

## Introduction to the **Aswan e-Supplier Portal**

Welcome to the e-Supplier Portal, your one-stop platform for efficient document sharing and collaboration.

This portal is designed to streamline communication and document exchange between **Aswan International Engineering Company LLC** and its valued suppliers. By leveraging this platform, we aim to enhance transparency, efficiency, and overall project delivery.

### Key Features and Benefits:

- **Centralized Document Repository:** Access and manage all relevant documents, including purchase orders, drawings, specifications, GRNs, invoices, packing lists, and more, in a single, secure location.
- **Real-time Document Sharing:** Upload and share documents promptly, ensuring timely access for all stakeholders.
- **Clear Visibility:** Monitor the status of document uploads and approvals, keeping track of progress and deadlines.
- **Automated Notifications:** Receive timely notifications for document uploads, approvals and action items.
- **Enhanced Collaboration:** Facilitate seamless communication and collaboration between **Aswan International Engineering Company LLC** and suppliers.

### How it Works:

1. **Document Uploads:**
  - **Aswan Users:** Upload header-level and line-detail-level documents related to purchase orders.
  - **Suppliers:** Upload header-level documents like invoices and packing lists, as well as line-level documents such as factory acceptance tests, heat treatment reports, NDE/NDT reports, non-conformance reports, and more.
2. **Document Access and Review:**
  - **Aswan Users:** View and download documents uploaded by suppliers.
  - **Suppliers:** View and download documents uploaded by **Aswan International Engineering Company LLC**.
3. **Notification System:**
  - Receive automated notifications for document uploads, approvals, and action items.

By utilizing this portal, we can significantly improve efficiency, reduce paperwork, and strengthen our partnership. We encourage you to explore the features and benefits of this portal to maximize its potential.

## Supplier - User Guide

### Step 1: Sign Up



Create New Account

Already have an account? [Login](#)

Create Account

\* Password must contain minimum 12 and maximum 15 characters, atleast 1 alphabet, 1 number and 1 upper-case character



Supplier Portal Sign Up URL: <https://smartapps.aswan.com/frmSupplierLoginNew.aspx>

1. Create a New Account: If you're a new user, click on the "Sign Up" button.
2. Provide Required Information:
  - Email: Enter your official company email address.
  - Password: Create a strong password that meets the following criteria:
    - Minimum 12 characters, maximum 15 characters
    - At least 1 alphabet, 1 number, and 1 uppercase character
  - Vendor Code: Refer to your Aswan notification emails or purchase orders for your vendor code.
  - Company Name: Enter your company's full name.
  - Mobile Number: Provide your mobile number for contact purposes.
3. Click "Create Account": Once you've filled in all the information, click on the "Create Account" button.
4. Email Confirmation: You will receive an email confirmation with a link to activate your account.

## Step 2: Login

A screenshot of a login form on a light blue background. The form contains three input fields: 'Email ID', 'Password', and 'Vendor Code'. Below these fields is a dark blue button labeled 'Login'. Underneath the button is a link for 'Forgot Password'. At the bottom of the form, there are three links: 'Don't have an account?', 'Sign Up', and 'User Guide'.

Supplier Portal Sign Up URL: <https://smartapps.aswan.com/frmSupplierLogin.aspx>

1. Open the Supplier Portal: Go to the Supplier Portal's URL.
2. Enter Login Credentials:
  - Username: Enter your registered email address.
  - Password: Enter the password you created during signup.
  - Vendor Code: Input your vendor code provided by Aswan.
3. Click "Login": Click on the "Login" button to access your account.

## Step 3: Access and Upload Documents

1. **View Pending POs:** After logging in, you will see a list of pending purchase orders assigned to your company.

The screenshot shows the 'Purchase Order List' page in the e-Supplier portal. At the top, there is a navigation bar with 'In-House App' and 'e-Supplier' labels. Below this is a search bar with the text 'Purchase Order List - Search'. The main area contains a search filter section with fields for 'Vendor ID' (001), 'Vendor' (L.L.C), 'PO No#', 'Submit Date From' (11/25/2024), 'Date To' (11/25/2024), and 'Status' (All). Below the filters is a table listing 15 purchase orders. Each row includes columns for S/N, PO No, PO Date, Tot Amt AED, Total Amount, Currency, Want Date, PO Submit Date, Delivery Term, and a 'Select' button. The table shows various PO numbers and dates, with some amounts highlighted in black. At the bottom of the table, it says '116 rows found.' and 'Copyright Aswan International Engineering Comp. LLC. All rights reserved. Privacy Policy.'

S/N	PO No	PO Date	Tot Amt AED	Total Amount	Currency	Want Date	PO Submit Date	Delivery Term	Select
1	LPO	22-Nov-2024	1.20	1.20 AED	AED	07-Dec-2024	22-Nov-2024	DDP	Select
2	LPO	21-Nov-2024	0.00	0.00 AED	AED	07-Dec-2024	22-Nov-2024	DDP	Select
3	LPI	16-Nov-2024	0.00	0.00 AED	AED	07-Dec-2024	18-Nov-2024	ASWAN	Select
4	LPO	07-Nov-2024	0.00	0.00 AED	AED	06-Dec-2024	12-Nov-2024	ASWAN	Select
5	LPO	31-Oct-2024	2.00	2.00 AED	AED	22-Nov-2024	05-Nov-2024	ASWAN	Select
6	LPI	02-Oct-2024	7.00	7.00 AED	AED	16-Oct-2024	02-Oct-2024	DDP	Select
7	LPI	19-Sep-2024	4.00	4.00 AED	AED	02-Oct-2024	19-Sep-2024	DDP	Select
8	LPO	01-Jun-2024	0.00	0.00 AED	AED	08-Jun-2024	12-Jun-2024	DDP	Select
9	LPI	10-Jun-2024	3.00	3.00 AED	AED	19-Jun-2024	11-Jun-2024	DDP	Select
10	LPO	10-Jun-2024	4.90	4.90 AED	AED	19-Jun-2024	11-Jun-2024	DDP	Select
11	LPO	10-Jun-2024	3.20	3.20 AED	AED	19-Jun-2024	11-Jun-2024	DDP	Select
12	LPO	06-Jun-2024	6.80	6.80 AED	AED	14-Jun-2024	07-Jun-2024	DDP	Select
13	LPO	06-Jun-2024	7.00	7.00 AED	AED	13-Jun-2024	07-Jun-2024	DDP	Select
14	LPO	06-Jun-2024	4.00	4.00 AED	AED	14-Jun-2024	07-Jun-2024	DDP	Select
15	LPI	04-Jun-2024	2.00	2.00 AED	AED	11-Jun-2024	05-Jun-2024	DDP	Select

