

Supplier User Training

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Supplier Registration Process

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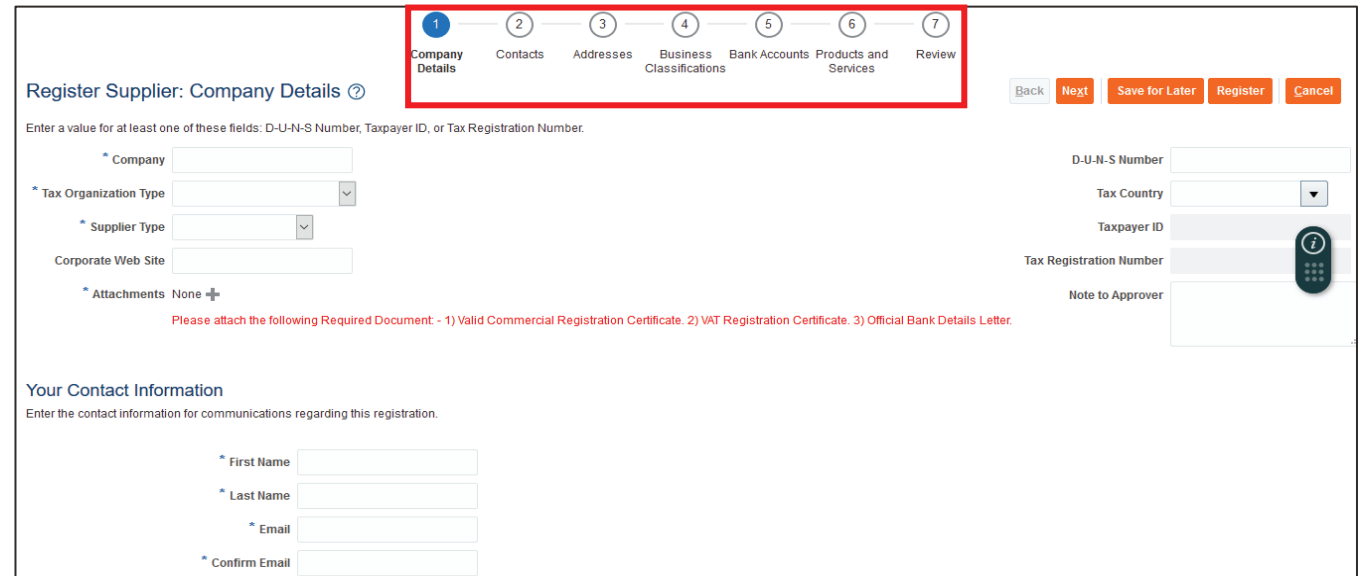
Supplier will access the Supplier Registration Link by visiting Bahri Website

Click On The Link

<https://fa-eqhm-saasfaprod1.fa.ocs.oraclecloud.com/fs/cmUI/faces/PrcPosRegisterSupplier?prcBuld=300000004811222>

Landing Page

Supplier Registration Landing Page will Open
Supplier needs to enter the details in the below highlighted region starting with the Company 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

* Tax Organization Type

* Supplier Type

Corporate Web Site

* Attachments None +

Please attach the following Required Document - 1) Valid Commercial Registration Certificate. 2) VAT Registration Certificate. 3) Official Bank Details Letter.

