

# أسواق التميمي

## tamimi markets

Version 3.02

Supplier Portal

User Manual

Prepared by:  
Digital Team

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## 1. General Information

The supplier portal is used for entering supplier information, displaying status, purchase orders, and vendor invoices for payment.

Tamimi Supplier Portal can view real-time data, has the ability to update supplier information, view transaction history, and download reports.

### 1.1 Scope

This document shall apply to the users of the application and the employees of Tamimi Markets. It will cover the guidelines and policies of the Supplier Portal.

### 1.2 Objectives

This document will assist the users on how to complete their task by using the system. This will show the policies and guidelines on how to use the system developed by Tamimi Market's Digital Team.

### 1.3 Declaration

It is understood that the application is developed and deployed for the exclusive use of employees of Tamimi Markets. Any unauthorized alteration, reverse engineering, reduction, copying and use of the system outside the Tamimi Markets is strictly prohibited.

Tamimi Digital Team shall provide support to the employees of Tamimi Markets in using the application, unless waived.

The codes and techniques imbedded within the application, as well as this document shall remain an intellectual property of Tamimi Digital Team, while the Business Process implemented to the application belongs to Tamimi Markets.

It is also understood that the Tamimi Digital Team held no liability for any unlawful use of the application, within the Tamimi Markets.

Tamimi Digital Team reserves the right to recall the deployed application, for immediate update and optimization. Continuous use of recalled system within Tamimi Markets, unless authorized by the Tamimi Digital Team is strictly prohibited.

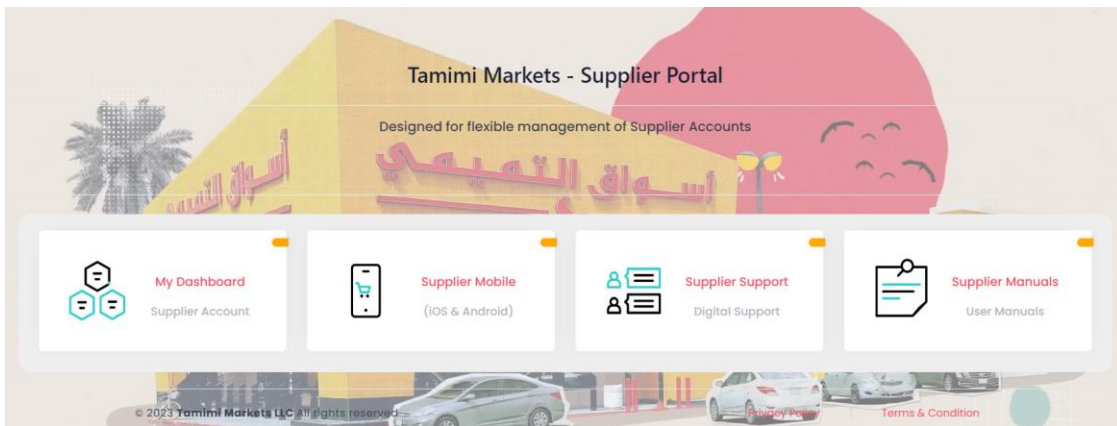
## 2. Getting Started

Getting Started section explains how to access the application. A subsection will briefly present the system menu and navigation.

### 2.1 Supplier Portal Login

The Supplier Portal can be access through the link below.

URL: <http://supplier.tamimimarkets.com/>

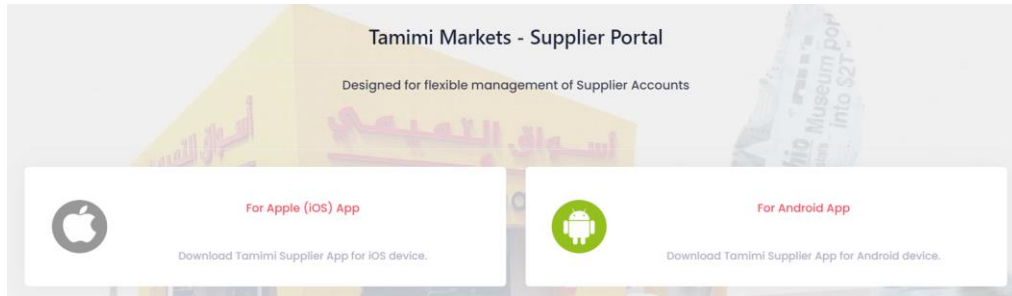


To login, click **My Dashboard** and enter your Supplier ID and Email Address, then click **Submit & Sign-in** button.

