **Sales Order Team** (The email address will be copied to the supplier sites via a customization)
 - More than 1 E-mail allowed, by comma (,)
 - Contact Role : For payment remittance advice automatically select **Accounting Team** (The email address will be copied to the supplier sites via a customization (only one email))
6. Select Contact Department
 - Fill out email in Other email address field
 - **** If Sales Order Team and Account Team is the same one, leave the Contact role field blank.

For all departments, please select Food

CREATE NEW SUPPLIER - EXTERNAL



Step 3: Supplier Information - Enter the contact details

Register Supplier: Contacts

Enter at least one contact.

Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 Bank Accounts 6 Products and Services 7 Review 10

Back Next Save for Later Register Cancel

Actions View Format Create Edit

Name

Brand, Mike

Salutation

* First Name Mike

Middle Name

* Last Name Brand

Job Title

Administrative contact

Additional Information

Contact Role

Contact Department

Other email address

User Account

Request user account

Roles

Actions View Format Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking i...
Supplier Bidder	Sales representative from a potential supplier net
Supplier Customer Service Representative	Manages inbound purchase orders and commu...

Create Another OK Cancel

Step 1

Step 2

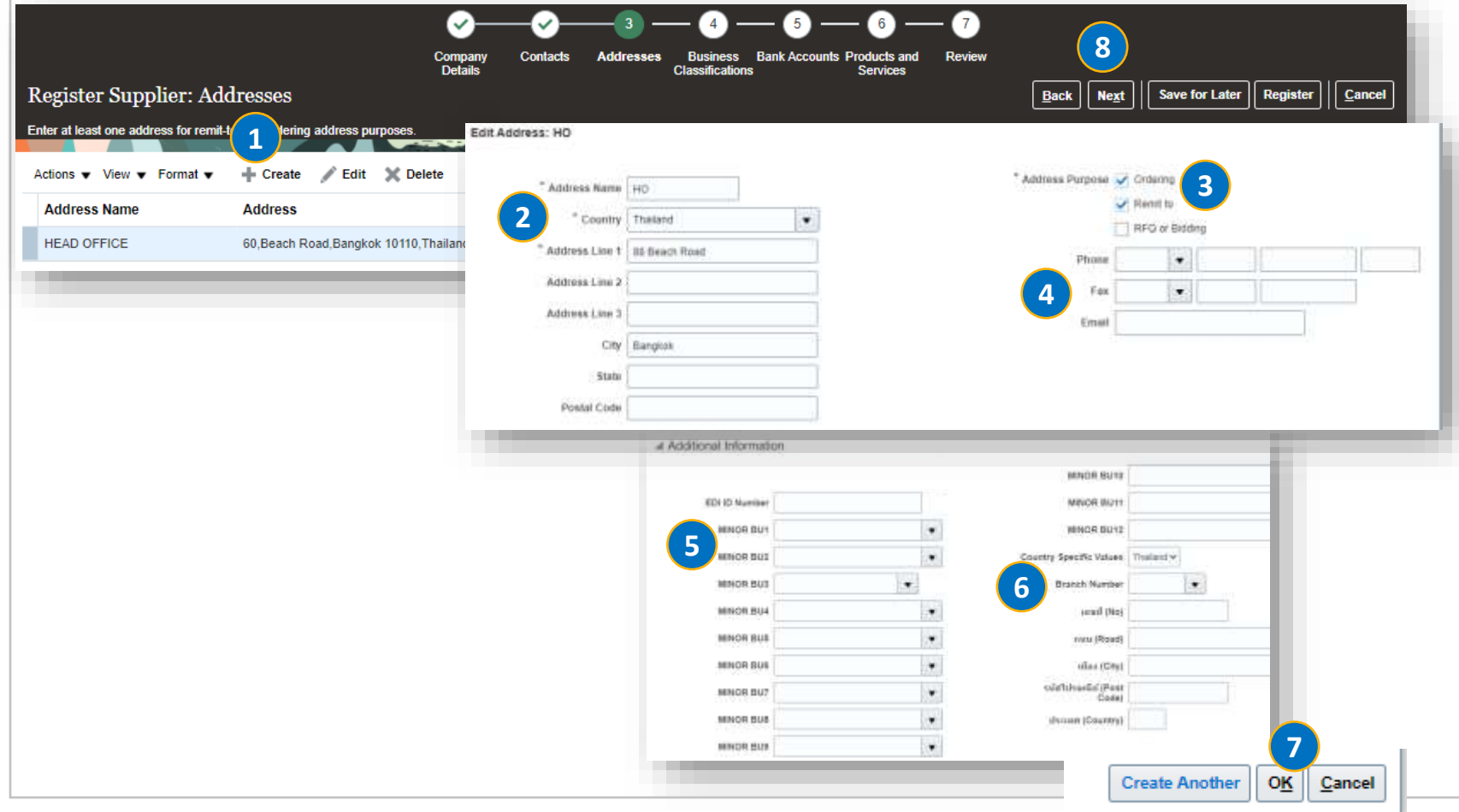
Step 3

Enter Supplier Information

7. Tick "Request User Account" to create automatically an Oracle account for the contact
8. The roles are described as per the Supplier point of view. Be able to delete the roles that are not required using the X button
 - *Supplier Accounts Receivable Specialist* >> Access to invoice and payments
 - *Supplier Bidder* >> Access to Negotiation
 - *Supplier Customer Service Representative* >> Access PO and Receipts
 - *Supplier Inventory Manager*
 - *Supplier Sales Representatives* >> Access Agreements
 - *Supplier Self Service Administrator* >> Manage Company information
9. Click OK
10. Click Next

CREATE NEW SUPPLIER - EXTERNAL

Step 3: Supplier Information - Enter the Address details



Register Supplier: Addresses

Enter at least one address for remittance and ordering address purposes.

Company Details | Contacts | **Addresses** | Business Classifications | Bank Accounts | Products and Services | Review

Back | Next | Save for Later | Register | Cancel

1. + Create

2. Address Name: HEAD OFFICE

3. Address Purpose: Ordering

4. Phone, Fax, Email

5. Minor BU: MNOR BU1

6. Country Specific Values: Thailand

7. OK

8. Next

Step 1

Step 2

Step 3

Enter Supplier Information

1. Click + to add the address
2. Enter mandatory information marked with a *. They depend on the selected country and are mandatory.
 - Note:** For Address Name, please use Country Name. For Thailand's, use Province Name.
 - (Capitalized letters – e.g. MALDIVES, BANGKOK)
3. Identify Address Purpose:
 - 3.1 Ordering: Address and related sites can be used to create PO
 - 3.2 Remit to: Address and related sites can be used to create invoice
 - 3.3 RFQ and Sourcing: the address is used in negotiation only
4. Phone/Fax/email address here are generic (i.e. the receptionist of the company)
5. Enter the Minor BU the supplier should be assigned to (up to 12 BUs)
6. For Thailand's supplier, select the country again in Additional information to display other information, then specify the branch of the address. If it is Individual, specify "99999" and specify SMEs information.
7. Click Ok
8. Click Next

* By assigning a contact to an address, this contact will be used by default to send the PO PDF, even if there is another email address setup at the site level

CREATE NEW SUPPLIER - EXTERNAL



Step 3: Supplier Information - Enter the business classification

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable

Business Classifications

Enter at least one business classification or select none applicable

Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Other	Other	Other	Other	60 months	60 months	Other	
Company Regn	Company Regn			60 months	60 months	Company Regn	
Bank bank				60 months	60 months	Bank bank	
Code of conduct				60 months	60 months	Code of conduct	

Classification

- Company Registration/Affidavit/Identification card/Passport
- VAT/GST Document
- Copy 1st Page of Book Bank
- Signed Business Partner Code of Conduct
- SME Registered Document
- Others (e.g. Cover Letter for Changing Bank Account or Changing Company Name)
- Signed Data Processing Agreement :DPA
- Food production license approved by FDA (e.g. Aor.2, Sor Bor.1)
- Quality system certification (e.g. GHP, HACCP, ISO, BRC)
- Import License (e.g. Aor. 7)

Attachments

Type	File Name or URL	Title	Description	Attached By
File	Choose File			JAN SAJONIA

Step 1

Step 2

Step 3

Enter Supplier Information

1. Click + to attach document
2. Select the classification (document type)
3. Select the Certifying Agency (For 'Other', please specify document name in 'Other Certifying Agency box')
4. Identify the Start date (When documents are received)
5. Click + to attach the files
6. Select file on your computer
7. Click OK
8. Click Next

*** Required documents are specified at number 7 on the Review page and you can download the Minor Business Partners Code of Conduct on the Review page as well (in the case of a juristic person, the person who signs and stamps the Minor Business Partners Code of Conduct must have their name on the certification document only)

*** If your company is registered as an SME, please attach registration documents from the OSMEP. If not attached, we will not consider it to be an SME.

*** If you have already filled in the information but it is incomplete, you can press Save for Later. The system will send the link to you again and keep the information you have already filled in.

CREATE NEW SUPPLIER - EXTERNAL

Step 3: Supplier Information - Enter Bank Account

" data-bbox="58 241 682 907"/>

Register Supplier: Bank Accounts

Company Details | Contacts | Addresses | Business Classifications | **Bank Accounts** | Products and Services | Review

1 2 3 4 5 6 7

Back Next Save for Later Register Cancel

Account Number IBAN Currency Bank Edit Delete

Columns Hidden 8

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country Thailand

Bank SIAM COMMERCIAL BANK

Branch 014; 5411

Account Number 999999999

IBAN

Currency

BIC / SWIFT

Account Type

Description

Account Name

Alternate Account Name

Account Suffix

Check Digits

Comments

Note to Approver

Create Another OK Cancel

****Please add numbers only
No space or "-"**

Step 1

Step 2

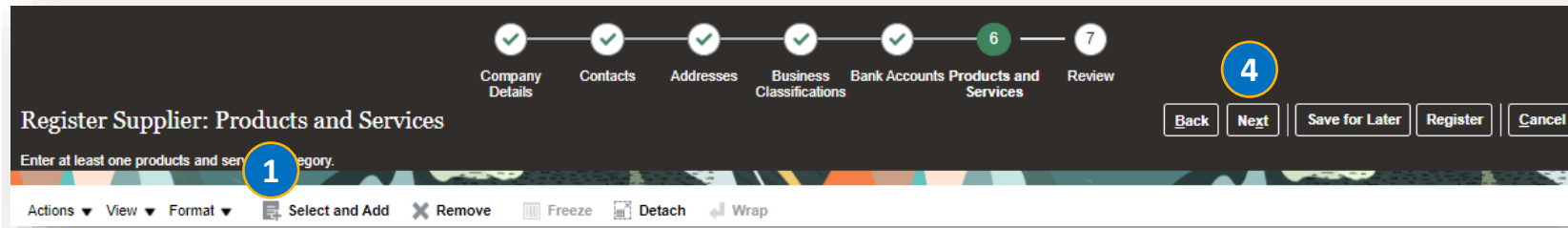
Step 3

Enter Supplier Information

1. Click +
2. Select the bank account country, bank name, branch and enter the account number
3. Specify the Currency. IBAN is not mandatory, but in case of foreign suppliers, if any supplier has an IBAN, please specify the information as well.
4. For supplier outside Thailand, please always specify **Swift code**
5. You can take special note in Note to Approver
6. If you cannot find bank details or bank branch, please notify us in the Note to Approver box.
7. Click OK
8. Click Next

CREATE NEW SUPPLIER - EXTERNAL

Step 3: Supplier Information - Enter Product And Services



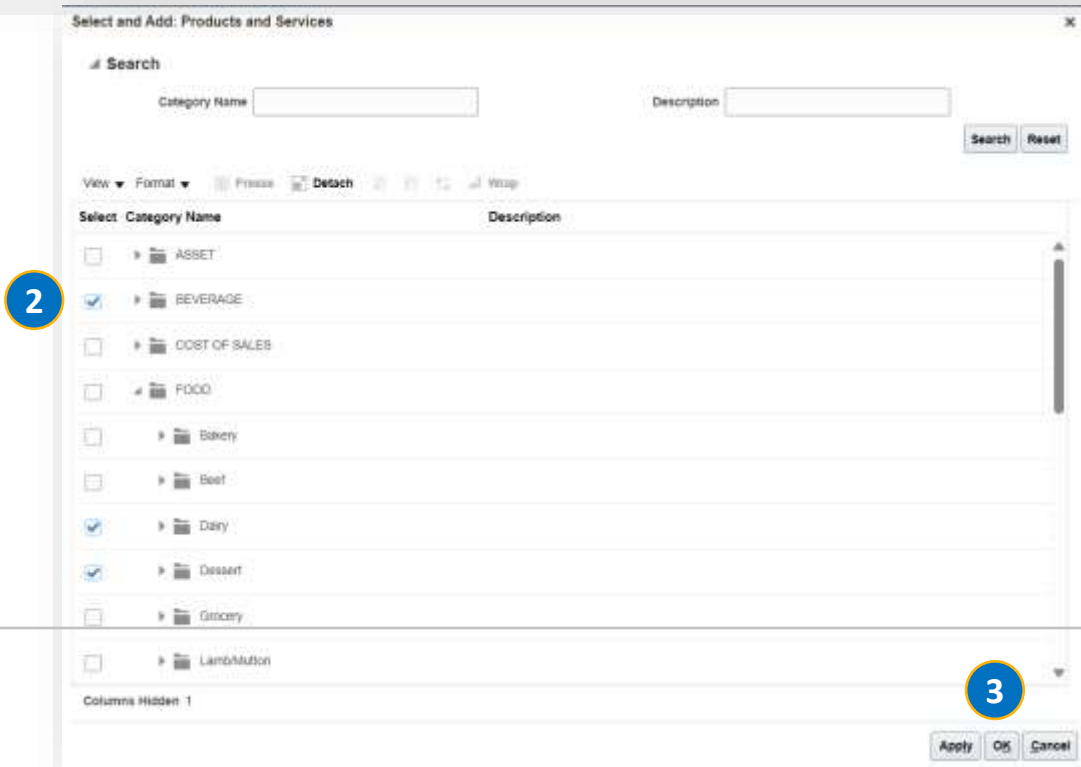
Register Supplier: Products and Services

Enter at least one products and services category.

Progress bar: Company Details (✓), Contacts (✓), Addresses (✓), Business Classifications (✓), Bank Accounts (✓), Products and Services (6), Review (7). Step 4 is highlighted.

Buttons: Back, Next, Save for Later, Register, Cancel.

Actions: View, Format, Select and Add, Remove, Freeze, Detach, Wrap.



Select and Add: Products and Services

Search: Category Name, Description

Buttons: Search, Reset

Select	Category Name	Description
<input type="checkbox"/>	ASSET	
<input checked="" type="checkbox"/>	BEVERAGE	
<input type="checkbox"/>	COST OF SALES	
<input type="checkbox"/>	FOOD	
<input type="checkbox"/>	Bakery	
<input type="checkbox"/>	Beet	
<input checked="" type="checkbox"/>	Dairy	
<input checked="" type="checkbox"/>	Dessert	
<input type="checkbox"/>	Grocery	
<input type="checkbox"/>	Lamb/Mutton	

Buttons: Apply, OK, Cancel

Step 1

Step 2

Step 3

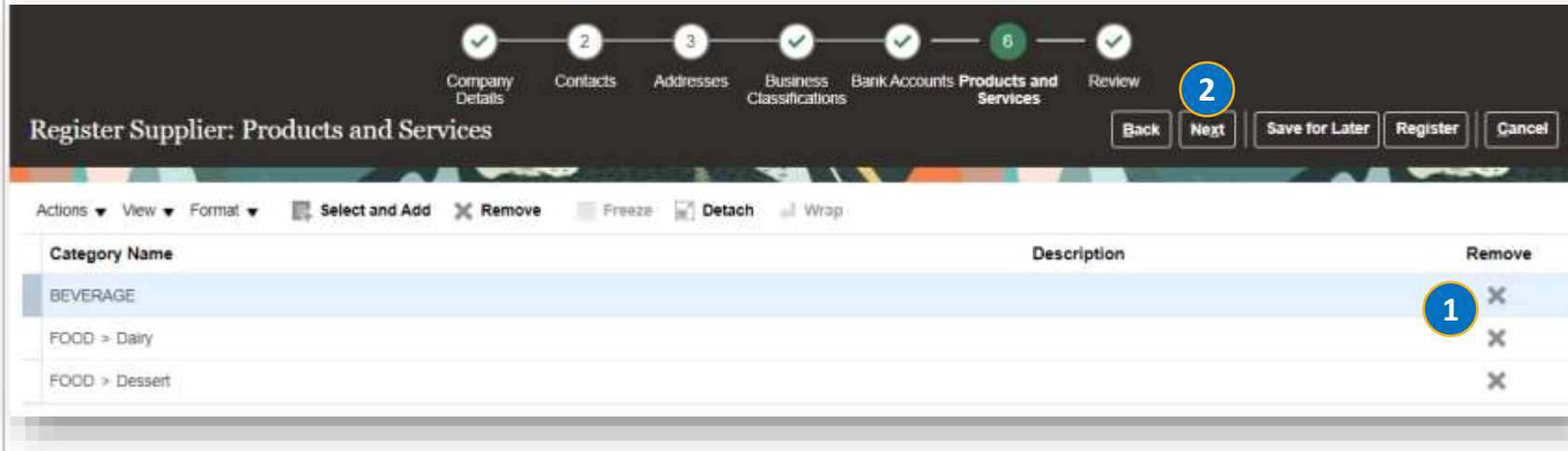
Enter Supplier Information

1. Click Select and Add button to add Products and Services
2. Select Category name on the hierarchy or the purchase category at the lowest level
3. Click OK
4. Click Next

***You can find the Category Name in the Category Name and Search. Or you can click ▶ find information.

CREATE NEW SUPPLIER - EXTERNAL

Step 3: Supplier Information - Enter Product And Services



Category Name	Description	Remove
BEVERAGE		X
FOOD > Dairy		X
FOOD > Dessert		X

Step 1

Step 2

Step 3

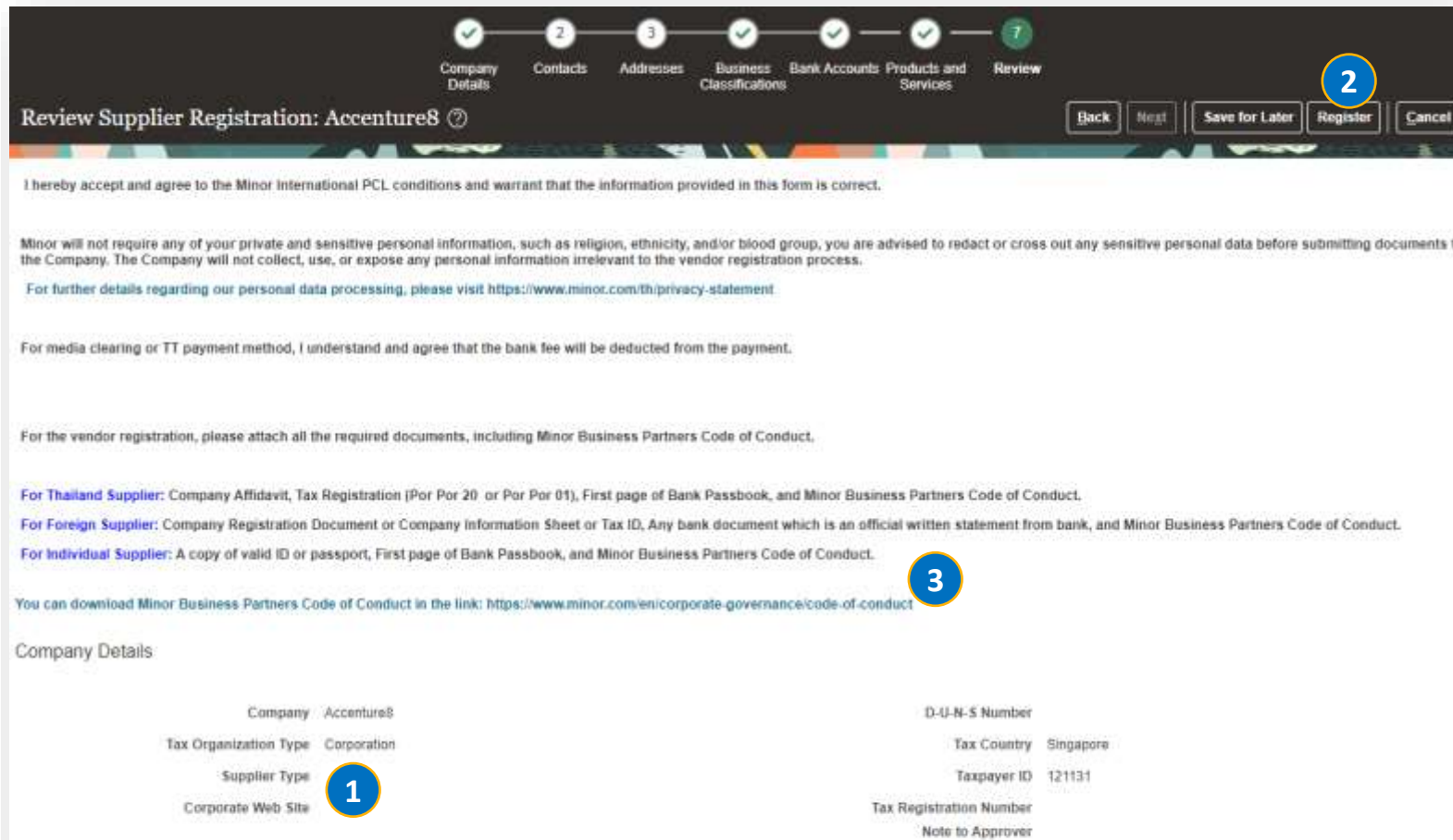
Enter Supplier Information



1. If the category is wrong, you can click X to remove.
2. Click Next

CREATE NEW SUPPLIER - EXTERNAL

Step 3: Complete the registration request and submit for approval



Review Supplier Registration: Accenture8

I hereby accept and agree to the Minor International PCL conditions and warrant that the information provided in this form is correct.

Minor will not require any of your private and sensitive personal information, such as religion, ethnicity, and/or blood group, you are advised to redact or cross out any sensitive personal data before submitting documents to the Company. The Company will not collect, use, or expose any personal information irrelevant to the vendor registration process.

For further details regarding our personal data processing, please visit <https://www.minor.com/th/privacy-statement>.

For media clearing or TT payment method, I understand and agree that the bank fee will be deducted from the payment.

For the vendor registration, please attach all the required documents, including Minor Business Partners Code of Conduct.

For Thailand Supplier: Company Affidavit, Tax Registration (Por Por 20 or Por Por 01), First page of Bank Passbook, and Minor Business Partners Code of Conduct.

For Foreign Supplier: Company Registration Document or Company Information Sheet or Tax ID, Any bank document which is an official written statement from bank, and Minor Business Partners Code of Conduct.

For Individual Supplier: A copy of valid ID or passport, First page of Bank Passbook, and Minor Business Partners Code of Conduct.

You can download Minor Business Partners Code of Conduct in the link: <https://www.minor.com/en/corporate-governance/code-of-conduct>

Company Details

Company	Accenture8	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Singapore
Supplier Type	1	Taxpayer ID	121131
Corporate Web Site		Tax Registration Number	
		Note to Approver	

Step 1

Step 2

Step 3

Complete the registration



1. Supplier can update all information in the request and review everything in the last page
2. Click Register to submit the registration request for approval

Note: Supplier can download Minor's Code of Conduct in number 3

Additional Information

Alternate Name (in local language)

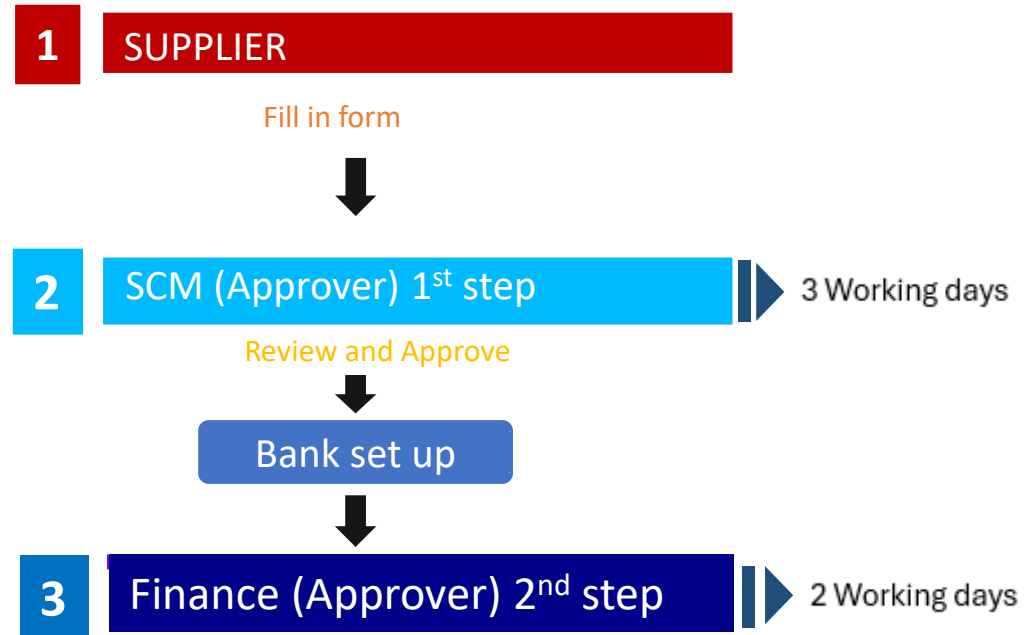
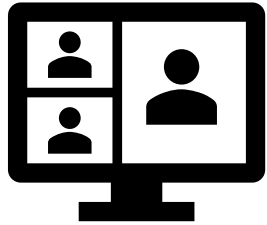
Specify Supplier group

Any involvement you or your immediate family members might have had with MINOR

Please specify Minor staff full name

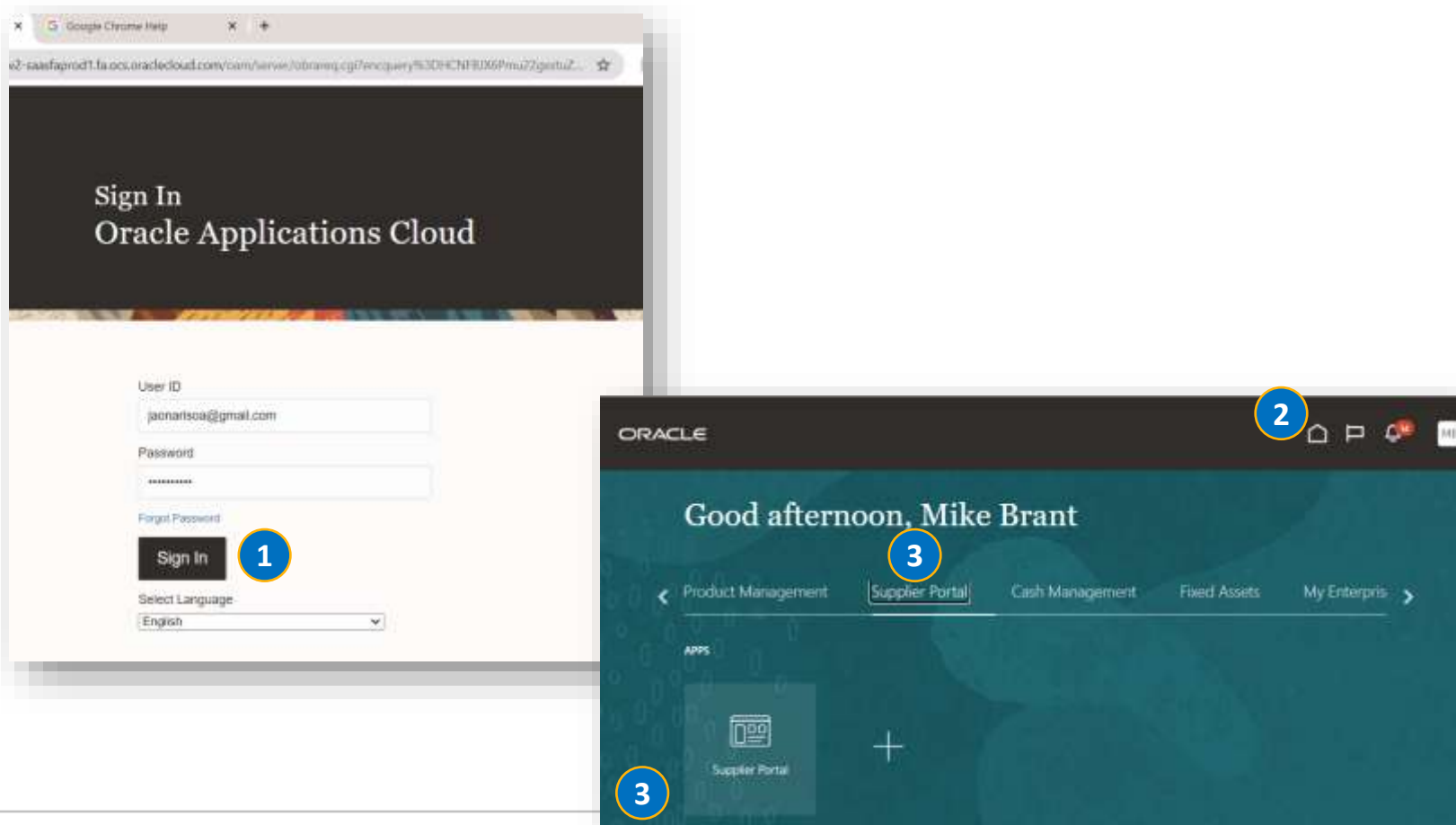
UPDATE SUPPLIER INFORMATION - EXTERNAL

WORK SCREEN UPDATE INFORMATION - EXTERNAL



UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 1: Log in to Oracle Fusion as a Supplier user. Navigate to the Supplier Portal work area.



Step 1

Step 2

Step 3



1. Log in to Oracle Fusion as a Supplier user using the user ID and password opened with Minor.
2. Click Home
3. Select Supplier Portal to navigate to the Supplier Portal work area.

UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 2: Update the Company Profile



Company Profile

- Manage Profile **1**



Step 1

Step 2

Step 3

Update Profile



1. Select Manage Profile
2. Click Edit to update data

Note: Suppliers can only update information at these levels:

- Profile
- Addresses
- Contacts

Update on site level is not supported

UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 2: Update the Company Profile

Edit Profile Change Request: 51001 Delete Change Request Review Changes Save Save and Close

Change Description 3

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General 2

Supplier Name F&B Solutions Co.,Ltd. (DEMO) Tax Organization Type Registered Partnership
 Supplier Number 2000001 Status Active
 Supplier Type Company Attachments None

Additional Information 2

Supplier Name in local language บริษัท ฟ&บี โซลูชั่นส์ จำกัด (มหาชน)
 Do you have relatives working in Minor international?
 Name of Relative Working in Minor
 Disclosure of Relative Remarks
 SupplierCountry
 Country Specific Values Thailand
 (WHT)Condition
 (WHT)Alternate Supplier Tax ID
 (WHT)Revenue Type
 COC Required N
 Specify Supplier group
 COC Due Date
 COC Received Date
 COC Responsible BU
 Comment_COC
 * Is your Company involved in transferring, storing, processing MINOR Information N

Step 1

Step 2

Step 3

Update Profile – Organization details



1. Update information
2. You can edit the supplier name only in case of name change. If the taxpayer number is changed, a new supplier must be opened, and information in Additional information can be edited.
3. ***Every time you edit information
 ***Specify the information you want to edit in the Change Description box for the approver to know, such as wanting to edit the head office account or want to change the address of branch 1

UPDATE SUPPLIER INFORMATION

Step 2: Update the Company Profile

Edit Profile Change Request: 51001

Delete Change Request Review Changes Save Save and Close

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name F&B Solutions Co.,Ltd. (DEMO) Tax Organization Type Registered Partnership

Supplier Number 2000001 Status Active

Supplier Type Company Attachments None

Additional Information

Messages for this page are listed below.

- You must enter a value
- You must enter a value
- You must make at least one selection
- You must enter a value

Is your Company involved in transferring, storing, processing MINOR Information? N

Step 1

Step 2

Step 3

Update Profile – Organization details



1. If you find any incomplete information, please wait for the information to be complete.

UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 2: Update the Company Profile

The screenshot shows the Oracle Supplier Profile Change Request interface. The 'Addresses' tab is selected, and the 'Edit Address: HEAD OFFICE' dialog box is open. The dialog box contains the following fields:

- Address Name:** AHEAD OFFICE
- Country:** Thailand
- Address Line 1:** 60 Beach Road
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- City:** Bangkok
- State:** (empty)
- Additional Information:**
 - EDI ID Number: (empty)
 - MINOR BU1: (empty)
 - MINOR BU2: (empty)
 - MINOR BU3: (empty)
 - MINOR BU4: (empty)
 - MINOR BU5: (empty)
 - MINOR BU6: (empty)
- Address Purpose:**
 - Ordering:
 - Remit to:
 - RFQ or Bidding:
- Phone:** (empty)
- Fax:** (empty)
- Email:** jaonrisqa@gmail.com
- Inactive Date:** dd/mm/yy
- MINOR BU7:** (empty)
- MINOR BU8:** (empty)
- MINOR BU9:** (empty)
- MINOR BU10:** (empty)
- MINOR BU11:** (empty)
- MINOR BU12:** (empty)
- Country specific values:** (empty)

Numbered callouts (1-5) indicate the following steps:

1. Change Description field
2. Pen icon in the table header
3. Address Line 2 field
4. MINOR BU1 dropdown
5. OK button

Step 1

Step 2

Step 3

Update Profile – Addresses



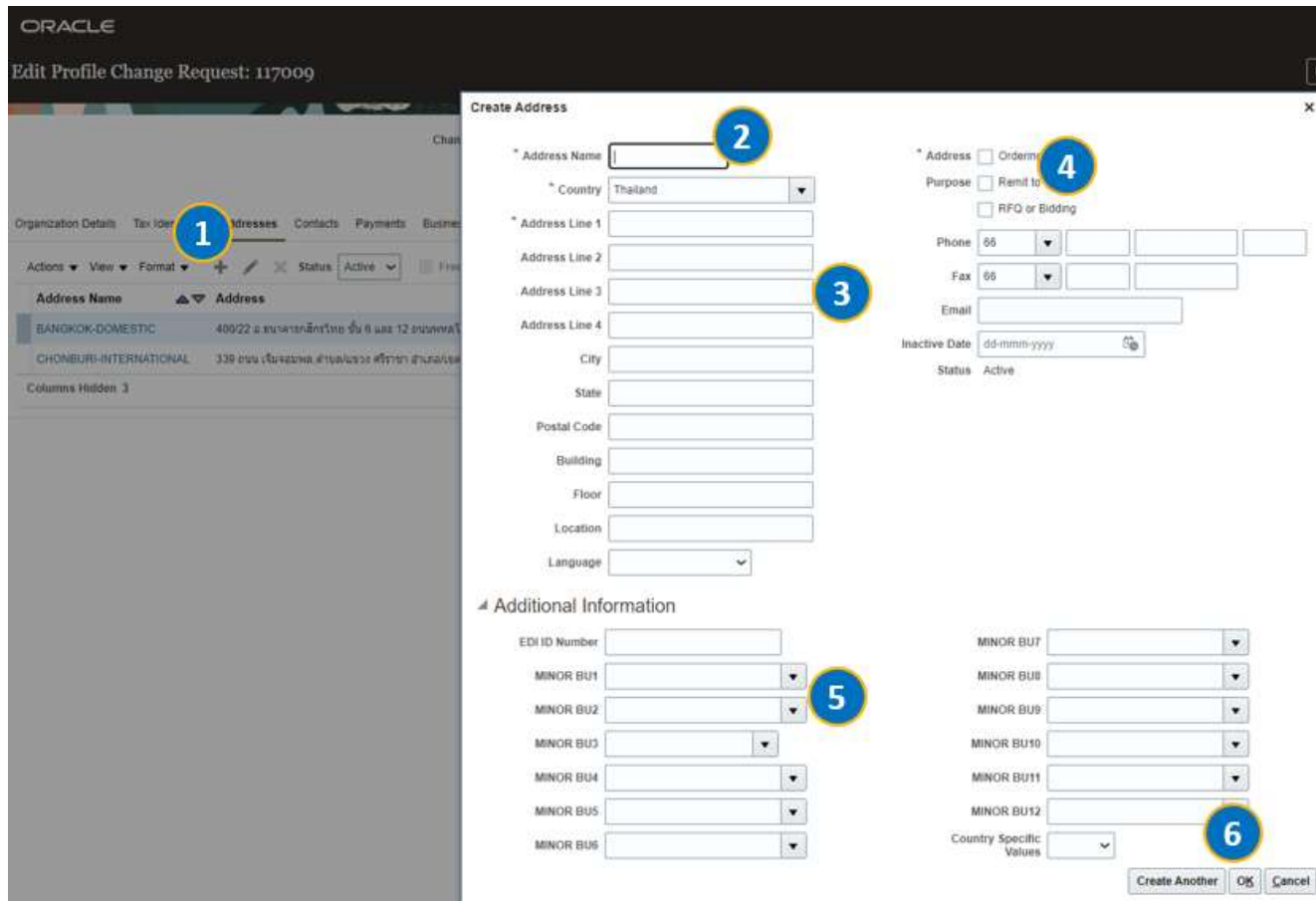
Can edit or add address; In order to edit or add, there must be attached documents. For example, if you are registered for tax, you must attach Phor Phor 20 or 09 or 01. If you are not registered for tax, attach certificate. If you are an individual person, attach your ID card.

1. Select the addresses
2. Use the Pen button to update
3. Update information
4. You can add the BU of Minor at this stage.
5. Click OK

*** Can be edited in case of the change of branch address. If adding a branch, it must be adding an address.

UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 2: Update the Company Profile



The screenshot shows the Oracle 'Create Address' dialog box. The background shows the 'Edit Profile Change Request: 117009' page with the 'Addresses' tab selected. The 'Create Address' dialog has the following fields and callouts:

- 1**: The '+' icon in the 'Addresses' tab of the background page.
- 2**: The 'Address Name' field.
- 3**: The 'Address Line 1' field.
- 4**: The 'Address Purpose' section, including 'Ordering', 'Remit to', and 'RFQ or Bidding' checkboxes.
- 5**: The 'MINOR BU1' dropdown menu in the 'Additional Information' section.
- 6**: The 'Country Specific Values' dropdown menu.

Other fields in the dialog include: Country (Thailand), Address Line 2-4, City, State, Postal Code, Building, Floor, Location, Language, Phone, Fax, Email, Inactive Date (dd-mm-yy), Status (Active), EDI ID Number, and MINOR BU2-12.

