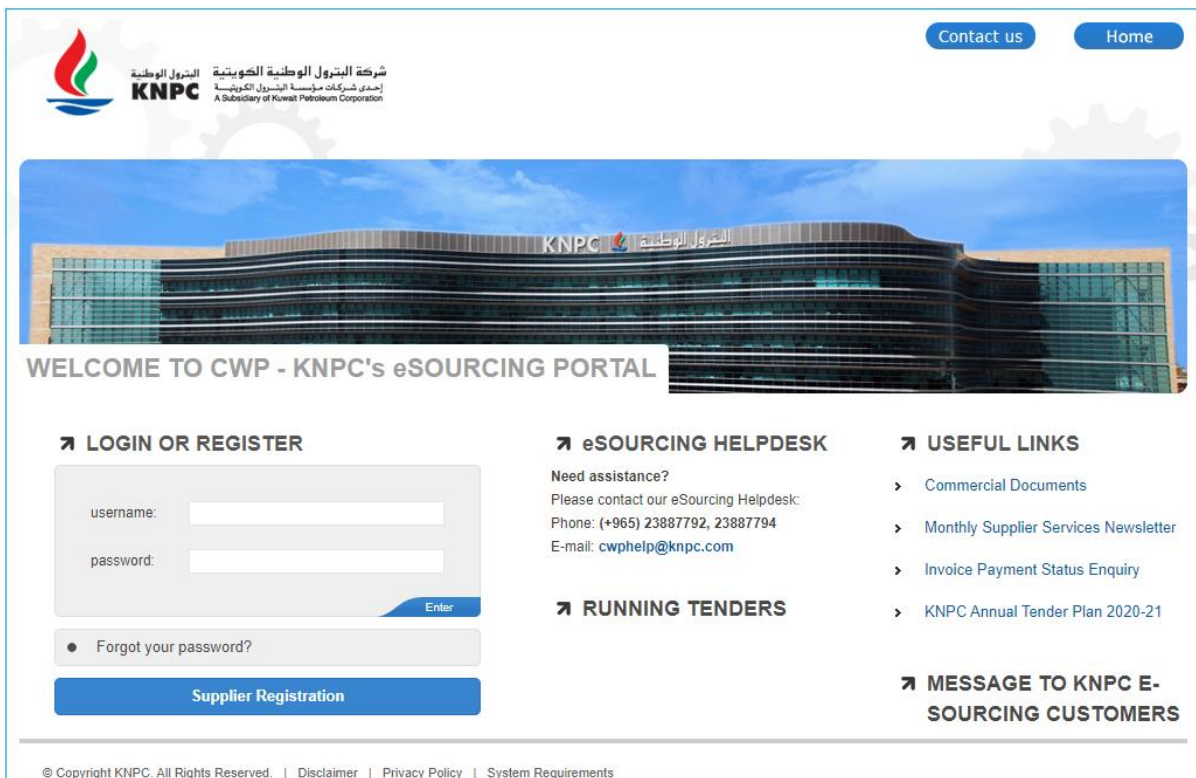


KNPC eSourcing Portal

Supplier PreQualification – Contractors & Manufacturers

PreQualification Process - Manufacturers & Contractors



The screenshot shows the KNPC eSourcing Portal homepage. At the top left is the KNPC logo and name in Arabic and English. At the top right are 'Contact us' and 'Home' buttons. Below the header 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:** Includes a login form with fields for 'username:' and 'password:', an 'Enter' button, and a 'Forgot your password?' link. A blue 'Supplier Registration' button is located below the form.
- eSOURCING HELPDESK:** Contains the text 'Need assistance? Please contact our eSourcing Helpdesk. Phone: (+965) 23887792, 23887794 E-mail: cwphelp@knpc.com'.
- USEFUL LINKS:** Lists several links: 'Commercial Documents', 'Monthly Supplier Services Newsletter', 'Invoice Payment Status Enquiry', and 'KNPC Annual Tender Plan 2020-21'.
- RUNNING TENDERS:** This section is currently empty.
- MESSAGE TO KNPC E-SOURCING CUSTOMERS:** This section is currently empty.

At the bottom of the page, there is a copyright notice: '© Copyright KNPC. All Rights Reserved. | Disclaimer | Privacy Policy | System Requirements'.

KNPC eSourcing Portal

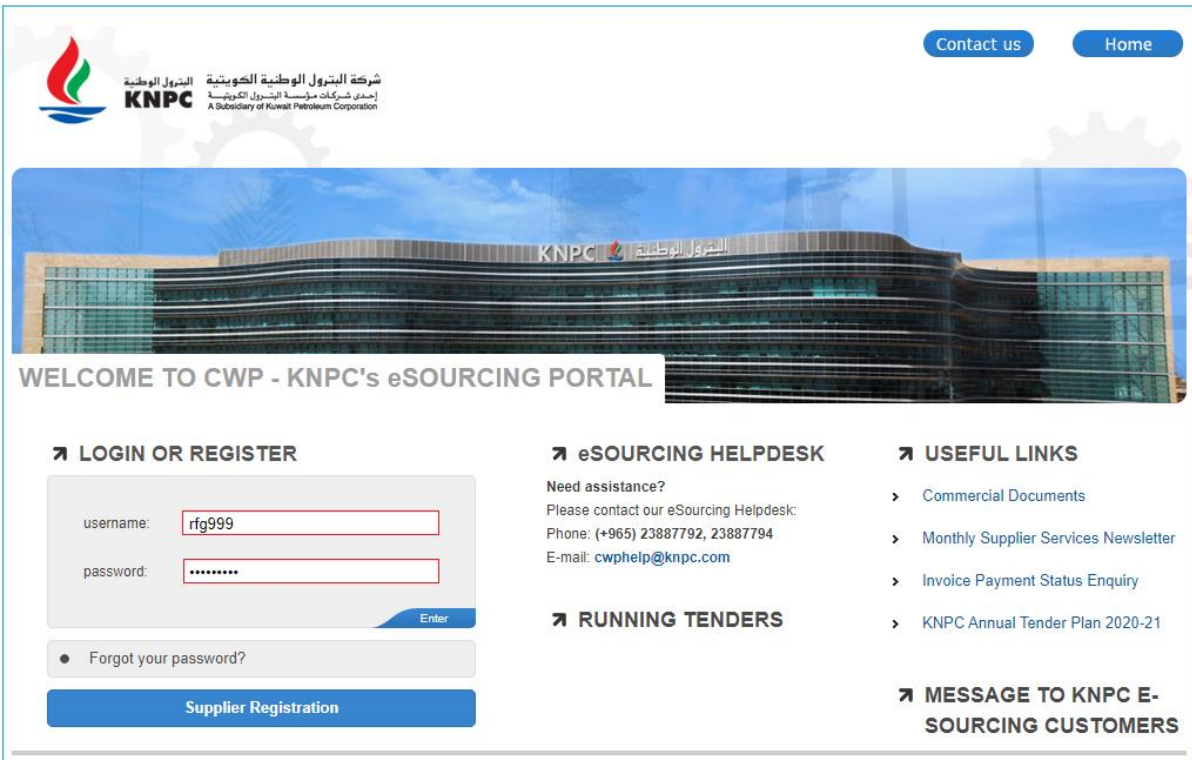
Supplier PreQualification – Contractors & Manufacturers

Go to <https://esourcing.knpc.com> and login.

Note: If you do not have a login to the eSourcing portal you must first register on the site and go through an authentication process. Detailed instructions on this process can be found in the document ‘Getting Started – Registration and Authentication’. This document is available from the ‘Commercial Documents’ link on the eSourcing portal homepage.

These step by step instructions will guide you through the Prequalification process on the KNPC eSourcing portal.

Enter your Username and Password to enter the site.



The screenshot shows the KNPC eSourcing Portal homepage. At the top left is the KNPC logo and name in Arabic and English. At the top right are 'Contact us' and 'Home' buttons. Below the header is a large banner image of a modern building with the KNPC logo and name. Below the banner is a white box with the text 'WELCOME TO CWP - KNPC's eSOURCING PORTAL'. The main content area is divided into three columns:

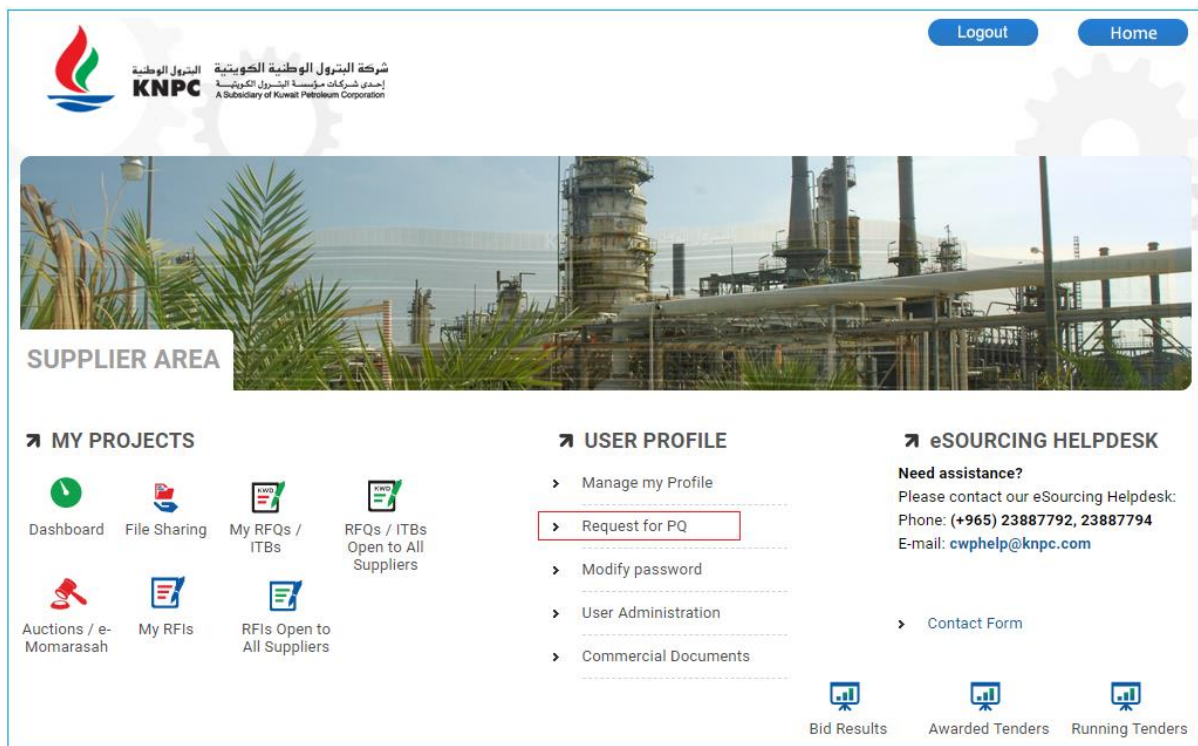
- LOGIN OR REGISTER:** A login form with fields for 'username' (containing 'rfg999') and 'password' (containing '*****'). Below the fields is an 'Enter' button. A link for 'Forgot your password?' is also present. At the bottom of this section is a blue button labeled 'Supplier Registration'.
- eSOURCING HELPDESK:** A section titled 'Need assistance?' with contact information: 'Please contact our eSourcing Helpdesk: Phone: (+965) 23887792, 23887794 E-mail: cwphelp@knpc.com'.
- USEFUL LINKS:** A list of links: 'Commercial Documents', 'Monthly Supplier Services Newsletter', 'Invoice Payment Status Enquiry', and 'KNPC Annual Tender Plan 2020-21'.

At the bottom right of the page is a section titled 'MESSAGE TO KNPC E-SOURCING CUSTOMERS'.

KNPC eSourcing Portal

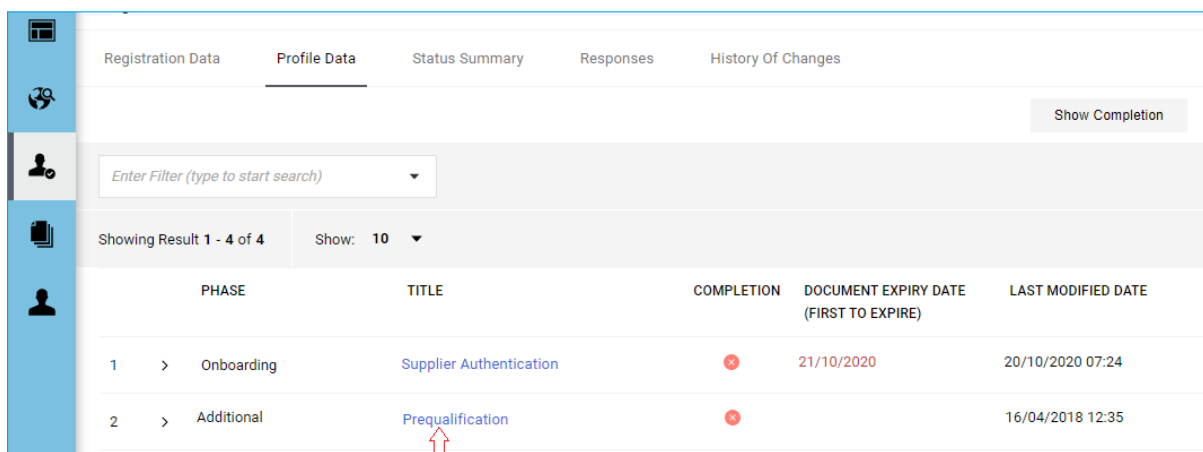
Supplier PreQualification – Contractors & Manufacturers

If you have already been authenticated by KNPC you will be presented with the below screen. Click on the link 'Request for PQ'.



The screenshot shows the 'SUPPLIER AREA' dashboard. At the top right, there are 'Logout' and 'Home' buttons. The main content is divided into three sections: 'MY PROJECTS', 'USER PROFILE', and 'eSOURCING HELPDESK'. Under 'MY PROJECTS', there are icons for Dashboard, File Sharing, My RFQs / ITBs, RFQs / ITBs Open to All Suppliers, Auctions / e-Momarasah, My RFIs, and RFIs Open to All Suppliers. Under 'USER PROFILE', there are links for Manage my Profile, Request for PQ (highlighted with a red box), Modify password, User Administration, and Commercial Documents. Under 'eSOURCING HELPDESK', there is a 'Need assistance?' section with contact information (Phone: +965 23887792, 23887794; E-mail: cwphelp@knpc.com) and a 'Contact Form' link. At the bottom right, there are three icons for Bid Results, Awarded Tenders, and Running Tenders.

Click on the link titled 'Prequalification' to make a request for PQ.



The screenshot shows a table with the following data:

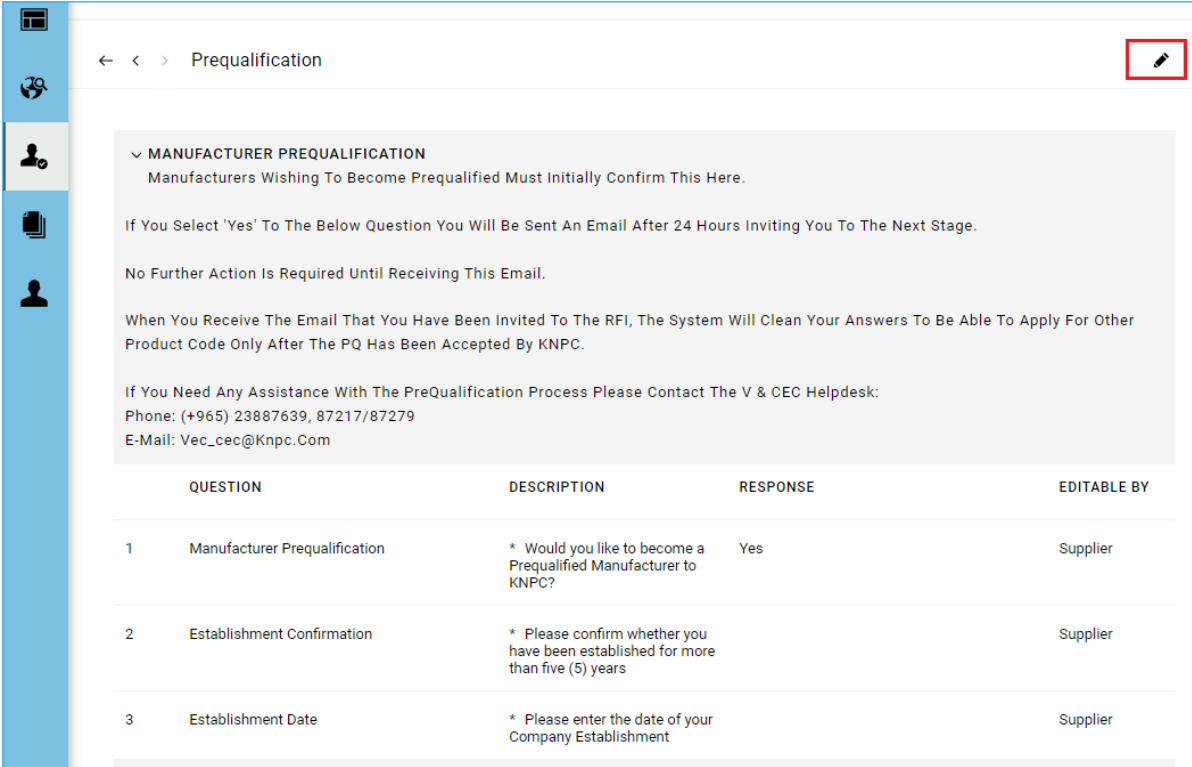
PHASE	TITLE	COMPLETION	DOCUMENT EXPIRY DATE (FIRST TO EXPIRE)	LAST MODIFIED DATE
1	Onboarding Supplier Authentication	✘	21/10/2020	20/10/2020 07:24
2	Additional Prequalification	✘		16/04/2018 12:35


An arrow points to the 'Prequalification' link in the second row.

KNPC eSourcing Portal

Supplier PreQualification – Contractors & Manufacturers

You must read the instructions relating to Manufacturer and Contractor Prequalification and then click the “Pen icon” (Edit button) to start completing the form.



← < > Prequalification 

✓ **MANUFACTURER PREQUALIFICATION**
 Manufacturers Wishing To Become Prequalified Must Initially Confirm This Here.

If You Select 'Yes' To The Below Question You Will Be Sent An Email After 24 Hours Inviting You To The Next Stage.

No Further Action Is Required Until Receiving This Email.

When You Receive The Email That You Have Been Invited To The RFI, The System Will Clean Your Answers To Be Able To Apply For Other Product Code Only After The PQ Has Been Accepted By KNPC.

If You Need Any Assistance With The PreQualification Process Please Contact The V & CEC Helpdesk:
 Phone: (+965) 23887639, 87217/87279
 E-Mail: Vec_cec@Knpc.Com

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Manufacturer Prequalification	* Would you like to become a Prequalified Manufacturer to KNPC?	Yes	Supplier
2	Establishment Confirmation	* Please confirm whether you have been established for more than five (5) years		Supplier
3	Establishment Date	* Please enter the date of your Company Establishment		Supplier

KNPC eSourcing Portal

Supplier PreQualification – Contractors & Manufacturers

In 'Edit' mode you can start providing answers to the questions.

Organisation Profile
Cancel Save

Prequalification

▼ **MANUFACTURER PREQUALIFICATION**
 Manufacturers Wishing To Become Prequalified Must Initially Confirm This Here.

If You Select 'Yes' To The Below Question You Will Be Sent An Email After 24 Hours Inviting You To The Next Stage.

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 Phone: (+965) 23887639, 87217/87279
 E-Mail: Vec_cec@Knpccom

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Manufacturer Prequalification	* Would you like to become a Prequalified Manufacturer to KNPC?	Supplier
2	Establishment Confirmation	* Please confirm whether you have been established for more than five (5) years	Supplier
3	Establishment Date	* Please enter the date of your Company Establishment <i>dd/MM/yyyy</i>	Supplier

Once you have answered all the questions in this form click the 'Save' button to store your answers.

KNPC eSourcing Portal

Supplier PreQualification – Contractors & Manufacturers

Organisation Profile
Cancel
Save

Prequalification

▼ **MANUFACTURER PREQUALIFICATION**
 Manufacturers Wishing To Become Prequalified Must Initially Confirm This Here.

If You Select 'Yes' To The Below Question You Will Be Sent An Email After 24 Hours Inviting You To The Next Stage.

No Further Action Is Required Until Receiving This Email.

When You Receive The Email That You Have Been Invited To The RFI, The System Will Clean Your Answers To Be Able To Apply For Other Product Code Only After The PQ Has Been Accepted By KNPC.

If You Need Any Assistance With The PreQualification Process Please Contact The V & CEC Helpdesk:
 Phone: (+965) 23887639, 87217/87279
 E-Mail: Vec_cec@Knpccom

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Manufacturer Prequalification	* Would you like to become a Prequalified Manufacturer to KNPC? <input type="text" value="Yes"/>	Supplier
2	Establishment Confirmation	* Please confirm whether you have been established for more than five (5) years <input type="text" value="Yes"/>	Supplier
3	Establishment Date	* Please enter the date of your Company Establishment <input type="text" value="10/03/2015"/>	Supplier

Suppliers who have requested a PQ will be invited to submit a response to a Request for Information (RFI). Suppliers will be sent an email invitation and will be able to access the RFI by logging in to the eSourcing portal. Within this RFI suppliers will be required to submit further information to KNPC for evaluation.

Please note: Suppliers wishing to receive a Contractor Prequalification application must confirm that they have been established for over three (3) years and provide the Company Establishment date. Only suppliers confirming that they have been established for at least three (3) full years (36 months) will be invited to submit a response to a Request for Information (RFI). The Company Establishment date will be verified within the RFI and those not established for three (3) full years will be rejected.

If you need any assistance in relation to the PreQualification process please contact the V & CEC Helpdesk:

Phone: (+965) 23889258, (+965) 23887252

E-mail: vec_cec@knpccom