# Supplier Registration Manual

Date: 28-01-2022
Review: N/A
Version: 0.0
Written by: Chandani Bhoendie
Reviewed by: Robbert Dreischor
Approved by: Sobiesky Herrera

**DP WORLD**

| | **Supplier Registration Manual** | Integrated Management System | | Code: | MAN.FIN.01 |
|---|---|---|---|---|---|
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| | | | | Approved by: | Finance Manager |
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| | | ISO 45001:2018 | √ | Date: | 28-01-2022 |
| | | ISO 14001:2015 | √ | Page: | Page 2 of 18 |

This Manual is reviewed and validated by:

| Version | Department | Name | Revision date | Revision comments | Signature |
|---|---|---|---|---|---|
| 0.0 | Finance department - Procurement | Sobiesky Herrera Robbert Dreischor | N/A | First issue | |
| 0.1 | Finance department - Procurement | Sobiesky Herrera Robbert Dreischor | 23-03-2022 | Update on step 5 | |

IMPLEMENTATION COMMUNICATION STRATEGY.

This procedure shall be communicated as following:

| Function | Hardcopy/ Digital | Training/info session | Toolbox | Name responsible |
|---|---|---|---|---|
| | | | | |
| | | | | |

Implementation Date: 28-01-2022

Deadline for distrubition & communication: 4-2-2022

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# Introduction

## Manual description

This manual is intended for the supplier that will register through the supplier's registration link, which will be sent per email. In this manual, the supplier will find all the necessary steps to register within a system named: "ORACLE". ORACLE, is an Enterprise Resource Planning (ERP) system that organizations use to manage day-to-day business activities such as accounting, procurement, and inventory management.
DP World Paramaribo will implement the ORACLE system not only because it adapts better in terms of inventory management, procurement, and accounting, but also to merge and categorize its suppliers in the ORACLE system. In this Supplier Registration Manual, the supplier will find all the steps attached with pictures, which intends as guidance when registering in ORACLE.

# Step 1

Supplier will click on Registration link. Supplier will have to enter below details: **Company, Tax Organization Type and Tax Country.** <span style="color:red">Supplier Type has to be either Commercial or Strategic,</span> based on the Supplier Type Selection Questionnaire will be populated as defined in the Setups. One of Taxpayer ID or Tax Registration Number is Mandatory. Supplier will also have to enter his or her **First Name, Last Name and Email** as this is also **Mandatory.**



# Step 2

Supplier may also add more Contacts by clicking on **Next button** and '+' button.

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If the "**Create user account**" is ticked, then the Supplier's user account will be created automatically on Approval. Click on **Next**.

# Step 3

Click on '**+**' to create new Address.

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Type in **"PRINCIPAL"** as Address Name, **Address Line 1, 2, City, Postal Code, and Zone** from list of values. Select



Add **relevant contact** to the address



And click on **OK.**

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# Step 4

Here you can add Business Classification. To add Classification, you need to enter your **Trade License** number here. Click on '+'

