BCIE
Banco Centroamericano de Integración Económica

Vendor Registration Guide

USO INTERNO

Follow the Link to Oracle Cloud-Based Platform

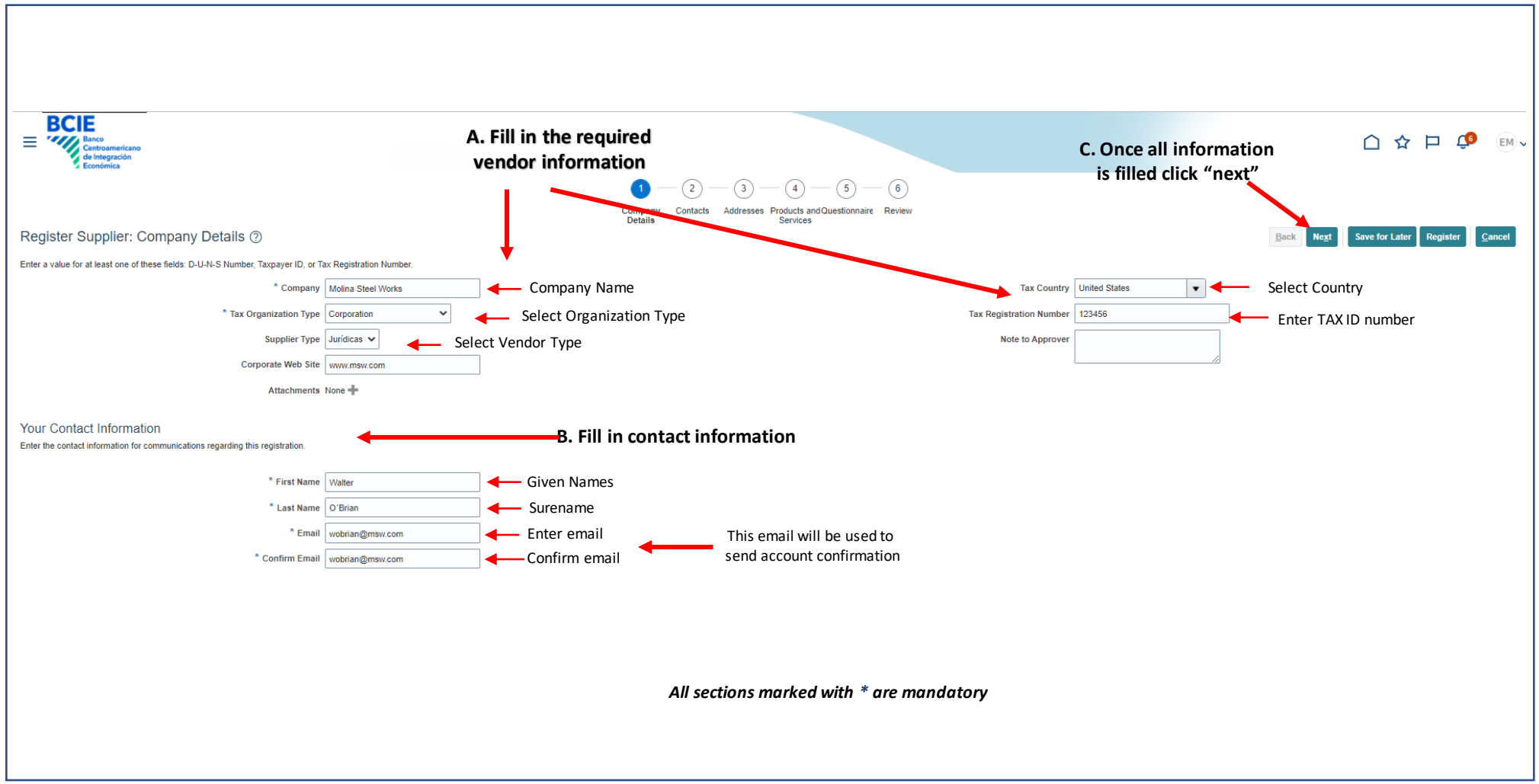
1

Clic on the following link to initiate registration page: Vendor Registration

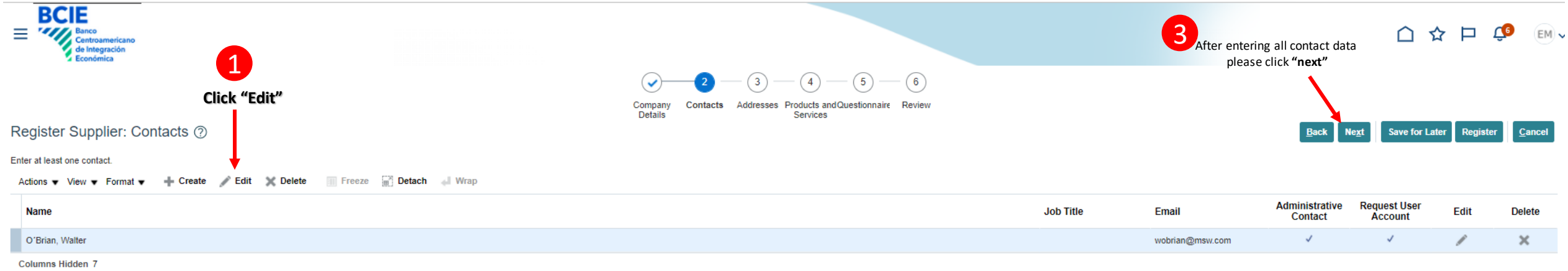
The link will get you to the following page

Step 1. Vendor Registration – Vendor General Information

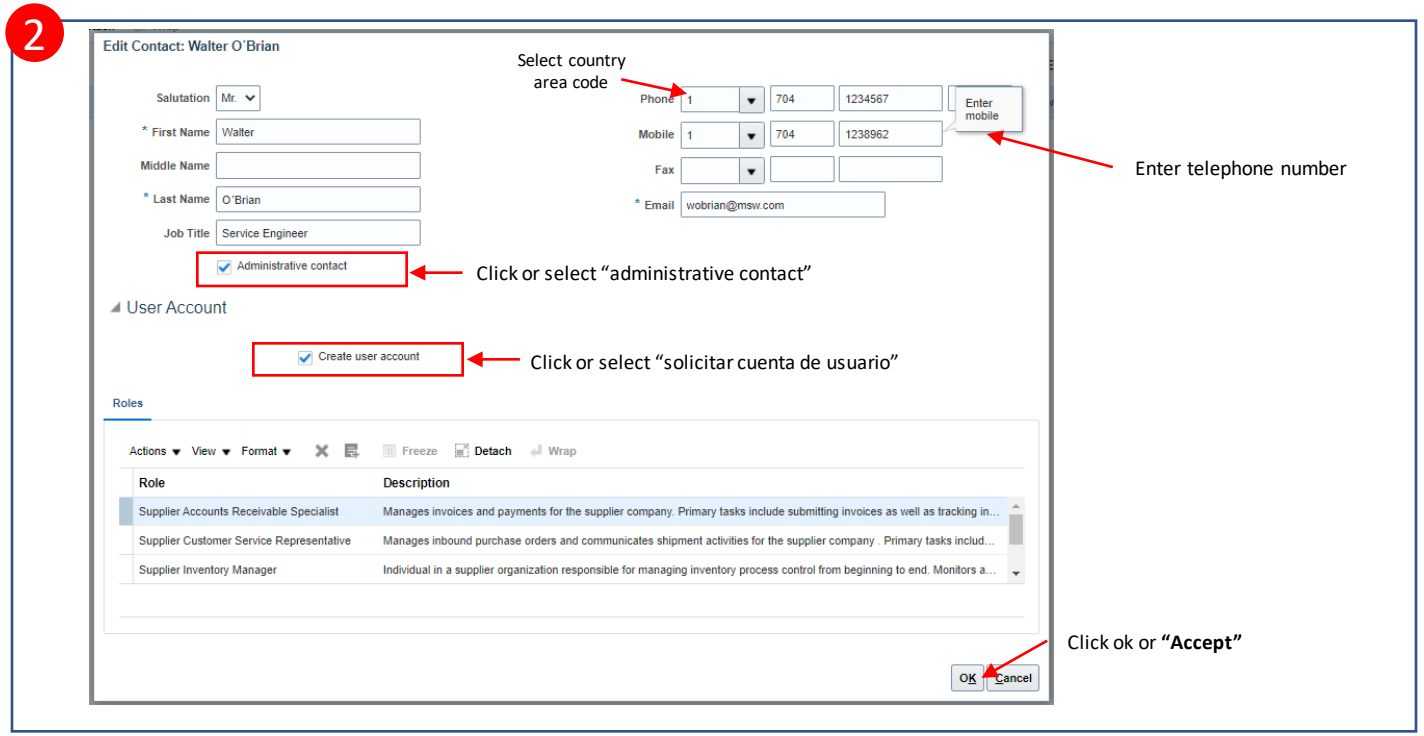
Complete Vendor General Information



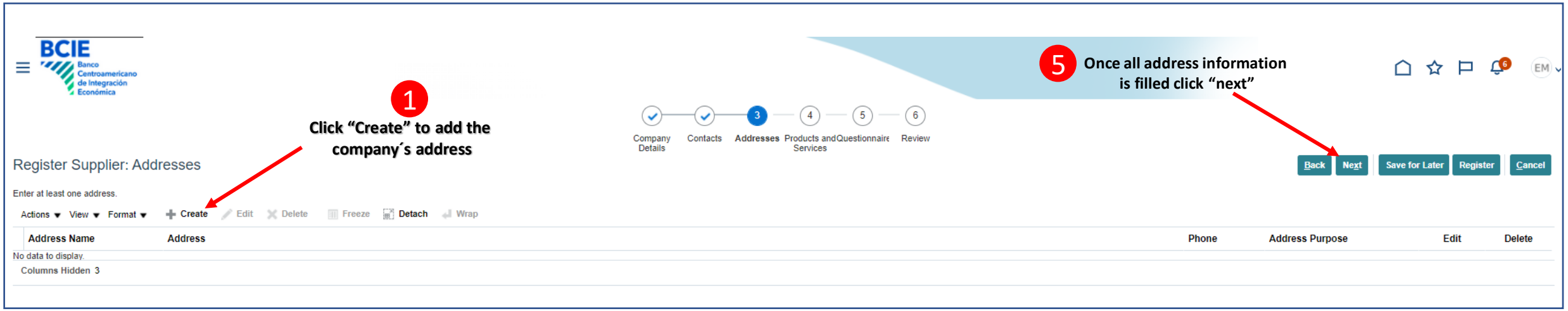
Step 2. Vendor Registration – Edit Contacts

