Oracle Supplier Lifecycle Management R12.2.4

Self Service Supplier Registration User Guide

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Introduction

With Oracle Supplier Lifecycle Management, new suppliers can register with the buying organization to indicate their interest in establishing a business relationship. The buying organization accepts or rejects the new supplier registration based on the supplier's qualifications and risk evaluation.

CMPAK Self-Service Supplier Registration process allows suppliers to submit registration requests from the CMPAK's web page. The web page redirects suppliers to a registration page where they can register by providing required information. Once the request is approved by the administrator, the application adds the supplier to the company's purchasing and payables system.

Tips

See the below tips, keeps these tips in mind as these will help you throughout the registration process.

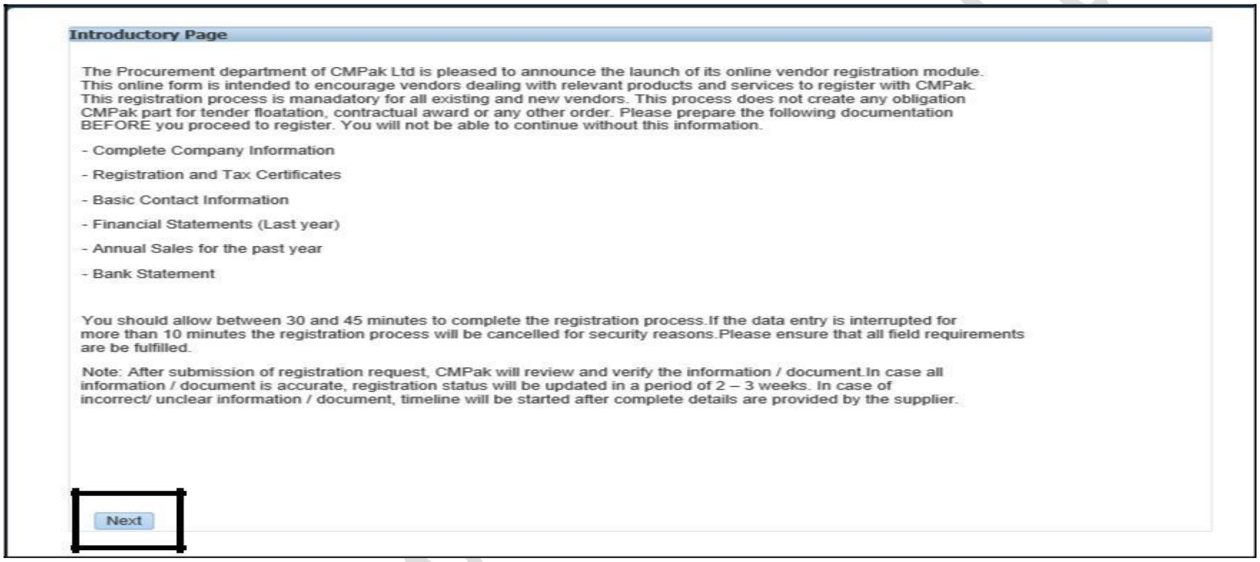
i. Never use browser back button, this may lead to errors resulting in non-submission of the request.
ii. Always use **Back** button or **Return** link on the form to go back to the previous page.
iii. All the fields marked with a **"*"** indicates required field so information must be provided in these fields.
iv. Use save for later feature to save the record during registration process. This feature allows to pause the registration process & resume later when required. Click **Save for Later** button to save the record. System will generate a URL, note it down & follow the same URL to resume the registration process.
v. To create a new record for any section, use **Create** button or plus sign ( )
vi. Magnifying glass icon ( ) represents search icon. Use this icon to search a value for a field. Click the search icon, a new pop-up window will open. In the pop-up window, enter the required value in the search field & click **Go** button. System will display results as per the search criteria. Select the required value.
vii. Under many fields you will see small blue text. This text is the information / instruction / details of that field. Read this text to get a clarity of that field.

Self-Service Registration Page

From CMPAK website, click on vendor registration link. An introductory page will open. The self-service registration page is divided into 2 informational and 4 input forms. Details of each form is given below:

1. Introductory Page

Upon clicking the self-service registration link an introductory page will open. This page contains introduction to the self-service supplier registration & details about the documents / information required. Click **Next** to proceed.



Introductory Page

The Procurement department of CMPak Ltd is pleased to announce the launch of its online vendor registration module. This online form is intended to encourage vendors dealing with relevant products and services to register with CMPak. This registration process is manadatory for all existing and new vendors. This process does not create any obligation CMPak part for tender floatation, contractual award or any other order. Please prepare the following documentation BEFORE you proceed to register. You will not be able to continue without this information.

- Complete Company Information
- Registration and Tax Certificates
- Basic Contact Information
- Financial Statements (Last year)
- Annual Sales for the past year
- Bank Statement

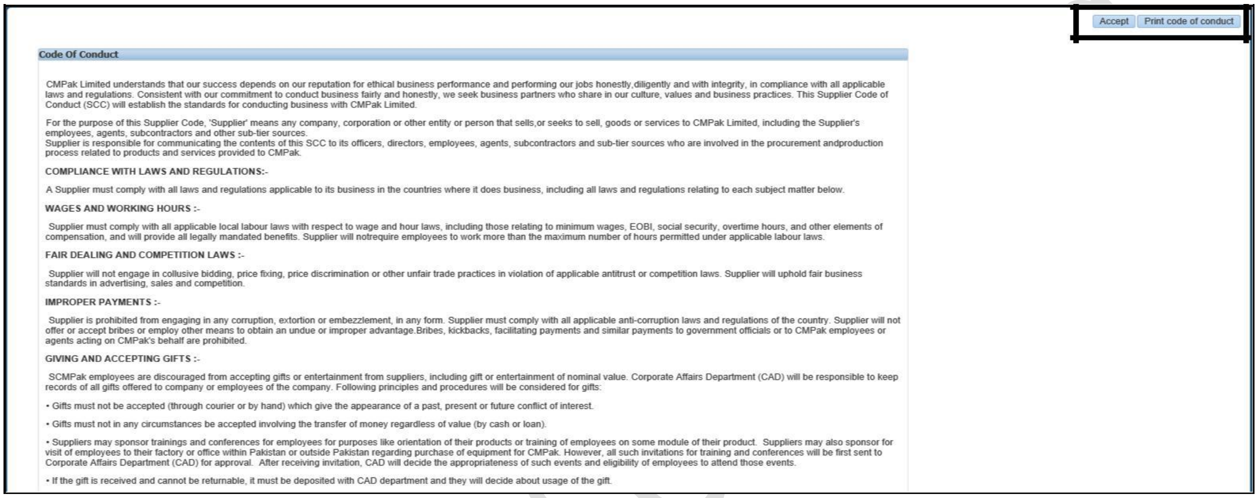
You should allow between 30 and 45 minutes to complete the registration process.If the data entry is interrupted for more than 10 minutes the registration process will be cancelled for security reasons.Please ensure that all field requirements are be fulfilled.

