

Manage Deliverables (Contracts)

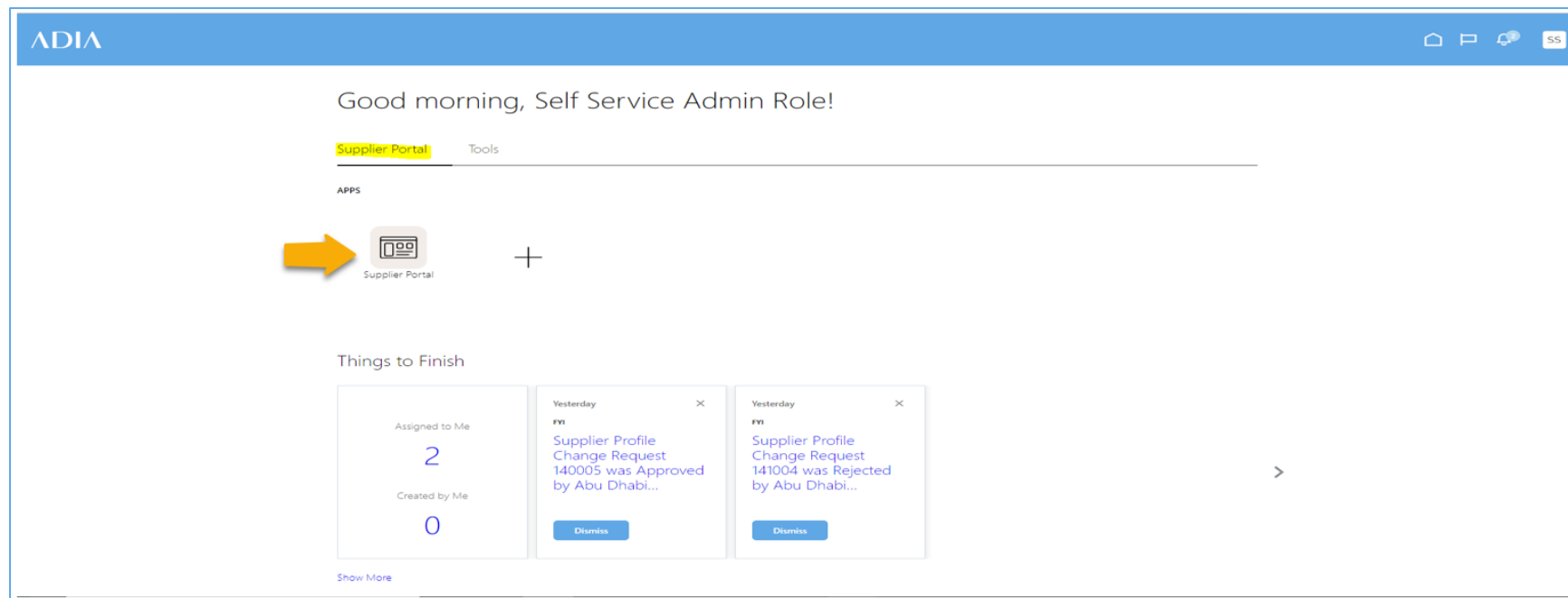
ADIA


Real Progress

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 depend on the access provided.*



