

## SUPPLIER REGISTRATION USER GUIDE



# QatarEnergy Supply Chain Mushtaryat

QatarEnergy eProcurement Portal

<https://mushtaryat.qatarenergy.qa>

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## Supplier Registration: Introduction

QatarEnergy invites all prospective Business Partners “Supplier” (Vendors, Suppliers, Contractors, Service Providers etc.) expressing an interest in conducting business with QatarEnergy to register and obtain a QatarEnergy SAP Vendor Code. This is a mandatory requirement for participating in Tenders, receiving Request for Quotations, awarding of Purchase Orders, entering into Contracts/Agreements and for receiving payments against invoices.

Suppliers are required to submit their company details using QatarEnergy’s e-Procurement “Mushtaryat” portal in adherence to the category requirements detailed herein within this User Guide. The use of “Mushtaryat” portal is governed by the QatarEnergy User Agreement.

## Know Your Supplier Information Submission

QatarEnergy is committed to conducting business in compliance with the principles established in its Code of Conduct, requirements of its Policies and the laws and regulations applicable in the countries where it operates. Refer to QatarEnergy Code of Conduct page - Business Ethics.

To ensure we comply with the applicable laws, QatarEnergy requires its prospective business partners to provide certain information needed to comply with such requirements.

Therefore, in order to complete QatarEnergy’s Supplier registration process, we kindly request each potential business partner to complete the questionnaire as accurately and completely as possible, and provide certain additional requested documents as listed.

**You are requested to provide information for the organisation or individual applying to be registered as a prospective business partner, and any individual, company, or other entity owning an interest in the company or its parent, direct or indirect owner, including ultimate parent company or individual beneficial owners. All personal information provided in this Questionnaire will be processed by QatarEnergy and/or their affiliates in accordance with the relevant QatarEnergy data protection rules.**

It is imperative that all Suppliers ensure that their company details are accurately registered with QatarEnergy in advance.

## Keeping Information Valid and Up to Date

In order to sustain the business relationship between QatarEnergy and the Supplier, all documentation should remain valid and resubmitted through the QatarEnergy's e-Procurement "Mushtaryat" portal in the event of expiry. Failure to ensure adherence and compliance to the said requirement may regretfully result in QatarEnergy reserving its right to temporarily limit business activities with the Supplier until such time as the requirement has been met. Moreover, delays in processing Tenders and Purchase Orders may arise ultimately resulting in potential payment related issues.

Consistent with the terms and conditions of the QatarEnergy Supplier registration process, an important mandatory requirement exists which provides for the submission of pre-requisite valid Supplier documentation. Such documentation includes but is not limited to a Commercial Registration from the Qatar Ministry of Commerce and Industry (local Suppliers) or to Certificate of Registration/ Certificate of Incorporation issued by the concerned government authority (overseas Suppliers).

Notification of Registration does not confer any approval or pre-qualification status to any Supplier. The award of any business by QatarEnergy will be a result of established procedures for Tendering, bidding, evaluation, and award.

Thank you for your interest, continued cooperation and understanding.

## Supplier Registration using QatarEnergy Mushtaryat Portal

The enclosed User Guide provides a step-by-step instruction for filling and completing the Know Your Supplier Questionnaire for registering as a Supplier with QatarEnergy.

### General guidelines/instructions for filling and completing forms:

1. All sections are to be filled online in the QatarEnergy's e-Procurement "Mushtaryat" portal. Information is mandatory wherever \* has been indicated.
2. Information to be filled in the format indicated (All CAPS, First Letter Caps, lower case, Phone Number format etc.).
3. Wherever, Download template is available, Supplier should download the document, complete and upload the same.
4. Wherever, it is indicated as "Add Digitally Signed File", it is required to arrange signature preferably using DocuSign or other digital signature tool and upload.
5. Any changes to Supplier details must be completed online via the QatarEnergy's e-Procurement "Mushtaryat" portal and supporting documents uploaded.
6. The Company Cover Letter and Reference should be replaced for each update request.
7. QatarEnergy has the right to not consider doing business with Suppliers who fail to provide mandatory required information.

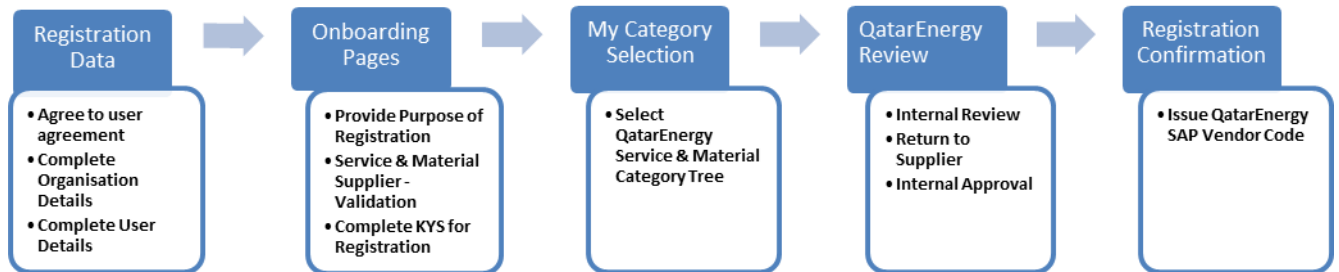
If you encounter any difficulties during the registration process, please contact our helpdesk.

### Helpdesk

- Local call: 00800101231
- International call: +971 800-0320058 (Global Team – After 4:00 PM – Qatar Time)
- Email: [sourcingsupport@jaggaer.com](mailto:sourcingsupport@jaggaer.com)
- Opening Hours: 7:00 AM – 4:00 PM - Qatar Time

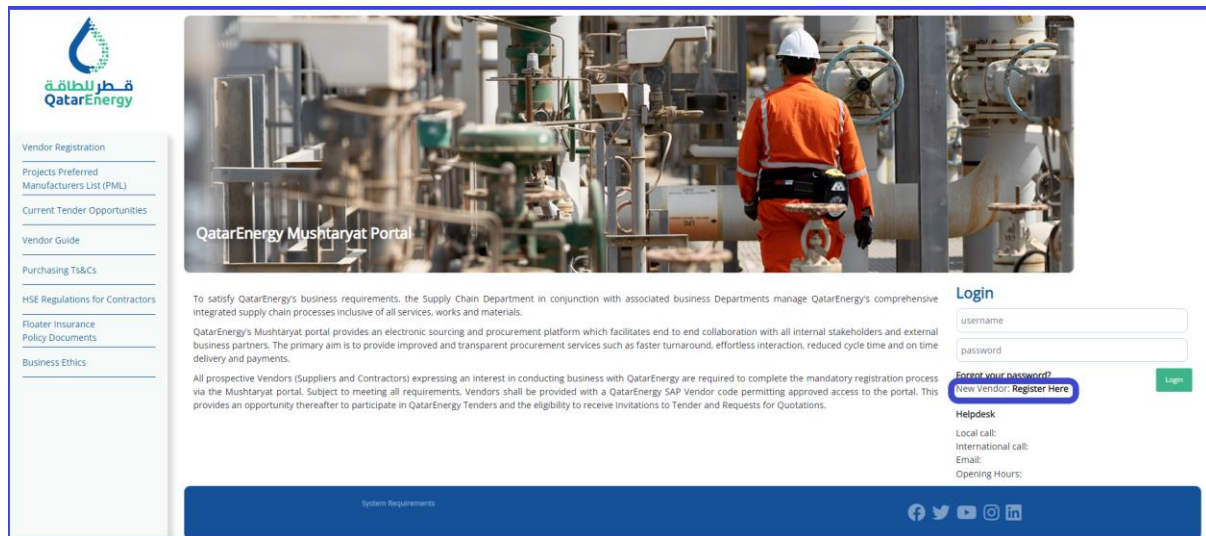
## Supplier Registration Process

The below process flow diagram describes the typical Supplier registration process followed in QatarEnergy.

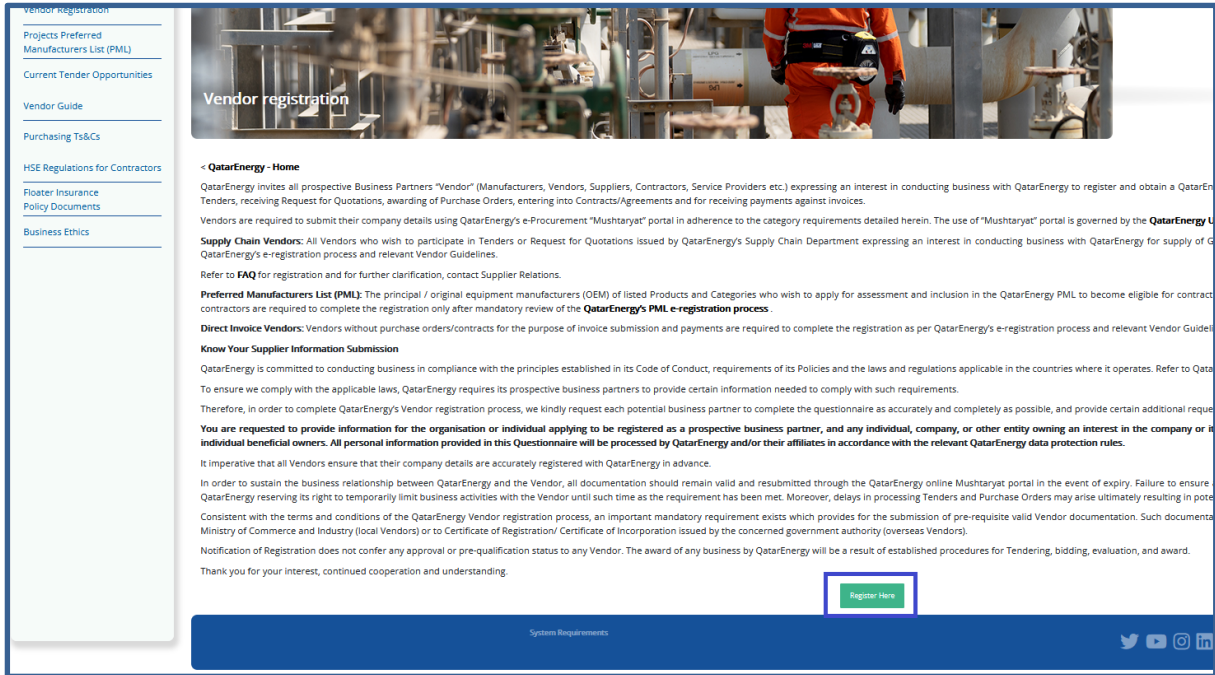


### Step 1: Register as a Supplier

Visit <https://mushtaryat.qatarenergy.qa> and click on the “Register Here” button.



A new browser window detailing the QatarEnergy’s e-Procurement “Mushtaryat” portal **welcome page** will open. Please note that it may be required to set the browser to ‘Temporarily allow pop-up’ windows.

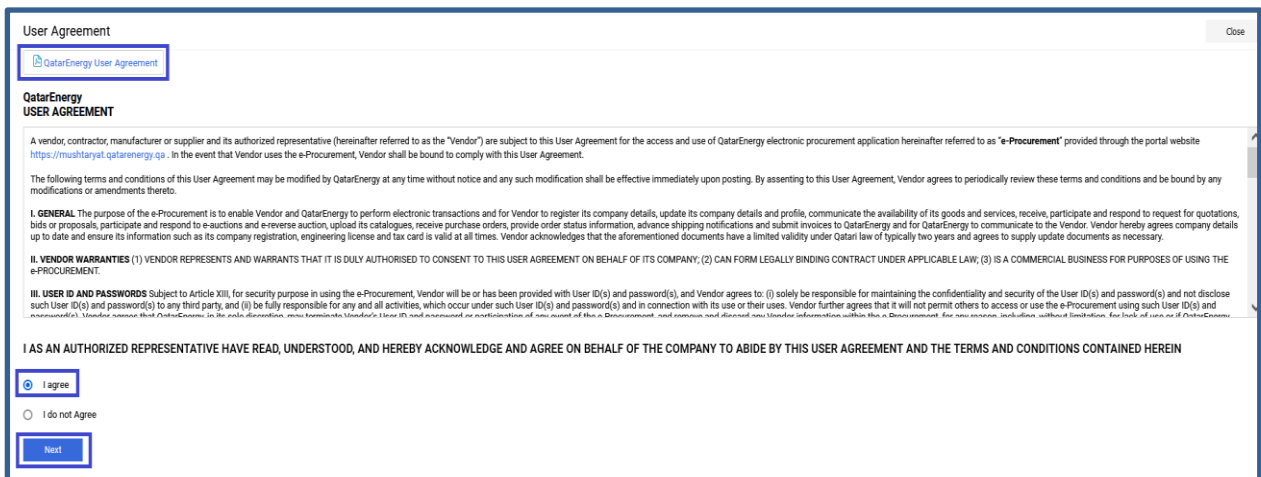


## Step 2: Read and Accept the User Agreement

After reviewing the details in the welcome page, please click on “**Register Here**” at the bottom of the page.

It is mandatorily required to review QatarEnergy **User Agreement** and agree to proceed with registration. User agreement can be downloaded by clicking on the icon at the top left of the page “QatarEnergy User Agreement”.

Select “**I agree**” and click “**Next**” to proceed with the registration.



### Step 3: Complete the Registration Data

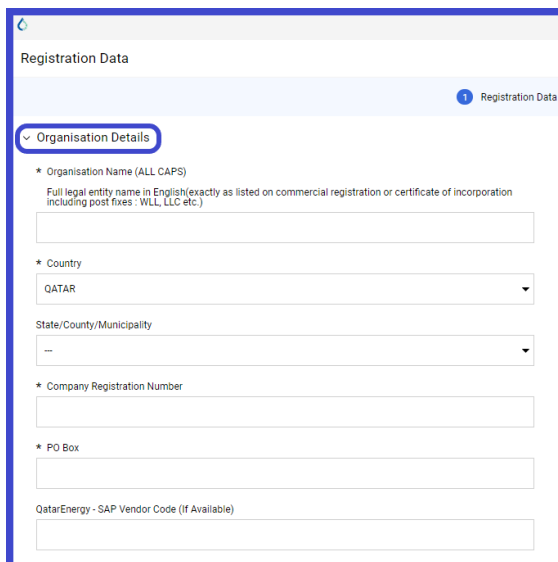
This page requires the **Organisation Details** such as company name, country, company registration number and primary User Details for registering a user account for the use of QatarEnergy’s e-Procurement “Mushtaryat” portal. The primary User on completion of registration will be able to add and manage additional users to participate in Tender and Procurement activities of QatarEnergy.

*Note 1: Organisation Name should be updated in ALL CAPS with Full legal entity name in English (exactly as listed on commercial registration or certificate of incorporation including post fixes : WLL, LLC etc.)*

*Note 2: In the User Details section, use official company email. The email address should be validated using Email address validation code. Personal Email address are not acceptable.*

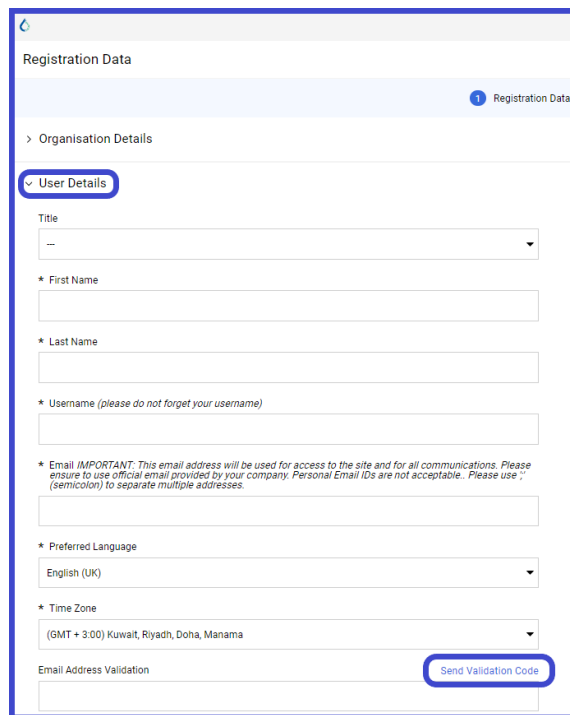
Kindly note that the temporary password and all portal notifications will be sent to the same e-mail address that was specified in the user details section.

