



**Oracle Enterprise Resource Planning  
(ERP)  
SUPPLIER REGISTRATION USER GUIDE**



**A PIF COMPANY**

# Supplier Register

## SUPPLIER REGISTRATIONS THROU FMTECH LINK



- 1
- 2
- 3
- 4
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- 7

Company Details    Contacts    Addresses    Bank Accounts    Products and Questionnaire Services    Review

### Register Supplier: Company Details

Back    Next    Save for Later    Register    Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

Supplier Type

Corporate Web Site

\* Attachments  →  
Attach the required documents.

D-U-N-S Number

Tax Country  →

Taxpayer ID  →

Tax Registration Number  →

Note to Approver

### Additional Information

\* Commercial registration and relevant business licenses Number

\* Commercial registration licenses Expire Date

\* Certificate of Chamber of Commerce Membership Number

\* Certificate of Chamber of Commerce Membership Expire Date

\* Certificate of General Organization for Social Insurance Number

\* Certificate of General Organization for Social Insurance Expire Date

\* Saudization Certificate Number

\* Saudization Certificate Expire Date

\* Zakat and Tax Certificate Number

\* Zakat and Tax Certificate Expire Date

Contractors Classification Certificate issue from Contracto Number if applicable

Contractors Classification Certificate issued from Expire Date If Applicable

Saudi Contractors Authority Membership Certificate Number if Applicable

Saudi Contractors Authority Membership Certificate Expire Date If Applicable

Local Content compliance certificate base line certificate Number if applicable

Local Content certificate Expire Date

Practice certificates according competence establishment Number if applicable

Practice certificates accord competence Expire Date If Applicable

Monshaat Certificate Number

Monshaat Certificate Expire Date

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name  →

\* Last Name  →

\* Email  →

\* Confirm Email  →

Step #	Process Name
1	Supplier Will Register Throw Registration Link send to supplier.
2	<p>First The supplier needs to enter the Data so that will let him approve the registration.</p> <p>Company: Supplier Name.</p> <p>Tax Organization Type: The Tax based on this type so you should choose “Corporation”</p> <p>Supplier Type: The Supplier will select the type.</p> <p>Attachments: Suppliers will add all attachments required.</p> <p>Tax Country: Here is a mandatory Field that the supplier should specify the country that will calculate the tax based on it.</p> <p>Taxpayer ID: Enter the Appropriate data.</p> <p>Tax Registration Number: Enter the Appropriate data.</p>
3	Under the Additional Information fill the all mandatory Fields like Commercial registration and relevant business licenses Number / Commercial registration licenses Expire Date / Certificate of Chamber of Commerce Membership Number / Certificate of Chamber of Commerce Membership Expire Date Etc.....
4	Contact Information: Enter the Supplier contact First and Last Name Also his Email
5	Click on Next

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Company Details **Contacts** Addresses Bank Accounts Products and Questionnaire Services Review

Register Supplier: Contacts

Enter at least one contact.

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

Salutation	Name	First Name	Middle Name	Last Name	Job Title	Email	Phone	* Mobile	Fax	Administrative Contact	Request User Account	Edit
	Gouda, Mohamed	Mohamed		Gouda		Mohamed.Gouda@sama...				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

EDIT CONTACT: MOHAMED GOUDA

Salutation:

\* First Name:

Middle Name:

\* Last Name:

Job Title:

Administrative contact

\* Phone: 966 222 222 222

Mobile:

Fax:

\* Email:

User Account

Request user account

Roles

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include ...

OK Cancel

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Company Details **Contacts** Addresses Bank Accounts Products and Questionnaire Services Review

