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Projects, Tenders and Local Content Authority



Company Registration User Manual

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Registration of local company / Freelancer

2

Registration of Local Company / Freelancer

Login to E-tendering website by :

<https://etendering.tenderboard.gov.om>

- Click on (**New Registration**).



3

Registration of Local Company / Freelancer

Select the Company type :

- Local / Freelancer (Omani).

4

Next: [Navigation](#)

5

Registration of Local Company / Freelancer

After entering the commercial registration number, the system will automatically display the information retrieved directly from the Ministry of Commerce and Industry's registrar, as illustrated in the image below:

- Company Name in Arabic and English
- Registered Mobile No.
- Email id

Please fill in the remaining information and then click the (**Next**) button.

Company Registration

Commercial Registration Number: 20051360 (Local/Freelancer/Startup)

Company Name in English: ARTEMIS TECHNOLOGIES

Company Name in Arabic: شركة آرتميس للتقنيات

Registered Mobile Number: 9958 95006738

Email: artemis@artemis-tech.com

Confirm Email: artemis@artemis-tech.com

Secret Question: What is your favorite color? (Selected: Blue)

Answer: 444

Next

IMPORTANT NOTE:

The following details are mandatory for registration in EDMD Portal for Local, Freelancer and SME Registration:

(1) Company Name in Arabic (2) Company Name in English (3) Mobile (4) Email (5) Legal Status (S/P/O, Nov) (7) Postal Code (8) Establishment Date

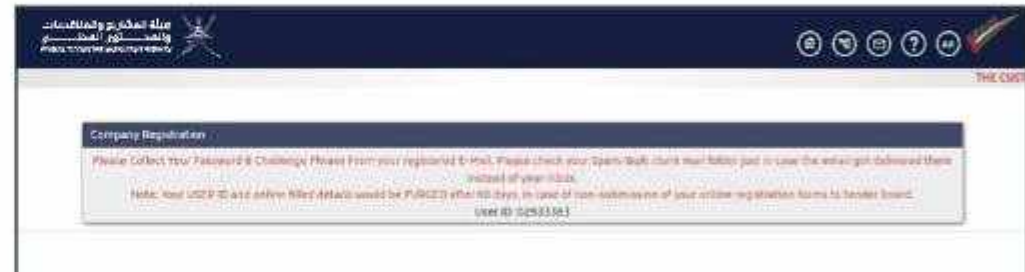
6

Registration of Local Company / Freelancer

Your User Id has been successfully created and sent to your registered email address.

The email will include the following details:

- User Id
- Challenge Phrase
- Password



Note:

If you do not receive the email, please contact the technical support team at 24402244.

7

Registration of Local Company / Freelancer

Please enter your user Id and the password sent to your registered email, then click ([Login](#)).



Note:

If you forgot your password, go back to page number ([111](#))

8

Registration of Local Company / Freelancer

After entering your credentials, the system will prompt you to re-enter the password and input the challenge phrase sent via email (**This is required only once**).

Then click (**Enter**) to proceed.



The screenshot shows the PTICOMAN login interface. At the top, there is a header with the PTICOMAN logo and navigation links. Below the header, a message states: "You are Seeing this Page Because You are Logging For the First Time." The main section is titled "Challenge Phrase" and contains two columns of input fields. The left column has "User ID:" with the value "02003568" and "Password:" with masked characters. The right column has "Challenge Phrase:" with masked characters and "User Role:" with a dropdown menu showing "Supplier". At the bottom of the form, there are "Login" and "Back" buttons. A green line with a square endpoint points from the text "Then click (Enter) to proceed." to the "Login" button.

Note:

The challenge statement can only be obtained in the first mailing.

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Registration of Local Company / Freelancer

On this page, the system will prompt you to change your password and create a new private password.

Click ([Change Password](#)) to proceed.

The screenshot shows a web interface for changing a password. At the top, there is a header with the PTC logo and navigation links. Below the header, there is a banner with the text 'BOOK AN APPOINTMENT FOR A VIRTUAL MEETING, PLEASE CLICK HERE'. The main content area contains a 'Change Password' form. The form has four input fields: 'User ID' (with the value '02400008'), 'Old Password', 'New Password', and 'Confirm Password'. Below the 'Old Password' field is a 'Change Password' button, and below the 'New Password' field is a 'Back' button. At the bottom of the form, there is a note: 'Note: It is advised to have a strong password, and please use a combination of uppercase and lowercase letters, special characters (e.g., !, @, #,) and numbers. Minimum length of 8 characters.'

Note:

The new password must be at least 8 characters long and include a combination of uppercase and lowercase letters, special symbols (e.g., !, @, #,) and numbers.

10

Registration of Local Company / Freelancer

After successfully changing your password, click ([Back](#)) to return to the home page and log in again using your new password.



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Registration of Local Company / Freelancer

To continue the registration process, please log in using your user ID and the new password you previously set.



Note:

If you forgot your password, go back to page number (111)

12

Registration of Local Company / Freelancer

To continue the registration process, please click on the following link:

([Click here to Complete Registration](#)).



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Registration of Local Company / Freelancer

To complete the registration process, the user must provide all the required information at each registration pages:

- General information
- Activities/Category Selection
- Category Information
- Other Registration Information
- Terms and Conditions

The screenshot displays the 'Task Progress Report' for a user named 'Mikhael Q253360 (ATTOR TECHNOLOGIES)'. The progress bar shows steps 1 through 6, with step 6, 'Terms and Conditions', currently active. Below the progress bar, a navigation menu highlights the current step. The main form area is titled 'Kindly Provide Other Registration Details' and contains several input fields for 'Chamber Registration' and 'Tax Registration' information, including registration numbers, dates, and contact details. A table at the bottom is titled 'Kindly Provide Company Contact Details' and contains fields for Country, Governorate, District, Postal Code, and P.O. Box, with a dropdown for 'Company (P.O. Box)' and a 'Secondary Email' field.

Note:

The freelancer is not required to submit a chamber registration or tax certificate

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Registration of Local Company / Freelancer

General information

In this step, you are required to enter the necessary data as shown in the image, including:

- Chamber registration Number and expiration date
- Tax certificate Number expiration date
- Attach an updated copy of both certificates
- All necessary mandatory fields

Once the mandatory fields are completed, click (**Save and Next**) to proceed.

The screenshot displays the 'General Information' section of the PTICOMAN portal. It features several input fields and dropdown menus for entering company details. Key sections include 'Chamber Registration Details' with fields for number, date, and status; 'Tax Certificate Details' with fields for number, date, and status; and 'Company Details' with fields for name, location, and other identifiers. A 'Save and Next' button is located at the bottom right of the form.

Note: The freelancer is not required to submit a chamber registration or tax certificate

Note: If the company wishes to register for construction in Excellent Grade, please attach a Malaa's certificate issued by the Oman Credit and Financial Information Center in the "Additional Documents" section.

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Registration of Local Company / Freelancer

Activities/Category Selection

On this page, all company activities registered in the Ministry of Commerce, Industry and Investment (**active and licensed only**) will be displayed.

The user must select the activity they wish to add in the registration, then click the radio button next to each activity. Afterward, specify whether the company has prior experience in the selected field determine the company's grade, and click (**Save**).

After selecting the activities, the user must specify whether the company has prior experience in the selected Sub-Categories/Categories, determine the company's grade and then click (**Save and Next**).

Note: Please refer to the "Registration Appendices" available in the "Laws and Regulations" on the Home Page of the Website.



Note:

The system will only allow the user to add the Sub-Category Grade lower than the Chargeable grade or Chamber Grade. Please refer to the "Registration Appendices" available in the "Laws and Regulations" on the Home Page of the Website.

