



USER MANUAL FOR
NEW VENDOR
REGISTRATION -ONLINE

*SEHA
Online Vendor Registration
Project*

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Document Control

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Reviewers

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Distribution

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Introduction & Objective

This user manual describes how suppliers can register themselves using Oracle Online vendor registration system at SEHA.

Objectives

The objective of this manual to ensure that Key Users understand how to perform the following registration processes:

- Enter the external link in the browser
- Enter the Basic details
- Enter Company details
- Enter Supplier profile details
- Add Attachment
- Submit for Registration
- Email Notifications

Instructions

- All certificates and documents must be in English, or certified English translation
- Attachment title should indicate the document; for example, if you are attaching a Valid Commercial License, the attachment uploaded should be named as: Commercial License
- The User I.D created after the registration form is approved by SEHA cannot be changed later however the contact person details and authorization letter can be updated
- One User I.D can access this form after approval. However, multiple users can be assigned internally by the company later to fill/modify the supplier profile.
- SEHA procurement section is not liable to verify bank details. You must make sure the submitted data is valid and acknowledged by SEHA finance
- All fields marked with (*) are mandatory
- The form will expire if it remains idle for more than 5 minutes. If you wish to stop filling the form in between then use the 'Save for Later' option.

For any technical issues related to Oracle system please drop an email to seha_sourcing_support@evosysglobal.com

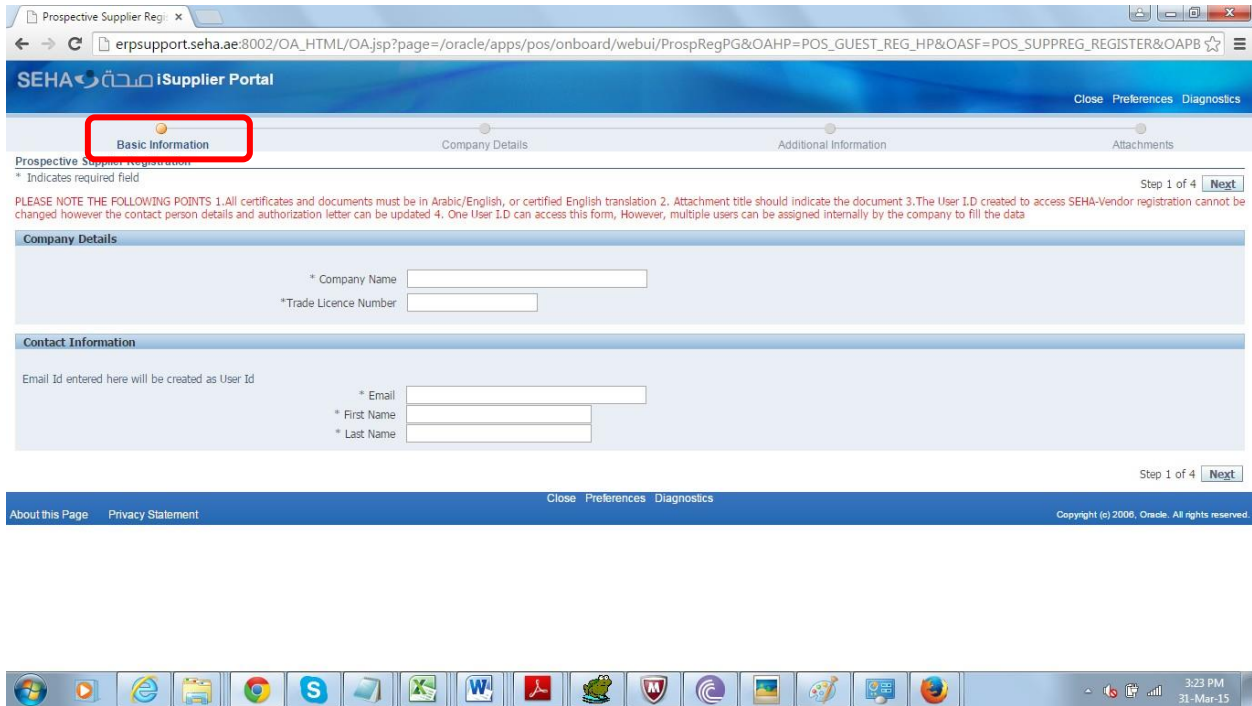
Accessing Prospective Supplier Registration Page / Basic details page

Supplier will copy paste the below link in the browser (**Compatible Browsers are: Mozilla Firefox/ IE 9 or higher version recommended/ Google Chrome**) and press enter for initiating Registration process.

URL: https://oracleerp4.seha.ae/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=3A0042CFA1F83FB9

Basic Information Page

Basic Information Page is the first page which opens when the above mentioned link is accessed.



Prospective Supplier Registration

* Indicates required field

PLEASE NOTE THE FOLLOWING POINTS 1. All certificates and documents must be in Arabic/English, or certified English translation 2. Attachment title should indicate the document 3. The User I.D created to access SEHA-Vendor registration cannot be changed however the contact person details and authorization letter can be updated 4. One User I.D can access this form, However, multiple users can be assigned internally by the company to fill the data

Step 1 of 4 **Next**

Company Details

* Company Name

* Trade Licence Number

Contact Information

Email Id entered here will be created as User Id

* Email

* First Name

* Last Name

Step 1 of 4 **Next**

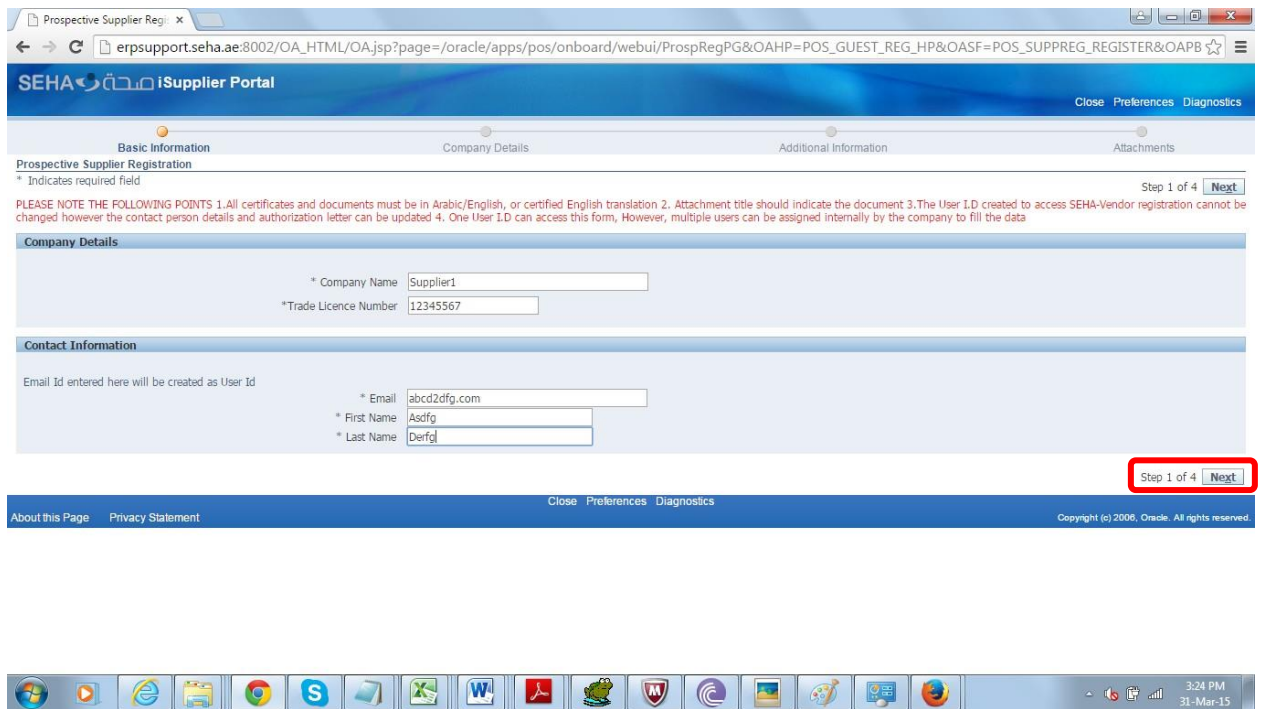
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Enter the below basic information in this page as shown below:

- Company Name
- Trade License Number
- Email
- First Name
- Last Name

Note: The email address entered here will be created as User ID after approval

Once you fill all information clicks on "Next".



The screenshot shows a web browser window displaying the SEHA iSupplier Portal. The page title is "Prospective Supplier Registration". The URL is "erpsupport.seha.ae:8002/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegPG&OAHP=POS_GUEST_REG_HP&OASF=POS_SUPPREG_REGISTER&OAPB". The page has a blue header with the SEHA logo and "iSupplier Portal". Below the header, there are four tabs: "Basic Information", "Company Details", "Additional Information", and "Attachments". The "Company Details" tab is active. The form contains the following fields:

- * Company Name: Supplier1
- * Trade Licence Number: 12345567
- * Email: abcd2dfg.com
- * First Name: Asdfg
- * Last Name: Derfgl

At the bottom right of the form, there is a "Next" button highlighted with a red box. The page footer includes "About this Page", "Privacy Statement", "Close", "Preferences", "Diagnostics", and "Copyright (c) 2006, Oracle. All rights reserved." The taskbar at the bottom shows various application icons and the system clock indicating 3:24 PM on 31-Mar-15.

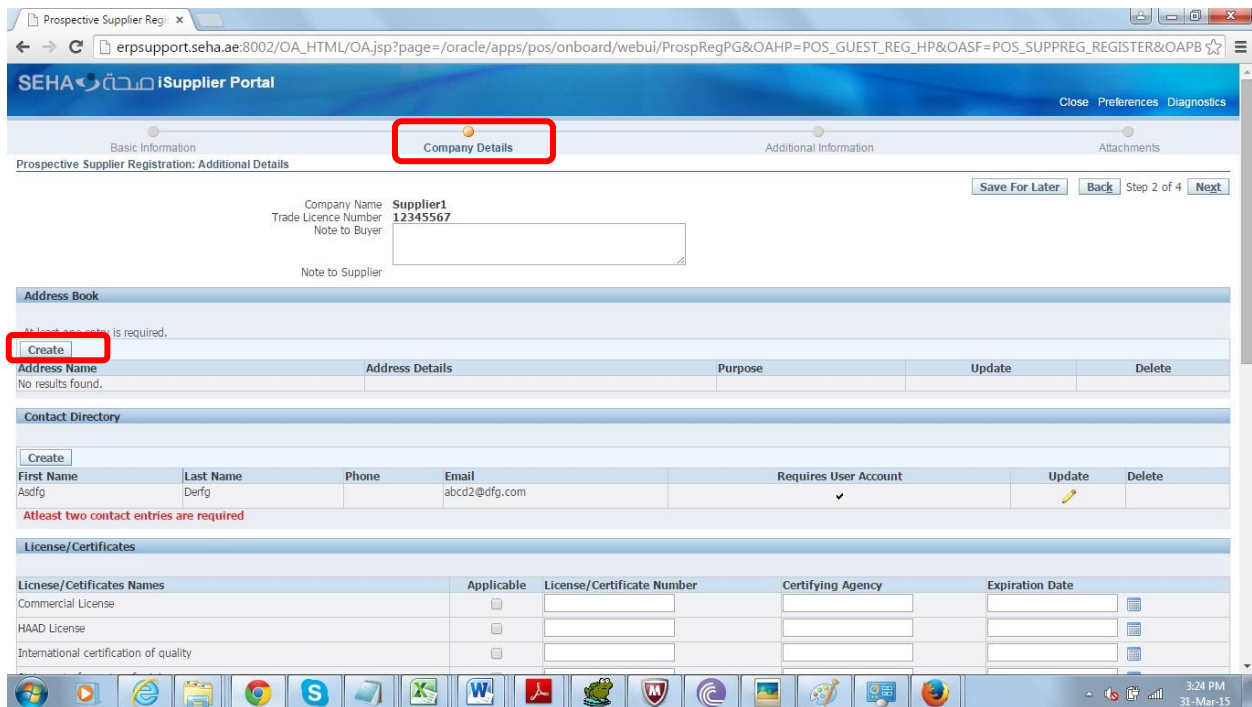
Company Details Page

Once you click 'Next' on Basic Information page, you will reach 'Company Details' page.

