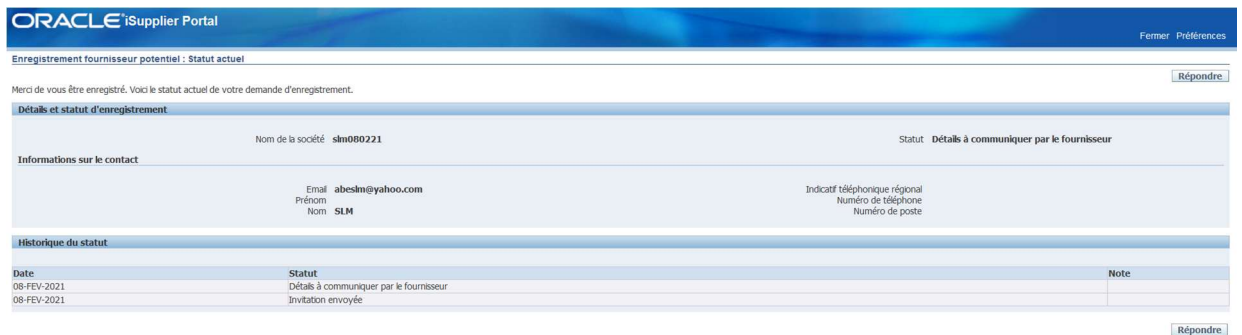


# Qualification of a guest supplier

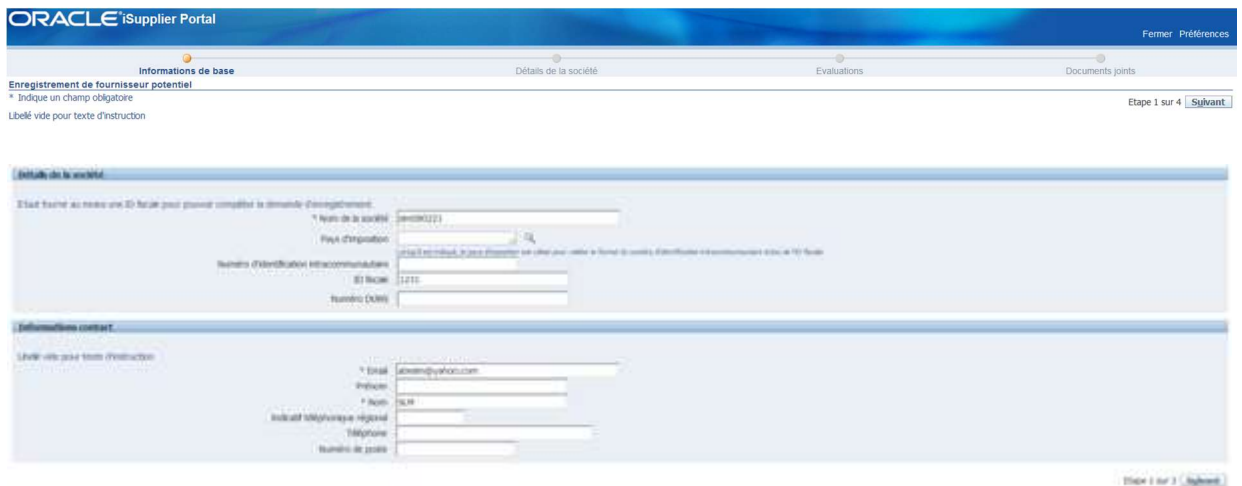
The Supplier relationship manager records the basic information of the identified prospect Supplier and sends him an invitation to submit his qualification file by answering the online qualification questionnaire.



Date	Statut	Note
08-FEV-2021	Détails à communiquer par le fournisseur	
08-FEV-2021	Invitation envoyée	

Click on the button « **Answer** »

## Tab 1 : Basic information

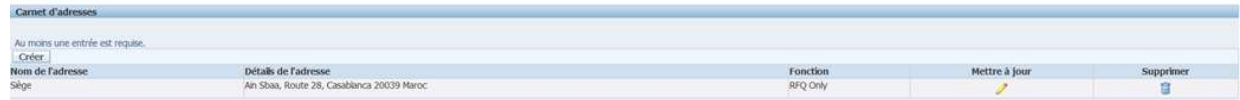


Complete and validate the information pre-recorded by TQM in the "**Basic information**" tab: Company name on the Trade licence, ICE and Tax ID