The image shows the login form for the Tamimi Markets - Supplier Portal. The title is "Tamimi Markets - Supplier" and the instruction is "Please fill your credential". There are two input fields: "Your Supplier Id" and "Your Email Address". Below the input fields, there are two buttons: "Back" (yellow) and "Submit & Sign-In" (red).

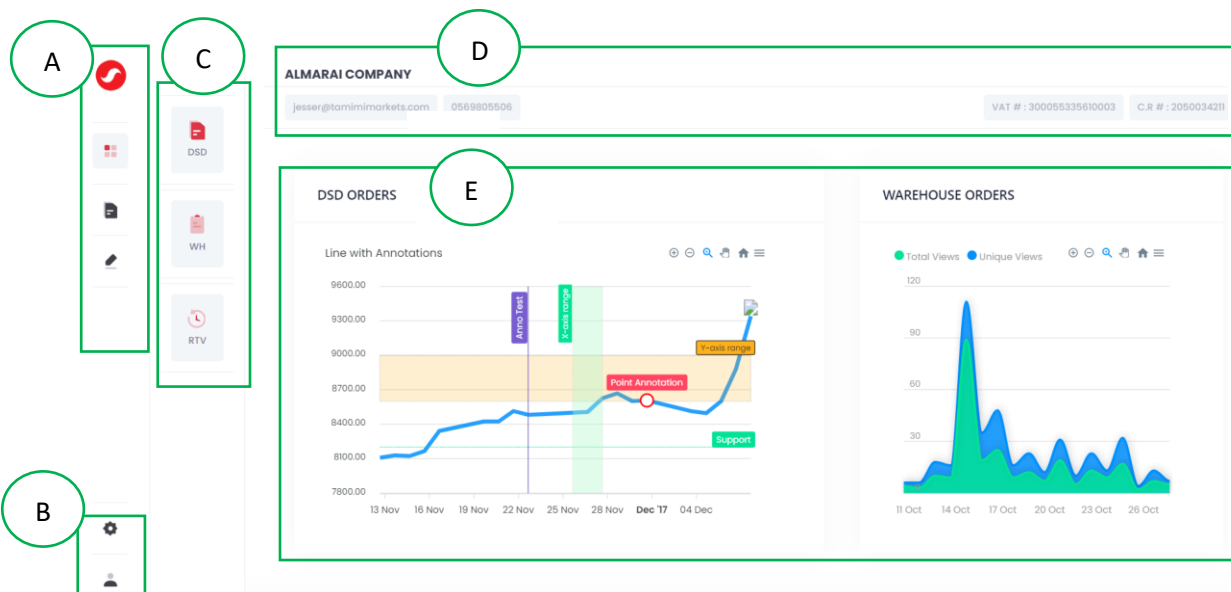
### 2.1.1 Supplier Mobile Application

To download and install the Supplier Portal Mobile Application, click to **Supplier Mobile** and choose between For Apple (iOS) App or For Android App, and click download.




### 2.2 Supplier Portal Main Screen (Homepage)


After you login, you will directly go to the Home Page of the Supplier Portal. Below are the different parts of the Supplier Portal Homepage.



A – **Menu:** You can only PO Management option. Further options on this menu will be activated in the near future E.g.: Article Onboarding, Inventory and Sales.

B – **Quick Panel:** Here you can see below features:

 <p>System Settings</p>	<p>This contains the Help, Support, and Language.</p>
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	<p>Help – it will show the User Manual of the Supplier Portal. It will be your guide on how to use the system.</p> <p>Support – this is a ticketing system to raise any issue or concern in using the Supplier Portal.</p> <p>Language – this will allow you to change the language from English into Arabic and vice versa.</p>
 <p>User Profile</p>	<p>This panel is where you can logout your account and view your profile. Please go to page 13 for more details about this panel.</p>

C – **Sub-Menus:** Under PO Management, there are 3 sub-menus: DSD Orders, Warehouse Orders, and RTV. Choose the appropriate button according to what you want to generate.

