

Profile Management

1. Suppliers who have been approved and received an email with their user name and Password can now log into www.ooredoo.qa

Click on **e-Procurement** on the bottom of the page

The screenshot shows the Ooredoo Qatar website interface. At the top, there is a navigation bar with links for 4G Mobile, At Home, Nojoom, eShop, Customer Service, and Community. A search bar is located on the right. Below the navigation bar is a large banner for 4G mobile services with the text "If you love speed, go with ooredoo". To the right of the banner is a login section with fields for User Name and Password, and a "Sign in" button. Below the banner are several promotional tiles: "Nojoom" (Life is more rewarding with Nojoom), "ePay" (Recharge your Hala instantly), "Latest Offers" (Get a new Hala or Shihry Smart and enjoy 10x data), "What's New" (Earn and redeem Nojoom Points with Joyalukkas), and "Join our Community" (Ask Questions). At the bottom of the page, there is a footer section with "I Want To..." (Choose, Buy, Manage, Learn About), "About Ooredoo" (About Us, Find Us, Press Room, Investor relations, Careers, e-Procurement, Regulatory, Corporate, Governance), and "Follow Us" (Facebook, Twitter, LinkedIn, Google+, YouTube, Instagram). The "e-Procurement" link is highlighted in red in the footer. The browser's address bar shows "www.ooredoo.qa/en/home". The taskbar at the bottom of the screen shows various application icons and the system clock indicating 1:38 PM on 6/19/2014.

Click on Login

The screenshot shows the Ooredoo e-Procurement website. At the top, there is a navigation bar with the Ooredoo logo and a search bar. Below the navigation bar, there is a banner for 'e-Procurement' with a background image of cardboard boxes. To the right of the banner is a 'Login' form with fields for 'User Name' and 'Password', and a 'Sign in' button. Below the banner, there is a 'Welcome to Ooredoo's Procurement Department' section with several paragraphs of text. On the right side, there is a 'Quick Links' section with a 'Login' link highlighted by a red arrow. Below the 'Quick Links' section, there are two promotional boxes: 'Promotions for Personal Customers' and 'Promotions for Business Customers'. At the bottom of the page, there is a footer with 'I Want To...' and 'About Ooredoo' sections, and a 'Follow Us' section with social media icons. The Windows taskbar is visible at the bottom of the screenshot, showing the time as 2:57 PM on 8/19/2014.

Home : Introduction

Welcome to Ooredoo's Procurement Department

The gamut of e-business covers not only e-commerce transactions, but also the use of technology to redefine old business models in order to maximize user value (be it external / internal).

With the relentless evolution of e-business technology and enhanced user experience, non-e-business models and organizational procedures are facing increased pressures.

Ooredoo continuously requires different types of resources, in the form of Materials, Services etc to support the operations of the company.

The requirements of all departments are procured by the Procurement Department situated at the West Bay, 10th Floor, P.O.Box 217 Doha Qatar. All tender advertisements/invitation for bids/Request for Proposals are made through the oases of e-Procurement under the Corporate Web Site.

We are always striving to enlist / elicit high participation from the trade and industry in our procurement process. One of the primary objectives of this exercise is to build a database of registered vendors. This process of registration of Suppliers/Contractors will elevate the need to undertake Suppliers/Contractors evaluation against each and every tender in which the same Suppliers/Contractors may be an interested party.

This site provides information about the Procurement Department, its functionaries, activities and other relevant information. It provides for all vendors to register themselves as users of our site. Any visitor to this site may view general information.

The Procurement Department, through this site, intends to provide an opportunity to interested parties to view information on what we buy, what services we require, whom to contact, Tender Notices and processes.

Suppliers/Contractors interested in establishing business relations with Ooredoo are required to register themselves; this registration is achieved by filling up our online registration form.

The registration process is divided into two steps:

Step-1. Register yourself as a Suppliers/Contractors by filling up the Online Registration form by clicking on the link on the left side of this page (**New Registration**). You will receive a confirmation of the user id and a system generated password, through the email address you provided as soon as you are approved. This confirmation also denotes you're being approved as a Registered Supplier/Contractor. A Registered Supplier/Contractor is then allowed access to participate in our procurement activities when invited.

Step-2. Once you are confirmed as a Registered Supplier/Contractor, logon to our system using the approved user id and password, and update your Supplier profile by clicking on the link - **Login**. Training documents are also available to guide you in the process under the link **Training Documents**.

