



DOCUMENTATION FOR

User Manual – Vendor Management

External Supplier Registration

Submitted To



DOCUMENT CONTROL

Change Record

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27-Mar-24	Prem Kumar Rajendran	V1.0	Initial Version

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Distribution

Copy No.	Name	Location
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1. External Supplier Registration

Step	Action
1.	Click on Supplier Registration " https://iaafbv-test.fa.ocs.oraclecloud.com "
2.	Link will direct user to Supplier registration Page
3.	Navigate to Company Details → Provide all required Details

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

Company Details

* Company: Omran fresheners suppliers

* Tax Company Type: Corporation

Supplier Type: Supplier

Company Website:

* Attachments: icons8-procurement-50 (1).png

D-U-N-S Number:

Tax Country:

Taxpayer ID:

Tax Registration Number:

Note to Approver:

Additional Information

* Grade: Grade 3

* Certification Status: Active

* CR Expiry Date: 19/03/26

* CR Number: 3424134

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: Sulthan

* Last Name: Manzoor

Step	Action
4.	Navigate to "Contacts" → Contact information Will be Populated Here from Company details from "Your Contact Information" → Click on create Icon to add additional Contacts

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Register Supplier: Contacts

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Manzoor, Sulthan		testemail@gmail.com	✓	✓		

Columns Hidden 7

Step	Action
5.	Navigate to "Create Contact"→ Enter the required Contact Details

Create Contact

Salutation

* First Name Abdul

Middle Name

* Last Name Rahuman

Job Title

☐ Administrative contact

Phone

Mobile

Fax

* Email

☐ Create user account

Roles

Actions View Format Freeze Detach Wrap

Role	Description
No data to display.	

Create Another OK Cancel

Step	Action
6.	Select "Create user account"→ Select "Roles" →Click on  Select & add for any additional roles

Register Supplier - Suppliers - Oracle Cloud

tax registration number sample

First Name: Abdul

Middle Name:

Last Name: Rahuman

Job Title:

Administrative contact: ☐

Mobile:

Fax:

Email:

User Account

☒ Create user account

Roles

Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...
Supplier Sales Representative_OM	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...
Supplier Customer Service Representative_...	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include ...

Create Another OK Cancel

Step	Action
7.	Click "OK"

Register Supplier - Suppliers - Oracle Cloud

tax registration number sample

First Name: Abdul

Middle Name:

Last Name: Rahuman

Job Title:

Administrative contact: ☐

Mobile:

Fax:

Email:

User Account

☒ Create user account

Roles

Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...
Supplier Sales Representative_OM	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...
Supplier Customer Service Representative_...	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include ...

Create Another OK Cancel

Step	Action
8.	Navigate to "Addresses"→ Click on Create Icon

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Company Details Contacts **Addresses** Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Addresses

Enter at least one address.

Back Next Save for Later Register Cancel

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

Step	Action
9.	Navigate to "Create Address"→ Enter the required Address Details

Register Supplier - Suppliers - Oracle Cloud

tax registration number sample

https://iaafbv-test.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_afLoop=4113740090976458&_afWindowMode=0&_afWindowId=...

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

* City

State

Postal Code

* Address Purpose ☒ Ordering ☒ Remit to ☒ RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
Rahuman, Abdul		Test@Testmail.c...	—	✓

