

# **Supplier Registration**

This guide aims to clarify the steps and procedures necessary to register a new supplier within the Oracle ERP system used by Zahran Operation and Maintenance Company. This comes as part of the company's commitment to developing procurement and contracting processes and ensuring efficient and timely interaction with suppliers.

This manual provides a simplified and detailed explanation of all stages of supplier registration, starting from logging into the system, filling in supplier details, and concluding with confirmation and approval of the registration by the relevant departments within the company.

# Welcome to the Supplier Registration Guide at Zahran Operation and Maintenance Company

: The link below will direct you to the new supplier registration process in 7 steps

## **Supplier Registration**

# **Registration Steps**

#### **Step 1: Company Information**

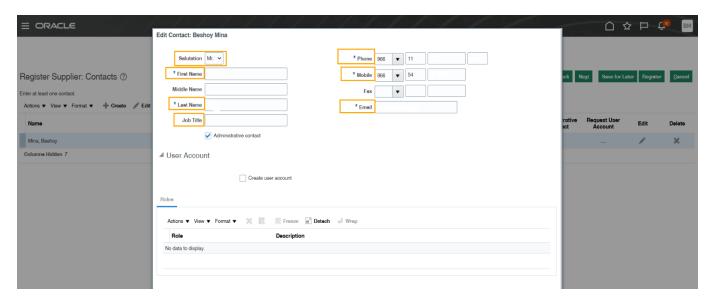
- 1. Company name.
- 2. Specify the legal entity of the company (Company Sole Proprietor Joint Stock etc.).
- 3. Type of supplier (Local Foreign etc.).
- 4. Country where the tax number is registered.
- 5. Company tax number.
- 6. Commercial registration number.
- 7. Company's official website link.
- 8. Attach the company profile or portfolio of previous work.
- 9. Register the responsible person's name and email.





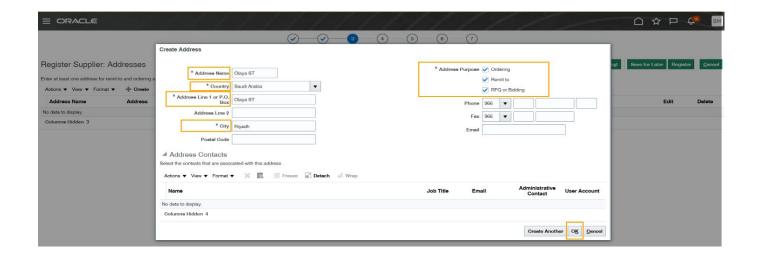
#### **Step 2: Contact Information**

Add the first name – last name – job title – contact numbers – fax – email.



### **Step 3: Address**

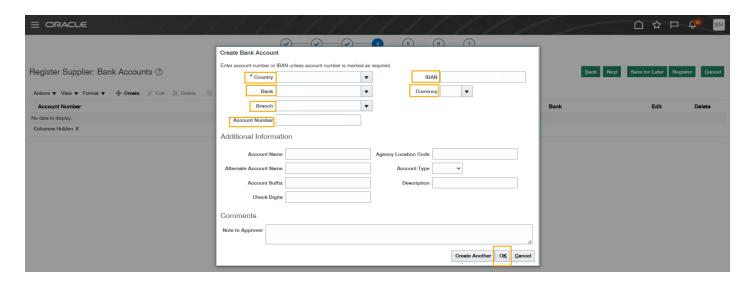
Add the company's address including street name – country – city – postal code.





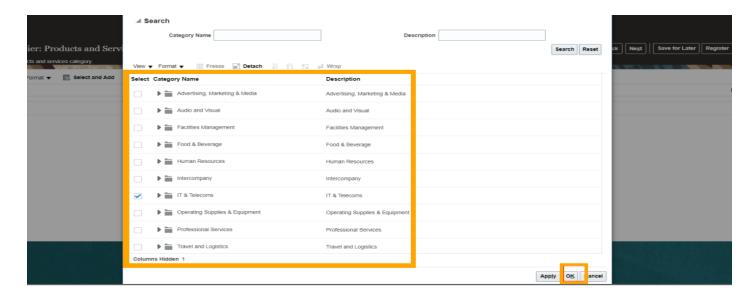
#### **Step 4: Bank Account**

Add bank details: country name – bank name – branch name – account number – international IBAN – currency.



#### **Step 5: Services and Products**

Add supplier's sector – available materials and products.

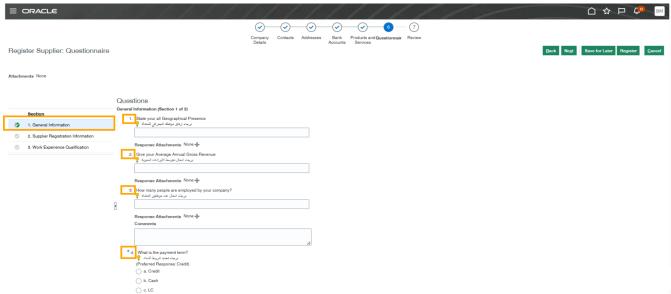




#### **Step 6: Questionnaires and Attachment of Official Documents**

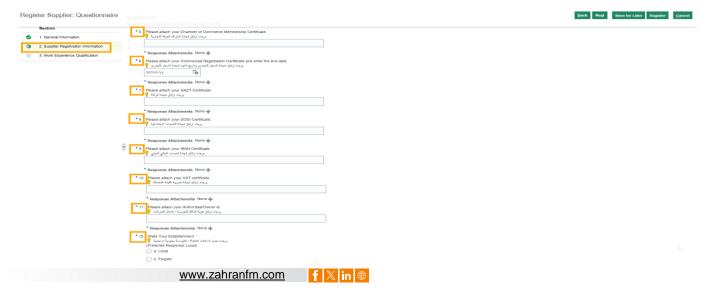
#### 1. General Information:

- Add geographic location – average annual revenue – number of company employees – payment terms.



#### 2. Official Documents:

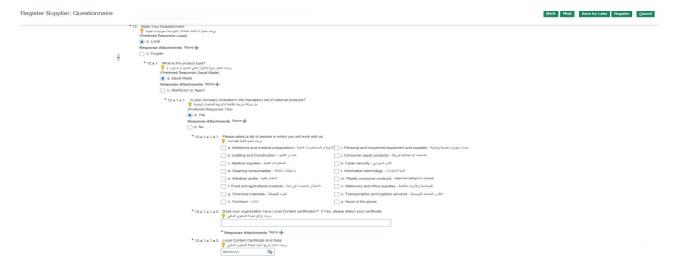
- Chamber of Commerce membership Commercial Registration Zakat Certificate VAT Certificate Social Insurance Certificate Bank account certificate stamped by the bank Owner's ID Identify company type.
- If it is a local company, please indicate whether the company is listed in the mandatory lists of the Local Content Authority and attach the relevant certificates.





# **Supplier Registration**

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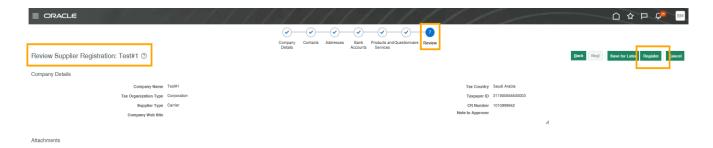
### **Step 7: Review Data**

Review the data entered. There are two review options:

## 1. Review and register later.



## 2. Review and register immediately.





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The system will notify you whether all the entered data is correct. If not, please review the provided information, correct it, and save the registration.

Once registration is successfully completed, the system will send a message to the responsible employee.

The data will undergo review and approval. You will receive an email informing you whether your registration was accepted or rejected.

We thank you and wish you all the best in what's to come, and we look forward to a fruitful cooperation between both parties.