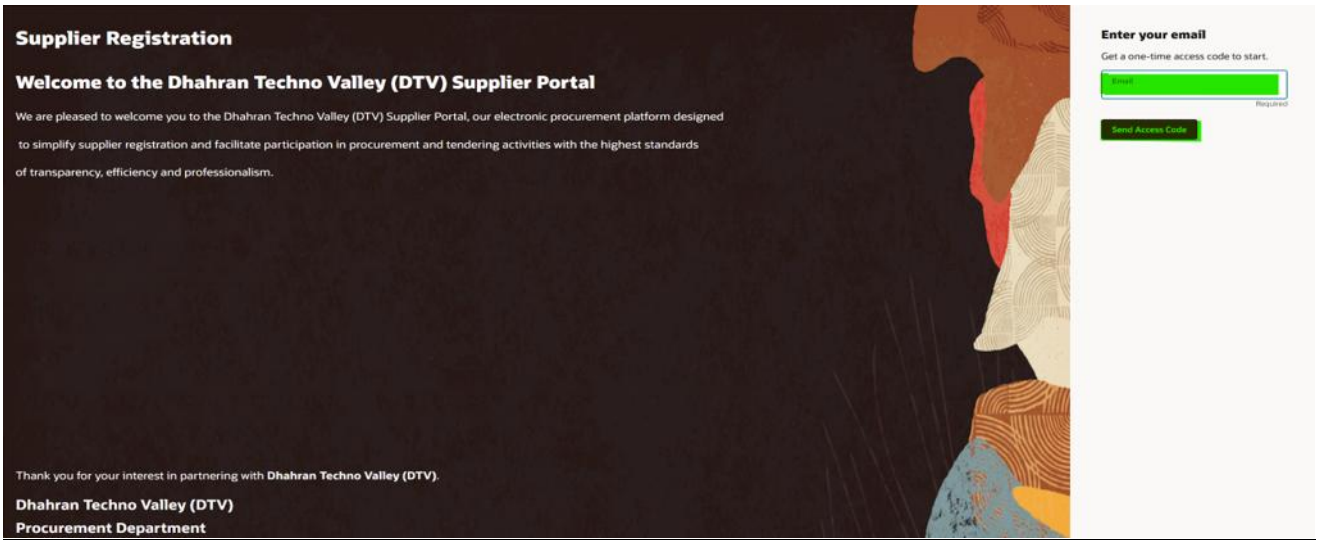
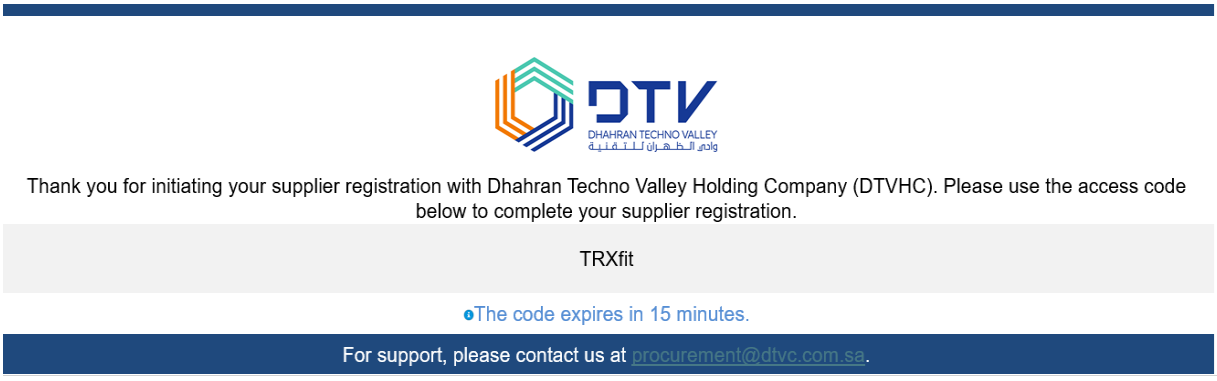
Supplier Registration User Guide

This guide outlines the steps and requirements for completing your supplier registration on the DTVHC Oracle ERP portal. Please read each section carefully and ensure all required documents are prepared in PDF format before you begin.

