أسواق التميمي
tamimi markets

Version 3.02

Supplier Portal

User Manual

Prepared by:
Digital Team

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 polices 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.
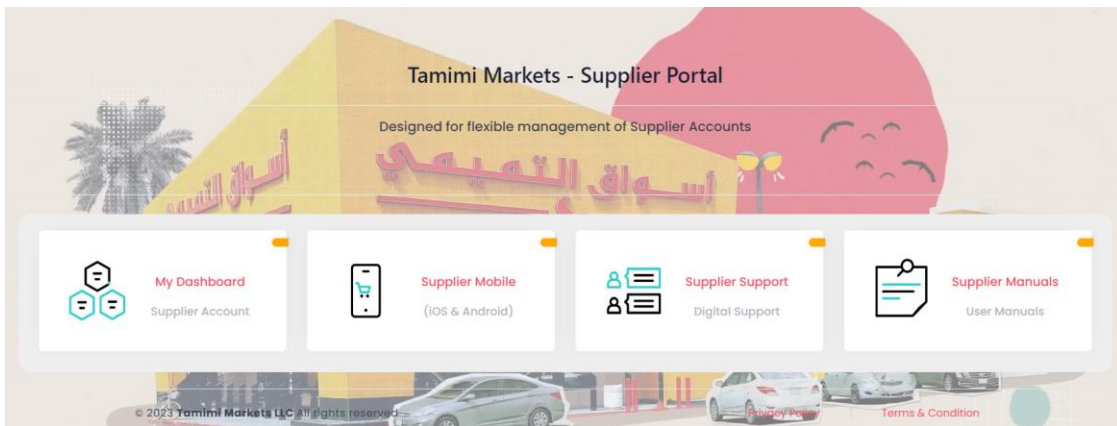
2. Getting Started

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.

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.
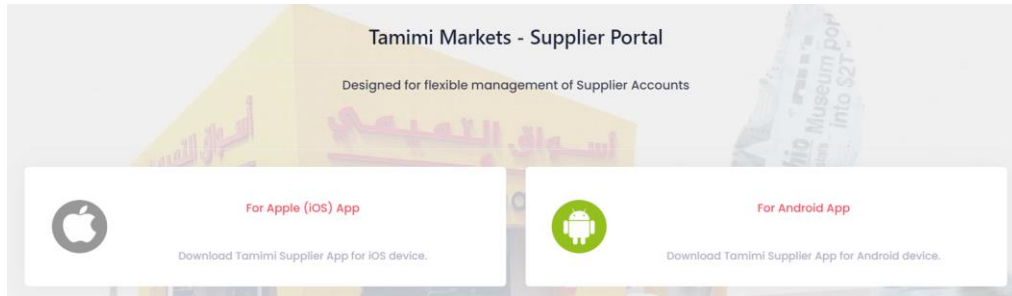
2.2 Supplier Portal Main Screen (Homepage)

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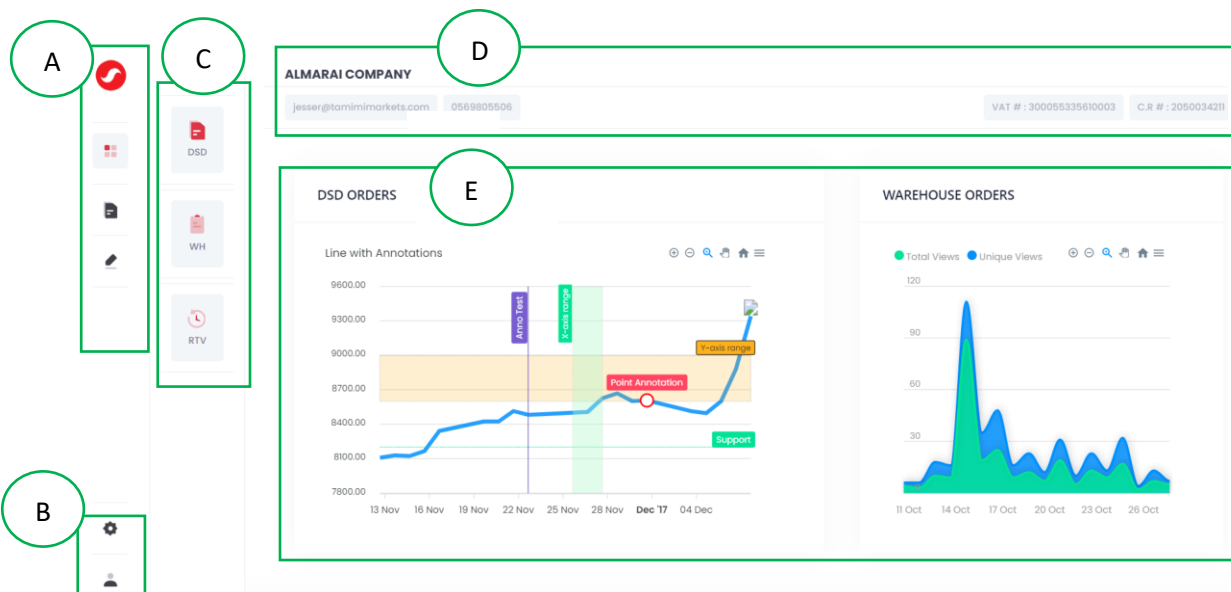
A – **Menu**: You can only PO Management option. Further options on this menu will be activated in the near future E.g.: Article Onboarding, Inventory and Sales.

