

HOW TO REGISTER AS A SUPPLIER

This user manual provides a comprehensive guide for suppliers on how to register on the Supplier Portal. It walks users through the entire registration process, from submitting a request, account activation, and approval. This guide is designed to help suppliers seamlessly register in Supplier Portal, enabling them to effectively engage with the organization's procurement system.

Step-by-Step
Guide on How to
Register as a
Supplier in the
Supplier Portal.

How to Register as a Supplier



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A. Definition of Terms

1. **Business Unit** – It refers to a distinct division or segment within an organization, responsible for specific products, services, or markets.
2. **Buyer** – An individual responsible for sourcing, purchasing, and managing the acquisition of goods, services, and materials needed for the company's operations, projects, and construction activities.
3. **Government Companies Supplier** – A type of supplier where companies are owned by the government and profit-making entities.
4. **Government Ministries Supplier** – A type of supplier for companies that belong to Ministries of Government and Government Bodies.
5. **International Freelancer Supplier** – A type of supplier that is composed of individual persons acting as a supplier with proof of authorized permit to work as a freelancer.
6. **Private-Owned Supplier** – A type of supplier where the company is privately owned.
7. **Public Listed Supplier** – A type of supplier where the company is listed in stock exchange.
8. **Related/Affiliated Supplier** – A type of supplier for companies that fall under the umbrella of Power International Holding such as Power International Holding, Estithmar Holding, Baladna, UCC Holding, Aura Group, Asset Group, and all related companies.
9. **Strategic Supplier** – A supplier classification where expected business value exceeds QAR 10 million (or equivalent) in 12 months period.
10. **Subcontractor** – A person or company hired by a primary contractor to perform specific tasks or provide services as part of a larger project.
11. **Supplier** – A person or organization that provides goods, services, or materials to another entity, typically a business, to support its operations or production processes.
12. **Supplier Portal** – A digital platform that enables suppliers to interact with businesses for activities such as supplier registration, submitting requests for quotations (RFQs), and providing quotation submissions.
13. **Supplier Registration** – The process through which a supplier provides necessary information and documentation to be officially recognized and approved as a vendor by the company.
14. **Transactional Supplier** – A supplier classification where expected business value is less than QAR 10 million (or equivalent) in 12 months period.

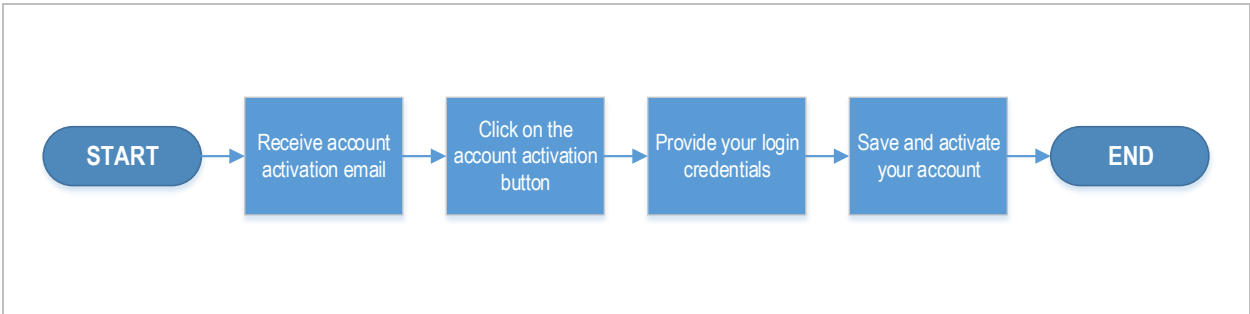
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B. How to Activate Supplier Portal Account

