Self Service Supplier Registration User Guide

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➢ Introduction

With Oracle Supplier Lifecycle Management, new suppliers can register with the buying organization to indicate their interest in establishing a business relationship.
CMPAK Self-Service Supplier Registration process allows suppliers to submit registration requests from the CMPAK's web page. The web page redirects suppliers to a registration page where they can register by providing required information. Once the request is approved by the administrator, the application adds the supplier to the company's purchasing and payables system.

➢ Tips

See the below tips, keep these tips in mind as these will help you throughout the registration
process.

i. Internet Explorer is the recommended browser for smooth registration. Always use Internet Explorer for registrations purpose.
ii. Never use browser back button, this may lead to errors resulting in non-submission of the request.
iii. Always use Back button or Return link <u>on the form</u> to go back to the previous page.
iv. All the fields marked with a "*" indicates mandatory field, so information must be provided in these fields.
v. Use **Save for Later** feature to save the record during registration process. This feature allows to pause the registration process & resume later when required. Click Save for Later button to save the record. System will generate a URL, note it down & follow the same URL to resume the registration process. This URL will be sent to the email address that you have provided during registration, you can always use this to continue your registration.
vi. To create a new record for any section, use Create button or plus sign ( )
vii. Magnifying glass icon ( ) represents search icon. Use this icon to search a value for a field. Click the search icon, a new pop-up window will open. In the pop-up window, enter the required value in the search field & click Go button. System will display results as per the search criteria. Select the required value.

viii. Under many fields you will see small blue text. This text is the information / instruction / details of that field. Read this text to get a clarity of that field.

1. Basic Information

This page requires some basic information about the company & its contacts. There are 2 sections on this page - Company Details & Contact Information. Provide the required information:

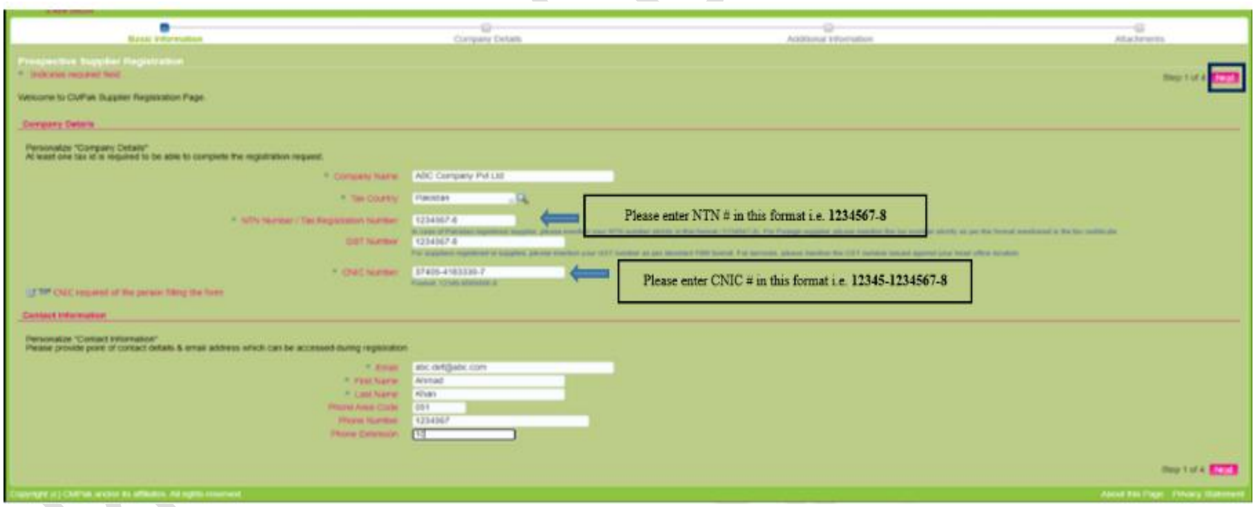
Enter the required information into the **Company Details** section.

- Enter the desired information into the **Company Name, Tax Country, NTN Number, GST Number and CNIC Number** field.
- For guidance related NTN and CNIC number please refer to the snapshot below.

Enter the required information into the **Contact Information** section.

- Enter the desired information into the **Email, First Name & Last Name, Phone Area Code, Phone Number & Phone Extension** field.
- Enter the email address in the Email field which is easily accessible to you during the registration process. The URL generated when you press the **Save For Later** button will be sent to this email address.

After providing the required information, click Next button to proceed to the next step.



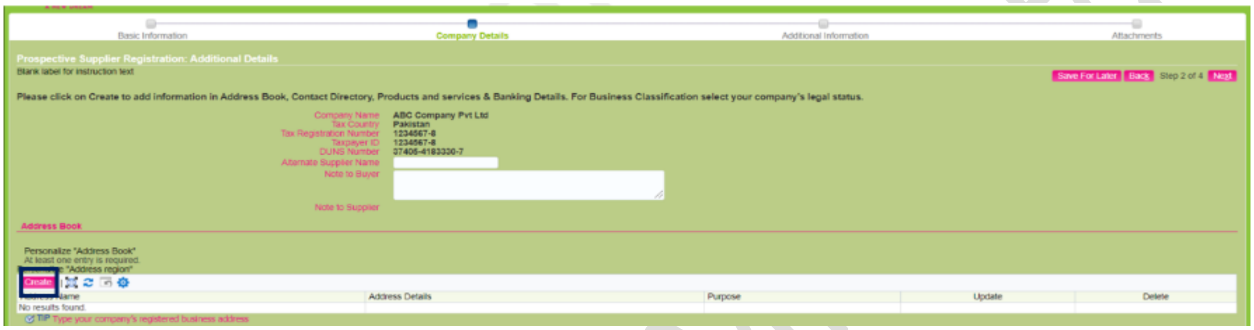
2. Company Details

This page contains multiple sections to capture detailed information about the company.

