

Oracle Supplier Lifecycle Management R12.2.4

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. The buying organization accepts or rejects the new supplier registration based on the supplier's qualifications and risk evaluation.

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, keeps these tips in mind as these will help you throughout the registration process.

- i. Never use browser back button, this may lead to errors resulting in non-submission of the request.
- ii. Always use **Back** button or **Return** link on the form to go back to the previous page.
- iii. All the fields marked with a "*" indicates required field so information must be provided in these fields.
- iv. 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.
- v. To create a new record for any section, use **Create** button or plus sign (+)
- vi. 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.
- vii. 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.



Self-Service Registration Page

From CMPAK website, click on vendor registration link. An introductory page will open. The self-service registration page is divided into 2 informational and 4 input forms. Details of each form is given below:

1. Introductory Page

Upon clicking the self-service registration link an introductory page will open. This page contains introduction to the self-service supplier registration & details about the documents / information required. Click **Next** to proceed.

Introductory Page

The Procurement department of CMPak Ltd is pleased to announce the launch of its online vendor registration module. This online form is intended to encourage vendors dealing with relevant products and services to register with CMPak. This registration process is mandatory for all existing and new vendors. This process does not create any obligation CMPak part for tender floatation, contractual award or any other order. Please prepare the following documentation BEFORE you proceed to register. You will not be able to continue without this information.

- Complete Company Information
- Registration and Tax Certificates
- Basic Contact Information
- Financial Statements (Last year)
- Annual Sales for the past year
- Bank Statement

You should allow between 30 and 45 minutes to complete the registration process. If the data entry is interrupted for more than 10 minutes the registration process will be cancelled for security reasons. Please ensure that all field requirements are fulfilled.

Note: After submission of registration request, CMPak will review and verify the information / document. In case all information / document is accurate, registration status will be updated in a period of 2 - 3 weeks. In case of incorrect/ unclear information / document, timeline will be started after complete details are provided by the supplier.

Next

2. Code of Conduct

After introductory page, Supplier Code of Conduct page will open. This page contains terms of the code of conduct that every supplier needs to accept before proceeding to the next step. Click **Print Code of Conduct** button to download a PDF file of the Code of conduct. Sign the code of conduct and add it as an attachment in the last step of registration process because without this signed code of conduct, your registration request will be **rejected**. Click **Accept** button to proceed to the next step.

Accept Print code of conduct

Code Of Conduct

CMPak Limited understands that our success depends on our reputation for ethical business performance and performing our jobs honestly, diligently and with integrity, in compliance with all applicable laws and regulations. Consistent with our commitment to conduct business fairly and honestly, we seek business partners who share in our culture, values and business practices. This Supplier Code of Conduct (SCC) will establish the standards for conducting business with CMPak Limited.

For the purpose of this Supplier Code, 'Supplier' means any company, corporation or other entity or person that sells or seeks to sell, goods or services to CMPak Limited, including the Supplier's employees, agents, subcontractors and other sub-tier sources. Supplier is responsible for communicating the contents of this SCC to its officers, directors, employees, agents, subcontractors and sub-tier sources who are involved in the procurement and production process related to products and services provided to CMPak.

COMPLIANCE WITH LAWS AND REGULATIONS:-

A Supplier must comply with all laws and regulations applicable to its business in the countries where it does business, including all laws and regulations relating to each subject matter below.

WAGES AND WORKING HOURS :-

Supplier must comply with all applicable local labour laws with respect to wage and hour laws, including those relating to minimum wages, EOBI, social security, overtime hours, and other elements of compensation, and will provide all legally mandated benefits. Supplier will not require employees to work more than the maximum number of hours permitted under applicable labour laws.

FAIR DEALING AND COMPETITION LAWS :-

Supplier will not engage in collusive bidding, price fixing, price discrimination or other unfair trade practices in violation of applicable antitrust or competition laws. Supplier will uphold fair business standards in advertising, sales and competition.

