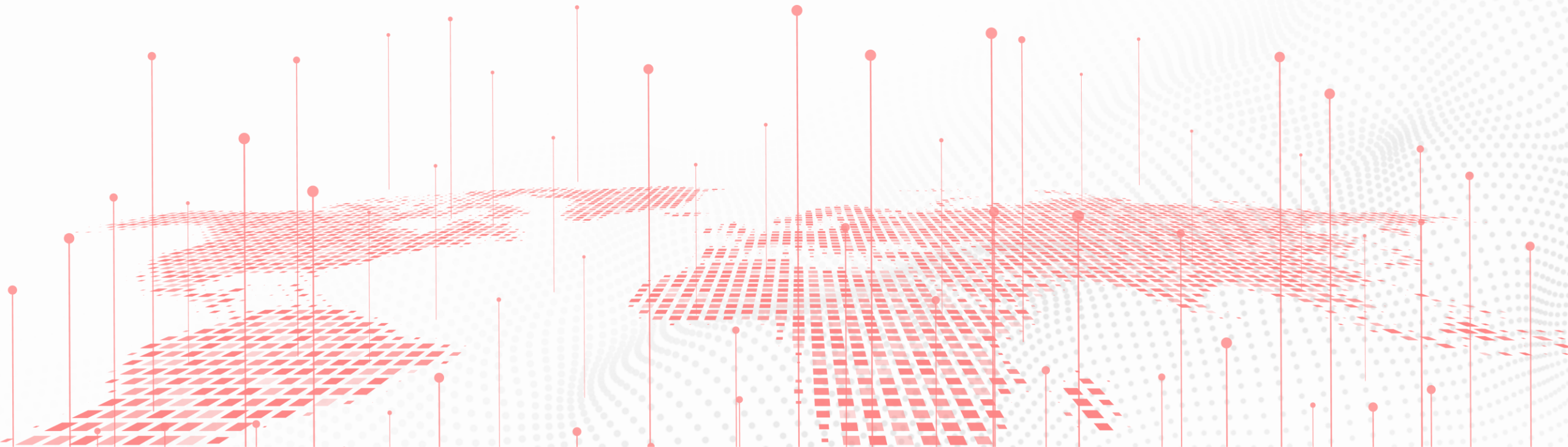


Oracle Fusion Implementation

**Training Manual
Supplier Registration**

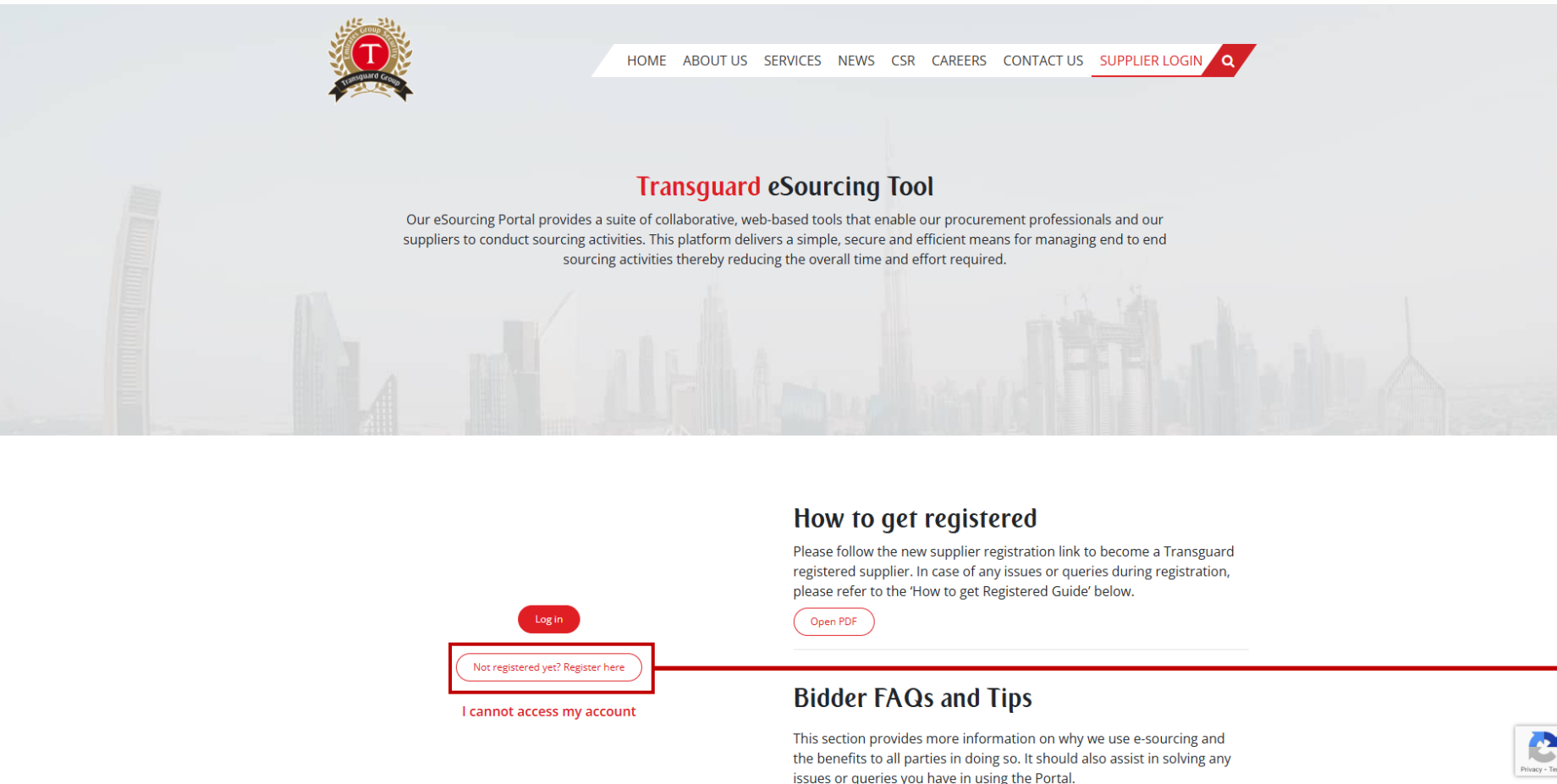


First-Time Registration





● Supplier Registration

Access Supplier Registration Page



The screenshot shows the homepage of the Transguard eSourcing Tool. At the top left is the Transguard Group logo. To its right is a navigation bar with links: HOME, ABOUT US, SERVICES, NEWS, CSR, CAREERS, CONTACT US, and SUPPLIER LOGIN (highlighted in red). Below the navigation bar is a large banner with a city skyline background. The banner contains the text "Transguard eSourcing Tool" and a paragraph: "Our eSourcing Portal provides a suite of collaborative, web-based tools that enable our procurement professionals and our suppliers to conduct sourcing activities. This platform delivers a simple, secure and efficient means for managing end to end sourcing activities thereby reducing the overall time and effort required." Below the banner, there are three main sections. The first section is titled "How to get registered" and contains the text: "Please follow the new supplier registration link to become a Transguard registered supplier. In case of any issues or queries during registration, please refer to the 'How to get Registered Guide' below." Below this text are two buttons: "Log in" and "Open PDF". The second section is titled "Bidder FAQs and Tips" and contains the text: "This section provides more information on why we use e-sourcing and the benefits to all parties