eSourcing Portal

Supplier Registration User Manual v1.1

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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.

eSourcing is the use of secure web-based collaborative tools by procurement professionals and suppliers to conduct the strategic activities of the Procurement lifecycle online.

Through this portal you will be able to participate in tenders invited by Qatar Airways Group.

This manual will guide you through the registration process, navigating the portal for first log in, password reset process etc.

Manual on how to participate in a tender is available under the Help button after logging in.

2. eSourcing Application Launch

The Qatar Airways' eSourcing Portal can be accessed by clicking on the e-Procurement link provided in <u>Qatar Airways</u> website or using the hyperlink provided in the email of the invited contacts.

3. eSourcing Application Login

The supplier can login to the eSourcing Portal using the username and password (Figure 1).



Figure 1: eSourcing App Login page for Supplier

3.1. Login Password Setup using One Time Password (OTP)

A Prospective Supplier can login to the eSourcing Portal for the first time using the email ID of the contact as the *Username* and for Password using the One Time Password (OTP) received over the email of the invited contacts.

The system will prompt for updating the password as soon as it logs in for the first time using the OTP (Figure 1.1).

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| | Cost Tank Passand Weicher HashTag1922 com, jalosse refor the One time passand(DTP) sent tion email there exists a new plasmade tail passand tail pa |
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| | Copyright © 2013. All rights insorred. Designed and developed by Galak Alwadys 17. |

Figure 1.1: First-time login password setup for Supplier

Enter the OTP as *Old Password* received in the email, and set a new password as per the provided <u>password guidelines</u> using the *New Password* field and confirm the same using the *Confirm New Password* field.

Password Guidelines:

- Your new password should contain minimum of 8-characters and should not exceed more than 15-characters.
- Your password must contain:
 - At least one lowercase character
 - At least one Uppercase character
 - At least one numeric digit(s) 0-9
 - At least one special character (for example: !, @, #, \$, % etc.)

Now click on **Continue** button to update the password. Next, set up the Security Questions and answers using the pop-up (Figure 1.2).

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Figure 1.2: Setup Security Questions & Answers for Supplier

Select two different security questions and fill in the answers and click on the **Continue** button to set the Security Questions.

Please note: These questions can be used later to reset the password.

3.2. First-time Login as a Prospective Supplier

Once password is updated, use the same email ID as the *Username* & updated password as the *Password* to login to the eSourcing portal.

On clicking the click of the **Login** button the supplier would be presented with one time series of mandatory agreements as listed:

a) Agreement 1: Qatar Airways- Supplier e-User Agreement

The prospective supplier must acknowledge the e-User agreement by

selecting the checkbox to have read and understood the agreement and clicking on the **Acknowledge** button (Figure 1.3).

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| Welcome to Qatar Airways Supplier E-USER AGREEMENT | | | | | |
| QatarAirways_Euser_Agreement.pdf | 1/S - 75% + 🖸 🔕 | ± 🖶 : | | | |
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| | Acknowledge | | | | |
| Copyright 0.2015. All rights inserind. Designed and developed by Galar Alexays IT | | | | | |

Figure 1.3: e-User Agreement

b) Agreement 2: Qatar Airways – Supplier Code of Conduct

The prospective supplier must acknowledge the Supplier Code of Conduct agreement by selecting the checkbox to have read and understood the agreement and clicking on the **Acknowledge** button (Figure 1.4).

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| the provisions of this Supplier Code of Conduct | |
| confirm are superied to meet the minimum at | (the "Code") set firth Data Airways Group ("Data Airways") executations, requirements, and principles for all Scopling that are registered with Oatar Airways or with whom Oatar Airways does husiness. |
| | andwith defauld for this Code and Mile represent with all analizable laws and consistence with Code Allows |
| atar Airways expects that these standards app | dr to Suppliers and their employees and their subcontractors. Suppliers shall communicate this Code to their employees and their subcontractors (where necessary, in the local language and in a manner that is understood by All. |
| or a Supplier to be registered as a Catar Airwa | ys' Suppler or th do business with Datar Airways. the Suppler is required to need and acknowledge that this Code provides the minimum standards expected of Datar Airways' Suppliers. |
| addtion. Suppliers should note that certain pr | onvisions of this Code will be bindleg on the Supplier in the event the Supplier is availed a Contract or Procurement Order by Gatar Always pursuant to the terms and conditions of any such Contract or Procurement Order. |
| alure to comply with certain provisions may al | so preclude Suppliers from being eligible for a Centract award, as reflected in the Solicitation Documents issued by Qatar Aliways. |
| atar Airways will make its requirements for Su | ppGer's wigbility to participate in procurement opportunities available to all prospective Suppliers. |
| upplier written acknowledgement of this Code | is a preneguistie in every Qatar Always Contract for supply. The standards of this Code are in addition to, and not in lieu of, provisions of any legal agreement or Contract between Suppliers and Qatar Always. |
| ontinuous improvement | |
| he provisions as outlined in this Code provide to strive to meet the principles of this Code. | the minimum standards expected of Suppliers. Qutar Alrways expects Suppliers to strive to exceed both international and industry best practices. Qutar Alrways also expects that its Suppliers encourage and work with their suppliers and subcontractors to ensure that they |
| atar Airways recognises that reaching some of | The standards established in this Code is a dynamic rather than static process and encourages Suppliers to continually improve their workplace conditions accordingly |
| anagement, Monitoring, and Evaluation | |
| atar Airways expects that its Suppliers, at a m odly their management processes and busine | Initial. Here established dear goals toward meeting the standards set forth in this Code. Datar Anways expects that this Suppliers will develop and maintain appropriate management systems related to the content of this Code, and that they activally review: montor, and eas operations to ensure they adjoin with the principles set forth in this Code. Datar Anways may conduct en-site evaluations and importance of this Suppliers facilities and those of their subcontractors to review their progress towards these principles. |
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| ask Chosen Employment | |
| upplers must not engage in or support any for th the requirements of applicable slavery, for | m of alwary, forced or compulsory, bondied, pelson, indextured labour, or human trafficing of involutery labour fresugh thread, price, fraudulent claims, or coercien. Suppliers must also not permit their subcontractors to engage in these practices. Suppliers shall fully com and labour, and human trafficing lans of the country or countries when the performance, in which er is part, of a Contract laies place. |
| hild Labour | |
| ppliers shall, as a minimum, not engage in an et, of a Contract takes place. | y practice inconsistent with the rights set furth in the Convention on the Rights of the Ohid of the International Labour Organisation and such other requirements as may be recognised under the national laws of the country or countries when the performance, in whole or |
| Incrimination | |
| ppliers shall ensure equality of opportunity an | d treatment in respect of employment and socupation without discrimination as may be recognised under the national laws of the country or countries where the performance. In whole or in part, of a Contract takes place. |
| area, Working Hours, and Other Condition | a of Wea |
| uppliers shall comply with all applicable working | on hour requirements as established by local laws. Suppliers shall comply with local laws and regulations partaining to minimum wages, availing ways, and other elements of compensation and to provide legally mandated banafits. |
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| uman Hights | |
| uman Rights | |
| atar Airways expects its Suppliers to support a | Ad respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses. |
| arassment, Harsh, or Inhumane Treatment | |
| atar Airways expects its Suppliers to create an | d maintain an environment that bracks all employees with dignly and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. |
| calify and Kalaty | |

Figure 1.4: Supplier Code of Conduct Agreement

c) Agreement 3: Qatar Airways – Occupational Health & Safety (OHS) Policy

The prospective supplier can accept the Occupational Health & Safety (OHS) Policy agreement by selecting the checkbox to have read and understood the agreement and clicking on the **Accept** button (Figure 1.5).



Figure 1.5: OHS Policy Agreement

d) Agreement 4: Qatar Airways – Supplier e-Privacy Notice

The prospective supplier must acknowledge the Supplier e-Privacy Notice agreement by selecting the checkbox to have read and understood the agreement and clicking on the **Acknowledge** button (Figure 1.6).



Figure 1.6: e-Privacy Notice Agreement

4. View & Edit Profile

Supplier after logging in can view the profile by clicking on the *Profile* tab. The details will be displayed in read-only mode.

To update any information on the profile, please contact the respective buyer at Qatar Airways Group.

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| Company Details Company Details | Bridana auwa ka roun da | | | |
| | | | | |
| Pie Reg No: 41238 | Oracle ID: 71658 | | | |
| * Supplier Name : TEST 2313 | * Country : India | | | |
| | * HQ Phone: + 324 + 3243244 | | | |
| | | | | |
| *Address Line 1: 2132 | | | | |
| *Address Line 2 : 32/02 | | | | |

5. Password Reset

The supplier can reset the password using the Forgot Password link provided in the login page of the eSourcing portal.



Figure 2: Forgot password link

Step 1:

Enter the email ID field prompting to enter UserID and click on the **Continue** button (Figure 2.1).

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| | Forget Password Please enter user id to reset password. |
| | Contract |
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| | Copyright © 2013. All rights reserved. Designed and developed by Galdar Annarys IT. |

Figure 2.1: Enter UserID to reset password

Step 2:

Enter the Security Answers for the previously set security questions (Figure 2.2) as described in Section 2.1. Click on the **Continue** button.

| Forgot Password | |
|--|---|
| Please enter security que | estions and answers to get one time password(OTP) |
| User | D: test213@232.com |
| Security Questio * Security Answe | on : What was your childhood nickname? er : |
| Alternate Questio * Alternate Answe | on : What is your mother s middle name? |
| | |
| | Continue |
| | |

Figure 2.2: Security Questions & Answer for password reset

Step 3:

Click on the link 'here' to login (Figure 2.3) with the new password sent to the registered email ID.



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|---|-------------------|--|--|
| | | Change Password | |
| | | A new password has been created and sent to your registered email. Click <u>here</u> to login with your new password. | |
| | | | |

Figure 2.3: Link to login using new password after reset

On click of the hyperlink the login page would be loaded.