

External Supplier User Guide



AD Airports
ERP Modernization Program

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Introduction

User Reference manuals help business users understand how to use Oracle applications

Objectives

The objective of this document is to provide hands-on guidance on how to perform day-to-day activities for business users to become familiar with Abu Dhabi Airports' business activities and processes

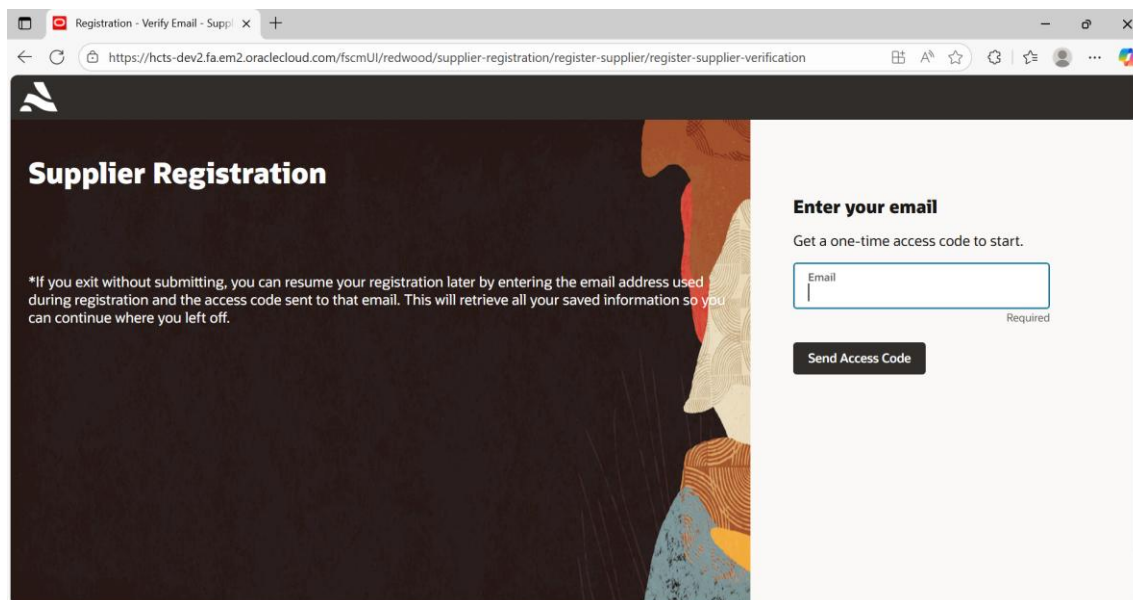
Approach

This document covers processes and steps related to Purchasing activities in Oracle applications

1. External Supplier Registration

1.1 Click on the Registration Link on the Abu Dhabi Airports official website

1.2 Enter your email address to receive a verification code and fill in registration data



Access Code for Your Supplier Registration

 hcts-dev2.fa.sender.1@workflow.email.me-dubai-1.ocs.oraclecl
To  Swarnashree Padaki

 Reply  Reply All  Forward  

Tue 10/28/2025 11:44 AM

 This sender hcts-dev2.fa.sender.1@workflow.email.me-dubai-1.ocs.oraclecloud.com is from outside your organization.

 This message was sent with High importance.
If there are problems with how this message is displayed, click here to view it in a web browser.

Welcome, and thank you for choosing to register with **Abu Dhabi Airports**.

To continue with your Supplier Registration, please use the one-time access code below:

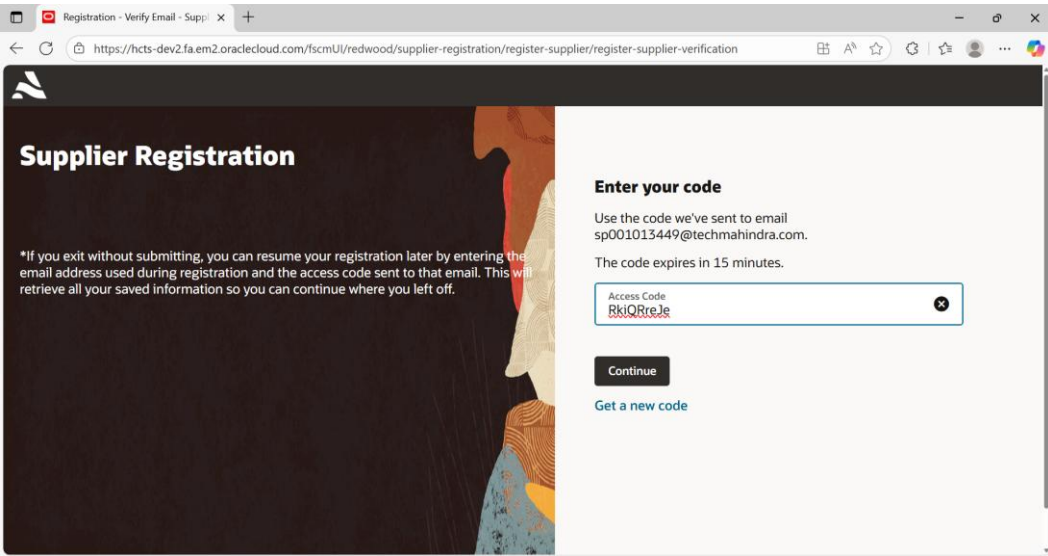
hkQ4a9rN4

This code will remain valid for 15 minutes. Please return to the registration page, enter the code, and proceed with complet

We look forward to building a successful relationship with you.

Best regards,

Supplier Management Team



Supplier Registration

*If you exit without submitting, you can resume your registration later by entering the email address used during registration and the access code sent to that email. This will retrieve all your saved information so you can continue where you left off.

Enter your code

Use the code we've sent to email
sp001013449@techmahindra.com.

The code expires in 15 minutes.

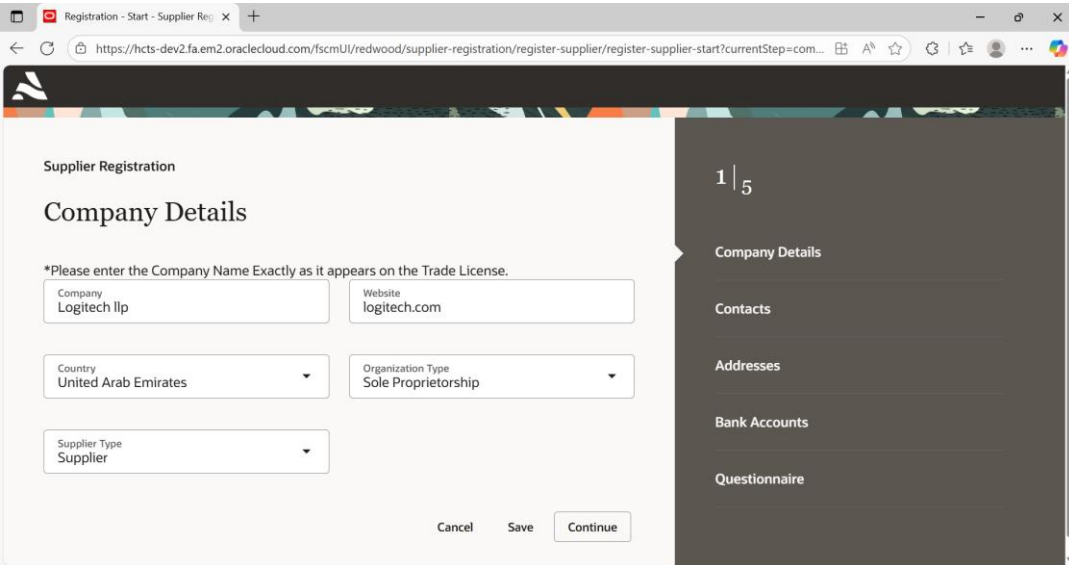
Access Code
RkiQRreJe

Continue

[Get a new code](#)

1.3 Provide information according to the steps below

1.4 Enter the relevant information in the Company Details tab, then click Continue



Supplier Registration

Company Details

*Please enter the Company Name Exactly as it appears on the Trade License.

Company
Logitech Ilp

Website
logitech.com

Country
United Arab Emirates

Organization Type
Sole Proprietorship

Supplier Type
Supplier

Cancel Save Continue

1 | 5

Company Details

Contacts

Addresses

Bank Accounts

Questionnaire

1.5 Follow the instructions to provide Supplier Contact information in the Contacts tab and click continue

Supplier Registration

Contacts

*Please provide information for Administrative Contact, Sales contact, After Sales Support Contact, Finance Contact and Legal Contact, Power of Attorney.

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Swarna	Last Name Padaki
Email sp001013449@techmahindra.com	Job Title Supplier Contact
Country AE	Mobile * +971 987 6 54321
Country AE	Phone * +971987654321
	Ext

Last updated 1 minute ago

Cancel Save Continue

2 | 5

Company Details

Contacts

Addresses

Bank Accounts

Questionnaire

1.6 Enter the supplier's address for the contact created and click continue

Registration - Start - Supplier Reg

https://htcs-dev2.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-start?currentStep=addr...

Address 1

Address Name
Abu Dhabi

What's this address used for? Select at least 1 purpose.

