

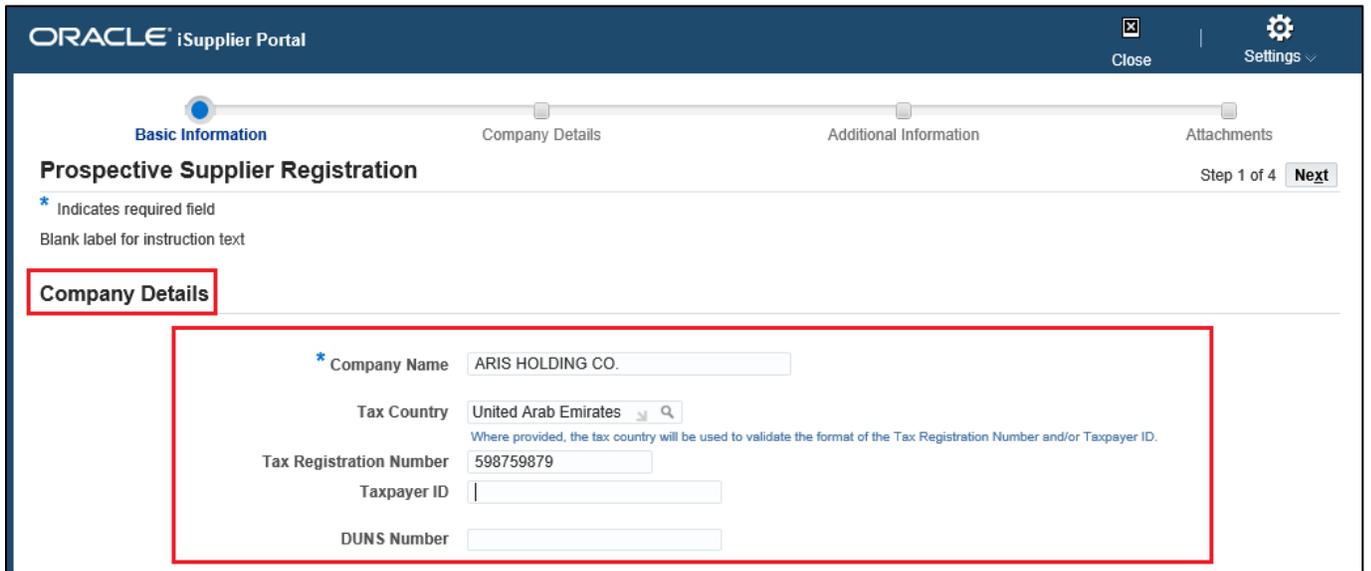


Supplier Registration User Manual

1. Fill the Company Details.

Under Company Details Supplier is require to fill –

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



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

* Company Name ARIS HOLDING CO.

Tax Country United Arab Emirates

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

Tax Registration Number 598759879

Taxpayer ID

DUNS Number

*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.

2. Provide Contact Information.

Make sure to provide the exact contact details as this information will automatically create a contact directory of the supplier and also creates isupplier portal access to supplier.

Supplier to Provide details like mandatorily like –

- Email
- First Name
- Last Name
- Phone Number

Contact Information
Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

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

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

* Company Name

Tax Country

Trade License Number

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

3. Create Address Book.

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

- Check or enable “Purchasing Address” and “Payment Address” checkbox
- Uncheck or disable “RFQ only Address” checkbox

Click on “Create” under Address Book.

Address Book

At least one entry is required.

Create |  

Address Name	Address Details	Purpose	Update	Delete
No results found.				

- Now fill the address details and make sure to check “Purchasing Address” and “Payment Address” and uncheck “RFQ Only Address”.
“*Address Name” will be used as a “Site Name”.

Create Address Cancel Apply

* Indicates required field

<p>* Address Name ARIS HOLDING DU</p> <p>Country United Arab Emirates</p> <p>* Address Line 1 101, AL FUZERA BUILD</p> <p>Address Line 2 RAHABI MAIN ROAD</p> <p>Address Line 3</p> <p>Address Line 4</p> <p>* City/Town/Locality DUBAI</p> <p>County</p> <p>State/Region</p> <p>Province</p> <p>* Postal Code 220609</p>	<p>Phone Area Code</p> <p>Phone Number +971-528787090</p> <p>Fax Area Code</p> <p>Fax Number</p> <p>Email Address ARIS.HOLDING@ARIS.COM</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p><input checked="" type="checkbox"/> Purchasing Address</p> <p><input checked="" type="checkbox"/> Payment Address</p> <p><input type="checkbox"/> RFQ Only Address</p> </div>
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- Click on “Apply” to create the Address Book.