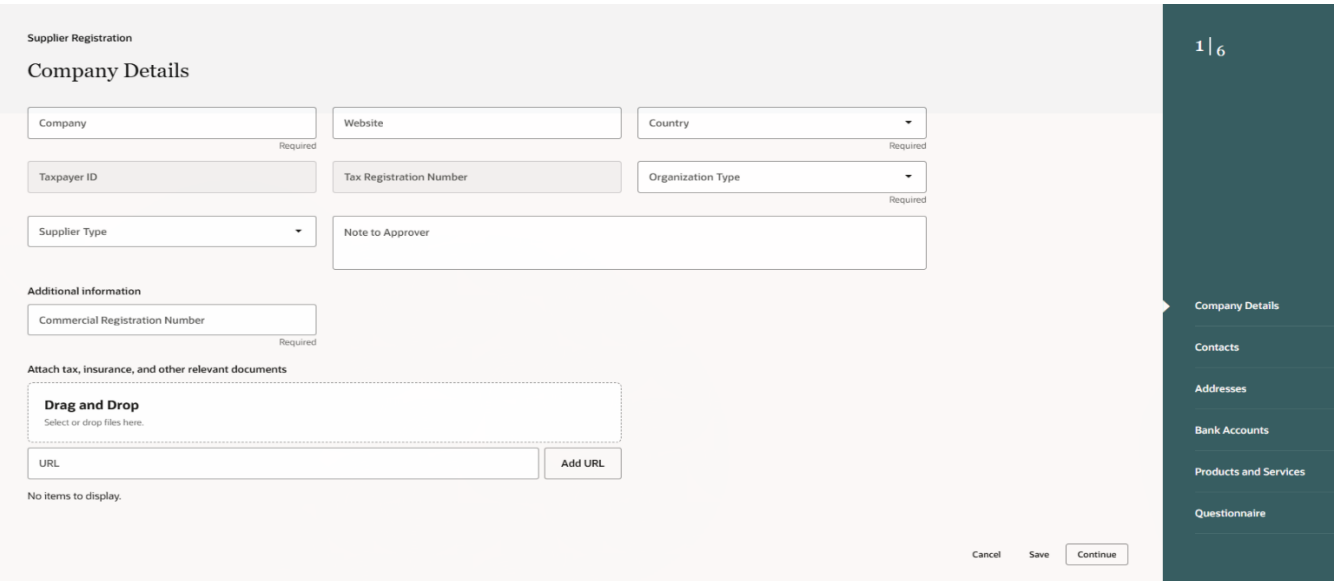
1. Enter your email address in the box and click Send Access Code to get a one-time access code to start.