Note: After submission of registration request, CMPak will review and verify the information / document.In case all information / document is accurate, registration status will be updated in a period of 2 – 3 weeks. In case of incorrect/ unclear information / document, timeline will be started after complete details are provided by the supplier.

Next

2. Code of Conduct

After introductory page, Supplier Code of Conduct page will open. This page contains terms of the code of conduct that every supplier needs to accept before proceeding to the next step. Click **Print Code of Conduct** button to download a PDF file of the Code of conduct. Sign the code of conduct and add it as an attachment in the last step of registration process because without this signed code of conduct, your registration request will be **rejected**. Click **Accept** button to proceed to the next step.


Accept | Print code of conduct

Code Of Conduct

CMPak Limited understands that our success depends on our reputation for ethical business performance and performing our jobs honestly,diligently and with integrity, in compliance with all applicable laws and regulations. Consistent with our commitment to conduct business fairly and honestly, we seek business partners who share in our culture, values and business practices. This Supplier Code of Conduct (SCC) will establish the standards for conducting business with CMPak Limited.

For the purpose of this Supplier Code, 'Supplier' means any company, corporation or other entity or person that sells,or seeks to sell, goods or services to CMPak Limited, including the Supplier's employees, agents, subcontractors and other sub-tier sources.
Supplier is responsible for communicating the contents of this SCC to its officers, directors, employees, agents, subcontractors and sub-tier sources who are involved in the procurement andproduction process related to products and services provided to CMPak.

COMPLIANCE WITH LAWS AND REGULATIONS:-

A Supplier must comply with all laws and regulations applicable to its business in the countries where it does business, including all laws and regulations relating to each subject matter below.

WAGES AND WORKING HOURS :-

Supplier must comply with all applicable local labour laws with respect to wage and hour laws, including those relating to minimum wages, EOBI, social security, overtime hours, and other elements of compensation, and will provide all legally mandated benefits. Supplier will notrequire employees to work more than the maximum number of hours permitted under applicable labour laws.

FAIR DEALING AND COMPETITION LAWS :-

Supplier will not engage in collusive bidding, price fixing, price discrimination or other unfair trade practices in violation of applicable antitrust or competition laws. Supplier will uphold fair business standards in advertising, sales and competition.

IMPROPER PAYMENTS :-

Supplier is prohibited from engaging in any corruption, extortion or embezzlement, in any form. Supplier must comply with all applicable anti-corruption laws and regulations of the country. Supplier will not offer or accept bribes or employ other means to obtain an undue or improper advantage.Bribes, kickbacks, facilitating payments and similar payments to government officials or to CMPak employees or agents acting on CMPak's behalf are prohibited.

GIVING AND ACCEPTING GIFTS :-

SCMPak employees are discouraged from accepting gifts or entertainment from suppliers, including gift or entertainment of nominal value. Corporate Affairs Department (CAD) will be responsible to keep records of all gifts offered to company or employees of the company. Following principles and procedures will be considered for gifts:

• Gifts must not be accepted (through courier or by hand) which give the appearance of a past, present or future conflict of interest.

• Gifts must not in any circumstances be accepted involving the transfer of money regardless of value (by cash or loan).

• Suppliers may sponsor trainings and conferences for employees for purposes like orientation of their products or training of employees on some module of their product. Suppliers may also sponsor for visit of employees to their factory or office within Pakistan or outside Pakistan regarding purchase of equipment for CMPak. However, all such invitations for training and conferences will be first sent to Corporate Affairs Department (CAD) for approval. After receiving invitation, CAD will decide the appropriateness of such events and eligibility of employees to attend those events.

• If the gift is received and cannot be returnable, it must be deposited with CAD department and they will decide about usage of the gift.

3. Basic Information

This page requires some basic information about the company & its contacts. There are 2 sections on this page - Company Details & Contact Information. Provide the required information:

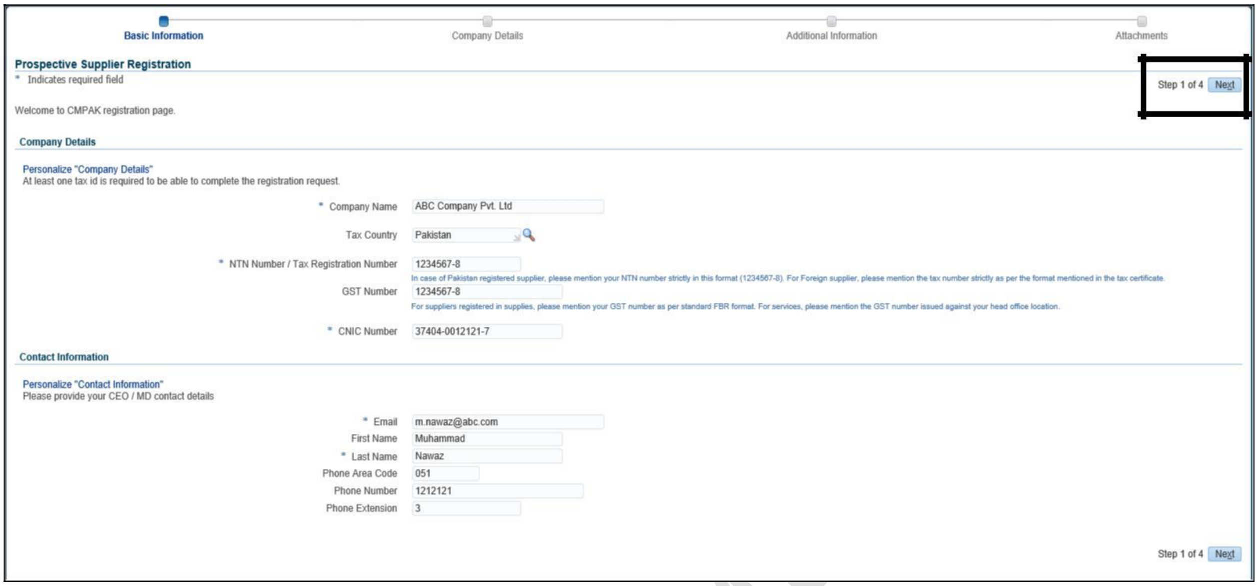
Enter the required information into the **Company Details** section.

