

USER MANUAL FOR NEW VENDOR ONLINE REGISTRATION

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USER MANUAL FOR NEW VENDOR REGISTRATION



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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 multipleusers 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: <u>iSupplierSupport@ssmc.ae</u>



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&OAHP=POS_GUEST_REG_H_ P&OASF=POS_SUPPREG_REGISTER&OAPB=POS_ISP_BRAND&ouid=DA632B7B0D05E1FE_

Basic Information Page

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

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Basic Information	Company Details	Additional Information	Attachments
¹ Indicates required field User Manual for Vendor Registration PLEASE NOTE THE FOLLOWING FOINTS 1.41 centificates and documents must be in Arabiol authorization letter can be updated 4. One User I.D can access this form. However, multiple use Comparison of the second se	Siglish, or certified English translation 2. Attachment title should indicate t is can be assigned internally by the company to fill the data	he document 3 The User I.D created to access SEH4-Vendor registratio	n cannot be changed however the contact person details and
Company Details" Personalize "Company Details" Company Name UAE Trade Licence Number UAE Tax Regn. Number	(Mandatory	
Contact Information Personalize "Contact Information" [®] Email [®] First Name [®] Last Name [®] Phone Number	TIP :Email ID entered here will be created as the User ID TIP Enter Country Code Starting With 00/0K. Example 00071 Overseas Companies		

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 <u>Note:</u> 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".

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bu Dhabi Health Services Co.rate			
Basic Information	Company Details	Additional Information	Attachments
Prospective Supplier Registration			Step 1 of 4
Indicates required field			
Jser Manual for Vendor Registration PLEASE NOTE THE FOLLOWING POINTS 1 All certificates and documents must be in Arabic/ authorization letter can be updated 4. One User I.D can access this form. However, multiple use	English, or certified English translation 2. Attachment title should indicate rs can be assigned internally by the company to fill the data	the document 3.The User I.D created to access SEHA-Vendor registratio	n cannot be changed however the contact person details an
Company Details			
Personalize "Company Details"			
* Company Nama	ARCD Supplier		
company name			
UAE Trade Licence Number	CN1000080		
UAE Tax Regn. Number	100000085190999		
	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	
* Designated Zene	Var V		
Designated 20ne	165		
Contact Information			
Personalize "Contact Information"			
* Email	abcd@testmail.com		
	STIP :Email ID entered here will be created as the User ID		
First Name	ABC		
Last Name	XYZ		
Phone Number	123450/89		
	Concrease Companies		
	In Overbeas 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

	Basic Information	Company Details	Additional Information		Attac	hments
Prospective Su	pplier Registration: Additional Details				Save For Later B	ack Step 2 of 4 Ne
	Company Nam	ABCD Supplier				
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			1			
	Note to Supplie	r8				
ddress Book						
Personalize "Address l	Book"					
Create 💢 😂 🗖	X					
ddress Name	Addre	is Details	Purpose	Update		Delete
o results found.						
Atleast one Address	Book entry is required Y					
ontact Directory						
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Personalize "Contact I ersonalize "Contact reg Create 1 2 2	Gion"					
Personalize "Contact I Personalize "Contact re Create XX 2 5	gion" Last Name 🛆 Phor	e Email	Requires User A	ccount	Update	Delete

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

Create Address						Cancel A	pply
* Indicates required field						Contraction of the second	1000
Personalize Stack Layout							
	Address Name	SITE-1		Phone Area Code			
	Country	United Arab Emirates	¥	* Phone Number			
	* Address Line 1			Fax Area Code			
	Address Line 2			Fax Number			
	Address Line 3			Email Address			
	Address Line 4			2-2/22 01 03	2.020		
	* City/Town/Locality			Purchasing	g Address		
	County			Payment Ac	Address		
	State/Region			L R CONYS	HOULESS.		
	Province						
	* Postal Code						
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 befilled 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.

Create Address				Cancel App
* Indicates required field Personalice Stack Layout A * A A A A ddress Purpose	ddress Name SITE-1 Country Unted Arab Emirates ddress Line 1 ddress Line 2 ddress Line 3 ddress Line 3 ddress Line 4 fotwn/Locality Country State/Regio Province Postal Code 122456	•	Phone Area Code Phone Number Fax Area Code Fax Munber Email Address Purchasing Address Payment Address RFQ Only Address	
Personalize "Address Purpose" Personalize "Address Purpose"				
Purpose		Remove		



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.