Register Supplier: Contacts

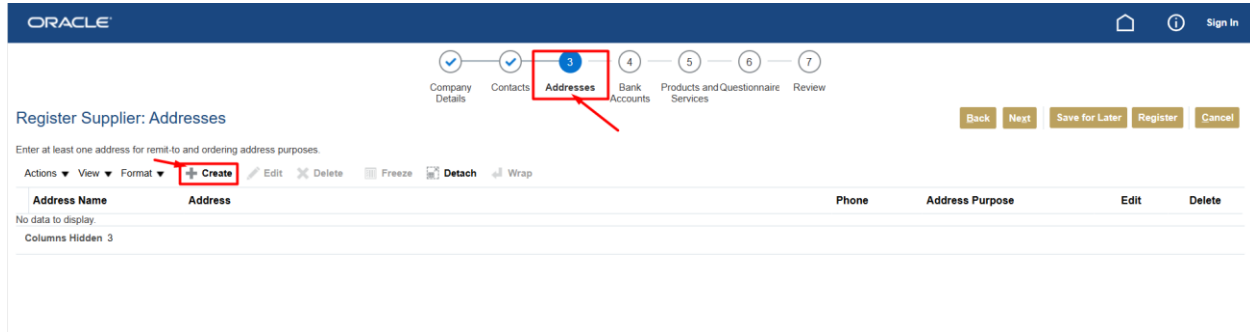
Enter at least one contact.

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

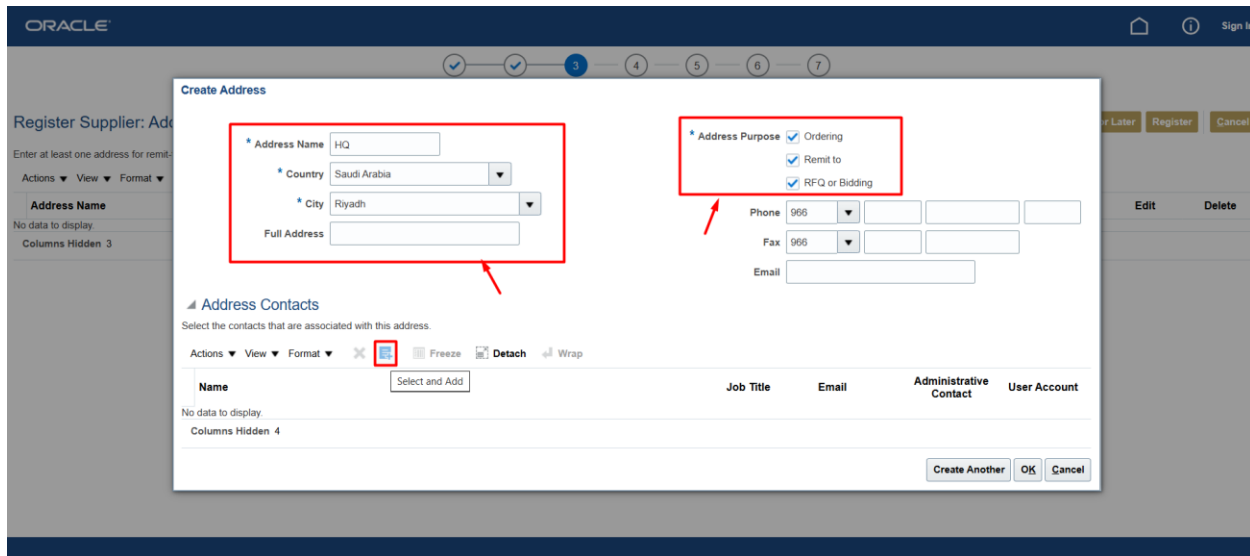
Salutation	Name	First Name	Middle Name	Last Name	Job Title	Email	Phone	* Mobile	Fax	Administrative Contact	Request User Account	Edit
	Gouda, Mohamed	Mohamed		Gouda		Mohamed.Gouda@sama...	+966 (222)222 x...			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

