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.



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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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2. Email Registration Link



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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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3. Supplier Registration Details: T&C Acceptance Tab

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There terms constitute a binding legal agreement in electronic form between you ("Supplier", "Provider", "merchant", "vendor", "you", "you") and Company ("we", "au", "our") By using the platform, you agree to these terms.		î		1
supplier should enter the details required in this registration process under the section General Details, Bank Details, Communication Details and relevant documents				
Following submission of the above details, the registration will undergo an approval process by Company:				
If fully approved, supplier account will be created in the ERP system.				
Once an account is created, supplier will be notified.				
2) Level of Service				
organisa agreests a private an excision and accounting an annumary primore that the services are carried out by mathdby qualified, skilled and experienced personnel.				
3) Suppler liability				
Supplier is requestible for (i) understanding and complying with all laws, rules and regulations that may apply to your services (ii) obtaining any required licenses, permits, or registrations prior to providing your service(); and (ii) ensuing that your service() in a service() and (iii) ensuing that your service() in a service() in a service() and (iii) ensuing that your service() in a servi	will not breach a	ny		
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4. Supplier Registration Details: General Details Tab

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	Street Number:* Postal Code:*
	4 Email:* sample111company987@gmai
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5. Supplier Registration Details: Bank Details Tab

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6. Supplier Registration Details: Communication Tab

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7. Supplier Registration Details: Documents Tab



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