

SUPPLIER PORTAL

Guide: **Vendor Registration** on the
IOM Supplier Portal

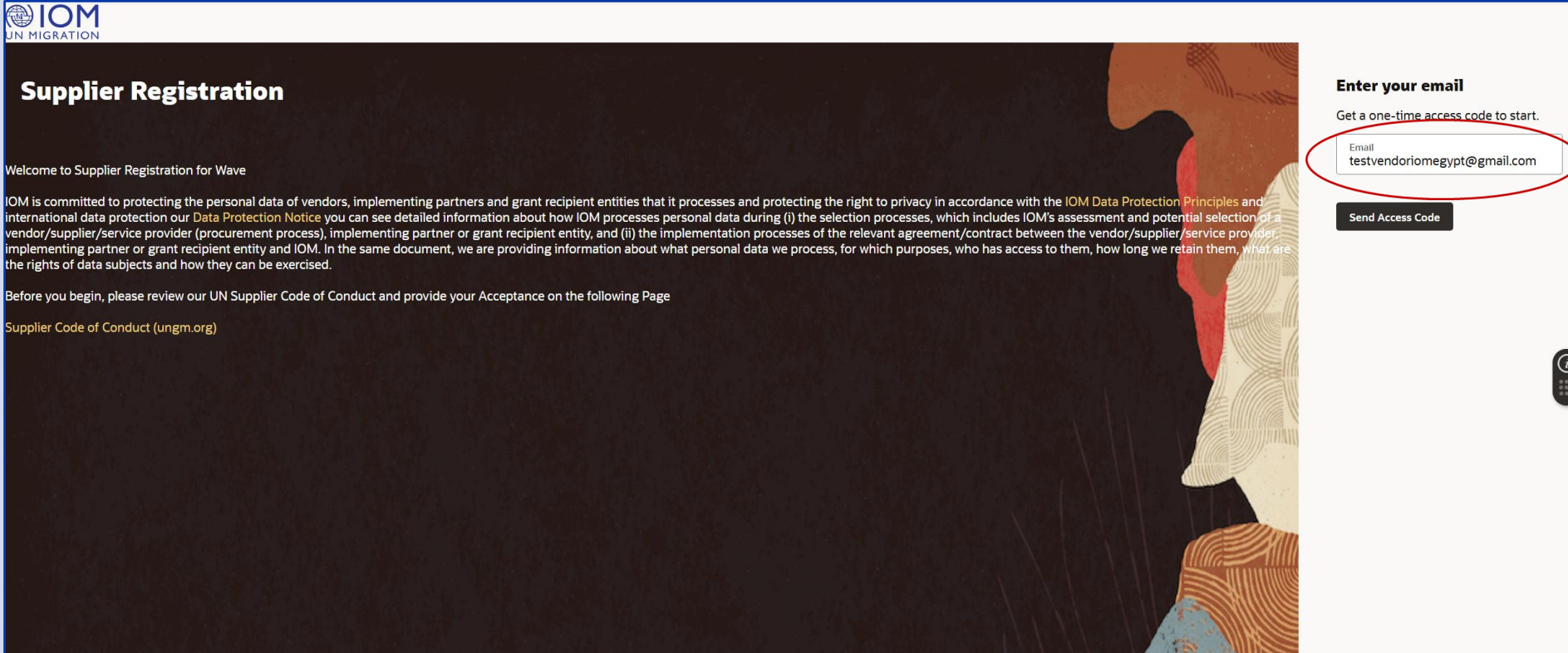
What is IOM Supplier Portal?

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?



Supplier Registration

Welcome to Supplier Registration for Wave

IOM is committed to protecting the personal data of vendors, implementing partners and grant recipient entities that it processes and protecting the right to privacy in accordance with the [IOM Data Protection Principles](#) and international data protection our [Data Protection Notice](#) you can see detailed information about how IOM processes personal data during (i) the selection processes, which includes IOM's assessment and potential selection of a vendor/supplier/service provider (procurement process), implementing partner or grant recipient entity, and (ii) the implementation processes of the relevant agreement/contract between the vendor/supplier/service provider, implementing partner or grant recipient entity and IOM. In the same document, we are providing information about what personal data we process, for which purposes, who has access to them, how long we retain them, what are the rights of data subjects and how they can be exercised.

Before you begin, please review our UN Supplier Code of Conduct and provide your Acceptance on the following [Page](#)

[Supplier Code of Conduct \(ungm.org\)](#)

Enter your email

Get a one-time access code to start.