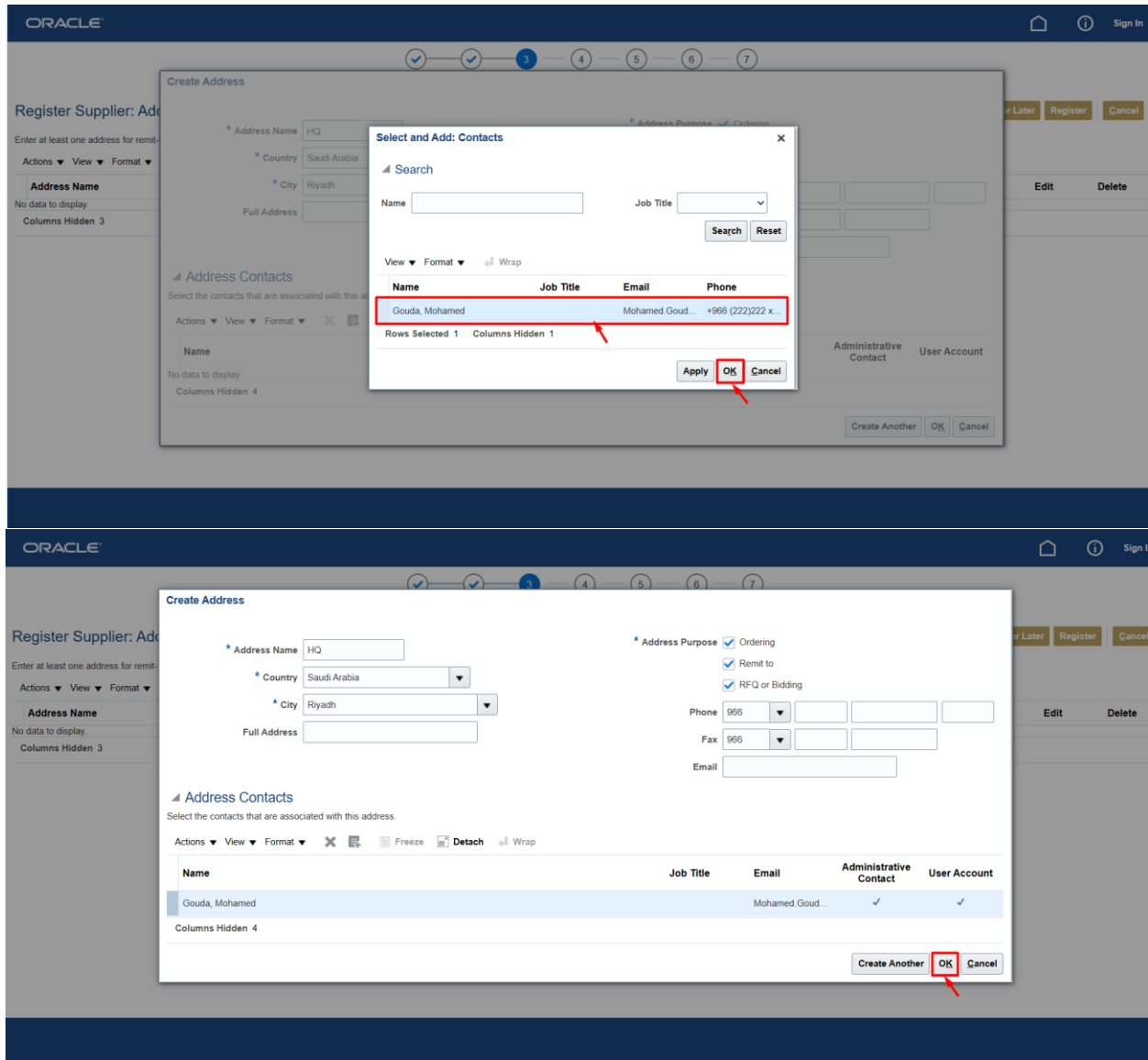
Back **Next** Save for Later Register Cancel

Step #	Process Name
1	You will find the Contact Details you entered in the company details. You can edit by clicking on edit to add your phone number or mobile number click on OK
2	Click on Next



Step #	Process Name
1	Click on Create to create a new address





Step #	Process Name
1	Enter the Address Details
2	Address Purpose: What do you need to do with this address is it will be applicable for example with RFQ, the types of Address Purposes are. Ordering: Create Purchase Order with it Remit to: Will be able to pay to the supplier. RFQ or Bidding: It means that supplier will be available for bidding to choose him and let him response on the Bid
3	Under Address Contacts click on select and Add to like the Contact details to this address select the contact then click on Ok
4	Click on OK

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Company Details | Contacts | **Addresses** | Bank Accounts | Products and Questionnaire Services | Review

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

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

Address Name	Address	Phone	Address Purpose	Edit	Delete
HQ	Riyadh		Ordering, Remit to, RFQ or Bidding		

Columns Hidden 3

Step #	Process Name
5	You will find the address has been added successfully
6	Click on Next

ORACLE

Company Details | Contacts | Addresses | **Bank Accounts** | Products and Questionnaire Services | Review

