



USER MANUAL FOR NEW VENDOR ONLINE REGISTRATION

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Version 6

Table of Contents

1.	Introduction & Objective.	3
2.	Instructions	4
3.	Accessing Prospective Supplier Registration Page / Basic details Page	5
4.	Company Details Page	7
5.	Contact Directory	9
6.	Certificates/License	11
7.	Product and Services	14
8.	Banking Details	16
9.	Additional Information Page	21
10.	Additional Information page for Pharmacy Supplier	22
11.	Additional Information Page for Medical Consumable Supplier	23
12.	Additional Information Page for all other General Supplier (Non-pharmacy, Non-Medical consumable)	26
13.	Attachments Page	27
14.	Submit for Registration	29
15.	Email Notification for successful submission	31
16.	Email Notification for successful approval by SSMC	32
17.	Save for Later	33

1. Introduction & Objective

This user manual describes how suppliers can register themselves using the Oracle Online vendor registration system at SSMC.

Objectives

The objective of this manual to ensure that Key Users understand how to perform the following registration processes:

- 1) Enter the external link in the browser
- 2) Enter the Basic details
- 3) Enter Company details
- 4) Enter Supplier profile
- 5) Details Add Attachment
- 6) Submit for Registration
- 7) Email Notifications

2. Instructions

- 1) All certificates and documents must be in English, or certified English translation
- 2) Attachment title should indicate the document; for example, if you are attaching a Valid Commercial License, the attachment uploaded should be named as CommercialLicense
- 3) The User I.D created after the registration form is approved by SSMC cannot be changed later however the contact person details and authorization letter can be updated
- 4) One User I.D can access this form after approval. However, if required multiple users than kindly send emails to Vendor Affairs Team (iSupplierSupport@ssmc.ae) with the required document for user addition/update.
- 5) SSMC procurement section is not liable to verify bank details. You must make sure the submitted data is valid
- 6) All fields marked with (*) are mandatory
- 7) The form will expire if it remains idle for more than 5 minutes. If you wish to stop filling the form in between then use the "Save for Later" option.

For any technical issues related to Oracle system please drop an email to:
iSupplierSupport@ssmc.ae

For others inquiries regarding registration please send email to:
iSupplierSupport@ssmc.ae

3. Accessing Prospective Supplier Registration Page / Basic Details Page

To start register your company kindly copy-paste the below link in the browser (**Compatible Browsers are: Mozilla Firefox/ IE 9 or higher version recommended / Google Chrome**) and press enter for initiating the registration process.

URL:

https://oracleerp4.seha.ae/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegPG&OAH=POS_GUEST_REG_H_P&OASF=POS_SUPPREG_REGISTER&OAPB=POS_ISP_BRAND&oid=DA632B7B0D05E1FE

Basic Information Page

Basic Information Page is the first page that opens when the above-mentioned link is accessed.

Enter the below basic information on this page as shown below:

- 1) Company Name
- 2) Trade License Number
- 3) UAE Tax Regn. Number

Note Either UAE Trade License Number or UAE Tax Regn.# is Mandatory

If Business Turnover>AED 175K, 15 Digit UAE Tax Regn.# is Mandatory

If UAE Tax Regn.# is duplicate, enter the UAE Trade License Number

And enter the UAE Tax Regn.# under License and Certificate section on the next page

If you are **overseas** supplier please enter your company license number in Field UAE Trade License Number and leave UAE Tax Regn.# field empty.

- 4) Designated Zone

Note: The Designated zone field will appear only when UAE Tax Regn.# is entered.

Kindly Select Yes if you are from Designated Zone

5) Email

Note: The email address entered here will be created as a User ID

6) First Name

7) Last Name

8) Phone Number

Note: Enter Country Code Starting with 00XX, Example 00971

9) If you're an Overseas Supplier, select the checkbox "Overseas Companies".

10) Once you fill all information clicks on "Next".

SEHA **Supplier Portal**
شركة أبوظبي للخدمات الصحية...
Abu Dhabi Health Services Co.

Basic Information | Company Details | Additional Information | Attachments

Prospective Supplier Registration Step 1 of 4 **Next**

* Indicates required field

User Manual for Vendor Registration
PLEASE NOTE THE FOLLOWING POINTS: 1. All certificates and documents must be in Arabic/English, or certified English translation. 2. Attachment title should indicate the document. 3. The User ID created to access SEHA-Vendor registration cannot be changed however the contact person details and authorization letter can be updated. 4. One User ID can access this form. However, multiple users can be assigned internally by the company to fill the data.

Company Details

Personalize "Company Details"

* Company Name: ABCD Supplier

UAE Trade Licence Number: CN1000090

UAE Tax Regn. Number: 10000008190999

* Designated Zone: Yes

TIP: Either Trade License Number or UAE Tax Regn. # is Mandatory
 TIP: If Business Turnover is > AED 175K, 15 Digit UAE Tax Regn. # is Mandatory
 TIP: Kindly Select Yes if you are from Designated Zone

Contact Information

Personalize "Contact Information"

* Email: abod@testmail.com
 TIP: Email ID entered here will be created as the User ID

* First Name: ABC

* Last Name: XYZ

* Phone Number: 123456789
 TIP: Enter Country Code Starting With 00XX, Example 00971
 Overseas Companies

4. Company Details Page

Once you click “Next” on the Basic Information page, you will reach the “Company Details” page. Enter any additional information in the note to Buyer (Optional)

Address Book

1. Click on “Create” under Address Book section to add Address information

SEHA Supplier Portal
 شركة أبوظبي للخدمات الصحية
 Abu Dhabi Health Services Co. P.S.C.

Prospective Supplier Registration: Additional Details

Company Name: ABCD Supplier
 UAE Tax Regn. Number: 100000085190099
 Note to Buyer: [Text Area]
 Note to Supplier: [Text Area]

Address Book

Personalize "Address Book"
 Personalize "Address region"

Create [Icons]

Address Name	Address Details	Purpose	Update	Delete
No results found.				

At least one Address Book entry is required

Contact Directory

Personalize "Contact Directory"
 Personalize "Contact region"

Create [Icons]

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
ABC	XYZ	123456789	abcd@testmail.com	✓	[Pencil Icon]	[X Icon]

2. Once you click on “Create” a new page opens as shown below:

SEHA Supplier Portal
 شركة أبوظبي للخدمات الصحية
 Abu Dhabi Health Services Co. P.S.C.

Create Address [Cancel] [Apply]

* Indicates required field

Personalize Stack Layout

Address Name: SITE-1
 Country: United Arab Emirates

* Address Line 1
 Address Line 2
 Address Line 3
 Address Line 4

* City/Town/Locality
 Country
 State/Region
 Province
 * Postal Code

Phone Area Code
 * Phone Number
 Fax Area Code
 Fax Number
 Email Address

Purchasing Address
 Payment Address
 RFC Only Address

Address Purpose

Personalize "Address Purpose"
 Personalize "Address Purpose"

Purpose [Remove]

No results found.