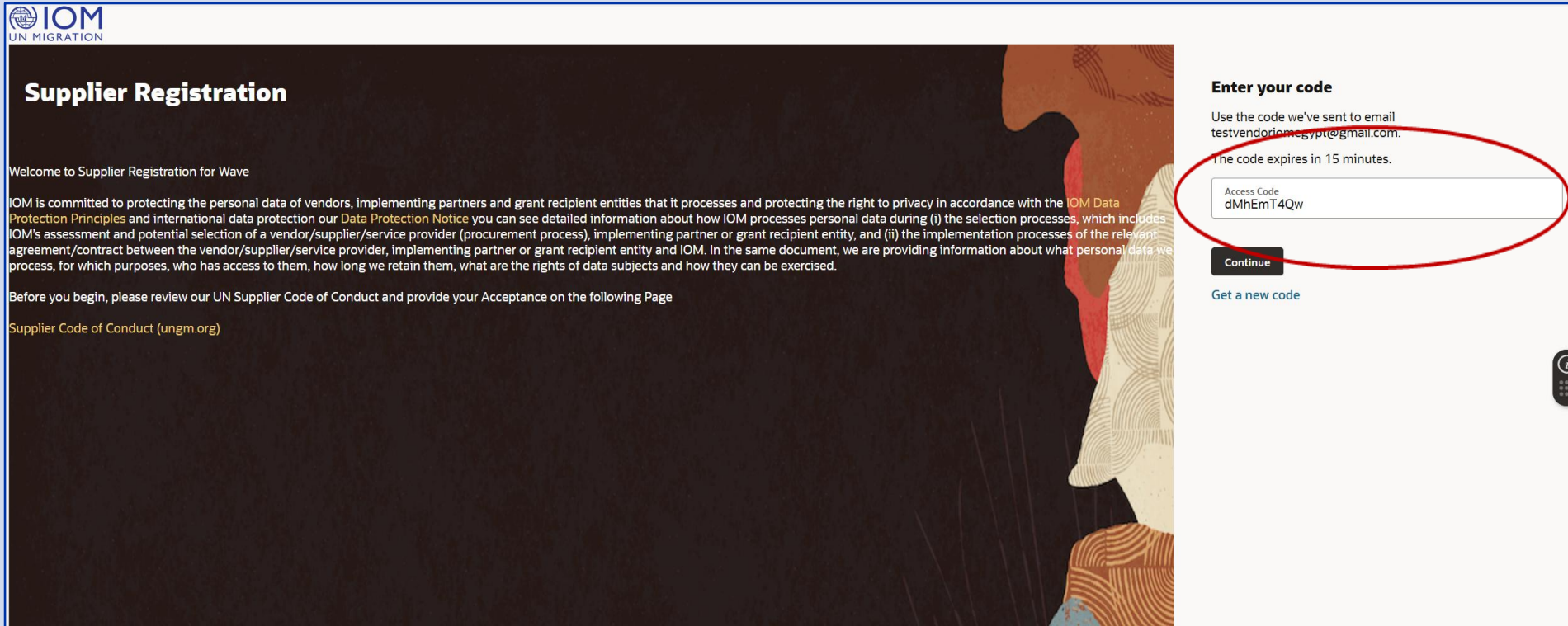
Email
testvendoriomegypt@gmail.com

Send Access Code



[Registration Interface Link](#)

How to Register on the IOM Supplier Portal?



IOM
UN MIGRATION

Supplier Registration

Welcome to Supplier Registration for Wave

IOM is committed to protecting the personal data of vendors, implementing partners and grant recipient entities that it processes and protecting the right to privacy in accordance with the [IOM Data Protection Principles](#) and international data protection our [Data Protection Notice](#) you can see detailed information about how IOM processes personal data during (i) the selection processes, which includes IOM's assessment and potential selection of a vendor/supplier/service provider (procurement process), implementing partner or grant recipient entity, and (ii) the implementation processes of the relevant agreement/contract between the vendor/supplier/service provider, implementing partner or grant recipient entity and IOM. In the same document, we are providing information about what personal data we process, for which purposes, who has access to them, how long we retain them, what are the rights of data subjects and how they can be exercised.

Before you begin, please review our UN Supplier Code of Conduct and provide your Acceptance on the following Page

[Supplier Code of Conduct \(ungm.org\)](#)

Enter your code

Use the code we've sent to email
testvendor@iom.egypt@gmail.com.

The code expires in 15 minutes.

Access Code
dMhEmT4Qw

[Continue](#)

[Get a new code](#)



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

Step 1: Complete the Company Details Tab

 IOM
UN MIGRATION

Supplier Registration

Company Details 1. Enter the company name

2. Select the country from the drop-down menu.

3. Choose the organization type — select “Corporation” or the category most relevant to your company from the drop-down list.

4. Enter your company’s registration number

5. Upload all required documents, including:
a. Declaration of Conformity (signed & stamped)
b. Commercial Registration / Business License
c. VAT Certificate
d. Tax Card
e. Bank Letter

1 | 5

Company Name

Website

Country
Egypt

Taxpayer ID

Tax Registration Number
212315645484689

Organization Type
Corporation

Note to Approver

Attach tax, insurance, and other relevant documents
Required

Drag and Drop
Select or drop files here.

URL

Add URL

No items to display.