Register Supplier: Bank Accounts

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

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

Columns Hidden 8

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Register Supplier: Bank Accounts

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

**Create Bank Account**

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

\* Country: Saudi Arabia

Bank:

Branch:

Account Number:

IBAN:

Currency:

**Additional Information**

Account Name:  Agency Location Code:

Alternate Account Name:  Account Type:

Account Suffix:  Description:

Check Digits:

**Comments**

Note to Approver:

Create Another **OK** Cancel

ORACLE

Company Details | Contacts | Addresses | **Bank Accounts** | Products and Questionnaire Services | Review

Register Supplier: Bank Accounts

Back | **Next** | Save for Later | Register | Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
	XXXXXXXXXXXXXXXX...				

Columns Hidden 8

Step #	Process Name
1	Click on Create to create a new Bank Accounts
2	Enter the all Bank Accounts Details
3	Click on Ok.
4	Click on Next



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Company Details | Contacts | Addresses | Bank Accounts | **Products and Services** | Questionnaire | Review

Register Supplier: Products and Services

Back | Next | Save for Later | Register | Cancel

Actions | View | Format | **Select and Add** | Remove | Freeze | Detach | Wrap

Category Name	Description	Remove
No data to display.		

Register Supplier: Products and Services

Enter at least one products and services category

Company Details | Contacts | Addresses | Bank Accounts | **Products and Services** | Questionnaire | Review

Select and Add: Products and Services

Search

Category Name:  Description:

Search | Reset

View | Format | Freeze | Detach | Wrap

Select	Category Name	Description
<input type="checkbox"/>	FMTECH_PRODUCTS_AND_SERVICES_CATEGORY_HIERARCHY	FMTECH_PRODUCTS_AND_SERVICES_CATEGORY_HIERARCHY

Columns Hidden 1

Apply | OK | Cancel

Register Supplier: Products and Services

Company Details | Contacts | Addresses | Bank Accounts | **Products and Services** | Questionnaire | Review

Select and Add: Products and Services

Search

Category Name:  Description:

Search Reset

View Format Freeze Detach

Select	Category Name	Description
<input type="checkbox"/>	FMTECH_PRODUCTS_AND_SERVICES_CATEGORY_HIERARCHY	FMTECH_PRODUCTS_AND_SERVICES_CATEGORY_HIERARCHY
<input checked="" type="checkbox"/>	Acquisition Consultant Fees	
<input checked="" type="checkbox"/>	Advertising, Publications & Brochures	Advertising, Publications & Brochures
<input type="checkbox"/>	Air Ticket - International	
<input type="checkbox"/>	Air Ticket - local	
<input type="checkbox"/>	Audit Fees	
<input type="checkbox"/>	Bank Charges	
<input type="checkbox"/>	Bank Charges	
<input type="checkbox"/>	BDC's Contribution to GOSI	
<input type="checkbox"/>	BOD / Sub-Committees Meetings Costs	
<input type="checkbox"/>	BOD / Sub-Committees Travel Allowances	

Apply OK Cancel

ORACLE

Company Details | Contacts | Addresses | Bank Accounts | **Products and Services** | Questionnaire | Review

Register Supplier: Products and Services

Back Next Save for Later Register Cancel

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
FM_PRODUCTS_AND_SERVICES_CATEGORY > Acquisition Consultant Fees		X
FM_PRODUCTS_AND_SERVICES_CATEGORY > Advertising, Publications & Brochures	Advertising, Publications & Brochures	X

ORACLE

Company Details | Contacts | Addresses | Bank Accounts | **Products and Services** | Questionnaire | Review

Register Supplier: Products and Services

Back Next Save for Later Register Cancel

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
FM_PRODUCTS_AND_SERVICES_CATEGORY > Acquisition Consultant Fees		X
FM_PRODUCTS_AND_SERVICES_CATEGORY > Advertising, Publications & Brochures	Advertising, Publications & Brochures	X

Step #	Process Name
1	In the Product and services TAB Click on Select and Add to add your category
	Expand the FMTECH_PRODUCTS_AND_SERVICES_CATEGORY_HIERARCHY
2	Select the Category
3	Click on Ok.
4	Click on Next

