

The background of the slide is a composite image. On the right side, there is a semi-transparent map of the African continent. On the left side, there is a semi-transparent image of an offshore oil rig structure. The overall color palette is light blue and white, with a subtle gradient.

Dragon Oil Supplier Registration Process

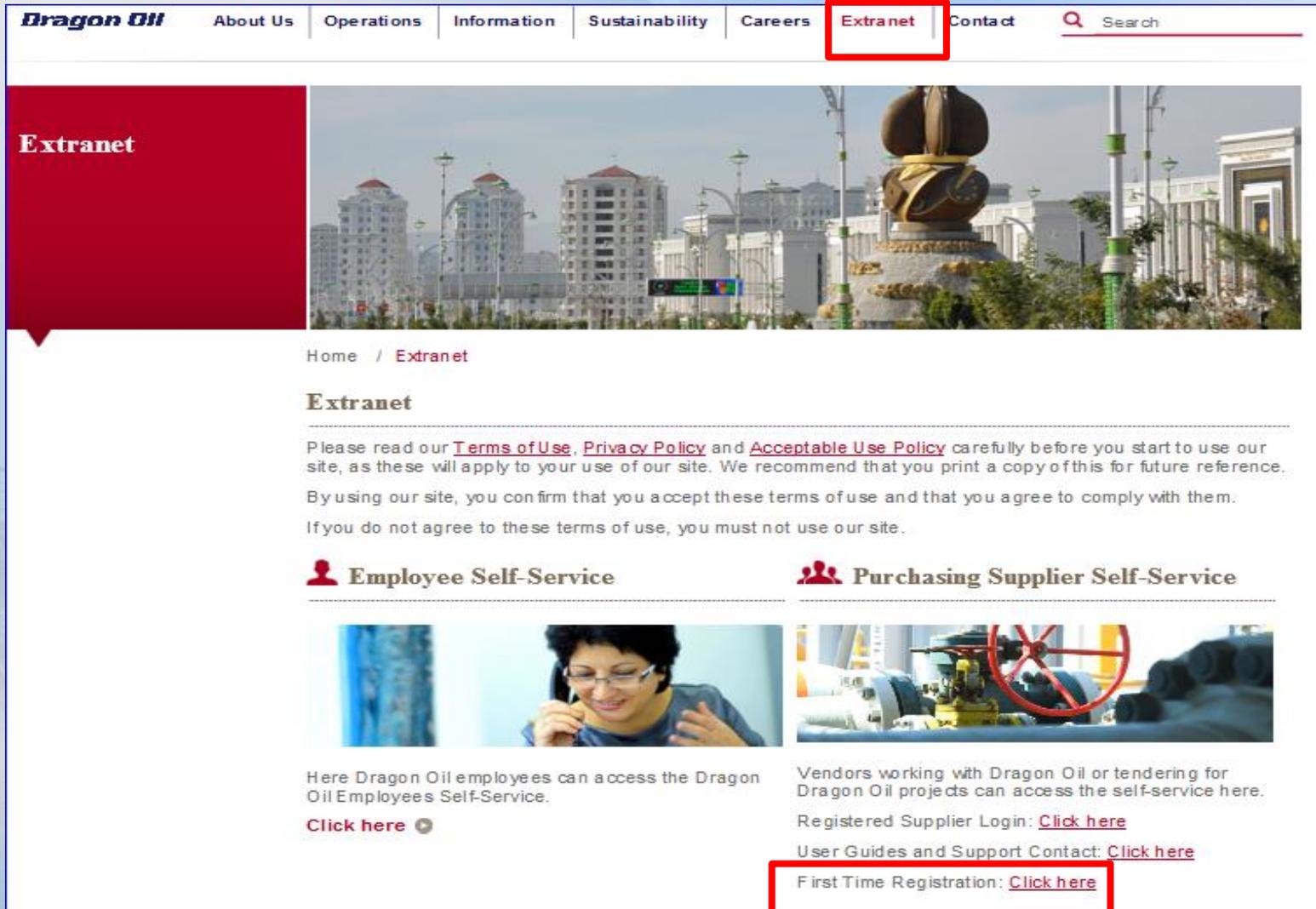
Supplier Registration

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 to register your company



The screenshot shows the Dragon Oil Extranet website. The navigation bar includes links for About Us, Operations, Information, Sustainability, Careers, Extranet (highlighted with a red box), and Contact. A search bar is located on the right. The main content area features a large image of a cityscape with a prominent monument. Below the image, there is a breadcrumb trail: Home / Extranet. The Extranet section contains a disclaimer about the Terms of Use, Privacy Policy, and Acceptable Use Policy. Two main service areas are highlighted: Employee Self-Service and Purchasing Supplier Self-Service. The Employee Self-Service section includes a photo of a woman on a phone and a link to access the service. The Purchasing Supplier Self-Service section includes a photo of industrial machinery and links for Registered Supplier Login, User Guides and Support Contact, and First Time Registration (highlighted with a red box).

