## **User Manual**

## **Supplier Self Registration**

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### 1. Login

### 2. Supplier Self Registration

- a. Terms and Conditions Acceptance
- b. Filling of General Details
- c. Filling of Bank Details
- d. Filling of Communication
- e. Filling of Documents

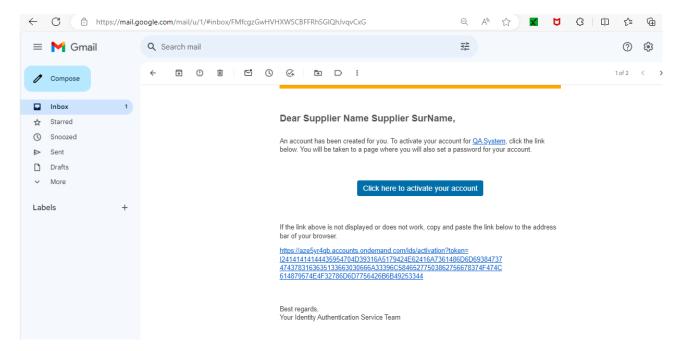
### 3. Submission for Approval

In this Process Procurement Team will send the Invitation to registered email of the Supplier and Supplier gets the notification through email. Then the registration process will follow as shown in this user manual

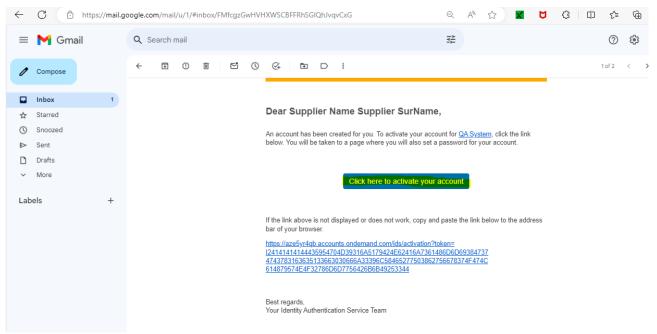
### 1. Login into Supplier Portal using Registration Link

### 1.1. Click on notification, you can view the message below.

An email notification as shown below will be received to your email account in order to initiate your registration.



## 1.2. Click on button "click here activate your account" button or use the given link.



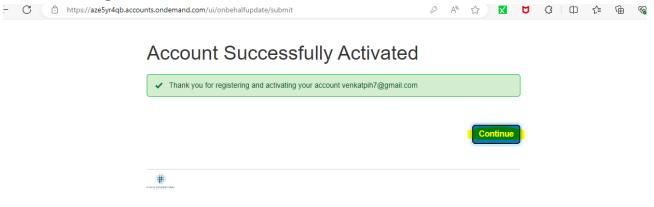
## 1.3. Once click on the button you can see the following screen to set the Password.

	6 0	M Activate Your Accoun	t for QA Sys 🗙 🗋 QA System	m: Activate Your Accour	× +					-
$\leftarrow$	C	https://aze5yr4qb.ac	counts.ondemand.com/samla	2/idp/sso?sp=https:/	//pihqa.authentication.eu10.hana.ondem 🖉 A	☆ 🗙	Ø	3 0	) <u>(</u> ≦	(⊕ €)
			account information we	e already have for	th Identity Authentication for use with QA Syste you is below. tem, set a password below.	em. The				
			Tell Us About You	urself						
				First Name	Supplier Name					
				Last Name *	Supplier SurName					
				Email *	venkatpih7@gmail.com					
			Set Password							
				Password *		0	>			
			Re-E	Enter Password *		0	>			
						Save				
			FORGE INTERNATIONS							

### 1.4. Set the Password and click on Save.

C	Ô	https://aze5yr4qt	b.accounts.ondemand.com/saml2/idp,	/sso?sp=https://	/pihqa.authentication.eu10.hana.ondem		×	Ø	¢   Ф	€≣	Ē	~~
			An account has been creat account information we alre To begin using your accour	eady have for		QA System. The						
			to begin using your decou		oni, sor a passifora solow.							
			Tell Us About Yourse	əlf								
			F	First Name	Supplier Name							
			L	ast Name *	Supplier SurName							
				Email *	venkatpih7@gmail.com		Â					
			Set Password									
				Password *			<b>√</b> ⊚					
			Re-Enter	Password *			<b>√</b> ⊚					
						_						
							Save					
			KONSE INTERNETIONES									