Step 1

Step 2

Step 3

Update Profile – Addresses

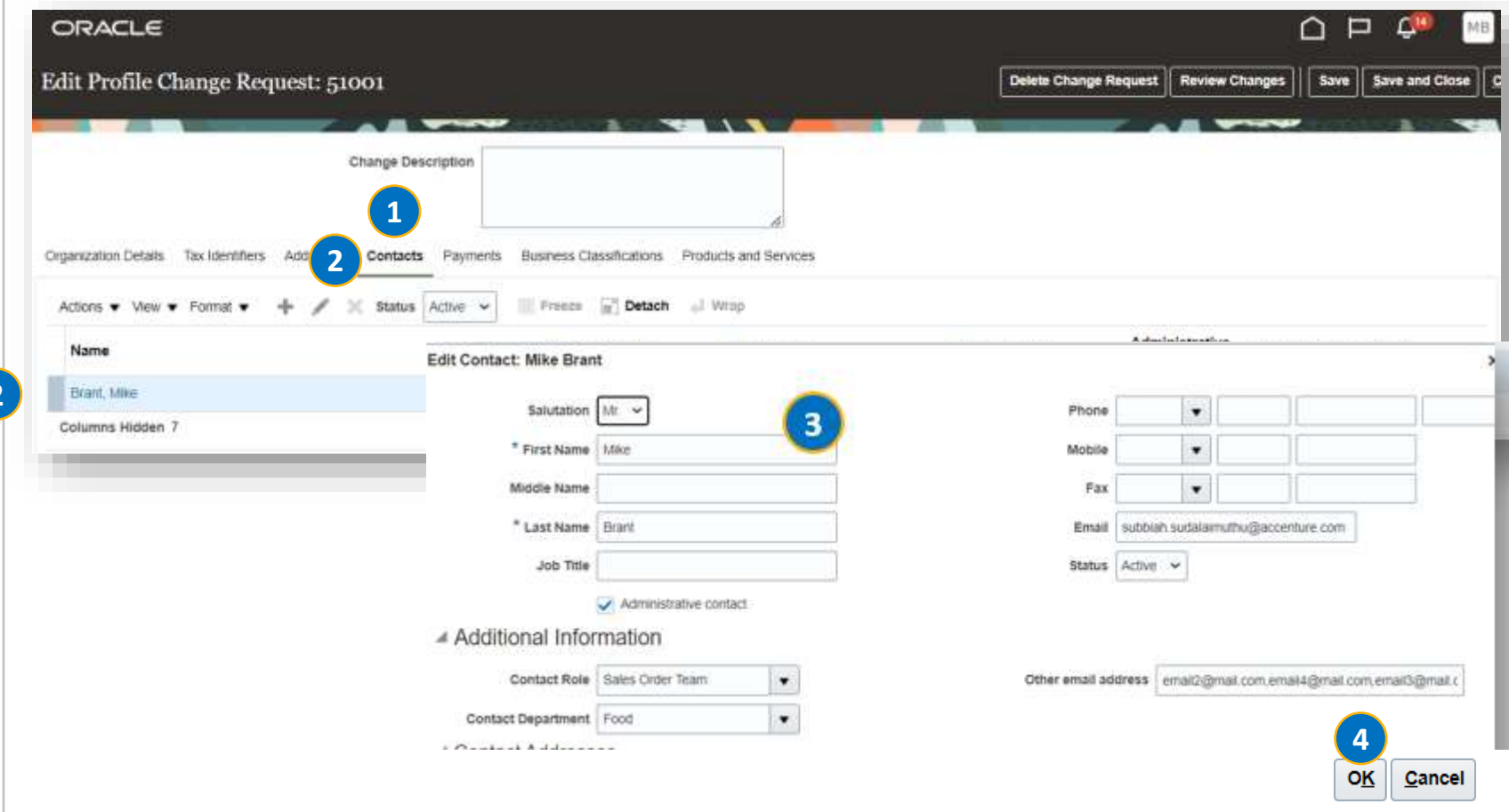


To add an address

1. Click +
2. Specify Address Name as name of the province. For supplier outside Thailand, specify the name of the country using English capital letter such as MALDIVES, BANGKOK and enter the address.
3. Specify Address
4. Specify Address Purpose:
 - 4.1 Ordering: Address and related sites can be used to create PO
 - 4.2 Remit to: Address and related sites can be used to create invoice
 - 4.3 RFQ and Sourcing: the address is used in negotiation only
5. Specify telephone number, fax number, email
6. Specify Minor BU (Minor subsidiary that will trade with you)
7. If you are a supplier in Thailand, please specify Thailand in number 6 and specify your branch address. If you are an individual, specify "99999" and specify SMEs information.
8. Press OK

UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 2: Update the Company Profile



The screenshot shows the Oracle 'Edit Profile Change Request: 51001' interface. The 'Contacts' tab is selected, and the 'Edit Contact: Mike Brant' form is open. The form includes fields for Salutation (Mr), First Name (Mike), Last Name (Brant), Job Title, Phone, Mobile, Fax, Email (subbiah.sudalaimuthu@accenture.com), and Status (Active). There are also dropdown menus for Contact Role (Sales Order Team) and Contact Department (Food). The 'Administrative contact' checkbox is checked. The 'OK' and 'Cancel' buttons are visible at the bottom right. Numbered callouts 1 through 4 highlight specific elements: 1 points to the 'Change Description' field, 2 points to the 'Contacts' tab, 3 points to the 'First Name' field, and 4 points to the 'OK' button.

Step 1

Step 2

Step 3

Update Profile – Contacts

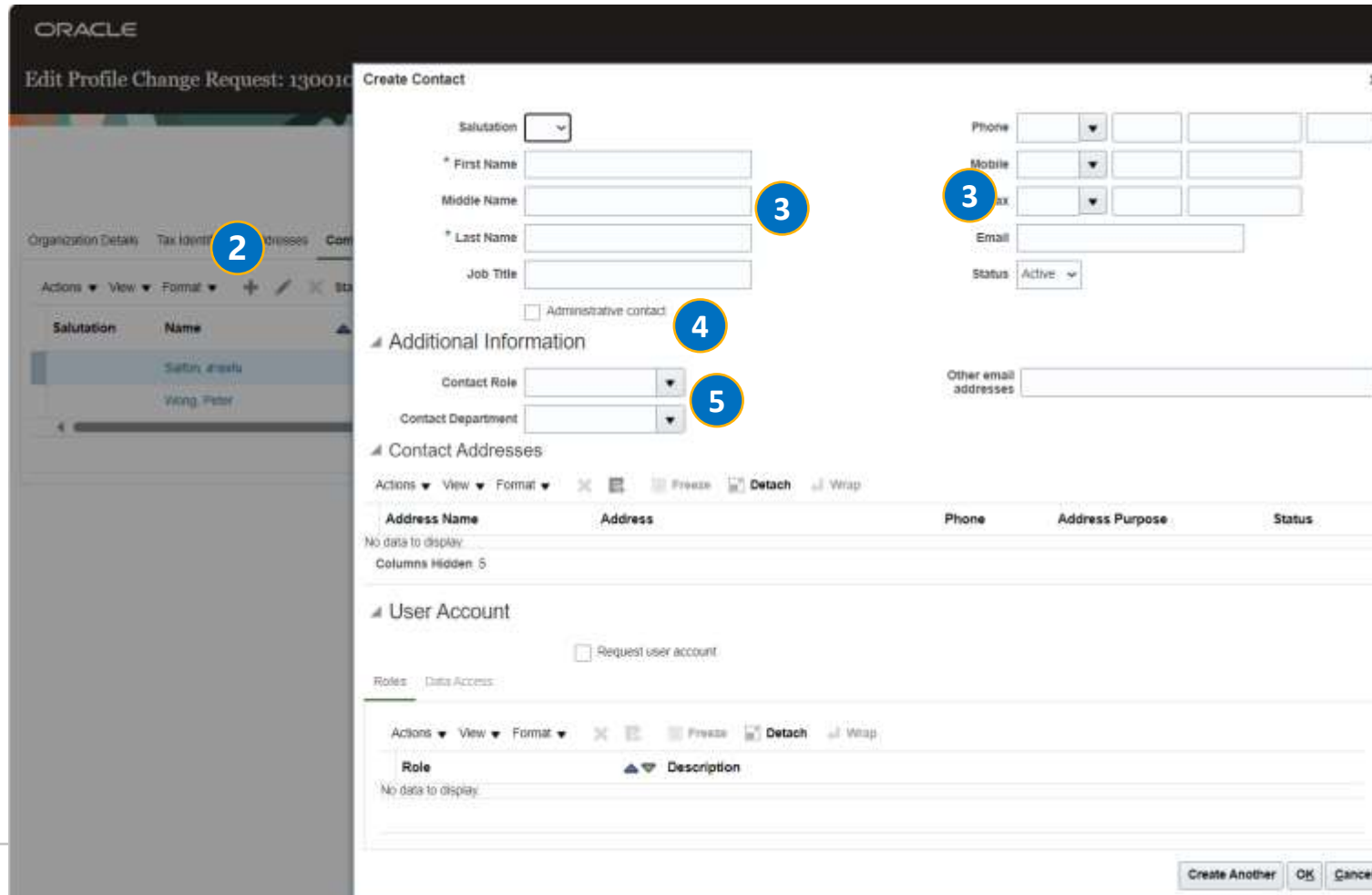


Can edit or add contact by:

1. Select Contact
2. To edit, select a contact and press the pencil icon.
3. Can edit contact
4. Press OK

UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 2: Update the Company Profile



The screenshot shows the Oracle 'Create Contact' form. The form is divided into several sections: 'Personal Information', 'Additional Information', 'Contact Addresses', and 'User Account'. The 'Personal Information' section includes fields for Salutation, First Name, Middle Name, Last Name, Job Title, Phone, Mobile, Fax, Email, and Status. The 'Additional Information' section includes a checkbox for 'Administrative contact', 'Contact Role', and 'Contact Department'. The 'Contact Addresses' section includes a table for 'Address Name', 'Address', 'Phone', 'Address Purpose', and 'Status'. The 'User Account' section includes a checkbox for 'Request user account' and a table for 'Role' and 'Description'. The form is annotated with numbered callouts: 1 points to the 'Salutation' dropdown, 2 points to the 'Add' button (a plus sign) in the 'Organization Details' section, 3 points to the 'First Name' field, 4 points to the 'Administrative contact' checkbox, and 5 points to the 'Contact Role' dropdown. At the bottom right, there are buttons for 'Create Another', 'OK', and 'Cancel'.

Step 1

Step 2

Step 3



Update Profile – Contacts

Can edit or add contact by:

1. Select Contact
2. To add a contact, press +
3. Enter contact information
4. Tick Administrative Contact to receive notification information from Minor
5. Specify Contact role

** Contact Department is the Sale listed above that takes care of Minor in each group? If taking care of all of them, choose Food.

UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 2: Update the Company Profile

Step 2: Update the Company Profile

5 Request user account

Roles Data Access

6

Actions View Format X Freeze Detach Wrap

Role	Description
6 Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

7

Create Another OK Cancel

Step 1

Step 2

Step 3



Update Profile – Contacts

5. Check Request account to be able to edit Oracle data
6. The system will show the Roles that the contact above can edit information in. If any role is not relevant, you can delete them by clicking on that role and pressing X. If you can edit everything, press OK.
 - Supplier Accounts Receivable Specialist >> Access to invoice and payments
 - Supplier Bidder >> Access to Negotiation
 - Supplier Customer Service Representative >> Access PO and Receipts
 - Supplier Inventory Manager
 - Supplier Sales Representatives >> Access Agreements
 - Supplier Self Service Administrator >> Manage Company information
7. Press OK

UPDATE SUPPLIER INFORMATION

Step 2: Update the Company Profile

" data-bbox="34 250 696 913"/>

Change Description

Organization Details Tax **1** Payments Addresses Contacts **1** Business Classifications Products and Services

Payment Methods **1** Bank Accounts

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	XXXXX9999			SIAM COMMERCIAL BANK

Columns Hidden: 8

Edit Bank Account 7777778

It's required to attach supporting documents when you edit country, account number, bank name, branch name, IBAN, or currency.

* Country: Thailand

* Account Number: 7777778 **2** Please specify number only; no space or "-".

Bank Name: SIAM COMMERCIAL BANK

Bank Branch: 014; 5411

Allow international payments

From Date: 06-Sep-2024

Inactive On: 07-Sep-2024

IBAN:

Currency:

Attachments: Book bank Fusion.pdf **3**

4 OK Cancel

Step 1

Step 2

Step 3

Update Profile – Payments



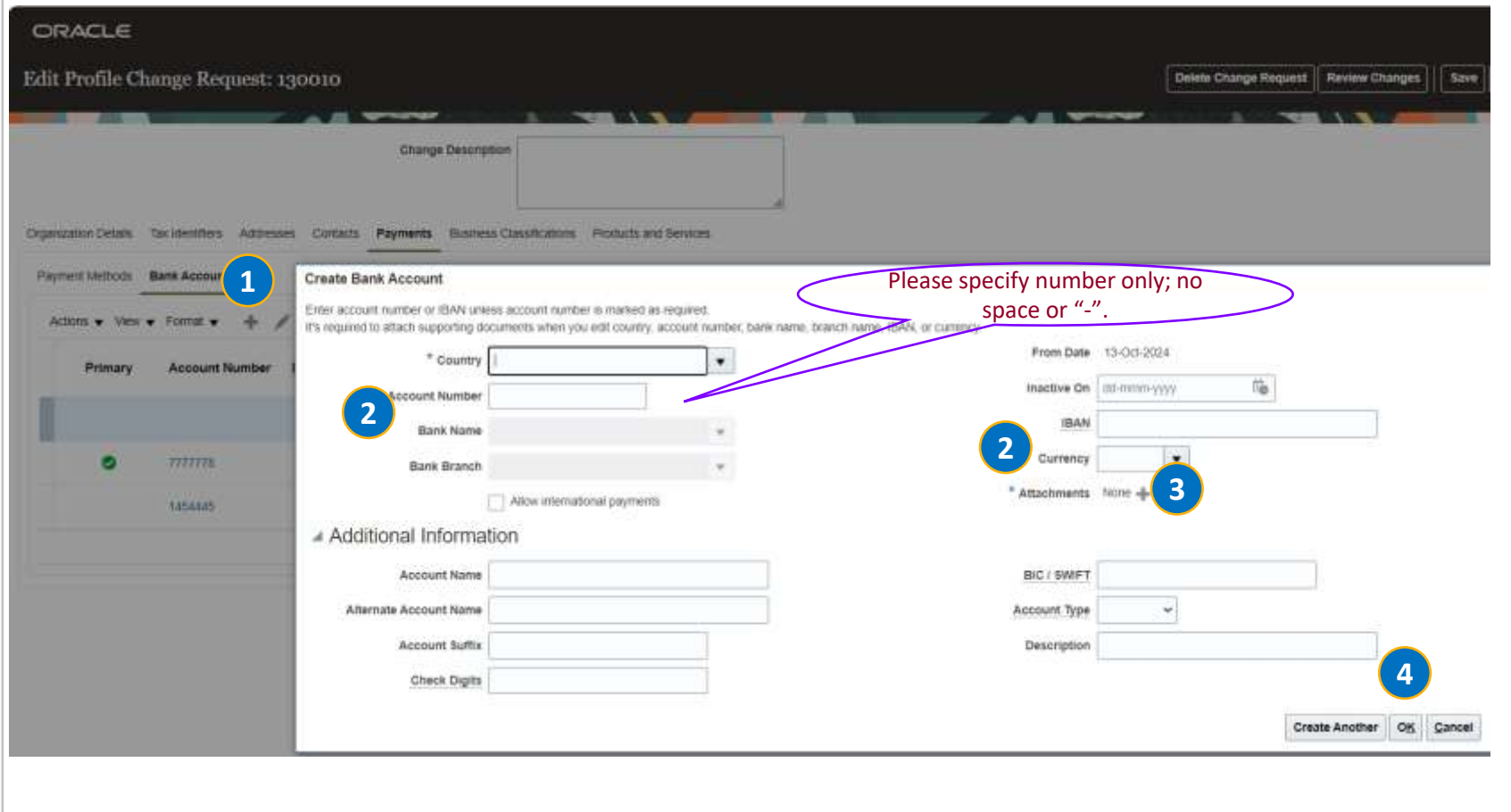
Can edit or add account by:

1. To edit your account, choose Payments >> Bank Account and then press the pencil icon.
2. Edit account information
3. Attach Book bank and account change notification letter.
4. Press OK.

*** In case of adding or editing, book bank and notification letter must be attached with signature and stamp.

UPDATE SUPPLIER INFORMATION

Step 2: Update the Company Profile



The screenshot shows the Oracle 'Create Bank Account' form. It includes a 'Change Description' field at the top, followed by navigation tabs for Organization Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services. The 'Payments' tab is active, showing a 'Bank Account' table with columns for Primary, Account Number, and a '+' icon. A callout '1' points to the '+' icon. Below the table is the 'Create Bank Account' form with the following fields: Country (dropdown), Account Number (text), Bank Name (dropdown), Bank Branch (dropdown), Allow international payments (checkbox), From Date (13-Oct-2024), Inactive On (date), IBAN (text), Currency (dropdown), Attachments (None), Additional Information section with Account Name, Alternate Account Name, Account Suffix, and Check Digits (text), BIC / SWIFT (text), Account Type (dropdown), and Description (text). A callout '2' points to the Account Number field, and a callout bubble contains the text 'Please specify number only; no space or "-"'. Callout '3' points to the Currency dropdown, and callout '4' points to the Description field. At the bottom right are 'Create Another', 'OK', and 'Cancel' buttons.

Step 1

Step 2

Step 3



Update Profile – Payments

Can edit or add account by:

1. Click + to add account
2. Add account information and specify Currency in case of a foreign supplier. If any supplier has an IBAN, please specify the information as well.

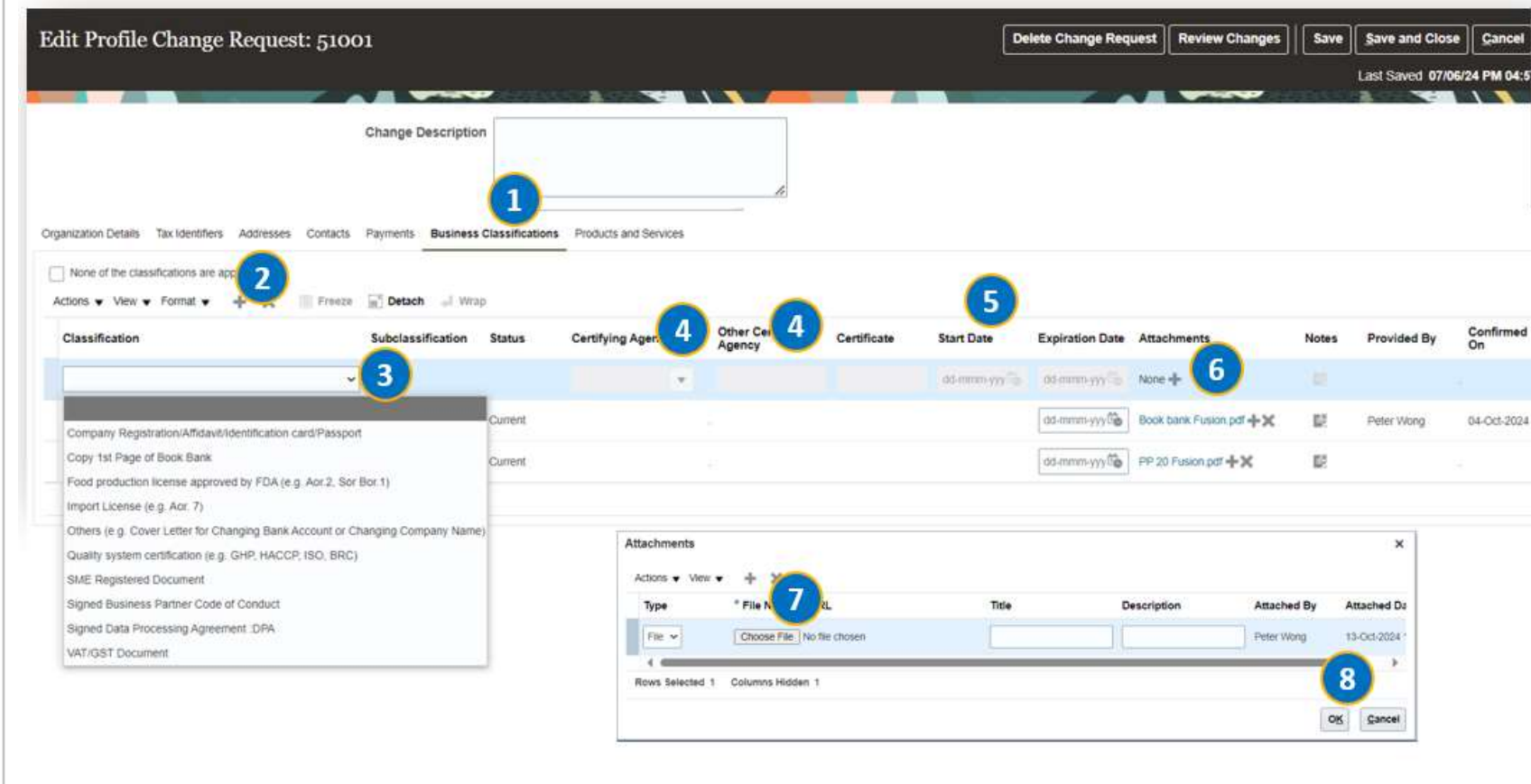
For supplier outside Thailand, please always specify **Swift code**.

4. Attach book bank and account change notification letter
5. Click OK

*** In case of adding or editing, book bank and notification letter must be attached with signature and stamp.

UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 2: Update the Company Profile



1

2

3

4

4

5

6

7

8

Step 1

Step 2

Step 3

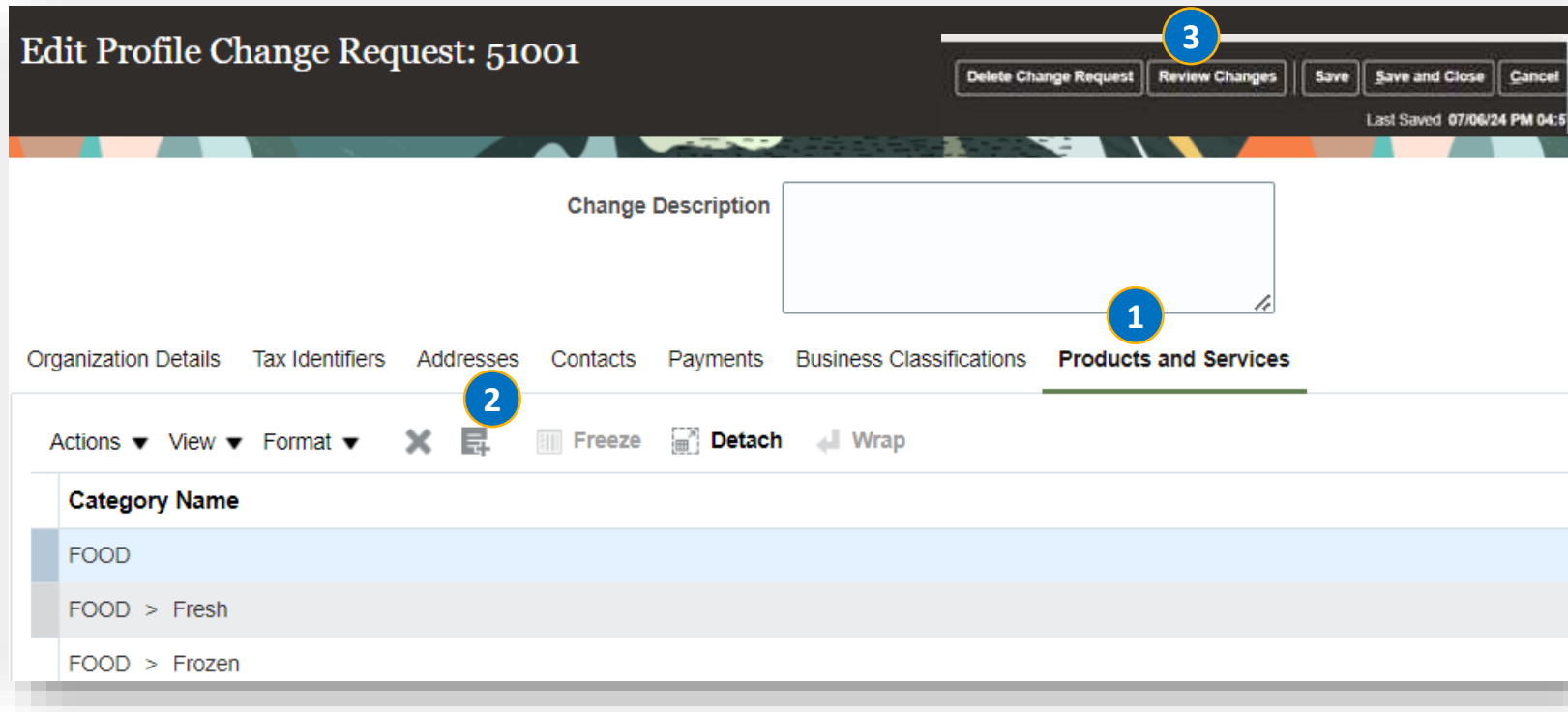


Update Profile – Business Classification

1. To edit any data, if documents are attached, they must be attached to Business Classifications.
2. Click + to attach the document.
3. Press classification and then select the name of the document to attach.
4. Select the document name again. But if you select Other, you must specify the document name in the Other Certifying Agency field.
5. Specify the date of attachment of the document in the Start date field.
6. Click + to attach the document.
7. Press choose file to select your document.
8. Click OK (do the same thing until all documents are attached)

UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 2: Update the Company Profile



Step 1


Step 2

Step 3

Update Profile – Product and services



Supplier can update product and services by:

1. Choose Products and Services
2. Click 
3. If the supplier has already filled in the required information, click Review changes.

UPDATE SUPPLIER INFORMATION - EXTERNAL

Step 3: Review changes and update for approval

Delete Change Request Review Changes Save Save and Close Cancel
Last Saved 07/06/24 PM 04:5

Review Changes

Change Description

Organization Details

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Supplier Name	F&B Solutions Co.,Ltd. (DEMO)	F&B Solutions Co.,Ltd. (DEMO NEW)

Business Classifications

View Format Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By
Ethical Code Of Conduct		Current	Other		COC2025	25/04/24		COC_signed.pdf		Mike Brant


1

2

3

4

5

 **Confirmation** X

Your profile change request 51001 was submitted for approval

OK

Step 1 Step 2 **Step 3**

Review and submit for approval

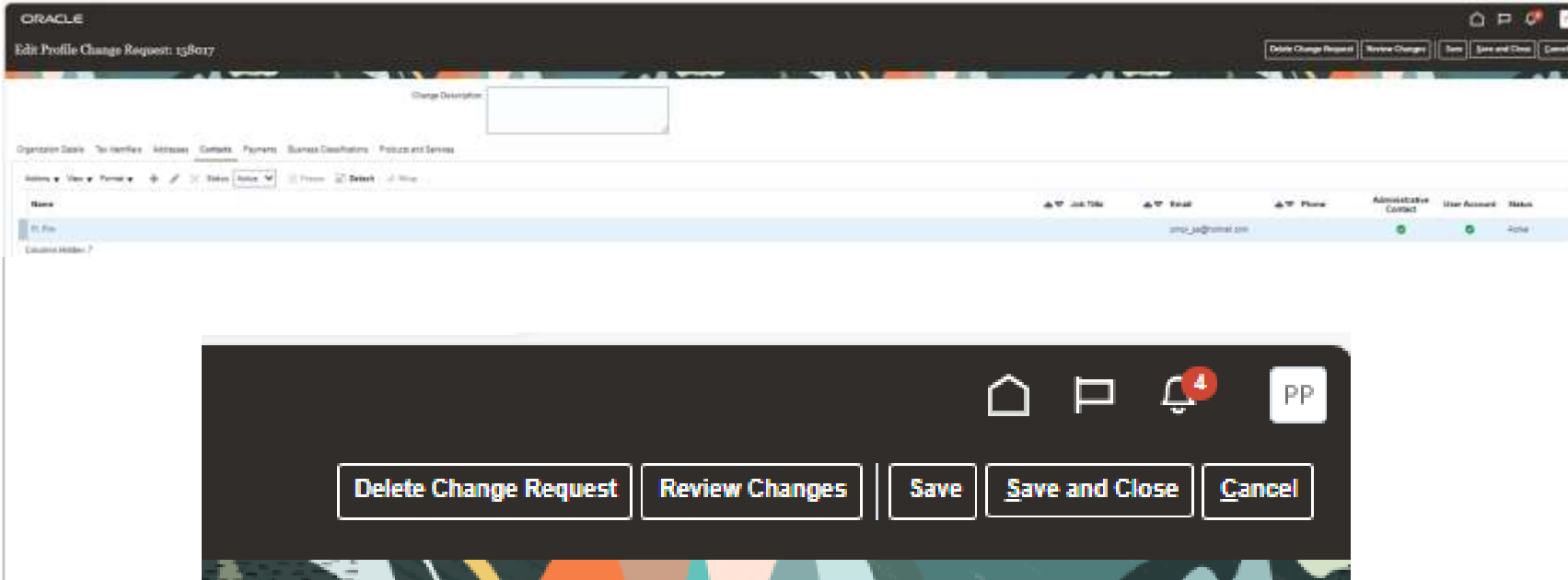


1. Updated information is marked with a ●
2. Additional records are marked with a +
3. Submit for approval
4. See the confirmation message
5. Click OK

UPDATE SUPPLIER INFORMATION - EXTERNAL



Step 3: Review changes and update for approval



Step 1

Step 2

Step 3

Review and submit for approval



If you enter the Supplier Portal and there are no changes to the information, press the Cancel button.

NOTIFICATIONS

NOTIFICATIONS-INFORM REQUESTER

Approve / Reject / Request for information

FYI: Supplier Registration Request 66001 for 19 Aug UAT Co., Ltd. Was Rejected

MF Minor Fusion Test <exnp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com>
To: Saifon Pasuklum

Mon 8/19/2024 11:53 AM

[Reply](#) [Reply All](#) [Forward](#) [Share](#) [More](#)

This sender exnp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com is from outside your organization.
If there are problems with how this message is displayed, click here to view it in a web browser.

Access this task in the [Workspace Application](#)

Supplier Registration Request 66001 for 19 Aug UAT Co., Ltd. Was Rejected

Details

Assignee	Saifon Pasuklum	Registration Request	66001	Business Relationship	Spend Authorized
Assigned Date	19-Aug-2024	Company	19 Aug UAT Co., Ltd.	Source	Internal Request
Expiration Date	18-Sep-2024	Requested By	Saifon Pasuklum	Inviting Procurement BU	Anantara Riverside Bangkok Resort
Task Number	349223	Request Date	19-Aug-2024		

Action Details

Action	Rejected
Action Date	19-Aug-2024 4:52 AM
Reason	Criteria not met
Comments	เกณฑ์ไม่ตรง

1

Step

Approval notifications – Reject



1. In case that the request is rejected, it can no longer be used. You need to create a new request.

NOTIFICATIONS-INFORM REQUESTER

Approve / Reject / Request for information

Supplier Registration Request 99002 Requires Additional Information **1**

 exnp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com
To: You

Minor International Pcl. and Affiliates

Your supplier registration request requires additional information. Resubmit your registration request using the link provided.

Reason: **แบบ book bank เพิ่มเติม** **2**
Request Number: 99002
Request Date: 13 October 2024
Requested By: pol, pol
Company: 13 Oct Co., Ltd.

 For security purposes, tax identifiers are not saved and need to be reentered.

Recommended Action **3**

[Update your supplier registration request.](#)

Step

Approval notifications – Request for information




1. In case of creating a new supplier, if approver requests for more information
2. The approver will specify the comment information requested
3. Click the link to enter the information requested by the approver, then press submit again

NOTIFICATIONS-INFORM REQUESTER



Supplier Registration Request 99002 Was Approved **1**

 exnp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com
To: You

Minor International Pcl. and Affiliates

Your Supplier Registration Request was Approved

Request Number	99002
Request Date	13 October 2024
Requested By	pol, pol
Company	13 Oct Co., Ltd.

 User account information will be sent in a separate email.

Step



1. If you receive approval from Minor, there will be an email notifying the supplier.

NOTIFICATIONS-INFORM REQUESTER



Approve / Reject / Request for information

FYI: Supplier Profile Change Request 117010 for 11 Sep UAT Co., Ltd. Was Approved



Minor Fusion Test <exmp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com>
To: Saifon Pasuklum

This sender exmp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com is from outside your organization.
If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward

Sun 10/6/2024

Step

1

Access this task in the [Workspace Application](#)

Supplier Profile Change Request 117010 for 11 Sep UAT Co., Ltd. Was Approved

Details

From: Saifon Pasuklum	Request: 117010	Supplier: 11 Sep UAT Co., Ltd.
Assigned Date: 06-Oct-2024 3:10 PM	Request Source: Internal	Supplier Number: 2000092
Expiration Date: 05-Nov-2024 3:10 PM	Request Date: 06-Oct-2024	Business Relationship: Spend Authorized
Task Number: 406172	Requested By: Saifon Pasuklum	

Action Details

Action: Approved
Action Date: 06-Oct-2024 3:09 PM
Last Approver: Saifon Pasuklum
Phone:
Email: Saifon_pa@minor.com

Recommended Actions

Review tax details for addresses with location change.

Addresses

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
PHAYATHAI	400/22 Ksiwemdi The 6 am 12 am www.kls.gov.sg www.kls.gov.sg		Ordering; Remit to; RFQ or Bidding		Active	

1. If you receive approval from Minor, there will be an email notifying the supplier.

NOTIFICATIONS-INFORM REQUESTER

Approve / Reject / Request for information


[MINOR-TEST] Spend Authorized approved **1**

 exnp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com
To: Saifon Pasuklum **1**

 This sender exnp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com is from outside your organization.

 TEST ATTACHEMENT.pdf
17 KB

Congratulations Minor has approved your company as a new source of Products and Services
Please find attached a PDF explaining...

 exnp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com
To: You **2**

Start reply with:

Dear s p,

Congratulations! Your Oracle Fusion Applications account has been **2** fully created.

Please follow the link below to reset your password.

https://fa-exnp-dev3-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_afid=933a62785d3754fc8baee35d4c11af69b

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

After completion, supplier will have access to Oracle for editing, updating, invoicing, bidding.

Step

Approval notifications – Approve

1. After Approval, the system will notify Congratulations via email.
2. Notify that there is an email create Username & Password to enter Oracle.

SUPPLIER PURCHASE ORDER ACKNOWLEDGEMENT








SUPPLIER RECEIVED PO VIA EMAIL

Document Purchase Order H101-00000929




exnp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com

[Reply](#) [Reply All](#) [Forward](#)  

To  Bongkotch Charunai;  Nutnicha Luengvanichprapa;  Supaporn Peuchsing;  Saifon Pasuklum;  Lita Wangsoontornchai;  Kanokrat Palawattanachaiyakul;
 saifon.p1989@gmail.com;  Phawika Kowsupamongkol;  Kulawadee Kiriya;  Attapol Khonkarn;  Kanokrat Palawattanachaiyakul;  Pranom Nagsevi; **+4 others**

Tue 12/10/2024 3:21 PM

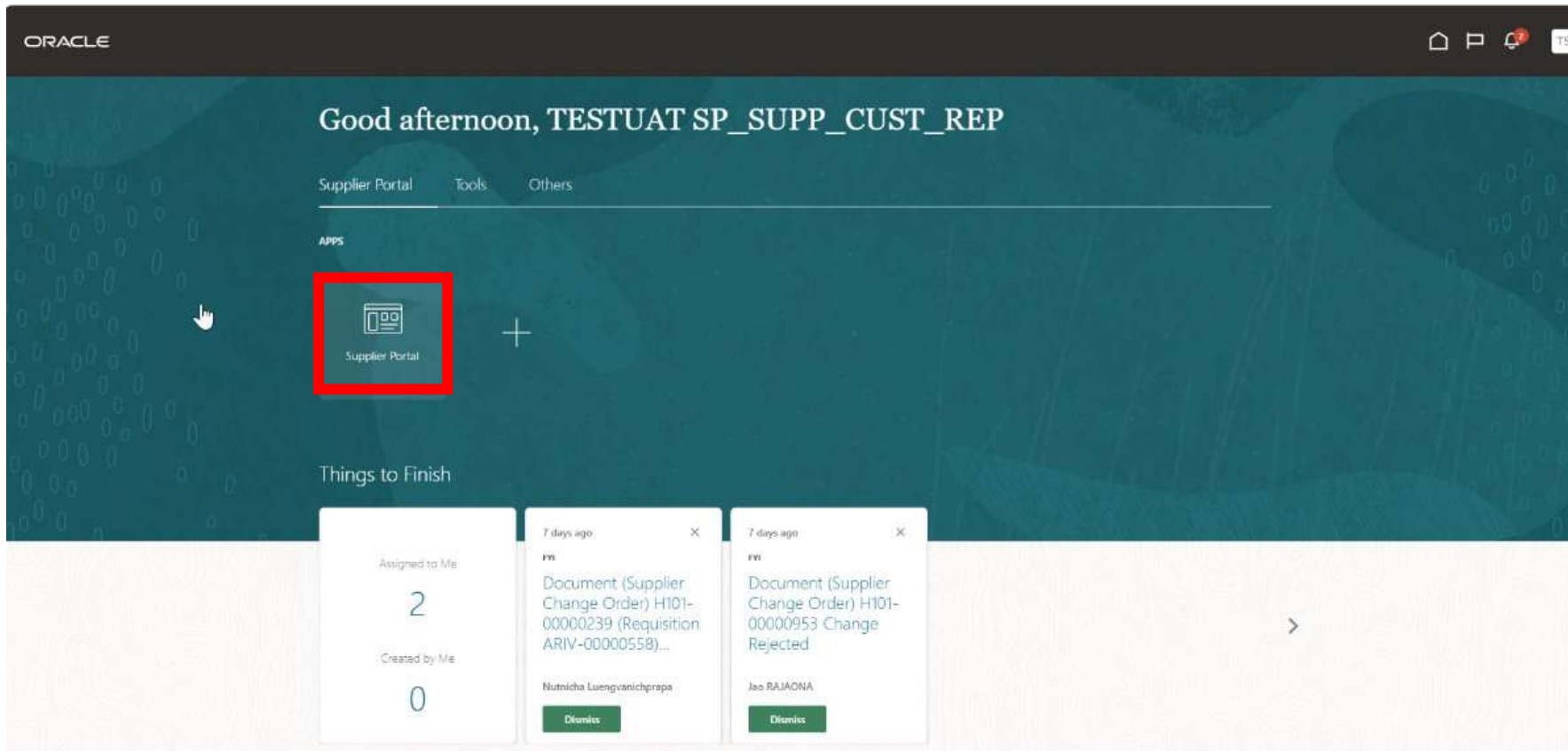
 This sender exnp-dev3.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com is from outside your organization.

 PO_H101-00000929_0.pdf
13 KB

Start your reply all with: [Order confirmed.](#) [Received, thank you.](#) [Confirmed, thank you.](#)  Feedback

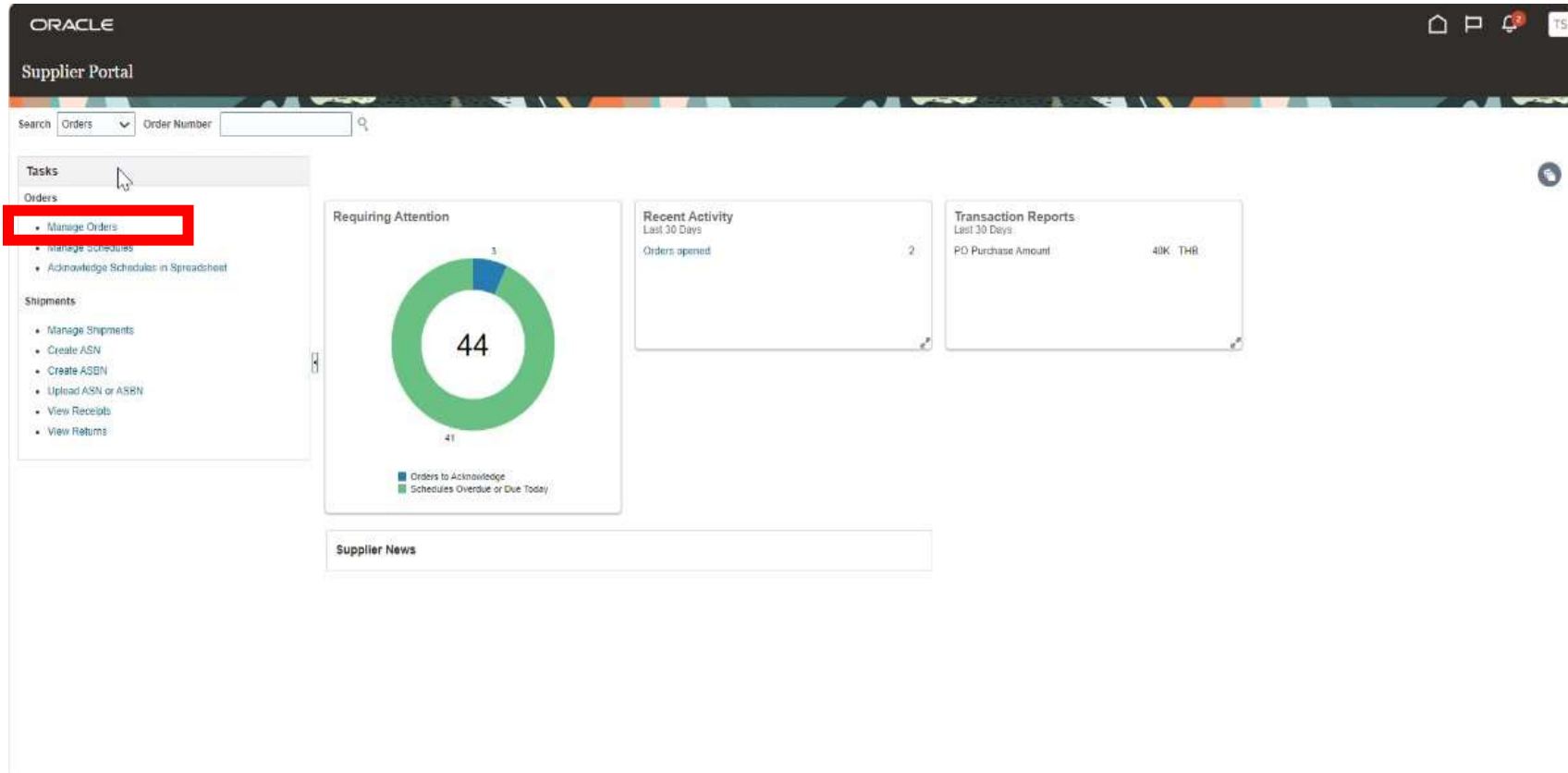
Review the purchasing document and any files that are attached to the message.

