

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.

ORACLE iSupplier Portal Close Preferences Diagnostics

Prospective Supplier Registration Close Preferences Diagnostics

* Indicates required field

Blank label for instruction text Step 1 of 3 [Next](#)

Company Details 1

I/We hereby apply for online registration to Lamprell's Supplier's List. The following are the details of our firm/company for your perusal:

* Company Name Please enter company name as per Commercial / Trade License.

Registered Country Please enter company name as per Commercial / Trade License.

* Registration Number e.g. Trade License/Commercial License/Industrial License/Professional Licence etc. (Individuals who do not have the Trade/Professional License can Enter the Income Tax No. or Emirates ID).

Contact Information: the person identified below will be considered the authorised contact for all correspondence. 2

Blank label for instruction text

* Email

* First Name

* Last Name

* Phone Number

Phone Extension

Step 1 of 3 [Next](#)

About this Page Privacy Statement Close Preferences Diagnostics

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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.

The screenshot shows the Oracle Supplier Portal interface. At the top, there's a navigation bar with 'ORACLE Supplier Portal' and 'Close Preferences Diagnostics'. Below that, there are tabs for 'Basic Information', 'Company Details', and 'Attachments'. The main content area is titled 'Prospective Supplier Registration: Additional Details' and includes a 'Blank label for instruction text' and buttons for 'Save For Later', 'Back', 'Step 2 of 3', and 'Next'. The form contains fields for 'Company Name' (ABC International Ltd.), 'Registered Country' (United Arab Emirates), 'Registration Number' (AE195872190), 'Note to Buyer' (a text area), and 'Note to Supplier'. Below the form are two sections: 'Address Book' (with a '3' in a red circle) and 'Contact Directory' (with a '4' in a red circle). The 'Address Book' section has a 'Create' button and a table with columns for 'Address Name', 'Address Details', 'Purpose', 'Update', and 'Delete'. The 'Contact Directory' section has a 'Create' button and a table with columns for 'First Name', 'Last Name', 'Phone', 'Email', 'Requires User Account', 'Update', and 'Delete'. The table in the 'Contact Directory' section contains one entry: 'ABC', 'XYZ', '00971-55-1236577', 'abc@intl.ae', and a checked 'Requires User Account' box.

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.

5. Enter the Certification information as applicable

Certificate Name	Copy Attached	Certificate Number	Certifying Agency	Expiration Date
API Certificate	<input type="checkbox"/>			
HSES ISO Certification	<input type="checkbox"/>			
ISO Certifications	<input type="checkbox"/>			
Insurance Certification	<input type="checkbox"/>			
Other Certifications	<input type="checkbox"/>			
Registration Certifications	<input type="checkbox"/>			
Trade License	<input type="checkbox"/>			

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.

Create

Code	Products and Services	Delete
No results found.		

ORACLE iSupplier Portal Close Preferences Diagnostics

Add Products and Services: : (ABC International Ltd.) Cancel Apply

Browse All Products & Services
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
101	Plates		<input type="checkbox"/>
102	Beam		<input type="checkbox"/>
104	Channel		<input type="checkbox"/>
105	Angle		<input type="checkbox"/>
106	Special Profiles		<input type="checkbox"/>
107	Hollow Sections		<input type="checkbox"/>
108	Bars		<input type="checkbox"/>
110	Sheet Metal & Mesh		<input type="checkbox"/>
111	Gratings, Clips & Stair Treads		<input type="checkbox"/>
116	Cathodic Protection		<input type="checkbox"/>

Previous 1-10 Next 10 Cancel Apply

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

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.								

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.

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'.