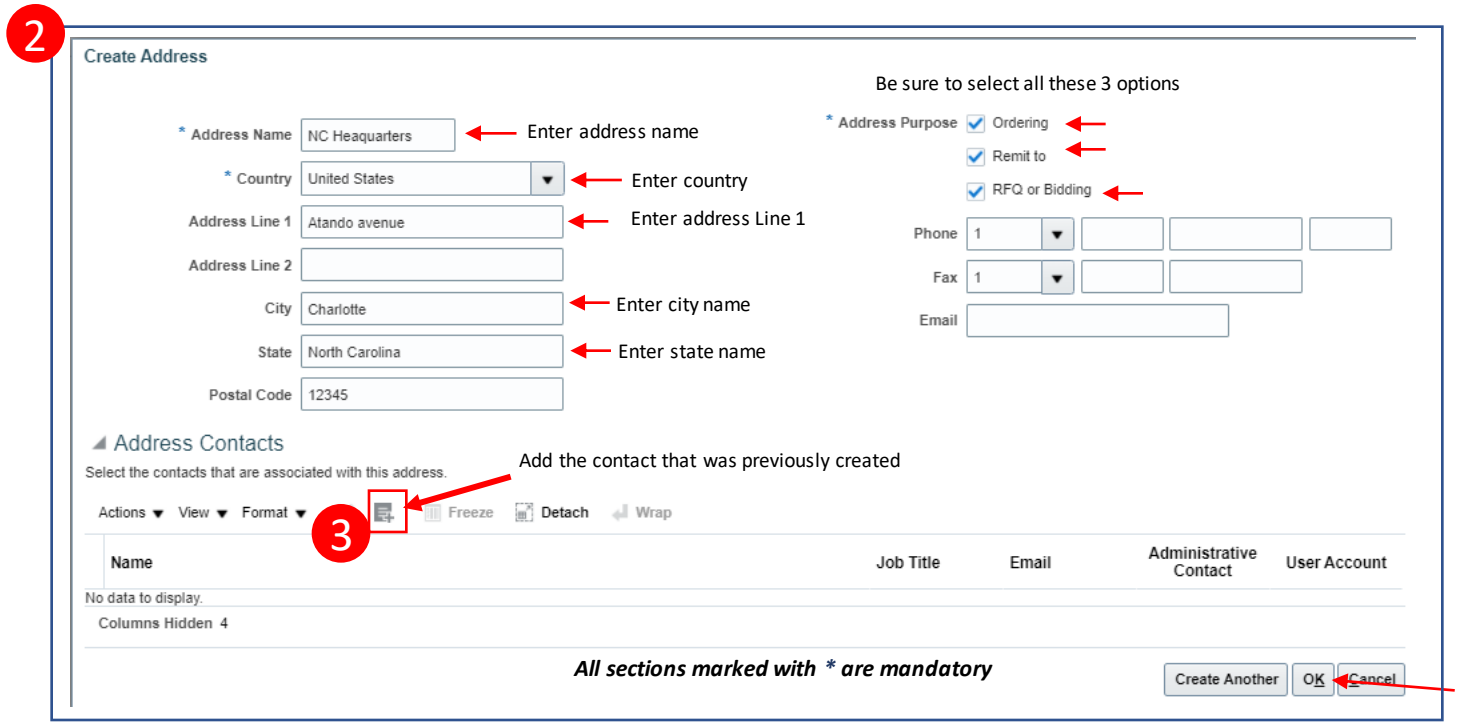


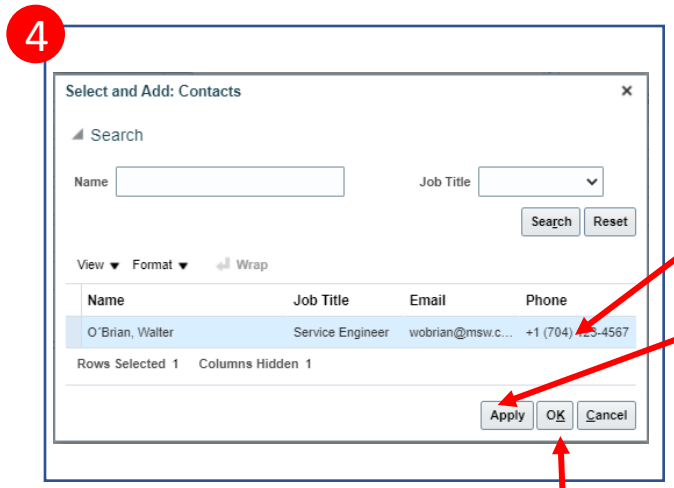
Note that it´ll appear the same information that was previously entered in step 1; you can click **"edit"** to add or complete contact information.



Step 3. Vendor Registration - Addresses







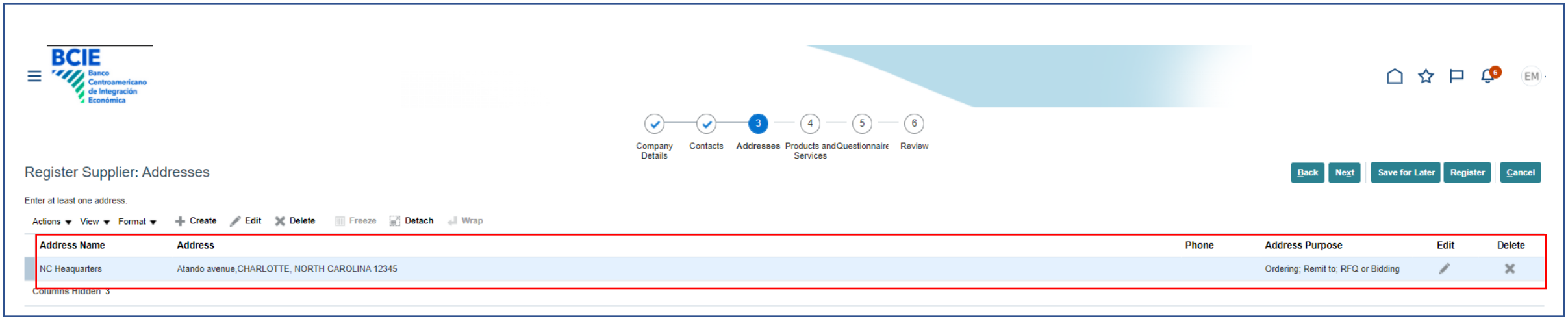
A. Click or select contact

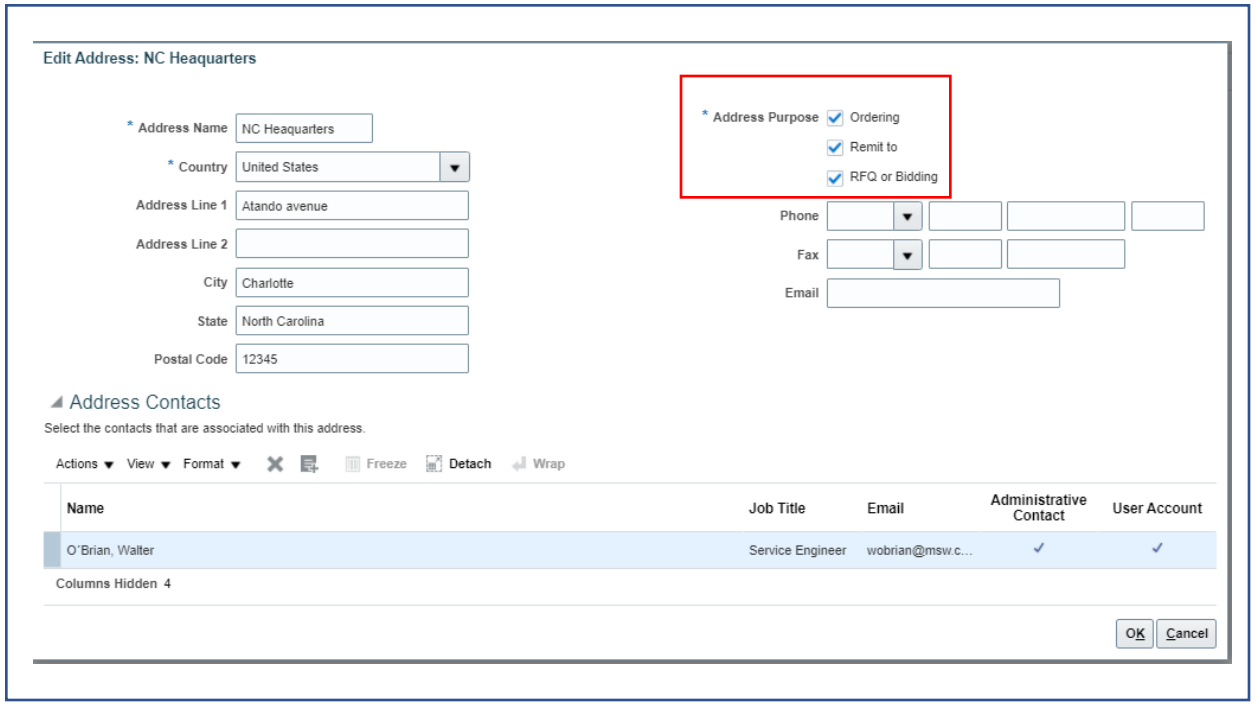
B. Click "apply"

C. Click "ok"

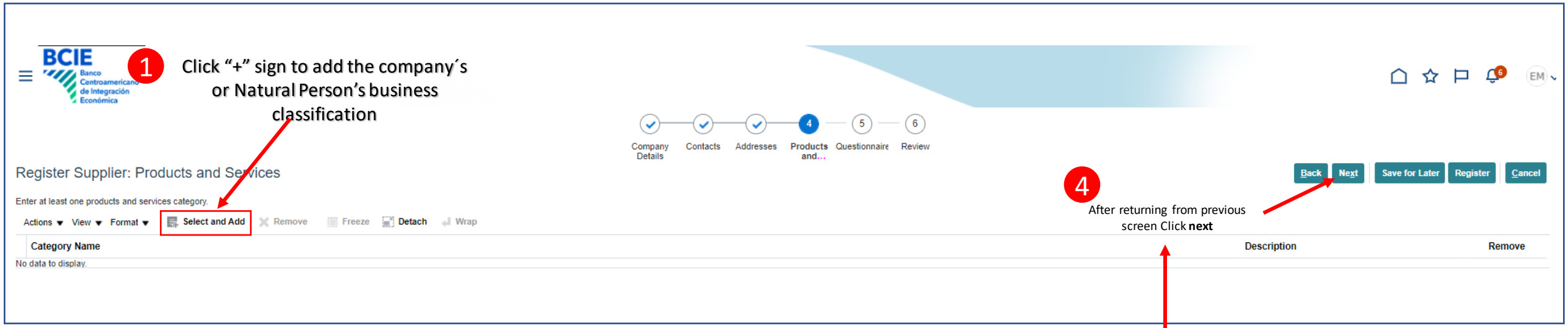
After returning from previous screen Clic in **OK**

3.1 Address creation Sample



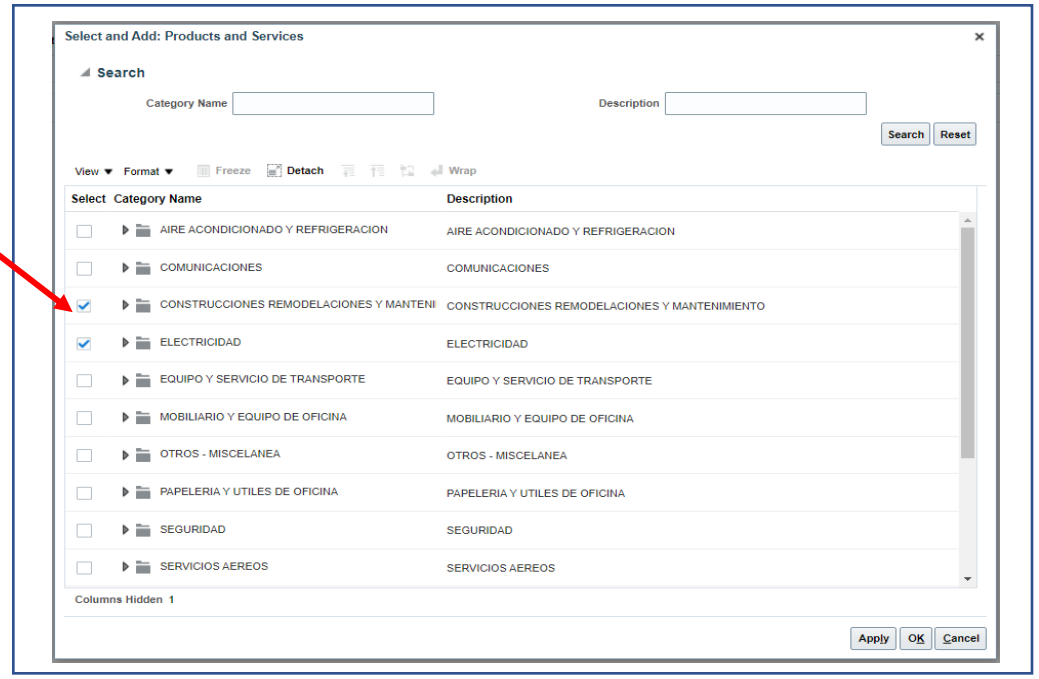


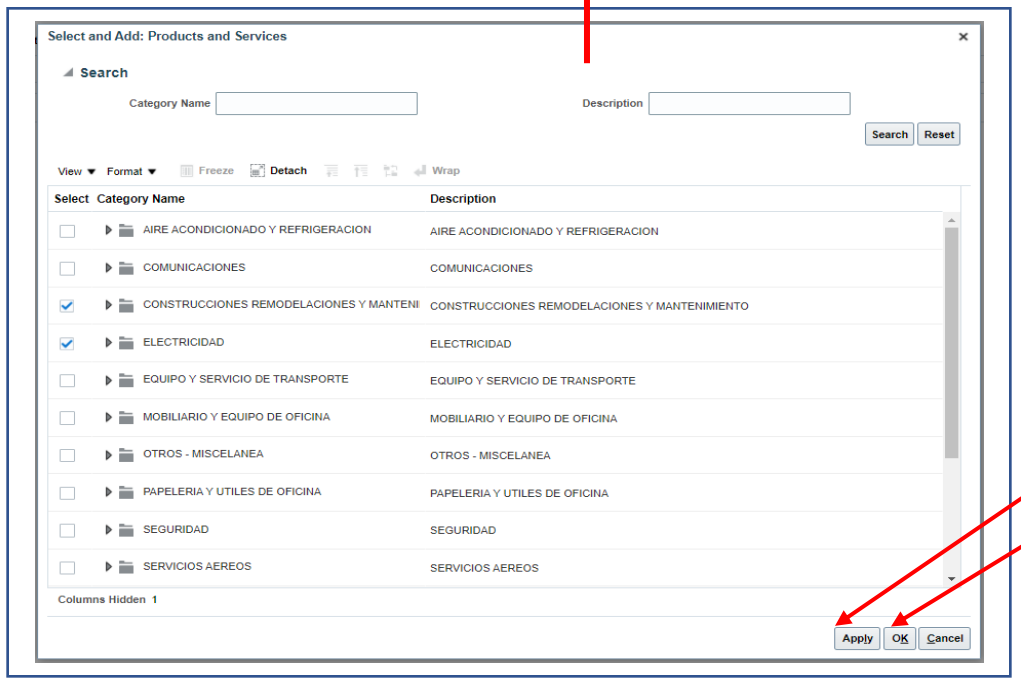
Step 4. Vendor Registration – Products and Services (Business Classification)



2

Select the category(ies)





3

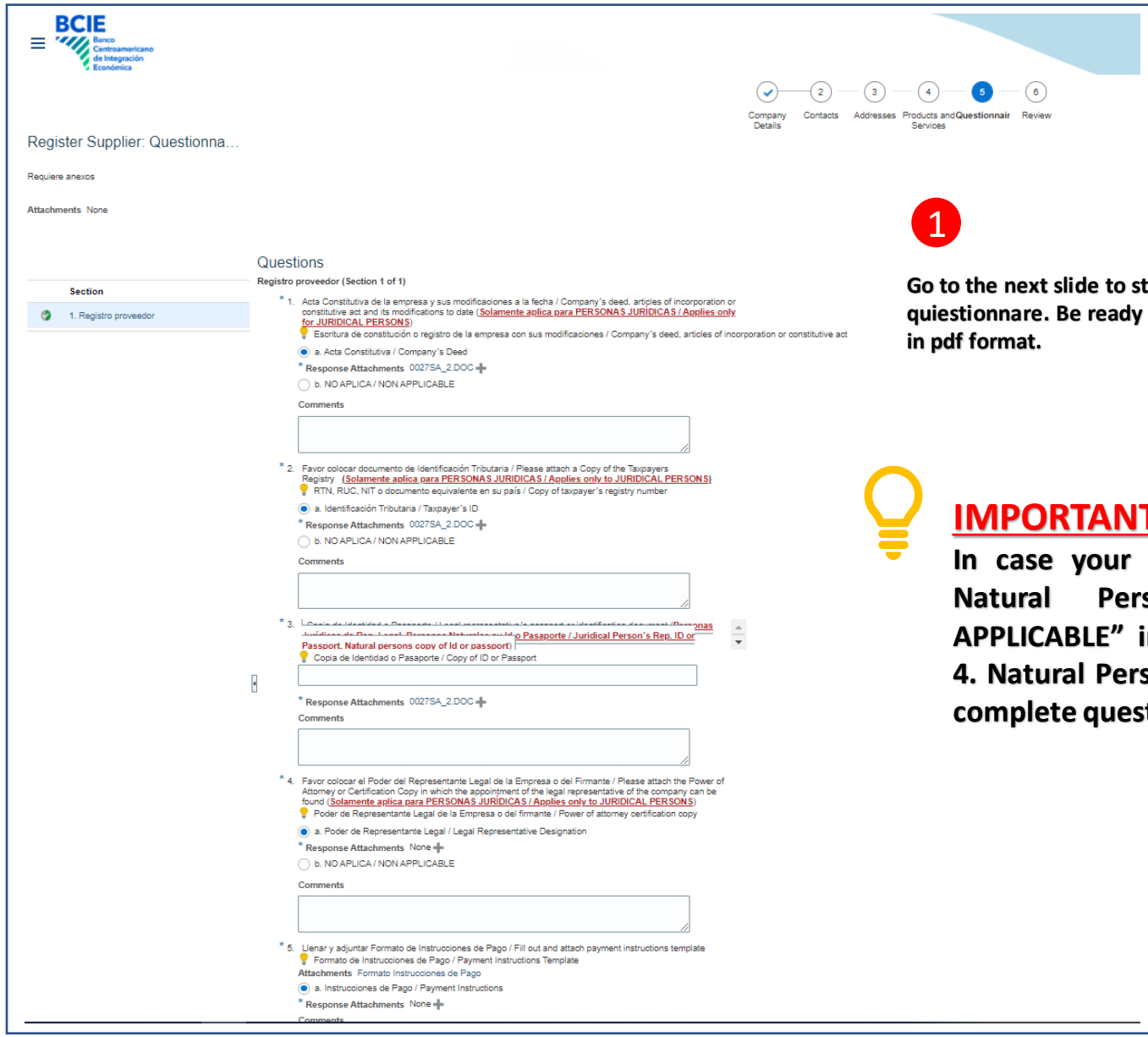
Click **"apply"**, then click **"ok"**

Step 5. Vendor Registration – Questionnaire

Note that a list of 5 questions will appear that should be answered by selecting and/or uploading files (in pdf format) to the platform.

