Supplier Registration User Manual

Communication document intended to give assistance to Suppliers - Oracle Fusion Applications 11.13.21.10

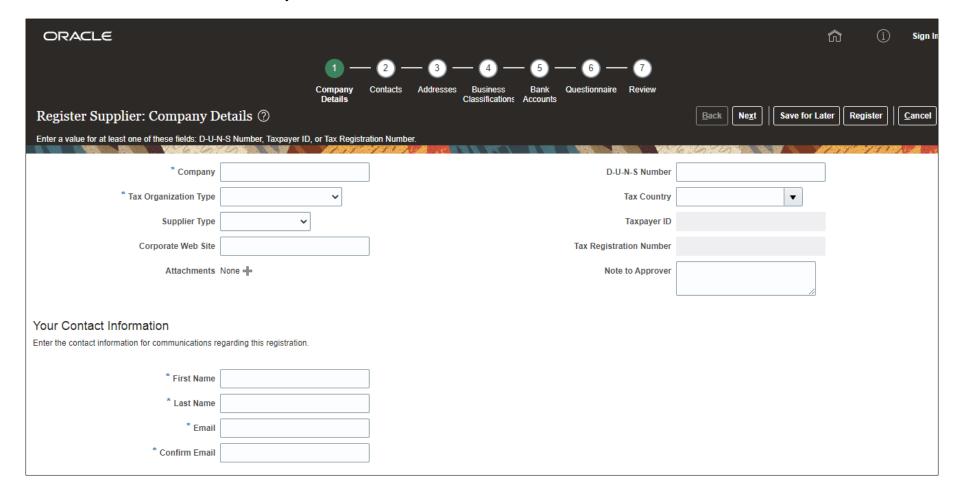
Al Barakah Investment Holding LLC

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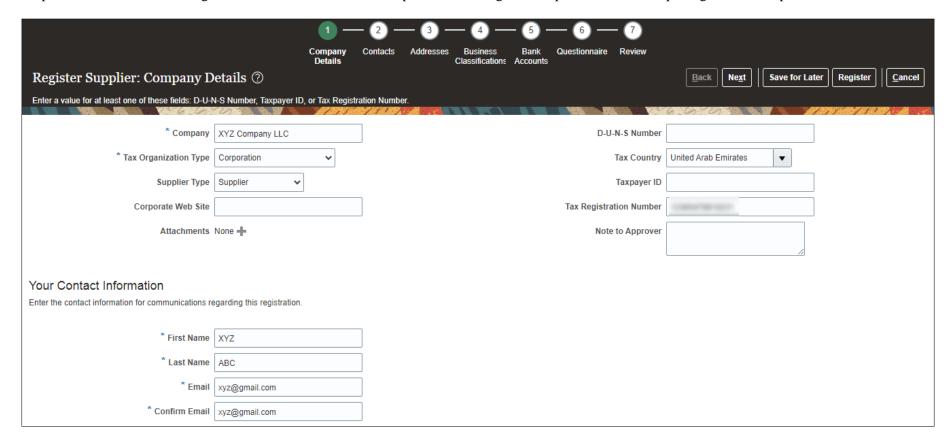
1. Supplier Registration

All new supplier registrations are to happen online by the supplier. From the Company Website kindly, open the New Vendor Registration link. The below screen will appear.

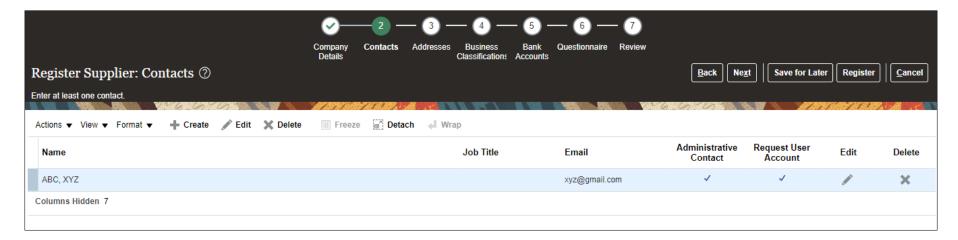
Note: All fields marked with * are mandatory



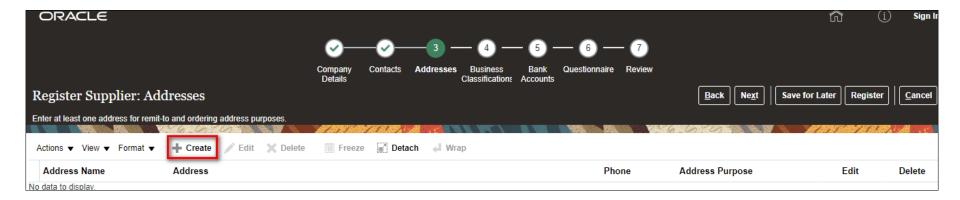
Under the **Company Details** header, kindly fill all the mandatory information along with the Tax Registration details. Contact details are to be entered for the person who will be handling the account after successful completion of the registration process. After completing all the next proceed to the Contacts.



