SUPPLIER REGISTRATION

USER MANAUL

October 2025
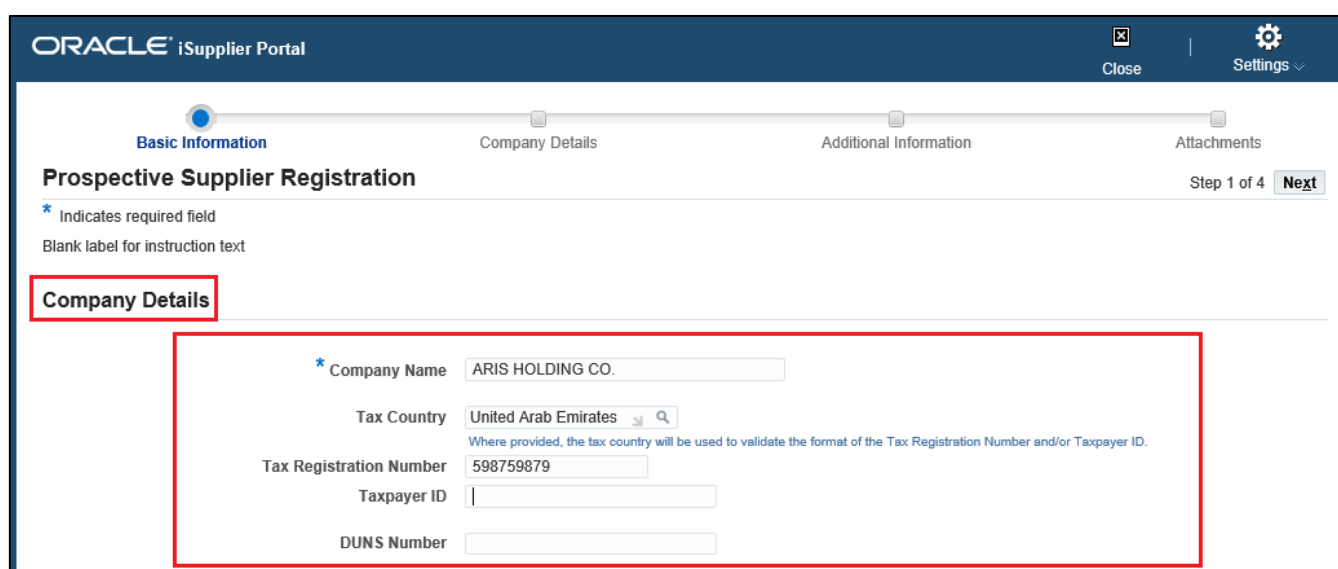
Contents

Fill the Company Details

Under Company Details Supplier is require filling:

- Company Name (Mandatory)
- Tax Registration Number or VAT Number (Mandatory)
- Tax Country (Non-Mandatory)
- Taxpayer id (non-mandatory)
- D-U-N-S Number – DUNS number details will be found under trade license or commercial license (non-mandatory)

*System has a restriction validation which will not allow you to skip "Tax Registration Number", "Taxpayer ID" or "DUNS Number".? You need to select any one out of these 3 fields which will allow you to move to the next step.

Provide Contact Information

Please ensure that accurate and complete contact information is provided. This data is used to automatically generate the supplier's contact directory and enable access to the iSupplier portal. Supplier to Provide details mandatorily:

- Email (We strongly encourage using a section or department email rather than a personal one. This ensures that all notifications related to POs, RFQs, and payments are properly received by the company)
- First Name
- Last Name
- Phone Number

- Click on "Next" to redirect to "Company Details" Page or step 2.

Create Address Book

Under Address Book, Supplier will fill the complete details about their current address. Please also do the below:

Click on "Create" under Address Book.

- **Address Name" will be used as a "Site Name".**
- **Check on "Purchasing Address" and "Payment Address" checkbox**
- **Uncheck "RFQ only Address" checkbox**

- **Click on "Apply" to create the Address Book.**

Contact Directory

Check Details of Automatically created Contact Directory

The system will automatically create a contact directory for the supplier as per details provided under "contact information" or step 1. This information will create a user account for the contact.

