

# **KTENDERING PORTAL**

# SUPPLIER REGISTRATION





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# **Supplier Registration and Pre-Qualification**

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



2. Click on "Supplier Registration".

LOGIN		
Username		
Password		
CC	ONTINUE	
SUPPLIEF	REGISTRATION	
Forgot y	our login info?	

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.



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				•••••	•••••
egistration Data			Reset	Close	Save
lex →	✓ Organisation Details				
Main Organisation Data	* Organisation Name (enter full name in English with no	Organisation Name (In the local la	nguage. E.g. ent	er ucod in	
Onhoarding Pages	Vendor Organisation	China)	e company is be	ised in	
Registration Confirmation		Vendor Organisation			
	<ul> <li>Registered office Address (Manufacturers shall register with their exact manufacturing facility address)</li> </ul>	* Country			
	DMC	UNITED ARAB EMIRATES		•	
	* Postal Code	* State/County			
	25315	Dubai		•	
	* Main Organisation Phone Number	* City			
	00971553797165	Dubai			
ndex ->	* Postal Code	* State/County			
<ul> <li>Main Organisation Data</li> </ul>	25315	Dubai		•	
8 Registration Data	* Main Organisation Phone Number	* City			
Onboarding Pages	00971553797165	Dubai			
Registration Confirmation	* Organisation Fax Number	* Organisation Email Address			
	+97143797165	ata889@knpc.com			
	Web site	* Organisation Legal Structure			
		Limited Liability Company		•	
	<ul> <li>Company or Commericial Registration Number / Chamber of Commerce # (الشويسلة المطبة)</li> </ul>	Preferred Currency			
	((برجي ادغال رقم شهاده سجل اللبد الرطني) 21935896			•	
		J			
Registration Data			Reset	Close	Save
dex →	✓ User Details				
<ul> <li>Main Organisation Data</li> </ul>	Title	* First Name			
Registration Data	Mr. 👻	Vendor			
Onboarding Pages	* Last Name	* Phone Number (please enter "+ "your phone number" with no se	" "country code" baces)	and	
egistration commation	User	+971553797165	,		
	Mobile (please enter "+" "country code" and "your mobile	* Primary Email Address IMPOR7	ANT: This emai	l address	
	+971500438583	will be used for access to the si communications. Please ensur correctly. Please use ',' (semico addresses	e you enter the a lon) to separate	address multiple	
		ata889@knpc.com			
	* Username (please do not forget your username)	User Verification Question Please	specify a quest	ion that	
	vendor.org	will help verify your identity should Your mother's maiden name?)	d the need arise	(e.g.	
	Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity)	* Preferred Language			
	identity).	English (UK)		•	
	* Time Zone	User External Code			
	GST - Gulf Standard Time (Asia/Dubai)				

After completing all mandatory details, click "Save".

1.Supplier Registration

✓ ✓ ✓ ✓ ✓ KUWAITI VENDOR REGISTRATION FORM



وشركاتها and subsidiaries

Registration Data		Reset Close Save
Index	→	
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> </ul>	<ul> <li>Organisation Name (enter full name in English with no abbreviations)</li> </ul>	Organisation Name (In the local language. E.g. enter organisation name in Chinese if the company is based in China)
Onboarding Pages	Vendor Organisation	Vendor Organisation
Registration Confirmation	<ul> <li>Registered office Address (Manufacturers shall register with their exact manufacturing facility address)</li> </ul>	r * Country
	DMC	UNITED ARAB EMIRATES
	* Postal Code	* State/County
	25315	Dubai 🗸
	* Main Organisation Phone Number	* City
	00971553797165	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	→  1.3	Supplier	Registration										
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> </ul>		~ <b>#</b> s	UPPLIER REGISTRATION FORM	1									
✓ Onboarding Pages													
8 1.Supplier Registration		~	REGISTRATION FORM										
8 Registration Confirmation													
✓ Registration Confirmation			QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY							
Status Summary		1	Vendor Type	* Please specify your vendor type(s)	Supplier Manufacturer Contractor 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 Characters available 1975
		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							

V LOCAL COMPANIES REGISTRATION FORM QUESTION DESCRIPTION RESPONSE EDITABLE BY \* Please provide the Memorandum and Article of Association and Amended LC-Memorandum and Article of Association and Amended Supplier Ø Drop File or Browse A 2 Memorandum and Article of Association and Amended issue date \* Please enter the Memorandum and Article of Association and Amended issue date Supplier Ð dd/MM/yyyy LC- Chamber of commerce Certificate (Arabic) Please attach the Chamber of Commerce Certificate stating the company's name in English. 3 🖉 Drop File or Browse A Supplier Please attach the Chamber of Commerce Certificate stating the company's name in Arabic. LC- Chamber of commerce Certificate (Arabic) Drop File or Browse Supplier 0 LC- CAPT Registration certificate \* Please attach the CAPT Registration certificate 5 Drop File or Browse Ð Supplier LC- Trading license \* Please attach the Trading license Supplier Drop File or Browse A LC - Leasing agreement (for the offices) Please attach the Leasing agreement (for the offices) Drop File or Browse Supplier

Registration Page

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ge LC- Chamber of commerce Certificate (English) \* Please attach the Chamber of Commerce Certificate stating forop File or Browse © Suppler LC- Chamber of commerce Certificate (Attabic) \* Please attach the Chamber of Commerce Certificate stating forop File or Browse © Suppler LC- CAPT Registration certificate (Attabic) \* Please attach the CAPT Registration certificate stating forop File or Browse © Suppler LC- CAPT Registration certificate (Attabic) \* Please attach the CAPT Registration certificate stating forop File or Browse © Suppler LC- CAPT Registration certificate (Attabic) \* Please attach the CAPT Registration certificate stating forop File or Browse © Suppler + Please attach the Trading license @ forop File or Browse © Suppler

	LC- CAPT Registration certificate	* Please attach the CAPT Registration certificate	Ørop File or Browse	6 suppoer
	LC- Trading license	* Please attach the Trading license	Øbrop File or Browse	Supplier
	LC - Leasing agreement (for the offices)	Please attach the Leasing agreement (for the offices)	Ørop File or Browse	6 Supplier
	Small and Medium Enterprise Supplier	* Are you a Small and Medium Enterprise (SME) Supplier?		Supplier
	Disclaimer	<ul> <li>Please download, review and confirm your agreement to the attached disclaimer</li> </ul>		<ul> <li>Supplier</li> </ul>
			4 Instructional Attachment Available	
	COMPANY SHAREHOLDERS	<ul> <li>Please use the attached template to provide your company shareholder Name(s) and Share Percentage (%)</li> </ul>	Øbrop File or Browse	Supplier
			Download Template	
€su	JPPLIER - IMPORT / EXPORT LICENSE			
€su	JPPLIER - IMPORT / EXPORT LICENSE			
€su ~	IMPORT / EXPORT LICENSE	DESCRIPTION	RESPONSE	EDITABLE BY
<ul> <li>✓</li> <li>1</li> </ul>	JPPLIER - IMPORT / EXPORT LICENSE  IMPORT / EXPORT LICENSE  QUESTION  LC - Import/Export License	DESCRIPTION  * Please provide Import/Export License	RESPONSE Øtrop File of Browse	EDITABLE BY Supplier
<ul> <li>₽su</li> <li>↓</li> <li>↓<td>JPPLIER - IMPORT / EXPORT LICENSE  IMPORT / EXPORT LICENSE  QUESTION  LC - Import/Export License  MALL AND MEDIUM ENTERPRISE - SUPPLIER FORM  SME DETAILS  QUESTION</td><td>DESCRIPTION   Please provide import/Export License</td><td>RESPONSE @arop File or Browse</td><td>EDITABLE BY Supplier</td></li></ul>	JPPLIER - IMPORT / EXPORT LICENSE  IMPORT / EXPORT LICENSE  QUESTION  LC - Import/Export License  MALL AND MEDIUM ENTERPRISE - SUPPLIER FORM  SME DETAILS  QUESTION	DESCRIPTION   Please provide import/Export License	RESPONSE @arop File or Browse	EDITABLE BY Supplier
• SL	JPPLIER - IMPORT / EXPORT LICENSE  IMPORT / EXPORT LICENSE  QUESTION  LC - Import/Export License  MALL AND MEDIUM ENTERPRISE - SUPPLIER FORM  SME DETAILS  QUESTION  Control Laboration Control Control	DESCRIPTION	RESPONSE Response RESPONSE	EDITABLE BY Supplier

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

Begin Vendor Registration			Confirm
Index	$\rightarrow$	1.Supplier Registration	

The index shows the progress of forms, with icons indicating  $^{\bigotimes}$  incomplete or  $^{\heartsuit}$  completed details.

Begin Vendor Registration							Confirm
Index	$\rightarrow$	Regis	stratio	n Confirmation			
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> </ul>			~	REGISTRATION CONFIRMATION			
✓ Onboarding Pages				QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
<ul> <li>1.Supplier Registration</li> <li>Registration Confirmation</li> </ul>			1	Registration Request Confirmation	* Do you wish for your registration request to be submitted. Please select yes to submit your request. Please	-	Supplier
✓ Registration Confirmation					select no if you haven't completed your registration information yet.		
🔕 Status Summary							
	J						

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	$\rightarrow$	Reg	istratio	n Confirmation			
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> </ul>			~	REGISTRATION CONFIRMATION			
✓ Onboarding Pages				QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
<ul> <li>1.Supplier Registration</li> <li>Registration Confirmation</li> </ul>			1 Registration Request Confi	Registration Request Confirmation	* Do you wish for your registration request to be submitted. Please select yes to submit your request. Please color to if you how of completed	-	Supplier
<ul> <li>Registration Confirmation</li> <li>Status Summary</li> </ul>					your registration information yet.	Yes No	]

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	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 Data	Registration Summary				
<ul> <li>Onboarding Pages</li> <li>I.Supplier Registration</li> </ul>		COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)			
Registration Confirmation	Registration Data	Missing Responses: Optional θ			
<ul> <li>Registration Confirmation</li> <li>Status Summary</li> </ul>	1.Supplier Registration	All data complete			
	Registration Confirmation	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".

Add	be PDF File
K-Tendering Portal Disclaimer	
1. Introduction	•
Kuwait Petroleum Corporation and Subsidiaries, hereinafter referred to as "K-Companies", owns and operates K-Tendering Portal. Please read this Disclaimer carefully before using K-Tendering Portal. By using K-Tendering Portal, you signify y assent to these this Disclaimer. If you do not agree to this Disclaimer, please do not use K-Tendering Portal. Kuwait Petroleum Corporation and Subsidiaries may modify this Disclaimer, as it deems necessary, at any time and without notice.	/our
The Disclaimer is intended to serve the commercial requirements of Company and its business partners and contains a basic set of provisions which can ensure that electronic commercial transactions, hereinafter referred to as 'e-Transactio be concluded by business partners within a sound framework.	ons", may
In addition to entering into the Disclaimer with the Company, the Business Partner must take appropriate steps to ensure compliance with its own national and local laws, in particular with regard to:	
Storage of documents and messages     Otata protection.     Zuse of Cookies	
K-Tendering Portal uses 'cookie' which are small flies placed on your computer by the browser. We use cookies:	-
I HAVE READ AND AGREE TO THE ESOURCING USER AGREEMENT	
O lagree	
O I do not agree	
Continue	

9. Then set a new password and click submit.



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Specify	a new Password in order to proceed
8	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.
0	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: \L£ $\$\$
New Pass	word
Confirm P	assword
Cance	Submit

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

Registration Data		Close Save & Continue
Index	$\rightarrow$ V organisation Details	
✓ Main Organisation Data		
Registration Data	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)
<ul> <li>Onboarding Pages</li> </ul>	· · · · · · · · · · · · · · · · · · ·	Vendor Organisation
1.Supplier Registration		
Registration Confirmation	<ul> <li>Registered office Address (Manufacturers shall register with their exact manufacturing facility address)</li> </ul>	* Country
✓ Registration Confirmation	DMC	UNITED ARAB EMIRATES -
📀 Status Summary		
	* Postal Code	* State/County
	25315	Dubai 🗸
	* Main Organisation Phone Number	* City
	00971553797165	Dubai

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



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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.