Detail of each section is given below:

i. Address Book

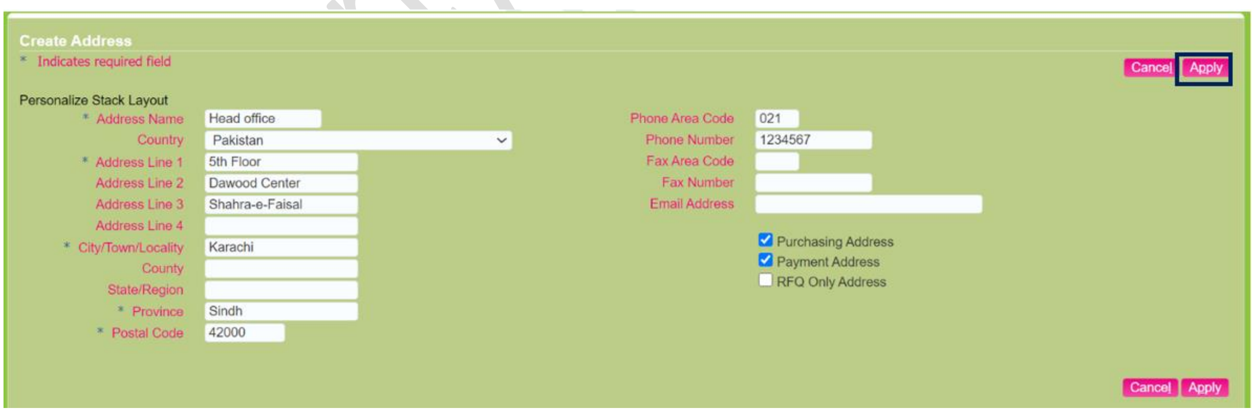
Click Create button under Address Book section to provide address related information of the company.



Create address by providing the required information:

- Please enter the company address which is used for regular correspondence.
- Deselect **RFQ Only Address** to use this address for purchasing & payment purpose.
- Use the above 2 steps to create multiple addresses, if required.

After providing the required information, click **Apply** button.



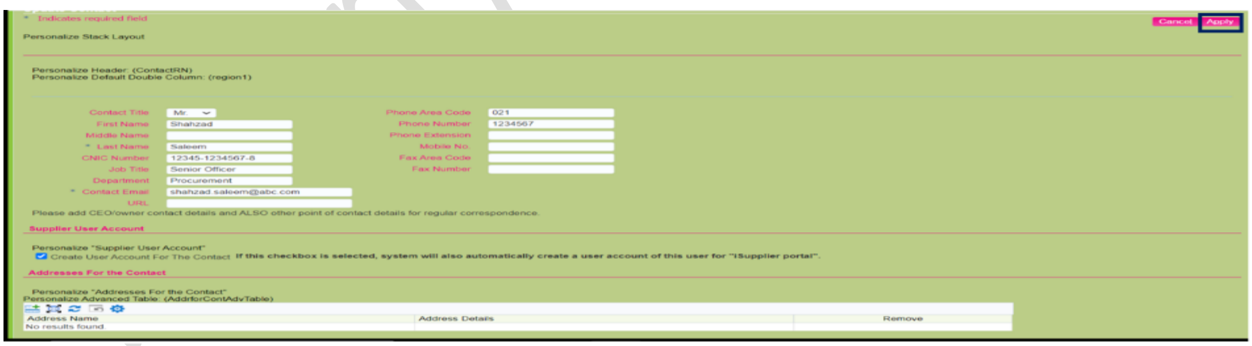
ii. Contact Directory

Provide contact related information under **Contact Directory** section. The contact information that was provided in the Step 3 (Basic Information) will be auto-populated. To update the existing contact, click **Update** icon & provide / update the required information. To create a new contact, click **Create** button.

Provide **Contact Information**.

- Please provide required information in all the fields.
- Select Mr. or Miss. in Contact title field.
- Optionally associate this contact with an Address created in the previous step e.g. Contact Ahmad is available at Head Office address. Use Addresses for the Contact section to associate address with a contact.
- Optionally check the Create User Account for the Contact option to create iSupplier user account for the contact to access the i-Supplier Portal for future activities such as viewing Purchase Order, raising ARN and Invoicing etc.

After providing the required information, click **Apply** button.



iii. Business Classification

Provide Business Classification related information under **Business Classification** section. It is mandatory to select a business classification otherwise your registration request will not be processed.

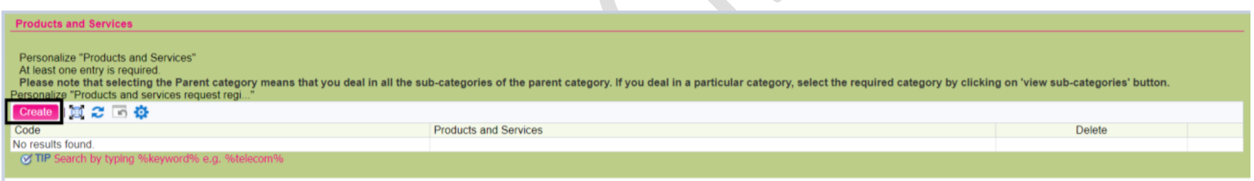
Enter business classification information:

- Select the required business classification e.g. Partnership etc.
- Enter the desired information into the Certificate Number field.
- Enter the desired information into the Certificate Agency field.

