



OOMCO Supplier Portal

Log In

New Registration

Forget Password

ABSTRACT

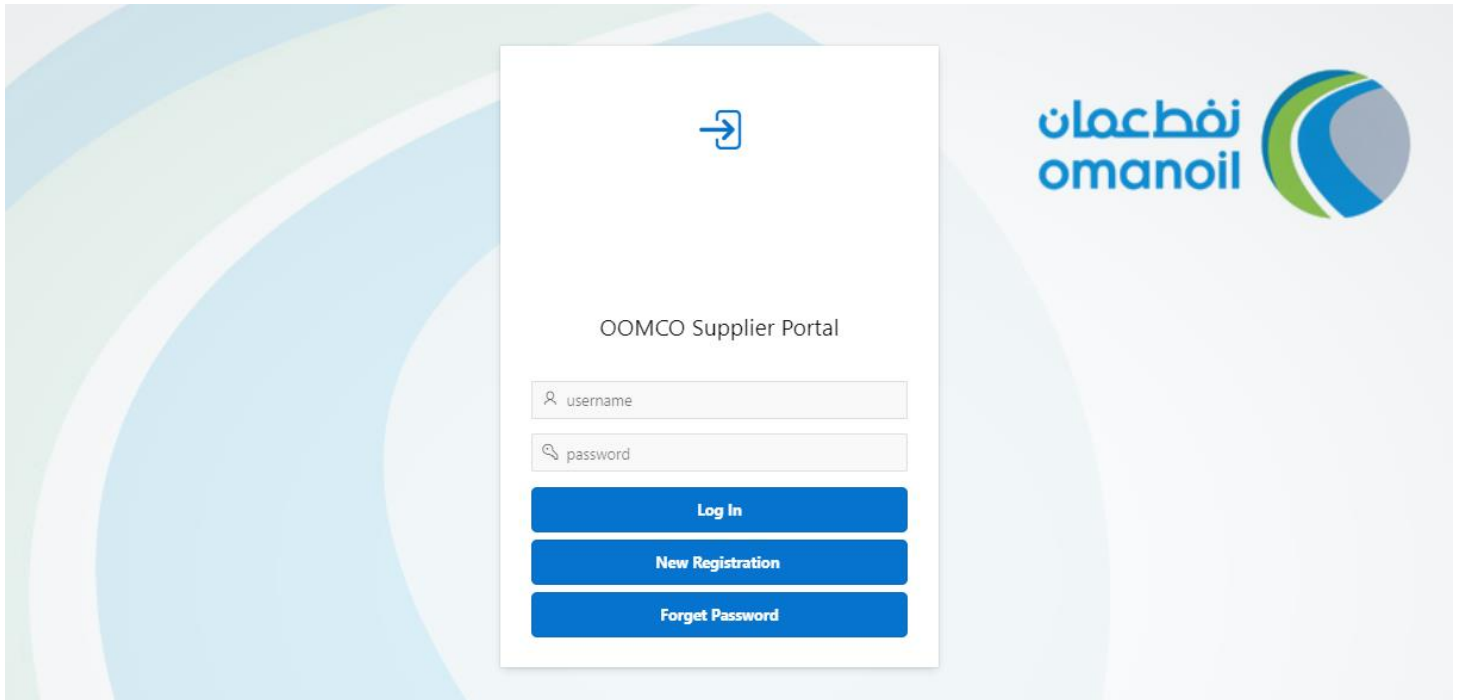
OOMCO has developed this Application to facilitate the Process of New registration, RFQ Receiving, Submission of Quotations and Awarding for the suppliers.

