



# **SUPPLIER PORTAL USER MANUAL (Supplier Registration)**

## **SUPPLY CHAIN MANAGEMENT**



## Supplier registration

The registration document contains the following:



1. **Company Details:** Captures identifying information about the company as well as the name and email address of the person submitting the registration.
2. **Contacts:** Captures the contact details for those individuals that would be involved in supporting the customer relationship.
3. **Addresses:** Captures the supplier addresses and the business functions performed at that address.
4. **Business Classifications:** Captures the certification details of any applicable supplier diversity classifications (for example, minority owned, small business, and so on).
5. **Bank Accounts:** Captures the bank account details where the company would like to receive payments.
6. **Products and Services:** Captures the details of the types of products and services supplied by the company.
7. **Questionnaire:** Captures responses to additional registration questions.
8. **Review:** Review the data before submission.

## Steps to Register

**Step 1 :** Browse to <https://www.msheirebproperties.com/>

**Step 2 :** Click on **Suppliers** on top right corner

**Step 3 :** Click the **Supplier Registration** button

**Step 4 :** Enter Company and Contact Details

**Step 5 :** Click **Next** and click “+ Create” to add additional contacts (Optional).

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Your LName, Your FName		Fname@acontractingwll.qa	✓	✓	✎	✕



**Step 6 :** Enter the contact details of the additional contact.

**Create Contact**

Salutation  Phone

\* First Name  Mobile

Middle Name  Fax

\* Last Name  \* Email

Job Title

Administrative contact

**User Account**

Request user account

**Roles**

Actions View Format X Freeze Detach Wrap

Role	Description
MP_SUPPLIER_PO_ROLE_CUSTOM	MP_CUSTOM_SUPPLIER_PO_ROLE
MP Supplier Bidder Custom	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
MP Supplier Accounts Receivable Specialist ...	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invo...

Create Another **OK** Cancel

Select at least one **Administrative contact** within your company

Check the **Request User Account** box to allow specific contact access into the supplier portal.

Administrative contact

**User Account**

Request user account

**Step 7 :** check the contact details and click “Next”



مشيرب العقارية MSHEIREB PROPERTIES

Company Details 2 Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Contacts

Back Next Save for Later Register Cancel

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Person2 LName, Person2 FName		person2@contractingwll...	✓	✓		
Your LName, Your FName		Fname@contractingwll.qa	✓	✓		

Columns Hidden 7

Step 8: click "+ Create" to add Address.

مشيرب العقارية MSHEIREB PROPERTIES

Company Details Contacts 3 Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Addresses

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display. Click "+" to create an address and link to contact					

Columns Hidden 3

Step 9: Fill in the required information.

Create Address

\* Address Name Qatar Branch

\* Country Qatar

\* Address Line 1 Doha

Address Line 2

Address Line 3

\* City Doha

State Doha

Postal Code 12345

\* Address Purpose  Ordering  Remit to  RFQ or Bidding

Phone 974 1234 5678

Fax 974

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Create Edit Delete Freeze Detach Wrap

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

Columns Hidden 4

Create Another OK Cancel

**Step 10:** Click Search and Select Contact → Apply → Ok

Create Address

\* Address Name  \* Address Purpose  Ordering  
 Remit to

\* Country

\* Address Line 1  1234 5678

Address Line 2

Address Line 3

\* City

State

Postal Code

Address Contacts

Select the contacts that are associated with this address.

Actions

Name

No data to display.  
Columns Hidden 4

Create Another

**Select and Add: Contacts** [X]

Search

Name  Job Title

View

Name	Job Title	Email	Phone
Person2 LName, Person2 FName		person2@acount...	+974 (1234)5678
Your LName, Your FName		Fname@acount...	

Columns Hidden 1

**Step 11:** Click Ok.

Create Address

\* Address Name  \* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

\* Country

\* Address Line 1

Address Line 2

Address Line 3

\* City

State

Postal Code

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions

Name	Job Title	Email	Administrative Contact	User Account
Person2 LName, Person2 FName		person2@acount...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

Create Another



**Step 12:** Check the details → Click Next.

MSHEIREB PROPERTIES

Company Details | Contacts | **Addresses** | Business Classifications | Bank Accounts | Products and Services | Questionnaire | Review

Back | **Next** | Save for Later | Register | Cancel

Actions | View | Format | + Create | Edit | Delete | Freeze | Detach | Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
Qatar Branch	Doha,DOHA DOHA 12345	+974 (1234)5678	Ordering, Remit to; RFQ or Bidding		

Columns Hidden 3

**Step 13:** Click "+" to choose business classifications

MSHEIREB PROPERTIES

Company Details | Contacts | Addresses | **Business Classification** | Bank Accounts | Products and Services | Questionnaire | Review

Back | Next | Save for Later | Register | Cancel

None of the classifications are applicable

Actions | View | Format | + | X | Freeze | Detach | Wrap

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Local - Other Su		Other		ISO-00000	12/01/20	12/31/20	None <b>+</b>	

**Step 14:** Click "+" to add attachments → Click "OK"

None of the classifications are applicable

Actions | View | **+** | X

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Test.pdf <b>Update...</b>	Test.pdf		anonymous

Rows Selected 1

**OK** | Cancel



**Step 15:** Enable the check box if classification not applicable → Click “Next:

Register Supplier: Business Classifications

None of the classifications are applicable

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Local - Other Su		Other		ISO-00000	12/01/20	12/31/20	Test.pdf	

**Step 16:** Click “+” to create the bank account

Register Supplier: Bank Accounts

+ Create

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

**Step 17:** Enter the required details → Click “Ok.”

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

\* Country: Qatar

IBAN: 12345678123

Bank: Commercial Bank of Qatar

Currency: [Dropdown]

Branch: Al Sadd

Account Number: 12345678

Additional Information

Account Name: [Text Field] Agency Location Code: [Text Field]

Alternate Account Name: [Text Field] Account Type: [Dropdown]

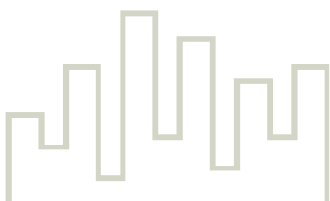
Account Suffix: [Text Field] Description: [Text Field]

Check Digits: [Text Field]

Comments

Note to Approver: [Text Area]

Create Another OK Cancel





**Step 18 :** Check the details → Click “Next.”

Register Supplier: Bank Accounts

Account Number	IBAN	Currency	Bank	Edit	Delete
12345678	12345678123		Commercial Bank of Qatar		

**Step 19 :** Check the details → Click “Next.”

Register Supplier: Products and Services

Category Name Description Remove

No data to display.

**Step 20 :** Select Products and Services Categories that match your business → Click “OK.”

Search

Category Name Description

Search Reset

Select	Category Name	Description
<input type="checkbox"/>	Supplier Product Category	Supplier Product Category
<input type="checkbox"/>	ALUM SHEET TAPE	ALUM SHEET TAPE
<input type="checkbox"/>	APPLIANCES CLEANING EQUIPMENT	APPLIANCES CLEANING EQUIPMENT
<input checked="" type="checkbox"/>	COMPUTER & NETWORKING CABLES	COMPUTER & NETWORKING CABLES
<input checked="" type="checkbox"/>	COMPUTER & NETWORKING CABLING	COMPUTER & NETWORKING CABLING
<input checked="" type="checkbox"/>	COMPUTER & NETWORKING COMPUTER SPARE	COMPUTER & NETWORKING COMPUTER SPARES
<input type="checkbox"/>	COMPUTER & NETWORKING COMPUTERS	COMPUTER & NETWORKING COMPUTERS
<input type="checkbox"/>	COMPUTER & NETWORKING NETWORKING	COMPUTER & NETWORKING NETWORKING
<input type="checkbox"/>	COMPUTER & NETWORKING PERIPHERALS	COMPUTER & NETWORKING PERIPHERALS
<input type="checkbox"/>	COMPUTER & NETWORKING PRINTERS	COMPUTER & NETWORKING PRINTERS

Columns Hidden 1

Apply OK Cancel

**Step 21 :** Check the details → Click “Next.”



Register Supplier: Products and Services

Back Next Save for Later Register Cancel

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
Supplier Product Category > COMPUTER & NETWORKING\CABLES	COMPUTER & NETWORKING\CABLES	X
Supplier Product Category > COMPUTER & NETWORKING\CABLING	COMPUTER & NETWORKING\CABLING	X
Supplier Product Category > COMPUTER & NETWORKING\COMPUTER SPARES	COMPUTER & NETWORKING\COMPUTER SPARES	X

Step 22 : Check the Questions → Click the radio button to choose correct answer

Register Supplier: Questionnaire

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Back Next Save for Later Register Cancel

Attachments None

**Questions**

Section

- 1. Supplier Pre-Qualification Questionnaire

Supplier Pre-Qualification Questionnaire (Section 1 of 1)

\* 1. Provide Your Company Profile

a. Yes

\* Response Attachments Test.pdf +

b. No

Comments

\* 2. Provide three Client references

a. Yes

b. No

Comments

Reference 1  
Reference 2  
Reference 3



**Step 23 :** Click “Next” to review the details.

**Step 24 :** Once the information is complete, select Register. If edits are required, select Back to navigate to the section that requires changes.

**Step 25 :** Click “Ok” to end the process.

**Note:** Once the registration is reviewed the Supplier login details will be sent to the Registered mail id. Supplies are requested to check the registered mail inbox and spam for the confirmation email.