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Registration of Local Company / Freelancer

Category Information

In this step, you will see the pages for the selected fields highlighted in the red box. You must review all pages and complete the mandatory data fields. After updating the required information, click (**Save and Next**).

If the selected registration field is contracting or consulting, you must attach and provide details of previous experiences and projects, along with the technical staff data as shown in the image.

Project Categories

Project Category	Project Sub-Category	Sub-Category Code	Chargeable Code	Project Start Date	Number of Projects	Project Details
Construction and Maintenance	Water, Sewerage and Wastewater	Water	Water		0	Click here to add new projects

Category/Sub-Category Selection with Experience (Water, Sewerage and Wastewater)

No	Selected No	Project Category	Project Sub-Category	Type of Work	Project Start Date	Year of the Contract	Contract Value (USD)	Contract Value (SAR)	Contract Value (USD)	Contract Value (SAR)	Contract Value (USD)	Contract Value (SAR)	Contract Value (USD)	Contract Value (SAR)	Contract Value (USD)	Contract Value (SAR)	Contract Value (USD)	Contract Value (SAR)
1	1/2023/100	Construction	Water	Water	15/05/2023	2023	100,000	360,000	100,000	360,000	100,000	360,000	100,000	360,000	100,000	360,000	100,000	360,000

Technical Staff

No	Staff Number / Date of Birth	Name of the Engineer / Technical Staff	Employee Code	Nationality	Designation	Educational Qualification	Graduation Year	Photo
1	102/1504	10-04-1997	001	Saudi	Engineer	Bachelor	2020	
2	102/1505	10-04-1998	002	Saudi	Engineer	Bachelor	2020	
3	102/1506	10-04-1999	003	Saudi	Engineer	Bachelor	2020	
4	102/1507	10-04-2000	004	Saudi	Engineer	Bachelor	2020	

Click here to add new technical staff

Buttons: [Previous Step](#) [Save & Next](#) [Cancel](#)

Note: Technical staff data must be updated with the Ministry of Manpower. Engineers who are not registered with the Ministry of Manpower under the same company cannot be added. The data will appear automatically after entering the engineer's Civil Number and Date of Birth and clicking «Get Data». Complete the mandatory fields, including Educational Qualification and Graduation Year. Once all the required data are filled in, click «Save & Next» to continue.

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Registration of Local Company / Freelancer

Other Registration Information

In this step, please provide any additional information and upload the required documents, if applicable.

Then, click (**Save and Next**) to proceed.

Note: If the company wishes to register for construction in Excellent Grade, please attach a Malaa'a certificate issued by the Oman Credit and Financial Information Center in the "Additional Documents" section.

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Registration of Local Company / Freelancer

Terms and Conditions

On this page, the user must create the Bid Submission Password, which will be used to submit a bid.

The screenshot displays the 'Create New Password' page on the PTC Registration Portal. The page is titled 'Create New Password' and includes a note: 'NOTE: If you are not completing the registration within 15 days, your new password should not be available.' Below the note, there are two input fields for 'New Password' and 'Confirm Password', both with a strength indicator. A 'Create New Password' button is located to the right of the 'Confirm Password' field. Below the password fields, there is a section titled 'Agree to Terms and Conditions' with a 'View in English' link. The 'Agree to Terms and Conditions' section contains a checkbox and a link to the 'Terms and Conditions' document. The page also features a header with the PTC logo and navigation links, and a footer with the PTC logo and contact information.

Note: The new password must be at least 8 characters long and include a combination of uppercase and lowercase letters, special symbols (e.g., !, @, #,) and numbers.

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Registration of Local Company / Freelancer

Terms and Conditions

After setting the password for bid submission, you must agree to the terms and conditions and then click **(Save and Next)** to proceed.

The screenshot shows the 'Terms and Conditions' page for PTC registration. The page is titled 'THE CUSTOMER SERVICE DEPARTMENT OF THE CENTRAL SECURITIES AUTHORITY' and 'STANDARD.COM.SA'. It contains a long text of terms and conditions in Arabic and English. At the bottom, there is a checkbox labeled 'I agree with these Terms and Conditions' and a button labeled 'Save and Next'.

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Registration of Local Company / Freelancer

After clicking on Submit, review all the entered data in (**Profile Preview**) to ensure it is accurate and complete.

Once confirmed, click (**Final Confirmation**) to proceed to the next step.

Profile Preview

Step 1: User Registration - Review / Confirm

PTC: If You Are Not Completing The Registration PTC In 30 Days, Your User Details Shall Not Be Available

Final Confirmation

Company Category Specific Information

PTC Registration Details					
Under Which Registration No.	PTC/18/12/04/0001	PTC Registration Entry Date	20/12/2018	Company Type	Local Freelancer (Local)
Company Name in English	PTC	Company Name in Arabic	شركة	Legal Status	Subject to Foreign Investment
Legal Status	LLC	Commercial Registration Entry Date	20/12/2018	Website	None
Authorized Person	PTC/18/12/04/0001	Authorized Person Designation	Director	PTC Number	18/12/04/0001
Authorized Person	PTC/18/12/04/0001	Authorized Person Designation	Director	Email	ptc@ptc.gov.om
Register Mobile Number	9696111	Register Office Address			

SME & Other Registration Details					
SME Type	Micro-SME	Micro-SME Level	Level 1	Start Date	20/12/2018
Company Name	PTC	Company Grade	Level 1	Company Registration Entry Date	20/12/2018
Company Registration Number	767130	Company Grade	Level 1	Company Registration Entry Date	20/12/2018
Site No.	0001	Site Name	0001-12-04	Site Address	12/04
Site (Registration Date)	0001-12-04	Site (Registration Date)	0001-12-04	Site (Registration Date)	0001-12-04

Final Confirmation

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Registration of Local Company / Freelancer

After verifying that all entered data is accurate, the system will navigate to the (**Final Confirmation**) page.

On this page, you will be prompted to pay the review fees to proceed with the Registration confirmation.

Select your preferred payment method and click (**Click Here to Make On Line Payment**) to complete the transaction.

The screenshot shows the 'Final Confirmation' page of the PTC Registration System. The page header includes the PTC logo and the text 'THE CUSTOMER SERVICE DEPARTMENT OF THE COMPANY REGISTRATION & TRADE LICENSING AUTHORITY'. The main content area displays a table with the following columns: 'Name', 'Category', 'Rev. Fee Category', 'Review Fee Amount', and 'Chargeable Fee'. The table contains one row with the following data: 'Name: [Name]', 'Category: [Category]', 'Rev. Fee Category: [Rev. Fee Category]', 'Review Fee Amount: [Review Fee Amount]', and 'Chargeable Fee: [Chargeable Fee]'. Below the table, there is a 'Click Here to Make On Line Payment' button. A red box highlights the button, and an orange arrow points from the text 'Click Here to Make On Line Payment' in the preceding paragraph to the button.

22

Registration of Local Company / Freelancer

A notification will appear indicating that the Review fees have been successfully paid.

The system will then prompt you to click (**Submit**) to confirm the registration.

The screenshot displays the PTC Registration System interface. At the top, there is a header with the PTC logo and navigation icons. Below the header, a notification banner states: "SERVICE DEPARTMENT OF THE CAPITAL SECRETARIAT OF TEMPERED BUREAU IS PLEASED TO ANNOUNCE THE FINAL LAUNCH OF THE VIRTUAL MEETING SERVICE WITH CUSTOMERS. TO BOOK AN APPOINTMENT FOR A VIRTUAL MEETING, PLEASE CLICK HERE." Below this, a section titled "STEP 4: Review Fees" shows a progress bar with steps: "STEP 1: Login System", "STEP 2: Upload ID", "STEP 3: Upload Documents", "STEP 4: Review Fees", and "STEP 5: Submit". The "STEP 4: Review Fees" step is currently active. Below the progress bar, a message reads: "NOTE: If you did not completing the Registration until 10 days, your data will be deleted." At the bottom, there is a "Submit" button and a "Cancel" button. A small green box highlights the "Submit" button.

