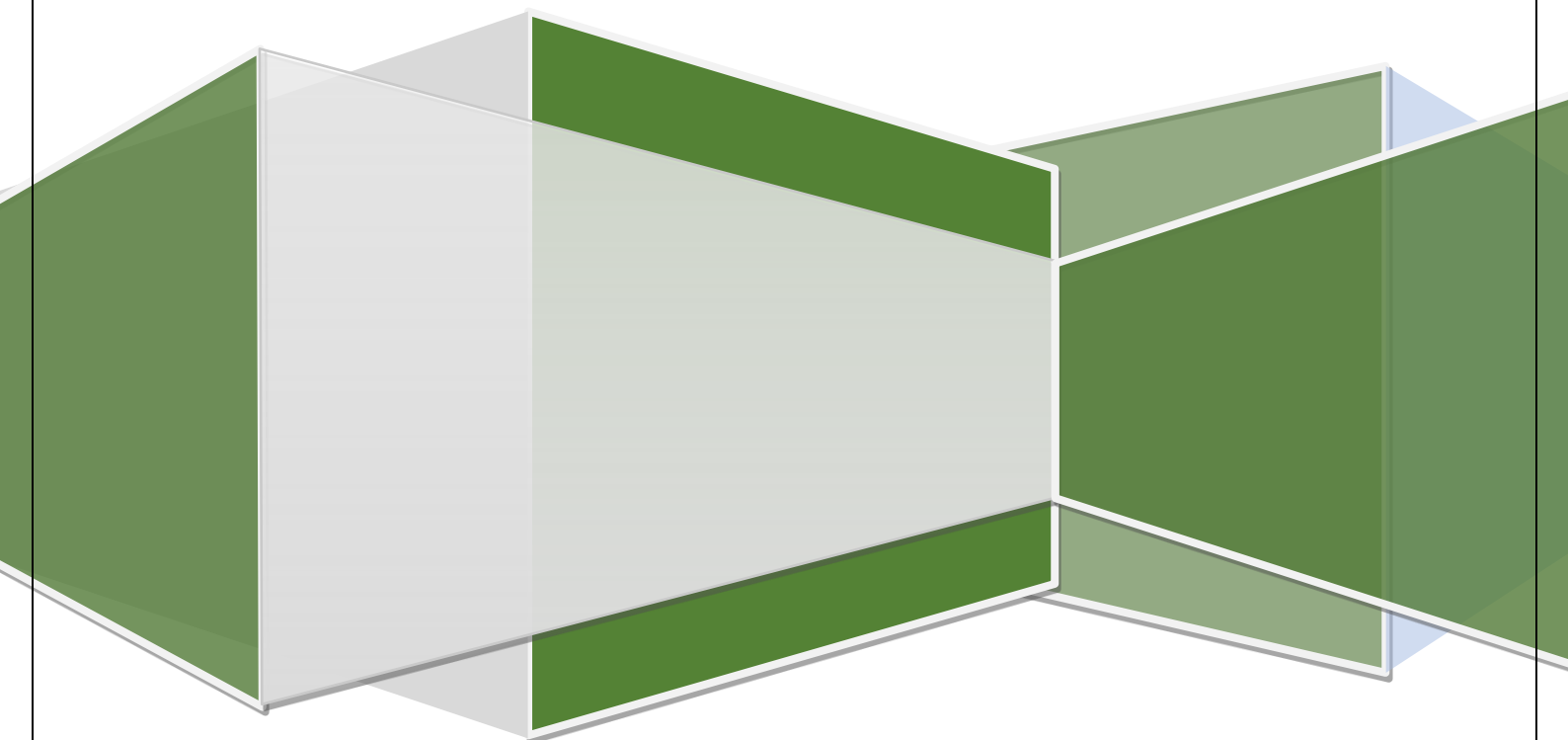


User Manual

Armah Sports – Supplier Portal



Contents

1. External Supplier Registration	3
