SUPPLIER PORTAL

Guide: Vendor Registration on the IOM Supplier Portal

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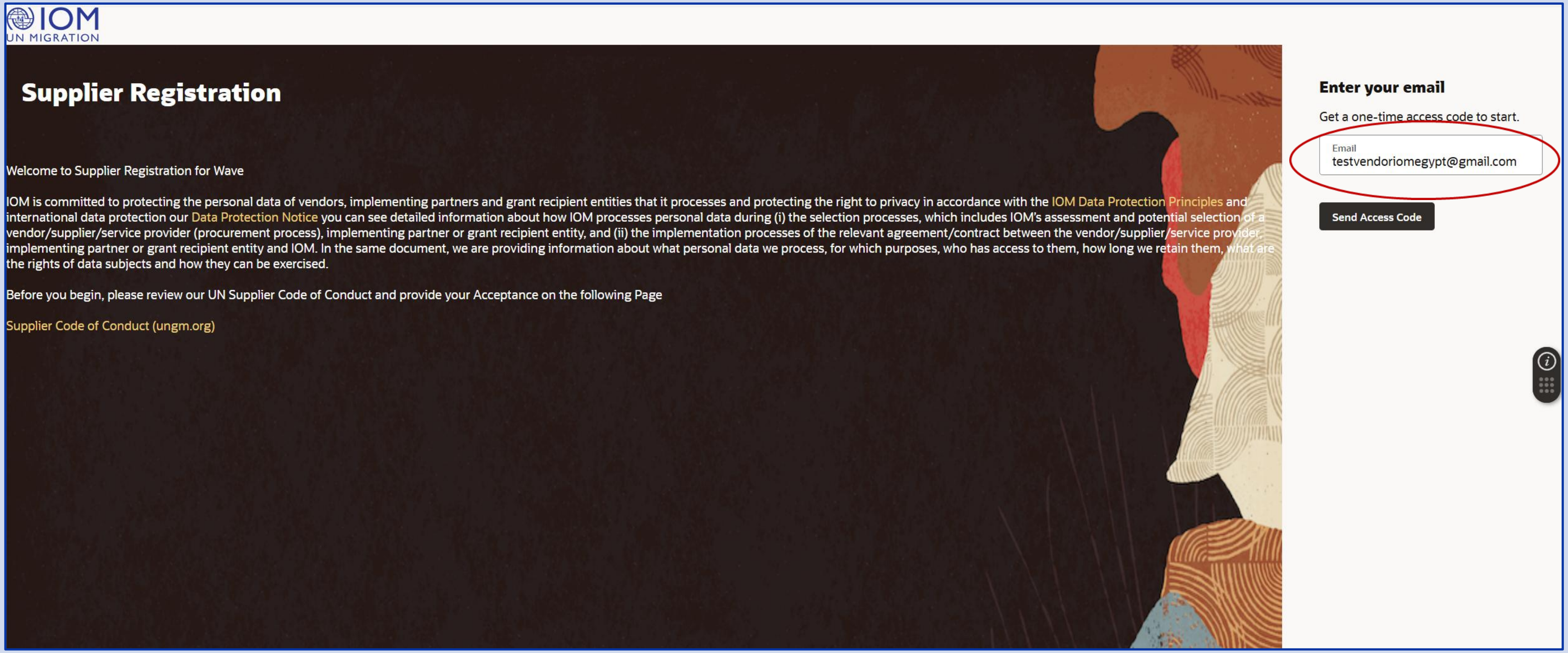
What is IOM Supplier Portal?

The Supplier Portal is designed to facilitate interactions between Suppliers and IOM. It aims to integrate and add transparency to the procurement process. It also aims to streamline transactions.

Suppliers can use the Supplier Portal to:

- view tender opportunities
- receive invitations to tender
- submit offers/bids/proposals
- acknowledge Purchase Orders (PO) and agreements
- upload invoices
- manage transactions
- update details
- communicate with IOM Supply Chain Office

How to Register on the IOM Supplier Portal?



[Registration Interface Link]

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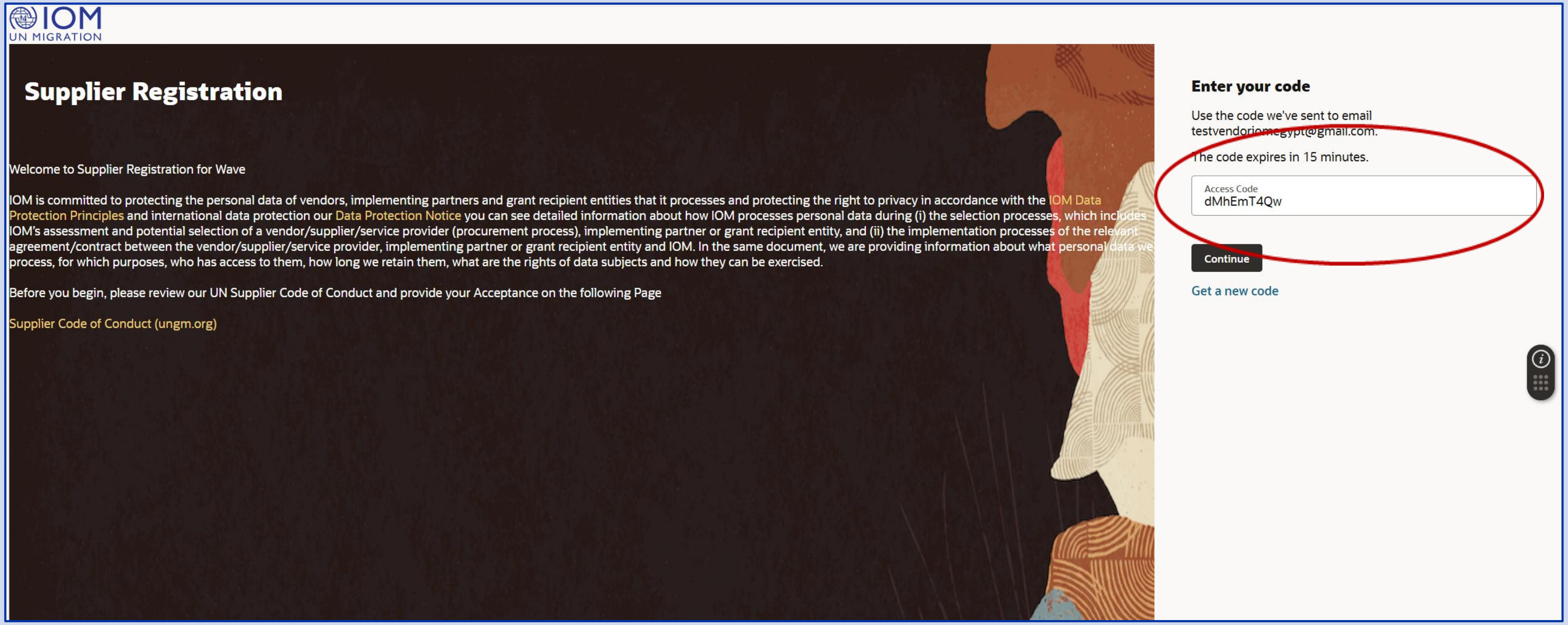
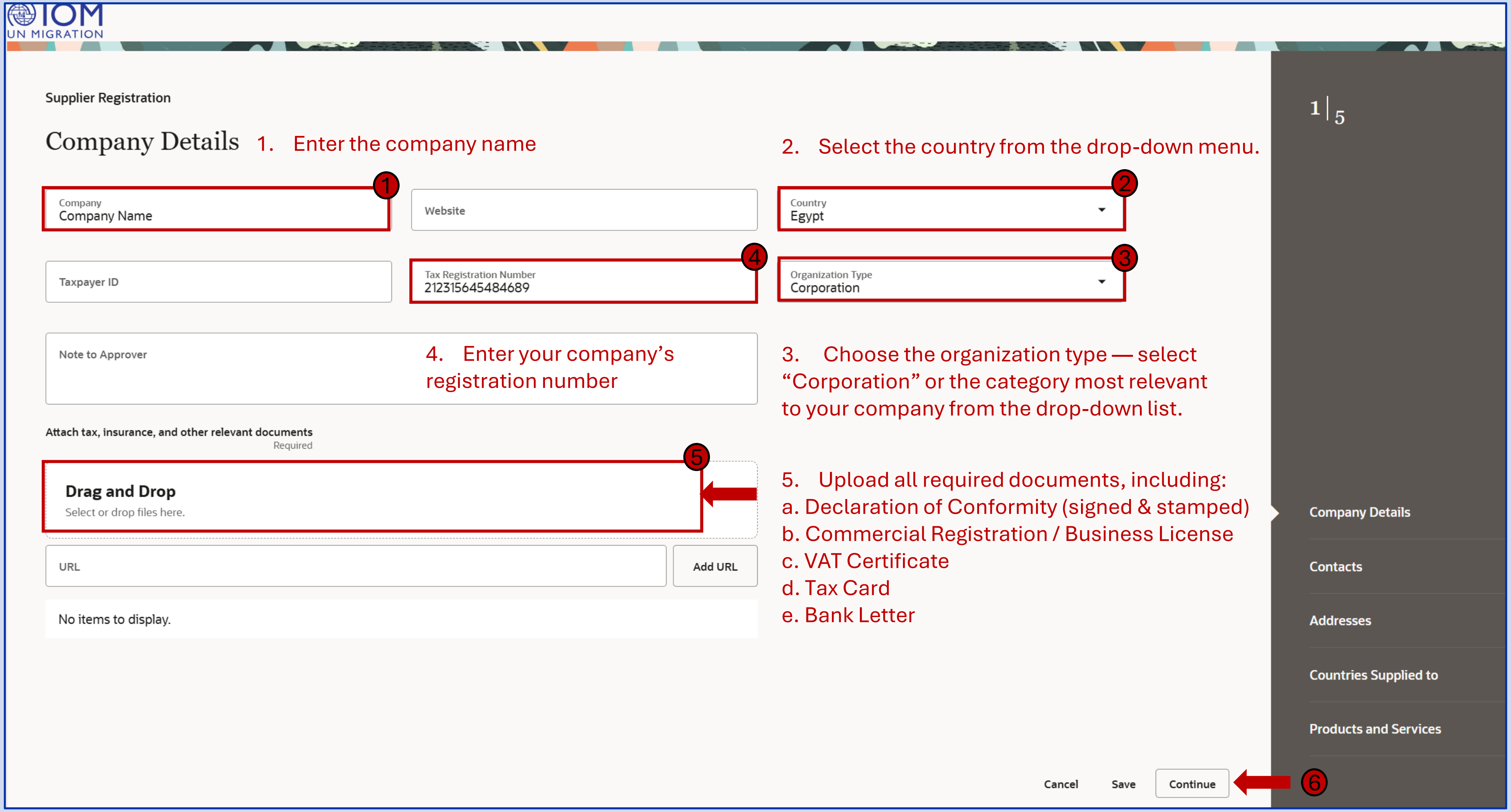
How to Register on the IOM Supplier Portal?