	Basic Information	Company Details	Additional Information	Attachments
Prospective Su	pplier Registration: Additional Details			Save For Later Back Step 2 of 4 Ne
	Company N UAE Tax Regn. Num Note to Bi	ime ABCD Supplier iber 100000085100000 iyer	i.	
ddress Book	Note to Supp	her		
Personalize "Address if	Book"			
Create 🕅 🎜 🕽	4			
Address Name	Add	iress Details	Purpose	Update Delete
	Book entry is required			
Atleast one Address	E.			
Atleast one Address Contact Directory Personalize "Contact Di Personalize "Contact reg	Y Virestory" jon"			
Atleast one Address Contact Directory Personalize "Contact reg Contact reg Create 20, 20 irrst Name	Y Vrestory" jon" Last Name △ Ph	one Email	Requires User Accou	int Update Delete

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

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Create Contact				Cancel Apply
* Indicates required field Personalize Stack Layout				Leases (1986)
Personalize Header: (Conta Personalize Default Double	ctRN) Column: (region1)			
Contact Title	Mr. V	Phone Area Code		
* First Name	ABC	* Phone Number	009710000001	
Middle Name		Phone Extension		
* Last Name	XYZ	Alternate Phone Area Code		
Alternate Name		Alternate Phone Number		
* Job Title	Manager	Fax Area Code		
Department		Fax Number		
* Contact Email	abod@testmail.com			
Website address				
Contact Purpose				
Personalize "Contact Purpo	se"			
urpose			Remove	
to results found.				
Supplier User Accourt	nt.			



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

- 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

ة أبوظبي للخدمات الصدي Dhabi Health Services Co	شرک شرک				
reate Contact					Cancel
Indicates required field					
rsonalize Stack Layout					
Personalize Header: (Contac Personalize Default Double (tRN) Column: (region1)				
Contact Title	Mr. ¥	Phone Area Code			
* First Name	ABC	* Phone Number	009710000001		
Middle Name		Phone Extension			
Last Name	XYZ	Alternate Phone Area Code			
Alternate Name		Alternate Phone Number			
Job Title	Manager	Fax Area Code			
* Contract Frank		Fax Number			
Contact Email	abod@testmail.com				
ontact Purpose					
Personalize "Contact Purpos rsonalize "Contact Purpose"	e"				
irpose			Remove		
o results found.					
upplier User Accour	ıt				



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 noobjection 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 noobjection 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:

- Company license / Certificate of Incorporation have to be attested (Means the collection of stamps from the Ministry of Exterior Affairsand 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:

Licenses and Certificates					
Personalize "Licenses and Certificates" Personalize "Business classifications region" 🎉 😂 🔝					
License/Cetificate Name	Applicable	License/Certificate Number	Licensing/Certifying Agency	Expiration Date	_
HAAD License	2	ABCD12347	HAAD Abu Dhabi	30-May-2020 00:00:00	Fe
international certification of quality		0 0			5
Marketing/Distribution letter		ABCD7584	M&D	30-May-2020 00:00:00	50
Statement of country of originn					6
JAE Ministry of health's store license	2	ABCD7847	Ministry of Health UAE		16
JAE Tax Regn. Number	1	100000085190999	Yes	30-May-2020 00:00:00	10
valid Certification of Chamber of commerce and Industry		11 71			50
Valid Commercial License	2	CN1000080	Chamber of commerce	30-May-2020 00:00:00	The l

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

roducts and Services		
Personalize "Products and Services"		
Create Z 2		
ode	Products and Services	Delete
lo results found.		

