



Supplier Registration Manual

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DP WORLD

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IMPLEMENTATION COMMUNICATION STRATEGY.

This procedure shall be communicated as following:

Function	Hardcopy/ Digital	Training/info session	Toolbox	Name responsible

Implementation Date: 28-01-2022

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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. **Supplier Type has to be either Commercial or Strategic**, 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.

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Par, Procurement		procurementPAR@dpwor...	✓	✓		

Register Supplier: Contacts

Enter your text here

Enter at least one contact.

Actions View Format Create Edit

Name

Company: Procurement

Columns Hidden 7

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title / Department

Administrative contact

* Phone

Mobile

Fax

* Email

User Account

Create user account

Roles

Actions View Format Freeze Detach Wrap

Role	Description
No data to display.	

Create Another OK Cancel

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.

Register Supplier: Addresses

Enter your text here

Enter at least one address.

Actions View Format Create Edit Delete Freeze Detach Wrap

Company Details Contacts **Addresses** Business Classifications Bank Accounts Products and Services Questionnaire Review

Back Next Save

Address Name	Address	Phone	Address Purpose
No data to display.			

Columns Hidden 3

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

Create Address

* Address Name

* Country

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

* Phone

Fax

Company Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

Add relevant contact to the address

Crear dirección

* Nombre de dirección PRINCIPAL

* País Argentina

* Línea de dirección 1 1019, SRAR

Línea de dirección 2

Línea de dirección 3

* Código postal L6700

* Ciudad o municipio La Palta

Contactos de direcciones

Seleccione los contactos asociados con esta dirección

Acciones Ver Formato X

Nombre

No hay ningún dato que mostrar

* Objetivo de Orden

Seleccionar y agregar: Contactos

Buscar

Nombre Cargo

Buscar Restablecer

Ver Formato Ajustar

Nombre	Cargo	Correo electrónico	Teléfono
Martin, Ricky		ricky.martin@a...	
Mathur, Aditya		contacto@ampr...	+54 898989898...