- A verification code will be sent to your email address.
- Enter this code to proceed with registration.

Step 1: Complete the Company Details Tab



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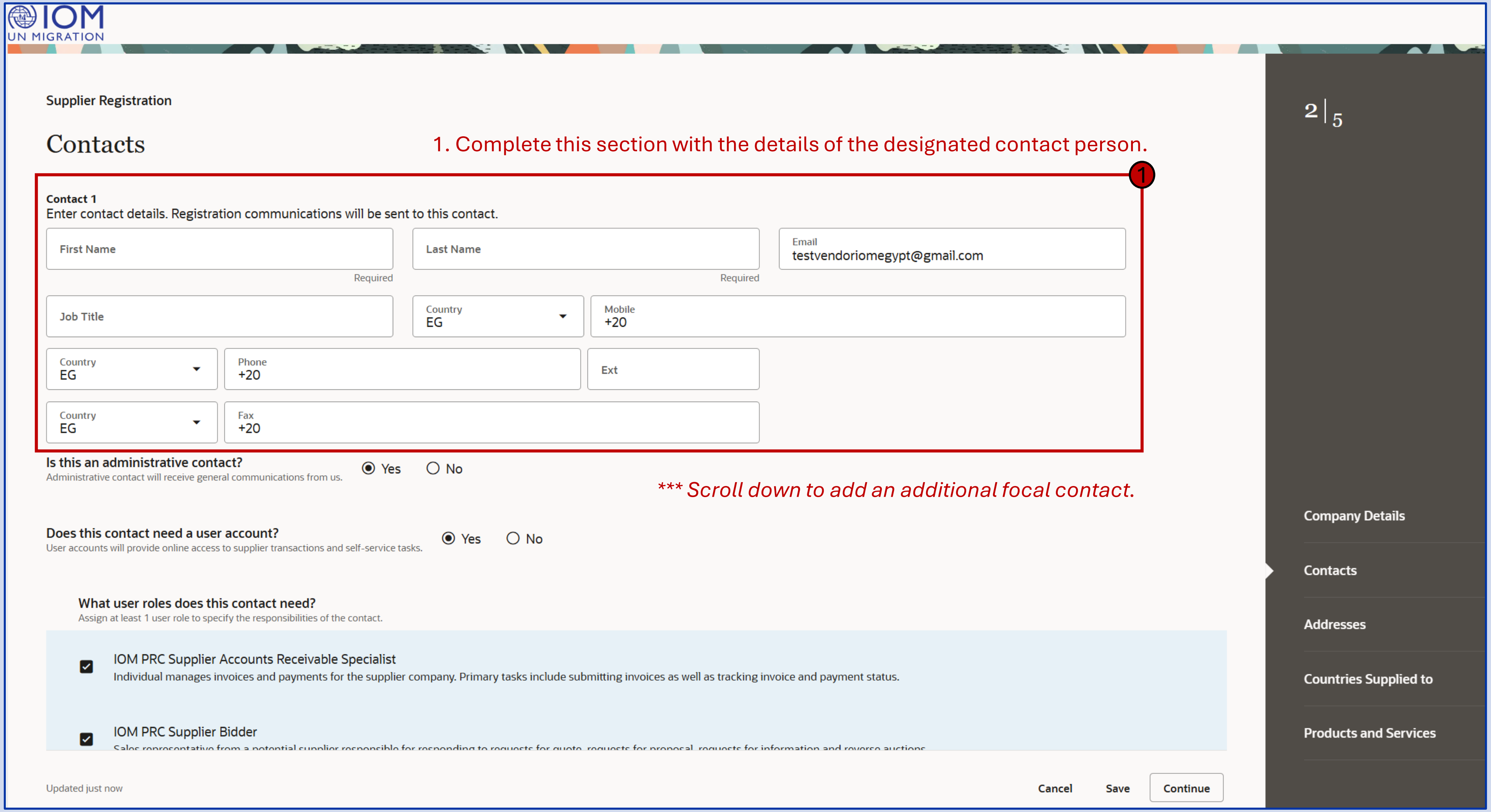
Step 2: Complete the Contacts Tab



Step 2: Complete the Contacts Tab

Country EG | Phone +20 | Ext

Country EG | Fax +20

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 tasks.

1. Keep these selections marked as "Yes."

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

2. Keep these sections checked.

- [x] IOM PRC Supplier Accounts Receivable Specialist
  Individual manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- [x] IOM PRC Supplier Bidder
  Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.
- [x] IOM PRC Supplier Customer Service Representative
  Individual that 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.
- [x] IOM PRC Supplier Sales Representative
  Individual responsible for acknowledging supplier agreements and tracking the lifecycle of the supplier agreement from a read only basis.
- [x] IOM PRC Supplier Self Service Administrator
  Supplier contact managing 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.

3 + Add Another Contact

If an additional focal contact is required and will need a separate account for the company, click "Add Another Contact."

Last updated 3 minutes ago

Cancel | Save | Continue 4

2 | 5

- Company Details
- Contacts
- Addresses
- Countries Supplied to
- Products and Services

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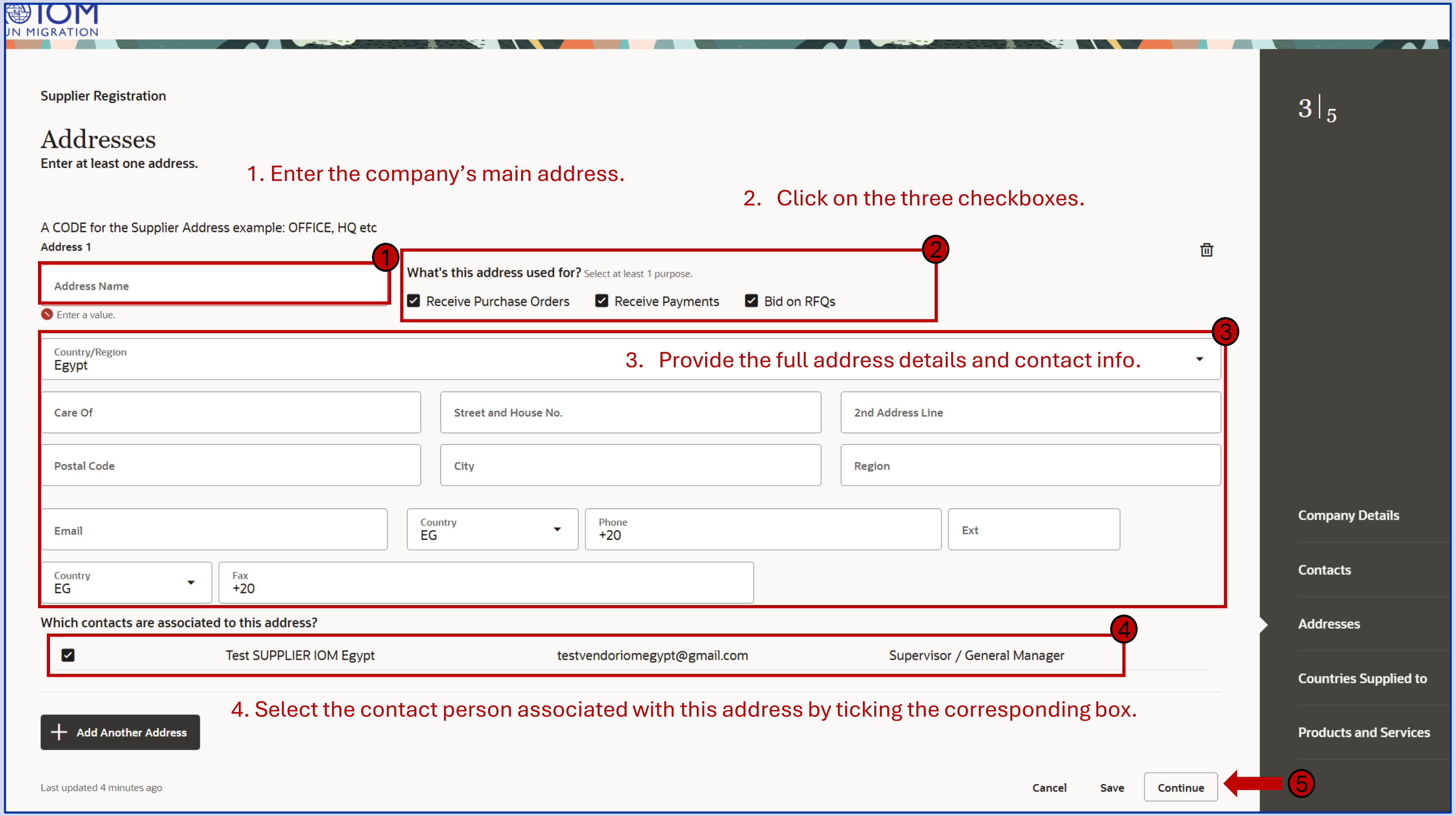
Step 3: Complete the Address Tab



