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SHARED SERVICES

Supplier Registration

Oracle i-Supplier Profile Management

USER GUIDE

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3 View Supplier Performance Score ..... Error! Bookmark not defined.

3.1 View Supplier Performance Score ..... **Error! Bookmark not defined.**

1 Introduction

This document is prepared based on the business scenarios covered for supplier to use I-Supplier Portal to update their information electronically.

1.2 List of Abbreviations

Acronym	Description
(B)	Button
LOV	List of Values
(T)	Tab

2 Supplier Profile Management

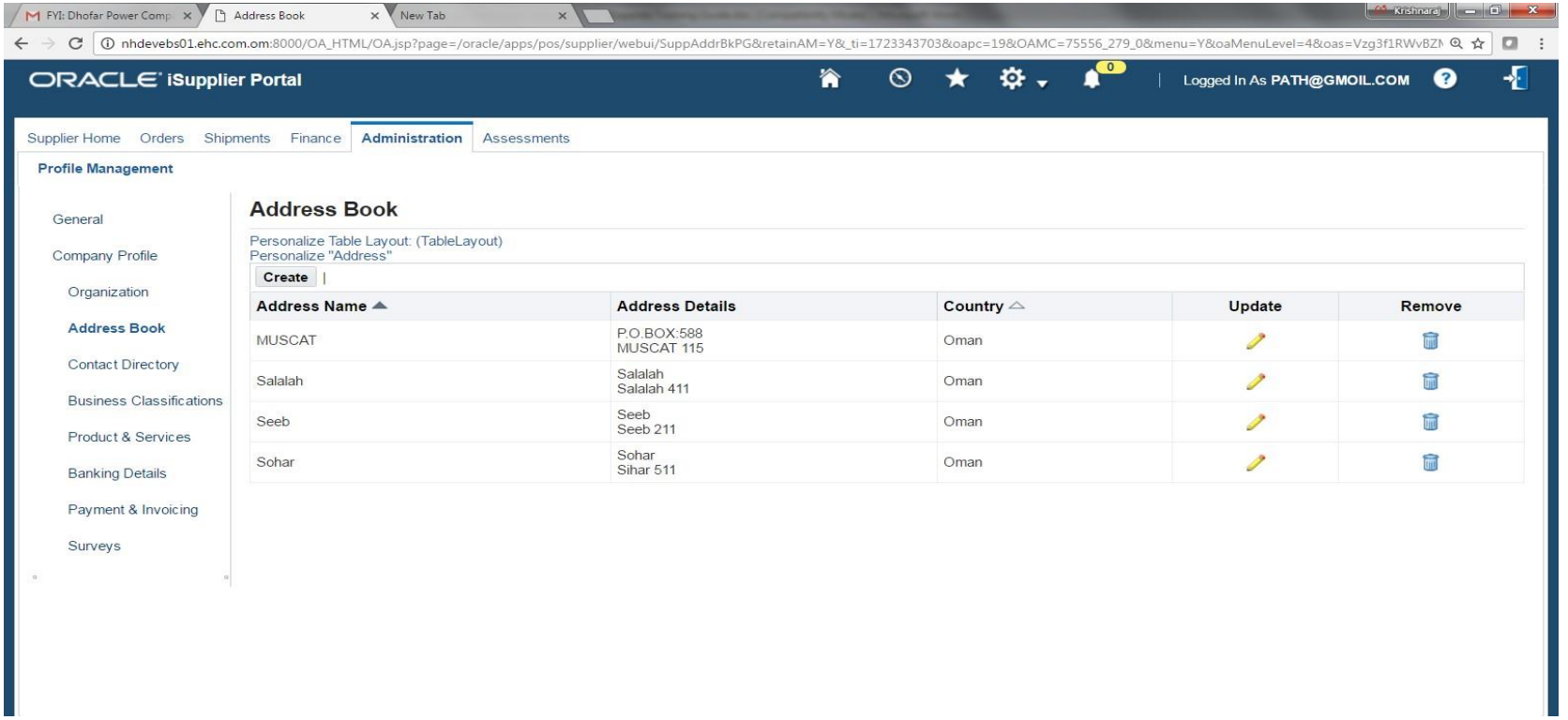
This process involves to update to date Supplier profile as per the requirement of Nama Group and it's subsidiaries.

2.1 Create or Update Address Book

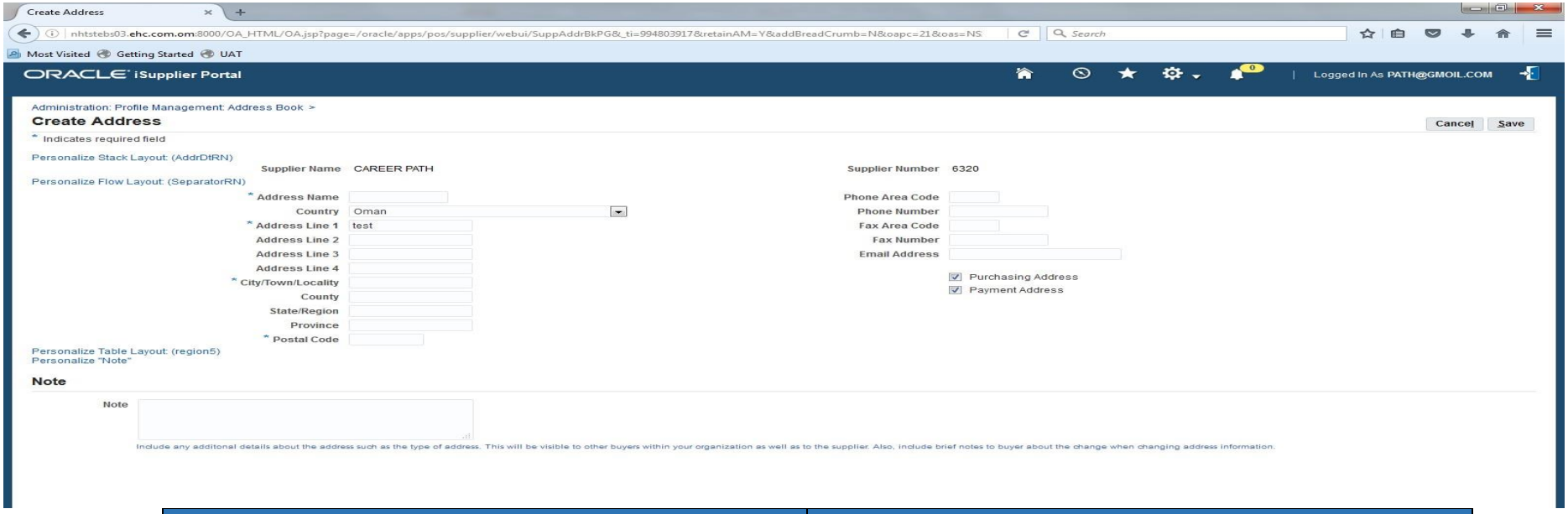
Note: Login as Supplier user in iSupplier Portal

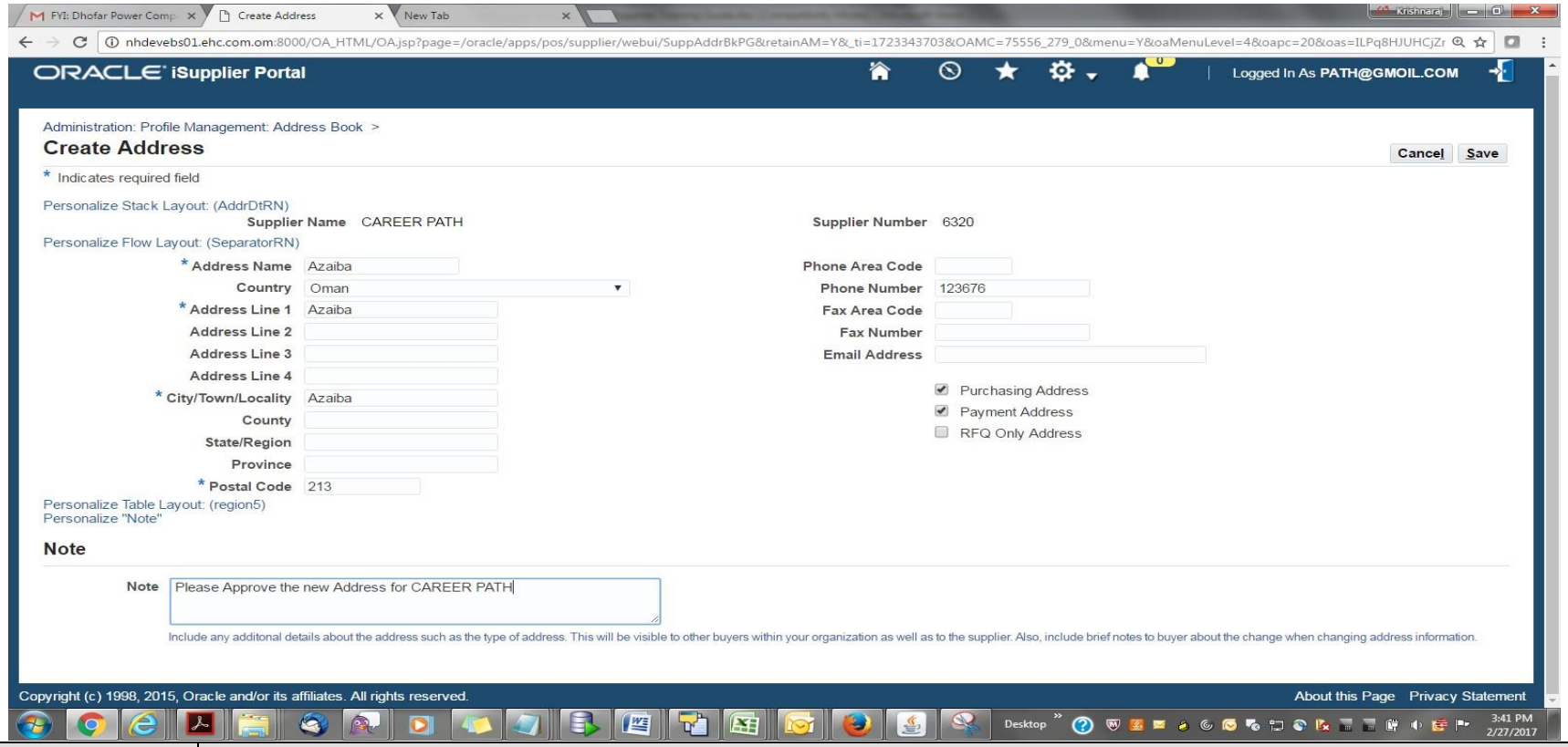
Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Address Book

Step	Action
1.	Click the Create (B)

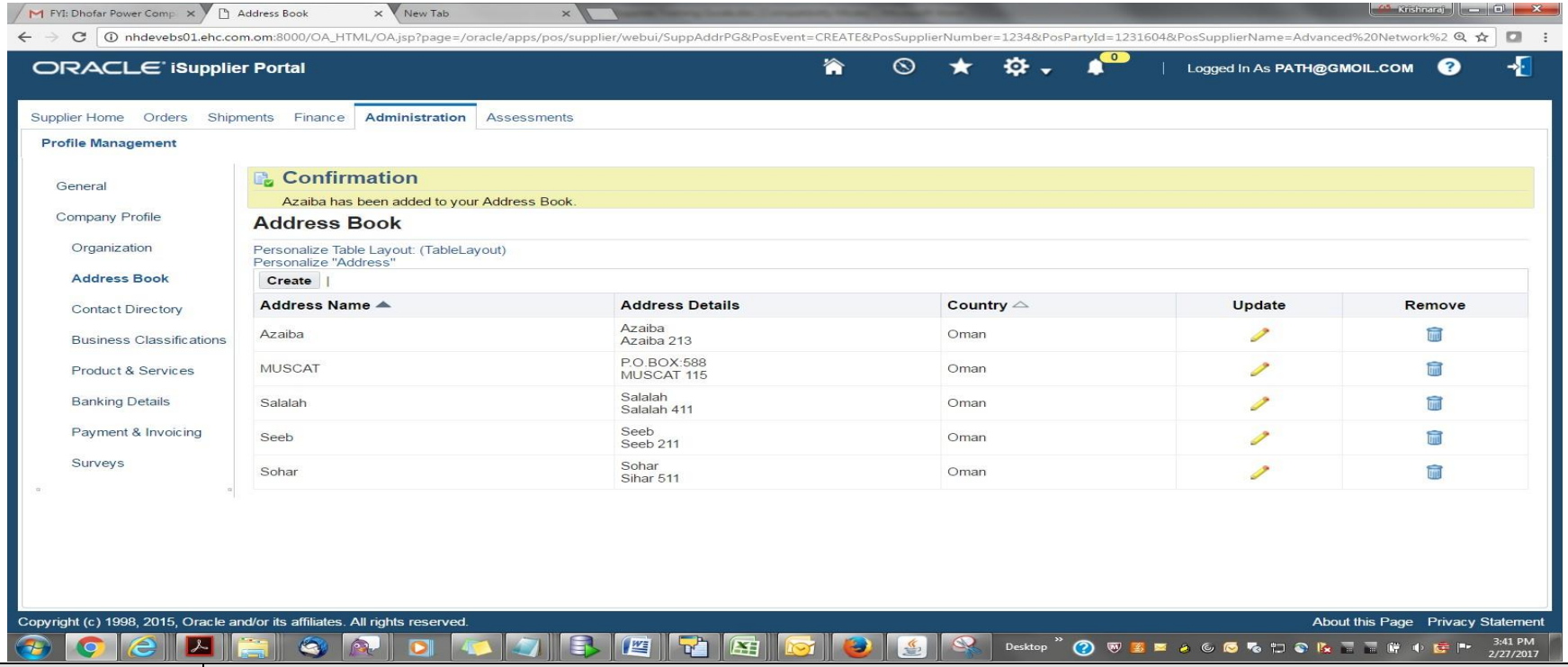


Step	Action
2.	Enter Address name, Address details and Address purpose.





Step	Action
3.	Click the Save (B) to submit new address request.

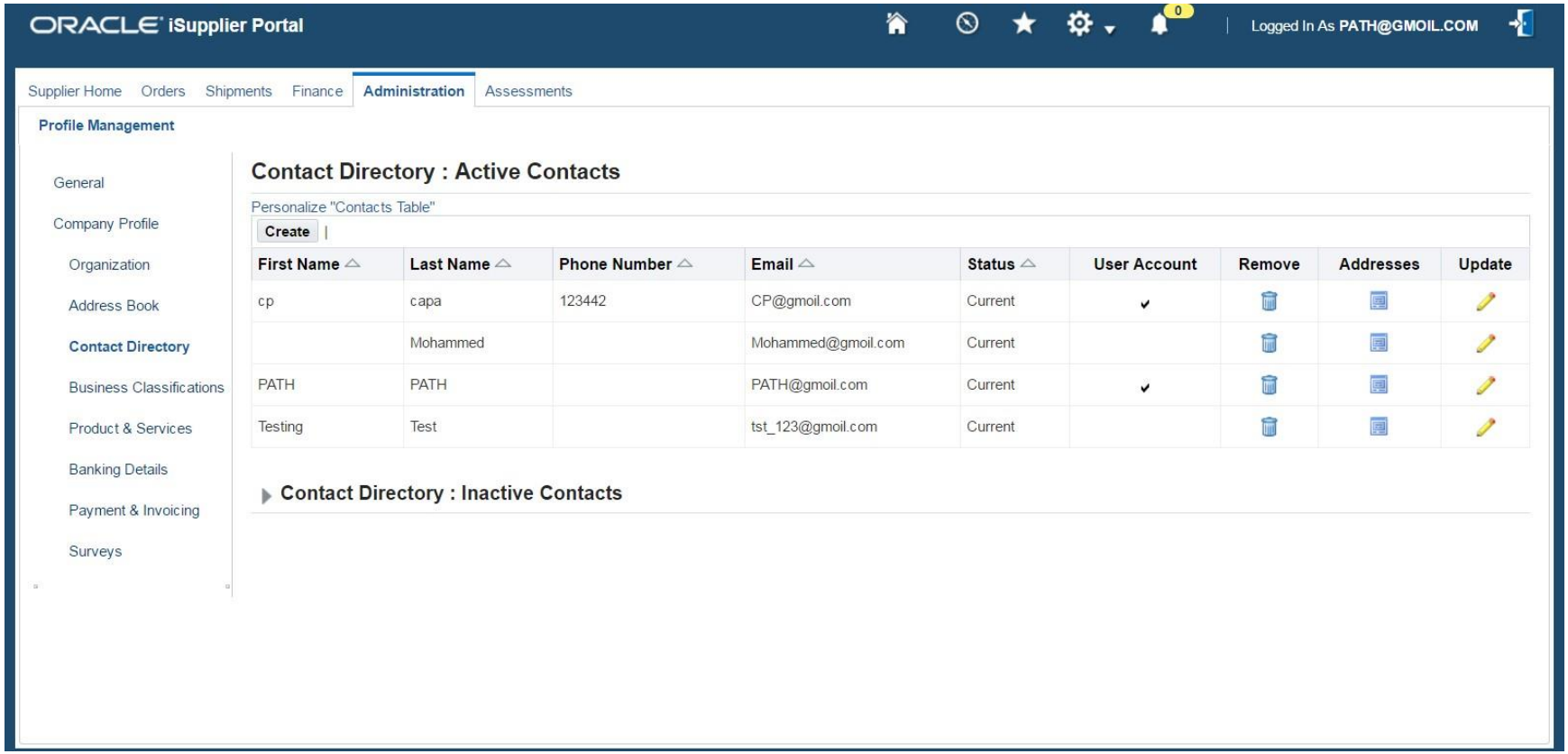


Step	Action
4.	Address has been added to Address book.

