الأقطار
ALAQTAR

Al Aqtar Project

Vendor/Supplier Registration procedure



1- Go to AlAqtar’s website partners page: https://alaqtar.com/partners/

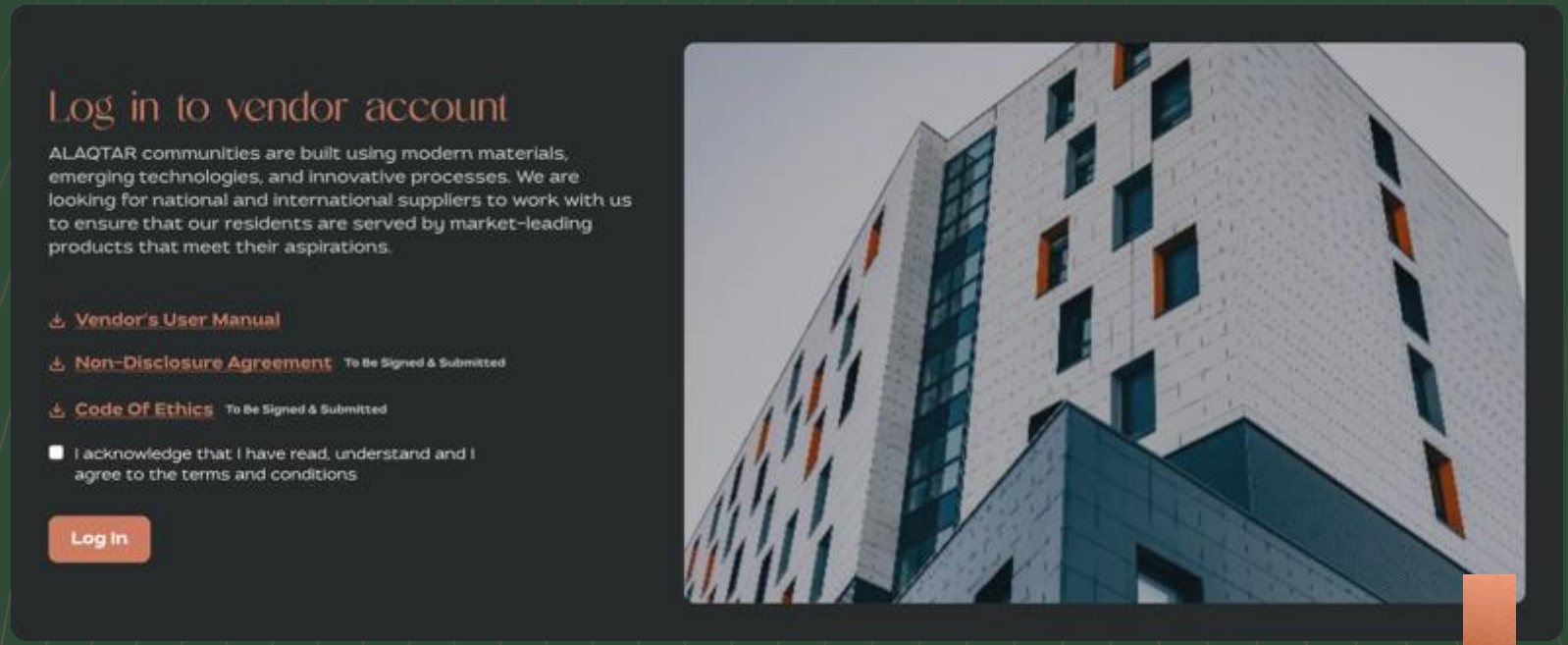
2- Click on the **Vendors button**



3- Please review the Terms & Conditions carefully.

4- Click on the check box.

