



**Supplier
Registration**



Oracle i-Supplier Profile Management

USER GUIDE

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 1 of 34

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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.

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1.2 List of Abbreviations

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

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2 Supplier Profile Management

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

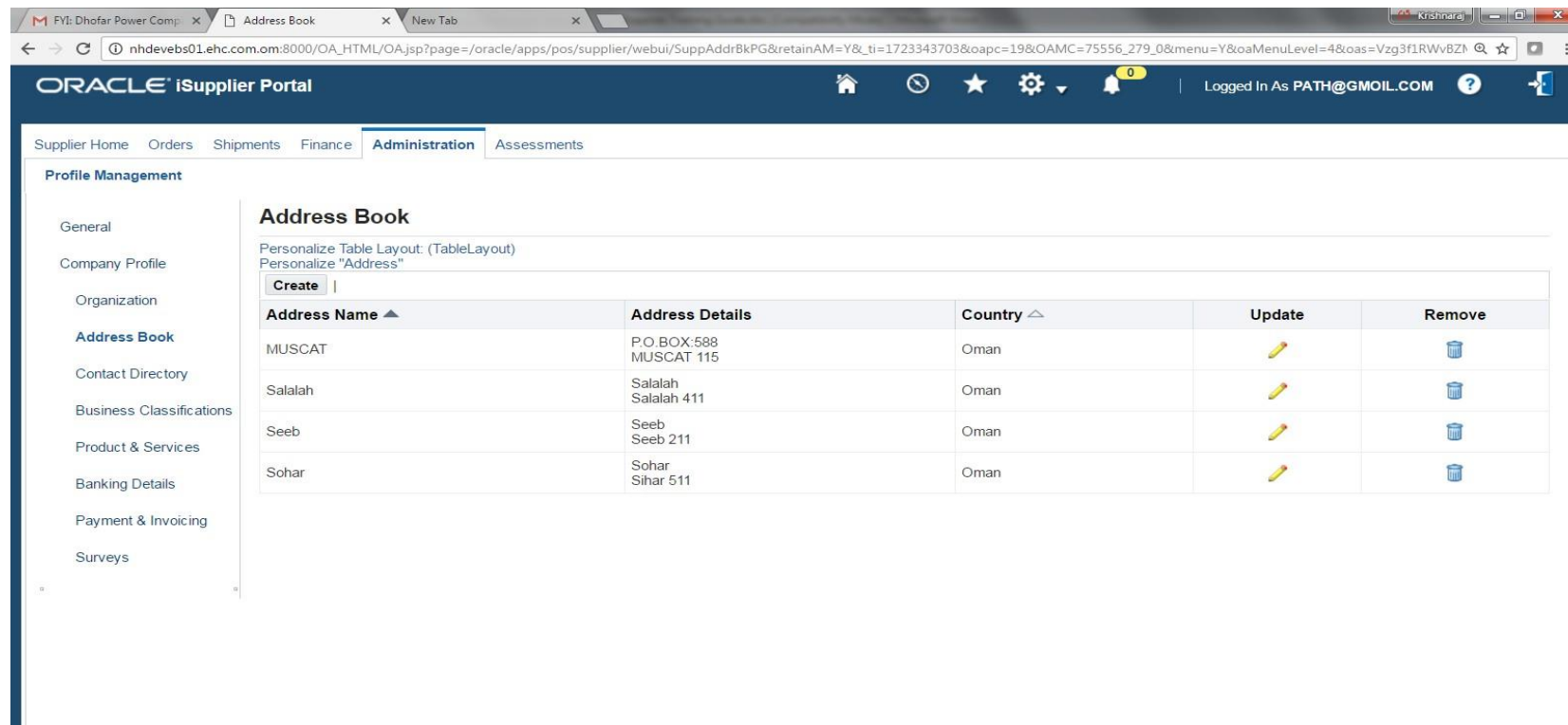
2.1 Create or Update Address Book

Note: Login as Supplier user in iSupplier Portal

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

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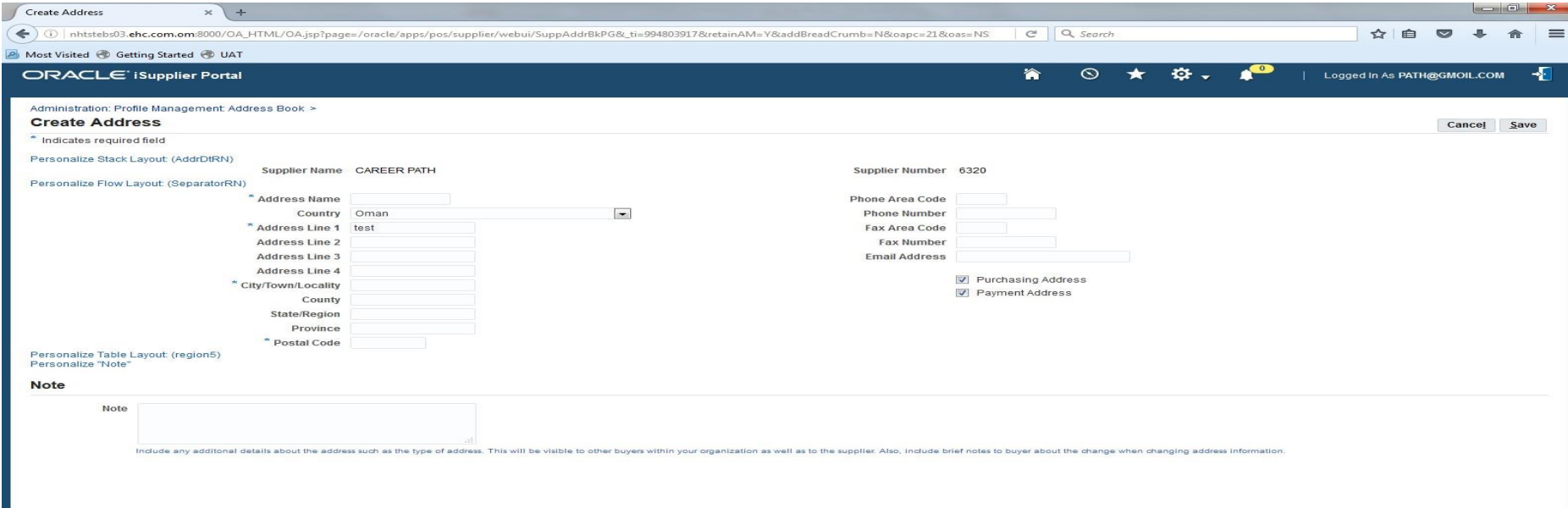
Step	Action
1.	Click the Create (B)



The screenshot shows the Oracle iSupplier Portal interface. The user is logged in as PATH@GMOIL.COM. The navigation menu includes Supplier Home, Orders, Shipments, Finance, Administration (selected), and Assessments. The main content area is titled 'Address Book' and contains a table with the following data:

Address Name	Address Details	Country	Update	Remove
MUSCAT	P.O. BOX: 588 MUSCAT 115	Oman		
Salalah	Salalah Salalah 411	Oman		
Seeb	Seeb Seeb 211	Oman		
Sohar	Sohar Sihar 511	Oman		

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



Administration: Profile Management: Address Book >
Create Address Cancel Save

* Indicates required field

Personalize Stack Layout: (AddrDIRN) Supplier Name CAREER PATH Supplier Number: 6320

Personalize Flow Layout: (SeparatorRN) * Address Name Phone Area Code

Country: Oman Address Line 1: test Phone Number

Address Line 2 Fax Area Code

Address Line 3 Fax Number

Address Line 4 Email Address

* City/Town/Locality Purchasing Address

County Payment Address

State/Region

Province

* Postal Code

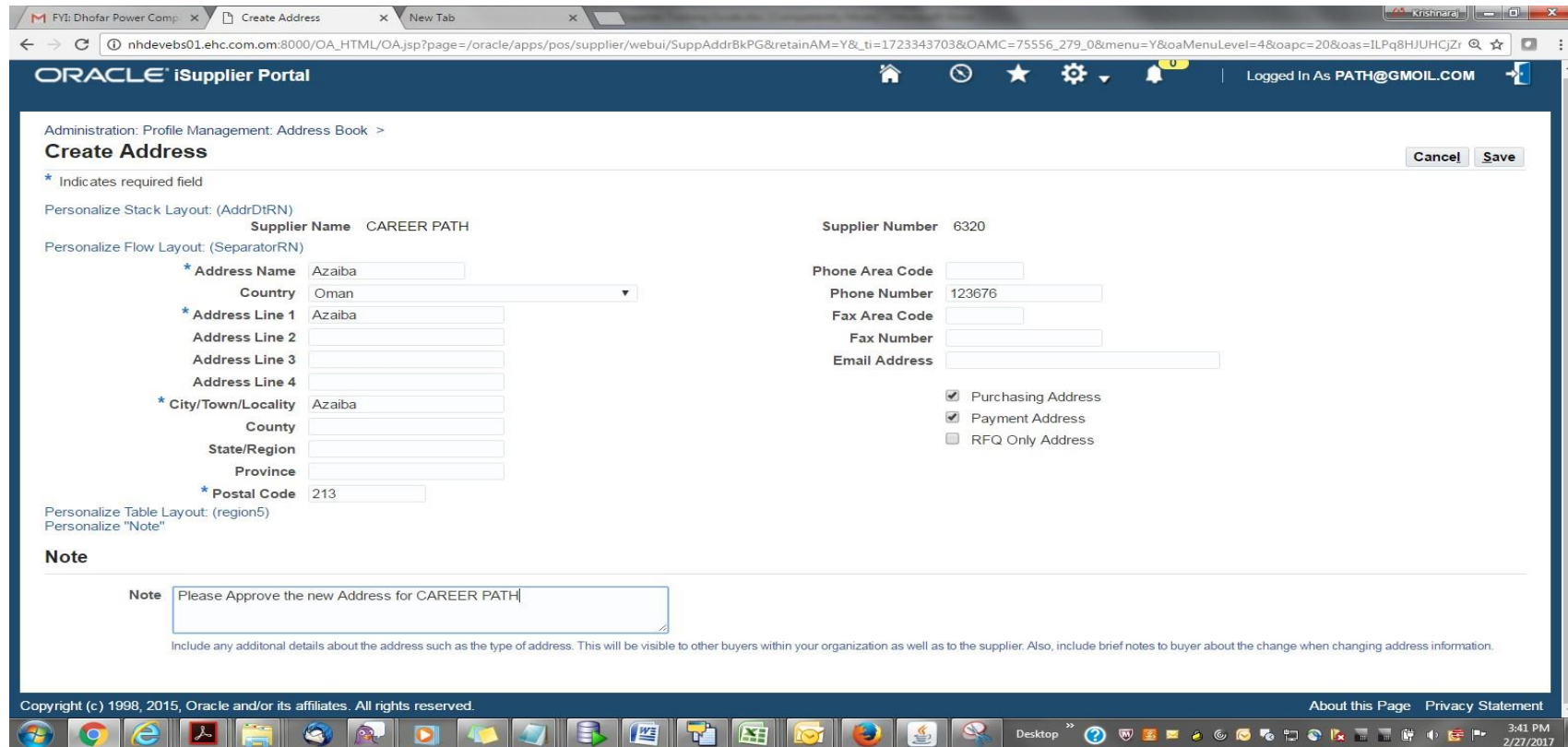
Personalize Table Layout: (region5)
Personalize "Note"

Note

Note:

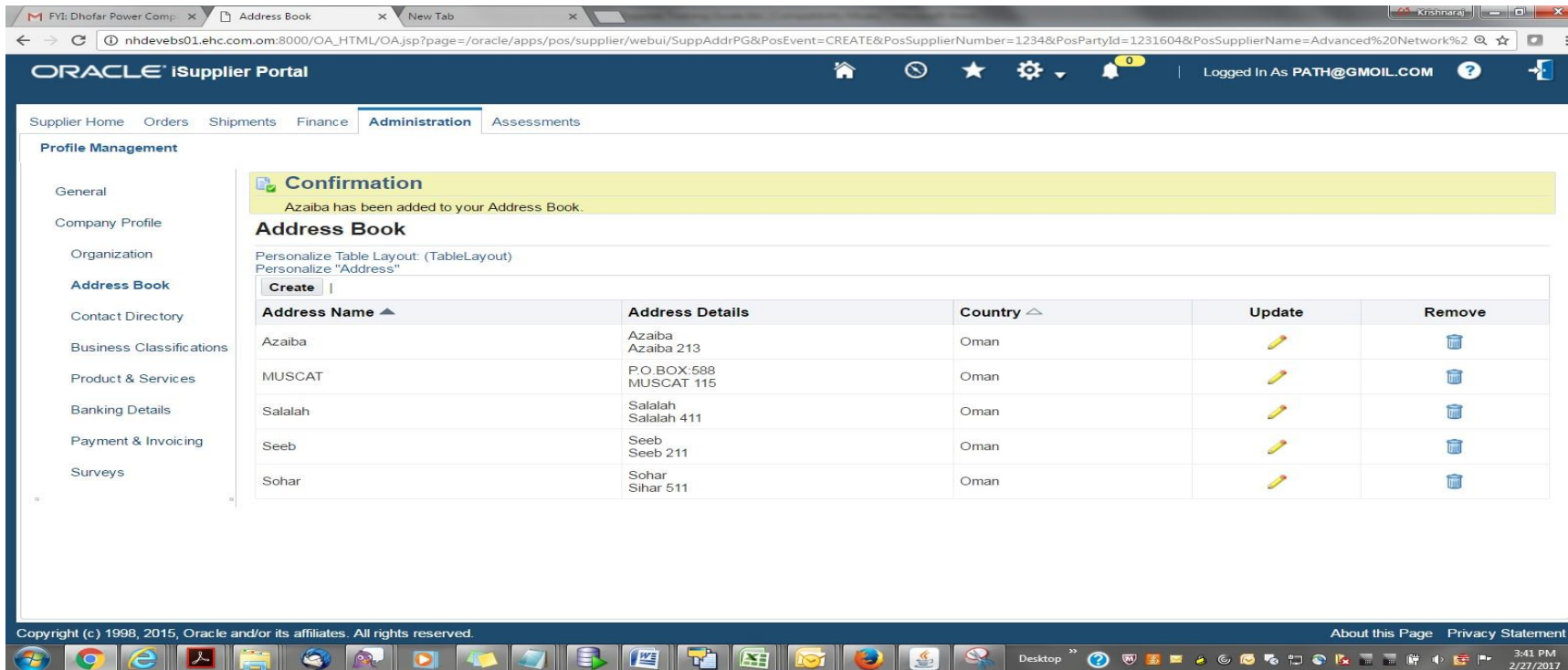
Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

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

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The screenshot shows the Oracle iSupplier Portal interface. A confirmation message at the top states: "Confirmation: Azaiba has been added to your Address Book." Below this is the "Address Book" section, which includes a table with the following data:

Address Name	Address Details	Country	Update	Remove
Azaiba	Azaiba Azaiba 213	Oman		
MUSCAT	P.O.BOX:588 MUSCAT 115	Oman		
Salalah	Salalah Salalah 411	Oman		
Seeb	Seeb Seeb 211	Oman		
Sohar	Sohar Sihar 511	Oman		

