

EAM

SUPPLIER REGISTRATION PROCESS

MODULE USER MANUAL

TABLE OF CONTENT

1 Introduction.

2 High Level Process Flow.

3 iSupplier Registration Process.

3.1 Supplier registration invitation

3.3 Enter / update address details

3.5 Business classification details

3.7 Update products / services details

3.9 Additional information

3.11 Finalizing the registration

3.2 Prospective supplier registration

3.4 Enter / update contact details

3.6 Bank details

3.8 Review updated Details

3.10 Attach Documents

4 Supplier Pre-Qualification Process

4.1 Pre-Qualification notification

4.3 Pre-Qualification assessment

4.2 T&Cs acceptance

4.4 Assessment review & submission

1. Introduction.

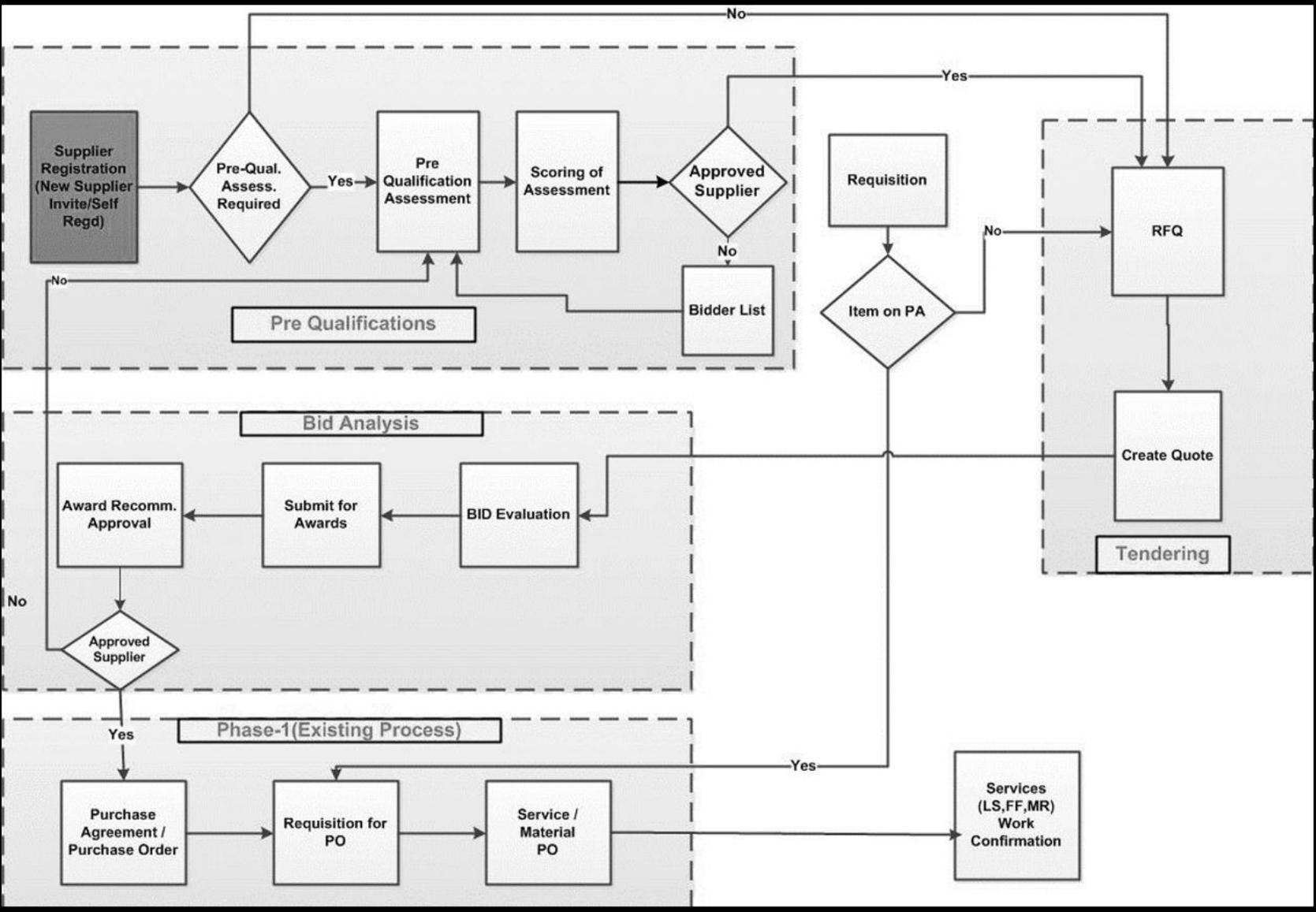
Overview

Briefing

