

# User Guide (Supplier Registration Process)

The E-Tendering Service provides suppliers and purchase authorities an electronic medium to facilitate all tendering processes from the creation of tender through to the placing of the award.



مجلس المناقصات والمزايدات  
TENDER BOARD

Version : - V.2.0 | Dated: - February 18<sup>th</sup>, 2021.

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### e-Tendering Systems

**Tenders**

- Published (13)**  
*Last Tender Published By BAC*  
On 06-02-2021 06:19:01 AM
- To Be Opened (118)**  
*No Data Found*  
Data Not Available
- Opened (35)**  
*Last Tender Opened By BTB*  
On 12-01-2021 06:43:28 PM
- Cancelled (4)**  
*Last Tender Cancelled By BAC*  
On 09-02-2021 11:56:43 AM
- Awarded (19)**  
*Last Tender Awarded By BRC*  
On 09-01-2021 06:30:48 PM

**Total Tender: 189**

**Published (7)** Total 0 Tenders Are Closing Today.

Tender (PA Ref.) No.	Purchasing Authority	Time Left
31/2021/BAC (PA-0602/1/TB/Pr.... (Tender For Pr bid Validation )	Bahrain Airport Company	11 Days -8 Hours
35/2021/BTB (7/2/2021-1) (JIRA - Bah-279)	Bahrain Tender Board	1 Days -19 Hours
30/2021/BAC (PA-0602/1/TB/Bi.... (don't use - Tender at Biddin.....)	Bahrain Airport Company	11 Days -8 Hours
27/2021/BAC (MJ19MM18RR17) (EDITED EDITED Tender Flow f.....)	Bahrain Airport Company	736 Days -9 Hours
39/2021/BTB -Recall- 1(PA-06.... (Test Tender Cycle - Single B.....)	Bahrain Tender Board	11 Days -10 Hours
34/2021/BAC (ALL-AMD) (Do not Use - Single Bid Inte.....)	Bahrain Airport Company	355 Days -9 Hours
45/2021/BTB (ALL-AMD) (Do not User - Single BID Ext.....)	Bahrain Tender Board	355 Days -9 Hours

[CLICK HERE TO VIEW MORE TENDERS](#)

1

**NOTE:-** The Process of Supplier Registration, is applicable for those Suppliers, who are registering themselves, for first time in eTendering process for Bahrain Tender Board.  
At home Page Click on "SUPPLIER REGISTRATION" button.

Registration form gets open in front of user, where suppliers may fill all the relevant details into the form and save the same.

- Supplier user will get the system generated user ID, i.e. Eight digit numeric.
- Post submitting of the form, Supplier user will get “Challenge Phrase” & “ Login Password” on their registered e-Mail ID.
- Supplier user need to get login into the portal, with help of “Challenge Phrase” & “Password”.
- At the same moment user can create the new Password as per their choice.{Min. of 8 Characters (Minimum One Special Character), (Minimum One Lowercase), (Minimum One Uppercase)}.
- User need to get login with the new Password.
- Post successful login, user need to fill all the forms.

NOTE:

- Local Vendors: - Supplier User can able to login, post approval of registration by the Vendor Registration approving Authority of BTB.
- International Vendors: - No Approval requires, post registration. User can directly login and able to participate, only for the International Tenders.

**Supplier Registration**

User ID : \* 76853098 [Download User Manual](#)

Supplier Type : \*  Local - Individual (GCC) Supplier  International Supplier

Registration For : \*  Tender Participation (Will Be Eligible To Participate In Tender)

Commercial Registration / CPR Number : \*  Please Enter Commercial Registration No or CPR In Case Individual.