HOW TO ACKNOWLEDGE PURCHASE ORDER



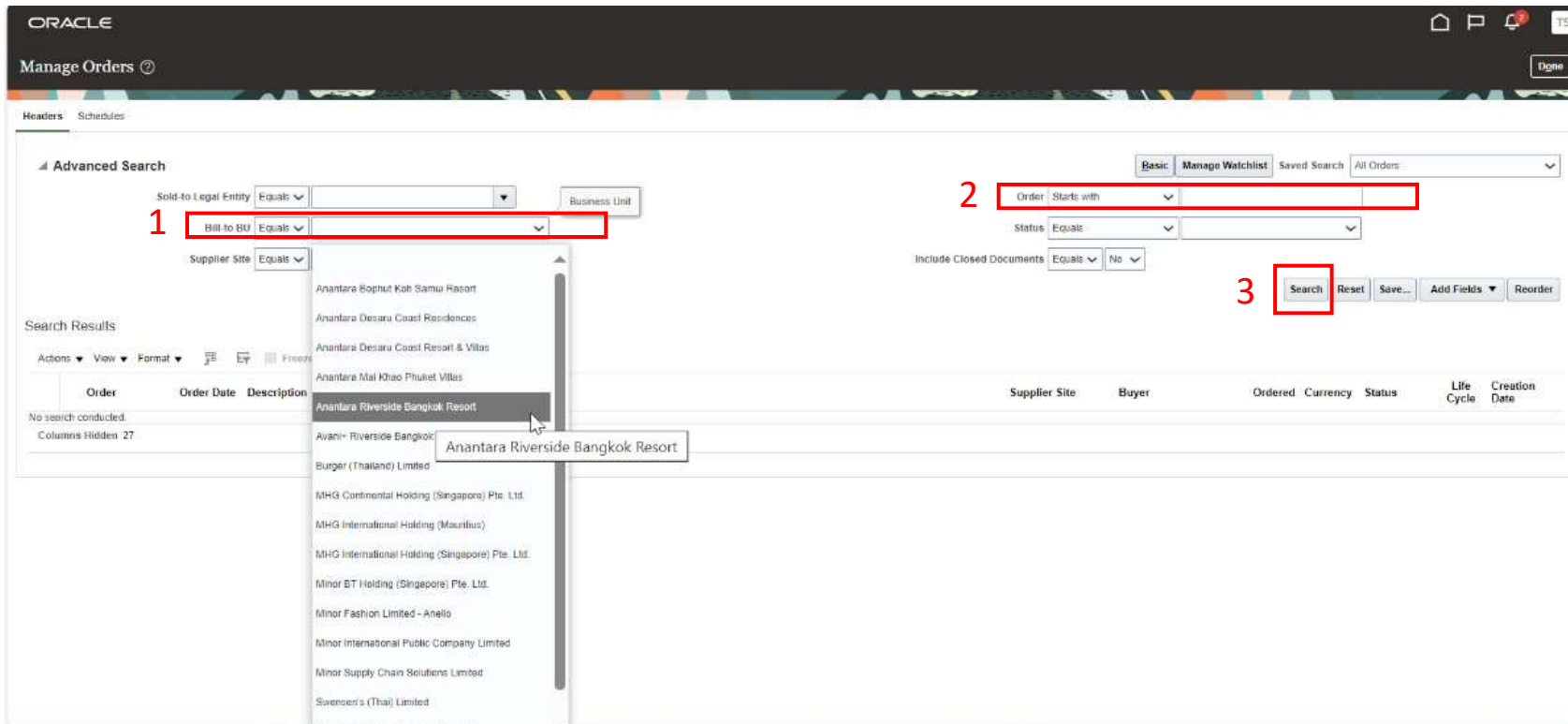
1. Supplier go to Oracle Fusion
2. click "Supplier Portal"

HOW TO ACKNOWLEDGE PURCHASE ORDER



1. Select "Manage Order"

HOW TO ACKNOWLEDGE PURCHASE ORDER



The screenshot shows the Oracle Manage Orders Advanced Search interface. The 'Bill to BU' dropdown is highlighted with a red box and labeled '1'. The 'Order Starts with' dropdown is highlighted with a red box and labeled '2'. The 'Search' button is highlighted with a red box and labeled '3'. The search results table is visible below the search criteria.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden: 27									

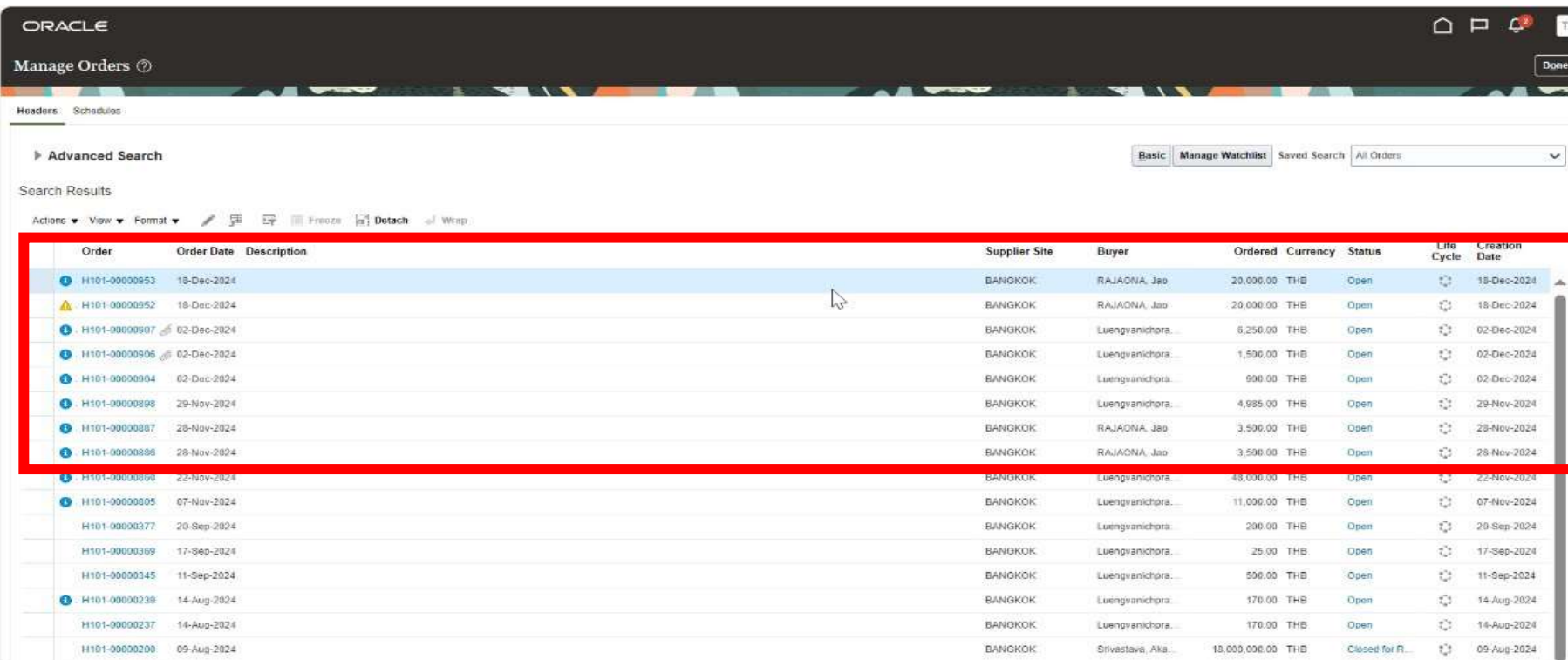


1. In case you know business unit information, please select "Bill to BU". Otherwise, you can leave the fields empty and click "Search" then the system will show all data

HOW TO ACKNOWLEDGE PURCHASE ORDER



1. After selected "Search" the system will show all list of POs
2. Go to the PO number that you need to confirm and click on it



ORACLE
Manage Orders

Advanced Search

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
H101-00000953	18-Dec-2024		BANGKOK	RAJACNA, Jao	20,000.00	THB	Open		18-Dec-2024
H101-00000952	18-Dec-2024		BANGKOK	RAJACNA, Jao	20,000.00	THB	Open		18-Dec-2024
H101-00000907	02-Dec-2024		BANGKOK	Luengvanichpra...	6,250.00	THB	Open		02-Dec-2024
H101-00000906	02-Dec-2024		BANGKOK	Luengvanichpra...	1,500.00	THB	Open		02-Dec-2024
H101-00000904	02-Dec-2024		BANGKOK	Luengvanichpra...	900.00	THB	Open		02-Dec-2024
H101-00000898	29-Nov-2024		BANGKOK	Luengvanichpra...	4,985.00	THB	Open		29-Nov-2024
H101-00000897	28-Nov-2024		BANGKOK	RAJACNA, Jao	3,500.00	THB	Open		28-Nov-2024
H101-00000886	28-Nov-2024		BANGKOK	RAJACNA, Jao	3,500.00	THB	Open		28-Nov-2024
H101-00000890	22-Nov-2024		BANGKOK	Luengvanichpra...	48,000.00	THB	Open		22-Nov-2024
H101-00000805	07-Nov-2024		BANGKOK	Luengvanichpra...	11,000.00	THB	Open		07-Nov-2024
H101-00000377	20-Sep-2024		BANGKOK	Luengvanichpra...	200.00	THB	Open		20-Sep-2024
H101-00000369	17-Sep-2024		BANGKOK	Luengvanichpra...	25.00	THB	Open		17-Sep-2024
H101-00000345	11-Sep-2024		BANGKOK	Luengvanichpra...	500.00	THB	Open		11-Sep-2024
H101-00000238	14-Aug-2024		BANGKOK	Luengvanichpra...	170.00	THB	Open		14-Aug-2024
H101-00000237	14-Aug-2024		BANGKOK	Luengvanichpra...	170.00	THB	Open		14-Aug-2024
H101-00000200	09-Aug-2024		BANGKOK	Srivastava, Aka...	18,000,000.00	THB	Closed for R...		09-Aug-2024

HOW TO ACKNOWLEDGE PURCHASE ORDER

Headers Schedules

Search



Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

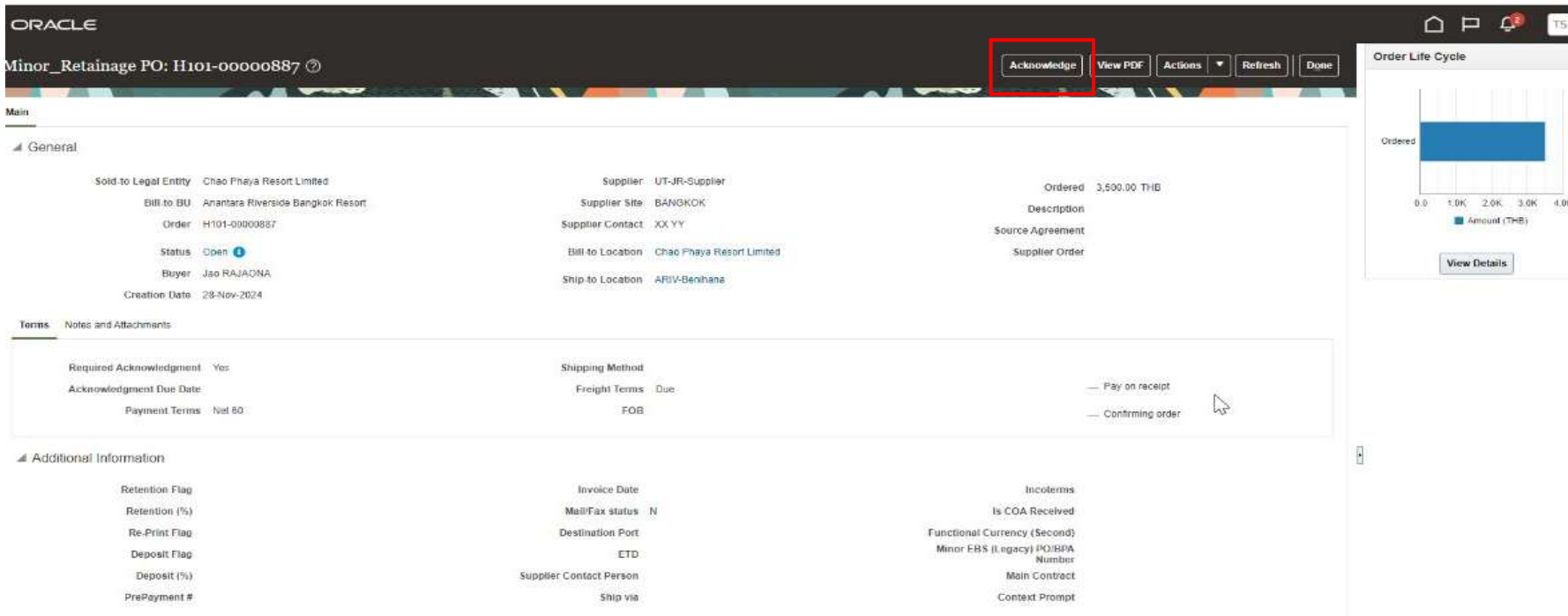
Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Credit	Discount	Currency	Status	Life Cycle	Change Order	Change Order Date	Creation Date	A	D
Warning เดือนว่าเลยกำหนด 3 วันที่ยื่นยื่น PO แล้ว				BANGKOK		RAJACNA, Jas	20,000.00		0.00	THB	Open				18-Dec-2024	2	
	Chao Phaya Reso...	H101-00000862	18-Dec-2024	BANGKOK		RAJACNA, Jas	20,000.00		0.00	THB	Open				18-Dec-2024	2	
	Chao Phaya Reso...	H101-00000807	02-Dec-2024	BANGKOK		Luangvanichpra...	6,250.00		0.00	THB	Open	3		29-Jan-2025	02-Dec-2024		
information เดือนว่า ยังไม่ได้ทำการยื่นยื่นกับทางไมเนอร์ว่าได้รับ Order แล้ว						Luangvanichpra...	1,500.00		0.00	THB	Open				02-Dec-2024		
	Chao Phaya Reso...	H101-00000898	29-Nov-2024	BANGKOK		Luangvanichpra...	4,985.00		0.00	THB	Open	1		29-Jan-2025	29-Nov-2024		
	Chao Phaya Reso...	H101-00000887	28-Nov-2024	BANGKOK	XX YY	RAJACNA, Jas	3,500.00		0.00	THB	Open	2		29-Jan-2025	28-Nov-2024		
	Chao Phaya Reso...	H101-00000886	28-Nov-2024	BANGKOK	XX YY	RAJACNA, Jas	3,500.00		0.00	THB	Open	1		29-Jan-2025	28-Nov-2024		



1. The sign  will appear in front of PO number that waiting to accept.
2. The sign  will appear in front of PO number that was overdue to be accepted. However, you must accept all POs that you received.

****Supplier must proceed acceptance within 3 business days****

HOW TO ACKNOWLEDGE PURCHASE ORDER



The screenshot shows the Oracle PO Acknowledge interface. At the top, the PO number 'H101-0000887' is displayed. A red box highlights the 'Acknowledge' button in the top navigation bar. Below the header, the 'General' tab is active, showing details for 'Chao Phraya Resort Limited'. The 'Status' is 'Open'. The 'Order Life Cycle' chart on the right shows a single bar for 'Ordered' with an amount of 3,500.00 THB. The 'Terms' section shows 'Required Acknowledgment' as 'Yes' and 'Payment Terms' as 'Net 60'. The 'Additional Information' section shows various flags and dates.

Field	Value
Sold to Legal Entity	Chao Phraya Resort Limited
Supplier	UT-JR-Supplier
Ordered	3,500.00 THB
Bill to BU	Anantara Riverside Bangkok Resort
Supplier Site	BANGKOK
Description	
Order	H101-0000887
Supplier Contact	XX YY
Source Agreement	
Status	Open
Bill to Location	Chao Phraya Resort Limited
Supplier Order	
Buyer	Jao RAJAONA
Ship to Location	ARIIV-Benhana
Creation Date	28-Nov-2024

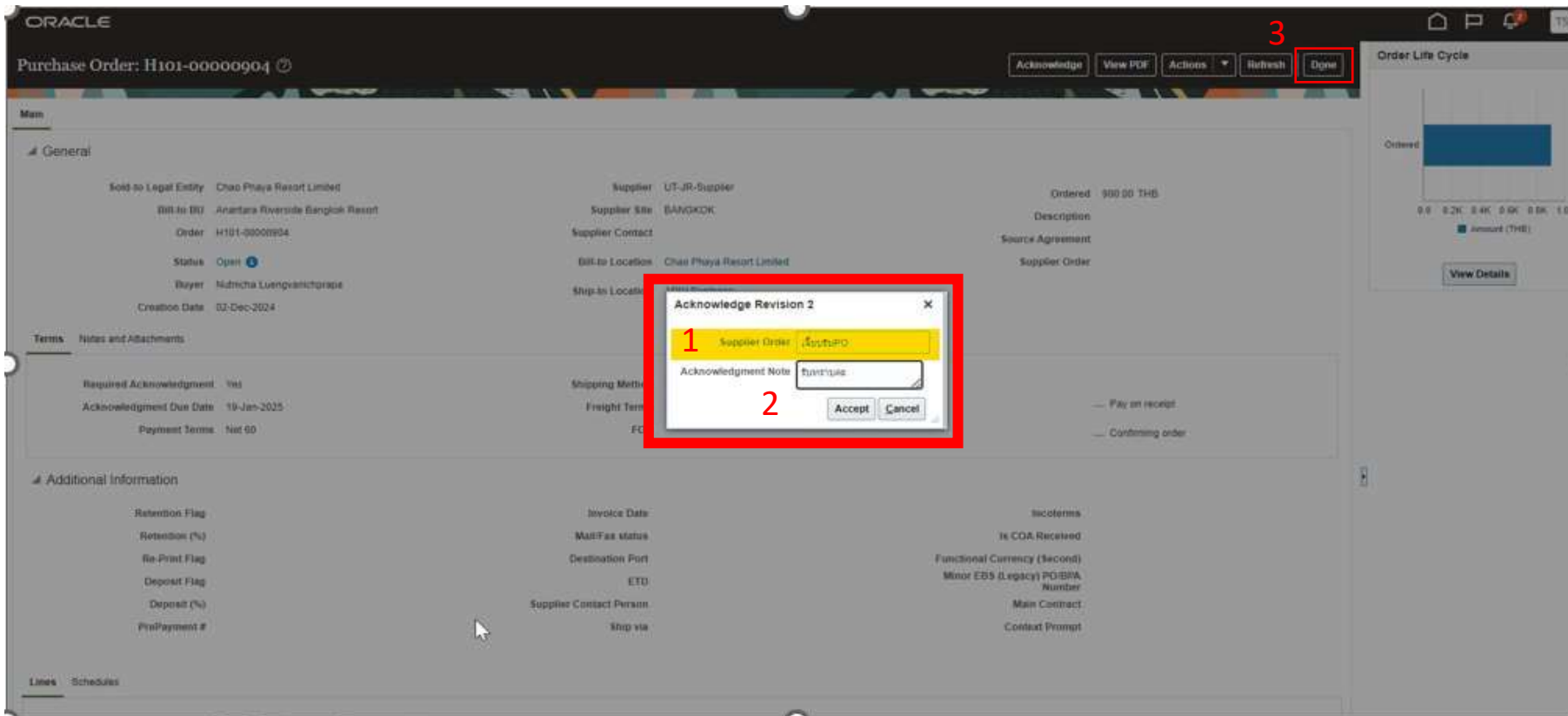
Field	Value
Required Acknowledgment	Yes
Shipping Method	
Freight Terms	Due
Payment Terms	Net 60
FOB	
Play on receipt	
Confirming order	

Field	Value
Retention Flag	
Invoice Date	
Retention (%)	
Mail/Fax status	N
Re-Print Flag	
Destination Port	
Deposit Flag	
ETD	
Deposit (%)	
Supplier Contact Person	
PrePayment #	
Ship via	
Incoterms	
Is COA Received	
Functional Currency (Second)	
Minor FBS (Legacy) PO/BPA Number	
Main Contract	
Context Prompt	



1. Click on PO number, the below display will be showed then select "Acknowledge" to confirm PO received

HOW TO ACKNOWLEDGE PURCHASE ORDER

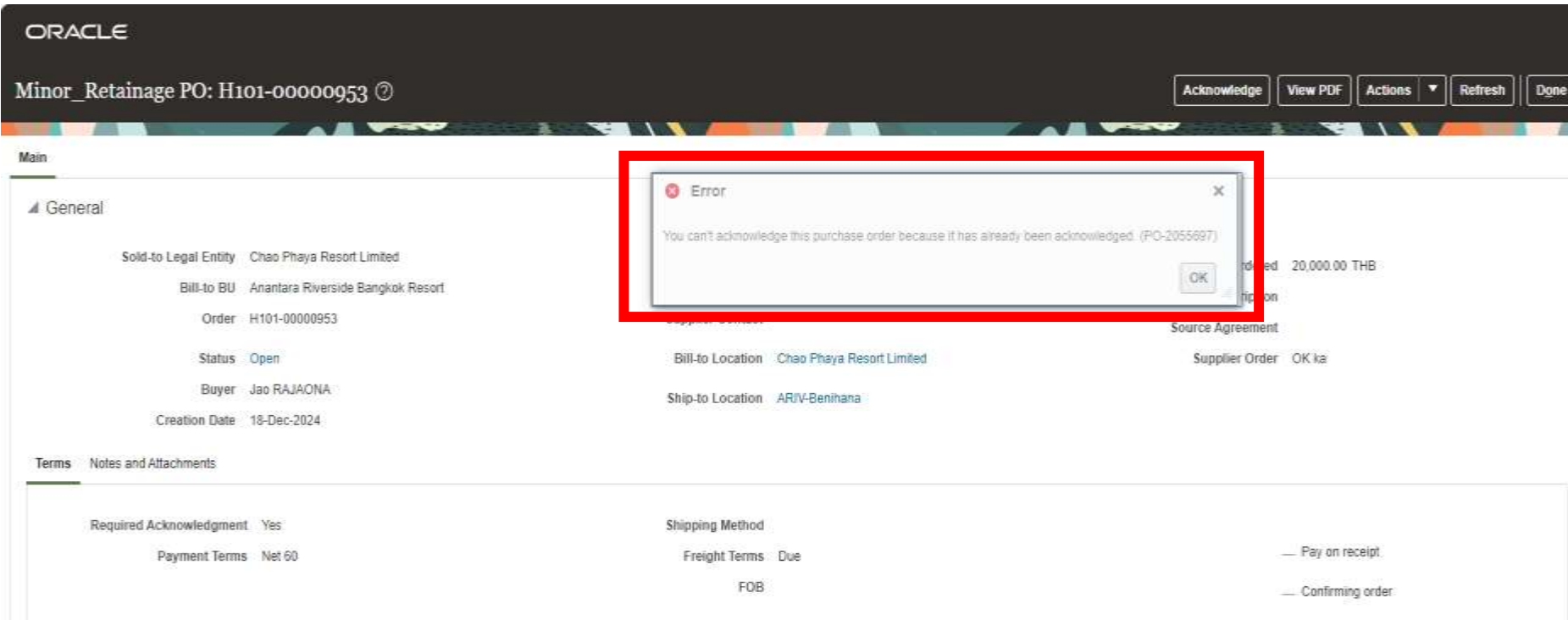


The screenshot shows the Oracle interface for acknowledging a purchase order. The main window displays the purchase order details for H101-00000904. A modal window titled "Acknowledge Revision 2" is open, showing a "Supplier Order" field with the value "101761PO" and an "Acknowledgment Note" field with the value "101761". The "Acknowledge" button in the top right of the main window is highlighted with a red box and labeled "3". The "Supplier Order" field in the modal is highlighted with a yellow box and labeled "1", and the "Accept" button is labeled "2".



1. After select "Acknowledge" a tiny window will be pop out to fill up message as highlighted
2. Then click "Accept" to confirm that PO has been received.
3. After that your display will go back to previous page then click "Done"
Supplier Order message box limited a t 25 digits

HOW TO ACKNOWLEDGE PURCHASE ORDER



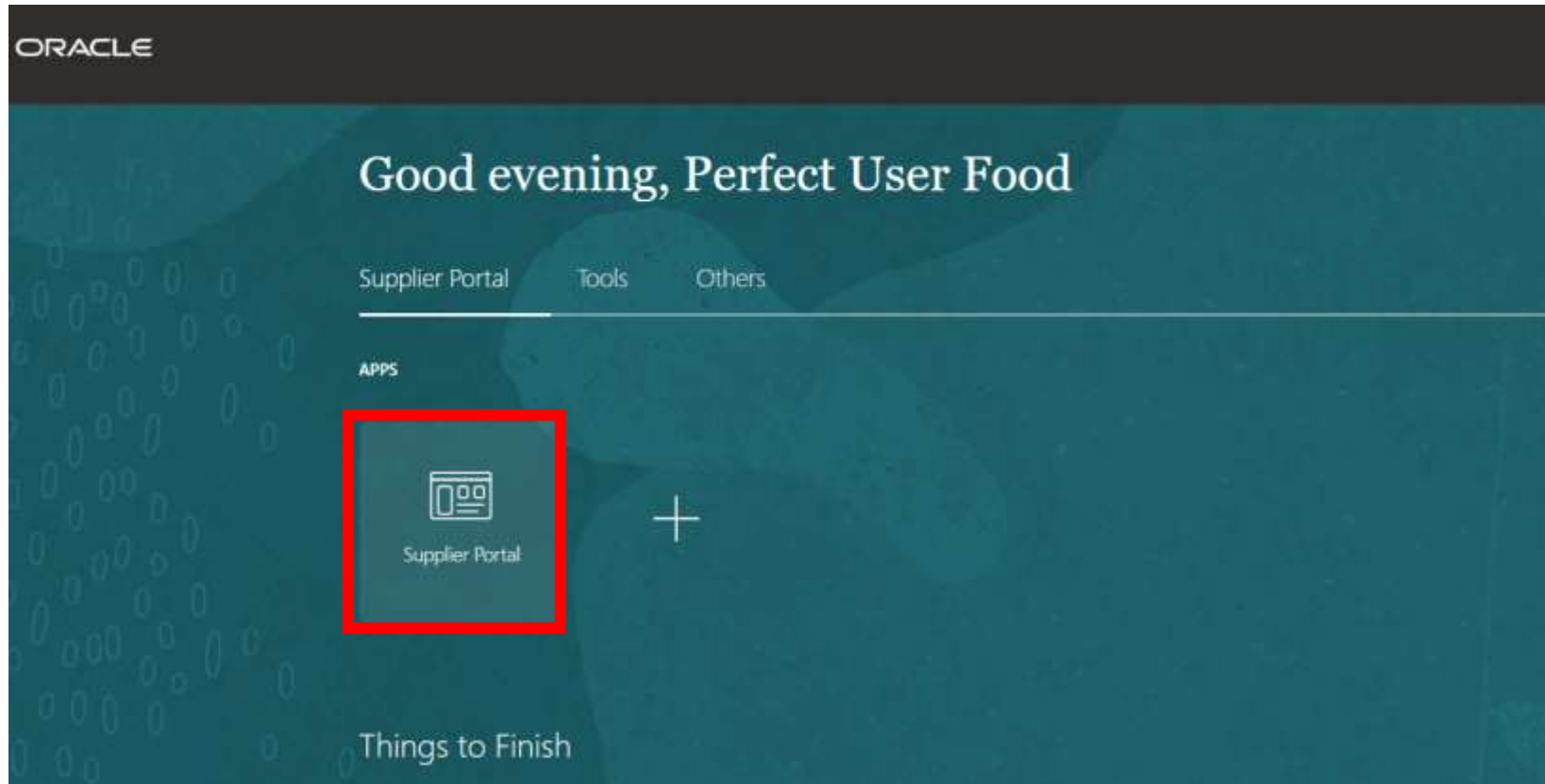
The screenshot shows the Oracle PO Acknowledge interface. At the top, the Oracle logo is on the left, and the PO number "Minor_Retainage PO: H101-00000953" is displayed. To the right of the PO number are buttons for "Acknowledge", "View PDF", "Actions", "Refresh", and "Done". Below this is a "Main" section with a "General" tab. The "General" tab contains fields for "Sold-to Legal Entity" (Chao Phaya Resort Limited), "Bill-to BU" (Anantara Riverside Bangkok Resort), "Order" (H101-00000953), "Status" (Open), and "Buyer" (Jao RAJAONA). Below these are "Terms" and "Notes and Attachments" sections. An error message box is overlaid on the screen, highlighted with a red border. The error message reads: "Error: You can't acknowledge this purchase order because it has already been acknowledged. (PO-2055697)". The error box has an "OK" button.



1. In case you incidentally repeated to click on "Acknowledge" button, you will be noticed that PO already received as below message box.

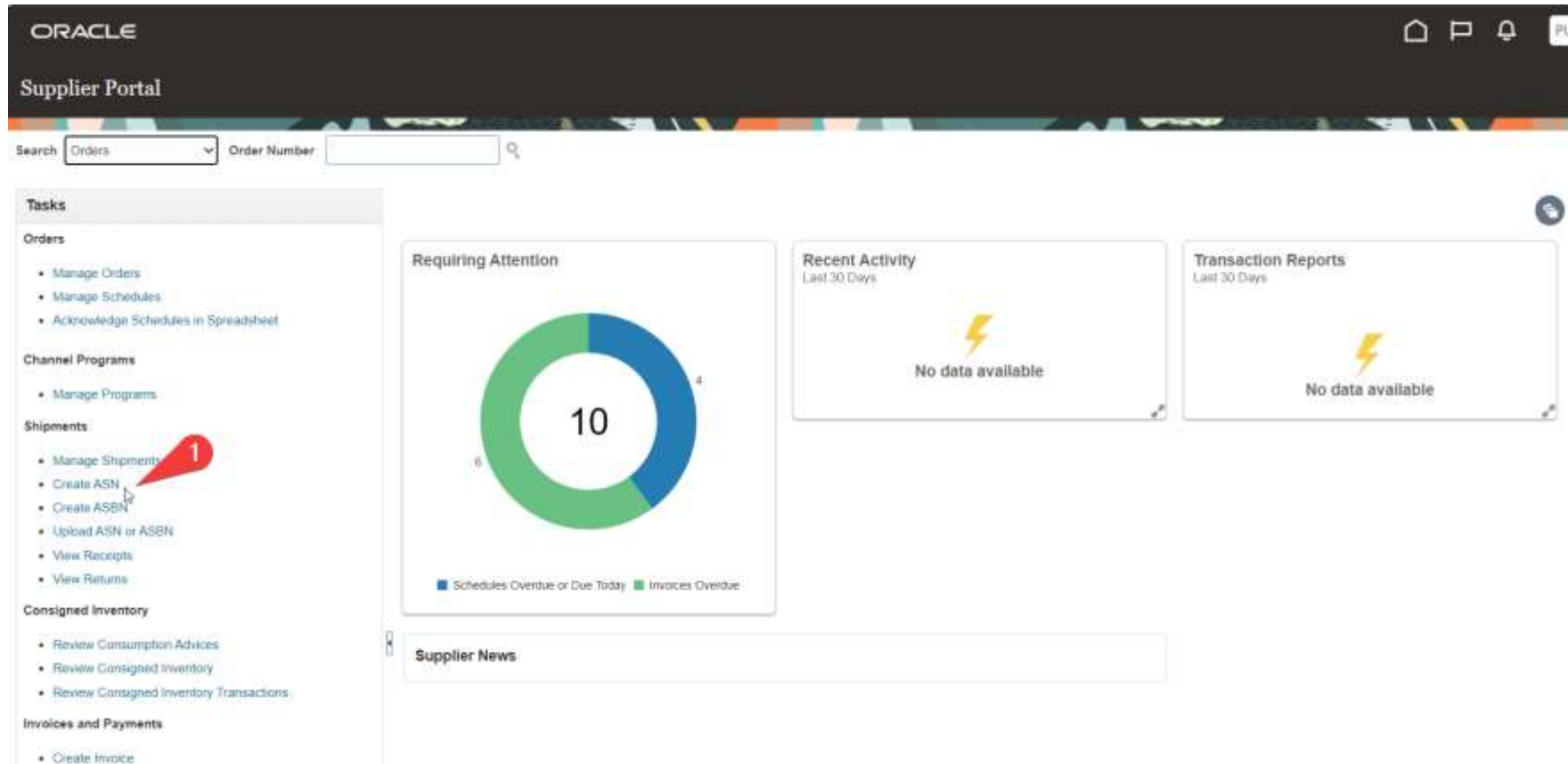
CREATE ADVANCED SHIPPING NOTICE (ASN)

HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)



1. Start by logging into the Oracle website and navigating to the Supplier Portal.

HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)



ORACLE
Supplier Portal

Search Order Number:

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN**
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments
 - Create Invoice

Requiring Attention

10

6 4

■ Schedules Overdue or Due Today ■ Invoices Overdue

Recent Activity
Last 30 Days
No data available

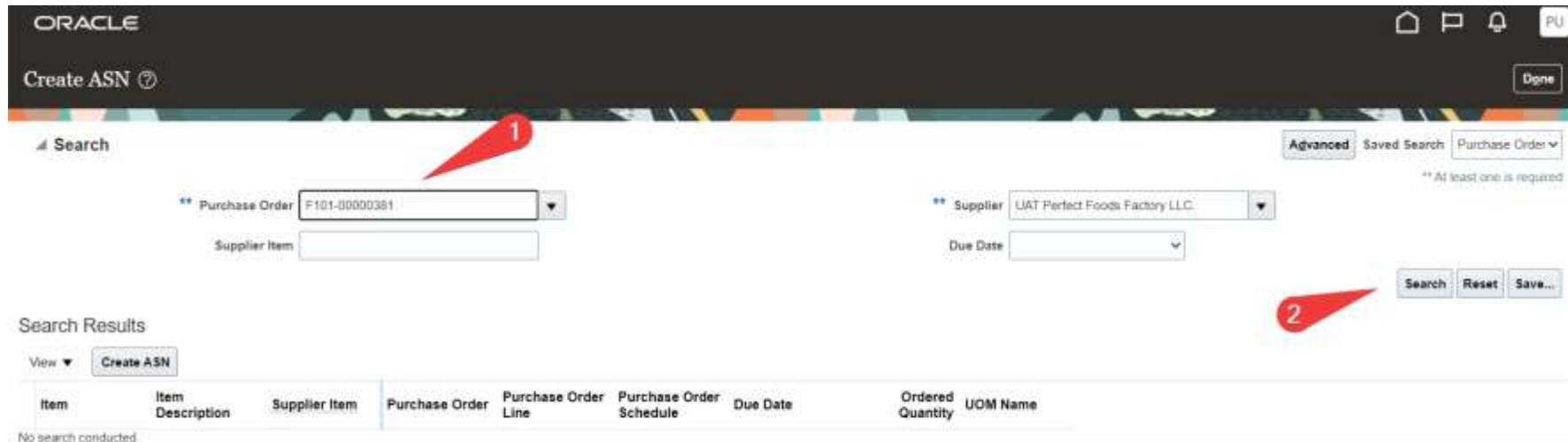
Transaction Reports
Last 30 Days
No data available

Supplier News



1. Click on “Create ASN”

HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)



ORACLE

Create ASN ? Done

Search

Advanced Saved Search Purchase Order

** Purchase Order F101-00000381

Supplier UAT Perfect Foods Factory LLC.

Supplier Item

Due Date

** At least one is required

Search Reset Save...

Search Results

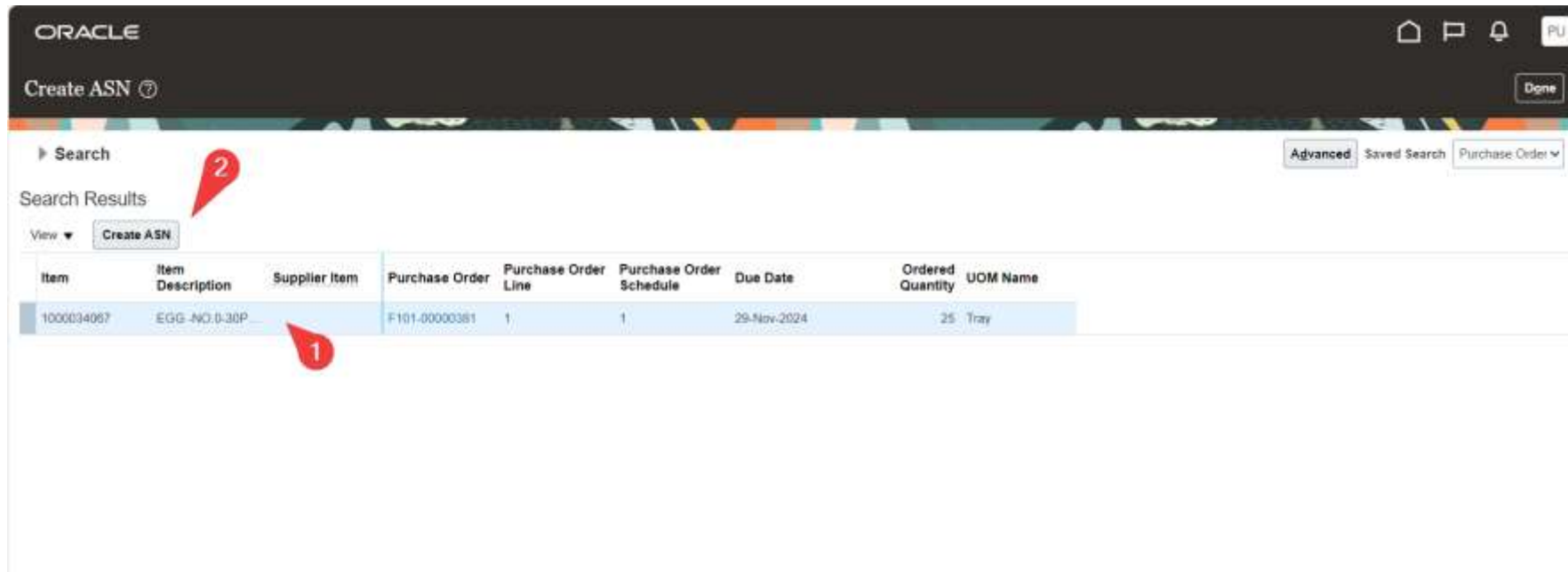
View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted.								