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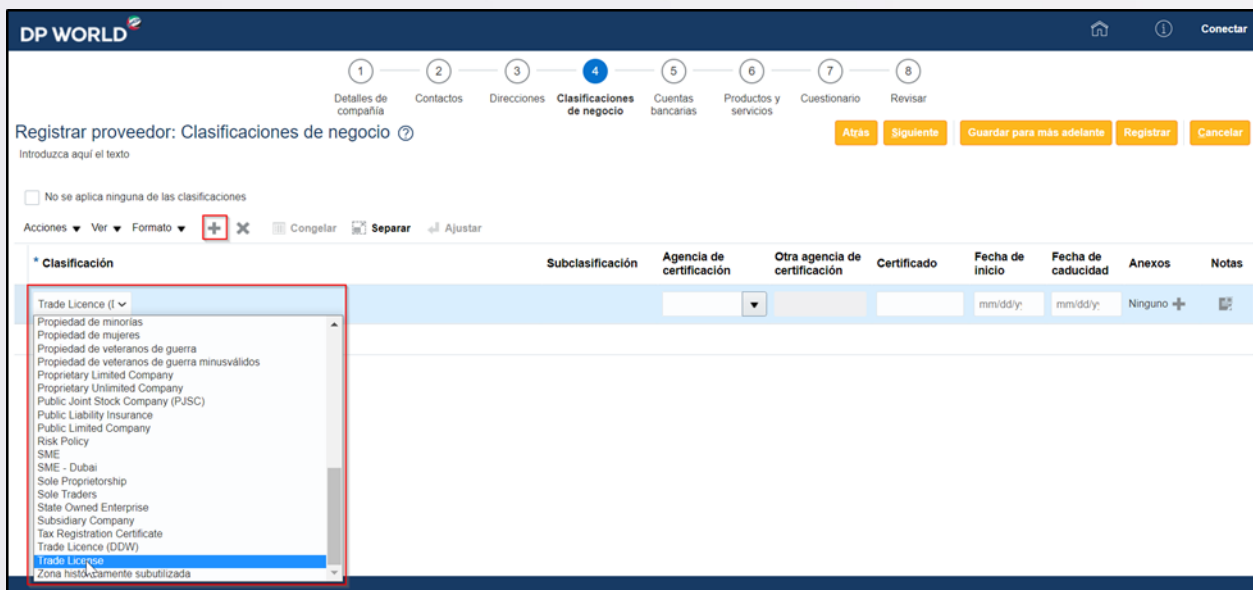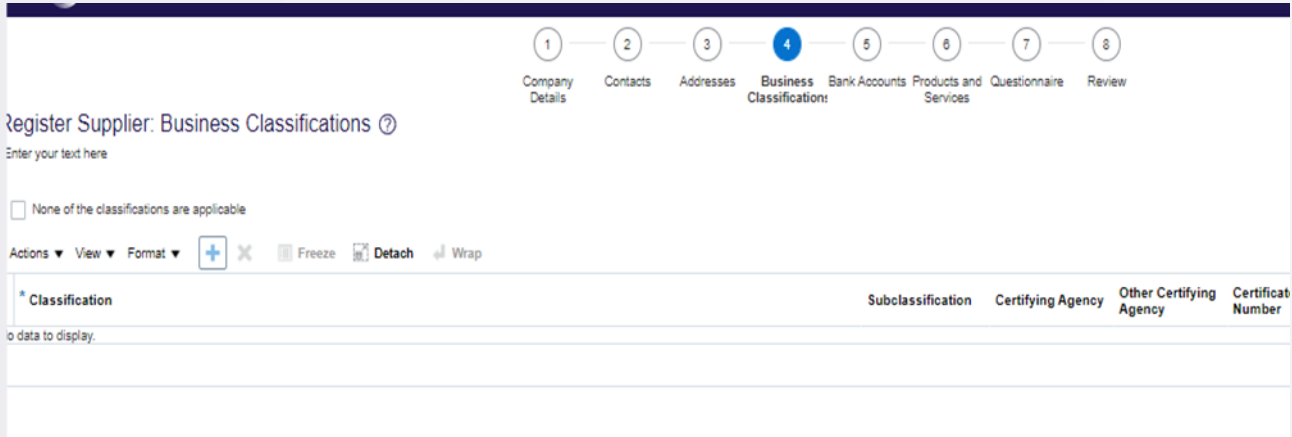
Click on **Classification dropdown** and select the Classification(s) you wish to add and enter other details such as Start Date and End Date. **Do not forget to attach scan copy of your classification here.**



Select the attachment type and choose file to upload and click accept/add. Click on Next.



# Step 5

Add Bank Account details by Clicking on '+'. Enter **Country, Bank, Branch, IBAN (if applicable), Account Number and Currency.** The Account Name is not mandatory. Click on **OK and Next.**

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**In case the dropdown does not work for Suriname or any other country. Please follow the following steps:**

