



# **Tender Process Management**

## **--Web Portal User Manual**

2024. 06

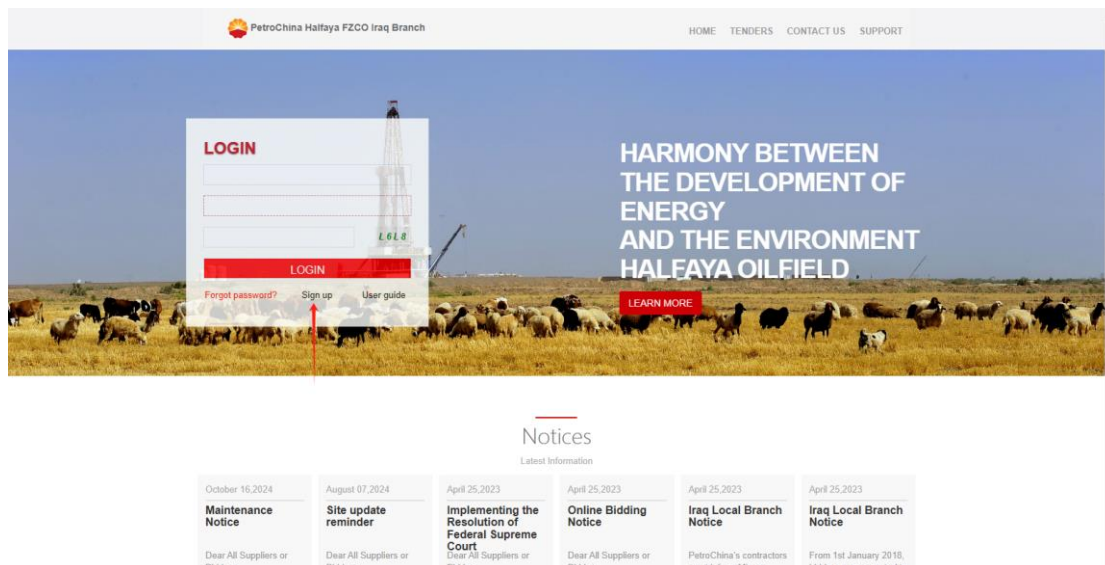
## SECTION 1.0 GETTING STARTED

Welcome to TPM. The short Manual will familiarize you with all of the features and functionality of TPM system.

## SECTION 2.0 How to sign up

### How to enter signup page

When you open the Web Portal system home page, you can see the "Sign up" hyperlink in the left side of page below the "Login" button.



So you Click "Sign up" , it will direct to the "Registration Form" page. If you want to become a vendor of the system, you must agree the regulations.

If you select the "I disagree", it will redirect to the home page.

REGISTRATION FORM

1. Registration Agreement

2. Base & Bank Information

3. Contact Information & Work Types

4. Documents

1. Acceptance of this Terms of Use. By visiting this website, you signify your consent and acceptance to PetroChina's Terms of Use, privacy policy and other conditions as referred below. If you do not agree with this Terms of Use, please do not use this website. PetroChina reserve the right, at its sole discretion, to change, modify, add or remove portions from this Terms of Use at any time.

2. Changes and Revisions. PetroChina may revise this Terms of Use from time to time without previous notice, visitors should revisit this website periodically to make sure they are aware of the most recent changes and revisions to this Terms of Use, since the same will be binding on visitors. The continued use of this website following the posting of changes to this Terms of Use means the acceptance of any changes, modification or revisions of the same.

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By clicking the "Agree" check below, I certify that I have read and agree to the PETROCHINA REGISTRATION AGREEMENT!

☐ I agree.

☐ I disagree.

Previous

Next

Make the "I agree" checkbox selected, and click button “Next”. The register is separated to three steps.

**Register Step1. Base & Bank Information**

The step1 is to fill in your basic information and Bank Information, such as your company information, registration and business addresses and so on.

Web Portal User Manual

## HARMONY BETWEEN THE DEVELOPMENT OF ENERGY AND THE ENVIRONMENT HALFAYA OILFIELD

### REGISTRATION FORM

1. Registration Agreement 2. Base & Bank Information 3. Contact Information & Work Types 4. Documents

<b>Company/Vendor Name *</b>		<b>Doing Business As (DBA)</b>							
<input type="text"/>		<input type="text"/>							
<small>Company name must be same with your legal documents</small>									
<b>User Name *</b>		<b>Web Address</b>							
<input type="text"/>		<input type="text"/>							
<b>Main Business *</b>									
<input type="text"/>									
<b>Supplier Overview *</b>									
<input type="text"/>									
<b>Contractor Specific Documents</b>									
<small>Only PDF files are allowed</small>									
<b>Select Attachment</b>		<input type="text"/> <input type="button" value="Select file"/> <input type="button" value="Upload"/>							
<table><thead><tr><th>No.</th><th>File Name</th><th>Operation</th></tr></thead><tbody><tr><td colspan="3"><input type="text"/></td></tr></tbody></table>				No.	File Name	Operation	<input type="text"/>		
No.	File Name	Operation							
<input type="text"/>									
<b>Bank Information</b>									
<b>Bank Name *</b>		<b>Account No/IBAN *</b>							
<input type="text"/>		<input type="text"/>							
<b>Bank Address *</b>		<b>Title of Account *</b>							
<input type="text"/>		<input type="text"/>							
<b>Swift Code *</b>		<b>Beneficiary Name *</b>							
<input type="text"/>		<input type="text"/>							
<b>Registration Address</b>									
<b>Address *</b>		<b>City *</b>							
<input type="text"/>		<input type="text"/>							
<b>State/Province/County *</b>		<b>ZIP/Postal Code/Postcode</b>							
<input type="text"/>		<input type="text"/>							
<b>Country *</b>									
<input type="text" value="--Please Select--"/>									
<b>Business Address</b>									
<input type="checkbox"/> (Same as registration address)									
<b>Address *</b>		<b>City *</b>							
<input type="text"/>		<input type="text"/>							
<b>State/Province/County *</b>		<b>ZIP/Postal Code/Postcode</b>							
<input type="text"/>		<input type="text"/>							
<b>Country *</b>									
<input type="text" value="--Please Select--"/>									
<b>Iraq Address</b>									
<b>Address</b>		<b>City</b>							
<input type="text"/>		<input type="text"/>							
<b>State/Province/County</b>		<b>ZIP/Postal Code/Postcode</b>							
<input type="text"/>		<input type="text"/>							
<b>Country</b>									
<input type="text" value="Iraq"/>									

Be attention, the field marked with "\*" can't be empty and some fields have standard format, such as company name, user name, main business and so on.

If you fill in some field wrong and chick "Next" button try to go to the next step, it will remind you or show you the right filling format.

## REGISTRATION FORM

1. Registration Agreement

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<b>Company/Vendor Name *</b> This field is required. <div>Company name must be same with your legal documents</div>	<b>Doing Business As (DBA)</b> <input type="text"/>
<b>User Name *</b> This field is required. <div></div>	<b>Web Address</b> <input type="text"/>
<b>Main Business *</b> This field is required. <div></div>	
<b>Supplier OverView *</b> This field is required. <div></div>	
<b>Contractor Specific Documents</b> <small>Only PDF files are allowed.</small>	
<b>Select Attachment</b>	<input type="text"/> <input type="button" value="Select file"/> <input type="button" value="Upload"/>
<b>No.</b>	<b>File Name</b>
	<b>Operation</b>

When you finished and made sure that all the information fit the rules, you can click "Next". and it will go to the step2.

## Register Step2. Contact Information & Work Types

The step2 is to fill your work types and contact information.