Add Brodu	unte and Services: : (ABCD Supplier)		
Personalize "Ne	wPSTableLayout"		Cancel
Browse All F	Products & Services		
Seach for S	pecific Code and Product		
Personalize Stat Personalize "PS	K Laydut I Category Tbi"		
a S 🕅			Rows 1 to
Code	Products and Services	View Sub-Categories	Applicable
2000000	Chemicals including Bio Chemicals and Gas Materials		
13000000	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials		
4000000	Paper Materials and Products		
5000000	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials		
2000000	Building and Construction Machinery and Accessories		
23000000	Industrial Manufacturing and Processing Machinery and Accessories		
24000000	Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies		
5000000	Commercial and Military and Private Vehicles and their Accessories and Components		
			173
260000065	Power Generation and Distribution Machinery and Accessories		124



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:

Products and Services Personalize "Products and Services"								
Create 🐹 😂 🖹	escregi							
Code	Products and Services							Delete
12000000	Chemicals including Bio Cl	nemicals and Gas Materials						î
At least one entry is required. Personalize "Account table" Create 20 C C Bank Account Number No results fund	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found. SEHA procurement section is not lia	ble to verify bank details. You	must make sure the submitted data is v	alid and acknowledged by SEH/	A finance			Save For Later Back	Step 2 of 4

- 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 C CLC 			u 🚥 👔 🗘
add Products and Services : (ASC Supplier LLC) > Create Bank Account.			Cancel Apply
* Industea required field			
Personalize Table Layout: (MastTablaRH)			
	* Country United Arab Emirates ~ Li Access to superfine toroge payments Access definitions must include here and baseds in	in the second	
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	and Select List of Val	ues - Microsoft Edge		3
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Searc	h and Select: Ba	ink Name	Cancel	Sele
Search				
To fir	nd your item, select	a filter item in the pulldown list and enter a va	lue in the text field, then select the "Go" button	
Searc	h By Bank Name	🗸 abu dhabi 🛛 😡	1	
Result	s	A Second S	4	
erson	alize "Bank Accour	its Table"		
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	Quick Select	Bank Name ABU DHABI ISLAMIC BANK ABU DHABI ISLAMIC BANK ABU DHABI INATIONAL BANK_Old ABU DHABI COMMERCIAL BANK Abu Dhabi Commercial Bank (ADCB)	Bank Hunther	
	Quick Select	Bank Name ABU DHABI ISLAMIC BANK ABU DHABI ISLAMIC BANK ABU DHABI INATIONAL BANK_Old ABU DHABI COMMERCIAL BANK Abu Dhabi Commercial Bank (ADCB) Abu Dhabi Commercial Properties	Bank Hunther	
	Quick Select	Bank Name ABU DHABI ABU DHABI ISLAMIC BANK ABU DHABI ISLAMIC BANK ABU DHABI ISLAMIC BANK ABU DHABI ISLAMIC BANK ABU DHABI COMMERCIAL BANK Abu Dhabi Commercial Bank (ADCB) Abu Dhabi Commercial Properties Abu Dhabi Commercial Properties	Bank Hunther	
	Quick Select	Bank Name ABU DHABI ABU DHABI ISLAMIC BANK ABU DHABI ISLAMIC BANK ABU DHABI NATIONAL BANK_Old ABU DHABI COMMERCIAL BANK Abu Dhabi Commercial Bank (ADCB) Abu Dhabi Commercial Properties Abu Dhabi Commercial Properties. ABU DHABI ISALMIC BANK	Bank Hunther	



Likewise, select the branch

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Add Products and Services ABC Sup Create Bank Account	plier LLC *			Cancej Apply
* Indicates required field				
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Personalize Table Layout (BankBranch	TbiLayoutRN)			
Select Bank			Branch	
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Bank Account				
Personalize "Bank Account"	Account N	umber IBAN Rame		
Reason Free Street and a				
Personalize Comments Note to SEHA Finance				

Below screen will open for Branch:

Se	arch and S	elect: Branch Name						Cancel Select
Se	arch							
Т	o find your it	em, select a filter item in the pu	lldown list a	ind enter a value	in the text	field, then select the "C	o" button.	
S	earch By Bra	anch Name 🗸 🗸		Go				
Re	sults							
Per	sonalize "Bra	inch"						
							Rows 1 to 20	
	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type	
0	-	SH. ZAYED ROAD		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	OTHER	
0	-	AL NAJDA ST.		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	OTHER	
0	1	BANIYAS		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	OTHER	
0		KHALIFA ST.ABU DHABI		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	OTHER	
0	9 2	Al Ain,UAE		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	OTHER	
۲	-	MADINAT ZAYED		ABU DHABI ISLAMIC BANK		ABDIAEADXXX	ABA	
0	-	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 S Cuco Supplier Partal		2 mm Ø
Add Products and Services [ABC Suppliers LLC] + Create Bank Account		Cancel Apply
* Indicates required field		
Personalize Table Layout: (MainTableR1()	Country United Arab Emirates	
Personalize Table Layout (BankBranchThlLayoutRN)	Account delievaos must monae and anance material	
Select Bank	Branch	
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Personaliză "Bank Account"	Account Number 1234567801234 IBAN Account Name Suppler1	
Comments		
Personalize "Comments" Rote to RESIA Pinance		