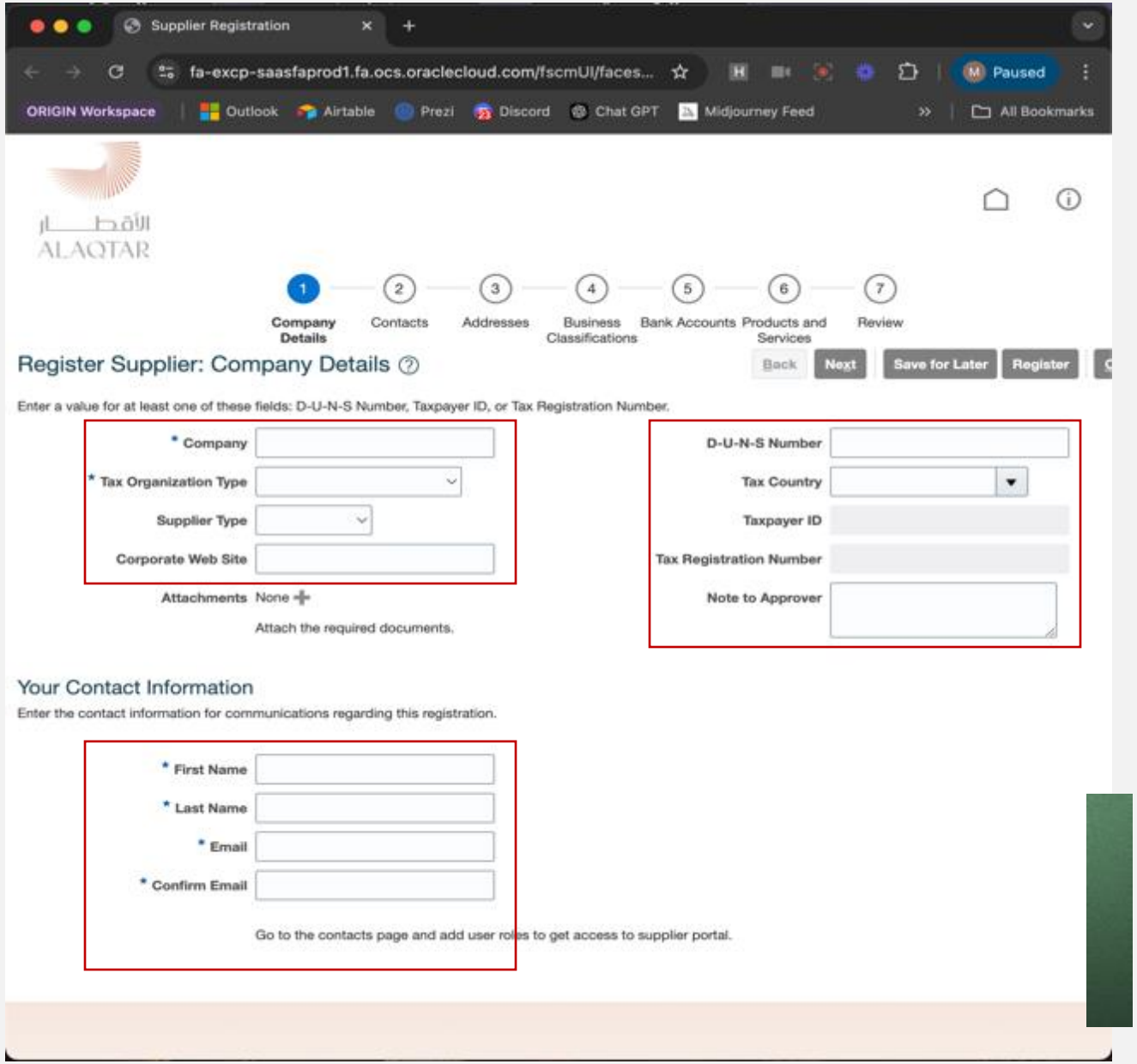
5- Click on New Registration or “Register Supplier” Link



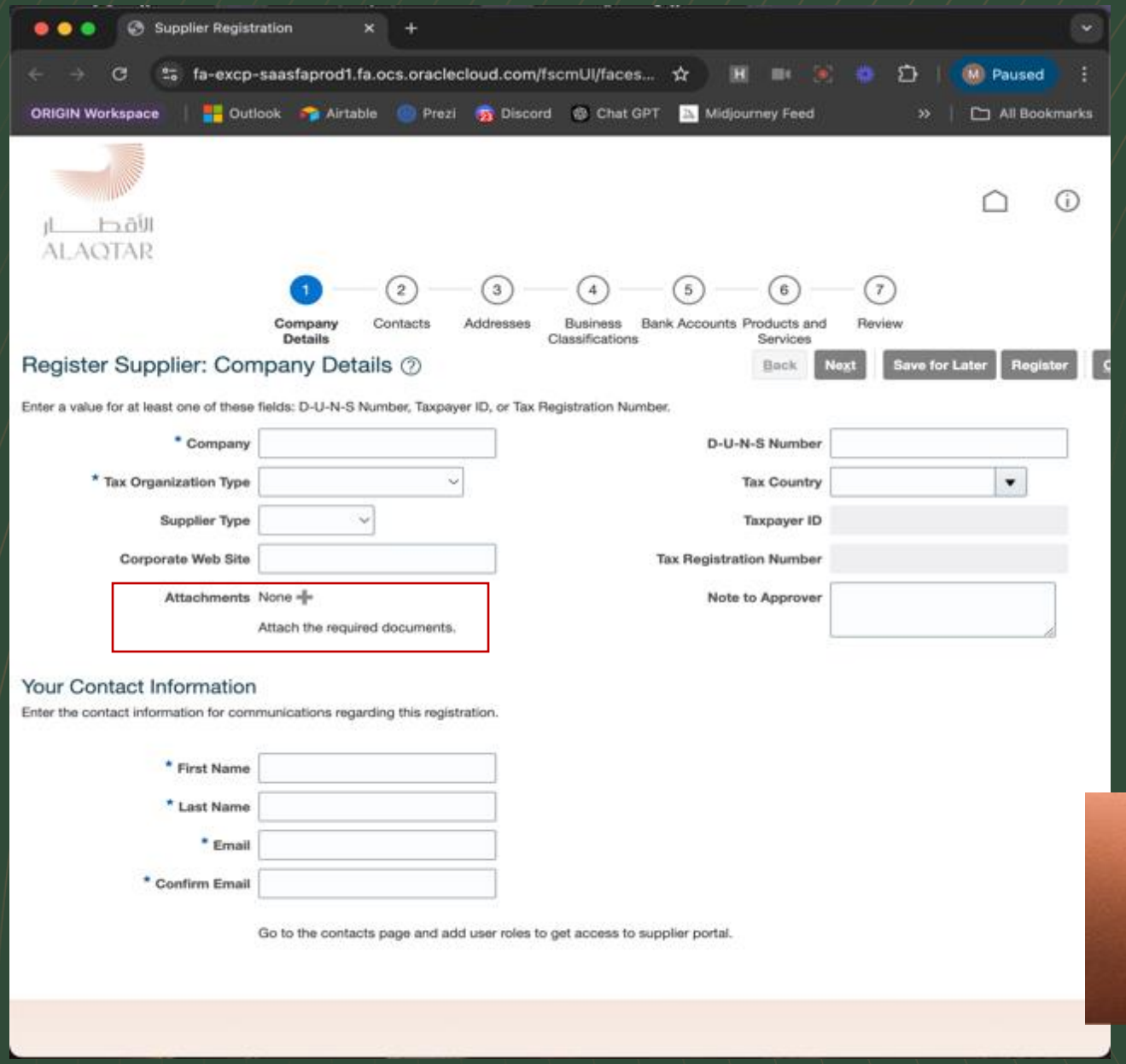
6- Fill all required fields on the form.

