

### OQ Tawreed Portal

The web-based tools that enable our procurement professionals and our suppliers to conduct sourcing activities

## Welcome to OQ Tawreed Portal

The OQ Tawreed Portal provides a suite of collaborative, web-based tools that enable OQ's procurement professionals and suppliers to conduct sourcing activities. It provides a simple, secure and efficient means for managing sourcing activities, reducing the time and effort required for both buyers and suppliers.

## Public Tenders

## Register or Login

❖ [Forgotten your password?](#)

**LOGIN**

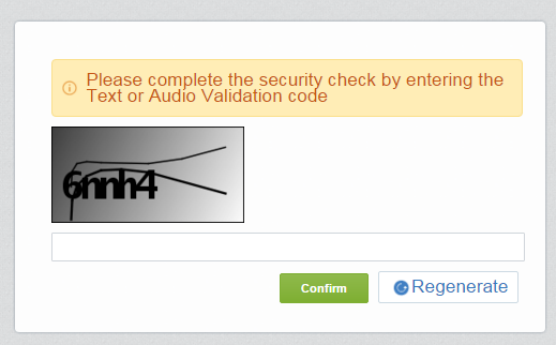
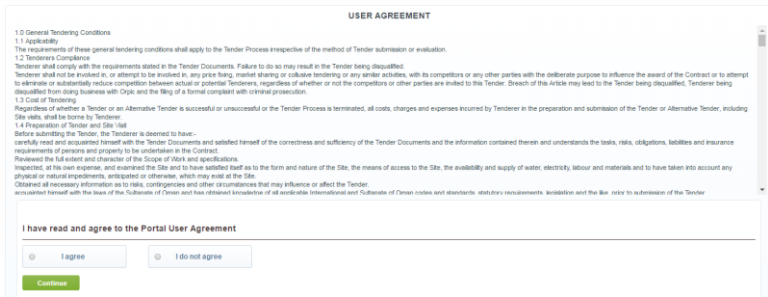
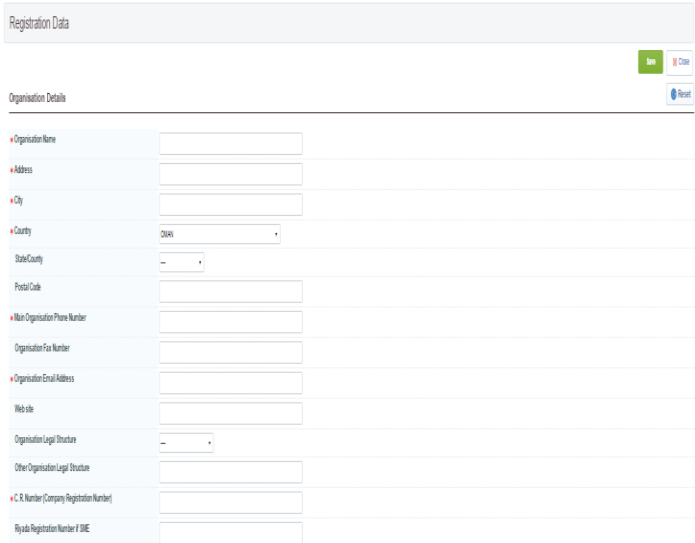
# OQ Supplier Registration

