



1. Supplier Registration

1.1. Access the UKF website (<u>www.ukf.ac.ae</u>), then navigate to E-

Service and choose Supplier Registration.



1.1. Click on "Register Now".

		ABOUT	COLLEGES	ADMISSION	MEDIA	STUDENT LIFE	JOBS	E-Services	<u>ش</u> ٤
Supplier Portal Explore the resources and tools	s within this portal t	to enhance you	r understanding a	nd streamline our	collaboration	1 process.			-
Registered Supplier Already have an account?	Login		New Supplie Refer to the guide	er s below for assistance.	Register Now				
User Manuals						. A			
Passwork Reset Update Supplier Profile Create Negotiation Response Acknowledge PO View Return Items								2	\$2

1.2. Enter valid email address and click Send Access Code.

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1.3. You will receive an email with the required Access Code.

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Here's the access code you requested.				
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An ImageThe code expires in 15 minutes.				
← Reply → Forward				

1.4. You will be automatically navigated to supplier registration page to fill-in the details.

1.5. Enter required **Company Details**.

- 1.5.1. Select *Country* From drop down list and then enter *Tax Registration Number*.
- 1.5.2. Taxpayer ID can be leave as blank (Optional).
- 1.5.3. DUNS Number can be leave as blank (Optional).
- 1.5.4. Select the Organization Type from Drop list.
- 1.5.5. Select the *Supplier Type* from the drop list as "Supplier".
- 1.5.6. Enter any *Notes* if necessary (Optional).

company Details		16
Company	Viebsite Country United Arab Emirates	•
Taxpayer ID	Tax Registration Number D-U-N-S Number	
Drganization Type Corporation	✓ Supplier Type	Company Details
Note to Approver		Contacts
tach tax, insurance, and other relevant documen	ts	Addresses
Require	ed	Business Classifications
Drag and Drop Select or drop files here.		Bank Accounts
JRL	Add URL	Products and Services

1.5.7. Attach the below documents to complete the process:

- Trade License.
- Bank Letter.
- Company profile.
- Other authorized documents.
- Supplier Registration payment Proof.
- Tender Registration Fee payment Proof (If Applicable).
- Terms and Conditions signed copy.

Bank Details.	
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Note to Approver							1 ₆					
ttach tax, insurance, and other relevant documents							Company Details					
Required		1					Contacts					
Drag and Drop Select or drop files here.							Addresses					
URL	Add URL						Business Classifications					
Last updated on 10/18/2023	⊥						Bank Accounts					
	⊗						Deaducts and Convises					
11.75 KB							Products and Services					

1.5.8. Click "Save" or/ and "Continue" to move to the next step.

1.6. Enter required **Contact Details**.

1.6.1. User must enter the details in each field one by one in a Sequence manner.

*Note: Supplier Must provide At least **One Management Person Contact** details like CEO/CFO/Owner., etc and provide **One Administrative Person Contact** like Sales manager, Sales Representative, Account Manager, etc., Below steps will guide the user to add contact details.

1.6.2. Enter Supplier User *First Name* and *Last Name* (Management **Person Contact**)

- 1.6.3. *Email* would be automatically populated which supplier used in the previous step for the registration and do not change the email.
- 1.6.4. Supplier must enter *Mobile Number* and *Land Phone Number* for future communication. Without proper contact numbers, registration might be declined.
- 1.6.5. Supplier Must Enter *Job Title* of the person who is registering the supplier with UKF. It is Mandatory.
- 1.6.6. *Fax Details* can be leave as blank. If the details available supplier can enter fax details.
- 1.6.7. **Is this an administrative contact?** Select Yes, if this contact is the '**administrative contact**' where the general communication will be shared via email.

- 1.6.8. **Does this contact need a user account?** Select 'Yes', if the contact needs the supplier portal access, so the system will automatically send the login credentials to the mentioned email upon completing the registration. In the future using this email contact, user can login and do the transactions on the supplier portal.
- 1.6.9. Under the selection 'What user roles does this contact need?'-Supplier Must not select/unselect the roles. Supplier must Leave the roles as it is without any changes. If any changes made this will affect the supplier portal access.
- 1.6.10. If one or more contact details needs to be added, click on the "Add Another" contact button to add the Administrative Contact Person details (As mentioned in the above)

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Jniversity of Khorfakkan		
Supplier Registration		2 ₆
Contact 1 Enter contact details. Registration communications will be s	ent to this contact.	Company Details
First Name Last Name	Email	Contacts
Country. Mobile	Country.	Addresses
		Business Classifications
Job Title Admin	Country.	Bank Accounts
Is this an administrative contact? Administrative contact will receive general communications from us.	es O No	Products and Services
Last updated 4 minutes ago	Cancel Save Continue	



1.6.11. Then, click "Save" or/and "continue" to move forward.

1.7. Enter the required **Address details**.

- 1.7.1. Enter the *Address Name*. i.e., Office Usage Address Like Corporate, Head office, Sales Office, Warehouse, Main Office etc.
- 1.7.2. Then Select all the options under 'What's this Address used for?'
- 1.7.3. Then enter *Country* and all *Address Details* with Postal code (Mandatory).

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Supplier Registration Addresses Enter at least one address.				3 6		
Address 1 Address Name	What's this address used for? Select at least 1 purp Image: Receive Purchase Orders Image: Receive Purchase Orders	^{pose.} ayments ☑ Bid on RFQs	面	Company Details		
Country/Region United Arab Emirates			•	Addresses		
Address Line 1 or P.O. Box Sharjah	Address Line 2	Emirate	•	Business Classification	s	
				Bank Accounts		
Emeil	AE Phone +971		Ext	Products and Services		
Last updated now		Cancel	Save Continue			

1.7.4. Then *Email*, *Fax* and *Phone* details can leave as blank.

- 1.7.5. Under 'Which Contacts are associated with this Address?', supplier must select one contact from the Contacts which created in the previous step.
- 1.7.6. If one or more address needs to be added, click on the "Add Another Address" button to add the details.

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Country/Region United Arab Emirates	Receive Purchase Orders	ents 🗹 Bid on RFQs	•	3 ₆			
Address Line 1 or P.O. Box Sharjah	Address Line 2	Emirate Sharjah	•				
Email	Country AE Phone +971		Ext	Company Details			
Country AE +971				Contacts			
Which contacts are associated to this address?				Addresses			
	n 11.070	Admin		Business Classifications			
				Bank Accounts			
+ Add Another Address				Products and Services			
Last updated 20 seconds ago		Cancel	Save Continue				

1.7.7. Then, click "Save" or/and c "Continue" to move forward.

1.8. Enter the Required **Business Classification** Details.

1.8.1.Click on the Drop List and choose the *Business Classification* from the list.

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Supplier Registration Business Classifications Enter at least one business classification or select none applicable.	416
Select a classification or confirm that none are applicable.	Company Details
Corporation	Contacts
Foreign Corporation	Addresses
Foreign Vendor - Government Agency	
Foreign Vendor - Individual	
Foreign Vendor - Partnership	Bank Accounts
Free Lance Vendor	Products and Services
Free Zone Vendor	
Government Entity	Cancel Save Continue

1.8.2.Supplier must enter the *Certification Agency*, *Certification Number*, *Certification Start Date* and *End Date*. (Mandatory).

1.8.3. Then Click on "Save" or/and click on "Continue" button to move

forward.

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Suppler Registration Business Classifications Enter at least one business classification or select none applicable.		416
Business classification 1		m
Classification A Limited Liability Company -Sole with Local	▼ Subclassification Ψ	
Certifying Agency Other Certifying Agency	Certificate Number	
Certificate Start Date		
Notes		
Anach current certificates and supporting documents		
Drag and Drop		Company Details
atter of any instance.		Contacts
URL	Add URL	Addresses
No items to display.		Business Classifications
+ Add Another Business Classification		Bank Accounts
		Products and Services
Last updated 4 seconds ago		Cancel Save Continue

- 1.9. Enter the Required **Bank Accounts** Details.
 - 1.9.1. Choose the *Country* from the list of values.
 - 1.9.2. Select the *Bank* from drop down list then select the *Bank Branch* as the corresponding emirate where the bank account is maintained.
 - 1.9.3. *IBAN* must be entered correctly, otherwise system would not allow the supplier to submit the registration. And then enter the *Account Number*.
 - 1.9.4. Then Click on "Save" or/and click on "Continue" button to move forward.

Supplier Registration Bank Accounts				516
Bank account 1			団	
Country United Arab Emirates	-			
Bank Abu Dhabi Islamic Bank	Bank Branch 🗸	Account Number		Company Details
				Contacts
IBAN	Currency 👻	Account Type	•	Addresses
Account Holder				Business Classifications
+ Add Another Bank Account			}	Bank Accounts
				Products and Services
Last updated 55 seconds ago		Cancel Save Co	ontinue	

- 1.10. Enter the Required **Products and Services** category details.
 - 1.10.1. Click on the Expand Icon
 - **1.10.2.** Then Select the appropriate *Categories* for which the supplier is going to do business.

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University of Khorfakkan								
Supplier Registration Products and Services Enter at least one products and services categ	ory.		6 ₆					
Q Search by category or description 1 selected View Selected Clear Selected			Company Details					
Category	Description		Contacts					
UKF Purchasing Categories	UKF Purchasing Categories		Addresses					
Assets.IT Equipment.Telecommunicat Equipment	ion IT Equipment.Telecommunication Equipment		Business Classifi	cations				
Catering and Hospitality.Catering	Catering and Hospitality.Catering		Bank Accounts					
Catering and Hospitality.Off Hospitality Services	ce Catering and Hospitality.Office Hospitality Services		Products and Ser	rvices				
Last updated 1 minute ago		Cancel Save Submit						

- **1.11.** Then Click on "Submit" button to initiate review and approval.
- **1.12.** Supplier will get the confirmation message with registration request number.



- **1.13.** You will receive your request status through the email after taking the necessary procedures.
- 1.14. Your request status could be: Approved, Rejected, or Required more Information.

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	Supplier Registration Re	quest 4001 Was Approved 🔉 🔤			ø	Ø
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	University of Khorfakkan (University of Khorfakkan) Your Supplier Registration Request was Approved					
	Request Number	4001				
	Request Date	06 September 2023				
	Requested By	sarathkumarp11@gmail.com				
	Company	Dubai LLC				
	An ImageUser account information v	vill be sent in a separate email.				

1.15. For Approved request, you will receive an email with registered user details along with ERP access Link.

FYI: Supplier Contact Use	FYI: Supplier Contact User Account for University of Khorfakkan was Created D Inbox × exwy-test.fa.sender@workflow.mail.em2.cloud.oracle.com to me *										
exwy-test.fa.sender@workflow.mai											
Supplier Contact User Account for University of Khorfakkan was Created											
Details											
Assign	e Sarathkumar P	Supplier	ABC Corp								
Assigned Da	te 8/12/23 8:00 AM	Supplier Number	1001								
Expiration Da	te 9/11/23 8:00 AM										
Task Numb	er 204052										
Recommended Actions You were granted access to the supplier application for University of Khorfakkan. A separate email will be sent to you with the instruction to access the application. Access the application.											
User Account Details											
Assigned Roles											
Dala	Description										

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Thank You