3. Enter the details as shown in the page, minimum details to be filled are:

Address Line
City
Postal Code
Phone Number

After filling all the details click on “Apply”. This will take you back to the “Company Details” page.

SEHA | **صحة** | **Supplier Portal**
شركة أبوظبي للخدمات الصحية...
Abu Dhabi Health Services Co. P.S.C.

Create Address Cancel **Apply**

* Indicates required field

Personalize Stack Layout

Address Name: SITE-1

Country: United Arab Emirates

* Address Line 1: Street-1

Address Line 2: [Empty]

Address Line 3: [Empty]

Address Line 4: [Empty]

* City/Town/Locality: Abu Dhabi

County: [Empty]

State/Region: [Empty]

Province: [Empty]

* Postal Code: 123456

Phone Area Code: [Empty]

* Phone Number: 123456789

Fax Area Code: [Empty]

Fax Number: [Empty]

Email Address: [Empty]

Purchasing Address
 Payment Address
 RFQ Only Address

Address Purpose

Personalize "Address Purpose"

Personalize "Address Purpose"

Purpose	Remove
No results found.	

5. Contact Directory

Minimum two (2) unique contact details are required. The contact details given on the first page earlier will be visible here. It can be updated but cannot be deleted. You are required to add details of atleast one more contact person. Users will be authorized to access supplier portal.

Once on the “Company Details” page, click on the “Create” button under the Contact Directory section.

The screenshot shows the 'Prospective Supplier Registration: Additional Details' page in the SEHA Supplier Portal. The page is divided into three tabs: Basic Information, Company Details (active), and Additional Information. The 'Company Details' section includes fields for Company Name (ABCD Supplier), UAE Tax Regn. Number (100000085100000), and Note to Buyer. Below this is the 'Address Book' section, which is currently empty and has a red message stating 'Atleast one Address Book entry is required'. The 'Contact Directory' section also has a red message and a 'Create' button highlighted with a red box. A table below the 'Contact Directory' section shows one contact entry with fields for First Name, Last Name, Phone, Email, Requires User Account, Update, and Delete.

Once you click on “create” a new page opens as shown below:

The screenshot shows the 'Create Contact' page in the SEHA Supplier Portal. The page has a 'Cancel' and 'Apply' button in the top right corner. It includes a 'Personalize Stack Layout' section and a 'Personalize Header' section. The main form area contains fields for Contact Title (Mr.), First Name (ABC), Middle Name, Last Name (XYZ), Alternate Name, Job Title (Manager), Department, Contact Email (abod@testmail.com), Website address, Phone Area Code, Phone Number (009710000001), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number. Below the form is the 'Contact Purpose' section, which is currently empty and has a 'Remove' button. At the bottom, there is a 'Supplier User Account' section with a 'Create User Account For The Contact' button highlighted with a red box.

Enter the details as shown on the page. Minimum details to be filled are:

- 1) First Name
- 2) Last name
- 3) Job Title
- 4) Contact
- 5) Email
- 6) Phone Number

Note: Add website address in “Web Address” if it exists for your company

Also, click on create a user account of the contact **(If needed)**

After filling all the details click on “Apply”. This will take you back to the “Company Details” page

The screenshot shows the 'Create Contact' form in the SEHA Supplier Portal. The form is titled 'Create Contact' and has 'Cancel' and 'Apply' buttons at the top right. The form is divided into several sections:

- Contact Information:** Includes fields for Contact Title (Mr.), First Name (ABC), Middle Name, Last Name (XYZ), Alternate Name, Job Title (Manager), Department, Contact Email (abod@testmail.com), and Website address.
- Phone Information:** Includes fields for Phone Area Code, Phone Number (009710000001), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number.
- Contact Purpose:** A section with a table for adding purposes. The table has a 'Purpose' column and a 'Remove' button. Below the table, it says 'No results found:'.
- Supplier User Account:** A section with a checkbox labeled 'Create User Account For The Contact'.

6. Certificates/Licenses

The detail of licenses and certificates required from vendor varies according to the type of vendor. The list is as below. All the applicable certificates/licenses applicable as per your vendor type are required to be attached. If you are both Pharmacy and Medical Consumable vendor then the documents required for both the types are applicable for you. These documents are to be attached on the last page (explained later in the document)

For Pharmacy Suppliers:

1. Valid Commercial License
2. Copy of valid medical store license issued from Ministry of Health and prevention (MOHAP) or no-objection letter for distribution of the item within UAE issued by MOHAP or other governmental health authority.
3. Marketing/distribution letter from the manufacturing company of the item to assign a distributor or an agent within UAE, letter to be issued from the manufacture or marketing authorization company of the item
4. HAAD License if store located in Abu Dhabi Emirate (Optional)
5. Authorization letter Signed and stamped by vendor (as per template in page 3)
6. Declaration letter Signed and stamped by vendor (as per template in page 3)
7. Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
8. Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)
9. UAE VAT Certificate of Registration, if company not included on Value Added Tax, provide official letter from company with signed and stamped.
10. Power of Attorney (For the Authorized Person to sign the Agreements)
11. Full Name, Designation & Address of person authorized to sign on contracts. (in both language Arabic and English) in official letter.

For Medical Consumables Suppliers:

1. Valid Commercial License
2. Copy of valid medical store license issued from Ministry of Health and prevention (MOHAP) or no-objection letter for distribution of the item within UAE issued by MOHAP or other governmental health authority.
3. Marketing/distribution letter from the manufacturing company of the item to assign a distributor or an agent within UAE, letter to be issued from the manufacture or marketing authorization company of the item
4. User Authorization Letter Signed and stamped by vendor (as per template in page 3)
5. Declaration letter Signed and stamped by vendor (as per template in page 3)
6. Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
7. Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)
8. UAE VAT Certificate of Registration, if company not included on Value Added Tax, provide official letter from company with signed and stamped.

9. Statement of Country of origin (Optional)
10. International certification of quality (Optional)
11. Power of Attorney (For the Authorized Person to sign the Agreements)
12. Full Name, Designation & Address of person authorized to sign on contracts. (in both language Arabic and English) in official letter.

For all other general suppliers:

1. Valid Commercial License
2. Valid Certification of Chamber of Commerce and Industry (Optional)
3. User Authorization Letter Signed and stamped by vendor (as per template in page 3)
4. Declaration letter Signed and stamped by vendor (as per template in page 3)
5. Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
6. Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)
7. UAE VAT Certificate of Registration, if company not included on Value Added Tax, provide official letter from company with signed and stamped
8. Power of Attorney (For the Authorized Person to sign the Agreements)
9. Full Name, Designation & Address of person authorized to sign on contracts. (in both language Arabic and English) in official letter.