Columnas Ocultas 1

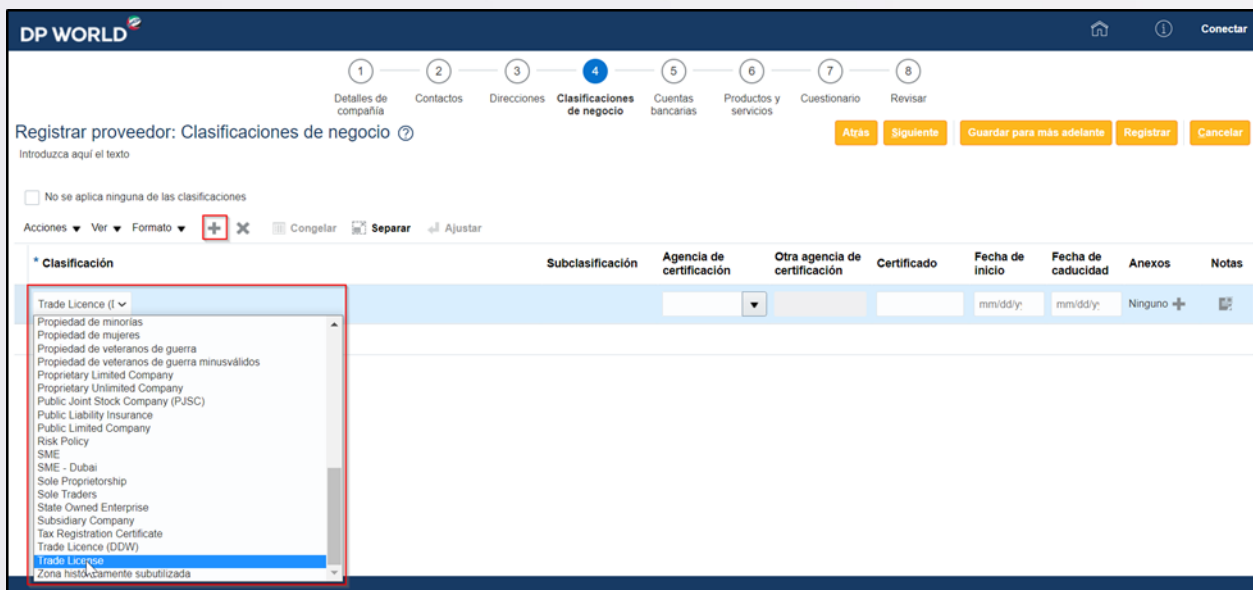
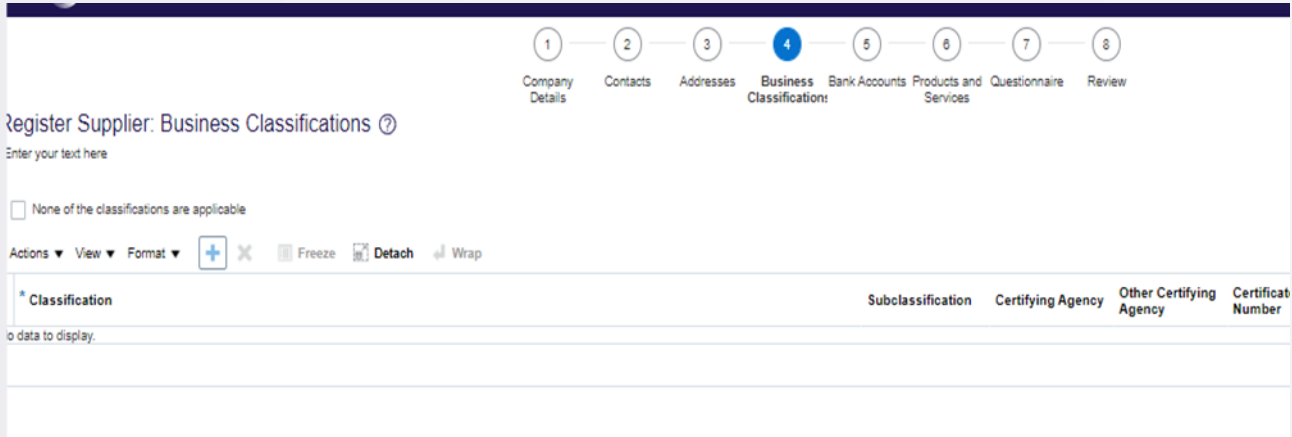
Aplicar Aceptar Cancelar

Contacto administrativo Cuenta de usuario

And click on OK.

Step 4

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



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.

Company Contacts Addresses Business **Bank** Products and Questionnaire Review

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country IBAN

Bank Currency

Branch

Account Number

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver

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"

Edit Bank Account

Country Suriname IBAN

Bank Currency USD

Branch

Account Number (hier bankrekening nummer invullen)