**Section**

1. FMTECH QUALIFICATION AREA

**Questions**

FMTECH QUALIFICATION AREA. (Section 1 of 1)

\* 1. A letter stating the authorized signatories attested Electronically from Chamber of Commerce  
 خطاب يوضح الأشخاص المعرفين بالتوقيع إلكترونياً من الغرفة التجارية  
 a. YES  
 b. NO  
 Comments

\* 2. A list of all direct and indirect individual shareholders - قائمة بجميع المساهمين  
 الأفراد المباشرين وغير المباشرين  
 a. YES  
 b. NO  
 Comments

- \*3. Articles of Association or Bylaws - النظام الأساسي للشركة أو الترابح الداخلية
- a. YES
- b. NO
- Comments
- \*4. Kindly download the **FMTECH NDA** form and sign it then re-uploaded aging.  
Attachments: FMTECH - Mutual Non-Disclosure
- a. Signed FMTECH NDA Form.
- Comments
- \*5. Formal letter issued by Bank, stating the Bank Account details and the account name must be the same as the name in CR.  
خطاب رسمي صادر عن البنك، يوضح تفاصيل الحساب البنكي ويجب أن يكون اسم الحساب مطابق للاسم في السجل التجاري
- a. YES
- b. NO
- Comments
- \*6. License of Saudi Arabian General Investment Authority  
كتاب الترخيص الصادر عن الشركة الأم إن كان المورد المحلي ممثلاً أو وكيلًا أو مورداً للشركة الأصلية
- a. YES
- b. NO
- Comments
- \*7. National Address Proof - خطاب العنوان الوطني
- a. YES
- b. NO
- Comments
- \*8. Partnership letter issued from the Principal Company if the local vendor is a representative, agent, or distributor for the Principal Company.  
كتاب الترخيص الصادر عن الشركة الأم إن كان المورد المحلي ممثلاً أو وكيلًا أو مورداً للشركة الأصلية
- a. YES
- b. NO
- Comments
- \*9. Kindly download the **Financial Information** (Please attach a certified copy of recent balance sheet) Form and sign it then re-uploaded aging.  
Attachments: Section 1 Financial Information Form
- a. Signed FMTECH Section 1 Financial Information Form.
- Comments
- \*10. Kindly download the **Technical Capability and Information on Goods Services Offered** Form and sign it then re-uploaded aging.  
Attachments: Section 2 Technical Capability and Information on Goods Services Offered Form
- a. Signed FMTECH Technical Capability and Information on Goods Services Offered Form.
- Comments
- \*11. Kindly download the **FMTECH Experience** Form and sign it then re-uploaded aging.  
Attachments: Section 3 Experience Form.docx
- a. Signed FMTECH Experience Form.
- Comments
- \*12. Kindly download the **FMTECH Quality Management System** Form and sign it then re-uploaded aging.  
Attachments: Section 4 Quality Management System Form
- a. Signed FMTECH Quality Management System Form.
- Comments

- \* 13. Kindly download the **FMTECH Health and Safety Form** and sign it then re-uploaded aging.  
**Attachments** Section 5 Health and Safety Form  
 a. Signed FMTECH Health and Safety Form.  
**Comments**
- \* 14. Kindly download the **FMTECH Environment and Sustainability Form** and sign it then re-uploaded aging.  
**Attachments** Section 5 Environment and Sustainability Form  
 a. Signed FMTECH Environment and Sustainability Form.  
**Comments**
- \* 15. Kindly download the **FMTECH Use of Subcontractors Form** and sign it then re-uploaded aging.  
**Attachments** Section 7 Use of Subcontractors Form  
 a. Signed FMTECH Use of Subcontractors Form.  
**Comments**
- \* 16. Kindly download the **FMTECH Other Form** and sign it then re-uploaded aging.  
**Attachments** Section 8 Other Form.docx  
 a. Signed FMTECH Other Form.  
**Comments**
- \* 16. Kindly download the **FMTECH Other Form** and sign it then re-uploaded aging.  
**Attachments** Section 8 Other Form.docx  
 a. Signed FMTECH Other Form.  
**Comments**
- \* 17. VAT Registration Certificate - شهادة التسجيل في ضريبة القيمة المضافة  
 a. YES  
 b. NO  
**Comments**
- \* 18. Do you have a VAT certificate? Please attached the certificate if yes.  
 a. YES  
 b. NO  
**Comments**
- \* 19. Vendor's Profile, including brief of its Key partners & clients - ملف وصف المورد، مع ملخص عن أهم شركته وعملائه الرئيسيين  
 a. YES  
 b. NO  
**Comments**
- \* 19. Vendor's Profile, including brief of its Key partners & clients - ملف وصف المورد، مع ملخص عن أهم شركته وعملائه الرئيسيين  
 a. YES  
 b. NO  
**Comments**
- \* 20. Do you have a Zakat and Income Certificate? Please attach the certificate if the answer is yes.  
 a. YES  
 b. NO  
**Comments**