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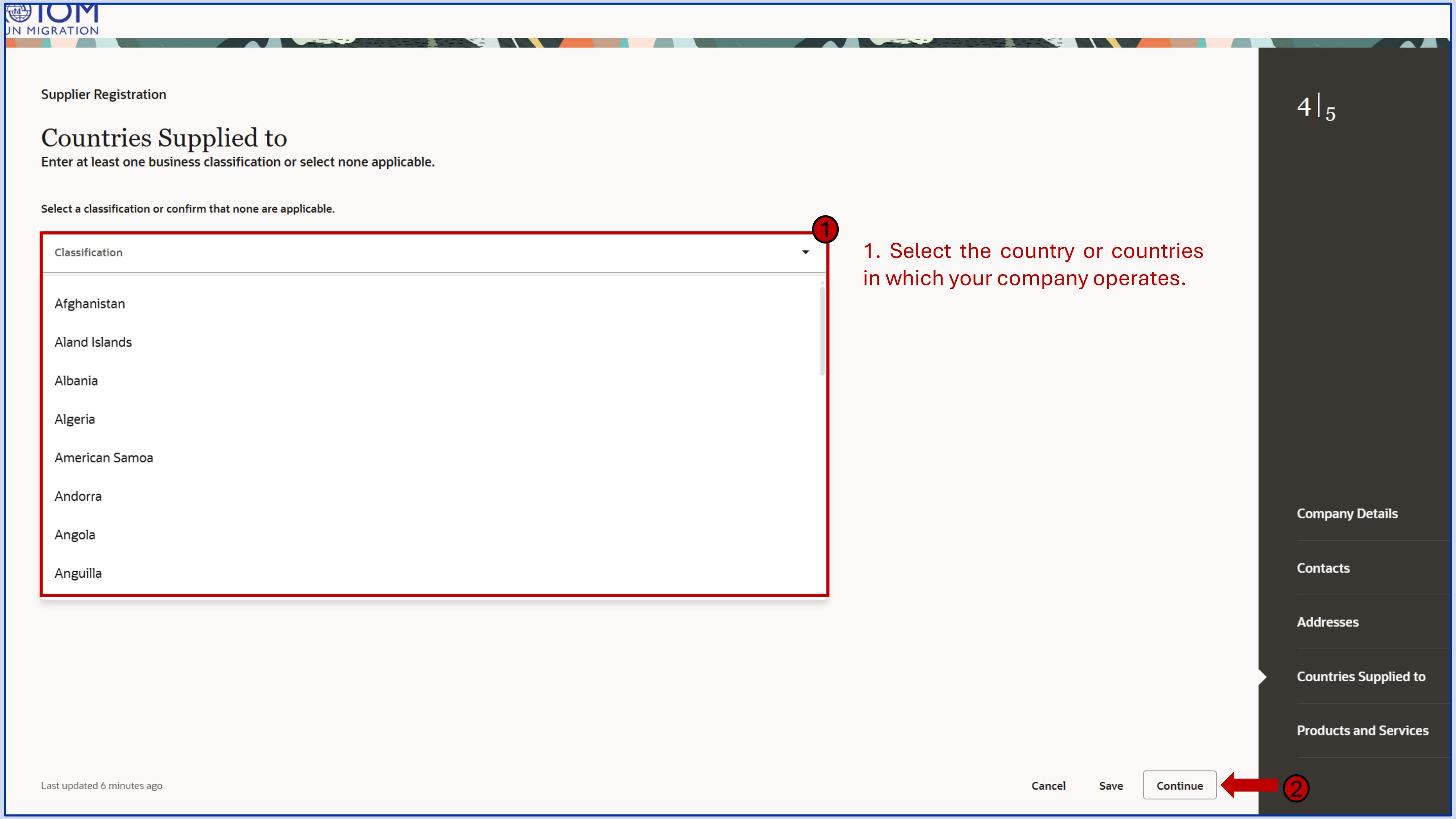
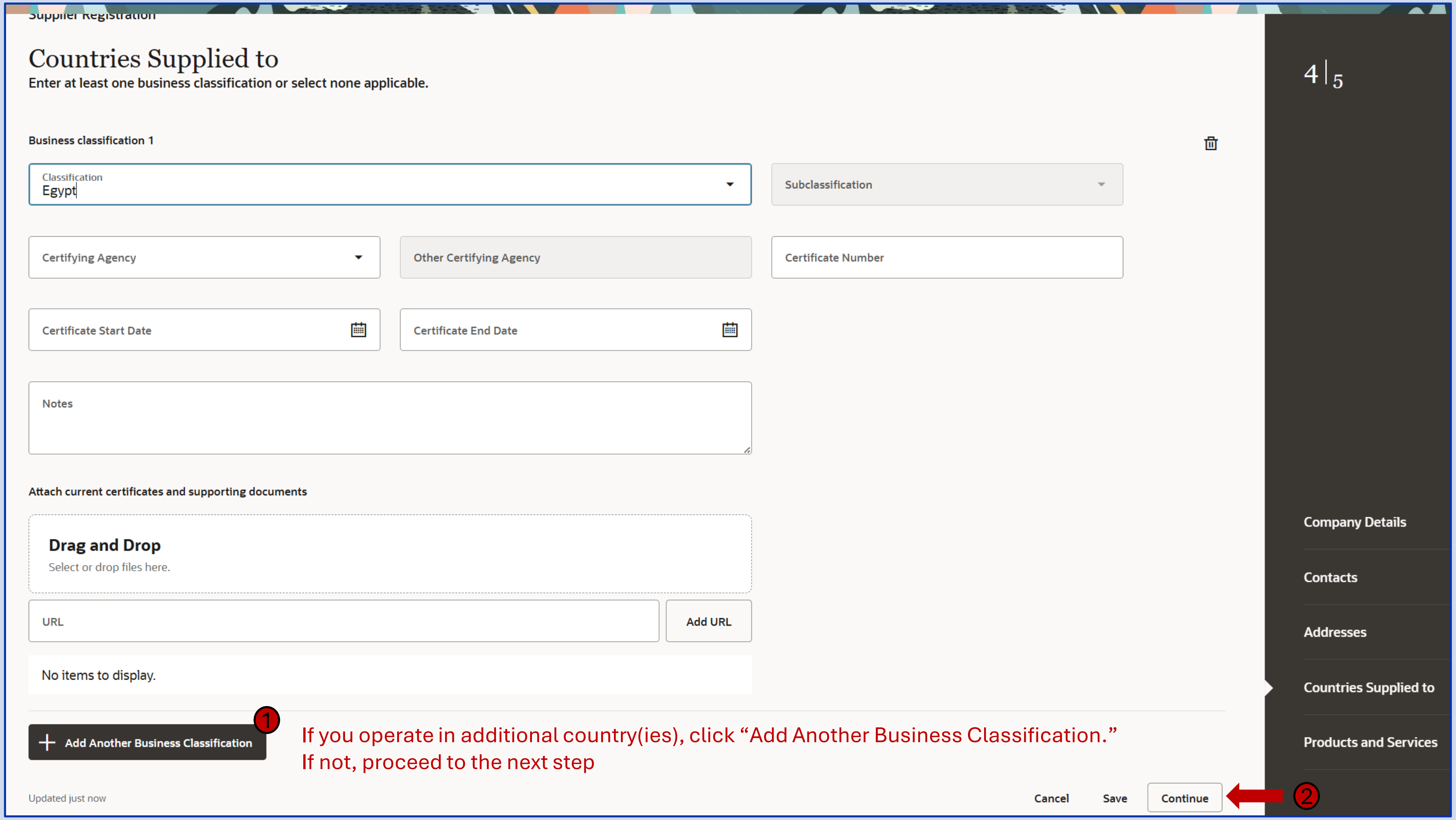
Step 4: Complete the “Countries Supplied To” Tab



Step 4: Complete the "Countries Supplied To" Tab



If you operate in additional country(ies), click "Add Another Business Classification."
If not, proceed to the next step

Step 5: Complete the "Products and Services" Tab

Supplier Registration

Products and Services

Enter at least one products and services category.