Your Contact Information
Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

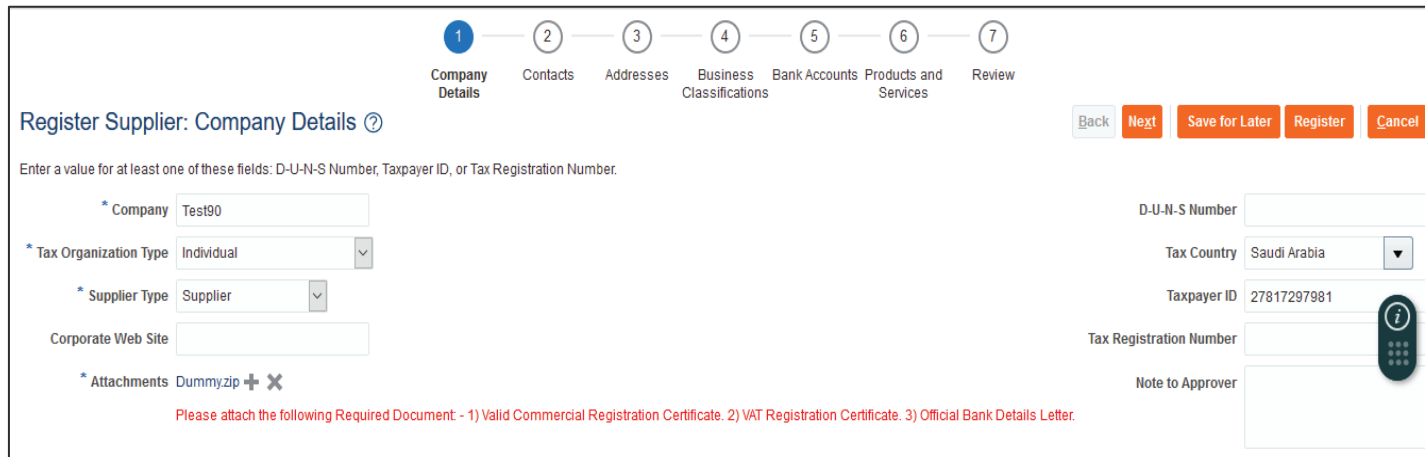
Note to Approver

Back Next Save for Later Register Cancel

Company Details .1

Supplier will enter the below Company details

- Company
- Tax organization Type, Supplier Type
- Make Mandatory Attachments mentioned in Red Color
- Supplier must provide a taxpayer ID, a tax registration number, or D-U-N-S Number



1 — 2 — 3 — 4 — 5 — 6 — 7
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services 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.

* Company

* Tax Organization Type

* Supplier Type

Corporate Web Site

* Attachments + X

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Please attach the following Required Document - 1) Valid Commercial Registration Certificate. 2) VAT Registration Certificate. 3) Official Bank Details Letter.

Back Next Save for Later Register Cancel

1. Company Details

Supplier will enter the below Contact Information. Correct Contact Information is important as supplier will be notified on his email address for any future communication.

Click **NEXT** to proceed to Contacts page.

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

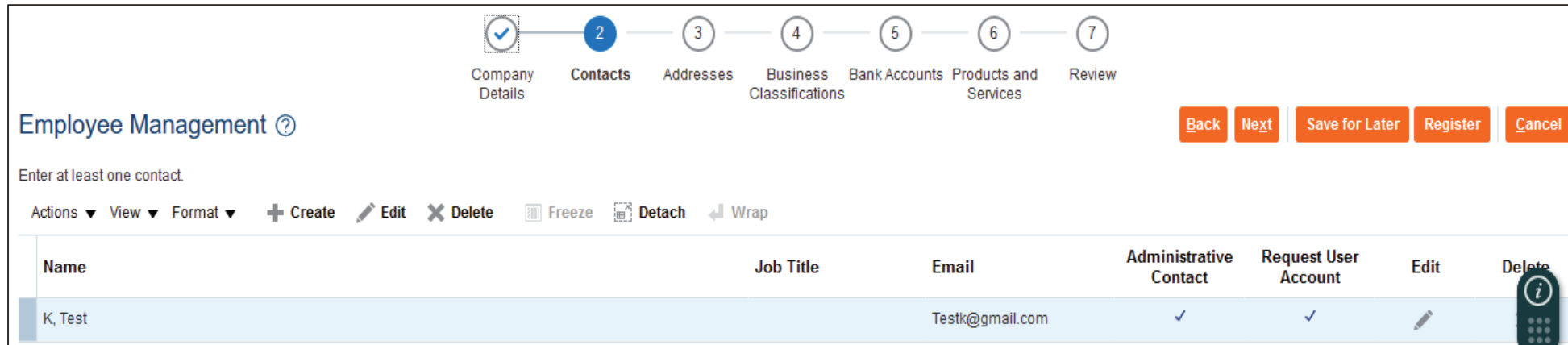
* Last Name

* Email



* Confirm Email

2. Contacts

System will create the default contact based on the information entered on Page 1. Company Details. Supplier Can click on + to Create additional contact. Click Next to proceed to Address page.



