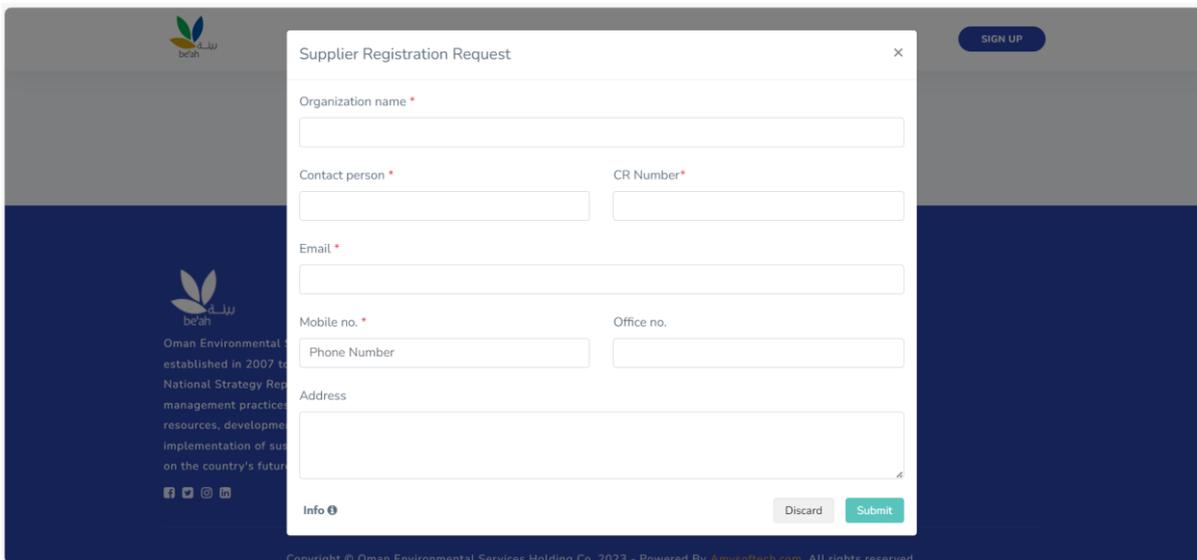


Supplier Registration Manual

The complete registration is divided into **4** parts:

- Registration Request submission
- Registration Request Approval
- Profile submission.
- Approval & Account creation.

Part 1 – Submission of the registration request



The screenshot shows a web application interface for submitting a supplier registration request. A modal window titled "Supplier Registration Request" is open over a dark blue background. The form contains the following fields:

- Organization name *
- Contact person *
- CR Number *
- Email *
- Mobile no. * (with a sub-field for Phone Number)
- Office no.
- Address

At the bottom of the modal, there are "Discard" and "Submit" buttons. A "SIGN UP" button is visible in the top right corner of the background page. The footer of the page reads: "Copyright © Oman Environmental Services Holding Co. 2023 - Powered By Amsoft.com. All rights reserved."

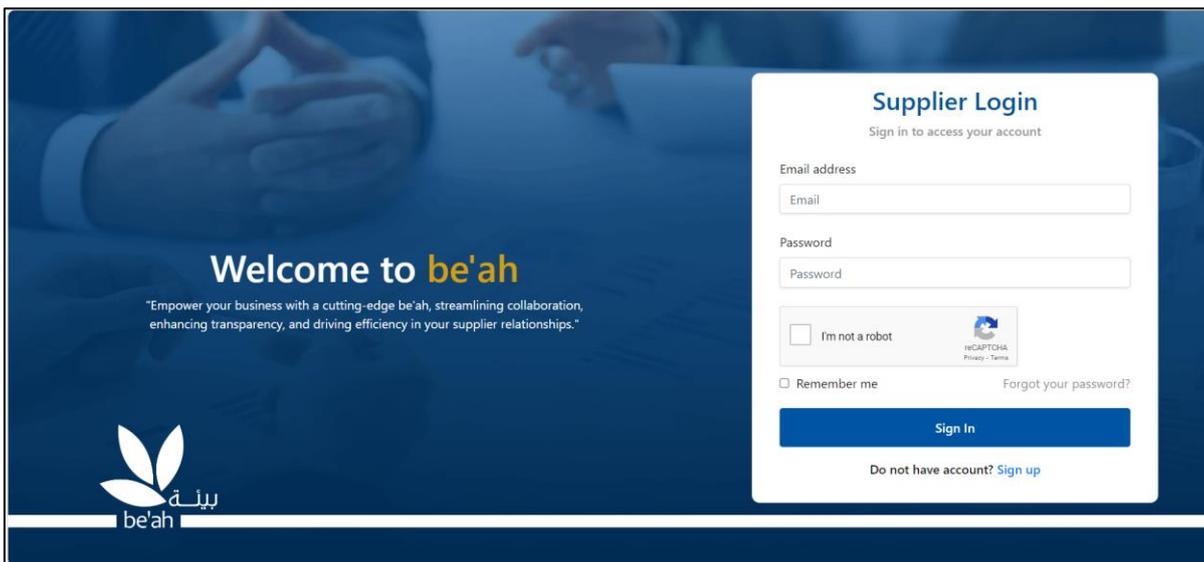
1. On clicking of Signup button, the supplier needs to fill in the basic information for the registration.
 - a. In **Organization Name** – Enter the organization name.
 - b. In **Contact person** – Enter the name of the primary contact person.
 - c. In **CR Number** – Enter the Company registration number for the validation.
 - d. In the **Email** field – Enter the primary Email ID used for communication purposes.
 - e. In **Mobile number** – Enter the valid mobile number used for communication purposes.
2. On click of submit the vendor request is submitted for approval.

