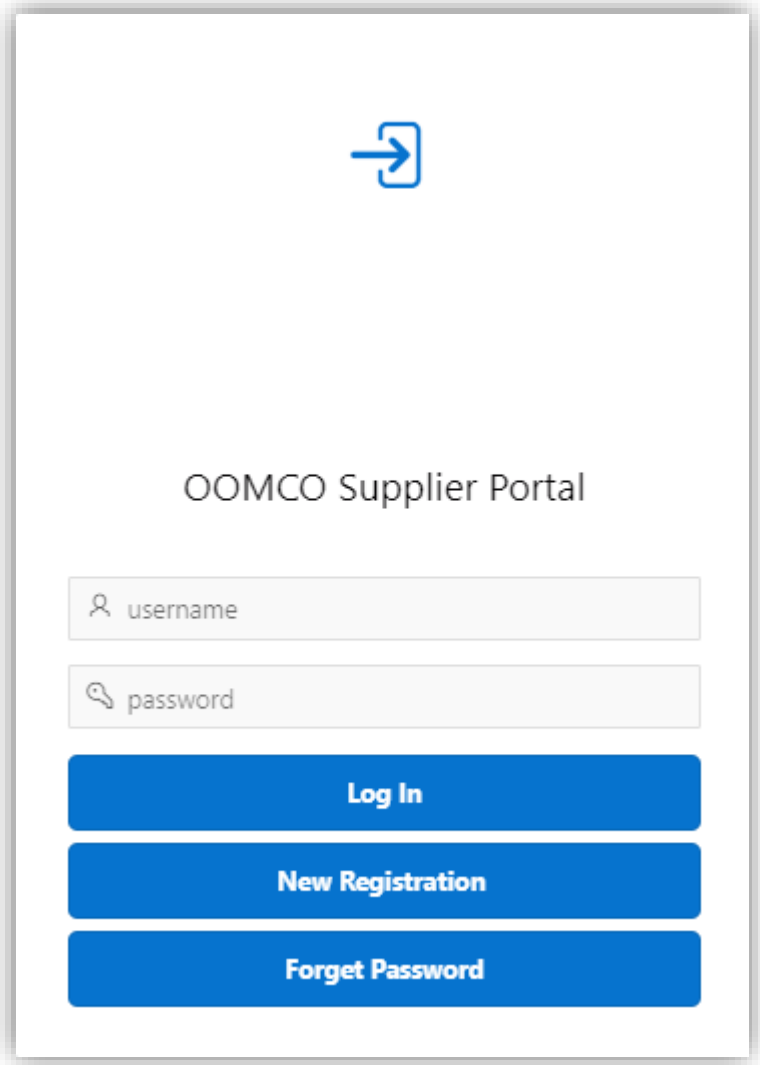
# OOMCO Supplier Portal Manual




ABSTRACT

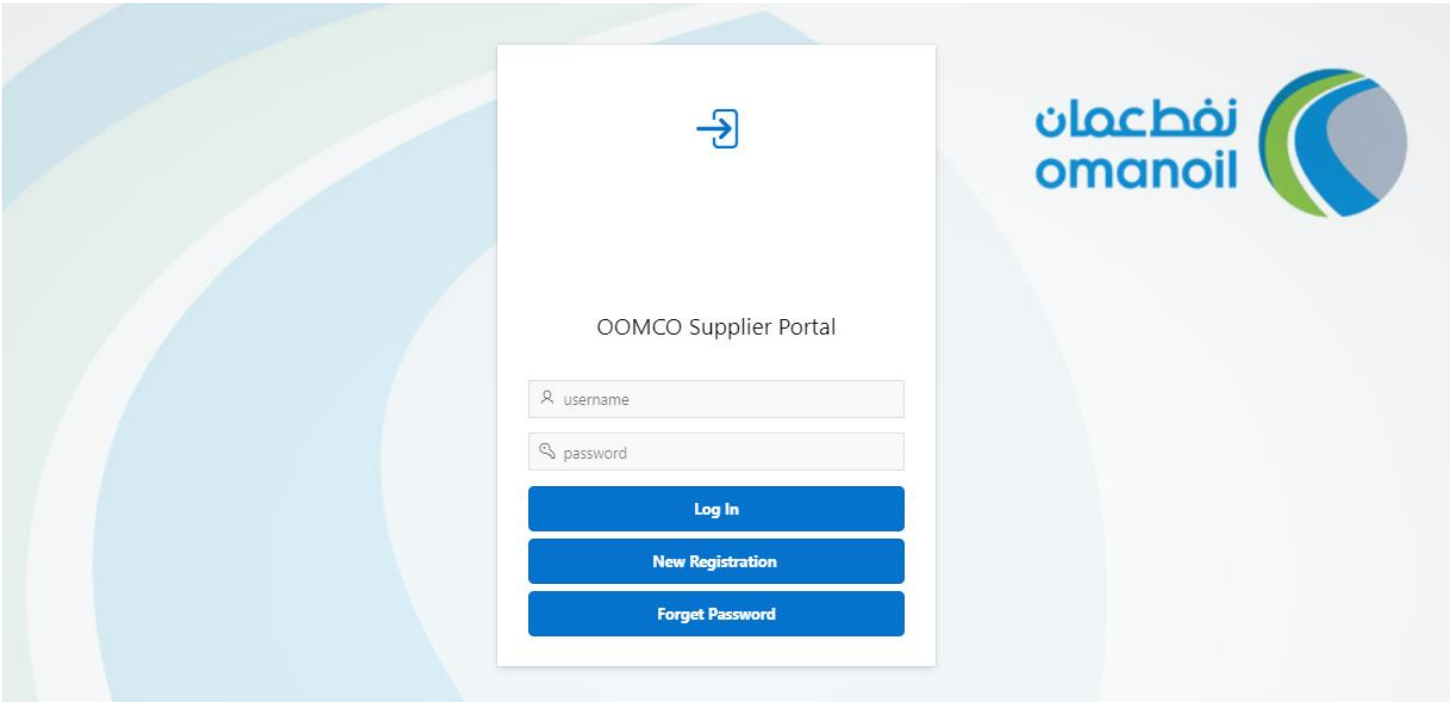
OOMCO has developed this Application to facilitate the Process of New registration, RFQ Receiving, Submission of Quotations and Awarding for the suppliers.

| Contents |
| --- |
| New Supplier Registration Process |
| RFQ Confirmation Process |
| Quotation Creation Process |
| Clarification |
| Awarding Process |

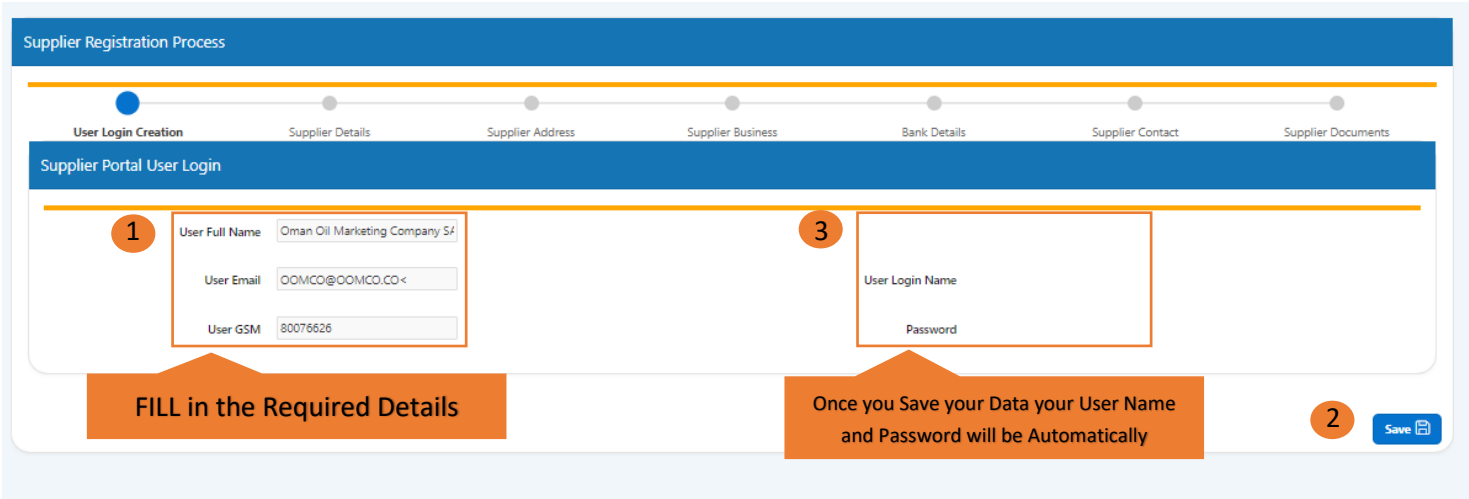
**Direct Application URL:** https://cloudapp.oomco.com/ords/apexdb1/f?p=118

