



DOCUMENT FOR

# User Manual – Procurement Cloud

External Supplier Registration

Submitted to



## Document Control

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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/register-supplier/register-supplier-verification?id=HEXwUcNEm3R0B2I77QLvV34%2BQyu01705%2Bk6oA%2FyeIOkv%2FHMNu9am5UD7Fw%3D%3D>

## 1.1 EXTERNAL SUPPLIER REGISTRATION PROCESS

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

Place company name here

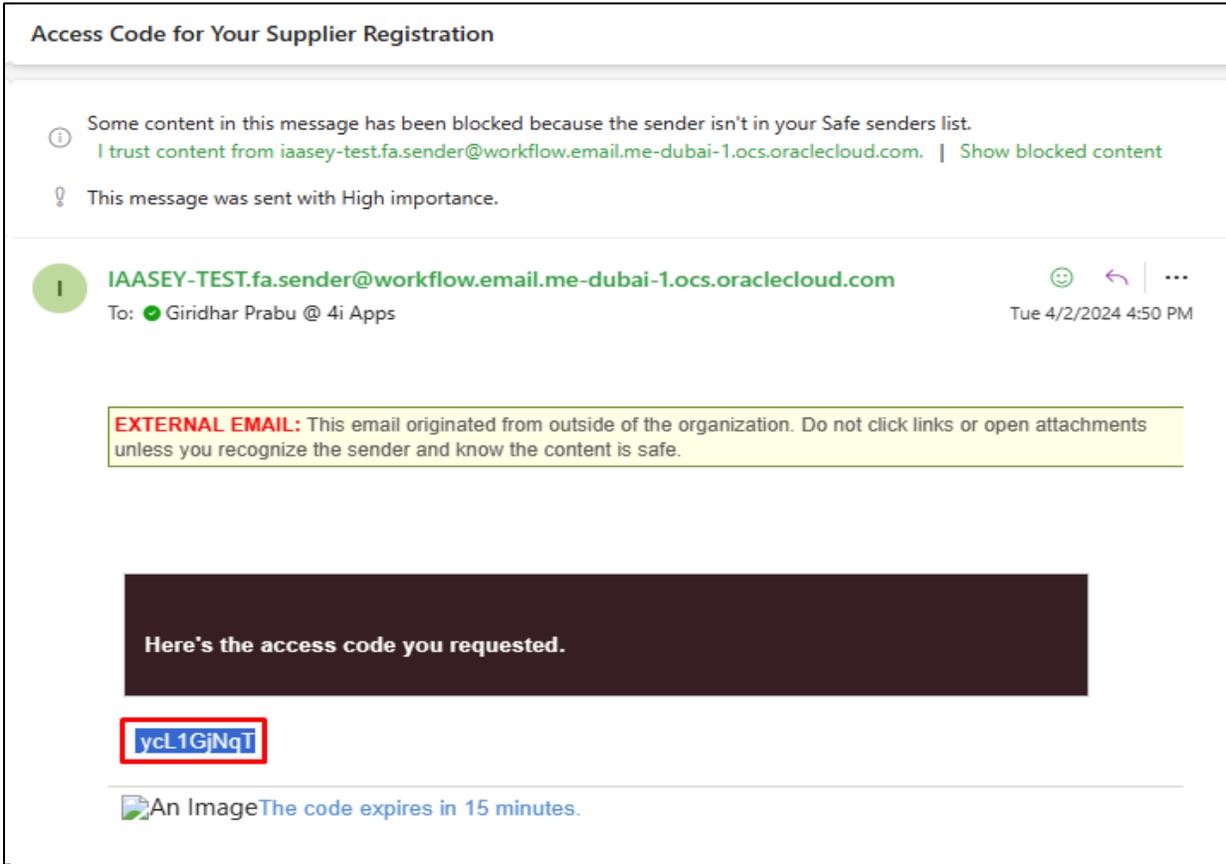
**Supplier Registration**

**Enter your email**  
Get a one-time access code to start.

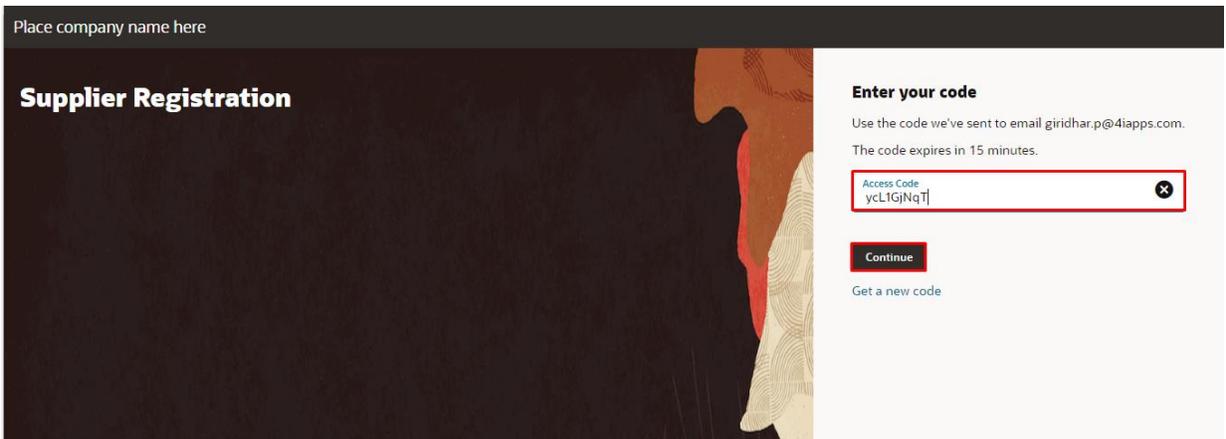
Email  
giridhar.p@4iapps.com

**Send Access Code**

Step	Actions
3.	Copy the <b>Access Code</b> received in the Provided Email ID.



Step	Actions
4.	Enter the Access code received & click on <b>Continue</b> .



Step	Actions
5.	In the <b>Supplier Registration</b> page, Enter the <b>Company Name</b> . It should match with the <b>Trade License</b> .
6.	Provide the <b>Country, Tax Registration Number, Organization Type &amp; Supplier Type</b> from the LOV and Click <b>“Continue”</b> .

Place company name here

Supplier Registration

### Company Details

Company  
Emirates Suppliers

Website

Country  
United Arab Emirates

Taxpayer ID

Tax Registration Number  
09382748920242

D-U-N-S Number

Organization Type  
Corporation

Supplier Type  
Supplier

Note to Approver

**Drag and Drop**  
Select or drop files here.

Cancel Save Continue

1 | 7

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

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

Place company name here

Supplier Registration

## Contacts

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

First Name  
Giridhar

Last Name  
Prabu

Email  
giridhar.p@4iapps.com

Country...  
AE

Mobile  
+971 52 100 9800

Country...  
AE

Phone  
+971

Ext

Job Title  
Senior Sales Manager  
Enter up to 100 characters.

Country...  
AE

Fax  
+971

**Is this an administrative contact?**  
Administrative contact will receive general communications from us.  Yes  No

**Does this contact need a user account?**  
User accounts will provide online access to supplier transactions and self-service tasks.  Yes  No