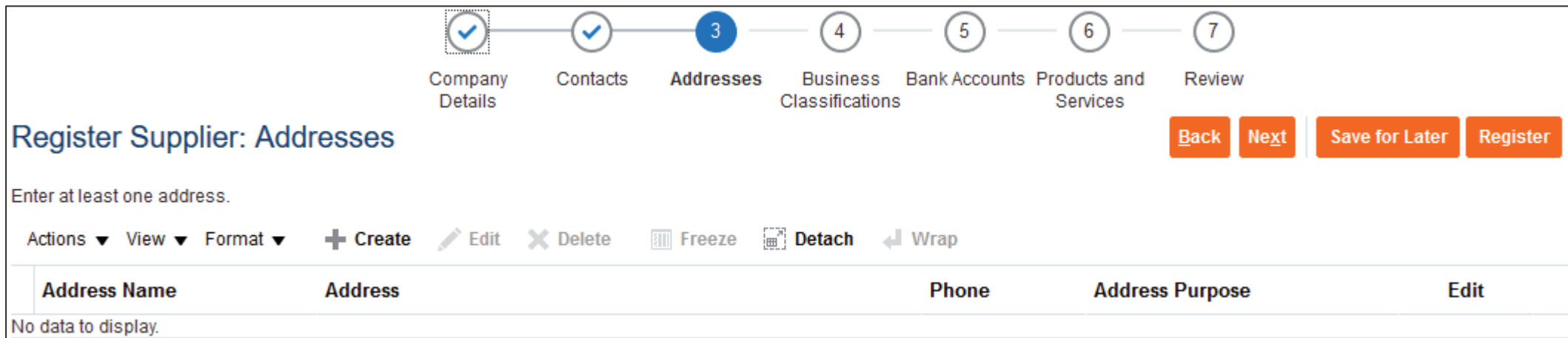
The screenshot displays the 'Employee Management' interface. At the top, a progress bar shows seven steps: 1. Company Details (checked), 2. Contacts (active), 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, and 7. Review. Below the progress bar, the title 'Employee Management' is followed by a help icon. A row of orange buttons includes 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. A message states 'Enter at least one contact.' Below this is a toolbar with 'Actions', 'View', 'Format', '+ Create', 'Edit', 'Delete', 'Freeze', 'Detach', and 'Wrap'. A table lists contact information:

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
K, Test		Testk@gmail.com	✓	✓		

3. Addresses

System will open the **Addresses Page**.

Click on + to Create Addresses.



Progress bar steps: Company Details, Contacts, **Addresses**, Business Classifications, Bank Accounts, Products and Services, Review

Buttons: Back, Next, Save for Later, Register

Register Supplier: Addresses

Enter at least one address.

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

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

3. Addresses

System will open the Create Address Page.

Enter details such as Address Name, Country, Line, City, Etc. Select Ordering and Remint To

Assign Address Contacts to the Address By Click on + icon.

Once all the information is entered, click OK.

Create Address

* Address Name

* Country

* Address Line 1 or P.O. Box

Address Line 2

* City

Postal Code

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone 966

Fax 966

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
K, Test		Testk@gmail.com	✓	✓

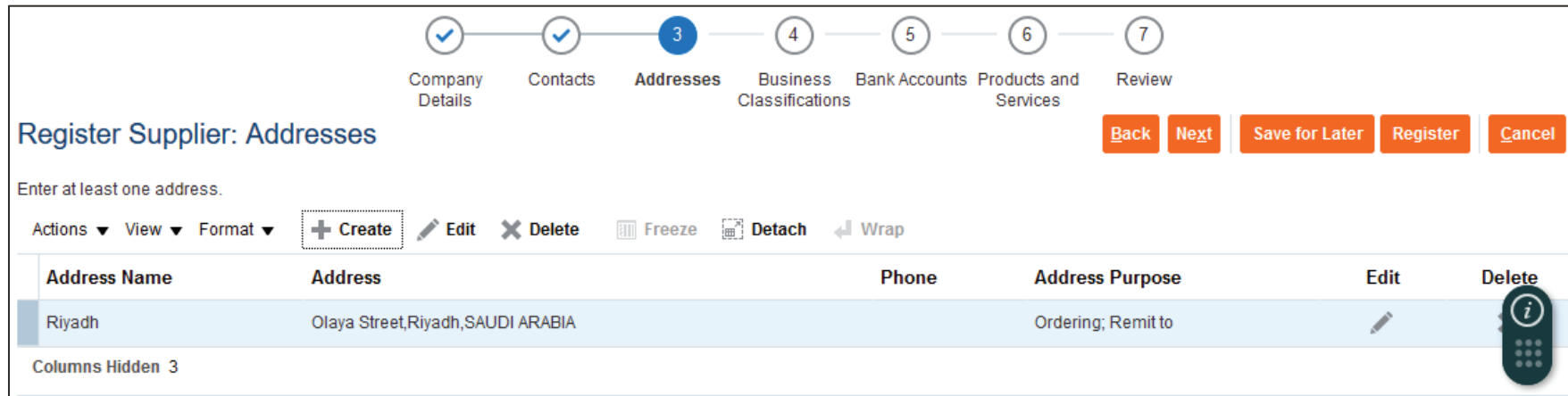
Columns Hidden 4

3. Addresses

System will reopen the **Addresses Page** along with Address created.

Click on + to Create additional Addresses.



Click **Next** to proceed to Business Classifications page.



Register Supplier: Addresses

Enter at least one address.

