



2020

SAGT External Supplier Registration User Manual

SOUTH ASIA GATEWAY TERMINAL (PVT) LTD

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Introduction to External Supplier Self-Registration

For sourcing, purchasing and payments collection supplier can register through the given self-registration URL. Once the registration request is verified and approved by South Asia Gateway Terminal (Pvt) Ltd. (here after SAGT), supplier will be notified via an email.

These suppliers will be created in Oracle Cloud as prospective suppliers. The primary contact person will get a user login to access SAGT's Oracle Internet Supplier Portal. Prospective suppliers will only be able to participate in the sourcing negotiation process, i.e. to bid for auctions and quote for RFQs.

When you are authorized for spend (Spend authorized) by SAGT Finance you are eligible to receive purchase orders, create/ upload invoices, view invoices, view payment details and history and etc. in addition to participating in negotiation process.

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Start with the external self-registration process

1. For external supplier self-registration please visit our SAGT website
Supplier should use the given URL in our website for supplier self-registration.

Below tasks to be performed by the prospective supplier

2. Go to URL link through the preferred web browser
[Firefox (recommended) / Chrome / Explorer]

The screenshot shows the SAGT Supplier Registration interface. At the top, there is a navigation bar with the SAGT logo and a progress indicator with seven steps: 1. Company Details (highlighted), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, and 7. Review. Below the navigation bar, the form is titled "Register Supplier: Company Details". It includes a header with instructions: "Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number." The form is divided into two main sections. The first section, "Company Details", contains fields for: Company (mandatory), Tax Organization Type (dropdown), Supplier Type (dropdown), Corporate Web Site, and Attachments (set to None). The second section, "Tax Information", contains fields for: D-U-N-S Number, Tax Country (dropdown, currently set to Sri Lanka), TIN Number, VAT/SVAT Number, and Note to Approver. The second section of the form, "Your Contact Information", includes fields for: First Name (mandatory), Last Name (mandatory), Email (mandatory), and Confirm Email (mandatory). At the bottom right of the form, there are buttons for "Back", "Next", "Save for Later", "Register", and "Cancel".

3. Enter company details as required
(Fields with * asterisk marks are mandatory)

First contact you enter should be of primary / administrative contact person who will be liable for the information provided to SAGT in supplier creation. South Asia Gateway Terminals (Pvt) Ltd. will not held any liability on any false information provided by the supplier contact person in vendor creation (especially with regards to bank account details).

Tax Country, TIN Number, VAT/SVAT Number (if a local supplier) and **Contact details** are **mandatory fields** to be filled by local supplier (Sri Lankans).

Please **attach scanned copies** of the **Business Registration, VAT** (if registered) and **SVAT** (if registered) certificates.

See **Attachments** section for how to attach a document during self registration.

If the company is **not registered** for tax in Sri Lanka, please enter **N/A** in TIN Number field.

D_U_N_S Number is not required for Sri Lanka. So please ignore the field.

Supplier Registration

Company Details | Contacts | Addresses | Business Classifications | Bank Accounts | Products and Services | Review

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company: XYZ Company

* Tax Organization Type: Corporation

Supplier Type: Supplier

Corporate Web Site: [Text Field]

Attachments: None

D-U-N-S Number: [Text Field]

* Tax Country: Sri Lanka

TIN Number: 123456789

VAT/SWAT Number: [Text Field]

Note to Approver: [Text Area]

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: Peter

* Last Name: [Text Field]

* Email: [Redacted]@com

* Confirm Email: [Redacted]@com

Note to Approver: Any comment or remark can be updated in this field which will be visible to SAGT supplier administrator.

****** If you are using the external registration link to **request information change** in supplier profile (e.g. address, Phone, Mobile change and etc.), please give a small description regarding the basic profile changes you wish to change, whether address change, fax number change, contact change or etc. **in Note to Approver**

Attachments: The useful documents and other information document can be attached to the registration request in Attachments field.