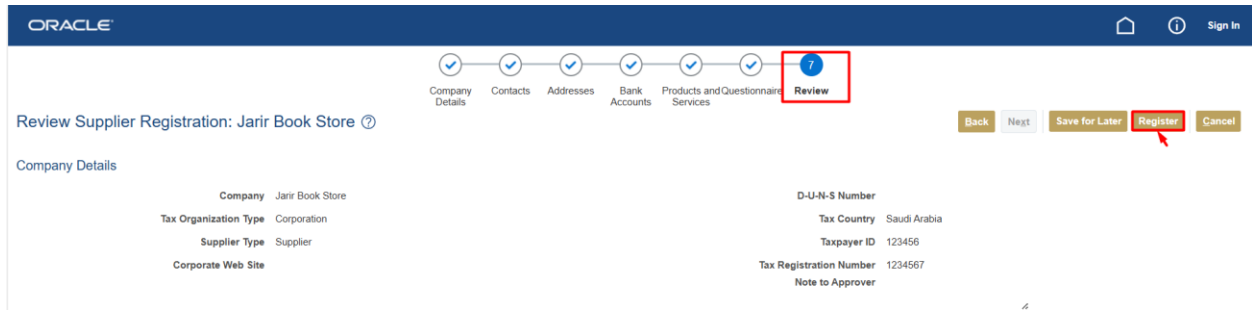
ORACLE Sign In

Company Details 
  Contacts 
  Addresses 
  Bank Accounts 
  Products and Services 
  **6 Questionnaire**
 Review

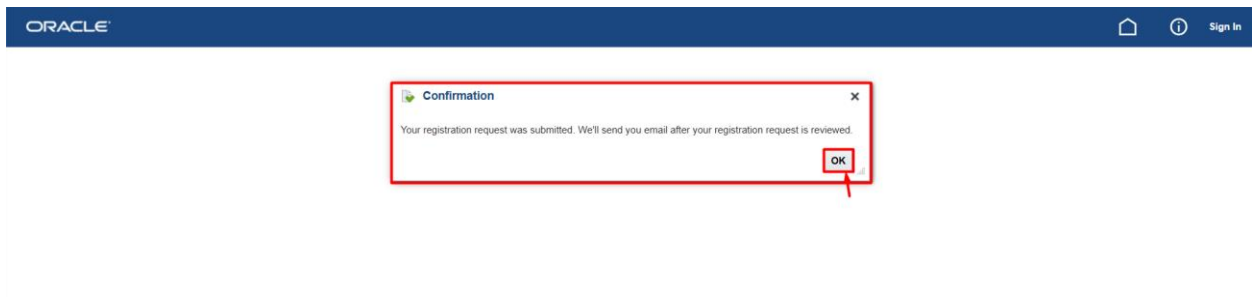
Register Supplier: Questionnaire

Attachments: None

Step #	Process Name
1	In the Questionnaire TAB Answer all the questions required.
2	Click on Next.



Step #	Process Name
1	Review the data and make sure that everything is entered right
2	Click on Register



**Subject:** Oracle Fusion Applications-Welcome E-Mail

Dear Mohamed Gouda,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

<https://fa-ewbz-test-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPasswo>

For any issues, contact your system administrator.

Thank You,  
Oracle Fusion Applications

Step #	Process Name
1	There is a confirmation registration message it means wait for the confirmation or approve from the user who has authority to approve your registration request click on Ok
2	After approve your request You will receive an email to inform you the Your Oracle Fusion Applications account has been successfully created click on the link to reset your password.