

نحو بيئة رقمية متكاملة

Supplier Registration user guide

Procurement and Contracts Department

2019-1-3

Supplier Registration :Prospective Supplier

- Company Details
- Contacts
- Address
- Business Classifications
- Bank Accounts
- Questionnaire
- Review and Register
- Business Activities Table

Company Details

- Enter Company's details: Name, Tax organization Type, Supplier Type
- Enter Additional Information: General Classifications etc. ...
- **Fields with * are mandatory**

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Questionnaire
Review

Back
Next
Save for Later
Register
Cancel

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

General Classification

Business Area1

Business Activity1

Business Activity2

Business Activity3

Business Area2

Business Activity4

Business Activity5

Business Activity6

Commercial license number

Commercial license Expiry Date

Commercial Register Expiry Date

License Type

Chamber of Commerce Registration Number

Commercial License holder

Service Agent

* Supplier Classification

Black Listed

Black Listed Date

Old Supplier Code

Company Details

- Enter Primary Contact's information
- Enter Email Address which will be used as username to log into the application and receive notifications
- Then Press Next

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Contacts

- In the Contacts screen confirm contacts information
- You can additional contacts by press on Create Button
- If you want to add another contact, enter the contacts details: Name ,Job Title, Email and etc. ...
- Then Press Next

Register Supplier: Contacts

Enter at least one contact.

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

Name	Job Title	Email	Administrative Contact	Request User Account	Edit
Kredli, Reda		r.kredli@almarad.ly	✓	✓	

Columns Hidden 7

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

Back Next Save for Later Register Cancel

Edit Contact Information

Address

- In the Address screen define supplier physical address

Register Supplier: Addresses


Company Details Contacts **Addresses** Business Classifications Bank Accounts 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
No data to display.					
Columns Hidden 3					

Address Details

- Enter Address Details, Name, Address lines
- Choose RFQ or Bidding as Address Purpose
- To add contact to the address press 
- Choose the Contact created in the previous step and press Ok
- On the Address screen press Next

Create Address

* Address Name

* Country Libya ▼

* Address Line 1

Address Line 2

Address Line 3

* City

State

Postal Code

* Address Purpose Ordering
 Remit to
 RFQ or Bidding





Phone 218 ▼

Fax 218 ▼


Email

Address Contacts

Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼   Freeze  Detach  Wrap

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

Create Another  Cancel

Business Classifications

- To add Business Classification press +
- Choose the Business Activities
- You can 3 consistent Business Activities
- Then Press Next



Register Supplier: Business Classifications

None of the classifications are applicable

Actions ▼ View ▼ Format ▼

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<input type="button" value="v"/>							None +	

Bank Accounts

- To add Bank Accounts Press Create
- Enter Bank Account Details then press Ok
- Then Press Next

Register Supplier: Bank Accounts

Back Next Save for Later Register Cancel

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

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

Create Bank Account

* Country IBAN

Bank Currency

Branch

* Account Number

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description


Check Digits

Comments

Note to Approver

Create Another **OK** Cancel

Questionnaire

- Respond to the Questionnaire
- Some questions contain attachment to be downloaded, filled then upload it to the questionnaire
- Some questions require attachment, press  add an attachment the press Ok
- Upon answering all question Press Next





Register Supplier: Questionnaire

Company Details Contacts Addresses Business Classifications Bank Accounts **Questionnaire** Review



Back **Next** Save for Later Register Cancel

Section 1. International Supplier Registration

International Supplier Registration



1. A signed and stamped "Legal and Ethical commitment" (form attached).
 Please download attached file, sign it, stamp it and upload it
Attachments [Legal and Ethical Commitment E](#)
 a. Legal and Ethical commitment
2. Authorization letter from a mother Company to the Representative or a contact person in Libya associated copy of his passport
 a. Exist
 b. Not Exist
3. A non-bankruptcy certificate issued by an official & legal authority in the company's home country
 a. Exist
*** Response Attachments** None 
 b. Not Exist
4. A recent consolidated balance Sheet of the company
 a. Exist
*** Response Attachments** None 
 b. Not Exist
5. Chamber of Commerce registration Proof
 a. Exist
*** Response Attachments** None 
 b. Not Exist
6. The company's commercial registry certificate
 a. Exist
*** Response Attachments** None 
 b. Not Exist