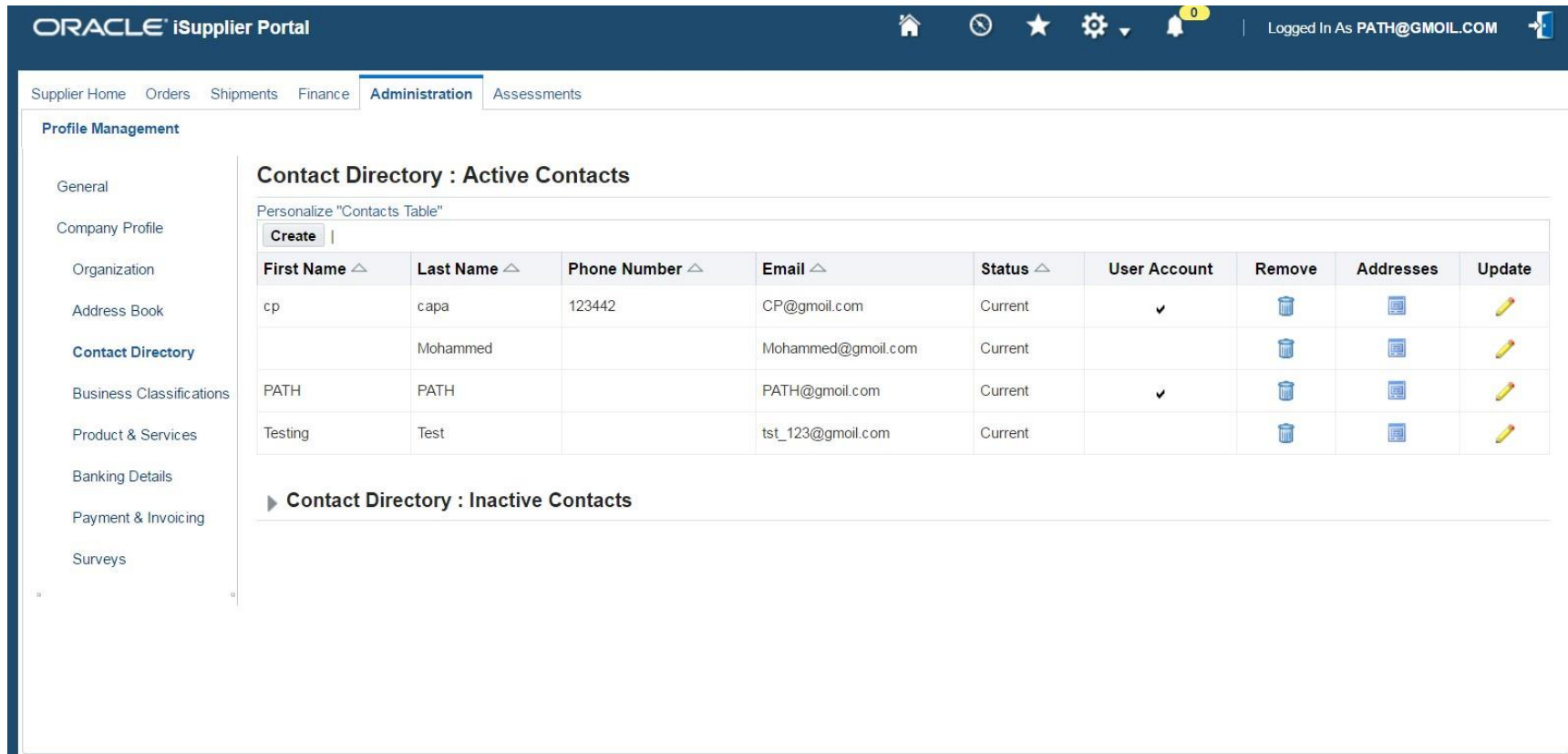
Step	Action
4.	Address has been added to Address book.

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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

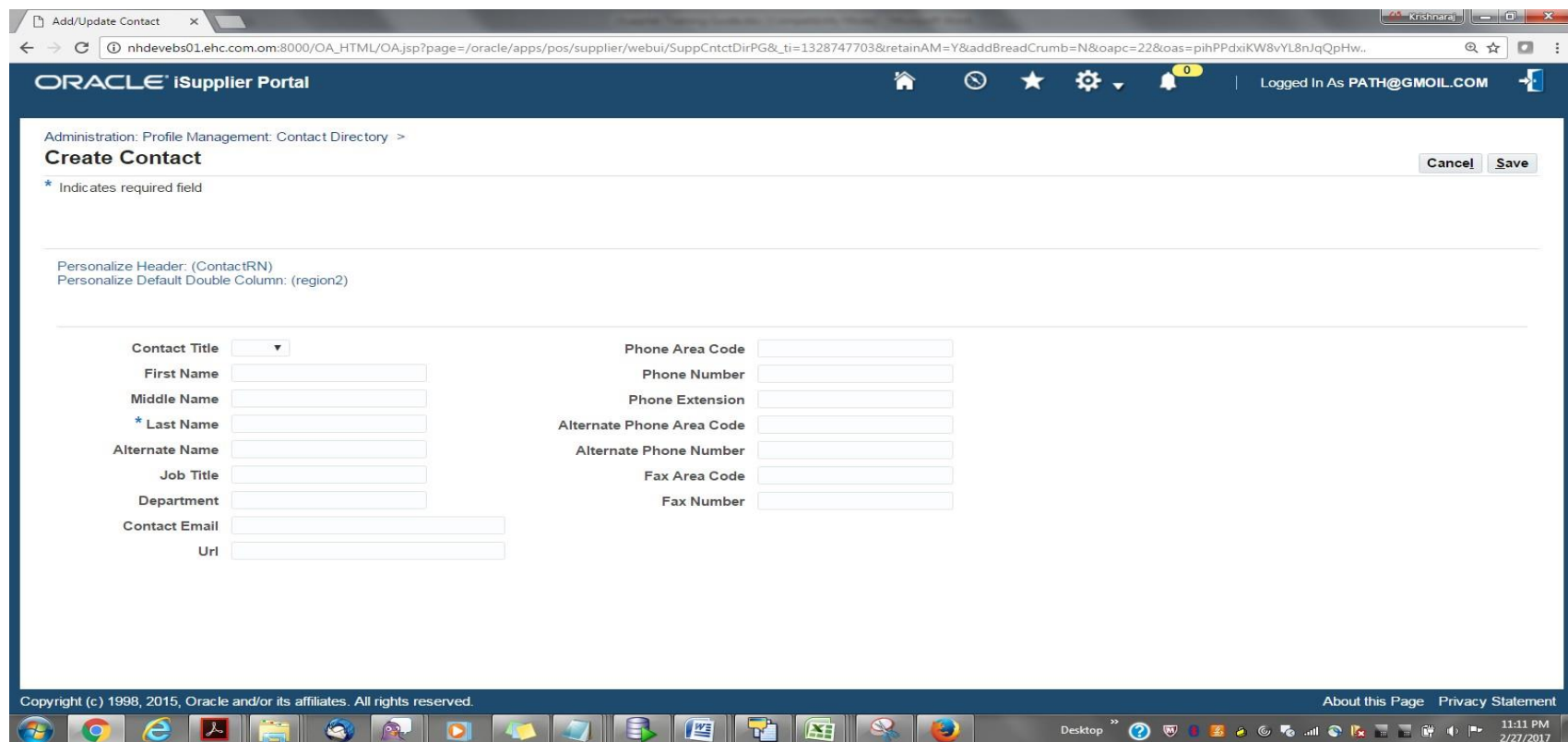


The screenshot shows the Oracle iSupplier Portal interface. The user is logged in as PATH@GMOIL.COM. The navigation menu includes Supplier Home, Orders, Shipments, Finance, Administration (selected), and Assessments. The main content area is titled 'Profile Management' and contains a sidebar with options like General, Company Profile, Organization, Address Book, Contact Directory (selected), Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area displays 'Contact Directory : Active Contacts' with a table of active contacts. Below the table is a section for 'Contact Directory : Inactive Contacts'.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
cp	capa	123442	CP@gmail.com	Current	✓			
	Mohammed		Mohammed@gmail.com	Current				
PATH	PATH		PATH@gmail.com	Current	✓			
Testing	Test		tst_123@gmail.com	Current				

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Step	Action
1.	Click the Create (B).



The screenshot shows the Oracle iSupplier Portal interface for creating a contact. The browser address bar shows the URL: `nhdevebs01.ehc.com.om:8000/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppCntctDirPG&_ti=1328747703&retainAM=Y&addBreadcrumb=N&oapc=22&oas=pihPPdxikW8vYL8nJqQpHw..`. The page title is "ORACLE iSupplier Portal" and the user is logged in as "PATH@GMOIL.COM".

The main content area is titled "Create Contact" and includes a breadcrumb trail: "Administration: Profile Management: Contact Directory >". There are "Cancel" and "Save" buttons in the top right corner. A note states: "* Indicates required field".

Below the note, there are two lines for personalization: "Personalize Header: (ContactRN)" and "Personalize Default Double Column: (region2)".

The form contains the following fields:

- Contact Title (dropdown menu)
- First Name (text input)
- Middle Name (text input)
- * Last Name (text input, required)
- Alternate Name (text input)
- Job Title (text input)
- Department (text input)
- Contact Email (text input)
- Uri (text input)
- Phone Area Code (text input)
- Phone Number (text input)
- Phone Extension (text input)
- Alternate Phone Area Code (text input)
- Alternate Phone Number (text input)
- Fax Area Code (text input)
- Fax Number (text input)

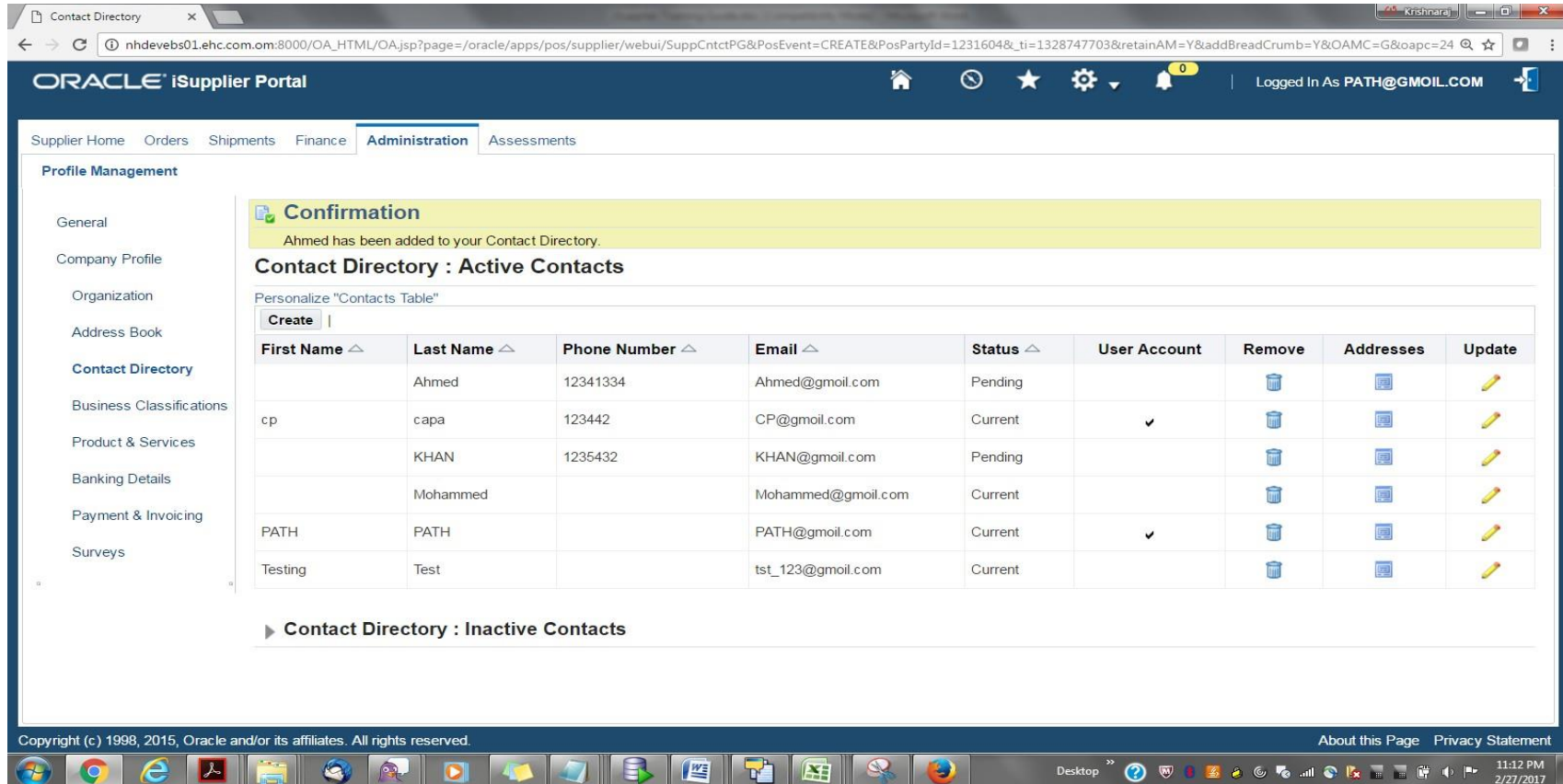
At the bottom of the page, there is a copyright notice: "Copyright (c) 1998, 2015, Oracle and/or its affiliates. All rights reserved." and links for "About this Page" and "Privacy Statement". The Windows taskbar at the bottom shows the date and time as "11:11 PM 2/27/2017".

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Step	Action
2.	Enter the Contact Person Details.

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Step	Action
3.	Click the Save (B)



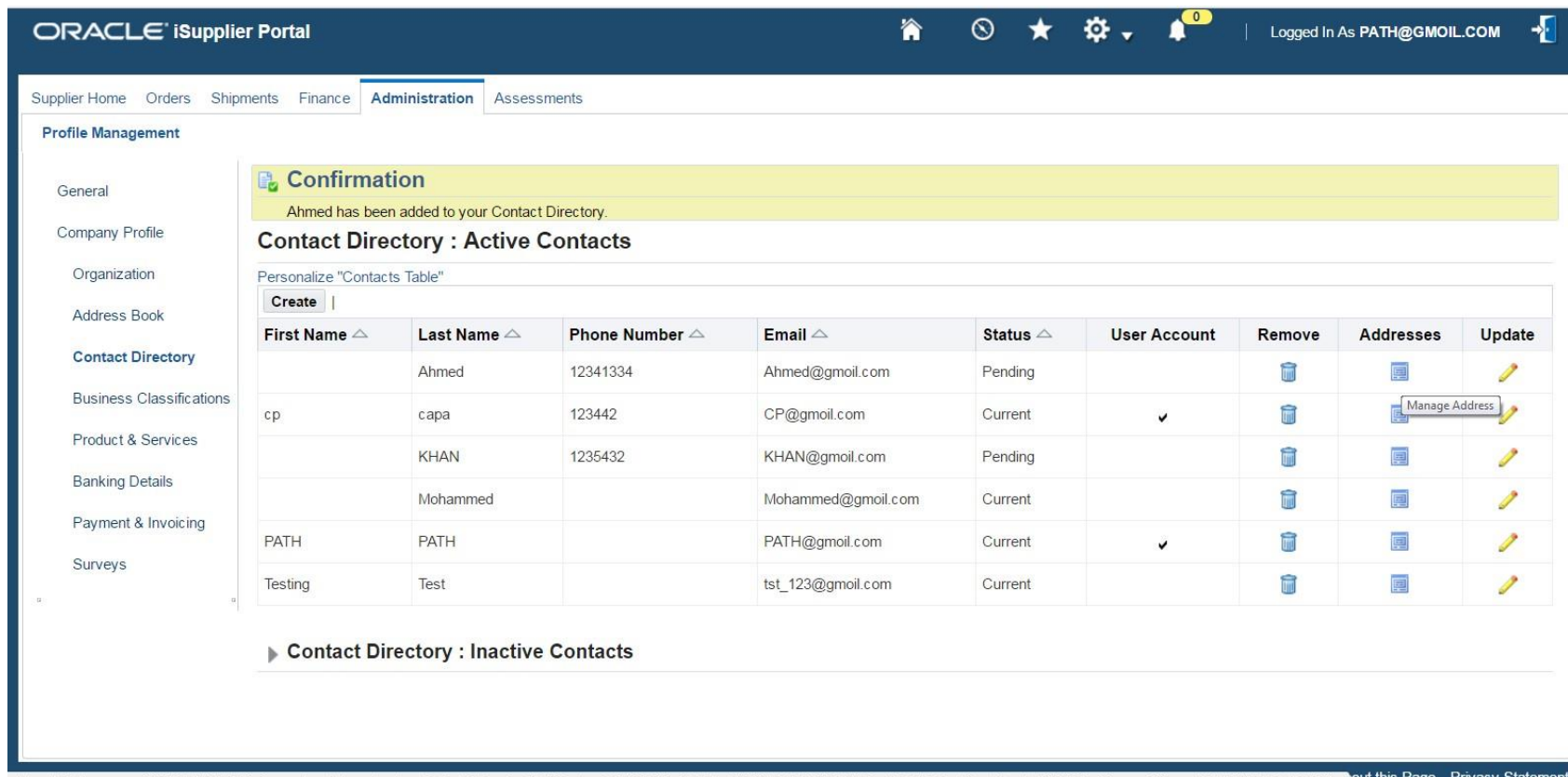
The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration', and 'Assessments'. The 'Administration' tab is selected. On the left, there is a 'Profile Management' sidebar with various options like 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The main content area displays a 'Confirmation' message: 'Ahmed has been added to your Contact Directory.' Below this is a section titled 'Contact Directory : Active Contacts' with a 'Personalize "Contacts Table"' option and a 'Create' button. A table lists the active contacts with columns for First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. Below the table is a link for 'Contact Directory : Inactive Contacts'.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
	Ahmed	12341334	Ahmed@gmail.com	Pending				
cp	capa	123442	CP@gmail.com	Current	✓			
	KHAN	1235432	KHAN@gmail.com	Pending				
	Mohammed		Mohammed@gmail.com	Current				
PATH	PATH		PATH@gmail.com	Current	✓			
Testing	Test		tst_123@gmail.com	Current				