Click on **Next** to pursue the recording

## Tab : Company's specifics

### Directory :



Nom de l'adresse	Détails de l'adresse	Fonction	Mettre à jour	Supprimer
Siège	Ah Sbaa, Route 28, Casablanca 20039 Maroc	RFQ Only		

- Update the address by clicking on the pencil or add an address by clicking the button , the following screen is displayed :



Créer une adresse  
\* Indique un champ obligatoire

\* Nom de l'adresse:   
 Pays:   
 \* Adresse ligne 1:   
 Adresse ligne 2:   
 Adresse ligne 3:   
 Adresse ligne 4:   
 \* Ville/commune:   
 Région:   
 Dépt/région:   
 Province:   
 \* Code postal:

Indicatif régional:   
 Téléphone:   
 Indicatif du fax:   
 Numéro de fax:   
 Adresse email:

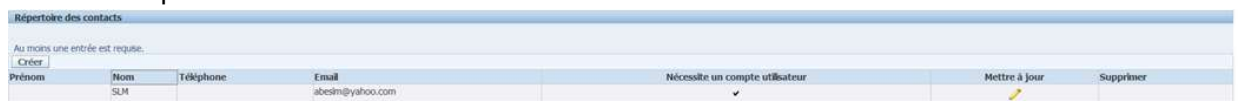
Adresse des achats  
 Adresse règlement  
 Adresse A.O. seulement

- Enter a name for the address that identifies it, for 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 button « **Apply** », the address is recorded

### Contacts directory :

By default, the system retrieves the main contact that was entered during the first step



Prénom	Nom	Téléphone	Email	Nécessite un compte utilisateur	Mettre à jour	Supprimer
	SLM		abesim@yahoo.com	<input checked="" type="checkbox"/>		

- To add a new contact, click on the button  and enter the mandatory information (Last name, first name, phone number et email address)

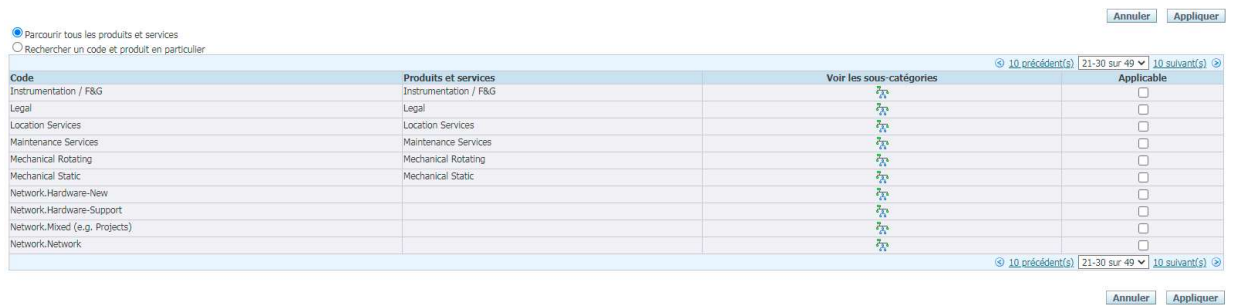
### Products and services:

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

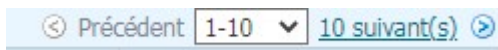
- Add categories and sub categories of products and services that the supplier offers from the predefined list:



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

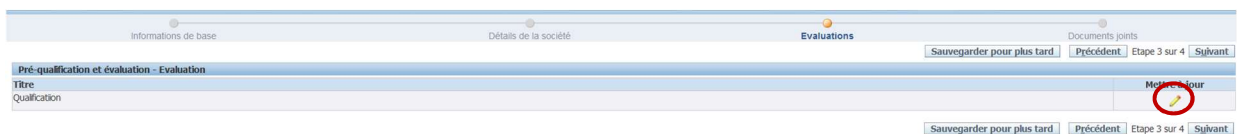


- Click on « Browse all products and services »
- To browse all the product and service codes, scroll through the lists using the "Previous" and "Next" buttons



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

### Tab: Evaluation



- Click on the pencil to update the questionnaire and answer to pre qualification questions.

**ORACLE Supplier Portal** Fermer Préférences

Créer une réponse : 8021 (évaluation 430026)

Annuler | Voir l'évaluation | Répondre par feuille de calcul | Svyder doc. provis. | Continuer

Intitulé Qualification Temps restant **1 jour**  
Date de clôture **09-fev-2021 10:49:21**

---

**En-tête**

Fournisseur: **slm080221** \* Réponse valide jusqu'au: **28-fev-2021**  
 Devise de l'évaluation: **MAD** (exemple : 24-jan-2021)  
 Devise de la réponse: **MAD**  
 Précision du prix: **Queconque**

Numéro de référence:   
 Note à l'acheteur:

---

**Documents joints**

Titre	Type	Description	Catégorie	Dernière mise à jour par	Dernière mise à jour	Utilisat.	Mettre à jour	Supprimer
Aucun résultat n'a été trouvé.								

