

Sidra Medicine Supplier Portal – Key User Training **Supplier Registration**

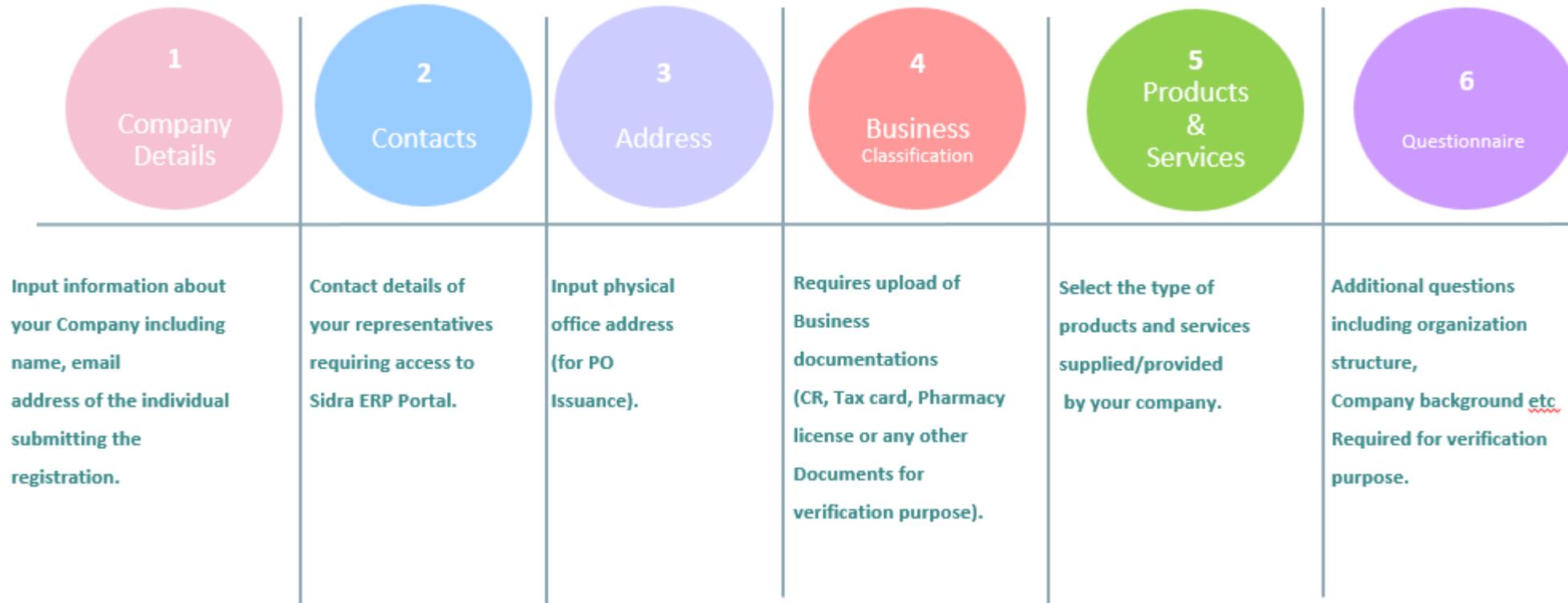
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ORACLE

