



البوتاس العربية
Arab Potash

Arab Potash Company

New Supplier Registration

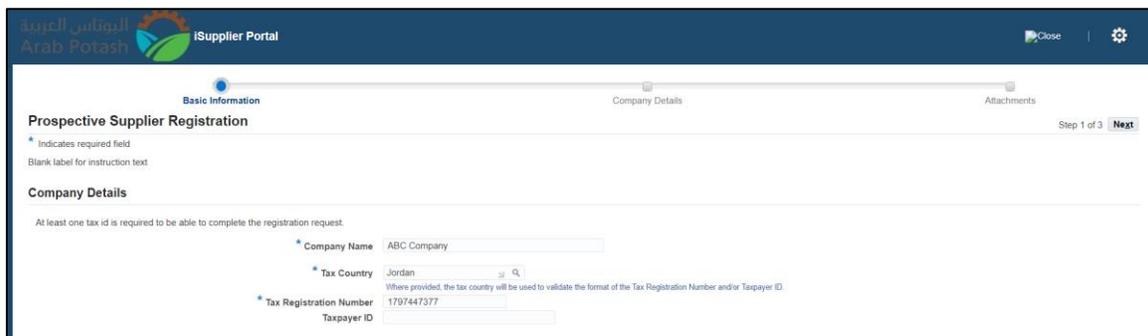
User Manual

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:
 - Company Name
 - Tax Country
 - Tax Registration Number



The screenshot shows the 'iSupplier Portal' interface for 'Prospective Supplier Registration'. The page is titled 'Company Details' and is 'Step 1 of 3'. It features a progress bar with three steps: 'Basic Information', 'Company Details', and 'Attachments'. The 'Company Details' section contains the following fields:

- Company Name:** ABC Company
- Tax Country:** Jordan
- Tax Registration Number:** 1797447377
- Taxpayer ID:** (empty field)

Additional text on the page includes: '* Indicates required field', 'Blank label for instruction text', and a note: 'At least one tax id is required to be able to complete the registration request.' A 'Next' button is visible in the top right corner.

Contact Details

- Enter the following information:
 - Email
 - First Name
 - 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	7XXXXXXX
Phone Extension	

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

البيوتاش العربية Arab Potash iSupplier Portal Close | Settings

Basic Information Company Details Attachments

Prospective Supplier Registration: Additional Details 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	<input type="text"/>
Note to Buyer	<input type="text"/>
Note to Supplier	<input type="text"/>

- Navigate to **“Address Book”** region, click **“Create”**

Address Book

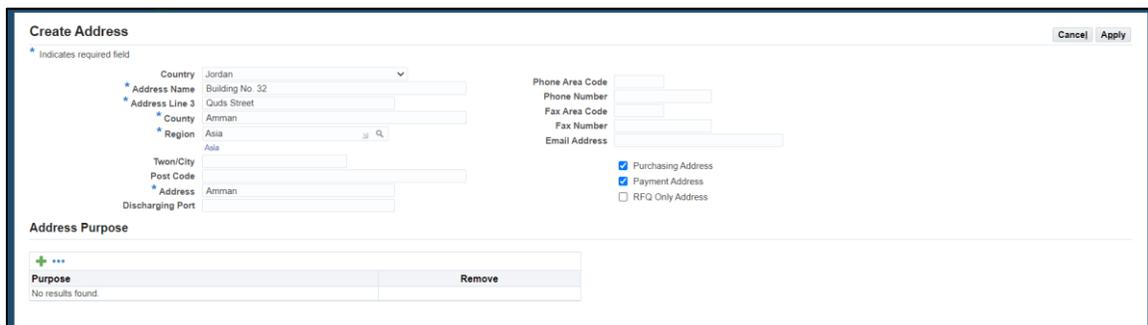
At least one entry is required.

[Create](#) | [***](#)

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Create Address

- Enter the following details in “Create Address” window:
 - Country
 - Address Name
 - Address Line 3
 - Country
 - Region
 - Address
 - Phone Area Code
 - Phone Number



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



Business Classifications

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



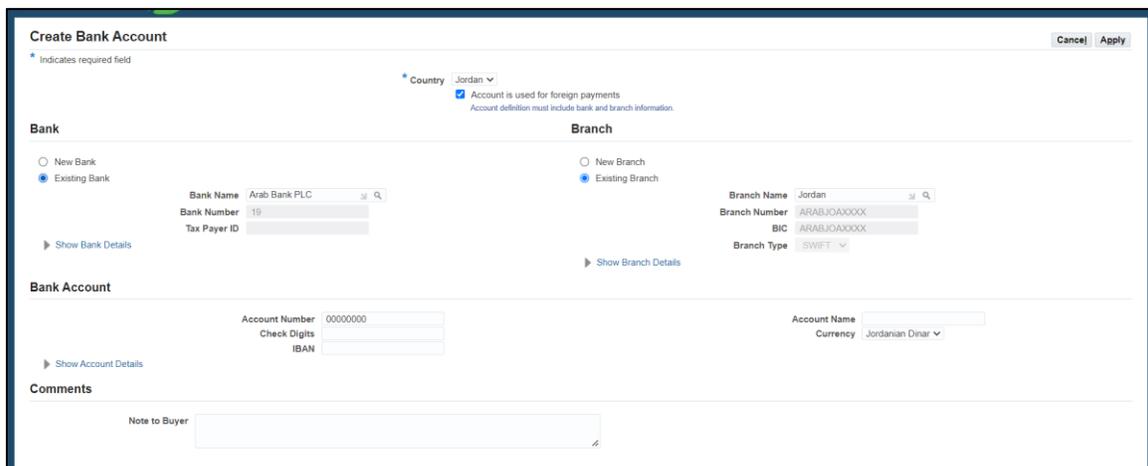
Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Advertisement Materials	<input type="checkbox"/>				
Agent-Foreign	<input type="checkbox"/>				
Agent-Local	<input type="checkbox"/>				
Auditors	<input type="checkbox"/>				
Board Member	<input type="checkbox"/>				
Building Materials	<input type="checkbox"/>				
Center	<input type="checkbox"/>				
Chemical Labs	<input type="checkbox"/>				
Clearance	<input type="checkbox"/>				
Commission	<input type="checkbox"/>				

Banking Details

- Navigate to “**Banking Details**” region and click “**Create**”



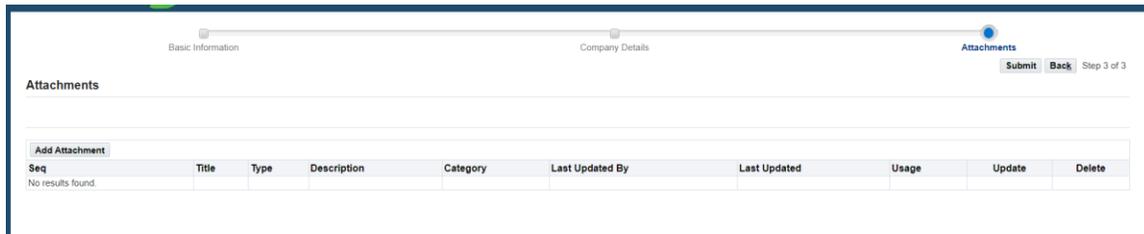
- Enter the following information
 - Country
 - Bank Name
 - Check first for existing bank name by selecting “**Existing Bank**” and then selecting “**Bank Name**” from list
 - If bank name doesn’t exist, then click “**New Bank**”
 - Branch Name
 - Check first for existing branch name by selecting “**Existing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



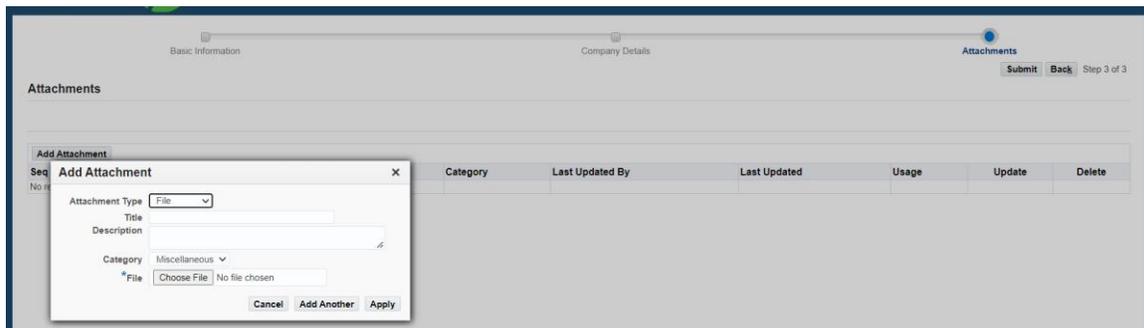
- Click “**Apply**”

Attachments

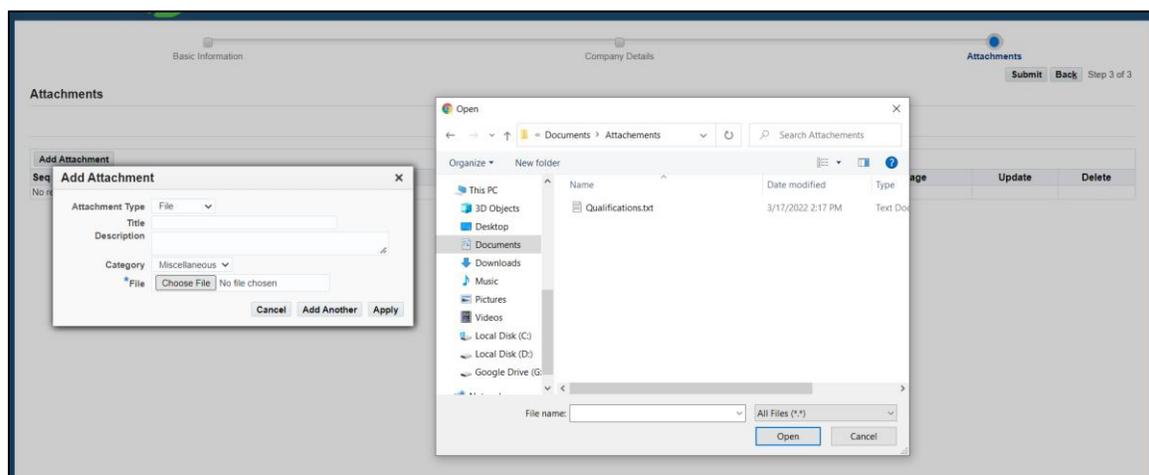
- Click **“Next”**
- **“Attachments”** page is displayed