Click on + sign, then **Choose File**

Attachments

Actions View + X

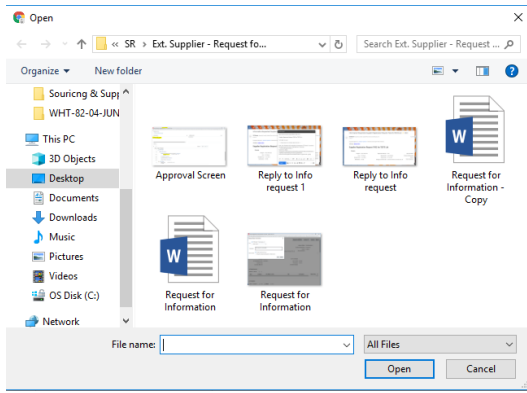
Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File No file chosen	[Text Field]	[Text Field]	OFCAdmin	09-Jul-2020 3

Rows Selected 1 Columns Hidden 1

OK Cancel

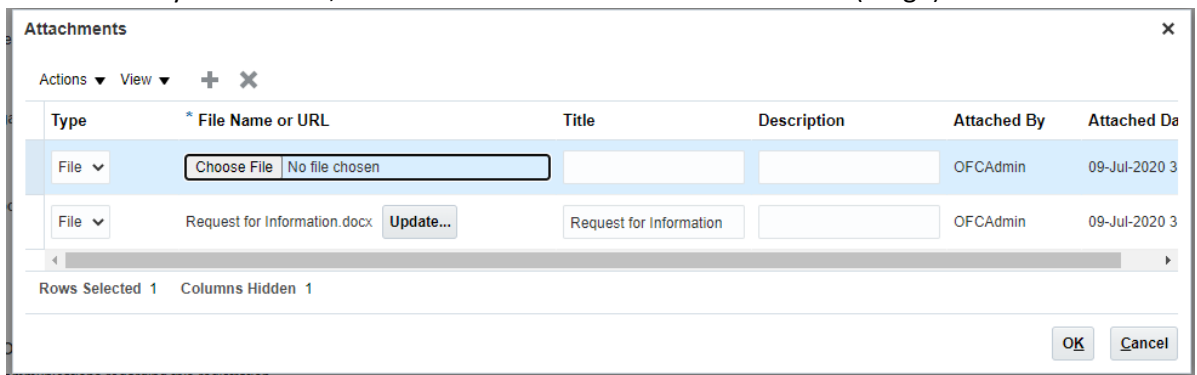
Select the file in the respective file location, then click **Open**

Give document title and description (Optional)



Click + sign to add more attachments one by one.

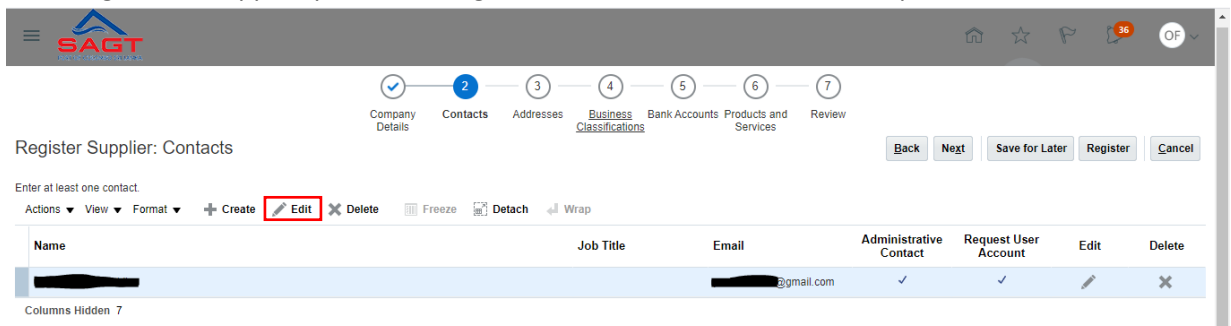
To remove any attachment, select the attachment line and click delete (X sign)



4. Click **Next** (Also you can click on the **Contacts** Step number on top of the screen)

The given contact details in the Company details will be available in the contact details tab.

Once registered, supplier portal user login will be available for this contact person.



To add other contact details, please click on **Edit**

Fill all the details as required

Edit Contact: Yeshika Senanayake

Salutation ▾

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone ▾

Mobile ▾

Fax ▾

* Email

▾ User Account

Create user account

- Note: If **Create User Account** text box is unticked, supplier portal user login will not be created

5. Click **Next** or **Address** step number
Click **Create**

Register Supplier: Addresses

Enter at least one address.

Actions ▾ View ▾ Format ▾ **+** Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden: 3					

Fill all the details as required

Note: **Address Name** should be always **OFFICE** for the main address.

Under address contacts, click on **select and add** icon to assign the contact person for the main address

Create Address

* Address Name OFFICE

* Country Sri Lanka

* Address Line 1 No 81,

Address Line 2

Address Line 3

Address Line 4

City Colombo

Postal Code

* Address Ordering

Purpose Remit to

RFQ or Bidding


Phone 94

Fax 94

Email

▲ Address Contacts

Select the contacts that are associated with this address.

