

Vendor Registration Checklist Guide

EVRMP | Electronic Vendor Registration & Management Platform

Purpose

Use this checklist before starting online registration. Prepare valid PDFs to avoid delays.

Office hours: Sun - Thu - 8:00 AM - 3:00 PM | Helpline: +968 2323 7000

STEP A How registration works

- 01 Complete company details and contact information
- 02 Select business categories and upload required documents
- 03 Accept terms and submit your application
- 04 Receive tracking number and monitor approval status

STEP B Document checklist (tick when ready)

Ready	Document	Notes
☐	01 Commercial Registration (CR) Mandatory PDF Must be valid / not expired	
☐	02 Chamber of Commerce certificate If requested PDF / JPG Clear scan	
☐	03 Tax / VAT registration (if applicable) If requested PDF Current certificate	
☐	04 Bank letter or account details If requested PDF Official letterhead preferred	
☐	05 Authorized signatory ID / authorization If requested PDF Matches contact person	
☐	06 Company profile (optional) Optional PDF Max size typically 10 MB per file	

Tip: File formats usually PDF/JPG/PNG. Max size is controlled in system settings (typically 10 MB).

STEP C Timeline & helpdesk

Expected review time

3 - 5 business days

(Sunday - Thursday)

Drafts auto-save every 60 seconds

Drafts remain available for 7 days

Procurement helpline

Phone: +968 2323 7000

WhatsApp: +968 2323 7000

Email: procurement@dhofaruni.edu.om

Salalah, Sultanate of Oman