2. Enter the Access Code sent to your email address.



1 Company Details



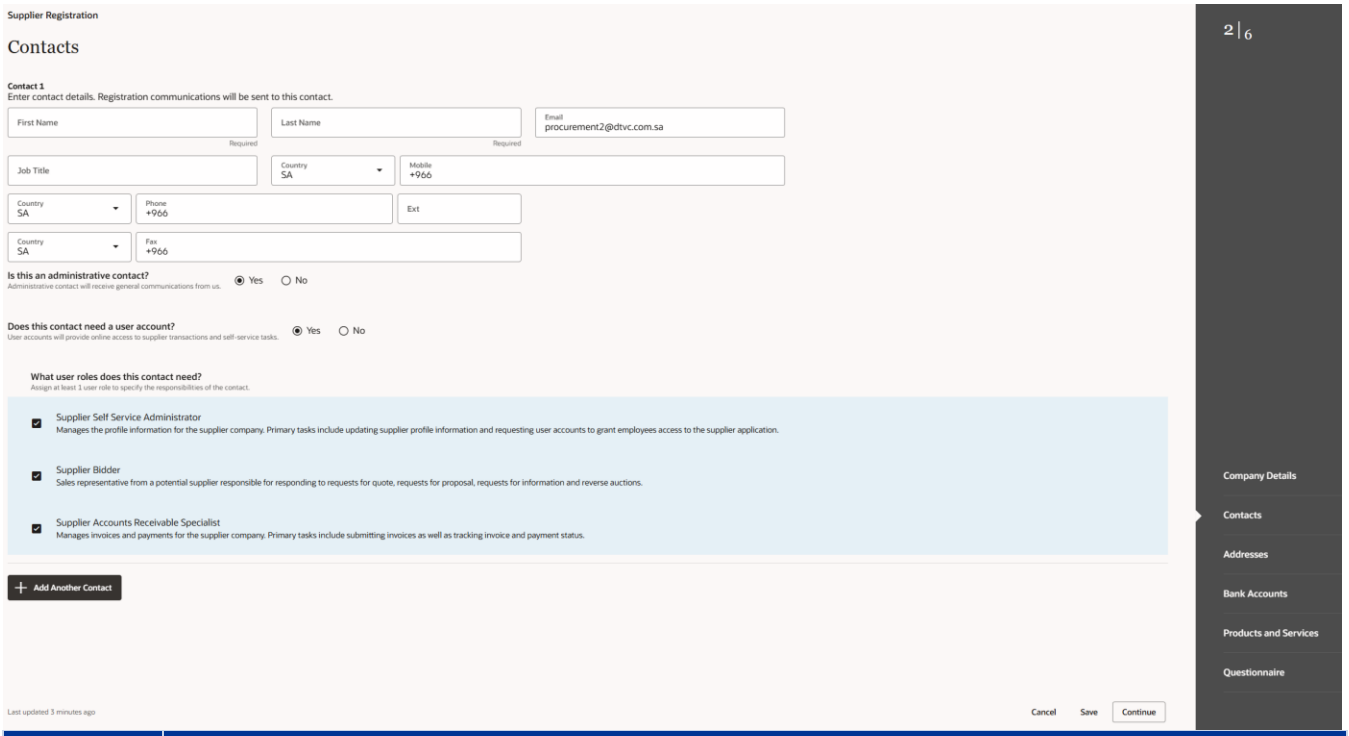
Fill in all required fields on the Company Details page.

Item	Instructions
Company Name	Please enter the full legal name of your company as registered with the relevant government or regulatory authority. Ensure the name matches your official business documentation.
Corporate Website / Add URL	Provide the URL of your company's official website. This should be a valid and active web address where we can learn more about your company's profile, products, or services. If your company does not have a website, please indicate "N/A."
Tax Country	Specify the country where your company is legally registered for tax purposes. This is typically the country where your business is headquartered and pays taxes.
Taxpayer ID	Enter your company's taxpayer identification number, if one is issued separately from your VAT number. Leave blank if not applicable.
Tax Registration Number (VAT Number)	Enter your company's Value Added Tax (VAT) number as issued by the tax authority in your tax country. This number is required for tax identification and invoicing purposes. If your company is not registered for VAT, please indicate "N/A."
Tax Organization Type	Select the classification that best describes your company's tax status or legal structure (e.g., Corporation, Foreign Corporation, Foreign Government Agency, Foreign Individual, Foreign Partnership, Government Agency, Partnership, Individual). This information helps us determine your tax reporting and compliance requirements.

Supplier Type	Indicate the category that best describes the nature of your business in relation to the goods or services you provide (e.g., Supplier, Contractor, Subcontractor, Carrier, etc.). This helps us classify your company correctly in our procurement system.
Note to Approver	Additional context to help review and approve the registration request.
Commercial Registration Number	Enter your company's Commercial Registration (CR) number as issued by the Ministry of Commerce or equivalent authority. This is a mandatory field.
Attachments	Ensure that all required documents are uploaded in PDF format. Commercial Registration (CR), Chamber of Commerce Membership Certificate, Zakat and Tax Certificate, Value Added Tax (VAT) Certificate. Please make sure all documents are valid and current.

