

Prospective Suppliers Online Self- Registration User Guide

V-2

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Addis Ababa, Ethiopia
Nov, 2021*

Contents

Disclaimer	3
Introduction.....	3
Objective.....	3
About isupplier portal	3
Accessing the Platform.....	4
Online Registration Application Process	5
Post Application Submission Activities	17
Follow up of Registration Application	17

Disclaimer

All of the information/data provided in this user manual are merely for exemplifying and shall not be considered as actual transactions. Therefore, all data/information in this document shall not be considered binding before any law/rule/regulation/proclamation or any other legal party.

Introduction

Ethio telecom has implemented different types of Supply Chain ERP modules since 2012. One of such modules is Oracle I supplier portal, which provides rich automated functionalities which enables suppliers to directly interact with Ethio telecom on any supply chain related business matters.

Objective

The objective of this user manual is to provide a brief guide to Ethio telecom prospective suppliers on how they can (online) fill, submit and follow a registration application in order to get registered at Ethio telecom suppliers database.

About isupplier portal

- ❖ iSupplier Portal is system based self-service tool, which gives suppliers the ability to directly access information and enter business transactions across the procure-to-pay life cycle.
- ❖ It facilitates:
 - View and Respond to Bids /online
 - View Orders, Payments, Invoices
 - Update Your Company Information – contacts, address, phone, email, offers etc
 - Creation of Work Confirmation and others
 - Easy access through a standard web browser
 - Information transparency across the procure-to-pay cycle
 - Single point of visibility for integrated information coming from different stakeholders

- Ability to submit real-time shipment notices and generate invoices against purchase orders
- Tight messaging integration through eMail notifications
- Cycle time reduction
- Ability to provide better customer service while working more efficiently
- Many more ...

Accessing the Platform

❖ Suppliers can access the online registration platform:

➤ Go to www.ethiotelecom.et => Supplier portal=>Login=>Register Now

or

➤ Directly using the following link: [Start Prospective Supplier Registration Application](#)

In both cases, supplier will get application page and need to fill all required fields to proceed with the application process as shown in the subsequent steps.

Online Registration Application Process

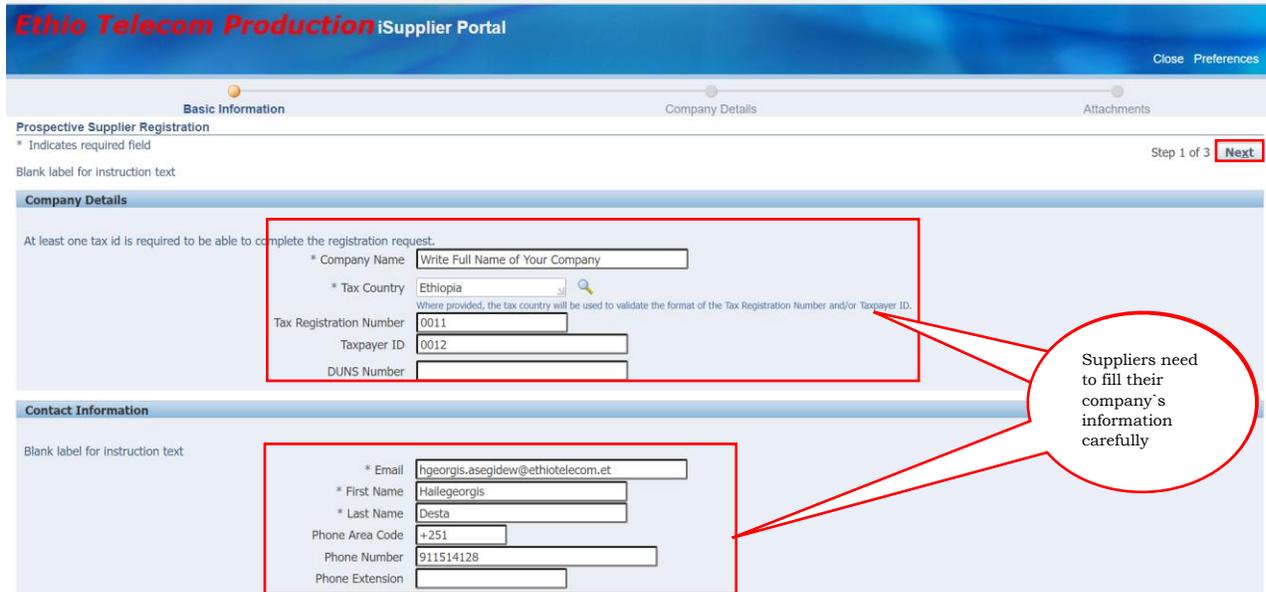
Using the above url link, new suppliers will be redirected to the registration application platform.

Then the supplier is required to properly fill the following piece of information:

- ✓ Company Details
- ✓ Contact Information
- ✓ Address Book
- ✓ Business Classifications
- ✓ Products & Services
- ✓ Banking Details
- ✓ Supplier Business References
- ✓ Attachments

Company Details and Contact information

Please fill both **Company Details** and **Contact information** before proceeding to the next steps.



