

Supplier Portal

User Manual



Contents :

- Supplier Registration
- Login screen and Link.

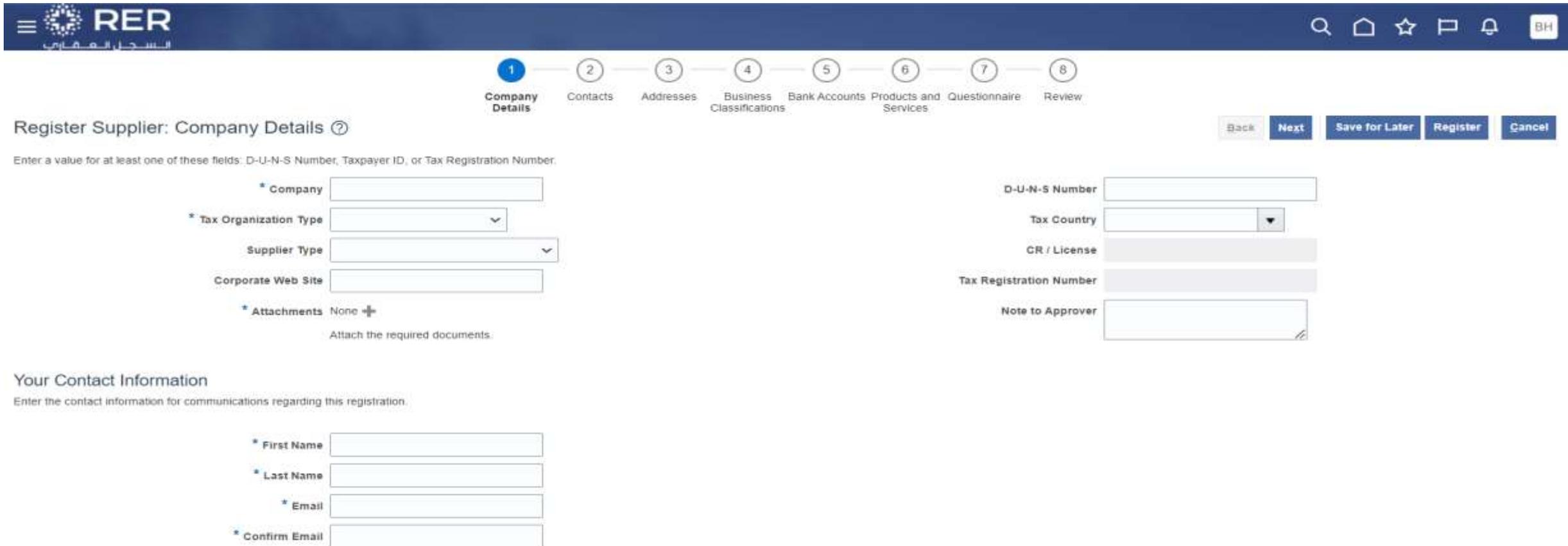


Supplier Registration

For registration, Please click the RER Supplier registration URL: [Register- Here](#)

Company Details:

- Enter the Required Company Details.



The screenshot shows the 'Register Supplier: Company Details' form on the RER website. The page has a dark blue header with the RER logo and navigation icons. A progress bar at the top indicates 8 steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, 7. Questionnaire, and 8. Review. The form is divided into two main sections: 'Company Details' and 'Your Contact Information'. The 'Company Details' section includes fields for Company, Tax Organization Type, Supplier Type, Corporate Web Site, Attachments, D-U-N-S Number, Tax Country, CR / License, Tax Registration Number, and Note to Approver. The 'Your Contact Information' section includes fields for First Name, Last Name, Email, and Confirm Email. A 'BH' flag is visible in the top right corner of the header.

Register Supplier: Company Details ⓘ

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

* Attachments None

Attach the required documents:

D-U-N-S Number

Tax Country

CR / License

Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

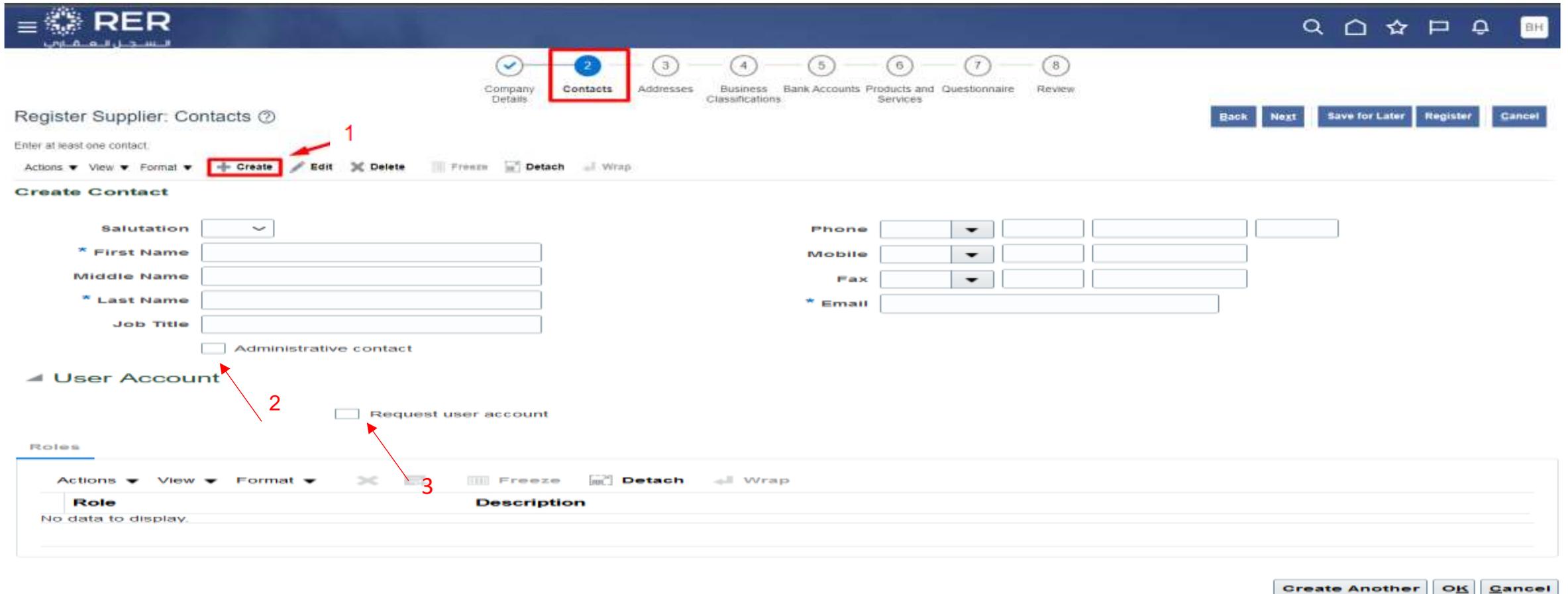
* Email

* Confirm Email

Supplier Registration

Contact:

1. Make sure to add your First name and Last name, Mobile number, Phone, and Email.
2. If the contact is designated as an administrative contact, kindly select the checkbox labeled "Administrative Contact."
3. Please select the checkbox labeled "Request user account" to grant access to all activities in the supplier portal.



Register Supplier: Contacts

Enter at least one contact.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

User Account

Request user account

Roles

Actions View Format Freeze Detach Wrap

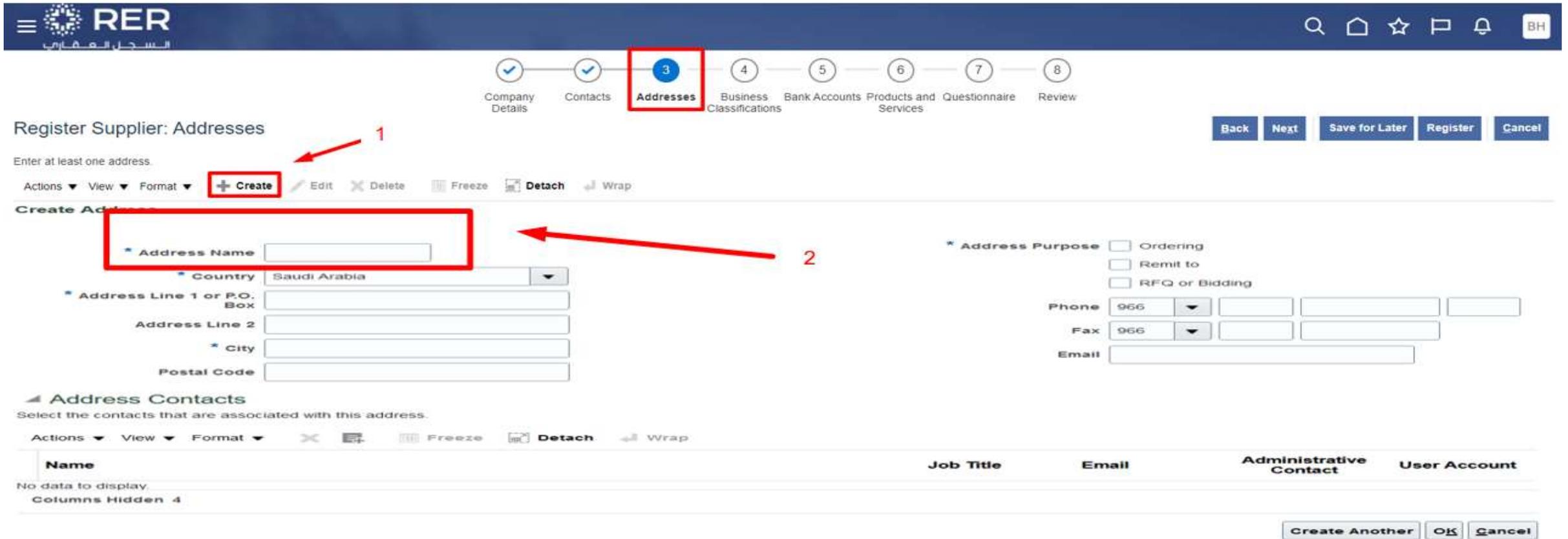
Role	Description
No data to display.	

Create Another OK Cancel

Supplier Registration

Supplier Address:

1. Click the Create Button.
2. Define your address and make sure your contact is mapped with the address.



Register Supplier: Addresses

Enter at least one address.

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Create Address

* Address Name

* Country Saudi Arabia

* Address Line 1 or P.O. Box

Address Line 2

* City

Postal Code

* Address Purpose Ordering Remit to RFQ or Bidding

Phone 966

Fax 966

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.				

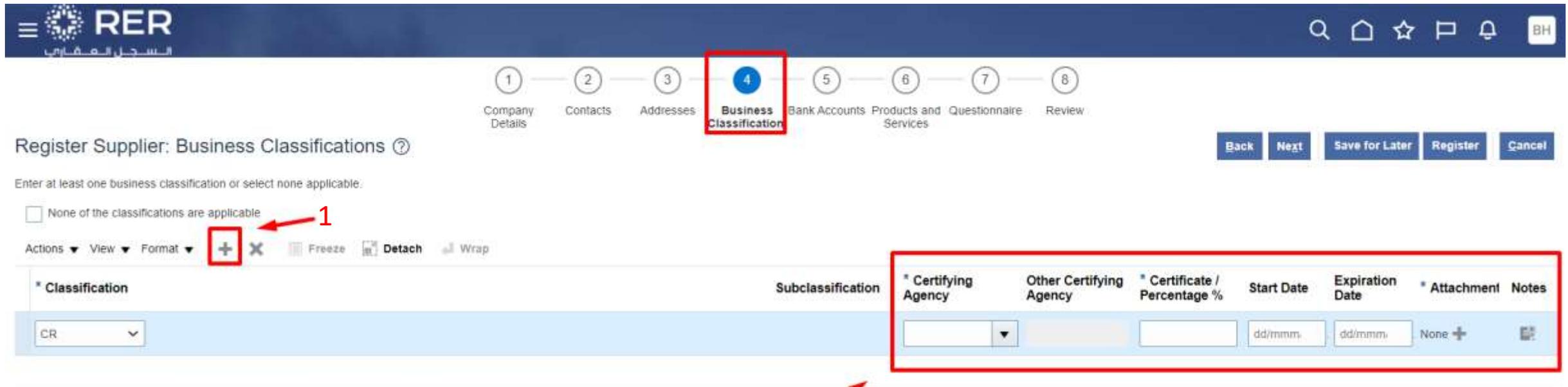
Columns Hidden 4

Create Another OK Cancel

Supplier Registration

Business Classification:

1. Make sure to add your classification.
2. Enter the start date and expiration date.



Register Supplier: Business Classifications ?

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions View Format **+** X Freeze Detach Wrap

* Classification	Subclassification	* Certifying Agency	Other Certifying Agency	* Certificate / Percentage %	Start Date	Expiration Date	* Attachment	Notes
CR					dd/mmm.	dd/mmm.	None +	

Supplier Registration

Create Bank Account:

- Make sure to add your bank details (Country, Bank, Branch, IBAN).

