

# How to Register

Log into [www.ooredoo.qa](http://www.ooredoo.qa)

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

The screenshot shows the Ooredoo website homepage. At the top, there is a navigation bar with the Ooredoo logo, a search bar, and a language selector set to 'عربي'. Below the navigation bar is a red banner with the text '4G Mobile At Home Nojoom eShop Customer Service Community' and a 'switch to Business' button. The main content area features several promotional tiles: a large '4G' tile with a person in a white suit, a 'Nojoom' tile with the text 'Life is more rewarding with Nojoom', an 'ePay' tile with 'eTopUp | ePayment', a 'Latest Offers' tile for '10x DATA', a 'What's New' tile for 'Joyalukkas', and a 'Join our Community!' tile with 'Ask Questions'. At the bottom, there are three sections: 'I Want To...' with sub-sections 'Choose', 'Buy', 'Manage', and 'Learn About'; 'About Ooredoo' with links like 'About Us', 'Find Us', 'Press Room', 'Investor relations', 'Careers', 'e-Procurement', 'Regulatory', 'Corporate', and 'Governance'; and 'Follow Us' with social media icons for Facebook, Twitter, LinkedIn, Google+, YouTube, and Instagram. A red arrow points from the 'e-Procurement' link in the footer to the 'e-Procurement' link in the footer.

www.ooredoo.qa/en/EPROC\_INTRODUCTION

Sitemap | Terms and Conditions | Privacy Policy | Contact Us

1:30 PM 8/19/2014

Click on **New Registration**

The screenshot shows the Ooredoo e-Procurement website. 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 e-Procurement. To the right of the banner is a login section with fields for User Name and Password, and a 'Remember Us' checkbox. Below the login section is a navigation menu with links for Introduction, New Registration, Login, Forms, Tenders and Auctions, and Training Documents. A red arrow points from the text 'Click on New Registration' to the 'New Registration' link in the navigation menu. Below the navigation menu is a section for Promotions for Personal Customers and Promotions for Business Customers. At the bottom of the page, there is a footer with links for Site Map, Terms and Conditions, Privacy Policy, and Contact Us. The Windows taskbar is visible at the bottom of the screenshot, showing the date and time as 2:10 PM on 8/19/2014.

## Suppliers & Contractors to follow their respective registration process as follows

- ❑ **Suppliers** will only have to provide the mandatory documents and the supplier categorization form with the registration request and then click on the continue button shown on the next page
- ❑ **Contractors** need to provide the mandatory documents and the additional relevant forms listed below
- ❑ please read the process and timelines for registration review and mail the relevant mandatory documents and **forms** to the mailing address mentioned below
- ❑ Then click on the **Continue** button

The screenshot displays the Ooredoo e-Procurement website. At the top, there is a navigation bar with links for 4G Mobile, At Home, Nojoom, eShop, Customer Service, and Community, along with a search bar and a 'switch to Business' button. Below this is a large banner for 'e-Procurement' featuring a 3D rendering of cardboard boxes. To the right of the banner is a login section with fields for 'User Name' and 'Password', and buttons for 'Login' and 'Remember Username'. Below the login section are navigation tabs for 'Mozaic', 'Switch to Ooredoo', and 'Ooredoo fibre'. The main content area is titled 'MANDATORY DOCUMENTS' and is divided into two sections: 'SUPPLIERS' and 'CONTRACTORS'. The 'SUPPLIERS' section lists four mandatory documents: a copy of business/commercial registration, a brief description of the company profile, a copy of product catalogues, and ICT Qatar approval. The 'CONTRACTORS' section lists four mandatory forms: Building Works, Fiber Optics Cabling Works, Copper Cabling Works, and Underground Duct Laying & Civil Works. Below these sections is a 'PROCESS' section detailing the registration steps and timelines. At the bottom of the page, there is a 'MAILING ADDRESS' section for both Suppliers and Contractors, and a 'Continue' button. The footer contains sections for 'I Want To...' (Choose, Buy, Manage, Learn About), 'About Ooredoo', and 'Follow Us' (social media icons).

**MANDATORY DOCUMENTS**

**SUPPLIERS**

- COPY OF YOUR BUSINESS/COMMERCIAL REGISTRATION DOCUMENT.
- A BRIEF DESCRIPTION OF YOUR COMPANY PROFILE, PREFERENCES AND THE TYPE OF PRODUCTS AND SERVICES YOU OFFER.
- A COPY OF YOUR CATALOGUES FOR THE PRODUCTS YOU INTEND TO SUPPLY Ooredoo.
- ICT QATAR APPROVAL FOR TELECOM SUPPLIERS.
- ALL SUPPLIERS NEED TO FILL **THE CATEGORIZATION FORM**.

**CONTRACTORS**

- BUILDING WORKS FIBER, COPPER CABLING WORKS AND UNDERGROUND DUCT LAYING CONTRACTORS ARE REQUIRED TO PRINT, FILL AND SUBMIT THE ADDITIONAL FORMS GIVEN BELOW AND FOLLOW THE INSTRUCTIONS PROVIDED ON EACH PAGE.
  - **Building Works**
  - **Fiber Optics Cabling Works Form.**
  - **Copper Cabling Works Form.**
  - **Underground Duct Laying & Civil Works Form.**

**PROCESS**

- Suppliers & Contractors have to complete the entire registration process until they finally click on the register button on the last page.
- Our processing time is approximately 15 working days for supplier registration and 30 days for contractors depending on all relevant documents requested above have been provided to us.
- Suppliers have to complete the entire registration process till they finally click on the register button in the last page.
- All approved Supplier/Contractors will receive an email notification with the user name and password where they can log in and update their company profile.
- Suppliers/Contractors who's registration request have been rejected will also receive an email notification.
- Completing the registration process does not guarantee your company will receive a request to bid or a contract from Ooredoo, nor does it imply that your company has any type of procurement relationship, either now or in the future, until Ooredoo's procurement team has a requirement and invites you to participate in our procurement process.
- For details on how to register and update your profile please refer to the **Training document** link in the e-Procurement home page.

**MAILING ADDRESS**  
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[Continue](#)

**I Want To...**

Choose	Buy	Manage	Learn About
Hala Shahy BlackBerry Mobile Data	Handsets Plans Internet Devices Thuraya Service	My account My Email Top Up My Hala ePayment	4G Community Nojoom

**About Ooredoo**

About Us  
Find Us  
Press Room  
Investor relations  
Careers

**Follow Us**

Facebook  
Twitter  
LinkedIn  
Google Plus  
YouTube  
Instagram

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Complete the **Registration form** and click on **Register**

\*Taxpayer ID is for Local Tax Identification no.

\* DUNS no. is Only for North American companies.

**Supplier Registration**  
Please enter the details for your company and then press Register to submit your request. At least one tax id is required to complete the registration.

**Company Details**  
Enter the details for your company and provide an address that is suitable for receiving RFQ documents.

\* Company Name  
Taxpayer ID  
Tax Registration Number  
DUNS Number

\* Address Name  
Country: @Croatia  
Address

\* City/Town/Locality  
County  
State/Region  
Province  
Postal Code

**Note**  
Note to Approver

**User Details**  
Enter user's personal information

**Register**

**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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