D – **Vendor Overview:** In this section you will see some vendor’s information like the Vendor Name, Vat No., CR No., Email Address, and Phone.

E – **PO Dashboards:** This section will show the dashboards of the open POs under DSD and Warehouse.

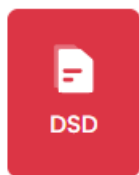
## 2.3 Purchase Order (PO) Management

In this menu, the vendors can generate their DSD and Warehouse Purchase Orders (PO) and their RTVs.

### 2.3.1 Direct Store Delivery Orders (DSD)

To view and generate the DSD Orders, follow the steps below:

1. Go to **DSD Orders** sub-menu.



2. Select the Date you want to generate.

\* Please choose dates for Dsd Order

2024/01/08 - 2024/02/07

Select Region

Filter by Site

Select Status

Reset

Search...

< Jan 2024 Feb 2024 >

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9

02/07/2024 - 02/07/2024

Cancel Apply

3. The list of Orders will be shown on the page based on the selected date range.

\* Please choose dates for Dsd Order

2024/01/08 - 2024/02/07

Select Region

Filter by Site

Select Status

Reset

Search...

ORDER #	SITE	ORDER DATE	ITEM	STATUS	DELIVERY DATE	NET VALUE
137785	SI06	06/02/2024	8	Delivered	08/02/2024	5944.02
137744	SI10	06/02/2024	24	Partial	00/00/0000	1527.08
137653	SI06	06/02/2024	65	Delivered	00/00/0000	20357.84
137592	SI10	06/02/2024	15	Partial	08/02/2024	1808.74
137500	SI07	06/02/2024	19	Open	00/00/0000	748.57

10 Displaying 1 - 5 of 5 records

**A – Filters:** Users may also filter out the generated data by Region, Site (Store), and Status.

**B – Status:** Below are the definition of each status.

**Open** – this PO is still pending for delivery

**Partial** – not all items in the PO were delivered

**Delivered** – all items in the PO were delivered.

**C – PO Download Status:** Eye ( 👁 ) icon means that the PO is available and not yet acknowledged and downloaded. Check ( ✓ ) icon means that the PO was acknowledged and downloaded.

4. To see more details of the PO you may click the arrow button highlighted below. Details like the Article No., Article Description, Order Date, Net Price, Ordered Qty, Order Unit, and PO Qty can be shown here.

\* Please choose dates for Dsd Order

2024/01/08 - 2024/02/07  Select Region  Filter by Site  Select Status

ORDER #	SITE	ORDER DATE	ITEM	STATUS	DELIVERY DATE	NET VALUE
137785	S106	06/02/2024	8	Delivered	08/02/2024	5944.02

ARTICLE #	ARTICLE DESCRIPTION	NET PRICE	ORDERED QTY	ORDER UNIT	PO QTY
287080	ALMARAI S/BERRY FLAVR MILK 18/200ML	28.26	5.000	CS	5.000
274982	ALMARAI UHT MILK LOW FAT 3/4/LTR	58.44	10.000	CS	10.000
275177	ALMARAI UHT MILK FULL FAT 3/4/LTR	58.44	50.000	CS	50.000
122220	BELLPEPPER RED LCL/OM/JOR/EGY 8258 KG	0.01	10.000	KG	9.500
145108	BITTER GOURD -KARELLA PLU-8245 1/KG	3.40	10.000	KG	9.500

5. To Download and acknowledge the POs, follow the steps below:

- Select the PO(s) using the checkbox.

\* Please choose dates for Dsd Order

2024/01/08 - 2024/02/07  Select Region

ORDER #	SITE	ORDER DATE
<input checked="" type="checkbox"/> 137785	S106	06/02/2024
<input checked="" type="checkbox"/> 137744	S110	06/02/2024
<input type="checkbox"/> 137853	S106	06/02/2024
<input type="checkbox"/> 137892	S110	06/02/2024
<input type="checkbox"/> 137500	S107	06/02/2024

- Click the Download icon.