**What user roles does this contact need?**  
Assign at least 1 user role to specify the responsibilities of the contact.

**Supplier Self Service Administrator**  
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

Last updated 1 minute ago

Cancel
Save
Continue

2 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

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

Supplier Registration

## Addresses

**Address 1** 🗑️

Address Name:  What's this address used for? Select at least 1 purpose.

Receive Purchase Orders  
 Receive Payments  
 Bid on RFQs

Country/Region:

Address Line 1 or P.O. Box:   
Address Line 2:   
Emirate:

Email:   
Country:   
Phone:   
Ext:

Country:   
Fax:

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	Giridhar Prabu	giridhar.p@4iapps.com	Senior Sales Manager
-------------------------------------	----------------	-----------------------	----------------------

Last updated 2 minutes ago

Cancel   Save   Continue

3 | 7

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Company Details

---

Contacts

---

Addresses

---

Business Classifications

---

Bank Accounts

---

Products and Services

---

Questionnaire

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

Place company name here

Supplier Registration

## Business Classifications

Business classification 1 🗑️

Classification  
Trade License Number

Subclassification

Certifying Agency  
ABU DHABI DEPARTMENT OF E

Other Certifying Agency

Certificate Number  
AE64248939ED

Certificate Start Date

Certificate End Date  
01/01/30

Notes

Attach current certificates and supporting documents

Drag and Drop

Last updated 38 seconds ago

Cancel Save Continue

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- Company Details
- Contacts
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- Business Classifications
- Bank Accounts
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Step	Actions
13.	Enter the <b>Bank Account details</b> of the Supplier.
14.	Attach the <b>Bank Documents (Mandatory)</b> & click on <b>Continue</b> .

Bank account 1

Country: United Arab Emirates

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

Attach supporting documents (Required)

Drag and Drop: Select or drop files here.

