

Access/Pass Request for the Ooredoo premises User Guide

Background

“Ooredoo Access/Pass Request” aims to streamline Access Request management for Consultants/Contractors coming to Ooredoo via registered Vendors. The application will capture the necessary application as mentioned below from the vendors and ensure that the respective authorities do the necessary approvals and the access cards are ready as per procedure/policy.

The request will be going on two level of approvals. After getting all the approvals the request status will be changed to approved and ‘Ready for Collect Access Card’.

Ooredoo does not allow people to enter any of their offices without having permission granted by the Security department. The permission is granted through an Access Card which controls access to building and office doors. The cards have electronic inscriptions about the Buildings/Floors/Offices where entry is allowed for a specific period. The passes automatically expire after the End Date specified in a pass is over.

The Security Pass Request Application is meant to manage the Security Pass Issue process of Ooredoo for Contractors/Consultants deployed in Ooredoo offices against works undertaken by the Vendors.

Objective

This guide will help with filling the Ooredoo Access Request online using iSupplier Portal

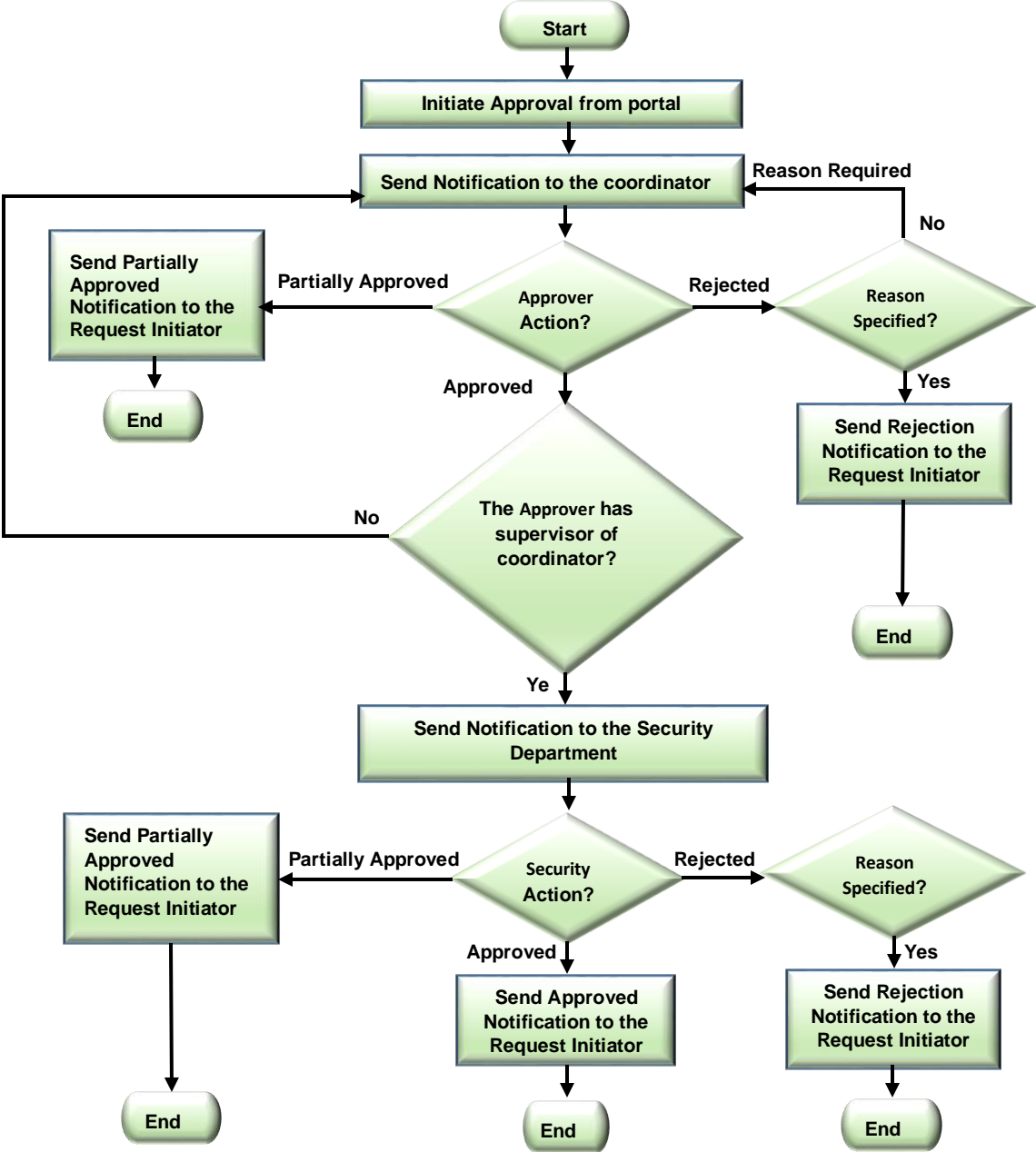
Assumption

We assume you are an approved Supplier with Ooredoo and have iSupplier portal access.

Business Processes Following are the Business Processes involved in the *Security Pass Issue* function.

Sl.	Business Process	Performed By
1	Raise a request for Security Pass	Supplier
2	Review and approve or reject the Request by the concerned department personnel	Ooredoo coordinator specified in each request.
3	Approve or Reject the department head approved request by the Security Department	Superior of coordinator specified in each request.
4	Review Attached request data and attachments Approve / reject by Security Department Team	Security Department User
5	Inform the Requestor when the card is ready to issue	Security Department User
6	Collect Access Request from Security Department	Supplier’s PRO

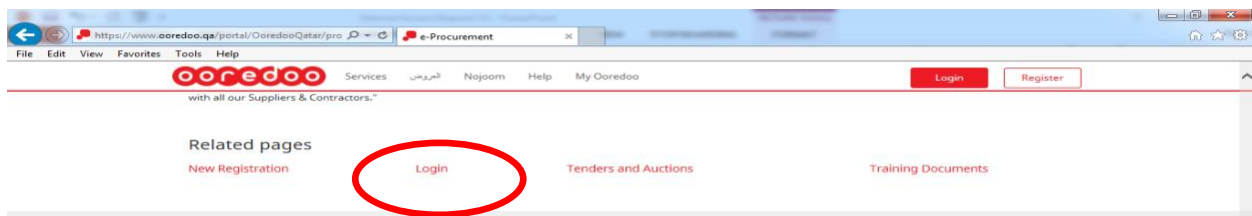
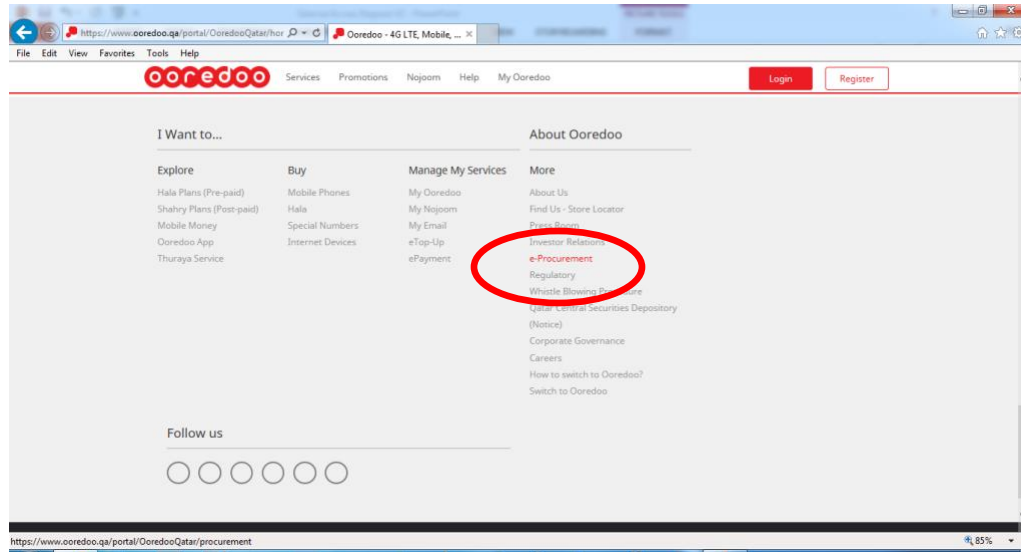
Access Request Process



How to Login

Please login to the Ooredoo website <https://www.ooredoo.qa/> → e-Procurement → Login

