



DOCUMENTATION FOR

User Manual – Vendor Management

External Supplier Registration

Submitted To



DOCUMENT CONTROL

Change Record

Date	Author	Version	Change Reference
27-Mar-24	Prem Kumar Rajendran	V1.0	Initial Version

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Distribution

Copy No.	Name	Location
1	Kamal Al Harrasi	Omran Group

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1. External Supplier Registration

Step	Action
1.	Click on Supplier Registration “ https://iaafbv-test.fa.ocs.oraclecloud... ”
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: [Empty]
- * Attachments: icons8-procurement-50 (1).png

Additional Information

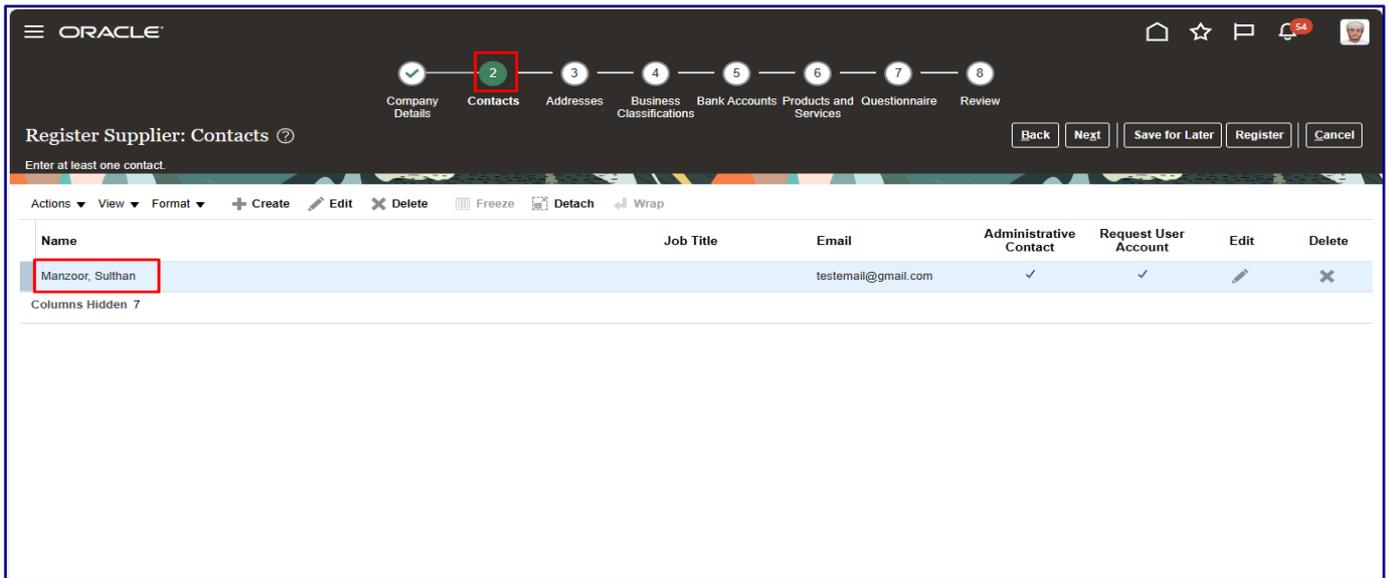
- * Grade: Grade 3
- * Certification Status: Active
- * CR Expiry Date: 19/03/26
- * CR Number: 3424134

Your Contact Information

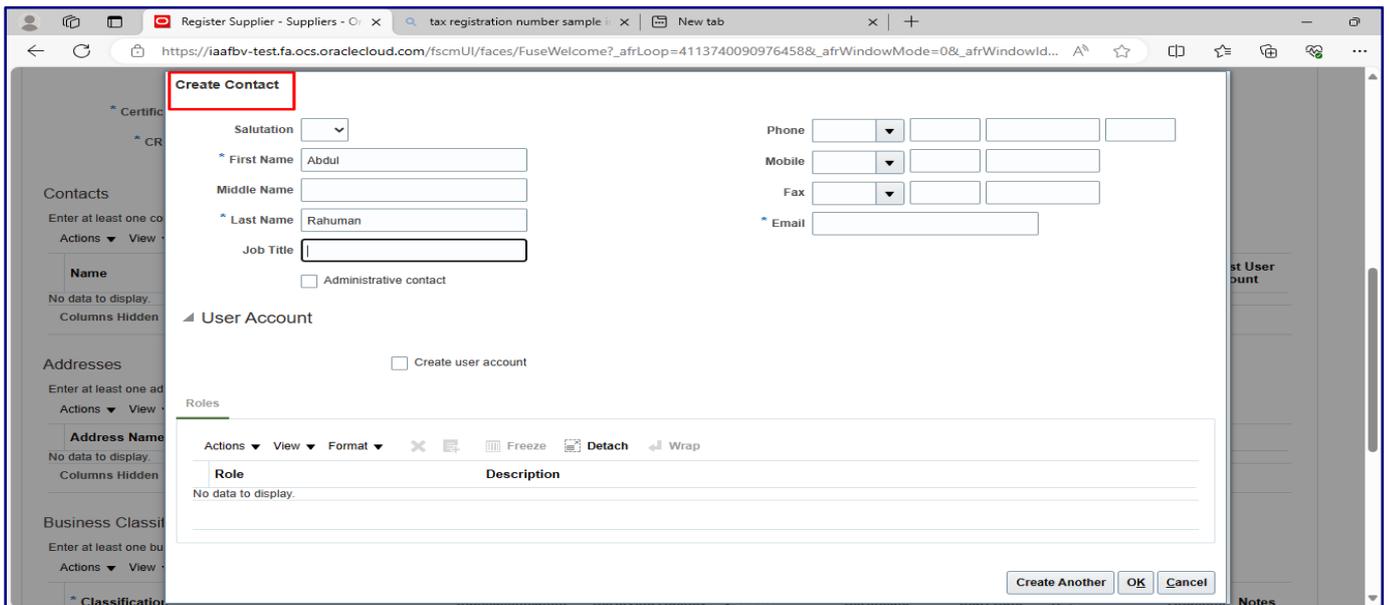
Enter the contact information for communications regarding this registration.