- Company
- Tax Organization Type
- Supplier Type

7- Click on Next button



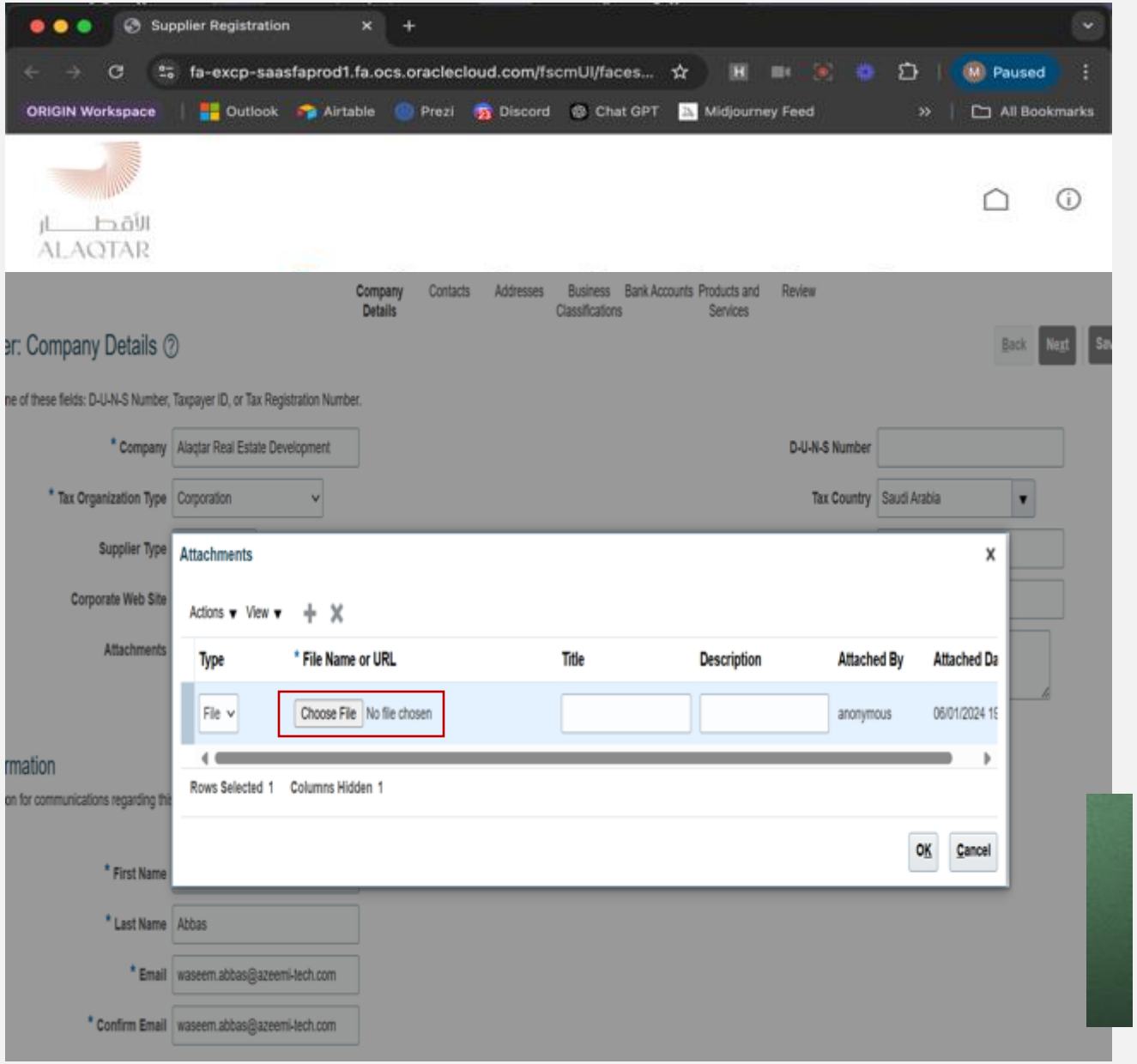
8- Click on Attachments button to add the Attachment