IMPROPER PAYMENTS :-

Supplier is prohibited from engaging in any corruption, extortion or embezzlement, in any form. Supplier must comply with all applicable anti-corruption laws and regulations of the country. Supplier will not offer or accept bribes or employ other means to obtain an undue or improper advantage. Bribes, kickbacks, facilitating payments and similar payments to government officials or to CMPak employees or agents acting on CMPak's behalf are prohibited.

GIVING AND ACCEPTING GIFTS :-

SCMPak employees are discouraged from accepting gifts or entertainment from suppliers, including gift or entertainment of nominal value. Corporate Affairs Department (CAD) will be responsible to keep records of all gifts offered to company or employees of the company. Following principles and procedures will be considered for gifts:

- Gifts must not be accepted (through courier or by hand) which give the appearance of a past, present or future conflict of interest.
- Gifts must not in any circumstances be accepted involving the transfer of money regardless of value (by cash or loan).
- Suppliers may sponsor trainings and conferences for employees for purposes like orientation of their products or training of employees on some module of their product. Suppliers may also sponsor for visit of employees to their factory or office within Pakistan or outside Pakistan regarding purchase of equipment for CMPak. However, all such invitations for training and conferences will be first sent to Corporate Affairs Department (CAD) for approval. After receiving invitation, CAD will decide the appropriateness of such events and eligibility of employees to attend those events.
- If the gift is received and cannot be returnable, it must be deposited with CAD department and they will decide about usage of the gift.

3. 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** field.
- Select the required country from the **Tax Country** field list of values.
- Enter the desired information into the **NTN Number** field.
- Enter the desired information into the **GST Number** field.
- Enter the desired information into the **CNIC Number** field.

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

- Enter the desired information into the **Email** field.
- Enter the desired information into the **First Name & Last Name** field.
- Enter the desired information into the **Phone Area Code** field.
- Enter the desired information into the **Phone Number** field.
- Enter the desired information into the **Phone Extension** field.

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

4. 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:

- Enter the desired information into the **Address Name** field.
- Select the required country name from the **Country** field List of values.
- Enter the desired information into the **Address Line 1** field.
- Enter the desired information into the **Address Line 2** field.
- Enter the desired information into the **City/Town/Locality** field.
- Enter the desired information into the **Province** field.
- Enter the desired information into the **Postal Code** field.
- Enter the desired information into the **Phone Area Code** field.
- Enter the desired information into the **Phone Number** field.
- Enter the desired information into the **Fax Area Code** field.
- Enter the desired information into the **Fax Number** field.
- Select **Purchasing Address** to enable this address for purchasing purpose.
- Select **Payment Address** to enable this address for payment purpose.
- Deselect **RFQ Only Address** to use this address for purchasing & payment purpose.

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

Create Address

* Indicates required field

Personalize Stack Layout

* Address Name	Head Office	Phone Area Code	021
Country	Pakistan	Phone Number	1212121
* Address Line 1	5th Floor	Fax Area Code	
Address Line 2	Dawood Center	Fax Number	
Address Line 3	Shahra-e-Faisal	Email Address	
Address Line 4			
* City/Town/Locality	Karachi	<input checked="" type="checkbox"/> Purchasing Address	
Country		<input checked="" type="checkbox"/> Payment Address	
State/Region		<input type="checkbox"/> RFQ Only Address	
* Province	Sindh		
* Postal Code	42000		

Cancel Apply

Cancel Apply

Note: Use the above 2 steps to create multiple addresses.

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.

Contact Directory

Personalize "Contact Directory"
At least one entry is required for Contact Directory.

Personalize "Contact region"

Create Refresh Settings

First Name	Last Name Δ	Phone	Email	Requires User Account	Update	Delete
Muhammad	Nawaz	051-1212121-3	m.nawaz@abc.com	<input checked="" type="checkbox"/>		

Business Classifications

Provide contact information

- Select **Contact title**.
- Enter required information into the **Contact name** field.
- Enter CNIC number into the **CNIC number** field.
- Enter the required **Job title**.
- Enter the required **Department**.
- Enter **Contact E-mail** address.
- Enter contact **Phone number & Fax number** details.
- 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 this contact.

