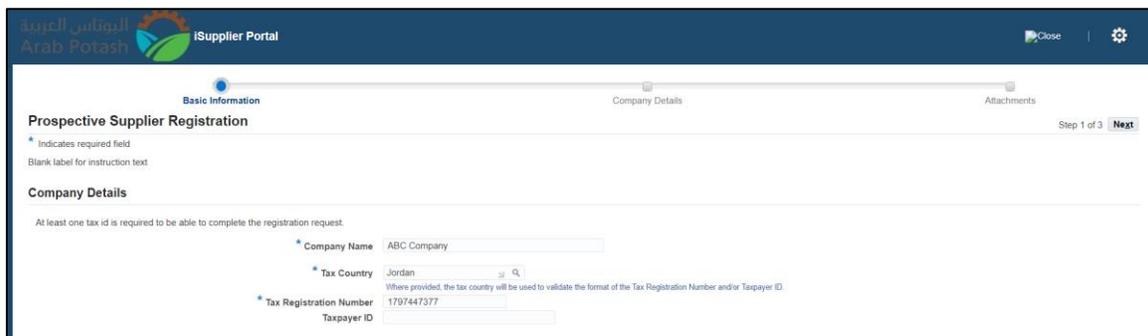**Arab Potash Company**

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
  - o Tax Country
  - o Tax Registration Number

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)

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iSupplier Portal

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	
Note to Buyer	
Note to Supplier	

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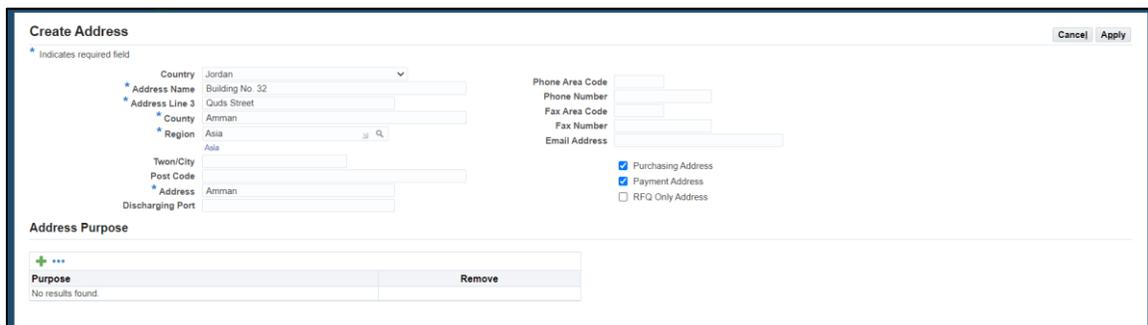
- Click (+) sign in "**Address Purpose**" region then
  - Select "**Bill To**" and "**Ship To**" in "**Purpose**" field