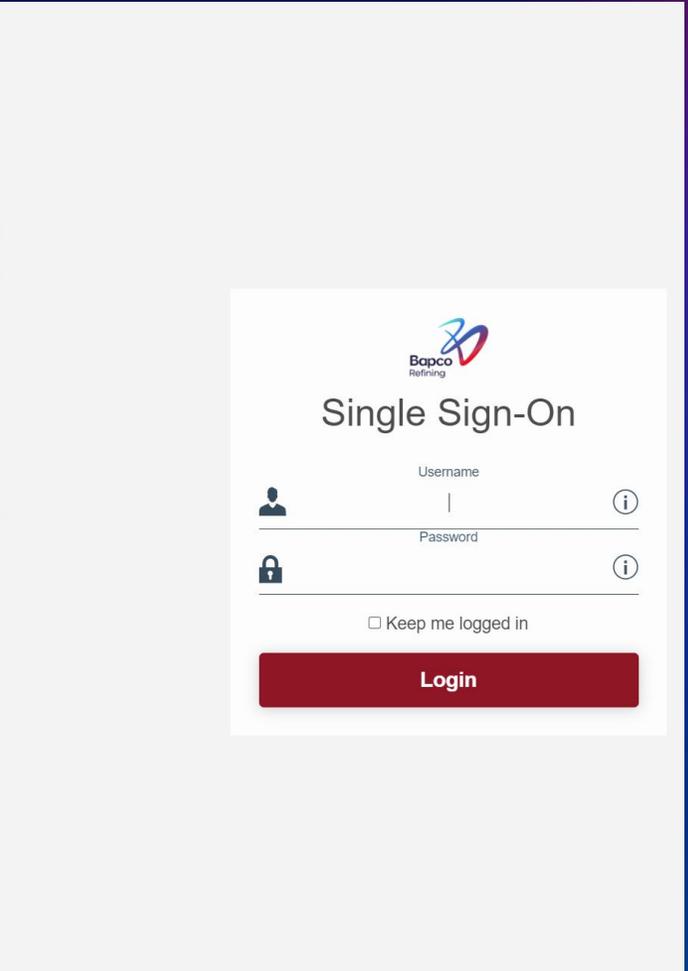
Objective

To introduce to prospective supplier (Not Bapco approved vendors), how to register as Supplier with Bapco.

2. High Level Process Flow.



3. iSupplier Registration Process.

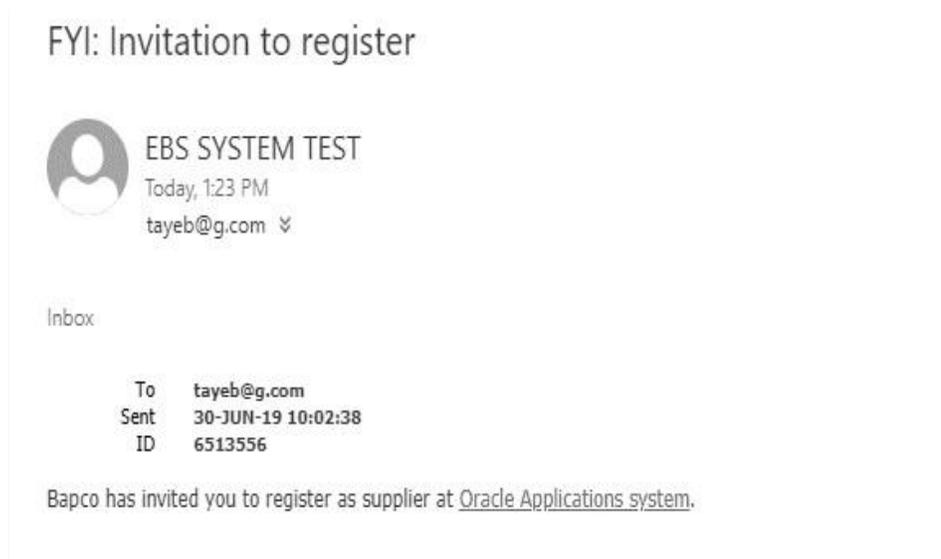


3. iSupplier Registration Process

3.1 Supplier registration invitation

3.1.1 Supplier receives a registration link via Email.

3.1.2 * Supplier will receive below Email notification to his official Email ID which will be a formal invitation for Registration with Bapco



3.1.3 Click on [Oracle Applications system](#)

* For optimal use of the iSupplier module it is advised to use the internet explorer and not Microsoft Edge or Google Chrome.

CONFIDENTIAL

3. iSupplier Registration Process – Cont.