## 1.5. You will get successful activation message, now click on Continue button to login.



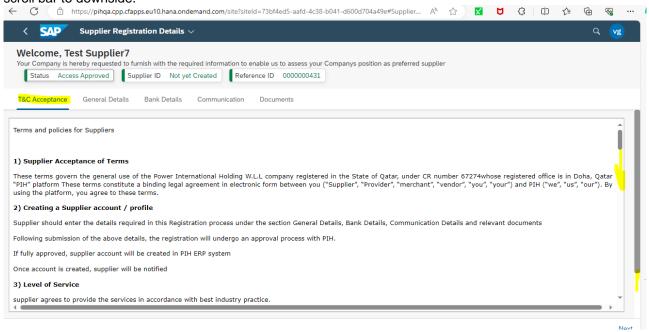
1.6. Once Login you will see the tile Supplier Registration Details. In order to register, click on Supplier Registration Details

$\leftarrow$	- C	🙃 https:/	//pihqa.cpp.cfa	pps.eu10.han	na.ondeman	d.com/site?sit	teld=73bf4e	ed5-aafd-4	c38-b041-	-d600d704	4a49e#She	I-ho A	<u>ن</u>	×	Q	\$ CD	ເ∕≡	÷ ۵
	SAP	Home $\sim$																Q
	Buyer	Buyer	Supplier	Supplier	Workflow	AgentID Upd	late											
	Supplier																	
	Supplier Registra	tion Details	Bank Upda	Details te														
	Workflow	AgentID U	Ipdate															
	WorkFlo Update	w AgentID																
	-																	
	$\sim$																	

### 2. Supplier Registration

### 2.1. Terms and Conditions Acceptance

The following screen will show how to start the Registration process with various tabs and sections. First you need to accept the Terms and Conditions, to read all the terms and conditions drag the scroll bar to downside.



## 2.1.1. Read all terms and conditions and accept the Terms and Conditions and then click on Next button.

← C 🗅	https://pihqa.cpp.cfapps.eu10.hana.ondemand.com/site?siteld=73bf4ed5-aafd-4c38-b041-d600d704a49e#Supplier 🗛 🏠 🔀 🗘 🛱	¢	o
< sap	Supplier Registration Details $  imes $	Q (	vg
Your Company is	Test Supplier7         s hereby requested to furnish with the required information to enable us to assess your Companys position as preferred supplier         cess Approved       Supplier ID         Not yet Created       Reference ID       0000000431		
T&C Acceptance	e General Details Bank Details Communication Documents		
Changes To This	provided consent, we share your information, including personal information, as described at the time of consent. Privacy Policy icies and Terms & Conditions may be changed or updated occasionally to meet the requirements and standards. Therefore, you are encouraged to frequently to be updated about the changes on the website. Modifications will be effective on the day they are posted.	' visit the	25
BU to list dowr	the registration process		
BU to list the p	ayment terms		
			÷
	I accept the Portal Use Terms and Conditions		, 
	I accept the Third Party Code of Conduct		
			Next

### 2.2. Filling of General Details

2.2.1. Once you click on the Next button you will Navigate to General Details tab, fill the required details under Address section and scroll down to fill in the Business details.

< SAP s	supplier Registration Details $  imes $			Q 😼
Welcome, Test Your Company is here Status Access A	by requested to furnish with the required information to enable us to ass		ferred supplier	
T&C Acceptance	General Details Bank Details Communication Documents			
Address				
Company Name (as	Test Supplier7	City Town:*	Doha	
per Commercial Registration): *		Country:	Qatar	
Building Number:*	1234	Region:*	Doha 🗸	
Address Line 1:*	Lane1	Website:	www.testsupplier.com	
Street Number: *	8thStreet	Postal Code: *	111320	
P.O. Box No:*	1583	Company E-mail:*	venkatpih7@gmail.com	
Business Details				
Legal Entity type of	Sole Proprietorship 🗸	Business Type: *		
the company:* Company	e.g. 2023	CEO Name or		
Establishment Year: *		Equivalent:* Owner name:*		
Line of Business: *	Authorized Distributor	Owner name."		
				Save Next

## 2.2.2. Fill in the Business details and to attach the Last 3Y FI Audit Report click on search option near Last 3Y FI Audit field as shown below.

< SAP Supplier Registration Details ~	Q vg
Welcome, Test Supplier7         Your Company is hereby requested to furnish with the required information to enable us to assess your Companys position as preferred supplier         Status       Access Approved         Supplier ID       Not yet Created         Reference ID       0000000431	
T&C Acceptance General Details Bank Details Communication Documents	
Postal Code:* 111320	
P.O. Box No:* 1583 Company E-mail:* venkatpih7@gmail.com	
Business Details     Corporation     Business Type:*     Civil       Legal Entity type of the company:*     2022     Civil     Test Name       Company     2022     Civil     Test Name	
Line of Business:* EPC Contractor	
Number of Permanent     1000-5000     V     Annual Turnover in QAR(Millions).*     above 500	
Employees in the Company:* Last 3Y audit Fi Report:	
Item Category List	
	<u> </u>

Open							:	×		-	Ō	
→ ✓ ↑ ↓ > This	PC →	Downloads		,	5 1		ads		€≘	€ 9	°	
rganize 👻 New folder						8== •	- 💷 🔮			Q	vg	ſ
Attachments	^	Name	Date modified	Туре	Size			^				-
Microsoft Teams Chat	Fi	✓ Last week (1)										
Recordings		Aura YTD	10/25/2023 8:46 PM	Microsoft Excel W	107,204 K							
This PC			10/20/2023 8:40 PIVI	WICrosoft Excel W	107,204 Ki	5						
-		V Earlier this month (42)										
3D Objects		Aura Final 1.1.23 - 10.17.23 (3)	10/19/2023 1:23 PM	Microsoft Excel W	117,297 Ki							
Desktop		ES 1.1.23 - 10.17.23	10/19/2023 11:32 AM	Microsoft Excel W	199,421 Ki							
Documents		Audit Report	10/18/2023 6:33 PM	PNG File	264 KI							
👆 Downloads		2.2 Inventory Written off - El&CO MB51 - 01.09.2023 to 30.09.20		Microsoft Excel W	3,037 Ki							
b Music		MicrosoftTeams-image (5)	10/18/2023 11:52 AM	PNG File	164 Ki							
E Pictures		Supplier Portal YTD Aug-23	10/16/2023 1:38 PM	Microsoft Excel W	7,168 Ki							
🗃 Videos		MicrosoftTeams-image (4)	10/15/2023 7:52 PM	PNG File	264 Ki							
Windows (C:)		MicrosoftTeams-image (3)	10/15/2023 7:52 PM	PNG File	217 Ki							
New Volume (D:)		Microsoft Teams-image (2)	10/15/2023 7:50 PM	PNG File	241 Ki							
ivew volume (D:)		Aura YTD 1.1.23 - 3.13.23	10/15/2023 6:45 PM	Microsoft Excel W	36,930 Ki							
Network	~	🗊 Export (10)	10/15/2023 2:55 PM	Microsoft Excel W	7 KI	3		~				
File <u>n</u> ar	me: 🛛	/icrosoftTeams-image (5)			~	All files	~					
						<u>Open</u>	Cancel					
Employees in the Company:*			Last	3Y audit FI Brow	vse	বি	1	.::				
company."				Report:								
m Category List												
		+ Item Category										
										Save	Next	j
										Save	JINEX	

### 2.2.3. Select required file and click on Open button.

### 2.2.4. Now Scroll down to fill remaining fields.

< SAP Supplier Reg	istration Details $ \smallsetminus $		୍ ଏ ୧୪୫
our Company is hereby requested to	o furnish with the required information to enable us to ass		
F&C Acceptance General Details	s Bank Details Communication Documents		
Line of Business:* EPC Contrac mber of Permanent Employees in the Company:*	<ul> <li>✓</li> </ul>	CEO Name or Equivalent: • Owner name: • Annual Turnover in QAR((Millions): • Last 3Y audit FI Report: MicrosoftTeams-image (5)	
Welcome, Test Supplier         Your Company is hereby requested to furnish with the required information to enable us to assess your Companys position as preferred supplier         Status       Access Approved       Supplier ID       Not yet Created       Reference ID       0000000431         T&C Acceptance       General Details       Bank Details       Communication       Documents         Company       2022       Establishment Year: •       CEO Name or Equivalent: •       Test Name         Line of Business: •       EPC Contractor       Owner name: •       Testing123         Number of Permanent Employees in the Company: •       1000-5000       Image: •       above 500 •         Last 3Y audit FI       MicrosoftTeams-image (5 )       Image: •       Image: •			
Civil Works	Aggregates		
			Save N

# 2.2.5. Fill in the Registration Information, use date selection to select the required date for date related fields. Once after filling all details Scroll down to fill the Item Category List section.