Dragon Oil About Us Operations Information Sustainability Careers **Extranet** Contact

Extranet

Home / Extranet

Extranet

Please read our [Terms of Use](#), [Privacy Policy](#) and [Acceptable Use Policy](#) carefully before you start to use our site, as these will apply to your use of our site. We recommend that you print a copy of this for future reference. By using our site, you confirm that you accept these terms of use and that you agree to comply with them. If you do not agree to these terms of use, you must not use our site.

 **Employee Self-Service**

 **Purchasing Supplier Self-Service**

Here Dragon Oil employees can access the Dragon Oil Employees Self-Service.
[Click here](#)

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

Cancel Apply

* Address Name	Head Office	Phone Area Code	00971
Country	United Arab Emirates	Phone Number	56565656
* Address Line 1	ENOC House 2	Fax Area Code	00971
Address Line 2	Oud Meha	Fax Number	56565657
Address Line 3		* Email Address	supplier@supplier.com X
Address Line 4		* <input checked="" type="checkbox"/> Purchasing Address	
* City/Town/Locality	Dubai	* <input checked="" type="checkbox"/> Payment Address	
County			
State/Region			
Province			
* Postal Code	6005		

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.

Create

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

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		
<input type="button" value="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:

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 **2**

Results

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

About this Page

Remove 

Cancel Apply

100%



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

Update Contact

* Indicates required field

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	

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.

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.

<p>Bank</p> <p><input checked="" type="radio"/> Existing Bank <input type="radio"/> New Bank</p> <p>Bank Name <input type="text"/></p> <p>Bank Number <input type="text"/></p> <p>Show Bank Details</p>	<p>Branch</p> <p><input checked="" type="radio"/> Existing Branch <input type="radio"/> New Branch</p> <p>Branch Name <input type="text"/></p> <p>Branch Number <input type="text"/></p> <p>* BIC / Swift code <input type="text"/></p> <p>Branch Type <input type="text" value="ABA"/></p> <p>Show Branch Details</p>
--	---

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

Cancel Apply

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



Enter the additional company details and click on Next Button

General Information

Remittance Advice Email

Remittance Advice Email

Top clients in last 3 years

Client 1
Client 3
Client 5

Client 2
Client 4
Client 6

Quality Control & HSE

* ISO 9001
ISO 14001
OHSAS 18001
ISO 50001
Quality Manual

ISO 9001 Validity
(example 25-Aug-2016)
ISO 14001 Validity
(example 25-Aug-2016)
OHSAS 18001 Validity
(example 25-Aug-2016)
ISO 50001 Validity
(example 25-Aug-2016)
Quality Control Description

Financial Statement (Minimum 3 years financial statements required)

Financial Statements Audited
Auditor Name
Notes to Financial Statement

Balance Sheet (In US -Dollars only)

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



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...

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

Submit Back Step 4 of 4

Close Preferences Diagnostics

About this Page Privacy Statement

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

Add Attachment Cancel Add Another Apply

Add

Attachment Summary Information

Title

Description

Category

Define Attachment

Type File No file selected.

URL

Text

Cancel Add Another Apply

Select the file to be attached.

Add Attachment

Add Desktop File/ Text/ URL

Attachment Summary Information

Title: Company Registration Certificate
Description: Company Registration Certificate
Category: Miscellaneous

Define Attachment

Type: File URL Text
Browse... No file selected.

File Upload

PR

Name	Date modified	Type	Size
1011540049	12/07/2015 11:31	Adobe Acrobat D...	10 KB
1011540056	12/07/2015 11:31	Adobe Acrobat D...	10 KB
1011540105	12/07/2015 11:32	Adobe Acrobat D...	9 KB
1011540113	12/07/2015 11:32	Adobe Acrobat D...	10 KB
1011540184	12/07/2015 11:32	Adobe Acrobat D...	9 KB
1011540202	12/07/2015 11:32	Adobe Acrobat D...	10 KB
Position Hierarchy issue	12/07/2015 13:31	Microsoft Word D...	71 KB
poxrespo	01/01/2002 01:01	SQL File	18 KB
PR_Data_Format_Sheet- 20150505_finald...	05/05/2015 09:46	Microsoft Excel W...	22 KB
PR-RF-PO-RCT REPORT	12/07/2015 13:57	Microsoft Excel W...	63 KB

File name: 1011540056 All Files

Open Cancel



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

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 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
Company Registration Certificate	File		Miscellaneous	GUEST	20-Aug-2016	One-Time		

[Submit](#) [Back](#) Step 4 of 4

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



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.

 **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.



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 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.....