

# **USER GUIDE FOR CMPAK SUPPLIERS**

## ***China Mobile Pakistan Limited (CMPAK)***

### ***CMPak Supplier Re-Assessment***

## Contents

<b>Introduction to the Supplier Re-Assessment .....</b>	<b>3</b>
<i>Accessing the Application.....</i>	<i>3</i>
<b>1. Entering the Supplier Assessment Data .....</b>	<b>4</b>
<i>Enter Summary Information .....</i>	<i>5</i>
<i>Enter Detailed Information.....</i>	<i>5</i>
<i>Add Attachments .....</i>	<i>6</i>
<i>Submit for Approval.....</i>	<i>6</i>
<b>2. Tracking the Assessment Approval.....</b>	<b>7</b>
<b>3. Handling Rejected Cases .....</b>	<b>8</b>

## Introduction to the Supplier Re-Assessment

### **Accessing the Application**

Since you have a user name and password, you can access the Application via the desktop on your PC. There is an internet icon on your desktop called PORTAL. Click the icon and it will take you to the ZONG PORTAL website where you can login to the Oracle Application System.

If you do not have an internet icon to take you directly to the ZONG PORTAL, you can access the Application via your PC using the following internet address:

<https://supplier.zong.com.pk>

You can add the ZONG PORTAL website to your Favourites list to enable you to access it quickly and easily.

On the Home Screen under Tools, click on 'Log In' to the Oracle Application System

#### **Oracle Home Page**

Click on Oracle Log Logon

Type in User Name and Password – If it is your first-time, it will ask you to change your password and click connect.

The screenshot shows a web browser window displaying the Oracle Application System login page. The address bar shows a URL starting with 'http://erpstestint.cmpak.local:8000/OA\_HTML/RF.jsp?function\_id=28716&resp\_id=1&resp\_appl\_'. The page has a blue header with the 'ORACLE' logo. The main content area is titled 'Login' and contains the instruction 'Enter your user name and password.' Below this are two input fields: 'User Name' and 'Password'. There are 'Login' and 'Cancel' buttons. A 'Login Assistance' link is present. At the bottom, there is an 'Accessibility' dropdown menu set to 'None' and a 'Select a Language:' section with 'English' selected. The footer contains copyright information: 'Copyright (c) 1998, 2014, Oracle and/or its affiliates. All rights reserved.' and a 'Privacy Statement' link.

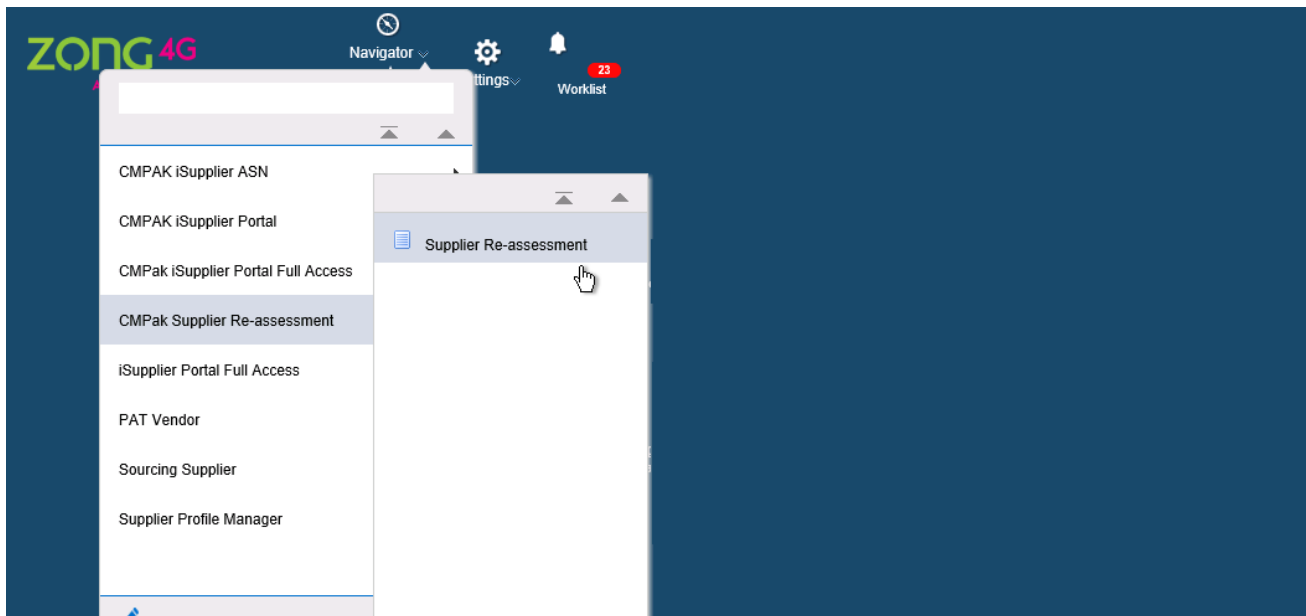
After logging in via the Oracle Application Login screen a list of your responsibilities is displayed. These will depend on the role that you perform.

