
Supplier Registration User Manual

Communication document intended to give assistance to
Suppliers - Oracle Fusion Applications 11.13.21.10

Al Barakah Investment Holding LLC

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1. Supplier Registration

All new supplier registrations are to happen online by the supplier. From the Company Website kindly, open the New Vendor Registration link. The below screen will appear.

Note: All fields marked with * are mandatory

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Company Details Contacts Addresses Business Classifications Bank Accounts Questionnaire Review

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.

<p>* Company <input type="text"/></p> <p>* Tax Organization Type <input type="text" value="v"/></p> <p>Supplier Type <input type="text" value="v"/></p> <p>Corporate Web Site <input type="text"/></p> <p>Attachments None +</p>	<p>D-U-N-S Number <input type="text"/></p> <p>Tax Country <input type="text" value="v"/></p> <p>Taxpayer ID <input type="text"/></p> <p>Tax Registration Number <input type="text"/></p> <p>Note to Approver <input type="text"/></p>
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Your Contact Information

Enter the contact information for communications regarding this registration.

<p>* First Name <input type="text"/></p> <p>* Last Name <input type="text"/></p> <p>* Email <input type="text"/></p> <p>* Confirm Email <input type="text"/></p>	
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Under the **Company Details** header, kindly fill all the mandatory information along with the Tax Registration details. Contact details are to be entered for the person who will be handling the account after successful completion of the registration process. After completing all the next proceed to the Contacts.

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Company Details
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Review

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.

Back
Next
Save for Later
Register
Cancel

<p>* Company <input style="width: 90%;" type="text" value="XYZ Company LLC"/></p> <p>* Tax Organization Type <input style="border-bottom: 1px solid #ccc;" type="text" value="Corporation"/></p> <p>Supplier Type <input style="border-bottom: 1px solid #ccc;" type="text" value="Supplier"/></p> <p>Corporate Web Site <input style="width: 90%;" type="text"/></p> <p>Attachments None +</p>	<p>D-U-N-S Number <input style="width: 90%;" type="text"/></p> <p>Tax Country <input style="border-bottom: 1px solid #ccc;" type="text" value="United Arab Emirates"/></p> <p>Taxpayer ID <input style="width: 90%;" type="text"/></p> <p>Tax Registration Number <input style="width: 90%;" type="text"/></p> <p>Note to Approver <div style="border: 1px solid #ccc; height: 30px; width: 90%;"></div></p>
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Your Contact Information

Enter the contact information for communications regarding this registration.

*** First Name**

*** Last Name**

*** Email**

*** Confirm Email**

Contact details default from the Company details section, if another contact is required the same needs to be updated here. Post completion proceed to Addresses tab.

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
ABC, XYZ		xyz@gmail.com	✓	✓		

Columns Hidden 7

Click on Create to add a new address.

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

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

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display					

Provide the address details along with checking all the boxes related to Address Purpose. The vendor also needs to associate an address with contact by selecting the contact already created at Company Details. Finally click on Ok and proceed to Business Classifications.

Create Address

* Address Name:

* Country:

* Address Line 1 or P.O. Box:

Address Line 2:

* Emirate:



* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone: 971

Fax: 971

Email:

▲ **Address Contacts**
 Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼   Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
ABC, XYZ		xyz@gmail.com	✓	✓

Columns Hidden 4

Create Another OK Cancel

Business Classification entails the type of business organization. Kindly add the classification by clicking on the + symbol and selecting the appropriate classification. If none of the classification is applicable the vendor needs to check the None of the classifications are applicable box to proceed to Bank details.

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 Company Details — Contacts — Addresses — **Business Classification** — Bank Accounts — Questionnaire — Review

Register Supplier: Business Classifications ? Back Next Save for Later Register Cancel

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + ✕ Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Branch of Foreign Company Branch of GCC Company Free Zone Company Hub Zone Limited Liability Company Limited Liability Company - Single Owner Minority Owned Non-Profit Incorp. Organization Partnership Company Public Company Service-disabled Veteran Owned Small Business Sole Establishment Veteran Owned Woman Owned </div>					dd-mmm	dd-mmm	None +	

Click on Create to update the bank details. Bank details such as Country, Bank, Branch, Account Number and IBAN are mandatory details to be updated under the Bank Details header.

Create Bank Account

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

<p>* Country <input type="text"/></p> <p>Bank <input type="text"/></p> <p>Branch <input type="text"/></p> <p>Account Number <input type="text"/></p>	<p>IBAN <input type="text"/></p> <p>Currency <input type="text" value="AED"/> ▼</p>
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Additional Information

<p>Account Name <input type="text"/></p> <p>Alternate Account Name <input type="text"/></p> <p>Account Suffix <input type="text"/></p> <p>Check Digits <input type="text"/></p>	<p>Agency Location Code <input type="text"/></p> <p>Account Type <input type="text" value="▼"/></p> <p>Description <input type="text"/></p>
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Comments

Note to Approver

Under the Questionnaire header, the vendor is required to fill all the Business required informed not already covered in the previous section. Mandatory details should not be left blank and attachments are must to be added wherever applicable.

ORACLE Home Info Sign In

✓ ✓ ✓ ✓ ✓ 6 7
 Company Details Contacts Addresses Business Classifications Bank Accounts Questionnaire Review

Register Supplier: Questionnaire Back Next Save for Later Register Cancel

Attachments None

Section

- ✓ 1. Company Specific Information
- ✓ 2. Financial Information
- ✓ 3. References (recent 3)
- ✓ 4. Information on Quality Certification & H...
- ✓ 5. Insurance
- ✓ 6. Technical Capabilities
- ✓ 7. Previous Company Record

Questions

Company Specific Information (Section 1 of 7)

- * 1. Company Name
- * 2. Trade License Issue Date
- * 3. Trade License Expiry date
- * 4. Year of Establishment (Kindly attach a copy of your Trade license copy)
 a. Attached
- * 5. Passport Copy of the authorized personnel as per the POA
 a. Attached

Upon completion of the questionnaire, the vendor needs to review the information updated and finally submit for Business review. Below confirmation message will be displayed upon submission of registration request.

Post internal approval Email will be sent to the contact email address mentioned indicating the registration process has been completed successfully.