Fill in "Description": the full name of the bank, for example: The Fina Bank, RBC Bank etc.
Fill in "Account number": the bank account number
Fill in "Note to Approver":  in which country the bank is
And click "OK"
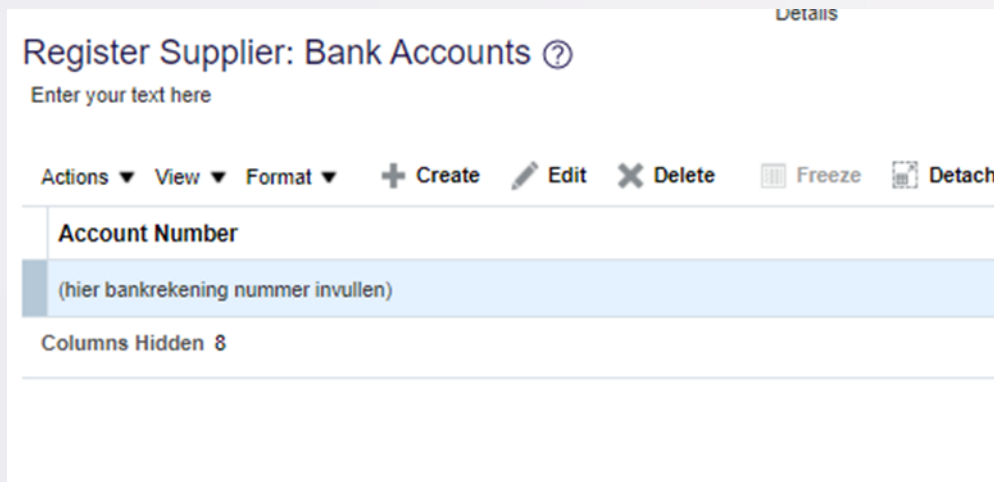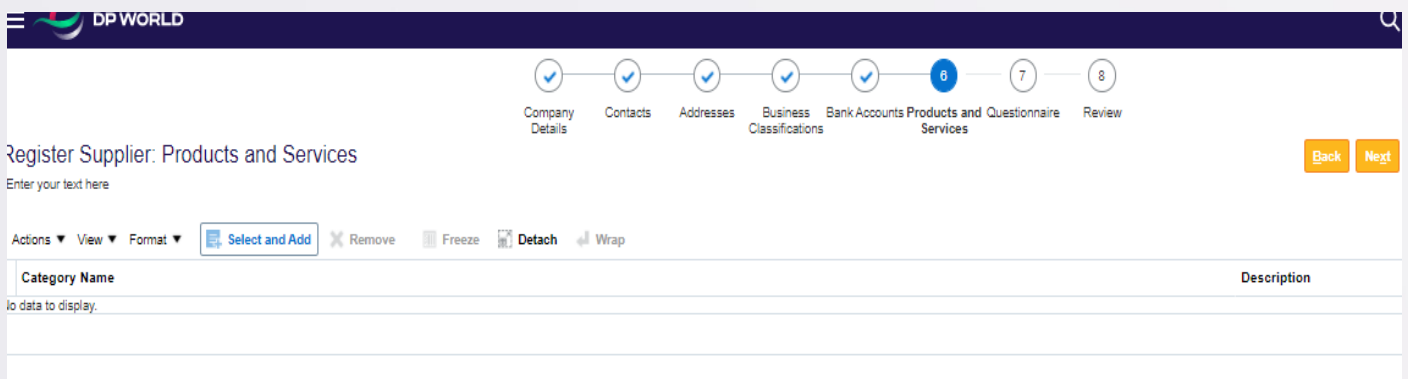
To add another account, click on "+" and repeat the same process as above.



# Step 6

Add Products and Services in which you deal. Click on '+' select relevant Child category, this is not mandatory.

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**Select and Add: Products and Services**                                   ✕

◢ **Search**

Category Name [                    ]          Description [                    ]

[Search] [Reset]

View ▾   Format ▾   ▦ Freeze   ▣ Detach   ▤ ▤ ▤   ◁ Wrap

| Select | Category Name | Description |
|---|---|---|
| ☐ | ▶ 📁 DPW Catalog | DPW Catalog |

Columns Hidden 1

[Apply] [OK] [Cancel]

---

**Select and Add: Products and Services**                                   ✕

◢ **Search**

Category Name [                    ]          Description [                    ]

[Search] [Reset]