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

Associate Address to Contact person

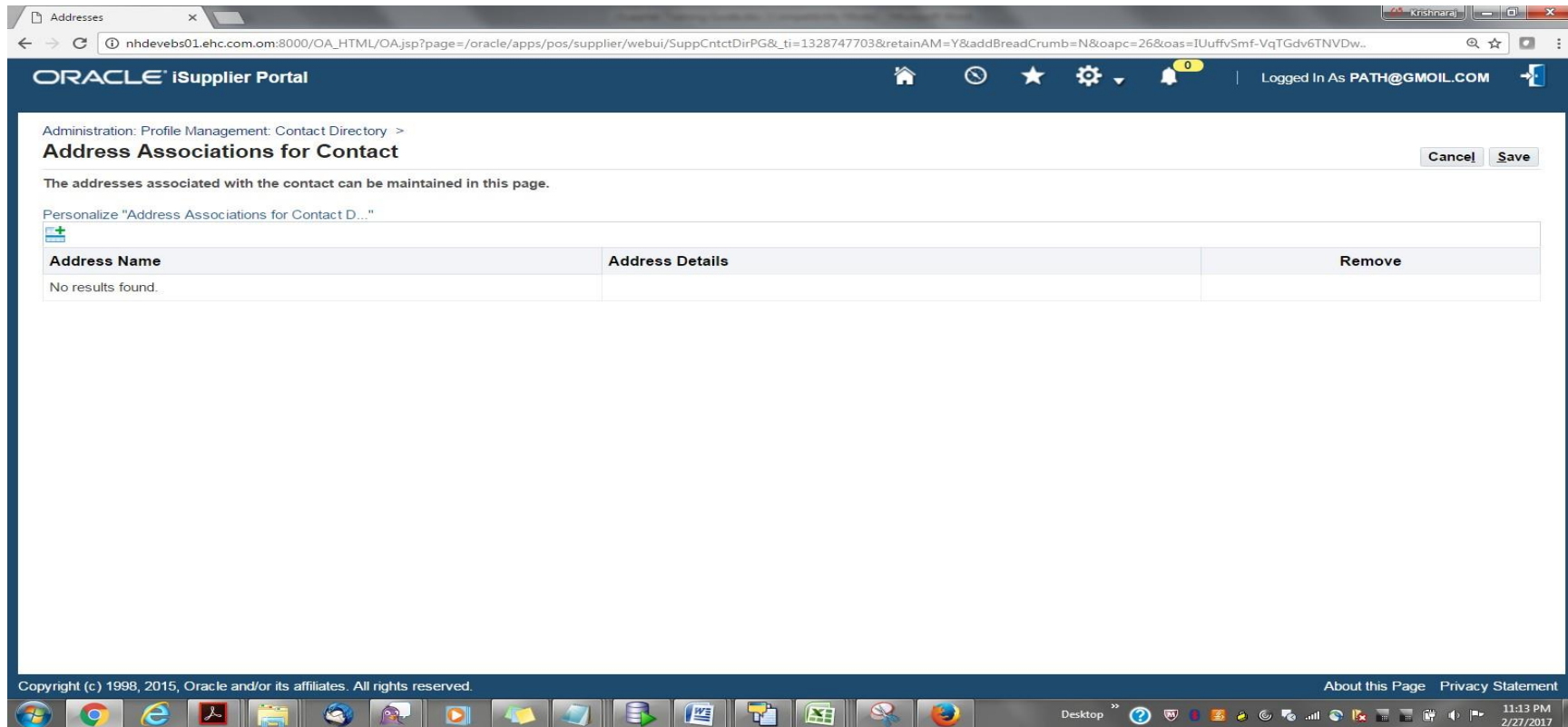


The screenshot shows the Oracle iSupplier Portal Administration interface. A confirmation message states: "Confirmation: Ahmed has been added to your Contact Directory." Below this, the "Contact Directory : Active Contacts" section is visible, featuring a table with columns for First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. The table contains several entries, including one for "Ahmed" with a "Pending" status and another for "c.p." with a "Current" status. A "Manage Address" tooltip is shown over the "Addresses" column of the "c.p." entry.

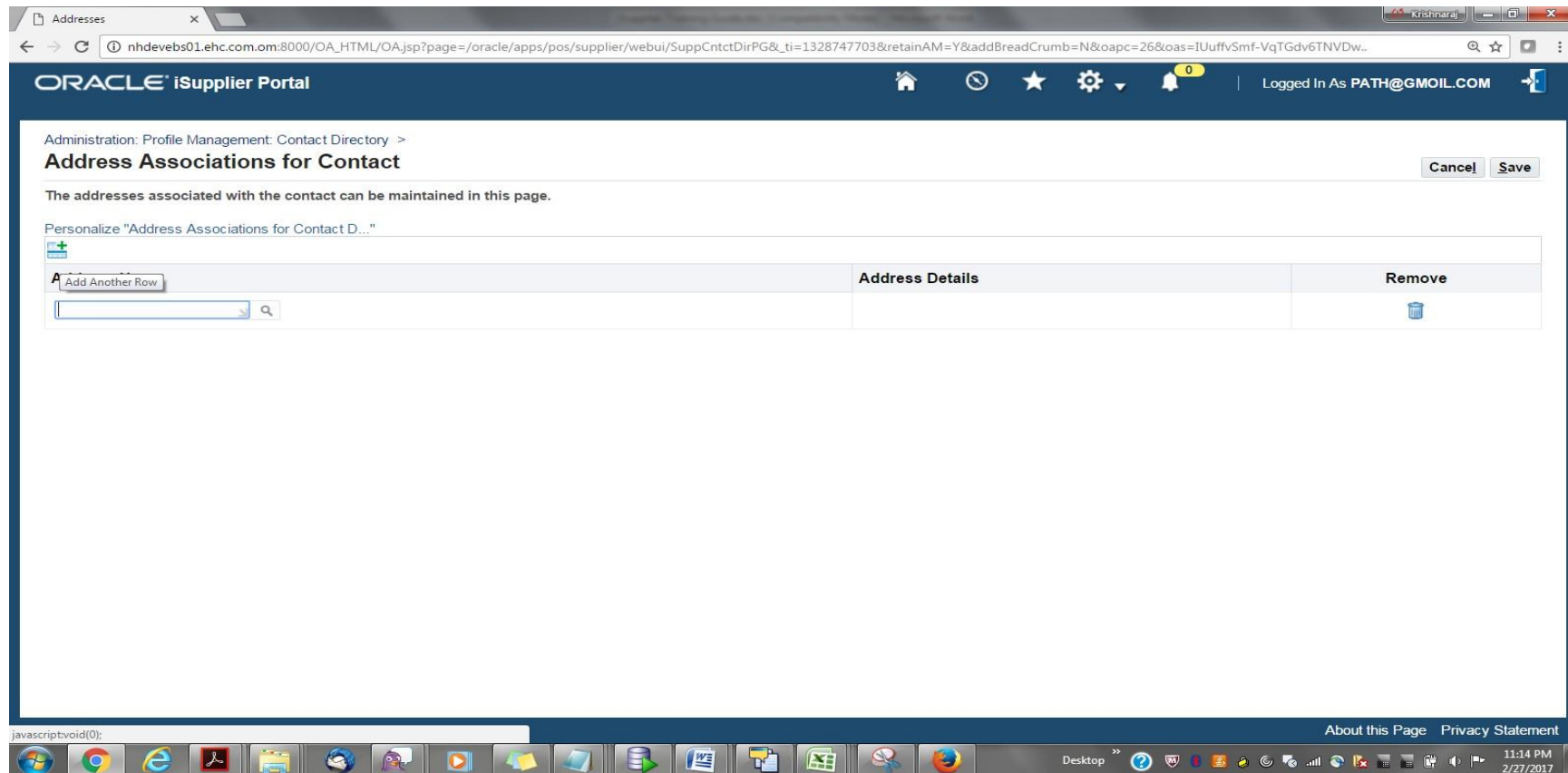
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
	Ahmed	12341334	Ahmed@gmail.com	Pending				
c.p.	capa	123442	CP@gmail.com	Current	✓		Manage Address	
	KHAN	1235432	KHAN@gmail.com	Pending				
	Mohammed		Mohammed@gmail.com	Current				
PATH	PATH		PATH@gmail.com	Current	✓			
Testing	Test		tst_123@gmail.com	Current				

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Step	Action
5.	Click the Manage Address icon.

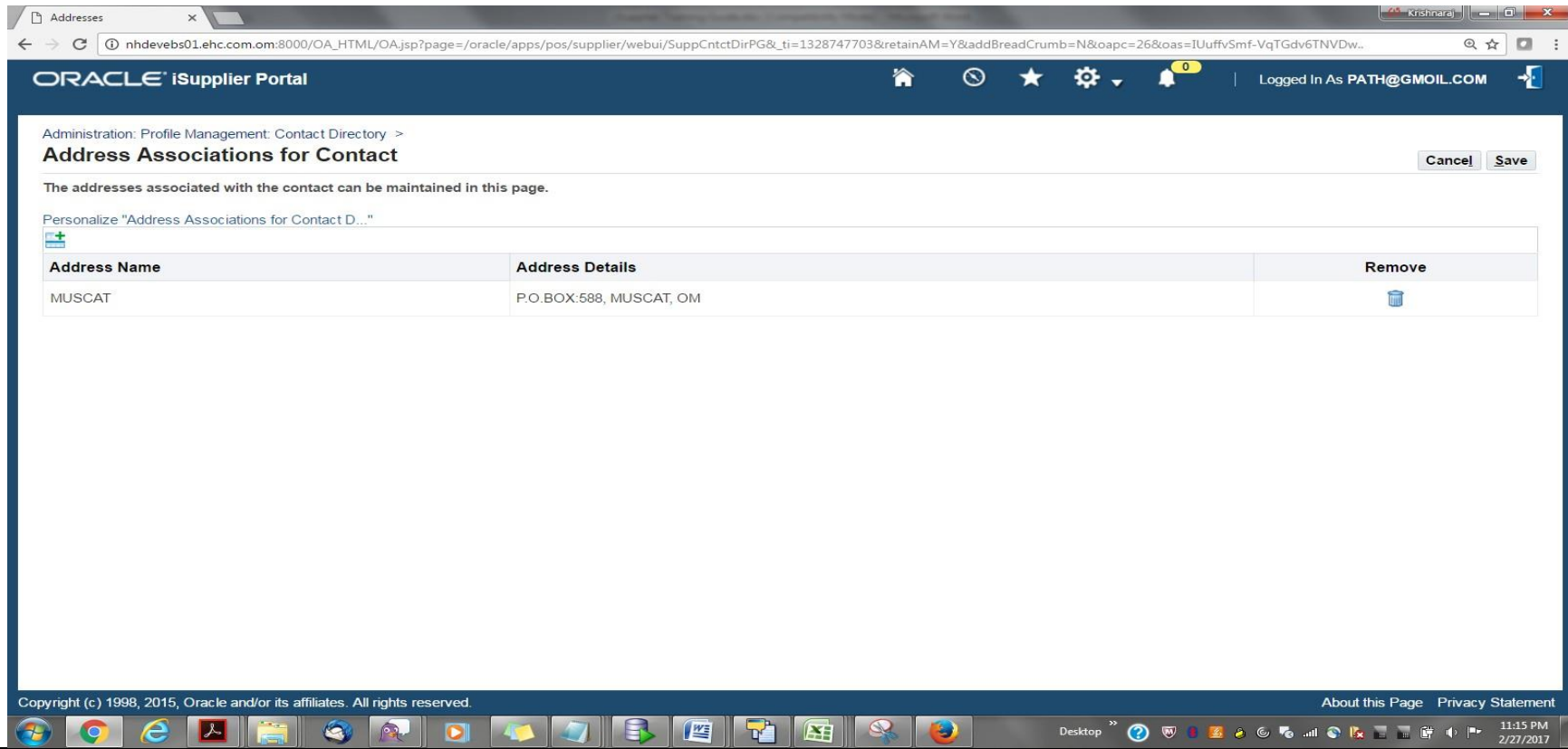


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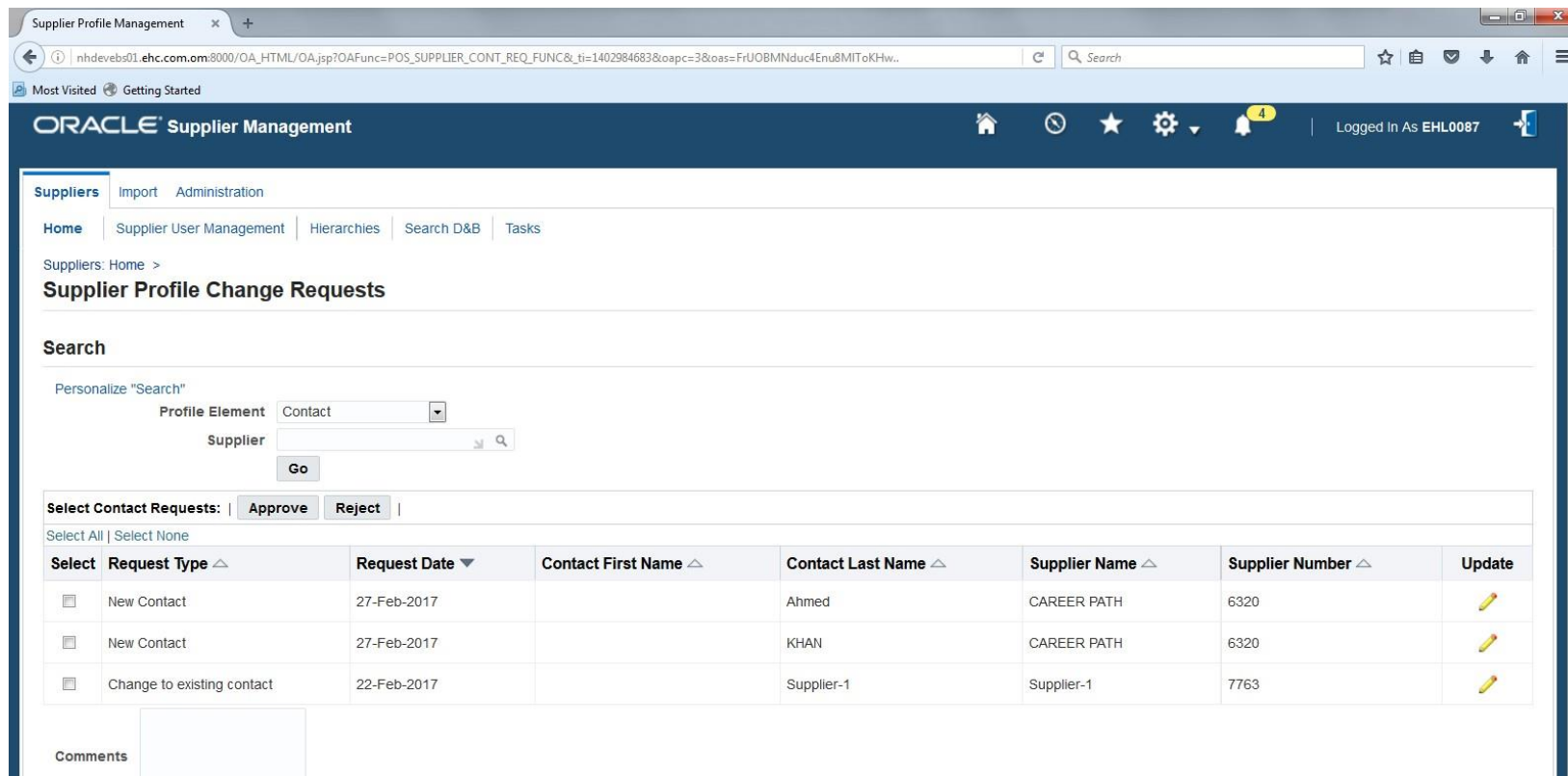
Step	Action
6.	Click Add row Button to associate Address to contact.