3.1.3 Below page will be opened, supplier needs to click on **Respond**

Prospective Supplier Registration: Current Status Respond

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name	Tayeb and Company	Status	Supplier to Provide Details
--------------	-------------------	--------	-----------------------------

Contact Information

Email	tayeb@g.com	Phone Area Code	
First Name		Phone Number	
Last Name	Tayeb	Phone Extension	

Status History

Date	Status	Note
30-JUN-2019	Invitation Sent	

3.1.4* Below registration page will open

Prospective Supplier Registration Step 1 of 4 Next

* Indicates required field
Blank label for instruction text

Company Details

* Company Name	Tayeb and Company
Country	
* CR Number/ Registration Number	
Taxpayer ID	

Contact Information

Blank label for instruction text

* Email	tayeb@g.com
First Name	
* Last Name	Tayeb
* Phone Country Code	
* Phone Number	

* Note:
Registration number should be entered in the exact same format as per the government document to allow the system to verify it.
In case if its not accepted, the country field shall be kept as blank an entered in page number 3

CONFIDENTIAL



3. iSupplier Registration Process – Cont.

3.2 Prospective supplier registration

- Supplier will access the Supplier Registration URL from Bapco Website

https://oamextohsp.bapco.net/oamlogin/pages/login.jsp?bmctx=AE65C7D2DFFD241D14518B07B30E16BDF0A60349B5EFEB8C7AB82B398ABED98C&password=secure_string&contextType=external&username=string&challenge_url=https%3A%2F%2Foamextohsp.bapco.net%2Foamlogin%2Fpages%2Flogin.jsp&request_id=-8954355143242125480&authn_try_count=0&locale=en_US&resource_url=https%253A%252F%252Ferp.bapco.net%252Faccessgate%252Fdossologin

- Supplier shall enter company details and contact information

1. Enter Company Details.

- Verify/Update company Name.
- Enter CR/ Registration Number (Mandatory).

2. Enter Contact Information

- Email Address.
- Edit/ Update First Name if Required.
- Edit/ Update Last Name if Required.
- Enter Phone Country Code.
- Enter Phone/ Mobile Number.

3. Click Next

The screenshot shows the 'iSupplier Portal' interface for 'Prospective Supplier Registration'. The form is divided into sections: 'Basic Information', 'Company Details', 'Additional Information', and 'Attachments'. The 'Company Details' section includes fields for 'Company Name' (Farooq Hardware and supply), 'Country' (Bahrain), '* CR Number/ Registration Number' (1313178), and 'Taxpayer ID'. The 'Contact Information' section includes fields for '* Email' (GHK@h.com), 'First Name', '* Last Name' (Farooq), '* Phone Country Code' (973), '* Phone Number' (3123112), and 'Phone Extension'. A progress indicator at the top shows 'Step 1 of 4' with a 'Next' button. Red callout boxes with numbers 1 and 2 point to the 'Company Name' and 'Email' fields respectively.

CONFIDENTIAL

Note:

While filing the supplier registration form, you can click on Save for later button, it will send you a link via email and later you can open the same link to continue the registration.

3. iSupplier Registration Process – Cont.

4. Supplier shall add the additional details such as Address Book, Banking Details, Business Classification, etc.

iSupplier Portal Close | Settings

Basic Information | **Company Details** | Additional Information | Attachments

Prospective Supplier Registration: Additional Details Save For Later Back Step 2 of 4 Next

Blank label for instruction text

Company Name: Farooq Hardware and supply
Tax Country: Bahrain
Tax Registration Number: 1313178
Taxpayer ID:
DUNS Number:
Alternate Supplier Name:
Note to Buyer:
Note to Supplier:

Address Book 4

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

5. To update the submitted address, supplier can:

Click  to update existing address or click to create new address

3. iSupplier Registration Process – Cont.

3.3 Enter / update address details

1. Supplier will enter mandatory information such as P.O.BOX, Phone Number, Fax Number, Email Address.

2. Once information is entered, supplier will click on **Apply**

Create Address Cancel Apply

* Indicates required field

* Address Name Phone Area Code

Country Phone Number

* Address Line 1 Fax Area Code

Address Line 2 Fax Number

Address Line 3 Email Address

Address Line 4

* City/Town/Locality Purchasing Address

County Payment Address

State/Region RFQ Only Address

Province

* Postal Code

Address Purpose

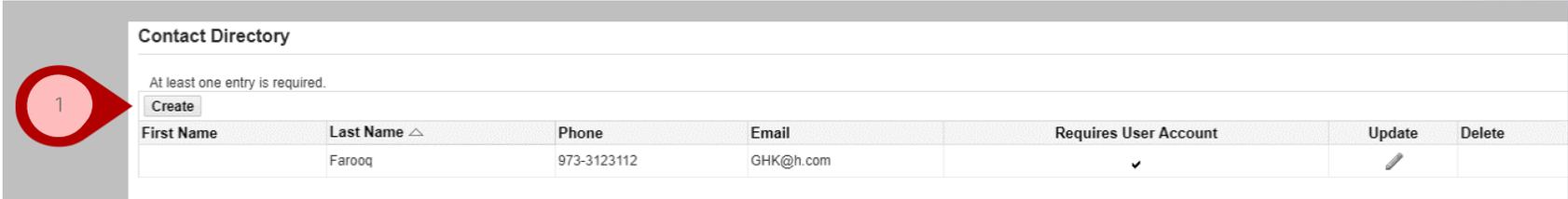
Purpose	Remove
No results found.	

