

Supplier self-registration

Training Manual for Suppliers



SHAPING *the* FUTURE *with* PLASTICS

Supplier self-registration

Step 1: Access Borouge website

Via E Procurement- Homepage of Borouge (www.borouge.com)

بوروج
Borouge
SHAPING the FUTURE with PLASTICS

Welcome to BOROUGE
Borouge is a leading provider of innovative value creating plastics solutions. We focus on differentiated high end applications in the Middle East and Asia Pacific with Borstar Enhanced Polyethylene produced in Abu Dhabi, UAE and the full range of Borealis specialities more>

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WIRE & CABLE
Market leading offering for high and low

AUTOMOTIVE & APPLIANCE
High performance Borstar® Enhanced Polyethylene

ADVANCED PACKAGING
High performance Borstar® Enhanced Polyethylene

PIPE SYSTEMS
Leading partner for the pipe industry

Go To...

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Notice:

Suppliers who are already supplying or who have supplied Borouge do not need to register again into this application.

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Step 2: Access E Procurement

On the www.borouge.com home page, Choose the menu item “E-Procurement“ in E Services

The screenshot shows the Borouge website home page. At the top left is the Borouge logo with the tagline "SHAPING the FUTURE with PLASTICS". Below the logo is a green banner with text describing Borouge as a leading provider of innovative plastics solutions. To the right of the banner is a circular image of a man in a traditional Arab headdress with the text "Good news". Below the banner is a navigation bar with the following items: About Us, Industry Solutions, Innovation, Corporate Citizenship, E Services, Media Centre, Careers, and Search. The "E Services" menu is expanded, showing a list of options: Datasheets, Literature, Job Opportunities, B-SPiR, Polymer Dictionary, Downloads, FeedBack, and E Procurement. The "E Procurement" option is highlighted with a red box. Below the navigation bar are three main content areas: "NEWS" with two articles dated 3/14/2011 and 3/2/2011; "WIRE & CABLE" with a description of high quality polyolefin compounds; and "ADVANCED PACKAGING" with a description of being a leading partner for the... To the right of these areas is a "QUICK LINKS" section with a "Go To..." dropdown menu and a world map.

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Step 3: New Supplier Registration

By clicking on the button “New Supplier Registration“ you access the application form for Supplier self-registration“



The screenshot shows the Borouge website header with the logo and tagline "SHAPING the FUTURE with PLASTICS". Below the header is a navigation menu with links: About Us, Industry Solutions, Innovation, Corporate Citizenship, E Services, Media Centre, Career, and a Search box. A breadcrumb trail reads "You are here -> Home -> E Services -> E Procurement". The main content area features a banner image of three men in a meeting. Below the banner, there is a list of links under the heading "New Suppliers": "User Manual for Suppliers - Registration Process", "List of Borouge Classification", and "List of Borouge Work group". A red box highlights a button labeled "New Supplier Registration" which features an icon of a padlock and a person.

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Welcome to Borouge on-line supplier registration screen.
To register your company as a vendor (supplier / contractor / manufacturer), please enter your data and choose send

* Required Entry

Company Details

Name of Company *

Language * English

Oil and Gas * Yes

License Data

Chamber Of Commerce License Number *

Dept.Of Economic Affairs *

Please attach below the soft copy of the licenses by selecting the appropriate license type from the description

Documents

| Description | MMIMEType | Size (in KB) |
|--|-----------|--------------|
| The table does not contain any entries | | |

Page 0 of 0

Delete Selected

Description Chamber Of Commerce License

Path

Address Data

E-Mail Address *

Telephone * Extension

Fax * Extension

Street * Mobile Number

Building

Floor Room Number

Postal Code City *

Step 4: Process Overview

Our online Supplier Registration consists of two processes

Process 1

Filling the online registration form on the Borouge Website (see image)

Process 2

Filling the detailed questionnaire's

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Step 4: Process Overview

- Completing the “registration questionnaire” - we ask you for entering your general contact information as well as several basic requisite information.
- In order to be able to transmit the information required in our supplier’s registration, you must fill out all of the obligatory data fields marked with an *:
 - **Company Details:** Name of Company*, Language*, Oil and Gas*
 - **License Data:** Commercial License Number*, Dept. Of Economic Affairs *
 - **Address Data:** E-Mail-Address*, Telephone*, Street*, Postal Code, City*, Country*, Vendor Type*, Web Site, ADNOC/OPCOS*
 - **Data Privacy Statement*** (acceptance essential)

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Step 5: Supplier Self Registration

Part A - Company Details

| Company Details | |
|-------------------|--|
| Name of Company * | <input type="text"/> |
| Language * | English <input type="button" value="v"/> |
| Oil and Gas * | Yes <input type="button" value="v"/> |

Name of Company

- Here you have to enter the name of your company.

Language

- English and Arabic are defined as communication languages by Borouge.