For Overseas suppliers:

1. Company license / Certificate of Incorporation – have to be attested (Means the collection of stamps from the Ministry of Exterior Affairs and the UAE Embassy of the documents country of origin, and the stamp of the UAE Ministry of Exterior Affairs.) **(Mandatory)**
2. User Authorization Letter Signed and stamped by vendor (as per template in page 3)
3. Declaration letter Signed and stamped by vendor (as per template in page 3)
4. SSMC Third Parties Code of Conduct (Signed and Stamped) (as per template in page 3)
5. Power of Attorney (For the Authorized Person to sign the Agreements)
6. Marketing/distribution letter from the manufacturing company of the item to assign a distributor. (For overseas Medical suppliers only)

On the “Company Details” page, go to “Licenses/Certificates” section and perform the below steps:

1. Check “Applicable” checkbox as per your supplier type for the listed licenses/certificates
2. Enter “License/Certificate Number”
3. Enter “Licensing/Certifying agency”
4. Enter Expiration Date

An example of a Pharmacy supplier filling the details is shown below:

At least two contact entries are required

Licenses and Certificates

Personalize "Licenses and Certificates"
Personalize "Business classifications region"

License/Certificate Name	Applicable	License/Certificate Number	Licensing/Certifying Agency	Expiration Date
HAAD License	<input checked="" type="checkbox"/>	ABCD12347	HAAD Abu Dhabi	30-May-2020 00:00:00
International certification of quality	<input type="checkbox"/>			
Marketing/Distribution letter	<input checked="" type="checkbox"/>	ABCD7564	M&D	30-May-2020 00:00:00
Statement of country of origin	<input type="checkbox"/>			
UAE Ministry of health's store license	<input checked="" type="checkbox"/>	ABCD7847	Ministry of Health UAE	
UAE Tax Regn. Number	<input checked="" type="checkbox"/>	100000085190999	Yes	30-May-2020 00:00:00
Valid Certification of Chamber of commerce and industry	<input type="checkbox"/>			
Valid Commercial License	<input checked="" type="checkbox"/>	CN1000080	Chamber of commerce	30-May-2020 00:00:00

Note: Please enter UAE Tax Regn. Number in License/Certificate Number
And Designated Zone (as 'Yes' or 'No') in Licensing/Certifying Agency under Licenses and Certificates

7. Product and Services

SSMC has a defined list of products and services category. You need to select the category code as per the products and services offered by your company.

For Example,

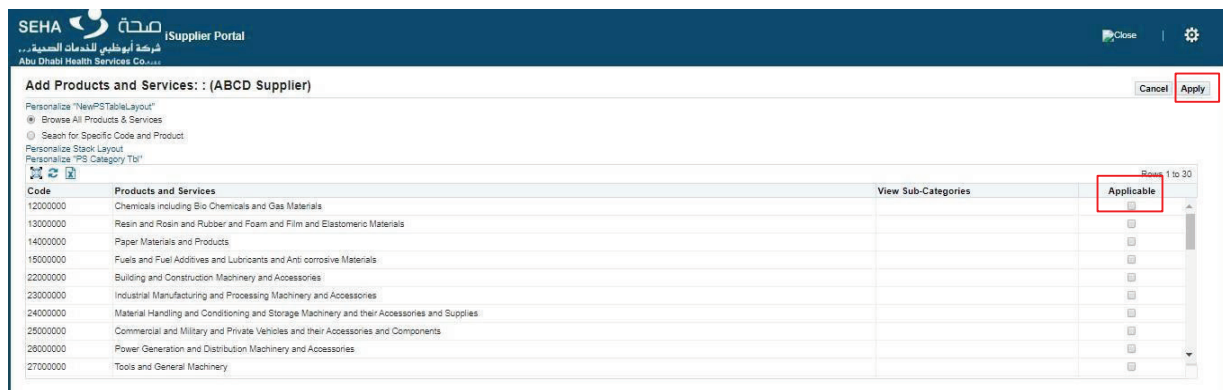
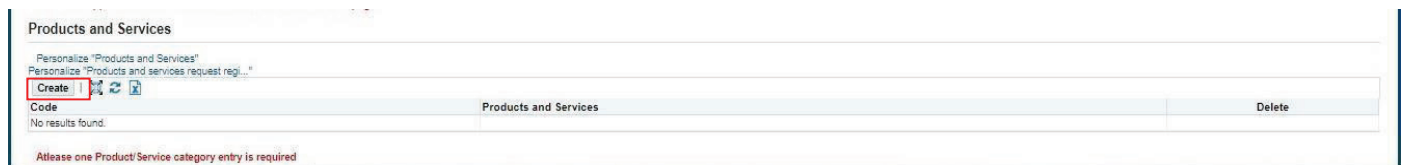
- ☒ The category code for Pharmacy supplier is 51000000 - Drugs and Pharmaceutical Products
- ☒ The category code for Medical Consumable Supplier is 42000000 - Medical Equipment and Accessories and Supplies

You can select more than one category code if products/services offered by you fall in different categories.

Once on the “Company Details” page, go to the “Products and Services” section and click on the “Create” button as shown below

Once you click on “Create” a new page opens as shown below:

1. Check on the applicable categories
2. After selecting the applicable categories click on “Apply”. This will take you back to the “Company Details” page



8. Banking Details

Once on the “Company Details” page, click on the “Create” button in the “Banking Details” section. It is necessary to provide at least one bank account details.

Once you click on “Create” a new page opens as shown below:

1. Enter the details as shown on the page. Bank Name and Bank Branch are to be selected from the existing list as shown below screenshot.
2. Minimum details to be filled are:
 - 1) Bank Name
 - 2) Bank Branch
 - 3) Account Number
 - 4) IBAN Number, If Available
 - 5) Account Name

For example, we need to add below bank details,

Bank Name: ABU DHABI ISLAMIC BANK
 Branch Name: Madinat Zayed
 Account Number: 1234567891234
 Account Name: Supplier1

SEHA Supplier Portal
 Add Products and Services: (ABC Supplier LLC) >
Create Bank Account Cancel Apply

Personalize Table Layout: (MainTable00)

* Country: United Arab Emirates
Account is used for invoice payments.
 Account details must include bank and branch information.

Personalize Table Layout: (BankBranchTable00)

Select Bank
 Personalize "Select Bank"
 Existing bank:
If your bank is not in list please enter "New bank" and "New Branch" and save detail in new branch.

