# TRAINING GUIDE - SUPPLIER REGISTRATION

# Lamprell Energy Limited

# Procurement and Supply Chain



Version:

1.0

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## **Online Vendor Registration**

#### Introduction

This document aims to guide all potential suppliers, both local and international, in the submission of their application for supplier registration.

Self-service prospective vendor registration enables you to register your interest in establishing a business relationship with the **Lamprell Energy Limited**. Once registered, you can provide details about your company, its addresses, contacts, products and services, and banking and payment information.

If the **Lamprell Energy limited** wishes you to enter into a relationship with them, they may send you an invitation requesting you register with the system. This notification will contain a URL where you can go and access the Supplier Registration Page. If the buyer does not send you an invitation, you must obtain this URL from the Lamprell Energy Limited Corporate Website page and get registered yourself.

### **Basic Information**

Following are the steps required to enter basic information:

- 1. Enter your Company Name (in uppercase please).
- 2. Enter the Country for your main company; click on the magnifying glass icon (on the right) to search for countries.
- 3. Enter the Registration No. or Trading License No., Email Address and Contact Name of the authorized contact.
- 4. Enter the phone no. with the international dialing code.
- 5. Click the "Continue" button.

	The second s	Close Preferences Diagnostics
Generation	Company Details	Attachments
Prospective Supplier Registration * Indicates required field		Chan 1 of 2 March
Blank label for instruction text		Step 1 01 3 Next
Company Details		
We hereby apply for online registration to Lamprell's Supplier's List. The follow Company Name Registered Country Registered Country Contact Information: the person identified below will be considered the	Wing are the defails of our timi/company for your perusal: lease enter company name as per Commercial / Trade Loense. Jag Trade Leanse/Commercial Leance/Hofessional Leance etc./Individuals who do not have the Trade/Hofessional Leanse can Enter the authorised contact for all correspondence.	r the Income Tax No. or Emirates ID).
Blank label for instruction text		
* Email		
* Last Name		
* Phone Number		
Phone Extension		
		Step 1 of 3 Next
About this Page Privacy Statement	Close Preferences Diagnostics	Copyright (c) 2008, Oracle. All rights reserved.



Notes:

- In all cases, please complete as many of the fields as you can.
- Fields with a \* next to the label (e.g. \* Company Name) are mandatory and must be completed.
- The registration number needs to be unique. Please provide details of your Trading License/Professional License/Commercial License number.
- All correspondence will be sent to the contact information provided here; please provide a real person's details, not "Sales" or "Info".

### Additional Details

Add any additional information about your company:

- 1. There is a "Create" button in each section allowing you to add Address, Contacts and to select Products and Services.
- 2. Once you have created an item, click "Apply" and you will return to the main screen.
- 3. Click the Update icon (Pencil) to change an entry.
- 4. Click the delete icon (Trash Can) to remove an incorrect entry.

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	Basic Information			Company Detai	s		Attachments	
Prospective Supplier Registr	ration: Additional Details							
Blank label for instruction text						Save For	Later Back S	itep 2 of 3 Next
	Reg	Company Name gistered Country stration Number	ABC International Ltd. United Arab Emirates AE195872190					
		Note to Buyer						
	Ν	Note to Supplier		10				
Address Book								
At least one entry is required								
Create								
Address Name		Add	ress Details		Purpose	Update		Delete
No results found.								
Contact Directory								
At least one entry is required								
Create								
First Name	Last Name	Phone		Email	Requires User Ac	count	Update	Delete
ABC	XYZ	00971-55-123	36577	abc@intl.ae	~		1	

Notes:

- If you want to send a message to Lamprell, please put the content of the message into the "Note to Buyer" field. We will receive the information when you save all of your details.
- In order to fill the address book information please click on CREATE. At least one entry in the Address book is mandatory. Kindly fill the required details for the address.



	rtal			States of the	Close Preferences Diagnostics
Create Address					
* Indicates required field					Cancel Apply
* Address Name			Phone Area Code		
Country	United States	¥	Phone Number		
* Address Line 1			Fax Area Code		
Address Line 2			Fax Number		
Address Line 3			Email Address		
Address Line 4				-	
* City/Town/Locality				Purchasing Address	
County				Payment Address	
* State/Region				RFQ Only Address	
Province					
* Postal Code					
					Cancel Apply

#### 5. Enter the Certification information as applicable

Certificates 5							
• • • • • • • • • • • • • • • • • • •							
Certificate Name	Copy Attached	Certificate Number	Ce	rtifying Agency		Expiration Date	
API Certificate							
HSES ISO Ceritifcation							
ISO Certifications							
Insurance Certification							
Other Certifications							
Registration Certifications							
Trade License							
✓TIP Date format example: 20-Sep-2016							

## **Products and Services**

It is important that you enter detailed information about your products and services so that we can find you when we search.

- 1. Click on 'Create' button in Product and Services Section.
- 2. Review the range of Main Categories shown in the list. To see more values, click on the "Next 10" link at the bottom of the screen.
- 3. Once you find a category that applies to your company, click the "Sub Categories" icon and select applicable products and services at the Sub Category level.
- 4. Once you have selected all of the products and services that apply to your business, click the "Apply" button to return to the main screen.

Products and Services 6		
At least one entry is required as "Category. Sub category" — You acknowledge that relevant category correctly. Supplies should note that the information they provide information contained in this VRS is believed to be correct at the time of issue Laing This exclusion extends to liability howsower asima in relation to any statement, on evaliable to any supplier. Hether the VRS, nor any of the information presented in <u>Create</u>	ou have reviewed the categories listed within this Lamprell Energy Ltd Vendor Registration System (VRS) and have identifie in this VRS shall be the basis on which Lamprell Energy Ltd will determine their suitability to participate in potential procure rell Energy Ltd will not accept any liability in any circumstances for its accuracy, adequacy or completeness, nor will any ex nion or conclusion contained in or any omission from, this VRS and in respect of any other written or acl communication it, should be regarded as a commitment or representation on the part of Lamprell Energy Ltd (or any other person) to enter	d your organisation within the ement opportunities. While the press or implied warranty be given. transmitted (or otherwise made into a contractual arrangement.
Code	Products and Services	Delete
No results found.		



Cancel Apply

OR/			Close Preferences Diagnostics
Add Produc	s and Services: : (ABC International Ltd.)		
			Cancel Apply
Browse A	Il Products & Services		
Seach fo	r Specific Code and Product		
Code	Products and Services	View Sub-Categories	Applicable
101	Plates	Ť.	
102	Beam		
104	Channel	÷۳	
105	Angle		
106	Special Profiles		
107	Hollow Sections	÷۳	
108	Bars	÷۳	
110	Sheet Metal & Mesh	View sub-categories	
111	Gratings, Clips & Stair Treads	h l	
116	Cathodic Protection	<u>ት</u>	

#### Notes:

- It is important that you enter detailed information about your products and services so we can find you when we search. For each main category shown, there is a range of sub-categories to be selected. These are found by clicking the "Sub Categories" icon for each row.
- You can select multiple Sub Categories for against each main category heading.
- Please only select Products and Services that apply to your business.

### Enter Bank Details

Enter Bank and Account Details:

- 1. Click on Create button under 'Bank Details' Tab
- 2. Fill required information in New Tab and once completed click on Apply button to save the record.

Banking Details 7								
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At least one entry is required.								
Create								
Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								



	Close Preferences Diagnostics
Add Products and Services: : (ABC International Ltd.) > Create Bank Account	
* Indicates required field * Country	United Arab Emirates  Cancel Apply United Arab Emirates Apply Cancel A
Bank	Branch
New Bank     Existing Bank     Bank Name HSBC Bank Middle East      Bank Number	New Branch     Branch Name     HSBC Abu Dhabi     S     Branch Number     BIBMEAEAD     BIC     BISMEAEAD
	Branch Type SWIFT *
Bank Account	
* Account Number Check Digits IBAN Account Details	Account Name Currency UAE Dirham •
Comments	
Note to Buyer	
	Cancel Apply

#### Notes:

Click on the Existing Bank options to select from predefined list of banks.

#### Attachments

Click on Next button to move to the next form where supplier can assign relevant documents.

- 1. Click the "Add Attachment" button to attach the trading license & other necessary Documents.
- 2. Enter a name for the file and then select the file from your system.
- 3. If you want to enter multiple files in a section, use the "Add Another" button.

ORACLE <sup>®</sup> iSupplie	r Portal	James -	The second second second	Contraction of the local division of the loc	Close Pre	erences Diagnostics
Basic Info	rmation		Company Details		Attachments	
					Submit	Back Step 3 of 3
Attachments						
Add Attachment						
No results found	Type	Description	Last Updated By	Last Updated	Update	Delete
					Submit	Back Step 3 of 3

Notes:

- Please include all files required to support your registration.
- Files should ideally be provided in PDF format. We will also accept files in Microsoft Office format, GIF, JPEG and BMP.
- 4. Once you have added all of you files, click "Submit" and then confirmation message will appear.





5. An email notification will be sent to provided email address



6. To track the progress go to the link mentioned in email 'Prospective Supplier Registration Status Page'.