in doing so. It should also assist in solving any issues or queries you have in using the Portal." Below this text is a button labeled "Privacy - Terms". The third section is titled "Not registered yet? Register here" and contains the text "I cannot access my account". A red arrow points from the "Not registered yet? Register here" button to a callout box on the right.



HOME ABOUT US SERVICES NEWS CSR CAREERS CONTACT US **SUPPLIER LOGIN** 

Transguard eSourcing Tool

Our eSourcing Portal provides a suite of collaborative, web-based tools that enable our procurement professionals and our suppliers to conduct sourcing activities. This platform delivers a simple, secure and efficient means for managing end to end sourcing activities thereby reducing the overall time and effort required.

How to get registered

Please follow the new supplier registration link to become a Transguard registered supplier. In case of any issues or queries during registration, please refer to the 'How to get Registered Guide' below.


[Log in](#) [Open PDF](#)

[Not registered yet? Register here](#)

[I cannot access my account](#)

Bidder FAQs and Tips

This section provides more information on why we use e-sourcing and the benefits to all parties in doing so. It should also assist in solving any issues or queries you have in using the Portal.



Step 1: Click on “Not Registered Yet? Register Here”

● Supplier Registration

Enter Email Address

Transguard Group

Supplier Registration

Enter your email

Get a one-time access code to start.

