

Supplier Registration User Manual

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○ Introduction

With Oracle Supplier Lifecycle Management, new suppliers can register with the CMPak Ltd to indicate their interest in establishing a business relationship.

CMPak Self Service Supplier Registration process allows suppliers to submit registration requests from the CMPak's Website. The web page redirects suppliers to a registration page where they can register by providing required information. Once the request is approved by the Supplier Administrator, the application adds the supplier to the company's purchasing and payables system.

○ Tips

See the below tips, keep these tips in mind as these will help you throughout the registration process.

- i. Internet Explorer is the recommended browser for smooth registration. Always use Internet Explorer for registrations purpose.
- ii. Never use browser back button, this may lead to errors resulting in nonsubmission of the request.
- iii. Always use Back button or Return link on the form to go back to the previous page.
- iv. All the fields marked with a "*" indicates mandatory field, so information must be provided in these fields.
- v. Use **Save for Later** feature to save the record during registration process. This feature allows to pause the registration process & resume later when required. Click Save for Later button to save the record. System will generate a URL, note it down & follow the same URL to resume the registration process. This URL will be sent to the email address that you have provided during registration, you can always use this to continue your registration.
- vi. To create a new record for any section, use Create button or plus sign (+)  vii. Magnifying glass icon (🔍) represents search icon. Use this icon to search a value for a field. Click the search icon, a new pop-up window will open. In the pop-up window, enter the required value in the search field & click Go button. System will display results as per the search criteria. Select the required value.
- viii. Under many fields you will see small blue text. This text is the information / instruction / details of that field. Read this text to get a clarity of that field.

1. Basic Information

This page requires some basic information about the company & its contacts. There are two sections on this page. Provide required information on this page:

- Company Details
- Contact Information

Enter the required information into the **Company Details** section. Enter the desired information into the

- Company Name ○
- Tax Country ○ NTN
- Number ○ GST
- Number ○ CNIC
- Number

For guidance related NTN and CNIC number please refer to the snapshot below.

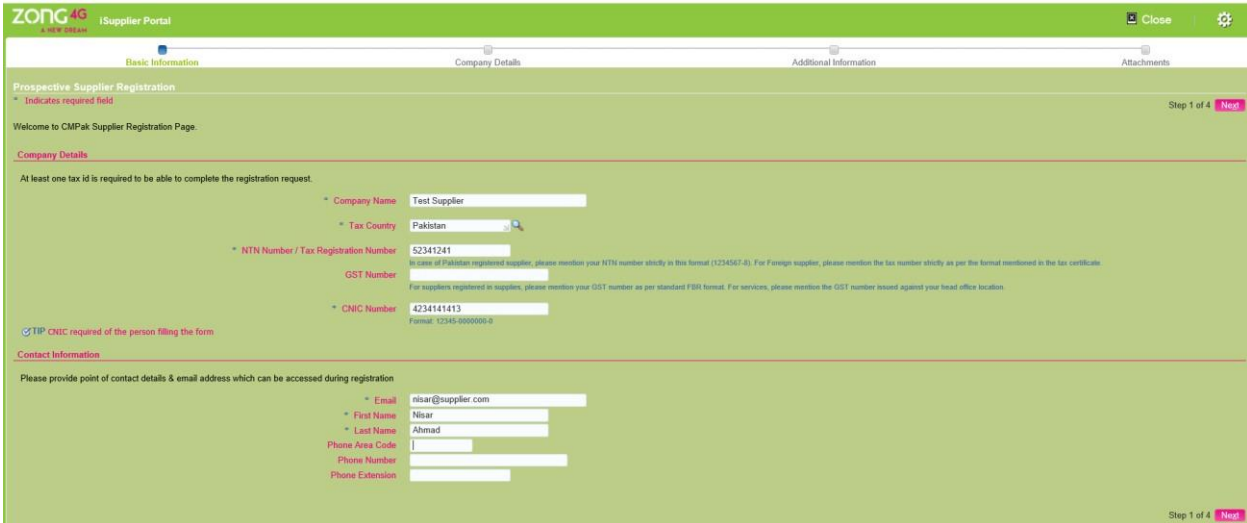
Enter the required information into the Contact Information section:

Enter the desired information into the

- Email ○ First Name ○
- Last Name ○ Phone Area
- Code ○ Phone Number ○
- Phone Extension

Enter the email address in the Email field which is easily accessible to you during the registration process. The URL generated when you press the **Save For Later** button will be sent to this email address.

After providing the required information, click Next button to proceed to the next step.



ZONG 5G Supplier Portal

Basic Information | **Company Details** | Additional Information | Attachments

Prospective Supplier Registration
* Indicates required field

Step 1 of 4 **Next**

Welcome to CMPak Supplier Registration Page.

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name: Test Supplier

* Tax Country: Pakistan

* NTN Number / Tax Registration Number: 52341241
In case of Pakistan registered supplier, please mention your NTN number strictly in this format (1234567-8). For Foreign supplier, please mention the tax number strictly as per the format mentioned in the tax certificate.

GST Number: 4234141413
For suppliers registered in supplier, please mention your GST number as per standard FBR format. For services, please mention the GST number issued against your head office location.

* CNIC Number: 4234141413
Format: 12345-0000000-0

☒ TIP CNIC required of the person filling the form

Contact Information

Please provide point of contact details & email address which can be accessed during registration

* Email: nisar@supplier.com

* First Name: Nisar

* Last Name: Ahmad

Phone Area Code:

Phone Number:

Phone Extension:

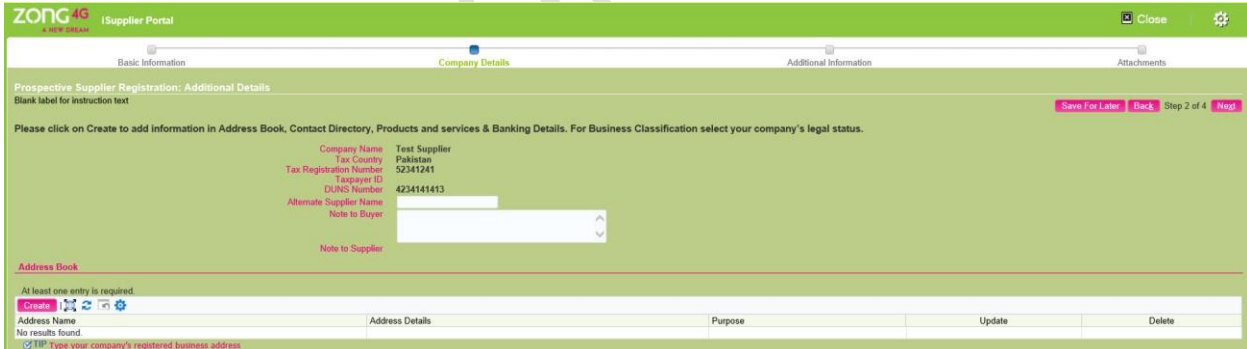
Step 1 of 4 **Next**

2. Company Details

This page contains multiple sections to capture detailed information about the company. Detail of each section is given below:

i. Address Book

Click Create button under Address Book section to provide address related information of the company.



ZONG 5G Supplier Portal

Basic Information | **Company Details** | Additional Information | Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

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

Please click on Create to add information in Address Book, Contact Directory, Products and services & Banking Details. For Business Classification select your company's legal status.

Company Name: Test Supplier

Tax Country: Pakistan

Tax Registration Number: 52341241

Taxpayer ID: 4234141413

DUNS Number:

Alternate Supplier Name:

Note to Buyer:

Note to Supplier:

Address Book

At least one entry is required.

Create  

Address Name	Address Details	Purpose	Update	Delete
No results found.				

☒ TIP Type your company's registered business address

Create address by providing the required information:

- Please enter the company address which is used for regular correspondence.
- Deselect RFQ Only Address to use this address for purchasing & payment purpose.
- Use the above 2 steps to create multiple addresses, if required.

