

SUPPLIER REGISTRATION WORK INSTRUCTIONS



General Instructions

Go to the **Supplier Registration** page by clicking on the URL published on the Qatar Foundation website:

https://suppliers.qf.org.qa/registration

Below instructions to be followed during registration process:

- Kindly do not use QF mail ID to register.
- Do not enter any special character in Address, Company details.
- At least one product and services should be selected, and it is mandatory to continue registration.
- In Company Details page bank letter attachment is mandatory and each file size should not exceed 50 MB.

STEP 1: Terms and Conditions

Please read the Terms and Conditions for using QF supplier portal and "**Accept**" to continue registering as a supplier.





STEP 2: One Time Access Code

Enter your **email** to get one time access code to start registration.



Enter the one-time access code received in the provided email and continue.

Qatar Foundation	
Supplier Registration	Enter your code Use the code we've sent to email @gmail.com. The code expires in 15 minutes.
	Access Code IDqqOaN5x
	Continue Get a new code

Step 3: Company Details

- It will take you to the **Supplier Registration page**. Enter the required information in the specified fields, then click the "Continue" button.
- Mandatory fields are mentioned as "Required".
- Select "Corporation" for "Tax Organization Type". Kindly do not select "Supplier Type" as "Finance one Time Payment" as these types are used for QF Internal Purpose.
- Bank letter attachment is mandatory, and file size should not exceed 50 MB.



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/	Website		Country	•			
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ldachment.docx	Last updated on 12/10/2024 13.30 KB	± ⊗				Addresses
						Business Classifications
						Products and Services



Step 4: Contacts

In the Contacts page enter the contact details. All the communications regarding registration will be sent to the contact mentioned.

Also, verify that the "**Administrative Contact**" and "**User Account**" are selected as there should be at least one administrative contact to receive general communications from QF and User accounts will provide online access to supplier transactions.

Click "+ Add Another Contact" to add additional contacts and click "continue".

Supplier Registration Contacts	Registration communications	will be sent to this con	itact.			2 ₆
First Name Procurement		Last Name Relation		Email 3@gmail.com		
Job Title		QA Country	✓ Mobile * *974 7			Company Details
QA Country	+ Phone + +974 3019 2567		Ext			Contacts
Is this an administrat Administrative contact will re	ive contact? ceive general communications from us.	● Yes O No				Addresses
Does this contact nee User accounts will provide or	d a user account? line access to supplier transactions and	self-service tasks.	IS O No			Business Classifications
						Products and Services
+ Add Another Con	tact					Questionnaire
Updated just now				Cancel	Save	



Step 5: Addresses

- Enter the required details and **at least one address should be entered**. Special characters should not be used in address.
- Make sure the purpose "Receive Purchase Orders", "Receive Payments", "Bid on RFQs" checkboxes are checked.
- Select the contacts associated with the mentioned address. **Click** the checkbox to select contacts.
- If more than one Address is required, click on **"+ Add Another Address**" button and all the required Details.
- Click "Continue" to proceed further.

Supplier Registration Addresses Enter at least one address.							3 6
Address 1 Address Name		What's this address used	for? Select at least 1 purpose.	ts 🗹 Bid on RFQs		団	
ro Foresse hove an energy	Required						Company Details
Country/Region Qatar						•	Contacts
Address Line 1		Address Line 2	2	Address Line 3			
	Required		Required				Addresses
City		State		PO Box			Business Classifications
	Required			<u></u>			
Email		Country US	Phone *		Ext		Products and Services
	Required						Questionnaire
Last updated 13 minutes ago				Cancel	Save	Continue	



Supplier Registration Addresses Enter at least one address.							316
Address 1 Address Name Head Office	What's this address used for	Select at least 1 purpose.	Bid on RFQs	1	Ð		
Country/Region Qatar					•		
Address Line 1 West Bay	Address Line 2 The Gate Mall		Addres	s Line 3			Company Details
City Doha	State		PO Box				Contacts
Email Mgmail.com	QA +	Phone * +974		Ext		F	Addresses
Which contacts are associated to this address?							Business Classifications
Procurement Relation		@gmail.com					Products and Services
+ Add Another Address							Questionnaire
Last updated 3 minutes ago				Cancel	Save		



Step 6: Business Classifications

- Select a Business Classification based on your business type.
- Enter **Classification**, **Certifying Agency**, and Certificate details one by one if you have multiple.
- If it is Qatar based company, Commercial registration including your certifying agency information is mandatory such MOCI, ... etc.
- For foreign suppliers, select **Other** in the certifying agency and add the relevant information, your certificate number, and the attachment.
- Click on "Continue".

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		4	Company Details
			Iontacts
		. 4	Addresses
			Business Classifications
		P	Products and Services
		q	Questionnaire



Supplier Registration Business Classifications Enter at least one business classification or select no	ne applicable.				4 6	
Business classification 1				一	r l	
Classification Commercial Registration		•	Subclassification	•		
Certifying Agency	Other Certifying Agency		Certificate Number			
MOCI - Ministry of Commerce and Industry	Certificate End Date				Company	/ Details
QFC - Qatar Financial Center					Contacts	
QFZ - Qatar Free Zone						
QSTP - Qatar Science and Technology Park					Addresse	s
Other					Business	Classifications
Drag and Drop Select or drop files here.	_				Products	and Services
URL		Add URL			Question	naire
Last updated 31 seconds ago				Cancel Save Continue		
Supplier Registration Business Classifications Enter at least one business classification or select none applicable.						4 6
Business classification 1					⊕	
Classification Commercial Registration		Subclassification	*			
Certifying Agency MOCI ••••••••••••••••••••••••••••••••••••	ifying Agency	Certificate Number 22335500				
Certificate Start Date 01/01/2024	nd Date					
Notes]				
Attach current certificates and supporting documents						Company Details
Drag and Drop Select or drop files here.						Contacts
URL	Add URL]			-	Addresses
E Test Attachment.docx Last updated of 13.30 KB	on 10/14/2024 🕹 ⊗				-	Products and Services
+ Add Another Business Classification						Questionnaire
				0000-00 - 00		



Supplier Registration Business Classification Enter at least one business classification	ons or select none applicable.		4 6
Business classification 1 Commission Commercial Registration		Subterifutor	/ a
Centrifying Agency MOCI	Other Centrying Agency	Centricum Number 11223344	
Certificate Start Date 01/01/2024	Centificate End Date 12/31/2024		
Notes			
D Test Attachment docx	Last updated on 10/14/2024 13.30 KB	÷	Company Details
Business classification 2		Subdeastication	Contacts
Standards/Certification			Addresses
Centrying Agency Other	Other Centifying Agency CSICM	Certifices Number SC001122	Business Classifications
Certificate Start Date 01/01/2024	Certificate End Date 12/31/2024		Products and Services
Notes			Questionnaire
Updated just new			Cancel Save Continue



Step 7: Products and Services

- Search by Category or Description.
- Select the applicable category, then click required check box for Qatar based suppliers, select all the activity codes as per your Commercial Registration.
- For foreign suppliers, search for the description of your company products and services and select the relevant activities.
- If your company activity is not available, select **Other**.
- At least one product and services should be selected.
- Click "Continue".

