



LUSAIL



# Prospective Registration Page

## Lusail E-Vendor Registration

\* Indicates required field

Register

### Company Details

[Personalize "Company Details"](#)

\* Company Registered Name

\* Country on incorporation / Registration  

\* Incorporate / Registration No.

\* Business Line of the company

### Contact Information

[Personalize "Contact Information"](#)

E-mail Will Be The UserName

\* Email

First Name

\* Last Name

\* Phone Area Code

\* Phone Number

Phone Extension

Register



# Confirmation message

## Confirmation

[Personalize "Confirmation"](#)

Thank you for registering your company with us.  
You have just completed the first step towards the Vendor Registration.

### **Please Note:**

- Your registration is not complete until you send Trade License and Commercial Registration Certificate (CR) of the company (if available) to [supplieradmin@lusail.com](mailto:supplieradmin@lusail.com)
- Once your Trade License/CR is processed and verified by us, your company registration would be completed and you will then receive a notification accordingly.

**Confirmation page will appear you , Please follow the instructions mentioned carefully**



# General

## General

Please fill all the required details including:

- All the Required fields as indicated by a "\*\*".
- Attach the latest Company Profile.
- Attach the Financial Statement for the last 3 years.
- Attach Certificate of Registration of Local Engineering Consultation Offices (if applicable).

## Attachments

## Search

Note that the search is case insensitive

Title

[+ Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

## General information and attachments page



# Organization information

**Supplier Administration**

- General
- Company Profile
  - **Organization**
  - Address Book
  - Contact Directory
  - Business Classifications

**Organization**

\* Year Established

Chief Executive Name

Incorporation Year

\* Related experience (Local/Region/International)

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**Business and Financial Information**

\* Business Line of the company

Currency Preference

\* Incorporate / Registration No.

\* Authorized Capital (QAR)

\* Annual Turnover (Average of last 4 Years)

**Fill your company's general information**



# Address Creation

Supplier Administration

Address Book

**Note: Please provide all the relevant address(s) for your company in Qatar, regionally and globally. Also indicate the details of your Qatari Sponsor (if exist).**

Create

Address Name	Address Details	Country	Update	Remove
No results found.				

- Press on “Create” to start creating your address(s).
- Make sure that you follow the instructions mentioned in the note.



# Address details

[Supplier Administration: Address Book](#) >

### Create Address

\* Indicates required field

[Personalize Stack Layout: \(AddrDTRN\)](#)

Supplier Name **Company for setup**

Supplier Number **12914**

[Personalize Flow Layout: \(SeparatorRN\)](#)

\* Address Name

Country

\* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* City/Town/Locality

\* Bank in this Country

\* Auditor in this country

\* Insurance Company in this Country

\* Postal Code

\* Phone Area Code

\* Phone Number

\* Fax Area Code

\* Fax Number

\* Email Address

Purchasing Address

Payment Address

RFQ Only Address

**Note**

Note

**Fill the required information and press on "Save"**



# Contact creation

## Contact Directory : Active Contacts

<input type="button" value="Create"/>								
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Mohammed	Ishaq	974 55822135	adams_n_eves567@hotmail.com	Current	✓			

## Contact Directory : Inactive Contacts

First Name	Last Name	Phone Number	Email	Status	User Account
No results found.					

- Press on “Create” to start creating new Contact.





# Contact details

## Create Contact

\* Indicates required field

Contact Title	<input type="text"/>	* Phone Area Code	<input type="text"/>
* First Name	<input type="text"/>	* Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	* Phone Extension	<input type="text"/>
* Last Name	<input type="text"/>	* Fax Area Code	<input type="text"/>
Job Title	<input type="text"/>	* Fax Number	<input type="text"/>
* Contact Email	<input type="text"/>		

Want to capture...

**Fill the required information and press on "Save"**



# Business Classification

## Business Classifications

Cancel Save

Classification	Applicable
INDIVIDUAL OWNED	<input type="checkbox"/>
LIMITED LIABILITY COMPANY	<input checked="" type="checkbox"/>
PARTNERSHIP	<input type="checkbox"/>

Cancel Save

**Choose the business classification that is suitable to you company and press on “save”**