3. iSupplier Registration Process – Cont.

3.4. Enter / update contact details

1.* To update or create contact details:

Click  to update the existing details or click **Create** to create new.



Contact Directory

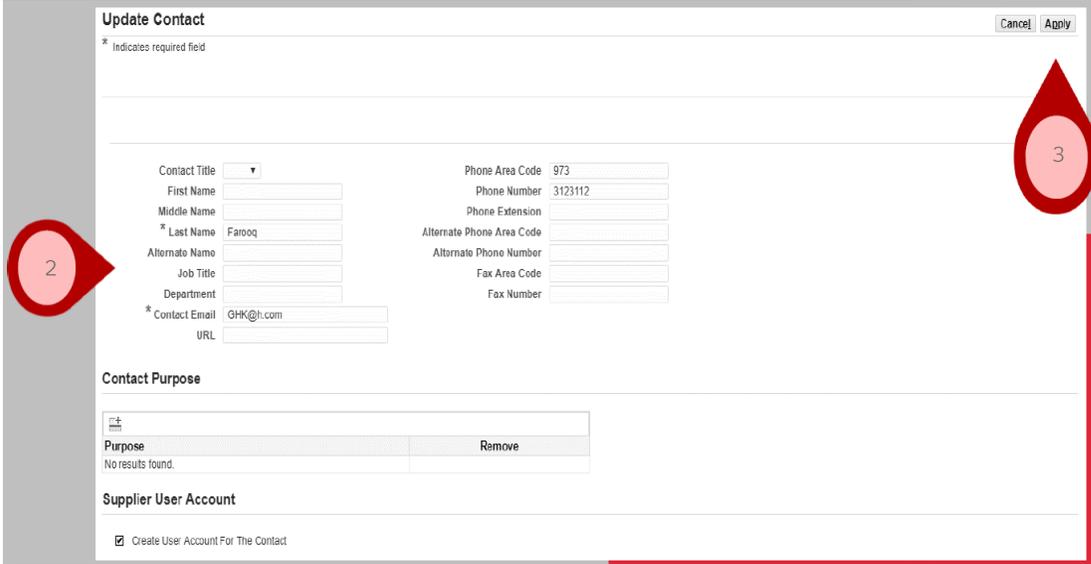
At least one entry is required.

Create

First Name	Last Name Δ	Phone	Email	Requires User Account	Update	Delete
	Farooq	973-3123112	GHK@h.com	<input checked="" type="checkbox"/>		

2. Supplier will have to enter mandatory information such as First Name, Last Name, Email Address, and Mobile Number.

3. Once information is entered, supplier will click on Apply.



Update Contact Cancel Apply

* Indicates required field

Contact Title Δ Phone Area Code 973

First Name Phone Number 3123112

Middle Name Phone Extension

* Last Name Farooq Alternate Phone Area Code

Alternate Name Alternate Phone Number

Job Title Fax Area Code

Department Fax Number

* Contact Email GHK@h.com

URL

Contact Purpose

Purpose	Remove
No results found.	

Supplier User Account

Create User Account For The Contact

* Note:

The contact details should always be updated, and any changes should be immediately entered in the system as it could hamper our communications.

3. iSupplier Registration Process – Cont.

3.5. Business classification details

1. Supplier shall select applicable checkbox.



Business Classifications

TIP Please tick the box to indicate whether you are seeking prequalification as:

Classification	Applicable
A Consultant	<input type="checkbox"/>
A Contractor	<input type="checkbox"/>
A Manufacturer	<input type="checkbox"/>
A Supplier	<input type="checkbox"/>

iSupplier Registration Process – Cont.

3.6. Bank details

- 1 Supplier shall select create Existing/New Bank & Branch
- 2 Supplier shall enter account number, account name and IBAN.
- 3 Once information is entered, supplier shall click on Apply.

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 checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch
Bank Name <input type="text"/> Bank Number <input type="text"/> Tax Payer ID <input type="text"/>	Branch Name <input type="text"/> Branch Number <input type="text"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/>
▶ Show Bank Details	▶ Show Branch Details

Bank Account

Account Number Account Name
Check Digits Currency
IBAN

[▶ Show Account Details](#)

Comments

Callout bubbles: 1 points to the Bank/Existing Bank radio button; 2 points to the Account Number field; 3 points to the Apply button.

iSupplier Registration Process – Cont.