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
ARIS HOLDING DU	101, FUZERA BUILDING, DUBAI 220609 United Arab Emirates	Payment, Purchasing		

4. 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 supplier.

Contact Directory

At least one entry is required.

Create 

First Name	Last Name 	Phone	Email	Requires User Account	Update	Delete
AHMED	KHAN	+971-528787090	ARIS.HOLDING@ARIS.COM	✓		

- 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 “Apply”.

Update Contact Cancel **Apply**

* Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

* Contact Email

URL

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Supplier User Account

Create User Account For The Contact

Addresses For the Contact



Address Name	Address Details	Remove
No results found.		

5. Select “Product & Service” categories.

Supplier will find a list of product and service categories out 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”.

Products and Services

At least one entry is required.

Create  

Code	Products and Services	Delete
No results found.		

- 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”.

Add Products and Services: : (ARIS HOLDING CO.) Cancel Apply

Browse All Products & Services
 Search for Specific Code and Product

  Rows 1 to 30

Code	Products and Services	View Sub-Categories	Applicable
Buildings & Furniture Maintenance	صيانة الآلات و أثاث و مبانى		<input type="checkbox"/>
Business Continuity	Business Continuity		<input type="checkbox"/>
Business Travel	سفر ممثلى الصندوق		<input type="checkbox"/>
Car rental & maintenance	إيجار و صيانة سيارات		<input type="checkbox"/>
Consultants fees	مصاريف استشارات		<input type="checkbox"/>
Courses & College Fees	دورات دراسيه و تدريبيه		<input type="checkbox"/>
Educational Expenses	مصاريف تعليم		<input type="checkbox"/>
Excellency & Quality Management	إدارة تميز والجوده		<input checked="" type="checkbox"/>
Fuel & Car Insurance	وقود و تأمين سيارات		<input type="checkbox"/>
General expenses	مصاريف عمده		<input type="checkbox"/>

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
Excellency & Quality Management	إدارة تميز والجوده	

6. Provide Banking Details.

Supplier can create a new accounts details 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”.

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 the Country and make sure to check “Account is used for foreign payments”.

Add Products and Services: : (ARIS HOLDING CO.) >

Create Bank Account

* Indicates required field

* Country United Arab Emirates ▼

Account is used for foreign payments

Account definition must include bank and branch information.

- Search for your Bank and Branch name under “Existing Bank” option. In case supplier was not able to 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.

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](#)



Search and Select List of Values - Internet Explorer

Search and Select: Bank Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

	Quick Select	Bank Name	Bank Number
<input type="radio"/>		Abu Dhabi Islamic Bank	
<input checked="" type="radio"/>		ABU DHABI ISLAMIC BANK	2017

Bank **Branch**

New Bank New Branch
 Existing Bank Existing Branch

Bank Name
Bank Number

[▶ Show Bank Details](#)

Branch Name
Branch Number
BIC
Branch Type

[▶ Show Branch Details](#)

- Provide "Account Number" and "Account Name". Supplier can also provide IBAN number.

Bank Account

Check Digits
IBAN
Currency

[▶ Show Account Details](#)

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

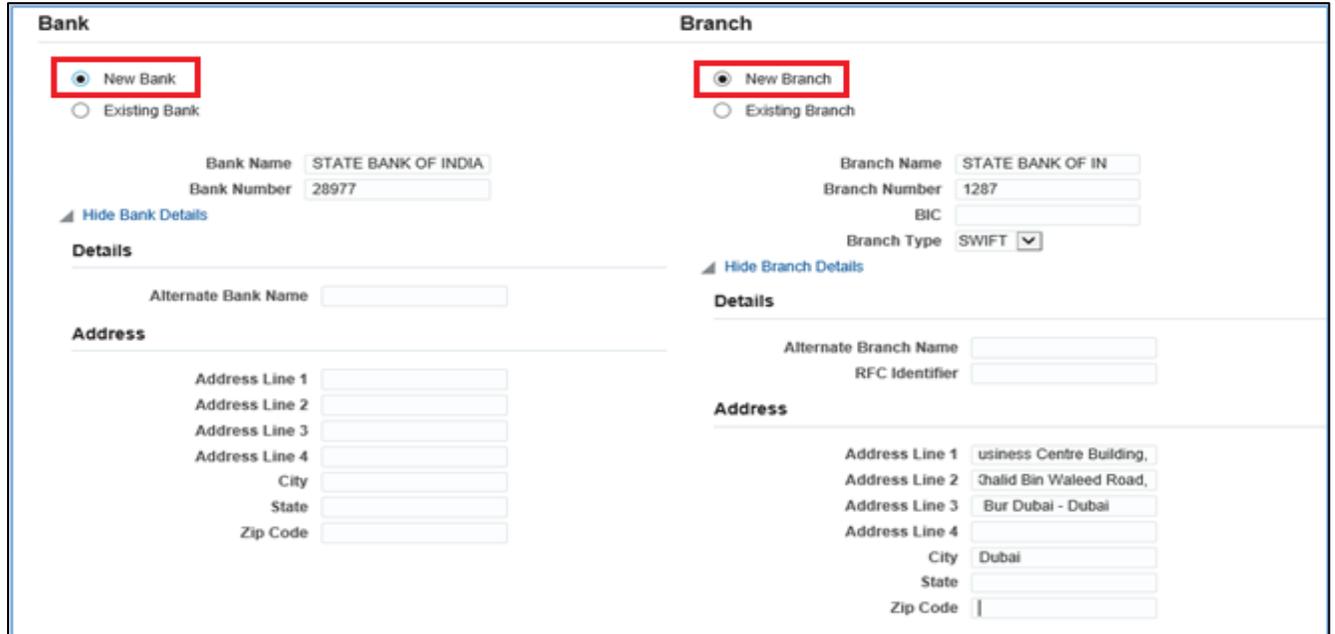
Comments

Note to Buyer

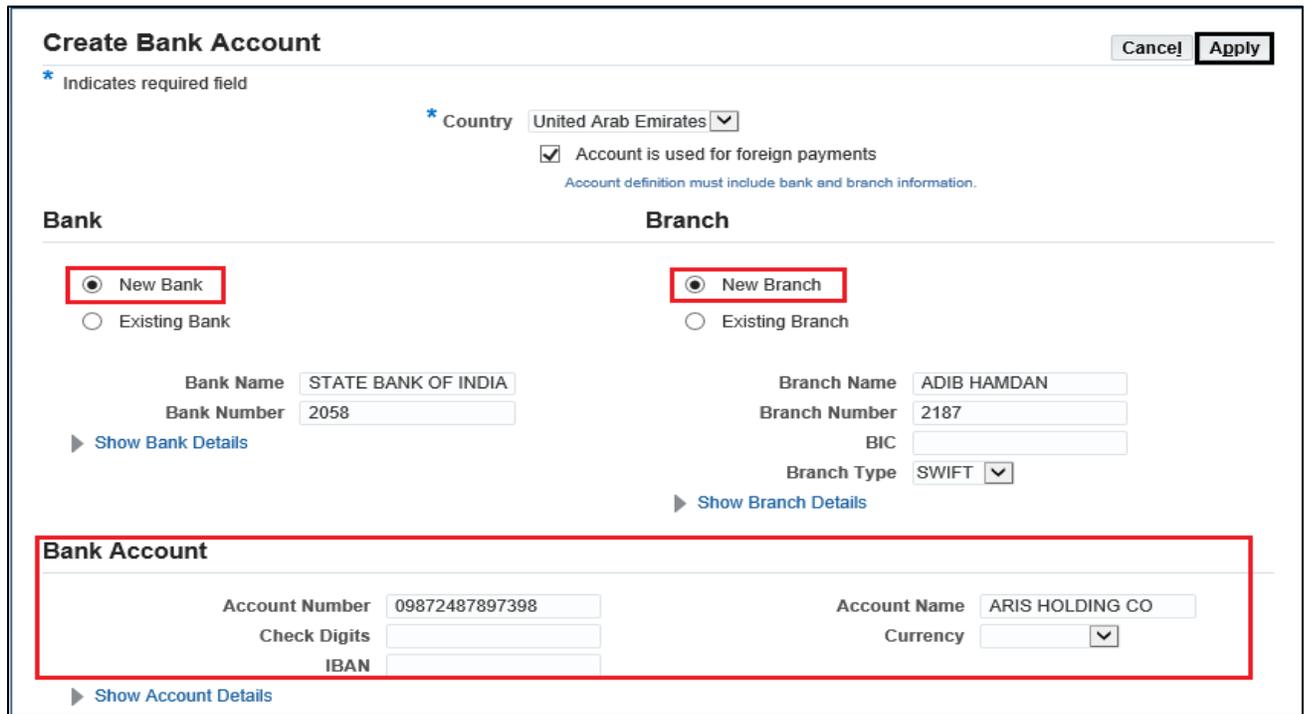
After reviewing all the information supplier will click on apply.

- **New Bank**

In case supplier was not able to 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 will be 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.

Create Bank Account

[Cancel](#) [Apply](#)

* Indicates required field

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

Bank	Branch
<input type="radio"/> New Bank <input checked="" type="radio"/> Existing Bank	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch
Bank Name <input type="text" value="ABU DHABI ISLAMIC BA"/> <input type="button" value="Q"/> Bank Number <input type="text" value="2017"/> ▶ Show Bank Details	Branch Name <input type="text" value="ADIB HAMDAN"/> Branch Number <input type="text" value="2187"/> BIC <input type="text"/> Branch Type <input type="text" value="SWIFT"/> <input type="button" value="v"/> ▶ Show Branch Details

Bank Account

Account Number <input type="text" value="09872487897398"/>	Account Name <input type="text" value="ARIS HOLDING CO"/>
Check Digits <input type="text"/>	Currency <input type="text"/> <input type="button" value="v"/>
IBAN <input type="text"/>	

[▶ Show Account Details](#)

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



7. 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”.

Basic Information Company Details **Additional Information** Attachments

Supplier Profile Attributes Save For Later Back Step 3 of 4 Next

* Indicates required field

SUPPLIER DETAILS

TRADE LICENSE DETAILS

* Trade License Number	* Trade Name	* Trade License Number Expiry Date	Delete
			

CHAMBER OF COMMERCE DETAILS

* Chamber of Commerce Expiry Date	Delete
	

Basic Information Company Details **Additional Information** Attachments

Supplier Profile Attributes Save For Later Back Step 3 of 4 Next

* Indicates required field

SUPPLIER DETAILS

TRADE LICENSE DETAILS

* Trade License Number	* Trade Name	* Trade License Number Expiry Date	Delete
5649877	ARIS HOLDING CO. LLC	31-May-2021 10:07:01 <small>Please attach the Trade License certificate in the attachment section (example: 15-May-2020 19:45:00)</small>	

CHAMBER OF COMMERCE DETAILS

* Chamber of Commerce Expiry Date	Delete
30-May-2022 10:07:13 <small>(example: 15-May-2020 19:45:00)</small>	

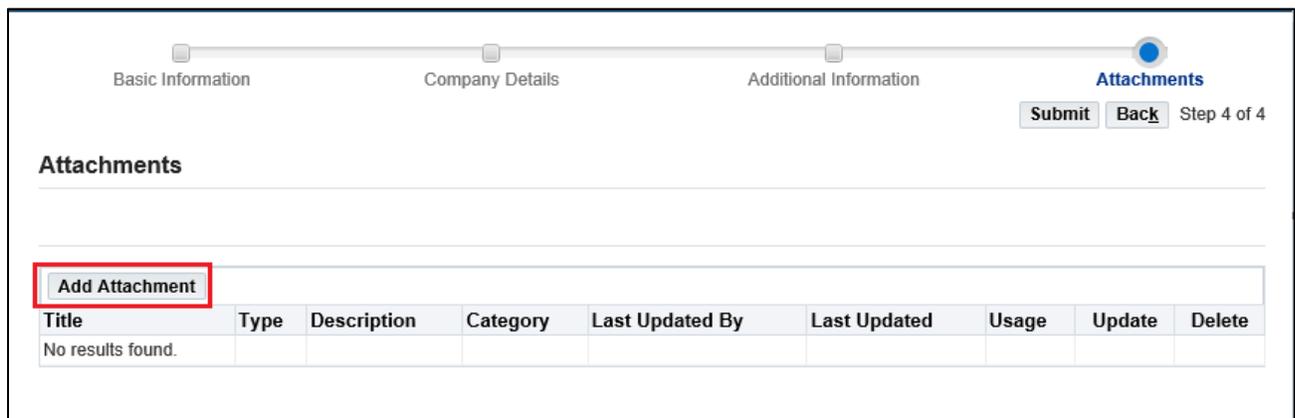
Click on Next to redirected to Attachment page.

8. Add Attachment

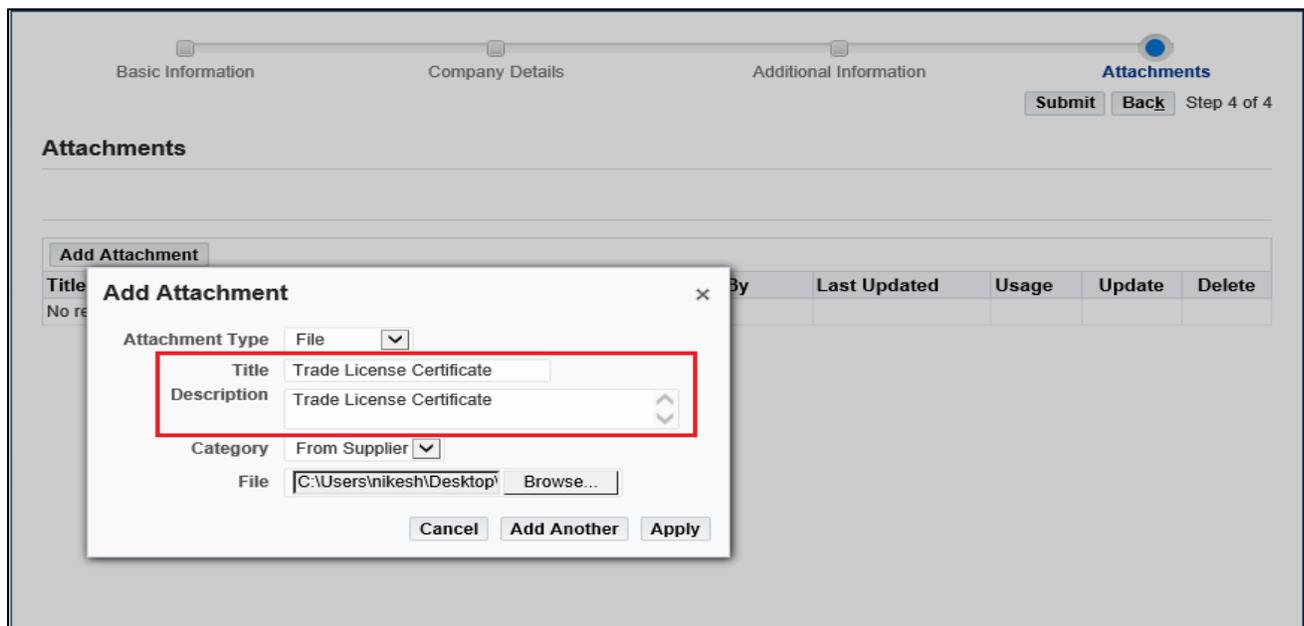
Supplier would require to add attachments related to below –

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

Click on “Add Attachment”.



- Supplier Need to Add the **Title** and **Description** of all the certificates.



- Supplier must select category as “**From Supplier**” for all the certificates.
- Supplier will browse the file or document which is required to be attach.



Add Attachment

Attachment Type: File

Title: Trade License Certificate

Description: Trade License Certificate

Category: From Supplier

File: C:\Users\nikesh\Desktop [Browse...]

Buttons: Cancel, Add Another, Apply

- Once File is added then click on “Apply”.

Add Attachment

Attachment Type: File

Title: Trade License Certificate

Description: Trade License Certificate

Category: From Supplier

File: C:\Users\nikesh\Desktop [Browse...]

Buttons: Cancel, Add Another, Apply

- After clicking on “Apply” supplier can able to find the attachment under “Attachments” section.

Basic Information Company Details Additional Information **Attachments**

Submit Back Step 4 of 4

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Trade License Certificate	File	Trade License Certificate	From Supplier	GUEST	18-Jun-2020	One-Time	Update	Delete

- Similarly attach the other certificates as well.



Basic Information Company Details Additional Information **Attachments**

Step 4 of 4

Attachments

Add Attachment

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Authorized Signatory Passport Copy	File	Authorized Passport Signatory Copy	From Supplier	GUEST	18-Jun-2020	One-Time		
Power of Attorney	File	Power of Attorney	From Supplier	GUEST	18-Jun-2020	One-Time		
Chamber of Commerce Certificate	File	Chamber of Commerce Certificate	From Supplier	GUEST	18-Jun-2020	One-Time		
Trade License Certificate	File	Trade License Certificate	From Supplier	GUEST	18-Jun-2020	One-Time		

- Click on "Submit".
- When supplier will click on submit, system will submit supplier's registration request to Supplier Administrator.

Basic Information Company Details Additional Information **Attachments**

Step 4 of 4

Attachments

Add Attachment

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Authorized Signatory Passport Copy	File	Authorized Passport Signatory Copy	From Supplier	GUEST	18-Jun-2020	One-Time		
Power of Attorney	File	Power of Attorney	From Supplier	GUEST	18-Jun-2020	One-Time		
Chamber of Commerce Certificate	File	Chamber of Commerce Certificate	From Supplier	GUEST	18-Jun-2020	One-Time		
Trade License Certificate	File	Trade License Certificate	From Supplier	GUEST	18-Jun-2020	One-Time		

ORACLE iSupplier Portal

Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

Note – For all the document attachment, category must be "From Supplier".