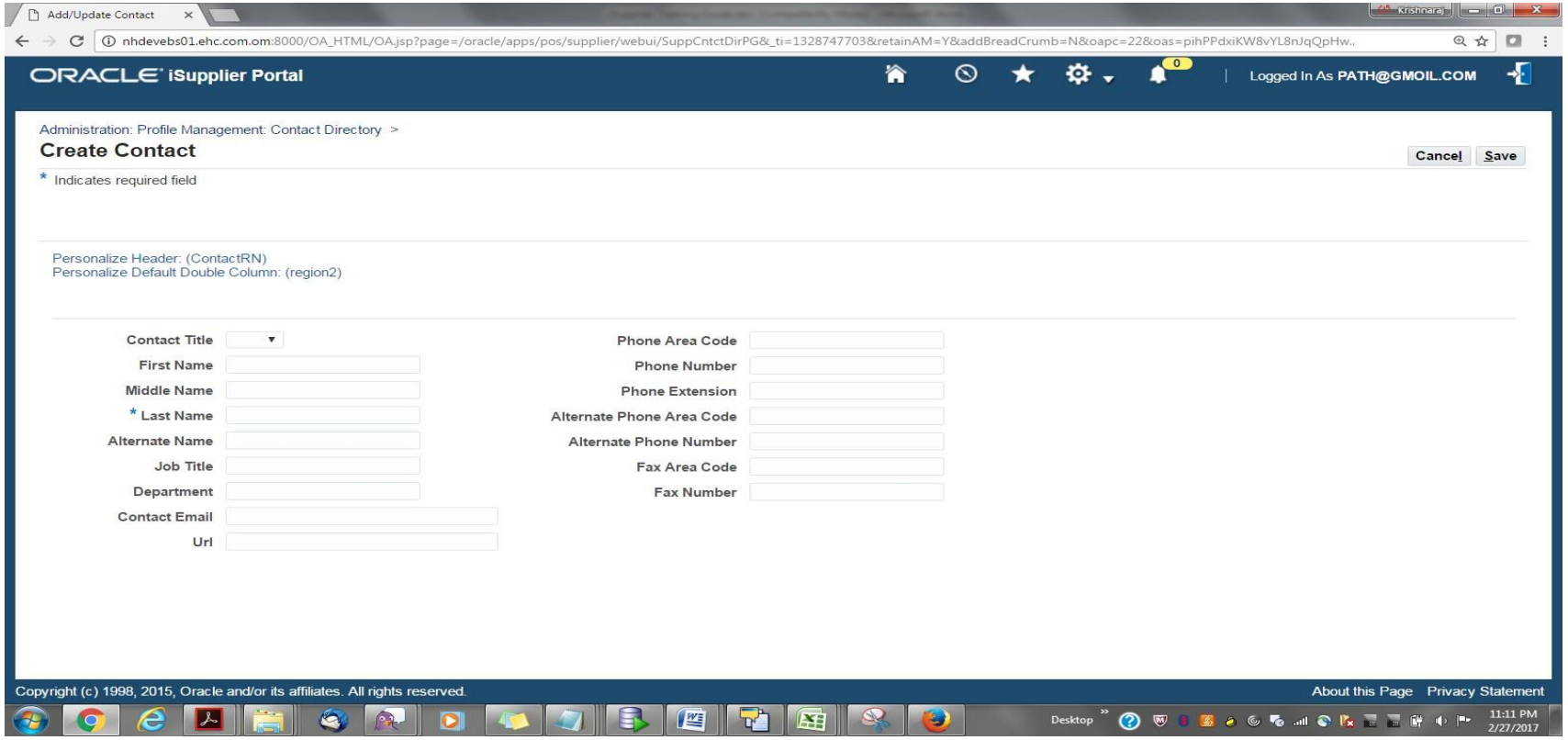
2.2 Create or Update Contact Directory

Note: Login as Supplier user in iSupplier Portal

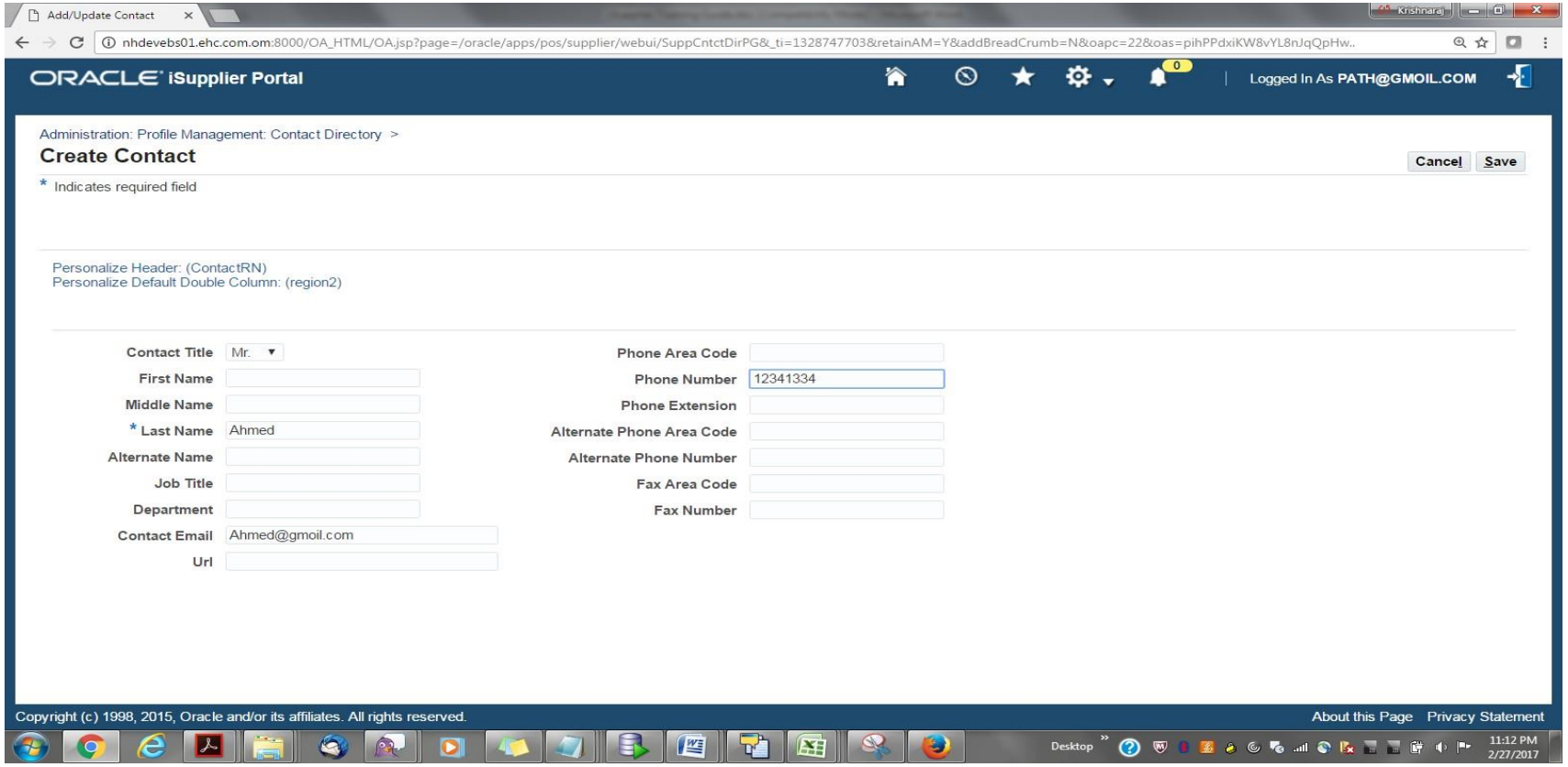
Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Contact Directory



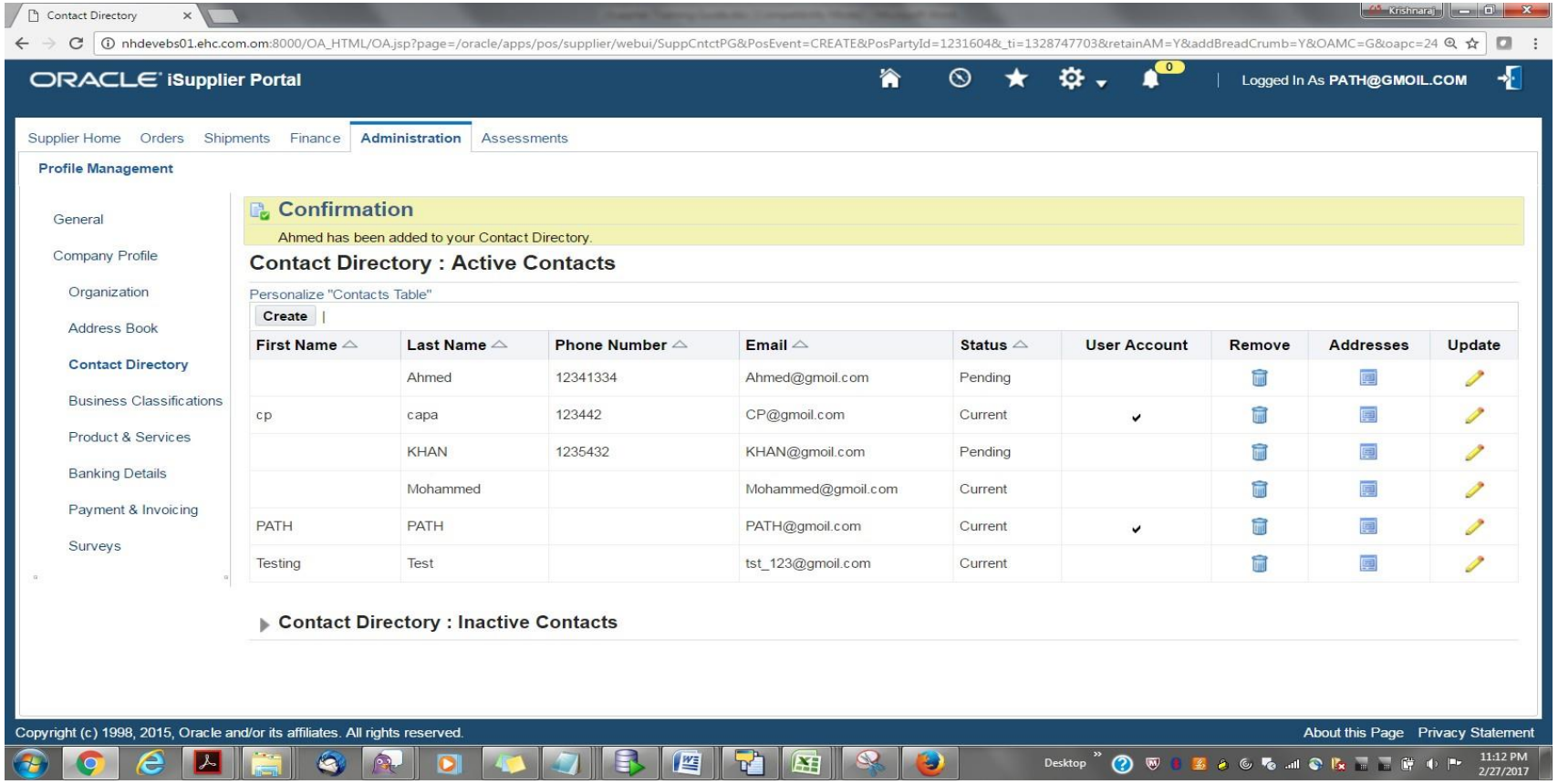
Step	Action
1.	Click the Create (B).



Step	Action
2.	Enter the Contact Person Details.

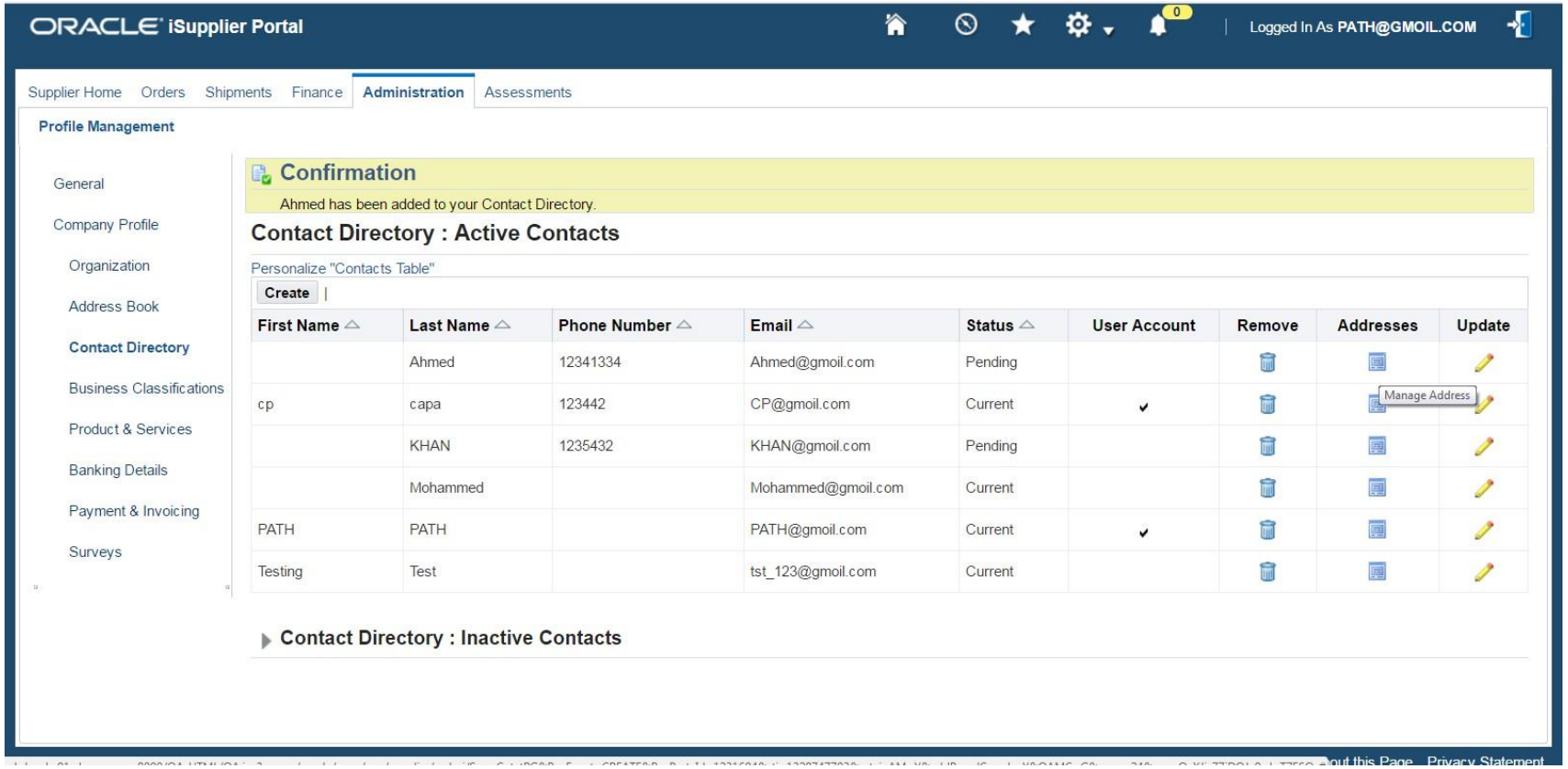


Step	Action
3.	Click the Save (B)

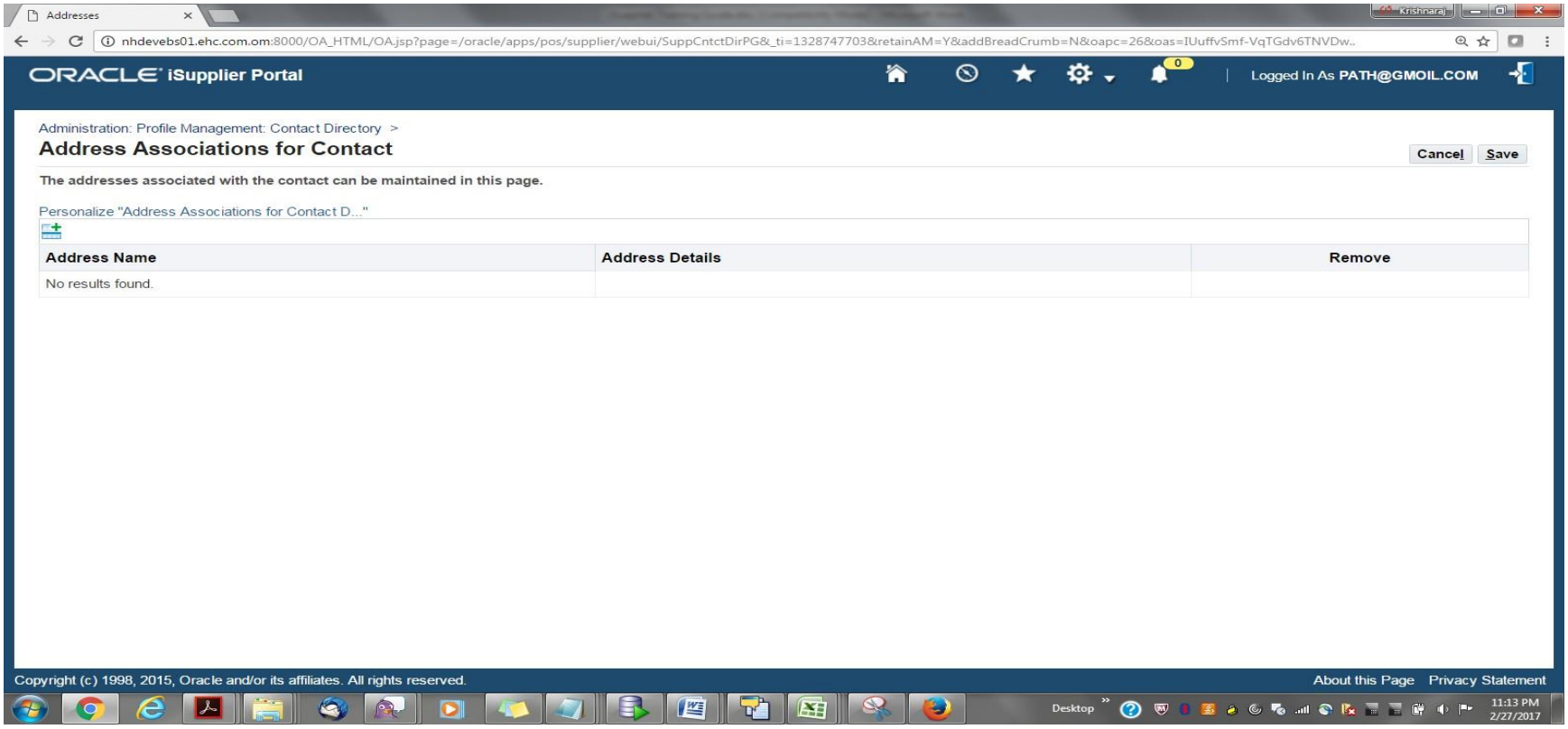


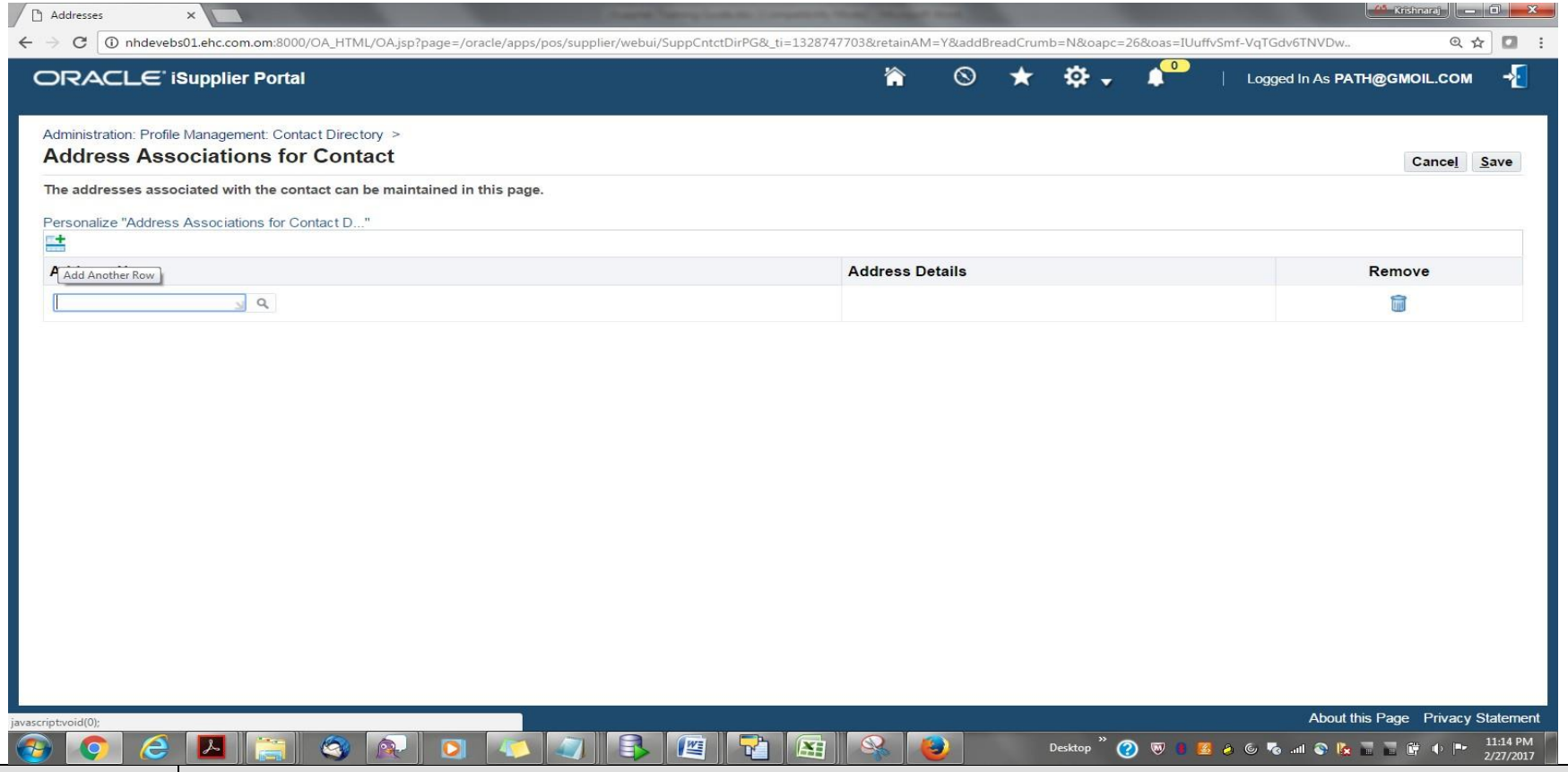
Step	Action
4.	Contact has been added to Contact directory.