- Enter the desired information into the **Company Name** field.
- Select the required country from the **Tax Country** field list of values.
- Enter the desired information into the **NTN Number** field.
- Enter the desired information into the **GST Number** field.
- Enter the desired information into the **CNIC Number** field.

Enter the required information into the **Contact information** section.

- Enter the desired information into the **Email** field.
- Enter the desired information into the **First Name & Last Name** field.
- Enter the desired information into the **Phone Area Code** field.
- Enter the desired information into the **Phone Number** field.
- Enter the desired information into the **Phone Extension** field.

After providing the required information, click **Next** button to proceed to the next step.

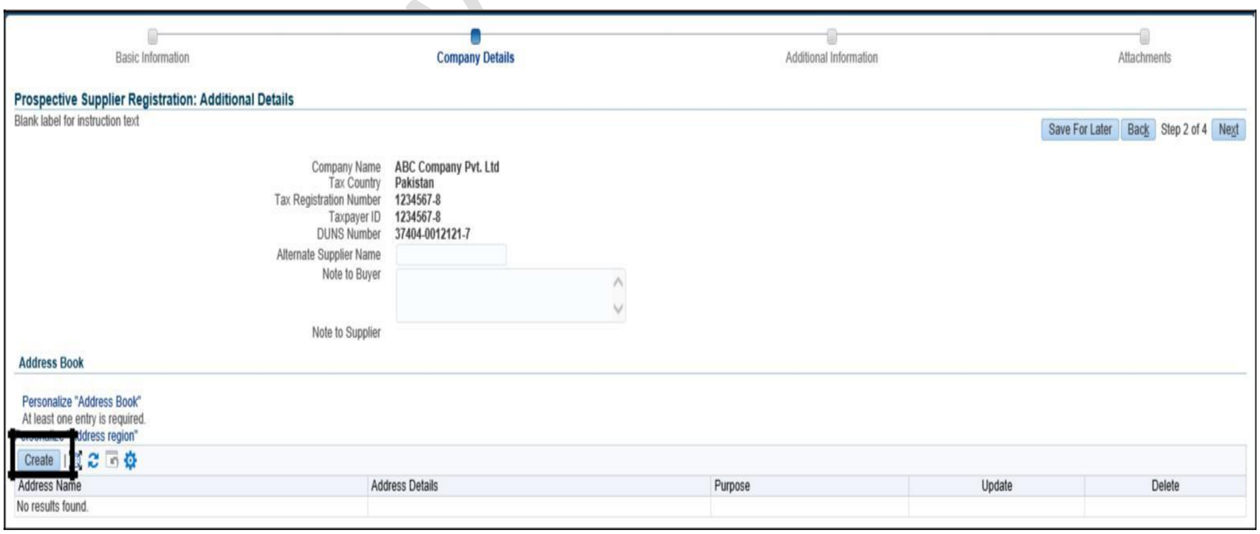


4. Company Details

This page contains multiple sections to capture detailed information about the company. Detail of each section is given below:

i. Address Book

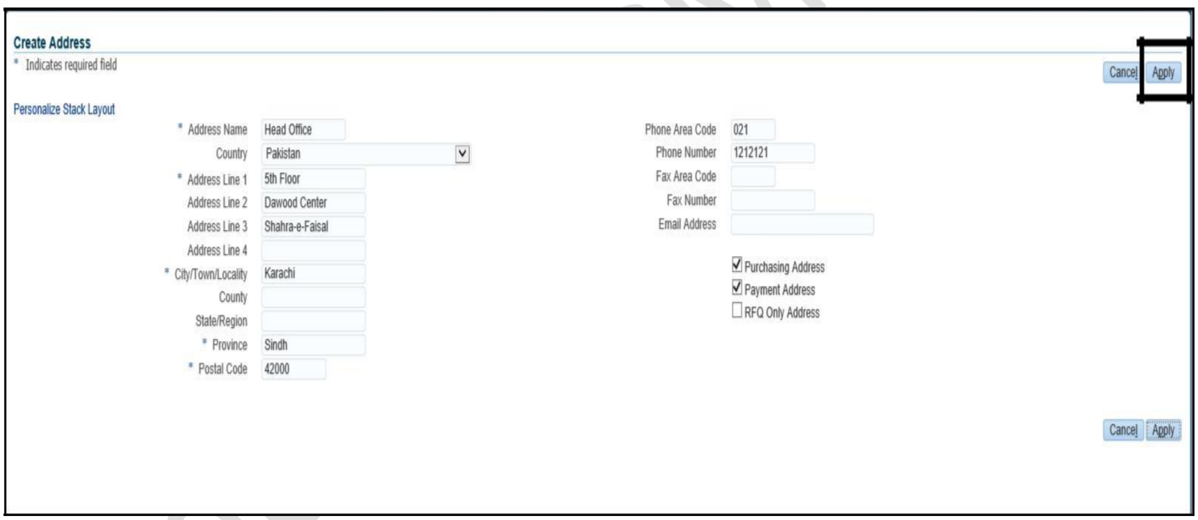
Click **Create** button under Address Book section to provide address related information of the company.



Create address by providing the required information:

- Enter the desired information into the **Address Name** field.
- Select the required country name from the **Country** field List of values.
- Enter the desired information into the **Address Line 1** field.
- Enter the desired information into the **Address Line 2** field.
- Enter the desired information into the **City/Town/Locality** field.
- Enter the desired information into the **Province** field.
- Enter the desired information into the **Postal Code** field.
- Enter the desired information intos the **Phone Area Code** field.
- Enter the desired information into the **Phone Number** field.
- Enter the desired information into the **Fax Area Code** field.
- Enter the desired information into the **Fax Number** field.
- Select **Purchasing Address** to enable this address for purchasing purpose.
- Select **Payment Address** to enable this address for payment purpose.
- Deselect **RFQ Only Address** to use this address for purchasing & payment purpose.