The following documents will be needed for the completion of the questionnaire:

1. Copy of the company´s deed, articles of incorporation or constitutive act, duly registered in the Commercial Registry or its equivalent, in which the stakeholder composition of the company can be found.
2. Copy of the Taxpayers Registry (RUC, RTN, NIT or its equivalent in your country).
3. Copy of the legal representative's passport or identification document.
4. Power of Attorney or Certification Copy issued by the Secretary of the Council in which the appointment of the legal representative of the company can be found.
5. Payment Instructions Template duly completed. This document is attached in question No.5 and ready for download.



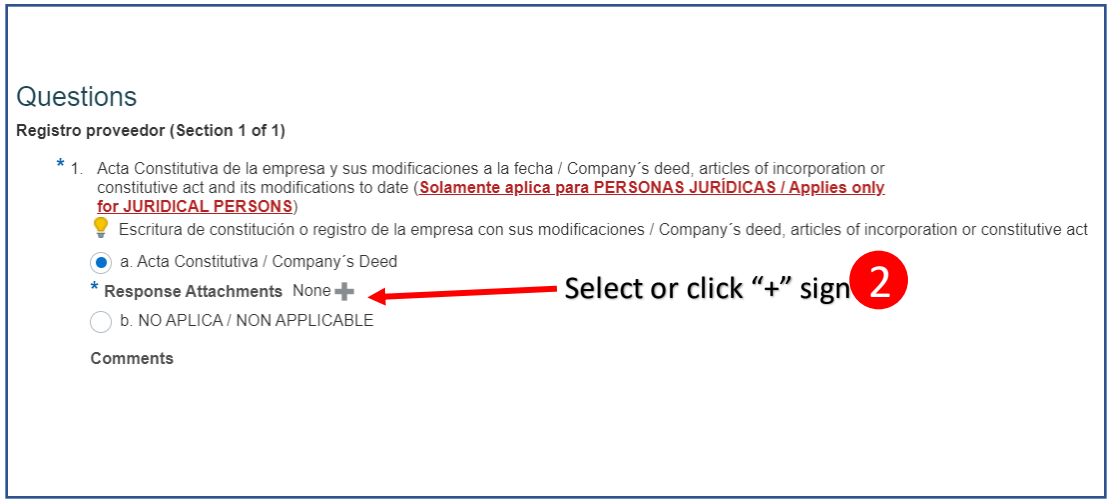
1

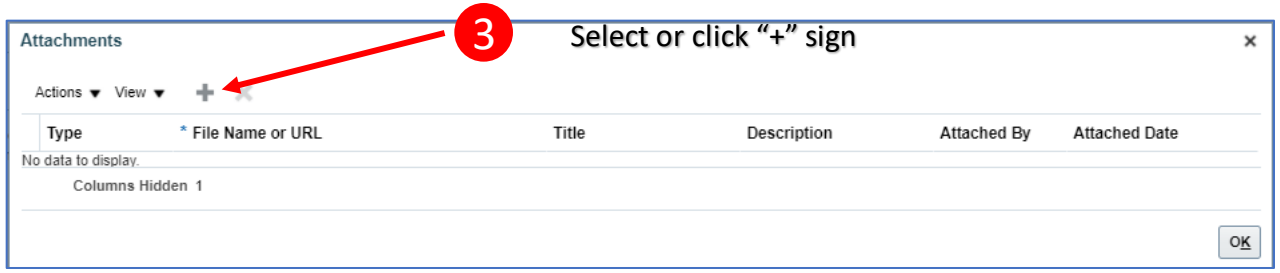
Go to the next slide to start answering the Business quiestionnare. Be ready with all needed documents in pdf format.

IMPORTANT NOTE

In case your registration is for a Natural Person select "NON APPLICABLE" in questions 1, 2 and 4. Natural Persons should only fully complete questions 3 and 5.

Step 5.1, Question No.1- Upload Company´s Deed

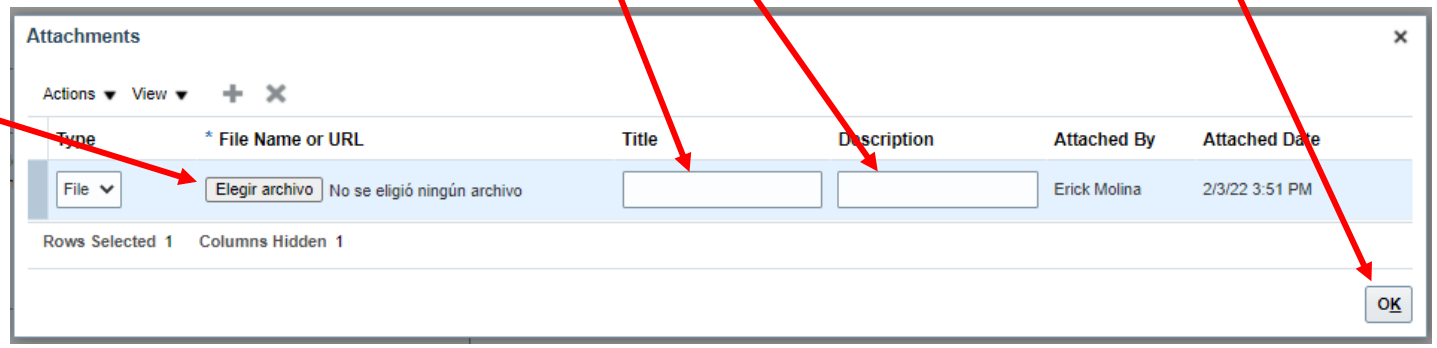




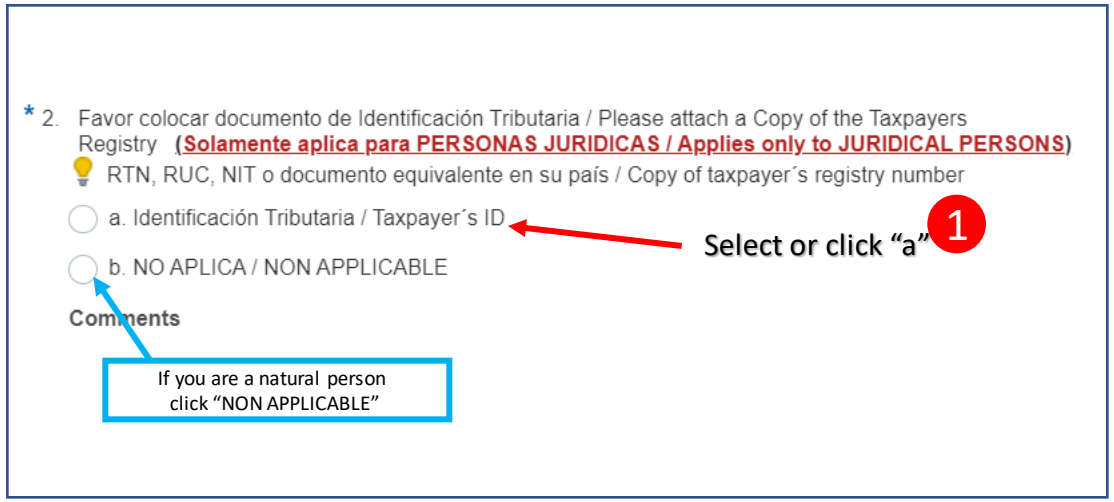
4 Click "Elegir archivo". Then browse and load company´s deed, articles of incorporation or constitutive act… etc

