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DOCUMENTATION FOR

# **User Manual – Vendor Management**

External Supplier Registration





4iapps.com



### **DOCUMENT CONTROL**

#### Change Record

Date	Author		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

### Contents

1.	EXTERNAL SUPPLIER REGISTRATION

## **1. External Supplier Registration**

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

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	Company Contacts Ado Details	dresses Business Bank Accounts Products and Questionnaire R Classifications Services	eview
Register Supplier: Company I	Details ⑦		Back Ne <u>x</u> t Save for Later Register Cancel
Enter a value for at least one of these fields: D-U-	-N-S Number, Taxpayer ID, or Tax Registration Nu	imber.	
" Company	Omran fresheners suppliers	D-U-N-S Number	
* Tax Company Type	Corporation 🗸	Tax Country	•
Supplier Type	Supplier 🗸	Taxpayer ID	
Company Website		Tax Registration Number	
* Attachments	icons8-procurement-50 (1).png 🕂 🗙	Note to Approver	
	Attach the required documents.		/
Additional Information			
* Grade Grade 3		* CR Expiry Date 19/03/2	
" Certification Status Active		CR Number 342413	4
Your Contact Information			
Enter the contact information for communications	regarding this registration.		
* First Name	Suithan		
* Last Name	Manzoor		

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

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			5 - 6 - 7 -	- 8			
Register Supplier: Contacts ⑦	Company Contacts Details	Addresses Business Ban Classifications	KACCOUNTS Products and Questionnaire Services	Review	ext	r Register	Cancel
Enter at least one contact.							
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Name		Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
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Step	Action
5.	Navigate to "Create Contact"→ Enter the required Contact Details

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Business Classi	1			
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6.	Select "Cr	reate user account" $\rightarrow$ Select "Roles" $\rightarrow$ Click on $\blacksquare$ Select & add for a	nv ado	litional
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Actions View	Job Title			
Name	Administrative contact		st User punt	
No data to display.	( )   (			
	User Account			¢
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Enter at least one ad	L			- 1
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Address Name	Actions 🕶 View 💌 Format 👻 📃	🔟 Freeze 📓 Detach 📣 Wrap		
Columns Hidden	Role	Description		
	Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r		
Business Classif	Supplier Sales Representative _OM	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan		
Enter at least one bu	Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include 🐙		
			_	
* Classification			Notes	
No data to display.		Create Another OK Cancel		-
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Step	Action
7.	Click "OK"

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Business Classif	Supplier Sales Representative _OM	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan	
Actions View	Supplier Customer Service Representative _	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include 🖉	
* Classification		Notes	
No data to display.			
		Create Another OK Cancel	

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

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Actions View Format Create	X Delete	📺 Detach 📣 Wrap			5 W D L /
Address Name Address			Phone	Address Purpose	Edit Delete
Columns Hidden 3					

Step	Action
9.	Navigate to "Create Address" $\rightarrow$ Enter the required Address Details

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	Rahuman, Abdul			Test@Testmail.c	· _	~		
	Columns Hidden 4							

Step	Action
10.	Select "Address Purpose"

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Actions	Name				Job Title	Email	Administrative Contact	User Acco	unt		
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Step	Action
11.	Navigate to "Address Contacts" $\rightarrow$ Click on Search & Add icon

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No data 0 Address Line 2	
Columns	
Address Line 3	
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Enter at les State	
Postal Code	
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Grade Select the contacts that are associated with this address.	
Actions View V Format V 🖳 🔟 Freeze 🔛 Detach 📣 Wrap	
Name Job Title Email Administrative User Account	
Bank Acc No data to display.	
Enter at tea	
Create Another OK Cancel	

Step	Action
12.	Select Contact→ Click "Apply"

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

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Register Supp	Company       Company
Kindly Select and Enter	the Business Certificate below
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* Classification	Other Certifying Agency Other Certifying Certificate Start Date Expiration * Attachm Notes
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Step	Action
14	Select "Classifications" -> Provide all required details
14.	Select Classifications / Flovide an required details

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1 — 2 —	3 - 4 - 5 - 6 -	— <b>7</b> — 8	
Company Contacts A Details	Addresses Business Bank Accounts Products an Classification: Services	nd Questionnaire Review	
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Kindly Select and Enter the Business Certificate below			
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* Classification	Subclassification Certifying Agency Agen	er Certifying ency Certificate Start Date	Expiration * Attachm Notes
Minority Owned V	American Indian V Other V	3243421 dd/mm/y	dd/mm/y:

Step	Action
15.	Navigate to "Bank Accounts" $\rightarrow$ Click on "Create Icon"

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	<u></u>	<u></u>	- <u>-</u>			- 6 -	- 7 8	)			
	Company Details	Contacts	Addresses	Business Classifications	Bank Accounts	Services	Questionnaire Revie				
Register Supplier: Bank Accounts ⑦								Back Next	Save for Later	Register <u>C</u> an	icel
Enter at least one bank account.											
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Account Number				IBAN		Currency	Bank		Edit	Delete	
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Step	Action
16.	Provide All required Bank Details $\rightarrow$ Click on "ok"

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	Create Bank Account				1
	Enter account number or IBA	AN unless account number is marked as	equired.		
Pogistor Supplior: Papk Account	* Country Or	man	IBAN		rt   Save for Later   Register   Cancel
Register Supplier: Balik Accourt	Bank	•	* Currency		
	Branch				
Actions  View  Format  Create	* Account Number		_		
Account Number No data to display.	Additional Informati	ion			Edit Delete
Columns Hidden 8	Account Name		Agency Location Code		
	Alternate Account Name		Account Type	~	
	Account Suffix		Description		
	Check Digits		]		
	Comments Note to Approver				
				Create Another O <u>K</u> Cancel	

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

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Company Contacts Addresses Business Bank Accounts Products and Questionnaire Review Details Classifications Services	
Register Supplier: Products and Services     Back     Negt     Save	for Later Register <u>C</u> ancel
Enter at least one products and services category.	
Actions 🔻 View 🔻 Format 👻 Eselect and Add 💥 Remove 🔟 Freeze 🔛 Detach 📣 Wrap	
Category Name Description	Remove
No data to display.	

Step	Action
18.	Select the Required Category name $\rightarrow$ Click on "Apply"

	Select and Add: Products and Services	د	< 🏳 Ĉa 🎒
	⊿ Search		
	Category Name	Description	
Register Supplier		Search Reset	Register
Enter at least one products a	View ▼ Format ▼ III Freeze III Detach T T T	ell Wrap	ALL SALES AND ALL OF
Actions <b>v</b> View <b>v</b> Form	Select Category Name	Description	
Category Name	Domestic appliances	Domestic appliances	Remove
No data to display.	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	

Step	Action
19.	Navigate to "Questionaries $\rightarrow$ Provide Answer for the questions $\rightarrow$ Click on "Next"

	Company Contacts Addresses Business Bank Accounts Products and Questionnaire Review Classifications Services
Register Supplier: Questionnaire	Back Negt Save for Later Register Cancel
Attachments None	
	Questions
Section	Contrain supprier on-bootaning quantization area (section i or i)     (1, 4 truths last 2 truths last 2 truths area (section i or i)
1. Omran Supplier On-Boarding Qualificati	AutoLin Last 3 montais denin Galetinem
	Response Attachments None +         2. Company Establishment Year         dd/mm/yy         3. Company Registration Certificate
	Response Attachments None -
	4. Please Select Business Size <ul> <li>a. 0 - 50 Members</li> <li>b. m50 - 100 Members</li> <li>c. Above 100 Members</li> </ul> <li>5. Please stack Company: Partie</li>

Step	Action
20.	Navigate to "Review" $\rightarrow$ Click on "Register"
21.	End Of Procedure

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	Company Details	Contacts Addresses	Business Bank Acc Classifications	counts Products and Question Services	naire Review				
Review Supplier Registration: Omran fresheners suppliers ⑦ Back Next Save for Later Register Cancel									
Company Details									
Company		D-U-N-S Number 3423413142134							
Tax Company Type		Tax Country Oman							
Supplier Type		Taxpayer ID							
Company Website	Tax Registration Number 4535234141								
			Note to a	Approver					
Additional Information						1.			
Grade Grade 3	CR Expiry Date 19/03/26								
Certification Status Active		CR Number 3424134							
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Type * File Name or URL		Title	Description	Attached By	Attached Date				
https://iaafbv-test.fa.ocs.oraclecloud.com/fscmUl/fa	ces/PrcPosRegisterSupplier?p	icons8-procurement-50 (1	I	Mr. Kamal Kha	07/03/24 6:47 AM				