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

SEHA School Concerned Stagelier Portal			8 cm 0
Add Products and Services [ABC Suppliers LLC] > Create Bank Account			Cancel Apply
* Indicates required field			
Personalize Table Layout: (MainTableRH)	* Country United Arab Emirates ~ Account is used for foreign payments		
Personalize Table Layout (BankBranchThlLayoutRN)	Account democratic mode and areas	movemedoet.	
Select Bank		Branch	
Personalize "Select Benk" © Zxising Benk Uppur bank is not in list plane select New bank' and New Ba * Bac Tax I	anoli' and give datall in note to beave de Wanne, ARU DHANI IBLANIC, % Payer ED	Personalize "Branch" & Existing Branch [©] Branch Name MADDIAT ZAVE	D . 1
Bank Account			
Personalize "Bank Account"	Account Number 1254567891234 IBAN Account Name Suppler1		
Comments			
Personalize 'Commercs' Note to SE2IA Finance			



Click on the "Next button on Company Details page as shown below

Applicable for Pharmacy Supp 1. Valid Commercial Licence 2. Copy of valid medical store license 3. Instructure data the store license 3. Instructure data the store license 3. Instructure data the store license 4. Authorization letter Signed and sta 5. Declaration letter Signed and sta 5. Declaration letter Signed and sta 5. Third Party Code of Conduct doco 0. UAE VAT Conflictate Of Registratic 10. Power of Attorney (For the Author 1. Full Name, Designation & Address	liers: is issued from Ministry of Health and pri he manufacturing company of the item two Dable Eminate (Coption) was a construction of the item maped by vendor (es por template in pay ped and stamped by vendor (es por te ment signed and stamped by vendor (es ner i company not included on Value A ized Person to sign the Agreements) of person authorized to sign on contra	evention (MCHAP) or no-abjection letter for dia to assign a distributor or an agent within UAE. I eg 3) e 3) models in page 3) as per template in page 3) dotd Tax, provide of Chial Atter from company v sets. (in both language Arabic and English) in of	tribution of the item within UAE issued by MOHAP or other go effort to be issued from the manufacture or marketing authorit with signed and stamped. Inclail letter	wernmental health authority callon company of the Item				
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1234567891234	s not liable to verify bank detail	Supplier1	ABU DAHBI ISLAMIC BANK	Cé	MADINAT ZAYED	Save	e For Later Back	Step 2 of 4



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.

0	6		•	-		
Basic Information	Company Details		Additional Information		Attachments	
upplier Profile Attributes				Save For L	ater Back Step 3 of	4 1
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	Copy this link in browser and press enter to download the Mandatory Document Template.					
wnership Details						
Personalize "EgoExtFwkRenderer"						
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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.

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		•	
Basic Information Company	Details	Additional Information	Attachments
Supplier Profile Attributes			Save For Later Back Step 3 of 4
Indicates required field			
Additional Information (For Pharmacy Supplier)			
Personalize "EgoExtFwkRenderer"			
Business Information			
Personalize Stack Layout Personalize Table Layout: (EgoFuncRenderTL) * Legal Vendor Name	ABCD LLC		
* Year Established	Enter Legal Verdor name, if Different from the Company name		
* Ownership Type	Ŧ		
If Others, please specify			
* Commercial License Number			
Commercial License Issued by in UAE			
* Is the License Valid?	T		
Attach the License Copy	•		
Type of activity carried out by the company	•		
If Others, please specify			
If you are a wholesaler, wholesaling products are	(T)		
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



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11. Additional Information Page for Medical ConsumableSupplier

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, andmandatory requirement letter etc.
- 3. Enter the Ownership details.
- 4. Click on "Next once all the details are filled.