Cancel Save Continue

Company Details

Contacts

Addresses

Countries Supplied to

Products and Services

Step 2: Complete the Contacts Tab



Supplier Registration

Contacts

2 | 5

1. Complete this section with the details of the designated contact person.

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

First Name

Required

Last Name

Required

Email

testvendoriomegypt@gmail.com

Job Title

Country

EG

Mobile

+20

Country

EG

Phone

+20

Ext

Country

EG

Fax

+20

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.

☒ 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.

☒ IOM PRC Supplier Bidder
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and request for quotation.

Updated just now

Cancel

Save

Continue

Company Details

Contacts

Addresses

Countries Supplied to

Products and Services



Step 2: Complete the Contacts Tab

Country EG Phone +20 Ext

Country EG Fax +20

1 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.

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

- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ IOM PRC Supplier Sales Representative
Individual responsible for acknowledging supplier agreements and tracking the lifecycle of the supplier agreement from a read only basis.
- ☒ 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

4 Continue

2 | 5

Company Details

Contacts

Addresses

Countries Supplied to

Products and Services

Last updated 3 minutes ago

Cancel Save Continue

Step 3: Complete the Address Tab

Supplier Registration

Addresses

Enter at least one address.

1. Enter the company's main address.

2. Click on the three checkboxes.

A CODE for the Supplier Address example: OFFICE, HQ etc

Address 1

Address Name

What's this address used for? Select at least 1 purpose.

☒ Receive Purchase Orders ☒ Receive Payments ☒ Bid on RFQs

3. Provide the full address details and contact info.

Country/Region
Egypt

Care Of

Street and House No.

2nd Address Line

Postal Code

City

Region

Email

Country
EG

Phone
+20

Ext

Country
EG

Fax
+20

Which contacts are associated to this address?

☒ Test SUPPLIER IOM Egypt testvendoriomegypt@gmail.com Supervisor / General Manager

4. Select the contact person associated with this address by ticking the corresponding box.

+ Add Another Address

Last updated 4 minutes ago

Cancel Save Continue

3 | 5

Company Details

Contacts

Addresses

Countries Supplied to

Products and Services

Step 4: Complete the “Countries Supplied To” Tab

Supplier Registration

Countries Supplied to

Enter at least one business classification or select none applicable.

Select a classification or confirm that none are applicable.

Classification

- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla

1. Select the country or countries in which your company operates.

4 | 5

Company Details

Contacts

Addresses

Countries Supplied to

Products and Services

Last updated 6 minutes ago

Cancel Save Continue

2

Step 4: Complete the “Countries Supplied To” Tab

Supplier Registration

Countries Supplied to

Enter at least one business classification or select none applicable.

Business classification 1

Classification
Egypt

Subclassification

Certifying Agency

Other Certifying Agency

Certificate Number

Certificate Start Date

Certificate End Date

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL

Add URL

No items to display.

+ Add Another Business Classification

Updated just now

Cancel Save Continue

4 | 5

Company Details

Contacts

Addresses

Countries Supplied to

Products and Services

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

2

Step 5: Complete the “Products and Services” Tab

Supplier Registration

Products and Services

Enter at least one products and services category.

1

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

5 | 5

Company Details

Contacts

Addresses

Countries Supplied to

Products and Services

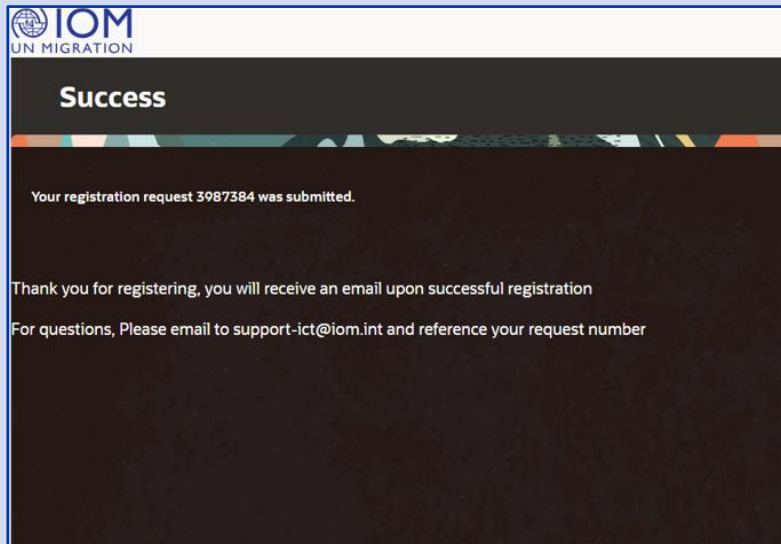
1. Search and choose the relevant goods or services your company offers from the available system categories, as this will determine your areas of expertise.