1. Search and choose the relevant goods or services your company offers from the available system categories, as this will determine your areas of expertise.

1

Search by category or description

1 selected View Selected Clear Selected

Category	Description
Apparel and Luggage and Personal Care Products	UNSPSC 53xxxxxx Apparel and Luggage and Personal Care Products
Building and Construction Machinery and Accessories	UNSPSC 22xxxxxx Building and Construction Machinery and Accessories
Building and Facility Construction and Maintenance Services	UNSPSC 72xxxxxx Building and Facility Construction and Maintenance Services
Chemicals Including Bio Chemicals and Gas Materials	UNSPSC 12xxxxxx Chemicals Including Bio Chemicals and Gas Materials
Cleaning Equipment and Supplies	UNSPSC 47xxxxxx Cleaning Equipment and Supplies
Commercial and Military and Private Vehicles and Their Accessories and Components	UNSPSC 25xxxxxx Commercial and Military and Private Vehicles and Their Accessories and Components
Defense and Law Enforcement and Security and Safety Equipment and Supplies	UNSPSC 46xxxxxx Defense and Law Enforcement and Security and Safety Equipment and Supplies
Distribution and Conditioning Systems and Equipment and Components	UNSPSC 40xxxxxx Distribution and Conditioning Systems and Equipment and Components
Domestic Appliances and Supplies and Consumer Electronic Products	UNSPSC 52xxxxxx Domestic Appliances and Supplies and Consumer Electronic Products

Last updated 53 seconds ago

Cancel Save Submit 2

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Company Details

Contacts

Addresses

Countries Supplied to

Products and Services

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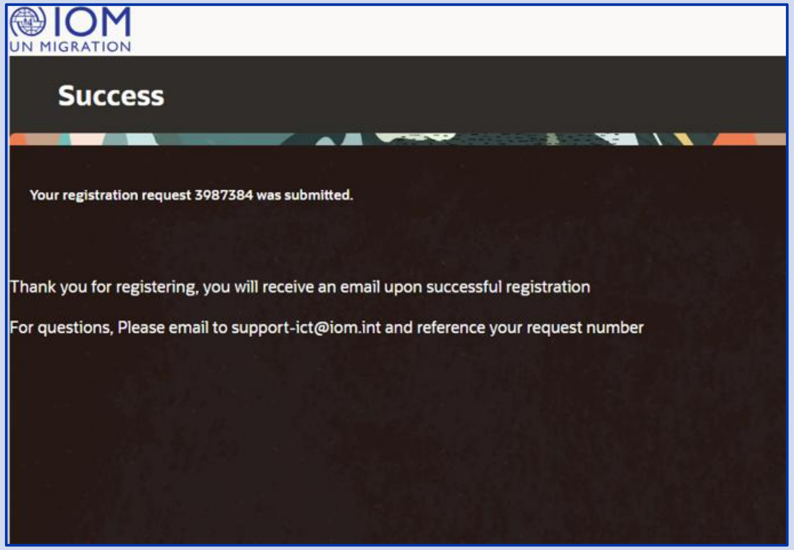
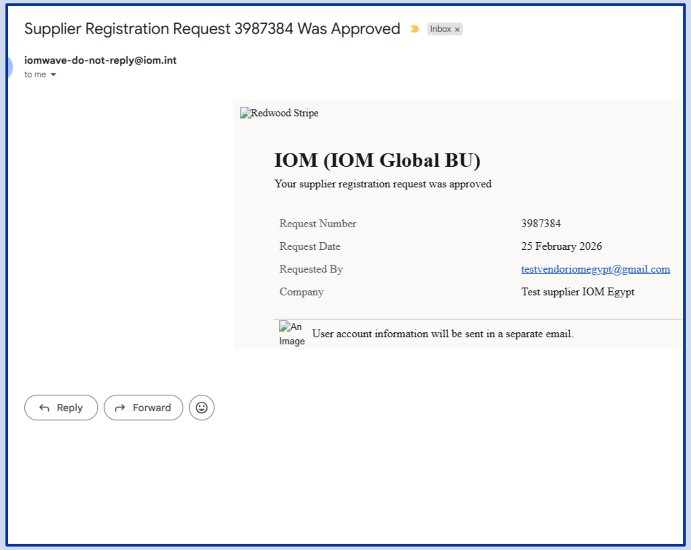
Completion of Registration

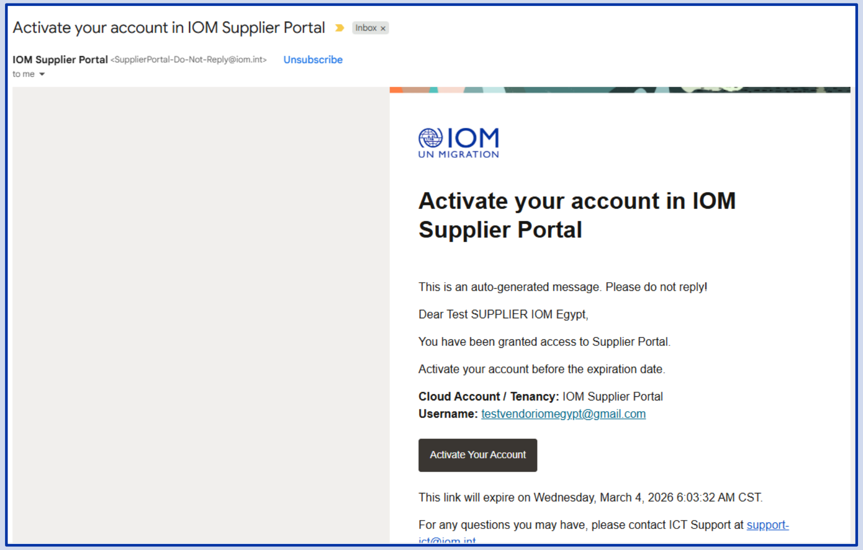
By submitting your request, you should receive the following:



1. Registration request number.

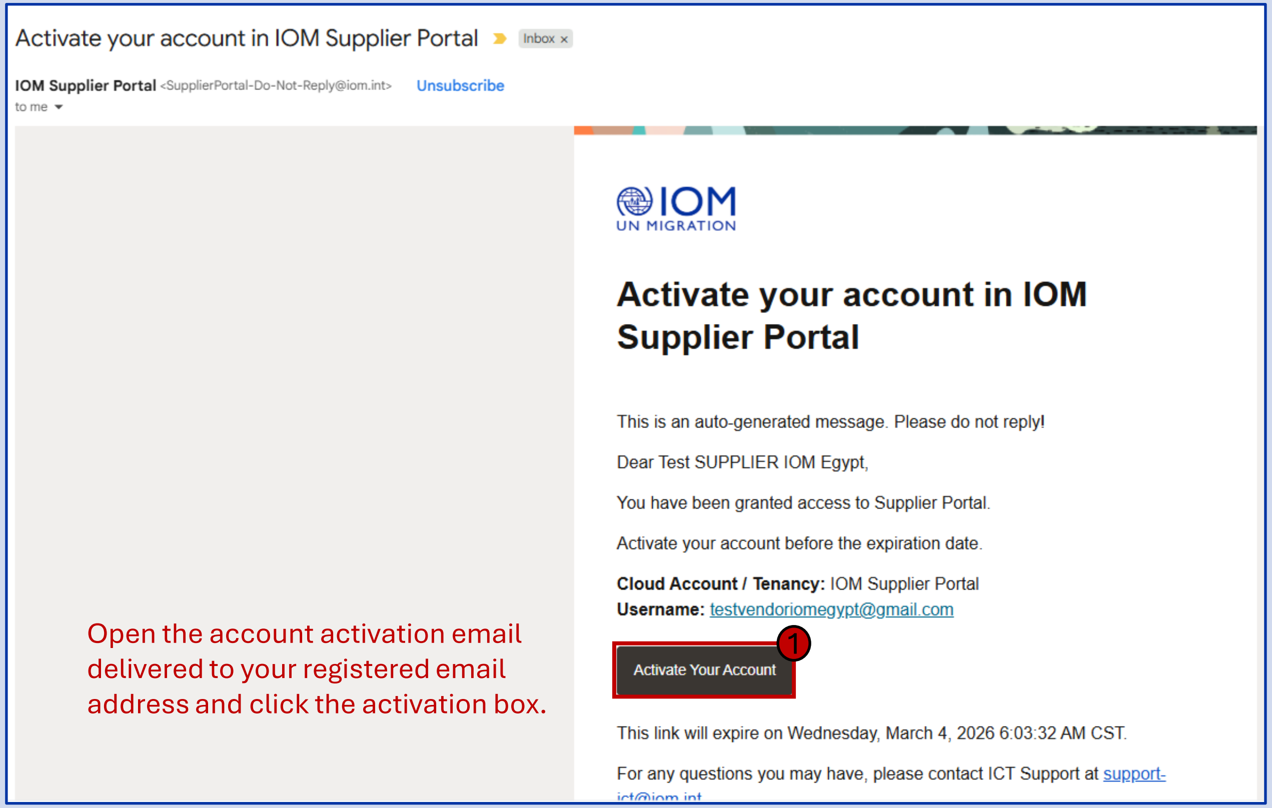


2. Registration request approval sent to the your email address.

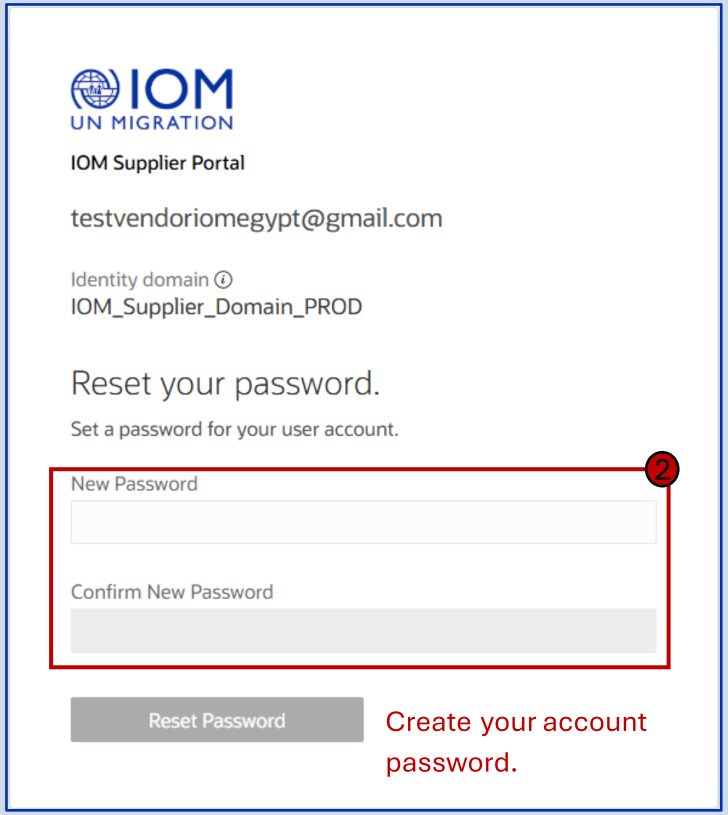


3. An account activation email will be received at your registered email address.

Step 6: Activation of the Account



Open the account activation email delivered to your registered email address and click the activation box.



Create your account password.

Step 6: Activation of the Account

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Your account password for IOM Supplier Portal was reset

This is an auto-generated message. Please do not reply!
Dear Test SUPPLIER IOM Egypt,
Your password for the Supplier Portal was successfully reset.

Cloud Account / Tenancy: IOM Supplier Portal
Username: testvendoriomegypt@gmail.com

Sign In

Notes to access ERP Supplier Portal:

1. Access the URL https://supplier-portal.iom.int
2. Enter Username and Password which was set in earlier step.
3. Enrol Multi-Factor-Authentication(Email).
4. Wait for One-Time Passcode.
5. Enter One-Time Passcode.
6. Click on Supplier Portal Tile.

An automated email will be sent to you with a successful password reset notification and a link to access the IOM Supplier Portal.

At this stage, your account has been successfully created on the IOM Supplier Portal as a **Prospective Supplier.**

IOM Egypt Country Office

SUPPLIER PORTAL

Guide: Supplier Profile Management - Adding Bank Details on the IOM Supplier Portal

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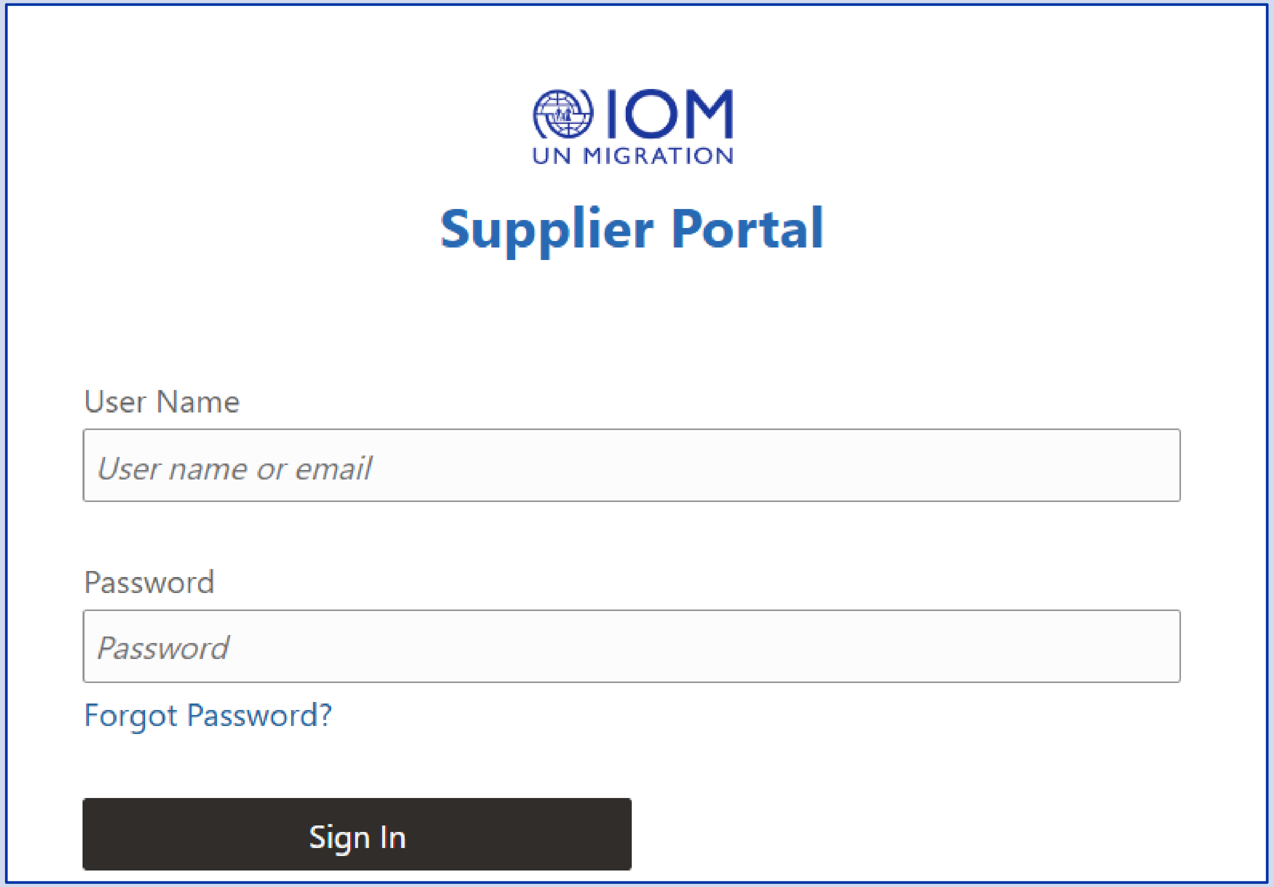
How to Sign In to the IOM Supplier Portal?



https://supplier-portal.iom.int/

- Access the IOM Supplier Portal by signing in with your registered credentials.
- If your password has been forgotten, use the *"Forgot Password?"* option located beneath the password box to reset it.

