

eSourcing Portal

Supplier Registration – User Manual

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1. Introduction

Welcome to Qatar Airways' eSourcing Portal and specifically the Supplier Self Registration link. Supplier registration is an essential part of becoming a potential partner of Qatar Airways.

2. eSourcing Portal Home Page

Qatar Airways' eSourcing Portal can be accessed by clicking on the e-Procurement link provided in qatarairways.com website.

The eSourcing Portal home page has the following links:

- New Supplier Registration – Prospective Suppliers can register their details via this link.
- Registered Suppliers – Registered Suppliers can login to the Qatar Airways Supplier Management system and be able to update their profile information.

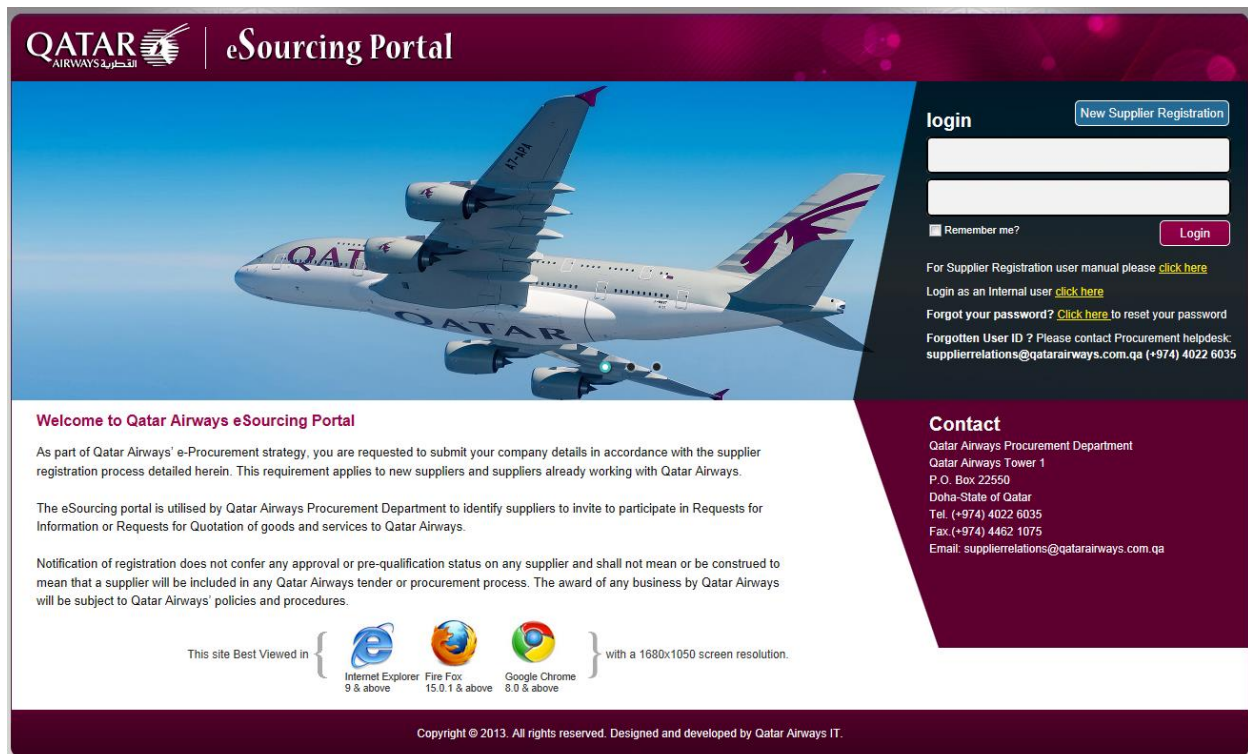


Figure 1 – eSourcing Portal

3. New Supplier Registration

Click on the New Supplier Registration button to start the registration process. System will display the E-User Agreement, which has to be accepted by the Supplier before registering.

Confirm that you have read and understood and agree with the E-User Agreement and click on Accept button.

with this e-User Agreement and their decisions shall be final and binding on the parties.

10. EFFECTIVE DATE AND TERMINATION

10.1 Supplier agrees that this e-User Agreement shall govern the Supplier's usage and participation of the e-Procurement Application for the above mentioned purpose and shall be effective on the date this e-User Agreement is signed by the authorized representative of the Supplier.

