



# Registering on the bank muscat eSourcing Portal

## Quick User Guide

Version 1.0  
October 2012

Step 1: Visit <http://bankmuscat.tejari.com>. Login to the esourcing Portal.



A new browser window detailing the registration data will open up.

**Note that** you may be required to set your browser to ‘Temporarily allow pop-up’ windows.

**Step 2:** Complete the supplier registration form accurately.

The accuracy of this information is critical; it will be included in all of your bidding responses to bank muscat eSourcing Portal.

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 \*.

**Registration Data**

Save Close

Reset

**Organisation Details**

\* Organisation Name

\* Country OMAN

\* State/Country

\* Address

\* City

\* Postal Code

\* Main Organisation Phone Number

Organisation Fax Number

\* Organisation Email Address

Web site

\* Organisation Legal Structure

Other Organisation Legal Structure

\* C. R. Number (Company Registration Number)

**User Details**

Title

\* First Name

\* Last Name

\* Phone Number (please enter "+" "country code" and "your phone number" with no spaces)

Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces)

\* Email Address

IMPORTANT: This email address will be used for access to the site, and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.

\* Username (please do not forget your username)

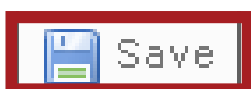
User Verification Question: Please specify a question that will help verify your identity should

Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity).

\* Preferred language for use in system interface

\* Time Zone

**Step 3:** When you have filled of the required data fields,  
Click on the 'Save' button at the top of the page.



Congratulations, you have just successfully registered as a supplier on bank muscat eSourcing Portal.

A message confirming your successful registration will appear.

Thank you for registering with bank muscat eSourcing Portal

**Step 4:** Go to your registered email address 'Inbox' to retrieve the bank muscat eSourcing Portal Password which has just been emailed to you.

Now that you have successfully registered to bank muscat eSourcing Portal,

**A Member of Omania E-Commerce's Supplier Relations Team will contact to advise you of the formalities.**

**Should you have any queries about your account please contact us at:**

**Email:** [sourcingsupport@tejari.com](mailto:sourcingsupport@tejari.com).

**Phone:** 800 71117 ( +968 800 71117)