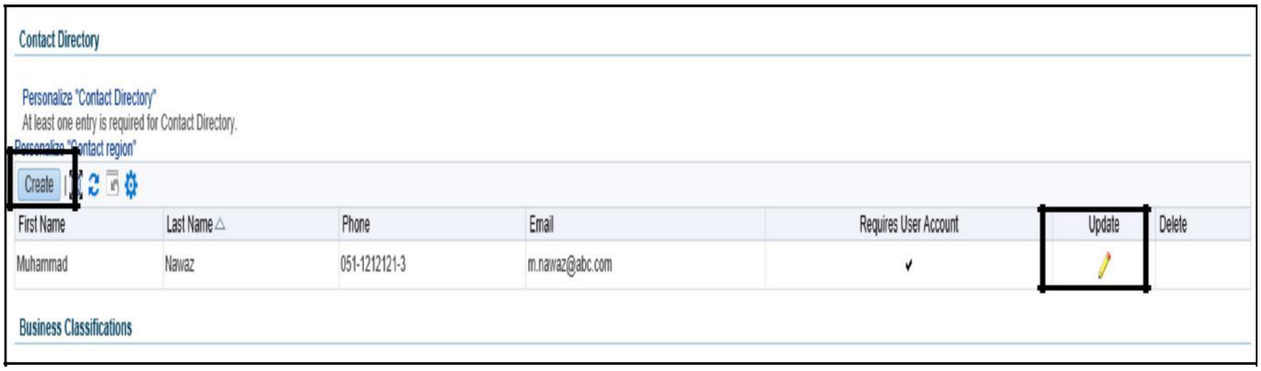
After providing the required information, click **Apply** button.



Note: Use the above 2 steps to create multiple addresses.

ii. Contact Directory

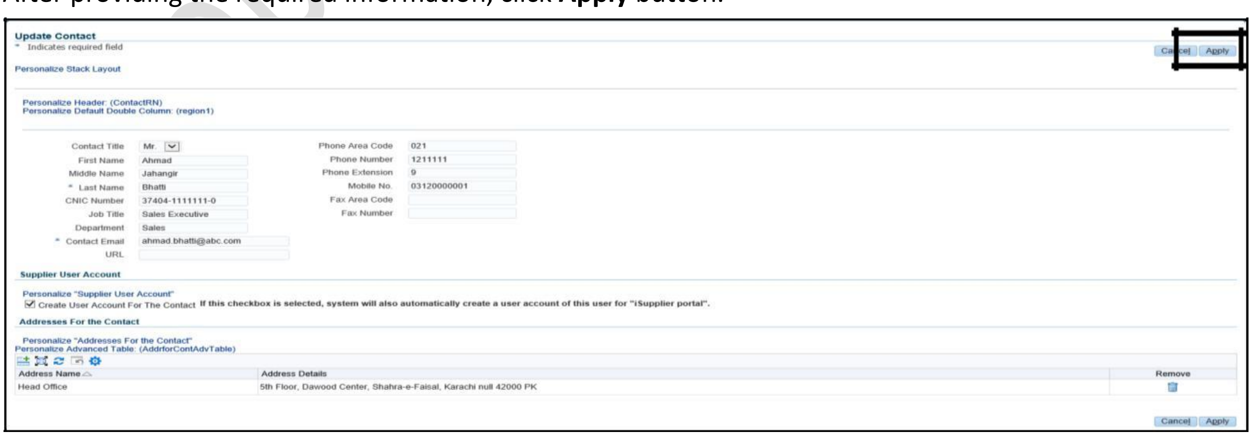
Provide contact related information under **Contact Directory** section. The contact information that was provided in the Step 3 (Basic Information) will be auto-populated. To update the existing contact, click **Update** icon & provide / update the required information. To create a new contact, click **Create** button.



Provide contact information

- Select **Contact title.**
- Enter required information into the **Contact name** field.
- Enter CNIC number into the **CNIC number** field.
- Enter the required **Job title.**
- Enter the required **Department.**
- Enter **Contact E-mail** address.
- Enter contact **Phone number** & **Fax number** details.
- Optionally associate this contact with an Address created in the previous step e.g. Contact Ahmad is available at Head Office address. Use **Addresses for the Contact** section to associate address with a contact.
- Optionally check the **Create User Account for the Contact** option to create iSupplier user account for this contact.

After providing the required information, click **Apply** button.



iii. Business Classification

Provide Business Classification related information under **Business Classification** section. It is mandatory to select a business classification otherwise your registration request will not be processed.

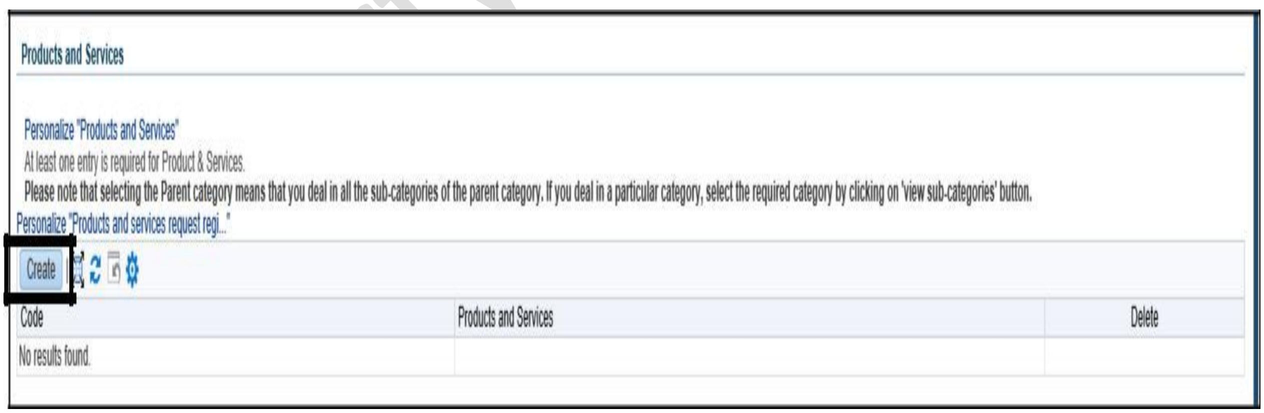
Enter business classification information:

- Select the required business classification e.g. **Partnership**.
- Enter the desired information into the **Certificate Number** field.
- Enter the desired information into the **Certificate Agency** field.
- Enter the desired information into the **Expiration Date** field.

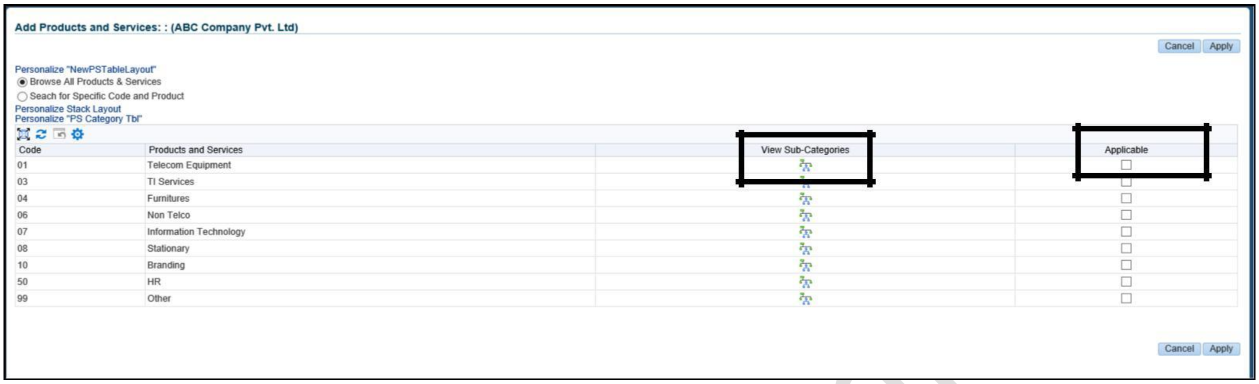
iv. Product & Services

Provide Products & Services related information under **Product & Services** section. Select the required product & services categories / sub-categories.

Click the **Create** button to select the product & service categories.



Select the required category. Selecting a parent category will indicate that you can provide goods / services in all of the sub-categories of this parent category. If this is not the case, then click **View Sub categories** button to drill down to the required sub-categories. Click the checkbox under **Applicable** column to select the category. You can select multiple categories at a time.

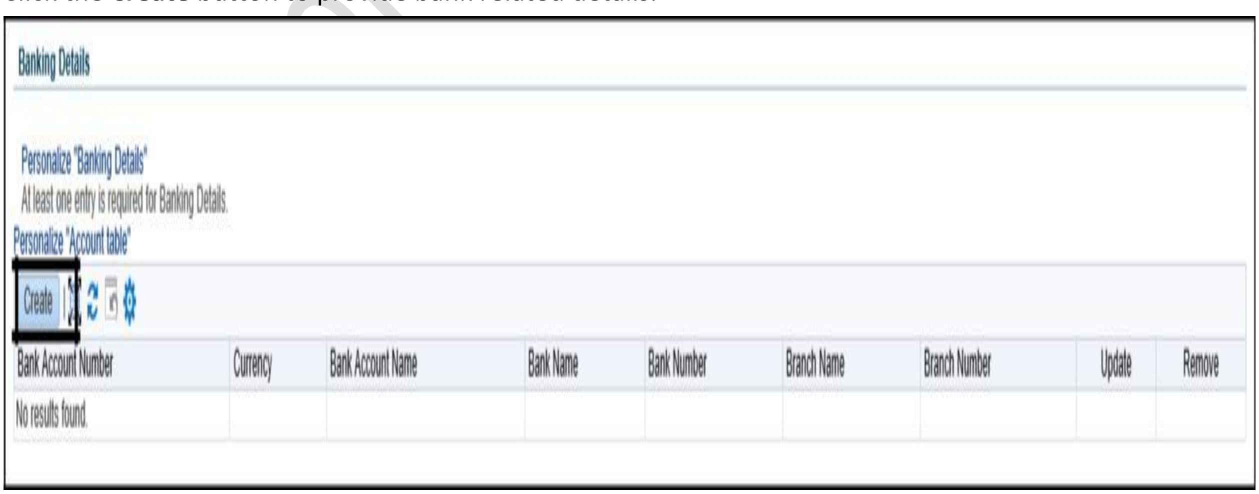


Click the **Apply** button to save the record.

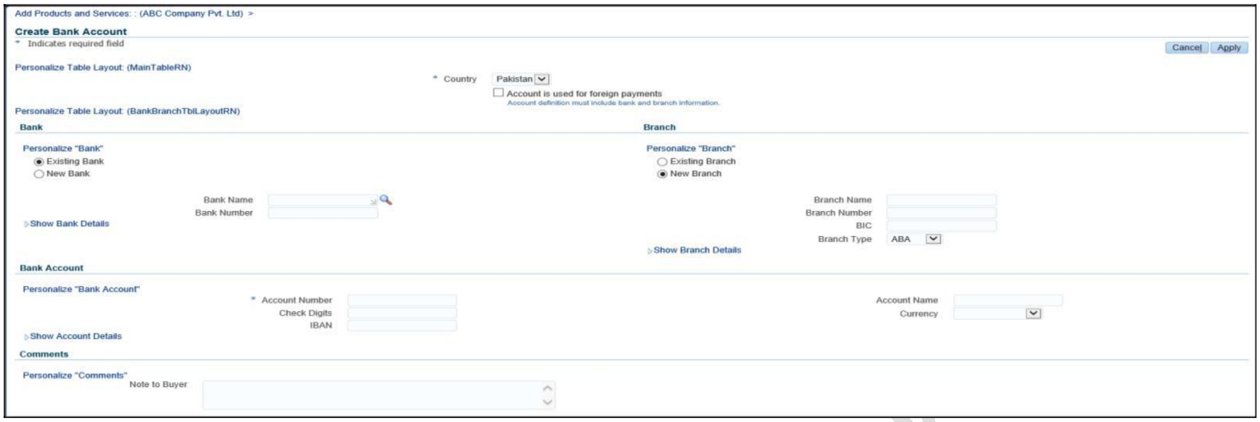
v. Banking Details

Provide banking related information under **Banking Details** section. You can provide information for multiple accounts.

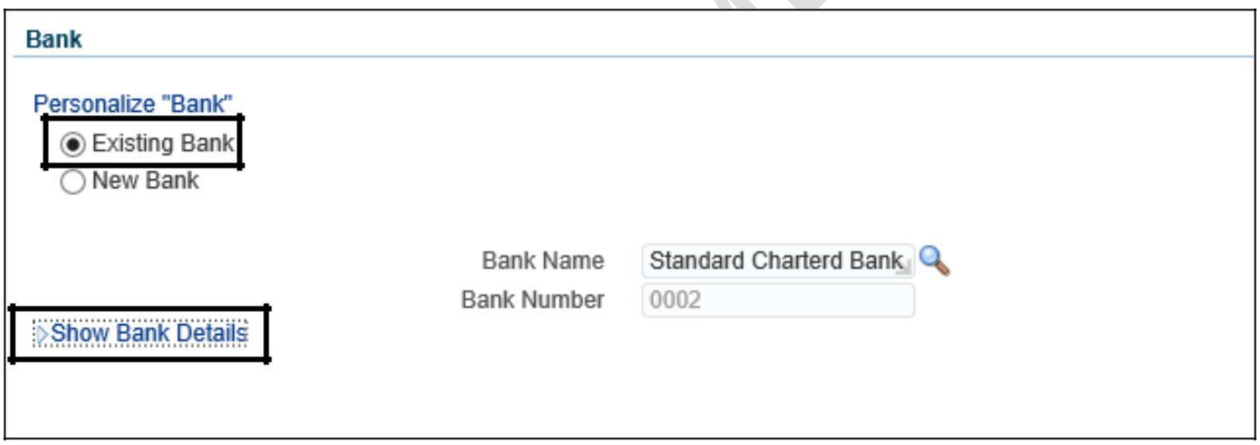
Click the **Create** button to provide bank related details.

