# PROCURESENS

## Supplier Information Management System (SIM)

Training Manual for Suppliers

# The NEXT Generation eProcurement Solution

**Suppliers Login**    Petronash User Login

ENTER YOUR USERNAME

Enter your password

4RxL6     Enter Captcha

Next    **Click for Supplier Registration**

Click To Start New Supplier Registration

## Supplier Registration

### Basic Details

Are you an existing Petronash Supplier ?  ○ Yes  ○ No

Company *  
[ Company Name ]

[ Company Name ]

Is Manufacturing Address same as Registered Legal Address ?  ☐

Registered Legal Address *

[ Address 1 ]

[ Address 2 ]

[ Address 3 ]

Manufacturing Address

[ Address 1 ]

[ Address 2 ]

Country *  
[ Utd.Arab Emir.  ▼ ]

Region  
[ Abu Dhabi  ▼ ]

City *  
[ City ]

Zip-Postal Code *  
[ Zip / Portal Code ]

Phone No  
[ 971  ▼ ] [ Phone No ]

Fax No.  
[ 971  ▼ ] [ Fax No. ]

[ ▼ ]

Region  
[ ▼ ]

City  
[ City ]

Zip-Postal Code  
[ Zip / Portal Code ]

Phone No  
[ 971  ▼ ] [ Phone No ]

Fax No.  
[ 971  ▼ ] [ Fax No. ]

## Authorised Person Contact Details

| Field | | Field | |
|---|---|---|---|
| Person Name * 💡 | Person Name | Contact No(Land) * | 971 ▾ · Contact No(Land) |
| Email Address * | Email Address | Contact No(Mobile) * | 971 ▾ · Contact No(Mobile) |
| Authorisation Document* 💡 | **Action** · **File Name** · ⬆ | Contact Fax No | 971 ▾ · Contact Fax No |

## Company Overview

| Field | | Field | |
|---|---|---|---|
| Does the Company have a valid business license? | ● Yes ○ No | Year Of Establishment | Year Of Establishment |
| Business/Commerical/Trade License No * | Business/Commerical/Trade License No | VAT Number | VAT Number |
| Trade Licence/Commercial Document * | **Action** · **File Name** | | |

Detail Of Product/Service
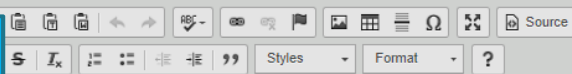
[ editor toolbar: ✂ 📋 📋 📋 ↶ ↷ ABC 🔗 🔗 ⚑ 🖼 ▦ ☰ Ω 🔳 Source ]

[ S Iₓ · 1≡ ≔ ⋮≡ ↹ ↹ 🙶 · Styles ▾ · Format ▾ · ? ]

Supplier can select Material Group from the list

Select Scope Type from the list

If OEM is 'Yes' Supplier must register OEM or Select existing OEM from the List if available

Please Select The Materials And ... or Which Approval Is Sought

| +Add | Material Group | Scope Type | OEM / Manufacturer Name | OEM / Manufacturer Mandatory |
|---|---|---|---|---|
| ✖ | [ RM01 ] Pumps ▾ | AGENT/DISTRIBUTOR ▾ | -- select -- ▾ | Yes |
| ✖ | [ DC01 ] Internal Audit ▾ | SERVICE PROVIDER ▾ | -- select -- ▾ | No |

Click on Save to submit application to Petronash Team

[ Save ] [ Reset ]

Once Supplier fill in the Basic Detail Form and click on Save, the details will be submitted to Petronash SCM Team for review.

We have received your application for registration, and it is currently under review. We will reach out to you shortly about further actions, if required.

Supplier will receive acknowledgement email for the application submission.

Once application is accepted by Petronash SCM Team, Supplier will receive email notification with log in credentials of eSCM system.

**Dear Sir/ Madam,**

Please be informed that your application is accepted for further processing.

Below are your Log In details to access our eSCM PETRONASH platform. Please complete the online form and provide all necessary details for further consideration.