## User Guide


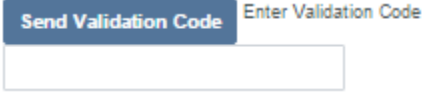
## Access the OQ Procurement Portal



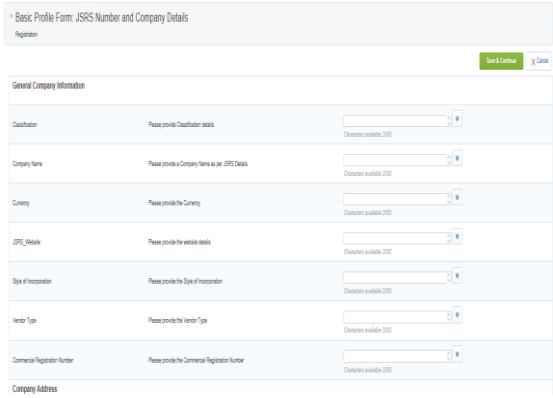
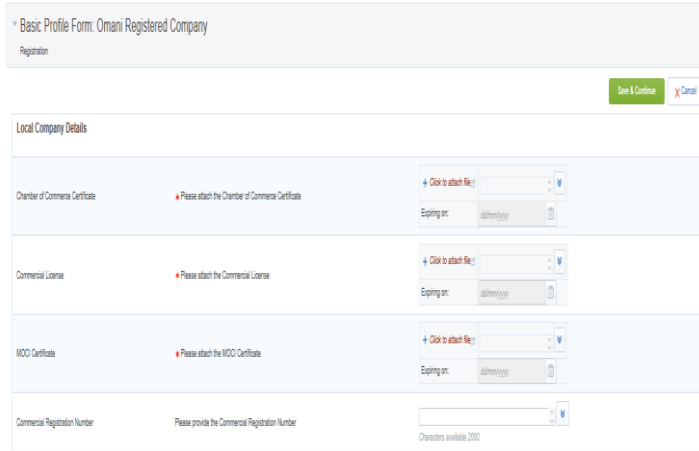
Step Description	Notes
<p>1. Open the OQ Procurement Portal and click on New User? Register Now! start Registration on OQ Procurement Portal:</p> <div style="text-align: center;"> <h3>Register or Login</h3> <hr style="border: 1px solid orange;"/> <div style="display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; color: red; margin-right: 10px;">→</span> <div style="border: 1px solid orange; padding: 5px; display: flex; align-items: center;"> <span style="font-size: 1.5em; margin-right: 5px;">🔑</span> <input style="flex-grow: 1;" type="text" value="username"/> <span style="font-size: 0.8em; margin-left: 5px;">⋮</span> </div> </div> <div style="display: flex; align-items: center; justify-content: center; margin-top: 5px;"> <div style="border: 1px solid orange; padding: 5px; display: flex; align-items: center;"> <span style="font-size: 1.5em; margin-right: 5px;">🔒</span> <input style="flex-grow: 1;" type="password" value="••••••••"/> <span style="font-size: 0.8em; margin-left: 5px;">⋮</span> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>❖ <a href="#">Forgotten your password?</a></span> <span style="background-color: orange; color: white; padding: 5px 15px; border-radius: 3px;">LOGIN</span> </div> </div>	<p>A new browser window detailing the OQ Procurement Portal user agreement will open up.</p> <p>Note that you may be required to set your browser to 'Temporarily allow pop-up' Windows.</p>

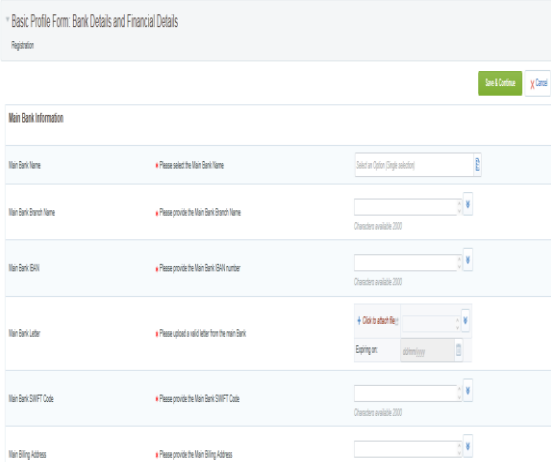
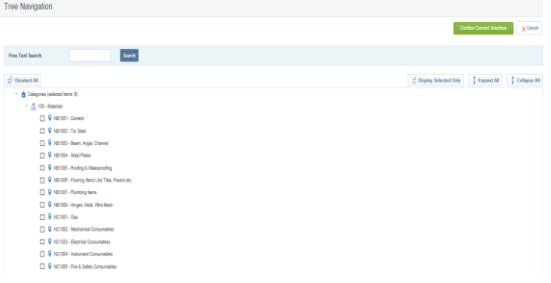
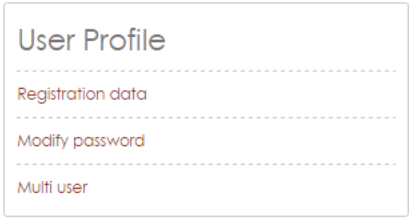
Step Description	Notes
<p>2. Complete the security check that appears in a new window. The below is an example:</p> 	
<p>3. Review the OQ User Agreement carefully and click on <b>I agree</b> to continue your registration then <b>Next</b>.</p> 	<p>You can also download a PDF file of the user agreement. Click on <b>Adobe PDF File</b> at the top right of the page.</p>
<p>4. In the following page, Complete the Supplier registration form accurately</p> 	<p>The accuracy of this information is critical; it will be included in all of your bidding responses to OQ. We therefore strongly encourage you to ensure that the information which you have provided is up to date and accurate.</p> <p>Fields that are marked with a red asterisk are mandatory *.</p> <p>Such fields must be completed in order to complete the registration form.</p>

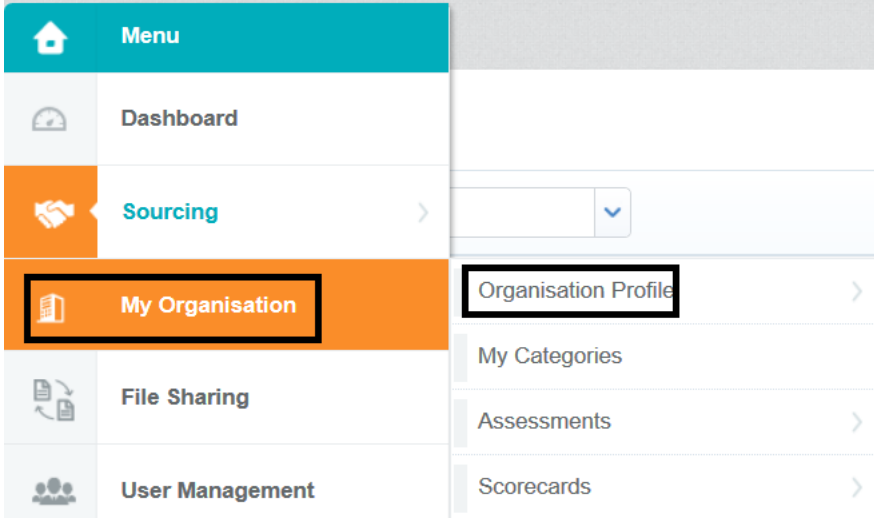
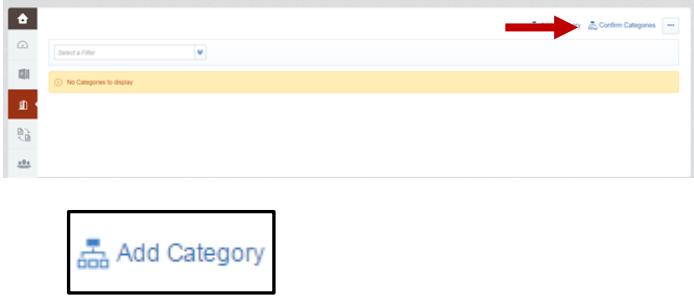
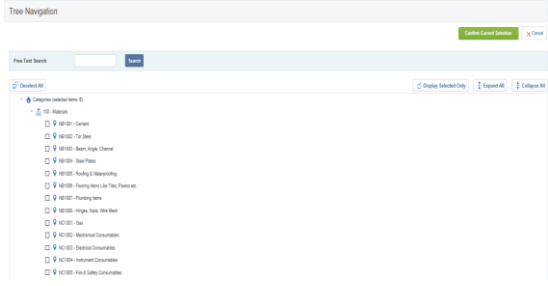



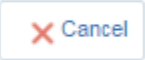
Step Description	Notes
<p>5. When you have filled of the required data fields, Click on the <b>Save</b> button at the top of the page.</p> <div style="text-align: center;">  </div>	<p>The last step requires you to enter the Validation Code sent to your email you provided above in the <b>User Details</b>. Wait for the validation code, usually takes 2 to 5 minutes to generate.</p>
<p>6. The last step requires you to enter the Validation Code sent to your email you provided above in the <b>User Details</b>. Wait for the validation code, usually takes 2 to 5 minutes to generate</p> <div style="text-align: center;">  </div>	
<p>7. Once the varification code is entered and <b>Save</b> button is clicked You will be then requested to provide JSRS Number and Details of about your Organization:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>* Basic Profile Form: JSRS Registration and Company Details Registration</p> <div style="text-align: right;"> <span style="background-color: #76923c; color: white; padding: 2px 5px;">Save &amp; Continue</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">X Cancel</span> </div> <hr/> <p><b>JSRS Registration</b></p> <p>JSRS Registration * Are you registered with Joint Supplier Registration System (JSRS)? <input type="checkbox"/></p> <p>JSRS Registration Number Please provide the JSRS Registration Number <input type="text"/> <small>Character available 2000</small></p> <p>Company Type * Please select the Company Type from the options <input type="text"/></p> <p>Size of Business Please provide the details of Company Size <input type="text"/></p> <p>Company Detail Please indicate if the business is Company or Trader <input type="text"/></p> <p>Withholding Tax Is the Company subject for Withholding Tax? <input type="text"/></p> <p>Supplier Search Name * Please provide short Company Search Name <input type="text"/> <small>Character available 2000</small></p> </div> <p>After filling the form, click <b>“Save &amp; Continue”</b></p>	<p>The accuracy of this information is critical; it would be required by OQ Registration Process. We therefore strongly encourage you to ensure that the information which you have provided is up to date and accurate.</p> <p>Fields that are marked with a red asterisk are mandatory *.</p> <p>Such fields must be completed in order to complete the registration form.</p>



Step Description	Notes
<p><b>8.</b> If you do not have a JSRS Number, you will be required to manually provide the information below:</p> 	<p>The JSRS Number &amp; Company Details Form will be containing information related to General Company Information, Company Address, Communication and contact details.</p> <p>The accuracy of this Information is required.</p> <p>After filling the Form, Click <b>“Save &amp; Continue”</b></p>
<p><b>9.</b> If you are an Omani Registered Company, Omani Registered SME or a Foreign Company, the form most suitable to your Organization Type will appear:</p> 	<p>This form appears based on the selection made on the previous screen to a question about <b>“Organization Type”</b>.</p> <p>Supplier must provide relevant information requested as per the Organization Type.</p> <p>The accuracy of this information is critically required by OQ Registration Process. We therefore strongly encourage you to ensure that the information which you have provided is up to date and accurate.</p> <p>Click <b>“Save &amp; Continue”</b> upon completion.</p>

Step Description	Notes
<p><b>10.</b> The next Form requires Supplier “Bank &amp; Financial Details”.</p>  <p>Click “<b>Save &amp; Continue</b>” upon completion.</p>	<p>Please ensure you provide correct and valid bank information!</p> <p>After filling all the information required saving in this Form, your registration steps are completed.</p> <p>You would be directed to the login page to insert your username and password in order to access the homepage of the OQ Procurement Portal.</p>
<p><b>11.</b> After filling the company details, you will be requested to select from the categories from the provided category tree:</p> 	
<p><b>12.</b> You can also select categories after logging into the system with the provided Username and Password. Click on the <b>Registration Data</b> link found under User Profile</p> 	<p>After setting up your account you are required to provide a selection of Categories to indicate list of your commercial activities.</p>

Step Description	Notes
<p>13. Click on <b>My Categories</b> under <b>My Organisation</b> button to the left of the page.</p> 	<p>Select the most relevant category/ categories based on the type of activities and work undertaken by your organization.</p>
<p>14. Click on <b>Add Category</b> at the top right of the page, and review the list of categories and associated activities.</p> 	
<p>15. From the category and activity selection page, you can search for keywords by entering details in the <b>Free Text Search</b> and clicking on <b>Search</b> or alternatively, you can expand the Category Tree to review the entire list of activities by category.</p> 	

Step Description	Notes
<p><b>16.</b> Select the Categories you wish to add then click on <b>Confirm Current Selection</b>:</p> <div data-bbox="431 352 946 411" style="text-align: center;"> </div>	
<p><b>17. Congratulations!</b> You have successfully created a Supplier Account, provided JSRS &amp; Bank Details, and selected your list of categories.</p>	