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>

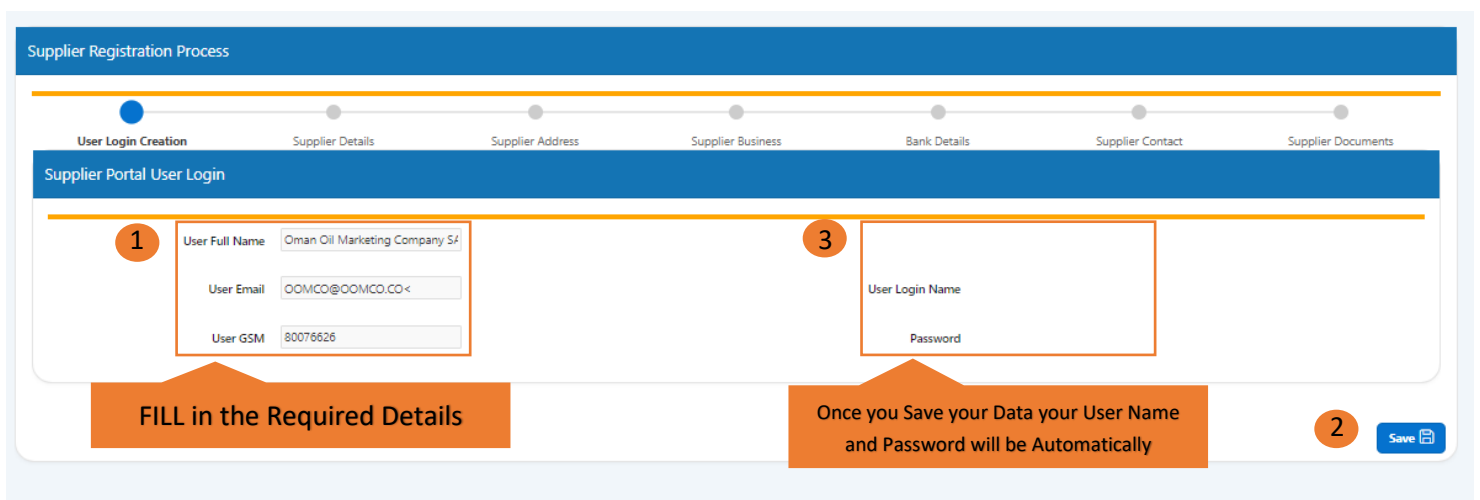
➤ **Supplier Registration Process**

1. Login Screen:



The image shows the OOMCO Supplier Portal login screen. It features a central white login box on a light blue background with the Oomco logo in the top right. The login box contains a key icon, the text 'OOMCO Supplier Portal', and three input fields: 'username', 'password', and a 'Log In' button. Below the 'Log In' button are two more buttons: 'New Registration' and 'Forget Password'.

2. User Login Creation Screen:



The image shows the 'Supplier Registration Process' screen, specifically the 'User Login Creation' step. A progress bar at the top indicates the current step. The main form area is titled 'Supplier Portal User Login' and contains three input fields: 'User Full Name', 'User Email', and 'User GSM'. A 'Save' button is located at the bottom right. An orange callout box labeled '1' points to the input fields, stating 'FILL in the Required Details'. Another orange callout box labeled '3' points to the 'Save' button, stating 'Once you Save your Data your User Name and Password will be Automatically'. A third orange callout box labeled '2' points to the 'Save' button, stating 'Once you Save your Data your User Name and Password will be Automatically'.