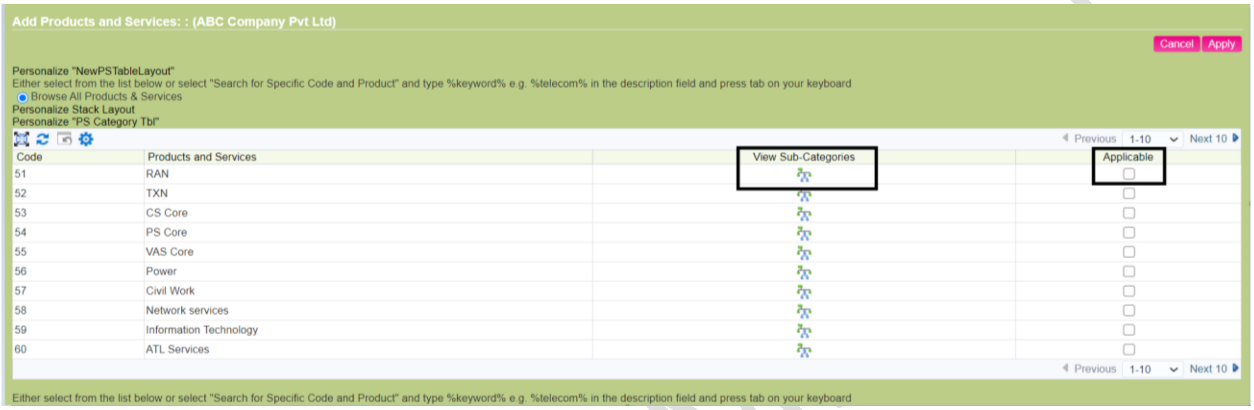
iv. Product & Services

Provide Products & Services related information under **Product & Services** section. Select the required product & services categories / sub-categories.

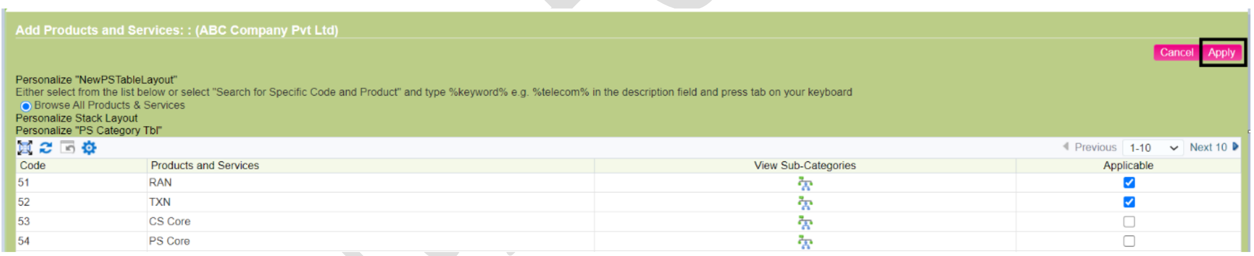
Click the **Create** button to select the product & service categories.



Select the required category. Selecting a parent category will indicate that you can provide goods / services in all of the sub-categories of this parent category. If this is not the case, then click **View Sub categories** button to drill down to the required sub-categories. Click the checkbox under **Applicable** column to select the category. You can select multiple categories at a time.



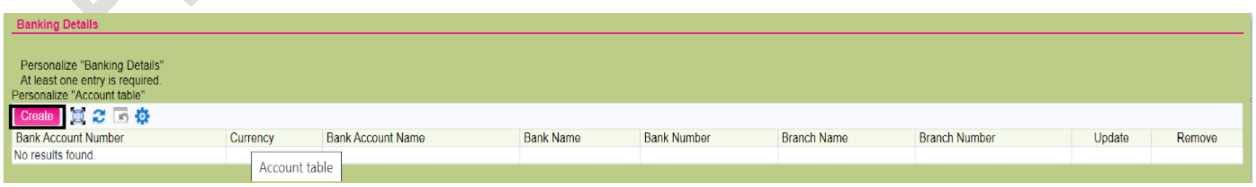
Click the **Apply** button to save the record.



v. Banking Details

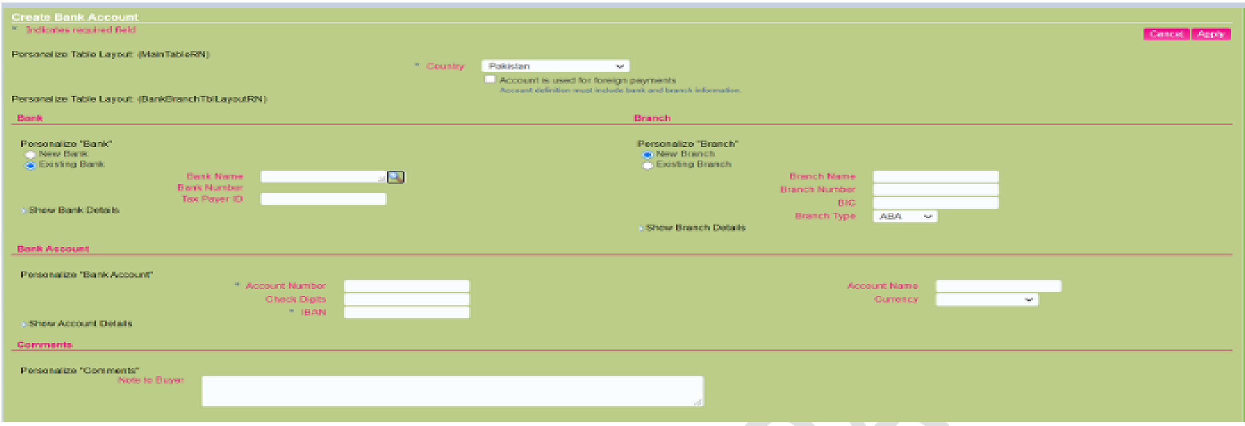
Provide banking related information under **Banking Details** section.

Click the **Create** button to provide bank related details.

