

Arab Potash Company

New Supplier

Registration

User Manual



If you are a new supplier and interested in doing business with Arab Potash Company (APC), then you must get registered. The supplier registration link is available in the APC website

- Click on the "Supplier Registration" link using Internet Explorer or Google Chrome
- "Supplier Registration" page is displayed

Company Details

- Enter the following information:
 - o Company Name
 - Tax Country
 - Tax Registration Number

iSupplier Portal مجمع اليوتاس العربية Arab Potash		in Close 🔅
Basic Information	Gompany Details	Attachments
Prospective Supplier Registration		Step 1 of 3 Next
Indicates required field		
Blank label for instruction text		
Company Details		
At least one tax id is required to be able to complete the registration request.		
* Company Name	ABC Company	
* Tay Country	Jordan vi Q	
in contray	Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.	
* Tax Registration Number	1797447377	
Taxpayer ID		
Di Bandara e e e e e		



Contact Details

- Enter the following information:
 - o Email
 - First Name
 - o Last Name
 - Phone Country Code
 - Phone Number

Contact Information		
Blank label for instruction text		
* Email	ABC@ABC.com	
* First Name	Mohammad	
* Last Name	Abdullah	
* Phone Country Code	962	
* Phone Number	7XXXXXXXXX	
Phone Extension		

- Click "Next"
- Enter the following:
 - Alternate Supplier Name
 - Note to Buyer (If you want to send notes to APC)

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Basic Information		Company Details	Attachments
Prospective Supplier Registration: Additional Details	3		Save For Later Back Step 2 of 3 Next
Blank label for instruction text			
Company Name	ABC Company		
Tax Country	Jordan		
Tax Registration Number	1797447377		
Taxpayer ID			
DUNS Number			
Alternate Supplier Name			
Note to Buyer		6	
Note to Supplier			

• Navigate to "Address Book" region, click "Create"

At least one entry is required. Create Purpose Update Delete Address Name Address Details Purpose Update Delete	Address Book				
Create *** Address Name Address Details Purpose Update Delete	At least one entry is required.				
Address Name Address Details Purpose Update Delete	Create ····				
No results found	Address Name	Address Details	Purpose	Update	Delete
	No results found.				



Create Address

- Enter the following details in "Create Address" window:
 - \circ Country
 - o Address Name
 - o Address Line 3
 - o Country
 - o Region
 - o Address
 - Phone Area Code
 - Phone Number

Create Address				Can	el App	ly
Create Address * Indicates required field Country * Address Name * Address Line 3 * County * Region Twon/Cly Post Code * Address Discharging Port Address Parpose	Jordan Bukling No. 32. Oxda Street Amman Asia <u>s</u> C Aria Amman		Phone Area Code Phone Number Fax Area Code Fax Number Email Address	Canc Purchasing Address Payment Address RFQ Only Address	el App	у
+ ··· Purpose No results found.		Rem	nove			

- Click (+) sign in "Address Purpose" region then
 - Select "Bill To" and "Ship To" in "Purpose" field

Address Purpose		
+		
Purpose		Remove
Bill To		1
Ship To	~	1

Business Classifications

• Select the Business classification for your organization from the pre-defined list

Business Classifications						
•••						Rows 1 to 3
Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date	
Advertisement Materials					50	
Agent-Foreign					r _{io}	
Agent-Local					re-	
Auditors					re .	
Board Member					190 No.	
Building Materials	0				50 E	
Center					iio iii	
Chemical Labs					190 II.	
Clearance					50 F	
Commission					60	



Banking Details

• Navigate to "Banking Details" region and click "Create"

Banking Details								
At least one entry is required.								
Create								
Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								
						Save	For Later Back	Step 2 of 3 Next

