



KJO Supplier Request From eMarketplace Website Portal

Supplier Side Activities

Supplier Request Form

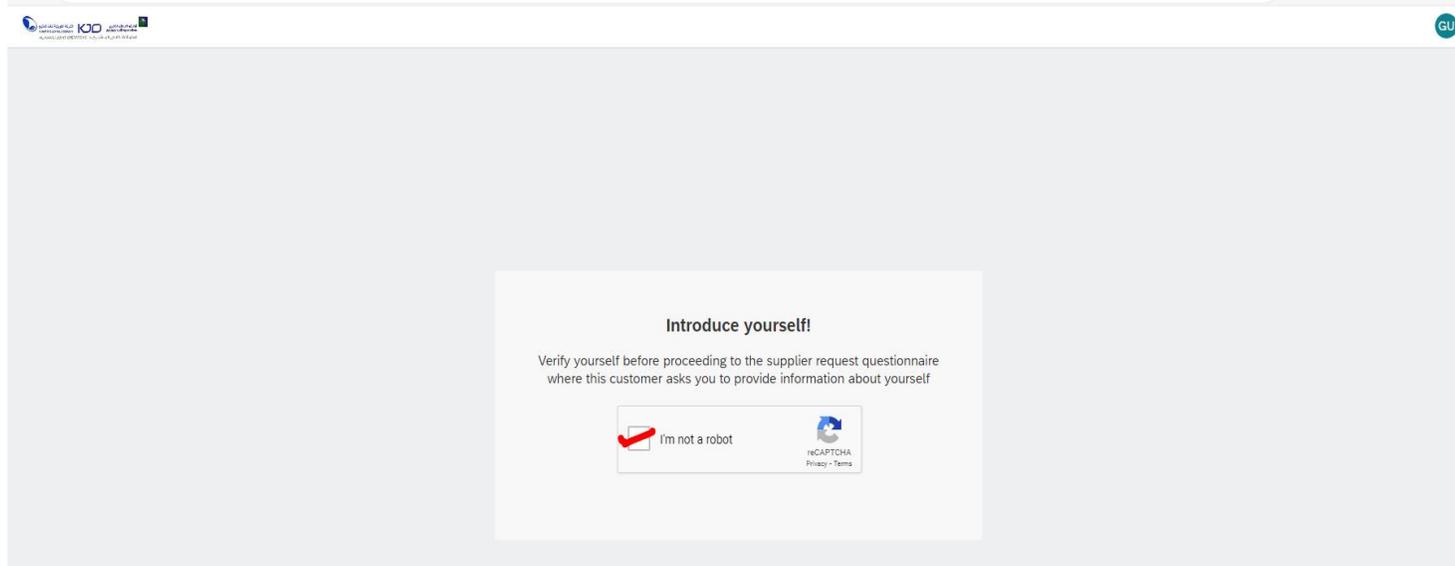
The screenshot shows the top navigation bar of the KJO e-Marketplace website. The navigation menu includes: HOME, ABOUT, OPERATIONS, HS & E, CONTACT US, Search for any keyword, عربي, PRESS CENTER, CAREER CENTER, E-SERVICES, and Follow Us. The main banner features a night view of an industrial facility with the text "Partnering with us KJO e-Marketplace". Below the banner are three columns of content:

- Become a Supplier**: To be considered for opportunities with Al Khafji Joint Operations, suppliers must first register with us. A red box highlights the "Read More" button.
- Existing / Current Suppliers**: Our current Suppliers can manage their daily business dealings with Al Khafji Joint Operations using the portal system. A "Read More" button is present.
- Contracting Opportunities / Ongoing Tenders**: The current advertised Open Tenders for Services and Materials. A "Read More" button is present.

Steps:

1. Supplier to click on "Read More" of "Become a Supplier" Tab.

Supplier Request Form



The screenshot shows a web page with a header containing logos for 'KOD' and 'GU'. The main content area is a light gray box with a white central panel. The panel is titled 'Introduce yourself!' and contains the text: 'Verify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself'. Below this text is a Captcha verification box with a red checkmark icon and the text 'I'm not a robot'. To the right of this box is the Recaptcha logo and links for 'Privacy' and 'Terms'.

Steps:

1. Click on “I’m not a robot” to have the the Captcha verified.

Supplier Request Form

Supplier Request Form

1 Business Justification for New Supplier *

New Supplier CTD/MTD

2 General Supplier Information

2.1 Supplier Full Legal Name *

CTD/MTD Case Supplier

2.2 Supplier Full Name *

CTD/MTD Case Supplier

2.3 Search Term *

CTD/MTD

2.4 Commercial Registration Number * ?

0987654323456789876

2.5 CR Registration Expiry Date

03/05/2025

2.6 Business Activity as per CR

Material and Services

2.7 Commercial Registration Number Issue Place *

Riyadh

2.8 Please Attach Commercial Registration Documents

Upload File

2.9 Supplier Main Address

Street ? House Number ?

4556ACV 345dd

Street 2 ?

Uptown

Street 3 ?

District ?

jubail

Steps:

1. Supplier to fill all the mandatory information marked in * asked in the form.
2. Supplier Full Legal name to be less than 35 characters.
3. Commercial Registration number to be filled correctly.
4. Supplier Address to be filled in correctly

Supplier Request Form

3 Primary Supplier Contact

3.1 Contact First Name *

3.2 Contact Last Name *

3.3 Contact Email *

3.4 Contact Phone

3.5 Contact Location and Communication Language *

4 Additional Information

4.1 Region

4.2 Department

4.3 Procurement Division *

4.4 Country of Origin *

4.5 Contact Mobile number

4.6 Provide Business activity details in an attachment

4.7 Provide Chamber of Commerce details in an attachment

Steps

1. Supplier Contact Information to be entered correctly.
2. Contact Email should have proper Email format.
3. Procurement Division should be selected correctly from the Drop-down.
4. Submit once all the Information is entered.

Supplier Request Form

i Your supplier request submission is in progress. Once it is complete, you can view the submitted request. ×

Supplier Request Form Done

1 Business Justification for New Supplier New Supplier CTD/MTD

2 General Supplier Information

2.1 Supplier Full Legal Name	CTD/MTD Case Supplier														
2.2 Supplier Full Name	CTD/MTD Case Supplier														
2.3 Search Term	CTD/MTD														
2.4 Commercial Registration Number ?	0987654323456789876														
2.5 CR Registration Expiry Date	3/5/2025														
2.6 Business Activity as per CR	Material and Services														
2.7 Commercial Registration Number Issue Place	Riyadh														
2.8 Please Attach Commercial Registration Documents															
2.9 Supplier Main Address	<table><tr><td>+ Street</td><td>4556ACV</td></tr><tr><td>House Number</td><td>345dd</td></tr><tr><td>Street 2</td><td>Uptown</td></tr><tr><td>District</td><td>jubail</td></tr><tr><td>Postal Code</td><td>44555</td></tr><tr><td>City</td><td>Jubail</td></tr><tr><td>Country/Region</td><td>Saudi Arabia</td></tr></table>	+ Street	4556ACV	House Number	345dd	Street 2	Uptown	District	jubail	Postal Code	44555	City	Jubail	Country/Region	Saudi Arabia
+ Street	4556ACV														
House Number	345dd														
Street 2	Uptown														
District	jubail														
Postal Code	44555														
City	Jubail														
Country/Region	Saudi Arabia														

Steps

1. Click on Done once the Form is submitted and it will trigger the Approval process based on the Procurement Division selection



Thank you