View ▾   Format ▾   ▦ Freeze   ▣ Detach   ▤ ▤ ▤   ◁ Wrap

| Select | Category Name | Description |
|---|---|---|
| ☐ | ◢ 📁 DPW Catalog | DPW Catalog |
| ☐ | ▶ 📁 Civil and Engineering | Civil and Engineering |
| ☐ | ▶ 📁 Equipment | Equipment |
| ☐ | ▶ 📁 IT & Telecommunications | IT & Telecommunications |
| ☐ | ▶ 📁 Mail & Cargo Transportation | Mail & Cargo Transportation |
| ☐ | ▶ 📁 Operational Supplies | Operational Supplies |
| ☐ | ▶ 📁 Real Estate & Facility Management | Real Estate & Facility Management |
| ☐ | ▶ 📁 Services | Services |

Columns Hidden 1

[Apply] [OK] [Cancel]

# Step 7

On next step, Supplier will must answer all mandatory questions. If Supplier, then they will also have to answer some more questions. There are 8 Qualification areas(sections) with questions that the supplier must answer.

The 8 qualification areas/ sections are namely (see below attached picture with the qualification areas):

1. Suriname Supplier Registration- Commercial/Strategic
2. Certification
3. Business Information

Note: For the suppliers/contractors who do not wish to provide their financial viabilities are obliged to answer the Trade Reference questions. Suppliers/contractors will be invited via email and Oracle to answer these questions.

*Trade Reference: a reference in which one trader gives an opinion as to the creditworthiness of another trader in the same trade, especially to a supplier.*

4. Sustainability and Compliance
5. Ethics and Compliance
6. Covid-19 Measures in regards to contractors' activities

HSSEQ Part A and B are for contractors to fill in. All suppliers are not mandatory to fill in HSSEQ Part A and B. If the supplier wishes to become a contractor, then it is mandatory to fill in HSSEQ Part A and B.

7. HSSEQ Part A
8. HSSEQ Part B

*Contractors: Contractors are companies that will work in our premises.*

*Suppliers: Suppliers are companies that provide good and services to our organization*

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# Step 8

Once all questions are answered and reviewed, the supplier can click on **Register** to submit the Registration request, or alternatively can click on **Save for later** to save the information and **Submit** the request later. If you **Save for later** then a link will be sent to your email address which you have entered in the beginning.