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

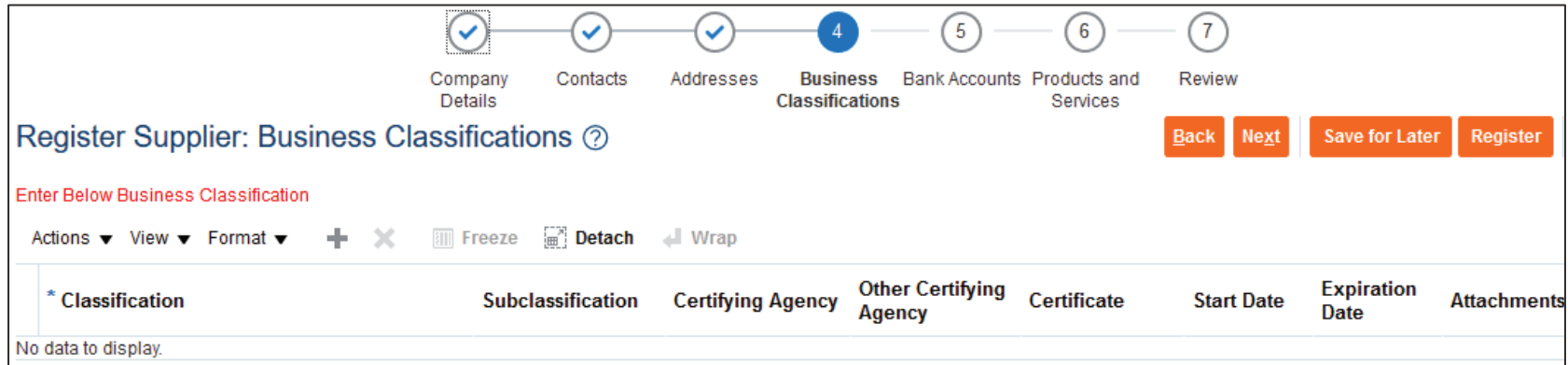
Address Name	Address	Phone	Address Purpose	Edit	Delete
Riyadh	Olaya Street,Riyadh,SAUDI ARABIA		Ordering; Remit to		

Columns Hidden 3

4. Business Classifications

System will open the Business **Classifications Page**.

Click on + to add Business Classifications.



Register Supplier: Business Classifications ?

Enter Below Business Classification

Actions ▾ View ▾ Format ▾ + x Freeze Detach Wrap

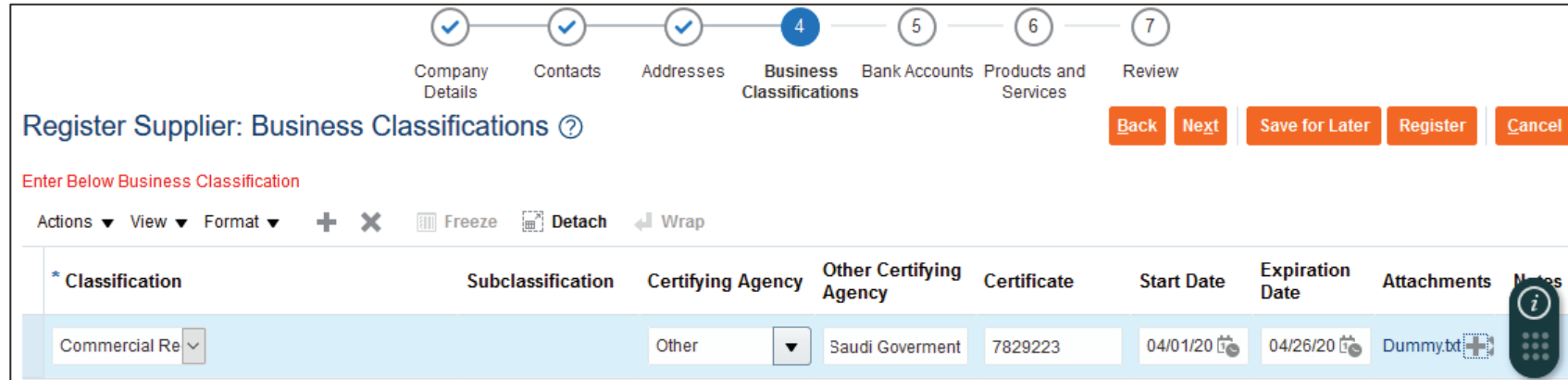
* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
No data to display.							

4. Business Classifications

Select the Classification and enter the Certificate, Start Date, End Date and Attachments.

Click on + to add more classification.

Click **Next** to proceed to Bank Accounts page.