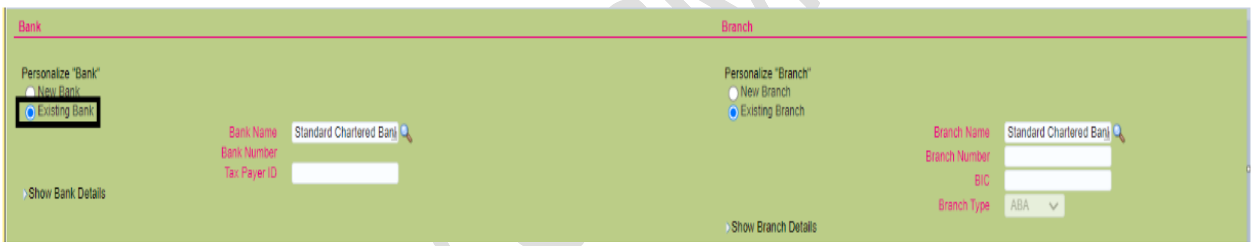


Enter **Country name, Bank name, Bank number, Branch name, Branch Code. Input Account number, IBAN number, Account Name & Currency**.

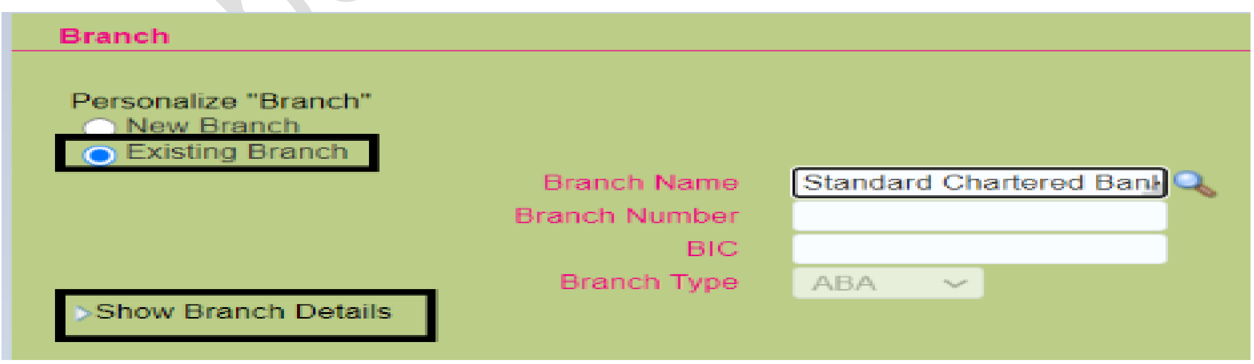
This Bank Account will be used for future online payments (IBFT).



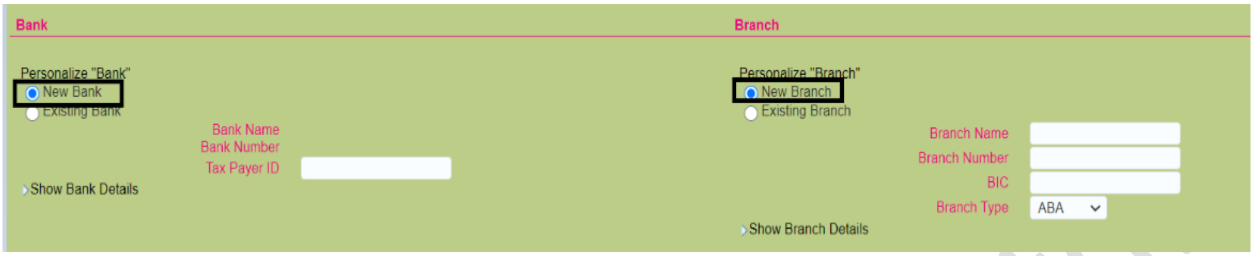
Under Bank section, click on **Existing Bank** option & select the Bank Name from already defined list.



Under branch section, click on **Existing Branch** option & select the Branch Name from already defined list. Click **Show Details** to provide branch address related information.

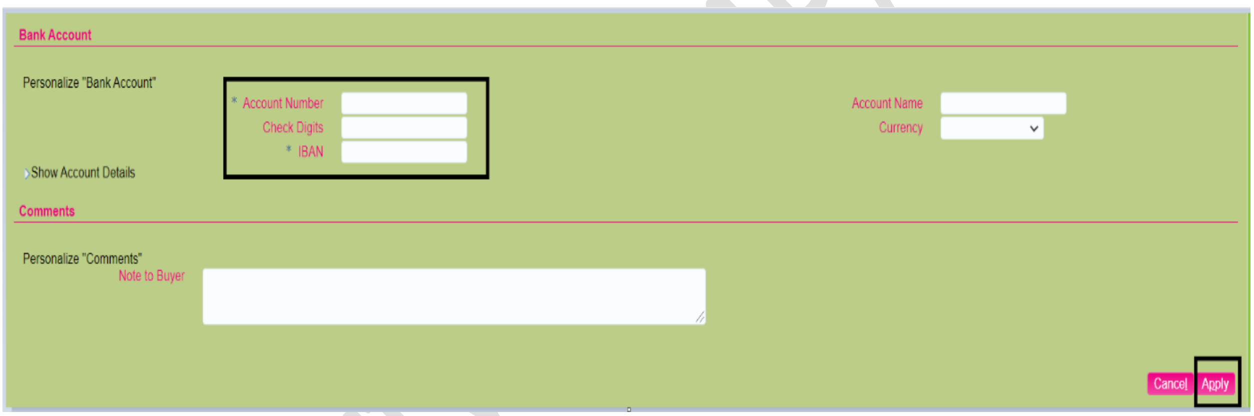


If the required branch does not exist in the already defined list, click **New Branch** option & input the required information.