1. Enter the PO Number that you receive from Minor
2. Click search

HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)



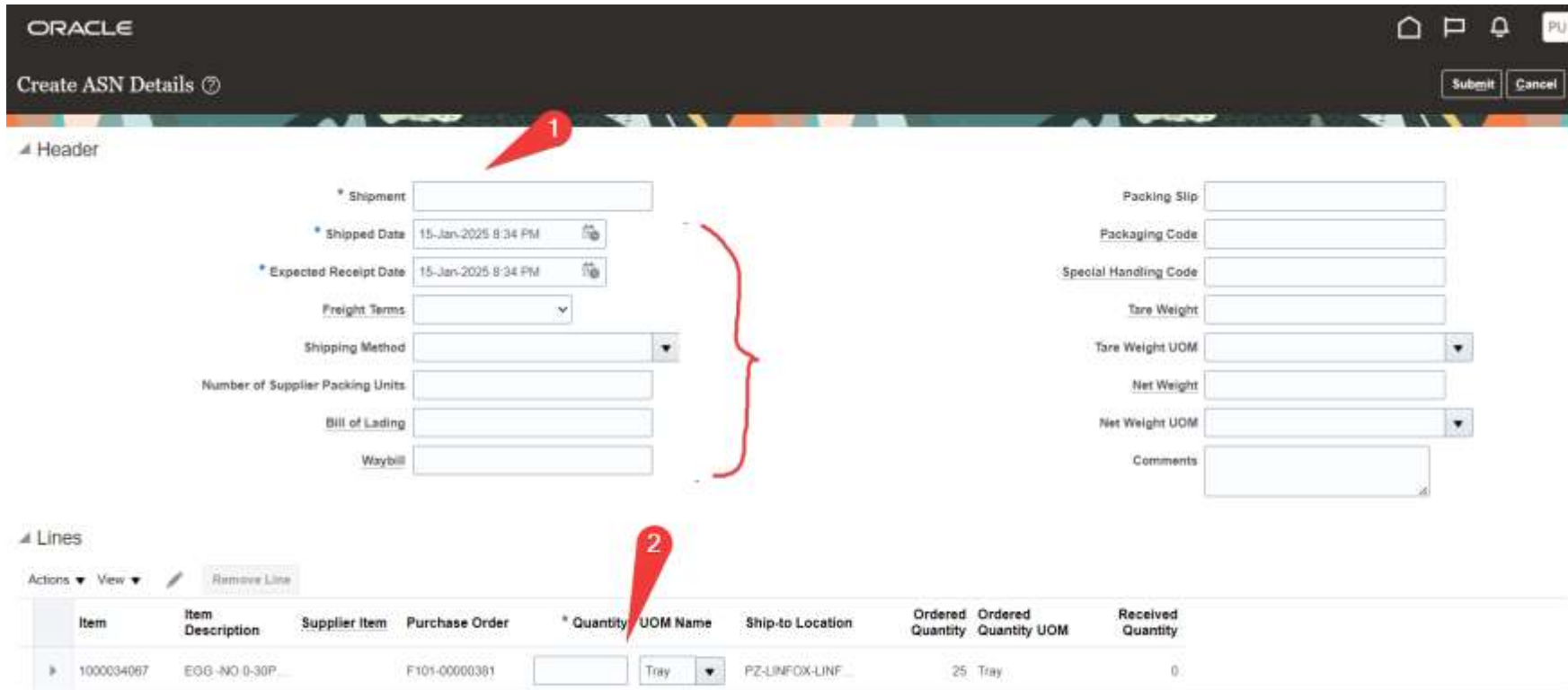
The screenshot shows the Oracle 'Create ASN' interface. At the top, there is a search bar and a 'Create ASN' button. Below the search bar, there are buttons for 'Advanced', 'Saved Search', and 'Purchase Order'. The main area displays search results in a table. A red callout '1' points to the 'Create ASN' button in the 'View' dropdown. Another red callout '2' points to the first row of the table.

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
1000034067	EGG-NO.0-30P		F101-00000381	1	1	29-Nov-2024	25	Tray



1. Click item line
2. Click create ASN

HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)



The screenshot shows the Oracle 'Create ASN Details' form. The 'Header' section contains various input fields for shipment information. A red callout '1' points to the 'Shipment' field. The 'Lines' section contains a table with one line item. A red callout '2' points to the 'Quantity' field in the table.

Header Section:

- * Shipment:
- * Shipped Date: 15-Jan-2025 8:34 PM
- * Expected Receipt Date: 15-Jan-2025 8:34 PM
- Freight Terms:
- Shipping Method:
- Number of Supplier Packing Units:
- Bill of Lading:
- Waybill:
- Packing Slip:
- Packaging Code:
- Special Handling Code:
- Tare Weight:
- Tare Weight UOM:
- Net Weight:
- Net Weight UOM:
- Comments:

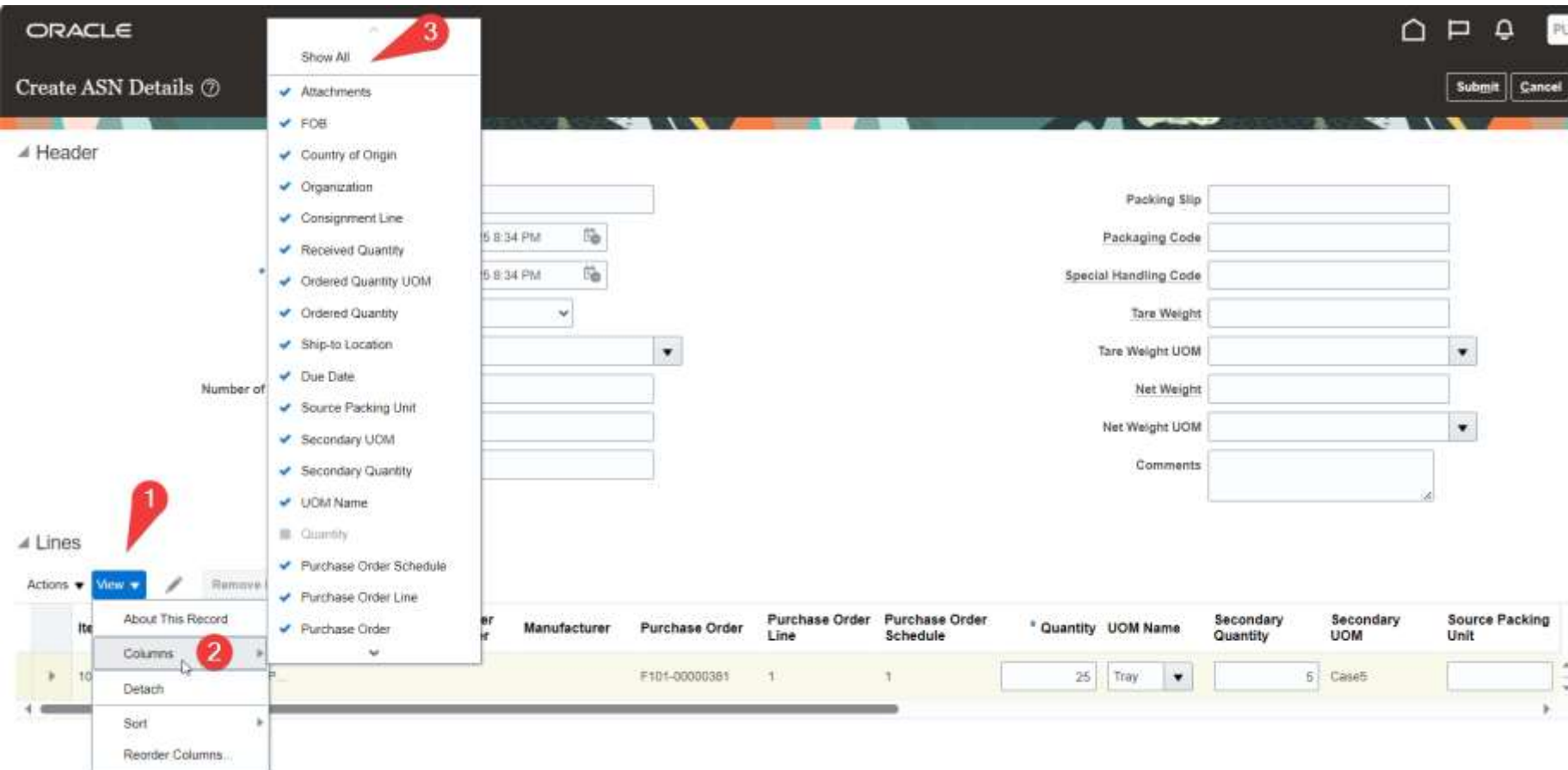
Lines Section:

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
1000034087	EGG-NO 0-30P...		F101-00000381	<input type="text"/>	Tray	PZ-LINFOX-LIN...	25	Tray	0



1. Enter the relevant details. In the Shipment field, input the Shipment Reference Number provided by the supplier, not the Invoice or BL number. For example, in this case, you would enter the Shipment Number.
2. Enter qty that you ship out.

HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)



The screenshot shows the Oracle 'Create ASN Details' interface. A 'View' dropdown menu is open, with 'Columns' selected (annotated with a red '2'). A 'Show All' button is highlighted with a red '3'. The main form contains various input fields for ASN details, including 'Packing Slip', 'Packaging Code', 'Special Handling Code', 'Tare Weight', 'Tare Weight UOM', 'Net Weight', 'Net Weight UOM', and 'Comments'. A table at the bottom displays the ASN line details:

Manufacturer	Purchase Order	Purchase Order Line	Purchase Order Schedule	Quantity	UOM Name	Secondary Quantity	Secondary UOM	Source Packing Unit
	F101-00000361	1	1	25	Tray	5	Case5	



1. To show all column, please click View and Column, then click show all. Then you will see all detail that need to fill.

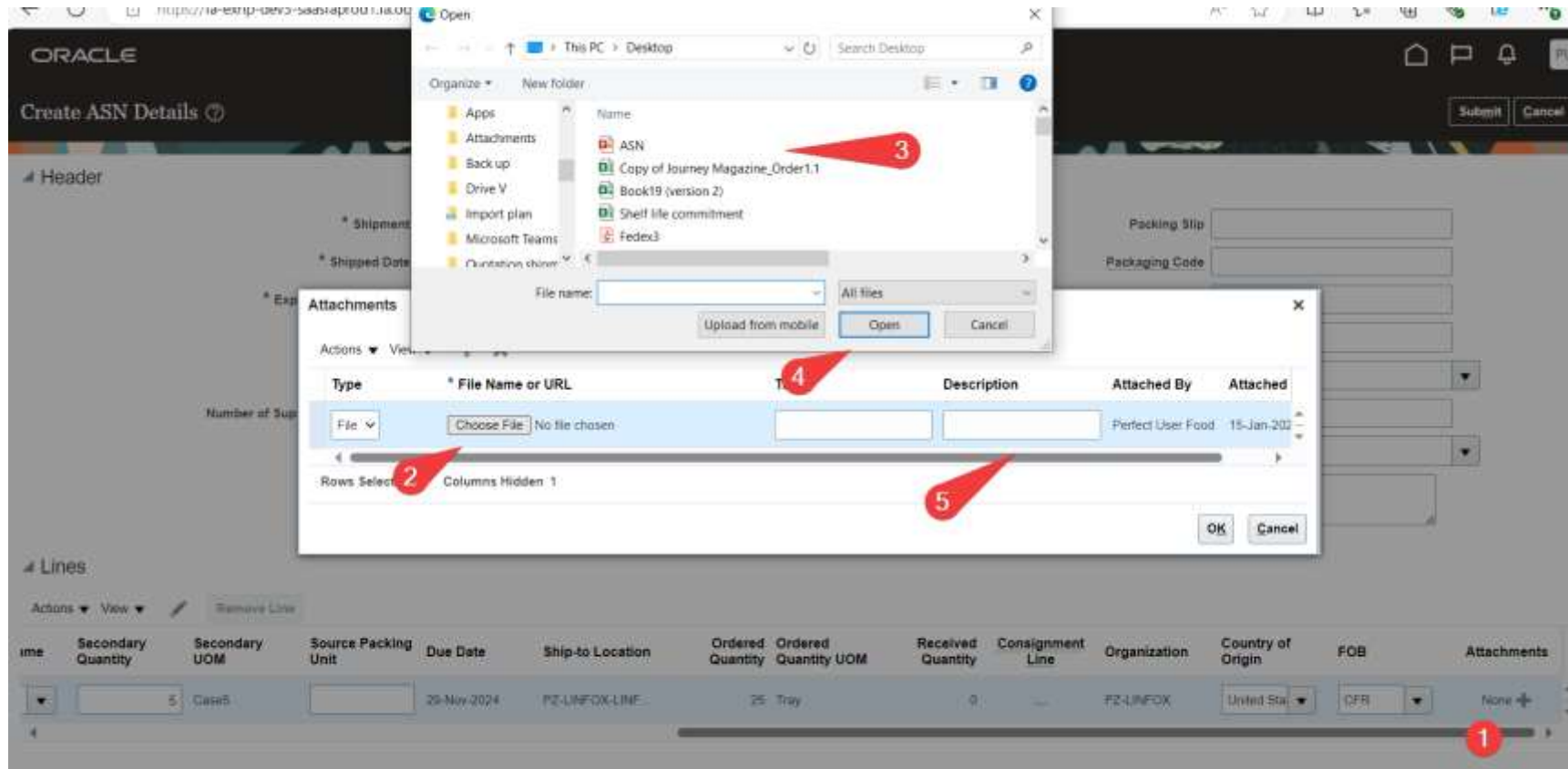
HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)

The screenshot shows the Oracle 'Create ASN Details' form. The 'Header' section contains fields for Shipment (12345), Shipped Date (15-Jan-2025 8:34 PM), Expected Receipt Date (30-Jan-2025 8:34 PM), Freight Terms (AIR), Shipping Method, Number of Supplier Packing Units, Bill of Lading, and Waybill. On the right, there are fields for Packing Slip, Packaging Code, and Special Handling Code. The 'Lines' section at the bottom has a table with columns: Line, Secondary Quantity, Secondary UOM, Source Packing Unit, Due Date, Ship-to Location, Ordered Quantity, Ordered Quantity UOM, Re Q, and Attachments. A red arrow points from the 'Ship-to Location' field to a dropdown menu showing Incoterms: CFR (Cost and Freight), CIF (Cost, Insurance and Freight), CIP (Carriage and Insurance Paid To), CPT (Carriage Paid To), DAP (Delivered At Place), DAT (Delivered At Terminal), DDP (Delivered Duty Paid), DDU (Delivered Duty Unpaid), DES (Delivered Ex Ship), and Ex-Factory (Ex-Factory). Red callouts are present: '3' points to the dropdown menu, '1' points to the 'Ship-to Location' field, and '2' points to the 'United Sta' dropdown in the line table.



1. Move to the right side, add country of origin of the product.
2. Add incoterm as per our agreement.

HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)



The screenshot shows the Oracle 'Create ASN Details' page. An 'Attachments' table is visible with the following structure:

Type	File Name or URL	Description	Attached By	Attached
File	Choose File: No file chosen		Perfect User Food	15-Jan-202

Below the table is a table with columns: Line, Secondary Quantity, Secondary UOM, Source Packing Unit, Due Date, Ship-to Location, Ordered Quantity, Ordered Quantity UOM, Received Quantity, Consignment Line, Organization, Country of Origin, FOB, and Attachments. The first row shows: 5, GAWB, 29-Nov-2024, PZ-LINFOX-LINE, 25 Tray, 0, FZ-LINFOX, United Sta, CFR, None.

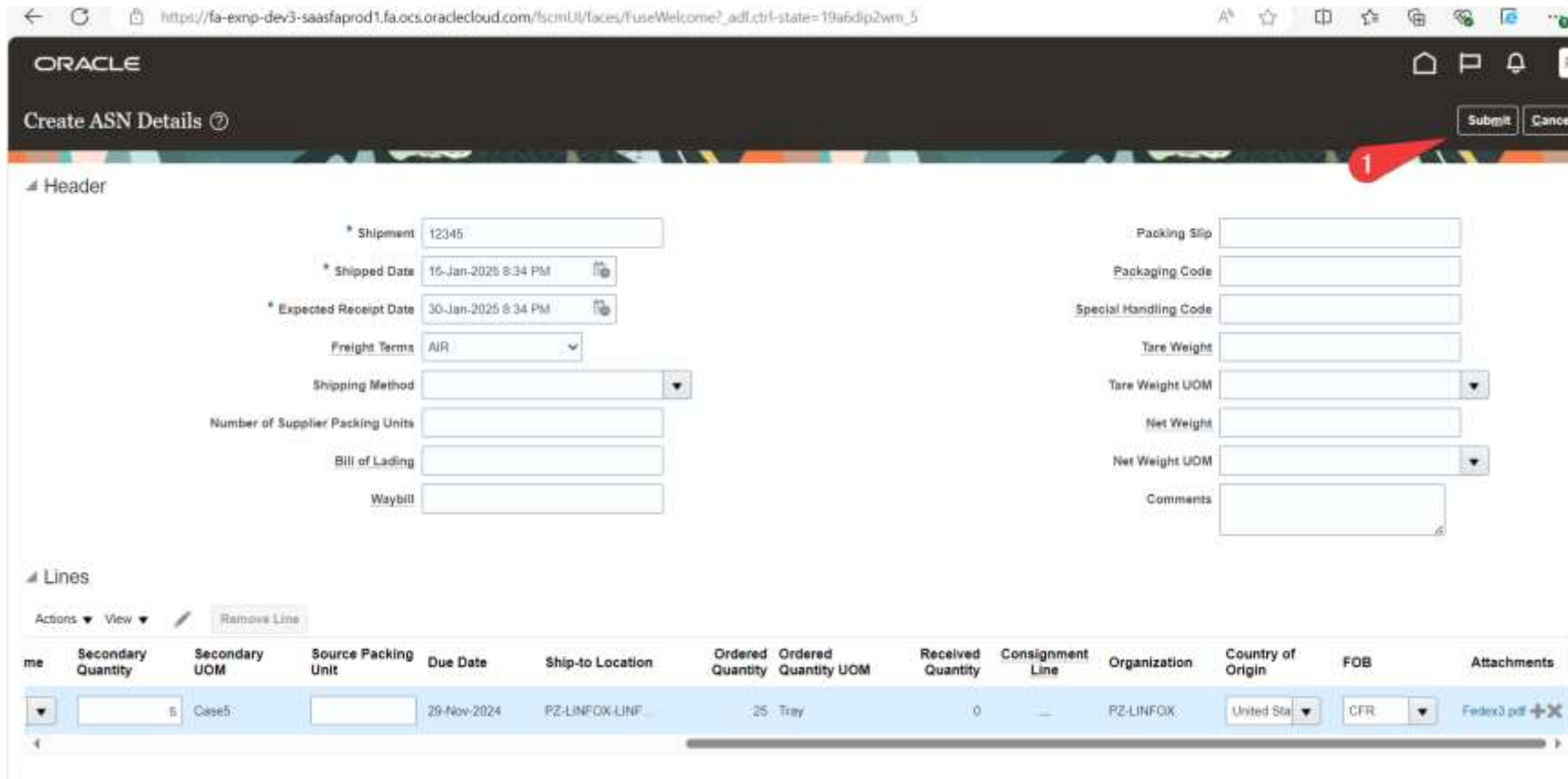
Red callouts indicate the following steps:

1. Click add attachment (bottom right)
2. Click choose file (table)
3. Select file of Tax invoice or shipping document (file explorer)
4. Click open (file explorer)
5. Click open (table)



1. Click add attachment.
2. Click choose file
3. Select file of Tax invoice or shipping document.
4. Click open

HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)



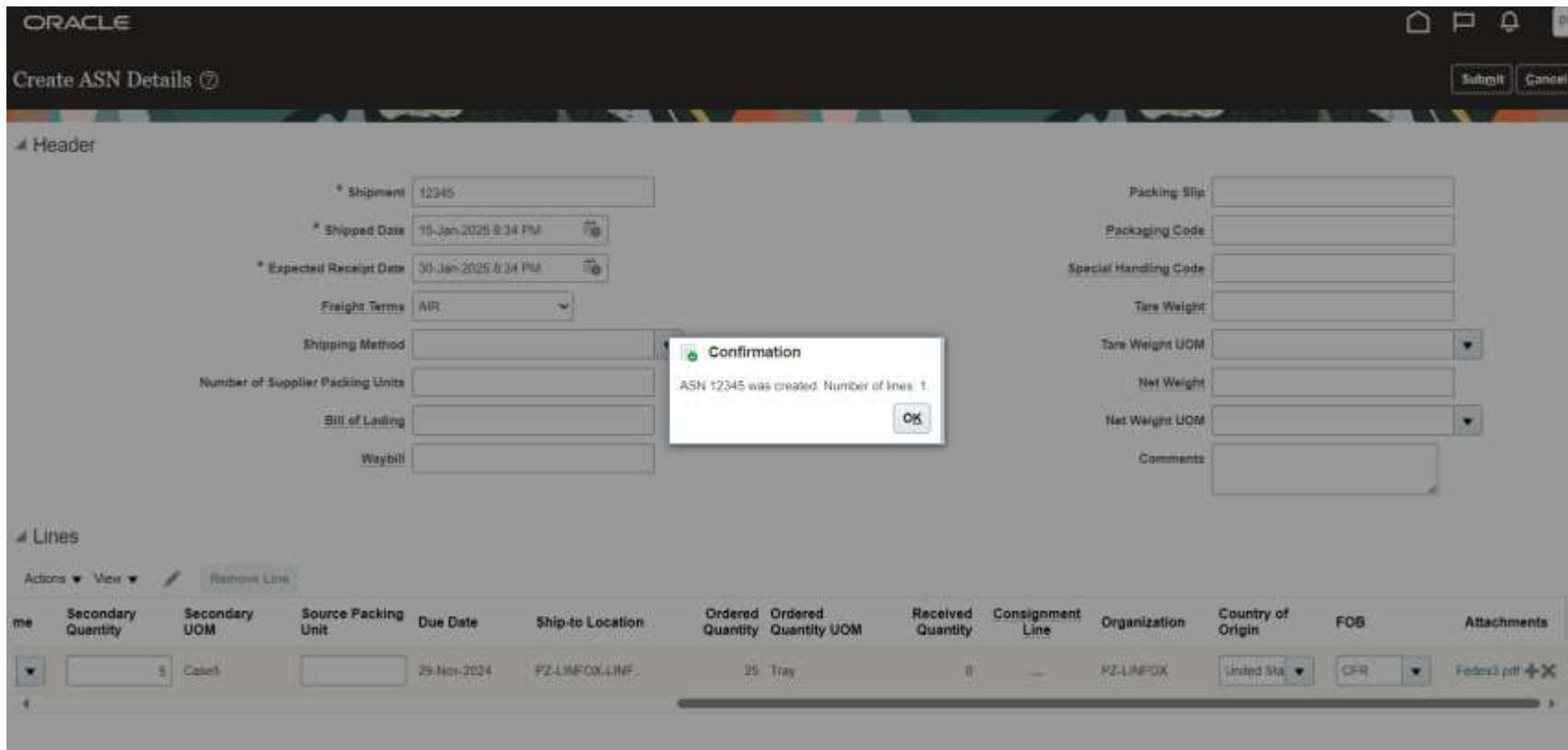
The screenshot shows the Oracle 'Create ASN Details' form. The 'Header' section contains various input fields: Shipment (12345), Shipped Date (16-Jan-2025 8:34 PM), Expected Receipt Date (30-Jan-2025 8:34 PM), Freight Terms (AIR), Shipping Method, Number of Supplier Packing Units, Bill of Lading, and Waybill. On the right, there are fields for Packing Slip, Packaging Code, Special Handling Code, Tare Weight, Tare Weight UOM, Net Weight, Net Weight UOM, and Comments. A red arrow points to the 'Submit' button in the top right corner. Below the header is a 'Lines' section with a table of data.

me	Secondary Quantity	Secondary UOM	Source Packing Unit	Due Date	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity	Consignment Line	Organization	Country of Origin	FOB	Attachments
		Case5		29-Nov-2024	PZ-LINFOX.LINF...	25	Tray	0	---	PZ-LINFOX	United Sta	CFR	Fedex3.pdf



1. Click submit

HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)

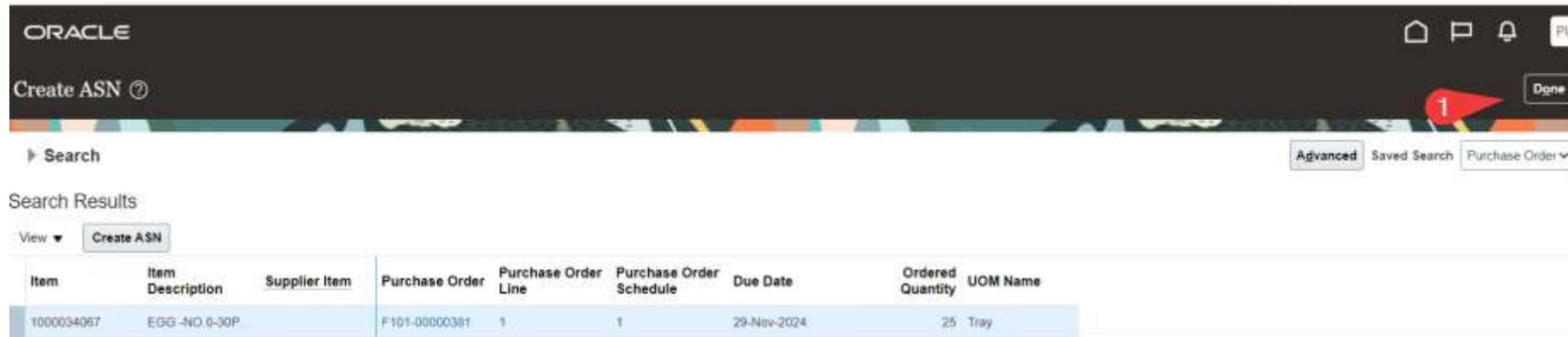


The screenshot shows the Oracle 'Create ASN Details' form. A confirmation pop-up is displayed in the center, stating 'Confirmation: ASN 12345 was created. Number of lines: 1'. The form includes fields for Shipment (12345), Shipped Date (15-Jan-2025 8:34 PM), Expected Receipt Date (30-Jan-2025 8:34 PM), Freight Terms (AIR), Shipping Method, Number of Supplier Packing Units, Bill of Lading, and Waybill. On the right, there are fields for Packing Slip, Packaging Code, Special Handling Code, Tare Weight, Tare Weight UOM, Net Weight, Net Weight UOM, and Comments. At the bottom, there is a table with columns: me, Secondary Quantity, Secondary UOM, Source Packing Unit, Due Date, Ship-to Location, Ordered Quantity, Ordered Quantity UOM, Received Quantity, Consignment Line, Organization, Country of Origin, FOB, and Attachments. The table contains one row with values: 5, Case5, 25-Nov-2024, PZ-LIMFOX-LNF, 25 Tray, 0, PZ-LIMFOX, United Sta, CFR, and Fedex3.pdf.



1. A pop-up will appear confirming that the ASN has been created., then click OK.

HOW TO CREATE ASN (ADVANCE SHIPPING NOTICE)



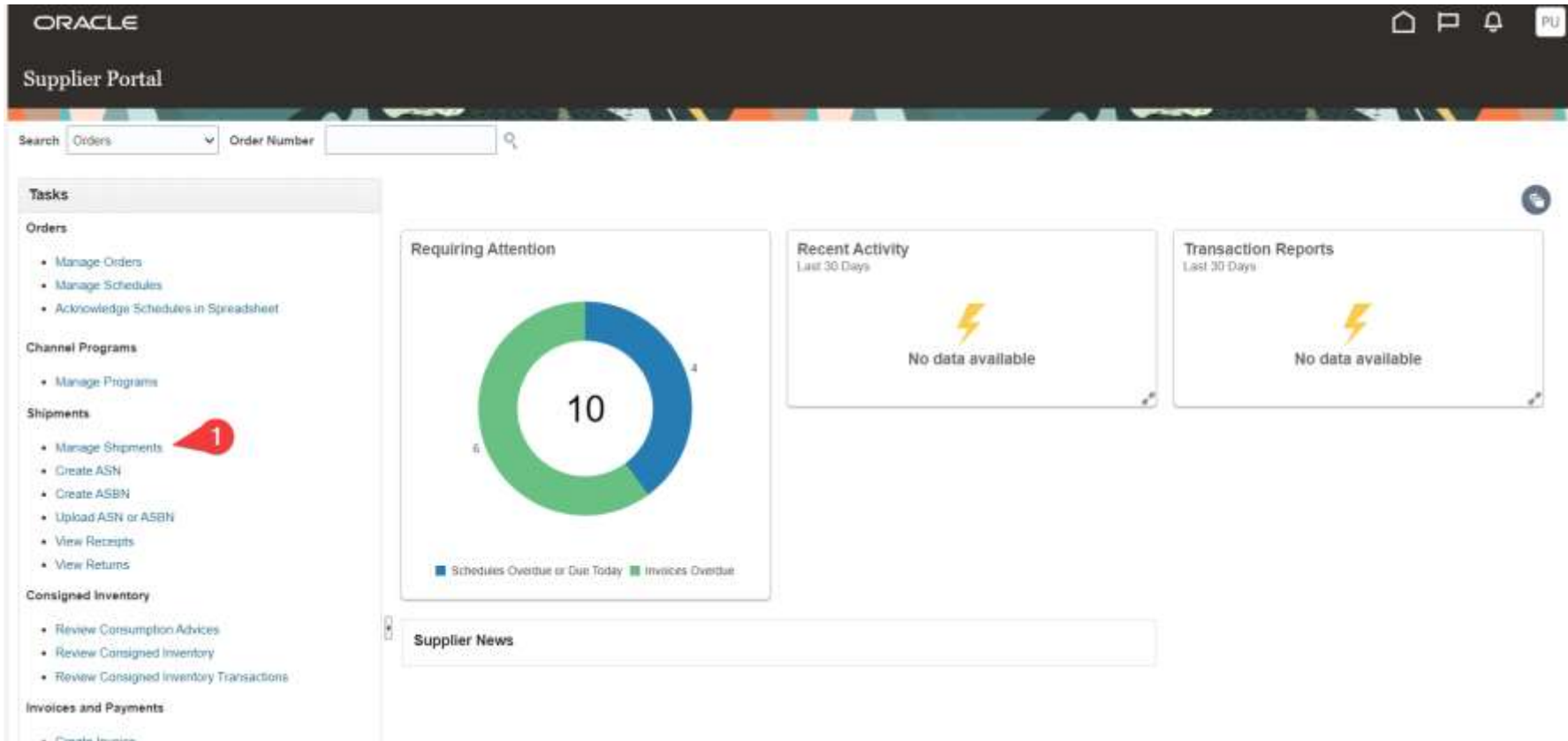
The screenshot shows the Oracle 'Create ASN' interface. At the top, there is a navigation bar with the Oracle logo, a search bar, and a 'Done' button. Below the navigation bar, there are tabs for 'Advanced', 'Saved Search', and 'Purchase Order'. The main content area displays 'Search Results' for the 'Create ASN' view. A table with one row is shown, containing the following data:

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
1000034057	EGG-NO.0-30P...		F101-00000381	1	1	29-Nov-2024	25	Tray



1. Click Done.

HOW TO CHECK WHETHER THE SUPPLIER SUCCESSFULLY CREATED THE ASN , EDIT OR CANCEL SHIPMENT.



ORACLE
Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Channel Programs

- Manage Programs

Shipments

- Manage Shipments 1
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice

Requiring Attention

10

6 Schedules Overdue or Due Today 4 Invoices Overdue

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

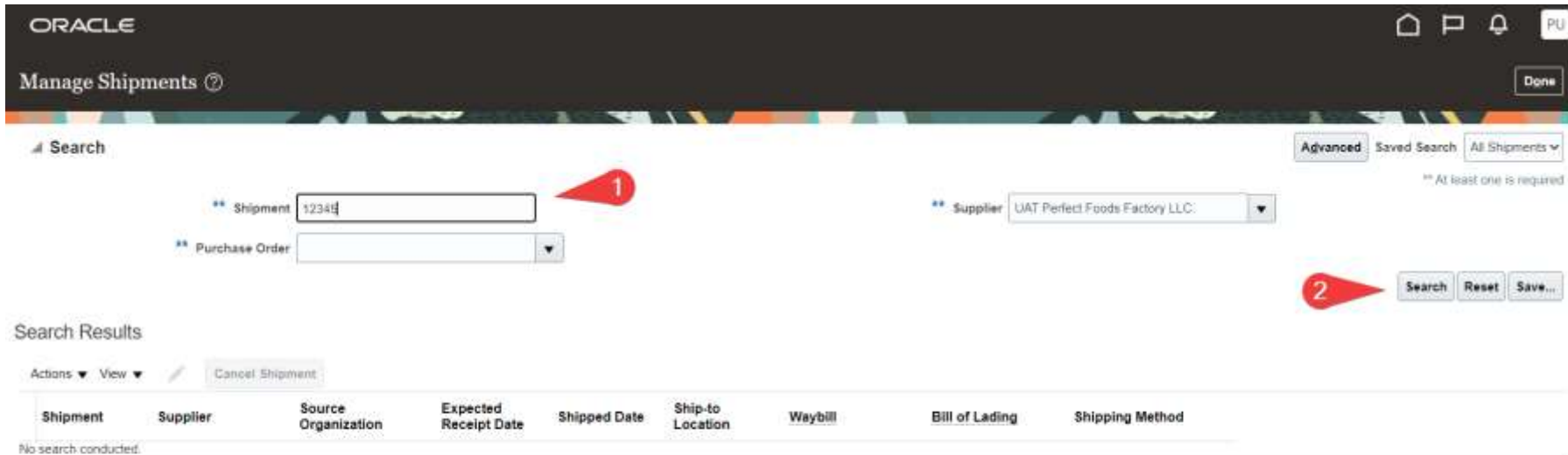
No data available

Supplier News



1. Click on Manage Shipments.

HOW TO CHECK WHETHER THE SUPPLIER SUCCESSFULLY CREATED THE ASN , EDIT OR CANCEL SHIPMENT.



ORACLE Manage Shipments

Search

Shipment: 1234

Purchase Order:

Supplier: UAT Perfect Foods Factory LLC

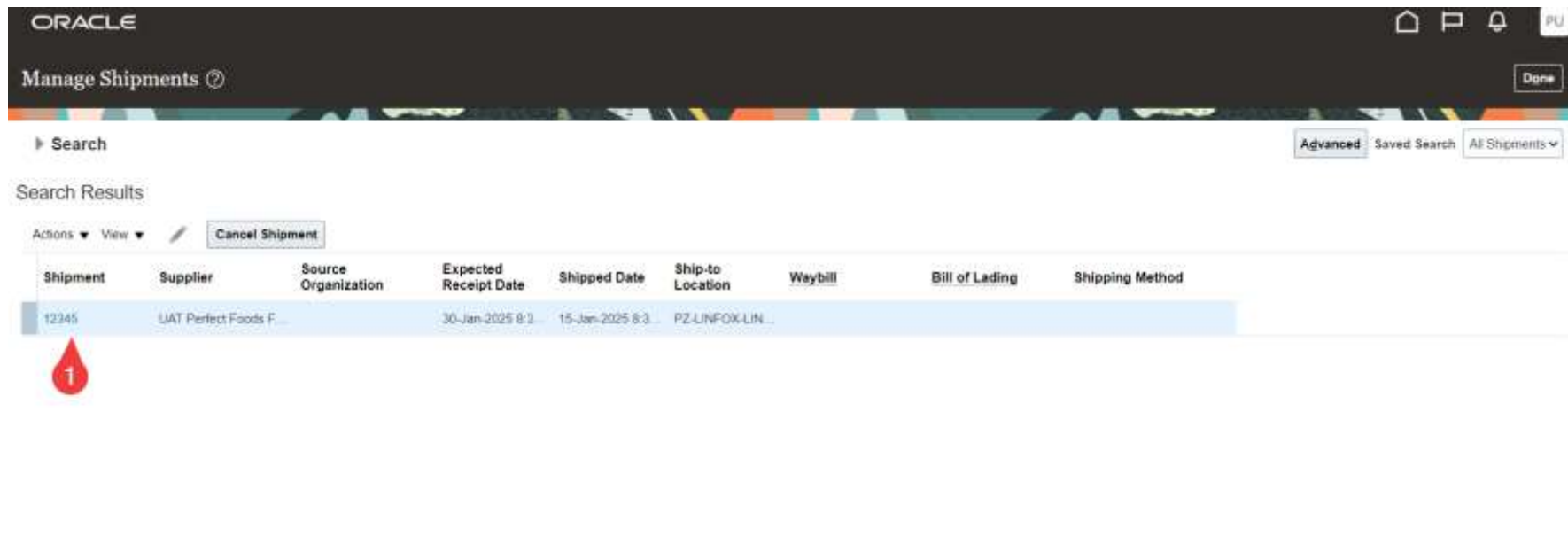
Search Results

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Ship-to Location	Waybill	Bill of Lading	Shipping Method
No search conducted!								



1. Click ASN number or PO number.
2. Click Search.

HOW TO CHECK WHETHER THE SUPPLIER SUCCESSFULLY CREATED THE ASN , EDIT OR CANCEL SHIPMENT.



The screenshot shows the Oracle Manage Shipments interface. At the top, there is a search bar and a 'Done' button. Below the search bar, there are buttons for 'Advanced', 'Saved Search', and 'All Shipments'. The main area displays a table of search results with columns: Shipment, Supplier, Source Organization, Expected Receipt Date, Shipped Date, Ship-to Location, Waybill, Bill of Lading, and Shipping Method. A single row is highlighted with a blue background, and a red drop icon with the number '1' is positioned below the 'Shipment' column value '12345'.

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Ship-to Location	Waybill	Bill of Lading	Shipping Method
12345	LIAT Perfect Foods F...		30-Jan-2025 8:1	15-Jan-2025 8:3	PZ-LINFOX-LIN...			



1. Click ASN number.

HOW TO CHECK WHETHER THE SUPPLIER SUCCESSFULLY CREATED THE ASN , EDIT OR CANCEL SHIPMENT.



1. The system will retrieve the information. This is the Shipment Number entered by the supplier.

ORACLE

Edit Shipment: 12345

Cancel Shipment Save Save and Close Cancel

Header

Shipment: 12345

Supplier: UAT Perfect Foods Factory LLC

Shipped Date: 15-Jan-2025 8:34 PM

Expected Receipt Date: 30-Jan-2025 8:34 PM

Ship-to Location: PZ-LINFOX-LINFOX Warehouse

Freight Terms: AIR

Shipping Method:

Bill of Lading:

Waybill:

Packaging Code:

Special Handling Code:

Tare Weight:

Tare Weight UOM:

Net Weight:

Net Weight UOM:

Packing Slip:

Number of Packing Units:

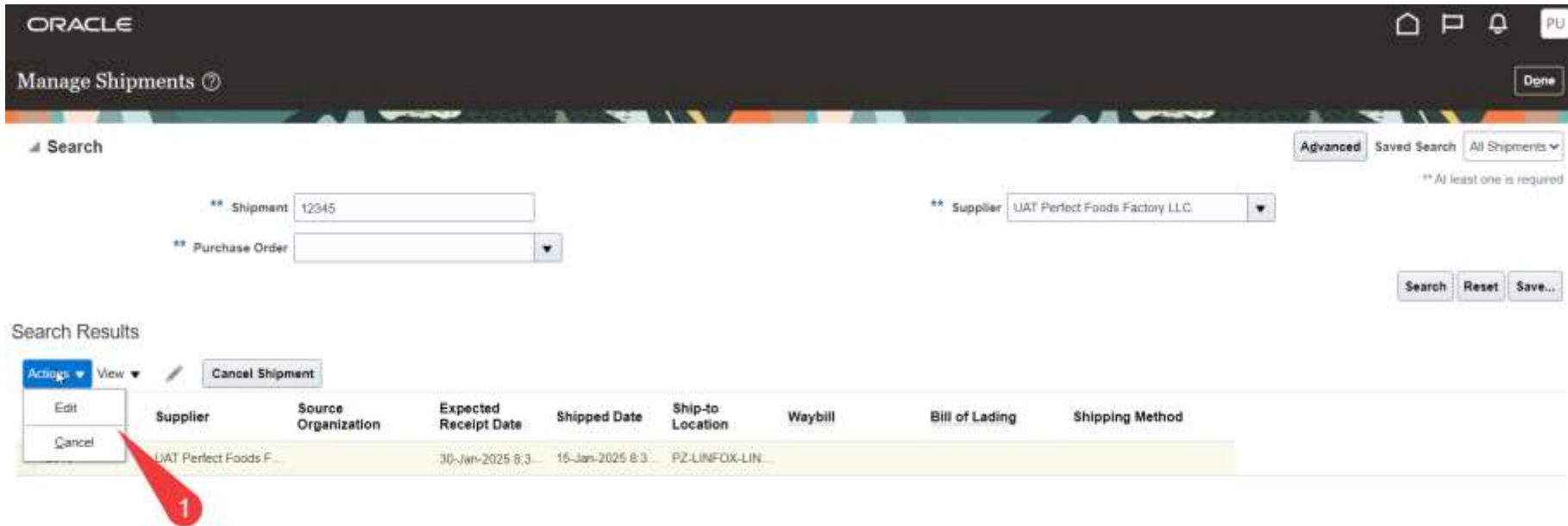
Comments:

Lines

Cancel Shipment Line View Details

Shipment Line	Item	Item Description	Revision	Quantity		UOM Name	Secondary Quantity		Secondary UOM	Line Status	Packing Slip	Reason
				Shipped	Received		Shipped	Received				
1	1000034067	EGG-NO 0-30P		25		0 Tray	5		Case5	Expected		

HOW TO CHECK WHETHER THE SUPPLIER SUCCESSFULLY CREATED THE ASN , EDIT OR CANCEL SHIPMENT.



The screenshot shows the Oracle Manage Shipments interface. At the top, there's a search bar with fields for Shipment (12345), Purchase Order, and Supplier (UAT Perfect Foods Factory LLC). Below the search bar, there's a table of search results. The table has columns for Supplier, Source Organization, Expected Receipt Date, Shipped Date, Ship-to Location, Waybill, Bill of Lading, and Shipping Method. A red arrow points to the 'Cancel' button in the 'Actions' column of the first row.