3.7. Update products / services details

1. Supplier shall click **Create** to create Products or Services

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
No results found.		

2. Supplier shall click  to drill down to select category from products and services

Create Bank Account >

Add Products and Services: : (Farooq Hardware and supply) Cancel Apply

Browse All Products & Services
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
01	Materials		<input type="checkbox"/>
02	Services		<input type="checkbox"/>
Bapco Category	Bapco Category		<input type="checkbox"/>

3. Supplier shall click  to drill down further to view the category available

4. Supplier shall select one of multiple category and click on **Apply**

Create Bank Account >

Add Products and Services: 02 :Materials.Equipment (Farooq Hardware and supply) Cancel Apply

Code	Products and Services	View Sub-Categories	Applicable
05	Electronic Equipment		<input type="checkbox"/>
06	Rotating Equipment		<input checked="" type="checkbox"/>
07	Electrical Equipment		<input type="checkbox"/>
08	IT, Network & Wireless		<input checked="" type="checkbox"/>
10	General Equipment		<input type="checkbox"/>
17	Process Control and Instrumentation		<input checked="" type="checkbox"/>
22	Electronic Equipment		<input type="checkbox"/>
24	Operational Technology (OT)		<input type="checkbox"/>

iSupplier Registration Process – Cont.

3.8 Review updated Details

- 1. Supplier shall review all the details entered.
- 2. Click on next to proceed to the additional information page.

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 4 Next

Blank label for instruction text

Company Name: Farooq Hardware and supply
Tax Country: Bahrain
Tax Registration Number: 1313178
Taxpayer ID
DUNS Number
Alternate Supplier Name
Note to Buyer
Note to Supplier

Address Book

At least one entry is required.

Create	Address Name	Address Details	Purpose	Update	Delete
	Manama	Block no.762, Road.201, Manama 121 Bahrain	RFQ Only		

Contact Directory

At least one entry is required.

Create	First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
	Farooq		973-3123112	Gh KK@fh.com	<input checked="" type="checkbox"/>		

Business Classifications

TIP Please tick the box to indicate whether you are seeking prequalification as:

Classification	Applicable
A Consultant	<input type="checkbox"/>
A Contractor	<input type="checkbox"/>
A Manufacturer	<input type="checkbox"/>
A Supplier	<input type="checkbox"/>

Products and Services

iSupplier Registration Process – Cont.

3.9 Additional Information

Enter additional information such as Supplier profile attributes and Supplier – Manufacturer Relationship*.

ORACLE iSupplier Portal Close | Settings

Basic Information | Company Details | **Additional Information** | Attachments

Save For Later | Back | Step 3 of 4 | Next

* Indicates required field

Supplier Profile Attributes

Organization and Management

Organization and Management

* Owner's Name	* Designation	* % Holding	Delete

Director Information

* Directors: Name (s)	* Designation	Delete

Signatories

* Name of Signatories	* Authority Level	* Value	* Currency	Delete

Company Secretary

* Company Secretary |

* Date of Establishment | (example: 22-Oct-2019)

I.T. Officer

*Note:
The currency for signatories' authority level is setup with default values of US Dollar or Bahraini Dinar.

iSupplier Registration Process – Cont.

3.10. Attach Documents

1. Click **Next** to proceed to the Attachment page

Supplier Profile Attributes

Basic Information Company Details Additional Information Attachments

Save For Later Back Step 3 of 4 Next

* Indicates required field

Supplier Business Documents

Business Document Type

Business Document type	Supplier Attachments	Document Expiration	Document Link	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/> (example: 30-Jun-2019)	<input type="text"/>	<input type="button" value="Delete"/>

2. Supplier shall review the entered details

3. Supplier can add multiple attachments by using **Add Attachment**

Attachments

Basic Information Company Details Additional Information Attachments

Submit Back Step 4 of 4

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

iSupplier Registration Process – Cont.

- 4. Below add attachments screen will open.
- 5. Supplier shall enter title and choose the file from their system.

Add Attachment [Close]

Attachment Type: File

Title: []

Description: []

Category: Miscellaneous

*File: [Choose File] No file chosen

[Cancel] [Add Another] [Apply]

iSupplier Registration Process – Cont.