**Note:** If you only have one responsibility you will go straight to that option.

## 1. Entering the Supplier Assessment Data

All the related suppliers will be notified by Procurement when the re-evaluation time starts. The notification will describe the interval in which the current supplier data **must** be updated.

Navigate to Supplier Re-assessment responsibility



Following page will open

**Search**

Note that the search is case insensitive

Document No

iSupplier Ext Attributes

Document No	Created By	Party Name	Creation Date
No search conducted.			

### 1. Click on the Create Button

**Note:** If you have already created the supplier assessment data, an error message will appear indicating to use the previously entered data. In this case, press on the Go button and Click on the Update Icon.

The Screen to enter Summary information will appear

## Enter Summary Information

Save Record Submit For Approval Back

**Supplier Information Details**

Party Name Jaffer Business Systems Pvt. Ltd. Vendor Number 10004862 Tax Register No 1268505-4

**Summary Information** Detail Information Attachments Details

Currency PKR please Select the Currency

Overall Experience-Year 21 Enter number of years of overall Experience

Overall Experience-Month 10 Enter the months in this field

Telecom Industry Experience-Year 22 Enter number of years of telecom Industry Experience

Telecom Industry Experience-Month 10 Enter the months in this field

Tax Return Statment Filer Select if you are a Filer or Non-Filer of text returns

Annual Turnover 10000000 Mention your Annual Turover Figure

Audited Financial Statment Yes Do you have Audited Financial Statment

Audit Firm Name Deloitte

2. Enter the Currency, Overall experience in Year/months, Telecom Industry experience in Year/months etc. **All the information is self-explanatory, and hints are shown below every field.** The data should be accurate and supported by evidence (to be attached in attachment section)
3. Click on the Save Record Button to save the data

## Enter Detailed Information

4. After completing the summary information, click on the Details tab  
Here enter the details of all data provided in Summary information.  
e.g., if you entered you are working with 5 national clients, enter the names of the 5 National clients, one in each row.  
Similarly,

- Check the checkmarks for the Telecom clients that you work
- Enter the details of the non-telecom clients
- Enter the details of the Multi-national clients
- Enter the list of the national cities you work with
- Enter the list of Countries you work

☒ Mobilink Select the telecom client you worked with

☐ Ufone Select the telecom client you worked with





☒ Telenor Select the telecom client you worked with



☒ Warid Select the telecom client you worked with

☐ PTCL Select the telecom client you worked with





☐ Others Select the telecom client you worked with




**Others Telecom Client(s)**

Create    

* Others Telecom Client(s)	Delete
client 1	
client 2	

**National Clients**

Create    

* National Client(s) Name(s)	Delete
national client 1	
national client 2	
national client 3 x	

5. Enter the GST Numbers of each Province/Jurisdiction
6. Click on the Save Record Button to save the data

### **Add Attachments**

7. Click on the **Add Attachments** button and add the evidence of the information you entered. It is mandatory to attach all documents including:
  - **Company Profile / Presentation**
  - **Registration Certificate:**
    - Company SECP certificate: Form A + Form 29 (In case of changes)
    - Partnership Deed: Partnership Deed + CNIC of Partners
    - Sole proprietor: Scan copy of National Identity Card + NTN
  - **Board of Directors / Company owner** (Name, CNIC, Email and Contact Number)
  - **NTN and GST certificates**
  - **Signed Audit Report along with complete financial statement for the year 2018.**
  - **2 year latest Bank Statement (In 8 Quarters breakup)**
  - **Tax Return Statement**
  - **Company dealership authorization letter (Where applicable)**
  - **Signed and Stamped Revised Supplier COC**  
(<https://www.zong.com.pk/procurement/reference-material>)
  - **Experience Certificates (At least One proof for each year)**
  - **Number of Employees on payroll (Confirmation on company's letter head)**
8. Click on the Save Record Button to save the data