1.1. Supplier Registration – Spend Authorised	3

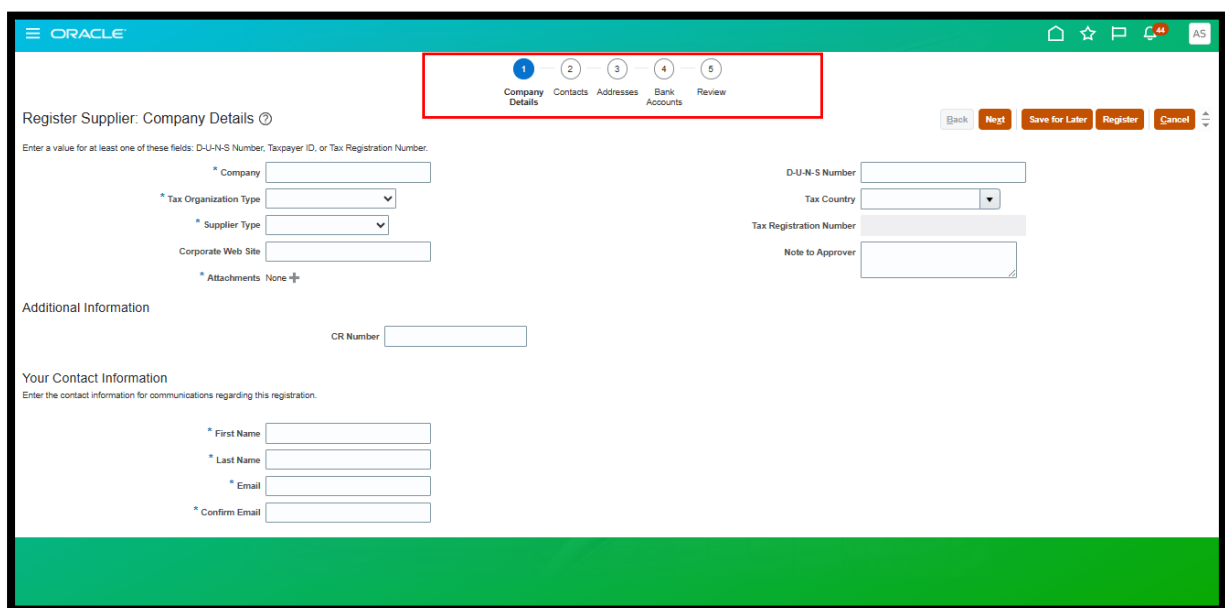
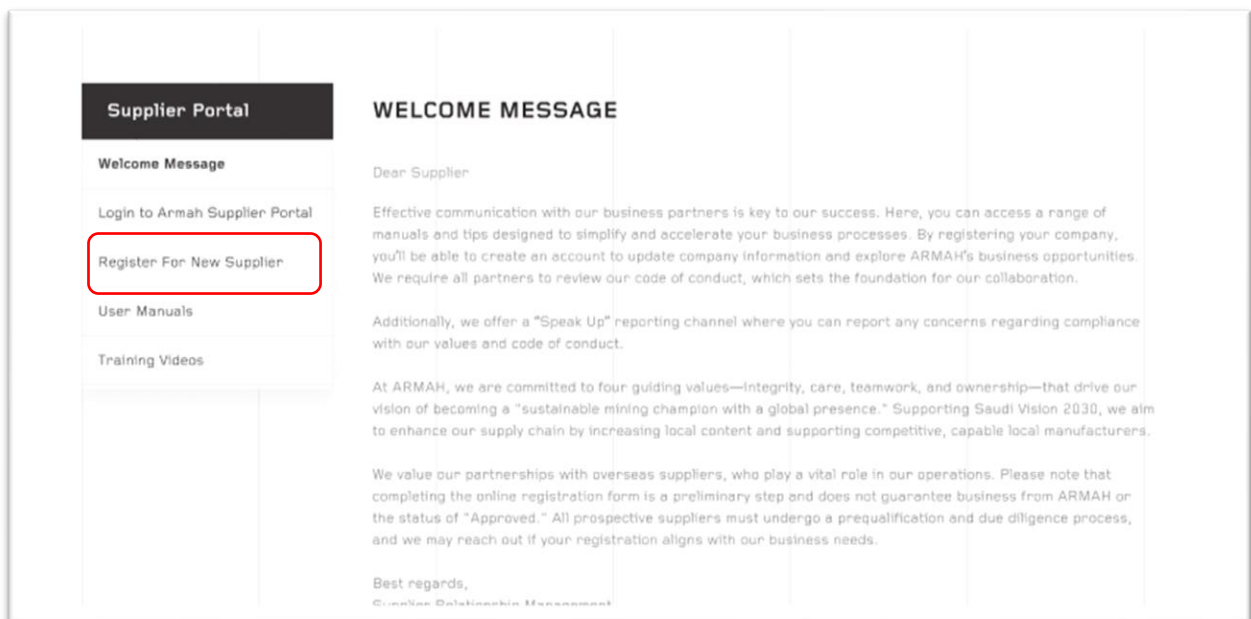
1. External Supplier Registration

1.1. Supplier Registration – Spend Authorised

Registration Link

Visit our website - [Armah | Fitness Club | Saudi Arabia](#)

1. Click, Supplier Portal, to go to Armah Sports Company Supplier portal page.
2. Then, click Register for new supplier, to go to Registration page.



Enter the company details

1 — 2 — 3 — 4 — 5
 Company Details — Contacts — Addresses — Bank Accounts — Review

Register Supplier: Company Details [?](#)

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company:
D-U-N-S Number:
 * Tax Organization Type:
Tax Country:
 * Supplier Type:
* Tax Registration Number:
 Corporate Web Site:
Note to Approver:
 * Attachments:

Additional Information

CR Number:

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name:
 * Last Name:
 * Email:
 * Confirm Email:

Now click on next and then create a contact

Check the create user account to create a supplier portal account for the supplier.

1 — 2 — 3 — 4 — 5
 Company Details — Contacts — Addresses — Bank Accounts — Review

Register Supplier: Contacts [?](#)

Enter at least one contact.

Actions

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Raj, Mohit		mohit.raj@aaisglobal.com	✓	✓	✎	✕

Columns Hidden 7

Click on OK button.

Edit Contact: Mohit Raj

Salutation Phone

* First Name Mobile

Middle Name Fax

* Last Name * Email

Job Title

Administrative contact

User Account

Create user account

Roles

Actions View Format X Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks includ...

Now click on next and then click on Create address.

ORACLE

Company Details Contacts **Addresses** Bank Accounts Review

Register Supplier: Addresses

Actions View Format Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

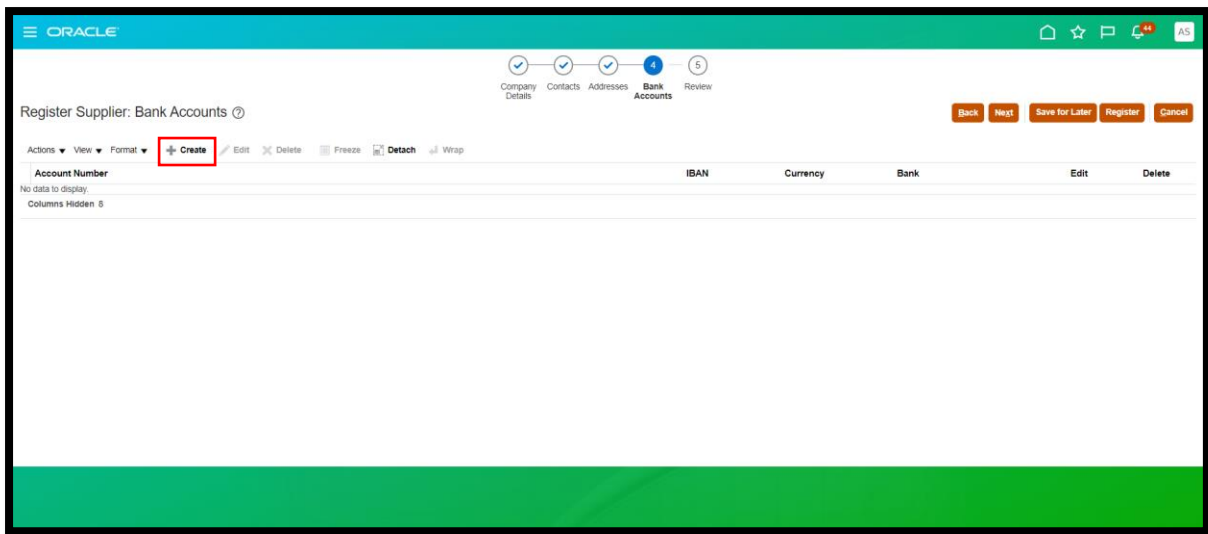
Fill the address details. Then click on 'Select and Add' option in Address Contacts Section.

