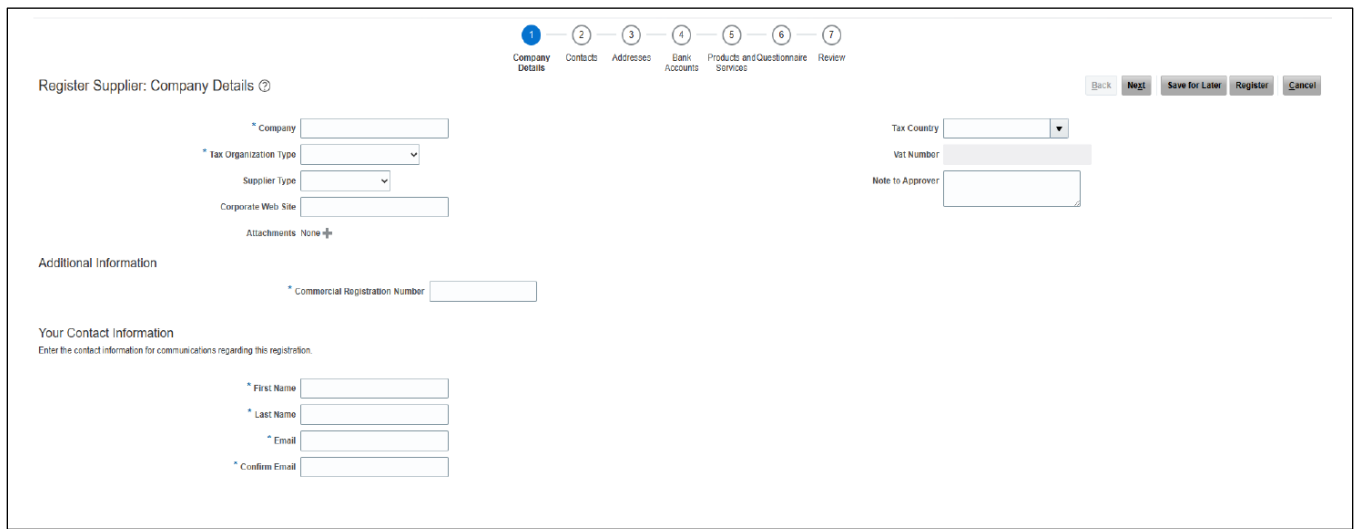


This guide outlines the steps and requirements for completing your supplier registration on the DTVHC Oracle ERP portal. Please read each section carefully and ensure all required documents are prepared in PDF format before you begin.

Registration Portal

1

Company Details



Fill in all required fields on the Company Details page. Fields marked with * are mandatory.

Item	Instructions
Company Name	Please enter the full legal name of your company as registered with the relevant government or regulatory authority. Ensure the name matches your official business documentation.
Tax Organization Type	Select the classification that best describes your company's tax status or legal structure (e.g., Corporation, Foreign Corporation, Foreign Government Agency, Foreign Individual, Foreign Partnership, Government Agency, Partnership, Individual). This information helps us determine your tax reporting and compliance requirements.
Supplier Type	Indicate the category that best describes the nature of your business in relation to the goods or services you provide (e.g., Supplier, Contractor, Subcontractor, Carrier...). This helps us classify your company correctly in our procurement system.



Corporate Website	Provide the URL of your company's official website. This should be a valid and active web address where we can learn more about your company's profile, products, or services. If your company does not have a website, please indicate "N/A."
Contact Information	Provide full contact details of your company's primary point of contact. This should include the contact person's first and last name and email address. Ensure the information is accurate and up to date, as we will use it for all official communications.
Tax Country	Specify the country where your company is legally registered for tax purposes. This is typically the country where your business is headquartered and pays taxes.
VAT Number	Enter your company's Value Added Tax (VAT) number as issued by the tax authority in your tax country. This number is required for tax identification and invoicing purposes. If your company is not registered for VAT, please indicate "N/A."
Commercial Registration Number	Enter your company's Commercial Registration (CR) number as issued by the Ministry of Commerce or equivalent authority. This is a mandatory field.

1

2

3

4

5

6

7

Company Details

Contacts

Addresses

Bank Accounts

Products and Questionna...

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Company Details ?

* Company

ABC Company

* Tax Organization Type

Corporation

Supplier Type

Materials & Services

Corporate Web Site

www.abc.sa

Tax Country

Saudi Arabia

Vat Number

300501234500003

Note to Approver

Attachments

None

Additional Information

* Commercial Registration Number

1234567890

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

Mohammed

* Last Name

Abdullah

* Email

Mohammed@abc.com

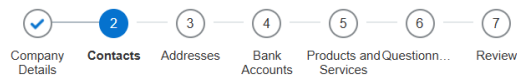
* Confirm Email

Mohammed@abc.com

Step #	Process Name
1	Click Next or select the next numbered circle to proceed to the Contacts step. Ensure all mandatory fields (*) are completed before proceeding. Required Attachments: - Commercial Registration (CR), VAT Certificate, Zakat Certificate, GOSI Certificate, Saudization Certificate, Membership Certificate of the Chamber of Commerce. - IBAN Certificate. If unavailable, provide a signed document confirming that the certificate is not applicable or unavailable. - Signed letter on the vendor's official letterhead confirming the designated bank account for all payments from DTVHC, including the bank account details. ⚠ Important: The bank letter must explicitly state that the account is designated for receiving all payments from DTVHC, or include equivalent wording to that effect.

2 Contacts

Enter at least one contact. The contact information provided here will be used for all communications regarding this registration.



Register Supplier: Contacts ?

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Enter at least one contact.

Actions View Format + Create **Edit** Delete Freeze Detach Wrap

Name	Job Title	Email	Mobi	Administrative Contact	Request User Account	Edit	Delete
Abdullah, Mohammed		Mohammed@abc.com		✓	✓		

Columns Hidden 6

Edit Contact: Mohammed Abdullah

Salutation

* First Name

Middle Name

* Last Name

Job Title

☒ Administrative contact

Phone

Mobile

Fax

* Email

Fill the required information

Additional Information

Authorized To Sign ☐

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 invo...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

OK Cancel

Step #	Process Name
1	Enter the contact person's First Name, Last Name, and Email address
2	Fill in the required information including Job Title and phone number
3	Click Next to proceed to the Addresses step

3 Addresses

Enter at least one address. The address will be used for ordering, remittance, and RFQ communications.

Register Supplier: Addresses

Enter at least one address.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete								
Create Address * Address Name: Main Office * Country: Saudi Arabia * Address Line 1 or P.O. Box: P.O. Box 123 Address Line 2: ABC Commercial Bldg. * City: Dhahran Postal Code: 12345 * Address Purpose: ☒ Ordering ☒ Remit to ☒ RFQ or Bidding Phone: 966 [] [] [] Fax: 966 [] [] [] Email: [] [] [] [] [] [] Fill the required information Address Contacts Select the contacts that are associated with this address. Actions View Format X Freeze Detach Wrap Remove Select and Add Click Actions and then Select and Add to link the contact Columns Hidden 4 Address Contacts Select the contacts that are associated with this address. Actions View Format X Freeze Detach Wrap No data to display. Columns Hidden 4 Select and Add: Contacts Search Name [] Job Title [] Search Reset View Format Wrap <table border="1"> <thead> <tr> <th>Name</th> <th>Job Title</th> <th>Email</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>Abdullah, Mohammed</td> <td>Sales Manager</td> <td>Mohammed@a...</td> <td></td> </tr> </tbody> </table> Rows Selected 1 Columns Hidden 1 Apply OK Cancel Create Another OK Cancel						Name	Job Title	Email	Phone	Abdullah, Mohammed	Sales Manager	Mohammed@a...	
Name	Job Title	Email	Phone										
Abdullah, Mohammed	Sales Manager	Mohammed@a...											

Address Name	Provide a name or label for this address (e.g., Main Office, Riyadh Branch).
Country	Select the country where this address is located. Defaults to Saudi Arabia.
Address Line 1 / P.O. Box	Enter the street address or P.O. Box number. This is a mandatory field.
City	Enter or select the city. This is a mandatory field.
Postal Code	Enter the postal/ZIP code for this address.
Address Purpose	Select all applicable purposes: Ordering, Remit to, and/or RFQ or Bidding. At least one must be selected.

Phone / Fax / Email

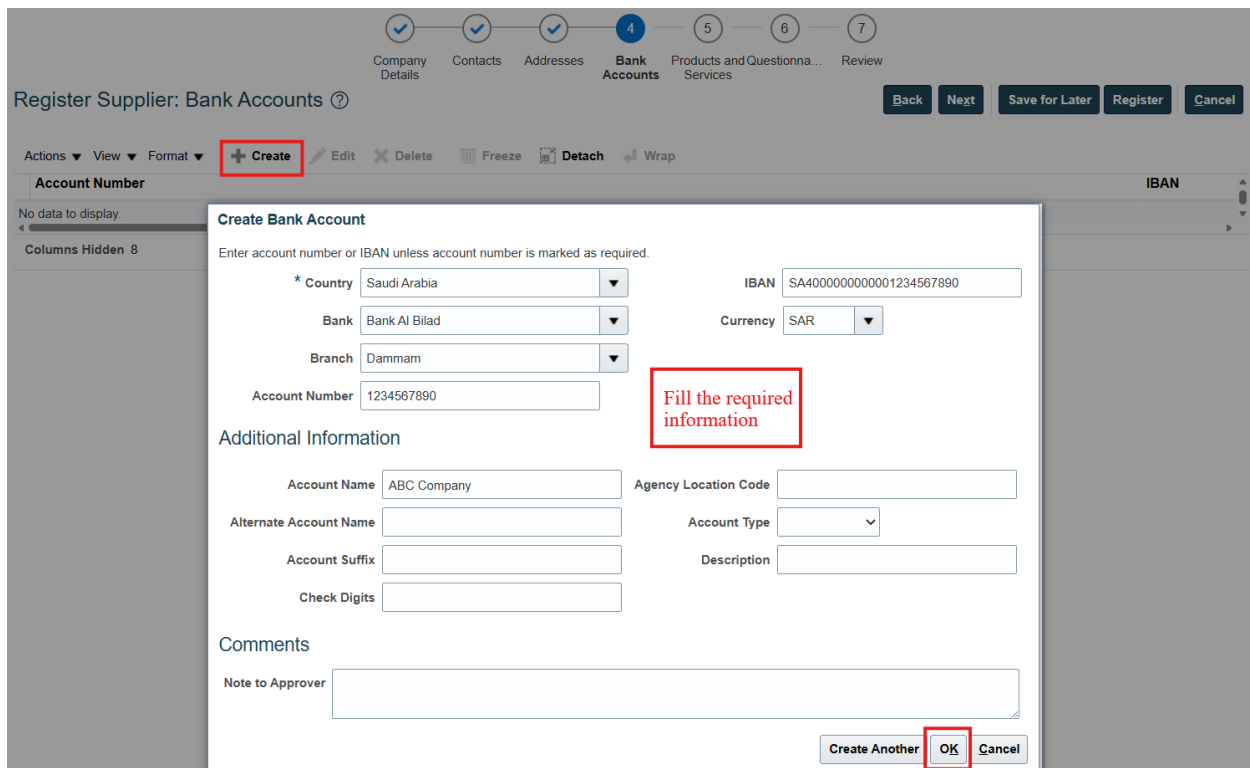
Select and add contact details associated with this address for correspondence purposes.

Step #	Process Name
1	Click the + Create button to open the address form
2	Fill in all required fields marked with *
3	Check the appropriate Address Purpose checkboxes (Ordering, Remit to, RFQ or Bidding)
4	Click OK to save the address, then click Next to proceed

4

Bank Accounts

Enter at least one bank account. The account holder name must match the Commercial Registration.



The screenshot shows the 'Register Supplier: Bank Accounts' form. At the top, a progress bar indicates the current step is 'Bank Accounts' (Step 4). The form includes a 'Create Bank Account' modal window. The modal has the following fields:

- Country:** Saudi Arabia (dropdown)
- Bank:** Bank Al Bilad (dropdown)
- Branch:** Dammam (dropdown)
- Account Number:** 1234567890 (text input)
- IBAN:** SA4000000000001234567890 (text input)
- Currency:** SAR (dropdown)
- Additional Information:**
 - Account Name:** ABC Company (text input)
 - Agency Location Code:** (text input)
 - Alternate Account Name:** (text input)
 - Account Type:** (dropdown)
 - Account Suffix:** (text input)
 - Description:** (text input)
 - Check Digits:** (text input)
- Comments:**
 - Note to Approver:** (text input)

At the bottom of the modal, there are three buttons: 'Create Another', 'OK' (highlighted with a red box), and 'Cancel'.

Country	Select the country where the bank is located.
Bank	Select your bank from the dropdown list.
Branch	Select the specific bank branch.
Account Number	Enter your bank account number. This is a mandatory field.
IBAN	Enter your International Bank Account Number (IBAN). Required for Saudi banks.
Currency	Select the account currency (e.g., SAR for Saudi Riyal).
Account Name	Enter the account holder name exactly as it appears on your Commercial Registration.

Step #	Process Name
1	Click the + Create button to open the bank account form
2	Select the Country, Bank, and Branch from the dropdown menus
3	Enter the Account Number and IBAN
4	Enter the Account Name (must match CR exactly)
5	Click OK to save, then Next to proceed



5

Products and Services

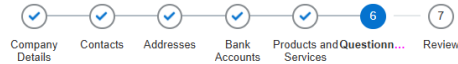
Select at least one product or service category that describes the goods or services your company provides.

Step #	Process Name
1	Click the Select and Add button to open the category selection dialog
2	Search by Category Name or browse the alphabetically sorted list
3	Select the checkbox next to each applicable category
4	Click Apply, then OK to confirm your selections
5	Click Next to proceed to the Questionnaire step

6

Questionnaire

Complete all required questions in the registration questionnaire. All fields marked with * are mandatory.



Register Supplier: Questionnaire

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Attachments: None

Section

1. Registration Question

Questions

Registration Question (Section 1 of 1)

* 1. Do you have GOSI Certificate?
if yes , attach it
☐ a. Yes
☐ b. No

* 2. Do you have saudization certificate
if yes , attach it
☐ a. yes
☐ b. no

* 3. Kindly attach bank letter
specify which IBAN number will be used

* Response Attachments: None

* 4. Do you have zakat certificate
if yes ,attach it
☐ a. yes
☐ b. no

* 5. Do you have VAT Number
☐ a. Yes
☐ b. no

* 6. your Banking Credit References

Fill the questionnaire

Banking Credit References	Provide your banking credit references. Attach a document identifying who is responsible for signing on behalf of your company.
CR Number	Enter your Commercial Registration (CR) number and attach the CR certificate.
Saudization References	Provide your Saudization (Nitaqat) certificate reference number and attach the certificate.
Banking Letter References	Attach the bank letter on company letterhead designating the IBAN and account to be used for all payments from DTVHC.

Step #	Process Name
1	Answer all questions in Section 1 (registration) of the questionnaire

2	Attach required supporting documents using the Response Attachments option for each question
3	Add any additional comments in the Comments field where applicable
4	Click Next to proceed to the Review step

7 Review and Register

Review all entered information before submitting. Use the Back button to return to any section to make corrections.

Review and Register

Review Supplier Registration: ABC Company ?

Company Details Contacts Addresses Bank Accounts Products and Questionn... **Review**

Back Next Save for Later **Register** Cancel

Company Details

Company ABC Company Tax Country Saudi Arabia

Tax Organization Type Corporation Vat Number 300501234500003

Supplier Type Materials & Services Note to Approver

Corporate Web Site www.abc.sa

Additional Information

Commercial Registration Number 1234567890

Step #	Process Name
1	Verify all Company Details are correct (Company Name, Tax Organization Type, VAT Number, CR Number)
2	Confirm Contact information, Addresses, and Bank Account details are accurate
3	Review your selected Products and Services categories
4	Verify all Questionnaire responses and attachments are complete
5	Click the Register button to submit your registration to DTVHC for approval

After Submission

Once submitted, your registration request will be reviewed by the DTVHC Procurement team. You will be notified via email once your registration has been approved or if additional information is required. For any queries, please contact the Procurement team directly.