	Suppli		_	tratio	on D	etall	5-~								Q (	vg
Your Company is here				urnisł	h with	the i	reauir	ed inforn	nation to enable u	s to assess you	Companys position as p	referred suppli	ier			
Status Access A								Created		0000000431						
T&C Acceptance	Genera	al De	tails	в	ank D	Detail	5	Commu	nication Docu	iments						
	<		Octo	ber		202	24	>								
		Sun	Mon	Tue	Wed	Thu	Fri	Sat								
	40	29	30	1	2	3	4	5								
	41	6	7	8	9	10	11	12								
	42	13	14	15	16	17	18	19								
Registration Information	43	20	21	22	23	24	25	26			Computer Card	12334				
Trade License Number:	44	27	28	29	30	31	1	2			Number: Expiry Date:	29-10-2024	4 💼			
Expiry Date:	29-1	0-20	24								Tax Type:	UAE: VAT F	Registration Nu 🗸	-		
CR# or Equivalent: *	2345	5812	3		_						Tax Number:	tax1234				
Issue Date:*	30-1	0-20	22								Expiry Date:	29-10-2024	4 🗰			
Expiry Date:*	31-1	0-20														
Item Category List																
															Save	) Next

## 2.2.6. Fill in the required Information and use dropdown options to select the available options then click on Save button.

Welcome, Test	<b>Supplier7</b> by requested to furnish with the required information to enable us to assess your Companys position as preferred suppli	er
Status Access A		-
T&C Acceptance	General Details Bank Details Communication Documents	
Trade License Number:	123456 Expiry Date: 29-10-2024	·
Expiry Date:	29-10-2024 📰 Tax Type: UAE: VAT R	legistration Nu 🗸
CR# or Equivalent: *	23458123 Tax Number: tax1234	
Issue Date: *	30-10-2022 🖽 Expiry Date: 29-10-2024	
Expiry Date: *	31-10-2027	
em Category List		
Warehouse Facility:*	Yes 🔽 Area (m2):* 1001- 2000	
Production Facility:*	Yes Area (m2):* 2001-5000	Head Count 1000-5000
Fleet ( Vehicles ):*	Yes Vinter:* 51-100	
History of Litigation:	No Default Order QAR Currency:*	<u>/</u>
	Payment Method: * Bank Trans	fer 🗸
		Save Ne

## 2.2.7. You can view Data Saved Successfully now click on ok and then click on Next Button

< SAP s	upplier Registration Details $  imes $			Q. Vg
Status Access A	Supplier7 by requested to furnish with the required information t pproved Supplier ID Not yet Created Re General Details Bank Details Communication	ference ID 0000000431	ferred supplier	
Address				
	Test Supplier7	City Town:*	Doha	
per Commercial Registration): *			Qatar	
Building Number:*	1234	Success	Doha 🗸	
Address Line 1:*	Lane1	Data Saved Successfully	www.testsupplier.com	
Street Number:*	81		111320	
P.O. Box No:*	1583	Company E-mail:	venkatpih7@gmail.com	
Business Details				
Legal Entity type of	Corporation ~	Business Type: *	Civil	
the company:* Company Establishment Year:*	2022	CEO Name or Equivalent: *	Test Name	
Line of Business:*	EPC Contractor	Owner name:*	Testing123	
				Save Next

### 2.3. Filling of Bank Details

## 2.3.1. Once you click on Next button you will direct to Bank Details tab, now Click on Add Bank to input the Bank details.