6. After filling the required details, supplier shall see below screen and click on Apply

Add Attachment

Attachment Type: File

Title: 2019-07-01 09:25:00 PO_197001059_0.xml

Description: 2019-06-29 17:39:29 PO_197001059_0.xml (Size: 57509)

Category: Miscellaneous

*File: Choose File PO_197001059_0.xml

Buttons: Cancel, Add Another, Apply

7. Confirmation message will be displayed

Confirmation

Attachment 2019-07-01 09:... has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Buttons: Ok

8. Supplier can add multiple documents by clicking **Add Attachment**

9. Click on submit

Progress: Basic Information, Company Details, Additional Information, Attachments

Buttons: Submit, Back, Step 4 of 4

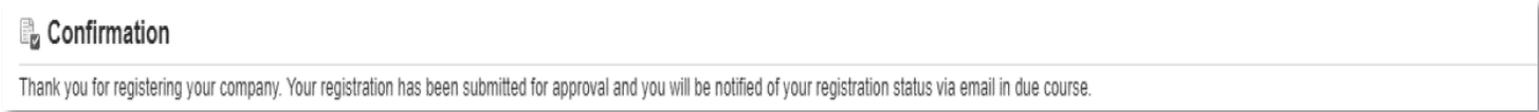
Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
2019-07-01 09:25:00 PO_1970...	File	2019-06-29 17:39:29 PO_1970...	Miscellaneous	GUEST	01-Jul-2019	One-Time		

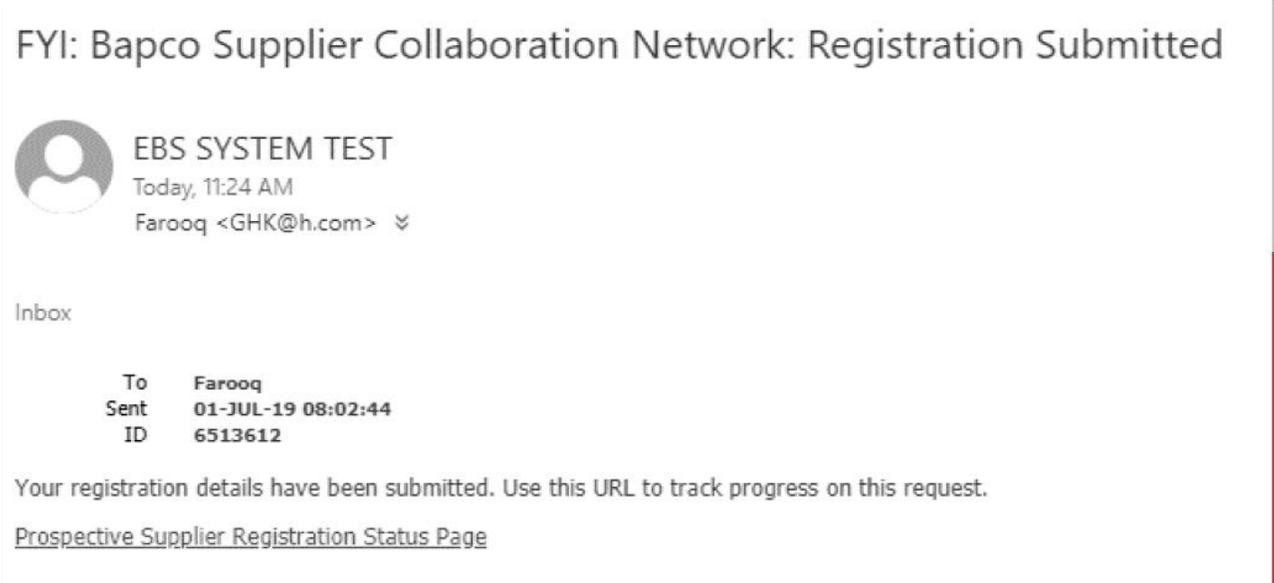
3. iSupplier Registration Process

3.11 Finalizing the registration

- System will give a confirmation message



- Supplier will receive below confirmation mail from the system



3. iSupplier Registration Process

After registration as new supplier,

The submission will go through the evaluation process and upon successful completion, the supplier will receive email providing user ID and Password to the iSupplier.

Example:

Login

Supplier has been registered at Bapco for access to their supplier collaboration network. Supplier can log on with the username as their email id and password sent to his mail.

Open the URL <https://erp.bapco.net>

Id: xyz@abc.com and the password *****

When supplier first log on, they will be required to change current password for security purposes. Contact administrator (iSuppliersupport@bapco.net) for additional information.

Login to <https://erp.bapco.net>

4. Supplier Pre-Qualification Process

Next Slide

4. Supplier Pre-Qualification Process

After registration as new supplier, and a submission of pre-qualification application or responding to Bapco's invitation, Bapco may send a pre-qualification questionnaire based on the requirement, hence, not all applications may result on pre-qualification questionnaire.

Supplier receives email for providing detailed information using Pre-qualification assessment. Supplier will respond to Bapco by entering the additional information.

4. Supplier Pre-Qualification Process

4.1 Pre-Qualification notification

- 1. Supplier will receive below Email notification to his official Email ID which will include instructions of the steps to be followed for responding to the assessment.

