

## Katara Hospitality Supplier Portal

The purpose of this document is to explain the supplier self-registration process. This process will be used by the suppliers to register themselves with Katara Hospitality. Below are the steps that supplier will be required to follow. Supplier Self-registration process has been built in English and Arabic.

**Website** - <https://app08.birchstreetsystems.com/j4/KatIndex.jsp>

- 1) First step will be to register using the **SIGN UP** button.
- 2) Supplier will get a registration window once clicked on **SIGN UP** and will be required to fill in all the fields with asterisk (\*) sign including the Core Business.

**Register** New Supplier -Registration Page

**Step 3**

Registration ID:

User name\*:

Contact person name\*:

Contact phone-1\*:

Contact phone-2:

Mobile Number:

Address1\*:

Address2:

Address3:

Country\*:

PO box:

State-Province:

Company registration number\*:

Company name\*:

Job Title:

Contact email-1\*:

Contact email-2:

Contact email-3:

Core Business:

City\*:

Fax:

- 3) Click on the **REGISTER** button after entering information in the mandatory fields.
- 4) Supplier will get the login name and Password on the email address entered in the above screen.
- 5) Supplier needs to click on **SIGN UP** to enter the login name and password on the website and click login.

06) Once logged in, supplier has to click on **REGISTRATION DETAIL** button to attach the required documents. Once clicked on this button, below screen will appear.

**Submit** **Attach** **Steps (7)**

**Tender Supplier Registration** **Owner Details**

Registration ID	406	Registration Status	Select Entry
Company name	Dummy Supplier008	Job title	
User Name	DS008	Email 1	ajain@birchstreet.net
Contact Person Name	Dummy008	Email 2	
Phone 1	12346789	Email 3	
Phone 2		Postal code	
Mobile number		State-Province	
Address	123456	Fax number	
Address line 1			
Address line 2			
Country/Region	QATAR		
City	Doha		
Registration Date	05/01/2018		
Company registration number	2018050200801	Company registration expiration date	08/10/2018
Computer card number	2018050200802	Computer card expiration date	08/10/2018
Core business			

(Please attach the following documents using the Attach button)

1. Company Registration Number
2. Valid Computer Card
3. Valid Commercial Registration

07) Supplier has to enter the ownership details under the **OWNER DETAIL** tab and need to ensure that 100% ownership needs to be defined. Similarly, needs to attach the required documents using the **ATTACH** button and then **SUBMIT**.

08) Once submitted, an approval request will be sent to Katara Hospitality's Administrator.

09) Katara Hospitality's Administrator will have an option to either **APPROVE** or **DISAPPROVE** the registration.

10) Supplier will get the confirmation notification in case the registration has been approved. Similarly, the supplier will get the disapproval notification with reason in case the registration has been disapproved.

11) In case of disapproval, supplier can review the disapproval notification reason and resubmit the registration request after making the corrections.