< <b>SAP</b> 5	Supplier Registration Details					୍ ଏ 🛛
Welcome, Test Your Company is here Status Access A	by requested to furnish with the re		assess your Companys position as pr 000000431	eferred supplier		
T&C Acceptance	General Details Bank Details	Communication Documen	its			
Bank List						+ Add Ba
Account Number	Bank Number	Bank Name	Branch Name	IBAN	Currency	
			No data			
						Back N

## 2.3.2. Fill in all the details, use the dropdown option to select the available information. After providing all information Click on Save button

< SAP Supplier Registration Details						
Welcome, Test Supplier7 Your Company is hereby requested to furnish with the red Status Access Approved Supplier ID Not y Add Bank T&C Acceptance Gen			sferred supplier			
Bank List Details						+ Add Bank
Account Number Bank ID:		Branch Name:*	Doha		rrency	
Country: *	Qatar 🗸	Branch Number:*	123			
	Account is used for foreign pa	. Branch Type:*	Central			
Name of Bank:	Qatar National Bank 🗸	Account Number:*	2344			
Bank Number:*	QNBAQAQA	Account Holder Name:*	Test			
Bank Control Key:	12	Currency:*	QAR 🗸			
Swift Code:*	QNBAQAQA					
IBAN/ IFSC (Online Payment Transfer):*	QA35QNBA00000000000000000					
IBAN Certification from Bank:	Audit Report.png					
			Save	Cancel		
						Back Next

2.3.3. You can view Data successfully saved message, click on ok button to continue.



### 2.3.4. Then click on the Next button.

< SAP	Supplier Registration Details					Q (	vg	
Welcome, Te Your Company is he Status Acces	ereby requested to furnish with the red	uired information to enable us to asses et Created Reference ID 000000		preferred supplier				
T&C Acceptance	General Details Bank Details	Communication Documents						
Bank List						+ Ad	ld Bank	
Account Number	Bank Number	Bank Name	Branch Name	IBAN	Currency			
2344	QNBAQAQA	Qatar National Bank	Doha	QA35QNBA000000000000000000000000000000000000	QAR			
						Back	Next	

### 2.4. Filling of Communication Details

## 2.4.1. Once you click on Next button you will direct to Communication tab, now Click on Add Communication button.

Here you will be able to maintain all the contact details from your company who will be dealing with the client.

< sap	Supplier Registration						ଦ୍ ଏ
Welcome, Te							
		ith the required information			as preferred supplier		
Status Acces	Supplier II	D Not yet Created R	eference ID 000000043:				
T&C Acceptance	General Details Bank	k Details Communicatio	Documents				
mmunication Li	st					4	- Add Communicati
pe	BU	Name		Designation	Department	Telephone	Mobile
eneralDetails							-
							Back N
							Duck N

### 2.4.2. Fill all the details and Click on Save button.

< SAP s	upplier Registratio	on Details $\checkmark$							
	by requested to furnish		able us to assess your Companys pos ice ID 0000000431	tion as prefe	rred su	pplier			
T&C Acceptance 0	General Details Ba	ank Details Communication	Documents						
Communication List	_							+ Add (	Communication
Туре	Add Communica	ation							Mobile
GeneralDetails	Type: *	Primary Contact Person 🗸	Tel N	p: +974	~	3322332			
	BU:	Pow 🗸 Power Internationa	il Hold. Fax N	D:	$\sim$	2200220			
	Name:*	Testing John	Extensio	n: 32					
	Designation:*	Buyer	] Mobile N	o: +974	$\sim$	66230223			
	Department: *	Procurement	] Ema	il: venka	pih7@	gmail.com			
						Sa	ve Cancel		
						-			
									Back Next

### 2.4.3. Click on OK button to continue.

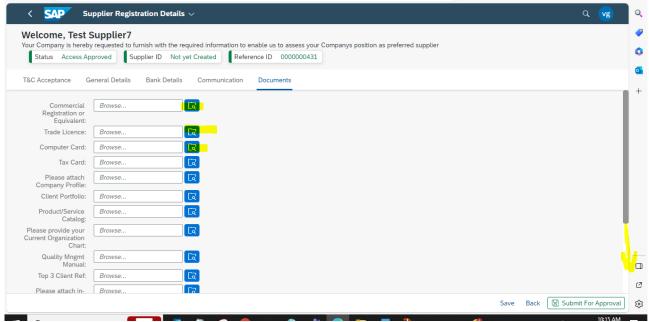
< SAP SI	upplier Registration Details					Q vg
Welcome, Test Your Company is hereb Status Access Ap	y requested to furnish with the red		o enable us to assess your Companys p ference ID 0000000431	position as preferred supplier		
T&C Acceptance G	General Details Bank Details	Communication	Documents			
Communication List						+ Add Communication
Туре	BU	Name	Designation	Department	Telephone	Mobile
GeneralDetails			•	_		-
PrimaryContact	1000 - Power International Hold.	Testing John	Success	Procurement	+974 - 3322332	+974 - 662301
			Data Saved Successfully			
				ОК		