1. Process Flow

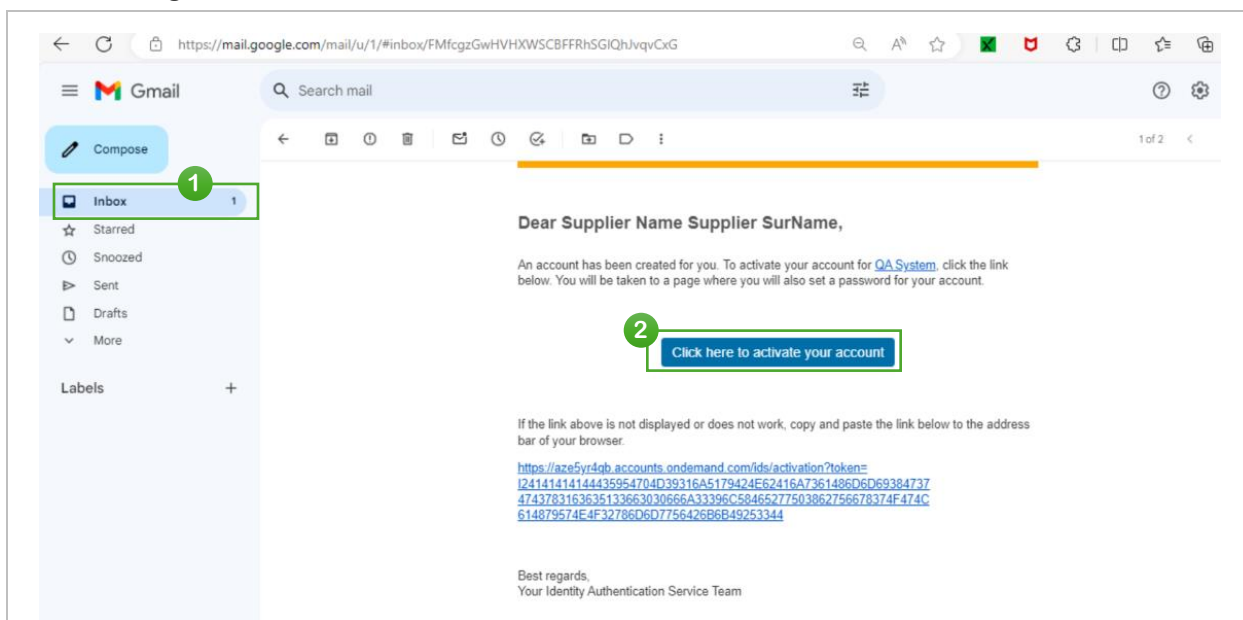


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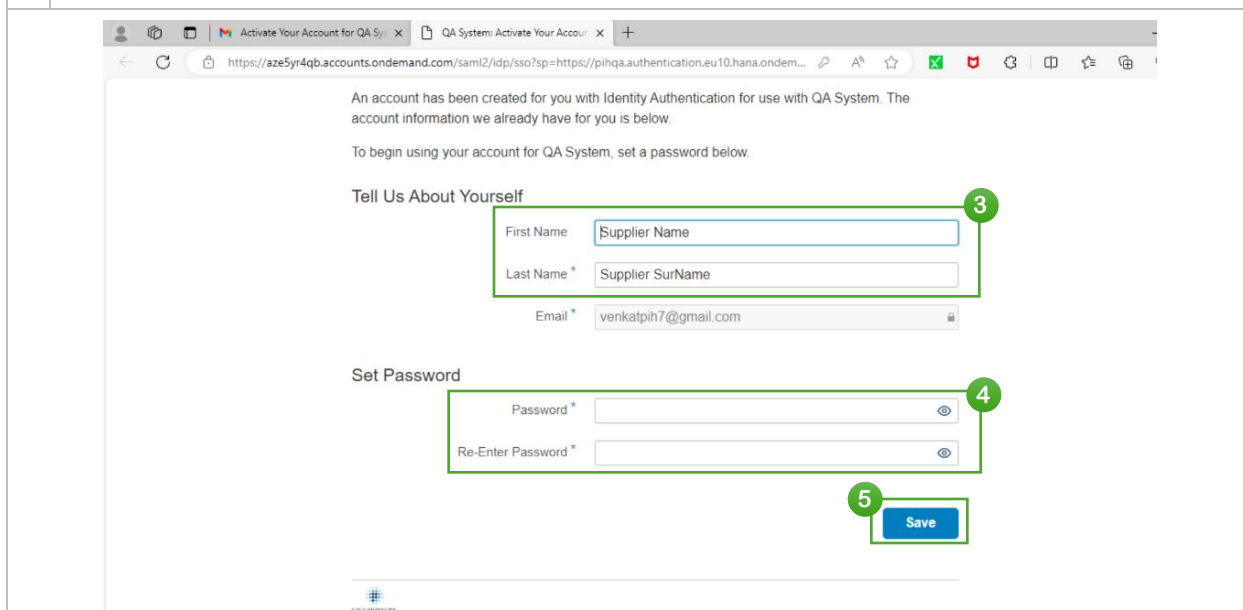
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2. Email Registration Link



1 An email notification, displayed as above, will be received by your email account to initiate your registration as a supplier.

2 Click on the 'Click here to activate your account' button.



3 Once clicked on the button, you will be redirected to another tab for identity authentication by providing your first and last name.

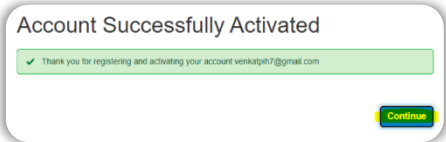
4 Set a password.

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5 When done, click 'Save.'



This is to confirm that you have successfully activated your account. Click 'Continue' to access the Supplier Portal.

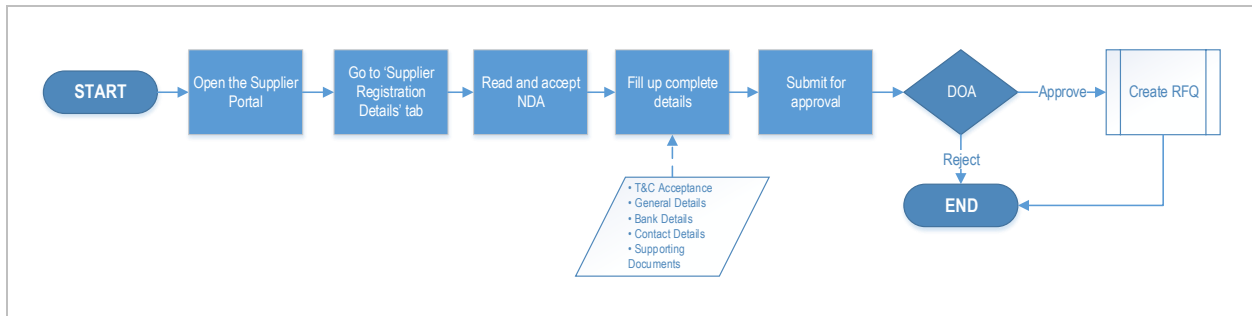
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C. How to Update Supplier Documents

1. Process Flow



Important Reminder!

It is essential to provide **accurate and complete information** to increase your chances of being an accredited supplier.

The more accurate and complete, the higher the chance of elevating your status in our supplier database and obtaining business opportunities!

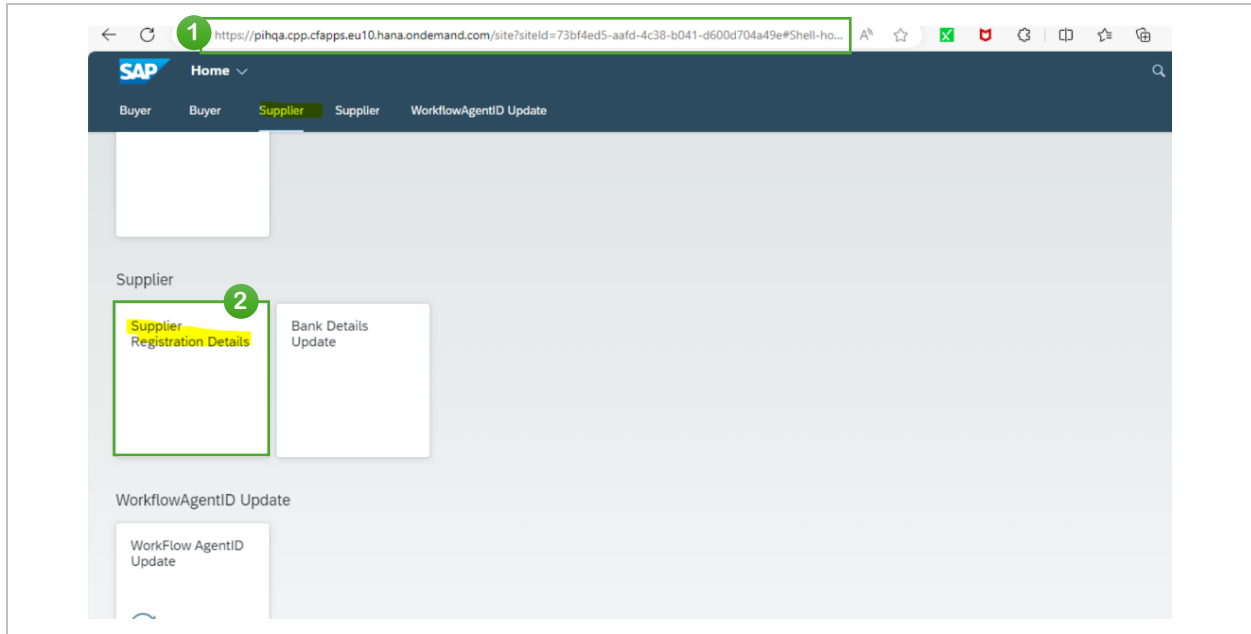
Additionally, it will prevent the chances of rejection and ensure a swift onboarding experience.

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2. Supplier Portal



1	Log into Supplier Portal using your login credentials.
2	Under the Supplier section, click on the 'Supplier Registration Details' tile.

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3. Supplier Registration Details: T&C Acceptance Tab

The screenshot shows the SAP Supplier Registration Details page for 'Sample Company111 Org'. The 'T&C Acceptance' tab is active, displaying the 'Supplier Terms and Conditions'. The terms are scrollable and include sections for creating a supplier account, level of service, supplier liability, and payment terms. A checkbox at the bottom is checked, indicating acceptance of the terms. A 'Next' button is located at the bottom right of the terms area.

- 1 Read the Supplier Terms and Conditions carefully.
Note: *These Terms and conditions are merely the terms governing the use of the supplier portal.*
- 2 Tick on the checkbox to accept.
- 3 Click 'Next' to continue.

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4. Supplier Registration Details: General Details Tab

- 1 You will be redirected to the General Details tab.
- 2 Select the supplier type from the dropdown.
- 3 Select the supplier classification from the dropdown.

Note: Please ensure to select the appropriate classification in which your company belongs to, as this selection will dictate the questionnaire template.

- 4 Complete the company address.

- 5 Fill up the company's business details.
- 6 Fill up the Registration Information.
- 7 When done, click 'Save' and 'Next' to continue.

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5. Supplier Registration Details: Bank Details Tab

- 1 You will be redirected to the Bank Details tab.
- 2 Click on 'Add Bank.'
- 3 Fill in bank details.
- 4 When done, the page should look like this.
- 5 Click 'Next.'

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6. Supplier Registration Details: Communication Tab

The screenshot shows the SAP Supplier Registration Details page for 'Mekdam Technology'. The 'Communication' tab is active. A modal window titled 'Add Communication' is open, allowing the user to add a new contact person. The modal includes a dropdown for 'Type' (set to 'General Details'), and input fields for 'Tel No.', 'Fax No.', 'Extension', 'Mobile No.', and 'Email'. A green box highlights the '+ Add Communication' button in the top right corner of the modal.