10.2 Supplier agrees that Qatar Airways, in its sole discretion, may terminate Supplier's User ID and password or participation of any event of the e-Procurement Application and remove and discard any Supplier information within the e-Procurement Application for any reason, including, without limitation, for lack of use or if Qatar Airways believes that Supplier has violated or breached this e-User Agreement.

10.3 Qatar Airways may also in its sole discretion and at any time discontinue the e-Procurement Application or any part thereof, with or without notice.

10.4 Further, Supplier agrees that Qatar Airways' shall not be liable to Supplier or any third party for Qatar Airways' decision to suspend, discontinue or terminate Supplier's access or use to the e-Procurement Application.

10.5 Unless expressly stated under this e-User Agreement, any termination of the e-User Agreement shall not relieve the Party of any obligation accrued hereunder before the effective date of such termination, or affect Party's rights obtained hereunder.

11. ACCEPTANCE OF THIS AGREEMENT

11.1 The Supplier shall deliver to Qatar Airways by courier mail one (1) original signed e-User Agreement at the address as set out in Clause 6 above. Receipt and acceptance of this signed e-User Agreement by Qatar Airways does not guarantee registration of the Supplier.

11.2 Upon acceptance of registration of any Supplier, Qatar Airways will issue a User ID and password to Supplier for the usage and participation in the e-Procurement Application.

12. MISCELLANEOUS PROVISIONS

12.1 This e-User Agreement constitutes the entire agreement and understanding between the Parties with respect to the Supplier's access and use of the e-Procurement Application for the purpose of supplying goods and/or services or works to Qatar Airways, and supersedes and replaces any and all prior written or verbal agreements. Neither the course of conduct between the Supplier and Qatar Airways nor trade practice shall act to modify any provision of the e-User Agreement.

12.2 Headings are for reference only.

12.3 A party's failure to insist upon or enforce strict performance of any provision of the e-User Agreement shall not be construed as a waiver of any provision or right.

12.4 If any particular provision of the e-User Agreement is held to be invalid or unenforceable, such determination shall not affect any other provision of the e-User Agreement which shall remain in full force and effect. In addition, if any provision contained in the e-User Agreement shall for any reason be held to be excessively broad as to activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law.

12.5 This e-User Agreement may not be assigned or transferred to third parties by the Supplier without prior written permission from Qatar Airways.

12.6 Nothing in this e-User Agreement shall be deemed or interpreted to create any relationship between Qatar Airways and the Supplier other than that of independent contractors. No agency, partnership, joint venture, employee-employer or any other type of relationship is intended to be created by this e-User Agreement.

12.7 Both Parties shall comply with any obligations imposed on them under any applicable Data Protection Laws to the extent that such Data Protection Laws are applicable to the Supplier in respect of the information provided by the Supplier to Qatar Airways under this e-User Agreement. For the purposes of this clause, "Data Protection Laws" means any law, regulations or legally binding obligation, relating to data privacy, trans-border data flows or data protection governing the collection, use, storage or management of personally identifiable information exchanged under this e-User Agreement or by use of the e-Procurement Application.

☐ WE HAVE READ, UNDERSTOOD AND HEREBY ACKNOWLEDGE AND AGREE TO ABIDE BY THIS e-USER AGREEMENT AND THE TERMS AND CONDITIONS CONTAINED HEREIN *

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Figure 2 – E-User Agreement

Supplier registration process consists of the following steps.

