

نماء للخدمات المشتركة ش.م.م  
**Nama Shared Services L.L.C**

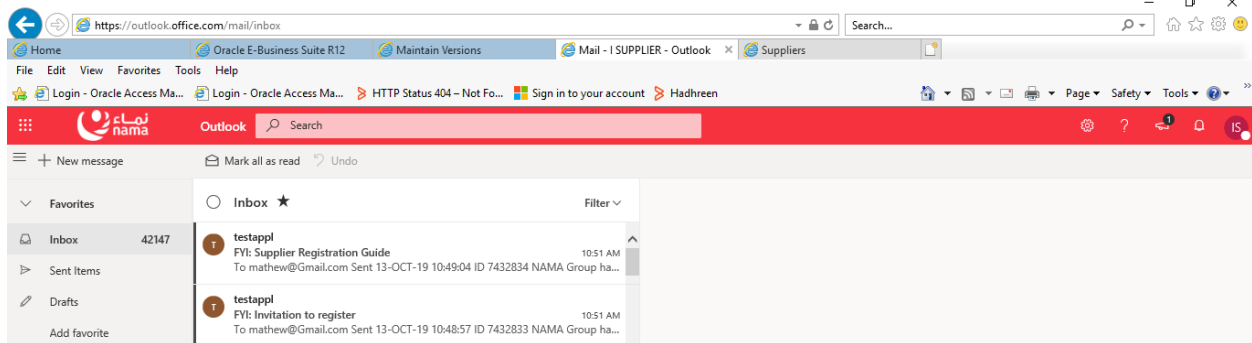
# Oracle Supplier Registration User Manual for Freelancer

User Guide – Supplier Lifecycle Management

<b>Standard Ref:</b> ISO 9001:2015 Quality Management System		<b>Document Title:</b> Freelancer Supplier Registration	
<b>Document No:</b> NSS/DE- SLM/SOP/ML/SLMU-001	<b>Revision No:</b> 1.0	<b>Effective Date:</b>	<b>Page 1 of 16</b>

1- Freelancer will received two email during invitation process

- Supplier Registration Guide
- Invitation to Register

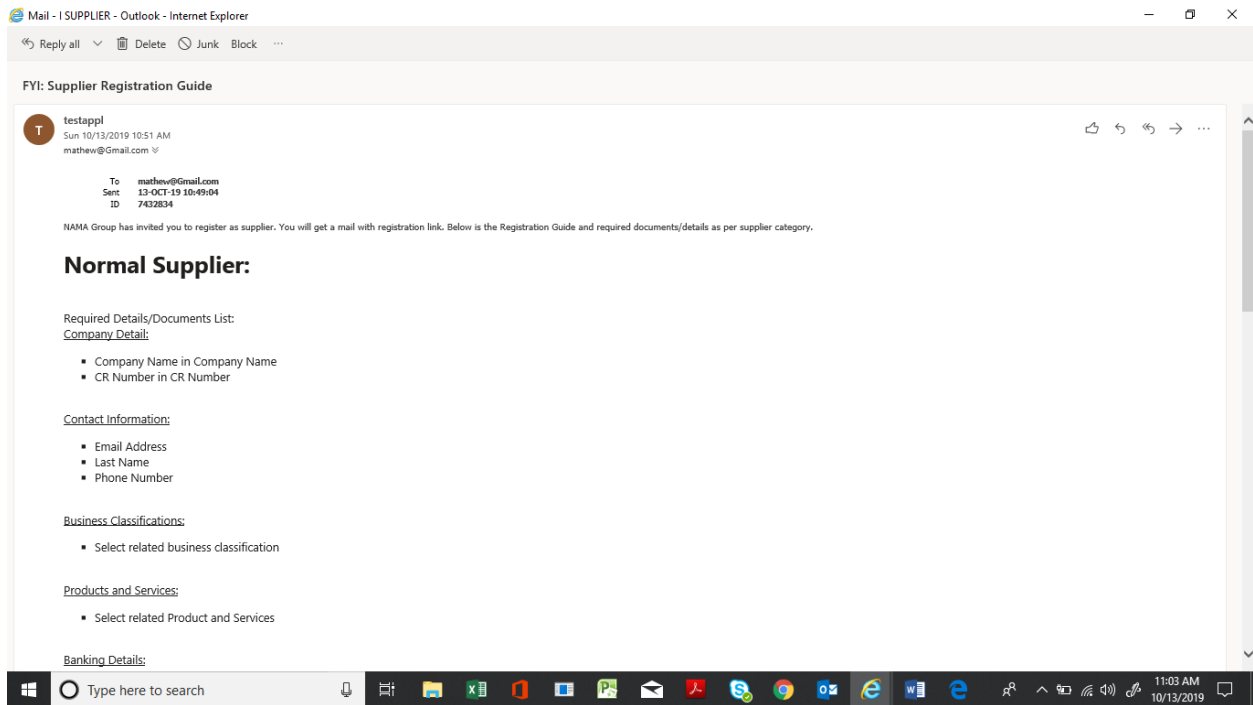


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## Supplier Registration Guide

In this email, Freelance supplier will get the information which he/she have to provide during registration process and also received a link of user guide to download registration procedure with step by step process with screenshot.

Once the Freelancer will open the Supplier Registration email, He will find two categories of supplier. Normal Supplier and if he/she scroll down then fine Freelancer required detail.



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## Scroll down to see the Freelancer detail

Mail - I SUPPLIER - Outlook - Internet Explorer

Reply all Delete Junk Block ...

**FYI: Supplier Registration Guide**

**Freelancers:**

Required Details/Documents List:

Company Detail:

- Person Name in Company Name
- ID card/Passport Number in CR Number

Contact Information:

- Email Address
- Last Name
- Phone Number

Business Classifications:

- Select Other Education from business classification

Products and Services:

- Create and select Default (0000) Product and Services

Banking Details:

- Add the bank detail

Supplier Profile Attributes:

- Ignore this portion

Attachments:

Type here to search

11:03 AM 10/13/2019

You will also found the Freelancer Registration Guide Link to download the **Registration Manual (PDF format)**

Mail - I SUPPLIER - Outlook - Internet Explorer

Reply all Delete Junk Block ...