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

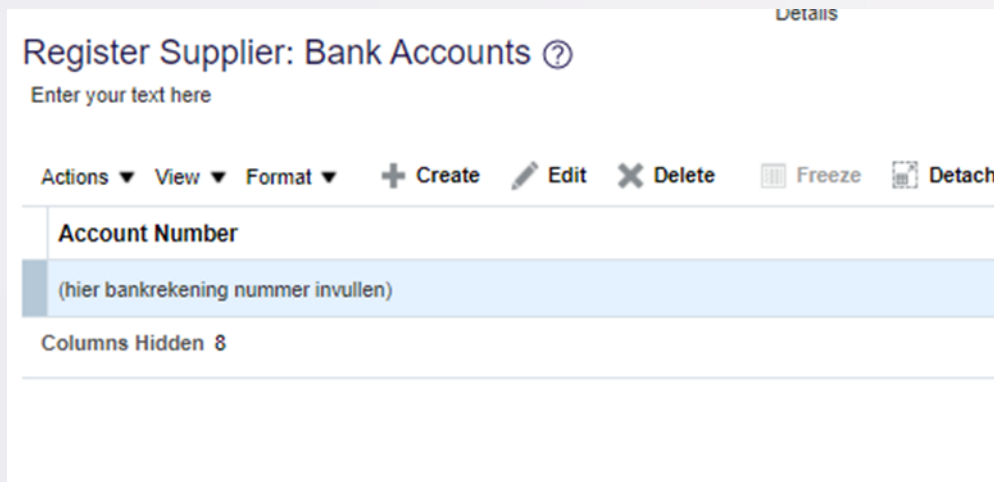
Account Suffix Description Bank: RBC

Check Digits

Comments

Note to Approver

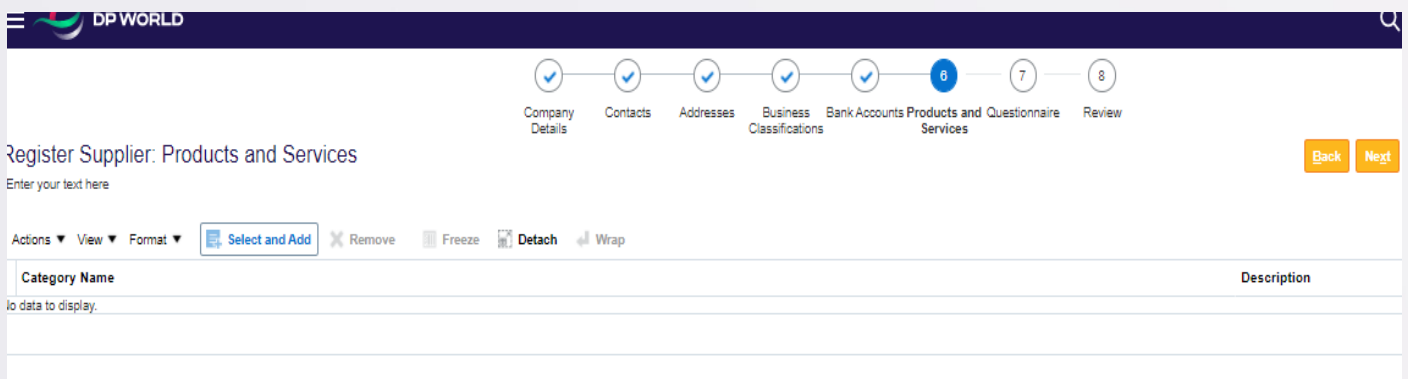
To add another account, click on “+” and repeat the same process as above.