☒ Receive Purchase Orders ☒ Receive Payments ☒ Bid on RFQs

Country/Region
United Arab Emirates

Door No/Floor No/Building
green valley

Street

PO Box

Emirate
Abu Dhabi

City
Al Ain

Email

Last updated 4 minutes ago

Cancel Save Continue

3 | 5

Company Details

Contacts

Addresses

Bank Accounts

Questionnaire

1.7 Provide supplier's bank account details and click continue

Bank account 1

Country
United Arab Emirates

Bank
AL MASRAF

Bank Branch
Abu Dhabi

Account Number
898989

IBAN
AE25044000000000898989

Currency
UAE Dirham

Account Type
Savings

Account Holder
sp

Updated just now

Cancel Save Continue

4 | 5

Company Details

Contacts

Addresses

Bank Accounts

Questionnaire

1.8 Provide responses to the questionnaire and and click continue

User & Confidentiality Agreement Conflict of Interest Declaration Business >

Section 1 of 4

Please carefully review and read the attached User & Confidentiality Agreement and upload it with the signature of an authorized representative holding a legalized Power of Attorney for your company. By uploading the signed document, you confirm that your company agrees to comply with the terms set forth in the User & Confidentiality Agreement governing access to the AD Airports Supplier Portal and further participation in the procurement process.

[View question attachments \(1\)](#)

Required

☒ a. Yes

Required

[Add Attachments \(0\)](#)

Updated just now

Cancel Save Submit

5 | 5

Company Details

Contacts

Addresses

Bank Accounts

Questionnaire

Registration - Start - Supplier Reg | IBAN Generator - Standard Chart |

https://hcts-dev2.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-start?currentStep=que...

Questionnaire

User & Confidentiality Agreement ☒ Conflict of Interest Declaration ☒ Business ☐

Section 2 of 4

2. Do you, or any employees, officers, partners, or stakeholders of your company, currently have — or have previously had — any personal, financial, business, or ownership relationships with AD Airports (Abu Dhabi Airports Company PJSC), its employees, directors, or stakeholders? This includes situations where your company or its partners also own, partner with, or hold interests in other companies already registered with AD Airports, or where your trade license activities overlap (entirely or partially) with those of other companies registered with AD Airports

Required

☐ a. Yes

☒ b. No

Last updated 7 seconds ago

Cancel Save Submit

5 | 5

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Questionnaire

Registration - Start - Supplier Reg | IBAN Generator - Standard Chart |

https://hcts-dev2.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-start?currentStep=que...

Questionnaire

Conflict of Interest Declaration ☒ Business Information ☒ Products and Services ☐

Section 3 of 4

3. In which country was your company originally incorporated or established?

Required

☒ a. United Arab Emirates

☐ b. Other

4. Please enter the date on which your company was originally incorporated or established

Required

10/28/2025

Updated just now

Cancel Save Submit

5 | 5

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Questionnaire

To upload an attachment click on add attachments

Registration - Start - Supplier Reg |

https://hcts-dev2.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-start?currentStep=que...

Questionnaire

5. Please upload one of the following official documents related to the establishment of your company: Articles of Association, OR Memorandum of Association, OR Any other legally recognized document confirming your company's formation and legal status. If this document is in a language other than English, please submit a legal translation of it

Select Yes to upload document

Required

☒ a. Yes

Required

Add Attachments (0)

6. Does your company currently hold a valid Trade License issued in the United Arab Emirates (UAE)?

Required

☐ a. Yes

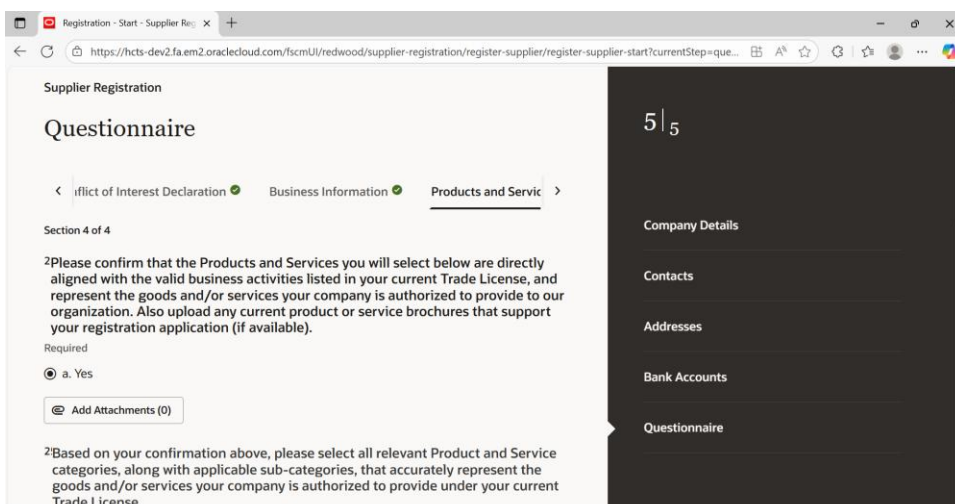
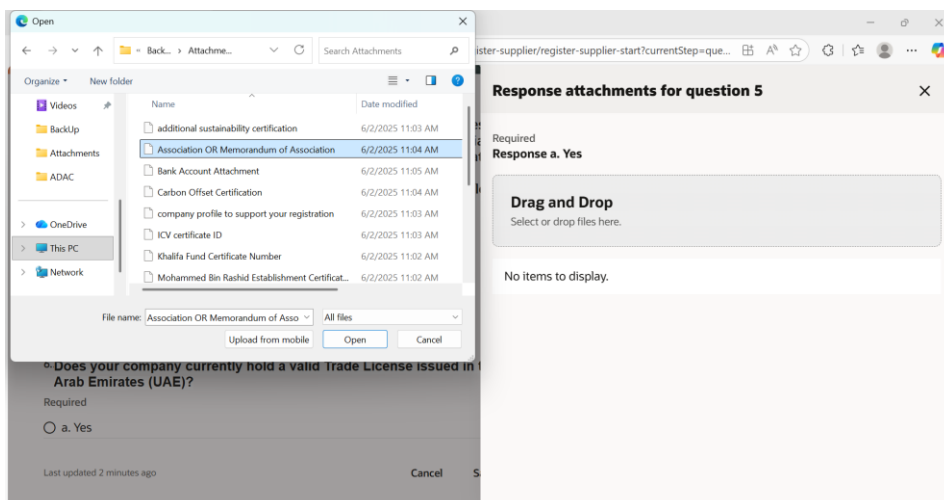
Last updated 1 minute ago

