

Registering on the bank muscat eSourcing Portal

Portal

Quick User Guide

Version 1.0 October 2012

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

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: Welcome to bank muscat eSourcing Portal	** Opportunities
bank muscat eSourcing Portal provides a suite of	<u>Current Opportunities</u>
collaborative, web-based tools that enable bank muscat's procurement professionals and suppliers to conduct sourcing and contract management	Past Opportunities
activities.	: eSourcing Helpdesk
global knowledge base and aligned organisational procurement processes will better analyse, source,	Need assistance? Please contact our
contract, and manage each business unit's spend and suppliers for greater performance, productivity	eSourcing Helpdesk: Phone: (800 71117)
and efficiency.	+968 800 71117 Email:
1	sourcingsupport@tejari.com
Log-in or Register	• <u>Call me back!</u>
[7] Markan Cartan Cart Cartan Cartan Cart	
username:	
username:	\mathbf{Q}
username:	

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 are mandatory *.

www.tejari.ae

Registration Data		
	Save Close	7
Reset		=
Organisation Details		
* Organisation Name		
* Country	OMAN 💌	
* State/County	v	
* 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		191
\star 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		-
ausstion that will halp could user identity should		-
Answer to Your User Verification Question (The		
helpdesk may request this information in order to		
verify your identity).		
* Preferreu 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.
Phone: 800 71117 (+968 800 71117)