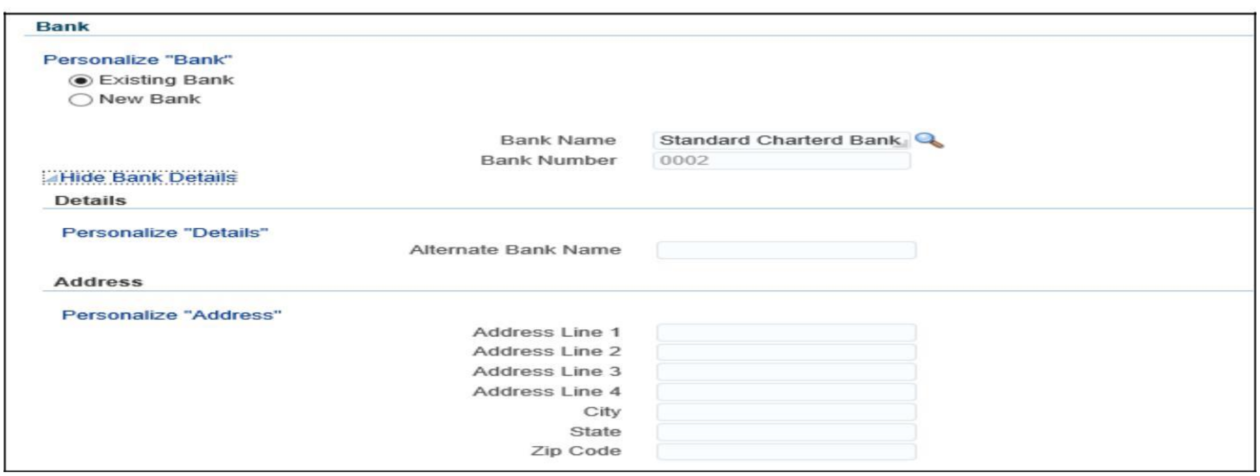


Enter **Country name**, select **Bank name, Bank number**, **Branch name**, **Branch number**. Input **Account number** & **IBAN number**.



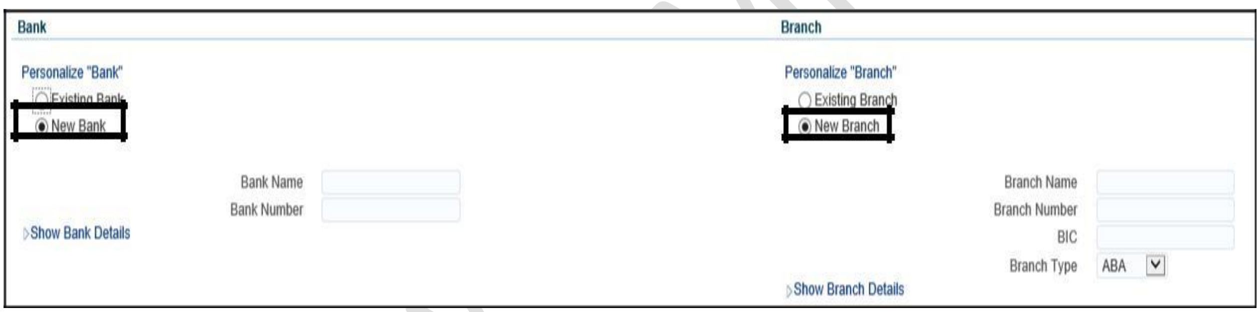
Under Bank section, click on **Existing Bank** option & select the Bank Name from already defined list. Click **Show Details** to provide bank address related information.



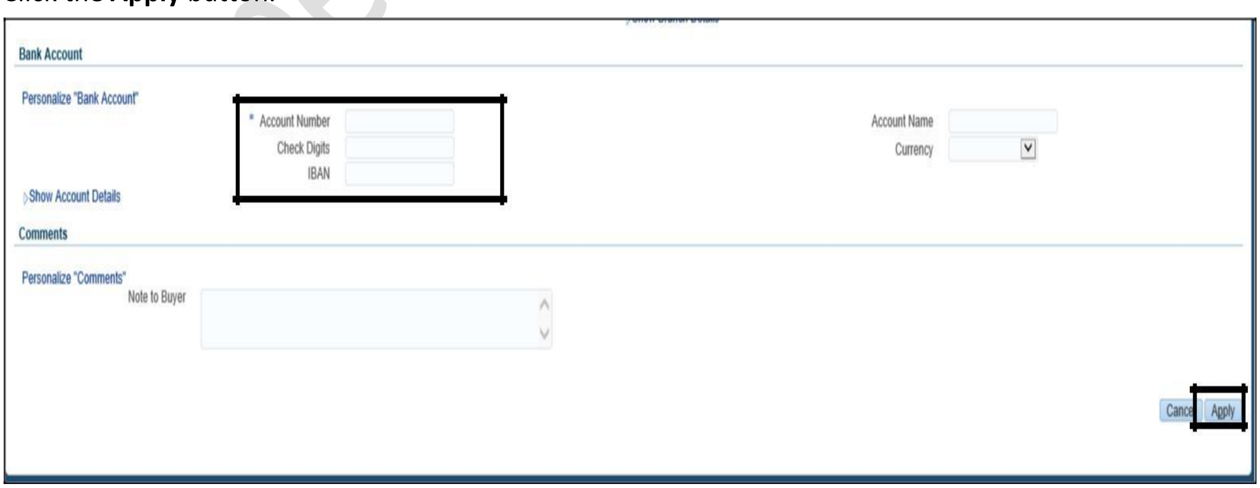


Under branch section, click on **Existing Branch** option & select the Branch Name from already defined list. Click **Show Details** to provide branch address related information.

