

2016

Supplier Registration Guide



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HUMAN
DEVELOPMENTS



SODIC eProcurement Portal

<https://eprocurement.sodic.com>

6/1/2016

Supplier User Guide – Register on the Portal

Dear Valued Supplier,

Welcome to “SODIC eProcurement Portal” user guide.

This user guide will lead you through “SODIC eProcurement Portal” Registration process and will be delivered through a step-by-step approach.

Simply follow the steps register your organization as a “SODIC” vendor.

If you are facing difficulties at any time during the registration process, you can email our help desk for assistance at procurementssupport@sodic.com.

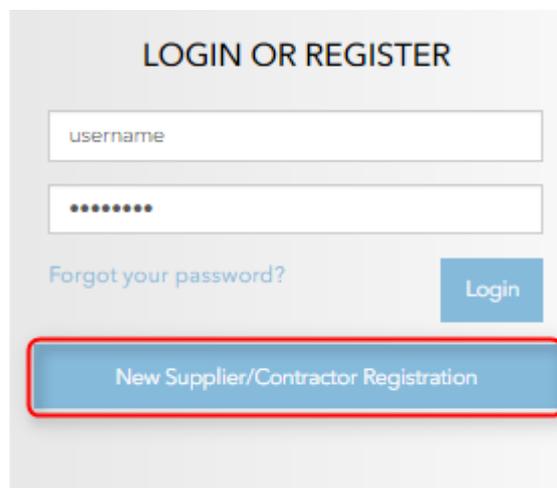
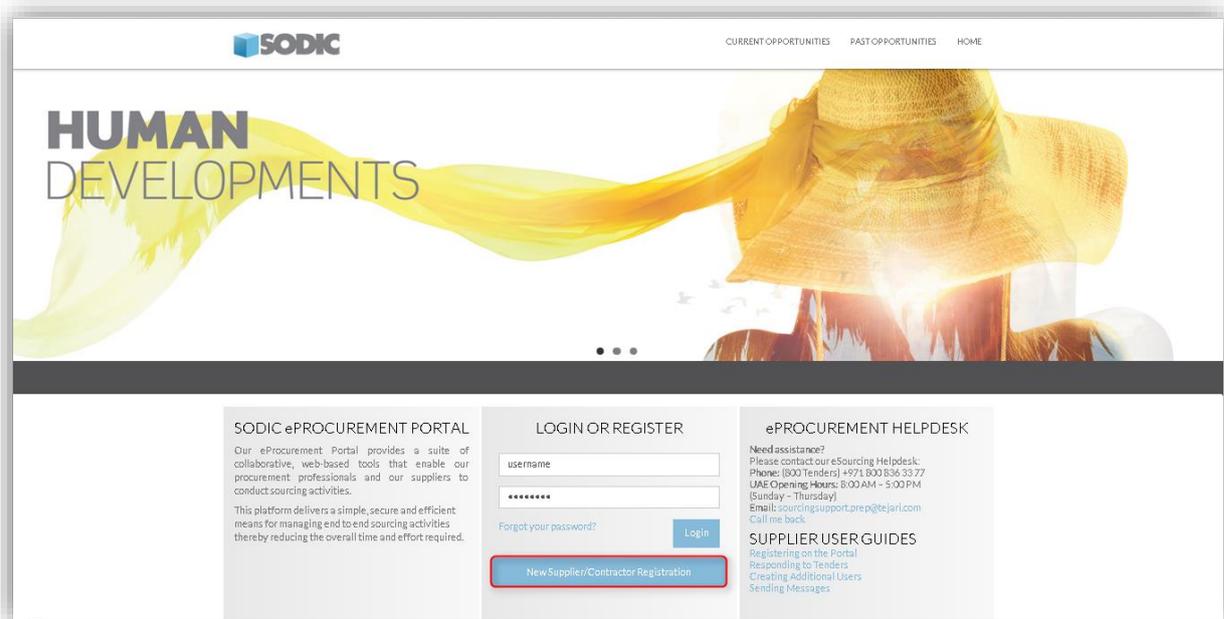
Alternatively you can dial [+202 22911259](tel:+20222911259) for telephonic support from Sundays to Thursdays 6:00 AM – 3:00 PM (GMT + 2:00) Cairo.

Sincerely,

SODIC Procurement Team

Step 1:

Visit <https://eprocurement.sodic.com>. Click on the “New Supplier / Contractor Registration” button.



A new browser window detailing the SODIC eProcurement Portal **User Agreement** will open up. Note that you may be required to set your browser to 'Temporarily allow pop-up' windows.

Review the SODIC eProcurement Portal User Agreement carefully. If you agree to the user agreement and wish to continue to register as a vendor, tick 'I Agree' box and click "Continue"

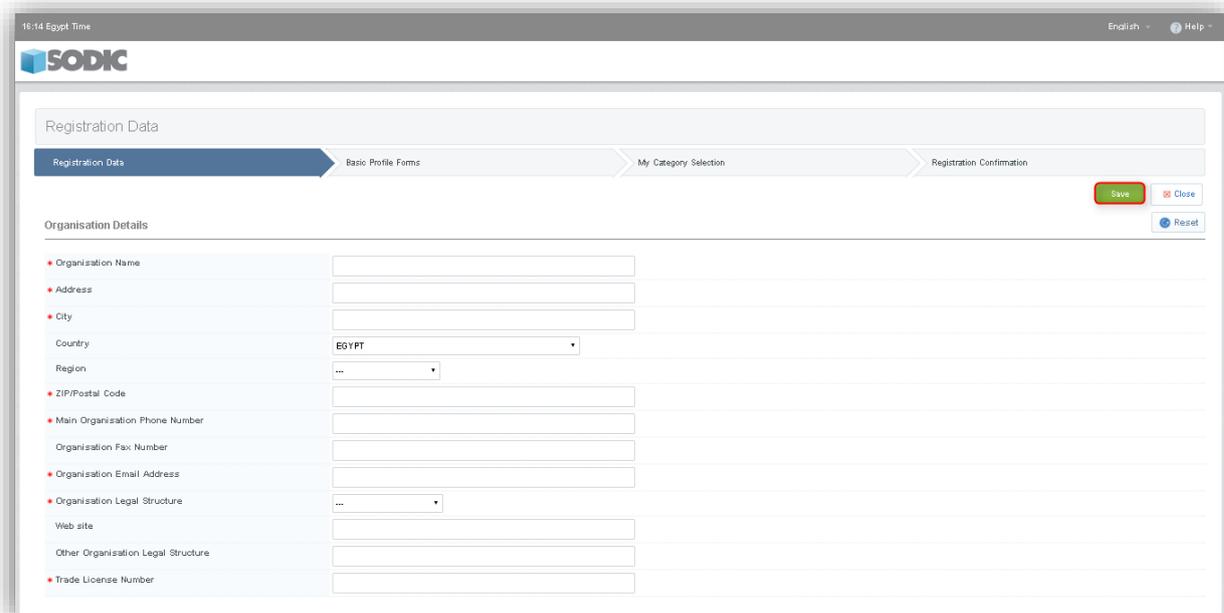
Step 2:

Fill in the **Organization Details** and the **User Details**.

You must put the e-mail address of the individual who will be responsible for the tendering activities carried out on SODIC eProcurement Portal.

Kindly note that the temporary password and all portal notifications will be sent to the same e-mail address that was specified in the user details section.

Click on **Save** to be directed to the **SODIC Basic Registration**



The screenshot shows a web browser window with the SODIC logo in the top left corner. The page title is "Registration Data". Below the title, there is a progress bar with four steps: "Registration Data" (highlighted), "Basic Profile Form", "My Category Selection", and "Registration Confirmation". In the top right corner, there are "Save" and "Close" buttons. The main content area is titled "Organisation Details" and contains a form with the following fields:

- Organization Name
- Address
- City
- Country (dropdown menu, currently showing "EGYPT")
- Region (dropdown menu, currently showing "...")
- ZIP/Postal Code
- Main Organisation Phone Number
- Organisation Fax Number
- Organisation Email Address
- Organisation Legal Structure (dropdown menu, currently showing "...")
- Web site
- Other Organisation Legal Structure
- Trade License Number

In the bottom right corner of the form area, there is a "Reset" button.