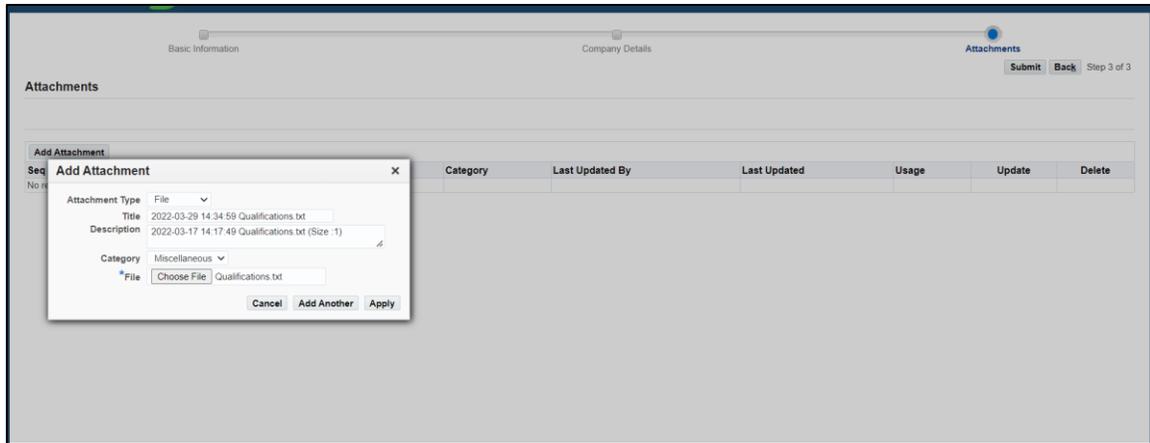
- Click **“Add Attachment”**
- **“Add Attachment”** window is displayed



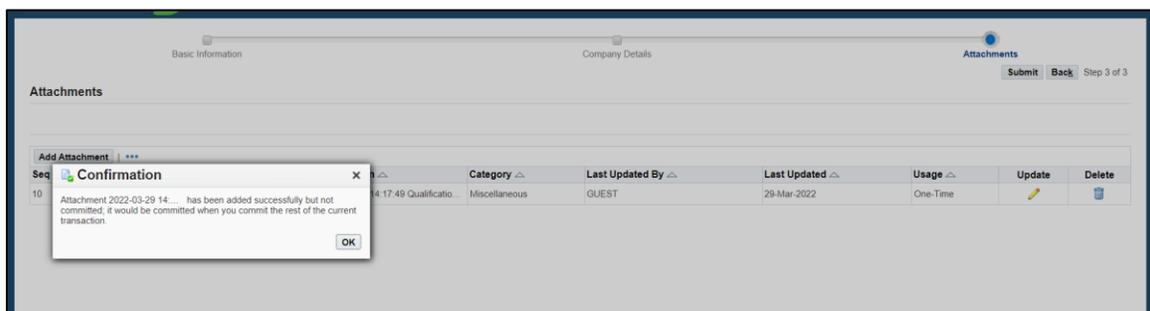
- Select the file to be attached



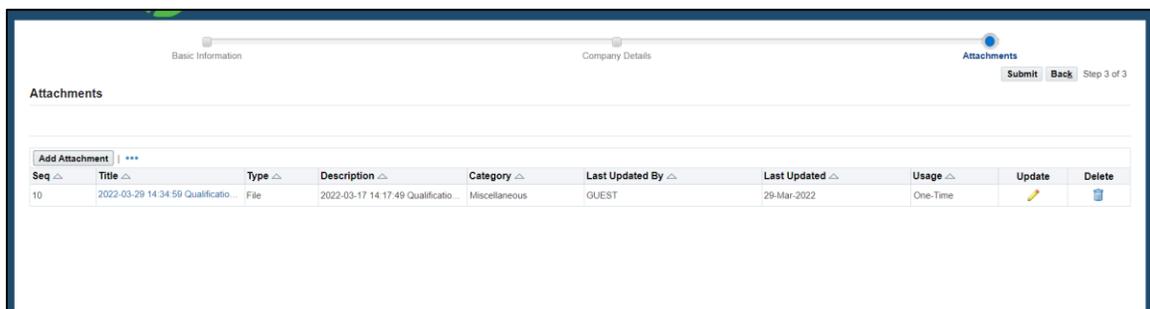
- Click **“Apply”**



- Click “OK”



Click “Submit”



- A confirmation message will be displayed

