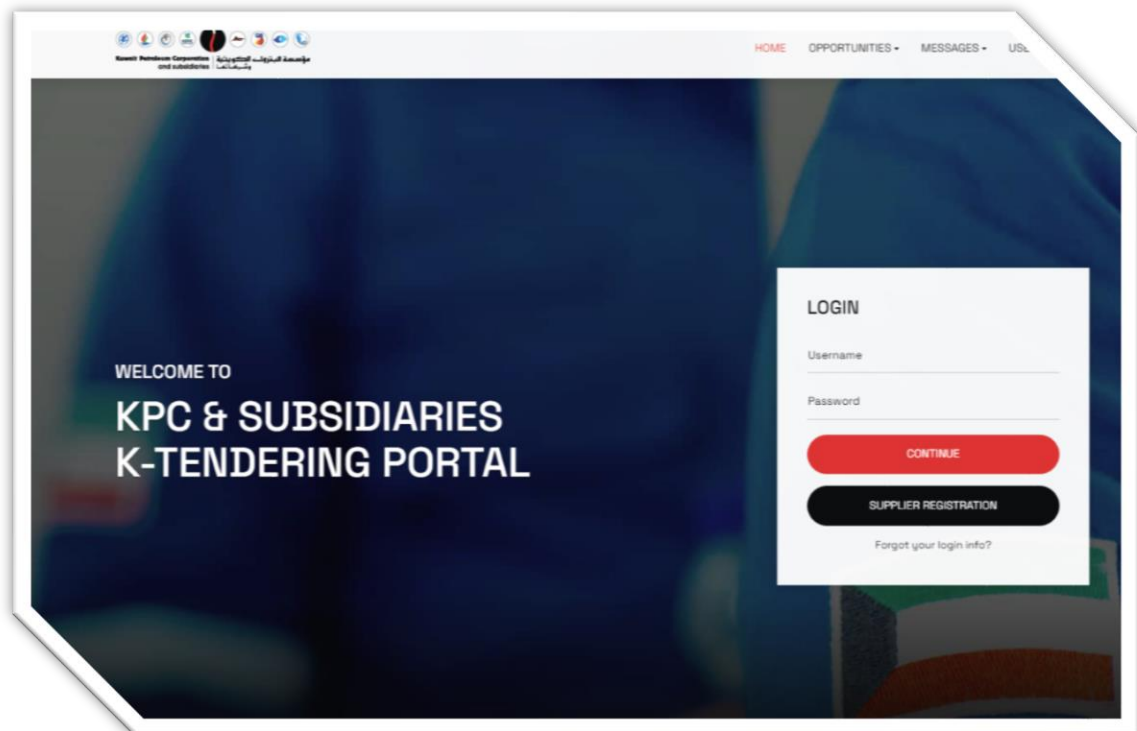




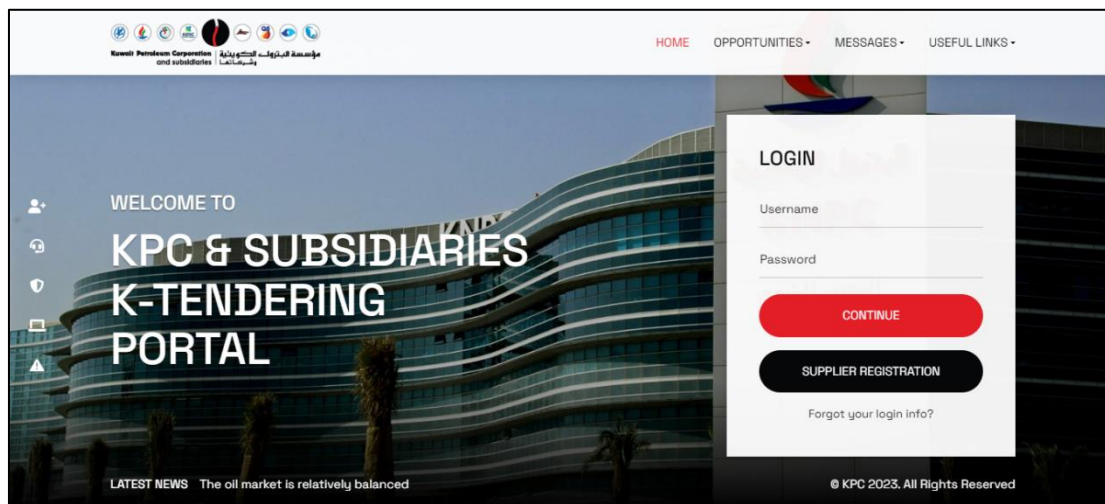
## KTENDERING PORTAL

## SUPPLIER REGISTRATION

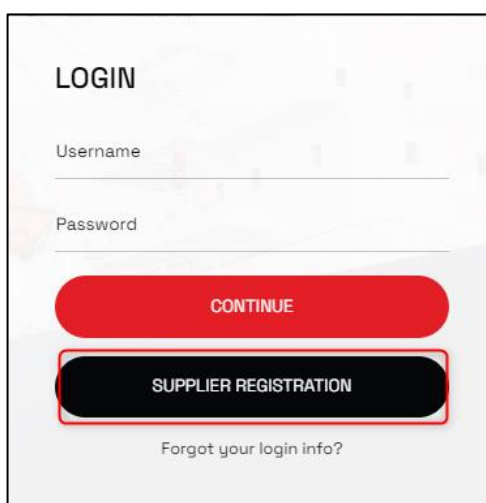


## Supplier Registration and Pre-Qualification

1. Access the URL: <https://ktendering.com.kw/>



2. Click on “Supplier Registration”.



3. To register, go to the Registration page. Fill in Organisation details, including the License Number in the chamber of commerce field. Remember the username for logging in.

Registration Data Reset Close Save

Index →] **Organisation Details**

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

\* Organisation Name (enter full name in English with no abbreviations)  
 Vendor Organisation

\* Registered office Address (Manufacturers shall register with their exact manufacturing facility address)  
 DMC

\* Postal Code  
 25315

\* Main Organisation Phone Number  
 00971553797165

\* Postal Code  
 25315

\* Main Organisation Phone Number  
 00971553797165

\* Organisation Fax Number  
 +97143797165

Web site

\* Company or Commercial Registration Number / Chamber of Commerce # (شركات المساهمة والمتوسطة المسجلة / (يرجى إدخال رقم شهادة سجل التجار الوطني)  
 21935896

Organisation Name (In the local language. E.g. enter organisation name in Chinese if the company is based in China)  
 Vendor Organisation

\* Country  
 UNITED ARAB EMIRATES

\* State/County  
 Dubai

\* City  
 Dubai

\* State/County  
 Dubai

\* City  
 Dubai

\* Organisation Email Address  
 ata889@knpcc.com

\* Organisation Legal Structure  
 Limited Liability Company

Preferred Currency  
 ---

Registration Data Reset Close Save

Index →] **User Details**

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

Title  
 Mr.

\* Last Name  
 User

Mobile (please enter "+\* country code" and "your mobile phone number" with no spaces)  
 +971500438583

\* Username (please do not forget your username)  
 vendor.org

Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity).

\* Time Zone  
 GST - Gulf Standard Time (Asia/Dubai)

\* First Name  
 Vendor

\* Phone Number (please enter "+\* country code" and "your phone number" with no spaces)  
 +971553797165

\* 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 ";" (semicolon) to separate multiple addresses.  
 ata889@knpcc.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?)

\* Preferred Language  
 English (UK)

User External Code

After completing all mandatory details, click "Save".

Registration Data Reset Close **Save**

Index →| Organisation Details

\* Organisation Name (enter full name in English with no abbreviations)  
 Vendor Organisation

Organisation Name (In the local language. E.g. enter organisation name in Chinese if the company is based in China)  
 Vendor Organisation

\* Registered office Address (Manufacturers shall register with their exact manufacturing facility address)  
 DMC

\* Country  
 UNITED ARAB EMIRATES

\* Postal Code  
 25315

\* State/Country  
 Dubai

\* Main Organisation Phone Number  
 00971553797165

\* City  
 Dubai

4. You will be directed to the Registration form page where you need to fill in all mandatory details. Conditional forms will appear if the response is "Yes", and you must complete them before clicking "Confirm".

Index →| 1.Supplier Registration

Main Organisation Data  
 Registration Data  
 Onboarding Pages  
**1.Supplier Registration**  
 Registration Confirmation  
 Status Summary

SUPPLIER REGISTRATION FORM  
 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 KD 30,000 and below	Supplier
2	entity/ Establishment's Name (in Full).	* Please provide the entity/ establishment's Name (in Full): Small & Medium Enterprise <small>Characters available 1975</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

1.Supplier Registration

KUWAITI VENDOR REGISTRATION FORM

LOCAL COMPANIES REGISTRATION FORM

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	LC-Memorandum and Article of Association and Amended	* Please provide the Memorandum and Article of Association and Amended Drop File or Browse	Supplier
2	Memorandum and Article of Association and Amended issue date	* Please enter the Memorandum and Article of Association and Amended issue date dd/MM/yyyy	Supplier
3	LC- Chamber of commerce Certificate (Arabic)	* Please attach the Chamber of Commerce Certificate stating the company's name in English. Drop File or Browse	Supplier
4	LC- Chamber of commerce Certificate (Arabic)	* Please attach the Chamber of Commerce Certificate stating the company's name in Arabic. Drop File or Browse	Supplier
5	LC- CAPT Registration certificate	* Please attach the CAPT Registration certificate Drop File or Browse	Supplier
6	LC- Trading license	* Please attach the Trading license Drop File or Browse	Supplier
7	LC - Leasing agreement (for the offices)	Please attach the Leasing agreement (for the offices) Drop File or Browse	Supplier

Registration Page

3	LC- Chamber of commerce Certificate (English)	* Please attach the Chamber of Commerce Certificate stating the company's name in English.	Drop File or Browse	1	Supplier
4	LC- Chamber of commerce Certificate (Arabic)	* Please attach the Chamber of Commerce Certificate stating the company's name in Arabic.	Drop File or Browse	1	Supplier
5	LC-CAFT Registration certificate	* Please attach the CAFT Registration certificate	Drop File or Browse	1	Supplier
6	LC- Trading license	* Please attach the Trading license	Drop File or Browse	1	Supplier
7	LC- Leasing agreement (for the offices)	Please attach the Leasing agreement (for the offices)	Drop File or Browse	1	Supplier
8	Small and Medium Enterprise Supplier	* Are you a Small and Medium Enterprise (SME) Supplier?			Supplier
9	Disclaimer	* Please download, review and confirm your agreement to the attached disclaimer			Supplier
10	COMPANY SHAREHOLDERS	* Please use the attached template to provide your company shareholder Name(s) and Share Percentage (%)	Drop File or Browse	1	Supplier

Instructional Attachment Available  
Download Template

Registration Page

▼ SUPPLIER - IMPORT / EXPORT LICENSE

▼ IMPORT / EXPORT LICENSE

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	LC - Import/Export License	* Please provide Import/Export License	Drop File or Browse 1 Supplier

▼ SMALL AND MEDIUM ENTERPRISE - SUPPLIER FORM



▼ SME DETAILS

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Small and Medium Enterprise - Supplier Details	* Please attach your Kuwait National fund Certificate for Small and Medium Enterprises Certificate	Drop File or Browse 1 Supplier

Note: as an SME, you must provide a valid "National Fund Certificate for SME" and its expiry date.

Begin Vendor Registration Confirm

Index → 1. Supplier Registration

The index shows the progress of forms, with icons indicating  incomplete or  completed details.

Begin Vendor Registration Confirm

Index → Registration Confirmation

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Registration Request Confirmation	* Do you wish for your registration request to be submitted. Please select yes to submit your request. Please select no if you haven't completed your registration information yet.	Supplier

5. Once the Supplier registration form is completed, the supplier will be directed to the Registration confirmation form page. On this page, the

supplier will confirm if the request forms are ready for evaluation by clicking 'confirm'.

Begin Vendor Registration Confirm

Index

- Main Organisation Data
  - Registration Data
- Onboarding Pages
  - 1. Supplier Registration
  - Registration Confirmation
- Registration Confirmation
  - Status Summary

Registration Confirmation

REGISTRATION CONFIRMATION				
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	Registration Request Confirmation	<p>* Do you wish for your registration request to be submitted. Please select yes to submit your request. Please select no if you haven't completed your registration information yet.</p> <div style="border: 1px solid #ccc; padding: 2px;"> <span style="background-color: #e0e0e0; display: inline-block; width: 100%; height: 15px;"></span> <span style="background-color: #007bff; color: white; display: inline-block; width: 100%; height: 15px;"></span> <span style="background-color: #6c757d; color: white; display: inline-block; width: 100%; height: 15px;"></span> </div>	Supplier	

Note: If you are ready to submit the request then select your response as 'Yes', else if you haven't completed your registration details then select your response as 'No'.

6. After completing the registration process, users will see the Registration Summary page displaying the status of the submitted forms.

Registration Confirmation Close

Index

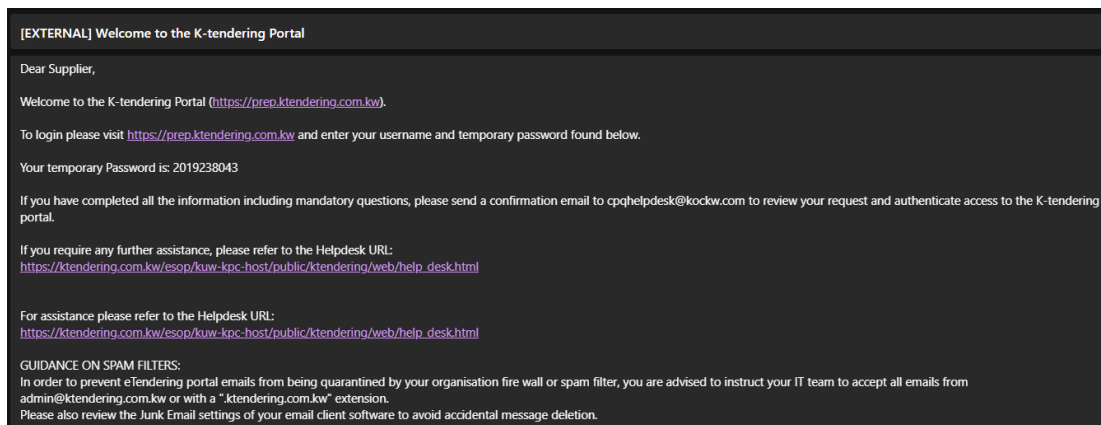
- Main Organisation Data
  - Registration Data
- Onboarding Pages
  - 1. Supplier Registration
  - Registration Confirmation
- Registration Confirmation
  - Status Summary

✔ The Registration phase of your Account has been Completed. The Activation of your account will be evaluated and communicated to you via email. You will be able to log in with your selected username and the Password you received on registration once your account has been activated.

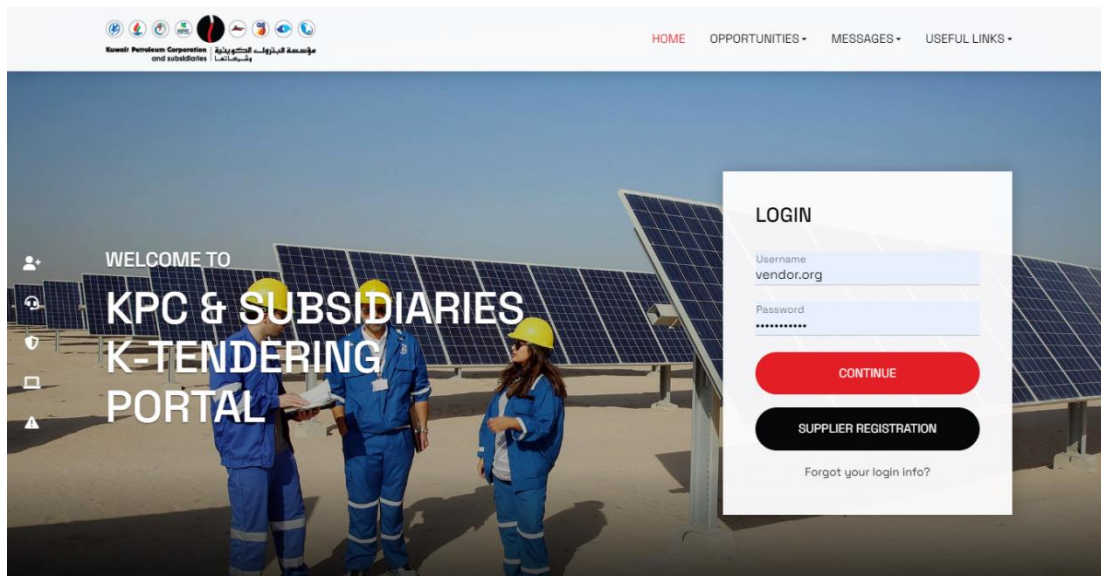
Registration Summary

	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	<span style="color: gray;">○</span> Missing Responses: Optional 8
1. Supplier Registration	<span style="color: green;">✔</span> All data complete
Registration Confirmation	<span style="color: green;">✔</span> All data complete

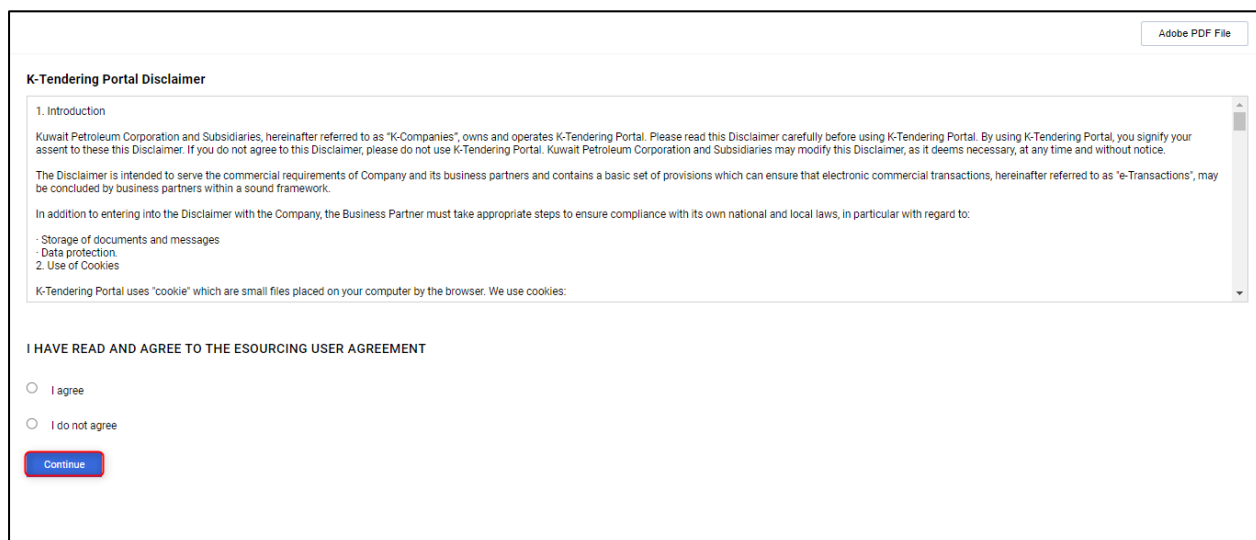
After filling out all required information, an email containing a temporary password for the portal will be sent to the registered email address.



7. Enter your username and password (which were received in the email) and click on “Continue”.



8. Read the User Agreement, choose the "I agree" option if you agree with the user agreement, or else choose either, then click "Continue".



9. Then set a new password and click submit.

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

10. When the supplier logs in, they will be directed to the Registration page until the request is approved by K companies.

Registration Data

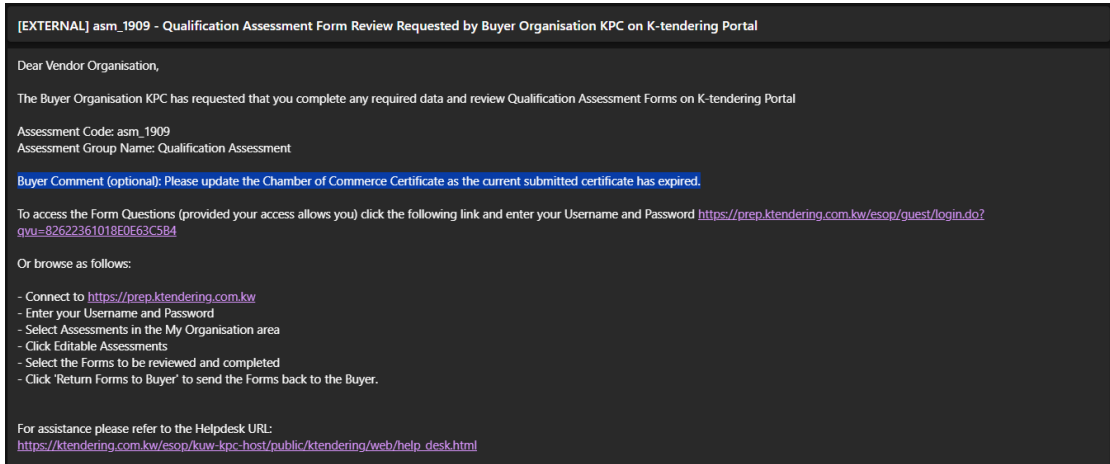
Index ->| Organisation Details

- Main Organisation Data
  - **Registration Data**
- Onboarding Pages
  - 1. Supplier Registration
  - Registration Confirmation
- Registration Confirmation
  - Status Summary

<p><b>Organisation Name (enter full name in English with no abbreviations)</b></p> <p>Vendor Organisation</p> <p><input type="text" value="Vendor Organisation"/></p>	<p><b>Organisation Name (In the local language. E.g. enter organisation name in Chinese if the company is based in China)</b></p> <p><input type="text"/></p>
<p><b>* Registered office Address (Manufacturers shall register with their exact manufacturing facility address)</b></p> <p><input type="text" value="DMC"/></p>	<p><b>* Country</b></p> <p><input type="text" value="UNITED ARAB EMIRATES"/></p>
<p><b>* Postal Code</b></p> <p><input type="text" value="25315"/></p>	<p><b>* State/County</b></p> <p><input type="text" value="Dubai"/></p>
<p><b>* Main Organisation Phone Number</b></p> <p><input type="text" value="00971553797165"/></p>	<p><b>* City</b></p> <p><input type="text" value="Dubai"/></p>

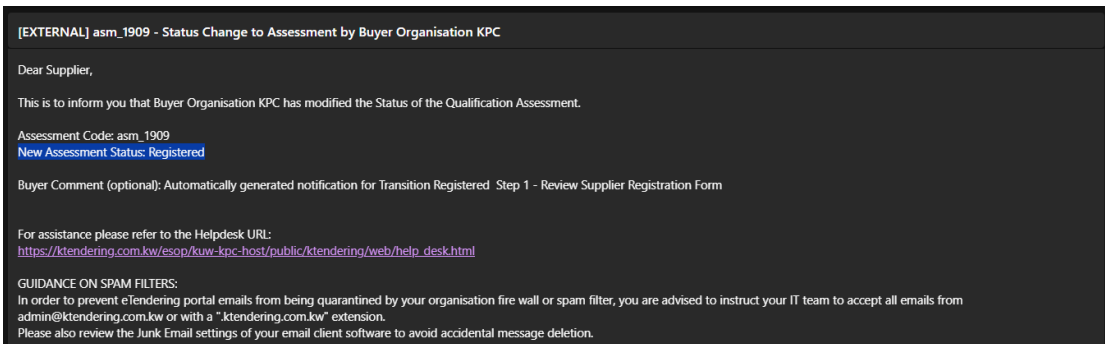
11. The K company will send an email to the supplier if they need to update any forms.





Note: The supplier can access the portal through the link in the email to update the form based on buyer comments.

12. Once the supplier is approved for registration, they will receive an email alert from the portal confirming that the supplier has been activated.



13. After completing the registration process, users can log in with their username and password to access the main portal.