23

Registration of Local Company / Freelancer

Your file has been submitted successfully.
Please wait while the registration team reviews your file.

The screenshot displays the PTC-RS interface. At the top, there is a header with the PTC logo and navigation links. Below the header, a message states: "Your registration reference No.: 2024" and "Please note that the reference number should be taken as a reference". A table titled "Current Status: PENDING" shows the registration details. Below the table, a button labeled "Click here to view your registration details" is visible. At the bottom, there is a section titled "Please Note That" with a list of instructions for users.

File Description	File ID	User Name	File Status	Registration Date & Time
Local Company Registration	2024-001	PTC	PENDING	2024-01-01 10:00:00

Note (1): If there is missing or incomplete data, the file will be returned by the registration department and your company will be required to update the information and resubmit the file.

Note (2): If all the data is accurate and meets the requirements your submission will be approved and you will be prompted to pay the Registration Fees.

24

Registration of Local Company / Freelancer

At this stage, the registered and approved files will be displayed.

The company must select the validity period of the certificate which can range from one year to a maximum of five years, as permitted by the system.



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Registration of Local Company / Freelancer

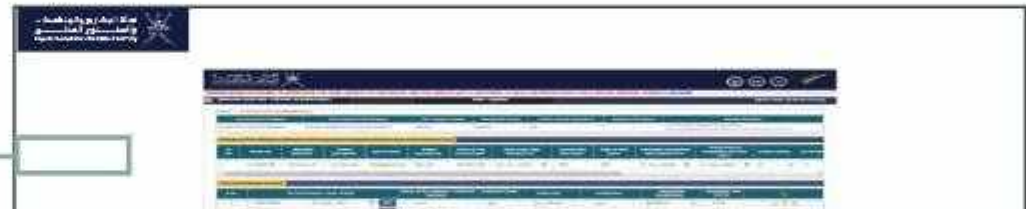
To follow up on the payment process for the certificate registration fees, please click on the option (**Registration/ Renewal**).



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Registration of Local Company / Freelancer

To follow up on the payment process for the registration fees, please click on ([Update Profile](#)).



27

Registration of Local Company / Freelancer

Select the preferred Validity period and click (**Continue**) to proceed.

The screenshot shows the 'Registration Details' section of the PTCPR system. It includes a table for selecting categories and a 'Continue' button. The table has columns for 'Select Category', 'Category', 'Pre-Sub Category', 'Applied Sub Category Code', 'Applied Category Code', 'Validity Period', 'Validity Start Date', 'Validity End Date', and 'Registration Service Fee'.

Select Category	Category	Pre-Sub Category	Applied Sub Category Code	Applied Category Code	Validity Period	Validity Start Date	Validity End Date	Registration Service Fee
1	Consulting and Professional	Consulting and Professional	00000	00000	1 Year	2024-01-01	2025-01-01	20000

Below the table, a message states: "Your Profile has been Approved for Applied Category & Code. Please Make Registration Fee Payment within 30 Day of The Approval. Else The Registration Classification will be Void". A green box highlights the 'Continue' button.

28

Registration of Local Company / Freelancer

Select the preferred payment method and click ([Click Here To Make Online Payment](#)) to proceed.

The screenshot displays the 'Registration Details' page on the PTC Registration Portal. The page is titled 'Registration Details' and includes a 'Click Here To Make Online Payment' button. Below this, there is a table with columns for 'Bank', 'Category', 'Payment Method', and 'Registration Fee'. The table lists two options: 'Bank of Palestine' and 'Bank of Jordan'. The 'Bank of Palestine' option is selected, and the 'Payment Method' is set to 'Credit Card'. The 'Registration Fee' is listed as 100,000 JOD. A 'Click Here To Make Online Payment' button is located at the bottom right of the table. Below the table, there is a section for 'Important Notes' which includes instructions for users to verify their payment details and to click on the 'Click Here To Make Online Payment' button to proceed.

Bank	Category	Payment Method	Registration Fee
Bank of Palestine	Local Companies and Freelancers	Credit Card	100,000 JOD
Bank of Jordan	Local Companies and Freelancers	Credit Card	100,000 JOD

[Click Here To Make Online Payment](#)

Important Notes:

- Registration fee is 100,000 JOD. Payment method is Credit Card. Payment method is 100,000 JOD. Payment method is 100,000 JOD.
- Please verify the payment details before clicking on the 'Click Here To Make Online Payment' button.
- Click on the 'Click Here To Make Online Payment' button to proceed.
- Please verify the payment details before clicking on the 'Click Here To Make Online Payment' button.
- Click on the 'Click Here To Make Online Payment' button to proceed.
- Please verify the payment details before clicking on the 'Click Here To Make Online Payment' button.
- Click on the 'Click Here To Make Online Payment' button to proceed.

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Registration of Local Company / Freelancer

A notification will appear indicating that the Registration fees have been successfully paid.

The system will then prompt you to click (**Submit**) to confirm the registration.

The screenshot displays the PTC Registration System interface. At the top, there is a header with the PTC logo and navigation icons. Below the header, a red banner contains the text: "THE CUSTOMER SERVICE REPRESENTATIVE OF THE GENERAL REGISTRATION OF TOWERS & WIRLESS IS PLEASED TO ANNOUNCE THE SUCCESSFUL LAUNCH OF THE VIRTUAL PTC". The main content area shows a confirmation message: "Your Registration Details are as follows: [Details]". Below this, there is a section titled "Registration Details" with a table containing the following information:

Registration Details
Registration Number: [Details]
Registration Fee: [Details]
Registration Date: [Details]

At the bottom of the form, there is a "Submit" button to confirm the registration.

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Registration of Local Company / Freelancer

The Registration Process is completed successfully.

Please log out and then log back in again and verify the certificate.



Registration of International company

32

Registration of International company

- Login to E-tendering website by :

<https://etendering.tenderboard.gov.om>

- Click on (new registration)



33

Registration of International company

Select the Company type :

- International Vendor

The screenshot shows a web application interface for company registration. At the top, there is a header with the logo of the Ministry of Economy and Commerce and the text 'وزارة الاقتصاد والتجارة' and 'Ministry of Economy and Commerce'. Below the header, there is a 'Company Registration' section. Inside this section, there is a yellow bar with the text 'Select one of the desired company type'. Below this bar, there are four radio button options: 'Local Resident Company', 'Direct Real Estate Agent', 'Vehicle Contractor', and 'International Vendor'. The 'International Vendor' option is selected, indicated by a green border around its radio button. A green line connects the 'International Vendor' text in the list on the left to the selected option in the form.

34 Registration of International company

Insert International Registration No.
then click (**Next**).



The screenshot shows the 'Company Registration' portal. At the top, there is a header with the logo of the Ministry of Economic Planning and Economic Development. Below the header, there is a banner for the 'VIRTUAL MEETING SERVICE'. The main content area is titled 'Company Registration' and contains a section for 'Selecting One Of The Desired Company Type'. Under this section, there is a radio button labeled 'International device' which is selected. To the right of this radio button is a text input field labeled 'International Registration No. (Non-Omani Resident)'. Below this field, there is a 'Next' button and a 'Reset' button. An orange line points from the text 'then click (Next)' to the 'Next' button.

35 Registration of International company

Please fill out the required fields and then click (**Next**).