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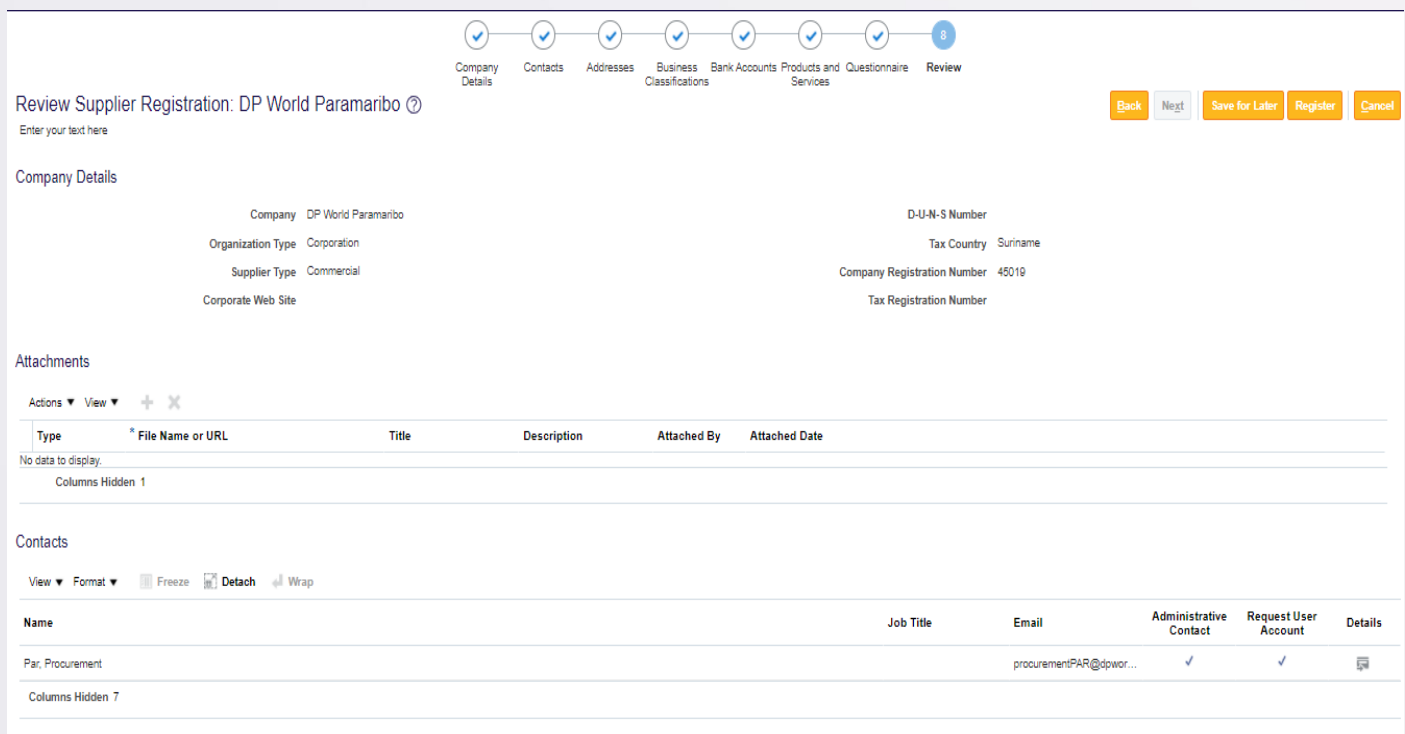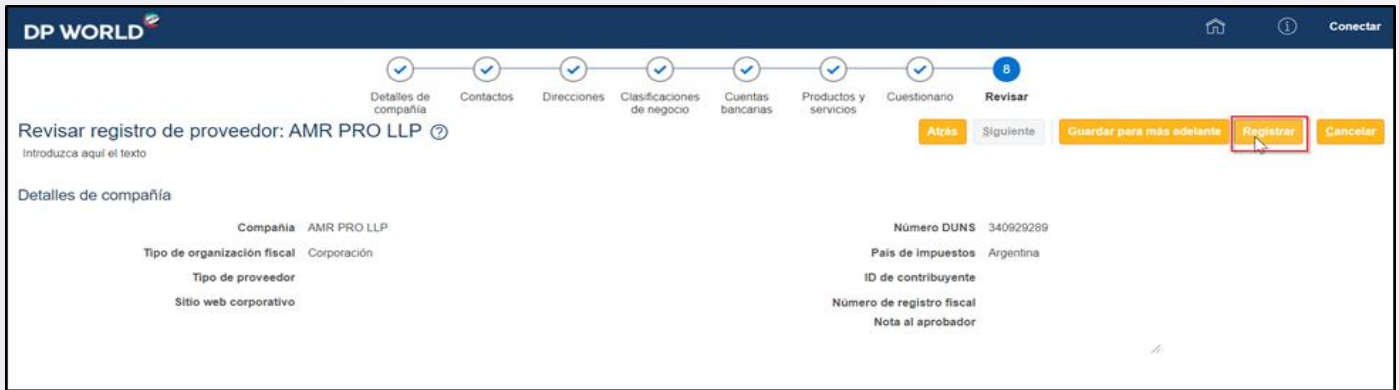