- * First Name: Sulthan
- * Last Name: Manzoor

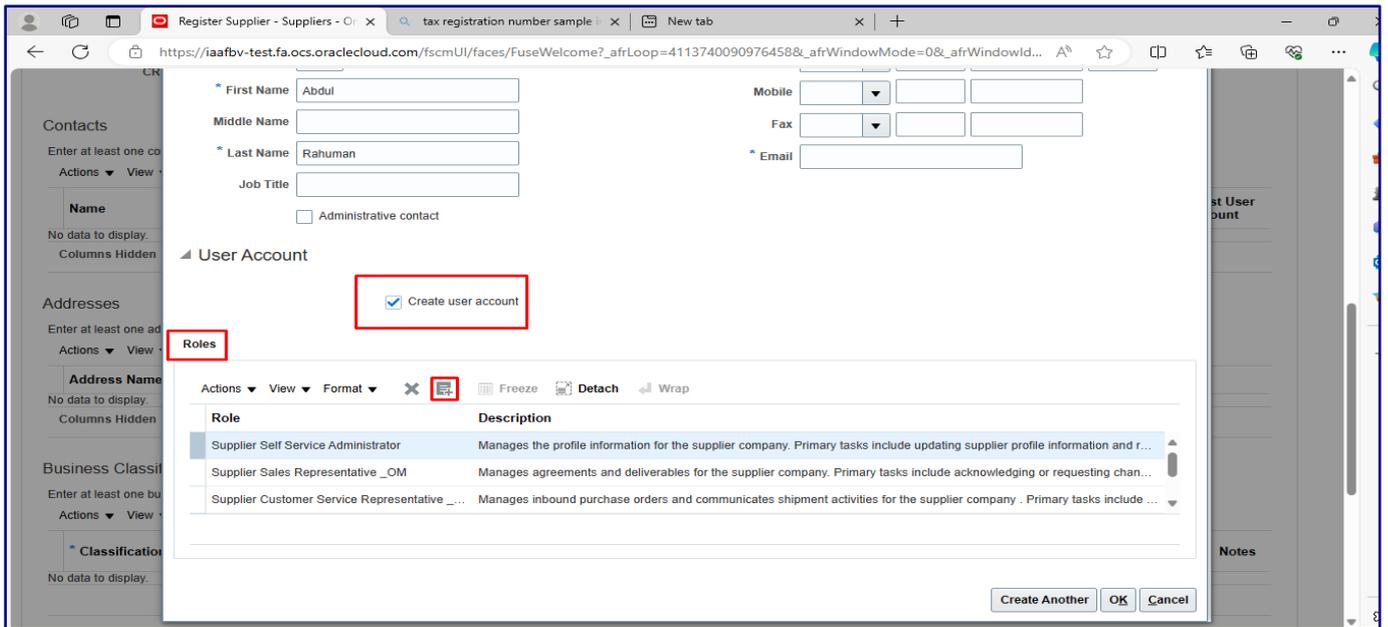
Step	Action
4.	Navigate to “Contacts” → Contact information Will be Populated Here from Company details from “Your Contact Information” → Click on create Icon to add additional Contacts



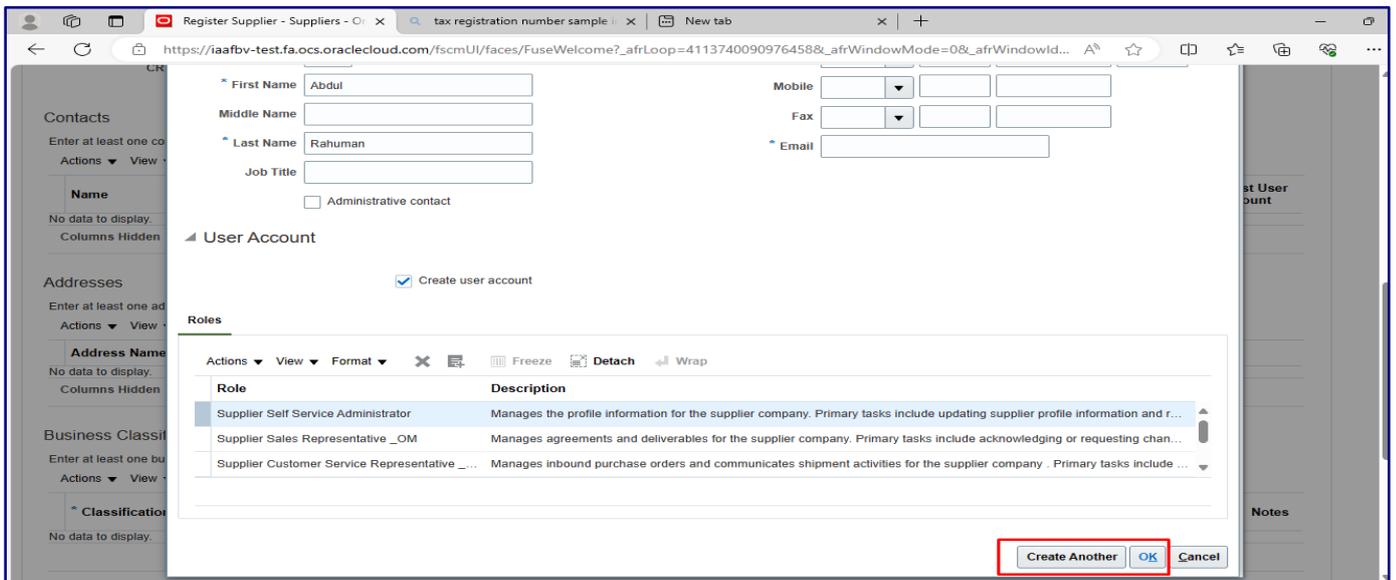
Step	Action
5.	Navigate to “Create Contact” → Enter the required Contact Details



