Armah Sports – Supplier Registration

--User Manual

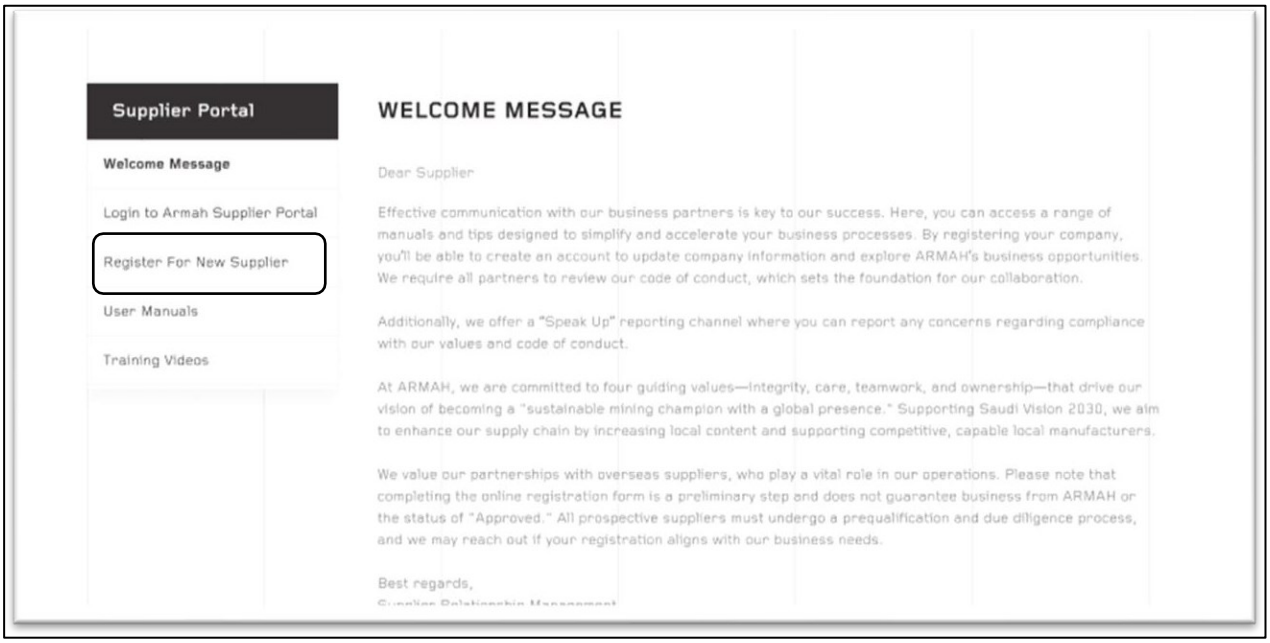
1. External Supplier Registration

1.1. Supplier Registration – Spend Authorized

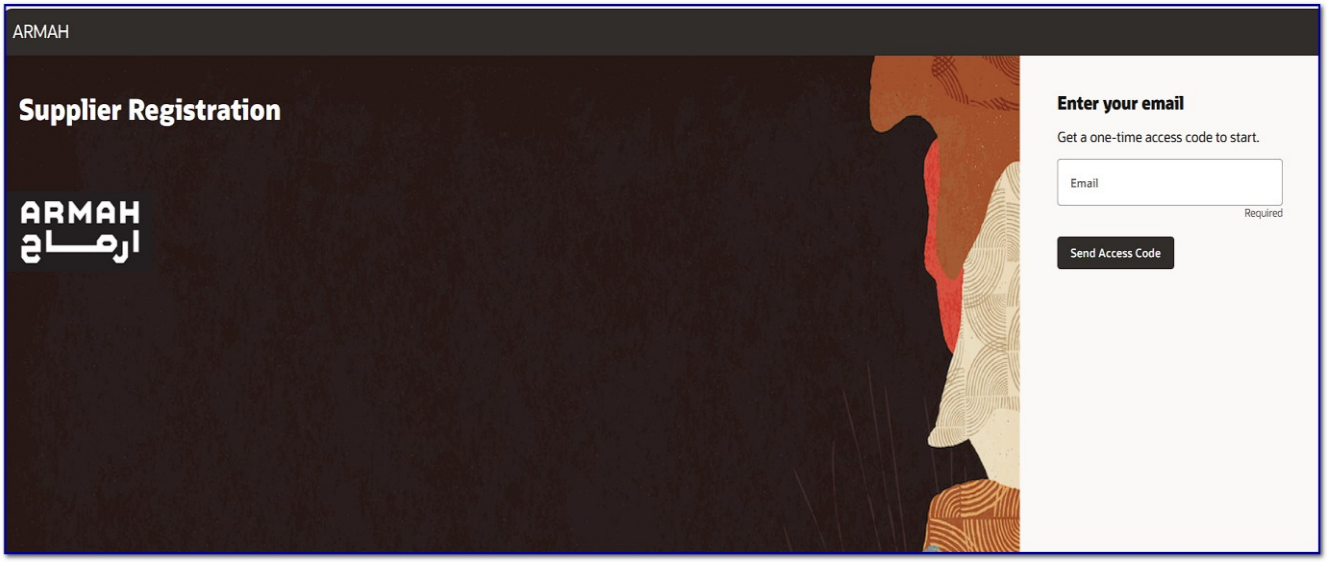
Registration Link