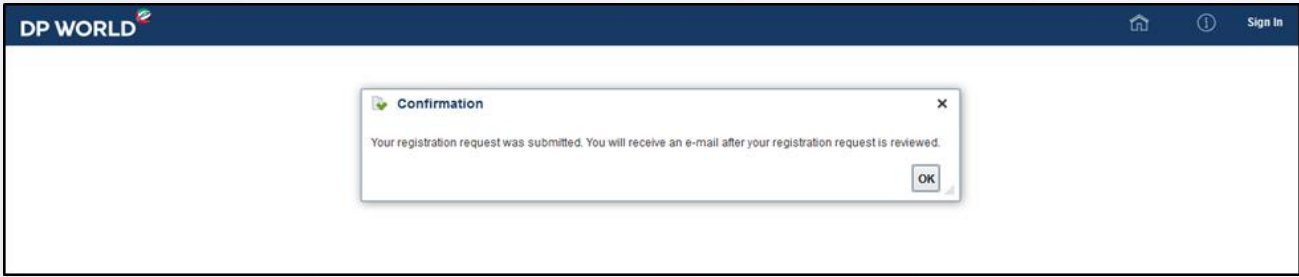
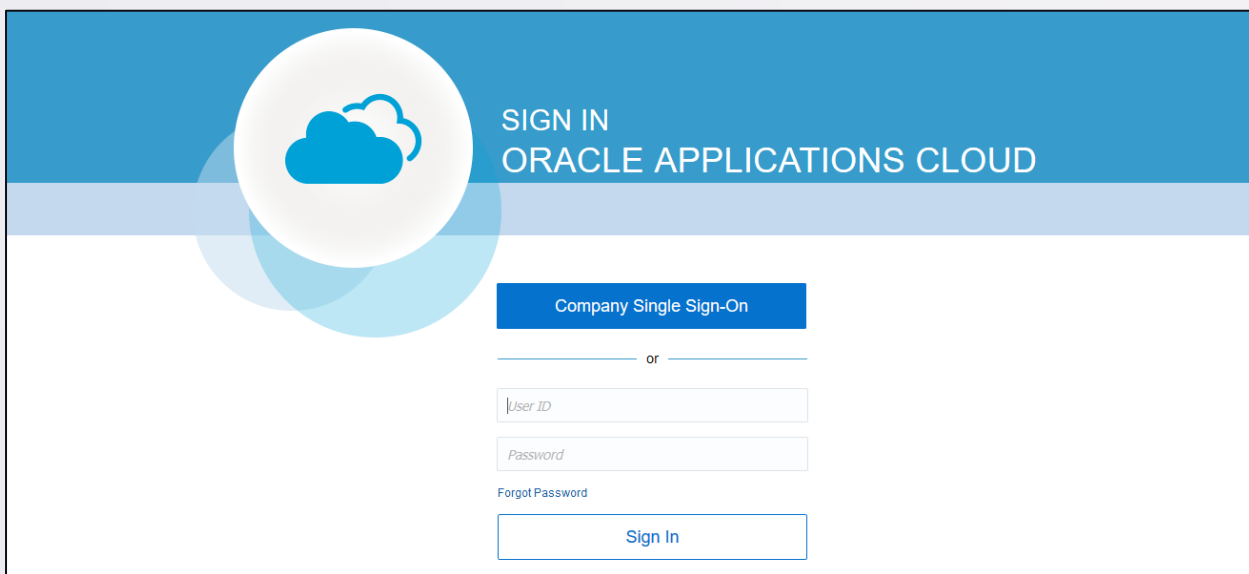This completes the **Registration Request** process for Supplier.

