



# Omran Vendor Registration

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# OMRAN ERP System Vendor Registration

- New Suppliers can register themselves to Omran's Supplier Base by a self-registration and easy to use link available in Omran's website.
- Prospect supplier has to open their Internet explorer, navigate to Omran website > Tenders > Vendor Registration (Registered supplier or Non-registered suppliers)
- The following Page will appear, the supplier then has to fill in the accurate information about his company, the steps number are showing the instruction as per the screenshot below
  1. Enter the Company information, the full name of the company, the country at which the company is registered and the license number
  2. Contract Person Information
  3. Click Continue to go to the next page of registration



# OMRAN ERP System Vendor Registration

**omran** OMRAN iSupplier Portal Close Preferences

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**Prospective Supplier Registration**  
\* Indicates required field Continue

Blank label for instruction text

**Company Details**

At least one tax id is required to be able to complete the registration request. 1

* Company Name	<input type="text" value="ABC Corporation"/>
Tax Country	<input type="text" value="United Arab Emirates"/>
<small>Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.</small>	
* Commercial Registration Number	<input type="text" value="123122"/>
Taxpayer ID	<input type="text" value="29758"/>
DUNS Number	<input type="text" value="DE114422987"/>

**Contact Information**

Blank label for instruction text

* Email	<input type="text" value="salesteam@ABC.com"/>
First Name	<input type="text" value="First Name of Contract"/>
* Last Name	<input type="text" value="Last Name of Contract"/>
Phone Area Code	<input type="text" value="+971"/>
Phone Number	<input type="text" value="98990000"/>
Phone Extension	<input type="text" value="212"/>

2 3

Continue



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4. Upon completing the first page and clicking on continue another page will show. The first this you need to do is the click on "Save For Later" button. This button will send you a link through your email to refer to the same page in future in case you lost the server connection or in case you need to save your registration for preparing additional documentations.
5. In order to fill the address book information please click on CREATE

**OMRAN** iSupplier Portal

Close Preferences **4**

**Prospective Supplier Registration: Additional Details**  
Blank label for instruction text

Back Save For Later Register

Company Name **ABC Corporation**  
Tax Country **United Arab Emirates**  
Commercial Registration Number **123122**  
Taxpayer ID **29758**  
DUNS Number **DE114422987**

**Address Book**

At least one entry is required. **5**

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

**Contact Directory**

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
First Name of Contract	Last Name of Contract	+971-98990000-212	salesteam@ABC.com	✓		

**Supplier Type**

Supplier Type

**Supplier Grade**

Supplier Grade



# OMRAN ERP System Vendor Registration

6. Another page will open and you will need to enter your company address information
7. Once done, click on apply

**OMRAN** iSupplier Portal Close Preferences

**Create Address** 6

\* Indicates required field

* Address Name	<input type="text" value="No1 Abu Dhabi"/>	Phone Area Code	<input type="text"/>
Country	<input type="text" value="United Arab Emirates"/> ▼	Phone Number	<input type="text"/>
* Address Line 1	<input type="text" value="No 1"/>	Fax Area Code	<input type="text"/>
Address Line 2	<input type="text" value="21st Cross Street"/>	Fax Number	<input type="text"/>
Address Line 3	<input type="text"/>	Email Address	<input type="text" value="salesteam@ABC.com"/>
Address Line 4	<input type="text"/>	<input type="checkbox"/> Purchasing Address	
* City/Town/Locality	<input type="text" value="Abu Dhabi"/>	<input type="checkbox"/> Payment Address	
County	<input type="text" value="United Arab Emirates"/>	<input checked="" type="checkbox"/> RFQ Only Address	
State/Region	<input type="text"/>		
Province	<input type="text"/>		
* Postal Code	<input type="text" value="+971"/>		

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Close Preferences

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8. You will go back to the previous page; now in order to create more contact person you need to click on CREATE below the contact person section
9. Or you can update existing by clicking on Update

**OMRAN** iSupplier Portal Close Preferences

**Prospective Supplier Registration: Additional Details**  
Blank label for instruction text

Company Name **ABC Corporation**  
Tax Country **United Arab Emirates**  
Commercial Registration Number **123122**  
Taxpayer ID **29758**  
DUNS Number **DE114422987**

**Address Book**  
At least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
No1 Abu Dhabi	No 1, Abu Dhabi +971 United Arab Emirates	RFQ Only		

**Contact Directory**  
At least one entry is required.  
 **8**

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
First Name of Contract	Last Name of Contract	+971-98990000-212	salesteam@ABC.com	✓	<b>9</b>	

**Supplier Type**  
Supplier Type

**Supplier Grade**



# OMRAN ERP System Vendor Registration

10. Now Select the Supplier type and Supplier grade.
11. Now the business classification related to your business need to be selected .ie. you will need to check the checkbox adjacent to your company type of business (applicable column)
12. Enter the Attachment Title
13. Enter the Attachment description
14. Enter the expiration date



# OMRAN ERP System Vendor Registration

Supplier Type

Supplier Grade  **10**

Business Classification **11** **12** **13** **14** **15**

Classification	Applicable	Minority Type	Attachment Title	Description	Expiration Date	Attachments
Consultancy Services	<input checked="" type="checkbox"/>		<input type="text" value="Attachment1"/>	<input type="text" value="Attachment description"/>	<input type="text" value="31-Aug-2017 07:50:46"/>	None <input type="button" value="Add..."/>
Works/Construction	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	None <input type="button" value="Add..."/>
Goods/Supplies	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	None <input type="button" value="Add..."/>