Part 2 – Request approval

On submission of the registration request, the approval from the Administrator to access the account, which includes:

- a) URL
- b) Username
- c) Temporary password

Part 3: Filling up the detailed profile information

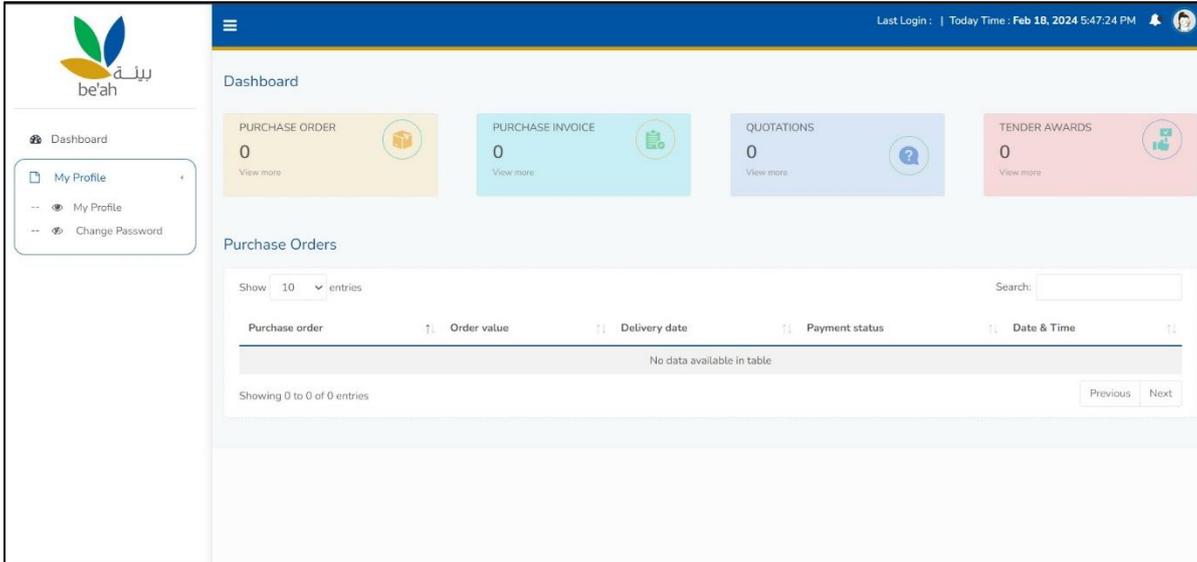


The image shows a screenshot of the 'Supplier Login' page. On the left, there is a blue banner with the text 'Welcome to be'ah' and a quote: 'Empower your business with a cutting-edge be'ah, streamlining collaboration, enhancing transparency, and driving efficiency in your supplier relationships.' Below the banner is the be'ah logo. On the right, there is a white login form with the following fields and options: 'Email address' (with an 'Email' input field), 'Password' (with a 'Password' input field), a reCAPTCHA widget, a checkbox for 'I'm not a robot', a checkbox for 'Remember me', a link for 'Forgot your password?', a blue 'Sign In' button, and a link for 'Do not have account? Sign up'.

1. In the email address field, enter the email used at the time of registration.
2. In the password field, enter the password received in the registration mail.
3. Submit the captcha.
4. Click Sign In.