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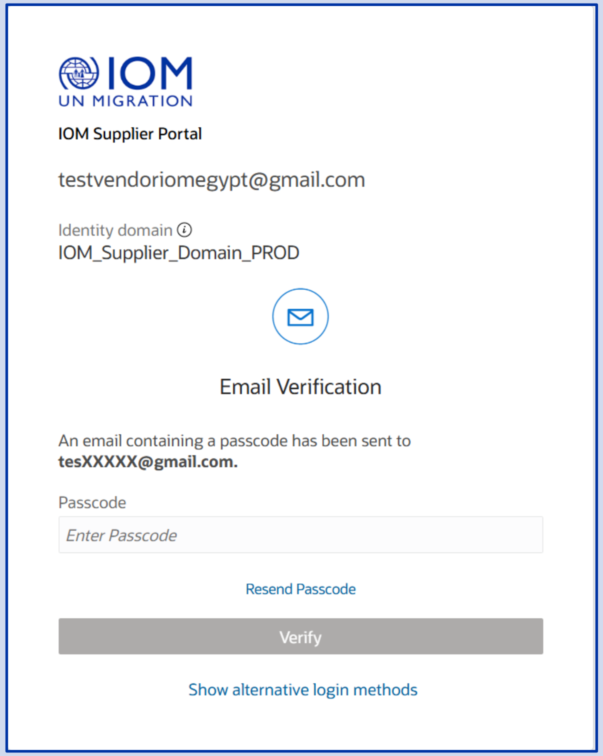
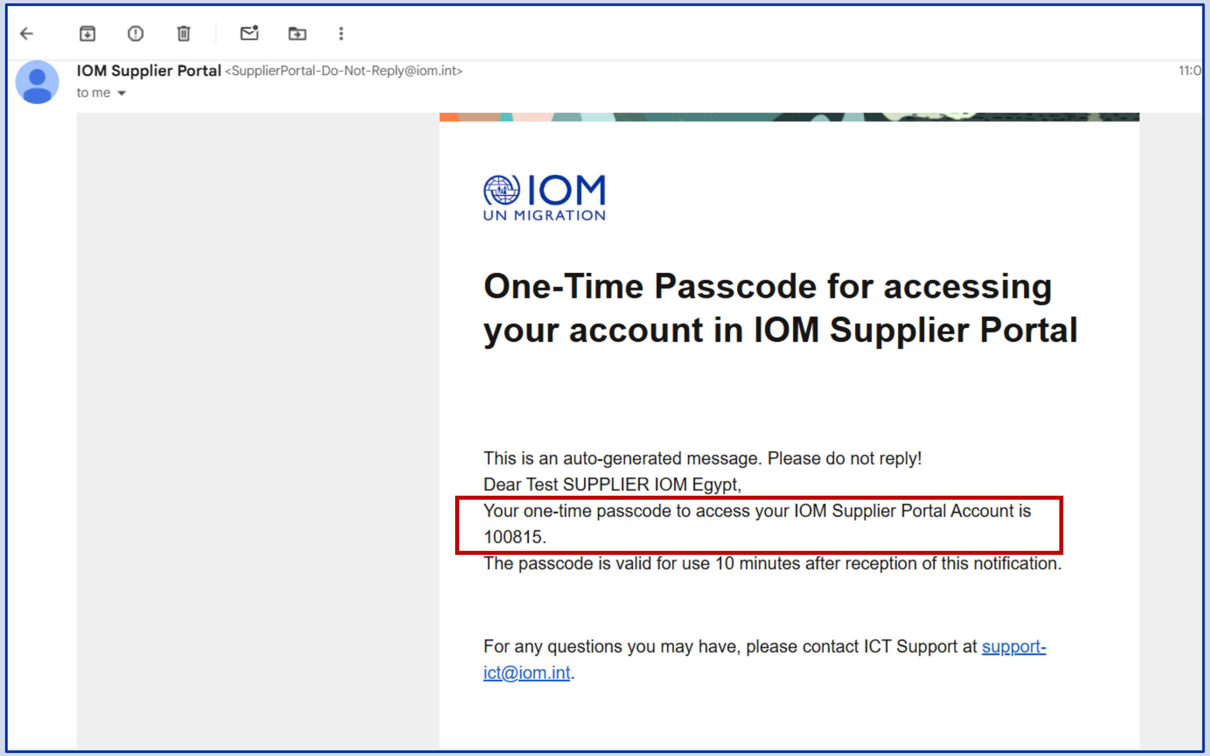
Step 1: Sign In Verification

1. After signing in with your credentials, you will be redirected to the Email Verification page. An OTP will be automatically sent to your registered email address.

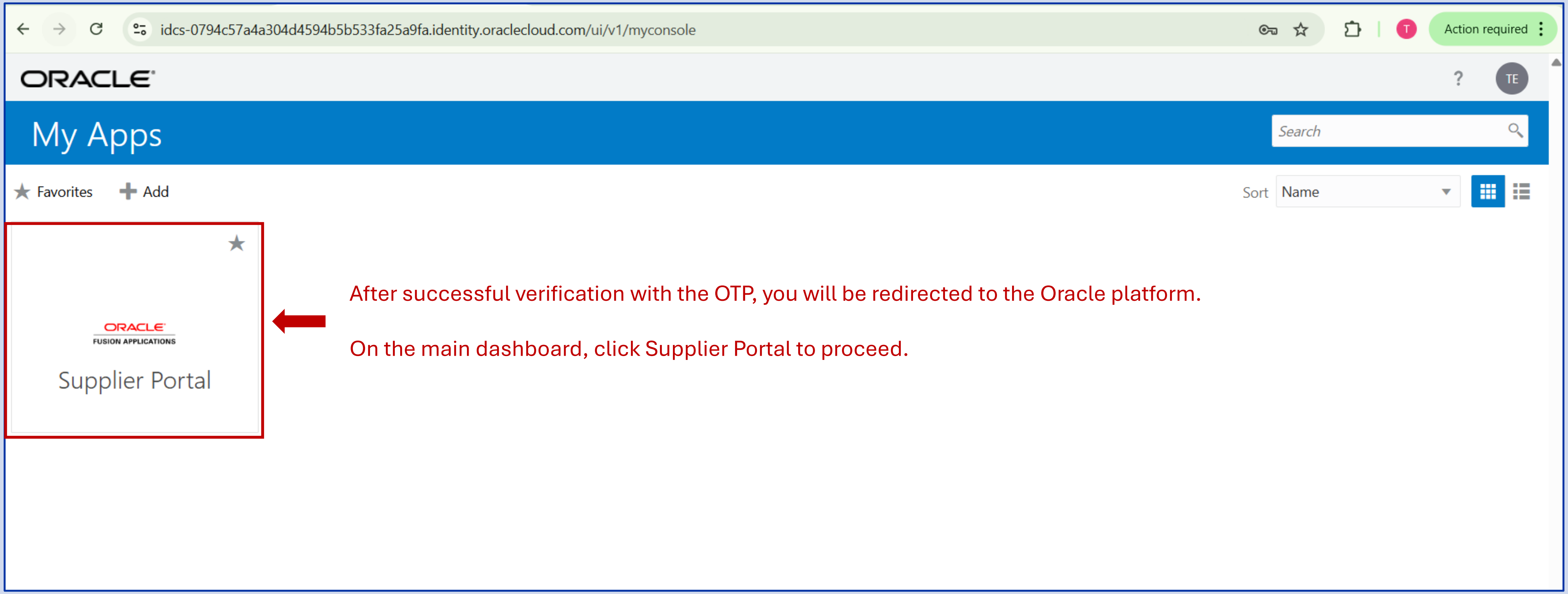
2. Use the OTP received in your email inbox to verify your login and proceed into the IOM Supplier Portal.





NB! An OTP will be sent every time you sign in. This is a security requirement to verify each login attempt.

