

# Milaha Cloud Application

Vendor Registration Portal

Oracle Redwood

# Supplier Registration Overview

We offer customized end-to-end maritime and logistics solutions including transportation and supply chain solutions



The registration will allow corporate vendors to participate in Milaha Tenders and be eligible to receive Request for Quotations ("RFQ"), Request for Proposals ("RFP"), Request for Information ("RFI") and Invitations to Tender ("ITT") for the supply of materials, commodities, goods, and provisions of services.

The information submitted via the Vendor Registration Portal will be reviewed for compliance with Milaha's requirements.

After completion and upon approval of registration by Milaha, vendors will be notified of their registration along with their unique Vendor Account Code/Number.

***Notification of registration does not signify nor confirm Milaha's qualification or pre-qualification of any entity or any type of commodity or scope of work.***

The award of any business by Milaha will follow established procedures for tendering, bidding, evaluation, and award.

Milaha reserves the right to reject any vendor registration for any reason, including cases where vendors did not submit all relevant documents.

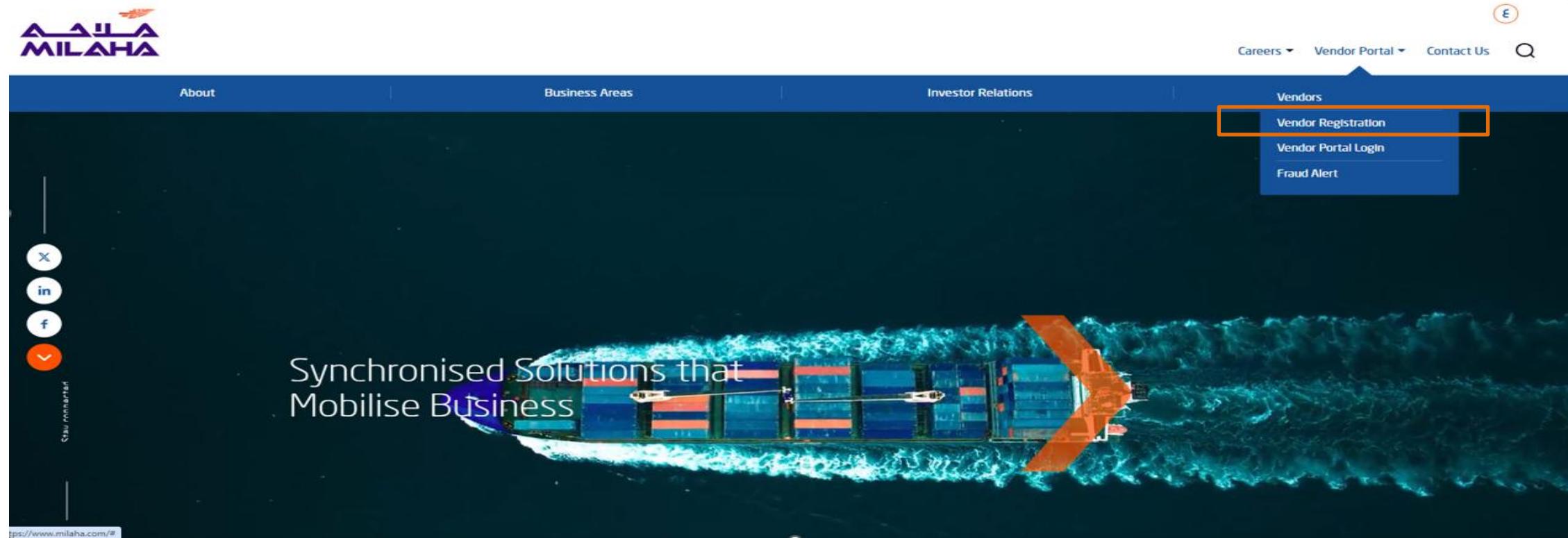
Registered vendors must keep their contact information up-to-date.

# Supplier Registration Overview

The first time a **prospective supplier** enters the MILAHA Cloud ERP Supplier Portal, a one-time registration process is required. Suppliers only need to register once.

Go to <https://www.milaha.com/> WEB PAGE and click on Vendor Registration

OR simply press control and click this link: [Milaha Vendor Registration Link Redwood](https://www.milaha.com/Vendor-Registration-Link-Redwood)

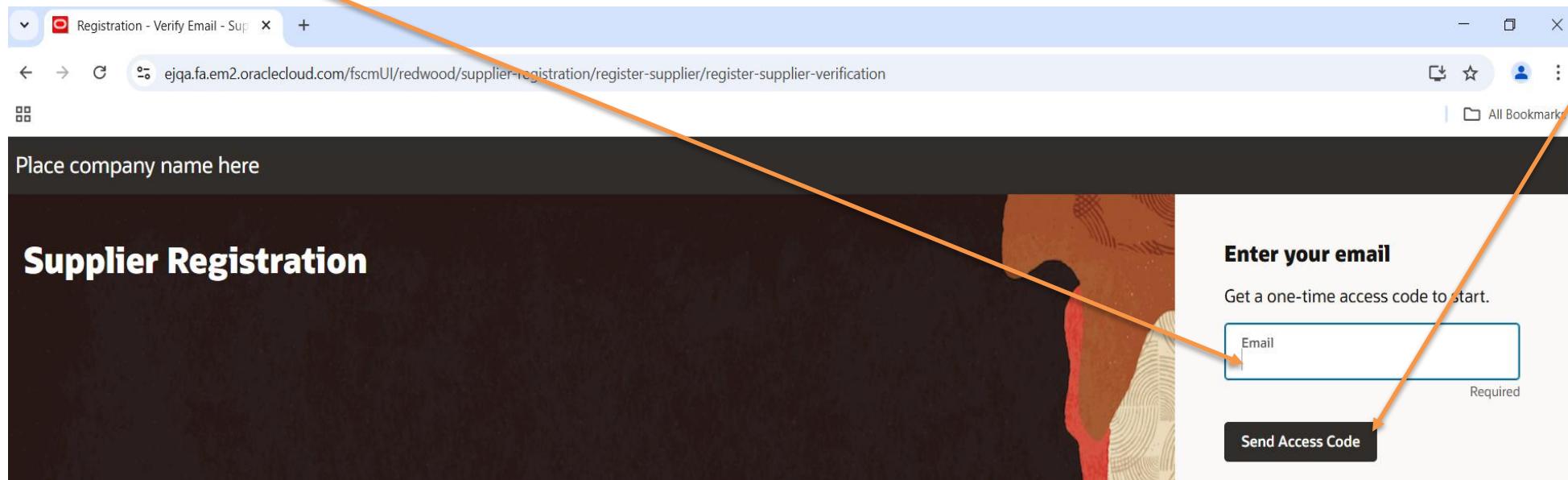


**NOTE:** All questions are **mandatory** and **MUST** be filled in for vendor registration consideration.

# External Supplier Registration

This interface page below appears.

Enter email address that will process the registration in the box provided, then click “Send Access Code”

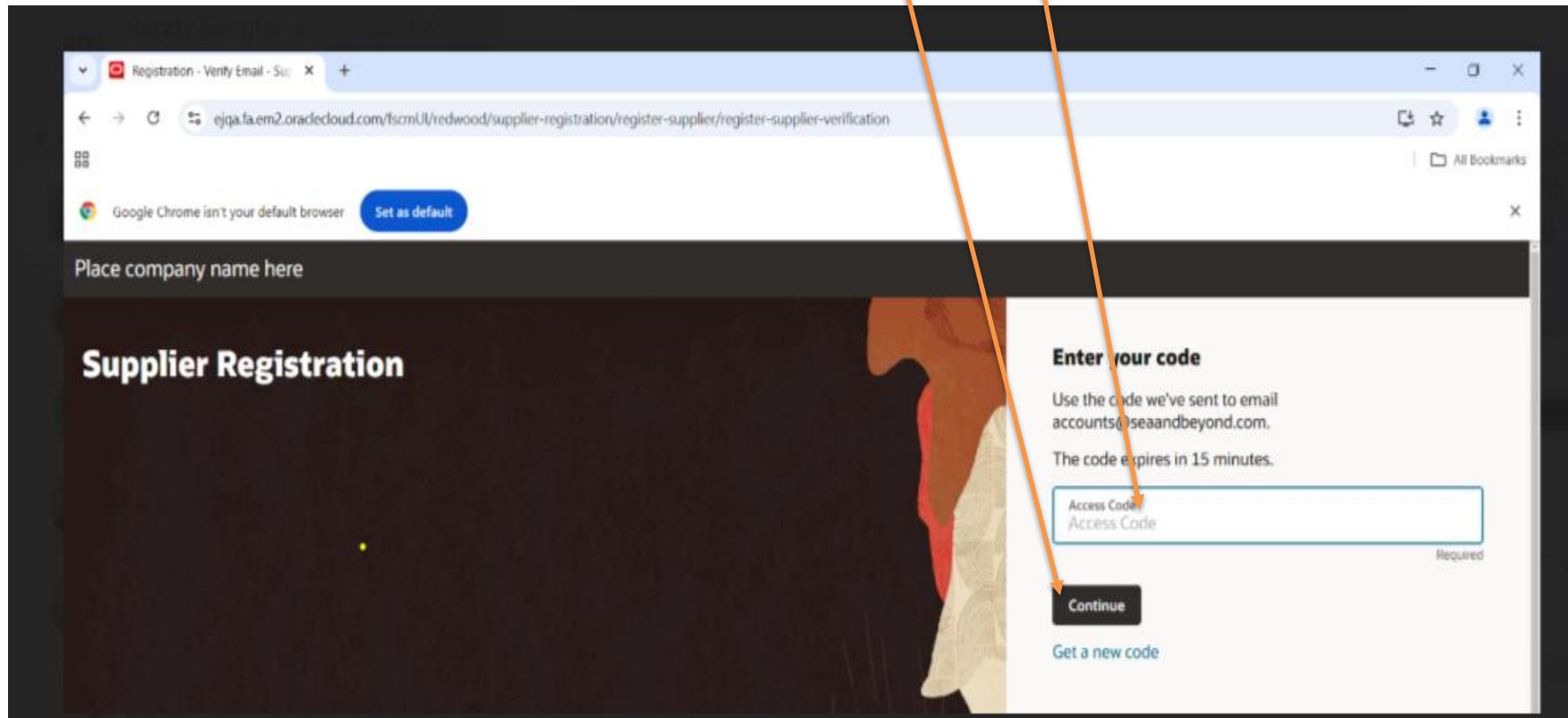


## NOTE:

If during the registration process the access code has expired (after 15 minutes) and you were not able to start the registration, you can always come back to the link [Milaha Vendor Registration Link Redwood](#) and request another access code using the same email that initiated the registration.

# External Supplier Registration

Once the registered email address receives the Access Code, enter the code immediately in the box provided for. Please note the **code expires in 15 minutes**, then click “Continue”.



# External Supplier Registration

**Step 1.** Enter the **mandatory** information in the **Company Details**.

Then, attach documents (*check in the next slide the mandatory documents*), in the “Drag and Drop” box, then click “Continue”.

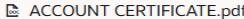
**Company Details**

Company JOHN DOE	Website	Country Qatar
Taxpayer ID 2908	Tax Registration Number 5000298158	D-U-N-S Number
Organization Type Corporation	Supplier Type Services	
Note to Approver		

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

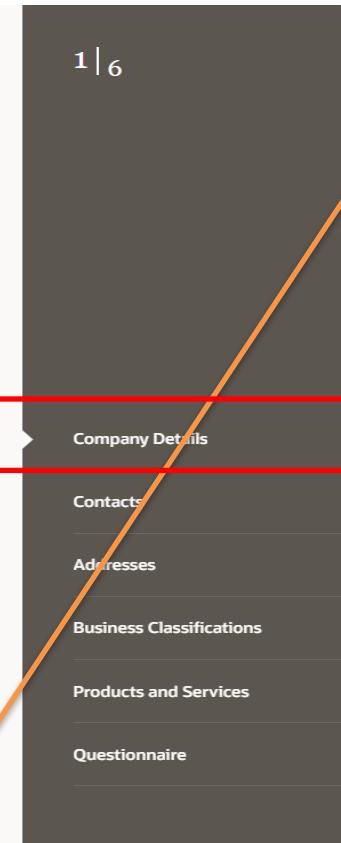
URL  Add URL

 Last updated on 2/24/2025 119.68 KB Download Remove

 Last updated on 2/24/2025 213.00 KB Download Remove

Last updated 2 minutes ago

Cancel Save **Continue**



# External Supplier Registration

**Step 1.a.** Please ensure to attach the **mandatory documents** detailed below

(both **for International** and **local vendors**) in the “**Drag and Drop**” option as an additional requirement for **Company Details**.

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL  Add URL

 ACCOUNT CERTIFICATE.pdf	Last updated on 2/24/2025	 
 Trade License.pdf	Last updated on 2/24/2025	 

Last updated 2 minutes ago

## For International Vendors (Suppliers located outside Qatar)

- English Version of the Commercial Registration/Trade License/Certificate of Incorporation or equivalent for international vendors
- Official Bank Letter Document in English issued through Bank Letterhead/Certificate duly signed and stamped by authorized bank representative
- Tax Registration/Card
- Supplier Code of Conduct
- Milaha Anti Bribery Policy
- ISO Certification (optional)

## For Local Vendors (Suppliers based in Qatar)

- English Version of the Commercial Registration
- Official Bank Letter Document in English issued through Bank Letterhead/Certificate duly signed and stamped by authorized bank representative
- Tax Card
- Establishment Card/Computer Card
- Baladiya/Municipal/Trade License
- Supplier Code of Conduct
- Milaha Anti Bribery Policy
- ISO Certification (optional)
- ICV Certificate (optional)

# External Supplier Registration

**Step 2.** Enter the **mandatory information** in the **Contacts** and tick the appropriate buttons, then click “Continue”.

Supplier Registration

## Contacts

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

First Name Zain	Last Name Naseer	Email zain@mytfsglobal.com
Job Title	Country QA	Mobile +974 5041 6478
Country QA	Phone +974 4479 4941	Ext
Country QA	Fax +974	

**Is this an administrative contact?**  
Administrative contact will receive general communications from us.

Yes  No

**Does this contact need a user account?**  
User accounts will provide online access to supplier transactions and self-service tasks.

Yes  No

Last updated 8 seconds ago

Cancel Save **Continue**

2 | 6

Company Details

## Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

# External Supplier Registration

**Step 3.** Enter the **mandatory information** in the **Addresses**, always input the word “**OFFICE**” in the Address Name box, tick all buttons as shown below, then click “**Continue**”.

**Addresses**  
Enter at least one address.

Address 1

Address Name **OFFICE**

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region Qatar

Address Line 1 AL AJLAN BUILDING 2

Address Line 2 2ND FLOOR

Address Line 3 OFFICE NO 15, WAKRAH

City DOHA

State

Postal Code

Email

Country QA

Phone

Ext

Fax

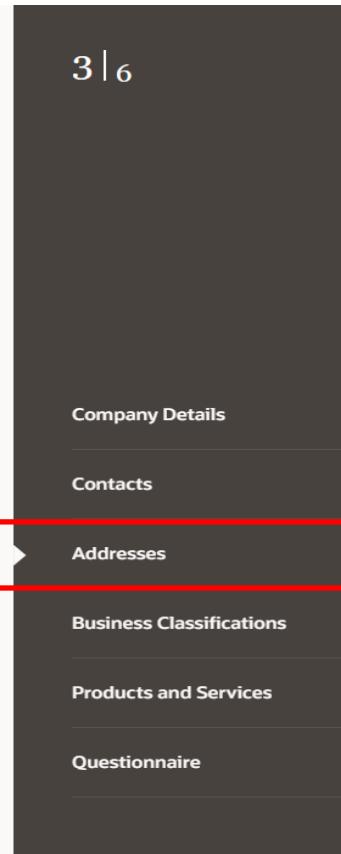
Which contacts are associated to this address?

Zain Naseer zain@mytfsglobal.com

**+ Add Another Address**

Last updated 5 minutes ago

Cancel Save **Continue**



# External Supplier Registration

**Step 4.** Select the **Business Classifications** in the drop-down menu.

Please **ALWAYS** select **“None of the classifications are applicable”**, then click “Continue”.

Supplier Registration

## Business Classifications

Enter at least one business classification or select none applicable.

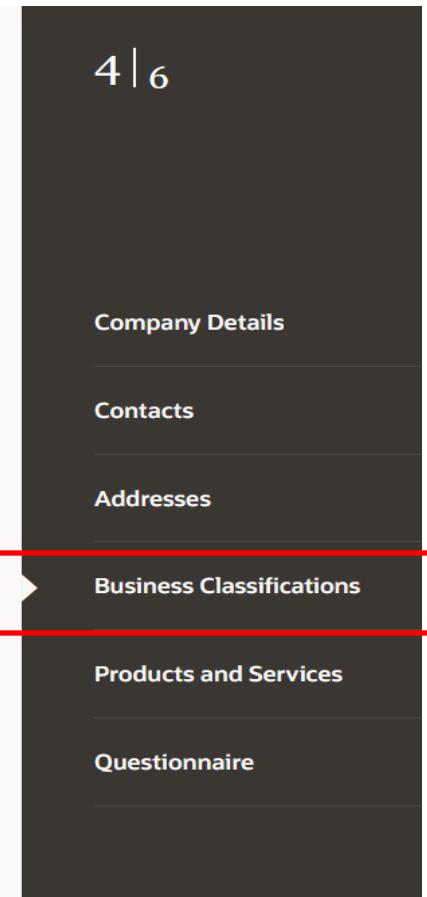
Select a classification or confirm that none are applicable.

Classification  
None of the classifications are applicable

- Hub Zone
- Minority Owned
- Qatari Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned

None of the classifications are applicable

Cancel   Save   Continue



# External Supplier Registration

**Step 5.1** Under **Products and Services**, select **at least one** nearest category of your company relevant to your Commercial Registration or Trade License activities. To find the most accurate category:

- a. *Please select the appropriate category segment (1<sup>st</sup> level)*
- b. *Then expand the list to the 2<sup>nd</sup> category level and select the relevant category.*
- c. *Otherwise, if you are familiar with the UNSPSC category classification, you can directly use the “Search” option to find the relevant categories*

Supplier Registration

**Products and Services**  
Enter at least one products and services category.

Search by category or description

View ▾ Format ▾ Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	APPAREL AND LUGGAGE AND PERSONAL CARE PR	APPAREL AND LUGGAGE AND PERSONAL CARE PRODUCTS
<input type="checkbox"/>	BUILDING AND CONSTRUCTION MACHINERY AND A	BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES
<input type="checkbox"/>	<b>BUILDING AND FACILITY CONSTRUCTION AND MAIN</b>	BUILDING AND FACILITY CONSTRUCTION AND MAINTENANCE SERVICES
<input type="checkbox"/>	<b>Expand</b>	
<input type="checkbox"/>	CHEMICALS INCLUDING BIO CHEMICALS AND GAS ?	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS
<input type="checkbox"/>	CLEANING EQUIPMENT AND SUPPLIES	CLEANING EQUIPMENT AND SUPPLIES
<input type="checkbox"/>	CLEANING SUPPLIES AND EQUIPMENT	CLEANING SUPPLIES AND EQUIPMENT
<input type="checkbox"/>	COMMERCIAL AND PRIVATE VEHICLES AND THEIR A	COMMERCIAL AND PRIVATE VEHICLES AND THEIR ACCESSORIES AND COMPONENTS
<input type="checkbox"/>	COMPONENTS AND SUPPLIES	COMPONENTS AND SUPPLIES

5 | 6

Company Details

Contacts

Addresses

Business Classifications

**Products and Services**

Questionnaire

# External Supplier Registration

Step 5.2 Tick mark the appropriate category selection, then click “Apply”, and ‘OK”

Supplier Registration

**Products and Services**  
Enter at least one products and services category.

Select	Category Name	Description
<input type="checkbox"/>	APPAREL AND LUGGAGE AND PERSONAL CARE PRODUCTS	APPAREL AND LUGGAGE AND PERSONAL CARE PRODUCTS
<input type="checkbox"/>	BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES	BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES
<input type="checkbox"/>	BUILDING AND FACILITY CONSTRUCTION AND MAINTENANCE SERVICES	BUILDING AND FACILITY CONSTRUCTION AND MAINTENANCE SERVICES
<input type="checkbox"/>	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS
<input checked="" type="checkbox"/>	ADDITIVES	ADDITIVES
<input type="checkbox"/>	COLORANTS	COLORANTS
<input type="checkbox"/>	CLEANING EQUIPMENT AND SUPPLIES	CLEANING EQUIPMENT AND SUPPLIES
<input type="checkbox"/>	CLEANING SUPPLIES AND EQUIPMENT	CLEANING SUPPLIES AND EQUIPMENT
<input type="checkbox"/>	COMMERCIAL AND PRIVATE VEHICLES AND THEIR ACCESSORIES AND COMPONENTS	COMMERCIAL AND PRIVATE VEHICLES AND THEIR ACCESSORIES AND COMPONENTS
<input type="checkbox"/>	COMPONENTS AND SUPPLIES	COMPONENTS AND SUPPLIES

Columns Hidden 1

Apply OK Cancel

5 | 6

Company Details

Contacts

Addresses

Business Classifications

**Products and Services**

Questionnaire

# External Supplier Registration

Step 5.3 Products and Services category(ies) selected will be displayed, then click “Continue”.

Supplier Registration

**Products and Services**  
Enter at least one products and services category.

Search by category or description

3 selected View Selected Clear Selected

Category	Description
► CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS
<input checked="" type="checkbox"/> ADDITIVES	ADDITIVES
<input type="checkbox"/> COLORANTS	COLORANTS
<input type="checkbox"/> CLEANING EQUIPMENT AND SUPPLIES	CLEANING EQUIPMENT AND SUPPLIES
<input checked="" type="checkbox"/> CLEANING SUPPLIES AND EQUIPMENT	CLEANING SUPPLIES AND EQUIPMENT
<input type="checkbox"/> COMMERCIAL AND PRIVATE VEHICLES AND THEIR ACCESSORIES AND COMPONENTS	COMMERCIAL AND PRIVATE VEHICLES AND THEIR ACCESSORIES AND COMPONENTS
<input type="checkbox"/> COMPONENTS AND SUPPLIES	COMPONENTS AND SUPPLIES
<input type="checkbox"/> ADHESIVES AND SEALANTS	ADHESIVES AND SEALANTS
<input checked="" type="checkbox"/> BEARINGS AND BUSHINGS AND WHEELS AND GEARS	BEARINGS AND BUSHINGS AND WHEELS AND GEARS
<input type="checkbox"/> DESIGN AND GRAPHIC AND FINE ART SERVICES	DESIGN AND GRAPHIC AND FINE ART SERVICES

Last updated 53 seconds ago

Cancel Save Continue

5 | 6

Company Details

Contacts

Addresses

Business Classifications

**Products and Services**

Questionnaire

# External Supplier Registration

**Step 6.1.** In the **Questionnaire**, you will be directed to this page, to fill up mandatory information.

Supplier Registration

**Questionnaire**

Supplier Registration  AML & KYC Screening-Registration  Milaha Anti Bribery Policy  Milaha Supplier Code of Conduct  Tawteen – Qatar In Country Va

Section 1 of 5

6 | 6

Company Details

Contacts

Addresses

Business Classifications

Products and Services

**Questionnaire**

# External Supplier Registration

**Step 6.1.a.** In the **Questionnaire**, under **section for Supplier Registration**, kindly select the preferred option and fill-up the **mandatory** details.

Supplier Registration

**Questionnaire**

Supplier Registration  AML & KYC Screening-Registration  Milaha Anti Bribery Policy  Milaha Supplier Code of Conduct  Tawteen – Qatar In Country Va >

Section 1 of 5

1. How did you hear about Milaha and decide to register with us?  
Required

a. Milaha Contact (Milaha buyer or Milaha business unit representative)

b. Others (please indicate) i.e. company website, social media e.g. – LinkedIn, Twitter, etc., Industry event, exhibition or conference, referral from existing client, word of mouth/personal recommendation)

1.a.1. Please enter the name of the Milaha contact person.  
Required

Rajeesh Kumar

1.a.2. Please enter the e-mail address of the Milaha contact person.  
Required

RRaveendran@milaha.com

6 | 6

Company Details

Contacts

Addresses

Business Classifications

Products and Services

**Questionnaire**

# External Supplier Registration

**Step 6.1.b. Continuation for section **Supplier Registration**, input CR/TL expiration date, (leave it blank if Not Applicable), attach CR/TL document and fill up the remaining **mandatory** details, then **click “Next Section”**.**

Supplier Registration

**Questionnaire**

**Supplier Registration**  

Section 1 of 5

2. Commercial Registration or Trade License Number  
Please attach Commercial Registration/Trade License certificate with attachment category  To Supplier  
Required  
RSD001

Required  
 [Add Attachments \(1\)](#)

3. Commercial Registration/Trade License Expiry Date (If applicable)  
Please enter the Commercial Registration/Trade License expiry date. (If applicable)  
Preferred Response: 2059-07-09  
12/31/2026 

4. With his/her application, the vendor confirms that all his/her entered details are accurate, complete and truthful. The vendor undertakes to keep the information provided in his/her registration form up to date. If such information is found to be false, incorrect or out of date, Milaha may block or discontinue the vendor's access to Milaha services.

Required  
 a. Accepted  
 b. Rejected

5. In your organization Finance Team Contact E-Mail  
Required  
polyticalbo@gmail.com

End of Section 1 of 5

[Previous Section](#) [Next Section](#)

Last updated 1 minute ago

Cancel Save **Submit**

6 | 6

**Company Details**

**Contacts**

**Addresses**

**Business Classifications**

**Products and Services**

**Questionnaire**

# External Supplier Registration

**Step 6.2** Under section for **AML & KYC Screening Registration**, in the **Supplier Category** question, kindly select the applicable category. For **question 6**, fill up the **mandatory details** in the box provided and **"Add Attachments"** (i.e. **Ultimate Beneficial Owner – UBO** document), then **click Next Section**

Supplier Registration Questionnaire

Supplier Registration

Section 2 of 5

5. What is your company's primary supplier category?

Please refer to the attachment for description of the different response options.  
[View question attachments \(1\)](#)

Required

a. Professional Services  
 b. Equipment Supplier  
 c. Material Supplier  
 d. Broker  
 e. Contractor  
 f. IT Solution Provider  
 g. Asset Owner  
 h. Other Type of Supplier

6. For all owners/shareholders holding 20% or more, please provide an official document (e.g. Ultimate Beneficial Owner (UBO) details) stating the following information:

- Full name
- Nationality
- Percentage of ownership
- Passport or National ID copy

Attach the passport or a copy of the national ID of all owners/shareholders

Required

RSD - 100 percent, UBO document attached with Owners

Required

[Add Attachments \(1\)](#)

End of Section 2 of 5

[Previous Section](#) [Next Section](#)

6 | 6

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

# External Supplier Registration

**Step 6.3** Under section for **Milaha Anti Bribery Policy**, kindly read carefully the **Letter of Commitment** and select your preferred response.

Supplier Registration Questionnaire

Supplier Registration  AML & KYC Screening-Registration  Milaha Anti Bribery Policy  Milaha Supplier Code of Conduct  Tawteen – Qatar In Country Value (ICV) Program

Section 3 of 5

7 Letter of Commitment for Milaha Anti-Bribery Policy

As a contractor/supplier entering into an agreement with Qatar Navigation Q.P.S.C and any of its subsidiaries (hereinafter referred to as "Milaha") you are responsible for reviewing the Anti-Bribery Policy of Milaha. In order to ensure that you are aware of Milaha Anti-Bribery Policy, you are required to sign at the bottom of this letter. By your signature below, you are acknowledging that you are aware of and agree to comply with the Milaha Anti-Bribery Policy (hereinafter referred to as the "Policy").

I hereby acknowledge and declare that I have read and understood the attached Policy. Moreover, I agree with the contents of the Policy and I confirm to respect and ensure compliance with the above stated Policy.

Please review the Milaha Anti-Bribery Policy.

Preferred Response: Yes

Required

a. Yes

b. No

6 | 6

Company Details

Contacts

Addresses

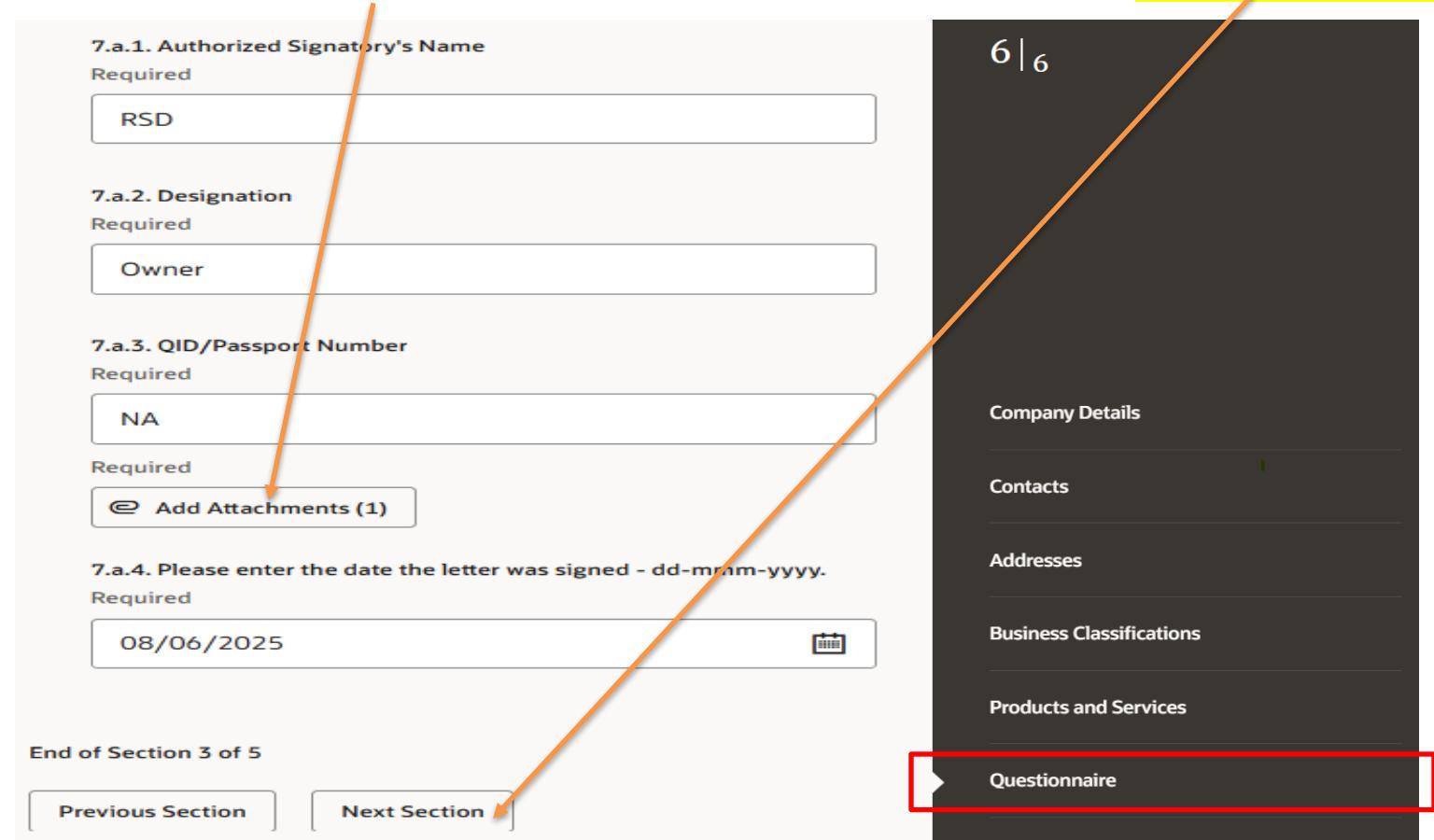
Business Classifications

Products and Services

Questionnaire

# External Supplier Registration

**Step 6.3.a.** Fill up the **mandatory details** as per provided in the box , then attach the **mandatory signed/stamped Milaha Anti Bribery Policy/Letter of Commitment** , then **click Next Section**.



The image shows a screenshot of a web-based form for 'External Supplier Registration'. The form is divided into two main sections: a white section on the left and a dark sidebar on the right.

**Left Section (Form Fields):**

- 7.a.1. Authorized Signatory's Name** (Required): RSD
- 7.a.2. Designation** (Required): Owner
- 7.a.3. QID/Passport Number** (Required): NA
- 7.a.4. Please enter the date the letter was signed - dd-mm-yy.** (Required): 08/06/2025

**Bottom of Form:**

- End of Section 3 of 5
- Previous Section
- Next Section

**Right Section (Sidebar):**

- 6 | 6
- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services
- Questionnaire

A red box highlights the 'Questionnaire' button in the sidebar, and an orange arrow points from the 'Next Section' button on the form to the 'Questionnaire' button in the sidebar.

# External Supplier Registration

**Step 6.4** Under section for **Milaha Supplier Code of Conduct**, kindly read carefully the Milaha Supplier Code of Conduct and select your preferred response. Fill up the **mandatory information** required then click “Next Section”.

The screenshot shows the 'Supplier Registration Questionnaire' interface. On the left, under 'Section 4 of 5', there is a question about reading and agreeing to the Milaha Supplier Code of Conduct. The 'a. Yes' radio button is selected. Below this, there are two input fields: '8.a.1. Authorized Signatory's Name' containing 'RSD' and '8.a.2. Please enter the date the Code of Conduct was accepted - dd-mm-yy' containing '08/06/2025'. At the bottom of this section are 'Previous Section' and 'Next Section' buttons. On the right, a sidebar titled '6 | 6' lists 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Products and Services', and 'Questionnaire'. The 'Questionnaire' button is highlighted with a red box.

Supplier Registration Questionnaire

Supplier Registration ✓ AML & KYC Screening-Registration ✓ Milaha Anti Bribery Policy ✓ Milaha Supplier Code of Conduct

Section 4 of 5

8. I/We have read and agreed to this Milaha Supplier Code of Conduct.

Please read and agree to the Milaha Supplier Code of Conduct.

Preferred Response: Yes

Required

a. Yes

b. No

8.a.1. Authorized Signatory's Name

Required

RSD

8.a.2. Please enter the date the Code of Conduct was accepted - dd-mm-yy

Required

08/06/2025

End of Section 4 of 5

Previous Section Next Section

6 | 6

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

# External Supplier Registration

Step 6.5 Under section for **Tawteen**, If response is “No”, then you can click “Submit”

The image shows a screenshot of the Milaha Supplier Registration Questionnaire. At the top, there are five checked checkboxes: Supplier Registration, AML & KYC Screening-Registration, Milaha Anti Bribery Policy, Milaha Supplier Code of Conduct, and Tawteen – Qatar In Country Value (ICV) Program. The Tawteen checkbox is highlighted with a blue border. Below these, Section 5 of 5 is displayed, containing question 9: "Are you registered as a Tawteen ICV supplier?". A note says "Please attach the Tawteen ICV certificate." and "Required". The "b. No" option is selected with a radio button. At the bottom of the section, there are "Previous Section" and "Next Section" buttons. The status bar at the bottom left says "Updated just now". At the bottom right, there are "Cancel", "Save", and "Submit" buttons. A yellow box highlights the "Submit" button. On the right side, a summary bar shows "6 | 6" and lists "Company Details", "Contacts", "Addresses", "Business Classifications", "Products and Services", and "Questionnaire". The "Questionnaire" item is highlighted with a red border. Orange arrows point from the yellow box to the "Submit" button and from the "b. No" radio button to the "Questionnaire" item in the summary bar.

# External Supplier Registration

**Step 6.5.a Under section for Tawteen, If response is “Yes”, then click “Add Attachments”**

The screenshot shows a registration form for 'Supplier Registration' with a 'Questionnaire' section. At the top, there are several policy links: 'Supplier Registration' (green checkmark), 'AML & KYC Screening-Registration' (green checkmark), 'Milaha Anti Bribery Policy' (green checkmark), 'Milaha Supplier Code of Conduct' (green checkmark), and 'Tawteen - Qatar In Country Value (ICV) Program' (blue box). The 'Tawteen' link is highlighted with a blue border. Below these, the 'Section 5 of 5' is labeled. Question 9 asks: 'Are you registered as a Tawteen ICV supplier?'. The response 'a. Yes' is selected with a radio button. A note says: 'Please attach the Tawteen ICV certificate.' Below the note are two options: 'Required' and two radio buttons: 'a. Yes' (selected) and 'b. No'. A button labeled '@ Add Attachments (1)' is located at the bottom left of the questionnaire area. To the right, a sidebar shows a navigation menu with '6 | 6' at the top. The menu items are: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Products and Services', and 'Questionnaire'. The 'Questionnaire' item is highlighted with a red box.

# External Supplier Registration

**Step 6.5.b Continuation for Tawteen:** If response is “Yes”, fill up the **mandatory information** in the boxes provided, then click “Submit”

Supplier Registration ✓ AML & KYC Screening-Registration ✓ Milaha Anti Bribery Policy ✓ Milaha Supplier Code of Conduct ✓ Tawteen – Qatar In Country Value (ICV) Program

Section 5 of 5

9. Are you registered as a Tawteen ICV supplier?

Please attach the Tawteen ICV certificate.

Required

a. Yes

b. No

[Add Attachments \(1\)](#)

9.a.1. Please enter the Tawteen ICV certificate number.

Required

ICV NO. 12345678

9.a.2. Please enter the Tawteen ICV certificate expiry date.

Required

08/31/2026

9.a.3. Please enter the Tawteen ICV score.

Required

87.56

9.a.4. Please select the Tawteen status.

Required

a. Valid

b. Expired

Last updated 26 seconds ago

Cancel Save **Submit**

6 | 6

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questionnaire

# External Supplier Registration

A registration prompt from Oracle will be displayed to inform that **your registration was submitted along with a registration request number.**



## NOTE:

If during the registration process you **forgot to save or did not submit the registration**, you can always come back to the link [\*\*Milaha Vendor Registration Link Redwood\*\*](#) and request another access code to the same email that initiated the registration.