

# Self-registration of a Potential Supplier



To become a TAQA Morocco supplier, you must apply for self-registration in the "Isupplier" platform.

Once logged in, the supplier must provide specifics about his company (addresses, contacts, products and services offered), as well as a presentation of his company.

The registration request is made in 3 steps:

- ✓ Entering basic information
- ✓ Entering company specifics
- ✓ Filing of documents and attachments

## Step 1 : Basic information

**Détails de la société**

Il faut fournir au moins une ID fiscale pour pouvoir compléter la demande d'enregistrement.

\* Nom de la société

Pays d'imposition  Lorsqu'il est indiqué, le pays d'imposition est utilisé pour valider le format du numéro d'identification intracommunautaire et/ou de l'ID fiscale.

Número d'identification intracommunautaire

ID fiscale

Numéro DUNS

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**Informations contact**

Libellé vide pour texte d'instruction

\* Email

Prénom

\* Nom

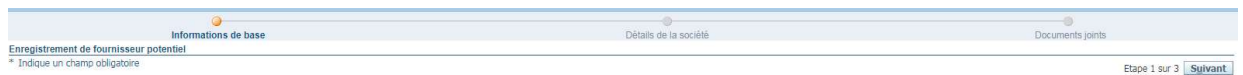
Indicatif téléphonique régional

Téléphone

Numéro de poste

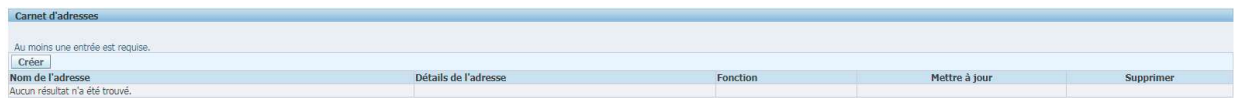
- Fill in the information on the "Company specifics" block
  - Company name: Enter the company name
  - Tax country: Enter the name of the country or Search with the magnifying glass the country of the company's headquarters
  - Tax ID: enter the Common Identifier number of the ICE company, this field must be completed only for Moroccan companies

- DUNS number: Enter D-U-N-S number "Data Universal Numbering System" for foreign companies.
- Fill in the "Coordinates" data
  - Email: Enter the email of the main contact
  - First name: Enter the first name of the main contact
  - Last name: Enter the name of the main contact
  - Area telephone code: Enter the country telephone code
  - Telephone: Enter the GSM contact number of the main contact.
- ! **Provide the name of the company, tax identification details, the main contact of the company. This information is checked against existing records to avoid recording duplicate information**
- Click on next to continue recording



## Step 2 : Company's specifics

### Directory :



- To add an address, click on the button **Créer**, the following screen is displayed :

- Enter a name of the address that identifies this address example "Headquarters" or "Subsidiary", in the event that a supplier has several addresses
- Select the country
- Enter the detail of the address line 1
- Enter the additional address on the other lines
- Enter the city
- Enter the postal code
- Enter the country code and phone number
- Enter the country code and fax number

- Enter a company email address

- Click on the "Apply" button, the address is saved

Créer				
Nom de l'adresse	Détails de l'adresse	Fonction	Mettre à jour	Supprimer
Siège	Oasis Square route de Oasis, Casablanca 20400 Maroc	RFQ Only, Payment, Purchasing		

### Directory :

- By default, the system retrieves the main contact that was entered during the first step
- To add a new contact, click on the button, **Créer**, and enter the required information (Last name, First name, Telephone and email address)

Pré-étape de votre entreprise ou fournisseur						
Créer						
Prénom	Nom	Téléphone	Email	Nécessite un compte utilisateur	Mettre à jour	Supprimer
Mounia	Bernichi	+212-618531163	mbernichi@is-value.com	✓		

### Products and services:

In this section, the supplier can indicate all the products and services that he can offer to his customers and which correspond to the field of activity of TAQA Morocco:

- Add categories and sub categories of products and services that the supplier represents from the predefined list:

Produits et services		
Au moins une entrée est requise.		
Créer		
Code	Produits et services	Supprimer
Aucun résultat n'a été trouvé.		

- Click on the button **Créer**, the following screen is displayed :

Produits et services			
<input checked="" type="radio"/> Parcourir tous les produits et services <input type="radio"/> Rechercher un code et produit en particulier			
<input type="button" value="Annuler"/> <input type="button" value="Appliquer"/>			
Code	Produits et services	Voir les sous-catégories	Applicable
Instrumentation / F&G	Instrumentation / F&G		<input type="checkbox"/>
Legal	Legal		<input type="checkbox"/>
Location Services	Location Services		<input type="checkbox"/>
Maintenance Services	Maintenance Services		<input type="checkbox"/>
Mechanical Rotating	Mechanical Rotating		<input type="checkbox"/>
Mechanical Static	Mechanical Static		<input type="checkbox"/>
Network-Hardware-New			<input type="checkbox"/>
Network-Hardware-Support			<input type="checkbox"/>
Network-Mixed (e.g. Projects)			<input type="checkbox"/>
Network-Network			<input type="checkbox"/>
<input type="button" value="Annuler"/> <input type="button" value="Appliquer"/>			

- Click on « Browse all products and services »
- To browse all products and services codes, scroll through the lists using the "Previous" and "Next" buttons

- Select the category code and click on "see subcategories" to choose the subcategory
- Check "Applicable"
- Click on the "Apply" button, the category code is saved

Produits et services		
Au moins une entrée est requise.		
<input type="button" value="Créer"/>		
Code	Produits et services	Supprimer
Applications:Professional Services	.	

### Step 3 : Attachments

The supplier can provide additional information in the form of documents (presentations, sales brochures, etc.)

**! You must also attach the supplier code of conduct which can be downloaded from TAQA Morocco website, initialled on all pages and signed with the mention read and approved.**

- Attach the pdf presentation of the Company

Documents joints								
<input type="button" value="Ajouter un document joint..."/>								
Titre	Type	Description	Catégorie	Dernière mise à jour par	Dernière mise à jour	Utilisat.	Mettre à jour	Supprimer
Aucun résultat n'a été trouvé.								

- Click in the button « Add an attachment »

- o Enter the title of the document
- o Enter the description
- o Select the "File" type
- o Click on "choose a file" to attach a file

Informations de synthèse des documents joints	
Titre	<input type="text" value="Présentation IS Value"/>
Description	<input type="text" value="Présentation activité et références"/>
Catégorie	<input type="text" value="Divers"/>
Définir un document joint	
Type	<input checked="" type="radio"/> Fichier <input type="radio"/> URL <input type="radio"/> Texte
	<input type="button" value="Choisir un fichier"/> <input type="button" value="Aucun fichier choisi"/>
<div style="border: 1px solid black; height: 40px;"></div>	

Informations de base	Détails de la société	Documents joints
		<input type="button" value="Soumettre"/> <input type="button" value="Précédent"/> Etape 3 sur 3

**You must attach the supplier code of conduct which can be downloaded from TAQA Morocco website, initialled on all pages and signed with the mention read and approved.**

## Submission of the registration request

- Click on the "Submit" button to submit the recording
- A confirmation message that the recording has been submitted for approval is displayed:



- A confirmation message that the recording has been submitted for approval
- An email notification will follow with the link to the registration status page, which allows the supplier to follow the processing of his request

Vos détails d'enregistrement ont été soumis. Cliquez sur cette URL pour suivre la progression sur cette demande.

[Page Statut d'enregistrement fournisseur potentiel](#)

## Status of the registration request