2. **Select a PO:** Click on a specific PO to view its details.

The screenshot shows the 'Purchase Order Details' page. It features a header with 'In-House App' and 'e-Supplier'. Below the header are two buttons: 'Show Header Attachments' and 'Download PO Copy'. The main content area contains a form with fields for PO No# (LPO), PO Date (22-Nov-2024), Vendor ID (001), Currency (AED), PO Amount, Vendor Name (L.L.C), Want Date (07-Dec-2024), PO Amt (AED), PO Status (Open), Delivery Term (DDP), Buyer, Vendor Emails, and Aswan Emails. Below the form is a section for 'Purchase Order Line Details' with a table showing one line item. The table has columns for LNo, Part ID, Part Description, Line Specification, UOM, Qty, Unit Price, Disc%, VAT Amt, Total Amt, and Attachments. The line item shows a quantity of 2,000 and a total amount of 2,000. At the bottom, it says 'Copyright Aswan International Engineering Comp. LLC. All rights reserved. Privacy Policy.'

LNo	Part ID	Part Description	Line Specification	UOM	Qty	Unit Price	Disc%	VAT Amt	Total Amt	Attachments
1	SPARE	SPARE		EA	2,000	1,000	2,000		2,000	Attachments

3. **Download PO:** Click on the "Download PO" button to download the PDF version of the purchase order.

## Purchase Order Details

<a href="#">Show Header Attachments</a>		<a href="#">Download PO Copy</a>	
PO No#	LPO- [REDACTED]	Currency	AED
PO Date	22-Nov-2024	PO Amount	[REDACTED] 0

4. **Upload Documents:**
  - o **Header Level Documents:**

## Purchase Order Details

<a href="#">Show Header Attachments</a>		<a href="#">Download PO Copy</a>	
PO No#	LPO- [REDACTED]	Currency	AED
PO Date	22-Nov-2024	PO Amount	[REDACTED] 0

Note: File types: .pdf, .jpeg, .jpg, .xls, .xlsx and file size should not exceed 5MB

Show Versions: PO No# LPO- [REDACTED]

SI No.	Doc. Type	Original Doc Name	Status	Comments	Revision	Download
1	Purchase Order Copy	PONO_LPO- [REDACTED].pdf	Submitted		Modify	Download

© Copyright Aswan International Engineering Comp LLC. All rights reserved. Privacy Policy

- Invoice: Upload the invoice document.
- Packing List: Upload the packing list document.

o Line Level Documents:

Purchase Order Line Details										
Line	Part ID	Part Description	Line Specification	UOM	Qty	Unit Price	Disc%	TAT Amt	Total Amt	Attachments
1	[REDACTED]	SPARE [REDACTED]	[REDACTED]	EA	2.0000	[REDACTED].00	2.000	[REDACTED]	[REDACTED]	Attachments

© Copyright Aswan International Engineering Comp. LLC All Rights Reserved Private Portal

## Purchase Order Attachments (Line Level)

PO No# LPO- [REDACTED] PO Line No# 1

Line Specification SPARE [REDACTED]

Part No [REDACTED] Quantity 2.00 UOM EA

Part Description SPARE [REDACTED]

**Please Attach the Documents...**

Note: File types .pdf, .jpeg, .jpg, .xls, .xlsx and file size should not exceed 5MB

Attachment Type    Show Versions

Sl No.	Doc Type	File Name	PO No	POLnNo	Revision	Original Doc Name	Status
	MTC						
	QA Package						
	Certificates Reports						
	Coating Reports						
	Factory Acceptance Tests						
	Heat Treat Reports						
	NDE / NDT Reports						
	Non Conformance Reports						
	Raw Material Reports						
	Special Quality Requirements						
	Welding / Fabrication Reports						

- Drawings: Upload any relevant drawings.
- Specifications: Upload technical specifications.
- Material Test Certificate: Upload the MTC for materials used.
- QA Package: Upload the quality assurance package.

- Certificates Reports: Upload any certifications or reports.
- Coating Reports: Upload reports on coatings applied.
- Heat Treat Reports: Upload heat treatment reports.
- NDE/NDT Reports: Upload non-destructive examination/testing reports.
- Non-Conformance Reports: Upload reports on any non-conformities.
- Raw Material Reports: Upload reports on raw materials used.
- Special Quality Requirements: Upload documents related to special quality requirements.
- Welding/Fabrication Reports: Upload welding and fabrication reports.

Note: Ensure that you upload the correct documents for the specified PO and line items. Adhering to the document requirements will help streamline the approval process and expedite payments.

For any assistance or queries, please contact Aswan IT: [nihad@aswan.com](mailto:nihad@aswan.com)