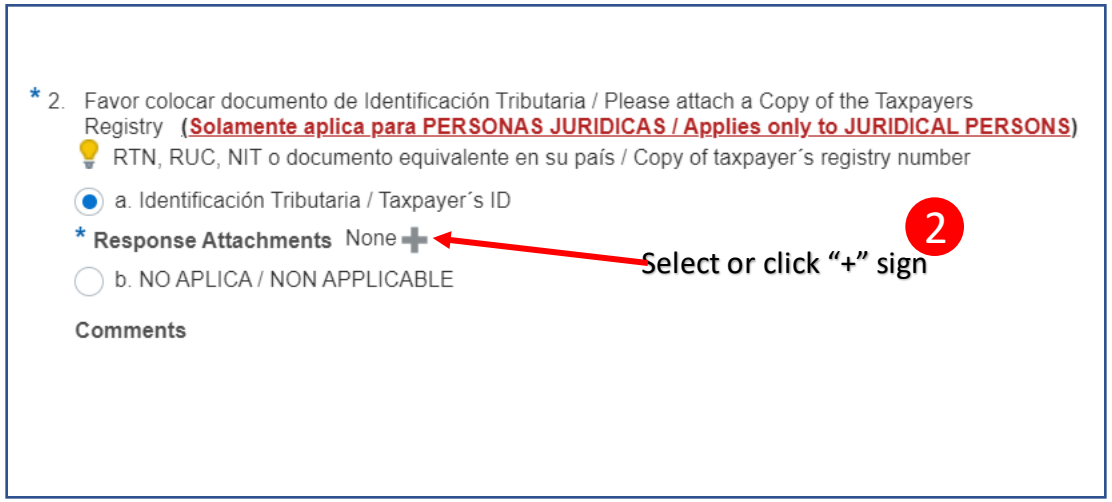
5 Enter a title and/or description

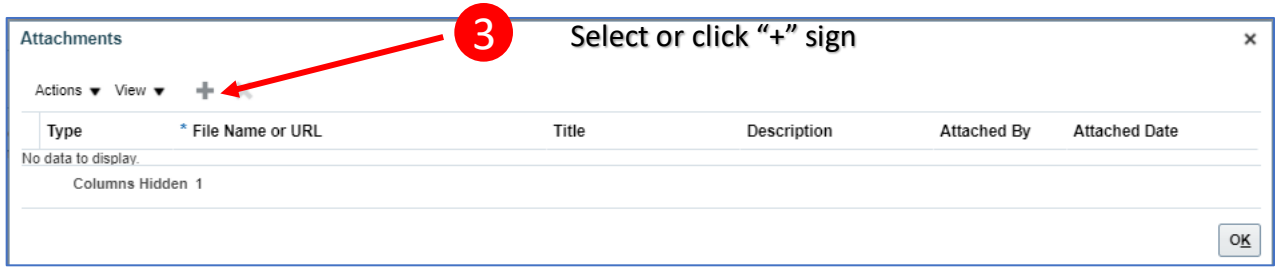
6 Click "ok", and go to question No. 2



Step 5.2, Question No.2- Upload Company´s TAX ID Document







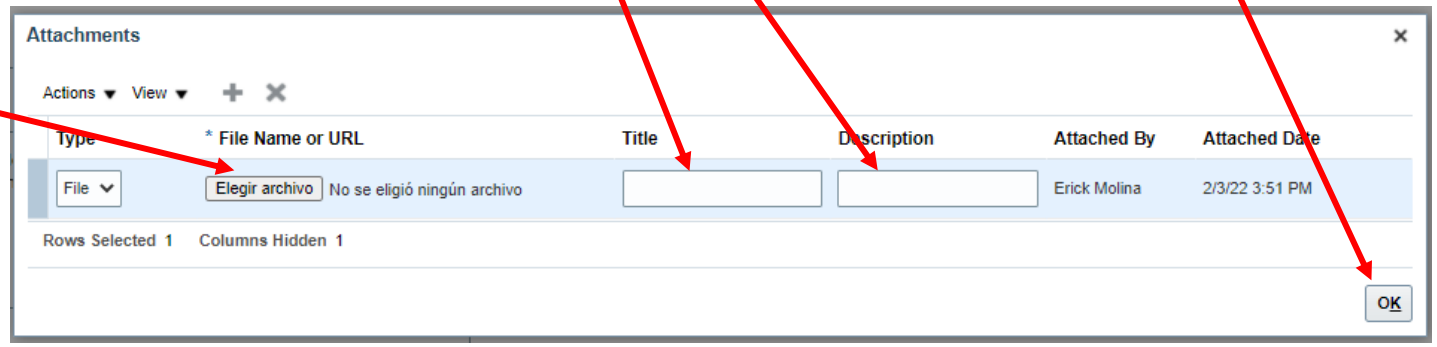
5

Enter a title and/or description

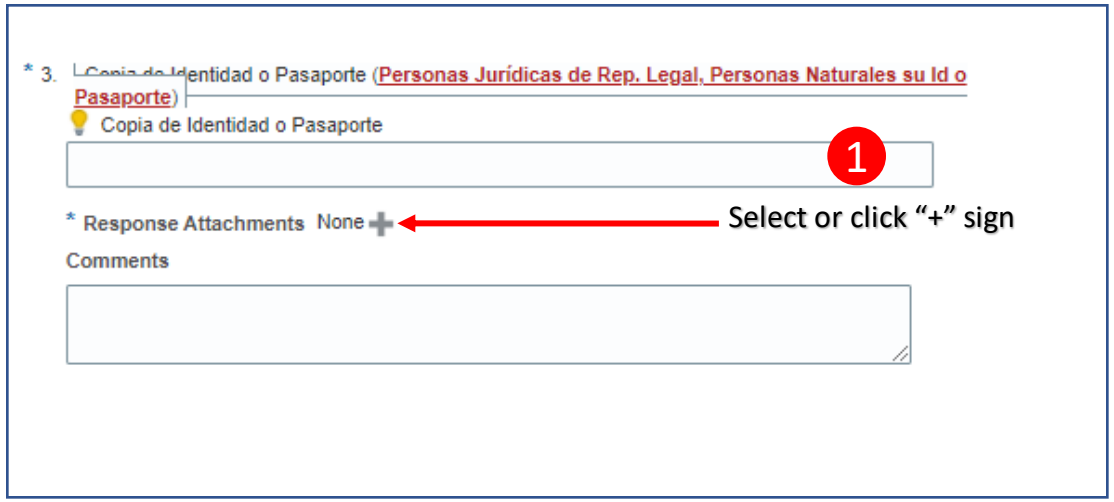
6

Click "ok", and go to question No. 3

4 Click "Elegir archivo". Upload company´s copy of the Taxpayers Registry.



Step 5.3, Question No.3- Upload representative's passport or identification.



Select or click “+” sign

Select or click “+” sign again 2

3

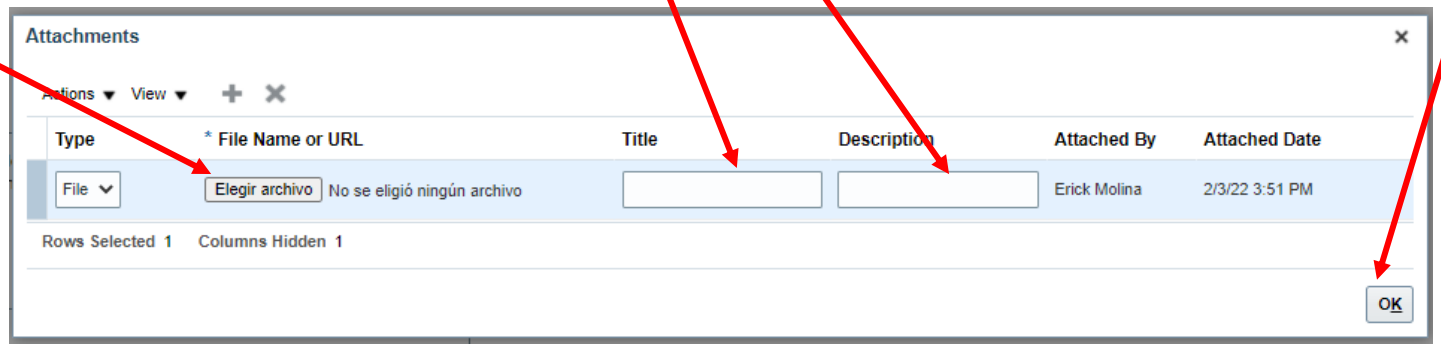
Click “Elegir archivo”. Upload a copy of the legal representative's passport or identification document.

4

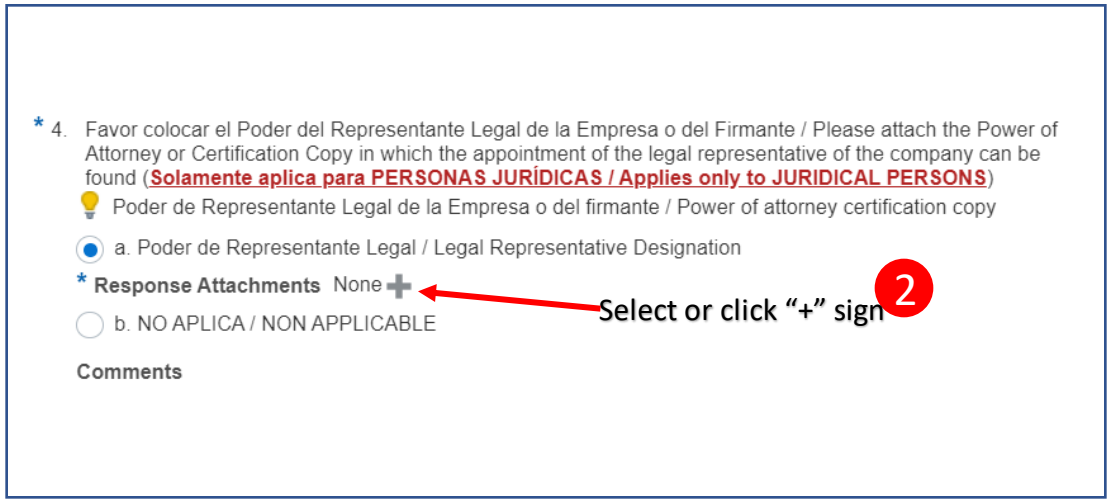
Enter a title and/or description

5

Click “ok”, and go to question No. 4



Step 5.4, Question No.4- Upload Company´s Power of Attorney or Certification



5

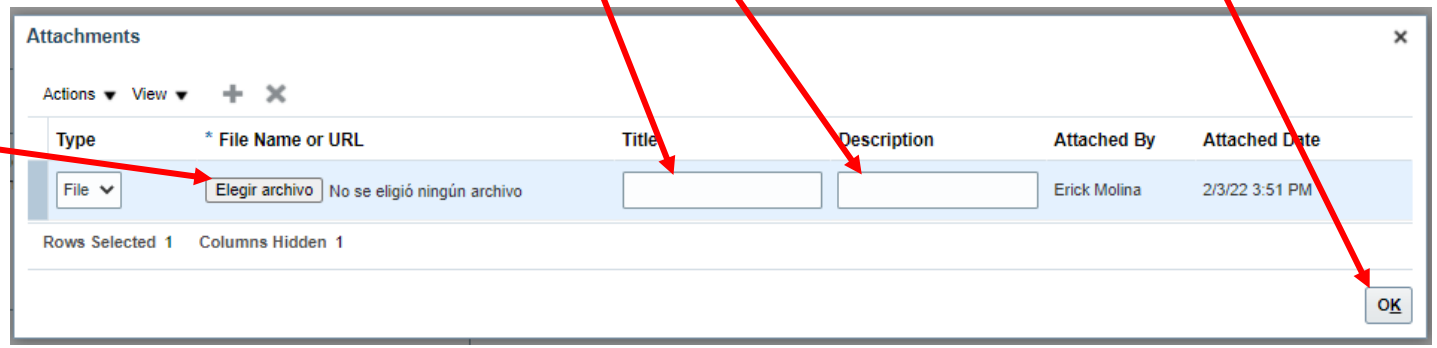
Enter a title and/or description

6

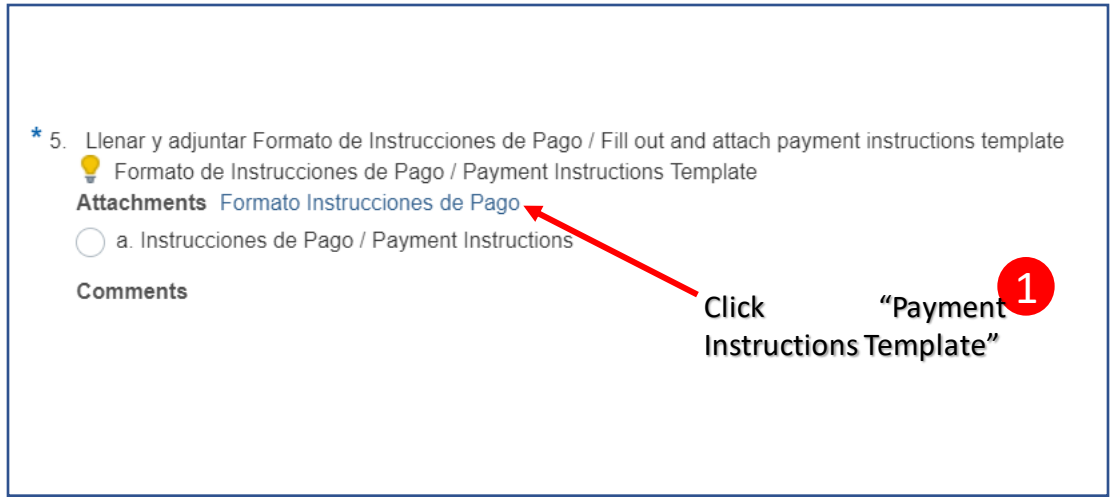
Click "ok", and go to question No. 5

4

Click "Elegir archivo". Upload company´s copy Power of Attorney or Certification Copy issued by the Secretary of the Council