Attachments

Actions View  

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	To Supplier	Legal and Ethical Commitment English.docx	Legal and Ethical Commit...		o.abulag@alma...	01/02/2019 10:58

Attachments

Actions View  

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	 No file selected.			anonymous	01/05/2019 11:34

Rows Selected 1 Columns Hidden 1

Review

- In the review page, review the registration information
- Press Register to submit the request to Al Madar Company for review and approval
- Upon Approval you will receive a confirmation email in addition to the URL to enter password, use your email to access the applications

Company Details Contacts Addresses Business Classifications Bank Accounts Questionnaire **Review**

Review Supplier Registration: Test

Back Next Save for Later **Register** Cancel

Company Details

Company Test	D-U-N-S Number 112223456
Tax Organization Type Corporation	Tax Country
Supplier Type International Supplier	Taxpayer ID
Corporate Web Site	Tax Registration Number
	Note to Approver

Additional Information

General Classification Telecom network	Commercial license Expiry Date 01/31/2019
Business Area1 Communication equipment	Commercial Register Expiry Date 01/31/2019
Business Activity1 Devices and equipment for mobile network	License Type
Business Activity2	Chamber of Commerce Registration Number 234556666
Business Activity3	Commercial License holder
Business Area2 Power System & air conditioning	Service Agent
Business Activity4 Towers and towers accessories	Supplier Classification Strategic Supplier
Business Activity5 Towers and towers accessories	Black Listed
Business Activity6	Black Listed Date
Commercial license number 4455667777	Old Supplier Code

Business Activities

• Table below shows the business areas and activities for Supplier's activities classification used in Al Madar

General Classifications	Business Areas	Business Activities	
Telecom network	Communication equipment	Devices and equipment for mobile network Towers and towers accessories	
	Power System & air conditioning	Network generators and accessories	
		Electrical wiring and wire running	
		Air conditioning units for exchange and BTS	
Transport media	Channels & Transmissions	Providing transmission capacities via fiber optics, waves, satellites and Internet connections cables	
Infrastructure equipment & applications	Infrastructure equipment & applications	Desktops, laptops, printers and accessories	
		Software and applications for technical supporting and its licenses	
Technical Support	Technical Support Agreements	Technical support agreements for mobile network	
		Technical support agreements for supporting departments	
Commercial	Service Partners	Added value services	
		Roaming	
	SIM and scratch cards	Voucher Cards	
		SIM Cards	
Professional Services	Civil and electrical works	Interconnect	
		Installation and operation works for exchanges and BTS	
		Civil works for technical projects and stations	
		Electrical connections and wire running for company's administrative sites	
		Site survey and engineering works	
General goods & supplies	Technical tools	Maintenance of air conditioning units for exchanges and BTS	
		Several technical tools	
	Capital goods	Electrical Materials Supplies	
		Transportations	
		Air conditioners for administrative buildings	
		Furniture	
	Safety Equipment & Supplies	electronic devices	Safety ,security equipment and supplies electronic devices
			Mobile, fixed phones and tablets
TV Screens			
Other general materials	Other general materials	Several General Materials	

Business Activities

Table below shows the business areas and activities for Supplier's activities classification used in Al Madar

General Classifications	Business Areas	Business Activities	
Publications	Publications	Posters	
		Advertising publications	
		Books, Newspapers and Magazines	
	Stationary	Stationery and Office Supplies	
Administrative & general services	Exhibitions and Conferences	Exhibitions and Conferences Organizing	
	publicity and announcement	Ads	
	Training	Training	
	Insurance	Comprehensive Insurance	
	travel and accommodation	Travel and Accommodations	
	Inspection and quality control	Inspection and Quality Control	
	Shipping and customs clearance		Customs Clearance
			Shipping Services
			Materials Transportation
	Consulting and studies		Technical and Engineering Consulting Services
			Legal Advice
			Translation Services
			Financial and Auditing Consulting Services
	Catering and cleanliness		Marketing Studies and Feasibility Studies Services
			Catering Services
			Cleaning Services and Gardens
	Guard ,Security and reception		Anti-Depressant
Guarding Security, Reception Services			
General Maintenance		Vehicle Maintenance	
		Generators Maintenance	
		Electricity and Elevators Maintenance	
Supply of operational materials		Tires Services	
		Fuel, Oil and Lubricants	

Thank You