

Procedure For Maintaining an Existing Account

Project Name

T4EDU Vendor Portal



Tatweer Company for education services Ltd.

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Maintenance of an Existent Vendor in the Portal

1. Introduction-

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

Therefore, the process would consist of:

- Logging in to the portal with system granted credentials (username and password)
- Maintaining any Vendor registration data (using the provided username and password)

Vendor Portal T4EDU

1.1 Logging in to the portal with system granted credentials (username and password)

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

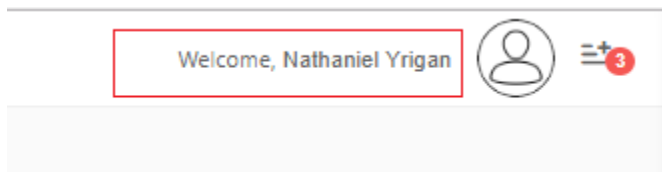
- 1- Logging in to the portal with system granted credentials (username and password)



Sign into your T4edu account

LOGIN User name	Enter the assigned Username
PASSWORD Credentials	Enter the system generated Password
<input type="checkbox"/> Remember me?	Forgot Password? Click here
Sign in	

- 2- Once logged in, the system displays the name of the representative & company logo (if uploaded), as a login confirmation:



1.2 Maintaining any Vendor 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- Click on Profile button to edit vendor registration data:

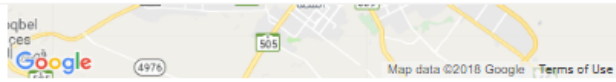


- 2- Upon clicking the Profile Button the system displays all the Tabs with the previously entered and saved data

ORGANIZATION GENERAL INFORMATION		SERVICES OWNERSHIP AND GEOGRAPHICAL OPERATIONS	ATTACHED FILES	HISTORICAL EXPERIENCE FOR PROJECTS	HUMAN CAPITAL	OPERATIONAL CAPABILITY
FINANCIAL CAPABILITY		SUBMIT				
Organization's General Information						
ORGANIZATION NAME (ARABIC)			ORGANIZATION NAME (ENGLISH)* Elim			
ARE YOU SAUDI ORGANIZATION? *						
<input checked="" type="radio"/> YES <input type="radio"/> NO						
STREET* Riyadh						
COUNTRY OF REGISTRATION* Saudi Arabia		CITY* Riyadh		STATE/PROVINCE Outside US/Canada		
ZIP CODE* 11437		P.O. BOX* 28118		COMMERCIAL REGISTRATION NUMBER 9595959595		
TELEPHONE* 1		FAX 1		EMAIL* cpdportal@t4edu.com		
WEBSITE						
Geographical Location Coordinates*						

Vendor Portal T4EDU

- 3- Upon updating the required data user needs to click “Update” button in order to save the changes:



Organizations Primary Contact

FIRST NAME*	Nathan	LAST NAME*	Erum
POSITION/TITLE*	Owner	EMAIL*	nathanyrigan@yahoo.com
FAX	TELEPHONE*	MOBILE*	
	1	1	

Organizations Alternate Contact

NAME*	Myrla Yrigan	POSITION/TITLE*	Manager
EMAIL*	nyrigan@t4edu.com	FAX	
TELEPHONE*	1	MOBILE*	1

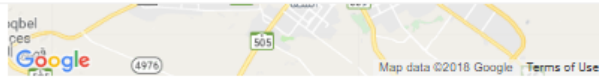
Update	Next
--------	------

Note: Click Update button to save the data



Vendor Portal T4EDU

- 4- Upon pressing the update button a confirmation message will appear below: "Data Save Successfully"



Organizations Primary Contact

FIRST NAME*	Nathan	LAST NAME*	Erum
POSITION/TITLE*	Owner	EMAIL*	nathanyrigan@yahoo.com
FAX	TELEPHONE*	MOBILE*	
	1	1	

Organizations Alternate Contact

NAME*	Myria Yrigan	POSITION/TITLE*	Manager
EMAIL*	nyrigan@t4edu.com	FAX	
TELEPHONE*	1	MOBILE*	1

Update

Next

Note: Click Update button to save the data

Data saved successfully.

Vendor Portal T4EDU

- 5- 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

FOR LOCAL/DOMESTIC SUPPLIER:

- 6- 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

GENERAL INFORMATION SERVICES OWNERSHIP AND GEOGRAPHICAL OPERATIONS ATTACHED FILES HISTORICAL EXPERIENCE FOR PROJECTS HUMAN CAPITAL OPERATIONS

Y **SUBMIT**

Notes:
1. Download the registration form and arrange to get attested by Chamber of Commerce
2. Once the form has been attested, upload the docs and proceed by clicking "Submit"

Organization Submission

Authorized Signature as per the CR	SIGNATURE
	PRINTED NAME
	SIGNATURE
	PRINTED NAME
Company Seal	

Download Information

1. Download and arrange to be attested by Chamber of Commerce

Download Information

Drop files to upload
or click here

2. Upload the attested documents.

SUBMIT

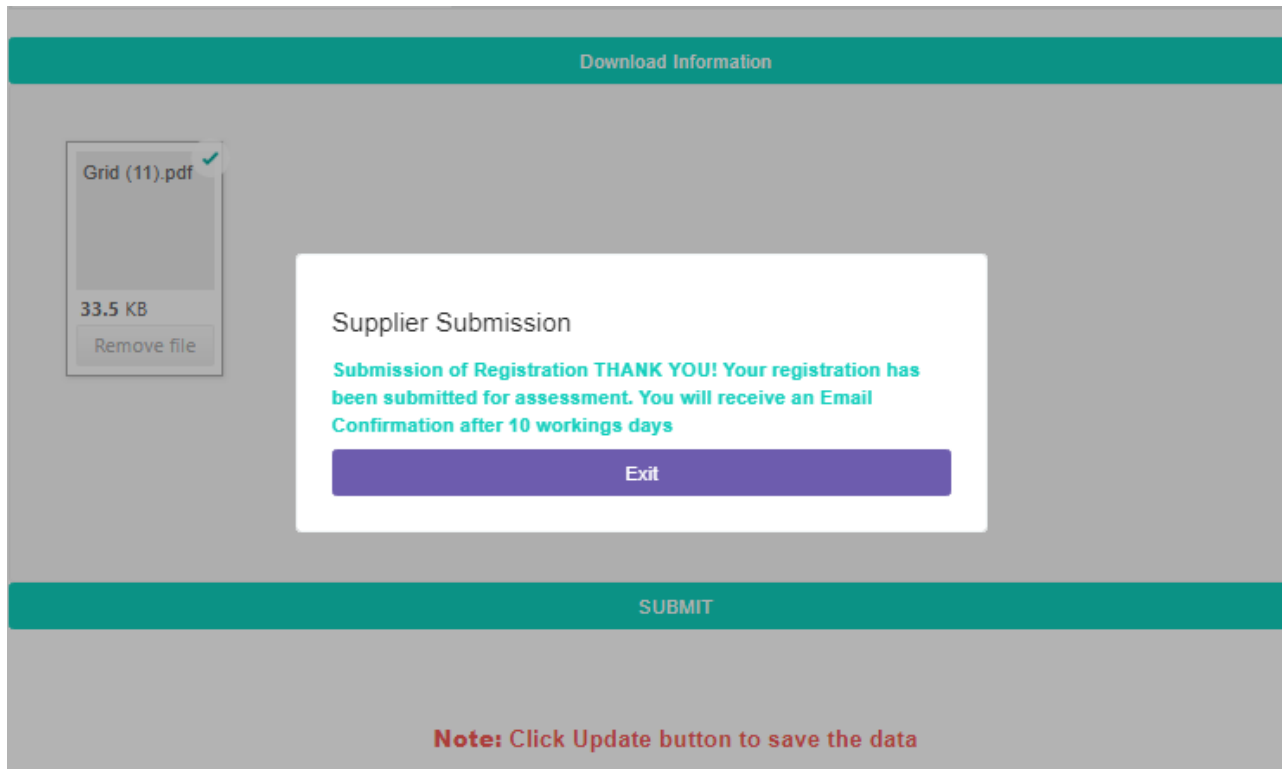
3. Click Submit

Previous

Note: Click Update button to save the data

Vendor Portal T4EDU

- 7- Upon pressing the SUBMIT button, system generates an acknowledgment for the updates that were made:

**FOR FOREIGN/INTERNATIONAL SUPPLIER:**

- 8- Once the last Tab "FINANCIAL CAPABILITY" is reached, user can click "Submit" button in order to submit for approval the changes that has been made.

BID AND PERFORMANCE BONDS FOR SUBMITTED TENDERS.* *

DESCRIPTION *

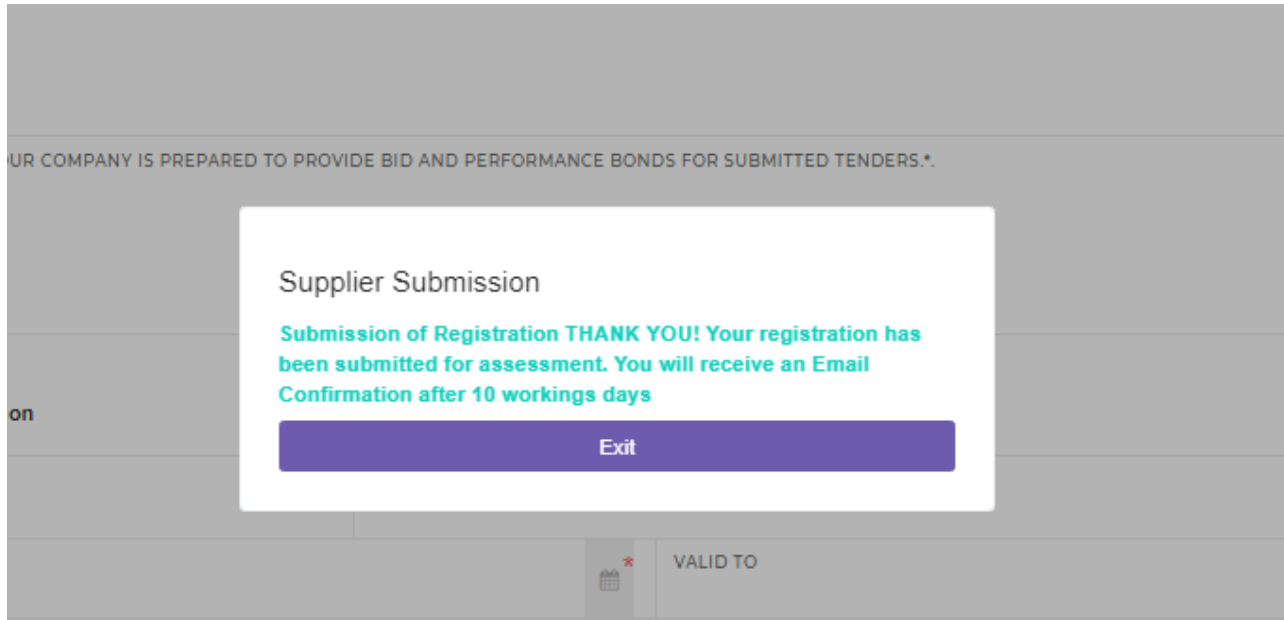
VALID TO *

Previous Update **Submit**

Note: Click Update button to save the data

Vendor Portal T4EDU

- 9- Upon pressing the SUBMIT button, system generates an acknowledgment for the updates that were made:



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