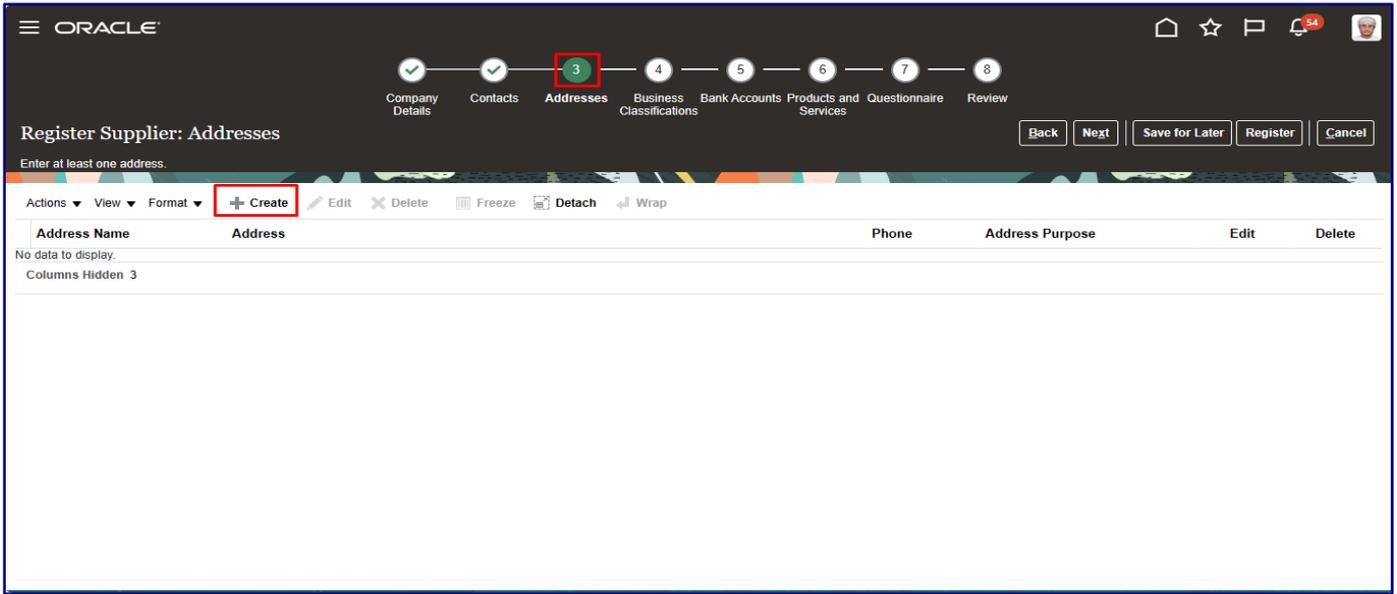
Step	Action
6.	Select “Create user account” → Select “Roles” → Click on  Select & add for any additional roles



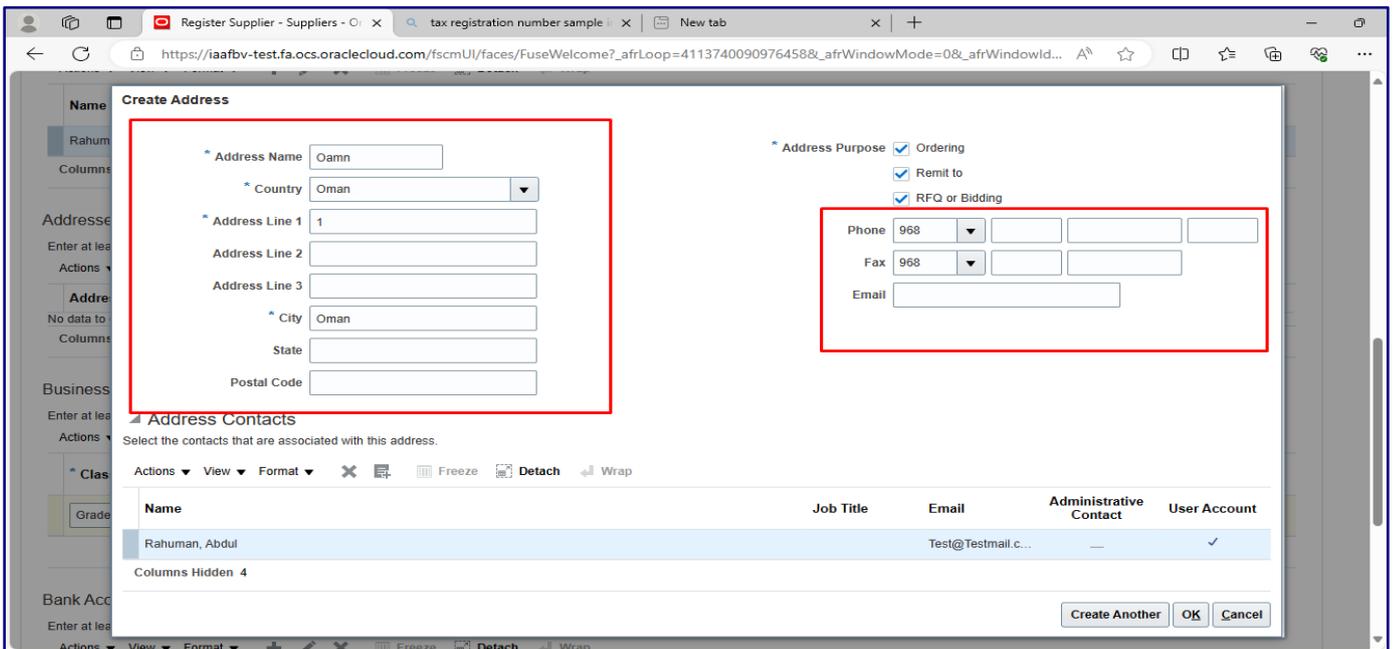
Step	Action
7.	Click "OK"