Suppliers who have already registered with QatarEnergy and are in possession of QatarEnergy SAP Vendor code should update the same within Registration data page.



The screenshot shows the 'Organisation Details' section of the 'Registration Data' form. It includes fields for:
 

- Organisation Name (ALL CAPS) with a note: 'Full legal entity name in English(exactly as listed on commercial registration or certificate of incorporation including post fixes : WLL, LLC etc.)'
- Country (dropdown menu, currently set to QATAR)
- State/County/Municipality (dropdown menu)
- Company Registration Number
- PO Box
- QatarEnergy - SAP Vendor Code (If Available)



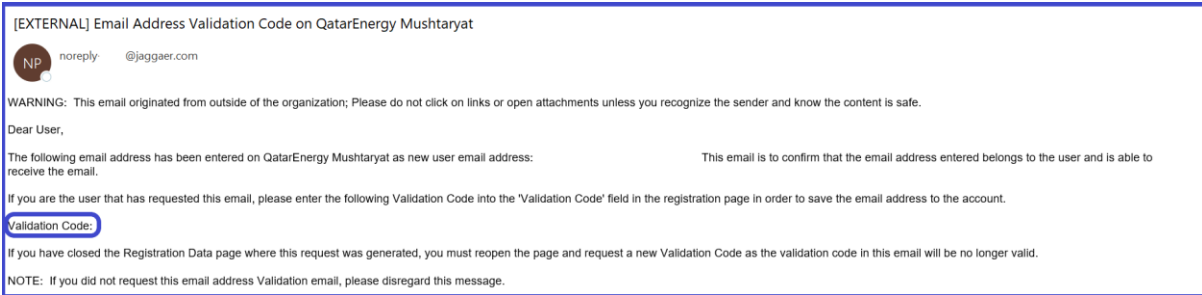
The screenshot shows the 'User Details' section of the 'Registration Data' form. It includes fields for:
 

- Title (dropdown menu)
- \* First Name
- \* Last Name
- \* Username (please do not forget your username)
- \* Email (IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure to use official email provided by your company. Personal Email IDs are not acceptable. Please use ";" (semicolon) to separate multiple addresses.)
- \* Preferred Language (dropdown menu, currently set to English (UK))
- \* Time Zone (dropdown menu, currently set to (GMT + 3:00) Kuwait, Riyadh, Doha, Manama)
- Email Address Validation field with a 'Send Validation Code' button.

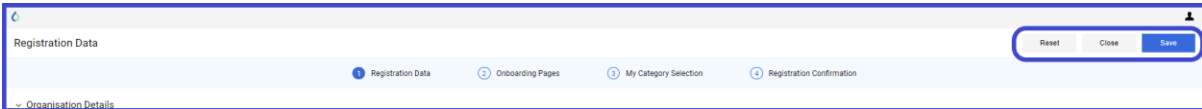
### Step 4: Email Address Validation: Send Validation Code

Validation code is mandatory to complete the registration, click on “Send Validation Code” to receive the code on the same email address entered in the registration user details. Enter validation code in the “Email Address Validation” field.



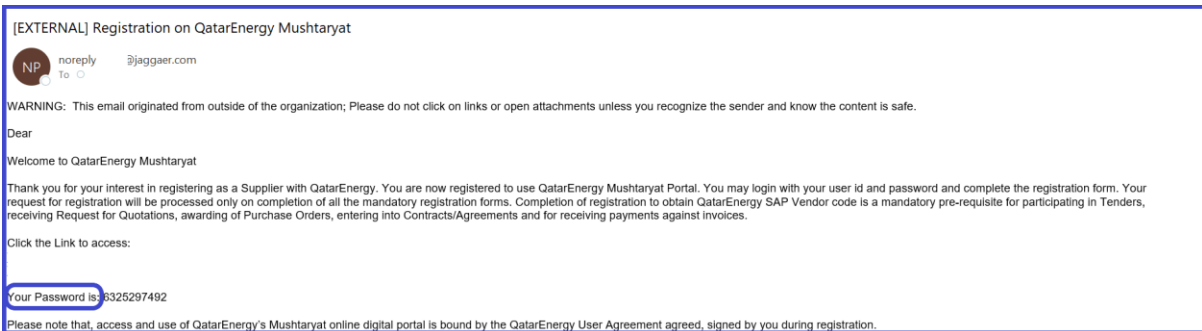


On updation of email address validation code and all required details in the registration details and user details sections, click on **Save** to be directed to the **Onboarding Pages**.



On **Save**, there will be an email sent to the specified email notifying the creation of user account and temporary password for accessing QatarEnergy’s e-Procurement “Mushtaryat” portal.

*Supplier may exit the registration page, login to <https://mushtaryat.qatarenergy.qa> with the temporary password, reset the password and complete the KYS subsequently anytime.*



## Step 5: Complete Supplier Onboarding KYS Questionnaire

The QatarEnergy Know Your Supplier (KYS) Questionnaire for Registration is organized into multiple pages and forms based on the nature of information requested. Supplier to ensure that their company details are accurately registered with QatarEnergy by completing all the Questions in all the pages and its forms.

*Supplier to ensure that their company details are accurately registered. Supplier may complete available information and Save & Continue to come back and complete the missing information anytime. QatarEnergy will process once all mandatory information is completed only.*

*Each Form Question and its Description are self-explanatory.  
Additional forms will appear based on selection.*

[Confirm](#)

Purpose of Registration

▼ PURPOSE OF REGISTRATION

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Purpose of Registration	* Select your Purpose of Registration  <input type="checkbox"/> To Participate in Tenders & Procurement <input type="checkbox"/> Required by Finance to Submit Invoices for Payments Only <input type="checkbox"/> Hydrocarbon Suppliers	Supplier
2	Signed Copy of User Agreement	* Attach signed and stamped copy of User Agreement (execute using DocuSign or equivalent provided that the signatory is an authorized signatory)  <div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">📎</span> Drop Digitally Signed File or Browse                     </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <span style="font-size: 0.8em;">⬇️</span> Download Template                     </div>	Supplier
3	Company Cover Letter	* Attach Company Letter requesting New Registration or Update of Registration and Authorizing Primary User to complete Registration with QatarEnergy  <div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">📎</span> Drop Digitally Signed File or Browse                     </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <span style="font-size: 0.8em;">⬇️</span> Download Template                     </div>	Supplier
4	Cover Letter Reference	* Enter the reference of the Company Cover Letter (to be updated for each request)  <input style="width: 100%;" type="text"/>	Supplier

Characters available 2000

## Purpose of Registration

Suppliers should review the requirements for the Purpose of Registration listed below and submit a request for registration in compliance to the same.

**To Participate in Tenders & Procurement:** All Suppliers who wish to participate in Tenders or Request for Quotations issued by QatarEnergy’s Supply Chain Department expressing an interest in conducting business with QatarEnergy for supply of Goods, Works and Services are required to complete the registration as per QatarEnergy’s registration process and relevant Vendor Guidelines.

**Required by Finance to Submit Invoices:** Vendors without purchase orders/contracts for the purpose of invoice submission and payments are required to complete the registration if asked to do so by QatarEnergy.

**Hydrocarbon Suppliers:** required to complete the registration if asked to do so by QatarEnergy.

**Complete Purpose of Registration Form** Once completed, click “Confirm” [Confirm](#) .

### Service & Material Vendor – Validation

This form input would be required if Purpose of Registration is “To Participate in Tenders & Procurement”. Review the attached list of Material and Service Categories and Answer **Yes/No**.

SERVICE & MATERIAL VENDOR - VALIDATION			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Is your Company a supplier of listed Service and/or Material category(ies)	* Review the attached Service and Material Category list and confirm whether your Company a supplier of the listed category(ies) <input type="text"/> <small>Service &amp; Material Category.xlsx</small>	Supplier

### Service & Material – Revalidation

This form input would be required if answer to Service & Material Vendor Validation is **No**. Enter Reason for Registering.

SERVICE & MATERIAL - REVALIDATION			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Reason for Registration	* Since you are not a supplier of listed Service and Material categories, Enter Reason for continuing Registration (QatarEnergy reserves right to reject) <input type="text"/> <small>Characters available 2000</small>	Supplier

### Finance Vendor - Validation

This form input would be required if Purpose of Registration is “Required by Finance to Submit Invoices for Payments Only”. Attach copy of any communication received from QatarEnergy to register.

FINANCE VENDOR - VALIDATION			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	QatarEnergy Communication to register	* Attach copy of any communication received from QatarEnergy to register <input type="text"/> + Attach File	Supplier

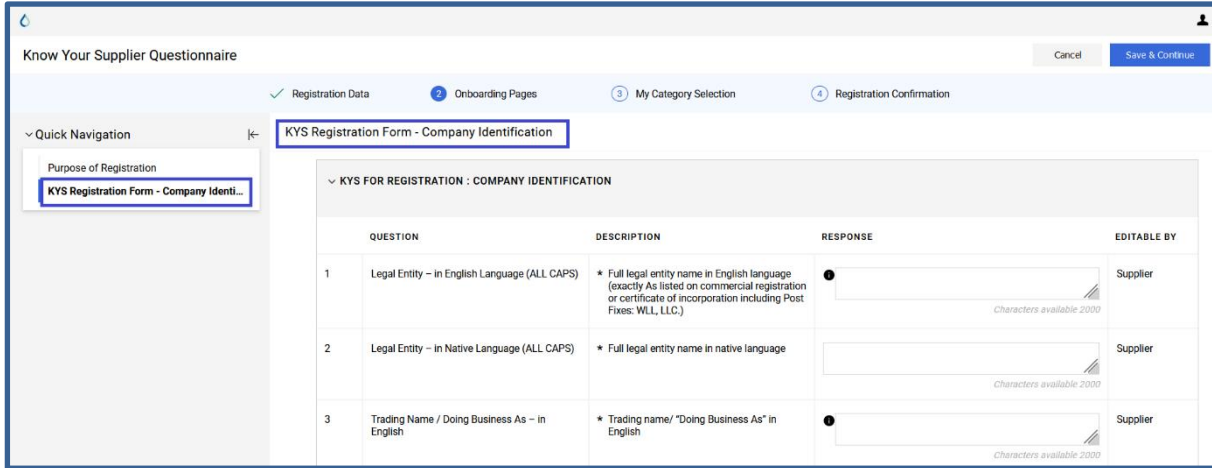
### Hydrocarbon Vendor - Validation

This form input would be required if Purpose of Registration is “Hydrocarbon Suppliers”. Attach copy of any communication received from QatarEnergy to register.

HYDROCARBON VENDOR - VALIDATION			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	QatarEnergy Communication to register	* Attach copy of any communication received from QatarEnergy to register <input type="text"/> + Attach File	Supplier

## KYS for Registration: Company Identification

Complete the Company Identification information as per the Questions and its Description accurately and click **Save & Continue**.



SI.No	QUESTION	DESCRIPTION
1	Legal Entity – in English Language ( <b>ALL CAPS</b> )	*Full legal entity name in English language (exactly As listed on commercial registration or certificate of incorporation including Post Fixes: WLL, LLC.)
2	Legal Entity – in Native Language	*Full legal entity name in native language
3	Trading Name / Doing Business As – in English	*Trading name/ “Doing Business As” in English
4	Trading Name – in Native Language	*Trading name/ “Doing Business As” in native language
5	Corporate form	*Select Type of Company / Corporate Form
6	Company core business activity(ies)	*List company core business activity(ies)
7	Principal place of business/ trading	*List Principal place(s) of business/ trading
8	Date of registration/incorporation	*Please Select your company date of registration/incorporation
9	Company Nationality	*Select the Company Ownership Nationality (as specified in Qatari CR or Company Registration Document of Foreign)
10	Country of Registration	*Country of Registration
11	Street Address - <b>Capitalize the first letter of each word</b>	*Address including Building Number, Zone Number, Street Number and Street Name
12	City	*City - <b>Capitalize the first letter of each word</b>
13	Postal Code	Postal Code - required where applicable
14	PO Box	P.O. Box - Mandatory for Qatar
15	Company Website	Company Website - <b>start with www or http, followed by domain name.domain type</b>
16	Telephone No.	Telephone No. <b>in the format of "+" "Country Code" "Space" and "Number".</b>
17	Fax No	Fax No. <b>in the format of "+" "Country Code" "Space" and "Number".</b>
18	Company Different Name	*Has the Company conducted business under a different name(s) in the past?

### Company Different Name - Details

This form input would be required if the answer to Question “Has the Company conducted business under a different name(s) in the past? Is **YES**.

COMPANY DETAILS			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Different Name - Details	* If yes, list the different name(s) under which company conducted businesses in the past	Supplier

Characters available 2000

### KYS for Registration: Company Registration

Complete the Company Registration details and attach copy of Company Registration Certificate and click **Save & Continue**. Expiry Date of the Certificate shall be in future.

Know Your Supplier Questionnaire Cancel Save & Continue

✓ Registration Data 
 2 Onboarding Pages 
 3 My Category Selection 
 4 Registration Confirmation

Quick Navigation

- Purpose of Registration
- KYS Registration Form - Company Identif...
- KYS for Registration : Company Registra...**

**KYS For Registration : Company Registration**

**KYS FOR REGISTRATION : COMPANY REGISTRATION**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Registration Certificate Type	* Please select company registration certificate to provide	Supplier
2	Certificate Number	* Certificate Number	Supplier
3	Certificate Effective Date	* Certificate Effective Date	Supplier
4	Copy of Company Registration Certificate	* Copy of Company Registration Certificate	Supplier

### KYS for Registration: Tax Card/Certificate

Indicate Tax Card / Certificate is available **YES/NO**, if **YES**, complete the Tax Card / Certificate details and click **Save & Continue**. Expiry Date of the Certificate shall be in future.

Know Your Supplier Questionnaire Cancel Save & Continue

✓ Registration Data 
 2 Onboarding Pages 
 3 My Category Selection 
 4 Registration Confirmation

Quick Navigation

- Purpose of Registration
- KYS Registration Form - Company Identif...
- KYS for Registration : Company Registra...
- KYS for Registration : Tax Card/Certifica...**

**KYS For Registration : Tax Card/Certificate**

**TAX CARD / CERTIFICATE**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Tax Card / Certificate	* Does your company have Tax Card / Certificate? Mandatory for Qatar or required where applicable	Supplier

KYS FOR REGISTRATION : TAX CARD/CERTIFICATE			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Tax Certificate - Type	* Please Select Certificate Type	Supplier
2	Tax Certificate - Certificate Number	* Certificate Number	Supplier
3	Tax Certificate - Effective Date	* Effective Date	Supplier
4	Tax Certificate - Copy	* Tax Certificate - Copy	Supplier

### KYS for Registration: ICV Certificate

The purpose of collection of ICV information and scorecard from Suppliers is for implementing ICV Policy that promotes strategic objective for maximizing the ICV value creation, develop local talents/ suppliers and promotes in-country private investment. In order to benefit from this Policy, all new Suppliers when registering for the first time with QatarEnergy are recommended (if information is available) to submit their latest ICV information and scorecard details.

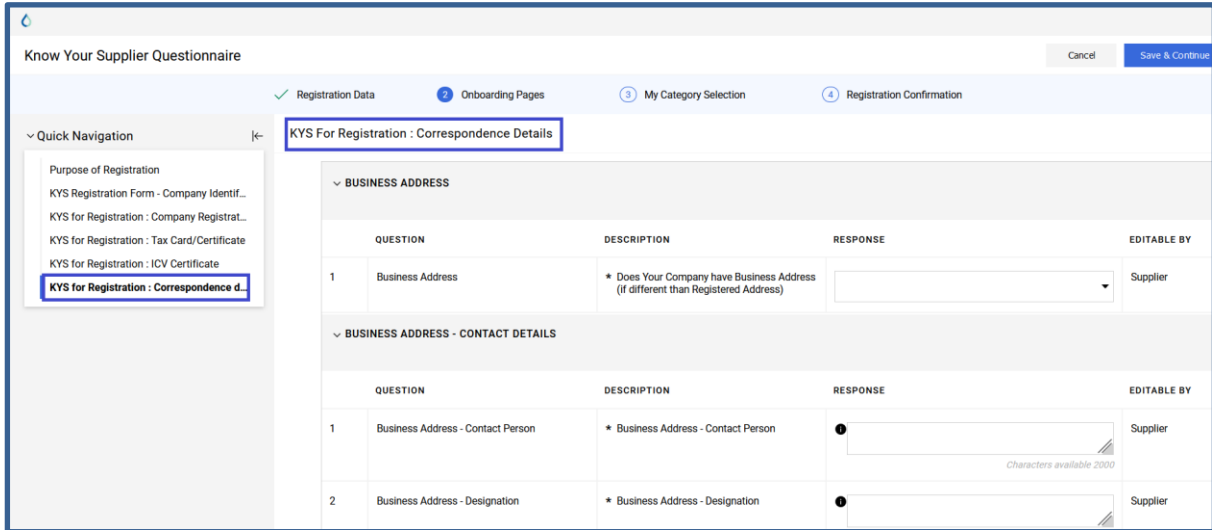
Indicate ICV Certificate is available **YES/NO**, if **YES**, complete the ICV Certificate and click **Save & Continue**.

KYS For Registration : ICV Certificate			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ICV Certificate	* Does your company have ICV Certificate	Supplier

ICV CERTIFICATE - DETAILS			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ICV Certificate - Name of Certifier	* Please Select Name of Certifier	Supplier
2	ICV Certificate - Certificate Number	* Certificate Number	Supplier
3	ICV Certificate - Total Score%	* ICV Certificate - Total Score%	Supplier
4	ICV Certificate - Effective Date	* ICV Certificate - Effective Date	Supplier
5	ICV Certificate - Copy	* Please attach a copy of ICV Certificate	Supplier

## KYS for Registration: Correspondence Details

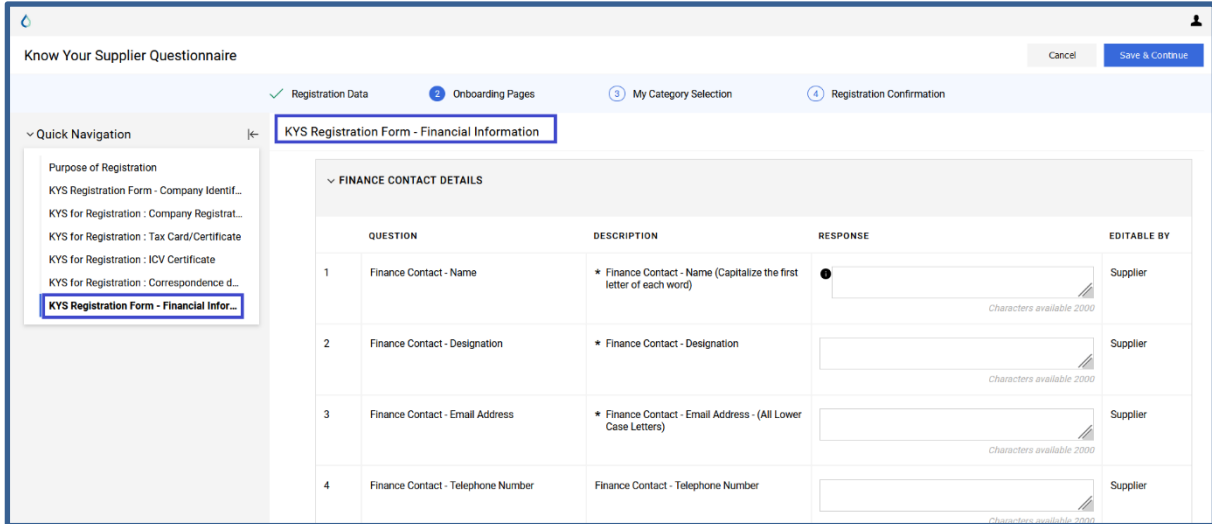
Complete the Business Contact details and Indicate Your Company has Business address different from Registered address **YES/NO**, if **YES**, complete the Business address details and click **Save & Continue**.



QUESTION	DESCRIPTION
Business Address - Contact Person	*Business Address - Contact Person (Capitalize the first letter of each word)
Business Address - Designation	*Business Address - Designation (Capitalize the first letter of each word)
Business Address - Email Address	*Email Address (valid email format as per standard in lower case)
Business Address - Telephone Number	Business Address - Telephone No. in the format of "+" "Country Code" "Space" and "Number".
Business Address - Mobile Number	Business Address - Mobile No. in the format of "+" "Country Code" "Space" and "Number".
Business Address - Fax Number	Business Address - Fax No. in the format of "+" "Country Code" "Space" and "Number".
Business Address- Address Line / Street	* Address including Building Number, Zone Number, Street Number and Street Name
Business Address - City	*City Capitalize the first letter of each word
Business Address - PO Box	PO Box
Business Address - Postal Code	Postal Code
Business Address - State / Province / Region	Business Address - State / Province / Region
Business Address - Country	*Business Address - Country
Business Address - Website	Website - start with www or http, followed by domain name.domain type

## KYS for Registration: Financial Information & Bank Details

Complete the Finance Contact details and Bank account details for payments and related communications. Complete the details and click [Save & Continue](#).



QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Finance Contact - Name	* Finance Contact - Name (Capitalize the first letter of each word)	Supplier
2	Finance Contact - Designation	* Finance Contact - Designation	Supplier
3	Finance Contact - Email Address	* Finance Contact - Email Address - (All Lower Case Letters)	Supplier
4	Finance Contact - Telephone Number	Finance Contact - Telephone Number	Supplier

### KYS for Registration: Financial Information

SI.No	QUESTION	DESCRIPTION
1	Finance Contact - Name	*Finance Contact - Name (Capitalize the first letter of each word)
2	Finance Contact - Designation	*Finance Contact - Designation (Capitalize the first letter of each word)
3	Finance Contact - Email Address	*Finance Contact - Email Address (valid email format as per standard in lower case)
4	Finance Contact - Telephone Number	Finance Contact - Telephone No. in the format of "+" "Country Code" "Space" and "Number".
5	Finance Contact - FAX Number	Finance Contact - FAX No. in the format of "+" "Country Code" "Space" and "Number".
6	Finance Contact - Mobile Number	Finance Contact - Mobile No. in the format of "+" "Country Code" "Space" and "Number".

### KYS For Registration: Bank Details

Select the Number of Bank accounts to register to add multiple Bank account details.

Supplier should provide their bank details where they want QatarEnergy to pay all future payments. In addition to this, bank account details shall be supported by uploading a letter from the bank or on Supplier’s company letterhead signed by authorized signatory and certified by the bank confirming the details provided.

The bank account details mentioned on Supplier invoices shall match with the bank details available on QatarEnergy Vendor master otherwise it will not be considered, and payment shall be made only to the mentioned bank account registered with QatarEnergy through this Supplier Registration portal. In case the Supplier invoice does not mention the bank details to



which the invoice amount has to be paid, QatarEnergy reserves the right to withhold the invoice until the bank details are updated by the Supplier.

Any requested change to the nominated bank, including account information must be submitted by the Supplier via this Supplier Registration portal. In case an assignment letter has been issued by QatarEnergy to Supplier’s existing Bank, request for changes to bank details of the subject bank account of Supplier shall be accompanied by either a ‘Clearance Certificate’ or a ‘No Liability Certificate’ or a ‘No Objection Certificate’ from its existing nominated bank.

**BANK DETAILS**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Number of Bank Details	* Please Select the number of bank account details to be provided 1	Supplier

**BANK 1 DETAILS**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Bank 1 Details - Country	* Bank 1 Details - Country Select an Option (Single selection)	Supplier

SI.No	QUESTION	DESCRIPTION
1	Bank 1 Details - Country	*Bank 1 Details - Country
2	Bank 1 Details - Bank Name	*Bank 1 Details - Bank Name - <b>(ALL CAPS)</b>
3	Bank 1 Details - Bank Address	*Bank 1 Details - Bank Address - <b>Capitalize the first letter of each word</b>
4	Bank 1 Details - Bank City	*Bank 1 Details - Bank City - <b>Capitalize the first letter of each word</b>
5	Bank 1 Details - Branch Name	Bank 1 Details - Branch Name - <b>Capitalize the first letter of each word</b>
6	Bank 1 Details - SWIFT CODE	*Bank 1 Details - SWIFT CODE <b>(8 or 11 characters)</b>
7	Bank 1 Details - Bank Number	Bank Number (SORT Code /NIB Code /SIC Code/ Bank Routing No.) - <b>(required where applicable – US, CA, IN GB, IM, AU)</b>
8	Bank 1 Details - Bank Account Number	*Bank 1 Details - Bank Account Number
9	Bank 1 Details - Bank IBAN Number	Bank IBAN Number - <b>Mandatory for Qatar or required where applicable</b>
10	Bank 1 Details - Bank Account Currency	*Bank 1 Details - Bank Account Currency
11	Bank 1 Details - Bank Letter	*Bank 1 Details - Bank Letter

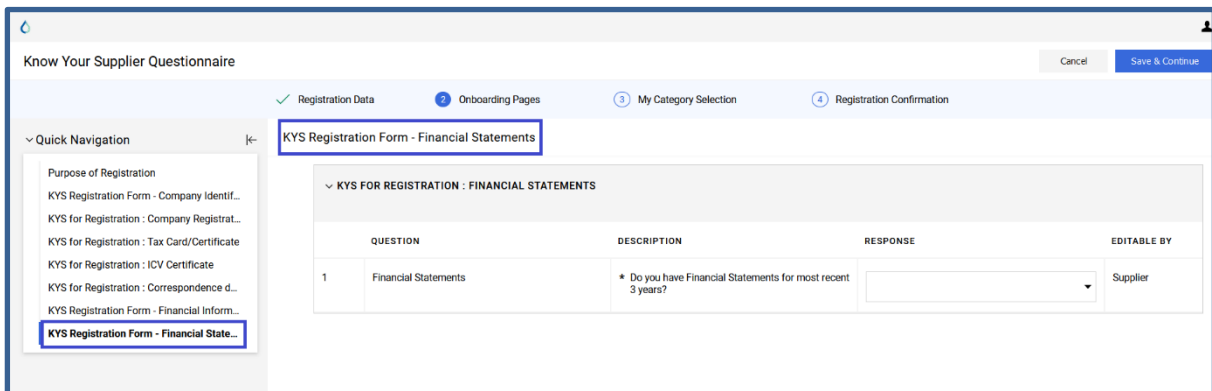
## KYS for Registration: Financial Statements

Copy of audited financial statements for the last 3 financial years are required to be attached. In case of any deviation, Supplier may indicate the reason for the same. Complete the details and click [Save & Continue](#).

Suppliers are requested to submit the last 3 years Audited Annual Financial Statements during the registration process on the Supplier Registration platform, when registering for the first time on the platform. On an annual basis, all registered Suppliers shall provide QatarEnergy with latest Audited Annual Financial Statement within 4 months from the end of Supplier’s financial year, the documents shall be uploaded in this section of the Supplier Registration platform.

Note: The company name stated in the financial statements shall match with the supplier’s name.

Suppliers are advised to mention the latest three years that the audited financial statements have been submitted to QatarEnergy, if not submitted, the supplier shall provide reason(s) for the same. QatarEnergy reserves the right not to consider doing business with the Suppliers who fails to provide the required audited Financial information.



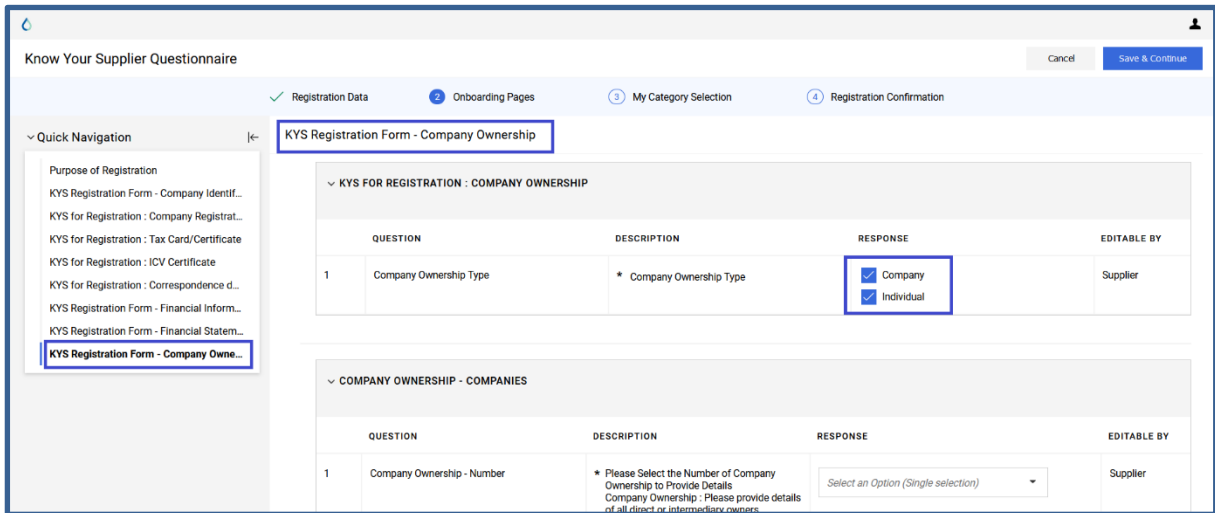
Sl.No	QUESTION	DESCRIPTION
1	Financial Statement 1 - Year	*Financial Statement 1 - Year
2	Financial Statement 1 - Copy	*Financial Statement 1 - Copy
3	Financial Statement 2 - Year	*Financial Statement 2 - Year
4	Financial Statement 2 - Copy	*Financial Statement 2 - Copy
5	Financial Statement 3 - Year	*Financial Statement 3 - Year
6	Financial Statement 3 - Copy	*Financial Statement 3 - Copy
7	Financial Statements - Reason	Specify the reason why Financial Statements for most recent 3 years are not available.

## KYS for Registration: Company Ownership

Supplier to provide details of all direct or intermediary owners, shareholders (institutional or individual) or holders of the voting rights of the Company or names of any individual(s) who

otherwise exercise control over the management of the Company. For publicly-listed companies, please provide details of all shareholders who hold (legally or beneficially) 5% or more of the company’s shares or voting rights.