Step 5.5, Question No.5- Download, Fill and Upload Payment Instructions Template

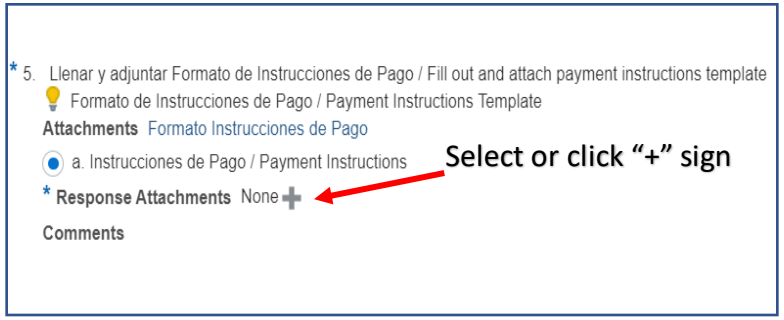


3 Open the template and enter all necessary (or applicable) payment information of your company or personal account

Beneficiary	
Full Name of the Beneficiary:	Enter vendor name
Address of the Beneficiary:	Enter vendor address
Account Type (Saving/Checking):	Enter account type
Currency Type:	Enter account currency
Account number of the Beneficiary:	Enter account number
Transfer Reference (if applicable):	Enter any transfer reference (if applicable)

Beneficiary's Bank		Intermediary Bank	
Name of the Bank:	Enter beneficiary Bank´s name	Name of the Bank:	Enter intermediate Bank´s name
Address of the Bank:	Enter Bank´s address	Address of the Bank:	Enter intermediate Bank´s address
SWIFT:	Enter routing information	SWIFT:	Enter routing information
No. ABA:	Enter routing information	No. ABA	Enter routing information
Account number of the Beneficiary's Bank:	Enter intermediate Bank´s account number		

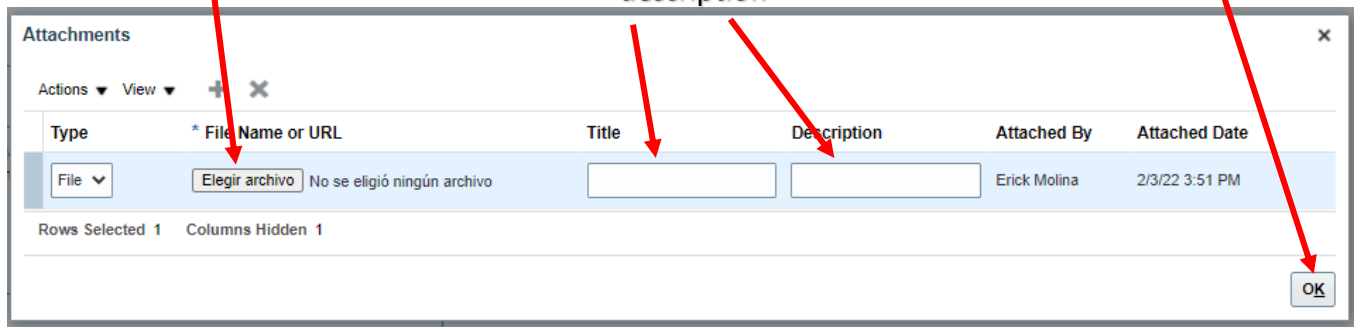
4 Once the template is filled, save the document and then upload it in question No. 5 as shown.



5 Click "Elegir archivo". Upload payment instructions template

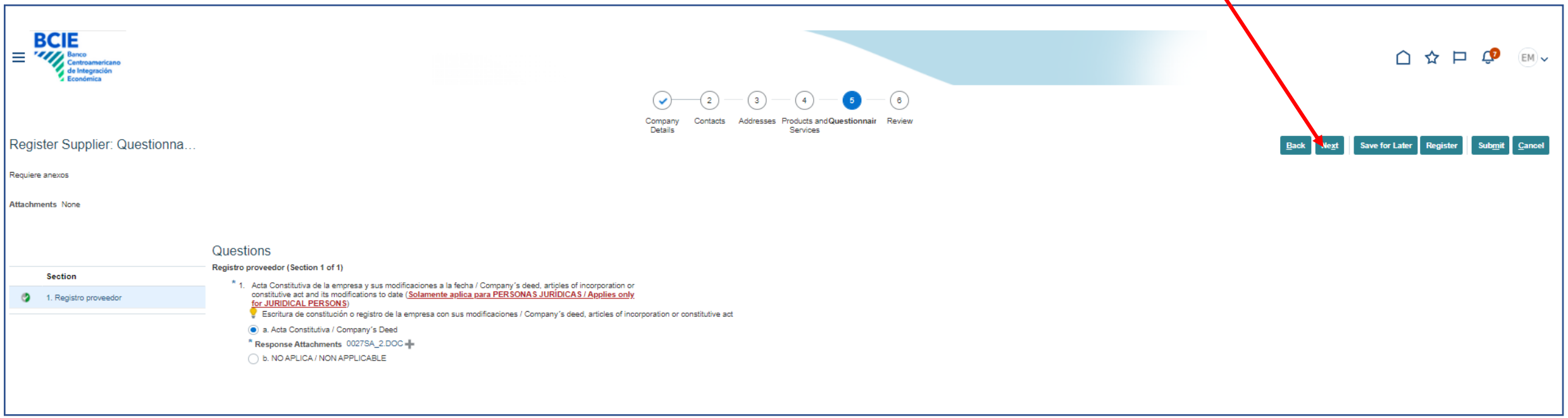
6 Enter a title and/or description

7 Click "OK"

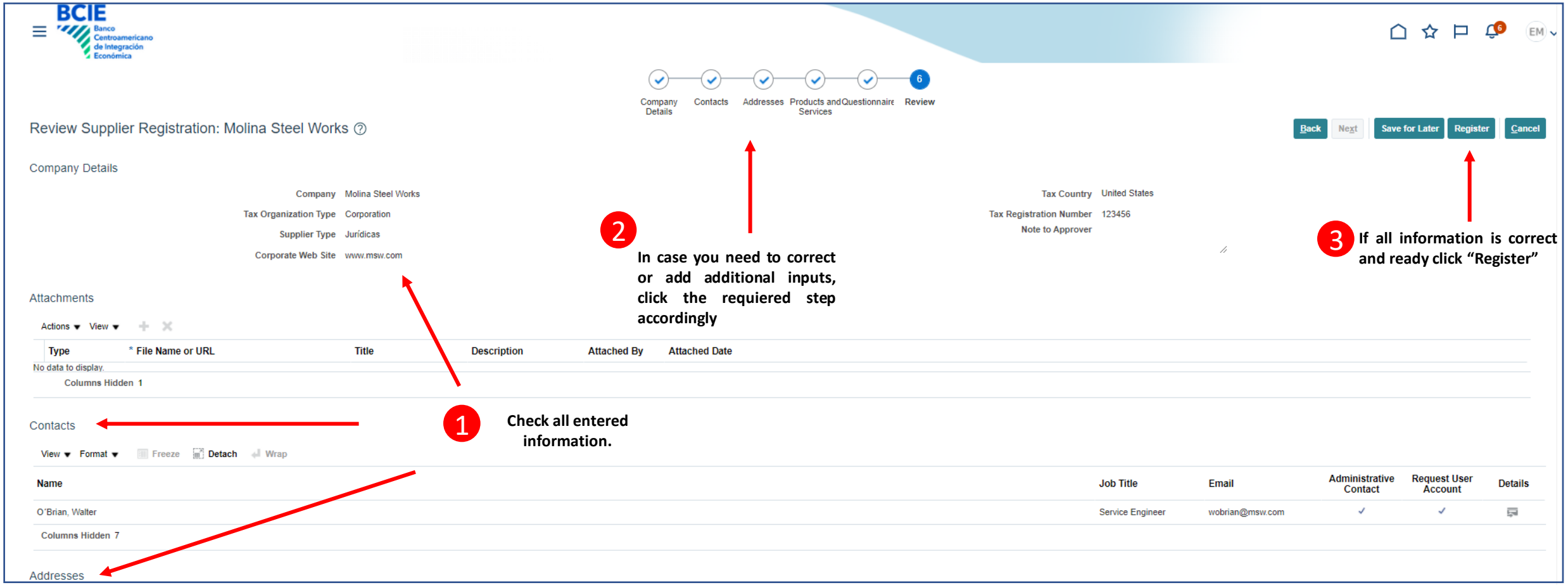


Step 5.5 Vendor Registration – Questionnaire

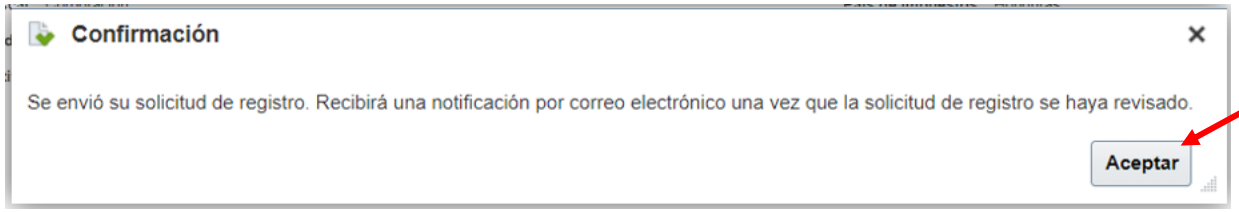
1 Once the quiestionnaire is complete click “next”



Step 6. Vendor Registration – Final Information Review



Finally your registration request has been sent to CABEI. The following notification will be prompted in which the current registration is under CABEI´s pre-approval process.



