



اللجنة الأولمبية القطرية
Qatar Olympic Committee

نظم المعلومات
Information Technology

User Manual For Company Registration Form

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Introduction

This document is to explain the steps of registering in company registration form and adding all the details.

Purpose of this document

This guide aims to explain the mechanism for registering the supplier form on the main website of the Qatar Olympic Committee

Steps

1. Follow this link to access the supplier registration form:

<https://companyregistrationrequest.olympic.qa/Pages/>

Or access the Form through QOC website **www.olympic.qa**

> About QOC > Suppliers



2. Fill the form with supplier details, address details and contact details.

All fields with (*) are mandatory to be filled for the form to be submitted successfully.

Companies Registration Form	
Supplier Details	
Company Name *	<input type="text"/>
Mother Company Name	<input type="text"/>
License Owner Name *	<input type="text"/>
Commercial Registration Record No. *	<input type="text"/>
Commercial Record Issue date *	<input type="text"/>
Commercial Record Expiry Date *	<input type="text"/>

Address Details	
Country *	<input type="text" value="Select"/>
Street *	<input type="text"/>
Building No. *	<input type="text"/>
P.O.Box *	<input type="text"/>

Contact Details	
Telephone *	<input type="text"/>
Fax *	<input type="text"/>
SMS No. *	<input type="text"/>
Company Email *	<input type="text" value="email@company.com"/>
Responsible Manager Name *	<input type="text" value="First name"/> <input type="text" value="Last name"/>
Responsible Manager Mobile *	<input type="text"/>
Representative Name *	<input type="text" value="First name"/> <input type="text" value="Last name"/>
Representative Mobile *	<input type="text"/>
Representative Email *	<input type="text" value="email@company.com"/>

3. Add the supplier's commercial record activities by clicking on (Add activity (+))

Commercial Record Activities / Categories *	
(The Activity / Category which the company would like to be included in QOC, MUST match the activity on the Commercial Registration & Trade license)	
<input type="button" value="+ Add Activity"/>	

4. Select all activities that applies and click on (Add Activity). You can search for a certain activity by typing in the search field and clicking on (Filter).

Please select Commercial Record Activities

Filter

- ☒ PRINTING
- ☒ Ticketing
- ☐ Communication Agencies
- ☐ اذنية Shoes Supply
- ☐ Perfumes
- ☐ مياه معدنية Mineral Water
- ☐ Translation
- ☐ مستلزمات رجالية Mens Apparel
- ☐ Aluminum Doors and Windows ابواب ونوافذ المونيوم
- ☐ Supply & Installation of Marble & Granite توريد وتركيب ارضيات الرخام والجرايت
- ☐ Transportation of Materials & Porta cabin
- ☐ شركات خاصة بالاتحاد القطري للفروسية
- ☒ احتياجات طبية
- ☒ Brand Production Agency
- ☐ ستائر Curtains
- ☐ سيوف و خناجر
- ☐ Qatar sailing & Rowing Federation شركات خاصة بالاتحاد القطري للفرع والتجديف
- ☐ خدمات استشارية للحصول على شهادات الجودة
- ☐ Antivirus software
- ☐ Archiving/Content/Business Process/Document Management Solution


Add Activity Cancel






5. Answer by yes or no.

 **Working with QOC before**


Have you ever worked with QOC before? : ☐ Yes ☐ No






6. Fill the details of the five major contracts or work orders that were executed in the past three years.

 **Five Major Contracts or Work orders executed during last Three years**


#	Contract/Work order Date	Scope of Contract/Work order	Organization	Country	Contract/Work order Value in QR	
1	<input type="text"/>	Select ▼	<input type="text"/>	Select ▼	<input type="text"/>	
2	<input type="text"/>	Select ▼	<input type="text"/>	Select ▼	<input type="text"/>	
3	<input type="text"/>	Select ▼	<input type="text"/>	Select ▼	<input type="text"/>	
4	<input type="text"/>	Select ▼	<input type="text"/>	Select ▼	<input type="text"/>	
5	<input type="text"/>	Select ▼	<input type="text"/>	Select ▼	<input type="text"/>	

7. Fill the details for five references (entities the supplier worked with before).

 **Please provide 5 references**

#	Organization	Contact Person	Designation	Telephone	Company Email	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

8. Fill in the bank account details. all fields with (*) must be filled for the form to be submitted successfully.

 **Bank Account Details**

Bank Name *

:

Branch *

:

Address *

:

Telephone *

:

Fax

:

Account Name *

:

Account No. *

:

IBAN *

:

9. Adding attachments (All fields with (*) must have a file attached):

1. Choose the company type either product/service or contractors/consultant.
2. Click on (Choose File) button to select the file.
3. Once the file is selected, click on (Add this File) button to add the file to the attachments.
4. Click on (Hard Copy) if a hard copy is available for the Company Profile, Companies References list or letters of recommendation.

The screenshot shows the 'Attachments' section of a form. At the top, there is a header 'Attachments' with a red icon and a large number '1'. Below this, there are two radio buttons for 'Company Type *': 'Product / Service' and 'Contractors / Consultants'. The 'Contractors / Consultants' option is selected. Below the radio buttons, there are seven rows of fields, each with a 'Choose File' button (labeled with a large number '2') and an 'Add this File' button (labeled with a large number '3'). The fields are: 'Commercial Register *', 'Commercial license *', 'Valid Mother Company Registration', 'Computer card *', 'Company Profile', 'Companies References List', and 'Recommendation Letters'. The 'Company Profile', 'Companies References List', and 'Recommendation Letters' fields also have a 'Hard Copy' checkbox (labeled with a large number '4'). The last row is 'Certificate of classification from Ministry of Finance "if applicable":' with a 'Choose File' button and an 'Add this File' button.

10. Add Remarks for the approver to take into consideration (if any).

11. Enter the text in the image.

12. Confirm if all the information provided is correct.

(To read more about the confirmation form click on the link)

The screenshot shows the 'Remarks' section of a form. At the top, there is a header 'Remarks' with a red icon. Below this, there is a large text area for entering remarks. Below the text area, there is a label 'Enter the text in the image *'. Below this label, there is a black box with the text '2222d4' and a text input field (labeled with a large number '11'). Below the text input field, there is a checkbox (labeled with a large number '12') and the text 'I confirm that all information provided up is correct [confirmation Form](#)'. Below the checkbox, there is a note: 'Note: The registration fee is QR 100 to be paid after registration approval'. At the bottom, there are two buttons: 'Submit' (green) and 'Reset' (grey). A large number '13' is positioned to the left of the 'Submit' button.

13. Click **Submit button** to submit the request.



**For any inquiry technical
support, kindly to communicate
with:
Company Qualification unit at
QOCSupplier@olympic.qa**



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