Enter any additional information in note to Buyer (Optional)

Address Book

1. Click on "Create" under Address Book section to add Address information



Prospective Supplier Registration: Additional Details

Company Name: Supplier1
Trade Licence Number: 12345567
Note to Buyer: [Text Area]
Note to Supplier: [Text Area]

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Asdfg	Derfg		abcd2@dfg.com	✓	[Edit]	

At least two contact entries are required

License/Certificates

License/Certificates Names	Applicable	License/Certificate Number	Certifying Agency	Expiration Date
Commercial License	<input type="checkbox"/>	[Text Box]	[Text Box]	[Text Box]
HAAD License	<input type="checkbox"/>	[Text Box]	[Text Box]	[Text Box]
International certification of quality	<input type="checkbox"/>	[Text Box]	[Text Box]	[Text Box]

Once you click on 'Create' a new page opens as shown below:

1. Enter the details as shown in page. Minimum details to be filled are:
 - Address Line
 - City
 - Postal Code
 - Phone Number
2. After filling all the details click on 'Apply'. This will take you back to the 'Company Details' page.

Create Address

erp.support.seha.ae:8002/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectDetailsPG&mappingId=VyI0JZ.51wv2qXoOPySZOQ&_ti=1278609990&retz

SEHA صحة iSupplier Portal

Close Preferences Diagnostics

Create Address

* Indicates required field

Address Name: SITE-1
Country: United Arab Emirates

* Address Line 1: Street 1
Address Line 2:
Address Line 3:
Address Line 4:
* City/Town/Locality: Abu Dhabi
County:
State/Region:
Province:
* Postal Code: 123456

Phone Area Code:
* Phone Number: 2343245435
Fax Area Code:
Fax Number:
Email Address:
 Purchasing Address
 Payment Address
 RFQ Only Address

Cancel Apply

Cancel Apply

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Close Preferences Diagnostics

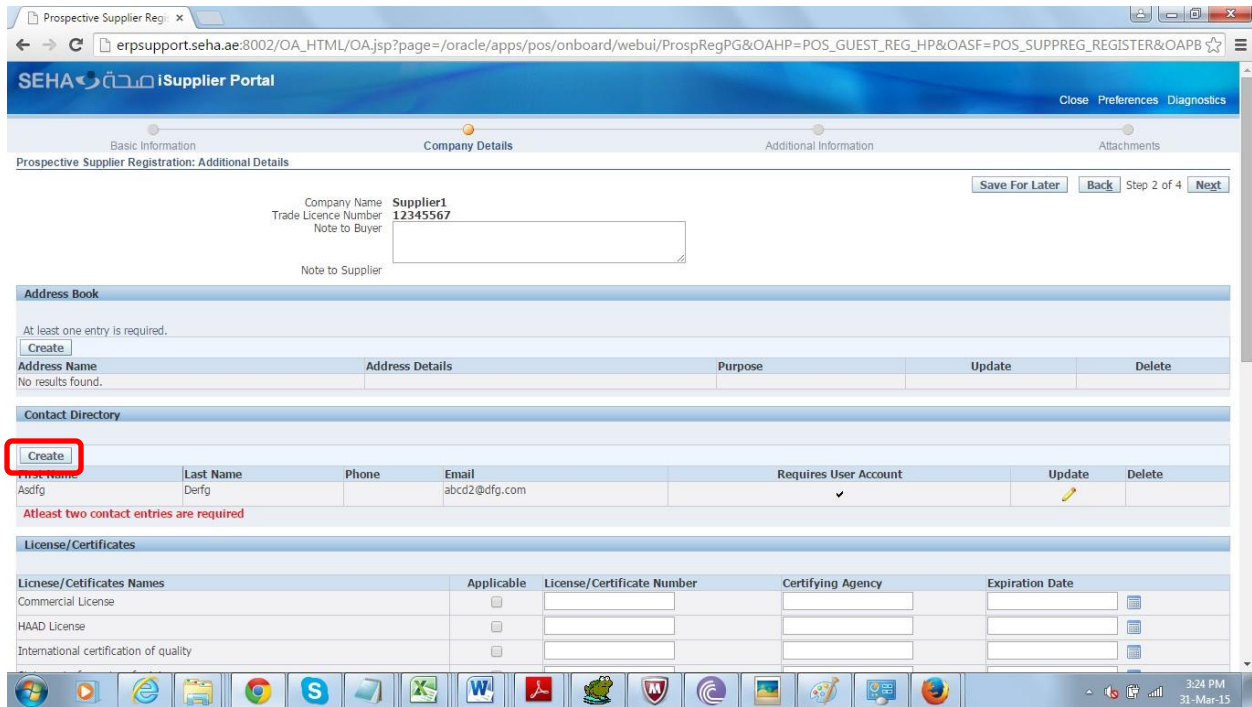
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Contact Directory

Minimum two (2) contact details are required. The contact details given in first page earlier will be visible here. It can be updated but cannot be deleted. You are required to add details of at least one more contact person.

Once on the 'Company Details' page, click on 'Create' button under Contact Directory section.



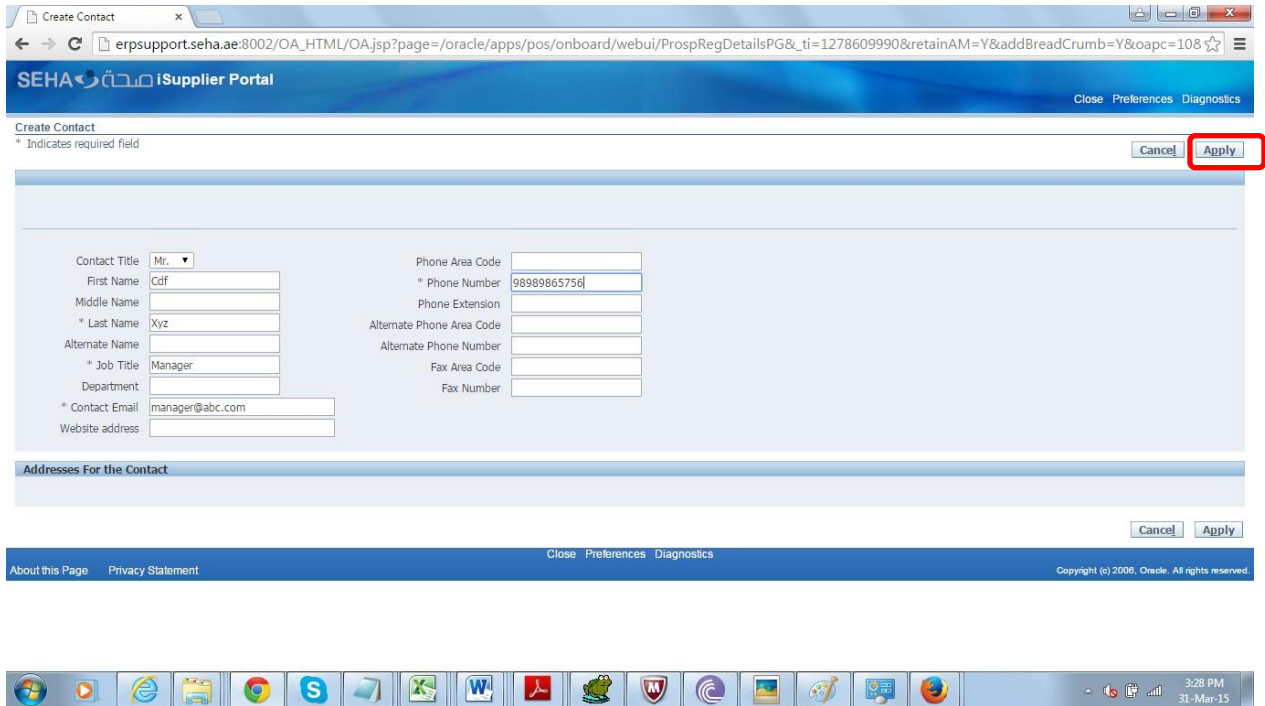
Once you click on 'Create' a new page opens as shown below:

1. Enter the details as shown in page. Minimum details to be filled are:


- First Name
- Last Name
- Job Title
- Contact Email
- Phone Number

Note: Add website address in 'Web Address' if it exists for your company

2. After filling all the details click on 'Apply'. This will take you back to the 'Company Details' page



Browser: Create Contact x
Address bar: erpsupport.seha.ae:8002/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegDetailsPG&_ti=1278609990&retainAM=Y&addBreadcrumb=Y&oapc=108

SEHA  صحة | Supplier Portal

Create Contact
* Indicates required field

Buttons: Cancel Apply

Form Fields:

Contact Title	Mr.	Phone Area Code	
First Name	Cdf	* Phone Number	9898986575d
Middle Name		Phone Extension	
* Last Name	Xyz	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
* Job Title	Manager	Fax Area Code	
Department		Fax Number	
* Contact Email	manager@abc.com		
Website address			

Addresses For the Contact

Buttons: Cancel Apply

Footer: About this Page Privacy Statement Close Preferences Diagnostics Copyright (c) 2006, Oracle. All rights reserved.