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

Update Contact

* Indicates required field

Personalize Stack Layout

Personalize Header: (ContactPRN)
Personalize Default Double Column: (region1)

Contact Title: Mr. Δ Phone Area Code: 021
 First Name: Ahmad Phone Number: 1211111
 Middle Name: Jahangir Phone Extension: 9
 * Last Name: Bhatti Mobile No.: 03120000001
 CNIC Number: 37468-1111111-0 Fax Area Code: Fax Number:
 Job Title: Sales Executive
 Department: Sales
 * Contact E-mail: ahmad.bhatti@abc.com
 URL:

Supplier User Account

Personalize "Supplier User Account"
 Create User Account For The Contact If this checkbox is selected, system will also automatically create a user account of this user for "iSupplier portal".

Addresses For the Contact

Personalize "Addresses For the Contact"
 Personalize Advanced Table: (AddrforContAdvTable)

Address Name	Address Details	Remove
Head Office	5th Floor, Dawood Center, Shakra-e-Faisal, Karachi null 42000 PK	

Cancel Apply

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**.
- Enter the desired information into the **Certificate Number** field.
- Enter the desired information into the **Certificate Agency** field.
- Enter the desired information into the **Expiration Date** field.

Business Classifications

Personalize "Business Classifications"
It is mandatory to select a BUSINESS CLASSIFICATION otherwise your request will not be processed.
Personalize "Business classifications region"

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
AOP	<input type="checkbox"/>				
Company Limited by Guarantee	<input type="checkbox"/>				
Company Limited by shares	<input checked="" type="checkbox"/>		SECP-123	SECP	
Foreign Company	<input type="checkbox"/>				
Partnership	<input type="checkbox"/>				
Sole Proprietorship	<input type="checkbox"/>				
Unlimited Company	<input type="checkbox"/>				

Personalize Flow Layout
TIP Date format example: 14-Jan-2018

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.

Products and Services

Personalize "Products and Services"
At least one entry is required for Product & Services.
Please note that selecting the Parent category means that you deal in all the sub-categories of the parent category. If you deal in a particular category, select the required category by clicking on 'view sub-categories' button.
Personalize "Products and services request regi..."

Create   

Code	Products and Services	Delete
No results found.		

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.

Add Products and Services: (ABC Company Pvt. Ltd)

Personalize "NewPSTableLayout"
 Browse All Products & Services
 Search for Specific Code and Product
 Personalize Stack Layout
 Personalize "PS Category Tbr"

Code	Products and Services	View Sub-Categories	Applicable
01	Telecom Equipment		<input type="checkbox"/>
03	TI Services		<input type="checkbox"/>
04	Furnitures		<input type="checkbox"/>
06	Non Telco		<input type="checkbox"/>
07	Information Technology		<input type="checkbox"/>
08	Stationary		<input type="checkbox"/>
10	Branding		<input type="checkbox"/>
50	HR		<input type="checkbox"/>
99	Other		<input type="checkbox"/>

Cancel Apply

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

Add Products and Services: 01 :Telecom Equipment.RAN (ABC Company Pvt. Ltd)

Personalize "NewPSTableLayout"
 Personalize Stack Layout
 Personalize "PS Category Tbr"

Code	Products and Services	View Sub-Categories	Applicable
001	BTS		<input checked="" type="checkbox"/>
002	Rf Antenna		<input type="checkbox"/>

Return to Parent Category

Cancel Apply

v. Banking Details

Provide banking related information under **Banking Details** section. You can provide information for multiple accounts.

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

Banking Details

Personalize "Banking Details"
 At least one entry is required for Banking Details.
 Personalize "Account table"

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Enter **Country name**, select **Bank name**, **Bank number**, **Branch name**, **Branch number**. Input **Account number & IBAN number**.