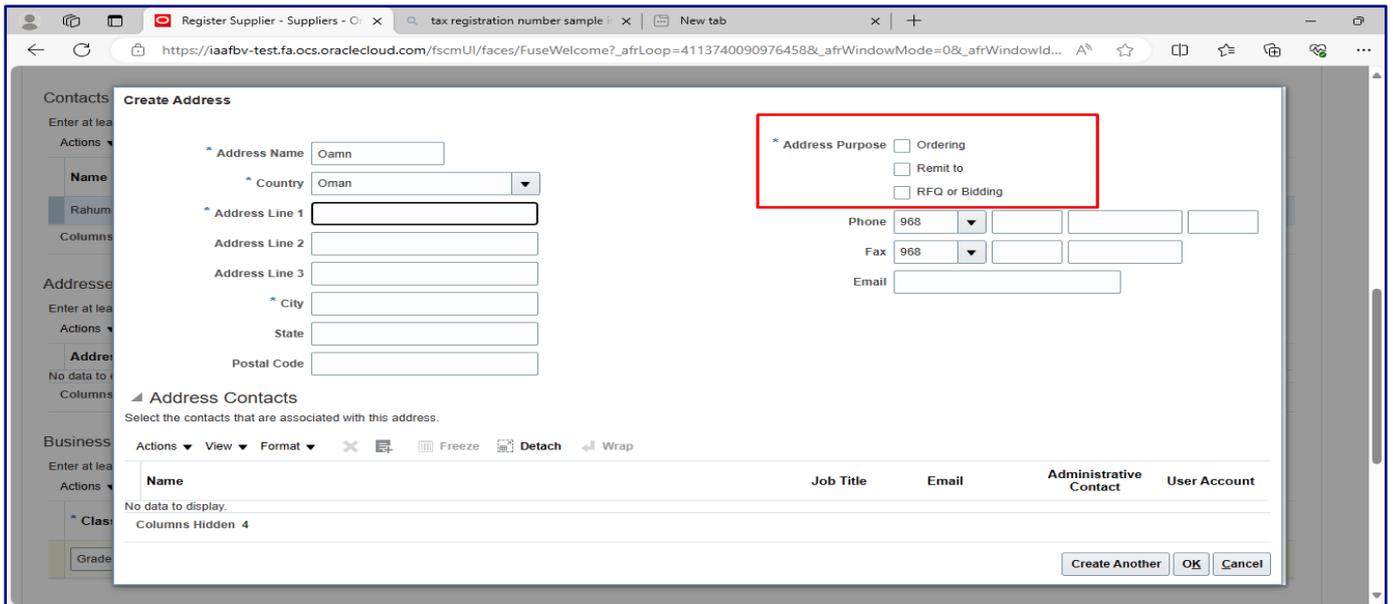
Step	Action
8.	Navigate to "Addresses" → Click on Create Icon



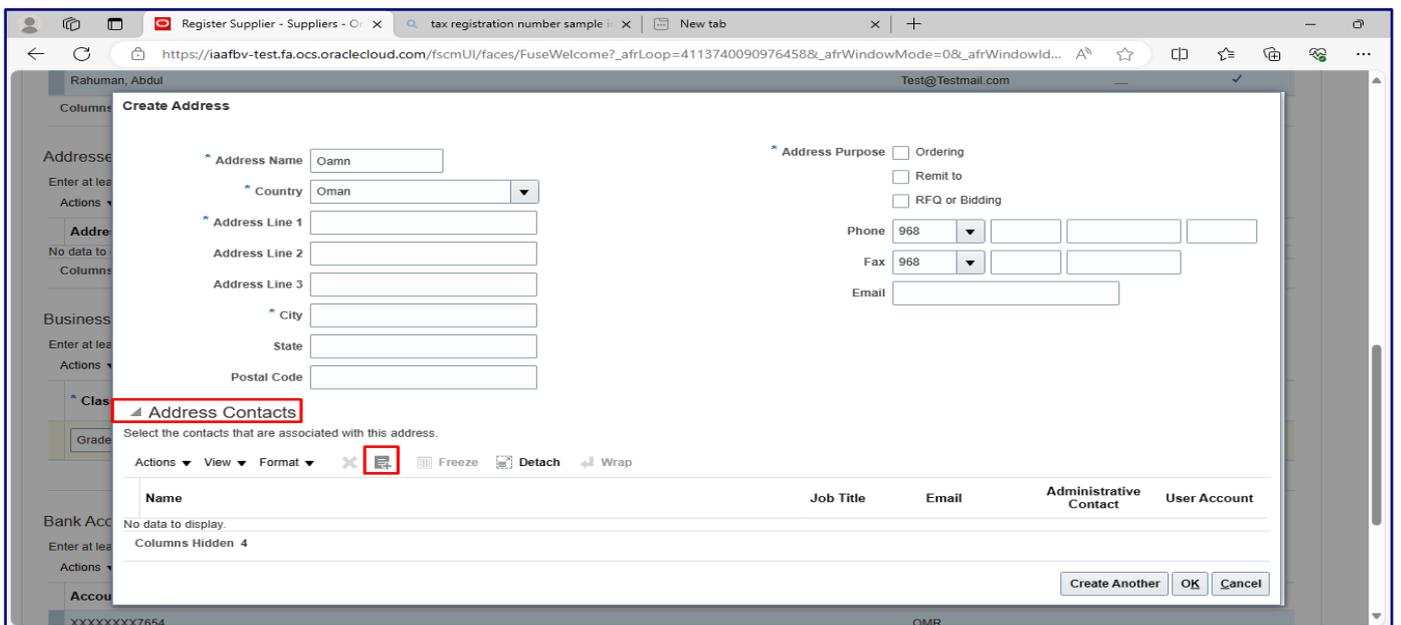
Step	Action
9.	Navigate to “Create Address”→ Enter the required Address Details