2 Contacts

Enter at least one contact. Provide full contact details of your company's primary point of contact. This should include the contact person's first and last name and email address. Ensure the information is accurate and up to date, as we will use it for all official communications.

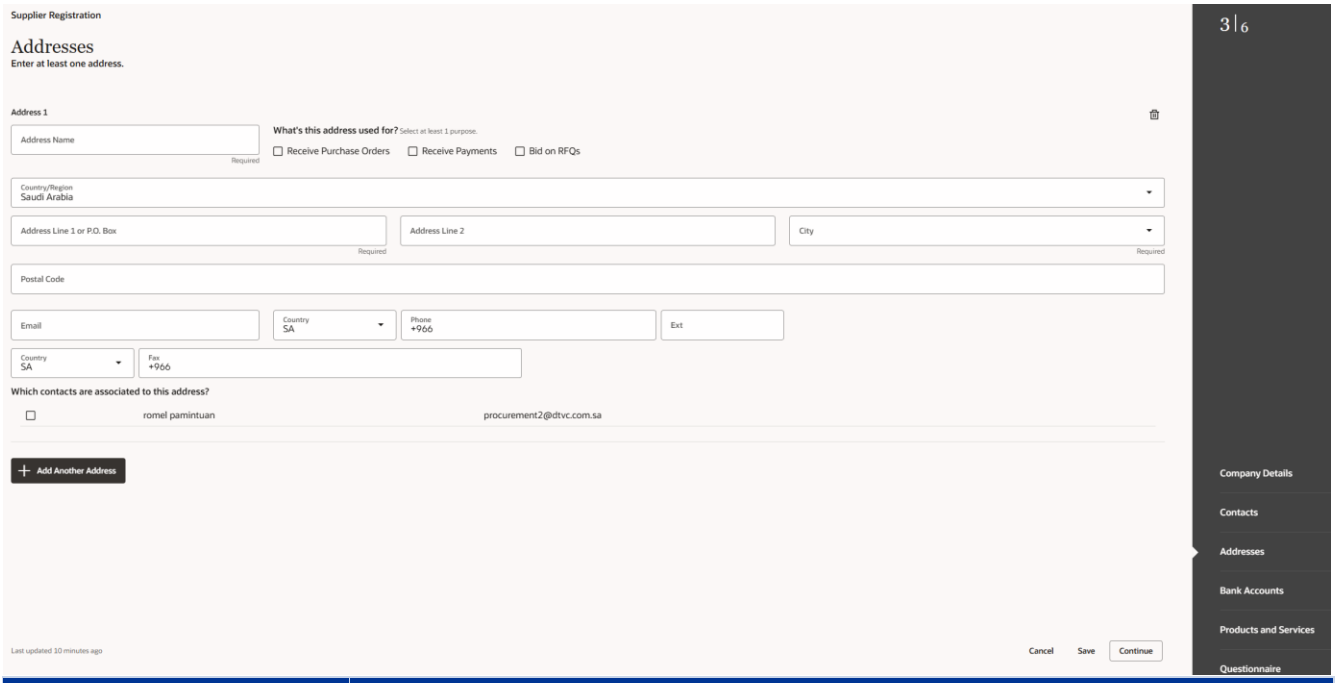


Step #	Process Name
1	Enter the contact person's First Name, Last Name, and Email address
2	Fill in the required information including Job Title, Country and phone numbers
3	Select Administrative Contact and User Account

4	Click Save and Continue to proceed to the Addresses step

3 Addresses

Enter at least one address. Addresses are used for ordering, remittance, and RFQ communications, and you may enter separate addresses for different purposes.



