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www.ethiotelecom.et

Prospective Suppliers Online Self-Registration User Guide

Prepared by: Ethio telecom
Addis Ababa, Ethiopia
Oct, 2021

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Contents

Disclaimer 3

Introduction 3

Objective 3

About isupplier portal 3

Accessing the Platform 4

Online Registration Application Process 5

Post Application Submission Activities 17

Follow up of Registration Application 17

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Disclaimer

All of the information/data provided in this user manual are merely for exemplifying and shall not be considered as actual transactions. Therefore, all data/information in this document shall not be considered binding before any law/rule/regulation/proclamation or any other legal party.

Introduction

Ethio telecom has implemented different types of Supply Chain ERP modules since 2012. One of such modules is Oracle I supplier portal, which provides rich automated functionalities which enables suppliers to directly interact with Ethio telecom on any supply chain related business matters.

Objective

The objective of this user manual is to provide a brief guide to Ethio telecom prospective suppliers on how they can (online) fill, submit and follow a registration application in order to get registered at Ethio telecom suppliers database.

About isupplier portal

- iSupplier Portal is system based self-service tool, which gives suppliers the ability to directly access information and enter business transactions across the procure-to-pay life cycle.
- It facilitates:
  - View and Respond to Bids /online
  - View Orders, Payments, Invoices
  - Update Your Company Information – contacts, address, phone, email, offers etc
  - Creation of Work Confirmation and others
  - Easy access through a standard web browser
  - Information transparency across the procure-to-pay cycle
  - Single point of visibility for integrated information coming from different stakeholders

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- Ability to submit real-time shipment notices and generate invoices against purchase orders
- Tight messaging integration through eMail notifications
- Cycle time reduction
- Ability to provide better customer service while working more efficiently
- Many more …

Accessing the Platform

❖ Suppliers can access the online registration platform:

- Go to www.ethiotelecom.et => Supplier portal=>Login=>Register Now

  or

- Directly using the following link: Start Prospective Supplier Registration Application

In both cases, supplier will get application page and need to fill all required fields to proceed with the application process as shown in the subsequent steps.

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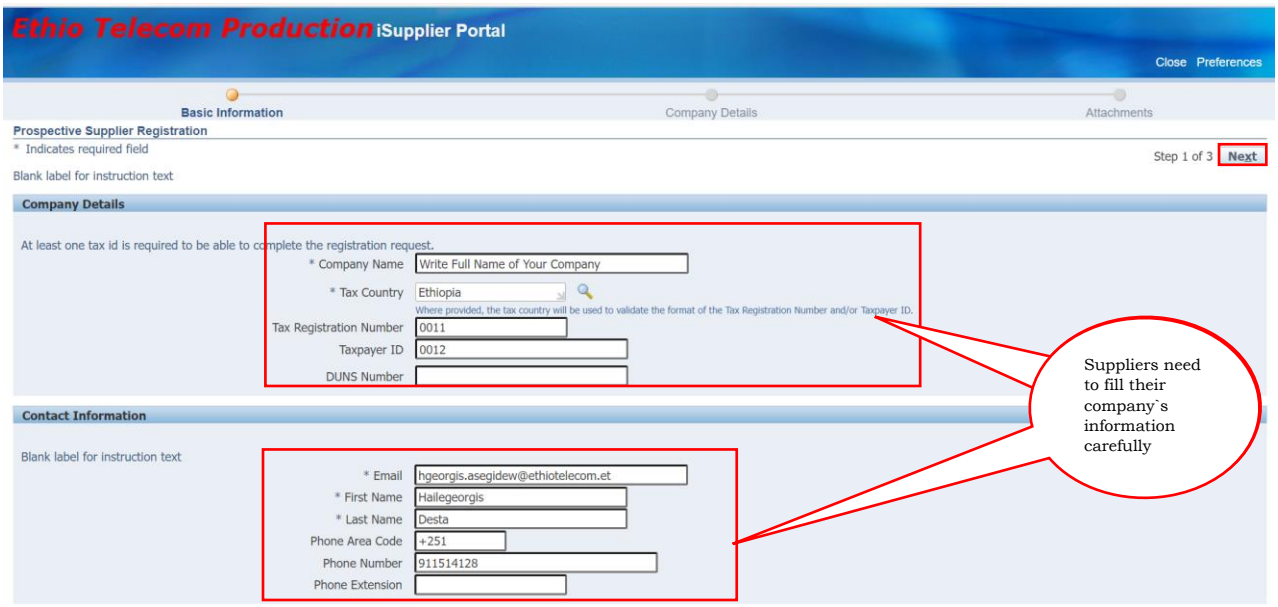
Online Registration Application Process

Using the above url link, new suppliers will be redirected to the registration application platform. Then the supplier is required to properly fill the following piece of information:

- ✓ Company Details
- ✓ Contact Information
- ✓ Address Book
- ✓ Business Classifications
- ✓ Products & Services
- ✓ Banking Details
- ✓ Supplier Business References
- ✓ Attachments

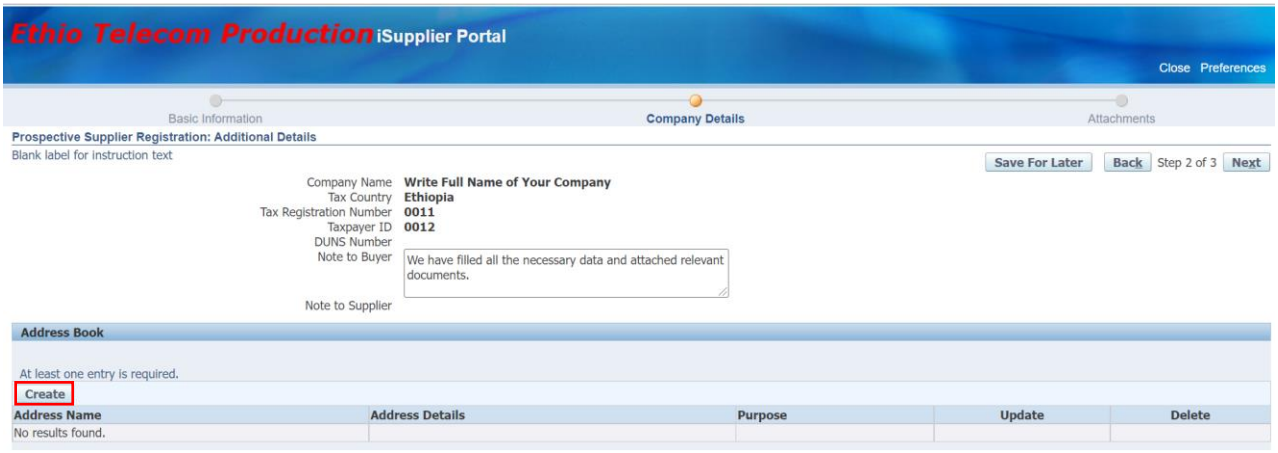
Company Details and Contact information

Please fill both **Company Details** and **Contact information** before proceeding to the next steps.

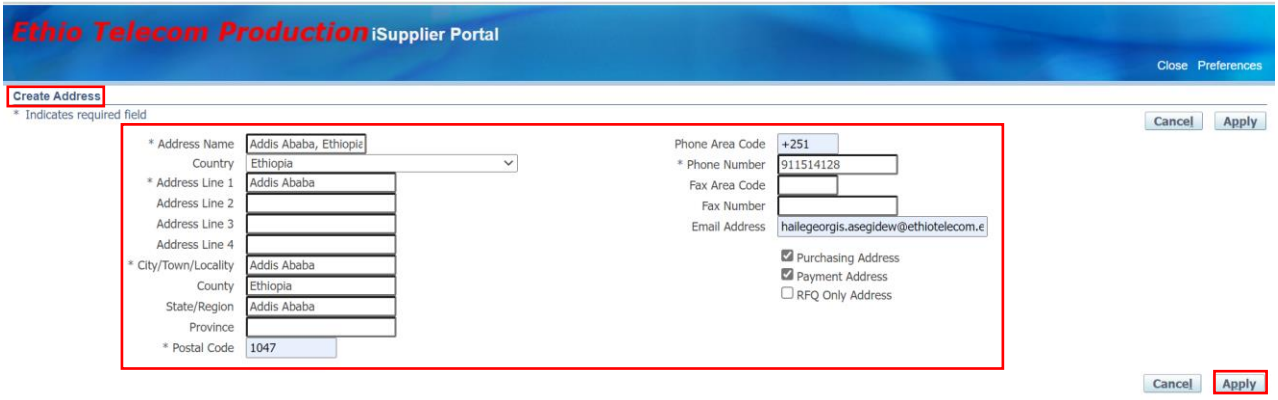


After filling all the information carefully, click on **Next**

Address Book



Click on **Create** to provide address book information =>fill all the required information and click **Apply**.



Then the supplier will get the following page and if you want to create more Address Book or Contact Information, you can do so by clicking on **Create**.

If you want to make changes on the already created Address Book or Contact Information, click on **Update**=>edit the data and **Apply**.