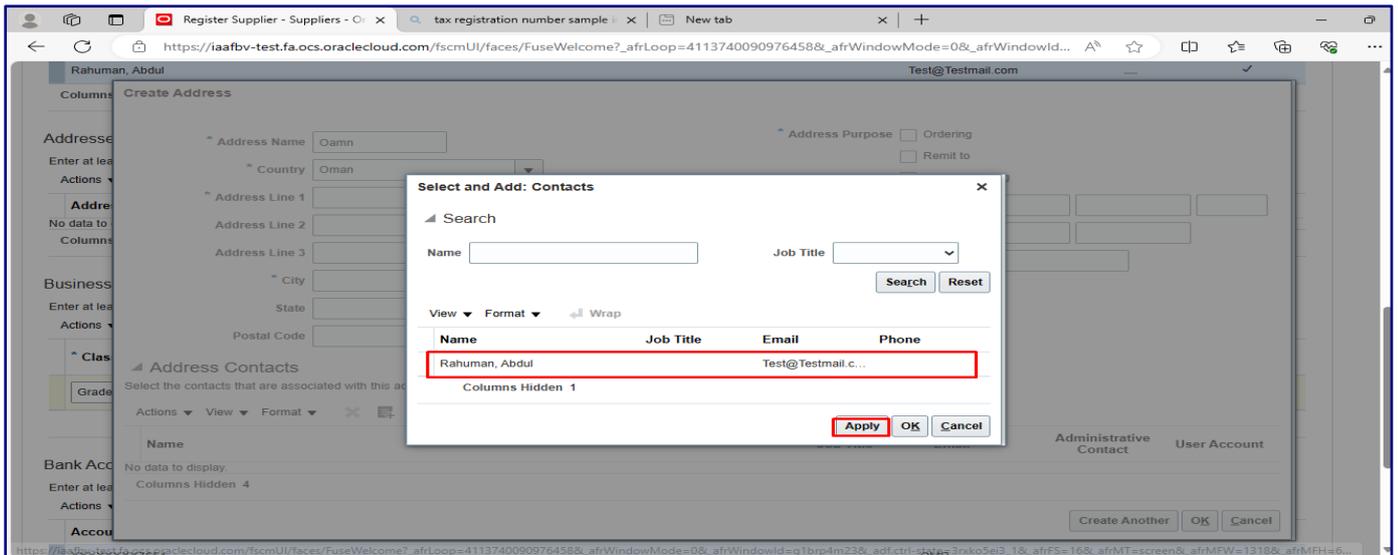
Step	Action
10.	Select “Address Purpose”



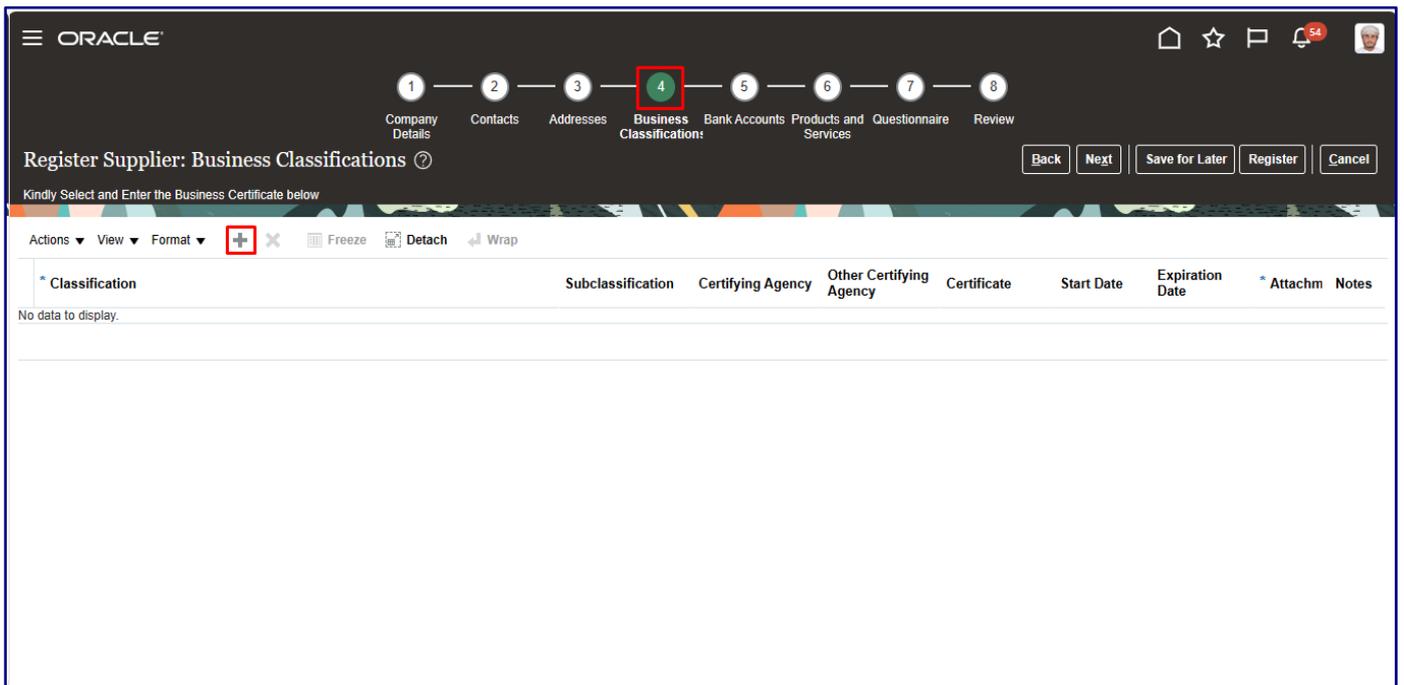
Step	Action
11.	Navigate to “Address Contacts”→ Click on Search & Add icon 