Indicate whether Company is owned by other Companies and/or Individuals, select number of Owner Companies and/or Individuals, complete the respective Owner details and click **Save & Continue**.

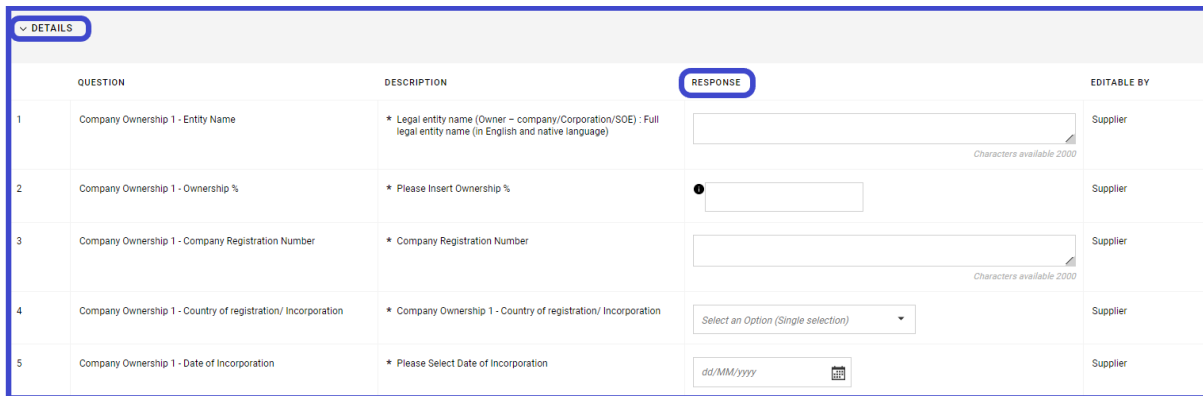


QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Ownership Type	<input checked="" type="checkbox"/> Company <input checked="" type="checkbox"/> Individual	Supplier

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Ownership - Number	Select an Option (Single selection)	Supplier

### KYS for Registration: Company Ownership – Company



QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Ownership 1 - Entity Name	* Legal entity name (Owner – company/Corporation/SOE) : Full legal entity name (in English and native language)	Supplier
2	Company Ownership 1 - Ownership %	* Please Insert Ownership %	Supplier
3	Company Ownership 1 - Company Registration Number	* Company Registration Number	Supplier
4	Company Ownership 1 - Country of registration/ Incorporation	* Company Ownership 1 - Country of registration/ Incorporation	Supplier
5	Company Ownership 1 - Date of Incorporation	* Please Select Date of Incorporation	Supplier

### KYS for Registration: Company Ownership - Individuals

COMPANY OWNERSHIP - INDIVIDUALS 1			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Ownership - Individuals 1 - Name	* Name of Individual, as stated in Passport (Owner - Individual): First, Middle Name(s), Last Name (in English and native language)	Supplier
2	Company Ownership - Individuals 1 - Date of Birth	* Date of Birth	Supplier
3	Company Ownership - Individuals 1 - Ownership %	* Please Insert Ownership %	Supplier
4	Company Ownership - Individuals 1 - Nationality/ Citizenship (Country)(ies)	* Company Ownership - Individuals 1 - Nationality/ Citizenship (Country)(ies)	Supplier
5	Company Ownership - Individuals 1 - Country of Residence (Country)(ies)	* Country of Residence (Country)(ies)	Supplier
6	Company Ownership - Individuals 1 - Passport/ National ID No.	* Passport/ National ID No.	Supplier

### KYS for Registration: Ultimate Beneficiary Owners (UBO)

If one or more of the owners is a company such as the immediate parent company, hierarchical parent company or ultimate parent company, list the shareholders of this company, up to and including the Ultimate Beneficial Owners and the names of any intermediate entities or individuals owning an interest in that company. Ultimately, we require all beneficial owners of all shareholding entities to the level of either individuals and/or publicly-listed companies who ultimately owns or controls the corporate entity. For publicly-listed companies, please provide details of all shareholders who hold (legally or beneficially) 5% or more of the company’s shares or voting rights. If an individual direct owner, is not the full beneficial owner of the interest he/she legally owns in the completing entity, please specify the Ultimate Beneficial Owner(s) here.

Indicate whether Company’s Ultimate Beneficiary Owner is owned by other Companies and/or Individuals, select number of Owner Companies and/or Individuals, complete the respective Owner details and click **Save & Continue**.

Know Your Supplier Questionnaire Cancel **Save & Continue**

✓ Registration Data
2 Onboarding Pages
3 My Category Selection
4 Registration Confirmation

Quick Navigation

- Purpose of Registration
- KYS Registration Form - Company Identif...
- KYS for Registration : Company Registrat...
- KYS for Registration : Tax Card/Certificate
- KYS for Registration : ICV Certificate
- KYS for Registration : Correspondence d...
- KYS Registration Form - Financial Inform...
- KYS Registration Form - Financial Statem...
- KYS Registration Form - Company Owner...
- KYS Registration Form - Company Owner...
- KYS for Registration : Ultimate Beneficia...**

KYS For Registration : Ultimate Beneficial Owner(s) (UBO)

▼ KYS FOR REGISTRATION : ULTIMATE BENEFICIAL OWNER(S) (UBO)

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Ultimate Beneficial Owner Type	* Ultimate Beneficial Owner Type	Supplier

▼ ULTIMATE BENEFICIAL OWNER(S) (UBO) - COMPANY

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Ultimate Beneficial Owner(s) (UBO) - Company Number	* Ultimate Beneficial Owner(s) (UBO) - Company Number	Supplier

### Ultimate Beneficiary Owners (UBO) - Company/Corporation

ULTIMATE BENEFICIAL OWNER(S) (UBO) 1 - COMPANY/CORPORATION			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Ultimate Beneficial Owner(s) (UBO) 1 - Company/Corporation - Entity Name	* Legal entity name (Owner – company/Corporation/SOE) : Full legal entity name (in English and native language)	Supplier
2	Ultimate Beneficial Owner(s) (UBO) 1 - Company/Corporation - Ownership %	* Company/Corporation - Ownership %	Supplier
3	Ultimate Beneficial Owner(s) (UBO) 1 - Company/Corporation - Company Registration	* Company Registration Number	Supplier
4	Ultimate Beneficial Owner(s) (UBO) 1 - Company/Corporation - Country of registration	* Ultimate Beneficial Owner(s) (UBO) 1 - Company/Corporation - Country of registration	Supplier
5	Ultimate Beneficial Owner(s) (UBO) 1 - Company/Corporation - Date of Incorporation	* Date of Incorporation	Supplier

### Ultimate Beneficiary Owners (UBO) - Individuals

ULTIMATE BENEFICIAL OWNER(S) (UBO) 1 - INDIVIDUALS			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Name	* Name of Individual, as stated in Passport (Owner – Individual) : First, Middle Name(s), Last Name (in English and native language)	Supplier
2	Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Ownership %	* Please Insert Ownership %	Supplier
3	Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Date of Birth	* Date of Birth	Supplier
4	Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Passport/ National ID No.	* Passport/ National ID No.	Supplier
5	Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Nationality/ Citizenship	* Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Nationality/ Citizenship	Supplier
6	Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Country of Residence	* Country of Residence (Country(ies))	Supplier

### KYS for Registration: Conflict of Interest Declarations

Indicate whether any of Company’s owners (incl. UBO), officers, directors or key executives or their immediate family members work for QatarEnergy or any affiliates of QatarEnergy (Definition of “Immediate family member” include spouse, parents, siblings, children).

Select number of members to be declared for Conflict of Interest, complete the respective member details and click **Save & Continue**.

Know Your Supplier Questionnaire Cancel **Save & Continue**

✓ Registration Data  
 ② Onboarding Pages  
 ③ My Category Selection  
 ④ Registration Confirmation

Quick Navigation

- Purpose of Registration
- KYS Registration Form - Company Identif...
- KYS for Registration : Company Registrat...
- KYS for Registration : Tax Card/Certificate
- KYS for Registration : ICV Certificate
- KYS for Registration : Correspondence d...
- KYS Registration Form - Financial Inform...
- KYS Registration Form - Financial Statem...
- KYS Registration Form - Company Owner...
- KYS Registration Form - Company Owner...
- KYS for Registration : Ultimate Beneficial...
- KYS for Registration : Ultimate Beneficial...
- KYS for Registration : Conflict of Interes...**

**KYS For Registration : Conflict Of Interest Declaration**

**CONFLICT OF INTEREST DECLARATION**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Conflict Of Interest Declaration	* Do any of Company's owners (incl. UBO), officers, directors or key executives or their immediate family members work for QatarEnergy or any affiliates of QatarEnergy? Definition of "Immediate family member" include spouse, parents, siblings, and children.	Supplier

CONFLICT OF INTEREST - MEMBER 1			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Conflict of Interest 1 - Name	* Name of Individual, as stated in Passport (Owner - Individual): First, Middle Name(s), Last Name (in English and native language)	Supplier
2	Conflict of Interest 1 - Employing Entity	* Employing Entity	Supplier
3	Conflict of Interest 1 - Designation / Role	* Designation / Role	Supplier
4	Conflict of Interest 1 - QatarEnergy Staff Number	* QatarEnergy Staff Number	Supplier
5	Conflict of Interest 1 - Date Of Birth	* Date Of Birth	Supplier
6	Conflict of Interest 1 - Passport/ National ID No.	* Passport/ National ID No.	Supplier

## KYS for Registration: Company Management

Supplier to provide the information for all directors (incl. Chairman) and officers of the company and members of executive management team (including Chief Executive Officer (CEO)/ President; Chief Operating Officer (COO); General Manager/Managing Director (GM/MD); Chief Financial Officer (CFO); General Counsel (GC)).

Select the Company Management Team roles, complete the respective details and click **Save & Continue**.

Know Your Supplier Questionnaire Cancel **Save & Continue**

Registration Data **Onboarding Pages** My Category Selection Registration Confirmation

**KYS For Registration : Company Management**

Quick Navigation

- Purpose of Registration
- KYS Registration Form - Company Identif...
- KYS for Registration : Company Registrat...
- KYS for Registration : Tax Card/Certificate
- KYS for Registration : ICV Certificate
- KYS for Registration : Correspondence d...
- KYS Registration Form - Financial Inform...
- KYS Registration Form - Financial Statem...
- KYS Registration Form - Company Owner...
- KYS Registration Form - Company Owner...
- KYS for Registration : Ultimate Beneficial...
- KYS for Registration : Ultimate Beneficial...
- KYS for Registration : Conflict of Interest ...
- KYS for Registration : Company Manage...**

**KYS FOR REGISTRATION : COMPANY MANAGEMENT**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Management	* Select the Management Team roles to provide the information for all selected directors (incl. Chairmen) and officers of the company and members of executive management team	Supplier

COMPANY MANAGEMENT - CHAIRMAN			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Chairman - Name	* Name (as stated in Passport) First, Middle Name(s), Last Name (in English and native language)	Supplier
2	Chairman - Date of Birth	* Date of Birth	Supplier
3	Chairman - Nationality/ Citizenship	* Nationality/ Citizenship (Country(ies) If dual nationality – list both)	Supplier
4	Chairman - Passport/ National ID No.	* Passport/ National ID No.	Supplier
5	Chairman - Country of Residence	* Country of Residence	Supplier
6	Email Address - Chairman	* Email Address	Supplier

### KYS for Registration: Compliance & Regulatory

Indicate the response to Questions on “Sanctions & Trade Restrictions” and “Possession of ISO Business Continuity Management Plans”. If answer to, “Sanctions & Trade Restrictions” is **YES**, complete the details and click **Save & Continue**.

COMPLIANCE AND REGULATORY				
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	Compliance and Regulatory: Sanctions & Trade Restrictions	* In responding this question, as a minimum, consider whether entity in question (i) is located or operate in, or (ii) holds assets in, or (iii) generates a part of its revenues from, or (iv) performs purchases in any of the following countries or territories: Belarus, Central African Republic, Congo, Crimea, Cuba, Democratic Republic of Congo, Iraq, Iran, Lebanon, Libya, Myanmar, North Korea, Russia, Somalia, South Sudan, Sudan, Syria, Ukraine, Venezuela, Yemen, Zimbabwe Does the Company operate or doing business in or with, holds assets in or any of its directors, officers, or shareholders (or equivalent) located in or are citizens of countries whose government are the target of economic sanctions imposed by the United Nations (UN), the United States of America (U.S.), the European Union (EU), the United Kingdom (UK) or other jurisdictions?	Yes	Supplier
2	Possession of ISO Business Continuity Management Plans	* Possession of ISO Business Continuity Management Plans or alternative	Yes	Supplier

SANCTIONS & TRADE RESTRICTIONS DETAILS			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Sanctions & Trade Restrictions Details	* If yes, please provide details: Sanctions & Trade Restrictions details	Supplier

### KYS for Registration: Additional Documents

This section provides a repository for the Supplier to upload all supporting documents for their registration. Read each question carefully and upload the respective supporting document. Mandatory attachments are indicated by \*. Suppliers are encouraged to upload all the available documents.

Know Your Supplier Questionnaire

Registration Data | Onboarding Pages | My Category Selection | Registration Confirmation

Quick Navigation: KYS For Registration : Additional Documents

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Letter of Undertaking for Ethical Conduct	* Please attach signed and stamped Letter of Undertaking	Supplier
2	Qatar Computer Card or Authorized Signatory Letter or Power of Attorney	* Qatar Computer Card or Authorized Signatory Letter or Power of Attorney	Supplier
3	I.D copy of the Directors, Shareholders and authorized signatory person	* I.D copy of the Directors, Shareholders and authorized signatory person	Supplier
4	Company Profile	* Company Profile	Supplier

SI.No	QUESTION	DESCRIPTION
1	Letter of Undertaking for Ethical Conduct	*Please attach signed and stamped Letter of Undertaking
2	Qatar Computer Card or Authorized Signatory Letter or Power of Attorney	*Qatar Computer Card or Authorized Signatory Letter or Power of Attorney
3	I.D copy of the Directors, Shareholders and authorized signatory person	*I.D copy of the Directors, Shareholders and authorized signatory person
4	Company Profile	*Company Profile
5	Copy of Company Organisational Chart	*Copy of Company Organisational Chart
6	Article of association / incorporation	Article of association / incorporation
7	Engineering Registration / License	Engineering Registration / License
8	Valid Municipal License	Valid Municipal License
9	Valid Chamber of Commerce Membership Certificate	Valid Chamber of Commerce Membership Certificate
10	Declaration of Privately Owned Company	Declaration of Privately Owned Company
11	Letter from the bank for Bank Details - No Objection	Letter from the bank for Bank Details along with No Objection certificate, if requesting change in bank details
12	Agency/Dealership Agreements from Principals	Agency/Dealership Agreements from Principals
13	Valid Management/Facility Quality assurance certificate	Valid Management/Facility Quality assurance certificate to ISO, ASME, API, ATEX. Etc
14	Vendor registration with other major companies (especially GCC countries)	Vendor registration with other major companies(especially GCC countries)
15	List of Customers and Major Projects in Oil & Gas Industry	List of Customers and Major Projects in Oil & Gas Industry
16	Details of Manufacturing and Testing facilities	Details of Manufacturing and Testing facilities
17	List of Major Plant and Equipment	List of Major Plant and Equipment
18	List of Sub-Vendors	List of Sub-Vendors
19	Description of Storage, Handling & Transportation Facilities	Description of Storage, Handling & Transportation Facilities
20	Facility catalogues specifications & material data sheets	Facility catalogues specifications & material data sheets
21	Relevant QA/QC Plan / Procedure documentation	Relevant QA/QC Plan / Procedure documentation
22	Approvals from major Oil & Gas companies	Approvals from major Oil & Gas companies
23	Typical Test Certificates	Typical Test Certificates
24	Latest audit reports	Latest audit reports of QatarEnergy/ Contractor/Certification agency
25	HSE Manual / Plan	HSE Manual / Plan
26	Environment Management Manual / Plan	Environment Management Manual / Plan



