



SUPPLIER REGISTRATION

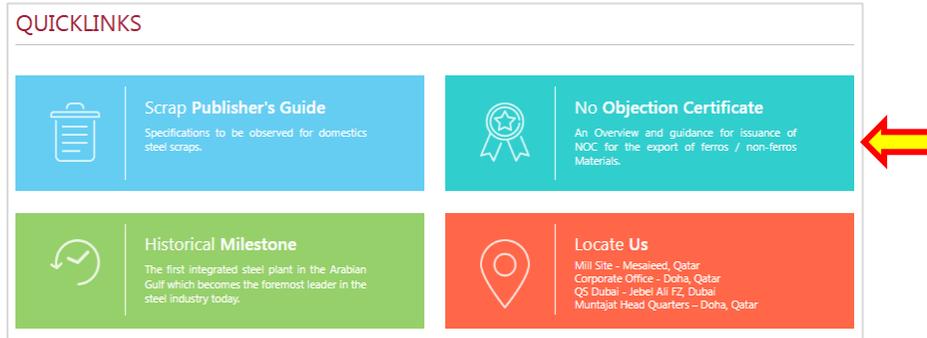
USER GUIDE

Table of Contents

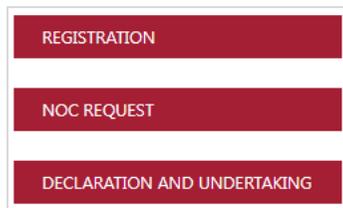
- 1. Qatar Steel Website3
- 2. Registration3
- 3. Registering As An Individual5
- 4. Individual Supplier Registration Request Approval.....8
- 5. Registering As Company10
- 6. Company Supplier Registration Request Approval.....14

1. QATAR STEEL WEBSITE

1. Go to Qatar Steel Website – www.qatarsteel.com.qa
2. Scroll down until you reach the quick links as shown below and click on the “No Objection Certificate” button.

