

User Manual

Supplier Self Registration

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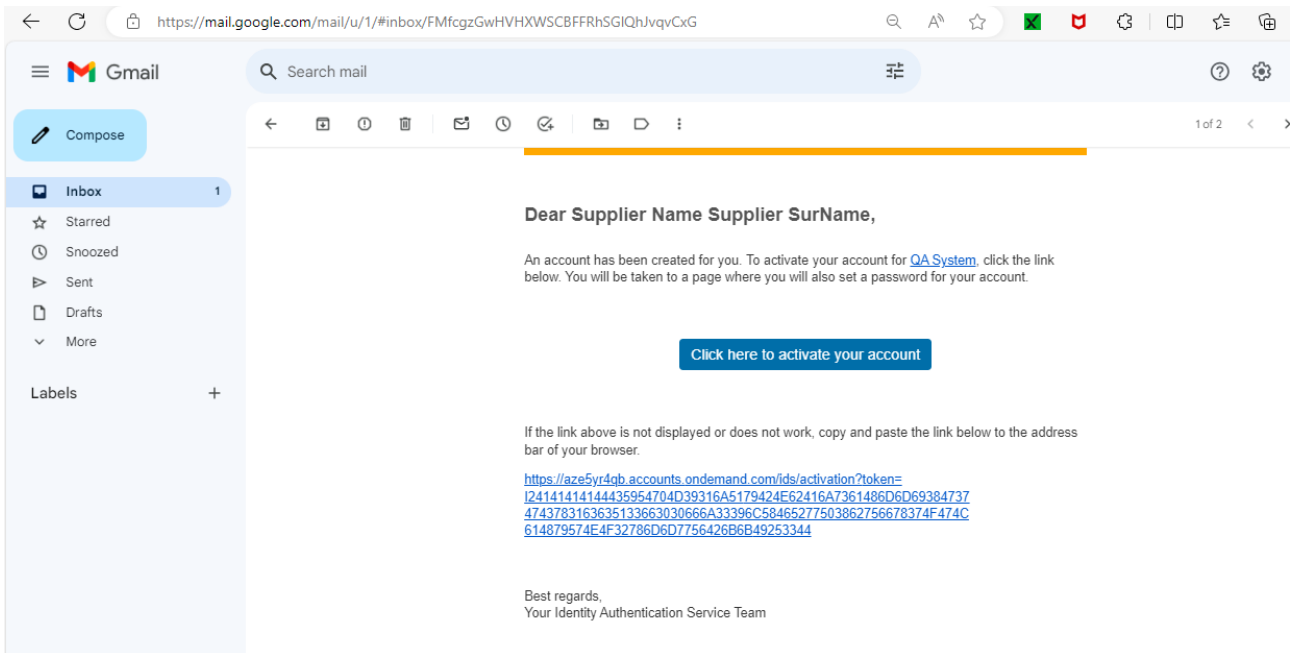
- 1. Login**
- 2. Supplier Self Registration**
 - a. Terms and Conditions Acceptance
 - b. Filling of General Details
 - c. Filling of Bank Details
 - d. Filling of Communication
 - e. Filling of Documents
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In this Process Procurement Team will send 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

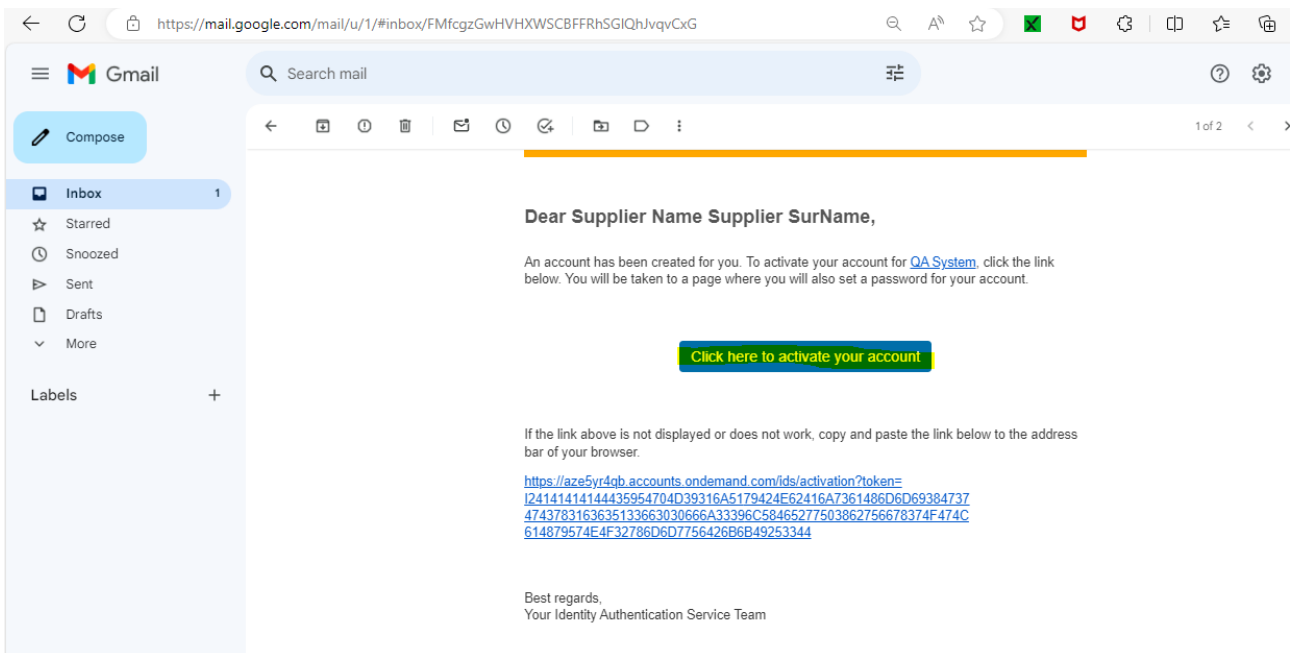
1. Login into Supplier Portal using Registration Link

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.

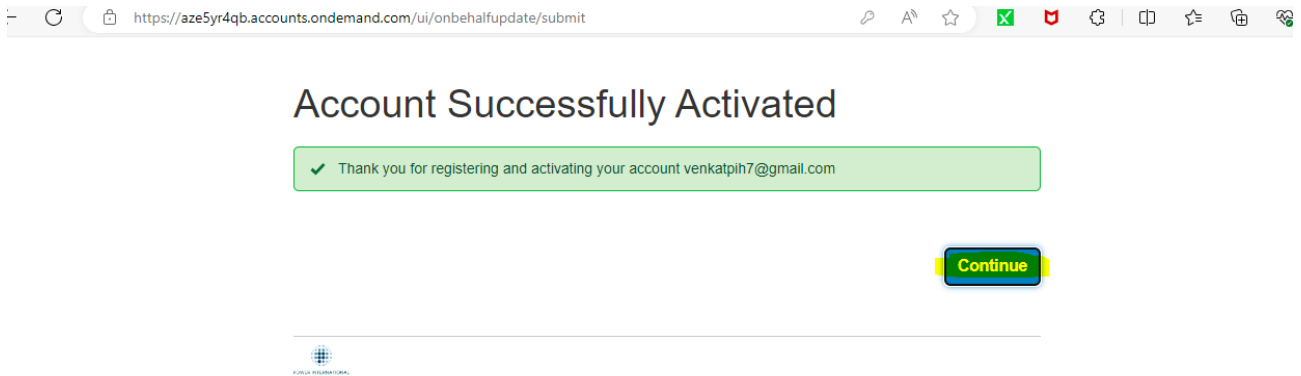
The screenshot shows a web browser window with the URL <https://aze5yr4qb.accounts.ondemand.com/saml2/idp/sso?sp=https://pihqa.authentication.eu10.hana.ondem...>. The page content includes:

- Message: "An account has been created for you with Identity Authentication for use with QA System. The account information we already have for you is below."
- Instruction: "To begin using your account for QA System, set a password below."
- Section: "Tell Us About Yourself" with input fields for:
 - First Name: Supplier Name
 - Last Name *: Supplier SurName
 - Email *: venkatpih7@gmail.com
- Section: "Set Password" with input fields for:
 - Password *: (empty)
 - Re-Enter Password *: (empty)
- A blue "Save" button.
- FOCUS INTERNATIONAL logo at the bottom.