1 You will be redirected to the Communication tab.

2 Click on 'General Details.'

3 Fill up the contact details.

The screenshot shows the 'Add Communication' modal with the 'Type' dropdown set to 'Primary Contact Person'. The modal includes input fields for 'BU', 'Name', 'Designation', 'Department', 'Tel No.', 'Fax No.', 'Extension', 'Mobile No.', and 'Email'. A green box highlights the '+ Add Communication' button in the top right corner of the modal, and another green box highlights the 'Save' button at the bottom right of the modal.

4 To add more contact person(s), Click 'Add Communication.'

5 Fill up the contact details.

6 Click 'Save.'

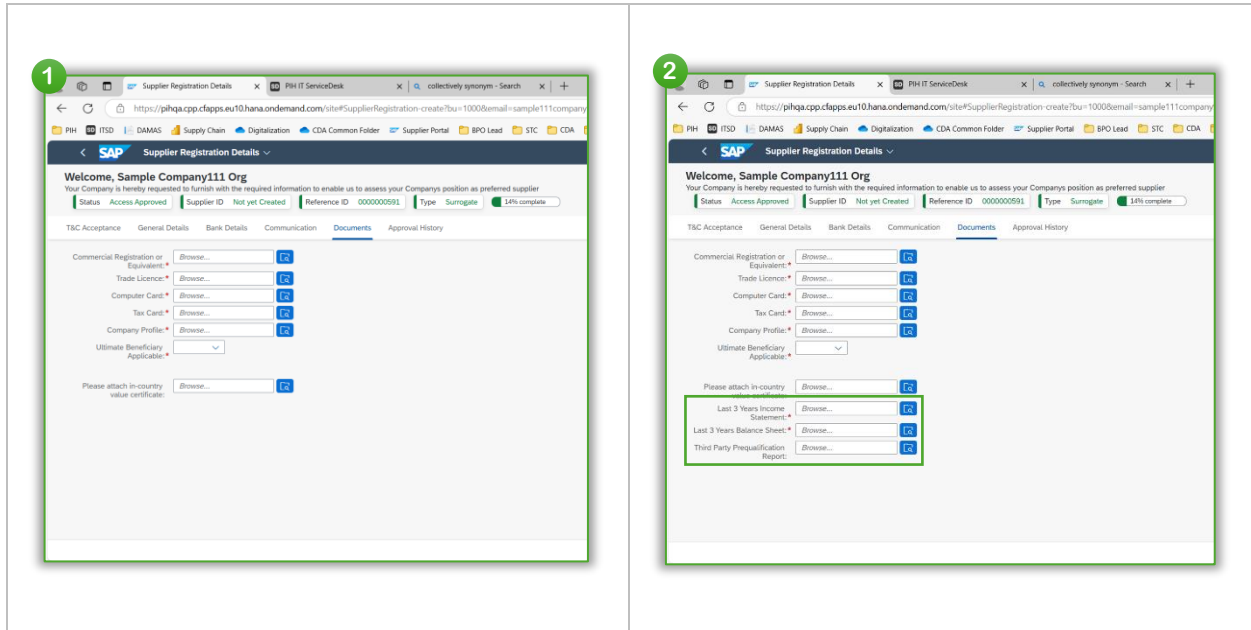
A success message dialog box is shown with the text 'Success Data Saved Successfully' and an 'OK' button.

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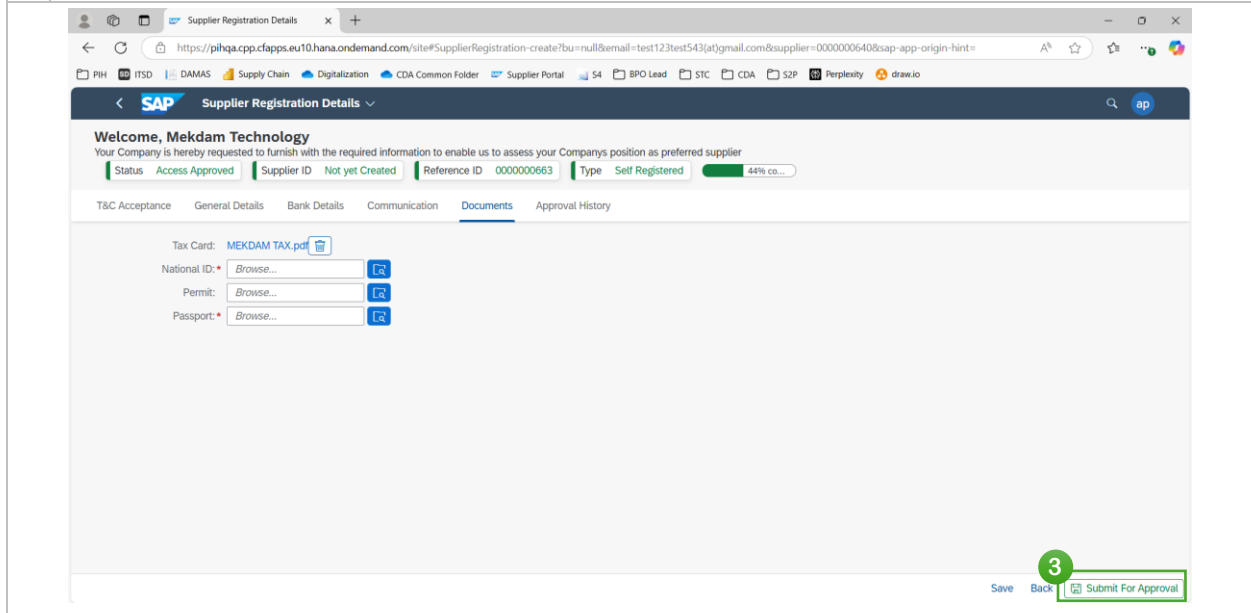
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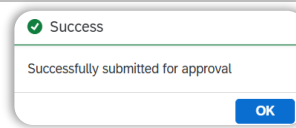
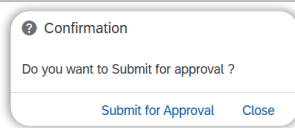
7. Supplier Registration Details: Documents Tab



- 1 If you selected **Transactional** in the supplier classification, this is what your Documents tab will look like. Upload the listed documents as required.
- 2 On the other hand, if you selected **Strategic** in the supplier classification, you would get the same requirements, however you will be required to upload additional documents such as:
 - a) Last 3 Years Income Statement;
 - b) Last 3 Years Balance Sheet; and
 - c) Third Party Prequalification Report.



- 3 Submit for approval.



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8. Supplier Registration: Approval History

Supplier Registration Details

Welcome, Mekdam Technology
Your Company is hereby requested to furnish with the required information to enable us to assess your Company's position as preferred supplier

Status: In Approval | Supplier ID: Not yet Created | Reference ID: 0000000663 | Type: Self Registered | 46% co...

T&C Acceptance | General Details | Bank Details | Communication | Documents | **Approval History**

Approval History

Level	BU	Action By	Approver	Action Details	Remarks	Date
1	1000	m.rizad@powerholding-intl.com;ex_k.kandasamy@powerholding-intl.com	BU Buyer	Waiting for Approval		2025-02-26T13:17:20.870Z
2	1000	m.rizad@powerholding-intl.com;ex_k.kandasamy@powerholding-intl.com	BU Finance	Waiting for Approval		2025-02-26T13:17:20.870Z

1 If you wish to track the approval status, go to 'Approval History' tab.

2 You will see the following approval information:

- a) Level of Approval;
- b) BU;
- c) Approver Email;
- d) Approver Position;
- e) Action Details (or Status);
- f) Remarks; and
- g) Date.

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