Associate Address to Contact person

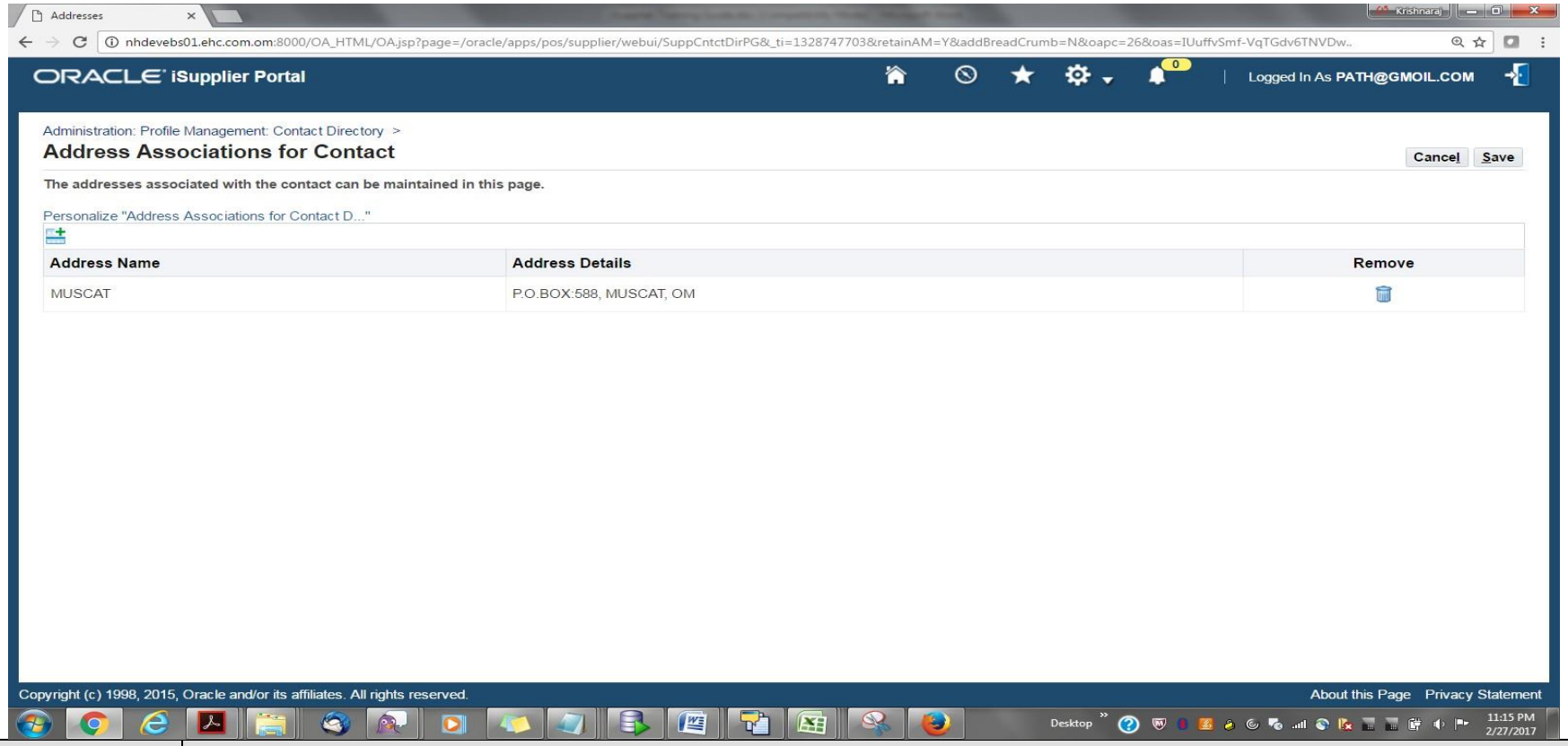


Step	Action
5.	Click the Manage Address icon.

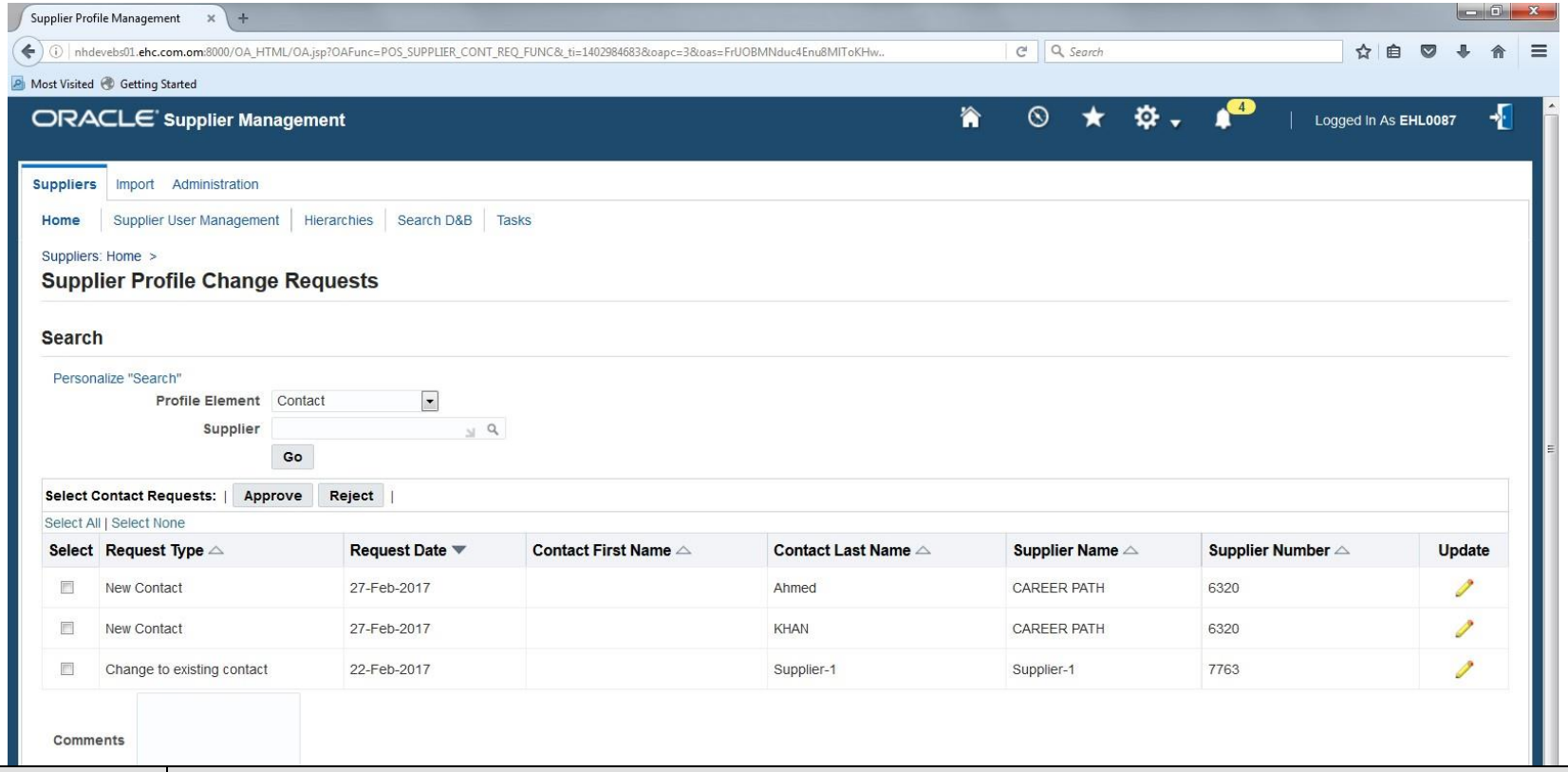




Step	Action
6.	Click Add row Button to associate Address to contact.



Step	Action
7.	Select the Address to associate.



Step	Action
8.	Save the Details

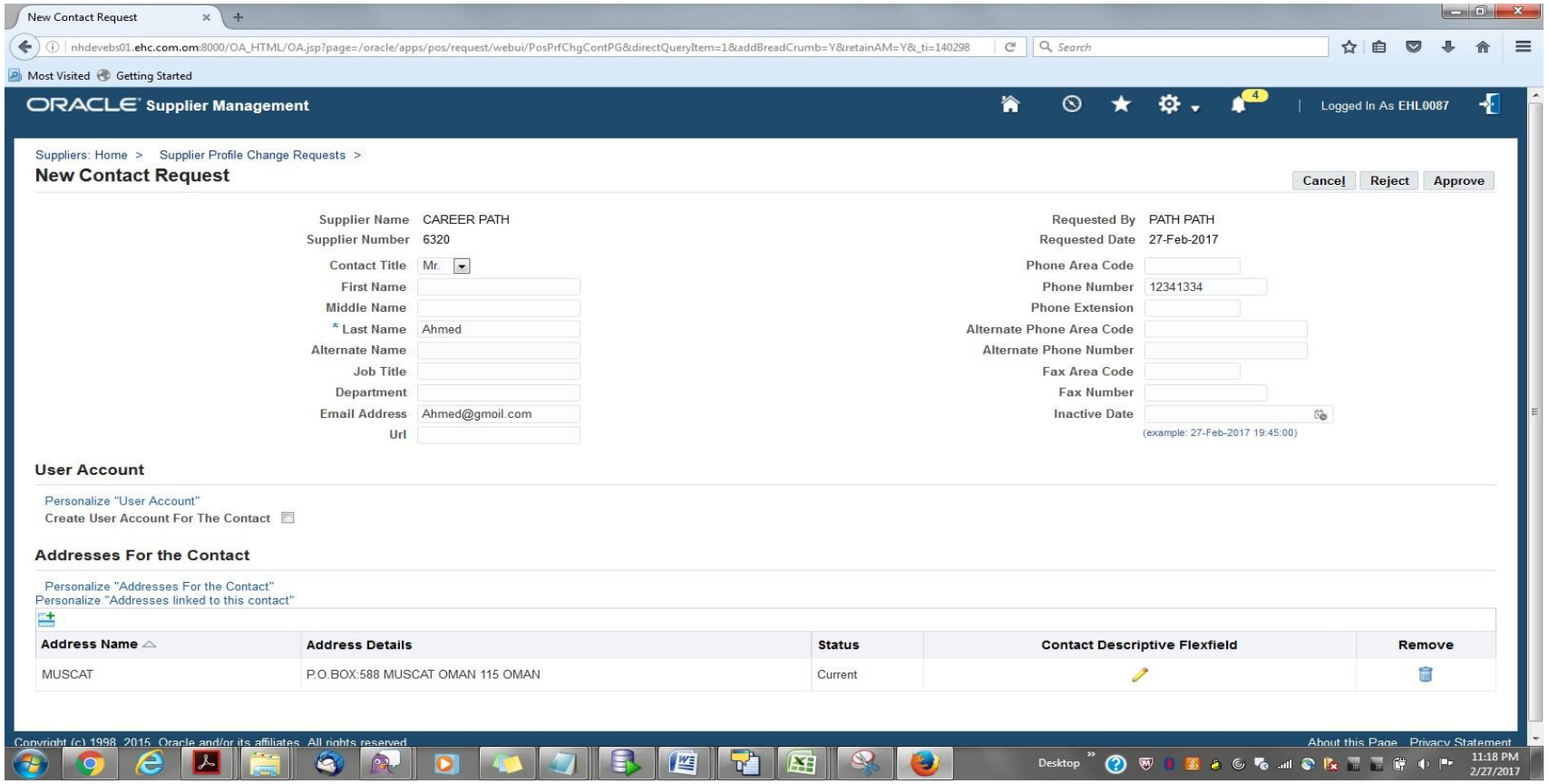
2.2.1 Approve Contact Request

Note: Login as Supplier Administrator

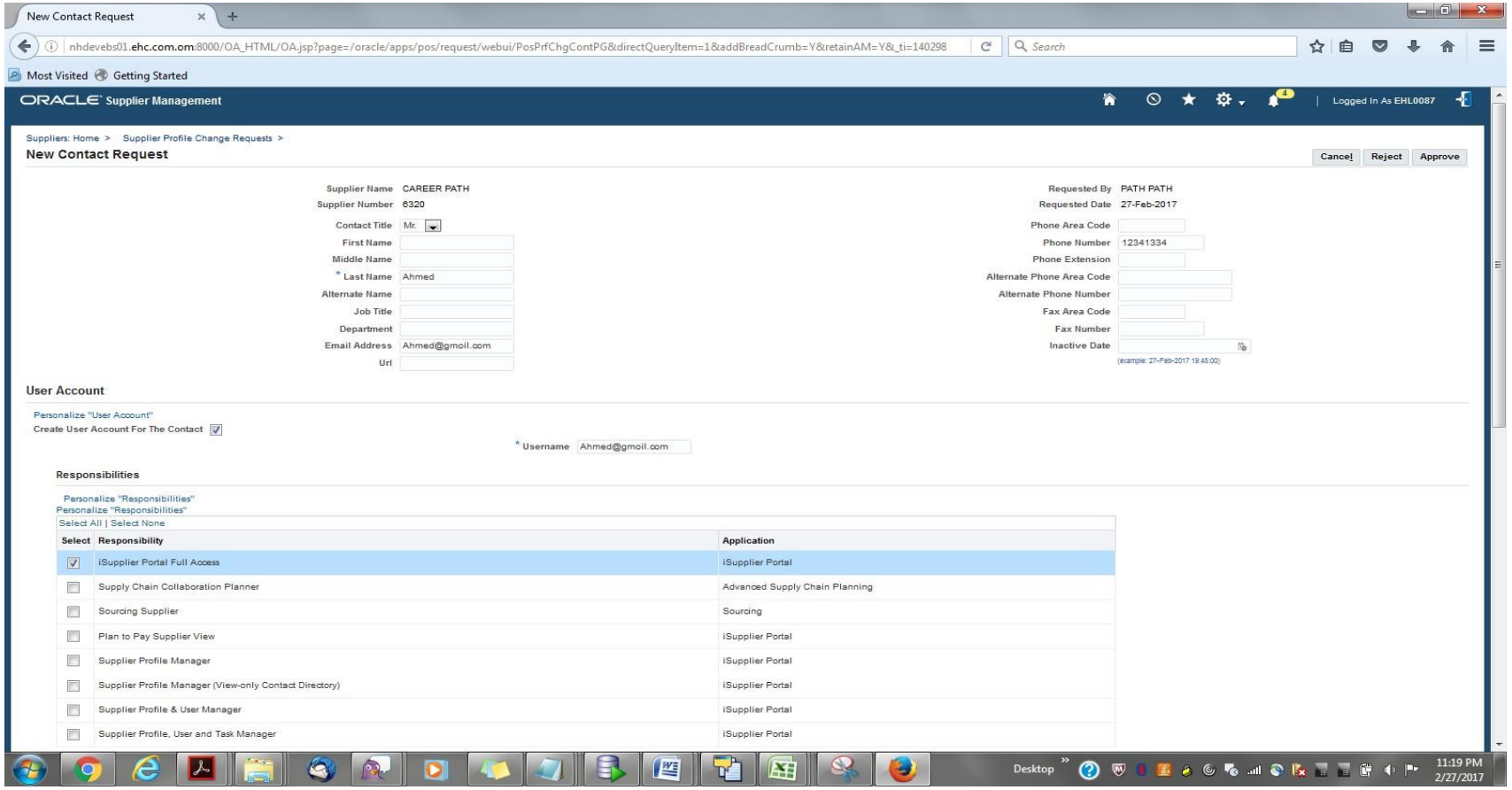
Responsibility: Supplier Administrator Responsibility

Navigation: Supplier Administrator Responsibility > > Supplier Home > Supplier profile Update request > Supplier Contact Request

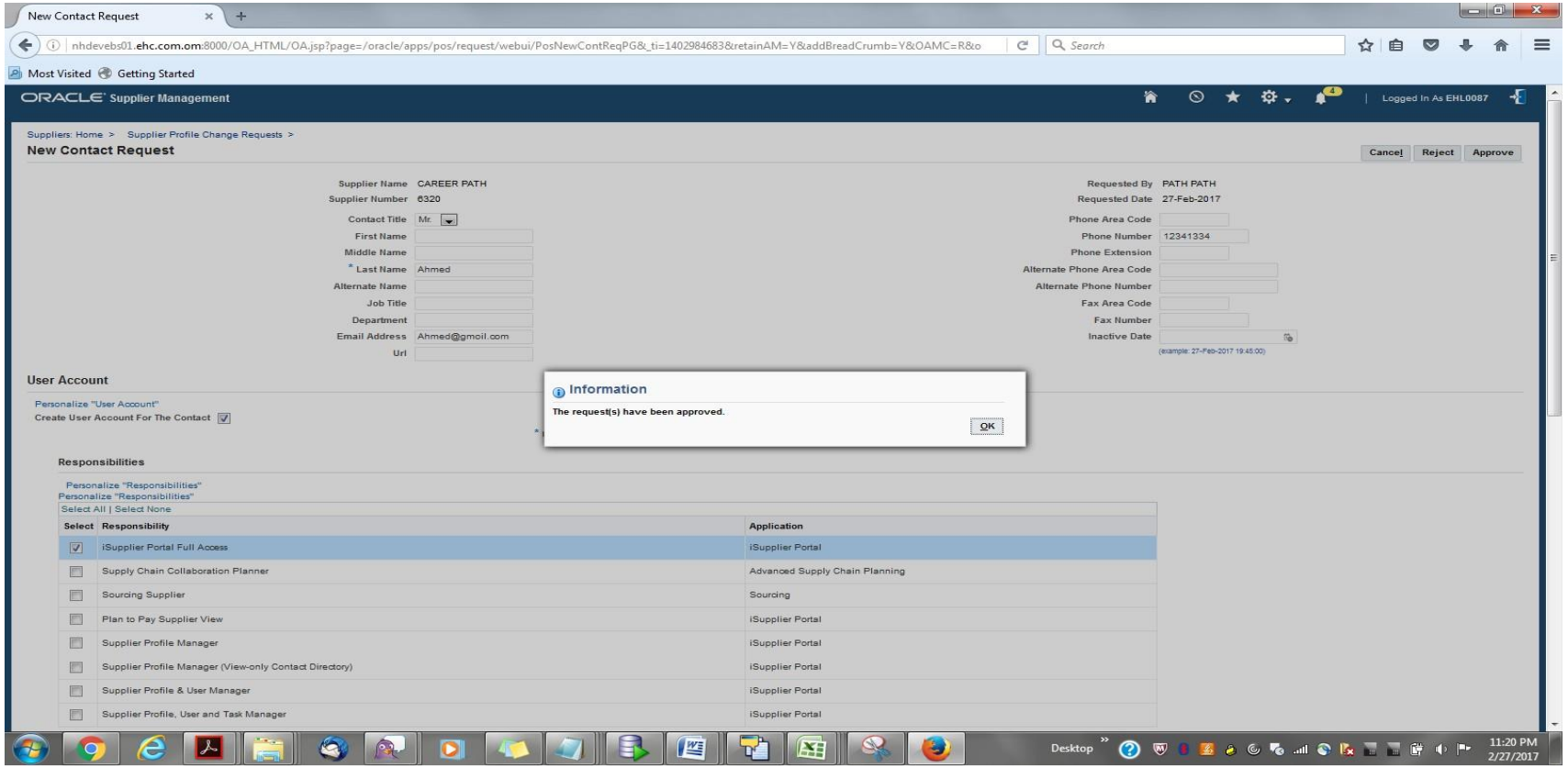
Step	Action
9.	Click the Update icon.