## KYS for Registration: CERTIFICATION

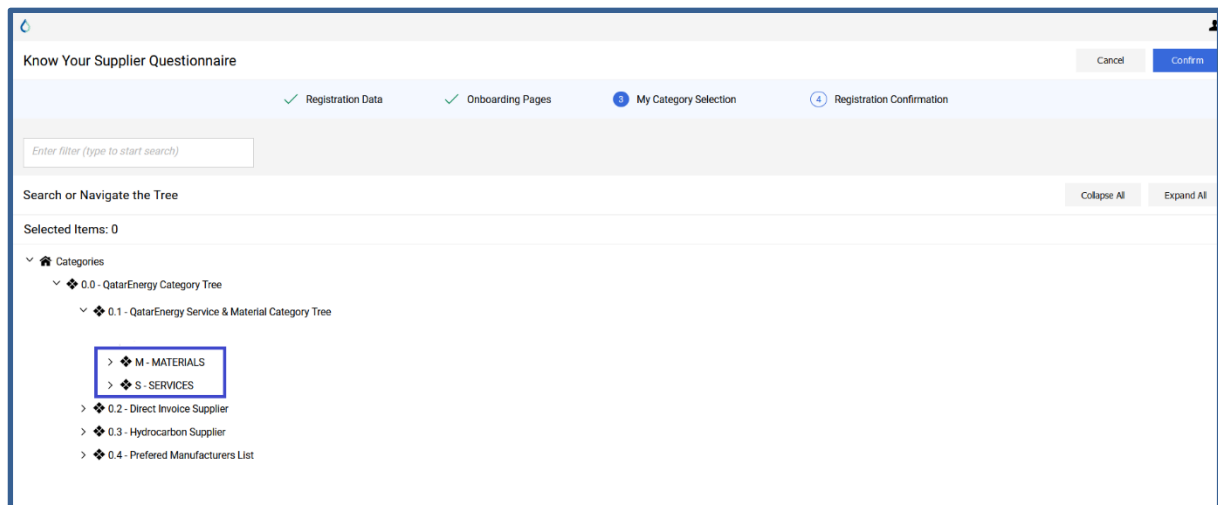
Complete as required and [Save](#).

CERTIFICATION			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Certification	I Certify	Supplier
2	Authorized Signatory Name		Supplier
3	Authorized Signatory Title		Supplier

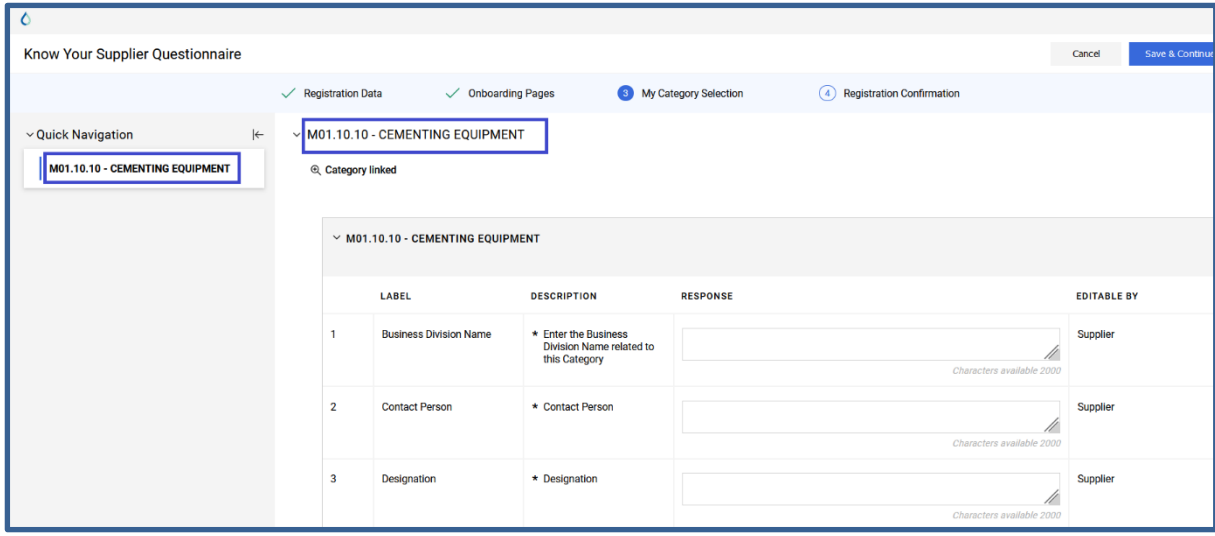
### Step 6: My Category Selection

On completion of the Onboarding pages, Supplier to select the Materials and Services Category from the QatarEnergy Category Tree as applicable to indicate their organisation's line of business. Based on the category selected, Supplier to complete additional category forms for each category selected.

Select Service and Material Category only if purpose of registration is "To Participate in Tenders & Procurement".



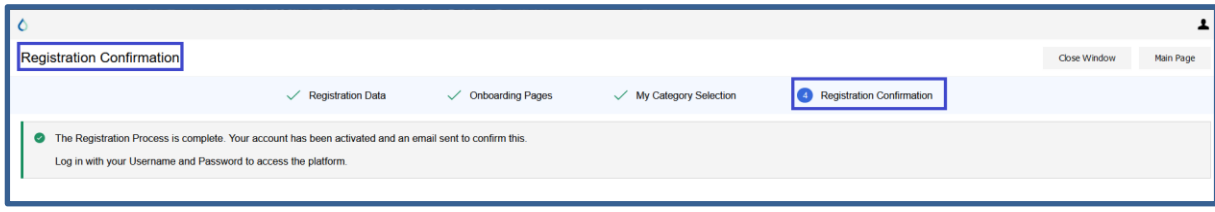
Select the required categories and confirm. Then proceed to complete the category specify form details and click [Save & Continue](#).



	LABEL	DESCRIPTION	RESPONSE	EDITABLE BY
1	Business Division Name	* Enter the Business Division Name related to this Category	<input type="text"/>	Supplier
2	Contact Person	* Contact Person	<input type="text"/>	Supplier
3	Designation	* Designation	<input type="text"/>	Supplier


### Step 7: Registration Completion

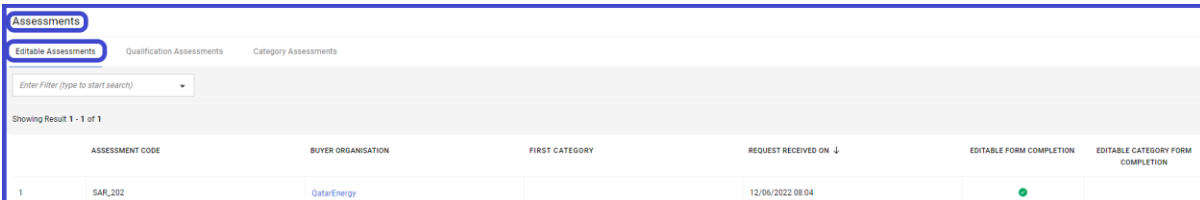
Based on the completion of all mandatory information requested by QatarEnergy, Registration confirmation page will be presented as below. Supplier to review the missing information in each Page/Form to automatically activate the Supplier account and to enable QatarEnergy to initiate the review and approval process.



### Supplier Registration Update: Corrections / Updates / Renewals

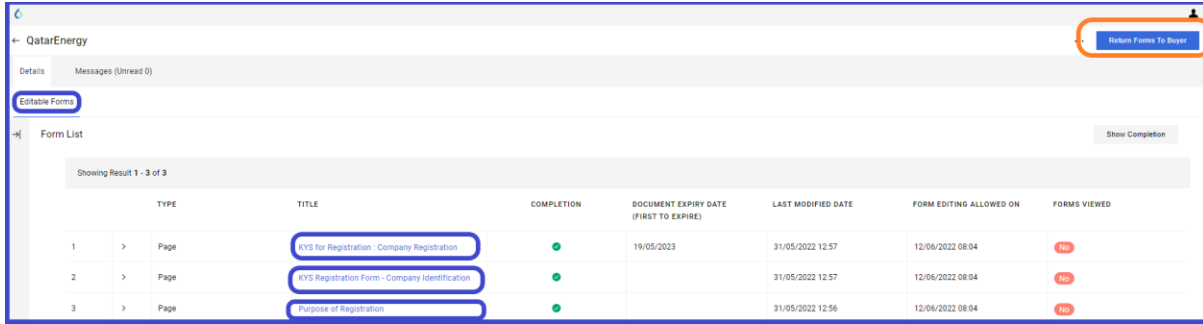
During the registration review and approval process, QatarEnergy may ask the Supplier to include additional information or ask for correction of provided information. Additionally, the Supplier on its own may require to update information or renew expired documents.

On receipt of notification from QatarEnergy or on Expiry of documents or as and when required to update certain information, access [My Editable Assessments](#) from Main Dashboard or using menu option  [My Organisation <> Assessments <> Editable Assessments](#).

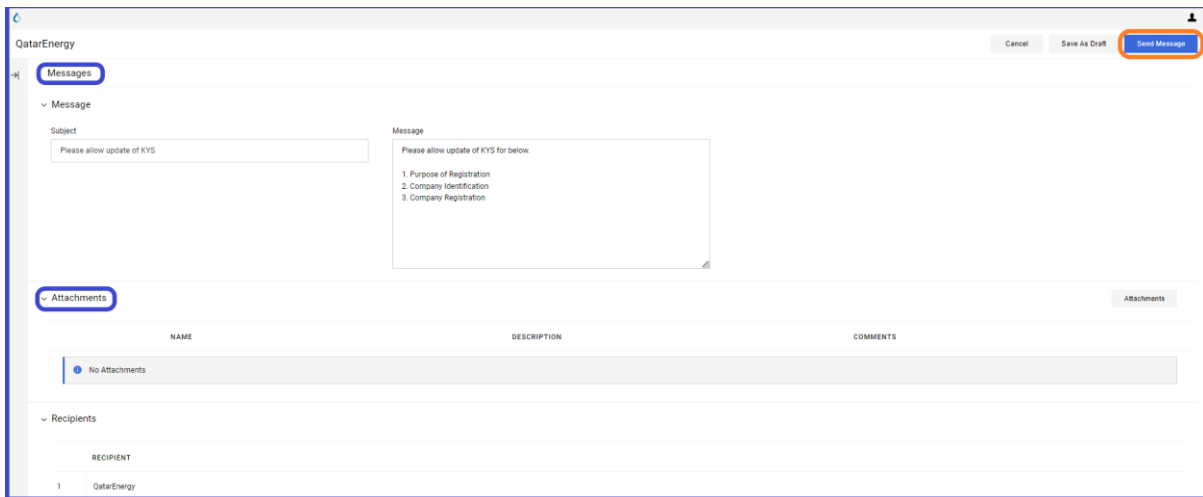


ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON ↓	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION
SAR_202	QatarEnergy		12/06/2022 08:04	<span style="color: green;">●</span>	

Click on the assessment code to access the editable forms <> Click on each form and complete the update <> on updation of all forms click [Return Forms to Buyer](#).




To communicate with QatarEnergy to allow editing of Forms and/or for any queries, use the message options available within [Editable Assessments and Qualification Assessments](#).



## Supplier Management: Certificates (Documents) Management


In order to update any expired certificates or to replace any attached documents, access the Certificates page through: My Organisation <-> Organisation Profile <-> Certificates.






Change Show to 14 or 35 or 70 or 700 and locate the Certificate / Attached Document. Use the Change  option to update the same.

## Supplier Registration Update : KYS for Tender – Additional

In order to complete QatarEnergy’s third party compliance due diligence processes, Supplier is required to complete the additional questionnaire prior to submitting the Bid against any Tender.

Access the Profile Data from Home Dashboard or access through  [My Organisation <> Organisation Profile <> Profile Data.](#)

Change Show to 35 Showing Result 1 - 25 of 25 Show: 35 and locate the Additional KYS for Tender Forms. Click on any forms to open and use navigation arrows   and Change option  to update the additional forms.

## KYS for Tender: Business Relationships

Complete as required and [Save](#).

KYS FOR TENDER : BUSINESS RELATIONSHIPS			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Business Relationships	* Does the Company currently conduct business with QatarEnergy or Qatar Energy Subsidiaries, or has it conducted business with QatarEnergy or its subsidiaries in the past?	Yes
2	QatarEnergy Vendor	* Is your company currently registered as QatarEnergy Vendor?	Yes

KYS FOR TENDER : BUSINESS RELATIONSHIPS, IF YES			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Business Relationships, If Yes	* Attach details of QatarEnergy or QatarEnergy Subsidiary contracting entity Contract no., starting and expiry dates, Scope of work	<input type="text"/> Test File1.pdf (238 KB)

KYS FOR TENDER : BUSINESS RELATIONSHIPS - QE VENDOR			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Accurate Registration Record	* Select Yes to Confirm that your Vendor Registration Record is accurate, current and complete as of the day of Tender submission	Yes
2	Diagram of Corporate structure	* Provide a diagram of Corporate structure, including ownership/shareholding percentage up to Ultimate Beneficial Owners level	<input type="text"/> Test File1.pdf (238 KB)

## KYS for Tender: Affiliates

For the purposes of this section, “Affiliate” is defined as:

- i. any parent of your company;
- ii. any company or partnership in which your company or any parent of your company, directly or indirectly owns or controls, fifty percent (50%) or more of the ownership interest – having the right to vote or appoint its directors or functional equivalents; and
- iii. any joint venture in which your company, any parent of your company, or a company meeting the requirements above has day-to-day operational control.

Information shall be provided for each Affiliate involved or proposed to be involved in the performance of the contact with QatarEnergy. Complete as required and [Save](#).

Organisation Profile Cancel Save

KYS For Tender: Affiliates

~ KYS FOR TENDER : AFFILIATES

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Number of Affiliates	* Please select number of Affiliates	Supplier

~ KYS FOR TENDER : AFFILIATES 1

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Affiliate Type	Specify affiliate type : Subsidiary, JV Partner, state, if any other	Supplier
2	Affiliates - Full legal entity name (in English)	Affiliates - Full legal entity name (in English)	Supplier
3	Affiliates - Full legal entity name (native language/characters)	Affiliates - Full legal entity name (native language/characters)	Supplier
4	Affiliates - Ownership %	Affiliates - Ownership %	Supplier
5	Affiliates - Country of Registration	Affiliates - Country of Registration	Supplier

### KYS for Tender: Subcontractors

For the purposes of this section, “Subcontractor” is defined as: any third-party supplier, vendor, contractor, or service provider contracted or proposed to be contracted by the bidder (prime contractor) to furnish goods, work or services to a prime contractor for the purposes of meeting prime contractor’s obligations to QatarEnergy.

Information shall be provided for each third party proposed/ intended to be used as a Subcontractor in the performance of the contact with QatarEnergy. Complete as required and [Save](#).