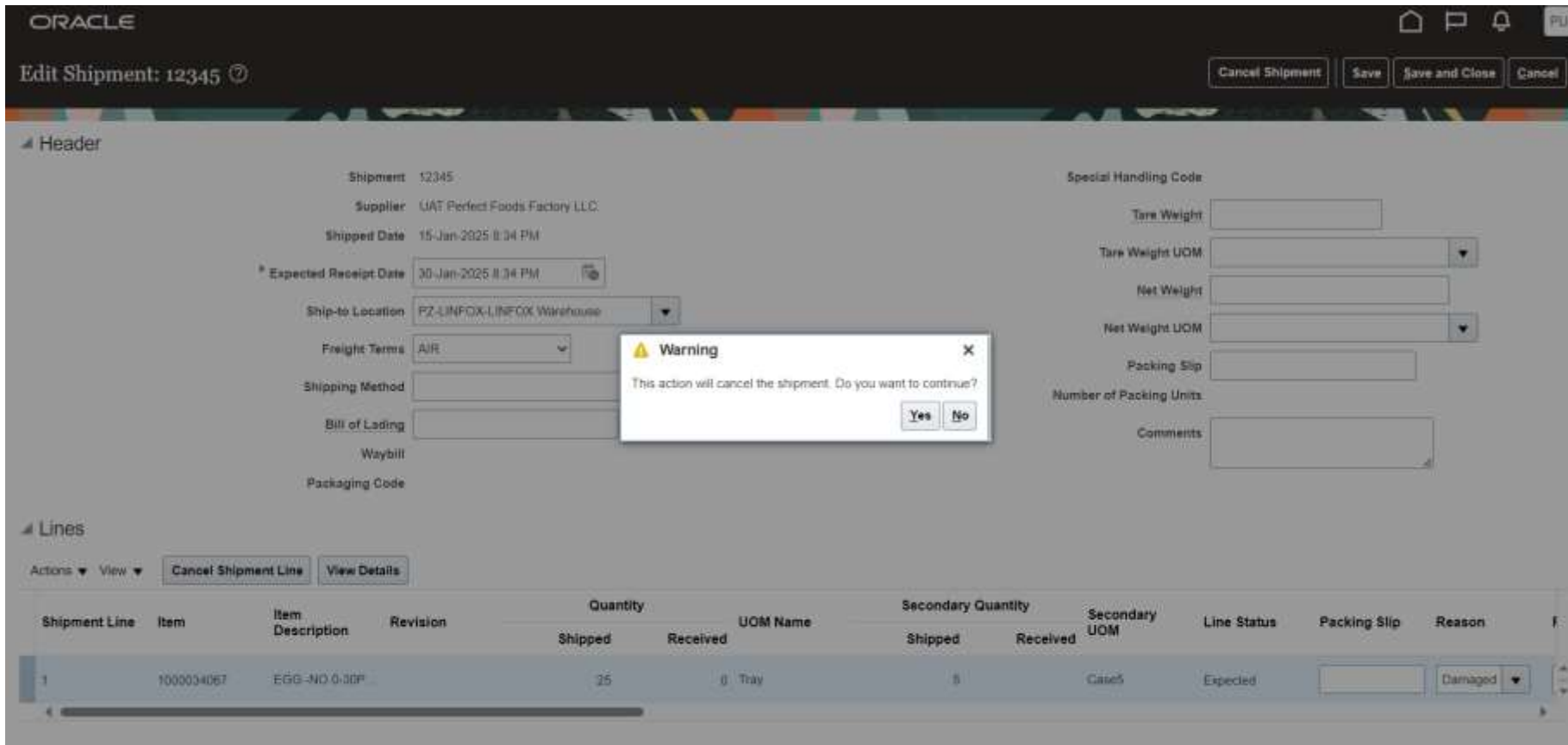
Supplier	Source Organization	Expected Receipt Date	Shipped Date	Ship-to Location	Waybill	Bill of Lading	Shipping Method
UAT Perfect Foods F...		30-Jan-2025 8:3	15-Jan-2025 8:3	PZ-LINFOX-LIN			



1. If a line item has only one entry, the system does not allow edits.

In this case, you will need to cancel the shipment.

HOW TO CHECK WHETHER THE SUPPLIER SUCCESSFULLY CREATED THE ASN , EDIT OR CANCEL SHIPMENT.



The screenshot shows the Oracle 'Edit Shipment' interface for shipment 12345. A warning dialog box is displayed in the center, asking for confirmation to cancel the shipment. The dialog text reads: 'Warning: This action will cancel the shipment. Do you want to continue?' with 'Yes' and 'No' buttons.

Header Information:

- Shipment: 12345
- Supplier: UAT Perfect Foods Factory LLC
- Shipped Date: 15-Jan-2025 11:34 PM
- Expected Receipt Date: 30-Jan-2025 11:34 PM
- Ship-to Location: PZ-LINFOX-LINFOX Warehouse
- Freight Terms: AIR
- Shipping Method: [Empty]
- Bill of Lading: [Empty]
- Waybill: [Empty]
- Packaging Code: [Empty]

Special Handling Code Fields:

- Tare Weight: [Empty]
- Tare Weight UOM: [Empty]
- Net Weight: [Empty]
- Net Weight UOM: [Empty]
- Packing Slip: [Empty]
- Number of Packing Units: [Empty]
- Comments: [Empty]

Lines Section:

Actions: Cancel Shipment Line, View Details

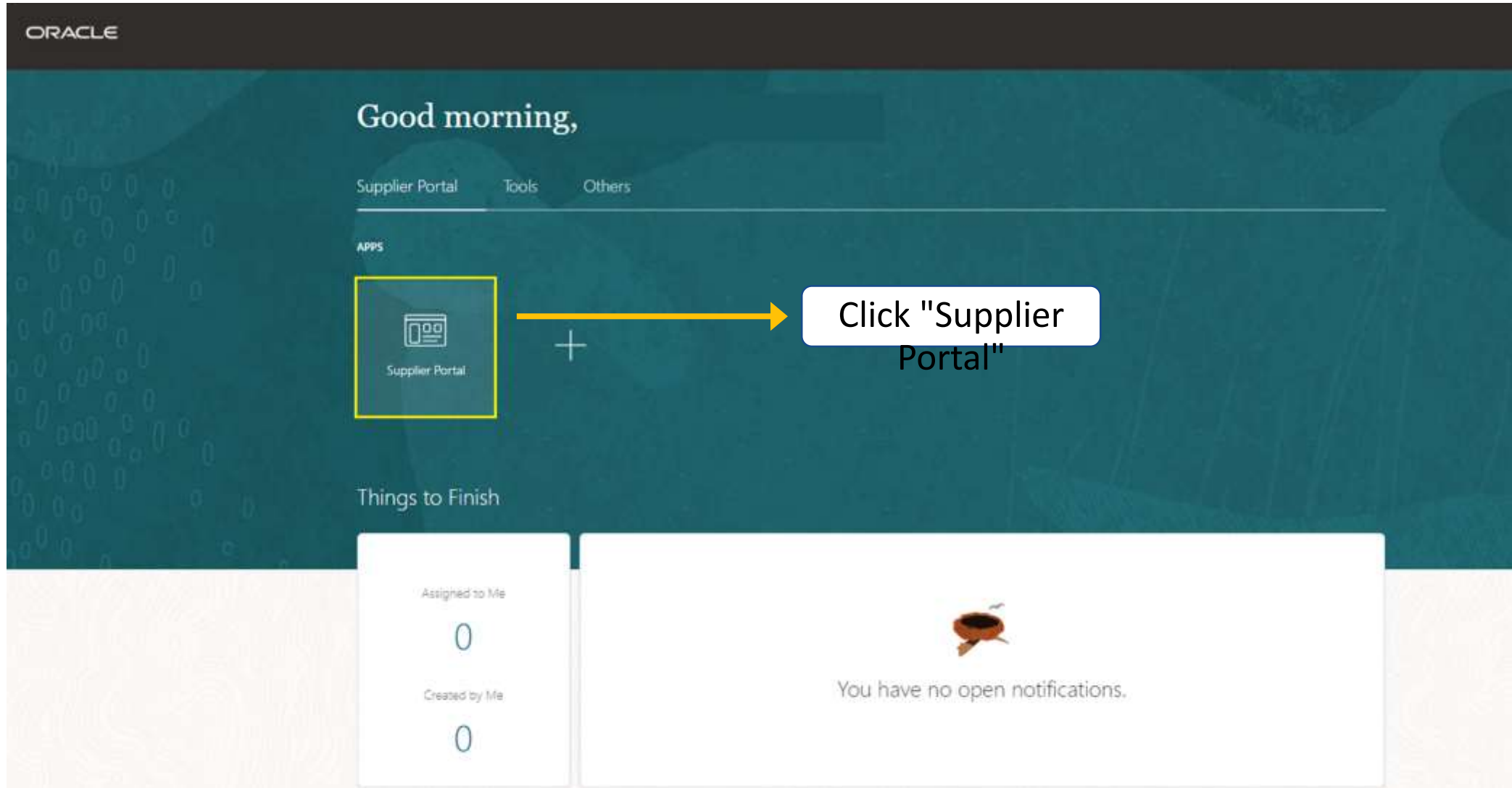
Shipment Line	Item	Item Description	Revision	Quantity		UOM Name	Secondary Quantity		Secondary UOM	Line Status	Packing Slip	Reason
				Shipped	Received		Shipped	Received				
1	1000034067	EGG-NO 0.30P		35	0	Tray	5		Case5	Expected		Damaged



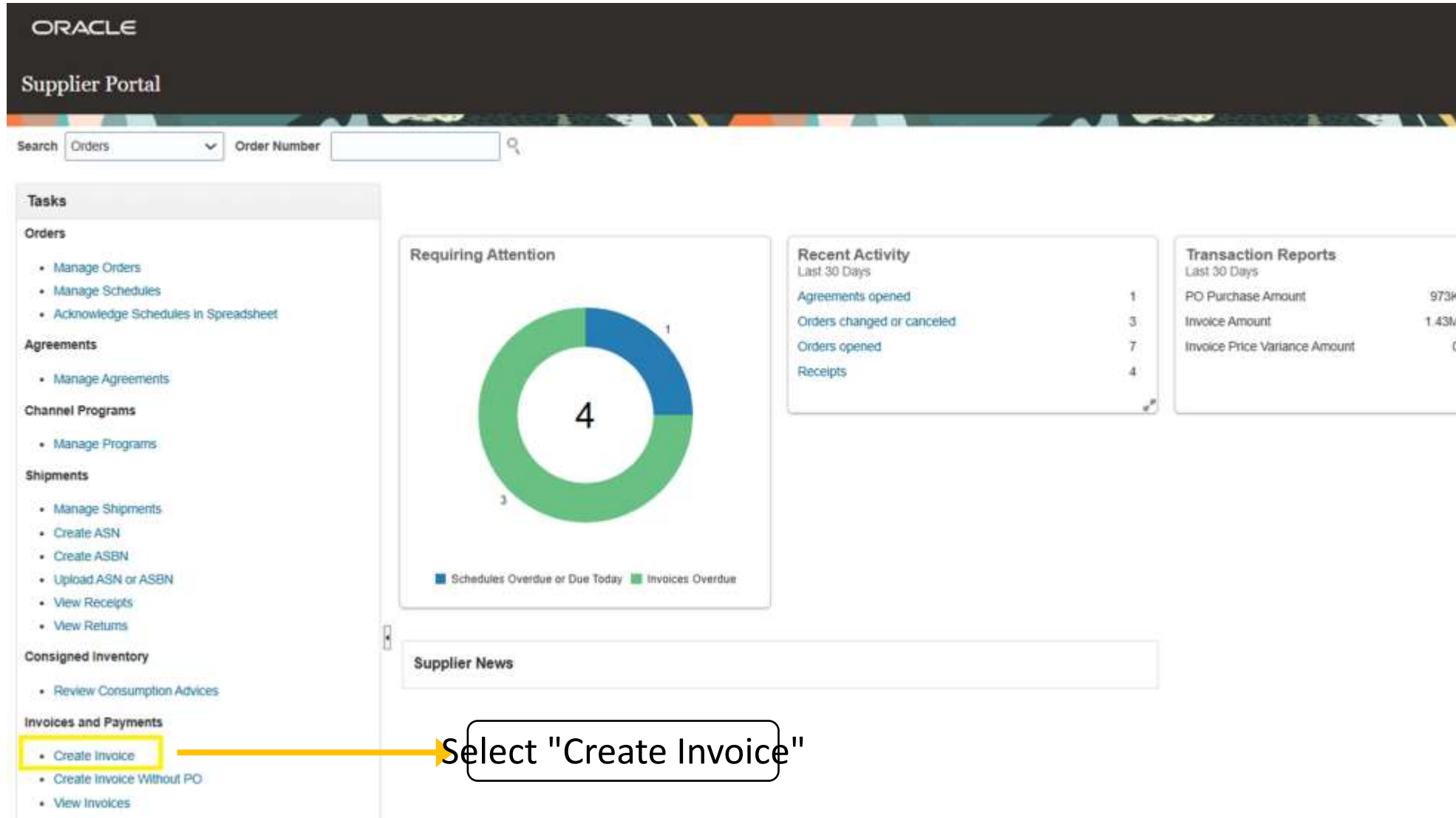
1. If you want to cancel shipment, please select “ Cancel shipment” Then click “YES”.

CREATING AN INVOICE OR TAX INVOICE ON THE SUPPLIER PORTAL

Creating an Invoice or Tax Invoice on the Supplier Portal



Creating an Invoice or Tax Invoice on the Supplier Portal



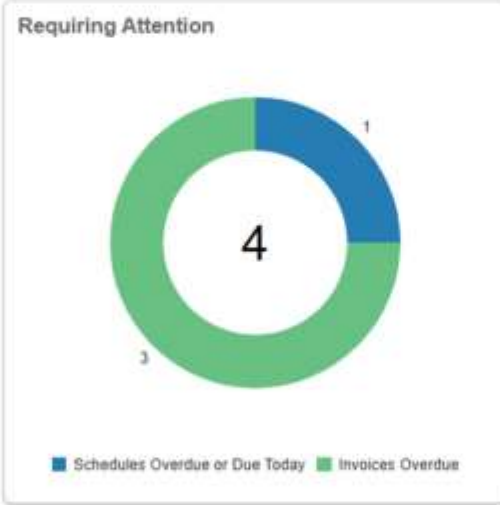
ORACLE
Supplier Portal

Search Orders Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - Create Invoice**
 - Create Invoice Without PO
 - View Invoices

Requiring Attention



Category	Count
Schedules Overdue or Due Today	1
Invoices Overdue	3

Recent Activity
Last 30 Days

Agreements opened	1
Orders changed or canceled	3
Orders opened	7
Receipts	4

Transaction Reports
Last 30 Days

PO Purchase Amount	973K
Invoice Amount	1.43M
Invoice Price Variance Amount	0

Supplier News

Select "Create Invoice"

Creating an Invoice or Tax Invoice on the Supplier Portal

ORACLE

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

1

Identifying PO

Supplier F105-0000... TS Printing And Advertising Co., Ltd. SAMUTPRAKAN

Taxpayer ID

Supplier Site F105-0000... TS Printing And Advertising Co., Ltd. SAMUTPRAKAN

Address F105-0000... TS Printing And Advertising Co., Ltd. SAMUTPRAKAN

Supplier Tax Registration Number F105-0000... TS Printing And Advertising Co., Ltd. SAMUTPRAKAN

Customer

Customer Taxpayer ID F105-0000... TS Printing And Advertising Co., Ltd. SAMUTPRAKAN

Lines

View + x Cancel Line

Purchase Order						Consumption Advice		Supplier Item	Item Description		
* Number	* Type	* Number	* L * Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Number	Line	Supplier Item	Item Description
No data to display											

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display								

Creating an Invoice or Tax Invoice on the Supplier Portal

ORACLE

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

2

* Identifying PO F105-0000038

Supplier TS Printing And Advertising Co., Ltd.

Taxpayer ID 0105554071651

* Supplier Site SAMUTPRAKAN

Address 164/56 ม.10, อ.เมืองระยอง จ.ระยอง, 10540

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments Printer.JPG + X

Tax Control Amount

* Number Test 1234

Date 16-Jan-2023

* Type Invoice

Invoice Currency THB - Baht

Customer

* Customer Taxpayer ID 0105543005414

Name Burger (Thailand) Limited

Address

Lines

View + X Cancel Lines

* Number	* Type	* Number	* L	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Number	Line	Supplier Item	Item Description
No data to display												

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display								

Enter the Invoice Number or Tax Invoice Number

Creating an Invoice or Tax Invoice on the Supplier Portal

The screenshot shows the Oracle Supplier Portal 'Create Invoice' interface. The form includes fields for Identifying PO (F105-00000038), Supplier (TS Printing And Advertising Co., Ltd.), Taxpayer ID (0105554071651), Supplier Site (SAMUTPRAKAN), Address, Supplier Tax Registration Number, Remit-to Bank Account, Unique Remittance Identifier, Unique Remittance Identifier Check Digit, Customer, and Customer Taxpayer ID (0105543005414). The form is annotated with a blue circle '4' pointing to the 'Attachments' field, which contains 'Printer.JPG + X'. A yellow box highlights the 'Date' field, which is set to '16-Jan-2025', and a blue circle '3' points to it. A text box below the date field says 'Enter Invoice Date'. Another text box below the 'Attachments' field says 'Select "Attachment" to attach the document'. The 'Lines' section shows a table with columns for Number, Type, Number, L, Schedule, Retainage, Retainage Remaining, Retained Invoice Number, Retained Invoice Line, Number, Line, Supplier Item, and Item Description. The 'Summary Tax Lines' section shows a table with columns for Line, Regime, Tax Name, Tax Jurisdiction, Tax Status, Rate Name, Percentage, Per Unit, and Amount.

Creating an Invoice or Tax Invoice on the Supplier Portal

Invoice Actions Save Save and C

* Identifying PO H101-00000002

Supplier
Taxpayer ID
* Supplier Site
Address
Registration Number
Customer Taxpayer ID

Attachments

Enter "Choose File" and select the scanned document

5

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplie	Choose File No file chosen			SP Team Minc

Rows Selected 1

Click "OK"

6

OK Cancel

* Number 123456
* Date 01-Jan-2025
* Type Invoice
Invoice Currency THB - Baht
Payment Currency THB - Baht



File type can be attached as PDF files or image files such as PNG or JPEG.

Creating an Invoice or Tax Invoice on the Supplier Portal

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

* Supplier Site: SAMUTPRAKAN
Address: 164/56 ม.10, อ.เมืองระยอง จ.ระยอง 21000, ประเทศไทย
Supplier Tax Registration Number:

Description:
Attachments: Printer.JPG + X
Tax Control Amount:

Invoice Currency: THB - Baht
Payment Currency: THB - Baht

Customer
* Customer Taxpayer ID: 0105543005414
Name: Burger (Thailand) Limited
Address:

Lines

View + Select and Add Cancel L

7

Click "Select and Add", the system will display a list of PO that have been billed

* Number	* Type	* Number	* L	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Consumption Advice		Supplier Item	Item Description
Number	Type	Number	L	Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Number	Line	Supplier Item	Item Description
No data to display.												

Summary Tax Lines

View +

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Creating an Invoice or Tax Invoice on the Supplier Portal

8 Select the PO you want to bill

If you want to select all, click "Select All"

Purchase Order	Consumption Advice	Supplier Item Number	Item Description	Ship-to Location	Ordered
F105-0000038	1	1	FURNITURE AND F...	BK-1007-EMPORIUM	1
F105-0000038	2	1	FURNITURE AND F...	BK-1007-EMPORIUM	1
F105-0000038	3	1	FURNITURE AND F...	BK-1007-EMPORIUM	1

9 (A) Click "Apply" if you want to select additional POs or items
(B) Click "OK" once you have completed your selection

Creating an Invoice or Tax Invoice on the Supplier Portal

A In case you have already clicked Apply but want to select additional PO or items, you can do so before proceeding to the next step

Enter the PO you wish to add

Click "Search"

Purchase Order						Consumption Adv	
Number	Line	Sch	Retainage Rate (%)	Retainage	Retainage Released	Number	Line
F105-0000039	1	1					
F105-0000039	2	1					
F105-0000039	3	1					

Select the desired items

Click "OK"

Creating an Invoice or Tax Invoice on the Supplier Portal

ORACLE
Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO: F105-00000038
Supplier: TS Printing And Advertising Co., Ltd.
Taxpayer ID: 0105554071651
Supplier Site: SAMUTPRAKAN
Address: 164/56 ม.10, แขวงบางนาแถม, เขตบางนา, กรุงเทพมหานคร, 10540
Supplier Tax Registration Number: [Field]

Remit-to Bank Account: [Field]
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: Printer.JPG + X
Tax Control Amount: [Field]

* Number: Test 1234
* Date: 16-Jan-2025
Type: Invoice
Invoice Currency: THB - Baht
Payment Currency: THB - Baht

Customer
Customer Taxpayer ID: 0105543005414
Name: Burger (Thailand) Limited

Lines
View + X Cancel Line

Item Description	Ship-to Location	Ship-from Location	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	* Amount	Tax Classification	Description	Transaction Business Category	Intended Use	Prc Clz
FURNITURE AND FIXTUR...	BK-1007-EMPC	164/56 ม.10แ.บ.ร	[Field]	1	1	1500	Each	1,500.00	AP-GOODS-TI	FURNITURE A	Purchase Transa	[Field]	[Field]
								1,500.00					

After that, verify the information to ensure it matches the details on the tax invoice

10

Quantity of goods

Unit Price of Product

Creating an Invoice or Tax Invoice on the Supplier Portal

Create Invoice ?

Identifying PO: F105-0000038

Supplier: TS Printing And Advertising Co., Ltd.

Taxpayer ID: 0105554071851

Supplier Site: SAMUTPRAKAN

Address: 164/56 ม. 10, อ.เมืองภูเก็ต, จ.ภูเก็ต 83000, ประเทศไทย, 10540

Supplier Tax Registration Number: [Field]

Remit-to Bank Account: [Field]

Tax Control Amount: [Field]

Invoice Actions | Save | Save and Close | **Submit** | Cancel

Calculate Tax (Ctrl+Alt+X)

Cancel Invoice

Delete Invoice

Type: Invoice

Invoice Currency: THB - Baht

Payment Currency: THB - Baht

11

12

Click "Invoice Action" choose "Calculate Tax" to allow the system to calculate the total amount

Once all the information is accurate and complete, click "Submit" to generate the invoice/tax invoice

Lines

View | + | X | [Cancel Line]

Item Description	Ship-to Location	Ship-from Location	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	AP-GOODS-TI	FURNITURE A	Purchase Transac
FURNITURE AND FIXTUR...	BK-1007-EMPC	164/56 ม. 10 ม. 10			1	1500	Each	1,500.00		
										1,500.00

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	Thailand VAT	Thailand VAT	Thailand VAT	Thailand VAT	AP-SERVICE-THB	7		105

Totals

Items	1,500.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	105.00	Invoice Amount	1,605.00
								Retainage	0.00	Due	1,500.00

Creating an Invoice or Tax Invoice on the Supplier Portal



13

Invoice: Test 1234

✔ Invoice Test 1234 has been submitted. Create Another Done

The system will display a message confirming the successful billing

Number: Test 1234
Date: 16-Jan-2025
Type: Invoice
Invoice Currency: THB
Payment Currency: THB

Supplier Site: SAMUTPRAKAN
Address: 164/56 ซ. 10, อาคารพาณิชย์ 4 ชั้น, ซอยเทศบาล, 10540
Supplier Tax Registration Number: [blank]
Description: [blank]
Attachments: Printer.JPG
Tax Control Amount: [blank]

Customer Taxpayer ID: 0105543005414
Legal Entity: Burger (Thailand) Limited
Address: [blank]

Number	Type	* Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Pr
		Number	Line	Schedule Number	Line	Line								
2	ITEM	F105-00	1	1				FURNITURE.A.	BK-1007-EMPORIUM	164/56 ซ. 10 ซอยเทศบาล 4 ชั้น	AP-GOODS-THB		1	1,
Total														

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	Thailand VAT	Thailand VAT	Thailand VAT	Thailand VAT	AP-SERVICE-THB	7		105

Totals


Items	1,500.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	105.00	Invoice Amount	1,605.00
								Retainage	0.00	Due	1,605.00

To close the process, click "Done"
To create another invoice, click "Create Another"

Creating an Invoice or Tax Invoice on the Supplier Portal

ORACLE

View Invoices Done



If you need to make changes to an invoice or tax invoice that has already been billed, please contact Minor to cancel the existing invoice in the system.

Advanced Saved Search All Invoices

* At least one is required

Consumption Advice

Invoice Status

Paid Status

Payment Number

**To re-bill the same invoice, please add "-1 or /1" to the invoice number because the system does not allow duplicate invoice numbers. For example: INV 1234-1

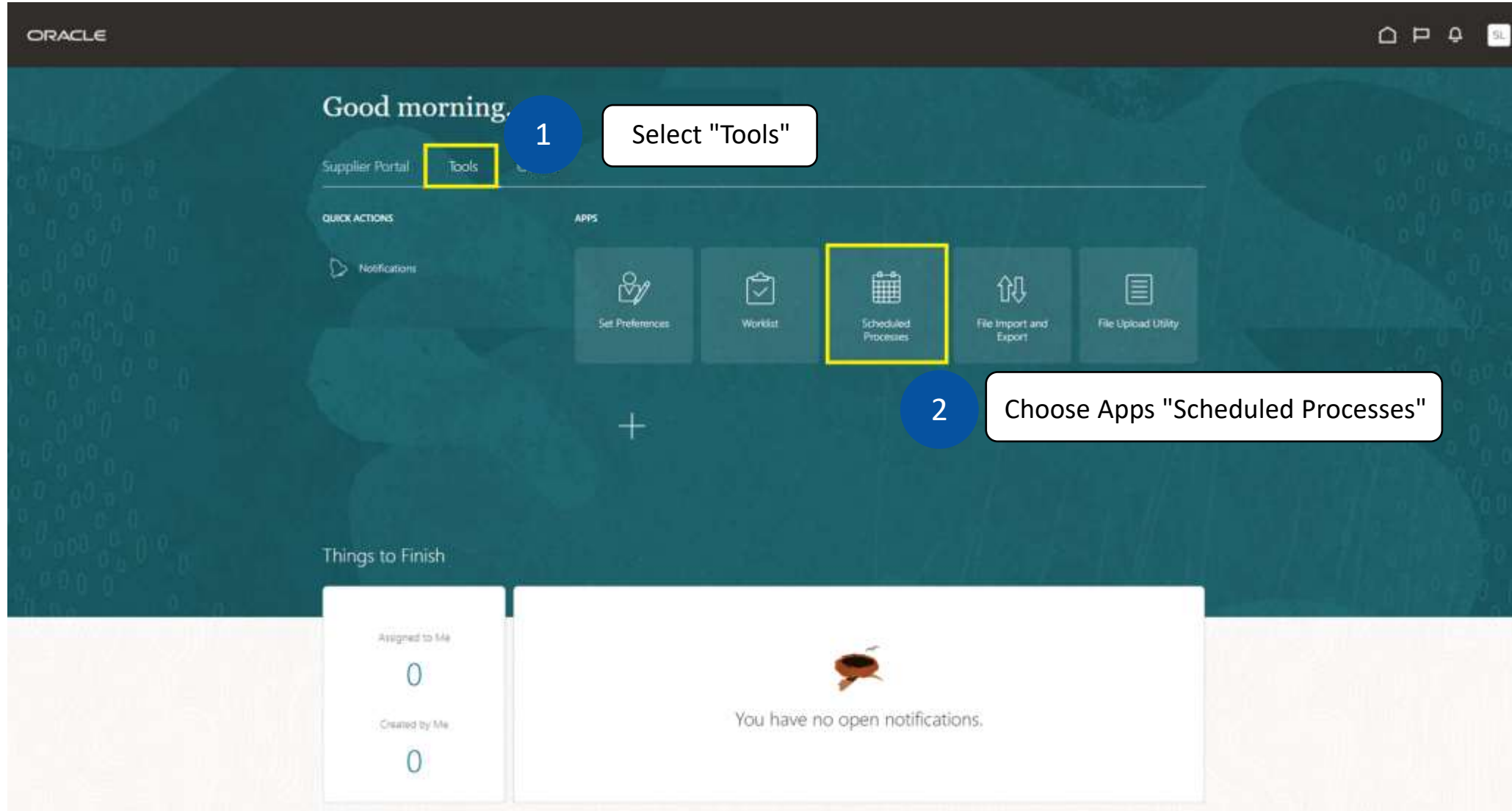
Search Results

View Print Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier						Comments
10-1	09-Jan-2025	Debit memo		Bangkok Electronic Co., Ltd.						
BEINV-0015	30-Dec-2024	Standard		Bangkok Electronic Co., Ltd.						
BEINV-0014	27-Dec-2024	Standard		Bangkok Electronic Co., Ltd.		BANGKOK	27,820.00 THB	27,820.00 THB	Appra...	
BEINV-0017	27-Dec-2024	Standard		Bangkok Electronic Co., Ltd.		BANGKOK	898.80 THB	898.80 THB	Appra...	
BEINV-0011	25-Dec-2024	Standard	H101-00000001	Bangkok Electronic Co., Ltd.		BANGKOK	0.00 THB	385,200.00 THB	Appra...	Multiple
BEINV-0012	25-Dec-2024	Standard	H101-00000002	Bangkok Electronic Co., Ltd.		BANGKOK	0.00 THB	288,900.00 THB	Appra...	Multiple
BEINV-0013	25-Dec-2024	Standard	H101-00000003	Bangkok Electronic Co., Ltd.		BANGKOK	0.00 THB	303,880.00 THB	Appra...	Multiple
BEINV-0001	23-Dec-2024	Standard		Bangkok Electronic Co., Ltd.		BANGKOK	385,200.00 THB	385,200.00 THB	On hold	

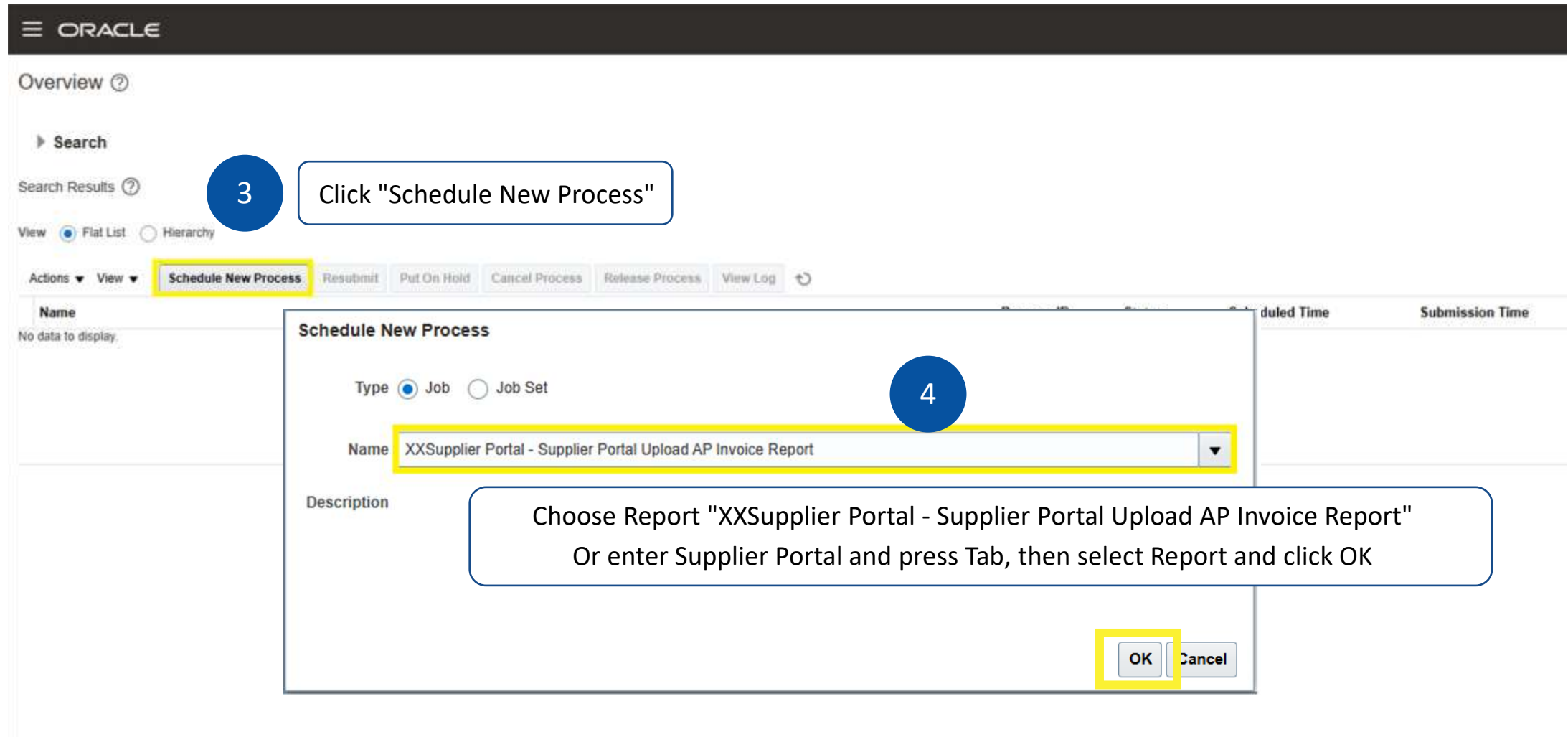
CREATING AN INVOICE OR TAX INVOICE VIA EXCEL UPLOAD

Creating an Invoice or Tax Invoice via Excel Upload - Export File



The screenshot shows the Oracle Supplier Portal dashboard. At the top left, the Oracle logo is visible. The main header area includes a greeting "Good morning," and a navigation bar with "Supplier Portal" and "Tools" (highlighted with a yellow box and a blue circle containing the number 1). A callout box next to "Tools" says "Select 'Tools'". Below the navigation bar, there are sections for "QUICK ACTIONS" (with a "Notifications" link) and "APPS". The "APPS" section contains five tiles: "Set Preferences", "Worklist", "Scheduled Processes" (highlighted with a yellow box and a blue circle containing the number 2), "File Import and Export", and "File Upload Utility". A callout box next to "Scheduled Processes" says "Choose Apps 'Scheduled Processes'". At the bottom, there is a "Things to Finish" section with two cards: "Assigned to Me" (0) and "Created by Me" (0). A large notification card in the center says "You have no open notifications." with a notification bell icon.

Creating an Invoice or Tax Invoice via Excel Upload



The screenshot shows the Oracle interface with a 'Schedule New Process' dialog box open. The dialog box has a 'Type' section with 'Job' selected and 'Job Set' unselected. The 'Name' field contains 'XXSupplier Portal - Supplier Portal Upload AP Invoice Report'. The 'Description' field is empty. The 'OK' button is highlighted with a yellow box. A blue circle with the number '3' is positioned over the 'Schedule New Process' button in the main interface, and another blue circle with the number '4' is positioned over the 'Name' field in the dialog box.

3 Click "Schedule New Process"

4

Choose Report "XXSupplier Portal - Supplier Portal Upload AP Invoice Report"
Or enter Supplier Portal and press Tab, then select Report and click OK

Creating an Invoice or Tax Invoice via Excel Upload

Enter the goods received date

5

Choose type of report is Unbill Invoice

6

Click "Submit"

7

Note: The Supplier can filter invoice information by the following categories

- Bill: Invoices that have been submitted in the system
- Unbill Invoice: Invoices that have not yet been submitted in the system

**If no information is entered, the system will retrieve all data.

Creating an Invoice or Tax Invoice via Excel Upload


ORACLE

Overview ?

Search Saved Search Last hour

Search Results ?