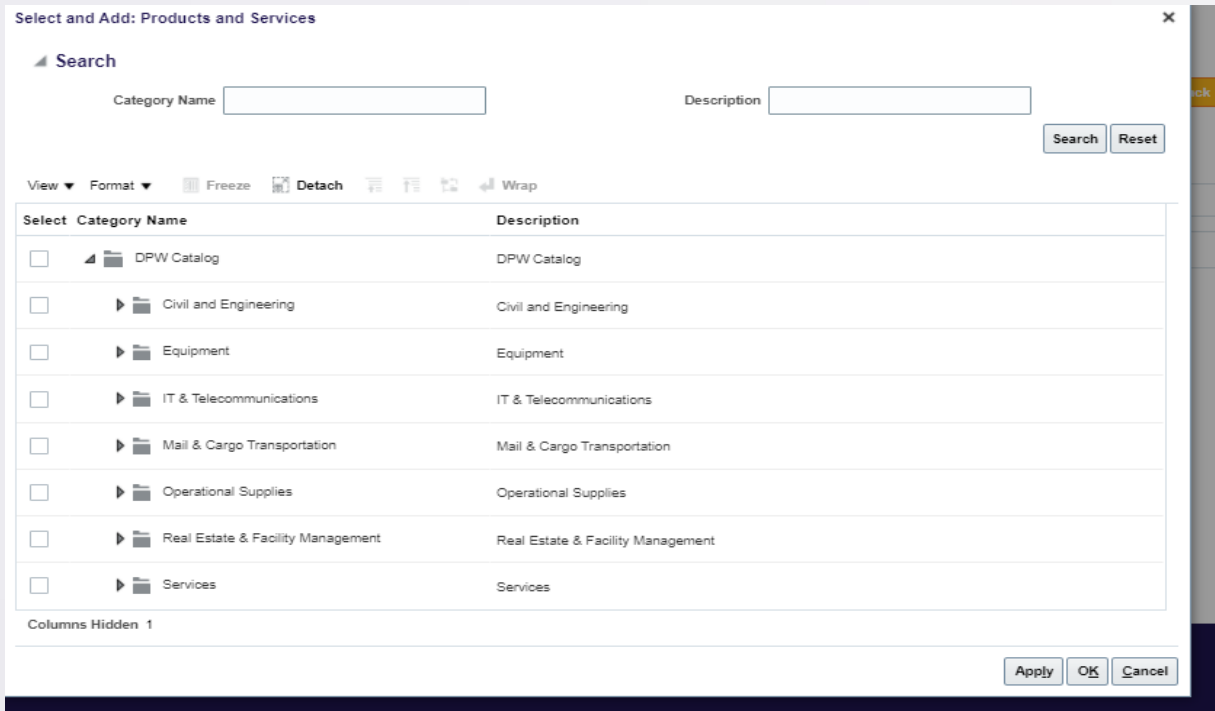
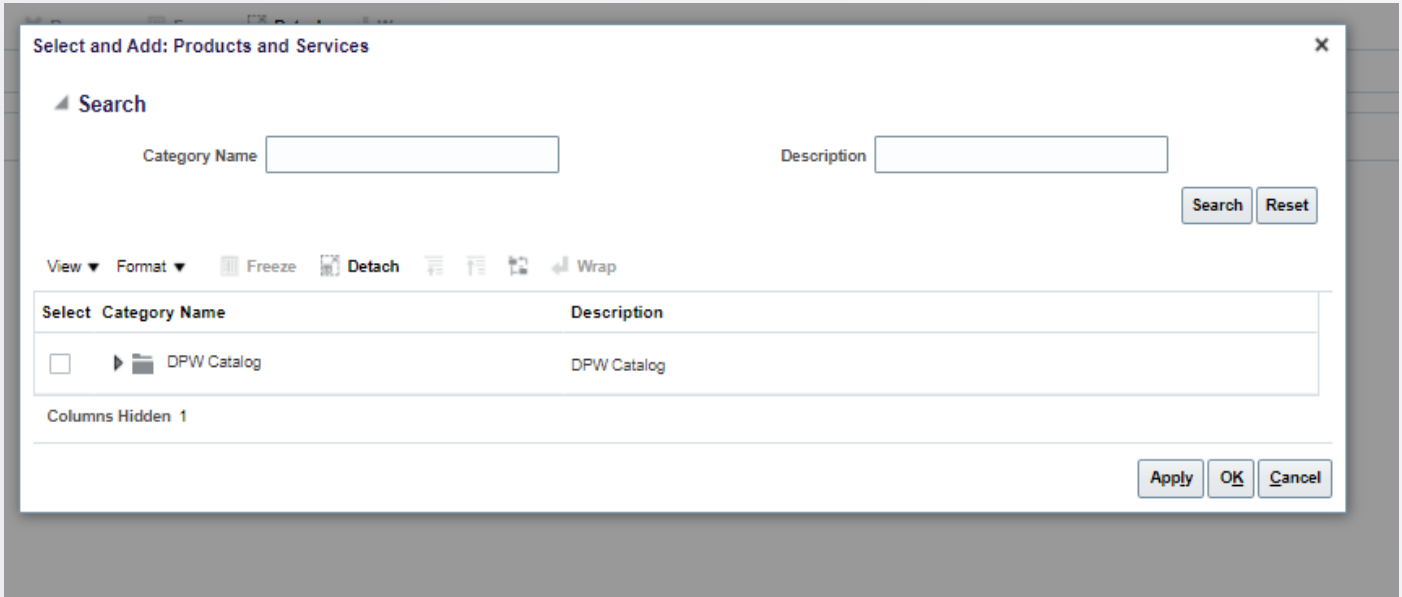
The screenshot shows a web form titled "Register Supplier: Bank Accounts" with a "Details" tab. Below the title is a text input field with the placeholder "Enter your text here". A toolbar contains several icons: a dropdown menu for "Actions", dropdown menus for "View" and "Format", a plus icon for "Create", a pencil icon for "Edit", a crossed-out X icon for "Delete", a grid icon for "Freeze", and a document icon for "Detach". Below the toolbar is a table with one column header "Account Number" and one row containing the text "(hier bankrekening nummer invullen)". Below the table, it says "Columns Hidden 8".