Ethio Telecom Production iSupplier Portal

Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration

* Indicates required field

Step 1 of 3 **Next**

Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

* Tax Country

Tax Registration Number

Taxpayer ID

DUNS Number

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Contact Information

Blank label for instruction text

* Email

* First Name

* Last Name

Phone Area Code

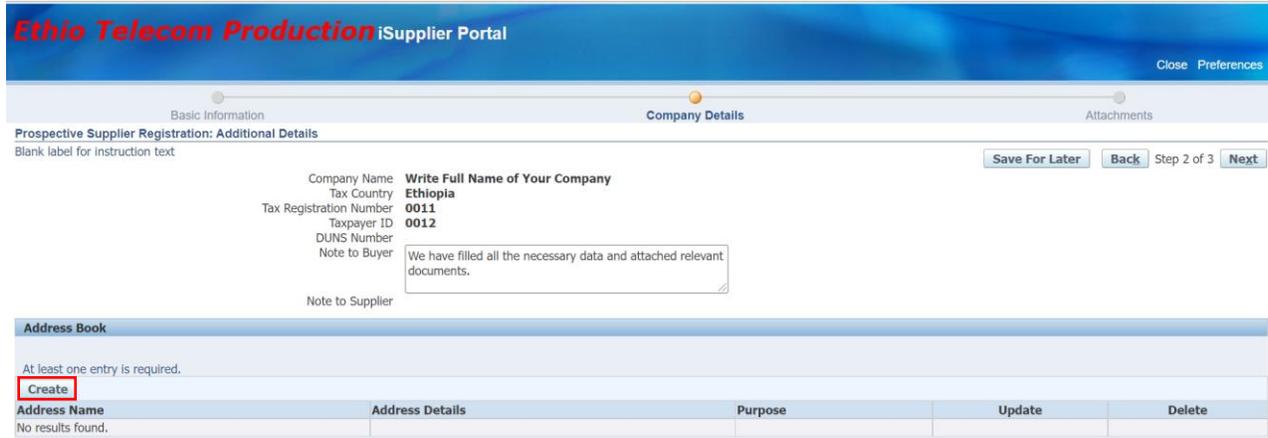
Phone Number

Phone Extension

Suppliers need to fill their company's information carefully

After filling all the information carefully, click on **Next**

Address Book



Ethio Telecom Production iSupplier Portal Close Preferences

Basic Information **Company Details** Attachments

Prospective Supplier Registration: Additional Details
Blank label for instruction text

Save For Later Back Step 2 of 3 Next

Company Name **Write Full Name of Your Company**
Tax Country **Ethiopia**
Tax Registration Number **0011**
Taxpayer ID **0012**
DUNS Number
Note to Buyer
Note to Supplier

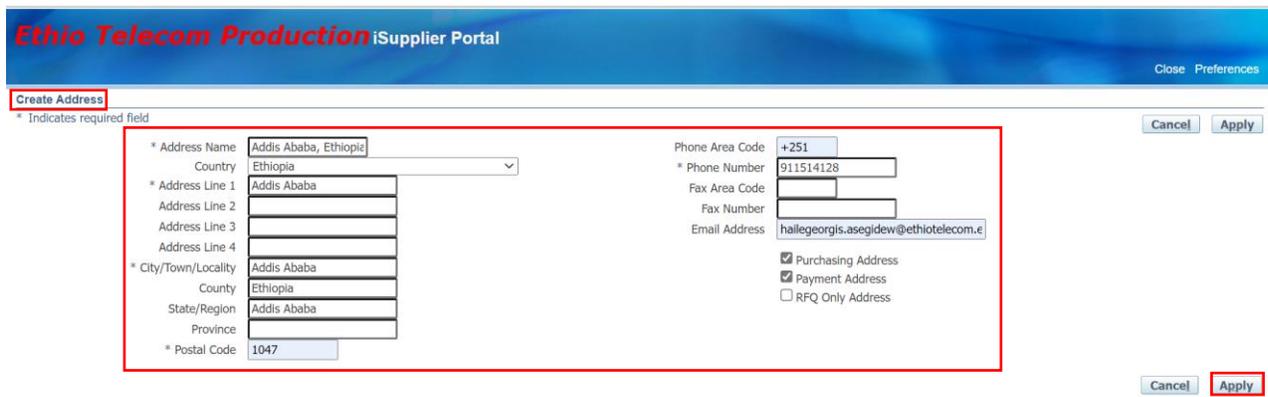
Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Click on **Create** to provide address book information =>fill all the required information and click **Apply**.



Ethio Telecom Production iSupplier Portal Close Preferences

Create Address

* Indicates required field

* Address Name
Country

* Address Line 1
Address Line 2
Address Line 3
Address Line 4

* City/Town/Locality
County
State/Region
Province

* Postal Code

Phone Area Code
* Phone Number
Fax Area Code
Fax Number
Email Address

Purchasing Address
 Payment Address
 RFQ Only Address

Cancel Apply

Then the supplier will get the following page and if you want to create more Address Book or Contact Information, you can do so by clicking on **Create**.

If you want to make changes on the already created Address Book or Contact Information, click on **Update**=>edit the data and **Apply**.

Ethio Telecom Production iSupplier Portal Close Preferences

Basic Information
● **Company Details**
Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Step 2 of 3

Company Name **Write Full Name of Your Company**

Tax Country **Ethiopia**

Tax Registration Number **0011**

Taxpayer ID **0012**

DUNS Number

Note to Buyer

Note to Supplier

Address Book

At least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
Addis Ababa	Addis Ababa, Addis Ababa Addis Ababa 1047 United States	Payment, Purchasing	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Contact Directory

At least one entry is required.

*First Name	Last Name	*Phone	Email	Requires User Account	Update	Delete
Hallegeorgis	Dest	+251-911514128	hgeorgis.asegidew@ethiotelecom.et	✓	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Business Classifications

Then select one or more **business classifications**, at which your company is currently engaged in.

Business Classifications					
Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
1, Manufacturer	<input checked="" type="checkbox"/>		00050	Ethiopian Standards Author	23-Oct-2023 00:00:00
2, IMPORTER	<input type="checkbox"/>				
3, WHOLESALER	<input type="checkbox"/>				
4, RETAILER	<input type="checkbox"/>				
5, SERVICE PROVIDER	<input checked="" type="checkbox"/>		00060	Ethiopian Trade Minister	23-Oct-2023 00:00:00
6, WORKS	<input type="checkbox"/>				
7, SMALL & MEDIUM ENTERPRISE (SME)	<input type="checkbox"/>				
8, OTHER	<input type="checkbox"/>				

✓TIP Date format example: 23-Oct-2021

Then click on **Create** under **Products and Services** to provide details of what products and service your company supply.

Products & Services

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
No results found.		

Banking Details

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Supplier Business Reference

*Customer Name	*Contact Name	*Contact Number	*Contact Email	*ServiceProduct/Supplied	*Value Of Contract(ETB)	*Contract Award Date	Delete
No results found.							

Add Another Row

Save For Later Back Step 2 of 3 Next

Click on **View Sub-Categories** icon to select detail sub categories from the list

Ethio Telecom Production iSupplier Portal
Close Preferences

Add Products and Services: (Write Full Name of Your Company)

Cancel Apply

Browse All Products & Services
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
BU01	Building Material And Services		<input type="checkbox"/>
CM01	Cards		<input type="checkbox"/>
CM02	Printing Services		<input type="checkbox"/>
CM03	Public Relation, Exhibition, Events		<input type="checkbox"/>
CM04	International Connectivity Service		<input type="checkbox"/>
CM05	Content Service		<input type="checkbox"/>
CM06	Terminals & Handset		<input type="checkbox"/>
CM07	Modem		<input type="checkbox"/>
FT01	Vehicles And Motors		<input type="checkbox"/>
FT02	Vehicle Tyre & Tube		<input type="checkbox"/>

Previous 1-10 Next 10

Cancel Apply

Tick on product and service sub categories that are applicable to your company and **Apply**

Add Products and Services: BU01 :Building Material And Services (Write Full Name of Your Company)

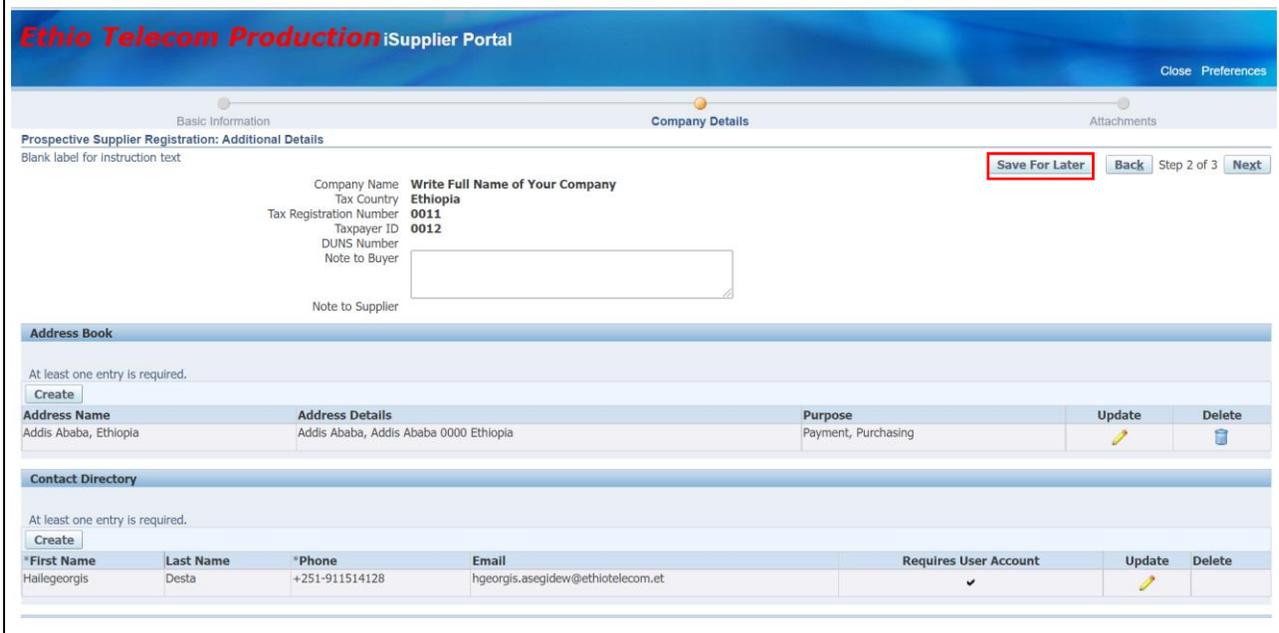
Cancel Apply

Code	Products and Services	View Sub-Categories	Applicable
01	Maintenance Service		<input checked="" type="checkbox"/>
02	Rent Service		<input checked="" type="checkbox"/>
03	Reinforcement Bar		<input type="checkbox"/>
04	Nails		<input type="checkbox"/>
05	Angular And Tubulars		<input type="checkbox"/>
06	Electrical Material		<input checked="" type="checkbox"/>
07	Paint And Brush		<input type="checkbox"/>
08	Pipes, Fittings And Sanitary Materials		<input type="checkbox"/>
09	Shutter, Carpet And Curtain		<input type="checkbox"/>
10	Wooden Materials		<input type="checkbox"/>

Previous 1-10 Next 10

Note:

- ❖ If you need to save your registration/application to proceed your application on later hours or another day (but not later than 30 days), you can save it on the current progress. This will save your time, since you don't need to fill your company information from scratch whenever you come back to complete the already started application.
- ❖ To do so, click on **Save For Later** button as shown below.



Ethio Telecom Production iSupplier Portal Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Save For Later Step 2 of 3

Company Name **Write Full Name of Your Company**
 Tax Country **Ethiopia**
 Tax Registration Number **0011**
 Taxpayer ID **0012**
 DUNS Number
 Note to Buyer

Note to Supplier

Address Book

At least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
Addis Ababa, Ethiopia	Addis Ababa, Addis Ababa 0000 Ethiopia	Payment, Purchasing		

Contact Directory

At least one entry is required.

*First Name	Last Name	*Phone	Email	Requires User Account	Update	Delete
Hailegeorgis	Desta	+251-911514128	hgeorgis.asegidew@ethiotelecom.et	✓		

- ❖ Then you will get the below confirmation message which contains url link via which you can continue and complete your application later on.

Ethio Telecom Production Supplier Portal Close Preferences

Confirmation

- Your registration details have been saved. You will need to bookmark the following link to be able to return to your registration request at a later date. An email with these details has also been sent to you.
- https://erp.ethiotelecom.et/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=53323130C0ACC52C5A4FCE922F1AEF06771D2F26854753B8EC807F452D269E0&lang=US

Prospective Supplier Registration: Current Status Update

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status		Status
Company Name	Write Full Name of Your Company	Draft
Contact Information		
Email	hgeorgis.asegidew@ethiotelecom.et	Phone Area Code
First Name	Hailegeorgis	Phone Number
Last Name	Desta	Phone Extension
		+251 911514128
Status History		
Date	Status	Note
23-OCT-2021	Draft	

Update

The content indicated under 2 is url link. So you need to copy it and save it for later use.

- ❖ Copy and save the url link. Later when you want to access your application and complete it, just past the url in your browser, enter and continue your registration application.
- ❖ Alternatively, you will receive the url link via your email address provided in the previous application process. Then simply open your email messages and click the link and Click on Update to proceed the application.
- ❖ This process is shown here below.

 Ethio ERP <erpserver.notific@ethiotelecom.et>
For Your Information: Ethio Telecom Supplier Collaboration Network: Registration Saved

To  Hailegeorgis Asegidew Desta

 Notification Detail.html
700 bytes

To **Write Full Name of Your Company**

Sent **23-OCT-21 13:32:44**

ID **26729531**

Your registration details have been saved. Please use the following link to access your request.

