



JOINT OPERATIONS



SAUDI ARABIAN CHEVRON. - KUWAIT GULF OIL COMPANY (K.S.C.)

APPLICATION USER MANUAL DOCUMENTATION

Solution Name: Online RFQ Distribution

User Role on the Application: Suppliers

Division: Purchasing Division

Please be advised; this document is the user manual for specific role on the JOP-Contractors application. It will describe the workflow, functions, and the application menus. This document will have a sample screenshots of the screen with a brief description about each screen.



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TITLE:	Online RFQ Distribution
SYNOPSIS:	This document Contain the user Manual for E-Tenders Solution
CONTENTS:	See Contents below
STATUS:	Final
ISSUE:	Version 1.0



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Role of the user

- Supplier Representative from Kuwait or Saudi Ariba who are participating in providing Materials for WJO can Register on WJO Purchasing Services , he will be able to download RFQ Documents and receive Notifications from WJO Purchasing Team

Application Functions for the specific role

- The JOP Contractors Website have three main functions for Division Supervisor:
 - Suppliers Registration
 - Non-Registered Suppliers can submit Their Registration Requests
 - Suppliers Dashboard
 - Download RFQ Document
 - View RFQ Participation



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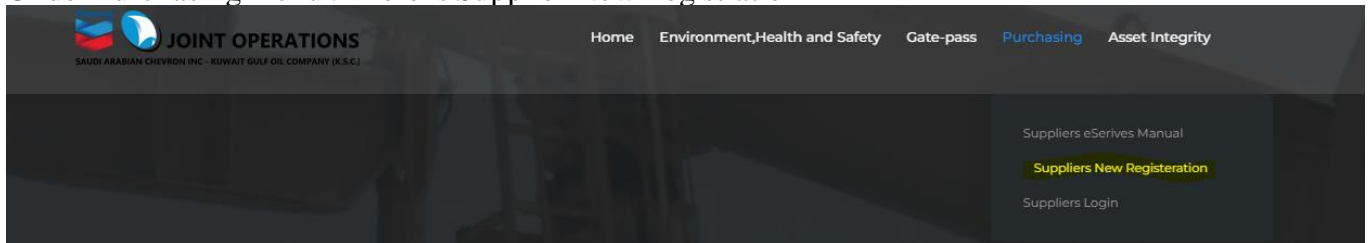
User Manual and Screen Shots

1. SUPPLIERS REGISTRATION

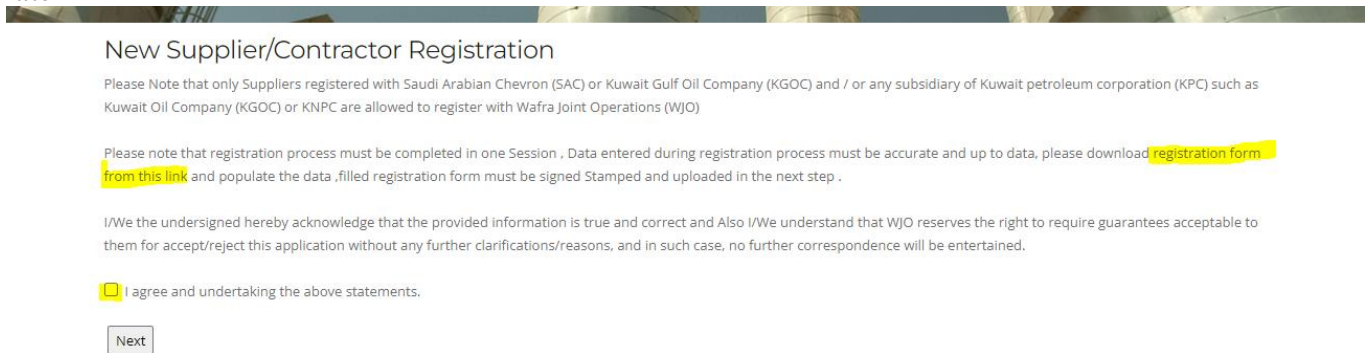
The Supplier will need to visit WJO Website on the following link :

<https://jopcontractors.wafrajo.com/>

Under Purchasing Menu . There is Supplier New Registration



click on the link, Read the clarification clearly , and download the Registration form , This form need to be printed , signed and Stamped by Company Stamp . and will be attached with Request information later



Once Clicking on I Agree and then Next , user will be navigated to new Screen where he required to fill all information and click on submit.

Beside filling all registration fields The User will need to attach :

- Copy of Valid Commercial Registration .
- Copy of Valid Registration form \ Card
- Signed and Stamped Form
- Attach Any documents for Manufacture certificate



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New Supplier/Contractor Registration

Main Details

1. Company Name as per Commercial Registration (In English only)	<input type="text"/>	2. Origin Country of the company	<input type="text" value="Kuwait"/>
3. Commercial Registration No.	<input type="text"/>	4. Copy of Valid Commercial Registration .	<input type="text"/> <input type="button" value="Select"/>
5. SAC or KGOC Registration No.	<input type="text"/>	6. Copy of Valid Registration form \ Card	<input type="text"/> <input type="button" value="Select"/>
6. Vendor type	<input type="text" value="Manufacturer Representative"/>		
7. List of Manufacture Agencies	<input type="text"/>		
Attach Any documents for Manufacture certificates	<input type="text"/>	<input type="button" value="Select"/>	

8. Address Data

City:*	<input type="text"/>	P.O Box: *	<input type="text"/>
Zip :*	<input type="text"/>	Tel. No. : *	<input type="text"/>
Fax:*	<input type="text"/>	Mobile No	<input type="text"/>
Office address *	<input type="text"/>	Business timings (working days and hours)*	<input type="text"/>
Company Email	<input type="text"/>		

9. Authorized Person for online transaction

Name	<input type="text"/>	Job Title	<input type="text"/>
Email	<input type="text"/>	Mobile	<input type="text"/>

10. Signed and Stamped Form

Enter the captcha as shown above

I/We the undersigned hereby acknowledge that the above information is true and correct and Also I/We understand that WJO reserves the right to require guarantees acceptable to them for accept/reject this application without any further clarifications/reasons, and in such case, no further correspondence will be entertained.

I agree and undertaking the above statements.

Once The user Submit The Registration , an email will come to your company Email address provided to the form to inform the user about Receipt of the request.

The information Provided will be reviewed and verified by WJO Purchasing Team and incase of approval , you will receive another email with the password that you can you use for first time .



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JOPContractors@chevron.com

Sun 3/14/2021 7:34 AM

To: You

Dear [Name]

Joint Operation Wafra (WJO) would like to thank you for your interest to be one of WJO Approved Material Supplier List.

As a Registered Supplier . Check your login credentials Listed below . Upon the first login, you will be required to change your password. Your password is encrypted and cannot be retrieved by JO personnel so please safe guard it to ensure its confidentiality.

Password: [Redacted]

تم تفعيل الحساب الخاص بك للدخول علي خدمات المشتريات بالنيابة عن الشركة. يمكنك استخدام بيانات الدخول المدرجة في الرسالة. يجب تغيير كلمة السر عند الدخول أول مرة . نحيطكم علما أن كلمة السر الخاص بك مشفرة ولا يستطيع غيرك الأطلاع عليها لذا يرجى المحافظة عليها لضمان سريتها.

On the first Time after account is created , you are required to login and change the password , To do this please navigate to <https://jobcontractors.wafrajo.com/> then go to purchasing Tab , then Supplier Login

Suppliers Login

ALREADY A MEMBER?
Sign In

Username

Password

Show another code

Type the code shown:

Forgot password?

Sign In

Enter your Registered email and password received by Email , then click on Login . as it is the first time , you will need to change the password



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Suppliers Login

This is your first login ,To continue please change your password

To change your password ,you should enter the old password and the New passord

Rgistered Email nagar29@live.com

Old Password

New Password

Enter password again

* Minimum 8 characters at least 1 Uppercase Alphabet, 1 Lowercase Alphabet, 1 Number and 1 Special Character(\$@!%*?&).

* Password length should be at most 20 maximum.

Should be Same as New Password

Change password

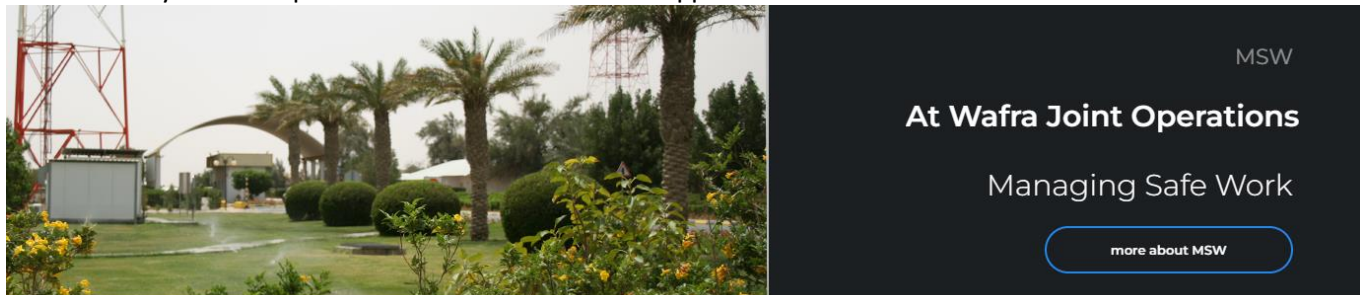
Cancel

Please fill the old password and enter the new one , and it should match password rules to be able to change it . Once Changed you will be login to Supplier Dashboard .

Incase you forget your password in future, click on Forget your login info , then you can fill your registered email and WJO Purchasing team will review your information and then send you new password to change it again .

2. SUPPLIERS DASHBOARD

Once you login every time , you will be redirected to you Dashboard home screen which have all actions and services you can requested from WJO Contractor Supplier Module .



Company Home Screen

Availible RFQ for Download

My Participated RFQ's

Techincal Query

Change Password

Log Out

Good day Test Company!

Welcome to Joint Operation Purchasing Division Internet services , this is the offical website for commincation between WJO Purchasing team and Suppliers

2.1 VIEW AVAILABLE RFQ FOR DOWNLOAD

On this Screen you will be able to see recent Published RFQ by WJO where you can Download the RFQ document and patriciate on the Bid



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Company Home Screen	Available RFQ for Download	My Participated RFQ's	Technical Query ▾	Change Password	Log Out
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Welcome Test Company1 to Joint Operation Purchasing Division Internet Services

Announced RFQ's Ready For Pickup

RFQ Title	Tender Closing Date	Last Date For collection	Box NO	View Items	Download Document
S/F LEYDEN HARMONIC FILTER BANKS	05 Apr 2021	04 Jun 2022	1	<input type="button" value="view Items"/>	<input type="button" value="Download"/>

On this screen you will be able to see list of RFQ available for download,

Tender Closing Date: is the official Bid Closing Date

Last Date for collection is the date where you will be no longer able to download the Document

Box No: is the RFQ Box No.

View Items: Will allow you to see RFQ Lines and Items Description for every line.

Download: you will need to click on it if you are willing to participate on this RFQ.

Once click on Download , you will be navigating to screen that include the rules and condition , you will need to read it carefully and then Accept it So you can move further .



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1. Give to or receive from any director, employee or agent of Purchaser or any Affiliate of Purchaser in connection with the Products, either of the following:
 - a. Any gift, entertainment or other benefit of significant cost or value.
 - b. Any commission, fee or rebate.
2. Enter into any business arrangement with any director, employee or agent of Purchaser or any Affiliate of Purchaser (other than as a representative of Purchaser or its Affiliate).
- B. Reporting Violations and Reimbursement. Supplier shall immediately notify Purchaser of any violation of Clause 2.21.1 (A) or of the occurrence of any event prior to the Effective Date which, if it had occurred after the Effective Date, would constitute a violation of Clause 2.21.1 (A). In addition to any other remedies to which Purchaser may be legally entitled, Supplier shall reimburse or issue a credit to Purchaser equal to the value of the benefit received by or given to the director, employee or agent of Purchaser as a consequence of that violation or event.
- C. Termination. Purchaser may, at its discretion, terminate this purchase order with immediate effect for any violation of Clause 2.21.1 (A) or breach of the warranty set out in Clause 2.9 If Purchaser terminates this purchase order for violation of Clause 2.21.1 (A) or breach of the warranty set out in Clause 2.9, Purchaser is not obligated to pay for any Products delivered after the date of termination.
 2. Improper Influence.
- A. Prohibition. No member of Supplier Group may make any payment or give anything of value to any official of any government or public international organization (including any officer or employee of any governmental department, agency, company or other instrumentality) to influence the official's or organization's decision or to gain any other advantage for Purchaser or Supplier Group or any of them arising out of this purchase order.
- B. Reporting Violations and Reimbursement. Supplier shall immediately notify Purchaser of any violation of Clause 2.21.2(A) or of the occurrence of any event prior to the Effective Date which, if it had occurred after the Effective Date, would constitute a violation of Clause 2.21.2(A), and pay Purchaser an amount equal to the amount of the payment or the value of the gift paid or given in that violation or event in question.
- C. Termination. Purchaser may, at its discretion, terminate this purchase order with immediate effect for any violation of Clause 2.21.2(A) or breach of the warranty set out in Clause 2.9. If Purchaser terminates this purchase order for violation of Clause 2.21.2(A) or breach of the warranty set out in Clause 2.9 Purchaser is not obligated to pay Supplier for any Products delivered after the date of the violation in question.
 3. Sub suppliers. Before engaging any Sub supplier in connection with this purchase order, Supplier shall obtain the express legally enforceable written agreement of that Sub supplier to comply with the provisions of this purchase order that stipulate requirements for Sub suppliers or member of Supplier Group. Supplier shall ensure that Sub suppliers comply with all such agreements and provide the sub supplier agreement containing the above provisions to Purchaser".
 4. Members of Supplier Group which include Supplier, Supplier's Affiliates, Subcontractors, and directors, officers, employees and other personnel of all of them, and any Person acting on behalf of any of them in connection with any subject matter of this Purchase Order. In addition to Supplier's obligations in relation to Sub suppliers under Clause 2.21.3, Supplier shall ensure that all other members of Supplier Group comply with the requirements for Supplier Group which are set out in this purchase order. Supplier is solely responsible for all obligations of sub supplier.
 5. The Supplier will comply with all reasonable requests of Purchaser with respect to protecting personal data of Purchaser's employees, customers, and suppliers it receives in connection with its supply of Products under this Purchase Order, including following Purchaser's instructions in connection with processing such personal data; implementing adequate security measures to protect such personal data; not disclosing such personal data to any third party without Purchaser's written permission , and complying with all applicable data privacy laws.

22. APPLICABILITY OF STATE LAWS:

1. The Supplier acknowledges that it shall be subject, in so far as applicable, to all relevant laws, rules and regulations of the State of Kuwait regarding any matter affecting the Purchase Order and shall indemnify the Company, its officers, directors, agents and employees, against all fines, penalties and liabilities of every kind for breach of any such law(s), rule(s) and regulation(s) by the Supplier.
2. The Supplier shall conform strictly to all Company regulations and notices affecting the execution of the Purchase Order. The Supplier shall observe such regulations and notices, which may be issued during the course of performance of the Purchase Order.
3. The Supplier acknowledges that it is aware of the Kuwaiti import and customs rules and regulations applicable to the shipment and import of goods or any part thereof in to Kuwait.

Once you click on I Agree, you will be able to download the RFQ Documents

Download RFQ Document

Please Use The download Link below To Capture the RFQ Document And Print the Collection Form To attach with your Documents as it is Required from Purchasing Division

JOINT OPERATIONS <small>SAUDI ARABIAN CHEVRON INC - KUWAIT GULF OIL COMPANY (K.S.C.)</small>	
RFQ No	RFQTest6532
RFQ Title	S/F LEYDEN HARMONIC FILTER BANKS
Collection Date	5/18/2022 2:05:06 PM
Company Name	Test Company1
<input type="button" value="Download The Document"/> <input type="button" value="back to RFQ List"/> <input type="button" value="Print"/>	

Click on Download the RFQ and then click on back to RFQ list to download another RFQ if required. You can print the Download Receipt Page from the site and use it for References.



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2.2 VIEW MY PARTICIPATED RFQ BIDDING

On this screen you will be able to see all RFQ Bidding you participated.

Company Home Screen	Available RFQ for Download	My Participated RFQ's	Technical Query ▾	Change Password	Log Out
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Welcome **Test Company1** to Joint Operation Purchasing Division Internet Services

RFQ's You Participated on

RFQ NO	RFQ Title	Box NO	Tender Closing Date	Document Collecton Date	View Items
RFQTest5532	S/F LEYDEN HARMONIC FILTER BANKS	1	05 Apr 2021	5/18/2022 2:05:00 PM	view items
RFQTest5607	S/F TMC TAMROTOR MARINE COMPRESSOR	3	01 May 2021	4/20/2022 1:44:00 PM	view items

For More information and Inquiry About This Module you can contact WJO Purchasing Team