



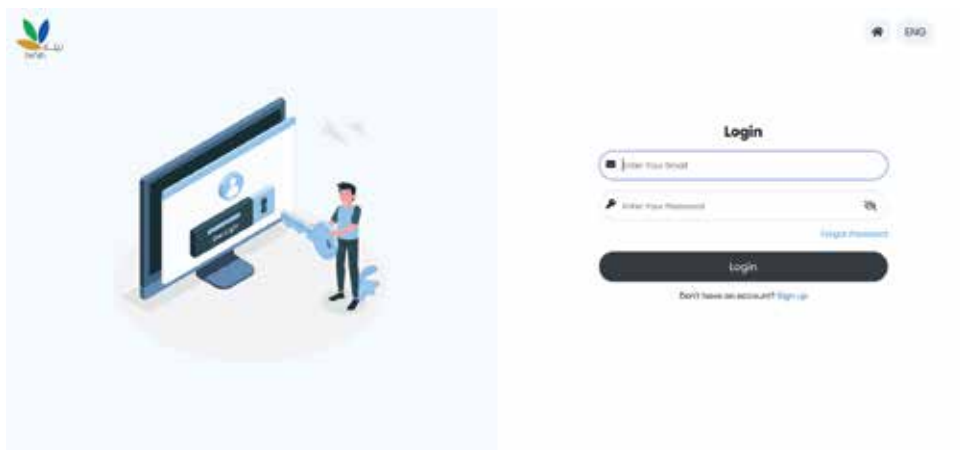
# Vendor Registration Process

1.! Browse the portal <https://bidmate.beah.om>

2.! Click on Login



3.! Click Signup



4.! Enter the mandatory Information initially, such as

- a.! Organization name
- b.! contact person's name
- c.! Email.

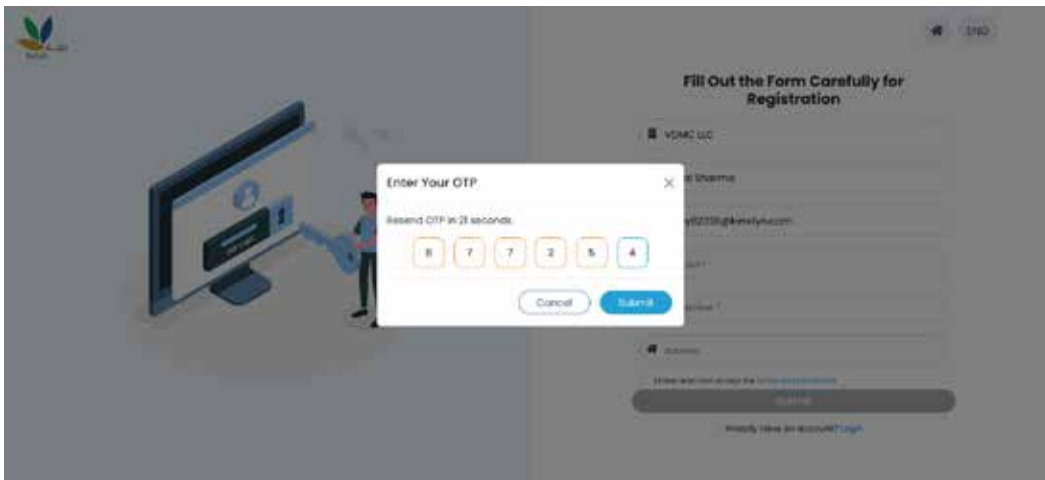
5.! Click Verify OTP to verify the mail.

A screenshot of a registration form titled "Fill Out the Form Carefully for Registration". The form includes the following fields:

- NAME: VSMC LLC
- PERSONAL NAME: Eunal Sharma
- EMAIL: kjoyit2296@gmail.com (with a "verify email" link)
- CONTACT \*
- CR NUMBER \*
- ADDRESS \*

Below the fields, there is a checkbox for "I have read and accept the terms and conditions" and a "Submit" button. At the bottom, there is a link for "already have an account? login".

