



PTCL ARIBA SLP – Supplier Registration Guide



**PAKISTAN TELECOMMUNICATION
COMPANY LIMITED**



technology • outsourcing • optimization

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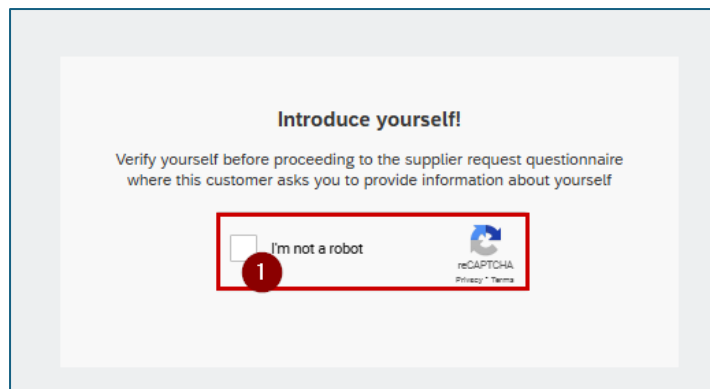
Introduction:

PTCL has implemented Ariba SLP system which enables it to manage, automate and streamline supplier registration process. The objective of this user manual is to provide step by step guidelines for suppliers to fill and submit Supplier Registration Form on PTCL Ariba SLP system.

Step 1: Supplier Request:

First step is to provide initial information to PTCL by filling a Supplier Request form. Click on the following link or open the link in browser.

<https://procure-ptclgroup.supplier.mn1.ariba.com/ad/selfRegistration>



1. Tick mark the box and enter required information to solve the Captcha.

2. Enter information in the fields as displayed above. Note that the fields with red asterisk * are mandatory to fill. Click on submit button after filling data. This action will send the supplier request to PTCL for review.

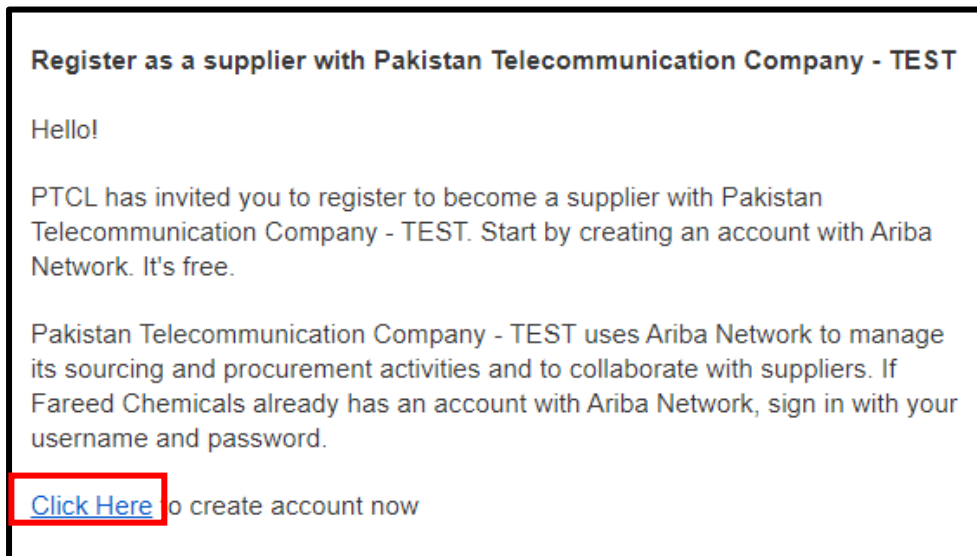
Furthermore, if you already have an account on supplier.ariba.com / have an ANID, please ensure to enter the same email address in above form which you have used to create account on SAP Business Network.

Step 2: Supplier Registration Process

1. Receive invitation email.

After your supplier request has been reviewed and approved by PTCL, you will be invited to fill supplier registration form in PTCL Ariba system.

You will receive invitation email inviting you to register in PTCL Ariba.



- Click on the [Click Here](#) link as highlighted in above screenshot.

2.Login or sign up.

If you already have an account on SAP Business Network, click "Login". If you are new to SAP Business Network, click "Sign up" to create new account.

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Pakistan Telecommunication Company - TEST** on SAP Ariba.

Pakistan Telecommunication Company - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Pakistan Telecommunication Company - TEST.

Already have an account? **Log in**

Sign up

If you have an existing account on SAP Business Network

Username:*

Password:*

[Forgot Username](#)
[Forgot Password](#)

Continue

If you do not have an account on SAP Business Network

Company Name:*

Country/Region:* Pakistan [PAK]

Address:*

City:*

Postal Code:*

State: Select

Name:*

Email:*
 Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

Create account and continue

3. Fill Registration Form

- Once you logged in to your account, the registration form will be displayed.

<p>▼ 1 Introduction and Rules Less... -</p>	
<p>Dear Sir / Madam.Thank you for showing interest in doing business with Pakistan Telecommunication Company Limited (PTCL) / Pak Telecom Mobile Limited (PTML). PTCL / PTML procurement procedures include a mandatory registration process for all vendors. Kindly provide us the information and documents, required hereunder, to duly register your business in our Vendor Management System. Take time to complete and review the provided information, as the same will be used for future communication, bidding evaluation, issuing of contracts and purchase orders, invoice and payment processing and for Pakistan taxation compliance/reporting by PTCL / PTML- mainly withholding of taxes and issuing of related tax certificates.This registration process is subject to following rules:</p>	
1.1 This registration form is required to be furnished by all new and existing vendors.	<p>Instructions and Rules as per PTCL/PTML Standards</p>
1.2 Provision of this form does not constitute any right accruing to the vendor for sending unsolicited queries to PTCL / PTML and / or expecting RFQ, RFP or award of any contractual engagement or purchase order from PTCL / PTML.	
1.3 This Registration process will supersede previous registration documentation, if any.	
1.4 It shall be valid for a period of three years; thereafter, it will be your responsibility to have this registration renewed in a timely manner, at least 3 months ahead of expiry of the existing registration.	
1.5 In case of any changes in particulars provided by you in this form, you shall furnish a duly completed registration form with all the updated particulars. Such intimation of changes in particulars should reach PTCL / PTML at the earliest possible time, to avoid any delay in payment processing or issuing of tax certificate(s) with incorrect particulars.	
1.6 All pages of this Form and related documents must be signed and stamped by an appropriate signatory from your organization, authorized to transact business and enter into contracts with PTCL / PTML.	
1.7 All the information sought by PTCL / PTML through this Form shall be kept in total confidence and shall not be disclosed to anyone outside PTCL / PTML , unless required under the law or by order of court of law. On the same grounds, no confidential/commercially sensitive information related to PTCL / PTML, such as purchase orders, contracts, and quotations shall be disclosed without obtaining prior written authorization to that effect.	
1.8 PTCL Group would like to further strengthen its business relationship with your company by extending financial services through PTCL Group's financial arm, U Microfinance Bank Ltd. (U Bank). The decision has been made with the view to further streamline PTCL's 'Procure to Pay'	

1.9 In line with the above-mentioned decision, henceforth, all payments from PTCL and PTML will be made in vendors' accounts maintained in UBank. Therefore, you are requested to open and maintain an account at UBank for this purpose.	
1.10 Furthermore, to strengthen our business relationship and for better communication it is also advised to use PTML (Ufone) sims for coordination please.	
1.11 Apply only if your firm has been established for more than two (1) Year	
1.12 CONTACT:Incomplete application and/or missing information shall not be dealt with; all queries regarding registration should be directed to Vendor Relation Section, PTCL Headquarters on Contact No. 051-2283592, 051-2283136, 2255512,0332-0208786, 03333400155, Vendor.registration@ptclgroup.com	
1.13 NOTE: VENDOR REGISTRATION WITH PTCL/UFONE IS FREE OF COST AND THERE ARE ALSO NO CHARGES FOR UPGRADATION OR RENEWAL OF THE VENDORS	
1.14 Do you acknowledge the rules/instructions mentioned above?	<p>* Unspecified ▼</p>

Fill information in the fields. You will need to enter text / date / select values from dropdown or upload attachments in different fields.