- Click on update to check relevant information about the contact information.
- Supplier can also fill other information provided in the update contact.
- After reviewing all the information, click on create User account for the contact with the purpose then "Apply".

Contact Purpose

- **Click on " ➕ " to create Contact Purpose.**
- **A drop list will show up choose the purpose of the contact needed**

Contact Purpose

➕ •••

Purpose

Administrative Contact ⌄
Administrative Contact
Banking Contact
Bill To
Buying Contact
Contact
Correspondence
Dunning
Intercompany Contact
Legal Contact
Loan Application
Loan Billing
Loan Servicing
Marketing
Receiving Contact
Ship To
Shipping Contact
Statement
Technical Contact

NOTE: supplier is required to create at least two contacts

1- **Administrative contract: for participating in RFQ and Updating profile (We strongly encourage using a section or department email rather than a personal one)**

2- **Bill To contact: for processing invoices and receives updates regarding invoices (We strongly encourage using a section or department email rather than a personal one)**

User Account

Create User Account for this Contact ☐

Create user account after choosing the contact purpose

**Please ensure that contact details on the portal are updated regularly.

Select "Product & Service" categories

Suppliers will find a list of product and service categories which supplier needs to select the appropriate product and service category which will help them in appearing under search result of RFQ and RFP.

- Click on "Create".

- Supplier will search for those categories for which their organization will try to provide services or items to ADFD.
- Supplier can select multiple "Product & Service categories".
- After selecting the category or multiple categories, supplier will click on "Apply".

Provide Banking Details

Supplier will create a new accounts detail by providing information related to "Account Number", "Account Name", "IBAN number". They have feasibility of selecting "Bank Name" from the search result. In case they didn't find the bank details then they can manually put the Bank name details.

- **Click on "Create".**

- Select the Country and make sure to check **"Account is used for foreign payments".**

- Search for your Bank and Branch name under "Existing Bank" option. In case supplier could not find the "Bank Name" then they will put the bank details in the "New Bank".

Existing Bank

- Click on Bank Name and Branch Name search option.

- Supplier can put a note to Buyer if they want to provide any additional information related to Banking details to the Buyer.

After reviewing all the information supplier will click on apply.

New Bank

In case supplier could not find their "Bank Name" and "Branch Name" under "Existing Bank" option then supplier can mention their Bank details under "New Bank".

- After mentioning the "New Bank" and "New Branch" details, supplier will provide the details of "Account Number" and "Account Name" and then click on Apply.

- There might be a possibility that Supplier is able to find "Bank Name" under "Existing Bank" but unable to find the "Branch Name", in that case supplier can put the details of a "Branch Name" under "New Branch" option.

Click on "Next" to redirect to Step 3 or "Additional Information" Page.

Trade License and Chamber of Commerce certificate

Fill the Trade License Number Details and Chamber of Commerce certificate Details

- Click on ⊞ icon to add the details for both Trade license number and chamber of commerce certificate.

Click on Next to redirected to Attachment page.

Add Attachment

The supplier is required to upload the following documents:

- Trade License Certificate
- Chamber of Commerce Certificate
- Power of Attorney - Authorized Signatory Passport Copy
- Copy of VAT Certificate
- Bank Information