Business Classifications

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

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**"
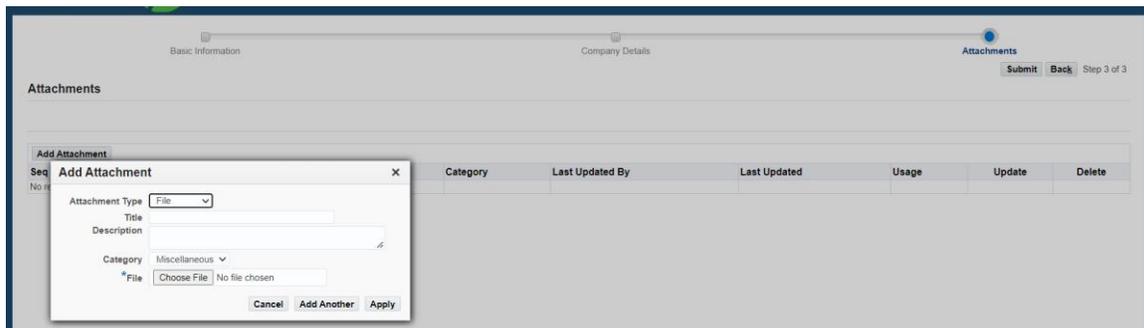   - Account Number
    - Currency
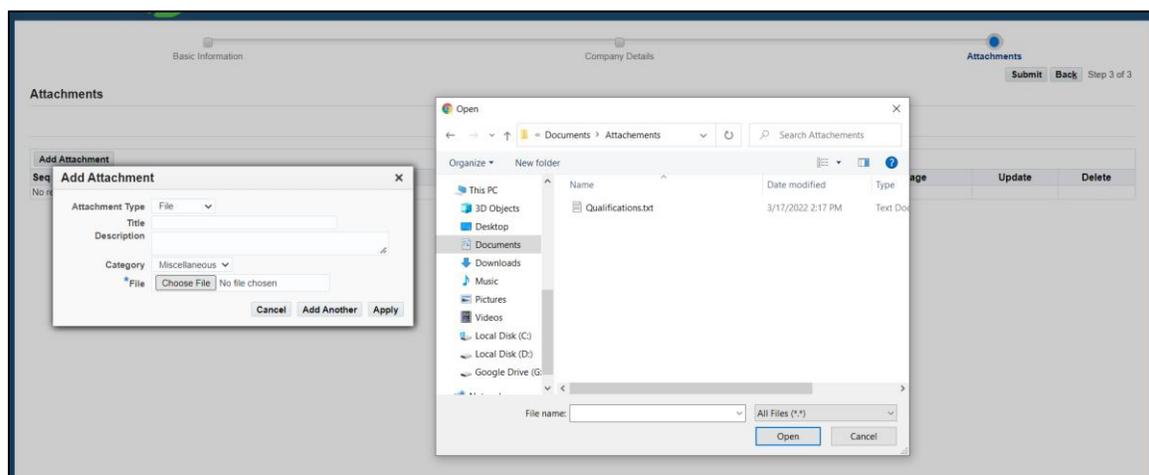   - IBAN
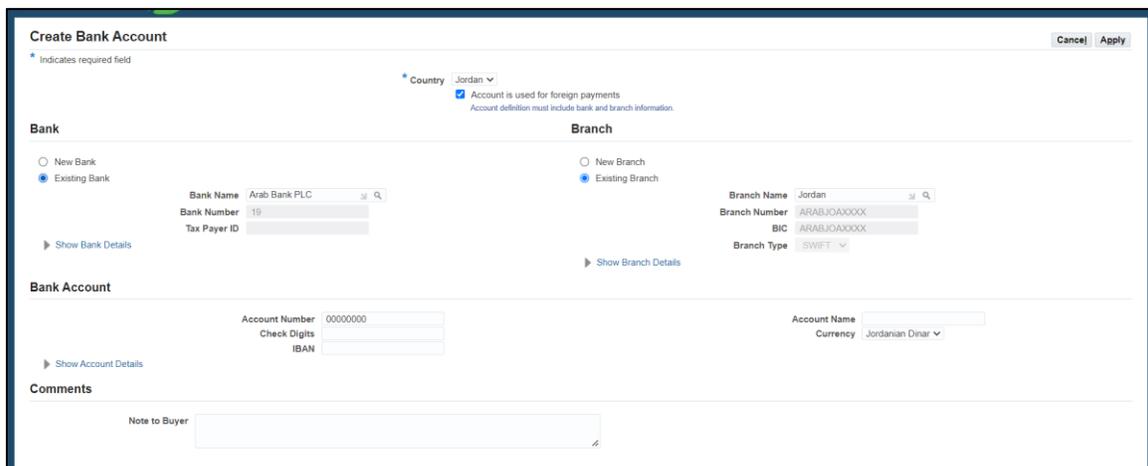
- Click "**Apply**"