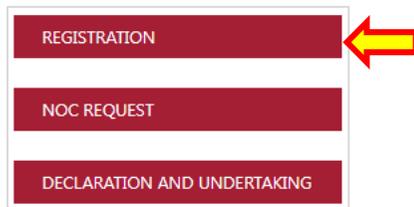


3. At the bottom section of NOC for Export page, you will find the 3 buttons as shown below.

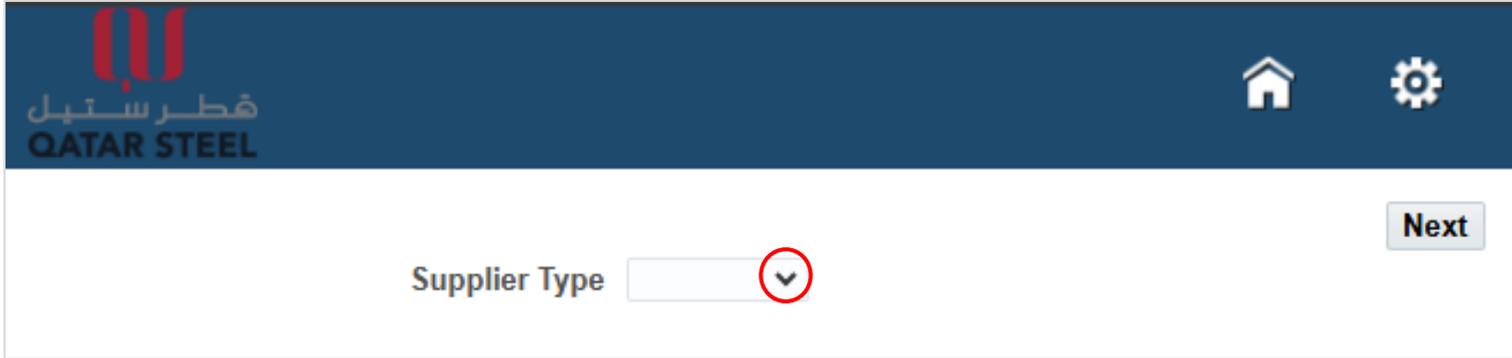


2. REGISTRATION

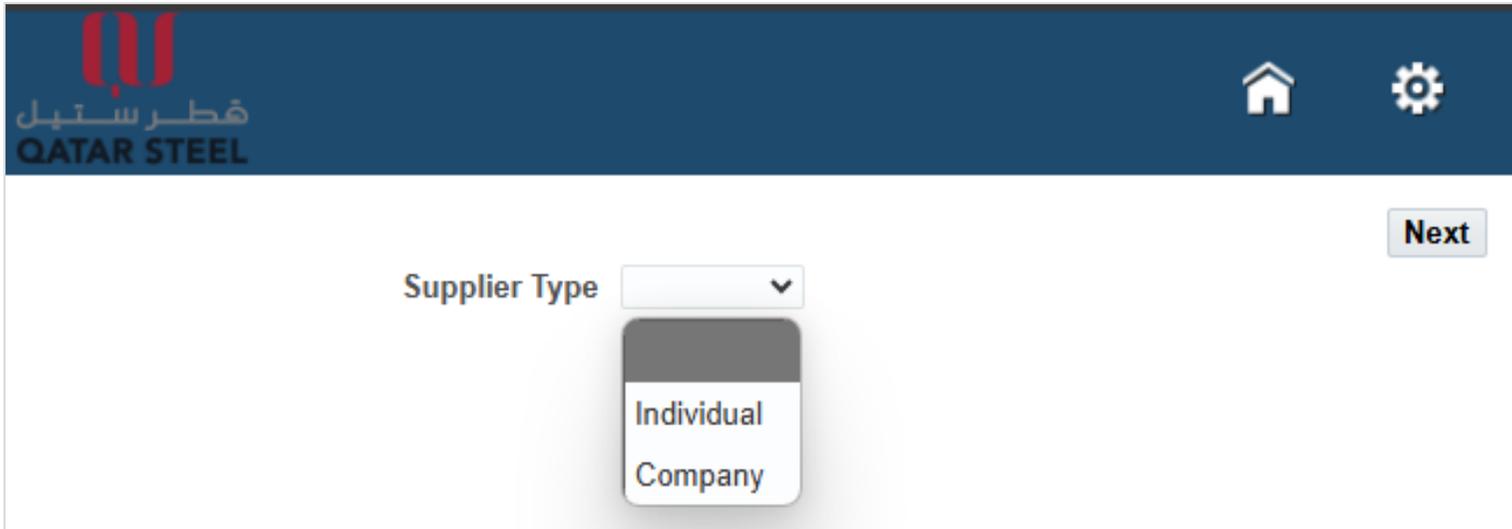
1. Click on the “REGISTRATION” button. You will be then directed to the Supplier Portal Page.



2. Click the Dropdown Arrow



3. Select Supplier Type



3. REGISTERING AS AN INDIVIDUAL

1. Fill all the mandatory fields.

- NOTE: Email Address will be considered as the username.

The screenshot shows the registration form for an individual supplier. At the top left is the Qatar Steel logo. The header includes a home icon and a settings icon. The form is titled "Supplier Type Individual" with a "Next" button. The "Basic Details" section contains the following fields: ID Number, ID Expiry Date, Contact Title (dropdown), First Name, Middle Name, Last Name, Name (Arabic), Address Line 1, Address Line 2, Mobile Number, and Email. The "Add Attachment" section has a "Copy Of ID (Both Side)" label and an "Add" button.

- In the Add Attachment Section
 - Click “Add” button to upload attachments.

This screenshot is identical to the previous one, but the "Add" button in the "Add Attachment" section is circled in red to highlight it.

- Adding Attachment.
 1. Fill the Title and click “Choose File” button to upload documents from local drive.
 2. Click “Apply” button.

