



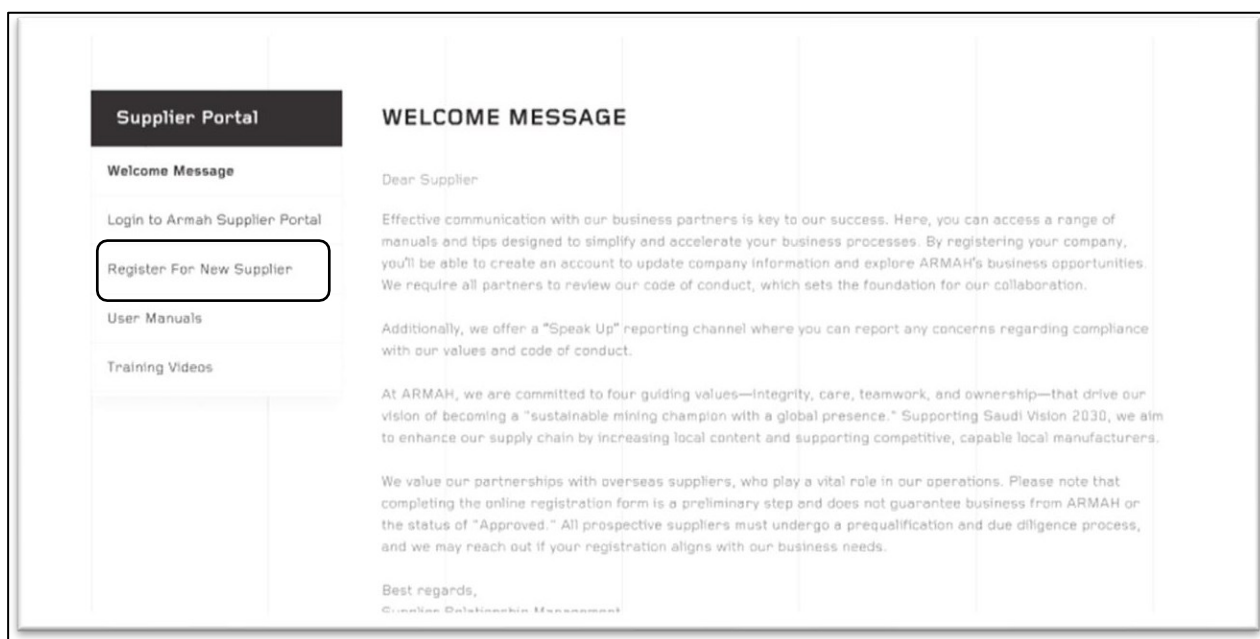
Armah Sports – Supplier Registration --User Manual

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.

ARMAH

Supplier Registration

ARMAH
ارماح

Enter your email

Get a one-time access code to start.

Email

Required

Send Access Code

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

ARMAH

Supplier Registration

ARMAH
ارماح

Enter your email

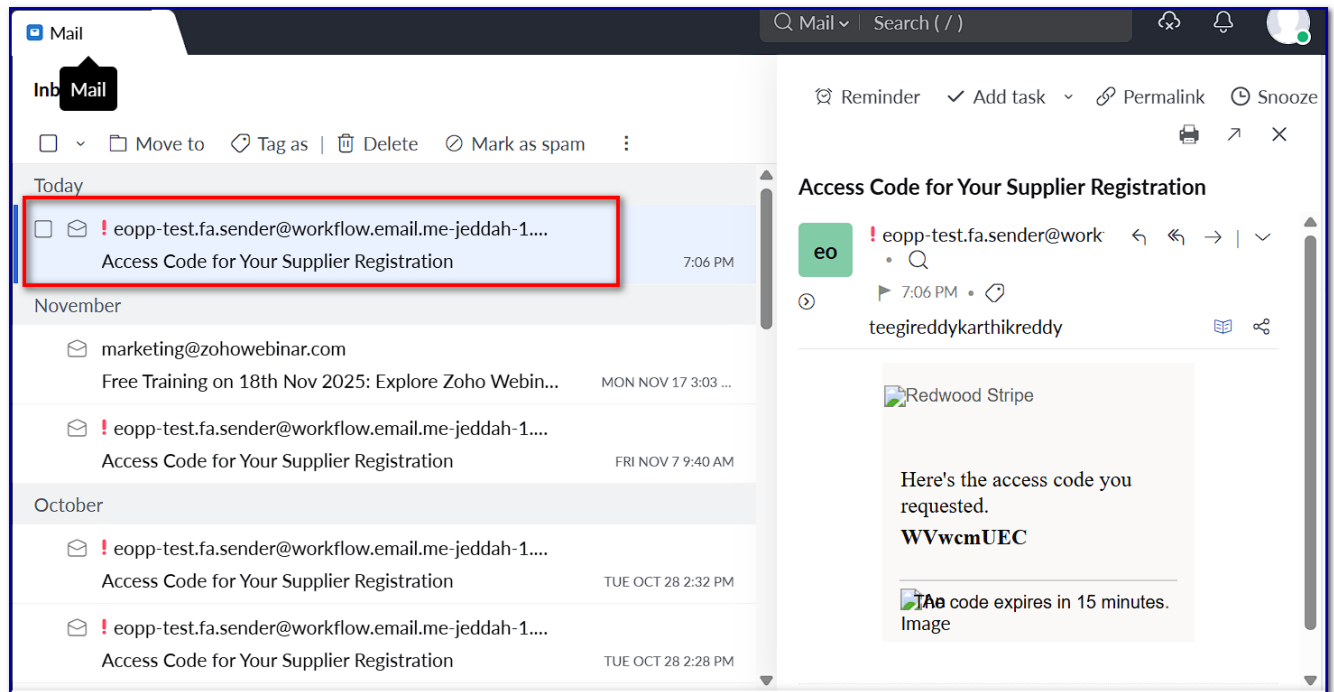
Get a one-time access code to start.

Email

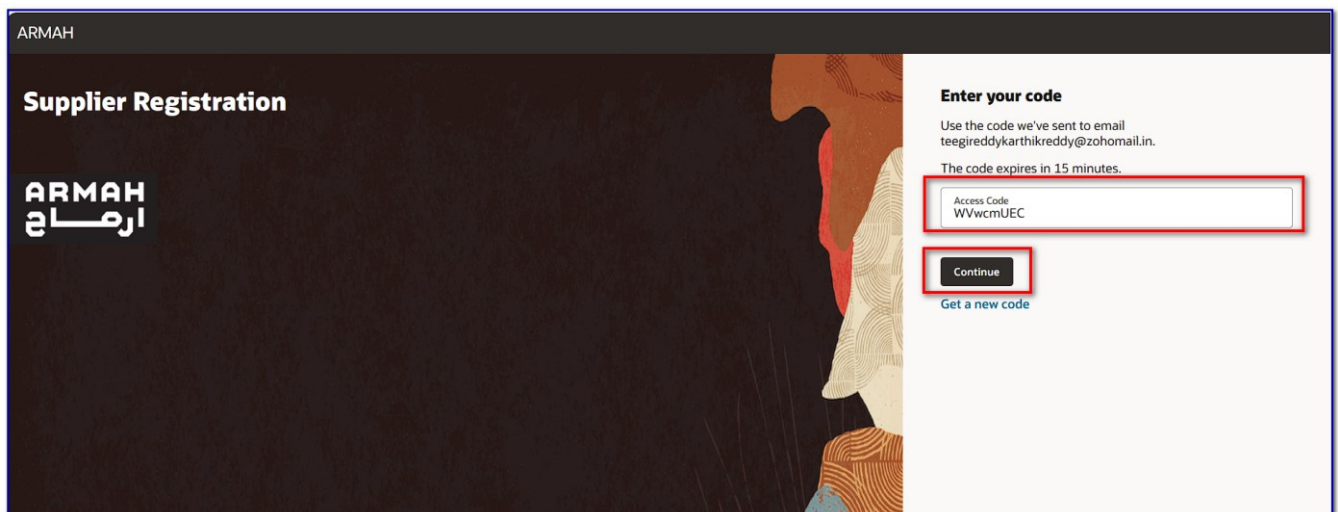
Send Access Code



- 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.

ARMAH

Supplier Registration

Addresses

Address 1

Address Name: TEST

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

☒ Receive Purchase Orders ☒ Receive Payments ☐ Bid on RFQs

Country/Region: Saudi Arabia

Primary address or P.O. Box: Al Khobar Al Shamaliya - King Faysal Street -

Secondary address:

City: Jeddah

Postal Code: 31952

Email:

Country: SA Phone: +966 Ext:

Country: SA Fax: +966

Which contacts are associated to this address?

☒ Karthikreddy teegireddy teegireddykarthikreddy@zohomail.in

Last updated 13 minutes ago

Cancel Save **Continue**

3 | 4

Company Details

Company Details

Contacts

Addresses

Bank Accounts

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

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Supplier Registration

Bank Accounts

Enter at least one bank account.

[Bank Account - Click here for more Information](#)

Bank account 1

Country: Saudi Arabia

Bank: Riyad Bank

Bank Branch: Riyad Bank

Account Number: 6800755898988

IBAN: 5692052789897689

Currency: Saudi Riyal

Account Type: Checking

Account holder: Karthik

Attach supporting documents (Required)

Drag and Drop

Select or drop files here.

URL: Add URL

607467.txt Last updated on 12/11/2025 1.53 KB

Last updated 22 seconds ago

Cancel Save **Submit**

4 | 4

Company Details

Company Details

Company Details

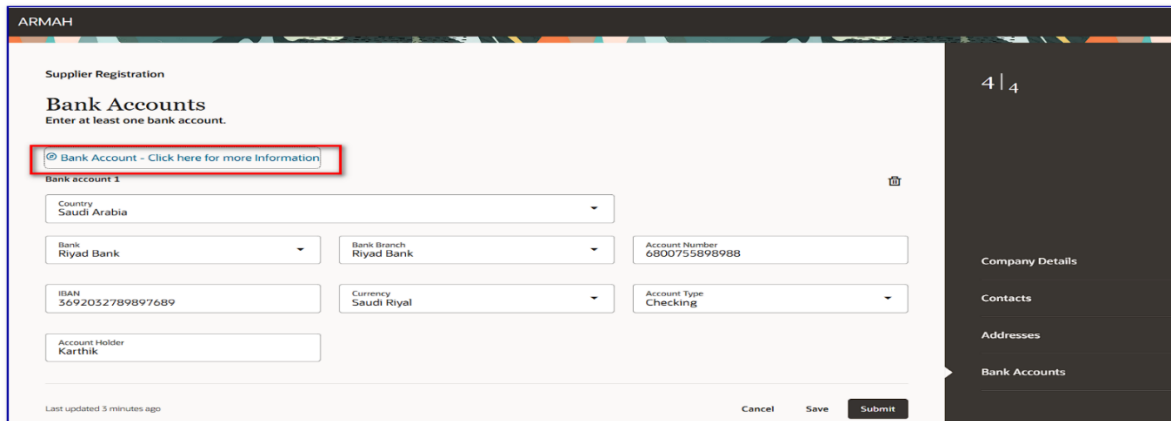
Company Details

Contacts

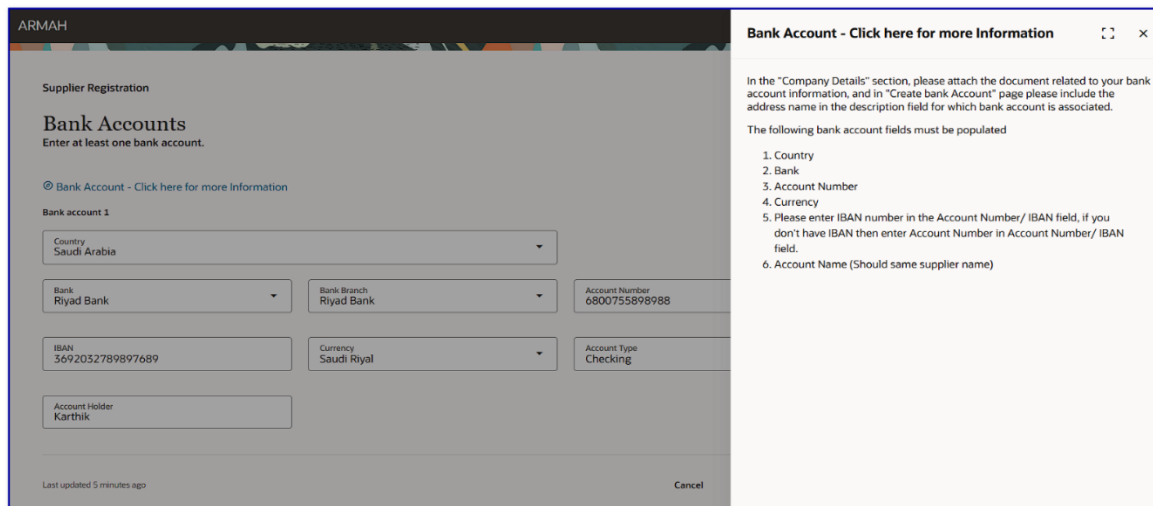
Addresses

Bank Accounts

- 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.