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

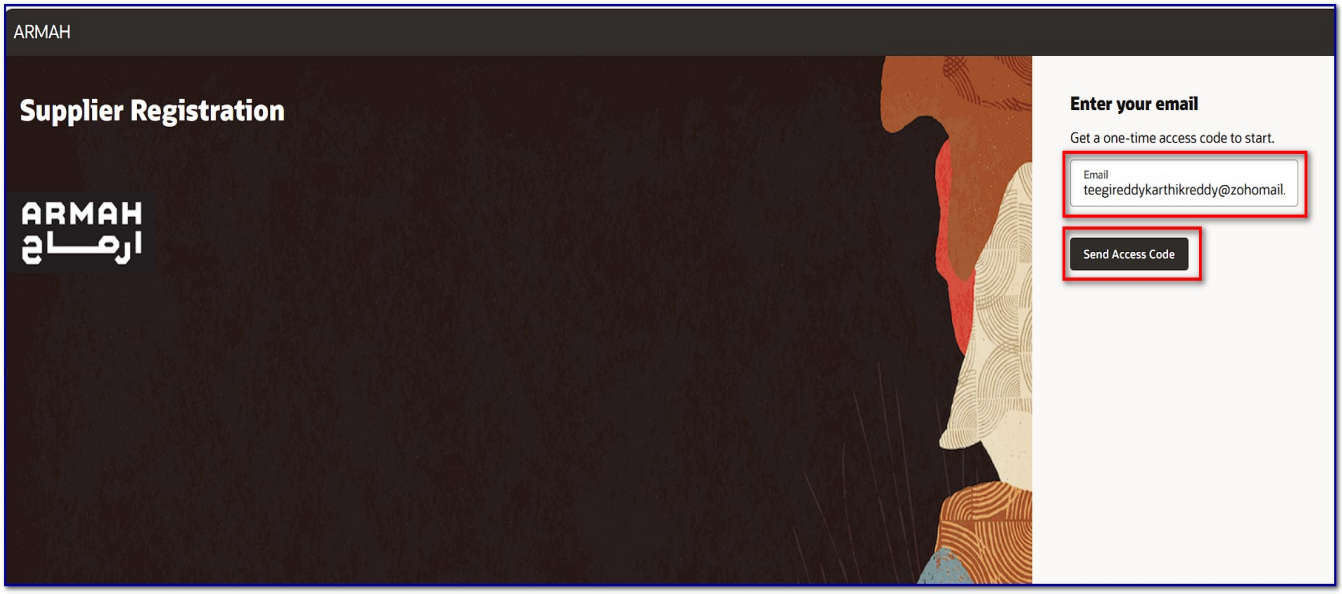
1. Click Supplier Portal, to go to Armah Sports Company Supplier portal page.
2. Then, click Register for new supplier, to go to Registration page.