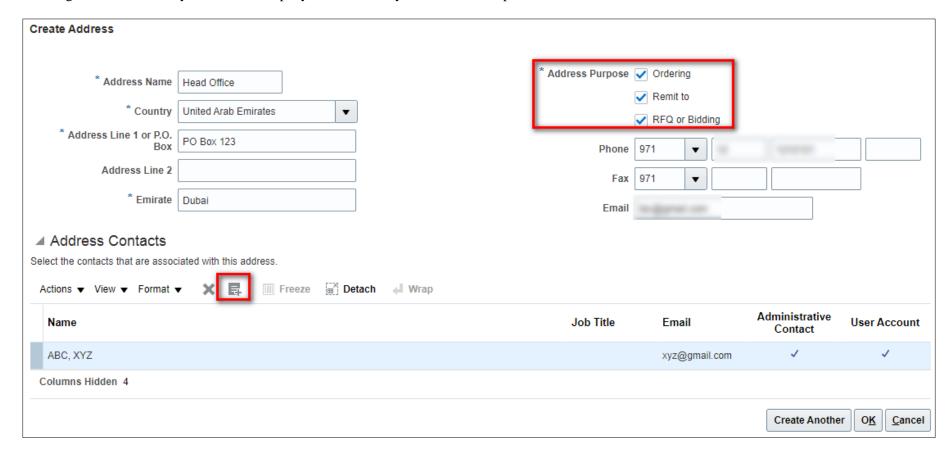
Contact details default from the Company details section, if another contact is required the same needs to be updated here. Post completion proceed to Addresses tab.



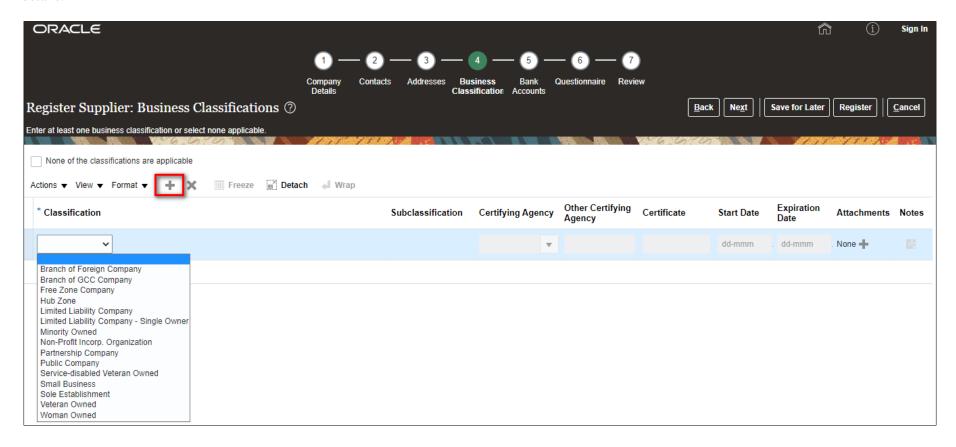
Click on Create to add a new address.



Provide the address details along with checking all the boxes related to Address Purpose. The vendor also needs to associate an address with contact by selecting the contact already created at Company Details. Finally click on Ok and proceed to Business Classifications.



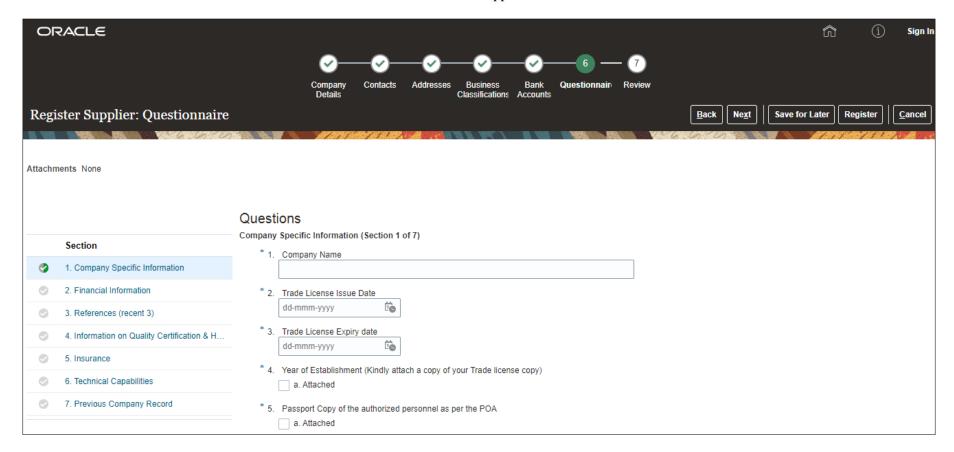
Business Classification entails the type of business organization. Kindly add the classification by clicking on the + symbol and selecting the appropriate classification. If none of the classification is applicable the vendor needs to check the None of the classifications are applicable box to proceed to Bank details.



Click on Create to update the bank details. Bank details such as Country, Bank, Branch, Account Number and IBAN are mandatory details to be updated under the Band Details header.

Create Bank Account	
Enter account number or IBAN unless account number is marked as required.	
* Country	IBAN !
Bank [Currency AED ▼
Branch	
Account Number	
Additional Information	
Account Name	Agency Location Code
Alternate Account Name	Account Type 💙
Account Suffix	Description
Check Digits	
Comments	
Note to Approver	
	Create Another OK Cancel

Under the Questionnaire header, the vendor is required to fill all the Business required informed not already covered in the previous section. Mandatory details should not be left blank and attachments are must to be added wherever applicable.



Upon completion of the questionnaire, the vendor needs to review the information updated and finally submit for Business review. Below confirmation message will be displayed upon submission of registration request.

Post internal approval Email will be sent to the contact email address mentioned indicating the registration process has been completed successfully.

