# SUPPLIER REGISTRATION USER GUIDE



QatarEnergy Supply Chain Mushtaryat

QatarEnergy eProcurement Portal <u>https://mushtaryat.qatarenergy.qa</u>



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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 prerequisite 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: <u>sourcingsupport@jaggaer.com</u>
- 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.gatarenergy.ga 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.

User Agreement Cose
B QatarEnergy User Agreement
latarEnergy SER AGREEMENT
A verdor, contractor, manufacture or supplier and its authorized representative (hereinafter referred to as the "Vendor") are subject to this User Agreement for the access and use of QatarEnergy electronic procurement application hereinafter referred to as "e-Procurement" provided through the portal website https://mushtaryat.qatarenergy.qa. In the event that Vendor uses the e-Procurement, Vendor shall be bound to comply with this User Agreement.
The following terms and conditions of this User Agreement may be modified by QatarEnergy at any time without notice and any such modification shall be effective immediately upon posting. By assenting to this User Agreement, Vendor agrees to periodically review these terms and conditions and be bound by any modifications or amendments thereto.
L GENERAL The purpose of the e-Procurement is to enable Vendor and QatarSnergy to perform electronic transactions and for Vendor to register its company details and profile, communicate the availability of its goods and services, receive, participate and respond to request for quotations, bids or proposals, participate and respond to e-auctions and e-reverse auction, upload its catalogues, neavie purchase enders, provide other status information, advance shipping notifications and solution invoices to DatasEnergy and for QatarSnergy and for QatarSnergy and for QatarSnergy and for QatarSnergy in Company details and perform electronic transactions are chosen by a precess company details and a solution invoices to DataSnergy and for QatarSnergy and the QatarS
IL VENDOR WARRANTES (1) VENDOR REPRESENTS AND WARRANTS THAT IT IS DULY AUTHORISED TO CONSENT TO THIS USER AGREEMENT ON BEHALF OF ITS COMPANY; (2) CAN FORM LEGALLY BINDING CONTRACT UNDER APPLICABLE LAW; (3) IS A COMMERCIAL BUSINESS FOR PURPOSES OF USING THE + PROCUREMENT.
III. USER DAND PASSWORDS Solide (16 Article XIII, for sacrity purpose in using the e Procument, Vendor will be or has been provided will burn (b)) and password(b) and Vendor agrees to (b) only be responsible for mainting the confidentiality of security of the lare (b)) and password(b) and the intervent will be or has been provided will burn (b)) and password(b) and the intervent will be or has been provided will burn (b)) and password(b) and the intervent will be or has been provided will burn (b)) and password(b) and the intervent will be or has been provided will burn (b) and password(b) and the intervent will be or has been provided will burn (b) and password(b) and the intervent will be or has been provided will burn (b) and password(b) and the intervent will be or has been provided will burn (b) and password(b) and the intervent will be or has been provided will burn (b) and password(b) and the intervent will be or has been provided will burn (b) and password(b) and the intervent will be or has been provided will be will be or has been provided will be or has been provided will be or has been provided will be will be or has been provided will be will be or has been provided will be
AS AN AUTHORIZED REPRESENTATIVE HAVE READ, UNDERSTOOD, AND HEREBY ACKNOWLEDGE AND AGREE ON BEHALF OF THE COMPANY TO ABIDE BY THIS USER AGREEMENT AND THE TERMS AND CONDITIONS CONTAINED HEREIN
) layse
) I do not Agree
Next



#### **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.

Registration Data       Registration Data         • Organisation Details       • Organisation Name (ALL CAPS)         • Organisation Name (ALL CAPS)       • Organisation Optimizers (NLL (LUC dc.))         • Organisation Name (ALL CAPS)       • Organisation Optimizers (NLL (LUC dc.))         • Country       • Organisation Name (ALL CAPS)         • Country       • Organisation Name (ALL CAPS)         • State/Country/Municipality       • Organisation Number         • Company Registration Number       • First Name         • O Dox       • Username (please do not forget your username)         • Username (please do not forget your username)       • Username (please do not forget your username)         • Email MPORTANT. This email address will be used for access to the site and for all communications. Press (strend Language         • Preferred Language       • Preferred Language	5	٥
• Organisation Details     • Organisation Name (ALL CAPS) Fullegal entity name in English(exactly as listed on commercial registration or certificate of incorporation • Country • Country • Country • Country • Country • Company Registration Number • Company Registration Number • Company Registration Number • Pro Box • Pro Box • English (exactly as listed on commercial mediation) • Company Registration Number • Company Registration Number • Company Registration Number • Company Registration Number • Username (please do not forget your username) • Username (please do not forget your username) • English (bit do to the second of the second	Registration Data	Registration Data
• Organisation Details   • Organisation Name (ALL CAPS)   Full deal introduced post fixes: WLL LC etc.)   • Country   • Country   • Country   • Country/   • Country   • Country   • Country   • Country   • Country   • Country <tr< td=""><td><ol> <li>Registration Data</li> </ol></td><td>1 Registration Data</td></tr<>	<ol> <li>Registration Data</li> </ol>	1 Registration Data
<ul> <li>forganisation Name (ALL CAPS)</li> <li>Forganisation Name (ALL CAPS)</li> <li>Forganisation Name (ALL CAPS)</li> <li>Forganisation Name (Please do not forget your username)</li> <li>* Company Registration Number</li> <li>* Company Registration Number</li> <li>* PO Box</li> <li>* PO Box</li> <li>* PO Box</li> <li>* Po Box</li> <li>* Email (MPORTANT: This email address will be used for accepts to the site and for all communications. Please ensure for acceptable. Please use; "(emicrolon) to serie and address."</li> <li>Y Deformation State Control (If Available)</li> <li>* Preferred Language</li> <li>Forlish (IK)</li> </ul>	<ul> <li>Organisation Details</li> </ul>	> Organisation Details
Country   QATAR   State/Country/Municipality   -   -   * Company Registration Number   * Company Registration Number   * DOBox   * PO Box   QatarEnergy - SAP Vendor Code (if Available)   QatarEnergy - SAP Vendor Code (if Available)   * Preferred Language   * Poleich (IK)	<ul> <li>Organisation Name (ALL CAPS)</li> <li>Full legal entry name in English(exactly as listed on commercial registration or certificate of incorporation including post fixes : WLL, LLC etc.)</li> </ul>	User Details Title
QATAR       •       First Name         State/County/Municipality       -         -       •         • Company Registration Number       •         • Company Registration Number       •         • PO Box       •         QatarEnergy - SAP Vendor Code (If Available)       •         QatarEnergy - SAP Vendor Code (If Available)       •         Preferred Language       •         Preferred Language       Folith (IK)	* Country	- · ·
State/County/Municipality  -   Company Registration Number  Company Registration Number  PO Box  PO Box  QatarEnergy - SAP Vendor Code (If Available)  QatarEnergy - SAP Vendor Code (If Available)  Preferred Language  Findish (IIK)  Findish (IIK)	QATAR -	* Hirst Name
Company Registration Number     Second and the	state/County/Municipality	* Last Name
* PO Box     * Enail IMPORTANT: This email address will be used for access to the site and for all communications. Please use "     Senticular email provided by your company. Personal Email IDs are not acceptable. Please use "     Senticular emails address.     * Preferred Language     Enails (III)	* Company Registration Number	* Username (please do not forget your username)
QatarEnergy - SAP Vendor Code (if Available)  * Preferred Language Follish (IK)	* P0 Box	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 ;' (semicion) to separate multiple addresses.
* Prefered Language	QatarEnergy - SAP Vendor Code (If Available)	
angeon (any		Preference Language     English (UK)
* Time Zone		* Time Zone
(GMT + 3.00) Kuwait, Riyadh, Doha, Manama Email Address Validation Send Validation Co		(GMT + 3.00) Kuwait, Riyadh, Doha, Manama

## 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.



÷							
	[EXTERNAL] Email Address Validation Code on QatarEnergy Mushtaryat						
	NP noreply @jaggaer.com						
	WARNING: This email originated from outside of the organization; Please do not click on links or open attachments unless you recognize the sender and know the content is safe.						
	Dear User,						
	The following email address has been entered on QatarEnergy Mushtaryat as new user email address: This email is to confirm that the email address entered belongs to the user and is able to receive the email.						
	If you are the user that has requested this email, please enter the following Validation Code into the Validation Code' field in the registration page in order to save the email address to the account.						
	Validation Codes						
	If you have closed the Registration Data page where this request was generated, you must reopen the page and request a new Validation Code as the validation code in this email will be no longer valid.						
	NOTE: If you did not request this email address Validation email, please disregard this message.						
Î							

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**.