Organisation Profile Cancel Save

KYS For Tender: Subcontractors

~ KYS FOR TENDER : SUBCONTRACTORS

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	KYS for Tender: Subcontractors Number	* Please Select the number of Subcontractors	Supplier

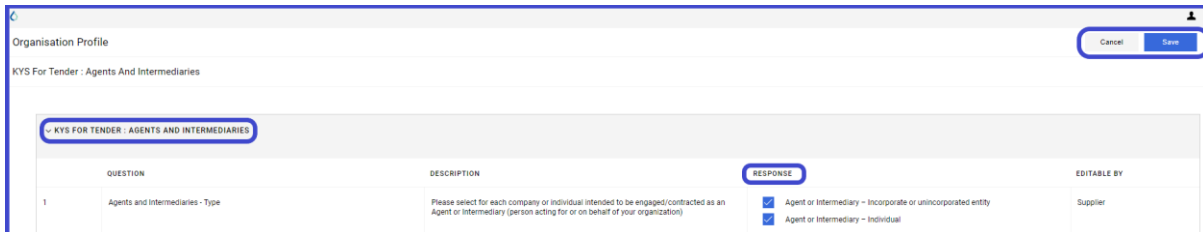
~ KYS FOR TENDER : SUBCONTRACTORS 1

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Subcontractors 1 - Full legal entity name (in English)	Subcontractors - Full legal entity name (in English)	Supplier
2	Subcontractors 1 - Full legal entity name (native language/characters)	Subcontractors - Full legal entity name (native language/characters)	Supplier
3	Subcontractors 1 - Ownership %	Subcontractors - Ownership %	Supplier
4	Subcontractors 1 - Country of Registration	Subcontractors - Country of Registration	Supplier

## KYS for Tender: Agents and Intermediaries

For the purposes of this section, “Agents and Intermediaries” are defined as a Third-Party, individual or entity, acting for or on behalf of, or otherwise representing QatarEnergy or its wholly-owned subsidiary(ies) in furtherance of its business interests before government and regulatory authorities, partners, customers or other external parties. Illustrative examples of agents and intermediaries include visa, immigration or permitting agents, customs clearance agents, sales agents or representatives, distributors, consultants acting on behalf of or representing QatarEnergy, government liaisons, marketing agents.

Information shall be provided for each third party proposed to be involved and/or intended to be used (directly or indirectly) as an agent or other form of intermediary in the performance of the contact with QatarEnergy. Where proposed agent is an active or former employee, or immediate family member of, (i) an active or former employee of QatarEnergy or QatarEnergy’s subsidiary, or (ii) Government Official, please specify so. Complete as required and [Save](#).



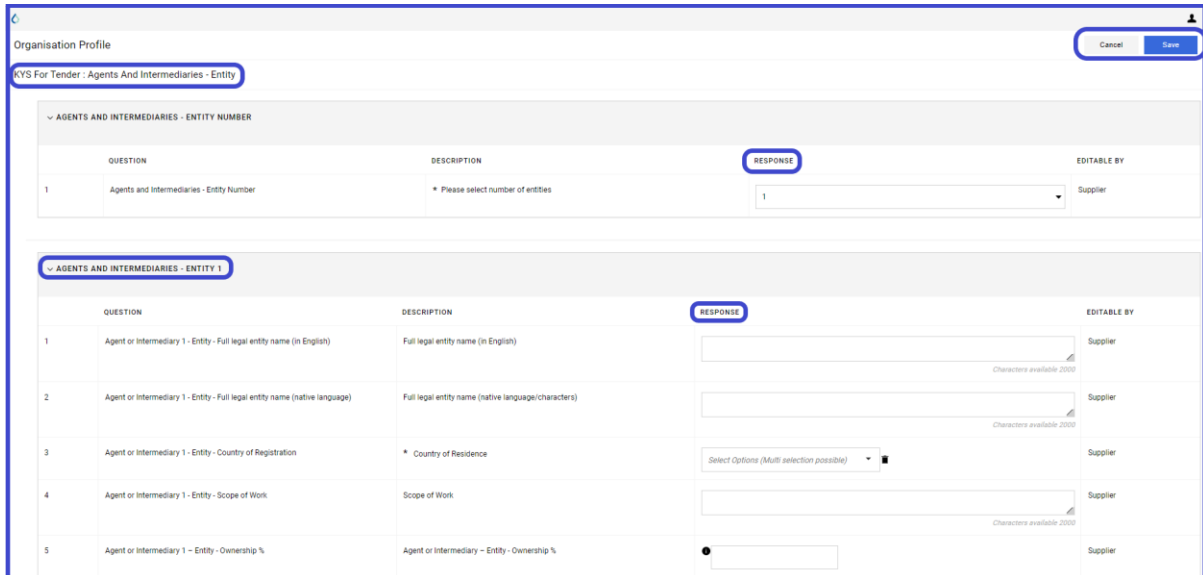
Organisation Profile

KYS For Tender : Agents And Intermediaries

Cancel Save

⌵ KYS FOR TENDER : AGENTS AND INTERMEDIARIES

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Agents and Intermediaries - Type	<input checked="" type="checkbox"/> Agent or Intermediary - Incorporate or unincorporated entity <input checked="" type="checkbox"/> Agent or Intermediary - Individual	Supplier



Organisation Profile

KYS For Tender : Agents And Intermediaries - Entity

Cancel Save

⌵ AGENTS AND INTERMEDIARIES - ENTITY NUMBER

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Agents and Intermediaries - Entity Number	* Please select number of entities 1	Supplier

⌵ AGENTS AND INTERMEDIARIES - ENTITY 1

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Agent or Intermediary 1 - Entity - Full legal entity name (in English)	Full legal entity name (in English) <input type="text"/> <small>Characters available: 2000</small>	Supplier
2	Agent or Intermediary 1 - Entity - Full legal entity name (native language)	Full legal entity name (native language/characters) <input type="text"/> <small>Characters available: 2000</small>	Supplier
3	Agent or Intermediary 1 - Entity - Country of Registration	* Country of Residence Select Options (Multi selection possible)	Supplier
4	Agent or Intermediary 1 - Entity - Scope of Work	Scope of Work <input type="text"/> <small>Characters available: 2000</small>	Supplier
5	Agent or Intermediary 1 - Entity - Ownership %	Agent or Intermediary - Entity - Ownership % <input type="text"/>	Supplier

Organisation Profile

KYS For Tender: Agents And Intermediaries - Individual

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Agents and Intermediaries - Individual Number	* Please select number of individuals 1	Supplier

AGENTS AND INTERMEDIARIES - INDIVIDUAL

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Agent or Intermediary - Individual - Name	First, Middle Name(s), Last Name (in English and native language)	Supplier
2	Agent or Intermediary - Individual - Role	Specify the role and the work agent is performing/ will be performing	Supplier
3	Agent or Intermediary - Individual - Date of Birth	Date of Birth dd/MM/yyyy	Supplier
4	Agent or Intermediary - Individual - Passport/ National ID No.	Passport/ National ID No.	Supplier
5	Agent or Intermediary - Individual - Nationality	* Nationality Select Options (Multi selection possible)	Supplier
6	Agent or Intermediary - Individual - Country of Residence	* Country of Residence Select Options (Multi selection possible)	Supplier

## KYS for Tender: Compliance Program

Supplier is required to provide information about its Compliance Program (policy and procedural framework aiming to prevent, detect and respond misconduct and violation of applicable laws and regulations).

For the purposes of this section:

“Government official” includes an employee or official of any government, government department, agency or instrumentality thereof, including but not limited to:

- an entity controlled by the government (e.g., state owned enterprise);
- a non-governmental or private entity performing a public or government function;
- any person acting in an official capacity for or on behalf of any such government, department, agency or instrumentality, including performance of the public function;
- any officer or employee of any political party;
- any candidate for political office;
- any officer or employee of a public international organisation (e.g. United Nations, World Bank); or
- a member of any legislative or judiciary body or administrative tribunals (at any level).

“Immediate family member” includes spouse, parents, siblings, children.

Complete as required and [Save](#).

Organisation Profile Cancel Save

KYS For Tender: Compliance Program

**COMPLIANCE PROGRAM**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Compliance Program	Does the Company have compliance program?	Supplier
2	Investigations, Legal & Regulatory Enforcement, Litigations & Convictions	In the last five years, has Company or any of Company's owners, officers, directors or key personnel ever been investigated or convicted for engaging in any of the following in the below table?	Supplier
3	Suspensions, Exclusions, Debarment & License Revocation	Has Company or any of Company's owners, officers, directors or key personnel ever been suspended, excluded or debarred from government contracting, or had any license revoked because of illegal or corrupt conduct?	Supplier

**COMPLIANCE PROGRAM ELEMENTS**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Compliance Risk Elements	* Which of the following compliance risk elements are part of the compliance program?	Supplier

**COMPLIANCE PROGRAM DOCUMENTATION**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Compliance Program Documentation	* Which of the following Compliance Program Documentation are available?	Supplier

**COMPLIANCE PROGRAM - AWARENESS & TRAINING**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Compliance Program - Awareness & Training	* Which of the following Compliance Program- Awareness & Training are available?	Supplier



**SUSPENSIONS, EXCLUSIONS, DEBARMENT & LICENSE REVOCATION - DETAILS**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Suspensions, Exclusions, Debarment & License Revocation - Details	If answer to Suspensions, Exclusions, Debarment & License Revocation question is Yes, provide details of the relevant individual and the (alleged) illegal or corrupt conduct.	Supplier

**CONFLICT OF INTEREST - 1**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Conflicts of Interest - 1	* Has Company ever served as or is Company presently a consultant, agent or contractor to a current or prospective customer of QatarEnergy or any affiliates of QatarEnergy?	Supplier
2	Conflicts of Interest - 2	* Does Company currently employ any individual previously employed by a current or prospective customer of QatarEnergy or any affiliates of QatarEnergy?	Supplier
3	Conflicts of Interest - 3	* Will such an individual currently or formerly employed by a current or prospective customer of QatarEnergy or any affiliate of QatarEnergy be engaged in an activity on Company's behalf relating to your relation with QatarEnergy or any of its affiliates?	Supplier
4	Conflicts of Interest - 4	* Does Company currently employ any individual previously employed by QatarEnergy or any affiliates of QatarEnergy?	Supplier
5	Conflicts of Interest - Details	If any of the response to Conflict of Interest question is Yes, elaborate or explain	Supplier

**GOVERNMENT OFFICIALS**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Government Officials	* Do any of Company's owners, officers, directors or key executives or their immediate family members are current or former Government Officials?	Supplier

**GOVERNMENT OFFICIALS - DETAILS**

**GOVERNMENT OFFICIALS - DETAILS**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Government Officials - Details	If response to Government Officials question is Yes, elaborate or explain	Supplier

## KYS for Tender: CERTIFICATION

Complete as required and [Save](#).

Organisation Profile

KYS For Tender : CERTIFICATION

**KYS FOR TENDER : CERTIFICATION**

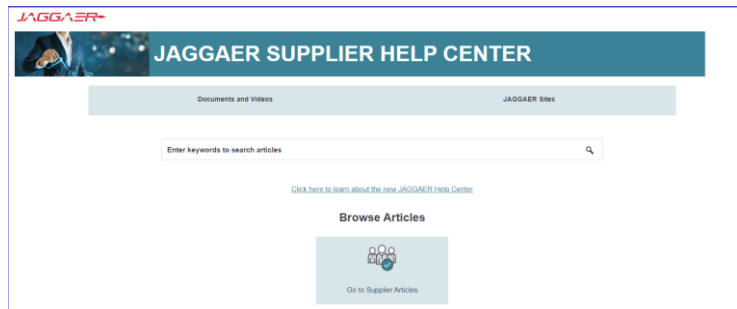
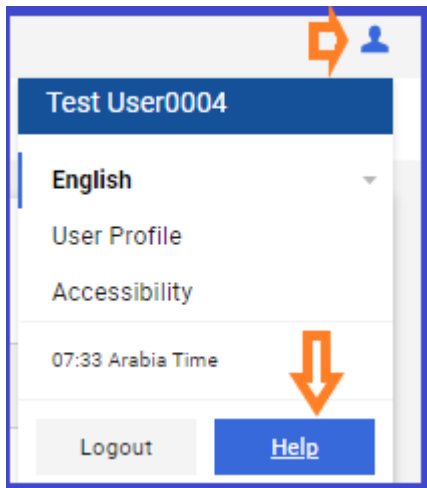
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Certification	* By submitting response to the Know Your Supplier Questionnaire, the Supplier is certifying the information is accurate and complete. Knowingly providing false or misleading information may result in disqualification of Bidder from the tendering process, or cancellation of any contract(s) awarded, or other remedies provided under the terms of the contract.  I certify that (i) the information provided to the Know Your Supplier Questionnaire is, to the best of my knowledge and belief, accurate, current, and complete, (ii) the information provided will be kept up-to-date during the tender validity, and Bidder will promptly notify QatarEnergy of any changes, and (iii) that I am authorized to provide the information and certify that the foregoing information is true and accurate.	Supplier
2	Organisation Profile - Copy	* Attach PDF copy of complete Profile printed from Organization Profile page (execute using DocuSign or equivalent provided that the signatory is an authorized signatory)	Supplier
3	Authorized Signatory Name	* Authorized Signatory Name	Supplier
4	Authorized Signatory Title	* Authorized Signatory Title	Supplier

## Supplier Management: User Management

Use Manage Users option to add other Company Users to access the QatarEnergy Mushtaryat portal and assign User Roles.



For further information and online help, refer to JAGGAER SUPPLIER HELP CENTER.



**HOW TO BUY A TENDER /  
DOWNLOAD TENDER DOCUMENT  
IN MUSHTARYAT PORTAL**



**QatarEnergy  
Supply Chain  
Mushtaryat**

QatarEnergy eProcurement Portal

<https://mushtaryat.qatarenergy.qa>

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## Introduction

Dear Valued Supplier,

Thank you for the interest in doing business with QatarEnergy.

QatarEnergy Supply Chain department has implemented the e-procurement portal “Mushtaryat” to manage the Supplier Registration & KYS, Sourcing (RFQ and Tenders) and Procurement processes.

This user guide provides a step-by-step instructions on How to Buy Tender / Download Tender Document within the “Mushtaryat” portal.

## Helpdesk

- Qatar Local call: 40131199 Timing : 6:30 AM - 2:30 PM (GMT+3)
- International call: [International Toll Free numbers](#)
- Email: [sourcingsupport@jaggaer.com](mailto:sourcingsupport@jaggaer.com)

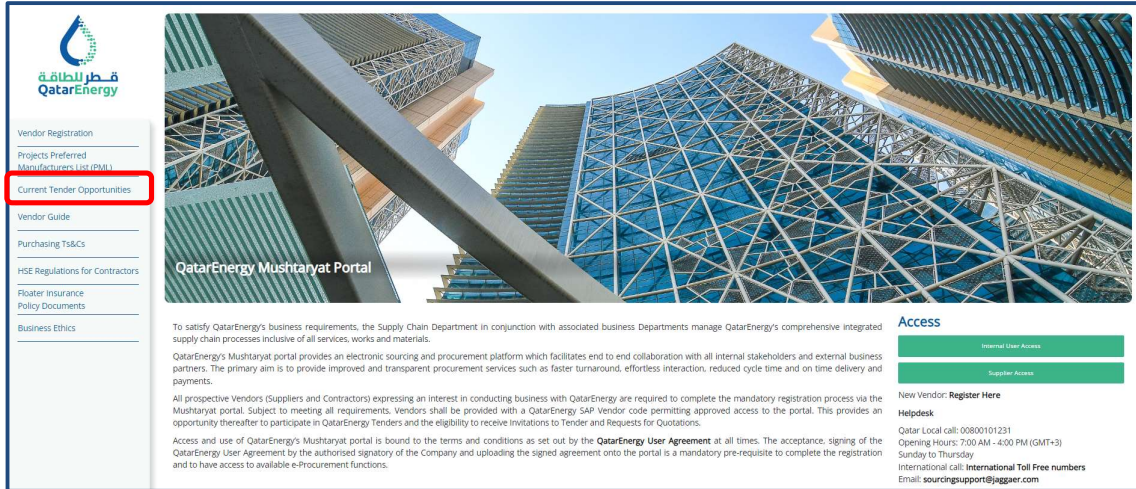
## Menu Options

- **from QatarEnergy website** : [www.qatarenergy.qa](http://www.qatarenergy.qa) > Supply Management > Tenders > Buy Tenders Online, will be routed to Mushtaryat portal.
- **from Mushtaryat Portal** Landing Page : <https://mushtaryat.qatarenergy.qa> > Current Tender Opportunities to view available public Tenders and pay Tender Fee/Expression of Interest.
- **inside Mushtaryat Portal** after login: <https://mushtaryat.qatarenergy.qa> > Supplier Access > Login > RFx OPEN TO ALL SUPPLIERS to view available public Tenders and pay Tender Fee/Expression of Interest.
- **inside Mushtaryat Portal** after login : <https://mushtaryat.qatarenergy.qa> > Supplier Access > Login > MY RFQs WITH PENDING RESPONSES to view Buyer invited RFQs and Self-Invited (Open) RFQs for which Tender Fee/Expression of Interest is already completed. Download Tender Document and Submit Response here.