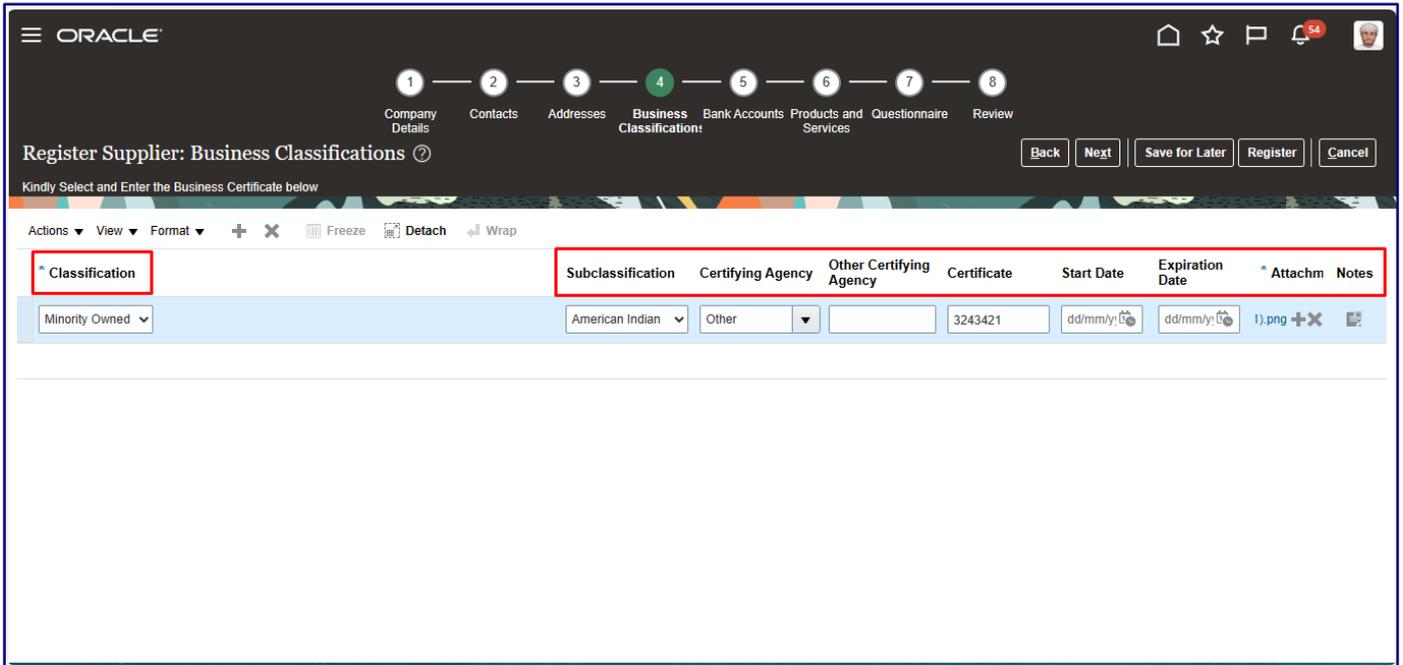
Step	Action
12.	Select Contact→ Click “Apply”



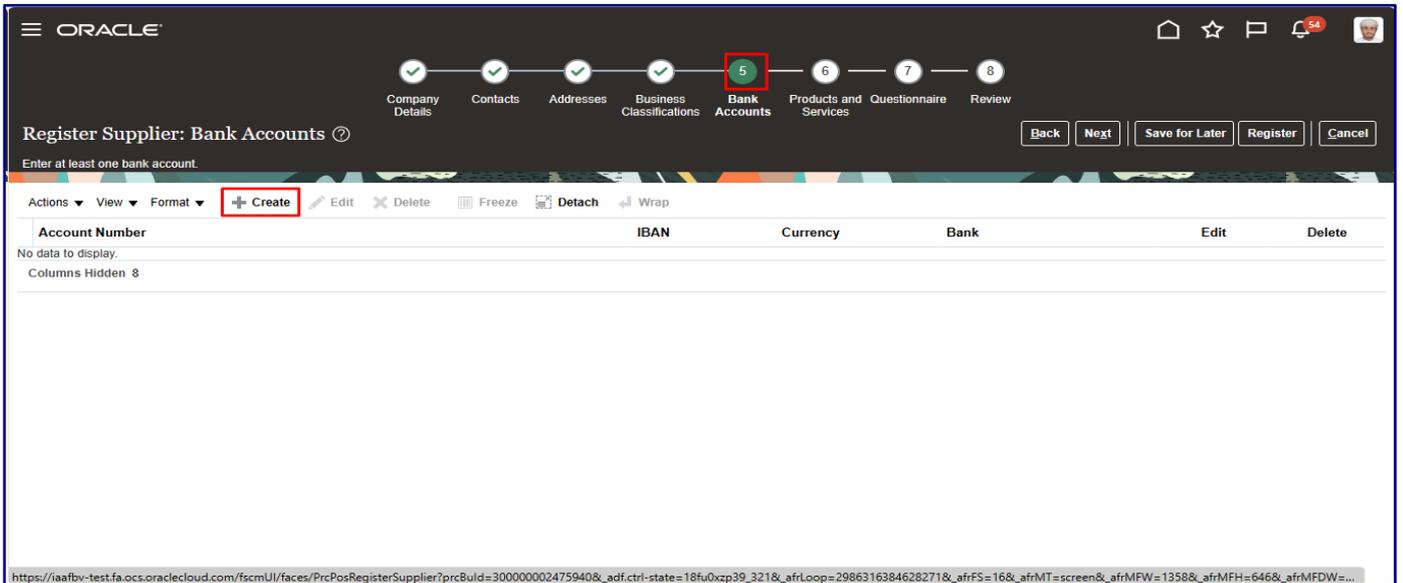
Step	Action
13.	Navigate to “Business Classification”→ Click on “Create icon”