- Enter the following information
 - Country
 - o Bank Name
 - Check first for existing bank name by selecting "Existing Bank" and then selecting "Bank Name" from list
 - If bank name doesn't exist, then click "New Bank"
 - Branch Name
 - Check first for existing branch name by selecting "Existing Branch" and then selecting "Branch Name" from list
 - If bank name doesn't exist, then click "New Branch"
 - Account Number
 - o Currency
 - o IBAN

Create Bank Account	:		Cancel Apply
* Indicates required field			
		* Country Jordan V	
		Account definition must include bank and branch information.	
Bank		Branch	
O New Bank		O New Branch	
Existing Bank		Existing Branch	
	Bank Name Arab Bank PLC 🔄 9	Branch Nan	e Jordan 🔟 🔍
	Bank Number 19	Branch Numb	er ARABJOAXXXX
	Tax Payer ID	В	C ARABJOAXXX
Show Bank Details		Branch Typ	e SWIFT V
		Show Branch Details	
Bank Account			
	Account Number 00000000		Account Name
	Check Digits		Currency Jordanian Dinar V
	IBAN		
Show Account Details			
Comments			
Note to b	suyer		
		h	

• Click "Apply"



Attachments

- Click "Next"
- "Attachments" page is displayed

Basic Information Attachments			Company Details			A	Back Step 3 of 3		
Add Attachment Seg No results found.	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete

- Click "Add Attachment"
- "Add Attachment" window is displayed

	Basic Information		Company Details			Attachments Submit	Back Step 3 of 3
Atta	achments						
Ad	d Attachment	_					
Seq No n	Add Attachment Attachment Type File Tite Description Category Miscellaneous *File Choose File No file chosen Cancel Add Another Anoth	X Category	Last Updated By	Last Updated	Usage	Update	Delete

• Select the file to be attached

A#=	-h-m-mt-	Basic Information	iii Company Details		Attachments Submit Back Step 3 of 3
Atta	cnments		© Open ← → × ↑	V D & Search Attachements	
Add	Attachment		Organize • New folder	i≡ • 🖬 🕜	
Seq No re	Add Attachment Attachment Type Title Description Category *File	File File Miscellaneous Choose File No file chosen Cancel Add Another Apply	 This PC 3D Objects Desktop Downloads Matic Pictures Videos Local Disk (C) Local Disk (D) Google Drive (G 	Date modified Type 30 3/17/2022 2:17 PM Text Do	Update Delete
			File name:	All Files (*.*) Open Cancel	

• Click "Apply"



	Basic Information			Company Details			Attachments Submit Back Step 3 of 3			
Attac	chments									
Add	Attachment		_							
Seq	Add Attachmen	t	×	Category	Last Updated By	Last Updated	Usage	Update	Delete	
	Attachment Type Title Description Category [®] File	File 2022.03.29 14.34 59 Qualifications bt 2022.03.17 14.17.49 Qualifications bt (Size :1) Miscellancous Choose File Qualifications bt Cancel Add Another	Apply							

• Click "OK"

	Basic Information		Company Details			Attachments Submit Back Step 3 of 3		
Atta	chments							
Ada Seq	Attachment 1 ***	×	Category △	Last Updated By A	Last Updated A	Usage 🛆	Update	Delete
10	Attachment 2022-03-29 14 has been added successfully but not committed; # would be committed when you commit the rest of the curre transaction.	14:17:49 Qualificatio	Miscellaneous	GUEST	29-Mar-2022	One-Time		U

Click "Submit"

	Basic Information	1			Company Details		Attachm	ents Submit Bac	K Step 3 of 3
Attachme	ents								
Add Attack	hment •••								
Seq 🛆	Title 🛆	Туре 🛆	Description	Category $ riangle$	Last Updated By 🛆	Last Updated 🛆	Usage 🛆	Update	Delete
10	2022-03-29 14:34:59 Qualificatio	File	2022-03-17 14:17:49 Qualificatio	Miscellaneous	GUEST	29-Mar-2022	One-Time	1	1

• A confirmation message will be displayed

Confirmation
Thank you for registrating your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.