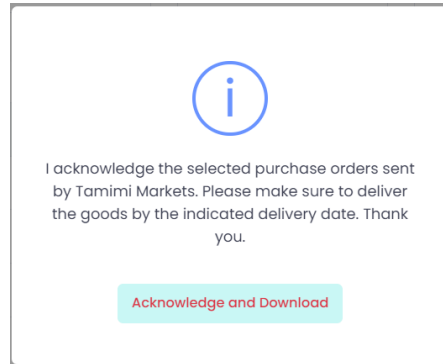
\* Please choose dates for Dsd Order

2024/01/08 - 2024/02/07  Select Region

ORDER #	SITE	ORDER DATE
<input checked="" type="checkbox"/> 137785	S106	06/02/2024
<input checked="" type="checkbox"/> 137744	S110	06/02/2024
<input type="checkbox"/> 137853	S106	06/02/2024
<input type="checkbox"/> 137892	S110	06/02/2024
<input type="checkbox"/> 137500	S107	06/02/2024



- Once pop-up message will appear, click Acknowledge and Download button. The PDF file will now be downloaded in your computer.



### 2.3.1 Warehouse Orders (DC)

To view and generate the Warehouse Orders, follow the steps below:

1. Go to **Warehouse Orders** sub-menu.



2. Select the Date range and it will automatically generate the data.



3. The list of Orders will be shown on the page based on the selected date range. Viewing of PO details, definition of status, and the PO Download status are the same with DSD.

\* Please choose dates for Warehouse Order

2023/01/01 - 2023/01/31

Select Status

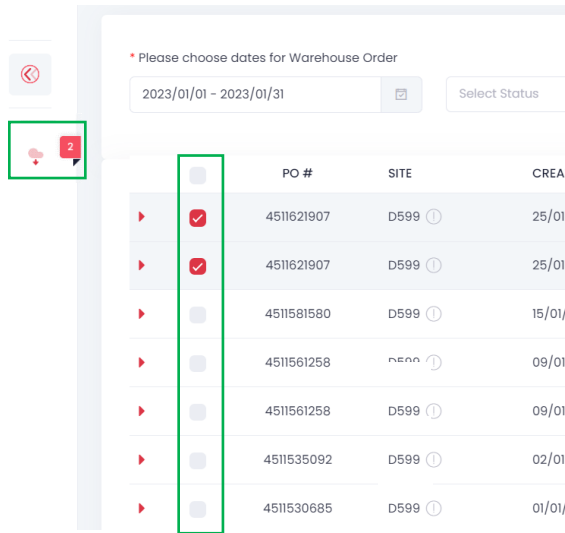
Reset

Search...

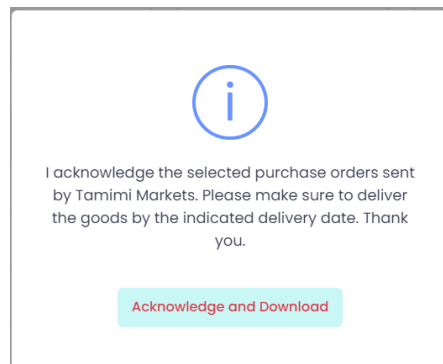
	PO #	SITE	CREATION DATE	DELIVERED ITEMS	PO ITEMS	TOTAL AMOUNT	STATUS
▶	4511621907	D599	25/01/2023		5	105,560.80	Open
▶	4511621907	D599	25/01/2023	3	5	105,637.60	Partial
▶	4511581580	D599	15/01/2023	1	4	60,272.00	Partial
▶	4511561258	D599	09/01/2023		2	16,404.00	Open
▶	4511561258	D599	09/01/2023	2	2	16,596.00	Delivered
▶	4511535092	D599	02/01/2023	2	2	113,640.00	Delivered
▶	4511530685	D599	01/01/2023	2	3	44,141.20	Partial

10 Displaying 1 - 7

4. To download the PDF files, select the PO(s) using the checkbox and click the Download button.



5. Click Acknowledge and Download button in the pop-up message. The PDF file will now be downloaded in your computer.



## 2.4 Return to Vendor (RTV)

In this menu, the vendors can generate all the returned items to them. To view and generate the RTV, follow the steps below:

1. Go to **RTV** menu.



2. Select the date range and it will automatically generate the list of RTV.

\* Please choose dates for RTV Order

01/01/2023 - 31/12/2023  Select Region   Search...