Click ok or "accept"

Step 7. Email notifications and password settings

Responder | Responder a todos | Reenviar | MI

miércoles 8/12/2021 10:37

ED

Se aprobó la solicitud de registro de proveedor 45001

Para

1 Notification 1: CABEI registration approval

BCIE Banco Centroamericano de Integración Económica

Configurar empresa (BCIE Organizacion)

Se aprobó la solicitud de registro de proveedor.

Número de solicitud	45001
Fecha de solicitud	08 diciembre 2021
Solicitado por	Perez, Juan
Compañía	tes01.v1

La información de cuenta de usuario se enviará en un correo electrónico por separado.

Responder | Responder a todos | Reenviar | MI

miércoles 8/12/2021 10:37

ED

Supplier Portal-Welcome E-Mail

Para

2 Notification 2: Password activation process

Dear Juan Perez,

Congratulations! Your Supplier Portal account has been successfully created.

Please follow the link below to reset your password.

https://erqj.fa.us2.oraclecloud.com/fscmUI/faces/ResetPassword?ase.gid=9ee01906e404491daadf0adcfd988ac8

For any issues, contact your system administrator.

Thank You,
Banco Centroamericano de Integración Económica

3 Clic on the supplied link to set password

miércoles 8/12/2021 10:38

P

Mensaje Informativo: Se creó la cuenta de usuario de contacto de proveedor para Configurar empresa

Para

Si hay problemas con el modo en que se muestra este mensaje, haga clic aquí para verlo en un explorador web.

Se creó la cuenta de usuario de contacto de proveedor para Configurar empresa

Details

Assignee	Juan Perez	Supplier	tes01.v1
Assigned Date	12/8/21 10:37 AM	Supplier Number	10197
Expiration Date	1/7/22 10:37 AM		
Task Number	504334		

Recommended Actions

4 Notification 3

Step No. 8. User access for platform Log In

De: <erqj.fa.sender@workflow.mail.us2.cloud.oracle.com>
Date: jue, 3 feb 2022 a las 23:16
Subject: Portal de Proveedores: Confirmación de restablecimiento de contraseña
To: <hectorchel@gmail.com>

Estimado Hector Castillo:

Se le informa que su contraseña de acceso ha sido actualizada correctamente.

Su usuario de acceso es: Hector.Castillo

Si usted no solicitó el cambio de su contraseña, favor comunicarlo a la dirección de correo electrónico adqinstitucionales@bcie.org

Para ingresar al Portal de Proveedores favor hacer clic en el siguiente enlace: https://proveedoreserp.bcie.org/inicio

Una vez haya ingresado al Portal de Adquisiciones del BCIE, podrá dirigirse al Portal de Proveedores haciendo clic sobre la opción llamada "Acceso a Proveedores"

Gracias.
Banco Centroamericano de Integración Económica

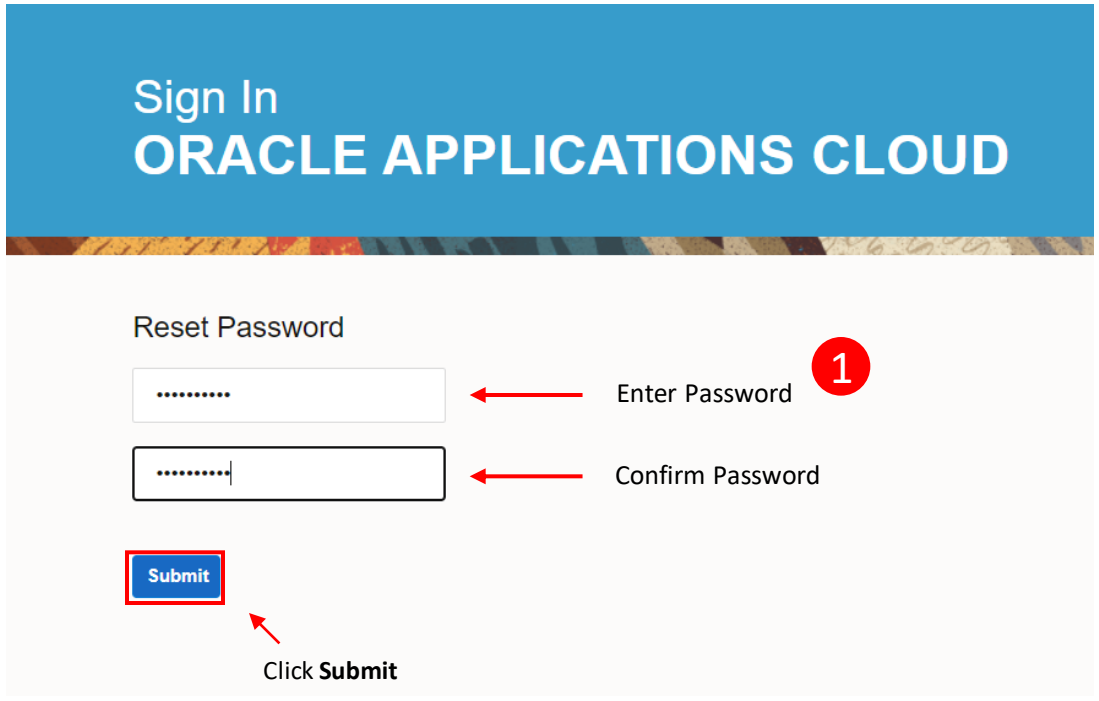
1 You will receive an email with the username

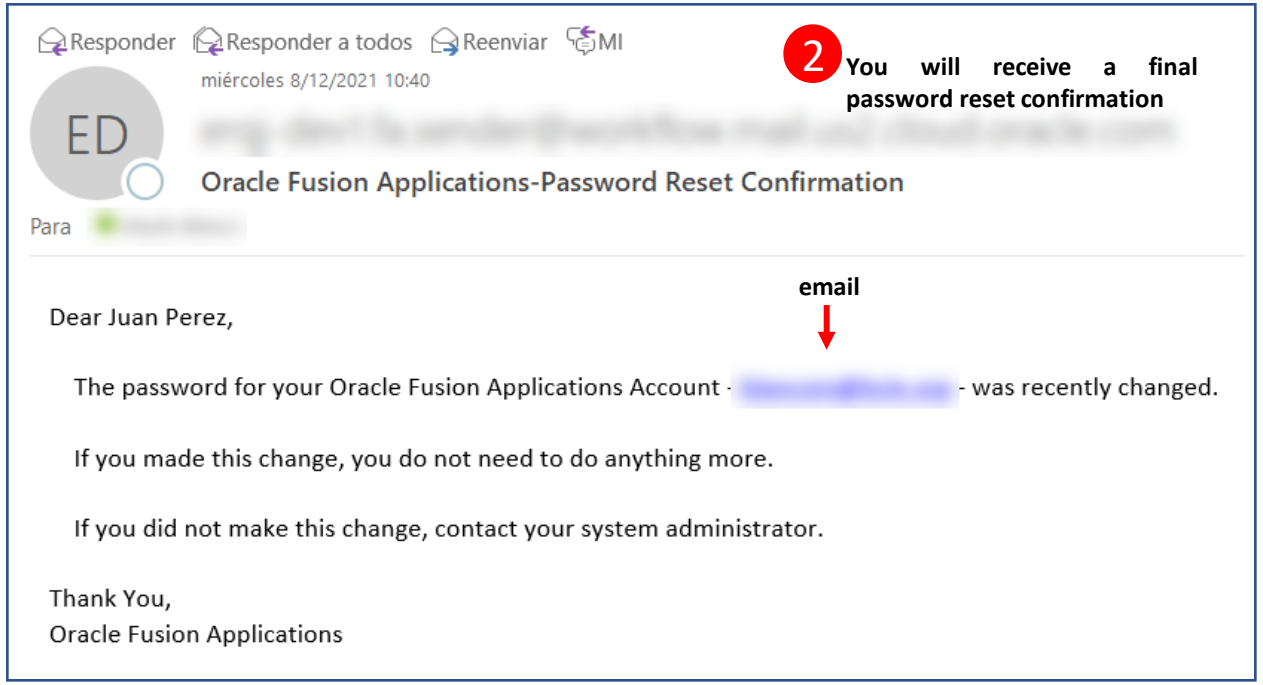
2 Click the supplied link

Click "Acceso Proveedores"