* Bank Name *
 Tax Payer ID

Branch
 Personalize "Branch"
 Existing branch:
 * Branch Name

Bank Account
 Personalize "Bank Account"

Account Number
 IBAN
 Account Name

Comments
 Personalize "Comments"
 Note to SEHA Finance

Search and Select List of Values - Microsoft Edge
 https://erpintext.seha.ae/DA_HTML/cabo/jsps/a.jsp?_t=fredRC&enc=UTF-32&_minWidth=750&_minHeight=550&configName=OAC.config&contextURI=/DA_HTML&redirect

Search and Select: Bank Name Cancel Select

Search
 To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Bank Name Go

Results
 Personalize "Bank Accounts Table" Rows 1 to 22

Quick Select	Bank Name	Bank Number
<input type="radio"/>	ABU DHABI	
<input type="radio"/>	ABU DHABI ISLAMIC BANK	
<input type="radio"/>	ABU DHABI ISLAMIC BANK	
<input type="radio"/>	ABU DHABI NATIONAL BANK_Old	
<input type="radio"/>	ABU DHABI COMMERCIAL BANK	
<input type="radio"/>	Abu Dhabi Commercial Bank (ADCB)	
<input type="radio"/>	Abu Dhabi Commercial Properties	
<input type="radio"/>	Abu Dhabi Commercial Properties.	
<input type="radio"/>	ABU DHABI ISLAMIC BANK	
<input type="radio"/>	ABU DHABI ISLAMIC BANK	

About this Page

Likewise, select the branch

The screenshot shows the 'Create Bank Account' form. The 'Branch' section has a 'Branch Name' field highlighted with a red box. Other fields include 'Country' (United Arab Emirates), 'Bank Name', 'Tax Payer ID', 'Account Number', 'IBAN', and 'Account Name'. There are also 'Cancel' and 'Apply' buttons at the top right.

Below screen will open for Branch:

The screenshot shows the 'Search and Select: Branch Name' dialog box. The search criteria is 'Branch Name'. The results table lists several branches of Abu Dhabi Islamic Bank. The 'MADINAT ZAYED' branch is selected.

Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
<input type="radio"/>	SH. ZAYED ROAD		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	OTHER
<input type="radio"/>	AL NAJDA ST.		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	OTHER
<input type="radio"/>	BANIYAS		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	OTHER
<input type="radio"/>	KHALIFA ST.ABU DHABI		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	OTHER
<input type="radio"/>	Al Ain,UAE		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	OTHER
<input checked="" type="radio"/>	MADINAT ZAYED		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	ABA
<input type="radio"/>	Sheikh Zayed Road – Dubai		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	SWIFT

Don't write anything and directly click on go as mentioned above so that below screen will open, Select the Bank Branch.

Now fill the other details:

SEHA Supplier Portal
 Add Products and Services: (ABC Suppliers LLC) >
Create Bank Account Cancel Apply

* Indicates required field

Personalize Table Layout: (MainTableRD)

Country: United Arab Emirates
 Account is used for foreign payments
 Account definition must include bank and branch information.

Personalize Table Layout: (BankBranchTblLayoutRD)

Select Bank

Personalize "Select Bank"
 Existing Bank
 If your bank is not in list please select 'New bank' and 'New Branch' and give detail in note to buyer

* Bank Name: ABU DHABI ISLAMIC, %
 Tax Payer ID

Branch

Personalize "Branch"
 Existing Branch
 * Branch Name: MADHAT ZAYED

Bank Account

Personalize "Bank Account"

Account Number: 1234567891234
 IBAN
 Account Name: Supplier

Comments

Personalize "Comments"
 Note to SEHA Finance

After filling all the details click on "Apply". This will take you back to the "Company Details" page

SEHA Supplier Portal
 Add Products and Services: (ABC Suppliers LLC) >
Create Bank Account Cancel **Apply**

* Indicates required field

Personalize Table Layout: (MainTableRD)

Country: United Arab Emirates
 Account is used for foreign payments
 Account definition must include bank and branch information.

Personalize Table Layout: (BankBranchTblLayoutRD)

Select Bank

Personalize "Select Bank"
 Existing Bank
 If your bank is not in list please select 'New bank' and 'New Branch' and give detail in note to buyer

* Bank Name: ABU DHABI ISLAMIC, %
 Tax Payer ID

Branch

Personalize "Branch"
 Existing Branch
 * Branch Name: MADHAT ZAYED

Bank Account

Personalize "Bank Account"

Account Number: 1234567891234
 IBAN
 Account Name: Supplier

Comments

Personalize "Comments"
 Note to SEHA Finance

Click on the “Next” button on Company Details page as shown below

Applicable for Pharmacy Suppliers:

- Valid Commercial Licence
- Copy of valid medical store license issued from Ministry of Health and prevention (MOHAP) or no-objection letter for distribution of the item within UAE issued by MOHAP or other governmental health authority
- Marketing/distribution letter from the manufacturing company of the item to assign a distributor or an agent within UAE, letter to be issued from the manufacture or marketing authorization company of the item
- HAAD License if store located in Abu Dhabi Emirate (Optional)
- Authorization letter Signed and stamped by vendor (as per template in page 3)
- Declaration letter Signed and stamped by vendor (as per template in page 3)
- Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
- Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)
- UAE VAT Certificate of Registration, if company not included on Value Added Tax, provide official letter from company with signed and stamped.
- Power of Attorney (For the Authorized Person to sign the Agreements)
- Full Name, Designation & Address of person authorized to sign on contracts (in both language Arabic and English) in official letter

For Medical Consumables Suppliers:

- Valid Commercial Licence
- Copy of valid medical store license issued from Ministry of Health and prevention (MOHAP) or no-objection letter for distribution of the item within UAE issued by MOHAP or other governmental health authority.
- Marketing/distribution letter from the manufacturing company of the item to assign a distributor or an agent within UAE, letter to be issued from the manufacture or marketing authorization company of the item
- User Authorization Letter Signed and stamped by vendor (as per template in page 3)
- Declaration letter Signed and stamped by vendor (as per template in page 3)
- Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
- Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)
- UAE VAT Certificate of Registration, if company not included on Value Added Tax, provide official letter from company with signed and stamped.
- Statement of Country of origin
- International certification of quality
- Power of Attorney (For the Authorized Person to sign the Agreements)
- Full Name, Designation & Address of person authorized to sign on contracts (in both language Arabic and English) in official letter

For all other general Suppliers:

- Valid Commercial Licence
- Valid Certification of Chamber of Commerce and Industry(Optional)
- User Authorization Letter Signed and stamped by vendor (as per template in page 3)
- Declaration letter Signed and stamped by vendor (as per template in page 3)
- Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
- Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)

NOTE: All applicable licences/certificates to be attached on last page

Products and Services

Personalize "Products and Services"
 Personalize "Products and services request regi..."