6. Enter OTP.



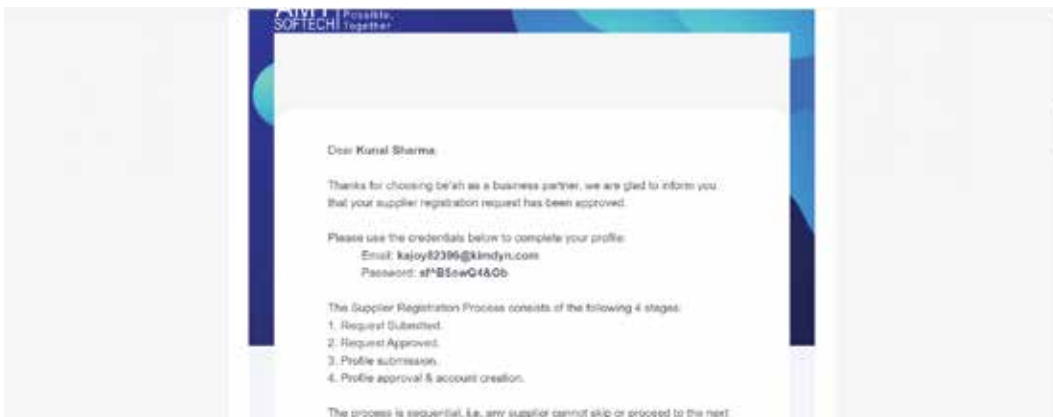
7. Post verification of mail
- Enter Contact
  - CR Number
  - Address

Choose the Check box, I have read and accept the terms and conditions

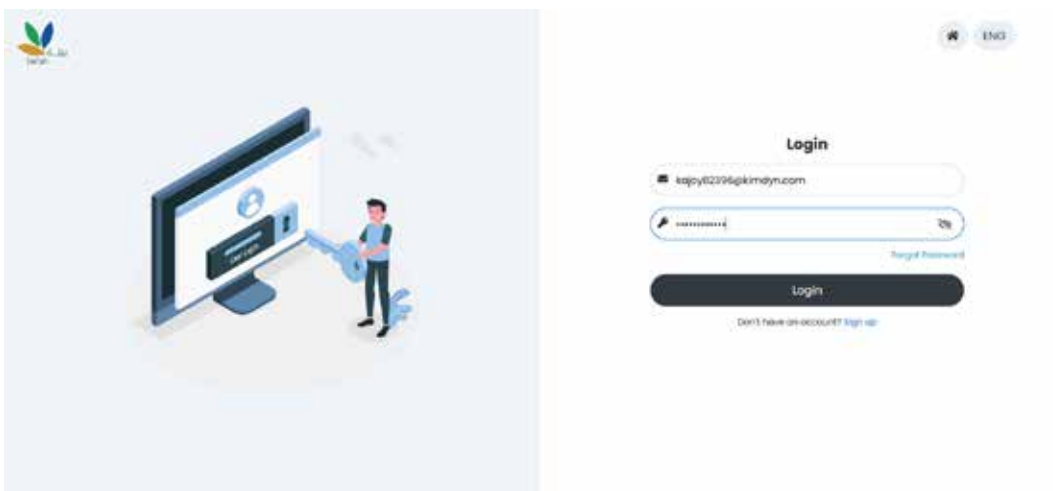
8. Click On Submit.



- After successfully submitting the registration form, the system will process the request and send the login credentials to the registered email address.