After login

1. Supplier needs to follow the below path:
Go to My Profile > Click My Profile tab.



Suppliers need to fill all the mandatory fields in all the tabs. Supplier registration consists of the below-mentioned sections:

a. General information

The screenshot shows the 'Update Your Profile' form in the 'General information' tab. The form is divided into two columns. The left column contains fields for: 'Vendor Request Id' (SR-000004), 'Type' (organization), 'Contact person name' (PSK ltd), 'Email id' (chirag@amy.in), 'Alternative Email id' (chirag.1@amy.in), 'Primary address' (Oman Muscat), and 'Currency' (Omani Rial (ر.ع.)). There is a checkbox for 'Billing address same as primary address' which is checked. The right column contains: 'Vendor Group' (LOCAL), 'Company name' (PSK Ltd), 'Contact no.' (9983425265), 'Alternative Contact no.', 'Country' (Oman), 'Billing address' (Oman Muscat), and 'Business activities as per trade license'. Navigation buttons 'Previous' and 'Next' are at the bottom right.

This section consists of the basic information of the supplier which is mandatory before proceeding towards the profile completion such as:

- **Vendor group** – Required to select the group to which the supplier belongs.
- **Country**
- **Primary address**

NOTE: If the billing address and primary address are the same then the supplier can opt for the option “Billing address same as primary address” else can fill in the updated address in the desired field.

Oman Environmental Services Holding Company (Be'ah)



- **Currency:** The supplier must define the accounting currency to perform hassle-free transactions on the platform.
- **Business activities as per trade license** – This is an additional that a supplier can provide which will provide extra clearance in the approval process.

b. Company details

The screenshot shows the 'Update Your Profile' interface with the 'Company details' tab selected. The form contains the following fields and values:

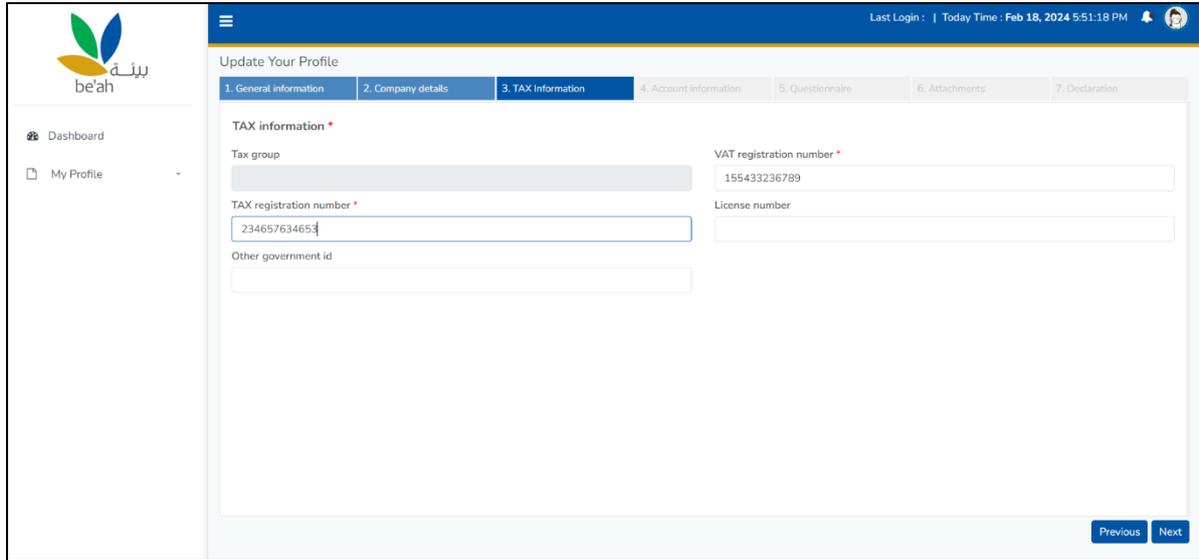
Field	Value
Established year *	2005
CR number *	1827362727780
Number of employee	30
Type of Business *	Corporation Company
Quality and safety organization *	Yes
Website / URL	
CR expiry date *	12/18/2026
What kind of product	None selected
Upload Attachment Uploaded files : 0	No file chosen
Upload Attachment Uploaded * files : 0	Screenshot (113).png

This section consists of the organizational information of the supplier which is mandatory before proceeding towards the profile completion such as:

- **Established year** – The year of establishment provides the details of the supplier business years in the respective business.
- **Type of business** – For the verification, it is an important part of knowledge about the business type of supplier with valid supportive documents.
- **Quality and safety organization** – It is a mandatory check to classify the organizations.