3

9. Password Settings and Email Confirmation

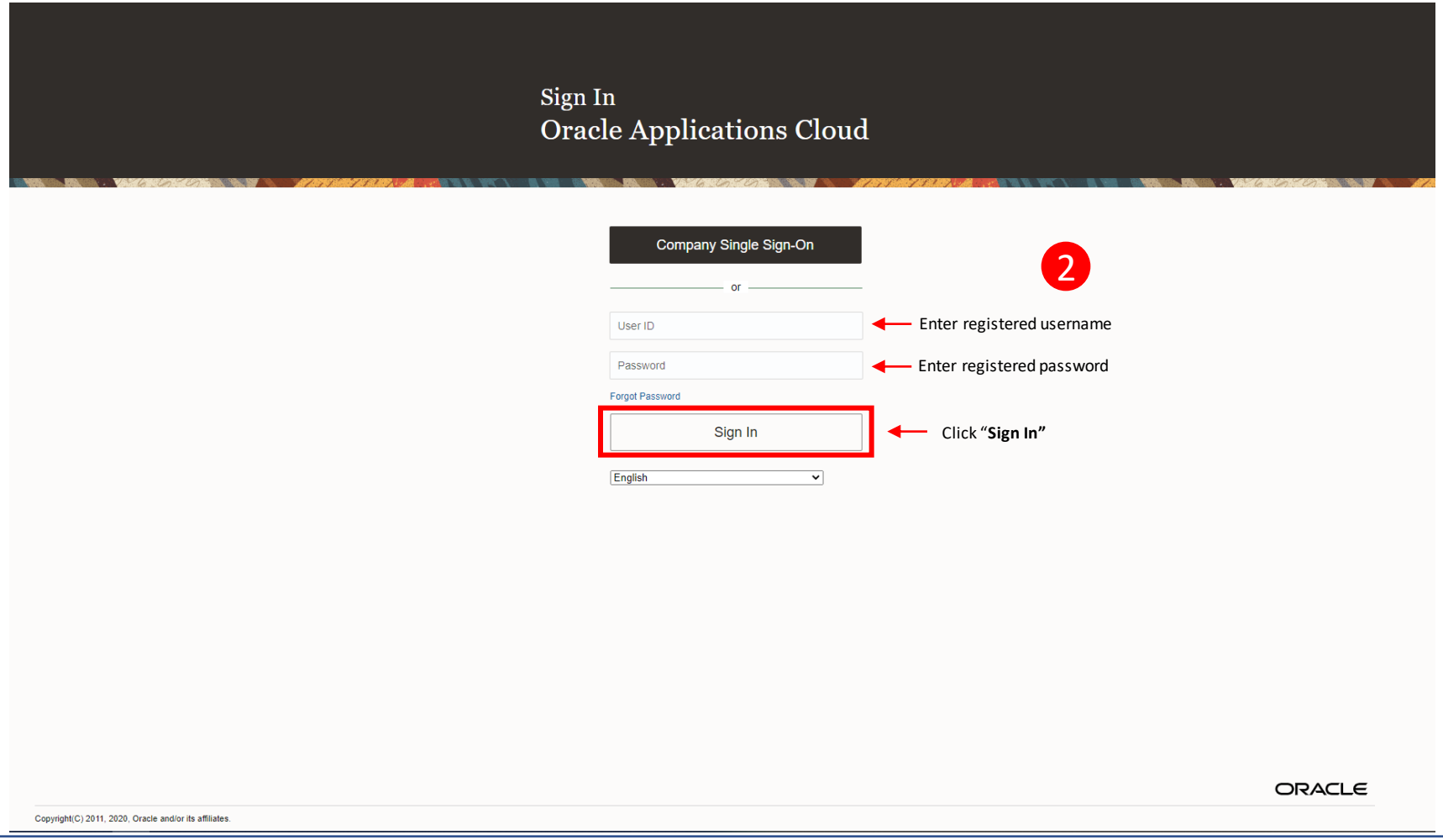




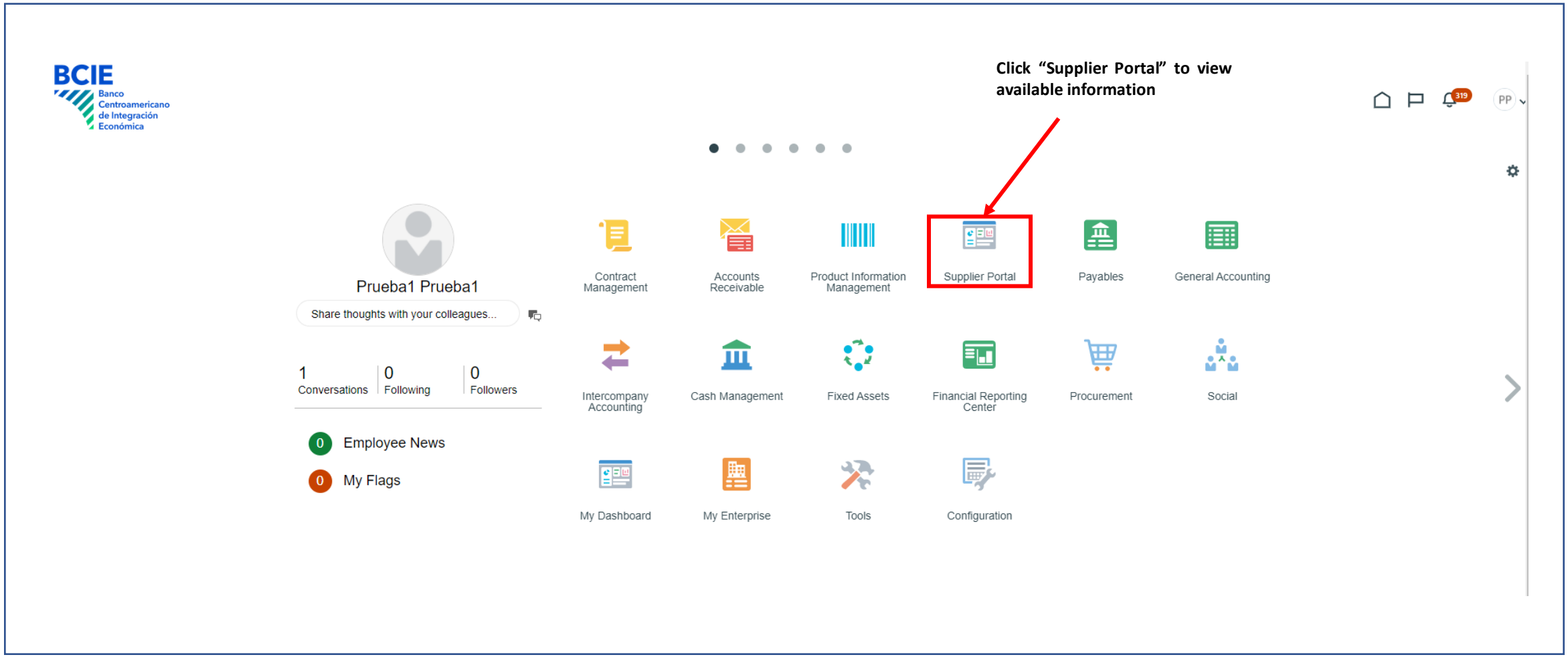
9. Log in to CABEI vendor platform “Portal del Proveedores”

1

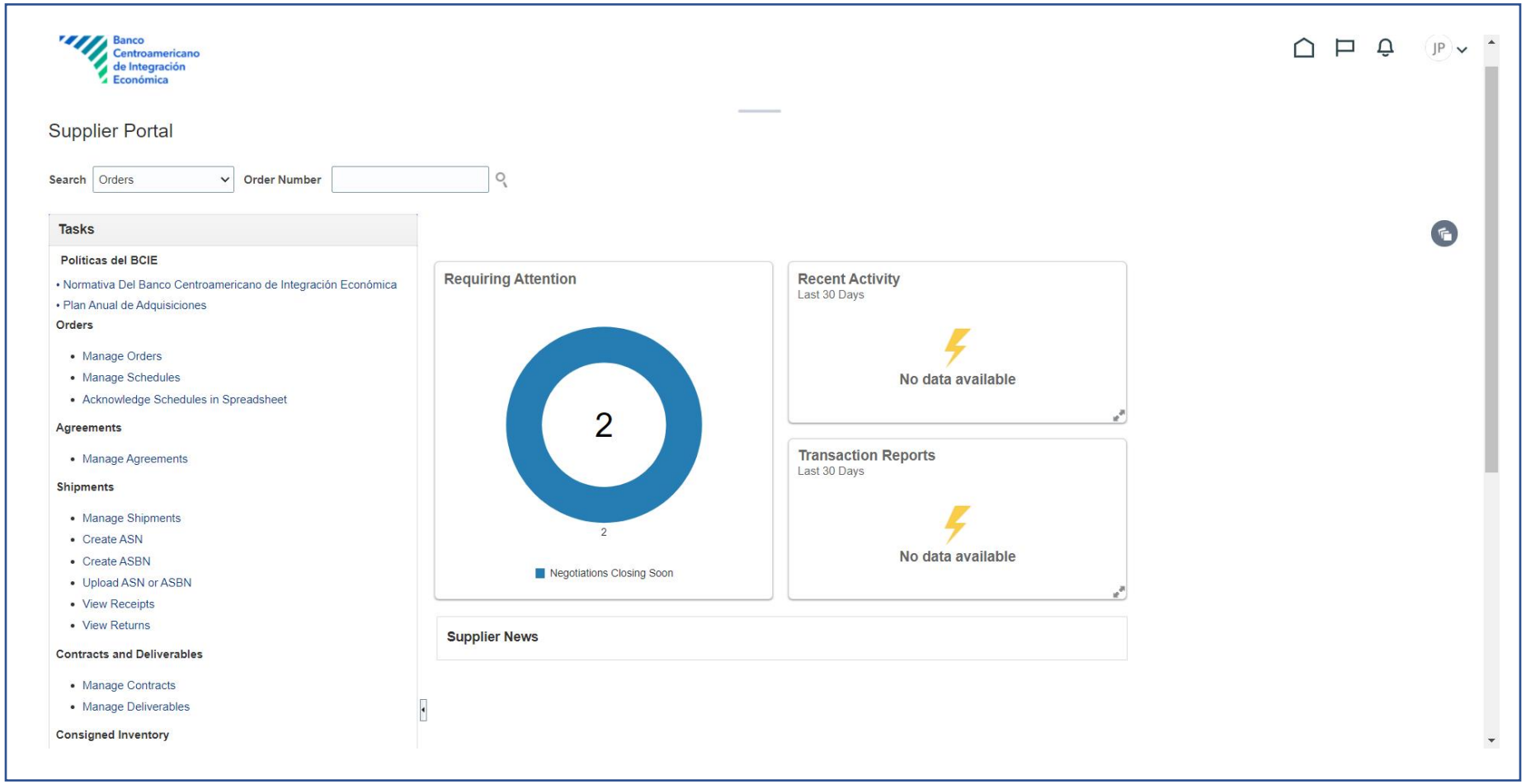
Click the following link to log in vendor portal: Vendor Portal



9.1 Platform Home Screen



9.2 Platform Screen



Platform Screen