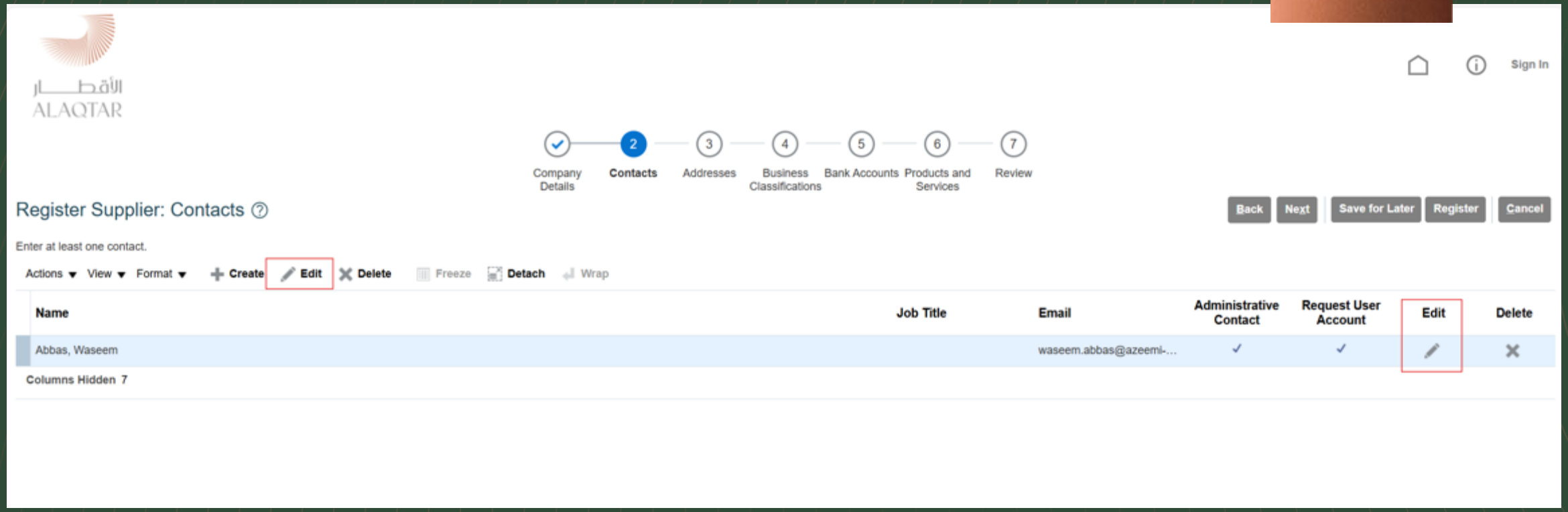
9- Click on Choose File button to select the file.

10- Select the file and click OK

11- Click on Next

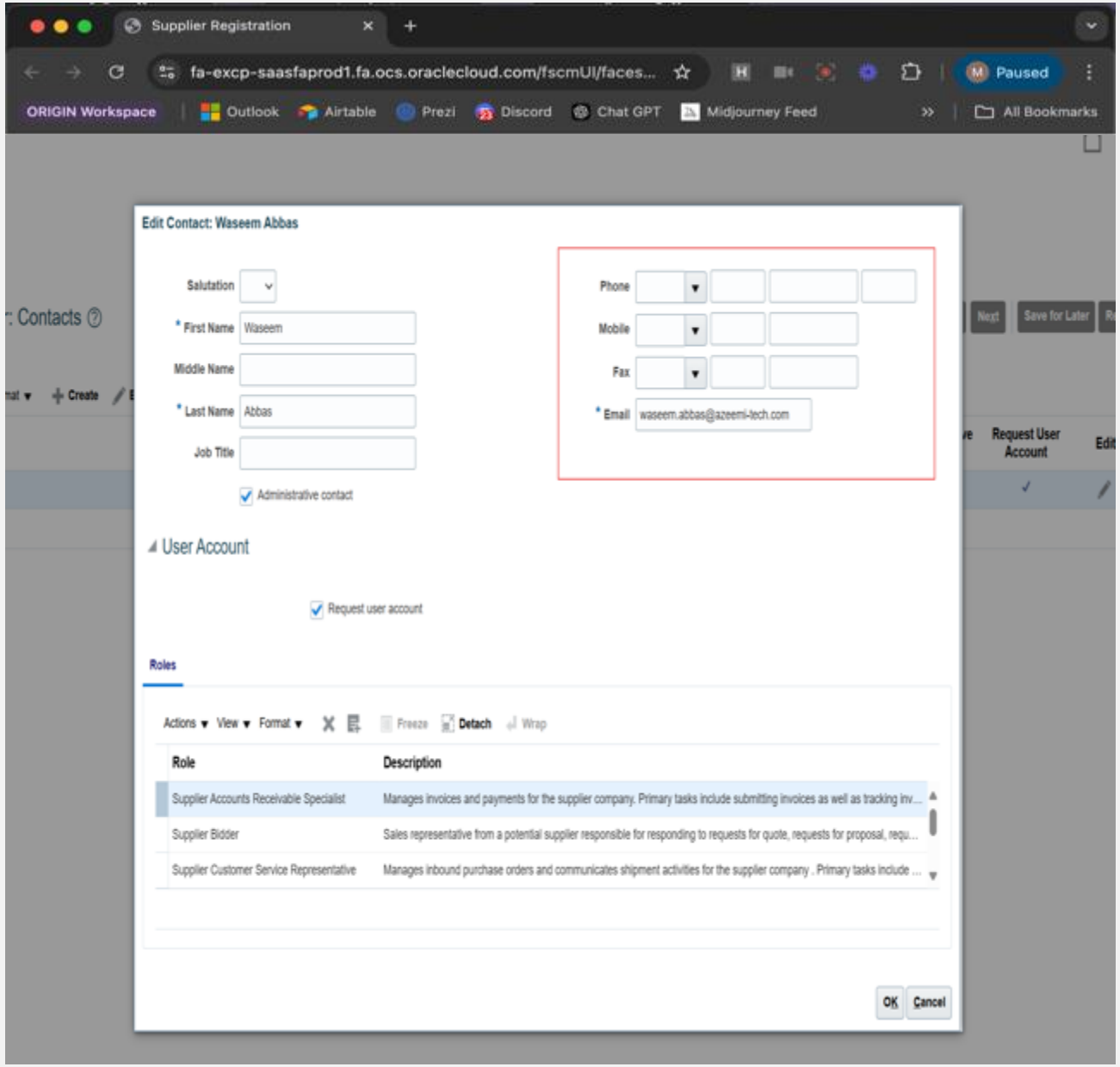


12- Click on Edit button to Add and Update the Contacts

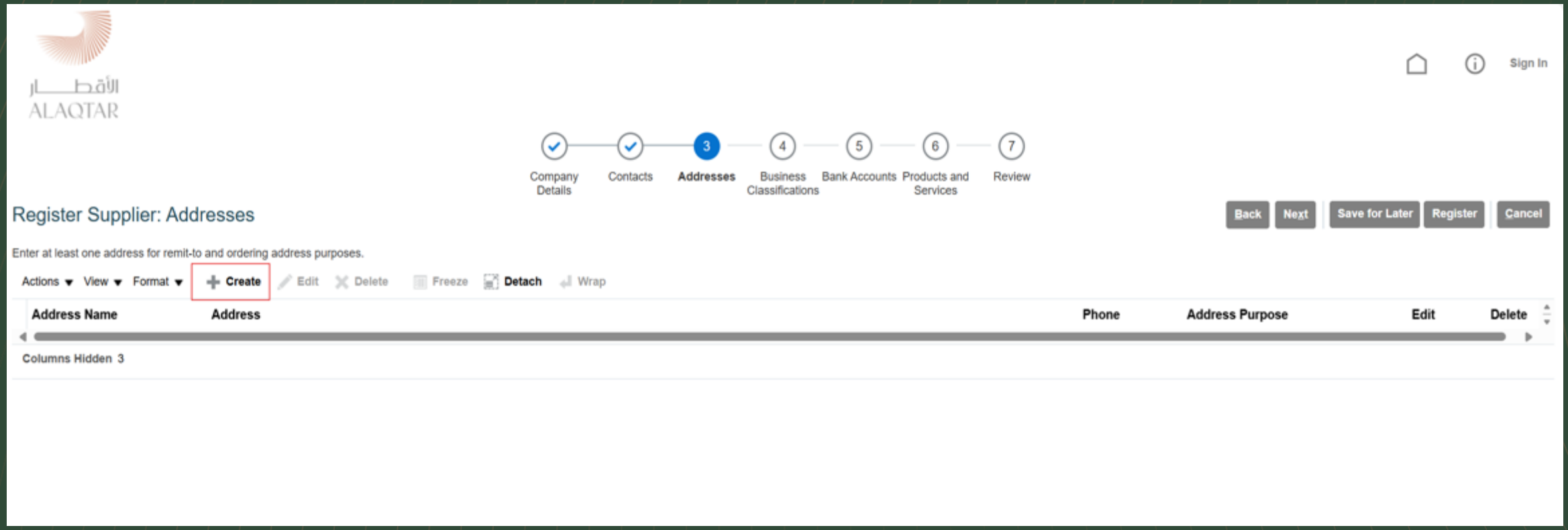


13- Fill the required field as shown in the picture.