Supplie Pro	^{s Registration} ducts and Services			516
Q :	earch by category or description			
	Category	Description	1	
	 □ 0130010 	Planting of ornamental and saplings		
	• 🗅 0130020	Plantation of plants for decoration and implantation		
	C□ 0141000	Breeding cattle and buffalo		
	D 0142000	Breeding horses and other kingtly animals		
	• 🗅 0142001	Horses tarining		
	• 🖾 0143000	Breeding camels and camelly-animals		
	D 0144000	Sheep and goats breeding		
	D 0146000	Poultry farms		
	• 🗅 0146010	Running hens hatcheries		
	D 0146011	Producing chicken for meet		Company Details
	D 0146020	Running Ostrich hatcheries		Contacts
	D 0146030	Running doves hatcheries		Addresser
	▶ □ 014605	Egg production		Addresses
0	D 0149011	Bee Farming		Business Classifications
	• 🗅 0149091	Reptiles breeding		Products and Services
	C 0149092	Haviks breeding		·
	► □ 0149093	Birds training		Questionnaire
Leituph	red 15 seconds ago		Cancel Save	



Qa	tar Found	ation					
Supplier R Produ	ucts and S	ervices					5 6
estruction elevant to Q Sear	ns: For a company r your business. If n rch by category or c	registered in the state of Q sone of the categories are r description	atar, select the Business Activity Number as per your CR. For all c relevant, choose "Others" in the Category.	ompanies registered in overseas, o	choose the categ	ory that is most	
selected	View Selected	Clear Selected					
Ca	ategory		Description				Company Details
Z 1	0130010		Planting of ornamental and saplings				Contacts
	0130020		Plantation of plants for decoration and implantation				Addresses
2	0141000		Breeding cattle and buffalo				
יכ	0142000		Breeding horses and other kingtly animals				Business Classifications
	0142001		Horses tarining				Products and Services
	0143000		Breeding camels and camelly-animals				Quanting and
~ •	P1 01 44000		Channel and handling				Questionnaire
pdated just r	now				Cancel S	ave Continue	

If your company activity is not available, select **others**. Click "**Continue**".

Q othe				
selected	View Selected Clear Selected			
C,	tegory	Description		
•	D 2000612	Other types of insurance		
• •	D 2003574	Other types of land transports		
• •	D 202900	Other wood products industry		
•	C1 210900	Other varieties of paper and paperboard industry		
• •	D 2310890	Other fiberglass products		
• •	D 242000	Other chemical products industry		
• •	C 319000	Other electrical equipments not classified elsewhere manufacturing		
•	D 4911091	Other activities for passenger rail	Communication (Second	
• •	D 4912090	Other activities for the transfer of goods by rail	Company Leader	
•	01636000	Other supporting transport activities such as renting parking plots	Contacts	
•	C 702090	Other consultancy offices in administrative, planning and information administrative works	Addresses	
•	□ 731090	Other activities related to commercial advertising and market research		
	D 924000	Other sports and entertainment activities	Business Classifica	tions
	Ci Others	Other Categories	Products and Serve	



Step 8: Questionnaire

- Complete the questionnaire form ensuring all relevant and mandatory fields are completed. **Answer the questions prompted by the system**.
- Add attachments if any.
- Incomplete forms may result in rejection from QF supplier registration process.
- Click **Submit** button once completed all pages.

lace company name here	
Suppler Registration Questionnaire	6 6
Instructions: Please complete the form as comprehensively as possible ensuing all relevant and mandatory (marked in *) fields are completed. Failure to disclose any information / incomplete forms may result in rejection from QF suppler registration process. Please fill this form electronically, a written form by hand will not be accepted.	
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O a Agreed	Business Classifications
3. Advandediged By the terms Last terms Responsed	Products and Services
	Questionnaire
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Step 9: Submit

- The registration request will be submitted. You will receive email to the registered mail once the registration is approved.
- After QF approval you will get an email notification regarding your user credentials to access the QF Supplier Portal.
- You can refer to **Supplier Portal Work Instructions** for login and supplier portal details available on the QF website.

Qatar Foundation	
Success	
Your registration request 650009 was submitted.	





Step 10: Request to Resubmit

When the supplier submits the registration request and if QF approver requests for resubmission asking for any additional information, corrections, or missing details, you will receive an email to the provided email ID.

You can resubmit your registration request by clicking the link provided in the mail which leads to initial page where the supplier can provide access code and fill the details as before.