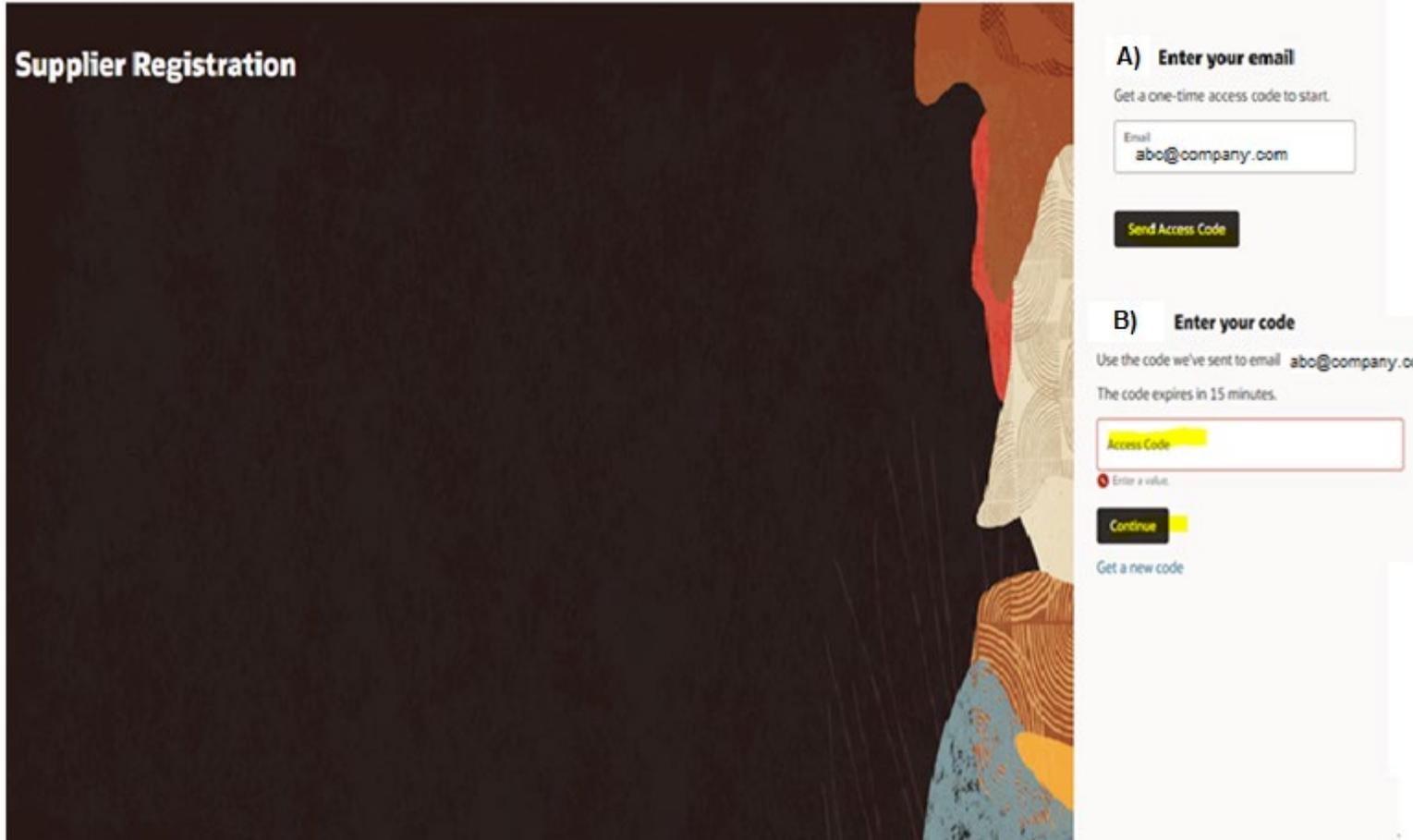
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1.External Supplier Registration Overview

Supplier Registration process requires the following **6** steps to be completed. Navigation train follows:



1. Supplier Registration > User Id creation



Supplier Registration page opens

A) Enter your email id and click 'Send Access Code'.

B) ¹Your email will receive an autogenerated access code.
²Copy paste the code into the designated field and click 'Continue'.

Note :

- 1) Password expires in 15 minutes. If it expires, please click "Get a new code".
- 2) When you copy and paste your password into the password field, ensure there are no empty spaces (in front of or at the end of the password)



1. Supplier Registration > Company Details

Supplier Registration

Company Details

Company Test 1 <small>Enter 360 or fewer characters.</small>	Website www.test1.com	Country Qatar
Taxpayer ID 111111	Tax Registration Number 111111	D-U-N-S Number 11111111111111
Organization Type Corporation	Supplier Type Supplier	
Note to Approver If required only		
Additional Information Commercial Registration Number 111111		
Attach tax, insurance, and other relevant documents Drag and Drop Select or drop files here.		
URL	Add URL	
Cancel	Save	Continue

Step 1 :

- Under **Company Details**, input your company name, taxpayer id, tax registration number, DUNS (*if applicable*), Organization type, Supplier Type & Commercial Registration number.

(Any documents to support your registration can be uploaded here however,

please attach tax card, commercial license, certificate of incorporations etc under 'Business classifications' under section 4.)

- Click continue.



1. Supplier Registration > Contact Details

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: Ahmad | Last Name: Ahmed | Email: abc@company.com

Job Title: | Country: QA | Mobile: +974

Country: QA | Phone: +974 | Ext: | Country: QA | Fax: +974

Is this an administrative contact? Yes No
Administrative contact will receive general communications from us.

Does this contact need a user account? Yes No
User accounts will provide online access to supplier transactions and self-service tools.

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

Last updated 1 minute ago

Cancel Save Continue

Step 2 :

- Under **Contacts**, input the details of the individual registering your company.
(all registration related communications like registration confirmation, rejection, requests for additional details etc. will solely be sent to this email id only)
- Specify if this user requires a user account to receive RFQ notifications, upload Invoice etc, by responding yes or no to the corresponding questions.
- If a user account is required, please specify the role required.

1. Supplier Registration > Contact Details

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- Supplier Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- Supplier Sales Representative**
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
- Supplier Bidder**
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.
- SM Supplier Accounts Receivable Specialist Custom**
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- SM Supplier Customer Service Representative Custom**
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- SM Supplier Inventory Manager**
Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies, materials and products in order to ensure that customers, employees and production have access to the materials they need.(CUSTOM ROLE)

[+ Add Another Contact](#)

Last updated 1 minute ago

[Cancel](#) [Save](#) [Continue](#)

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Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

- Select the roles required for this user account. Click all boxes if applicable.
- You can also add additional individuals requiring access to Sidra Medicine portal by clicking “+ Add Another Contact”.

1. Supplier Registration > Addresses

Address 1 🗑️

Address Name
PO 000

What's this address used for? Select at least 1 purpose.
 Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
Qatar

Address Line 1 Required Address Line 2 Address Line 3

City Required State Postal Code

Email Country QA Phone +974 Ext

Country QA Fax +974

Which contacts are associated to this address?

USER 1 user@company.com

Additional Information

Zone Required Street Required Building Required

Floor Office

Step 3 :

- Under **Addresses**, enter your physical address. Click & specify the purpose (*to receive purchase orders, payments, or issuing bids*).
- **Additional Info** is for Qatar registered companies, details of which are as mandated by the General Tax Authority, State of Qatar.
- Click Continue.

1. Supplier Registration > Business Classifications



Supplier Registration

Business Classifications

1. Please follow the instructions and attach required documents at below to speed up the review process.

Classification	Individual in Qatar	Individual Outside Qatar	Company in Qatar	Company Outside Qatar
Tax ID	OP	OP	M	M
Passport No	OP	OP	N/A	N/A
Residence Permit (RP)	M	M	N/A	N/A
Commercial Registration (CR)	N/A	N/A	M	OP
Subject to withholding tax for Services	If with PR, NO	YES	If with valid tax ID and CR, NO	YES

(OP- Optional M- Mandatory N/A- Not Applicable)

2. If you are supplying drugs in Qatar, Please add the import permit from MoPH

Business classification 1

Classification Subclassification

Updated just now

Cancel Save Continue

Step 4 :

- Under **Business Classifications**, select the Classification from drop down list and upload your Commercial licenses
- Qatar Vendors** : Please attach your **Commercial Registration** and **Tax ID** which is a mandatory requirement.
- Foreign Vendors**: Certificate of Incorporation, Tax/VAT/W9 card, Pharmacy licenses etc for other Foreign companies.



1. Supplier Registration > Business Classifications

Business classification 1 🗑️

Classification
Commercial Registration

Subclassification

Certifying Agency
MOCI

Other Certifying Agency

Licenses Name

Certificate Start Date
11/22/2024

Certificate End Date
11/26/2025

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

CR.xls Last updated on 11/21/2024
9.69 KB 📄 🗑️

+ Add Another Business Classification

Updated just now

Cancel Save Continue

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Step 4 :

- To add more documents, click “Add Another Business Classification’ and follow.
- Click Continue.

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

1. Supplier Registration > Products & Services



Supplier Registration

Products and Services

Search by category or description

4 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> Bedding Linen & Textiles	Bedding Linen & Textiles
<input checked="" type="checkbox"/> Bio-Med Equip & Software Costs	Bio-Med Equip & Software Costs
<input type="checkbox"/> Building & Engineering Products & Services	Building & Engineering Products & Services
<input type="checkbox"/> CAPEX	CAPEX
<input checked="" type="checkbox"/> Chemicals & Reagents	Chemicals & Reagents
<input type="checkbox"/> Communication & Delivery Costs	Communication & Delivery Costs
<input type="checkbox"/> Contracted Out - IT	Contracted Out - IT
<input checked="" type="checkbox"/> Contracted Out - Patient Care	Contracted Out - Patient Care

Updated just now

Cancel Save Continue

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Step 5 :

- Under **Products & Services**, Select and add your offered products and services from the drop-down menu. Buyers will generate and issue RFQs/Tenders according to your selections (Please note that no additional categories can be added beyond those listed.)
- Click Continue.

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire



1. Supplier Registration > Questionnaire

Questionnaire

Supplier Registration (Local)

Section 1 of 1

1. Provide a copy of last financial year Annual Report

Required

Attached

Add Attachments (1)

2. Provide Number of Employees

Required

60

3. Provide a copy of the organizational structure

Required

Attached

Add Attachments (1)

4. If your company has been authorized to supply any goods or services, please provide relevant documents

Required

a. Yes

b. No

5. Do you have access (own or lease) to storage capabilities?

Required

a. Yes

b. No

6. Do you have access (own or lease) to logistical support for transport of goods?

Required

a. Yes

b. No

7. Provide of your Company Profile including past experience

Required

Provided

8. Do your company have any kind of Conflict of Interest in dealing with Sidra?

Required

No

Cancel Save Submit

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Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

Step 6 :

- Under **Questionnaire**, there are 10 questions requiring your response. Respond to each question and input your comments in each blank field. Attach all relevant documentations where necessary.
- Click Submit.

You will now receive an automated email confirming your registration submission to Sidra Medicine.



FAQs:

1) What can I expect once I complete the registration?

- Your registration will undergo an internal compliance review. Once approved, the listed contacts in your profile will receive an automated email confirming your status as a 'Spend Authorized' vendor (typically within 2 days).

2) Why am I not receiving any RFQ notifications?

- Once your account is Active you will only be able to view 'OPEN' RFQs in portal. You will begin receiving new notifications from Buyers only when there is a new requirement (based on your selections under "Products & Services" during registration).

3) Can I add more users?

- Yes, you can edit your profile to add or remove contacts. Once done, click 'Review and Submit' for Sidra Medicine approval. We encourage you to add multiple users to your profile to ensure an alternate contact is available if any listed user leaves the company or similar.

4) Do we have to attach the last Financial Year report during registration?

- It is a mandatory requirement for audit purpose.

5) Why do we get a message that we are already registered?

- The system will automatically stop any existing registrations from duplicating. Please reach out to us and we will advise you on existing contact in your profile or assist you in adding more users for portal access.

6) Who do we reach out to if we have any registration issues?

- Please reach out to vendormanagement@sidra.org with a screenshot of your error message and the team will forward your query to the relevant technical teams for resolution.



سدرة للطب Sidra Medicine

عضو في مؤسسة قطر
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