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

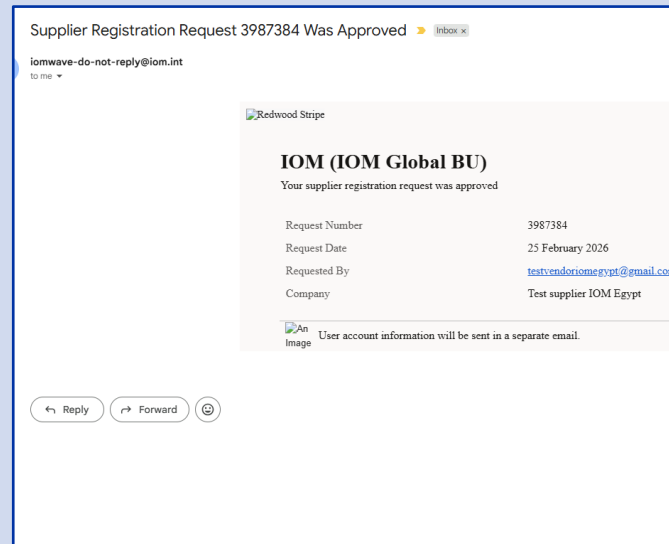


Completion of Registration

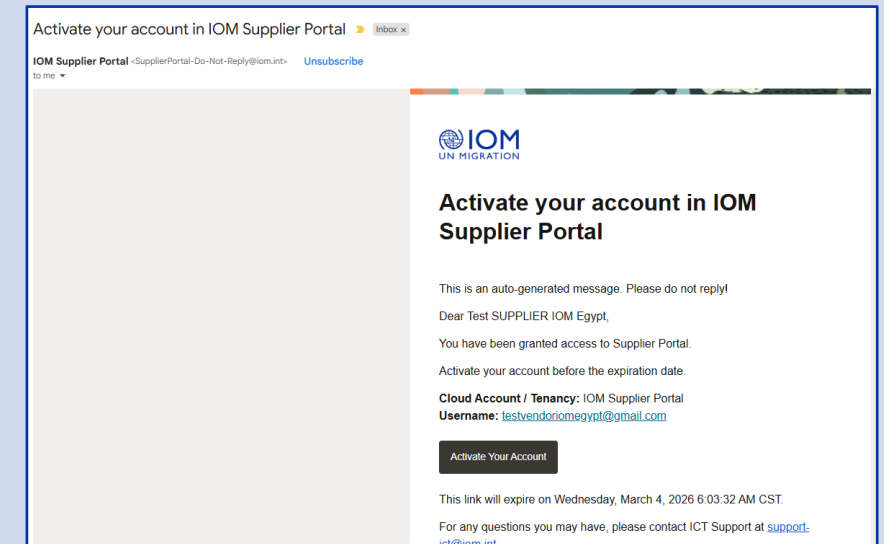
By submitting your request, you should receive the following:



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

Activate your account in IOM Supplier Portal ▶ Inbox x

IOM Supplier Portal <SupplierPortal-Do-Not-Reply@iom.int> [Unsubscribe](#)
to me ▾



Activate your account in IOM Supplier Portal

This is an auto-generated message. Please do not reply!

Dear Test SUPPLIER IOM Egypt,

You have been granted access to Supplier Portal.

Activate your account before the expiration date.

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

1 [Activate Your Account](#)

This link will expire on Wednesday, March 4, 2026 6:03:32 AM CST.

For any questions you may have, please contact ICT Support at support-int@iom.int

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



IOM Supplier Portal

testvendoriomegypt@gmail.com

Identity domain ⓘ
IOM_Supplier_Domain_PROD

Reset your password.
Set a password for your user account.