¢.								Ŧ
Registration Data					(	Reset	Close	Save
	Registration Data	2 Onboarding Pages	3 My Category Selection	(4) Registration Confirmation				
<ul> <li>Organisation Details</li> </ul>								

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.

[EXTERNAL] Registration on QatarEnergy Mushtaryat
NP noreply ajaggaer.com
WARNING: This email originated from outside of the organization; Please do not click on links or open attachments unless you recognize the sender and know the content is safe.
Dear
Welcome to QatarEnergy Mushtaryat
Thank you for your interest in registering as a Supplier with QatarEnergy. You are now registered to use QatarEnergy Mushtaryat Portal. You may login with your user id and password and complete the registration form. Your request for registration will be processed only on completion of all the mandatory registration forms. Completion of registration to obtain QatarEnergy SAP Vendor code is a mandatory pre-requisite for participating in Tenders, receiving Request for Quotating of Purchase Orders, entering into Contract/s/Agreements and for receiving Request for Quotating in twoices.
Click the Link to access:
our Password is 6325297492 Please note that, access and use of QatarEnergy's Mushtaryat online digital portal is bound by the QatarEnergy User Agreement agreed, signed by you during registration.

## 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.

se of	Registration			
~ P	URPOSE OF REGISTRATION			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Purpose of Registration	Select your Purpose of Registration	To Participate in Tenders & Procurement Required by Finance to Suburist Invoices for Payments Only Hydrocarbon Suppliers	Supplier
2	Signed Copy of User Agreement	<ul> <li>Attach signed and stamped copy of User Agreement (execute using Docubign or equivalent provided that the signatory is an authorized signatory)</li> </ul>	♀ & Drop Digitally Signed File or Browse 土 Download Template	Supplier
3	Company Cover Letter	<ul> <li>Attach Company Letter requesting New Registration or Update of Registration and Authorizing Primary User to complete Registration with Data/Energy</li> </ul>	♀ ヂ Drop Digitally Signed File or Browse ま Download Template	Supplier
4	Cover Letter Reference	<ul> <li>Enter the reference of the Company Cover Letter (to be updated for each request)</li> </ul>		Supplier

## **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"



#### 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**.

C SERVICE & MATERIAL VENDOR - VALIDATION						
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY		
1	Is your Company a supplier of listed Service and/or Material category(les)	<ul> <li>Review the attached Service and Material Category list and confirm whether your Company a supplier of the listed category(les)</li> </ul>	Service & Material Category.xisx	Supplier		

#### Service & Material – Revalidation

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

✓ SERVIC	E & 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)	Charactera available 2000	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.

V FINA	NCE VENDOR - VALIDATION			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	QatarEnergy Communication to register	* Attach copy of any communication received from QatarEnergy to register	+ 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.

V HYDR	OCARBON VENDOR - VALIDATION			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	QatarEnergy Communication to register	* Attach copy of any communication received from QatarEnergy to register	+ 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.

0					Ŧ
Know Your Supplier Questionnaire				Cancel	Save & Continue
	✓ Registration C	ata 2 Onboarding Pages	3 My Category Selection	Registration Confirmation	
∼Quick Navigation (←	KYS Registra	ation Form - Company Identification			
Purpose of Registration KYS Registration Form - Company Identi	~ <b>K</b> Y	S FOR REGISTRATION : COMPANY IDENTIFICA	TION		
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	Legal Entity – in English Language (ALL CAPS)	<ul> <li>Full legal entity name in English language (exactly As listed on commercial registration or certificate of incorporation including Post Fixes: WLL, LLC.)</li> </ul>	Characters available 2000	Supplier
	2	Legal Entity – in Native Language (ALL CAPS)	* Full legal entity name in native language		Supplier
	3	Trading Name / Doing Business As – in English	* Trading name/ "Doing Business As" in English	Characters available 2000	Supplier

SI.No	QUESTION	DESCRIPTION
1	Legal Entity – in English Language (ALL CAPS)	*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 - Capitalize the first letter of each word	*Address including Building Number, Zone Number, Street Number and Street Name
12	City	*City - Capitalize the first letter of each word
13	Postal Code	Postal Code - required where applicable
14	PO Box	P.O. Box - Mandatory for Qatar
15	Company Website	Company Website - start with www or http, followed by domain name.domain type
16	Telephone No.	Telephone No. in the format of "+" "Country Code" "Space" and "Number".
17	Fax No	Fax No. in the format of "+" "Country Code" "Space" and "Number".
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**.

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     Characters available 2000     Supplier	~ COMPAN	IV DETAILS			
1 Company Different Name - Details * If yes, list the different name(s) under which company conducted businesses in the past Characters available 2000		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	Company Different Name - Details	<ul> <li>If yes, list the different name(s) under which company conducted businesses in the past</li> </ul>	Characters available 2000	Supplier

## **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.

0							Ŧ
Know Your Supplier Questionnaire						Cancel	Save & Continue
	🗸 Re	gistration Data	a 2 Onboarding Pages	3 My Category Selection	(4) Registration Confirmation		
~ Quick Navigation	← KYS	S For Regist	tration : Company Registration				
Purpose of Registration KYS Registration Form - Company Identif KYS for Registration : Company Registra		~ KYS I	FOR REGISTRATION : COMPANY REGI	STRATION			
			QUESTION	DESCRIPTION	RESPONSE		EDITABLE BY
		1	Company Registration Certificate Type	<ul> <li>Please select company registration certificate to provide</li> </ul>		-	Supplier
		2	Certificate Number	* Certificate Number	Charac	ters available 2000	Supplier
		3	Certificate Effective Date	* Certificate Effective Date	dd/MM/yyyy		Supplier
		4	Copy of Company Registration Certificate	* Copy of Company Registration Certificate	+ Attach File		Supplier
					* Expiring on:		

## 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.

0							د
Know Your Supplier Questionnaire						Cancel	Save & Continue
	Regis	stration Dat	a Onboarding Pages	3 My Category Selection 4	egistration Confirmation		
∼ Quick Navigation – –	KYS Fo	or Registi	ration : Tax Card/Certificate				
Purpose of Registration KYS Registration Form - Company Identif KYS for Registration : Company Registrat		∨ TAX C	ARD / CERTIFICATE				
KYS for Registration : Tax Card/Certifica			QUESTION	DESCRIPTION	RESPONSE		EDITABLE BY
		1	Tax Card / Certificate	* Does your company have Tax Card / Certificate Mandatory for Qatar or required where applicab	e	•	Supplier



KYSI	OR 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	Characters available 2000	Supplier
3	Tax Certificate - Effective Date	* Effective Date	dd/MM/yyyy 🔛	Supplier
4	Tax Certificate - Copy	* Tax Certificate - Copy	+ Attach File  * Expiring on:  dd/MM/yyyy	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.