Actions View Format  Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

Select the contact and click **Ok**

Select and Add: Contacts

▲ Search

Name Job Title

Search Reset

View Format Wrap

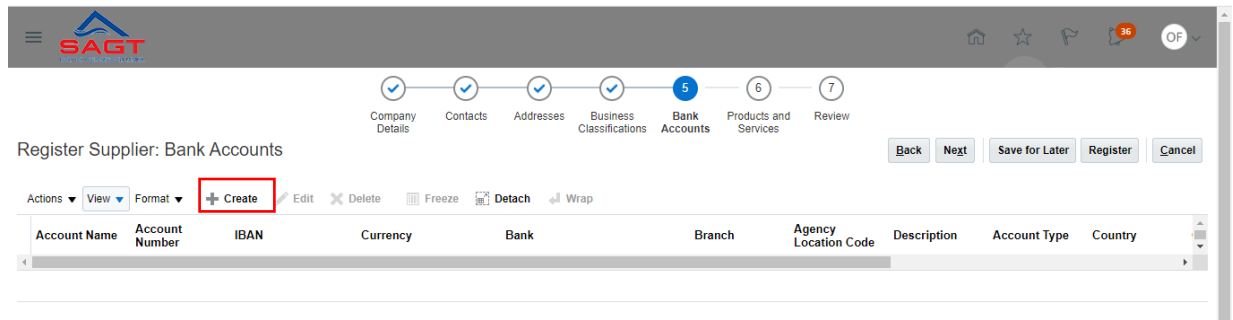
Name	Job Title	Email	Phone
[Redacted]		[Redacted]@g...	

Rows Selected 1 Columns Hidden 1

Apply OK Cancel

After updating the address details click **Create Another** if you need to add another address, if not click **Ok** to proceed.

6. Click **Next** (twice) or on **Bank Accounts** step number
Click on **Create** to enter bank account details



Enter details accordingly

The screenshot shows the "Create Bank Account" form. It has the following fields:

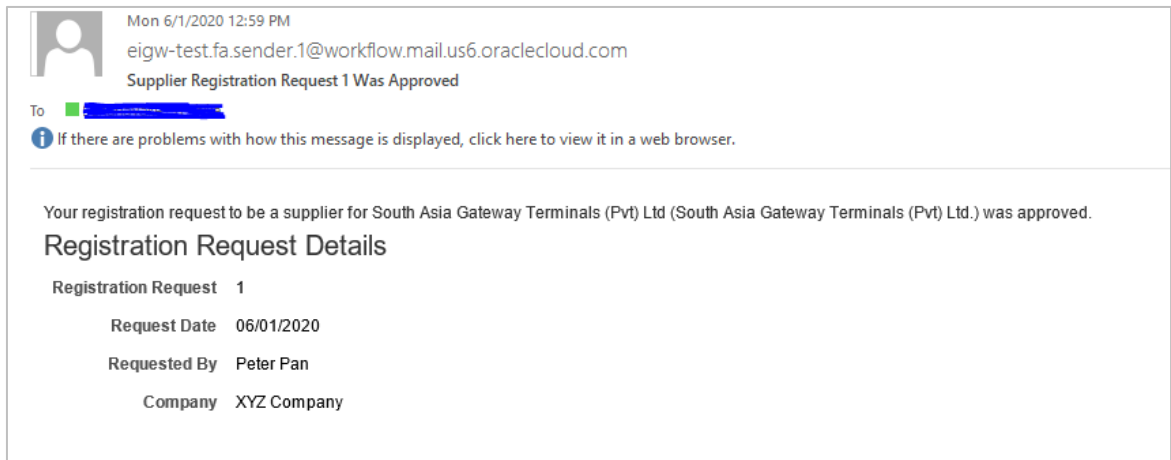
- Country: Sri Lanka (dropdown)
- Bank: HSBC Colombo (dropdown)
- Branch: Head Office (dropdown)
- Account Number: xxxxxxxxxxxxxxxx (text input)
- IBAN: (text input)
- Currency: (dropdown)
- Additional Information section:
 - Account Name: (text input)
 - Agency Location Code: (text input)
 - Alternate Account Name: (text input)
 - Account Type: (dropdown)
 - Account Suffix: (text input)
 - Description: (text input)
 - Check Digits: (text input)
- Comments section:
 - Note to Approver: (text area)

At the bottom right, there are buttons for "Create Another", "OK", and "Cancel".

