

Oracle i-Supplier Web Registration

USER GUIDE

Standard Ref: ISO 9001:2015 Quality Management System		Document Title: Oracle iSupplier User Guide	
Document No: NSS/DE-SCM/SOP/ML/OPU-003	Rev No: 1.0	Effective Date:	Page 1 of 23

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Introduction

Nama Group and its subsidiaries vendor management system is endeavoring to maintain a list of vendors for the procurement of goods and services. The registration of Vendors with Nama intends to ensure that Purchases are made from proven, technically capable, and financially viable Vendors.

In order to do business with Nama Group, vendors can apply for registration by selecting one of the supplier business type at a time. supplier business type for registration are required to be selected only from the mentioned under Annexure- I.

Each supplier type required different set of mandatory of documents for registration which will listed in this user manual.

Annexure-1	
1.	Supplier International
2.	Supplier Local
3.	Freelancer

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1.2 List of Abbreviations

Acronym	Description
CR	Commercial Registration
LOV	List of Values
(B)	Button
(T)	Tab

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2 Navigation for New Supplier Registration

Supplier Registration process will start when supplier have intention to do business with Nama Group or one of it's entity. Supplier need to visit to Nama Group website or respective entity website. Under online services, supplier will find the registration link under each entity website

Entities Name	Entities URL
Nama Holding	https://www.nama.om/en/
Nama Shared Services LLC	https://nss.nama.om/
Nama Electricity Supply Company SAOC	https://www.namaservices.om/
Nama Electricity Distribution Company	https://distribution.nama.om/
Nama Dhofar Services Company	https://dhofarservices.nama.om/en-us/Pages/Home.aspx
Oman Power and Water Procurement Company	https://www.omanpwp.om/new/Default.aspx
Oman Electricity Transmission Company	https://www.omangrid.com/en/pages/home.aspx

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2.1 CR Validation to Start Registration

Navigate to supplier registration link and use your CR (Company Registration Number) to validate that weather your company already register with Nama Group or not.

Note:

- **Local Supplier** must use valid and active CR number for registration
- **International Supplier** must use valid and active CR number issued by their country of origin for registration
- **Freelancer** must use their valid and active passport or National ID number for registration
- **Government Entity** must use valid and active Finance code for registration

Warning
 No Supplier found for this Commercial Registration. Kindly Register it by entering Supplier Name and Click Continue.

Check Availability

* Commercial Registration
International companies to use their international CR number

New Supplier Registration

* Supplier Name

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Incase supplier is already register with one of Nama Group Subsidiaries then system will validate the CR and will fetch the supplier registration detail.

- Nama Group Entities are listed under Company columns which means supplier is eligible to work with these companies
- Supplier Number
- Supplier Name
- Supplier Site

Warning

No Supplier found for this Commercial Registration. Kindly Register it by entering Supplier Name and Click Continue.

Check Availability

* Commercial Registration

13413881

International companies to use their international CR number

Check

Back

New Supplier Registration

* Supplier Name

Continue

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Incase supplier is not register with any of Nama Group Subsidiaries then system will allow for new registration.

Step	Action
1.	Supplier Need to enter their complete legal name in Supplier Name Column.

Step	Action
2.	Click Continue (B). Supplier Registration Web Page will open; don't close the web form until completed.