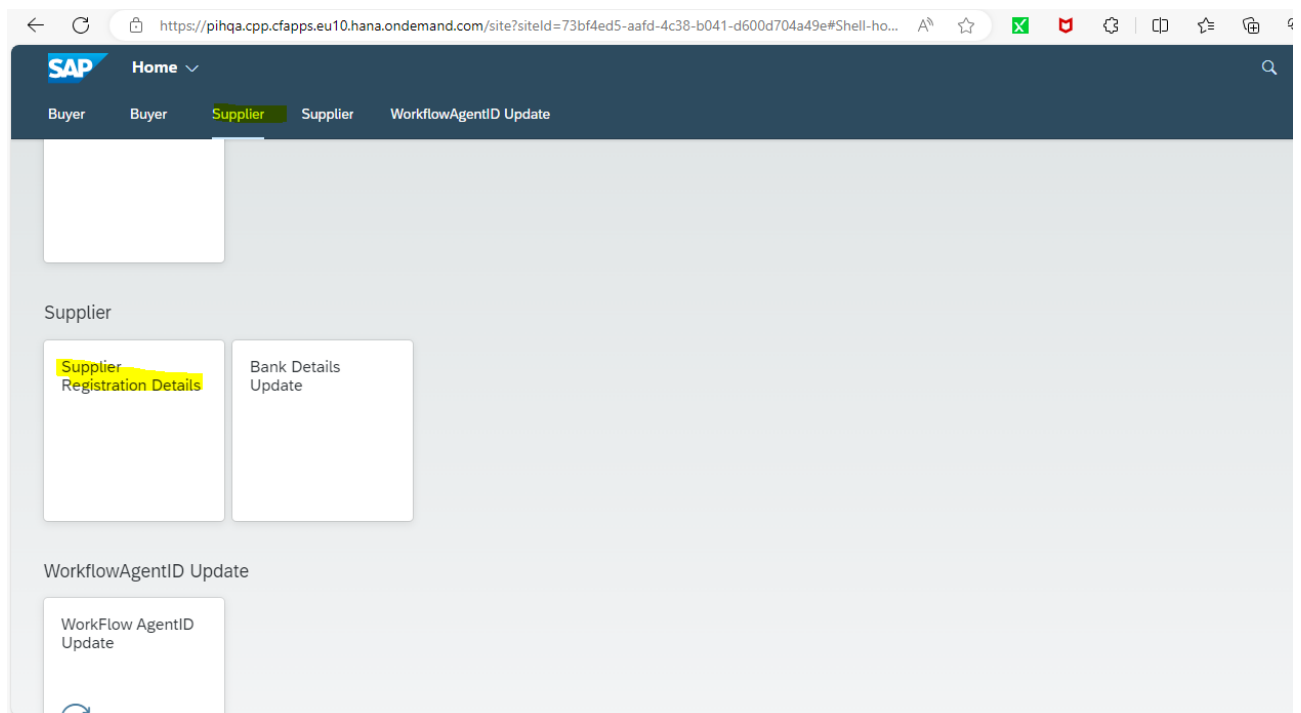
1.4. Set the Password and click on Save.

This screenshot is identical to the one above, but with a yellow highlight on the "Save" button. Additionally, the "Password *" and "Re-Enter Password *" input fields now contain masked text (dots) and each has a green checkmark icon on the right side, indicating that the password requirements have been met.

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



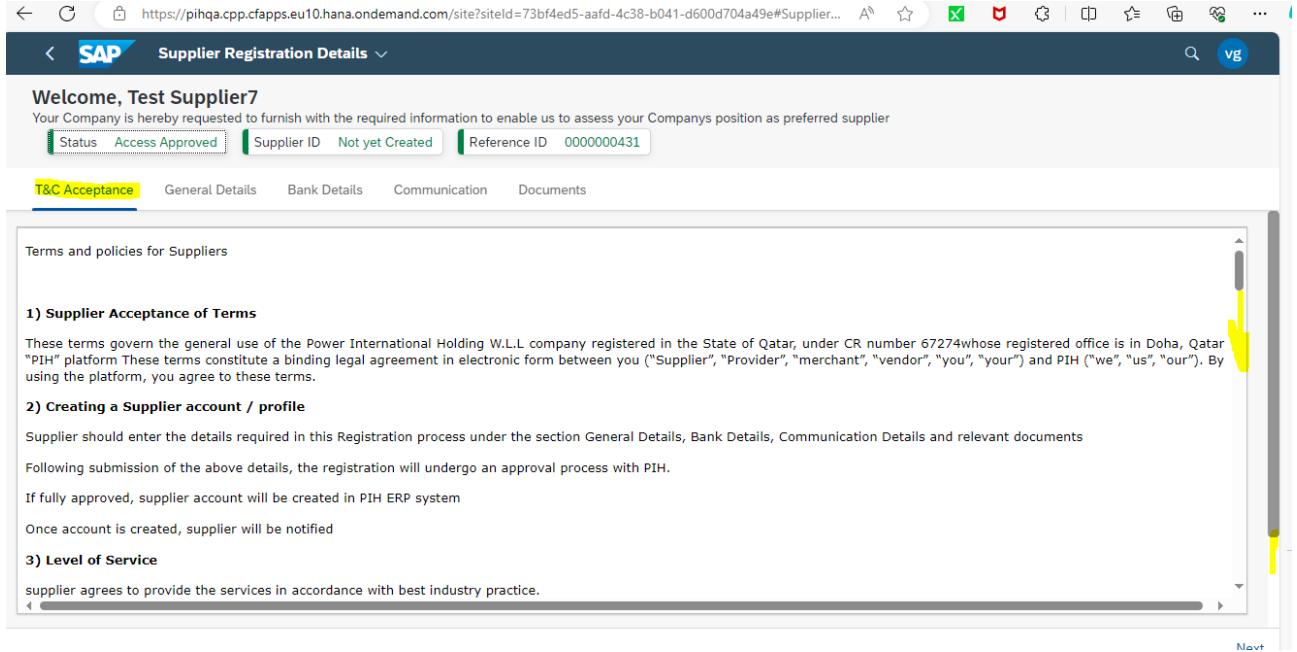
1.6. Once Login you will see the tile Supplier Registration Details. In order to register, click on Supplier Registration Details



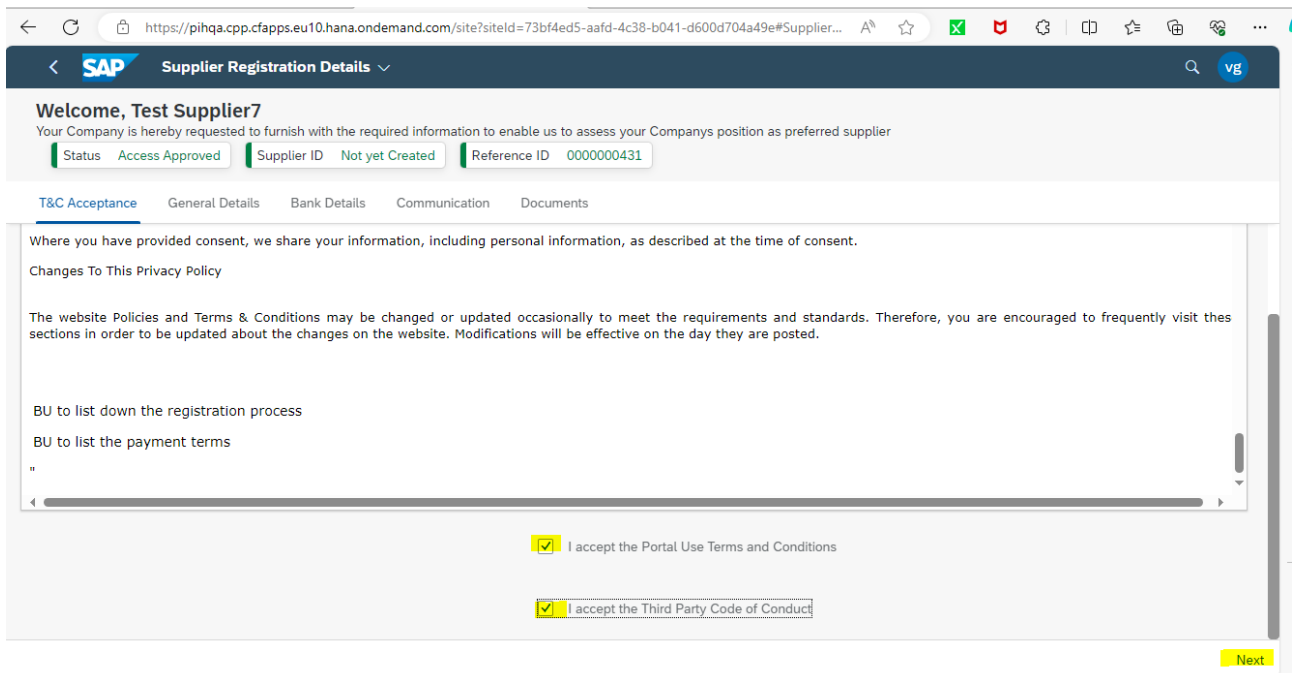
2. Supplier Registration

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.



