



# SUPPLIER E-REGISTRATION GUIDELINES





# GUIDELINES



# PROCESS

1. All the sections mentioned in the registration form/page are mandatory. Portal will not allow you to submit the request if you fail to provide any of these section information.
2. Please upload below required documents and in case any these documents are missing then the registration request will be rejected.
  1. Vendor Registration Form (VRF).
  2. Company Profile
  3. Valid Tax Card Copy
  4. Valid Commercial Registration Copy (preferred in English)
  5. Letter from the bank to upload bank details(format attached in the registration page).
3. Upon review the details/documents submitted along with the registration request will be approved/rejected.
4. The status of the registration request (Approved/Rejected) will be notified through the email mentioned on the registration page.
5. In case of approval, you will be notified with username, password, and portal link.
6. Any future changes(addition of bank details/Registration renewals/Tax card renewals etc.) you need to submit the request through the portal.



**Registration** Submit

Important Note: Please ensure below documents are uploaded along with your registration application. Kindly note that these are mandatory documents and incomplete submissions will be automatically rejected.

**Attachments:**

- Vendor Registration Form (VRF)
- Company Profile
- Valid Tax Card Copy
- Valid Commercial Registration Copy (preferred in English)

Original Definition

**Company Information:**

\* Company Name  Please ensure the company name is exactly the same as the company name shown on your English Commercial Registration Copy

\* Company Country

\* Company Registration No

Company Registration Expiry Date

\* Company Business Line

Qatar CR No

Qatar CR Expiry Date

Tax Card Number

Tax Card Expiry Date

[Vendor Registration Form Link \(Download and Upload after filing\)](#)  
[Bank Covering Letter Sample Format](#)

**Contact Information:**

\* Contact Email

\* First Name

\* Last Name

\* Phone Area Code

\* Phone Number

Phone Extension

Note To Buyer

**Address Book**

Address Name	Address Line1	City	Country	State	Postal Code	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

**CEO Details**

Title	CEO Name	CEO Phone	CEO Email	Attachment	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="Delete"/>

**Contact Directory**

First Name	Last Name	Phone	Email	User Required	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>

**Business Classification**

Classification	* Applicable	Minority Type	Certificate Number	Certificate Agency	Expiration Date
ZW School of Forestry	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ZR Inter- municipal	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
XY Indian Tribe (Federally Recognized)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
XZ S Corporation	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Women-owned small business eligible under the WOSB program	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VW Contracts and Grants	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VN Contracts	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VZ Grants	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Production And Service**

Code	Product And Service	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

**Bank Details**

Account Number	Currency	Account Name	Bank Name	Bank Number	Branch Name	Branch Number	IBAN	SWIFT Code	Country	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

**Attachments**

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Submit

# PROCESS

- Fields having the symbol asterisk( \* ) are mandatory
- Fill in the information and upload supporting documents by clicking “Add Attachment” at the bottom of the page.
- Click on “Submit” button to initiate registration request for approval.



THANK YOU