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Figure 1

Manage Deliverables

1. Click “Manage Deliverables” under the Contracts and Deliverables tasks list

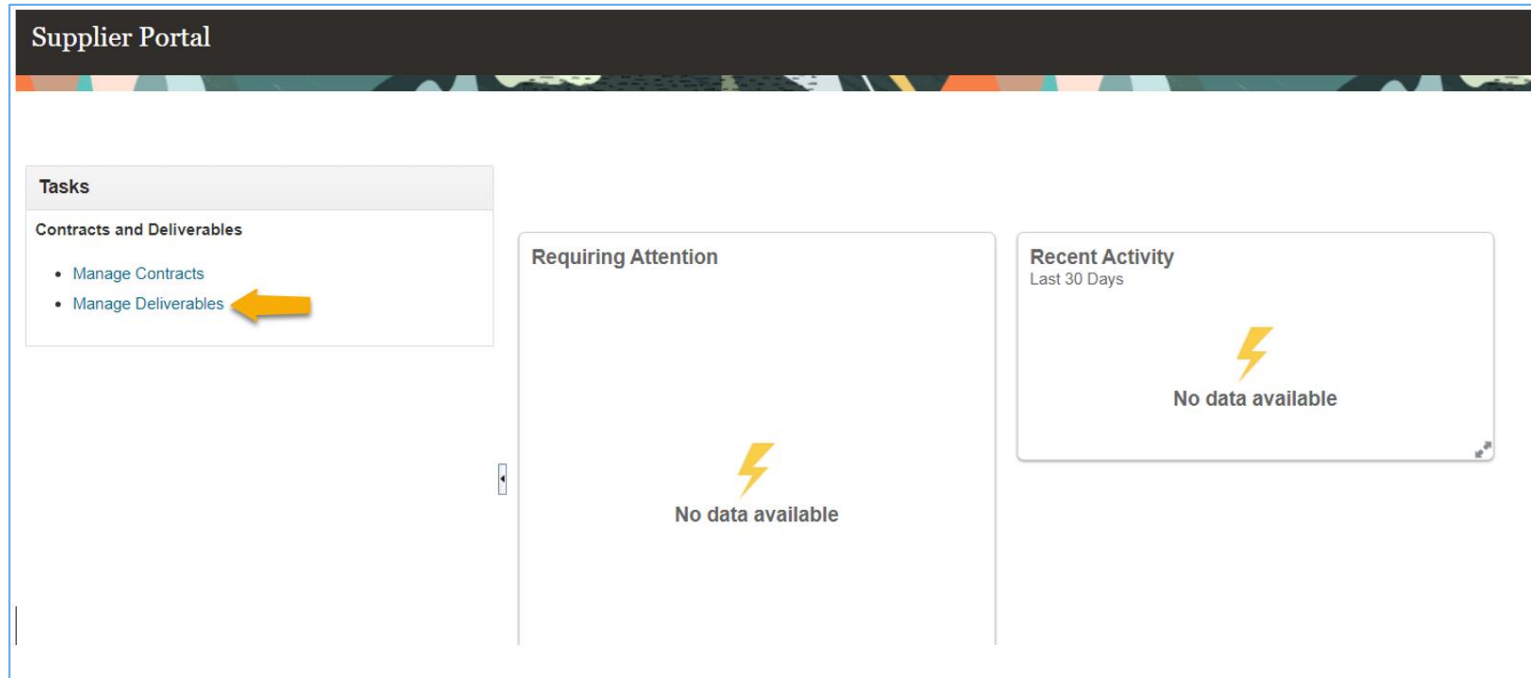


Figure 2

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2. All upcoming deliverables will be available in the list.
3. Click on the Edit button after selecting deliverable line.

The screenshot shows the 'Manage Deliverables' interface. At the top, there is a header with the title 'Manage Deliverables' and a 'Done' button. Below the header is a search section with several filters: 'Deliverable Name' (Starts with), 'Status' (Equals), 'Due Date' (Equals, dd-mm-yy), 'Type' (Equals), 'Document Type' (Equals), and 'Document Number' (Starts with). There is also a 'Saved Search' dropdown menu set to 'My Deliverables'. To the right of the filters are 'Search', 'Reset', and 'Save...' buttons, with a yellow arrow pointing to the 'Search' button. Below the search section is a 'Search Results' section with a toolbar containing 'Actions', 'View', 'Format', 'Freeze', and 'Wrap' options. The main part of the interface is a table with the following columns: 'Deliverable Name', 'Status', 'Deliverable Type', 'Document Type', 'Document Number', 'Due Date', and 'Party Name'. The table contains one row with the following data: 'Test', 'Submitted', 'Contractual', 'Supplier Contract', '5002', '18-01-23', and 'EY ADGM'. A yellow box highlights the 'Party Name' column and the 'Test' row. At the bottom left of the table, it says 'Columns Hidden 2'.

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Test	Submitted	Contractual	Supplier Contract	5002	18-01-23	EY ADGM

Figure 3

4. Change the status from Open to Submitted and enter notes and attachments as per requirement.
5. Use the attachment tab for adding attachments.
6. Click Save and Close

Edit Deliverable: Test

Name Test
Type Contractual
Responsible Party Type External
External Party Name EY ADGM
External Party Contact EY ADGM
Internal Party Name LE ARMSAED BU
Internal Party Contact Khan, Hassan Ali
Requester

Status Submitted
Description
Notes Test

Due Date 18-01-23
Additional Information

Notifications
✓ Prior to due date
Period 2 Days
✓ On status change
✓ When deliverable is overdue
— Escalate after due date

Save and Close Cancel

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Figure 4