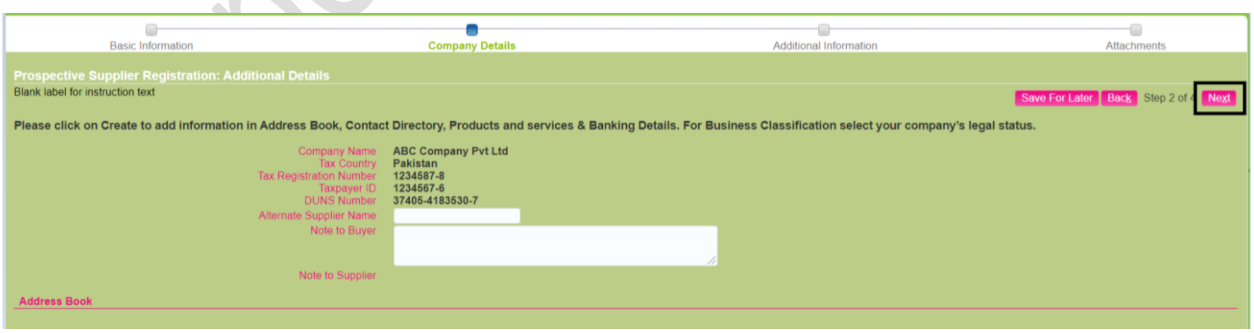


Under bank account section, Provide Bank account related information such as **Account Number, Account Name, IBAN & Account Currency**.

Click the **Apply** button.



Click the **Next** button to proceed to the next step.



3. Additional Information

This page requires some additional information relating to the financials, existence & experience of the company. This page is further divided into two tabs, one for Summary Information & other for Detailed Information.

i. Summary Information

Provide the required summary information:

Currency:

Please select currency mentioned in audited financial statements and bank statements. If accounts are not in USD or PKR please convert all figures to USD or PKR at the same/exchange rate.

Overall Experience – Years:

Please mention the overall number of years for which your organization is working for example, starting from your company's incorporation date or the date when the partnership agreement was signed or the date of registration on your NTN certificate.

Telecom Industry Experience – Years:

Please mention the overall number of years for which your organization is working in the telecom sector. Please mention the number of years as per your experience certificate/client appreciation letters (which you will attach in the attachment section).

Tax Return Statement:

Please select appropriate option. If you are a tax filer, please select "Filer". If you are not a tax filer, please select "Non-Filer".

Annual Turnover:

Please pick this figure from audited income statement. If financial statements are not audited, pick closing balance of the bank statement or mention the sales figure from your tax return. If your financial statements are not audited, figures from income statement will not be valid.

Audited Financial Statements:

If your financial statements are audited, please select "Yes". If your financial statements are not audited, please select "No".

Audit Firm Name:

Please mention the name of your audit firm. Type Not Applicable if your financial statements are not audited.

Current Assets:

To be picked from audited Balance sheet (Statement of Financial position), if none please mention “0”. If your financial statements are not audited, please type “0”.

Current Liabilities:

To be picked from the Balance sheet (Statement of Financial position), if none please mention“1”. If your financial statements are not audited, please type “1”.

Quarter 1 closing balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.

Quarter 2 closing balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.

Quarterly 3 closing balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.

Quarter 4 closing balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.

Reason:

Please mention reason if you are not providing the financial figures, if provided mention Not Applicable.

International Cities Presence:

To be picked from the list by clicking on the magnifying glass, value must be between 0-200. Please mention the number of cities where your offices are located.

Metro Cities Presence:

To be picked from the list by clicking on the magnifying glass, value must be between 0-200. Please mention the number of cities where your offices are located.

Non-Metro cities presence:

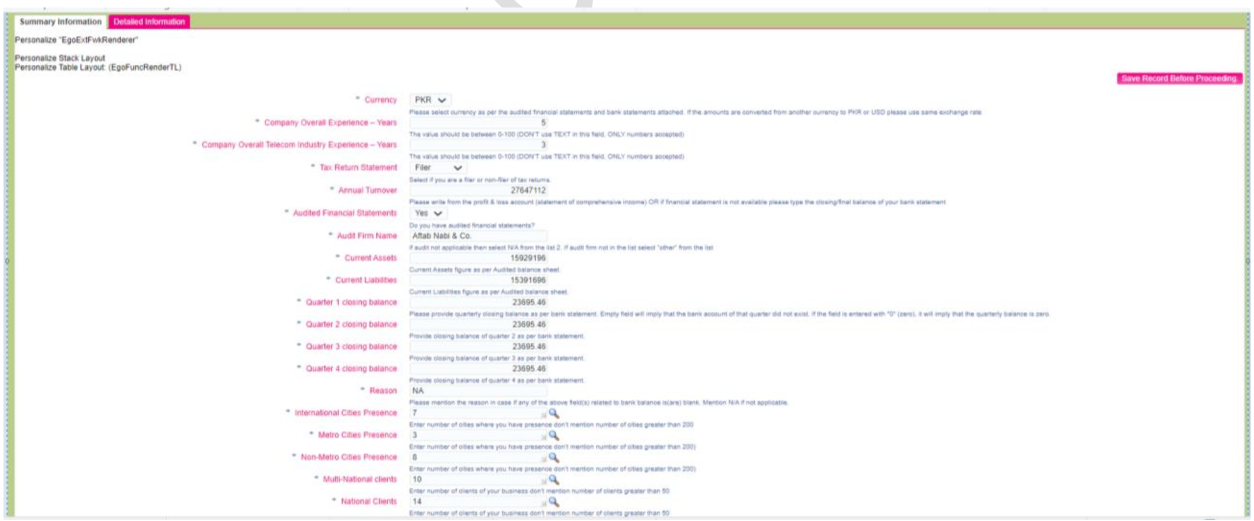
To be picked from the list by clicking on the magnifying glass, value must be between 0-200. Please mention the number of cities where your offices are located.

Multi-National clients:

To be picked from the list by clicking on the magnifying glass, value must be between 0-50. Please mention the number of clients as per the experience certificate/client appreciation letters which you will attach in the attachments section.