Add Products and Services: (ABC Company Pvt. Ltd) >

Create Bank Account
* Indicates required field

Personalize Table Layout: (MainTableRN) Cancel Apply

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

Personalize Table Layout: (BankBranchTblLayoutRN)

<p>Bank</p> <p>Personalize "Bank"</p> <p><input checked="" type="radio"/> Existing Bank <input type="radio"/> New Bank</p> <p>Bank Name <input type="text"/></p> <p>Bank Number <input type="text"/></p> <p>Show Bank Details</p>	<p>Branch</p> <p>Personalize "Branch"</p> <p><input type="radio"/> Existing Branch <input checked="" type="radio"/> New Branch</p> <p>Branch Name <input type="text"/></p> <p>Branch Number <input type="text"/></p> <p>BIC <input type="text"/></p> <p>Branch Type <input type="text" value="ABA"/></p> <p>Show Branch Details</p>
--	--

Bank Account

Personalize "Bank Account"

* Account Number

Check Digits

IBAN

Account Name

Currency

[Show Account Details](#)

Comments

Personalize "Comments"

Note to Buyer

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

Bank

Personalize "Bank"

Existing Bank
 New Bank

Bank Name

Bank Number

[Show Bank Details](#)

Bank

Personalize "Bank"

Existing Bank
 New Bank

Bank Name

Bank Number

[Hide Bank Details](#)

Details

Personalize "Details"

Alternate Bank Name

Address

Personalize "Address"

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State

Zip Code

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.

Branch

Personalize "Branch"

Existing Branch
 New Branch

Branch Name: SCB-F-7 Markaz

Branch Number:

BIC:

Branch Type: SWIFT

Show Branch Details

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

Bank

Personalize "Bank"

Existing Bank
 New Bank

Bank Name:

Bank Number:

Show Bank Details

Branch

Personalize "Branch"

Existing Branch
 New Branch

Branch Name:

Branch Number:

BIC:

Branch Type: ABA

Show Branch Details

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

Bank Account

Personalize "Bank Account"

* Account Number:

Check Digits:

IBAN:

Account Name:

Currency:

Show Account Details

Comments

Personalize "Comments"

Note to Buyer:

Cancel Apply

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

5. 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:

- Select the required currency from the **Currency** field drop down list. The selected currency implicates that all the information provided on this page is in the above selected currency.
- Select the required years from the **Overall Experience - Years** field list of values.
- Select the required months from the **Overall Experience - Months** field list of values. E.g. overall experience of your company is 10 years & 3 months, you will input 10 in the above **Overall Experience - Years** field & 3 in this **Overall Experience - Months** field.
- Select the required years from the **Telecom Industry Experience - Years** field list of values.
- Select the required months from the **Telecom Industry Experience - Month** field list of values.
- Select the required information from the **Tax Return Statement** field list of values.
- Enter the desired information into the **Annual Turnover** field.
- Select the required information from the **Audited Financial Statement** field list of values.
- Select the required information from the **Audit Firm Name** field list of values.
- Enter the desired information into the **Audit Firm Name (in case of others)** field.
- Enter the desired information into the **Total Liabilities** field.
- Enter the desired information into the **Shareholders' Equity** field.
- Enter the desired information into the **Current Assets** field.
- Enter the desired information into the **Current Liabilities** field.
- Enter the desired information into the **Quarter 1 closing balance** field.
- Enter the desired information into the **Quarter 2 closing balance** field.
- Enter the desired information into the **Quarter 3 closing balance** field.
- Enter the desired information into the **Quarter 4 closing balance** field.
- Enter the desired information into the **Quarter 5 closing balance** field.
- Enter the desired information into the **Quarter 6 closing balance** field.
- Enter the desired information into the **Quarter 7 closing balance** field.

- Enter the desired information into the **Quarter 8 closing balance** field.
- Enter the desired information into the **Reason** field if any of the above field relating to closing balance is empty.
- Select the number of international cities presence from the **International Cities Presence** field list of values.
- Select the number of metro cities presence from the **Metro cities presence** field list of values.
- Select the number of non-metro cities presence from the **Non-Metro cities presence** field list of values.
- Select the number of multi-national clients from the **Multi-National clients'** field list of values.
- Select the number of national clients from the **National Clients** field list of values.