Create

Code	Products and Services	Delete
12000000	Chemicals including Bio Chemicals and Gas Materials	

Atleast one Product/Service category entry is required

Banking Details

Personalize "Banking Details"
 At least one entry is required.
 Personalize "Account table"

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
1234567891234		Supplier1	ABU DAHBI ISLAMIC BANK		MADINAT ZAY'ED			

SEHA procurement section is not liable to verify bank details. You must make sure the submitted data is valid and acknowledged by SEHA finance

Save For Later Back Step 2 of 4 **Next**

9. Additional Information Page

Once you click “Next” on the Company Details page, you reach the “Additional Information” page.

This page is displayed differently for a different type of vendor. The type of vendor is decided by the option selected in the “Product and Service” section on the previous page.

The screenshot shows the 'Additional Information' page in the SEHA Supplier Portal. The page is divided into several sections:

- Supplier Profile Attributes:** Includes a 'Save For Later' button and navigation buttons 'Back' and 'Next'.
- User Authorization and Declaration Letters:** Contains several download links for templates:
 - User Authorization Letter Template Download link: https://oracleerp4.seha.ae/OA_HTML/S...
 - Declaration Letter Template download link: https://oracleerp4.seha.ae/OA_HTML/S...
 - Mandatory Requirement Template Download Link: https://oracleerp4.seha.ae/OA_HTML/S...
 - SEHA Third Parties Code of Conduct Template Download Link: https://oracleerp4.seha.ae/OA_HTML/S...
- Ownership Details:** Includes a 'Personalize "EgoExtFwkRenderer"' option.
- Owner Details:** Includes a 'Personalize Stack Layout' and 'Personalize Table Layout: (EgoFuncRenderTL)' option, and input fields for 'First name', 'Middle Name', and 'Last Name'.

The 'Additional Information' tab is highlighted with a red box. The 'User Authorization and Declaration Letters' section contains a table of required documents with dropdown menus for their status:

Document Type	Required	Status
User Authorization Letter is attached?	Yes	Yes
Declaration Letter is attached?	Yes, Declaration is signed, stamped and attached	Yes
Mandatory Document Attached?	Yes	Yes
Is SEHA Third Parties Code of Conduct Document attached?	Yes	Yes

Note: All suppliers are required to attach Mandatory requirement letter, User Authorization Letter, and Declaration letter on their company letterhead as per the template available in the form. To download the template, you are required to copy the link given on the page and paste it in your browser and press Enter.

The same links are given here for your reference:

User Authorization Letter Template:

https://oracleerp4.RAFED.ae/OA_HTML/Supplierdocuments/USER_AUTHORIZATION_LETTER_2015.docx

Declaration Letter Template:

https://oracleerp4.RAFED.ae/OA_HTML/Supplierdocuments/Online_Vendor_registration_Declaration_letter.docx

Mandatory requirement Letter Template:

https://oracleerp4.RAFED.ae/OA_HTML/Supplierdocuments/MandatoryRequirements.docx

Third Parties Code of Conduct Template:

https://oracleerp4.RAFED.ae/OA_HTML/Supplierdocuments/RAFED_Third_Parties_Code_of_Conduct.docx

If you are unable to upload the above documents kindly contact us on iSupplierSupport@ssmc.ae

10. Additional Information page for Pharmacy Suppliers

The page will be displayed below for Pharmacy Supplier.

- 1) Enter the details related to Business Information and Regulatory Information as shown on the page.
- 2) Select the appropriate options in “User Authorization, Declaration Letters section, and mandatory requirement letter etc.
- 3) Enter the Ownership details
- 4) Click on “Next once all the details are filled.

The screenshot shows the 'Additional Information' page for Pharmacy Suppliers. The page is titled 'Supplier Profile Attributes' and includes a navigation bar with 'Basic Information', 'Company Details', 'Additional Information', and 'Attachments'. The 'Additional Information' section is active and contains the following fields:

- Legal Vendor Name:** ABCO LLC
- Year Established:** (Empty)
- Ownership Type:** Commercial License Number
- Commercial License Issued by in UAE:** Is the License Valid?
- Attach the License Copy?:** Type of activity carried out by the company
- Type of activity carried out by the company:** If you are a wholesaler, wholesaling products are
- If you are a wholesaler, wholesaling products are:** If Others, please specify
- If you are a Local Agent, specify products under your agency:** If Others, please specify

NOTE: This additional information page (For Pharmacy Supplier) would appear only if you have selected the Product and Services code as 51000000 - Drugs and Pharmaceutical Products

Regulatory Information

Personalize Stack Layout
 Personalize Table Layout: (EgoFuncRenderTL)

* Vendor UAE Ministry of Health's Store License
 UAE's Ministry of Health Store License Number

Enter 'Nil' if you do not hold the license

* License Issued for?

e.g. Store,scientific,office etc; Enter 'Nil' if you do not hold license

* License is Valid

* UAE Ministry of Health's license copy

* Do you hold HAAD License for drug store?

If Others,please specify

* HAAD License Number

Enter 'Nil' if HAAD License is not available

* HAAD License copy

If manufacturer, enter Ministry of Health Site Registration Certificate number

Ministry of Health site registration is valid

Ministry of Health site registration certificate copy is attached

User Authorization and Declaration Letters

Personalize "EgoExtPwkRender"

Personalize Stack Layout
 Personalize Table Layout: (EgoFuncRenderTL)

User Authorization Letter Template Download link https://oraclearp4.seha.ae/OA_HTML/SU
 Copy this link in your browser and press Enter to download the Authorization Letter template

Declaration Letter Template download link https://oraclearp4.seha.ae/OA_HTML/SU
 Copy this link in your browser and press Enter to download the Declaration Letter template

Mandatory Requirement Template Download Link https://oraclearp4.seha.ae/OA_HTML/SU
 Copy this link in browser and press enter to download the Mandatory Document Template

SEHA Third Parties Code of Conduct Template Download Link https://oraclearp4.seha.ae/OA_HTML/SU
 Copy this link in browser and press enter to download the Mandatory Document Template

* User Authorization Letter is attached? Yes

* Declaration Letter is attached? Yes Declaration is signed, stamped and attached

* Mandatory Document Attached? Yes

* Is SEHA Third Parties Code of Conduct Document attached? Yes

11. Additional Information Page for Medical Consumable Supplier

The page will be displayed as below for the Medical Consumable Supplier.

1. Enter the details related to Legal Information and List of Manufacturers as shown on the page. To add entries into list of manufactures click on "Add Another Row"
2. Select the appropriate options in "User Authorization, Declaration Letters section, and mandatory requirement letter etc.
3. Enter the Ownership details.
4. Click on "Next" once all the details are filled.