After providing the required information, click **Apply** button.

[4]

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ii. Contact Directory

Provide contact related information under **Contact Directory** section. The contact information that was provided in the Step 3 (Basic Information) will be autopopulated. To update the existing contact, click **Update** icon & provide / update the required information. To create a new contact, click **Create** button.



Provide **Contact Information**.

- Please provide required information in all the fields. ○ Select Mr. or Miss. in Contact title field.
- Optionally associate this contact with an Address created in the previous step
- e.g. Contact Ahmad is available at Head Office address. Use Addresses for the Contact section to associate address with a contact.
- Optionally check the Create User Account for the Contact option to create iSupplier user account for the contact to access the i-Supplier Portal for future activities such as viewing Purchase Order, raising ARN and Invoicing etc.

After providing the required information, click **Apply** button.

Update Contact
* Indicates required field

Cancel Apply

Contact Title

First Name

Middle Name

* Last Name

CHNIC Number

Job Title

Department

* Contact Email

URL

Phone Area Code

Phone Number

Phone Extension

Mobile No.

Fax Area Code

Fax Number

Please add CEO/owner contact details and ALSO other point of contact details for regular correspondence.

Contact Purpose

Purpose	Remove
No results found.	

iii. Business Classification

Provide Business Classification related information under **Business Classification** section. It is mandatory to select a business classification otherwise your registration request will not be processed.

Enter business classification information:

- Select the required business classification e.g. Partnership etc.
- Enter the desired information into the Certificate Number field.
- Enter the desired information into the Certificate Agency field.

Business Classifications

It is mandatory to select a BUSINESS CLASSIFICATION otherwise your request will not be processed.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency
AOP	☐			
Company Limited by Guarantee	☐			
Company Limited by Shares	☐			
Foreign Company	☐			
MIPRI Assisting Agency	☐			
Partnership	☒			
Sole Proprietorship	☐			
Unlimited Company	☐			

TIP Please select the legal status of your business (e.g. if you are a partnership select AOP etc.)

iv. Product & Services

Provide Products & Services related information under **Product & Services** section.

Select the required product & services categories / sub-categories.

Click the **Create** button to select the product & service categories.

Products and Services

At least one entry is required.
Please note that selecting the Parent category means that you deal in all the sub-categories of the parent category. If you deal in a particular category, select the required category by clicking on 'view sub-categories' button.

Create   

Code	Products and Services	Delete
51	RAN	

 TIP Search by typing 'keywords' e.g. 'telecom%'

Add Products and Services: (Test Supplier) **Cancel** **Apply**

☒ Browse All Products & Services
☐ Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
51	RAN		☒
52	TXN		☐
53	CS Core		☐
54	PS Core		☐
55	VAS Core		☐
56	Power		☐
57	Civil Work		☐
58	Network services		☐
59	Information Technology		☐
60	ATL Services		☐

Previous 1-10 Next 10

Cancel **Apply**

Select the required category. Selecting a parent category will indicate that you can provide goods / services in all of the sub-categories of this parent category. If this is not the case, then click **View Sub categories** button to drill down to the required subcategories. Click the checkbox under **Applicable** column to select the category. You can select multiple categories at a time.

Click the **Apply** button to save the record.

v. Banking Details

Provide banking related information under **Banking Details** section.

Click the **Create** button to provide bank related details.

Banking Details

At least one entry is required.

