

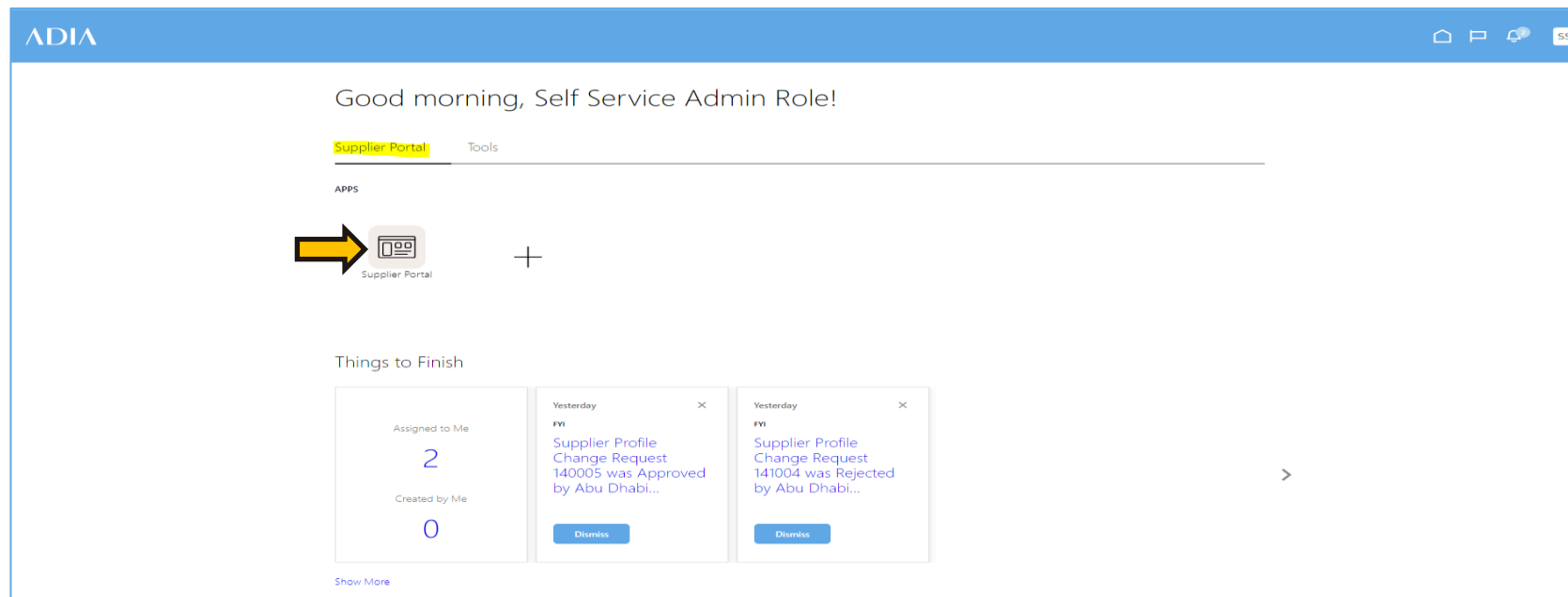
View and Author Contracts

ADIA

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 will depend on the access provided.*



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Figure 1

View Active Contracts

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

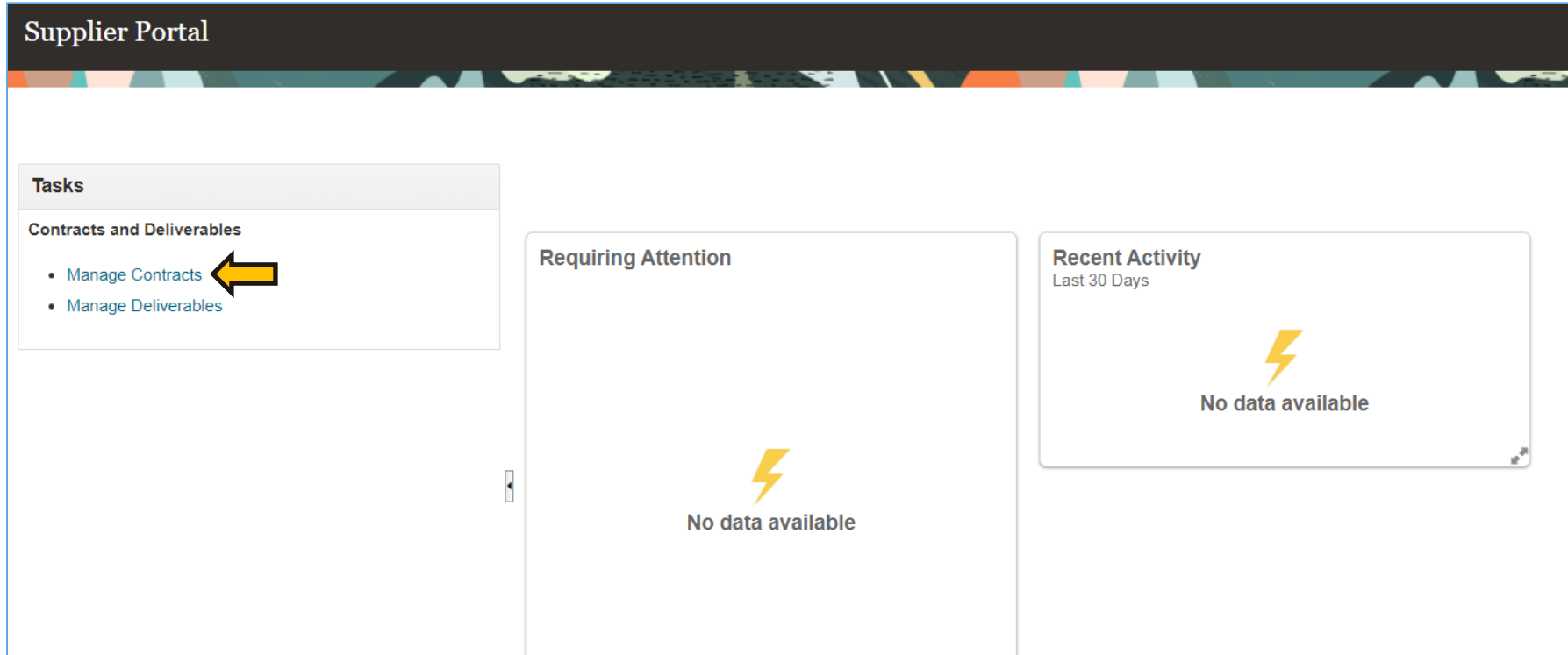


Figure 2

2. Search for the required contract in Active status.
3. Click on Preview button to download and view active contract.

The screenshot shows the 'Manage Contracts' interface. At the top right is a 'Done' button. Below is a search section with various filters: Number (Starts with), Name (Contains), Status (Equals), Payment Terms, Amount (Equals), Agreed Amount (Equals), Type, and Source Document Number (Starts with). To the right of the search filters are 'Search' and 'Reset' buttons, with a yellow arrow pointing to the 'Search' button. Below the search section is a 'Search Results' section with a table of contracts. The table has columns: Number, Name, Status, Type, Start Date, End Date, Preview, and Contract Documents. The row for contract 1003 is highlighted in blue, and a yellow arrow points to its 'Preview' button.

Number	Name	Status	Type	Start Date	End Date	Preview	Contract Documents
1	NDA with EY AD...	Active	Confidentiality A...	01-07-22			
1003	Master Recruitm...	Active	Master Services...	01-07-22			
5001	CRP Training	Active	Master Services...	16-01-23			
1009	Confidentiality A...	Active	Confidentiality A...	01-08-22			

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Figure 3

Review and update Contracts in Draft:

1. Select the Draft contract and click on the Contract Documents button.

Note: *Draft contracts will be visible only if shared by the author.*

The screenshot shows the 'Manage Contracts' interface. At the top, there is a 'Done' button. Below it is a search section with various filters: Number (Starts with), Name (Contains), Status (Equals, Draft), Payment Terms, Amount (Equals), Agreed Amount (Equals), Type, and Source Document Number (Starts with). There are 'Search' and 'Reset' buttons. Below the search filters is a 'Search Results' section with 'Actions', 'View', and 'Detach' options. A table displays the search results with columns: Number, Name, Status, Type, Start Date, End Date, Preview, and Contract Documents. Two rows are visible: one for contract number 40 and another for 'UAT Training - Supplier Portal - HAK'. The 'Contract Documents' button for contract 40 is highlighted with a red box.