<input type="checkbox"/>	Reference #	GR #	SITE	DATE	<input type="checkbox"/>
<input type="checkbox"/>	RE2613989280	5014537627	E261 ⓘ	28/08/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RE2613989280	5014537621	E261 ⓘ	28/08/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RE2433989280	5014537107	E243 ⓘ	28/08/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RS1173989280	5014537067	S117 ⓘ	28/08/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RE2433989280	5014537008	E243 ⓘ	28/08/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RE2223989280	5014536945	E222 ⓘ	28/08/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RE2533989280	5014536798	E253 ⓘ	28/08/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RE2583989280	5014536680	E258 ⓘ	28/08/2023	<input checked="" type="checkbox"/>

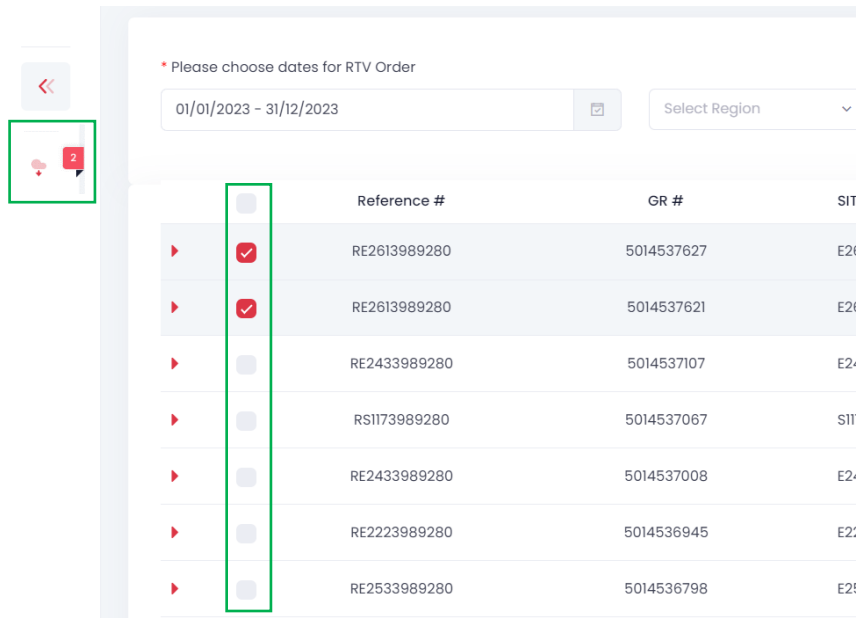
3. To see the list of the items, click the arrow as shown below. You will see the details of the RTV like the Article No., Article Description, Qty, Cost, etc.

<input type="checkbox"/>	Reference #	GR #	SITE	DATE
<input type="checkbox"/>	RS1163989260	5013851907	S116 ⓘ	26/04/2023
<input checked="" type="checkbox"/>	RS1163989260	5013851916	S116 ⓘ	26/04/2023

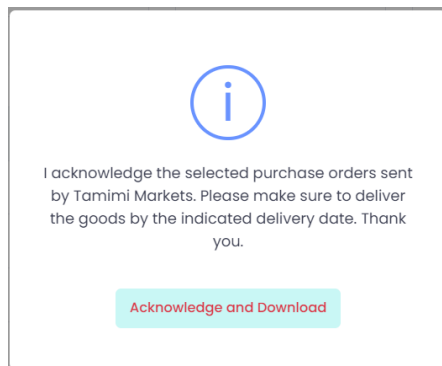
  

ARTICLE #	ARTICLE DESCRIPTION	QTY	UOM	COST	TOTAL	VAT	%	CC
367545	JUICE MIXED FRUIT NSA 1/300ML	4.000	EA	2.36	9.44	1.42	15	S116_DAIRY
227831	FRESH LABNEH F/F 1/200G	3.000	EA	4.71	14.13	2.12	15	S116_DAIRY
373111	NATURAL HUMMUS 8/250G	1.000	EA	5.47	5.47	0.82	15	S116_DAIRY

4. To download the PDF file, select the RTV using the checkbox and click Download button.




5. Click Acknowledge and Download button on the pop-up message that will appear. The PDF file will be downloaded in your computer.