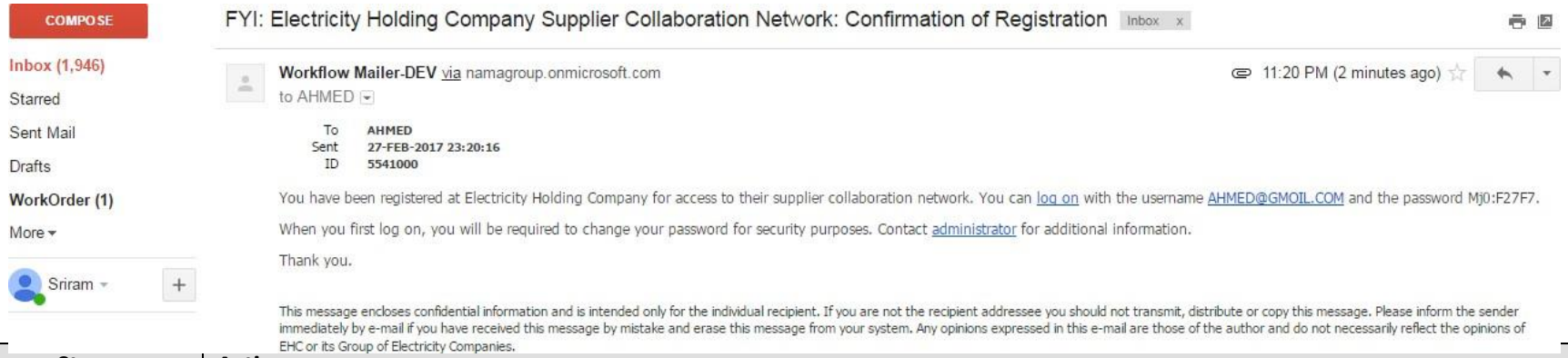
Step	Action
10.	Select ‘Create User Account for the Contact’ check box to create supplier user.



Step	Action
11.	Click the Approve (B)



Step	Action
12.	The Request has been approved.



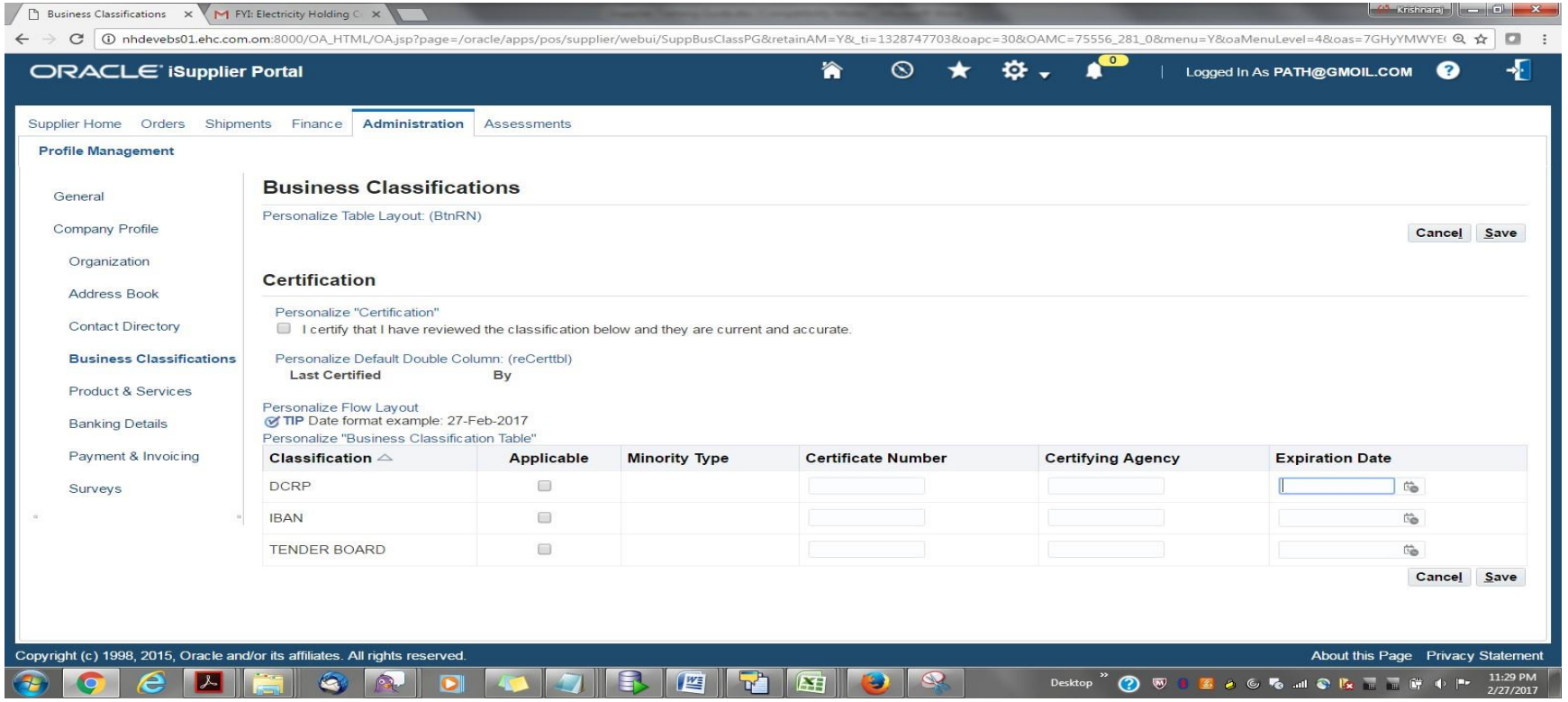
Step	Action
13.	Oracle Application URL is communicated to supplier user with Username and Password details through email.

2.3 Create or Update Business classification

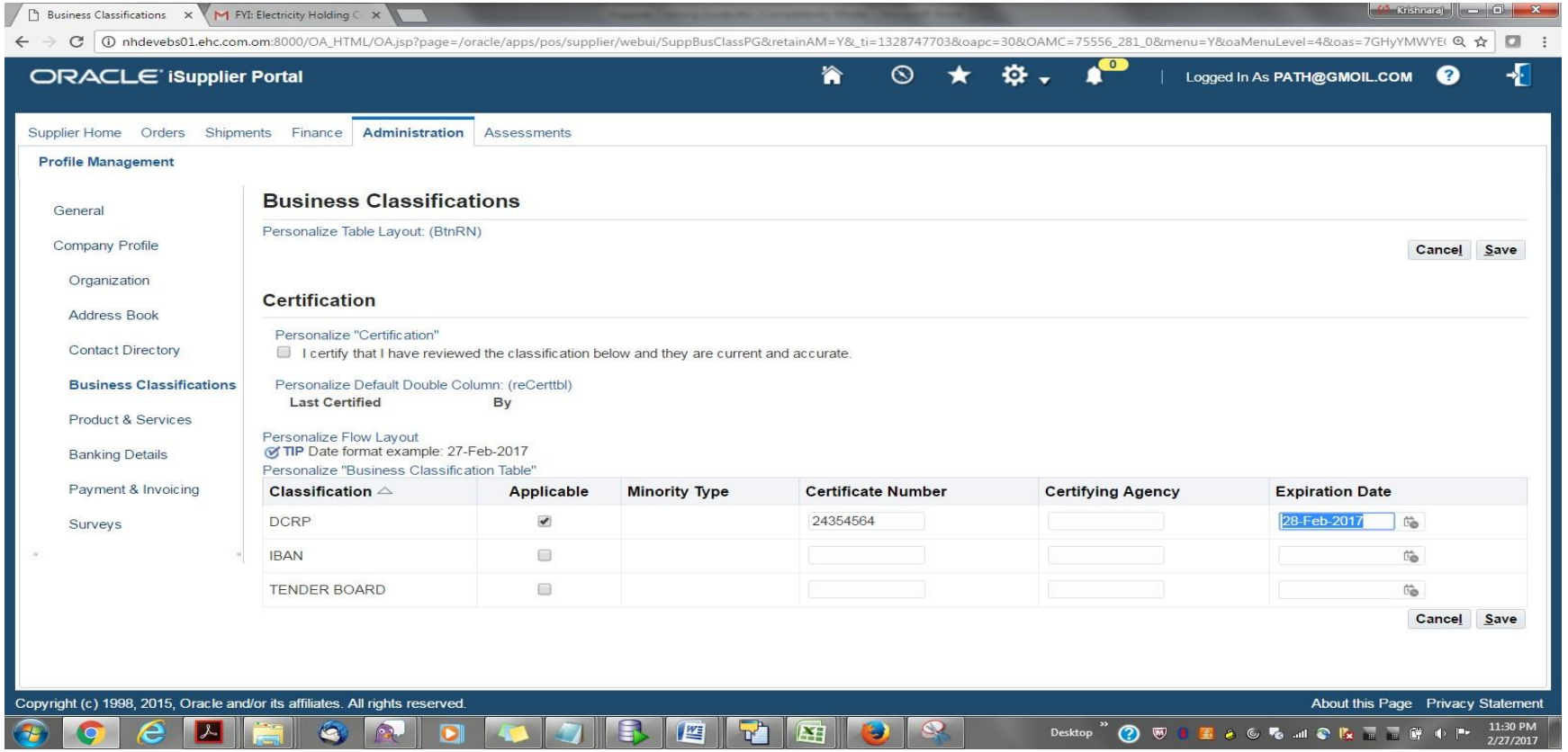
Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Business Classification

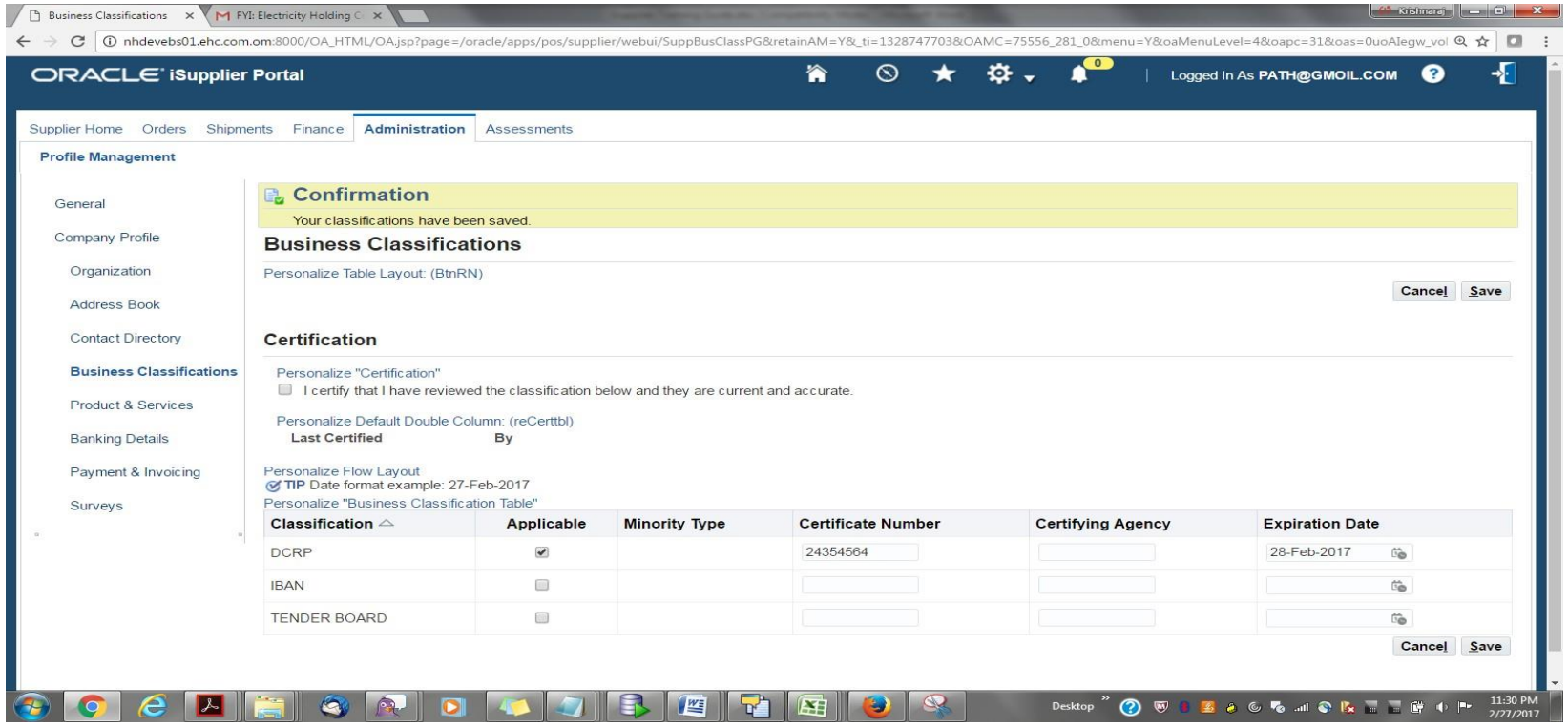
Step	Action
1.	Select Required Business classification and enter certificate number and Expiration date if applicable



Step	Action
2.	Click the save (B).



Step	Action
3.	Classification has been saved.