Progress bar: 1 Company Details, 2 Contacts, 3 Addresses, 4 Business Classifications, 5 Bank Accounts, 6 Products and Services, 7 Review

Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

Enter Below Business Classification

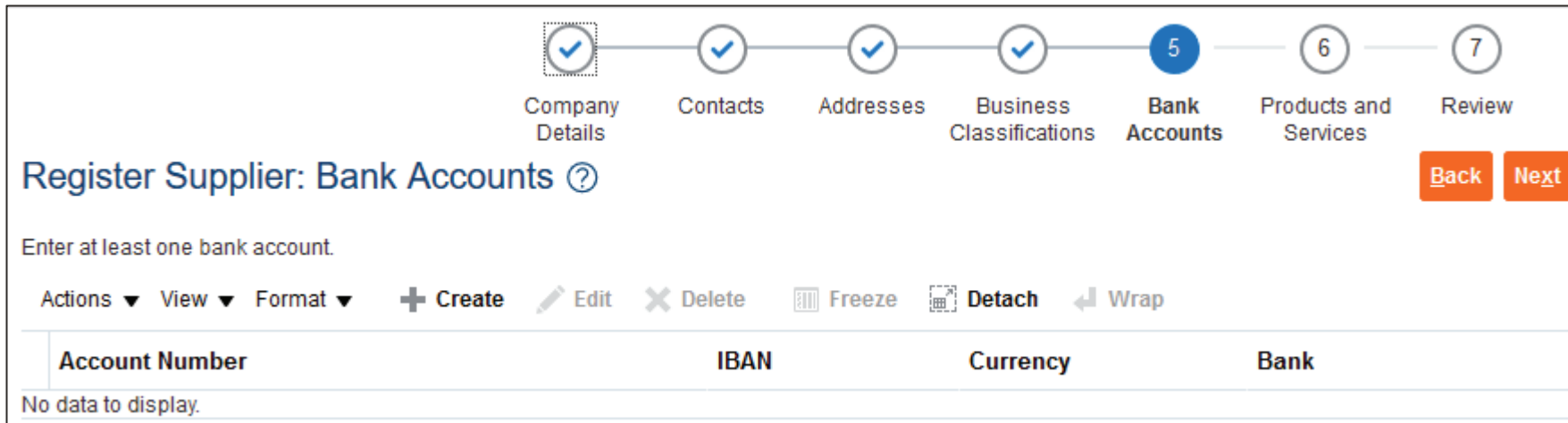
Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Commercial Re	Other	Saudi Government		7829223	04/01/20	04/26/20	Dummy.bt	

5. Bank Accounts

System will open the **Bank Accounts Page**.

Click on + to Create Bank Accounts.



Progress bar steps: Company Details, Contacts, Addresses, Business Classifications, **Bank Accounts**, Products and Services, Review

Register Supplier: Bank Accounts ?

Enter at least one bank account.

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

Account Number	IBAN	Currency	Bank
No data to display.			

5. Bank Accounts

System will open the Create **Bank Account** Page.

Enter details such as Country, Bank and Branch

Enter IBAN or Account Number

Enter Additional information such as Account Name, SWIFT Code, Etc.

Once all the information is entered, click OK.

Create Bank Account

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

* Country	Saudi Arabia	IBAN	
Bank	AL BILAD BANK	Currency	
Branch	AL BILAD BANK		
Account Number	27883892992		

Additional Information

* Account Name	Test	Agency Location Code	
* SWIFT Code	98292929929	Account Type	
Account Suffix		Description	
Check Digits			

Comments

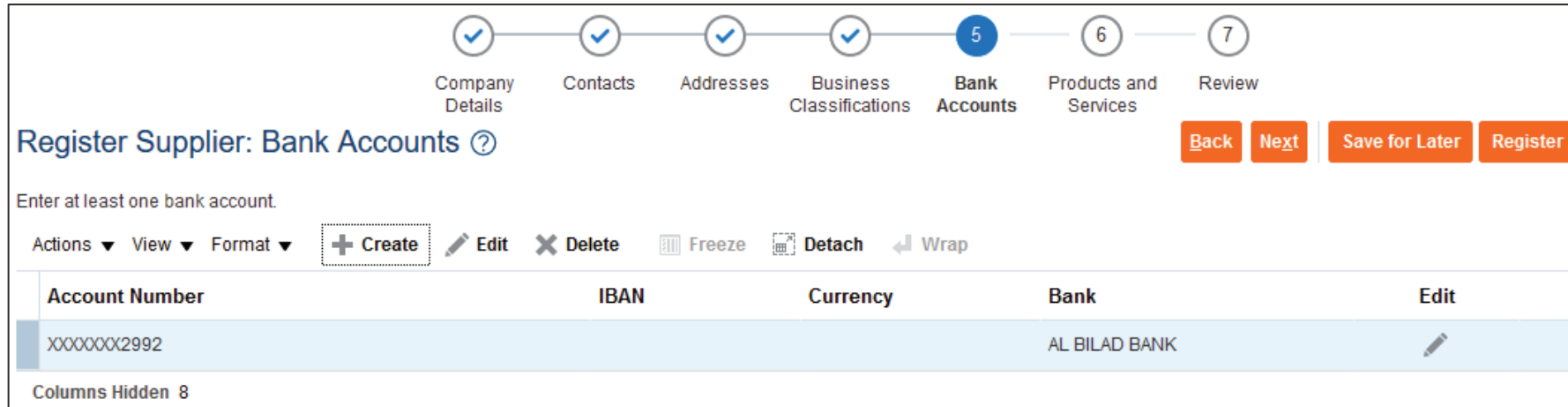
Note to Approver

5. Bank Accounts

System will reopen the **Bank Accounts** Page along with Bank created.