Cancel Save Submit

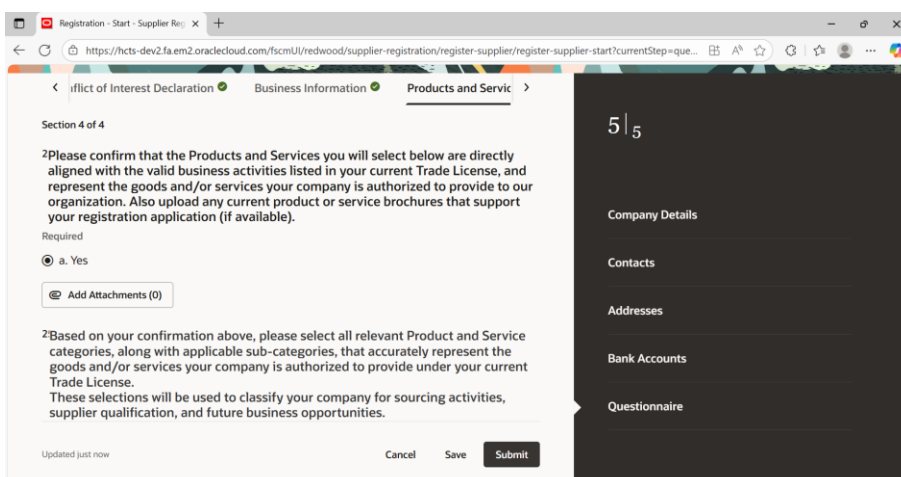
5 | 5

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Questionnaire

Select the required file and click on open

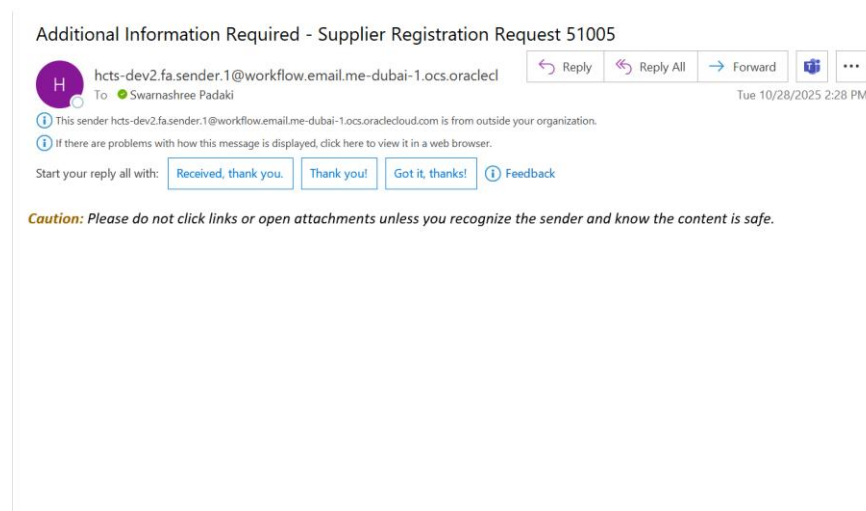


1.9 Hit the SUBMIT button to to submit the request to the Abu Dhabi Airports Vendor Management team



2. Request for Resubmission

2.1 In this instance you will receive an email notification to provide more details

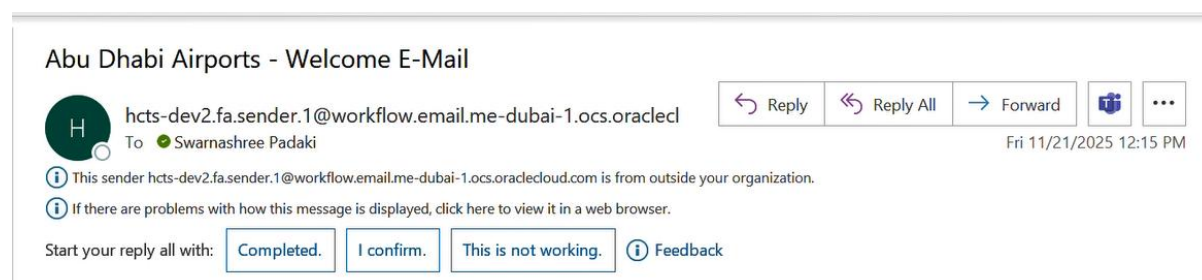


2.2 Provide more details as requested

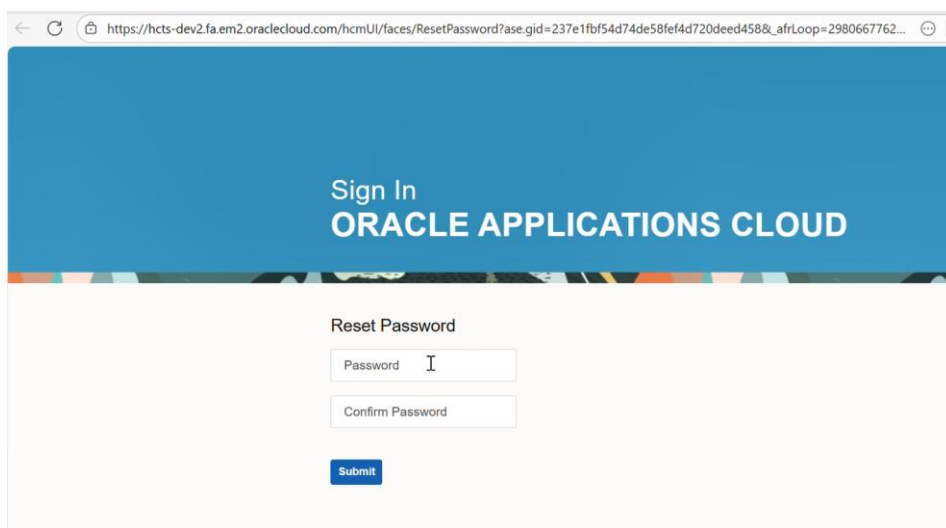
2.3 Send back to Abu Dhabi Airports Vendor Management team

3. Reset Password after creation of supplier

3.1 After the supplier is approved, they will receive an email on the registered email address. To reset the password, click on the reset password link.



3.2 Reset the password and click on submit.



Sign In
ORACLE APPLICATIONS CLOUD

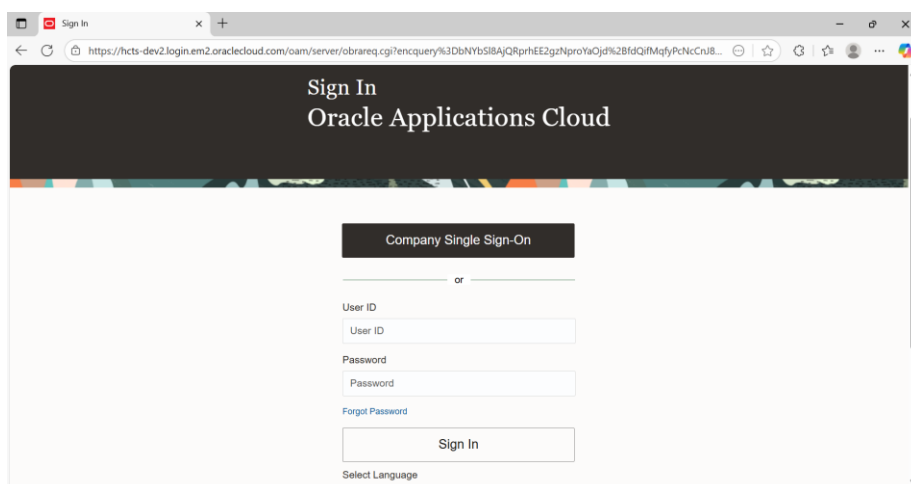
Reset Password

Password

Confirm Password

4. External Profile change

4.1 Log in using Supplier Contact credentials



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

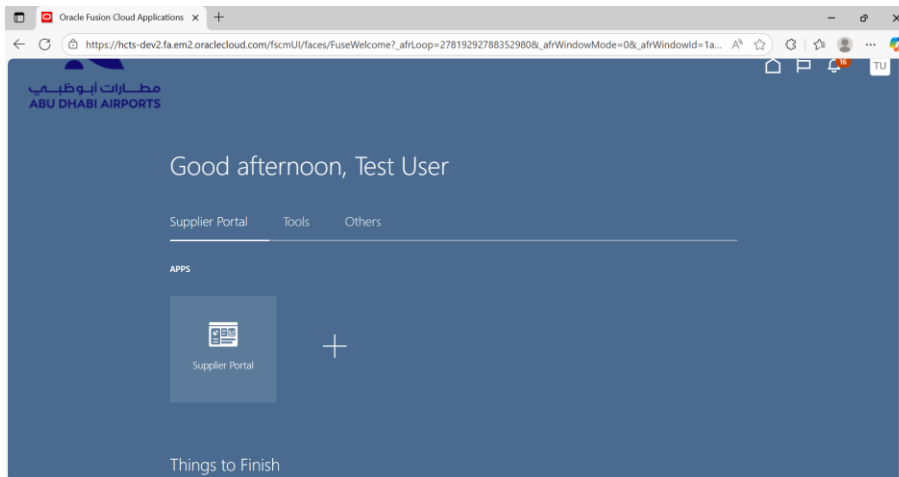
User ID

Password

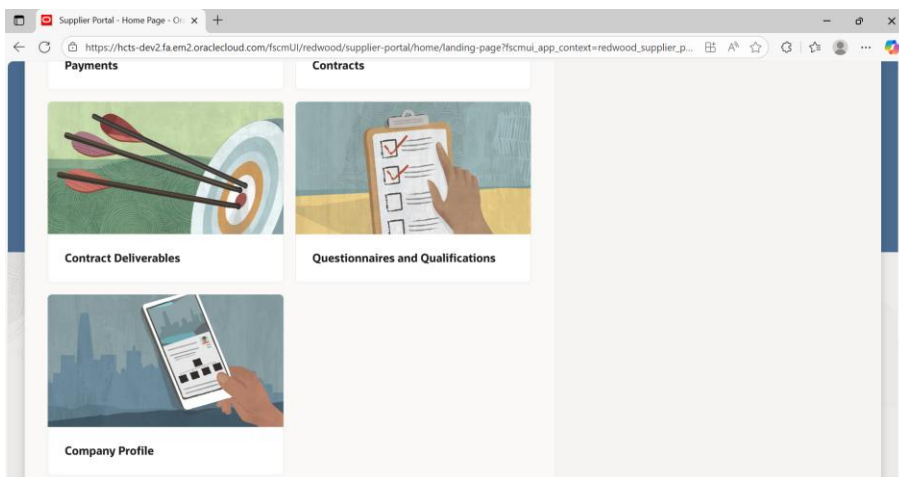
[Forgot Password](#)

Select Language

4.2 Click on Supplier Portal offering



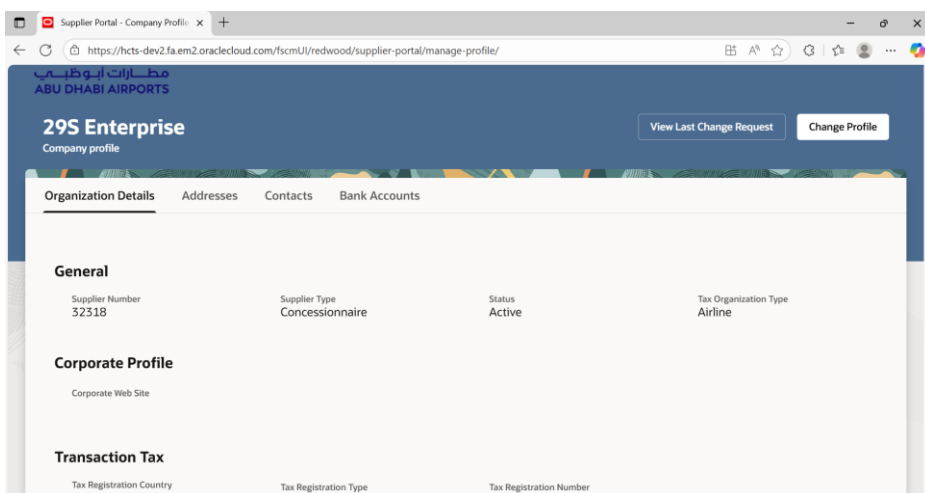
4.3 In Supplier Portal Work area click on Company Profile



4.4 On the Company Profile page, review the Supplier data provided during registration

Identify the data to be changed

Click on the Change Profile button to make changes to the profile



Supplier Portal - Company Profile

https://hcts-dev2.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-portal/manage-profile/

29S Enterprise
Company profile

View Last Change Request Change Profile

Organization Details Addresses Contacts Bank Accounts

General

Supplier Number 32318 Supplier Type Concessionaire Status Active Tax Organization Type Airline

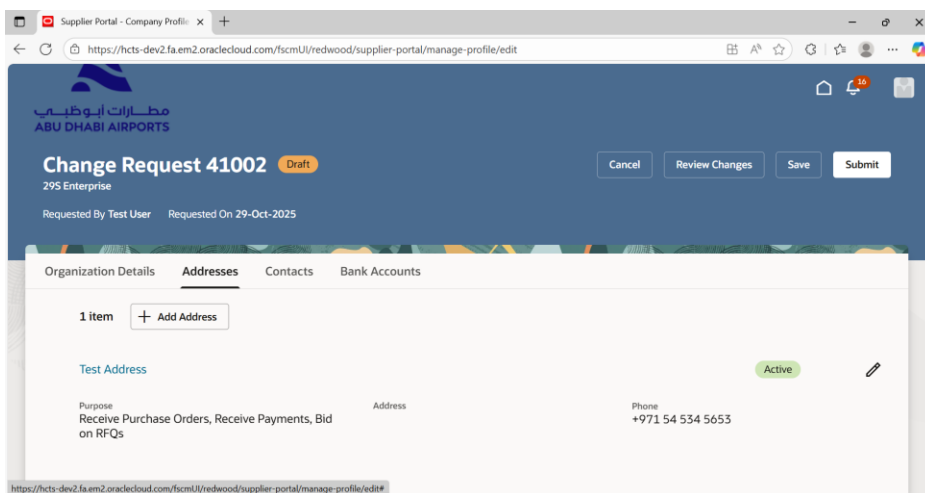
Corporate Profile

Corporate Web Site

Transaction Tax

Tax Registration Country United Arab Emirates Tax Registration Type Tax Registration Number

4.5 Click Add Address to provide the required information.



Supplier Portal - Company Profile

https://hcts-dev2.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-portal/manage-profile/edit

Change Request 41002 Draft

29S Enterprise

Requested By Test User Requested On 29-Oct-2025

Cancel Review Changes Save Submit

Organization Details Addresses Contacts Bank Accounts

1 item + Add Address

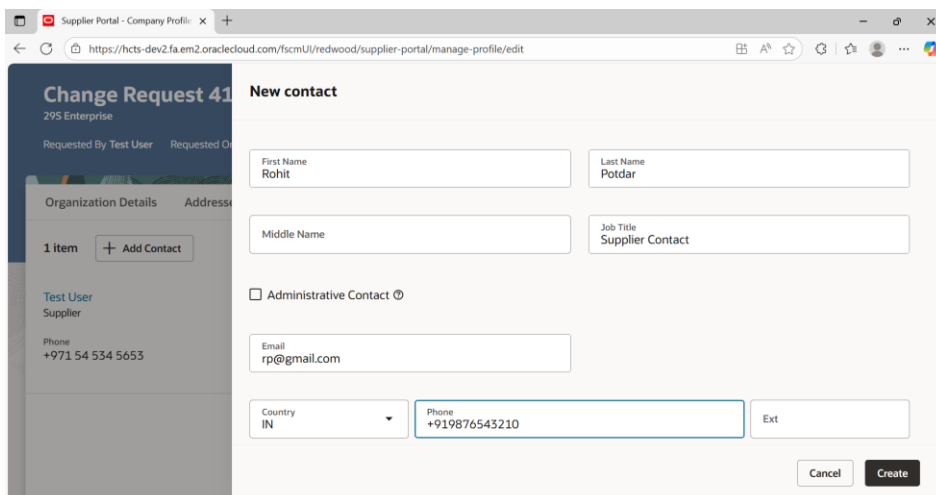
Test Address

Purpose Receive Purchase Orders, Receive Payments, Bid on RFQs Address Phone +971 54 534 5653

Active

https://hcts-dev2.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-portal/manage-profile/edit

4.6 Click Add Contact Details to provide the required information.



Supplier Portal - Company Profile

https://hcts-dev2.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-portal/manage-profile/edit

Change Request 41002 Draft

29S Enterprise

Requested By Test User Requested On 29-Oct-2025

Cancel Review Changes Save Submit

Organization Details Addresses Contacts Bank Accounts

1 item + Add Contact

Test User Supplier

Phone +971 54 534 5653

New contact

First Name Rohit Last Name Potdar

Middle Name Job Title Supplier Contact

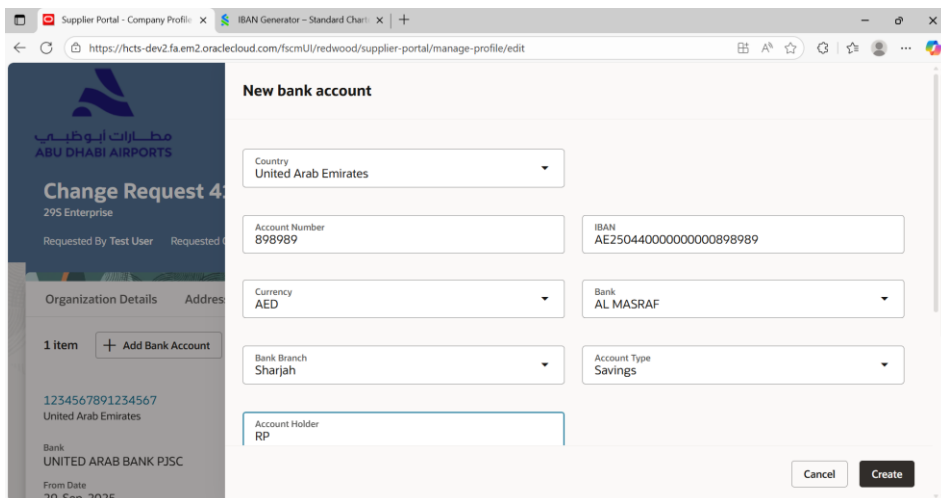
☒ Administrative Contact

Email rp@gmail.com

Country IN Phone +919876543210 Ext

Cancel Create

4.7 Click Add Bank Account Details to provide the required information



New bank account

Country: United Arab Emirates

Account Number: 898989

IBAN: AE2504400000000898989

Currency: AED

Bank: AL MASRAF

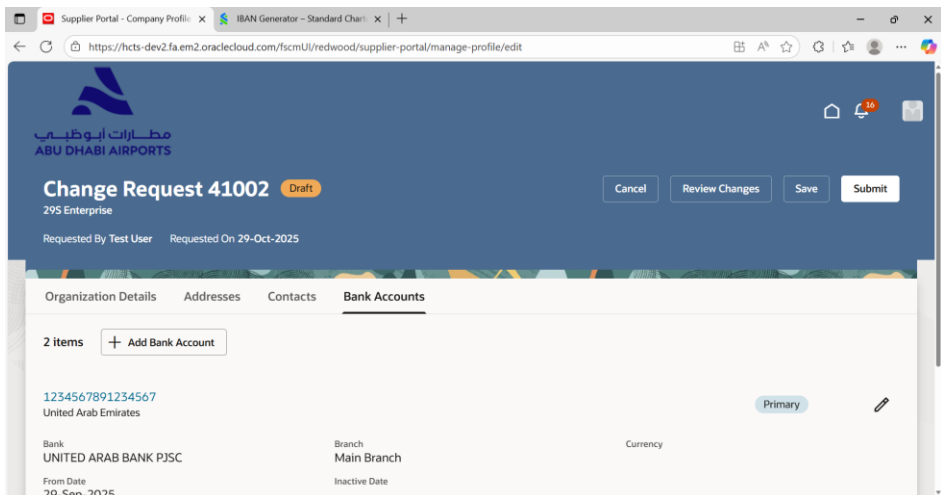
Bank Branch: Sharjah

Account Type: Savings

Account Holder: RP

Buttons: Cancel, Create

4.8 Review of the changes applied



Change Request 41002 Draft

Buttons: Cancel, Review Changes, Save, Submit

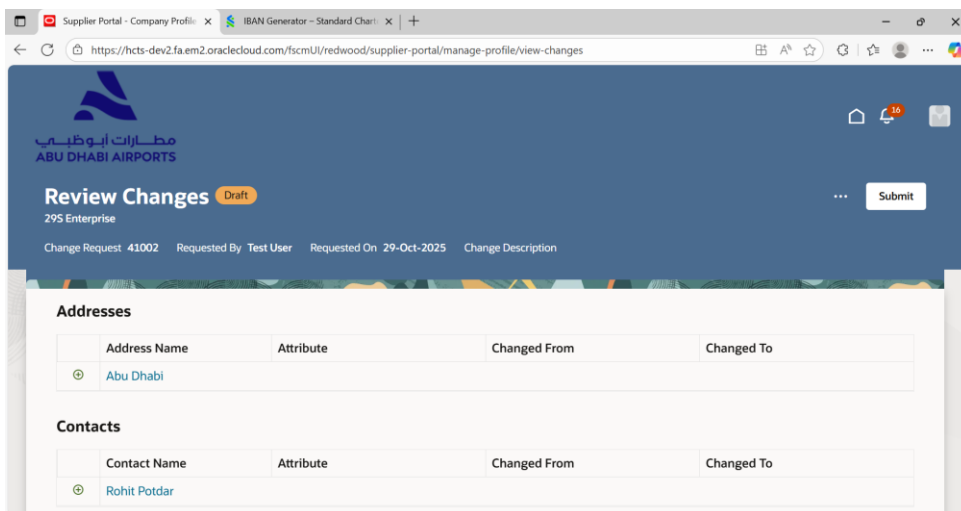
Organization Details | Addresses | Contacts | **Bank Accounts**

2 items | Add Bank Account

Bank	Branch	Currency
1234567891234567 United Arab Emirates	Main Branch	

Buttons: Primary, Edit

4.9 If the changes are complete, click submit to share for approvals



Review Changes Draft

Buttons: Review Changes, Submit

Change Request 41002 | Requested By: Test User | Requested On: 29-Oct-2025 | Change Description

Addresses

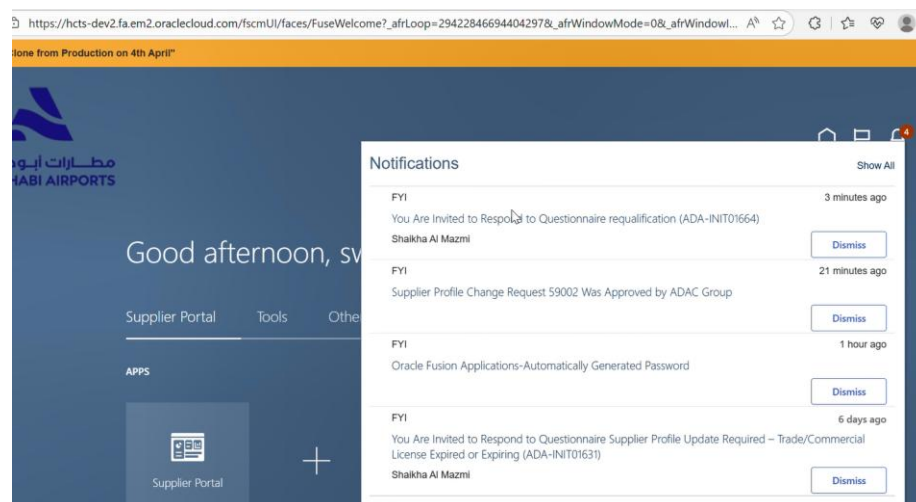
Address Name	Attribute	Changed From	Changed To
Abu Dhabi			

Contacts

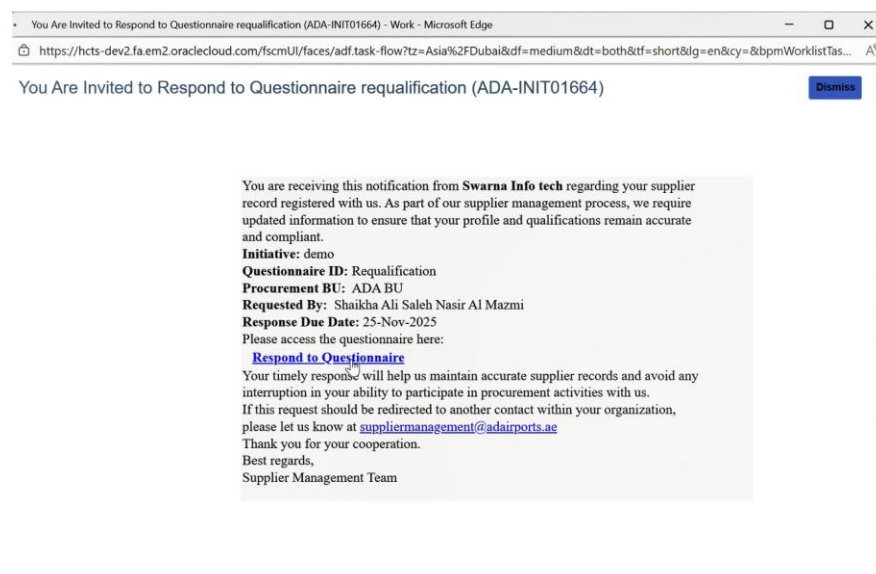
Contact Name	Attribute	Changed From	Changed To
Rohit Potdar			

5. Response to Requalification

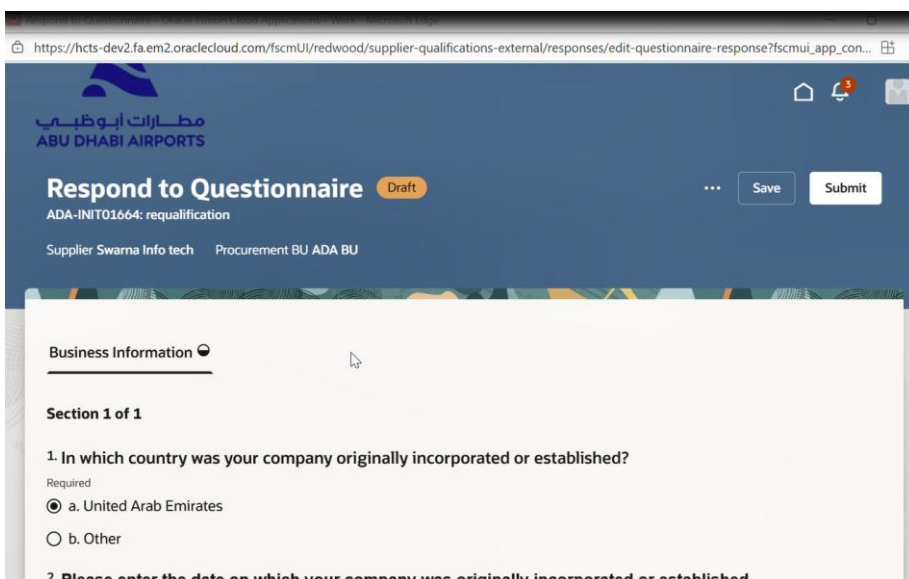
5.1 Log in to the supplier portal and open Requalification in the Notifications tab to respond to the questionnaire



5.2 Click on Respond to questionnaires



5.3 Respond to all Questions and click submit



https://hcts-dev2.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-qualifications-external/responses/edit-questionnaire-response?fscmui_app_con...

مطارات أبوظبي
ABU DHABI AIRPORTS

Respond to Questionnaire Draft

ADA-INIT01664: requalification

Supplier Swarna Info tech Procurement BU ADA BU

Business Information

Section 1 of 1

1. In which country was your company originally incorporated or established?

Required

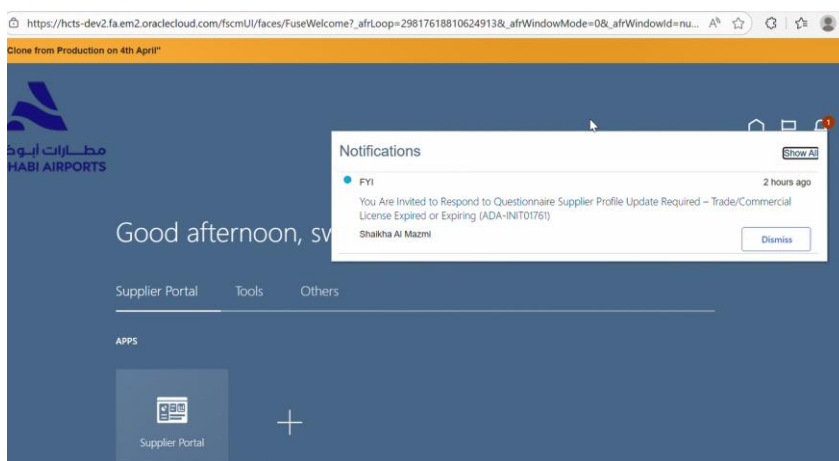
☒ a. United Arab Emirates

☐ b. Other

2. Please enter the date on which your company was originally incorporated or established

6. Trade license expiry profile update

6.1 In case a trade license has expired, or 15 days prior to expiring, a notification request update is sent to the supplier via email as well as a notification in the Supplier Portal



6.2 Open the notification and click on Respond to Questionnaire

https://hcts-dev2.fas2.oraclecloud.com/fscmUI/faces/adf-task-flow?_af=Asia%2FDubai&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=847a762a-be31-4475-baa3-98be198...

You Are Invited to Respond to Questionnaire Supplier Profile Update Required – Trade/Commercial License Expired or Expiring (... [Dismiss](#))

You are receiving this notification from **Xavier Infotech** regarding your supplier record registered with us. As part of our supplier management process, we require updated information to ensure that your profile and qualifications remain accurate and compliant.

Initiative: Supplier Profile Update Required – Trade/Commercial License Expired or Expiring

Questionnaire ID: Supplier Profile Update Required – Trade/Commercial License Expired Or Expiring

Procurement BU: ADA BU

Requested By: Shaikha Ali Saleh Nasir Al Mazmi

Response Due Date: 28-Nov-2025

Please access the questionnaire here:

[Respond to Questionnaire](#)

Your timely response will help us maintain accurate supplier records and avoid any interruption in your ability to participate in procurement activities with us. If this request should be redirected to another contact within your organization, please let us know at suppliermanagement@adairports.ae

Thank you for your cooperation.

Best regards,
Supplier Management Team

6.3 Update the Trade license details and other required details

ADA-INIT01761: Supplier Profile Update Required – Trade/Commercial License Expired or Expiring Updated just now

User & Confidentiality Agreement ☒ Conflict of Interest Declaration ☒ Engagement Information ☐ **Business Information** ☒ Products ☐ >

Section 4 of 5

4. In which country was your company originally incorporated or established?
Required

☒ a. United Arab Emirates

☐ b. Other

5. Please enter the date on which your company was originally incorporated or established
Required

21-Nov-2025

6 Please upload one of the following official documents related to the establishment of your company: Articles of Association, OR

6.4 Click on submit

https://hcts-dev2.fas2.oraclecloud.com/fscmUI/redwood/supplier-qualifications-external/responses/edit-questionnaire-response?fscmUI_app_context=redwood_supplier_portal&Question...

مطارات أبوظبي
ABU DHABI AIRPORTS

Respond to Questionnaire Draft Cancel Save and Close Save Submit Updated just now

Supplier Xavier Infotech Procurement BU ADA BU

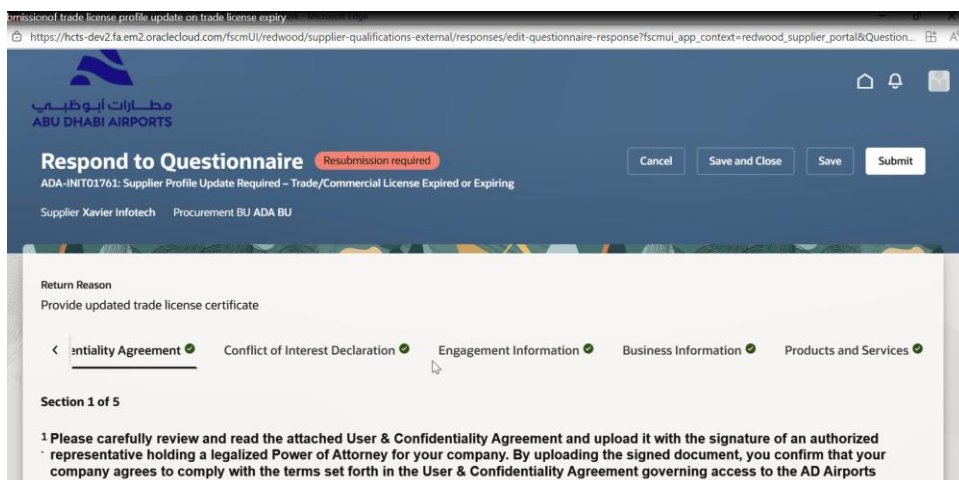
User & Confidentiality Agreement ☒ Conflict of Interest Declaration ☒ Engagement Information ☒ **Business Information** ☒ Products ☐ >

Section 5 of 5

4 Please confirm that the Products and Services you will select below are directly aligned with the valid business activities listed in your
5 current Trade License, and represent the goods and/or services your company is authorized to provide to our organization. Also upload any
current product or service brochures that support your registration application (if available).

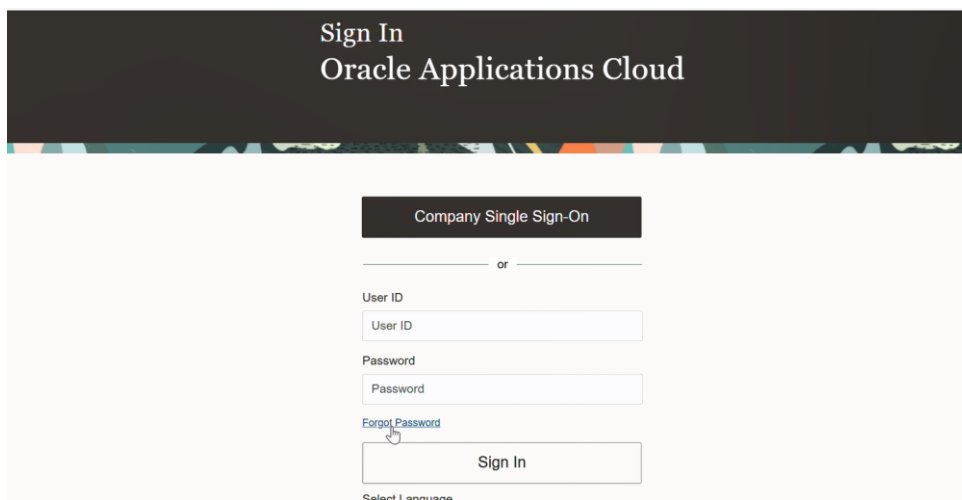
Required

☒ a. Attached



8. Forgot password reset

8.1 Click on forgot password to reset your password



8.2 Provide your username or email and select forgot password option and click on submit

Sign In ORACLE APPLICATIONS CLOUD

Forgot Password

* User Name or Email

* Options

☐ Forgot user name

☐ Forgot password

8.3 Password reset link is shared to registered email id.

Oracle Fusion Applications-Password Reset Information



hcts-dev2.fa.sender.1@workflow.email.me-dubai-1.ocs.oraclecl
To Swarnashree Padaki

↩ Reply
↩ Reply All
→

ⓘ This sender hcts-dev2.fa.sender.1@workflow.email.me-dubai-1.ocs.oraclecloud.com is from outside your organization.

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Start your reply all with:

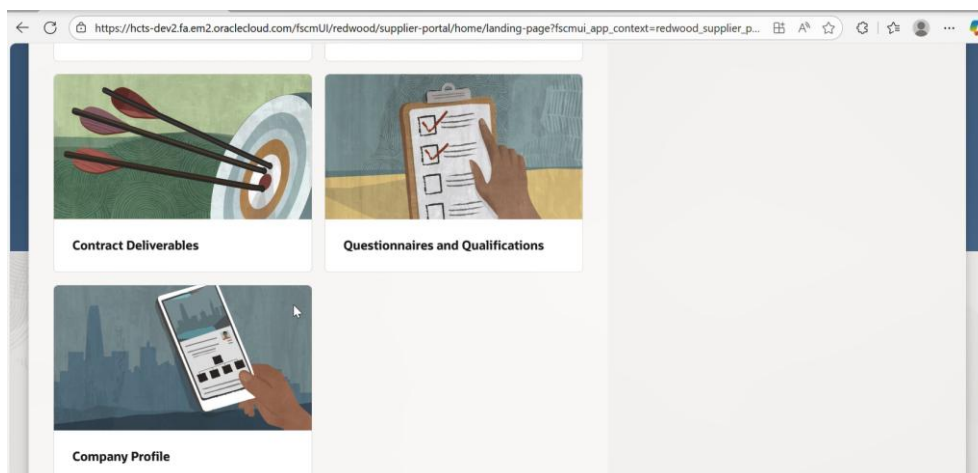
8.4 Provide the new password and click on submit

Sign In ORACLE APPLICATIONS CLOUD

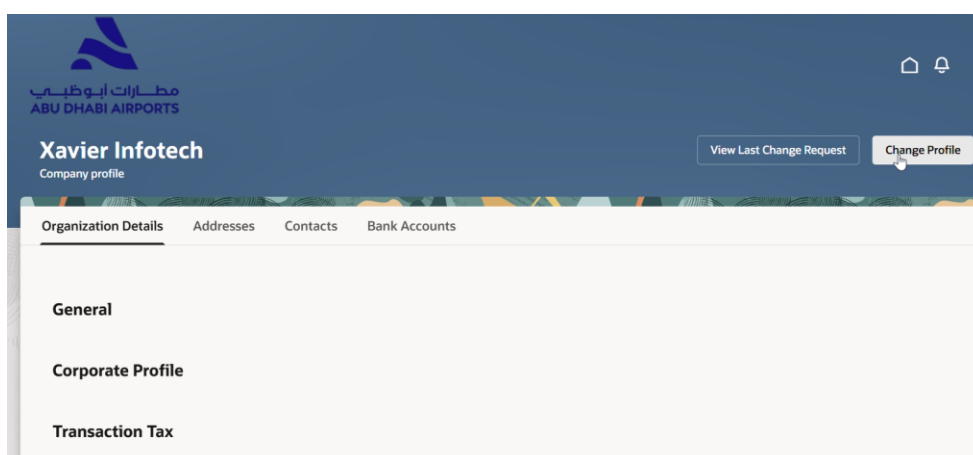
Reset Password

9. Creating user account

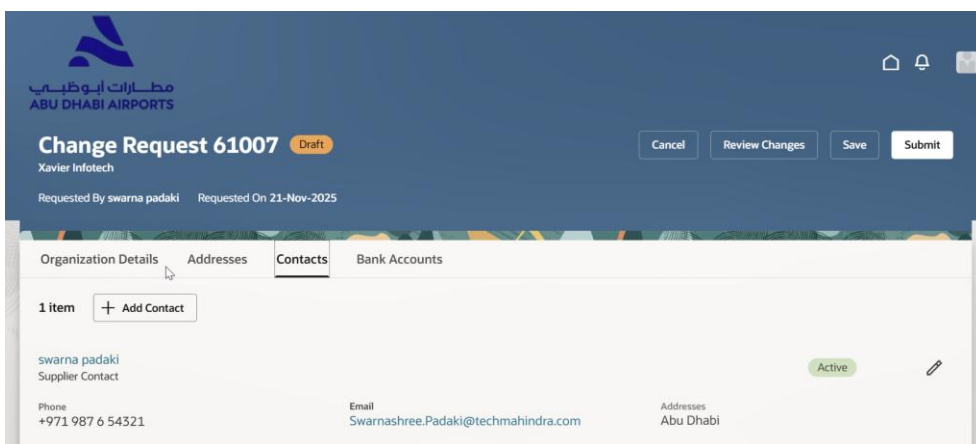
9.1 To create an account, log in to Supplier Portal and open Company Profile



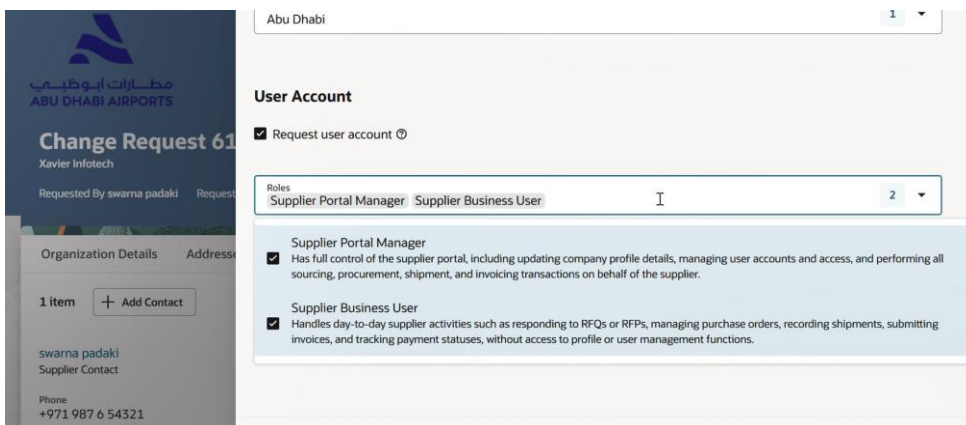
9.2 Click on change profile



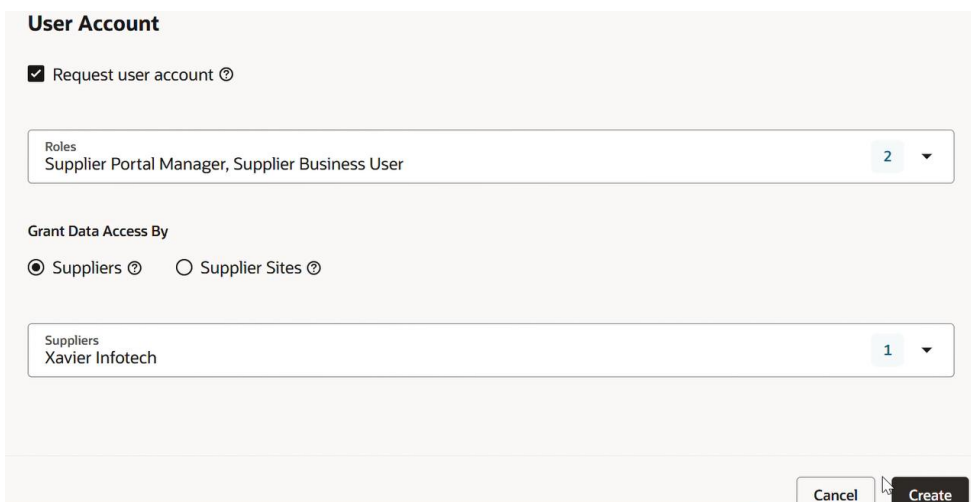
9.3 Open contacts tab and click on add contact



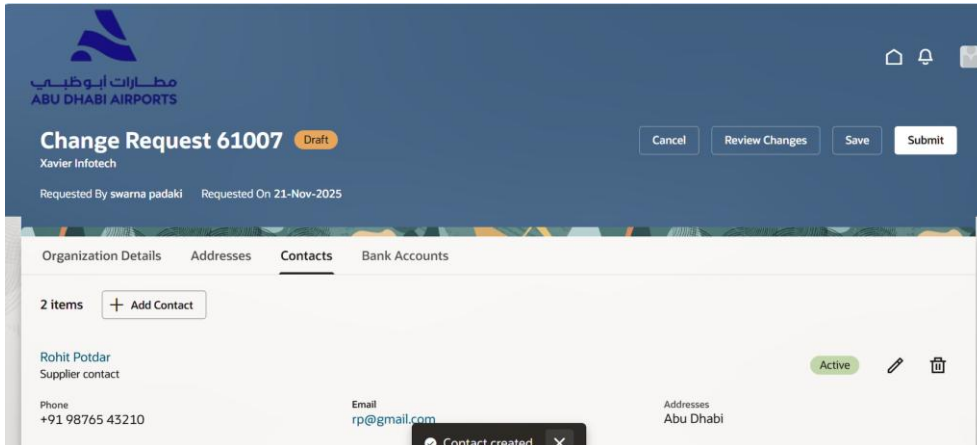
9.4 Provide new contact details, select create user account and select the required roles for the user account



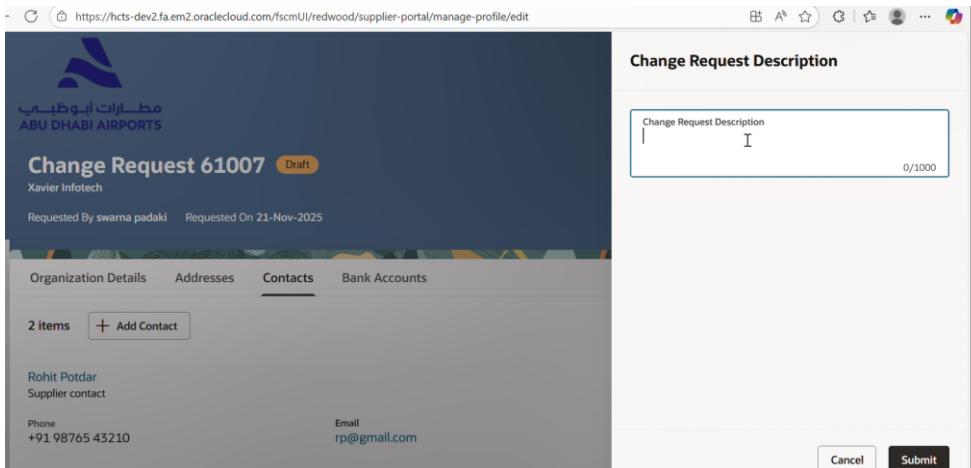
9.4 Click Create



9.5 Click on save and then click on submit

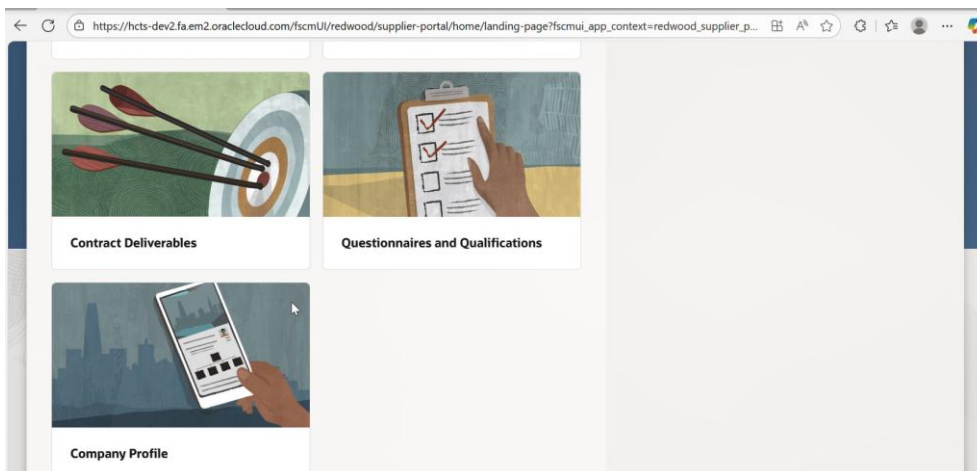


9.6 Provide change request description and click on submit

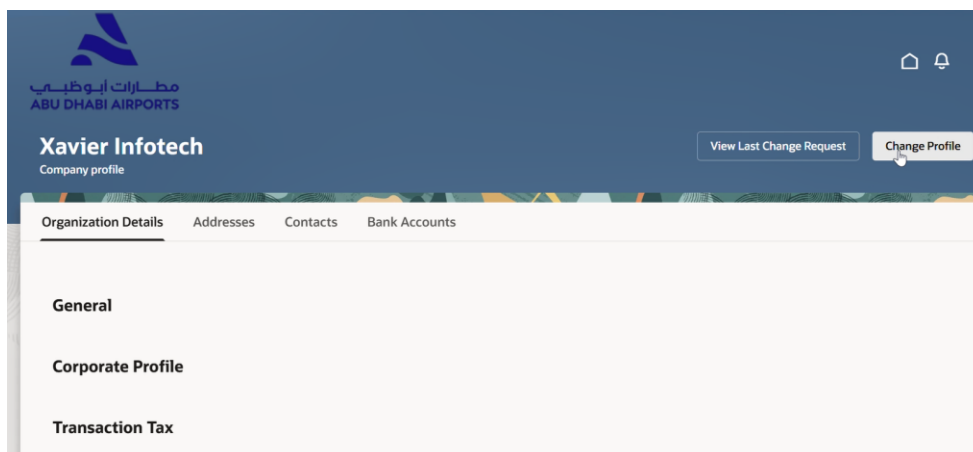


10. Update bank account details

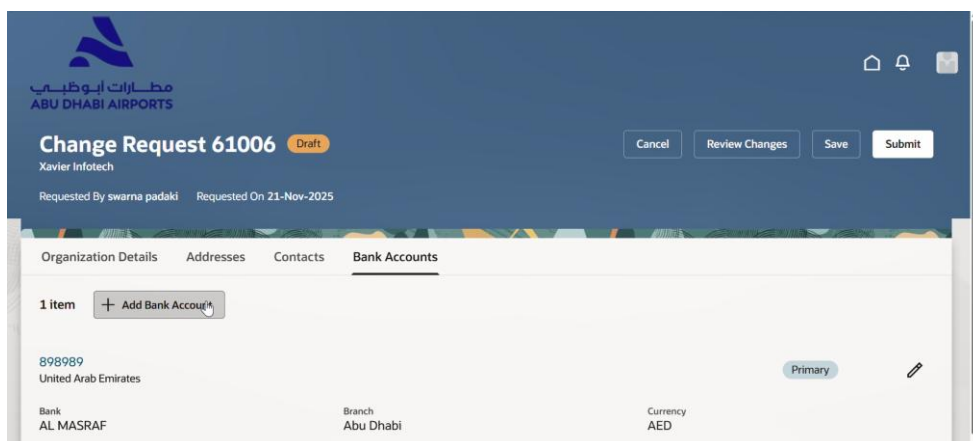
10.1 Login from the supplier portal and open company profile



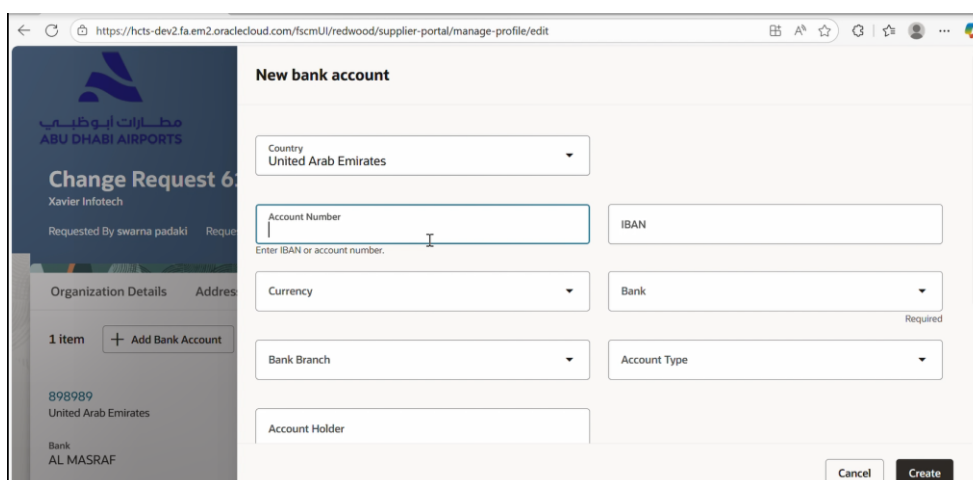
10.2 Click on change profile



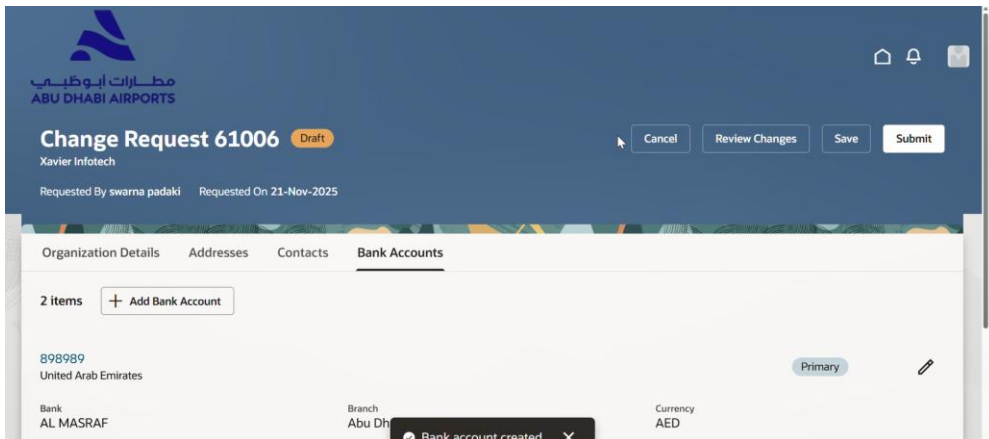
10.3 Go to bank accounts tab and click on add bank account



10.4 Provide the bank account details and click on create



10.5 Click on save and then click on submit



Change Request 61006 Draft

Xavier Infotech

Requested By swarna padaki Requested On 21-Nov-2025

Organization Details Addresses Contacts **Bank Accounts**

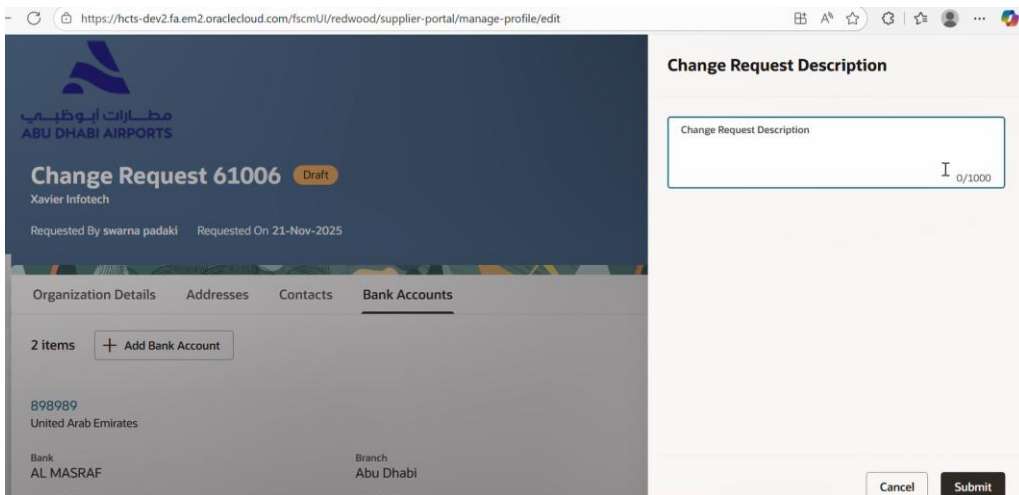
2 items + Add Bank Account

898989	United Arab Emirates	Primary	
Bank	Branch	Currency	
AL MASRAF	Abu Dhabi	AED	

Bank account created

Cancel Review Changes Save Submit

10.6 Provide change request description and click on submit



Change Request 61006 Draft

Xavier Infotech

Requested By swarna padaki Requested On 21-Nov-2025

Organization Details Addresses Contacts **Bank Accounts**

2 items + Add Bank Account

898989	United Arab Emirates		
Bank	Branch	Currency	
AL MASRAF	Abu Dhabi		

Change Request Description

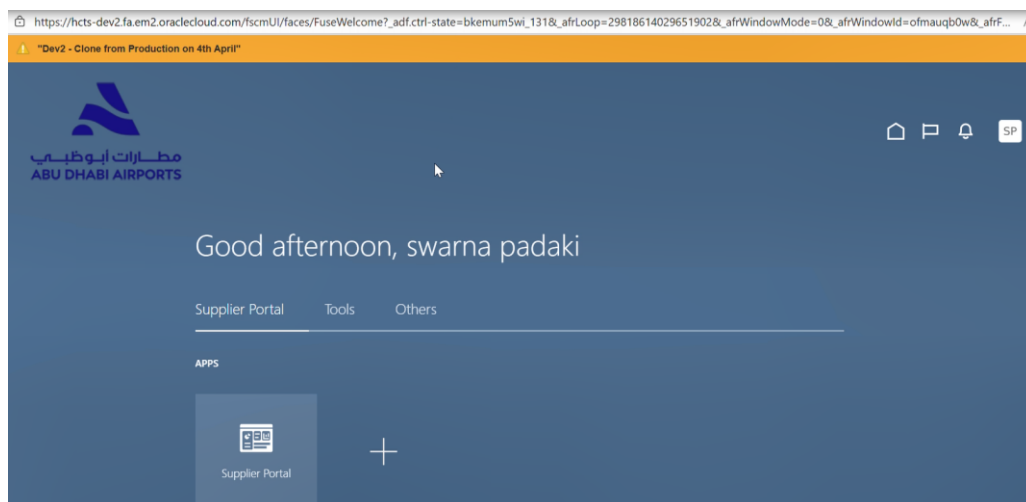
Change Request Description

0/1000

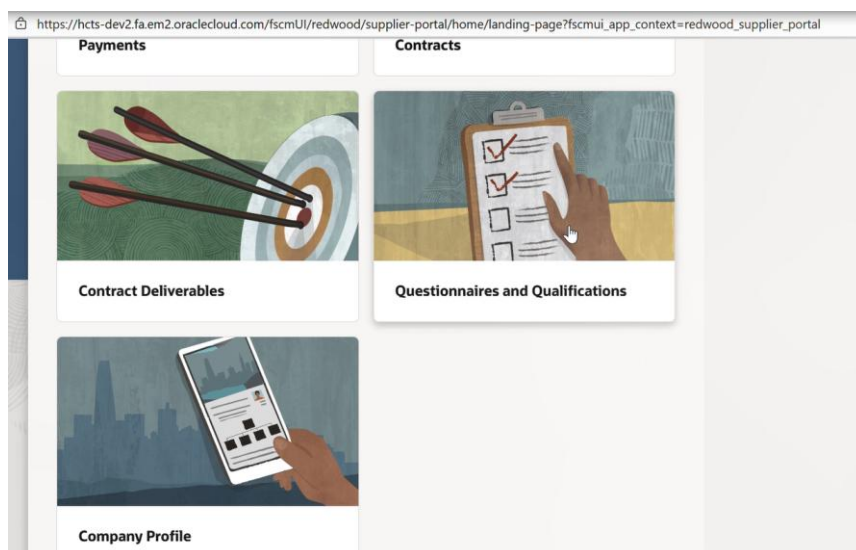
Cancel Submit

11. View pending questionnaires

11.1 Logon to supplier portal and open supplier portal



11.2 Click on Questionnaires and Qualifications



11.3 All the pending Questionnaires can be viewed here

https://hcts-dev2.fam2.oraclecloud.com/fscmUI/redwood/supplier-qualifications-external?fscm_ui_app_context=redwood_supplier_portal

Needs Attention	Status 3	Supplier Site	Filters	Clear (3)
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6 items	Expand All	Collapse All	Sort By Recent Questionnaires	Download
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ADA-INIT01759: Trade license expiry			Not started	
Response Due Date	Procurement BU ADA BU	Requested By Shaikhah Ali Saleh Nasir Al Mazmi		...
ADA-INIT01759: Trade license expiry			Not started	
Response Due Date	Procurement BU ADA BU	Requested By Shaikhah Ali Saleh Nasir Al Mazmi		...
ADA-INIT01759: Trade license expiry			Not started	

Questionnaires Qualifications Assessments Action Plan Tasks