9. Vendor will log in with credentials.



**Now the supplier will log in with the credentials to fill in the profile.**

10. Initially, the supplier must provide the **General information** such as:

- a. Country
- b. Alternative Email
- c. Business activities as per trade license
- d. Supplier type
- e. Currency
- f. Company address
- g. Alternative address
- h. Choose Check box if billing address same as Company Address

The screenshot shows a web application interface for creating a new vendor. The main content area is titled 'Create New Vendor' and contains a form with two main sections: 'General Information' and 'Company Details'. The 'General Information' section includes fields for Vendor Reg. ID, Vendor Type (Organization), Company Name (WDMC LLC), Name, Vendor No. (VCSB94274), Industry (Retail), E-Mail (Ajay@CSB@seandh.com), Alternative Email, Business activities as per trade license, Supplier Type (Local), Currency (United Arab Emirates Dirham (AED)), Company Address (Muscat), and Alternative Address (Muscat). There is a checkbox for 'Billing address same as Company Address' which is checked. The 'Company Details' section includes Company founding year, Website, and Number of employees. A sidebar on the left shows 'Dashboard', 'My Profile', and 'Update Profile'. The top right shows 'Current Time: Sun, 04/20/2024, 8:00:08 PM', 'Last Login: 16 minutes ago', 'ENB', and a user profile for 'Rajad Sharma'.

### Company Details

- i. Company founding year
- j. Website (Optional)
- k. Number of employees (Optional)
- l. Type of business
- m. HSE requirements (Yes/No)
  - i. If Supplier selects the HSE requirement as Yes, then Supplier needs to provide the supported HSE documents in the attachments section.
- n. What Kind of Products
- o. Work Experience (In Years)
- p. Line of Business
- q. Segment
- r. Sub Segment
- s. LCC
- t. Riyadh Card Holder

11. Supplier can provide the other information, such as

- a. VAT Registration Number (If applicable)
- b. Riyadhah Card Number (If applicable)
- c. Terms of Payment
- d. Mode of payment
- e. Terms of delivery

12. Click Save.

The screenshot shows a web application interface with a dark blue sidebar on the left containing 'Dashboard', 'My Profile', and 'Update Profile'. The main content area is titled 'Company Details' and contains several input fields: 'Company Founding Year' (dropdown with '2008'), 'Website', 'Number of Employees', 'Type of Business', 'Corporation/Company', 'Work Experience (in Year)', 'Quality and Safety Organization' (dropdown with 'Yes'), and 'What kind of Receipts' (dropdown with 'Bank Charge'). Below this is the 'TAX Information' section with fields for 'CN Number' (text with 'CN16030775'), 'Ministry of Economic and Industry', 'Tax Branch', 'VAT Registration Number' (text with 'S0029574000'), 'Municipality License Number', and 'Receipt Card Number'. The 'Billing Information' section includes 'Terms of Payment' (dropdown with 'Net'), 'Mode of Payment' (dropdown with 'LRF'), and 'Terms of Delivery' (dropdown with 'Within 3-5'). A 'Save' button is located at the bottom right of the form.

***As a mandatory, the supplier needs to add the primary bank account details:***

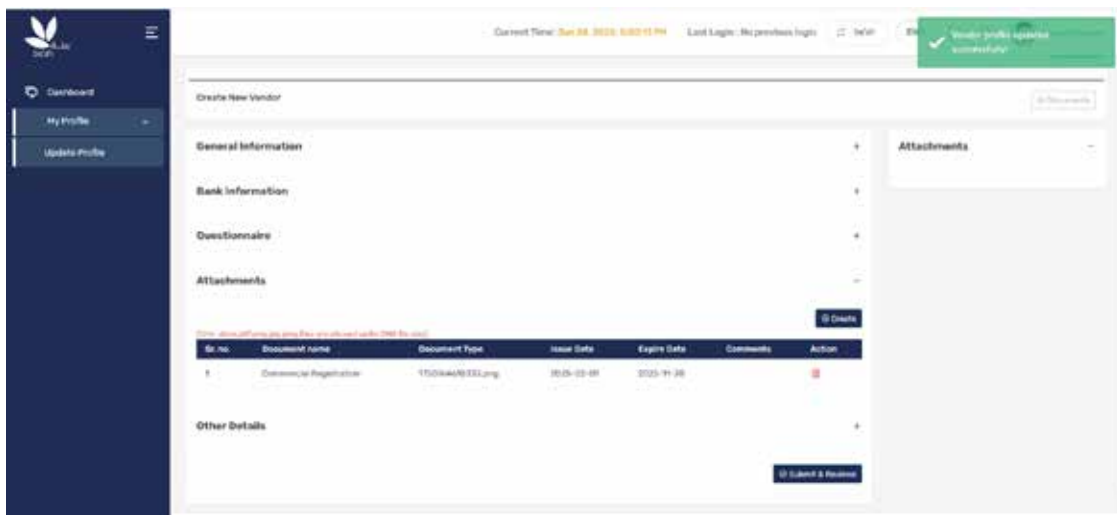
13. In the bank information section click add:

- a. Add Bank Name
- b. Account holder name
- c. Account number
- d. Swift code
- e. IBAN
- f. Bank Branch and Address (Optional)

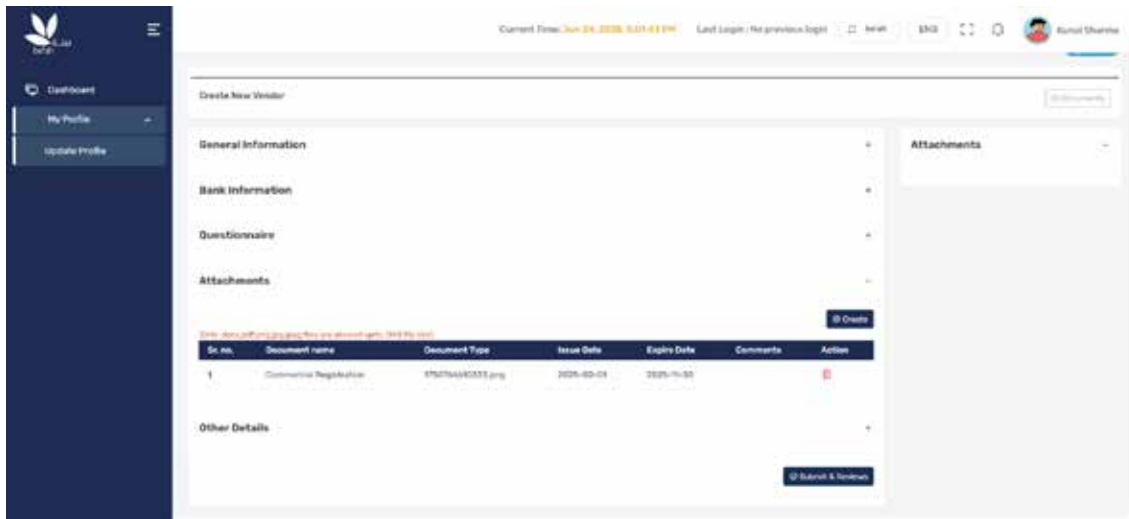
14. Click Save

The screenshot shows the same web application interface, but with a 'Bank Information' modal form open. The modal has a title bar with a close button and contains the following fields: 'Bank Name' (text with 'SBC'), 'Account Holder Name' (text with 'Kurul'), 'Account Number' (text with '00000000000000000000'), 'Swift Code' (text with 'SBCI3333'), 'IBAN' (text with 'SBCI3333'), and 'Bank Branch & Address'. A 'Save' button is at the bottom right of the modal. The background shows the 'Bank Information' section of the main form with an 'Add' button.

15. In the Questionnaire section, the supplier needs to answer (Yes/No)
16. In the attachment section, the supplier needs to provide the mandatory documentation:
17. Click Create
18. Select the Document Name (Drop Down).
19. Enter the Issue Date
20. Enter the Expiry Date
21. Attach the file in a supportive format (JPG, JPEG, PNG, PDF) of max size 2 mb.
  - a. CR Certificate
  - b. Bank Account Details
  - c. Audited Financial Statement (Last 3 Years)
  - d. HSE Requirement (If the supplier selects the HSE requirement applicable as **YES**)
22. Declaration of Conflicts of Interest (On the top of the profile page, there is a button to download the conflict-of-interest template, which needs to be filled by the supplier and submitted as a scanned copy)
23. On other details, References
  - a. Click Add
  - b. Add Company Name
  - c. Contact Person
  - d. Contact Number
  - e. Client Since
  - f. Click Save
  - g. Click Add
  - h. Contact Name
  - i. Relation
  - j. Designation
  - k. Contact Number
  - l. Click Save

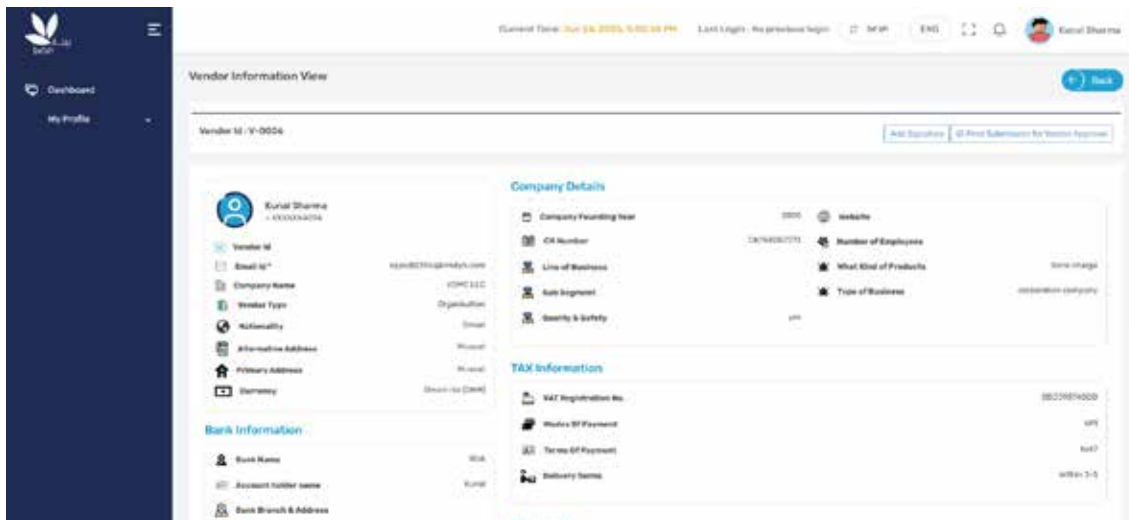


24. Once all the details are filled, click on Submit & Review.



Now the supplier can review the filled information.


25. Click on the final submission for vendor approval.



Now the supplier profile is submitted for approval, and during approval, if:

- Approved:** The Supplier receives the notification, and the account is created.
- Rejected:** The Supplier receives the notification, and the application status will be rejected.
- Change Request:** Supplier receives the notification for the required changes in the profile; the supplier needs to resubmit the application with the necessary changes.

Post approval, the account will look like the screen below.



Dashboard

- Purchase Order
- Delivery Note
- Invoice
- Payment
- Tenders

Current Time: Jul 21, 2025, 5:44:25 PM

Last Login: Jul 21, 2025, 03:04:29 PM

brak

ENG



SDG

Dashboard | Vendor Dashboard

Profile

**C** Vendor ID- V-000002

Organization Name	Email	Contact Number	Contact Person	Supplier Type
CB	chrsgb@bbrnwi@gmail.com	9999101	CB	Ryasan

Supplier Self Service

[Purchase Order](#)   [GRN](#)   [Tenders](#)

Awarded Tenders [View More](#)

No Data Available

Recent PO's [View More](#)

- [PO-0010](#) Approved
- [PO-0009](#) Approved