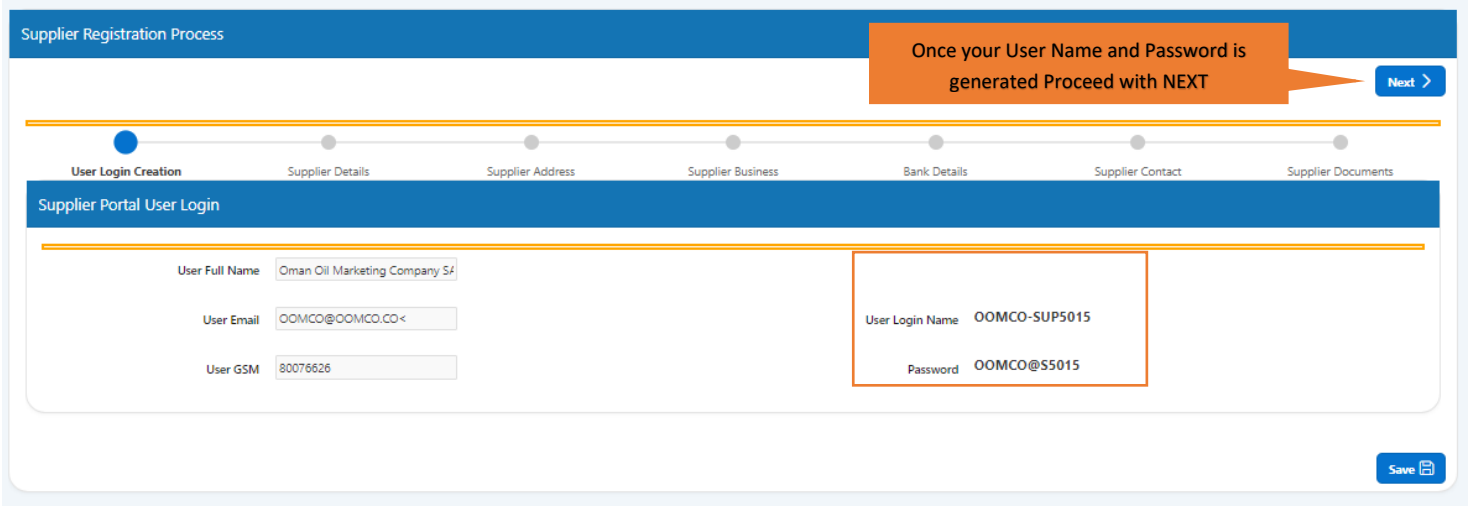
- **Supplier Registration Process**

1. **Login Screen:**

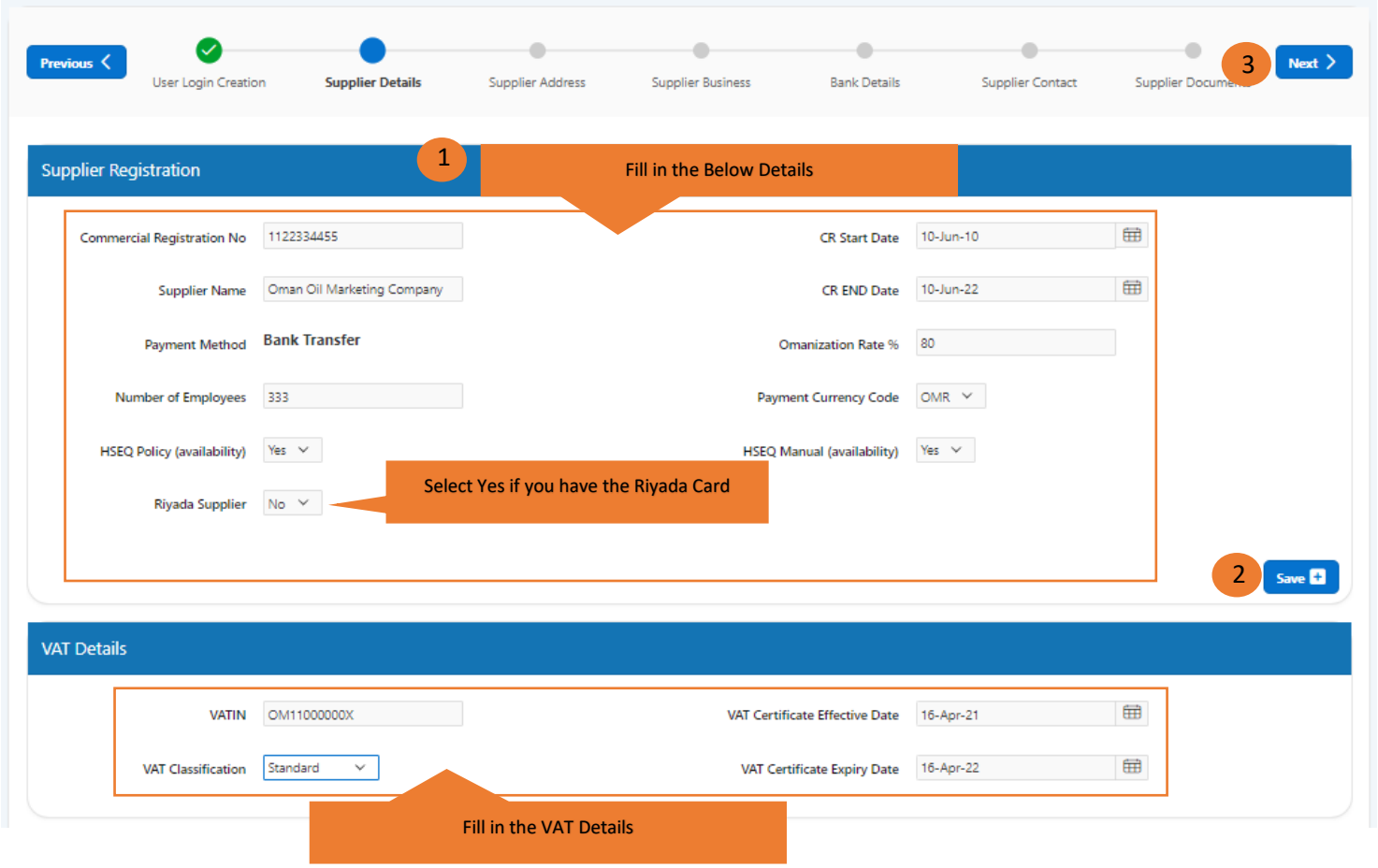



2. **User Login Creation Screen:**

