

SUPPLIER REGISTRATION WORK INSTRUCTIONS

December 2023

Supplier Online Registration

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

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

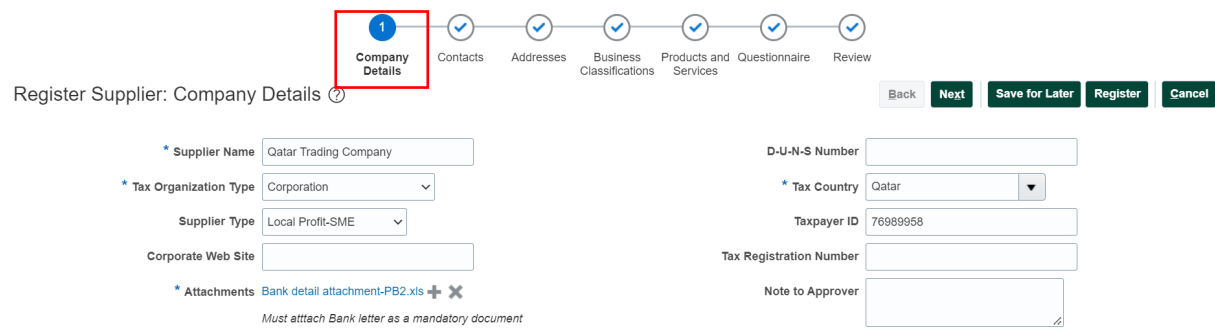
Step 1: Company Details

The link will take you to the **Supplier Registration** page. Enter the required information in the specified fields, then click the "Next" button.

Select "**Corporation**" for "**Tax Organization Type**".

Kindly do not select "**Supplier Type**" as "**Finance one Time Payment**" or "**Bulk Payment**" as these types are used for QF Internal Purpose.

In the "**Your Contact Information**" section, fill out the mandatory fields, then click the "Next" button



Register Supplier: Company Details ?

Back Next Save for Later Register Cancel

* Supplier Name Qatar Trading Company

* Tax Organization Type Corporation

Supplier Type Local Profit-SME

Corporate Web Site

* Attachments Bank detail attachment-PB2.xls + X

Must attach Bank letter as a mandatory document

D-U-N-S Number

* Tax Country Qatar

Taxpayer ID 76989958

Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name Abdul

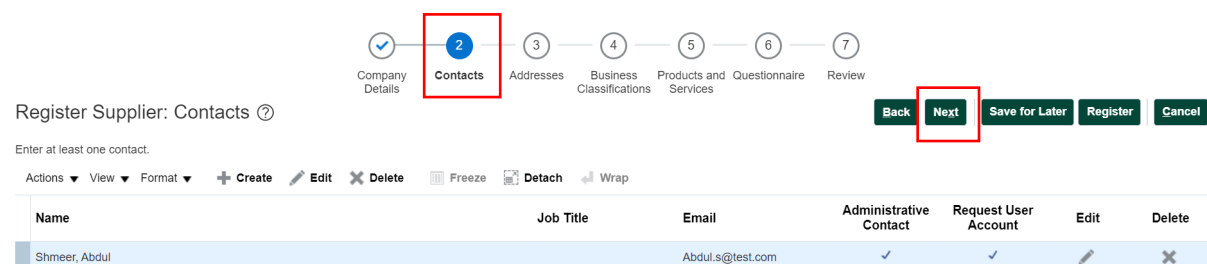
* Last Name Shameer

* Email Abdul.s@test.com

* Confirm Email Abdul.s@test.com

Step 2: Contacts

In the "**Contacts**" page, verify the contact details you entered from the previous section. Also, verify that the "**Administrative Contact**" and "**Request User Account**" boxes are checked, then click "**Edit**"



Register Supplier: Contacts ?

Back Next Save for Later Register Cancel

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Shmeer, Abdul		Abdul.s@test.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Columns Hidden 7

The system will display the **“Edit Contact”** section to edit contact information. After editing the information click **“OK”**, then click on **“Next”**

If more than one **Contact** is required, Click on **+** Button and all the required Details.

“Request User Account” box to be checked if the Fusion access is required for added Contact.

Step 3: Addresses

In the **“Address”** page, click the **“Create”** button to add a new address.

Fill out the mandatory fields, click on the appropriate **“Address Purpose”** boxes = Ordering, Remit to, RFQ or Bidding, then click **“OK”**

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

* City

State

Postal Code

* Address Purpose ☒ Ordering
☒ Remit to
☒ RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

If more than one **Address** is required, Click on + Button and all the required Details.

Click “Next” on the succeeding page



Register Supplier: Addresses

Enter at least one address.

Actions View Format

Address Name	Address	Phone	Address Purpose	Edit	Delete
Main Off	213, Westbay, The Gate Mall, DOHA DOHA, QATAR	+974 8768799	Ordering, Remit to, RFQ or Bidding		

Columns Hidden 3

Back **Next** Save for Later Register Cancel

Click on + Button, to Map the “Contact” with “Address”

Create Address

* Address Name

* Country

* Address Line 1

* Address Line 2

Address Line 3

City

State

PO Box

* Address Purpose ☒ Ordering
☒ Remit to
☒ RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format

Name	Job Title	Email	Administrative Contact	User Account
Columns Hidden 4				

Create Another OK Cancel

Select **Contact** and Click on **Ok** Button.

The screenshot shows the 'Create Address' form in the background. The 'Address Name' is 'Main Office', 'Country' is 'Qatar', 'Address Line 1' is '213, Westbay', and 'Address Line 2' is 'The Gate Mall'. The 'Address Purpose' section has 'Ordering', 'Remit to', and 'RFQ or Bidding' checked. A modal window titled 'Select and Add: Contacts' is open in the foreground. It has a search bar with 'Name' and 'Job Title' fields. Below the search bar is a table with columns: Name, Job Title, Email, and Phone. The first row of the table is highlighted with a red border and contains the text 'Saad, Mohammed' and 'Mohammed.Saa...'. At the bottom of the modal, there are 'Apply', 'OK', and 'Cancel' buttons. The 'OK' button is circled in red.

Selected **Contact** will be mapped to the **Address**.

The screenshot shows the 'Create Address' form with the 'Address Contacts' section expanded. The section title is 'Address Contacts' and the instruction is 'Select the contacts that are associated with this address.' Below this is a table with columns: Name, Job Title, Email, Administrative Contact, and User Account. The first row of the table is highlighted in blue and contains the text 'Saad, Mohammed', 'Mohammed.Saa...', and a checkmark in the 'User Account' column. At the bottom of the form, there are 'Create Another', 'OK', and 'Cancel' buttons. The 'OK' button is circled in red.

Step 4: Business Classifications

The system will display “**Business Classification**” page Click the “+” to add new row and enter the requested information depending on your business type.

Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

Enter at least one business classification

Actions View Format



Freeze Detach Wrap

* Classification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Columns Hidden 1							

Enter **Classification**, **Certifying Agency**, and **Certificate** details one by one if you have multiple and click "Next"

If it is Qatar based company, **Commercial registration** including your certifying agency information is mandatory such MOCI, Qatar Financial Center, ...etc. For foreign suppliers, select **Other** in the certifying agency and add the relevant information, your certificate number, and the attachment.

Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

Enter at least one business classification or select none applicable.

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Standards/Certif		Other	CISCM	SC002125	03/01/20:	12/31/20:	None +	
Commercial Reg		MOCI		223350Q	07/01/20:	12/31/20:	None +	

Step 5: Products and Services

On the "Products and Services" page, click the "Select and Add" button

Register Supplier: Products and Services

Back Next Save for Later Register Cancel

For a company registered in the state of Qatar, select the Business Activity Number as per your CR. For all companies registered in overseas, choose the category that is most relevant to your business.

