

شركة البترول الوطنية الكويتية البترول الوطنية إحدى شيكان منسب السريل التوريب A Solutiony of Kunst Profession		Contact us Home
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7 LOGIN OR REGISTER	■ eSOURCING HELPDESK Need assistance? Please contact our eSourcing Helpdesk: Phone: (+965) 23887792, 23887794 E-mail: cwphelp@knpc.com	USEFUL LINKS Commercial Documents

Getting Started - Registration & Authentication



Supplier Registration & Authentication Process

Any new Supplier (Local or International) who wishes to get Prequalified or participate in Tenders run by KNPC must register on the KNPC eSourcing portal. The registration form can be accessed by clicking on the 'Supplier Registration' button. Suppliers will have to provide some Basic Company information before a temporary password is sent to the registered users email address.

Once the registration process is completed KNPC will need to Authenticate your company before you are granted access to the main site.

These step by step instructions will guide you through the Registration & Authentication process on the KNPC eSourcing portal.

Visit <u>https://esourcing.knpc.com</u> and click on the '**Supplier Registration**' button found in the bottom left hand side of your screen.

شركة البترول الوطنية الكويتية البترول الوطنية إحدي شركان مرئسة البشريل الكويف A Babeslary of Kowelt Petroleum Corporation		Contact us Home
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■ LOGIN OR REGISTER	■ eSOURCING HELPDESK Need assistance? Please contact our eSourcing Helpdesk: Phone: (+965) 23887792, 23887794	 > Commercial Documents > Monthly Supplier Services Newsletter



Read the information on this page accessing the supporting documentation (1) if required and then continue to the registration page by clicking on the '**Supplier Registration**' link (2).

WELCOME TO CWP - KNPC's eSOURCING PORTAL	
ス SUPPLIER REGISTRATION Welcome to the KNPC eSourcing portal. By completing the registration form you will gain access to the site. Once within the	eSOURCING HELPDESK Need assistance? Please contact our eSourcing Helpdesk:
system you will need to complete additional information so that your company may be authenticated by KNPC. This will enable your company to participate in Public opportunities. Detailed instructions on this process and the prequalification process can be found here.	Phone: (+965) 23887792, 23887794 E-mail: cwphelp@knpc.com
+ Required Documents For Local Company	
+ Required Documents For Foreign Company	
Supplier Registration 2	

Complete the Registration form. Fields that are marked with asterisk (*) are mandatory and must be completed to move on.



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Registration Data	Reset	Close	Save
✓ Organisation Details			
* Organisation Name			
200 STAR TRADING CO. W.L.L., KUWAIT			
* Registered Office Address			
P.O.BOX: 5046, SALMIYA, 22061			
* City			
Kuwait			
* Country			
KUWAIT	•		
* State/County			
Al Ahmadi	•		
* Postal Code			
12145			

Once you have successfully saved your Registration form you will be presented with the 'Supplier Authentication' form. ALL mandatory questions in this form must be completed for KNPC to start the Authentication process for your Company.

Su	pplier	Authentication		Sat	ve & Continue
		• MANDATORY INFORI o Gain Access To The	MATION Full ESourcing Site All Mandatory Questior	ns In This Form Must Be Answered.	
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	Company Type	* Please choose one or several types which best describe your business	Manufacturer Vendor Contractor Designer Principal Assembler Stockist/Supplier Local Agent Associate Consultant Supply House Training Providers	Supplier
	2	Local/Foreign	* Please confirm if your company is established in Kuwait (Local) or a Foreign Company?	•	Supplier
	~ 2-	ADDITIONAL CONTA	CT INFORMATION		



The Authentication process differs for local and foreign suppliers.

Local Suppliers

After completing all of the mandatory questions within the form Local suppliers must visit KNPC Head Office with all documents listed in this form. If all the documents are provided you will be Authenticated and able to access the main eSourcing site.

Foreign Suppliers

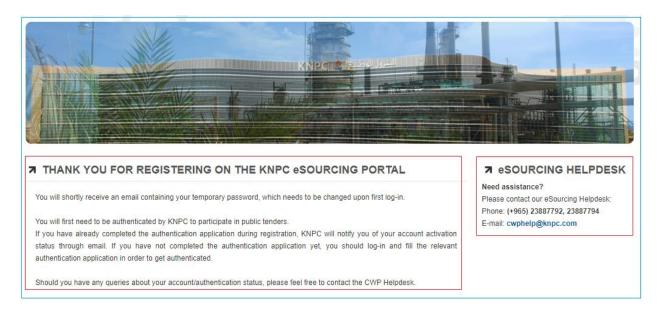
Once all mandatory questions have been answered KNPC will review your response. If information is missing or not in the required format KNPC will provide comments within the form detailing what is required and alert you via email.

All Suppliers (Local and Foreign) – Save & Exit

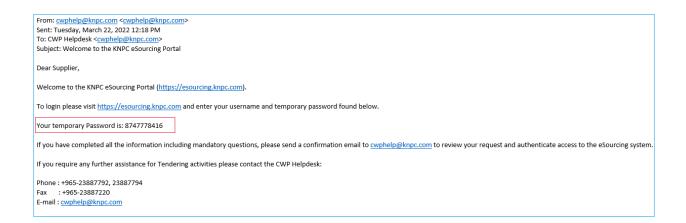
Once you have completed the Supplier Authentication form click 'Save and Exit'. You have now registered as a Supplier on the KNPC eSourcing Portal and will receive an email with your username (created by you) and a temporary password (automatically generated by the system).

Important: The username and password sent via email will only grant you access to the Supplier Authentication form. If you were unable to answer all the questions at time of registration you can go back and complete them.





Go to your registered email address inbox to retrieve your login details. This will have been sent from cwphelp@knpc.com.



Navigate to the KNPC eSourcing portal and use the login details provided within the email to login.

Note: You will not be able to access the eSourcing site until you have been authenticated by KNPC. Until Authentication is complete suppliers will only be allowed access to the Supplier Authentication form to ensure all the necessary information has been provided.



			Contact us	Home
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➤ LOGIN OR R username: ffi	g999	■ eSOURCING HELPDESK Need assistance? Please contact our eSourcing Helpdesk: Phone: (+965) 23887792, 23887794 E-mail: cwphelp@knpc.com	 Commercial Documer Monthly Supplier Service Payment State 	S nts vices Newslet us Enquiry

Upon entering the KNPC eSourcing portal for the first time you will be presented with a '**User Agreement**' which needs to be reviewed. Entry to the site is only granted following acceptance of this agreement.

Adobe PDF File
eSOURCING USER AGREEMENT
1. Introduction 1.1. This User Agreement between Kuwait National Petroleum Company (hereinafter called the "KNPC") and the entity that does business with KNPC for supply of materials or service (hereinafter called "Supplier") governs the access and use of the KNPC eTendering Portal (the "System") by the Supplier to respond to an invitation from KNPC to participate in a procurement exercise.
 1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), a Request for Quotation (RFQ) or an electronic Auction. 1.3. This User Agreement applies to the Supplier's and Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of KNPC, the Supplier agrees to be bound by this User
Agreement. 1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules framed by KNPC, then the provisions of such further rules shall take precedence over this User Agreement.
I HAVE READ AND AGREE TO THE ESOURCING USER AGREEMENT
I agree
Continue



For security purposes you are require to change your password. Ensure that you keep your username and password secure

Speci Pass Proce	ify A New word in Order To ed
	For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click "Submit" to continue.
	Passwords must contain at least 6 characters Password must be different from login New password must be different from the previous 3 passwords Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: \!£ \$%&/()=?'^€[]#@,.::><*+
New Pa	ssword
Confirm	Password
Ca	ncel Submit

Complete all the mandatory fields (1) and click 'Save & Exit' (2). You are not required to complete the form within one login session. You are able to save your response and log back in at a later time or date to complete all the fields required.



Su	pplie	r Authentication		Save	e & Continue
		1- MANDATORY INFORM To Gain Access To The F		Mandatory Questions In This Form Must Be Answered.	
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	Company Type	* Please choose one or several types which best describe your business	Manufacturer Vendor Contractor Designer Principal Assembler Stockist/Supplier Local Agent Associate Consultant Supply House Training Providers	Supplier
	2	Local/Foreign	* Please confirm if your company is established in Kuwait (Local) or a Foreign Company?	Local 💌	Supplier
	~ :	2- ADDITIONAL CONTAC	T INFORMATION		
		QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	1	Additional Contact Person	* Please provide an additional contact person name	Mohammad	Supplier

Your Authentication form is now complete. You will receive an email from the CWP Helpdesk once the information submitted has been reviewed.

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If you have completed all the information including mandatory questions, please send a confirmation email to cwphelp@knpc.com to review your request and authenticate access to the eSourcing system. Local & foreign supplier do not need to visit KNPC Head Office. All suppliers will be informed by email upon authentication.	Recourse of the second

KNPC eSourcing Registration & Authentication



If unsuccessful you will be advised to login to the KNPC eSourcing portal and review your submission which will also contain notes from KNPC. Suppliers that fail to get authenticated within 6 months of Registration will have their account terminated.

If successful you will be advised that you have been granted full access to the site and can now participate in Tenders and seek Prequalification for categories of interest.

From: <u>cwphelp@knpc.com</u> Date: 23 March 2022 at 10:20:58 AM GMT+3 To: Berny Haykal Subject: Information Regarding Account Access on KNPC eSourcing Portal
Dear User,
Your account has been enabled by KNPC on KNPC eSourcing Portal
To access your account click the following link: https://esourcing.knpc.com/esop/guest/login.do?qvu=64148657017FB5A5A093
The link can be used only once and is valid for a limited time (it will expire in a few hours).
This is KNPC system for all tendering activities (Guide line: https://esourcing.knpc.com/esop/kuw-kpc-host/public/attach/responding_to_tenders.pdf).
If you require any further assistance for Tendering activities please contact the CWP Helpdesk:
Phone : +965-23887792, 23887794 Fax : +965-23887220 E-mail : <u>cwphelp@knpc.com</u>

For any additional help please contact the CWP eSourcing Helpdesk on:

Phone: (+965) 23887792, 23887794 E-mail: cwphelp@knpc.com