- 2. Supplier shall click on [here](#)

FYI: Action Required: Please fill out the Supplier pre-qualification questionnaire

 EBS SYSTEM TEST
Today, 12:50 PM
GHK@h.com

Inbox
 ATT00001.htm
658 bytes

Download

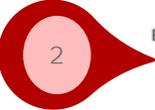
Action Items

From	Muhammad Ibrar Qureshi	Company	Bapco
To	GHK@h.com	Title	For Tender 17821
Sent	02-JUL-19 09:28:11	Number	44033
ID	6514575		

Bapco has requested you to fill out a pre-qualification questionnaire. Please follow these steps to respond:

- 1. Click [here](#) to view the registration status page.
- 2. Click on Respond.
- 3. Navigate to 'Assessment' page.
- 4. Click on Update icon for Assessment: 44033, For Tender 17821.
- 5. Answer questions and submit your response.

Note: This questionnaire expires on July 20, 2019 09:39 am Riyadh.



4. Supplier Pre-Qualification Process

3. Below page will be opened, supplier shall click on Respond.

Prospective Supplier Registration: Current Status Respond

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name: Farooq Hardware and supply Status: Supplier to Provide Details

Contact Information

Email: GHK@h.com Phone Area Code: 973
First Name: Farooq Phone Number: 3123112
Last Name: Farooq Phone Extension:

Status History

Date	Status	Note
03-JUL-2019	Supplier to Provide Details	
03-JUL-2019	Submitted	
03-JUL-2019	Supplier to Provide Details	Pay the Prequalification Fees as per the Instruction Attached. Navigate to the attachment page for downloading the Instructions.
01-JUL-2019	Submitted	
30-JUN-2019	Draft	

4. Basic information page will open.

5. Supplier needs to go to the Assessment page.

6. Supplier shall click on Next multiple times until it reaches the Assessment page.

Prospective Supplier Registration Step 1 of 5 Next

Company Details Additional Information Assessments Attachments

At least one tax id is required to be able to complete the registration request.

Company Details

* Company Name: Farooq Hardware and supply
Country: Bahrain
* CR Number/ Registration Number: 1313178
Taxpayer ID:

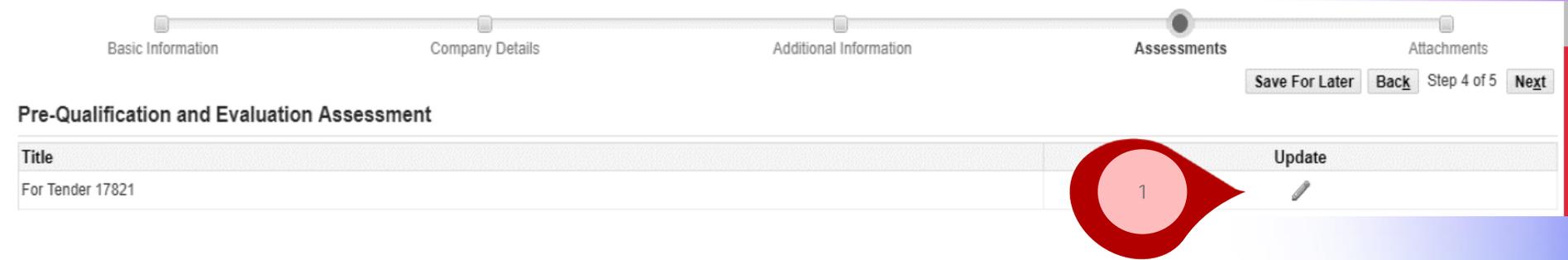
Contact Information

* Email: GHK@h.com
* First Name: Farooq
* Last Name: Farooq
* Phone Country Code: 973
* Phone Number: 3123112
Phone Extension:

4. Supplier Pre-Qualification Process

4.2 T&C acceptance

1. Supplier shall click on the updated pen icon



2. Below page of Terms and Conditions will open.

3. Supplier shall tick the box (I have read and accepted the terms and conditions)

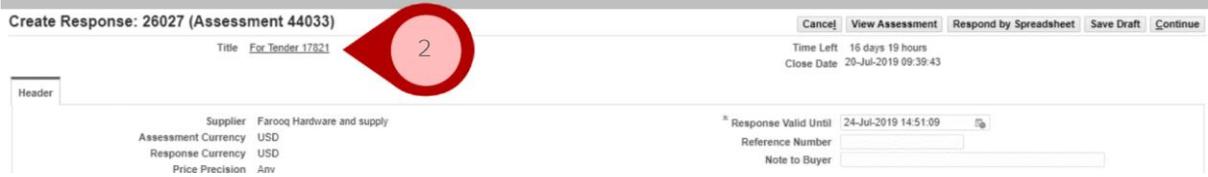
4. Click on Accept



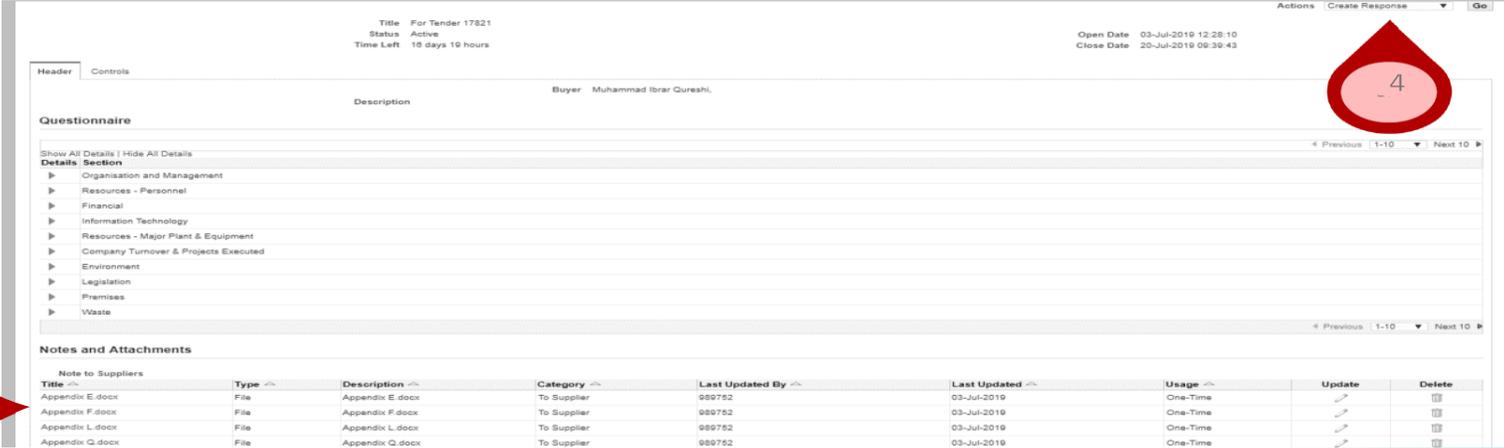
4. Supplier Pre-Qualification Process

4.3 Pre-Qualification assessment

- 1. Below page of Terms and Conditions will be open.
- 2. Supplier shall click on Title to download attachment formats*.



- 3. Supplier shall download the attachment from Notes and Attachment section.
- 4. Supplier shall select **Actions** **Create Response** **Go**



*Note: Supplier shall enter response against each question and attach the requested documents in the requested format.

4. Supplier Pre-Qualification Process

4.4 Assessment review & submission

1. Review page will be open, and the supplier can perform below action:

- ❖ **Back** – System will allow him to update any information.
- ❖ **Validate** – System will validate any errors.
- ❖ **Save Draft** – Save and continue later.
- ❖ **Printable View** – To print the details.
- ❖ **Submit** – System will submit the response for the assessment.

Create Response 26027: Review and Submit (Assessment 44033) Cancel Back Validate Save Draft Printable View Submit

Header

Title	For Tender 17821	Time Left	16 days 18 hours
Supplier	Farooq Hardware and supply	Close Date	20-Jul-2019 09:39:43
Assessment Currency	USD	Response Valid Until	25-Jul-2019 15:13:43
Response Currency	USD	Reference Number	
Price Precision	Any	Note to Buyer	

Attachments

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ▲	Usage ^	Update	Delete
2019-07-03 15:36:11 ITEM_IN...	File	2019-06-03 08:54:28 ITEM_IN...	From Supplier	GUEST	03-Jul-2019	One-Time		

Questionnaire

2. Once response is submitted, system will open below page.

3. Supplier shall click on Next

Basic Information Company Details Additional Information **Assessments** Attachments

Save For Later Back Step 4 of 5 Next

Pre-Qualification and Evaluation Assessment

Title	Update
For Tender 17821	

4. Supplier Pre-Qualification Process

4. System will show below confirmation message

 **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.

5. Supplier will receive below email message as a confirmation of submission. Supplier can track the status of registration by clicking on the [Prospective Supplier Registration Status page](#).

FYI: Bapco Supplier Collaboration Network: Registration Submitted

 **EBS SYSTEM TEST**
Today, 3:58 PM
Farooq <GHK@h.com> ▾

 Reply all | ▾

Inbox

To **Farooq**
Sent **03-JUL-19 12:37:15**
ID **6514596**

Your registration details have been submitted. Use this URL to track progress on this request.

[Prospective Supplier Registration Status Page](#)

Thank you

