

KNPC eSourcing Portal



The screenshot shows the homepage of the KNPC eSourcing Portal. At the top left is the KNPC logo and name in Arabic and English. To the right are 'Contact us' and 'Home' buttons. Below this is a large banner image of the KNPC building with the text 'WELCOME TO CWP - KNPC's eSOURCING PORTAL'. The main content area is divided into three columns: 'LOGIN OR REGISTER' with a login form (username, password, Enter button, and a 'Forgot your password?' link) and a 'Supplier Registration' button; 'eSOURCING HELPDESK' with contact information (Need assistance?, Please contact our eSourcing Helpdesk, Phone: (+965) 23887792, 23887794, E-mail: cwp@knpc.com); and 'USEFUL LINKS' with a list of links: Commercial Documents, Monthly Supplier Services Newsletter, Invoice Payment Status Enquiry, and KNPC Annual Tender Plan 2020-21. Below these is a 'RUNNING TENDERS' section and a 'MESSAGE TO KNPC E-SOURCING CUSTOMERS' section. At the bottom, there is a copyright notice: '© Copyright KNPC. All Rights Reserved. | Disclaimer | Privacy Policy | System Requirements'.

Getting Started - Registration & Authentication

KNPC eSourcing Portal



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

شركة البترول الوطنية الكويتية
A Subsidiary of Kuwait Petroleum Corporation

WELCOME TO CWP - KNPC's eSOURCING PORTAL

LOGIN OR REGISTER

username:

password:

Enter

Forgot your password?

Supplier Registration

eSOURCING HELPDESK

Need assistance?
Please contact our eSourcing Helpdesk:
Phone: (+965) 23887792, 23887794
E-mail: cwphelp@knpc.com

USEFUL LINKS

- Commercial Documents
- Monthly Supplier Services Newsletter
- Invoice Payment Status Enquiry
- KNPC Annual Tender Plan 2020-21

MESSAGE TO KNPC E-SOURCING CUSTOMERS

KNPC eSourcing Portal



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

➤ SUPPLIER REGISTRATION

Welcome to the KNPC eSourcing portal. By completing the registration form you will gain access to the site. Once within the 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. **← 1**

- + Required Documents For Local Company
- + Required Documents For Foreign Company
- > Supplier Registration **← 2**

➤ eSOURCING HELPDESK

Need assistance?
Please contact our eSourcing Helpdesk:
Phone: (+965) 23887792, 23887794
E-mail: cwphelp@knpc.com

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

KNPC eSourcing Portal



12:12 Arabia Time

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.

Supplier Authentication Save & Continue

1- MANDATORY INFORMATION
To Gain Access To The Full ESourcing Site All 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 <input type="checkbox"/> Manufacturer <input type="checkbox"/> Vendor <input type="checkbox"/> Contractor <input type="checkbox"/> Designer <input type="checkbox"/> Principal <input type="checkbox"/> Assembler <input type="checkbox"/> Stockist/Supplier <input type="checkbox"/> Local Agent <input type="checkbox"/> Associate <input type="checkbox"/> Consultant <input type="checkbox"/> Supply House <input type="checkbox"/> Training Providers | Supplier |
| 2 | Local/Foreign | * Please confirm if your company is established in Kuwait (Local) or a Foreign Company? <input type="text"/> | Supplier |

2- ADDITIONAL CONTACT INFORMATION

KNPC eSourcing Portal



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.

KNPC eSourcing Portal



THANK YOU FOR REGISTERING ON THE KNPC eSOURCING PORTAL

You will shortly receive an email containing your temporary password, which needs to be changed upon first log-in.

You will first need to be authenticated by KNPC to participate in public tenders.

If you have already completed the authentication application during registration, KNPC will notify you of your account activation status through email. If you have not completed the authentication application yet, you should log-in and fill the relevant authentication application in order to get authenticated.

Should you have any queries about your account/authentication status, please feel free to contact the CWP Helpdesk.

eSOURCING HELPDESK

Need assistance?

Please contact our eSourcing Helpdesk:

Phone: (+965) 23887792, 23887794

E-mail: cwphelp@knpc.com

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

From: cwphelp@knpc.com <cwphelp@knpc.com>
Sent: Tuesday, March 22, 2022 12:18 PM
To: CWP Helpdesk <cwphelp@knpc.com>
Subject: Welcome to the KNPC eSourcing Portal

Dear Supplier,

Welcome to the KNPC eSourcing Portal (<https://esourcing.knpc.com>).

To login please visit <https://esourcing.knpc.com> and enter your username and temporary password found below.

Your temporary Password is: 8747778416

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.

If you require any further assistance for Tendering activities please contact the CWP Helpdesk:

Phone : +965-23887792, 23887794

Fax : +965-23887220


E-mail : 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.


KNPC eSourcing Portal





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[Contact us](#) [Home](#)



WELCOME TO CWP - KNPC's eSOURCING PORTAL

LOGIN OR REGISTER

username:

password:

[Forgot your password?](#)

[Supplier Registration](#)

eSOURCING HELPDESK

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USEFUL LINKS

- Commercial Documents
- Monthly Supplier Services Newsletter
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RUNNING TENDERS

MESSAGE TO KNPC E-SOURCING CUSTOMERS

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

I do not agree

[Continue](#)

KNPC eSourcing Registration & Authentication

KNPC eSourcing Portal



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

Specify A New Password In Order To Proceed

× 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.

i 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 Password

Confirm Password

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.

KNPC eSourcing Portal



Save & Continue

Supplier Authentication

v **1- MANDATORY INFORMATION**
 To Gain Access To The Full ESourcing Site All 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 <input type="checkbox"/> Manufacturer <input type="checkbox"/> Vendor <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Designer <input type="checkbox"/> Principal <input type="checkbox"/> <input type="checkbox"/> Assembler <input type="checkbox"/> Stockist/Supplier <input type="checkbox"/> Local Agent <input type="checkbox"/> Associate <input type="checkbox"/> <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Supply House <input type="checkbox"/> Training Providers | Supplier |
| 2 | Local/Foreign | * Please confirm if your company is established in Kuwait (Local) or a Foreign Company? Local ▼ | Supplier |

v **2- ADDITIONAL CONTACT 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.

Home

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 إحدى شركات مؤسسة البترول الكويتية
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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.

eSOURCING HELPDESK

Need assistance?

Please contact our eSourcing Helpdesk:
 Phone: (+965) 23887792, 23887794
 E-mail: cwphelp@knpc.com

KNPC eSourcing Portal



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: cwphelp@knpc.com

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?quv=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 : cwphelp@knpc.com

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

Phone: (+965) 23887792, 23887794

E-mail: cwphelp@knpc.com