Step 6

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



The screenshot shows a web form titled "Register Supplier: Products and Services" with a "Details" tab. At the top, there is a progress bar with eight steps: "Company Details", "Contacts", "Addresses", "Business Classifications", "Bank Accounts", "Products and Services" (which is highlighted in blue and has a plus sign), "Questionnaire", and "Review". Below the progress bar is a text input field with the placeholder "Enter your text here". A toolbar contains several icons: a dropdown menu for "Actions", dropdown menus for "View" and "Format", a plus icon for "Select and Add", a crossed-out X icon for "Remove", a grid icon for "Freeze", a document icon for "Detach", and a wrap icon for "Wrap". Below the toolbar is a table with two columns: "Category Name" and "Description". Below the table, it says "No data to display." On the right side of the form, there are two orange buttons: "Back" and "Next".



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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Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Register Supplier: Questionnaire
Enter your text here

Welcome to Registration Process.

Attachments: None

Questions
Suriname Supplier Registrations - Commercial (Section 1 of 8)

* 1. Trading name of the company:

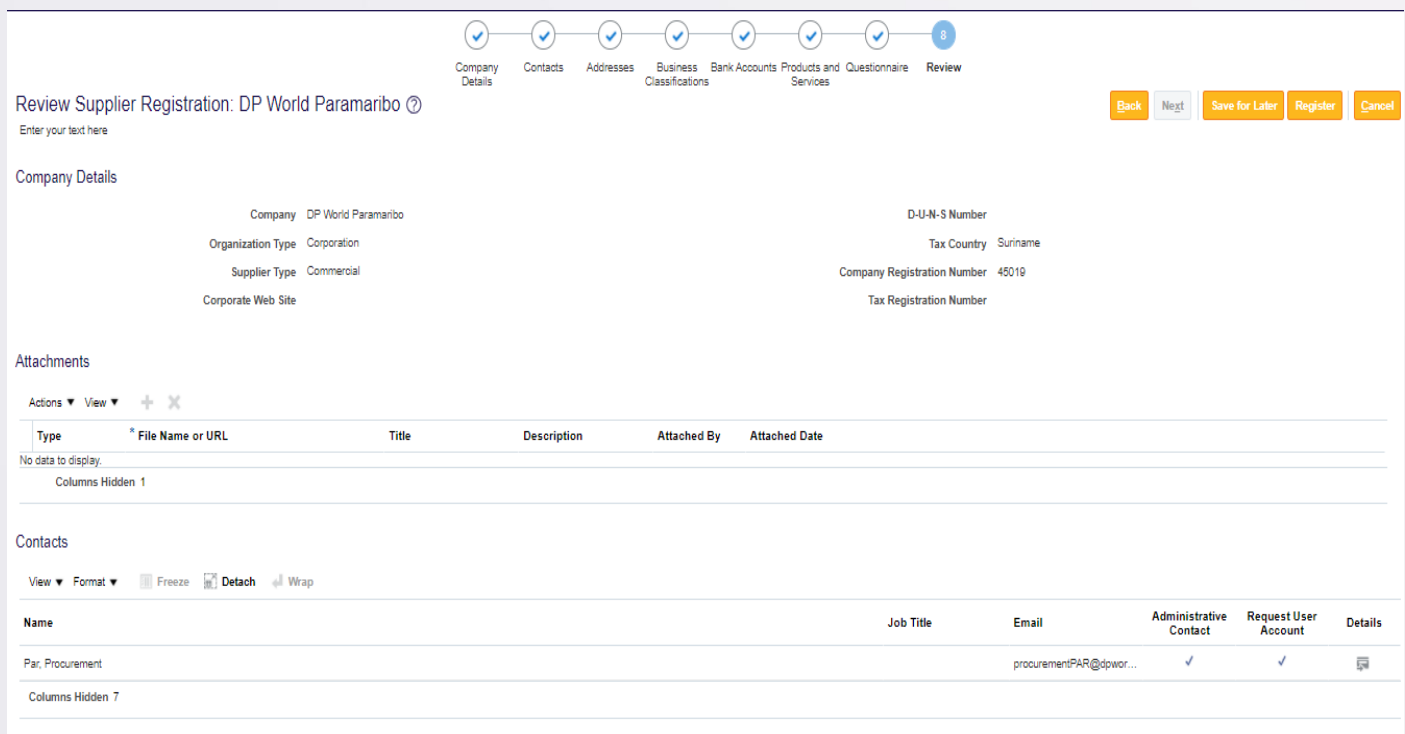
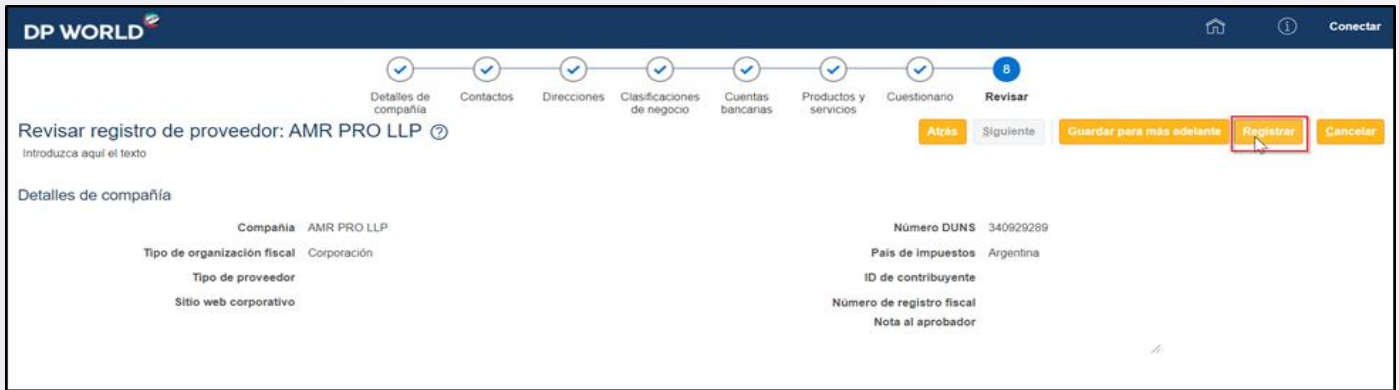
Comments