Number	Name	Status	Type	Start Date	End Date	Preview	Contract Documents
40		Draft	Non Disclosure Agreement	15-Mar-2023			
48	UAT Training - Supplier Portal - HAK	Draft	Non Disclosure Agreement	15-Mar-2023			

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Figure 4

2. In the pop-window, under Internal Shared section, click the attached file link. It file will get download.

Contract Documents

Contract Documents

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Shared Documents

Internal Shared

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	Internal Shared ...	40_1.docx	40_1.docx		Trainer Shiva	16-Mar-2023 3:41 PM

Rows Selected 1

External Shared

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Done Cancel

Figure 5

3. Open the downloaded file and update as required and save the file in your computer.
4. Navigate back to same screen in Oracle Fusion application from where the file was initially downloaded.
5. Under “External Shared” section click on the Add button.

Contract Documents

Contract Documents

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Shared Documents

Internal Shared

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	Internal Shared ...	40_1.docx	40_1.docx		Trainer Shiva	16-Mar-2023 3:41 PM

Rows Selected 1

External Shared

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Done Cancel

Figure 6

6. Browse & select the saved file to upload back into the application.
7. Once uploaded, click on “Done” button.

The screenshot displays the 'Contract Documents' interface. It features three sections: 'Contract Documents', 'Shared Documents', and 'External Shared'. Each section has a table with columns: Type, Category, * File Name or URL, Title, Description, Attached By, and Attached Date. The 'External Shared' section is active, showing a document with 'File' type, 'External Shared' category, and '40_1(2).docx' filename. The 'File Name or URL' cell contains an 'Update...' button. At the bottom right, a 'Done' button is highlighted with a red box.

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	Internal Shared ...	40_1.docx	40_1.docx		Trainer Shiva	16-Mar-2023 3:41 PM
File	External Shared	40_1(2).docx	40_1(2).docx		Chris Lord	16-Mar-2023 10:12 PM

Figure 7

8. Select the contract that was updated.
9. Click on the “Actions” button and select “Send Notification”.

The screenshot shows the 'Manage Contracts' interface. At the top, there is a 'Done' button. Below it is a search section with various filters: Number (Starts with), Name (Contains), Status (Equals, Draft), Payment Terms, Amount (Equals), Agreed Amount (Equals), Type, and Source Document Number (Starts with). There are 'Search' and 'Reset' buttons. Below the search section is a 'Search Results' section. It features an 'Actions' dropdown menu with options 'Export to Excel' and 'Send Notification' (highlighted with a red box). There are also 'View' and 'Detach' options. Below the menu is a table with columns: Status, Type, Start Date, End Date, Preview, and Contract Documents. The table contains two rows of contract data.

Status	Type	Start Date	End Date	Preview	Contract Documents	
Draft	Non Disclosure Agreement	15-Mar-2023				
48	UAT Training - Supplier Portal - HAK	Draft	Non Disclosure Agreement	15-Mar-2023		

Columns Hidden 6

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Figure 8

10. In the pop-window, select the file that was uploaded in External Shared section and click “Send” button.

Send Notification for Contract: 40 Send Cancel

Documents

View ▾

Type	Category	* File Name or URL	Title	Description
File	External Shared ...	40_1(2).docx	40_1(2).docx	

Rows Selected 1

Notification Details

Send a notification to your customer.

Subject: FYI: Chris Lord Shared Contract 40 with You

Message:
Chris Lord shared contract 40 with you

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Figure 9

11. A pop-up message appears showing the notification has been sent.

The screenshot displays the 'Manage Contracts' application interface. At the top, there is a search section with various filters: 'Number' (Starts with), 'Name' (Contains), 'Status' (Equals, Draft), 'Payment Terms', 'Amount', 'Agreed Amount', 'Type', and 'Source Document Number' (Starts with). A 'Confirmation' pop-up message is overlaid on the search results, stating 'The notification was sent.' with an 'OK' button. Below the search filters, there is a 'Search Results' section with a table of contract entries. The table has columns for 'Number', 'Name', 'Status', 'Type', 'Start Date', 'End Date', 'Preview', and 'Contract Documents'. Two entries are visible: one with number 40 and another with number 48, both with a status of 'Draft' and a start date of '15-Mar-2023'. A 'Done' button is located in the top right corner of the application header.

Number	Name	Status	Type	Start Date	End Date	Preview	Contract Documents
40		Draft	Non Disclosure Agreement	15-Mar-2023			
48	UAT Training - Supplier Portal - HAK	Draft	Non Disclosure Agreement	15-Mar-2023			



Figure 10