



PROCEDURE FOR MAINTAINING AN EXISTING ACCOUNT

T4EDU Vendor Portal



TATWEER COMPANY FOR EDUCATION SERVICES LTD.

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Maintenance of an Existing Vendor in the Portal

1. Introduction:

This document consists about highlighting the steps required to maintain an existing vendor account in the T4EDU vendor portal.

Therefore, the process would consist of:

- Login into the portal with vendor account credentials (username and password)
- Maintaining any Vendor's registration data (using the provided username and password)

1.1 Login into the portal with vendor account credentials (username and password)

After accessing the web portal page <https://cpd.t4edu.com> , execute the following steps:


1. Login to the system using the provided username and password

The screenshot shows the login interface for the T4EDU Purchasing & Tenders Portal. At the top, the portal's name is written in Arabic 'بوابة المشتريات والمنافسات' and English 'Purchasing & Tenders Portal'. Below this is a navigation bar with a home icon and a 'Contact Us' link. The main content area is titled 'Sign Into Your T4EDU Account' and contains two input fields: 'LOGIN' (with a red error message 'Enter registered email as username') and 'PASSWORD' (with a red error message 'Enter password sent to registered email'). Below the password field is a link for 'Forgot Password? Click here'. At the bottom left is a purple 'Sign In' button, and at the bottom right is a link for 'New Vendor? Please Click here'.

Vendor Portal T4EDU


2. Once logged in, the system displays the name of the representative, Profile and Logout buttons, as login confirmation.

بوابة المشتريات والمنافسات
Purchasing & Tenders Portal

 [Contact Us](#)

Welcome Sohail Athar

[Profile](#)

[Logout](#) 

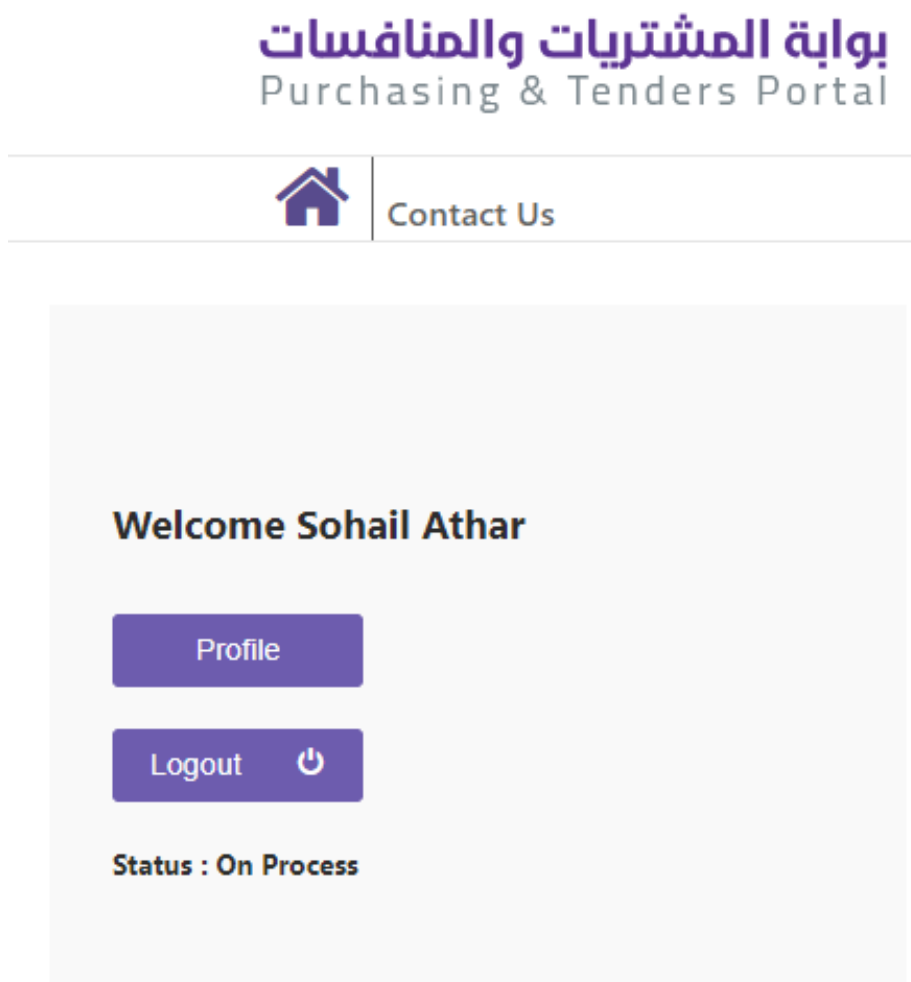
Status : On Process

Vendor Portal T4EDU

1.2 Maintaining any Vendor's registration data (using the provided username and password)

Once logged in, the user can change any registration data by executing the steps as follows:

1. After login, click the Profile button to go to the profile. There user can edit registration data.



2. Upon clicking the Profile button, the system displays all the tabs with the previously entered and saved data.

For Public, Governmental and NGOs

There is only one form for Public, Government agencies and NGOs.

Vendor Portal T4EDU

Organization's General Information

ORGANIZATION NAME (ARABIC)		ORGANIZATION NAME (ENGLISH) *	
		My Company	
ARE YOU SAUDI ORGANIZATION?			
<input checked="" type="radio"/> YES <input type="radio"/> NO			
TYPE OF ESTABLISHMENT *		STREET *	
Private, Individual ▼		abc	
COUNTRY OF REGISTRATION* *	CITY* *	STATE/PROVINCE	
Pakistan ▼	Lahore	Punjab	
ZIP CODE* *		P.O BOX* *	
54000		123 p o box	
TELEPHONE* *	EXT	FAX	EMAIL* *
9200000000000	0	9200000000000	vendor@eyedeaslab.com
WEBSITE			
http://www.eyedeaslab.com			

Organizations Primary Contact

FIRST NAME* *		LAST NAME* *	
Sohail		Athar	
POSITION/TITLE* *		EMAIL* *	
CEO		vendor@eyedeaslab.com	
FAX	TELEPHONE* *	EXT	MOBILE* *
9200000000000	9200000000000		9200000000000

Organizations Alternate Contact

FIRST NAME* *		LAST NAME* *	
Athar		Sohail	
POSITION/TITLE* *		EMAIL* *	
CFO		vendor@eyedeaslab.com	
FAX	TELEPHONE* *	EXT	MOBILE* *
9200000000000	9200000000000		9200000000000

Vendor Portal T4EDU

Vendor's Provided Services

Vendor's Provided Services (Note that you can add as many services as needed and be aware that the system will send an automatic notifications for new tenders posted in the selected services only).

VENDOR'S MAIN SERVICES Educational Services and Materials	*	VENDOR'S SUB SERVICES Educational Curriculum (Check respective sub-category)	▼
DETAILED & EXPLODED SUB CATEGORY Math and Science			▼

Show 10 entries

Search:

Main Services	Divisions	Sub Divisions
Educational Services and Materials	Educational Curriculum (Check respective sub-category)	Math and Science

Showing 1 to 1 of 1 entries

Previous **1** Next

Government License

Document Title	License Number	Date of Issuance*	Date of Expiry*	Notes	Upload (Attachment)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Show 10 entries

Search:

Document Title	License Number	Date of Issuance*	Date of Expiry*	Notes
Commercial Registration Certificate *	9191919191	7/1/2019	8/31/2019	
General Organization for Social Insurance (GOSI) Certificate		7/1/2019	8/31/2019	
Zakat and Income Tax Certificate *		7/1/2019	8/31/2019	
Saudization Certificate *		7/1/2019	8/31/2019	
Article of Association for the Organization *		7/1/2019	8/31/2019	
Chamber of Commerce Registration Certificate *		7/1/2019	8/31/2019	
Communication License (for Media Agencies)				
Training License (for Training Institutes)				
Vendor Classification Certificate				
VAT Certificate		7/1/2019	8/31/2019	

Showing 1 to 10 of 10 entries

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Banking Information

NAME EL	*	IBAN NUMBER* PK123123123123123	*
SWIFT CODE AND ACCOUNT NUMBER* 4534	*	ADDRESS Lahore,	*

For Private and Companies

- Organization's General information
- Organization's Services, Ownership and Geographical Operations
- Attached Files
- Historical Experience for Completed Projects in Organization's Services
- Human Capital
- Operational Capability
- Financial Capability

STATUS: UNDER REVIEW

VENDOR'S GENERAL INFORMATION SERVICES, OWNERSHIP & GEOGRAPHICAL OPERATIONS ATTACHED FILES HISTORICAL EXPERIENCE FOR PROJECTS

HUMAN CAPITAL OPERATIONAL CAPABILITY FINANCIAL CAPABILITY SUBMIT

Vendor's General Information

VENDOR'S NAME IN ARABIC	VENDOR'S NAME IN ENGLISH * My Company
ARE YOU A SAUDI VENDOR? *	
<input checked="" type="radio"/> YES <input type="radio"/> NO	
STREET * abc	

3. After updating the required, data user needs to click “Next” button in order to save the changes

Organizations Alternate Contact

FIRST NAME * Alhar	LAST NAME * Sohail		
POSITION/TITLE * CFO	E-MAIL * vendor@eyedeaslab.com		
FAX 920000000000	TELEPHONE * 920000000000	EXT	MOBILE * 920000000000

Next

Vendor Portal T4EDU

- Upon pressing the “Next” button, user will be moved to next tab and a confirmation message will appear at the bottom of the page: “Data Saved Successfully”

Data saved successfully.

Previous

Next

- System dictates the user to navigate across all tabs in order to finalize the update, therefore user can use the Next button to go over the next Tabs.
- Once the last Tab "SUBMIT" is reached, user can download the updated registration form and arrange to be attested by Chamber of Commerce, then Upload the attested documents in order to proceed and submit the registration request

FORMATION SERVICES, OWNERSHIP & GEOGRAPHICAL OPERATIONS ATTACHED FILES HISTORICAL EXPERIENCE FOR
OPERATIONAL CAPABILITY FINANCIAL CAPABILITY **SUBMIT**

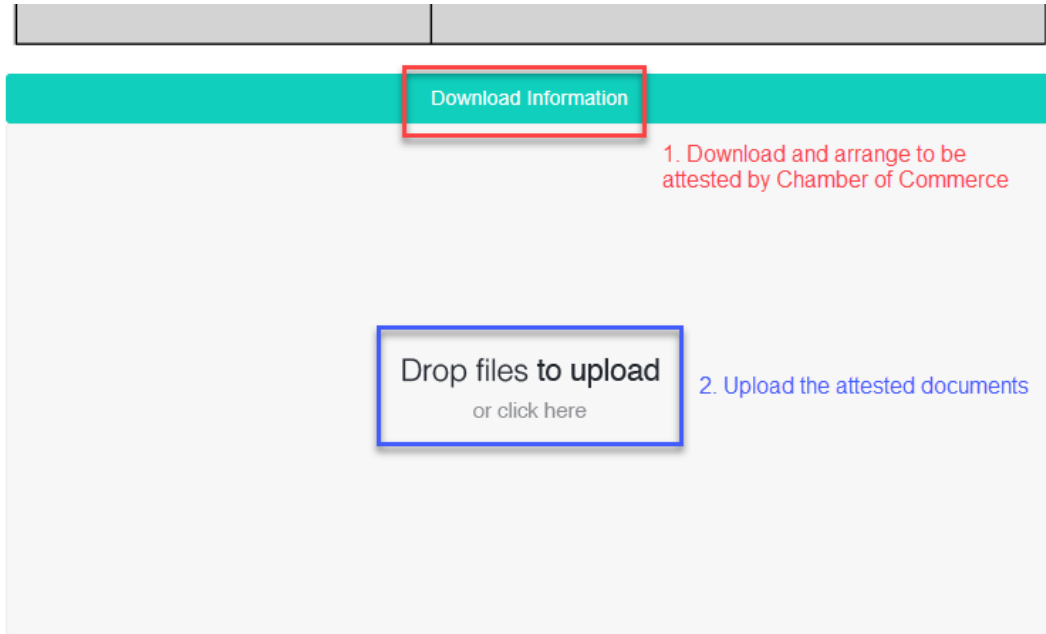
Notes:

- Download the registration form and arrange to get attested by Chamber of Commerce
- Once the form has been attested, upload the docs and proceed by clicking “Submit”

Organization Submission

Authorized Signature as per the CR توقيع المعتمد من قبل الغرفة التجارية	Signature التوقيع
	Printed Name الرجاء كتابة الاسم
	Signature التوقيع
	Printed Name الرجاء كتابة الاسم
Company Seal ختم الشركة	

Download Information

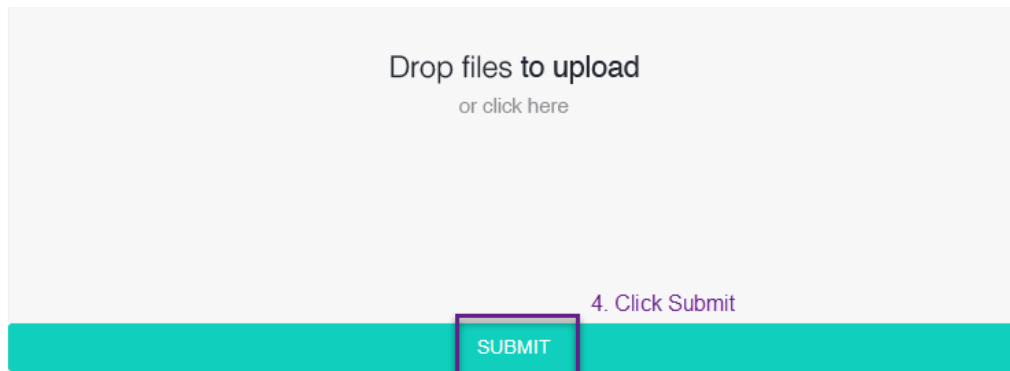


Please [click here](#). Log in using required credentials and take a screenshot. Upload that screenshot along side the signed copy of document.

displaying, disclosing, distributing, licensing, transmitting, selling, performing, publishing, transferring, linking to, reverse engineering or decompiling (except to the extent expressly permitted by applicable law).

I hereby confirm that the information provided by me on registration form is to the best of my knowledge true.

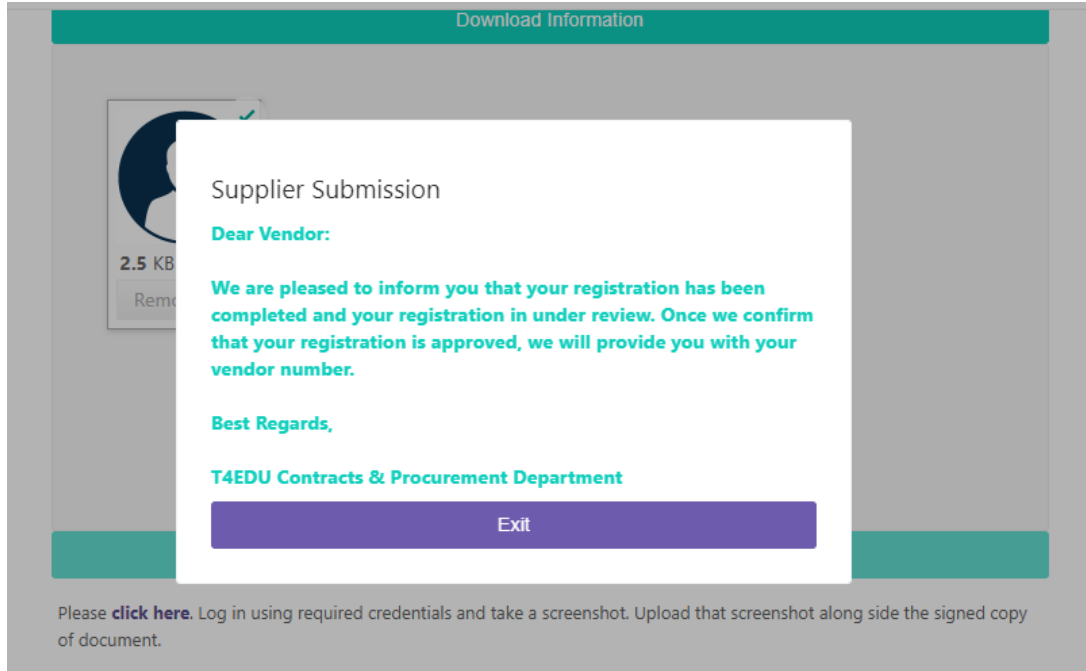
3. Tick the checkbox



Please [click here](#). Log in using required credentials and take a screenshot. Upload that screenshot along side the signed copy of document.

Terms and Conditions

7. Upon pressing the SUBMIT button, system generates an acknowledgment as follows:



8. Upon completion of the update, user needs to press the logout button for logging out from the system:

