



**Communication document intended to give assistance to Suppliers - Oracle  
Fusion Applications 11.13.22.04.0**

**Supplier Registration User Manual**

## Contents

1. Supplier Registration.....	3
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SAUDI MOTORSPORT COMPANY

## 1. Supplier Registration

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

**Note:** All fields marked with \* are mandatory

Under the **Company Details** page, kindly fill all the mandatory information along with the Tax Registration details. Either Taxpayer ID or VAT Registration Number is mandatory to be filled to proceed. After completing all fields proceed to the next page.

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Sign In

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Company Details ?

Back Next Save for Later Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company XYZ Company

\* Tax Organization Type Corporation

Supplier Type Supplier

Corporate Web Site

Tax Country Saudi Arabia

Taxpayer ID SA-23123

VAT Registration Number 12348292

Note to Approver

In the **Contacts** page, contact details are to be entered for the person who will be handling the Company's user account after successful completion of the registration process. Click on "Edit" to enter the full contact details. If another contact is required, click on "Create" and add a new contact. After completion proceed to the next page.

1

2

3

4

5

6

7

Company DetailsContactsAddressesBusiness ClassificationBank AccountsQuestionnaireReview

Register Supplier: Contacts ?

BackNextSave for LaterRegisterCancel

Enter at least one contact.

ActionsViewFormatCreateEditDeleteFreezeDetachWrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
ABC, XYZ		xyz@gmail.com	✓	✓		

Columns Hidden 7

In the **Addresses** page, click on Create to add a new address.

ORACLE

3

4

5

6

7

Company  
Details

Contacts

Addresses

Business  
Classifications

Bank  
Accounts

Questionnaire

Review

Sign In

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Actions

View

Format

+

Create

Edit

Delete

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display					

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.

Register Supplier: Addresses

Enter at least one address for registration.

Actions ▾ View ▾ Format ▾

Address Name

No data to display.

Columns Hidden 3

Company Details 1 **Addresses** 3 Contacts 2 Business Classifications 4 Bank Accounts 5 Products and Services 6 Review 7

Back Next Save for Later Register Cancel

### Create Address

\* Address Name

\* Country

\* Address Line 1 or P.O. Box

Address Line 2

\* City

Postal Code

\* Address Purpose ☒ Ordering ☒ Remit to ☒ RFQ or Bidding


Phone

Fax

Email

### Address Contacts

Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾  Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
XYZ, ABC		abc@gmail.com	✓	✓

Columns Hidden 4

Create Another OK Cancel

The **Business Classification** page lists all the required documents to be attached. Kindly add the document by clicking on the + symbol and selecting the appropriate document. Enter the certificate number and expiry date (if applicable). If none of the documents are applicable, check the “None of the classifications are applicable” box to proceed.

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1 2 3 4 5 6 7 8

Company Details Contacts Addresses **Business Classification** Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Certificate Number	Start Date	Expiration Date	Attachments	Notes
<div>Bank Account Details</div> <div>Business/Trade License</div> <div>Chamber of Commerce</div> <div>Commercial Registration</div> <div>Company Profile</div> <div>Other</div> <div>Projects Portfolio</div> <div>VAT Certificate</div> <div>Zakat Certificate</div>		dd-mmm	dd-mmm	None +	

In the **Bank Accounts** page, click on Create to update the bank details. Bank details such as Country, Bank, Branch, Account Number/IBAN, and Account Name are mandatory details to be entered. Once completed, proceed to the next page.

**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

In the **Products and Services** page, click on “Select and Add”, and select all categories applicable to your business. Once completed, proceed to the next page.

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Sign In

1 2 3 4 5 6 7 8

Company Details Contacts Addresses Business Classifications Bank Accounts **Products and Services** Questionnaire Review

Register Supplier: Products and Services

Enter at least one products and services category.

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

In the **Questionnaire** page, kindly download the pre-uploaded documents, and re-upload after completing the Vendor Documents Checklist and filling out, signing and stamping the NDA document.

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Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 Bank Accounts 6 Products and Services **7 Questionnaire** 8 Review

## Register Supplier: Questionnaire

Attachments None

### Questions

Signed NDA (Section 1 of 1)

**Section**

1. Signed NDA

\* 1. Kindly download the attached Checklist and re-upload after completion

Attachments **Vendor Documents Checklist.doc**

\* Response Attachments None +

\* 2. Kindly Download the attached NDA document and Re-upload Signed NDA

Attachments **NDA Form-SMC.pdf**

\* Response Attachments None +

End of Section 1 of 1

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

Post internal review, notification through the system will be sent to the contact email address with one of the following outcomes:

- Registration request is approved and vendor is now registered in SMC vendor database
- Vendor to review and update their submission with additional information
- Registration request is rejected