<p>2 You are registering for</p> <p>3 Registration Form for</p> <p>4 Type of business</p> <p>▼ 5 Type of Business - details</p> <p>5.1 Company/Partnership Reg. No ((as per copy of registration provided)</p> <p>5.2 Registration Date (as per copy of Registration provided)</p> <p>6 List of services and products offered/ provided</p>	<p>* <input type="checkbox"/> PTCL</p> <p>* <input type="checkbox"/> PTML (UFONE)</p> <p>* New vendor registration ▼</p> <p>* <input type="checkbox"/> Other <input type="text"/></p> <p>* Sole proprietorship ▼</p> <p>* <input type="checkbox"/> Other <input type="text"/></p> <p>* <input type="text"/></p> <p>* <input type="text" value=""/></p> <p>* (select a value) [select] +</p>
<p>▼ 7 Basic Particulars of the business</p> <p>7.1 Name of the business</p> <p>7.2 Office Address</p> <p>7.3 Mailing address (For communication)</p> <p>7.4 City</p> <p>7.5 Country</p> <p>7.6 Postal Code</p> <p>7.7 Contact Person & Designation</p> <p>7.8 Phone</p> <p>7.9 Cell #</p> <p>7.10 Email</p>	<p>* <input type="text"/></p> <p>* <input type="text"/></p> <p>* <input type="text"/></p> <p>* <input type="text"/></p> <p>* Unspecified ▼</p> <p>* <input type="text"/></p> <p>* <input type="text"/></p> <p>* <input type="text"/></p> <p>* <input type="text"/></p> <p>* <input type="text"/></p>
<p>▼ 8 Nature of business</p> <p>8.1 Please select Nature of Business.(Please tick more than one box, in case your transact business in more than one manner)</p> <p>8.2 Interested PTCL regions</p>	<p>* <input type="checkbox"/> Service provider</p> <p>* <input type="checkbox"/> Retailer</p> <p>* <input type="checkbox"/> Manufacturer</p> <p>* <input type="checkbox"/> Reporter</p> <p>* <input type="checkbox"/> Commercial Importer</p> <p>* <input type="checkbox"/> Wholesaler</p> <p>* <input type="checkbox"/> Wholesaler & distributor</p> <p>* <input type="text"/></p>

Add Particulars of Business Owner:

Click Here

9 Particulars of the business owner(s) **1** Add Particulars of the business owner(s) (0) Less... -

(Proprietor, Partners, Directors)

All Content > 9 Particulars of the business owner(s)

Particulars of the business owner(s) (0)

Name ↑

2 Add Particulars of the business owner(s) Form

Name ↑

Particulars of the business owner(s) Form #1	Delete
Name *	
CNIC *	
Ownership *	
Father Name *	

Add an additional Particulars of the business owner(s) Form

(*) indicates a required field

3

Click here to add more business owners.

Mention Services or Products Offered

10 Services and Products offered	If your answer is 'YES', please provide ATTACHMENT and DETAILS	* Unspecified ▾
10.1 Are you representing any manufacturer/OEM ?		

10.2 Name of Manufacturer /OEM:	* <input type="text"/>
10.3 Please attach Agency Certificate	* Attach a file
10.4 Country	* <input type="text"/>

Add Key Signatories

11 Key signatories authorized to sign bids, offers, quotations, proposals and contracts.	1 Click Here
Add Key signatories authorized to sign bids, offers, quotations, proposals and contracts. (0)	

All Content > 11 Key signatories authorized to sign bids, offers, quotations, proposals and contracts.

Key signatories authorized to sign bids, offers, quotations, proposals and contracts. (0)

Name ↑
No items

2 Add Set of Key signatories authorized to sign bids, offers, quotations, proposals and contracts

Key signatories authorized to sign bids, offers, quotations, proposals and contracts. (1)

Name ↑									
<div style="border: 1px solid gray; padding: 2px;"> Set of Key signatories authorized to sign bids, offers, quotations, proposals and contracts #1 </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Name</td> <td style="width: 10%;"></td> <td style="width: 20%; text-align: right;">Delete</td> </tr> <tr> <td>Position</td> <td></td> <td style="text-align: right;">*</td> </tr> <tr> <td>Contact No.</td> <td></td> <td style="text-align: right;">*</td> </tr> </table>	Name		Delete	Position		*	Contact No.		*
Name		Delete							
Position		*							
Contact No.		*							

3 Add an additional Set of Key signatories authorized to sign bids, offers, quotations, proposals and contracts

(*) indicates a required field

Click here to add signatories.

Add Particulars of Tax Registration:

- Please make sure to enter the accurate NTN number registered with the company.

▼ 12 Particulars of tax registration for FBR	
12.1 Tax No./ NTN (if you are a foreign vendor, please enter N/A)	* <input type="text"/>
12.4 Creation Date	* <input type="text" value=""/>
12.5 Registered Office address	* <input type="text"/>
13 STRN / GST / PRA / SRB / KPRA / AJK Tax Number(if you are a foreign vendor, please enter N/A)	* <input type="text"/>
16 Are you are a non-resident business with no permanent establishment in Pakistan, in terms of Pakistan tax laws and the related Double Taxation Treaty ?	* Unspecified ▼

If your answer is 'YES', please provide an ATTACHMENT.

17 then please provide relevant documentation and a certificate to that effect to enable PTCL / PTML to account for relevant taxation based on your tax residence status	*Attach a file
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Add 3 Contact Person:

▼ 18 Emergency Key Contact person for PTCL, PTML Less... -	
Minimum three are required	
18.1 Contact Person 1(Enter Name, Designation and contact no.)	* <input type="text"/>
18.2 Contact Person 2(Enter Name, Designation and contact no.)	* <input type="text"/>
18.3 Contact Person 3(Enter Name, Designation and contact no.)	* <input type="text"/>

Add Banking Details:

- Please make sure to add correct bank details.

▼ 20 banking Information		
20.1 Account title	→ Must be same as Company Name	* <input type="text"/>
20.2 Bank Name		* <input type="text"/>
20.3 Branch Name		* <input type="text"/>
20.4 Account No.	→ Please ensure to enter correct Account number and IBAN	* <input type="text"/>
20.5 Branch Code		* <input type="text"/>
20.6 Bank City		* <input type="text"/>
20.7 Bank Country		* Unspecified ▼
20.8 Bank IBAN	→ Should follow the format PKxxBANKxxxxxxxxxxxxxxxxxx	* <input type="text"/>
20.9 U-Bank account is preferred for better services as part of PTCL Group.		

Mention Current or Prior Relationship with PTCL/PTML

▼ 21 Current or Prior Relationships with PTCL or PTML		
21.1 Have you been an employee of PTCL / PTML, or related thereto?		* Unspecified ▼

If your answer is 'YES', please provide DETAILS.

21.2 please provide the nature of association and time period of involvement	* <input type="text"/>
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Mention Other Principal Officers/Partners with PTCL/PTML

21.3 Are there other principle officers/partners/directors/blood relation/relative/friend working in your organization, who had been employees of PTCL / PTML or presently working in PTCL/PTML?	* Unspecified ▾
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If your answer is 'YES', please provide an ATTACHMENT (Format given in 21.4).

21.4 Format Template.docx ▾	
21.5 Please provide particulars of principle officers/partners/directors/blood relation/relative/friend that have been associated with PTCL / PTML employees, through employment or otherwise:(as per the template attached above)	*Attach a file

Mention Other Business Entities

▼ 21.6 Related Business Entities	
21.6.1 Is there any company or business entity related to you, that is involved in provision of goods to PTCL / PTML?	* Unspecified ▾

If your answer is 'YES', please provide DETAILS.

21.6.2 please provide names and relevant Pakistan tax registration information	*
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Add Family Members if Involved in Provision of goods and services with PTCL/PTML

21.6.3 Is any of your family member/relative is already involved in provision of goods or services to PTCL / PTML?	* Unspecified ▾
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If your answer is 'YES', please provide an ATTACHMENT

21.6.4 Please mention the details;	*Attach a file
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Download reference documents and upload the required documents.

22 Attachments for Download Less... <input type="button" value="-"/>	
Forms / Formats / Reference Material for download	
22.1 Vendor Registration Form PTCL-Ufone 0 - Vendor Registration Form PTCL-Ufone (PROC-F-01-04) (Ver 04).docx <input type="button" value="v"/>	Reference Documents for download. Click on the document title to download attachment
22.2 Details of parent company and subsidiaries Additional Pages with header.docx <input type="button" value="v"/>	
22.3 Anti Bribery and due delegece Form Anti Bribery and due delegece with header.docx <input type="button" value="v"/>	
22.4 Non-Disclosure Agreement Non-Disclosure Agreement.docx <input type="button" value="v"/>	
22.5 PTCL SUPPLIER CODE OF CONDUCT PTCL SUPPLIER CODE OF CONDUCT with header.docx <input type="button" value="v"/>	
22.6 Declaration Declaration.docx <input type="button" value="v"/>	
22.7 Key signatories Key signatories .docx <input type="button" value="v"/>	
22.8 principle officers-partners-directors-blood relation-relative-friend principle officers-partners-directors-blood relation-relative-friend .docx <input type="button" value="v"/>	

- You are required to upload all mandatory attachments.

23 Please upload Complete Vendor Registration Form	*Attach a file
24 FBR Income Tax Returns of Financial Year 1	*Attach a file
25 FBR Income Tax Returns of Financial Year 2	Attach a file
26 SCANNED DOCUMENTS REQUIRED Less... <input type="button" value="-"/>	
Please upload below documents	
26.1 NTN Certificate	*Attach a file
26.2 GST	*Attach a file
26.7 Employee Details along with Technical Team on Company's letterhead	*Attach a file
26.8 Company Profile	*Attach a file
26.9 Product and Services Offered	*Attach a file

Click on Attach a File to upload document

26.10 Related Pos/Contracts	*Attach a file
26.11 Original Power of attorney of authorized Signatories/personnel (Same as mentioned in Part-8 of VR Form) attested by Court/Notary Public. (Rs. 50 Stamp Paper)	*Attach a file
26.12 Quality Policy/Quality Assurance Manual/ISO	*Attach a file
26.13 PEC (Valid)	Attach a file
26.14 Foreign Agency Agreement	Attach a file
26.15 CNIC/Passport	*Attach a file
26.16 UBank Application	Attach a file
26.17 Please upload Key signatories authorized to sign bids, offers, quotations, proposals and contracts (required on stamp paper)	*Attach a file
26.18 Duly filled and signed Declaration Form	*Attach a file
26.19 Please upload duly filled and stamped Non-Disclosure agreement.	*Attach a file
26.20 Please upload duly filled and stamped, Supplier Code of Conduct	*Attach a file
26.21 Please upload duly filled ANTI-BRIBERY AND ANTI-CORRUPTION COMPLIANCE CERTIFICATION	*Attach a file
26.22 Completely filled DUE DILIGENCE form	*Attach a file

- Add the total number of employees.

▼ 27 Total no. of Employees	
27.1 Please enter your total number of employees	<input type="text"/>

Add details of employees.

Click Here

28 Number of Employees Details **1** Add Number of Employees Details (0)

All Content > 28 Number of Employees Details
Number of Employees Details (0)
Name ↑
2 Add No. of Employees (Department wise)

Name ↑	
▼ No. of Employees (Department wise) #1	Delete
Number of Employees	* <input type="text"/>
Department	* <input type="text"/>
3 Add an additional No. of Employees (Department wise)	

(*) indicates a required field

Click here to add more employee details

Submit Responses

- After completing all the required fields, scroll down to the “Submit Entire Response” button. Click on it to submit form. Please note that system will show warning messages if you have not filled mandatory fields or if information is not in specified format.

Submit Entire Response	Save draft	Compose Message	Excel Import
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After submitting your response, you will receive confirmation email.

Hello

Pakistan Telecommunication Company - TEST has received your registration information and will review it for approval.

To check your registration status, log in to the Pakistan Telecommunication Company - TEST supplier portal.

[Click Here](#)

Sincerely,
Pakistan Telecommunication Company - TEST