14- Click OK



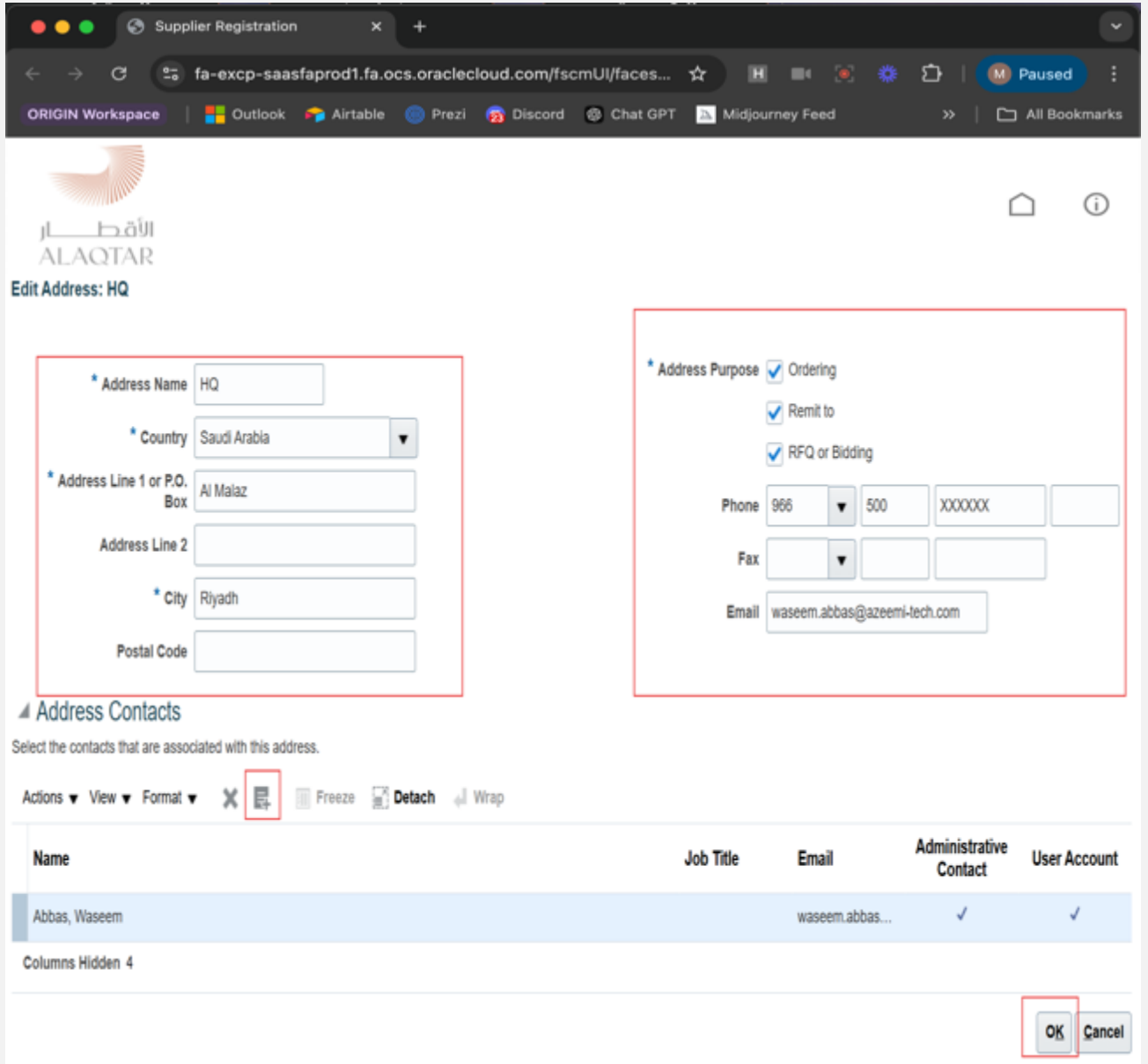
15- Click on the + Create Button



15- Fill the required fields in Address

16- Click on Add button to attach the adder Contacts.

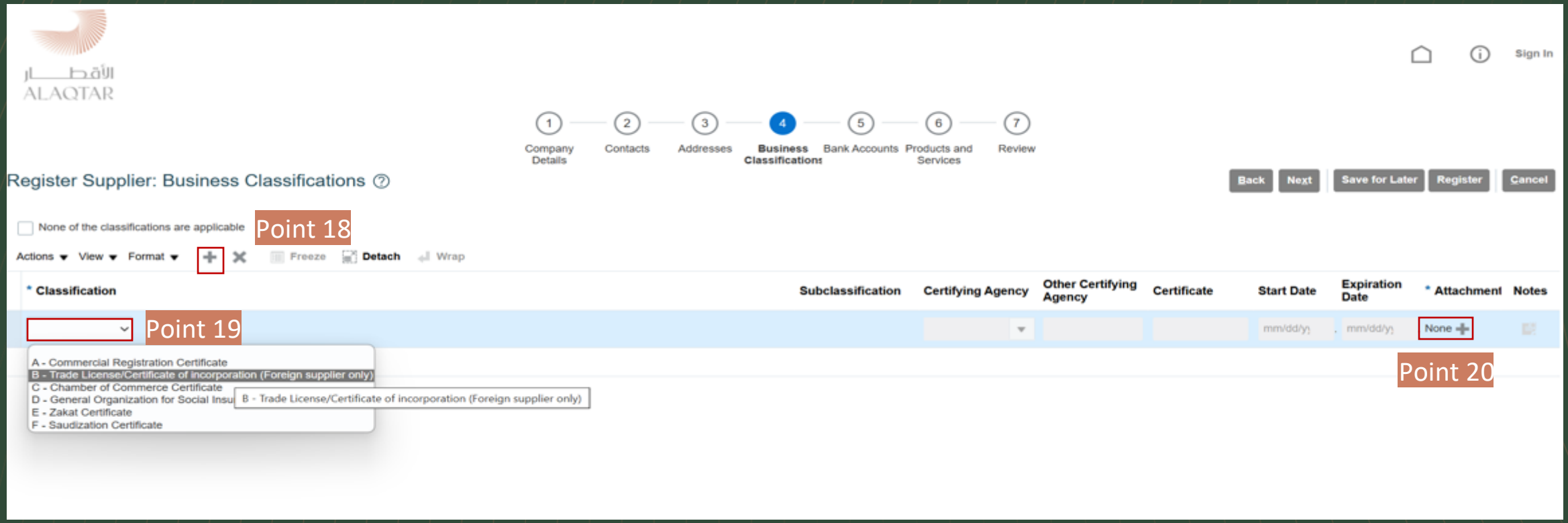
17- Select the Address Contact and Click OK



18- Click on the + button to add the required documents.

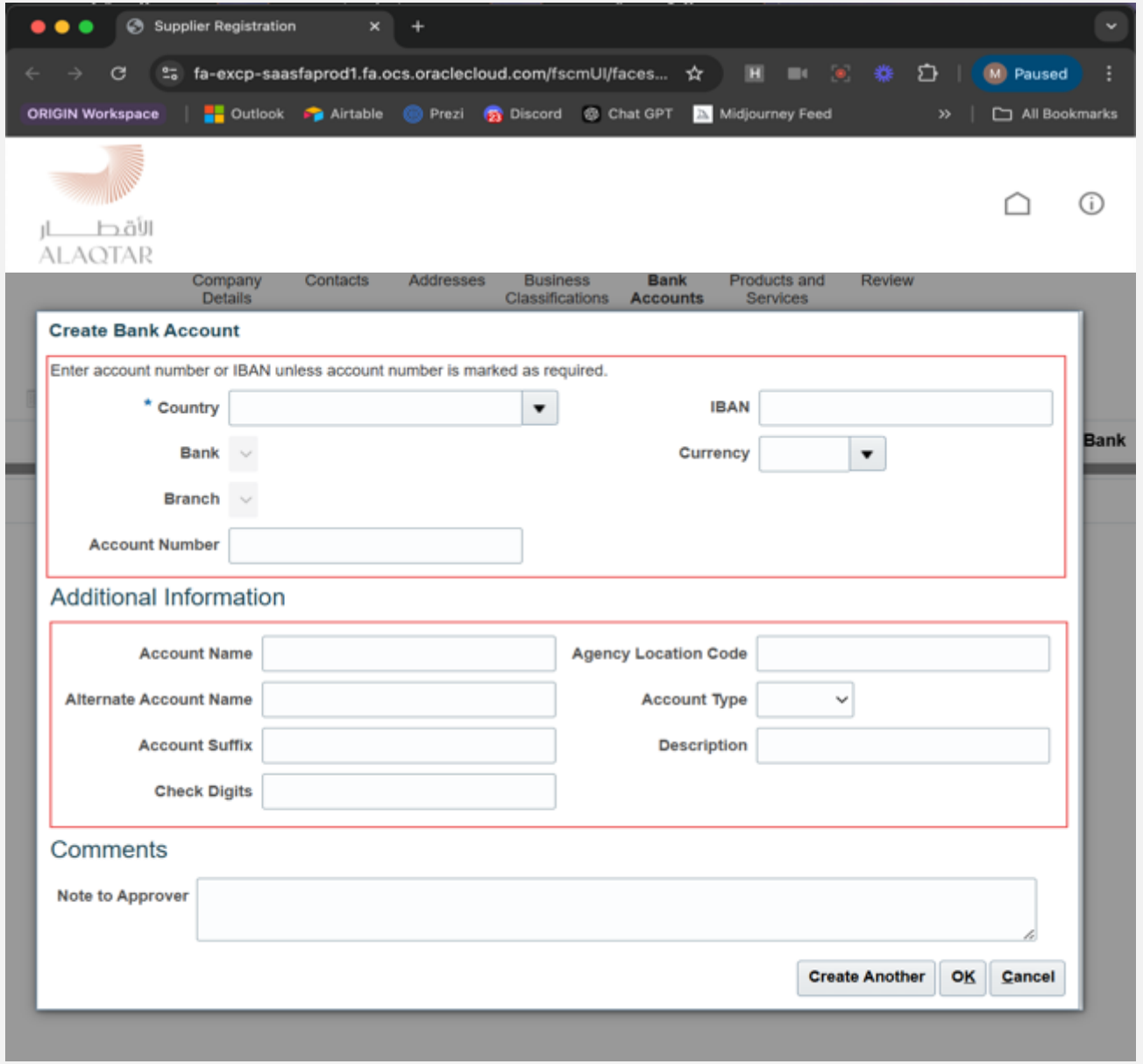
19- Select the document type from the List of Values

20- Click on Add Attachment button



21- Fill all the required fields.

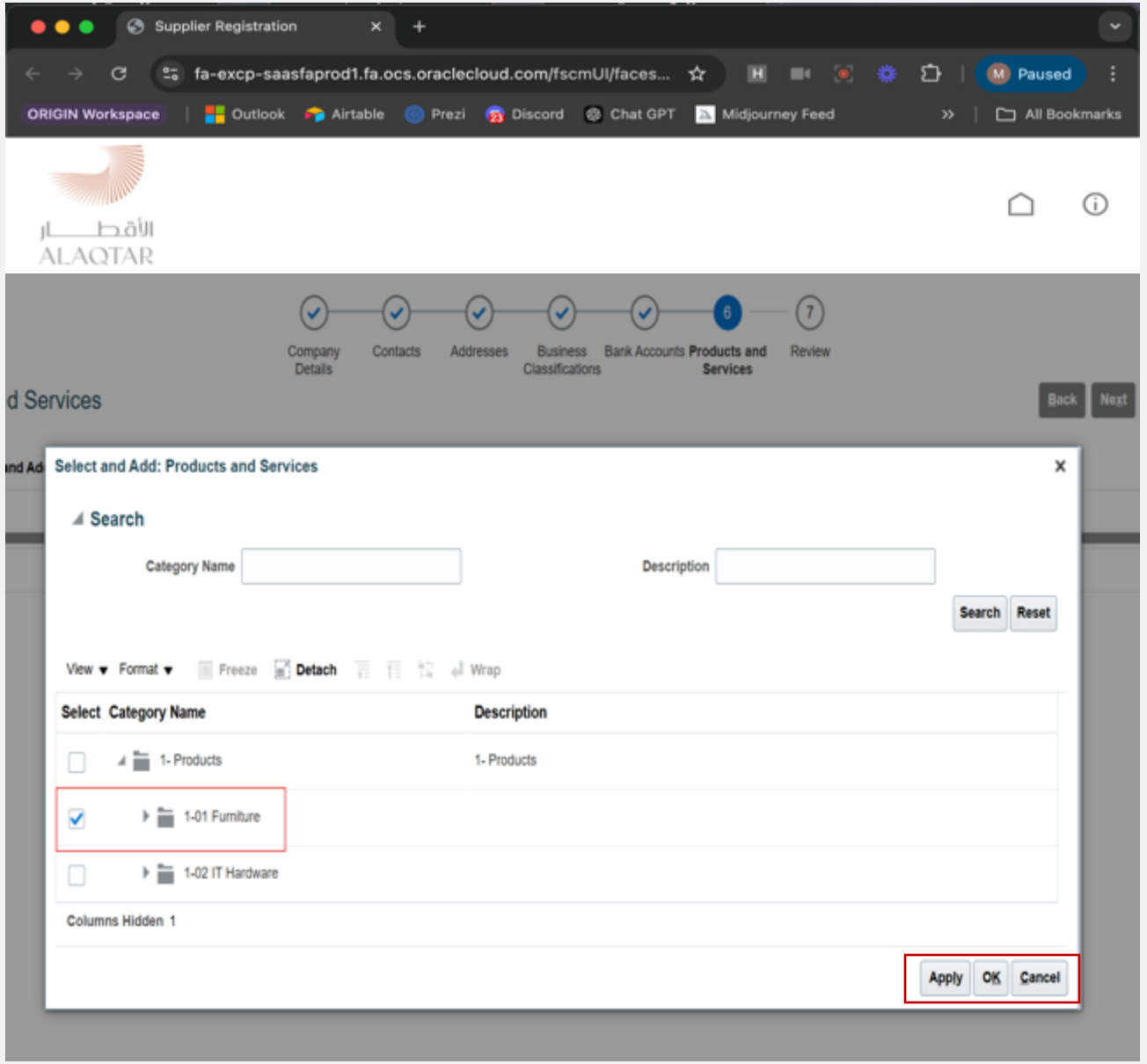
22- Click OK



23- Click Select and Add to add the Product and Services

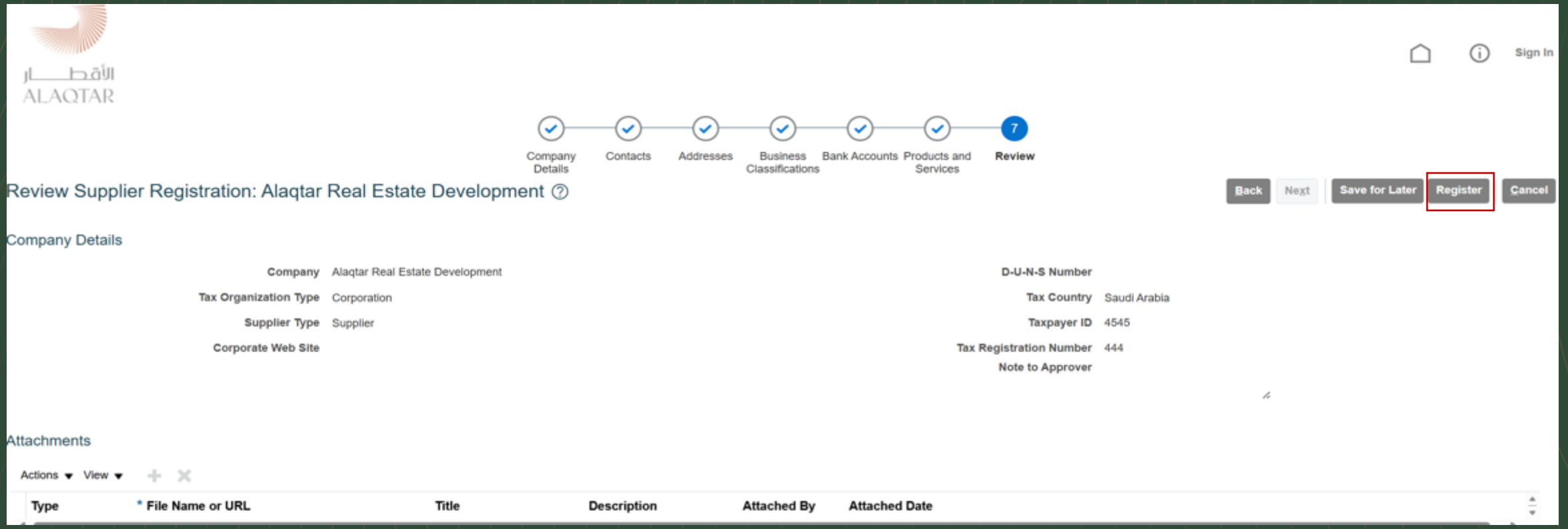


24- Select the Category Name related to your product and services.



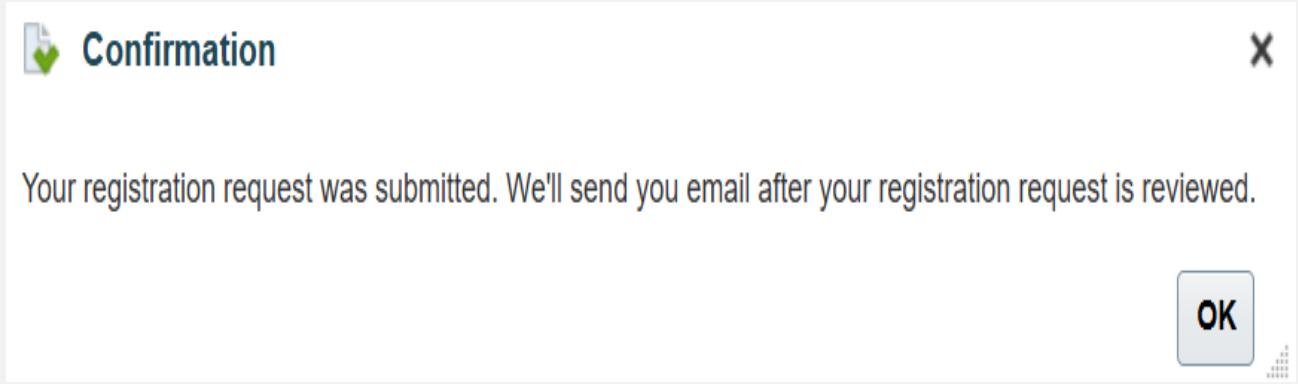
26- Review the Supplier Registration.

27- Click on Register



28- Confirmation message received.

27- After Approval or Rejection and email will be received on your email address.



Thank you

For any query or concern please contact

Email: supplier@alaqtar.com Phone: 920011058 Website: https://alaqtar.com/