

Vendor Registration Guideline

External Vendor Registration

Step	Action
1.	Click on Vendor Registration link: https://oic-vbcs-oci-vpfoic1-vb-axe4mqwwwmret.builder.me-dcc-muscat-1.ocp.oraclecloud9.com/ic/builder/rt/SupplierRegistration/live/webApps/vbredwoodapp/
2.	Link will direct user to Vendor registration Page
3.	Navigate to Company Details → Provide all required Details

Company Details

Company: MDFZ INDUSTRY Website: Country: India

Taxpayer ID: 456789 Tax Registration Number: TAX-1234 D-U-N-S Number: 234567826

Organization Type: Corporation Supplier Type:

Note to Approver:

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL: Add URL

No items to display.

1 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Step	Action
4.	Navigate to "Create Contact" → Enter the required Contact Details

Place company name here

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: Mohammed Last Name: Imran Email: dkerns222@netmon.ir

Job Title: Country: IN Mobile: +91 33 5678 3736

Country: IN Phone: +91 5644 789 487 Ext:

Country: IN Fax: +91

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No


Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

Updated just now Cancel Save Continue

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Vendor Registration Guideline

Step	Action
5.	Select "Create user account" → Select "Roles" → Click on  Select & add for any additional roles

Place company name here

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

Is this an administrative contact?
Administrative contact will receive general communications from us.
 Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks.
 Yes No

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Step	Action
6.	Navigate to "Addresses" → Enter the details

Address 1

Address Name: MOHD Address

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders
 Receive Payments
 Bid on RFQs

Country/Region: India

Address Line 1: no 5 xcvy street

Address Line 2:

Address Line 3:

City or Town: chennai

Pin Code: 600001

State: Tamil Nadu

Which contacts are associated to this address?

Mohammed Imran dkerns222@netmon.ir

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- Company Details
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Vendor Registration Guideline

Step	Action
7.	Select "Address Purpose"

Address 1

Address Name: MOHD Address

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region: India

Address Line 1: no 5 xcvy street | Address Line 2: | Address Line 3: |

City or Town: chennai | Pin Code: 600001 | State: Tamil Nadu

Email: | Country: IN | Phone: +91 | Ext: |

Country: IN | Fax: +91

Which contacts are associated to this address?

Mohammed Imran | dkerns222@netmon.ir


[+ Add Another Address](#)

Last updated 3 minutes ago

Cancel Save **Continue**

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- Company Details
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Step	Action
8.	Navigate to "Address Contacts" → Click on Search & Add icon 

Address 1

Address Name: MOHD Address

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region: India

Address Line 1: no 5 xcvy street | Address Line 2: | Address Line 3: |

City or Town: chennai | Pin Code: 600001 | State: Tamil Nadu

Email: | Country: IN | Phone: +91 | Ext: |

Country: IN | Fax: +91

Which contacts are associated to this address?

Mohammed Imran | dkerns222@netmon.ir

[+ Add Another Address](#)

Last updated 3 minutes ago

Cancel Save **Continue**

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Vendor Registration Guideline

Step	Action
9.	Navigate to "Business Classification" → Enter the details

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Business classification 1

Classification
Minority Owned

Subclassification

Required

Certifying Agency

Other Certifying Agency

Certificate Number

Certificate Start Date

Certificate End Date

Notes

Attach current certificates and supporting documents

Updated just now

Cancel Save **Continue**

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

Step	Action
10.	Select "Classifications" → Provide all required details

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Business classification 1

Classification
Minority Owned

Subclassification
Asian

Required

Certifying Agency
Other

Other Certifying Agency

Certificate Number
34567890

Certificate Start Date
07/Jan/2026

Certificate End Date
15/Apr/2026

Notes

Last updated 1 minute ago

Cancel Save **Continue**

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

Vendor Registration Guideline

Step	Action
11.	Navigate to "Bank Accounts" → Enter the details. If any bank accounts are not visible to a supplier, they can request creation from saeed.al-ghammari@owwsc.nama.om , the system allows them to save the registration request . Once creation completed, the vendor can continue from where they left off .

Bank Accounts

Bank account 1 🗑️

Country
India

Bank Required Bank Branch Required Account Number Required

Currency Required Account Type Required Account Holder Required

Attach supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

No items to display.

+ Add Another Bank Account

Updated just now Cancel Save Continue

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Step	Action
12.	Provide All required Bank Details → Click on "ok"

Bank Accounts

Bank account 1 🗑️

Country
India

Bank Required Bank Branch Required Account Number Required

Currency Required Account Type Required Account Holder Required

Attach supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

No items to display.

+ Add Another Bank Account

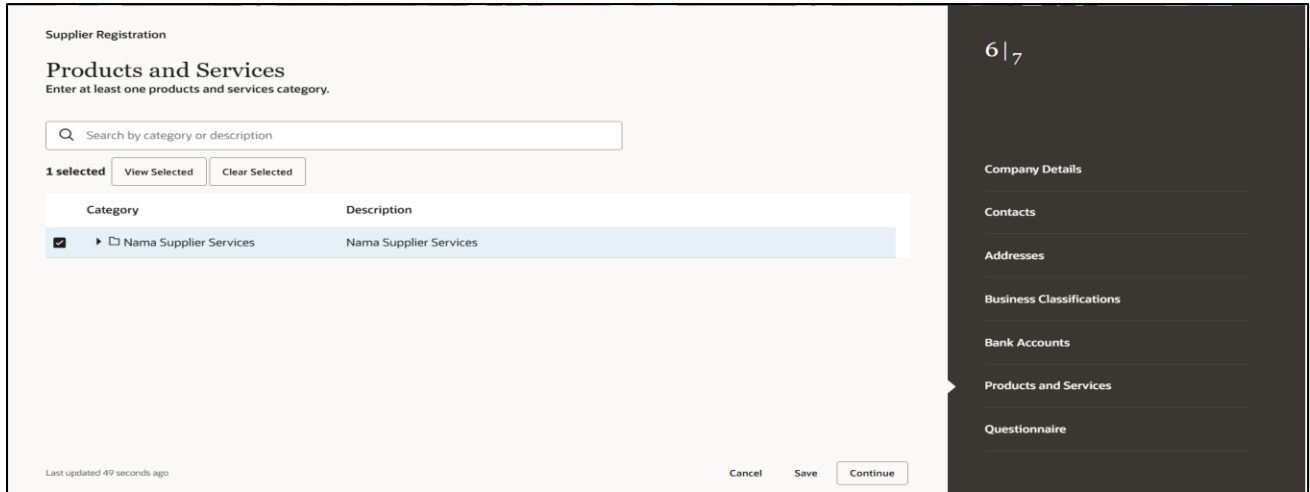
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Vendor Registration Guideline

Step	Action
13.	Navigate to Products and Services Categories → Click on the category



Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> Nama Supplier Services	Nama Supplier Services

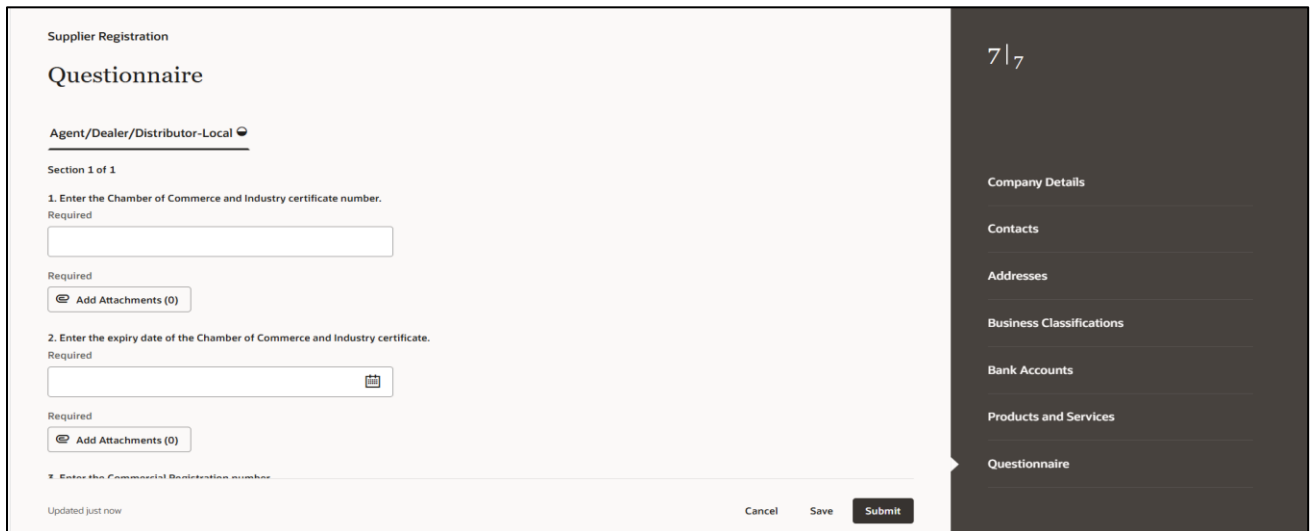
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Step	Action
14.	Navigate to "Questionnaires" → Provide Answer for the questions → Click on "Next"



Supplier Registration

Questionnaire

Agent/Dealer/Distributor-Local

Section 1 of 1

1. Enter the Chamber of Commerce and Industry certificate number.
Required

Required

Add Attachments (0)

2. Enter the expiry date of the Chamber of Commerce and Industry certificate.
Required

Required

Add Attachments (0)

3. Enter the Commercial Registration number.

Updated just now

Cancel Save Submit

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Step	Action
15.	Submit
16.	End Of Procedure