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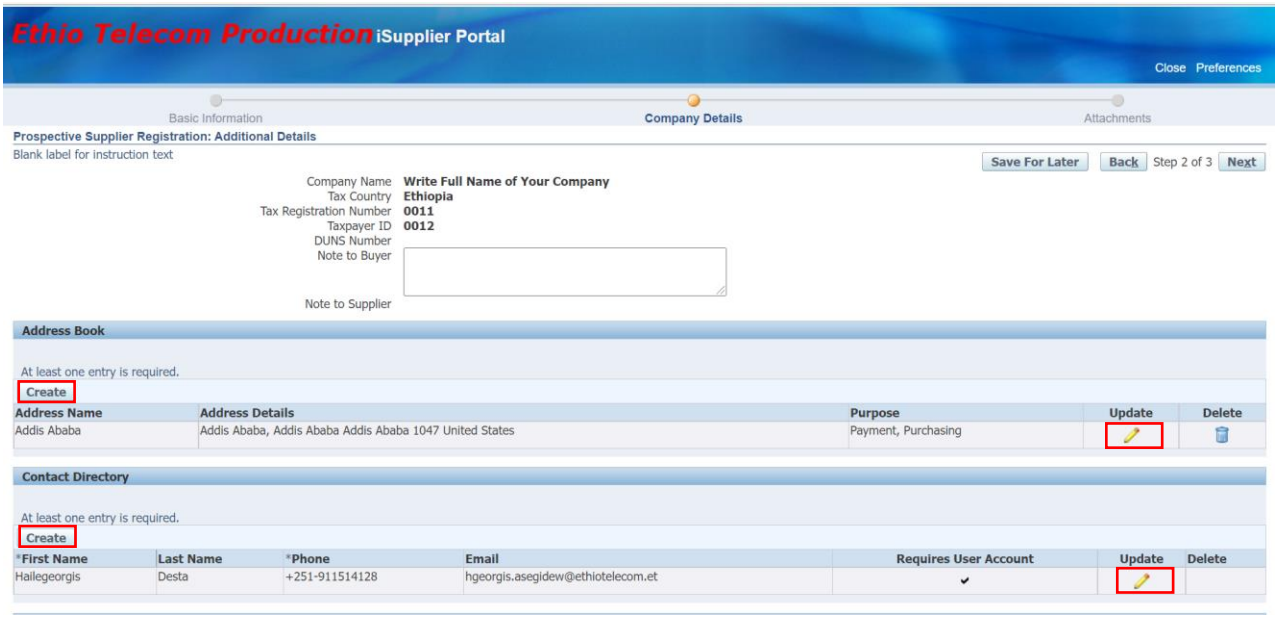
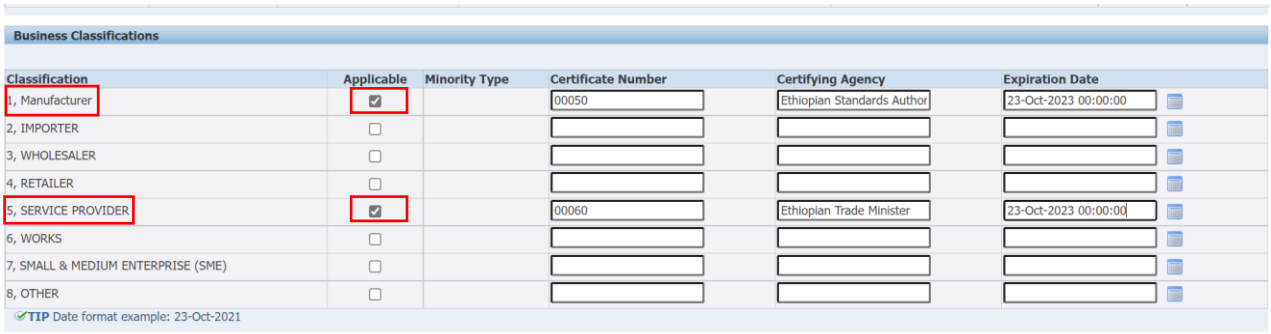


Business Classifications

Then select one or more business classifications, at which your company is currently engaged in.



Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
1, Manufacturer	☑		00050	Ethiopian Standards Author	23-Oct-2023 00:00:00
2, IMPORTER	☐				
3, WHOLESALER	☐				
4, RETAILER	☐				
5, SERVICE PROVIDER	☑		00060	Ethiopian Trade Minister	23-Oct-2023 00:00:00
6, WORKS	☐				
7, SMALL & MEDIUM ENTERPRISE (SME)	☐				
8, OTHER	☐				

TIP Date format example: 23-Oct-2021

Then click on **Create** under **Products and Services** to provide details of what products and service your company supply.

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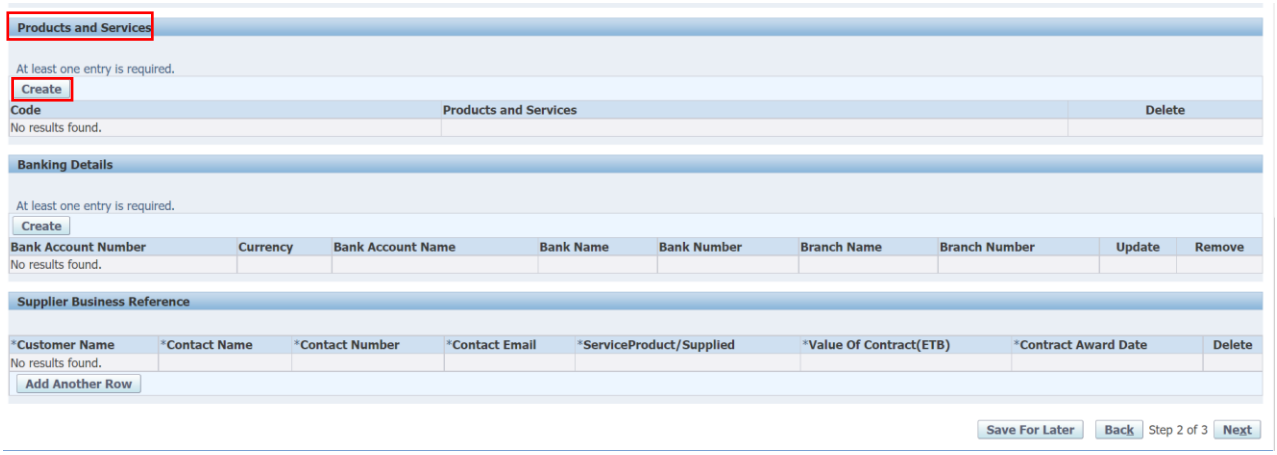
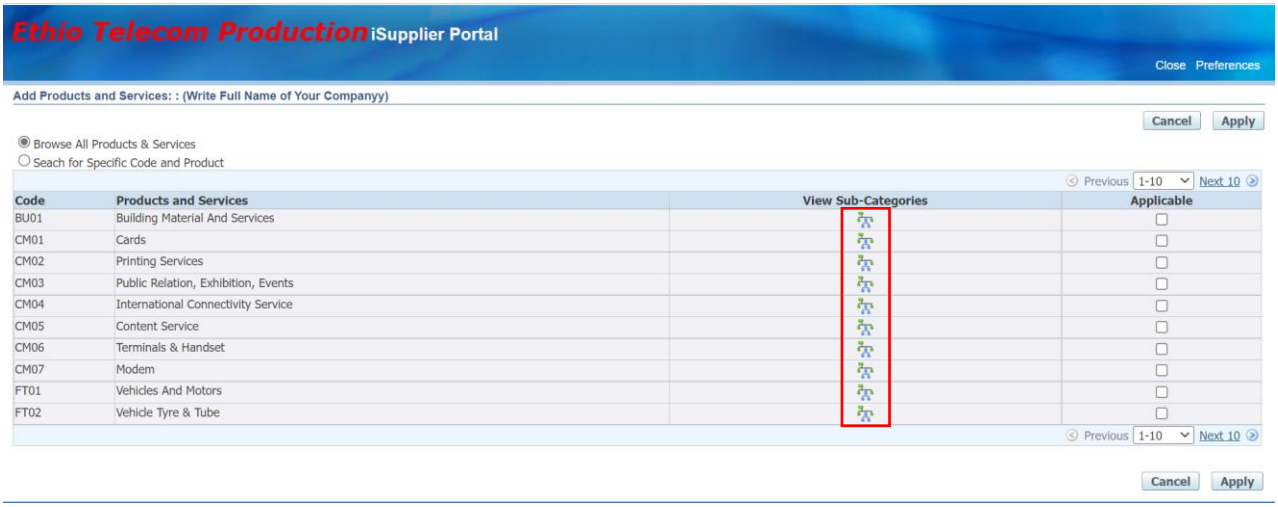
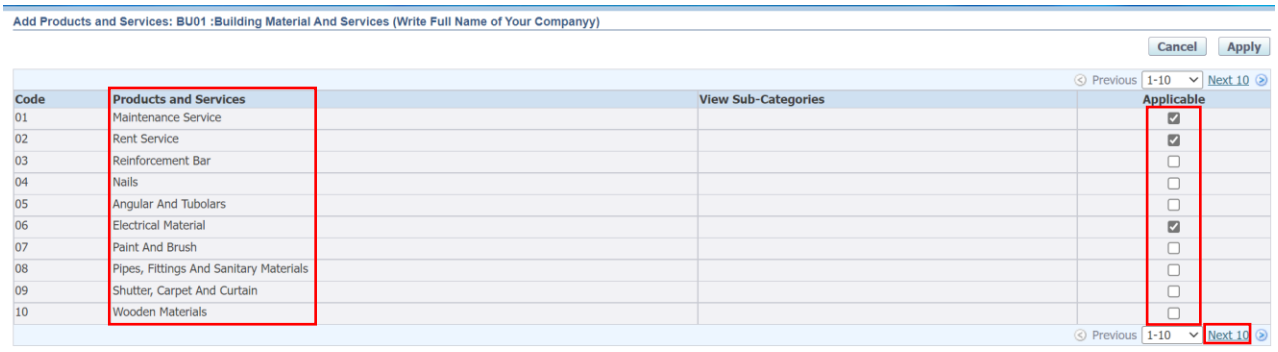
Products & Services



Click on View Sub-Categories icon to select detail sub categories from the list

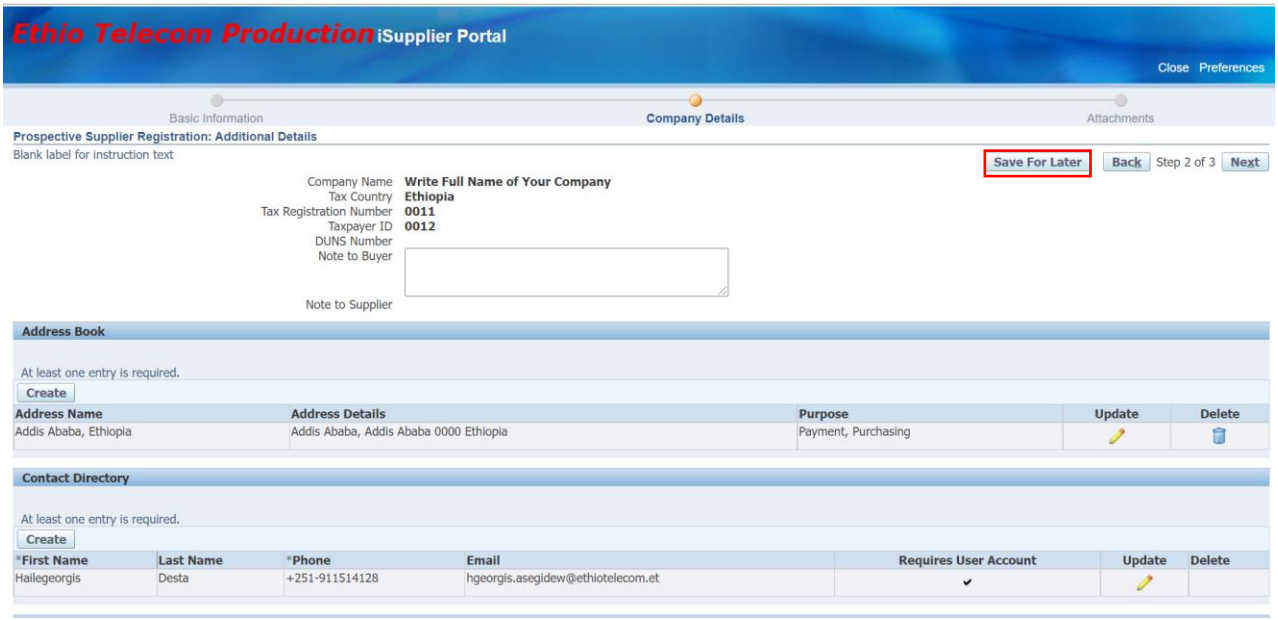


Tick on product and service sub categories that are applicable to your company and Apply



Note:

- If you need to save your registration/application to proceed your application on later hours or another day (but not later than 15 days), you can save it on the current progress. This will save your time, since you don't need to fill your company information from scratch whenever you come back to complete the already started application.
- To do so, click on **Save For Later** button as shown below.



- Then you will get the below confirmation message which contains url link via which you can continue and complete your application later on.

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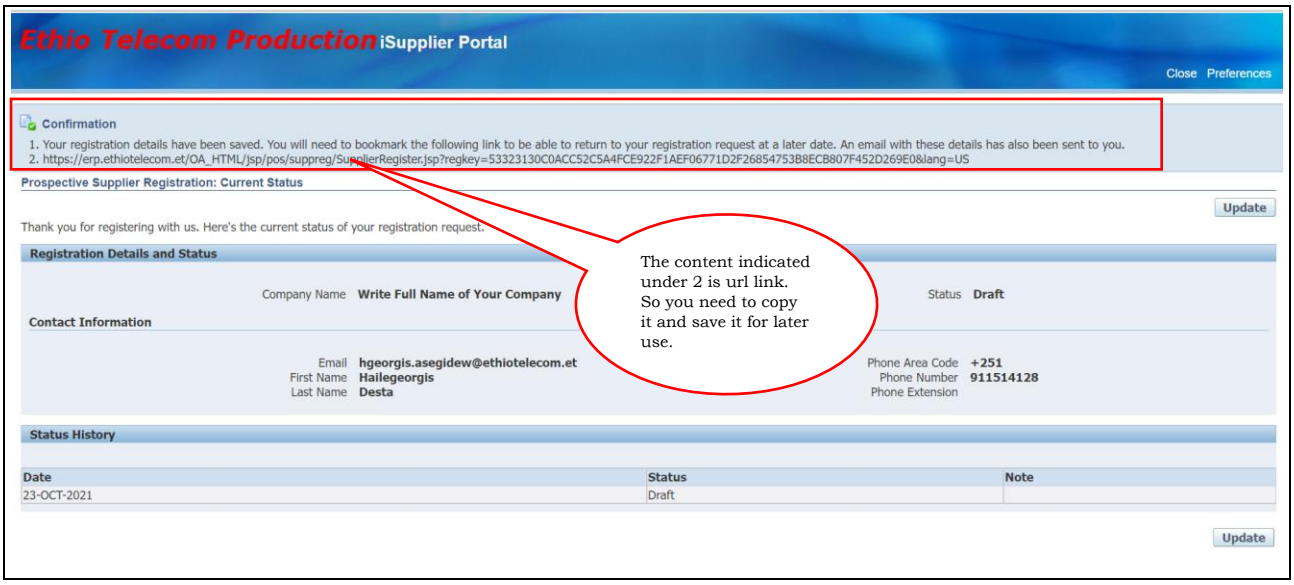
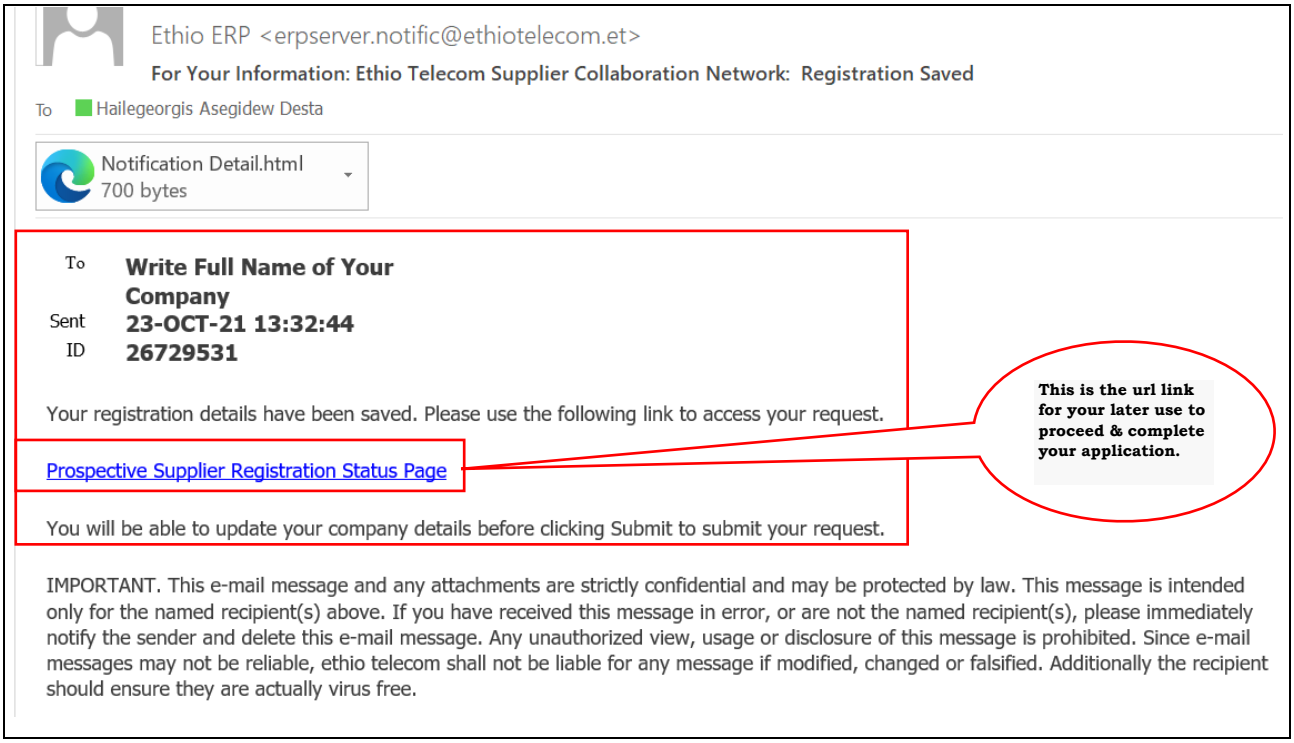
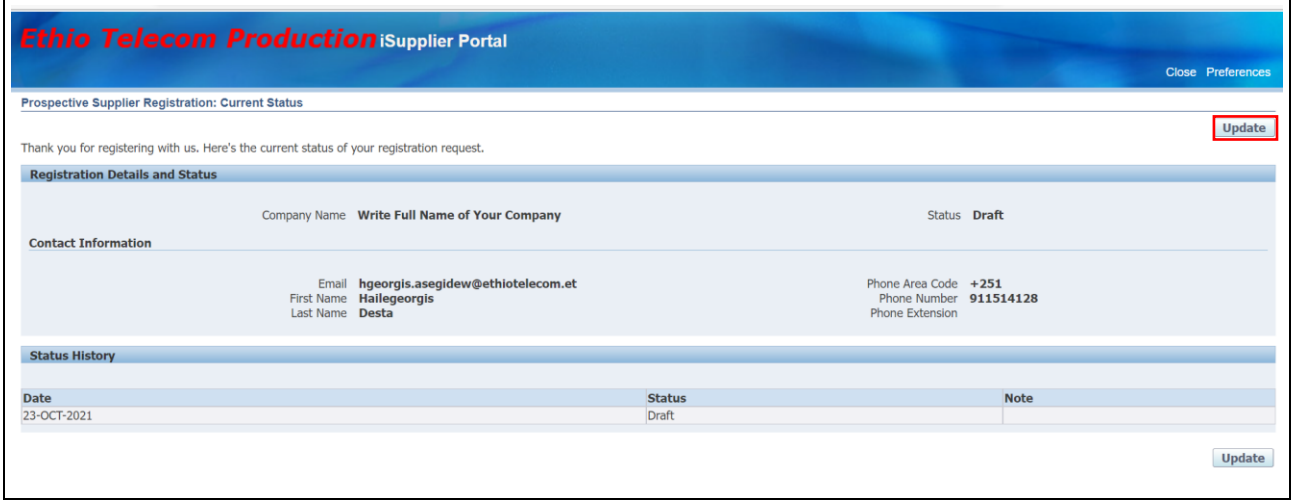


- Copy and save the url link. Later when you want to access your application and complete it, just past the url in your browser, enter and continue your registration application.
- Alternatively, you will receive the url link via your email address provided in the previous application process. Then simply open your email messages and click the link and Click on Update to proceed the application.
- This process is shown here below.



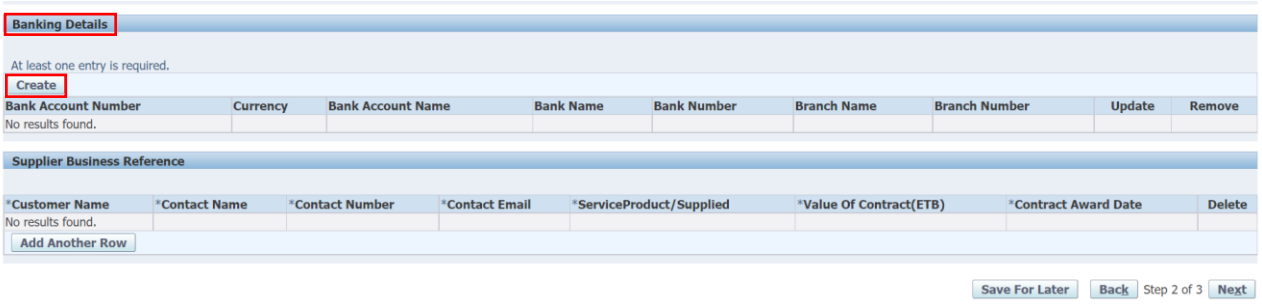
The link will lead you to the application page: click on **Update** to continue.



After filling products and services, suppliers are expected to fill Banking information as well.

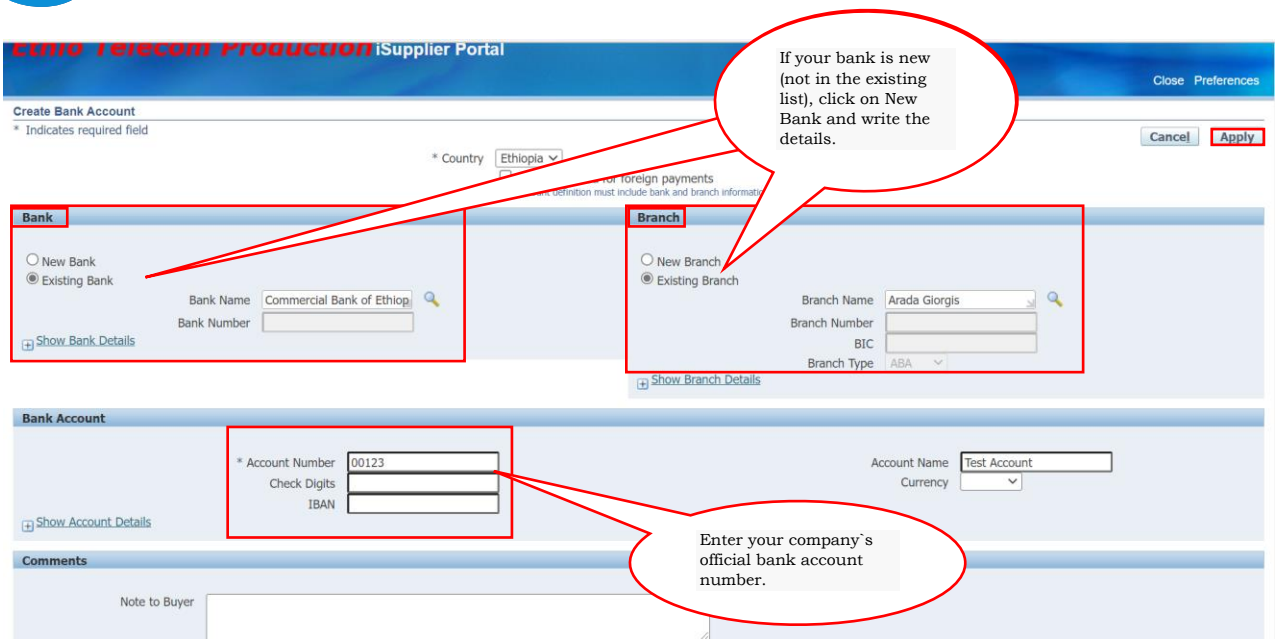
Banking Details

Click on **Create** under **Banking Details** section as shown below.



Fill all the required details such as:

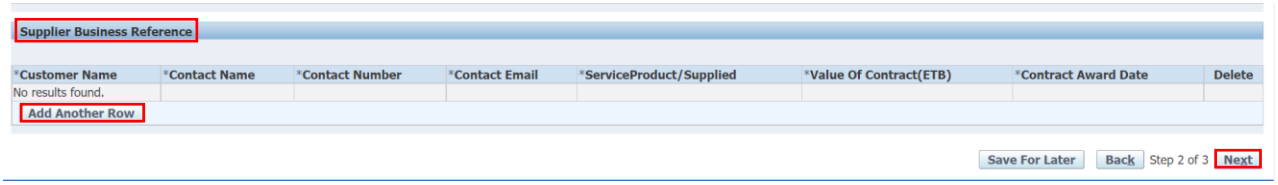
- ✓ Bank
- ✓ Branch
- ✓ Bank Account Number



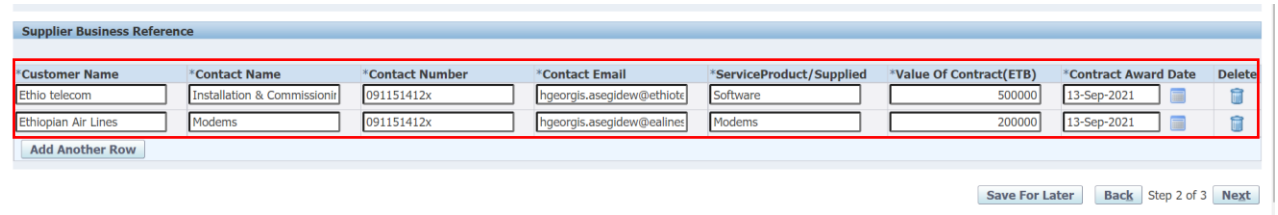
Supplier Business References

Next, provide your business references. Business references are testimonials confirmed by your clients for your company`s successful completion of different projects.

Click on **Add Another Row** to enter your references.



Specify your business references as shown here below and click **Next**.



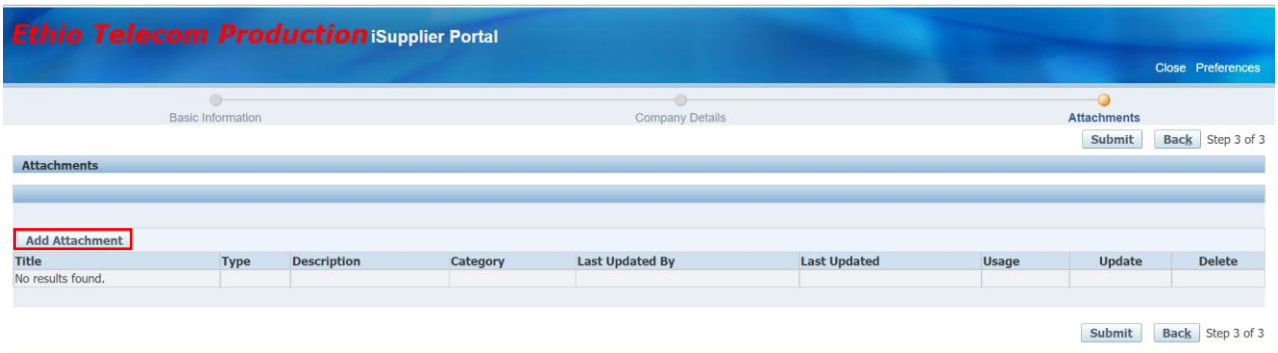
Attachments

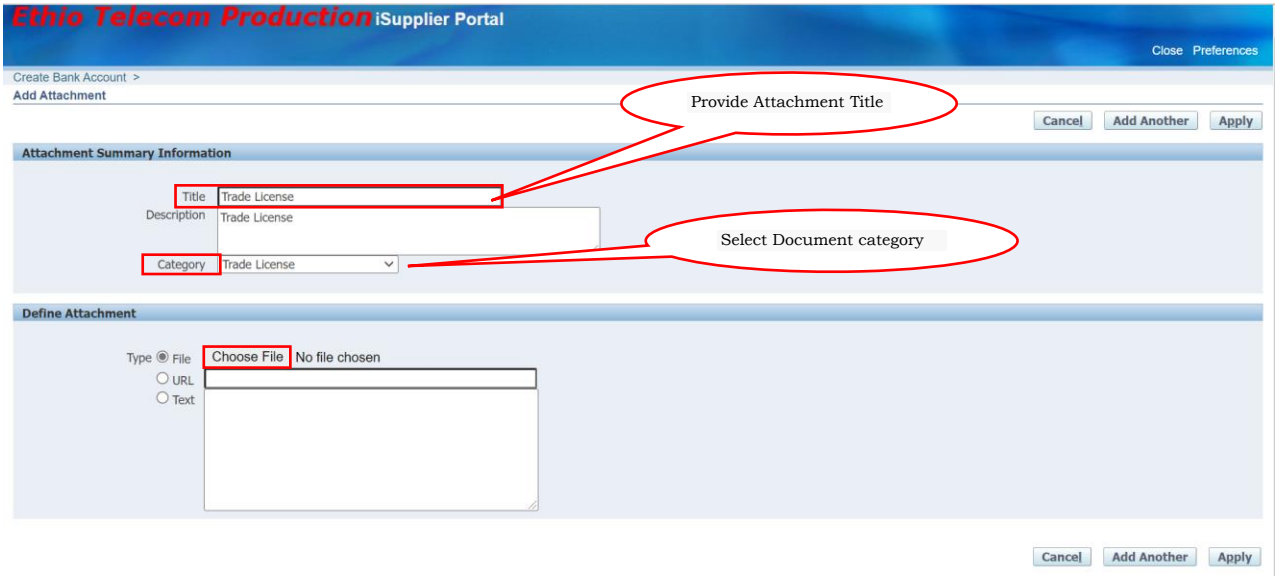
- Attachments are documents that shows who your company is and what documentary evidences it has. Major attachment documents includes:
  - ✓ Audited financial statement
  - ✓ Company profile
  - ✓ Quality assurance certificate
  - ✓ Recognition letters
  - ✓ TIN certificate
  - ✓ Trade license
  - ✓ VAT certificate

Note:

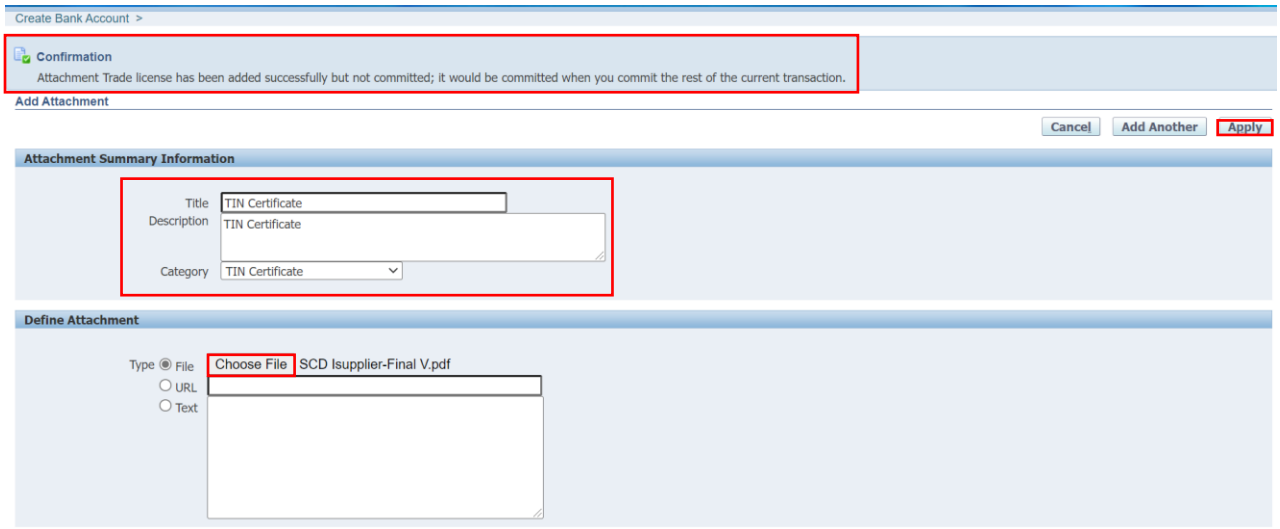
- **For Local Companies**: the following attachments are mandatory (suppliers cannot submit their application without properly attaching these documents)
  - ✓ Trade License
  - ✓ TIN Certificate
- **For Foreign Companies**: the following attachments are mandatory (suppliers cannot submit their application without properly attaching these documents)
  - ✓ Trade License
  - ✓ Company Profile

Click on **Add Attachments** button to continue uploading documents and fill the below details.

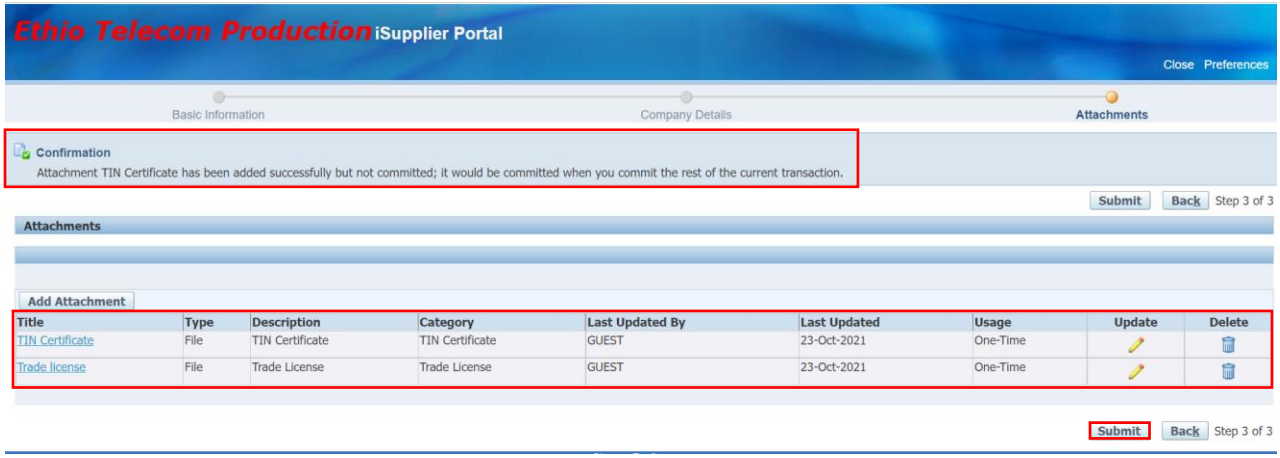




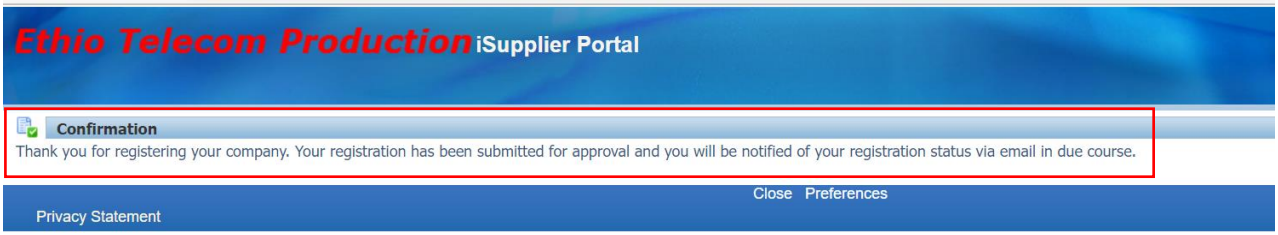
Click on **Choose File** to upload your files, brows from your machine, upload it, click on **Add Another** to continue uploading other relevant documents. Do the same for the rest of your attachment documents and finally **Apply**.



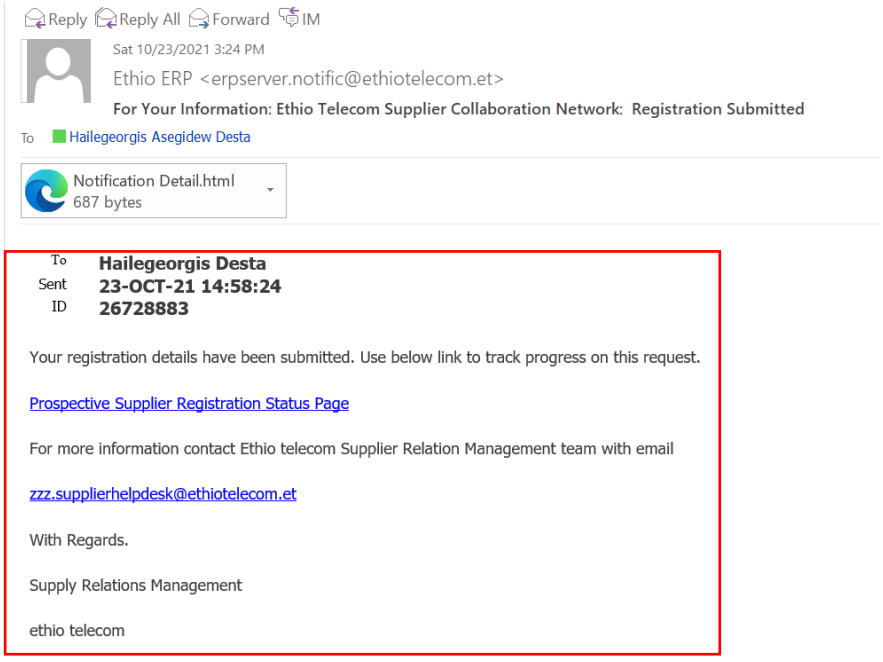
After Applying the attachments, you will get the below page. Here you can see list of attachments you added.



Finally you will get the below confirmation message for your successful submission of the registration application.



- Similarly, you will receive an email message with the following content. This will enable your company to trace the status of your registration application online.



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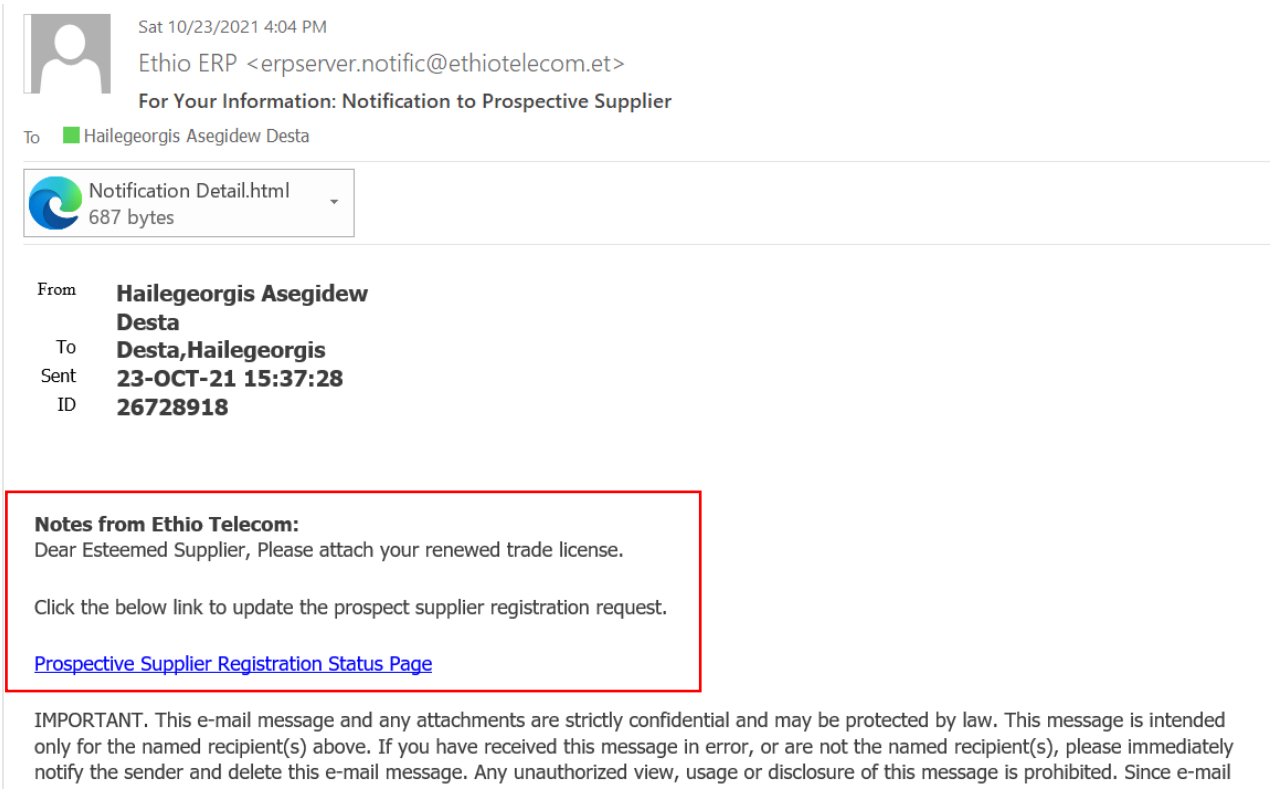
Post Application Submission Activities

Follow up of Registration Application

- Depending on the scenario, the following cases might take place against your registration application.

- **Case 1**: Ethio telecom might have some queries that your company need to provide additional information/clarifications/documents.
  - For this case, your company will receive email message with detail requests as shown here below.



Sat 10/23/2021 4:04 PM
Ethio ERP <erpserver.notific@ethiotelecom.et>
For Your Information: Notification to Prospective Supplier
To Hailegeorgis Asegidew Desta

Notification Detail.html
687 bytes

From **Hailegeorgis Asegidew Desta**
To **Desta,Hailegeorgis**
Sent **23-OCT-21 15:37:28**
ID **26728918**

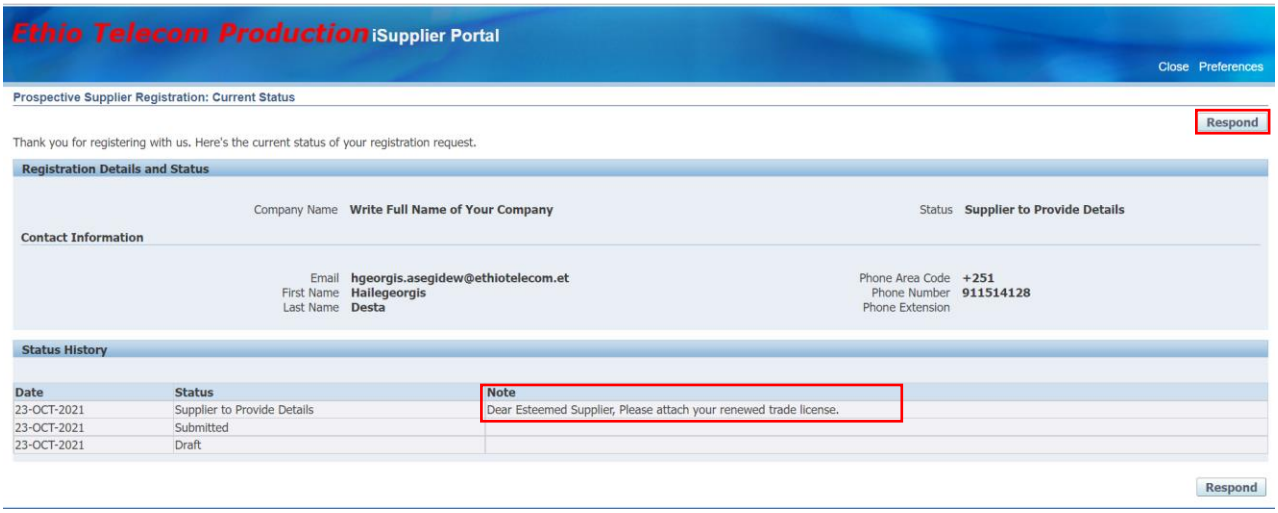
Notes from Ethio Telecom:
Dear Esteemed Supplier, Please attach your renewed trade license.

Click the below link to update the prospect supplier registration request.

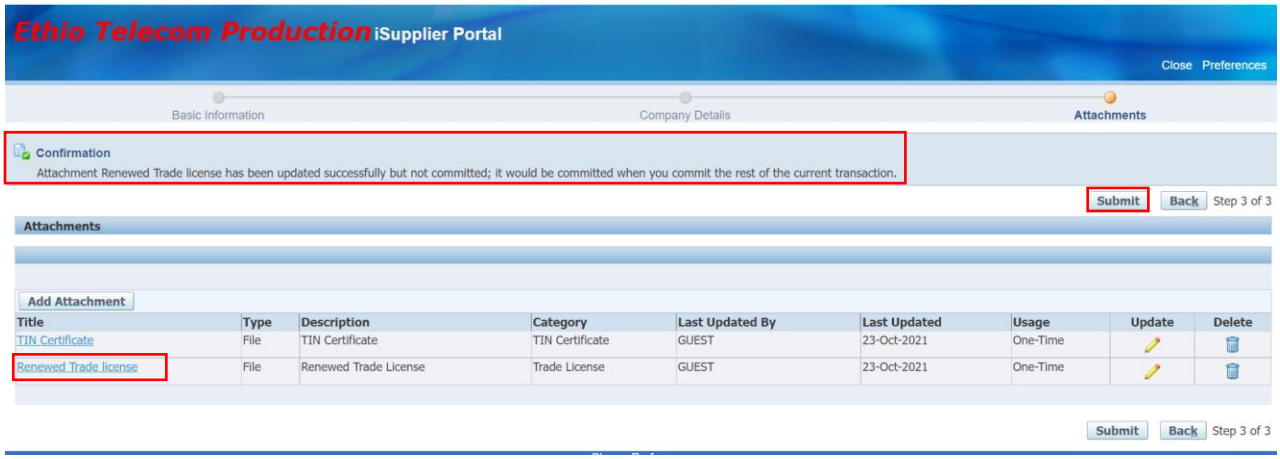
Prospective Supplier Registration Status Page

IMPORTANT. This e-mail message and any attachments are strictly confidential and may be protected by law. This message is intended only for the named recipient(s) above. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender and delete this e-mail message. Any unauthorized view, usage or disclosure of this message is prohibited. Since e-mail

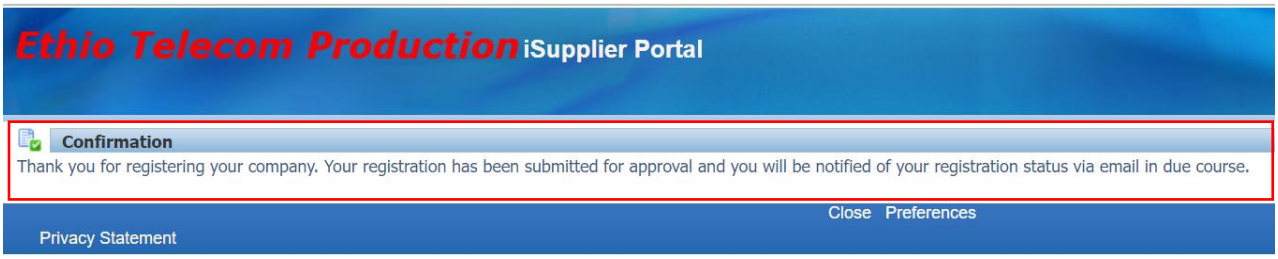
- Then go click the link shown in your email => read the detail note/requests and click on **Respond** to provide the details requested information/document.



❖ Update any of the information fields as you need, click **Next**, attach relevant documents and **Submit**.



❖ Then you will receive the below confirmation message.



❖ Your company will also receive email message showing your successful submission of the updated application.

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Sat 10/23/2021 4:20 PM

Ethio ERP <erpserver.notific@ethiotelecom.et>

For Your Information: Ethio Telecom Supplier Collaboration Network: Registration Submitted

To Hailegeorgis Asegidew Desta

Notification Detail.html
687 bytes

To **Hailegeorgis Desta**
Sent **23-OCT-21 15:52:54**
ID **26730302**

Your registration details have been submitted. Use below link to track progress on this request.

Prospective Supplier Registration Status Page

For more information contact Ethio telecom Supplier Relation Management team with email

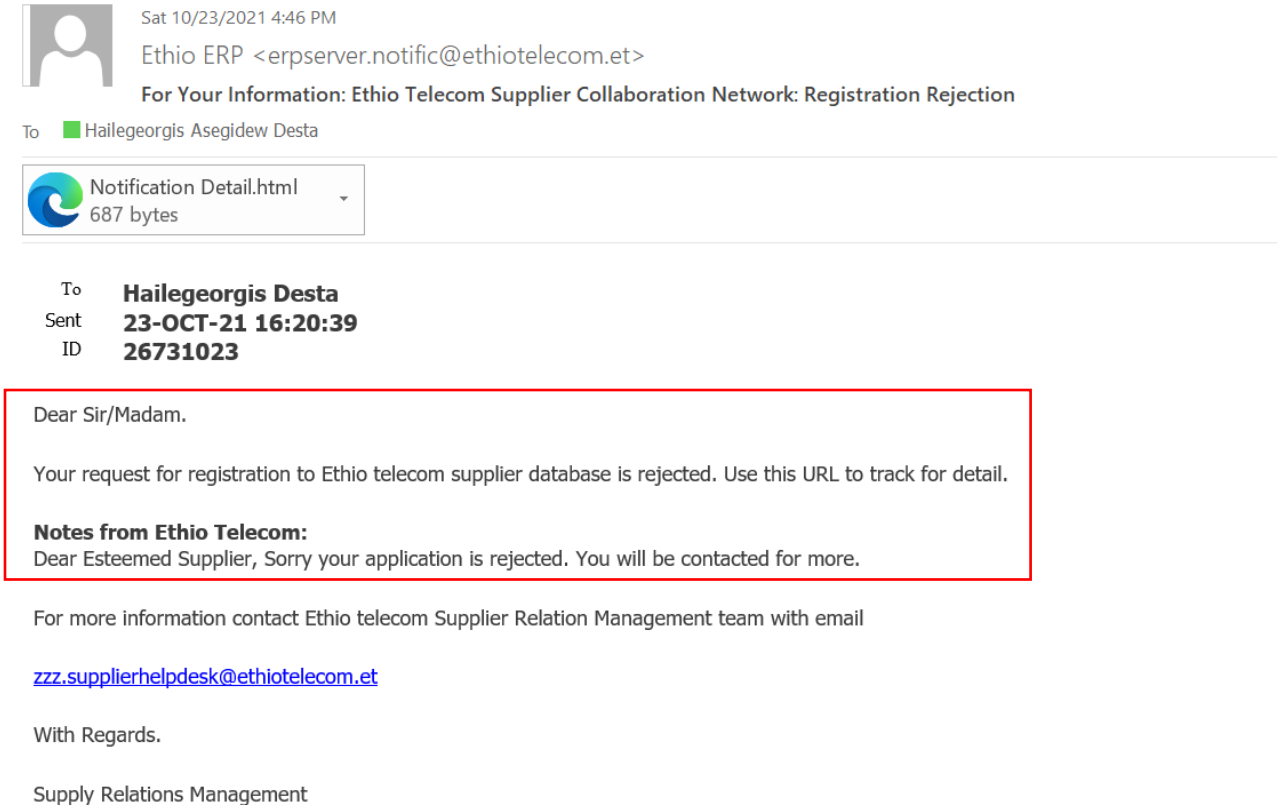
zzz.supplierhelpdesk@ethiotelecom.et

With Regards.

Supply Relations Management

ethio telecom

- **Case 2**: Your request might get Rejected for different reasons. This case, your company will receive an email message stating your application is rejected.
  - You will be contacted and advised for more details and next actions.



Sat 10/23/2021 4:46 PM
Ethio ERP <erpserver.notific@ethiotelecom.et>
For Your Information: Ethio Telecom Supplier Collaboration Network: Registration Rejection
To Hailegeorgis Asegidew Desta

Notification Detail.html
687 bytes

To **Hailegeorgis Desta**
Sent **23-OCT-21 16:20:39**
ID **26731023**

Dear Sir/Madam.

Your request for registration to Ethio telecom supplier database is rejected. Use this URL to track for detail.

Notes from Ethio Telecom:
Dear Esteemed Supplier, Sorry your application is rejected. You will be contacted for more.

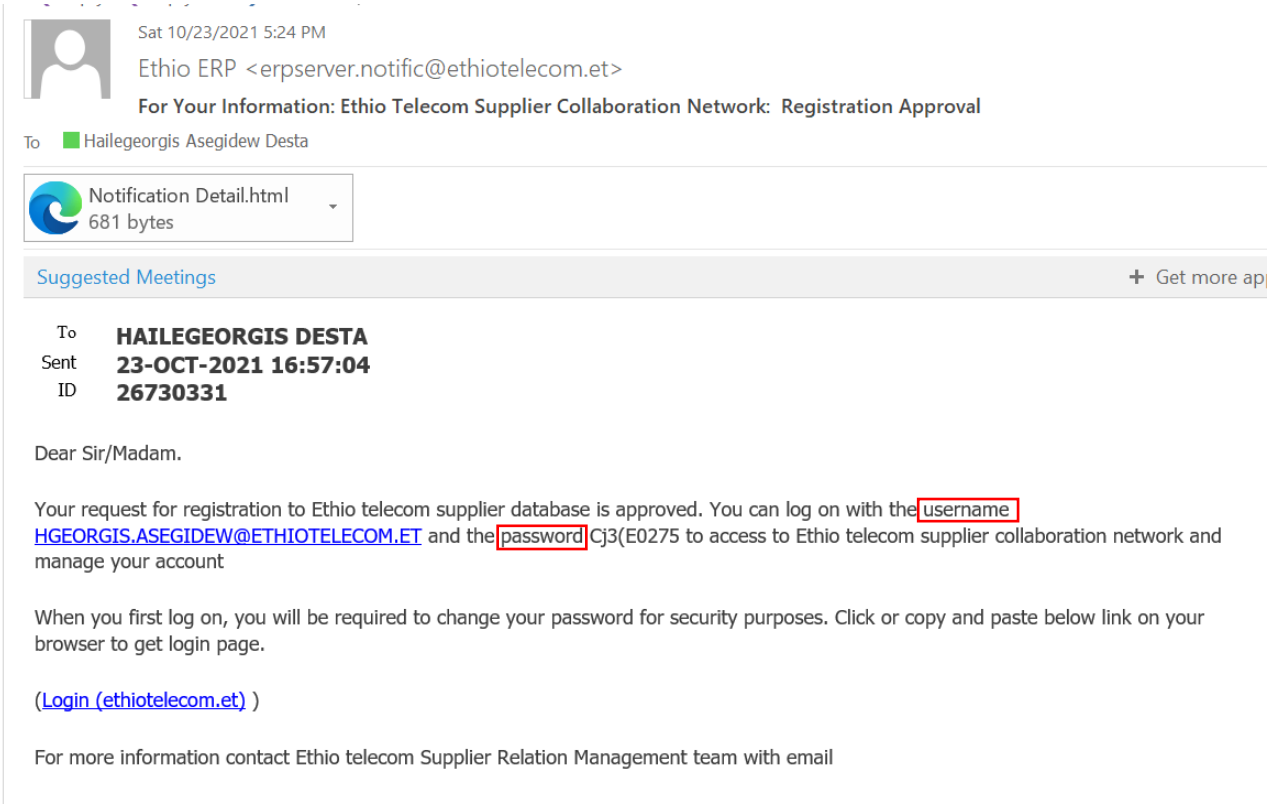
For more information contact Ethio telecom Supplier Relation Management team with email

zzz.supplierhelpdesk@ethiotelecom.et

With Regards.

Supply Relations Management

- **Case 3**: When your request get Approved. In this case, your company will receive an email message stating your application is approved. The email will also contain
  - ✓ User name
  - ✓ Password
  - ✓ Link to login



Sat 10/23/2021 5:24 PM

Ethio ERP <erpserver.notific@ethiotelecom.et>

For Your Information: Ethio Telecom Supplier Collaboration Network: Registration Approval

To Hailegeorgis Asegidew Desta

Notification Detail.html
681 bytes

Suggested Meetings + Get more ap

To **HAILEGEORGIS DESTA**
Sent **23-OCT-2021 16:57:04**
ID **26730331**

Dear Sir/Madam.

Your request for registration to Ethio telecom supplier database is approved. You can log on with the username HGEORGIS.ASEGIDEW@ETHIOTELECOM.ET and the password Cj3(E0275 to access to Ethio telecom supplier collaboration network and manage your account

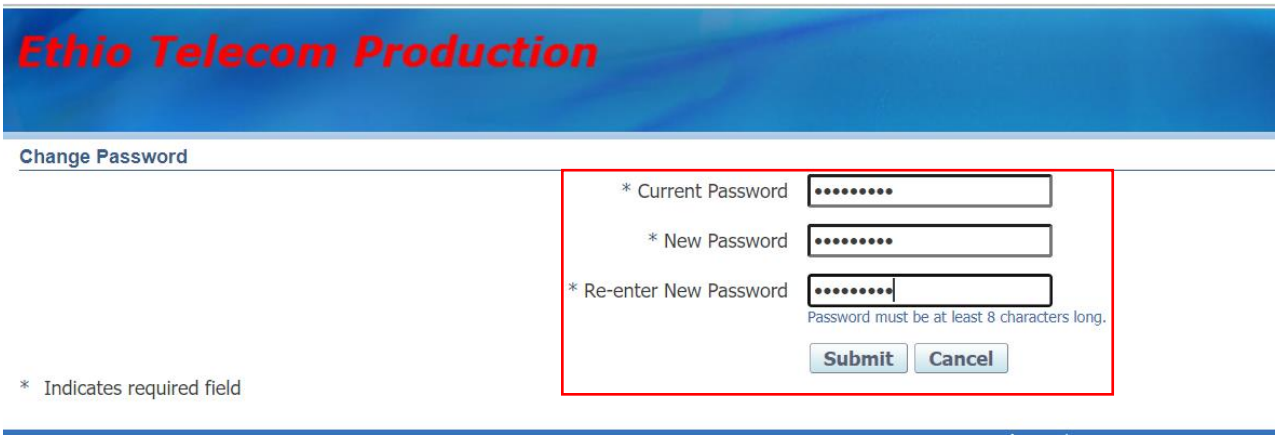
When you first log on, you will be required to change your password for security purposes. Click or copy and paste below link on your browser to get login page.

(Login (ethiotelecom.et))

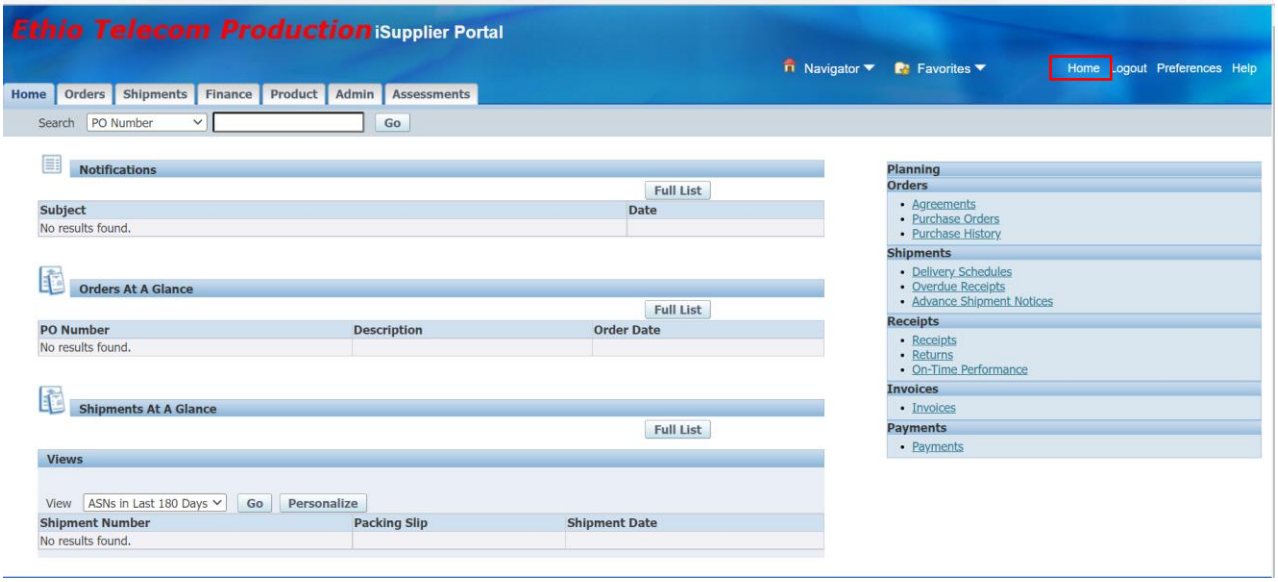
For more information contact Ethio telecom Supplier Relation Management team with email

- Then click on the login link => the following login page will come => provide your **user name** and **password** that was sent via your email => click **Login**.

❖ You will be required to enter new password. Provide your new password and click **Submit**



❖ You will be redirected to the below page => click on **Home** to access your responsibilities to start interacting business with Ethio telecom.



❖ You will be redirected to the below page => click on **Home** to access your responsibilities to start interacting business with Ethio telecom. Click **Logout** to stay disconnected.

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Thank you!

Ethio telecom