Taskbar: 3:28 PM 31-Mar-15

Certificates/License

The detail of licenses and certificates required from vendor varies according to the type of vendor. The list is as below. All the applicable certificates/licenses applicable as per your vendor type are required to be attached. If you are both Pharmacy and Medical Consumable vendor then the documents required for both the types are applicable for you. These documents are to be attached on the last page (explained later in the document)

For Pharmacy suppliers:

1. *Valid Commercial License*
2. *UAE-MoH Store License*
3. *HAAD License if store located in Abu Dhabi Emirate (Optional)*

For Medical Consumables Suppliers:

1. *Valid Commercial License*
2. *Statement of Country of origin*
3. *International certification of quality*

For all other suppliers:

1. *Valid Commercial License*
2. *Valid Certification of Chamber of Commerce and Industry*

Once on the 'Company Details' page, go to 'Licenses/Certificates' section and perform the below steps:

1. Check 'Applicable' check box as per your supplier type for the listed licenses/certificates
2. Enter 'License/Certificate Number'
3. Enter 'Licensing/Certifying' agency
4. Enter Expiration Date

An example of a Pharmacy supplier filling the details is shown below:

Browser tabs: Inbox (17) - viveks@evosys, Outlook Web App, New Tab, Prospective Supplier Regi

Address bar: erpsupport.seha.ae:8002/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProsRegPG&OAHP=POS_GUEST_REG_HP&OASF=POS_SUPPREG_REGISTER&OAPB

License/Certificates

License/Certificates Names	Applicable	License/Certificate Number	Certifying Agency	Expiration Date
Commercial License	<input checked="" type="checkbox"/>	ABCD1234	Chamber of Commerce	24-Sep-2015 11:38:28
HAAD License	<input checked="" type="checkbox"/>	BGHJ4567	HAAD, Abu Dhabi	17-Aug-2015 11:38:34
International certification of quality	<input type="checkbox"/>			
Statement of country of origin	<input type="checkbox"/>			
UAE Ministry of health's store license	<input checked="" type="checkbox"/>	AAFIJAE#4567	MoH	30-Jul-2015 11:38:41
Valid Certification of Chamber of commerce and Industry	<input type="checkbox"/>			
Valid Commercial License	<input type="checkbox"/>			

Applicable for Pharmacy suppliers:

- Valid Commercial Licence
- UAE-MoH Store Licence
- HAAD License if store located in Abu Dhabi Emirate (Optional)

For Medical Consumables Suppliers:

- Valid Commercial Licence
- Statement of Country of origin
- International certification of quality

For all other suppliers:

- Valid Commercial Licence
- Valid Certification of Chamber of Commerce and Industry

NOTE: All applicable licences/certificates to be attached on last page

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
No results found.		

Banking Details

Windows Taskbar: 11:38 AM 01-Apr-15

Product and Services

SEHA has a defined list of product and services category. You need to select the category code as per the products and services offered by your company.

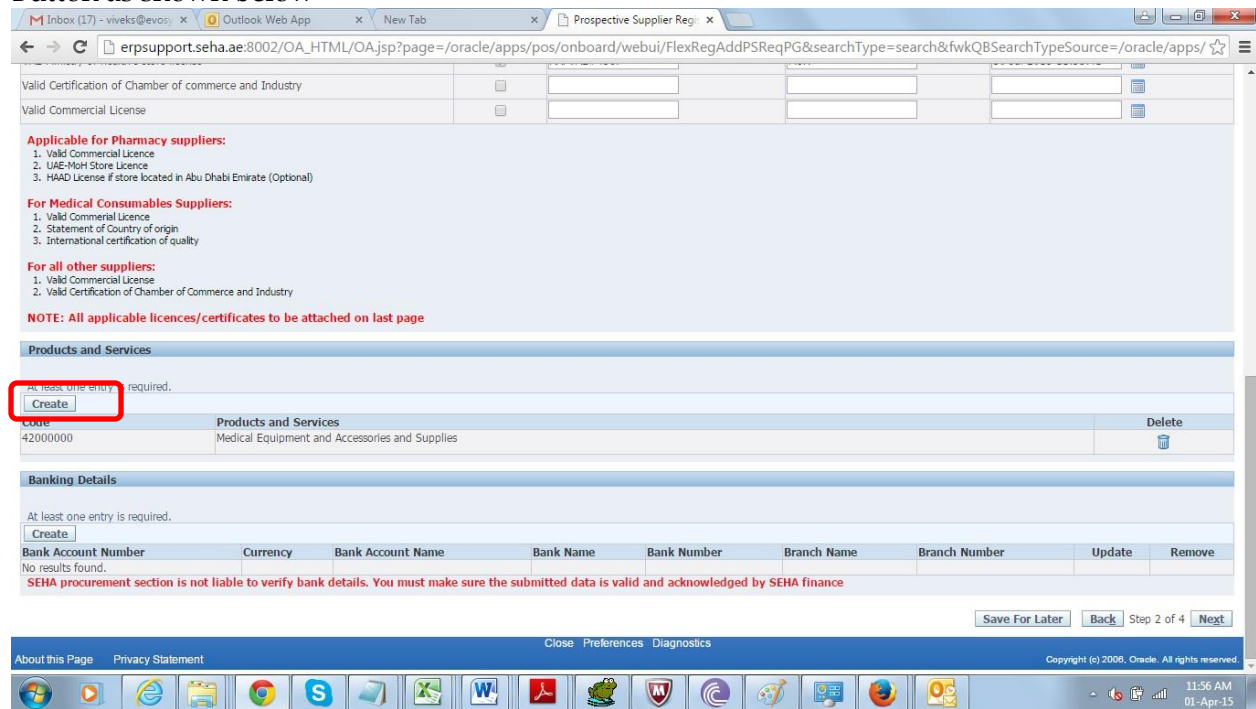
For e.g,

The category code for Pharmacy supplier is 51000000 - Drugs and Pharmaceutical Products

The category code for Medical Consumable Supplier is 42000000 - Medical Equipment and Accessories and Supplies

You can select more than one category code if products/services offered by you fall in different categories.

Once on 'Company Details' page, go to 'Products and Services' section and click on 'Create' Button as shown below



The screenshot shows a web browser window with the URL `ersupport.seha.ae:8002/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/FlexRegAddPSReqPG&searchType=search&fwkQBSearchTypeSource=/oracle/apps/`. The page content includes:

- Valid Certification of Chamber of commerce and Industry
- Valid Commercial License
- Applicable for Pharmacy suppliers:**
 - 1. Valid Commercial License
 - 2. UAE-Moh Store Licence
 - 3. HAAD License if store located in Abu Dhabi Emirate (Optional)
- For Medical Consumables Suppliers:**
 - 1. Valid Commercial License
 - 2. Statement of Country of origin
 - 3. International certification of quality
- For all other suppliers:**
 - 1. Valid Commercial License
 - 2. Valid Certification of Chamber of Commerce and Industry
- NOTE: All applicable licences/certificates to be attached on last page**
- Products and Services**

At least one entry required.

ID	Products and Services	Delete
42000000	Medical Equipment and Accessories and Supplies	
- 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.								


SEHA procurement section is not liable to verify bank details. You must make sure the submitted data is valid and acknowledged by SEHA finance

Once you click on 'Create' a new page opens as shown below:

1. Check on the applicable categories
2. After selecting the applicable categories click on 'Apply'. This will take you back to the 'Company Details' page

Browser tabs: Add Products and Service, "EvoErp" (550) - viveks@...

Address bar: erpsupport.seha.ae:8002/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectDetailsPG&_ti=1278609990&retainAM=Y&addBreadcrumb=RS&oapc=14

SEHA  iSupplier Portal Close Preferences Diagnostics

Add Products and Services: (Supplier1) Cancel **Apply**

Browse All Products & Services
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
12000000	Chemicals including Bio Chemicals and Gas Materials		<input type="checkbox"/>
42000000	Medical Equipment and Accessories and Supplies		<input checked="" type="checkbox"/>
50000000	Food Beverage and Tobacco Products		<input type="checkbox"/>
51000000	Drugs and Pharmaceutical Products		<input type="checkbox"/>
52000000	Domestic Appliances and Supplies and Consumer Electronic Products		<input type="checkbox"/>
53000000	Apparel and Luggage and Personal Care Products		<input type="checkbox"/>

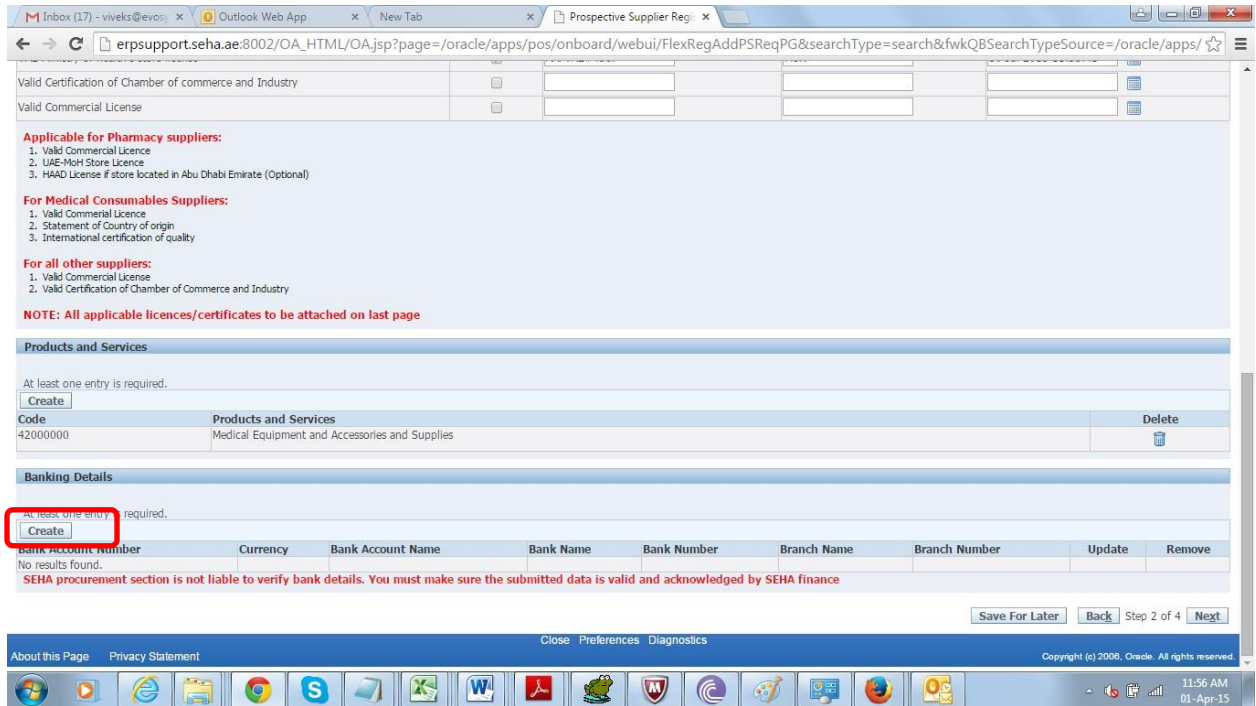
Cancel **Apply**

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Banking Details

Once on 'Company Details' page, click on 'Create' button in 'Banking Details' section. Providing one bank account details is necessary.



Valid Certification of Chamber of commerce and Industry

Valid Commercial License

Applicable for Pharmacy suppliers:

- Valid Commercial Licence
- UAE-MoH Store Licence
- HAAD License if store located in Abu Dhabi Emirate (Optional)

For Medical Consumables Suppliers:

- Valid Commercial Licence
- Statement of Country of origin
- International certification of quality

For all other suppliers:

- Valid Commercial Licence
- Valid Certification of Chamber of Commerce and Industry

NOTE: All applicable licences/certificates to be attached on last page

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
42000000	Medical Equipment and Accessories and Supplies	

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.								