View Flat List Hierarchy

Actions View **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log 

Name	Process ID	Status	Scheduled Time	Submission Time	Submitted By
XXSupplier Portal - Supplier Portal Upload AP Invoice Report	1580905	Succeeded	15-Jan-2025 11:37 AM ICT	15-Jan-2025 11:37 AM ICT	parupong_kh@minor.com

9 Click on report to display the details of that report

Process Details Status Details

XXSupplier Portal - Supplier Portal Upload AP Invoice Report, 1580905

Status Succeeded Schedule Start 15-Jan-2025 11:37 AM ICT External Job Type BIP Job External Job Status NA

Log

Attachment ESS_I_1580905

Output

Output & Delivery

XML Data Report

Status All

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	XXPO_AP_SUPPLIER_...	EXCEL	English (United States)	(UTC+07:00) Bangkok - Indochina Time (ICT)		✓	

10 Then click "Default Document" to download the information

Creating an Invoice or Tax Invoice via Excel Upload



XXSupplier Portal - Supplier Portal Upload AP Invoice Report

Business Unit Code From
Business Unit Code To
Business Unit Group 1
Business Unit Group 2
Business Unit Group 3
Business Unit Group 4
Business Unit Group 5
Business Unit Group 6
Business Unit Group 7
Business Unit Group (Text)
Business Unit Short Name (Text)
Country

Good Received Date From 01-Jan-2024
Good Received Date To 15-Jan-2025

Invoice Number (PO GR OFF)
Invoice Number (AP Invoice)
Invoice Date (PO GR OFF) From
Invoice Date (PO GR OFF) To
Invoice Date (AP Invoice) From
Invoice Date (AP Invoice) To

Run By TESTUAT_SP_SUPP_AR_SPECIALIST@minor.com
Printed Date 15-Jan-2025 11:50:17 AM

The report will display the information selected by the Supplier, including:

- Good Received Date
- The User who ran the report
- The date the report was run
- Bill / Unbill is display in Columns BU

**Supplier Number	**Supplier Name	*Supplier Site	LE Number	LE Name	*BU Number	*Business Unit	PO Number	PO Line Number	Receipt Number	Receipt Line Number	ITEM	Item Description
2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000006	1	3	1		Test Custom role
2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000006	1	4	1		Test Custom role
2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000008	1	5	1		3YP services test UAT
2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000009	1	5	2		test UAT
2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000010	1	6	1		test UAT
2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000010	1	7	1		test UAT
2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000011	1	8	1		test UAT
2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000012	1	10	1		test UAT
2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000012	1	9	1		test UAT
2000009	UT-JR-Supplier	BANGKOK	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-0000074	1	26	1		Test UT-JR-Supplier
2000009	UT-JR-Supplier	BANGKOK	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-0000074	1	26	1		Test UT-JR-Supplier
2000009	UT-JR-Supplier	BANGKOK	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-0000074	1	26	1		Test UT-JR-Supplier
2000009	UT-JR-Supplier	BANGKOK	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-0000075	1	27	1		Test UT-JR-Supplier
2000009	UT-JR-Supplier	BANGKOK	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-0000075	1	27	1		Test UT-JR-Supplier
2000009	UT-JR-Supplier	BANGKOK	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-0000075	1	27	1		Test UT-JR-Supplier
2000009	UT-JR-Supplier	BANGKOK	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-0000075	1	27	1		Test UT-JR-Supplier
2000009	UT-JR-Supplier	BANGKOK	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-0000075	1	27	1		Test UT-JR-Supplier
2000009	UT-JR-Supplier	BANGKOK	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-0000075	1	27	1		Test UT-JR-Supplier
2000009	UT-JR-Supplier	BANGKOK	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-0000076	1	28	1		Test UT-JR-Supplier

Creating an Invoice or Tax Invoice via Excel Upload

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	XXSupplier Portal - Supplier Portal Upload AP Invoice Report															
2																
3	Business Unit Code From															
4	Business Unit Code To															
5	Business Unit Group 1															
6	Business Unit Group 2															
7	Business Unit Group 3															
8	Business Unit Group 4															
9	Business Unit Group 5															
10	Business Unit Group 6															
11	Business Unit Group 7															
12	Business Unit Group (Text)															
13	Business Unit Short Name (Text)															
14	Country															
15	Purchase Order Number															
16	Good Received Date From	01-Dec-2024														
17	Good Received Date To	31-Jan-2025														
18	Supplier Number															
19	Invoice Number (PO GR DFF)															
20	Invoice Number (AP Invoice)															
21	Invoice Date (PO GR DFF) From															
22	Invoice Date (PO GR DFF) To															
23	Invoice Date (AP Invoice) From															
24	Invoice Date (AP Invoice) To															
25	Run By	spsupport_gsc@minor.com														
26	Printed Date	15-Jan-2025 01:24:48 PM														
27																
28	**Supplier Number	**Supplier Name	**Supplier Site	LE Number	LE Name	*BU Number	*Business Unit	PO Number	PO Line Number	Receipt Number	Receipt Line Number	ITEM	Item Description	UOM	PO Unit Price	PO QTY
29		Co., Ltd. SAMUTPRAKAN	F101		The Minor Food Group Public Company Limited	40002	The Pizza Company	F101-00000409	1	141	1		Testing PO3	Each	13.00	13.00
30		Co., Ltd. SAMUTPRAKAN	F101		The Minor Food Group Public Company Limited	40002	The Pizza Company	F101-00000410	1	142	1		Testing PO4	Each	15.00	15.00
31		Co., Ltd. SAMUTPRAKAN	F101		The Minor Food Group Public Company Limited	40002	The Pizza Company	F101-00000419	1	144	1	2000028425	COMPUTER EQUIPMENT-1-UAT TEST	Each	10.00	10.00
32		Co., Ltd. SAMUTPRAKAN	F101		The Minor Food Group Public Company Limited	40002	The Pizza Company	F101-00000419	1	145	1	2000028425	COMPUTER EQUIPMENT-1-UAT TEST	Each	10.00	10.00
33		Co., Ltd. SAMUTPRAKAN	F101		The Minor Food Group Public Company Limited	40002	The Pizza Company	F101-00000420	1	143	1	2000028424	EQUIPMENT UAT TEST-1	Each	12.00	10.00
34		Co., Ltd. SAMUTPRAKAN	F101		The Minor Food Group Public Company Limited	40002	The Pizza Company	F101-00000420	1	146	1	2000028424	EQUIPMENT UAT TEST-1	Each	12.00	10.00

11

Delete Rows 1 – 27 and Columns AU - BU

	AT	AU	AV	AX	AY	AZ	BA	BB	BC	BD	BE	BF		
28	Withholding Tax Gro	PO Schedule Num	PO Distribution Num	PO Release Num	*Invoice Ty	*Sour	Invoice Header Desc	PO Stat	Accounting Da	Payment Num	Payment Curren	Payment Date	Payment Stat	Go
30		1	1		Standard	SP		CLOSED						04/1
33		1	1		Standard	SP		CLOSED						22/1
34		1	1		Standard	SP		CLOSED						22/1
35		1	1		Standard	SP		CLOSED						22/1
36		1	1		Standard	SP		CLOSED						22/1
37		1	1		Standard	SP		CLOSED						22/1
39		1	1		Standard	SP		CLOSED						09/0
52		1	1		Standard	SP		CLOSED						06/0
55		1	1		Standard	SP		CLOSED						31/0
58		1	1		Standard	SP		CLOSED						09/0
76 TH	%03	1	1		Standard	SP		CLOSED						09/0
104		1	1		Standard	SP		CLOSED						09/0
120		1	1		Standard	SP		CLOSED						09/0
121		1	1		Standard	SP		CLOSED						09/0
197		1	1		Standard	SP		CLOSED						09/0

Creating an Invoice or Tax Invoice via Excel Upload

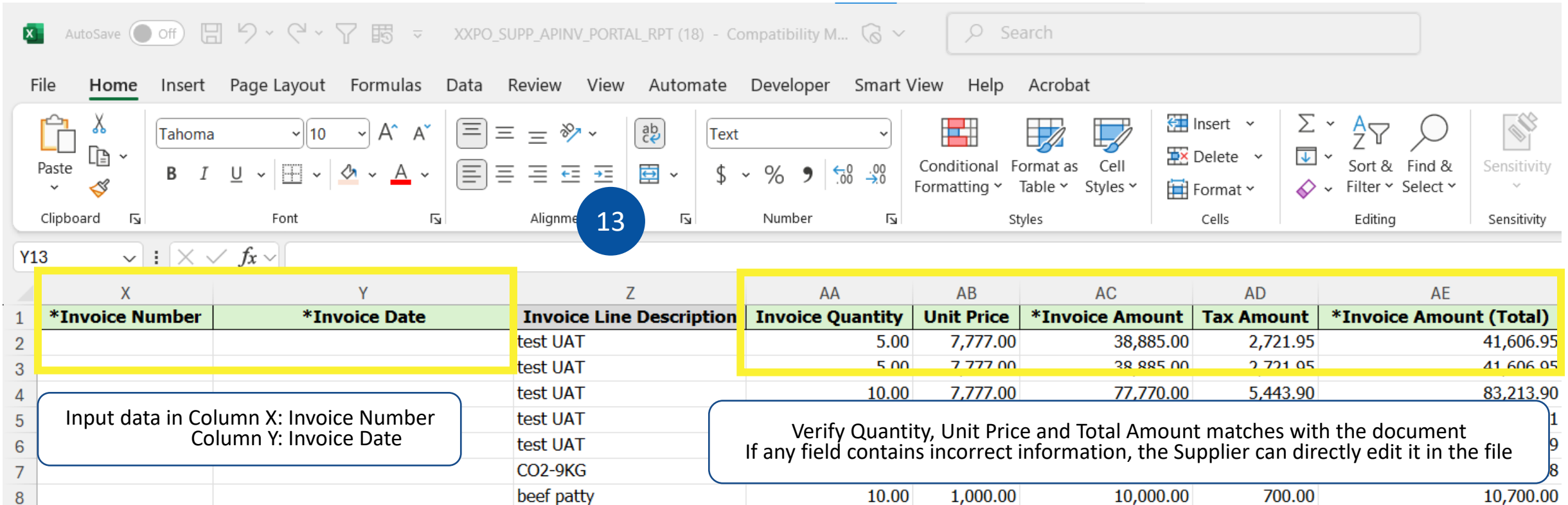
12

Select the PO you want to invoice, then copy Columns A–AT of that PO and paste them into a new Excel sheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	**Supplier Number	**Supplier Name	*Supplier Site	LE Number	LE Name	*BU Number	*Business Unit	PO Number	PO Line Number	Receipt Number	Receipt Line Number	ITEM	Item Description
2	2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000006	1	3	1		Test Custom role
3	2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000006	1	4	1		Test Custom role
4	2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000008	1	5	1		3YP services test UAT
5	2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000009	1	5	2		test UAT
6	2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000010	1	6	1		test UAT
7	2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000010	1	7	1		test UAT
8	2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000011	1	8	1		test UAT
9	2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000012	1	10	1		test UAT
10	2000009	UT-JR-Supplier	BANGKOK	C101	Minor International Public Company Limited	10001	Minor International	C101-0000012	1	9	1		test UAT
11	102803	UT-JR-Supplier	PHUKET	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-00000142	1	4	1	2000028331	BEACH BAG-WITH LOGO-1PC
12	102803	UT-JR-Supplier	PHUKET	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-00000142	1	4	1	2000028331	BEACH BAG-WITH LOGO-1PC
13	102803	UT-JR-Supplier	PHUKET	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-00000149	1	7	1	2000028331	BEACH BAG-WITH LOGO-1PC
14	102803	UT-JR-Supplier	PHUKET	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-00000149	1	7	1	2000028331	BEACH BAG-WITH LOGO-1PC
15	102803	UT-JR-Supplier	PHUKET	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-00000149	1	7	1	2000028331	BEACH BAG-WITH LOGO-1PC
16	102803	UT-JR-Supplier	PHUKET	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-00000149	1	7	1	2000028331	BEACH BAG-WITH LOGO-1PC
17	102803	UT-JR-Supplier	PHUKET	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-00000159	1	20	1	2000028331	BEACH BAG-WITH LOGO-1PC
18	102803	UT-JR-Supplier	PHUKET	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-00000159	1	20	1	2000028331	BEACH BAG-WITH LOGO-1PC
19	102803	UT-JR-Supplier	PHUKET	C102	Minor Supply Chain Solutions Limited	10005	Minor Supply Chain	C102-00000167	1	10	1	2000028331	BEACH BAG-WITH LOGO-1PC

Creating an Invoice or Tax Invoice via Excel Upload

13



The screenshot shows the Microsoft Excel interface with the following data table:

	X	Y	Z	AA	AB	AC	AD	AE
1	*Invoice Number	*Invoice Date	Invoice Line Description	Invoice Quantity	Unit Price	*Invoice Amount	Tax Amount	*Invoice Amount (Total)
2			test UAT	5.00	7,777.00	38,885.00	2,721.95	41,606.95
3			test UAT	5.00	7,777.00	38,885.00	2,721.95	41,606.95
4			test UAT	10.00	7,777.00	77,770.00	5,443.90	83,213.90
5			test UAT					
6			test UAT					
7			CO2-9KG					
8			beef patty	10.00	1,000.00	10,000.00	700.00	10,700.00

Input data in Column X: Invoice Number
Column Y: Invoice Date

Verify Quantity, Unit Price and Total Amount matches with the document
If any field contains incorrect information, the Supplier can directly edit it in the file

Warning: The Invoice Amount difference from the system within the tolerance -1 to 1 THB

AE	AF	AG	AH
*Invoice Amount (Total)	Total Amount (Header)	Total Amount Variance (Header)	WHT Rate
41,606.95	41,606.95	0.00	
41,606.95	41,606.95	0.00	
	83,213.90		
	74,892.51		
	8,321.39		
	4.28		
	10,700.00		
	8,560.00		
	2,245,395.00	2,245,395.00	0.00
	49,000.00	50,000.00	0.00
	107,000.00	107,000.00	0.00
	401.25	401.25	0.00
	535.00	535.00	0.00
	668.75	668.75	0.00
	12.84	12.84	0.00
	123.05	123.05	0.00
	107.00	214.00	0.00

Total Amount in the system

Calculated from:
The supplier's invoice amount - Total Amount (Header) (Column AG)

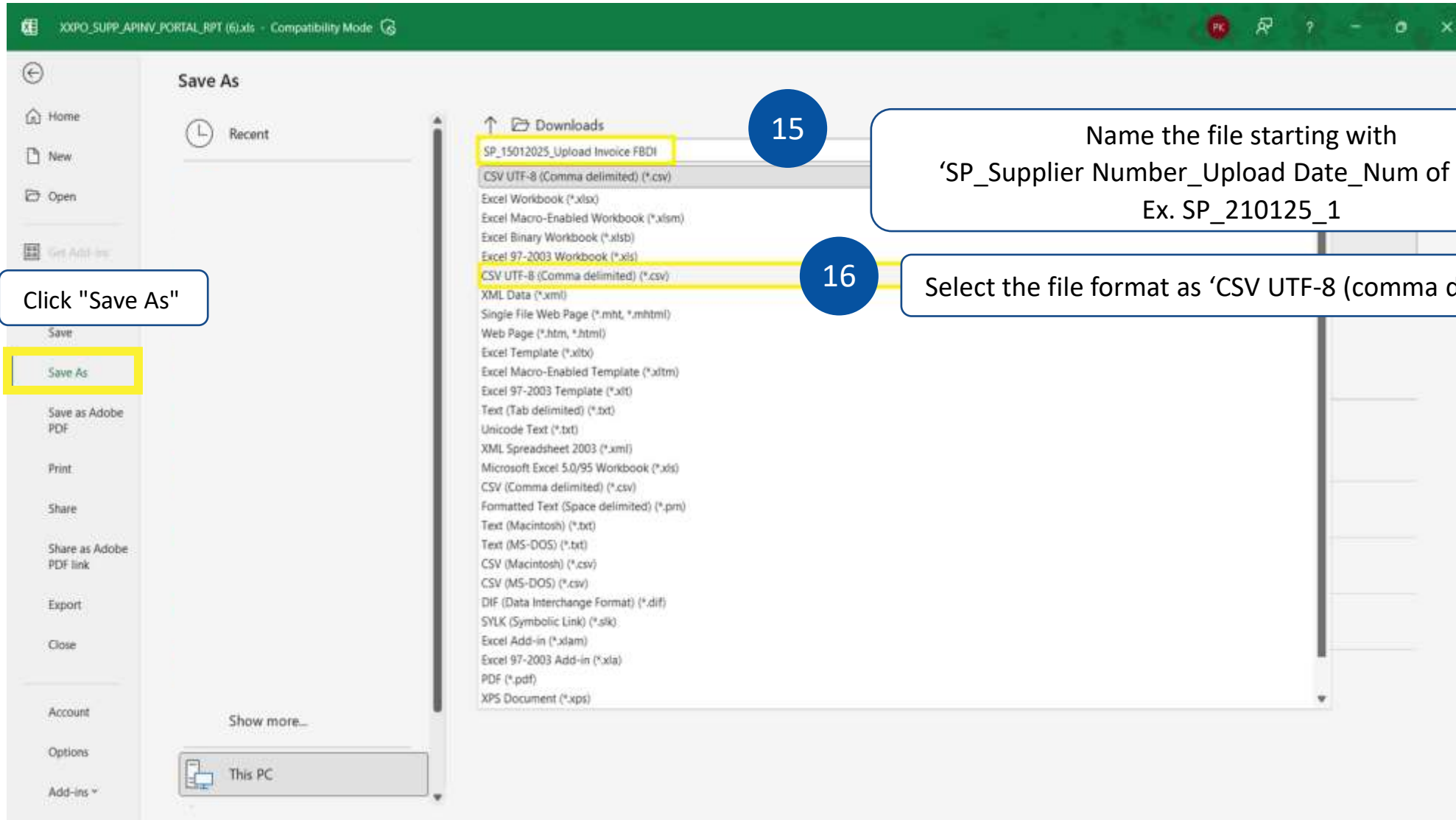
****Please ensure correct signs for differences total amount**
 - Use a positive value if the document amount is greater than the system amount
 - Use a negative value if the document amount is less than the system amount.

Warning: The Invoice Amount difference from the system within the tolerance -1 to 1 THB

Example:

AE	AF	AG
*Invoice Amount (Total)	Total Amount (Header)	Total Amount Variance (Header)
107.00	107.00	0.50
<p>In case the Supplier's document amount is 107.50 THB, input 0.50 in Column AG</p>		
107.00	107.00	-0.50
<p>In case the Supplier's document amount is 106.50 THB, input -0.50 in Column AG</p>		

Creating an Invoice or Tax Invoice via Excel Upload



14

Click "Save As"

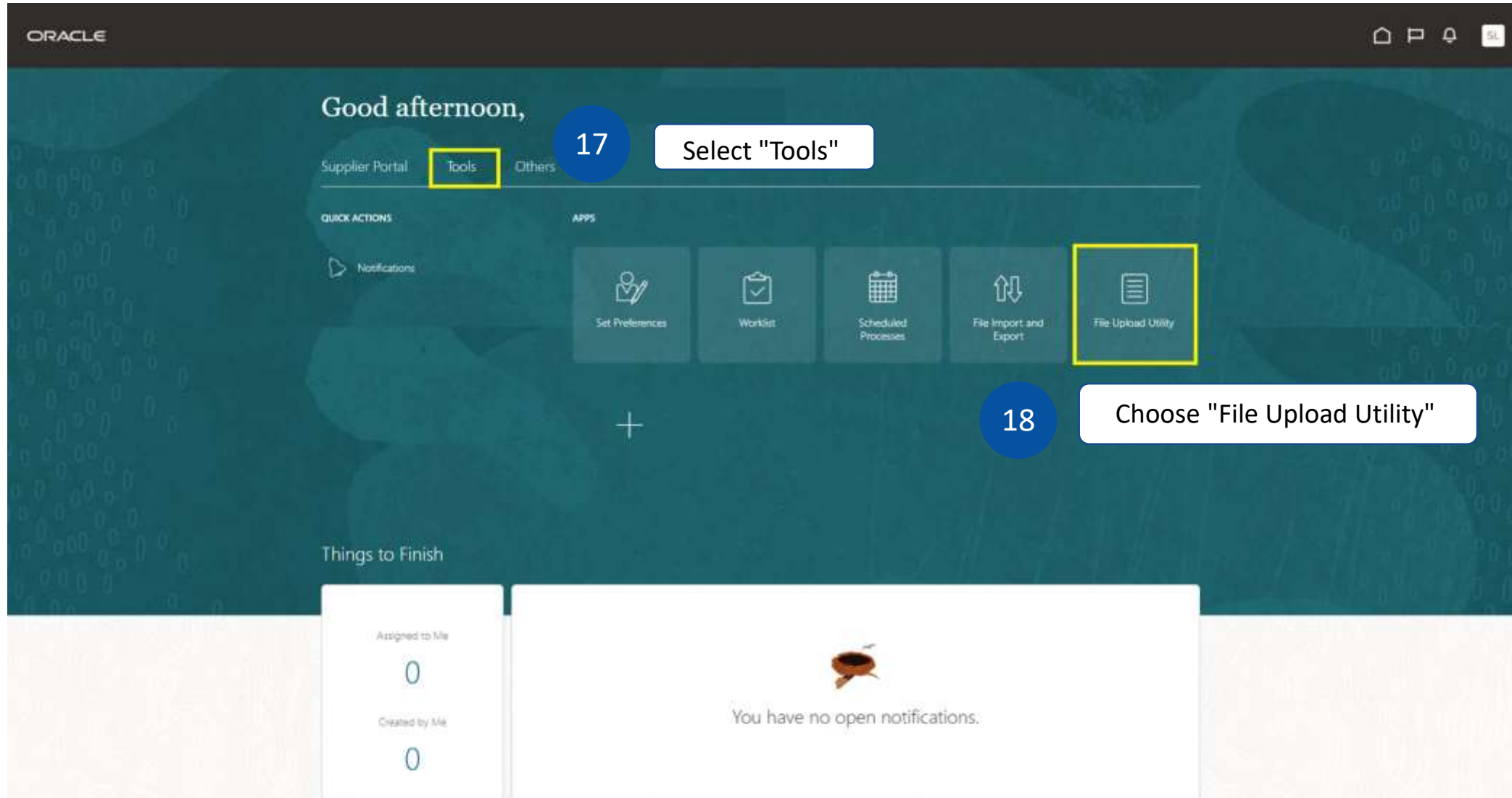
15

Name the file starting with 'SP_Supplier Number_Upload Date_Num of upload'
Ex. SP_210125_1

16

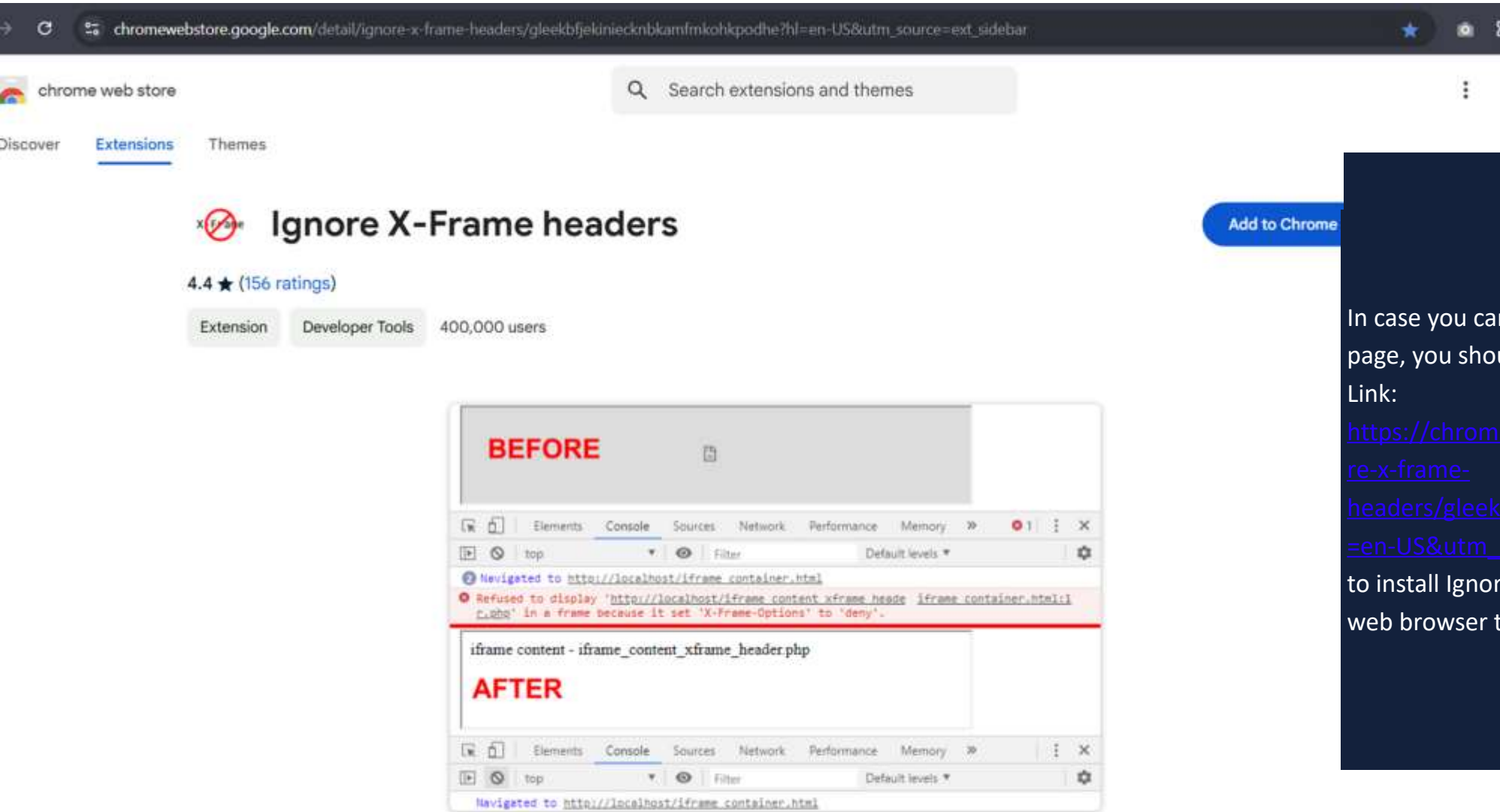
Select the file format as 'CSV UTF-8 (comma delimited) (*.csv)'

Creating an Invoice or Tax Invoice via Excel Upload - Export File



The screenshot shows the Oracle Supplier Portal dashboard. At the top left, the Oracle logo is visible. The main header area says "Good afternoon," followed by navigation tabs for "Supplier Portal", "Tools", and "Others". The "Tools" tab is highlighted with a yellow box and a blue circle containing the number "17". A white callout box next to it says "Select 'Tools'". Below the navigation is a "QUICK ACTIONS" section with a "Notifications" link. To the right is an "APPS" section with five icons: "Set Preferences", "Worklist", "Scheduled Processes", "File Import and Export", and "File Upload Utility". The "File Upload Utility" icon is highlighted with a yellow box and a blue circle containing the number "18". A white callout box next to it says "Choose 'File Upload Utility'". At the bottom, there are two white boxes: one on the left showing "Assigned to Me" and "Created by Me" both with a count of "0", and one on the right with a notification icon and the text "You have no open notifications."

Creating an Invoice or Tax Invoice via Excel Upload



chrome web store

Search extensions and themes

Discover Extensions Themes

Ignore X-Frame headers

4.4 ★ (156 ratings)

Extension Developer Tools 400,000 users

BEFORE

```
top
```

Refused to display 'http://localhost/iframe_content_xframe_header.php' in a frame because it set 'X-Frame-Options' to 'deny'.

iframe content - iframe_content_xframe_header.php

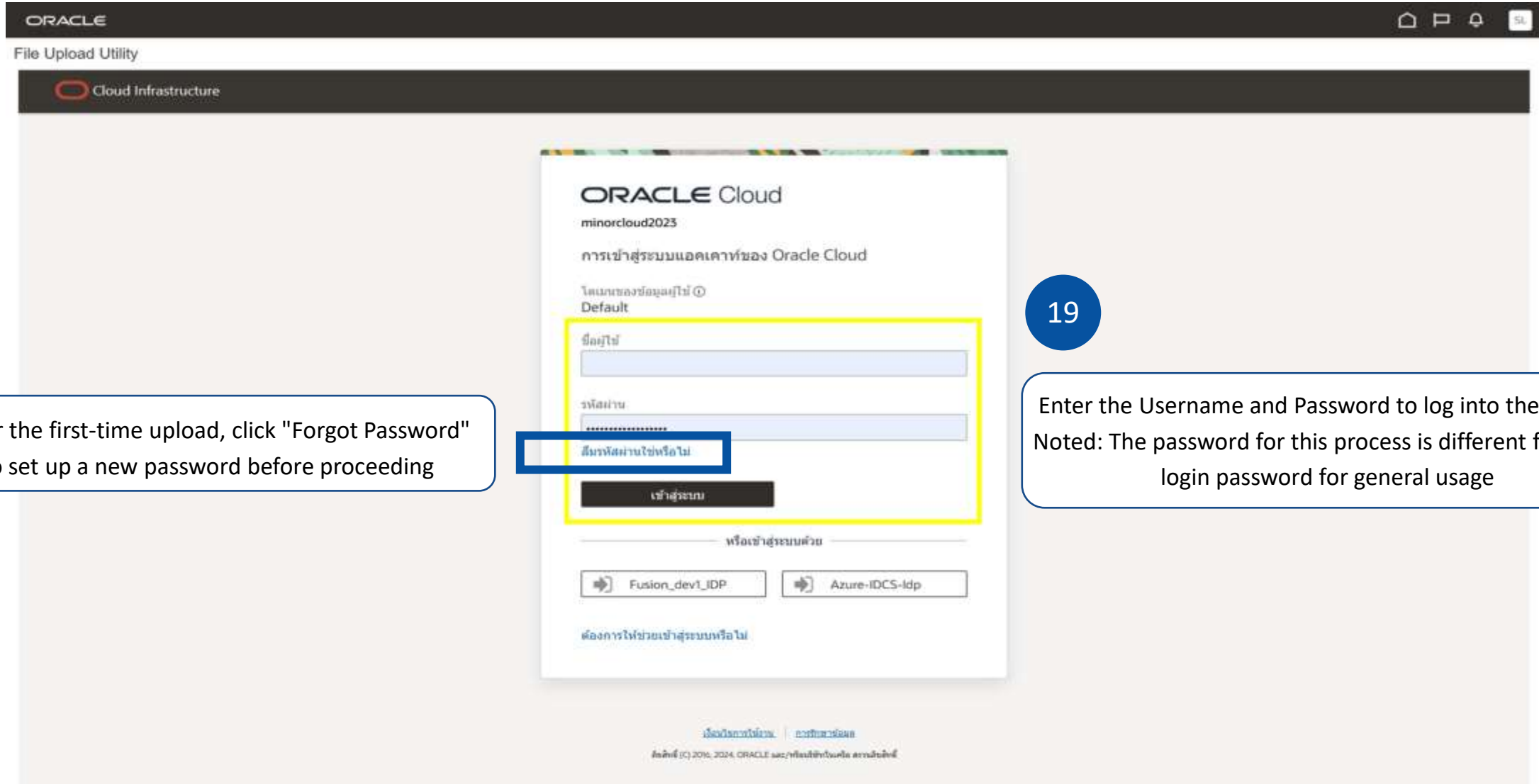
AFTER

```
top
```

Add to Chrome

In case you cannot access the Upload Invoice page, you should
Link:
https://chromewebstore.google.com/detail/ignore-x-frame-headers/gleekbfjekiniecknbkamfmkohkpodhe?hl=en-US&utm_source=ext_sidebar
to install Ignore X-Frame headers to allow the web browser to display the webpage.

Creating an Invoice or Tax Invoice via Excel Upload



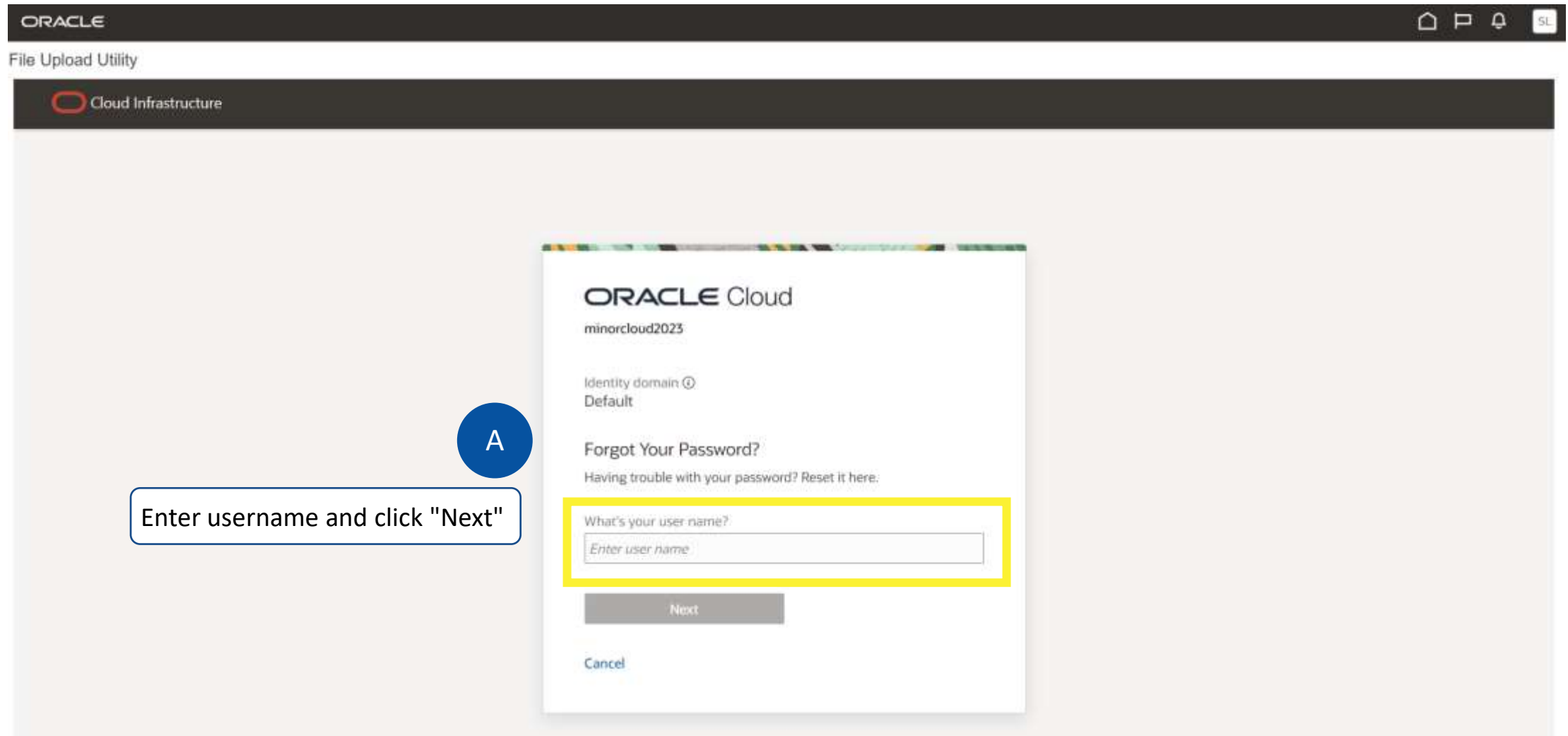
The screenshot shows the Oracle Cloud File Upload Utility interface. At the top, there is a navigation bar with the Oracle logo and 'Cloud Infrastructure' text. Below this, the main content area displays the login form for 'minorcloud2023'. The form includes fields for 'ชื่อผู้ใช้' (Username) and 'รหัสผ่าน' (Password), both highlighted with a yellow border. A blue box highlights the 'ลืมรหัสผ่านใช่ไหม?' (Forgot password?) link. Below the password field is a 'เข้าสู่ระบบ' (Log In) button. At the bottom of the form, there are links for 'Fusion_dev1_IDP' and 'Azure-IDCS-Idp', and a link for 'ต้องการความช่วยเหลือใช่ไหม?' (Need help?).

**For the first-time upload, click "Forgot Password" to set up a new password before proceeding

19

Enter the Username and Password to log into the system
 Noted: The password for this process is different from the login password for general usage

Creating an Invoice or Tax Invoice via Excel Upload

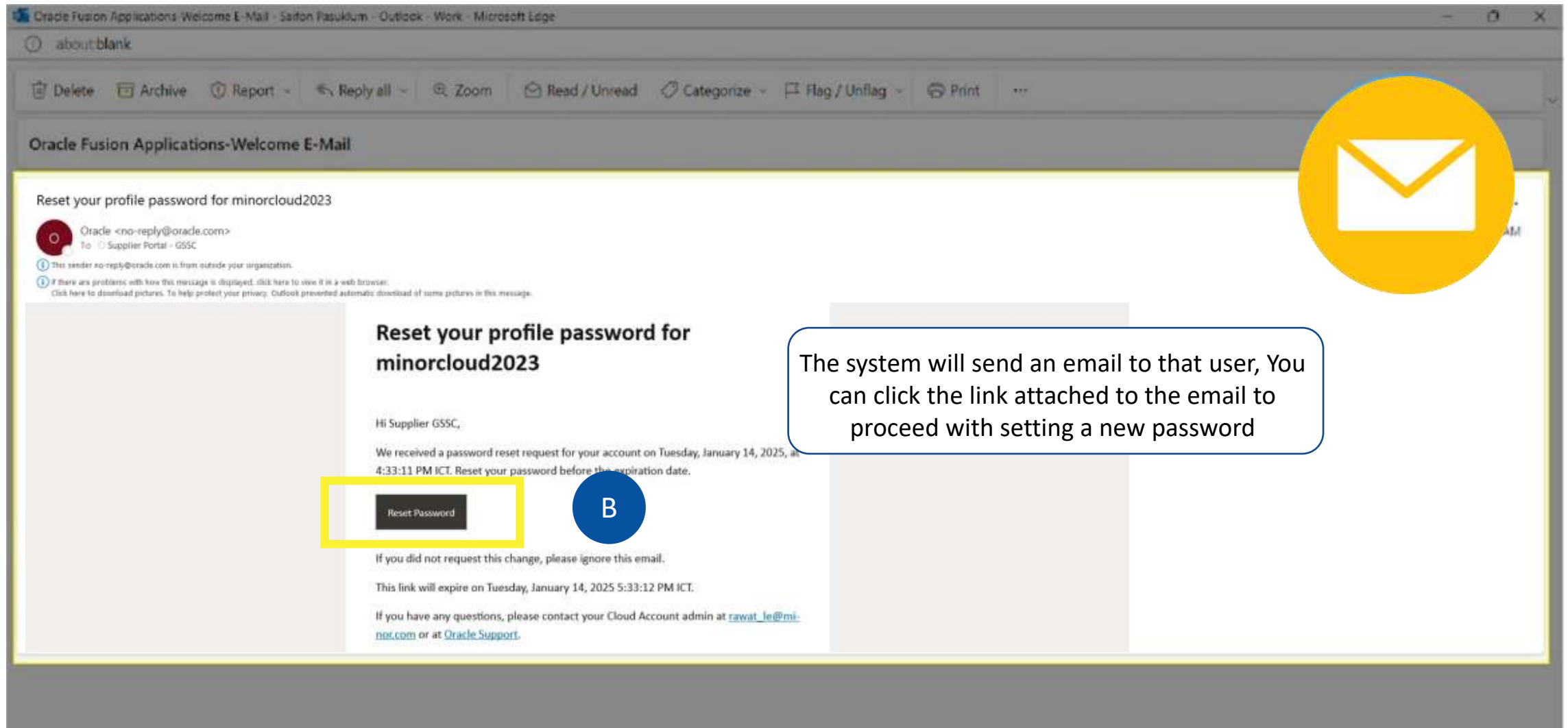


The screenshot shows the Oracle Cloud File Upload Utility interface. At the top, there is a navigation bar with the Oracle logo and the text "ORACLE". Below this, the page title "File Upload Utility" is visible. A secondary navigation bar contains the "Cloud Infrastructure" logo. The main content area features a login dialog box titled "ORACLE Cloud" with the text "minorcloud2023". The dialog includes an "Identity domain" dropdown set to "Default", a "Forgot Your Password?" link, and a text input field labeled "What's your user name?" with the placeholder text "Enter user name". A yellow rectangular highlight surrounds the input field. Below the input field are "Next" and "Cancel" buttons. A blue circular callout with the letter "A" is positioned to the left of the dialog, pointing to the input field. A white rounded rectangular callout box with a blue border contains the text "Enter username and click 'Next'".

Enter username and click "Next"

A

Creating an Invoice or Tax Invoice via Excel Upload



The screenshot shows an Outlook email interface. The email title is "Reset your profile password for minorcloud2023". The sender is Oracle <no-reply@oracle.com> and the recipient is Supplier Portal - GSSC. The main content of the email is a password reset request for the user "minorcloud2023". A yellow box highlights a "Reset Password" button. A blue circle with the letter "B" is placed next to the button. A text box on the right explains that the system will send an email to the user, and they can click the link to set a new password. A yellow envelope icon is also present on the right side of the email content.

Oracle Fusion Applications-Welcome E-Mail

Reset your profile password for minorcloud2023

Oracle <no-reply@oracle.com>
To: Supplier Portal - GSSC

This sender no-reply@oracle.com is from outside your organization.
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reset your profile password for minorcloud2023

Hi Supplier GSSC,

We received a password reset request for your account on Tuesday, January 14, 2025, at 4:33:11 PM ICT. Reset your password before the expiration date.

Reset Password

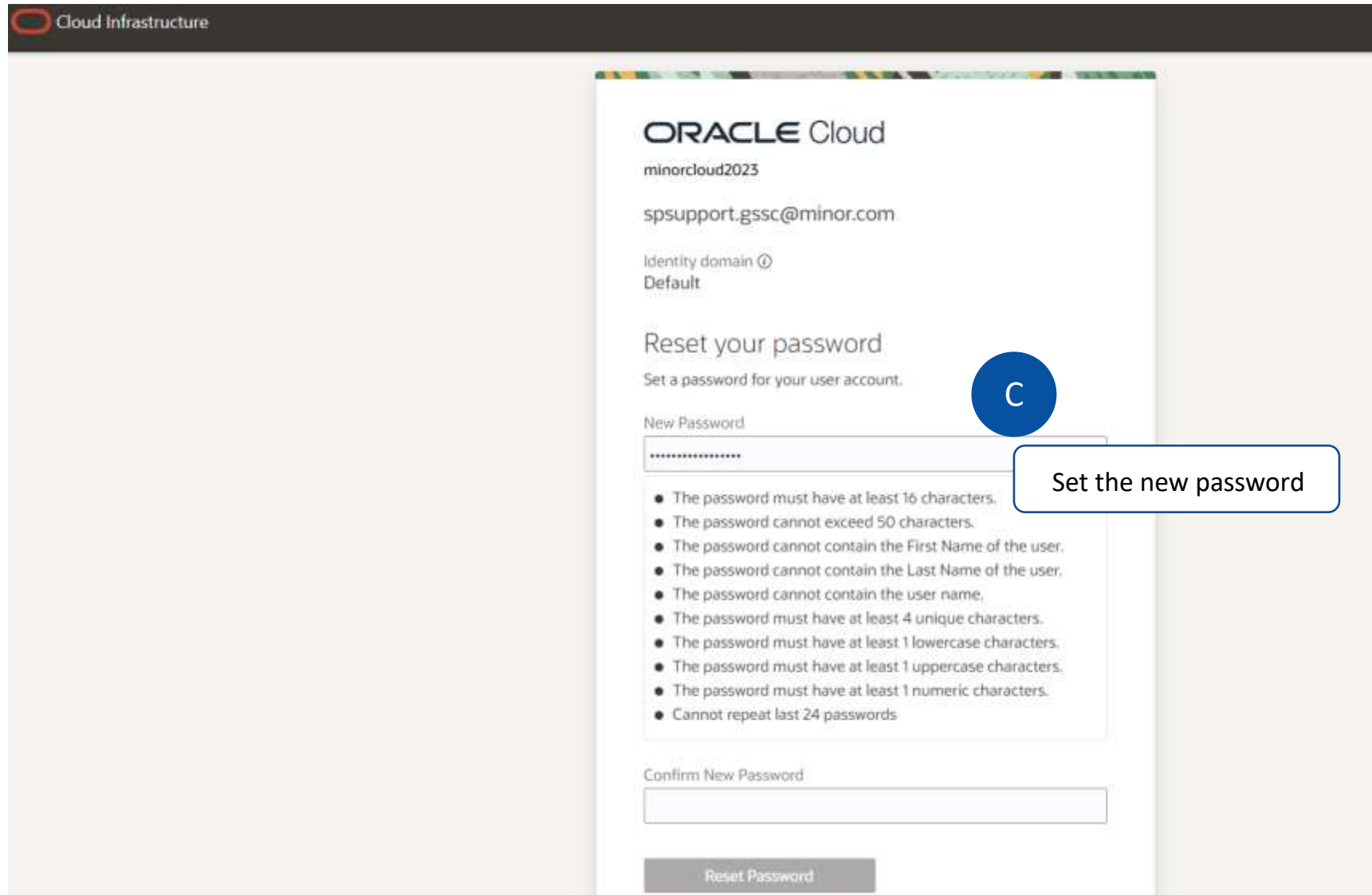
If you did not request this change, please ignore this email.