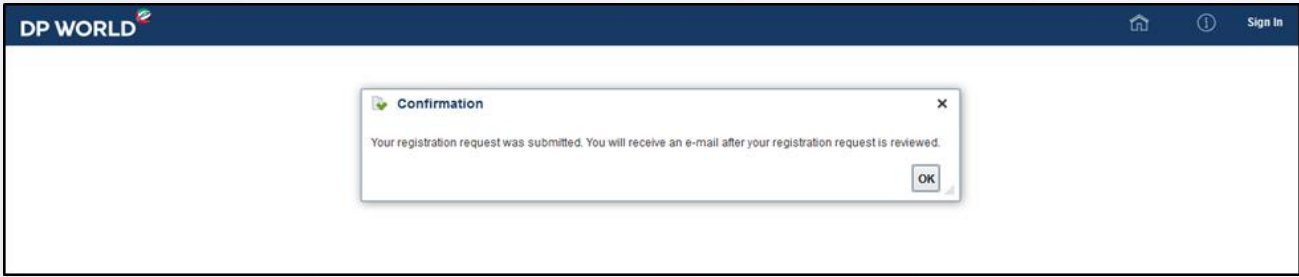
* 2. Establishing year of the company:
yyyy

Comments

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.





This completes the Registration Request process for Supplier.