Register Supplier: Bank Accounts ⓘ

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

Back Next Save for Later Register Cancel

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

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

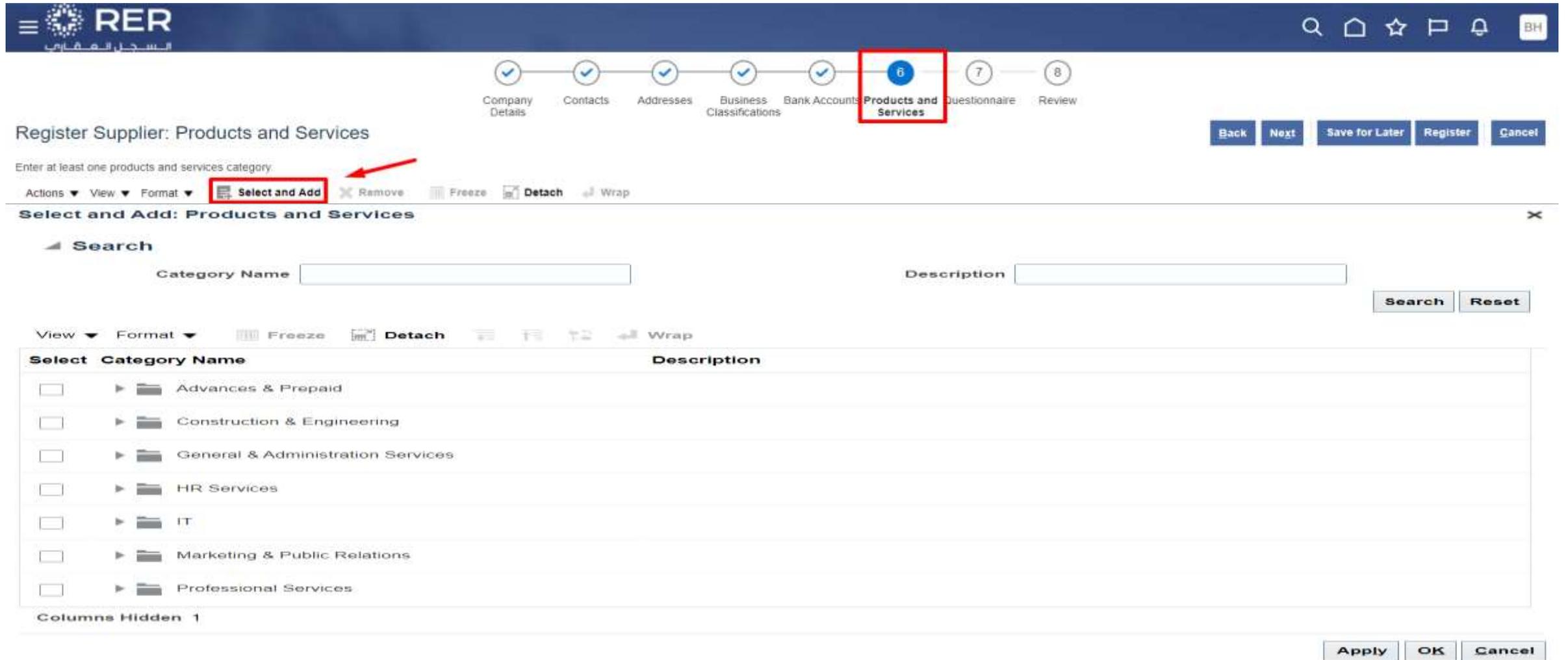
Note to Approver

Create Another OK Cancel

Supplier Registration

Product and services:

- Select and add the services.



The screenshot displays the RER Supplier Registration process. At the top, a progress bar shows steps 1 through 8: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, **Products and Services** (highlighted with a red box), Questionnaire, and Review. Below the progress bar, the current step is titled "Register Supplier: Products and Services". A red arrow points to the "Select and Add" button in the toolbar. Below the toolbar, a search form is visible with fields for "Category Name" and "Description", and "Search" and "Reset" buttons. A table lists various service categories with checkboxes for selection.

Register Supplier: Products and Services

Enter at least one products and services category.

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Select and Add: Products and Services

Search

Category Name Description Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	Advances & Prepaid	
<input type="checkbox"/>	Construction & Engineering	
<input type="checkbox"/>	General & Administration Services	
<input type="checkbox"/>	HR Services	
<input type="checkbox"/>	IT	
<input type="checkbox"/>	Marketing & Public Relations	
<input type="checkbox"/>	Professional Services	

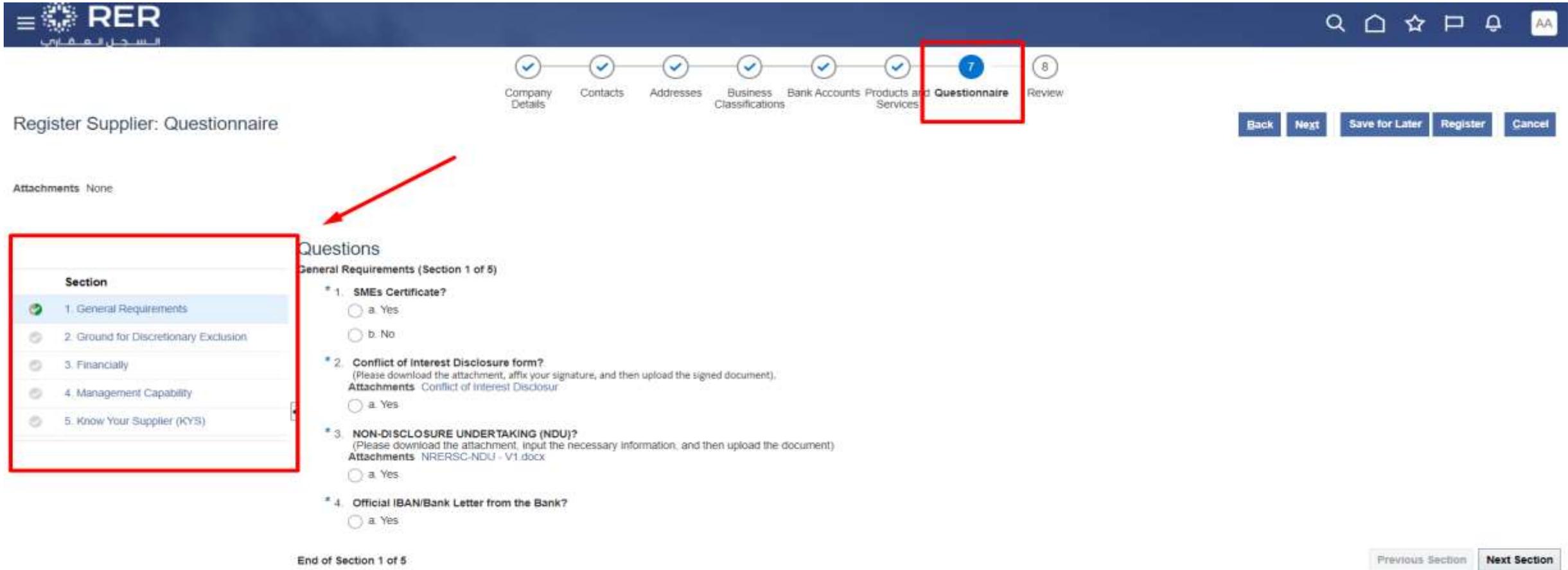
Columns Hidden 1

Apply OK Cancel

Supplier Registration

Questionnaire:

- Please choose sections individually and respond to all questions within each section.



Register Supplier: Questionnaire

Attachments: None

Questions

General Requirements (Section 1 of 5)

* 1. SMEs Certificate?

a. Yes

b. No

* 2. Conflict of Interest Disclosure form?
(Please download the attachment, affix your signature, and then upload the signed document).
Attachments: Conflict of Interest Disclosur

a. Yes

* 3. NON-DISCLOSURE UNDERTAKING (NDU)?
(Please download the attachment, input the necessary information, and then upload the document)
Attachments: NRERSC-NDU - V1.docx

a. Yes

* 4. Official IBAN/Bank Letter from the Bank?