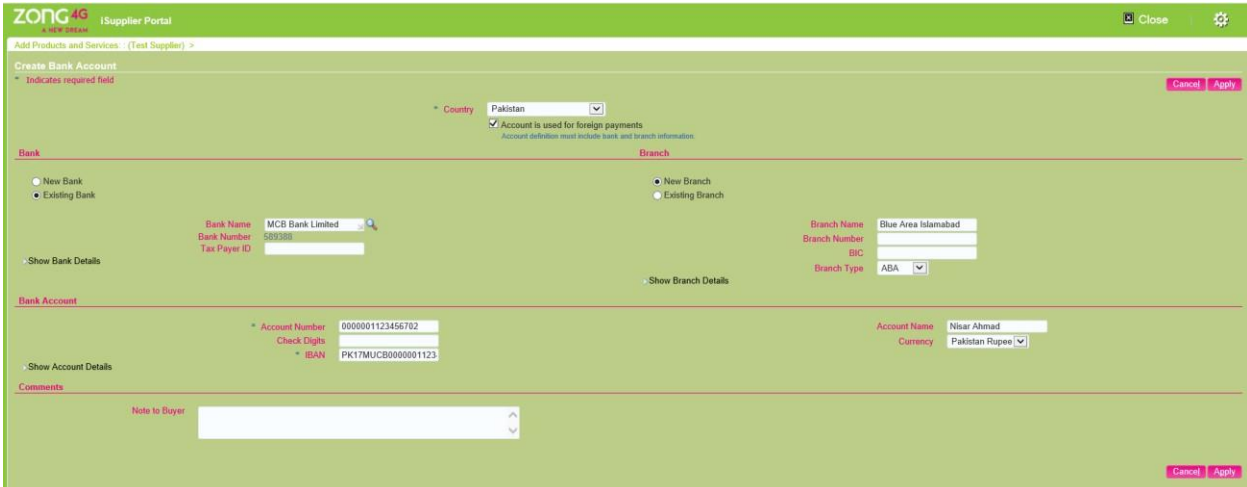
Create   

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 4 **Next**

Enter **Country name**, **Bank name**, **Bank number**, **Branch name**, **Branch Code**. Input **Account number**, **IBAN number**, **Account Name & Currency**.

This Bank Account will be used for future online payments (IBFT).



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Close

Add Products and Services (Test Supplier)

Create Bank Account

Indicates required field

Country: Pakistan

Account is used for foreign payments

Account definition must include bank and branch information.

Bank

New Bank

Existing Bank

Bank Name: MCB Bank Limited

Bank Number: 593388

Tax Payer ID: [Field]

Show Bank Details

Branch

New Branch

Existing Branch

Branch Name: Blue Area Islamabad

Branch Number: [Field]

BIC: [Field]

Branch Type: ABA

Show Branch Details

Bank Account

Account Number: 0000001123456702

Check Digits: [Field]

IBAN: PK17MUCB0000001123

Account Name: Nisar Ahmad

Currency: Pakistan Rupee

Show Account Details

Comments

Note to Buyer: [Field]

Note to Supplier: [Field]

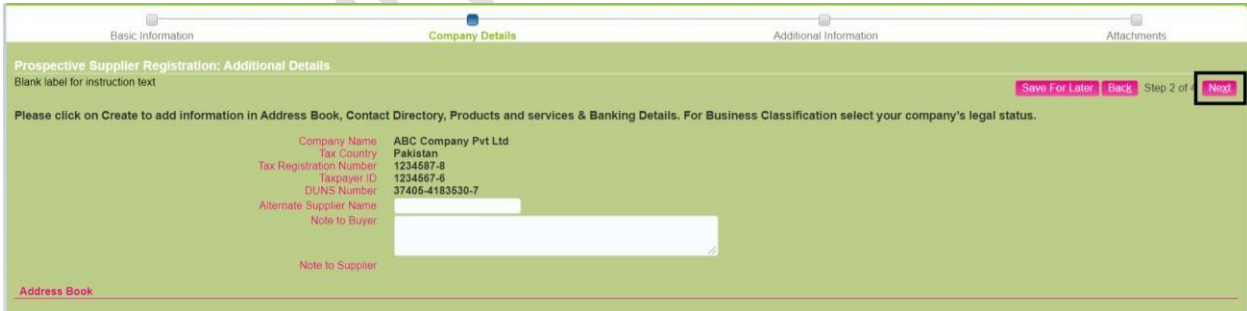
Cancel Apply

Under branch section, click on **Existing Branch** option & select the Branch Name from already defined list. Click **Show Details** to provide branch address related information.

If the required branch does not exist in the already defined list, click **New Branch** option & input the required information.