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

	System Settings	This contains the Help, Support, and Language.

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

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.
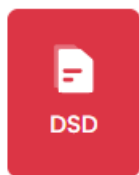
2. Select the Date you want to generate.

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

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.

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

- Select the PO(s) using the checkbox.

- Click the Download icon.

- Once pop-up message will appear, click Acknowledge and Download button. The PDF file will now be downloaded in your computer.
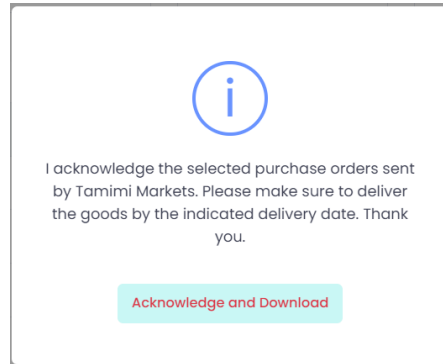
2.3.1 Warehouse Orders (DC)

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.

		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	👁

4. To download the PDF files, select the PO(s) using the checkbox and click the Download button.
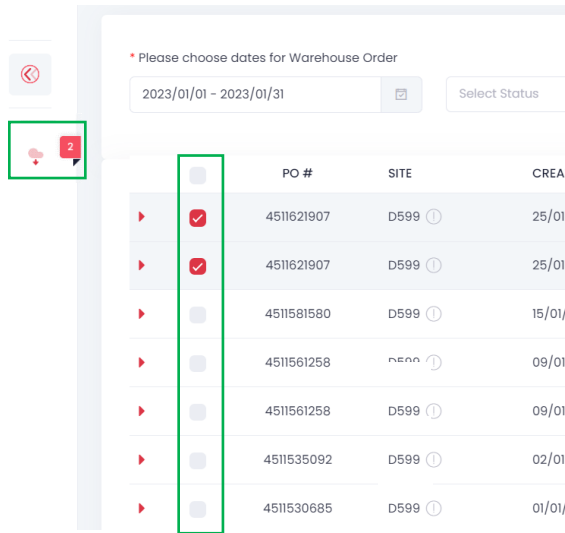
5. Click Acknowledge and Download button in the pop-up message. The PDF file will now be downloaded in your computer.
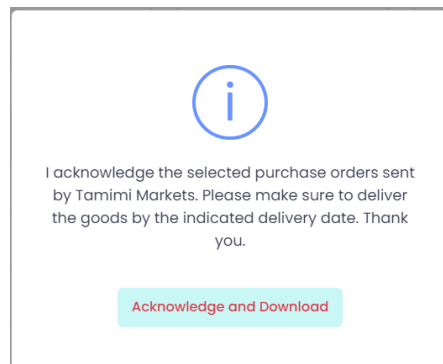
2.4 Return to Vendor (RTV)

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.

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.

4. To download the PDF file, select the RTV using the checkbox and click Download button.
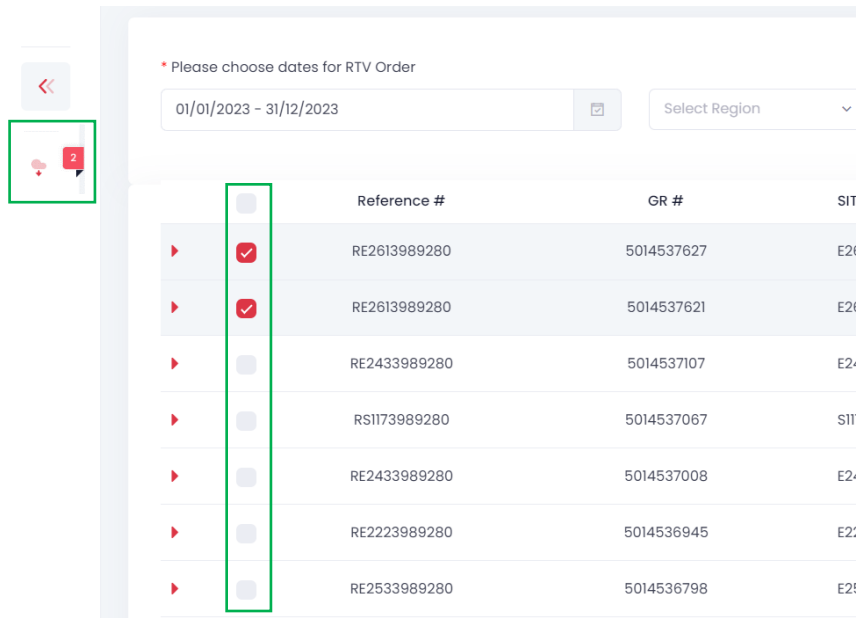
5. Click Acknowledge and Download button on the pop-up message that will appear. The PDF file will be downloaded in your computer.
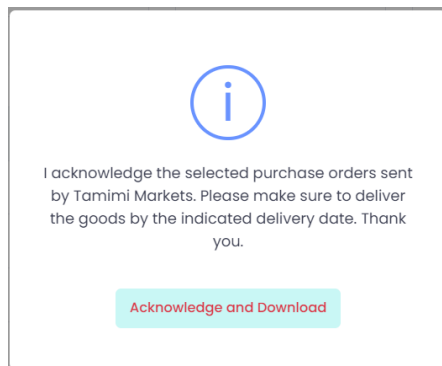
2.5 Vendor's Profile