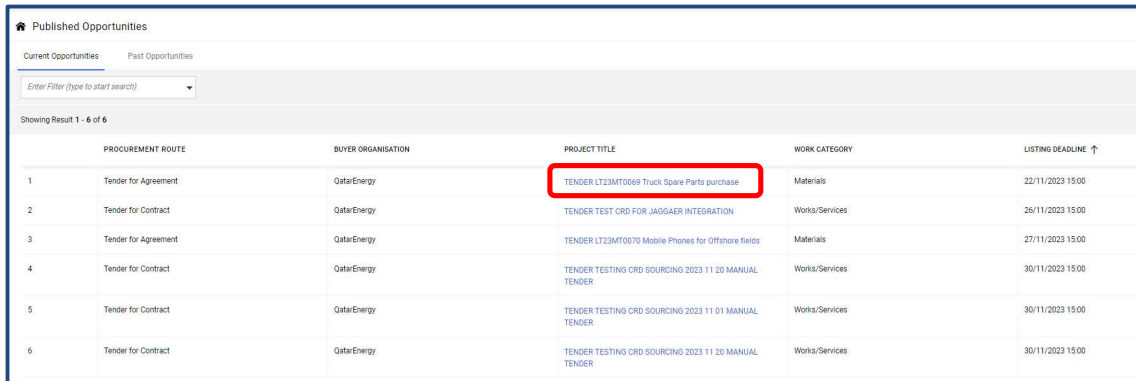
**Important Note:** Refer to ITT - Instruction To Tenderers in the Tender Document for Bid Submission requirements.

## Step 1: Current Tender Opportunities

Visit the “Mushtaryat” portal (<https://mushtaryat.qatarenergy.qa>) and go to “Current Tender Opportunities”.



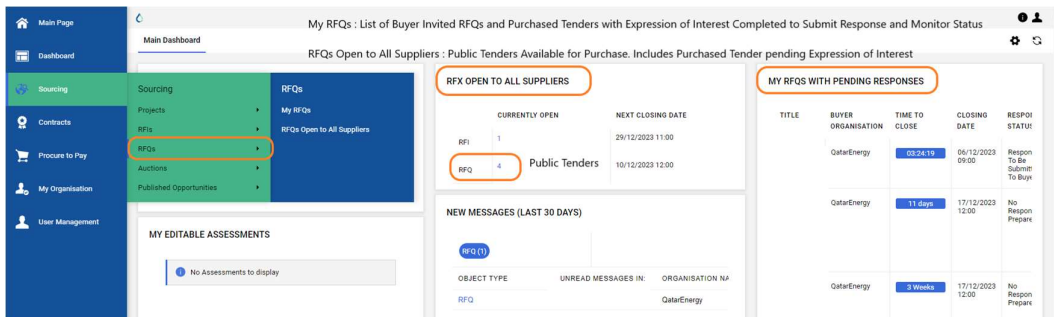
All Published Opportunities will be displayed under the “Current Opportunities” tab.



	PROCUREMENT ROUTE	BUYER ORGANISATION	PROJECT TITLE	WORK CATEGORY	LISTING DEADLINE ↑
1	Tender for Agreement	QatarEnergy	TENDER LTZ3MT0899 Truck Spare Parts purchase	Materials	22/11/2023 15:00
2	Tender for Contract	QatarEnergy	TENDER TEST CRD FOR JAGGAER INTEGRATION	Works/Services	26/11/2023 15:00
3	Tender for Agreement	QatarEnergy	TENDER LTZ3MT0070 Mobile Phones for Offshore Fields	Materials	27/11/2023 15:00
4	Tender for Contract	QatarEnergy	TENDER TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	Works/Services	30/11/2023 15:00
5	Tender for Contract	QatarEnergy	TENDER TESTING CRD SOURCING 2023 11 01 MANUAL TENDER	Works/Services	30/11/2023 15:00
6	Tender for Contract	QatarEnergy	TENDER TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	Works/Services	30/11/2023 15:00

Click on the title to access the Tender and proceed to Step 2.

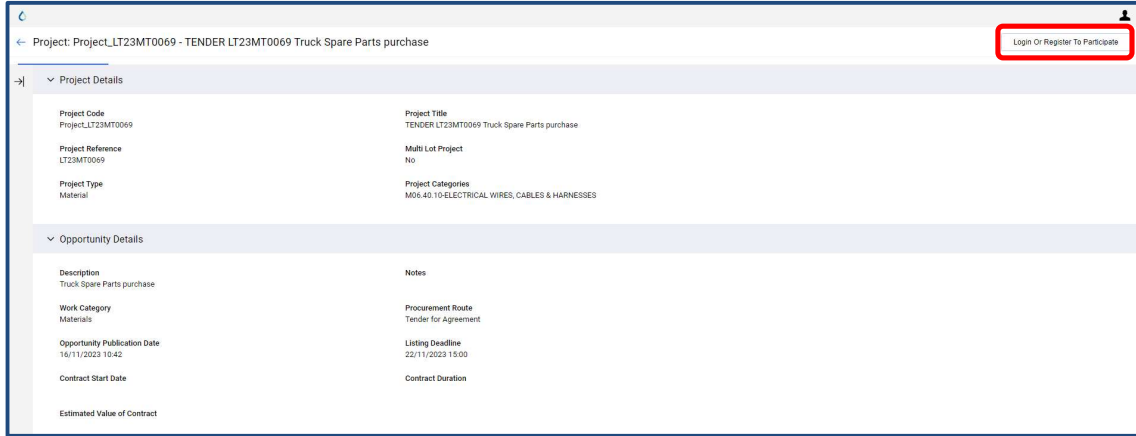
*Alternate Step : If already registered and holding an active Supplier User Account, Login to the mushtaryat portal and access RFQs. Complete this Step and proceed to Step 3.*



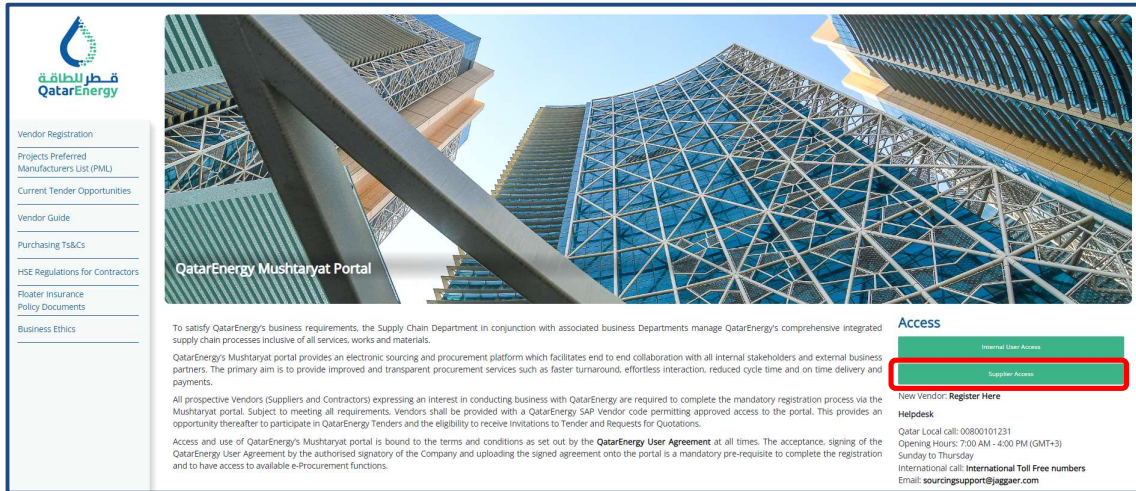
## Step 2: Login or Register to Participate

View details of the Tender and click on “Login or Register to Participate”.

Login Or Register To Participate



**If you have already registered on the Mushtaryat portal,** click on Supplier Access and login using your credentials.




**If you have NOT registered on the Mushtaryat portal**, click on **“Register Here”** and complete Supplier registration. Completion of portal registration, the Know Your Supplier (KYS) Questionnaire and the Supplier Registration process is a mandatory requirement for the issue of Request for Quotations or Tender Documents by QatarEnergy.

### Access

Internal User Access

Supplier Access

New Vendor: Register Here

**Helpdesk**  
 Qatar Local call: 00800101231  
 Opening Hours: 7:00 AM - 4:00 PM (GMT+3)  
 Sunday to Thursday  
 International call: **International Toll Free numbers**  
 Email: [sourcingsupport@jaggaer.com](mailto:sourcingsupport@jaggaer.com)

### Step 3: Buy a Tender

On successful login, system will take to the Main Dashboard. On the Main Dashboard, go to the portlet **“RFX OPEN TO ALL SUPPLIERS”**. Click on the number next to RFQ.

#### RFX OPEN TO ALL SUPPLIERS

	CURRENTLY OPEN	NEXT CLOSING DATE
RFI	1	29/12/2023 11:00
RFQ	7	26/11/2023 08:00

Select the appropriate tender from the list of tenders by clicking on the title of the tender.

CODE	TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↑	STATUS	BUYER ORGANISATION	
1	RFQ_OT23106800	TESTING CRD SOURCING 2023 11 01 MANUAL TENDER	Project_OT23106800	26/11/2023 08:00	Running	QatarEnergy
2	RFQ_LJ21MT0105	6001664455	Project_LL721MT0105	26/11/2023 08:00	Running	QatarEnergy
3	RFQ_OT23003100	8 NOV 23 - TENDER FEE TEST DOC 1	Project_OT23003100	02/12/2023 12:00	Running	QatarEnergy
4	RFQ_LJ23002000	EXAMPLE 2. LTC TENDER FEE 200	Project_LJ23002000	10/12/2023 12:00	Running	QatarEnergy
5	RFQ_OT23107100	TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	Project_OT23107100	13/12/2023 08:00	Running	QatarEnergy
6	RFQ_OT23107000	TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	Project_OT23107000	13/12/2023 08:00	Running	QatarEnergy
7	RFQ_Test124RFQ_cor2	TEST DATA FOR QTC TENDER FEE 500 QAR 1	Project_Userm1	31/07/2024 00:00	Running	QatarEnergy



System will then direct to the QatarEnergy Tender Fee Payment page hosted under the URL [jaggaer.finconsgroup.com](http://jaggaer.finconsgroup.com) .

**Welcome to QatarEnergy Tender Fee Payment System**

*QatarEnergy requires payment of non-refundable Tender Fee to access this Tender. Please review, accept Secrecy Declaration and click Buy Tender to proceed.*

Payment Details

Pay To:	QatarEnergy
Vendor Name:	QE LOCAL TEST
Title:	TESTING CRD SOURCING 2023 11 01 MANUAL TENDER
Description:	
Reference No:	RFQ_GT23106800
Amount:	500.0
Currency:	QAR
Close Date:	30-11-2023 12:00:00 AST

I as an authorized representative on behalf of the company (hereinafter called "Tenderer") have downloaded, read, understood, and hereby acknowledge and declares that Tenderer agrees to observe and comply with, and cause all its employees, agents, representatives and prospective sub-suppliers to observe and comply with the terms and conditions contained herein.

Review the Payment Details for the Tender, the attached Secrecy Declaration, acknowledge and confirm acceptance to the terms by checking the box and then authorize payment by clicking on the checkbox and select "Buy Tender".

**Welcome to QatarEnergy Tender Fee Payment System**

*QatarEnergy requires payment of non-refundable Tender Fee to access this Tender. Please review, accept Secrecy Declaration and click Buy Tender to proceed.*

Payment Details

Pay To:	QatarEnergy
Vendor Name:	QE LOCAL TEST
Title:	TESTING CRD SOURCING 2023 11 01 MANUAL TENDER
Description:	
Reference No:	RFQ_GT23106800
Amount:	500.0
Currency:	QAR
Close Date:	30-11-2023 12:00:00 AST

I as an authorized representative on behalf of the company (hereinafter called "Tenderer") have downloaded, read, understood, and hereby acknowledge and declares that Tenderer agrees to observe and comply with, and cause all its employees, agents, representatives and prospective sub-suppliers to observe and comply with the terms and conditions contained herein.

Then system will direct to our payment gateway under URL [cybersource.com](http://cybersource.com) to complete the Billing Information and Payment Details sections. Ensure all mandatory fields are appropriately filled and click **next**.

**Billing Information**

\* Required field

First Name \*

Last Name \*

Email \*

ⓘ Email address is a required field

**Your Order**

Total amount 500.00 QAR

**Payment Details**

Card Type \*

VISA Visa  Mastercard Mastercard

Card Number \*

Expiration Month \*  Expiration Year \*

CVN \*  This code is a three or four digit number printed on the back or front of credit cards.

Review the order details and select “Pay” to make the payment or cancel by selecting “Cancel Order”.

**Review your Order**

---

**Billing Address** [Edit Address](#)

QE TEST  
Placeholder, Address is Null or Blank  
Placeholder, City is Null or Blank  
3212  
Qatar

**Your Order**

**Total amount** 500.00 QAR

---

**Payment Details** [Edit Details](#)

Card Type Visa  
 Card Number xxxxxxxxxxxx1111  
 Expiration Date 02-2025

Pay

[Back](#) [Cancel Order](#)

Upon successful payment authentication, a confirmation email will be sent. Then access the Tender by clicking on “GO TO THE RFx”.

Welcome to QatarEnergy Tender Fee Payment System

*Your Tender Fee Payment is Successful. Please save the details for future reference.*

---

**Details**

RFQ Number: RFQ\_GT23003100  
 Payment Date: 22-11-2023 12:05:50 AST  
 Cyber Source reference number: 1700643717493  
 Bank Transaction ID: 7006439426956441204005

---

Please click on the link below to return to the RFx and Express Interest to access the Tender. For further instructions, refer to “How to Respond to Tenders Guide”.

GO TO THE RFx

[Close](#)

A receipt will be automatically sent to the entered email address.

