

# First Access Guide

ADIA

## ADIA Supplier – External Access

### Web Browser Requirements

The following table lists supported browsers supported by the Applications Console.

Web / Mobile Browser	Application Console
Microsoft Internet Explorer	11 or later
Mozilla Firefox	52 or later
Google Chrome	63 or later
Apple Safari	10 or later
Microsoft Edge	35 or later
Safari, Chrome, Firefox on iOS (iPad and iPhone)	Latest
Chrome, Firefox on Android (Phone and Tablet)	Latest



## Please ensure that the following system requirements are followed:

1. **Windows Operating System** (Windows 7, Windows 8.1 & Windows 10,11).
2. **Microsoft Edge and Google Chrome**  
[ADIA recommends Microsoft Edge for accessing the Portal](#)
3. Kindly make sure the Pop-up blocker in Microsoft Edge/Google Chrome settings is disabled.  
Please refer to below URL for disabling Pop-up blocker.

### Microsoft Edge:

[Block pop-ups in Microsoft Edge - Microsoft Support](#)

### Google Chrome:

<https://support.google.com/chrome/answer/95472?hl=en&co=GENIE.Platform%3DDesktop#zippy=>

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## When user is added as contact in oracle supplier user will receive email/notifications:

1. Oracle Notification (User Creation)
2. Microsoft Azure Guest Invitation
3. ADIA Communication

### 1. Oracle email to supplier User receive once enabled User Account against their Supplier Contact record:

Supplier Contact User Account for Abu Dhabi Investment Authority was Created

▲ Details

Assignee	XXXXXXXXXXXXXXXXXXXX	Supplier	XXXXXXXXXXXXXXXXXXXX
Assigned Date	04-Apr-2023 8:50 AM	Supplier Number	10136
Expiration Date	04-May-2023 8:50 AM		
Task Number	213335		

▲ Recommended Actions

You were granted access to the supplier application for Abu Dhabi Investment Authority. A separate email will be sent to you with the instruction to access the application.

[Access the application.](#)

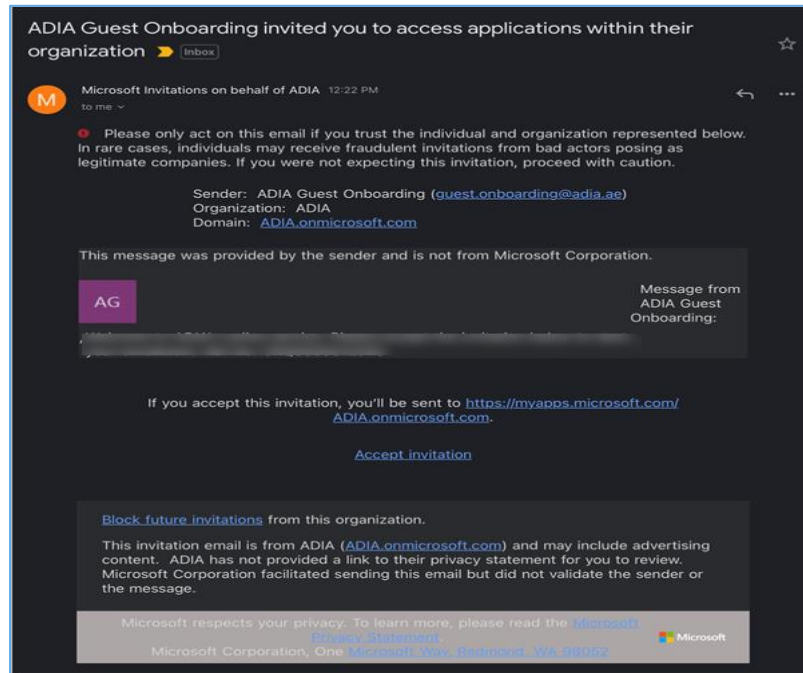
▲ User Account Details

▲ Assigned Roles

Role	Description
ADIA_Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking inv



## 2. Microsoft Azure Guest Invitation to Supplier Users will receive:



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**Please follow the steps provided in below link to complete the Azure Guest Invitation.**

[Invitation redemption in B2B collaboration - Microsoft Entra | Microsoft Learn](#)

### 3. ADIA Access Management will finally send a separate email after sending you the guest Invite.

Dear User,

Your access request to ADIA's Supplier Portal has now been completed.

At this point, you should have received following emails:

- a) Email from Oracle Cloud mentioning your Supplier Contact User Account details and Assigned roles.
- b) Email from Microsoft Invitations with an "**Accept Invitation**" link. Please ensure you click on it and complete the guided steps from Microsoft.