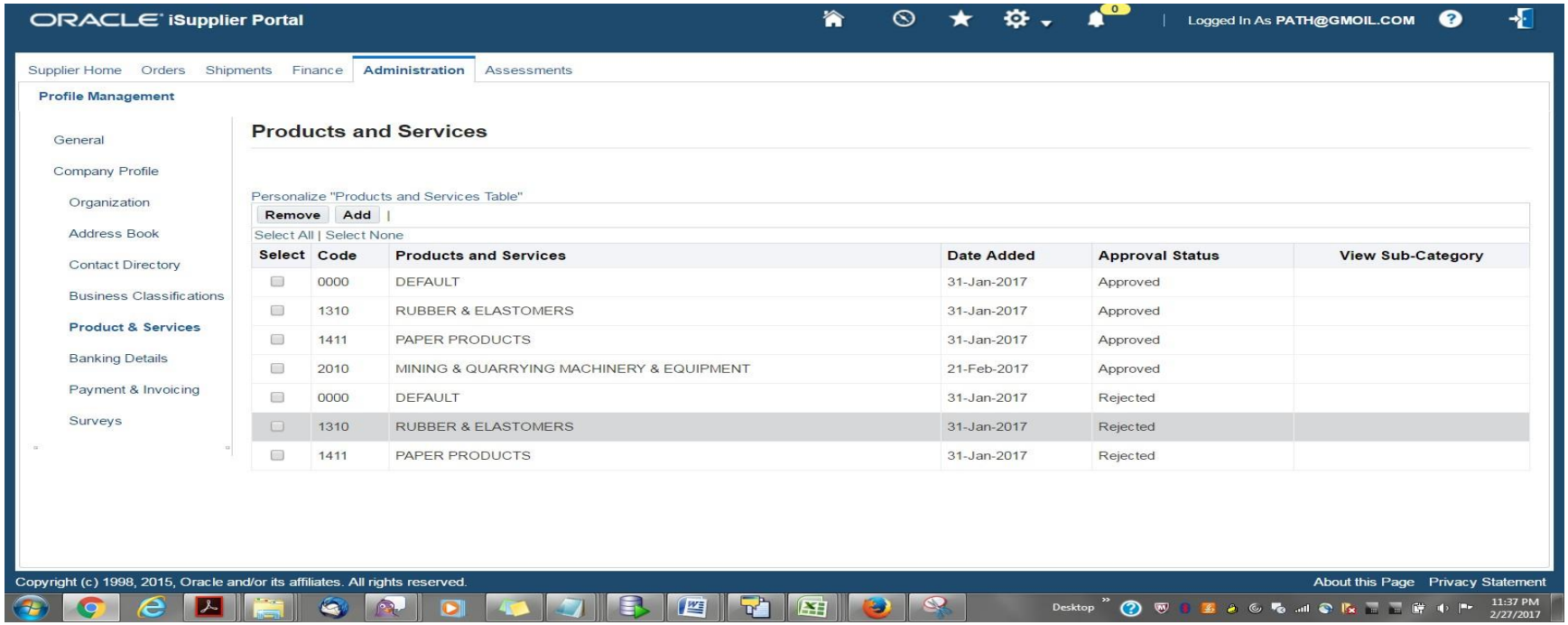


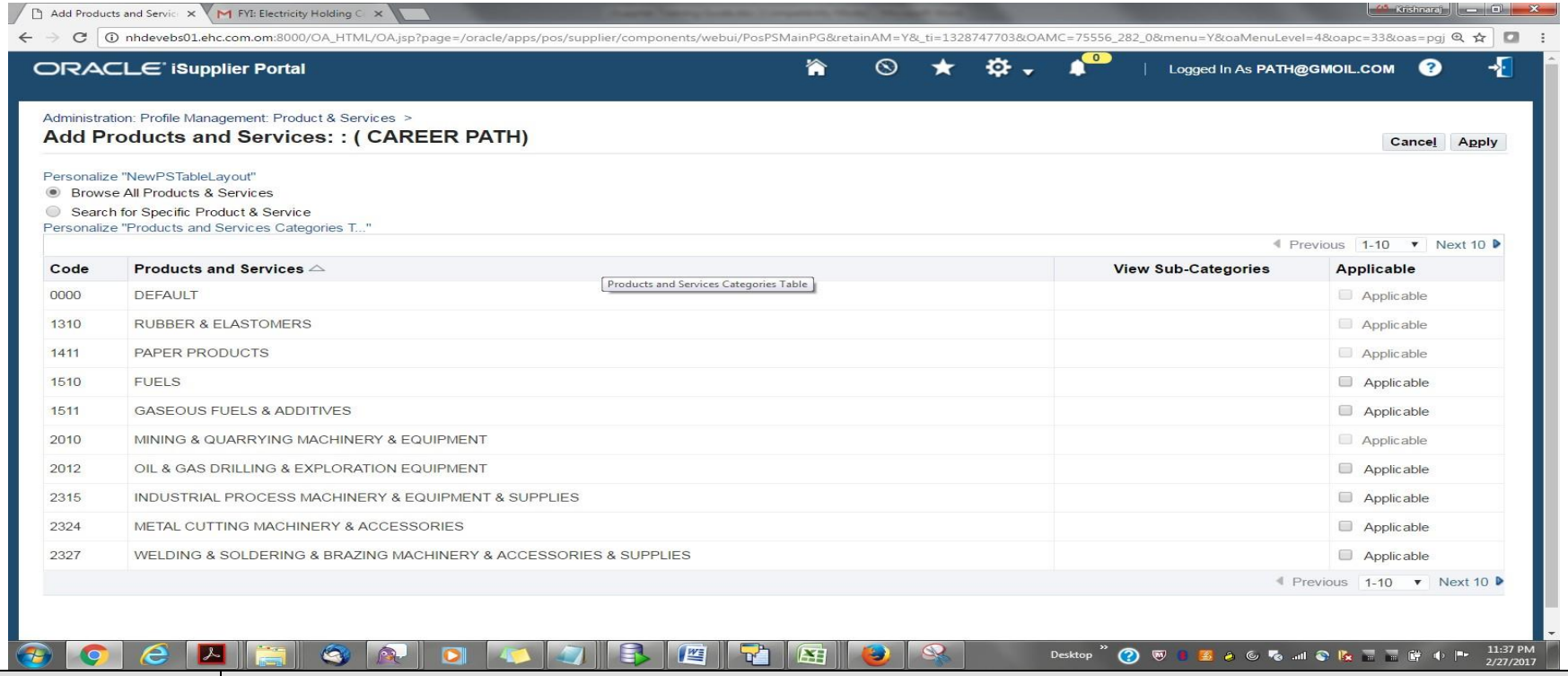
2.4 Create or Update Product and Services

Note: Login as Supplier user in iSupplier Portal

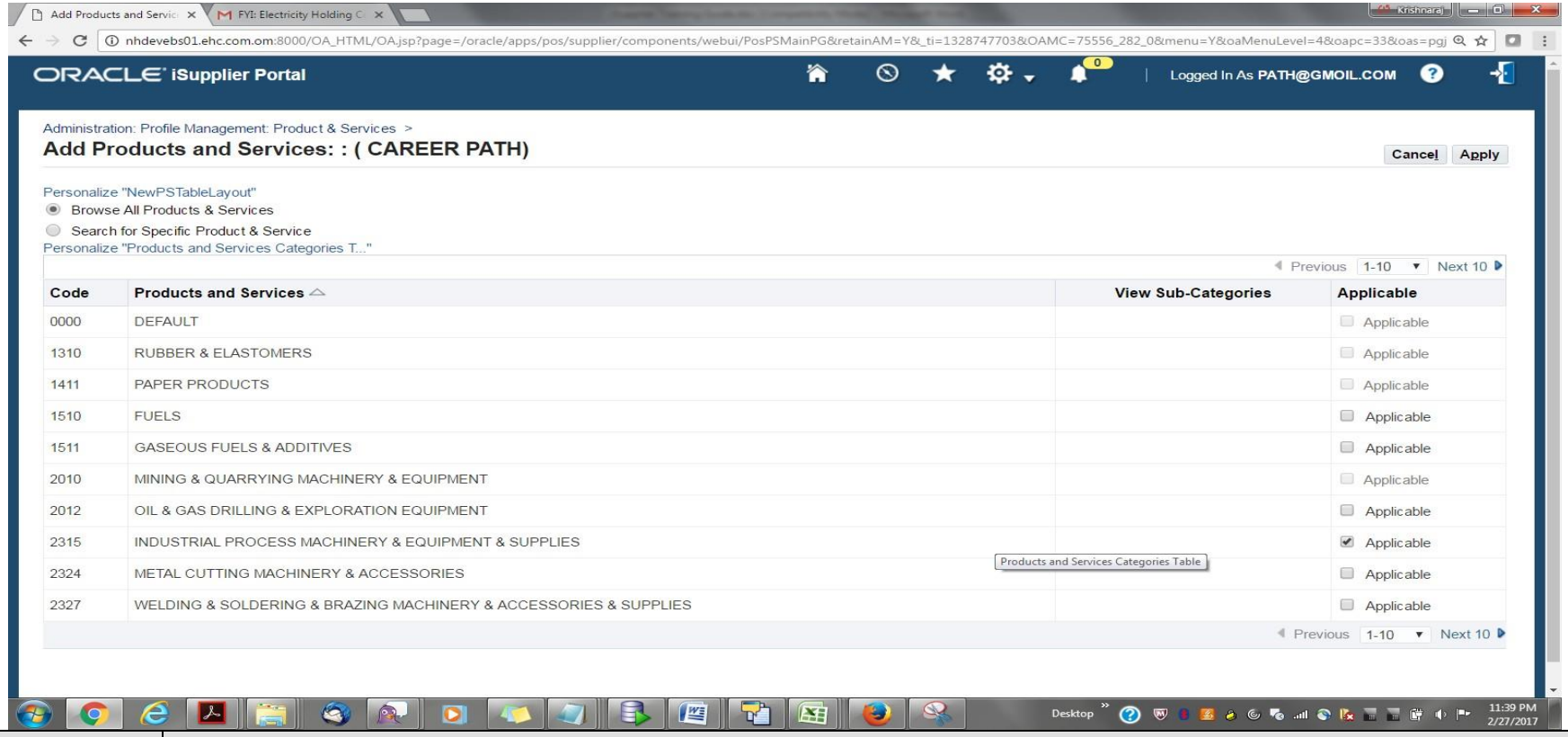
Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Product & Services

Step	Action
1.	Click the Add (B).

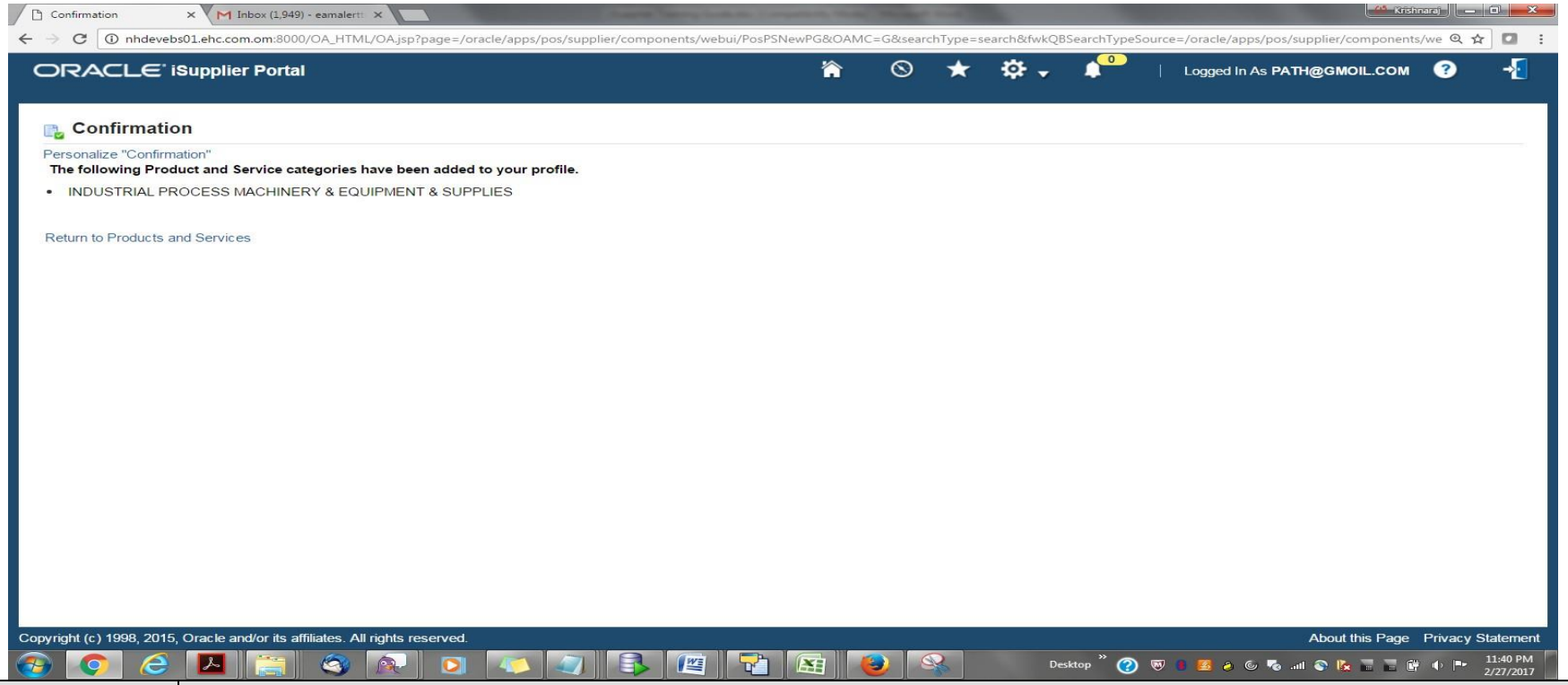




Step	Action
2.	Select the applicable Product and Services.



Step	Action
3.	Click the Apply (B).



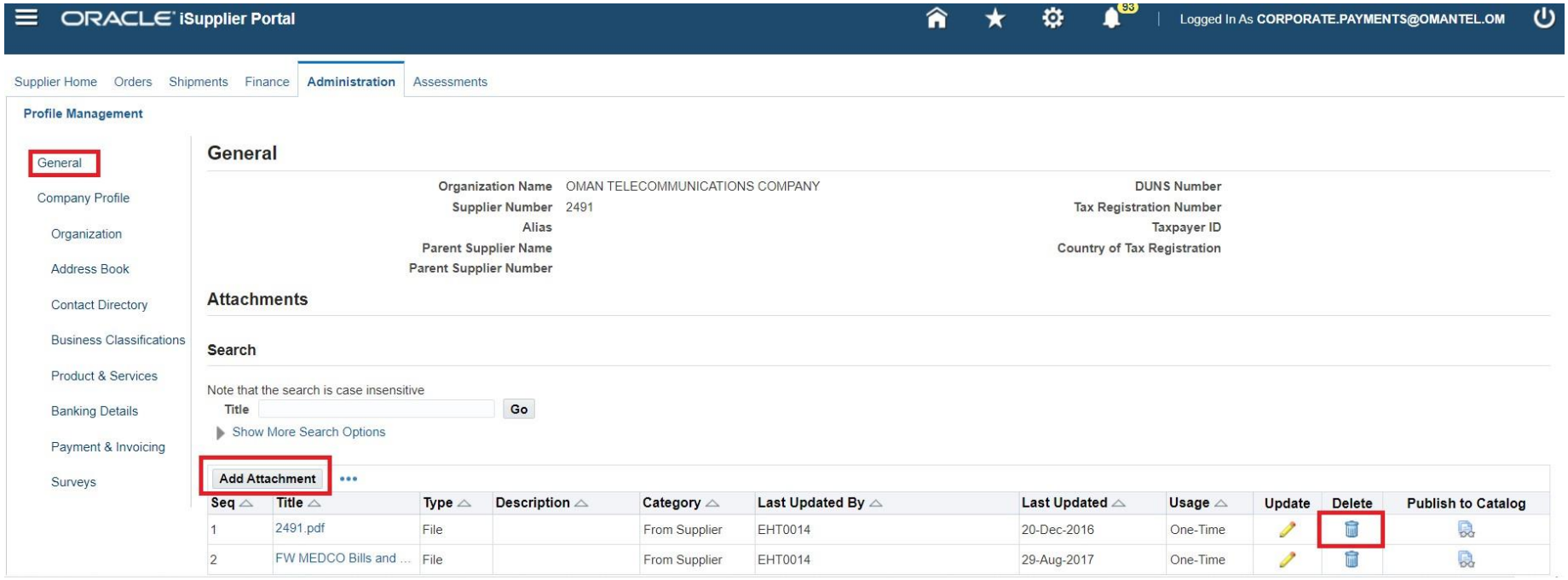
Step	Action
4.	Confirmation Message: Product and Service categories have been added to your profile.

2.5 Update Lenience which Expired

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > General >

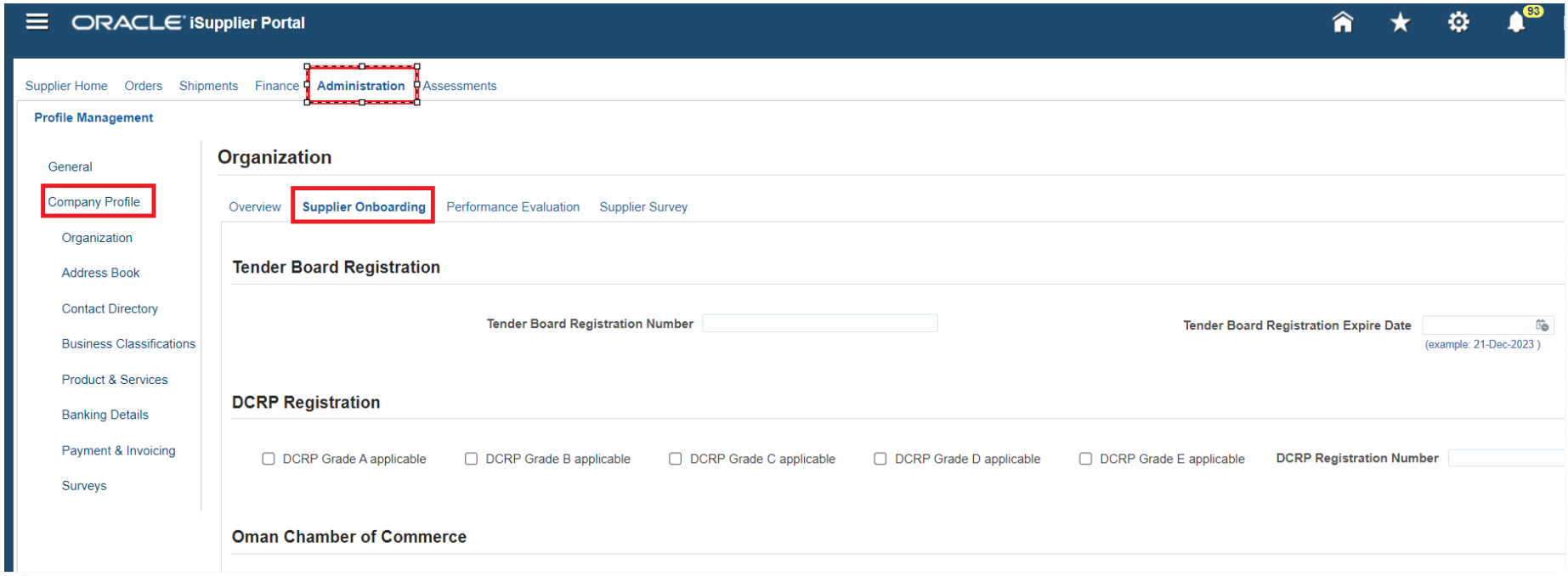
Supplier will have to delete the expired licensee attachment and upload the renewed one.



