# **User Manual**

## **Armah Sports – Supplier Portal**



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## 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.

Supplier Portal	WELCOME MESSAGE
Welcome Message	Dear Supplier
Login to Armah Supplier Portal	Effective communication with our business partners is key to our success. Here, you can access a range of
Register For New Supplier	manuals and tips designed to simplify and accelerate your business processes. By registering your company, you'll be able to create an account to update company information and explore ARMAH's business opportunities. We require all partners to review our code of conduct, which sets the foundation for our collaboration.
User Manuals	Additionally, we offer a "Speak Up" reporting channel where you can report any concerns regarding compliance
Training Videos	with our values and code of conduct.
	At ARMAH, we are committed to four guiding values—integrity, care, teamwork, and ownership—that drive our vision of becoming a "sustainable mining champion with a global presence." Supporting Saudi Vision 2030, we air to enhance our supply chain by increasing local content and supporting competitive, capable local manufacturers
	We value our partnerships with overseas suppliers, who play a vital role in our operations. Please note that completing the online registration form is a preliminary step and does not guarantee business from ARMAH or the status of "Approved." All prospective suppliers must undergo a prequalification and due diligence process, and we may reach out if your registration aligns with our business needs.

	O      Company Contacts Addresses Bark Review Dealls     Dealls	
Register Supplier: Company Details ②		Back Negt Save for Later Register
Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Num	ber.	
* Company	D-U-N-S Numb	ber
* Tax Organization Type	Tax Count	try 🔹
* Supplier Type	Tax Registration Numb	ber
Corporate Web Site	Note to Approv	rer
* Attachments None -		
Additional Information		
CR Number		
Your Contact Information Enter the contact information for communications regarding this registration.		
* First Name		
* Last Name		
* Email		
* Confirm Email		

Enter the company details

		1-2-3-4-5	
		Company Contacts Addresses Bank Review Details Accounts	
Register Supplier: Company Detai	ls 🕐		Back Next Save for Later Register Cancel
Enter a value for at least one of these fields: D-U-N-S Nu	mber, Taxpayer ID, or Tax Registration Number.		
* Company	Active Corporation	D-U-N-S Number	
* Tax Organization Type	Corporation 🗸	Tax Country	Saudi Arabia
* Supplier Type	Local Trade Payables 🗸 🗸	* Tax Registration Number	300045678910003
Corporate Web Site		Note to Approver	
* Attachments	None 🕂		
Additional Information			
	CR Number		
Your Contact Information Enter the contact information for communications regardle	ng this registration.		
* First Name	Mohit		
* Last Name	Raj		
* Email	mohit.raj@aaisglobal.com		
* Confirm Email	mohit.raj@aaisglobal.com		

#### Now click on next and then create a contact

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

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Click on OK button.

	Edit Contact: Moh	it Raj				ב
	Salutation	Mr. 🗸	Phone	•		
	* First Name	Mohit	Mobile	•		
act	Middle Name		Fax	▼		/e for
	* Last Name	Raj	Email	mohit.raj@aaisglobal.com		
+ c	Job Title		]			
		<ul> <li>Administrative contact</li> </ul>				User nt
	User Accou	nt				
	Roles Actions v View	Create user accour	eeze 📆 Detach 🚽 Wrap			
	Role	Desc	ription			
	Supplier Accou	nts Receivable Specialist Manag	ges invoices and payments for the supplier company.	Primary tasks include submitting invoices	as well as tracking in	
	Supplier Bidder	r Sales	representative from a potential supplier responsible for	or responding to requests for quote, reque	sts for proposal, requ	
	Supplier Custo	mer Service Representative Manag	jes inbound purchase orders and communicates ship	ment activities for the supplier company . I	Primary tasks includ	
					O <u>K</u> Cancel	

Now click on next and then click on Create address.

Register Supplier: Addresses	Contacts Addresses Bank Accounts Review	Back Negt Save for Later Register Cancel ≑
Actons v View v Format v + Create Celate Celate Celate d 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.

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Columns Hidden 3	* Secondary address	Riyadh District	* Fax 966 🔻		
	* City	Riyadh	* Email mohit.raj@aaisglobal.com		
	* Postal Code	78659			
	Address Contacts				
	Select the contacts that are assoc Actions  View  Format	clated with this address.	tach of Wrap		
	Name		Job Title Email Administrative User Account Contact User Account		
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Then select an Add the address details.

Click on OK button.

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Again, click on OK button.

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	Name Raj, Mohit Columns Hidden 4			Job Title	Email mohit.raj@aaisg	Administrative Contact	User Account		

Now click on next button and then create bank account

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Fill the account details and Click on OK button.

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Register Supplier: Bank Accounts ⑦	Enter account number or I	3AN unless account number is marked Saudi Arabia	as required.	SA038000000608010167519	Back Ne <u>x</u> t	Save for Later	tegister <u>C</u> ancel
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	Account Suff	x	Description				
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	Note to Approver			ii.			
				Create Another OK Cancel			

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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Review Supplier Registration: Active Corporation ⑦					Back	Ne <u>x</u> t	Save for	Later	Register	Cancel
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Tax Organization Type	Corporation			Tax Country	Saudi Arabia					
Supplier Type	Local Trade Payables			Tax Registration Number	300045678910003					
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