

اللجــنة الأولمبيــة القطــريـة Qatar Olympic Committee



نظم المعلومات Information Technology

User Manual For Company Registration Form

Version 1.1 Date: 29-09-2020

Document Properties				
Title	Туре	Department		
User manual for company registration	User manual	IT		
Updates properties				
Edited by	Approved by	Approved by		
Suaad Al-Muhannadi	Akram Hammad			

Records Update				
Reasons of records update		Date	Edited by	
1.0	Registration company registration form	2020-09-22	Suaad Al-Muhannadi	
1.1	Registration company registration form	2020-09-29	Maryam Al-Anasri	

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.

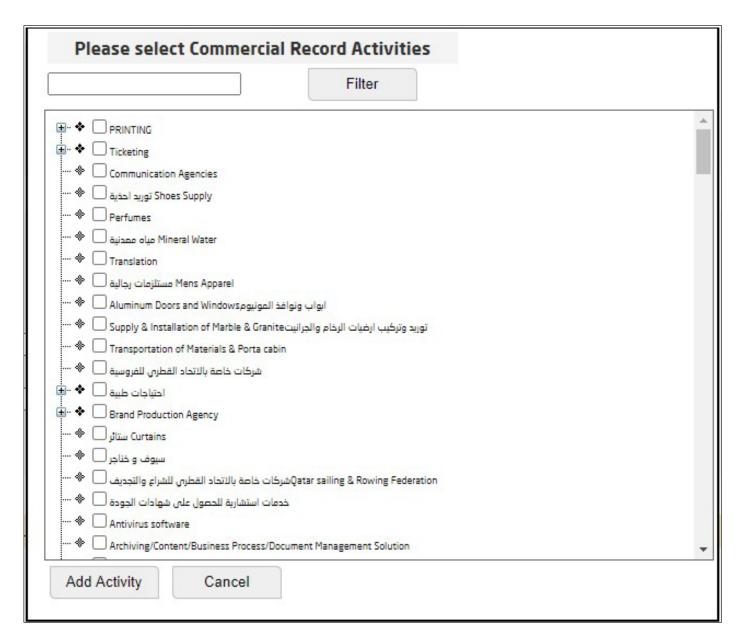
All fields with (*) are mandatory to be filled for the form to be submitted successfully.

	Companies Registration Form
Supplier Details	
Company Name * Mother Company Name License Owner Name * Commercial Registration Record No. * Commercial Record Issue date * Commercial Record Expiry Date *	
• Address Details	
Country * : Select Street * : Building No. * : P.O.Box * :	
/III/W/II	
© Contact Details	
© Contact Details	
Telephone *	
Telephone * Fax *	
Telephone * Fax * SMS No. *	:
Telephone * Fax * SMS No. * Company Email *	:
Telephone * Fax * SMS No. *	
Telephone * Fax * SMS No. * Company Email * Responsible Manager Name *	
Telephone * Fax * SMS No. * Company Email * Responsible Manager Name * Responsible Manager Mobile *	: First name Last name

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



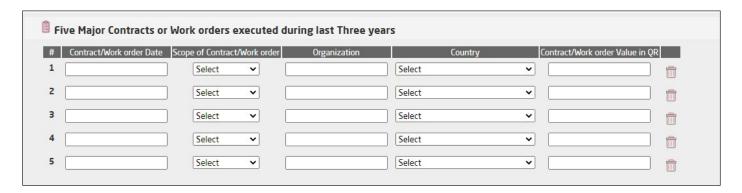
4. Select all activities that applies and click on (Add Activity). You can search for a certain activity by typing in the search field and clicking on (Filter).



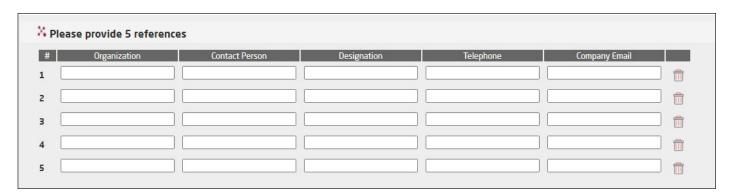
5. Answer by yes or no.



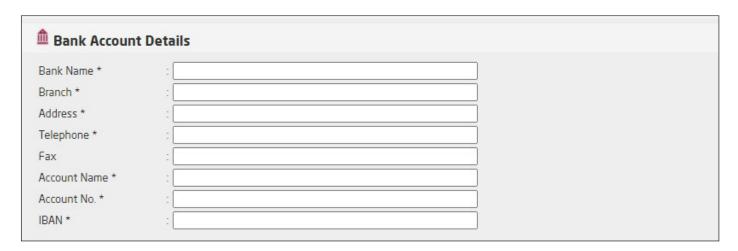
6. Fill the details of the five major contracts or work orders that were executed in the past three years.



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

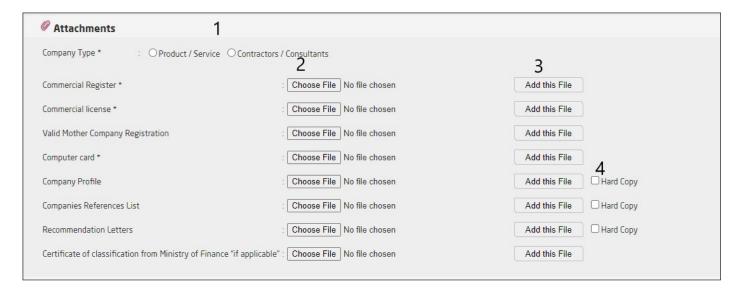


8. Fill in the bank account details. all fields with (*) must be filled for the form to be submitted successfully.



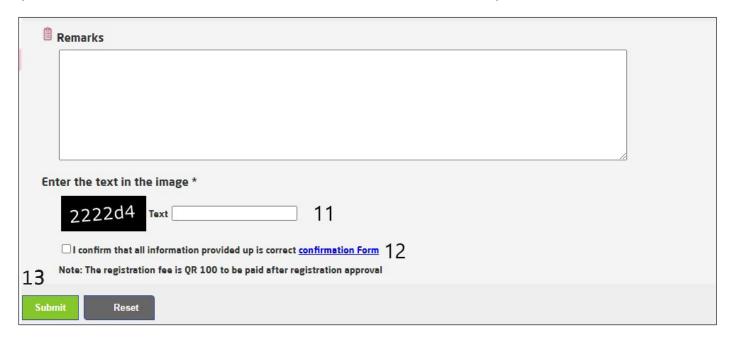
9. Adding attachments (All fields with (*) must have a file attached):

- 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.



- 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)



13. Click Submit button to submit the request.





اللجــنة الأولمبيــة القطــريـة Qatar Olympic Committee



نظم المعلومات Information Technology