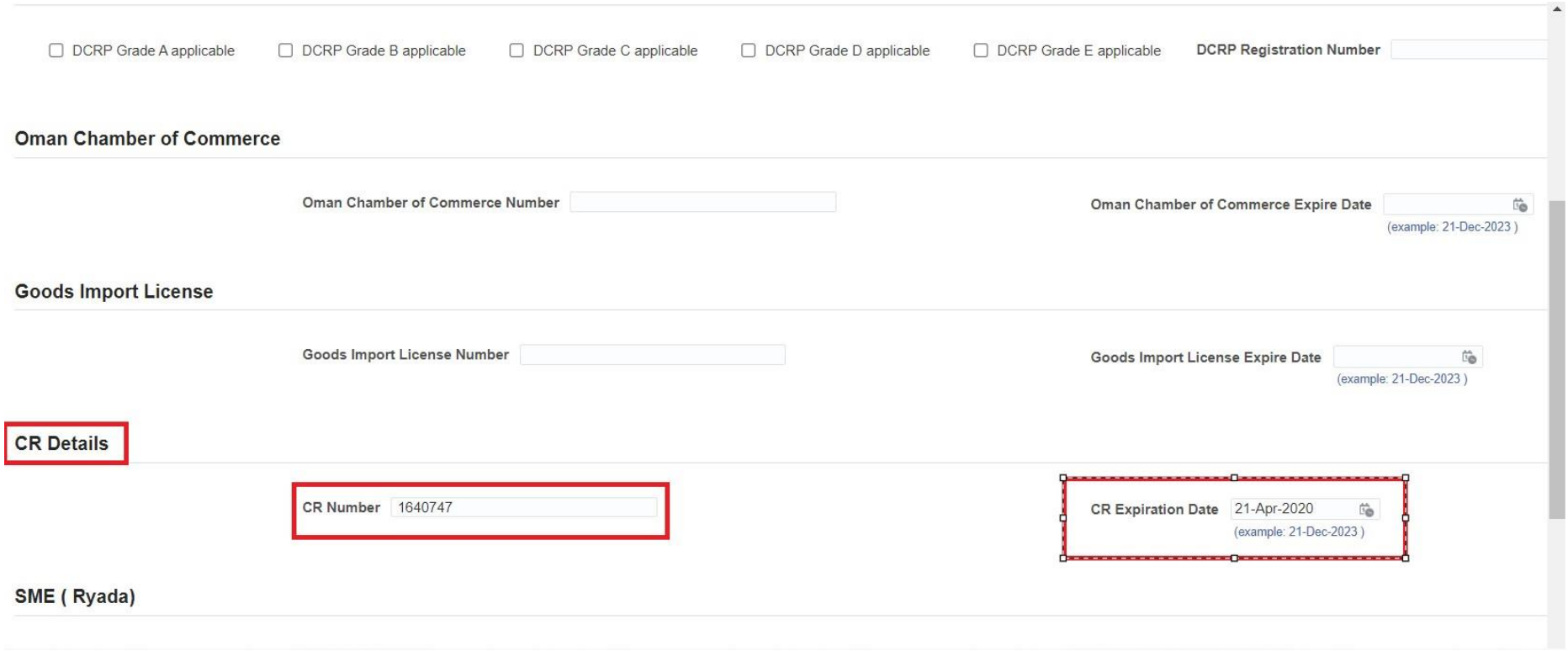
Once supplier will upload the renewed license(decrements) then need to update the license detail in application

Support in above case CR certificate was expired and supplier have deleted the old document and upload the new one. Now supplier need to follow the below navigation update the CR number and new expiry date in I-Supplier Portal

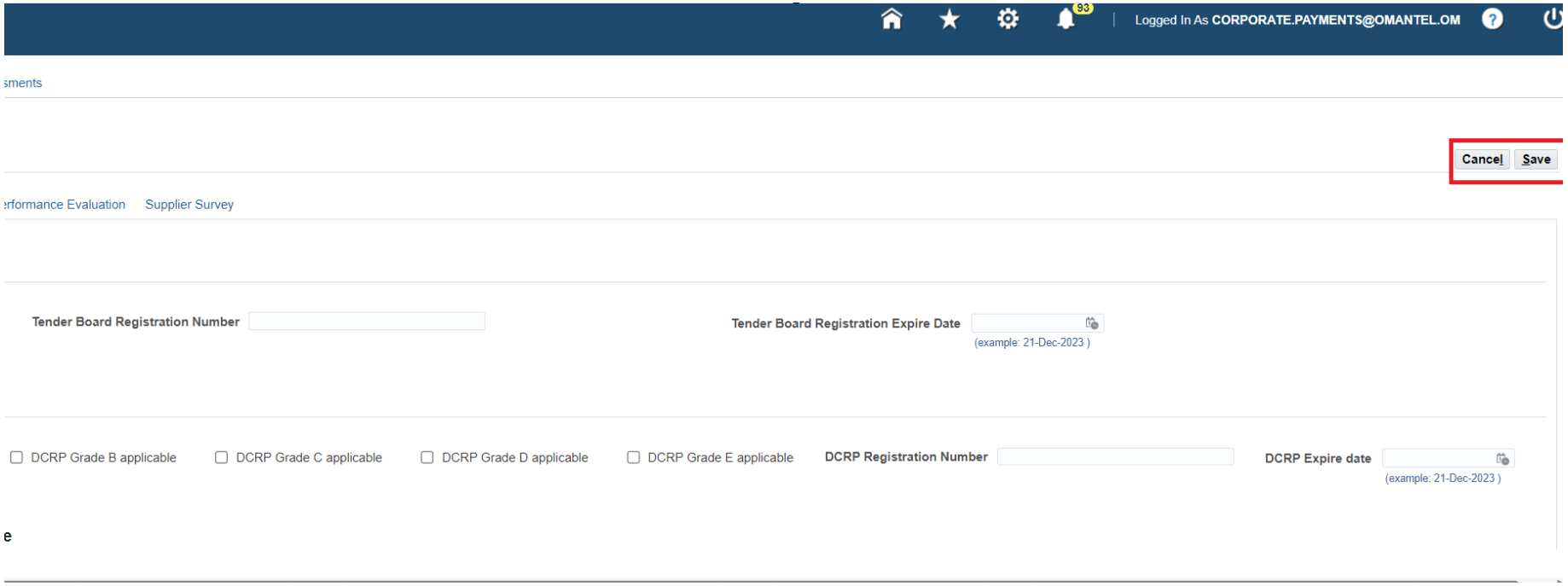
Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Company Profile> Supplier Onboarding>



Scroll down to the license(decrements) which detail need to update



Once updated, Save your work.



Oracle i-Supplier Portal Password Reset and Retrieve User Name Process

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2.1 CR Validation to Start Registration ..... **Error! Bookmark not defined.**

2.2 Supplier Registration Web Form ..... **Error! Bookmark not defined.**

Introduction

Purpose of this document is to guide suppler user's to reset the I-Supplier Portal password. Supplier user are the suppliers employees, who already register with Nama supplier master as supplier admin from Supplier side.

1.2 List of Abbreviations

Acronym	Description
CR	Commercial Registration
LOV	List of Values
(B)	Button
(T)	Tab

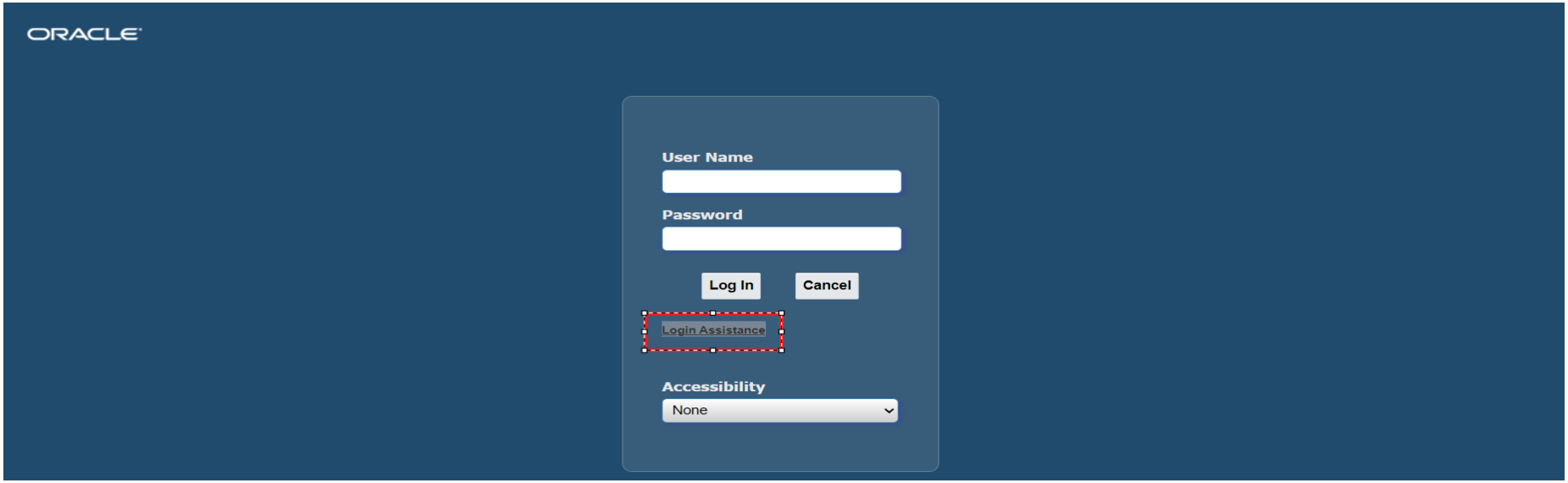
2 I-Supplier Portal

Upon completion of successful registration with Nama Group, I-Supplier portal login detail will shear to supplier via register email address. Supplier will use the login detail to login to I-Supplier portal to perform business operation with Nama Group and it subsidies.

In case supplier user will forget the I-Supplier password, they can recover by themselves by using below steps.

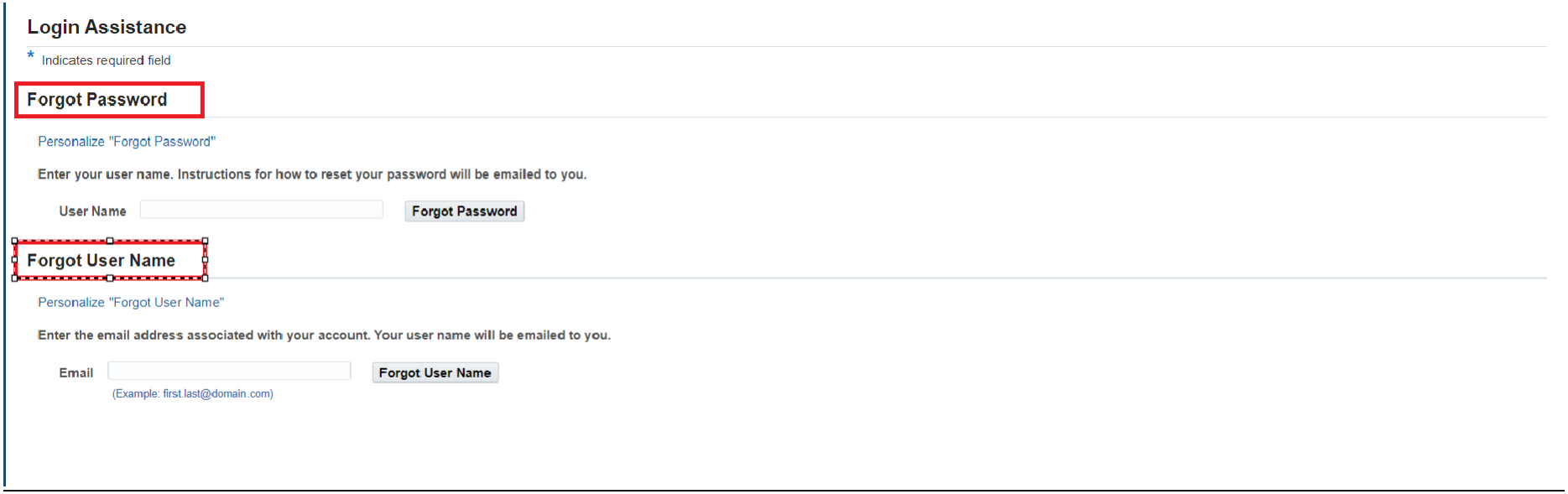
2.1 Reset Password.

Navigate to supplier I-Supplier Portal URL and click on “Login Assistance”



Supplier will get two assistance here

- **Forgot Password**
- **Forgot User Name (Login ID)**

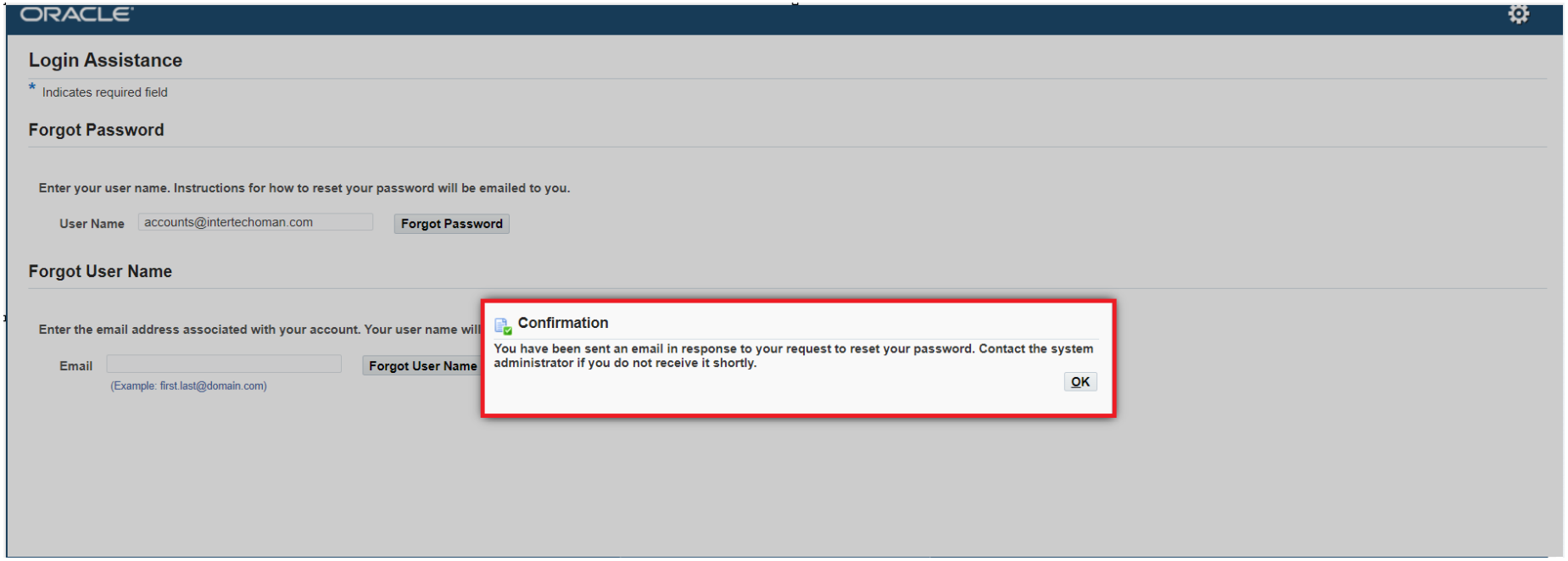


Forgot Password

In case supplier user will forgot the password then you have to provide **the "User Name (Login ID)"** and click forgot password

You will got the confirmation message to send email to reset the password.

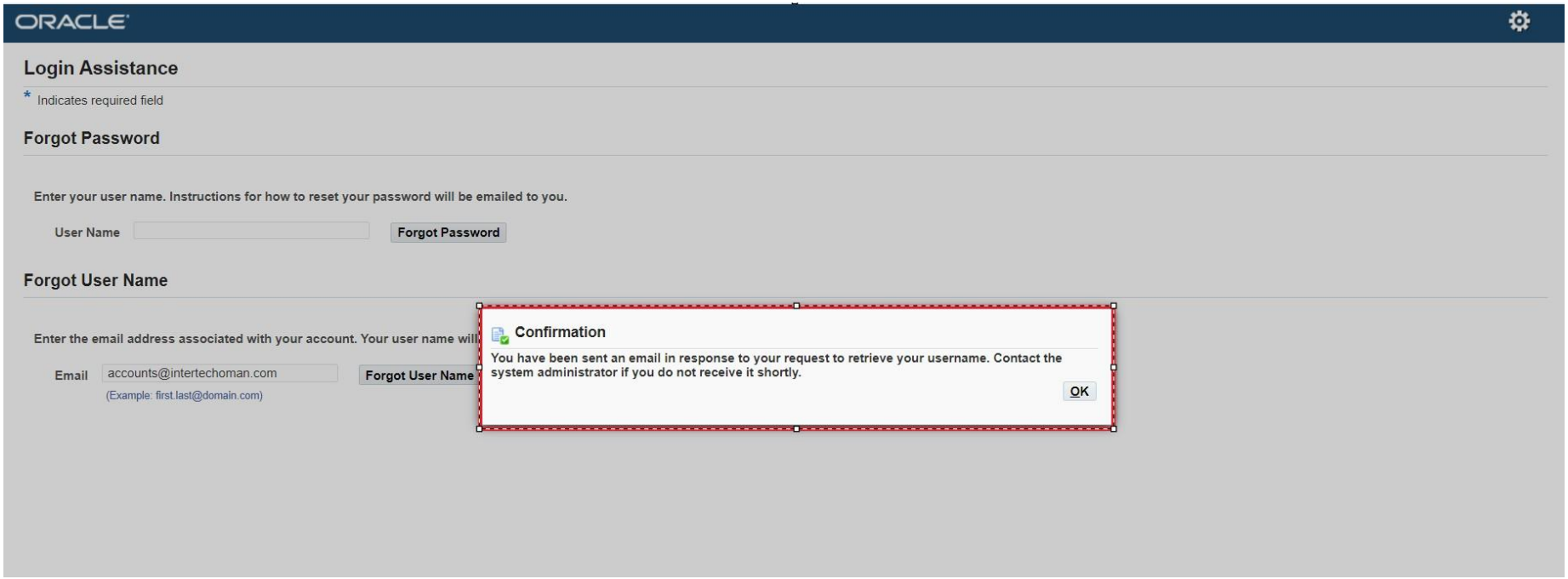
Email contain the temporary link to reset the password. Supplier user will use the link to reset the password.



Forgot User Name

In case supplier user will forgot the **"User Name (Login ID)"** then you have to provide **the Register email address** and click forgot password

You will got the confirmation message to send email with the detail of "User Name (



NOTE: FOR ANY TECHNICAL SUPPORT PLEASE SEND EMAIL TO E-tendering.support (E-tendering.support@nss.nama.om)

DURING THE OFFICE HOURS ONLY

Oracle i-Supplier Web Registration

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Introduction

Nama Group and its subsidiaries vendor management system is endeavoring to maintain a list of vendors for the procurement of goods and services. The registration of Vendors with Nama intends to ensure that Purchases are made from proven, technically capable, and financially viable Vendors.

In order to do business with Nama Group, vendors can apply for registration by selecting one of the supplier business type at a time. supplier business type for registration are required to be selected only from the mentioned under Annexure- I.

Each supplier type required different set of mandatory of documents for registration which will listed in this user manual.

Annexure-1	
1.	Supplier International
2.	Supplier Local
3.	Freelancer

1.2 List of Abbreviations

Acronym	Description
CR	Commercial Registration
LOV	List of Values
(B)	Button
(T)	Tab

2 Navigation for New Supplier Registration

Supplier Registration process will start when supplier have intention to do business with Nama Group or one of it's entity. Supplier need to visit to Nama Group website or respective entity website. Under online services, supplier will find the registration link under each entity website

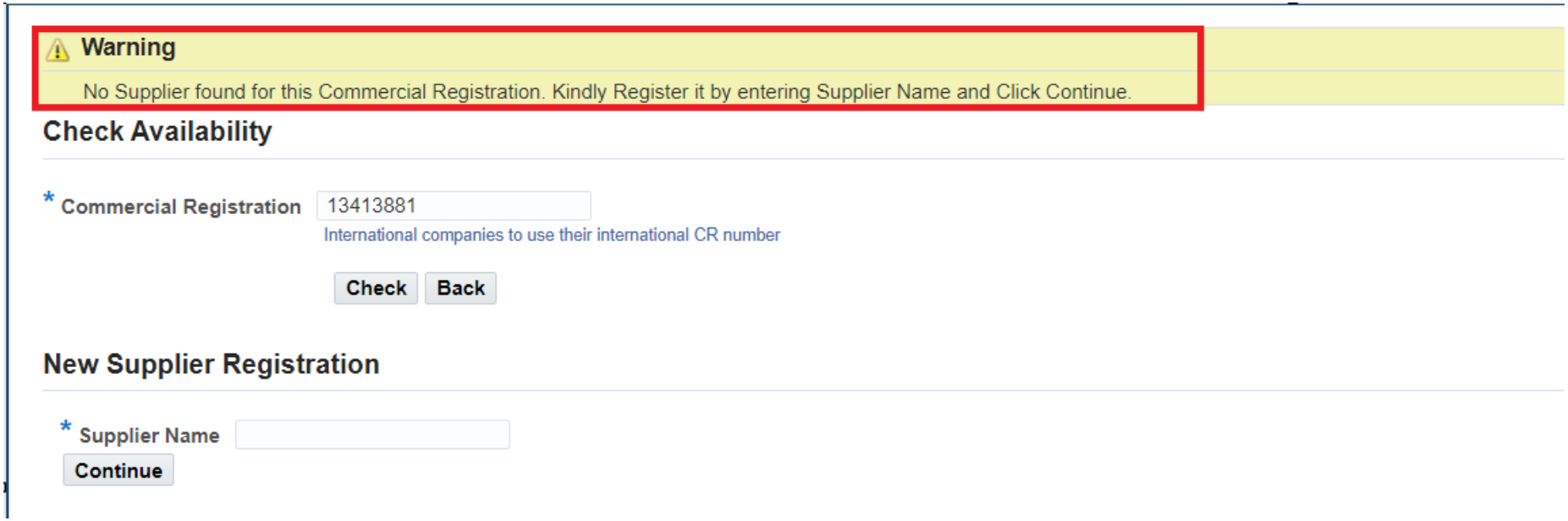
Entities Name	Entities URL
Nama Holding	https://www.nama.om/en/
Nama Shared Services LLC	https://nss.nama.om/
Nama Electricity Supply Company SAOC	https://www.namaservices.om/
Nama Electricity Distribution Company	https://distribution.nama.om/
Nama Dhofar Services Company	https://dhofarservices.nama.om/en-us/Pages/Home.aspx
Oman Power and Water Procurement Company	https://www.omanpwp.om/new/Default.aspx
Oman Electricity Transmission Company	https://www.omangrid.com/en/pages/home.aspx

2.1 CR Validation to Start Registration

Navigate to supplier registration link and use your CR (Company Registration Number) to validate that weather your company already register with Nama Group or not.

