

ASPIRE Supplier's Registration Process



ASPIRE
ZONE

Supplier's Registration

This slide explains the Supplier's registration process.

Registration Steps

- Enter Company Information and Contact Details.
- Create Address Book.
- Create or Update Company Contact Person Details.
- Enter Company's Business Classification
- Enter Banking Details
- Add attachments if any
- Register the company

Note: Mandatory fields in the system are marked with an asterisk (*).
Screenshots help illustrate the steps with red marks.



Click on the iSupplier Registration link to get registered.


https://eservices.aspirezone.qa/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=8CBA1993AB205B67

Once the screen below appears, please fill all the required information.
Then, click “Continue”.

Prospective Supplier Registration
* Indicates required field

Company Details

* Company Registered Name

* Country on incorporation / Registration 

* Incorporate / Registration No.

Taxpayer ID

Contact Information

Email ID will be the UserName

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension

Continue

Continue

Per the screen below, click on the 'Create' button in the Address Book area.

Back Save For Later Register

Company Name **Demo Supplier1**
 Tax Country **Qatar**
 Tax Registration Number **11212**
 Taxpayer ID **323232**
 DUNS Number
 Alternate Supplier Name
 Note to Buyer
 Note to Supplier

Address Book

At least one entry is required.


Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				




Contact Directory


At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Demo	Supplier	00974-99999999-01	demosupplier1@nohost.com	✓		

Business Classifications

Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Individual Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Limited Liability Company	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Partnership	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 

 **TIP** Date format example: 18-Jun-2013

Please fill all the required information. Then, click 'Apply'.

Choose the Address Type if it is Purchasing, Payment Only or RFQ Address, as shown below.

Create Address

* Indicates required field


* Address Name	<input type="text"/>	Phone Area Code	<input type="text"/>
Country	<input type="text" value="Qatar"/>	* Phone Number	<input type="text"/>
* Address Line 1	<input type="text"/>	Fax Area Code	<input type="text"/>
Address Line 2	<input type="text"/>	* Fax Number	<input type="text"/>
Address Line 3	<input type="text"/>	* Email Address	<input type="text"/>
Address Line 4	<input type="text"/>	<input checked="" type="checkbox"/> Purchasing Address	
* City/Town/Locality	<input type="text"/>	<input checked="" type="checkbox"/> Payment Address	
County	<input type="text"/>	<input type="checkbox"/> RFQ Only Address	
State/Region	<input type="text"/>		
Province	<input type="text"/>		
* Postal Code	<input type="text"/>		

Click on the 'Create' button to create a new contact, or click on the pencil icon to update the existing contact details.




Contact Directory


At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Demo	Supplier	00974-99999999-011	demosupplier@nohost.com	✓		

Business Classifications

Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Individual Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Limited Liability Company	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Partnership	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 

 **TIP** Date format example: 18-Jun-2013

Banking Details

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								



**In the screen below, enter all the required information.
Select the checkbox if you would like to create a User Account for
this Contact. Click 'Apply' once all the information is entered.**

Create Contact

* Indicates required field

Cancel

Apply

Contact Title

* First Name

Middle Name

* Last Name

Job Title

Department

* Contact Email

* Phone Area Code

* Phone Number

Phone Extension

* Fax Area Code

* Fax Number




Supplier User Account


Create User Account For The Contact

Cancel

Apply

Then, specify your Business Classification.

Business Classifications				
Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Individual Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Limited Liability Company	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Partnership	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 

 **TIP** Date format example: 18-Jun-2013



Click on the 'Create' button of the 'Banking Details' area to enter the bank account and the branch details, per the below screen.

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Demo	Supplier	00974-99999999-011	demosupplier@nohost.com	✓		

Business Classifications

Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Individual Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Limited Liability Company	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Partnership	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TIP Date format example: 18-Jun-2013

Banking Details

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								



Click on the 'Existing Bank' checkbox and select your bank if it exists in the list. If not, select 'New Bank' checkbox and enter the bank name.

For the branch, select the 'Existing Branch' checkbox and select your bank branch if existing in the list. If not, select the 'New Branch' checkbox and enter the bank details.

Create Bank Account
* Indicates required field

Cancel **Apply**

* Country

Account is used for foreign payments
Account definition must include bank and branch information.

Bank

Existing Bank
 New Bank

Bank Name
Bank Number

[Show Bank Details](#)

Branch

Existing Branch
 New Branch

Branch Name
Branch Number
BIC
Branch Type

[Show Branch Details](#)

Bank Account

* Account Number
Check Digits
IBAN

Account Name
Currency




[Show Account Details](#)


Comments

Note to Buyer

Per the screen below, click on the 'Add Attachment' button if you would like to add any attachments.

Business Classifications



Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Individual Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Limited Liability Company	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Partnership	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 

 **TIP** Date format example: 18-Jun-2013

Banking Details

At least one entry is required.

[Create](#)

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
2233445566			Doha Bank	DOHBQAQA	Main Branch			

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

When uploading documents, enter 'Title' and 'Description' of the attachment as shown below. Then, press on 'Browse' to select the file from your PC or laptop.

