

DOCUMENT FOR

User Manual – Procurement Cloud

External Supplier Registration



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1. EXTERNAL SUPPLIER REGISTRATION

External supplier registration allows suppliers to raise the supplier registration request through an external registration link. The registration link will be available on the website of the buying organization (TADWEER). The supplier who wants to form a business relationship with the buying organization (TADWEER), the supplier will simply go on to the organization's web page and register. The Buying organization (TADWEER) can put prospective supplier registration URLs on their website.

This User manual explains the process of Registering as a New Prospective supplier in the Masters of a Buying organization. It explains how to add supplier addresses, contacts, bank accounts, business classification and assign a Product and Service Category and respond to the Pre-Qualification questionnaires.

Audience: External Supplier.

Purpose: This job aid provides the steps to Register as Prospective Supplier

New Supplier Registration link

https://iaasey.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/registersupplier/register-supplierverification?id=HEXwUcNEm3R0B2I77QLvV34%2BQyu01705%2Bk6oA%2Fyel0kv%2FHMNu9am5 UD7Fw%3D%3D



Step	Actions
1.	Click on the Registration Link provided by the Buying Organization.
2.	Provide the Email Id in the Supplier Registration page & click on Send Access Code.

1.1 EXTERNAL SUPPLIER REGISTRATION PROCESS





Step	Actions
3.	Copy the Access Code received in the Provided Email ID.

s Code for Your Supplier Registration	
Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from iaasey-test.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com. SI This message was sent with High importance.	now blocked content
IAASEY-TEST.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com	☺ ← …
To: 🥝 Giridhar Prabu @ 4i Apps	Tue 4/2/2024 4:50 PM
EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or unless you recognize the sender and know the content is safe.	open attachments
Here's the access code you requested.	
ycL1GjNqT	
An ImageThe code expires in 15 minutes.	
	Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from iaasey-test.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com. Si This message was sent with High importance. IAASEY-TEST.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com To: Importance @ Giridhar Prabu @ 4i Apps EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or unless you recognize the sender and know the content is safe. Here's the access code you requested. Ivcl_Givcl ManageThe code expires in 15 minutes.

Step	Actions
4.	Enter the Access code received & click on Continue.





Step	Actions
5.	In the Supplier Registration page, Enter the Company Name. It should match with the Trade License.
6.	Provide the Country, Tax Registration Number, Organization Type & Supplier Type from the LOV and Click " Continue ".

e company name here			
Supplier Registration Company Details	5		1 ₇
^{Company} Emirates Suppliers	Website	Country United Arab Emirates	
Taxpayer ID	Tax Registration Number 09382748920242	D-U-N-S Number	Company Details
Organization Type Corporation	✓ Supplier Type Supplier]	Contacts
Note to Approver			Business Classifications
Attach tax, insurance, and other relev	ant documents		Bank Accounts
Drag and Drop Select or drop files here.			Products and Services
[1	J 1	Questionnaire
		Cancel Save Continue	



Step	Actions
7.	In the Contact page, Enter the First Name, Last Name, Email & Mobile Number of the Supplier.
8.	Enable the "Yes" radio button in "Does this contact need a user account?" question, to get the Supplier Login credentials to access the supplier portal, then click on "Continue" .

lace company name here			
Supplier Registration Contacts Contact 1			2 ₇
First Name Giridhar	Last Name Prabu	Email giridhar.p@4iapps.com	
Country AE Mobile +971 52 100 9800	Country	Phone +971 Ext	Company Details
Job Title Senior Sales Manager	Country	Fax +971	Addresses
Enter up to 100 characters. Is this an administrative contact? Administrative contact will receive general communications from us. Yes No Business Classifications			
Does this contact need a user account? User accounts will provide online access to supplier tran What user roles does this contact n	sactions and self-service tasks. Yes O N-	0	Bank Accounts
Assign at least 1 user role to specify the respons	ibilities of the contact.		Products and Services
 Manages the profile information f user accounts to grant employees 	or the supplier company. Primary tasks include up access to the supplier application.	dating supplier profile information and requesting	Questionnaire
Last updated 1 minute ago		Cancel Save Continue	



Step	Actions
9.	In the Address page, Enter the Organizational Addresses of the supplier.
10.	To associate the Contacts with Address , click on the Check Box & then click on Continue.

Supplier Registration	'n						31 ₇
Address 1 Address Name Head Office		What's this address	used for? Select at least 1 Orders Z Receive	purpose. e Payments 🛛 🗹 B	id on RFQs	団	
Country/Region United Arab Emirat	tes					•	Company Details
Address Line 1 or P.O. Bo 12	ox	Address Line 2 Al Thaheem Street		Emirate Dubai			Contacts Addresses
Email		Country AE	Phone +971		Ext		Business Classifications
Country AE	Fax +971						Bank Accounts
Which contacts are <i>i</i>	associated to this addr	ess?	,				Products and Services
	Giridhar Pr	abu	giridhar.p@4iapps.co	m Senior S	ales Manager		Questionnaire
Last updated 2 minutes ago	0			Cancel	Save Conti	nue	



Step	Actions
11.	From the Business Classification page, needs to enter the Trade License Information. Select the Classification type & Certifying Agency type from the List of Values.
12.	Enter the Certificate Number, Expiration Date of the certificate & then click on Continue.

Place company name here		
Supplier Registration Business Classifications		41 ₇
Business classification 1	団	
Classification Trade License Number	Subclassification	Company Details
Certifying Agency ABU DHABI DEPARTMENT OF E	Certificate Number AE64248939ED	Contacts
Certificate Start Date		Addresses
]	Business Classifications
Notes	a	Bank Accounts
Attach current certificates and supporting documents		Products and Services
Drag and Drop		Questionnaire
Last updated 38 seconds ago	Cancel Save Continue	

Step	Actions
13.	Enter the Bank Account details of the Supplier.
14.	Attach the Bank Documents (Mandatory) & click on Continue.

Country United Arab Emirates						51 ₇
Bank FIRST ABU DHABI BANK	Bank Branch ABU DHABI KHALIFA ST	•	Account Number 8913752874927]	
^{IBAN} AE070331234567890123456	Currency UAE Dirham	•	Account Type Savings	-		
Account Holder Emirates Suppliers						Company Details
tach supporting documents Required						Contacts
tach supporting documents Required						Contacts Addresses
tach supporting documents Required Drag and Drop Select or drop files here.						Contacts Addresses Business Classifications
tach supporting documents Required Drag and Drop Select or drop files here.		Add URL				Contacts Addresses Business Classifications Bank Accounts
tach supporting documents Required Drag and Drop Select or drop files here.	Last updated on 4/3/2024 4.25 KB	Add URL				Contacts Addresses Business Classifications Bank Accounts Products and Services
tach supporting documents Required Drag and Drop Select or drop files here. URL Bank Pass Book.pdf Add Another Bank Account	Last updated on 4/3/2024 4.25 KB	Add URL				Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire



Step	Actions
15.	In the Product and Services page add the list of categories that are relevant to supplier product family & then click on Continue.

Place company name here					
Supplier Registration Products and Services					6 ₁₇
Q Search by category or description					
6 selected View Selected Clear Selected]				Company Details
Category	Description				
Acids And Their Salts And Esters	Acids And Their Salts And Esters				Contacts
Additives	Additives				Addresses
Additives.Anti Oxidants	Additives.Anti Oxidants				Business Classifications
Additives.Catalysts	Additives.Catalysts				Real: Associate
Additives.Corrosion	Additives.Corrosion Inhibitors				
Additives.Paraffin Asphaltene Control Agents	Additives.Paraffin Asphaltene Control Agents				Products and Services
Additives Scavengers	Additives Scavengers				Questionnaire
Last updated 2 seconds ago		Cancel	Save	Continue	



Step	Actions
16.	In the Questionnaire page, provide the answers for the questions and attach the Required Attachments then click on Submit .

Supplier Registration		
Questionnaire		71 ₇
L Contraction of the second seco		
Tadweer Pre Qualification 🝚		
Tadweer Pre Qualification Θ (Section 1 of 1)		
1. Please Select Business Size		
Required		
a. Industry Sector - Medium [101 to 250 employees] [50 to 250 million Annual revenue]		
O b. Industry Sector - Micro (9 or less employees) [<3 million Annual revenue]		
C. Industry Sector - Small [10 to 100 employees] [3 to less than 50 million Annual revenue]		Company Details
a. services sector - Micro [5 or less employees] [20 to 200 million Annual revenue]		
		Contacts
O h. Trade Sector - Micro [5 or less employees] [<3 million Annual revenue]		Addresses
O i. Trade Sector - Small [6 to 50 employees] [3 to less than 50 million Annual revenue]		
2. Please attach Company Profile		Business Classifications
Required		Bank Accounts
Required		Products and Services
Add Attachments		Questionnaire
Last updated 40 seconds ago	Cancel Save Submit	
3. Please enter ICV Percentage	7	
3. Please enter ICV Percentage	7	
3. Please enter ICV Percentage 60 Add Attachments	7	
3. Please enter ICV Percentage 60 Add Attachments	7	
3. Please enter ICV Percentage 60 Add Attachments	7	I ₇
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement	7	I ₇
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement	7	I ₇
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Required	7 co	mpany Details
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Required Bank Statement Attachment	7 ca	mpany Details
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Required Bank Statement Attachment	7 ca ca	mpany Details
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Required Bank Statement Attachment Required @ Add Attachments	7 ca ca	mpany Details
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Pequired Bank Statement Attachment Pequired @ Add Attachments	7 Ca Ca	mpany Details ntacts Idresses
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Required Bank Statement Attachment Required @ Add Attachments 3. Attach the Bank Letter Document	7 Ca Aa	mpany Details ntacts Idresses
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Requires Bank Statement Attachment Required @ Add Attachments 5. Attach the Bank Letter Document Required	7 Ca Aa Bu	mpany Details ntacts idresses siness Classifications
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Required @ Add Attachment Required @ Add Attachments 5. Attach the Bank Letter Document Required Bank Letter Attachment	7 Ca Aa Bu	mpany Details ntacts idresses siness Classifications
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Reguires Bank Statement Attachment Reguired @ Add Attachments 5. Attach the Bank Letter Document Reguired Bank Letter Attachment Reguired	7 Ca Aa Bu Ba	mpany Details mtacts Idresses siness Classifications nk Accounts
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Reguired @ Add Attachment S. Attach the Bank Letter Document Required Bank Letter Attachment Required @ Add Attachments	7 Ca Bu Ba	mpany Details mtacts idresses siness Classifications nk Accounts
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Reguired Bank Statement Attachment Required @ Add Attachments 5. Attach the Bank Letter Document Required Bank Letter Attachment	7 Co Bu Ba Pr	mpany Details mtacts idresses siness Classifications nk Accounts oducts and Services
 3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Required Bank Statement Attachment Required Attach the Bank Letter Document Required Bank Letter Attachment Required Bank Letter Attachment Required Bank Letter Attachment Required Bank Letter Attachment 	7 Co Co Bu Ba Pr	mpany Details ntacts idresses siness Classifications nk Accounts oducts and Services
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Required Bank Statement Attachment Required @ Add Attachments 5. Attach the Bank Letter Document Required Bank Letter Attachment Vequired @ Add Attachment	7 Co Ad Bu Ba	mpany Details mtacts idresses siness Classifications nk Accounts oducts and Services restionnaire
3. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Required Bank Statement Attachment Required @ Add Attachments S. Attach the Bank Letter Document Required Bank Letter Attachment Vequired @ Add Attachment	7 Co Ad Bu Ba	mpany Details mtacts idresses siness Classifications nk Accounts oducts and Services restionnaire
S. Please enter ICV Percentage 60 Add Attachments 4. Attach Last 3 Months Bank Statement Required @ Add Attachments Statement Attachment Required @ Add Attachments State the Bank Letter Document Required @ Add Attachment	7 Ca Bu Bu Bu Bu Bu Bu Bu Bu Bu Bu Bu Bu Bu	mpany Details mtacts idresses isiness Classifications nk Accounts oducts and Services iestionnaire



Step	Actions
17.	A confirmation notification will be displayed.

Place company name here	
Success	
Your registration request 19003 was submitted.	

Step	Actions
18.	Once the Registration request is approved, the supplier will receive a Welcome E-Mail with Reset Password Link through the provided Email ID. Click the Reset password link

Oracle	e Fusion Applications-Welcome E-Mail
1	IAASEY-TEST.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com To: ● Giridhar Prabu @ 4i Apps Thu 4/4/2024 12:02 AM
	EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
	Dear Giridhar Prabu, Congratulations! Your Oracle Fusion Applications account has been successfully created. Please follow the link below to reset your password.
	https://iaasey-test.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword? ase.gid=3ae9e6435698406fb7bc8a042a70231f
	For any issues, contact your system administrator.
	Thank You, Oracle Fusion Applications
	← Reply Forward



Step	Actions
19.	Provide the New Password & Click on Submit.

Sign In ORACLE APPLICATIONS CLOUD
Reset Password Submit

Step	Actions
20.	The Password Reset Confirmation mail will be received with Username

cle Fusion Applications-Password Reset Confirmation			
IAASEY-TEST.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com To: • Giridhar Prabu @ 4i Apps	© ∽ Thu	≪	
EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or open recognize the sender and know the content is safe.	n attachments unl	ess you	
Dear Giridhar Prabu,			
The password for your Oracle Fusion Applications Account - 26014 - was recen	tly changed.		
If you made this change, you do not need to do anything more.			
If you did not make this change, contact your system administrator.			
Thank You, Oracle Fusion Applications			
Reply Forward			



Step	Actions
21.	The supplier will receive a Mail Confirmation Notification for User Account Creation.
	Now Click on Access the application

FYI: Supplier Contact User Account for TADWEER ENTERPRISE was Created				
Image:			ⓒ ← ← → ··· Thu 4/4/2024 12:03 AM	
			n attachments unless you	
			PRISE was Created	
	Details			
	Assignee	Giridhar Prabu	Supplier	Emirates Suppliers
	Assigned Date	03/04/24 06:33 PM	Supplier Number	10036
	Expiration Date	03/05/24 06:33 PM		
	Task Number	272591		
	Recommended Ac	tions		
	You were granted access to the instruction to access the applicat	supplier application for TADWEER	R ENTERPRISE. A separate email	will be sent to you with the
	Access the application. User Account Details			
	Assigned Roles			

Step	Actions
22.	Login with the supplier user credentials & click on Sign In.

Sign In Oracle Applications Cloud			
	Company Single Sign-On		
	or		
	User ID	l	
	26014		
	Password	l	
	Foront Password		
	Sign In		
	Select Language		



Step	Actions
23.	Click Supplier Portal . This will take us to the supplier portal application.
24.	End of Procedure.

() tadweer group		û Þ 🤹 G
	Good afternoon, Giridhar Prabu	1000
	Supplier Portal Tools Others	
	APPS	
	Supplier Portal	