Once Invite redemption has been completed, you can access the Supplier Portal - <https://fa-evrp-saasfaprod1.fa.ocs.oraclecloud.com/>

*If prompted to login, please enter your own company's Windows Credentials.*

*You may then be prompted for an additional way to identify yourself (Authenticator/Email Token), before you are automatically logged in.*

If you didn't receive the above-mentioned emails or need any other technical assistance, please reach out to IT Service Desk ([servicedesk@adia.ae](mailto:servicedesk@adia.ae))

Regards,

IT Access Management

Abu Dhabi Investment Authority

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## Login

1. To access the **Supplier Portal**, open a web browser such as Chrome and click on the URL <https://fa-evrp-saasfaprod1.fa.ocs.oraclecloud.com> received from ADIA.
2. To access the supplier portal menu, click on the “Supplier Portal” tile.

**Note:** *The Menu you see will be depending on the access provided.*

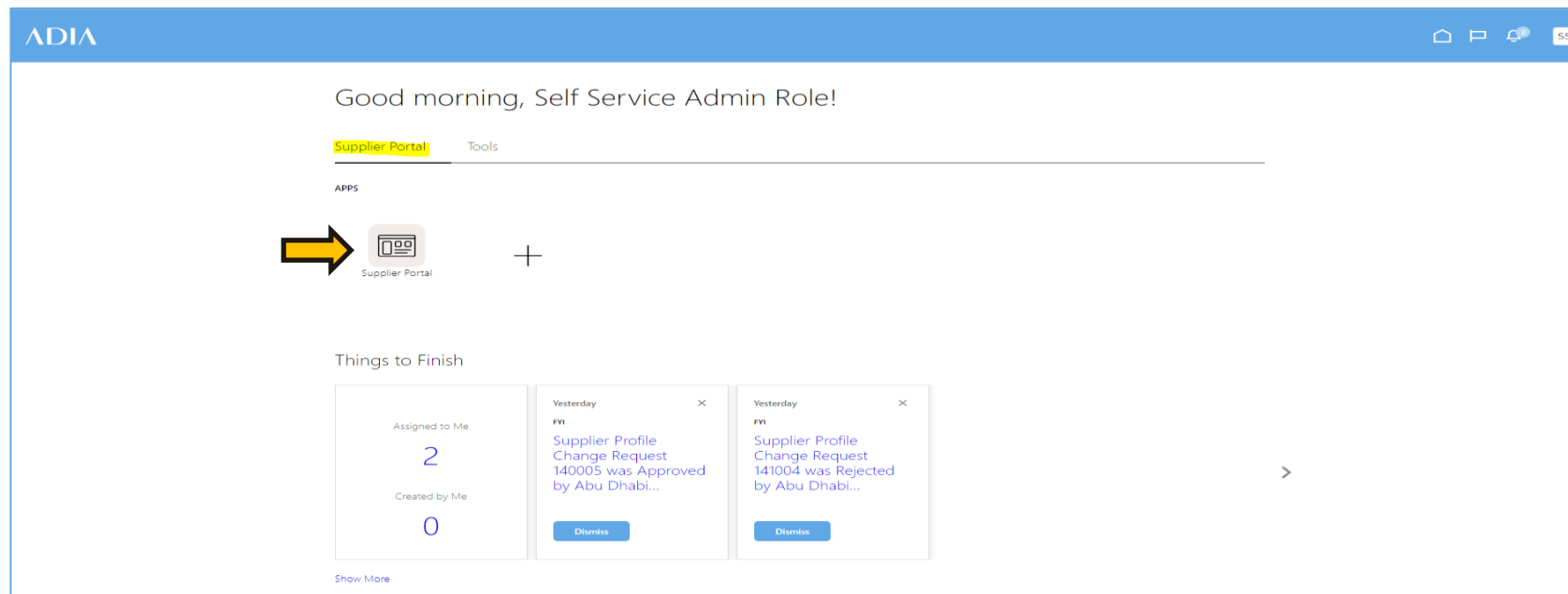


Figure 1

## Notifications:

1. At the top right corner of the home page, a bell icon will display your pending notifications. This includes notifications related to purchase orders and Negotiations.
2. Click on the notification for more details.