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.

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

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

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

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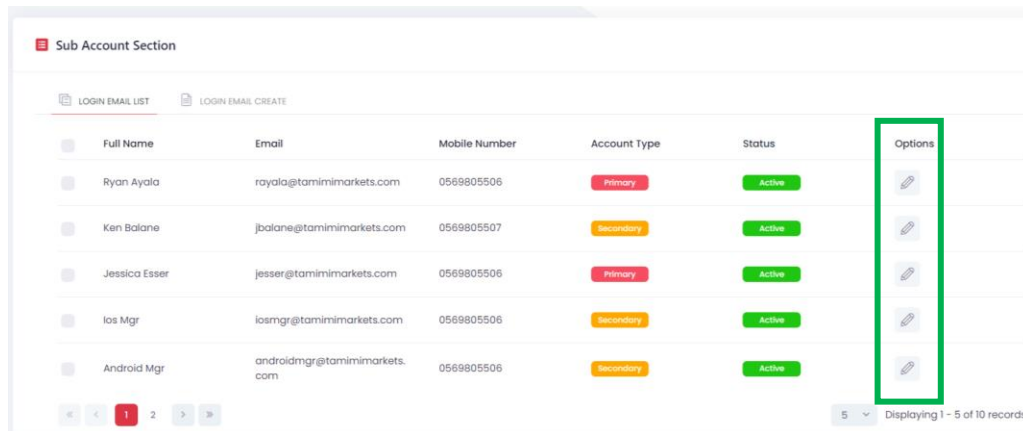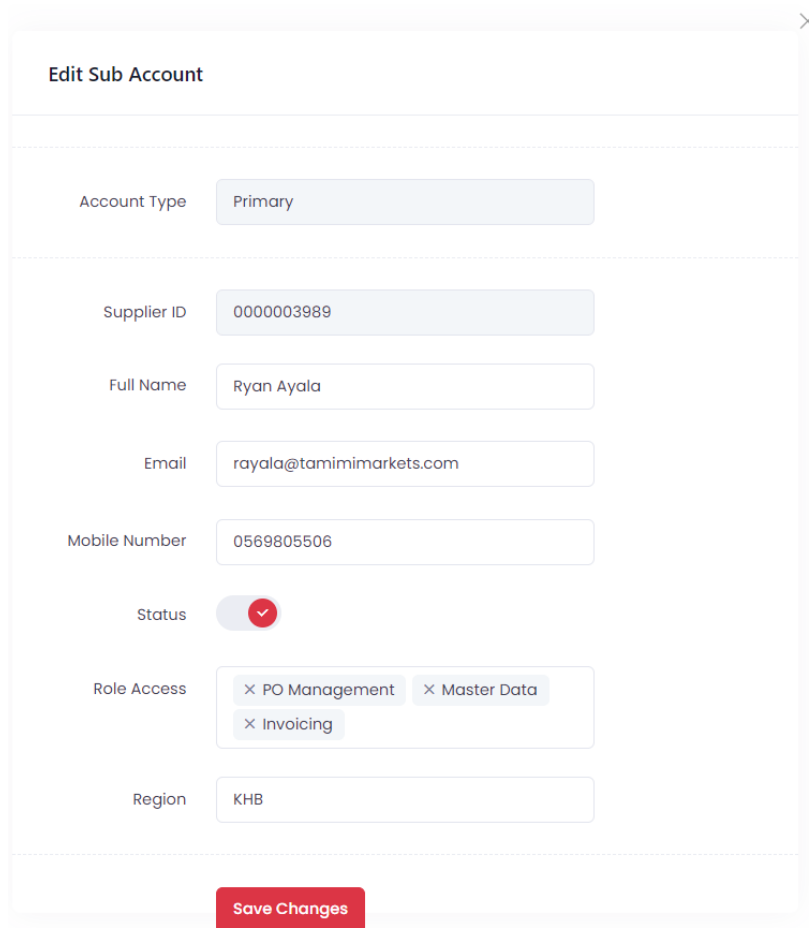
To update the account, click the Edit icon button.

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.