Supplier Profile Attributes

* Indicates required field

Save For Later Back Step 3 of 4 Next

Summary Information Detailed Information

Personalize "EgoExtFwkRender"

Personalize Stack Layout

Personalize Table Layout (EgoFuncRenderTL)

Save Record Before Proceeding

Currency: PKR

* Overall Experience - Years: 10
Enter number of years of overall experience e.g. 4 years & 2 months. Use this field for the number of years i.e. 4 & the next field for months i.e. 2.

* Overall Experience - Months: 9
Enter months in this field.

* Telecom Industry Experience - Years: 4
Enter number of years of telecom industry experience e.g. 4 years & 2 months. Use this field for the number of years i.e. 4 & the next field for months i.e. 2.

* Telecom Industry Experience - Month: 0
Enter months in this field.

* Tax Return Statement: Filer
Select if you are a filer or non-filer of tax returns.

* Annual Turnover: 10000000
Mention your annual turnover figure.

* Audited Financial Statements: Yes
Do you have audited financial statements?

* Audit Firm Name: KPMG
Select the name of the firm that performs your company's audit.

* Audit Firm Name (in case of others): N/A
If others selected above please mention the name of your audit firm. Mention N/A if not applicable.

Total Liabilities: 2000000
Total Liabilities figure as per Audited balance sheet.

Shareholders' Equity: 10000000

Current Assets: 2000000
Current Assets figure as per Audited balance sheet.

Current Liabilities: 1000000
Current Liabilities figure as per Audited balance sheet.

Quarter 1 closing balance: 9000000
Please provide quarterly closing balance as per bank statement. Empty field will imply that the bank account of that quarter did not exist. If the field is entered with 0 (zero), it will imply that the quarterly balance is zero.

Quarter 2 closing balance: 8000000
Provide closing balance of quarter 2 as per bank statement.

Quarter 3 closing balance: 1000000
Provide closing balance of quarter 3 as per bank statement.

Quarter 4 closing balance: 1000000
Provide closing balance of quarter 4 as per bank statement.

Quarter 5 closing balance: 1000000
Provide closing balance of quarter 5 as per bank statement.

Quarter 6 closing balance: 1000000
Provide closing balance of quarter 6 as per bank statement.

Quarter 7 closing balance: 1000000
Provide closing balance of quarter 7 as per bank statement.

Quarter 8 closing balance: 1000000
Provide closing balance of quarter 8 as per bank statement.

* Reason: N/A
Please mention the reason in case if any of the above field(s) related to bank balance is(are) blank. Mention N/A if not applicable.

* International Cities Presence: 5
Mention the number of international cities where your offices exist.

* Metro cities presence: 10
Mention the number of metro cities where your offices exist.

* Non-Metro cities presence: 1
Mention the number of non-metro cities where your offices exist.

* Multi-National clients: 4
Mention the number of your multi-national clients.

* National Clients: 10
Mention the number of your national clients.

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.

Supplier Profile Attributes
* Indicates required field

Save For Later Back Step 3 of 4 Next

Summary Information Detailed Information

Personalize "EgoExtFwkRenderer"

Personalize Stack Layout
Personalize Table Layout. (EgoFuncRenderTL)

Currency: PKR

* Overall Experience - Years: 10
Enter number of years of overall experience e.g. 4 years & 2 months. Use this field for the number of years i.e. 4 & the next field for months i.e. 2.

* Overall Experience - Months: 9
Enter months in this field.

* Telecom Industry Experience - Years: 4
Enter number of years of telecom industry experience e.g. 4 years & 2 months. Use this field for the number of years i.e. 4 & the next field for months i.e. 2.

Save Record Before Proceeding

ii. Detailed Information

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

Supplier Profile Attributes
* Indicates required field

Save For Later Back Step 3 of 4 Next

Summary Information Detailed Information

Personalize "EgoExtFwkRenderer"

Product & Services Category Information

* Product & Services Category	Customer 1	Customer 2	Customer 3	Authorized Distributor	Delete

Reference

Personalize Stack Layout
Personalize Table Layout. (EgoFuncRenderTL)

Source of Reference: [Dropdown]

Reference Name (In case of CMPAK employee): [Text Field]

Telecom Clients

Personalize Stack Layout
Personalize Table Layout. (EgoFuncRenderTL)

Mobilink
Select the telecom client you worked with.
 Ufone
Select the telecom client you worked with.

Telenor
Select the telecom client you worked with.
 Warid
Select the telecom client you worked with.

PTCL
Select the telecom client you worked with.
 Others
Select this option if other than those listed above.

Under Product & Services Category information, click **Add** button to add product & service categories and provide top three customers details & product name of any supply for which you are an authorize distributor.

Product & Services Category Information

Add

* Product & Services Category	Customer 1	Customer 2	Customer 3	Authorized Distributor	Delete
Please select product & services category you intend to supply.	Please state your Top 3 customers as per product category you intend to supply	Please state your Top 3 customers as per product category you intend to supply	Please state your Top 3 customers as per product category you intend to supply	Please state the product of which you are an authorized distributor in the category.	

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

- 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.

- Select the required cities from the **Metro & Non-Metro Cities** field list of values. You can select multiple cities.
- Select the required cities from the **International Cities** field list of values. You can select multiple cities.
- Provide the Province wise GST no. under the **GST Details** section.
- After providing all the required information, click the **Next** button.

The screenshot shows a registration form with three main sections:

- Nation wide presence:** Contains a 'Metro & Non-metro cities' field with a search icon and a 'Delete' button. Below it is a text prompt: 'Select the cities where your offices exists (metro & non metro)'.
- International Cities Presence:** Contains an 'International Cities' field with a search icon and a 'Delete' button. Below it is a text prompt: 'Select the countries where your international offices exist'.
- GST Details:** Contains a table for province-wise GST numbers:

Punjab GST No.	
Sindh GST No.	
KP GST No.	
Balochistan GST No.	
GB GST No.	
AJK GST No.	

At the bottom right, there are buttons for 'Save For Later', 'Back', and 'Next' (highlighted with a red box).

6. 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.

The screenshot shows the 'Attachments' page with the following content:

- Attachments** (Section Header)
- Personalize "Attachments"** (Section Header)
- Instructions**

Following documents are mandatory to be attached for registration purpose, failure to which will result in refusal of the registration process.

 - Signed supplier code of conduct.
 - Bank Statement (Latest-2 Years)
 - Company Registration document
 - NTN Certificate
 - GST Certificates (Province wise)
 - Complete Audited Financial Statement (Latest)
 - Overall Experience Certificate (1 experience letter for each year)
 - Telecom experience letters (where applicable)
 - Company organization chart / hierarchy
 - Authorization certificates (where applicable)
 - Tax Return Statement
- Personalize "Attachments"** (Section Header)
- Attachments of associated record**

Add Attachment (highlighted with a red box)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

At the bottom right, there are buttons for 'Submit', 'Back', and 'Step 4 of 4'.

- 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.

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

DISCLAIMER

1. All correspondence between CMPak Limited and supplier taking place through ERP is via their registered email addresses in CMPak ERP (E.g. Sourcing, Invoicing, PO issuance etc.). Kindly keep your email addresses updated with CMPak Limited so that you do not miss any important notification. CMPak Ltd. will not be responsible for any loss/damage/misinformation in case email address is not updated / active.
2. Suppliers are also advised to keep their information in ERP including NTN, CNIC, Physical address, contact number, Bank details (including bank, account number, account title etc) accurately updated. CMPak does not bear responsibility in case incorrect/outdated information is available in CMPak iSupplier.
3. Keep the system generated password confidential and never share with anyone else.

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