

Supplier Set Up and Supplier Change Request Guide

Objectives

To supply products or services to Qatar Airways and for payments to be made suppliers must register on our I-Supplier self-service portal. For registration and changes you must provide 33 mandatory data components.

This document guides you through the set-up process. **To be registered all four steps must all be completed and all 33 data components must be provided.**

Following documents are required to be attached on the supplier profile.

- Original Tax Certificate
- Original Commercial Registration Document
- Company Profile
- Bank Account Verification Letter

Supplier Set Up and Supplier Change Request Guide

Access the I-Supplier self-service portal	Complete / Update your profile
<p>1. Activate your I-Cloud Account</p> <p>You must be invited to activate your iCloud account for iSupplier Portal. Please check your email include spam folder to find the invite. In case you do not have iSupplier activation email, you may reach out to supplierrelations@qatarairways.com.qa in order to resend the activation email.</p> <p>2. Sign in to Qatar Airways Group I-Supplier Portal</p> <p>In case you already have activated iCloud account then log in on iSupplier Portal via secure verification process: https://isupplier.qatarairways.com.qa</p>	<p>3. Acknowledge the Mandatory Compliance Documents</p> <p>Home Page > Please download the documents and select the checkbox to confirm that you have read, understood, and agree to the Terms & Conditions of Qatar Airways Group.</p> <p>4. Update Company Profile</p> <p>Please go to Home Page > Administration tab and complete all 4 mandatory sections.</p> <p>a. Organization</p> <p>Please add your Taxpayer ID, Commercial Registration details, and upload your original Tax Certificate & Company Profile Attachment (list of goods/services your company provides). Please 'Save' data to proceed.</p> <p>b. Address Book</p> <p>Please press 'Create' to add a new address;</p> <p>* indicates mandatory fields; You can update information by clicking the 'PEN' icon > 'Save'.</p> <p>c. Contact Directory</p> <p>Please update all your contact details by clicking the 'PEN' icon or add a new line by 'Create' > 'Save'.</p> <p>d. Banking Details</p> <p>Please press 'Go' > select 'Address' > click the icon under 'Assignments' > click 'Create' to add a bank account for selected address > 'Save'. The 'Link an existing bank account' is to select an existing bank account under a different address.</p>

Contact Us

If you need assistance, please contact supplierrelations@qatarairways.com.qa or call +974-40226049

Mandatory Data Checklist

Organization	Address Book	Contact Directory	Banking Details
<input type="checkbox"/> Taxpayer ID	<input type="checkbox"/> Address Name	<input type="checkbox"/> Contact Title	<input type="checkbox"/> Country
<input type="checkbox"/> Company Registration no	<input type="checkbox"/> Country	<input type="checkbox"/> First Name	<input type="checkbox"/> Bank Name
<input type="checkbox"/> Place of Registration	<input type="checkbox"/> Address Line 1	<input type="checkbox"/> Last Name	<input type="checkbox"/> Branch Name
<input type="checkbox"/> Registration Date	<input type="checkbox"/> Address Line 2	<input type="checkbox"/> Job Title	<input type="checkbox"/> Account Number
<input type="checkbox"/> Registration Expiry Date	<input type="checkbox"/> City	<input type="checkbox"/> Contact Email	<input type="checkbox"/> Currency
<input type="checkbox"/> Original Commercial Registration Document	<input type="checkbox"/> State/Region	<input type="checkbox"/> Phone Area Code	<input type="checkbox"/> Beneficiary Name
<input type="checkbox"/> Original Tax Certificate	<input type="checkbox"/> Postal Code	<input type="checkbox"/> Phone Number	<input type="checkbox"/> Bank Account Verification Letter
<input type="checkbox"/> Company Profile	<input type="checkbox"/> Phone Area Code	<input type="checkbox"/> Purpose	
	<input type="checkbox"/> Phone Number		
	<input type="checkbox"/> Payment Remittance Email Address		