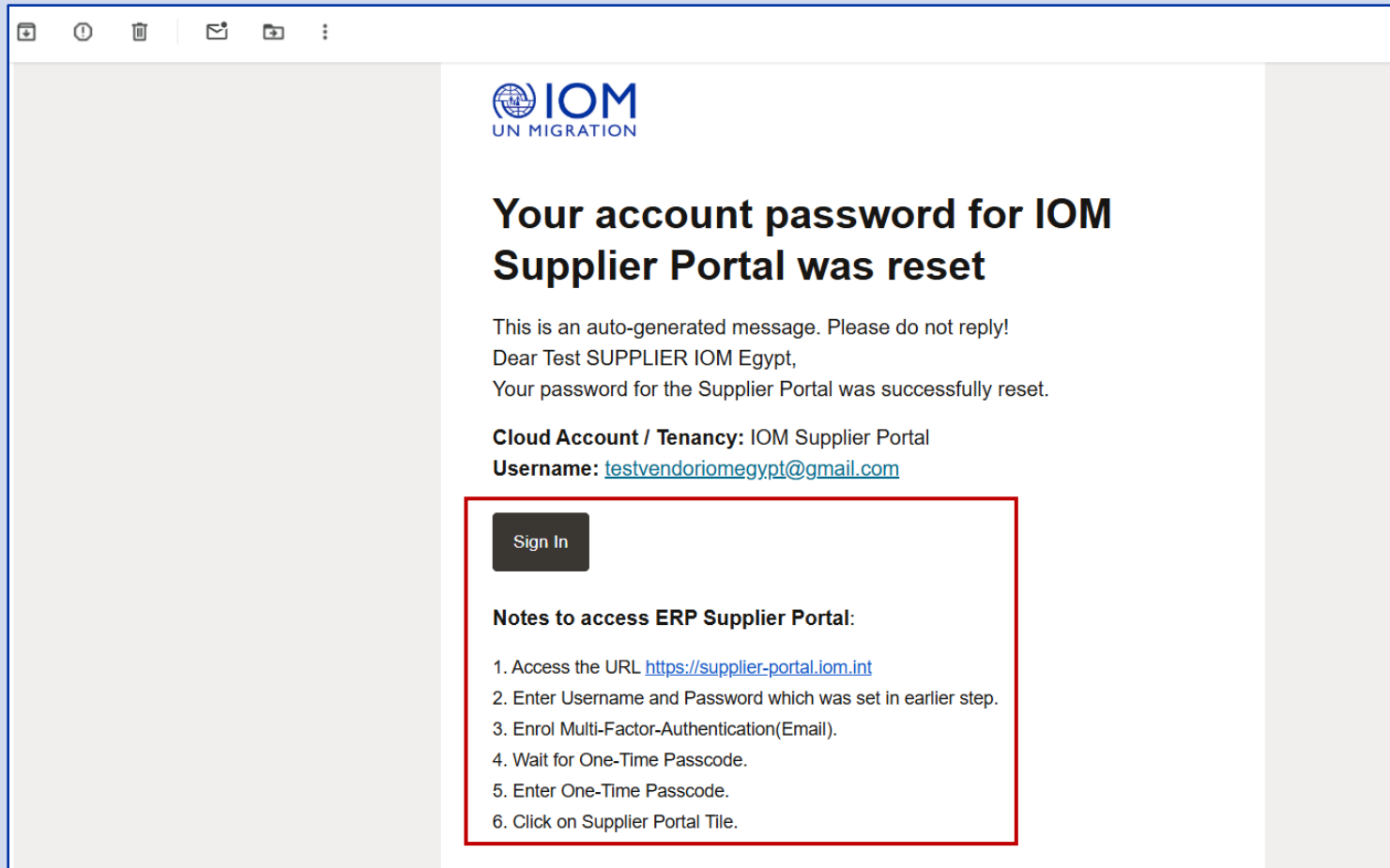
2

New Password

Confirm New Password

[Reset Password](#) **Create your account password.**

Step 6: Activation of the Account



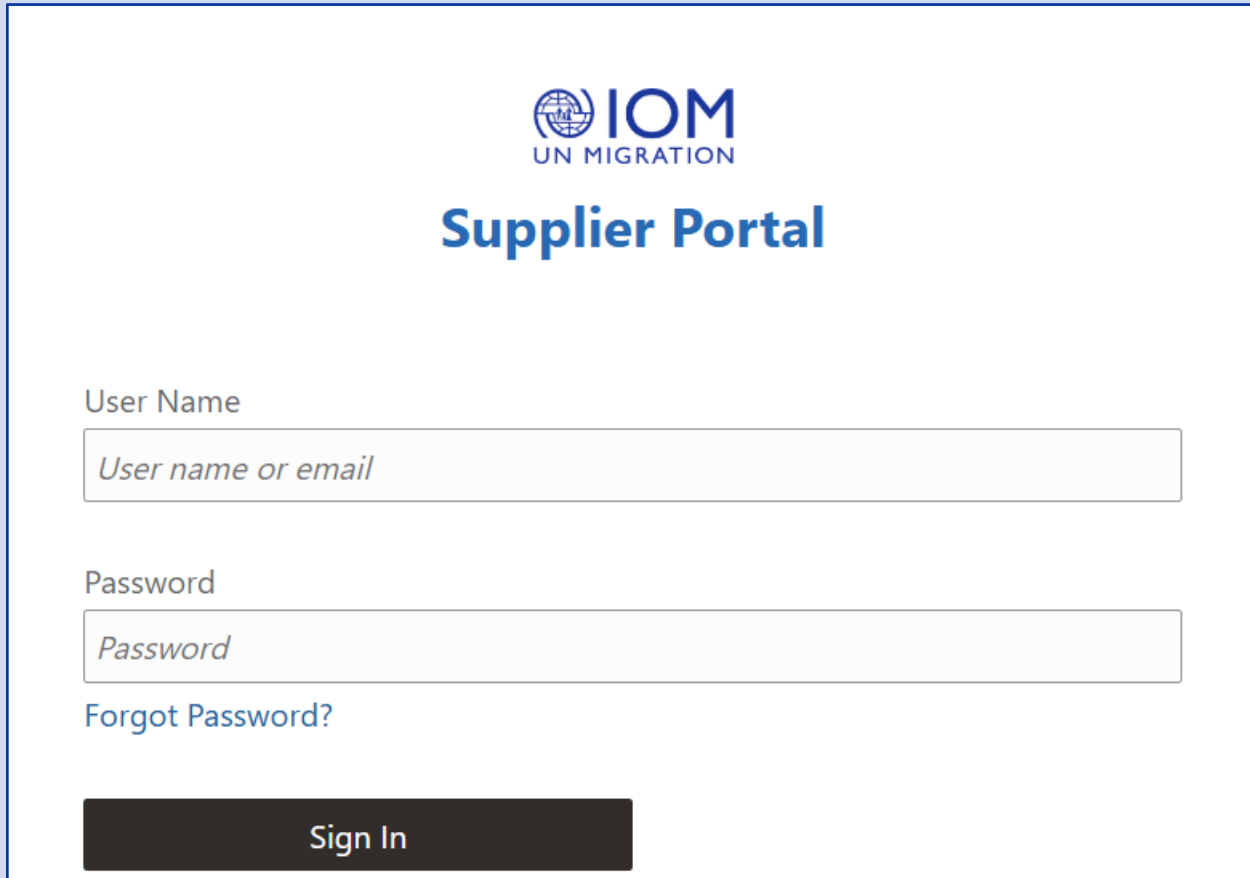
An automated email will be sent to you with a successful password reset notification and a link to access the [IOM Supplier Portal](#).