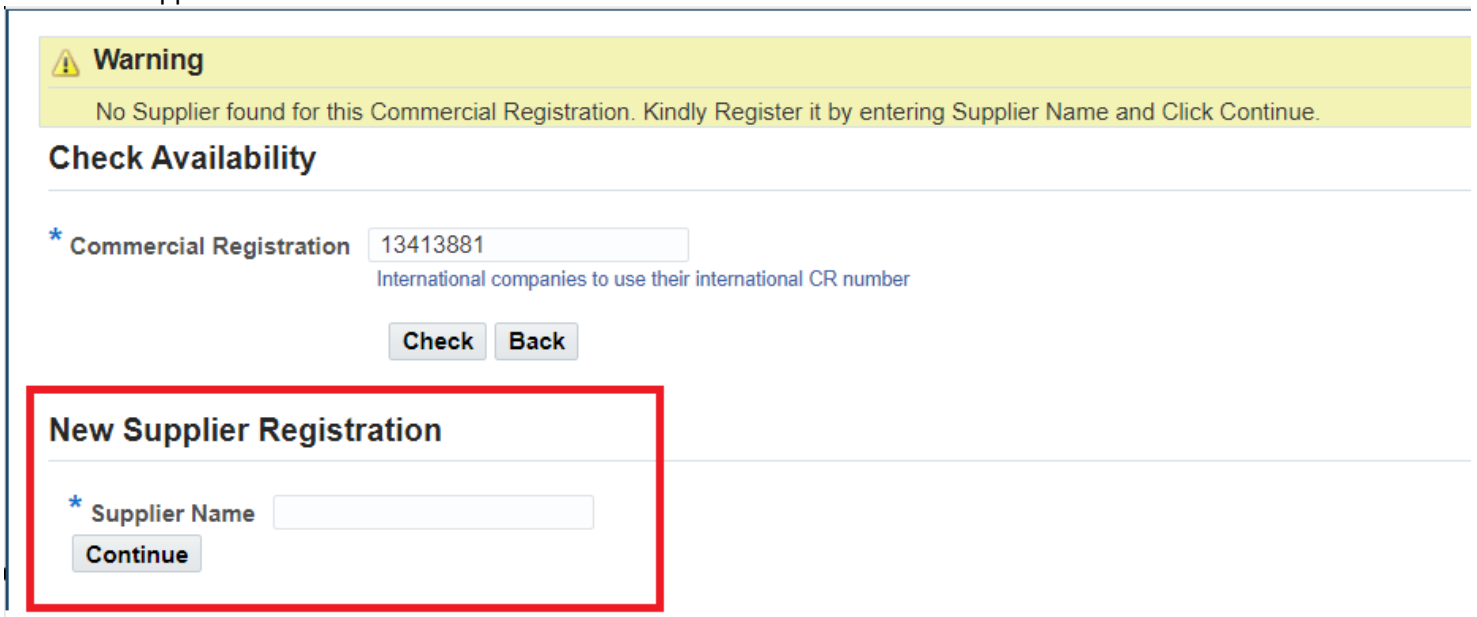
Note:

- **Local Supplier** must use valid and active CR number for registration
- **International Supplier** must use valid and active CR number issued by their country of origin for registration
- **Freelancer** must use their valid and active passport or National ID number for registration
- **Government Entity** must use valid and active Finance code for registration



Incase supplier is already register with one of Nama Group Subsidies then system will validate the CR and will fetch the supplier registration detail.

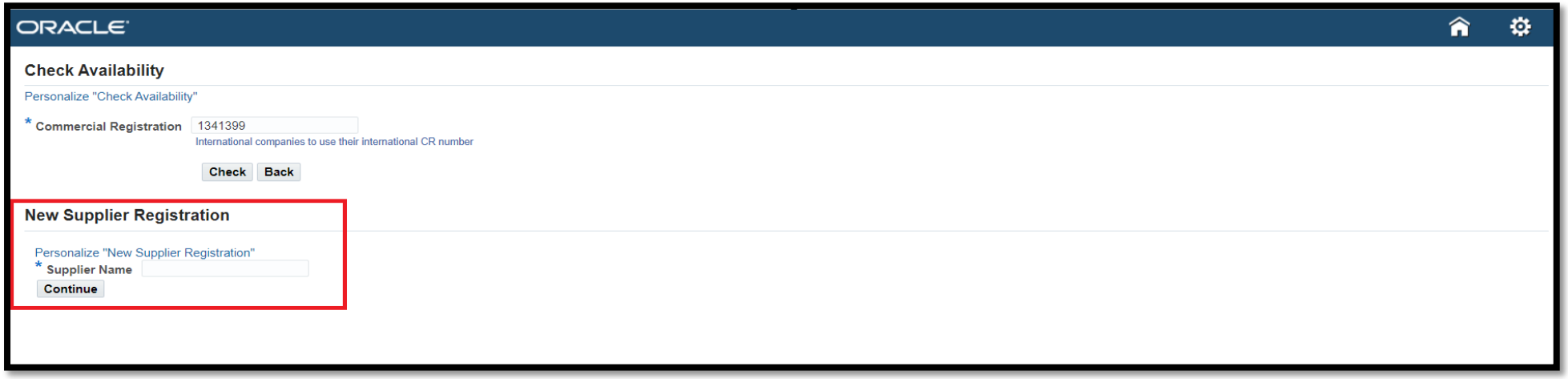
- Nama Group Entities are listed under Company columns which means supplier is eligible to work with these companies
- Supplier Number
- Supplier Name
- Supplier Site



Incase supplier is not register with any of Nama Group Subsidiaries then system will allow for new registration.

Step	Action
1.	Supplier Need to enter their complete legal name in Supplier Name Column.

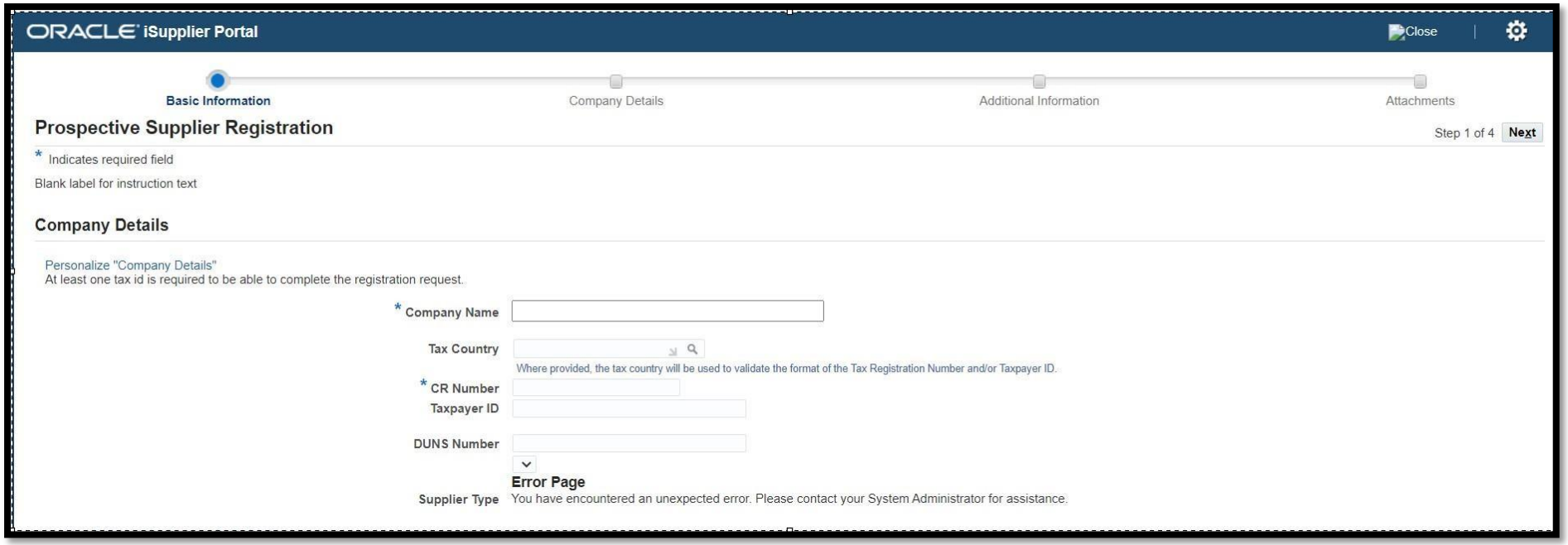
Step	Action
2.	Click Continue (B). Supplier Registration Web Page will open; don't close the web form until completed.



2.2 Supplier Registration Web Form

Supplier have to provide complete details as per below stages

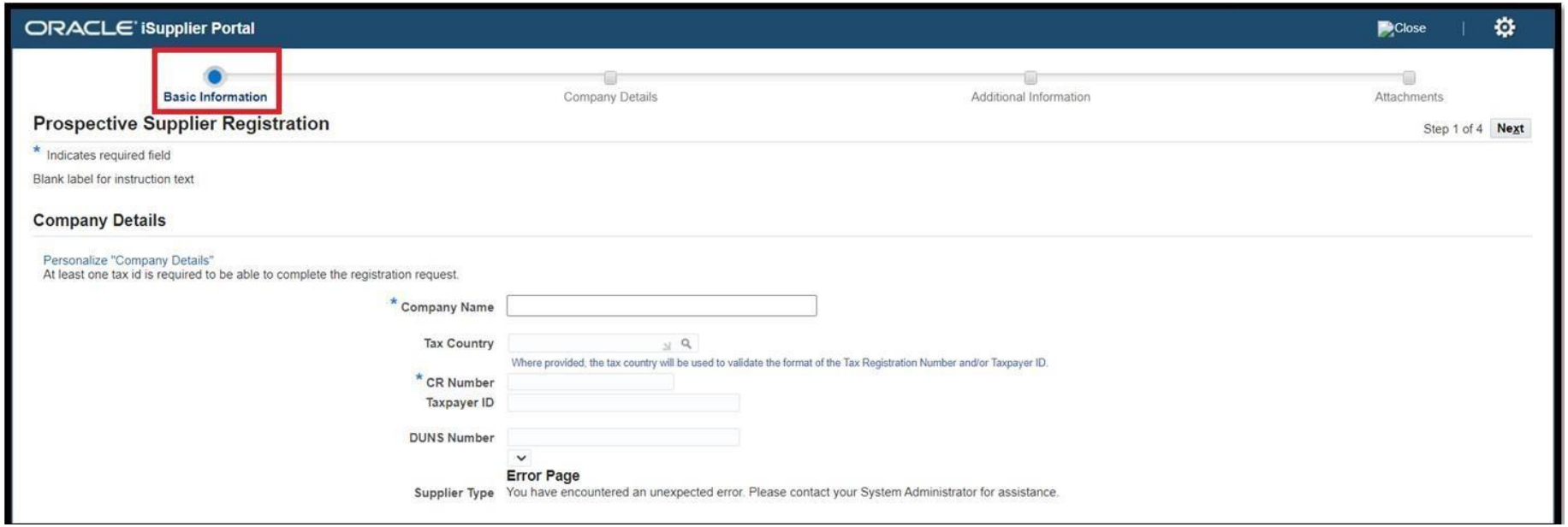
1) **Basic Information**
2) **Company Detail**
3) **Additional Information**
4) **Attachments**



➢ **Basic Information**

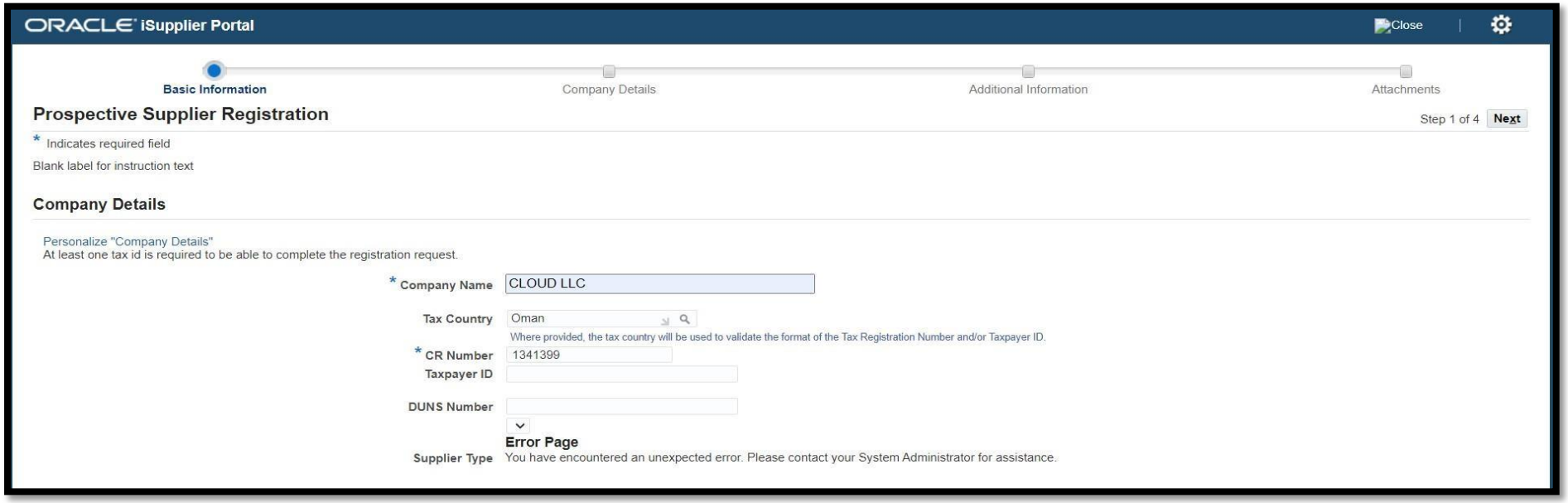
Supplier have to fill all the mandatory fields

A. Company Legal Full Name
B. Tax Country: Select Country from List of Value (LOV)
C. Supplier Type: Select Supplier Type from List of Value (LOV).



Step	Action
3.	Supplier Need to fill mandatory fields for basic information section as listed below.

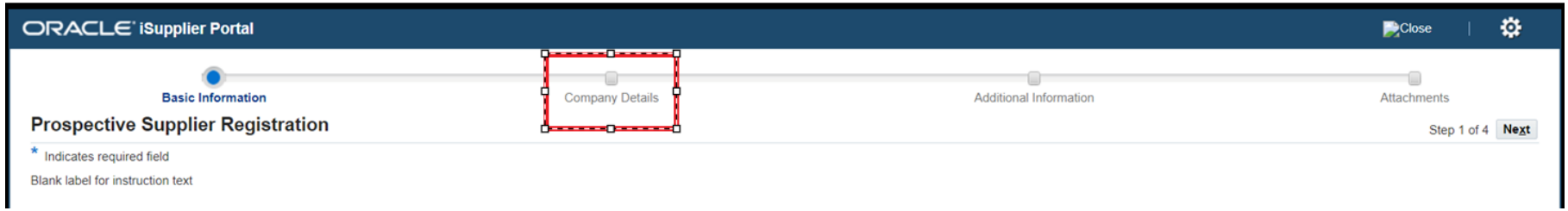
Step	Action
4.	Click Next (B). Supplier Registration Web Page will move to Company Detail Section; don't close the web form until completed.



➢ **Company Detail**

Supplier have to fill all the mandatory fields as listed below. This section will contain multiple company detail

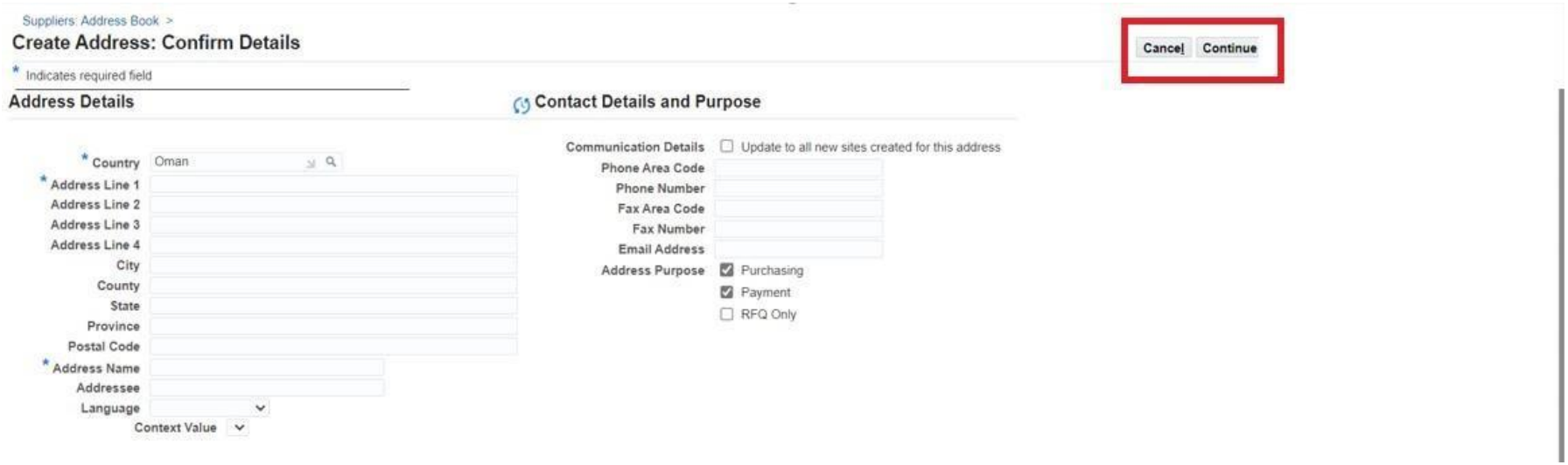
a. **Supplier Address Detail**
b. **Supplier VAT Detail**
c. **Supplier Business Classification**
d. **Supplier Product and Category**
e. **Supplier Bank Detail**



Supplier Address Detail

Fill the address and click on Continue tab

Note: do not disable purchasing and payment check box.