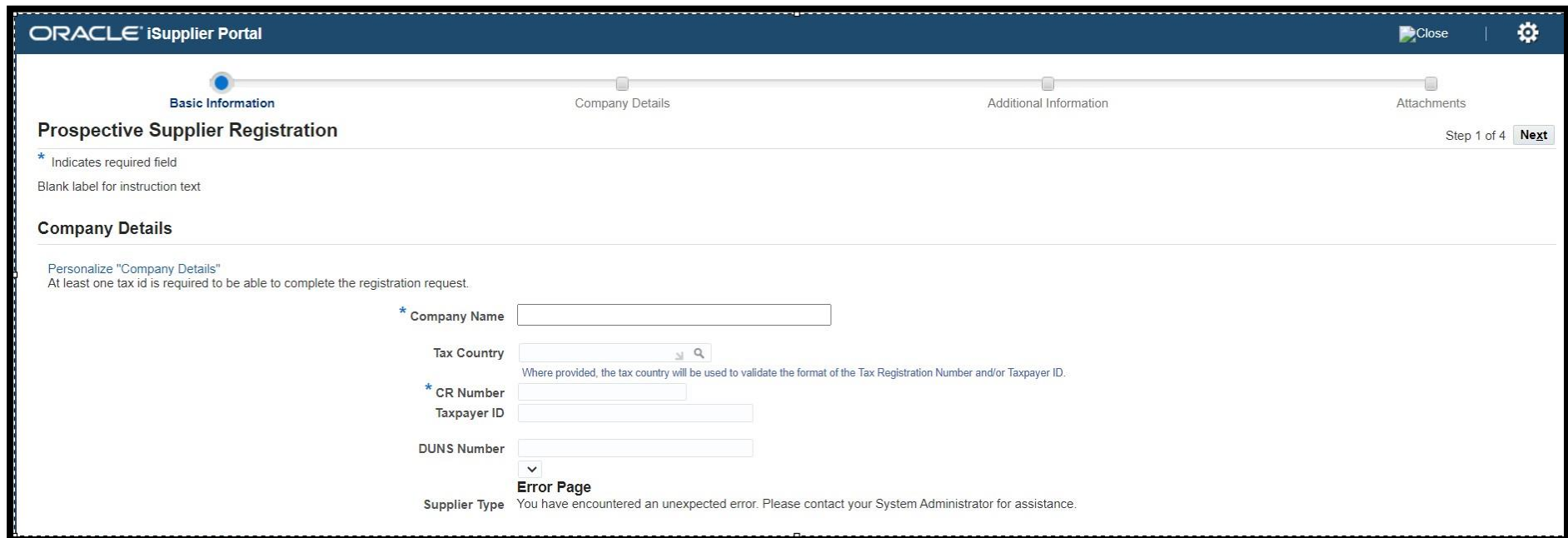
The screenshot shows the Oracle iSupplier web interface. At the top, there is a dark blue header with the Oracle logo and navigation icons. Below the header, the page is titled "Check Availability". Underneath, there is a section for "Personalize 'Check Availability'" with a "Commercial Registration" field containing the number "1341399" and a note: "International companies to use their international CR number". There are "Check" and "Back" buttons below this field. Below that, there is a section titled "New Supplier Registration" which is highlighted with a red box. This section includes a "Personalize 'New Supplier Registration'" link and a required field for "* Supplier Name" with a "Continue" button.

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2.2 Supplier Registration Web Form

Supplier have to provide complete details as per below stages

- 1) Basic Information
- 2) Company Detail
- 3) Additional Information
- 4) Attachments



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

Personalize "Company Details"
 At least one tax id is required to be able to complete the registration request.

* Company Name

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

* CR Number

Taxpayer ID

DUNS Number

Error Page
 Supplier Type You have encountered an unexpected error. Please contact your System Administrator for assistance.

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➤ **Basic Information**

Supplier have to fill all the mandatory fields

- A. Company Legal Full Name
- B. Tax Country: Select Country from List of Value (LOV)
- C. Supplier Type: Select Supplier Type from List of Value (LOV).

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

Personalize "Company Details"
 At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

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

* CR Number

Taxpayer ID

DUNS Number

Error Page
 Supplier Type You have encountered an unexpected error. Please contact your System Administrator for assistance.

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Step	Action
3.	Supplier Need to fill mandatory fields for basic information section as listed below.

Step	Action
4.	Click Next (B). Supplier Registration Web Page will move to Company Detail Section; don't close the web form until completed.

ORACLE iSupplier Portal Close | Settings

Progress: Basic Information (Active) | Company Details | Additional Information | Attachments

Prospective Supplier Registration Step 1 of 4 **Next**

* Indicates required field
 Blank label for instruction text

Company Details

Personalize "Company Details"
 At least one tax id is required to be able to complete the registration request.