a. Yes

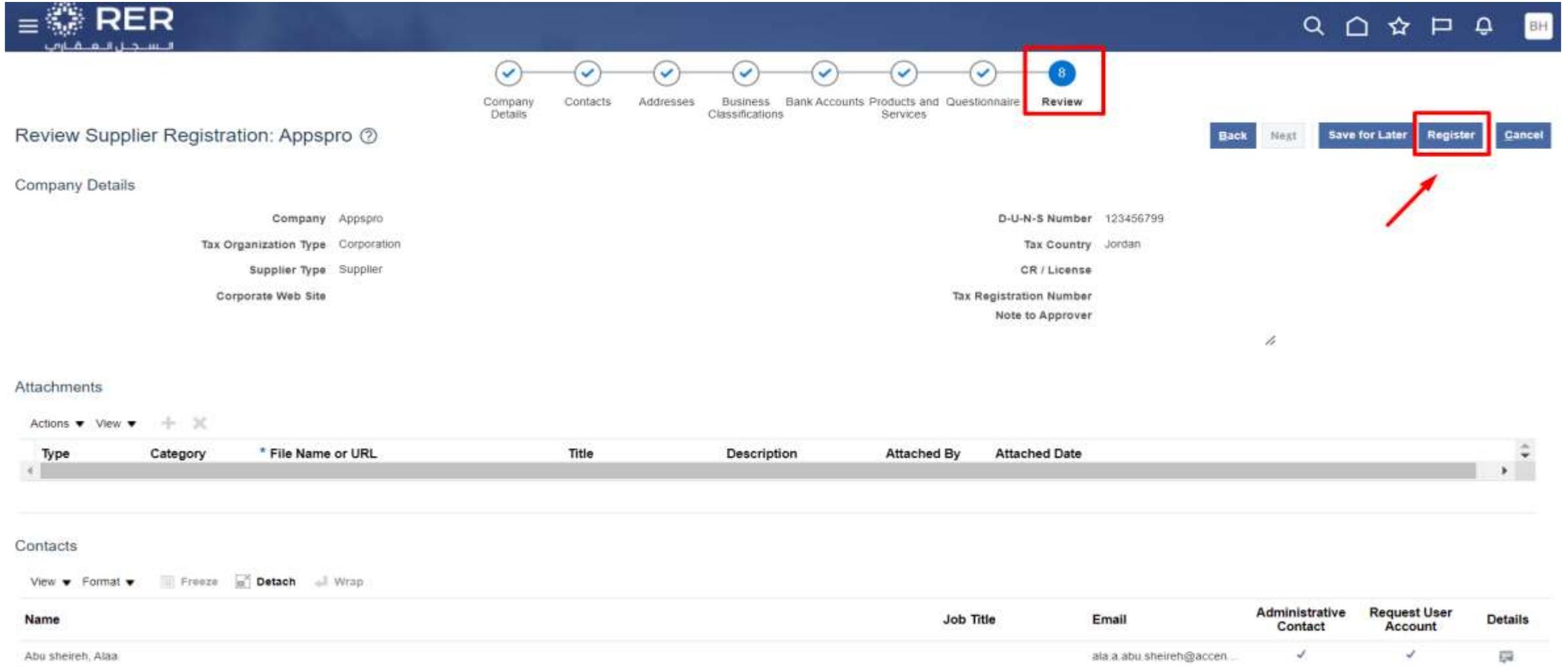
End of Section 1 of 5

Previous Section Next Section

Supplier Registration

Review:

- Once Reviewed, click on **Register**.



Review Supplier Registration: Appspro ?

Company Details

Company: Appspro
Tax Organization Type: Corporation
Supplier Type: Supplier
Corporate Web Site

D-U-N-S Number: 123456799
Tax Country: Jordan
CR / License
Tax Registration Number
Note to Approver

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
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Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Abu sheireh, Alaa		ala.a.abu.sheireh@accen...	✓	✓	

Supplier Registration

- Once Approved, Supplier will receive confirmation for registration request, Welcoming Email and contact login information to reset login password.

Supplier Registration Request 151003 Was Approved Inbox x



eulj-test.fa.sender@workflow.mail.em2.cloud.oracle.com
to Moneer.akil93 ▾

RER Enterprise (RER_Business Unit)

Your Supplier Registration Request was Approved

Oracle Fusion Applications-Welcome E-Mail Inbox x



eulj-test.fa.sender@workflow.mail.em2.cloud.oracle.com
to Moneer.akil93 ▾

Dear Moneer Akel,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

https://fa-eulj-test-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_af692e7514e5

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

- Now , Supplier will reset the password and login to application.

Login Screen

Log-in Page:

- Copy the URL to the browser: <https://login-eulj-saasfaprod1.fa.ocs.oraclecloud.com>
- Enter your User ID and password.

Sign In Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

[Select Language](#)



Thank You