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 Supplier Registration Details

Welcome, Test Supplier7
Your Company is hereby requested to furnish with the required information to enable us to assess your Company's position as preferred supplier

Status Access Approved | Supplier ID Not yet Created | Reference ID 0000000431

T&C Acceptance **General Details** Bank Details Communication Documents

Address

Company Name (as per Commercial Registration):* Test Supplier7
Building Number:* 1234
Address Line 1:* Lane1
Street Number:* 8thStreet
P.O. Box No:* 1583

City Town:* Doha
Country: Qatar
Region:* Doha
Website: www.testsupplier.com
Postal Code:* 111320
Company E-mail:* venkatpih7@gmail.com

Business Details

Legal Entity type of the company:* Sole Proprietorship
Company Establishment Year:* e.g. 2023
Line of Business:* Authorized Distributor

Business Type:*
CEO Name or Equivalent:*
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

Welcome, Test Supplier7
Your Company is hereby requested to furnish with the required information to enable us to assess your Company's 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
Company E-mail:* venkatpih7@gmail.com

Business Details

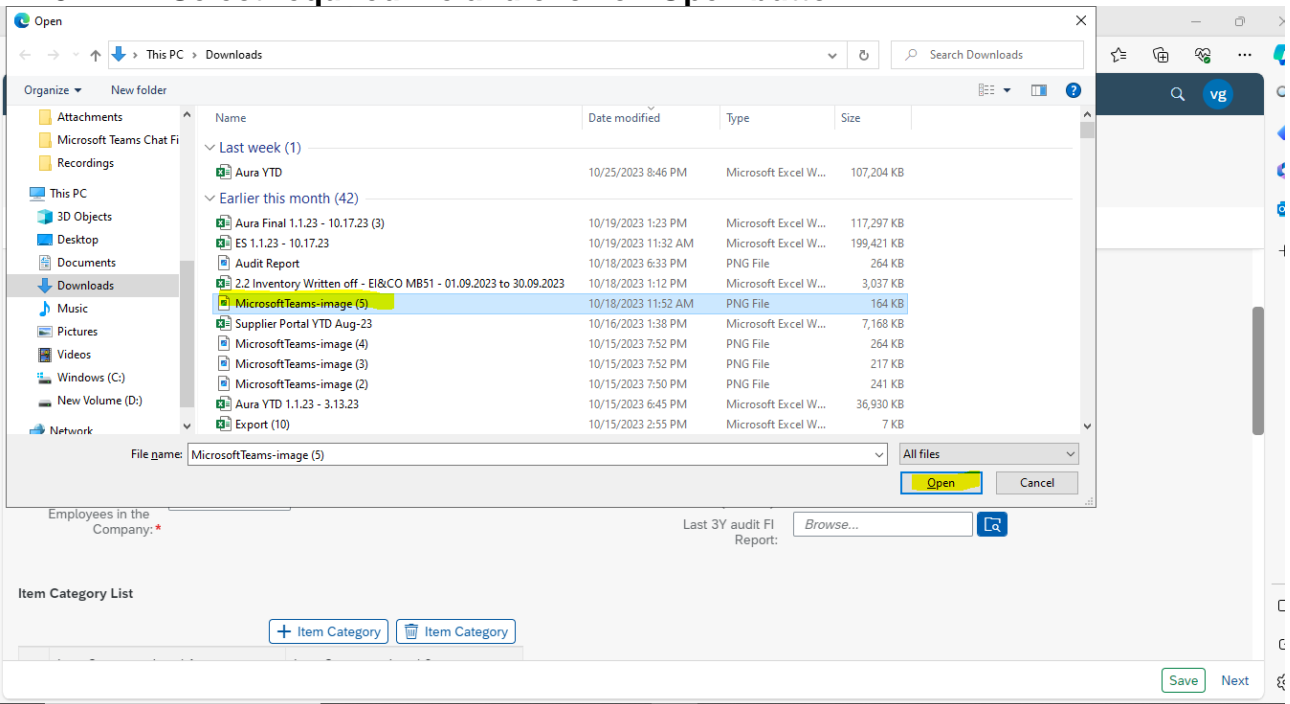
Legal Entity type of the company:* Corporation
Company Establishment Year:* 2022
Line of Business:* EPC Contractor
Number of Permanent Employees in the Company:* 1000-5000

Business Type:* Civil
CEO Name or Equivalent:* Test Name
Owner name:* Testing123
Annual Turnover in QAR(Millions):* above 500...
Last 3Y audit FI Report: Browse...

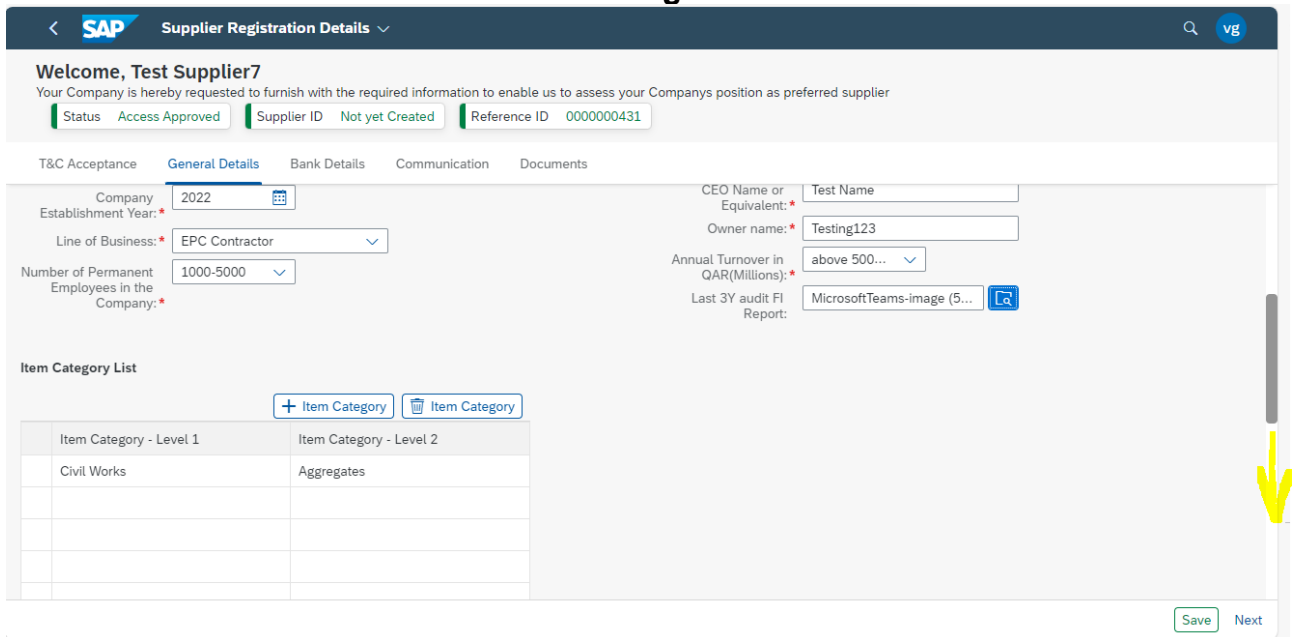
Item Category List

+ Item Category | - Item Category

2.2.3. Select required file and click on Open button.



2.2.4. Now Scroll down to fill remaining fields.



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.