The screenshot displays the 'Company Registration' portal. At the top, there is a header with the logo of the Ministry of Economy and Trade and a navigation bar. Below the header, a banner reads 'THE CUSTOMER SERVICE DEPARTMENT OF THE GENERAL SECRETARIAT OF TRADE BOUND IS PLEASED TO ANNOUNCE THE TRAIL LAUNCH OF THE U'. The main content area is titled 'Company Registration' and features a yellow banner for 'International Application by User (Access product details) (New and Renew)'. The form contains several input fields: 'Company Name in English', 'Company Name in Arabic', 'Registration Number', 'Email', 'Confirm Email', 'Secret Question', and 'Answer'. There are also dropdown menus for 'Select' and 'Select'. At the bottom of the form, there are 'Next' and 'Reset' buttons. A green line points from the text 'then click (Next)' to the 'Next' button.

Note:

Please make sure for the entered email (you will received all details in that email)

36

Registration of International company

Your user ID has been created and sent all details via the previously registered email.

You will receive following details :

- User ID
- Password
- Challenge phrase



Note:

If you do not receive the email, please contact the technical support team at 24402244.

37 Registration of International company

Login to the system by using received user ID and password.



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10

39



The new password must contain upper and lower case letters, numbers, and special character like (!, @, #, \$, ...)

40

Registration of International company

Your user ID now is active...
you have to click (**Back**) and
login again.



41

Registration of International company

Login again by using the new password.



Note:

If you forgot your password, go back to page number (111)

42

Registration of International company

Click the blue line to complete registration.



43

Registration of International company

To complete registration you have to fill the require details:

- Company Profile details
- Activity/Category Selection
- Terms and conditions

The screenshot displays the PTC Registration Portal interface. At the top, there is a header with the PTC logo and navigation links. Below the header, a progress bar indicates the current step in the registration process. The main content area is divided into three sections, each with a table for data entry:

- Company Profile Details:** This section contains a table with columns for 'Company Name', 'Registration Number', 'Company Type', 'Business Activity', 'Company Size', 'Company Address', and 'Company Contact Information'. The table is currently empty, with input fields for each column.
- Activity/Category Selection:** This section contains a table with columns for 'Activity/Category', 'Description', 'Sub-Category', and 'Selection'. The table is currently empty, with input fields for each column.
- Terms and Conditions:** This section contains a table with columns for 'Term/Condition', 'Description', and 'Selection'. The table is currently empty, with input fields for each column.

At the bottom of the page, there are buttons for 'Back', 'Save & Next', and 'Home'.

44 Registration of International company

Company Profile details

On this page, the user must enter all mandatory details

Then, click (**Save & Next**).

The screenshot displays the 'Company Profile details' form in the PTC system. The form is titled 'Registration of International company' and includes a 'Save & Next' button at the bottom right. The form is divided into several sections, each with a header bar: 'Company Details', 'Shareholder Details', 'Director Details', and 'Registered Office Details'. Each section contains a table with columns for 'Name', 'Nationality', 'Date of Birth', 'Date of Issuance', 'Valid Until', 'Status', and 'Action'. The 'Company Details' section is currently active, showing a table with one row for the company name 'PTC COMPANY'. The 'Shareholder Details' section shows a table with one row for the shareholder 'PTC COMPANY'. The 'Director Details' section shows a table with one row for the director 'PTC COMPANY'. The 'Registered Office Details' section shows a table with one row for the registered office 'PTC COMPANY'. The 'Save & Next' button is highlighted with a red box.

45

Registration of International company

Activity/Category Selection

Now you have to select the activities and categories which want to register
Than, click (**Save & Next**).

46

Registration of International company

Terms and conditions

Please specify the bid submission password

than, you have accept term and condition and click (**Save & Next**).

Note:

1- This password using while submit tender

2- The new password must be at least 8 characters long and include a combination of uppercase and lowercase letters, special symbols (e.g., !, @, #,) and numbers.

The screenshot shows the 'Terms and Conditions' page of the PTC Registration Portal. The page is in Arabic and contains a scrollable list of terms. A green box highlights the 'New Password' field, and an orange box highlights the 'Save & Next' button at the bottom right.

47

Registration of International company

You have completed the registration stage.

You can log in and view the tenders.



Note (1):

In case a tender was published for international companies in the same of registered category by any entity using the system, you will receive an email via the registered email in the system.

Note (2):

You must then log in to the system and review the details if you wish to participate.



Registration of Real State

49

Omani Registration of Real State

- Login to E-tendering website by :

<https://etendering.tenderboard.gov.om>

- Click on (**new registration**).



50

Omani Registration of Real State

Select the Company type :

- Omani Real Estate Agent



The screenshot shows a web form titled "Company Registration" with a sub-header "Please Select One Of The Below Company Type :". There are four radio button options: "Local/Freeholder (Owner)", "Omani Real Estate Agent", "Vehicle Contractor", and "International Vendor". The "Omani Real Estate Agent" option is selected and highlighted with a green box. A green line connects this option to the bullet point in the text to the left. The form is part of a larger web interface with a dark blue header containing the logo of the Ministry of Housing and Urban Planning and the text "وزارة الإسكان والتخطيط العمراني" and "Ministry of Housing and Urban Planning". There are also social media icons and a "THE CUSTOMER 2020" badge in the top right corner.

51

Omani Registration of Real State

Insert the civil No. than click (**Next**).

52

Omani Registration of Real State

Please fill out the required fields and then click (**Next**).

Company Registration

Call No. 127895501 (Oman Real Estate Agency)

Property Owner Name in English

Property Owner Name in Arabic

Register Mobile Number *

Email *

Confirm Email *

Please Enter your Official Email for Communication

Please Enter your Official Email for Communication

Secret Question *

Answer *

Enter the Characters You See in The Picture (Case Sensitive) *

ALFA

Next Reset

Note:

Please make sure for the entered email (you will received all details in that email)



Omani Registration of Real State

Your user ID has been created and sent all details via the previously registered email.

You will receive following details :

- User ID
- Password
- Challenge phrase



Note:

If you don't receive the email please call to e-tendering helpdesk by: 24402244

54 Omani Registration of Real State

Login to the system by using received
user ID and password.



Note:

If you forgot your password, go back to page number (111)

55

Omani Registration of Real State

Insert the password and challenge phrase which received in email, than click ([Login](#)).

The screenshot shows a web application interface for the Omani Real Estate Registration system. The page is titled 'Challenge Phrase'. It features a login form with the following fields: 'User ID' (containing '62120000'), 'Password' (containing '*****'), and 'Challenge Phrase' (containing '*****'). Below the 'Password' field is a 'User Role' dropdown menu set to 'Supplier'. At the bottom of the form are 'Login' and 'Back' buttons. A message above the form states: 'You are Seeing this Page Because You are Logging For the First Time.' The page header includes the Omani coat of arms and the text 'The CUSTOMER SERVICE DEPARTMENT OF THE GENERAL SUPERVISOR OF REAL ESTATE'.

Note:

The challenge statement can only be obtained in the first mailing.

56 Omani Registration of Real State

Now you have Change the password,
than click (**change Password**).

Change Password

User ID:

Old Password:

New Password:

Confirm Password:

Change Password **Back**

Note: It is advised to have a strong password, and please use a combination of password with:
a) Special character (Character 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, Upper case & Lower case)
b) Password length: 8 to 16 digits

Note:

The new password must contain upper and lower case letters, numbers, and special character like (!, @, #, \$, %, ...)

57 Omani Registration of Real State

Your user ID now is active...
you have to click ([Back](#)) and login
again.



58 Omani Registration of Real State

Login again by using the new password.



Note:

If you forgot your password, go back to page number (111)

59 Omani Registration of Real State

Click the blue line to complete
registration.