Actions View Format



Remove Freeze Detach Wrap

Category Name	Description	Remove

Select the applicable category, then click **Apply** and “OK”

For Qatar based suppliers, select all the activity codes as per your Commercial Registration.

For foreign suppliers, search the description of your company products and services and select the relevant activities. If your company activity is not available, select other and add the relevant information the Questionnaire section.

Select and Add: Products and Services

Search

Category Name
Description
Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	0130010	Planting of ornamental and saplings
<input type="checkbox"/>	0130020	Plantation of plants for decoration and implantation
<input type="checkbox"/>	0141000	Breeding cattle and buffalo
<input checked="" type="checkbox"/>	0142000	Breeding horses and other kingtly animals
<input checked="" type="checkbox"/>	0142001	Horses tarning
<input type="checkbox"/>	0143000	Breeding camels and camelty-animals
<input type="checkbox"/>	0144000	Sheep and goats breeding
<input type="checkbox"/>	0146000	Poultry farms
<input type="checkbox"/>	0146010	Running hens hatcheries
<input type="checkbox"/>	0146011	Producing chicken for meat

Columns Hidden 1

Apply OK Cancel

Review the added categories, Click “Next” on the succeeding page

1 2 3 4 5 6 7
Company Details Contacts Addresses Business Classifications Products and Services Questionnaire Review

Register Supplier: Products and Services

Back Next Save for Later Register Cancel

For a company registered in the state of Qatar, select the Business Activity Number as per your CR. For all companies registered in overseas, choose the category that is most relevant to your business.

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
0142000	Breeding horses and other kingtly animals	×
0142001	Horses tarning	×

Step 6: Questionnaire

Answer the questions prompted by the system, add the required attachment, then click “Next”

[Sign In](#)

✓

Company Details

✓

Contacts

✓

Addresses

✓

Business Classifications

✓

Products and Services

6

Questionnaire

7

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Questionnaire

Instructions: Please complete the form as comprehensively as possible ensuring all relevant and mandatory (marked in *) fields are completed. Failure to disclose any information / incomplete forms may result in rejection from QF supplier registration process. Please fill this form electronically, a written form by hand will not be accepted.

Attachments None

Section

1. External-Supplier Registration Question...

2. TAWTEEN Certificate

Questions

External-Supplier Registration Questionnaire (Section 1 of 2)

* 1. Does your organization have documented policies and procedures?

☐ a. Yes

☐ b. No

* 2. Does your organization have a written and documented Health, Safety and Environment policy?

☐ a. Yes

☐ b. No

* 3. Qatar Foundation Anti-Bribery and Corruption Declaration is required to be downloaded, signed and attached.

Please provide your justification in the comment bar if you do not accept to sign the declaration.

Attachments QF Anticorruption Declaration

☐ a. Accept

☐ b. Decline

Comments

Step 7: Review and Register

Review your information. If everything is in order, click “Register”

✓

Company Details

✓

Contacts

✓

Addresses

✓

Business Classifications

✓

Products and Services

✓

Questionnaire

7

Review

Back

Next

Save for Later

Register

Cancel

Review Supplier Registration: Qatar Trading Company ?

Company Details

Supplier Name

Qatar Trading Company

Tax Organization Type

Corporation

Supplier Type

Local Profit-SME

Corporate Web Site

D-U-N-S Number

Tax Country

Qatar

Taxpayer ID

76989958

Tax Registration Number

Note to Approver

Actions


View

+


×

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	Bank detail attachment-PB2.xlsx	Bank detail attachment-P...		anonymous	07/20/2022 11:51

The system will display a message confirming the **submission** of your **registration** and the steps that will follow

 **Confirmation** ✕

Your registration request was submitted. You will receive an email after your registration request is reviewed.

OK 

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 to for login and supplier portal details.