Legal information

* Legal Vendor Name
Enter Vendor Supplier if Different from the Company name

List of Manufacturers

Manufacturer Name	Delete
<input type="text"/>	

User Authorization and Declaration Letters

Personalize "EgoEdFwkRender"

Personalize Stack Layout.
 Personalize Table Layout. (EgoFuncRenderTL)

User Authorization Letter Template Download link https://oracleerp4.seha.ae/OA_HTML/SU
Copy this link in your browser and press Enter to download the Authorization Letter template

Declaration Letter Template download link https://oracleerp4.seha.ae/OA_HTML/SU
Copy this link in your browser and press Enter to download the Declaration Letter template

Mandatory Requirement Template Download Link https://oracleerp4.seha.ae/OA_HTML/SU
Copy this link in browser and press enter to download the Mandatory Document Template

SEHA Third Parties Code of Conduct Template Download Link https://oracleerp4.seha.ae/OA_HTML/SU
Copy this link in browser and press enter to download the Mandatory Document Template

* User Authorization Letter is attached? Yes ▼
 * Declaration Letter is attached? Yes. Declaration is signed, stamped and attached ▼
 * Mandatory Document Attached? Yes ▼
 * Is SEHA Third Parties Code of Conduct Document attached? Yes ▼

NOTE: This additional information page (For Medical Consumable Supplier) would appear only if you have selected the Product and Services code as 42000000 - Medical Equipment and Accessories and Supplies

NOTE: If you have selected both pharmaceutical and medical consumable options in the "Product and Services" category then a common page showing details of both the type of supplier will be shown and you will be required to fill details for both.

12. Additional Information Page for all other General Supplier (Non-pharmacy, Non-Medical consumable)

The page will be displayed as below for General Supplier.

1. Select the appropriate options in “User Authorization, Declaration Letters section, and mandatory requirement letter etc.
2. Enter the Ownership Details.
3. Click on “Next” once all the details are filled.

The screenshot displays the 'Additional Information' page in the SEHA Supplier Portal. The page is divided into sections for 'Supplier Profile Attributes' and 'User Authorization and Declaration Letters'. Under 'User Authorization and Declaration Letters', there are four download links for templates: 'User Authorization Letter Template Download link', 'Declaration Letter Template download link', 'Mandatory Requirement Template Download Link', and 'SEHA Third Parties Code of Conduct Template Download Link'. Each link includes a URL and instructions to copy the link and press enter to download the template. To the right of these links are four questions with dropdown menus for 'Yes' or 'No': 'User Authorization Letter is attached?', 'Declaration Letter is attached?', 'Mandatory Document Attached?', and 'Is SEHA Third Parties Code of Conduct Document attached?'. At the top right of the page, there are navigation buttons: 'Save For Later', 'Back', 'Step 3 of 4', and 'Next' (which is highlighted with a red box).

13. Attachments Page

1. Once you click on “Next , you will reach Attachments Page.
2. Here you need to attach all the documents required as per your vendor type. If you are both Pharmacy and Medical consumable supplier, then attachments required for both the types are to be attached.

SEHA | Supplier Portal
شركة أبوظبي للخدمات الصحية...
Abu Dhabi Health Services Co.

Basic Information | Company Details | Additional Information | Attachments

PLEASE NOTE THE FOLLOWING POINTS:
1. All certificates and documents must be in Arabic/English, or certified English translation
2. Attachment title should indicate the document
3. The User ID created to access SEHA Vendor registration cannot be changed however the contact person details and authorization letter can be updated
4. One User ID can access this form. However, multiple users can be assigned internally by the company to fill the data
5. SEHA procurement section is not liable to verify bank details. If you are registered with SEHA finance, submitted banking details must be similar to that approved with finance.
You must make sure that the data entered is valid and acknowledged by SEHA finance.

Submit for Registration | Back | Step 4 of 4

Attachments

Personalize "Attachments"

Personalize "Attachments"
Personalize "Attachments" of associated record"

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Applicable for Pharmacy Suppliers:

1. Valid Commercial Licence
2. Copy of valid medical store license issued from Ministry of Health and prevention (MOHAP) or no-objection letter for distribution of the item within UAE issued by MOHAP or other governmental health authority
3. Marketing/distribution letter from the manufacturing company of the item to assign a distributor or an agent within UAE, letter to be issued from the manufacture or marketing authorization company of the item
4. HAAD License if store located in Abu Dhabi Emirate. (Optional)
5. Authorization letter Signed and stamped by vendor (as per template in page 3)
6. Declaration letter Signed and stamped by vendor (as per template in page 3)
7. Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
8. Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)
9. UAE VAT Certificate of Registration, if company not included on Value Added Tax, provide official letter from company with signed and stamped.
10. Power of Attorney (For the Authorized Person to sign the Agreements)
11. Full Name, Designation & Address of person authorized to sign on contracts. (in both language Arabic and English) in official letter.

For Medical Consumables Suppliers:

1. Valid Commercial Licence
2. Copy of valid medical store license issued from Ministry of Health and prevention (MOHAP) or no-objection letter for distribution of the item within UAE issued by MOHAP or other governmental health authority.
3. Marketing/distribution letter from the manufacturing company of the item to assign a distributor or an agent within UAE, letter to be issued from the manufacture or marketing authorization company of the item
4. User Authorization Letter Signed and stamped by vendor (as per template in page 3)
5. Declaration letter Signed and stamped by vendor (as per template in page 3)
6. Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
7. Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)
8. UAE VAT Certificate of Registration, if company not included on Value Added Tax, provide official letter from company with signed and stamped.
9. Statement of Country of origin
10. International certification of quality
11. Power of Attorney (For the Authorized Person to sign the Agreements)
12. Full Name, Designation & Address of person authorized to sign on contracts. (in both language Arabic and English) in official letter.

For all other general Suppliers:

1. Valid Commercial Licence
2. Valid Certification of Chamber of Commerce and Industry(Optional)
3. User Authorization Letter Signed and stamped by vendor (as per template in page 3)
4. Declaration letter Signed and stamped by vendor (as per template in page 3)
5. Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
6. Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)

I have read the terms and agree to it.

Submit for Registration | Back | Step 4 of 4

3. Click on “Add Attachment... button on Attachments Page

Once you click on “Add Attachment a new page opens as below. Perform the below steps.

4. Enter the Title of the attachment
5. Click on “Browse and select the file. Once the file is attached a confirmation message is shown on the screen.
6. To add another attachment, click on “Add Another and follow steps 1 and 2.

The screenshot displays the 'Add Attachment' page in the SEHA Supplier Portal. The page is titled 'Add Attachment' and is part of the 'ABC supplier LLC' account. The form is divided into two main sections: 'Attachment Summary Information' and 'Define Attachment'. In the 'Attachment Summary Information' section, the 'Title' field is filled with 'TRADE LICENSE NUMBER' and the 'Category' is set to 'Miscellaneous'. In the 'Define Attachment' section, the 'Type' is set to 'File' and the 'Browse' button is visible. At the top right of the form, there are buttons for 'Cancel', 'Add Another', and 'Apply'.

