

Introduction

In order for any vendor to do business with **stc**, it is necessary that they are first registered.

Objective

To guide vendors during the registration process and assist the procurement team in supporting vendors should any information be required.

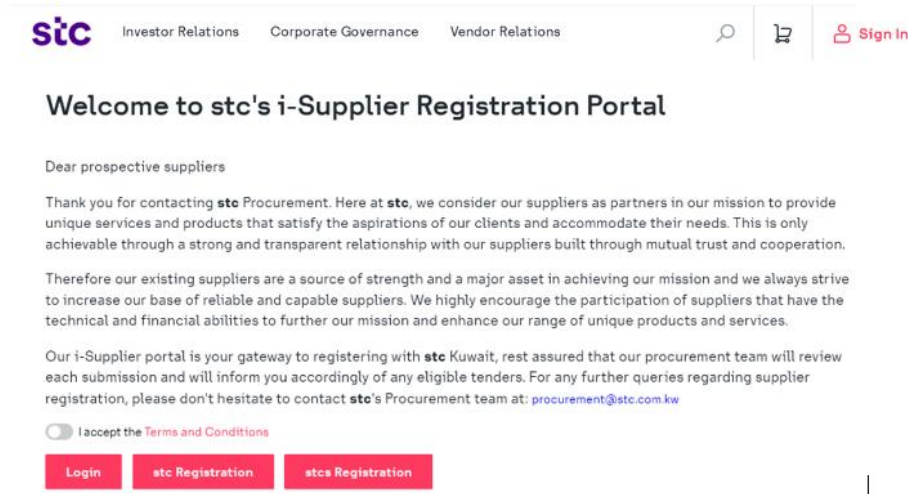
Approach

For any unregistered vendors, they must first register to be eligible to participate in RFQs. Vendors can use the below link for registration:

<https://stc.com.kw/en/about/vendor-relations>

Execution

1. You will then be directed to the page below:



2. On the page, click on 'new registration'.
3. New registration will lead you to a new page; on this page, basic information of your organization needs to be completed in the required fields as shown below:

The screenshot displays the 'Prospective Supplier Registration' form in the 'stc iSupplier Portal'. The form is divided into three sections: 'Basic Information', 'Company Details', and 'Contact Information'. The 'Basic Information' section includes a 'Continue' button. The 'Company Details' section contains fields for '* Company Name', '* Country', and '* Commercial Registration Number'. The 'Contact Information' section includes fields for '* Email', '* Last Name', 'Phone Area Code', '* Phone Number', and 'Phone Extension'. A 'Continue' button is located at the bottom right of the form.

4. All text boxes marked in asterisks are required fields to be filled
5. Once all the details are filled in, press 'Continue'
6. On the next page complete company details :

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name a
Tax Country Kuwait
Commercial Registration Number 123

***Address Book**

At least one entry is required.

Address Name	Address Details	Update	Delete
No results found.			

***Contact Directory**

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Mohammad	Saqlain	505-77737	saqlain.91@hotmail.com	<input checked="" type="checkbox"/>		

7. The next step is to add the required information and attachments in the upcoming pages below:

A.

***Banking Details**

At least one entry is required.

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

***Commercial Registration**

*Year Company Started *State Of Establishment *Commercial License No *Type of Company

***Main Activity**

Core Business Type *

Other Type of Business (Mark all that applies)

Manufacturing Service Broker
 Wholesale Distributor Specific Trade
 Retail Professional Service Other (Specify)

Please provide a brief description of products / services offered and local agencies *

List the geographical area in which you work (Middle East/ Africa/ Other) *

Indicate the size of project you are most competitive in performing/ other size projects you are capable of performing

Under \$1,000,000 \$1,000,000 to \$5,000,000 Above \$5,000,000

B.

***People**

How many people does your company presently employ? *

***Ownership Details**

List of Owners who possess 5% or more of the company share

***Partners**

✓TIP Enter "NA" if not applicable.

***Top Client List**

Provide names of major clients

***Major Client**

✓TIP Enter "NA" if not applicable.

Classification Certificate (If Any)

Certificate Details	Classification Level	Originating From	Issue Date	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Registered Agencies (If Any)

Agency Number	Name	Activity	Registration Date	Expiry Date	Subsidiaries & Affiliates	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

C.

Infrastructure Facilities

Details of R&D facilities and Logistics & Supply Chain

Other Information

* Does your company have any outstanding judgements or claims against it?

Please list any legal case brought against your company in the past five (5) years asserting that you failed to make payments to anyone

General Remarks

***Attachment**

* Copy of Commercial License	None	<input type="button" value="Add..."/>
* Company Profile/Catalogue	None	<input type="button" value="Add..."/>
* Authorized Signatory/اعتماد الموقع	None	<input type="button" value="Add..."/>
Financial Statement/Other Documents	None	<input type="button" value="Add..."/>

8. Once all the above information is added, the vendor can submit the registration request
9. Upon submission, **stc** will validate the information provided and the documents attached
10. If the provided information is accurate, the request will be submitted for final approval and a registration approval e-mail will be sent or rejected
11. If any of the provided information is misleading or incomplete, the request will be rejected and the vendor has to restart the entire process again
12. Once all steps are completed, the supplier will get a notification about either approval or rejection