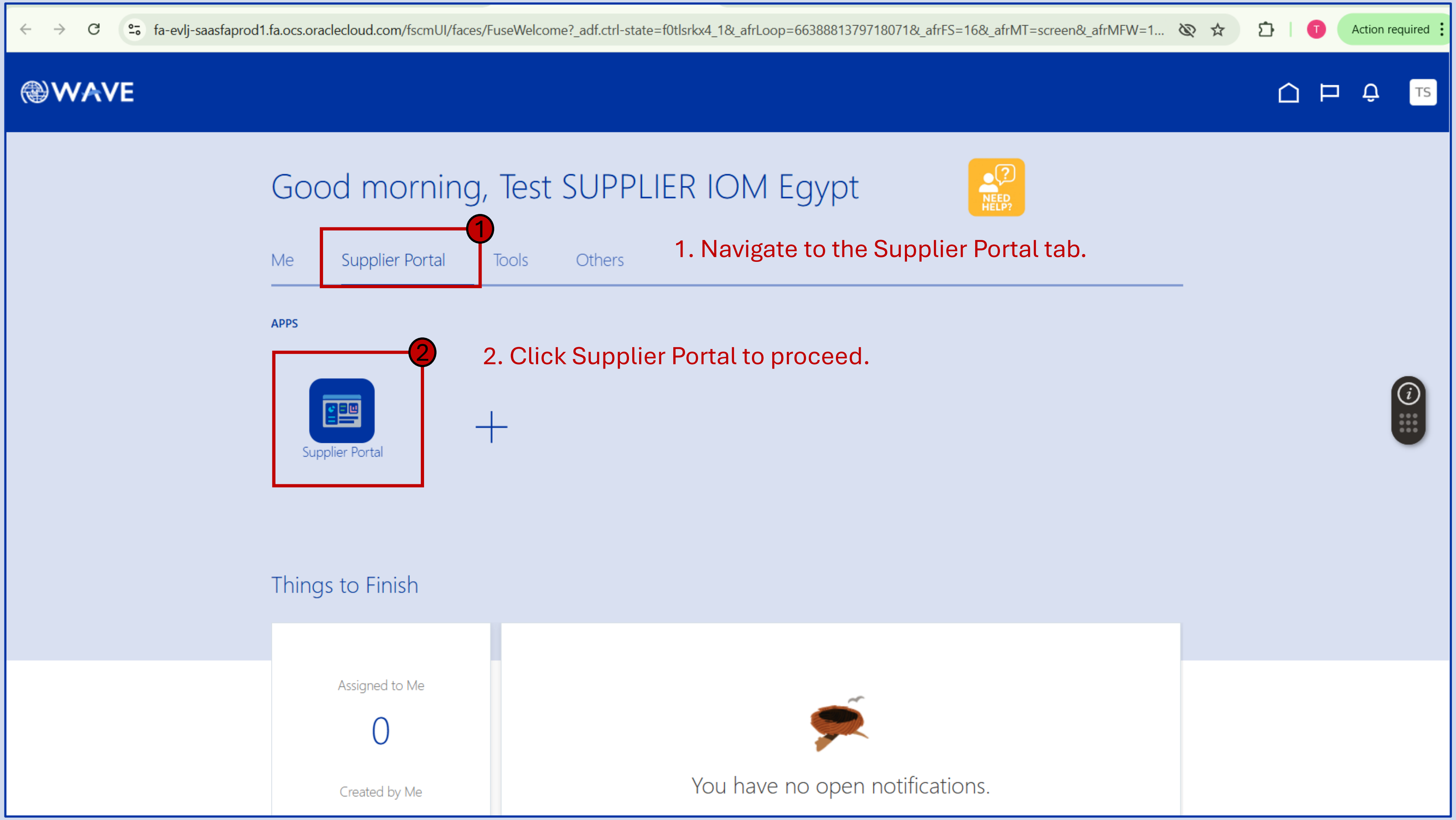
Step 2: Access the Supplier Portal



After successful verification with the OTP, you will be redirected to the Oracle platform.

On the main dashboard, click Supplier Portal to proceed.

Step 2: Access the Supplier Portal



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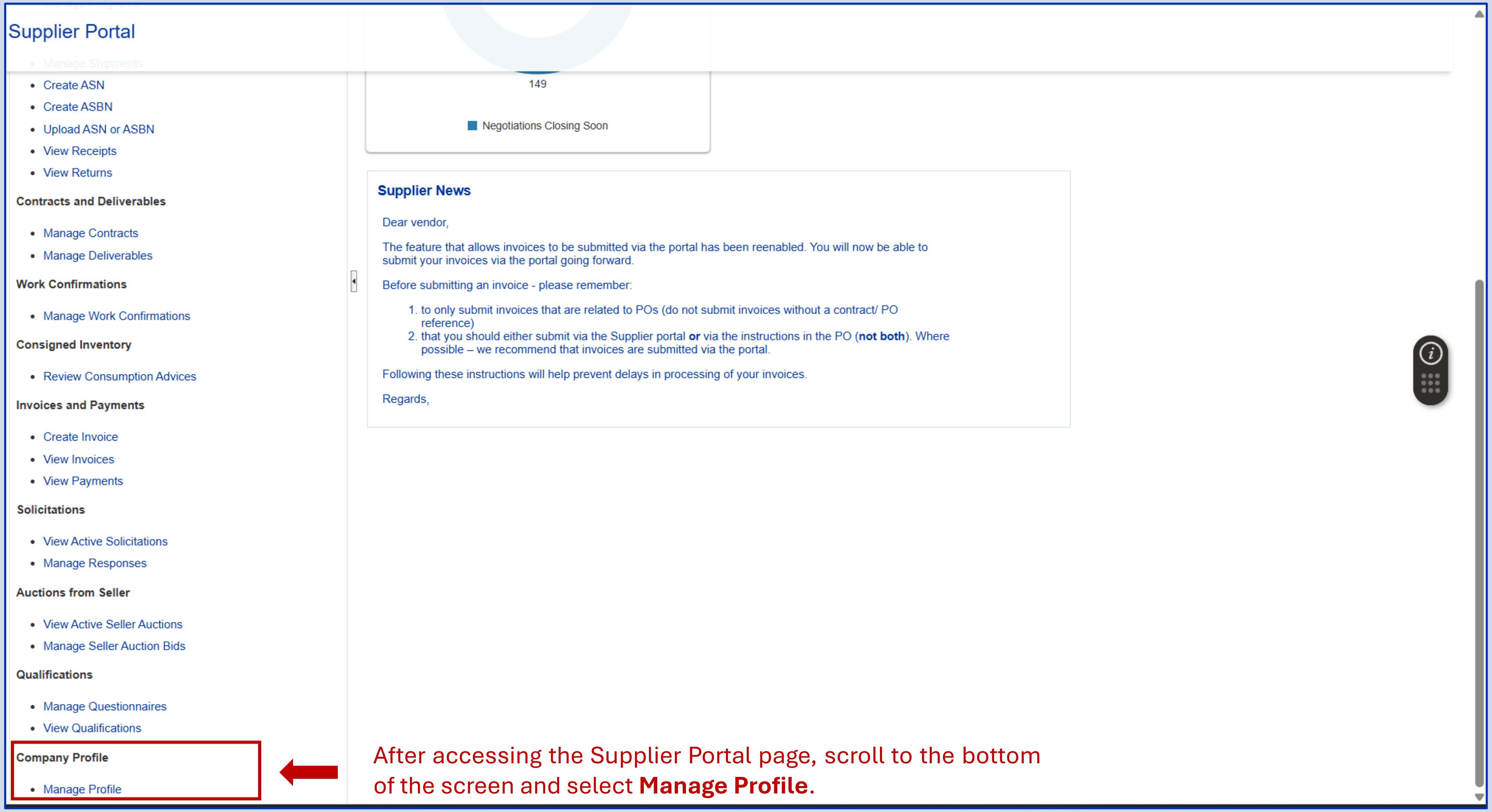

After accessing the Supplier Portal page, scroll to the bottom of the screen and select **Manage Profile**.

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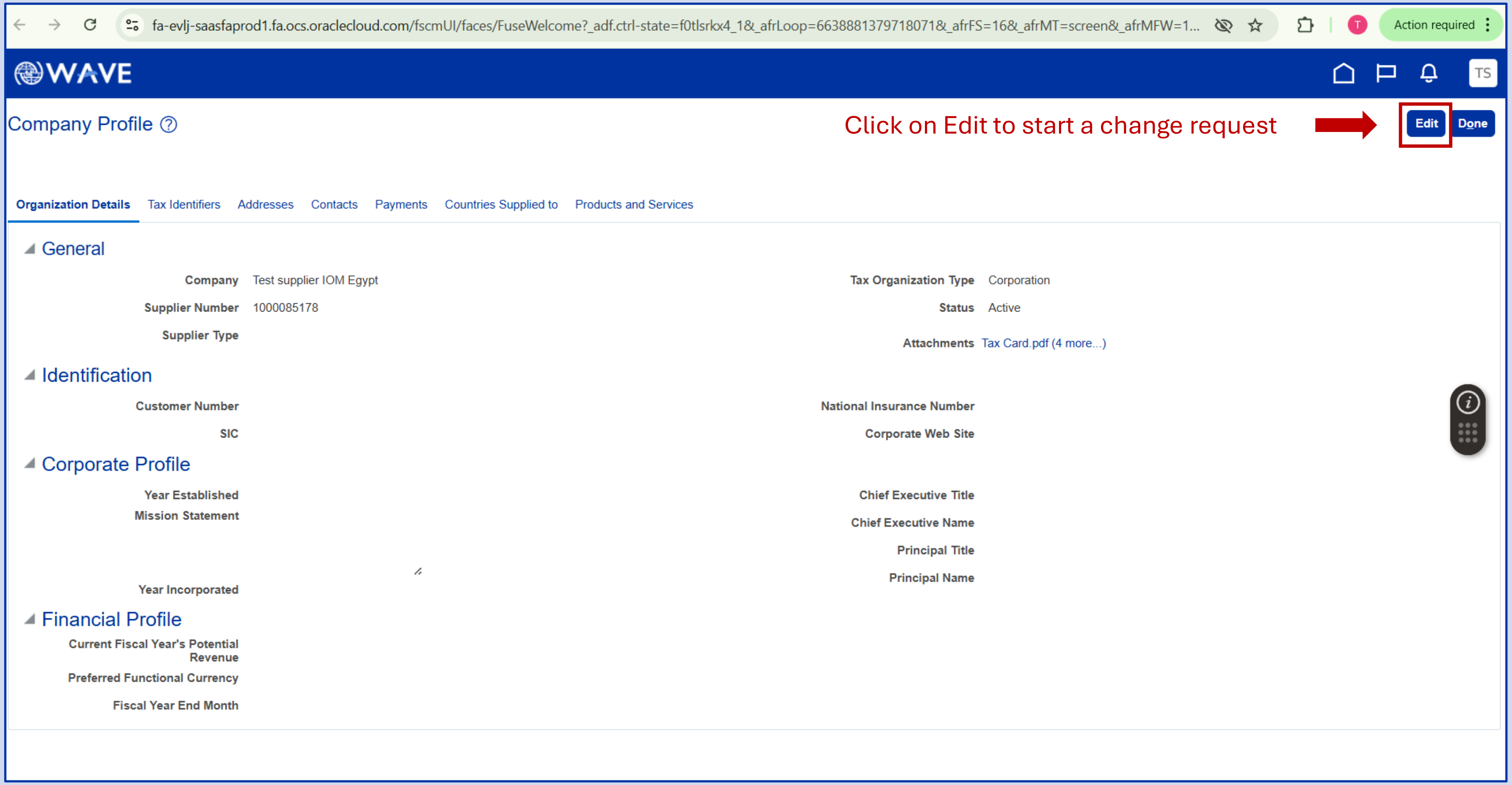
Step 3: Complete Your Bank Details



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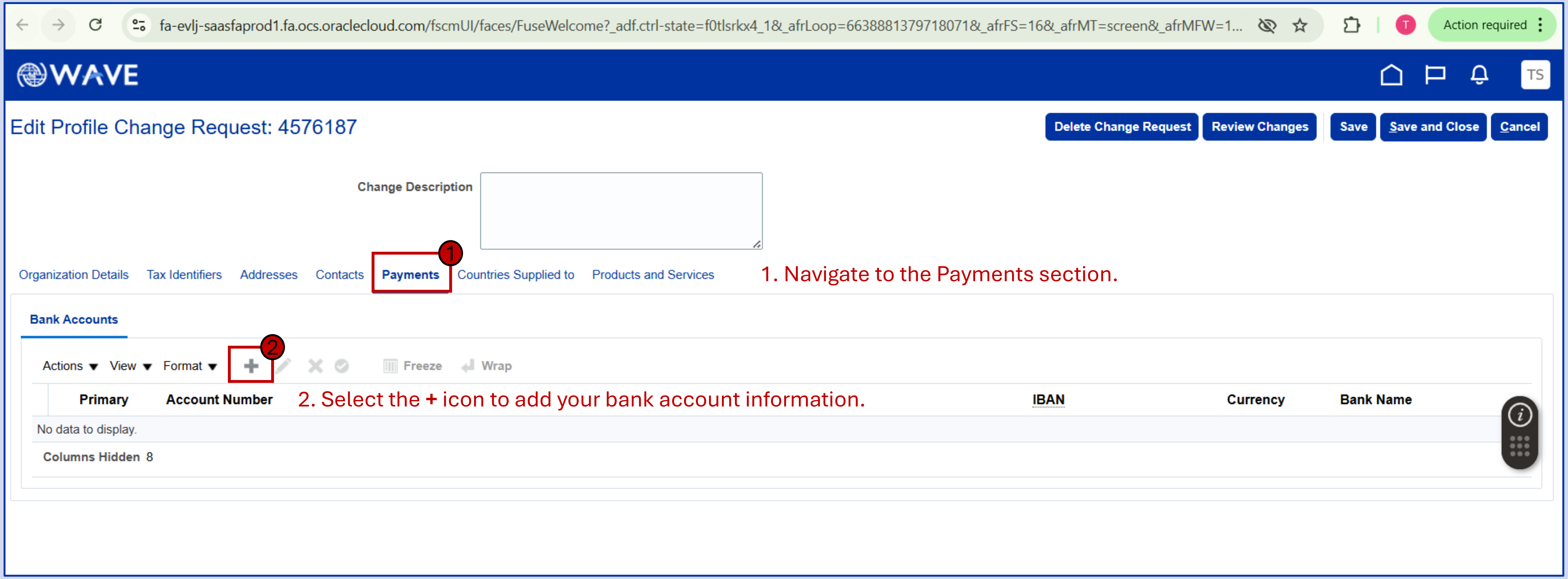

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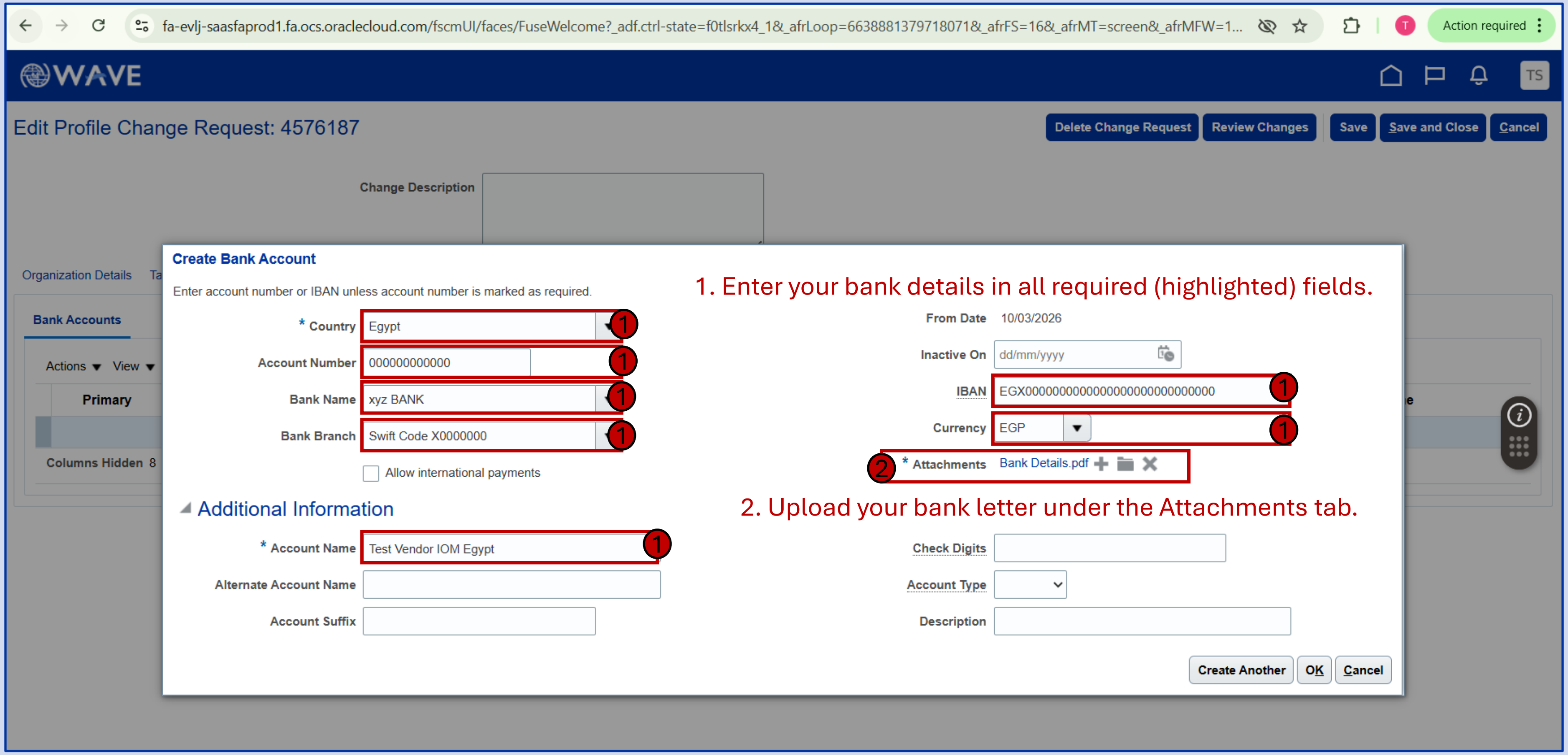

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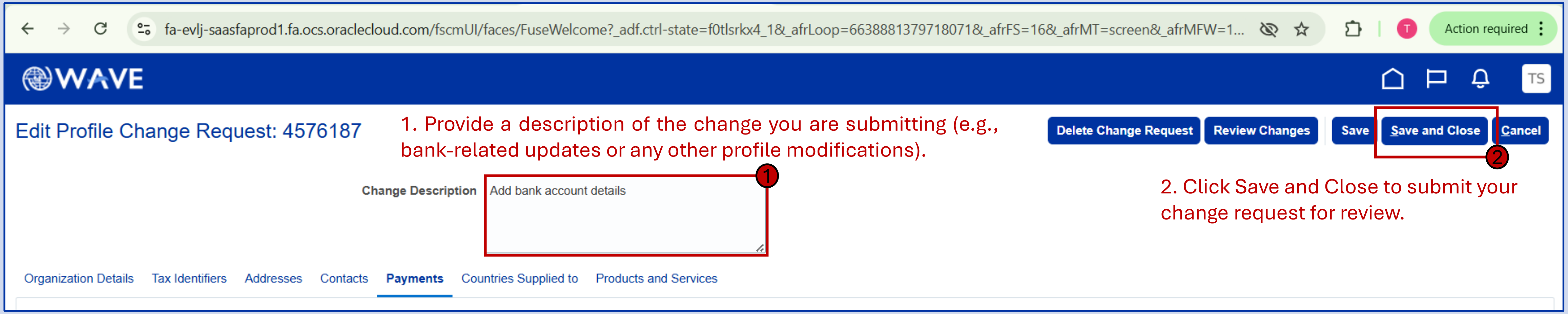

Account Spend Authorization:
To have your change request and account spend authorized, you must first be awarded a contract. Once awarded, please contact your IOM procurement focal point to request spend authorization on your account.