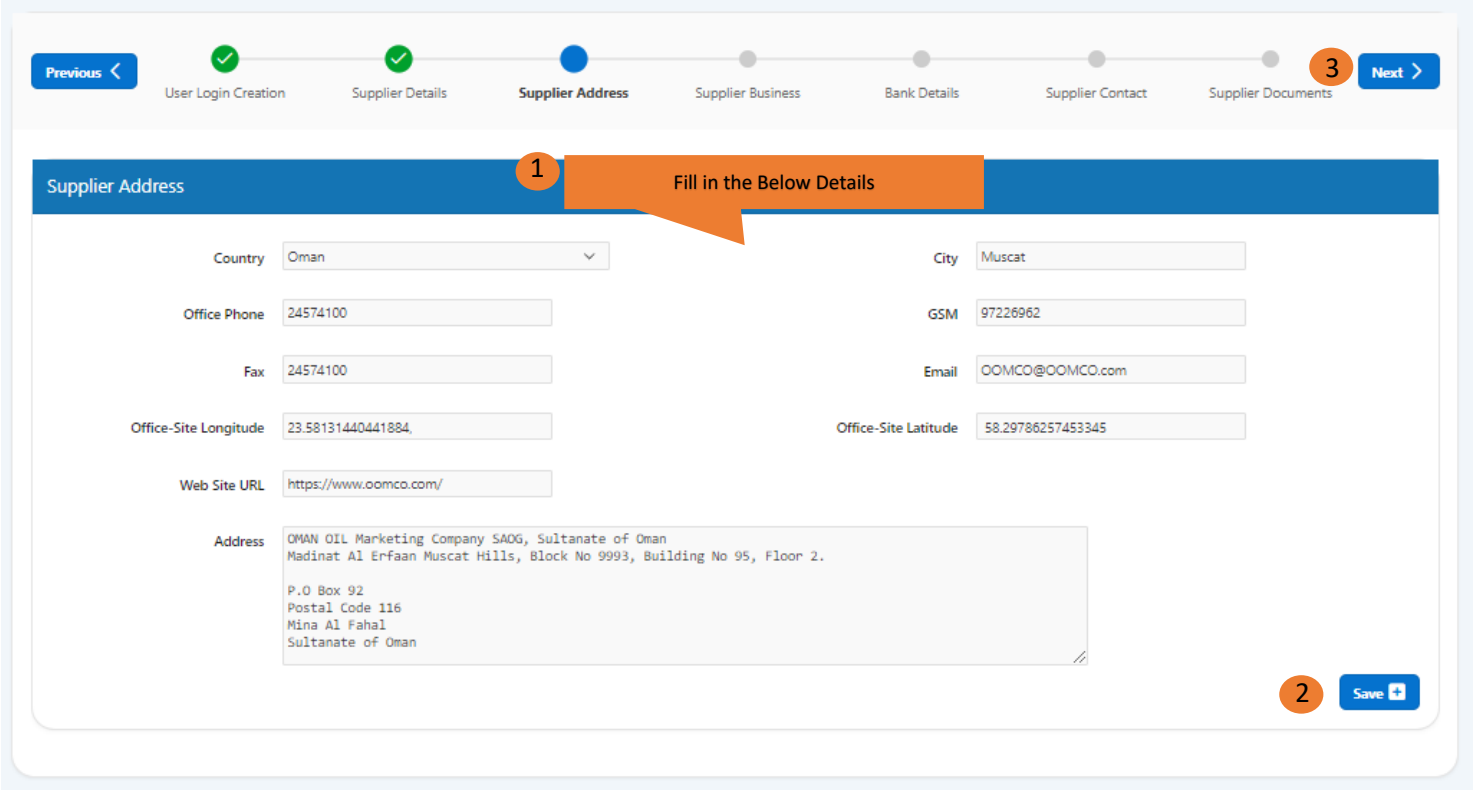




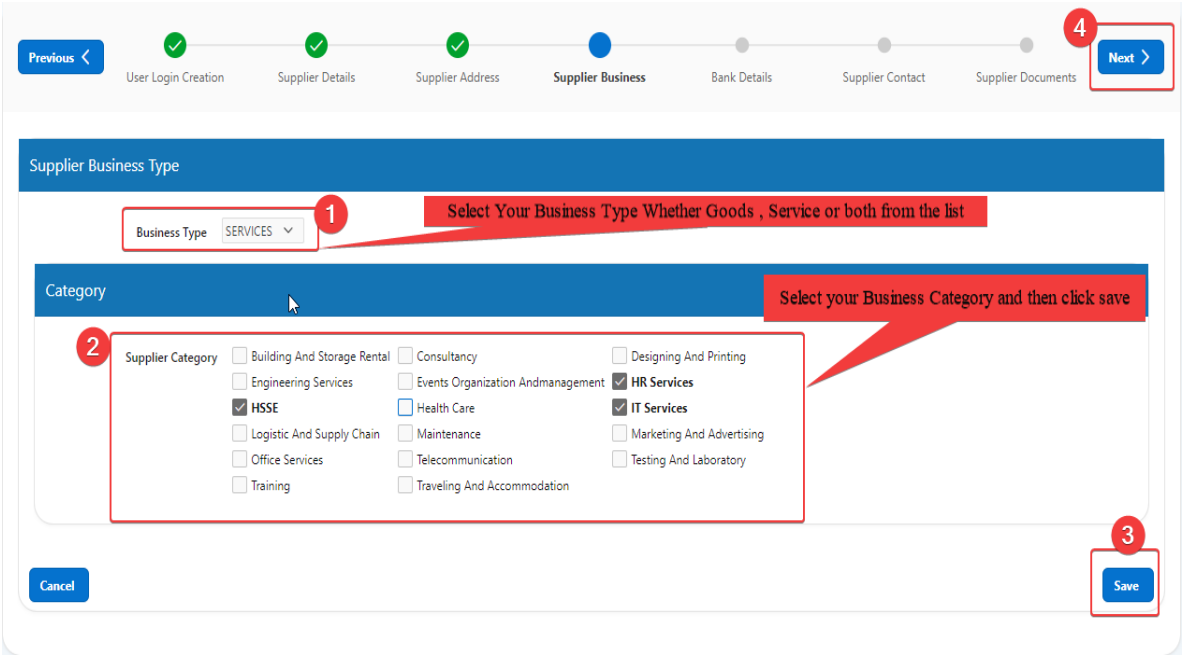

## 3. Supplier Details Screen:



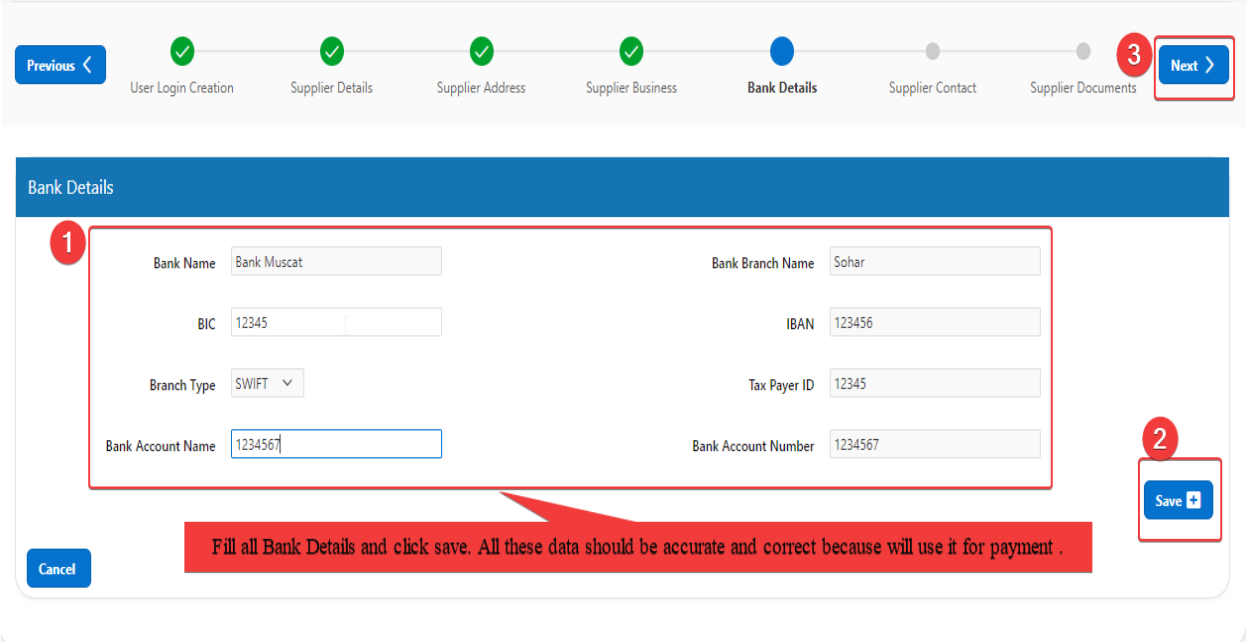
## 4. Supplier Address Screen:



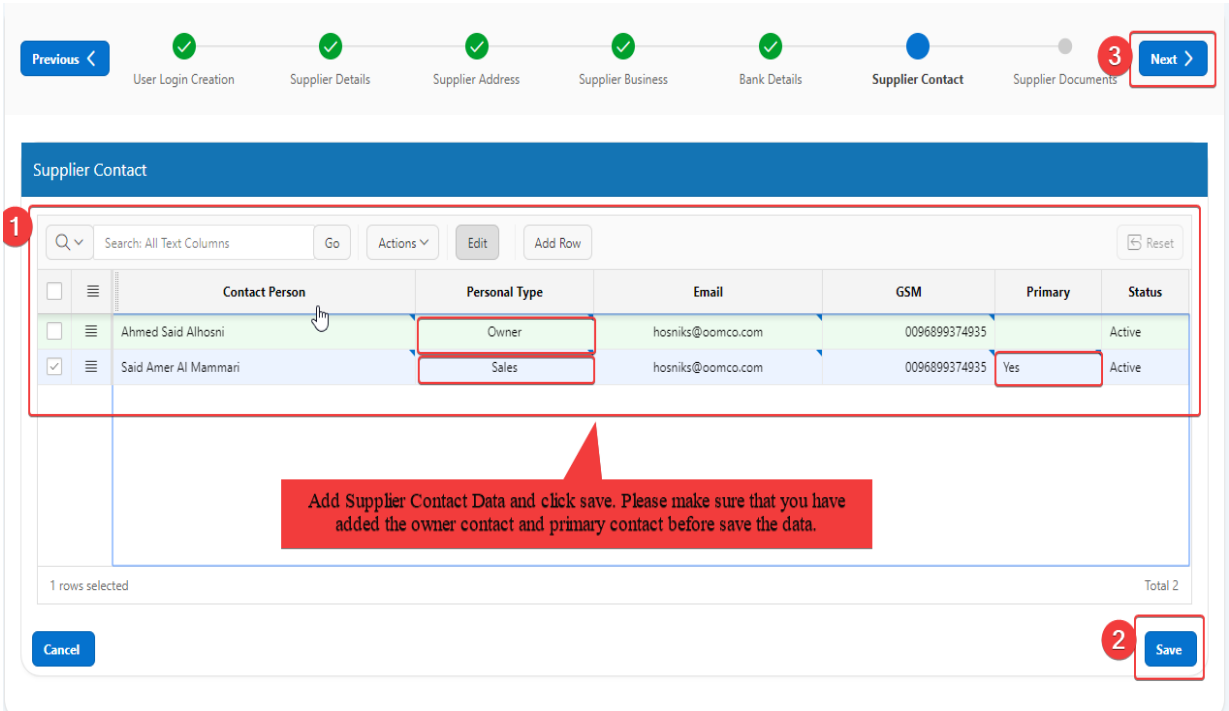

## 5. Supplier Business Screen:



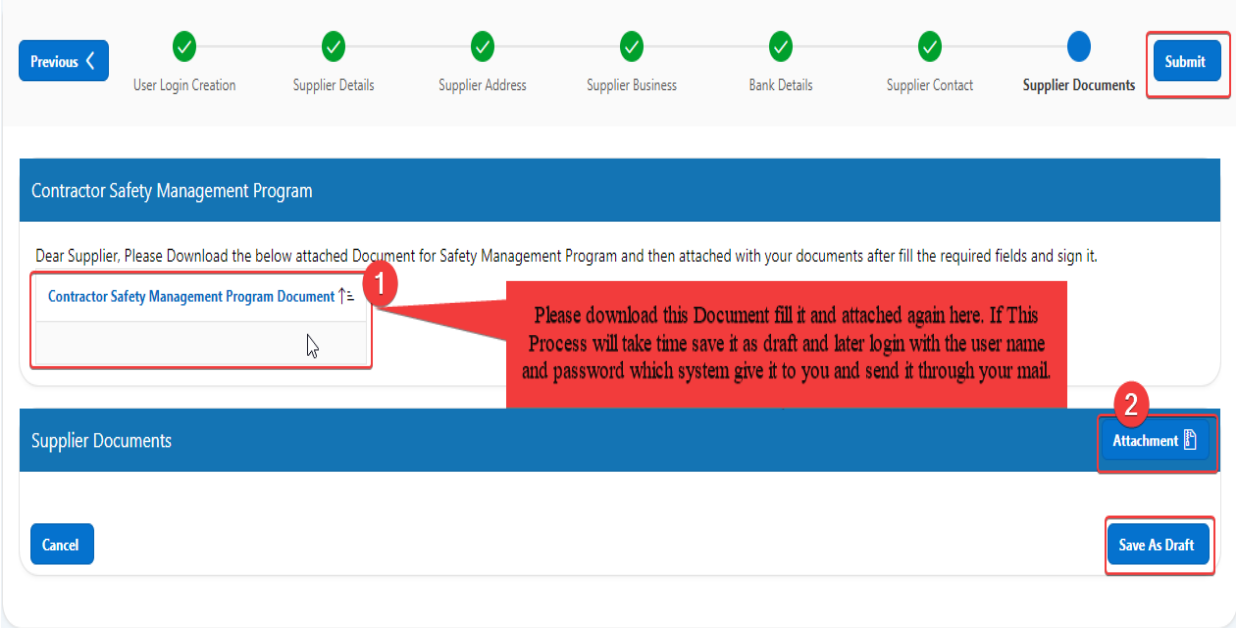
## 6. Supplier Bank Details Screen:

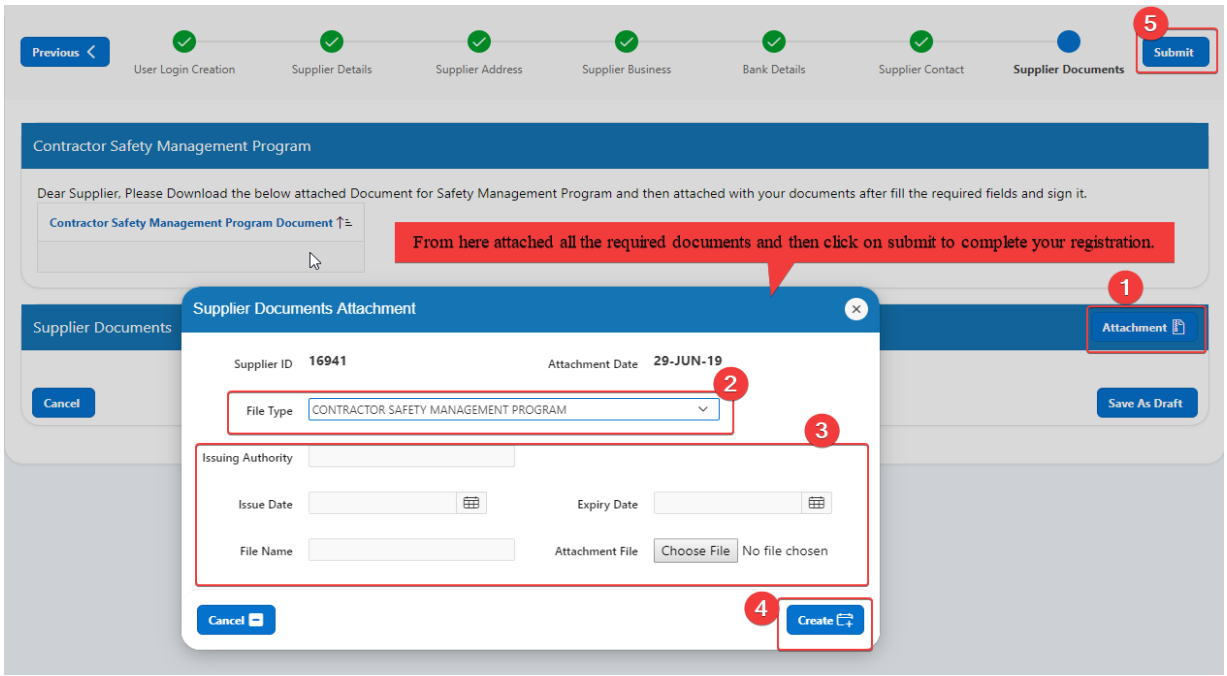


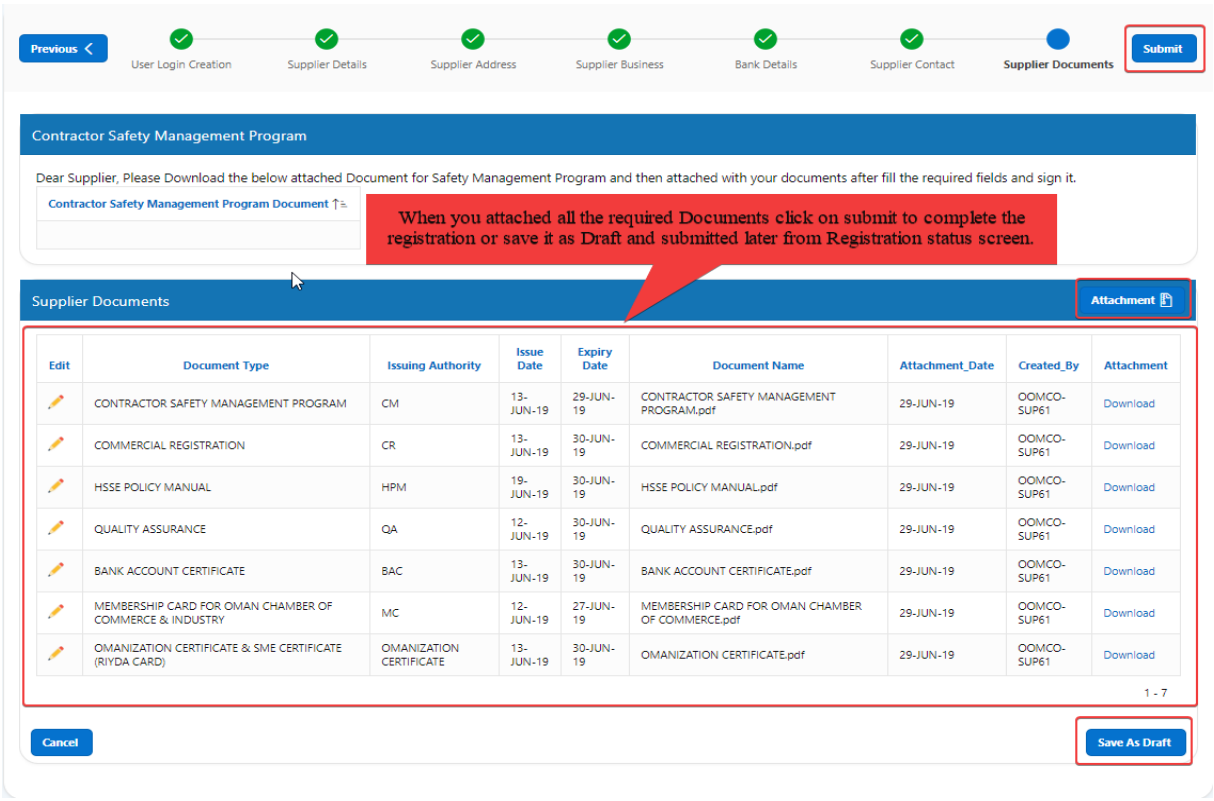

## 7. Supplier Contact Screen:



## 8. Supplier Documents Screen:




Previous
User Login Creation
Supplier Details
Supplier Address
Supplier Business
Bank Details
Supplier Contact
Supplier Documents
Submit
Contractor Safety Management Program
Dear Supplier, Please Download the below attached Document for Safety Management Program and then attached with your documents after fill the required fields and sign it.
Contractor Safety Management Program Document
When you attached all the required Documents click on submit to complete the registration or save it as Draft and submitted later from Registration status screen.
Supplier Documents
Attachment
Edit
Document Type
Issuing Authority
Issue Date
Expiry Date
Document Name
Attachment_Date
Created_By
Attachment
CONTRACTOR SAFETY MANAGEMENT PROGRAM
CM
13-JUN-19
29-JUN-19
CONTRACTOR SAFETY MANAGEMENT PROGRAM.pdf
29-JUN-19
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BAC
13-JUN-19
30-JUN-19
BANK ACCOUNT CERTIFICATE.pdf
29-JUN-19
OOMCO-SUP61
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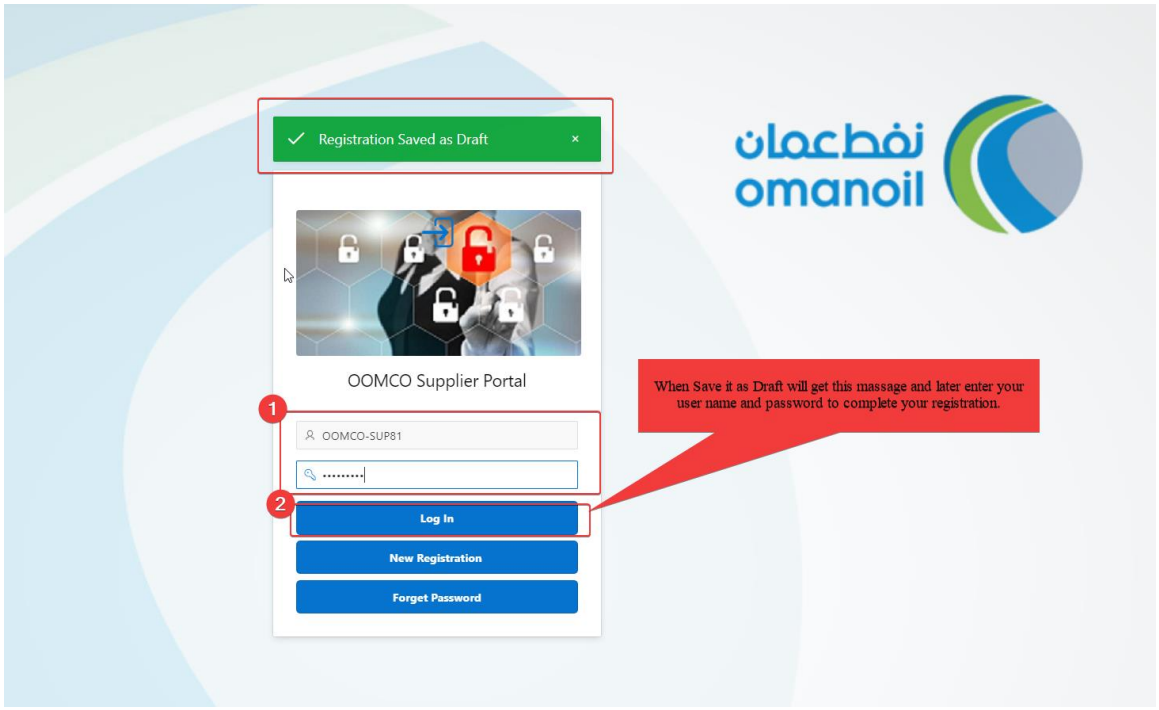
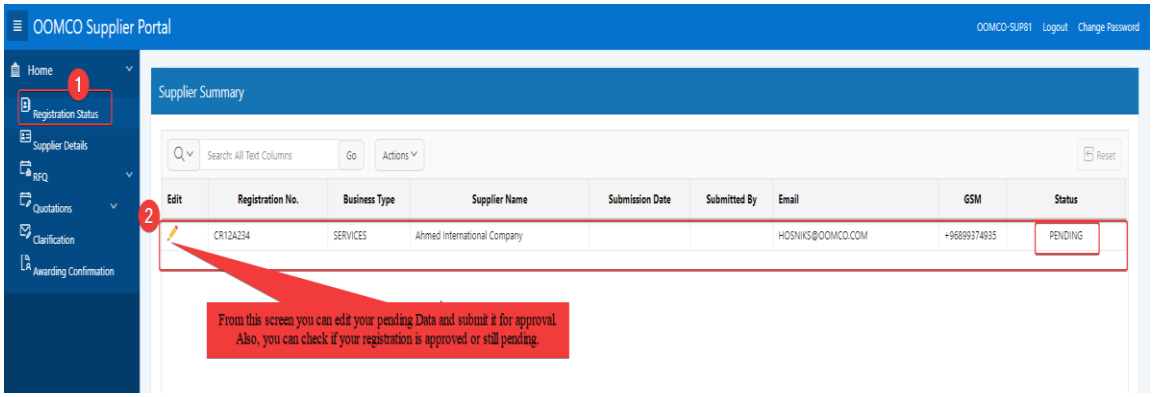
MC
12-JUN-19
27-JUN-19
MEMBERSHIP CARD FOR OMAN CHAMBER OF COMMERCE.pdf
29-JUN-19
OOMCO-SUP61
Download
OMANIZATION CERTIFICATE & SME CERTIFICATE (RIYDA CARD)
OMANIZATION CERTIFICATE
13-JUN-19
30-JUN-19
OMANIZATION CERTIFICATE.pdf
29-JUN-19
OOMCO-SUP61
Download
1 - 7
Cancel
Save As Draft