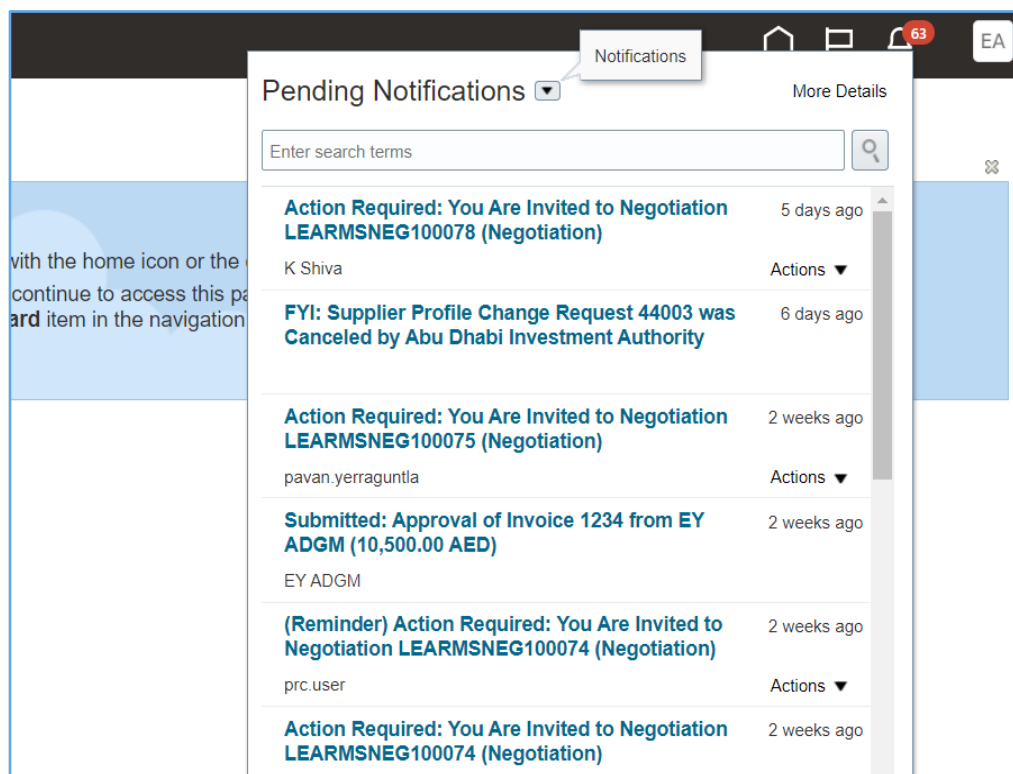
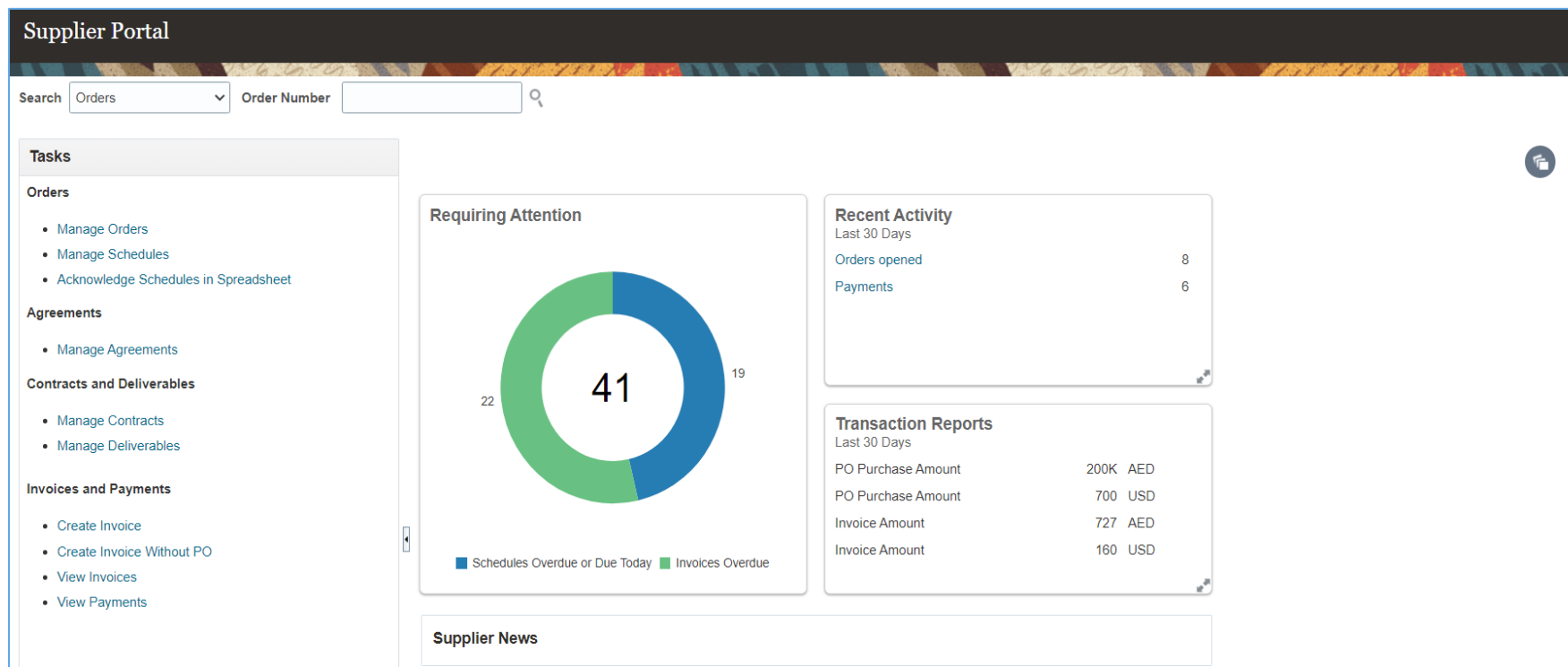


Figure 2

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## Overview Menu:

The Overview page provide an interactive readout of real time information. You can see recent activities and news, as well as view the items requiring attention, which you access by drilling down into the infolet. See the common topics on infolets for more information.



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Figure 3