Then select an Add the address details.

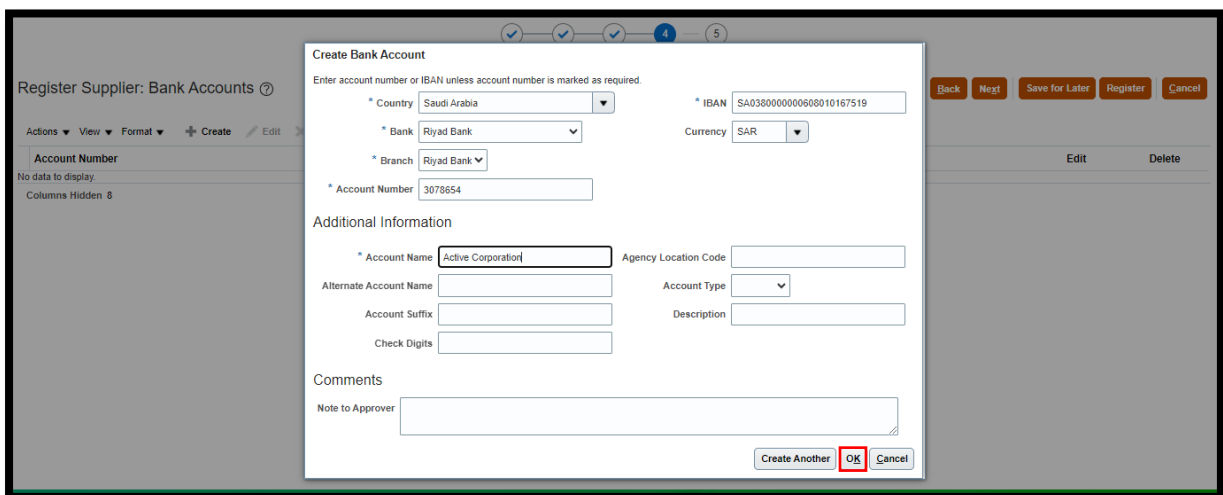
Click on OK button.

Again, click on OK button.

Now click on next button and then create bank account



Fill the account details and Click on OK button.



Now click on next button and review the details.

Then Click on Register Button then after it will go for the Approval.

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Home Star Notification 43 AS

Company Details Contacts Addresses Bank Accounts Review

Review Supplier Registration: Active Corporation

Back Next Save for Later Register Cancel

Company Details

Company Active Corporation
 Tax Organization Type Corporation
 Supplier Type Local Trade Payables
 Corporate Web Site

D-U-N-S Number
 Tax Country Saudi Arabia
 Tax Registration Number 300045678910003
 Note to Approver

Additional Information

CR Number

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Columns Hidden 1

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Raj Mohit		mohit.raj@saisglobal.com	✓	✓	

Columns Hidden 7

Addresses

View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Details
Active Corporation Address	Riyadh Street,Riyadh District,Riyadh 78659,SAUDI ARABIA		Ordering; Remit to	

Columns Hidden 3

Bank Accounts

View Format Freeze Detach Wrap

Account Number	IBAN	Currency	Bank
XXXX8654	XXXXXXXXXXXXXXXXXX...	SAR	Riyad Bank