## REGISTRATION FORM

1. Registration Agreement

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3. Contact Information & Work Types

4. Documents

### Work Types

Work Types \*

Select

Selected Work Types \*

#### Account Administrator Contact

Note: Kindly be informed that all the tendering information will be sent only to this email address. Bidder is requested to update this email address timely and shall be responsible for any information loss or damage due to Bidder's misconduct or negligence on updating this email address in time.

Name \*

Email \*

Phone \*

#### Emergency Contact

Name \*

Email \*

Phone \*

#### Billing Contact

Name

Email

Phone

#### Business Development (Sales) Contact

Name

Email

Phone

#### Executive Contact

Name

Email

Phone

#### Insurance Contact

Name

Email

Phone

#### Project Management Contact

Name

Email

Phone

#### Safety Contact

Name

Email

Phone

#### Training / Human Resources Contact

Name

Email

Phone

Previous

Next

If you want to go back to step1, you can click "Previous" button or click “Base & Bank Information”.

REGISTRATION FORM

1. Registration Agreement

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3. Contact Information & Work Types

4. Documents

Company/Vendor Name \*

test 000122

Doing Business As (DBA)

User Name \*

test0023111

Web Address

Main Business \*

test

Supplier OverView \*

test

Contractor Specific Documents

Only PDF files are allowed.

Select Attachment

Select file

Upload

No.	File Name	Operation
-----	-----------	-----------

"Select Work Types" will pop up when the "Select" button is clicked. You can choose work types of your company products here and save work types.

REGISTRATION FORM

1. Registration Agreement

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4. Documents

Work Types

Work Types \*

Select

Account Administration

Note: Kindly be informed that you are responsible for any information provided.

Name \*

1

Phone \*

1232

Emergency Contact

Name \*

1

Phone \*

222

Select Work Types

Save Work Types

Material-ADMINISTRATION ITEM- GST NUM

Material-AIRFIELD EQUIP & ACCESSORI

Material-ARTIFICIAL LIFT EQUIPMENT

BOOSTER PUMP

ESP ACCESSORIES

ESP TOOLS & INSTRUMENTS

FEED PUMP/EXPORT PUMP, ACCESSORY AND SPARES

POLISH RODS AND BUSHINGS

PUMP JACKS

PUMP JACKS BASES

PUMP, WATER DISPENSAL

SCREW PUMP

SCREW PUMP TOP DRIVE UNIT

SERVICE RIG-HOISTING SYSTEM

SUBMERSIBLE ELECTRIC

SUBMERSIBLE ELECTRIC MOT

SUCKER RODS

SUCKER RODS ACCESSORIES

SUCKER RODS PONIES

SWEDGES AND BUSHINGS

Material-BUILDING MATERIAL

Material-CAMP EQUIP AND SUPPLIES

Material-CARAVAN,BUILDINGS, TRILERS AND SHELTE

Material-CASING AND ACCESSORIES

Material-CHEMICAL

Material-CIVIL CONSTRUCTION EQUIPMENT

Material-COMMUNICATION EQUIP &ACCE

Material-COMPLETION EQUIPMENT

When you finished selecting the work types, you can just close the popup window and work types you selected will show on the page of step2.

REGISTRATION FORM

1. Registration Agreement

2. Base & Bank Information

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4. Documents

Work Types

Work Types \*

Select

Selected Work Types \*

\*Material-ARTIFICIAL LIFT EQUIPMENT  
BOOSTER PUMP

Account Administrator Contact

Note: Kindly be informed that all the tendering information will be sent only to this email address. Bidder is requested to update this email address timely and shall be responsible for any information loss or damage due to Bidder's misconduct or negligence on updating this email address in time.

Name \*

1

Phone \*

1232

Email \*

223@111.com

Emergency Contact

Name \*

1

Phone \*

222

Email \*

1223@111.com

When you finished and make sure all the information's right, you can click "Next". Information of step2 and it will go to the step3.

### Register Step3. Documents

The step3 is to upload the company documents. The field marked with "\*" must be upload.