7. After attaching all the documents click on “Apply . This will take you back to the “Attachments page

14. Submit for Registration

Once on the attachments page, perform below steps to submit your form to SSMC.

1. Click on the checkbox “I have read the terms and agree to it if you agree
2. Click on the checkbox “I certify that the Third Party Code of Conduct document has been reviewed in its entirety and a signed copy attached in registration form” if you agree
3. Click on “Submit for Registration

When you click on “Submit for Registration , the system will validate the form, if any information is missing then it will give an error with details. If there are no errors, then the system will give you a confirmation message.

The documents to be attached are as follows

Applicable for Pharmacy Suppliers:

1. Valid Commercial Licence
2. Copy of valid medical store license issued from Ministry of Health and prevention (MOHAP) or no-objection letter for distribution of the item within UAE issued by MOHAP or other governmental health authority
3. Marketing/distribution letter from the manufacturing company of the item to assign a distributor or an agent within UAE, letter to be issued from the manufacture or marketing authorization company of the item
4. HAAD License if store located in Abu Dhabi Emirate (Optional)
5. Authorization letter Signed and stamped by vendor (as per template in page 3)
6. Declaration letter Signed and stamped by vendor (as per template in page 3)
7. Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
8. Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)
9. UAE VAT Certificate of Registration, if company not included on Value Added Tax, provide official letter from company with signed and stamped.
10. Power of Attorney (For the Authorized Person to sign the Agreements)
11. Full Name, Designation & Address of person authorized to sign on contracts.(in both language Arabic and English) in official letter

For Medical Consumables Suppliers:

1. Valid Commercial Licence
2. Copy of valid medical store license issued from Ministry of Health and prevention (MOHAP) or no-objection letter for distribution of the item within UAE issued by MOHAP or other governmental health authority.
3. Marketing/distribution letter from the manufacturing company of the item to assign a distributor or an agent within UAE, letter to be issued from the manufacture or marketing authorization company of the item
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8. UAE VAT Certificate of Registration, if company not included on Value Added Tax, provide official letter from company with signed and stamped.
9. Statement of Country of origin
10. International certification of quality
11. Power of Attorney (For the Authorized Person to sign the Agreements)
12. Full Name, Designation & Address of person authorized to sign on contracts.(in both language Arabic and English) in official letter

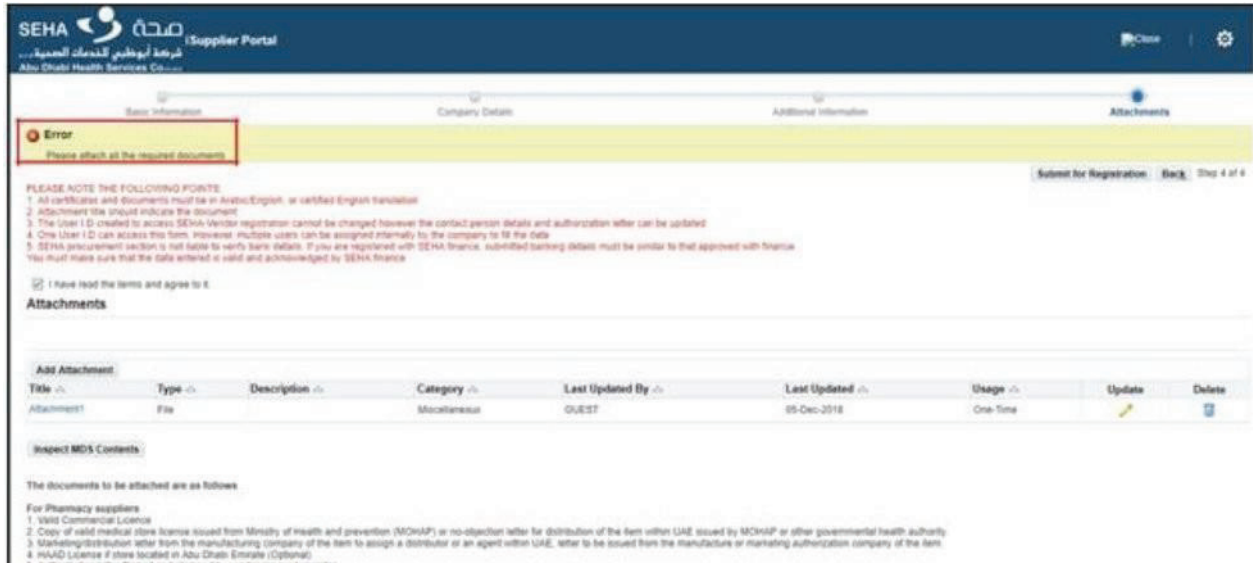
For all other general Suppliers:

1. Valid Commercial Licence
2. Valid Certification of Chamber of Commerce and Industry(Optional)
3. User Authorization Letter Signed and stamped by vendor (as per template in page 3)
4. Declaration letter Signed and stamped by vendor (as per template in page 3)
5. Mandatory Requirement Letter Signed and stamped by vendor (as per template in page 3)
6. Third Party Code of Conduct document signed and stamped by vendor (as per template in page 3)

I have read the terms and agree to it.

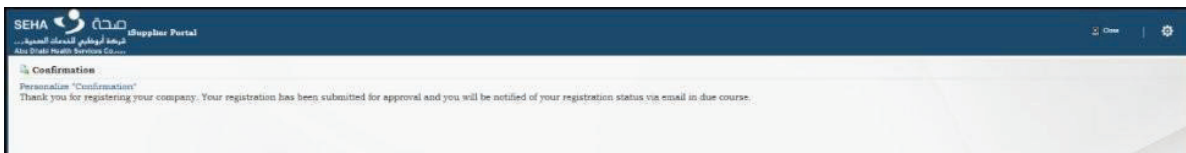
Step 4 of 4

If you click on submit for submission and ‘Please attach all the required documents’ error will come when you need to attach 6 required documents based on your product and category as you can see in the below screenshot, there is no attachment available or less than 5 attachment available.