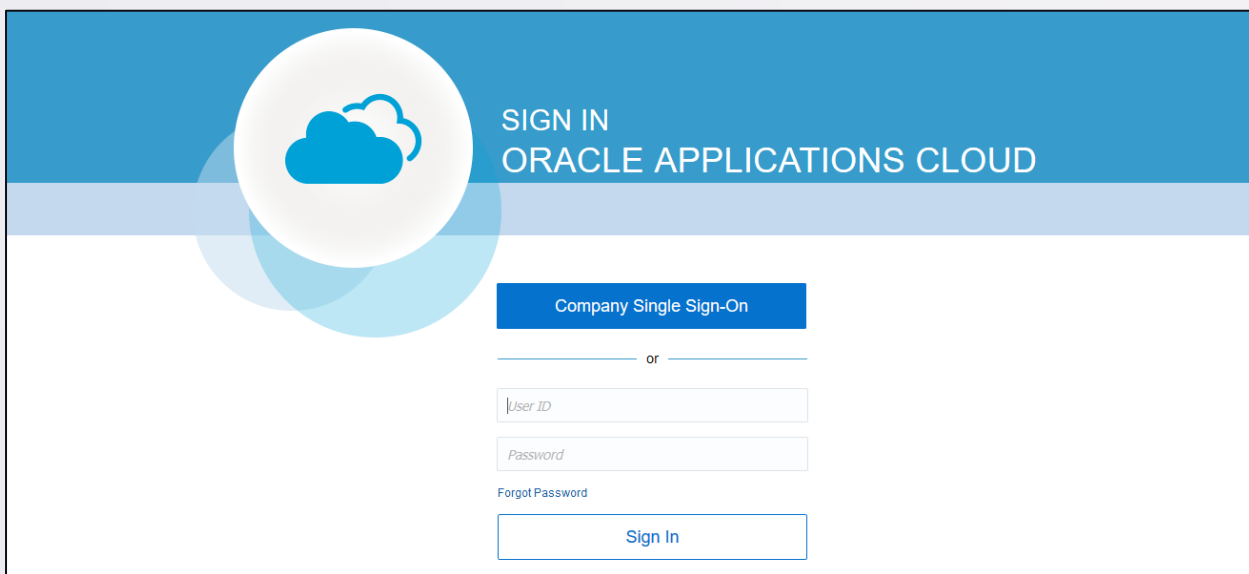
Upon successful submission and approval of the registration request, the system will automatically create an account and email the information to you at your email ID listed in Contact as administrative contact. DP World Paramaribo will contact you about this for the confirmation.

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

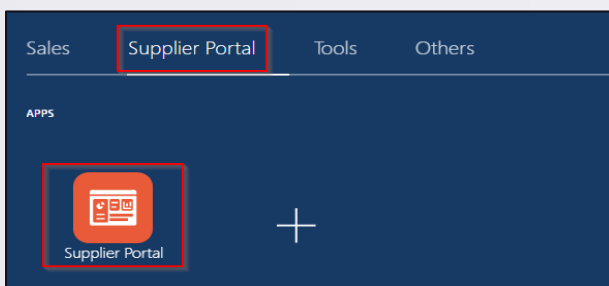
Log in as Supplier.



The screenshot shows the Oracle Applications Cloud sign-in interface. At the top, there is a blue header with a white cloud icon and the text "SIGN IN ORACLE APPLICATIONS CLOUD". Below the header, there is a "Company Single Sign-On" button. Underneath, there is a horizontal line with "or" in the center. Below this, there are two input fields: "User ID" and "Password". There is also a "Forgot Password" link. At the bottom, there is a "Sign In" button.

