



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.

Supplier Portal

WELCOME MESSAGE

Welcome Message

Dear Supplier

Effective communication with our business partners is key to our success. Here, you can access a range of 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.

Additionally, we offer a "Speak Up" reporting channel where you can report any concerns regarding compliance 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 aim to enhance our supply chain by increasing local content and supporting competitive, capable local manufacturers.

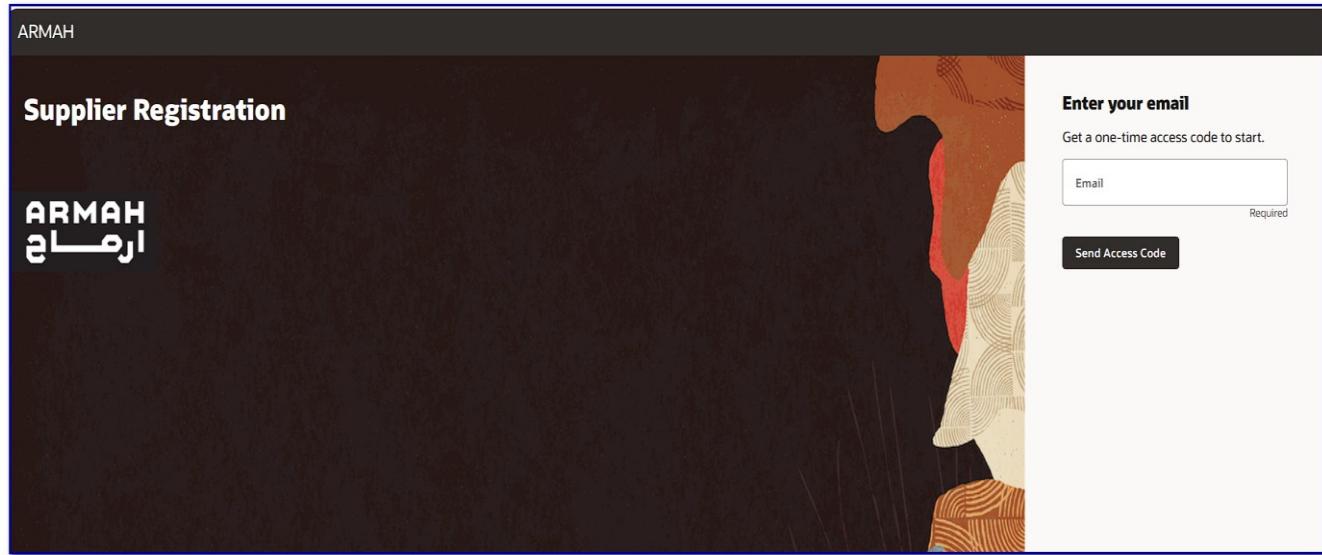
We value our partnerships with overseas suppliers, who play a vital role in our operations. Please note that completing the online registration form is a preliminary step and does not guarantee business from ARMAH or the status of "Approved." All prospective suppliers must undergo a prequalification and due diligence process, and we may reach out if your registration aligns with our business needs.

Best regards,

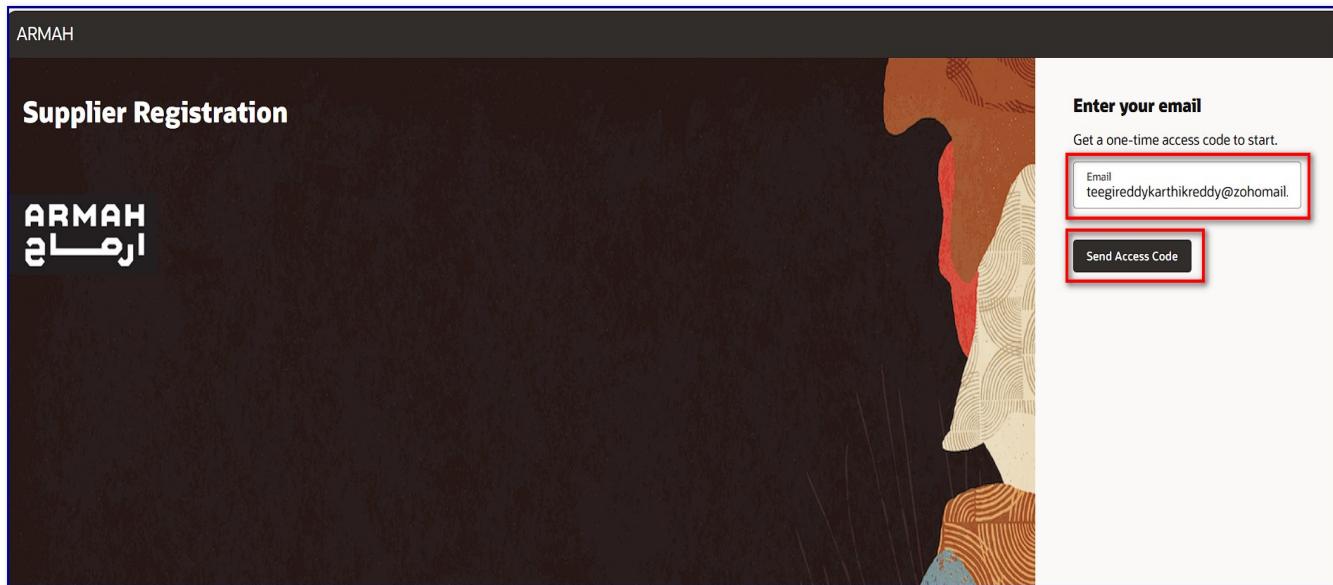
Customer Relationship Management



- 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

Mail

Inbox Mail

Move to Tag as Delete Mark as spam

Today

eo ! eopp-test.fa.sender@workflow.email.me-jeddah-1.... Access Code for Your Supplier Registration 7:06 PM

November

marketing@zohowebinar.com Free Training on 18th Nov 2025: Explore Zoho Webin... MON NOV 17 3:03 ...

eo ! eopp-test.fa.sender@workflow.email.me-jeddah-1.... Access Code for Your Supplier Registration FRI NOV 7 9:40 AM

October

eo ! eopp-test.fa.sender@workflow.email.me-jeddah-1.... Access Code for Your Supplier Registration TUE OCT 28 2:32 PM

eo ! eopp-test.fa.sender@workflow.email.me-jeddah-1.... Access Code for Your Supplier Registration TUE OCT 28 2:28 PM

Reminder Add task Permalink Snooze

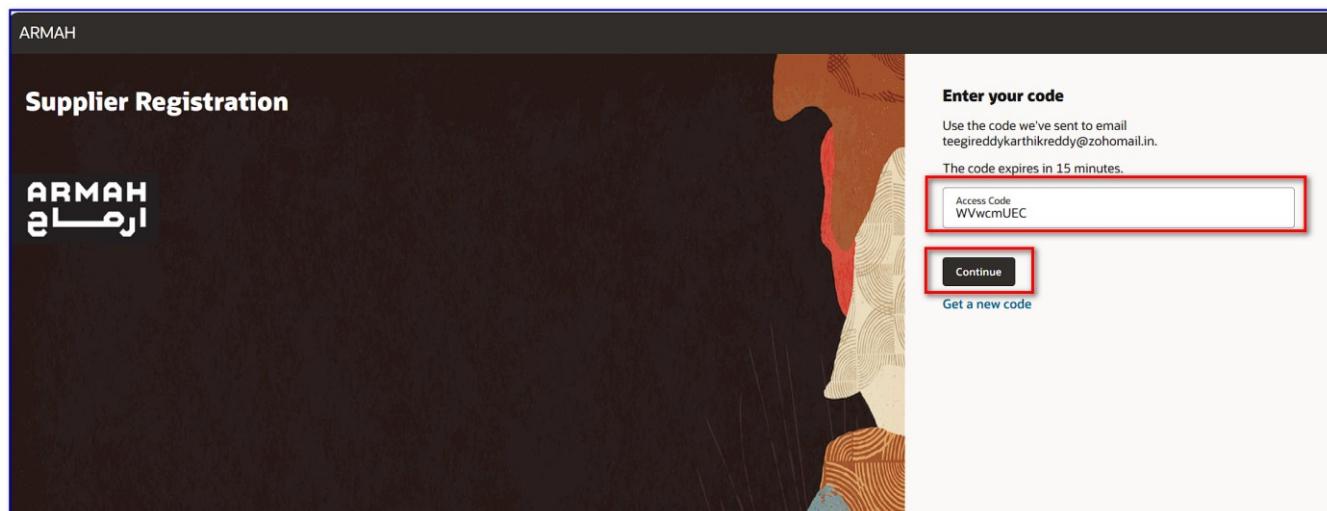
Access Code for Your Supplier Registration

eo ! eopp-test.fa.sender@work... 7:06 PM teegireddykarthikreddy Redwood Stripe

Here's the access code you requested.
WVwcmUEC

Access code expires in 15 minutes.

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



ARMAH

Supplier Registration

ARMAH ارماء

Enter your code

Use the code we've sent to email
teegireddykarthikreddy@zohomail.in.

The code expires in 15 minutes.

Access Code
WVwcmUEC

Continue

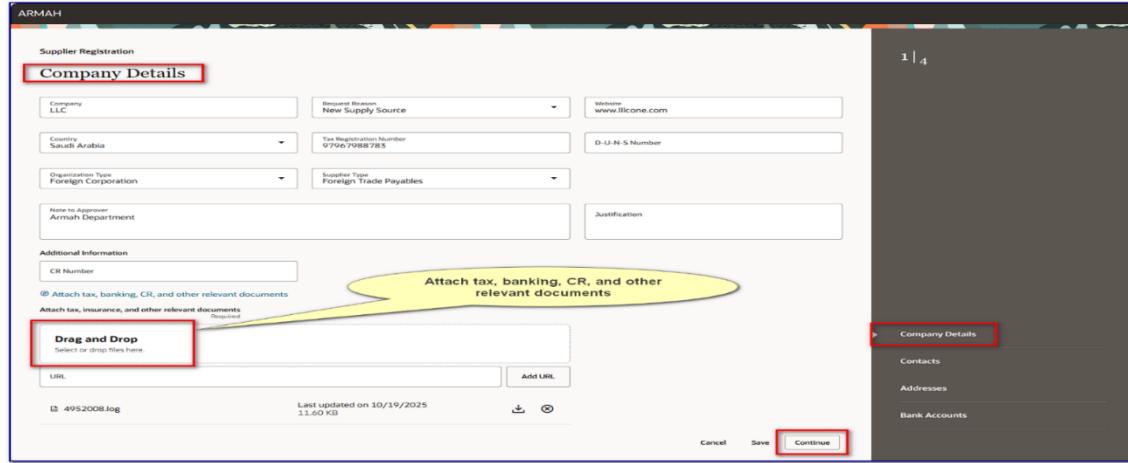
Get a new code

- 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



Supplier Registration

Company Details

Company: LLC
Business Name: New Supply Source
Website: www.llcone.com

Country: Saudi Arabia
Tax Registration Number: 079657988785
D-U-N-S Number:

Organization Type: Foreign Corporation
Supplier Type: Foreign Trade Payables

Note to Approver: Armaah Department
Justification:

Additional Information: CR Number

Attach tax, banking, CR, and other relevant documents
 Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here

URL: IS-495-2008.Jpg
Last updated on 10/19/2025
11.60 KB

Cancel Save **Continue**

1 | 4

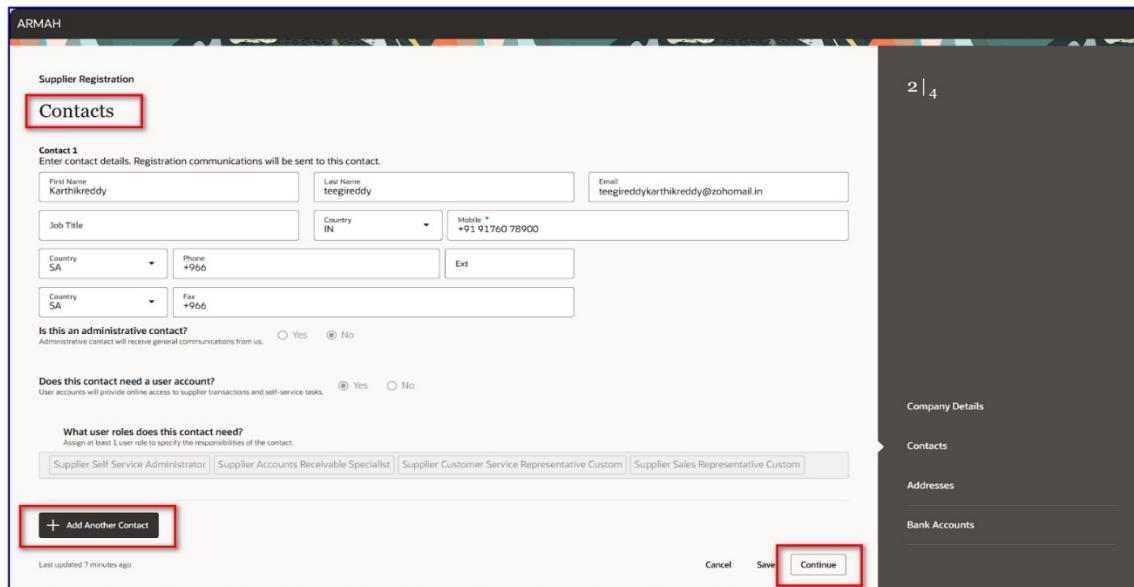
Company Details
Contacts
Addresses
Bank Accounts

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.



Supplier Registration

Contacts

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

First Name: Karthikreddy
Last Name: teegreddy
Email: teegreddykarthikreddy@zohomail.in

Job Title:
Country: IN
Mobile: +91 91760 78900

Country: SA
Phone: +966
Ext:

Country: SA
Fax: +966

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

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.
 Supplier Self Service Administrator Supplier Accounts Receivable Specialist Supplier Customer Service Representative Custom Supplier Sales Representative Custom

+ Add Another Contact

Last updated 7 minutes ago
Cancel Save **Continue**

2 | 4

Company Details
Contacts
Addresses
Bank Accounts

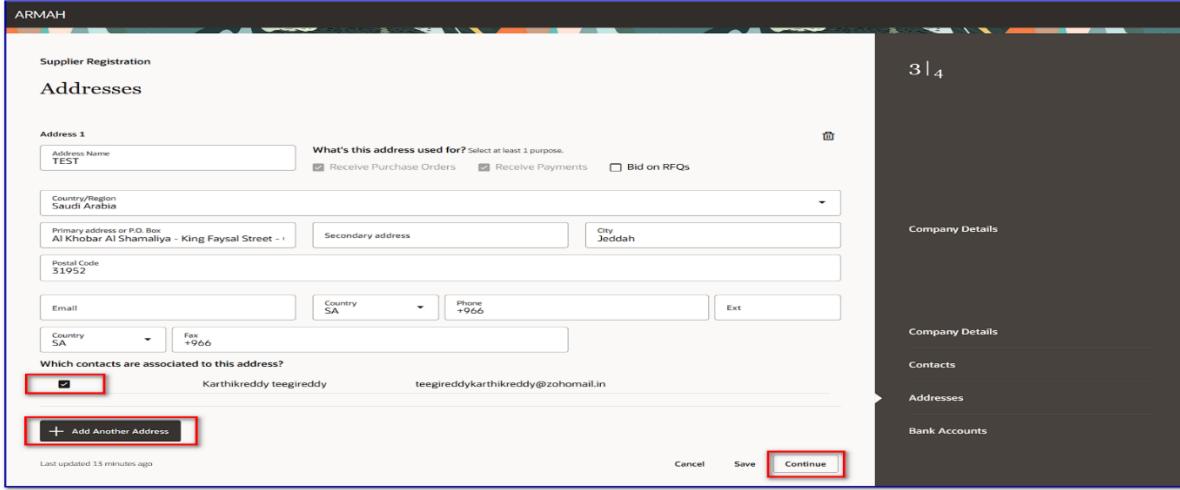


- Click on Continue to go to next section.

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.



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: 51952

Email:

Country: SA Phone: +966

Country: SA Fax: +966

Which contacts are associated to this address?

Karthikreddy teegreddy teegreddykarthikreddy@zohomail.in

+ Add Another Address

Last updated 15 minutes ago

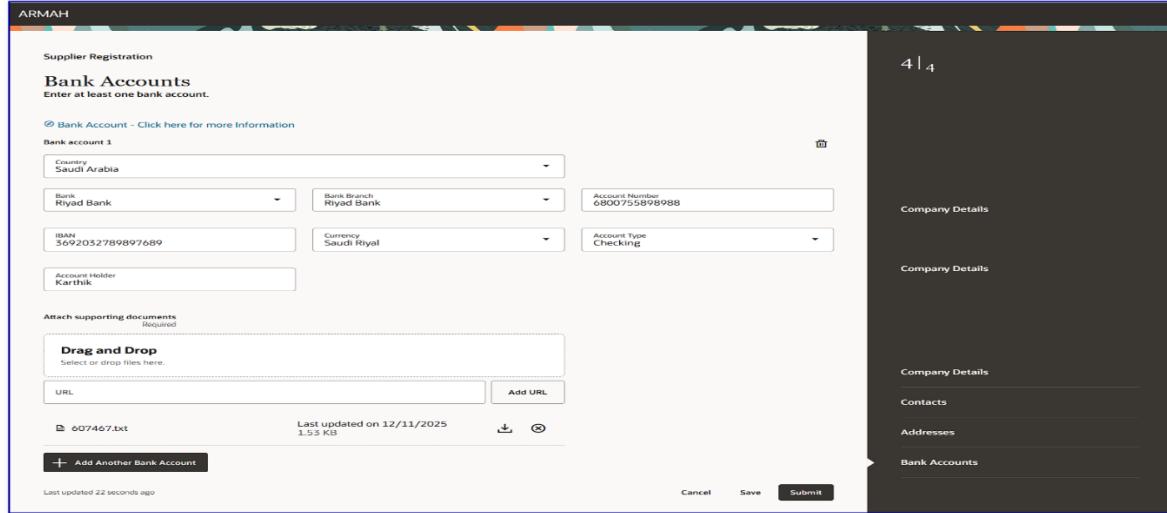
Cancel Save **Continue**

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**.



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 (Optional)

Drag and Drop
Select or drop files here.

URL: 607467.txt Last updated on 12/11/2025 1.55 KB

+ Add Another Bank Account

Last updated 22 seconds ago

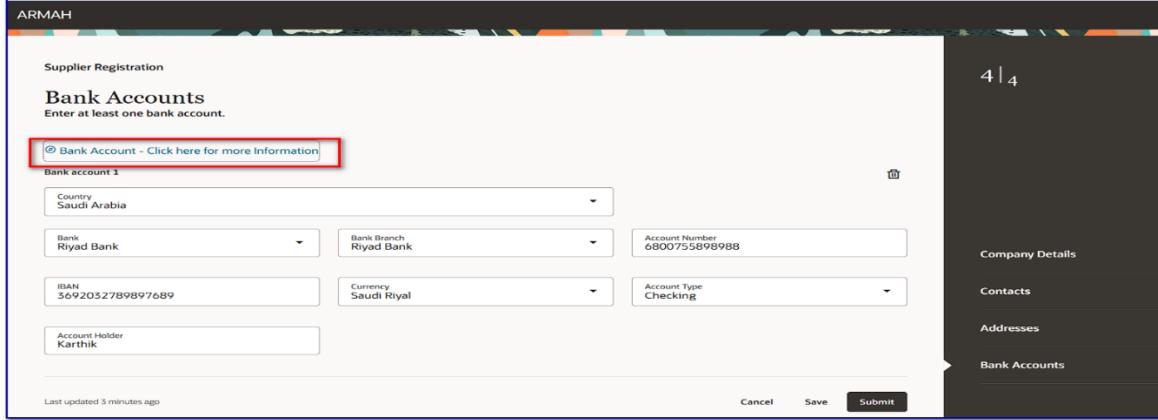
Cancel Save **Submit**

4 | 4

Company Details
Company Details
Company Details
Contacts
Addresses
Bank Accounts



- Click on **Bank Account** – [Click here for more information](#).



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 3692052789897689	Currency Saudi Riyal	Account Type Checking	
Account Holder Karthik			

Last updated 3 minutes ago

Cancel Save Submit

4 | 4

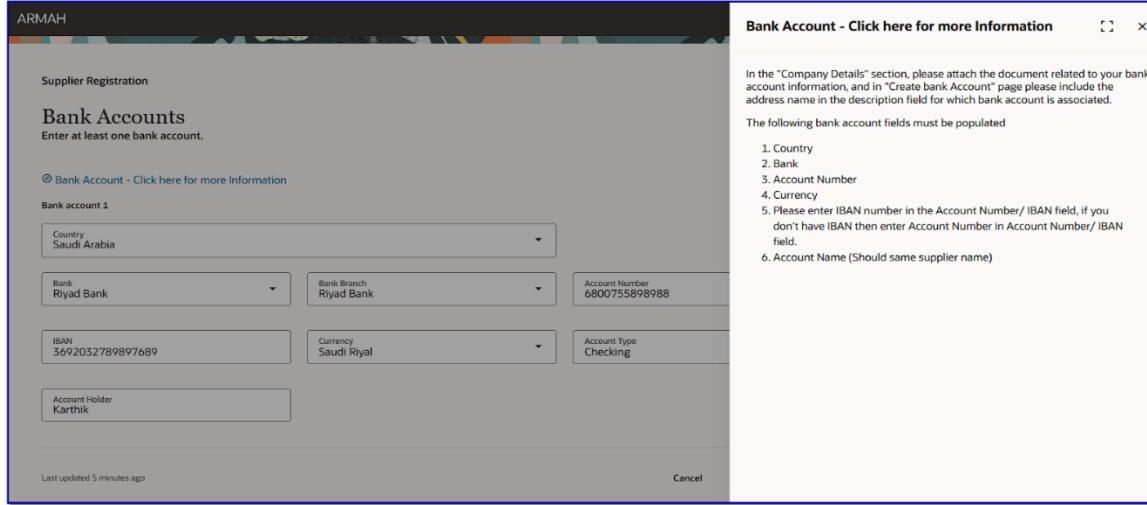
Company Details

Contacts

Addresses

Bank Accounts

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



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 3692052789897689	Currency Saudi Riyal	Account Type Checking	
Account Holder Karthik			

Last updated 3 minutes ago

Cancel

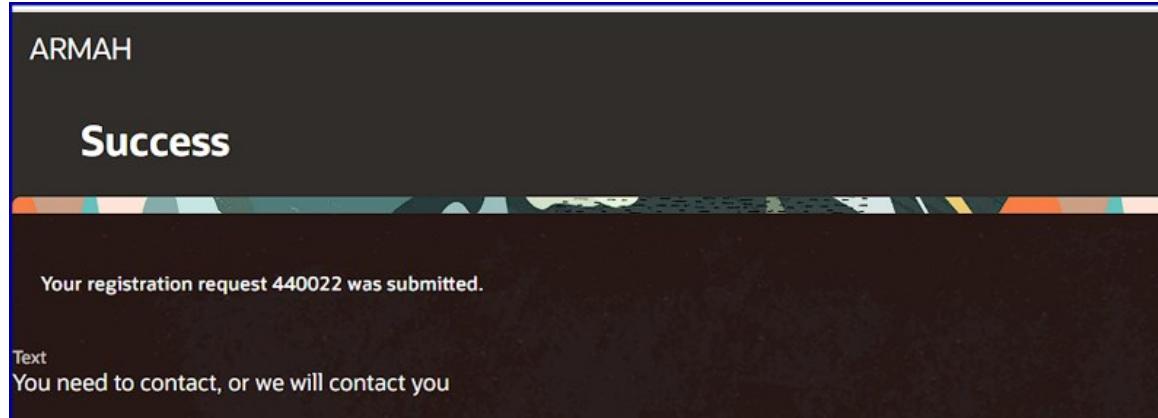
Bank Account - Click here for more Information

In the "Company Details" section, please attach the document related to your bank account information, and in "Create bank Account" page please include the address name in the description field for which bank account is associated.

The following bank account fields must be populated

1. Country
2. Bank
3. Account Number
4. Currency
5. Please enter IBAN number in the Account Number/ IBAN field, if you don't have IBAN then enter Account Number in Account Number/ IBAN field.
6. Account Name (Should same supplier name)

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



ARMAH

Success

Your registration request 440022 was submitted.

Text

You need to contact, or we will contact you