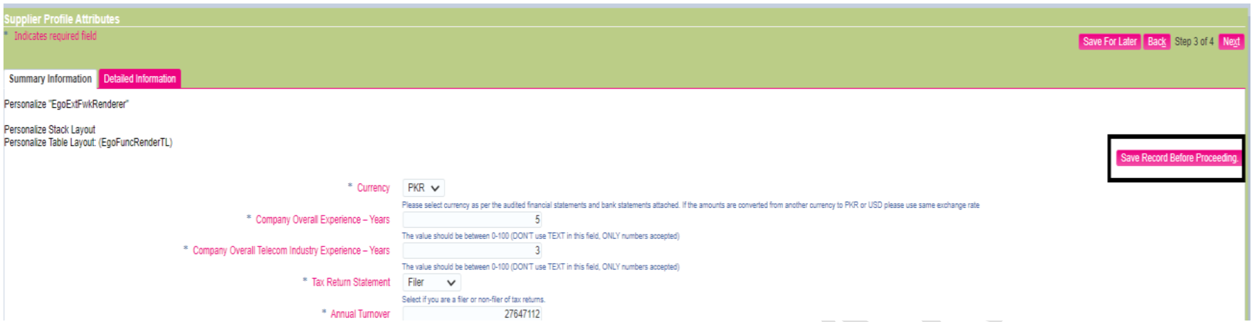
National Clients:

To be picked from the list by clicking on the magnifying glass, value must be between 0-50. Please mention the number of clients as per the experience certificate/client appreciation letters which you will attach in the attachments section.



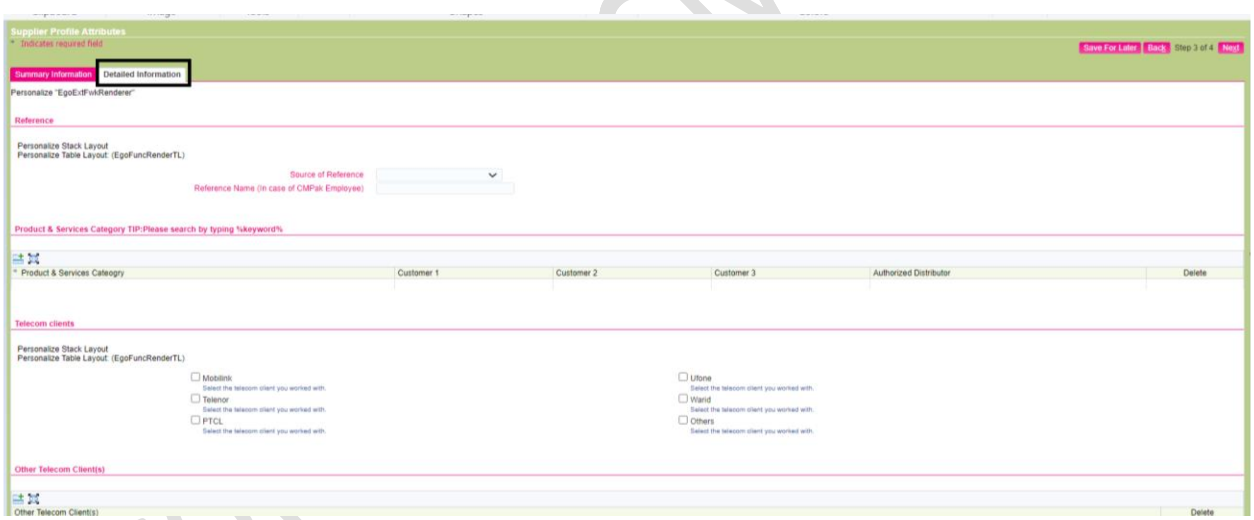
After providing all the required information, scroll up & click the **Save Record Before Proceeding** button.

Please note that if you don't follow this step your registration request will not be processed.

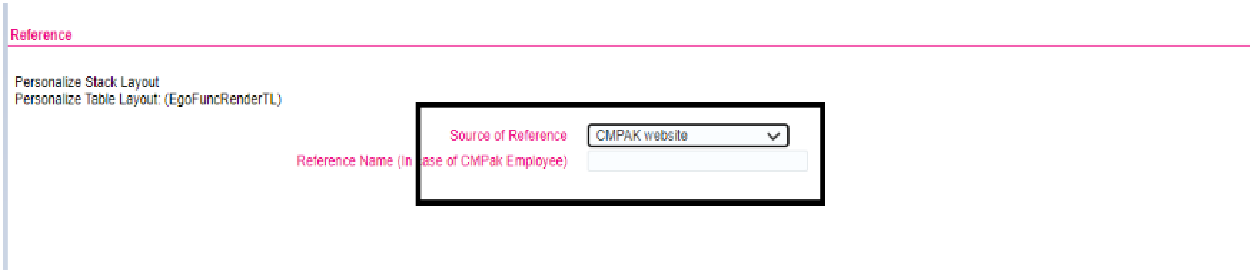


ii. Detailed Information

Click the **Detailed Information** tab to provide additional information.



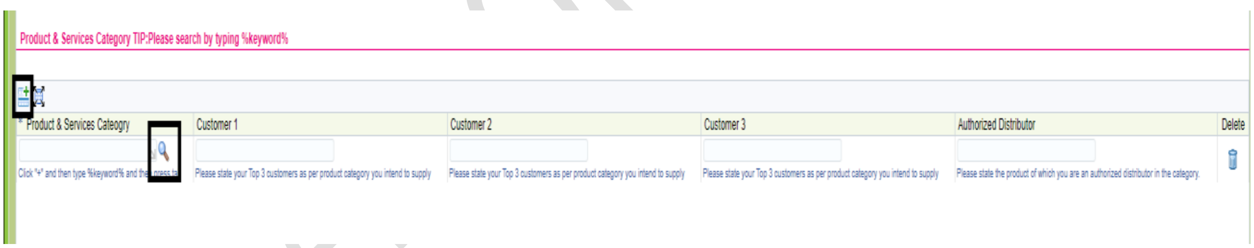
Under Reference section, select **Source of Reference** from the drop down list & provide **Reference Name** in case of an employee.