# 2.4.4. If we want to add more communication again click on Add communication button and repeat the above steps or click on Next button to further

	reby requested to furnish with the re			as preferred supplier		
Status Access	General Details Bank Details	Communication Docum				
ommunication Lis		Communication	ients		+ 4	dd Communication
/pe	BU	Name	Designation	Department	Telephone	Mobile
eneralDetails	-				-	-
imaryContact	1000 - Power International Hold.	Testing John	Buyer	Procurement	+974 - 3322332	+974 - 662
						Back Nex

### 2.5. Filling of Document Details

## 2.5.1. Once you click on Next button you will direct to Documents tab, now Click on search option near to every field to add the relevant documents.



### 2.5.2. Select the required file from your files and select open button to add.

<ul> <li>New folder</li> </ul>	> Downloads		,	v Ö ∕ Sei	× arch Downloads
<ul> <li>New folder</li> </ul>	> Downloads		,	v Ö 🔎 Sei	auch Dauralauda
					arch Downloads
achmente					III 🕶 🔲 😮
acriments	^ Name	Date modified	Туре	Size	^
crosoft Teams Chat Fi	v lact weak (1)				
cordings					
		10/25/2023 8:46 PM	Microsoft Excel W	107,204 KB	
	✓ Earlier this month (42)				
	Aura Final 1.1.23 - 10.17.23 (3)	10/19/2023 1:23 PM	Microsoft Excel W	117,297 KB	
	ES 1.1.23 - 10.17.23	10/19/2023 11:32 AM	Microsoft Excel W	199,421 KB	
cuments	Certification	10/18/2023 6:33 PM	PNG File	264 KB	
wnloads		2023 10/18/2023 1:12 PM	Microsoft Excel W	3,037 KB	
isic		10/18/2023 11:52 AM	PNG File	164 KB	
tures					
eos					
w Volume (D:)	Aura YTD 1.1.23 - 3.13.23	10/15/2023 6:45 PM	Microsoft Excel W	36,930 KB	
	ordings PC Objects Kkop uruments winloads sic tures eos eos kdows (C:)	v Last week (1)       ordings       PC       Objects       Image: Aura FTD       Objects       Image: Aura FTD       Image: Aura FTD       Objects       Image: Aura FTD       Image:	v Last week (1)         10/25/2023 & 46 PM           pPC         v Earlier this month (42)           Objects         10/19/2023 1:23 PM           ktop         10/19/2023 1:23 PM           wilcoads         10/19/2023 1:32 PM           wilcoads         10/18/2023 6:33 PM           wilcoads         10/18/2023 1:12 PM           wilcosoftTeams-image (5)         10/18/2023 1:152 AM           wilcrosoftTeams-image (5)         10/18/2023 1:32 PM           wilcrosoftTeams-image (3)         10/15/2023 7:52 PM           eos         MicrosoftTeams-image (3)         10/15/2023 7:52 PM           wildows (C:)         MicrosoftTeams-image (2)         10/15/2023 7:50 PM	ordings <ul></ul>	v Last week (1)         10/25/2023 8x46 PM         Microsoft Excel W         107,204 KB           PC         V         Earlier this month (42)         00bjects         Microsoft Excel W         117,297 KB           Sktop         Image: Aura Final 1.123 - 10.1723 (3)         10/19/2023 11:32 AM         Microsoft Excel W         117,297 KB           wilcosds         Image: Aura Final 1.123 - 10.1723 (3)         10/19/2023 11:32 AM         Microsoft Excel W         117,297 KB           wilcosds         Image: Aura Final 1.123 - 10.1723 (3)         10/19/2023 11:32 AM         Microsoft Excel W         117,297 KB           wilcosds         Image: Aura Final 1.123 - 10.1723 (3)         10/19/2023 11:32 AM         Microsoft Excel W         117,297 KB           wilcosds         Image: Aura Final 1.123 - 10.1723 (3)         10/19/2023 11:32 AM         Microsoft Excel W         117,297 KB           wilcosds         Image: Aura Final 1.123 - 10.1723 (3)         10/19/2023 11:32 AM         PMG File         264 KB           wilcosds         Image: Aura Final 1.123 - 10.1723 (3)         10/18/2023 11:32 AM         PMG File         264 KB           wilcosds         Image: Aura Final 1.123 - 10.1723 (3)         10/18/2023 11:52 AM         PMG File         164 KB           sic         Image: Aura Final 1.123 - 10.1723 (3)         10/18/2023 11:52 AM