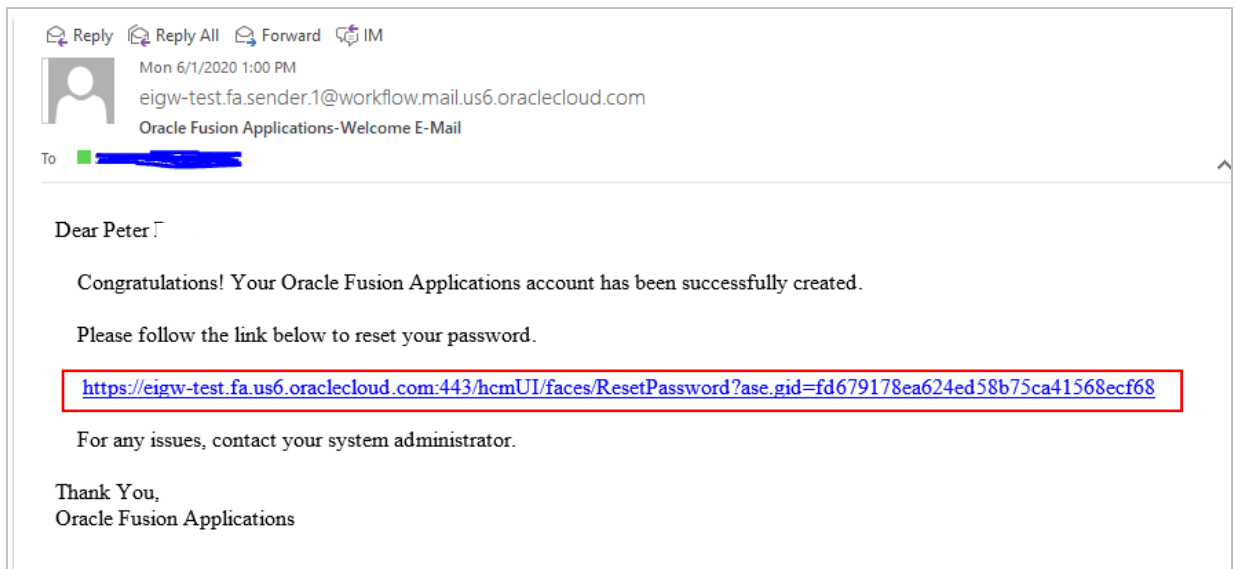
In case if the bank is not available in the search results please contact SAGT for support.

7. Click on **Questions** step number or **Next** (twice). If there are any questions asked for additional information, update the relevant questions accordingly.
8. Click on **Review** step number or **Next** (twice). You can review all the details you entered in the Review Page.
9. Click Register button. This will send your registration request to SAGT
10. Email Notifications

Your registration request to be a supplier for South Asia Gateway Terminals (Pvt) Ltd (SAGT) will be sent to SAGT Supplier Master Administrator for review and approval. Once it is approved you will be notified through an email. (notification will be sent to the given contact email)



11. For the given **contact person user account** will be created. This will provide you access for SAGT Oracle Supplier Portal (ISP). Welcome email notification will be sent to you with the link to reset the password.



Reply
 Reply All
 Forward
 IM

Mon 6/1/2020 1:00 PM
 eigw-test.fa.sender.1@workflow.mail.us6.oraclecloud.com
FYI: Supplier Contact User Account for South Asia Gateway Terminals (Pvt) Ltd was Created

To Senanayake, Yeshika

If there are problems with how this message is displayed, click here to view it in a web browser.

Supplier Contact User Account for South Asia Gateway Terminals (Pvt) Ltd was Created

Details

Assignee	Peter	Supplier	XYZ Company
Assigned Date	01-Jun-2020 12:59 PM	Supplier Number	10090
Expiration Date	01-Jul-2020 12:59 PM		
Task Number	315872		

Recommended Actions

You were granted access to the supplier application for South Asia Gateway Terminals (Pvt) Ltd. A separate email will be sent to you with the instruction to access the application.

[Access the application.](#)

After password reset is completed you'll be notified regarding the password reset.

Reply
 Reply All
 Forward
 IM

Mon 6/1/2020 1:05 PM
 eigw-test.fa.sender.1@workflow.mail.us6.oraclecloud.com
Oracle Fusion Applications-Password Reset Confirmation

To

Dear Peter _____,

The password for your Oracle Fusion Applications Account - ysenanayake@kpmg.com - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,
Oracle Fusion Applications

****** Refer **Supplier Portal User Manual** to see the login details, how to send responses (Quote or bid) and invoicing through Oracle supplier portal.