Under bank account section, Provide Bank account related information such as **Account Number, Account Name, IBAN & Account Currency**. Click the **Apply** button.

Click the **Next** button to proceed to the next step.



Basic Information

Company Details

Additional Information

Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Save For Later Back Step 2 of 4 Next

Please click on Create to add information in Address Book, Contact Directory, Products and services & Banking Details. For Business Classification select your company's legal status.

Company Name: ABC Company Pvt Ltd

Tax Country: Pakistan

Tax Registration Number: 1234567-8

Taxpayer ID: 1234567-8

DUNS Number: 37406-4183530-7

Alternate Supplier Name: [Field]

Note to Buyer: [Field]

Note to Supplier: [Field]

Address Book

3. Additional Information

This page requires some additional information relating to the financials, existence & experience of the company. This page is further divided into two tabs, one for Summary Information & other for Detailed Information.

i. Summary Information

Provide the required summary information:

Currency:

Please select currency mentioned in audited financial statements and bank statements. If accounts are not in USD or PKR please convert all figures to USD or PKR at the same/exchange rate.

Overall Experience – Years:

Please mention the overall number of years for which your organization is working for example, starting from your company's incorporation date or the date when the partnership agreement was signed or the date of registration on your NTN certificate.

Telecom Industry Experience – Years:

Please mention the overall number of years for which your organization is working in the telecom sector. Please mention the number of years as per your experience certificate/client appreciation letters (which you will attach in the attachment section).

Active Tax Payer Status:

Please select appropriate option. If you are a tax filer, please select "Filer". If you are not a tax filer, please select "Non-Filer".

In case of foreign company, you are requested to please select appropriate option of "Foreign company (have Tax Certificate)" If you are not a tax filer, please select "Foreign company (Do not have Tax Certificate)" **Annual**

Turnover:

Please pick this figure from audited income statement. If financial statements are not audited, pick closing balance of the bank statement or mention the sales figure from your tax return. If your financial statements are not audited, figures from income statement will not be valid.

Audited Financial Statements:

If you can provide any from Audited Financial Statement/Income Tax Return/Bank Statement, please select "Audited Financial Statement/Income Tax Return/Bank Statement". If your financial statements are not audited and cannot

provide any document from “Audited Financial Statement/Income Tax Return/Bank Statement” , please select “None”.

Current Assets:

To be picked from audited Balance sheet (Statement of Financial position), if none please mention “0”. If your financial statements are not audited, please type “0”.

Current Liabilities:

To be picked from the Balance sheet (Statement of Financial position), if none please mention “1”. If your financial statements are not audited, please type “1”.

Quarter 1 Average Balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.

Quarter 2 Average Balance:

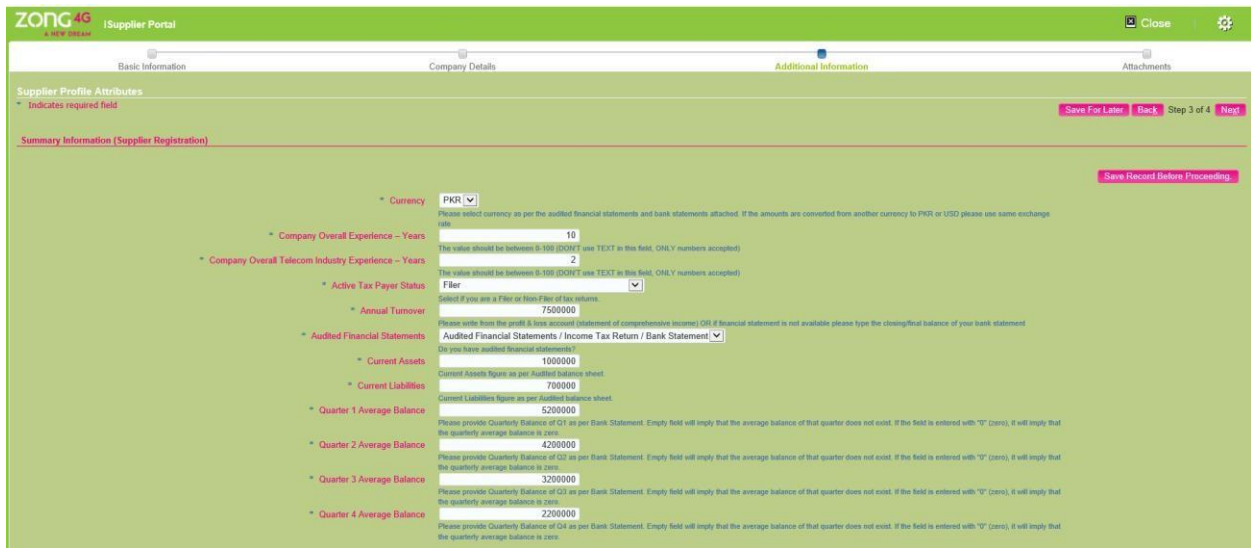
Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.