60 Omani Registration of Real State

To complete registration you have to fill the require details:

- Company Profile details
- Activity/Category Selection
- Terms and conditions

The screenshot displays the Omani Real Estate Registration System interface. At the top, the header includes the Ministry of Housing and Urban Planning logo and the text 'وزارة الإسكان والتخطيط العمراني' and 'Ministry of Housing and Urban Planning'. The user is logged in as 'Role: Supplier' with a session ID of '62729599 [COMPANY]' and a timestamp of '08/09/2024 09:45:42 (Oman)'. The 'Task Progress Report' section shows the registration process steps: 'Step 1: (Enter Role)' (Completed), 'Step 2: (Enter Details)' (Completed), 'Step 3: (Select Activity/Category)' (Completed), and 'Step 4: (Terms and Conditions)' (In Progress). A note states: 'NOTE: If You Are Not Completing The Registration With In 30 Days, Your User Details Would Not Be Available.' Below this, there are buttons for '1- Company Profile Details', '2- Activity/Category Selection', '3- Terms and Conditions', '4- Submit', and '5- Print Report'. The 'Kindly Provide The Property Details' section contains a table with columns: 'LRA', 'Type Of Building', 'No. Of Floors', 'Age Of The Building (Year)', 'Governorate', 'Municipality', 'Available Services', 'No. Of Entrance', 'Building Area (Sqm)', 'No. Of Units', and 'No. Of Elevators'. The table is currently empty. At the bottom, there is a message: 'Please! Kindly use to provide the correct information about the property owned by you.' and buttons for 'Save' and 'Save & Next'.

61

Omani Registration of Real State

Company Profile details

On this page, the user must enter all the details of the owned buildings.

Than, click (Save & Next).

The screenshot displays the Omani Real Estate Registration System interface. At the top, there is a header with the system name in Arabic and English, and a navigation bar with icons for AR, U, and a home icon. Below the header, a welcome message is shown for user 62729599 (COMPANY) with the role of Supplier. A 'Task Progress Report' section follows, showing a table with columns for Step, User Role, User ID, Name, and Status. A note below the table states: 'NOTE: If You Are Not Completing The Registration Within 30 Days, Your User Details Should Not Be Available.' Below this, there are three tabs: '1. Company Details', '2. Activity/Category Selection', and '3. Terms And Conditions'. The '1. Company Details' tab is active. Below the tabs, a section titled 'Kindly Provide The Property Details' contains a table with columns: S.No., Type Of Building, No. Of Floors, Age Of The Building (Year), Gender/Name, U/Layer, Available Services, No. Of Entrance, Building Area (Sq.m), No. Of Units, and No. Of Directors. The table has one row with input fields. Below the table, a note says: 'Note: Please sure to provide the correct information about the property listed to you.' At the bottom of the table, there are two buttons: 'Save' and 'Save & Next'. The 'Save & Next' button is highlighted with an orange box and an arrow pointing to it from the text 'Than, click (Save & Next).'.

Note:

If a person has more than one building, please enter all the buildings details ,by using (+)

62 Omani Registration of Real State

Activity/Category Selection

You have to select (**Services # Real Estate contracts**).

Than, click (**Save & Next**).

The screenshot shows a web form for 'Services # Real Estate Contracts'. The form is titled 'Procurement Sub-Category List' and includes a search bar. The selected option 'Services # Real Estate Contracts' is highlighted with a green box. The form has a 'Save & Next' button at the bottom right, which is also highlighted with a green box. The form is part of a larger system, as indicated by the header and footer information.

63 Omani Registration of Real State

Terms and conditions

Please specify the bid submission password.

Then, you have to accept terms and condition and click (**Save & Next**).

Note:
This password using while submit tender password must contain upper and lower case letters, numbers, and special character like (!,@,#,\$,...)

The image shows two screenshots of the Omani Real Estate Registration portal. The top screenshot is the 'Password For Bid Submission' step, where a user is prompted to enter a password. The bottom screenshot is the 'Registration Terms and Conditions' step, where a user is prompted to accept the terms and conditions. Both screenshots have a green arrow pointing to the 'Save & Next' button.

64

Omani Registration of Real State

You have completed the registration stage.

You can log in and view the tenders.



Note (1):

In case a tender was published for international companies in the same of registered category by any entity using the system, you will receive an email via the registered email in the system.

Note (2):

You must then log in to the system and review the details if you wish to participate.

Registration of Vehicle Contractor

66 Registration of Vehicle Contractor

- Login to E-tendering website by :

<https://etendering.tenderboard.gov.om>

- Click on (new registration).



67 Registration of Vehicle Contractor

Select the Company type :

- Vehicle Contractor



The screenshot shows a web application interface for 'Company Registration'. At the top, there is a header with the logo of the Ministry of Transport and the text 'وزارة النقل' and 'Ministry of Transport'. Below the header, there is a form titled 'Company Registration'. Inside the form, there is a yellow banner that says 'Please Select One Of The Desired Company Type :'. Below the banner, there are four radio button options: 'Local/Foreigner/Contract', 'Contract Real Estate Agent', 'Vehicle Contractor', and 'International Vendor'. The 'Vehicle Contractor' option is selected, and a green box highlights it. A green line connects the 'Vehicle Contractor' option in the list to this highlighted option in the form.

68

Registration of Vehicle Contractor

Insert the civil No. than click (Next).



The screenshot shows the 'Company Registration' portal. At the top, there is a header with the logo of the Ministry of Planning and Economic Development and the text 'THE CUSTOMER SERVICE PORTAL'. Below the header, there is a yellow banner that reads 'Ready to start data for the selected Company Type?'. Underneath, there is a section titled 'Vehicle Contractor' with a 'Civil No.' input field. A green arrow points from the text 'Insert the civil No. than click (Next).' to the 'Next' button. The 'Next' button is highlighted in green, and the 'Cancel' button is in grey. Below the input field, there is a small text that reads 'Please enter the Civil No. of the Business Owner/Identity Card Holder'.

69

Registration of Vehicle Contractor

Please fill out the required fields and
Than, click (**Save & Next**).

Note:

Please make sure for the entered email (you will received all details in that email)



Omani Registration of Real State

Your user ID has been created and sent all details via the previously registered email.

You will receive following details :

- User ID
- Password
- Challenge phrase



Note:

If you don't receive the email please call to e-tendering helpdesk by: 24402244

71

Registration of Vehicle Contractor

Login to the system by using received user ID and password.



The screenshot shows the PTC Oman website interface. At the top, there is a navigation bar with links: Home, About Us, News and Regulations, Country Data, Important Links, User Manual, and Open Data. Below the navigation bar, there is a large banner area. On the right side of the banner, there is a 'Login Form' with fields for 'User ID' and 'Password', and a 'Login' button. Below the banner, there is a section titled 'Tenders and Vendors' with six cards showing statistics: Placed (4305), Opened (972), Awarded (974), Cancelled (89), Registered Companies (2440), and Sub Contract Tenders (24).

Note:

If you forgot your password, go back to page number (111)

72

Registration of Vehicle Contractor

Insert the password and challenge phrase which received in email, than click ([Login](#)).

Note:

The challenge statement can only be obtained in the first mailing.

73






[With Education, We Build an Environment for a Better Future, Palestine. Click Here.](#)

Change Password

User ID:

Old Password:

New Password:

Confirm Password:

[Change Password](#)
[Back](#)

Note: It is advised to have a strong password, and please use a combination of password with:
 a) Special character (Symbol \$, %, &, !, @, #, & etc)
 b) Minimum length of 8 character.

The new password must contain upper and lower case letters, numbers, and special character like (!, @, #, \$, ...)

74

Registration of Vehicle Contractor

Your user ID now is active... you have to click (**Back**) and login again.



75

Registration of Vehicle Contractor

Now you have Change the password,
than click (**Change Password**).