								1
Know	Your Supplier Questionnaire						Cancel	Save & Continue
		🗸 Regis	stration Data	2 Onboarding Pages	My Category Selection	Registration Confirmation		
~ Quio	k Navigation  ←	KYS Fo	or Registratio	on : ICV Certificate				
Pu KY KY	ırpose of Registration /S Registration Form - Company Identif /S for Registration : Company Registrat	~ 10	V CERTIFIC	ATE				
KY KY	/S for Registration : Tax Card/Certificate /S for Registration : ICV Certificate		~ ICV CERT	FICATE				
			QU	STION	DESCRIPTION	RESPONSE		EDITABLE BY
			1 IC\	Certificate	* Does your company have ICV Certific	cate	•	Supplier
	ERTIFICATE - DETAILS							
	QUESTION		DESCRIPTI	ON	RESPONSE			EDITABLE BY
1	QUESTION ICV Certificate - Name of Certifier		DESCRIPTI * Please S	ON elect Name of Certifier	RESPONSE		•	EDITABLE BY Supplier
1	QUESTION ICV Certificate - Name of Certifier ICV Certificate - Certificate Number		DESCRIPTI * Please S * Certifica	DN elect Name of Certifier e Number			Characters available 2000	EDITABLE BY Supplier Supplier
1 2 3	QUESTION ICV Certificate - Name of Certifier ICV Certificate - Certificate Number ICV Certificate - Total Score%		DESCRIPTI * Please S  * Certifica  * ICV Cert	elect Name of Certifier e Number ficate - Total Score%	RESPONSE		• Characters available 2000	EDITABLE BY Supplier Supplier Supplier
1 2 3 4	QUESTION       ICV Certificate - Name of Certifier       ICV Certificate - Certificate Number       ICV Certificate - Total Score%       ICV Certificate - Effective Date		DESCRIPTI    Please S  Certifica  Certifica  LICV Cert  LICV Cert  LICV Cert	elect Name of Certifier elect Name of Certifier e Number ficate - Total Score% ficate - Effective Date	RESPONSE		Tharacters available 2000	EDITABLE BY Supplier Supplier Supplier 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.

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Know Your Supplier Questionnaire						Cancel	Save & Continue	
	Regis	tration Da	ta Onboarding Pages	3 My Category Selection	Registration Confirmation			
∼ Quick Navigation  ←	KYS F	or Regi	stration : Correspondence Details					
Purpose of Registration KYS Registration Form - Company Identif KYS for Registration : Company Registrat		∨ BUS	INESS ADDRESS					
KYS for Registration : Tax Card/Certificate			QUESTION	DESCRIPTION	RESPONSE		EDITABLE BY	
KYS for Registration : ICV Certificate KYS for Registration : Correspondence d		1	Business Address	* Does Your Company have Business Address (If different than Registered Address)		•	Supplier	
	~ BU		√ BUS	INESS ADDRESS - CONTACT DETAILS				
			QUESTION	DESCRIPTION	RESPONSE		EDITABLE BY	
		1	Business Address - Contact Person	* Business Address - Contact Person	• Characters	available 2000	Supplier	
		2	Business Address - Designation	* Business Address - Designation	0	11	Supplier	

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.

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Know Your Supplier Questionnaire					Cancel	Save & Continue
	Registration	ation Data	2 Onboarding Pages	3 My Category Selection	Registration Confirmation	
∼Quick Navigation  ←	KYS Re	gistration For	rm - Financial Information			
Purpose of Registration KYS Registration Form - Company Identif KYS for Registration - Company Registrat		V FINANCE CO	DNTACT DETAILS			
KYS for Registration : Tax Card/Certificate		QUEST	rion	DESCRIPTION	RESPONSE	EDITABLE BY
KYS for Registration : ICV Certificate KYS for Registration : Correspondence d KYS Registration Form - Financial Infor		1 Financ	e Contact - Name	<ul> <li>Finance Contact - Name (Capitalize the first letter of each word)</li> </ul>	Characters available 200	Supplier
		2 Financ	e Contact - Designation	* Finance Contact - Designation	Characters available 200	Supplier
		3 Financ	e Contact - Email Address	* Finance Contact - Email Address - (All Lower Case Letters)	Characters available 200	Supplier
		4 Financ	e Contact - Telephone Number	Finance Contact - Telephone Number	Characters available 200	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	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 - (ALL CAPS)
3	Bank 1 Details - Bank Address	*Bank 1 Details - Bank Address - Capitalize the first letter of each word
4	Bank 1 Details - Bank City	*Bank 1 Details - Bank City - Capitalize the first letter of each word
5	Bank 1 Details - Branch Name	Bank 1 Details - Branch Name - Capitalize the first letter of each word
6	Bank 1 Details - SWIFT CODE	*Bank 1 Details - SWIFT CODE (8 or 11 characters)
7	Bank 1 Details - Bank Number	Bank Number (SORT Code /NIB Code /SIC Code/ Bank Routing No.) - (required where applicable – US, CA, IN GB, IM, AU)
8	Bank 1 Details - Bank Account Number	*Bank 1 Details - Bank Account Number
9	Bank 1 Details - Bank IBAN Number	Bank IBAN Number - Mandatory for Qatar or required where applicable
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.

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Know Your Supplier Questionnaire						Cancel	Save & Continue		
	🗸 Regis	stration Data	2 Onboarding Pages	3 My Category Selection 4 Re	gistration Confirmation				
✓Quick Navigation									
Purpose of Registration KYS Registration Form - Company Identif KYS for Registration : Company Registrat		✓ KYS FOR	REGISTRATION : FINANCIAL STATEMENTS						
KYS for Registration : Tax Card/Certificate		QI	JESTION	DESCRIPTION	RESPONSE		EDITABLE BY		
KYS for Registration : ICV Certificate KYS for Registration : Correspondence d		1 Fi	nancial Statements	* Do you have Financial Statements for most recen 3 years?	t	•	Supplier		
KYS Registration Form - Financial State									

SI.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.

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Know Your Supplier Questionnaire						Cancel	Save & Continue
	🗸 Reg	istration Da	ta 2 Onboarding Pages	3 My Category Selection	(4) Registration Confirmation		
~ Quick Navigation	← KYS	Registra	tion Form - Company Ownership				
Purpose of Registration KYS Registration Form - Company identif_				P			
KYS for Registration : Tax Card/Certificate			QUESTION	DESCRIPTION	RESPONSE		EDITABLE BY
KYS for Registration : ICV Certificate KYS for Registration : Correspondence d KYS Registration Form - Financial Inform		1	Company Ownership Type	* Company Ownership Type	Company Individual		Supplier
KYS Registration Form - Financial Statem							
KYS Registration Form - Company Owne  COMPANY OWNERSHIP - COMPANIES							
			QUESTION	DESCRIPTION	RESPONSE		EDITABLE BY
		1	Company Ownership - Number	<ul> <li>Please Select the Number of Company Ownership to Provide Details</li> <li>Company Ownership : Please provide details of all direct or intermediary owners</li> </ul>	Select an Option (Single selection)	•	Supplier

#### KYS for Registration: Company Ownership – Company

V DETAILS	C			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Ownership 1 - Entity Name	<ul> <li>Legal entity name (Owner - company/Corporation/SOE) : Full legal entity name (in English and native language)</li> </ul>	Characters available 2000	Supplier
2	Company Ownership 1 - Ownership %	* Please Insert Ownership $\%$	0	Supplier
3	Company Ownership 1 - Company Registration Number	* Company Registration Number	Characters available 2000	Supplier
4	Company Ownership 1 - Country of registration/ Incorporation	* Company Ownership 1 - Country of registration/ Incorporation	Select an Option (Single selection)	Supplier
5	Company Ownership 1 - Date of Incorporation	* Please Select Date of Incorporation	dd/MM/yyyy	Supplier



	on. Company Owners	mp - mulviduais	
COMPANY OWNERSHIP - INDIVIDUALS 1			
QUESTION	DESCRIPTION	RESPONSE	

#### KYS for Registration: Company Ownership - Individuals

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Company Ownership - Individuals 1 - Name	<ul> <li>Name of Individual, as stated in Passport (Owner – individual): First, Middle Name(s), Last Name (in English and native language)</li> </ul>	Characters available 2000	Supplier
2	Company Ownership - Individuals 1 - Date of Birth	* Date of Birth	dd/MM/????	Supplier
3	Company Ownership - Individuals 1 - Ownership $\%$	* Please Insert Ownership $\%$	0	Supplier
4	Company Ownership - Individuals 1 - Nationality/ Citizenship (Country(les)	* Company Ownership - Individuals 1 - Nationality/ Citizenship (Country(les)	Select Options (Multi selection possible)	Supplier
5	Company Ownership - Individuals 1 - Country of Residence (Country(les))	* Country of Residence (Country(ies))	Select Options (Multi selection possible)	Supplier
6	Company Ownership - Individuals 1 - Passport/ National ID No.	* Passport/ National ID No.	Characters available 2000	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.

0									
Know Your Supplier Questionnaire					Cancel	Save & Continue			
	<ul> <li>Registration Date</li> </ul>	ta 2 Onboarding Pages	3 My Category Selection	(d) Registration Confirmation					
~ Quick Navigation ⊣←	KYS For Regi	stration : Ultimate Beneficial Owner(s) (U	BO)						
Purpose of Registration KYS Registration Form - Company Identif KYS for Registration : Company Registrat	Purpose of Registration KYS Registration Form - Company Identif Vis Registration : ULTIMATE BENEFICIAL OWNER(S) (UBO)								
KYS for Registration : Tax Card/Certificate		QUESTION	DESCRIPTION	RESPONSE		EDITABLE BY			
KYS for Registration : ICV Certificate KYS for Registration : Correspondence d KYS Registration Form - Financial Inform	1	Ultimate Beneficial Owner Type	* Ultimate Beneficial Owner Type	Company Individual		Supplier			
KYS Registration Form - Financial Statem									
KYS Registration Form - Company Owner									
KYS Registration Form - Company Owner KYS for Registration : Ultimate Beneficia	~ ULT	IMATE BENEFICIAL OWNER(S) (UBO) - COMP	ANY						
		QUESTION	DESCRIPTION	RESPONSE		EDITABLE BY			
	1	Ultimate Beneficial Owner(s) (UBO) - Company Number	<ul> <li>Ultimate Beneficial Owner(s) (UBO) - Company Number</li> </ul>	Select an Option (Single selection)	•	Supplier			



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

VULTIMA	TE BENEFICIAL OWNER(S) (UBO) 1 - COMPANY/CORPORATION	)		
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Uttimate 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)	Charactera available 2000	Supplier
2	Ultimate Beneficial Owner(s) (UBO) 1 - Company/Corporation - Ownership $\%$	* Company/Corporation - Ownership %	0	Supplier
3	Ultimate Beneficial Owner(s) (UBO) 1 - Company/Corporation - Company Registration	* Company Registration Number	Charactera available 2000	Supplier
4	Ultimate Beneficial Owner(s) (UBO) $1$ - Company/Corporation - Country of registration	* Ultimate Beneficial Owner(s) (UBO) 1 - Company/Corporation - Country of registration	Select an Option (Single selection)	Supplier
5	Ultimate Beneficial Owner(s) (UBO) 1 - Company/Corporation -Date of Incorporation	* Date of Incorporation	dd/MM/yyyy	Supplier

#### Ultimate Beneficiary Owners (UBO) - Individuals

VULTIMA	TE BENEFICIAL OWNER(S) (UBO) 1 - INDIVIDUAL'S			
	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)	Characters available 2000	Supplier
2	Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Ownership $\%$	* Please Insert Ownership %	0	Supplier
3	Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Date of Birth	* Date of Birth	dd//MM/yyyy	Supplier
4	Uttimate Beneficial Owner(s) (UBO) 1 - Individual's - Passport/ National ID No.	* Passport/ National ID No.	Characters available 2000	Supplier
5	Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Nationality/ Citizenship	* Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Nationality/ Citizenship	Select Options (Multi selection possible)	Supplier
6	Ultimate Beneficial Owner(s) (UBO) 1 - Individual's - Country of Residence	* Country of Residence (Country(ies))	Select Options (Multi selection possible)	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.

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Know Your Supplier Questionnaire							Cancel	Save & Continue
	Registration	Data 📀 Onl	boarding Pages	3 My Category Select	ion (4) Reg	gistration Confirmation		
∼ Quick Navigation (←	KYS For Regi	stration : Conflict Of I	nterest Declaration					
Purpose of Registration KYS Registration Form - Company Identif KYS for Registration : Company Registrat	~ CONFLI	CT OF INTEREST DEC	LARATION					
KYS for Registration : Tax Card/Certificate KYS for Registration : ICV Certificate	~ cor	IFLICT OF INTEREST DE	CLARATION					
KYS Registration Form - Financial Inform		QUESTION		DESCRIPTION		RESPONSE		EDITABLE BY
KYS Registration Form - Financial Statem KYS Registration Form - Company Owner KYS Registration Form - Company Owner KYS for Registration : Ultimate Beneficial	1	Conflict Of Interest Dec	claration	<ul> <li>Do any of Company's directors or key exect family members wori affiliates of QatarEne "Immediate family m parents, siblings, and</li> </ul>	owners (incl. UBO), officers, utives or their immediate ( for QataFnergy or any rgy? Definition of ember" include spouse, children.			Supplier
KYS for Registration : Ultimate Beneficial KYS for Registration : Conflict of Interes								



CONFLI	CT OF INTEREST - MEMBER 1			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Conflict of Interest 1 - Name	<ul> <li>Name of Individual, as stated in Passport (Owner - Individual): First, Middle Name(s), Last Name (in English and native language)</li> </ul>	Characters available 2000	Supplier
2	Conflict of Interest 1 - Employing Entity	* Employing Entity	Characters available 2000	Supplier
3	Conflict of Interest 1 - Designation / Role	* Designation / Role	Characters available 2000	Supplier
4	Conflict of Interest 1 - QatarEnergy Staff Number	* QatarEnergy Staff Number	Characters available 2000	Supplier
5	Conflict of Interest 1 - Date Of Birth	* Date Of Birth	dd/MM/)yyyy	Supplier
6	Conflict of Interest 1 - Passport/ National ID No.	* Passport/ National ID No.	Characters available 2000	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
	<ul> <li>Registration</li> </ul>	n Data 📀 Onboarding Page	as (3) My Category Selection (4)	Registration Confirmation	
∽ Quick Navigation I←	KYS For Reg	jistration : Company Management	t.		
Purpose of Registration KYS Registration Form - Company Identif KYS for Registration : Company Registrat	~ KY	'S FOR REGISTRATION : COMPANY M	ANAGEMENT		
KYS for Registration : Tax Card/Certificate		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
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 - Company Owner KYS Registration Form - Company Owner KYS for Registration : Ultimate Beneficial KYS for Registration : Ultimate Beneficial KYS for Registration : Mitimate Beneficial KYS for Registration : Mitimate Beneficial	1	Company Management	* Select the Management Team roles to provid the information for all selected directors (incl. Chairman) and officers of the company and members of executive management team	ie Chairman Director Officers Chief Executive Officer (DEO) / President Chief Operating Officer (DEO) General Manager (GM) Chief Financial Officer (CFO) General Counsel (CC) Managing Director (MD)	Supplier



-				
✓ СОМРА	NY 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)	Characters available 2000	Supplier
2	Chairman - Date of Birth	* Date of Birth	dd/MM/ <u>)</u> )))	Supplier
3	Chairman - Nationality/ Citizenship	* Nationality/ Citizenship (Country(ies) If dual nationality - list both)	Select Options (Multi selection possible)	Supplier
4	Chairman - Passport/ National ID No.	* Passport/ National ID No.	Characters available 2000	Supplier
5	Chairman - Country of Residence	* Country of Residence	Select Options (Multi selection possible)	Supplier
6	Email Address - Chairman	* Email Address	Charactera available 2000	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.

✓ COMPLIA	ANCE AND REGULATORY					
	QUESTION	DESCRIPTION	EDITABLE BY			
1	Compliance and Regulatory: Sanctions & Trade Restrictions	In responting this question, as a minimum, consider wheth question (1) is located or operate in or (1) holds assets to any of the following counties are territories: Belauxies, location (1) and (1) and (1) and (1) and (1) and (1) and (1) budin, Sudan, Synia, Ilorania, Vienecusia, Herman, Zimbabwe in or any of the directors, officers, or shareholder (or equiva located in or are citizens of countries whose government at rarey of economic sandhosis imposed by the United Nation United States of America (1) (3), the European Union (EU), the Region (1) or other jurice(conomic)				
2	Possession of ISO Business Continuity Management Plans	* Possession of ISO Business Continuity Management Plans alternative	* Possession of ISO Business Continuity Management Plans or alternative Yes			
~ SANCTIO	INS & TRADE RESTRICTIONS DETAILS					
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY		
1	Sanctions & Trade Restrictions Details	* If yes, please provide details; Sanctions & Trade Restrictions details	Characters	Supplier wailable 2000		

## **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.



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Know Your Supplier Questionnaire						Cancel	Save & Continue
	~	Registratio	n Data	2 Onboarding Pages	3 My Category Selection	Registration Confirmation	
~ Quick Navigation	rî (	KYS For R	egistration	Additional Documents			
Purpose of Registration KYS Registration Form - Company Identif	[	~ .	ADDITIONAL	DOCUMENTS			
KYS for Registration : Tax Card/Certificate			QUESTIO	N	DESCRIPTION	RESPONSE	EDITABLE BY
KYS for Registration : ICV Certificate KYS for Registration : Correspondence d KYS Registration Form - Financial Inform		1	Letter of Conduct	Undertaking for Ethical	<ul> <li>Please attach signed and stamped Letter of Undertaking</li> </ul>	+ Attach File	Supplier
KYS Registration Form - Financial Statem KYS Registration Form - Company Owner KYS Registration Form - Company Owner		2	Qatar Co Signatory	mputer Card or Authorized / Letter or Power of Attorney	* Qatar Computer Card or Authorized Signatory Letter or Power of Attorney	+ Attach File	Supplier
KYS for Registration : Ultimate Beneficial KYS for Registration : Onflict of Interest KYS for Registration : Company Manage		3	I.D copy and auth	of the Directors, Shareholders orized signatory person	<ul> <li>LD copy of the Directors, Shareholders and authorized signatory person</li> </ul>	+ Attach File	Supplier
KYS for Registration : Compliance and Re KYS for Registration : Additional Docum	~	4	Company	/ Profile	* Company Profile	+ Attach File	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 Attorne		
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.

CERTIFICA	TION			
	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. Knowingb providing fates or missidang inductation of any contract(s) awarded, or other remedies provide under the tend of the contract (s) awarded, or other remedies provide under the tends of the contract (s) awarded, or other remedies provide under the tends of the contract (s) awarded, or other remedies is (s) to the contract (s) awarded, or other remedies is (s) to the contract (s) provide under the tends of the contract (s) awarded, or other tends of the contract (s) awarded, or other tends of the contract (s) awarded (s) and the tends of the contract (s) awarded (s) and the size (s) and s) and the contract (s) and the size (s) and s) and the contract (s) and the size (s)	I Certify	Supplier
2	Authorized Signatory Name	* Authorized Signatory Name		Supplier
3	Authorized Signatory Title	* 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".

0						1
Know Your Supplier Questionnaire					Cancel	Confirm
	Registration Data	✓ Onboarding Pages	3 My Category Selection	Registration Confirmation		
Enter filter (type to start search)						
Search or Navigate the Tree					Collapse Al	Expand All
Selected Items: 0						
<ul> <li>✓ Categories</li> <li>✓ Φ.0.0-QatarEnergy Category Tree</li> <li>✓ Φ.0.1-QatarEnergy Service &amp; Mater</li> <li>&gt; Φ.1-QatarEnergy Service &amp; Mater</li> <li>&gt; Φ.1-QatarEnergy Service &amp; Suppler</li> <li>&gt; Φ.0.2-Direct Invoice Supplier</li> <li>&gt; Φ.0.4-Prefered Manufacturers List</li> </ul>	tial Category Tree					

Select the required categories and confirm. Then proceed to complete the category specify form details and click Save & Continue.



0						
Know Your Supplier Questionnaire					C	Cancel Save & Continue
	Registratio	Data 🗸 Onboardir	g Pages 🛛 🕄 My Ca	tegory Selection (4) Registra	ation Confirmation	
✓ Quick Navigation (←     M01.10.10 - CEMENTING EQUIPMENT	✓ M01.10. ⊕ Categ	10 - CEMENTING EQUIPMEN ry linked	т			
	~ N	01.10.10 - CEMENTING EQUIPN				
		LABEL	DESCRIPTION	RESPONSE		EDITABLE BY
	1	Business Division Name	* Enter the Business Division Name related to this Category		Characters available 2000	Supplier
	2	Contact Person	* Contact Person		Charactere available 2000	Supplier
	3	Designation	* Designation		Characters available 2000	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.

6		Ŧ
Registration Confirmation	Close Window	Main Page
V Registration Data V Onboarding Pages V My Category Selection		
<ul> <li>The Registration Process is complete. Your account has been activated and an email sent to confirm this.</li> <li>Log in with your Username and Password to access the platform.</li> </ul>		

## 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.

Assessments									
Editable Assessment	atable Assessments Qualification Assessments Category Assessments								
Enter Filter (type to s	tart search)								
Showing Result 1 - 1 o	n.								
	ASSESSMENT CODE	BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON $\downarrow$	EDITABLE FORM COMPLETION	EDITABLE CATEGORY FORM COMPLETION			
1	SAR_202	QatarEnergy		12/06/2022 08:04	۰				

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.



0										
← QatarEn	nergy								Return Forms To Buyer	
Details	Setais Messages (Drived 0)									
Editable Form	table Forma									
-→ Form	List								Show Completion	
	Showing	Result 1 - 3	t of 3							
			TYPE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE	FORM EDITING ALLOWED ON	FORMS VIEWED	
	1	>	Page	KYS for Registration : Company Registration	۰	19/05/2023	31/05/2022 12:57	12/06/2022 08:04	80	
	2	>	Page	KYS Registration Form - Company Identification	•		31/05/2022 12:57	12/06/2022 08:04	No	
	3	>	Page	Purpose of Registration	۰		31/05/2022 12:56	12/06/2022 08:04	NO	

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.

Crea	te Message	Received Messages	Sent Messages	Draft Messages							
->	Sent Mess	ages								(	🖰 Create
	Enter Filter (ty	rpe to start search)	*								
	Showing Res	sult 1 - 1 of 1									
		RECIPIENT		DATE			SUBJECT		READ BY RECIPIENT	REPLIES	
	1	QatarEnergy		12/06/2022 08:19			Please allow	update of KYS	0	0	
0											
Qata	rEnergy									Cancel Save As D	aft Send Message
->	Messages	)									
	Subject				Message						
	Please allo	ow update of KYS			Please allow upda	ate of KYS for below.					
					1. Purpose of Reg 2. Company Ident	pistration Effication					
					3. Company Regit	stration					
							4	4			
	<ul> <li>Attachmen</li> </ul>	nts									Attachments
		NAME				DESCRIPTION			COMMENTS		
	0 No	o Attachments									
	Basisianta										
	<ul> <li>Recipients</li> </ul>										
	R	ECIPIENT									
	1 0	QatarEnergy									

## 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.

My Organisation	Organisation Profile
Organisation Profile	Registration Data
My Categories	Profile Data
Assessments •	Certificates
Scorecards •	Status Summary
Development Actions •	Responses
	My Organisation Organisation Profile My Categories Assessments Scorecards Development Actions



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

the Change <sup>I</sup> 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  $\leftarrow$   $\leftarrow$  and Change

option 💉 to update the additional forms.

## **KYS for Tender: Business Relationships**

Complete as required and Save.

V 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	Supplier	
2	QatarEnergy Vendor	* Is your company currently registered as QatarEnergy Vendor?	Yes	Supplier	
V KYS FOR TENDER: BUSINESS RELATIONSHIPS, IF YES					

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Business Relationships, If Yes	<ul> <li>Attach details of QatarEnergy or QatarEnergy Subsidiary contracting entity Contract no., starting and expiry dates, Scope of work</li> </ul>	Teef Filet per (238 KB)	Supplier

V KYS FOI	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	Supplier
2	Diagram of Corporate structure	<ul> <li>Provide a diagram of Corporate structure, including ownership/shareholding percentage up to Ultimate Beneficial Owners level</li> </ul>	Test Filet pdf (28 KB)	Supplier

## **KYS for Tender: Affiliates**

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

- i. any parent of your company;
- 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.