---

**Questionnaire**

[Tout développer](#) | [Tout réduire](#)

Sélection	Intitulé	Valeur cible	Valeur de la réponse
<input type="checkbox"/>	Questionnaire		
<input type="checkbox"/>	Section 1 : Identification de l'Entreprise		
	Société : Forme juridique (Legal Form)		
	Appartient à un Groupe (Oui/non) (Is your Company a subsidiary of any Holding) ?		
	Type d'activité ( Equipements & PDR / Equipements & Spare parts ; Services /Services ; Equipements & Services )		

- Enter the validity date of the response
- Answer each question of the questionnaire, it is composed of several sections:
  - Section 1: Identification of the Company
  - Section 2: Company contacts
  - Section 3: Regulatory Information and Documents
  - Section 4: Financial Information
  - Section 5: Banking Information
  - Section 6: Information related to insurance cover
  - Section 7: Information Related to the Company's organization
  - Section 8: Information Related to trades & areas of activity
  - Section 9: HSE
  - Section 10: Documents to attach

**Certain sections and documents may be active or not, depending on the type of activity chosen in the "Company identification" section**

#### Attached documents :

The supplier must provide the documents required on the qualification questionnaire, among others: status, J model, CNSS certificates, tax and insurance regularity, company presentation, HSE documents and supplier code of conduct.

- Attach pdf documents

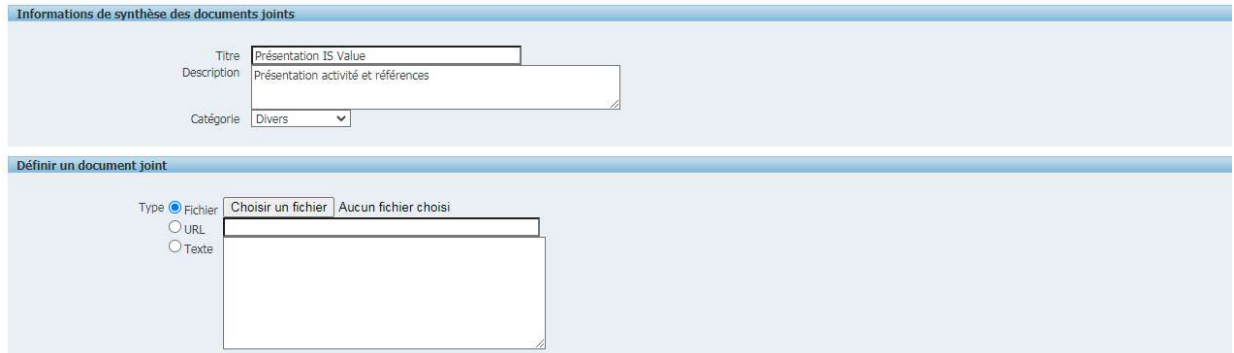
**Documents joints**

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 on the button « Add and attachment »

**Ajouter un document joint...**

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



The screenshot shows two sections of a web form. The top section, titled 'Informations de synthèse des documents joints', contains fields for 'Titre' (Présentation IS Value), 'Description' (Présentation activité et références), and 'Catégorie' (Divers). The bottom section, titled 'Définir un document joint', has radio buttons for 'Fichier' (selected), 'URL', and 'Texte'. A 'Choisir un fichier' button is present, along with a text area for the file path.



The screenshot shows a navigation bar with tabs for 'Informations de base', 'Détails de la société', and 'Documents joints'. The 'Documents joints' tab is active. Below the tabs are buttons for 'Soumettre', 'Précédent', and 'Etape 3 sur 3'.

**! Any incomplete referral request will be rejected and will not be supported.**

- After answering all the questions, click on the "**Continue**" button.



The screenshot shows the Oracle iSupplier Portal interface. The 'Evaluations' tab is active. The page title is 'Pré-qualification et évaluation - Evaluation'. There are buttons for 'Sauvegarder pour plus tard', 'Précédent', 'Etape 3 sur 4', and 'Subvant'. A 'Mettre à jour' button is also visible.

- Click on « **Next** »

### Submission of the registration request

- Click on the "Submit" button to submit the registration and qualification
- A message confirming that the recording has been submitted