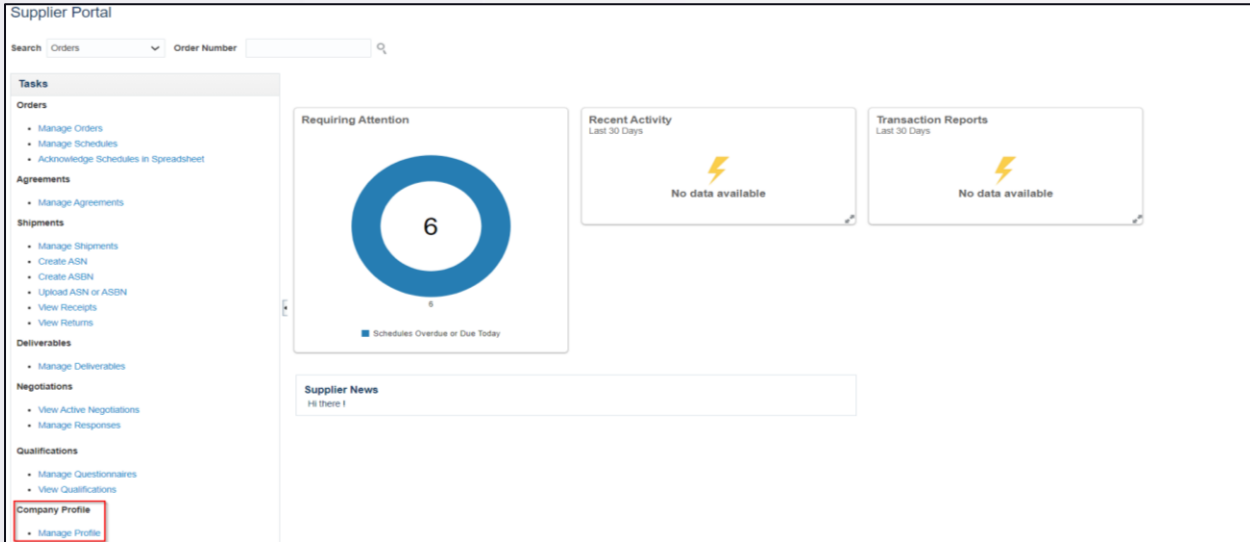
Step 2

Navigate to Supplier Portal > Supplier Profile.



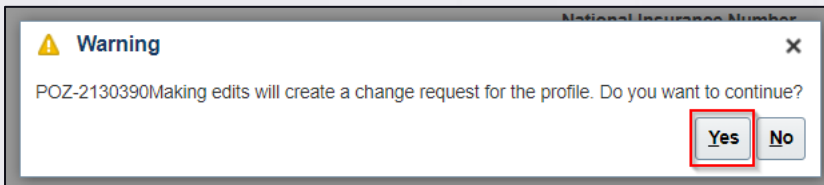
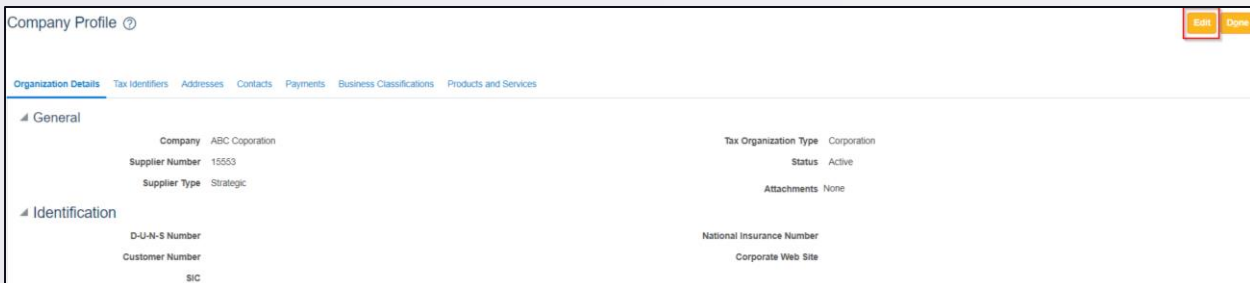
Step 3

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



Step 4

Click Edit and Yes.



Step 5

Edit details and Click on Review Changes and Submit.

Edit Profile Change Request: 78002

Change Description

Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services

General

Supplier Name: ABC Corporation
Supplier Number: 15553
Supplier Type: Strategic
Tax Organization Type: Corporation
Status: Active
Attachments: None

Identification

D-U-N-S Number
Customer Number
SIC
National Insurance Number
Corporate Web Site

Corporate Profile

Year Established
Mission Statement
Year Incorporated
Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

Financial Profile

Fiscal Year End Month

Delete Change Request Review Changes Save Save and Close Cancel

Documentation

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