Organisati	on Profile			Cancel Save
KYS For Ter	ider : Affiliates			
~ K1	'S FOR TENDER : AFFILIATES			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Number of Affiliates	* Please select number of Affiliates	1	Supplier
V KYS FOR T	ENDER : AFFILIATES 1			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Affiliate Type	Specify affiliate type : Subsidiary, JV Partner, state, if any other		Supplier
			Characters available 2000	
2	Affiliates - Full legal entity name (in English)	Affiliates - Full legal entity name (in English)	Character available 2000	Supplier
3	Affiliates - Full legal entity name (native language/characters)	Affiliates - Full legal entity name (native language/characters)		Supplier
			Characters available 2000	
4	Affiliates - Ownership %	Affiliates - Ownership %	0	Supplier
5	Affiliates - Country of Registration	Affiliates - Country of Registration	Select an Option (Single selection)	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.

Orga	inisation Prof	ile		(	Cancel Save
KYS	For Tender : Su	bcontractors			
	V KYS FOR T	ENDER : SUBCONTRACTORS			
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	KYS for Tender : Subcontractors Number	* Please Select the number of Subcontractors	1	Supplier
	V KYS FOR T	ENDER : SUBCONTRACTORS			
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	Subcontractors 1 - Full legal entity name (in English)	Subcontractors - Full legal entity name (in English)	Characters available 2000	Supplier
	2	Subcontractors 1 - Full legal entity name (native language/characters)	Subcontractors - Full legal entity name (native language/characters)	Characters available 2000	Supplier
	3	Subcontractors 1 - Ownership %	Subcontractors - Ownership %		Supplier
	4	Subcontractors 1 - Country of Registration	Subcontractors - Country of Registration	Select an Option (Single selection)	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.

Ó				1
Organisation Pr	ofile			Cancel Save
KYS For Tender : A	gents And Intermediaries			
KYS FOR	TENDER : AGENTS AND INTERMEDIARIES			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Agents and Intermediaries - Type	Please select for each company or individual intended to be engaged/contrac Agent or intermediary (person acting for or on behait of your organization)	ted as an Agent or Intermediary – Incorporate or unincorporated entity Agent or Intermediary – Individual	Supplier
Ó				T
Organisation Pr	ofile			Cancel Save
KYS For Tender :	Agents And Intermediaries - Entity			
~ 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 INTERMEDIABLES . ENTITY 1			
Adents	AND INTERMEDIARIES - ENTITY			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Agent or Intermediary 1 - Entity - Full legal entity name (in English)	Full legal entity name (in English)		Supplier
			Characters available 2000	
2	Agent or Intermediary 1 - Entity - Full legal entity name (native language)	Full legal entity name (native language/characters)		Supplier
			Characters available 2000	
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		Supplier
			Characters available 2000	
5	Agent or Intermediary 1 – Entity - Ownership %	Agent or intermediary – Entity - Ownership %	•	Supplier



۵					
Orga	nisation Prof	file			Cancel Save
KYSF	or Tender : Ag	gents And Intermediaries - Individual			
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	Agents and Intermediaries - Individual Number	* Please select number of individuals	1	Supplier
_					
	- AGENTS A	ND 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
				Characters available 200	0
	2	Agent or Intermediary - Individual - Role	Specify the role and the work agent is performing/ will be performing		Supplier
				Charactera available 200	0
	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
				Characters available 200	11 0
	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.



isation F	Profile			Cancel
or Tender	: Compliance Program			
_				
~ COMPL	LIANCE PROGRAM			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
		The pro- approach was expected at the pro-		
1	Compliance Program	Does the Company have compliance program?	Yes	- Supplier
2	Investigations, Legal & Regulatory Enforcement, Linguisons & Convictions	In the last five years, has Company or any of Company's owners, othores, or rectors or key personnel ere treen investigated or convicted for engaging in any of the following in the server table?	Code of Consult/Ethics violations Bribery & Comption Competition and those in violations Control of Interest Faud Incider Tracing Money Lauridering Track Compliance violations Incider on Trace Restrictions violations Haman trafficiling Haman trafficiling	Sugaler
3	Suspensions, Exclusions, Delarment & License Revocation	Has Company or any of Company sources, officers, directors or larg personnel sere base supported, and direct or desired from one-mont contraction, or had any Leave-	Organized crime Tax Law violations Other financic shapes In their capacity as shareholders, any criminal matter None Ves	Supplier

~ COMPLIAN	C COMPLIANCE PROGRAM ELEMENTS					
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY		
1	Compliance Riss Elements	Which of the following compliance risk elements are part of the compliance program?	Bribery & Comption Brits & Entertainment Competition (Leht Turut) Confidential Information Confidential Information Confidential Information Dradies Finuld Intolee Trading Money Euxendring Trade Compliance Export Controls Sacctions Not Available	Supplier		

~ COMPLIA	COMPLIANCE PROGRAM DOCUMENTATION					
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY		
1	Compliance Program Documentation	* Which of the following Compliance Program Documentation are available?	Written Code of Conduct (or Ethics Policy)           Written Anti-Britery & Competitor Pelicy and/or procedures, incl.           Off, and Hosphally Policy and/or procedures for third parties           Written Anti-Trust/Orometition Policy and/or procedures           Written Anti-Trust/Orometition Policy and/or procedures           Written Conflict of Information Policy           Written Anti-Fraud Policy and/or procedures           Written Conflict of Information Onling           Written Environ           Written State           Wri	Supplier		

V COMPLIANCE PROGRAM - AWARENESS & TRAINING			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1 Compliance Program - Awareness & Training	Which of the following Compliance Program - Awareness & Training are available?	Code of Conduct (or Ethics Policy) ertification or acknowledgement Arti-Britey & Compation training Anti-Tuat/Competition training Conflict of Interest training Arti-Fraud Policy Iteider Traing training Arti-Money Laundering training Trade Compliance training Stanctions training Speaking Up training Other Compliance training Other Compliance training Mot Arailable	Suppler



- SUSP	INSIONS, EXCLUSIONS, DEBARMENT & LICENSE REVOCATION - DET	AILS		
	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.	+ Attach File	Supplier

~ CONFLIC	v CONFLICT OF INTEREST - 1							
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY				
1	Conflicts of Interest - 1	<ul> <li>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?</li> </ul>		Supplier				
2	Conflicts of Interest - 2	<ul> <li>Does Company currently employ any individual previously employed by a current or prospective customer of QatarEnergy or any affiliates of QatarEnergy?</li> </ul>	-	Supplier				
3	Conflicts of Interest - 3	<ul> <li>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 behalt relating to your relation with QatarEnergy or any of its affiliates?</li> </ul>	•	Supplier				
4	Conflicts of Interest - 4	<ul> <li>Does Company currently employ any individual previously employed by QatarEnergy or any affiliates of QatarEnergy?</li> </ul>	-	Supplier				
5	Conflicts of Interest - Details	If any of the response to Conflict of Interest question is Yes, elaborate or explain	+ Attach File	Supplier				

- GOVERN	MENT OFFICIALS							
	QUESTION		DESCRIPTION		RESPONSE	EDI	TABLE BY	
1	Government Officials		* Do any of Company's owners, officers, directo family members are current or former Govern	rs or key executives or their immediate nent Officials?	Yes	▼ Sup	plier	
GOVERNM								
GOVERN	MENT OFFICIALS - DETAILS							
	QUESTION	DESCRIPTION		RESPONSE			EDITABLE BY	
1	Government Officials - Details	If response to Gover explain	mment Officials question is Yes, elaborate or	+ Attach File			Supplier	

# KYS for Tender: CERTIFICATION

Complete as required and Save.