Email
suppliertest2@yopmail.com

Send Access Code

Step 2: Enter the email address you would like to register with

Click on "Send Access Code"



● Supplier Registration

Enter One Time Access Code

Transguard Group

Supplier Registration

Enter your code

Use the code we've sent to email suppliertest2@yopmail.com.
The code expires in 15 minutes.

Access Code
CFmaM9stQ

[Continue](#)

[Get a new code](#)

Step 3: Enter the OTP received on the email address provided

Click "Continue"

● Supplier Registration

Enter Company Details

Supplier Registration

Company Details

1 | 7

Company
Test Supplier 2

Taxpayer ID
123456

Organization Type
Corporation

Note to Approver
We are an IT vendor

Attach tax, insurance, and other relevant documents
Required

Drag and Drop
Select or drop files here.

URL

No items to display.

Website
testsupplier2.com

Tax Registration Number
123456

Supplier Type
Supplier

Country
United Arab Emirates

D-U-N-S Number

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Cancel Save Continue

Step 4: Fill details related to your company

Attach files wherever available

Click "Continue"

Supplier Registration

Enter Contact Details (1/2)

Transguard Group

Supplier Registration

Contacts

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

First Name John	Last Name Doe	Email suppliertest2@yopmail.com
Job Title Director	Country AE	Mobile +971 55 577 7888
Country AE	Phone +971 444 2 22888	Ext
Country AE	Fax +971	

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

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

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

☒ **Supplier Bidder**
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

Last updated 1 minute ago

Cancel Save Continue

2 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Step 5: Enter Primary Contact Details

Click "Continue"

● Supplier Registration

Enter Contact Details (2/2)

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

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

- ☒ **Supplier Bidder**
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.
- ☒ **TG Supplier Accounts Receivable Specialist**
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- ☒ **TG Supplier Customer Service Representative**
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.
- ☒ **TG Supplier Inventory Manager**
Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies, materials and products to ensure that customers, employees and production have access to the materials they need.
- ☒ **TG 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.
- ☒ **TG 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.

[+ Add Another Contact](#)

Last updated 1 minute ago

Cancel Save **Continue**

2 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Step 6: Enter the types of roles the contact would be performing. One or more options can be selected as required

More contacts can be added at the bottom of the screen if required by clicking on "Add Another Contract"

Click "Continue"

● Supplier Registration

Enter Address Details

Transguard Group

Supplier Registration

Addresses

Address 1 🗑️

Address Name
Office Address

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

Country/Region
United Arab Emirates

Address Line 1 or P.O. Box
402. Test Building

Address Line 2

Emirate
Dubai

Email
suppliertest2@yopmail.com

Country
AE

Phone
+971 444 2 22888

Ext

Country
AE

Fax
+971

Which contacts are associated to this address?

☒ John Doe suppliertest2@yopmail.com Director

[+ Add Another Address](#)

Last updated 2 minutes ago

Cancel Save **Continue**

3 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Step 7: Enter the primary address of the company and what correspondences it would be used for

More addresses can be added at the bottom of the screen if required by clicking on "Add Another Address"

Click "Continue"


● Supplier Registration

Enter Business Classification Details

Transguard Group

Supplier Registration

Business Classifications

Business classification 1 

Classification
01 - Trade License or Certificate of Incorporation

Subclassification

Certifying Agency
ADGM

Other Certifying Agency

Certificate Number
123456

Certificate Start Date
12/01/2025

Certificate End Date
04/23/2026

Notes
Nil

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL

Last updated 34 seconds ago

4|7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Step 8: Enter the business classification and other subsequent data based on the classification

Attach files wherever available

Click "Continue"

● Supplier Registration

Enter Bank Account Details

Transguard Group

Supplier Registration

Bank Accounts

Enter at least one bank account.

Bank account 1 ✕

Country
United Arab Emirates

Bank
Emirates NBD

Bank Branch
Main Branch

Account Number
1234567890

IBAN
AE62000123456790

Currency
UAE Dirham

Account Type
Checking

Account Holder
John Doe

Attach supporting documents
Required

Drag and Drop
Select or drop files here.