SEHA procurement section is not liable to verify bank details. You must make sure the submitted data is valid and acknowledged by SEHA finance

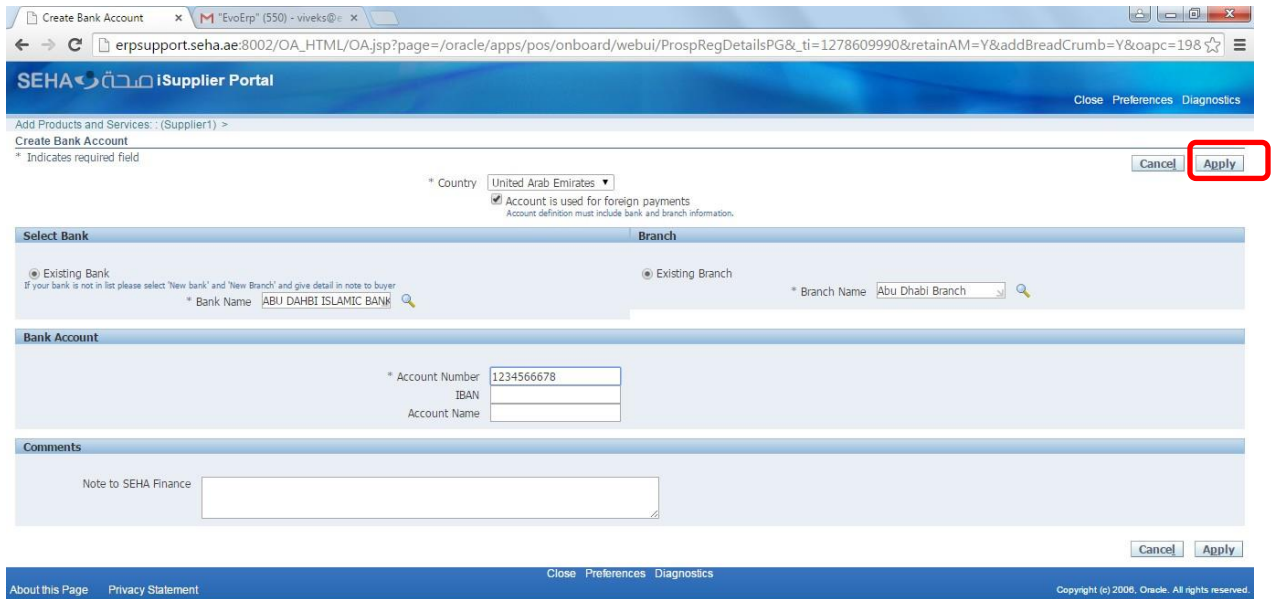
Save For Later Back Step 2 of 4 Next

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11:56 AM 01-Apr-15

Once you click on 'Create' a new page opens as shown below:

- Enter the details as shown in page. Bank Name and Bank Branch are to be selected from the existing list. Minimum details to be filled are:
 - Bank Name
 - Bank Branch
 - Account Number
 - IBAN Number, if available
- After filling all the details click on 'Apply'. This will take you back to the 'Company Details' page



SEHA iSupplier Portal

Add Products and Services: (Supplier1) >
Create Bank Account
* Indicates required field

Country: United Arab Emirates
 Account is used for foreign payments
Account definition must include bank and branch information.

Select Bank | **Branch**

Existing Bank
If your bank is not in list please select 'New bank' and 'New Branch' and give detail in note to buyer
 * Bank Name: ABU DAHBI ISLAMIC BANK

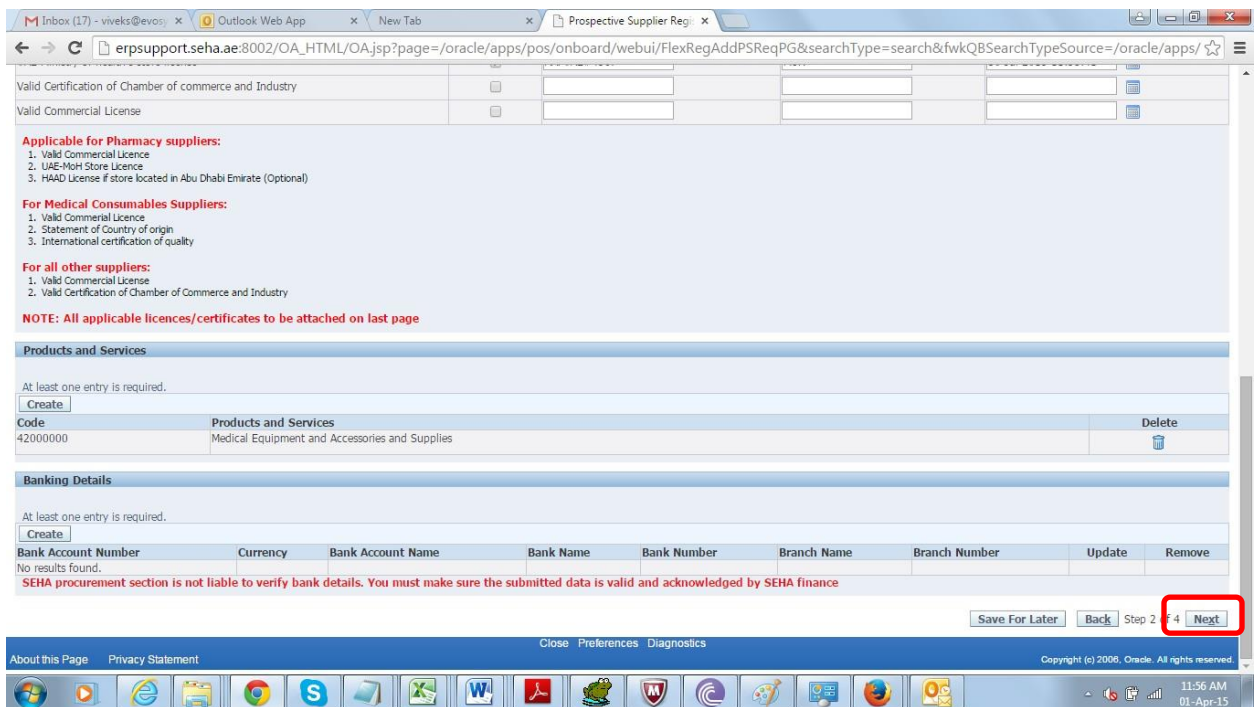
Existing Branch
 * Branch Name: Abu Dhabi Branch

Bank Account

* Account Number: 1234566678
 IBAN:
 Account Name:
 Comments:
 Note to SEHA Finance:
 Cancel Apply

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Click on 'Next' button on Company Details page as shown below



erpssupport.seha.ae:8002/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/FlexRegAddPSReqPG&searchType=search&fwkQBSearchTypeSource=/oracle/apps/

Valid Certification of Chamber of commerce and Industry
 Valid Commercial License

Applicable for Pharmacy suppliers:
 1. Valid Commercial Licence
 2. UAE-MOH Store Licence
 3. HAAD License if store located in Abu Dhabi Emirate (Optional)

For Medical Consumables Suppliers:
 1. Valid Commercial Licence
 2. Statement of Country of origin
 3. International certification of quality

For all other suppliers:
 1. Valid Commercial Licence
 2. Valid Certification of Chamber of Commerce and Industry

NOTE: All applicable licences/certificates to be attached on last page

Products and Services

At least one entry is required.
 Create

Code	Products and Services	Delete
42000000	Medical Equipment and Accessories and Supplies	Delete

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.								

SEHA procurement section is not liable to verify bank details. You must make sure the submitted data is valid and acknowledged by SEHA finance

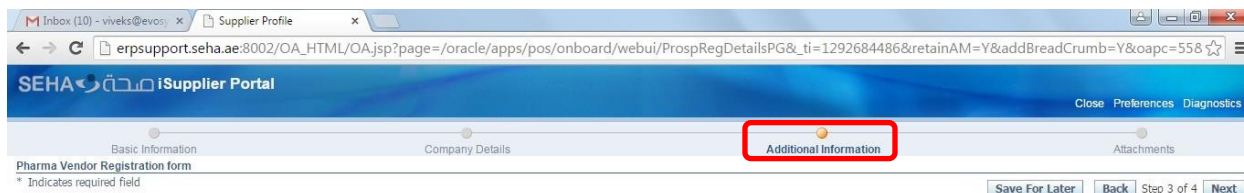
Save For Later Back Step 2 of 4 **Next**

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Additional Information Page

Once you click 'Next' on Company Details page, you reach 'Additional Information' page.

This page is displayed differently for different type of vendor. The type of vendor is decided by the option selected in 'Product and Service' section in previous page.



Note: All suppliers are required to attach User Authorization Letter and Declaration letter on their company letter head as per the template available in the form.

To download the template, you are required to copy the link given in the page and paste it in your browser and press Enter.

The same links are given here for your reference:

User Authorization Letter Template:

https://oracleerp4.seha.ae/OA_HTML/Supplierdocuments/USER_AUTHORIZATION_LETTER_2015.docx

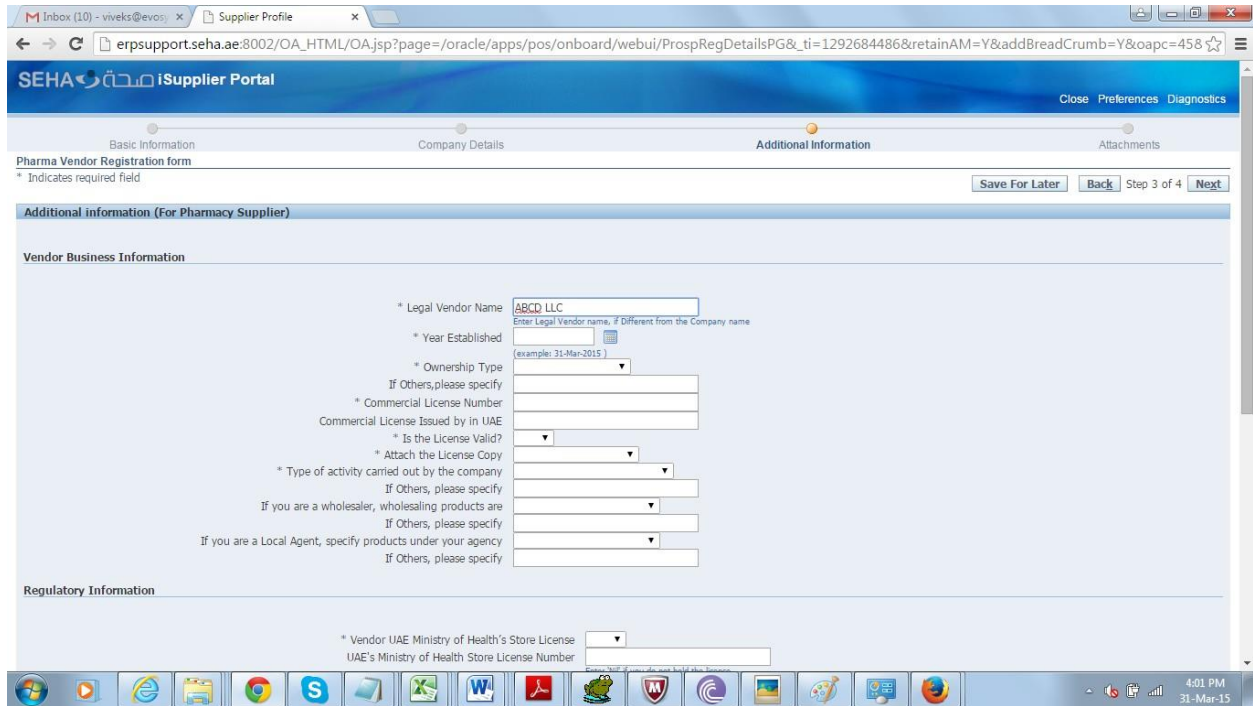
Declaration Letter Template:

https://oracleerp4.seha.ae/OA_HTML/Supplierdocuments/Online_Vendor_registration_Declaration_letter.docx

Additional Information page for Pharmacy Supplier

The page will be displayed as below for Pharmacy Supplier.