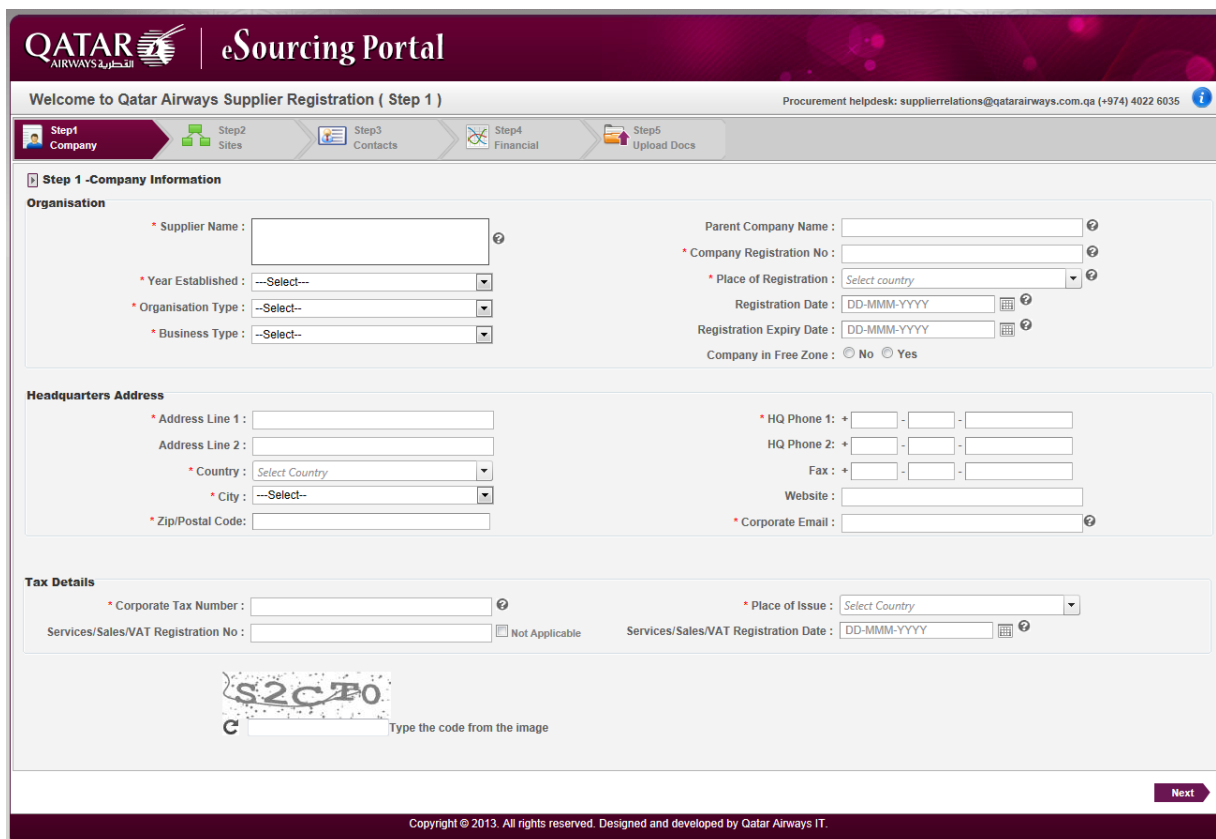
1. Company Information
2. Sites
3. Contact Details
4. Financial Details
5. Documents Upload

3.1.Step 1 – Company Information

In this page please enter all the relevant details pertaining to your Company. In order to assist you to complete the Supplier Registration Request form, we have provided tooltip hints to explain what is required with reference to some of the data fields.

The System will validate the following data fields:

- The expiry date of the Company's Certificate of Registration must be a future date.
- Your Corporate Email address must be in the proper email format, that is xxxxx@yyyyy.zzzz; and
- In order to be able to proceed to the next step, the verification code is required to be entered correctly.



The screenshot shows the 'Step 1 - Company Information' form in the Qatar Airways eSourcing Portal. The form is divided into several sections: Organisation, Headquarters Address, and Tax Details. The Organisation section includes fields for Supplier Name, Parent Company Name, Company Registration No., Year Established, Organisation Type, Business Type, Place of Registration, Registration Date, Registration Expiry Date, and Company in Free Zone. The Headquarters Address section includes fields for Address Line 1, Address Line 2, Country, City, Zip/Postal Code, HQ Phone 1, HQ Phone 2, Fax, Website, and Corporate Email. The Tax Details section includes fields for Corporate Tax Number, Services/Sales/VAT Registration No., Place of Issue, and Services/Sales/VAT Registration Date. A CAPTCHA image with the code 'S2C70' is displayed at the bottom of the form. A 'Next' button is located at the bottom right of the form.

Figure 3 – Step 1: Company Information

3.2.Registration saved as Draft

Upon completion of the first step, your registration will be automatically saved as a “Draft” and an automated e-mail will be forwarded to the provided e-mail address. System will generate the username and password for your account which will be mentioned in the email.

QATAR
AIRWAYS القطرية

Supplier Registration

Your application has been successfully saved !

Thank you for your interest in becoming a potential supplier of Qatar Airways.

Your pre-registration details which will allow you to complete or amend your online application are as follows:

Pre-Registration Number: 3983

Supplier Name: TESTAPR20

We suggest that you keep a copy of your details for your records.

Should you have any questions, please contact us via email at supplierrelations@qatarairways.com.qa or write to us at **Qatar Airways, Procurement Department, Qatar Airways Tower1, Airport Road, P.O Box 22550, Doha, Qatar**. Kindly refer to your pre-registration number as the subject of any correspondence.

Qatar Airways

Continue

Figure 4 – Save as Draft: Confirmation

You can login to eSourcing Portal from the login page. If your registration is in draft mode, system will redirect you to complete the registration steps else you will be logged into your account.

Click on Continue button to go to the next step of registration which is Sites.

3.3.Step 2 – Sites

In this page you have to enter the details of all the sites you have. Site could be any location where you have a facility or office or from where you are shipping the goods/services.

The screenshot shows the 'Step 2 - Supplier Sites' registration form within the Qatar Airways eSourcing Portal. The header includes the Qatar Airways logo and 'eSourcing Portal'. A progress bar at the top indicates the current step is 'Step 2: Sites', with other steps being 'Step 1: Company', 'Step 3: Contacts', 'Step 4: Financial', and 'Step 5: Upload Docs'. The main form area is titled 'Step 2 - Supplier Sites' and contains two sections: 'Site Details' and 'Other Details - Products Interested in supplying to Qatar Airways'. The 'Site Details' section includes fields for Site Title, Site Address Line 1 and 2, Country, City, Zip/Postal Code, License Number, License Expiry Date, Type of Site, Phone, Fax, Website, Email, and E-mail for Payment Remittance Notification. The 'Other Details' section includes fields for Site, Category, Annual Production / Handling Capacity, and Description. Both sections have 'Add / Save' buttons. A message at the bottom of the form states 'No records found.' The footer contains a 'Previous' button, a 'Next' button, and a copyright notice: 'Copyright © 2013. All rights reserved. Designed and developed by Qatar Airways IT.'

Figure 5 - Step 2: Sites

By default the company headquarter information will be populated as a site. You can add additional sites as required.

Once you enter the sites information, you have to fill in the details of Products interested in supplying to Qatar Airways.

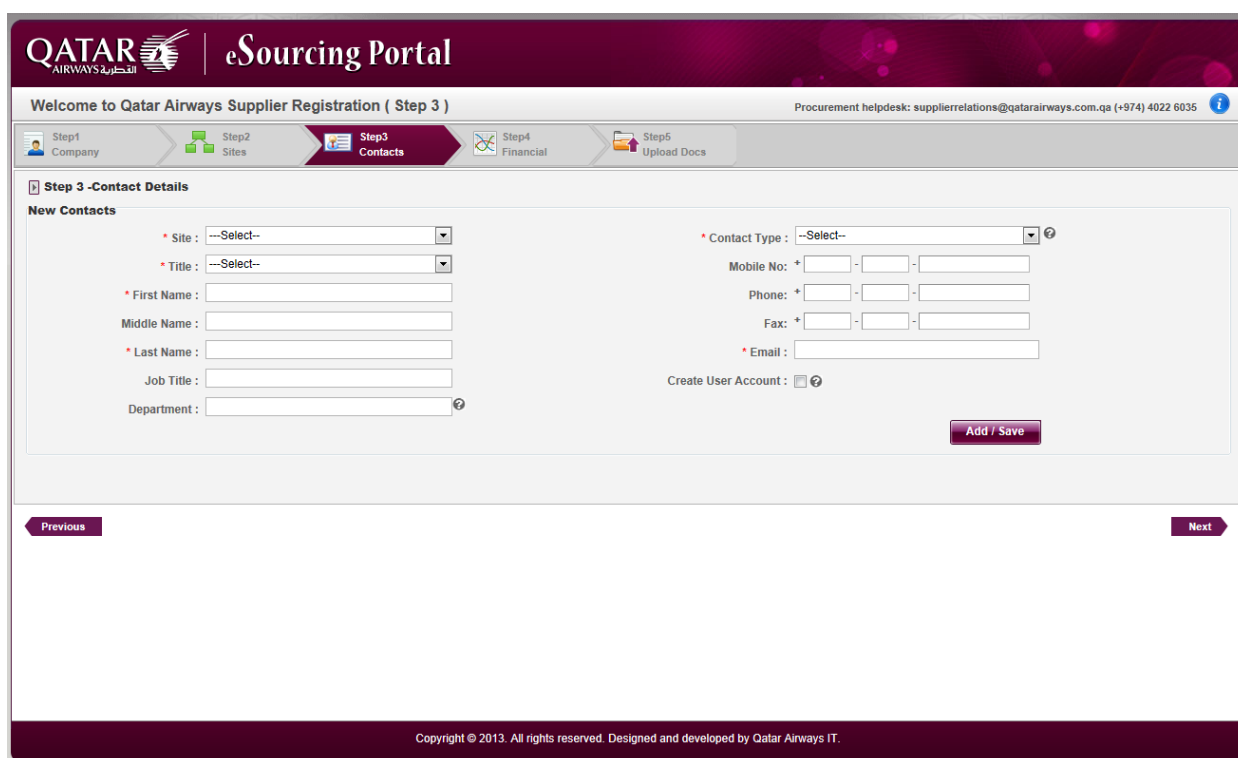
Click on Next to go to the next step.

3.4.Step 3 – Contact Details

In this page please enter details of the relevant contact persons in your company. You can add multiple contacts by clicking on the “Add” button and then completing all required details. All the added contacts will be displayed in the grid below.

Please note it is mandatory that the contact detail of at least one person in your Finance Department must be entered.

If you want to create additional login account for eSourcing Portal, then select Create User Account option while adding a contact.



The screenshot shows the 'Step 3 -Contact Details' page of the Qatar Airways eSourcing Portal. The page has a dark blue header with the Qatar Airways logo and 'eSourcing Portal' text. Below the header, a navigation bar shows five steps: Step1 Company, Step2 Sites, Step3 Contacts (highlighted), Step4 Financial, and Step5 Upload Docs. The main content area is titled 'Step 3 -Contact Details' and 'New Contacts'. It contains two columns of form fields. The left column includes 'Site' (dropdown), 'Title' (dropdown), 'First Name', 'Middle Name', 'Last Name', 'Job Title', and 'Department'. The right column includes 'Contact Type' (dropdown), 'Mobile No.', 'Phone', 'Fax', and 'Email'. There is a 'Create User Account' checkbox and a 'Add / Save' button. At the bottom, there are 'Previous' and 'Next' buttons. The footer contains copyright information: 'Copyright © 2013. All rights reserved. Designed and developed by Qatar Airways IT.'

Figure 6 - Step 3: Contact Details

3.5.Step 4 – Financial Details

In this page you have to add the details of the Bank account(s) you are currently using. The System will automatically validate the following whilst adding a bank account:

- Beneficiary Name and Account Name must be the same as the Supplier Name. If it is different, then you are required to click the box adjacent to the field and upload relevant supporting documentation for the Beneficiary Name or Account Name change.
- Account number will be validated based on the Country in which the bank is situated.
- IBAN will be validated based on the Country in which the bank is situated.

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Welcome to Qatar Airways Supplier Registration (Step 4)
Procurement helpdesk: supplierrelations@qatarairways.com.qa (+974) 4022 6035

Step1 Company Step2 Sites Step3 Contacts **Step4 Financial** Step5 Upload Docs

Step 4 - Financial and Invoice Details

Financial Details

* Site :

* Country :

* Bank Name :

* Branch Name :

Branch Address :

* Beneficiary Name : ☐

End Date :

* Account Number :

* Currency :

IBAN :

Swift Code :

ABA No. :

Sort Code :

BLZ :

Other :

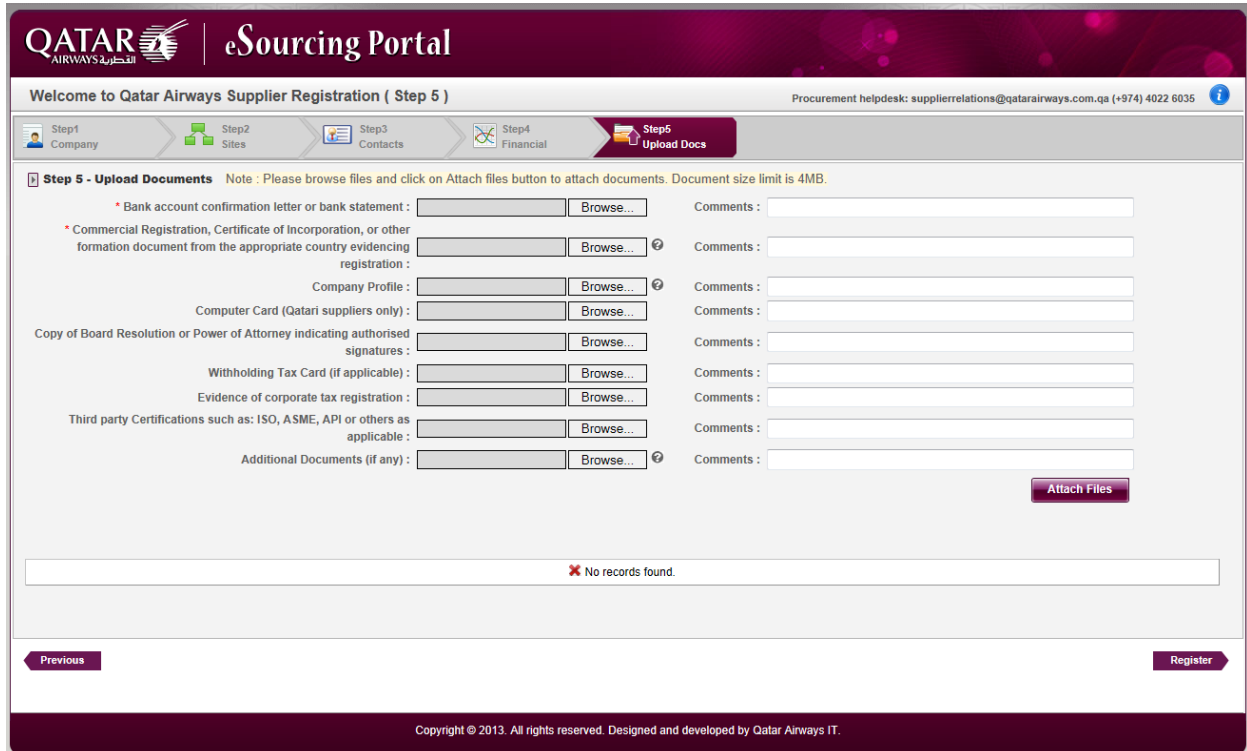
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Figure 7 - Step 4: Financial Details

3.6.Step 5 – Documents Upload

You must upload all relevant documents which are required for the successful submission of your Supplier Registration Request.


If our Procurement Department requires any further information, you will be notified by email of any further information or clarifications that are required.



The screenshot shows the 'eSourcing Portal' interface for 'Step 5 - Upload Documents'. The header includes the Qatar Airways logo and the text 'eSourcing Portal'. Below the header, a navigation bar shows five steps: Step1 Company, Step2 Sites, Step3 Contacts, Step4 Financial, and Step5 Upload Docs (which is highlighted). The main content area is titled 'Step 5 - Upload Documents' and includes a note: 'Note : Please browse files and click on Attach files button to attach documents. Document size limit is 4MB.' Below this, there are several document upload fields, each with a 'Browse...' button and a 'Comments' field. The fields are: Bank account confirmation letter or bank statement, Commercial Registration, Certificate of Incorporation, or other formation document from the appropriate country evidencing registration, Company Profile, Computer Card (Qatari suppliers only), Copy of Board Resolution or Power of Attorney indicating authorised signatures, Withholding Tax Card (if applicable), Evidence of corporate tax registration, Third party Certifications such as: ISO, ASME, API or others as applicable, and Additional Documents (if any). At the bottom right of the document list, there is an 'Attach Files' button. Below the document list, a message states 'No records found.' At the bottom of the page, there are 'Previous' and 'Register' buttons, and a copyright notice: 'Copyright © 2013. All rights reserved. Designed and developed by Qatar Airways IT.'

Figure 8 - Step 5: Document Upload

Once all the registration steps are completed, the confirmation message will be displayed by the system as shown below.


Supplier Registration

Your application for registration has been successfully submitted!

We acknowledge receipt of your online application for registration as a potential supplier to Qatar Airways

The evaluation of your application will be done upon receipt of the original signed e-User Agreement and all other requisite documentation and information.

Should you have any questions, please contact us via email at supplierrelations@qatarairways.com.qa or write to us at **Qatar Airways, Procurement Department, Qatar Airways Tower 1, Airport Road, P.O Box 22550, Doha, Qatar.**

Kindly refer to your pre-registration number as the subject of any correspondence.

We appreciate your interest in becoming a supplier of Qatar Airways and look forward to the possibility of working with you.

Please note that completion of the online supplier registration does not guarantee a bid opportunity or contract award from Qatar Airways nor does it confer "Approved" status as a Qatar Airways supplier. However, by becoming a part of the Qatar Airways supplier database, your company may be contacted in accordance with our business needs should an opportunity that matches your company's product or services become available.

Qatar Airways

Close

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Figure 9 – Confirmation on final submission