anisation	n Profile			Cancel	Save
For Tende	er : CERTIFICATION				
~ KYS	FOR TENDER : CERTIFICATION				
	QUESTION	DESCRIPTION	RESPONSE	EDITABL	E BY
1	Certification	• By submitting response to the Know Your Supplier Questionnaire, the Supplier is certifying the information is accurate and complete. Notexity of the information is accurate and complete. The Supplier is a submitting of the information of any contract(s) awarded, or other remeister provided to the terms of the contract. It certify that (() the information provided to the Know Your Supplier Questionnaire is, it to be add if ny involved and be followed and		• Supplier	
2	Organisation Profile - Copy	<ul> <li>Attach PDF copy of complete Profile printed from Organization Profile page (execute using DocuSign or equivalent provided that the signatory is an authorized signatory)</li> </ul>	+ Add Digitally Signed File	Supplier	
3	Authorized Signatory Name	Authorized Signatory Name		Characters available 2000	
4	Authorized Signatory Title	Authorized Signatory Title		Supplier	
				Characters available 2000	



# Supplier Management: User Management

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

1	User Management	Manage Users
	Manage Users 🔹 🕨	Users
		User Roles
		Divisions
		Default Users

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 <u>https://mushtaryat.qatarenergy.qa</u>



## **Table of Contents**

2
2
2
3
4
5
8
9
. 10
-



#### 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: <a href="mailto:sourcingsupport@jaggaer.com">sourcingsupport@jaggaer.com</a>

#### **Menu Options**

- from QatarEnergy website : <u>www.qatarenergy.qa</u> > Supply Management > Tenders
   > Buy Tenders Online, will be routed to Mushtaryat portal.
- from Mushtaryat Portal Landing Page : <u>https://mushtaryat.qatarenergy.qa</u> > Current Tender Opportunities to view available public Tenders and pay Tender Fee/Expression of Interest.
- inside Mushtaryat Portal after login: <u>https://mushtaryat.qatarenergy.qa</u> > 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 : <u>https://mushtaryat.qatarenergy.qa</u> > 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 (<u>https://mushtaryat.qatarenergy.qa</u>) and go to "Current Tender Opportunities".



All Published Opportunities will be displayed under the "Current Opportunities" tab.

😭 Publishe	Published Opportunities								
Current Oppor	Current Opportunities Paul Opportunities								
Enter Filter (t)	Enter Filter (type to start search)								
Showing Result	t 1 - 6 of 6								
	PROCUREMENT ROUTE	BUYER ORGANISATION	PROJECT TITLE	WORK CATEGORY					
1	Tender for Agreement	QatarEnergy	TENDER LT23MT0069 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 LT23MT0070 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.

🏫 Main Page	6 My RFQs : List of Buyer Invited RFQs and Purchased Tenders with Expression of Interest Completed to Submit Response and Monitor Status					
Dashboard	Main Dashboard RFQs Open to All Suppli	ers : Public Tenders Available for Purchase. Includes Purchased Tender pending Expression	of Interest			
Sourcing	Sourcing RFQs	RFX OPEN TO ALL SUPPLIERS MY RFQS WITH PENDI	NG RESPONSES			
Contracts	Projects My RFQs RFIs RFQs Open to All Suppliers	CURRENTLY OPEN NEXT CLOSING DATE TITLE BUYER ORGANI:	TIME TO CLOSING RESPON ATION CLOSE DATE STATUS			
Procure to Pay	Auctions +	RFI QatarEnt QatarEnt	rgy 08:24:19 06/12/2023 Respon 09:00 To Be Submit To Ruw			
And Angle An	Published Opportunities	NEW MESSAGES (LAST 30 DAYS)	rgy 11 days 17/12/2023 No 12:00 Respon			
User Management	MY EDITABLE ASSESSMENTS	(ean)	Prepare			
	No Assessments to display	OBJECT TYPE UNREAD MESSAGES IN: ORGANISATION NA QAMAFAN RFO QAMAFANgy	rgy 3 Weeks 17/12/2023 No 12:00 Respon Prepare			



#### 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

0			1
←	Project: Project_LT23MT0069 - TENDER LT23MT0069 Truck Spare Parts p	urchase	Login Or Register To Participate
-			
커	<ul> <li>Project Details</li> </ul>		
	Project_LII23MT0069	Project Title TENDER LIZ3MT0069 Truck Spare Parts purchase	
	Project Reference LT23MT0069	Multi Lot Project No	
	Project Type Material	Project Cangonies MD6.40.10-ELECTRICAL WIRES, CABLES & HARNESSES	
	✓ Opportunity Details		
	Description Truck Spare Parts purchase	Notes	
	Work Category Materials	Procurement Route Tender for Agreement	
	Opportunity Publication Date 16/11/2023 10:42	Listing Deadline 22/11/2023 15:00	
	Contract Start Date	Contract Duration	
	Estimated Value of Contract		

<u>If you have already registered on the Mushtaryat portal</u>, click on Supplier Access and login using your credentials.



assword	
	Ø
orgot Password?	Next



**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: Re	egister Here
Helpdesk	
Qatar Local call	00800101231
Opening Hours	7:00 AM - 4:00 PM (GMT+3)
Sunday to Thur	sday
International ca	ll: International Toll Free numbers
Email: sourcing	support@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 OPE	N 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.

REOs	Eng.								
11 93									
My RFQs	RFQs Open to All Suppliers								
Enter Filter (1	Enter Filter (type to start search)								
Showing Resul	Showing Result 1 - 7 of 7 Show. 20 💌								
	CODE	TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST $\uparrow$	STATUS	BUYER ORGANISATION			
1	RF0_0723106800	TESTING CRD SOURCING 2023 11 01 MANUAL TENDER	Project_GT23106800	26/11/2023 08:00	<ul> <li>Running</li> </ul>	QatarEnergy			
2	RFQ_LT21MT0105	6001604455	Project_LT21MT0105	26/11/2023 08:00	Running	QatarEnergy			
3	RFQ_GT23003100	8 NOV 23 - TENDER FEE TEST DOC 1	Project_GT23003100	02/12/2023 12:00	<ul> <li>Running</li> </ul>	QatarEnergy			
4	RFQ_LT23002000	EXAMPLE 2. LTC TENDER FEE 200	Project_LT23002000	10/12/2023 12:00	Running	QatarEnergy			
5	RFQ_GT23107100	TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	Project_GT23107100	13/12/2023 08:00	<ul> <li>Running</li> </ul>	QatarEnergy			
6	RFQ_GT23107000	TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	Project_GT23107000	13/12/2023 08:00	<ul> <li>Running</li> </ul>	QatarEnergy			
7	RFQ_Test124RFQ_con2	TEST DATA FOR GTC TENDER FEE 500 QAR 1	Project_Usman1	31/07/2024 00:00	e Running	QatarEnergy			



System will then direct to the QatarEnergy Tender Fee Payment page hosted under the URL jaggaer.finconsgroup.com .

Welcome to QatarEnergy Tend	Velcome 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 or employees, agents, representatives and Buy Tender Close	ehalf of the company (hereinafter called "Tenderer") have downloaded, read, understood, and hereby acknowledge and declares that Tenderer agrees to observe and comply with, and cospective sub-suppliers to observe and comply with the terms and conditions contained herein.	ause all its:					

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".