Click on + to Create additional Bank.

Click **Next** to proceed to Products and Services page.




Progress bar: Company Details (✓), Contacts (✓), Addresses (✓), Business Classifications (✓), **Bank Accounts** (5), Products and Services (6), Review (7)

Buttons: Back, Next, Save for Later, Register

Register Supplier: Bank Accounts ?

Enter at least one bank account.

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

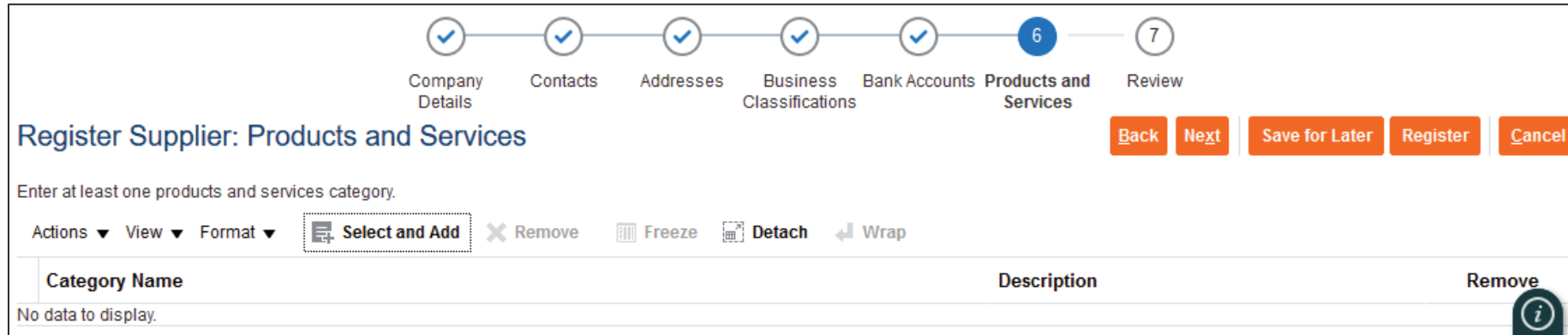
Account Number	IBAN	Currency	Bank	Edit
XXXXXXXX2992			AL BILAD BANK	

Columns Hidden 8

6. Products and Services

System will open the **Products and Services Page**.

Click on **+Select and Add**.



Register Supplier: Products and Services

Enter at least one products and services category.

Actions ▼ View ▼ Format ▼ **Select and Add** ✕ Remove 📄 Freeze 📄 Detach ↩ Wrap

Category Name	Description	Remove
No data to display.		

6. Products and Services

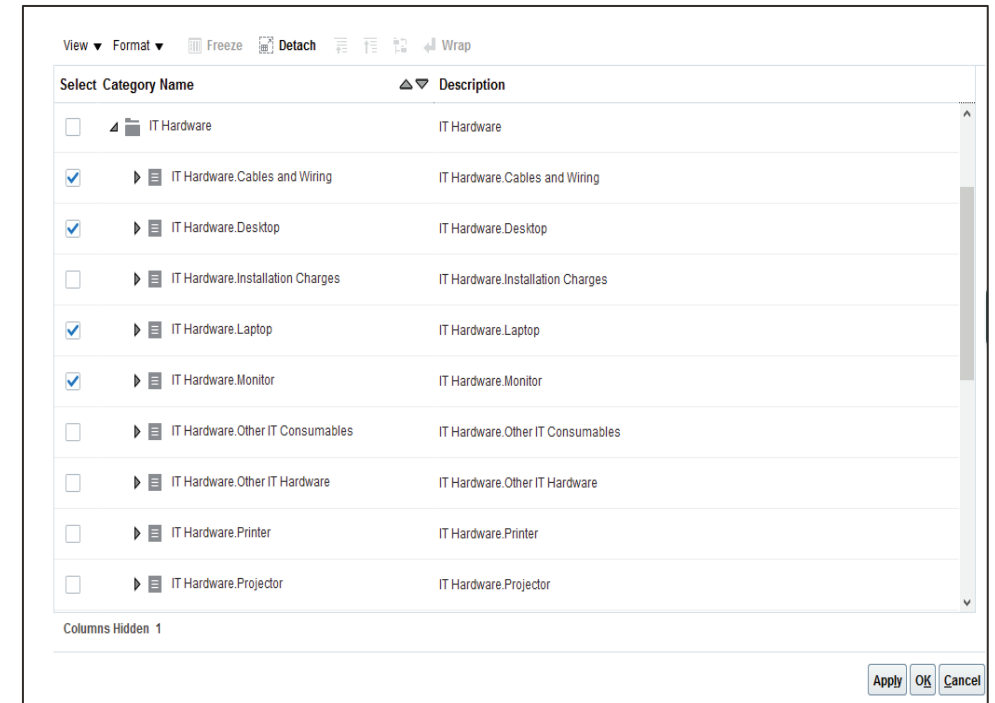
System will open the **Products and Services Page**.