Note:

If you forgot your password, go back to page number (111)

76 Registration of Vehicle Contractor

Click the blue line to complete registration.



77

Registration of Vehicle Contractor

To complete registration you have to fill the require details :

- Company Profile details
- Activity/Category Selection
- Terms and conditions

Task Progress Report

Company Profile Details | Activity/Category Selection | Terms and Conditions

Vehicle Details

S.No	Type of Contract	No. of Vehicles	Model Year of Manufacture	Vehicle Make	Vehicle No. Plate	Vehicle Serial
1						

Save Save & Next

78 Registration of Vehicle Contractor

Company Profile details

On this page, the user must enter all the details of the owned Vehicle.

Than, click (**Save & Next**).

Note:

If a person has more than one Vehicle, please enter all the Vehicles details, by using (+)

79 Registration of Vehicle Contractor

Activity/Category Selection

You have to select (**Services # Vehicle contracts**).

Than, click (**Save & Next**).

The screenshot displays the 'Step 2: Company Profile Details' page of the PTC Registration System. The page header includes the PTC logo and navigation icons. A progress bar at the top indicates the current step in the registration process. The main content area is titled 'Requirement Sub-Category List' and contains a table with the following data:

Requirement Sub-Category	Selected
Services # Vehicle Contracts	☒

Below the table, there are buttons for 'Save', 'Save & Next', and 'Back'. The 'Save & Next' button is highlighted, indicating the next step in the process.

80

Registration of Vehicle Contractor

Terms and conditions

Please specify the bid submission password.

than, you have accept term and condition and click (**Save & Next**).

Note:

This password using while submit tender password must contain upper and lower case letters, numbers, and special character like (!,@,#,\$,...)

The screenshot shows the 'Terms and Conditions' page for vehicle contractor registration. The page is in Arabic and English. It contains several sections of text regarding the bidding process, including a requirement to specify a bid submission password. A green box highlights the 'Save & Next' button at the bottom right of the page.

81

Registration of Vehicle Contractor

You have completed the registration stage.

You can log in and view the tenders.



Note (1):

In case a tender was published for international companies in the same of registered category by any entity using the system, you will receive an email via the registered email in the system.

Note (2):

You must then log in to the system and review the details if you wish to participate.

Renewal the Registration

83

Renewal the Registration

- login to the system, please use the following link:

<https://etendering.tenderboard.gov.om>

- Please enter the Company Renewal User Code, and the Password, then click on (Login).



Note:

If you forgot your password, go back to page number (111)

84

Renewal the Registration

The user will be notified, via the system and email, of the category whose registration expired, using the registered electronic mail.



No.	Title	Status	Category	Action
1	Renewal the Registration	Renewal the Registration	Renewal the Registration	Renewal the Registration
2	Renewal the Registration	Renewal the Registration	Renewal the Registration	Renewal the Registration
3	Renewal the Registration	Renewal the Registration	Renewal the Registration	Renewal the Registration

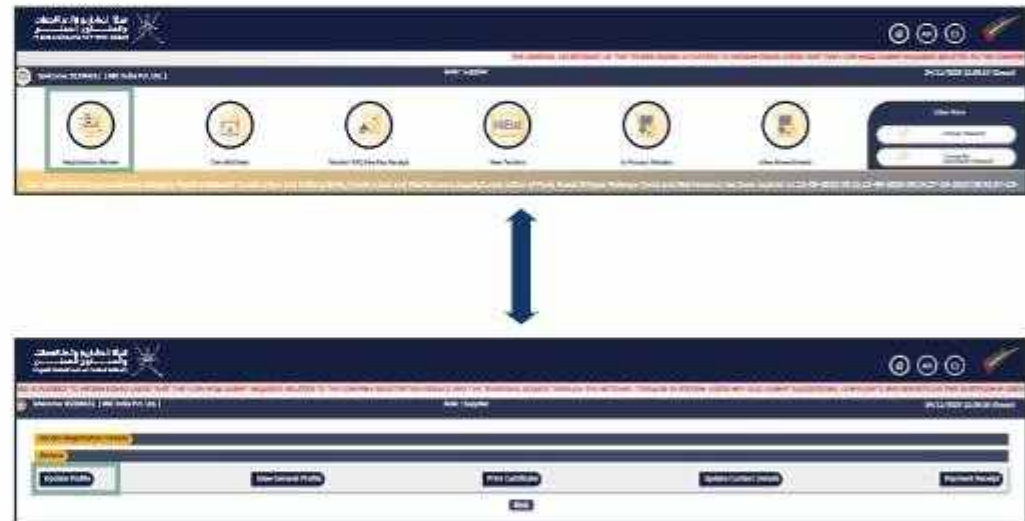
No.	Title	Status	Category	Action
1	Renewal the Registration	Renewal the Registration	Renewal the Registration	Renewal the Registration
2	Renewal the Registration	Renewal the Registration	Renewal the Registration	Renewal the Registration
3	Renewal the Registration	Renewal the Registration	Renewal the Registration	Renewal the Registration
4	Renewal the Registration	Renewal the Registration	Renewal the Registration	Renewal the Registration

No.	Title	Status	Category	Action
1	Renewal the Registration	Renewal the Registration	Renewal the Registration	Renewal the Registration

85

Renewal the Registration

Please click on **(Registration/Renewal)**, then update profile for renewal.



86

Renewal the Registration

Please click on the following option:

(Click here to complete your registration procedures)

The screenshot shows the PTC Registration System interface. At the top, there is a header with the PTC logo and navigation links. Below the header, there is a main content area with a yellow banner that says 'Click here to complete your registration procedures'. A green box highlights this button, and a green line points from the text 'Click here to complete your registration procedures' to the button. Below the banner, there is a table with columns: 'S.No.', 'Category', 'Reg. Sub Category', 'Submitted Payment Mode', and 'Status'. The table contains several rows of data, including 'Company Registration', 'Individual Registration', and 'Partnership Registration'.

Note:

To view the previous registration data and attachments, click on (View File).

87

Renewal the Registration

To complete the renewal process, you must pass through all the registration pages, as shown in the image, namely:

- Company General Data
- Field/Activity Determination
- Field Information
- Other Registration Information

The screenshot shows the PTIC (Penerimaan dan Pengawasan Industri) web portal. The interface is in Indonesian and displays various input fields for company data, including company name, address, and contact information. It also shows a table for field/activity determination and a section for field information. The bottom of the page features social media links and the PTIC logo.

88

Renewal the Registration

In this step, you must enter the required data, as shown in the image, in addition to:

- Entering the Chamber Registration Expiry Date.
- Entering the Tax Certificate Expiry Date.
- And attaching an updated copy of both certificates.

After completing the mandatory data, please click on (**Save and Next**).

Note:

A freelancer is not required to submit a Tax Certificate or a Chamber of Commerce Registration Certificate.

89

Renewal the Registration

In this page, all the company's activities registered in the Commercial Register will appear (**only the active and licensed ones**).

You must select the activity intended for registration, then click on (**Save**).

After that, you must specify whether the company has previous experience in the selected fields, and then determine the company's grade and click on (**Save and Next**).

Note (1):

If the selected field is for Supplies or Services, adherence to the Chambers grade is mandatory.

Note (2):

If the registered field type is for Contracting or Consultations, you must determine the grade according to the requirement for each grade. (Please refer to the registration annexes in the regulations and the user guide for company registration on the main page of the website).

90

Renewal the Registration

In this step, pages for the Field Information will appear for you, corresponding to the selected fields, as shown in the image.

You must pass through all the pages and enter the mandatory data.

After updating the required data, please click on (Save and Next).

