



# Supplier Gate Manual Guide



# Welcome and thank you for choosing to use GB Auto Supplier Gate Portal

this guide will walk you through the few simple steps necessary to request a new account for accessing GB Auto Portal

follow this guide to get set up, if you run into challenges , feel free to communicate with us through [“Supplier.Gate@ghabbour.com”](mailto:Supplier.Gate@ghabbour.com) and our support team will assist you ,

thanks for registering





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## What is Supplier Gate?

A portal on GB Auto's website which suppliers could register and be a partner with GB Auto

## Why Supplier Gate?

Supplier Master Data Dept. at GB Auto aims to have a Supplier long-term relationship while sticking to Digital Transformation Plan which Egypt going through.



# SMDM Mission

Supplier Master Data Team is a centralized department in GB Auto which is responsible and authorized to monitor and control all suppliers' operations, assess the suppliers' capabilities & register them in the company's suppliers' database. Our aim is to build relationships to be mutually beneficial for both the suppliers and the company.







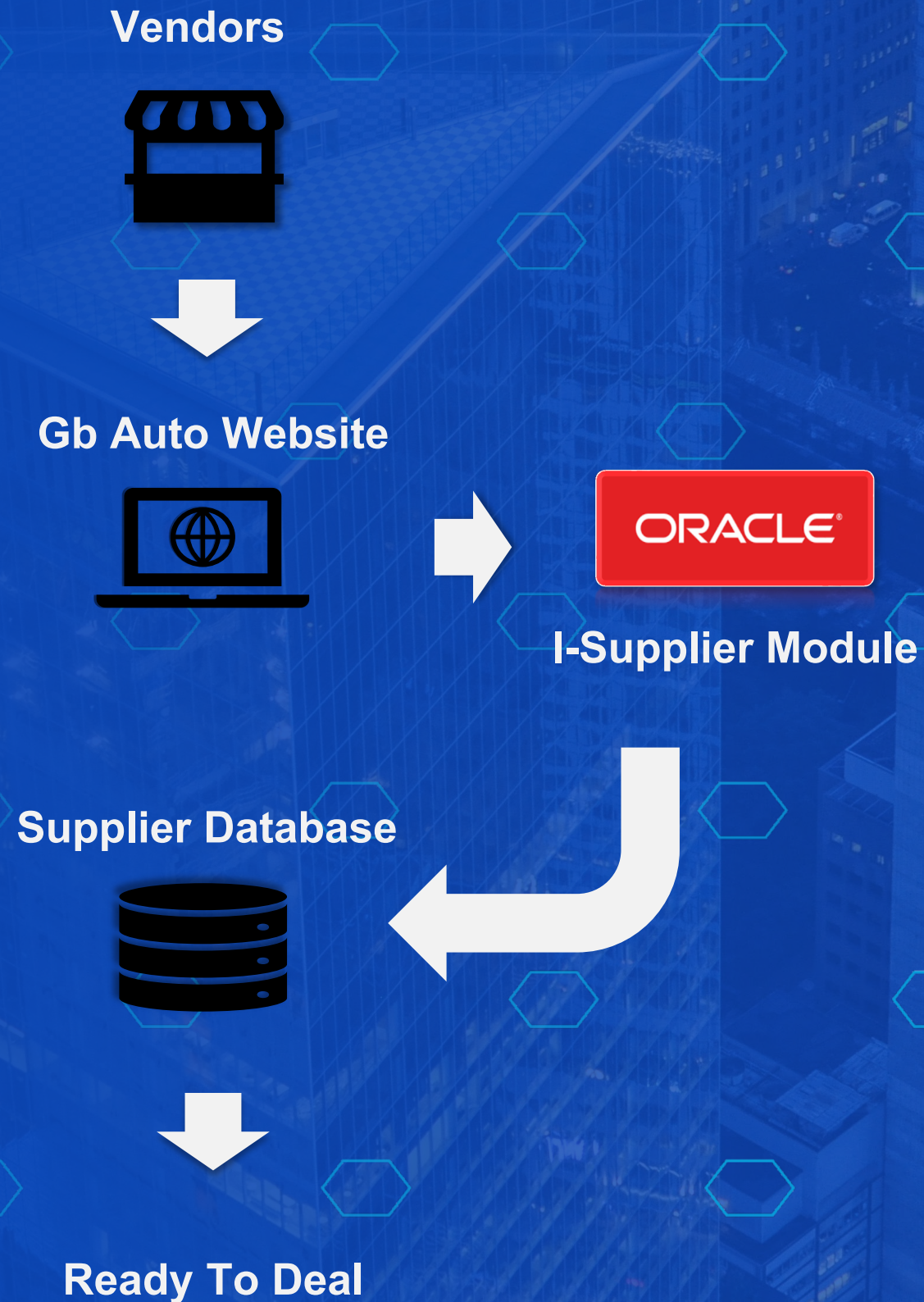
# Supplier Like an Employee

- We are welcoming all types of suppliers whatever their fields automotive ,nonautomotive , Local supplier inside Egypt , working with Regional Branches (Iraq , Jordan or UAE) or foreign supplier has the ability to fill the required needs while fitting to all procurement evaluation criteria.
- GB-Auto is opening the Gate for valuable suppliers to build along relationships to be mutually beneficial for both the suppliers and the company , while Company going to monitor and controlling Supplier's performance and provide Development plans aiming performance enhancement .





# How to use Supplier Gate?





# I-Supplier Module (registration Steps)

## User ID Creation

Step1: REGISTER-Entering Supplier's Info

 :Mandatory field

Company details

basic information

### Expected Supplier Registration

indicates a required field \*

Blank tag for instructions text

#### Company details

At least one tax ID is required in order to complete your registration application

<input type="text" value="ITAMCO"/>	Company name *
<input type="text" value="Egypt"/>	tax country
<input type="text" value="888-419-589"/>	tax registration number
<input type="text" value="888-419-589"/>	Taxpayer ID
<input type="text"/>	DUNS . number

The tax country, when provided, will be used to review the format of the tax registration number and/or taxpayer ID

#### Representative data

Blank tag for instructions text

<input type="text" value="zeinab.hamdy@ghabbour.com"/>	Email *
<input type="text" value="Zeinab"/>	First Name
<input type="text" value="Hamdy"/>	family name *
<input type="text" value="115"/>	phone area code
<input type="text" value="5775119"/>	Telephone number
<input type="text"/>	Extension phone number



# I-Supplier Module (registration Steps)

## User ID Creation

Step2: Additional Supplier's Details

:Mandatory field

iSupplier's portal ORACLE

Company details

basic information

Error

to properly manage the supplier reference. Also, no value was assigned to the product and services setting reference option. The administrator needs to specify a reference value to complete the setup

Registering a Prospective Resource: Additional Details

Blank tag for instructions text

ITAMCO

Egypt

888-419-589

888-419-589

The Company's name

tax country

tax registration number

Taxpayer ID

DUNS . number

Alternative Supplier Name

Note to buyer

Note to supplier

Address Book

At least one entry is required

formation

the purpose

Address details

Title name

No results found

# I-Supplier Module (registration Steps)

## User ID Creation

Step3: Adding detailed address

 :Mandatory field

iSupplier's portal ORACLE

address configuration

indicates a required field \*

phone area code

telephone number

Fax area code

Fax Number

E-mail address

Purchasing Address

Payment address

Quotation address only

☒

(Select purpose of address)

United State

Title name \*

Country

address line 1 \*

Address line 2

Address line 3

Address line 4

City/Town/Location \*

Territory

State/Territory \*

interrupt

Zip Code \*



# I-Supplier Module (registration Steps)


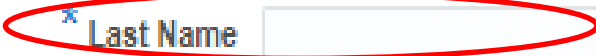

## User ID Creation

Step4: Additional Contact Information

 :Mandatory field

Create Contact

\* Indicates required field







Contact Title	<input type="text"/>	Phone Area Code	<input type="text"/>
First Name	<input type="text"/>	 Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
 * Last Name	<input type="text"/>	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"/>		
URL	<input type="text"/>		

# I-Supplier Module (registration Steps)

## User ID Creation

Step5: Selecting The Company Type

 :Mandatory field  
(Select ONE)

Expiration date	Certification Agency	Certificate Number	Minority type	Applicable	Category
 <input type="text"/>	<input type="text"/>	<input type="text"/>		<input checked="" type="checkbox"/>	Foreign Automotive
 <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	Foreign Non-automotive
 <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	Local Automotive
 <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	Local Non-Automotive
 <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	Regional Automotive
 <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	Regional Non-Automotive



# I-Supplier Module (registration Steps)

## User ID Creation

Step6: Bank Account Registration ( of **NOT** applicable)   :Mandatory field

iSupplier's portal ORACLE

[< Add Attachment](#)

### Bank Account Update

indicates a required field \*

Branch

The account is used for foreign payments ☒  
Account identification must include bank and branch data

N/A

branch name

Branch number

Existing branch ☐

new branch ☒

BIC

American Banking Association

Branch type

Show branch details ◀

Egypt

Country \*

N/A

Bank name

N/A

bank number

account name

the currency

N/A

account number

Check numbers

IBAN

Show bank details ◀

the bank

Existing bank ☐

new bank ☒

Show bank details ◀

Bank account

Show account details ◀

Notes

Note to buyer

(Type in N/A in the mandatory fields and click apply)

# I-Supplier Module (registration Steps)


## User ID Creation

### Step6: Bank Account Registration Update/Removal

Bank details

At least one entry is required

formation

Removal	Update	Branch number	branch name	bank number	Bank name	Bank account name	the currency	Bank account number
			Cairo		Alex Bank	zeinab hamdy	Egyptian Pound	52384

Of the following

Step 2 of 3

Vinegar P

Save for later

### Step7: Attaching The Required Legal Documents

Attachments

Add Attachment

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



# Required Legal Document

## Local Supplier

### Suppliers Inside Egypt

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- Copy of Valid Commercial Register\*
- Copy of Valid Industrial Register (mandatory if manufacturing)
- Product List or Company Profile\*
- Copy of Valid Tax Card
- Tax Attach وثيقة بيانات

## Regional Supplier

### Suppliers inside (Iraq , Jordan or UAE )

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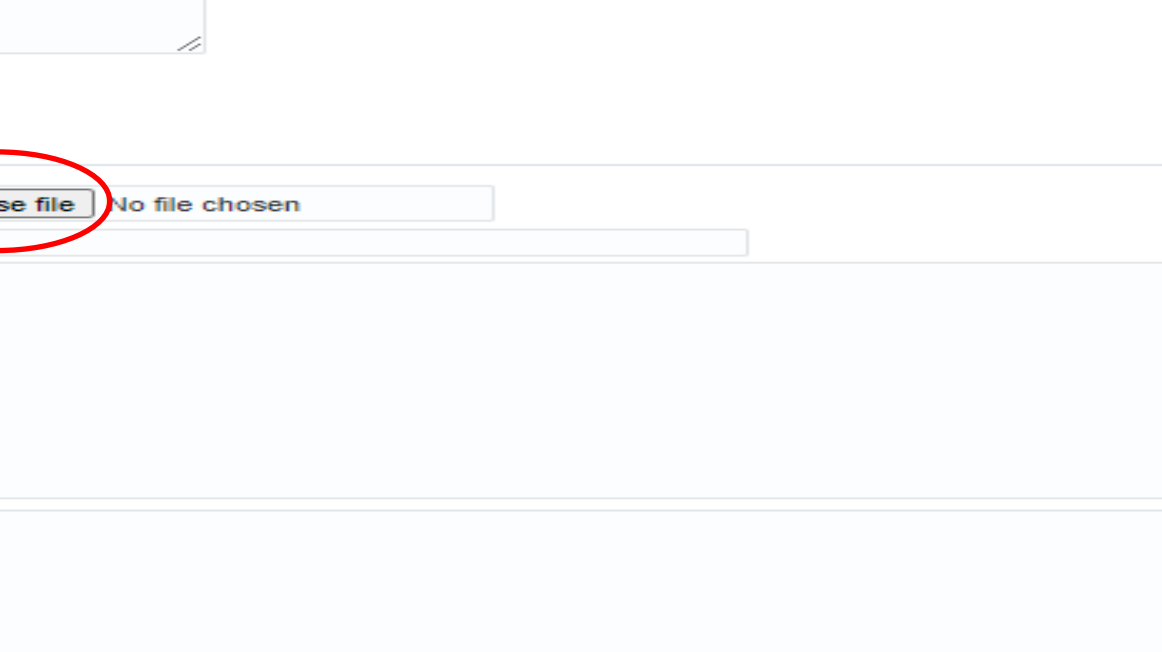
- Copy of Valid Commercial Register (if applicable)
- Trade License
- Product List or Company Profile\*

## Foreign Supplier

### Suppliers outside Egypt

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- Product/service list\*
- Company Profile\*
- Copy of Valid Proforma Invoice\*

A screenshot of a web application interface. At the top, there is a header bar with a logo on the left and a search bar on the right. Below the header, there is a main content area. On the left side of the main content area, there is a sidebar with a list of items. The main content area contains a large text input field. Below the text input field, there is a button labeled 'Choose file' and a text label 'No file chosen'. The 'Choose file' button is circled in red. The interface is clean and modern, with a light gray background and white text.



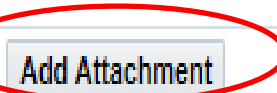
# I-Supplier Module (registration Steps)










## User ID Creation

### Step7: Attaching The Required Legal Documents

 :Mandatory field

#### Attachments

 Add Attachment

Title 	Type 	Description 	Category 	Last Updated By 	Last Updated 	Usage 	Update	Delete	
CertificateOfCompletion_Inter...	File		Miscellaneous	ZEINAB.HAMDY	20-Oct-2021	One-Time			

(After adding 1 or more attachment, you can delete or update as needed)

# Confirmation message that the supplier's data has been received by GB Auto and to wait for the registration status

Suppliers

Suppliers > New Supplier Request >

 **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.

Supplier Master Data Team at GB Auto will contact you via email after the validation process to fill in the pre-assessment questionnaire



# NEXT STEPS



HAVAL



Verde



# Be Ready for Supplier Gate next phase



## Top Performing Suppliers

A reward system for our top performing suppliers based on set criteria



## Supplier Vacancy

Where you will find vacancy announcements for needed suppliers by GB Auto



**Name:** Supplier Master Data  
Management Team



**Email:**  
[supplier.gate@ghabbour.com](mailto:supplier.gate@ghabbour.com)