### 2.5.3. Now scroll down to fill certification details.

< <b>SAP</b> SI	pplier Registration Details $$	Q	vg	۹
Welcome, Test S Your Company is hereby Status Access Ap	requested to furnish with the required information to enable us to assess your Companys position as preferred supplier			6
T&C Acceptance G	neral Details Bank Details Communication Documents			
Commercial Registration or Equivalent:	Browse			+
Trade Licence:	Browse			
Computer Card:	Browse			
Tax Card:	Browse			
Please attach Company Profile:	Browse			
Client Portfolio:	Browse			
Product/Service Catalog:	Browse			
Please provide your Current Organization Chart:	Browse			
Quality Mngmt Manual:	Browse			ľ
Top 3 Client Ref:	Browse			
Please attach in-	Browse			Ċ
	Save Back 🖫	Submit For A	Approval	8
			10:15 AM	

### 2.5.4. Click on the Add certification button.

< SAP Su	pplier Registration I	Details 🗸								Q	vg
Velcome, Test S our Company is hereby Status Access Ap	requested to furnish wit	h the required information f	to enable us to assess y eference ID 00000004	ompan	ys positio	n as preferr	ed supplier				
C Acceptance G	eneral Details Bank	Details Communication	n Documents								
Cuent Fortiouo.	DIOWSE	LQ									
Product/Service Catalog:	Browse										
Please provide your urrent Organization Chart:	Browse										
Quality Mngmt Manual:	Browse										
Top 3 Client Ref:	Browse										
Please attach in- country value certificate:	Browse										
Certification List			Add Certification								
Certification Name	Expiration Date	Certification Copy	Action								
	No	data									
								Save	Back	🖫 Submit Fo	r Appro

2.5.5. Fill in the required details and click on the search option to attach the report.

SAP Su	pplier Registratio	on Details $\sim$						Q vg
Welcome, Test S	Supplier7 y requested to furnish	n with the required information to r ID Not yet Created Refe			preferred supplier			
T&C Acceptance G	eneral Details B	ank Details Communication	Documents					
Guent Fortiouo.								
Product/Service Catalog:	Browse	<b>[</b> ]						
Please provide your Current Organization Chart:	Add Certification	n						
Quality Mngmt Manual:	Certification			Brand Details				
Top 3 Client Ref:	Name of	Quality Certification		Expirated Date: * 01-	-10-2027 🗰			
Please attach in- country value certificate:	Certification Body: *			Please Attach Bro Certificate:	rowse			
						Save	Cancel	
Certification List			Add Certification					
Certification Name	Expiration Dat	e Certification Copy	Action					
		No data						
						s	ave Back	Submit For Approval

### 2.5.6.

### Select the required file and click on Open to attach.

Status /	Access Approved Supplie	r ID Not yet Created Reference ID 0000000431					
	C Open						×
C Accepta	$\leftarrow \rightarrow \checkmark \uparrow \clubsuit$ This PC $\rightarrow$	Downloads		```	· Ö /	O Search Downloads	
Produc	Organize 🔻 New folder						0
	Attachments	Name	Date modified	Туре	Size		^
Please prov urrent Org	Microsoft Teams Chat Fi	✓ Last week (1)					
	Recordings	East week (1)	10/05/0000 0 45 0 4	NC 05 114	107.004.00		
Qualit	This PC		10/25/2023 8:46 PM	Microsoft Excel W	107,204 KB		
	_	✓ Earlier this month (42)					
Top 3 C	🧊 3D Objects	🕮 Aura Final 1.1.23 - 10.17.23 (3)	10/19/2023 1:23 PM	Microsoft Excel W	117,297 KB		
Please a	E Desktop	🖬 ES 1.1.23 - 10.17.23	10/19/2023 11:32 AM	Microsoft Excel W	199,421 KB		
cour	Documents	Certification	10/18/2023 6:33 PM	PNG File	264 KB		
c	🕹 Downloads	2.2 Inventory Written off - El&CO MB51 - 01.09.2023 to 30.09.2023	10/18/2023 1:12 PM	Microsoft Excel W	3,037 KB		
	👌 Music	MicrosoftTeams-image (5)	10/18/2023 11:52 AM	PNG File	164 KB		
	E Pictures	Supplier Portal YTD Aug-23	10/16/2023 1:38 PM	Microsoft Excel W	7,168 KB		
Certificat	📕 Videos	MicrosoftTeams-image (4)	10/15/2023 7:52 PM	PNG File	264 KB		
Certificatio	Windows (C:)	MicrosoftTeams-image (3)	10/15/2023 7:52 PM	PNG File	217 KB		
Certificatio	New Volume (D:)	MicrosoftTeams-image (2)	10/15/2023 7:50 PM	PNG File	241 KB		
	ivew volume (b.)	Aura YTD 1.1.23 - 3.13.23	10/15/2023 6:45 PM	Microsoft Excel W	36,930 KB		
	Arrow Metwork	😰 Export (10)	10/15/2023 2:55 PM	Microsoft Excel W	7 KB		~

### 2.5.7. Click on the Save button.

< SAP Su	pplier Registration Details $  imes $			Q vg
Welcome, Test S Your Company is hereby Status Access Ap	requested to furnish with the required information to	enable us to assess yo erence ID 000000043		
T&C Acceptance G	eneral Details Bank Details Communication	Documents		
Guent Fortiouo.				
Product/Service Catalog:	Browse			
Please provide your Current Organization	Add Certification			
Chart: Quality Mngmt Manual:	Certification		Brand Details	
Top 3 Client Ref:	Name of Quality Certification		Expirated Date: * 01-10-2027	_
Please attach in- country value certificate:	Body:*		Please Attach Certification.png	_
			Save	Cancel
Certification List		Add Certification		
Certification Name	Expiration Date Certification Copy	Action		
	No data			

## 2.5.8. We can view the message "data saved successfully", click on OK button to continue.

< SAP Su	pplier Registration Details $  imes $		Q vg
Welcome, Test S Your Company is hereby Status Access App	requested to furnish with the required information to	erable us to assess your Companys position as preferred supplier erence ID 0000000431	
	eneral Details Bank Details Communication	Documents	
	Browse		
Product/Service Catalog:	Browse		
Please provide your Current Organization Chart:	Browse	Success	
Quality Mngmt Manual:	Browse		
Top 3 Client Ref:	Browse	Data Saved Successfully	
Please attach in- country value certificate:	Browse		
Certification List		Add Certification	
Certification Name	Expiration Date Certification Copy	Action	
Quality Certification	01-10-2027 217c88dd-88b8-4e9e-b60		
		Save Back [딸 Subn	nit For Approval

## 3. Submission for Approval

### 3.1. Now click on the Submit for Approval button to submit the Registration.

< SAP Su	pplier Registration [	Details $\sim$									Q (	vg	
Welcome, Test S Your Company is hereby		h the required information to	enable us to assess y	our Com	npanys positic	on as preferred	supplier						
Status Access App	oroved Supplier ID	Not yet Created Refe	erence ID 00000004	431									
T&C Acceptance Ge	eneral Details Bank	Details Communication	Documents										
Client Portfolio:	Browse	La											
Product/Service Catalog:	Browse	لھ)											
Please provide your Current Organization Chart:	Browse	ل											
Quality Mngmt Manual:	Browse											1	
Top 3 Client Ref:	Browse	<b>L</b> a											l
Please attach in- country value certificate:	Browse												
Certification List			Add Certification										
Certification Name	Expiration Date	Certification Copy	Action										
Quality Certification	01-10-2027	217c88dd-88b8-4e9e-b60	7.										
								Save	Back	🖫 Subm		proval	