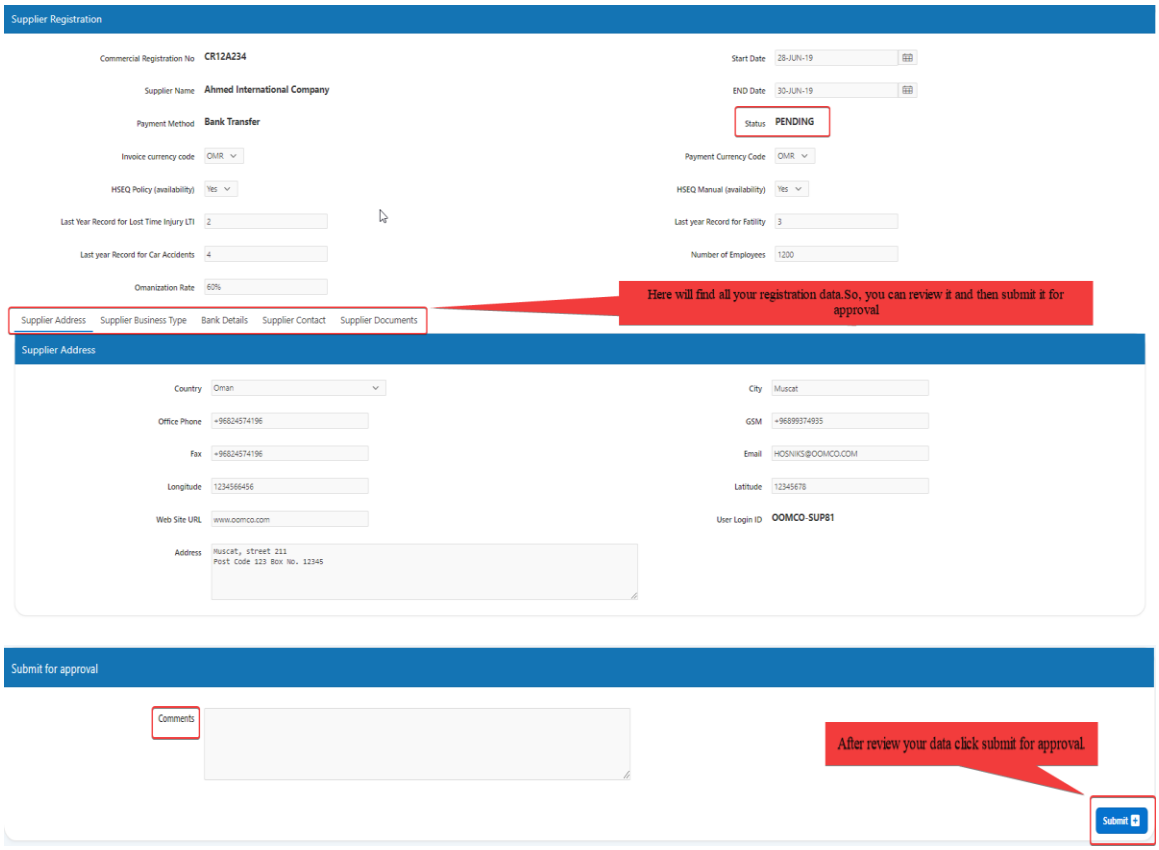
## Login Screen Display after Saved as Draft:



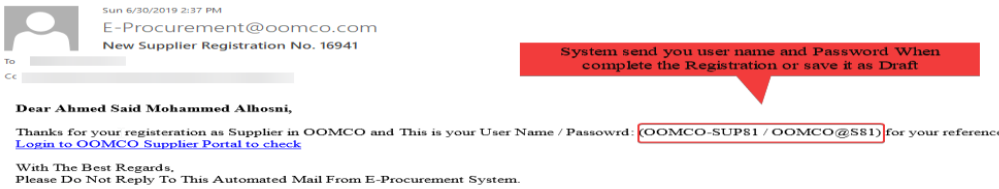

## Registration Status Screen for New Registration and Supplier data changes:



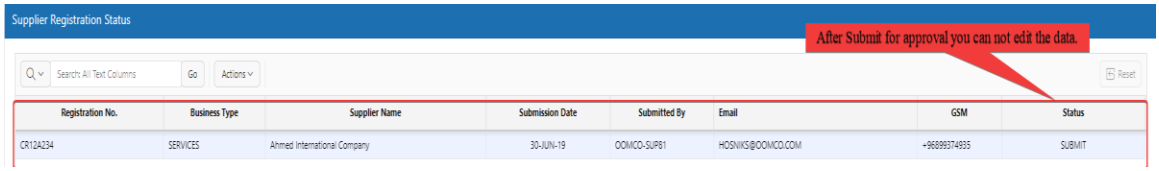
**Supplier Registration Data Screen for New Registration and Supplier data changes which is pending for approval:**




