



DOCUMENTATION FOR

PURCHASING USER MANUAL
(Creating an External Registration Request in Redwood
Supplier Registration Page)

SUPPLY CHAIN MANAGEMENT



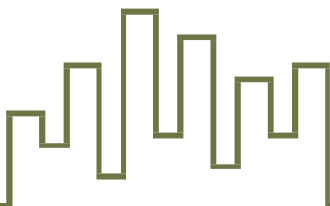




TABLE OF CONTENTS 2

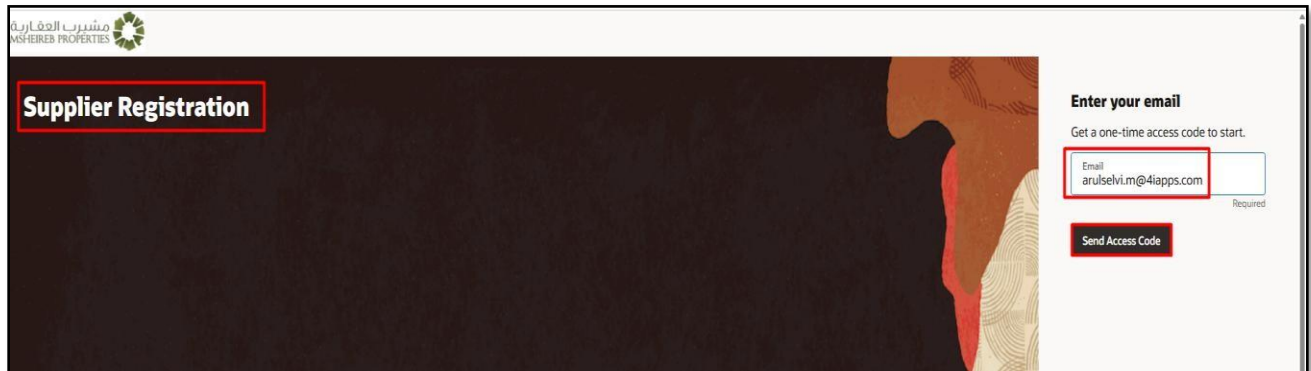
1. CREATING AN EXTERNAL REGISTRATION REQUEST 3

1.1 CREATING AN EXTERNAL REGISTRATION REQUEST IN REDWOOD SUPPLIER REGISTRATION PAGE 3



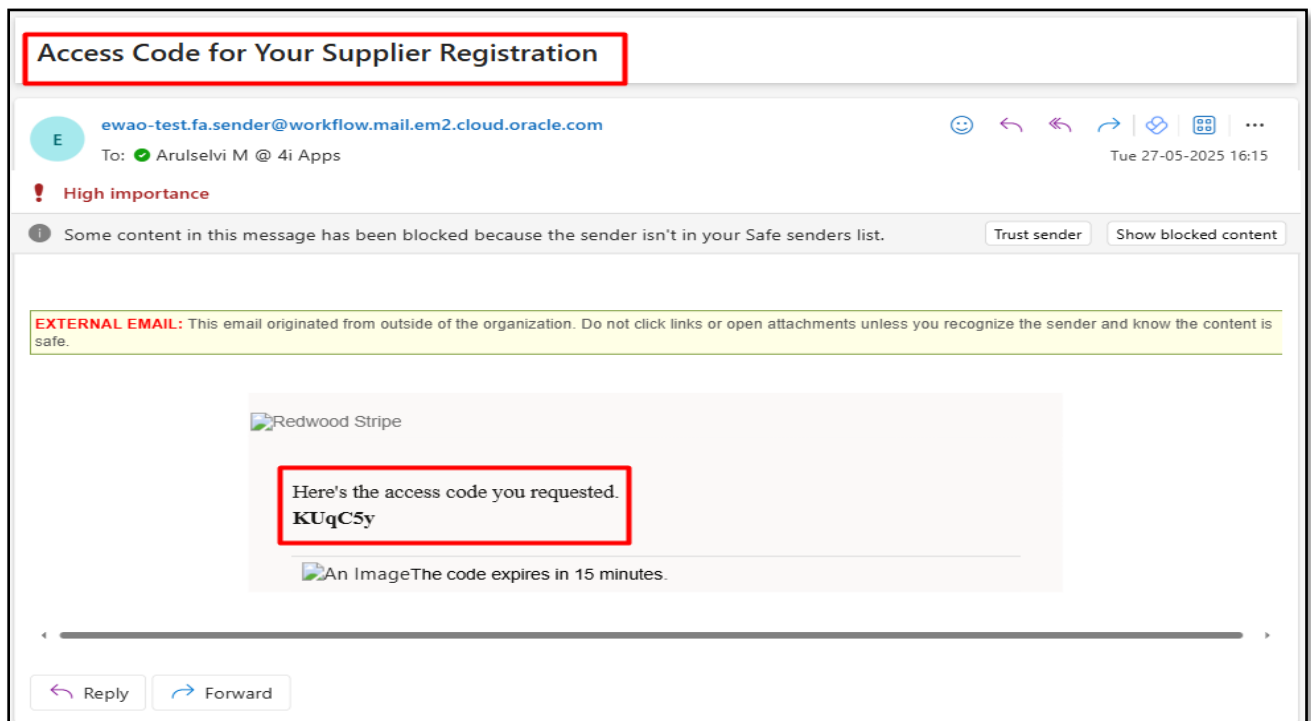
CREATING AN EXTERNAL SUPPLIER REGISTRATION REQUEST

Step 1: Enter the **Email** to get **Access Code** → Click **Send Access Code**.



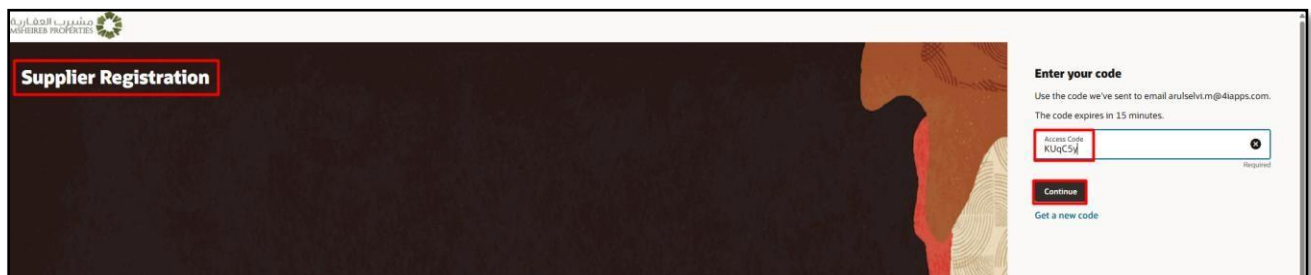
The screenshot shows the 'Supplier Registration' page. On the right, under 'Enter your email', there is a text input field containing 'arulselvi.m@4iapps.com' and a 'Send Access Code' button below it. The page header includes the logo for 'مشيرب العقارية' (Mushirb Al Aqariya) and 'ASHEERED PROPERTIES'.

Step 2: **Access Code** will be received in the given **Email Id** → Copy the **Access Code**.



The screenshot shows an email interface. The subject is 'Access Code for Your Supplier Registration'. The sender is 'ewao-test.fa.sender@workflow.mail.em2.cloud.oracle.com'. The email body contains a message from 'Redwood Stripe' stating: 'Here's the access code you requested. KUqC5y'. Below this, it says 'The code expires in 15 minutes.' The email also includes a warning about blocked content and buttons for 'Reply' and 'Forward'.

Step 3: Enter the **Access Code** → Click **Continue**.



The screenshot shows the 'Supplier Registration' page. On the right, under 'Enter your code', there is a text input field containing 'KUqC5y' and a 'Continue' button below it. The page header includes the logo for 'مشيرب العقارية' (Mushirb Al Aqariya) and 'ASHEERED PROPERTIES'.

Step 4: Redwood External Supplier Registration page will open with **seven pages** as shown below:

Step 5: Enter or select the required fields such as **Company, Country, and Organization Type** on the **Company Details** page → Then, provide a value for at least one of the following fields: **D-U-N-S Number, Taxpayer ID, or Tax Registration Number** → Enter the values for **CR Number and CR Expiry Date DFFs** → Ensure all **Required Attachments** are uploaded → Click **Continue**.

Step 6: Enter the required details such as **First Name, Last Name and Email** on the **Contacts** page
 → Enter any other details such as **Job Title, Mobile, Phone and Fax**, if needed → Select **Yes** for both
Administrative Contact and User Account → Then Click **Continue**.

Supplier Registration
Contacts

Contact 1
 Enter contact details. Registration communications will be sent to this contact.

First Name: Syed
 Last Name: Mustafa
 Email: smustafa@modern.com

Job Title:
 Country: QA
 Mobile: +974 4323 4545

Country: QA
 Phone: +974
 Ext:
 Country: QA
 Fax: +974

Is this an administrative contact?
 Administrative contact will receive general communications from us. ☒ Yes ☐ No

Does this contact need a user account?
 User accounts will provide online access to supplier transactions and self-service tasks. ☒ Yes ☐ No

[+ Add Another Contact](#)

Last updated 1 minute ago

Cancel Save **Continue**

2 | 7

- Company Details
- Contacts**
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Step 7: Enter the required **Address Details** on the **Addresses** page → Select the **Address Purpose** checkbox and provide any additional address information, if needed → Select the checkbox to associate **Contacts with the Address** → Then Click **Continue**.

Supplier Registration
Addresses

Enter at least one address.

Address 1

Address Name: Head Office
 What's this address used for? (Select at least 1 purpose)
☒ Receive Purchase Orders ☒ Receive Payments ☒ Bid on RFQs

Country/Region: Qatar
 Zone: Z11-D
 Street: South Street
 Building: RKM Towers
 City: Doha
 State:
 Postal Code:
 Country:
 Email:
 Country: QA
 Phone:
 Ext:
 Country: QA
 Fax:
 Which contacts are associated to this address?
☒ Syed Mustafa smustafa@modern.com

[+ Add Another Address](#)

Last updated 1 minutes ago

Cancel Save **Continue**

3 | 7

- Company Details
- Contacts
- Addresses**
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Step 8: Select the required type on the **Business Classification** page, enter the details and add any attachments, if needed → Click **Continue**.

Supplier Registration
Business Classifications
Enter at least one business classification or select none applicable.

Select a classification or confirm that none are applicable.

Classification:

- Foreign Suppliers
- Local - Other Supplier
- Local - Qatari Supplier
- Small Business
- None of the classifications are applicable

Cancel Save Continue

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire

4 | 7

Supplier Registration
Business Classifications
Enter at least one business classification or select none applicable.

Business classification 1

Classification: Local - Other Supplier Subclassification

Certifying Agency: Other Other Certifying Agency: ISO-9001 Certificate Number: 070754 QM15

Certificate Start Date: 01/01/2025 Certificate End Date: 12/31/2026

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

ISO-9001-IQ-NET-certificate.pdf Last updated on 5/27/2025 496.18 KB

Cancel Save Continue

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire

4 | 7

Step 9: Enter / Select the required details on the **Bank Accounts** page → Ensure all **Required Attachments** are uploaded → Click **Continue**.

Supplier Registration
Bank Accounts

Bank account 1

Country: Qatar

Bank: Commercial Bank of Qatar Bank Branch: Main Branch Account Number: 324566577889878909890

IBAN: QA580HB00001234567890ARCEFG Currency: Qatari Rial Account Type: Savings

Account Holder: Syed Mustafa

Attach supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

IBAN LETTER.docx Last updated on 5/27/2025 1.50 KB

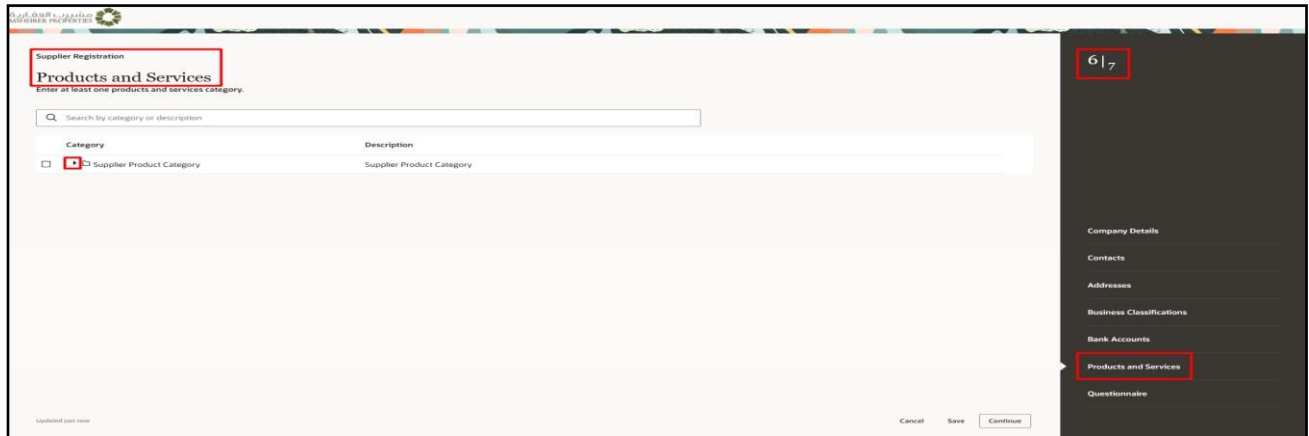
+ Add Another Bank Account

Cancel Save Continue

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire

5 | 7

Step 10: Click  expand arrow button to view the available **Products and Services** → Select the required **Products and Services** check box → Click **Continue**.



Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

Category	Description
☐  Supplier Product Category	Supplier Product Category

Updated just now

Cancel Save **Continue**

617

Company Details

Contacts

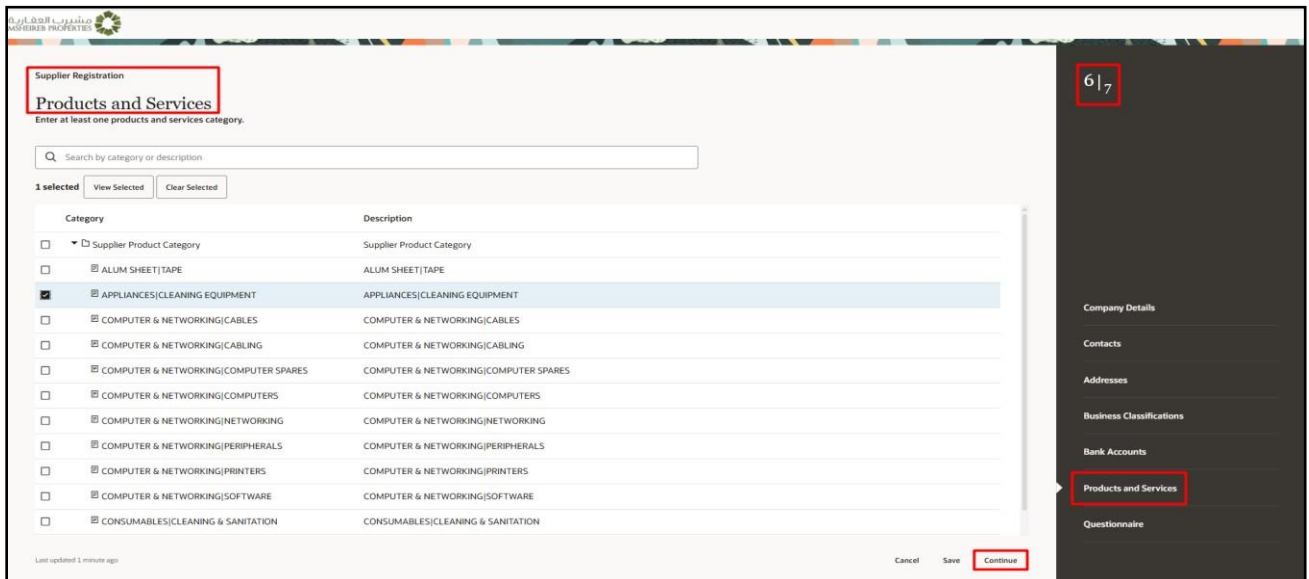
Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire



Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

1 selected View Selected Clear Selected

Category	Description
☐  Supplier Product Category	Supplier Product Category
☐  ALUM SHEET TAPE	ALUM SHEET TAPE
☒  APPLIANCES CLEANING EQUIPMENT	APPLIANCES CLEANING EQUIPMENT
☐  COMPUTER & NETWORKING CABLES	COMPUTER & NETWORKING CABLES
☐  COMPUTER & NETWORKING CABLING	COMPUTER & NETWORKING CABLING
☐  COMPUTER & NETWORKING COMPUTER SPARES	COMPUTER & NETWORKING COMPUTER SPARES
☐  COMPUTER & NETWORKING COMPUTERS	COMPUTER & NETWORKING COMPUTERS
☐  COMPUTER & NETWORKING NETWORKING	COMPUTER & NETWORKING NETWORKING
☐  COMPUTER & NETWORKING PERIPHERALS	COMPUTER & NETWORKING PERIPHERALS
☐  COMPUTER & NETWORKING PRINTERS	COMPUTER & NETWORKING PRINTERS
☐  COMPUTER & NETWORKING SOFTWARE	COMPUTER & NETWORKING SOFTWARE
☐  CONSUMABLES CLEANING & SANITATION	CONSUMABLES CLEANING & SANITATION

Last updated 1 minute ago

Cancel Save **Continue**

617

Company Details

Contacts

Addresses

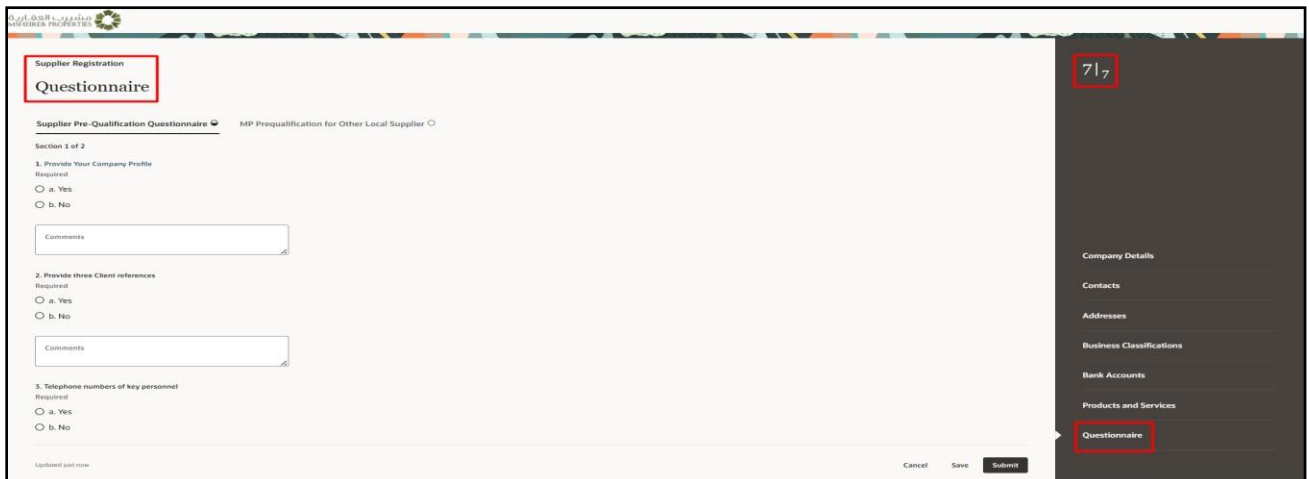
Business Classifications

Bank Accounts

Products and Services

Questionnaire

Step 11: Questionnaire page will open as shown below:



Supplier Registration

Questionnaire

Supplier Pre-Qualification Questionnaire MP Prequalification for Other Local Supplier

Section 1 of 2

1. Provide Your Company Profile
Required
☐ a. Yes
☐ b. No

Comments

2. Provide three Client references
Required
☐ a. Yes
☐ b. No

Comments

3. Telephone numbers of key personnel
Required
☐ a. Yes
☐ b. No

Updated just now

Cancel Save **Submit**

717

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Step 12: Select **Responses** for all the **Questions** by selecting the **Respective Section** and add **Attachments**, if required → Click **Submit**.

Supplier Registration Questionnaire

Supplier Pre-Qualification Questionnaire MP Prequalification for Other Local Supplier

Section 1 of 2

1. Provide Your Company Profile
Required

☒ a. Yes
☐ b. No

Required
[Add Attachments \(1\)](#)

Comments

2. Provide three Client references
Required

☐ a. Yes
☒ b. No

Comments

3. Telephone numbers of key personnel
Required

☐ a. Yes

Updated just now

Cancel Save **Submit**

7/7

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire

Supplier Registration Questionnaire

Supplier Pre-Qualification Questionnaire MP Prequalification for Other Local Supplier

Section 2 of 2

7. Please Upload Latest License Certification
Required

☒ a. Yes, Attached
☐ b. No

Required
[Add Attachments \(1\)](#)

Comments

8. 3 years Audited Financial Statement
Required

☐ a. Yes, attached the Financial Statement
☒ b. No Attachment

Comments

9. Attach Certified Certificate of Good Standing or Certificate of Incumbency
Please attach relevant certificate

Last updated 6 seconds ago

Cancel Save **Submit**

7/7

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire

Step 13: The registration request will be submitted, and the **Request ID** will be displayed.

Success

Your registration request 298026 was submitted.