*Upon successful submission and approval of the registration request, the system will automatically create an account and email the information to you at your email ID listed in Contact as administrative contact. DP World Paramaribo will contact you about this for the confirmation.*

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# Supplier Profile Change Request

The following steps mentioned below can be of aid when a supplier wants to make changes in his/her profile. Please note: your account details will only be emailed to the email ID in "Contacts", if we have approved the registration request.
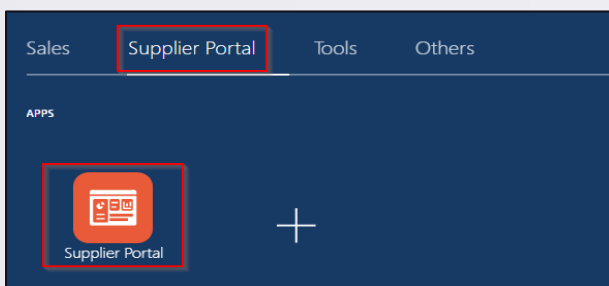
## Step 1

Log in as **Supplier.**



## Step 2

Navigate to **Supplier Portal** > **Supplier Profile.**

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# Step 3

Scroll Down go to **Company Profile,** click on **Manage Profile.**



# Step 4

Click **Edit** and **Yes.**

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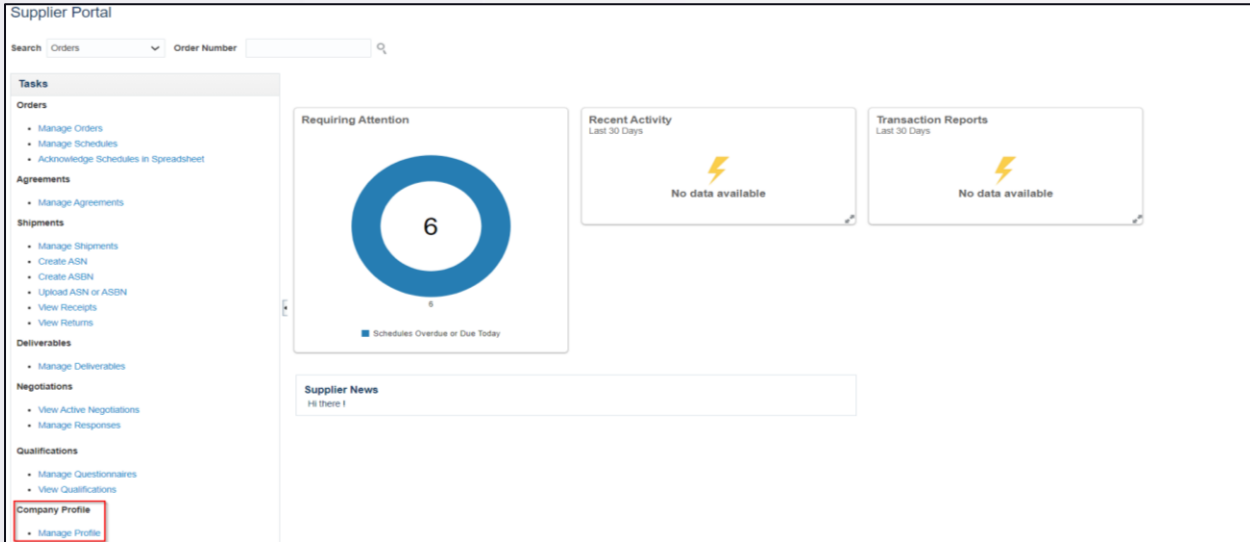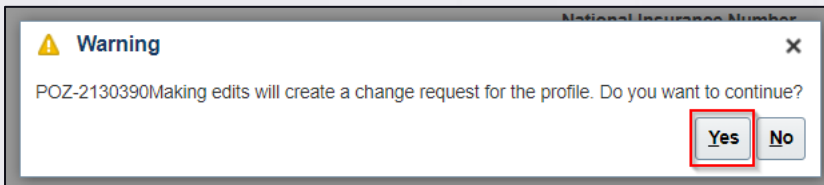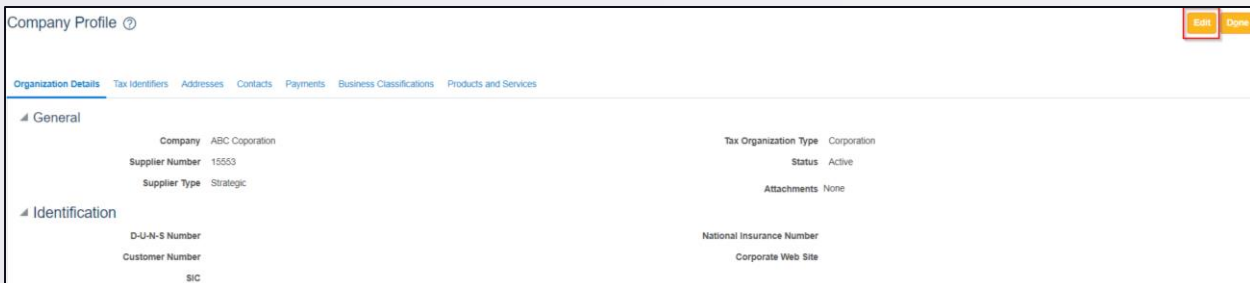
# Step 5

Edit details and Click on Review Changes and Submit.



# Documentation

- Manuals
  - DPW AMR Supplier Portal and SQM User Manual V1.1

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