Supplier Registration Process

Once your User Name and Password is generated Proceed with NEXT

Next >

User Login Creation

Supplier Details

Supplier Address

Supplier Business

Bank Details

Supplier Contact

Supplier Documents

Supplier Portal User Login

User Full Name Oman Oil Marketing Company SA

User Email OOMCO@OOMCO.CO<

User GSM 80076626

User Login Name OOMCO-SUP5015

Password OOMCO@S5015

Save

3. Supplier Details Screen:

Previous <

User Login Creation

Supplier Details

Supplier Address

Supplier Business

Bank Details

Supplier Contact

Supplier Documents

3

Next >

Supplier Registration

1

Fill in the Below Details

Commercial Registration No 1122334455

CR Start Date 10-Jun-10

Supplier Name Oman Oil Marketing Company

CR END Date 10-Jun-22

Payment Method Bank Transfer

Organization Rate % 80

Number of Employees 333

Payment Currency Code OMR

HSEQ Policy (availability) Yes

HSEQ Manual (availability) Yes

Riyada Supplier No

Select Yes if you have the Riyada Card

2

Save

VAT Details

VATIN OM11000000X

VAT Certificate Effective Date 16-Apr-21

VAT Classification Standard

VAT Certificate Expiry Date 16-Apr-22

Fill in the VAT Details

4. Supplier Address Screen:

Previous < ✓ ✓ **Supplier Address** ● ● ● ● 3 Next >

Supplier Address 1 Fill in the Below Details

Country: Oman City: Muscat

Office Phone: 24574100 GSM: 97226962

Fax: 24574100 Email: OOMCO@OOMCO.com

Office-Site Longitude: 23.58131440441884 Office-Site Latitude: 58.29786257453345

Web Site URL: https://www.oomco.com/

Address: OMAN OIL Marketing Company SAOG, Sultanate of Oman
Madinat Al Erfaan Muscat Hills, Block No 9993, Building No 95, Floor 2.
P.O Box 92
Postal Code 116
Mina Al Fahal
Sultanate of Oman

2 Save

5. Supplier Business Screen:

Previous < ✓ ✓ ✓ **Supplier Business** ● ● ● 4 Next >

Supplier Business Type

Business Type: SERVICES 1 Select Your Business Type Whether Goods , Service or both from the list

Category 2 Select your Business Category and then click save

Supplier Category

<input type="checkbox"/> Building And Storage Rental	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Designing And Printing
<input type="checkbox"/> Engineering Services	<input type="checkbox"/> Events Organization Andmanagement	<input checked="" type="checkbox"/> HR Services
<input checked="" type="checkbox"/> HSSE	<input type="checkbox"/> Health Care	<input checked="" type="checkbox"/> IT Services
<input type="checkbox"/> Logistic And Supply Chain	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Marketing And Advertising
<input type="checkbox"/> Office Services	<input type="checkbox"/> Telecommunication	<input type="checkbox"/> Testing And Laboratory
<input type="checkbox"/> Training	<input type="checkbox"/> Traveling And Accommodation	

Cancel 3 Save

6. Supplier Bank Details Screen:

Previous < ✓ ✓ ✓ ✓ ● ● ● 3 Next >

User Login Creation Supplier Details Supplier Address Supplier Business Bank Details Supplier Contact Supplier Documents

Bank Details

1

Bank Name: Bank Muscat Bank Branch Name: Sohar

BIC: 12345 IBAN: 123456

Branch Type: SWIFT Tax Payer ID: 12345

Bank Account Name: 1234567 Bank Account Number: 1234567

2 Save +

Cancel

Fill all Bank Details and click save. All these data should be accurate and correct because will use it for payment .

7. Supplier Contact Screen:

Previous < ✓ ✓ ✓ ✓ ✓ ● ● 3 Next >

User Login Creation Supplier Details Supplier Address Supplier Business Bank Details Supplier Contact Supplier Documents

Supplier Contact

1

Search: All Text Columns Go Actions Edit Add Row Reset

	Contact Person	Personal Type	Email	GSM	Primary	Status
<input type="checkbox"/>	Ahmed Said Alhosni	Owner	hosniks@oomco.com	0096899374935		Active
<input checked="" type="checkbox"/>	Said Amer Al Mammari	Sales	hosniks@oomco.com	0096899374935	Yes	Active

2 Save

Cancel

1 rows selected Total 2

Add Supplier Contact Data and click save. Please make sure that you have added the owner contact and primary contact before save the data.

8. Supplier Documents Screen:

Previous < ✓ ✓ ✓ ✓ ✓ ✓ ● Submit

User Login Creation Supplier Details Supplier Address Supplier Business Bank Details Supplier Contact Supplier Documents

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 ↑

1

Please download this Document fill it and attached again here. If This Process will take time save it as draft and later login with the user name and password which system give it to you and send it through your mail.

Supplier Documents

Attachment

2

Cancel Save As Draft

Previous < ✓ ✓ ✓ ✓ ✓ ✓ ● Submit

User Login Creation Supplier Details Supplier Address Supplier Business Bank Details Supplier Contact Supplier Documents

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 ↑

From here attached all the required documents and then click on submit to complete your registration.