## 2.5 Vendor's Profile

This section will show the Vendor's Information like the Name, Address, and Contact Details and Sub-account.

To view vendor's profile, follow the steps below:

1. Click **Account Settings** (  ) in the Quick Panel and go to **My Profile**.



2. In My Profile, you will see the Vendor's Information, Contact Information, and Sub-Account section.

**Vendor Information**  
Update your vendor information

**Information**

Vendor Name

SEARCH TERM

POSTAL ZIP CODE

ADDRESS (CITY,ETC)

REGION

TRANSPORTATION ZONE:

3. To view more details of the vendor, click **Other Details**. It will show more details like Commercial Registration, Vat information, and Payment Information.

**Other Details**  
Update your contact details

**Other Info**

C.R.# ( Commercial Registration )

CR Expiry

VAT# ( Value Added Tax )

RECON ACCOUNT

PLANNING GROUP

Payment Information

4. To view the active contact details who are receiving the PO notifications, go to **Contact Details**. Please take note that maximum contact details are only 3.

**Contact Details**  
Update your contact details

**Email Address**

Primary Email Address

Alternate Email Address

Alternate Email Address

**Contact Number**

Primary Mobile #

Alternate Mobile #

To update the contact details, click on **Edit Contact Details** button.

**Edit Contact Details**

Update the information and click on **Save Changes** button once done.

**Edit Contact Details** ✕

---

Primary Email Address

Alternate Email Address

Alternate Email Address

---

Primary Mobile #

Alternate Mobile #

Alternate Mobile #

---

**Save Changes**

5. To view the list of Primary and Secondary accounts, go to **Sub-account**. In the **Login Email List**, you will see the list of users that has access on your Supplier Portal Account.

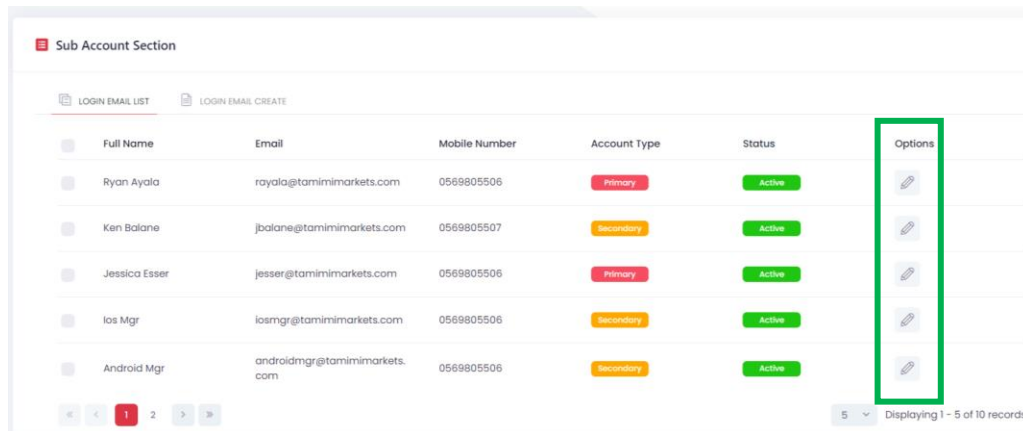
**Sub Account Section**

LOGIN EMAIL LIST    LOGIN EMAIL CREATE

<input type="checkbox"/>	Full Name	Email	Mobile Number	Account Type	Status	Options
<input type="checkbox"/>	Ryan Ayala	rayala@tamimimarkets.com	0569805506	Primary	Active	
<input type="checkbox"/>	Ken Balane	jbalane@tamimimarkets.com	0569805507	Secondary	Active	
<input type="checkbox"/>	Jessica Esser	jesser@tamimimarkets.com	0569805506	Primary	Active	
<input type="checkbox"/>	Ios Mgr	iosmgr@tamimimarkets.com	0569805506	Secondary	Active	
<input type="checkbox"/>	Android Mgr	androidmgr@tamimimarkets.com	0569805506	Secondary	Active	