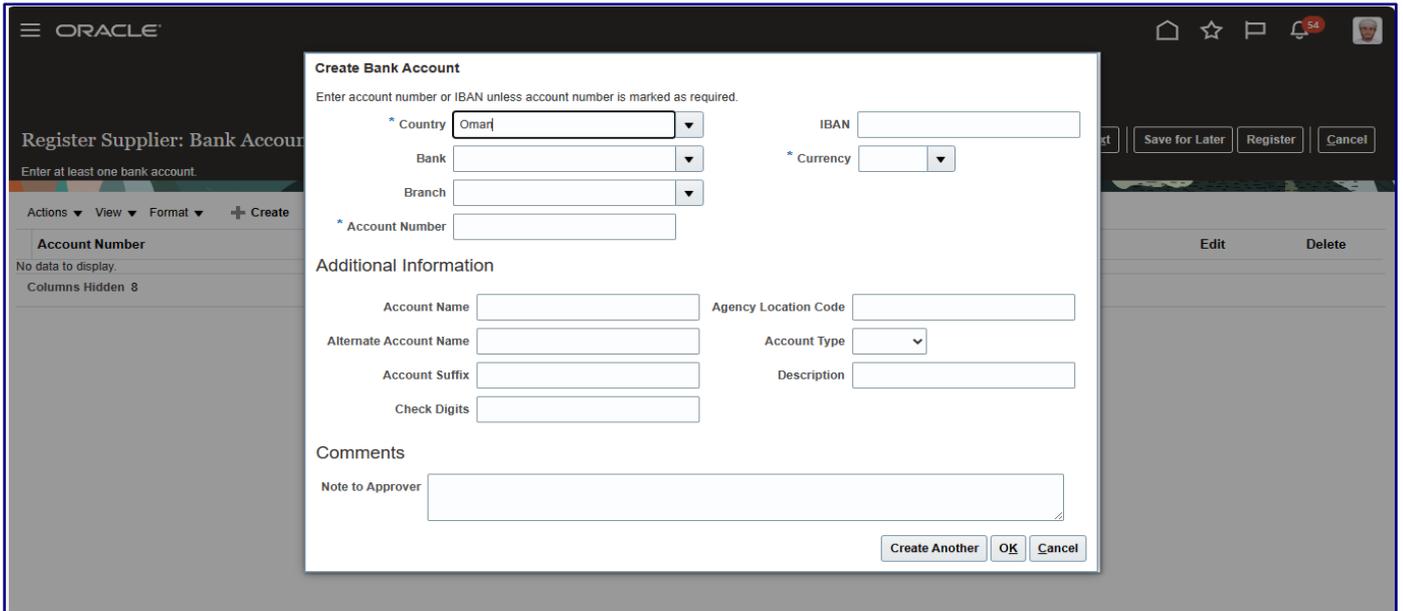
Step	Action
14.	Select “Classifications”→ Provide all required details



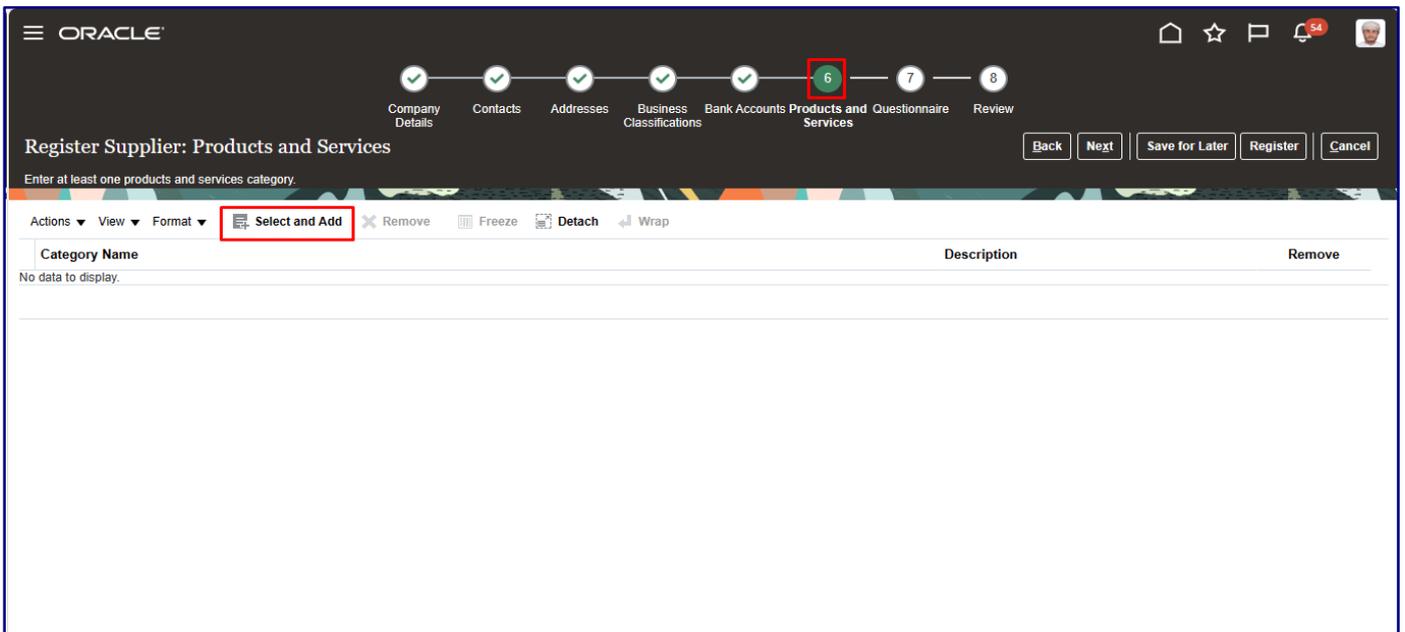
Step	Action
15.	Navigate to “Bank Accounts”→ Click on “Create Icon”



