

The Aga Khan University Hospital, Pakistan

Supplier Registration

User Manual (Step by Step Guide)

Terms of eSupplier Portal Use Agreement (Must Read)

Dear Valued Supplier,

At AKUH (Aga Khan University Hospital) , we are committed to enhancing our processes and systems to meet the diverse needs of our global customer base and its partners. Part of this commitment involves launching of a new eSupplier Connection Portal which will provide a collaborative environment to interact with key suppliers.

The approved suppliers will be able to login to online portal through provided credentials (User IDs and Passwords) to view the details of Purchases Orders, Receipts and Invoices. In addition, the approved suppliers will be given opportunity to participate in AKUH's RFXs (Request for Proposals/Quotations) and tender events.

The information provided by you/your company will be treated as confidential and will be subject to reasonable and prudent safeguards against improper disclosure unless required under law. You shall not disclose any proprietary or confidential information available on the eSupplier portal without the prior written consent of the AKHMCF (Aga Khan Hospital and Medical College Foundation) /AKUH's authorized person. Apart from other remedies available to AKHMCF/AKUH under the law, any breach in confidentiality undertaking shall render your submissions ineligible.

I/we understand that the information submitted on the online portal is subject to the review and approval by AKHMCF (which decision shall be final and binding) and merely completing the online registration process neither guarantees that my/our company will receive a request to bid/Purchase Order or a contract from AKHMCF nor does it implies that my/our company has any type of procurement relationship with AKHMCF either at the time of submission or in the future.

AKHMCF reserves the right to amend these terms and conditions and any changes will be notified on the eSupplier portal as soon as reasonably practical.

Please Visit
www.AKU.edu/Procurement
to Register as a Supplier

Register as a New Supplier (Step by Step Guide)

Home Page

Welcome

Dear Valued Supplier,

Welcome to the Online Supplier Portal of The Aga Khan University Hospital, Pakistan (AKUH), a constituent of the Aga Khan Hospital and Medical College Foundation (AKHMF). This Portal allows suppliers, contractors and service providers to register and provide all the information necessary to conduct business with AKUH. Once registered and approved, the suppliers will be able to view the details of their Purchases Orders, Receipts and Invoices. In addition, the approved suppliers will be given opportunity to participate in AKUH's RFXs (Request for Proposals/ Quotations) and tender events.

To register as a new supplier, please click on "[Register as a Supplier](#)" link and provide following details:

1. Download following templates required to be filled and uploaded while registration process.

- [Key Customer Declaration](#)

2. Select Entity Type (Local or International)

3. Provide Company Details (including Tax Identification Number, Address, Contact Details, and Banking Details etc.)

4. Attach requested documents (Company Profile, Customers Details, Product Details, Quality Certifications, Valid authorization letter from manufacturer for distribution etc.)

5. Attach declaration from the head of the company

6. Select product categories

7. Agree with the terms and conditions and Submit for approval

Login existing/
approved
Suppliers

Supplier Login

User ID

Password

Sign In



[Register as a Supplier](#)

Click here to register as a supplier user and to be able to view purchasing details

Link to
Register as a
new Supplier

Please **download** these
templates required to be
filled and uploaded while
registration

Announcements

Upcoming Events



Upcoming Events

Contact Us

Register as a Supplier (1 of 7 Steps)



Welcome



Identifying Information



Addresses



Contacts



Payment Information



Categorization



Exit

◀ Previous

Next ▶

Welcome - Step 1 of 7

Select an activity below: ?

Start a new registration form

What type of entity do you represent?

Local Supplier (With NTN) International Supplier

Local Supplier (With CNIC)

Continue from where you left

Register as Local
(Pakistan based)
or International
Supplier

Exit

◀ Previous

Next ▶

* Required field

Register as a Supplier (2 of 7 Steps)

[Home](#) Identifying Information

Welcome **Identifying Information** Addresses Contacts Payment Information Categorization

Save for Later | Next

Identifying Information - Step 2 of 7

Unique ID & Company Profile

* TaxRegistration#(CNIC/NTN/TIN)

* Entity Name

http://URL

Supplier Profile Questions

Certification Source	Certificate Begin Date	Certificate Expiration
NTN	08/2000	18/08/2030

Add Certification Source

Profile Questions

* (1.1) What is your company start date?

Tip

NTN number
must be 8 numeric characters in length with this format (XXXXXXX-X)

CNIC number
must be 13 numeric characters in length with this format (XXXXX-XXXXXXXX-X)

Government Classification
Certificate Source, Certificate Begin Date, Certificate Expiration Date, Certificate Number, mention classification like, Filer/Non-Filer etc.