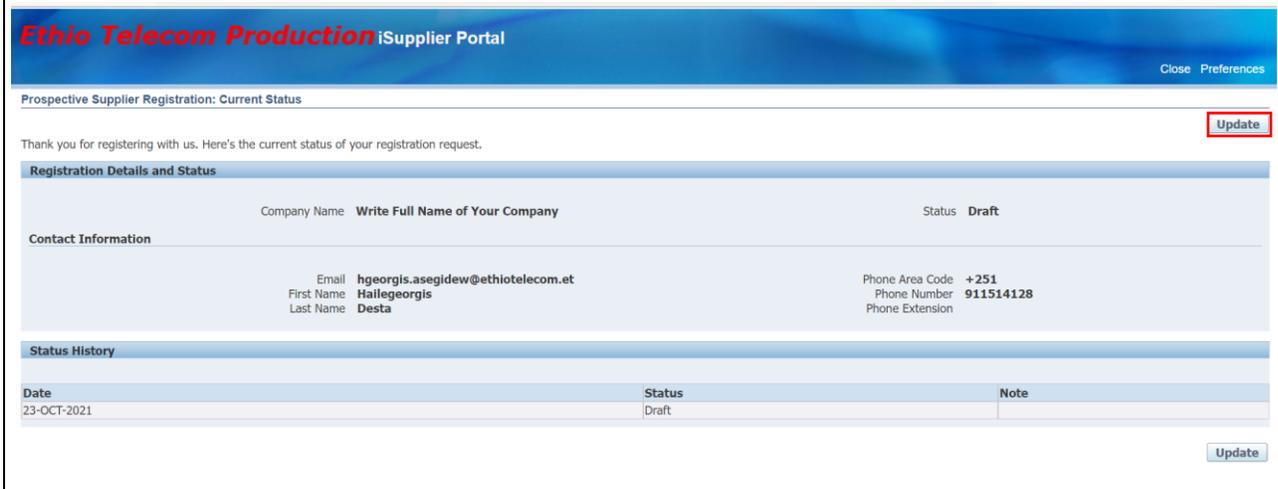
[Prospective Supplier Registration Status Page](#)

You will be able to update your company details before clicking Submit to submit your request.

This is the url link for your later use to proceed & complete your application.

IMPORTANT. This e-mail message and any attachments are strictly confidential and may be protected by law. This message is intended only for the named recipient(s) above. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender and delete this e-mail message. Any unauthorized view, usage or disclosure of this message is prohibited. Since e-mail messages may not be reliable, ethio telecom shall not be liable for any message if modified, changed or falsified. Additionally the recipient should ensure they are actually virus free.

The link will lead you to the application page: click on **Update** to continue.



After filling products and services, suppliers are expected to fill Banking information as well.

Banking Details

Click on **Create** under **Banking Details** section as shown below.



Fill all the required details such as:

- ✓ Bank
- ✓ Branch
- ✓ Bank Account Number

ETHIO TELECOM PRODUCTION iSupplier Portal

Create Bank Account
* Indicates required field

* Country: Ethiopia

Bank

New Bank
 Existing Bank

Bank Name: Commercial Bank of Ethioip
Bank Number: []

[Show Bank Details](#)

Branch

New Branch
 Existing Branch

Branch Name: Arada Giorgis
Branch Number: []
BIC: []
Branch Type: ABA

[Show Branch Details](#)

Bank Account

* Account Number: 00123
Check Digits: []
IBAN: []

Account Name: Test Account
Currency: []

[Show Account Details](#)

Comments

Note to Buyer: []

Buttons: Cancel, Apply

Callout 1: If your bank is new (not in the existing list), click on New Bank and write the details.

Callout 2: Enter your company's official bank account number.

Supplier Business References

Next, provide your business references. Business references are testimonials confirmed by your clients for your company's successful completion of different projects.

Click on **Add Another Row** to enter your references.

Supplier Business Reference

*Customer Name	*Contact Name	*Contact Number	*Contact Email	*ServiceProduct/Supplied	*Value Of Contract(ETB)	*Contract Award Date	Delete
No results found.							
Add Another Row							

Buttons: Save For Later, Back, Step 2 of 3, Next

Specify your business references as shown here below and click **Next**.

Supplier Business Reference

*Customer Name	*Contact Name	*Contact Number	*Contact Email	*ServiceProduct/Supplied	*Value Of Contract(ETB)	*Contract Award Date	Delete
Ethio telecom	Installation & Commissioning	091151412x	hgeorgis.asegidew@ethiotc	Software	500000	13-Sep-2021	
Ethiopian Air Lines	Modems	091151412x	hgeorgis.asegidew@ealine	Modems	200000	13-Sep-2021	

[Add Another Row](#)

Buttons: Save For Later, Back, Step 2 of 3, Next

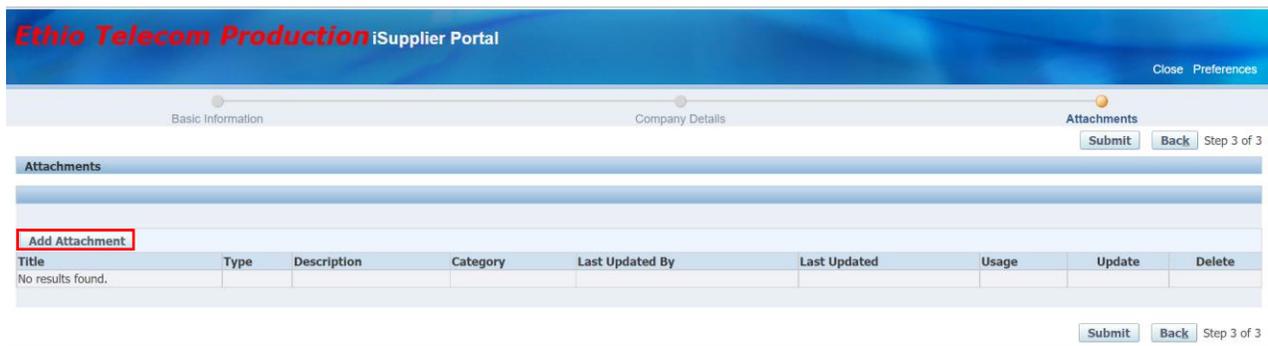
Attachments

- ❖ Attachments are documents that shows who your company is and what documentary evidences it has. Major attachment documents includes:
 - ✓ Audited financial statement
 - ✓ Company profile
 - ✓ Quality assurance certificate
 - ✓ Recognition letters
 - ✓ TIN certificate
 - ✓ Business/Trade license
 - ✓ VAT certificate

Note:

- ❖ **For Local Companies:** the following attachments are mandatory (suppliers cannot submit their application without properly attaching these documents)
 - ✓ Business/Trade License
 - ✓ TIN Certificate
- ❖ **For Foreign Companies:** the following attachments are mandatory (suppliers cannot submit their application without properly attaching these documents)
 - ✓ Business License
 - ✓ Company Profile

Click on **Add Attachments** button to continue uploading documents and fill the below details.



