

The background of the slide features a faded image of an offshore oil rig on the left side. On the right side, there is a map of the African continent. Overlaid on the map is a stylized red dragon logo, which is the emblem of Dragonair. The text is centered over the map.

# Dragon Oil Supplier Registration Process


## Supplier Registration

This slide explains the Supplier Registration process


### Steps involved in Registration

- ☐ Enter Company Information and Contact Details
- ☐ Create Address Book
- ☐ Create or Update Company Contact Person details and assign contact.
- ☐ Enter Company's Business Classification
- ☐ Select the Product category
- ☐ Enter Banking Details
- ☐ Enter Additional Company details
- ☐ Add Attachments if any
- ☐ Register the Company

Go to [www.dragonoil.com](http://www.dragonoil.com) to register your company


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Extranet




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### Extranet


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#### Employee Self-Service




Here Dragon Oil employees can access the Dragon Oil Employees Self-Service.

[Click here](#) 



#### Purchasing Supplier Self-Service



Vendors working with Dragon Oil or tendering for Dragon Oil projects can access the self-service here.

Registered Supplier Login: [Click here](#)

User Guides and Support Contact: [Click here](#)

First Time Registration: [Click here](#)



Please fill all the required information and press on “Continue” button.

Basic Information

Company Details

Additional Information

Attachments

Prospective Supplier Registration

\* Indicates required field

Step 1 of 4 [Next](#)

Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

\* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Business Registration Number

DUNS Number

Contact Information

Blank label for instruction text

\* Email

\* First Name

\* Last Name

Phone Country Code

Phone Number

Phone Extension

Step 1 of 4 [Next](#)

Click on the “Create” button in the Address Book region

Basic Information

Company Details

Additional Information

Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Save For Later

Back

Step 2 of 4

Next

Company Name **Demo Supplier**  
 Tax Country **United Arab Emirates**  
 Tax Registration Number **1234567**  
 Taxpayer ID **8877995566**  
 DUNS Number  
 Note to Buyer

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				





Please fill all the required information and press on “Apply”  
Choose the Address type if it is Purchasing, Payment Only

Create Address

\* Indicates required field


* Address Name	Head Office
Country	United Arab Emirates ▼
* Address Line 1	ENOC House 2
Address Line 2	Oud Meha
Address Line 3	
Address Line 4	
* City/Town/Locality	Dubai
County	
State/Region	
Province	
* Postal Code	6005

Phone Area Code	00971
Phone Number	56565656
Fax Area Code	00971
Fax Number	56565657
* Email Address	supplier@supplier.com X
* <input checked="" type="checkbox"/> Purchasing Address	
* <input checked="" type="checkbox"/> Payment Address	







Cancel Apply



Cancel Apply

Click on the **Create** button to create a New Contact or click on the **Pencil** icon to update the existing Contact details

Contact Directory						
At least one entry is required.						
<div>Create</div>						
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Demo	Supplier	00971-45454545	Demosupplier@gmail.com	✓		

Business Classifications				
Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Government Sector	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
LLC	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Limited	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Private Sector	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Semi-Government Sector	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Sole Proprietorship	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 

 **TIP** Date format example: 20-Aug-2016  
 **TIP** Upload all the relevant certificates in the attachment section.

Enter all the required information.

Select the check box if you like to create a User Account for this Contact

Click on Add Another Row button to assign your company address for the contact

#### Update Contact

\* Indicates required field

Cancel

Apply

Contact Title	<input type="text" value="▼"/>	Phone Area Code	<input type="text" value="00971"/>
First Name	<input type="text" value="Demo"/>	Phone Number	<input type="text" value="45454545"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text" value="Supplier"/>	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Fax Number	<input type="text"/>
* Contact Email	<input type="text" value="Demosupplier@gmail.com"/>		
URL	<input type="text"/>		

#### Supplier User Account

☒ Create User Account For The Contact

#### Addresses For the Contact

Address Name	Address Details	Remove
No results found		

Add Another Row



1. Click on the search icon.
2. Click on Go button.
3. Click on the quick select

Update Contact  
\* Indicates required field


Cancel Apply

Contact Title   
First Name Demo  
Middle Name   
\* Last Name Supplier  
Alternate Name   
Job Title   
Department   
\* Contact Email Demosupp  
URL

Supplier User Account

☒ Create User Account For The Contact

Addresses For the Contact

Address Name   **1**

Add Another Row

Search and Select List of Values - Internet Explorer

Search and Select:


Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By AddressName  **2** Go

Results

Select	Quick Select <b>3</b>	AddressName	AddressDetails
<input type="radio"/>		Head Office	ENOC House 2, Oud Meha, Dubai 6005 AE

About this Page

Cancel Select

Remove

Cancel Apply

100%

Enter all required information of the contact and click on Apply button.

#### Update Contact

\* Indicates required field

Cancel


Apply

Contact Title	<input type="text"/>	Phone Area Code	<input type="text" value="00971"/>
First Name	<input type="text" value="Demo"/>	Phone Number	<input type="text" value="4545454545"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text" value="Supplier"/>	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Fax Number	<input type="text"/>
* Contact Email	<input type="text" value="Demosupplier@gmail.com"/>		
URL	<input type="text"/>		

#### Supplier User Account

☒ Create User Account For The Contact







#### Addresses For the Contact



Address Name	Address Details	Remove
Head Office	ENOC House 2, Oud Meha, Dubai 6005 AE	
<input type="button" value="Add Another Row"/>		

Cancel

Apply

## Specify your Business Classifications

Business Classifications				
Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Government Sector	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
LLC	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Limited	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Private Sector	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Semi-Government Sector	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Sole Proprietorship	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 

 **TIP** Date format example: 20-Aug-2016  
 **TIP** Upload all the relevant certificates in the attachment section.

Click on Create button to specify the Product and services of your company

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
No results found.		

**This page displays Parent Category list. Click on the view sub-categories for further selection.**

Add Products and Services : (Demo Supplier)











Cancel

Apply

☒ Browse All Products & Services

☐ Search for Specific Code and Product

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
001	SERVICES		<input type="checkbox"/>
002	COMPUTERS		<input type="checkbox"/>
011	SAFETY AND PERSONNEL PROTECTION EQUIPMENT		<input type="checkbox"/>
040	VEHICLES		<input type="checkbox"/>
049	AUXILIARY PLANTS AND COMPONENTS		<input type="checkbox"/>
050	PUMPS		<input type="checkbox"/>
051	PLANT ELEMENTS PARTS		<input type="checkbox"/>
061	ELECTRIC POWER SOURCES AND POWER CONVERTERS		<input type="checkbox"/>
069	TANKS		<input type="checkbox"/>
072	PROCESS INSTRUMENTATION		<input type="checkbox"/>

Previous 1-10 Next 10

Cancel

Apply

Select the appropriate products and click on Apply button

Add Products and Services: 001 :SERVICES (Demo Supplier)

Cancel

Apply

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
001	COMPUTERS, COMPUTER PERIPHERALS, ACCESSORIES & SOFTWARE		<input type="checkbox"/>
002	CONSULTANCY		<input type="checkbox"/>
003	COORDINATION		<input type="checkbox"/>
004	RESERVOIR SERVICES		<input checked="" type="checkbox"/>
005	CONSULTANCY SERVICES		<input type="checkbox"/>
006	FINANCIAL CONSULTANCY		<input type="checkbox"/>
007	FINANCIAL SERVICES		<input type="checkbox"/>
008	MAINTENANCE		<input checked="" type="checkbox"/>
009	MATERIALS		<input checked="" type="checkbox"/>
010	MEDICAL SERVICES		<input type="checkbox"/>

Previous 1-10 Next 10

[Return to Parent Category](#)

Cancel

Apply



Click on the “Create” button in Banking Details region to enter Bank Account and the Branch details.

Banking Details

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Select the Existing Bank and check if your Bank is existing in the list, if not Select the New Bank and enter the Bank Name.

Select the Currency for the account.

Enter all the required details and scroll down further to enter Intermediate Bank details.

Create Bank Account

\* Indicates required field

\* Country

☒ Account is used for foreign payments  
Account definition must include bank and branch information.

---

Bank	Branch
<div><input checked="" type="radio"/> Existing Bank <input type="radio"/> New Bank</div> <div>Bank Name <input type="text"/></div> <div>Bank Number <input type="text"/></div> <div><a href="#">Show Bank Details</a></div>	<div><input checked="" type="radio"/> Existing Branch <input type="radio"/> New Branch</div> <div>Branch Name <input type="text"/></div> <div>Branch Number <input type="text"/></div> <div>* BIC / Swift code <input type="text"/></div> <div>Branch Type <input type="text"/></div> <div><a href="#">Show Branch Details</a></div>

---

Bank Account

\* Account Number

Check Digits

IBAN

Account Name

Currency

☒ TIP IBAN is required for UAE bank accounts.

[Show Account Details](#)

## Enter Intermediate Bank Details and click on Apply button

### Additional Information

Bank Code	<input type="text"/>
Route Code	<input type="text"/>
IFSC Code	<input type="text"/>
Sort Code	<input type="text"/>
BIK Code for Rouble Payments	<input type="text"/>
KBK Code for Rouble Payments	<input type="text"/>
VO Currency Code for Rouble	<input type="text"/>

### Intermediate Bank Account 1 Details

Country	<input type="text"/>	City	<input type="text"/>
Bank Name	<input type="text"/>	Bank Code	<input type="text"/>
Branch Number	<input type="text"/>	BIC	<input type="text"/>
Account Number	<input type="text"/>	Check Digits	<input type="text"/>
IBAN	<input type="text"/>	Comments	<input type="text"/>

### Intermediate Bank Account 2 Details

Country	<input type="text"/>	City	<input type="text"/>
Bank Name	<input type="text"/>	Bank Code	<input type="text"/>
Branch Number	<input type="text"/>	BIC	<input type="text"/>
Account Number	<input type="text"/>	Check Digits	<input type="text"/>
IBAN	<input type="text"/>	Comments	<input type="text"/>

### Comments

Note to Buyer

Select the check box to confirm the declaration and click on Next button.

✓ TIP I/We solemnly declare;

-that the statements and information given in this Registration Documents are authentic and true,

-those Copies of enclosed supporting documents are authentic and true,

-that the completion of this form does not give me/us any right whatsoever to be invited to tender for any work being so tendered by Dragon Oil Plc or having been invited to tender, any whatsoever to claim award of a contract.

-that we acknowledge and accept that to satisfactorily evaluate our submittal Dragon Oil shall have the right at its sole option, to visit our offices and works in progress with a view to auditing and verifying our financial, technical and other resources, and we shall make available to Dragon Oil representatives for all facilities required by them for this purpose.

Further, I/We undertake that following submission of this completed document, any changes in circumstances which alter or are additional to the details and information given in this document, I/We shall notify Dragon Oil at the earliest opportunity of these changed circumstances. Any failure to inform Dragon Oil of such changes or additions may jeopardize subsequent agreement.

\* ☐ I hereby declare all the information provided here is true and correct.


Save For Later

Back

Step 2 of 4

Next



Year	Fixed Assets	Current Assets	Current Liabilities	Liability	Stock	Delete
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
<a href="#">Add Another Row</a>						



Click on the “Add Attachment” if any attachment's to be added.

Dragon Oil ERP System

iSupplier Portal

Close Preferences Diagnostics

Basic Information

Company Details

Additional Information

Attachments

Submit Back

Step 4 of 4

Attachments

Add Attachment...

Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.							

Submit Back

Step 4 of 4

Close Preferences Diagnostics

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Enter the Title and Description for the Attachment.  
Browse the file from the desired location form your Desktop or Laptop.

Add Attachment

Cancel

Add Another

Apply

Add 

Desktop File/ Text/ URL

Attachment Summary Information

Title

Company Registration Certificate

Description

Company Registration Certificate

Category

Miscellaneous

Define Attachment

Type

File

Browse...

No file selected.

URL

Text

Cancel

Add Another

Apply



Click on the “Apply” button once the attachment is added

Add Attachment

Add

Desktop File/ Text/ URL

Cancel

Add Another

Apply

Attachment Summary Information

Title

Company Registration Certificate

Description

Company Registration Certificate

Category

Miscellaneous

Define Attachment

Type

☒ File

☐ URL

☐ Text

Browse...

1011540056.pdf

Cancel

Add Another

Apply

Click on the Submit button in the Main page after entering all the required

Basic Information

Company Details

Additional Information

Attachments

Confirmation

Attachment Company Registration Certificate has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.



Submit

Back

Step 4 of 4

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Company Registration Certificate</a>	File		Miscellaneous	GUEST	20-Aug-2016	One-Time		

Submit

Back

Step 4 of 4

Close Preferences Diagnostics

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A confirmation message will display upon your registration. Once Buyer confirms your registration an email with your User Name and Password will be notified to you.

Dragon Oil ERP System

iSupplier Portal

[Close](#) [Preferences](#) [Diagnostics](#)

#### Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

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Upon approval from Dragon Oil, you will get notification to your mail with an USER ID and PASSWORD for the portal.

To ☐ MOHAMMED KHAN

 Message  Notification Detail.html (661 B)

To **MOHAMMED KHAN**  
Sent **24-AUG-2016 21:08:22**  
ID **422784**

You have been registered at Dragon Oil for access to their supplier collaboration network. You can [log on](#) with the username [DEMOSUPPLIER1@SUPPLIER.COM](mailto:DEMOSUPPLIER1@SUPPLIER.COM) and the password LI7(CF8).

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.





# The End

# Questions.....