Supplier Registration Details

Welcome, Test Supplier7
Your Company is hereby requested to furnish with the required information to enable us to assess your Company's position as preferred supplier

Status: Access Approved | Supplier ID: Not yet Created | Reference ID: 0000000431

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

Registration Information

Trade License Number: 123456
Expiry Date: 29-10-2024

CR# or Equivalent: 23458123
Issue Date: 30-10-2022
Expiry Date: 31-10-2027

Computer Card Number: 12334
Expiry Date: 29-10-2024

Tax Type: UAE: VAT Registration Nu...
Tax Number: tax1234
Expiry Date: 29-10-2024

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.

Supplier Registration Details

Welcome, Test Supplier7
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Status: Access Approved | Supplier ID: Not yet Created | Reference ID: 0000000431

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

Trade License Number: 123456
Expiry Date: 29-10-2024

CR# or Equivalent: 23458123
Issue Date: 30-10-2022
Expiry Date: 31-10-2027

Expiry Date: 29-10-2024
Tax Type: UAE: VAT Registration Nu...
Tax Number: tax1234
Expiry Date: 29-10-2024

Item Category List

Warehouse Facility: Yes

Production Facility: Yes

Fleet (Vehicles): Yes

History of Litigation: No

Area (m2): 1001- 2000

Area (m2): 2001-5000 Head Count: 1000-5000

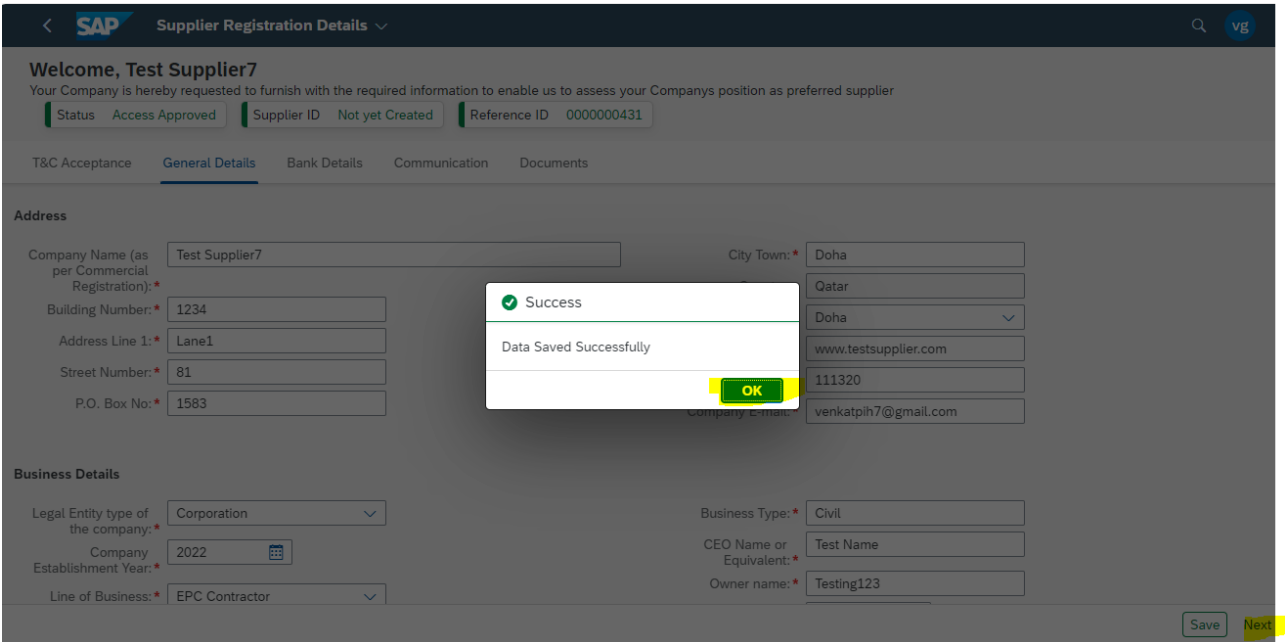
Number: 51-100

Default Order Currency: QAR

Payment Method: Bank Transfer

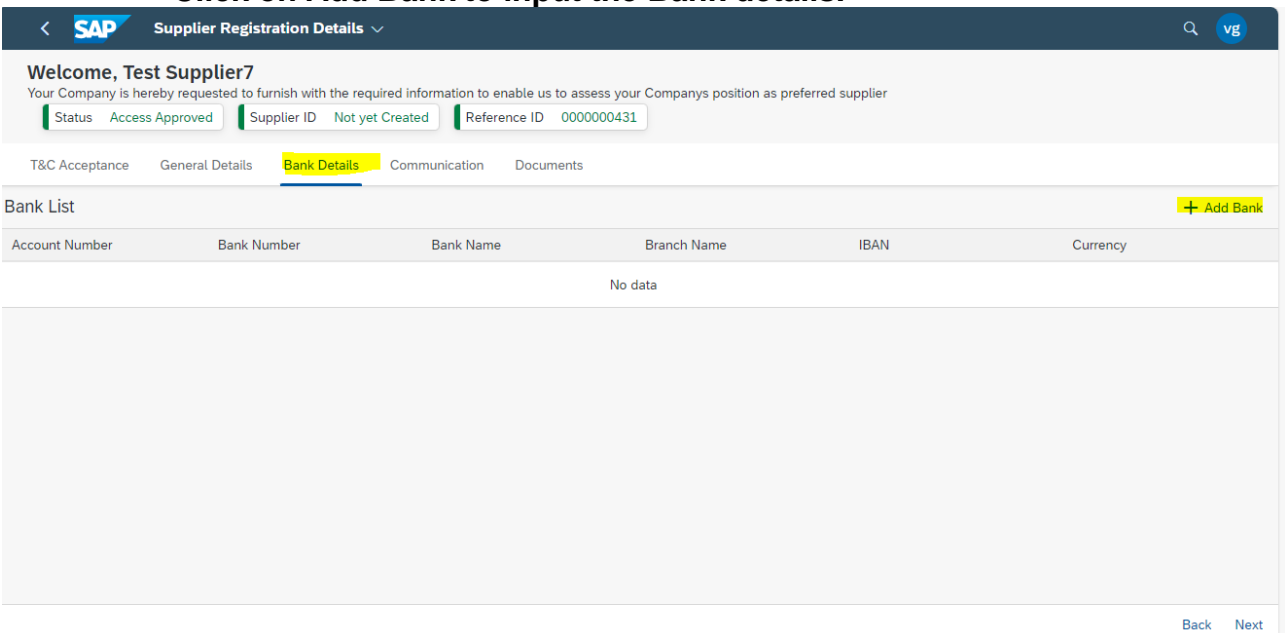
Save Next

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



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.



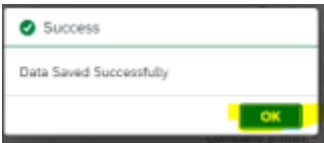
2.3.2. Fill in all the details, use the dropdown option to select the available information. After providing all information Click on Save button

The screenshot shows the SAP Supplier Registration Details page. A modal window titled "Add Bank" is open, displaying the following fields:

- Bank ID: [Empty]
- Country: * Qatar (dropdown)
- Account is used for foreign pa...
- Name of Bank: * Qatar National Bank (dropdown)
- Bank Number: * QNBAQAQA
- Bank Control Key: 12
- Swift Code: * QNBAQAQA
- IBAN/ IFSC (Online Payment Transfer): * QA35QNBA0000000000000000...
- IBAN Certification from Bank: Audit Report.png (file upload)
- Branch Name: * Doha
- Branch Number: * 123
- Branch Type: * Central
- Account Number: * 2344
- Account Holder Name: * Test
- Currency: * QAR (dropdown)

Buttons: Save (yellow), Cancel (blue). At the bottom right of the main page are "Back" and "Next" buttons.

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.

The screenshot shows the SAP Supplier Registration Details page with the "Bank Details" tab selected. The "Bank List" table contains the following data:

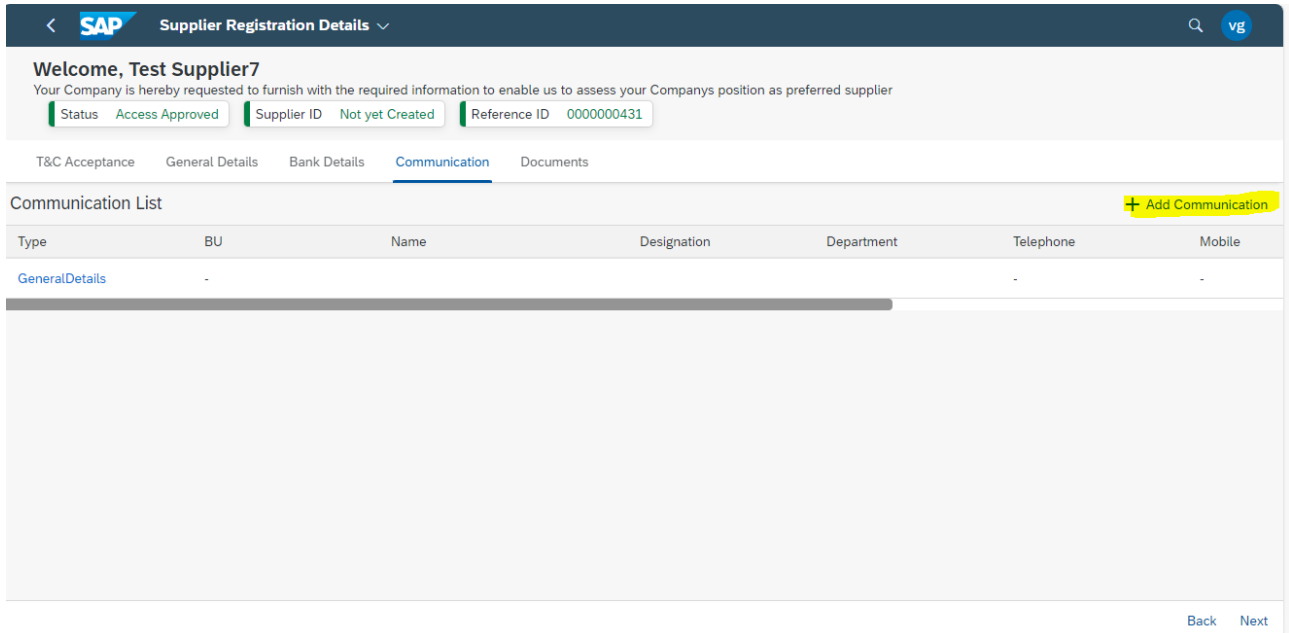
Account Number	Bank Number	Bank Name	Branch Name	IBAN	Currency
2344	QNBAQAQA	Qatar National Bank	Doha	QA35QNBA000000000000000002344	QAR

Buttons: Back, Next (yellow) at the bottom right.

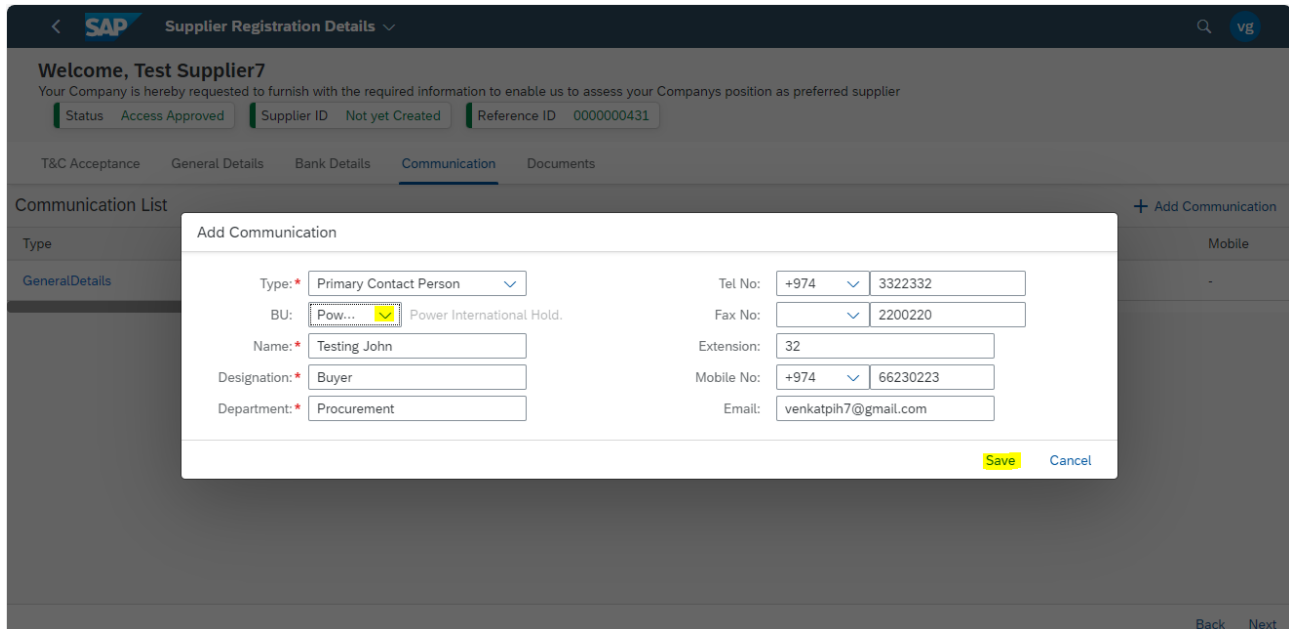
2.4. Filling of Communication Details

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

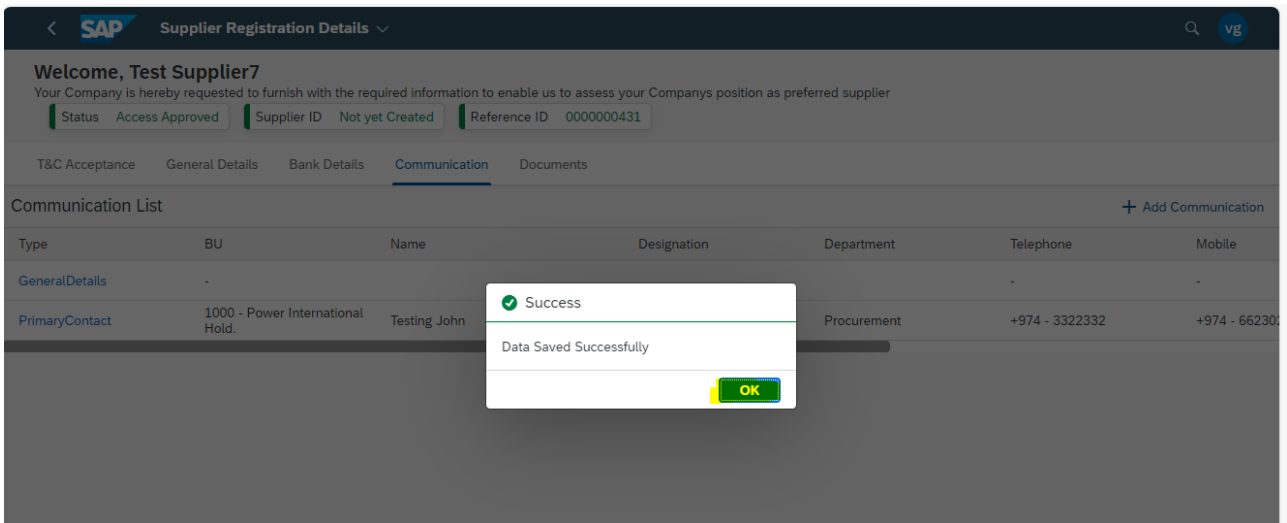
Here you will be able to maintain all the contact details from your company who will be dealing with the client.



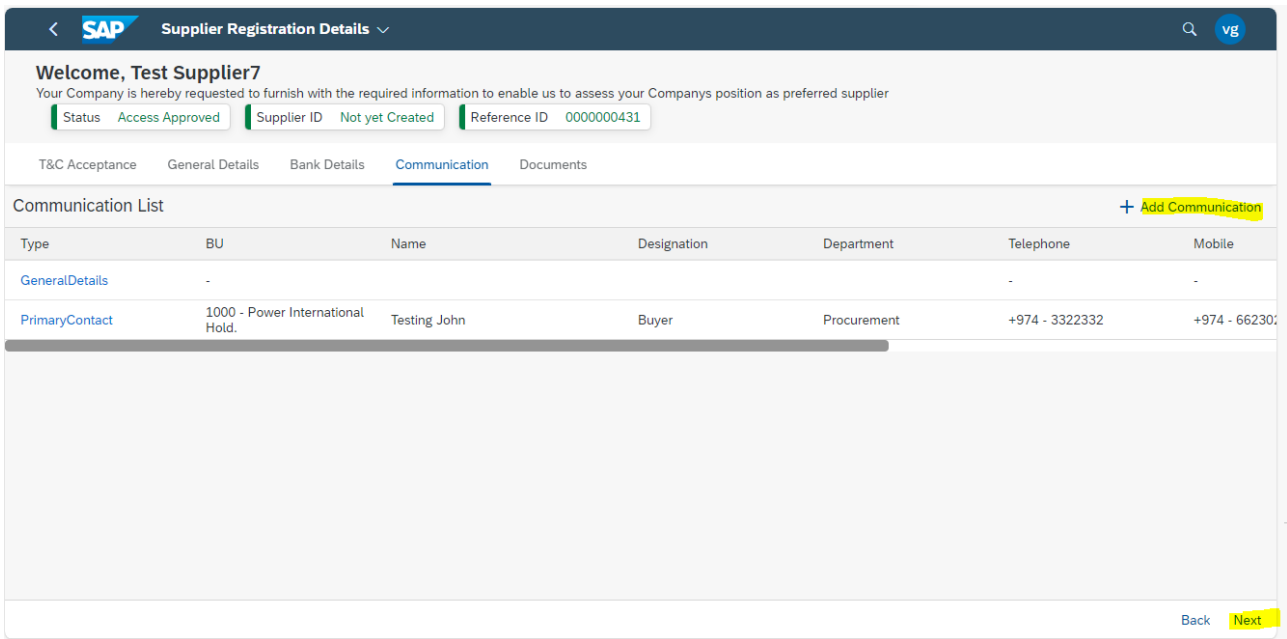
2.4.2. Fill all the details and Click on Save button.



2.4.3. Click on OK button to continue.

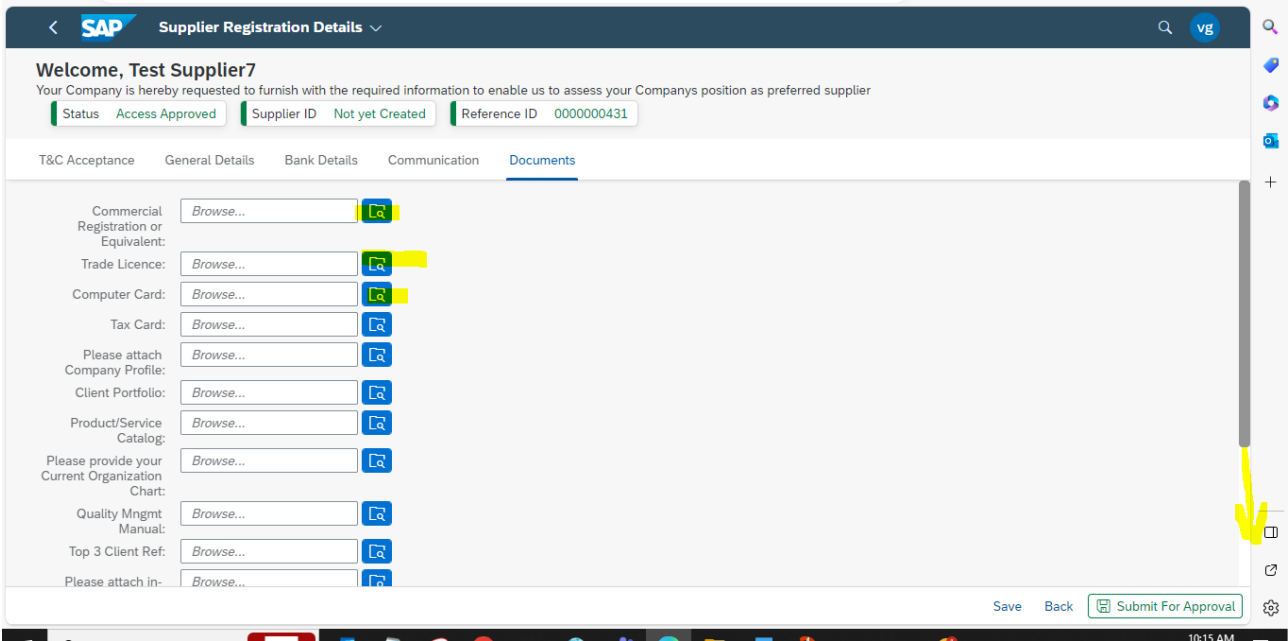


2.4.4. If we want to add more communication again click on Add communication button and repeat the above steps or click on Next button to further

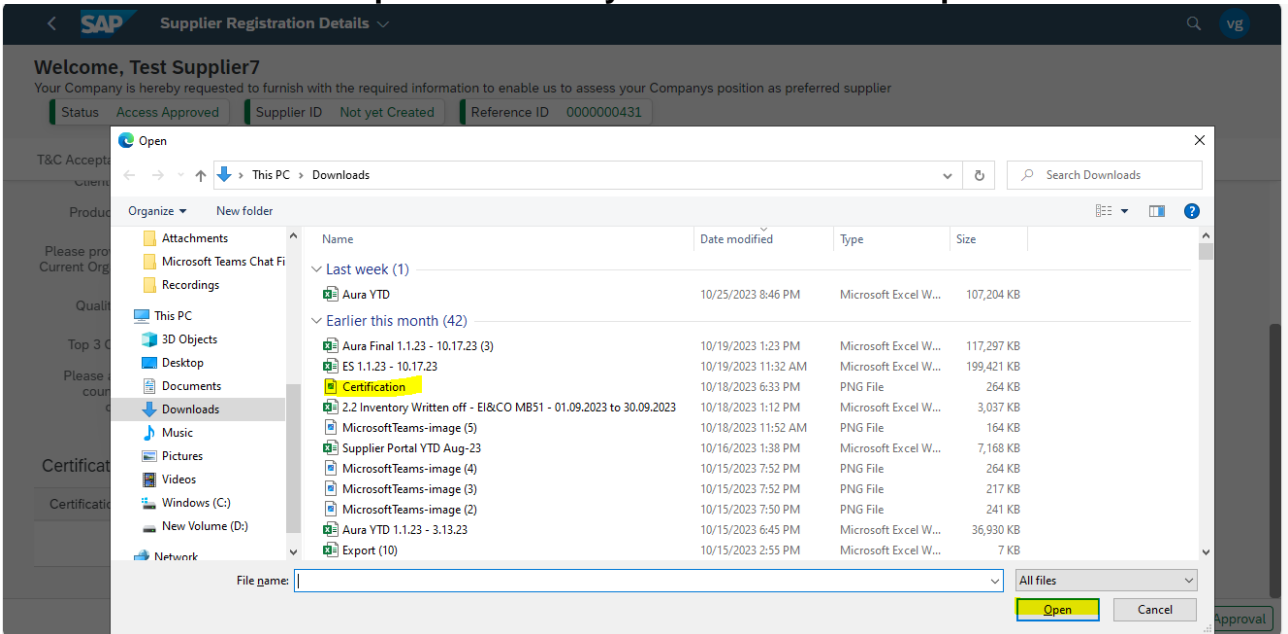


2.5. Filling of Document Details

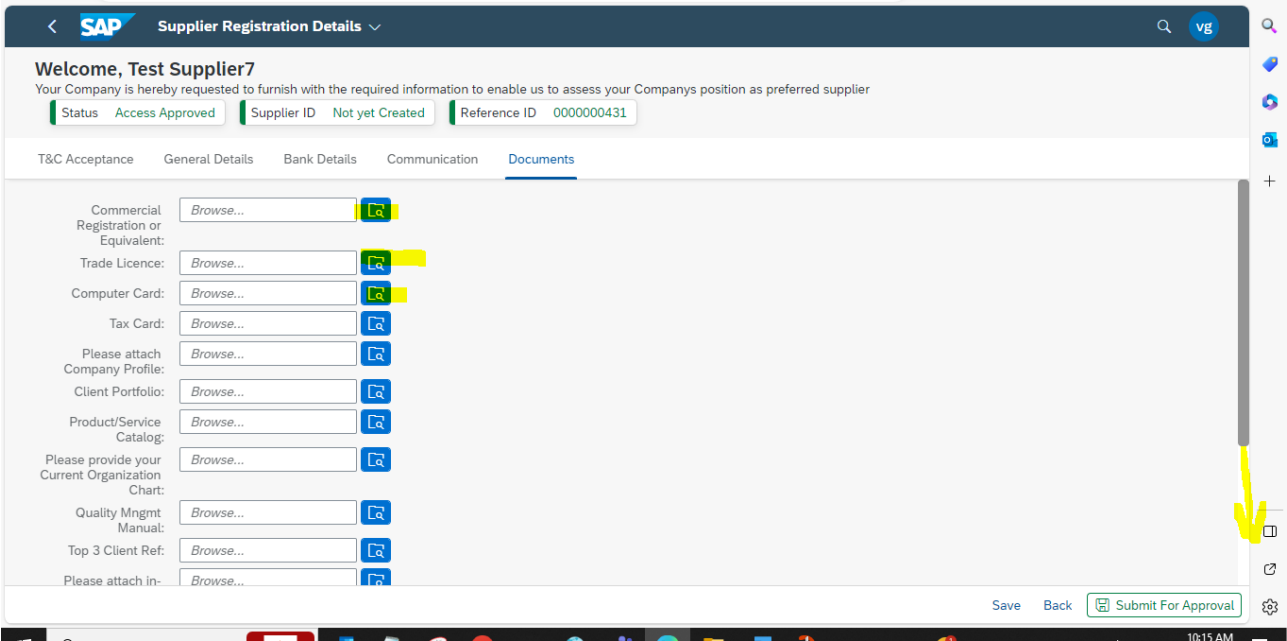
2.5.1. Once you click on Next button you will direct to Documents tab, now Click on search option near to every field to add the relevant documents.



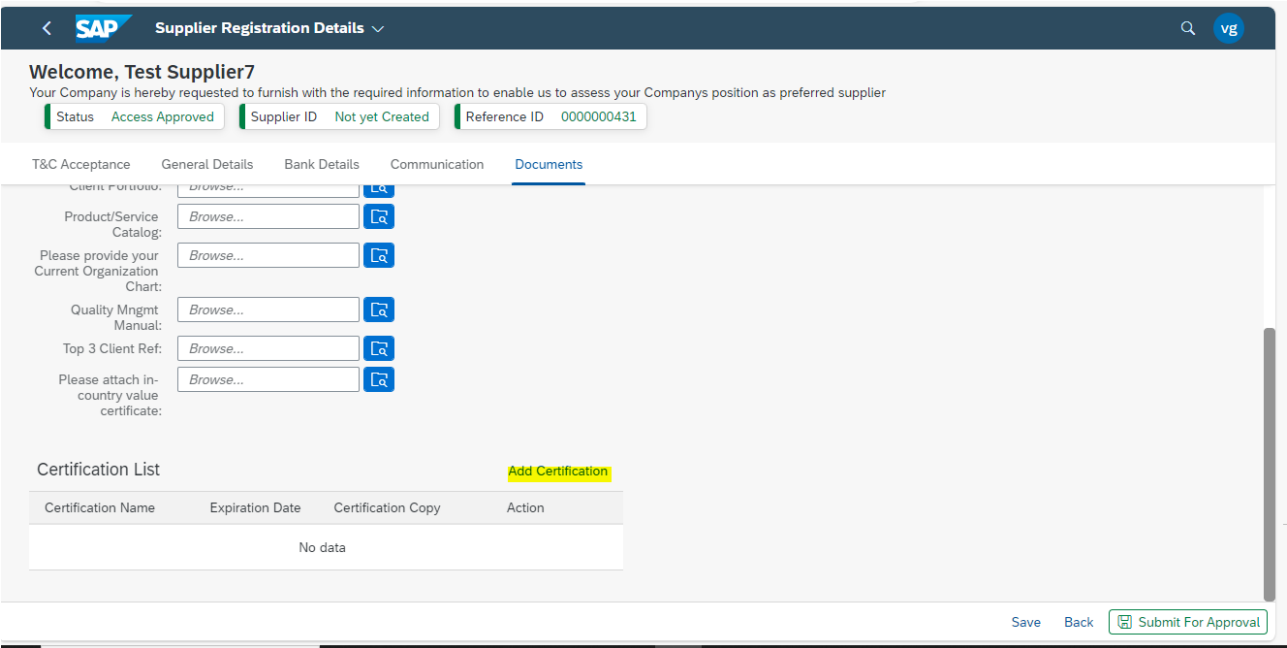
2.5.2. Select the required file from your files and select open button to add.



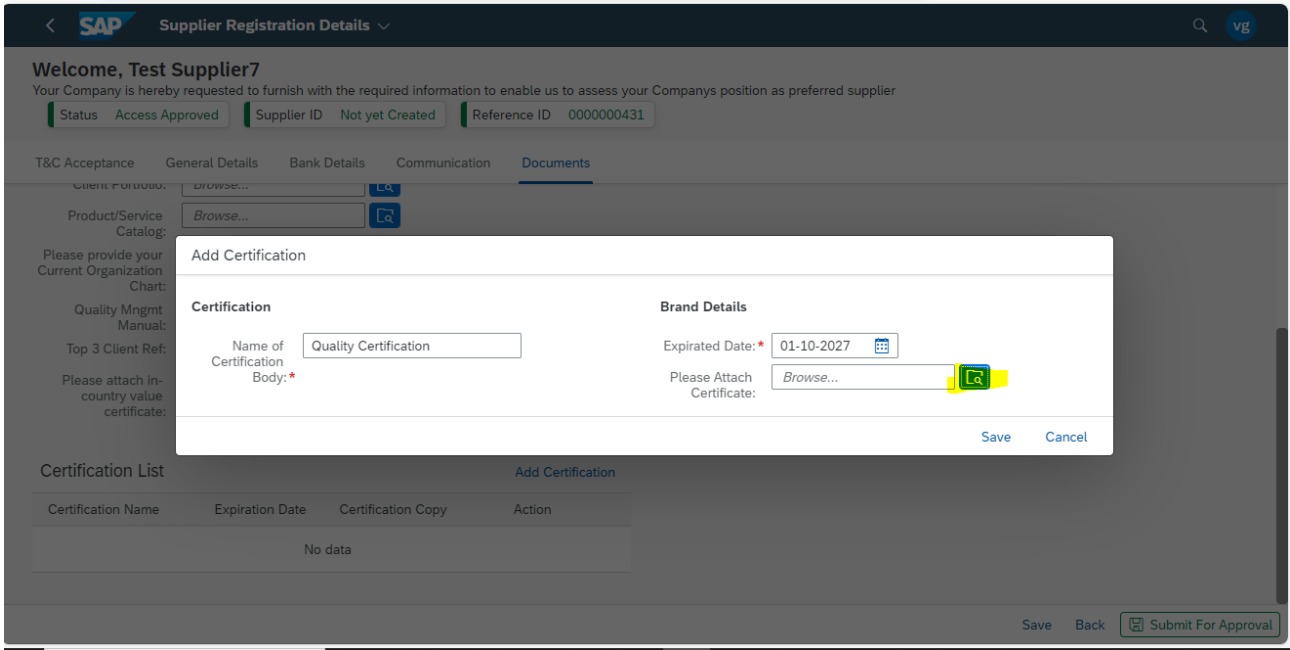
2.5.3. Now scroll down to fill certification details.



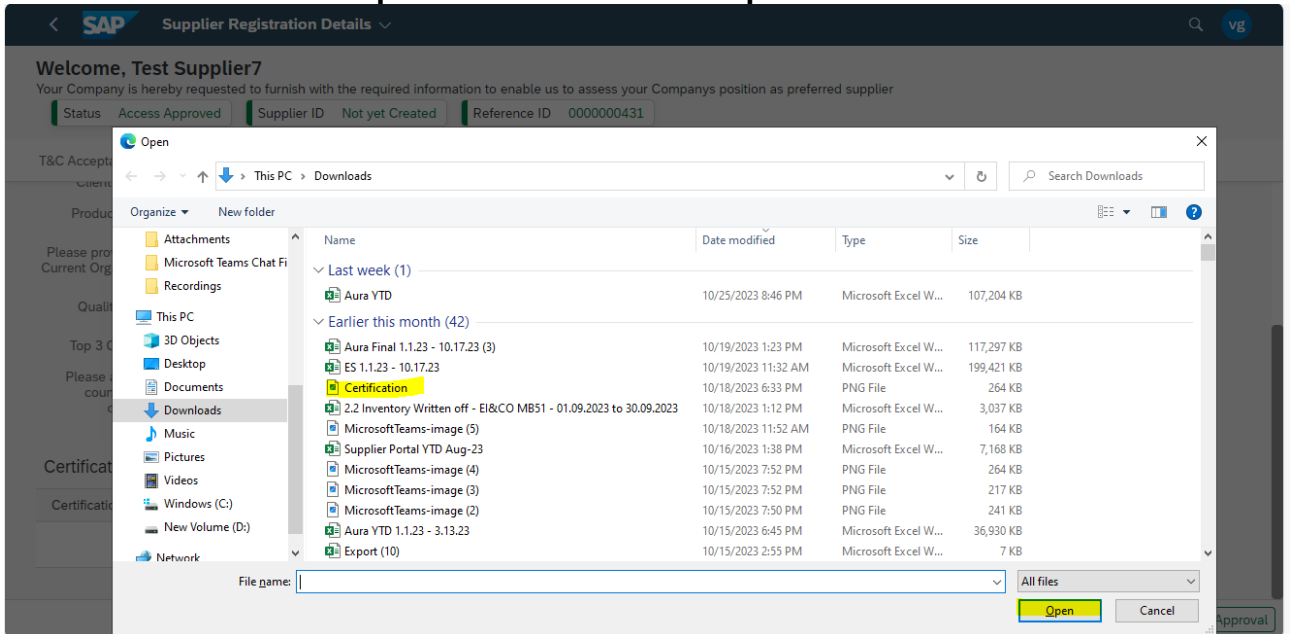
2.5.4. Click on the Add certification button.



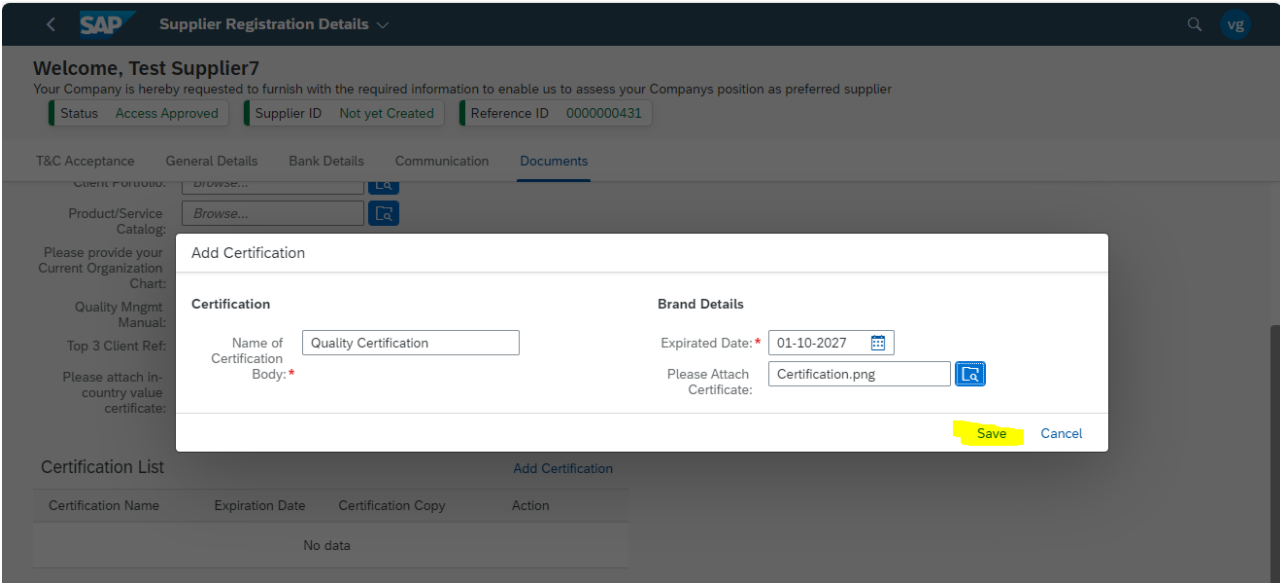
2.5.5. Fill in the required details and click on the search option to attach the report.



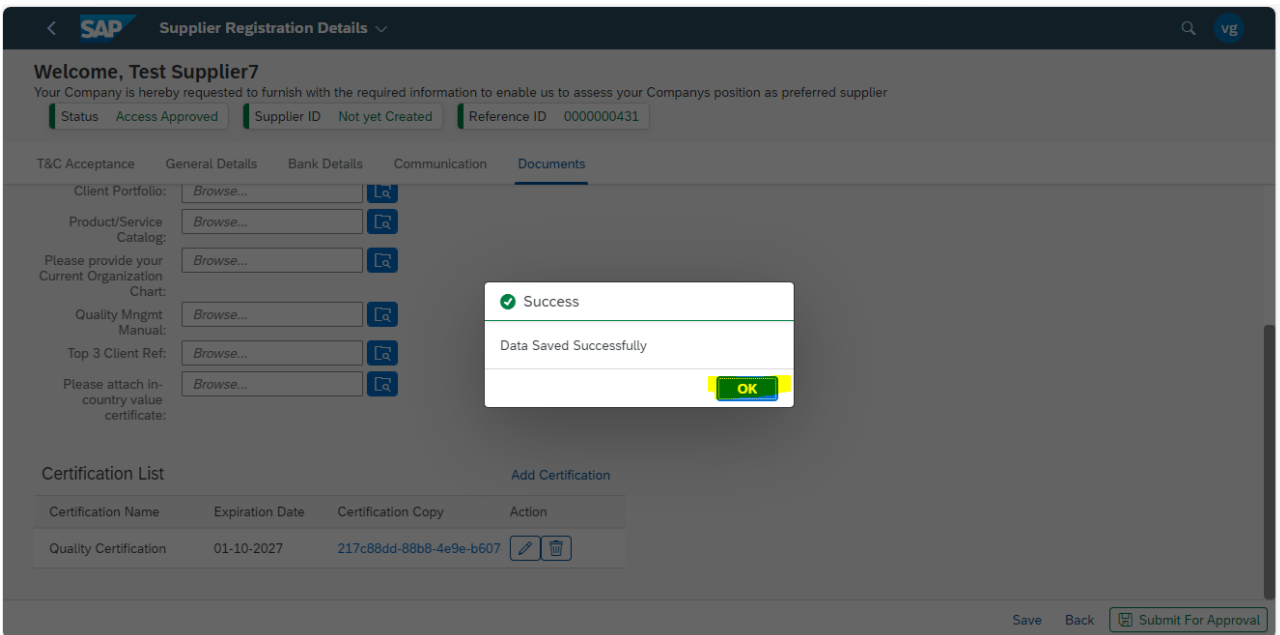
2.5.6. Select the required file and click on Open to attach.



2.5.7. Click on the Save button.



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



3. Submission for Approval

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

The screenshot shows the SAP Supplier Registration Details page for 'Test Supplier7'. The page is divided into several tabs: T&C Acceptance, General Details, Bank Details, Communication, and Documents. The Documents tab is active, displaying a list of documents to be uploaded. Each document field has a 'Browse...' button and a magnifying glass icon. Below the document upload section is a 'Certification List' table with columns for Certification Name, Expiration Date, Certification Copy, and Action. A 'Submit For Approval' button is highlighted in yellow at the bottom right of the page.

Supplier Registration Details vg

Welcome, Test Supplier7
Your Company is hereby requested to furnish with the required information to enable us to assess your Company's position as preferred supplier

Status Access Approved Supplier ID Not yet Created Reference ID 0000000431

T&C Acceptance General Details Bank Details Communication **Documents**

Client Portfolio:

Product/Service Catalog:

Please provide your Current Organization Chart:

Quality Mngmt Manual:

Top 3 Client Ref:

Please attach in-country value certificate:

Certification List [Add Certification](#)

Certification Name	Expiration Date	Certification Copy	Action
Quality Certification	01-10-2027	217c88dd-88b8-4e9e-b607	

Save Back **Submit For Approval**

10:23 AM