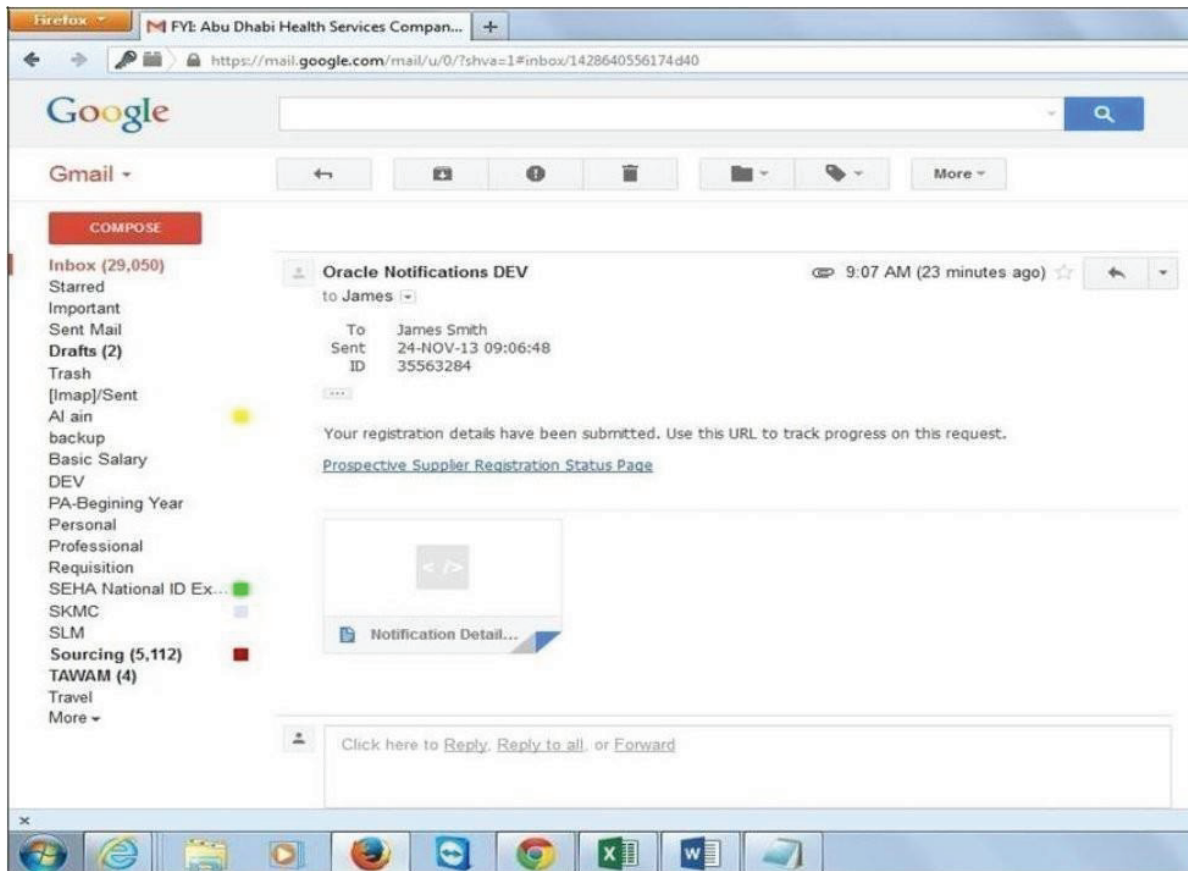
If you face the error like “your category requires a maximum of 5 attachments. Kindly check the documents attached” and you have attached more than 5 documents in attachment then you need to remove documents more than 5 if attached. To resolve this error, you need to attach 5 documents or less than 5 documents.

The confirmation message given by system for successful submission is as below:



15. Email Notification for successful submission

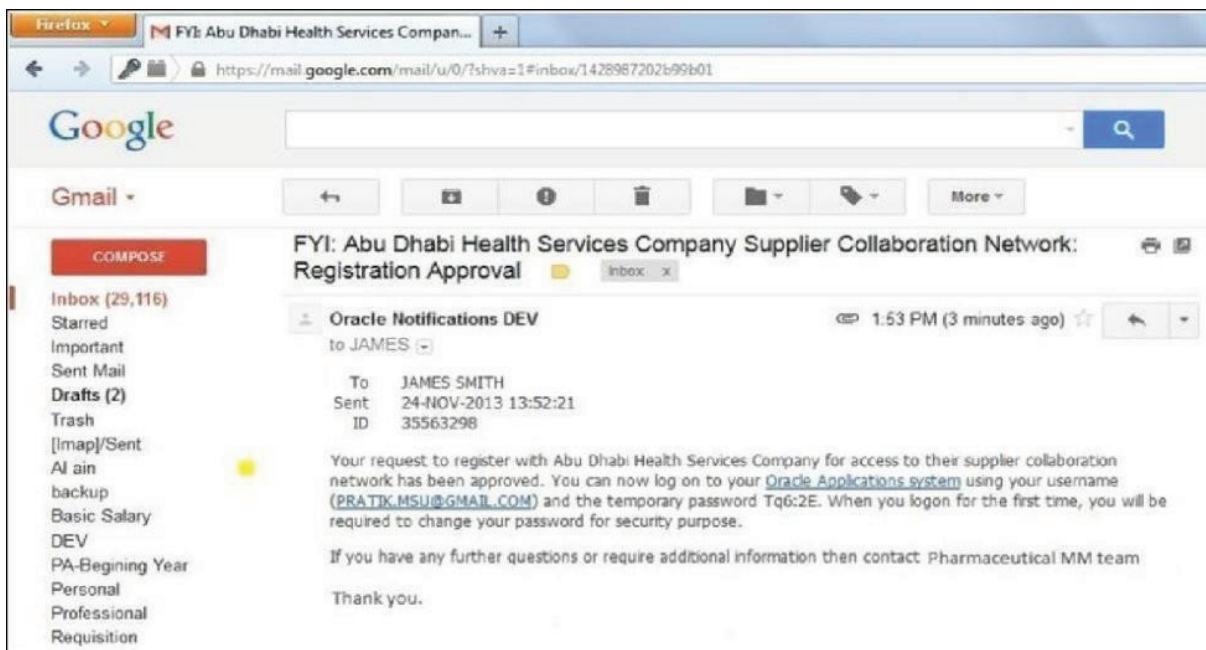
The supplier will get the below email notification on the email address provided on the basic information page once the registration details have been submitted for approval.



16. Email Notification for successful approval by SSMC

If the registration is approved by SSMC, the vendor will get the below two (one for registration of supplier and one for the user) email notification on his email address containing details of the username and password to SSMC Supplier Portal.

The link to access SSMC Supplier Portal is https://oracleerp4.seha.ae/OA_HTML/AppsLogin



17. Save for Later

The system provides an option to save the form as a draft for later and again using the same form to complete the registration.

Please do not start filling up a new form if you have already filled a form earlier and saved it.

The system gives an option to “Save for Later” on the second and third pages. Once you click on “Save for Later”, the system will validate your current page and will save your form in the existing state and will display a confirmation message with a link on your screen which you can save to access the same form again.

The system will also send an email to the email address provided by you with the link for the draft form. You can use the link in the email to access your previously saved form.

: End of Document: