



Tender Process Management

--Web Portal User Manual

2024. 06

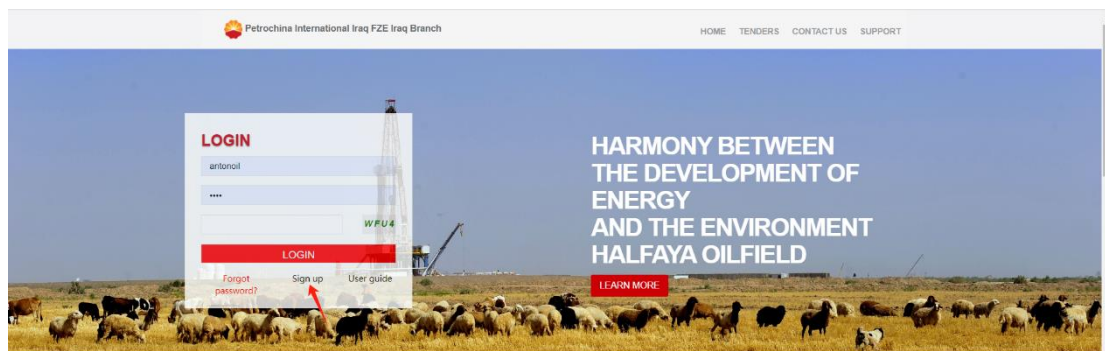
SECTION 1.0 GETTING STARTED

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.

 Petrochina International Iraq FZE Iraq Branch

HOME TENDERS CONTACT US SUPPORT



HARMONY BETWEEN THE DEVELOPMENT OF ENERGY AND THE ENVIRONMENT HALFAYA OILFIELD

REGISTRATION FORM

1. Registration Agreement

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4. Documents

Company/Vendor Name *

Company name must be same with your legal documents

Doing Business As (DBA)

User Name *

Web Address

Main Business *

Supplier OverView *

Contractor Specific Documents

Only PDF files are allowed

Select Attachment

Select file

Upload

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

Bank Information

Bank Name *

Account No/IBAN *

Bank Address *

Title of Account *

Swift Code*

Beneficiary Name *

Registration Address

Address *

State/Province/County *

City *

ZIP/Postal Code/Postcode

Country *

--Please Select--

Business Address

☐ (Same as registration address)

Address *

State/Province/County *

City *

ZIP/Postal Code/Postcode

Country *

--Please Select--

Iraq Address

Address

State/Province/County

City

ZIP/Postal Code/Postcode

Country

Iraq

Previous

Next

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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4. Documents

Company/Vendor Name * **This field is required.**

Company name must be same with your legal documents

User Name * **This field is required.**

Main Business * **This field is required.**

Supplier OverView * **This field is required.**

Doing Business As (DBA)

Web Address

Contractor Specific Documents

Only PDF files are allowed.

Select Attachment

Select file

Upload

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

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

2. Base & Bank Information

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 **2. Base & Bank Information** 3. Contact Information & Work Types 4. Documents

Company/Vendor Name *
test 000122

User Name *
test0023111

Main Business *
test

Supplier OverView *
test

Doing Business As (DBA)
Web Address

Contractor Specific Documents
Only PDF files are allowed.

Select Attachment

| 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 2. Base & Bank Information **3. Contact Information & Work Types** 4. Documents

Work Types *

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

- ☐ Material-ADMINISTRATION ITEM- GST NUM
- ☐ Material-AIRFIELD EQUIP & ACCESSORI
- ☒ Material-ARTIFICAL 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.

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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 Declaration Form Template.docx | 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