Please note that all communication shall happen through our eSCM PETRONASH platform only

| User Name / Vendor Code | 20000009 |
|---|---|
| Password | 486678 |

E-Procurement URL – http://217.182.200.75

Please change your password once you log in first time.

Please contact SCM Department, in case of further clarification.

Best Regards,

**SCM Department**

PETRONASH

SAFAL
PROCUREMENT PERFORMANCE SOLUTIONS

**The NEXT Generation eProcurement Solution**

Click on
NEXT button
to access
eSCM
System

Suppliers Login    Petronash User Login

ENTER YOUR USERNAME

Enter your password

4RxL6    Enter Captcha

Next    **Click for Supplier Registration**

Supplier will be able to list of contact person registered in the system. Select the contact person name and Click on "Generate OTP". System will send OTP notification to registered Email ID.

Enter OTP and click on "Sign In"

Vendor Code :     **T0158**

| Sr No. | Name | Email | Generate OTP | OTP |
|--------|------|-------|--------------|-----|
| 1 | BK SINGH | zjain007@gmail.com | Generate OTP | OTP |
| 2 | EFG | EFG@ABC.COM | Generate OTP | OTP |
| 3 | ABC | ABC@ABC.COM | Generate OTP | OTP |

Sign In

Click here to generate OTP

Enter OTP and Click on Sing In

eSCM system will ask supplier to change system generated password when log in for the first time.
Enter Current Password as system generated password and then enter new password.

## Change Password

| | |
|---|---|
| Current Password | •••••• |
| New Password | •••••• |
| Confirm Password | •••••• |

Please Enter Correct Password !!!!

Change Password and click on Change button.

Change    Cancel

Supplier will be able to see multiple pages to be filled based on the type of Material Group and Scope Type selected by Supplier.

**SCENERIO ONE**

| PETRONASH | Supplier Registration | My Profile |
| --- | --- | --- |

| Basic Details | Approval Req | Bank Detail | Communication | Documentation | Submit For Processing |
| --- | --- | --- | --- | --- | --- |

**SCENERIO TWO**

| PETRONASH | Supplier Registration | My Profile |
| --- | --- | --- |

| Basic Details | KYS Details | Approval Req | Company Overview | Resource | QHSE | Customer Support | Bank Detail | Communication | Documentation | Submit For Processing |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| Basic Details | KYS Details | Approval Req | Company Overview | Resource | QHSE | Customer Support |

## Basic Details

| Mailing/ Delivery Address | LANE NO 412, GIDC |
|---|---|
| | SECOND ADDRESS |
| | Address 3 |
| Country | Kuwait |
| Region | Kuwait City |
| City | KUWAIT |
| Zip-Postal Code | 654987 |
| WebSite Name | WebSite Name |
| Registration Number | Registration Number |
| Remarks | Remarks |

Enter KYS Details and Click on Save button

Save

| Basic Details | KYS Details | Approval Req | Company Overview | Resource | QHSE | Customer Support | Bank Detail | Communication | Documentation | Submit For Processing |

## Please Select The Materials And Services For Which Approval Is Sought

| +Add | Material Group | Scope Type | OEM / Manufacturer Name | OEM / Manufacturer Mandatory | SCM Limitation | |
|---|---|---|---|---|---|---|
| ✖ | [ RM01 ] Pumps ▾ | Agent/Distributor ▾ | -- select -- ▾ | Yes ▾ | ☐ | |
| ✖ | [ RM79 ] Level Gauge ▾ | Stockiest ▾ | -- select -- ▾ | No ▾ | ☐ | |
| ✖ | [ DC01 ] Internal Audit ▾ | Service Provider ▾ | ----Select---- ▾ | No ▾ | ☐ | |

Enter details and click on "Save" Button

Save

Supplier can enter Company Overview details in this page.

Basic Details | KYS Details | Approval Req | **Company Overview** | Resource | QHSE | Customer Support | Bank Detail | Communication | Documentation | **Submit For Processing**

## Details Of Key Personal

| Contact Type | Contact Person | Email Address | Phone No | | Mobile No | |
|---|---|---|---|---|---|---|
| Primary | Name | Email Address | 971 ▼ | Phone No | 971 ▼ | Mobile No |
| Secondary | Name | Email Address | 971 ▼ | Phone No | 971 ▼ | Mobile No |
| Owner/MD | Name | Email Address | 971 ▼ | Phone No | 971 ▼ | Mobile No |
| Head of Quality | Name | Email Address | 971 ▼ | Phone No | 971 ▼ | Mobile No |
| Head of Operations | Name | Email Address | 971 ▼ | Phone No | 971 ▼ | Mobile No |

## List Of Company Where Your Company Is Approved To Supply The Product & Service

| **+Add** | Company | Product & Service | Industry | Country | Approvals | Doc Attach. |
|---|---|---|---|---|---|---|

## Major Orders Executed In The Last 05 Year

**Upload Document**

No record found

Fill all the detail in Company Overview and click on save button.

**Save**

In the Resource Page, give information about Resource Details and Human Resource.

| Basic Details | KYS Details | Approval Req | Company Overview | Resource | QHSE | Customer Support | Bank Detail | Communication | Documentation | Submit For Processing |

## Supplier Registration Resource Details

Is Your Facility Owner or Leased    ◉ Owned    ○ Leased

More Detail *

Remarks

Area Of Factory/Workshop/Plant

| Area Of Factory/Workshop/Plant | Sq Feet ▾ |

| Action | File Name | Upload document |

Total Area Of Facility

| Total Area Of Facility | Sq Feet ▾ |

Area Of Office Space

| Area Of Office Space | Sq Feet ▾ |

## Human Resources

| Vendor Department | On Register Employees | Contract Employee | Total | Action |
|---|---|---|---|---|
| Management | 0 | 0 | 0 | Save |
| Sales & Marketing | 0 | 0 | 0 | Save |
| Engineering | 0 | 0 | 0 | Save |
| Quality | 0 | 0 | 0 | Save |

Fill all the detail in Resource Tab and click on save button.

Save

Enter details in QHSE page wherever is applicable as YES or No. Upload documents if required.

Basic Details | KYS Details | Approval Req | Company Overview | Resource | QHSE | Customer Support | Bank Detail | Communication | Documentation | Submit For Processing

## 1. Quality Management System

Does your company have A Quality Management System Certified to ISO 9001 or Any other recognized Management system standard?   ○ Yes   ● No

| Action | File Name | Upload Document |
|--------|-----------|-----------------|

| | |
|---|---|
| Does the company have a quality organization / department? | ○ Yes  ● No |
| Do the QA/QC Inspectors work independently from the production line? | ○ Yes  ● No |
| Whom does the QA/QC manager/Supervisor report to? | [          ] |
| Does your company have a Supplier Management system in place? | ○ Yes  ● No |
| Does your company have documented procedures for critical processes to define the activities to be carried out? | ○ Yes  ● No |

## 2. Health & Safety Management System

Fill all the detail in QHSE (Quality Control) Tab and click on save button.

Save

Basic Details    KYS Details    Approval Req    Company Overview    Resource    QHSE    **Customer Support**    Bank Detail    Communication    Documentation    **Submit For Processing**

## After Sales Detail

1. Please provide the following details of the after sales service team

| +Add | Location | Key Contact Person | Email | Phone No | Mobile No | Total Strengh of Team |
|------|----------|--------------------|-------|----------|-----------|------------------------|

2. What is the average lead time of spares(in weeks)

3. Does your Company read through customer specifications and comply to them in writing as a part of bidding process          ○ Yes    ● No

4. How much time does your company take to submit a quotation (in weeks)

5. What is the lead time for your products?

Fill all the detail in Customer Support Tab and click on save button.

Save

In Bank Details page, supplier can enter Banking information. Supplier can enter multiple bank details and mark any one as Primary.

| Basic Details | KYS Details | Approval Req | Company Overview | Resource | QHSE | Customer Support | **Bank Detail** | Communication | Documentation | Submit For Processing |

## Bank Details

| | | | |
|---|---|---|---|
| Contact Person Name | RK RATHI | Person Designation | PRO |
| Contact No | 989866552 | | |
| Bank Name | Bank Name | Address | Address |
| Country * | Utd.Arab Emir. ▼ | City | Abu Dhabi ▼ |
| Account No. * | Account No. | IBAN No. | IBAN No. |
| BIC/SWIFT Code * | BIC/SWIFT Code | ABA/ROUTE /IFSC CODE | ABA/ROUTE /IFSC CODE |
| SORT CODE (FOR UK IN GBP) CURR | SORT CODE (FOR UK IN GBP) CURR) | Currency | [AED] United Arab Emirates Dirham ▼ |

Upload Bank Document

Fill all the detail in Bank Detail Tab and click on save button.

Save

| | Primary | Bank Name | Address | | | N No | BIC/SWIFT Code | ABA/ROUTE /IFSC CODE | SORT CODE | Currency | Document |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ✏ 🗑 | ○ | Bank Of India | Navrangpura | Abu Dhabi | Utd.Arab Emir. | 200956854875 | 1542625487 | S58469C741 | 654987SD | [AED] United Arab Emirates Dirham | PRLINEUNIT.png |

In the Communication page, please enter contact details of the persons who will be handling Sales, Finance and Order Management activities for Petronash. Supplier can add multiple contact persons for single role.

Basic Details    KYS Details    Approval Req    Company Overview    Resource    QHSE    Customer Support    Bank Detail    Communication    Documentation    Submit For Processing

## Contact Person will be using Petronash online Application

| +Add | Name | Email | Phone No | | Mobile No | | Sales | Finance | Order Managment |
|------|------|-------|----------|--|-----------|--|-------|---------|-----------------|
| ✕ | SK SHARMA | sk@sure.com | 971 ▼ | 65465489 | 65 ▼ | 9878754 | ☑ | ☑ | ☐ |
| ✕ | RK RATHI | zjain.007@gmail.com | 971 ▼ | 564789 | 971 ▼ | 546565 | ☑ | ☑ | ☑ |

Fill all the Contact detail in Communication Tab Who are going to use application and click on save button.

Save

| Basic Details | KYS Details | Approval Req | Company Overview | Resource | QHSE | Customer Support | Bank Detail | Communication | **Documentation** | Submit For Processing |

## Document Submission Detail

⬆ Attach Document

Document Tab allow you to upload all the required documents. To get the mandatory list of document click on "Click" button.

Document Required to Attach     **Click**

**Required Document List**                                                          ×

[ 10 ▼ ] records                                                    Search: [        ]

| Document Name | Required | Required Expiry Date |
|---|---|---|
| Authority Evidence | Mandatory | Optional |
| Commercial License | Mandatory | Mandatory |
| Company profile | Mandatory | Optional |
| Company registration certificate | Mandatory | Mandatory |
| ISO 9001-2015 | Mandatory | Mandatory |
| Organization chart | Mandatory | Optional |
| Product / Service Catalog | Mandatory | Optional |
| Quality Manual | Mandatory | Optional |
| Reference list/Proven Track Record | Mandatory | Optional |
| Trading License | Mandatory | Mandatory |
| VAT certificate | Mandatory | Mandatory |
| Agency Agreement Letter | Optional | Optional |
| API certificate | Optional | Optional |
| Customer approval letters | Optional | Optional |
| Health and Safety Manual | Optional | Optional |

Showing 1 to 15 of 19 entries                                    ‹  1  2  ›

Once all the mandatory documents uploaded, click on Save button.

Save

Once all the pages requested information is entered, Supplier can click on "Submit for Processing" button to submit the application Petronash SCM team through eSCM system to evaluate profile.

| Customer Support | Bank Detail | Communication | Documentation | Submit For Processing |

Click on "Submit For Processing" button. It will send your detail to the Petronash SCM team.

In case of query in the application, Petronash SCM team can request supplier to give more information or clarity information in the eSCM system only. Supplier will receive e-mail notification for query and can see Petronash SCM team remarks in the system once log in.

**PETRONASH**          Supplier Registration          My Profile

| Basic Details | Communication | Submit For Processing |

**Response Request by Petronash SCM Department**
Please provide WebSite detail.

# CONTACT US

Technical Support : support@safalsoftcom.com