1. Enter the details related to Business Information and Regulatory Information as shown in the page.
2. Select the appropriate options in 'User Authorization and Declaration Letters' section.
3. Enter the Ownership details
4. Click on 'Next' once all the all details are filled.



The screenshot shows a web browser window displaying the 'SEHA iSupplier Portal'. The page title is 'Pharma Vendor Registration form' and it is identified as 'Step 3 of 4'. The 'Additional Information' section is active, containing two main parts: 'Vendor Business Information' and 'Regulatory Information'.

Vendor Business Information:

- * Legal Vendor Name: (Note: Enter Legal Vendor name, if Different from the Company name)
- * Year Established: (Note: example: 31-Mar-2015)
- * Ownership Type: (Note: If Others, please specify)
- * Commercial License Number:
- Commercial License Issued by in UAE:
- * Is the License Valid?:
- * Attach the License Copy:
- * Type of activity carried out by the company: (Note: If Others, please specify)
- If you are a wholesaler, wholesaling products are: (Note: If Others, please specify)
- If you are a Local Agent, specify products under your agency: (Note: If Others, please specify)

Regulatory Information:

- * Vendor UAE Ministry of Health's Store License:
- UAE's Ministry of Health Store License Number:

Navigation buttons at the top right include 'Save For Later', 'Back', 'Step 3 of 4', and 'Next'. The browser's taskbar at the bottom shows various application icons and the system clock indicating 4:01 PM on 31-Mar-15.

Supplier Profile

https://oracleerp4.seha.ae/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectDetailsPG&_ti=2076911222&retainAM=Y&addBreadcrumb=Y&oapc=37

* UAE Ministry of Health's license copy

* Do you hold HAAD License for drug store?

If Others, please specify

* HAAD License Number

Enter Nil if HAAD License is not available

* HAAD License copy

If manufacturer, enter Ministry of Health Site Registration Certificate number

Ministry of Health site registration is valid

Ministry of Health site registration certificate copy is attached

User Authorization and Declaration Letters

User Authorization Letter Template Download link https://oracleerp4.seha.ae/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectDetailsPG&_ti=2076911222&retainAM=Y&addBreadcrumb=Y&oapc=37 * User Authorization Letter is attached?

Declaration Letter Template download link https://oracleerp4.seha.ae/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectDetailsPG&_ti=2076911222&retainAM=Y&addBreadcrumb=Y&oapc=37 * Declaration Letter is attached?

Ownership Details

Owner Details

* First name * Middle Name * Last Name

Partner Details

First name Middle Name Last Name

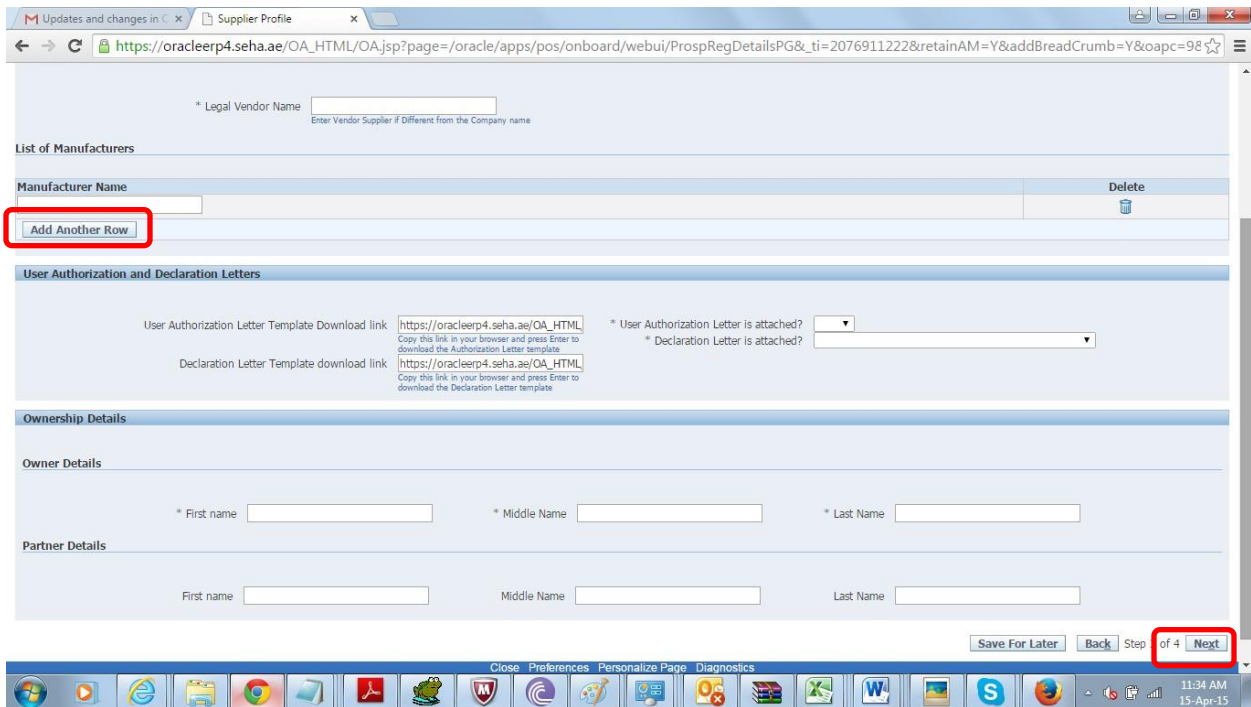
Save For Later Back Step 3 of 4 **Next**

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Additional Information Page for Medical Consumable Supplier

The page will be displayed as below for Pharmacy Supplier.

1. Enter the details related to Legal Information and List of Manufacturer as shown in the page. To add entries into list of manufactures click on 'Add Another row'
2. Select the appropriate options in 'User Authorization and Declaration Letters' section.
3. Enter the Ownership details.
4. Click on 'Next' once all the all details are filled.



Updates and changes in C x Supplier Profile x

https://oracleerp4.seha.ae/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegDetailsPG&_ti=2076911222&retainAM=Y&addBreadCrumb=Y&oapc=98

* Legal Vendor Name
Enter Vendor Supplier if Different from the Company name

List of Manufacturers

Manufacturer Name	Delete
<input type="text"/>	
Add Another Row	

User Authorization and Declaration Letters

User Authorization Letter Template Download link https://oracleerp4.seha.ae/OA_HTML
Copy this link in your browser and press Enter to download the Authorization Letter template

* User Authorization Letter is attached?

Declaration Letter Template download link https://oracleerp4.seha.ae/OA_HTML
Copy this link in your browser and press Enter to download the Declaration Letter template

* Declaration Letter is attached?

Ownership Details

Owner Details

* First name * Middle Name * Last Name

Partner Details

First name Middle Name Last Name

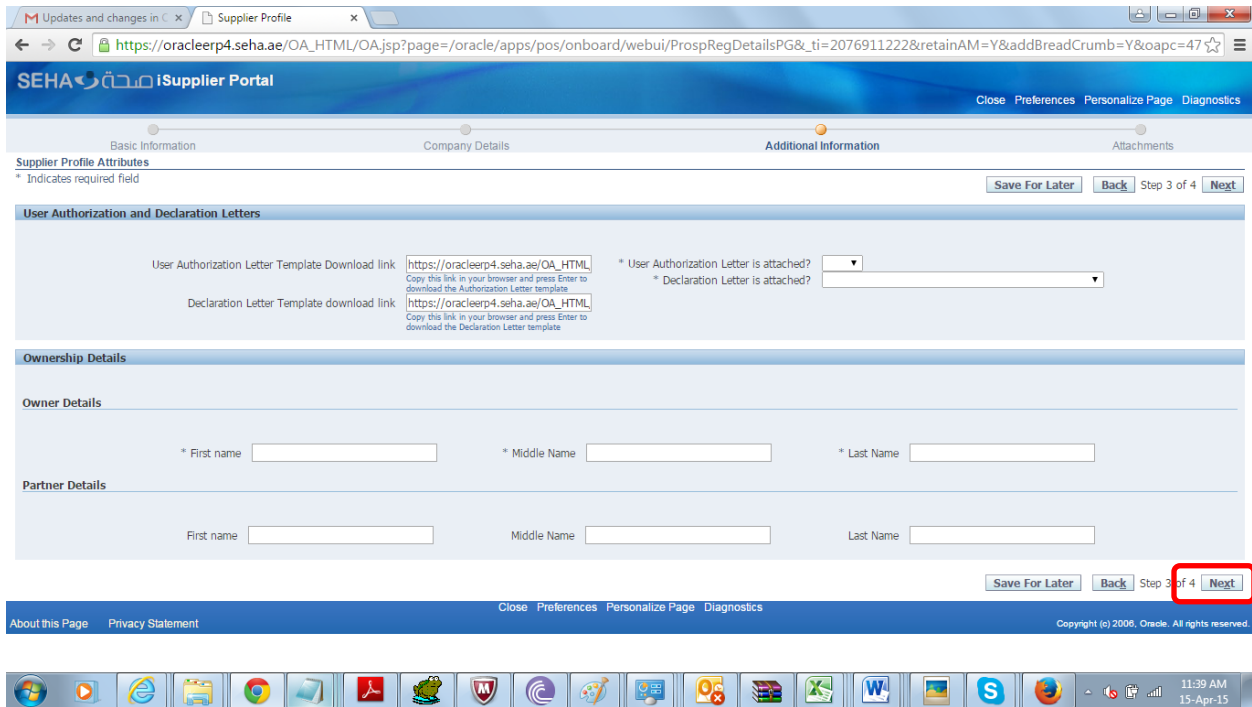
Save For Later Back Step of 4 **Next**

NOTE: If you have selected both pharmaceutical and medical consumable option in 'Product and Services' category then a common page showing details of both the type of supplier will be shown and you will be required to fill details for both.

Additional Information Page for all other General Supplier (non pharmacy, non medical consumable)

The page will be displayed as below for General Supplier.

1. Select the appropriate options in 'User Authorization and Declaration Letters' section.
2. Enter the Ownership Details.
3. Click on 'Next' once all the all details are filled.



Supplier Profile

https://oracleerp4.seha.ae/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProsprRegDetailsPG&_ti=2076911222&retainAM=Y&addBreadcrumb=Y&oapc=47

SEHA iSupplier Portal

Close Preferences Personalize Page Diagnostics

Basic Information Company Details **Additional Information** Attachments

Supplier Profile Attributes

* Indicates required field

Save For Later Back Step 3 of 4 Next

User Authorization and Declaration Letters

User Authorization Letter Template Download link https://oracleerp4.seha.ae/OA_HTML/OA_HTML.jsp?_ti=2076911222&retainAM=Y&addBreadcrumb=Y&oapc=47
Copy this link in your browser and press Enter to download the Authorization Letter template

Declaration Letter Template download link https://oracleerp4.seha.ae/OA_HTML/OA_HTML.jsp?_ti=2076911222&retainAM=Y&addBreadcrumb=Y&oapc=47
Copy this link in your browser and press Enter to download the Declaration Letter template

* User Authorization Letter is attached?

* Declaration Letter is attached?

Ownership Details

Owner Details

* First name * Middle Name * Last Name

Partner Details

First name Middle Name Last Name

Save For Later Back Step 3 of 4 **Next**

About this Page Privacy Statement

Close Preferences Personalize Page Diagnostics

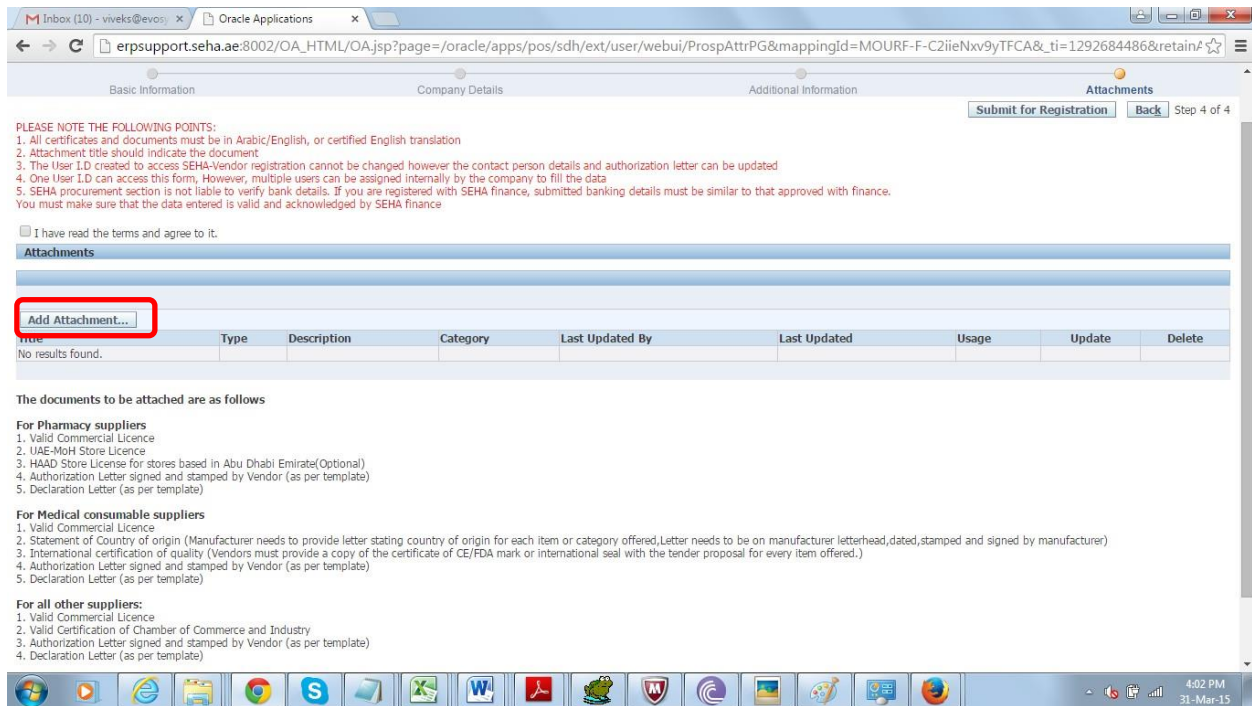
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Attachments Page

Once you click on 'Next', you will reach attachments page.

Here you need to attach all the documents required as per your vendor type. If you are both Pharmacy and Medical consumable supplier then attachments required for both the types are to be attached.

Click on 'Add Attachment...' button on Attachments Page



The screenshot shows a web browser window displaying the SEHA Vendor Registration Attachments page. The page title is "Attachments" and it is part of a 4-step registration process. The page contains the following elements:

- PLEASE NOTE THE FOLLOWING POINTS:**
 - All certificates and documents must be in Arabic/English, or certified English translation
 - Attachment title should indicate the document
 - The User I.D created to access SEHA-Vendor registration cannot be changed however the contact person details and authorization letter can be updated
 - One User I.D can access this form. However, multiple users can be assigned internally by the company to fill the data
 - SEHA procurement section is not liable to verify bank details. If you are registered with SEHA finance, submitted banking details must be similar to that approved with finance. You must make sure that the data entered is valid and acknowledged by SEHA finance.
- I have read the terms and agree to it.
- Attachments** section with a table:

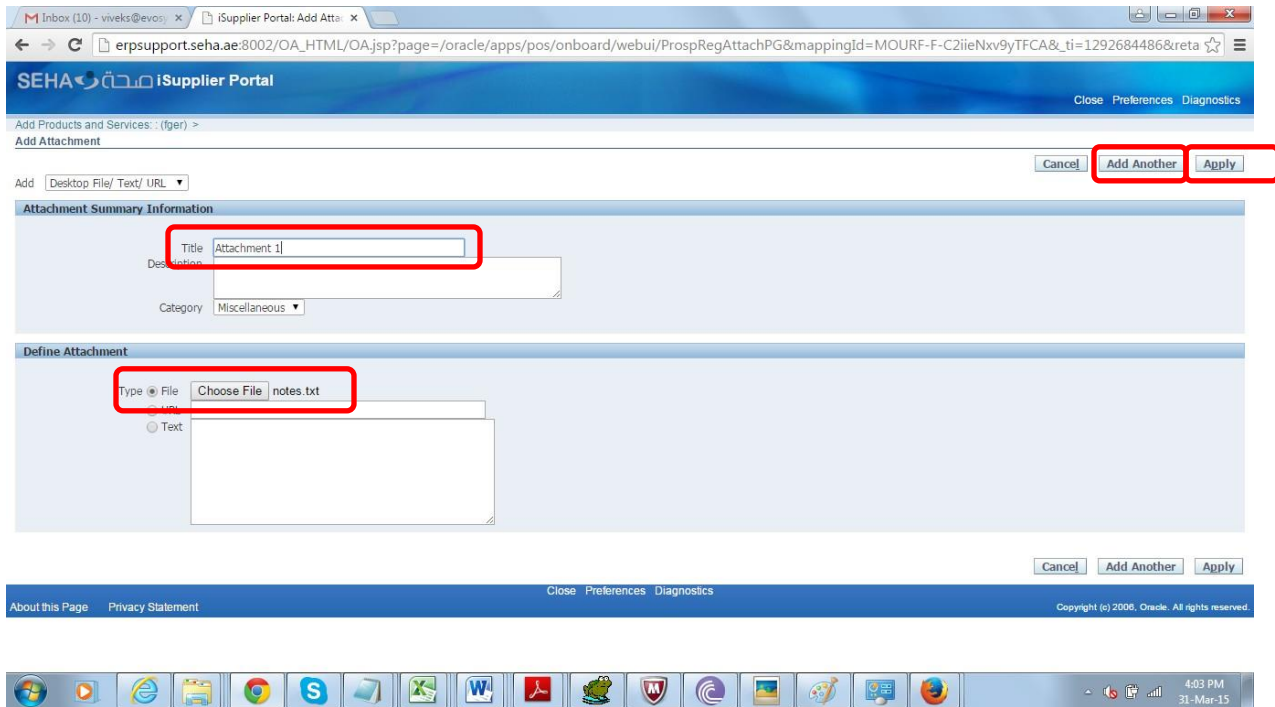
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

- The documents to be attached are as follows**
- For Pharmacy suppliers**
 - Valid Commercial Licence
 - UAE-MoH Store Licence
 - HAAD Store License for stores based in Abu Dhabi Emirate(Optional)
 - Authorization Letter signed and stamped by Vendor (as per template)
 - Declaration Letter (as per template)
- For Medical consumable suppliers**
 - Valid Commercial Licence
 - Statement of Country of origin (Manufacturer needs to provide letter stating country of origin for each item or category offered,Letter needs to be on manufacturer letterhead,dated,stamped and signed by manufacturer)
 - International certification of quality (Vendors must provide a copy of the certificate of CE/FDA mark or international seal with the tender proposal for every item offered.)
 - Authorization Letter signed and stamped by Vendor (as per template)
 - Declaration Letter (as per template)
- For all other suppliers:**
 - Valid Commercial Licence
 - Valid Certification of Chamber of Commerce and Industry
 - Authorization Letter signed and stamped by Vendor (as per template)
 - Declaration Letter (as per template)

The "Add Attachment..." button is highlighted with a red box in the screenshot.

Once you click on 'Add Attachment' a new page opens as below. Perform the below steps.

1. Enter the Tile of the attachment
2. Click on 'Browse' and select the file. Once the file is attached a confirmation message is shown on the screen.
3. To add another attachment click on 'Add Another' and follow steps 1 and 2.



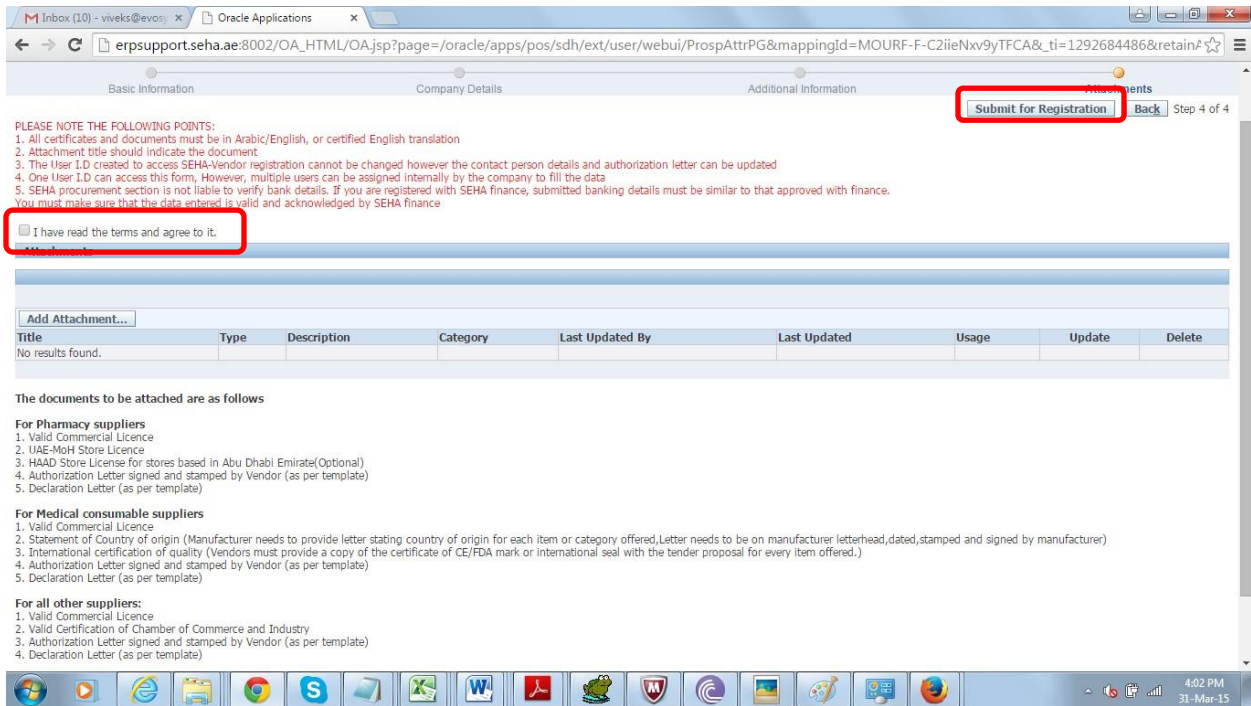
After attaching all the documents click on 'Apply'. This will take you back to the 'Attachments' page

Submit for Registration

Once on the attachments page, perform below steps to submit your form to SEHA.