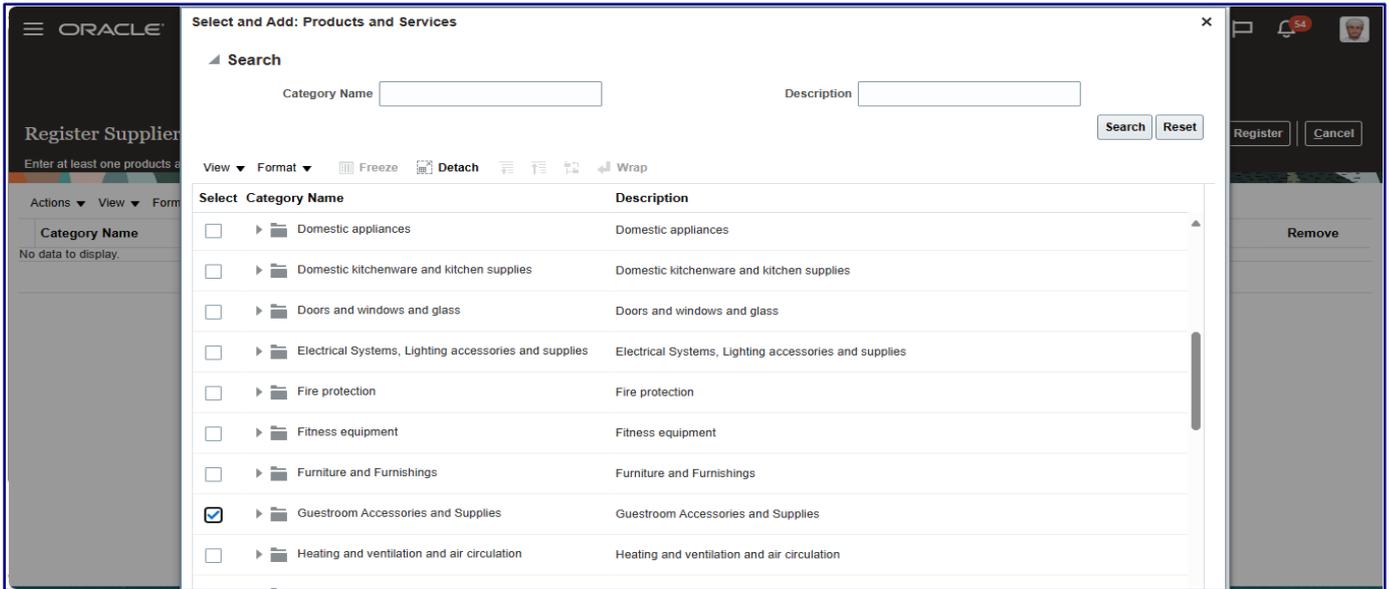
Step	Action
16.	Provide All required Bank Details → Click on “ok”



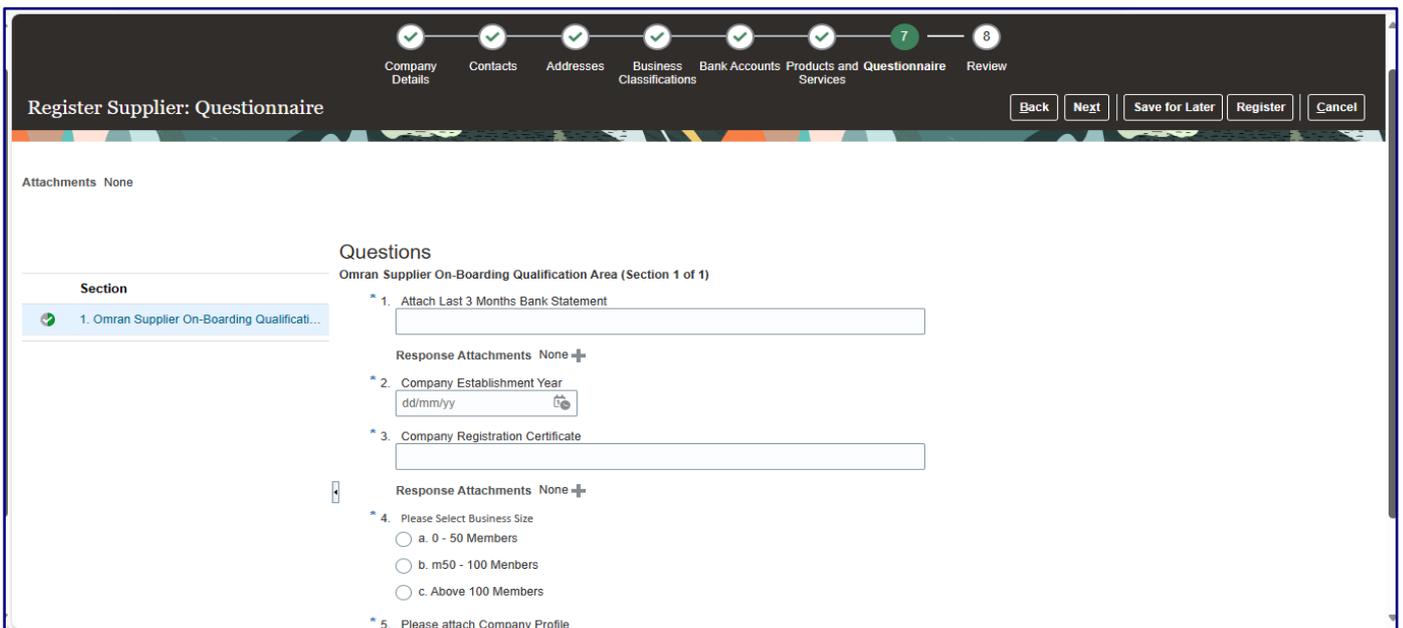
Step	Action
17.	Navigate to Products and Services Categories → Click on Search & Add Icon



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



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



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