Ethio Telecom Production iSupplier Portal Close Preferences

Basic Information Company Details **Attachments**

Step 3 of 3

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Step 3 of 3

Ethio Telecom Production iSupplier Portal Close Preferences

Add Products and Services: (rr) > Create Bank Account >
Add Attachment Cancel Add Another Apply

Attachment Summary Information

Title Provide Attachment Title
Description
Category Select Document category

Define Attachment

Type @ File No file chosen
 URL
 Text

Click on **Choose File** to upload your files, brows from your machine, upload it, click on **Add Another** to continue uploading other relevant documents. Do the same for the rest of your attachment documents and finally **Apply**.

Create Bank Account >

Confirmation
Attachment Trade license has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Add Attachment Cancel Add Another **Apply**

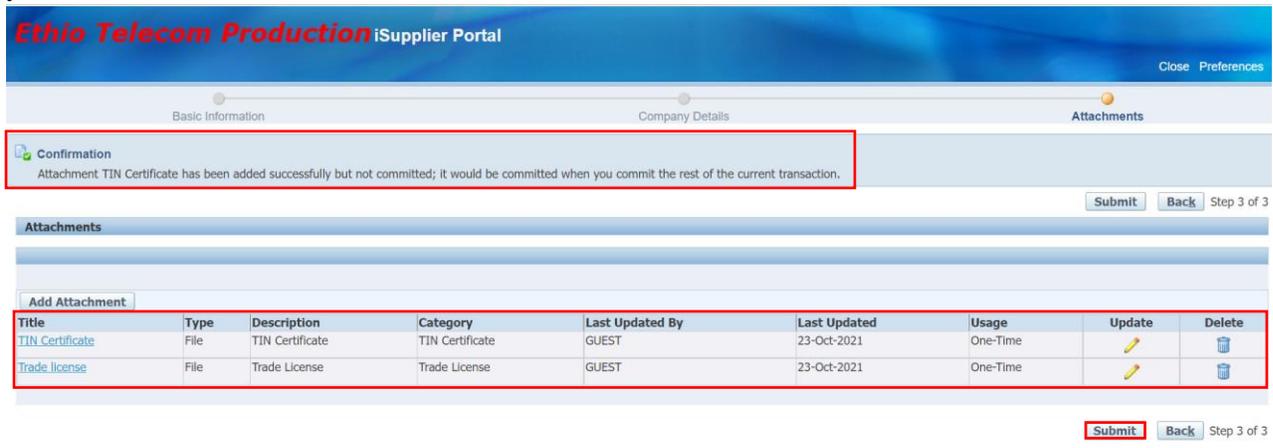
Attachment Summary Information

Title
Description
Category

Define Attachment

Type @ File SCD Isupplier-Final V.pdf
 URL
 Text

After Applying the attachments, you will get the below page. Here you can see list of attachments you added.



Ethio Telecom Production iSupplier Portal Close Preferences

Basic Information Company Details Attachments

Confirmation
Attachment TIN Certificate has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

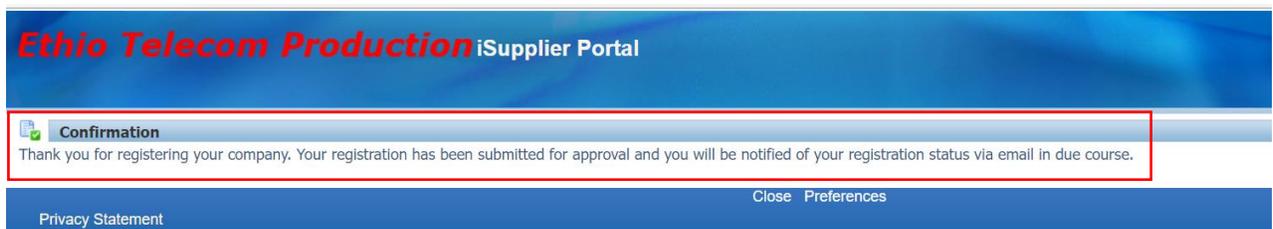
Step 3 of 3

Attachments

Add Attachment									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
TIN Certificate	File	TIN Certificate	TIN Certificate	GUEST	23-Oct-2021	One-Time			
Trade license	File	Trade License	Trade License	GUEST	23-Oct-2021	One-Time			

Step 3 of 3

Finally you will get the below confirmation message for your successful submission of the registration application.

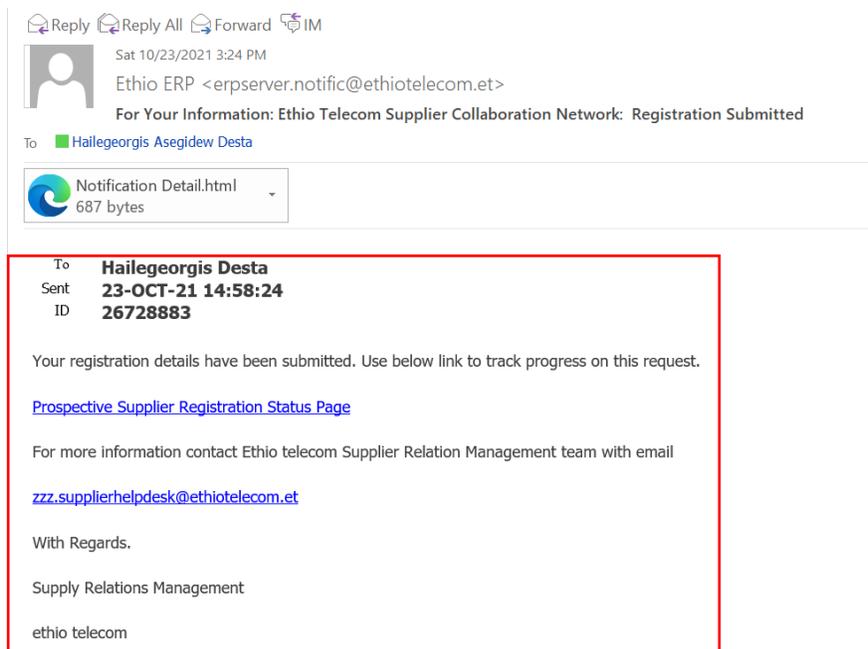


Ethio Telecom Production iSupplier Portal Close Preferences

Confirmation
Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

Privacy Statement Close Preferences

➤ Similarly, you will receive an email message with the following content. This will enable your company to trace the status of your registration application online.