5    Displaying 1 - 5 of 10 records

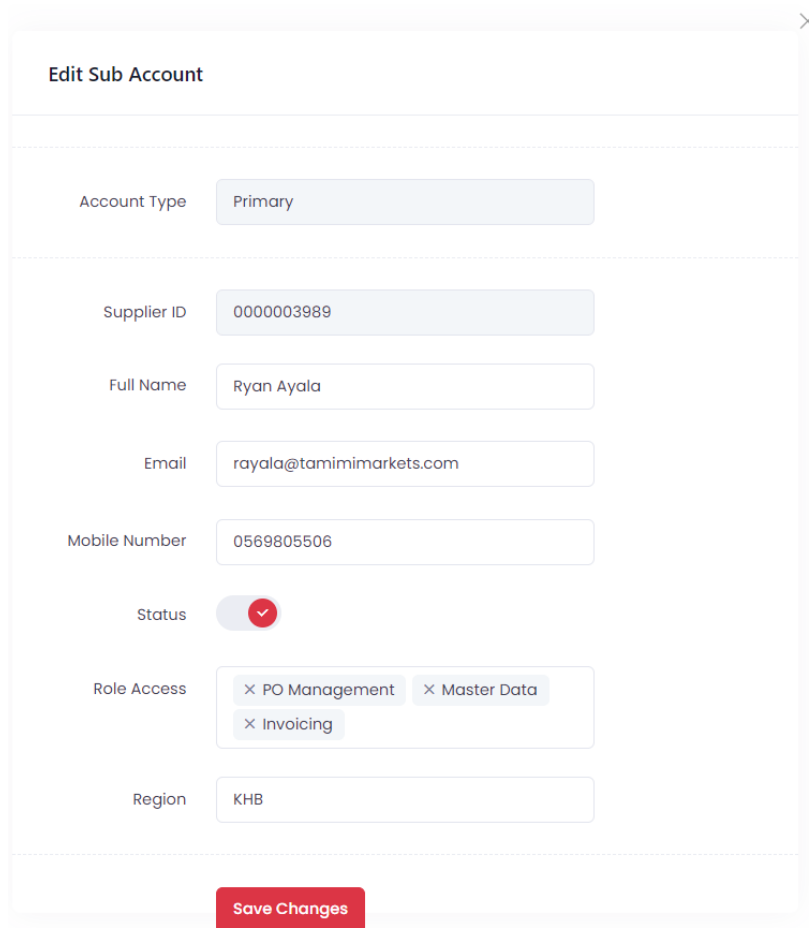
To update the account, click the **Edit** icon button.



The screenshot shows a 'Sub Account Section' with a table of accounts. The table has columns for Full Name, Email, Mobile Number, Account Type, and Status. An 'Options' column is highlighted with a green box, containing edit icons for each row. The accounts listed are Ryan Ayala (Primary), Ken Balane (Secondary), Jessica Esser (Primary), Ios Mgr (Secondary), and Android Mgr (Secondary). All accounts are marked as 'Active'.

Full Name	Email	Mobile Number	Account Type	Status	Options
Ryan Ayala	rayala@tamimimarkets.com	0569805506	Primary	Active	[Edit]
Ken Balane	kbalane@tamimimarkets.com	0569805507	Secondary	Active	[Edit]
Jessica Esser	jesser@tamimimarkets.com	0569805506	Primary	Active	[Edit]
Ios Mgr	iosmgr@tamimimarkets.com	0569805506	Secondary	Active	[Edit]
Android Mgr	androidmgr@tamimimarkets.com	0569805506	Secondary	Active	[Edit]

Update the necessary information and click **Save Changes** button once done. Please be reminded that only Primary Accounts have the access in updating an account.



The 'Edit Sub Account' form contains the following fields and options:

- Account Type: Primary
- Supplier ID: 000003989
- Full Name: Ryan Ayala
- Email: rayala@tamimimarkets.com
- Mobile Number: 0569805506
- Status: Active (indicated by a red checkmark)
- Role Access: PO Management, Master Data, Invoicing
- Region: KHB

A red 'Save Changes' button is located at the bottom of the form.