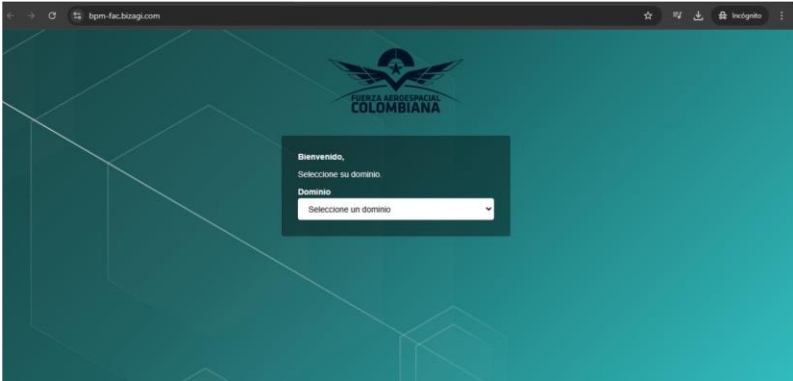
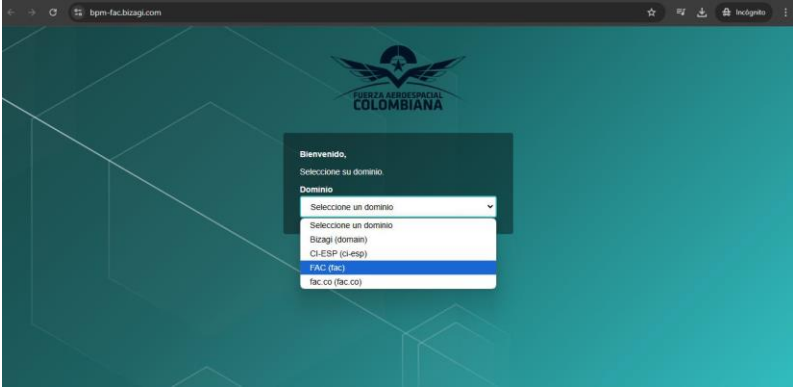
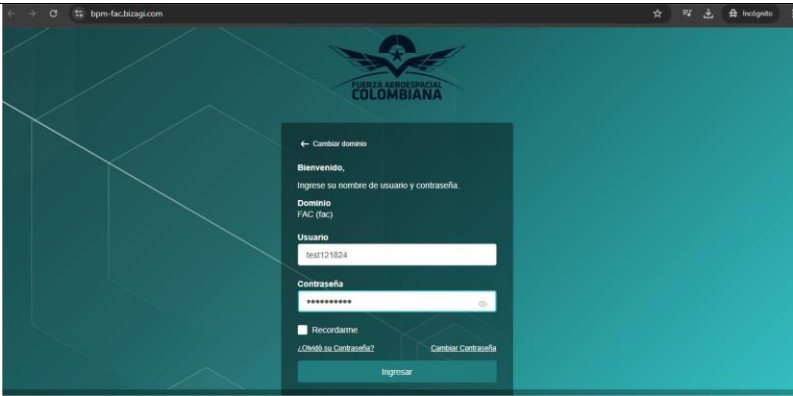
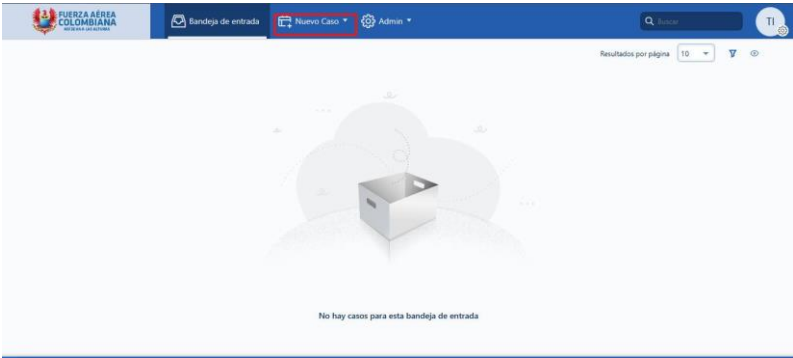
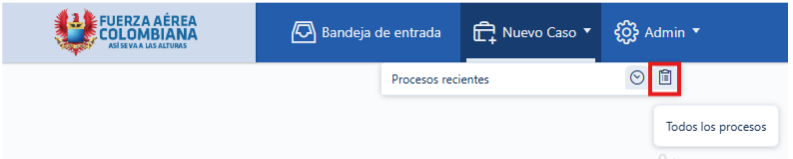
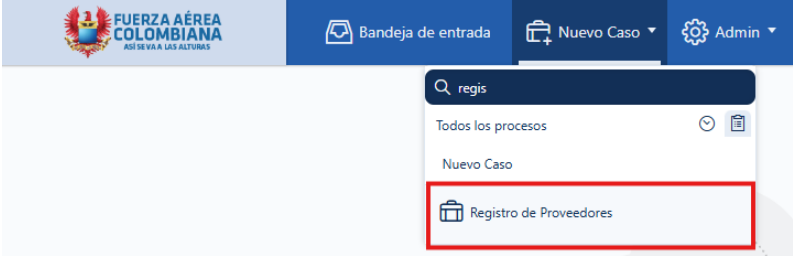


AIM	Provide suppliers with step-by-step instructions for creating a supplier registration renewal case in ACOFA.
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DESCRIPTION OF STEPS

No.	PASSED	DESCRIPTION	RESPONSIBLE
1.	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>  <p>Enter the username and password provided</p>	Supplier

			
2.	Create case the	<p>Click on new case</p>  <p>Click on the list icon: all processes</p>  <p>Select the supplier registration option</p>  <p>Your company will appear on the screen, basic information will be displayed, click create:</p>	Supplier

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.

Resumen de la solicitud

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:

Resumen de la solicitud

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**

Resumen de la solicitud

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

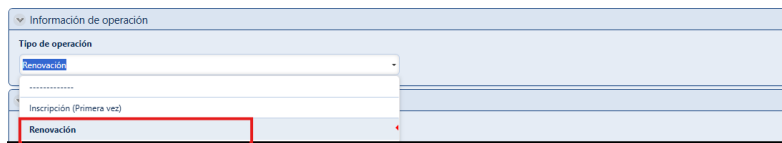
Supplier

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.



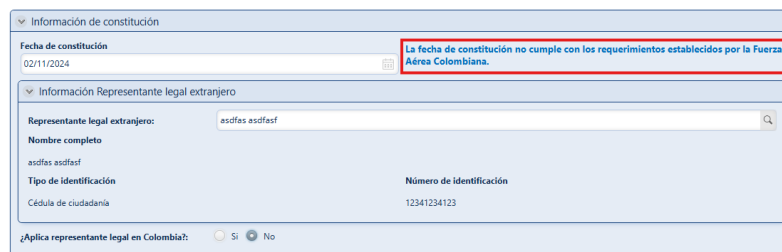
Operation information

Here you must select **Renewal**



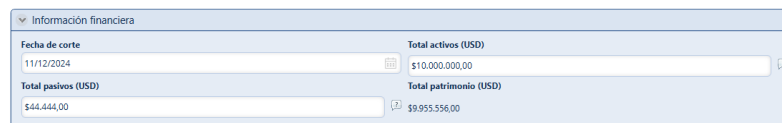
Constitution Information

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.



Financial information

Include financial information in US dollars (US\$)



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	Código SWIFT	Código ABA o IBAN
AL RAJHI BANK	888888888888	433333333
Tipo de cuenta bancaria	Número de cuenta	
Cuenta de ahorros	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.

▼ Detalles de capacidades

No hay registros

« 0 / 0 »

Opciones para agregar, consultar o eliminar

Adicionar

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

▼ Detalles de capacidades

Categoría: Broker

SubCategoría: Technical Training

« 2 / 2 »

Opciones para agregar, consultar o eliminar subcategorías

Guardar

Click save for the category again

▼ Detalles de capacidades

Categoría: Broker

SubCategoría: Technical Training

« 1 / 1 »

Opciones para agregar, consultar o eliminar subcategorías

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

		<div><div>Documentos del trámite</div><div>No hay registros</div><div><div></div></div></div> <p>If you have any special observations, they must be entered in Verification Details, Observations:</p> <div><div>Detalles de verificación</div><div>Observaciones</div></div>	
4.	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> <div><div><div>FUERZA AEREA COLOMBIANA</div><div>Bandeja de entrada</div><div>Nuevo Caso</div><div>Admin</div><div>1</div><div>1 / 1</div><div>Opciones para agregar, consultar o eliminar categorías</div><div><div>Documentos del trámite</div><div>No hay registros</div><div><div></div></div></div><div><div>Detalles de verificación</div><div>Observaciones</div></div><div><div>Guardar</div><div>Siguiente</div></div></div><p>At any time, you can click the save button to save the information entered so far and continue at a later time.</p></div>	Supplier