Register as a Supplier (3 of 7 Steps)

Welcome Identifying Information **Addresses** Contacts Payment Information Categorization

Exit Save for Later Previous Next

Addresses - Step 3 of 7

Primary Address ?

* Country: PAK Pakistan

Address 1: Saima Towers

Address 2: I.I Chundrigar Road

Address 3:

Address 4:

Province: Sindh

Post Code:

City: KHI KARACHI

Email ID: Raheem.Saleem@gmail.com

Tip
Select respective country
Provide Complete Address 1, 2 and 3
Mention Province and select City

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primay Address above:

Remit To Address
Address for remitting payment

Invoice Address
Address from which you send invoice

Supplier can define 3 type of address

Register as a Supplier (4 of 7 Steps)

Welcome Identifying Information Addresses **Contacts** Payment Information Categorization

Contacts - Step 4 of 7

Company Contacts ?

You have not added any contact

Add Contact

* Required field

Add Contacts

Contact Information ?

* First Name Raheem Primary Contact

* Last Name Saleem

Title Director

* Email ID Raheem.Saleem@gmail.com

* Telephone 021346546789 Ext

Fax Number

Contact Type

User Profile Information

Description

Language Code English

Next

Next

Select one contact as Primary

Tip
The Supplier MUST provide separate contacts for

- Executive (Head of the Company)
- Sales
- Billing/ Accounts Payable

Supplier can add multiple contacts and assign type

Register as a Supplier (5 of 7 Steps)

Identifying Information Addresses Contacts **Payment Information** Categorization Submit

Exit Save for Later Previous Next

Payment Information - Step 5 of 7

Supplier Banking Information ?

Country Pakistan

Bank Name

Branch Name

Bank ID Qualifier PAKISTAN BANK

Bank ID

Branch ID

Bank Account Number

DFI Qualifier

IBAN

Bank Address

* Country Pakistan

Address 1:

Address 2:

Provide Banking Details

Tip

- Selected Country**
- Do Not Enter IBAN**
- Enter All Mandatory Information: (Marked with *)**
 - Bank Name
 - Branch Name
 - Bank Account Number, Account Type

Bank Address:

- Address 1, 2 and 3
- Province
- Select City, Postal Code

Register as a Supplier (6 of 7 Steps)

Identifying Information Addresses Contacts Payment Information **Categorization** Submit

Exit Save for Later | Previous Next

Categorization - Step 6 of 7

Select to add or de-select to remove categories applicable to your business

Select All Un Select All

AKU_ITEM_CATEGORY

Sourcing - Sourcing Categories

Sell Categories

- CG&JS - Cleaning Supplies
- F&B - Food Supplies
- FAHE - Household Equipment
- FAMSL - Medical/Surgical/Lab equipment
- FAPM - Plant, HVAC, MEP Equip & Auxil
- FUEL & L - Fuel and Lubricants
- IMS - Imaging Supplies
- ITA - IT Accessories
- ITS - IT Supplies
- CSL - Computer S/W License / Rental
- FAIT - IT Equipment
- CHM - Computer Hardware Maintenance
- COMA - Communication Accessories

My Categories

Category	Description
ITA	IT Accessori...
ITS	IT Supplies
FAIT	IT Equipment
CSL	Computer S/W...

Supplier can select multiple categories

Register as a Supplier (7 of 7 Steps)

Identifying Information Addresses Contacts Payment Information Categorization **Submit**

Exit Save for Later Previous Next

Submit - Step 7 of 7

Click the "Review" button to review the r
Click the "Submit" button to submit your
Email communication regarding this reg
Raheem.Saleem@gmail.com

Terms and Conditions ?

Make sure you read terms of agreemer

Click to accept the Terms of Agre
Terms of Agreement

Review Submit

Return

Exit Save for Later Previous Next

Terms of Agreement

Supplier to READ and ACCEPT Terms & Conditions

[Print](#)

I undersigned hereby declare that the answers submitted in this questionnaire are correct. I understand that the information will be used in the evaluation process to assess my organization's suitability to provide the services required by AKHMCF/ other AKDN entities. I also declare that I shall grant access to AKHMCF representative to visit my official premises, including manufacturing and storage facility (if required).

I hereby confirm that all information provided including but not limited to name, address, bank account, CNIC, NTN are true, correct and complete and I/we shall be absolutely responsible and liable for any consequences that may arise in future due to information provided by us. In case of any change in above particulars, I shall intimate to AKHMCF in writing.

