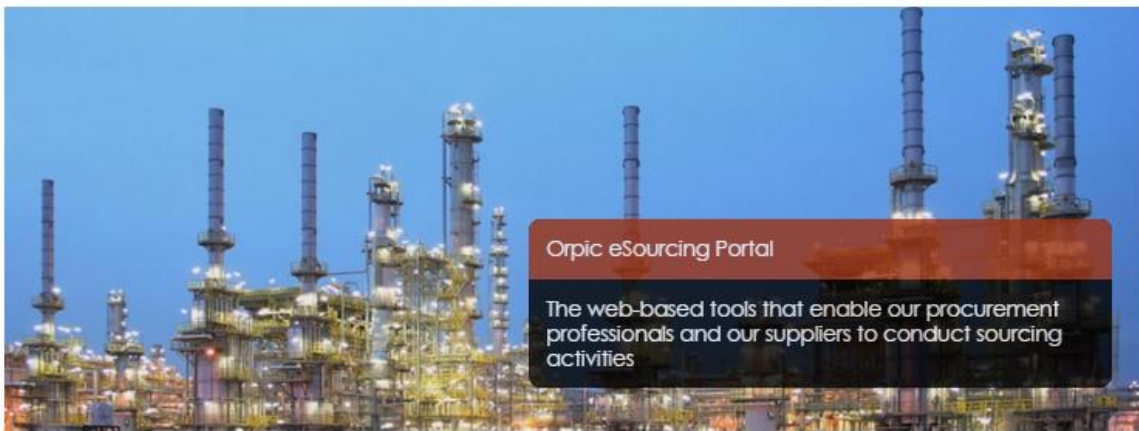


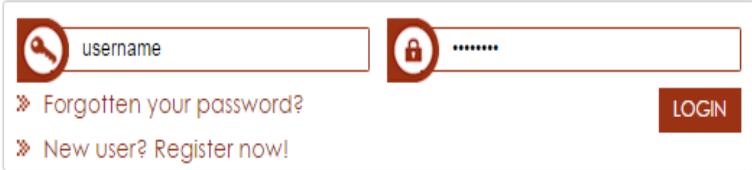
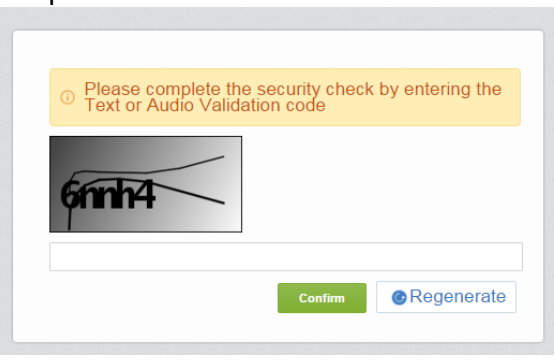


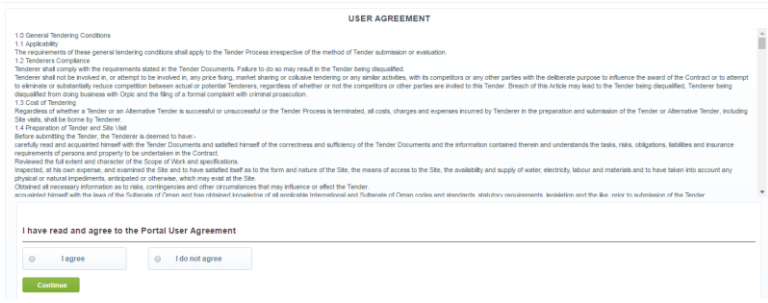
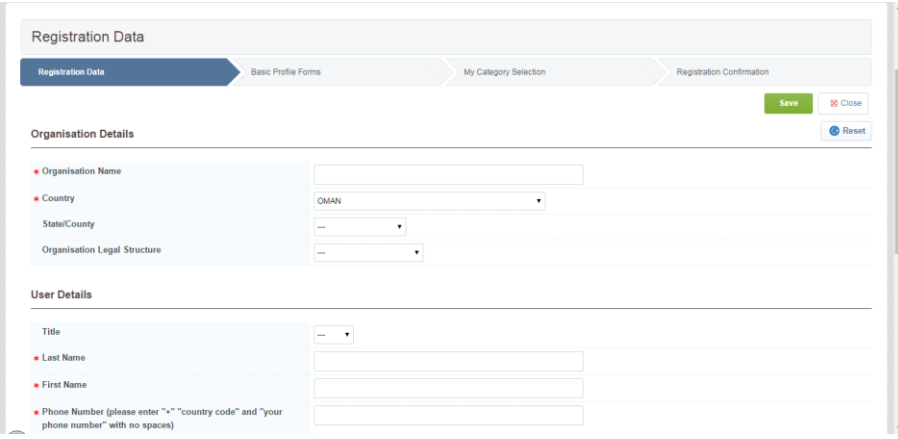