Note (1):

It is not possible to add any engineer who is **not** registered with the Ministry of Labour in the same field. The data for the technical staff **must be updated** in the Ministry of Labour. The data will appear automatically by simply entering the engineers Civil ID and Date of Birth and clicking on (Get Data).

Note (2):

If the registration field is in **Contracting or Consultations**, the details of previous projects and experiences must be filled out and attached, in addition to the data of the technical staff, as shown in the image.

91 Renewal the Registration

Other registration information

In this step, please fill in any additional information or attach any supplementary documents, if found, and then click on (**Save**).

Note:

If the company works in the field of Contracting with the Excellent Grade, a Solvency Certificate, issued by the Oman Centre for Financial and Credit Information, must be attached in the «Additional Documents» box.

92

Renewal the Registration

After clicking on ([Submit File](#)) , please review all the data and confirm its correctness, and then click on ([Next](#)).



The screenshot shows the 'Renewal the Registration' form in the PTC system. The form is titled 'Renewal the Registration' and includes a 'Submit File' button. Below the button, there are several sections for data entry:

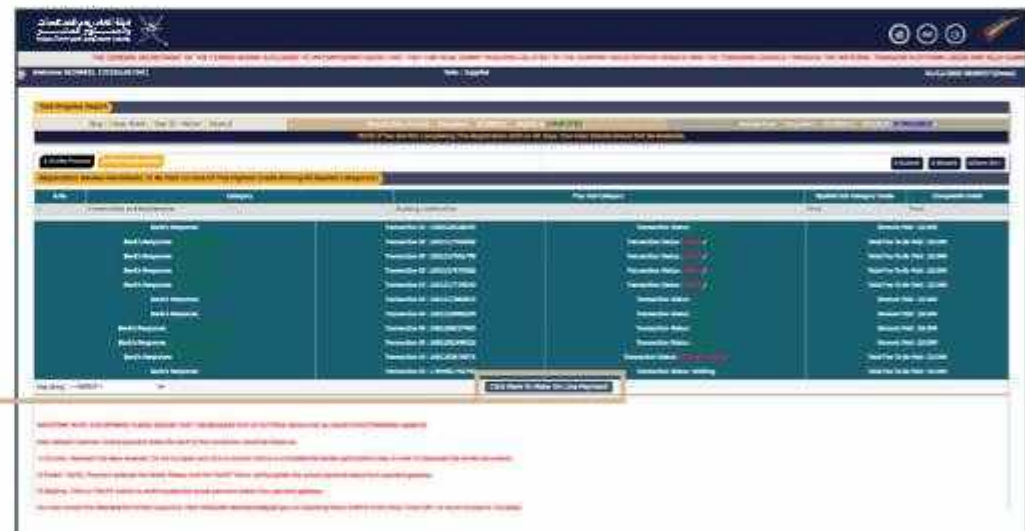
- Company Information:** Includes fields for 'Company Name', 'Company Address', 'Company Phone', 'Company Email', 'Company Website', 'Company Fax', 'Company Mobile', 'Company Email', 'Company Website', 'Company Fax', 'Company Mobile', 'Company Email', 'Company Website', 'Company Fax', 'Company Mobile'.
- Registration Information:** Includes fields for 'Registration Number', 'Registration Date', 'Registration Type', 'Registration Status', 'Registration Fee', 'Registration Fee', 'Registration Fee', 'Registration Fee'.
- Registration Details:** Includes fields for 'Registration Number', 'Registration Date', 'Registration Type', 'Registration Status', 'Registration Fee', 'Registration Fee', 'Registration Fee', 'Registration Fee'.

The form also includes a 'Submit File' button and a 'Next' button. The 'Submit File' button is highlighted in yellow.

93 Renewal the Registration

The system will transfer you to the Submission Confirmation page after confirming the correctness of all the entered data. You will be asked to pay the review fees before completing the submission process.

Choose the payment method, then [\(Click here to pay\)](#).



94

Renewal the Registration

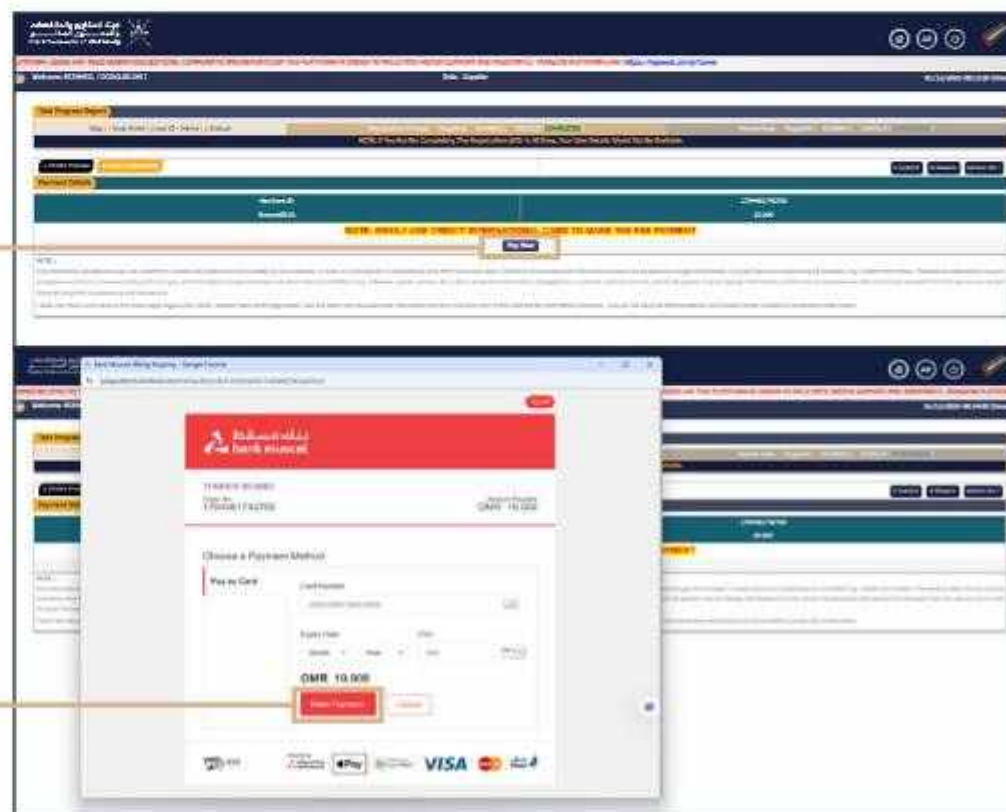
Please click on **(Pay Now)**, then enter the bank card details to complete the payment process.

(For the Companies Registration User Guide, refer to the main page)

Please enter the bank card details:

- Card Number: (Consists of [Number])
- Expiry Date: (Date Expiry)
- Security Code: (Security Code)

Then click Make Payment



95

our file has been successfully sent to the Tenders and Projects and Local Content Authority.

This screen is not considered final approval for the request. Therefore, please wait until the file is reviewed by the Registration Team for approval.



96

Renewal the Registration

Payment Process

After the approval/accreditation of the registration request, the payment process note will appear, as shown in the image.

Please follow up to complete the payment process for the registration fees.

The screenshot displays the PTICOMAN system interface for the 'Renewal the Registration' process. The header includes the PTICOMAN logo and navigation links. The main content area shows a 'Payment Process' section with a table of fees. The table has columns for 'Fee No.', 'Fee Name', 'Fee Type', 'Fee Amount', 'Fee Status', and 'Fee Description'. The table contains three rows of data, each representing a different fee type: 'Registration Fee', 'Annual Fee', and 'Renewal Fee'. The 'Fee Status' column shows 'Paid' for all three fees. The 'Fee Description' column provides details about each fee, including the amount and the date of payment.