OUR MISSION STATEMENT

"The mission of the Procurement Department is to develop and implement sound procurement practices and provide quality service through teamwork and communication with all our Suppliers & Contractors."

I Want To...

Choose	Buy	Manage	Learn About
Hala	Handsets	My Account	4G
Shahry	Plans	My Email	Community
Blackberry	Internet Devices	Top Up My Hala	Nojoom
Mobile Data	Thuraya Service	ePayment	
Broadband	Special Numbers	Nojoom Points	
Fixed Line			
Mobile App			
Mobile Money			

About Ooredoo

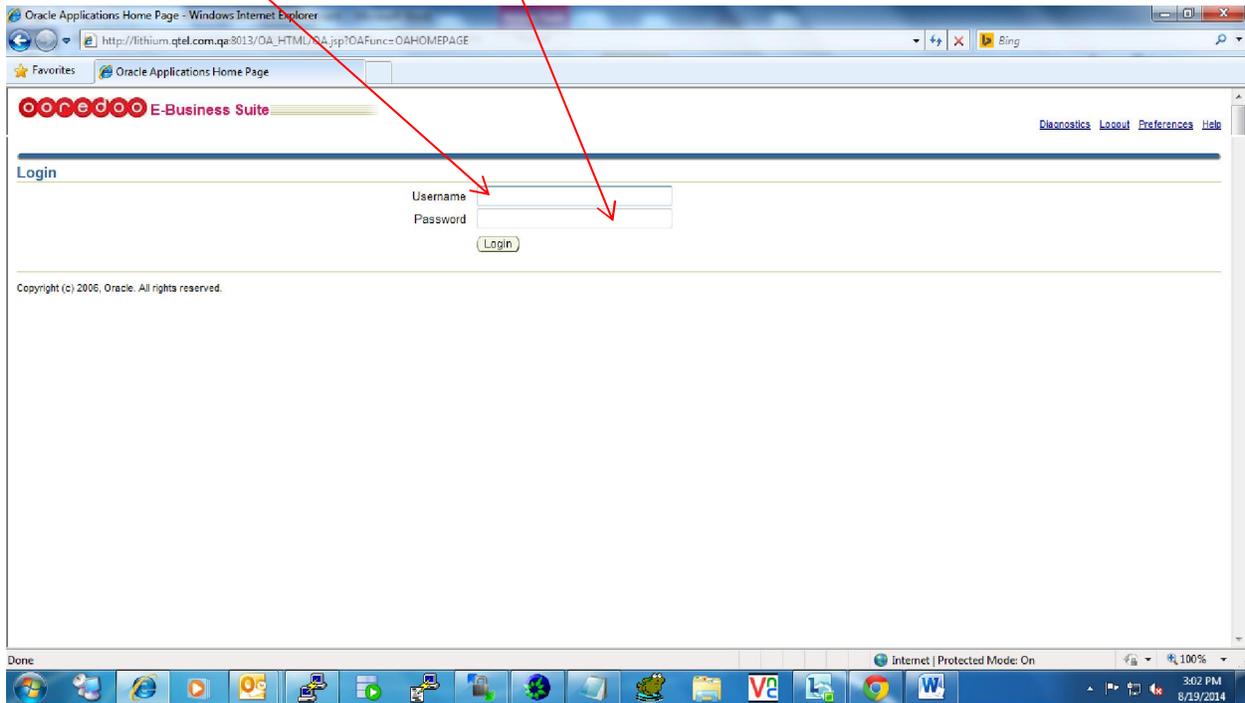
- About Us
- Find Us
- Press Room
- Investor relations
- Careers
- e-Procurement
- Regulatory
- Corporate Governance