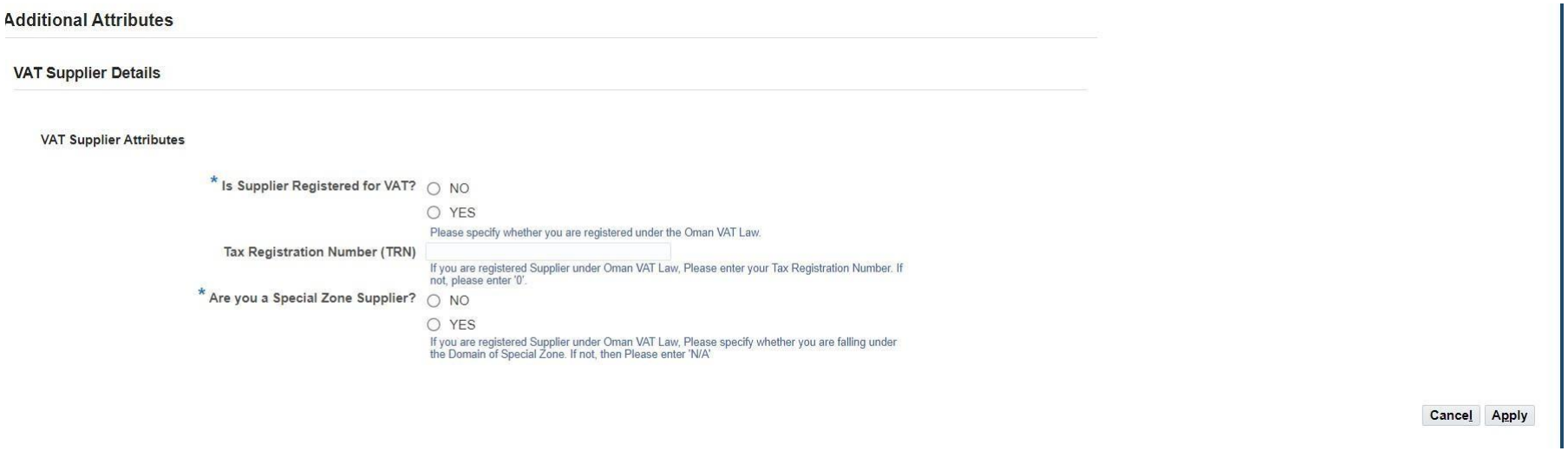


Supplier VAT Detail (Only for Local Suppliers)

Once click **Continue**, VAT detail will appear. Oman based supplier will have to provide.

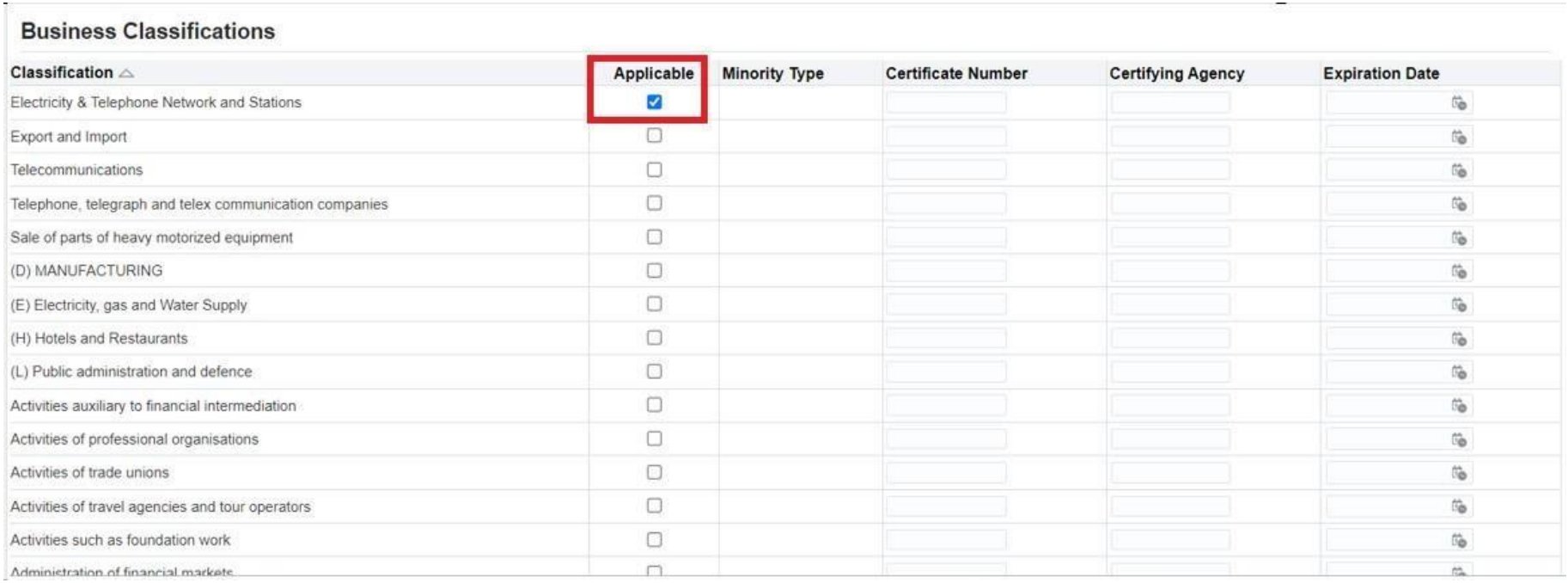
- **Local Supplier** Must provide the VAT Registration detail
- **International Supplier** Will select no
- **Freelancer** Will select No
- **Government Entity** provide the VAT detail if they register.

Step	Action
	Click apply (B). Supplier VAT detail will save.



Supplier Business Classification

Supplier classification is the basis for a company's supplier portfolio development and risk management. Supplier should select the classification as issue by the Government on CR certificate. If supplier have any certificate



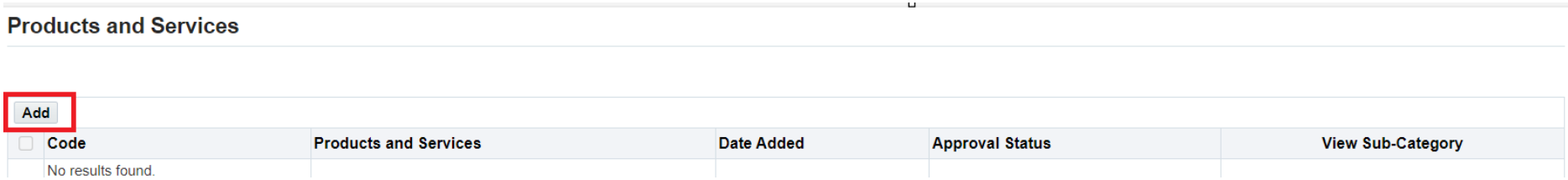
Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Electricity & Telephone Network and Stations	☑				
Export and Import	☐				
Telecommunications	☐				
Telephone, telegraph and telex communication companies	☐				
Sale of parts of heavy motorized equipment	☐				
(D) MANUFACTURING	☐				
(E) Electricity, gas and Water Supply	☐				
(H) Hotels and Restaurants	☐				
(L) Public administration and defence	☐				
Activities auxiliary to financial intermediation	☐				
Activities of professional organisations	☐				
Activities of trade unions	☐				
Activities of travel agencies and tour operators	☐				
Activities such as foundation work	☐				
Administration of financial markets	☐				

Supplier Product and Categories

You can search for suppliers by the products and services they provide. Supplier have to select the product and services which their company offering to Nama or group entities.

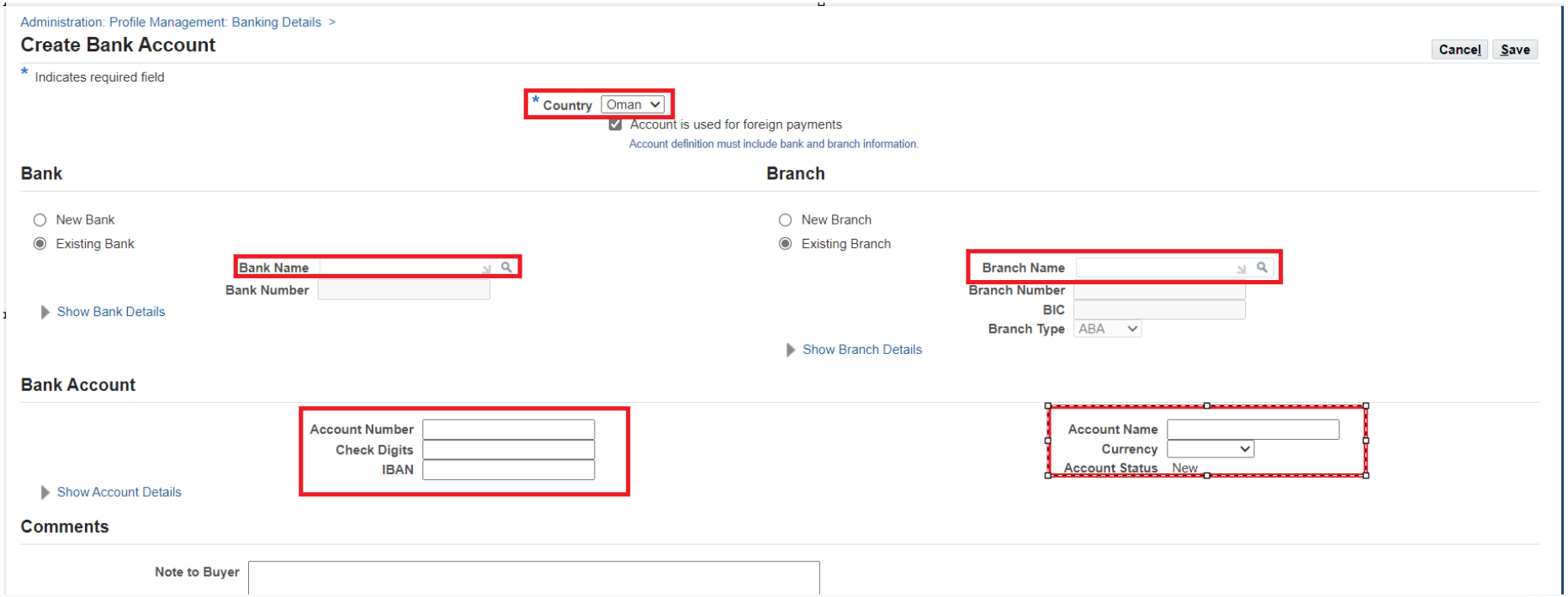
Supplier will click on Add button to select the appropriate product and service. Click on Save the changes.



Select the appropriate product and category as per related to your business

Supplier Bank Detail

Supplier have to provide minimum one bank detail. Supplier will select the country of bank from LOV, Bank Name and Bank Branch also from LOV. Supplier will also provide the account number and account title. International supplier have to provide IBAN code.

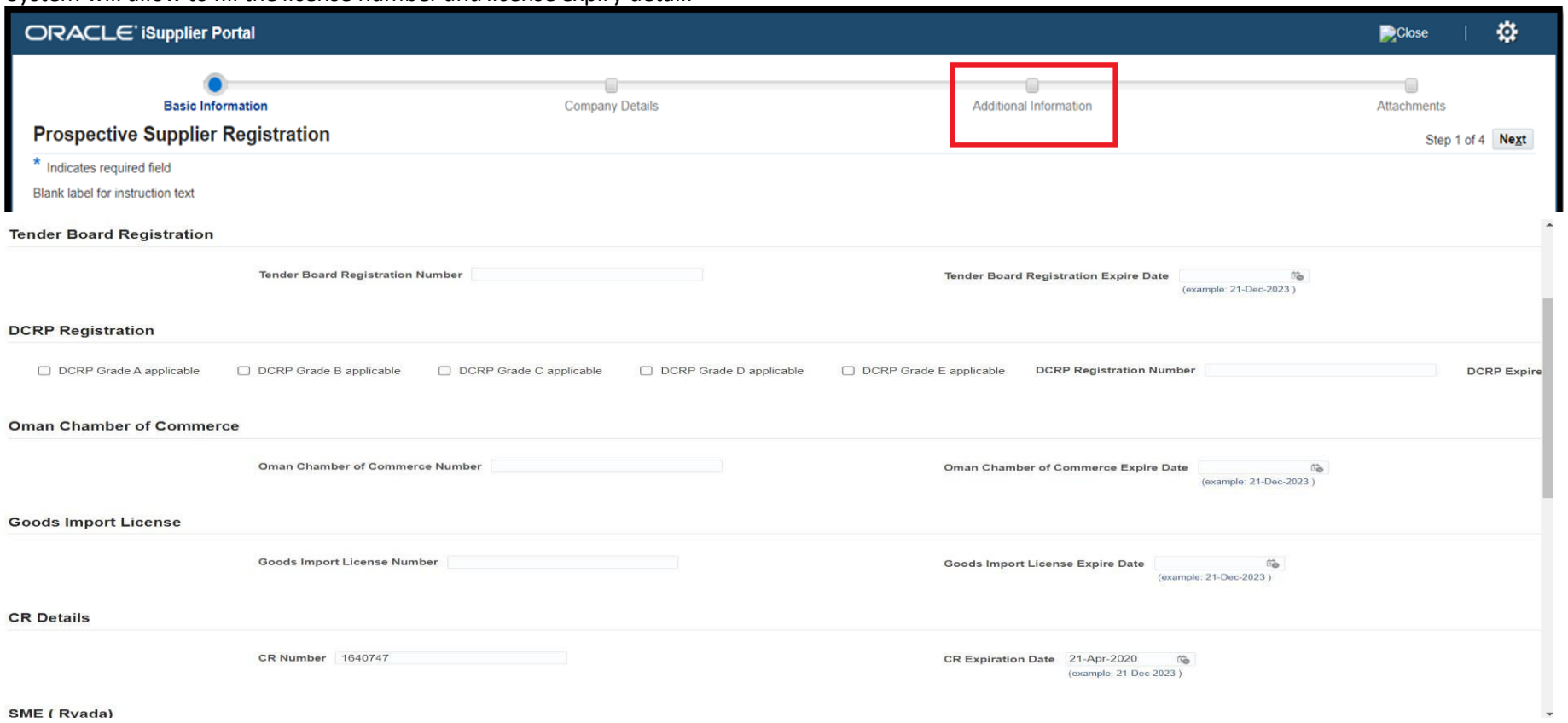


Note: All supplier must have to attached the official Bank Letter in the attachment section

- **Additional Information**

In the section, supplier have to provide the detail for mandatory licenses issued by Government Entities which is required by Nama Group for initiate business. Below is the table

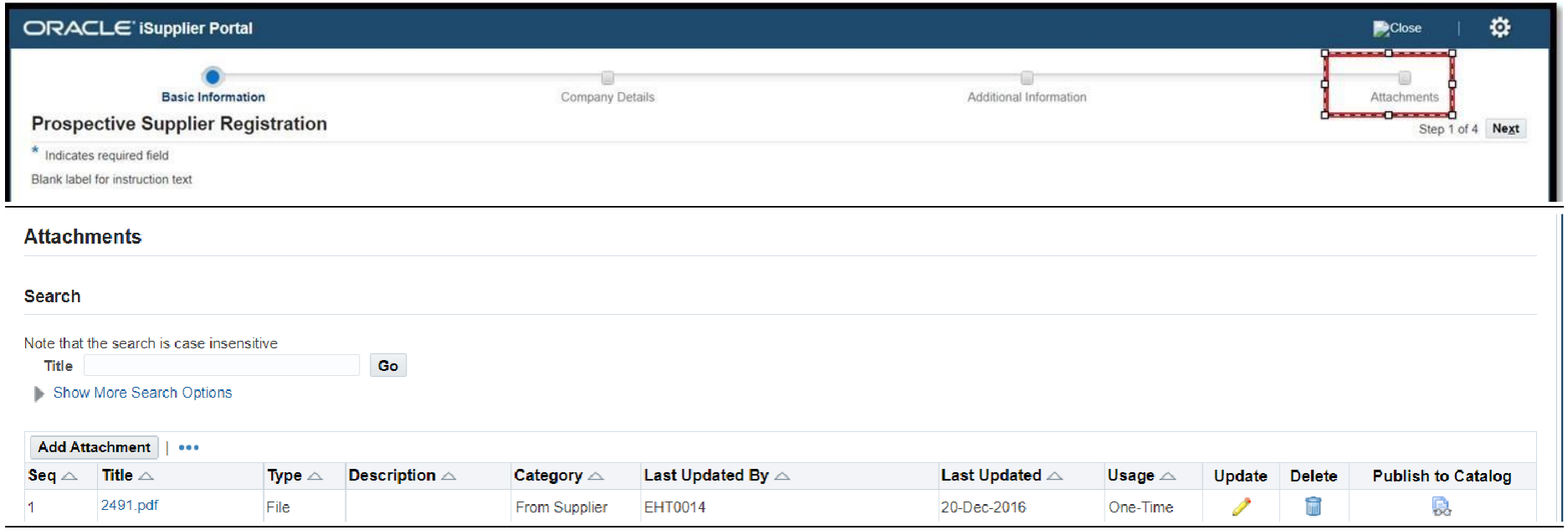
System will allow to fill the license number and license expiry detail.



License Name	Local Supplier	International Supplier	Freelancer	Government Entity
Tender Board Registration	Mandatory	No	No	No
DCRP Registration	Optional	No	No	No
Oman Chamber of Commerce	Mandatory	No	No	No
Goods Import License	Optional	No	No	No
CR Details	Mandatory	Mandatory	Mandatory (Passport/ID Card Number)	Finance Code
SME (Ryada)	Optional	No	No	No
Small Medium Enterprises	Optional	No	No	No
Municipality license	Mandatory	No	No	No
Tax Number	Mandatory	No	No	No
Please Confirm that Business Continuity is maintained in your organization?	Mandatory	Mandatory	No	No

- **Attachments**

Supplier need to upload mandatory and optional valid document which will review by Nama Supplier Admin before approving supplier.



Attachments:

For Local Supplier

- CR Copy - Mandatory
- Oman Chamber of Commerce - Mandatory
- Municipality License - Mandatory
- Official Letter for bank Detail - Mandatory
- Tender Board Certificate
- DCRP Certificate
- SME License
- Tax Card Number Certificate – Mandatory
- Official Bank letter

For International Company

- Registration certificate
- Official Letter for bank Detail
- Official Bank letter

For Freelancer

- Passport Number or ID – Mandatory
- Official Bank letter

For Government Entity

- Finance Code
- Official Bank letter

- **Submit for Approval**

After completing the attachments, supplier will submit the registration request for approval. Once supplier will submit the request for approval, system will give confirmation pop-up.

Nama Supplier Admin will receive the registration request for approval. They will review the detail and if they required any additional information they will send a message which supplier will received in given email notification. If Supplier Admin is satisfied then they will approve the supplier and supplier will received the confirmation email. Confirmation email contain the supplier unique number along with login detail for I-Supplier portal.

Supplier will use I-supplier portal to maintain the day to day operation with Nama Group and it's subsidiaries. I-Supplier portal will also use to update the supplier profile

NOTE: FOR ANY TECHNICAL SUPPORT PLEASE SEND EMAIL TO E-tendering.support (E-tendering.support@nss.nama.om)

DURING THE OFFICE HOURS ONLY