**After Complete the Registration system send Auto Mail for you with User name and password like below:**

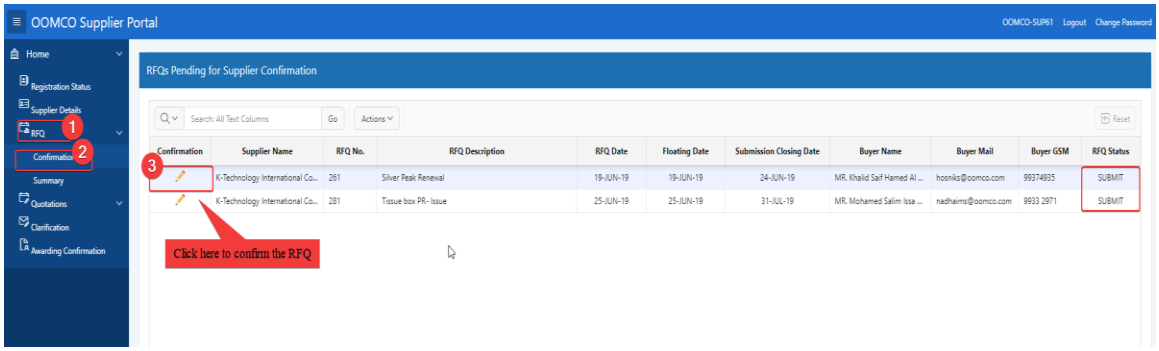


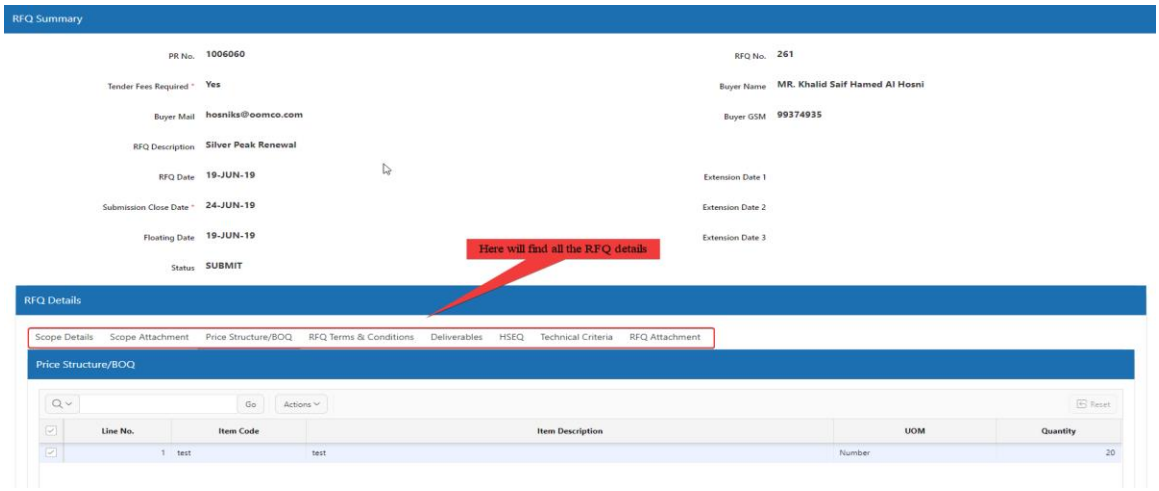

**Supplier Registration Status Screen:**

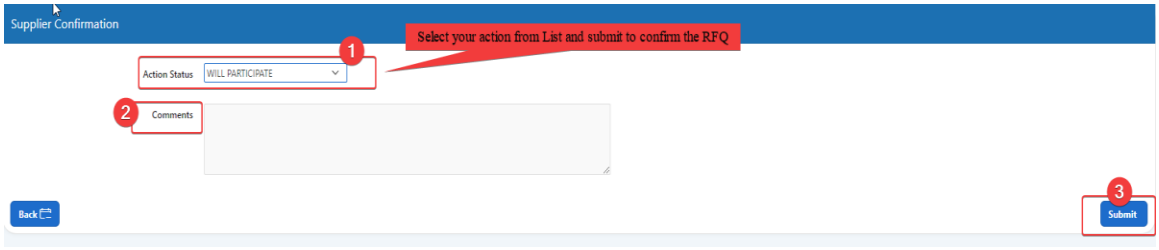



- **RFQ Process**

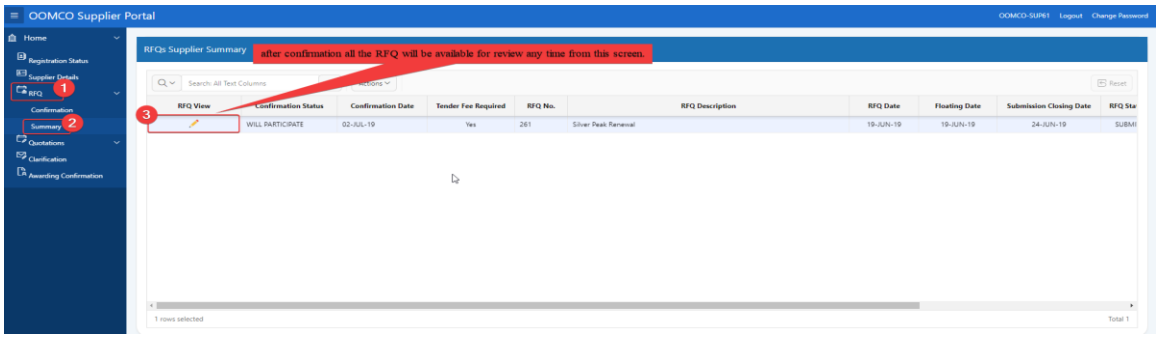
## 1. RFQ Confirmation Screen:



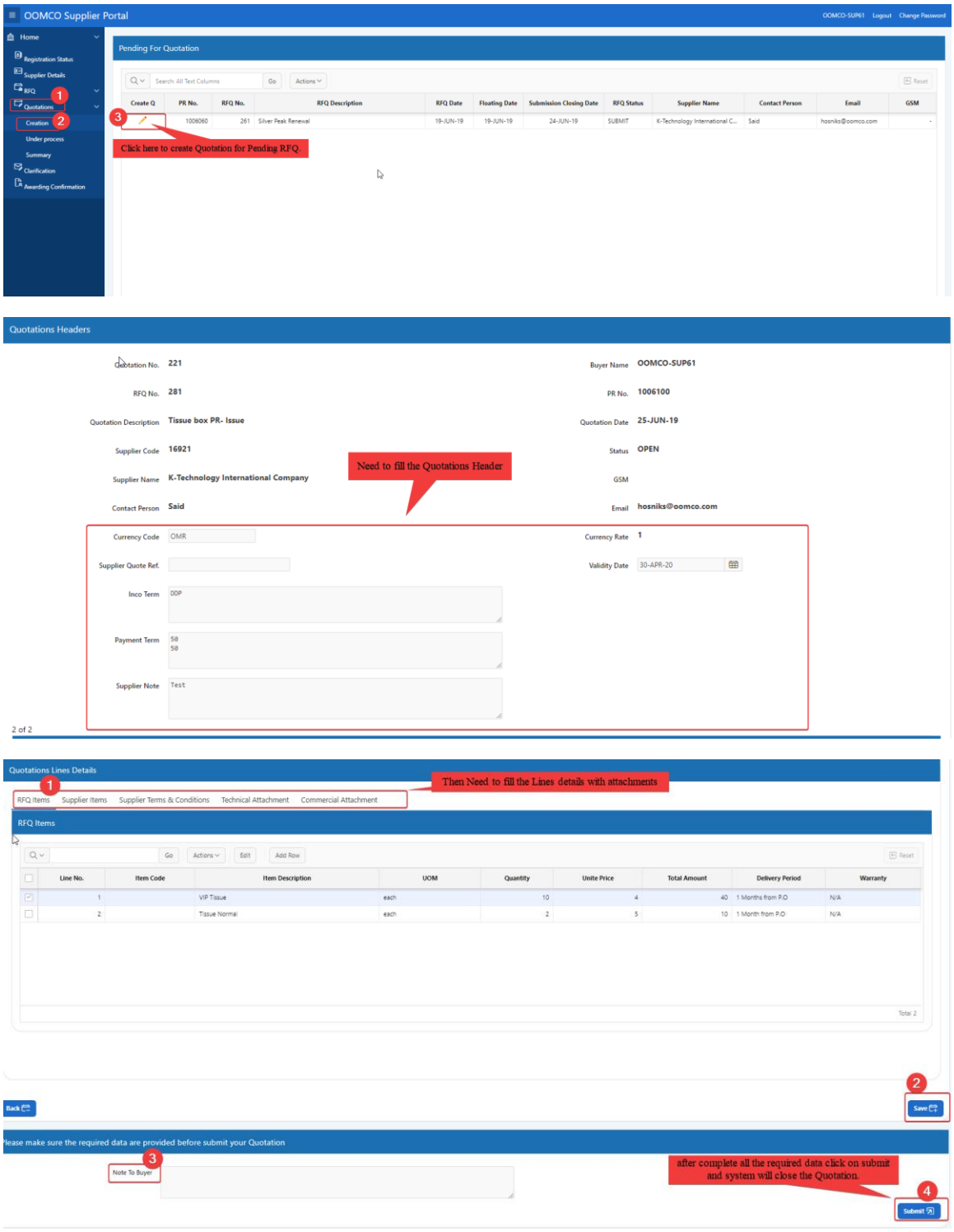




## 2. RFQ Summary Screen:

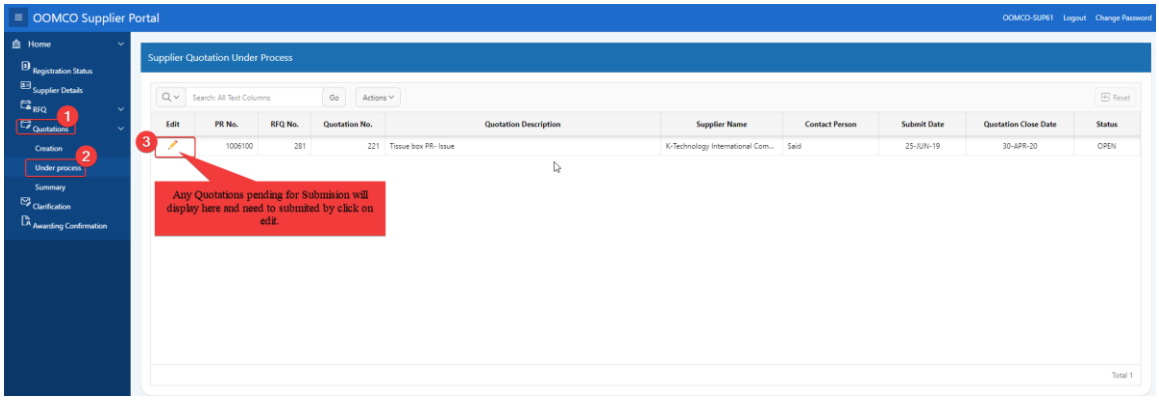



- **<u>Quotation Process</u>**

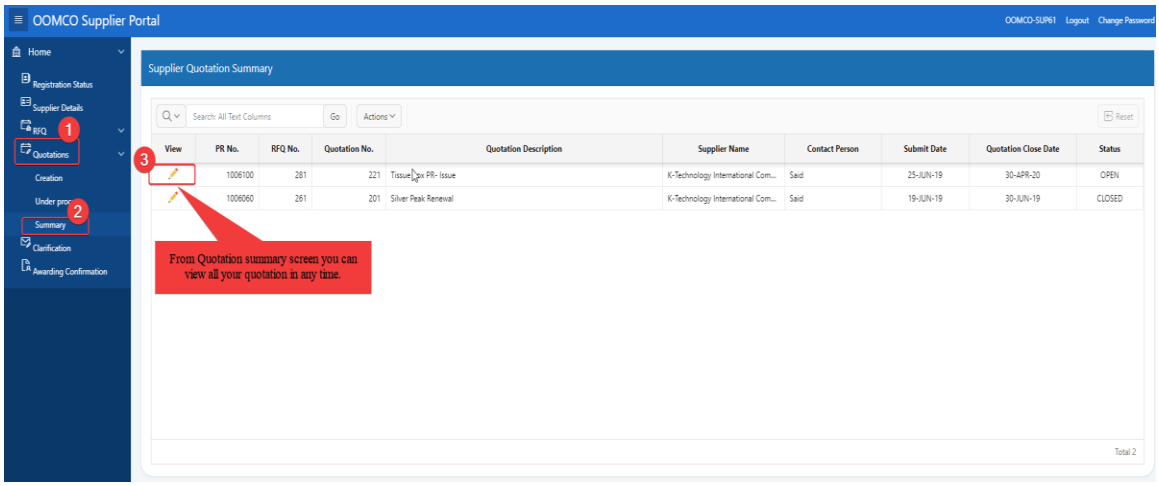
## 1. Quotation Creation:




## 2. Quotation Under Process:

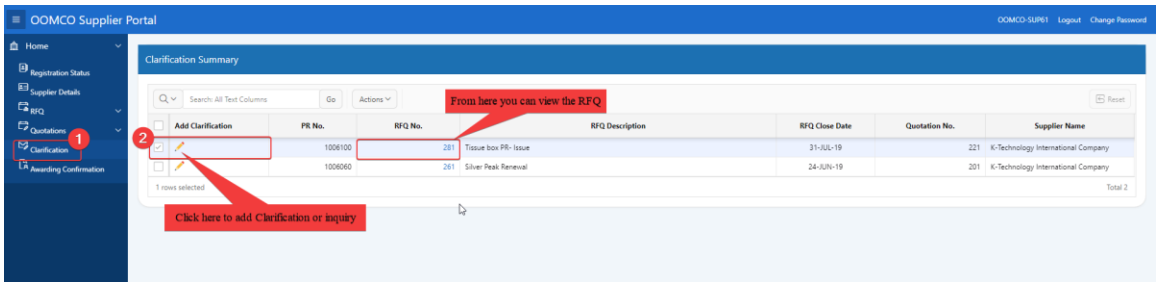


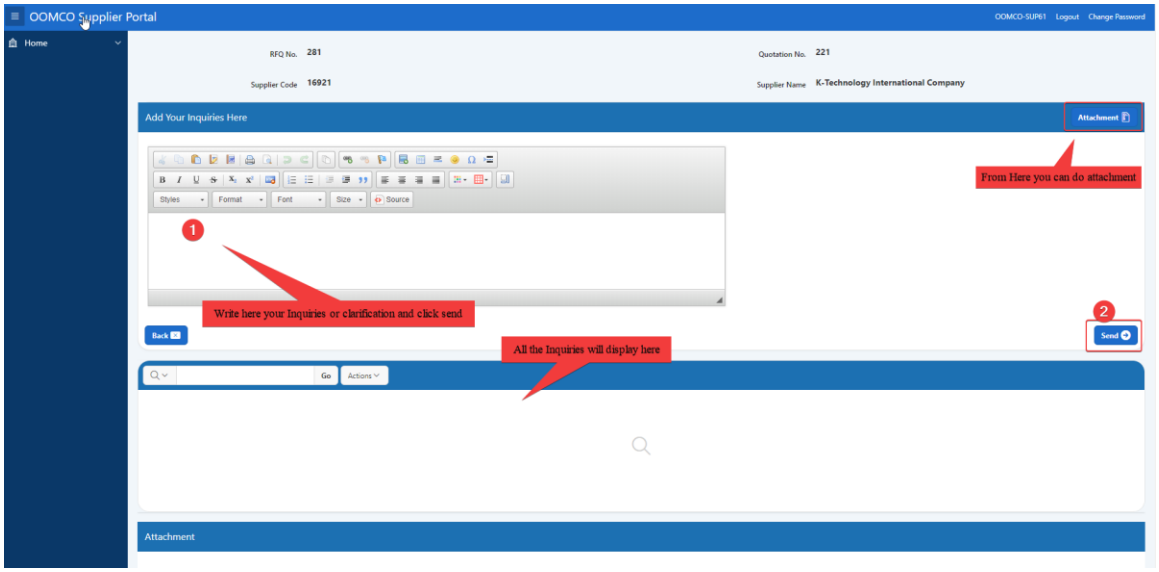

## 3. Quotation Summary Screen:



## ➢ Clarification Process

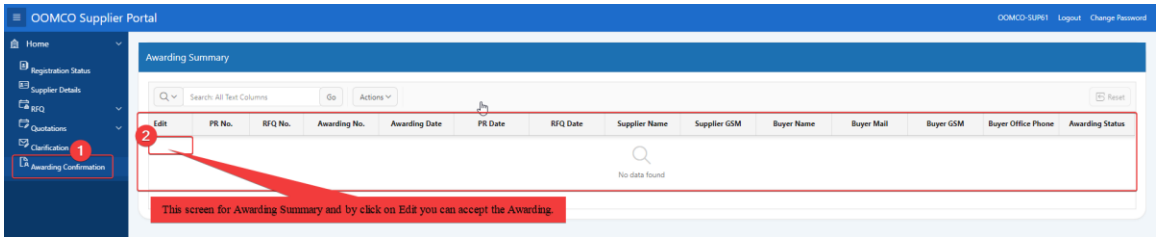
### 1. Clarification Summary Screen:




## ➢ Awarding Process

### 1. Awarding Summary Screen:

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