Supplier Documents

Attachment

1

Save As Draft

Supplier ID 16941 Attachment Date 29-JUN-19

File Type CONTRACTOR SAFETY MANAGEMENT PROGRAM

2

3

Issuing Authority

Issue Date Expiry Date

File Name Attachment File Choose File No file chosen

4

Cancel Create

Previous

✓

✓

✓

✓

✓

✓

●

Submit

User Login Creation

Supplier Details

Supplier Address

Supplier Business

Bank Details

Supplier Contact

Supplier Documents

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

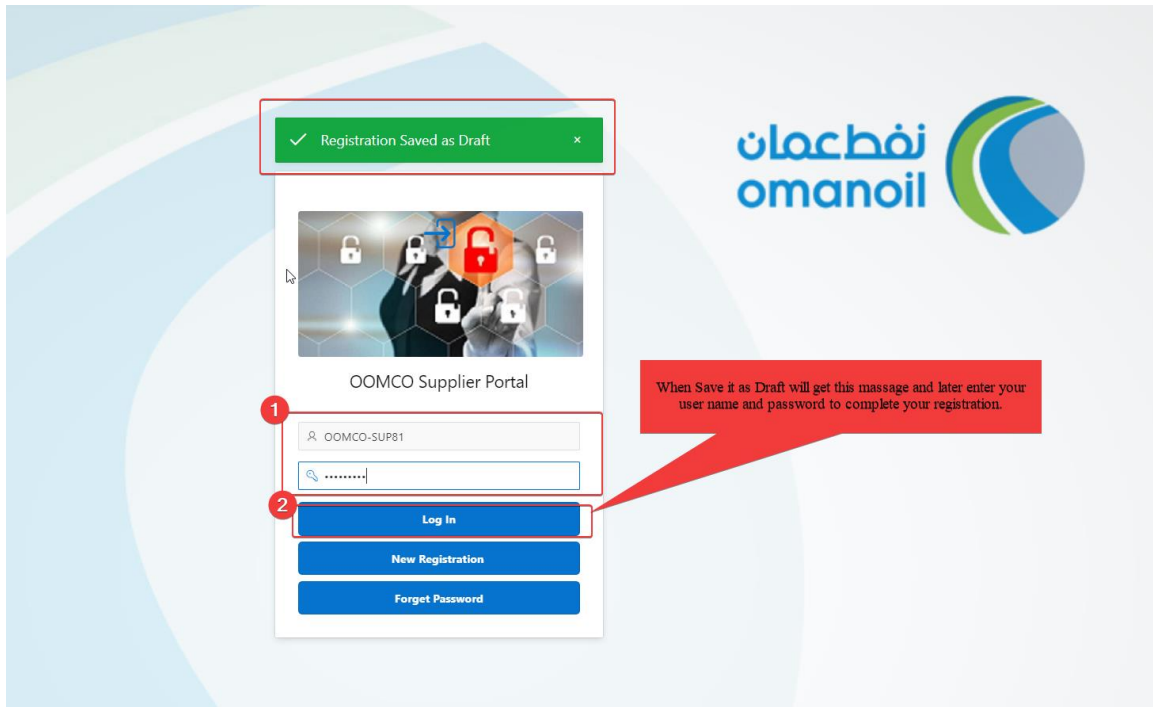
Edit	Document Type	Issuing Authority	Issue Date	Expiry Date	Document Name	Attachment_Date	Created_By	Attachment
	CONTRACTOR SAFETY MANAGEMENT PROGRAM	CM	13-JUN-19	29-JUN-19	CONTRACTOR SAFETY MANAGEMENT PROGRAM.pdf	29-JUN-19	OOMCO-SUP61	Download
	COMMERCIAL REGISTRATION	CR	13-JUN-19	30-JUN-19	COMMERCIAL REGISTRATION.pdf	29-JUN-19	OOMCO-SUP61	Download
	HSSE POLICY MANUAL	HPM	19-JUN-19	30-JUN-19	HSSE POLICY MANUAL.pdf	29-JUN-19	OOMCO-SUP61	Download
	QUALITY ASSURANCE	QA	12-JUN-19	30-JUN-19	QUALITY ASSURANCE.pdf	29-JUN-19	OOMCO-SUP61	Download
	BANK ACCOUNT CERTIFICATE	BAC	13-JUN-19	30-JUN-19	BANK ACCOUNT CERTIFICATE.pdf	29-JUN-19	OOMCO-SUP61	Download
	MEMBERSHIP CARD FOR OMAN CHAMBER OF COMMERCE & INDUSTRY	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