This link will expire on Tuesday, January 14, 2025 5:33:12 PM ICT.

If you have any questions, please contact your Cloud Account admin at rawat_le@minor.com or at [Oracle Support](#).

The system will send an email to that user, You can click the link attached to the email to proceed with setting a new password

Creating an Invoice or Tax Invoice via Excel Upload



The screenshot shows the Oracle Cloud user interface for resetting a password. At the top left, there is a 'Cloud Infrastructure' header. The main content area displays the Oracle Cloud logo and the user's account information: 'minorcloud2023' and 'spsupport.gssc@minor.com'. Below this, the 'Identity domain' is set to 'Default'. The section is titled 'Reset your password' with the instruction 'Set a password for your user account.' A blue circle with the letter 'C' is positioned over the 'New Password' input field. A callout box with a blue border and white background points to this field, containing the text 'Set the new password'. Below the input field is a list of password requirements, followed by a 'Confirm New Password' field and a 'Reset Password' button.

ORACLE Cloud
minorcloud2023
spsupport.gssc@minor.com
Identity domain ⓘ
Default

Reset your password
Set a password for your user account.

New Password
.....

- The password must have at least 16 characters.
- The password cannot exceed 50 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 4 unique characters.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat last 24 passwords

Confirm New Password
.....

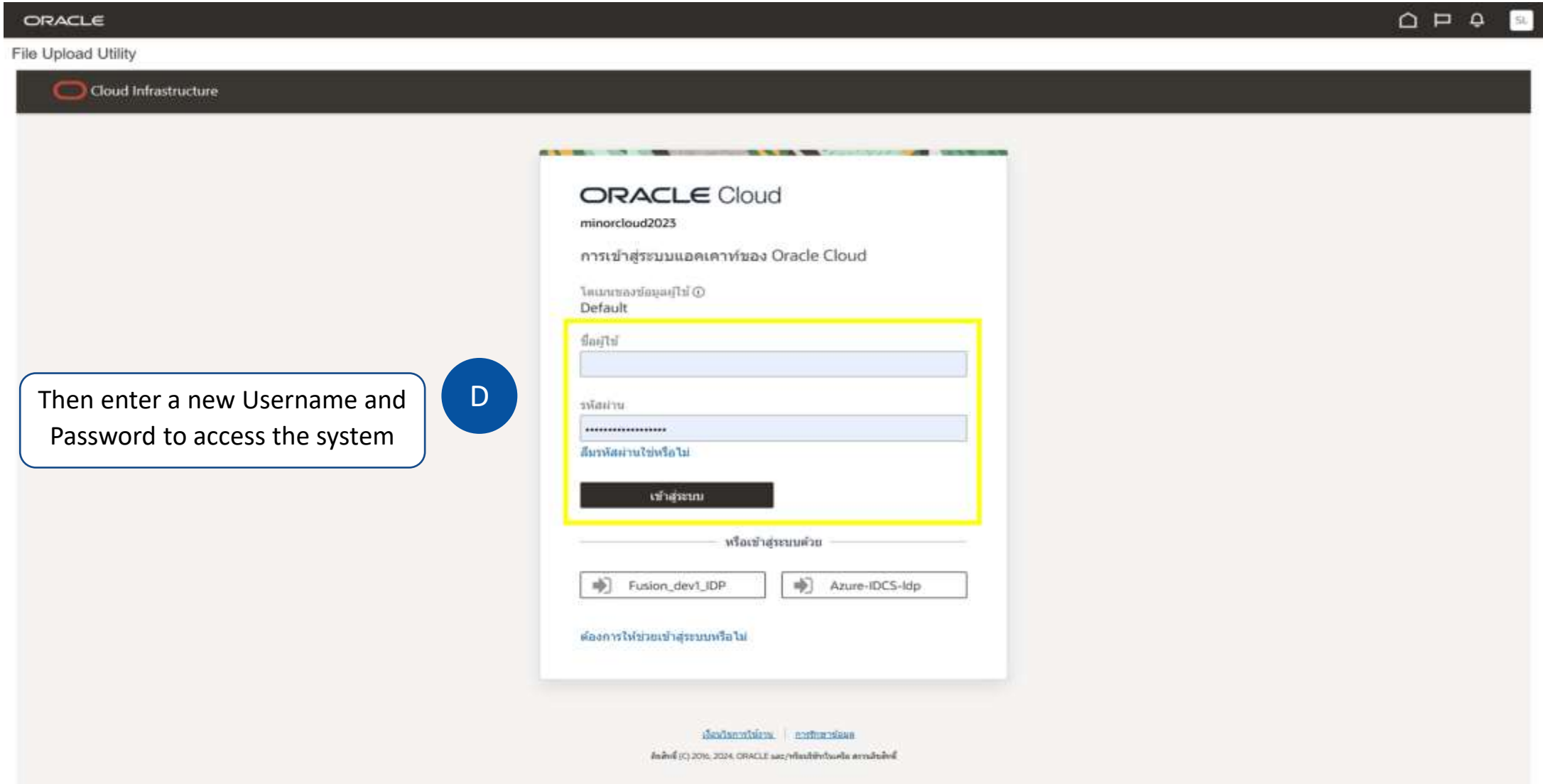
Reset Password

The password you create must be at least 16 characters long

Must include the following conditions:

1. Uppercase letters
2. Lowercase letters
3. Numbers
4. Special Characters

Creating an Invoice or Tax Invoice via Excel Upload



The screenshot shows the Oracle Cloud File Upload Utility interface. At the top, there is a navigation bar with the Oracle logo and the text 'File Upload Utility'. Below this is a header for 'Cloud Infrastructure'. The main content area displays the 'ORACLE Cloud' login page for the tenant 'minorcloud2023'. The page title is 'การเข้าสู่ระบบแอดเดสของ Oracle Cloud'. The domain is set to 'Default'. The login form includes fields for 'ชื่อผู้ใช้' (Username) and 'รหัสผ่าน' (Password), both highlighted with a yellow border. Below the password field is a checkbox for 'ฉันรหัสผ่านใช่หรือไม่' (Is my password correct?). A 'เข้าสู่ระบบ' (Log In) button is positioned below the form. Underneath the login form, there is a section for 'หรือเข้าสู่ระบบด้วย' (or log in with) with two buttons: 'Fusion_dev1_IDP' and 'Azure-IDCS-Idp'. At the bottom, there is a link for 'ต้องการความช่วยเหลือเข้าสู่ระบบหรือไม่' (Need help logging in?).

Then enter a new Username and Password to access the system

D

Creating an Invoice or Tax Invoice via Excel Upload

The screenshot shows the Oracle File Upload Utility interface. At the top, the Oracle logo is visible. Below it, the text 'File Upload Utility' is displayed. The main content area contains a form with a dropdown menu labeled 'Select Document Type'. The dropdown is open, showing 'AP Invoice' as the selected option. A blue circle with the number '20' and a callout box containing the text 'Select Document Type is 'AP Invoice'' points to the dropdown. Below the dropdown is an 'Upload File' button.

Creating an Invoice or Tax Invoice via Excel Upload

The screenshot shows the Oracle File Upload Utility interface. At the top, the Oracle logo is visible. Below it, the title "File Upload Utility" is displayed. The main content area features a dropdown menu currently set to "AP Invoice". Below the dropdown is a large rectangular area with a dashed border, containing the text "Drag and Drop" and "Select a file or drop one here." This area is highlighted with a yellow border. At the bottom left of the interface, there is a button labeled "Upload File", also highlighted with a yellow border. Two blue circular callouts with numbers "21" and "22" are present. Callout 21 points to the "Drag and Drop" area with a text box that says "Select the file to upload by clicking 'Drag and Drop'". Callout 22 points to the "Upload File" button with a text box that says "Click 'Upload File'".

Creating an Invoice or Tax Invoice via Excel Upload

ORACLE

File Upload Utility

File Upload Utility

AP Invoice

Drag and Drop
Select a file or drop one here.

Upload File

File Details

File Name: SP_TESE Upload file.csv, File Size: 1.39 KB, File Type: csv

Upload Succeeded

File SP_TESE Upload file.csv uploaded successfully.

File Upload History

File Name	File Size
SP_2000009_4102024_CASE23 EDI_MULTIPLE PO.csv	2.87 KB
SP_2000009_4102024_CASE2 EDI.csv	1.15 KB
SP_2000009_4102024_CASE23 EDI_MULTIPLE PO.1.csv	2.90 KB

23

Once the upload is complete, the system will display a message confirming that the file was successfully uploaded

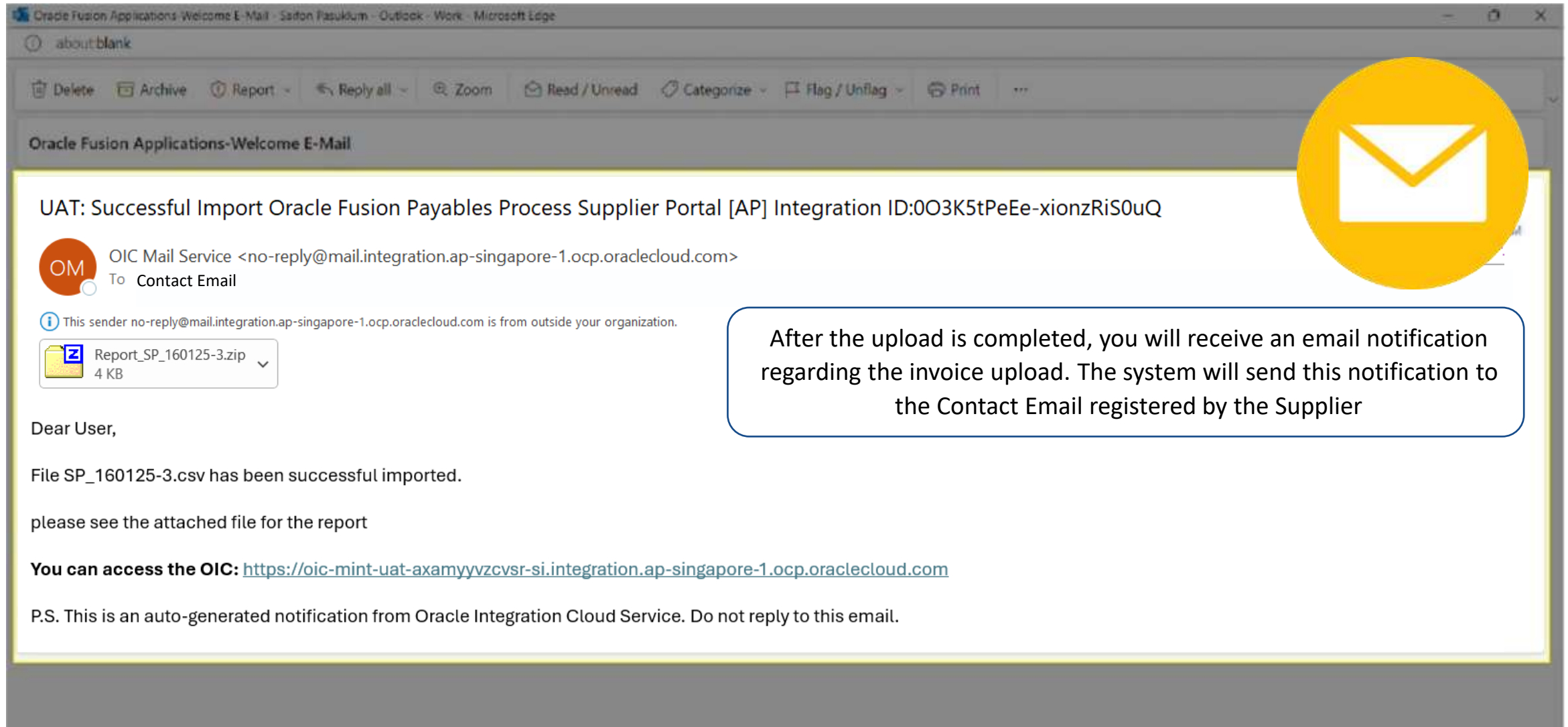
**This process will take approximately 10 minutes to integrate the file into the system

In case the file is not in the specified format, the system will display an error message

Cannot Upload a File

Only csv file type is allowed

Creating an Invoice or Tax Invoice via Excel Upload




Oracle Fusion Applications - Welcome E-Mail - Sarfon Pasukum - Outlook - Work - Microsoft Edge


about:blank


Delete Archive Report Reply all Zoom Read / Unread Categorize Flag / Unflag Print

Oracle Fusion Applications-Welcome E-Mail

UAT: Successful Import Oracle Fusion Payables Process Supplier Portal [AP] Integration ID:0O3K5tPeEe-xionzRiS0uQ

 OIC Mail Service <no-reply@mail.integration.ap-singapore-1.ocp.oraclecloud.com>
To Contact Email

 This sender no-reply@mail.integration.ap-singapore-1.ocp.oraclecloud.com is from outside your organization.

 Report_SP_160125-3.zip
4 KB


Dear User,

File SP_160125-3.csv has been successful imported.

please see the attached file for the report

You can access the OIC: <https://oic-mint-uat-axamyvzcvsr-si.integration.ap-singapore-1.ocp.oraclecloud.com>

P.S. This is an auto-generated notification from Oracle Integration Cloud Service. Do not reply to this email.



After the upload is completed, you will receive an email notification regarding the invoice upload. The system will send this notification to the Contact Email registered by the Supplier


Creating an Invoice or Tax Invoice via Excel Upload


The results of the file upload will be as follows

1. File Upload Successful and Invoice Successfully Integrated into the System:

UAT: Successful Import Oracle Fusion Payables Process Supplier Portal [AP] Integration ID:ICGdtdPvEe-xionzRiS0uQ

 OIC Mail Service <no-reply@mail.integration.ap-singapore-1.ocp.oraclecloud.com>
To

 This sender no-reply@mail.integration.ap-singapore-1.ocp.oraclecloud.com is from outside your organization.

 Report_SP_Test 4.zip
4 KB

Dear User,

File SP_Test 4.csv has been successful imported.

please see the attached file for the report

You can access the OIC: <https://oic-mint-uat-axamyyzcvsr-si.integ>

P.S. This is an auto-generated notification from Oracle Integration Clo

The file is uploaded without any issues, and the invoice is correctly processed into the system, you can verify the details directly on the Supplier Portal

Supplier Number		Supplier	Invoice Number	Invoice Date	Currency	Invoice Amount	Line Number	Invoice Line Amount	Accounting Date
Anantara Riverside Bangkok Resort									
132932	Ez's International Franchise (2019) Co., Ltd.	PPV_AMT_Test Variance Amount 004	16-Jan-2025	THB	1	0.93			16-Jan-2025
132932	Ez's International Franchise (2019) Co., Ltd.	Test_Variance Amount 004	16-Jan-2025	THB	1,498	1,400	1		16-Jan-2025
Total Invoices Imported									2


End of Report


Creating an Invoice or Tax Invoice via Excel Upload

2. File Upload Successful but Invoice Not Integrated into the System

UAT: Successful Import Oracle Fusion Payables Process Supplier Portal [AP] Integration ID:gtcYotPEEe-xionzRiS0uQ

 OIC Mail Service <no-reply@mail.integration.ap-singapore-1.ocp.oraclecloud.com>
To

 This sender no-reply@mail.integration.ap-singapore-1.ocp.oraclecloud.com is from outside your organization.

 Report_SP_16012025_Test upload Invoice SP_Test Variance_002-1.zip
4 KB

The file was uploaded successfully, but the invoice was not processed into the system, possibly due to validation errors or data issues (as per the example), please contact: Email spsupport.gssc@minor.com

Dear User,

File SP_16012025_Test upload Invoice SP_Test Variance_002-1.csv has been successful imported.

please see the attached file for the report

You can access the OIC: <https://oic-mint-uat-axamyvzcvsr-si.integration>.

P.S. This is an auto-generated notification from Oracle Integration Cloud Se


Supplier		Invoice Number	Invoice Date	Currency	Invoice Amount	Line Number	Reason	Description
Minor Fashion Limited - Anello		SP_Test Variance_002	16-Jan-2025	THB	2,710.7	1	Inconsistent price, quantity, and amount	Unit price, invoiced quantity, and line amount are not consistent.
Total Invoices Rejected								1


End of Report

Creating an Invoice or Tax Invoice via Excel Upload

3. File Upload Failed

UAT: Error Import Oracle Fusion Payables Process Supplier Portal [AP] Integration ID:5ZAfjtPfEe-tDV3aSBFZqg

 OIC Mail Service <no-reply@mail.integration.ap-singapore-1.ocp.oraclecloud.com>
To

 This sender no-reply@mail.integration.ap-singapore-1.ocp.oraclecloud.com is from outside your organization.

 SP_16012025_Test upload Invoice SP_Test Variance_004-2.csv_Error.log
876 bytes

 Reply  Reply All

Dear User,

File **SP_16012025_Test upload Invoice SP_Test Variance_004-2.csv** has been imported with Error.

please see the attached file for the Report

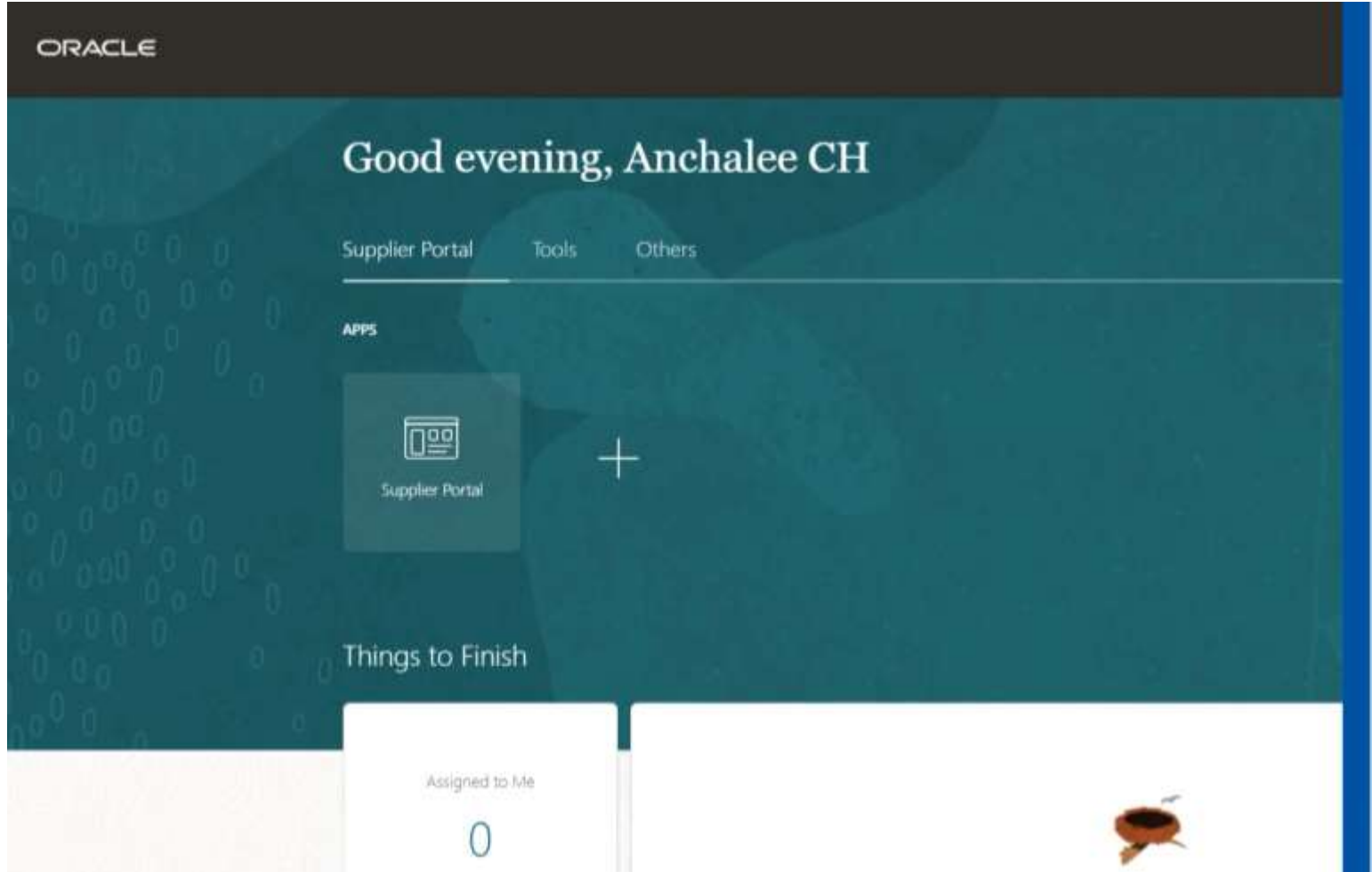
You can access the OIC: <https://oic-mint-uat-axamyvzcvsr-si.integration.ap-singapore-1.ocp.oraclecloud.com>

P.S. This is an auto-generated notification from Oracle Integration Cloud Service. Do not reply to this email.

The file upload process was not completed successfully due to errors or issues during the upload (as per the example), please contact Email: spsupport.gssc@minor.com

CREATING A CREDIT NOTE ON THE SUPPLIER PORTAL

Creating a Credit Note on the Supplier Portal



Supplier



Issue a credit note only for quantity adjustments

Directly to Minor



- Issue a credit note for a price reduction
- Trade discounts
- Promotional discounts (Rebate)

Creating a Credit Note on the Supplier Portal

ORACLE
Supplier Portal

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns


Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- **Create Invoice**
- Create Invoice Without PO
- View Invoices

Requiring Attention



■ Schedules Overdue or Due Today ■ Invoices Overdue

Recent Activity
Last 30 Days

Agreements opened	1
Orders changed or canceled	3
Orders opened	7
Receipts	4

Transaction Reports
Last 30 Days

PO Purchase Amount	973K
Invoice Amount	1.43M
Invoice Price Variance Amount	0

Supplier News

Select "Create Invoice"

MINOR INTERNATIONAL 124

Creating a Credit Note on the Supplier Portal

ORACLE

Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

1

Identifying PO

Supplier F105-0000... TS Printing And Advertising Co., Ltd SAMUTPRAKAN

Taxpayer ID

Supplier Site F105-0000... TS Printing And Advertising Co., Ltd SAMUTPRAKAN

Address F105-0000... TS Printing And Advertising Co., Ltd SAMUTPRAKAN

Supplier Tax Registration Number F105-0000... TS Printing And Advertising Co., Ltd SAMUTPRAKAN

Customer

Customer Taxpayer ID F105-0000... TS Printing And Advertising Co., Ltd SAMUTPRAKAN

Lines

View + X Cancel Line

Purchase Order						Consumption Advice		Supplier Item	Item Description
* Number	* Type	* Number	* L * Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Number	Line
No data to display									

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display								

Enter the Purchase Order (PO Number) in the "Identifying PO" for which you want to process a credit memo

Creating a Credit Note on the Supplier Portal

ORACLE Home Flag Alert SL

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

*** Identifying PO** F105-0000038 **Remit-to Bank Account**

Supplier TS Printing And Advertising Co., Ltd. **Unique Remittance Identifier**

Taxpayer ID 0105554071651 **Unique Remittance Identifier Check Digit**

*** Supplier Site** SAMUTPRAKAN **Description**

Address 154/56 อ. 10, อ. บางนา 2 อ. บางนา, อ. บางนา, อ. บางนา, 10540 **Attachments** None

Supplier Tax Registration Number

Tax Control Amount

*** Number** CN 1234

Customer

*** Customer Taxpayer ID** 0105543005414 **Name** Burger (Thailand) Limited

Address

Lines

View

Purchase Order								Consumption Advice		Supplier Item	Item Description
* Number	* Type	* Number	* L * Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Number	Line		
No data to display.											

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

2

Enter 'the Credit Note Number'

Creating a Credit Note on the Supplier Portal

ORACLE

Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: F105-0000038
Supplier: TS Printing And Advertising Co., Ltd.
Taxpayer ID: 0105554071651
Supplier Site: SAMUTPRAKAN
Address: 154/56 ม. 10, อ. บางพลี อ. บางพลี, จ. สมุทรปราการ, 10540
Supplier Tax Registration Number: [Field]

Remit-to Bank Account: [Field]
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None +
Tax Control Amount: [Field]

Number: CN 1234
Date: dd-mm-yy
Type: Credit memo (highlighted)
Invoice Currency: [Field]
Payment Currency: Invoice

Customer:
Customer Taxpayer ID: 0105543005414
Name: Burger (Thailand) Limited
Address: [Field]

Lines

Purchase Order							Consumption Advice		Supplier Item	Item Description		
* Number	* Type	* Number	* L	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Number	Line		
No data to display												

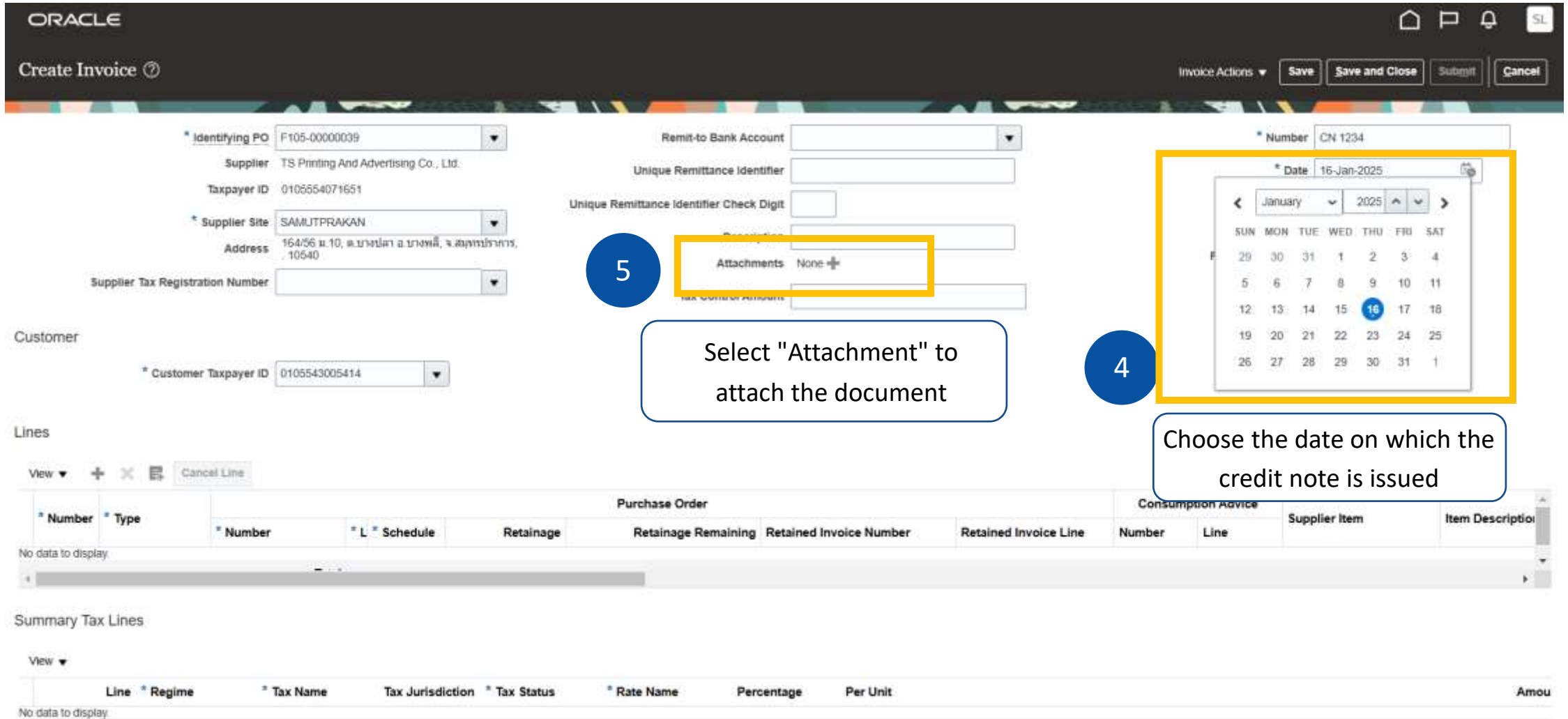
Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amou
No data to display								

3

Select Type is "Credit Note"

Creating a Credit Note on the Supplier Portal



The screenshot shows the Oracle Supplier Portal interface for creating a credit note. The form includes fields for identifying PO, supplier, taxpayer ID, supplier site, address, and remittance information. A date picker is open, showing January 16, 2025, selected. The 'Attachments' field is highlighted with a yellow box and a blue circle containing the number 5. A blue circle containing the number 4 is positioned next to the date picker. A text box with a blue border contains the instruction: "Select 'Attachment' to attach the document". Another text box with a blue border contains the instruction: "Choose the date on which the credit note is issued".

5

Select "Attachment" to attach the document

4

Choose the date on which the credit note is issued

Creating a Credit Note on the Supplier Portal

Invoice Actions Save Save and C

* Identifying PO H101-0

Supplier

Taxpayer ID

* Supplier Site

Address

Registration Number

Customer Taxpayer ID

* Number 123456

* Date 01-Jan-2025

* Type Invoice

Invoice Currency THB - Baht

Payment Currency THB - Baht

Enter "Choose File" and select the scanned document

Attachments

Actions View + X

6

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplie	Choose File No file chosen			SP Team Minc

Rows Selected 1

Click "OK"

7

OK Cancel



File type can be attached as PDF files or image files such as PNG or JPEG.

Creating a Credit Note on the Supplier Portal

Create Invoice ?
Invoice Actions ▼ Save Save and Close Submit Cancel

* Supplier Site: SAMUTPRAKAN
 Address: 164/56 ม.10, อ.เมืองระยอง จ.ระยอง 21000, ประเทศไทย
 Supplier Tax Registration Number:


Description:
 Attachments: [Printer.JPG](#) + X
 Tax Control Amount:

Invoice Currency: THB - Baht
 Payment Currency: THB - Baht

Customer

* Customer Taxpayer ID: 0105543005414
 Name: Burger (Thailand) Limited
 Address:

Lines



8

Click "Select and Add", the system will display a list of PO that have been billed

Purchase Order							Consumption Advice		Supplier Item	Item Description
* Number	* Type	* Number	* L	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line		
No data to display.										

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Creating a Credit Note on the Supplier Portal

ORACLE

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO: F105-00000038
 Supplier: TS Printing And Advertising Co., Ltd.
 Taxpayer ID: 0105554071651
 * Supplier Site: SAMUTPRAKAN
 Address: 154/06 หมู่ 10, อ. บางพลี, จ. สมุทรปราการ, 10540

Remit-to Bank Account
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Description

* Number: Test 1234
 * Date: 16-Jan-2025
 * Type: Invoice
 Invoice Currency: THB - Baht
 Payment Currency: THB - Baht

Supplier Tax Registration Number
 Customer Taxpayer ID: 010554300541

Customer

Lines

View + X Cancel Line

* Number * Type * Number

No data to display

Summary Tax Lines

View

Line * Regime * Tax Name Tax Jurisdiction * Tax Status * Rate Name Percentage Per Unit Amount

No data to display

Select and Add: Purchase Orders

Search Results

View Detach Select All

Purchase Order	Consumption Advice	Supplier Item Number	Item Description	Ship-to Location	Ordered
F105-00000038	1	1	FURNITURE AND F...	BK-1007-EMPORIUM	1
F105-00000038	2	1	FURNITURE AND F...	BK-1007-EMPORIUM	1
F105-00000038	3	1	FURNITURE AND F...	BK-1007-EMPORIUM	1

Apply OK Cancel

9

Select the PO that you need to deduct

10

Click "OK"

Creating a Credit Note on the Supplier Portal

ORACLE Create Invoice Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: F105-00000039
 Supplier: TS Printing And Advertising Co., Ltd.
 Taxpayer ID: 0105554071651
 Supplier Site: SAMUTPRAKAN
 Address: 154/56 ถ. 10, อ. บางนา, จ. กรุงเทพมหานคร, 10540
 Supplier Tax Registration Number:

Remit-to Bank Account:
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description:
 Attachments: None
 Tax Control Amount:

* Number: CN 1234
 * Date: 15-Jan-2025
 Type: Credit memo
 Invoice Currency: THB - Baht
 Payment Currency: THB - Baht

Customer:
 Customer Taxpayer ID: 0105543005414
 Name: Bunnor (Thailand) Limited

Lines

View Cancel Line

Supplier Item	Item Description	Ship-to Location	Ship-from Location	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	* Amount	Tax Classification	Description	Transaction Business Category	Intended
	FURNITURE AND FIXTUR...	BK-1007-EMPC	154/56 ถ. 10		-1	-1	1500	Each	-1,500.00	AP-GOODS-TI	FURNITURE A	Purchase Transa	
									-1,500.00				

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display								

Enter the amount to be debited in the Quantity field
 Note: The amount entered must be a negative value

11

Creating a Credit Note on the Supplier Portal

ORACLE
Create Invoice

12

13

Click "Invoice Action" choose "Calculate Tax" to allow the system to calculate the total amount

Once all the information is accurate and complete, click "Submit" to generate the credit note

Identifying PO: F105-00000039
 Supplier: TS Printing And Advertising Co., Ltd
 Taxpayer ID: 0105554071651
 Supplier Site: SAMUTPRAKAN
 Address: 164/56 หมู่ 10, ซ.เทศบาล ๘ (ถนน), ซ.สามัคคีธรรม, 10540
 Supplier Tax Registration Number: [dropdown]

Description: [input]
 Attachments: None
 Tax Control Amount: [input]

Lines

Supplier Item	Item Description	Ship-to Location	Ship-from Location	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	* Amount	Tax Classification	Description	Transaction Business Category	Intended Use	Product Class Classification
	FURNITURE AND FIXTUR...	BK-1007-EMPC	164/56 หมู่ 10			-1	1500	Each	-1,500.00	AP-GOODS-T	FURNITURE #	Purchase Transa		
									-1,500.00					

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	Thailand VAT	Thailand VAT	Thailand VAT	Thailand VAT	AP-SERVICE-THB	7		-105

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
-1,500.00	0.00	0.00	0.00	-105.00	-1,605.00
				Net Amount	-1,500.00
					0.00

Creating a Credit Note on the Supplier Portal

ORACLE Invoice: CN 1234

✓ Invoice CN 1234 has been submitted. Create Another Done

14

The system will display a message confirming the successful creating

Identifying PO: F105-00000039 Remit to Bank Account Number: CN 1234
 Supplier Taxpayer ID: Address: 164/56 อ. 10, อ. บางพลี อ. บางพลี, อ. บางพลี, อ. บางพลี Attachments: None Date: 16-Jan-2025
 Supplier Site: Supplier Address: 164/56 อ. 10, อ. บางพลี อ. บางพลี, อ. บางพลี, อ. บางพลี Tax Control Amount: Invoice Currency: THB
 Supplier Tax Registration Number: Payment Currency: THB

Customer

Customer Taxpayer ID: 0105543005414 Legal Entity: Burger (Thailand) Limited Address:

Lines

View ▾

Number	Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
		Number	Line	Schedule	Number	Line										
3	ITEM	F105-00	2	1				FURNITURE AND FIXTURES-5Y-1-UAT TEST	BK-1007-EMPORIUM	164/56 อ. 10, อ. บางพลี อ. บางพลี, อ. บางพลี, อ. บางพลี	AP-GOODS-THB		-1	1,500	Each	-1,500.00
Total																-1,500.00

Summary Tax Lines

View ▾

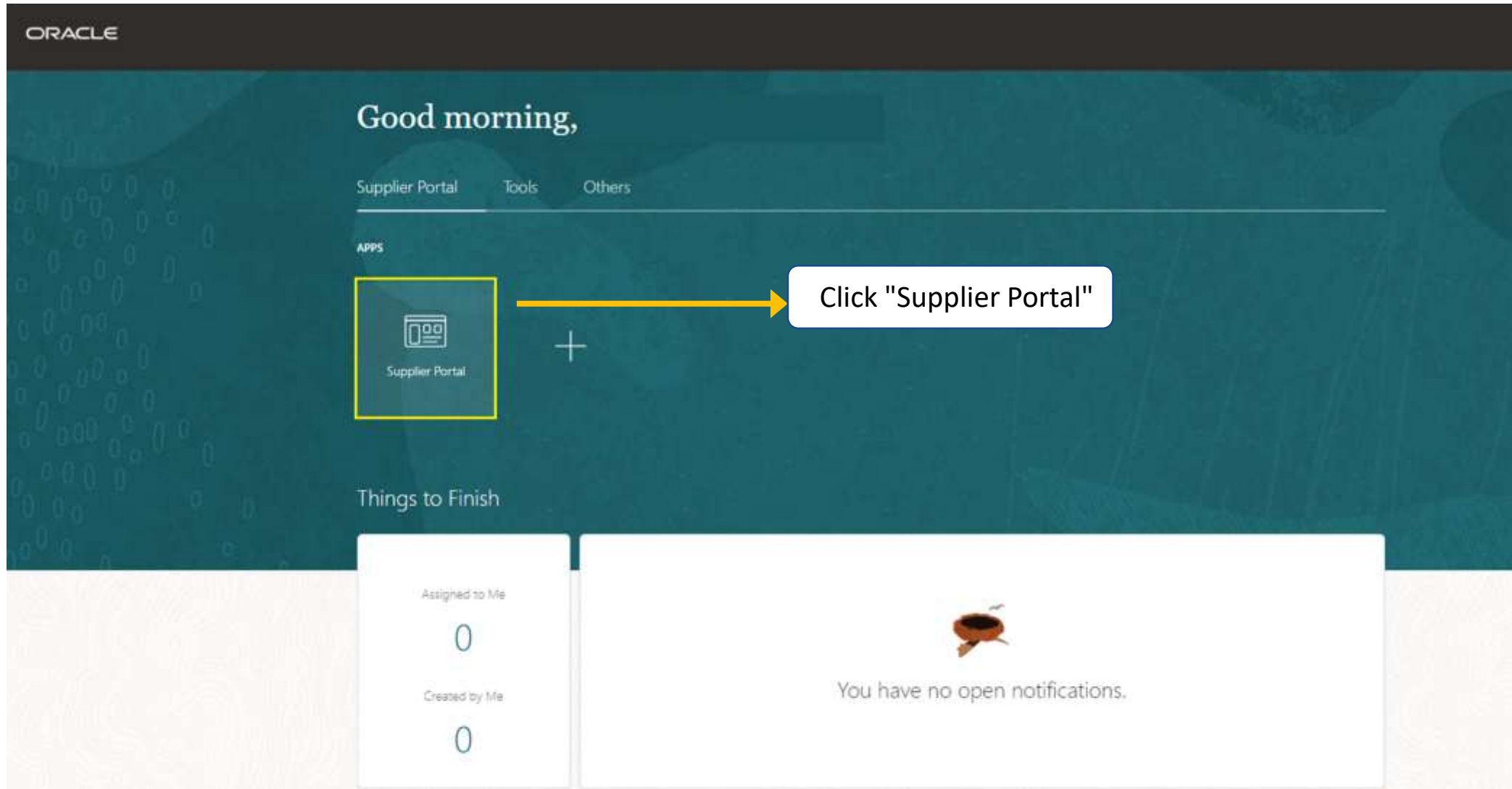
Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	Thailand VAT	Thailand VAT	Thailand VAT	Thailand VAT	AP-SERVICE-THB	7		-105

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
-1,500.00	0.00	0.00	0.00	-105.00	-1,605.00
				Retainage	Due
				0.00	-1,605.00

**CHECKING THE PAYMENT STATUS OF THE INVOICES
ON THE SUPPLIER PORTAL**

Checking the Payment Status of the Invoices



The screenshot shows the Oracle Supplier Portal dashboard. At the top left, the word "ORACLE" is displayed. Below it, the text "Good morning," is shown. There are three navigation tabs: "Supplier Portal", "Tools", and "Others". Under the "APPS" section, there is a "Supplier Portal" icon, which is highlighted with a yellow box. A yellow arrow points from this icon to a white callout box containing the text "Click 'Supplier Portal'". Below the "APPS" section, there is a "Things to Finish" section with two cards: "Assigned to Me" with a count of 0, and "Created by Me" with a count of 0. To the right of these cards is a notification area with a bell icon and the text "You have no open notifications."