Add

Attachment Summary Information

Title

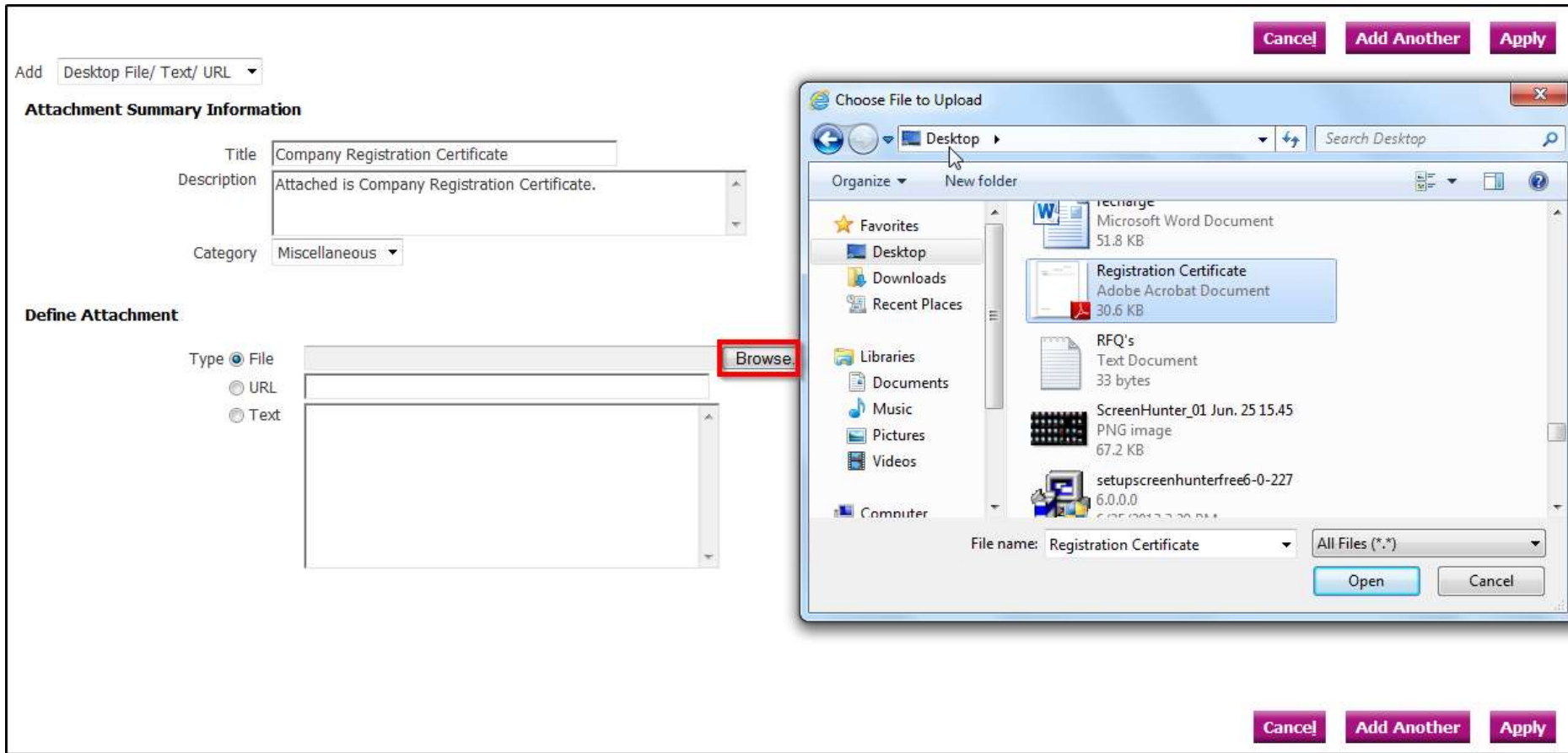
Description

Category

Define Attachment

Type File
 URL
 Text

Select the file to be attached from your device as shown below.



The image shows a software interface for adding an attachment. On the left is a form with the following sections:

- Add:** A dropdown menu set to "Desktop File/ Text/ URL".
- Attachment Summary Information:**
 - Title:** "Company Registration Certificate"
 - Description:** "Attached is Company Registration Certificate."
 - Category:** "Miscellaneous"
- Define Attachment:**
 - Type:** Radio buttons for "File" (selected), "URL", and "Text".
 - A large empty text area for the file path.
 - A red-bordered "Browse" button next to the text area.

On the right is a "Choose File to Upload" dialog box showing the Desktop folder. The file list includes:

- recharge Microsoft Word Document (51.8 KB)
- Registration Certificate Adobe Acrobat Document (30.6 KB)
- RFQ's Text Document (33 bytes)
- ScreenHunter_01 Jun. 25 15:45 PNG image (67.2 KB)
- setupscreenhunterfree6-0-227 6.0.0.0

The "Registration Certificate" file is selected. The "File name" field at the bottom contains "Registration Certificate" and the file type is set to "All Files (*.*)". Buttons for "Open" and "Cancel" are visible.

At the top right and bottom right of the overall image are three buttons: "Cancel", "Add Another", and "Apply".

Click on the 'Apply' button once the attachment is added.

Add Desktop File/ Text/ URL ▾

Attachment Summary Information

Title Company Registration Certificate

Description Attached is Company Registration Certificate.

Category Miscellaneous ▾

Define Attachment

Type File URL Text

C:\Users\prakash.subramaniam\Desktop\Registration Ce

Cancel Add Another **Apply**



Cancel Add Another Apply

Click on the 'Register' button in the main page after entering all the required information.

Banking Details

At least one entry is required.

[Create](#)

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
2233445566			Doha Bank	DOHBQAQA	Main Branch			

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

[Back](#) [Save For Later](#) [Register](#)



A confirmation message will be displayed upon your registration.

Once AZF confirms your registration, an email with your User Name and Password will be sent to you.

 **Confirmation**

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

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