URL: | Add URL

Bank Pass Book.pdf | Last updated on 4/3/2024 | 4.25 KB

+ Add Another Bank Account

Last updated 28 seconds ago

Cancel Save Continue

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Company Details

Contacts

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Products and Services

Questionnaire

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

Place company name here

Supplier Registration

## Products and Services

6 selected View Selected Clear Selected

	Category	Description
<input checked="" type="checkbox"/>	▸ Acids And Their Salts And Esters	Acids And Their Salts And Esters
<input checked="" type="checkbox"/>	▸ Additives	Additives
<input type="checkbox"/>	▸ Additives.Anti Oxidants	Additives.Anti Oxidants
<input checked="" type="checkbox"/>	▸ Additives.Catalysts	Additives.Catalysts
<input checked="" type="checkbox"/>	▸ Additives.Corrosion Inhibitors	Additives.Corrosion Inhibitors
<input type="checkbox"/>	▸ Additives.Paraffin Asphaltene Control Agents	Additives.Paraffin Asphaltene Control Agents
<input checked="" type="checkbox"/>	▸ Additives.Scaevengers	Additives.Scaevengers

Last updated 2 seconds ago

Cancel Save Continue

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- Company Details
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- Questionnaire

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

Supplier Registration

## Questionnaire

Tadweer Pre Qualification

Tadweer Pre Qualification (Section 1 of 1)

1. Please Select Business Size

**Required**

- a. Industry Sector - Medium [101 to 250 employees] [50 to 250 million Annual revenue]
- 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]
- d. Services Sector - Medium [51 to 250 employees] [20 to 250 million Annual revenue]
- e. Services Sector - Micro [5 or less employees] [ <2 million Annual revenue]
- f. Services Sector - Small [6 to 50 employees] [ 2 to less than 20 million Annual revenue]
- g. Trade Sector - Medium [51 to 100 employees] [50 to 250 million Annual revenue]
- h. Trade Sector - Micro [5 or less employees] [ <3 million Annual revenue]
- i. Trade Sector - Small [6 to 50 employees] [ 3 to less than 50 million Annual revenue]

2. Please attach Company Profile

**Required**

Company Profile Attachment

**Required**

Add Attachments

Last updated 40 seconds ago

Cancel Save **Submit**

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- Company Details
- Contacts
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- Bank Accounts
- Products and Services
- Questionnaire**

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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