Expand the Category E.g. : -IT Hardware

Select the appropriate category in which you are providing Goods or Services.

E.g., IT Hardware. Monitor, IT Hardware. Desktop, IT Hardware. Laptop

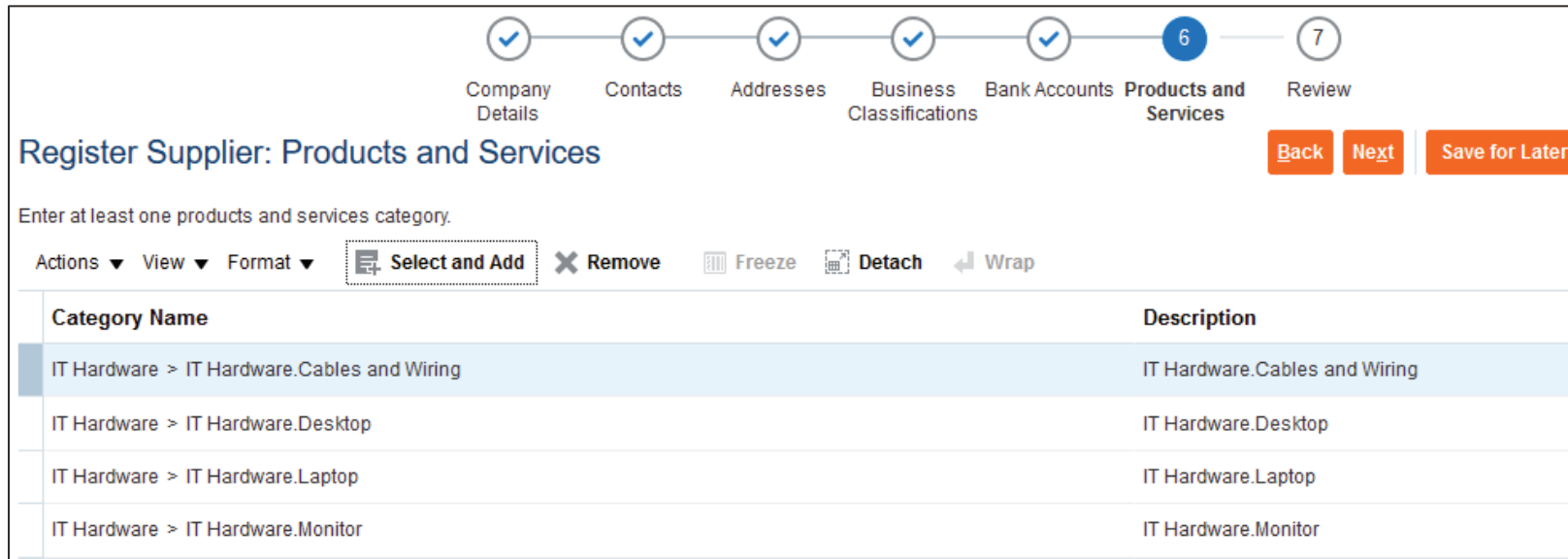
Once all the information is selected, **click OK**.



6. Products and Services

System will reopen the **Products and Services Page** along with the Category selection.

Click **Next** to proceed to Review page.



Register Supplier: Products and Services

Enter at least one products and services category.