1. Click on the checkbox 'I have read the terms and agree to it' if you agree.
2. Click on 'Submit for Registration'

When you click on 'Submit for Registration', system will validate the form and if any information is missing then it will give error with details. If there are no errors then system will give you a confirmation message.



PLEASE NOTE THE FOLLOWING POINTS:

1. All certificates and documents must be in Arabic/English, or certified English translation
2. Attachment title should indicate the document
3. The User I.D created to access SEHA-Vendor registration cannot be changed however the contact person details and authorization letter can be updated
4. One User I.D can access this form, However, multiple users can be assigned internally by the company to fill the data
5. SEHA procurement section is not liable to verify bank details. If you are registered with SEHA finance, submitted banking details must be similar to that approved with finance. You must make sure that the data entered is valid and acknowledged by SEHA finance.

I have read the terms and agree to it.

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

The documents to be attached are as follows

For Pharmacy suppliers

1. Valid Commercial Licence
2. UAE-MoH Store Licence
3. HAAD Store License for stores based in Abu Dhabi Emirate(Optional)
4. Authorization Letter signed and stamped by Vendor (as per template)
5. Declaration Letter (as per template)

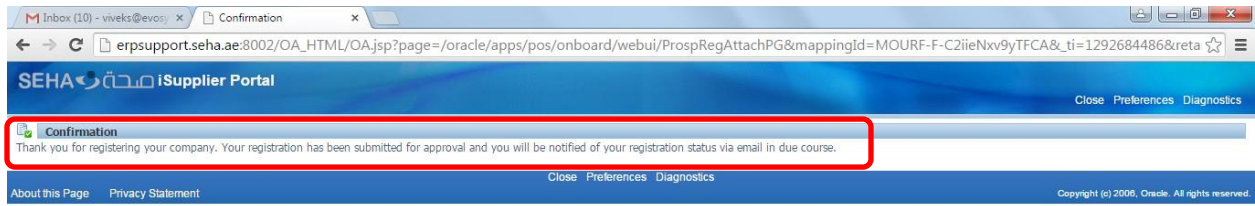
For Medical consumable suppliers

1. Valid Commercial Licence
2. Statement of Country of origin (Manufacturer needs to provide letter stating country of origin for each item or category offered,Letter needs to be on manufacturer letterhead,dated,stamped and signed by manufacturer)
3. International certification of quality (Vendors must provide a copy of the certificate of CE/FDA mark or international seal with the tender proposal for every item offered.)
4. Authorization Letter signed and stamped by Vendor (as per template)
5. Declaration Letter (as per template)

For all other suppliers:

1. Valid Commercial Licence
2. Valid Certification of Chamber of Commerce and Industry
3. Authorization Letter signed and stamped by Vendor (as per template)
4. Declaration Letter (as per template)

The confirmation message given by system for successful submission is as below:

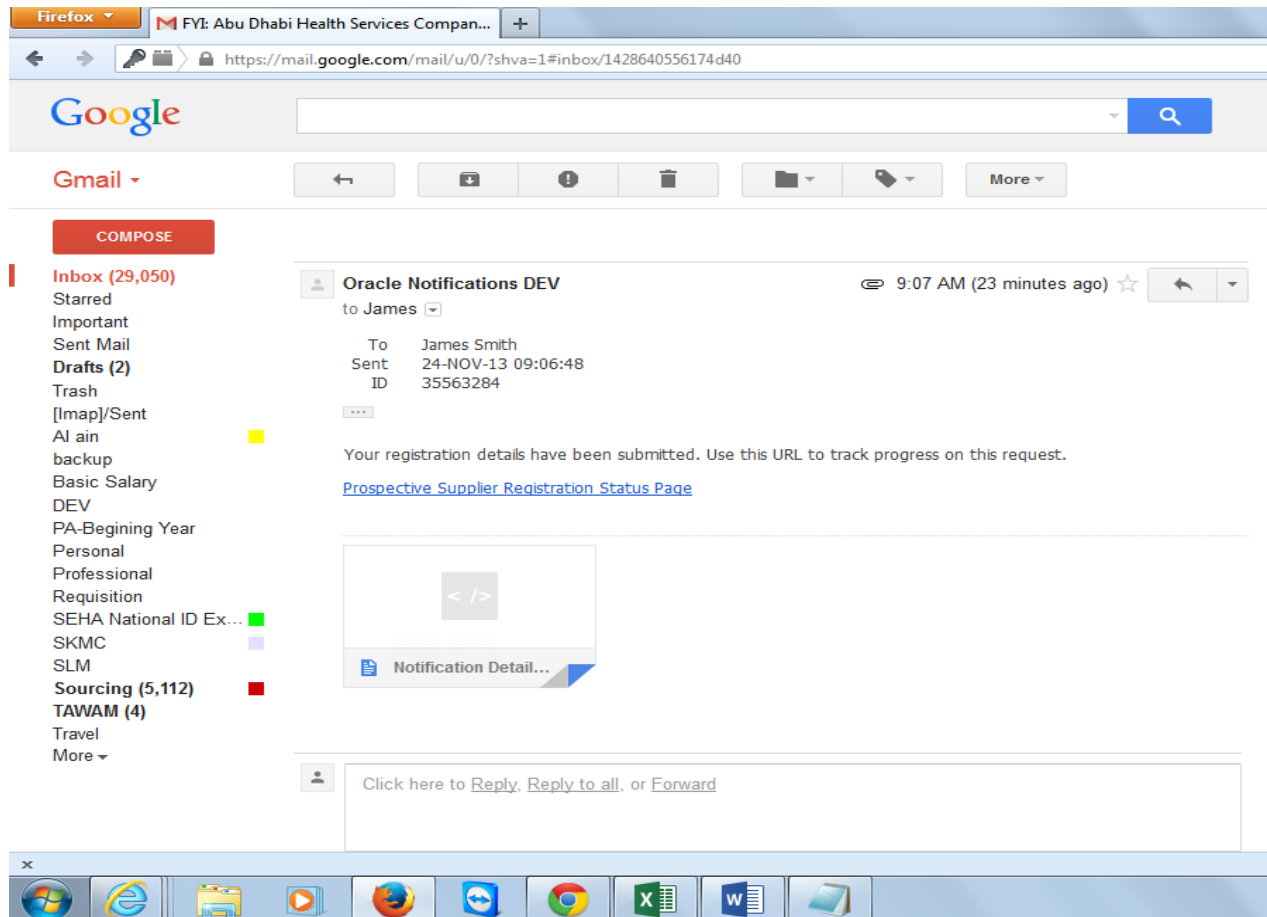


The screenshot shows a web browser window with two tabs: 'Inbox (10) - viveks@evosys' and 'Confirmation'. The address bar contains the URL: `erpsupport.seha.ae:8002/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectRegAttachPG&mappingId=MOURF-F-C2ieNxv9yTFCA&_ti=1292684486&reta`. The page header features the SEHA logo and 'iSupplier Portal' with links for 'Close', 'Preferences', and 'Diagnostics'. A red rectangular box highlights a 'Confirmation' message that reads: 'Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.' Below the message are 'Close', 'Preferences', and 'Diagnostics' links. The footer includes 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'



Email Notification for successful submission

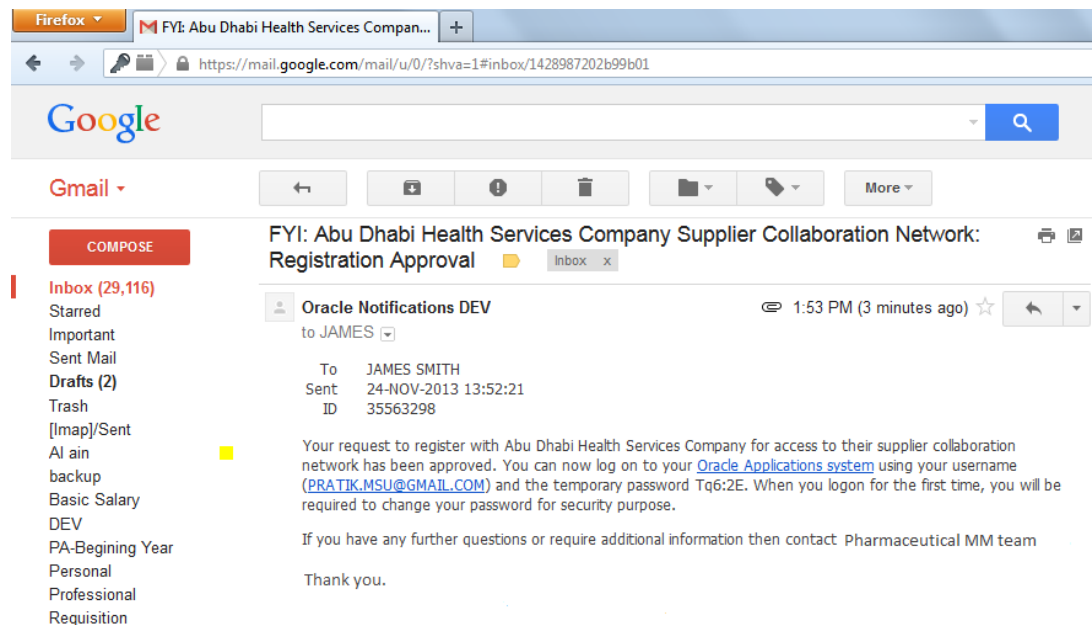
Supplier will get the below email notification on the email address provided on the basic information page once the registration details have been submitted for approval.



Email Notification for successful approval by SEHA

If the registration is approved by SEHA, vendor will get the below two (one for registration of supplier and one for the user) email notification on his email address containing details of the username and password to SEHA Supplier Portal.

The link to access SEHA Supplier Portal is <https://oracleerp4.seha.ae/>



Firefox | FYI: Abu Dhabi Health Services Compan... | +

https://mail.google.com/mail/u/0/?shva=1#inbox/1428987202b99b01

Google

Gmail

COMPOSE

Inbox (29,116)

Starred

Important

Sent Mail

Drafts (2)

Trash

[imap]/Sent

Al ain

backup

Basic Salary

DEV

PA-Beginning Year

Personal

Professional

Requisition

FYI: Abu Dhabi Health Services Company Supplier Collaboration Network: Registration Approval

Oracle Notifications DEV to JAMES

1:53 PM (3 minutes ago)

To: JAMES SMITH

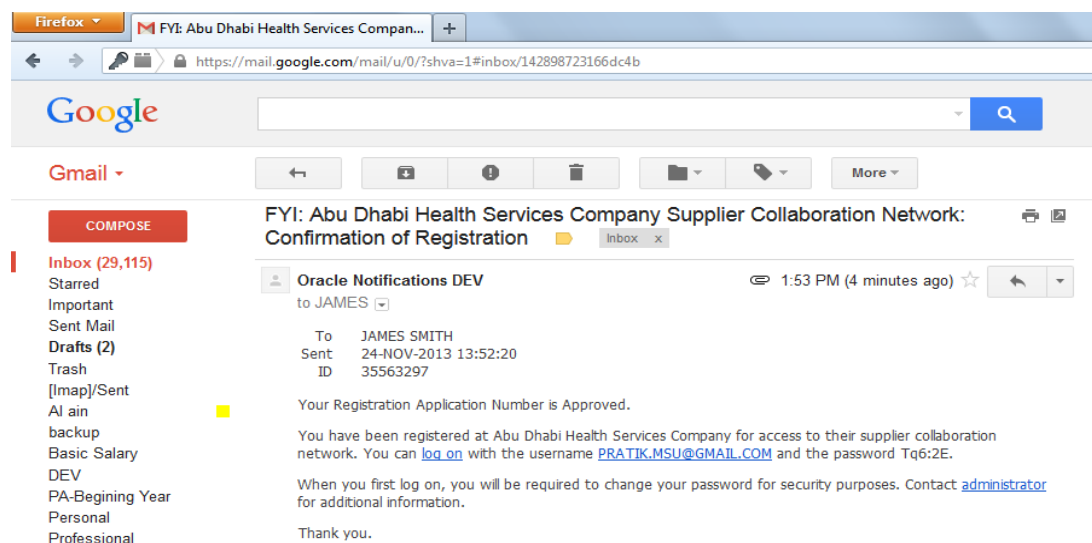
Sent: 24-NOV-2013 13:52:21

ID: 35563298

Your request to register with Abu Dhabi Health Services Company for access to their supplier collaboration network has been approved. You can now log on to your [Oracle Applications system](#) using your username (PRATIK.MSU@GMAIL.COM) and the temporary password Tq6:2E. When you logon for the first time, you will be required to change your password for security purpose.

If you have any further questions or require additional information then contact Pharmaceutical MM team

Thank you.



Firefox | FYI: Abu Dhabi Health Services Compan... | +

https://mail.google.com/mail/u/0/?shva=1#inbox/142898723166dc4b

Google

Gmail

COMPOSE

Inbox (29,115)

Starred

Important

Sent Mail

Drafts (2)

Trash

[imap]/Sent

Al ain

backup

Basic Salary

DEV

PA-Beginning Year

Personal

Professional

FYI: Abu Dhabi Health Services Company Supplier Collaboration Network: Confirmation of Registration

Oracle Notifications DEV to JAMES

1:53 PM (4 minutes ago)

To: JAMES SMITH

Sent: 24-NOV-2013 13:52:20

ID: 35563297

Your Registration Application Number is Approved.

You have been registered at Abu Dhabi Health Services Company for access to their supplier collaboration network. You can [log on](#) with the username PRATIK.MSU@GMAIL.COM and the password Tq6:2E.

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

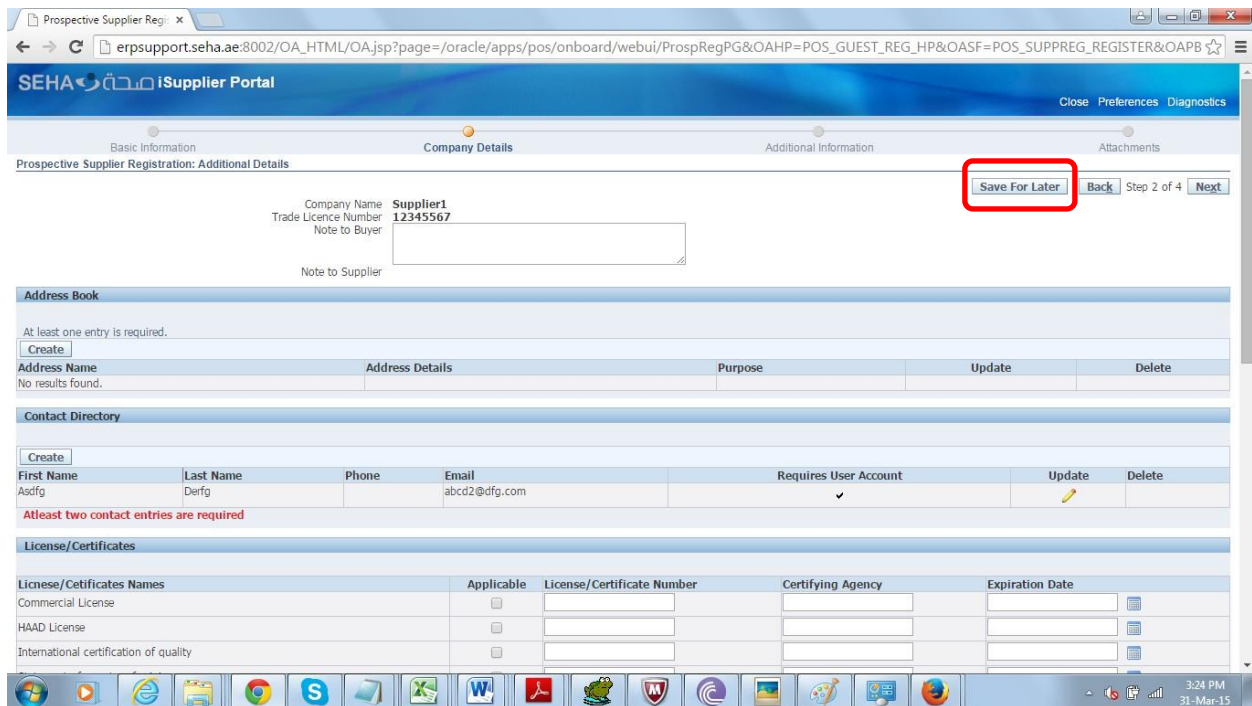
Thank you.

Save for Later

The system provide an option to save the form as a draft for later and again use the same form to complete the registration. Please do not start filling up a new form if you have already filled a form earlier and saved it.

System gives an option to 'Save for Later' on second and third page. Once you click on 'Save for Later', system will validate your current page and will save your form in existing state and will display a confirmation message with link on your screen which you can save to access the same form again.

System will also send an email on the email address provided by you with the link for the draft form. You can use the link in email to access your previously saved form.



Prospective Supplier Registration: Additional Details

Company Name: Supplier1
Trade Licence Number: 12345567
Note to Buyer:
Note to Supplier:

Save For Later Back Step 2 of 4 Next

Address Book

At least one entry is required.
Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

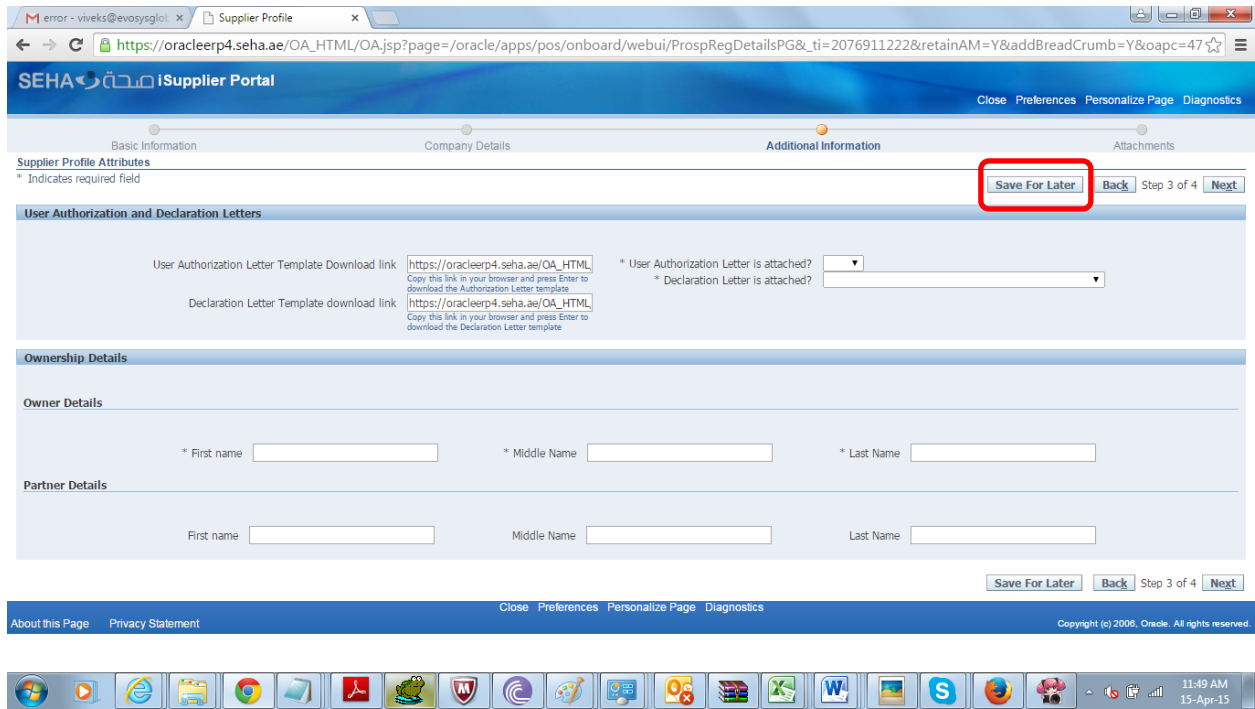
Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Asdfg	Dierfg		abcd2@dfg.com	✓		


At least two contact entries are required

License/Certificates

License/Certificates Names	Applicable	License/Certificate Number	Certifying Agency	Expiration Date
Commercial License	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HAAD License	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
International certification of quality	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Supplier Profile

SEHA  iSupplier Portal

Close Preferences Personalize Page Diagnostics

Basic Information Company Details **Additional Information** Attachments

Supplier Profile Attributes

* Indicates required field

Save For Later Back Step 3 of 4 Next

User Authorization and Declaration Letters

User Authorization Letter Template Download link https://oracleerp4.seha.ae/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectDetailsPG&_ti=2076911222&retainAM=Y&addBreadCrumb=Y&oapc=47
Copy this link in your browser and press Enter to download the Authorization Letter template

* User Authorization Letter is attached?

* Declaration Letter is attached?

Declaration Letter Template download link https://oracleerp4.seha.ae/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectDetailsPG&_ti=2076911222&retainAM=Y&addBreadCrumb=Y&oapc=47
Copy this link in your browser and press Enter to download the Declaration Letter template

Ownership Details

Owner Details

* First name * Middle Name * Last Name

Partner Details

First name Middle Name Last Name

Save For Later Back Step 3 of 4 Next

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: End of Document: