

eSourcing Portal

Supplier Registration User Manual v1.1

Table of Contents

1. Introduction 3

2. eSourcing Application Launch..... 3

3. eSourcing Application Login..... 3

 3.1. Login Password Setup using One Time Password (OTP)..... 4

 3.2. First-time Login as a Prospective Supplier 5

4. View & Edit Profile 8

5. Password Reset..... 8

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 [Qatar Airways](#) 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).

QATAR **eSourcing Portal**

login

Username

Password

☐ Remember me?

For Supplier Registration user manual please [click here](#)
 For Supplier Code of Conduct please [click here](#)
 Login as an Internal user [click here](#)
 Forgot your password? [Click here](#) to reset your password
 Forgotten User ID ? Please contact Procurement helpdesk: supplierrelations@qatarairways.com.qa

Welcome to Qatar Airways eSourcing Portal

As part of Qatar Airways' e-Procurement strategy, you are requested to submit your company details in accordance with the supplier registration process detailed herein. This requirement applies to new suppliers and suppliers already working with Qatar Airways.

The eSourcing portal is utilized by Qatar Airways Procurement Department to identify suppliers to invite to participate in Requests for Information or Requests for Quotation of goods and services to Qatar Airways.

Notification of registration does not confer any approval or pre-qualification status on any supplier and shall not mean or be construed to mean that a supplier will be included in any Qatar Airways tender or procurement process. The award of any business by Qatar Airways will be subject to Qatar Airways' policies and procedures.

This site Best viewed in { Internet Explorer Google Chrome } with a 1680x1020 screen resolution.

Contact
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 Qatar Airways Tower 1
 P.O. Box 22550
 Doha State of Qatar
 Fax: +974 4402 1675
 Email: supplierrelations@qatarairways.com.qa
 To raise your Data Privacy access request, please [click here](#)

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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).

QATAR **eSourcing Portal**

One Time Password

Welcome tes413@232.com. please enter the One time password(OTP) sent from email then enter a new password and press Continue.

Password Instructions

- Your new password must contain a minimum of 8 Characters and should not exceed 16 Characters
- Your new password must contain:
 - At least one lower case character
 - At least one upper case character
 - At least one Numeric digit(s) 0 to 9
 - At least one special character (for example: !,@,#,\$,% etc)

* Old (OTP) Password:

* New Password:

* Confirm new Password:

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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 password guidelines 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).

The screenshot shows the eSourcing Portal interface. A pop-up window titled 'Security Questions' is displayed in the center. The pop-up contains the following fields and options:

- Security Question:** A dropdown menu with the option 'What was your childhood nickname?' selected.
- Security Answer:** A text input field.
- Alternate Question:** A dropdown menu with the option 'What was your childhood nickname?' selected.
- Alternate Answer:** A text input field.
- Continue:** A button located at the bottom right of the pop-up.

The background of the portal shows the Qatar Airways logo and the text 'eSourcing Portal'.

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).

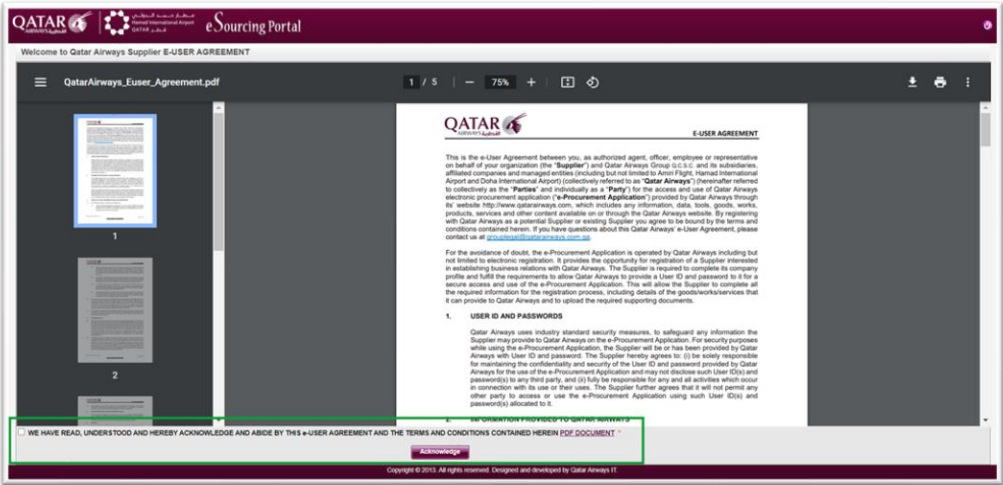


Figure 1.3: e-User Agreement

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).

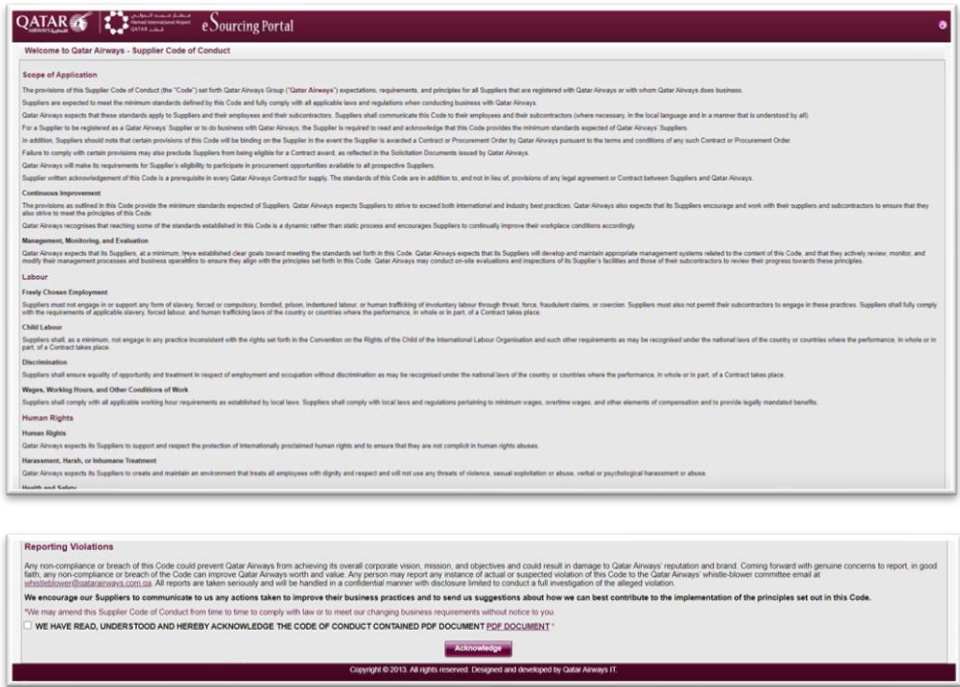


Figure 1.4: Supplier Code of Conduct Agreement

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).

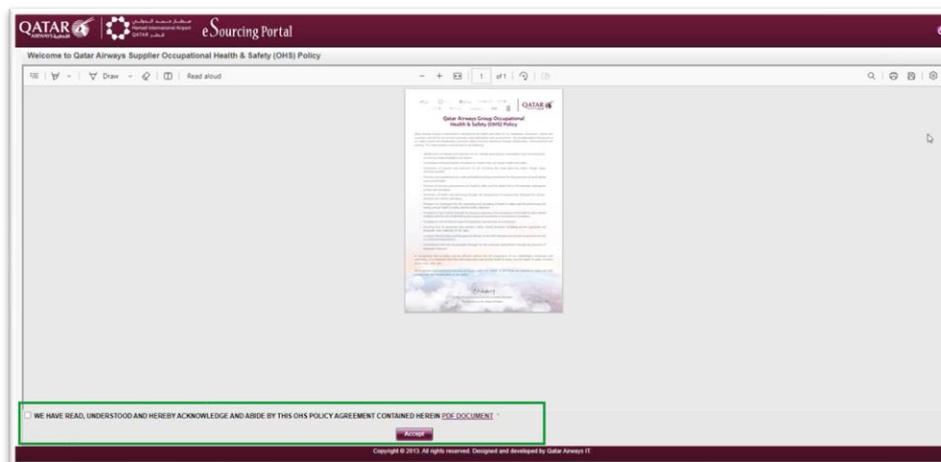


Figure 1.5: OHS Policy Agreement

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).

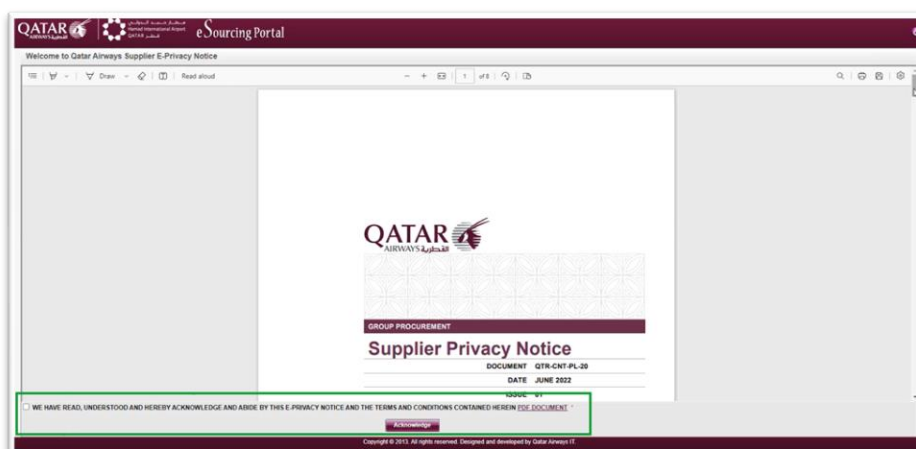


Figure 1.6: e-Privacy Notice Agreement

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.

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).

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.

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.

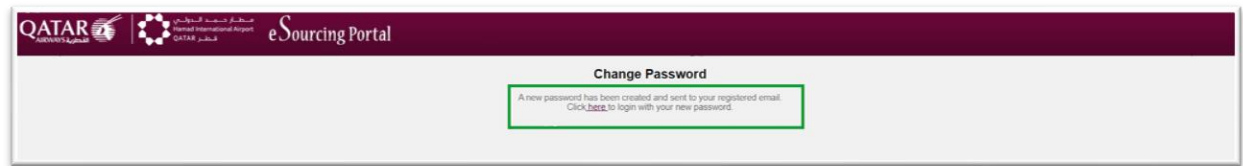


Figure 2.3: Link to login using new password after reset

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