**FYI: Supplier Registration Guide**

- Phone Number

Business Classifications:

- Select Other Education from business classification

Products and Services:

- Create and select Default (0000) Product and Services

Banking Details:

- Add the bank detail

Supplier Profile Attributes:

- Ignore this portion

Attachments:

- ID Card/Passport copy

Please go through the Help Document Once [Supplier Registration Guide](#).

For any Assistance kindly contact Mr. Mahmood AlBusaidi, Email id: Mahmood.AlBusaidi@Holding.nama.om, Contact Number: +968-92882568

Type here to search

11:06 AM 10/13/2019

**Standard Ref:** ISO 9001:2015 Quality Management System

**Document Title:** Freelancer Supplier Registration

**Document No:** NSS/DE-SLM/SOP/ML/SLMU-001

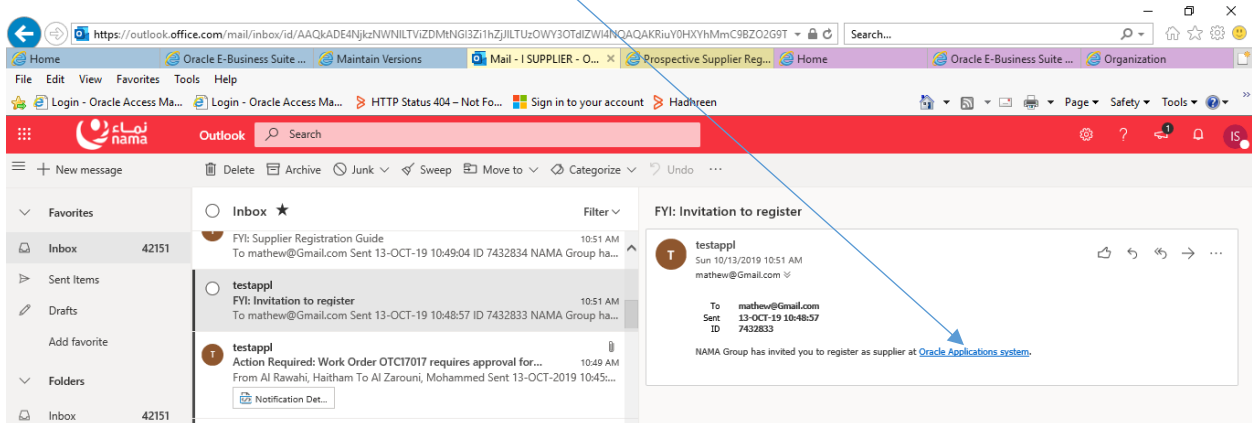
**Revision No:** 1.0

**Effective Date:**

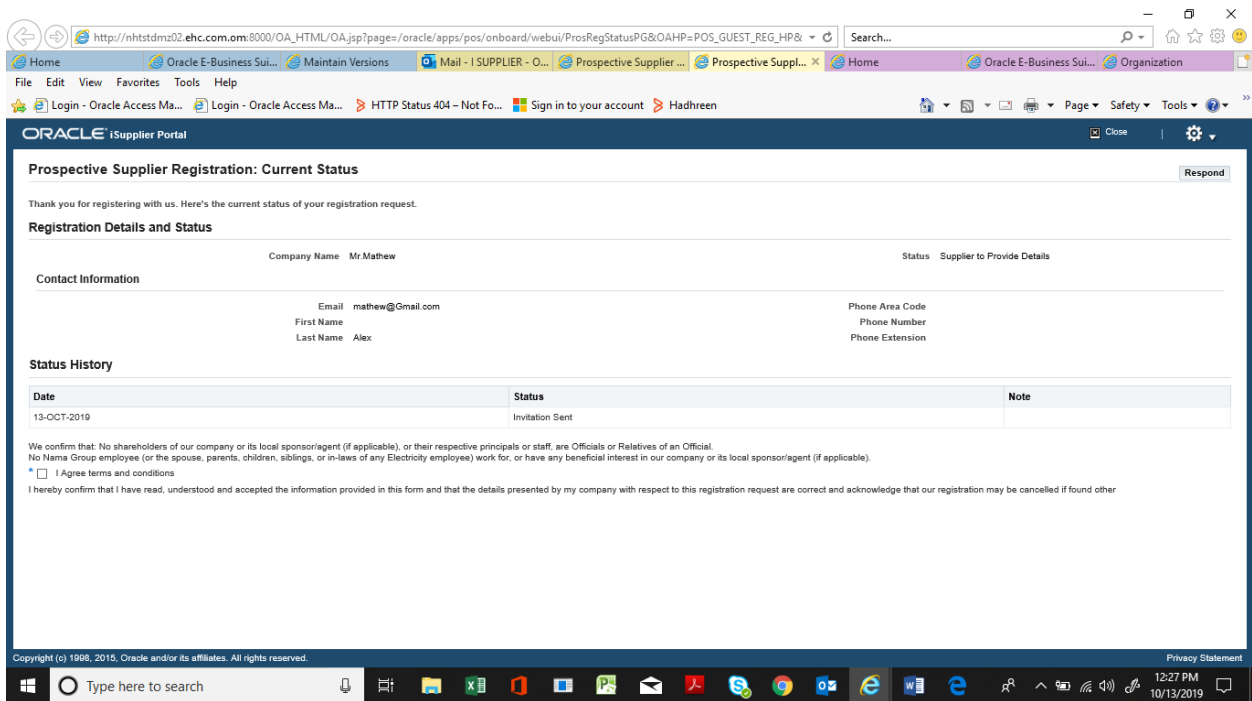
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## Invitation to Register:

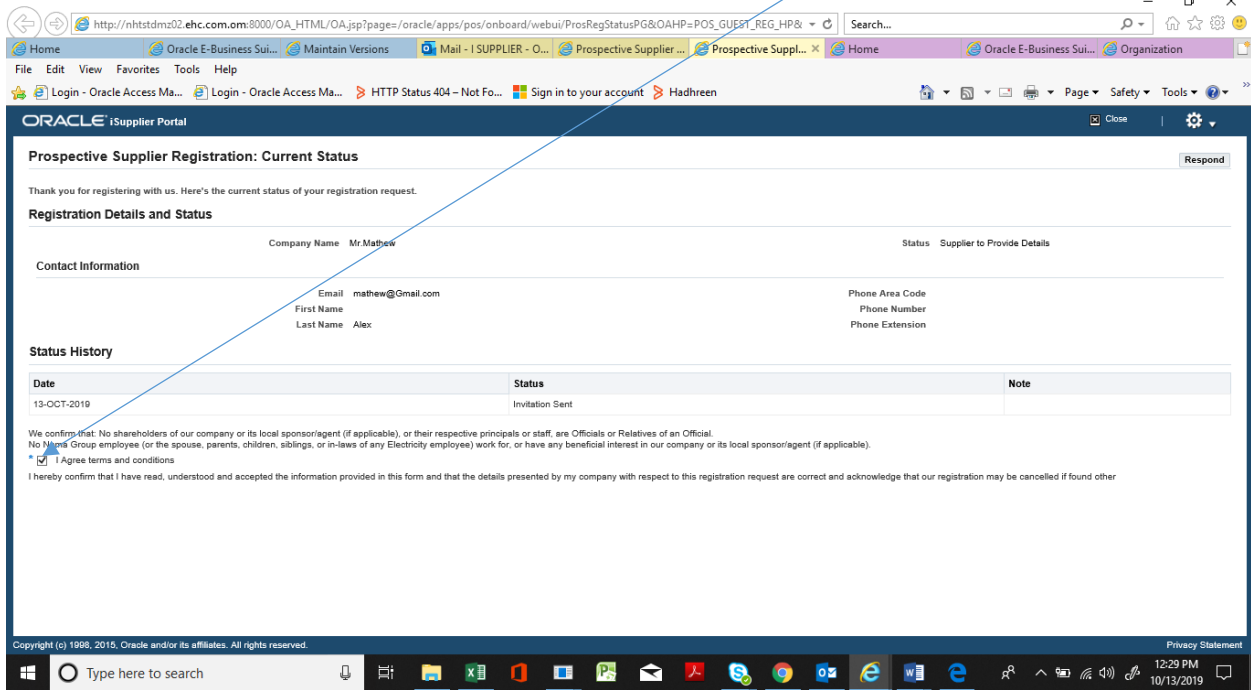
You will open the **Invitation to Register** email and will find a link to open the Oracle I-Supplier portal to accept the invitation. Click on **Oracle Application System**.



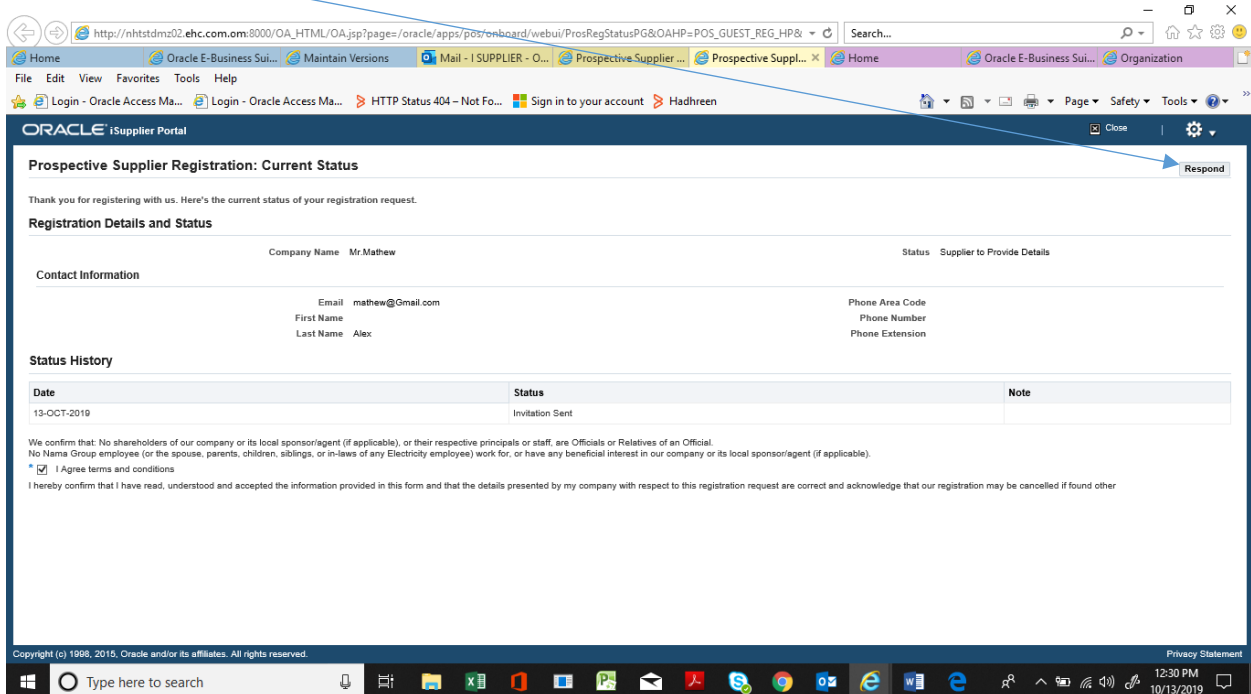
Oracle I-Supplier Portal Page will open.



Read the term, condition, and enabled the check with "I Agree terms and conditions"



Click on Respond to process for registration.



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Provide the Passport or ID card Number in **CR Number** filed and **Phone Number**.

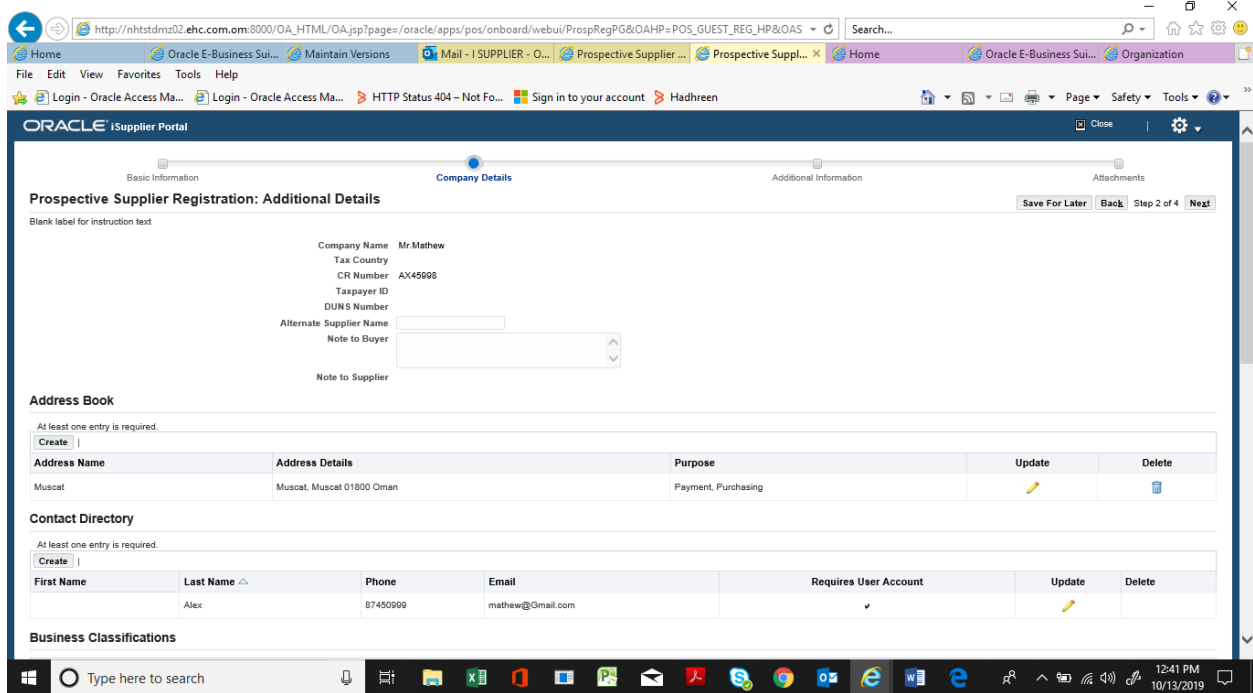
The screenshot shows the Oracle iSupplier Portal registration form. The browser address bar displays the URL: [http://nhtstdms02.ehc.com:8000/OA\\_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProsRegPG&OAH=POS\\_GUEST\\_REG\\_HP&OAS](http://nhtstdms02.ehc.com:8000/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProsRegPG&OAH=POS_GUEST_REG_HP&OAS). The page title is "Prospective Supplier Registration" and it is "Step 1 of 4". The form is divided into sections: "Company Details" and "Contact Information". In the "Company Details" section, the "CR Number" field contains "AX45998" and the "Phone Number" field contains "87450999". Blue arrows point from the text above to these two fields. The "Next" button is visible in the top right corner of the form area.

Click on Next to Move to Next Step

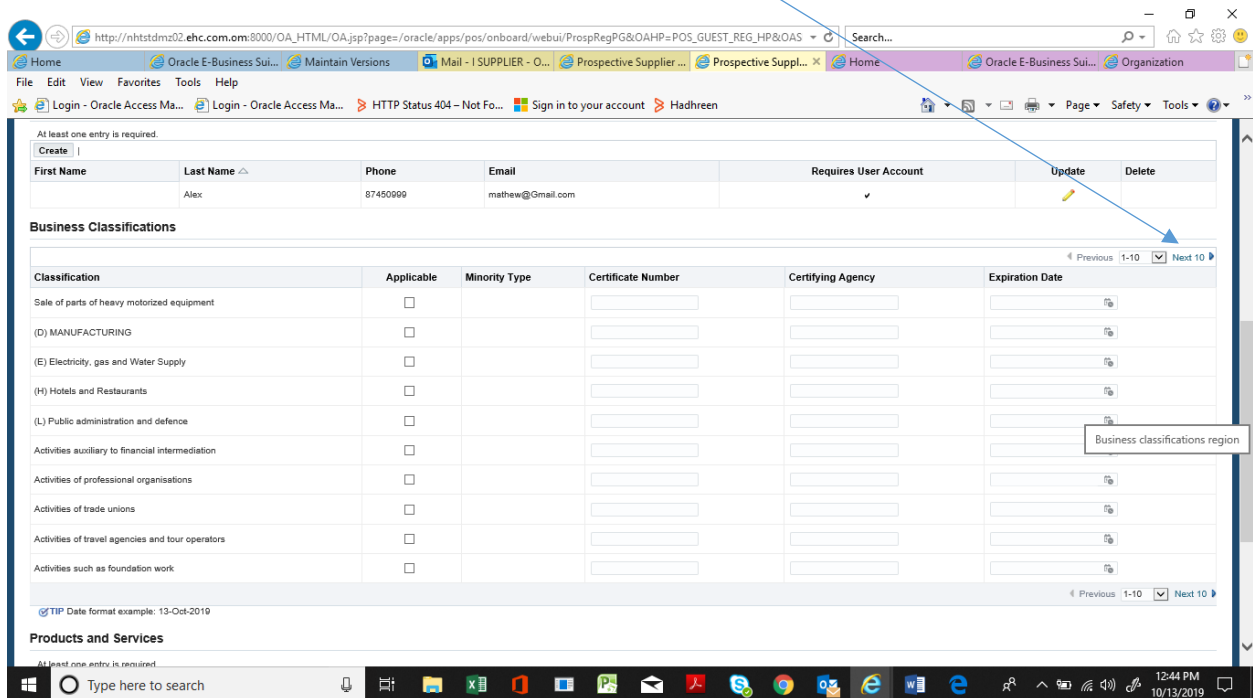
This screenshot is identical to the one above, showing the Oracle iSupplier Portal registration form. The browser address bar and page title are the same. The form fields for "CR Number" and "Phone Number" are filled with "AX45998" and "87450999" respectively. A blue arrow points from the text above to the "Next" button in the top right corner of the form area.

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From Prospective Supplier Registration: Additional Details page, add the Business Classification as Freelancer.



Scroll down to Business Classification Category and click on **Next** until Freelancer





Select the Freelancer

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
	Alex	87450999	mathew@gmail.com	✓		

**Business Classifications**

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Extra territorial organization and bodies	<input type="checkbox"/>				
Financial consultancy services	<input type="checkbox"/>				
Financial holding companies	<input type="checkbox"/>				
Financial leasing	<input type="checkbox"/>				
Freelancer	<input checked="" type="checkbox"/>				
Freight transport by land	<input type="checkbox"/>				
Fuel	<input type="checkbox"/>				
Furniture	<input type="checkbox"/>				
GROCERIES	<input type="checkbox"/>				
Garden installation and maintenance, landscape planning and design activities.	<input type="checkbox"/>				

TIP Date format example: 13-Oct-2019

Scroll down to Product and Service and click on **Create**.

At least one entry is required.

Code	Products and Services	Delete
No results found.		

**Products and Services**

At least one entry is required.

**Create** Products and services request region

**Banking Details**

At least one entry is required.

**Create**

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Select Default and click on Apply.

The screenshot shows the Oracle iSupplier Portal interface. The main heading is "Add Products and Services : (Mr.Mathew)". Below this, there are two radio buttons: "Browse All Products & Services" (selected) and "Search for Specific Code and Product". A table lists various product categories with columns for "Code", "Products and Services", "View Sub-Categories", and "Applicable". The first row, "0000 DEFAULT", has a checked checkbox in the "Applicable" column. A blue arrow points from the text "Select Default and click on Apply." to the "Apply" button in the top right corner of the table area.

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

Scroll down and move to Banking Detail, click on Create

The screenshot shows the "Banking Details" section of the Oracle iSupplier Portal. It includes a list of categories with checkboxes, a "Products and Services" table, and a "Banking Details" table. The "Create" button in the "Banking Details" section is highlighted with a blue arrow pointing from the text "Scroll down and move to Banking Detail, click on Create".

Code	Products and Services	Delete
0000	DEFAULT	

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Select the Bank Country and provide below detail.

Bank Name: (Check the list if Bank Name is available in existing list, then select from List of Value)

Name: (Check the list if Bank Name is available in existing list, then select from List of Value)

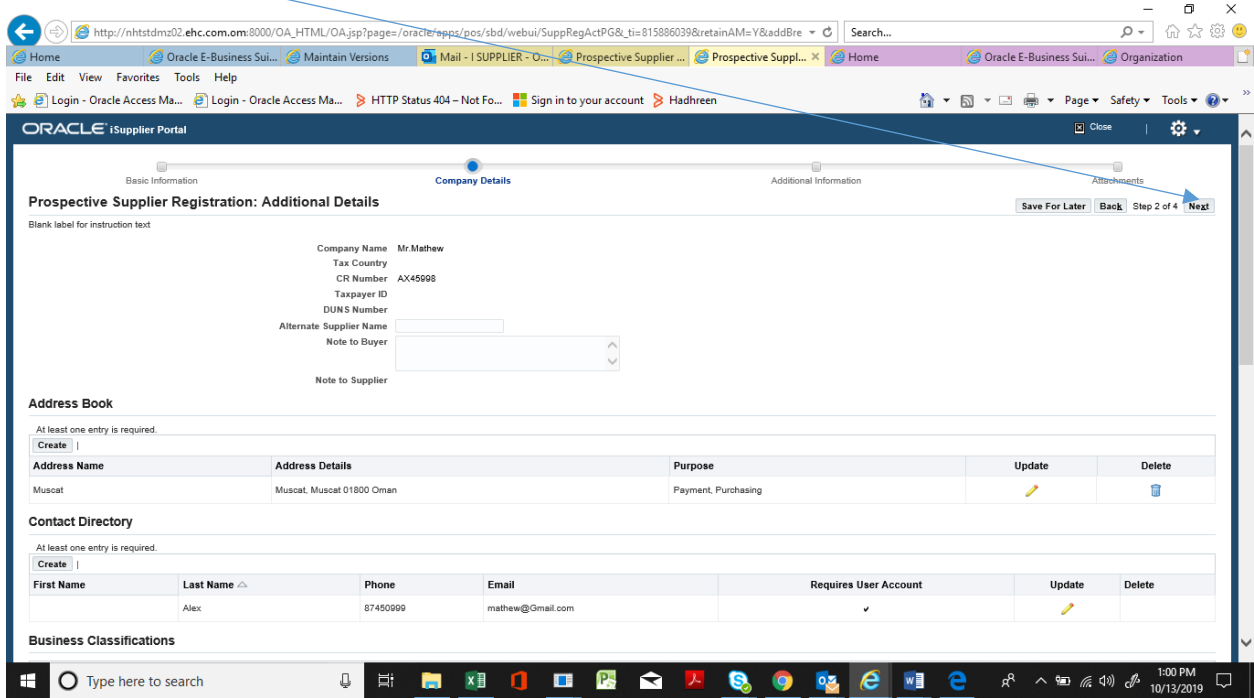
Account Name:

Account Number:

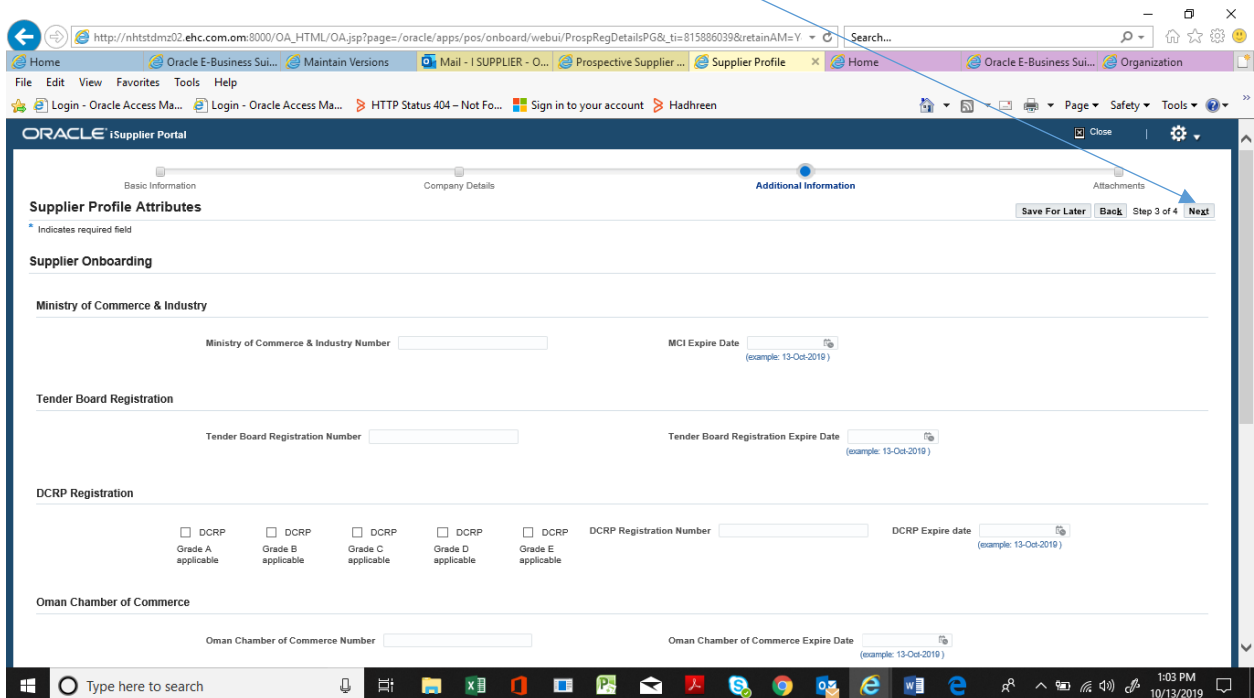
IBAN:

Click on Apply to save the Bank Detail.

Click on Next to Move to the Next Portion

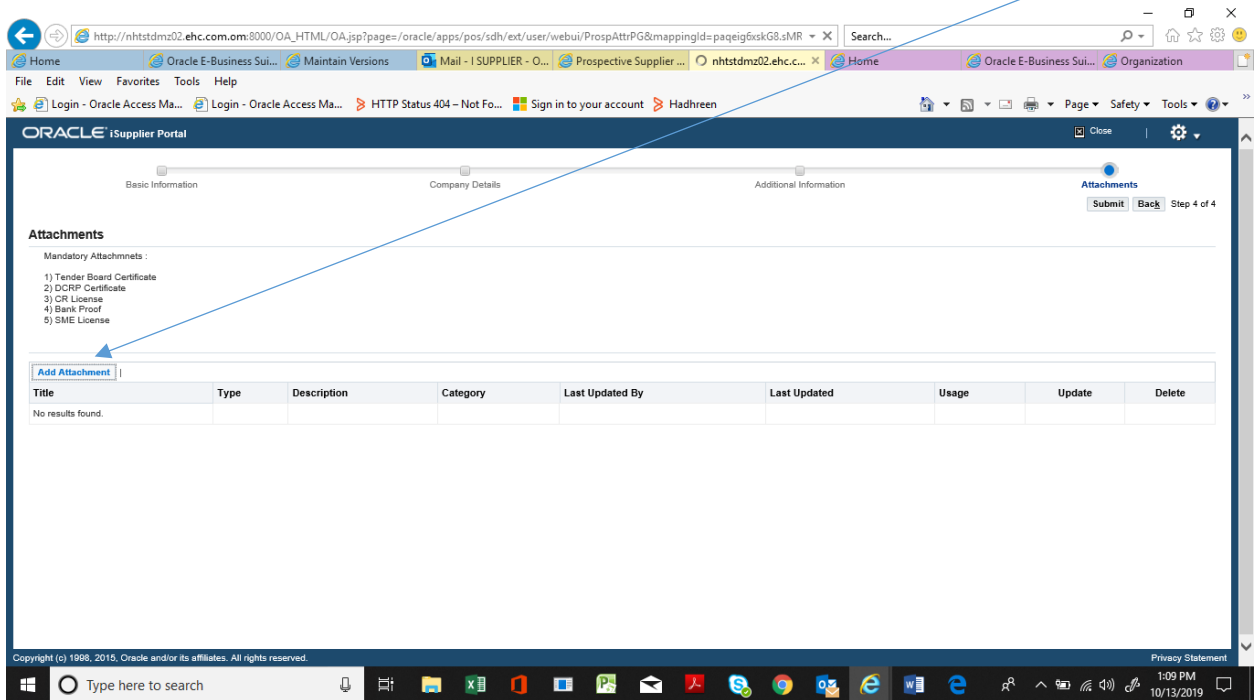


As a Free Lancer, You will **Ignore This Step**. Click on Next to final Step.

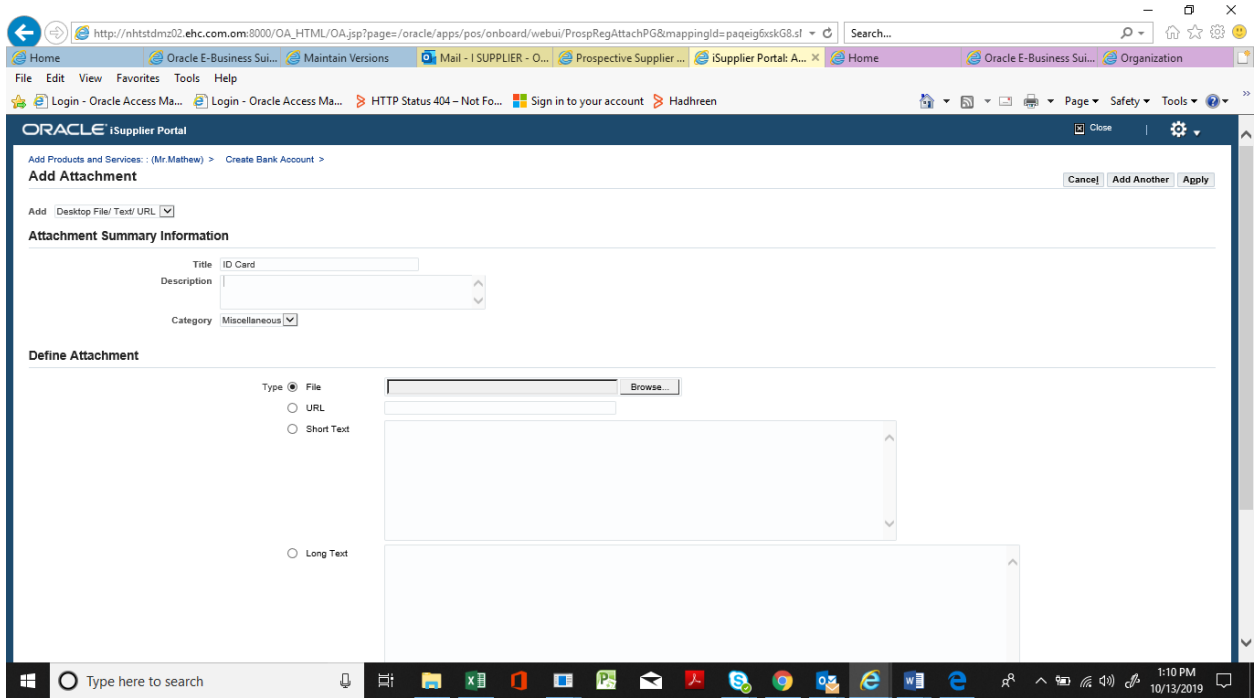


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On final Step, Freelancer will attached the Passport/ID Card soft copy and Bank Proof. Click on Attached to upload the soft copy.

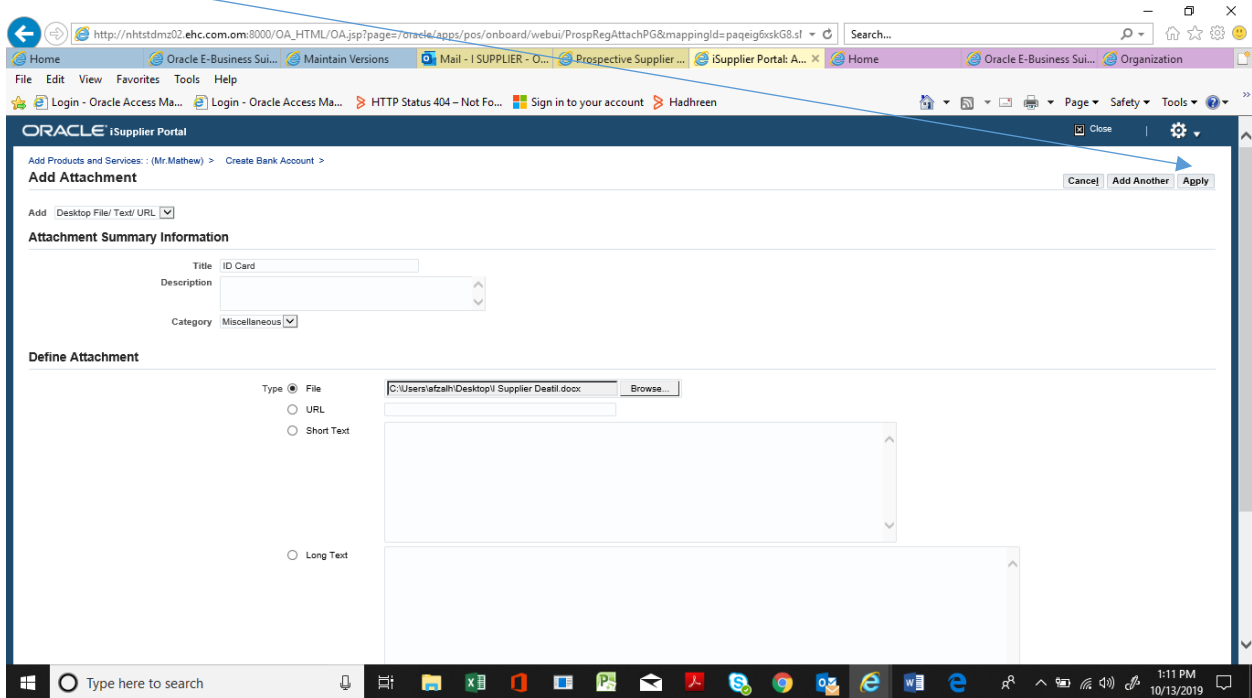


Provide the Title of document to attached and Browse the document form your computer.

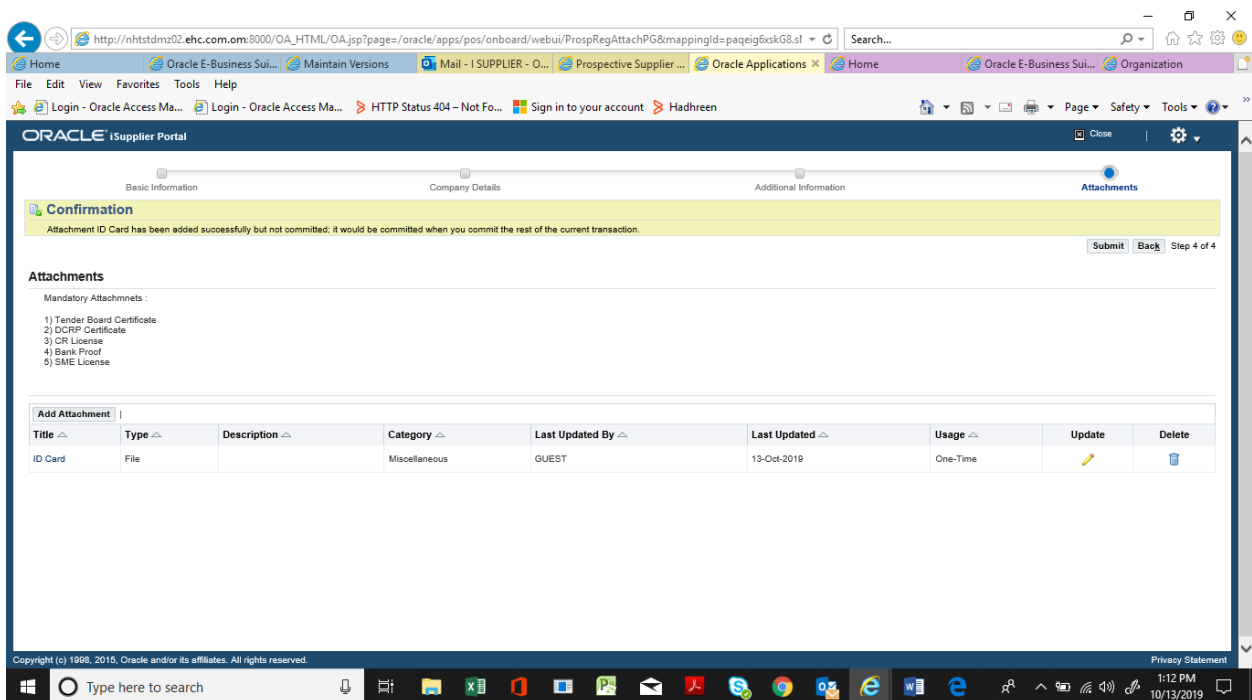


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Click on Apply to attached the document.