Checking the Payment Status of the Invoices

Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments
 - Create Invoice
 - Create Invoice Witho
 - View Invoices**
 - View Payments
- Negotiations

Requiring Attention

Category	Count
Orders to Acknowledge	1
Schedules Overdue or Due Today	215
Invoices Overdue	613
Total	829

Recent Activity

Last 30 Days

Agreements changed or canceled	1
Agreements opened	2
Orders changed or canceled	3
Orders opened	5

Transaction Reports

Last 30 Days

PO Purchase Amount	443 THB
Invoice Amount	2.24K IDR
Invoice Amount	28.6K THB
Invoice Amount	1.93K USD

Supplier News

1

Select "View Invoice"

Checking the Payment Status of the Invoices

ORACLE View Invoices

Search

2

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

3

Click "Search"

Advanced Saved Search All Invoices

** At least one is required

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

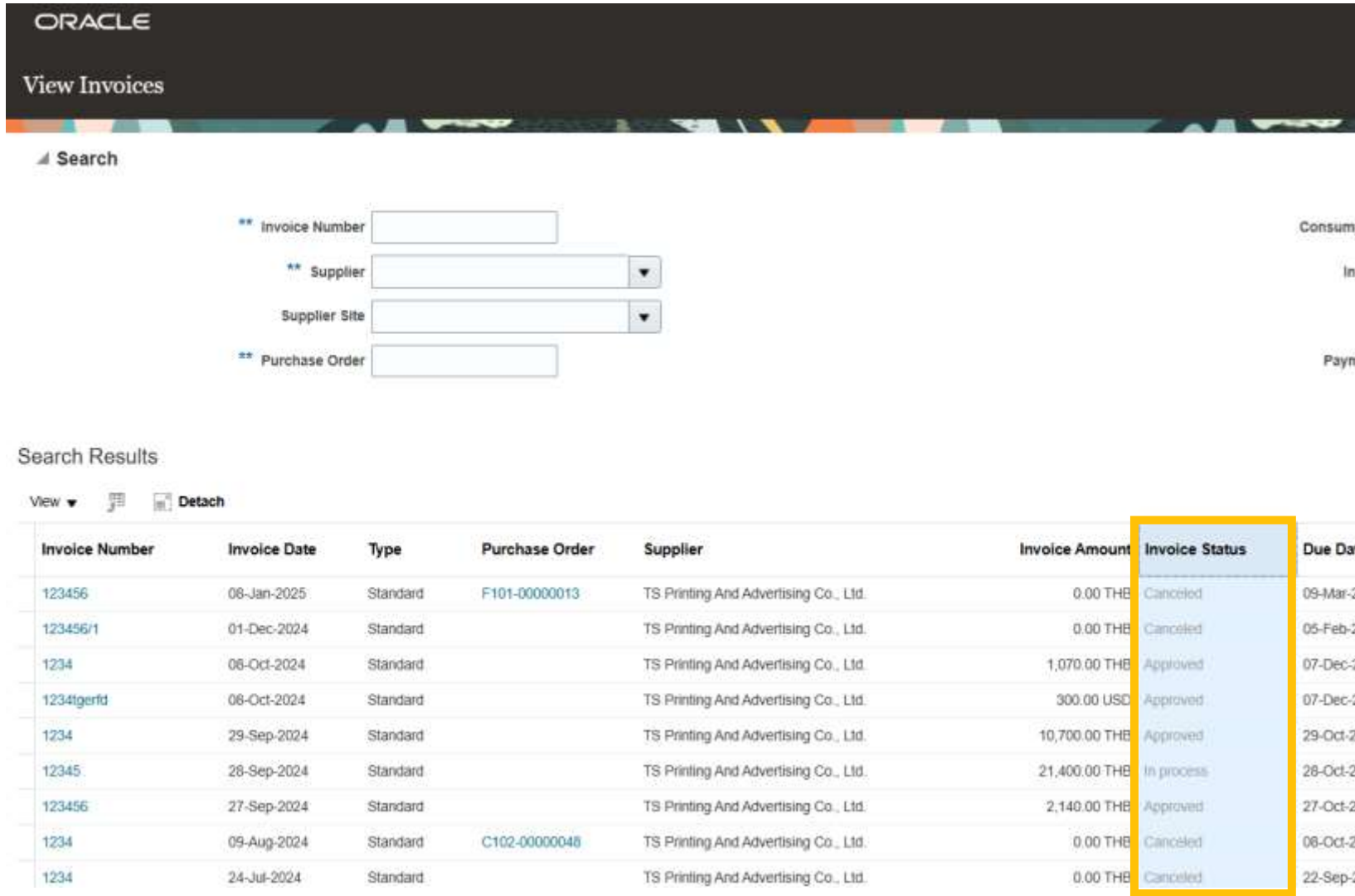
Search Results

View Detach

Invoice Number	Inv Da	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Inv Am	Invoice Status	Payment Number	Comment
----------------	--------	------	----------------	----------	---------------	---------------	--------	----------------	----------------	---------

- To search by tax invoice number, enter the information in "the Invoice Number" field.
- To search by purchase order number, enter the information in "the Purchase Order" field.

Checking the Payment Status of the Invoices



The screenshot shows the Oracle 'View Invoices' interface. At the top, there's a search bar with the following fields: Invoice Number, Supplier, Supplier Site, and Purchase Order. Below the search bar, there are search results for invoices. The table has columns for Invoice Number, Invoice Date, Type, Purchase Order, Supplier, Invoice Amount, Invoice Status, and Due Date. The 'Invoice Status' column is highlighted with a yellow box.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Invoice Amount	Invoice Status	Due Date
123456	08-Jan-2025	Standard	F101-0000013	TS Printing And Advertising Co., Ltd.	0.00 THB	Cancelled	09-Mar-2025
123456/1	01-Dec-2024	Standard		TS Printing And Advertising Co., Ltd.	0.00 THB	Cancelled	05-Feb-2025
1234	06-Oct-2024	Standard		TS Printing And Advertising Co., Ltd.	1,070.00 THB	Approved	07-Dec-2024
1234gerfd	06-Oct-2024	Standard		TS Printing And Advertising Co., Ltd.	300.00 USC	Approved	07-Dec-2024
1234	29-Sep-2024	Standard		TS Printing And Advertising Co., Ltd.	10,700.00 THB	Approved	29-Oct-2024
12345	28-Sep-2024	Standard		TS Printing And Advertising Co., Ltd.	21,400.00 THB	In process	28-Oct-2024
123456	27-Sep-2024	Standard		TS Printing And Advertising Co., Ltd.	2,140.00 THB	Approved	27-Oct-2024
1234	09-Aug-2024	Standard	C102-0000048	TS Printing And Advertising Co., Ltd.	0.00 THB	Cancelled	08-Oct-2024
1234	24-Jul-2024	Standard		TS Printing And Advertising Co., Ltd.	0.00 THB	Cancelled	22-Sep-2024

The status of the Invoice is as follows:

- **In Process:** the invoice has been successfully submitted
- **On hold:** Waiting for Minor’s review due to discrepancies in the quantity or price between Minor and the Supplier
- **Approved:** Minor has reviewed and approved the invoice, and it is awaiting payment in the next cycle
- **Cancelled:** The invoice has been canceled in the system due to incorrect submission
- **Incomplete:** This status indicates that the invoice has been created in the system but has not yet been submitted

Checking the Payment Status of the Invoices – Payment Date

ORACLE

View Invoices Done

Search Advanced Saved Search All Invoices ** At least one is required

**** Invoice Number**

**** Supplier**

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

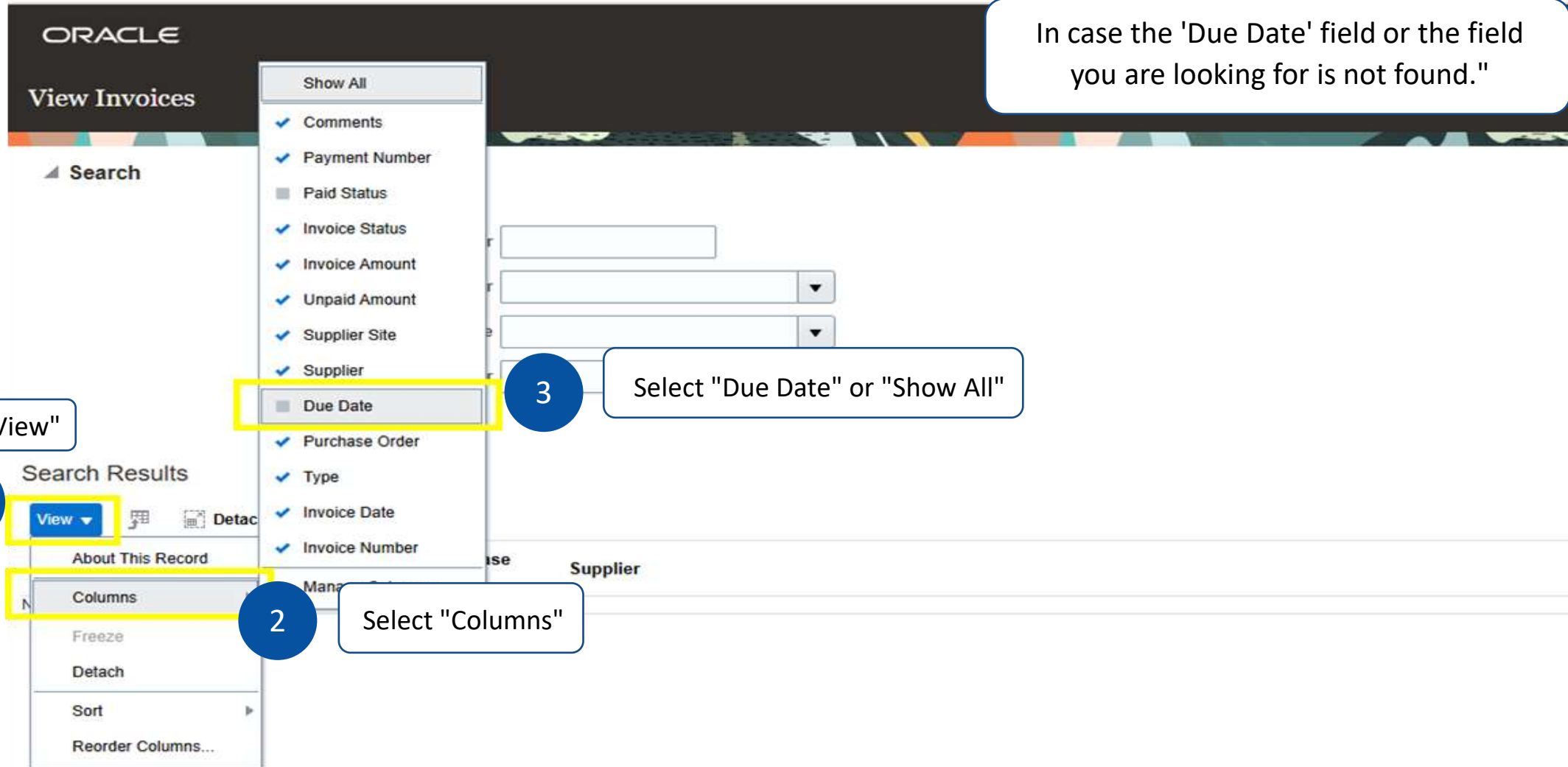
If you need to export the data to an Excel file, you can click the "Export to Excel" button

If you need to check the payment date, you can find it in the "Due Date" column

Search Results View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
	08-Jan-2025	Standard	F101-00000013	09-Mar-2025		SAMUTPRAKAN	0.00 THB	0.00 THB	Cancelled		
	08-Oct-2024	Standard		07-Dec-2024		SAMUTPRAKAN	1,070.00 THB	1,070.00 THB	Approved		
	08-Oct-2024	Standard		07-Dec-2024		SAMUTPRAKAN	300.00 USD	300.00 USD	Approved		
	29-Sep-2024	Standard		29-Oct-2024		SAMUTPRAKAN	10,700.00 THB	10,700.00 THB	Approved		
	28-Sep-2024	Standard		28-Oct-2024		SAMUTPRAKAN	21,400.00 THB	21,400.00 THB	In process		
	27-Sep-2024	Standard		27-Oct-2024		SAMUTPRAKAN	2,140.00 THB	2,140.00 THB	Approved		
	09-Aug-2024	Standard	C102-00000048	08-Oct-2024		SAMUTPRAKAN	0.00 THB	0.00 THB	Cancelled		
	24-Jul-2024	Standard		22-Sep-2024		SAMUTPRAKAN	0.00 THB	0.00 THB	Cancelled		

Checking the Payment Status of the Invoices – Payment Date



The screenshot shows the Oracle 'View Invoices' interface. A search bar is at the top left. Below it, a 'View' button is highlighted with a yellow box and a blue circle containing the number '1'. A callout box next to it says 'Click "View"'. The 'View' button has opened a dropdown menu. The 'Columns' option in this menu is highlighted with a yellow box and a blue circle containing the number '2'. A callout box next to it says 'Select "Columns"'. The 'Columns' dropdown menu is open, showing a list of fields. The 'Due Date' field is highlighted with a yellow box and a blue circle containing the number '3'. A callout box next to it says 'Select "Due Date" or "Show All"'. A separate callout box at the top right of the interface says 'In case the "Due Date" field or the field you are looking for is not found.' The background shows a search results table with columns for 'Invoice Number', 'Supplier', and 'Supplier Site'.

Checking the Payment Detail

Supplier Portal

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Consigned Inventory

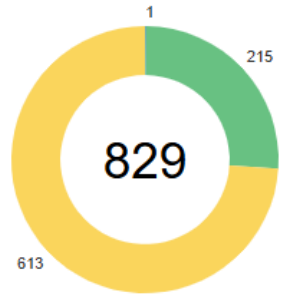
- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments**

Negotiations

Requiring Attention



Category	Count
Orders to Acknowledge	1
Schedules Overdue or Due Today	215
Invoices Overdue	613
Total	829

Recent Activity

Last 30 Days

Agreements changed or canceled	1
Agreements opened	2
Orders changed or canceled	3
Orders opened	5

Transaction Reports

Last 30 Days

PO Purchase Amount	443 THB
Invoice Amount	2.24K IDR
Invoice Amount	28.6K THB
Invoice Amount	1.93K USD

Supplier News

1 Select "View Payments"

Checking the Payment Detail

ORACLE View Payments

Search

Payment Number

Payment Status

Payment Amount

Enter "Supplier Name" 2

** Supplier

Supplier Site

Select "Payment Date" 3

Payment Date 25-Nov-2024

4

Click "Search"

Advanced Saved Search All Payments

** At least one is required

Search Reset Save...

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account	Payee	Pay
1419	25-Nov-2024	Quick	WHT-test	T	SAMUTPRAKAN	1,060.00 THB	Negotiable		TS Printing And Advertising Co., Ltd.	SAM
1418	25-Nov-2024	Quick	PP-112524	T	SAMUTPRAKAN	1,070.00 THB	Negotiable		TS Printing And Advertising Co., Ltd.	SAM
1420	25-Nov-2024	Payment Process Re...	Multiple	T	SAMUTPRAKAN	3,210.00 THB	Voided		TS Printing And Advertising Co., Ltd.	SAM
1421	25-Nov-2024	Quick	Multiple	T	SAMUTPRAKAN	3,210.00 THB	Negotiable		TS Printing And Advertising Co., Ltd.	SAM

NEGOTIATION - CREATE SUPPLIER RESPONSE

OVERALL STEPS TO CREATE SUPPLIER RESPONSE



- Once External user has access to the Supplier Portal, he/she can go to Respond to Negotiations
- Once Internal user has full access to the Negotiation, he/she can create a surrogate response (Create on behalf of the supplier)

Step-by-step illustration to create supplier response from supplier portal and via surrogate response

Step 1

Log into Oracle Fusion Applications as Supplier and check active negotiations to respond from Supplier Portal Dashboard

Step 2

Create a supplier response by filling in specific details on the Overview and Requirements page

Step 3

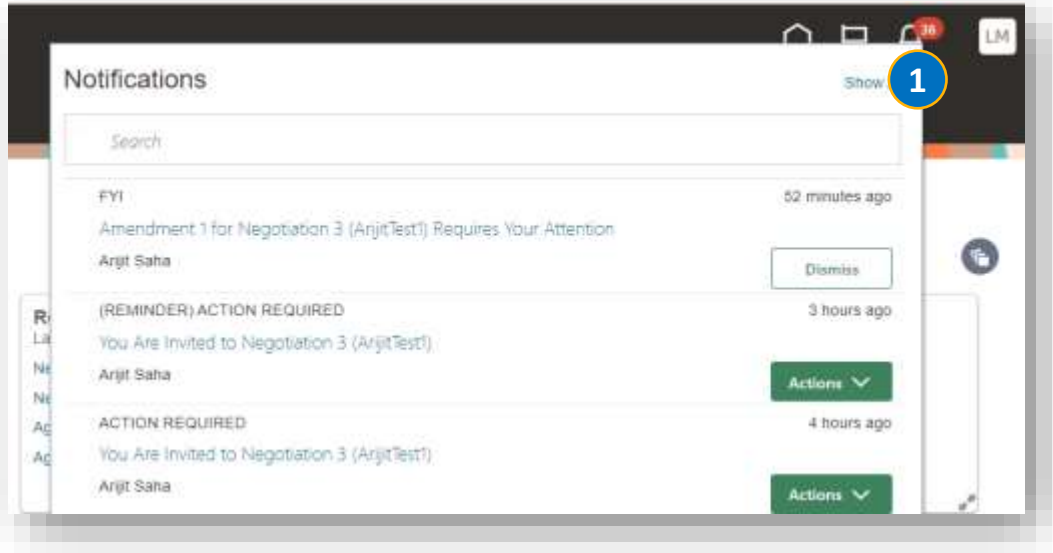
Acknowledge Negotiation/Amendments before response creation

Step 4

Enter Response Price, Promised Delivery Date on the Lines page for each response lines

CREATE SUPPLIER RESPONSE

Step 1: Log into Oracle Fusion Applications as Supplier and check active negotiations to respond



Step 1

Step 2

Step 3

Step 4



1. Login to Supplier Portal using credentials, and check on notifications, to search for active negotiations

CREATE SUPPLIER RESPONSE

Create a Supplier Response – Supplier Portal

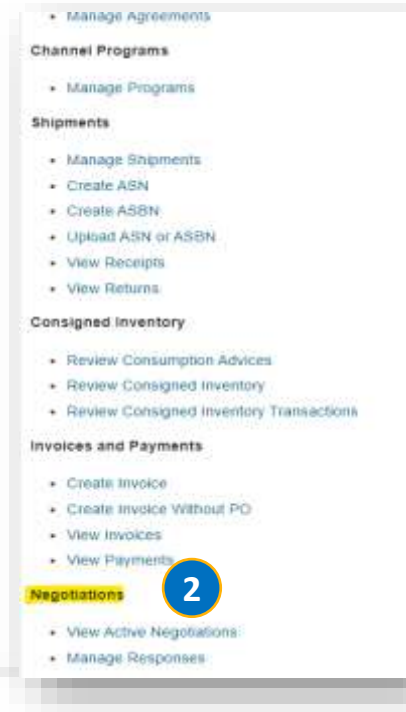
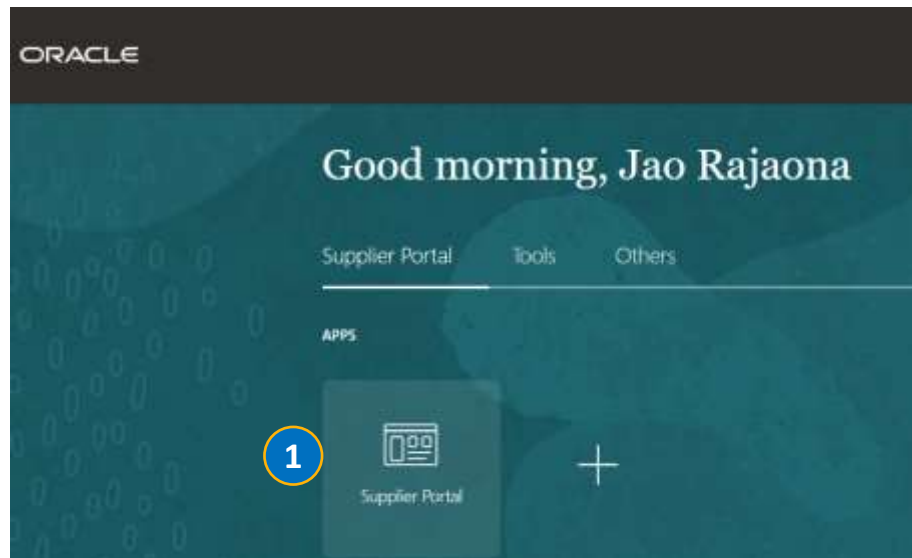
Step 1

Step 2

Step 3

Step 4

Step 1: Log into Oracle Fusion Applications as Supplier and check active negotiations to respond



Search Results

Actions ▼ View ▼ Format ▼       

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
3.1	ArtiTest1	RFQ	18 Hours 33 Min...	3/25/24 10:51 AM	0		0		



1. Alternately, you can open the supplier portal
2. Go to Negotiations section in **Tasks**, and click on **“View Active Negotiations”**
3. Search for the Negotiation/ (s) for which response need to be created, then select and click on **“Create Response”**

CREATE SUPPLIER RESPONSE

Create a Supplier Response – Supplier Portal

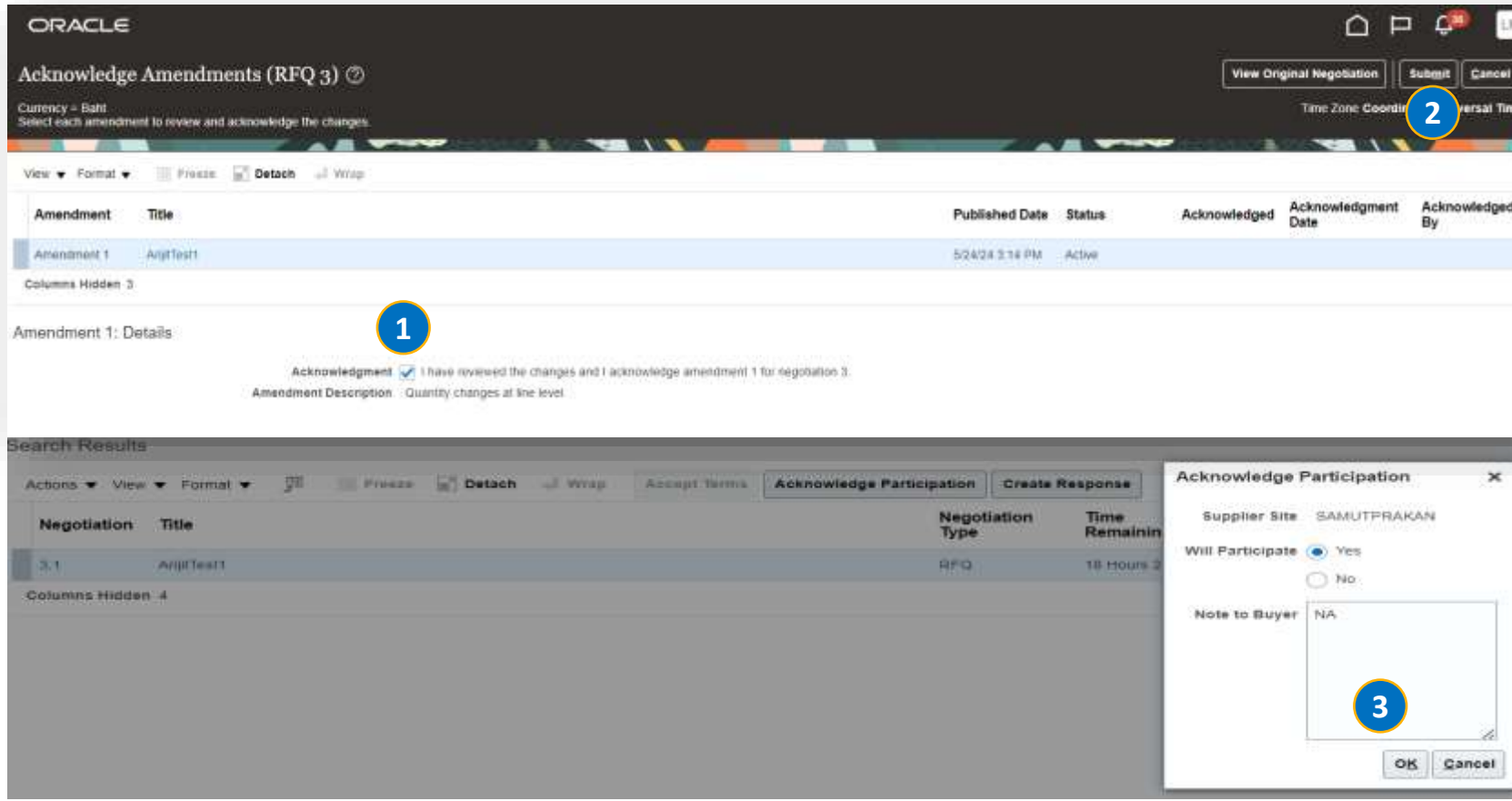
Step 1

Step 2

Step 3

Step 4

Step 2: Acknowledge Negotiation/Amendments before response creation



ORACLE

Acknowledge Amendments (RFQ 3)

Currency - Baht
Select each amendment to review and acknowledge the changes.

View Original Negotiation Submit Cancel

Time Zone: Coordinated Universal Time

View Format Freeze Detach Wrap

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	ArijitTest1	5/24/24 3:14 PM	Active			

Columns Hidden - 3

Amendment 1: Details

Acknowledgment I have reviewed the changes and I acknowledge amendment 1 for negotiation 3.

Amendment Description: Quantity changes at line level.

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining
3.1	ArijitTest1	RFQ	18 Hours 2

Columns Hidden - 4

Acknowledge Participation

Supplier Site: SAMUTPRAKAN

Will Participate Yes No

Note to Buyer: NA

OK Cancel



1. The Acknowledgement window appears if there are any amendments made to negotiation. Click on the checkbox after review.
2. Next, click on **Submit** button.
3. If there are no amendments, you can click on “Acknowledge Participation” and fill in the details as shown, then click **OK**.

CREATE SUPPLIER RESPONSE

Create a Supplier Response – Supplier Portal

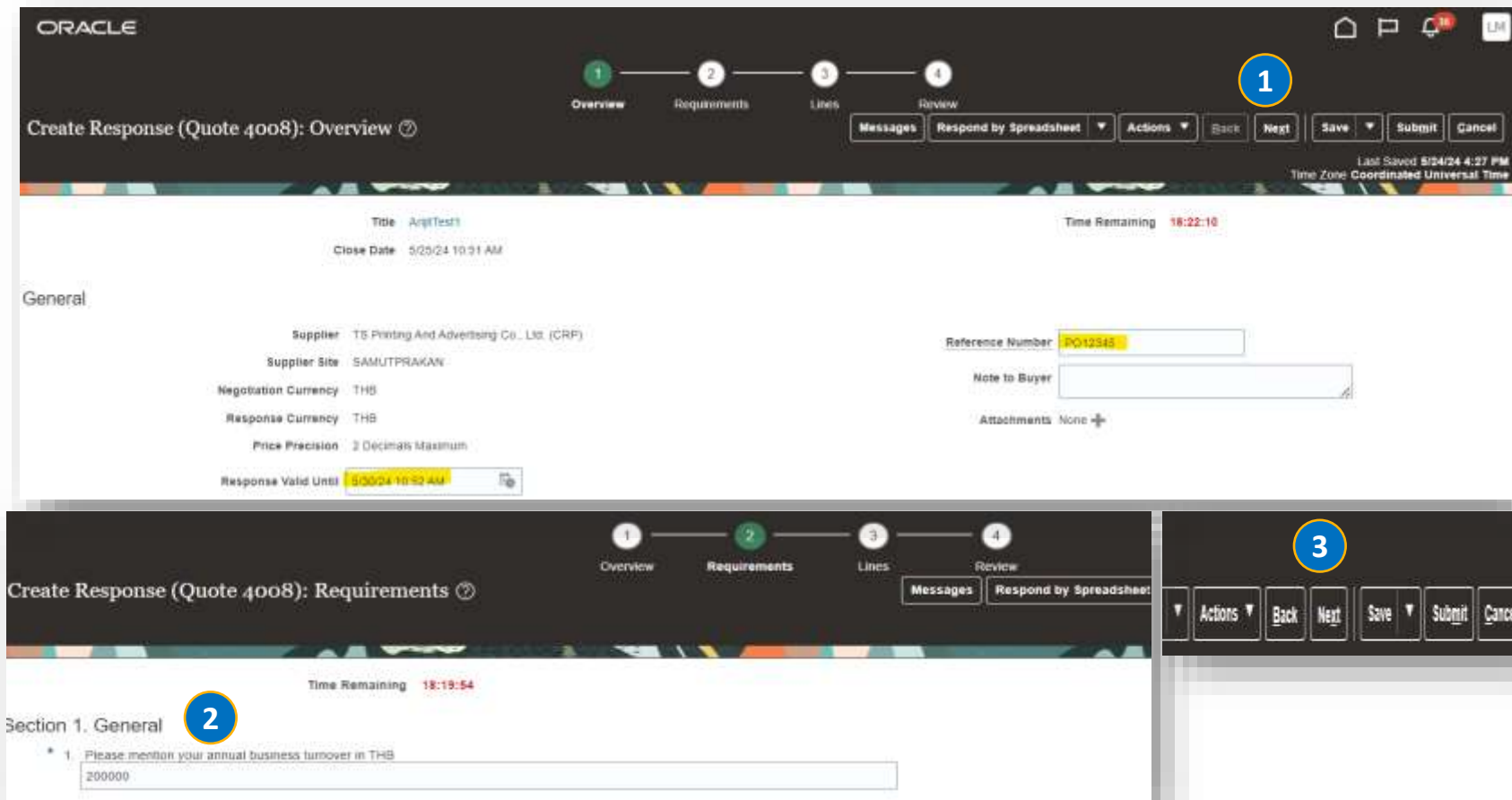
Step 1

Step 2

Step 3

Step 4

Step 3: Create Supplier Response



The screenshot shows the Oracle Supplier Portal interface for creating a response. The top navigation bar includes a progress indicator with four steps: 1. Overview (highlighted with a blue circle), 2. Requirements, 3. Lines, and 4. Review. The 'Overview' section displays the following information:

- Title: AcqTest1
- Close Date: 5/29/24 10:31 AM
- Time Remaining: 18:22:10
- Supplier: TS Printing And Advertising Co., Ltd. (CRP)
- Supplier Site: SAMUTPRAKAN
- Negotiation Currency: THB
- Response Currency: THB
- Price Precision: 2 Decimals Maximum
- Response Valid Until: 5/30/24 10:32 AM
- Reference Number: PG12545
- Note to Buyer: (empty text area)
- Attachments: None

The 'Requirements' section is also visible, showing a progress indicator with steps 1. Overview, 2. Requirements (highlighted with a blue circle), 3. Lines, and 4. Review. The 'Section 1. General' section contains a text input field with the value '200000' and a note: '* 1. Please mention your annual business turnover in THB'.



1. Enter the response validity expiry date, Reference number (optional) and click on **Next**
2. In the requirements section, check for all section and requirement fields, key in the values/text
3. Click on **Next** for proceeding to Lines section

CREATE SUPPLIER RESPONSE

Create a Supplier Response – Supplier Portal

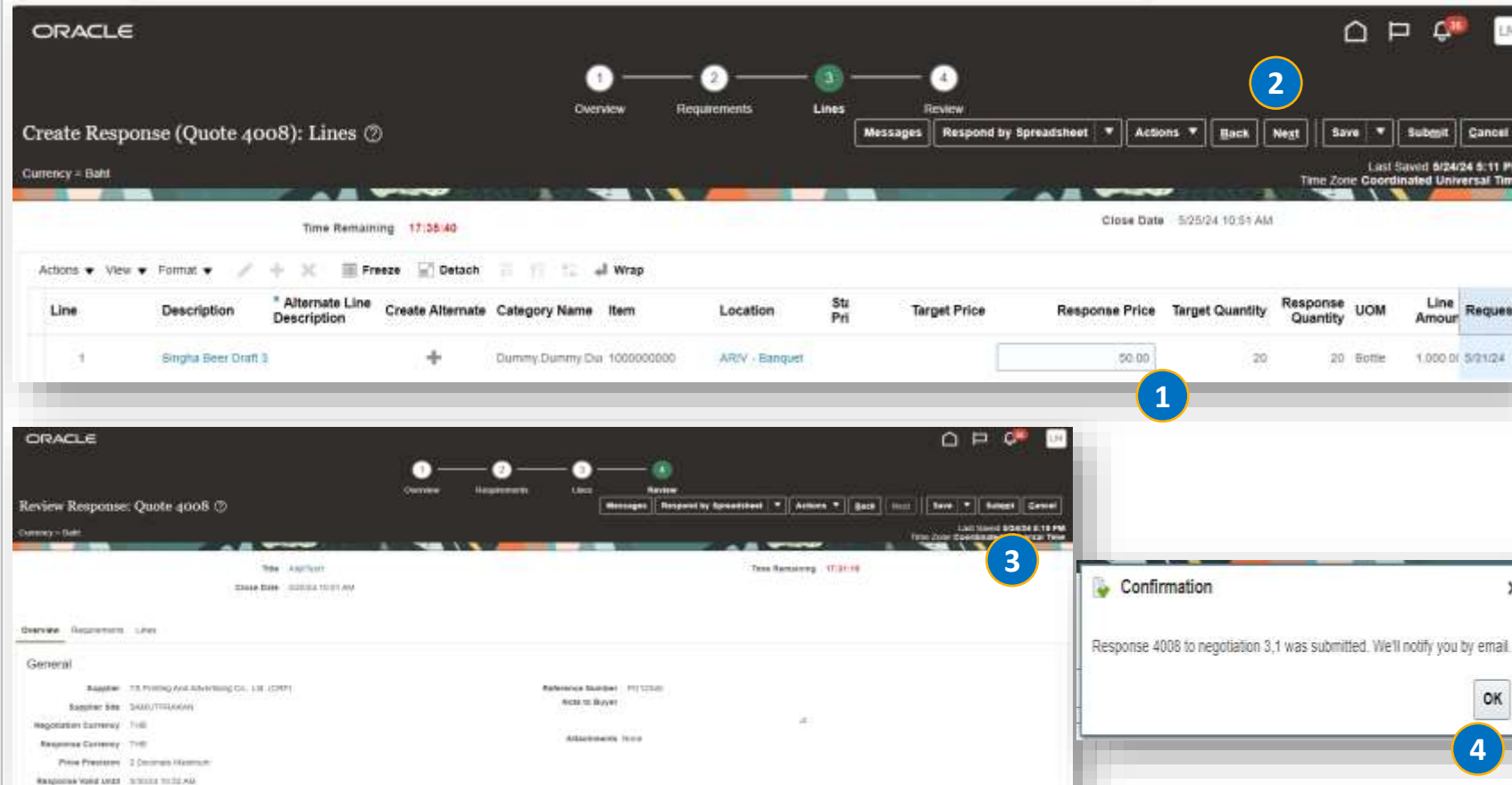
Step 1

Step 2

Step 3

Step 4

Step 4: Enter Line level information and review details



ORACLE

Create Response (Quote 4008): Lines

Currency - Baht

Time Remaining 17:35:40

Close Date 5/25/24 10:51 AM

Line	Description	Alternate Line Description	Create Alternate	Category Name	Item	Location	Sta Pri	Target Price	Response Price	Target Quantity	Response Quantity	UOM	Line Amount	Request
1	Singha Beer Draft 3		+	Dummy Dummy Dia	1000000000	ARV - Banquet			50.00	20	20	Bottle	1,000.00	5/21/24

ORACLE

Review Response: Quote 4008

Currency - Baht

Time Remaining 17:31:48

Confirmation

Response 4008 to negotiation 3,1 was submitted. We'll notify you by email.

OK



1. In Lines Tab, enter the Response Price and the promised delivery date.
2. Click on **Next** to **Review** changes.
3. After reviewing all the tabs (overview, requirement, lines), click **Submit**.
4. Response number generated. Click **OK**.

ONLINE PRICE SUBMISSION (NEGOTIATION EVENT)



- This activity involves buyers inviting suppliers to participate in price negotiations or annual price submissions via an online system. Suppliers will receive an invitation to join the negotiation event through email **"Minor Global share service"**.
- Not all products are required to submit prices online. Only specific products, as identified in the email invitation, must be included in the negotiation event.
- The prices submitted must be exclusive of VAT.
- If there are any price adjustments during the submission process, the revised prices must be submitted along with an attachment in the system
- If the supplier fails to submit their prices within the designated time during the bidding round, they must wait for the next round to submit their prices. Minor will consider that the supplier did not participate in the bidding for that round.



FREQUENTLY ASKED QUESTIONS (FAQ)

Q: What are the required documents for editing Address?

A: To edit the address, please attach Por Por 20 or Por Por 09 for a tax-registered supplier .
For suppliers with no tax registration, please attach the company affidavit.
For an individual supplier, please attach Supplier’s national ID card.

Q: What documents do I need for editing the bank account?

A: A new passbook or any document issued by the bank and a change notification letter with a signature and stamp issued by Supplier

Q: What documents do I need for changing Supplier's name?

A: For a legal entity, please provide all pages of the certificate and a name change notification letter.
For an individual supplier, please provide Supplier’s updated national ID card.

Q: What should I do if I forget my password?

A: You can click *Forgot Password* in Oracle. You will then receive an E-mail for a new password setup.

Q: If I edit Supplier’s name and Tax ID, can I do it in the system?

A: No, you have to set up a new supplier because Supplier’s Tax ID cannot be duplicated.

Q: Can Supplier use an account number that does not match Supplier's name?

A: No, Supplier’s name and the account name must match.

Q: How can Supplier get the link and password?

A: Minor will send the link to the supplier via the E-mail address that is registered in the system.

Q: What if I can't find the link to request a password or additional information?

A: You can check your Inbox or Junk Email.

Q: What if I can't find the Oracle login link?

A: There is only one Oracle login link. You can save the link you used to request the Username & Password that Minor previously sent to you.

Q: What are the documents used for support in the case of an SME?

A: Documents registered from Office of Small and Medium Enterprises Promotion (OSMEP) only.

Q: Why do I have to process acknowledge in the system?

A: To confirm that I have received the PO.

Q: How to check if the ASN was created successfully?

A: Click manage shipment

Q: What types of credit notes can Suppliers place on the Supplier Portal?

A: Credit note only applies to product quantity reduction

Q: If Supplier wants to amend or cancel the tax invoice that has already been billed and want to place a new bill, what must I do?

A: Notify Minor accounting team to cancel the invoice and place a new bill with the same PO without being able to use the original invoice number. If you want to use the original invoice number, add -1 or /1 after the original invoice number.

Q: What documents are needed for invoice submission?

A: For goods: A copy of the tax invoice/receipt is required.

For services: A billing statement is needed, and the original tax invoice should be sent to Minor's tax department.

Q: Where should documents be sent?

A: Food Brand

- Goods: All documents (such as original tax invoices/receipts) should be sent to the Linfox. In cases where the supplier issues a credit note, please email the documents to Minor's accounting team before sending the physical documents to Linfox.
- Services: Send the invoice to the project owner. For the original tax invoice/receipt issued afterward, please send it to Minor's accounting team

Hotel

- Goods & Services: All documents should be sent directly to the respective hotel.

Q: What should I do if I want to add or change person to do Negotiation?

A: Go to Supplier Master.

Q: What should I do if I want to offer a limited quantity price?

A: Enter the limited quantity in the Quantity field.

Q: What should I do if I want to edit the price?

A: Log in to the system again and select the Negotiation No. that you want to edit. Then create and process the same steps.

Q: What should I do if I enter the price but can't click Submit?

A: The reason that the price cannot be submitted is because you didn't enter all the required information. Therefore, read the message that pop up to see if we entered any incomplete information, such as not attaching a quotation or Spec in the Requirements section.

Q: How do I know if the price has been sent?

A: You must be able to submit the information or check the notification in the system.

Q: What should I do if I want to offer other products other than the specified list?

A: Contact the sourcing team to offer the price of that product.

Q: How do I bid with a discount when buying more products?

A: Make a price break on the product.

Q: How do I know the auction result?

A: When the result is announced, the system will notify you via email or you can check the notification in the system.

Q: What if I did not bid during the auction period?

A: Contact the relevant sourcing team.

CONTACT:

For general inquiries such as Master Profile, Order& ASN Confirmation, and Negotiations.

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Email: oracleerpsupport@minor.com

For Invoices / Credit notes

Email: spsupport.gssc@minor.com

THANK YOU