* Legal Vendor Name	ierdar Supplier #Different hum the Compan	(rame		
List of Manufacturers				
Manufacturer Name				Delete
Authorization and Declaration Letters				
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r Authorization and Declaration Letters Ionalias "EgeEuF-WREnderer" Ionalias Stable Layout. (EgoFundRenderTL) User Authorization Letter Template Download link Declaration Letter Template download link	https://oracleerp4.seha.se/OA_HTML/Si Coay this finitin you browser and pross Enter to dearhead the Automational Lattite Implant https://oracleerp4.seha.se/OA_HTML/Si behavious the Dearboardson Lattite Implant to the Automational Lattite Implant	* User Authorization Letter is attached? * Declaration Letter is attached? * Mandsory Document Attached ? * Is SEHA Third Parties Code of Conduct Document attached?	Yes ▼ Ves.Pelaraton is signed, stamped and attached Yes.▼	×
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NOTE: This additional information page (For Medical Consumable Supplier) would appear only if you haveselected 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 "Productand 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 (Nonpharmacy, 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.

u Dhabi Health Services Co.,						
Basic Information	Company Details	Additional Information		Att	achments.	
upplier Profile Attributes				Save For Later	Back Step 3 of	4 Ne
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Personalize "EgoExtFwkRenderer"						
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User Authorization Letter Template Download link	https://oracleerp4.seha.ae/OA_HTMUSi Copy this link in your browser and press Enter to deveload the Authorization Letter template	* User Authorization Letter is attached? * Declaration Letter is attached?	Yes Ves, Declaration is signed, stamped and	d attached		
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SEHA Third Parties Code of Conduct Template Download Link	https://oracleerp4.seha.ae/OA_HTML/SL Copy this link in browser and press enter to					



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.

Basic In	lormation.		Company Details		Additional Information	Attachments	
2220 11			and a second			Submit for Registration Ba	ck Step 4 c
One User I.D can access this fo	rm. However, multiple us	ers can be assigned internally by	the company to fill the data	and a second			
One User I.D can access this for SEHA procurement section is n ou must make sure that the data	on However, multiple us tilable to verify bank det entered is valid and ackn	ers can be assigned internally by alls. If you are registered with SE owledged by SEHA finance	the company to fill the data HA finance, submitted banking deta	ils must be similar to that approved with finar	nce.		
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Applicable for Pharmacy Suppliers:
1. Valid Commercial Licence
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 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) Mendature Descinement Letter Signed and temped by under (as per template in page 3)
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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
 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 4. Licen Authorization letter from the manufacture or marketing authorization company of the item 4. Licen Authorization letter (Single and Hanged builded builded for a set translets in some 3.)
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6. Deviation read organization of the provide provide the providet
7. Third Park Code of Conduct document singled 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 License
2. 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 5)
 mandastory requirement Letter signed and stamped by venoor (as per tempiate in page 3) Third Parky Code of Conduct document signed and stamped by venoor (as per tempiate in page 3)
I have read the terms and agree to it.

- For all

- 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.

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Attachment Summary Information Title TRADE LICENSE NUMBER DescTiption Category Miscellaneous -	
Define Attachesent	Erouse

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	
 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 to 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 Park 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) 	
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	
 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 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 venotic (as per tempolate 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. 	
9. Statement of Country of origin 10. 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 Confinencial Lobrate Valid Confinencial Lobrate Additional Commerce and Industry(Optional) Lice Additional Lobrate Commerce and Industry(Optional)	
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 mandatory requirement cetter 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) 	
U I have read the terms and agree to it.	
	Submit for Registration Back 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.



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Add Attachment We co document1 Respect MD's Conten	Type -> Fie	Description de	Category ->	Last Updated By A QUEST	Lest Updated in 85 Dec.2018	Usage in One-Time	Updata	Delete
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Add Attachment No	Type Fie ethered are as fol	Description de	Category ->. Micrimeter	Last Updated By A. OUEST	Last Updated in. 85 Dec-2018	Usage in . One Time	Update	Delete

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:

SEMA Sela Gargabia Parial	2 om Ø
Confirmation	
Personalise "Confirmation" Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.	



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 <u>https://oracleerp4.seha.ae/OA_HTML/AppsLogin</u>





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 canuse the link in the email to access your previously saved form.

: End of Document:

User Manual-Online Vendor Registration

Confidential