Return

After Submission

- Once submitted, the Supplier will get a system generated email from noreply.peoplesoft@aku.edu as an acknowledgement with registration ID for tracking and further communication.
- The registration application submitted on the online portal is subject to the review and approval by AKHMCF (which decision shall be final and binding) and merely completing the online registration process neither guarantees that my/our company will receive a request to bid/Purchase Order or a contract from AKHMCF nor does it implies that my/our company has any type of procurement relationship with AKHMCF either at the time of submission or in the future.
- Only selected suppliers will be contacted to provide more information if required for the review and approval
- All communication will be done through provided email as highlighted below:

The screenshot shows a progress bar at the top with four steps: 'Identifying Information', 'Addresses', 'Contacts', and 'Payment Information'. The 'Identifying Information' step is currently active. Below the progress bar is a yellow 'Exit' button. The main content area is titled 'Submit - Step 7 of 7' and contains the following text: 'Click the "Review" button to review the registration information.' and 'Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .'. Below this text, the email address 'Joel.Hadden@Creation.com' is highlighted in yellow, indicating it is the email used for communication.

Auto Generated Email After Submission (Email)

Your registration form has been submitted for approval



 Inbox ×



noreply.peoplesoft@aku.edu

Wed, Jan 1, 4:30 PM (1 day ago)



to me ▾



English ▾



Urdu ▾

[Translate message](#)

[Turn off for: English](#) ×

Dear Valued Supplier,

Thank you for your interest in registering as supplier with The Aga Khan University Hospital (AKUH). Your application number 0000000012 has been submitted for AKUH's review and approval.

The information submitted on the online portal is subject to the review and approval by AKHMCF (which decision shall be final and binding) and merely completing the online registration process neither guarantees your company to receive a request to bid/Purchase Order or a contract from AKHMCF nor does it implies that your company has any type of procurement relationship with AKHMCF/AKUH either at this time or in the future.

The Information provided by you/your company will be treated as confidential and will be subject to reasonable and

Save for Later Submission



Exit Save for Later | Previous Next

Submit - Step 7 of 7

Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

Joel.Hadden@Creation.com

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review

Submit

Tip

1. Provide Official EMAIL address for future communication
2. Read and Accept Terms and Conditions
3. You can also SAVE for LATER submission

An email will be sent to you with login credentials from where you left

Exit Save for Later | Previous Next

Save for Later (Email)

Supplier Registration Save for Later Confirmation



[REDACTED]
to me ▾

8:32 PM (9 minutes ago)



Dear Valued Supplier,

Greetings!

Thank you for your interest in registering as supplier with The Aga Khan University Hospital (AKUH). Your application has been saved successfully for later review and final submission.

To complete the registration process, you will need to visit supplier portal (https://erpfdevweb.aku.edu/ps/p/sup_3/SUPPLIER/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Action=U&SUP_OB_TEMPLATE_ID=SUPPLIER) and provide following information:

- Registration ID: 0000000020
- Tax Identification Number (TIN/ CNIC/NTN): **[REDACTED]**
- Email ID: **[REDACTED]**
- Password: (will be emailed to you separately)

Save for Later (Retrieve Earlier Submitted Information)

Welcome

Dear Valued Supplier,

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To register as a new supplier, please click on "[Register as a Supplier](#)" link and provide following details:

1. Download following templates required to be submitted as part of the registration process.
 - [Key Customer](#)
 - [Declaration](#)
2. Select Entity Type (Local or International)
3. Provide Company Details (including Tax Identification Number, Address, Contact Details, and Banking Details etc.)
4. Attach requested documents (Company Profile, Customers Details, Product Details, Quality Certifications, Valid authorization letter from manufacturer for distribution etc.)
5. Attach declaration from the head of the company
6. Select product categories
7. Agree with the terms and conditions and Submit for approval

Supplier Login

User ID

Password

 [Register as a Supplier](#)
Click here to register as a supplier user and to be able to view details

Click Link to retrieve information

Announcements

Upcoming Events

 **Upcoming Events**

Contact Us

Save for Later (Continue from where you left)

Welcome | Identifying Information | Addresses | Contacts | Payment Information | Categorization

Exit | Previous | Next

Welcome - Step 1 of 7

Select an activity below

- Start a new registration form
- Continue from where you left

* Registration ID: 0000000020

* CNIC Number: []

* Email ID: []

* Password: []

[Forgot your registration ID?](#) | [Forgot your password?](#)

Exit | Previous | Next

* Required field

Select "Continue from where you left"

Tip

1. Enter information (Registration ID, Tax Number, Email ID and Password received from noreply.peoplesoft@aku.edu on your official email address
2. Complete the registration process and submit for approval

Contact Us

Please feel free to contact us for assistance and queries at:

- Phone Number: +92 21 34862801
- Email at suppliers.helpdesk@aku.edu

Thanks & Regards.

On Behalf of PSCMD

The Aga Khan University Hospital (AKUH) Pakistan