Commercial Registration or CPR Number Expiry Date : \*

**Supplier Details**

Supplier Name in English : \*

Supplier Short Name : \*  (Not More Than 15 characters)

Email : \*  Please Enter Valid Official Email ID for Communication

Confirm Email : \*  Please Enter Valid Official Email ID for Communication

Country & Mobile Number : \* Bahrain +973

**Other Details**

Secret Question : \* --Select--

Answer : \*

Type The Characters You See In The Picture (Case Sensitive)  4B6614

### Tenders

- No Data Found*  
Data Not Available  
Published (15)
- No Data Found*  
Data Not Available  
To Be Opened (126)
- No Data Found*  
Data Not Available  
Opened (39)
- No Data Found*  
Data Not Available  
Cancelled (4)
- No Data Found*  
Data Not Available  
Awarded (22)

Total Tender: 206

### Challenge Phrase

You are Seeing this Page Because You are Logging for the First Time.

12155394

Password

Challenge Phrase

Supplier

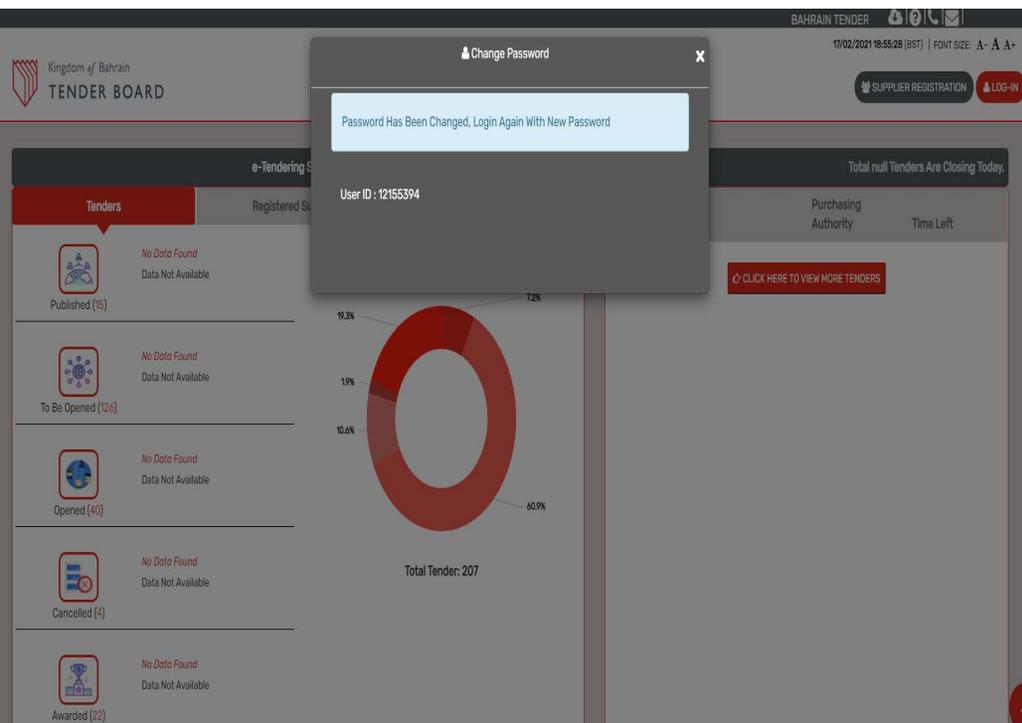
Login

Total null Tenders Are Closing Today.

Purchasing Authority	Time Left
<a href="#">CLICK HERE TO VIEW MORE TENDERS</a>	

User need to enter the old password (gets received over the Supplier's Registered e-Mail ID). Post entering details the section will display, where the Supplier user can keep the Password, as per their choice.

**Password Changed Successfully. User need to login with new Password.**



Registration Details

PLEASE CLICK HERE TO COMPLETE REGISTRATION PROCESS

**Post login, Click on "Click Here to Complete Registration".**

## Task Progress Report

Step (User Role)	Registration Process (Supplier)
1 User ID - Name (Status)	77969804- (IN PROGRESS)

1-Fill Registration Info

2-Terms And Conditions

3-Submit

Where Am I

## Supplier Registration

2

NOTE: If you are not completing the registration with in 60 days, Your user details would not be available.

Pages : Profile || Password For Bid Submission || Secret Question For Forgot Password

Supplier Name In English: B D BASU (BDB) | Supplier Type : Local GCC

Supplier Information (In Order to Update CR/CPR Expiry Date, Kindly Visit the Update Contact Details Link under My Supplier Profile.)

Supplier Name In Arabic : *	<input type="text"/>	Status If Others Selected :	<input type="text"/>
Legal Status : *	--Select--	Commercial Registration or CPR Number Expiry Date :	21-02-2024    
Commercial Registration /CPR Number : *	10022021		
Registration For: *	<input checked="" type="checkbox"/> Tender Participation		
Other Supportive Document: *	  		

## Step-1 Fill Registration Info: -

1) User need to fill all the Profile details, mentioned in Form and save the same.

1-Fill Registration Info

2-Terms And Conditions

3-Submit

Where Am I

### Supplier Registration

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NOTE: If you are not completing the registration with in 60 days, Your user details would not be available.

Pages : Profile || Password For Bid Submission || Secret Question For Forgot Password

Supplier Name In English: B D BASU (BDB) | Supplier Type : Local GCC

### Change Password - Personal - Microsoft Edge

Not secure | 54.217.118.185:8080/BHTest/jsp/Registration/ChangePassword.jsp?viewFlag=R&CTRL\_USERID=77969804&CTRL\_ROLEID=9&CTRL\_S...

#### Password For Bid Submission

New Password

Confirm Password :

Save Password

Close

Note : It is advised to have a strong password, and please use a combination of password with:

- a). Special character (Except \$, <, >, &, #, .), 1 Upper case & 1 numeric
- b). Minimum length of 8 char/digits

## Step-1 Fill Registration Info: -

- 1) User need to define the Bid Submission PIN. This would be separate from the Login PIN / Password. Choice. {Min. of 8 Characters (Minimum One Special Character), (Minimum One Lowercase), (Minimum One Uppercase)}.

Task Progress Report

Step (User Role)	Registration Process (Supplier)
User ID - Name (Status)	77969804- (IN PROGRESS)

1-Fill Registration Info

2-Terms And Conditions

1

3-Submit

Where Am I

Supplier Registration

NOTE: If you are not completing the registration with in 60 days, Your user details would not be available.

Pages : Profile || [Password For Bid Submission](#) || [Secret Question For Forgot Password](#)

 Data Saved Successfully.

Step-1: - System will give alert to user that Data Saved Successfully.

Step-2: - Terms & Conditions: User need to Accept the Terms & Conditions

1) Click on Submit.

## WELCOME TO BAHRAIN TENDER BOARD

Welcome: 77969804  
BDB

Last Logged In :  
10/02/2021 09:33:01 (BST)

Current Role :Supplier

[DASHBOARD](#) | [العربية](#) | [Logout](#) | 10/02/2021 09:50:26 (BST) |

Your Registration Reference No : 15945

MAKE A NOTE OF THE ABOVE SHOWN REFERENCE NUMBER, FOR FUTURE REFERENCE

Current Status [ENGLISH](#) | [العربية](#)

Step Description	User ID	User Role	Step Status	Completion Date & Time
Registration Process	77969804	Supplier	COMPLETED	10-02-2021 09:50:23

Your Application Has Been Submitted Successfully for Review.

The Registration Application At The Time Of Submission Shall Not Be Considered Accepted And It Shall Be Subject To The Approval Of The Registration Committee.

Please Note That Above Is Applicable For The Local Companies. In Case Of International Companies The Registration Has Been Completed For Participation In The Tenders As Per The Registration Type.

Message displays to user, that the Review & Tender Creation process gets completed. Proceed for the further step to Approve & Publish Tender.

An approved vendors gets alert on their registered mail ID, post approval of User-ID by the Approving Authority.

Normal business hours of operation are from 7:30 am to 2:30 pm Sunday through Thursday.

Telephone and email support are provided by Help Desk Analysts and will make every attempt to answer your inquiries.

Off-hour emails will be handled on the next business day.

 Website	<a href="http://www.tenderboard.gov.bh">www.tenderboard.gov.bh</a>
 Help-desk Number	(+973) 17566 666
 E-Mail ID	<a href="mailto:helpdesk@tenderboard.gov.bh">helpdesk@tenderboard.gov.bh</a>

**Thank-You**