If you want to go back to step2, you can click "Previous" button or click "Contact Information & Work Types" as below.



REGISTRATION FORM

1. Registration Agreement

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4. Documents

Document required for Registration

\* The following is the minimum requirement to register as a Supplier/Bidder before being able to participate in PetroChina International Iraq FZE Iraq Brach (COMPANY) tenders, Supplier is not restricted to submit other documents to prove its capability or qualification.

\* Before submitting the required/compulsory documents below, Supplier is encouraged to read carefully the REQUIREMENTS for each document and prepare the RIGHT documents, to avoid being rejected or unnecessary delay.

No.	Name	Document Requirements	File Source
*1	Certificate of Establishment	1. Document issued by the Companies Registrar Directorate of the ministry of Trade. 2. Company name must match with the registered name. 3. Signed. 4. Stamped by Companies Registrar Directorate. 5. Date of establishment. 6. Date of renewal for Certificate of Establishment. 7. Languages Accepted: Arabic Kurdish Companies: Must be accredited by the Companies Registrar Directorate of the Ministry of Trade in Baghdad and furnish their accreditation letter issued by said Companies Registrar Directorate. Kurdistan region includes Erbil, Duhok and Sulaymaniyah provinces only.	<div>Upload</div>
*2	Bank Letter	1. Date. 2. Beneficiary name. 3. Bank name. 4. Bank address. 5. Account number. 6. Swift code. 7. IBAN (Not Applicable for Chinese Companies).	<div>Upload</div>

Firstly, please choose the site of the company. They are Iraq, China, Overseas. Different company sites need to upload different files.

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*2	Bank Letter	1. Date. 2. Beneficiary name. 3. Bank name. 4. Bank address. 5. Account number. 6. Swift code. 7. IBAN (Not Applicable for Chinese Companies).	<div>Upload</div>

The following is the detailed requirements of the document, please read it carefully.

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*2	Bank Letter	1. Date. 2. Beneficiary name. 3. Bank name. 4. Bank address. 5. Account number. 6. Swift code. 7. IBAN (Not Applicable for Chinese Companies).	<div>Upload</div>

Click the "Upload" button at the end of each row to select file you want to upload. The file must be PDF file and the size must be less than 10M.

15	Key Projects and Performance	Has your company received any awards for technological, management achievements from the Iraqi government, other countries in the Middle East and North Africa (MENA)? If you answered yes, please upload the key projects and performance indicators for the last 3 years including HSE performance and anti-corruption due diligence certified from previous contracts	Upload
16	ISO 45001 Certificate or OHSAS 18001 Certificate	Does your company have patents or proprietary technology? If you answered yes, please upload certificate for such patent and technology	Upload
17	ISO 9001 Certificate	Does your company have patents or proprietary technology? If you answered yes, please upload certificate for such patent and technology	Upload
18	Certificate of Technological or Management Achievement Awards	Has your company received any awards for technological, management achievements from the Iraqi government, other countries in the Middle East and North Africa (MENA) or the registered country within the last 3 years? If you answered yes, please upload certificate for such achievement	Upload
19	Other Proof of Capability or Competency	Does your company have any other certificates or proof, not mentioned above, to show your capability or competency? If you answered yes, please upload such certificates	Upload
20	Code of Conduct on Ethics, Compliance and Due Diligence	Does your company have a written Code of Conduct on Ethics, Compliance and Due Diligence? If you answered yes, please upload your written policy to the Hiring Client Specific Documents Section.	Upload
21	Declaration Form	Please use PetroChina template with Supplier Letter head/footer, sign & stamp <a href="#">Declaration Form Template.docx</a>	Upload


Previous


Submit

When you finished, you can click "Submit" to finish your register.

## Register End.

When you finish your register, you should wait for the approval. We will send you an email to inform you about the result.

 Result of submission

 Result of submission

Thank you for registration, your account under review now, you will receive email once it approved.

 Message