



إحدى شركات مؤسسة البترول الكويتية
A Subsidiary of Kuwait Petroleum Corporation

K-Tendering Portal K-Companies Unified Portal Bidder/Supplier Registration Guide



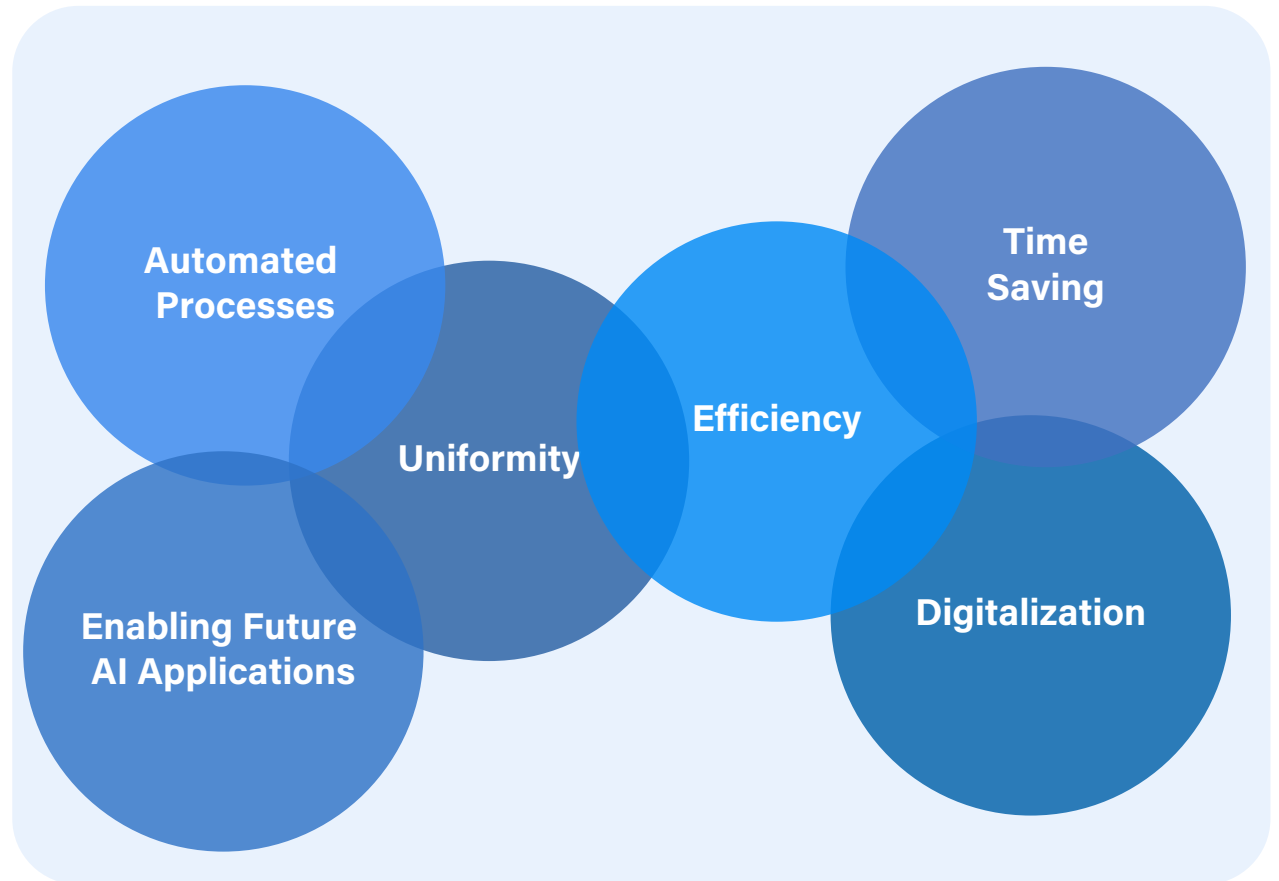
Kuwait Petroleum Corporation | **مؤسسة البترول الكويتية**
and subsidiaries | **وشركاتها**

K-Tendering Portal

K-Tendering Portal is a unified Portal for K-Companies where Bidders/Suppliers and Business Partners can utilize it ensuring ease of use and uniformity across the Oil Sector in Kuwait.

Benefits for Business Partners:

- User Friendly
- Ease of Access
- Streamlined Tendering Process
- Enhance the Quality of Bids Submissions
- Carry out all Pre-Qualifications for the Common Categories Registration
- Ability to Participate in all Open Tenders of K-Companies without the hassle of registering multiple times separately



K-Tendering Portal

Kuwait Oil Company Message regarding K-Tendering Portal to our Business Partners:

- Simplicity in allowing Business Partners to find relevant opportunities
- Expedite the overall process of Bid Submission and Award of Contracts
- Enhance & Ease the Process of Bids Submissions by the Business Partners
- Ease the communication channel between the Company and the Business Partners
- Increase the participation of Business Partners in upcoming/published RFQ's/RFP's
- Provide User Friendly interface/system wherein Business Partners can effortlessly utilize
- Provide utmost security to the Business Partners by guaranteeing a secure environment for sharing prices and commercial documents

Kuwait Oil Company is continuously working to improve and enhance the Tendering Process for its Business Partners aiming to achieve the highest possible standards and strengthen its relationship with its Contractors.

The following slides will stipulate in details how new Business Partners can register in K-Tendering Portal wherein they can access all K-Companies Tenders (as applicable - i.e. restricted Tenders requires invitation). It may be noted that majority of Business Partners already registered in eBusiness Portal have received emails granting them access to K-Tendering Portal along with their login information.

K-Tendering Portal

The below steps stipulates the Registration Process (Refer to the Screenshots):

- Business Partners can navigate to <https://ktendering.com.kw>
- Click on “Supplier Registration” button.
- Fill in all the required details which consists of general Organisation Details as well as the User Account Details - Slide No. 7 & 8.
- Click on the “Save” button.
- New page will appear requesting more details - Slide No. 9.
- Choose the type of Supplier (SME/Regular) - Slide No. 9.
- New sub-menu will appear with additional General details to be filled - Slide No. 10 & 11.
- Based on the additional General details responses, two new sub-menus will appear requiring more details and documents - Slide No. 12.
- Fill in the Kuwaiti Vendor Registration Form and Bank Details - Slide No. 13 & 14 (Note: ensure to read and agree to the Disclaimer).
- Click on the “Confirm” button.
- New page will appear requesting final confirmation. You may either say yes in case you would like to submit your registration request or no in case you would like to amend any of the details prior to submitting it for verification and review - Slide No. 15 & 16.

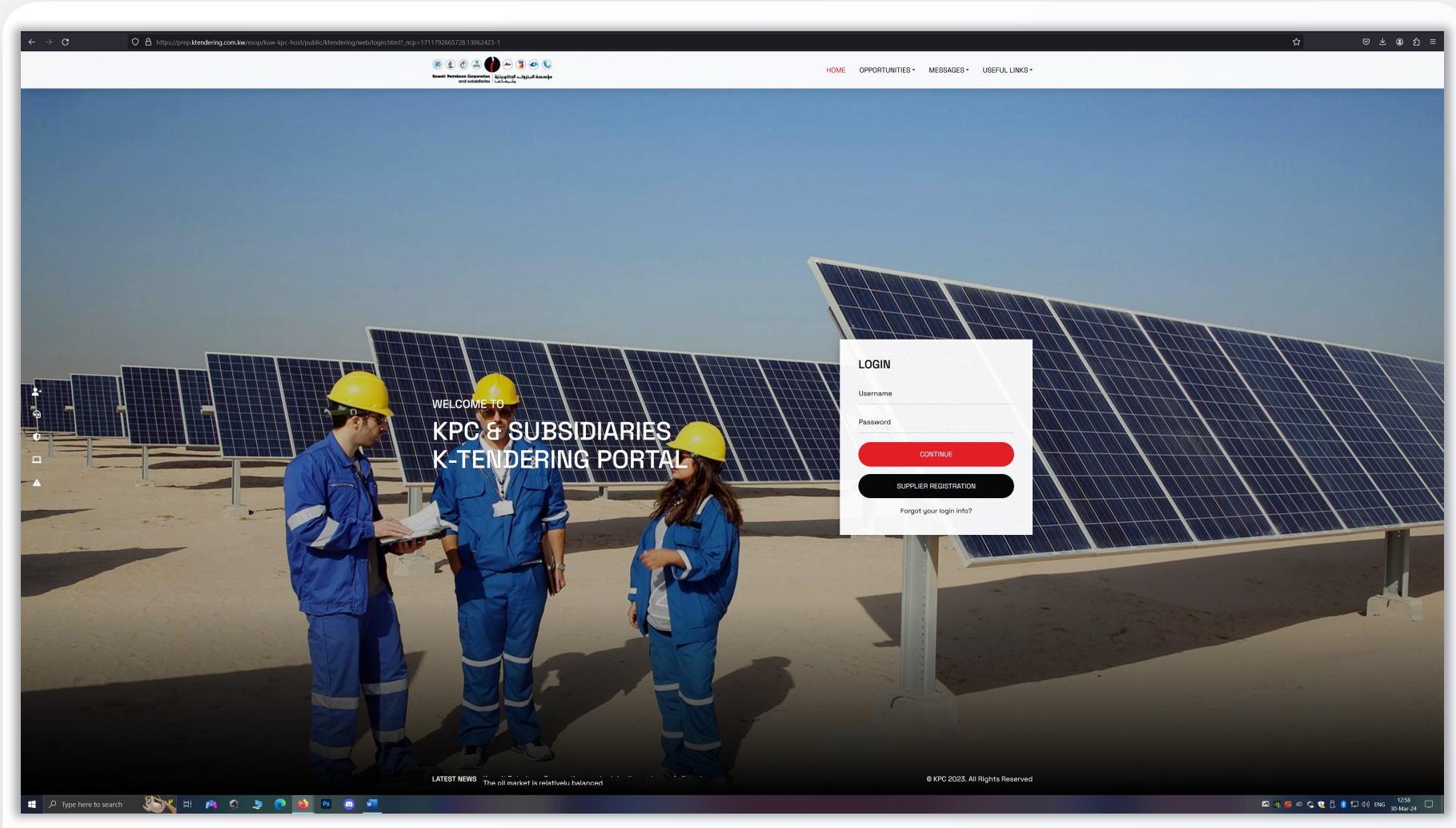
K-Tendering Portal

The below steps stipulates the Registration Process (Refer to the Screenshots):

- You will receive an auto generated email from "admin@ktendering.com.kw" providing you with a temporary password - Slide No. 17.
- You can login in K-Tendering Portal by using the Username as submitted in the User Account Detail (Slide No. 7 & 8) and the temporary password.
- Once you login, you must agree to K-Tendering Portal Disclaimer - Slide No. 19
- Click on "[Continue](#)" button.
- New page will appear requesting to change your temporary password - Slide No. 20.
- You will receive an auto generated email confirming that your password has been changed - Slide No. 21.
- You can refer to your Account ID as shown in the Organization Details - Slide No. 22
- You will receive an auto generated email once registration has been approved to Activate your account.

After registration, you will only be able to see your details and modify the documents if required. You will only be able to access K-Tendering Portal and view all the RFQ's/RFP's once your registration has been approved by the administration.

K-TENDERING PORTAL REGISTRATION GUIDE -SUPPLIER REGISTRATION



K-TENDERING PORTAL REGISTRATION GUIDE - REQUIRED REGISTRATION DATA

Registration Data

Index

- Main Organisation Data
- Registration Data**
- Onboarding Pages
- Registration Confirmation

Organisation Details

- Organisation Name (enter full name in English with no abbreviations)
- Organisation Name (In the local language. E.g. enter organisation name in Chinese if the company is based in China)
- Country: UNITED KINGDOM
- State/County
- City
- Organisation Email Address
- Organisation Legal Structure
- Preferred Currency
- Registered office Address (Manufacturers shall register with their exact manufacturing facility address)
- Postal Code
- Main Organisation Phone Number
- Organisation Fax Number
- Web site
- Company or Commercial Registration Number / Chamber of Commerce # (الرقم المخصص من المصلحة التجارية / رقم التسجيل التجاري)

User Details

- Title
- First Name
- Last Name
- Phone Number (please enter "+" country code and "your phone number" with no spaces)
- Primary Email Address **IMPORTANT:** This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use 1 (one) to separate multiple addresses.
- Username (please do not forget your username)
- User Verification Question (Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?))
- Answer to User Verification Question (The hubdesk may request this information in order to verify your identity)
- Preferred Language
- Time Zone: BST/GMT - Greenwich Mean Time (Europe/L)
- User External Code

K-TENDERING PORTAL REGISTRATION GUIDE - SAMPLE FILLING OF REQUIRED REGISTRATION DATA

The screenshot displays the 'Registration Data' form on the K-Tendering Portal. The form is divided into two main sections: 'Organisation Details' and 'User Details'. The 'Organisation Details' section includes fields for Organisation Name (English and Arabic), Country (KUWAIT), State/County (Al Ahmadi), City (Ahmadi), Main Organisation Phone Number (0096523989111), Organisation Fax Number (0096523983661), Web site (https://www.kockw.com), and Company or Commercial Registration Number (21835). The 'User Details' section includes fields for Title (Mr.), Last Name (Kathem), Mobile phone number, Username (AKathem), Answer to User Verification Question (Kuwait), Time Zone (GMT+03:00 - GMT+03:00 (Etc/GMT-3)), First Name (Abdullah), Phone Number (009650000000), Primary Email Address (AKathem@kockw.com), User Verification Question (Where I was born?), Preferred Language (English (UK)), and User External Code.

Registration Data

Index

- Main Organisation Data
- Registration Data**
- Onboarding Pages
- Registration Confirmation

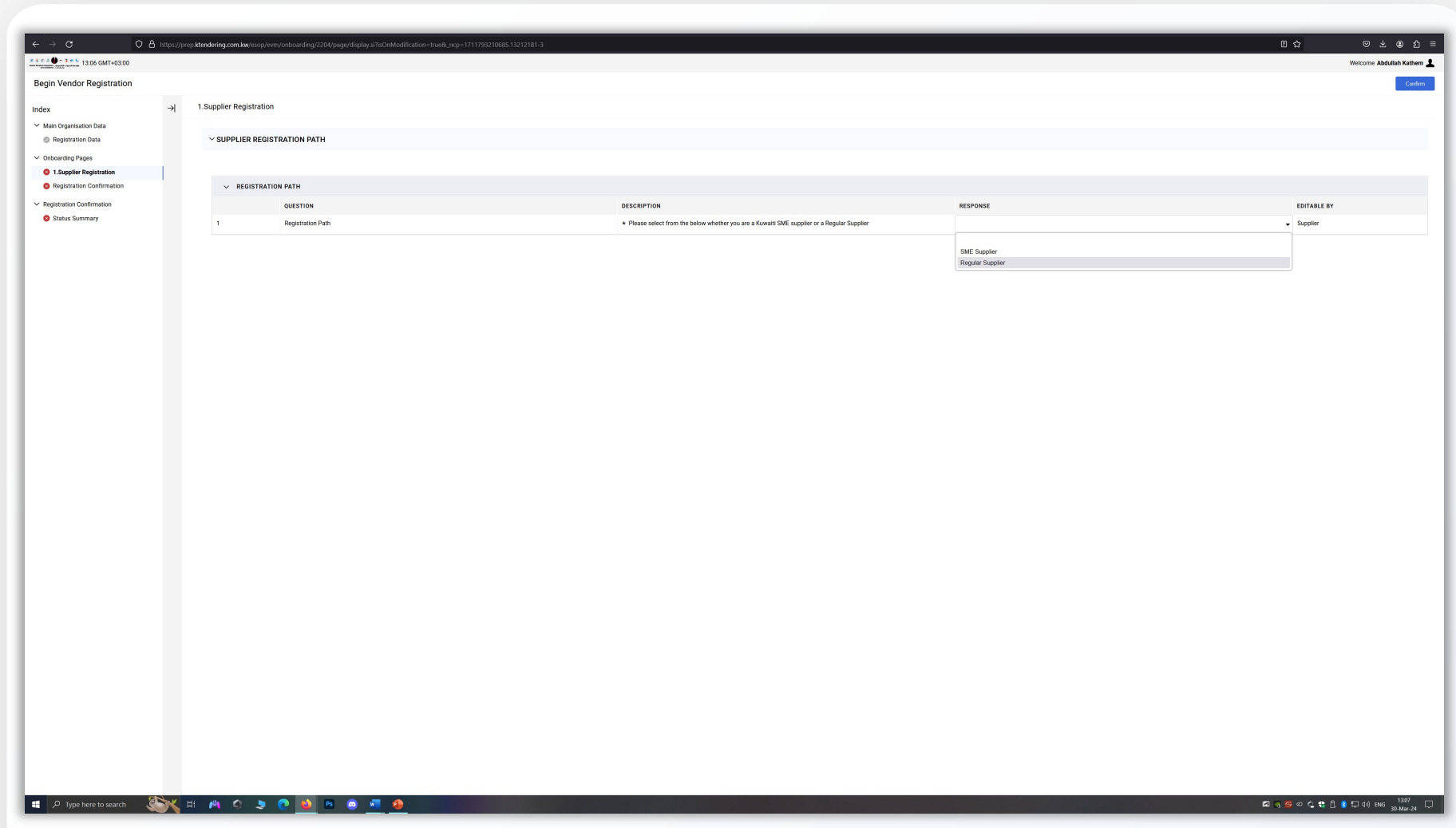
Organisation Details

- Organisation Name (enter full name in English with no abbreviations)
Kuwait Oil Company
- Registered office Address (Manufacturers shall register with their exact manufacturing facility address)
Ahmadi, Kuwait
- Postal Code
00965
- Main Organisation Phone Number
0096523989111
- Organisation Fax Number
0096523983661
- Web site
https://www.kockw.com
- Company or Commercial Registration Number / Chamber of Commerce # (الرقم المخصص من الغرفة التجارية)
21835
- Organisation Name (In the local language. E.g. enter organisation name in Chinese if the company is based in China)
شركة النفط الكويتية
- Country
KUWAIT
- State/County
Al Ahmadi
- City
Ahmadi
- Organisation Email Address
kocinfo@kockw.com
- Organisation Legal Structure
Government Body
- Preferred Currency
KWD

User Details

- Title
Mr.
- Last Name
Kathem
- Mobile (please enter "+" country code and your mobile phone number with no spaces)
- Username (please do not forget your username)
AKathem
- Answer to Your User Verification Question (The hubdesk may request this information in order to verify your identity)
Kuwait
- Time Zone
GMT+03:00 - GMT+03:00 (Etc/GMT-3)
- First Name
Abdullah
- Phone Number (please enter "+" country code and your phone number with no spaces)
009650000000
- Primary Email Address (IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use 1 (one) address to separate multiple addresses.
AKathem@kockw.com
- User Verification Question (Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)
Where I was born?
- Preferred Language
English (UK)
- User External Code

K-TENDERING PORTAL REGISTRATION GUIDE - TYPE OF SUPPLIER



K-TENDERING PORTAL REGISTRATION GUIDE - ADDITIONAL REQUIRED DATA

1. Supplier Registration

SUPPLIER REGISTRATION PATH

REGISTRATION PATH	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Registration Path	* Please select from the below whether you are a Kuwaiti SME supplier or a Regular Supplier	Regular Supplier	Supplier

SUPPLIER REGISTRATION FORM

REGISTRATION FORM	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Vendor Type	* Please specify your vendor type(s)	<input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer <input type="checkbox"/> Contractor <input type="checkbox"/> KOTC General Supplier for works of KD 30,000 and below	Supplier
2	entity/ Establishments Name (in Full):	* Please provide the entity/ establishment's Name (in Full):	<input type="text"/> Characters available: 2000	Supplier
3	Registering entity's Location	* Are you a Kuwaiti Entity?	<input type="text"/>	Supplier
4	Banking Details Submission	* Select yes to add your banking details information	<input type="text"/>	Supplier
5	Old entity Name(s)	* Please specify how many times your current entity name has been changed. If it was never changed, please select none.	<input type="text"/>	Supplier



K-TENDERING PORTAL REGISTRATION GUIDE - SAMPLE FILLING OF DATA

The screenshot displays the 'Begin Vendor Registration' page on the K-Tendering Portal. The user is logged in as 'Abdullah Kathem'. The main content area is titled '1. Supplier Registration' and contains the following sections:

- SUPPLIER REGISTRATION PATH:** A table with one row:

REGISTRATION PATH	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Registration Path	Please select from the below whether you are a Kuwait SME supplier or a Regular Supplier	Regular Supplier	Supplier
- SUPPLIER REGISTRATION FORM:** A table with five rows:

REGISTRATION FORM	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Vendor Type	Please specify your vendor type(s)	<input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> KOTC General Supplier for works of KD 30,000 and below	Supplier
2	entity/ Establishment's Name (in Full):	Please provide the entity/ establishment's Name (in Full):	Kuwait Oil Company <small>Characters available 1982</small>	Supplier
3	Registering entity's Location	Are you a Kuwaiti Entity?	Yes	Supplier
4	Banking Details Submission	Select yes to add your banking details information	Yes	Supplier
5	Old entity Name(s)	Please specify how many times your current entity name has been changed. If it was never changed, please select none.	None	Supplier
- KUWAITI VENDOR REGISTRATION FORM:** A collapsed section.
- BANK DETAILS:** A collapsed section.

K-TENDERING PORTAL REGISTRATION GUIDE - REGISTRATION FORM & BANK DETAILS

Begin Vendor Registration

Welcome **Abdullah Kathem** Confirm

1. Supplier Registration

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Registration Path	<input type="checkbox"/> Regular Supplier <input type="checkbox"/> SME Supplier	Supplier

▼ **SUPPLIER REGISTRATION FORM**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Vendor Type	<input type="checkbox"/> Supplier <input checked="" type="checkbox"/> Manufacturer <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> KOTC General Supplier for works of AOD 30,000 and below	Supplier
2	entity/ Establishment's Name (in Full):	Kuwait Oil Company <small>Characters available: 1982</small>	Supplier
3	Registering entity's Location	Yes	Supplier
4	Banking Details Submission	Yes	Supplier
5	Old entity Name(s)	None	Supplier

▼ **KUWAITI VENDOR REGISTRATION FORM**

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	LC-Memorandum and Article of Association and Amended	Drop File or Browse	Supplier
2	Memorandum and Article of Association and Amended issue date	dd/MM/yyyy	Supplier
3	LC- Chamber of commerce Certificate (Arabic)	Drop File or Browse	Supplier
4	LC- Chamber of commerce Certificate (Arabic)	Drop File or Browse	Supplier
5	LC- CAPT Registration certificate	Drop File or Browse	Supplier
6	LC- Trading license	Drop File or Browse	Supplier
7	LC - Leasing agreement (for the offices)	Drop File or Browse	Supplier
8	Disclaimer	Please download, review and confirm your agreement to the attached disclaimer Instructional Attachment Available	Supplier

▼ **BANK DETAILS**

K-TENDERING PORTAL REGISTRATION GUIDE - SAMPLE FILLING OF DATA

Begin Vendor Registration

Welcome Abdullah Kathem

1. Supplier Registration

REGISTRATION FORM

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Vendor Type	<input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> KOTC General Supplier for works of KD 30,000 and below	Supplier
2	entity/ Establishments Name (in Full):	Kuwait Oil Company <small>Characters available 1982</small>	Supplier
3	Registering entity's Location	Yes	Supplier
4	Banking Details Submission	Yes	Supplier
5	Old entity Name(s)	None	Supplier

KUWAITI VENDOR REGISTRATION FORM

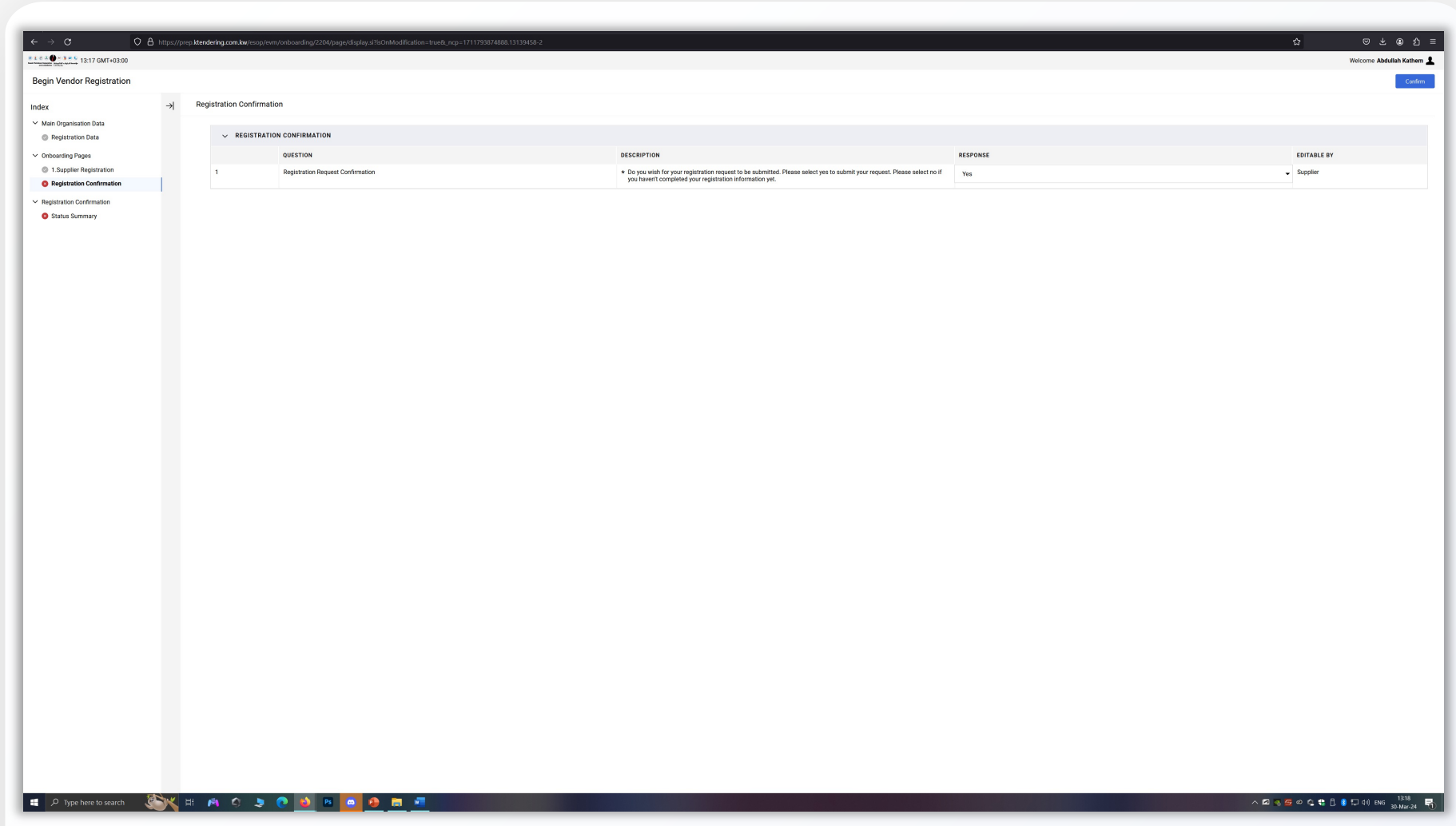
LOCAL COMPANIES REGISTRATION FORM

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	LC-Memorandum and Article of Association and Amended	Memorandum and Article.pdf 302 KB	Supplier
2	Memorandum and Article of Association and Amended issue date	01/01/2020	Supplier
3	LC- Chamber of commerce Certificate (Arabic)	Chamber of Commerce - English... 302 KB	Supplier
4	LC- Chamber of commerce Certificate (Arabic)	Chamber of Commerce.pdf 302 KB *Expiring on: 01/01/2025	Supplier
5	LC- CAPT Registration certificate	CAPT Certificate.pdf 302 KB *Expiring on: 01/01/2025	Supplier
6	LC- Trading license	Trading License.pdf 302 KB *Expiring on: 01/01/2025	Supplier
7	LC - Leasing agreement (for the offices)	Drop File or Browse	Supplier
8	Disclaimer	Confirm Instructional Attachment Available	Supplier

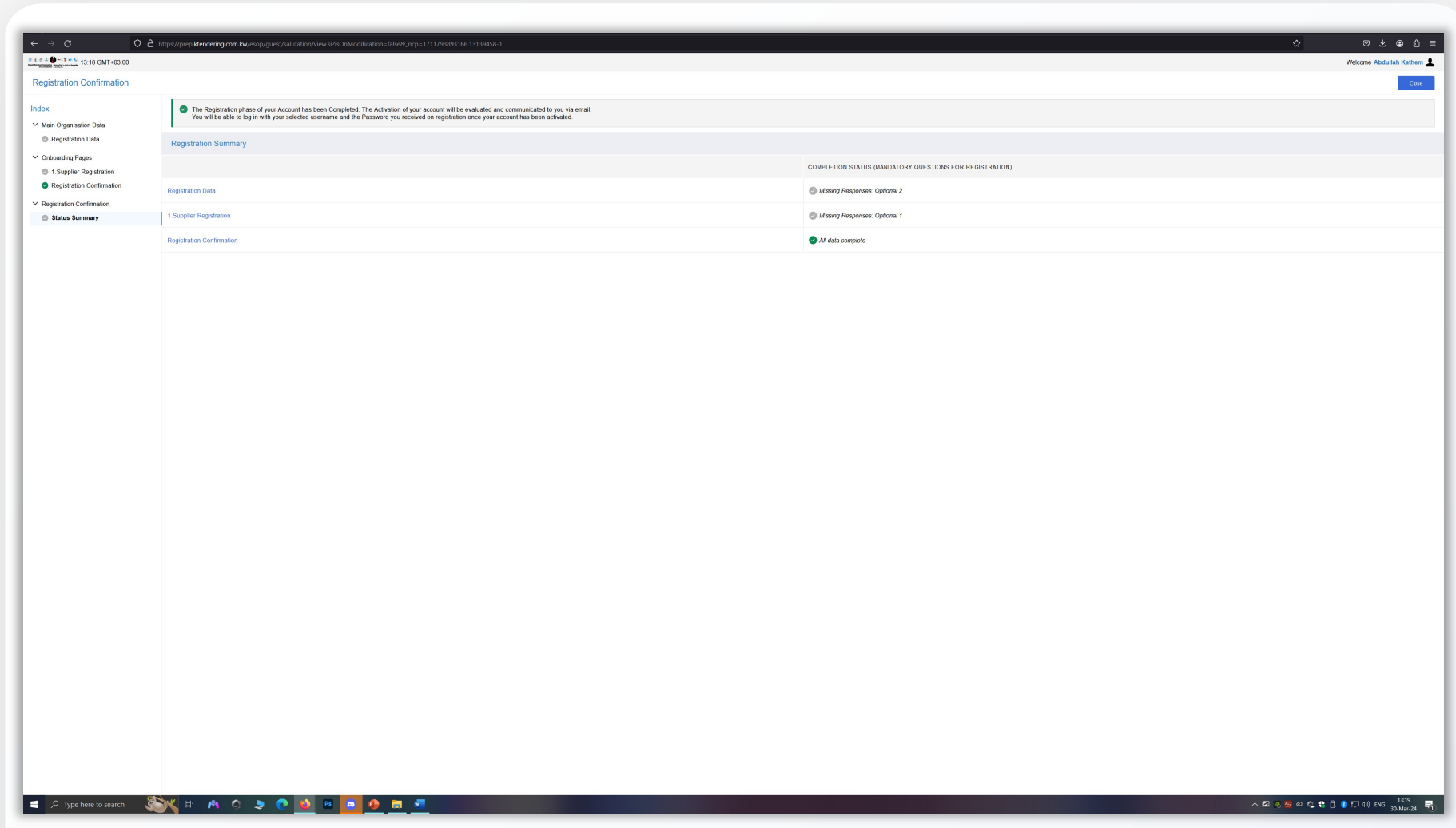
BANK DETAILS

PRIMARY BANK DETAILS

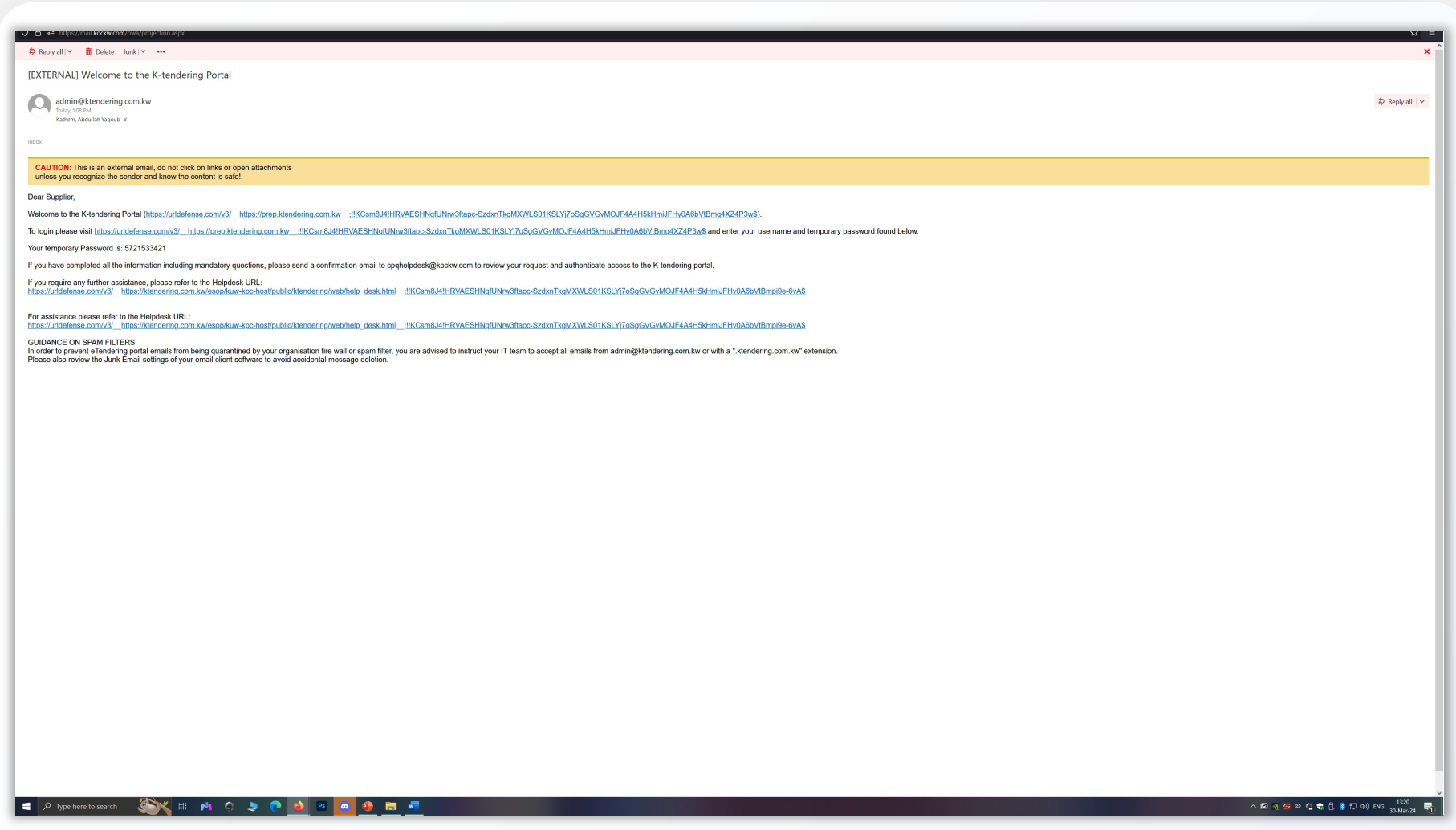
K-TENDERING PORTAL REGISTRATION GUIDE - CONFIRM REGISTRATION



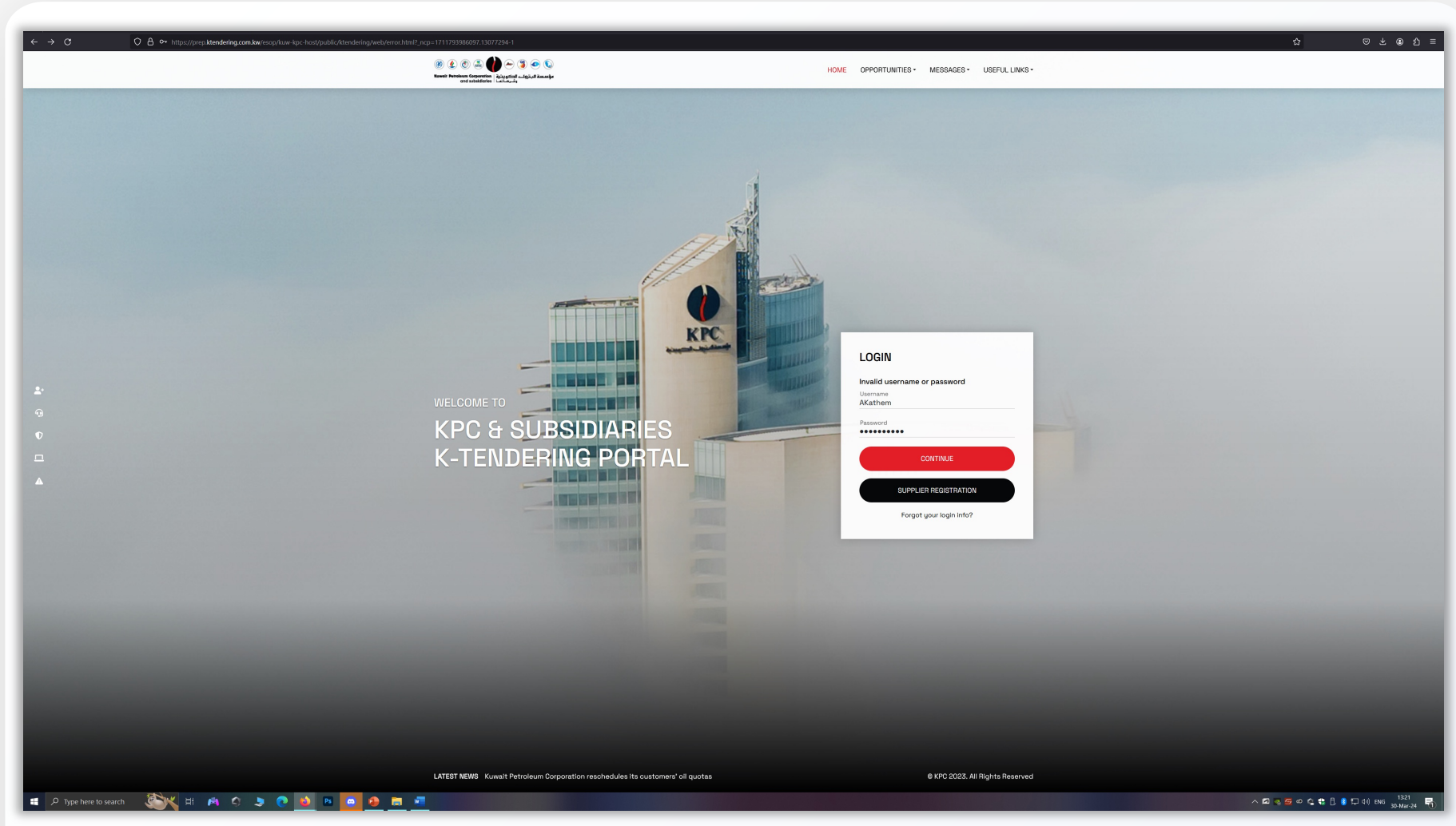