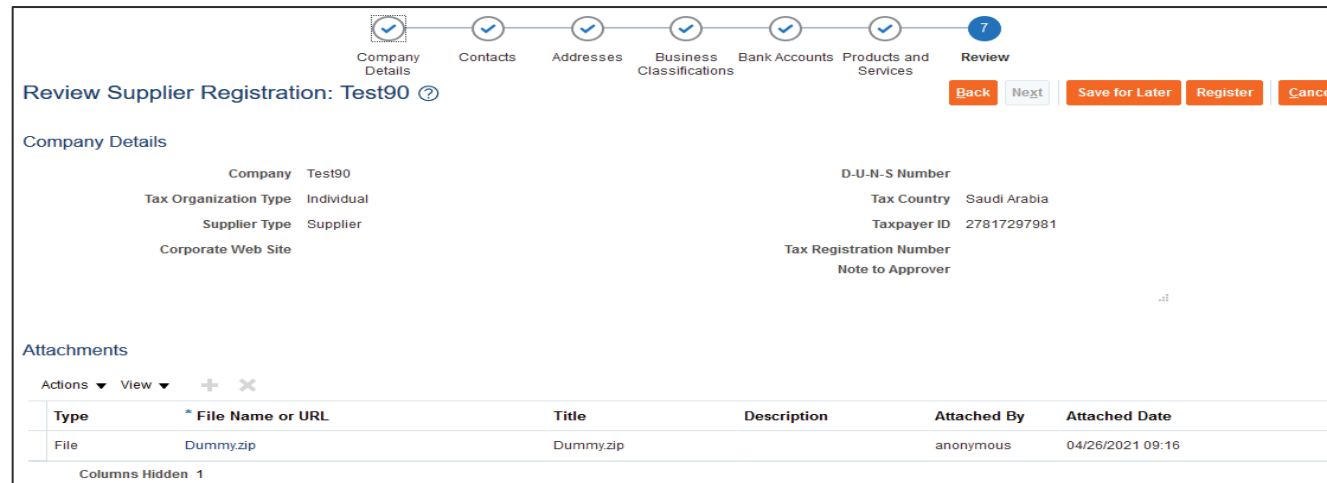
Category Name	Description
IT Hardware > IT Hardware.Cables and Wiring	IT Hardware.Cables and Wiring
IT Hardware > IT Hardware.Desktop	IT Hardware.Desktop
IT Hardware > IT Hardware.Laptop	IT Hardware.Laptop
IT Hardware > IT Hardware.Monitor	IT Hardware.Monitor

7. Review

System will open the **Final Review Page**.

Supplier shall review all the details again before clicking on Register. Supplier can click on **Back** to modify any details.

Once satisfied with the review, Supplier will click on **Register**.



The screenshot shows the 'Review Supplier Registration' page for 'Test90'. At the top, a progress bar indicates the current step is 'Review' (7), with previous steps like 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', and 'Products and Services' marked as completed. Below the progress bar, there are navigation buttons: 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main content area is divided into 'Company Details' and 'Attachments'.

Company Details

Company	Test90	D-U-N-S Number	
Tax Organization Type	Individual	Tax Country	Saudi Arabia
Supplier Type	Supplier	Taxpayer ID	27817297981
Corporate Web Site		Tax Registration Number	
		Note to Approver	

Attachments

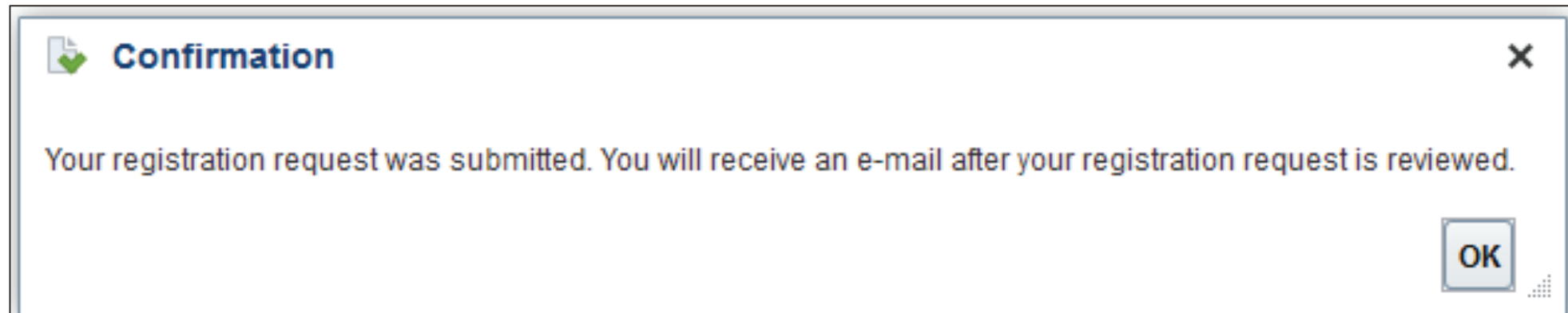
Actions View + X

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	Dummy.zip	Dummy.zip		anonymous	04/26/2021 09:16

Columns Hidden 1

Confirmation Page

Supplier will receive confirmation for the registration. Supplier will be notified once the registration request is Approved/ Rejected or needs additional information.



| THANK YOU