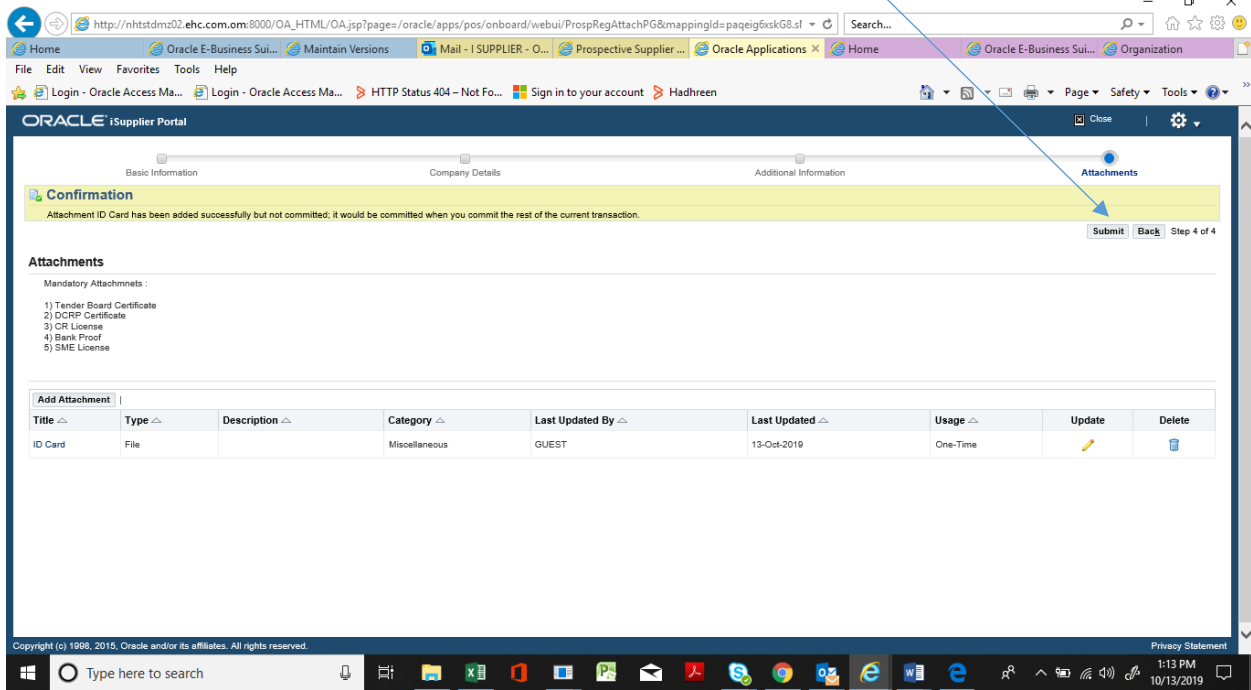


Once both the document will attached

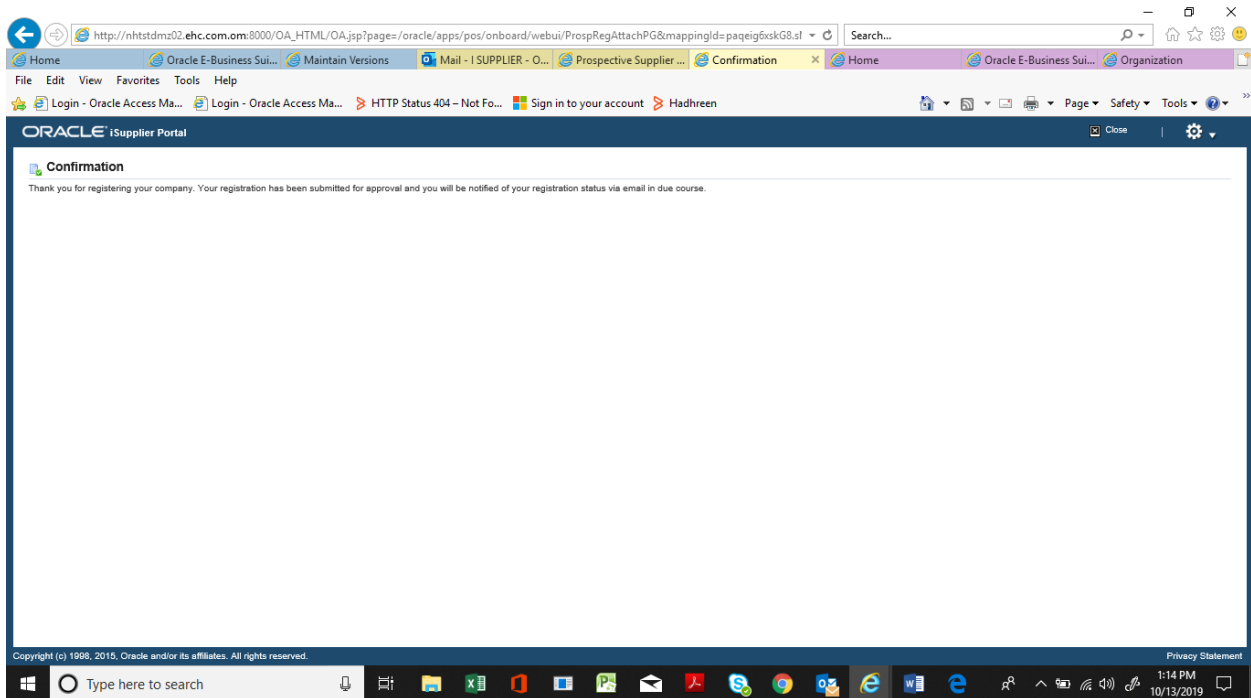


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You will finally submit your registration for approval by clicking on Submit button.



You will received a confirmation message of successful submission.



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