User Details

Title	...
• Last Name	<input type="text"/>
• First Name	<input type="text"/>
• Phone Number	<input type="text"/>
Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	<input type="text"/>
• Email Address: IMPORTANT: This e-mail 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.	<input type="text"/>
• Username (please do not forget your username)	<input type="text"/>
User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)	<input type="text"/>
Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity).	<input type="text"/>
• Preferred language for use in system interface	...
• Time Zone	...

Step 3:

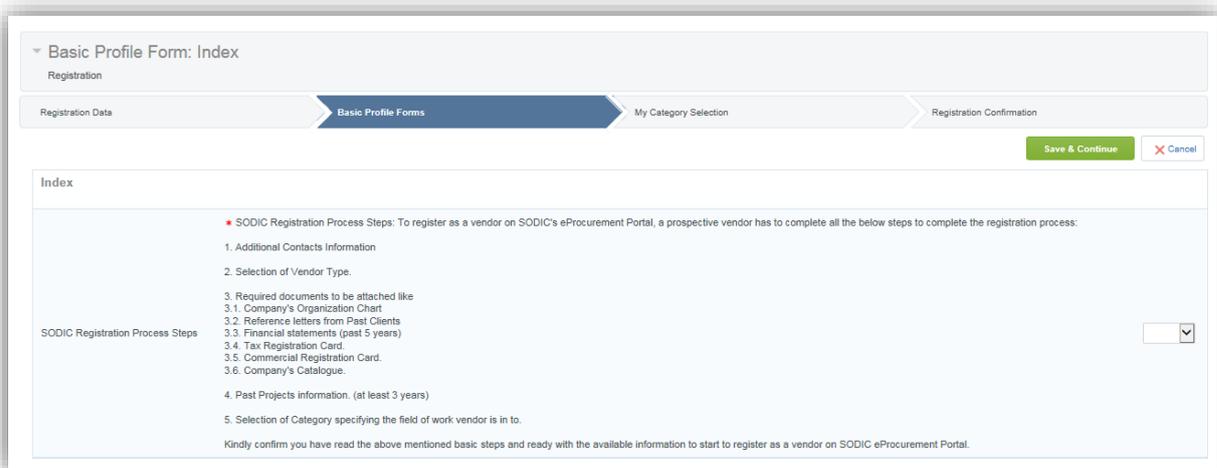
Complete your registration by filling out the relevant forms and choosing your categories.

Start by completing the **Sodic eProcurement Portal Basic Profile Forms**.

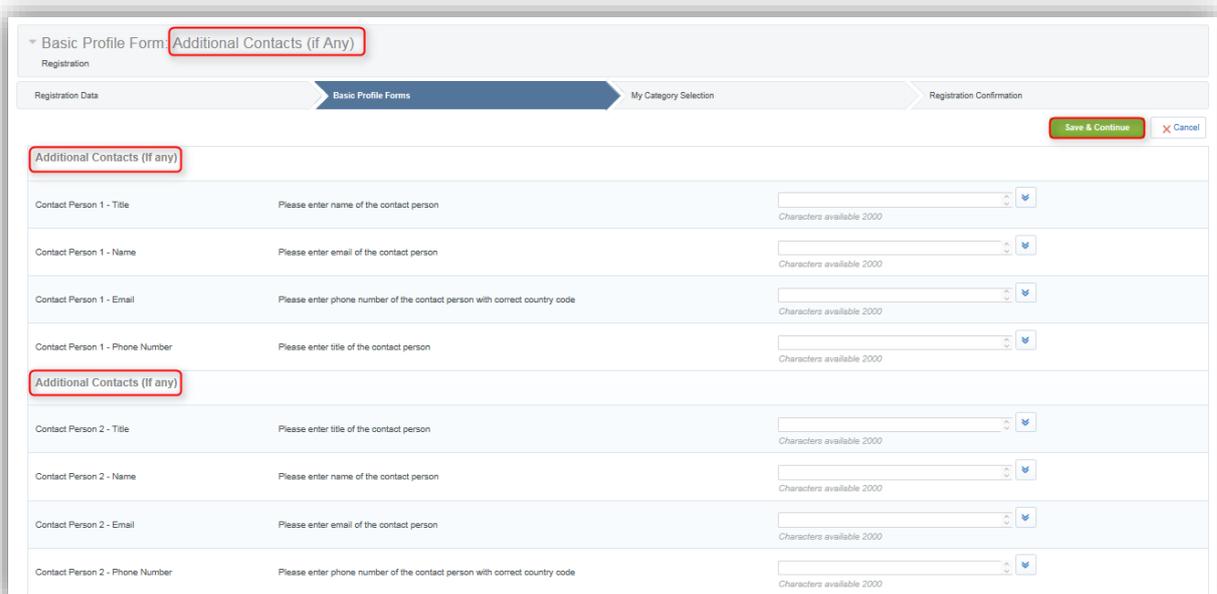
Please ensure that you have fully completed the below forms; incomplete forms will not allow you the opportunity to be qualified and ultimately you will lose access to the tendering opportunities. Questions marked in (*) red asterisks are mandatory and should be completed.

Click on **“Save and Continue”** to be directed to the next forms.

Read the **Index** form carefully to know what all information is required and you should be ready to complete the registration process. Once you list down all requirements, click **Confirm**.



Complete the additional contacts information in the basic profile form and click on **“Save and Continue”**



Read the Vendor type definitions carefully as your choice will determine the subsequent registration steps.

➤ **Note:**

1. Technical Vendor: Select Technical if you provide services like Finishes, Construction Works, MEP Works etc. Note that a vendor can register only as a supplier, contractor or a consultant.

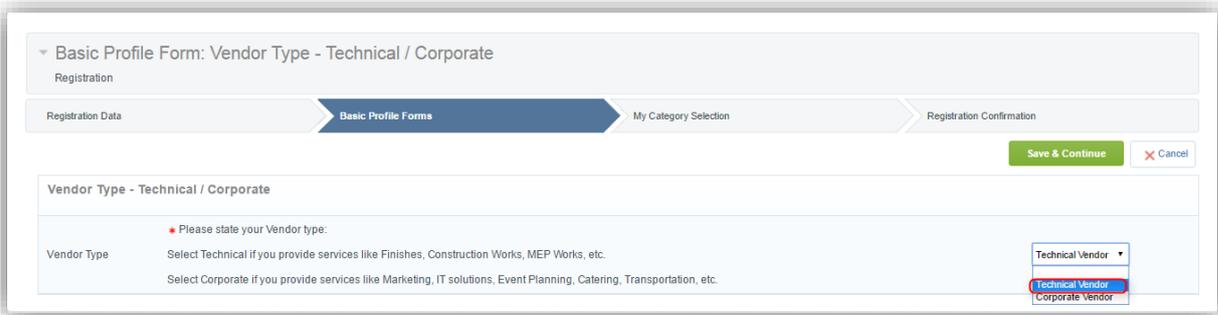
- Contractor: Organizations appointed by clients to complete construction works.
- Supplier: A company that provides goods and services to the client. A company that provides microprocessors to a major computer business is an example of a supplier.
- Consultant: A consulting firm is a firm of one or more experts (consultants) that provides professional advice to an individual or an organization

2. Corporate Vendor: Select Corporate if you provide services like Marketing IT solutions, Event Planning, Catering, Transportation etc.

Step 4:

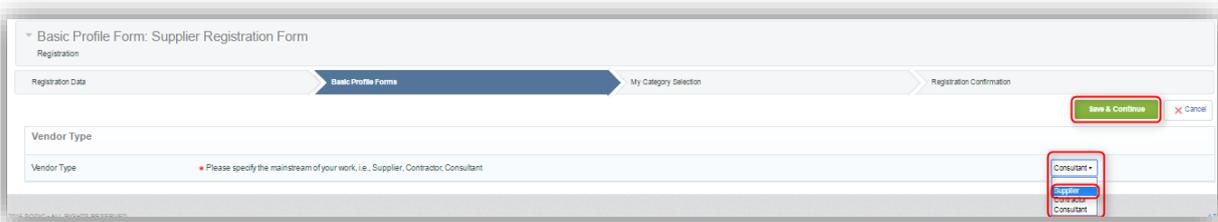
Register as a Supplier:

- Select “Technical Vendor” to register as a supplier.



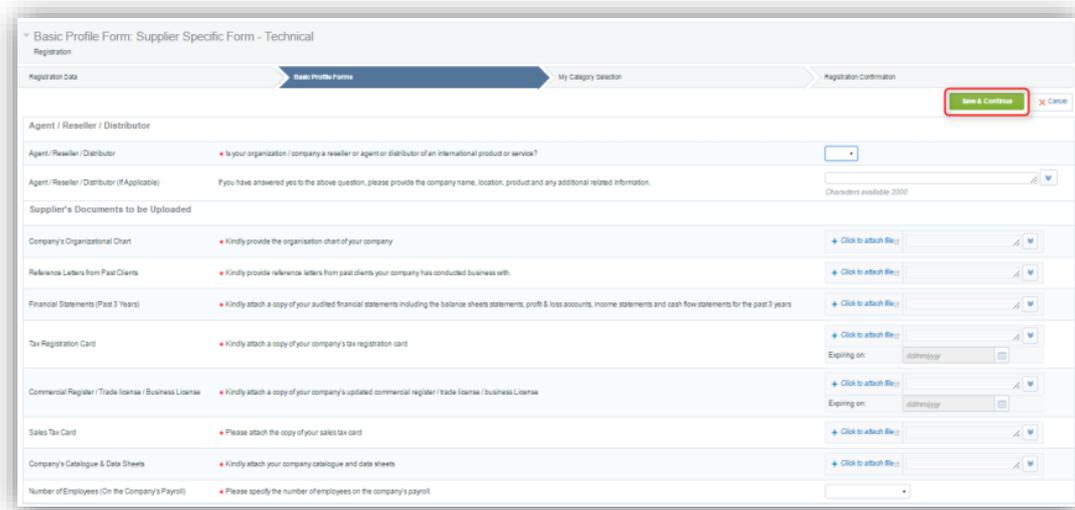
The screenshot shows a registration form titled "Basic Profile Form: Vendor Type - Technical / Corporate". The form is in the "Basic Profile Forms" step of a four-step process. The "Vendor Type" field has a dropdown menu open, with "Technical Vendor" highlighted in red. Below the dropdown, there are instructions: "Select Technical if you provide services like Finishes, Construction Works, MEP Works, etc." and "Select Corporate if you provide services like Marketing, IT solutions, Event Planning, Catering, Transportation, etc." Buttons for "Save & Continue" and "Cancel" are visible at the top right.

- After selecting “Technical Vendor”, you will see the option to select supplier from the drop down



The screenshot shows a registration form titled "Basic Profile Form: Supplier Registration Form". The form is in the "Basic Profile Forms" step of a four-step process. The "Vendor Type" field has a dropdown menu open, with "Supplier" highlighted in red. Below the dropdown, there are instructions: "Please specify the mainstream of your work, i.e., Supplier, Contractor, Consultant". Buttons for "Save & Continue" and "Cancel" are visible at the top right.

- Complete the mandatory questions in the basic profile form and click on **"Save and Continue"**



Basic Profile Form: Supplier Specific Form - Technical

Registration

Registration Data → Basic Profile Forms → My Category Selection → Registration Confirmation

Save & Continue X Cancel

Agent / Reseller / Distributor

Agent/Reseller/Distributor • Is your organization / company a reseller or agent or distributor of an international product or service?

Agent/Reseller/Distributor (If Applicable) • If you have answered yes to the above question, please provide the company name, location, product and any additional related information. Characters available: 2000

Supplier's Documents to be Uploaded

Company's Organizational Chart • Kindly provide the organization chart of your company Click to attach file:

Reference Letters from Past Clients • Kindly provide reference letters from past clients your company has conducted business with. Click to attach file:

Financial Statements (Past 3 Years) • Kindly attach a copy of your audited financial statements including the balance sheets statements, profit & loss accounts, income statements and cash flow statements for the past 3 years Click to attach file:

Tax Registration Card • Kindly attach a copy of your company's tax registration card Click to attach file: Expiring on: dd/mm/yyyy

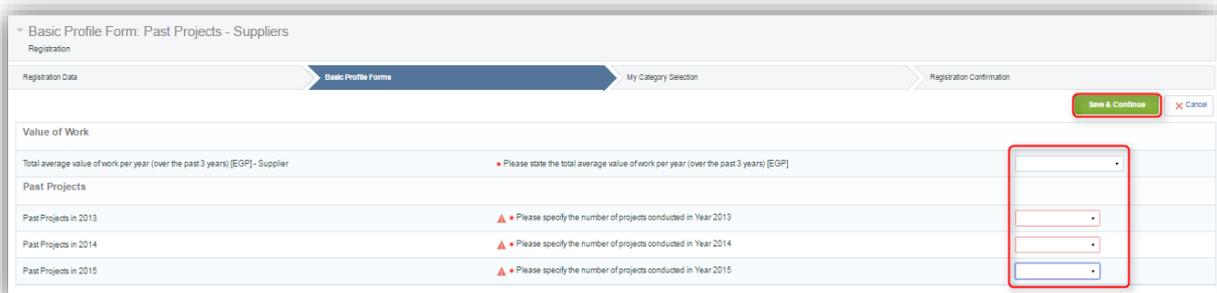
Commercial Register / Trade license / Business License • Kindly attach a copy of your company's updated commercial register / trade license / business license Click to attach file: Expiring on: dd/mm/yyyy

Sales Tax Card • Please attach the copy of your sales tax card Click to attach file:

Company's Catalogue & Data Sheets • Kindly attach your company catalogue and data sheets Click to attach file:

Number of Employees (On the Company's Payroll) • Please specify the number of employees on the company's payroll

- Based on the responses for the below screenshot, you will be asked to fill in the details for the 3 years ie. 2013,2014,2015



Basic Profile Form: Past Projects - Suppliers

Registration

Registration Data → Basic Profile Forms → My Category Selection → Registration Confirmation

Save & Continue X Cancel

Value of Work

Total average value of work per year (over the past 3 years) [EGP] - Supplier • Please state the total average value of work per year (over the past 3 years) [EGP]

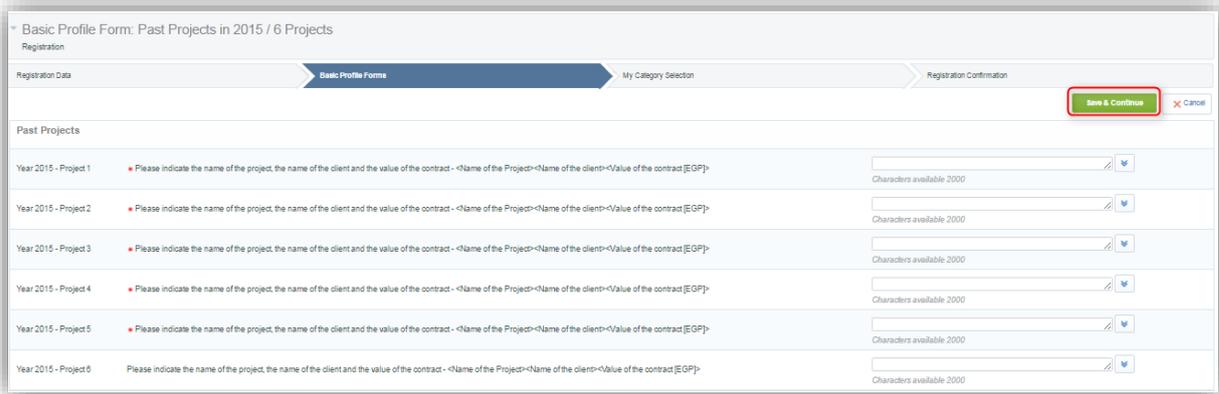
Past Projects

Past Projects in 2013 ▲ Please specify the number of projects conducted in Year 2013

Past Projects in 2014 ▲ Please specify the number of projects conducted in Year 2014

Past Projects in 2015 ▲ Please specify the number of projects conducted in Year 2015

- Complete the mandatory questions in the basic profile form and click on **"Save and Continue"**



Basic Profile Form: Past Projects in 2015 / 6 Projects

Registration

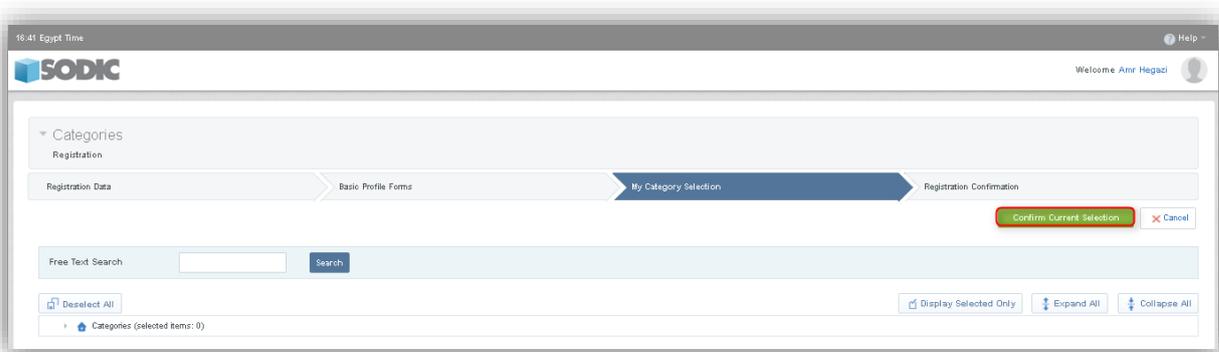
Registration Data → Basic Profile Forms → My Category Selection → Registration Confirmation

Save & Continue Cancel

Past Projects

Year	Project	Action
Year 2015 -	Project 1	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract [EGP]>
Year 2015 -	Project 2	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract [EGP]>
Year 2015 -	Project 3	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract [EGP]>
Year 2015 -	Project 4	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract [EGP]>
Year 2015 -	Project 5	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract [EGP]>
Year 2015 -	Project 6	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract [EGP]>

- Add categories related to your line of business from the supplier's section.



16:41 Egypt Time

SODIC

Welcome Amr Hegazi

Categories

Registration

Registration Data → Basic Profile Forms → My Category Selection → Registration Confirmation

Confirm Current Selection Cancel

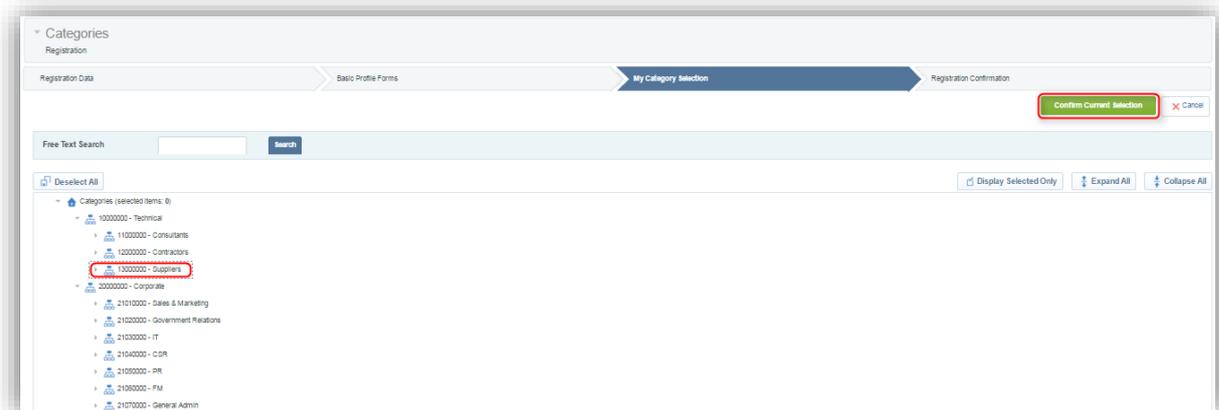
Free Text Search Search

Deselect All

Categories (selected items: 0)

Display Selected Only Expand All Collapse All

- Please click on suppliers to expand the category tree.



Categories

Registration

Registration Data → Basic Profile Forms → My Category Selection → Registration Confirmation

Confirm Current Selection Cancel

Free Text Search Search

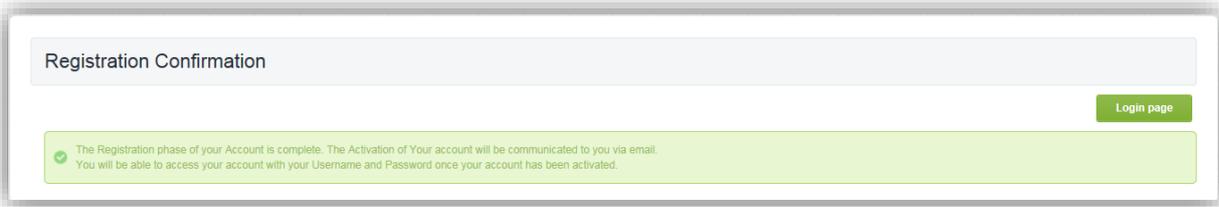
Deselect All

Categories (selected items: 0)

- 10000000 - Technical
 - 11000000 - Consultants
 - 12000000 - Contractors
 - 13000000 - Suppliers
- 20000000 - Corporate
 - 21010000 - Sales & Marketing
 - 21020000 - Government Relations
 - 21030000 - IT
 - 21040000 - CDR
 - 21050000 - PR
 - 21060000 - FM
 - 21070000 - General Admin

Display Selected Only Expand All Collapse All

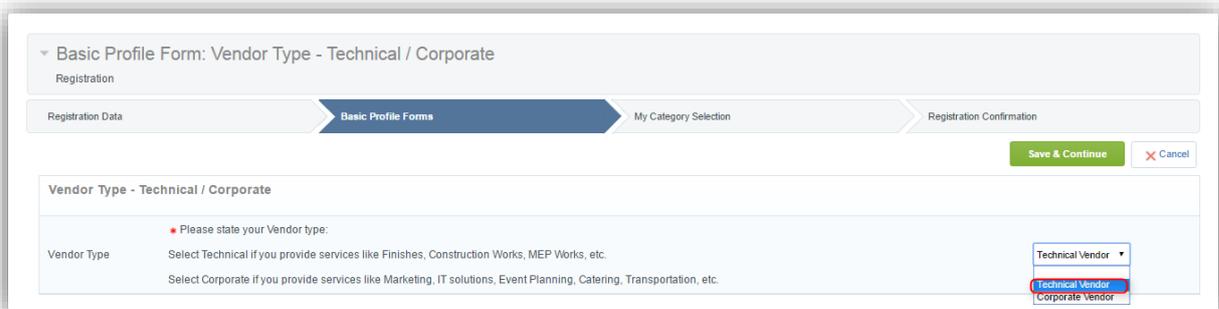
- Upon completion of the registration, supplier will receive a confirmation message that the registration process has been completed and to wait for further communication regarding the activation of their account.



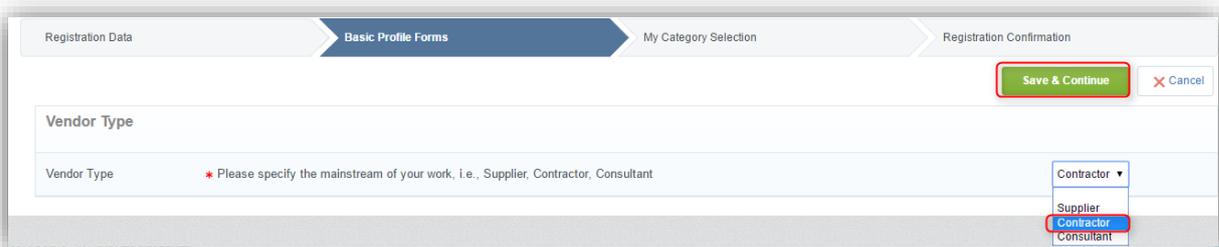
Please note once you have fully completed the **Sodic Basic Registration Form** (Basic Profile), please wait for further communication regarding the activation of your account.

Register as a “Contractor”

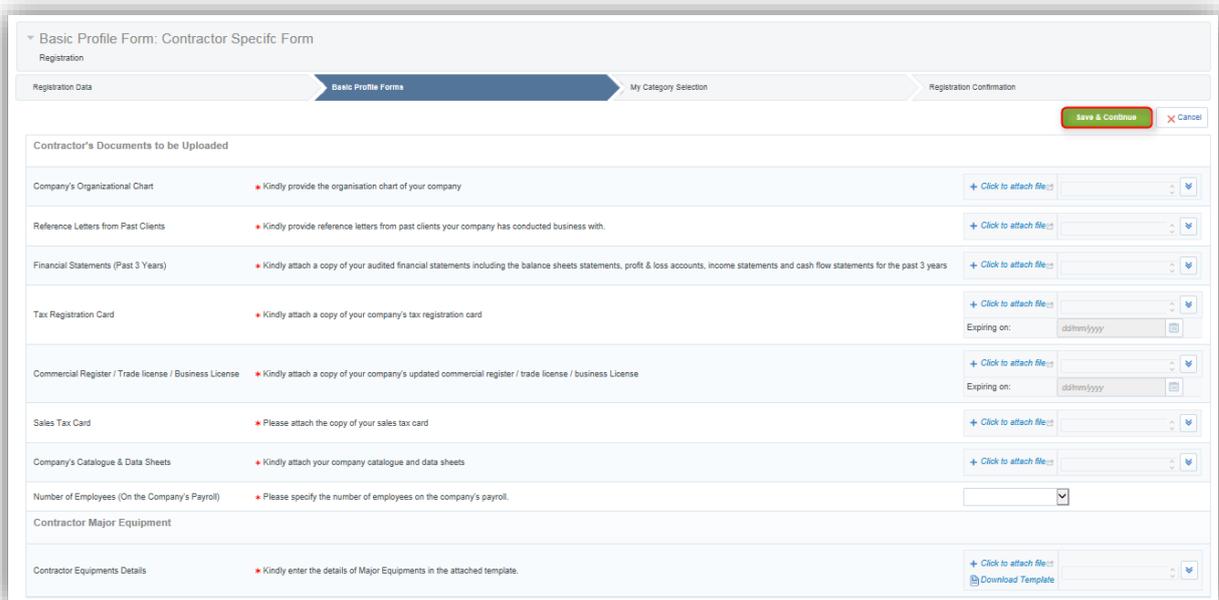
- Select Technical vendor.



- Select Contractors.



- Fill in the below to proceed.



Basic Profile Form: Contractor Specific Form

Registration

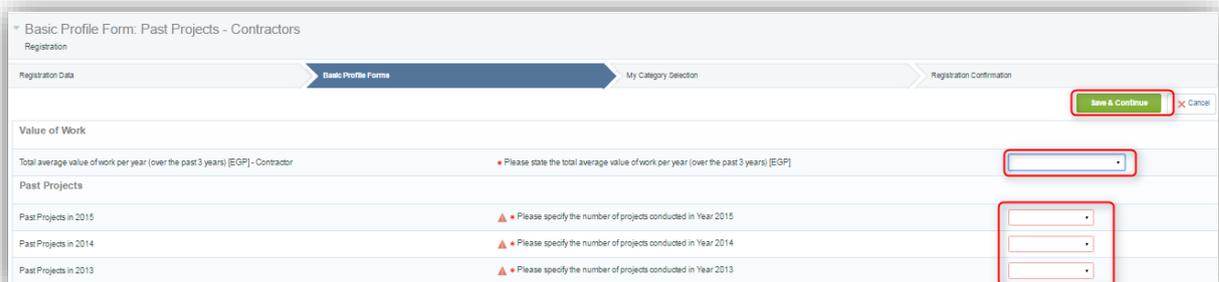
Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

[Save & Continue](#) [Cancel](#)

Contractor's Documents to be Uploaded

Company's Organizational Chart	Kindly provide the organisation chart of your company	+ Click to attach file
Reference Letters from Past Clients	Kindly provide reference letters from past clients your company has conducted business with.	+ Click to attach file
Financial Statements (Past 3 Years)	Kindly attach a copy of your audited financial statements including the balance sheets statements, profit & loss accounts, income statements and cash flow statements for the past 3 years	+ Click to attach file
Tax Registration Card	Kindly attach a copy of your company's tax registration card	+ Click to attach file Expiring on: dd/mm/yyyy
Commercial Register / Trade license / Business License	Kindly attach a copy of your company's updated commercial register / trade license / business License	+ Click to attach file Expiring on: dd/mm/yyyy
Sales Tax Card	Please attach the copy of your sales tax card	+ Click to attach file
Company's Catalogue & Data Sheets	Kindly attach your company catalogue and data sheets	+ Click to attach file
Number of Employees (On the Company's Payroll)	Please specify the number of employees on the company's payroll.	<input type="text"/>
Contractor Major Equipment		
Contractor Equipments Details	Kindly enter the details of Major Equipments in the attached template.	+ Click to attach file Download Template

- Answer the below questions in the Past Projects: Contractor's Form. Based on the responses for the below screenshot, you will be asked to fill in the below details for the 3 years ie. 2013,2014,2015.



Basic Profile Form: Past Projects - Contractors

Registration

Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

[Save & Continue](#) [Cancel](#)

Value of Work

Total average value of work per year (over the past 3 years) [EGP] - Contractor

Please state the total average value of work per year (over the past 3 years) [EGP]

Past Projects

Past Projects in 2015

Please specify the number of projects conducted in Year 2015

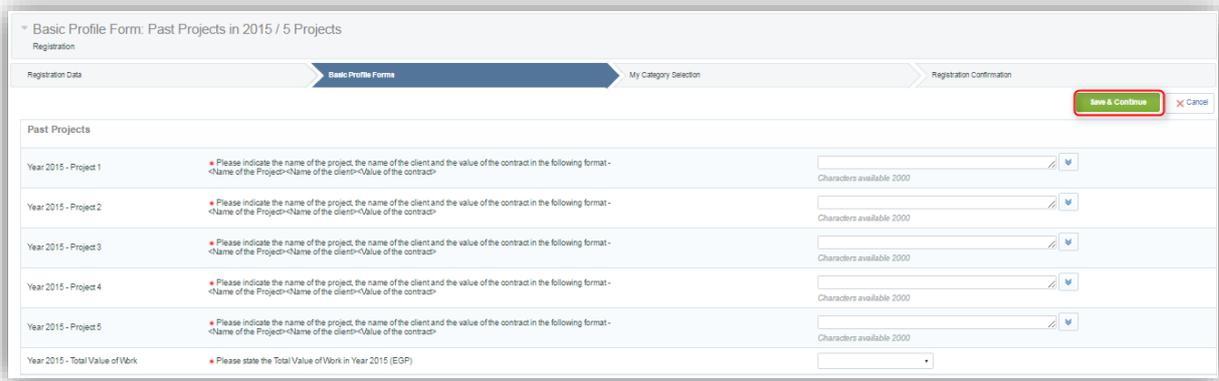
Past Projects in 2014

Please specify the number of projects conducted in Year 2014

Past Projects in 2013

Please specify the number of projects conducted in Year 2013

- Click on “Save and continue” to move to the forms of the previous 2 years.

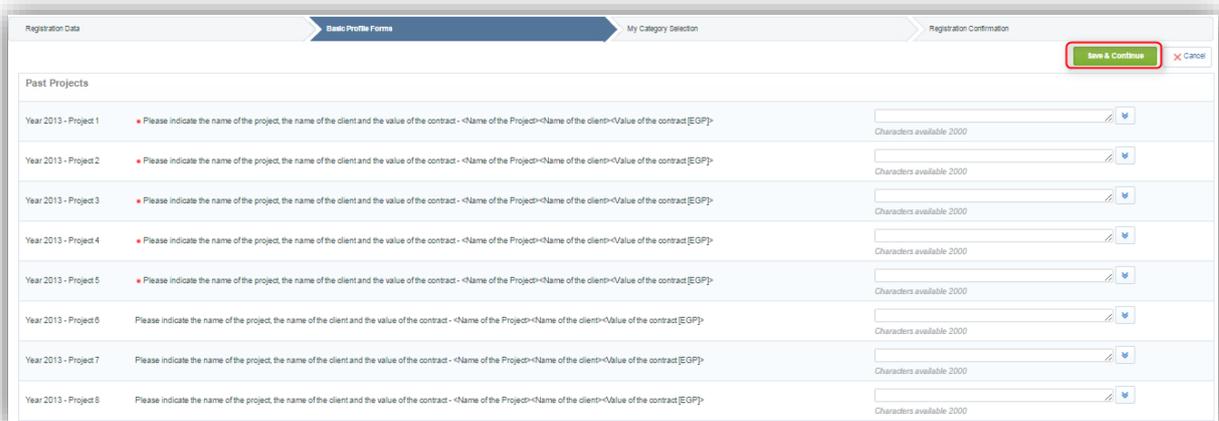


Basic Profile Form: Past Projects in 2015 / 5 Projects

Registration Data | Basic Profile Forms | My Category Selection | Registration Confirmation

Save & Continue | Cancel

Year	Project	Instructions	Character Count
Year 2015 -	Project 1	Please indicate the name of the project, the name of the client and the value of the contract in the following format - <Name of the Project><Name of the client><Value of the contract>	Characters available 2000
Year 2015 -	Project 2	Please indicate the name of the project, the name of the client and the value of the contract in the following format - <Name of the Project><Name of the client><Value of the contract>	Characters available 2000
Year 2015 -	Project 3	Please indicate the name of the project, the name of the client and the value of the contract in the following format - <Name of the Project><Name of the client><Value of the contract>	Characters available 2000
Year 2015 -	Project 4	Please indicate the name of the project, the name of the client and the value of the contract in the following format - <Name of the Project><Name of the client><Value of the contract>	Characters available 2000
Year 2015 -	Project 5	Please indicate the name of the project, the name of the client and the value of the contract in the following format - <Name of the Project><Name of the client><Value of the contract>	Characters available 2000
Year 2015 -	Total Value of Work	Please state the Total Value of Work in Year 2015 (EGP)	



Basic Profile Form: Past Projects in 2013 / 8 Projects

Registration Data | Basic Profile Forms | My Category Selection | Registration Confirmation

Save & Continue | Cancel

Year	Project	Instructions	Character Count
Year 2013 -	Project 1	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract>[EGP]	Characters available 2000
Year 2013 -	Project 2	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract>[EGP]	Characters available 2000
Year 2013 -	Project 3	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract>[EGP]	Characters available 2000
Year 2013 -	Project 4	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract>[EGP]	Characters available 2000
Year 2013 -	Project 5	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract>[EGP]	Characters available 2000
Year 2013 -	Project 6	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract>[EGP]	Characters available 2000
Year 2013 -	Project 7	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract>[EGP]	Characters available 2000
Year 2013 -	Project 8	Please indicate the name of the project, the name of the client and the value of the contract - <Name of the Project><Name of the client><Value of the contract>[EGP]	Characters available 2000

- Follow the direct instructions as mentioned in the below screenshots and click on “Save & Continue”.



Registration Data | Basic Profile Forms | My Category Selection | Registration Confirmation

Save & Continue | Cancel

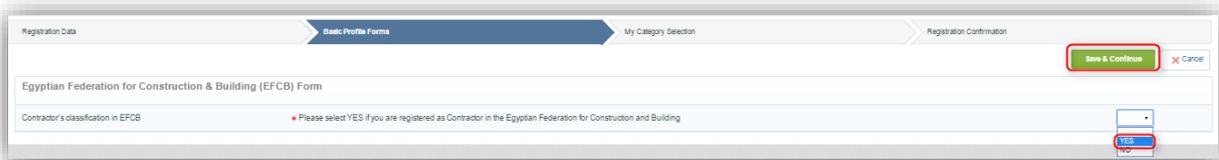
Health & Safety Procedures

Health & Safety Procedures - SODIC HSE Manual & Guidance Notes

We warrant that we have fully read, understood and shall comply with the Health & Safety Procedures - SODIC HSE Manual & Guidance Notes

Confirm | SODIC HSE Manual and Guidance Notes.pdf

- Select “Yes” if you are registered as a contractor in EFCB to move to the next form of selecting class. Select “No” if not applicable.



Registration Data | Basic Profile Forms | My Category Selection | Registration Confirmation

Save & Continue | Cancel

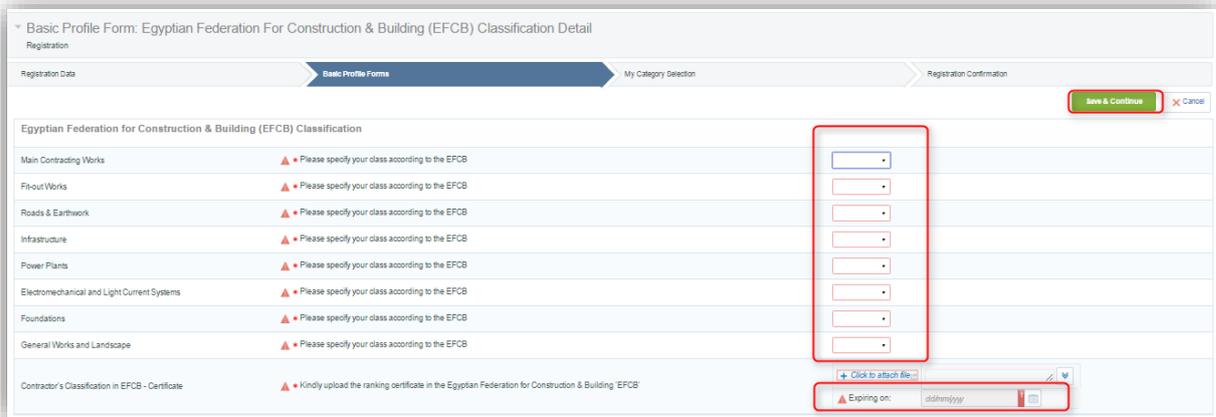
Egyptian Federation for Construction & Building (EFCB) Form

Contractor's classification in EFCB

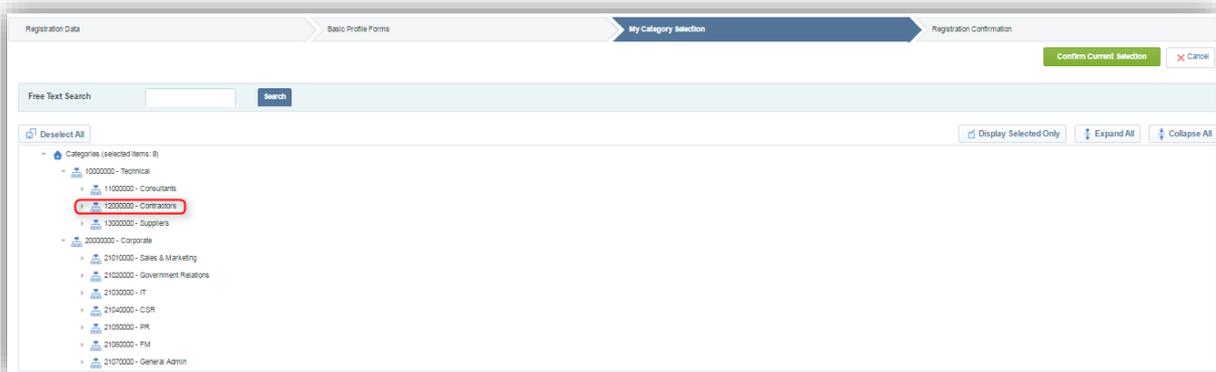
Please select YES if you are registered as Contractor in the Egyptian Federation for Construction and Building

YES
NO

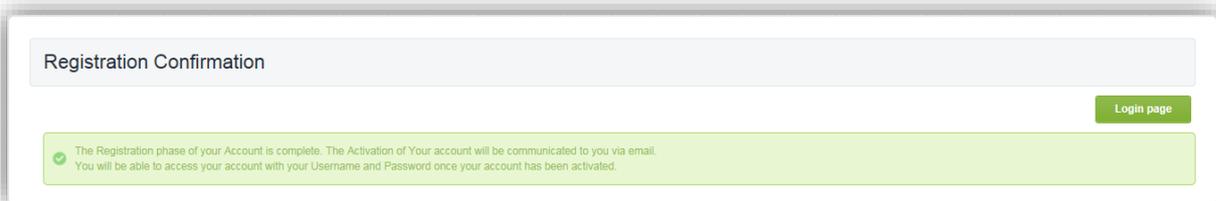
- Select your class according to the EFCB for the below to proceed to the categories section.



- Add categories related to your line of business from the contractor's section. Click on "contractors" to expand the section of the category tree.



- Upon completion of the registration, supplier will receive a confirmation message that the registration process has been completed and to wait for further communication regarding the activation of their account.



Please note once you have fully completed the **Sodic Basic Registration Form** (Basic Profile), please wait for further communication regarding the activation of your account.

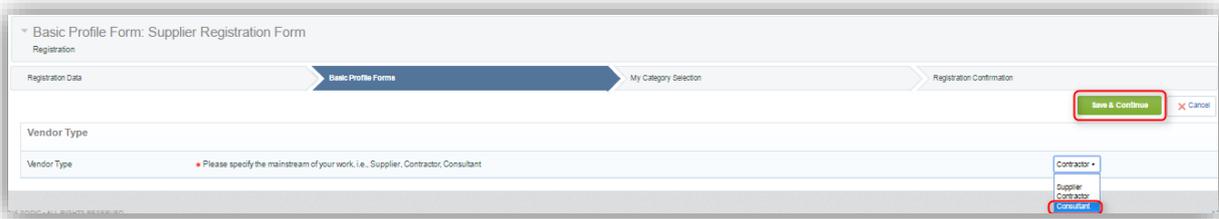
Register as a “Consultant”:

- Select “Technical Vendor” to register as a consultant



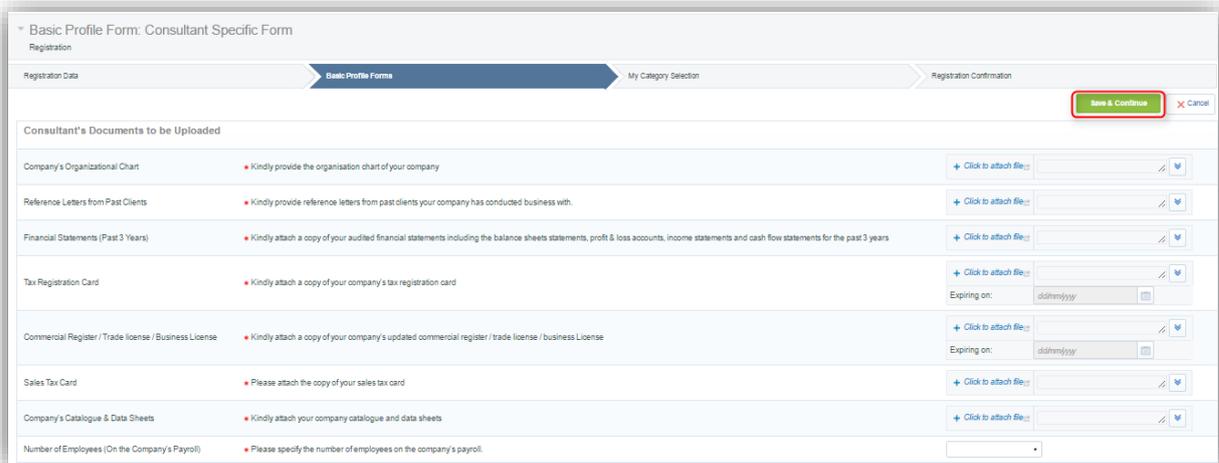
The screenshot shows the 'Basic Profile Form: Vendor Type - Technical / Corporate' registration page. The progress bar indicates the current step is 'Basic Profile Forms'. The 'Vendor Type' dropdown menu is open, showing options: 'Technical Vendor', 'Technical Vendor', and 'Corporate Vendor'. The 'Technical Vendor' option is highlighted with a red box.

- Select the consultant’s option as mentioned below



The screenshot shows the 'Basic Profile Form: Supplier Registration Form' registration page. The progress bar indicates the current step is 'Basic Profile Forms'. The 'Vendor Type' dropdown menu is open, showing options: 'Contractor', 'Supplier', 'Contractor', and 'Consultant'. The 'Consultant' option is highlighted with a red box.

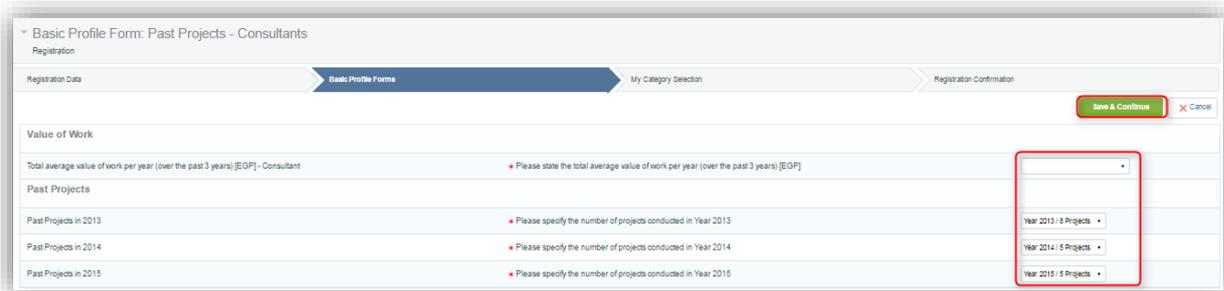
- Fill in all the details to proceed.



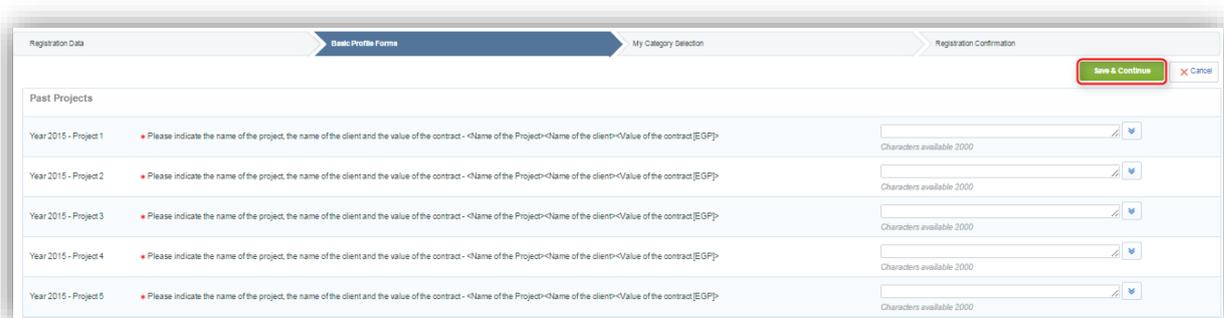
The screenshot shows the 'Basic Profile Form: Consultant Specific Form' registration page. The progress bar indicates the current step is 'Basic Profile Forms'. The form contains a table of documents to be uploaded:

Consultant's Documents to be Uploaded		
Company's Organizational Chart	Kindly provide the organisation chart of your company	+ Click to attach file
Reference Letters from Past Clients	Kindly provide reference letters from past clients your company has conducted business with.	+ Click to attach file
Financial Statements (Past 3 Years)	Kindly attach a copy of your audited financial statements including the balance sheets statements, profit & loss accounts, income statements and cash flow statements for the past 3 years	+ Click to attach file
Tax Registration Card	Kindly attach a copy of your company's tax registration card	+ Click to attach file Expiring on: dd/mm/yyyy
Commercial Register / Trade license / Business License	Kindly attach a copy of your company's updated commercial register / trade license / business License	+ Click to attach file Expiring on: dd/mm/yyyy
Sales Tax Card	Please attach the copy of your sales tax card	+ Click to attach file
Company's Catalogue & Data Sheets	Kindly attach your company catalogue and data sheets	+ Click to attach file
Number of Employees (On the Company's Payroll)	Please specify the number of employees on the company's payroll.	

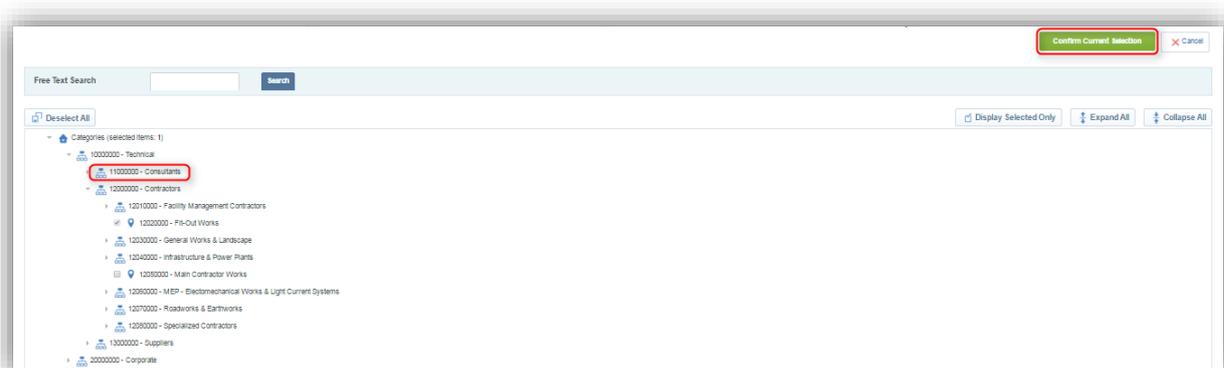
- Fill in the below form. Based on the responses for the below screenshot, you will be asked to fill in the below details for the 3 years ie. 2013,2014,2015.



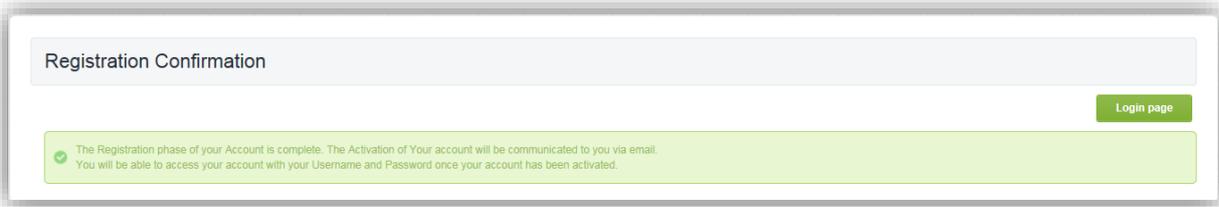
- Click on “Save and continue” to move to the forms of the previous 2 years.



- Add categories related to your line of business from the contractor’s section. Click on “consultants” to expand the section of the category tree.



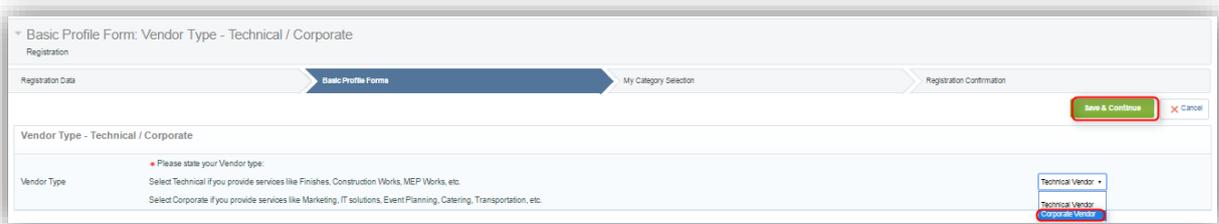
- Once you have chosen all the categories that are relevant to your organization’s line of business, please click on “**Confirm Current Selection**”.
- Upon completion of the registration, supplier will receive a confirmation message that the registration process has been completed and to wait for further communication regarding the activation of their account.



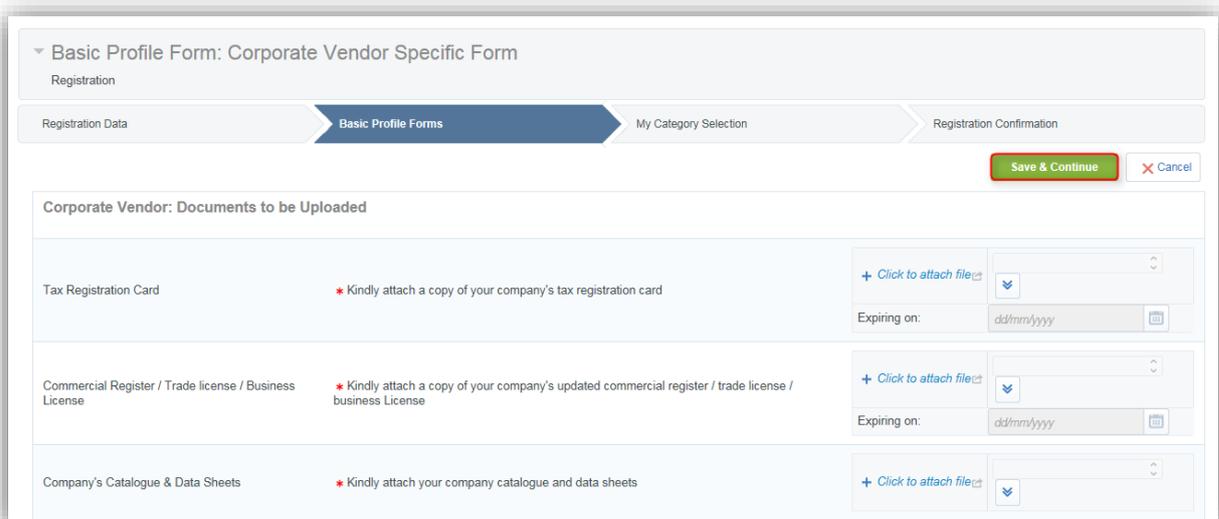
Please note once you have fully completed the **Sodic Basic Registration Form** (Basic Profile), please wait for further communication regarding the activation of your account.

Register as “Corporate Vendor”:

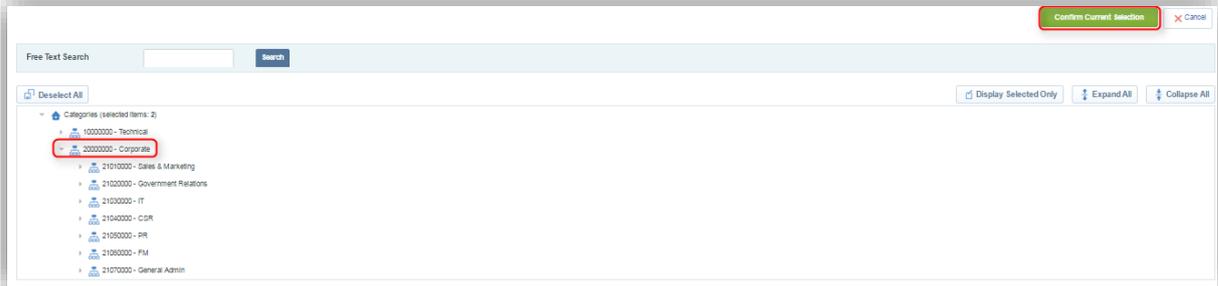
- Complete the “Registration Form” and select “Corporate vendor”



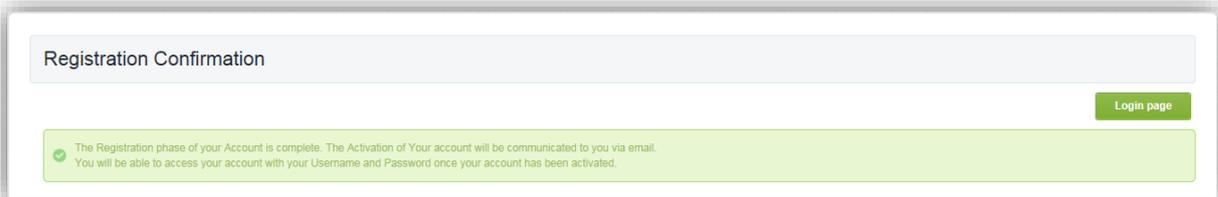
- Fill in all the details below to proceed. Based on the responses for the above screenshot, you will be asked to fill in the below details for the 3 years ie. 2013,2014,2015.



- Add categories related to your line of business from the “Corporate” section.



- Upon completion of the registration, vendor will receive a confirmation message that the registration process has been completed and to wait for further communication regarding the activation of their account.



Please note once you have fully completed the **Sodic Basic Registration Form** (Basic Profile), please wait for further communication regarding the activation of your account.

Please note your registration profiles should reflect a fully completed **Supplier Data Status** (100%)

Need assistance?
Please contact our eSourcing Helpdesk:

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