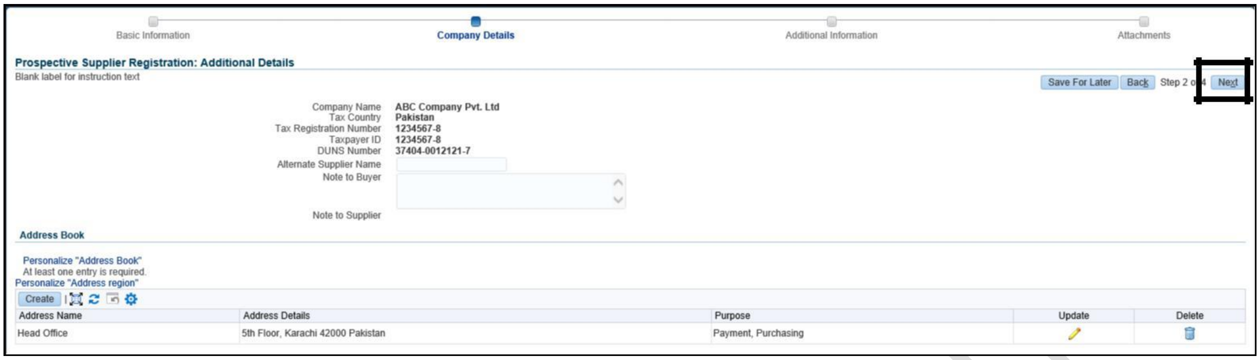
If the required bank or branch does not exist in the already defined list, click **New Bank** / **New Branch** option & input the required information.



Under bank account section, Provide Bank account related information such as **Account Number**, **Account Name**, **IBAN** & **Account Currency**.
Click the **Apply** button.



Click the **Next** button to proceed to the next step.



5. Additional Information

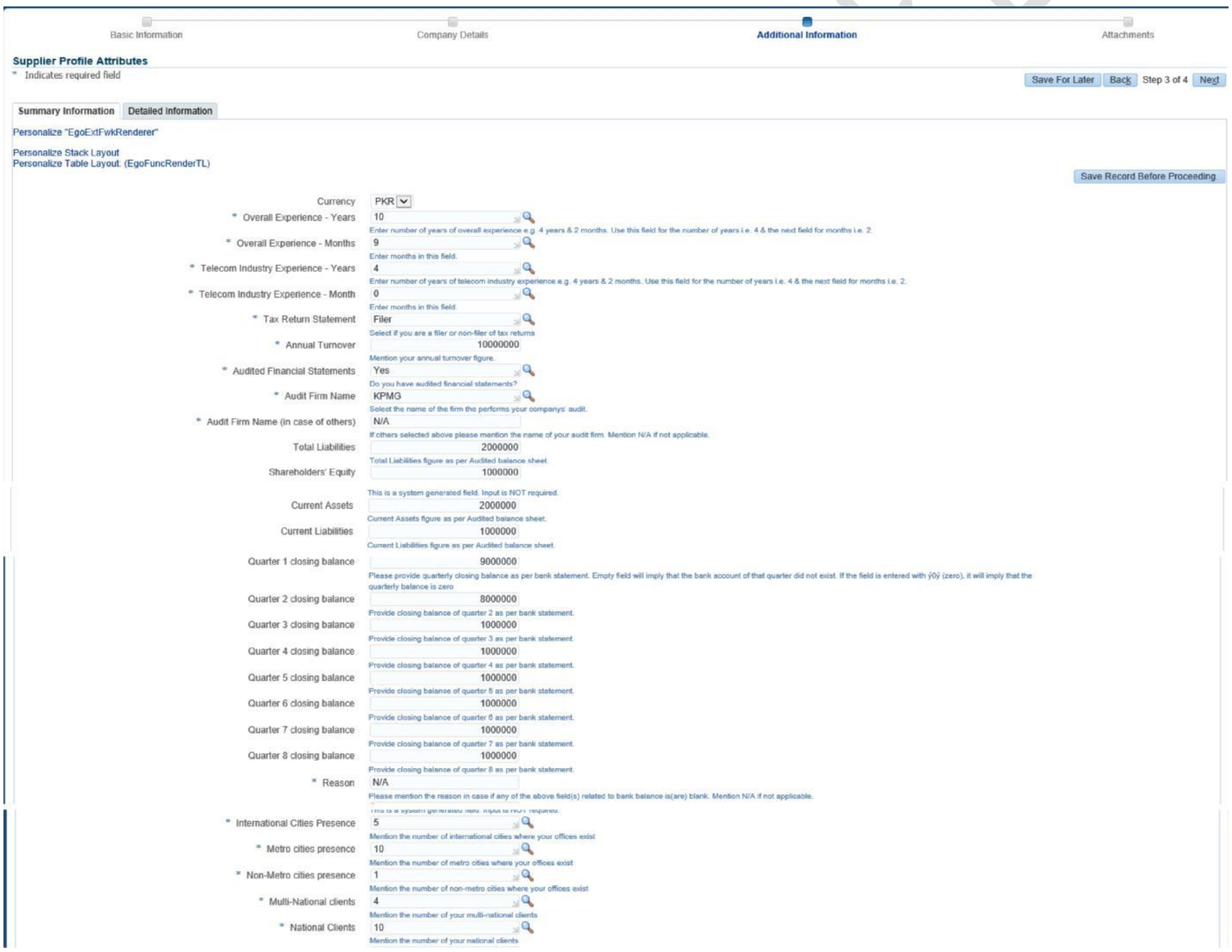
This page requires some additional information relating to the financials, existence & experience of the company. This page is further divided into two tabs, one for **Summary Information** & other for **Detailed Information.**

i. Summary Information

Provide the required summary information:

- Select the required currency from the **Currency** field drop down list. The selected currency implicates that all the information provided on this page is in the above selected currency.
- Select the required years from the **Overall Experience - Years** field list of values.
- Select the required months from the **Overall Experience - Months** field list of values. E.g. overall experience of your company is 10 years & 3 months, you will input 10 in the above **Overall Experience - Years** field & 3 in this **Overall Experience - Months** field.
- Select the required years from the **Telecom Industry Experience - Years** field list of values.
- Select the required months from the **Telecom Industry Experience - Month** field list of values.
- Select the required information from the **Tax Return Statement** field list of values.
- Enter the desired information into the **Annual Turnover** field.
- Select the required information from the **Audited Financial Statement** field list of values.
- Select the required information from the **Audit Firm Name** field list of values.
- Enter the desired information into the **Audit Firm Name (in case of others)** field.
- Enter the desired information into the **Total Liabilities** field.
- Enter the desired information into the **Shareholders' Equity** field.
- Enter the desired information into the **Current Assets** field.
- Enter the desired information into the **Current Liabilities** field.
- Enter the desired information into the **Quarter 1 closing balance** field.
- Enter the desired information into the **Quarter 2 closing balance** field.
- Enter the desired information into the **Quarter 3 closing balance** field.
- Enter the desired information into the **Quarter 4 closing balance** field.
- Enter the desired information into the **Quarter 5 closing balance** field.
- Enter the desired information into the **Quarter 6 closing balance** field.
- Enter the desired information into the **Quarter 7 closing balance** field.