Attachments

- Click "**Next**"
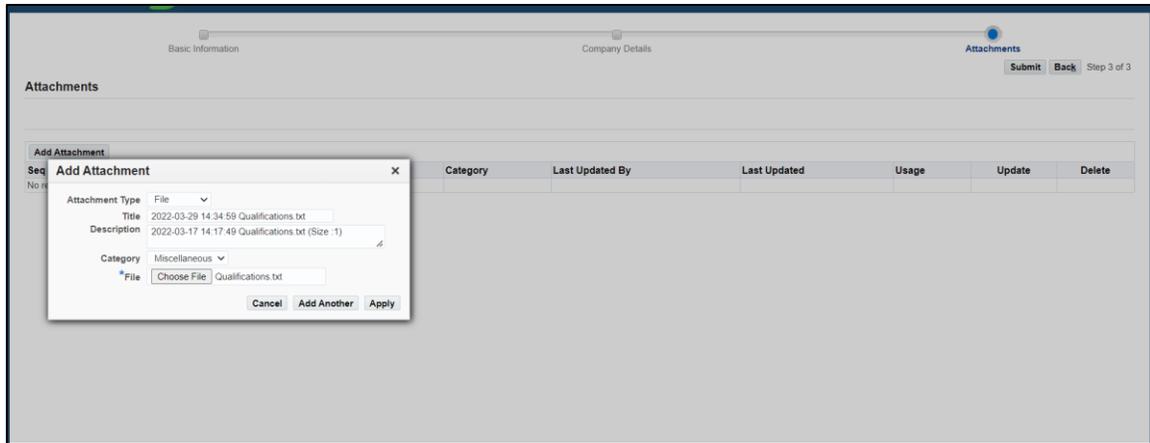- "**Attachments**" page is displayed
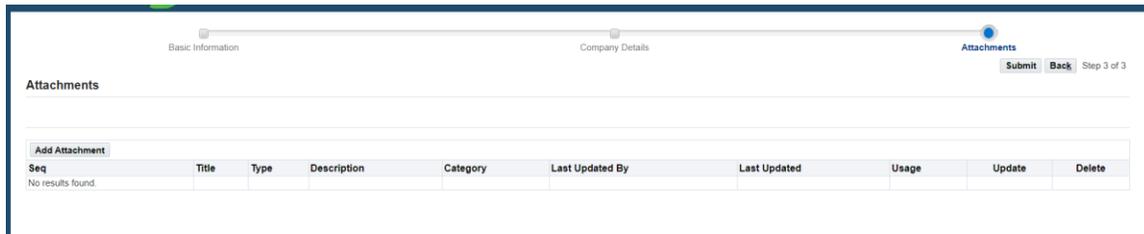
- Click "**Add Attachment**"
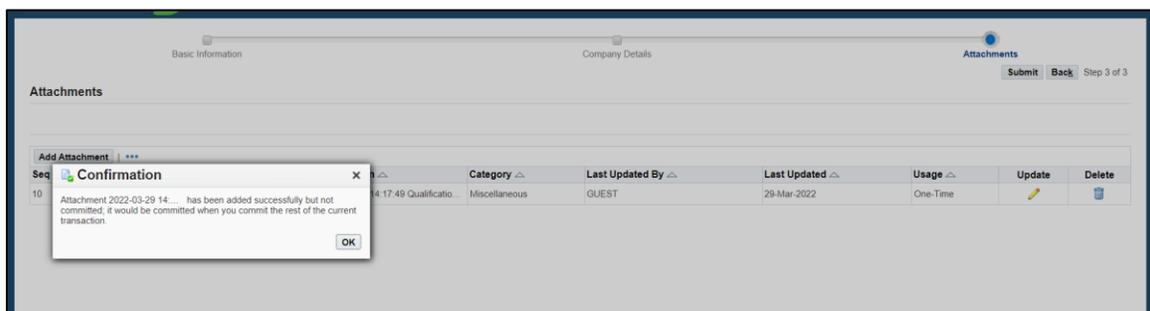- "**Add Attachment**" window is displayed
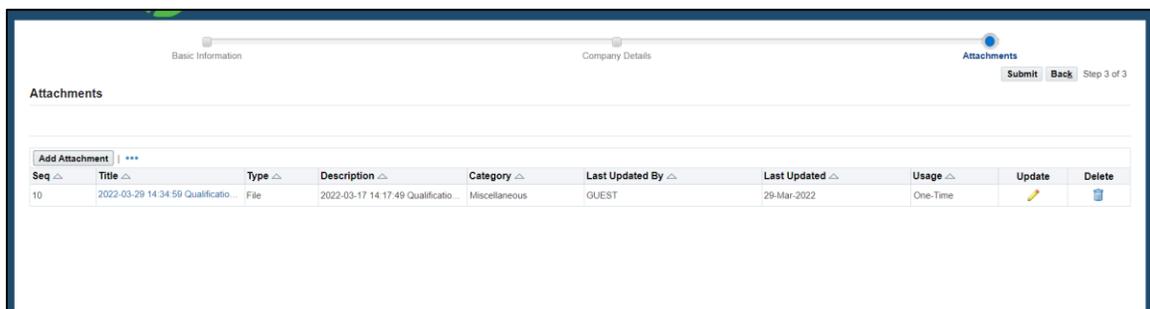

- Select the file to be attached

- Click "**Apply**"

- Click "**OK**"

Click "**Submit**"

- A confirmation message will be displayed