Scroll down to the bottom of the page and click on e-procurement as shown below

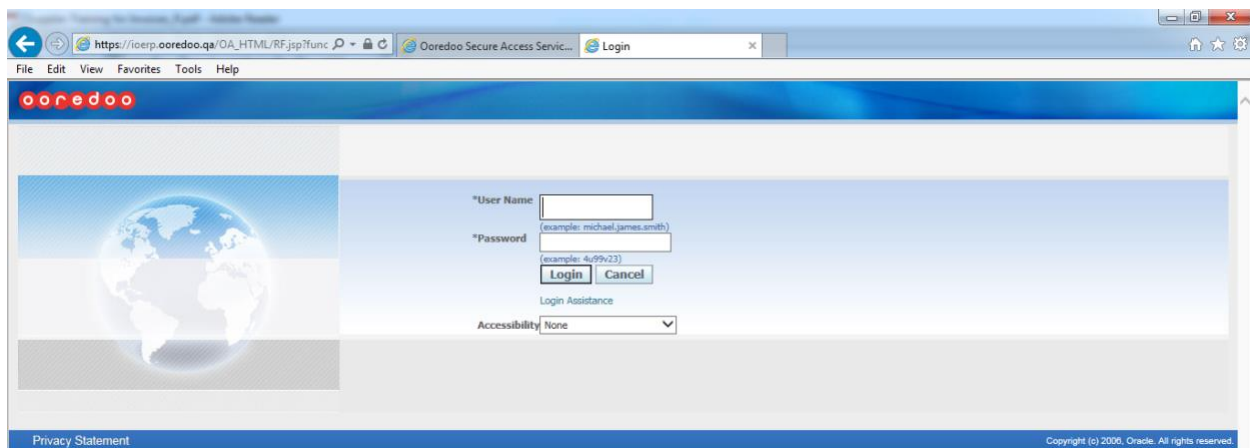


Click here to login using the credentials supplied to you.

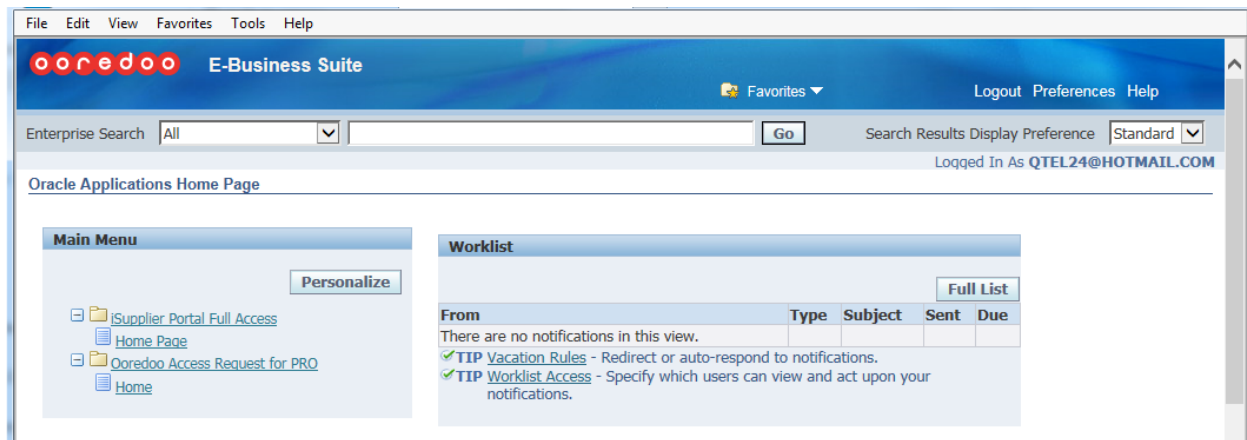
Alternatively you can use the link <https://www.ooredoo.qa/portal/OoredooQatar/procurement>

Click the link below to open the iSupplier portal

1. Enter your username and password provided by Ooredoo.



2. Once successfully logged in, it will open the Main Menu shown below



- **iSupplier Portal Full Access:** using this feature you can update your company profile, contacts and bank account details.
- **Ooredoo Access Request for PRO:** using this feature you can access only the access request module.



Note: - if your company has Individual PRO or Resource Manager, you can request this responsibility from the Ooredoo security department. You must provide a company authorisation letter, Passport, picture and valid company email account to the security department.

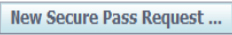
3. Once clicking on the feature you need, it will open the home page as shown below

4. Once clicking Access Request, it will open the Access Request Home Page as shown below. The first time will be display with an empty dashboard.

Access Request Home Page with Some Sample Data

The screenshot shows the Ooredoo Access Request for PRO interface. At the top, there is a navigation bar with 'Home', 'Logout', and 'Preferences' links. Below this, there are two buttons: 'Submit For Approval ...' and 'New Secure Pass Request ...'. The main content area is divided into sections: 'Supplier Details' (showing 'iprourement inc' with supplier number 'I9999'), a search filter section with fields for 'Person Name', 'Passport Number', 'Q Visa Number', 'Access Status', 'Group ID', 'Access Request ID', and 'Card Number', and a table of access requests. The table has columns for 'Access ID', 'Person Name', 'Passport Number', 'Access Start Date', 'Access End Date', 'Coordinator', 'PO Number', 'Contract Number', 'Card Number', 'Group ID', 'Attachments', and 'Access Status'. The bottom of the page includes a 'Privacy Statement' link and copyright information.

- (1) Clicking on the New **Security Pass Request** will open a New Application Form. Clicking on the **Submit for Approval Button** will open the selection page to submit valid and rejected applications to Ooredoo coordinators.
- (2) Displays the Supplier details who has logged into application. This area can be expanded and collapsed.
- (3) Supplier can search for a Access Request for consultants. This area can expand and collapse.
- (4) Clicking the  will open a New Application Form. Clicking the  will open a selection page to submit valid and rejected applications to Ooredoo coordinators.
- (5) This area displays a list of Access Requests as per search criteria, if you click on Access ID/Person Name it will display details of each request. If you click on group ID, it will display a list of access requests and associated request. If you click on status, it will display the Action History of each Group.
- **How to create a Consultant?**

By clicking on the  Button you will be redirected to the following page as shown in screen shot.

The screenshot displays the Ooredoo system interface. At the top, there is a navigation bar with the Ooredoo logo, a home icon, and links for 'Navigator', 'Favorites', 'Home', 'Logout', and 'Preferences'. Below this is a toolbar with buttons for 'Submit For Approval ...', 'Cancel Request', 'Duplicate Request...', 'Save', and 'Cancel'.

The main content area is divided into two sections:

- Supplier Details:** This section contains a form with various input fields. Mandatory fields (indicated by an asterisk) include Name, Last Name, Job Title, Nationality, Phone1, Access Start Date, Access End Date, Project Coordinator e-mail, and Project Coordinator Name. Optional fields include Gender, Status, Visa Sponsor Name, Q Visa Type, QID / Q Visa Number, Q Visa Date of Issues, Q Visa expiry Date, Passport Number, Passport expiry Date, Purchase Order, Contract Reference, Access Locations, Reason, Approver Comment, Group ID, Access Request ID (pre-filled with 238), and Card Number.
- Required Documents for Access Request:** This section features an 'Add Attachment' button and a table with the following columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows 'No results found.' Below the table is a 'Return to Search' link and another set of action buttons: 'Submit For Approval ...', 'Cancel Request', 'Duplicate Request...', 'Save', and 'Cancel'.

At the bottom of the page, there is a footer with 'Privacy Statement', 'Home Logout Preferences', and 'Copyright (c) 2006, Oracle. All rights reserved.' A zoom level of 100% is also visible in the bottom right corner.

- **Mandatory Data:** - Enter the consultant using the required data in the Consultant Details Region.

Name, Last Name, Job Title:
 Nationality: (select from the list)
 Phone1, Access Start Date, Access End Date,
 Project Coordinator email: (select from the list),
 Q Visa Type: (select from the list),
 QID/Q Visa Number, Q Visa expiry Date,
 Passport Number, Passport expiry Date, Access Locations, Reason

- **Optional Fields:** Enter the following optional fields in the Consultant Details Region.
 Gender: (select from the list)
 Phone 2, Email, Visa Sponsor Name, Purchase Order, Contract Reference

Mandatory Documents: Attached Following required Documents

1. Passport
2. Photograph - Passport Size (only jpg Format)
3. Qatar ID

4. Qatar Visa
5. Agreement of Contract (If the applicant sponsor company is different, please provide Sub-Contract Agreement)

Sample Data following page as shown in screen shot:-

o o o o o o o
Navigator Favorites Home Logout Preferences

Confirmation
"bb021909.pdf" attachment has been updated successfully

[Submit For Approval ...](#)
[Cancel Request](#)
[Duplicate Request...](#)
[Save](#)
[Cancel](#)

Supplier Details

System Messages

Access Request ID Filed Message
 224 Visa Expiry date/Visa Expiry date should not be less than Qatar Time
 224 Passport Expiry /Passport Expiry date should not be less than Qatar Time

* Name

* Last Name

* Job Title

Gender

* Nationality

* Phone1

Phone2

Email

* Access Start Date

* Access End Date

* Project Coordinator e-mail

Project Coordinator Name

*

Status

Visa Sponsor Name

* Q Visa Type

* QID / Q Visa Number

Q Visa Date of Issues

* Q Visa expiry Date

* Passport Number

* Passport expiry Date

Purchase Order

Contract Reference

* Access Locations

* Reason

Approver Comment

Group ID

Access Request ID

Card Number

Group Action History

ID	GroupID	AccessRequestID	Approver Hierarchy	Action	Performed	Action Date	Reject Reason
No results found.							

Required Documents for Access Request

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
1-12553572452/YR.jpg	File		Qatar ID	QTEL24@HOTMAIL.COM	07-Aug-2018	One-Time		
bb021909.pdf	File		Passport	QTEL24@HOTMAIL.COM	07-Aug-2018	One-Time		
0008x.png	File		Photo (jpg Format)	QTEL24@HOTMAIL.COM	04-Aug-2018	One-Time		

[Submit For Approval ...](#)
[Cancel Request](#)
[Duplicate Request...](#)
[Save](#)
[Cancel](#)

Home Logout Preferences

70%

How to Submit for Approval

By Clicking on the [Submit For Approval ...](#) in main page you will redirected to the page as shown in the following screen shot

Click the box which you want to submit for approval and click on the submit for approval button.

Access Request Review Cancel

Supplier Details

Access Request List

Select Object: [Submit Approval](#)

[Select All](#) | [Select None](#)

Select	Contractor Name		Reason	Access Details		ID's		Status	
	First Name	Last Name		Start Date	End Date	Group ID	Access Request ID		
<input type="checkbox"/>	Mohmad	Khan	Ooredoo HQ1,H2	50850	04-Aug-2018	25-Aug-2018	224	224	Validated
<input type="checkbox"/>	Satya	Raidu	Ooredoo HQ1,H2	50850	04-Aug-2018	18-Aug-2018	223	226	Validated

[Return to Search](#) Cancel

Home Logout Preferences

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

How to Identify the Approval Status

By Clicking on Access Request in the main page you will be redirected to the page as shown in the following screen shot

The screenshot displays the Ooredoo system interface. At the top, there is a navigation bar with the Ooredoo logo, a home icon, a Navigator dropdown, a Favorites dropdown, and links for Home, Logout, and Preferences. Below the navigation bar, there are two buttons: "Submit For Approval ..." and "Cancel".

The main content area is divided into several sections:

- Supplier Details:** Shows Supplier Name as "iprourement inc", Supplier Number as "I9999", Start Date as "05-Oct-2006", and End Date as "End Date".
- List of Security Pass Requests:** A table with the following data:

Group ID	Request ID	Contractor Name	Nationality	Passport Number	Passport Expiry Date	Q Visa Type	QID / Q Visa Number	Visa Expiry Date	Contract PO Reference	Reason	Access Locations	Start Date	End Date	Access Status	Approver Comment
224	224	Mohmad Khan	QATARI TRAVEL DOCUMENT (QTD)	1234567890	30-Jun-2018	RESIDENCE_PERMIT	ABD01234567	30-Jun-2018	2018/20192/1212	Testing Project		04-Aug-2018	25-Aug-2018	Validated	
- Action History:** A table with the following data:

Id	GroupId	AccessRequestId	Approver Hierarchy	Action By Employee Name	Action Performed	Action Date	Reject Reason
446	224		Requestor	Surampudi, Mr. Veera Venkata Satya Durga Prasad			

At the bottom of the main content area, there are two buttons: "Submit For Approval ..." and "Cancel".

The footer of the page contains "Privacy Statement", "Home Logout Preferences", and "Copyright (c) 2006, Oracle. All rights reserved."

Canceling a Request:

Note: You will not be able to undo a cancellation.

Re-Submitting a Request:

Note: Resubmission is applicable only for lines having the status of *Rejected*. Before resubmitting ensure that the reason for the earlier rejection is rectified. The re-submission will nullify the earlier rejection reason in the Request, but the earlier rejection reason will be visible in the *Approval Comment Filed*.