Reply Reply All Forward IM

Sat 10/23/2021 3:24 PM

Ethio ERP <erpserver.notific@ethiotelecom.et>

For Your Information: Ethio Telecom Supplier Collaboration Network: Registration Submitted

To: ■ Hailegeorgis Asegidew Desta

Notification Detail.html
687 bytes

To: **Hailegeorgis Desta**

Sent: **23-OCT-21 14:58:24**

ID: **26728883**

Your registration details have been submitted. Use below link to track progress on this request.

[Prospective Supplier Registration Status Page](#)

For more information contact Ethio telecom Supplier Relation Management team with email

zzz.supplierhelpdesk@ethiotelecom.et

With Regards,

Supply Relations Management

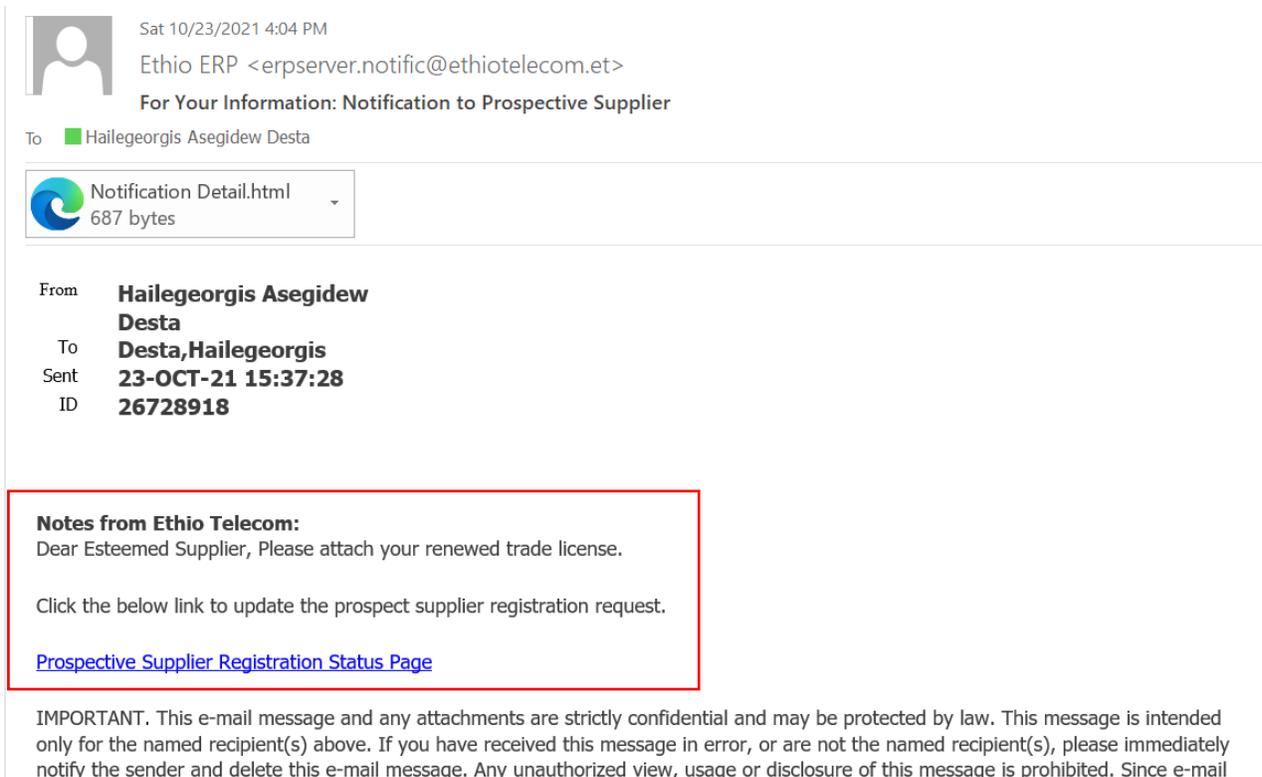
ethio telecom

Post Application Submission Activities

Follow up of Registration Application

- ❖ Depending on the scenario, the following cases might take place against your registration application.
- **Case 1:** Ethio telecom might have some **queries** that your company need to provide additional information/clarifications/documents.

✚ For this case, your company will receive email message with detail requests as shown here below.



Sat 10/23/2021 4:04 PM
Ethio ERP <erpserver.notific@ethiotelecom.et>
For Your Information: Notification to Prospective Supplier

To  Hailegeorgis Asegidew Desta

 Notification Detail.html
687 bytes

From **Hailegeorgis Asegidew Desta**
To **Desta, Hailegeorgis**
Sent **23-OCT-21 15:37:28**
ID **26728918**

Notes from Ethio Telecom:
Dear Esteemed Supplier, Please attach your renewed trade license.
Click the below link to update the prospect supplier registration request.
[Prospective Supplier Registration Status Page](#)

IMPORTANT. This e-mail message and any attachments are strictly confidential and may be protected by law. This message is intended only for the named recipient(s) above. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender and delete this e-mail message. Any unauthorized view, usage or disclosure of this message is prohibited. Since e-mail

- ❖ Then go click the link shown in your email => read the detail note/requests and click on **Respond** to provide the details requested information/document.

Ethio Telecom Production iSupplier Portal Close Preferences

Prospective Supplier Registration: Current Status **Respond**

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name **Write Full Name of Your Company** Status **Supplier to Provide Details**

Contact Information

Email	hgeorgis.asegidew@ethiotelecom.et	Phone Area Code	+251
First Name	Hailegeorgis	Phone Number	911514128
Last Name	 Desta	Phone Extension	

Status History

Date	Status	Note
23-OCT-2021	Supplier to Provide Details	Dear Esteemed Supplier, Please attach your renewed trade license.
23-OCT-2021	Submitted	
23-OCT-2021	Draft	

Respond

- ❖ Update any of the information fields as you need, click **Next**, attach relevant documents and **Submit**.