Supplier Attcahments

15. Add the attachment for the classification specified

- Click on Add button icon will take you to another page (Add attachment)
- Provide the title, description, Define attachment(File , URL or Plain Text) and Click on Apply



# OMRAN ERP System Vendor Registration

**OMRAN** iSupplier Portal Close Preferences

Prospective Supplier Registration: Additional Details >

**Add Attachment** Cancel Add Another Apply

Add  ▼

**Attachment Summary Information**

Title

Description

Category **Miscellaneous**

**Define Attachment**

Type  File

URL

Text

Cancel Add Another Apply

Similar to Business classification, Enter the Supplier Attachments.



# OMRAN ERP System Vendor Registration

16. Now you are ready to enter your company products and service categories, click Create below products and services to list the categories your company provides

Products and Services

At least one entry is required.

Create **16**

Code	Products and Services	Delete
No results found.		

17. After you click on Create you will be taken to the add products and service page
18. You can browse the products and services, or search by clicking on Search
19. Click view sub-categories next to the category to see the sub categories(If Any)
20. Click applicable for the category your company is specialized in, you can choose many categories as per your company specialization.



# OMRAN ERP System Vendor Registration

OMRAN iSupplier Portal

Close Preferences

Prospective Supplier Registration: Additional Details >  
Add Products and Services: : (ABC Corporation)

Browse All Products & Services **18**  
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
000	Undefined		<input type="checkbox"/> <b>20</b>
100	Accommodation furniture		<input type="checkbox"/>
101	Adhesives and sealants		<input type="checkbox"/>
102	Advertising		<input type="checkbox"/>
103	Arts and crafts equipment and accessories and supplies		<input type="checkbox"/>
104	Audio and visual presentation and composing equipment		<input type="checkbox"/>
105	Bedclothes and table and kitchen linen and towels		<input type="checkbox"/>
106	Beverages		<input type="checkbox"/>
107	Building and facility maintenance and repair services		<input type="checkbox"/>
108	Cleaning and janitorial services		<input type="checkbox"/>

Previous 1-10 Next 10

Cancel Apply **21**

Close Preferences

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21. When you are done click apply to return to the previous page



# OMRAN ERP System Vendor Registration

22. When we try to save or register , the system will validate and prompt if any required information is not entered or missed as shown below.

The screenshot displays the OMRAN iSupplier Portal interface. At the top left is the OMRAN logo and the text 'iSupplier Portal'. At the top right is a 'Close Preferences' link. Below the header is an error message section with a red 'x' icon and the word 'Error'. The error message contains three numbered items, each stating that 'Applicable flag, Attachment Title, Description, ExpirationDate and attachments are required for' a specific entity: Oman Ministry of Commerce, Oman Chamber of Commerce, and Grade Certificate. Below the error message is a section titled 'Prospective Supplier Registration: Additional Details' with a note 'Blank label for instruction text'. To the right of this section are three buttons: 'Back', 'Save For Later', and 'Register'. Below the buttons, the registration details are listed:

Company Name	ABC Corporation
Tax Country	United Arab Emirates
Commercial Registration Number	123122
Taxpayer ID	29758
DUNS Number	DE114422987

23. When you are done click Save for Later or Register
24. You will get this confirmation that your registration was successful.



# OMRAN ERP System Vendor Registration

25. If you select save for later, the below confirmation will appear. Using the link the registration request can be updated later.

The screenshot shows the OMRAN iSupplier Portal interface. At the top left is the OMRAN logo and the text 'iSupplier Portal'. At the top right is a 'Close Preferences' link. Below the header is a 'Confirmation' section with a document icon and a green checkmark. It contains two numbered instructions: 1. 'Your registration details have been saved. You will need to bookmark the following link to be able to return to your registration request at a later date. An email with these details has also been sent to you.' 2. A long URL: 'https://supplier.omran.om:443/OA\_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=F6F435161E4197D8E20C083748AE1F4EA328158D0D1D6D07BC4A3E686CA65B8D'. Below the instructions is a section titled 'Prospective Supplier Registration: Additional Details' with a 'Blank label for instruction text' on the left. On the right of this section are three buttons: 'Back', 'Save For Later', and 'Register'. Below the buttons is a table of registration details.

Company Name	<b>ABC Corporation</b>
Tax Country	<b>United Arab Emirates</b>
Commercial Registration Number	<b>123122</b>
Taxpayer ID	<b>29758</b>
DUNS Number	<b>DE114422987</b>



# OMRAN ERP System Vendor Registration

26. If you click on Register, the below confirmation will appear. The Company's registration is complete and supplier will be notified regarding the registration status via email

The screenshot shows a confirmation message in the OMRAN iSupplier Portal. The header includes the OMRAN logo and the text 'iSupplier Portal'. On the right side of the header, there are links for 'Close' and 'Preferences'. The main content area features a 'Confirmation' heading with a document icon and a green checkmark, followed by the text: 'Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.' At the bottom of the message, there are links for 'Close' and 'Preferences', and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'