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Step	Action
7.	Select the Address to associate.

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The screenshot shows the Oracle Supplier Management web application. The main heading is 'Supplier Profile Change Requests'. Below it is a search section with a dropdown for 'Profile Element' set to 'Contact' and a text input for 'Supplier'. There are 'Go', 'Approve', and 'Reject' buttons. A table lists three requests:

Select	Request Type	Request Date	Contact First Name	Contact Last Name	Supplier Name	Supplier Number	Update
<input type="checkbox"/>	New Contact	27-Feb-2017		Ahmed	CAREER PATH	6320	
<input type="checkbox"/>	New Contact	27-Feb-2017		KHAN	CAREER PATH	6320	
<input type="checkbox"/>	Change to existing contact	22-Feb-2017		Supplier-1	Supplier-1	7763	

Step	Action
8.	Save the Details

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2.2.1 Approve Contact Request

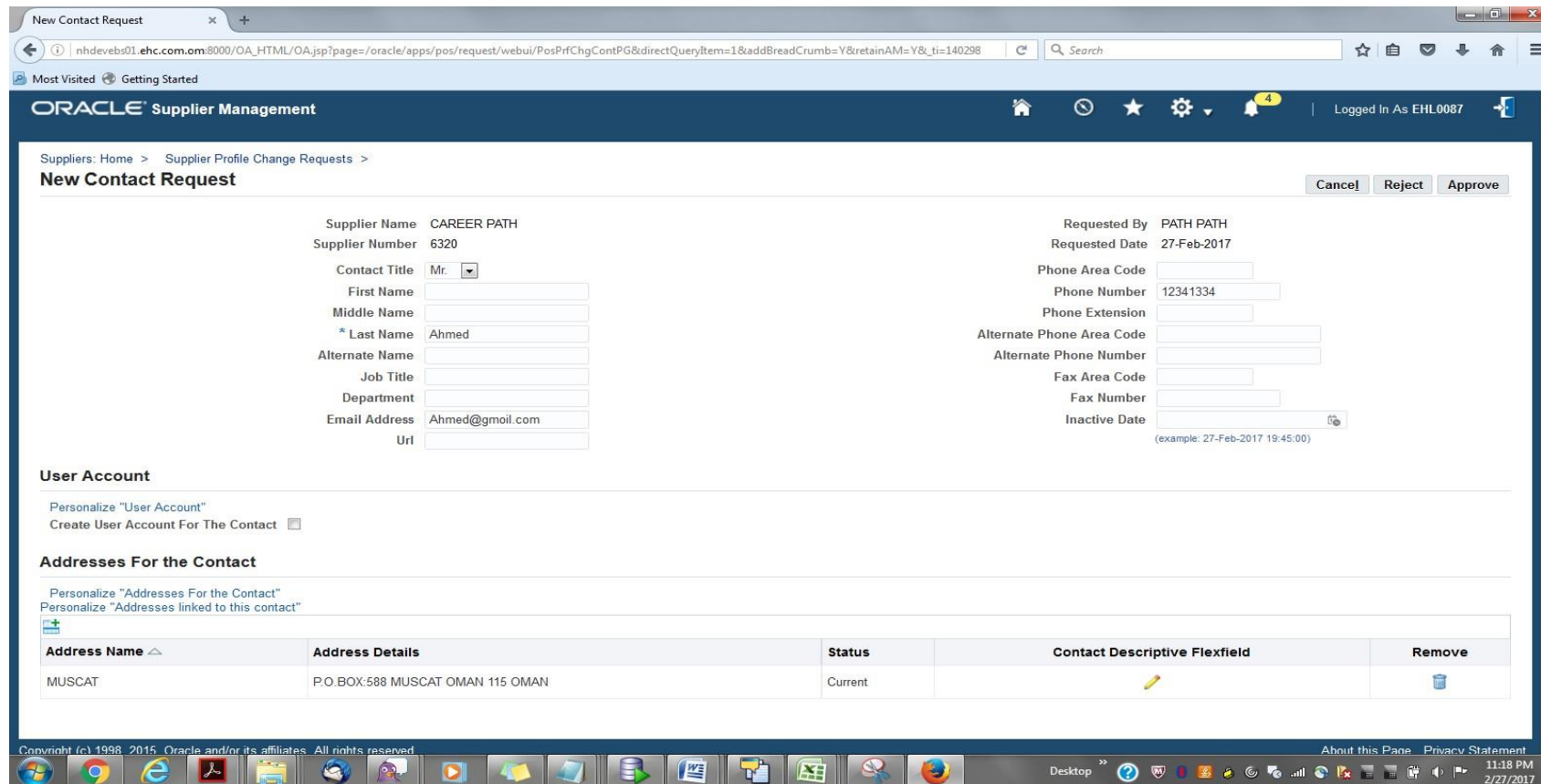
Note: Login as Supplier Administrator

Responsibility: Supplier Administrator Responsibility

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

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Step	Action
9.	Click the Update icon.



Oracle Supplier Management
 Suppliers: Home > Supplier Profile Change Requests >
New Contact Request

Supplier Name: CAREER PATH
 Supplier Number: 6320
 Contact Title: Mr.
 First Name:
 Middle Name:
 * Last Name: Ahmed
 Alternate Name:
 Job Title:
 Department:
 Email Address: Ahmed@gmail.com
 Url:

Requested By: PATH PATH
 Requested Date: 27-Feb-2017
 Phone Area Code:
 Phone Number: 12341334
 Phone Extension:
 Alternate Phone Area Code:
 Alternate Phone Number:
 Fax Area Code:
 Fax Number:
 Inactive Date: (example: 27-Feb-2017 19:45:00)

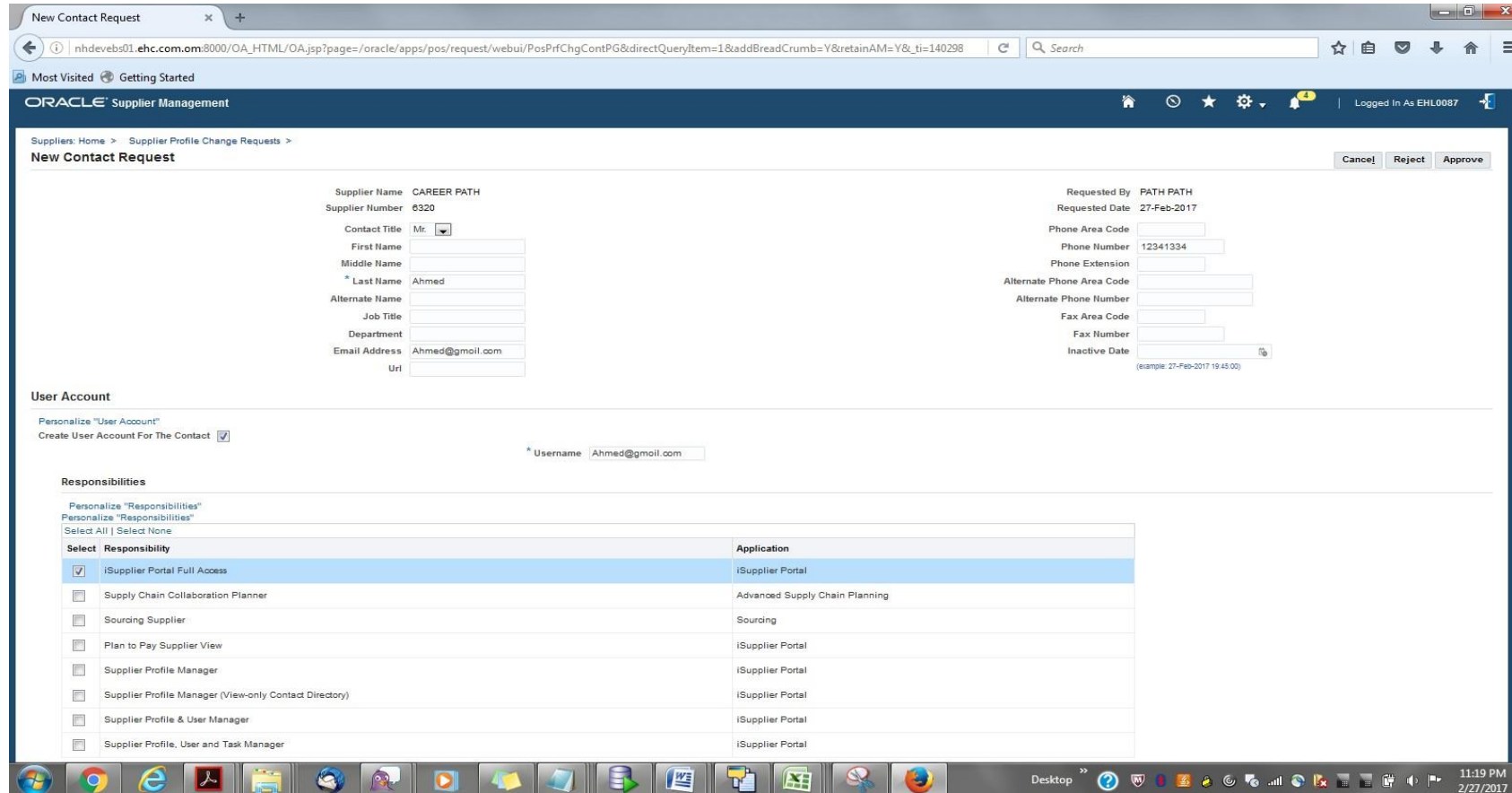
User Account
 Personalize "User Account"
 Create User Account For The Contact

Addresses For the Contact
 Personalize "Addresses For the Contact"
 Personalize "Addresses linked to this contact"

Address Name	Address Details	Status	Contact Descriptive Flexfield	Remove
MUSCAT	P.O. BOX:588 MUSCAT OMAN 115 OMAN	Current		

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



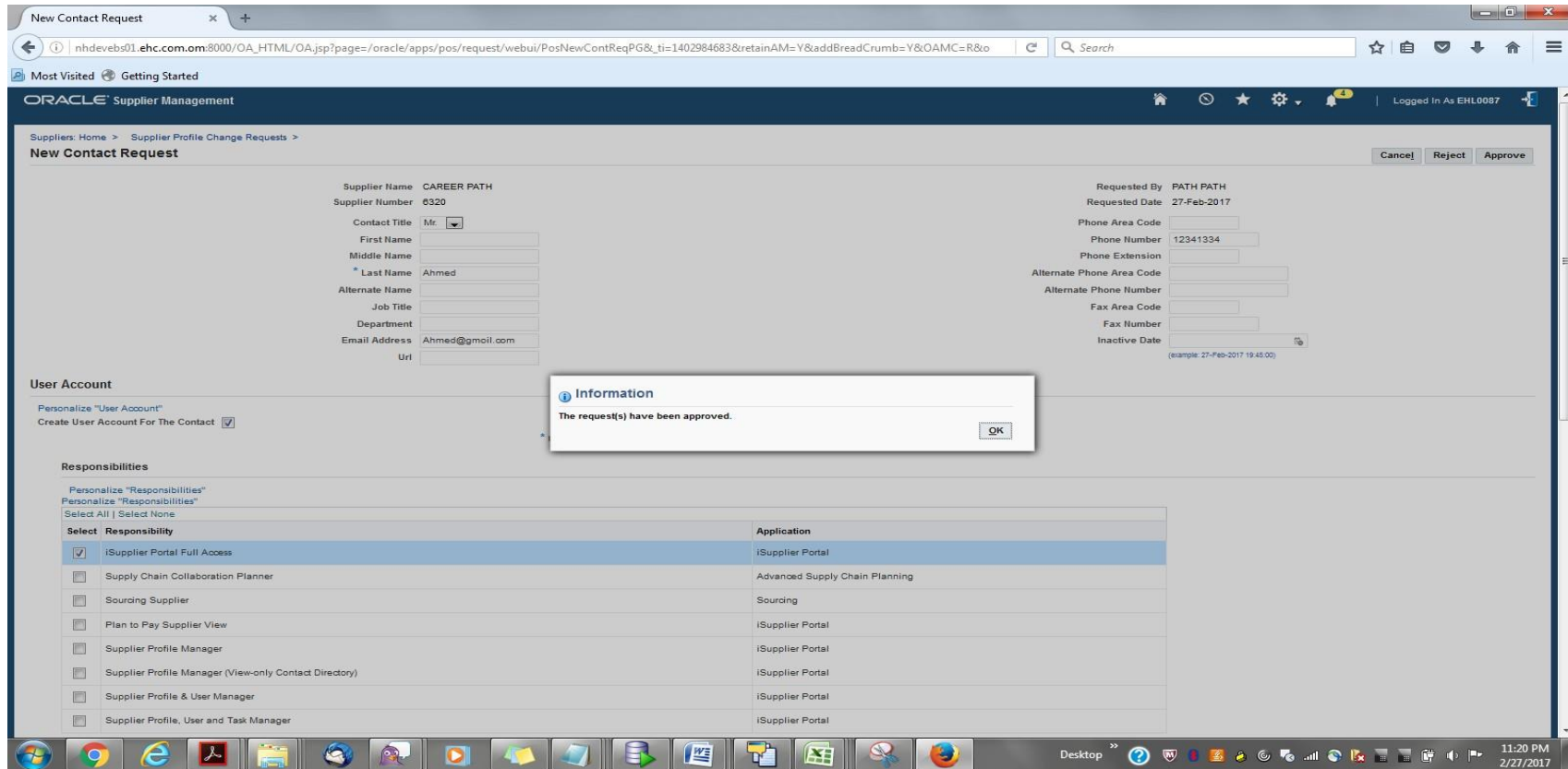
The screenshot shows the Oracle Supplier Management interface for a 'New Contact Request'. The form is titled 'New Contact Request' and includes the following fields:

- Supplier Information:** Supplier Name (CAREER PATH), Supplier Number (8320), Contact Title (Mr.), First Name, Middle Name, Last Name (Ahmed), Alternate Name, Job Title, Department, Email Address (Ahmed@gmail.com), and Url.
- Contact Information:** Requested By (PATH PATH), Requested Date (27-Feb-2017), Phone Area Code, Phone Number (12341334), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date (with an example: 27-Feb-2017 19:45:00).
- User Account:** Personalize "User Account" (checked), Create User Account For The Contact (checked), and Username (Ahmed@gmail.com).
- Responsibilities:** A table with columns 'Select', 'Responsibility', and 'Application'. The first row is selected: 'iSupplier Portal Full Access' (checked) for 'iSupplier Portal'.