Fee No.	Fee Name	Fee Type	Fee Amount	Fee Status	Fee Description
1	Registration Fee	Registration Fee	1000000.00	Paid	Registration Fee for the year 2023
2	Annual Fee	Annual Fee	500000.00	Paid	Annual Fee for the year 2023
3	Renewal Fee	Renewal Fee	500000.00	Paid	Renewal Fee for the year 2023

97

To follow up on the payment process for the certificate registration fees, please click on the option (**Registration/ Renewal**).

[illegible]

98

Renewal the Registration

To follow up on the payment process for the registration fees, please click on [\(Update Profile\)](#).



The screenshot shows a web application interface for PTC Oman. At the top, there is a header with the PTC Oman logo and navigation icons. Below the header, a message states: "TENDER POINTS IS PLANNED TO REOPEN THE TENDERS AND THE BIDDING WITH COUNTERS. CHECK THE EMPLOYMENT FOR A VISUAL MEETING, PLEASE CLICK HERE." The main content area displays a table with the following columns: "Registration Category", "Registration Sub Category", "Sub Category Code", "Company Code", "Previous Work Experience", "Number of Projects", and "Project Details". The table contains one row with the following data: "Construction and Maintenance", "General Construction and Maintenance", "00000", "00000", "No", "0", and "General Construction and Maintenance". Below the table, there is a yellow button labeled "Click here to update your profile".

Registration Category	Registration Sub Category	Sub Category Code	Company Code	Previous Work Experience	Number of Projects	Project Details
Construction and Maintenance	General Construction and Maintenance	00000	00000	No	0	General Construction and Maintenance

99

Renewal the Registration

In this page, the fields whose renewal payment process has been completed and have been approved by the (Department/Section) will appear.

The company must select the certificate validity period.

(The system allows selecting a registration duration for the certificate's validity from one year up to 5 years).

(For the Companies Registration User Guide, refer to the main page of the system).

Then click on (Continue).

Selected Company	Category	Fee Sub Category	Renewal Fee Amount	Renewal Validity Date	Renewal Validity Period	Validity Start Date	Validity End Date	Registration Service Fee
12345678901234567890	Company Registration	Annual Fee	1000.00	2023-12-31	1 Year	2023-12-31	2024-12-31	100.00

Note:

The company will not be able to participate in any advertised tender unless the fees are paid in the system.

100 Renewal the Registration

The system will transfer you to the Submission Confirmation page after confirming the correctness of all the entered data. The system will ask you to pay the review fees before confirming the submission.

Choose the payment method, then [\(Click here for Online Payment\)](#).

Data	History	Payment Info	Approval Status
Submission No.	Submission Date	Payment Date	Approval Date
Submission No.	Submission Date	Payment Date	Approval Date

101

Renewal the Registration

Please click on **(Pay Now)**, then enter the bank card details to complete the payment process.

(For the Companies Registration User Guide, refer to the main page)

Please enter the bank card details:

- Card Number: (Consists of [Number])
- Expiry Date: (Date Expiry)
- Security Code: (Security Code)

Then click Make Payment

The screenshot shows the PTC Oman website interface. The top section displays the 'Pay Now' button. The bottom section shows a modal window for entering bank card details, including fields for Card Number, Expiry Date, and Security Code, and a 'Make Payment' button.

Print Certificate

103

Print Certificate

Login to the system by using user ID and password.



Note:

If you forgot your password, go back to page number (111)

104 Print Certificate

To print certificate you have to select
(**Registration/renew**).



105 Print Certificate

Click to Print Certificate.



Update contact details, commercial registration, and Riyadh card

107 Update Contact Details

Login to the system by using user ID and password.



Note:

If you forgot your password, go back to page number (111)

108 Update Contact Details

To Update Contact Details you have to select (**Registration/renew**).



109 Update Contact Details

Click to (Update contact Details).



110 Update Contact Details

Update all the details then click **(save)**.

The screenshot displays the 'Update Contact Details' form in the PTC Oman system. The form is organized into several sections with yellow headers: 'Contact Information', 'Company Information', and 'Shareholder Information'. Each section contains various input fields for text, numbers, and dates. At the bottom of the form, there is a table with columns for 'ID No.', 'First Name', 'Second Name', and 'Third Name'. A green box highlights the 'Save' button located at the bottom right of the form.

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هيئة المشاريع والمناقصات
والمحتوى المحلي
Projects, Tenders and Local Content Authority



Reset Password

112 Reset Password

In case of forget password you have to reset the password.

to reset password please click (**Forget Password**).



113

Reset Password

After clicking on Forgot Password, please enter the user ID then click on (**Submit**).



The screenshot shows a web form for forgetting a password. It features a dark blue header with the PTICOMAN logo and navigation icons. Below the header is a yellow 'Forgot Password' button. A text input field for the user ID is highlighted with a green box, and a 'Submit' button is also highlighted with a green box. A green line connects the 'Submit' button in the text to the 'Submit' button in the form.

114 Reset Password

Please choose whether the password to be reset is the login password or the bid submission password.

Then click (**Submit**).



The screenshot shows a web browser window with the PTICOMAN logo in the top left corner. The main content area contains a form titled "Forgot Password" in a yellow box. Below the title, there are two radio buttons: "Login Password" (selected) and "Bid Submission Password". Below these is a text input field for the email address, with a placeholder "Enter your email". To the right of the input field is a "Reset Password" button. At the bottom right of the form is a "Submit" button. A green line connects the "Submit" button in the text to the "Submit" button in the form.

115 Reset Password

To reset your password to log in, please choose the reset method.

To reset your password via email, please choose (**Enter your registered email**).

Then click (**Submit**).

A screenshot of a web browser displaying the PTICOMAN password reset interface. The page has a dark blue header with the PTICOMAN logo and navigation icons. Below the header, there is a form titled "Reset Password" in orange. The form contains a dropdown menu with "Enter your registered email" selected, a text input field, and a "Submit" button. A green line from the text "Then click (Submit)." points to the "Submit" button. Another green line from the text "please choose (Enter your registered email)." points to the dropdown menu.

116 Reset Password

On this page, please enter registered email in the system.

Then click on (**Submit**).



117 Reset Password

Your password has been reset and sent to your registered email.

Please check your email and confirm your password.



118 Reset Password

Please log in to the system using the user ID and the new password which you received via email.



Note:

If you forgot your password, go back to page number (111)

119 Reset Password

Please reset your password and create a new password.

After entering your Old password (**Received in the email**) and entering your new password please click on (**Change Password**). ■



The screenshot shows a web browser window with a dark blue header containing the logo of the Public Transport Company (PTC) and the text 'شركة النقل العام' and 'Public Transport Company'. The main content area is titled 'Change Password' and contains two columns of input fields. The left column has 'Old Password' and 'New Password' fields. The right column has 'Confirm Password' and 'Repeat Password' fields. Below the input fields is a green 'Change Password' button. At the bottom of the form, there is a note: 'Note: You are allowed to have a strong password, it should contain a combination of password with: 1) Special character (Symbol: !, @, #, \$, %, ^, & *), 2) Upper case & Lower case, 3) Minimum length of 8 characters'.

Note:

The password must contain uppercase letters, lowercase letters, numbers and special symbols such as: (!, @, #, \$, %, ...)

120 Reset Password

Your password has been Changed.

Please click ([Back](#)) and log in to the system using the new password that was created.



121 Reset Password

Normal business hours of Helpdesk operation are from 7:30 AM to 4:00 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.

Note:

User Manuals provided by eTendering would be updated periodically.
eTendering will not be responsible for any variations in the live application vis-à-vis User Manuals available.

بالتسليم على ثقة
Delivering Confidence
with Confidence



هيئة المشاريع والمناقصات
والمحتوى المحلي
Projects, Tenders and Local Content Authority