NOTE: If quality and safety organization is marked as "Yes" then it is required to attach the valid supportive documents.

c. Tax & Billing information

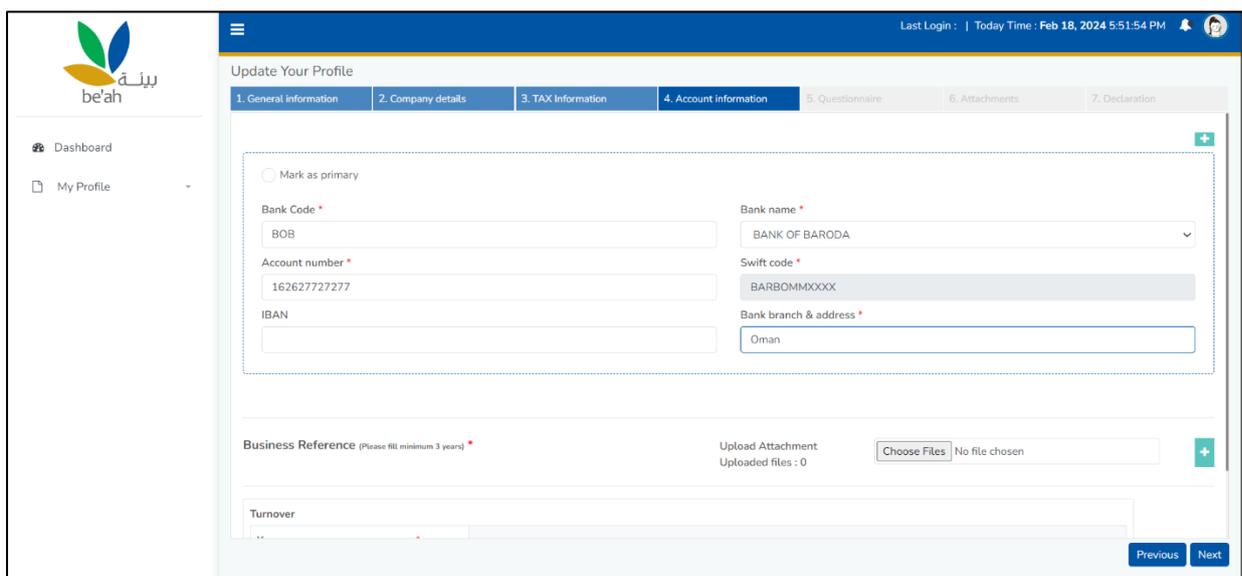


This section consists of the tax-related information of the supplier which is mandatory before proceeding towards the profile completion such as:

- **VAT Registration Number** – The supplier must provide the registration number allotted to the organization by the VAT Authority.
- **TAX Registration Number** – The supplier must provide the tax registration number in the respective field to complete its tax information.

NOTE: "If the VAT registration number" and "TAX registration number" are the same, then the supplier can input the "TAX registration number" as "VAT registration number".

d. Account information





This section consists of the bank information of the supplier which is mandatory before proceeding towards the profile completion such as:

- Bank Name
- Bank Code
- Account number.
- IBAN (optional)
- Branch and address of the bank.

If the supplier has more than one bank account, *click on the “+” sign fill in the similar information, and mark any of the list of accounts as primary.*

e. Questionnaire

Sr. no.	Questions	Yes	No
1	Is your company verified by MoH	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This section consists of several other pieces of information which act as a supportive check in the vendor approval process.

f. Attachments

Document Type	File Name	Uploaded files
Company Logo	No file chosen	0
Certificates/ Licenses	No file chosen	0
VAT registration certificate	Screenshot (111).png	0
Bank Certificate	Screenshot (113).png	0
Other document	No file chosen	0
Commercial Registration	Screenshot (110) - Copy.png	0
TAX registration certificate	Screenshot (107).png	0
Agency Certificate	No file chosen	0
Local Company Certificate	No file chosen	0



This section provides a separate space to attach all the documents related to that section having a valid file type.

g. Declaration

Sr. no.	Company name	Contact name	Contact number	Client Since	Action
1	PSK	PSK ltd	9282726300		delete

Sr. no.	Contact name	Relation	Designation	Contact number	Action
1	PSK	PSK ltd		9982726220	delete

This section provides the supplier to suggest the business reference and declaration of the conflict of interest.

Also, all the fields mapped in this form are optional, suppliers can skip them if not wish to declare them.

On a click of the “**Finish**” Button, the supplier request has been sent for approval.

Part 4 – Profile approval request

On submission of the registration request, the approval from the Administrator to access the account.

Once the vendor request has been approved the vendor account will be created into the system and the vendor will receive an email of the approval and the supplier will be able to see all the related sections in their respective account.



END OF THE DOCUMENT

