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Supplier Portal
User Manual

Welcome to the ELAN Supplier Portal. This guide will walk you through the registration process, account setup, and document submission steps to get you onboarded as a supplier.

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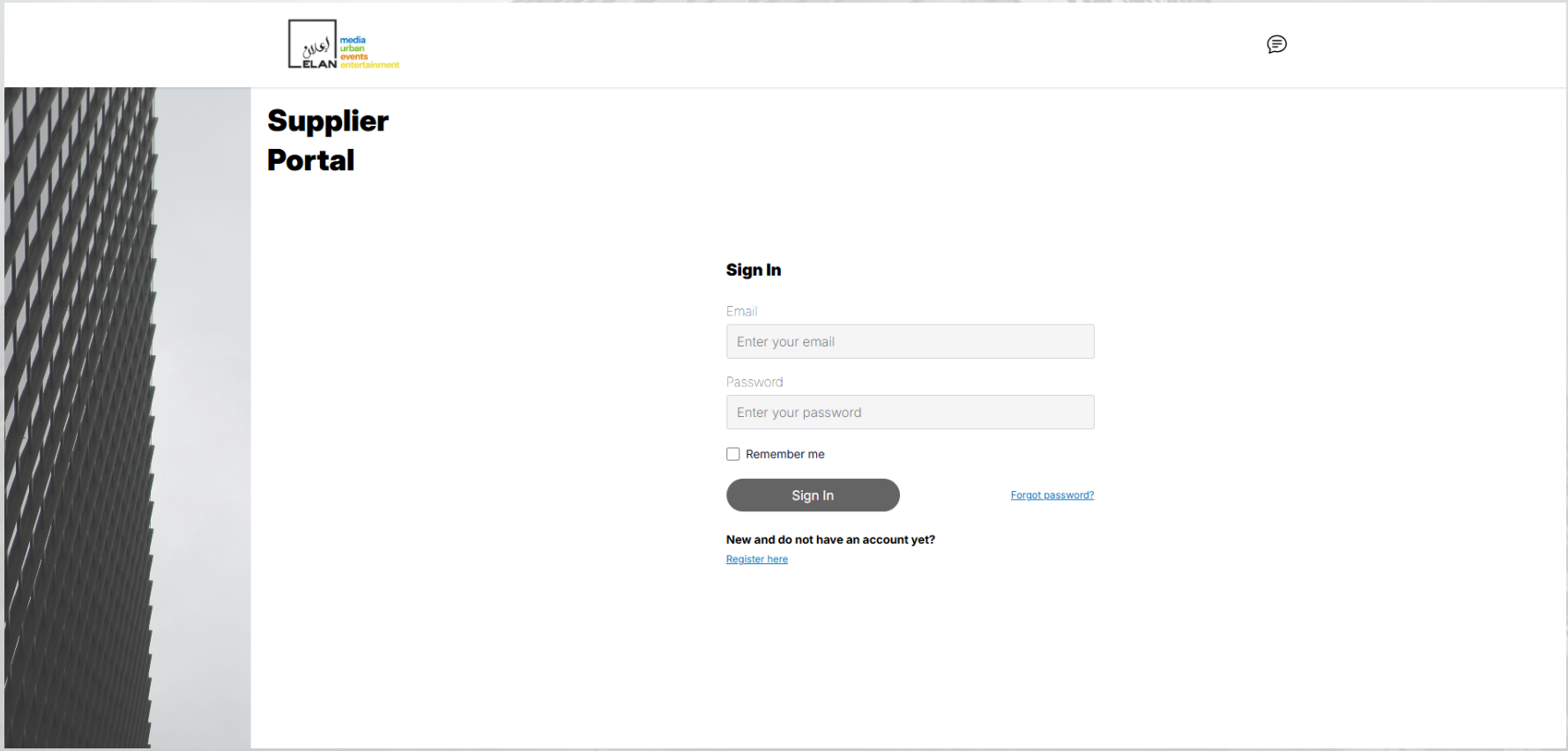
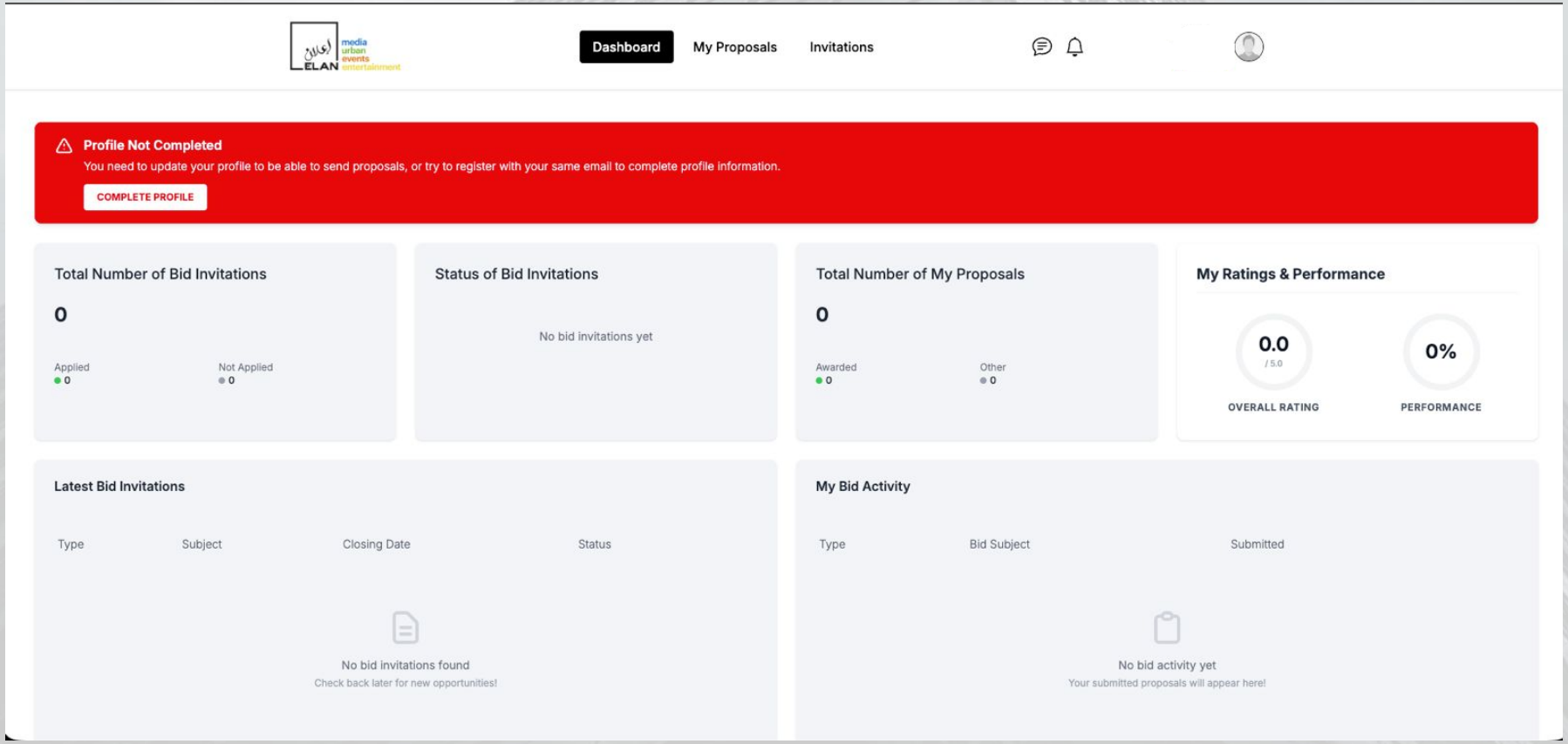
Login Page (Existing Suppliers)