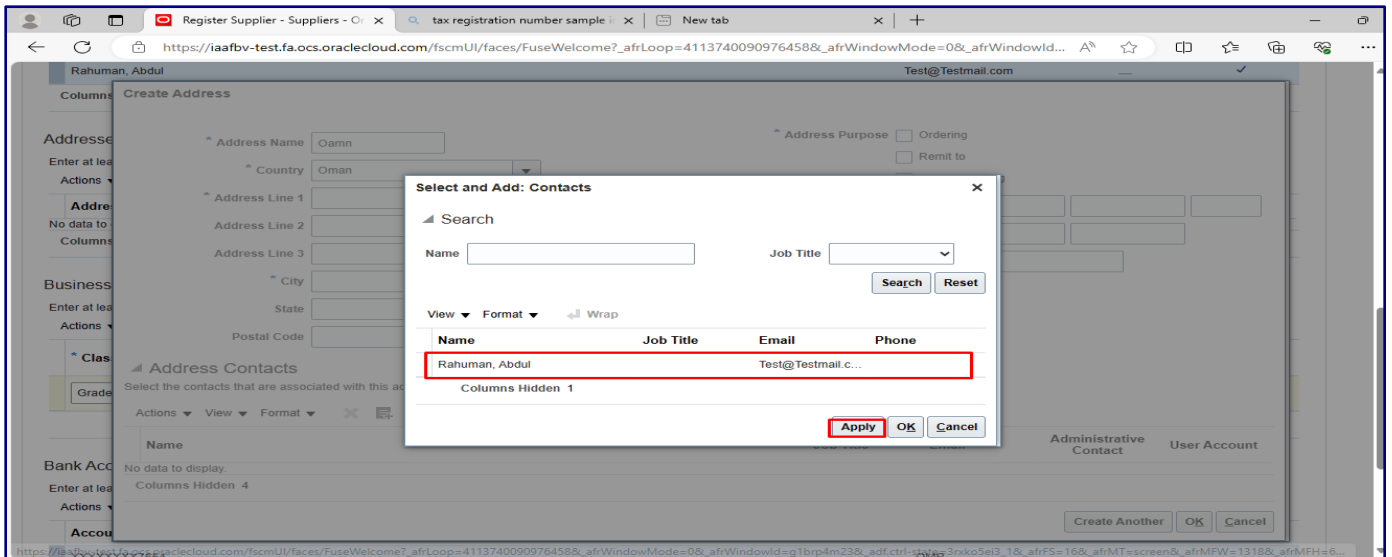
Columns Hidden 4

Create Another OK Cancel

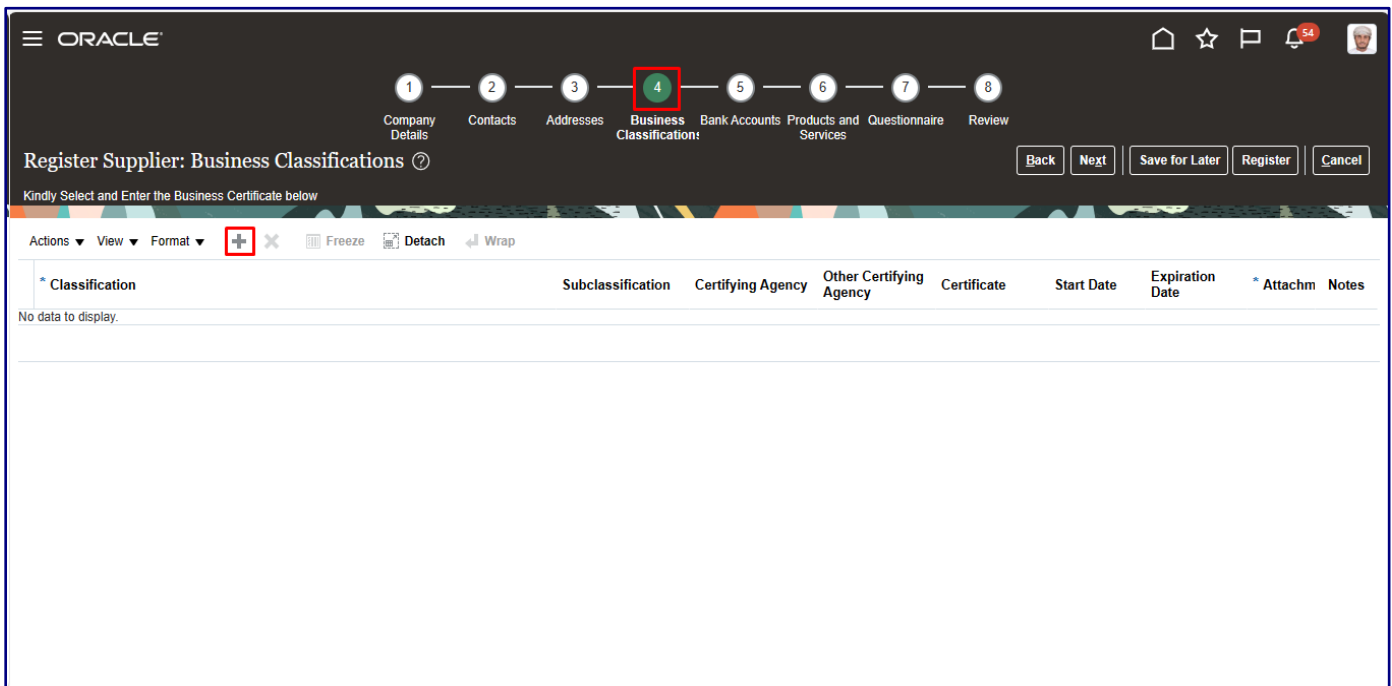
Step	Action
10.	Select "Address Purpose"

Step	Action
11.	Navigate to "Address Contacts"→ Click on Search & Add icon 

Step	Action
12.	Select Contact→ Click "Apply"



Step	Action
13.	Navigate to "Business Classification"→ Click on "Create icon"



Step	Action
14.	Select "Classifications"→ Provide all required details

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1 2 3 4 5 6 7 8
Company Details Contacts Addresses Business Classification Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications ?

Kindly Select and Enter the Business Certificate below

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	* Attachm	Notes
Minority Owned	American Indian	Other		3243421	dd/mm/yy: 00	dd/mm/yy: 00	1).png +X	

Step	Action
15.	Navigate to "Bank Accounts"→ Click on "Create Icon"

ORACLE

1 2 3 4 5 6 7 8
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Bank Accounts ?

Enter at least one bank account.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					
Columns Hidden 8					

https://iaafbv-test.fa.ocs.oraclecloud.com/fscm/UI/faces/PrcPosRegisterSupplier?prcBuld=3000000024759408&_adf.ctrl-state=18fu0xzp39_321&_afLoop=2986316384628271&_afFS=16&_afMT=screen&_afMFW=1358&_afMFH=646&_afMFDW=...

Step	Action
16.	Provide All required Bank Details → Click on "ok"

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country IBAN

Bank * Currency

Branch

* Account Number

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver

Create Another OK Cancel

Step	Action
17.	Navigate to Products and Services Categories → Click on Search & Add Icon

Register Supplier: Products and Services

Enter at least one products and services category.

Company Details Contacts Addresses Business Classifications Bank Accounts **Products and Services** Questionnaire Review

Back Next Save for Later Register Cancel

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

Step	Action
18.	Select the Required Category name → Click on "Apply"

Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
☐	Domestic appliances	Domestic appliances
☐	Domestic kitchenware and kitchen supplies	Domestic kitchenware and kitchen supplies
☐	Doors and windows and glass	Doors and windows and glass
☐	Electrical Systems, Lighting accessories and supplies	Electrical Systems, Lighting accessories and supplies
☐	Fire protection	Fire protection
☐	Fitness equipment	Fitness equipment
☐	Furniture and Furnishings	Furniture and Furnishings
☒	Guestroom Accessories and Supplies	Guestroom Accessories and Supplies
☐	Heating and ventilation and air circulation	Heating and ventilation and air circulation

Register Cancel

Step	Action
19.	Navigate to "Questionnaires → Provide Answer for the questions → Click on "Next"

Register Supplier: Questionnaire

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Back Next Save for Later Register Cancel

Attachments None

Questions

Omran Supplier On-Boarding Qualification Area (Section 1 of 1)

Section

1. Omran Supplier On-Boarding Qualificati...

* 1. Attach Last 3 Months Bank Statement

Response Attachments None

* 2. Company Establishment Year

* 3. Company Registration Certificate

Response Attachments None

* 4. Please Select Business Size

☐ a. 0 - 50 Members

☐ b. m50 - 100 Members

☐ c. Above 100 Members

* 5. Please attach Company Profile

Step	Action
20.	Navigate to "Review" → Click on "Register"
21.	End Of Procedure

✓

✓

✓

✓

✓

✓

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Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire
Review

Review Supplier Registration: Omran fresheners suppliers

Back
Next
Save for Later
Register
Cancel

Company Details

Company
Omran fresheners suppliers

D-U-N-S Number
3423413142134

Tax Company Type
Corporation

Tax Country
Oman

Supplier Type
Supplier

Taxpayer ID

Company Website

Tax Registration Number
4535234141

Note to Approver

Additional Information

Grade
Grade 3

CR Expiry Date
19/03/26

Certification Status
Active

CR Number
3424134

Attachments

Actions
View
+
x

Type	File Name or URL	Title	Description	Attached By	Attached Date
	https://iaafbv-test.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?p...	icons8-procurement-50 (1...		Mr. Kamal Kha...	07/03/24 6:47 AM