



Cloud Supplier Portal User Manual

- Registration for New
Supplier**

1. Registration Link

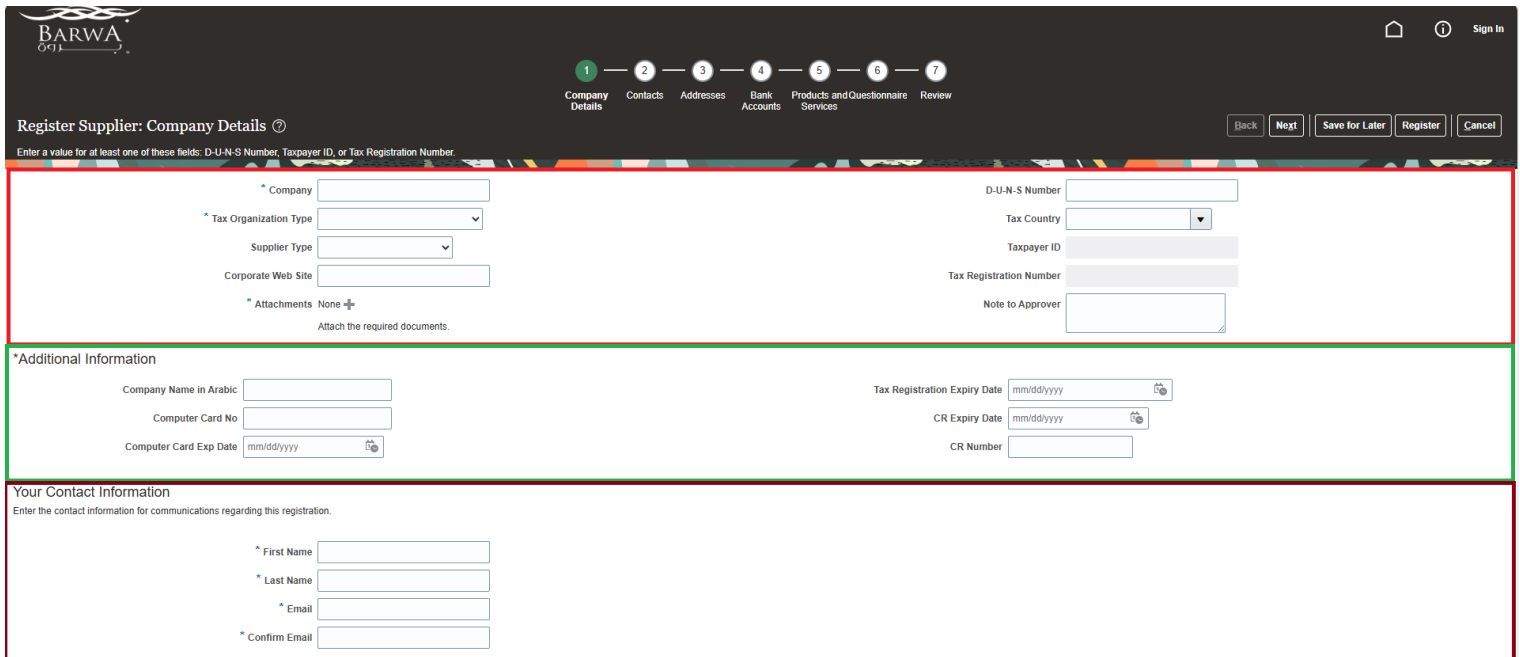
Visit our website - www.barwa.com.qa

Click, **Supplier Registration, Hyperlink** to go to Barwa Real Estate Supplier portal page.

Or click on the Hyperlink below to go directly to the Barwa Real Estate supplier portal Page.

[Barwa Supplier Portal](#)

1. External supplier access BARWA registration URL, This takes you to the Register Supplier page. Please consider the mentioned notes.
2. Go to Company Details → Enter the required fields as follows:



The screenshot shows the 'Register Supplier: Company Details' form. At the top, there is a progress bar with 7 steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Bank Accounts, 5. Products and Questionnaire Services, 6. Review, and 7. Sign In. Below the progress bar, there are navigation buttons: Back, Next, Save for Later, Register, and Cancel. The form is divided into three main sections: 'Company Details', 'Additional Information', and 'Your Contact Information'. The 'Company Details' section includes fields for Company Name, Tax Organization Type, Supplier Type, Corporate Web Site, Attachments, D-U-N-S Number, Tax Country, Taxpayer ID, Tax Registration Number, and Note to Approver. The 'Additional Information' section includes fields for Company Name in Arabic, Computer Card No, Computer Card Exp Date, Tax Registration Expiry Date, CR Expiry Date, and CR Number. The 'Your Contact Information' section includes fields for First Name, Last Name, Email, and Confirm Email.

Field	Description
Company	Enter your company name in English
Tax Organization Type	Select the tax organization type from the list of values
Supplier Type	Select Supplier Type from the list of Values
Corporate Web Site	Enter your company web site
Attachments	Add the required documents and any supporting document Like CR, Computer Card, Tax Card, Bank Letter Etc..

Field	Description
DUNS Number	Enter DUNS Number for International Suppliers
Tax Country	Select Tax Country from the list of Values
Taxpayer ID	Enter Taxpayer ID
Tax Registration Number	Enter Tax Registration Number
Note to Approver	Add notes to BARWA approvals

Note: Enter a value in at least one of the following fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number

Additional Information:

Field	Description
Company Name in Arabic	Enter your company name in Arabic, if applicable
Computer Card No	Enter Computer Card Number
Computer Card Expiry Date	Enter Computer Card Expiry Date
Tax Registration Expiry Date	Enter Tax Registration Expiry Date
CR Number	Enter the company commercial registration number following the mentioned rule. "CR Number is Mandatory for Qatar Region Suppliers"
CR Expiry Date	Enter CR Expiry Date "CR Number is Mandatory for Qatar Region Suppliers"

Contact Information:

1. Input "First Name"
2. Input "Last Name"
3. Input "Email Address"
4. Re-input "Email Address" to confirm email.

Note: Please provide the primary contact details for the person who can access the Barwa Supplier Portal application.

(2) Contacts



1

2

3

4

5

6

7

8

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Register Supplier: Contacts

Back

Next

Save for Later

Register

Cancel

Enter at least one contact.

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Gali, Jesmitha		giesmitha@gmail.com	☒	☒		

Columns Hidden 7

Click [Edit](#) () to complete user account information and review user account [Roles](#).

1. Input "Job Title"
2. Input "Phone No."
3. Input "Mobile No."
4. Then click "OK" to update.

Note: Always Keep the 'Administrative Contact' and 'Request User Account' check boxes enabled

Note: Please provide the phone details of the primary contact person

Edit Contact: Mohammed Abdulla

Salutation	Phone
* First Name Mohammed	Mobile
Middle Name	Fax
* Last Name Abdulla	* Email qatarorganization@gmail.com
Job Title	
☒ Administrative contact	

User Account

☒ Request user account

Roles

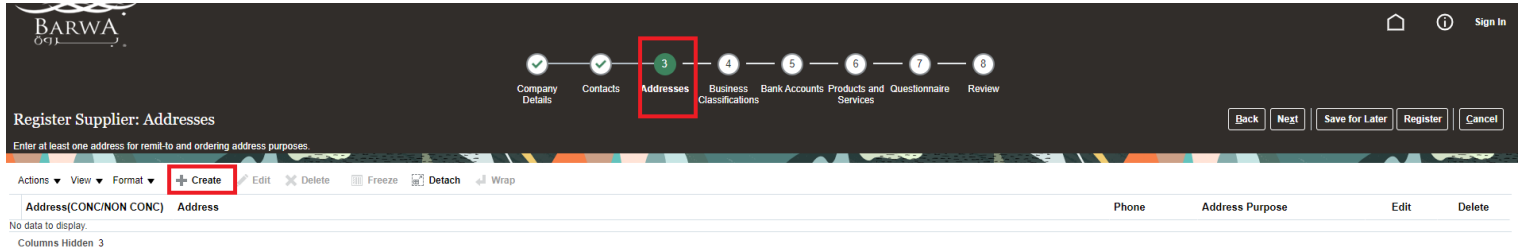
Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

OK

Cancel

(3) Addresses

- click “+ Create”, to add the site address.



Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes

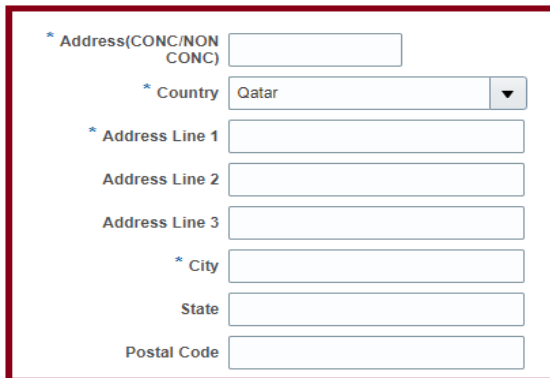
Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Address(CONC/NON CONC)	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden 3

- 1.Input **Address Name**, as specify whether you are a CONTRACTOR or NON CONTRACTOR. (Enter any one of these)
- 2.Select **Country**, select from dropdown list.
- 3.Input **Address Line / Area / City / Postal Code** (Including Zone / Street / Building details in Address Line 2 and 3)
- 4.Address Purpose, Tick “☒”, **Ordering / Remit to / RFQ or Bidding** (Tick all)
- 5.Input **Phone No.**
- 6.Input **Fax No.**
- 7.Input **Email Address**
- 8.Click **OK** to add the address.

Create Address



* Address(CONC/NON CONC)

* Country

* Address Line 1

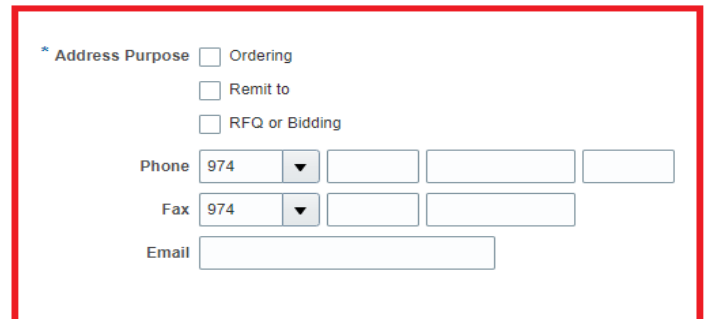
Address Line 2

Address Line 3

* City

State

Postal Code



* Address Purpose ☐ Ordering
☐ Remit to
☐ RFQ or Bidding

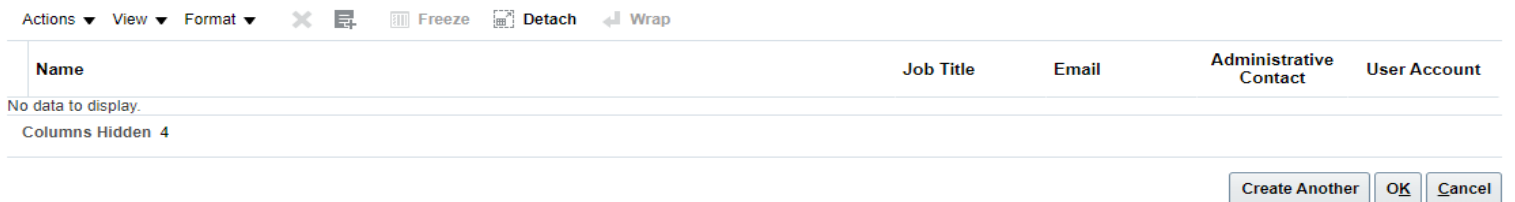
Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.



Actions View Format X Freeze Detach Wrap

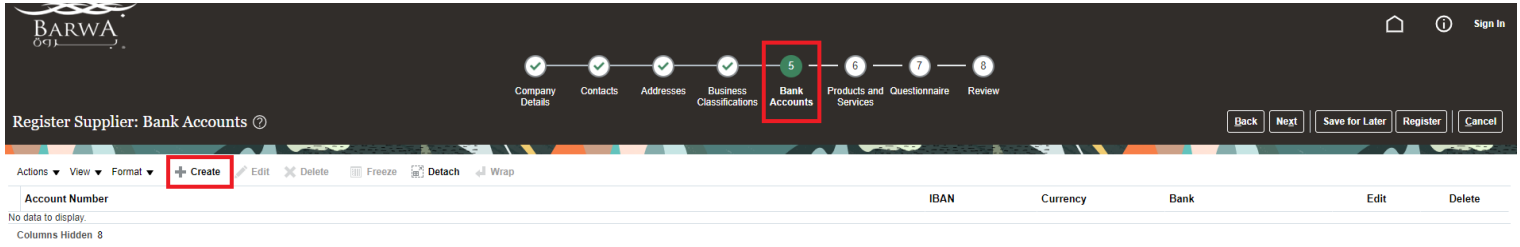
Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden 4

Create Another OK Cancel

(4) Bank Accounts

1. Click **+ Create**, to add bank account.



The screenshot shows the 'Register Supplier: Bank Accounts' screen. At the top, a progress bar indicates steps 1 through 8, with 'Bank Accounts' (step 5) highlighted in a red box. Below the progress bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main area shows a table with columns: 'Account Number', 'IBAN', 'Currency', 'Bank', 'Edit', and 'Delete'. The 'Create' button in the top left is highlighted with a red box.

1. Select **Country**, select from dropdown list.
2. Select **Bank Account Name**, select from the dropdown list.
3. Select **Bank Branch**, select from the dropdown list.
4. Enter Company **Account Number**.
5. Enter the **IBAN Number** (International Bank Account Number), for applicable country.
6. Select **Currency**, select from the dropdown list.
7. Then, click **"OK"**.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* **Country** ▼

Bank ▼

Branch ▼

Account Number

IBAN

Currency ▼

Additional Information

Account Name **Agency Location Code**

Alternate Account Name **Account Type** ▼

Account Suffix **Description**

Check Digits

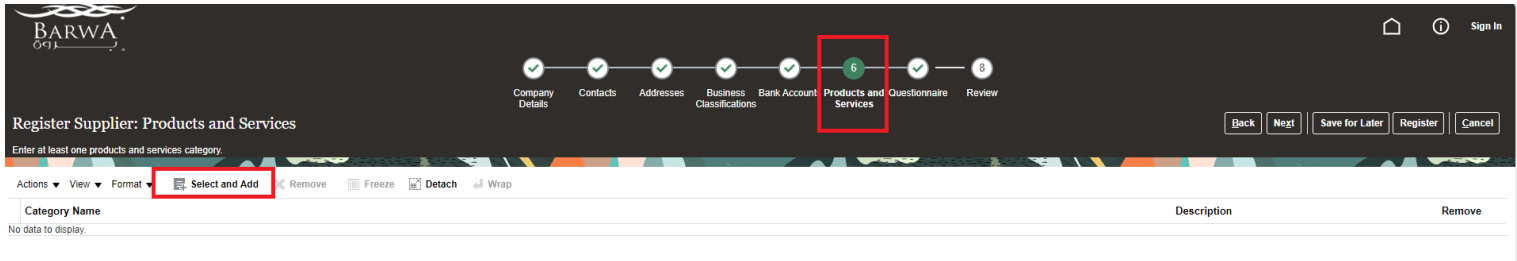
Comments

Note to Approver

Create Another **OK** **Cancel**

Note: Add any relevant notes to BARWA approvers, specifically related to bank details. Leave the columns blank if they are not applicable to your organization, except for the Bank, Branch, and IBAN, which are mandatory.

(5) Products and Services



Register Supplier: Products and Services

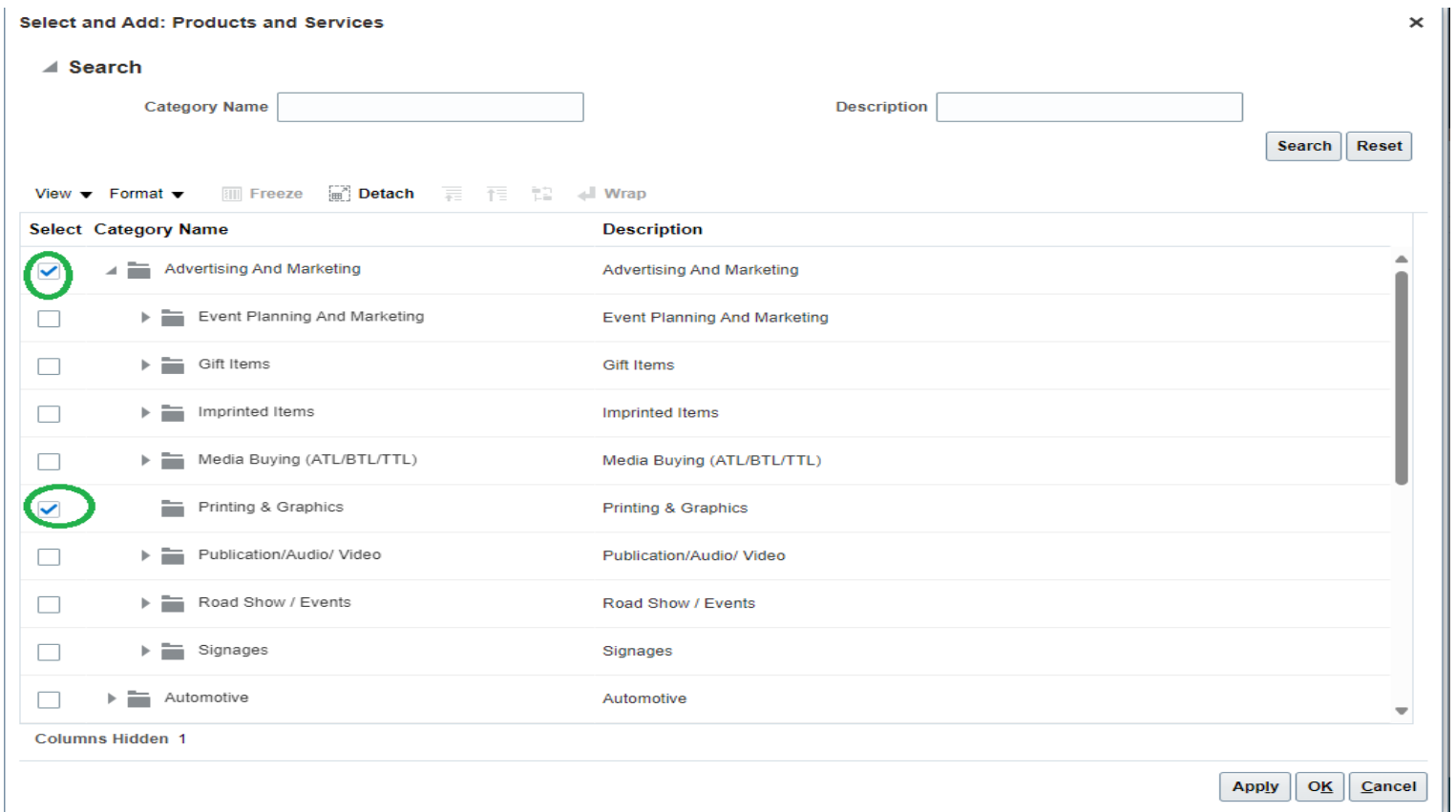
Enter at least one products and services category.

Actions: View Format **Select and Add** Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

1. Select the categories by **clicking** the expand button “▶” to choose the right category of the company products and services.
2. Once, you have selected the right category **Tick** to select “☒”.
3. Then click “**Apply**” then “**OK**” to add the selected categories in your Products and Services.

Note: Multiple Products and Services can be Selected.



Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
☒	▶ Advertising And Marketing	Advertising And Marketing
☐	▶ Event Planning And Marketing	Event Planning And Marketing
☐	▶ Gift Items	Gift Items
☐	▶ Imprinted Items	Imprinted Items
☐	▶ Media Buying (ATL/BTL/TTL)	Media Buying (ATL/BTL/TTL)
☒	▶ Printing & Graphics	Printing & Graphics
☐	▶ Publication/Audio/ Video	Publication/Audio/ Video
☐	▶ Road Show / Events	Road Show / Events
☐	▶ Signages	Signages
☐	▶ Automotive	Automotive

Columns Hidden 1

Apply OK Cancel

(6) Questionnaire

Register Supplier: Questionnaire

Attachments None

Questions

Barwa Supplier Qualification Area (Section 1 of 1)

Section



1. Barwa Supplier Qualification Area

1. Please provide a detailed description of your company profile

Response Attachments None +

Comments

2. Could you please provide the organizational chart of the company, outlining the structure and roles within the organization?

Response Attachments None +

Comments

3. Could you please provide the total number of employees currently working in the company, including both full-time and part-time staff?

Response Attachments None +

4. Who are the primary contact people? Please provide their contact details.

Response Attachments None +

5. How many years has your company been operating under its current business name and license?

Response Attachments None +

Kindly complete all sections of the questionnaire and include any required attachments. If any question is not relevant to your organization, you may skip it. Ensure that all fields are accurately filled out, as incomplete or missing information may delay the approval process.

(7) Review



✓

Company Details

✓

Contacts

✓

Addresses

✓

Business Classifications

✓

Bank Accounts

✓

Products and Services

✓

Questionnaire

8

Review

Home

Info

Sign In

Review Supplier Registration: Qatar Organization W.L.L.

Back
Next
Save for Later
Register
Cancel

Company Details

Company

Qatar Organization W.L.L

Tax Organization Type

Company

Supplier Type

Corporate Web Site

D-U-N-S Number

Tax Country

Qatar

Taxpayer ID

17894512

Tax Registration Number

Note to Approver

*Additional Information

EBIZ Supplier Number

Computer Card No

Computer Card Exp Date

Tax Registration Expiry From Date

Tax Registration Expiry To Date

CR Expiry Date

09/09/2025

CR Number

78945612

Attachments

Actions
View
+
-

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Current_bill_SERVICE_NUMBER_AP.txt	Current_bill_SERVICE_N...		anonymous	09/08/2024 10:59

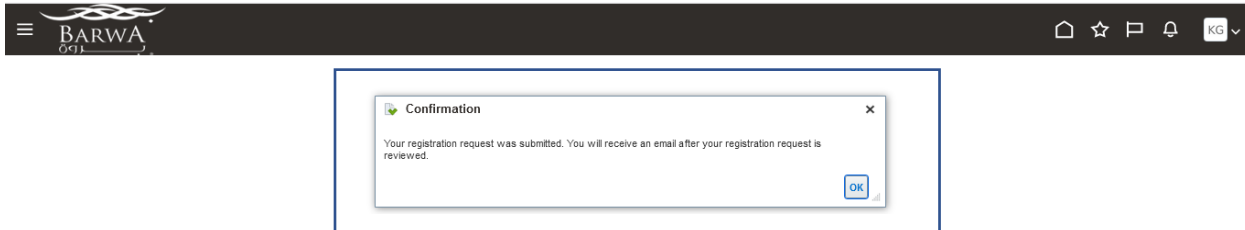
Columns Hidden 1

After completion of questionnaire, click “[Next](#)” to Review.

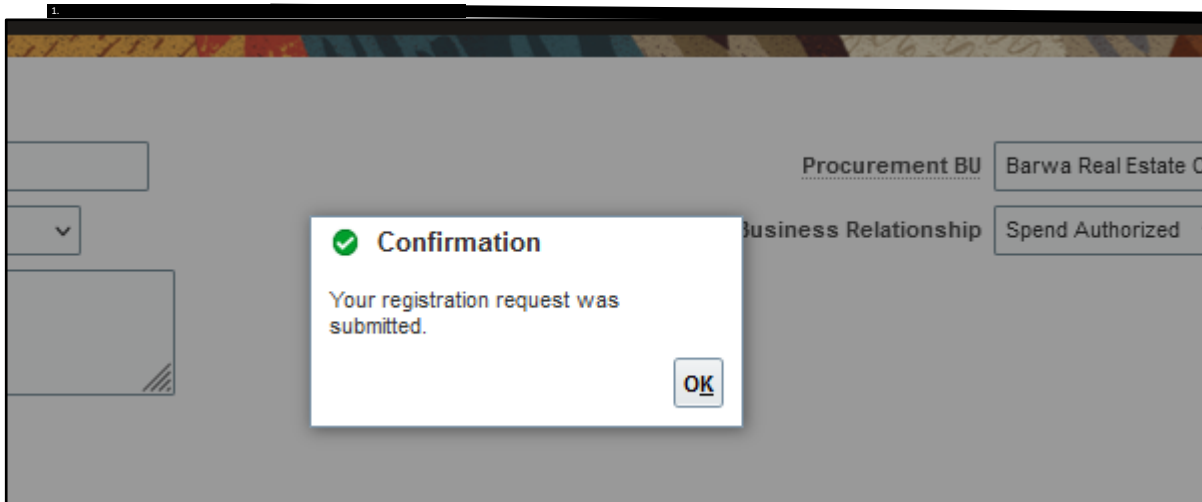
After Reviewing your registration, click “[Register](#)” for submission. Or You can Click Back Button for any Corrections.
After corrections Click on “[Register](#)” for submission

When you click on Save for Later, a notification is sent to the email address that was entered in the Your Contact Information region on the Company Details page. The email notification includes the URL to be used for returning to the registration.

When you click on Register. Confirmation Message will Pop Up



Click OK to close the confirmation window.

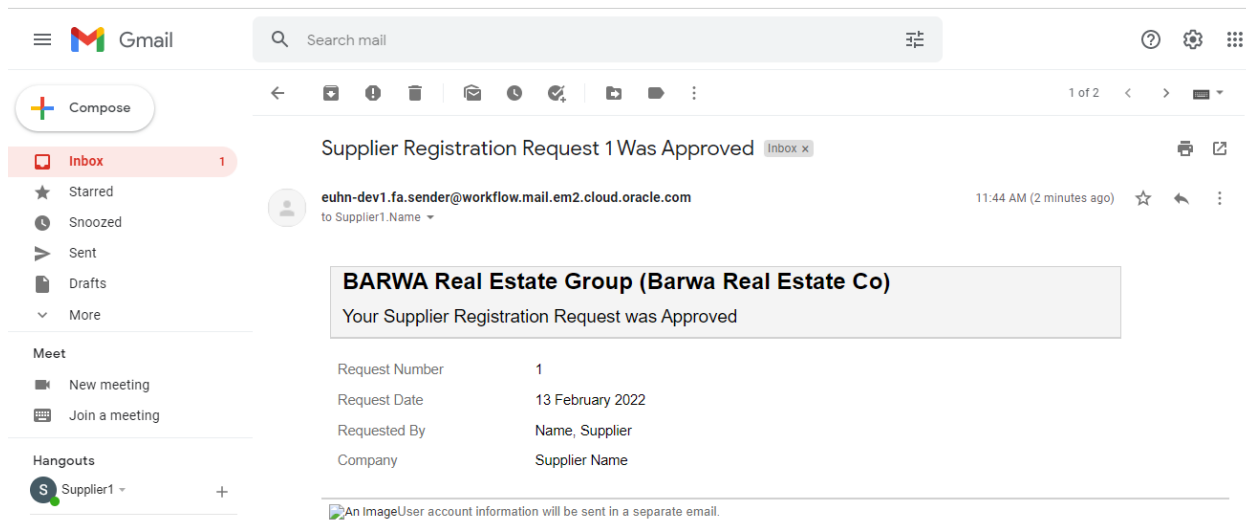




Once the Barwa team reviews and approves your registration request, you (the supplier) will receive an official approval email. This email will include a unique URL that allows you to reset your password and activate your account.

Please click the provided link and follow the steps to set your new password. After completing this process, you will be able to log in to the Barwa ERP Application – Supplier Portal and access all available services.

If you do not see the approval email in your inbox, kindly check your **Spam/Junk** folder, as some email providers may automatically filter it. If the email is still not found, please inform Barwa Procurement team, so we can resend the link.



Oracle Fusion Applications-Welcome E-Mail Inbox x



euhn-test.fa.sender@workflow.email.eu-frankfurt-1.ocs.oraclecloud.com
to me

Dear kavindra gali,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

https://fa-euhn-test-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_afce_gid=156f52889e774e8d87812931c2b34787

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications