



# Milaha Cloud Application

Vendor Registration Portal  
Oracle Redwood



# Supplier Registration

# Supplier Registration Overview

We offer customised end-to-end maritime and logistics solutions, including transportation and supply



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 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 or confirm Milaha's qualification or pre-qualification of any entity, any 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.

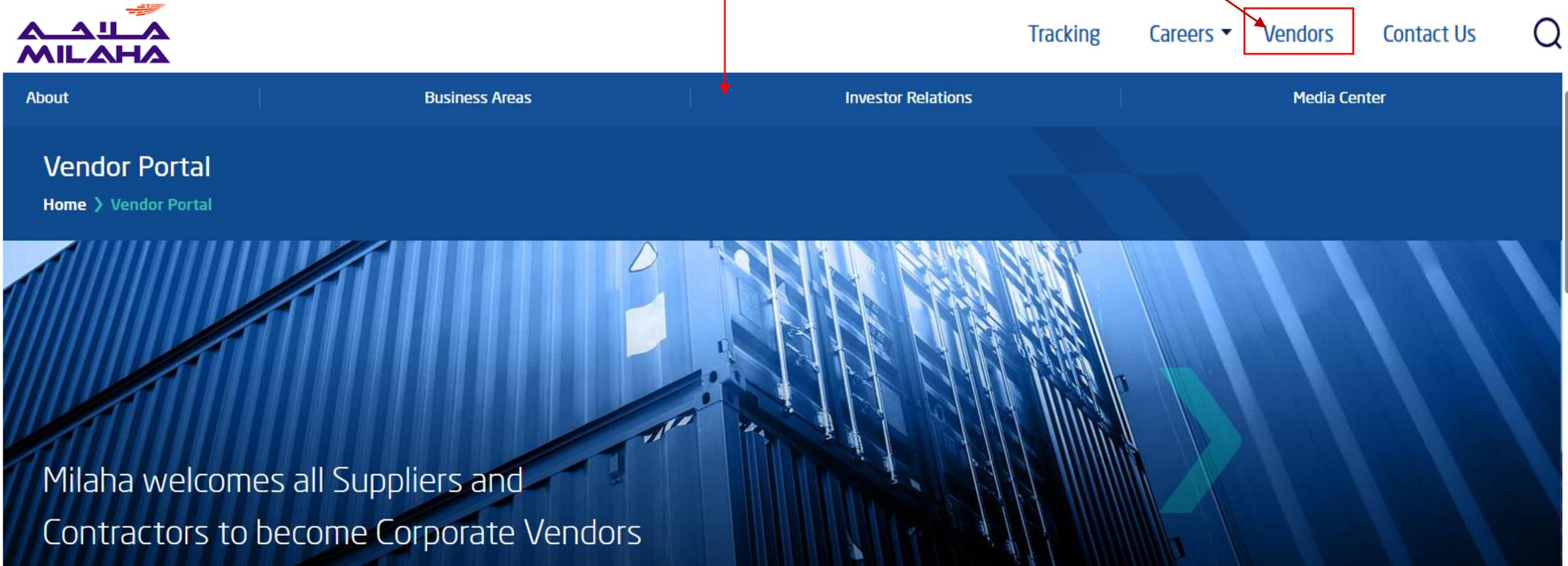


# Supplier Registration Overview



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/> and click on **Vendors**



# Supplier Registration Overview

Scroll down the bar, then locate and click **Vendor Registration**.  
**Vendor Manual** instructions are also available for reference.

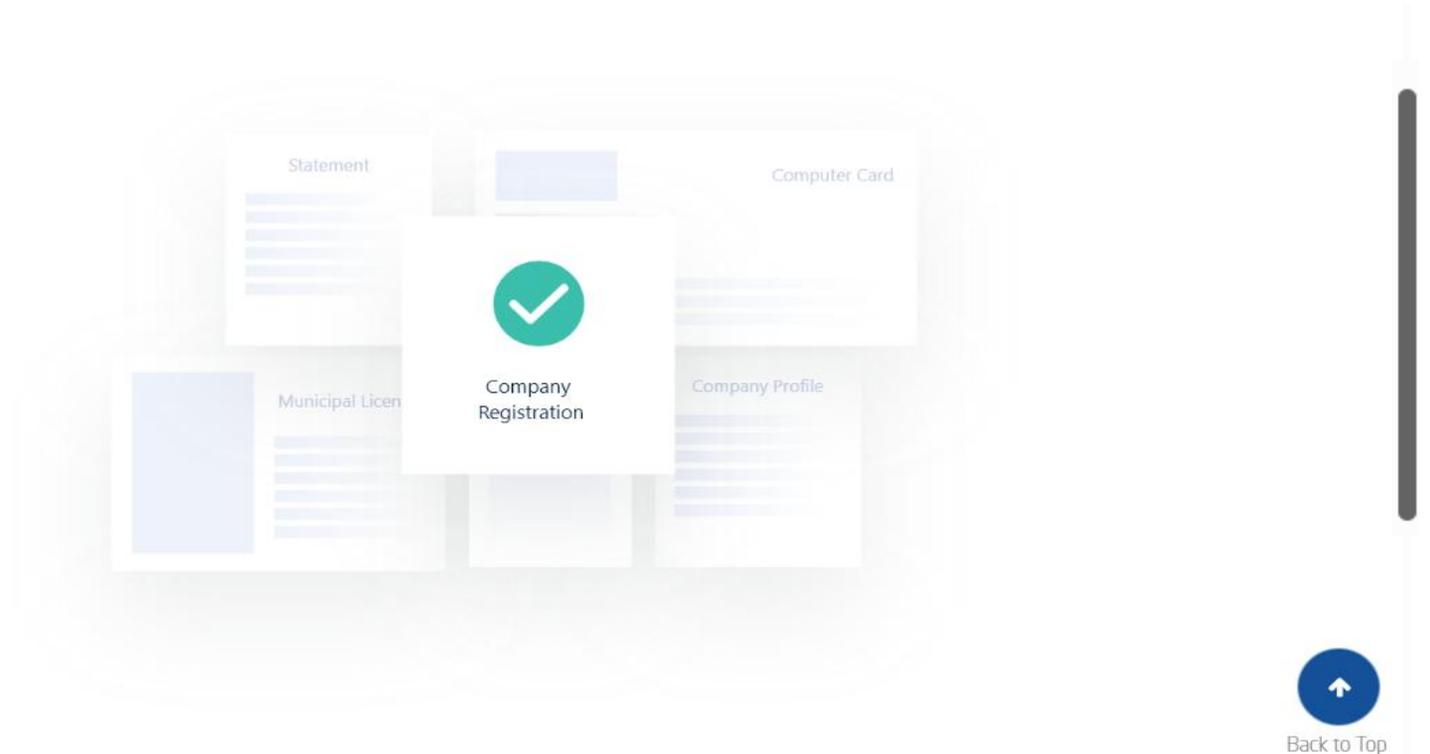
## New Vendors

Milaha allows new vendors to register and upload all of the required documentation listed below.

- Company Registration/Trade License
- Computer Card (Applicable only to Qatari companies)
- Municipal License (Applicable only to Qatari companies)
- Bank Letter
- Financial Statement
- Other documents requested on the portal

[Vendor Registration](#) >

[Vendor Manual](#) >



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



# External Supplier Registration



This interface page appears below.

Enter the email address that will process the registration in the box provided, then click **"Send Access Code"**.

Place company name here

## Supplier Registration

### Enter your email

Get a one-time access code to start.

Required

**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 in the box provided. Please note the **code expires in 15 minutes**, then click **"Continue"**.

Place company name here

## Supplier Registration

### Enter your code

Use the code we've sent to email [polyticalbo@gmail.com](mailto:polyticalbo@gmail.com).

The code expires in 15 minutes.

Required

Continue

[Get a new code](#)



# External Supplier Registration

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

Then attach required documents (*check in the next slide the mandatory documents*) in the **“Drag and Drop”** box and 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		
ACCOUNT CERTIFICATE.pdf	Last updated on 2/24/2025 119.68 KB	Download	Delete
Trade License.pdf	Last updated on 2/24/2025 213.00 KB	Download	Delete

Last updated 2 minutes ago

Cancel Save Continue

1 | 6

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



# External Supplier Registration



**Step 1.1** 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**.

## 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 an authorised bank representative
- Tax Registration/Card
- Supplier Code of Conduct
- Milaha Anti-Bribery Policy
- Company Profile (optional)
- 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 an authorised bank representative
- Tax Card
- Establishment Card/Computer Card
- Baladiya/Municipal/Trade License
- Supplier Code of Conduct
- Milaha Anti-Bribery Policy
- Company Profile (optional)
- ISO Certification (optional)
- ICV Certificate (optional)

Attach tax, insurance, and other relevant documents

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

URL

ACCOUNT CERTIFICATE.pdf	Last updated on 2/24/2025 119.68 KB	
Trade License.pdf	Last updated on 2/24/2025 213.00 KB	

Last updated 2 minutes ago



# External Supplier Registration



**Step 2.** Enter the mandatory information in the **Contacts** and select 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**

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Company Details

**Contacts**

Addresses

Business Classifications

Products and Services

Questionnaire



# External Supplier Registration



**Step 3.** Enter the mandatory information in the Addresses, always enter 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

Country  
QA

Fax

Which contacts are associated to this address?

Zain Naseer zain@mytfsglobal.com

**+ Add Another Address**

Last updated 5 minutes ago

Cancel Save **Continue**

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Company Details

Contacts

**Addresses**

Business Classifications

Products and Services

Questionnaire



# 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

4 | 6

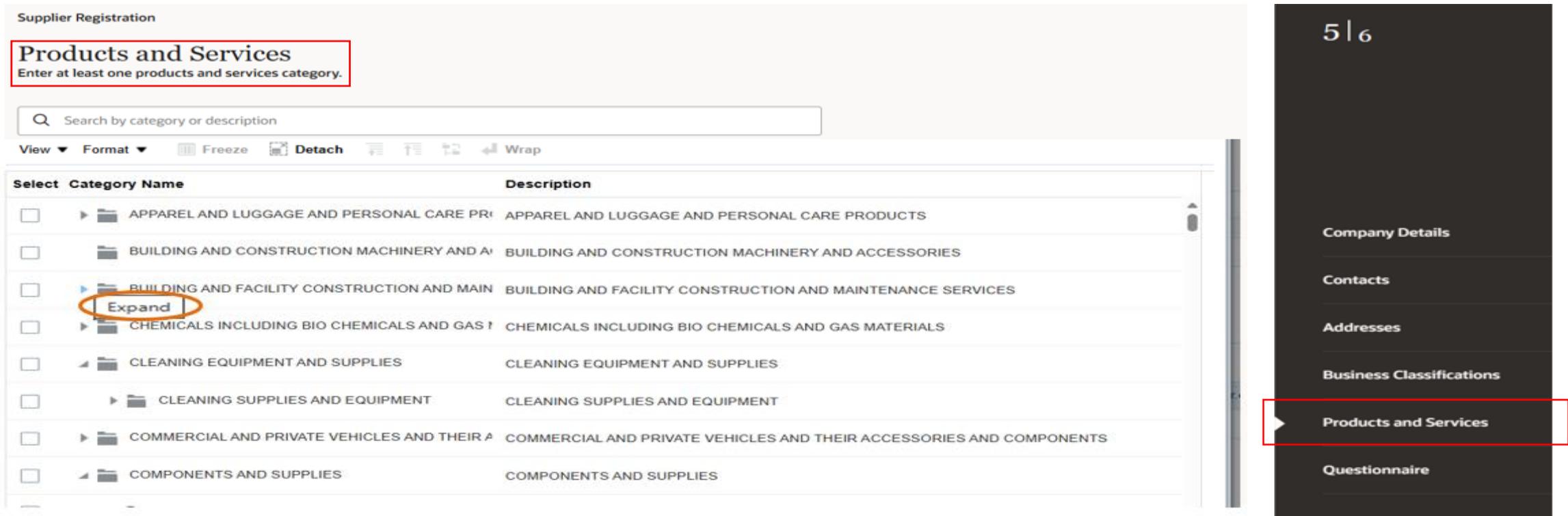
- Company Details
- Contacts
- Addresses
- Business Classifications**
- Products and Services
- Questionnaire



# External Supplier Registration

**Step 5.** Under **Products and Services**, select at least one category relevant to your company's Commercial Registration or Trade License activities. To find the most accurate category:

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



The screenshot displays the 'Supplier Registration' interface. At the top, the 'Products and Services' section is highlighted with a red box, containing the instruction: 'Enter at least one products and services category.' Below this is a search bar and a toolbar with options like 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. A table lists various categories with an 'Expand' button circled in orange for the 'BUILDING AND FACILITY CONSTRUCTION AND MAINTENANCE SERVICES' category. On the right, a dark sidebar menu shows 'Products and Services' highlighted with a red box, indicating the current step in the registration process.

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"/>	▶ BUILDING AND FACILITY CONSTRUCTION AND MAIN	BUILDING AND FACILITY CONSTRUCTION AND MAINTENANCE SERVICES
<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



# External Supplier Registration



**Step 5.1** Continuation for **Product and Services**, 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 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"/>	▶ BUILDING AND FACILITY CONSTRUCTION AND MAIN	BUILDING AND FACILITY CONSTRUCTION AND MAINTENANCE SERVICES
<input type="checkbox"/>	▶ CHEMICALS INCLUDING BIO CHEMICALS AND GAS I	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 A	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 5.2 Products and Services** categories 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
<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 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.** In the **Questionnaire**, you will be directed to this page to fill in the 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

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Company Details

Contacts

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Products and Services

**Questionnaire**



# External Supplier Registration



**Step 6.1.a** In the **Questionnaire**, under the section for **Supplier Registration**, select the preferred option and fill in 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 Ve >

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

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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

Supplier Registration

## Questionnaire

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

Section 1 of 5

2. Commercial Registration or Trade License Number

Please attach Commercial Registration/Trade License certificate with attachment category as To Supplier

Required

Required

3. Commercial Registration/Trade License Expiry Date (If applicable)

Please enter the Commercial Registration/Trade License expiry date. (If applicable)

Preferred Response: 2039-07-09

6 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services
- Questionnaire**



# External Supplier Registration



**Step 6.1.c** Still under section **Supplier Registration**, fill up the remaining mandatory details, then click **“Next Section.”**

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

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

6. Enter the organization's designated Sustainability focal point.

The individual responsible for Sustainability/ESG-related responses.

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, please select the applicable category.

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 2 of 5

7. **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 | 6

Company Details

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Business Classifications

Products and Services

**Questionnaire**



# External Supplier Registration



**Step 6.2.a** Continuation for section **AML & KYC Screening Registration**, for question 8, 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  **AML & KYC Screening-Registration**  Milaha Anti Bribery Policy  Milaha Supplier Code of Conduct  Tawteen – Qatar In Country Value (ICV) Program

Section 2 of 5

**8.** 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  
Philippines  
100% Owner

Required

Add Attachments (1)

End of Section 2 of 5

6 | 6

- Company Details
- Contacts
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- Business Classifications
- Products and Services
- Questionnaire**



# External Supplier Registration



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

## Questionnaire

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

Section 3 of 5

### 9. 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 in the mandatory details as provided in the box, then attach the mandatory (Signed and stamped Milaha Anti-Bribery Policy/Letter of Commitment), then click **"Next Section"**.

**9.a.1. Authorized Signatory's Name**  
Required

  
**9.a.2. Designation**  
Required  
**9.a.3. QID/Passport Number**  
Required  
Required  
**9.a.4. Please enter the date the letter was signed - dd-mmm-yyyy.**  
Required  

End of Section 3 of 5

6 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services
- Questionnaire**



# External Supplier Registration



**Step 6.4** Under the section for the **Milaha Supplier Code of Conduct**, kindly read the Milaha Supplier Code of Conduct. Carefully select your preferred response. Fill in the mandatory information required, then click **"Next Section"**.

## Questionnaire

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

Section 4 of 5

10. 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

10.a.1. Authorized Signatory's Name  
Required

10.a.2. Please enter the date the Code of Conduct was accepted - dd-mmm-yyyy.  
Required

End of Section 4 of 5

6 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services
- Questionnaire**



# External Supplier Registration



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

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 5 of 5

11. Are you registered as a Tawteen ICV supplier?

Please attach the Tawteen ICV certificate.  
Required

a. Yes

b. No

End of Section 5 of 5

Previous Section Next Section Cancel Save **Submit**

6 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services
- Questionnaire**



# External Supplier Registration



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

**Questionnaire**

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

**11. Are you registered as a Tawteen ICV supplier?**

Please attach the Tawteen ICV certificate.  
Required

a. Yes  
 b. No

Add Attachments (1)

**11.a.1. Please enter the Tawteen ICV certificate number.**  
Required  
10007495

**11.a.2. Please enter the Tawteen ICV certificate expiry date.**  
Required  
03/31/2026

**11.a.3. Please enter the Tawteen ICV score.**  
Required  
85.6

**11.a.4. Please select the Tawteen status.**  
Required  
 a. Valid  
 b. Expired

End of Section 5 of 5

Cancel Save **Submit**

6 | 6

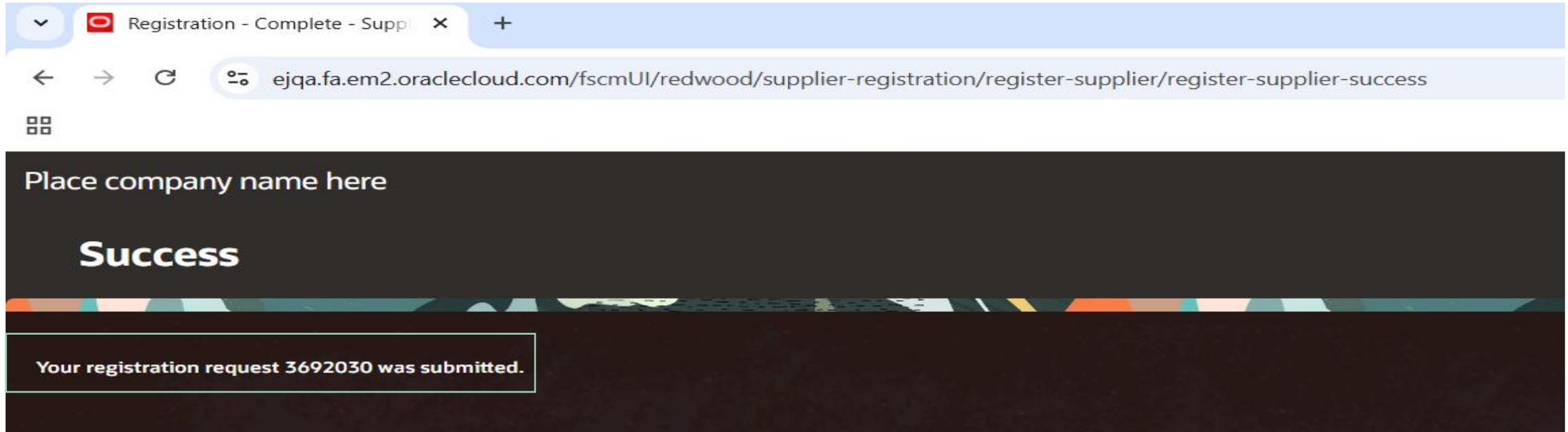
- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services
- Questionnaire**



# External Supplier Registration



A registration prompt from Oracle will be displayed to inform you 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 using same email that initiated the registration.



THANK YOU