Under Product & Services Category information, click **Add** button to add product & service categories.

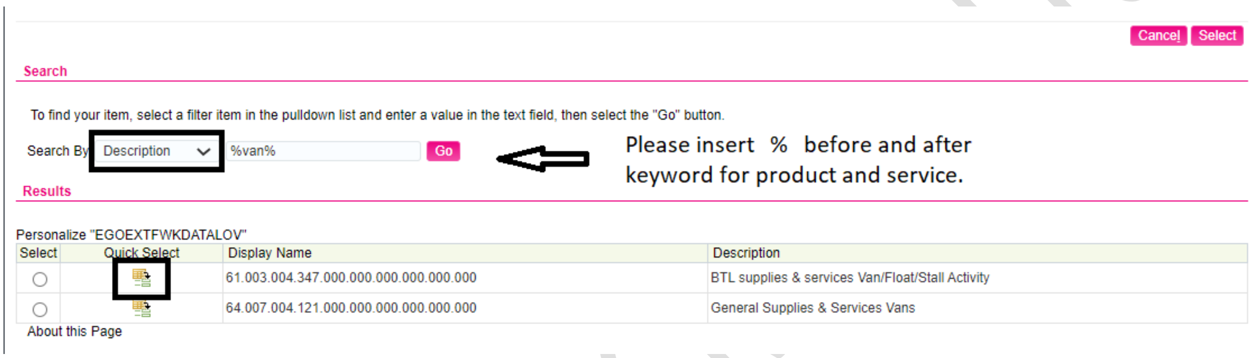
Please click on to select the product and service category.

Please note that you have to enter major product and service categories that your business offers and against each category, you have to mention your top three customers. In authorized distributor field, mention "Yes" if you are an authorized distributor of that category and "Not Applicable" if you are not an authorized distributor.

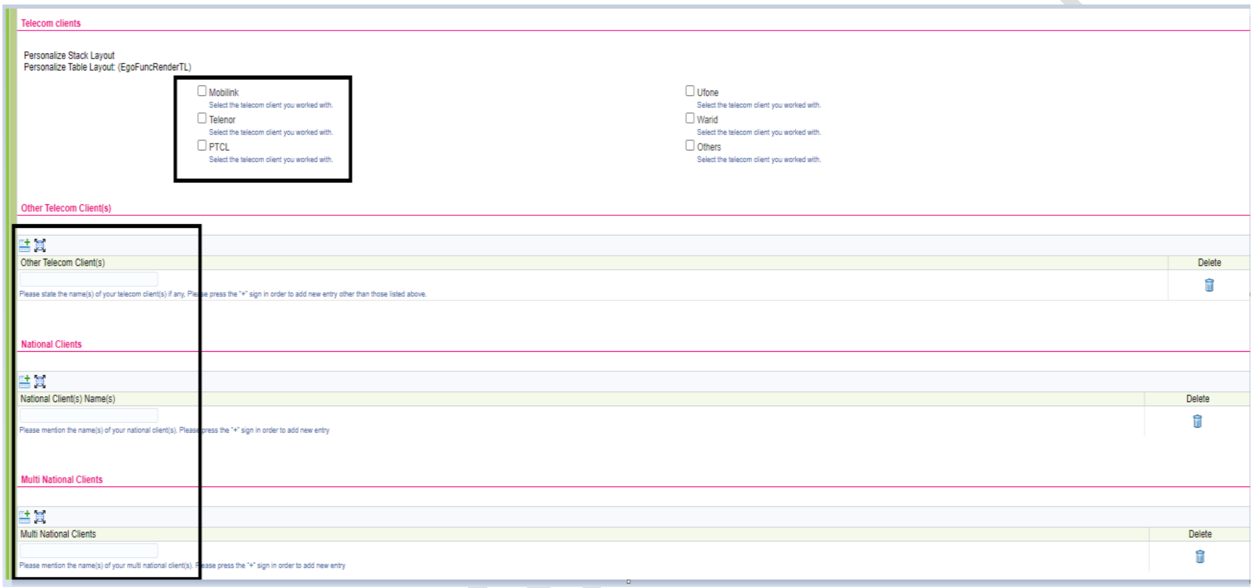


Once you click on the below screen will appear.

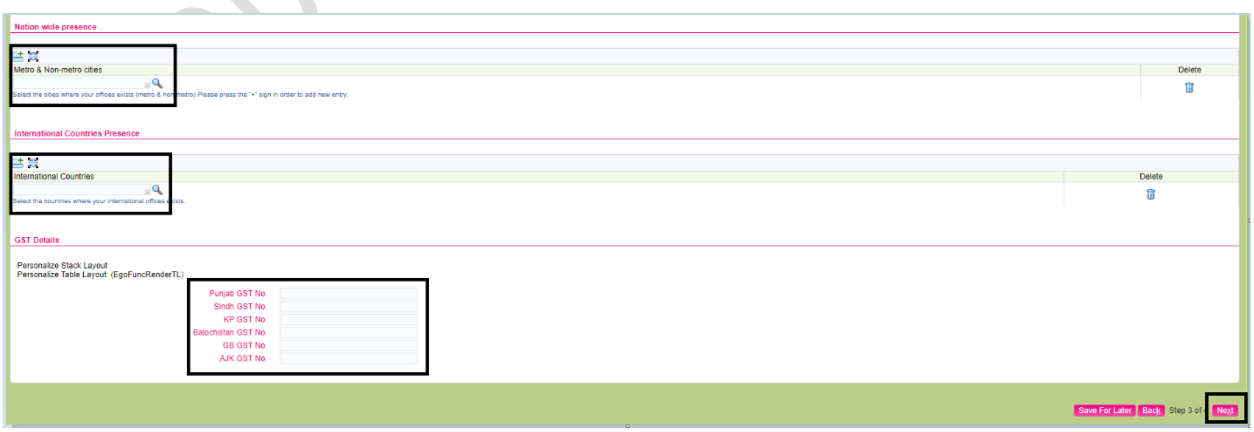
- Please select **Description** in Search By field.
- Please enter product and service category that you offer in search field (Please insert % before and after keyword for product and service) and press **Go**. A list of categories under the name you entered will appear.
- Please press **Quick Select** button for your preferred category.
- **Repeat above steps to add more categories.**



- Select the required **Telecom clients**. You can select multiple clients.
- In case of other telecom clients, enter the required information into the **Other Telecom Client(s)** field.
- Enter the name(s) of national client(s) in the **National Client(s)** Name field.
- Enter the desired information into the **Multi National Client(s) Name(s)** field.
- If you have added any field and that field is empty, please delete that field before proceeding.



- Select the required cities from the **Metro & Non-Metro Cities** field list of values. You can select multiple cities. (Please insert % before and after keyword for city)
- Select the required cities from the **International Countries** field list of values. You can select multiple countries. (Please insert % before and after keyword for country)
- Provide the Province wise GST no. under the **GST Details** section.
- After providing all the required information, click the **Next** button.



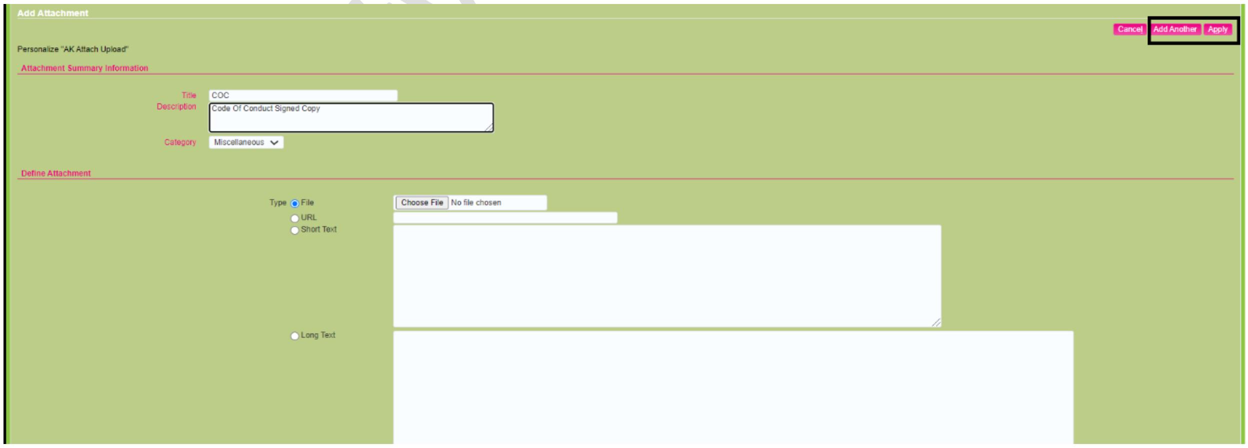
4. Attachments

This page allows you to attach the required documents to complete the registration process. Please see the instructions carefully & attach all the required documents otherwise your registration request will be rejected.

Click the **Add Attachment** button to attach documents with the request.

Please refer to the **List of Documents** on the next page and attach these over the portal.

- Enter the attachment **Title & Description**.
- **Browse** & attach the required file.
- Click the **Apply** button to save the record & close this page, otherwise to attach another document click **Add Another** button.
- Click the **Submit** button to submit the request for approval.



LIST OF DOCUMENTS:

List of documents below have to be attached over the portal. (Hard copies or email is NOT required).

1. **Business Profile/Presentation** – This should contain information related to your business, more specifically information about clientele, services/products offered, nationwide or international offices & experience.

2. **Company registration certificate/Incorporation certificate** – This is required, in case if your business is legally structured as a **"Company"**, if your business is not legally structured as a "**Company**" please ignore this requirement.

- Form A – Required if you are legally structured as a **company,** if your business is not legally structured as a "**company**" please ignore this requirement.

- Form 29 – Required if you are legally structured as a **company,** if your business is not legally structured as a "**company**" please ignore this requirement.

3. **Partnership Deed (Where applicable)** - This is required in case if your business is legally structured as a **"Partnership"**, if you are not legally structured as a **Partnership** please ignore this requirement.

- Form C – Required if you are legally structured as a **Partnership**.

4. NTN certificate

5. GST certificate

6. **Company Dealership Authorization Certificate (If Applicable) –** Please attach this document if you are an authorized dealer/distributor of any product or service. If you are not, please ignore this requirement.

7. **Board of Directors / Company owner / Sole proprietor information –** Please provide this information on your business letter head.

8. **Latest Financial statement along with Audit Report –** Please provide if your financial statements are audited.

9. **Latest Bank Statement –** One year bank statement, this is required to verify the closing balance of latest four quarters. Please attach a clear copy.

10. **Income Tax Return Statement** – Latest filed income tax returns.

11. **Signed Supplier Code of Conduct** – Please sign and stamp the attached supplier code of conduct and attach the scanned copy over the portal.

12. **Experience proof:** Issued by minimum 10 different clients, covering minimum 5 years.

13. **Experience proof:** Issued by telecom clients, covering minimum 5 years.

14. **Valid certificate:** of any body, organization or institution of which you are a member or otherwise (if applicable). (e.g. PEC, PEMRA)

15. **Bank Account Maintenance Certificate:** Please provide copy of bank account maintenance certificate from the bank where your business account is maintained. It should clearly mention the below details.

- Bank Name
- Branch address
- Branch Code
- Account Title
- Account Number
- IBAN
- Currency in which account is maintained

You will be informed about your request approval or rejection via email.