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

SUPPLIER PORTAL

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

How to Sign In to the IOM Supplier Portal?



The screenshot shows the IOM Supplier Portal login interface. At the top, the IOM UN Migration logo is displayed. Below the logo, the text "Supplier Portal" is centered. The login form consists of two input fields: "User Name" and "Password". The "User Name" field has a placeholder text "User name or email". The "Password" field has a placeholder text "Password". Below the password field, there is a link "Forgot Password?". At the bottom of the form, there is a dark blue button labeled "Sign In".


Supplier Portal

User Name

Password

[Forgot Password?](#)

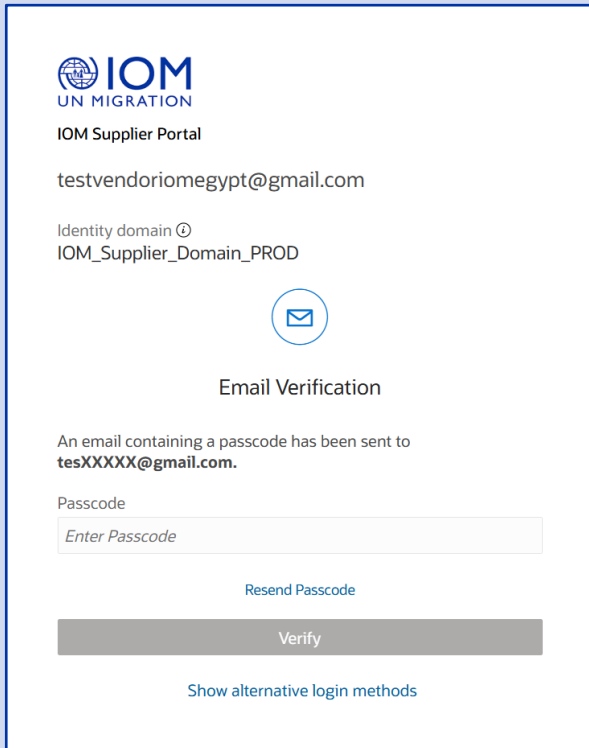
Sign In

<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.