Oil and Gas

- Have you supplied to an Oil & Gas

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Step 5: Supplier Self Registration

Part B - License Data

License Data

Chamber Of Commerce License Number *

Dept.Of Economic Affairs *

Please attach below the soft copy of the licenses by selecting the appropriate license type from the description

| Documents | | |
|--|----------|--------------|
| Description | MIMEType | Size (in KB) |
| The table does not contain any entries | | |
| Page 0 of 0 | | |

Delete Selected

Description Chamber Of Commerce License

Path

Chamber Of Commercial License Number

- Please enter your valid Commercial License Number and attach the scanned copy

Dept. Of Economic Affairs

- Please enter your valid Dept. Of Economic Affairs license number and attach the scanned copy

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Step 5: Supplier Self Registration

Part C - Address Data

| Address Data | | | |
|-------------------------------|---|-------------------|---|
| E-Mail Address * | <input type="text"/> | | |
| Telephone * | <input type="text"/> | Extension | <input type="text"/> |
| Fax * | <input type="text"/> | Extension | <input type="text"/> |
| Street * | <input type="text"/> | Mobile Number | <input type="text"/> |
| Building | <input type="text"/> | | |
| Floor | <input type="text"/> | Room Number | <input type="text"/> |
| Postal Code | <input type="text"/> | City * | <input type="text"/> |
| District | <input type="text"/> | | |
| Country * | Utd.Arab Emir. <input type="button" value="v"/> | | |
| P.O. Box | <input type="text"/> | PO Box PostalCode | <input type="text"/> |
| PO Box City | <input type="text"/> | PO Box Country | Choose <input type="button" value="v"/> |
| Vendor Type * | <input type="button" value="v"/> | | |
| Web Site | <input type="text"/> | | |
| Year of Establishment | <input type="text" value="0000"/> | | |
| Contact Name & Designation | <input type="text"/> | | |
| Registered with ADNOC/OPCOS * | Yes <input type="button" value="v"/> | | |

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Step 5: Supplier Self Registration

Email Address ,Telephone & Fax

Here you have to enter the Email address of your company contact and telephone / Fax number.

Street Address

Here you have to provide your company street address and postal code

City & Country

Please provide your City name and select your country

Vendor Type

Please select the vendor type (Manufacturer, Supplier or Contractor)

Website & Registered with ADNOC / OPCOS

Please enter website and select “Yes” if you are already registered with ADNOC / OPCOS

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Step 5: Supplier Self Registration

Part D - Data Privacy Statement

| Data Privacy Statement | |
|---|---|
| <p>This is to confirm that the information furnished by us is true and correct to the best of our knowledge.</p> <p>We understand that the data furnished by us shall be used by Borouge for registration and prequalification purposes of our Company and Borouge has the right to retain the data for reference, information and records.</p> <p>We agree that we will advise and intimate Borouge as and when required, if there is any change in the data provided by us.</p> | |
| <input type="checkbox"/> Yes, I have read the data privacy statement and accept the terms. | |
| <input type="button" value="Submit"/> | <input type="button" value="Delete Entries"/> |

- Your consent to our “data security declaration“ is a precondition for the transmission of your data to our purchasing department.
- Your consent to the data-protection declaration must also be given before your data can be transmitted to our purchasing department. This data-protection declaration is found in the lower part of the registration form.
- Your consent is given by activating, i.e. putting a check mark in the check box. Only then the “Submit” button (send) in the registration questionnaire will be activated.

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Step 6: Registration Confirmation

After your data has been successfully transmitted, you will immediately receive online on your screen confirmation from our “**supplier registration system**”.



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Dear Supplier,

SRM Procurement Supplier Registration form has been submitted.

Your Temporary tracking number is – 0000000091.

Key Notes:

- Shortly you will receive Questionnaires from CDT@borouge.com to the Email address you provided, Kindly fill in all the questionnaires and submit them online.
- Borouge's Commercial Directory Team (CDT) will evaluate your candidature based upon the information received and take further actions. For any communication send your emails to cdt@borouge.com.
- Please note that completion of initial registration does not guarantee final registration as a Borouge Vendor.
- Several suppliers have experienced problems receiving the questionnaire email being filtered as spam. Please configure your Email filter or the virus protection/scanner to allow domain names that end with "Borouge.com"

Regards,

Commercial Directory Team

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Step 7: Detailed questionnaire via e-mail

- Upon initial evaluation, we might send you the detailed Questionnaire via email. You can fill the questionnaire and send it back to us along with the required attachments via e-mail
- For Product Categories specific information, you will have to refer the Borouge Product Categories and Sub categories reference file available on the website and fill in the Questionnaire accordingly
- If any clarification is needed for the questionnaire (e. g. dialogue boxes, choice pads), please contact us on CDT@borouge.com

End of Training material for suppliers