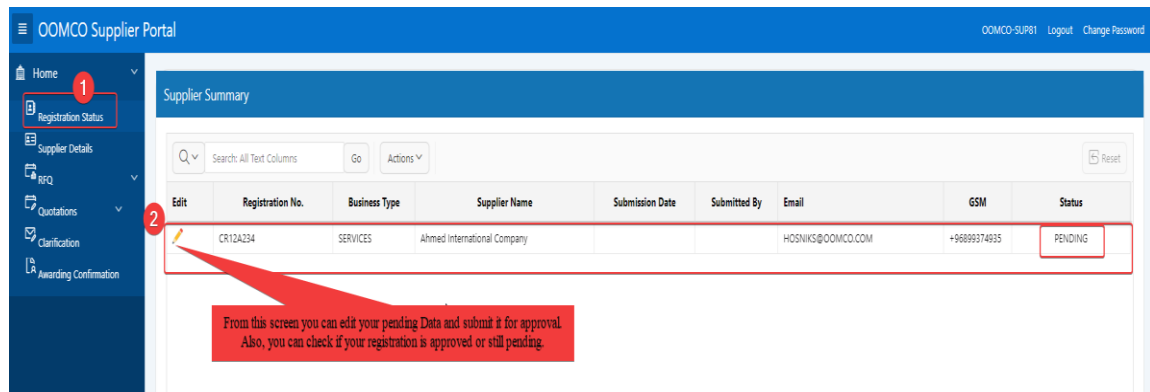
Cancel

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:

Supplier Registration

Commercial Registration No: CR12A234 Start Date: 28-JUN-19

Supplier Name: Ahmed International Company END Date: 30-JUN-19

Payment Method: Bank Transfer Status: **PENDING**

Invoice currency code: OMR Payment Currency Code: OMR

HSEQ Policy (availability): Yes HSEQ Manual (availability): Yes

Last Year Record for Lost Time Injury LTI: 2 Last year Record for Fatality: 3

Last year Record for Car Accidents: 4 Number of Employees: 1200

Organization Rate: 60%

Supplier Address | Supplier Business Type | Bank Details | Supplier Contact | Supplier Documents

Supplier Address

Country: Oman City: Muscat

Office Phone: +96824574196 GSM: +96899374935

Fax: +96824574196 Email: HOSNKS@OOMCO.COM

Longitude: 1234568456 Latitude: 12345678

Web Site URL: www.oomco.com User Login ID: OOMCO-SUP81

Address: Muscat, Street 111 Post Code 123 Box No. 12345

Submit for approval

Comments

After review your data click submit for approval.

Submit

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

Sun 6/30/2019 2:37 PM
E-Procurement@oomco.com
New Supplier Registration No. 16941

Dear Ahmed Said Mohammed Alhosni,

Thanks for your registration as Supplier in OOMCO and This is your User Name / Password: OOMCO-SUP81 / OOMCO@S81 for your reference. .
[Login to OOMCO Supplier Portal to check](#)

With The Best Regards,
Please Do Not Reply To This Automated Mail From E-Procurement System.

System send you user name and Password When complete the Registration or save it as Draft

Supplier Registration Status Screen:

Supplier Registration Status

Search All Text Columns Go Actions

After Submit for approval you can not edit the data.