* **Company Name**

Tax Country

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

* **CR Number**

Taxpayer ID

DUNS Number

Supplier Type

Error Page
 You have encountered an unexpected error. Please contact your System Administrator for assistance.

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➤ **Company Detail**

Supplier have to fill all the mandatory fields as listed below. This section will contain multiple company detail

- a. **Supplier Address Detail**
- b. **Supplier VAT Detail**
- c. **Supplier Business Classification**
- d. **Supplier Product and Category**
- e. **Supplier Bank Detail**

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

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Supplier Address Detail

Fill the address and click on Continue tab

Note: do not disable purchasing and payment check box.

Suppliers: Address Book >

Create Address: Confirm Details Cancel Continue

* Indicates required field

Address Details

* Country Oman

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

County

State

Province

Postal Code

* Address Name

Addressee

Language

Context Value

Contact Details and Purpose

Communication Details Update to all new sites created for this address

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Address Purpose Purchasing

Payment

RFQ Only

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Supplier VAT Detail (Only for Local Suppliers)

Once click **Continue**, VAT detail will appear. Oman based supplier will have to provide.

- **Local Supplier** Must provide the VAT Registration detail
- **International Supplier** Will select no
- **Freelancer** Will select No
- **Government Entity** provide the VAT detail if they register.

Step	Action
	Click apply (B). Supplier VAT detail will save.

Additional Attributes

VAT Supplier Details

VAT Supplier Attributes

* Is Supplier Registered for VAT? NO
 YES
Please specify whether you are registered under the Oman VAT Law.

Tax Registration Number (TRN)
If you are registered Supplier under Oman VAT Law, Please enter your Tax Registration Number. If not, please enter '0'.


* Are you a Special Zone Supplier? NO
 YES
If you are registered Supplier under Oman VAT Law, Please specify whether you are falling under the Domain of Special Zone. If not, then Please enter 'N/A'

Cancel Apply

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Supplier Business Classification

Supplier classification is the basis for a company's supplier portfolio development and risk management. Supplier should select the classification as issue by the Government on CR certificate. If supplier have any certificate

Business Classifications					
Classification 	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Electricity & Telephone Network and Stations	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Export and Import	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Telecommunications	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone, telegraph and telex communication companies	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Sale of parts of heavy motorized equipment	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
(D) MANUFACTURING	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
(E) Electricity, gas and Water Supply	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
(H) Hotels and Restaurants	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
(L) Public administration and defence	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities auxiliary to financial intermediation	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities of professional organisations	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities of trade unions	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities of travel agencies and tour operators	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities such as foundation work	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Administration of financial markets	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

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Supplier Product and Categories

You can search for suppliers by the products and services they provide. Supplier have to select the product and services which their company offering to Nama or group entities.

Supplier will click on Add button to select the appropriate product and service. Click on Save the changes.

Products and Services

<input type="checkbox"/> Code	Products and Services	Date Added	Approval Status	View Sub-Category
No results found.				

Select the appropriate product and category as per related to your business

Browse All Products & Services
 Search for Specific Product & Service

Code	Products and Services	View Sub-Categories	Applicable
0000	DEFAULT		<input type="checkbox"/> Applicable
1310	RUBBER & ELASTOMERS		<input type="checkbox"/> Applicable
1411	PAPER PRODUCTS		<input type="checkbox"/> Applicable
1510	FUELS		<input type="checkbox"/> Applicable
1511	GASEOUS FUELS & ADDITIVES		<input type="checkbox"/> Applicable
2010	MINING & QUARRYING MACHINERY & EQUIPMENT		<input type="checkbox"/> Applicable
2012	OIL & GAS DRILLING & EXPLORATION EQUIPMENT		<input type="checkbox"/> Applicable
2315	INDUSTRIAL PROCESS MACHINERY & EQUIPMENT & SUPPLIES		<input type="checkbox"/> Applicable
2324	METAL CUTTING MACHINERY & ACCESSORIES		<input type="checkbox"/> Applicable
2327	WELDING & SOLDERING & BRAZING MACHINERY & ACCESSORIES & SUPPLIES		<input type="checkbox"/> Applicable

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Supplier Bank Detail

Supplier have to provide minimum one bank detail. Supplier will select the country of bank from LOV, Bank Name and Bank Branch also from LOV. Supplier will also provide the account number and account title. International supplier have to provide IBAN code.