Follow Us

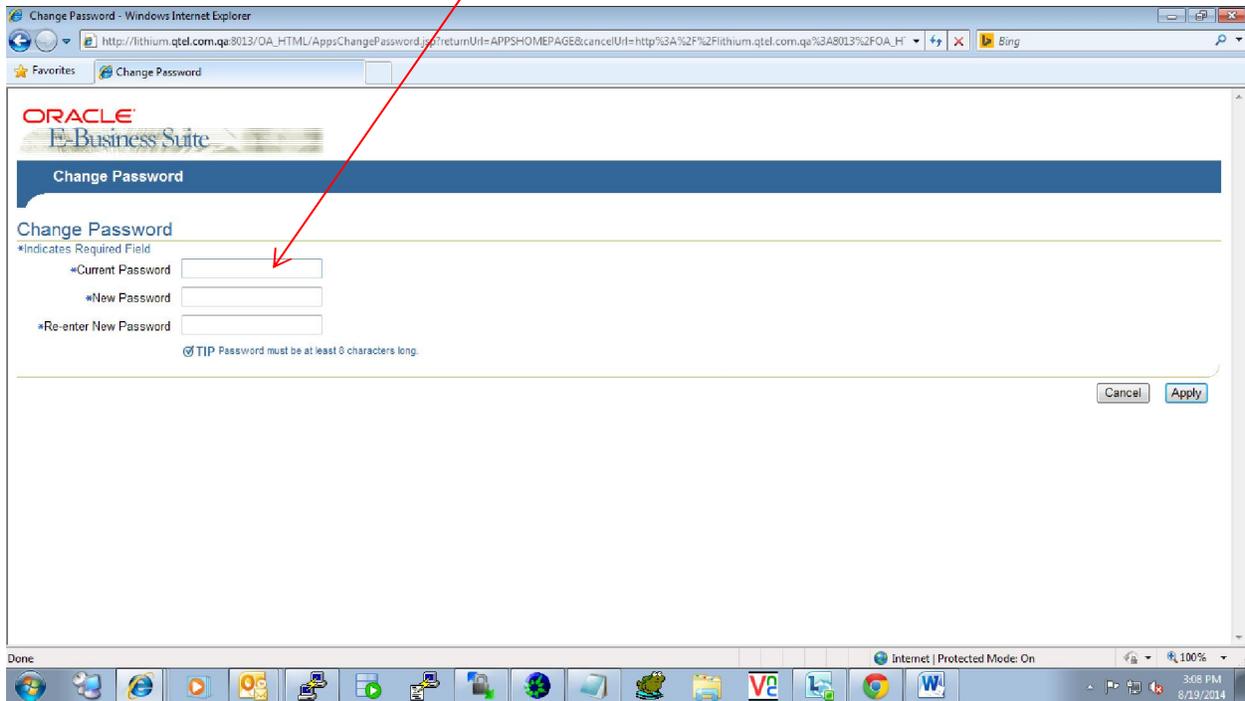
Facebook, Twitter, LinkedIn, Google+, YouTube, Instagram

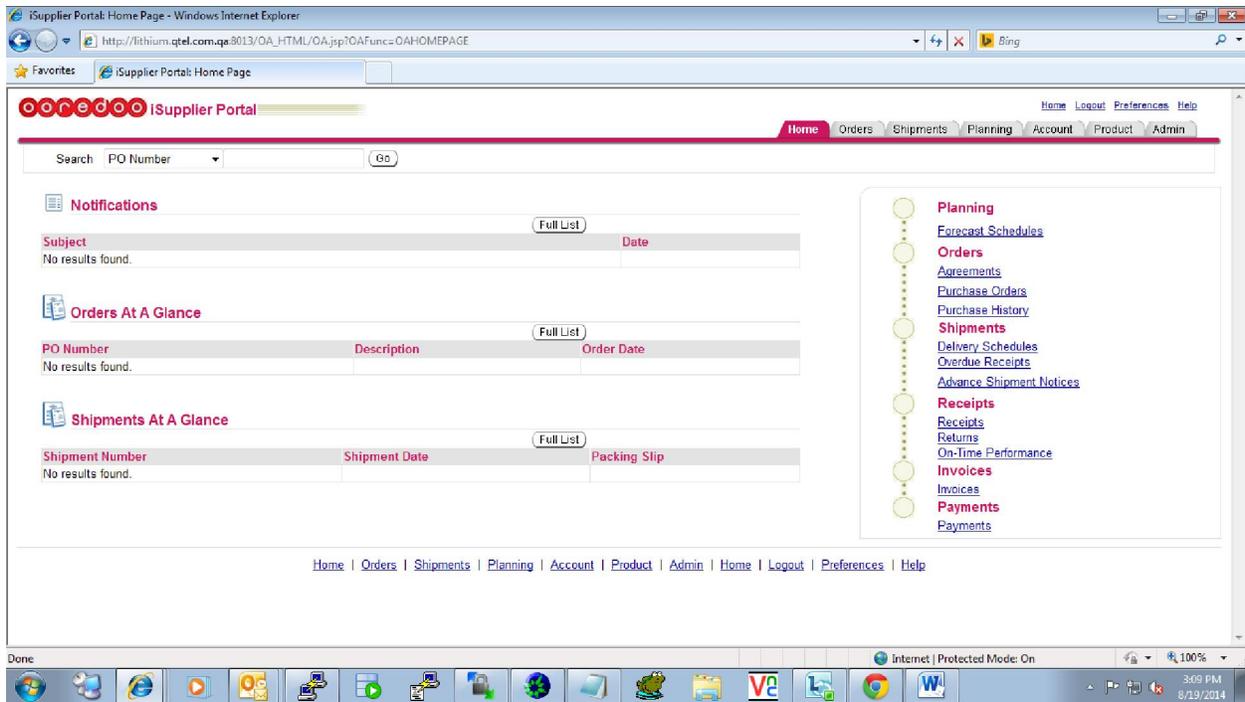
Sitemap | Terms and Conditions | Privacy Policy | Contact Us
Ooredoo ©2014. All Rights Reserved

Enter your **User name (email)** and **Password** you received in the Registration Approval email

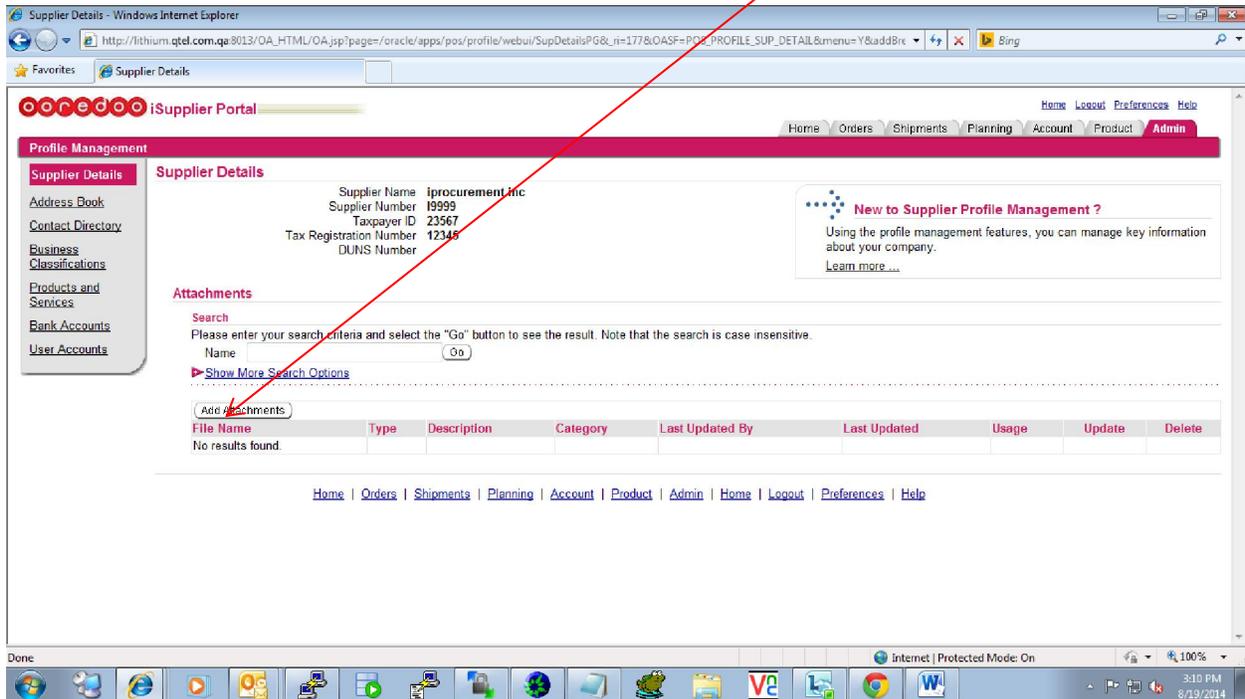


You will be requested to change your **password** when you try to log in for the first time.





After you have logged you will be able to update your company profile. Suppliers can attach All their company profile, certificates, catalogues by clicking on the **Add Attachments** feature Multiple times to attach separate documents.



iSupplier Portal>Admin>Address Book>Add – Complete the form and click on **Apply**

(You are allowed to add additional addresses for each office in different locations)

- All fields that have a red asterisk * are mandatory field

- You may put the Address Name as either Main office or Branch Office

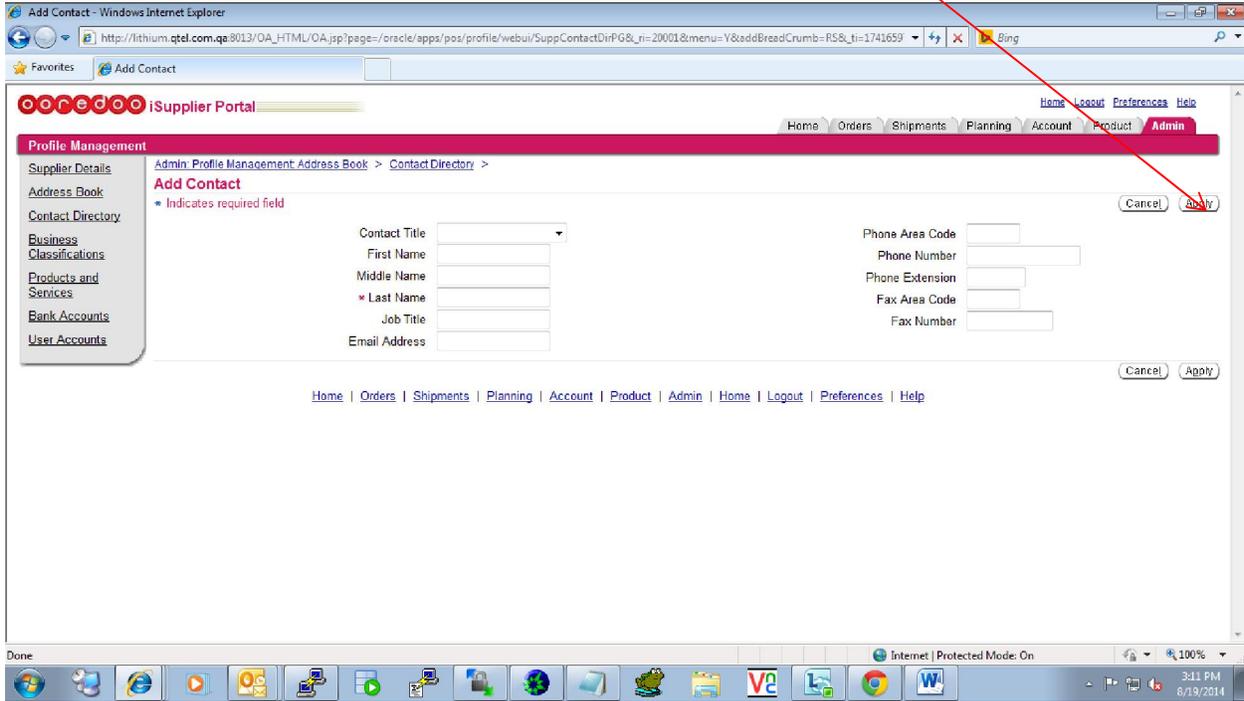
The screenshot shows the 'Add Address' form in the iSupplier Portal. The form is titled 'Add Address' and is part of the 'Address Book' section under 'Admin > Profile Management'. The form contains several fields, some of which are marked as mandatory with a red asterisk (*). The fields are:

- Address Name** (Mandatory): A text input field with a red asterisk. A red arrow points to this field from the text above.
- Country**: A dropdown menu currently set to 'Qatar'.
- Address** (Mandatory): A text input field with a red asterisk.
- City/Town/Locality** (Mandatory): A text input field with a red asterisk.
- Postal Code** (Mandatory): A text input field with a red asterisk.
- Note**: A text area for additional details.
- Phone Area Code**: A text input field.
- Phone Number**: A text input field.
- Fax Area Code**: A text input field.
- Fax Number**: A text input field.
- Email Address**: A text input field.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Apply'. A red arrow points from the 'Apply' button in the top right corner of the browser window to the 'Apply' button at the bottom right of the form.

Contact Directory:

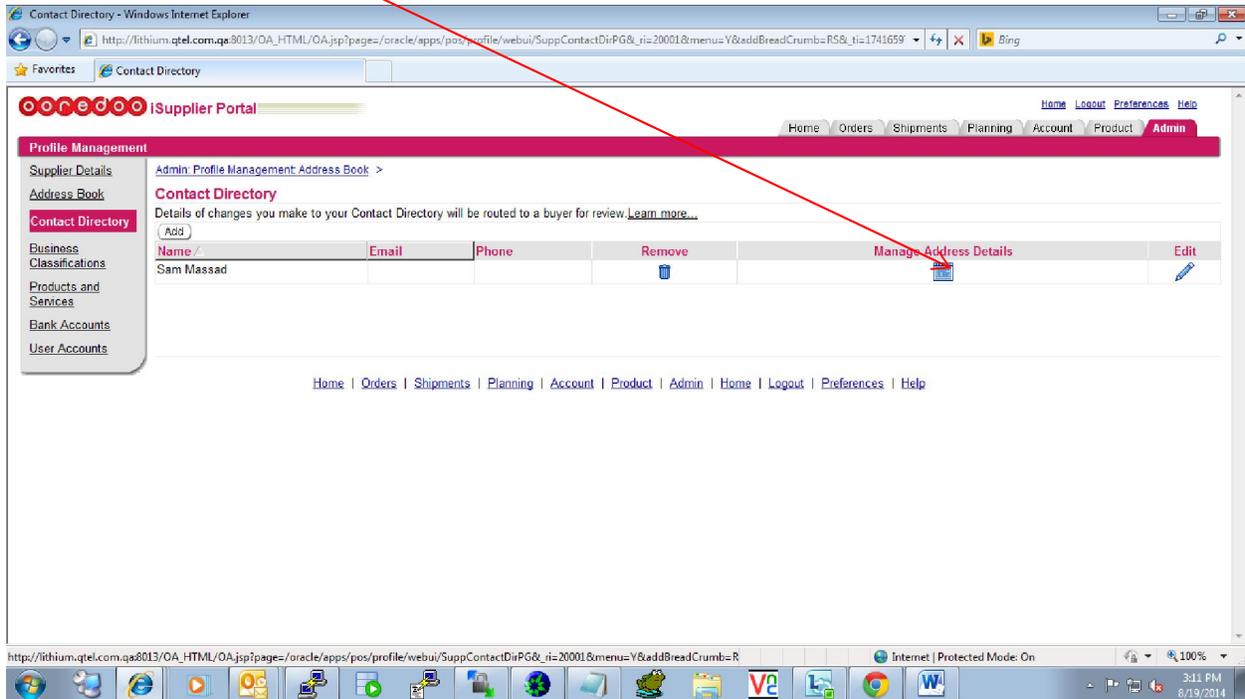
iSupplier Portal>Admin>Contact Directory>Add - fill the form up and click **Apply**



Manage Address Details:

iSupplier Portal>Admin>Contact Directory>Manage Address details

- Click on **Manage Address Details**. Select the address and add link to contact



The screenshot shows the iSupplier Portal interface. The breadcrumb navigation is: Home | Orders | Shipments | Planning | Account | Product | Admin. The main content area is titled "Contact Directory" and contains a table with the following data:

Name	Email	Phone	Remove	Manage Address Details	Edit
Sam Massad					

At the bottom of the page, there is a navigation bar with links: Home | Orders | Shipments | Planning | Account | Product | Admin | Home | Logout | Preferences | Help. The Windows taskbar at the bottom shows the date and time as 3:11 PM on 8/19/2014.

Business Classification:

iSupplier Portal>Admin>Business Classifications

- Select your business classification and **save**

The screenshot shows the 'Business Classifications' page in the iSupplier Portal. The page title is 'Business Classifications' and the subtitle is 'Identify those classifications that apply to your company.' There is a 'Revert' button in the top right corner of the main content area. Below the subtitle is a table with the following columns: 'Classification', 'Applicable', 'Minority Type', 'Certificate Number', 'Certifying Agency', and 'Expiration Date'. The 'Applicable' column contains checkboxes, with 'Advertising' and 'Audio Video Equipment' checked. The 'Expiration Date' column contains red 'X' icons. At the bottom right of the table area, there are 'Previous', '1-15', and 'Next 15' navigation options, and a 'Save' button. A red arrow points from the 'save' in the instructions to this 'Save' button. The page also features a left sidebar with navigation links like 'Supplier Details', 'Address Book', 'Contract Directory', 'Business Classifications', 'Products and Services', 'Bank Accounts', and 'User Accounts'. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Account', 'Product', and 'Admin'. The bottom status bar shows 'Internet | Protected Mode: On' and the system clock '3:12 PM 8/19/2014'.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Advertising	<input checked="" type="checkbox"/>				X
Appliances	<input type="checkbox"/>				X
Architects	<input type="checkbox"/>				X
Audio Video Equipment	<input checked="" type="checkbox"/>				X
Building Materials	<input type="checkbox"/>				X
Cabling Contractors	<input checked="" type="checkbox"/>				X
Cabling Suppliers	<input type="checkbox"/>				X
Cash & Cheque Collection	<input type="checkbox"/>				X
Catering Services	<input type="checkbox"/>				X
Chemicals	<input type="checkbox"/>				X
Cleaning	<input type="checkbox"/>				X
Construction	<input type="checkbox"/>				X
Consultant	<input type="checkbox"/>				X
Electrical Equipment	<input type="checkbox"/>				X
Fuel	<input type="checkbox"/>				X

Products & Services:

iSupplier Portal>Admin>Products & Services>Add

- You can register against the respective categories and then click on **Apply**

The screenshot shows the 'Add Products and Services' page in the iSupplier Portal. The page title is 'Add Products and Services: Telecommunication-Software (procurement inc)'. The page contains a table with the following columns: 'Products and Services' and 'View Sub-Categories'. The 'Products and Services' column lists the following categories: Internet & Communication, IP, Mail, SMS, Broadcast, Telephony, Voice Mail, Messaging, Mass Communication, and Paging. The 'View Sub-Categories' column has checkboxes for each category. A red arrow points to the 'Apply' button in the top right corner of the table area. The page also includes a navigation menu at the top and a taskbar at the bottom.

Products and Services	View Sub-Categories
Internet & Communication	<input type="checkbox"/>
IP	<input type="checkbox"/>
Mail	<input type="checkbox"/>
SMS	<input type="checkbox"/>
Broadcast	<input type="checkbox"/>
Telephony	<input type="checkbox"/>
Voice Mail	<input type="checkbox"/>
Messaging	<input type="checkbox"/>
Mass Communication	<input type="checkbox"/>
Paging	<input type="checkbox"/>

- Bank Accounts:

iSupplier Portal>Admin>Bank Accounts>Add

- You will need to fill all the mandatory fields that have a red **astrix** * on the side
- If this is your Primary bank account where all the payments need to be made then you need to check both the boxes under **Address Assignments**
- ◆ **The account is used by all addresses**
- ◆ **The account is the primary account for all addresses**
- Then click on **apply** after which you will get another screen shown in the next page

Add Bank Account

Country: Qatar

* Bank Number: []

* Branch Number: []

Currency: QAR - Qatar Rial

* Bank Account Number: []

* Bank Account Name: []

Description: []

Account Type: []

Inactive Date: [] (example: 18Aug2011)

Bank Account Holder: []

Check Digits: []

Address Assignments

All Addresses

The account is used by all addresses

The account is the primary account for all addresses

Specific Addresses

Copy from Another Account

Address Name	Address Details	Used by Address	Primary Account
IPROUREMENT	isofital Doha, 1122, Qatar	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Notes to Administrator: []

Cancel Apply

- Bank Accounts (Continued):

◆ Fill in all the mandatory fields marked with a red **astrix** *

◆ Make sure under the field **Type** choose **Swift** and fill the field **BIC** with your banks

SWIFT

NUMBER (This is mandatory as well)

◆ Then click on **Confirm**

Bank and Branch Details - Windows Internet Explorer

http://lithium.qtel.com.qe:8013/OA_HTML/OA.jsp?page=/oracle/apps/pos/sbd/webui/...&retainAM=Y&addBreadCrumb=Y&OASF=POS_

Supplier Portal

Admin: Profile Management, Address Book > Products and Services > Bank Accounts > Add Bank Account >

Information

There are no details in the system for the bank and branch you have defined for the new account. Please enter details for both and press Confirm.

Bank and Branch Details

Indicates required field

Country United States

Bank Number qnb

Bank Name

Branch Details

Branch Number 4233

Type

Branch Name

Description

BIC

Branch Address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City/Locality

Country

State/Region

Province

Postal Code

Cancel Confirm

Home | Orders | Shipments | Planning | Account | Product | Admin | Home | Logout | Preferences | Help

Internet | Protected Mode: On

3:16 PM 8/19/2014