Select	Responsibility	Application
<input checked="" type="checkbox"/>	iSupplier Portal Full Access	iSupplier Portal
<input type="checkbox"/>	Supply Chain Collaboration Planner	Advanced Supply Chain Planning
<input type="checkbox"/>	Sourcing Supplier	Sourcing
<input type="checkbox"/>	Plan to Pay Supplier View	iSupplier Portal
<input type="checkbox"/>	Supplier Profile Manager	iSupplier Portal
<input type="checkbox"/>	Supplier Profile Manager (View-only Contact Directory)	iSupplier Portal
<input type="checkbox"/>	Supplier Profile & User Manager	iSupplier Portal
<input type="checkbox"/>	Supplier Profile, User and Task Manager	iSupplier Portal

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Step	Action
11.	Click the Approve (B)



The screenshot shows the Oracle Supplier Management interface. The main page is titled "New Contact Request" and displays a form for a contact named Ahmed. The form includes fields for Supplier Name (CAREER PATH), Supplier Number (6320), Contact Title (Mr.), First Name, Middle Name, Last Name (Ahmed), Alternate Name, Job Title, Department, Email Address (Ahmed@gmciil.com), and Url. There are also fields for Requested By (PATH PATH), Requested Date (27-Feb-2017), Phone Area Code, Phone Number (12341334), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date. An "Information" dialog box is overlaid on the form, displaying the message "The request(s) have been approved." with an "OK" button. The bottom of the screenshot shows the Windows taskbar with the time 11:20 PM on 2/27/2017.

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Step	Action
12.	The Request has been approved.

COMPOSE

FYI: Electricity Holding Company Supplier Collaboration Network: Confirmation of Registration Inbox x

Workflow Mailer-DEV via namagroup.onmicrosoft.com 11:20 PM (2 minutes ago)

to AHMED

To: AHMED
Sent: 27-FEB-2017 23:20:16
ID: 5541000

You have been registered at Electricity Holding Company for access to their supplier collaboration network. You can [log on](#) with the username AHMED@GMOIL.COM and the password Mj0:F27F7.

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

This message encloses confidential information and is intended only for the individual recipient. If you are not the recipient addressee you should not transmit, distribute or copy this message. Please inform the sender immediately by e-mail if you have received this message by mistake and erase this message from your system. Any opinions expressed in this e-mail are those of the author and do not necessarily reflect the opinions of EHC or its Group of Electricity Companies.

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

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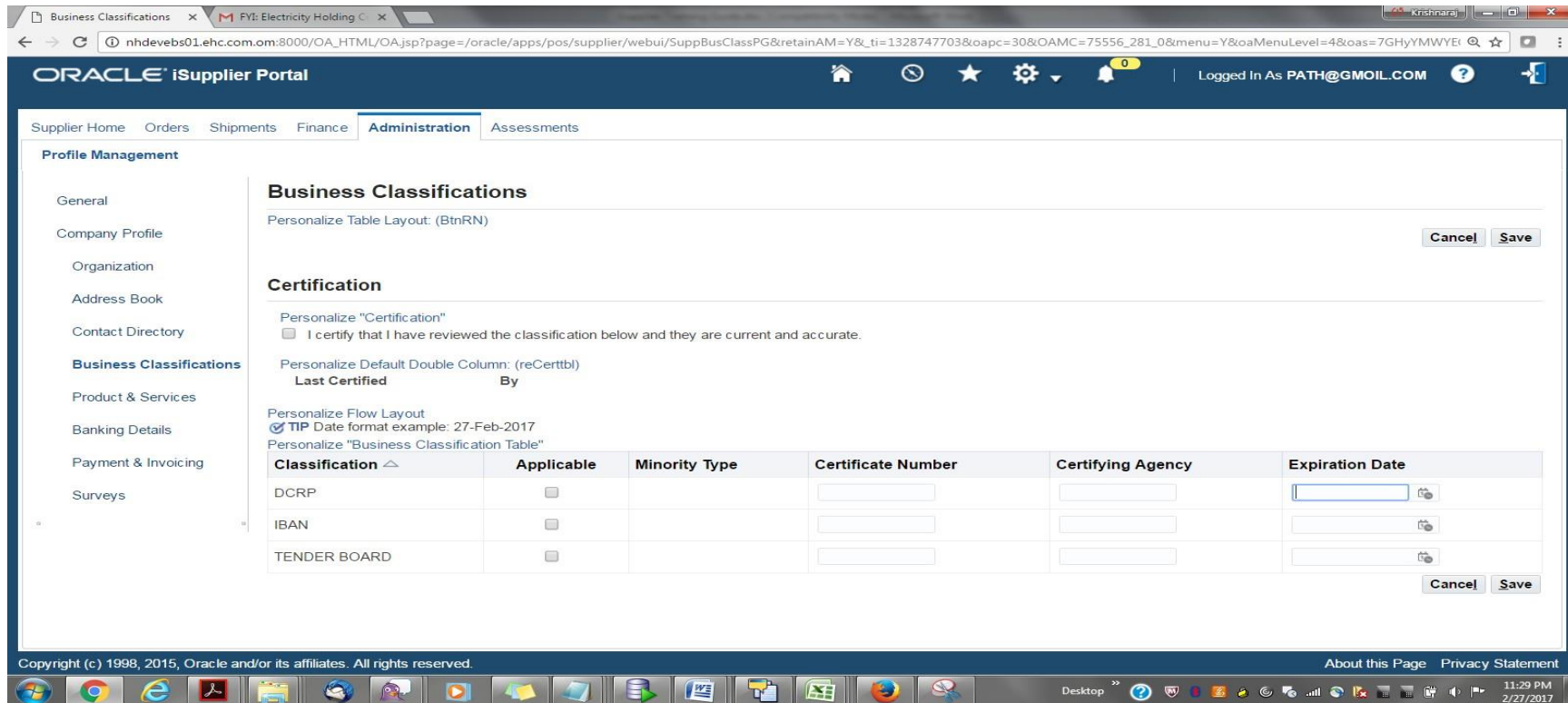
2.3 Create or Update Business classification

Note: Login as Supplier user in iSupplier Portal

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

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



The screenshot shows the Oracle iSupplier Portal Administration page. The 'Business Classifications' section is active, displaying a table with columns: Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date. The table lists three classifications: DCRP, IBAN, and TENDER BOARD, each with an 'Applicable' checkbox and input fields for the other columns. The 'Certification' section is also visible, with a checkbox for 'I certify that I have reviewed the classification below and they are current and accurate.' and a 'Personalize Default Double Column' section with a 'Last Certified' and 'By' field.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
DCRP	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
IBAN	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
TENDER BOARD	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

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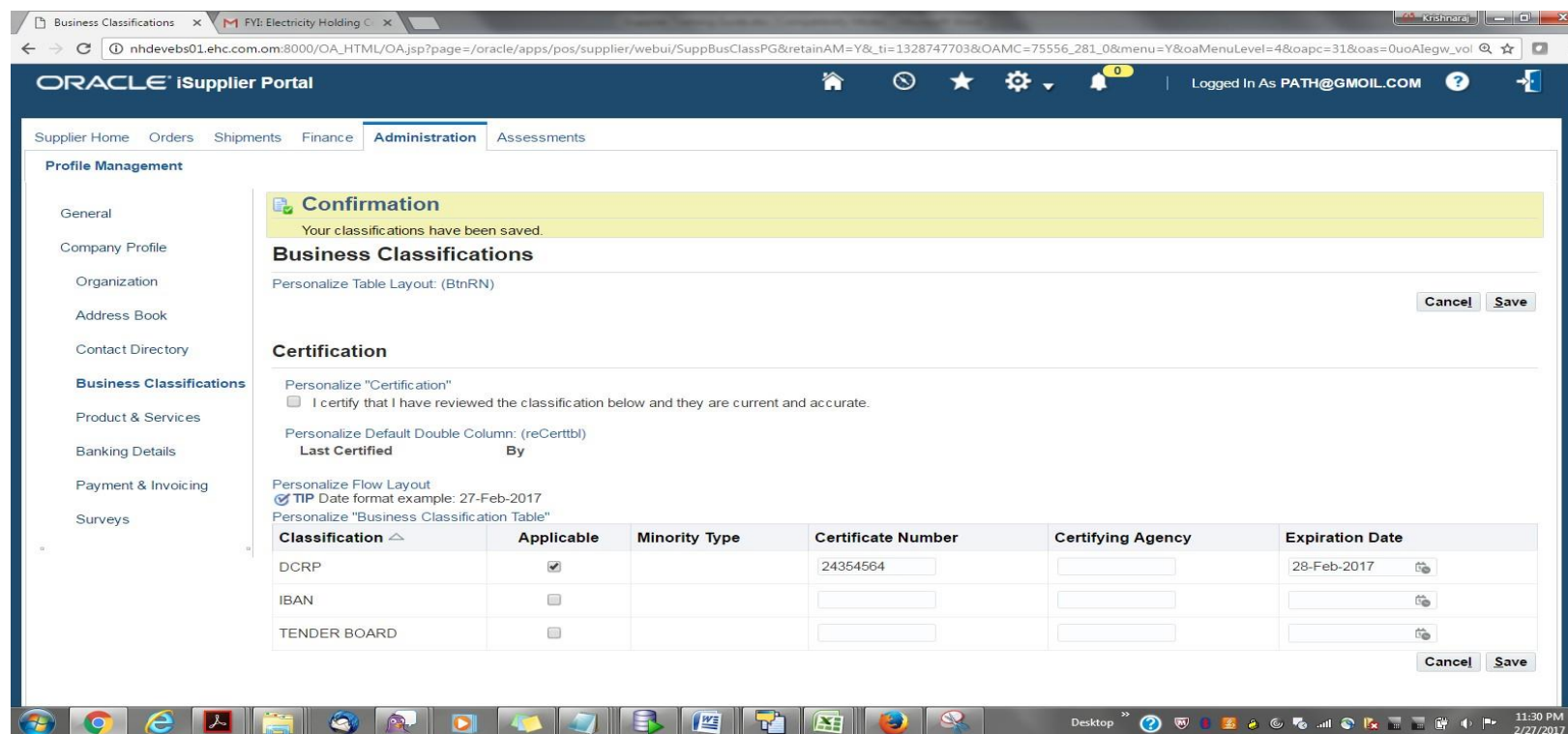
Step	Action
2.	Click the save (B).

The screenshot shows the Oracle iSupplier Portal Administration page. The 'Business Classifications' section is active, displaying a 'Certification' form. The form includes a table with columns for Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date. The 'DCRP' classification is checked as applicable, and its expiration date is set to 28-Feb-2017. There are 'Cancel' and 'Save' buttons at the bottom right of the form.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
DCRP	<input checked="" type="checkbox"/>		24354564		28-Feb-2017
IBAN	<input type="checkbox"/>				
TENDER BOARD	<input type="checkbox"/>				

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Step	Action
3.	Classification has been saved.



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The main content area displays a confirmation message: "Your classifications have been saved." Below this is the "Business Classifications" section with a "Personalize Table Layout: (BtnRN)" option and "Cancel" and "Save" buttons. The "Certification" section includes a checkbox for "I certify that I have reviewed the classification below and they are current and accurate." and a "Personalize Default Double Column: (reCertbl)" option with "Last Certified" and "By" fields.

A table titled "Personalize 'Business Classification Table'" is shown with the following data:

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
DCRP	<input checked="" type="checkbox"/>		24354564		28-Feb-2017
IBAN	<input type="checkbox"/>				
TENDER BOARD	<input type="checkbox"/>				

At the bottom of the table, there are "Cancel" and "Save" buttons. The system tray at the bottom right shows the time as 11:30 PM on 2/21/2017.

2.4 Create or Update Product and Services

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Note: Login as Supplier user in iSupplier Portal

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

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Step	Action
1.	Click the Add (B).

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance Administration Assessments

Profile Management

General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys

Products and Services

Personalize "Products and Services Table"

Remove Add

Select All | Select None

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	0000	DEFAULT	31-Jan-2017	Approved	
<input type="checkbox"/>	1310	RUBBER & ELASTOMERS	31-Jan-2017	Approved	
<input type="checkbox"/>	1411	PAPER PRODUCTS	31-Jan-2017	Approved	
<input type="checkbox"/>	2010	MINING & QUARRYING MACHINERY & EQUIPMENT	21-Feb-2017	Approved	
<input type="checkbox"/>	0000	DEFAULT	31-Jan-2017	Rejected	
<input type="checkbox"/>	1310	RUBBER & ELASTOMERS	31-Jan-2017	Rejected	
<input type="checkbox"/>	1411	PAPER PRODUCTS	31-Jan-2017	Rejected	

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11:37 PM 2/27/2017

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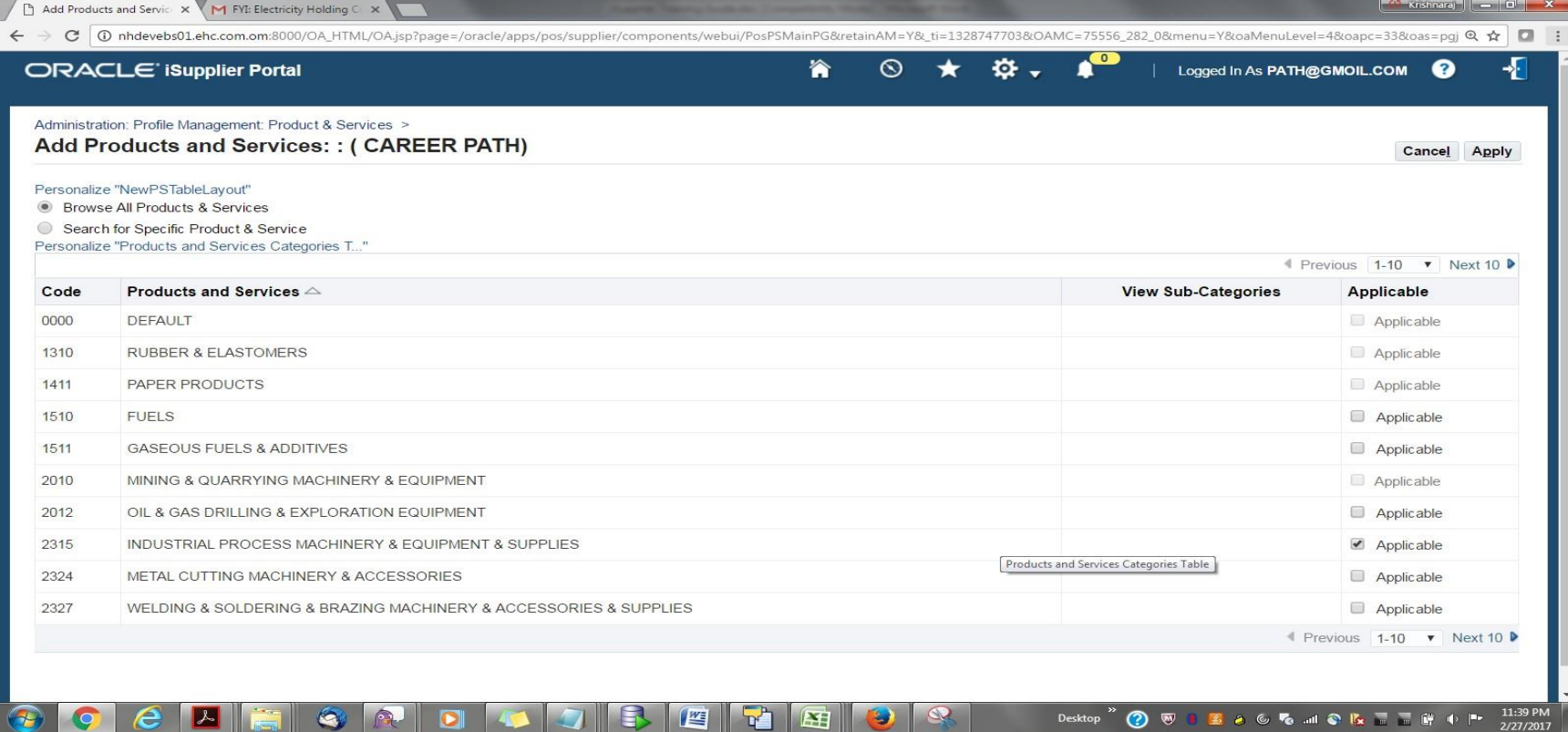
ORACLE iSupplier Portal

Administration: Profile Management: Product & Services >
Add Products and Services: : (CAREER PATH) Cancel Apply

Personalize "NewPSTableLayout"
 Browse All Products & Services
 Search for Specific Product & Service
 Personalize "Products and Services Categories T..."

Code	Products and Services	View Sub-Categories	Applicable
0000	DEFAULT		<input type="checkbox"/> Applicable
1310	RUBBER & ELASTOMERS		<input type="checkbox"/> Applicable
1411	PAPER PRODUCTS		<input type="checkbox"/> Applicable
1510	FUELS		<input type="checkbox"/> Applicable
1511	GASEOUS FUELS & ADDITIVES		<input type="checkbox"/> Applicable
2010	MINING & QUARRYING MACHINERY & EQUIPMENT		<input type="checkbox"/> Applicable
2012	OIL & GAS DRILLING & EXPLORATION EQUIPMENT		<input type="checkbox"/> Applicable
2315	INDUSTRIAL PROCESS MACHINERY & EQUIPMENT & SUPPLIES		<input type="checkbox"/> Applicable
2324	METAL CUTTING MACHINERY & ACCESSORIES		<input type="checkbox"/> Applicable
2327	WELDING & SOLDERING & BRAZING MACHINERY & ACCESSORIES & SUPPLIES		<input type="checkbox"/> Applicable

Step	Action
2.	Select the applicable Product and Services.



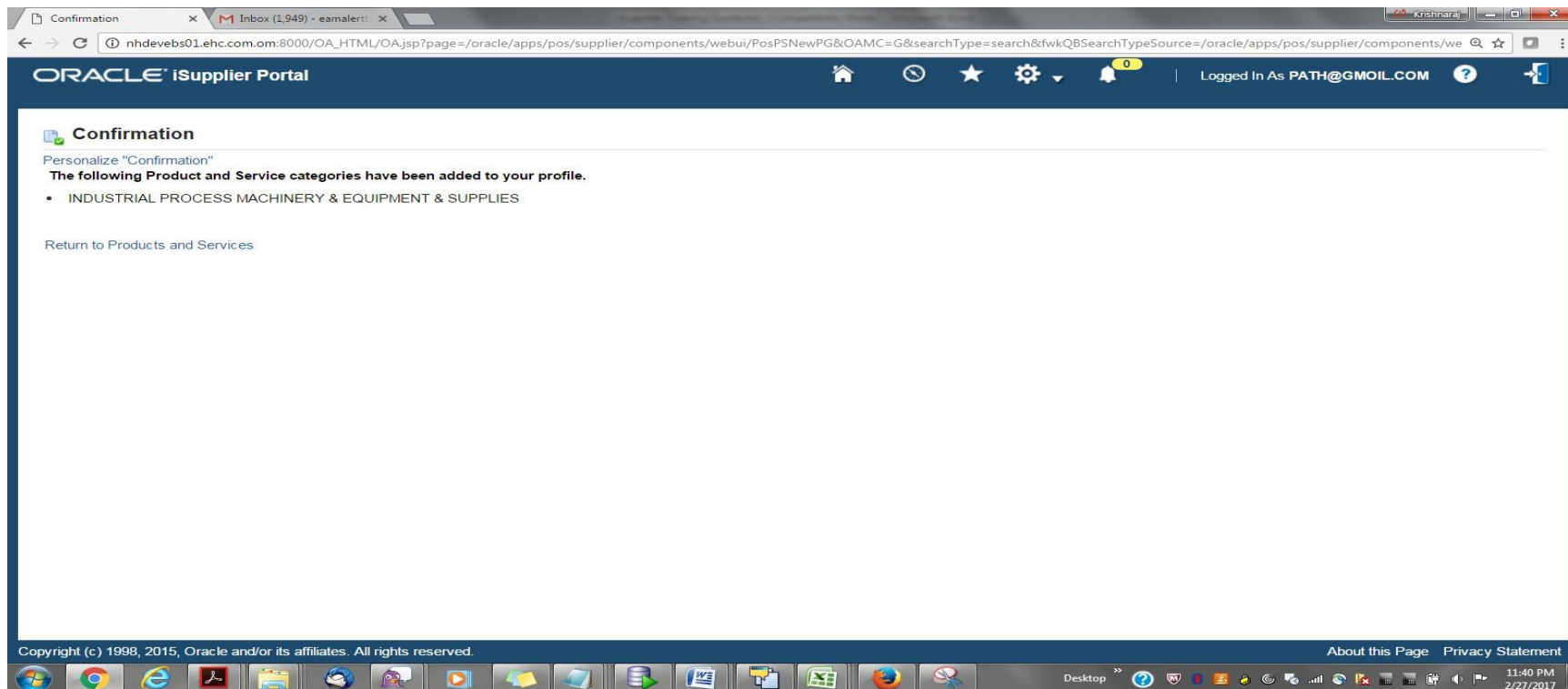
Administration: Profile Management: Product & Services >
Add Products and Services: : (CAREER PATH) Cancel Apply

Personalize "NewPSTableLayout"
 Browse All Products & Services
 Search for Specific Product & Service
 Personalize "Products and Services Categories T..."

Code	Products and Services	View Sub-Categories	Applicable
0000	DEFAULT		<input type="checkbox"/> Applicable
1310	RUBBER & ELASTOMERS		<input type="checkbox"/> Applicable
1411	PAPER PRODUCTS		<input type="checkbox"/> Applicable
1510	FUELS		<input type="checkbox"/> Applicable
1511	GASEOUS FUELS & ADDITIVES		<input type="checkbox"/> Applicable
2010	MINING & QUARRYING MACHINERY & EQUIPMENT		<input type="checkbox"/> Applicable
2012	OIL & GAS DRILLING & EXPLORATION EQUIPMENT		<input type="checkbox"/> Applicable
2315	INDUSTRIAL PROCESS MACHINERY & EQUIPMENT & SUPPLIES		<input checked="" type="checkbox"/> Applicable
2324	METAL CUTTING MACHINERY & ACCESSORIES		<input type="checkbox"/> Applicable
2327	WELDING & SOLDERING & BRAZING MACHINERY & ACCESSORIES & SUPPLIES		<input type="checkbox"/> Applicable

Step	Action
3.	Click the Apply (B).

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

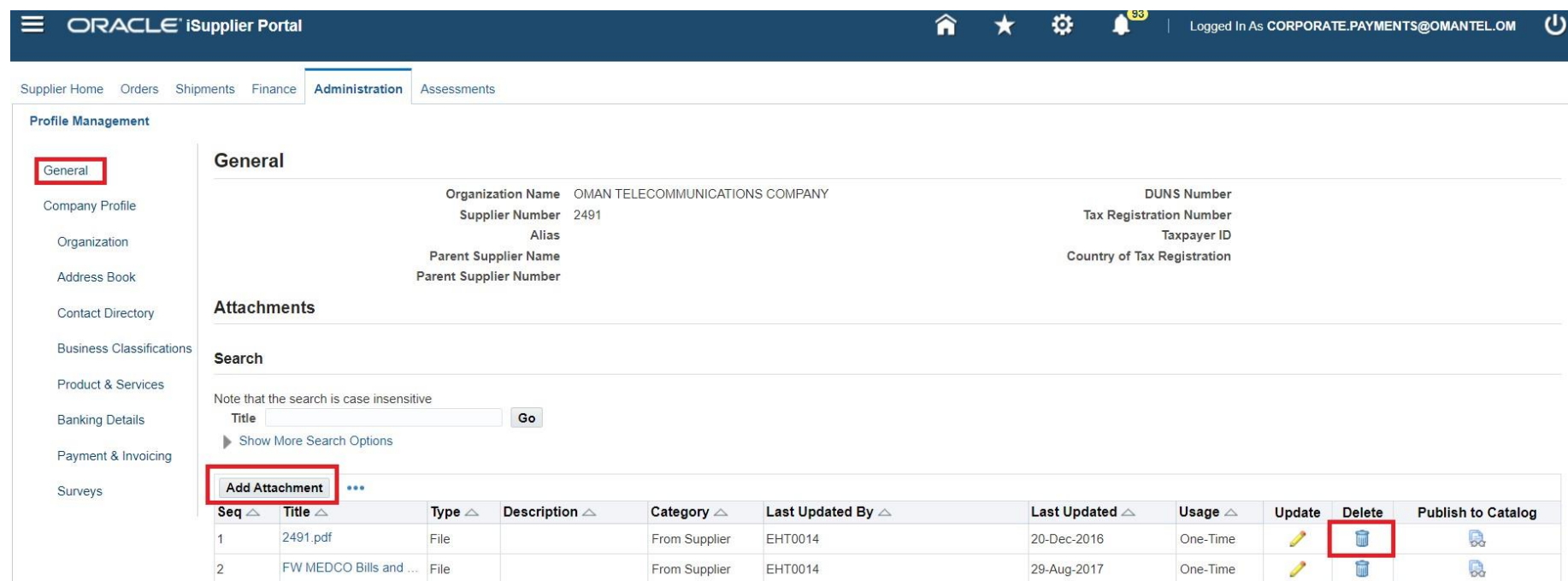
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2.5 Update Lenience which Expired

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.



The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration' (selected), and 'Assessments'. The left sidebar lists 'Profile Management' options: 'General' (highlighted), 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The main content area is titled 'General' and displays fields for 'Organization Name' (OMAN TELECOMMUNICATIONS COMPANY), 'Supplier Number' (2491), 'DUNS Number', 'Tax Registration Number', 'Taxpayer ID', 'Country of Tax Registration', 'Parent Supplier Name', and 'Parent Supplier Number'. Below this is the 'Attachments' section, which includes a search bar and a table of attachments. The 'Add Attachment' button is highlighted. The table has columns: Seq, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. Two attachments are listed: '2491.pdf' (expired) and 'FW MEDCO Bills and ...' (not expired). The 'Delete' icon for the expired attachment is highlighted.

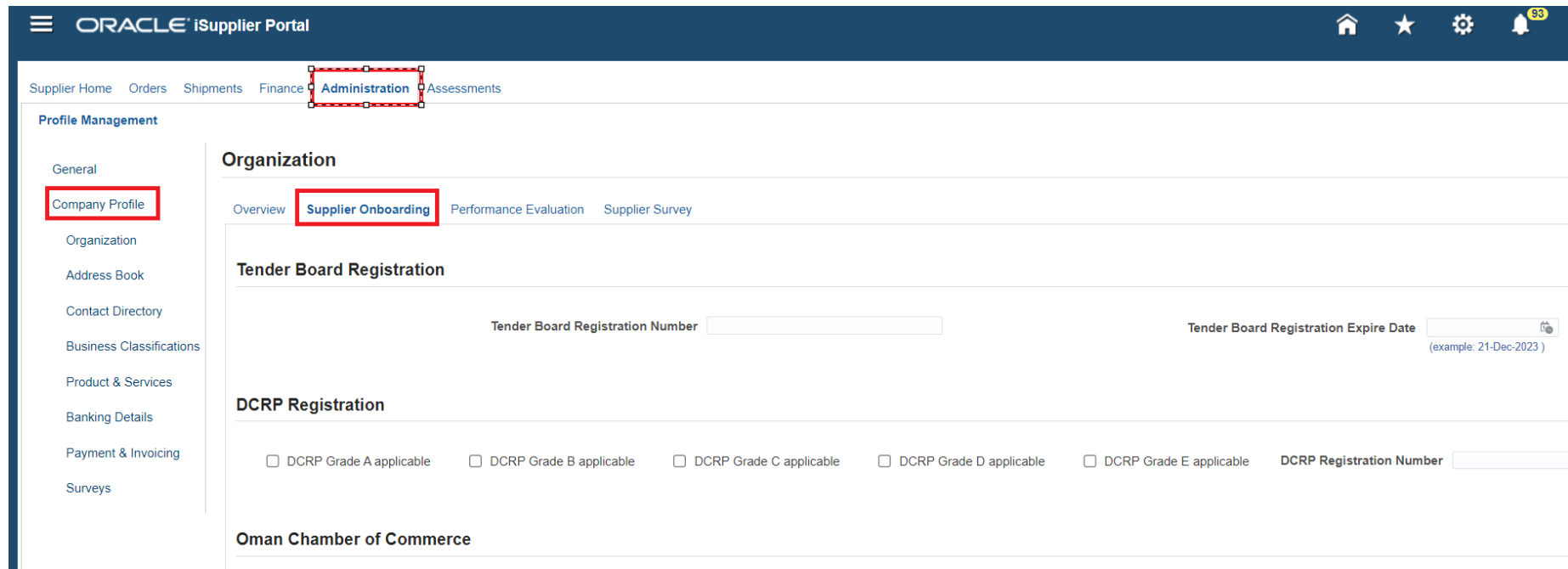
Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1	2491.pdf	File		From Supplier	EHT0014	20-Dec-2016	One-Time			
2	FW MEDCO Bills and ...	File		From Supplier	EHT0014	29-Aug-2017	One-Time			

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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>




The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration' (highlighted with a red dashed box), and 'Assessments'. The left sidebar under 'Profile Management' lists 'Company Profile' (highlighted with a red box), 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The main content area is titled 'Organization' and has sub-tabs for 'Overview', 'Supplier Onboarding' (highlighted with a red box), 'Performance Evaluation', and 'Supplier Survey'. Under 'Supplier Onboarding', there is a 'Tender Board Registration' section with input fields for 'Tender Board Registration Number' and 'Tender Board Registration Expire Date' (with an example: 21-Dec-2023). Below that is a 'DCRP Registration' section with checkboxes for 'DCRP Grade A applicable' through 'DCRP Grade E applicable' and a 'DCRP Registration Number' field. At the bottom, there is a section for 'Oman Chamber of Commerce'.

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

DCRP Grade A applicable
 DCRP Grade B applicable
 DCRP Grade C applicable
 DCRP Grade D applicable
 DCRP Grade E applicable
 DCRP Registration Number


Oman Chamber of Commerce

Oman Chamber of Commerce Number
 Oman Chamber of Commerce Expire Date 
(example: 21-Dec-2023)

Goods Import License

Goods Import License Number
 Goods Import License Expire Date 
(example: 21-Dec-2023)







CR Details

CR Number
 CR Expiration Date 
(example: 21-Dec-2023)

SME (Ryada)

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Once updated, Save your work.




 93 | Logged In As CORPORATE.PAYMENTS@OMANTEL.OM  

gments

Cancel Save

Performance Evaluation [Supplier Survey](#)

Tender Board Registration Number
Tender Board Registration Expire Date
(example: 21-Dec-2023)

DCRP Grade B applicable
 DCRP Grade C applicable
 DCRP Grade D applicable
 DCRP Grade E applicable
 DCRP Registration Number
 DCRP Expire date
(example: 21-Dec-2023)

e

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

USER GUIDE

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1.2 List of Abbreviations.....	4
2 Navigation for New Supplier Registration	Error! Bookmark not defined.
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 supplier 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.

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1.2 List of Abbreviations

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

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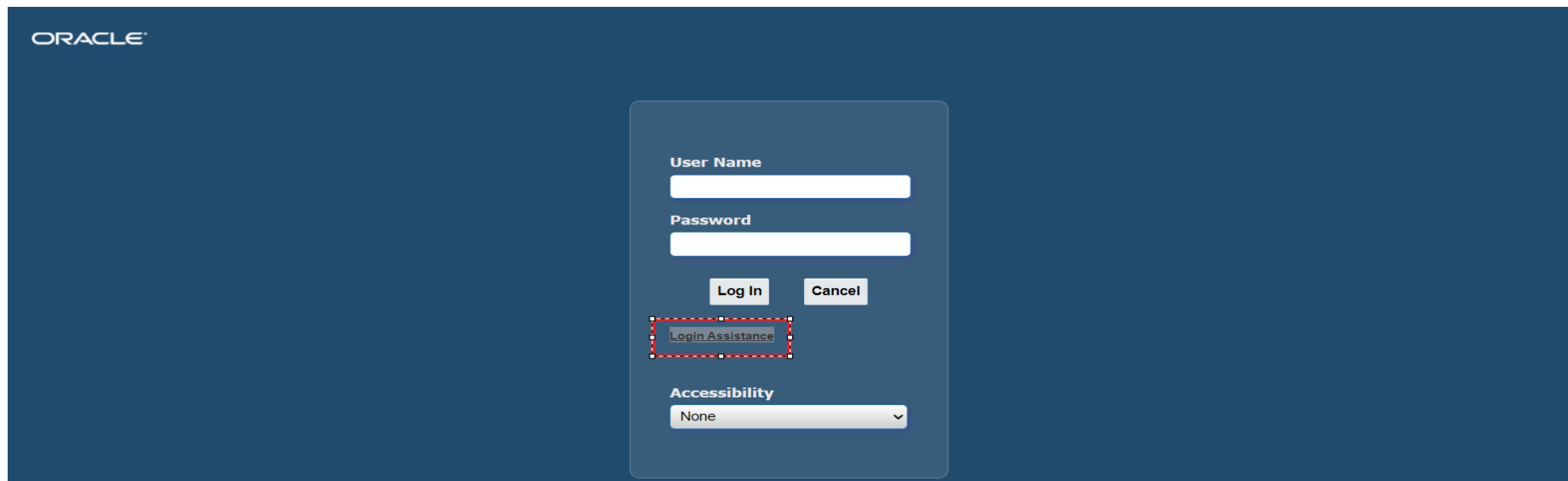
2 I-Supplier Portal

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 subsidiaries.

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”



ORACLE

User Name

Password

Log In Cancel

Login Assistance

Accessibility
 None

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Supplier will get two assistance here

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

Login Assistance

* Indicates required field

Forgot Password

Personalize "Forgot Password"

Enter your user name. Instructions for how to reset your password will be emailed to you.

User Name

Forgot User Name

Personalize "Forgot User Name"

Enter the email address associated with your account. Your user name will be emailed to you.

Email
(Example: first.last@domain.com)

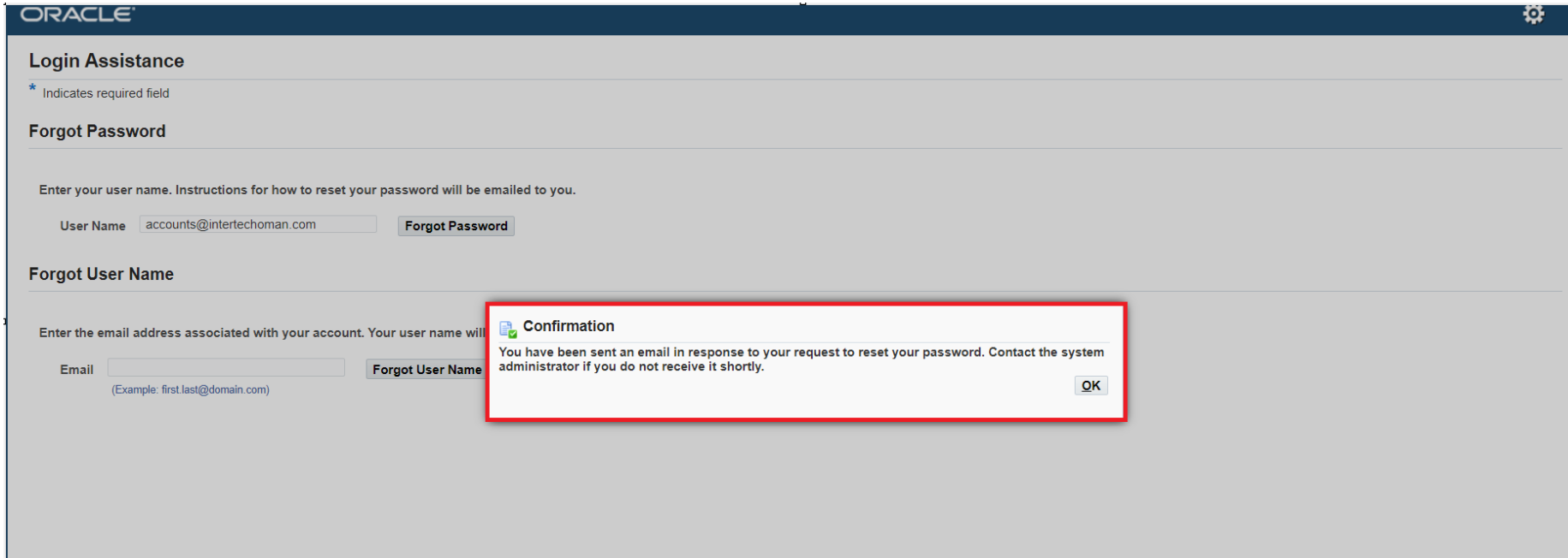
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Forgot Password

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

You will get 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.



ORACLE

Login Assistance

* Indicates required field

Forgot Password

Enter your user name. Instructions for how to reset your password will be emailed to you.

User Name **Forgot Password**

Forgot User Name

Enter the email address associated with your account. Your user name will be emailed to you.

Email **Forgot User Name**

(Example: first.last@domain.com)

Confirmation

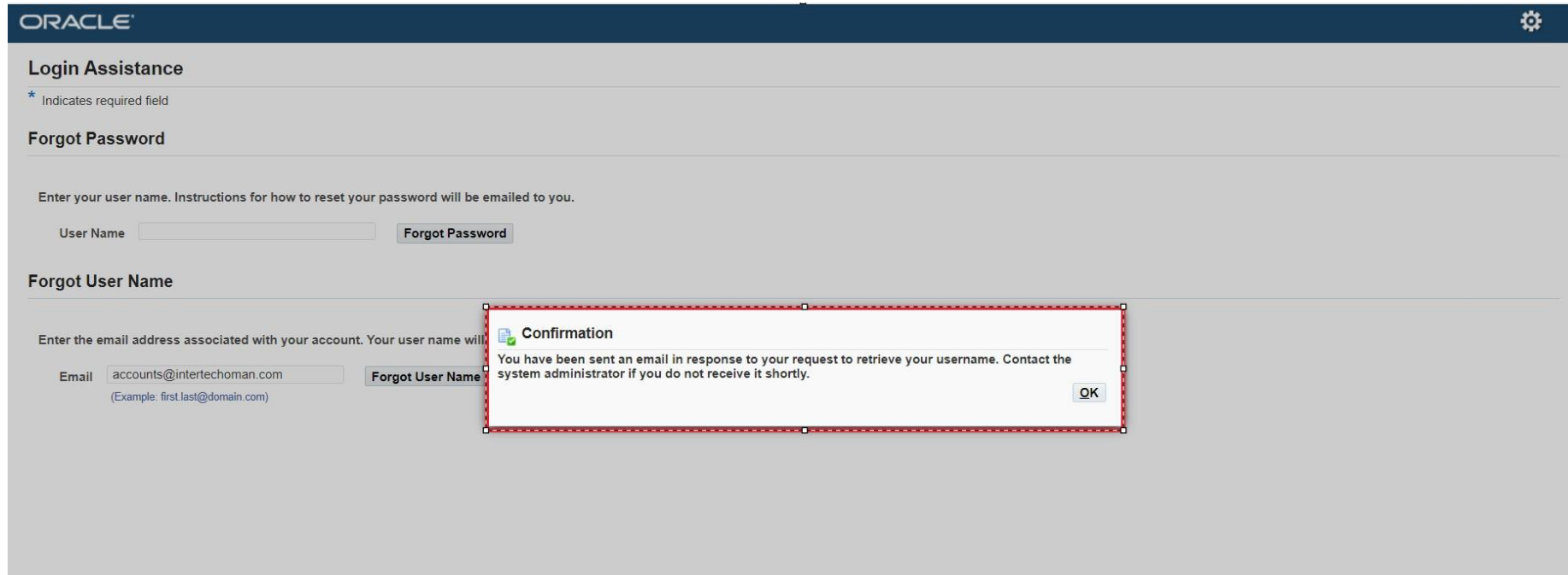
You have been sent an email in response to your request to reset your password. Contact the system administrator if you do not receive it shortly.

OK

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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 (



The screenshot shows the Oracle iSupplier user interface. At the top, there is an 'ORACLE' logo and a settings gear icon. Below this, there are sections for 'Login Assistance' and 'Forgot Password'. The 'Forgot Password' section has a text prompt: 'Enter your user name. Instructions for how to reset your password will be emailed to you.' It includes a text input field for 'User Name' and a 'Forgot Password' button. Below that is the 'Forgot User Name' section with the prompt: 'Enter the email address associated with your account. Your user name will be emailed to you.' It includes a text input field for 'Email' containing 'accounts@intertechoman.com' and a 'Forgot User Name' button. A confirmation dialog box is overlaid on the 'Forgot User Name' section. The dialog box has a title 'Confirmation' and a message: 'You have been sent an email in response to your request to retrieve your username. Contact the system administrator if you do not receive it shortly.' There is an 'OK' button in the dialog box.

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

DURING THE OFFICE HOURS ONLY

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Oracle i-Supplier Web Registration

USER GUIDE

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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

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1.2 List of Abbreviations

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

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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

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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

Warning
No Supplier found for this Commercial Registration. Kindly Register it by entering Supplier Name and Click Continue.

Check Availability

* Commercial Registration
International companies to use their international CR number

New Supplier Registration

* Supplier Name

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Incase supplier is already register with one of Nama Group Subsidiies 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

Warning

No Supplier found for this Commercial Registration. Kindly Register it by entering Supplier Name and Click Continue.

Check Availability

* Commercial Registration

International companies to use their international CR number

New Supplier Registration

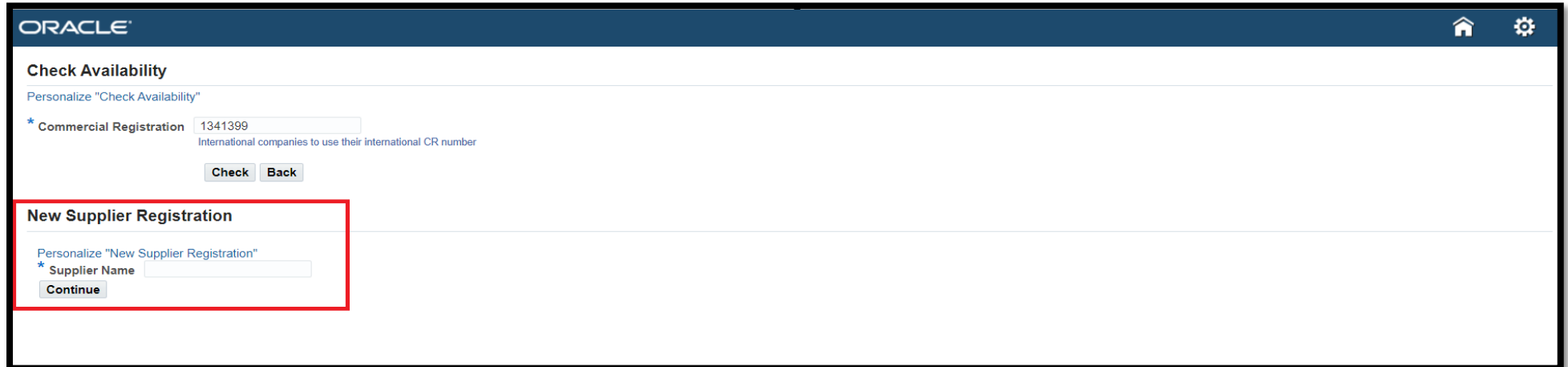
* Supplier Name

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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.



The screenshot shows the Oracle iSupplier web interface. At the top, there is an 'ORACLE' logo and navigation icons. The main content area is divided into two sections:

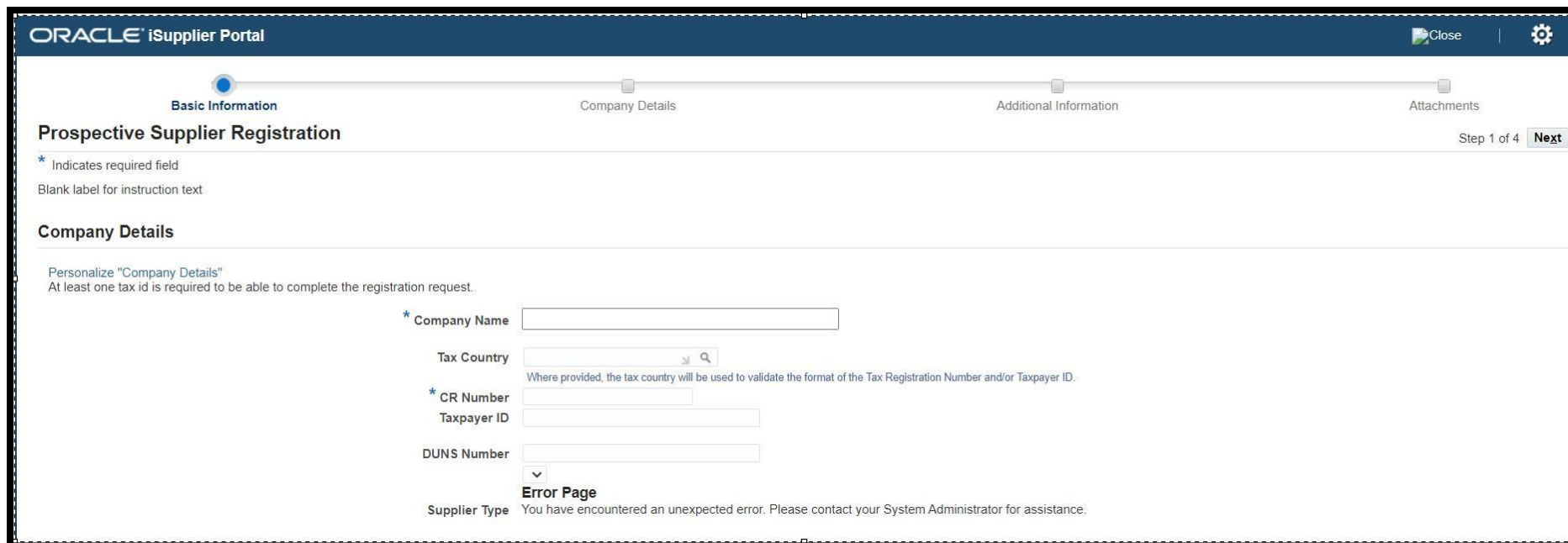
- Check Availability:** This section includes a 'Personalize "Check Availability"' link, a required field for 'Commercial Registration' with the value '1341399', and a note: 'International companies to use their International CR number'. Below this are 'Check' and 'Back' buttons.
- New Supplier Registration:** This section is highlighted with a red box. It includes a 'Personalize "New Supplier Registration"' link, a required field for 'Supplier Name', and a 'Continue' button.

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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



ORACLE iSupplier Portal Close | Settings

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration Step 1 of 4 [Next](#)

* Indicates required field
Blank label for instruction text.

Company Details

Personalize "Company Details"
At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

* CR Number

Taxpayer ID

DUNS Number

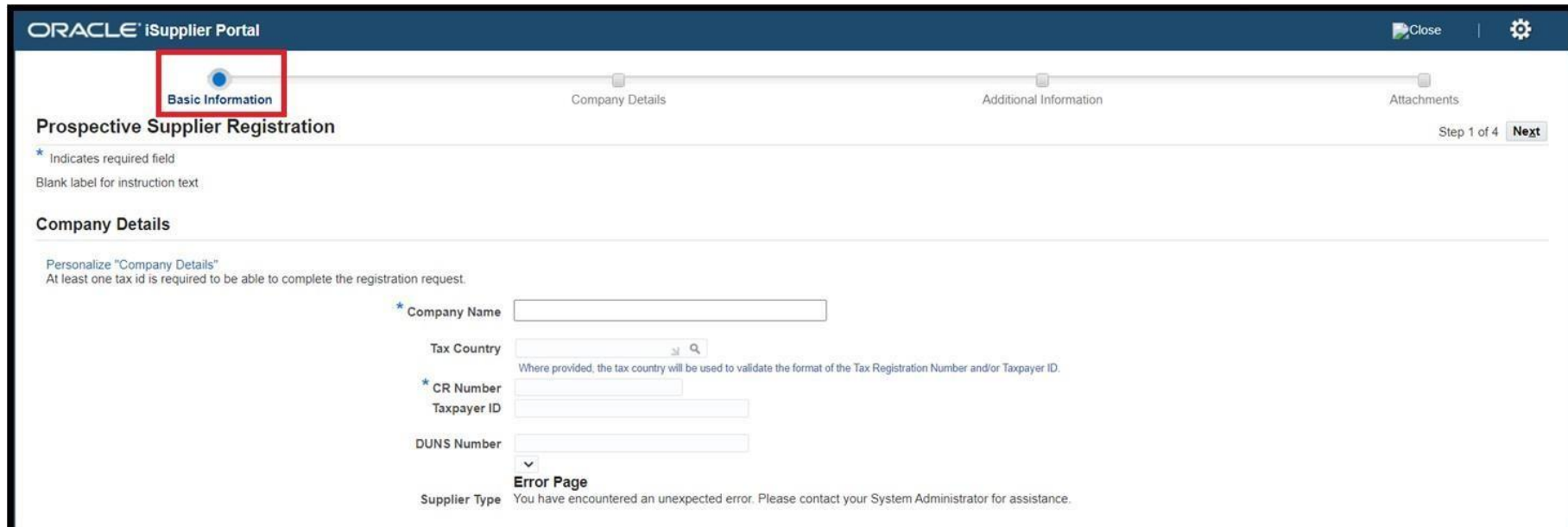
Error Page
Supplier Type You have encountered an unexpected error. Please contact your System Administrator for assistance.

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➤ **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).



ORACLE iSupplier Portal

Close | Settings

Basic Information | Company Details | Additional Information | Attachments

Prospective Supplier Registration Step 1 of 4 **Next**

* Indicates required field
Blank label for instruction text

Company Details

Personalize "Company Details"
At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

* CR Number

Taxpayer ID

DUNS Number

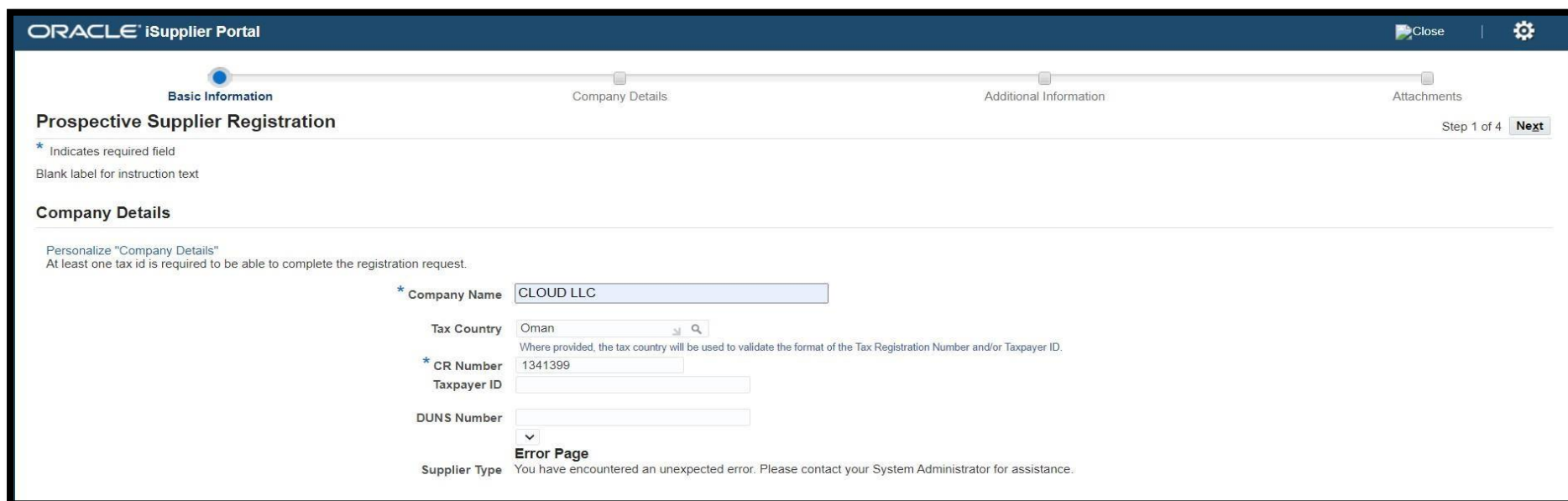
Error Page

Supplier Type You have encountered an unexpected error. Please contact your System Administrator for assistance.

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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.



ORACLE iSupplier Portal Close | Settings

Progress: **Basic Information** | Company Details | Additional Information | Attachments

Prospective Supplier Registration Step 1 of 4 **Next**

* Indicates required field
Blank label for instruction text

Company Details

Personalize "Company Details"
At least one tax id is required to be able to complete the registration request.

* **Company Name**

Tax Country
Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

* **CR Number**

Taxpayer ID

DUNS Number

Supplier Type

Error Page
You have encountered an unexpected error. Please contact your System Administrator for assistance.

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➤ **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**



ORACLE iSupplier Portal

Close | Settings

Basic Information | **Company Details** | Additional Information | Attachments

Prospective Supplier Registration

* Indicates required field

Blank label for instruction text

Step 1 of 4 **Next**

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Supplier Address Detail

Fill the address and click on Continue tab

Note: do not disable purchasing and payment check box.

Suppliers: Address Book >

Create Address: Confirm Details

* Indicates required field

Cancel Continue

Address Details

* Country: Oman

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

County

State

Province

Postal Code

* Address Name

Addressee

Language

Context Value

Contact Details and Purpose

Communication Details Update to all new sites created for this address

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Address Purpose

Purchasing

Payment

RFQ Only

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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.

Additional Attributes

VAT Supplier Details

VAT Supplier Attributes


- * Is Supplier Registered for VAT? NO
 YES
Please specify whether you are registered under the Oman VAT Law.
- Tax Registration Number (TRN)
If you are registered Supplier under Oman VAT Law, Please enter your Tax Registration Number. If not, please enter '0'.
- * Are you a Special Zone Supplier? NO
 YES
If you are registered Supplier under Oman VAT Law, Please specify whether you are falling under the Domain of Special Zone. If not, then Please enter 'N/A'.

Cancel Apply

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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	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Export and Import	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Telecommunications	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone, telegraph and telex communication companies	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Sale of parts of heavy motorized equipment	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
(D) MANUFACTURING	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
(E) Electricity, gas and Water Supply	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
(H) Hotels and Restaurants	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
(L) Public administration and defence	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities auxiliary to financial intermediation	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities of professional organisations	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities of trade unions	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities of travel agencies and tour operators	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities such as foundation work	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Administration of financial markets	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

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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.

Products and Services

<input type="checkbox"/> Code	Products and Services	Date Added	Approval Status	View Sub-Category
No results found.				

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

Browse All Products & Services
 Search for Specific Product & Service

Code	Products and Services	View Sub-Categories	Applicable
0000	DEFAULT		<input type="checkbox"/> Applicable
1310	RUBBER & ELASTOMERS		<input type="checkbox"/> Applicable
1411	PAPER PRODUCTS		<input type="checkbox"/> Applicable
1510	FUELS		<input type="checkbox"/> Applicable
1511	GASEOUS FUELS & ADDITIVES		<input type="checkbox"/> Applicable
2010	MINING & QUARRYING MACHINERY & EQUIPMENT		<input type="checkbox"/> Applicable
2012	OIL & GAS DRILLING & EXPLORATION EQUIPMENT		<input type="checkbox"/> Applicable
2315	INDUSTRIAL PROCESS MACHINERY & EQUIPMENT & SUPPLIES		<input type="checkbox"/> Applicable
2324	METAL CUTTING MACHINERY & ACCESSORIES		<input type="checkbox"/> Applicable
2327	WELDING & SOLDERING & BRAZING MACHINERY & ACCESSORIES & SUPPLIES		<input type="checkbox"/> Applicable

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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.

Administration: Profile Management: Banking Details >

Create Bank Account

Cancel Save

* Indicates required field

* Country Oman

Account is used for foreign payments
Account definition must include bank and branch information.

Bank

New Bank
 Existing Bank

Bank Name

Bank Number

[Show Bank Details](#)

Branch

New Branch
 Existing Branch

Branch Name

Branch Number

BIC

Branch Type ABA

[Show Branch Details](#)

Bank Account

Account Number

Check Digits

IBAN

[Show Account Details](#)

Account Name

Currency

Account Status New

Comments

Note to Buyer

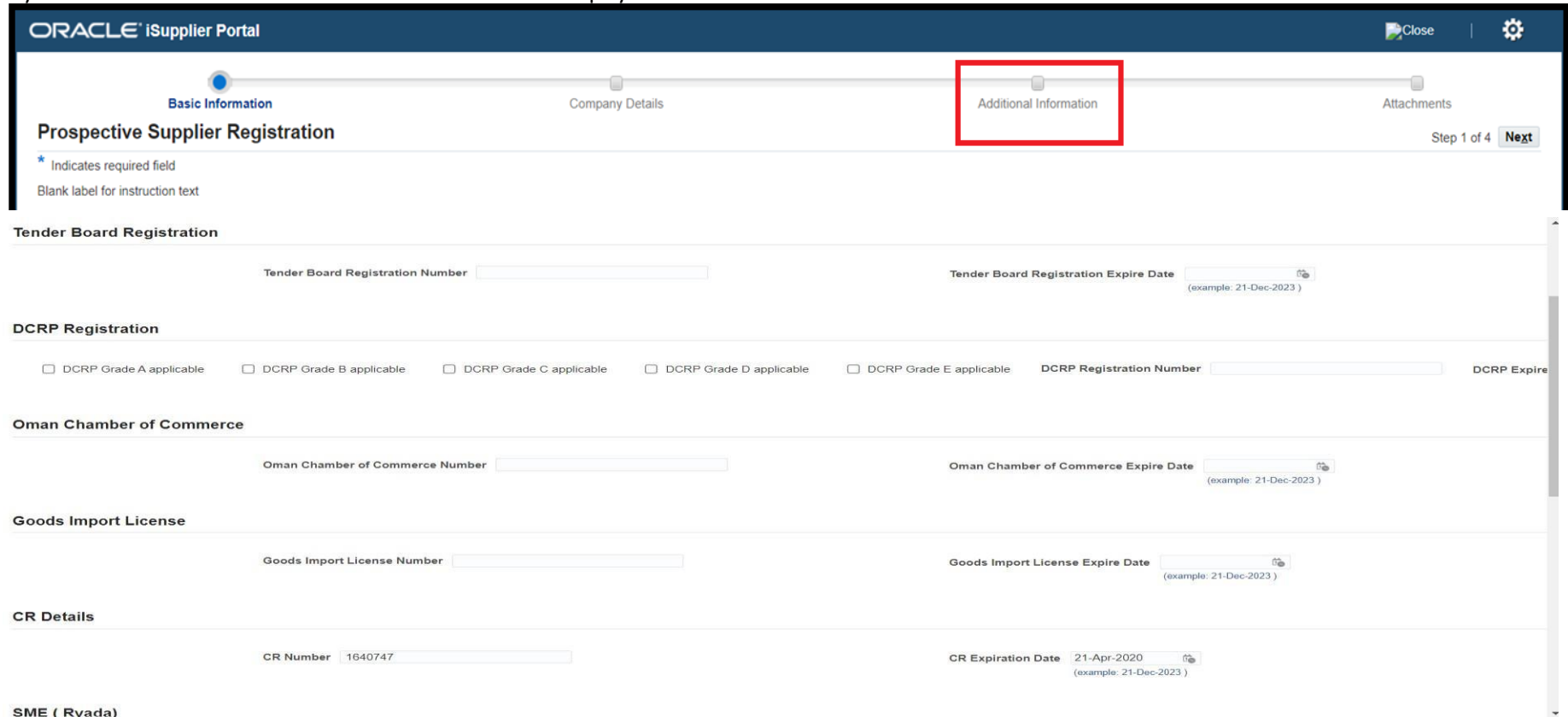
Note: All supplier must have to attached the official Bank Letter in the attachment section

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- **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.



The screenshot shows the Oracle iSupplier Portal interface for 'Prospective Supplier Registration'. The 'Additional Information' tab is highlighted with a red box. The form includes sections for Tender Board Registration, DCRP Registration, Oman Chamber of Commerce, Goods Import License, CR Details, and SME (Rvada). Each section contains input fields for registration numbers and expiration dates, with example dates provided in parentheses.

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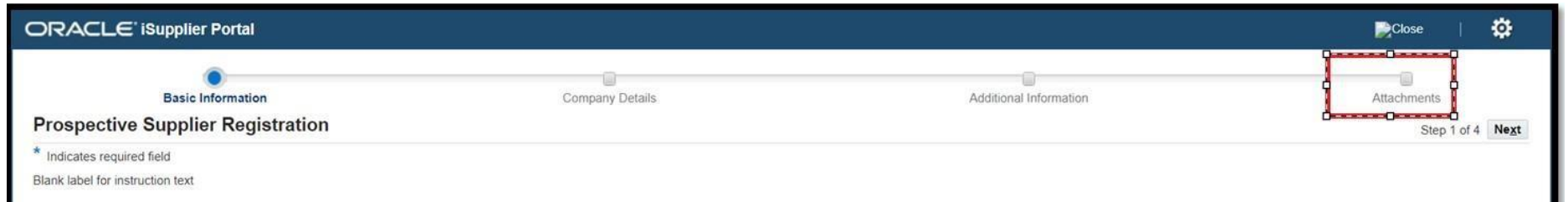
License Name	Local Supplier	International Supplier	Freelancer	Government Entity
Tender Board Registration	Mandatory	No	No	No

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

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- **Attachments**

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



ORACLE iSupplier Portal

Basic Information | Company Details | Additional Information | Attachments (Step 1 of 4)

Prospective Supplier Registration

* Indicates required field
Blank label for instruction text

Attachments

Search

Note that the search is case insensitive

Title

▶ [Show More Search Options](#)

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1	2491.pdf	File		From Supplier	EHT0014	20-Dec-2016	One-Time			

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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

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- **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

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

DURING THE OFFICE HOURS ONLY

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