As an existing supplier registered in the old portal, you will receive an invitation email with a temporary password. You can use these credentials to log in on the page below and proceed with the next steps.



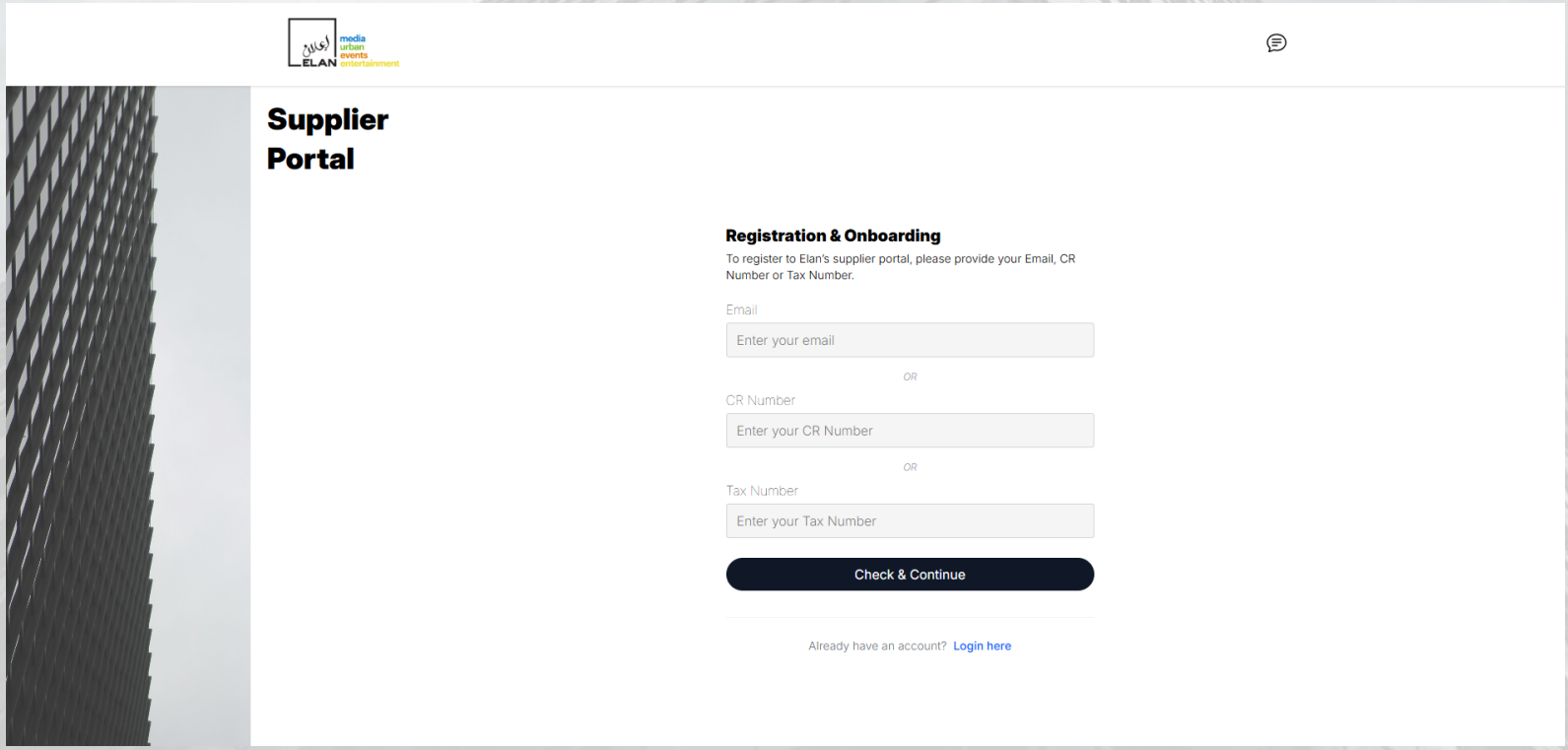
Login Page (Profile Completion)

Once logged in, you will be redirected to the page below. A "Complete Your Profile" button will appear; pressing it will redirect you to the five registration steps explained in the following slides.



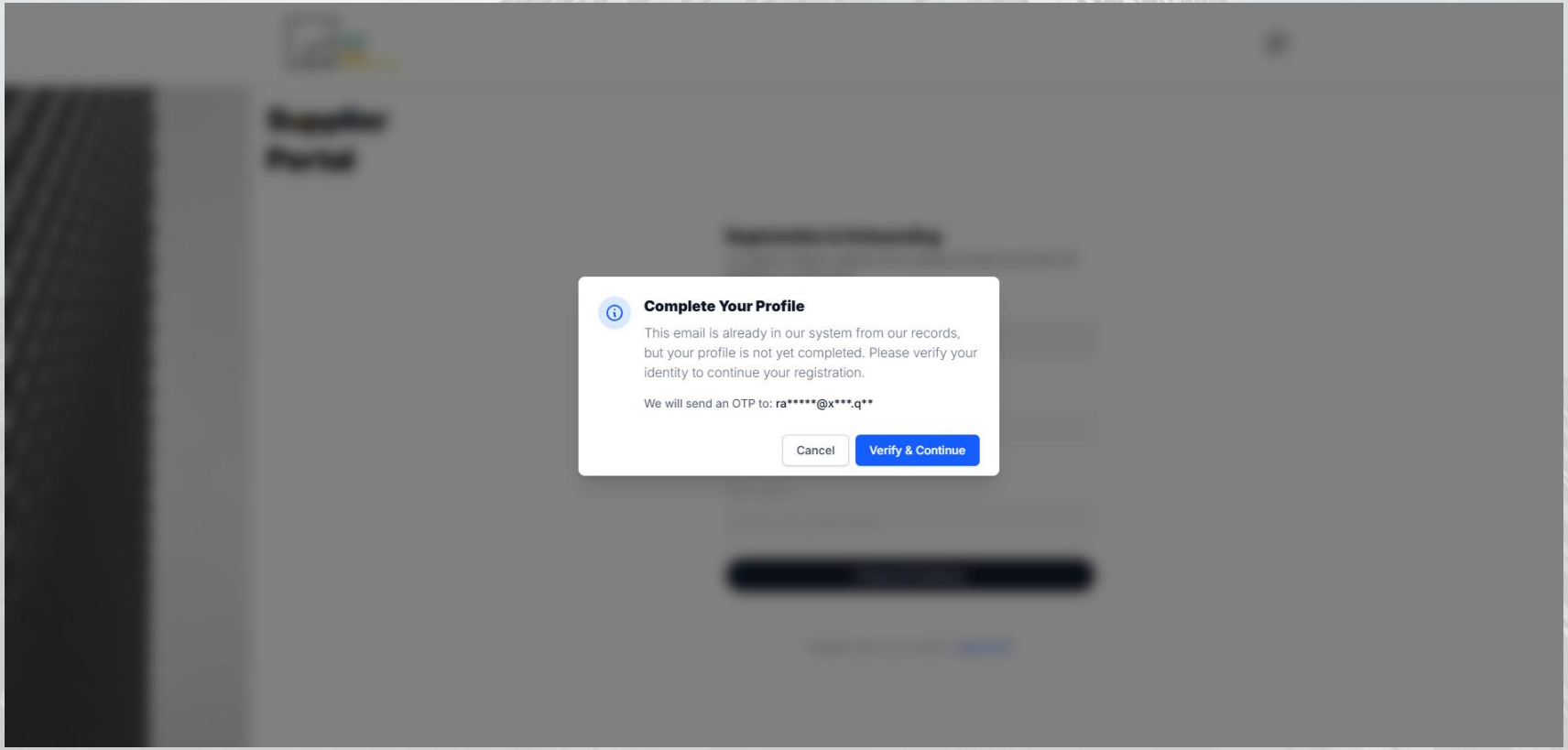
New Registration

To register, click on the "Register Now" button and enter either your email address, CR, or TAX number to check if the account already exists in the portal. You will receive an OTP to proceed with updating the information or creating a new account, as shown below.



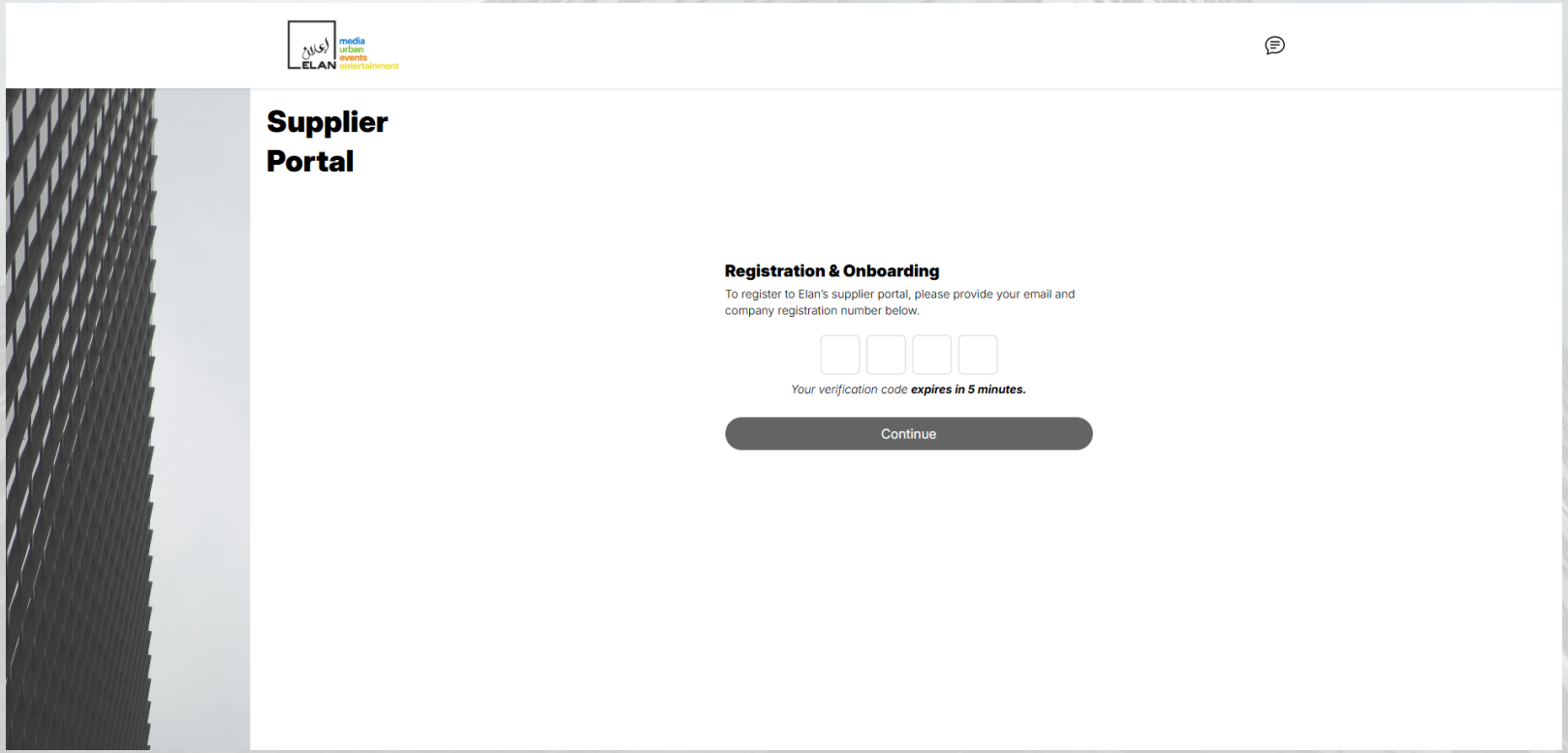
Existing Account Found

If the account already exists in our records, a pop-up message will appear as shown below, indicating which email address will receive the OTP to complete the registration.



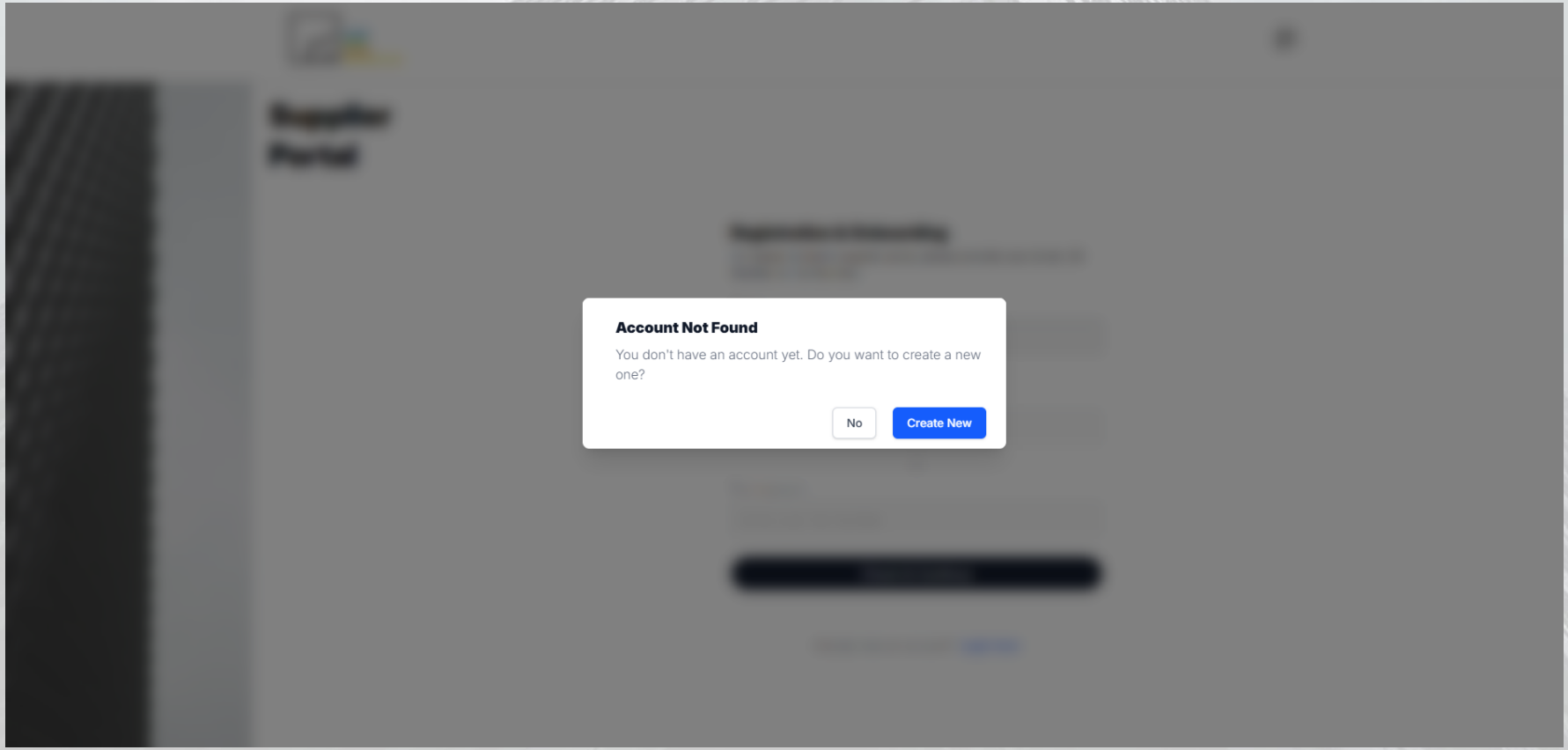
OTP Verification

Once you click on "Verify and Continue," a four-digit OTP will be sent to your email. Enter the OTP as shown in the screenshot below to proceed with the registration process.



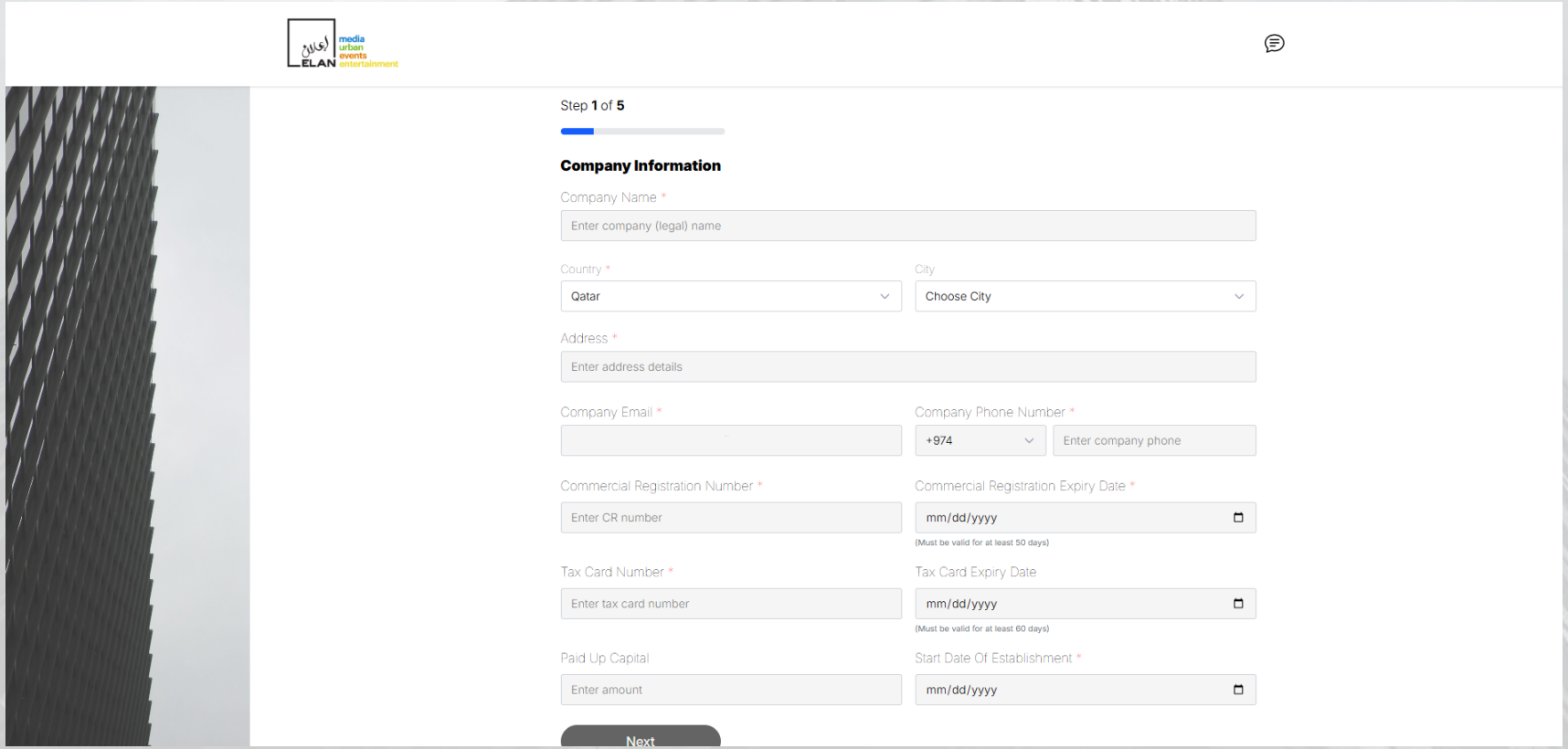
No Existing Account

If no account is found, you will receive the message shown below, allowing you to proceed with the next steps accordingly.



Step 1 – Company Information

The first step of the registration is shown below. You will need to enter the information detailed in the following step for more details and confirmation.

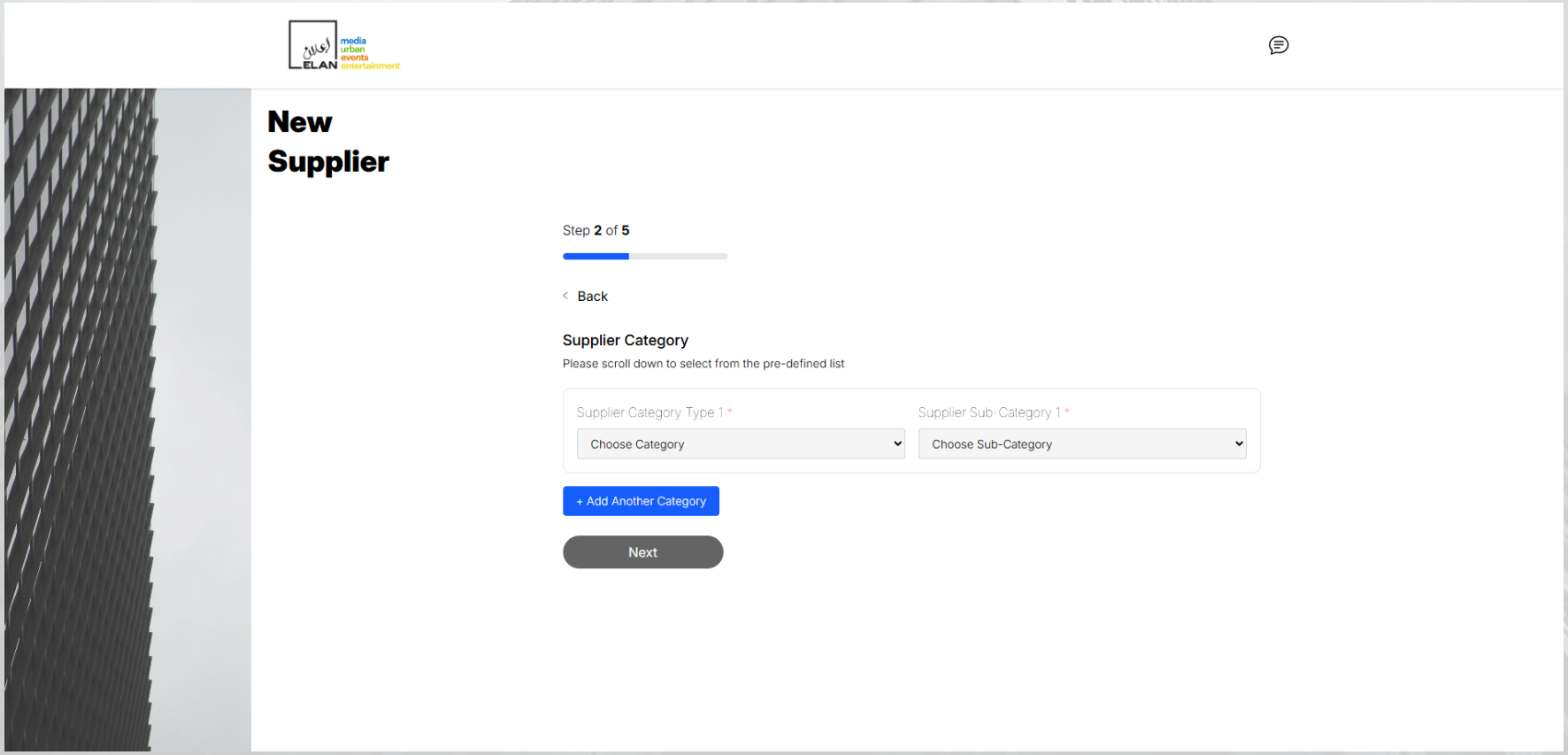


Step 1 – Company Information Fields

- **Company Name** – Enter your legal company name – Mandatory
- **Country** – Select the country where your company is registered – Mandatory
- **City** – The city where your company is located, if available – Optional
- **Address** – Enter your company address details – Mandatory
- **Company Email** – Enter your company email – Mandatory (defaults to the registration email but can be changed)
- **Company Phone Number** – Select the country code and enter the phone number – Mandatory
- **Commercial Registration Number** – Enter your company CR with the expiration date – Optional
- **TAX Card Number** – Enter your Tax card number – Mandatory
- **Tax Card Expiry Date** – Optional
- **Paid-Up Capital** – Enter your company's paid-up capital if available – Optional
- **Start Date of Establishment** – Enter the company establishment date – Mandatory

Step 2 – Supplier Category

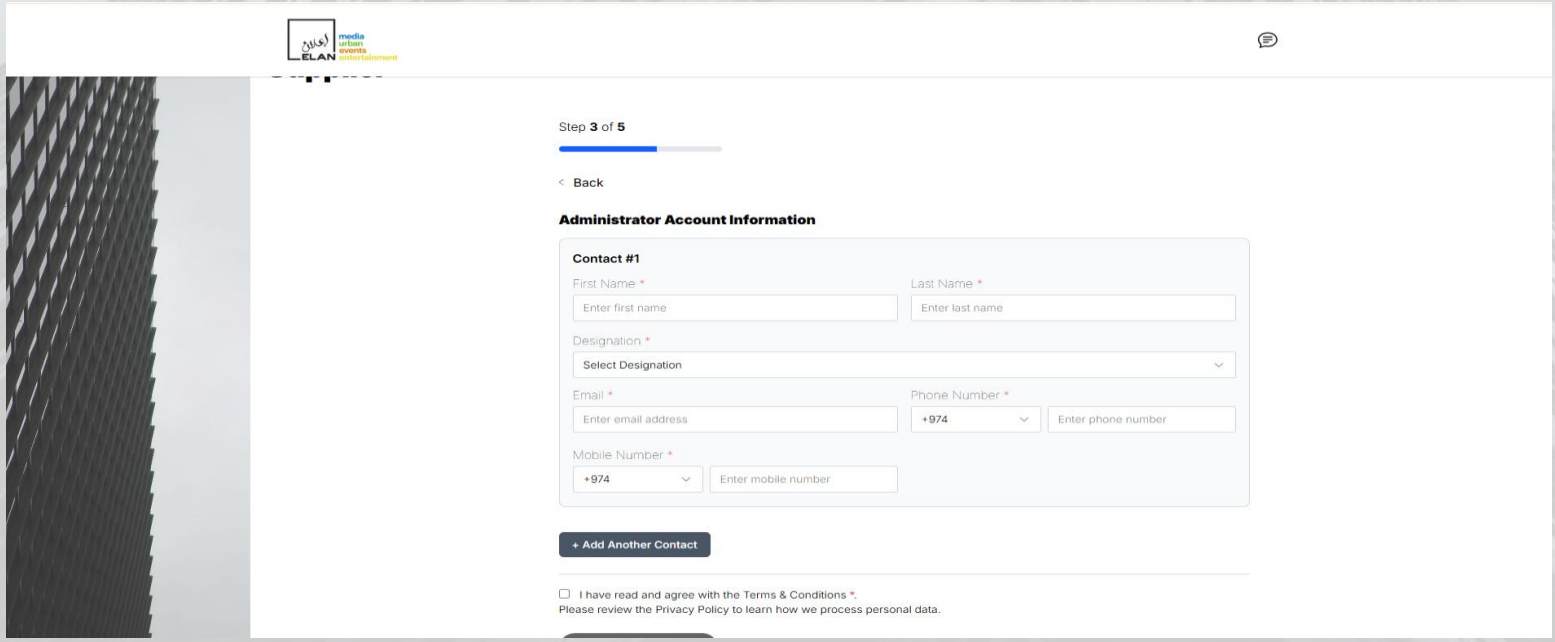
The second step is to add your supplier category and subcategory. You can add multiple categories by pressing the "Add Another Category" option.



Step 3 – Administrator Account

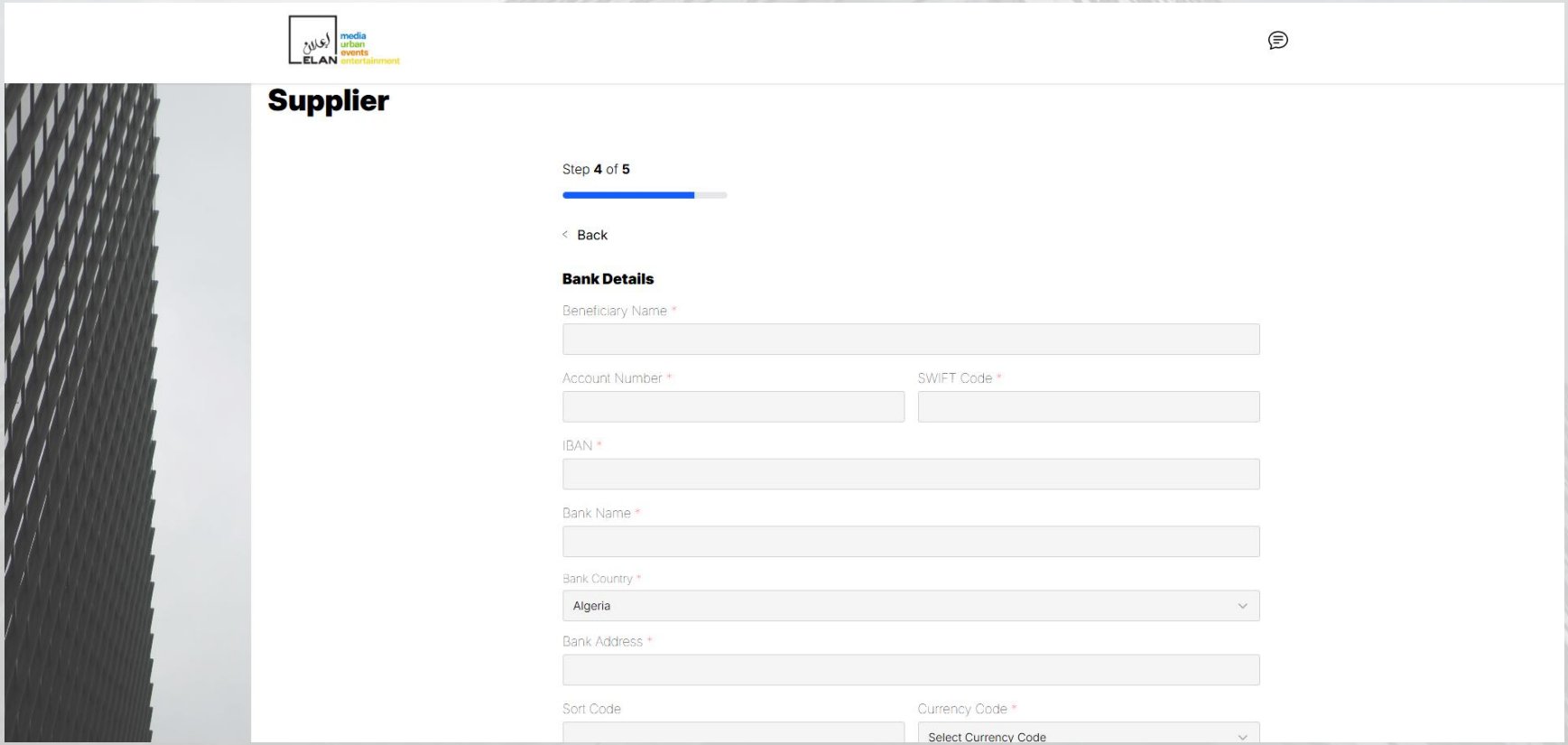
In the third step, you will need to add your administrator account information, which serves as the main contact person details. Multiple contacts can be added, and each contact will have different login access, with the first one designated as the primary contact.

***Please make sure to agree to the terms and conditions to move to the next step.**



Step 4 – Bank Details

In the fourth step, you will need to add your bank details as shown in the image below and explained in the next slide.

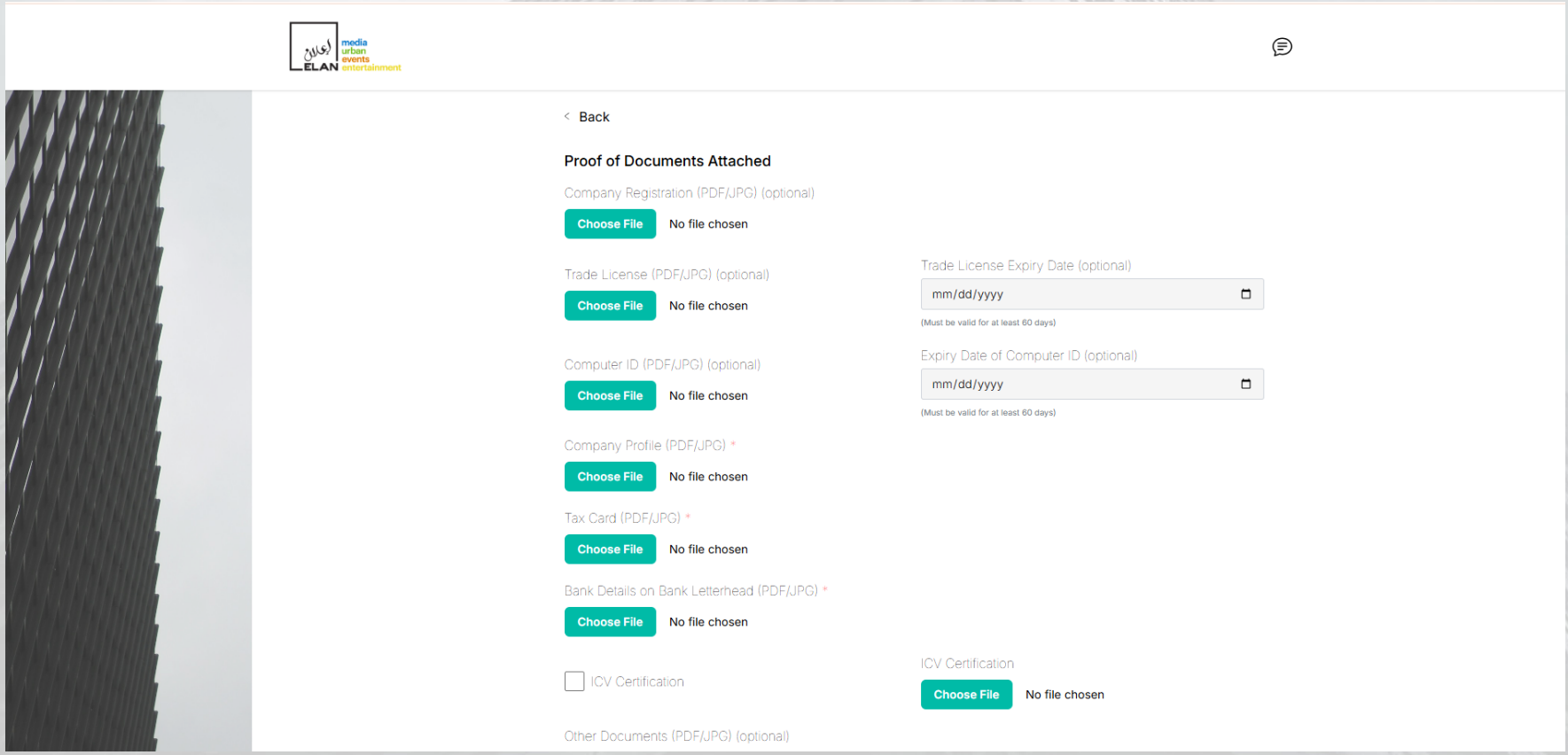


Step 4 – Required Bank Details

- **Beneficiary Name** – Enter your bank beneficiary name – Mandatory
- **Account Number** – Enter your account number – Mandatory
- **SWIFT Code** – Enter the SWIFT code of your bank account – Mandatory
- **IBAN** – Enter your bank account IBAN – Mandatory
- **Bank Name** – Enter your bank name – Mandatory
- **Bank Country** – Select the country of your bank from the drop-down list – Mandatory
- **Bank Address** – Enter your bank address – Mandatory
- **Sort Code** – Enter your bank sort code if available – Optional
- **Currency Code** – Select the currency of your bank account from the available options

Step 5 – Attachments

The fifth step is the attachments section, which includes all the company documents as shown below and explained in the next slide.



Step 5 – Required Attachments

- **Company Registration** (PDF or JPG) – Optional
- **Trade License** (PDF or JPG) – Optional; if added, you must provide the expiration date
- **Computer ID Registration** (PDF or JPG) – Optional; if added, you must provide the expiration date
- **Company Profile** (PDF or JPG) – Required
- **TAX Card** (PDF or JPG) – Required
- **Bank Details on Bank Letterhead** (PDF or JPG) – Required
- **ICV Certification** – If the company has ICV certification, check the box and upload; otherwise, this is optional
- **Other Documents** – Any additional documents can be added in the other documents section