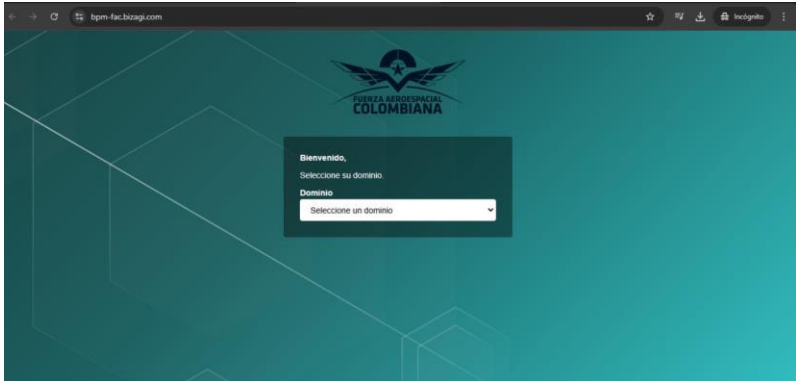
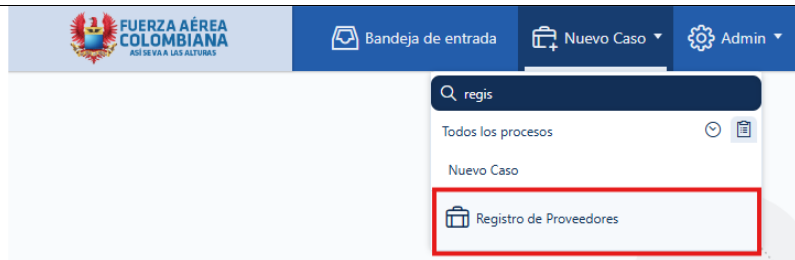


AIM	Provide suppliers with step-by-step instructions for creating a first-time supplier registration case with ACOFA.
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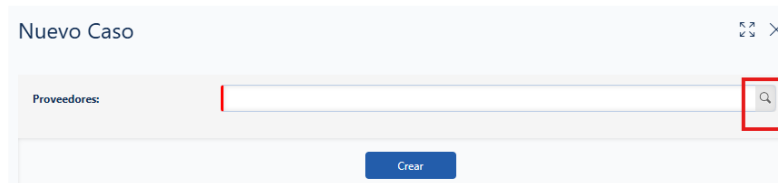
DESCRIPTION OF STEPS

No.	PASSED	DESCRIPTION	RESPONSIBLE
1.	Request Bizagi user	<p>The supplier interested in registering for the first time in the FAC Purchasing Agency Directorate must follow the following steps to obtain the credentials (username and password) that will allow him to create a case in the BPM platform and thus begin the registration process.</p> <p>The supplier must send an email to juan.romerot@fac.mil.co with the following information</p> <ul style="list-style-type: none"> • Company Name • Unique identification number • Contact email • Contact telephone number <p>An email will then be automatically sent to the supplier with the username and password (as shown in the image). The supplier can start the registration process at https://bpm-fac.bizagi.com/</p>	Supplier
2.	Enter the platform	<p>From any browser, go to the following URL: https://bpm-fac.bizagi.com</p> <p>Note: This link can be accessed from any available browser, it is recommended to have the latest version of the browsers</p>  <p>Select FAC domain</p>	Supplier

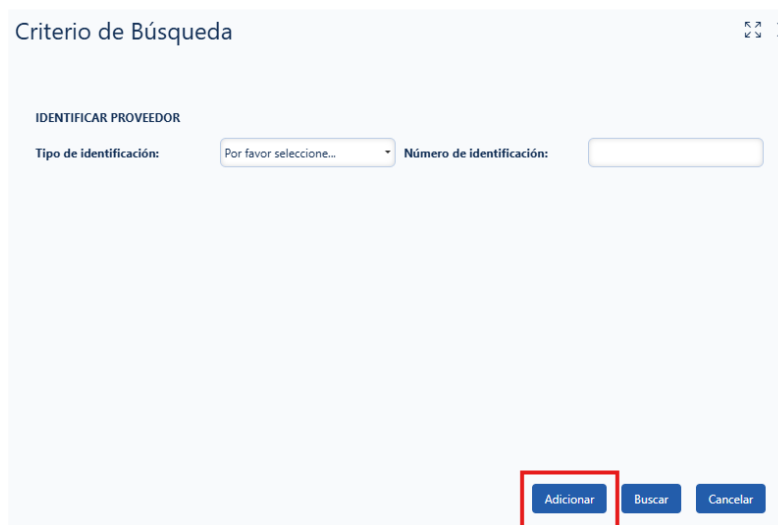
		<div data-bbox="420 90 1209 478"></div> <div data-bbox="420 516 1039 552"><p>Enter the username and password provided</p></div> <div data-bbox="420 590 1209 978"></div>	
3 .	Create the case	<div data-bbox="420 1016 1209 1444"><p>Click on new case</p></div> <div data-bbox="420 1482 906 1518"><p>Click on the list icon: all processes</p></div> <div data-bbox="420 1556 1209 1711"></div> <div data-bbox="420 1749 985 1785"><p>Select the supplier registration option</p></div>	Supplier



Click on the magnifying glass icon



Click on add



Enter the company's Unique Identification Number (ID) and click save.



Enter the requested information and click save.

Crear un nuevo registro

Razón social
Test INC

País notificación
Estados Unidos

Departamento/Estado notificación
California

Ciudad notificación
Los Angeles

Dirección
123 Rodeo Drive

Celular
3168238073

Código de área 1
1

Número de teléfono 1
324567

Código de área 2
2

Número de teléfono 2
5678976

Correos electrónicos
maeleon05@gmail.com

Guardar Cancelar

Crear un nuevo registro

Razón social
Test INC

País notificación
Estados Unidos

Departamento/Estado notificación
California

Ciudad notificación
Los Angeles

Dirección
123 Rodeo Drive

Celular
3168238073

Código de área 1
1

Número de teléfono 1
324567

Código de área 2
2

Número de teléfono 2
5678976

Correos electrónicos
maeleon05@gmail.com

Modificar datos

Guardar Cancelar

This will initialize your company's basic information, allowing you to create your first registration. On the same screen, select ID, enter your company's Unique Identification Number, and click Search. Your company will appear.

Criterio de Búsqueda

IDENTIFICAR PROVEEDOR

Tipo de identificación: NIT

Número de identificación: 000000001

Seleccione un ítem

Tipo de identificación	Número de identificación	Razón social
NIT	000000001	Test INC

Adicionar Buscar Cancelar

Your company will appear in the list. Click on it and the basic information will be displayed. Click Create:

Nuevo Caso

Proveedores: Test INC

Razón social
Test INC

Tipo de identificación	Nro ID	Digito de verificación
NIT	000000001	8
País	Departamento/Estado	
Estados Unidos	California	
Ciudad	Dirección	
Los Angeles	123 Rodeo Drive	

Crear

A case number will be generated. Please note this number for future follow-up.

Bandaja de entrada Nuevo Caso Admin

Registrar

Información de la solicitud Seguimiento

Información general del caso

Número de caso	Fecha de creación	Usuario creador	Área de trámite	Tipo de trámite	Sub-tipo trámite
286260	18/12/2024	TEST INC	Gestión Contractual	Gestión de Proveedores	Registro de Proveedores

In approximately (05) five minutes, the new case will be displayed in the inbox as follows:

Bandaja de entrada Nuevo Caso Admin

Todos los casos

Número del caso	Proceso	Actividad	Fecha creación caso	Actividad vence en	Fecha Solución caso
286260	Registro de Proveedores	Registrar información Proveedor	18/12/2024 12:56 pm	19/12/2024 3:00 pm	30/12/2024 11:00 am

To start working on the case, click on **Register Supplier Information**

test-fpm-fac.bizagi.com

Bandaja de entrada Nuevo Caso Admin

Todos los casos

Número del caso	Proceso	Actividad	Fecha creación caso	Actividad vence en	Fecha Solución caso
286260	Registro de Proveedores	Registrar información Proveedor	18/12/2024 12:56 pm	19/12/2024 3:00 pm	30/12/2024 11:00 am

Fill out the specific information in each group:

Basic supplier information

Here you will see the basic information that was entered in the previous steps

Información básica del proveedor

Razón social
Test INC

Tipo de identificación	Nro ID	Digito de verificación
NIT	000000001	8
País	Departamento/Estado	
Estados Unidos	California	
Ciudad	Dirección	
Los Angeles	123 Rodeo Drive	

Supplier information

Supplier

Here you can modify the information previously entered; fields marked in red are required. It's important to verify that the email address selected for sending and receiving market research is entered correctly.

Información del Proveedor

Razón social

Test INC

País: Estados Unidos

Departamento/Estado: California

Ciudad: Los Angeles

Dirección: 123 Rodeo Drive

Celular: 3168238073

Código de área 1: 1

Número de teléfono 1: 324567

Código de área 2: 2

Número de teléfono 2: 5678976

Correos electrónicos

Correo electrónico: maoleon85@gmail.com

Seleccionar correo para envío y recepción de estudios de mercado y solicitudes de oferta: ☒

Operation information

Here you must select **First Time Registration**

Información de operación

Tipo de operación: Inscripción (Primera vez)

Constitution Information

The company's incorporation date must be entered here. The system only accepts incorporation dates older than (05) five years. Include the information of the legal representative in Colombia if applicable; otherwise, select NO.

Información de constitución

Fecha de constitución: 02/11/2024

La fecha de constitución no cumple con los requerimientos establecidos por la Fuerza Aérea Colombiana.

Información Representante legal extranjero

Representante legal extranjero: asdfas asdfasf

Nombre completo: asdfas asdfasf

Tipo de identificación: Cédula de ciudadanía

Número de identificación: 12341234123

¿Aplica representante legal en Colombia?: ☐ Si ☒ No

Financial information

Include financial information in US dollars (US\$)

Información financiera

Fecha de corte: 11/12/2024

Total activos (USD): \$10,000,000.00

Total pasivos (USD): \$44,444.00

Total patrimonio (USD): \$955,556.00

Banking information

Include banking information as indicated in each field, the system provides additional help by placing the mouse pointer on the question mark icon

Información bancaria

Nombre del banco: AL RAJHI BANK

Código SWIFT: 888888888888

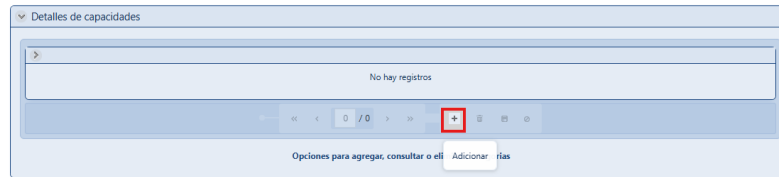
Código ABA o IBAN: 433333333

Tipo de cuenta bancaria: Cuenta de ahorros

Número de cuenta: 546789876564535

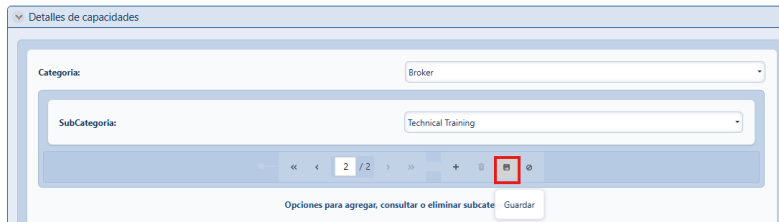
Capacity Details

Here you must enter the category and subcategory of the capabilities you wish to include in the registration. Initially, you must select the Category from the list by clicking on the (+) and selecting the one that applies from the list.



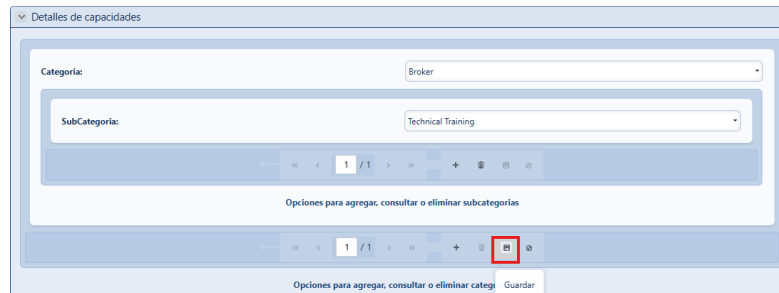
The screenshot shows the 'Detalles de capacidades' form. At the top, it says 'No hay registros'. Below this, there is a pagination bar with a red box highlighting the '+' button. At the bottom, there are links: 'Opciones para agregar, consultar o eliminar', 'Adicionar', and 'Eliminar'.

Once the category is selected, click on the (+) to select the subcategory associated with that category, select it from the list and click save.



The screenshot shows the 'Detalles de capacidades' form. The 'Categoría' dropdown is set to 'Broker' and the 'SubCategoría' dropdown is set to 'Technical Training'. The pagination bar shows '2 / 2' and a red box highlights the '+' button. At the bottom, there are links: 'Opciones para agregar, consultar o eliminar subcategoría' and 'Guardar'.

Click save for the category again

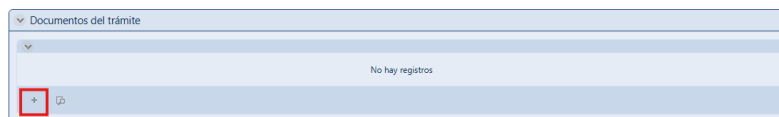


The screenshot shows the 'Detalles de capacidades' form. The 'Categoría' dropdown is set to 'Broker' and the 'SubCategoría' dropdown is set to 'Technical Training'. The pagination bar shows '1 / 1' and a red box highlights the '+' button. At the bottom, there are links: 'Opciones para agregar, consultar o eliminar subcategorías' and 'Guardar'.


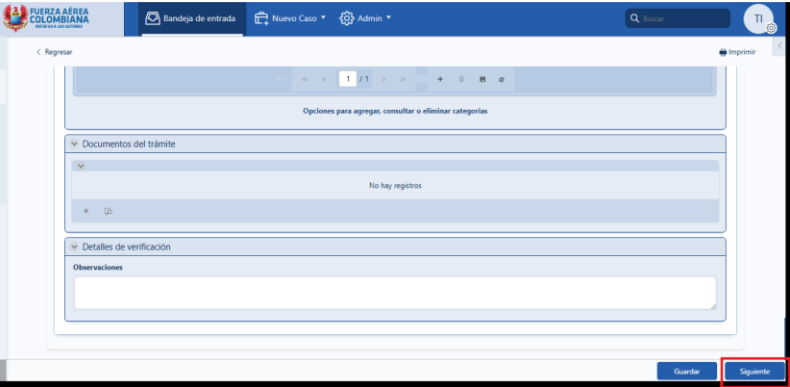
In the example you can see that the provider registers a **Broker category** with a **Technical Training subcategory**. You can register as many categories as the provider has, as long as you attach the supporting documents in the next step.

Documents of the procedure

Here you must enter the documentary supports required by ACOFA, the system allows you to attach files in PDF and Excel. The documents are entered one by one by clicking on the



The screenshot shows the 'Documentos del trámite' form. It says 'No hay registros'. At the bottom left, there is a red box highlighting the '+' button.

		<p>If you have any special observations, they must be entered in Verification Details, Observations:</p> 	
5 .	Complete registration	<p>Once the documents have been entered, click Next to assign the case to a Colombian Aerospace Force official for documentation verification. The Colombian Aerospace Force will then send a response notifying the outcome of the process to the email address authorized by the provider to receive notifications.</p>  <p>At any time, you can click the save button to save the information entered so far and continue at a later time.</p>	Supplier