Vendor Registration Guide
Follow the Link to Oracle Cloud-Based Platform

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

A. Fill in the required vendor information

- Company Name
- Select Organization Type
- Select Vendor Type

B. Fill in contact information

- Given Names
- Surname
- Enter email
- Confirm email

C. Once all information is filled click “next”

- Select Country
- Enter TAX ID number

*All sections marked with * are mandatory*
Step 2. Vendor Registration – Edit Contacts

1. Click “Edit”

2. Enter telephone number
   - Select country area code
   - Click or select “administrative contact”
   - Click or select “solicitar cuenta de usuario”

3. After entering all contact data please click “next”

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

1. Click "Create" to add the company’s address

2. Enter address name, country, address Line 1, city, state, and postal code.

3. Add the contact that was previously created.

4. Once all address information is filled, click "next".

5. After returning from previous screen, click "OK".
3.1 Address creation Sample

Register Supplier: Addresses

<table>
<thead>
<tr>
<th>Address Name</th>
<th>Address</th>
<th>Phone</th>
<th>Address Purpose</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC Headquarters</td>
<td>Alando avenue CHARLOTTE, NORTH CAROLINA 12345</td>
<td></td>
<td>Ordering, Rent to, RFQ or Bidding</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Edit Address: NC Headquarters

- **Address Name**: NC Headquarters
- **Country**: United States
- **Address Line 1**: Alando avenue
- **City**: Charlotte
- **State**: North Carolina
- **Postal Code**: 12345

Address Contacts

- **Name**: O’Brien, Walter
  - **Job Title**: Service Engineer
  - **Email**: walter@bcie.com

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

1. Click "+" sign to add the company’s or Natural Person’s business classification.

2. Select the category(ies).

3. Click "apply", then click "ok".

4. After returning from previous screen click next.
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.

Go to the next slide to start answering the Business questionnaire. 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

1. Select or click “a”.
2. Select or click “+” sign.
3. Select or click “+” sign.
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.

If you are a natural person click in “NON APPLICABLE”
Step 5.2, Question No.2 - Upload Company’s TAX ID Document

1. Select or click “a”
   - If you are a natural person, click “NON APPLICABLE”

2. Select or click “+” sign
   - RTN, RUC, NIT o documento equivalente en su país / Copy of taxpayer’s registry number
   - a. Identificación Tributaria / Taxpayer’s ID
   - b. NO APLICA / NON APPLICABLE

3. Select or click “+” sign
   - Attachments

4. Click “Elegir archivo”. Upload company’s copy of the Taxpayers Registry.

5. Enter a title and/or description

6. Click “ok”, and go to question No. 3
Step 5.3, Question No.3 - Upload representative's passport or identification.

1. Select or click the "+" sign.

2. Select or click the "+" sign again.

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

1. Select or click “a”
2. Select or click “+” sign
3. Select or click “+” sign
4. Click “Elegir archivo”, Upload company’s copy Power of Attorney or Certification Copy issued by the Secretary of the Council
5. Enter a title and/or description
6. Click “ok”, and go to question No. 5
**Step 5.5, Question No.5 - Download, Fill and Upload Payment Instructions Template**

1. **Click “Payment Instructions Template”**

2. **Click to download the payment template**

   Once the file is downloaded click “ok”.

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 (Savings/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**
     - **Name of the Bank:** Enter beneficiary Bank’s name
     - **Address of the Bank:** Enter Bank’s address
     - **Swift:** Enter routing information
     - **No. ABA:** Enter account number of the Beneficiary’s Bank

   - **Intermediary Bank**
     - **Name of the Bank:** Enter intermediate Bank’s name
     - **Address of the Bank:** Enter intermediate Bank’s address
     - **Swift:** Enter routing information
     - **No. ABA:** Enter routing information

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”**

**Charts:**
- Table showing fields for filling in the template.
- Diagram showing the process of downloading, filling, and uploading the template.
Step 5.5 Vendor Registration – Questionnaire

Once the questionnaire is complete click “next”
Step 6. Vendor Registration – Final Information Review

1. Check all entered information.

2. In case you need to correct or add additional inputs, click the required step accordingly.

3. If all information is correct and ready click “Register”.

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 “Aceptar”. 

USO INTERNO
Step 7. Email notifications and password settings

1. Notification 1: CABEI registration approval

2. Notification 2: Password activation process

3. Click on the supplied link to set password

4. Notification 3
Step No. 8. User access for platform Log In

1. You will receive an email with the username

2. Click the supplied link

3. Click “Acceso Proveedores”

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Estimado Héctor Castillo:

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

Su usuario de acceso es: Héctor.Castillo

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

Para ingresar al Portal de Proveedores favor hacer clic en el siguiente enlace: https://proveedores.erp.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
9. Password Settings and Email Confirmation

Sign In
ORACLE APPLICATIONS CLOUD

Reset Password

Enter Password

Confirm Password

Click Submit

You will receive a final password reset confirmation

Dear Juan Perez,

The password for your Oracle Fusion Applications Account - [redacted] - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,
Oracle Fusion Applications
9. Log in to CABI vendor platform “Portal del Proveedores”

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

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

2. Enter registered username

2. Enter registered password

2. Click “Sign In”
9.1 Platform Home Screen

Click “Supplier Portal” to view available information.
9.2 Platform Screen