Ethio Telecom Production iSupplier Portal Close Preferences

Basic Information Company Details Attachments

Confirmation
Attachment Renewed Trade License has been updated successfully but not committed; it would be committed when you commit the rest of the current transaction. **Submit** **Back** Step 3 of 3

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
TIN Certificate	File	TIN Certificate	TIN Certificate	GUEST	23-Oct-2021	One-Time		
Renewed Trade License	File	Renewed Trade License	Trade License	GUEST	23-Oct-2021	One-Time		

Submit **Back** Step 3 of 3

- ❖ Then you will receive the below confirmation message.

Ethio Telecom Production iSupplier Portal Close Preferences

Confirmation
Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

Privacy Statement Close Preferences

- ❖ Your company will also receive email message showing your successful submission of the updated application.



Sat 10/23/2021 4:20 PM

Ethio ERP <erpserver.notific@ethiotelecom.et>

For Your Information: Ethio Telecom Supplier Collaboration Network: Registration SubmittedTo  Hailegeorgis Asegidew DestaNotification Detail.html
687 bytes

To **Hailegeorgis Desta**
Sent **23-OCT-21 15:52:54**
ID **26730302**

Your registration details have been submitted. Use below link to track progress on this request.

[Prospective Supplier Registration Status Page](#)

For more information contact Ethio telecom Supplier Relation Management team with email

zzz.supplierhelpdesk@ethiotelecom.et

With Regards,

Supply Relations Management

ethio telecom

- **Case 2:** Your request might get **Rejected** for different reasons. This case, your company will receive an email message stating your application is rejected.
 - ✚ You will be contacted and advised for more details and next actions.

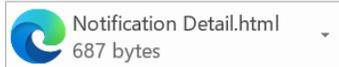


Sat 10/23/2021 4:46 PM

Ethio ERP <erpserver.notific@ethiotelecom.et>

For Your Information: Ethio Telecom Supplier Collaboration Network: Registration Rejection

To  Hailegeorgis Asegidew Desta



To **Hailegeorgis Desta**
Sent **23-OCT-21 16:20:39**
ID **26731023**

Dear Sir/Madam.

Your request for registration to Ethio telecom supplier database is rejected. Use this URL to track for detail.

Notes from Ethio Telecom:

Dear Esteemed Supplier, Sorry your application is rejected. You will be contacted for more.

For more information contact Ethio telecom Supplier Relation Management team with email

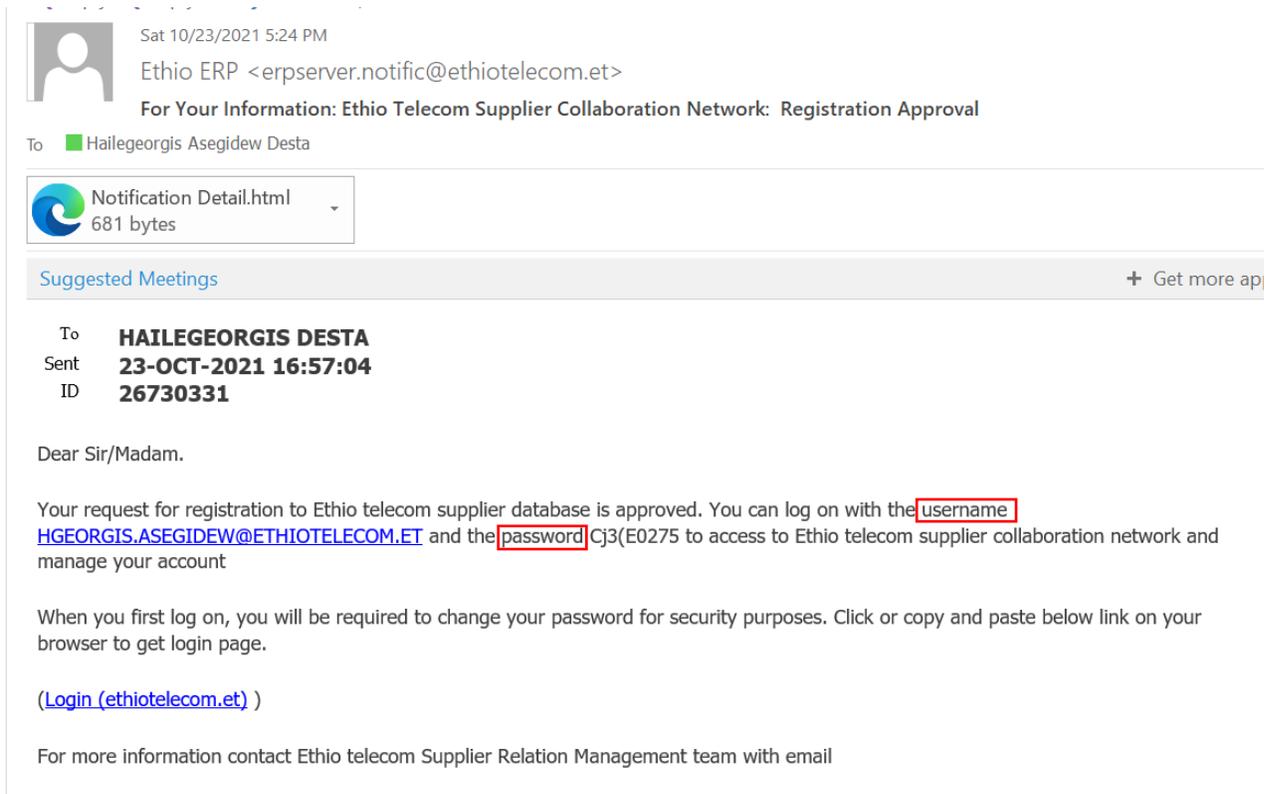
zzz.supplierhelpdesk@ethiotelecom.et

With Regards.

Supply Relations Management

➤ **Case 3:** When your request get **Approved**. In this case, your company will receive an email message stating your application is approved. The email will also contain

- ✓ User name
- ✓ Password
- ✓ Link to login



Sat 10/23/2021 5:24 PM
Ethio ERP <erpserver.notific@ethiotelecom.et>
For Your Information: Ethio Telecom Supplier Collaboration Network: Registration Approval

To: Hailegeorgis Asegidew Desta

Notification Detail.html
681 bytes

Suggested Meetings + Get more ap

To: **HAILEGEORGIS DESTA**
Sent: **23-OCT-2021 16:57:04**
ID: **26730331**

Dear Sir/Madam.

Your request for registration to Ethio telecom supplier database is approved. You can log on with the **username** HGEORGIS.ASEGIDEW@ETHIOTELECOM.ET and the **password** Cj3(E0275 to access to Ethio telecom supplier collaboration network and manage your account

When you first log on, you will be required to change your password for security purposes. Click or copy and paste below link on your browser to get login page.

([Login \(ethiotelecom.et\)](http://Login.(ethiotelecom.et)))

For more information contact Ethio telecom Supplier Relation Management team with email

❖ Then click on the login link => the following login page will come => provide your **user name** and **password** that was sent via your email => click **Login**.



Accessibility: None

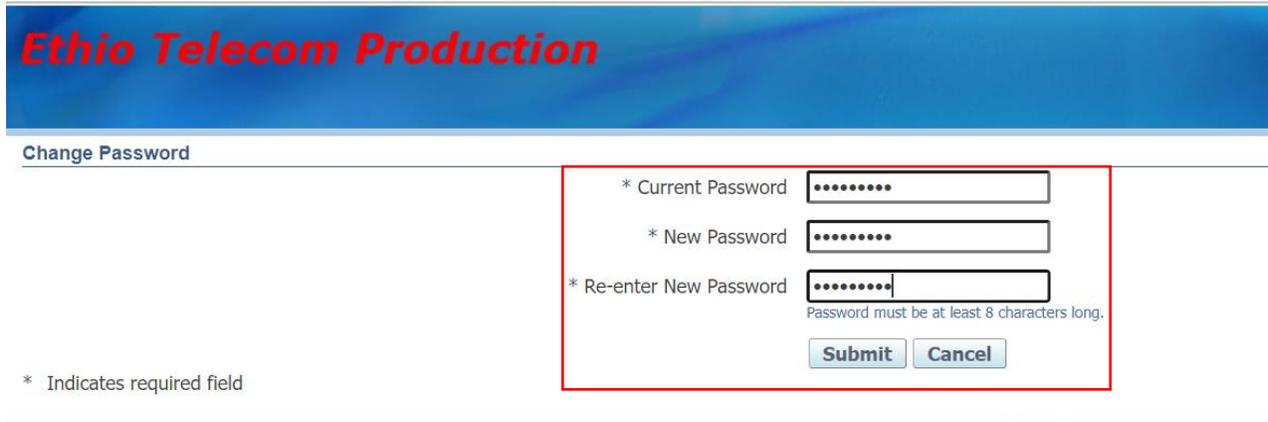
* User Name: (example: michael.james.smith)

* Password: (example: 4u99v23)

[Forgot Password?](#)

Select a Language:
[English](#)

- ❖ You will be required to enter new password. Provide your new password and click **Submit**



Ethio Telecom Production

Change Password

* Current Password

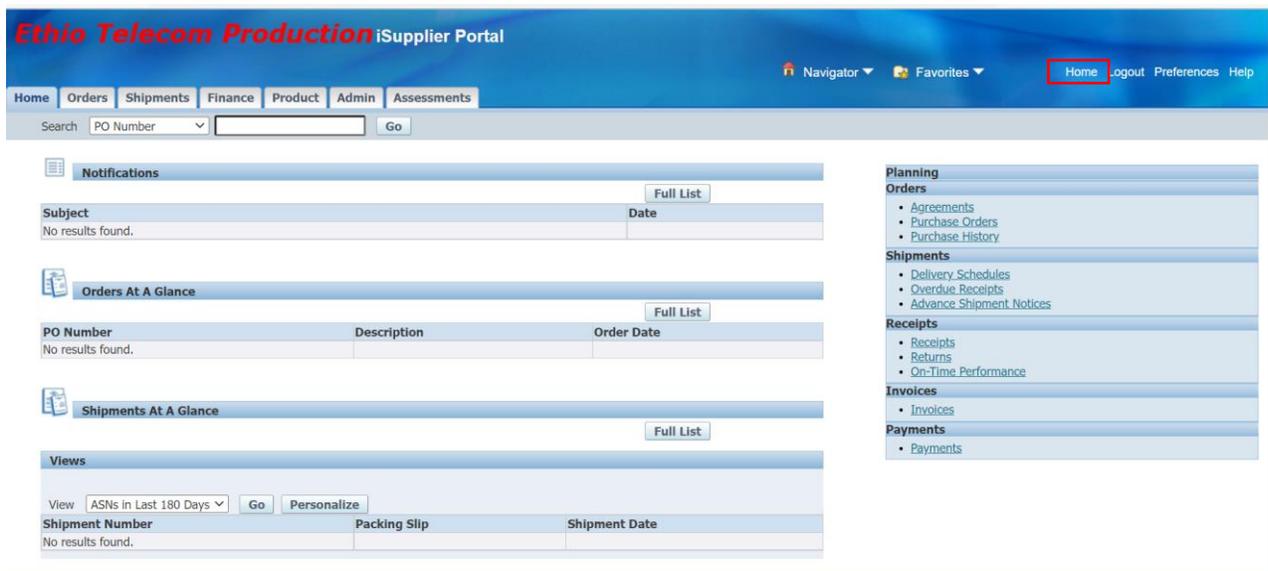
* New Password

* Re-enter New Password

Password must be at least 8 characters long.

* Indicates required field

- ❖ You will be redirected to the below page => click on **Home** to access your responsibilities to start interacting business with Ethio telecom.



Ethio Telecom Production iSupplier Portal

Home Orders Shipments Finance Product Admin Assessments

Search PO Number Go

Notifications

Subject Date

No results found.

Orders At A Glance

PO Number Description Order Date

No results found.

Shipments At A Glance

Views

View ASNs in Last 180 Days

Shipment Number Packing Slip Shipment Date

No results found.

Planning

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

- ❖ You will be redirected to the below page => click on **Home** to access your responsibilities to start interacting business with Ethio telecom. Click **Logout** to stay disconnected.



Ethio Telecom Production E-Business Suite

Enterprise Search All Go Search Results Display Preference Standard Logged In As HGEORGIS.ASEGIDEW@ETHIOTELECOM.ET

Oracle Applications Home Page

Main Menu

- Ethio iSupplier Full Access

Worklist

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

- ❖ After getting user name and password (as shown above), we strongly recommend our suppliers to use iSupplier User Guideline to get clear and step by step instructions on how to collaborate with Ethio telecom on Supply Chain business matters including (but not limited to):
 - ✓ Tender participation/quote submission & related activities
 - ✓ Order management
 - ✓ iSupplier Portal Full Access & Supplier`s Profile Management
- ❖ The document can be accessed from: [SCD-Isupplier-Final-V.pdf \(ethiotelecom.et\)](#)

Thank you!

Ethio telecom