

iRECEIVABLES PORTAL SELF SERVICE REGISTRATION

26 JUNE 2022

ABOUT

- ✓ This document covers the entire process of Self Registration for the Bapco iReceivables Portal.

SELF SERVICE REGISTRATION PROCESS STEPS



SELF SERVICE REGISTRATION

PROCESS STEPS

1. Click on the Self Registration link.

ORACLE Bill Management

Select Organization Validate Customer Access Select Location Verify Access Enter User Information Review Access Request

Access Request: Select Organization Cancel Step 1 of 6 Next

Please enter the details of the customer that you would like to request access to

* Indicates required field

Identify Using
* Value
* Email Address
* Re-enter Email Address

Credit Memos
Customer Number
Debit Memos
Deposits
Invoices
Payments

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- Access Request Page opens
- Select Identify Using Customer Number or Invoice Number or Payment number

SELF SERVICE REGISTRATION

PROCESS STEPS

2. Enter the details as below and click on 'Next' button.

The screenshot shows the 'Access Request: Select Organization' form in the Oracle Bill Management system. The form is part of a 6-step process, currently on Step 1 of 6. The steps are: Select Organization, Validate Customer Access, Select Location, Verify Access, Enter User Information, and Review Access Request. The form contains the following fields:

- Identify Using:** A dropdown menu with 'Customer Number' selected.
- * Value:** A text input field containing '8921'.
- * Email Address:** A text input field containing 'Paolo.fulo@nmc.ae'. Below this field is a hint: '(Example: first.last@domain.com)'.
- * Re-enter Email Address:** A text input field containing 'Paolo.fulo@nmc.ae' with a clear button (x) on the right.

At the top right of the form, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted. The footer of the form displays 'Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved.' and 'Bapco Portal'.

- Customer Number or Invoice number or Payment number in 'Value' field
- Enter Email Address and
- Re-enter your Email Address

SELF SERVICE REGISTRATION

PROCESS STEPS

3. Answer the challenge Questions and click on 'Next' button.

ORACLE Bill Management

Logged In As SV00825643

Progress: Select Organization, **Validate Customer Access**, Select Location, Verify Access, Enter User Information, Review Access Request

Access Request: Validate Customer Access [Cancel] [Back] Step 2 of 6 [Next]

To validate your access to the details of the requested account, please answer the question below
* Indicates required field

Challenge Question	* Response
What is Customer Name, please select	BUREAUVERITAS
What is your Customer Account Number	CO2188
What is your Party_type	ORGANIZATION x

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a. Customer Name:
BUREAUVERITAS
b. Customer
Number:CO2188
c. Party Type:
ORGANIZATION or
PERSON (In Capitals)

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4. Select Customer Address (Site/s) and click on 'Next' button.

ORACLE[®] Bill Management

Logged In As SV00825643

Select Organization

Validate Customer Access

Select Location

Verify Access

Enter User Information

Review Access Request

Access Request: Select Location

Cancel

Back

Step 3 of 6

Next

☐ Select All Locations

Select Organization

Customer Name

Customer Number

Address

Financial Accounting

BUREAUVERITAS

CO2188

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- a. Select one specific 'Customer Number Address' OR
- b. 'Select All Locations' to get access to all the locations

SELF SERVICE REGISTRATION

PROCESS STEPS

4. Select Customer Address (Site/s) and click on ‘Next’ button.

ORACLE Bill Management

Select Organization

Validate Customer Access

Select Location

Verify Access

Enter User Information

Review Access Request

Access Request: Select Location

Cancel

Back

Step 3 of 6

Next

☐ Select All Locations

Previous

1-10

Next 10

Select Organization	Customer Name	Customer Number	Address
<input type="radio"/> Financial Accounting	Ministry of Defense	8921	Vietnam 10 South Vietnam Street, P.O. Box 200, Hanoi
<input type="radio"/> Lubricants Business Unit	Ministry of Defense	8921	1000 P.O. Box 200, Hanoi, Vietnam, Kingdom of Vietnam, Vietnam
<input checked="" type="radio"/> Distribution	Ministry of Defense	8921	1000 P.O. Box 200, Hanoi, Vietnam, Kingdom of Vietnam, Vietnam
<input type="radio"/> Distribution	Ministry of Defense	8921	1000 P.O. Box 200, Hanoi, Vietnam, Kingdom of Vietnam, Vietnam
<input type="radio"/> Distribution	Ministry of Defense	8921	1000 P.O. Box 200, Hanoi, Vietnam, Kingdom of Vietnam, Vietnam
<input type="radio"/> Distribution	Ministry of Defense	8921	1000 P.O. Box 200, Hanoi, Vietnam, Kingdom of Vietnam, Vietnam
<input type="radio"/> Distribution	Ministry of Defense	8921	1000 P.O. Box 200, Hanoi, Vietnam, Kingdom of Vietnam, Vietnam
<input type="radio"/> Distribution	Ministry of Defense	8921	1000 P.O. Box 200, Hanoi, Vietnam, Kingdom of Vietnam, Vietnam
<input type="radio"/> Distribution	Ministry of Defense	8921	1000 P.O. Box 200, Hanoi, Vietnam, Kingdom of Vietnam, Vietnam
<input type="radio"/> Distribution	Ministry of Defense	8921	1000 P.O. Box 200, Hanoi, Vietnam, Kingdom of Vietnam, Vietnam
<input type="radio"/> Distribution	Ministry of Defense	8921	1000 P.O. Box 200, Hanoi, Vietnam, Kingdom of Vietnam, Vietnam

- a. Select one specific ‘Customer Number Address’ OR
- b. ‘Select All Locations’ to get access to all the locations

SELF SERVICE REGISTRATION

PROCESS STEPS

5. Enter the below details, and click on 'Next' button.

The screenshot shows the 'Access Request: Enter User Information' form in the Oracle Bill Management system. The form is part of a five-step process: Select Organization, Validate Customer Access, Select Location, Verify Access, and Enter User Information (the current step). The form includes fields for Email Address (Paulo.Folu@nmc.ae), Prefix (dropdown), First Name (Paulo), Middle Name, Last Name (Folu), Suffix, Phone Number (Country Code, Area Code, Number, Extension), and Password (with a confirm field). A checkbox for 'Receive special offers, promotions, and updates by email' is also present. Navigation buttons (Cancel, Back, Next) and a progress indicator are at the top right. The footer contains copyright information and a Privacy Statement link.

ORACLE Bill Management

Logged In As SV00825643

Select Organization Validate Customer Access Select Location Verify Access **Enter User Information** Review Access Request

Access Request: Enter User Information Cancel Back Step 5 of 6 Next

Email Address Paulo.Folu@nmc.ae
(Example: first.last@domain.com)

Prefix ☐

* First Name Paulo

Middle Name

* Last Name Folu

Suffix

Phone Number
Country Code Area Code Number Extension

☐ Receive special offers, promotions, and updates by email

* Password

* Confirm Password

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- a. Prefix: Mr / Mrs
 - b. First Name: Paulo
 - c. Middle Name: Optional Field
 - d. Last Name: Folu
 - e. Suffix: Optional Field
 - f. Phone Number:
 - g. Optimally select 'Receive special Offers, promotion, and updates by email'
 - h. Enter Password:
 - i. Confirm Password:
- Note: Please remember the password, as it will be password for your confirmation.

SELF SERVICE REGISTRATION

PROCESS STEPS

5. Enter the below details, and click on 'Next' button.

The screenshot shows the 'Access Request: Enter User Information' step in the Oracle Bill Management portal. The form is part of a 6-step process, with 'Enter User Information' being Step 5 of 6. The form fields are as follows:

- Email Address:** Paolo.fulo@nmc.ae (Example: first.last@domain.com)
- Prefix:** Mr. (dropdown menu)
- * First Name:** Paolo
- Middle Name:** (empty field)
- * Last Name:** Fulo
- Suffix:** (empty field)
- Phone Number:** 973 (Country Code), (Area Code), (Number), (Extension)
- ☐ Receive special offers, promotions, and updates by email
- * Password:** (masked with dots)
- * Confirm Password:** (masked with dots)

Navigation buttons: Cancel, Back, Next. The 'Next' button is highlighted.

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- a. Prefix: Mr / Mrs
 - b. First Name: Paulo
 - c. Middle Name: Optional Field
 - d. Last Name: Fulu
 - e. Suffix: Optional Field
 - f. Phone Number:
 - g. Optimally select 'Receive special Offers, promotion, and updates by email'
 - h. Enter Password:
 - i. Confirm Password:
- Note: Please remember the password, as it will be password for your confirmation.

SELF SERVICE REGISTRATION

PROCESS STEPS

6. Click on 'Review iReceivables User Agreement' to See the User Agreement Guidelines.

ORACLE Bill Management

Previous Enter User Information Review Access Request

Access Request: Review Access Request [Cancel](#) [Back](#) Step 6 of 6 [Submit](#)

Please review both your registration information and our Terms and Conditions. Check the box to indicate that you have read and agreed with the terms and conditions prior to submitting your request.

Email Address Paolo.folo@nmc.com
Prefix
First Name Paolo
Middle Name
Last Name Fulo
Suffix
Phone Number
☐ Receive special offers, promotions, and updates by email

Customer Details

Account Number CO2188
Name BUREAUVERITAS
Location

iReceivables User Agreement

Review iReceivables User Agreement
☐ I have read and agree with the iReceivables User Agreement

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SELF SERVICE REGISTRATION

PROCESS STEPS

7. Go thru the User Agreement Guidelines.



iReceivables terms and conditions

1 In these terms and conditions:

Contract means an agreement between Bapco and a Customer for the supply of goods and services from Bapco to Customer.

Portal means the iReceivables Portal established and maintained by Bapco to facilitate Customer registration and the entry into and subsequent management (including invoicing) of Contracts.

Portal User has the meaning given in paragraph 7 below.

Customer means each party registered on the Portal as a purchaser of goods and services from Bapco.

2 Access to and use of the Portal is provided subject to these terms and conditions. Any use of the Portal constitutes immediate acceptance of these terms and conditions.

3 Bapco has invested in the Portal to provide a free, convenient way for Customers to operate their Bapco accounts. Bapco may, however, cease to provide the Portal at any time, without any liability.

4 Bapco does not warrant that the Portal functions will be uninterrupted or error free, that defects will be corrected or that the Portal or the server that makes it available are free of viruses or bugs. The Portal will generally be available 24/7 but may be taken offline periodically for maintenance purposes. Bapco has in place industry-standard levels of information technology security and human resource policies to ensure that unauthorised third parties cannot gain access to the Portal and that the information entered into to the Portal remains secure.

5 The Customer must register on the Portal.

6 Mandatory information to be entered on the Portal by the Customer is:

SELF SERVICE REGISTRATION

PROCESS STEPS

8. Select 'I have read and agreed with the iReceivables User Agreement' and click on 'Submit'.

ORACLE Bill Management

Previous Enter User Information Review Access Request

Access Request: Review Access Request Cancel Back Step 6 of 6 Submit

Please review both your registration information and our Terms and Conditions. Check the box to indicate that you have read and agreed with the terms and conditions prior to submitting your request.

Email Address Paolo.folo@nmc.com
Prefix
First Name Paolo
Middle Name
Last Name Fulo
Suffix
Phone Number
☐ Receive special offers, promotions, and updates by email

Customer Details

Account Number CO2188
Name BUREAUVERITAS
Location Flat/Shop#: 11, Building: 574, Road/Street: 1111, Town: Tubli, Block: 711 Bahrain, Bahrain

iReceivables User Agreement

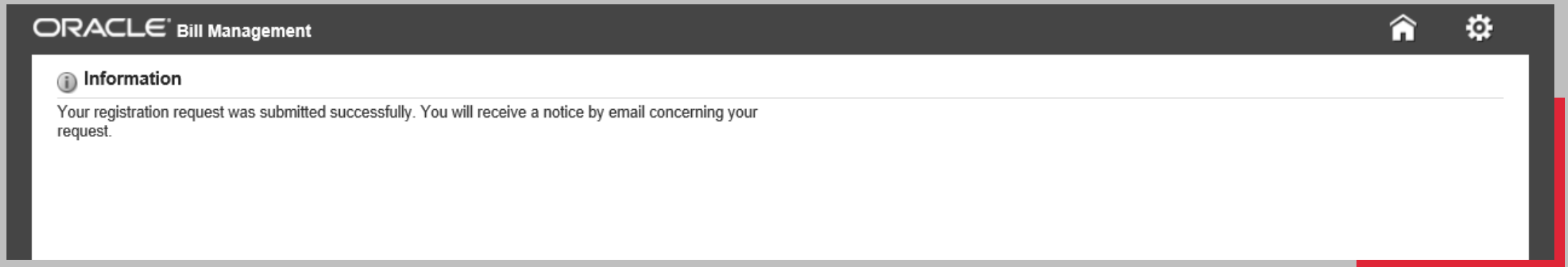
Review iReceivables User Agreement
☒ I have read and agree with the iReceivables User Agreement

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SELF SERVICE REGISTRATION

PROCESS STEPS

9. Registration request is submitted successfully.



SELF SERVICE REGISTRATION

PROCESS STEPS

10. You will receive an email to confirm the details you submitted. Click on ‘Confirm’.

Your account request has been received. The request will be processed as soon as we receive a confirmation email, to send mail click "Confirm". This message can be ignored if the request was not filed by you, the request will time out automatically if a response is not received within next 1 days. Information submitted to us:

Name	Paolo Fulo
Email address	Paolo.fuloo@nmc.ae
Phone	
Account Number	8921
Customer Name	
Customer Location	

Action History

Num	Action Date	Action	From	To	Details
1	06-JUN-22 19:10:18	Submit	Workflow System	Paolo Fulo	

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Please Confirm to verify that the request is valid.

Action: [Confirm](#)

HELP AND SUPPORT



Please send any request or feedback by email to

iReceivables_Support@bapco.net

For technical issues you may call the Bapco IT Customer Service Center at

+973-1775-5911

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THANK YOU