### **Submit for Approval**

After completing all the information, click on Submit for Approval to submit the document for approval

## 2. Tracking the Assessment Approval

Once the Supplier Data is submitted for Approval, the Supplier can find the Status as below




1. Navigate to Supplier Re-Assessment Page and Press **Go** Button



**Search**

Note that the search is case insensitive

Document No

ISupplier Ext Attributes

Document No	Created By	Party Name	Creation Date	Status	Remarks	Details	Update
19352-2019-205	REHMAN.ZEB@JAFFER.COM	Jaffer Business Systems Pvt. Ltd.	11-Apr-2019	Inprocess			




2. Click on the Details Button

3. The Re-Assessment Page will appear in read only mode

4. Scroll the bottom of the Page

5. Here you will find the approval status, who the Assessment is pending with

Tier Base Approvers List

Sno	Approver User Id	Approver Name	Tier	Status
1	IQRA.GOHAR	Iqra Gohar Jalees	2	Pending
2	OMAR.NAJEEB	Omar Bin Najeeb	2	
3	HASEEB.KHAN	Muhammad Haseeb Khan	2	

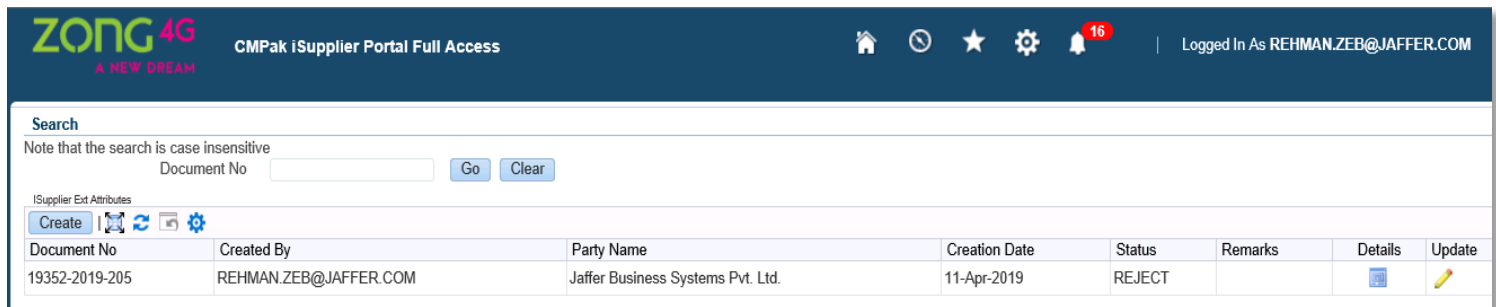
Activate Windows  
Go to System in Control Panel to activate Windows.

6. Press the back button to return the Supplier Re-assessment main page

### 3. Handling Rejected Cases

If Procurement rejects the data entered for Supplier Re-assessment, the supplier will get a Notification about reject. The supplier can correct the data as directed in Rejection note.

To find the rejected cases, the supplier should Navigate the Supplier Re-assessment responsibility and press **Go** button



The rejected case will appear as shown in the screenshot above.

1. Click on the **Update** Button
2. The information page with last information entered will open.
3. Update the data as directed by the Procurement and Press on the Save Record Button
4. Update the information in **Summary Information** Tab, **Detail Information** Tab and **Attachments Details** Tab.
5. Press the **Save Record** Button.
6. Press the **Submit for Approval** Button

### **DISCLAIMER**

1. All correspondence between CMPak Limited and supplier taking place through ERP is via their registered email addresses in CMPak ERP (E.g. Sourcing, Invoicing, PO issuance etc.). Kindly keep your email addresses updated with CMPak Limited so that you do not miss any important notification. CMPak Ltd. will not be responsible for any loss/damage/misinformation in case email address is not updated / active.

2. Suppliers are also advised to keep their information in ERP including NTN, CNIC, Physical address, Contact numbers, Bank details (including bank, account number, account title etc) accurately updated. CMPak does not bear responsibility in case incorrect/outdated information is available in CMPak iSupplier.

3. Keep the system generated password confidential and never share with anyone else.

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