Velcome to QatarEnergy Tender Fee Payment System							
QatarEmergy requires payment of non-refundable lander Fee to access this Tender Please review, accept Secreey Declaration and click Bay Tender to proceed.							
-Payment Details-	- 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 suppliers to observe and comply with the Buy Tender Close	behalf of the company (hereinafter called "Tenderer") have downloaded, read, understood, and ie terms and conditions contained herein.	areby acknowledge and declares that Tenderer agrees to observe and comply with, and cause all its employees, agents, representatives and prospective sub-					

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

			* Required #	old		
First Name *	QE		Required in	eio	Total amount	500.00.005
Last Name *	TEST					500.00 QAP
Email *	Email address is	a required field				
Payment Details	A 1					
Payment Details	<b>A</b>			_		
Payment Details Card Type *	Visa Visa	0	Mastercard			
Payment Details Card Type * Card Number *	Visa	0	Mastercard	_		
Payment Details Card Type * Card Number * Expiration Month *	VISA Visa Month	Expiration Year *	Mastercard Year V	_		
Payment Details Card Type * Card Number * Expiration Month * CVN *	Month This code is a three or foo	Expiration Year* r sligit number printed on the	Mastercard Year v back or front of credit cards.	_		



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

Billing Address	Edit Address		
QE TEST			
Placeholder, Address is Null or Blank			
Placeholder, City is Null or Blank			
3212 Optor			
Gatai			
		X O I	
Payment Details	Edit Details	Your Order	
cald type	VISA	Total amount	500.00 QAR
Card Number	xxxxxxxxxxxxxxx1111		
Expiration Date	02-2025		
Brah			David
Dack			Pay

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.
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	e: 22-11-2023	
		Ord	er Number: 1700644410	6099
Billing Information				
QE TEST				
Placeholder, Address is Null or Blanl	k			
Placeholder, City is Null or Blank				
04				
un .				
3212				
3212				
9212 Payment Details	Order To	tal		
3212 Payment Details Visa	<b>Order To</b> Total	tal 500.00		



#### **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" 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.

RF	2: RFQ_GT23107000 - TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	R eRunning	Decide Later	Printable View	Express Interest
→	✓ Response Status				
	Response Status No Response Prepared				
	✓ Overview				
	Code T1 RFQ_GT23107000 T1	Title ESTING CRD SOURCING 2023 11 20 MANUAL TENDER			
	Description Te	lest RFQ No			
	Buyer Organisation QatarEnergy				
	✓ Date & Time Information				
	Closing - Date N 17/12/2023 12:00 10	Number of Hours before Closing Time to block Expressions of Interest 00			

#### Click on confirm to express interest.

Information	6
Click Confirm to Express Interest in this RFQ The RFQ will move to your "My RFQs" area, and you will have the option to view all RFQ Details, download Buyer Attachn Buyer, and Submit your Response	s, send and receive Messages with the
	Cancel Confirm

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"

A w



Warning:		You have unread Buyer Attachments (10). Click here to read the files before Submitting your Response. 🗙
0		01
← RFQ: RFQ_GT23107000 - TESTING CRD SOURCING 2023 11 20 MANUA	L TENDER   Running	
RFQ Details Messages (Unread 0)		
Settings Buyer Attachments (10) My Response Associated Users		
→ × Response Status		
Response Status No Response Prepared		
~ Overview		
Code RFQ_GT23107000	Title TESTING CRD SOURCING 2023 11 20 MANUAL TENDER	
Description	Test RFQ No	
Buyer Organisation QatarEnergy		
→ Date & Time Information		
Closing - Date 17/12/2023 12:00	Number of Hours before Closing Time to block Expressions of Interest 100	

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.

Mass Download List		Cancel Download Selected File
Showing Result 1 - 10 of 10		
	FOLDER/FILE NAME	SIZE
1	Dourents/rfq.pdf	323 KB
2	[E] Object_BFQ_GT23107000 - TESTING CRD SOURCING 2023 11 20 MANUAL TENDER/01 Tender Documents/Hq1.pdf	323 KB
3	Object_RFQ_GT22107000 - TESTING CRD SOURCING 2022 11 20 MANUAL TENDER/01 Tender Documents/Text     Excelusion	11 КВ
4	Dipict_REQ_0122107000 - TESTING CRD SOURCING 2022 11 20 MANUAL TENDER/01 Tender Documents/Text File1 - Copy.pdf	239 KB
5	Object_BFQ_GT23107000 - TESTING CRD SOURCING 2023 11 20 MANUAL TENDER/01 Tender Documents/Test File1.pdf	239 KB
6	Diplot_REQ_0122107000 - TESTING CRD SOURCING 2022 11 20 MANUAL TENDER/01 Tender Documents/Text File2 - Copy.pdf	239 KB
Z	Object_RFQ_GT22107000 - TESTING CRD SOURCING 2022 11 20 MANUAL TENDER/01 Tender Documents/Text File2.pdf	239 KB
8	D object_REQ_0723107000 - TESTING CRD SOURCING 2023 11 20 MANUAL TENDER/01 Tender Documents/Test File3 - Copy.pdf	177 KB
9	D object _ RFQ_GT23107000 - TESTING CRD SOURCING 2023 11 20 MANUAL TENDER/01 Tender Documents/ Test File3.pdf	177 KB
10	Object_REQ_GT23107000 - TESTING CRD SOURCING 2023 11 20 MANUAL TENDER/01 Tender     Documents/TestZip - Copy.zip	1,825 K8

#### **Step 5: Submitting Tender Queries**

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



	0				
	← RFQ: RFQ_10	000022000 - 100002200	0 • Running		
<b>8</b> 9	RFQ Details	<u>Messages (Unread 0)</u>			
2.	Create Message	Received Messages	Sent Messages	Draft Messages	
1	→ <b>O</b> Your	Response is not yet Submitted. To	o make it visible to the	e Buyer you must click 'Submit F	Response'

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

0			1
RFQ: RFQ_1000022000 - 1000022000 • Running		Cancel Sa	ve As Draft Send Message
-→ Messages			
~ Message			
Subject	Message		
		A	
~ Attachments			Attachments
NAME	DESCRIPTION	COMMENTS	
No Attachments			

#### 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.

0					1
← RFQ: RF0	Q_1000022000 - 1000022	2000 • Ri	nning	 Decline To Respond	Intend To Respond
RFQ Details	Messages (Unread 0)				
Settings	Buyer Attachments (2)	My Response	Associated Users		

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.



Q: RFQ	2_MBID - Tender Issue with Manual I	id Submission	Close Validate Response				
. QUALI	IFICATION ENVELOPE						
1.1 ACKNOWLEDGEMENT AND ACCEPTANCE TO SUBMIT PHYSICAL BID AS PER IT - QUISTION SECTION							
	QUESTION	DESCRIPTION	RESPONSE				
1.1.1	ACKNOWLEDGEMENT AND ACCEPTANCE TO SUBMIT PHYSICAL BID AS PER ITT	Tender Issue with Manual Bid Submission :     Treder protein & Austrary & Prantia to allow Bidders to Express Interest, Pay Tender Fee, If applicable, and Download Tender Document. Tender Queries and Bulletins can be exchanged     with Massage Board and Australy & Pay Tender (Secure Secure	ACKNOWLEDGED AND AGREED				
1.2 ACKNOWLEDGEMENT TO GATARENEROY SUPPLIER PRINCIPLES OF CONDUCT COMPLIANCE - QUESTION SECTION							
	QUESTION	DESCRIPTION	RESPONSE				
1.2.1	QatarEnergy Supplier Principles of Conduct Compliance Acknowledgement	* 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	ACKNOWLEDGED AND AGREED				

				_				
1.3 STANDARD DOCUMENTS - KYS - SECTION OF PROFILE QUESTIONS								
	NOTE DETAILS							
1.3.1	Standard Documents - KYS	ard Documents - KYS These documents are copied from Know Your Supplier (KYS) Questionnaire in Supplier Management. In case of any charge, please contact the Supplier Registration Focal Point within your Organisation and update directly in Supplier Management $\infty$ Organization Profile.						
	QUESTION	DESCRIPTION	RESPONSE					
1.3.2	Copy of Company Registration Certificate	* Copy of Company Registration Certificate	P Drop File or Browse	0				
			* Expiring on:					
			dd/MM/)yyy					
1.3.3	Financial Statements	Do you have Financial Statements for most recent 3 years?	Yes, 3 Year Statement available	•				
1.3.4	Certification	<ul> <li>By submitting response to the Know Your Supplier Questionnaire, the Supplier is certrifying the information is accurate and complete. Knowingly providing failse 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.</li> </ul>	I Certify	•				
		I certify that (i) the information provided to the Know Your Bucpler Questionnaire is, to the best of my knowledge and baile(), accurate, current, and complete, (ii) the information provided will be site used to dade using the under 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.						

After completing all the mandatory questions click Save and Return,

6			1
RFQ: RFQ_1000022000 - 1000022000 Running	Bave And Confinue	Canoel	Same And Ticham
			*

then submit the response by clicking on below icon:

0									T
← 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.