

Vendor e-Registration in Easy Steps

Purpose

Vendor e-Registration Instructions in easy Steps

Existing Vendor (Vendor with User ID and Password)

If you are already an existing vendor with Dolphin, you will automatically receive a User ID, password and login link (<http://www.dolphinenergy.com/en/55/register-here>) from Dolphin to the existing email id in Dolphin's Vendor master record. Go to the login link to access existing vendor page and update your data (See Page .2)

New Vendor

If you are not an existing vendor with Dolphin you can visit our web site www.dolphinenergy.com and navigate to Tenders -> e-Registration Page. Here you can click 'New Vendor Registration' link (<http://www.dolphinenergy.com/en/55/register-here>) and submit your details

Dolphin's Vendor Registration engineers will review your submittal and generate a User ID, password and login link (<http://www.dolphinenergy.com/en/55/register-here>) for you and send to the email ID specified in your submittal. Go to the log in link to access Existing vendor, and complete final steps for registration (See Page.2).

Easy Five Steps for Quick Registration

1. Go to the below URL to access vendor page.

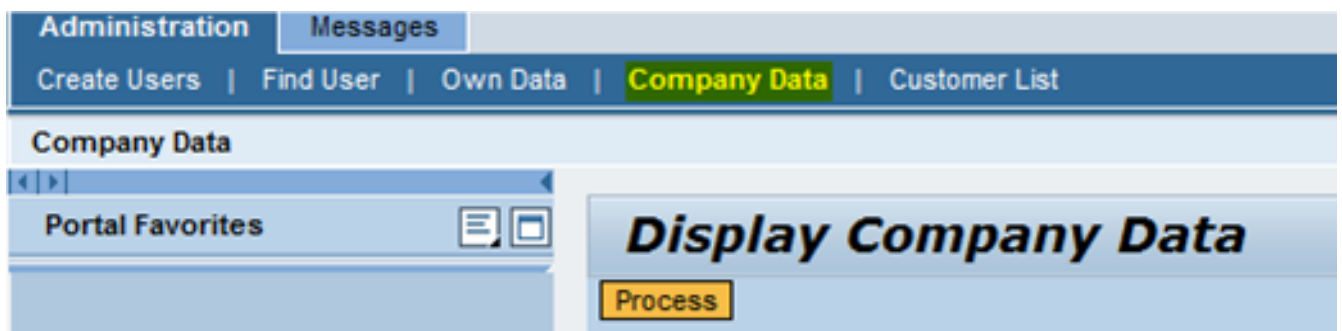
<http://www.dolphinenergy.com/en/55/register-here>



The screenshot shows two side-by-side panels. The left panel is the login page with fields for 'User ID' and 'Password' and a 'Log on' button. The right panel shows a 'Change Password' form with a message 'Password has expired' and fields for 'User ID' (pre-filled with 'DEL10834U01'), 'Old Password', 'New Password', and 'Confirm Password', along with 'Change' and 'Cancel' buttons.

- Once the user name and password entered click on **Log on** button
- The page will then prompt you to change password. Enter same User ID, same Old Password and a new password of your choice (8 digits). Example: aBcd@123. Click **Change** button.
- After changing your password successfully, please login with the same User ID, new password to continue.

2. Once logged in successfully go to “**Company Data**” directly and click **Process** button to update your data and provide required attachments (**License and Bank A/C Details are Mandatory**).



The screenshot shows the 'Company Data' section of the portal. At the top, there are navigation tabs for 'Administration' and 'Messages'. Below them are links for 'Create Users', 'Find User', 'Own Data', 'Company Data' (highlighted in green), and 'Customer List'. The main content area is titled 'Company Data' and features a 'Portal Favorites' sidebar on the left. The central part of the page displays 'Display Company Data' in large bold text, with a 'Process' button below it.

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- Go through all fields and complete or update existing data as necessary.

Note: There are mandatory fields marked with (*). For more details on this step, please go to page.4.

- In the **Attachment** section, you can attach your company documentation. Use **Add Attachment** button to add the new attachment and use **Delete** button to delete the already added attachment.

▼ Attachment

Add Attachment Delete

	Bank Related Doc.	File Name
<input type="checkbox"/>		C:\Users\VL4516\Desktop\Attach\trade license.jpg
<input type="checkbox"/>		C:\Users\VL4516\Desktop\Attach\QASEM SPA.jpg
<input checked="" type="checkbox"/>	X	test1

* Please attach Certificate of Commercial Registration, Bank Account details and Other Technical Certificates.

* The attached document for the Bank Account details should at least have a company seal and be signed by the finance representative of that company.

* Please attach files of size within 2 MB.

* System will not accept PDF, MS Word, MS Excel, if it contains HYPERLINK/URL/WEBSITE LINKS or MACRO embedded in the document.

- ❖ When you add the attachment, if the attachment is related to Bank account then tick the check box under the column **Bank Related Document**.
 - ❖ Please attach Bank details “The attached document for the bank account details should at least have a company seal (Rubber Stamp) and be signed by the finance representative of that company”
 - ❖ Please attach files of size within 2 MB.
 - ❖ It is advisable to take a new printout from the Original Documents, scan and use the attachment
- Once you have completed/updated your company data and attached all the required documents, you can click on **Save** button to save the data and Click on **Log off** button to log off from vendor Page.

Simple Procedure for Data Entry or Change

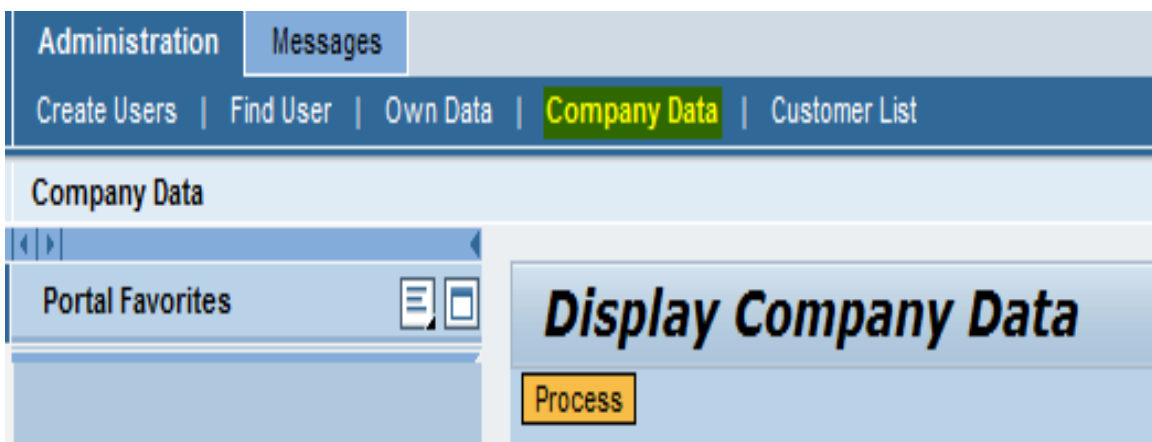
➤ Change Company data

Purpose

You can change your company data and add attachments

1. Data entry or change in any fields in vendor page

- The below links will be available in the screen. Click on the **Company Data** link to change company data.



- Your details are displayed in display mode and click on button **Process** to edit the company details.
- Once you clicked on **Process** button all company data's will be displayed in edit mode except Bank data.

Company Details

Name of the Company: * XYZ COMPANY

Other Name:

Language: * EN

Senior Officer's Name:

Establishment Date:

Business Ownership:

Currency: USD

Tax Jurisdiction Code:

Replication Status: Replication of changes to back-end systems are pending

Address Data

c/o:	<input type="text"/>	District:	<input type="text"/>
Location:	<input type="text"/>	Company Post Code:	<input type="text"/>
City: *	CITY	Postal Code:	<input type="text"/>
Country: *	QA	Region:	<input type="text"/>
PO Box:	1014	PO Box Postal Code:	<input type="text"/>
PO Box Country:	ZA	PO Box Location:	<input type="text"/>
PO Box Without Number:	<input type="checkbox"/>		
Street Prefix:	<input type="text"/>		
Street:	STREET NAME		
Street Suffix:	<input type="text"/>		
House Number:	<input type="text"/>	Building Code:	<input type="text"/>
Floor:	<input type="text"/>	Room Number:	<input type="text"/>
Phone Number/Extension:	566878	E-Mail Address: *	XYZ@del.com
Fax Number/Extension:	56489789	Web Page:	<input type="text"/>

Commercial Registration

Regn. No/Place of Issue:

Issue/Expiry Date:

Chamber of Commerce & Industry Registration

Regn. No/Place of Issue:

Issue/Expiry Date:

2. In **Company Details** section you can change any fields of below fields.
 [M-Mandatory, O-optional]

Field Name	M/O	Description
Company Name	M	Enter the Company Name1 in the first box for Company Name Example: XYZ Trading Company Enter the Company Name2 in the second box for Company Name Example: XYZ Traders
Title / Senior Officer's Name	O	Enter the Title for the Senior officer in the first box Example: Mr. Enter the Senior officer's name in the second box Example: Mohammed
Language	O	Enter the Language Example: EN
Date of Establishment	O	Enter the date of establishment of the company Example: 01.09.2009
Tax Jurisdiction Code	O	Enter the Tax jurisdiction code Example: TJC001
Business Ownership	O	Select the Business Ownership. Example: 01 Note: Business Ownership is mandatory for business location Qatar
Currency	M	Select the Currency using F4 help Example: QAR
Address Data		
Country	O	Select the Company's Country using F4 help Example: QA
Region	O	On Pressing F4 help, the regions for the selected country will be listed. Select the Region from the list. Example: Country QA does not have any Region. So, it is left Blank.
District	O	Enter the District Example: Al Khor


Field Name	M/O	Description
Postal Code	<input type="radio"/>	Enter the Postal code Example: 45789
City	<input type="radio"/>	Enter the City Example: Doha
Company Postal Code	<input type="radio"/>	Enter the Company Postal Code Example: 44897
Street/House Number	<input type="radio"/>	Enter the Street name in the first box Example: Al Corniche Street Enter the House Number in the second box Example: No. 4
Street Prefix	<input type="radio"/>	Enter the Street Prefix Example: Al Asmakh mall
Street Suffix	<input type="radio"/>	Enter the Street Suffix Example: Opp. to City Center
Building/Floor/Room	<input type="radio"/>	Enter the Building Example: Biobil Enter the Floor Example: 3 rd floor Enter the Room Example: No. 302
PO Box Address		
PO Box	<input type="radio"/>	Enter the PO Box Example: 456923
Without Number	<input type="radio"/>	Check this option if there is no PO Box number. Leave this unchecked as the PO Box number is already given.
Country	<input type="radio"/>	Select the PO Box - Country using F4 help Example: QA
Region	<input type="radio"/>	On Pressing F4 help, the regions for the selected country will be listed. Select the Region from the list. Example: Country QA does not have any Region. So, it is left Blank.

Field Name	M/O	Description
Postal Code/City	O	Enter the Postal Code Example: 456521 Enter the City Example: Doha
Communication		
Phone Number	M	Enter the Phone number in the first box without the country code Example: 44569875 Enter the extension in the second box Example: 595
Fax Number	O	Enter the Fax number in the first box without the country code Example: 46398750 Enter the extension in the second box Example: 525
E-Mail Address	M	Enter the E-Mail Address Example: admin@xyz.com
Web Page	O	Enter the Company's Web Page Example: www.xyztrading.com
Commercial Registration		
Regn. No/Place of Issue	O	Enter the Commercial Registration number in the first box Example: 45712 Enter the Place of Issue of the Regn. No. in the second box Example: Doha
Issue/Expiry Date	O	Enter the Issue date in the first box Example: 31.08.2009 Enter the Expiry date in the second box Example: 31.12.2020
Chamber of Commerce & Industry Registration		


Field Name	M/O	Description
Regn. No/Place of Issue	O	Enter the Chamber of Commerce and Industry Registration number in the first box Example: 48906 Enter the Place of Issue of the Regn. No. in the second box Example: Doha
Issue/Expiry Date	O	Enter the Issue date in the first box Example: 30.08.2009 Enter the Expiry date in the second box Example: 31.12.2020

Error Messages and Validations

- If the Company Name already exists for the specified country, an error message is raised while saving. Let us give the Company Name as 'ABC Trading Company' and save the registration.

 Supplier already exists with Company name and country ABC Trading Company - QA.

- If the PO Box number already exists, an error message is raised while saving.

 Supplier already exists with Post Box 456923.

- If the Commercial registration number already exists, an error message is raised while saving.

 Supplier already exists with Commercial registration number DO456453.

- Change the values and then proceed.

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3. In the **Bank Details** section you can view the existing bank details in display mode.

- If you want to change your existing bank details or if you want to add additional bank details you can click the button **Request Bank Details Change** in **Bank Details Change Request** section.

▼ Bank Details

Bank Details

Bank Country	Bank Key	Bank Account	Account Holder	IBAN	Bank name	Bank Branch	House no/street	City	SWIFT code	Corr. Bank Name
QA	0000000058	ACC_01	HOLD_NAME1		DOHA	DOHA BR	DOHA AD	DOHA CI	SEFDOHA	

Bank Details Change Request

Request Bank Details Change

- Once the button **Request Bank Details Change** is clicked below fields will be appeared in the screen.

Bank Details Change Request

Request Bank Details Change

Dear team,
We have changed our bank account. Please find the relevant attachment and new account details.

Thanks.

C:\Users\VL4516\Desktop | **Browse...**

Beneficiary Account Holder Name:

Bank Name:

Account Number:

SWIFT Code:

IBAN Number:

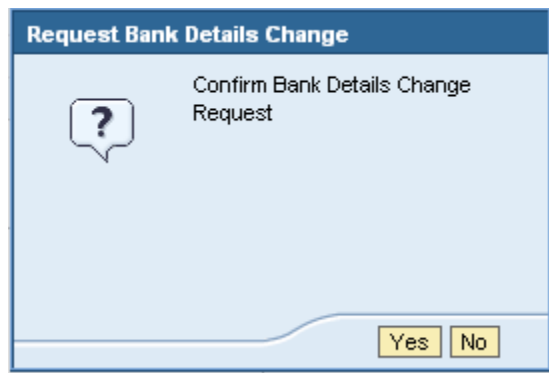
Submit

- In the Text editor you have to enter the reason/comments for the Bank change request. The Bank details also need to be entered in the relevant fields.
- Also you have to add the attachments related to the bank details. If the Bank related attachments not provided you cannot send the Bank data change request.

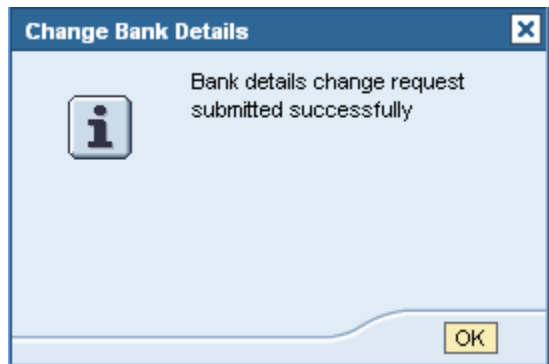
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- Enter the reason/comments for bank change request and add the relevant attachments. Then click on **Submit** to submit the bank data change request.

- Select the 'Yes' button from the pop up to send the Bank data change request.



- If the 'Yes' button is clicked, system will throw the below success pop up message.



4. In the **Nature Of Applicant Business** section, you can maintain your business information's.

The text box to fill the 'Others' text is in disabled mode initially.

Nature Of Applicant Business

i) Specify type of business:

Agent Construction Distributor
 Dealer Entertainment Manufacturer
 Producer Professional Service Provider
 Others (Specify below)

ii) Specify Whether Applicant is an Approved Vendor/Contractor/Subcontractor for:

ADGAS ADMA ADNOC
 ARAMCO GASCO QP
 SABIC Others (Specify below)

*Please attach proof, if any

iii) Provide the following data for ownership including parent organization, shareholders and partnerships, where applicable

Add Lines | Delete

	Sl. No.	Name	Nationality	Share holding %
1				

- Select the relevant Business types. When the type of business is not in the available list, select 'Others'. The text box below that is enabled. Enter the text for the 'Others' type there.

i) Specify type of business:

Agent Construction Distributor
 Dealer Entertainment Manufacturer
 Producer Professional Service Provider
 Others (Specify below)

ERP Provider

- Select the relevant companies for which the Supplier is an approved vendor or contractor or subcontractor. When the company is not in the available list, select 'Others'. The text box below that is enabled. Enter the text for the 'Others' type there.
- Attach Proof in the Attachments section, if any, once the portal user Id and password were received through mail after registration.

ii) Specify Whether Applicant is an Approved Vendor/Contractor/Subcontractor for:

ADGAS ADMA ADNOC
 ARAMCO GASCO QP
 SABIC Others (Specify below)

**Please attach proof, if any*

5. In **Product Category** section you can change any fields of below fields.

Field Name	M/O	Description
Product Category	M	You can add or remove any of product category's. But minimum one product category should be tehere.

- In **Product Category** section, you can add the new product category and also you can remove the already selected product category.
-
- If you want to extend the product category, you can select the any product category check box in the displayed product category list.

Product Categories Provided

<input type="checkbox"/> Support base	<input checked="" type="checkbox"/> Rock Bits & Core Bit	<input checked="" type="checkbox"/> Mud Product & Cement	<input checked="" type="checkbox"/> Equip. for sea Oper.	<input type="checkbox"/> Laboratory equipment	<input type="checkbox"/> drilling equipment
<input type="checkbox"/> Casings	<input type="checkbox"/> Casing accessories	<input type="checkbox"/> Tubings	<input type="checkbox"/> Tubings accessories	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Fishing equipment
<input type="checkbox"/> Cement and additives	<input type="checkbox"/> Fuel and water	<input type="checkbox"/> Transportation - boa	<input type="checkbox"/> Transportation - lan	<input type="checkbox"/> Transportation - air	<input type="checkbox"/> Topside installation
<input type="checkbox"/> Camp and catering	<input type="checkbox"/> Formation test & WSO	<input type="checkbox"/> Perforating	<input type="checkbox"/> Stimulation	<input type="checkbox"/> Coiled Tubing	<input type="checkbox"/> Location preparation
<input type="checkbox"/> Mud logging services	<input type="checkbox"/> Coring Services	<input type="checkbox"/> Coring analysis	<input type="checkbox"/> Wireline slickline	<input type="checkbox"/> Misc. Supplies	<input type="checkbox"/> Tubular Insp. & Serv
<input type="checkbox"/> Centrif. Rent/Brine	<input type="checkbox"/> Miscellaneous Serv.	<input type="checkbox"/> Offshore Platforms	<input type="checkbox"/> Umbilicals	<input type="checkbox"/> Onshore Plant	<input type="checkbox"/> X-tree/ tubng hanger
<input type="checkbox"/> Build,load arm, jety	<input type="checkbox"/> Turbines,steam,spare	<input type="checkbox"/> Engines, general all	<input type="checkbox"/> Turbines,all, spares	<input type="checkbox"/> Compressors & spares	<input type="checkbox"/> Pumps & spare parts
<input type="checkbox"/> LPG filling equipt	<input type="checkbox"/> Car, truck, buses	<input type="checkbox"/> Locomotive & railway	<input type="checkbox"/> Marine/ offshr insta	<input type="checkbox"/> Aircraft equip, spar	<input type="checkbox"/> Workshop eqt, consum
<input type="checkbox"/> Workshop tool, consu	<input type="checkbox"/> Electrical general	<input type="checkbox"/> Electrical motors	<input type="checkbox"/> Telecom equipment	<input type="checkbox"/> Computers, periph	<input type="checkbox"/> Hoses
<input type="checkbox"/> Bar,rod,steel,metal	<input type="checkbox"/> Wire ropes, chains	<input type="checkbox"/> Building mat & hardw	<input type="checkbox"/> Fasteners	<input type="checkbox"/> Filters	<input type="checkbox"/> Welding eqpt, consum
<input type="checkbox"/> Fuels, all	<input type="checkbox"/> Chemical, laboratory	<input type="checkbox"/> Liquid Materials DEL	<input type="checkbox"/> Sealines	<input type="checkbox"/> Compression	<input type="checkbox"/> Sulphur storage
<input type="checkbox"/> pipeline automation	<input type="checkbox"/> Receiving Facilities	<input type="checkbox"/> EGDS	<input type="checkbox"/> Casing accessories	<input type="checkbox"/> Fishing/repair tools	<input type="checkbox"/> Mud product & cement
<input type="checkbox"/> Computer Software	<input type="checkbox"/> Safety Gear	<input type="checkbox"/> Printing	<input type="checkbox"/> Promotional Items	<input type="checkbox"/> Food	<input type="checkbox"/> Others
<input type="checkbox"/> Chemical, Gen proces	<input type="checkbox"/> Catalyst	<input type="checkbox"/> Chemical Production	<input type="checkbox"/> Chemicals, catalyst	<input type="checkbox"/> Industrial gases	<input type="checkbox"/> Laboratory equipment
<input type="checkbox"/> Insulation materials	<input type="checkbox"/> Mechanical seals	<input type="checkbox"/> Fire/safe/envir eqpt	<input type="checkbox"/> Bearings	<input type="checkbox"/> Belts	<input type="checkbox"/> Miscellaneous goods

- If you want to remove already registered product category, you can deselect any product category check box in the displayed product category list.

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6. In the **Contact Person Information** you can maintain the Contact person details, additional contact person details, Sponsor details and Sponsor's contact person details.

Contact Person Information

First Name: *	<input type="text" value="Venkatesh_FName"/>	Phone Number: *	<input type="text" value="485857"/>
Last Name: *	<input type="text" value="TC"/>	Fax Number:	<input type="text" value="846864"/>
Form of Address: *	<input type="text" value=""/>	E-Mail Address: *	<input type="text" value="VC1122@DEL.COM"/>
Position:	<input type="text" value=""/>	Language: *	<input type="text" value="EN"/> <input type="checkbox"/>
Department:	<input type="text" value="Information Technology"/>	Country: *	<input type="text" value="QA"/> <input type="checkbox"/>

Additional Contacts

<input type="button" value="Add lines"/> <input type="button" value="Delete"/>					
Title	* Contact Person Name	Position	* Phone No	Mobile No	Fax No

- Enter the contact details of the Admin user under the Administrator section in Contact Person information

- Enter the Sponsor information.

Sponsor Information

Sponsor/Local Agents

<input type="button" value="Add Lines"/> <input type="button" value="Delete"/>									
Ref. No.	Title	Sponsor Name	Street Address	City	Country	Zip Code	PO Box	Web Site	
001	▼								

Contact Persons for Sponsor

<input type="button" value="Add Lines"/> <input type="button" value="Delete"/>								
Ref. No.	Title	Name	Position	Phone No.	Mobile No.	Fax No.	E-Mail Address	
001	▼							

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7. In the **Attachment** section, you can maintain your company attachments. Use **Add Attachment** button to add the new attachment and use **Delete** button to delete the already added attachment.

Attachment

Add Attachment **Delete**

Bank Related Doc.	File Name
<input type="checkbox"/>	C:\Users\VL4516\Desktop\Attach\trade license.jpg
<input type="checkbox"/>	C:\Users\VL4516\Desktop\Attach\QASEM SPA.jpg
<input checked="" type="checkbox"/> X	test1

* Please attach Certificate of Commercial Registration, Bank Account details and Other Technical Certificates.

* The attached document for the Bank Account details should at least have a company seal and be signed by the finance representative of that company.

* Please attach files of size within 2 MB.

* System will not accept PDF, MS Word, MS Excel, if it contains HYPERLINK/URL/WEBSITE LINKS or MACRO embedded in the document.

- When you add the attachment, if the attachment is related to Bank account then choose the check box **Bank Related Document**.

Add Attachment □ ×

File: **Browse...**

File Name:

Bank Related Document

Add **Cancel**

- Suppliers have to Attach the below documents once they receive their user logon credentials to portal.

Qatar:

1. Certificate of Registration
2. Municipality Permit
3. ISO certificates or its equivalent (optional)

Other GCC and Middle East Countries:

1. Certificate of Registration

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2. Business License
3. ISO Certificates or its equivalent (optional)

European Countries:

1. Commercial Register
2. Articles of Incorporation
3. Trade License
4. VAT Certificates
5. ISO Certificates or its equivalent (optional)

USA:

1. Commercial Register
2. Withholding Tax Certificate
3. Trade License
4. ISO Certificates or its equivalent (optional)

Asian Countries:

1. Commercial Register
2. Trade or Business License
3. Certificate of Commercial Registration
4. ISO Certificates or its equivalent (optional)

- ISO Certificates or its equivalent can be submitted by the Supplier but will only be considered as a reference document, not as a confirmation document.

8. Once you have maintained all the required data's, you can click on **Save** button to save the data.

- Now the system will show the success message and all the data's will be displayed in Display mode.

- If you want add any more data just click on **Process** to edit the company data details.

9. Click on **Log off** button to log off from vendor Portal.