3. When everything is filled, click "Next: button.

4. Please review the information entered. If anything, to be changed click the “Back” button otherwise, click “Submit” button.

The screenshot shows the Qatar Steel supplier registration interface. At the top left is the Qatar Steel logo with the text 'قطر ستيل' and 'QATAR STEEL'. At the top right are home and settings icons. Below the header, the text 'Supplier Type Individual' is displayed. In the top right corner, there are two buttons: 'Back' and 'Submit', both highlighted with a red border. The main content area is titled 'Basic Details' and contains the following information:

ID Number	24569898999	Name (Arabic)	تال بول أنو
ID Expiry Date	31-Dec-2025	Address Line 1	Salwa Road
Contact Title	Mr.	Address Line 2	Doha
First Name	Tal	Mobile Number	55555556
Middle Name	Pol	Email	talpolano@gmail.com
Last Name	Ano		

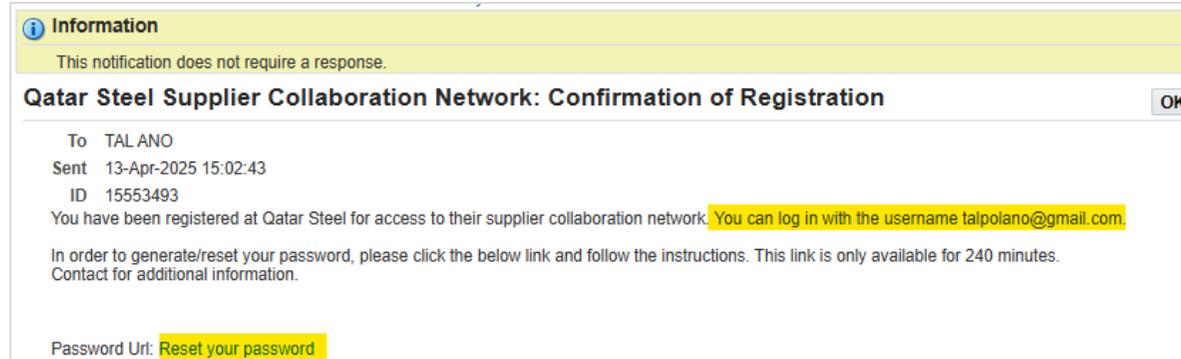
Below the details, there is a section titled 'View Attachment' with a link 'Copy Of ID(Both Side)' and a 'View' button.

5. After submitting, you will get a confirmation message below.

The screenshot shows a confirmation message in a yellow box. The message reads: 'Confirmation Supplier registration request for Tal Pol Ano is submitted successfully.'

4. INDIVIDUAL SUPPLIER REGISTRATION REQUEST APPROVAL

Once your Supplier Registration Request is approved by Qatar Steel, you will receive an email notification which shown below.



1. Click on “Reset your password”

The image shows a web form titled 'Reset Password'. It features a star icon and a legend: '* Indicates required field'. Below the legend, there is a instruction: 'Please enter your username and passwords below. The password you enter below will be used to replace your old password.' The form contains three input fields: '* User Name', '* Password' (with a note '(8 characters or more)'), and '* Confirm Your Password'. A 'Confirm Password' button is located at the bottom of the form.

2. Enter your username and password.
 - a) The username will be the email address you used to register.
 - b) Create a new password of your own choice.
 - c) Click the “Confirm Password” button.

Reset Password

★
* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name

* Password
(8 characters or more)

* Confirm Your Password

3. After clicking “Confirm Password” button, a confirmation message will appear as shown below.

Confirmation

The password has been reset; use the new password to login to the system.



To login to the NOC system and create request, please refer to the next user guide called “NOC Request”.

5. REGISTERING AS COMPANY

1. Fill all the mandatory fields.

- NOTE: Email Address will be considered as the username.

Next

Supplier Type Company

Basic Details

<p>* Company name (Arabic) <input style="width: 90%;" type="text" value="شركة الاختبار الأولى"/></p> <p>* Company name (English) <input style="width: 90%;" type="text" value="First Test Company"/></p>	<p>* Address Line 1 <input style="width: 90%;" type="text" value="8th St"/></p> <p>* Address Line 2 <input style="width: 90%;" type="text" value="Salwa Road"/></p>
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Commercial Registration Data

<p>* CR No. <input style="width: 90%;" type="text" value="123456789012"/></p> <p>* Trade Name <input style="width: 90%;" type="text" value="Test Trade Name"/></p>	<p>* Creation Date <input style="width: 90%;" type="text" value="01-Apr-2015"/> </p> <p>* Expiry Date <input style="width: 90%;" type="text" value="31-Mar-2026"/> </p>
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Establishment Card

<p>* Est. ID <input style="width: 90%;" type="text" value="987654321012"/></p> <p>* First Issue <input style="width: 90%;" type="text" value="05-Apr-2015"/> </p>	<p>* Expiry Date <input style="width: 90%;" type="text" value="31-Mar-2026"/> </p>
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<p>* Chamber of Commerce Member Number <input style="width: 90%;" type="text" value="56987412300"/></p> <p>Trading License No. <input style="width: 90%;" type="text"/></p>	<p>Industrial registration No. <input style="width: 90%;" type="text"/></p>
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Contact Information

...

Contact Title	First Name	Middle Name	Last Name	Job Title	Telephone Number	Mobile Number	Email
Mr. <input style="width: 20px;" type="text" value="v"/>	<input style="width: 90%;" type="text" value="Tal"/>	<input style="width: 90%;" type="text" value="Pol"/>	<input style="width: 90%;" type="text" value="Ano II"/>	<input style="width: 90%;" type="text" value="Manager"/>	<input style="width: 90%;" type="text" value="44556373"/>	<input style="width: 90%;" type="text" value="33322233"/>	<input style="width: 90%;" type="text" value="talpolanoi@firsttestcompani"/>

Add Row

- Adding **all** mandatory attachments.

Add Attachment

Copy Of ID (Both Side) **Add**

Copy Of Commercial Registration **Add**

Copy Of Establishment Card (Both Side) **Add**

Trading License **Add**

Authorization Letter **Add**

1. Fill the Title and click “Choose File” button to upload documents from local drive.
2. Click “Apply” button.

The screenshot shows the 'Add Attachment' form in the Qatar Steel portal. The form is divided into three sections: 'Add Attachment', 'Attachment Summary Information', and 'Define Attachment'. The 'Add Attachment' section at the top right contains 'Apply' and 'Cancel' buttons, with a red circle and the number '2' highlighting the 'Apply' button. The 'Attachment Summary Information' section contains a 'Title' field with the text 'QID Copy' and a 'Description' text area, both highlighted with a red box and a red circle containing the number '1'. The 'Define Attachment' section at the bottom contains a 'Choose File' button and a file name 'Test.pdf', with a red circle and the number '1' highlighting the 'Choose File' button. Below the file name, there is a note: 'Please attach file in (.txt,.doc,.docx,.xls,.xlsx,.ppt,.pptx,.pdf,.jpg,.png,.gif,.bmp) format only.'

3. When everything is filled, click "Next: button.

Supplier Type
Next

Basic Details

* Company name (Arabic) <input type="text" value="شركة الاختبار الأولى"/>	* Address Line 1 <input type="text" value="8th St"/>
* Company name (English) <input type="text" value="First Test Company"/>	* Address Line 2 <input type="text" value="Salwa Road"/>

Commercial Registration Data

* CR No. <input type="text" value="123456789012"/>	* Creation Date <input type="text" value="01-Apr-2015"/>
* Trade Name <input type="text" value="Test Trade Name"/>	* Expiry Date <input type="text" value="31-Mar-2026"/>

Establishment Card

* Est. ID <input type="text" value="987654321012"/>	* Expiry Date <input type="text" value="31-Mar-2026"/>
* First Issue <input type="text" value="05-Apr-2015"/>	

* Chamber of Commerce Member Number <input type="text" value="56987412300"/>	Industrial registration No. <input type="text"/>
Trading License No. <input type="text"/>	

Contact Information

...	Contact Title	First Name	Middle Name	Last Name	Job Title	Telephone Number	Mobile Number	Email
	Mr. <input type="text" value=""/>	<input type="text" value="Tal"/>	<input type="text" value="Pol"/>	<input type="text" value="Ano II"/>	<input type="text" value="Manager"/>	<input type="text" value="44556373"/>	<input type="text" value="33322233"/>	<input type="text" value="talpolanoii@firsttestcompan"/>
<input type="button" value="Add Row"/>								

Add Attachment

Copy Of ID (Both Side)	<input type="button" value="Add"/> <input type="button" value="View"/>
Copy Of Commercial Registration	<input type="button" value="Add"/> <input type="button" value="View"/>
Copy Of Establishment Card (Both Side)	<input type="button" value="Add"/> <input type="button" value="View"/>
Trading License	<input type="button" value="Add"/> <input type="button" value="View"/>
Authorization Letter	<input type="button" value="Add"/> <input type="button" value="View"/>

4. Please review the information entered. If anything, to be changed click the “Back” button otherwise, click “Submit” button.

Back Submit

Supplier Type Company

Basic Details

Company name (Arabic) شركة الاختبار الأولى	Address Line 1 8th St
Company name (English) First Test Company	Address Line 2 Salwa Road

Commercial Registration Data

CR No. 123456789012	Creation Date 01-Apr-2015
Trade Name Test Trade Name	Expiry Date 31-Mar-2026

Establishment Card

Est. ID 987654321012	Expiry Date 31-Mar-2026
First Issue 05-Apr-2015	

Chamber of Commerce Member Number 56987412300	Industrial registration No.
Trading License No.	

Contact Information

Contact Title	First Name	Middle Name	Last Name	Job Title	Telephone Number	Mobile Number	Email
Mr.	Tal	Pol	Ano II	Manager	44556373	33322233	talpolanoii@firsttestcompany.com

View Attachment

Copy Of ID(Both Side)	View
Copy Of Commercial Registration	View
Copy Of Establishment Card (Both Side)	View
Trading License	View
Authorization Letter	View

5. After submitting, you will get a confirmation message below.

Confirmation
 Supplier registration request for First Test Company is submitted successfully.

6. COMPANY SUPPLIER REGISTRATION REQUEST APPROVAL

Once your Supplier Registration Request is approved by Qatar Steel, you will receive an email notification which is shown below.

Information

This notification does not require a response.

Qatar Steel Supplier Collaboration Network: Confirmation of Registration OK

To TAL ANO II
Sent 14-Apr-2025 07:08:41
ID 15553495

You have been registered at Qatar Steel for access to their supplier collaboration network. You can log in with the username talpolanoii@firsttestcompany.com.

In order to generate/reset your password, please click the below link and follow the instructions. This link is only available for 240 minutes.
Contact alkhanji@qatarsteel.com.qa for additional information.

Password Url: [Reset your password](#)

1. Click on “Reset your password”

Reset Password

☆

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name

* Password
(8 characters or more)

* Confirm Your Password

2. Enter your username and password.
 - a) The username will be the email address you used to register.
 - b) Create a new password of your own choice.
 - c) Click the “Confirm Password” button.

Reset Password

 * Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name

* Password
(8 characters or more)

* Confirm Your Password

3. After clicking “Confirm Password” button, a confirmation message will appear as shown below.

Confirmation

The password has been reset; use the new password to login to the system.



To login to the NOC system and create request, please refer to the next user guide called “NOC Request”.