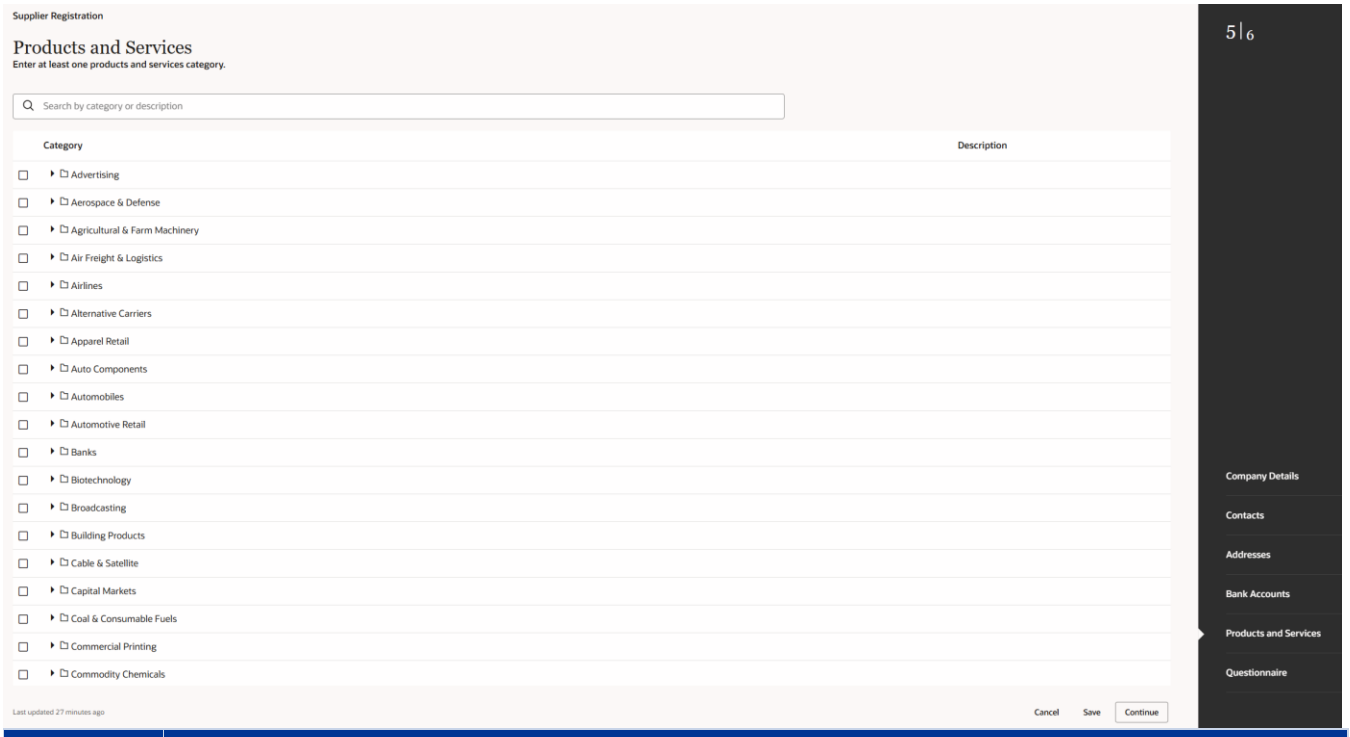
Item	Instructions
Address Name / Address Purpose	Provide a name or label for this address (e.g., Main Office, Riyadh Branch). Select all applicable purposes: Ordering, Remit to, and/or RFQ or Bidding. At least one must be selected.
Country	Select the country where this address is located. Defaults to Saudi Arabia.
Address Line 1 / P.O. Box	Enter the street address or P.O. Box number. This is a mandatory field.
City	Enter or select the city. This is a mandatory field.
Postal Code	Enter the postal/ZIP code for this address.
Phone / Fax / Email	Select and add contact details associated with this address for correspondence purposes.
Contacts associated with the address	Select the contact(s) that apply to this address.