Quarterly 3 Average Balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.

Quarter 4 Average Balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.



ZONG 4G Supplier Portal | Close | Settings

Basic Information | Company Details | **Additional Information** | Attachments

Supplier Profile Attributes
* Indicates required field

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

Summary Information (Supplier Registration)

Save Record Before Proceeding

* Currency: PKR

* Company Overall Experience – Years: 10
The value should be between 0-100 (DON'T use TEXT in this field, ONLY numbers accepted)

* Company Overall Telecom Industry Experience – Years: 2
The value should be between 0-100 (DON'T use TEXT in this field, ONLY numbers accepted)

* Active Tax Payer Status: Filer
Select if you are a Filer or Non-Filer of tax returns.

* Annual Turnover: 7500000
Please enter from the profit & loss account statement of comprehensive income (OI) if financial statement is not available please type the closing/bal balance of your bank statement

* Audited Financial Statements: Audited Financial Statements / Income Tax Return / Bank Statement

Do you have audited financial statements?

* Current Assets: 1000000
Current Assets figure as per Audited balance sheet

* Current Liabilities: 700000
Current Liabilities figure as per Audited balance sheet

* Quarter 1 Average Balance: 5200000
Please provide Quarterly Balance of Q1 as per Bank Statement. Empty field will imply that the average balance of that quarter does not exist. If the field is entered with "0" (zero), it will imply that the quarterly average balance is zero.

* Quarter 2 Average Balance: 4200000
Please provide Quarterly Balance of Q2 as per Bank Statement. Empty field will imply that the average balance of that quarter does not exist. If the field is entered with "0" (zero), it will imply that the quarterly average balance is zero.

* Quarter 3 Average Balance: 3200000
Please provide Quarterly Balance of Q3 as per Bank Statement. Empty field will imply that the average balance of that quarter does not exist. If the field is entered with "0" (zero), it will imply that the quarterly average balance is zero.

* Quarter 4 Average Balance: 2200000
Please provide Quarterly Balance of Q4 as per Bank Statement. Empty field will imply that the average balance of that quarter does not exist. If the field is entered with "0" (zero), it will imply that the quarterly average balance is zero.

After providing all the required information, scroll up & click the **Save Record Before Proceeding** button.

Please note that if you don't follow this step your registration request will not be processed.



ZONG 4G Supplier Portal | Close | Settings

Basic Information | Company Details | Additional Information | **Attachments**

Submit | Back | Step 4 of 4

Attachments

Add Attachment

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

Submit | Back | Step 4 of 4

4. Attachments

This page allows you to attach the required documents to complete the registration process. Please see the instructions carefully & attach all the required documents otherwise your registration request will be rejected.

Click the **Add Attachment** button to attach documents with the request.

Please refer to the **List of Documents** shared over email for guidance regarding Attachments.

- Enter the attachment **Title & Description**.
- **Browse** & attach the required file.
- Click the **Apply** button to save the record & close this page, otherwise to attach another document click **Add Another** button.
- Click the **Submit** button to submit the request for approval.



You will be informed about your request approval or rejection via email.