**Required**

Add Attachments

End of Section 1 of 1

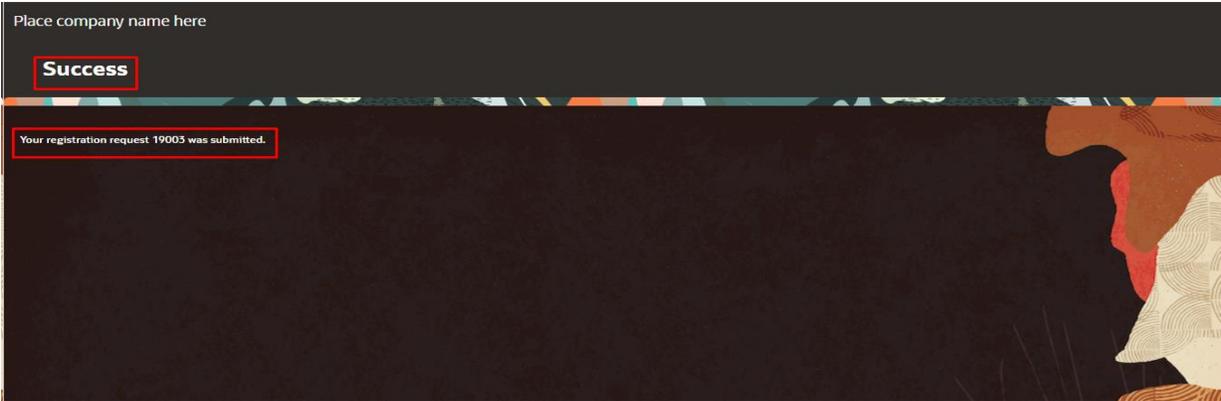
Last updated 2 minutes ago

Cancel Save **Submit**

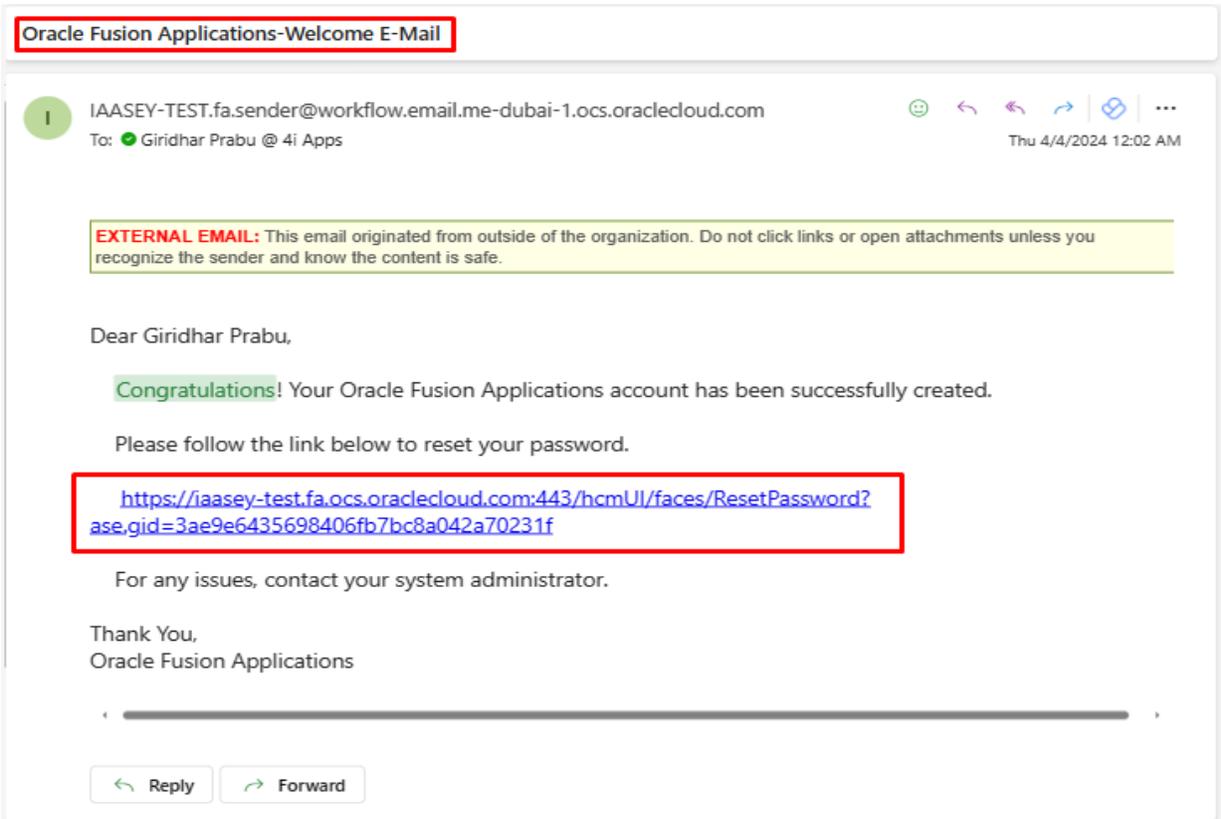
717

- Company Details
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- Questionnaire**

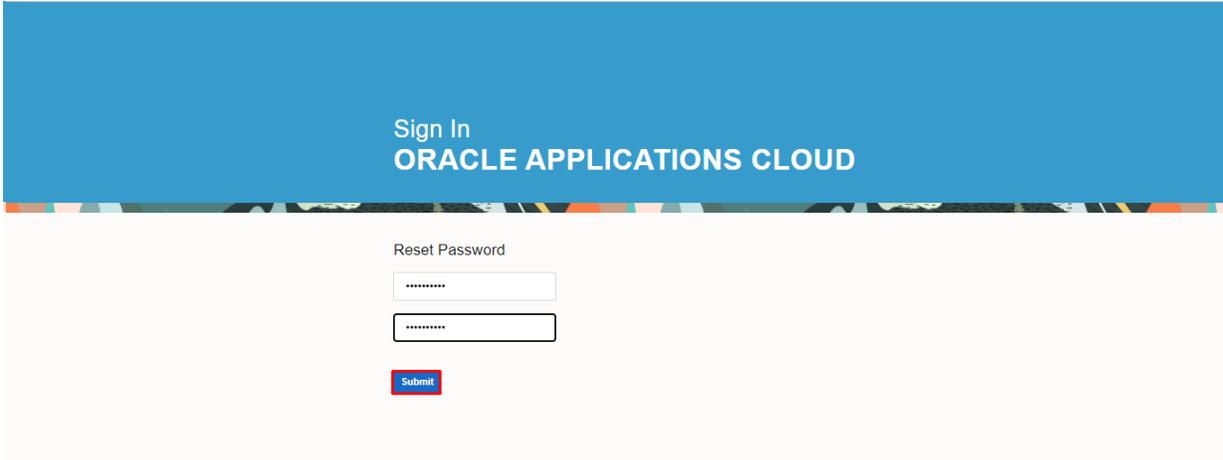
Step	Actions
17.	A <b>confirmation notification</b> will be displayed.



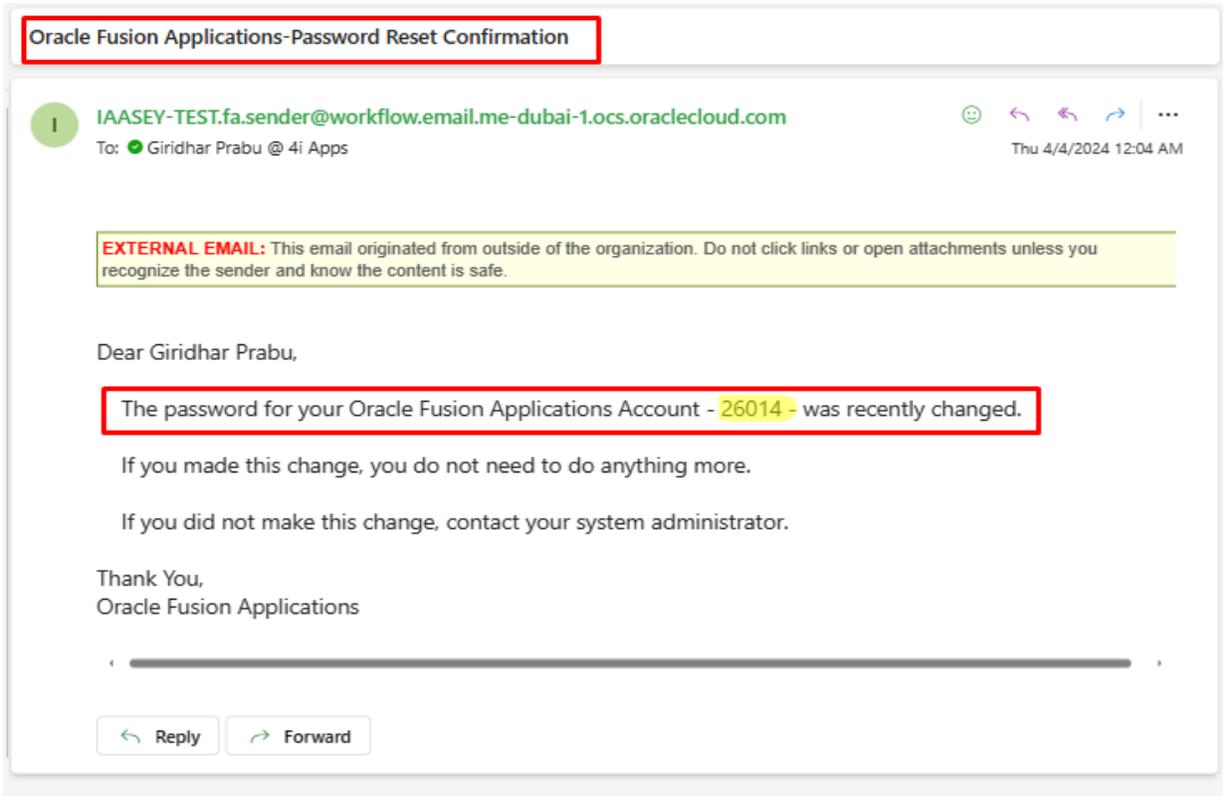
Step	Actions
18.	Once the Registration request is approved, the supplier will receive a <b>Welcome E-Mail</b> with <b>Reset Password Link</b> through the provided Email ID. Click the <b>Reset password link</b>



Step	Actions
19.	Provide the <b>New Password</b> & Click on <b>Submit</b> .



Step	Actions
20.	The Password Reset Confirmation mail will be received with <b>Username</b>



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

**FYI: Supplier Contact User Account for TADWEER ENTERPRISE was Created**

IAASEY-TEST.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com  
 To: Girdhar Prabu @ 4i Apps Thu 4/4/2024 12:03 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.

### Supplier Contact User Account for TADWEER ENTERPRISE 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 Actions**

You were granted access to the supplier application for TADWEER ENTERPRISE. A separate email will be sent to you with the instruction to access the application.

[Access the application](#)

**User Account Details**

**Assigned Roles**

Step	Actions
22.	Login with the supplier user credentials & click on <b>Sign In</b> .

## Sign In Oracle Applications Cloud

Company Single Sign-On

or

User ID  
26014

Password  
.....

[Forgot Password](#)

[Sign In](#)

Select Language  
English

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