URL Add URL

Last updated 1 minute ago

Cancel Save Continue

5|7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Step 9: Enter the bank account details where you would like to have funds transferred

Attach files wherever available

Note: Providing the right bank account details is the sole responsibility of the Supplier

Click "Continue"

● Supplier Registration

Enter Products & Services Details

Transguard Group

Supplier Registration

Products and Services

Q Search by category or description

Category	Description
<input type="checkbox"/> ▶ Asset	
<input type="checkbox"/> ▶ Automotive	
<input type="checkbox"/> ▶ Catering	
<input type="checkbox"/> ▶ Fleet	
<input type="checkbox"/> ▶ Health & Safety	
<input type="checkbox"/> ▶ Hygiene Consumables	
<input type="checkbox"/> ▶ Kitchen Maintenance	
<input type="checkbox"/> ▶ Landscape	
<input type="checkbox"/> ▶ MEP Consumables	
<input type="checkbox"/> ▶ Pantry	
<input type="checkbox"/> ▶ Pest Control	

Updated just now

Cancel Save Continue

6|7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Step 10: Enter the various products and services that you offer as a company

Multiple options can be selected and must be as per the trade license






Click "Continue"

● Supplier Registration Complete Questionnaire

Transguard Group


Supplier Registration

Questionnaire


Supplier Financial Stability  Quality Assurance and Certifications  Compliance and Legal Standing  Operational Capacity and Resources  Delivery Performance 

Section 1 of 10


1. Proof of Financial Statements (last 2-3 years)

 Add Attachments (0)

2. Credit Rating from a recognized institution

 Add Attachments (0)

3. Bank references and liquidity indicators

 Add Attachments (0)

End of Section 1 of 10

Last updated 35 seconds ago

7|7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

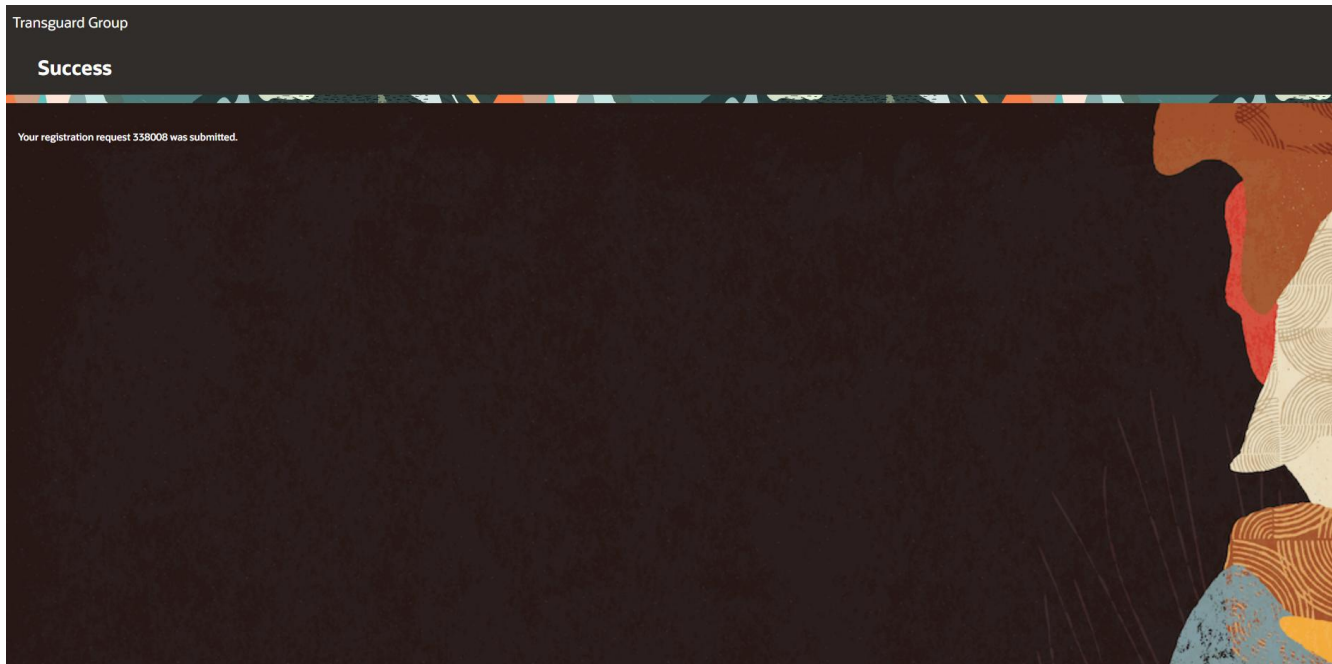
Products and Services

Questionnaire

Step 11: Complete all sections on the questionnaire and attach documents wherever relevant proof is required

Click "Submit"

● Supplier Registration Successfully Registered



Registration is now
complete

Revert to the supplier
[login](#) page to login and
use the application



THANK YOU

