

SUPPLIER REGISTRATION WORK INSTRUCTIONS

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.

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

Register Supplier: Company Details

* 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:

Buttons: Back, Next, Save for Later, Register, Cancel

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

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	✓	✓		

Columns Hidden 7

Buttons: Back, Next, Save for Later, Register, Cancel

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

Step 3: Addresses

In the "Address" page, click the "Create" button to add a new address

Progress bar: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Products and Services, 6. Questionnaire, 7. Review

Register Supplier: Addresses

Buttons: Back, Next, Save for Later, Register, Cancel

Enter at least one address.

Actions: View, Format, **Create**, Edit, Delete, Freeze, Detach, Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Columns Hidden 3					

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: Main Off

* Country: Qatar

* Address Line 1: 213, Westbay

Address Line 2: The Gate Mall

Address Line 3:

* City: Doha

State: Doha

Postal Code:

* Address Purpose: Ordering, Remit to, RFQ or Bidding

Phone: 974, 8768799

Fax: 974

Email:

Address Contacts

Select the contacts that are associated with this address.

Actions: View, Format, X, Freeze, Detach, Wrap

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

Buttons: Create Another, OK, Cancel

Click "Next" on the succeeding page

Progress bar: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Products and Services, 6. Questionnaire, 7. Review

Register Supplier: Addresses

Buttons: Back, **Next**, Save for Later, Register, Cancel

Enter at least one address.

Actions: View, Format, + Create, Edit, Delete, Freeze, Detach, Wrap

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					

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 Select and Add 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

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 camelly-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

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

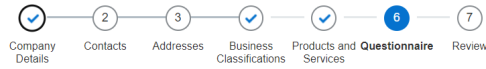
Register Supplier: Products and Services

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.

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”



Register Supplier: Questionnaire

Back Next Save for Later Register Cancel

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

Questions

Supplier Registration Questionnaire (Section 1 of 2)

Section
1. Supplier Registration Questionnaire
2. TAWTEEN Certificate

- Does your organization have documented policies and procedures?
 - a. Yes
 - b. No
- Does your organization have a written and documented Health, Safety and Environment policy?
 - a. Yes
 - b. No
- You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.
 If you don't accept "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers", please select "No" from the options below and provide the reason for non-acceptance in the comments section.
 (Download 'QF Business Code of Ethics', 'QF Code of Conduct for Suppliers' and provide a duly signed copy)
 Attachments QF Business Code of Ethics (1 more...)

Step 7: Review and Register

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



Review Supplier Registration: Qatar Trading Company

Back Next Save for Later Register Cancel

Company Details

Supplier Name	Qatar Trading Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Qatar
Supplier Type	Local Profit-SME	Taxpayer ID	76988958
Corporate Web Site		Tax Registration Number	
		Note to Approver	


Attachments

Actions View + X


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

Contacts

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.



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.