Step #	Process Name
1	Fill in all required fields

2	Check the appropriate Address Purpose checkboxes (Ordering, Remit to, RFQ or Bidding)
3	Click Save and Continue to proceed to the Products and Services step

4 Products and Services

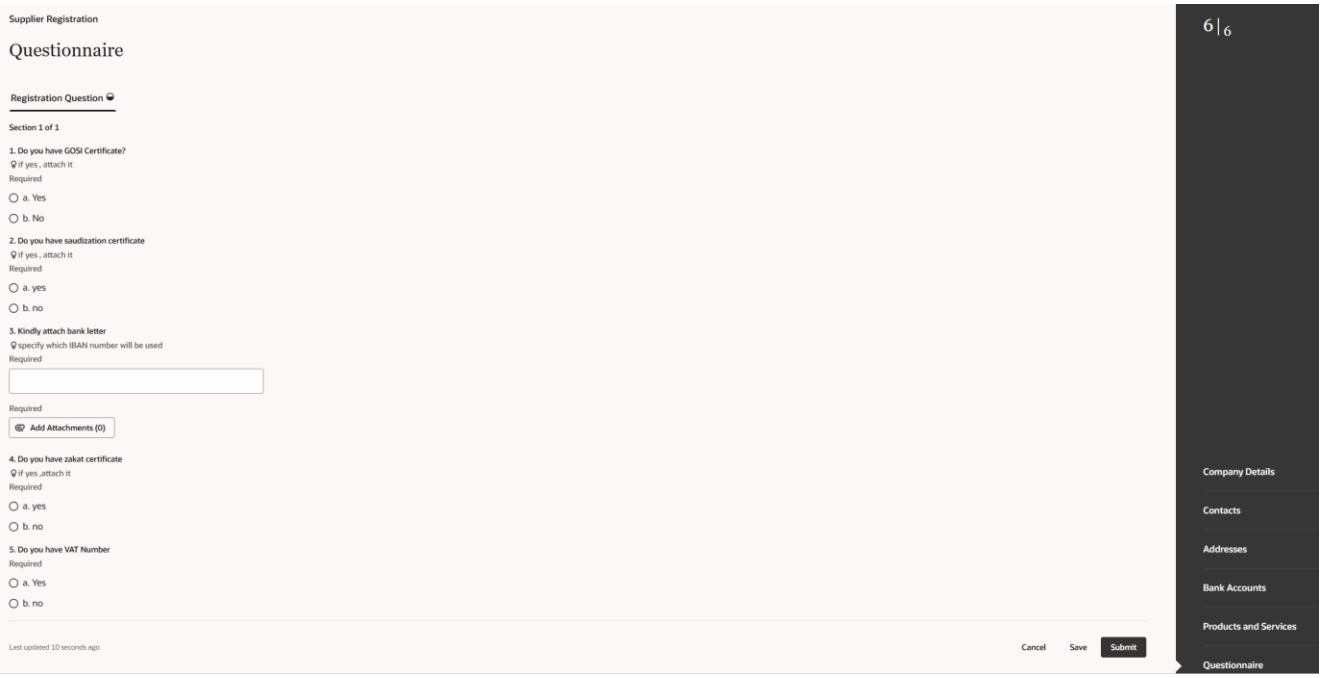
Select at least one product or service category that describes the goods or services your company provides.



Step #	Process Name
1	Search by Category Name or browse the alphabetically sorted list
2	Select the checkbox next to each applicable category
3	Click Save and Continue to proceed to the questionnaire step

5 Questionnaire

Complete all required questions in the registration questionnaire.



Step #	Process Name
1	Answer all questions in Section 1 of the questionnaire
2	Attach required supporting documents using the Add Attachments option for each question
3	Add any additional comments in the Comments field where applicable
4	Click Save and Submit

After Submission

Once submitted, your registration request will be reviewed by the DTVHC Procurement team. You will be notified via email once your registration has been approved or if additional information is required. Registration requests are normally reviewed within [X] business days. For any queries, please contact the DTVHC Procurement team at [procurement@dtvhc.com].