




Katara Supplier Portal

The purpose of this document is to explain the supplier self-registration process. As the name defines, this process will be used by the suppliers to register themselves with Katara. 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>

- 01) First step will be to register using the **Sign Up** button.
- 02) 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.

New Supplier -Registration Page

Registration ID: <input type="text"/>	Company name*: <input type="text"/>
User name*: <input type="text"/>	
Contact person name*: <input type="text"/>	Job Title: <input type="text"/>
Contact phone-1*: <input type="text"/>	Contact email-1*: <input type="text"/>
Contact phone-2: <input type="text"/>	Contact email-2: <input type="text"/>
Mobile Number: <input type="text"/>	Contact email-3: <input type="text"/>
Address1*: <input type="text"/>	
Address2: <input type="text"/>	
Address3: <input type="text"/>	
Country*: <input type="text" value="Select Entry"/>	Core Business: <input type="text" value=""/> 
PO box: <input type="text"/> 	City*: <input type="text"/>
State-Province: <input type="text"/>  <input type="text"/>	Fax: <input type="text"/>
Company registration number*: <input type="text"/>	
<input type="text" value="v7 KC 2 a"/> <input type="button" value="Refresh"/> <input type="text"/>	

- 03) Click on the **REGISTER** button after entering information in the mandatory fields.
- 04) Supplier will get the login name and Password on the email address entered in the above screen.

05) Supplier needs to click on Sign in to enter the login name and password on the website and click login.

The image shows a login interface on a dark red background. At the top, there are two rounded buttons: 'Sign in' and 'Sign up'. Below them is a white input field containing the text 'DS008' with a person icon on the left. Underneath is another white input field for a password, represented by seven black dots and a lock icon on the right. At the bottom, there is a large rounded button labeled '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.

The screenshot shows a web form titled 'Tender Supplier Registration' with a sub-tab 'Owner Details'. At the top left, there are two green buttons: 'Submit' and 'Attach'. The form contains various input fields and dropdown menus. On the left side, fields include: Registration ID (406), Company name (Dummy Supplier008), User Name (DS008), Contact Person Name (Dummy008), Phone 1 (12346789), Phone 2, Mobile number, Address (123456), Address line 1, Address line 2, Country/Region (QATAR), City (Doha), Registration Date (05/01/2018), Company registration number (2018050200801), Computer card number (2018050200802), and Core business. On the right side, fields include: Registration Status (Select Entry), Job title, Email 1 (ajain@birchstreet.net), Email 2, Email 3, Postal code, State-Province, Fax number, Company registration expiration date (08/10/2018), and Computer card expiration date (08/10/2018). At the bottom, there is a section titled '(Please attach the following documents using the Attach button)' with a list: 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 Administrator.

09) Katara 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.