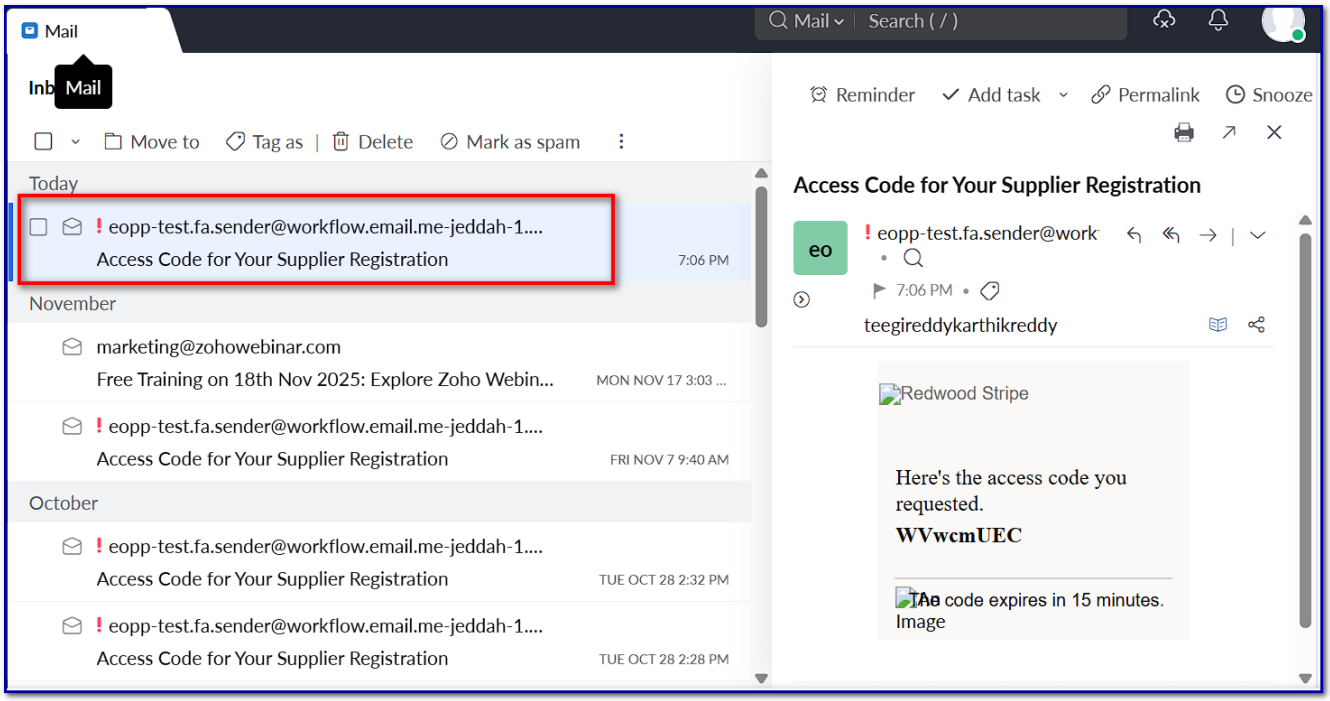
- Homepage of Supplier Registration will be displayed.



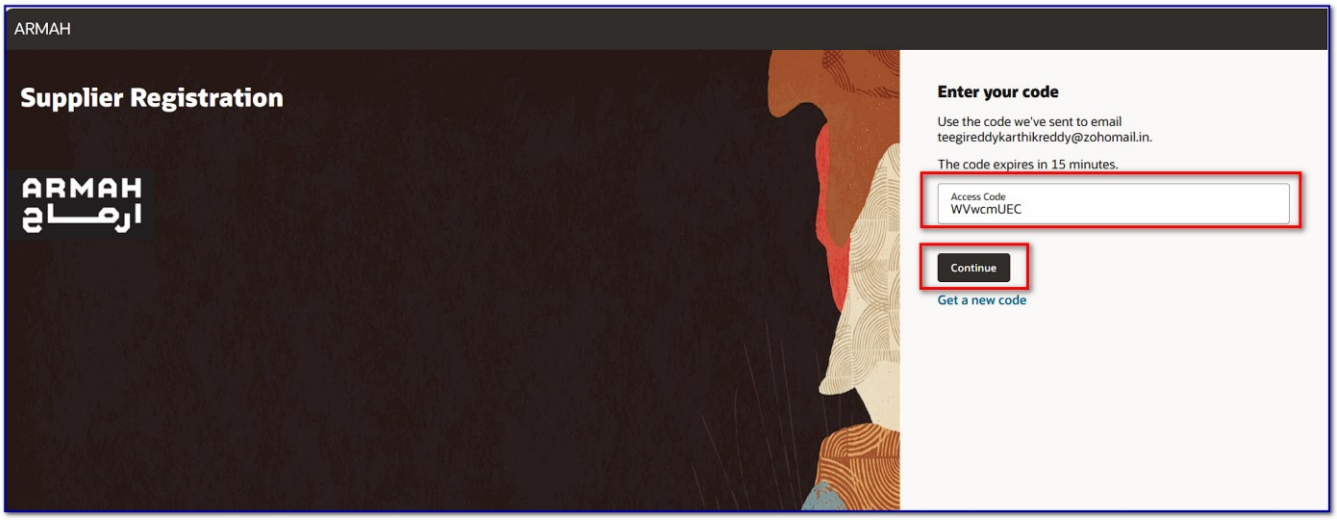
- Enter the email address in the **Email** field, where you will receive all the registration communications and click on **Send Access Code**



- Email will be sent by the Oracle system with Access Code and looks like as shown below.



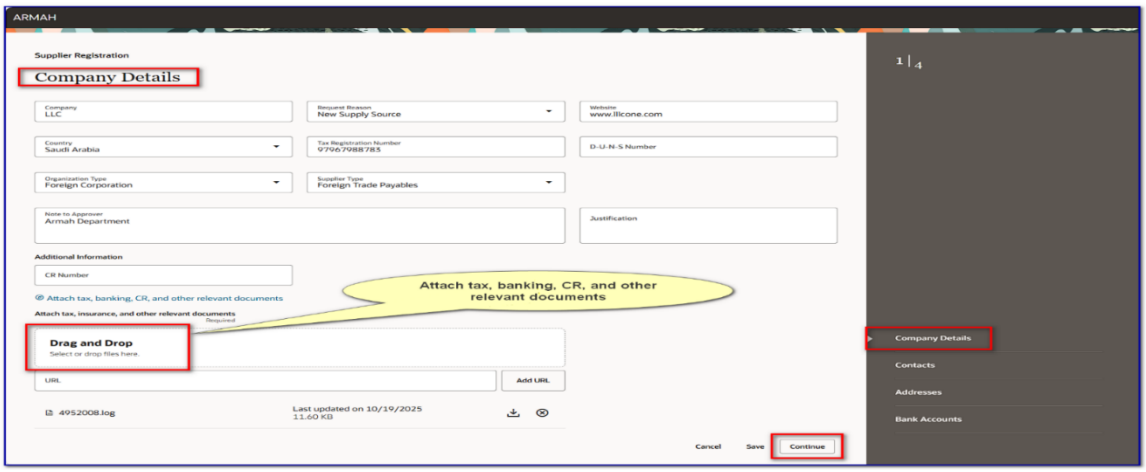
- Enter the access code received in your email. Verify Inbox/Junk/Spam folders for the email. Click on **Continue**



- In the next page you will see four sections where each section needs to be filled with appropriate details. Following are the sections:

    1. Company Details
    2. Contacts
    3. Addresses
    4. Bank Accounts

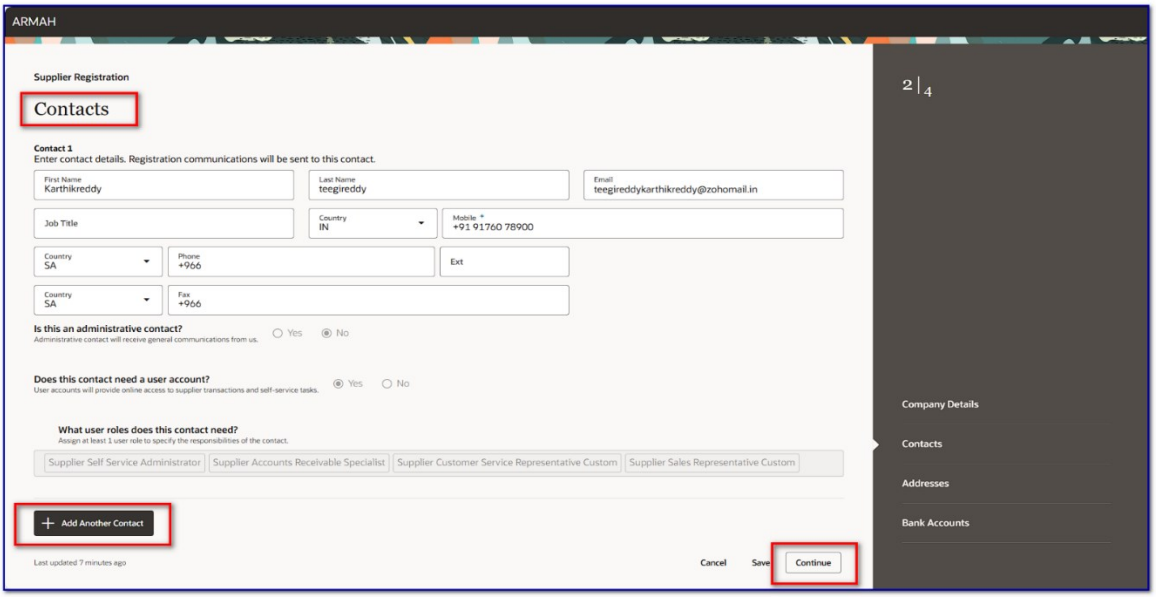
1. **Company Details:** Enter the company details and attach tax, banking, CR, and other relevant documents in the **Drag and Drop** field



Click on **Continue** to move to next section.

2. **Contacts:** Enter the contact details where registration communications will be sent to this contact.

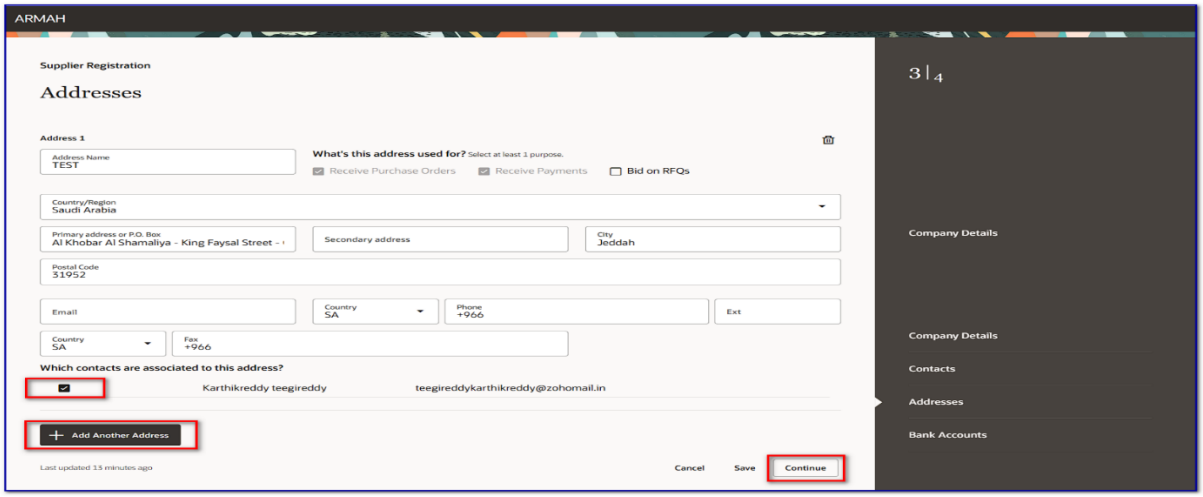
- Click on Add another contact if you want to add more contacts.



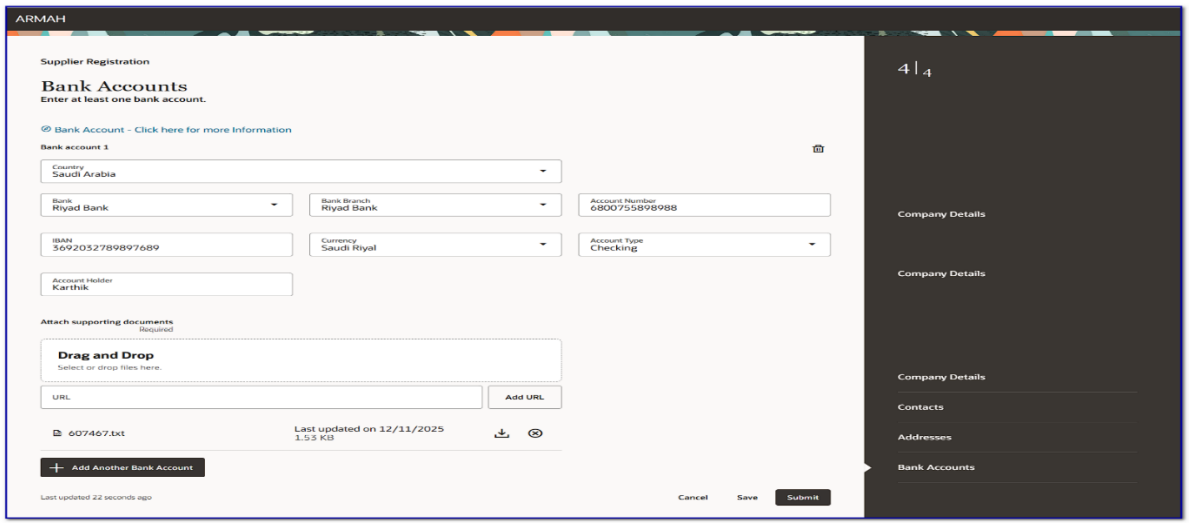
- Click on Continue to go to next section.

3. **Addresses:** Enter address details in this section and select which contact will be associated with this address if multiple contacts are added. Click on **Add Another address** if more addresses are added

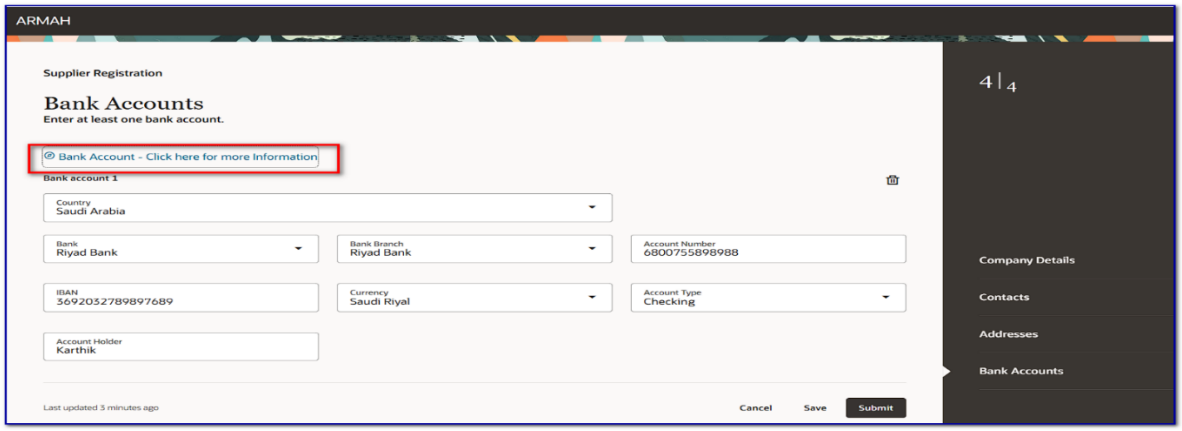
   Click on **Continue** to move to next section.



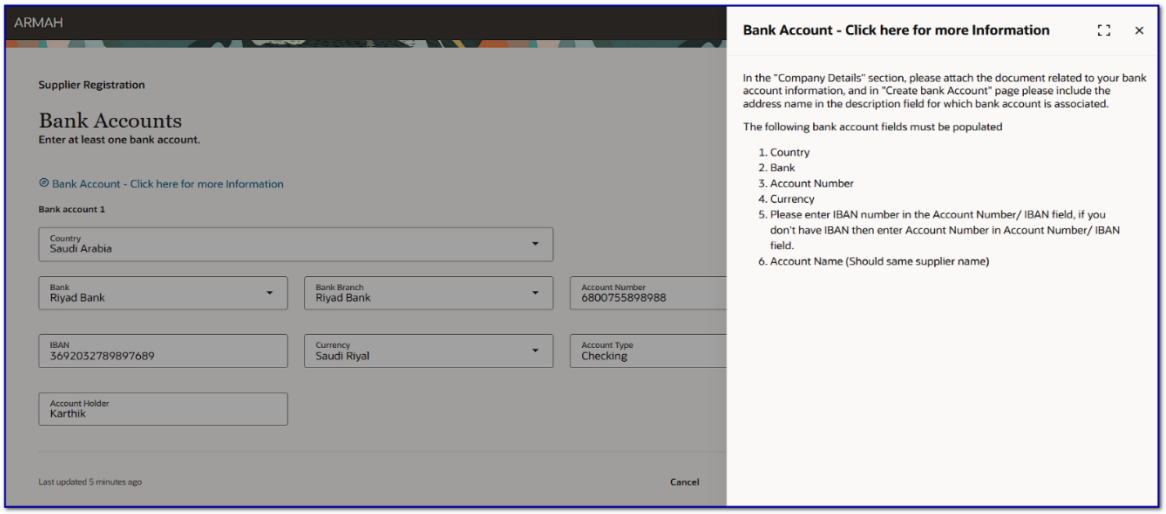
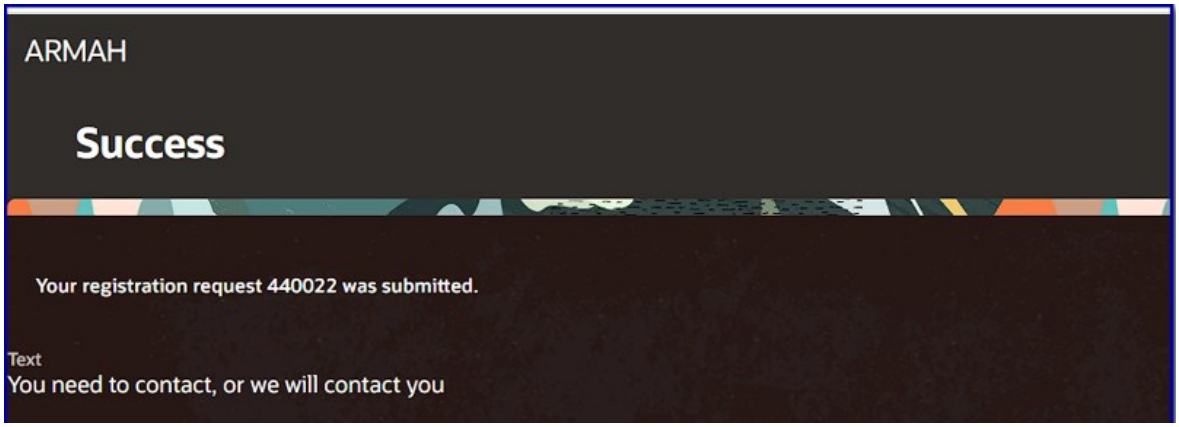
4. **Bank Accounts:** Enter bank accounts information and attach supporting documents in the attachment section **Drag and Drop.**



- Click on **Bank Account – Click here for more information.**



- You will find more information on how to fill out the bank account information.



- After filling in the bank account details click on **Submit**.
- You will see Registration is successful message with registration request number.