

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



#### Supplier Register

#### SUPPLIER REGISTRATIONS THROW FMTECH LINK

\* Last Name Ashour

\* Email Mohamed Ashour@samasystech.com

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Register Suppli	er: Company Details (?)							Back Next	Save for Later	Register	Cancel
Enter a value for at least of	ne of these fields: D-U-N-S Number, Taxpayer ID, o	or Tax Registration Number.									
	Company Janr Book Store						D-U-N-S Number				
	Tax Organization Type Corporation	¥					Tax Country	Saudi Arabia			
	Supplier Type Supplier	~					Taxpayer ID	123456789			
	Corporate Web Site					lax Reş	gistration Number	123456789			
	Attachments None	documents.					Note to Approver		4		
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Your Contact Info	ormation tion for communications regarding this registration. * First Name Mohamed			I	L					_	



مركز لللك عبدالله للالي: العقيق، مبني رقم 1.09، الدور الثالث، الرياض 13519 للملكة العربية السعودية س.ت رقم: 1010748501 | رأس للال للصرح به : 125,000,000 ر.س

Step #	Process Name
1	Supplier Will Register Throw Registration Link send to supplier.
2	<ul> <li>First The supplier needs to enter the Data so that will let him approve the registration.</li> <li>Company: Supplier Name.</li> <li>Tax Organization Type: The Tax based on this type so you should choose "Corporation"</li> <li>Supplier Type: The Supplier will select the type.</li> <li>Attachments: Suppliers will add all attachments required.</li> <li>Tax Country: Here is a mandatory Field that the supplier should specify the country that will calculate the tax based on it.</li> <li>Taxpayer ID: Enter the Appropriate data.</li> <li>Tax Registration Number: Enter the Appropriate data.</li> </ul>
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



# C) FMTECH

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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

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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





Company Contacts Addresses Bank Products and Questionnaire Review Details Services			
Register Supplier: Addresses Back Next	Save for Later	Register	Cancel
Enter at least one address for remit-to and ordering address purposes.			
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Step #	Process Name
5	You will find the address has been added successfully
6	Click on Next

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مركز لللك عبدالله للالي: العقيق، مبني رقم 1.09، الدور الثالث، الرياض 13519 للملكة العربية السعودية. س.ت رقم: 1010748501 | رأس اللال للصرح به : 125,000,000 ر.س



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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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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

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* 4.	Kindly download the FMTECH NDA form and sign it then re-uploaded aging.
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O b NO Comments	* 20.	Do you have a Zakat and Income Certificate? Please attach the certificate if the answer is yes.
		O b NO Comments



Attachments None

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



مركز لللك عبدالله للالي: العقيق، مبني رقم 1.09، الدور الثالث، الرياض 13519 للملكة العربية السعودية. س.ت رقم: 1010748501 | رأس للال للصرح به : 125,000,000 ر.س

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Tax Organization Type Corporation	Tax Country Saudi Arabia
Supplier Type Supplier	Taxpayer ID 123456
Corporate Web Site	Tax Registration Number 1234567
	Note to Approver
	A

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

#### ORACLE

Confin	nation			
Your registrat	ion request was submit	ted. We'll send you e	mail after your reg	istration request is reviewer
				OK

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/hcmUl/faces/ResetPasswo

For any issues, contact your system administrator.

Thank You, **Oracle Fusion Applications** 



🗋 🧻 Sign In

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.