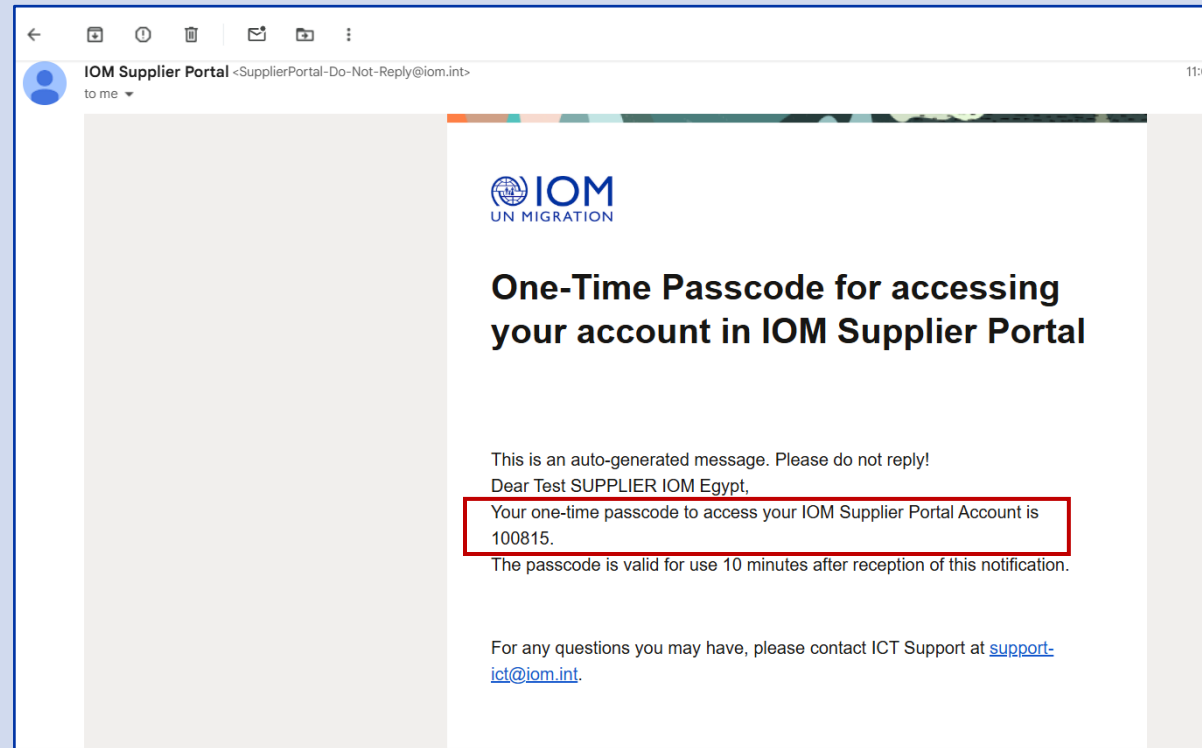
Step 1: Sign In Verification

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.



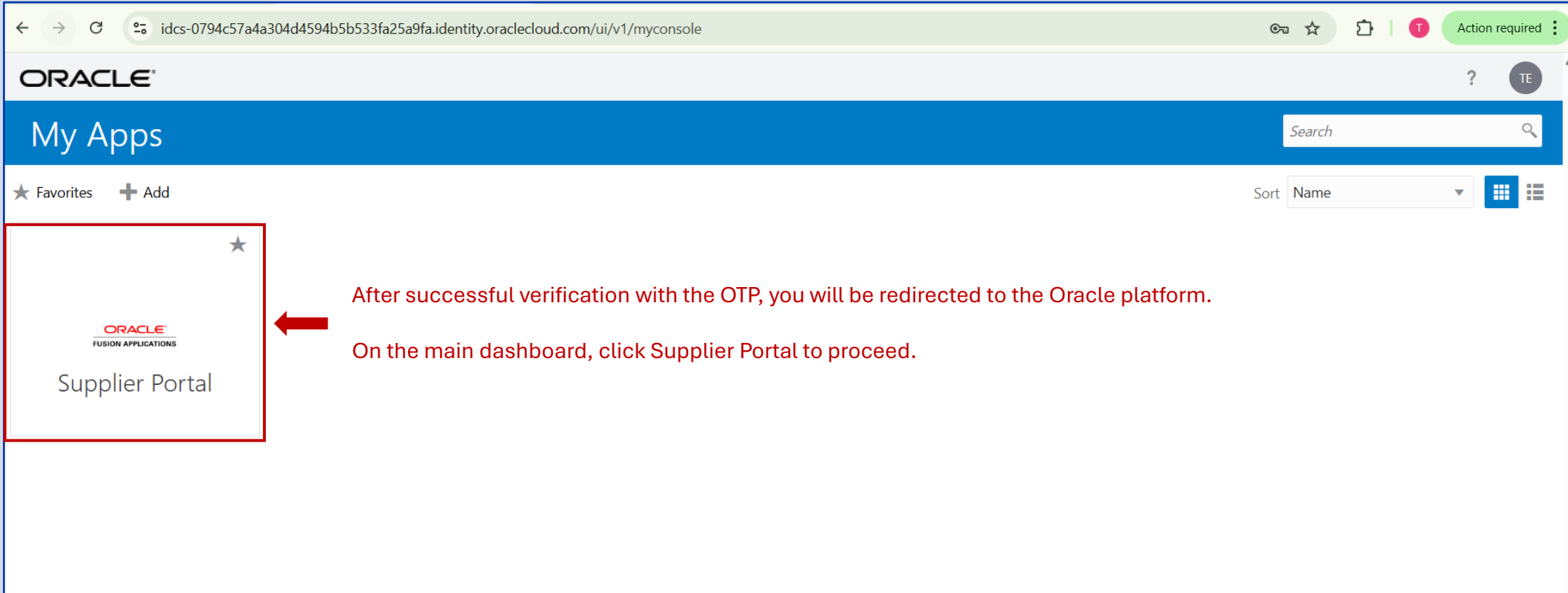
The screenshot shows the 'Email Verification' page of the IOM Supplier Portal. At the top is the IOM UN Migration logo. Below it, the text 'IOM Supplier Portal' is displayed. The email address 'testvendoriomegypt@gmail.com' is listed, along with the identity domain 'IOM_Supplier_Domain_PROD'. A blue envelope icon is centered above the 'Email Verification' heading. Below this, a message states: 'An email containing a passcode has been sent to tesXXXXX@gmail.com.' There is a 'Passcode' input field with the placeholder text 'Enter Passcode'. Below the input field is a 'Resend Passcode' link. At the bottom is a large grey 'Verify' button and a link to 'Show alternative login methods'.

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



The screenshot shows the Oracle My Apps dashboard. The browser address bar displays the URL: `idcs-0794c57a4a304d4594b5b533fa25a9fa.identity.oraclecloud.com/ui/v1/myconsole`. The Oracle logo is in the top left, and a user profile icon with the initials 'TE' is in the top right. Below the logo, the text 'My Apps' is displayed. A search bar is on the right. Below the search bar, there are 'Favorites' and 'Add' buttons. A 'Sort' dropdown menu is set to 'Name'. The main content area shows a grid of application tiles. The first tile, labeled 'Supplier Portal', is highlighted with a red rectangular box. A red arrow points from the text instructions to this tile. The tile itself features the Oracle Fusion Applications logo and the text '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

The screenshot displays the WAVE application interface. At the top, the WAVE logo is on the left, and navigation icons (home, list, notifications, and a user profile labeled 'TS') are on the right. A green notification bar at the top right says 'Action required'. The main content area starts with a greeting 'Good morning, Test SUPPLIER IOM Egypt' and a 'NEED HELP?' icon. Below this is a horizontal tab bar with 'Me', 'Supplier Portal', 'Tools', and 'Others'. The 'Supplier Portal' tab is highlighted with a red box and a red circle with the number '1'. To the right of the tabs, a red instruction reads '1. Navigate to the Supplier Portal tab.' Below the tabs is an 'APPS' section. It contains a 'Supplier Portal' app icon, which is a blue square with a white icon and the text 'Supplier Portal' below it. This icon is highlighted with a red box and a red circle with the number '2'. To the right of the icon is a plus sign and a red instruction: '2. Click Supplier Portal to proceed.' Below the 'APPS' section is a 'Things to Finish' section. It contains two white cards. The first card shows 'Assigned to Me' with a large '0' and 'Created by Me' below it. The second card shows a notification icon and the text 'You have no open notifications.'

Step 2: Access the Supplier Portal

Supplier Portal

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Work Confirmations

- Manage Work Confirmations

Consigned Inventory

- Review Consumption Advises

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Solicitations

- View Active Solicitations
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

149

■ Negotiations Closing Soon

Supplier News

Dear vendor,

The feature that allows invoices to be submitted via the portal has been reenabled. You will now be able to submit your invoices via the portal going forward.

Before submitting an invoice - please remember:

1. to only submit invoices that are related to POs (do not submit invoices without a contract/ PO reference)
2. that you should either submit via the Supplier portal **or** via the instructions in the PO (**not both**). Where possible – we recommend that invoices are submitted via the portal.

Following these instructions will help prevent delays in processing of your invoices.

Regards,

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

Step 3: Complete Your Bank Details

fa-evlj-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=f0t1srkx4_1&_afLoop=6638881379718071&_afFS=16&_afMT=screen&_afMF=1...

WAVE

Company Profile ⓘ

Click on Edit to start a change request → **Edit** Done

Organization Details Tax Identifiers Addresses Contacts Payments Countries Supplied to Products and Services

General

Company Test supplier IOM Egypt

Supplier Number 1000085178

Supplier Type

Tax Organization Type Corporation

Status Active

Attachments Tax Card.pdf (4 more...)

Identification

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Year Incorporated

Financial Profile

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

Step 3: Complete Your Bank Details

fa-evlj-saasfprod1.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=f0tIsrkx4_1&_afLoop=6638881379718071&_afFS=16&_afMT=screen&_afMFW=1... Action required

WAVE

Edit Profile Change Request: 4576187

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Countries Supplied to Products and Services

1. Navigate to the Payments section.

Bank Accounts

Actions View Format + Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
No data to display.				
Columns Hidden 8				

2. Select the + icon to add your bank account information.

Step 3: Complete Your Bank Details

1. Enter your bank details in all required (highlighted) fields.

2. Upload your bank letter under the Attachments tab.

Step 3: Complete Your Bank Details

fa-evlj-saasaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=f0tIsrKx4_1&_afLoop=6638881379718071&_afFS=16&_afMT=screen&_afMFW=1...

WAVE

Edit Profile Change Request: 4576187

1. Provide a description of the change you are submitting (e.g., bank-related updates or any other profile modifications).

Change Description: Add bank account details

2. Click Save and Close to submit your change request for review.

Delete Change Request Review Changes Save Save and Close Cancel

Organization Details Tax Identifiers Addresses Contacts **Payments** Countries Supplied to Products and Services

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.