Receipt

Date: 22-11-2023

Order Number: 1700644416099

---

**Billing Information**

QE TEST  
Placeholder, Address is Null or Blank  
Placeholder, City is Null or Blank  
QA  
3212

---

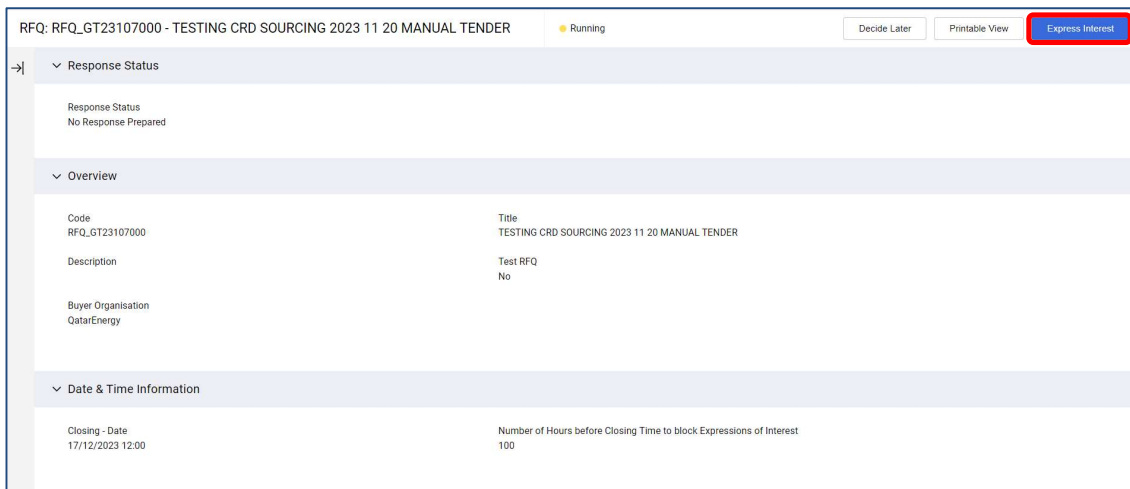
Payment Details	Order Total	
Visa	Total	500.00
xxxxxxxxxxxx1111	amount	QAR

---

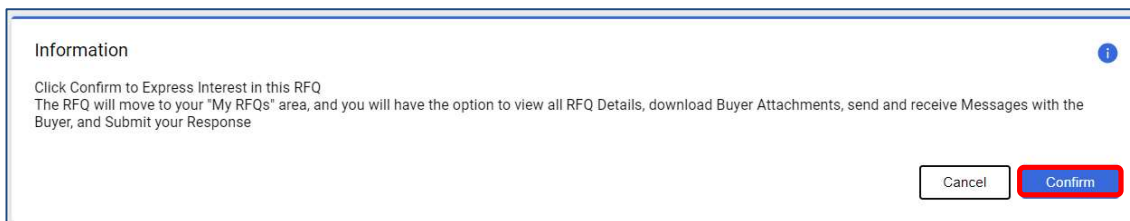
Please keep a copy of this receipt for your records

## Step 4: Download Tender Documents

After successful payment, click on **GO TO THE RFx** to access the Tender document and express interest. On the tender document screen, review details such as the Closing Date and the Description of the Tender. Click on “Express Interest” **Express Interest** to access the Tender document. Alternately, accessing RFQs Open to All Suppliers as in Step 3 and Clicking on already Purchased Tender will direct to the Express Interest page. Once, Express Interest is completed, RFQ will move to My RFQs area and no more available under RFQs Open.



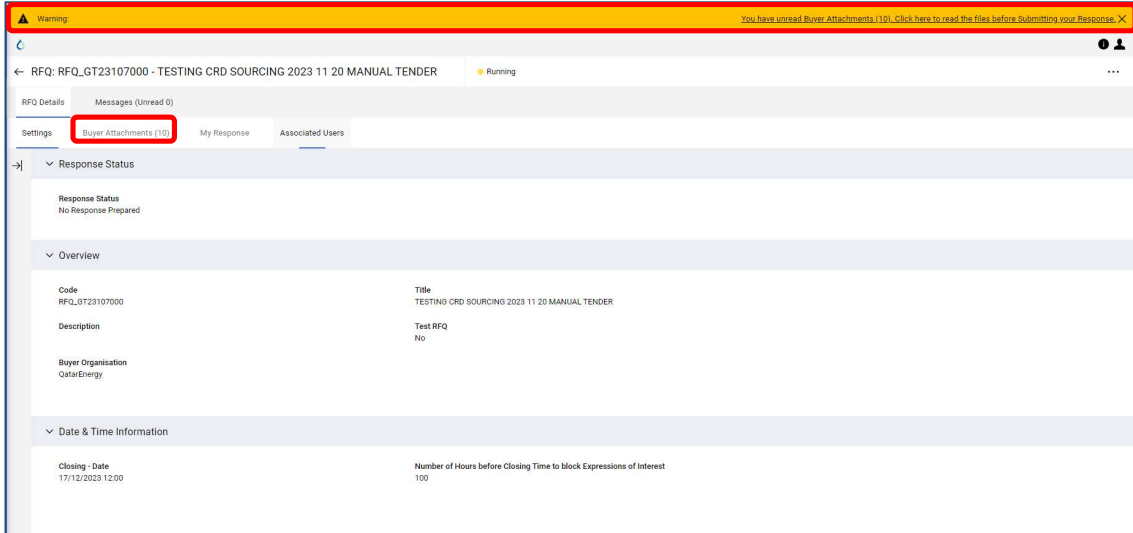
Click on confirm to express interest.



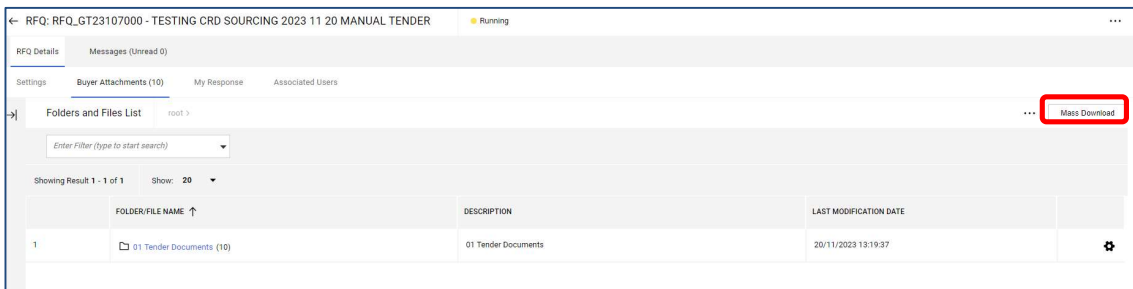
Click on the warning message shown at the time of first access of the Tender Document on Mushtaryat, this will take to the tender documents to download.



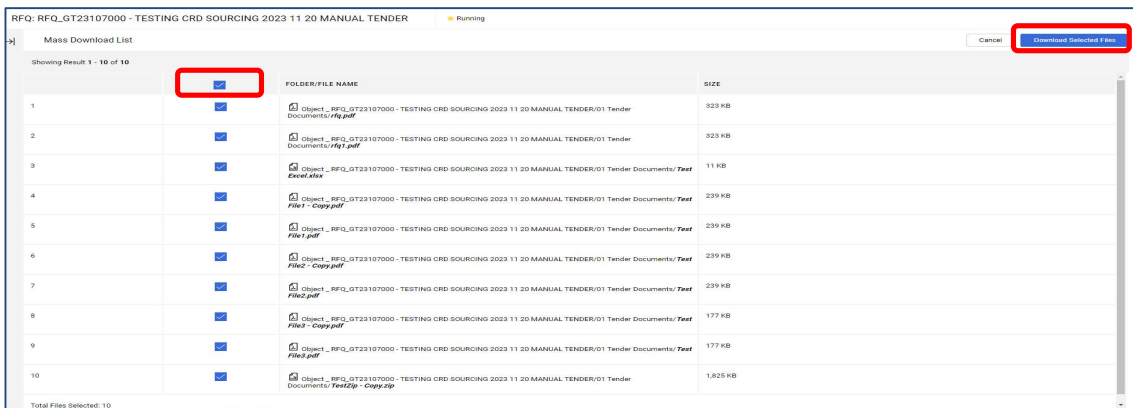
Alternatively, Tender documents can be accessed by clicking on “Buyer Attachments”



There will be two folders 01 Tender Documents and 02 Tender Bulletins (if any). Use the mass download function to download all Tender documents.

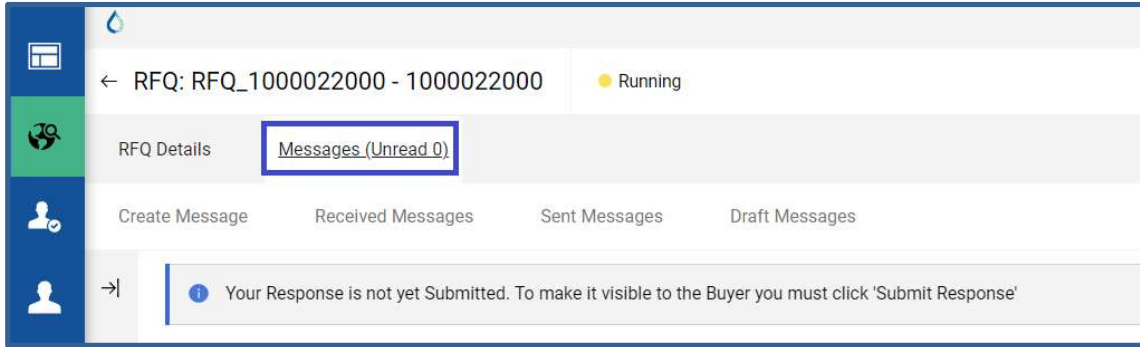


Select all using the checkbox indicated below, then click on “Download Selected Files” to download the documents to relevant folder within computer.

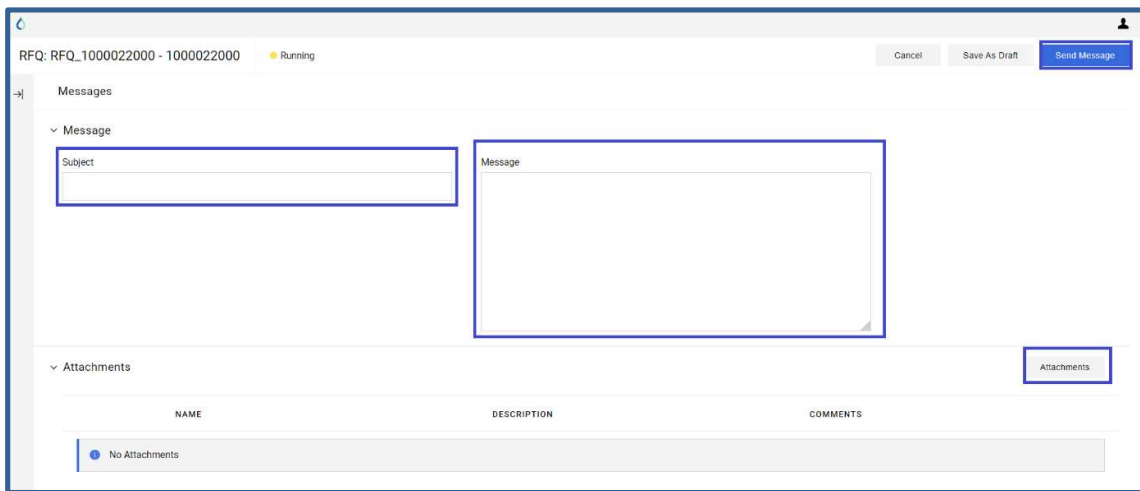


## Step 5: Submitting Tender Queries

In each RFQ, there is messaging tool, this can be used to submit Tender Queries as an attachment as per instructions given in ITT



To submit a query, click on “Create Message”, and update Subject, Message and attach the PDF copy of Tender Query:



### Step 6: Submitting Compliance Response

Refer to ITT - Instruction To Tenderers in the Tender Document for Bid Submission requirements.

For Tenders requiring physical Bid submission as per ITT, only a Compliance Response is required online within the portal. Ensure submitting the online Compliance response on or before the Bid closing date and time.

Click on My Response to indicate Intend to Respond or Decline to Respond.



In case Intend to Respond, click on Qualification Envelope to complete the Compliance Response. Content shown below is sample for this guide purpose only. Refer to actual RFQ.

RFQ: RFQ\_MBID - Tender Issue with Manual Bid Submission Close Validate Response

**1. QUALIFICATION ENVELOPE**

**1.1 ACKNOWLEDGEMENT AND ACCEPTANCE TO SUBMIT PHYSICAL BID AS PER ITT - QUESTION SECTION**

QUESTION	DESCRIPTION	RESPONSE
1.1.1 ACKNOWLEDGEMENT AND ACCEPTANCE TO SUBMIT PHYSICAL BID AS PER ITT	<p>Tender Issue with Manual Bid Submission:</p> <p>Tender posted in Mushtaryat Portal to allow Bidders to Express Interest, Pay Tender Fee, if applicable, and Download Tender Document. Tender Queries and Bulletins can be exchanged using Message Board.</p> <p>I as an authorized representative on behalf of the company (hereinafter called "Tenderer") declares that we fully understand that the Tender posted herein the mushtaryat portal is only for the purpose of Tender Issue and the physical bid document as required in ITT will be submitted.</p>	<input type="text" value="ACKNOWLEDGED AND AGREED"/>

**1.2 ACKNOWLEDGEMENT TO QATARENERGY SUPPLIER PRINCIPLES OF CONDUCT COMPLIANCE - QUESTION SECTION**

QUESTION	DESCRIPTION	RESPONSE
1.2.1 QatarEnergy Supplier Principles of Conduct Compliance Acknowledgement	<p>We agree to adhere to, and shall ensure our subcontractor adheres to, QatarEnergy's Supplier's Principles of Conduct in all current and future contractual relationships with QatarEnergy. Violation of these Principles may constitute a breach of law and/or contractual obligations to QatarEnergy.</p>	<input type="text" value="ACKNOWLEDGED AND AGREED"/>

**1.3 STANDARD DOCUMENTS - KYS - SECTION OF PROFILE QUESTIONS**

NOTE	NOTE DETAILS
1.3.1 Standard Documents - KYS	<p>These documents are copied from Know Your Supplier (KYS) Questionnaire in Supplier Management. In case of any change, please contact the Supplier Registration Focal Point within your Organisation and update directly in Supplier Management -&gt; Organization Profile.</p>

QUESTION	DESCRIPTION	RESPONSE
1.3.2 Copy of Company Registration Certificate	<p>Copy of Company Registration Certificate</p>	<input type="text" value="Drop File or Browse"/> <p>Expiring on: dd/MM/yyyy</p>
1.3.3 Financial Statements	<p>Do you have Financial Statements for most recent 3 years?</p>	<input type="text" value="Yes, 3 Year Statement available"/>
1.3.4 Certification	<p>By submitting response to the Know Your Supplier Questionnaire, the Supplier is certifying the information is accurate and complete. Knowingly providing false or misleading information may result in disqualification of Bidder from the tendering process, or cancellation of any contract(s) awarded, or other remedies provided under the terms of the contract.</p> <p>I certify that (i) the information provided to the Know Your Supplier Questionnaire is, to the best of my knowledge and belief, accurate, current, and complete, (ii) the information provided will be kept up-to-date during the tender validity, and Bidder will promptly notify QatarEnergy of any changes, and (iii) that I am authorized to provide the information and certify that the foregoing information is true and accurate.</p>	<input type="text" value="I Certify"/>

After completing all the mandatory questions click Save and Return,

RFQ: RFQ\_1000022000 - 1000022000 Running Save And Continue Cancel Save And Return

then submit the response by clicking on below icon:

← RFQ: RFQ\_1000022000 - 1000022000 Running Online Questionnaire In Excel Submit Response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response Associated Users

**Note :** Supplier User processing the Response, should have the User Right Modify and Submit for RFx enabled by Supplier's Main User. Refer to User Management area within portal.