Registration No.	Business Type	Supplier Name	Submission Date	Submitted By	Email	GSM	Status
CR12A234	SERVICES	Ahmed International Company	30-JUN-19	OOMCO-SUP81	HOSNKS@OOMCO.COM	+96899374935	SUBMIT

➤ **RFQ Process**

1. RFQ Confirmation Screen:

OOMCO Supplier Portal OOMCO-SUP01 Logout Change Password

Home
Registration Status
Supplier Details
RFQ
Confirmation
Summary
Quotations
Clarification
Awarding Confirmation

RFQs Pending for Supplier Confirmation

Q Search All Text Columns Go Actions Reset

Confirmation	Supplier Name	RFQ No.	RFQ Description	RFQ Date	Floating Date	Submission Closing Date	Buyer Name	Buyer Mail	Buyer GSM	RFQ Status
	K-Technology International Co...	261	Silver Peak Renewal	19-JUN-19	19-JUN-19	24-JUN-19	MR. Khalid Saif Hamed Al ...	hosniks@oomco.com	99374935	SUBMIT
	K-Technology International Co...	261	Tissue box PR-Issue	25-JUN-19	25-JUN-19	31-JUL-19	MR. Mohamed Salim Issa ...	nahdams@oomco.com	9933 2971	SUBMIT

Click here to confirm the RFQ

RFQ Summary

PR No. 1006060 RFQ No. 261
Tender Fees Required - Yes Buyer Name MR. Khalid Saif Hamed Al Hosni
Buyer Mail hosniks@oomco.com Buyer GSM 99374935
RFQ Description Silver Peak Renewal
RFQ Date 19-JUN-19 Extension Date 1
Submission Close Date - 24-JUN-19 Extension Date 2
Floating Date 19-JUN-19 Extension Date 3
Status SUBMIT

Here will find all the RFQ details

RFQ Details

Scope Details Scope Attachment Price Structure/BOQ RFQ Terms & Conditions Deliverables HSEQ Technical Criteria RFQ Attachment

Price Structure/BOQ

Q Search All Text Columns Go Actions Reset

Line No.	Item Code	Item Description	UOM	Quantity
1	test	test	Number	20

Supplier Confirmation

Select your action from List and submit to confirm the RFQ

Action Status WILL PARTICIPATE

Comments

Back Submit

2. RFQ Summary Screen:

OOMCO Supplier Portal OOMCO-SUP01 Logout Change Password

Home
Registration Status
Supplier Details
RFQ
Confirmation
Summary
Quotations
Clarification
Awarding Confirmation

RFQs Supplier Summary after confirmation all the RFQ will be available for review any time from this screen.

Q Search All Text Columns Go Actions Reset

RFQ View	Confirmation Status	Confirmation Date	Tender Fee Required	RFQ No.	RFQ Description	RFQ Date	Floating Date	Submission Closing Date	RFQ Sta
	WILL PARTICIPATE	02-JUL-19	Yes	261	Silver Peak Renewal	19-JUN-19	19-JUN-19	24-JUN-19	SUBMIT

1 rows selected Total 1

➤ Quotation Process

1. Quotation Creation:

OOMCO Supplier Portal OOMCO-SUP61 Logout Change Password

Home
Registration Status
Supplier Details
RFQ
Quotations **1**
Under process
Summary
Clarification
Awarding Confirmation

2 Create

3 Click here to create Quotation for Pending RFQ.

Pending For Quotation

Search All Text Columns Go Actions

Create Q	PR No.	RFQ No.	RFQ Description	RFQ Date	Floating Date	Submission Closing Date	RFQ Status	Supplier Name	Contact Person	Email	GSM
3	1006060	261	Silver Peak Renewal	19-JUN-19	19-JUN-19	24-JUN-19	SUBMIT	K-Technology International C...	Said	hosniks@oomco.com	-

Quotations Headers

Quotation No. 221
RFQ No. 261
Quotation Description Tissue box PR- Issue
Supplier Code 16921
Supplier Name K-Technology International Company
Contact Person Said

Buyer Name OOMCO-SUP61
PR No. 1006100
Quotation Date 25-JUN-19
Status OPEN
GSM
Email hosniks@oomco.com

Need to fill the Quotations Header

Currency Code OMR
Supplier Quote Ref.
Inco Term DDP
Payment Term 50
Supplier Note Test

Currency Rate 1
Validity Date 30-APR-20

2 of 2

Quotations Lines Details

1 RFQ Items Supplier Items Supplier Terms & Conditions Technical Attachment Commercial Attachment

Then Need to fill the Lines details with attachments

RFQ Items

Search All Text Columns Go Actions Edit Add Row

Line No.	Item Code	Item Description	UCM	Quantity	Unit Price	Total Amount	Delivery Period	Warranty
1	VIP Tissue		each	10	4	40	1 Month from P.O	N/A
2	Tissue Normal		each	2	5	10	1 Month from P.O	N/A

Total 2

2 Back Save

Please make sure the required data are provided before submit your Quotation

3 Note To Buyer

4 Submit

after complete all the required data click on submit and system will close the Quotation.

2. Quotation Under Process:

OOMCO Supplier Portal

OOMCO-SUPR1LogoutChange Password

Home

Registration Status

Supplier Details

RFQ

Quotations

Creation

Under process

Summary

Classification

Awarding Confirmation

Supplier Quotation Under Process

Q

Search: All Text Columns

Go

Actions

Reset

Edit	PR No.	RFQ No.	Quotation No.	Quotation Description	Supplier Name	Contact Person	Submit Date	Quotation Close Date	Status
<div>3</div>	1005100	261	221	Tissue box PR- Issue	K-Technology International Com...	Said	25-JUN-19	30-APR-20	OPEN

Total 1

Any Quotations pending for Submission will display here and need to be submitted by click on edit.

3. Quotation Summary Screen:

OOMCO Supplier Portal

OOMCO-SUPR1LogoutChange Password

Home

Registration Status

Supplier Details

RFQ

Quotations

Creation

Under process

Summary

Classification

Awarding Confirmation

Supplier Quotation Summary

Q

Search: All Text Columns

Go

Actions

Reset

View	PR No.	RFQ No.	Quotation No.	Quotation Description	Supplier Name	Contact Person	Submit Date	Quotation Close Date	Status
<div>3</div>	1005100	261	221	Tissue box PR- Issue	K-Technology International Com...	Said	25-JUN-19	30-APR-20	OPEN
	1005060	261	201	Silver Peak Renewal	K-Technology International Com...	Said	19-JUN-19	30-JUN-19	CLOSED

Total 2

From Quotation summary screen you can view all your quotation at any time.

➤ Clarification Process

1. Clarification Summary Screen:

OOMCO Supplier Portal

Clarification Summary

Search All Text Columns Go Actions

From here you can view the RFQ

2

1

Click here to add Clarification or inquiry

Add Clarification	PR No.	RFQ No.	RFQ Description	RFQ Close Date	Quotation No.	Supplier Name
<input type="checkbox"/>	1008100	281	Tissue box PR- Issue	31-JUL-19	221	K-Technology International Company
<input type="checkbox"/>	1006060	261	Silver Peak Renewal	24-JUN-19	201	K-Technology International Company

1 rows selected Total 2

OOMCO Supplier Portal

RFQ No. 281 Quotation No. 221

Supplier Code 16921 Supplier Name K-Technology International Company

Add Your Inquiries Here

Attachment

1

2

Write here your inquiries or clarification and click send

From Here you can do attachment

All the inquiries will display here

Send

Attachment

➤ Awarding Process

1. Awarding Summary Screen:

OOMCO Supplier Portal

Awarding Summary

Search All Text Columns Go Actions

2

1

This screen for Awarding Summary and by click on Edit you can accept the Awarding.

Edit	PR No.	RFQ No.	Awarding No.	Awarding Date	PR Date	RFQ Date	Supplier Name	Supplier GSM	Buyer Name	Buyer Mail	Buyer GSM	Buyer Office Phone	Awarding Status
<input type="checkbox"/>													

No data found

---End---