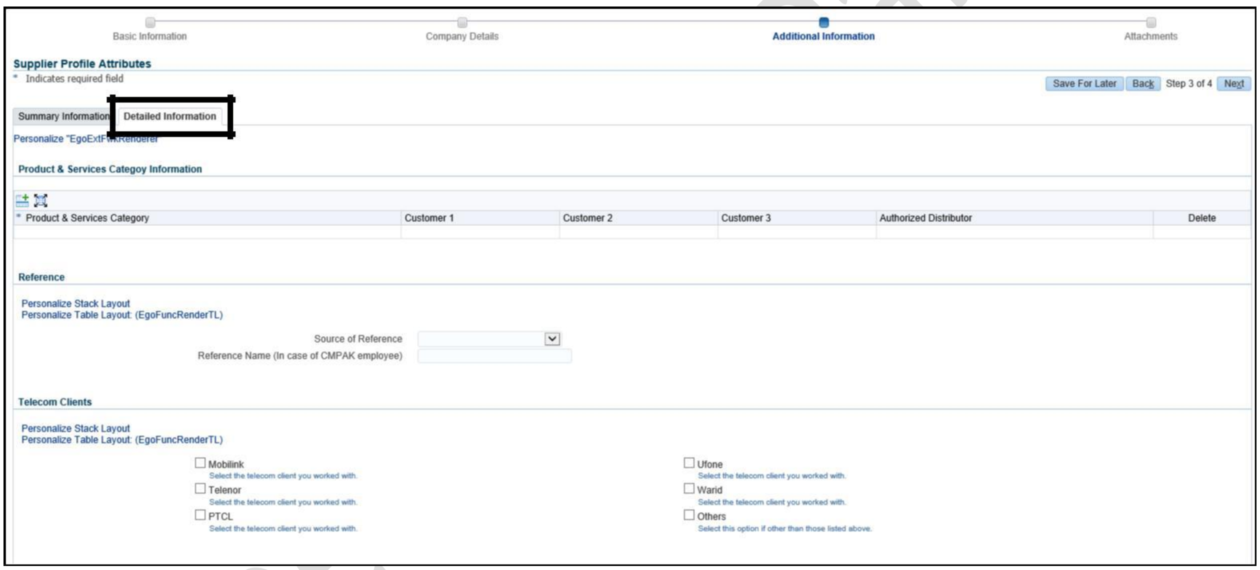
- Enter the desired information into the **Quarter 8 closing balance** field.
- Enter the desired information into the **Reason** field if any of the above field relating to closing balance is empty.
- Select the number of international cities presence from the **International Cities Presence** field list of values.
- Select the number of metro cities presence from the **Metro cities presence** field list of values.
- Select the number of non-metro cities presence from the **Non-Metro cities presence** field list of values.
- Select the number of multi-national clients from the **Multi-National clients'** field list of values.
- Select the number of national clients from the **National Clients** field list of values.



After providing all the required information, scroll up & click the **Save Record Before Proceeding** button. Please note that if you don't follow this step your registration request will not be processed.

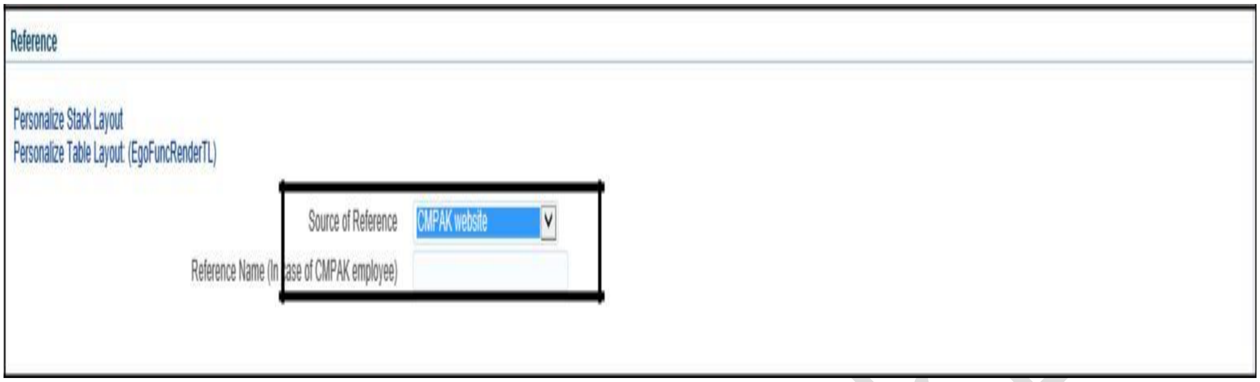
ii. Detailed Information

Click the **Detailed Information** tab to provide additional information.



Under Product & Services Category information, click **Add** button to add product & service categories and provide top three customers details & product name of any product for which you are an authorize distributor.

Under Reference section, select **Source of Reference** from the drop down list & provide **Reference Name** in case of an employee**.**



- Select the required **Telecom clients.** You can select multiple clients.
- In case of other telecom clients, enter the required information into the **Other Telecom Client(s)** field.
- Enter the name(s) of national client(s) in the **National Client(s) Name** field.
- Enter the desired information into the **Multi National Client(s) Name(s)** field.

- Select the required cities from the **Metro & Non-Metro Cities** field list of values. You can select multiple cities.
- Select the required cities from the **International Cities** field list of values. You can select multiple cities.
- Provide the Province wise GST no. under the **GST Details** section.
- After providing all the required information, click the **Next** button.

6. Attachments

This page allows you to attach the required documents to complete the registration process. Please see the instructions carefully & attach all the required documents otherwise your registration request will be rejected.

Click the **Add Attachment** button to attach documents with the request.

- Enter the attachment **Title & Description.**
- **Browse** & attach the required file.
- Click the **Apply** button to save the record & close this page, otherwise to attach another document click **Add Another** button.
- Click the **Submit** button to submit the request for approval.

You will be informed about your request approval or rejection via email.

DISCLAIMER

1 .All correspondence between CMPak Limited and supplier taking place through ERP is via their registered email addresses in CMPak ERP (E.g. Sourcing, Invoicing, PO issuance etc.). Kindly keep your email addresses updated with CMPak Limited so that you do not miss any important notification. CMPak Ltd. will not be responsible for any loss/damage/misinformation in case email address is not updated / active.

2. Suppliers are also advised to keep their information in ERP including NTN, CNIC, Physical address, contact number, Bank details (including bank, account number, account title etc) accurately updated. CMPak does not bear responsibility in case incorrect/outdated information is available in CMPak iSupplier.

3. Keep the system generated password confidential and never share with anyone else.