Orpic Supplier Registration

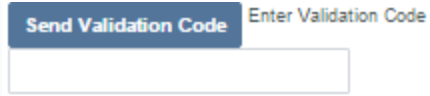
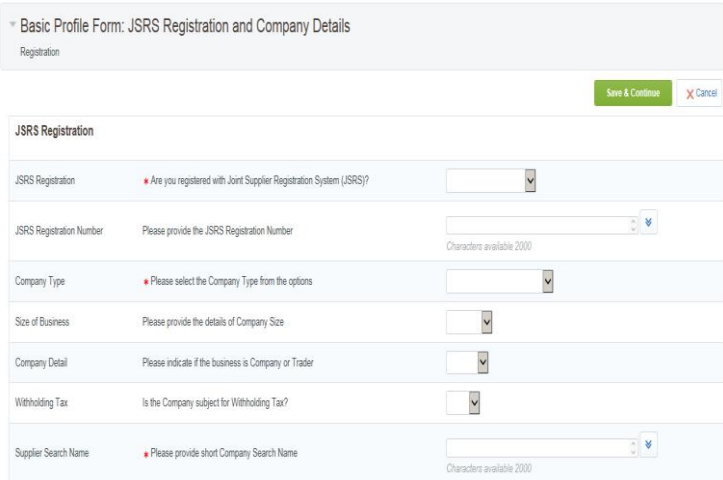
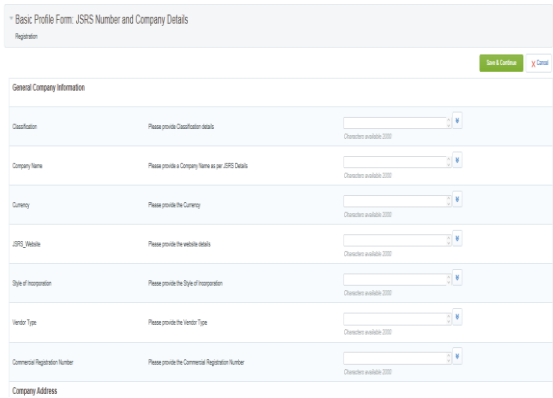
User Guide

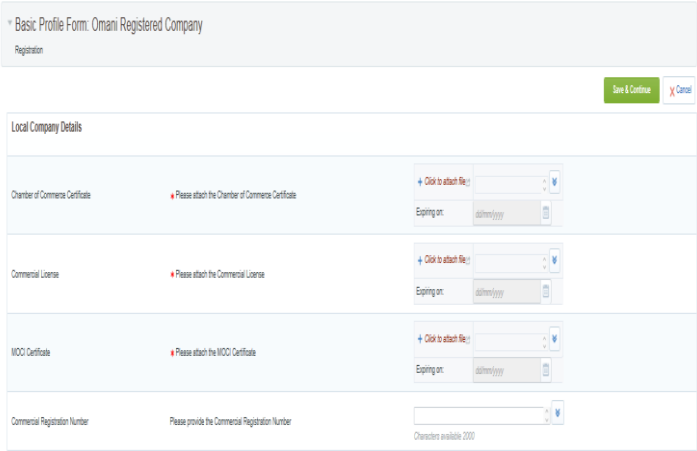
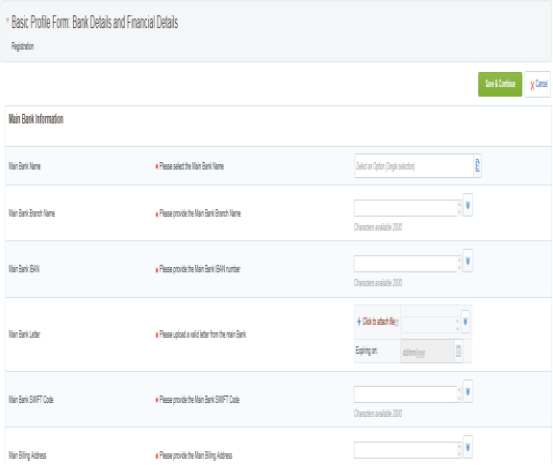
Access the Orpic Procurement Portal

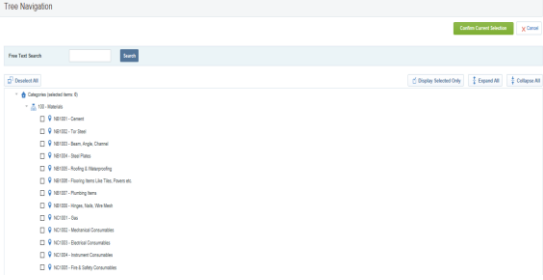
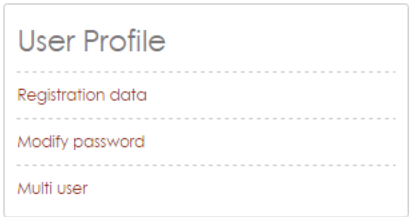



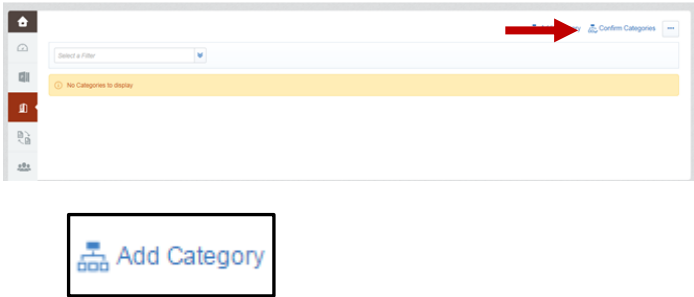
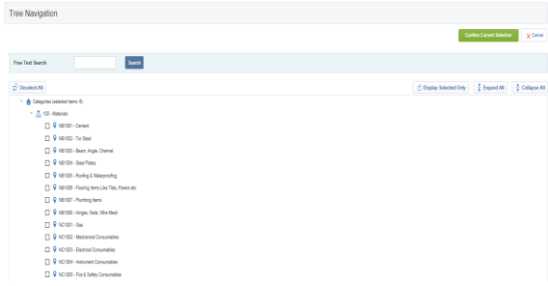

Step Description	Notes
<p>1. Open the Orpic Procurement Portal and click on New User? Register Now! start Registration on Orpic Procurement Portal:</p> 	<p>A new browser window detailing the Orpic Procurement Portal user agreement will open up.</p> <p>Note that you may be required to set your browser to 'Temporarily allow pop-up' Windows.</p>
<p>2. Complete the security check that appears in a new window. The below is an example:</p> 	

Step Description	Notes
<p>3. Review the Orpic User Agreement carefully and click on I agree to continue your registration then Next.</p> <p>User Agreement</p> 	<p>You can also download a PDF file of the user agreement. Click on Adobe PDF File 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 Orpic. 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>
<p>5. When you have filled of the required data fields, Click on the Save button at the top of the page.</p> 	<p>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.</p>

Step Description	Notes
<p>6. 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</p> 	
<p>7. Once the varification code is entered and Save button is clicked You will be then requested to provide JSRS Number and Details of about your Organization:</p>  <p>After filling the form, click “Save & Continue”</p>	<p>The accuracy of this information is critical; it would be required by Orpic 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>
<p>8. If you do not have a JSRS Number, you will be required to manually provide the information below:</p> 	<p>The JSRS Number & 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 “Save & Continue”</p>

Step Description	Notes
<p>9. 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 “Organization Type”.</p> <p>Supplier must provide relevant information requested as per the Organization Type.</p> <p>The accuracy of this information is critically required by Orpic 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 “Save & Continue” upon completion.</p>
<p>10. The next Form requires Supplier “Bank & Financial Details”.</p>  <p>Click “Save & Continue” 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 Orpic Procurement Portal.</p>

Step Description	Notes
<p>11. After filling the company details, you will be requested to select from the categories from the provided category tree:</p> 	
<p>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</p> 	<p>After setting up your account you are required to provide a selection of Categories to indicate list of your commercial activities.</p>
<p>13. Click on My Categories under My Organisation 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>

Step Description	Notes
<p>14. Click on Add Category 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 Free Text Search and clicking on Search or alternatively, you can expand the Category Tree to review the entire list of activities by category.</p> 	
<p>16. Select the Categories you wish to add then click on Confirm Current Selection:</p> 	
<p>17. Congratulations! You have successfully created a Supplier Account, provided JSRS & Bank Details, and selected your list of categories.</p>	