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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



OQ Supplier Registration

User Guide





Access the OQ Procurement Portal



Step Description	Notes
1. Open the OQ Procurement Portal and click on New User? Register Now! start Registration on OQ Procurement Portal: Register or Login	A new browser window detailing the OQ Procurement Portal user agreement will open up.
username I username<	Note that you may be required to set your browser to 'Temporarily allow pop-up' Windows.





Step	Description	Notes
2.	Complete the security check that appears in a new window. The below is an example:	
3.	<section-header><text><text></text></text></section-header>	You can also download a PDF file of the user agreement. Click on Adobe PDF File at the top right of the page.
4.	In the following page, Complete the Supplier registration form accurately	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. Fields that are marked with a red asterisk are mandatory *. Such fields must be completed in order to complete the registration form.





Step	Descrip	Notes			
5.	When you have filled of the required data fields, Click on the Save button at the top of the page.			The last step requires you to enter the Validation Code sent to your email you provided above in the User Details. Wait for the validation code, usually takes 2 to 5 minutes to generate.	
6.	The last s email you code, usu Send Valio	tep requires you to ent a provided above in the ally takes 2 to 5 minute fation Code	er the Validation Code s User Details. Wait for t es to generate	sent to your the validation	
7.	Once the will be the your Orga * Basic Profile Form Registration JSRS Registration JSRS Registration MSRS Registration Number	varification code is ent en requested to provid anization: : JSRS Registration and Company Details • Are you registered with Joirt Suppler Registration System (JSRS)? Please provide the JSRS Registration Number	ered and Save button is e JSRS Number and Det	s clicked You ails of about	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. Fields that are marked
	Company Type	${\color{red} \bullet}$ Please select the Company Type from the options	×		with a red asterisk are
	Size of Business	Please provide the details of Company Size	v		mandatory *.
	Company Detail	Please indicate if the business is Company or Trader			Such fields must be
	Suppler Search Name	• Please provide short Company Search Name ng the form, click "Save	Creater available 200		completed in order to complete the registration form.





Step	Descriptio	on		Notes	
8.	lf you do no provide the	The JSRS Number & Company Details Form			
	* Basic Profile Form: JSRS Number and Comp Registration	* Basic Profile Form: USRS Number and Company Details Trajentini			
			Instantan yana	General Company	
	General Company Information			Information, Company	
	Cascellas 2	exa protes casteriore ease Consider and		and contact details.	
	Green P	New police is copies where we and beaution of the control of the C	2 (1		
		Rear provide de vouries y	30.500 3 (1	The accuracy of this	
	Style of Incorporation P	Distolina and	aa aa	Information is required.	
	Verdor Type P	Characters and	3 V	After filling the Form	
	Connectal Replatator Number P	Denders not		Click "Save & Continue"	
	Company Address	Classifies and			
	Foreign Con will appear: * Basic Profile Form: Omani Registe Repeare	npany, the form r	nost suitable to your Organization Type	on the selection made on the previous screen to a question about "Organization Type".	
			See & Contrac X Cares	Supplier must provide	
	Local Company Details	Local Company Details			
	Chanter of Commerce Certificate	• Plese stach the Oranber of Commerce Certificate	+ Cick plant Re:	organization Type.	
	Connectal Literse	• Plese attach the Commercial License	+ Cloids atlant file; Expiring on: atlanting;	The accuracy of this information is criticality would be required by OO	
	NOCI Certificate	Research the NCC Certificate	+ Cick tradest Rey (V)	Registration Process. We therefore strongly	
	Commercial Registration Number	Pease provide the Commercial Registration Number	S V Danaher analisis 2000	encourage you to ensure that the information	
				which you have provided is up to date and accurate.	
				Click "Save & Continue" upon completion.	





Step	Descri	ption			Notes	
10. The next Form requires Supplier "Bank of "Back Public Form Bank Details and Financial Details and Financia				Financial Details".	Please ensure you provide correct and valid bank information!	
	Wain Bank Information	ten Control y Cont				
	Hán Berk Hane	• Peux seict he Van Can Vane	Salat ar figfor (Figle and on)		saving in this Form, your registration steps are	
	Hair Bark Bruth Name	• Prese provide the Main Bank Branch Name	Conscient available 2000		completed.	
	Nan Berk BAN	 Pesse provide the Nain Bank GAN number 	Churchers available 2000		You would be directed to	
	Han Bank Later	• Pesse uploads noid letter from the main Bank	+ Cloid batart Rey Expiring on: drifteniary (2)		the login page to insert your username and password in order to access the homenage of	
	Illein Bank SINIFT Code	• Prese provide the Main Bank SIMPT Code	Constitut available 2000			
	Nan Bing Athes	* Please provide the Main Silling Address) (the OQ Procurement Portal.	
	Click " Sa	ive & Continue	" upon completion			
	the cate	gories from the		y tree:		
12.	You can also select categories after logging into the system with the provided Username and Password. Click on the Registration Data link found under User Profile User Profile Registration data Modify password Multi user			After setting up your account you are required to provide a selection of Categories to indicate list of your commercial activities.		





Step Description				Notes
13.	Click on My Categories under My Organisation button to the left of the page.			Select the most relevant category/ categories
		Menu		based on the type of activities and work
		Dashboard		organization.
	- 6 9- 1	Sourcing >	✓	
		My Organisation	Organisation Profile	
		File Sharing	Assessments	
	<u></u>	User Management	Scorecards	
	Construction of the Composition	www.		
15.	From the keyword Search o the entir Tre Nagion	e category and activity sele s by entering details in the or alternatively, you can exp re list of activities by catego	ction page, you can search for Free Text Search and clicking on bend the Category Tree to review ory.	





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Step	Description	Notes
16.	Select the Categories you wish to add then click on Confirm Current Selection:	
	Confirm Current Selection X Cancel	
17.	Congratulations! You have succeessfully created a Supplier Account, provided JSRS & Bank Details, and selected your list of categories.	