All listed documents are required are mandatory - **Click on "** ➕ **". To add attachments**
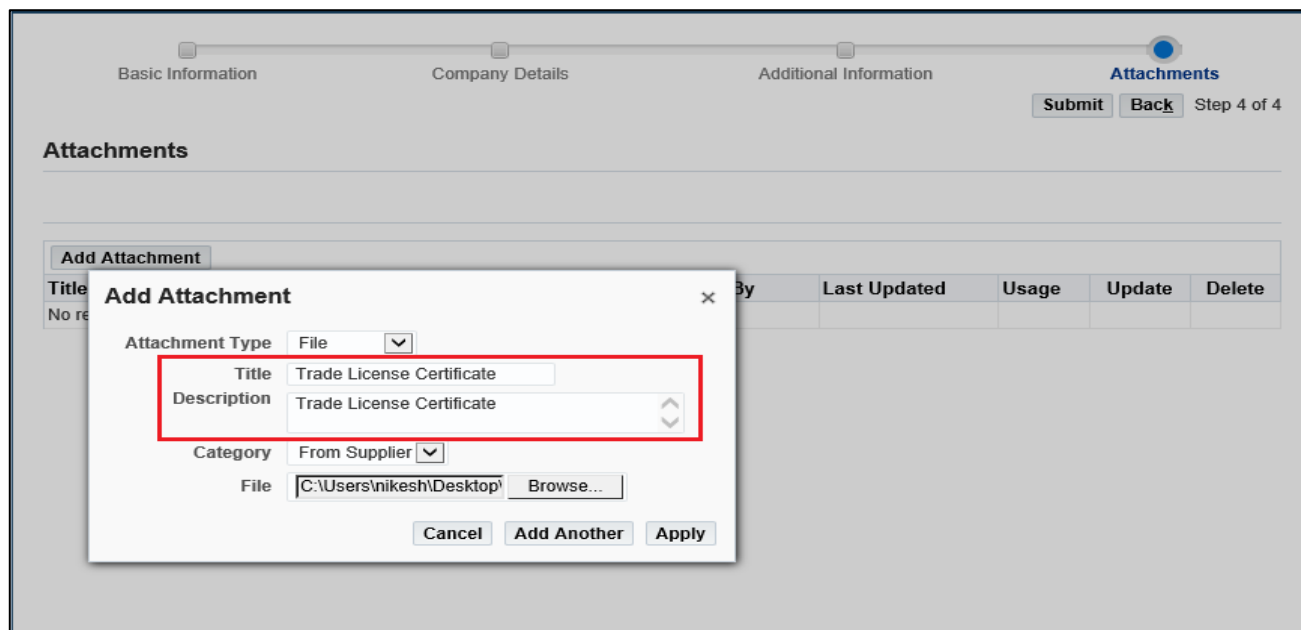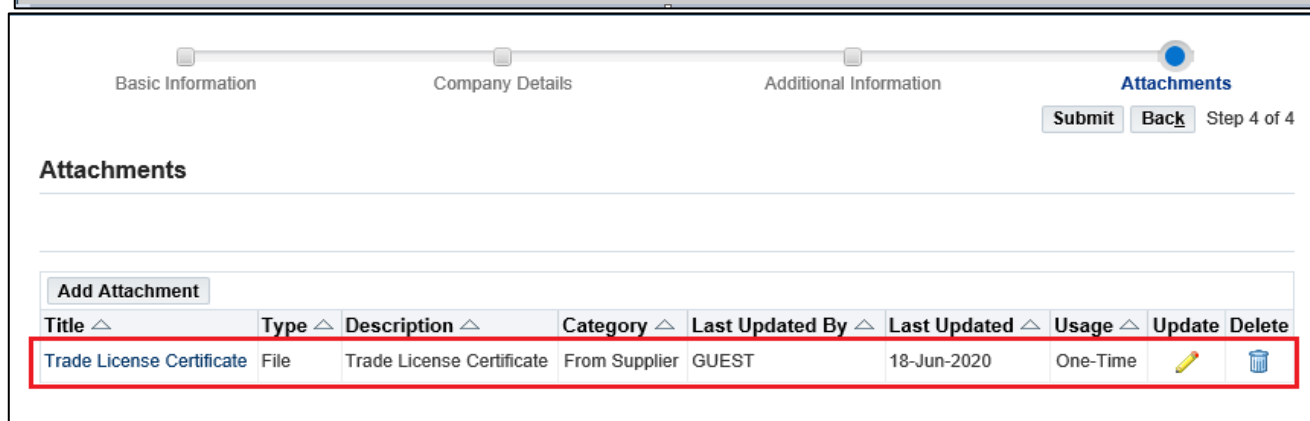
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Suppliers are required to provide a clear title and description for each uploaded certificate

- Supplier must select category as "From Supplier" for all the certificates.
- Supplier will browse the file or document which he/she wants to attach.
- **Once Files are added then click on "Apply".**