K-TENDERING PORTAL REGISTRATION GUIDE - REGISTRATION COMPLETED



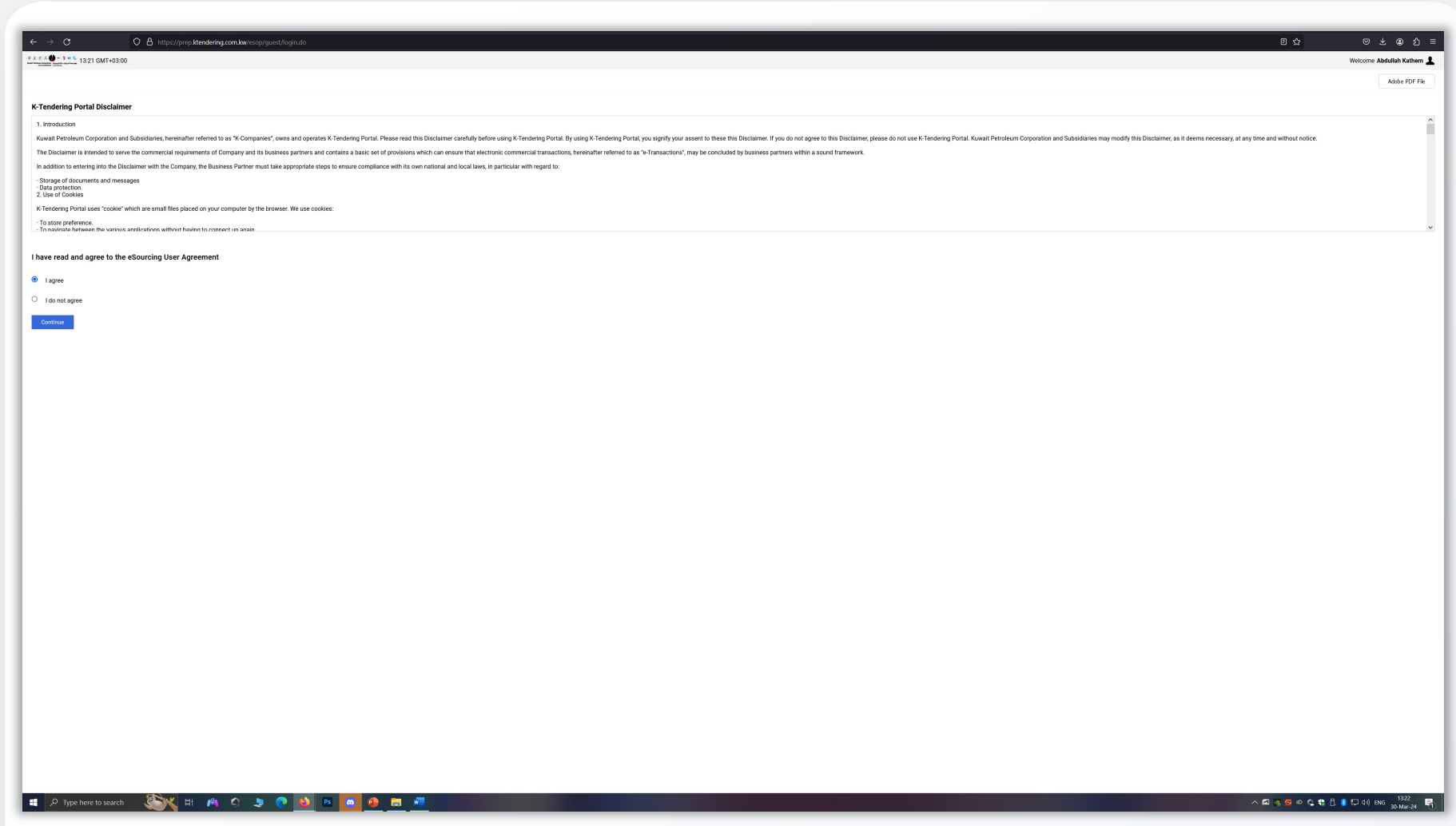
K-TENDERING PORTAL REGISTRATION GUIDE - AUTO GENERATED EMAIL WITH TEMPORARY PASSWORD



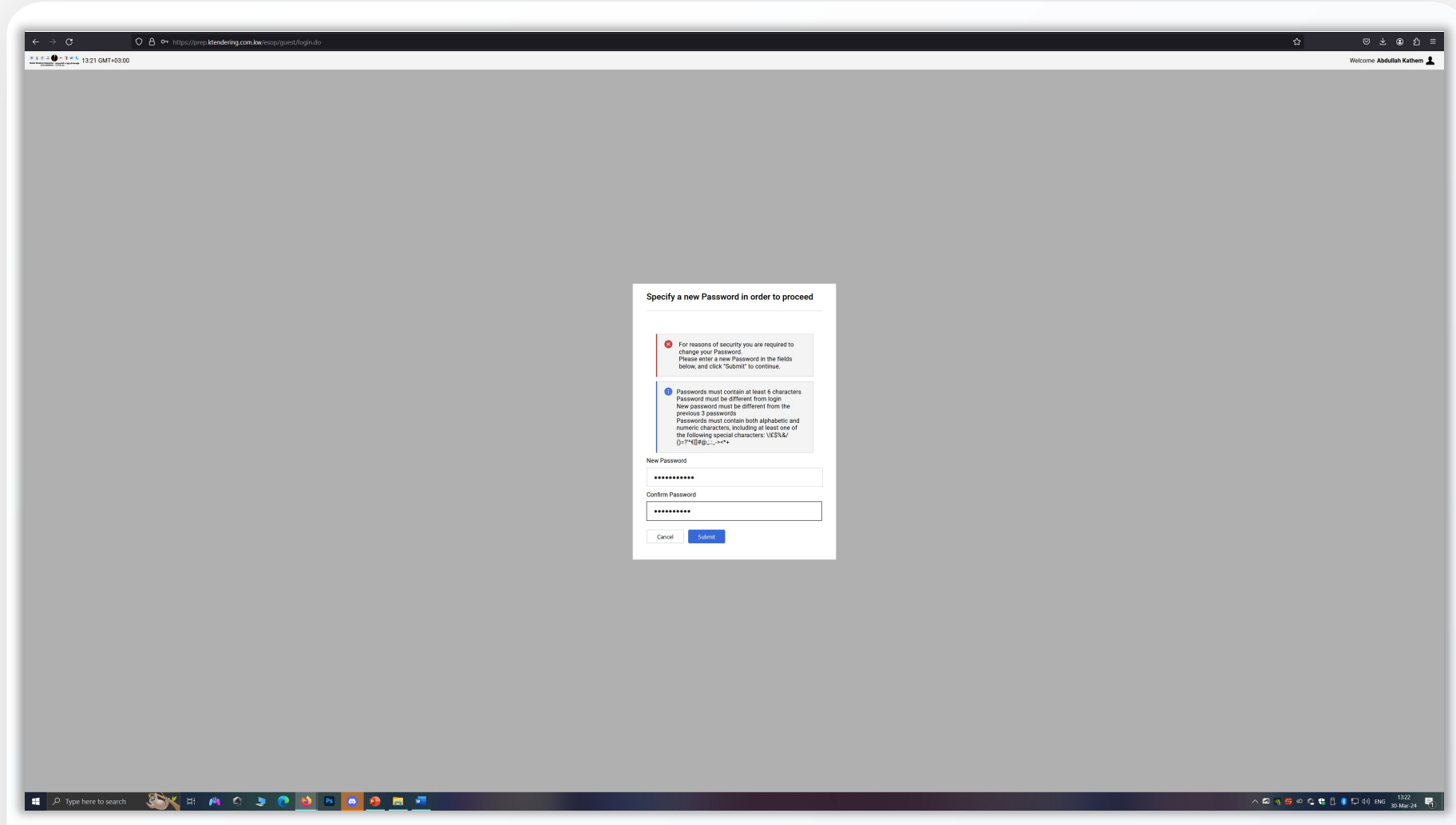
K-TENDERING PORTAL REGISTRATION GUIDE - SUPPLIER LOGIN



K-TENDERING PORTAL REGISTRATION GUIDE - AGREEING TO THE DISCLAIMER



K-TENDERING PORTAL REGISTRATION GUIDE - CHNAGING TEMPORARY PASSWORD



The screenshot displays a web browser window with the URL <https://prep.ktendering.com.kw/esp/guest/login.do>. The page title is "Specify a new Password in order to proceed". The user is logged in as "Abdullah Kathem".

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.

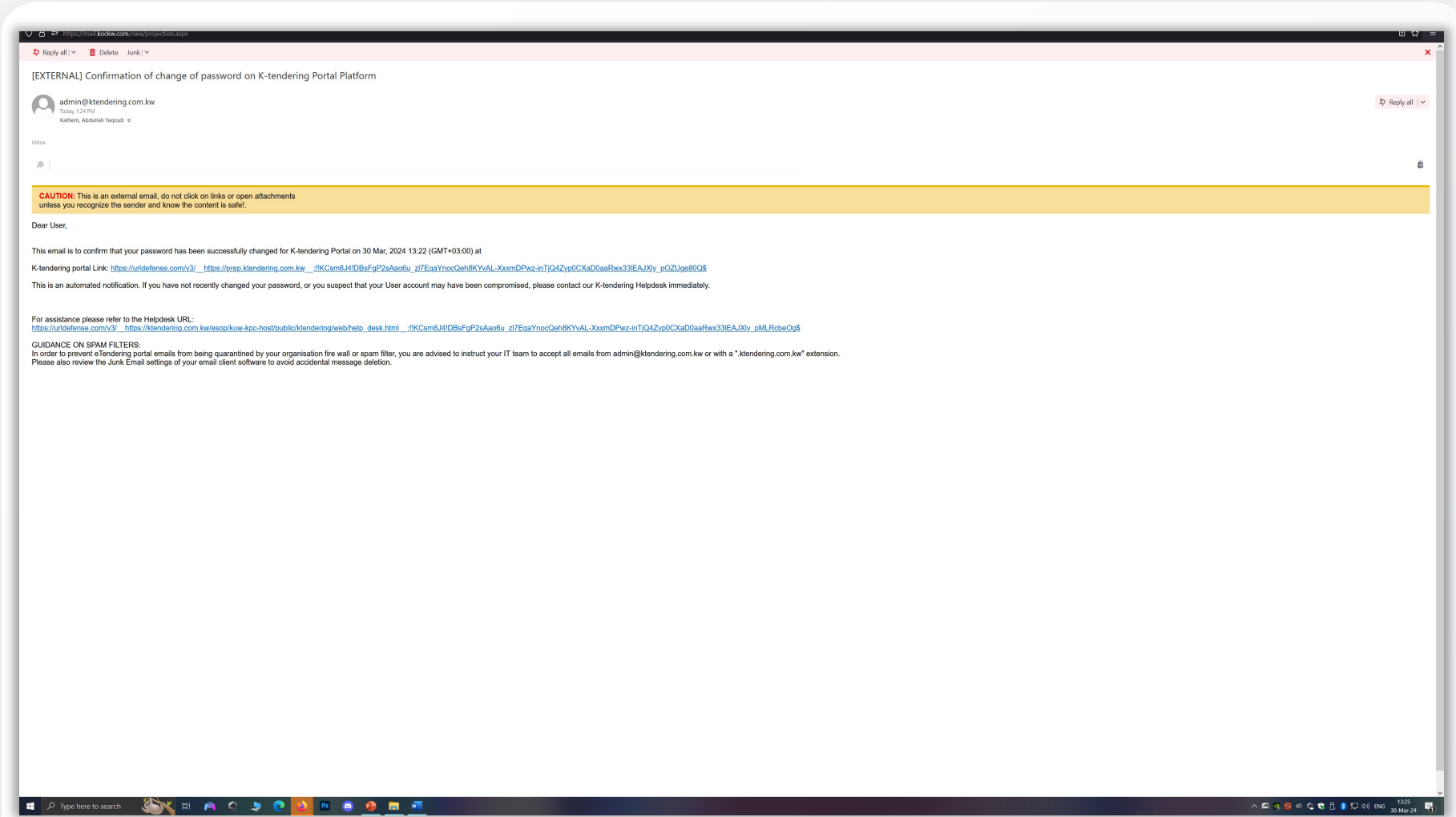
Passwords must contain at least 6 characters
Password must be different from login
New password must be different from the previous 3 passwords
Passwords must contain both alphabetic and numeric characters, including at least one of the following special characters: !@#\$%^&*()~`|;:.,_-+=

New Password

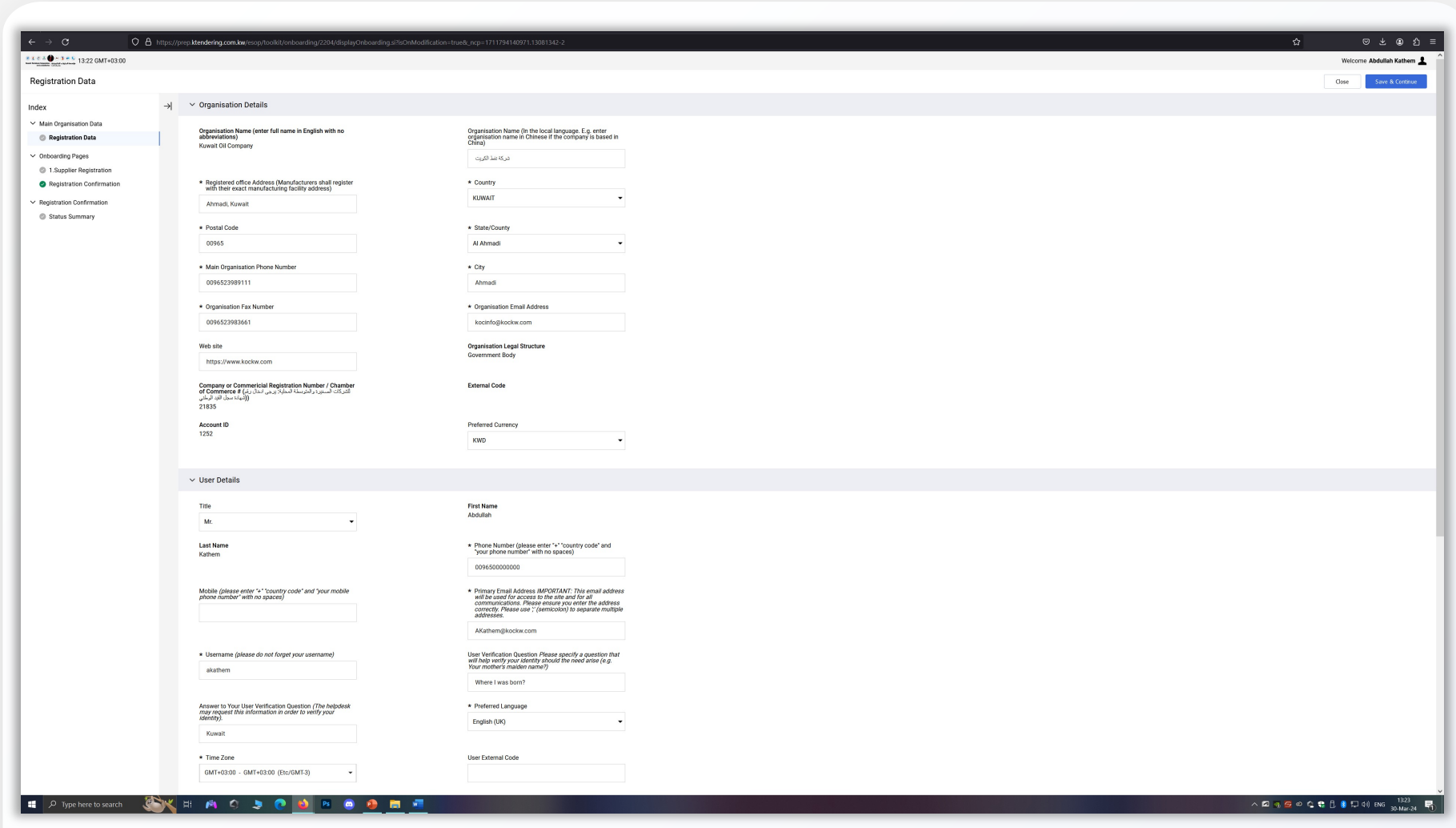
Confirm Password

Cancel Submit

K-TENDERING PORTAL REGISTRATION GUIDE - EMAIL NOTIFICATION OF PASSWORD CHANGE



K-TENDERING PORTAL REGISTRATION GUIDE - VIEW ACCOUNT ID NUMBER





Thank you

Kuwait Oil Company (K.S.C.)

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00965 - 23989111