Administration: Profile Management: Banking Details >

Create Bank Account

* Indicates required field

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

Bank

New Bank
 Existing Bank

Bank Number

Branch

New Branch
 Existing Branch

Branch Number
 BIC
 Branch Type

Bank Account

Check Digits
 IBAN

Currency
 Account Status

Comments

Note to Buyer

Note: All supplier must have to attached the official Bank Letter in the attachment section

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- **Additional Information**

In the section, supplier have to provide the detail for mandatory licenses issued by Government Entities which is required by Nama Group for initiate business. Below is the table

System will allow to fill the license number and license expiry detail.

The screenshot shows the Oracle iSupplier Portal interface for 'Prospective Supplier Registration'. The 'Additional Information' step is highlighted with a red box. The form includes the following sections:

- Tender Board Registration:** Fields for 'Tender Board Registration Number' and 'Tender Board Registration Expire Date' (example: 21-Dec-2023).
- DCRP Registration:** Radio buttons for 'DCRP Grade A applicable' through 'DCRP Grade E applicable', and fields for 'DCRP Registration Number' and 'DCRP Expire'.
- Oman Chamber of Commerce:** Fields for 'Oman Chamber of Commerce Number' and 'Oman Chamber of Commerce Expire Date' (example: 21-Dec-2023).
- Goods Import License:** Fields for 'Goods Import License Number' and 'Goods Import License Expire Date' (example: 21-Dec-2023).
- CR Details:** Fields for 'CR Number' (value: 1640747) and 'CR Expiration Date' (value: 21-Apr-2020, example: 21-Dec-2023).
- SME (Ryada):** A section header.

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License Name	Local Supplier	International Supplier	Freelancer	Government Entity
Tender Board Registration	Mandatory	No	No	No

DCRP Registration	Optional	No	No	No
Oman Chamber of Commerce	Mandatory	No	No	No
Goods Import License	Optional	No	No	No
CR Details	Mandatory	Mandatory	Mandatory (Passport/ID Card Number)	Finance Code
SME (Ryada)	Optional	No	No	No
Small Medium Enterprises	Optional	No	No	No
Municipality license	Mandatory	No	No	No
Tax Number	Mandatory	No	No	No
Please Confirm that Business Continuity is maintained in your organization?	Mandatory	Mandatory	No	No

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- Attachments**

Supplier need to upload mandatory and optional valid document which will review by Nama Supplier Admin before approving supplier.

Attachments

Search

Note that the search is case insensitive

Title

▶ Show More Search Options

Add Attachment ...										
Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1	2491.pdf	File		From Supplier	EHT0014	20-Dec-2016	One-Time			

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Attachments:

For Local Supplier

- CR Copy - Mandatory
- Oman Chamber of Commerce - Mandatory
- Municipality License - Mandatory
- Official Letter for bank Detail - Mandatory
- Tender Board Certificate
- DCRP Certificate
- SME License
- Tax Card Number Certificate – Mandatory
- Official Bank letter

For International Company

- Registration certificate
- Official Letter for bank Detail
- Official Bank letter

For Freelancer

- Passport Number or ID – Mandatory
- Official Bank letter

For Government Entity

- Finance Code
- Official Bank letter

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- **Submit for Approval**

After completing the attachments, supplier will submit the registration request for approval. Once supplier will submit the request for approval, system will give confirmation pop-up.

Nama Supplier Admin will receive the registration request for approval. They will review the detail and if they required any additional information they will send a message which supplier will received in given email notification. If Supplier Admin is satisfied then they will approve the supplier and supplier will received the confirmation email. Confirmation email contain the supplier unique number along with login detail for I-Supplier portal.

Supplier will use I-supplier portal to maintain the day to day operation with Nama Group and it's subsidiaries. I-Supplier portal will also use to update the supplier profile

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