

AIR MAURITIUS SUPPLIER REGISTRATION PORTAL

USER GUIDE

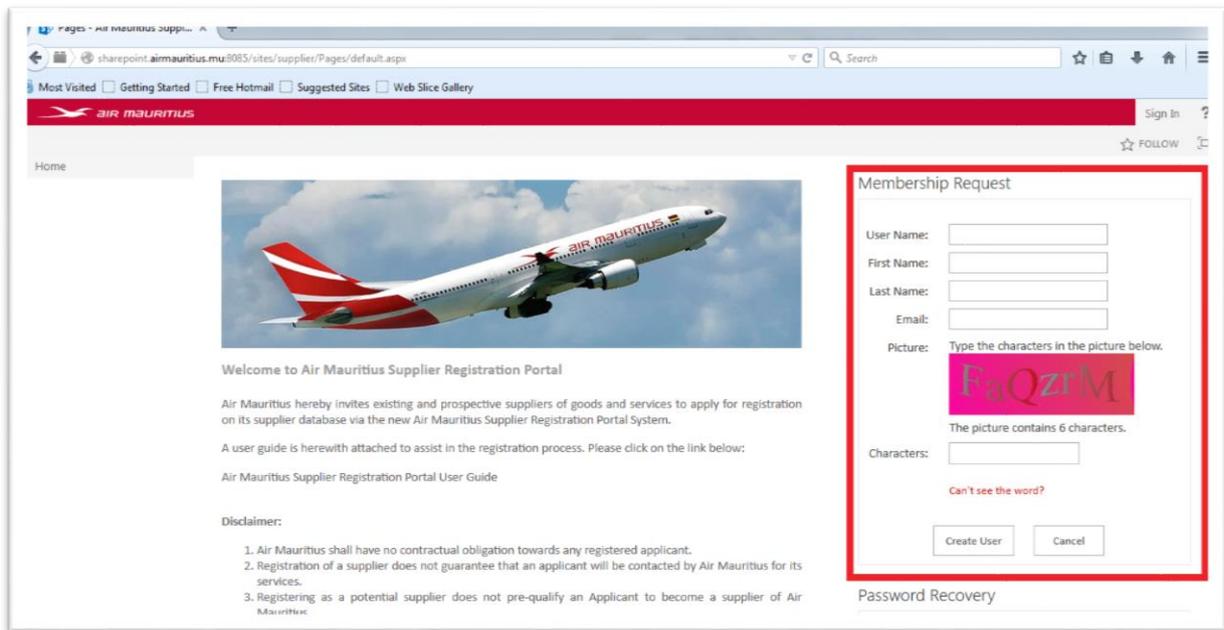
Thank you for your interest to register on the Air Mauritius Supplier Registration Portal. This User Guide shall guide you through the registration process.



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Step 1: Membership Request



The screenshot shows the Air Mauritius Supplier Registration Portal. On the right side, a red-bordered box highlights the 'Membership Request' form. The form includes the following fields and instructions:

- User Name:
- First Name:
- Last Name:
- Email:
- Picture: Type the characters in the picture below.

The picture contains 6 characters.
- Characters:
- Can't see the word? [Link](#)
- Buttons: Create User, Cancel

Below the form is a 'Password Recovery' link.

Please enter the required details on the right side of the home page as indicated above to proceed with the registration. Please note that only one email address can be used at a time. Creation of multiple accounts using the same email address is not authorised. Please also note that the CAPTCHA is case sensitive.

The following will appear on your screen once the Membership Request has been successfully completed.



The screenshot shows the Air Mauritius Supplier Registration Portal after a successful membership request. A red-bordered box highlights the confirmation message:

Membership Request
Your Membership Request has been successfully received. An approval email has been sent to you with the Username and Password details for you to sign in.
[Continue](#)

Below this is the 'Password Recovery' section:

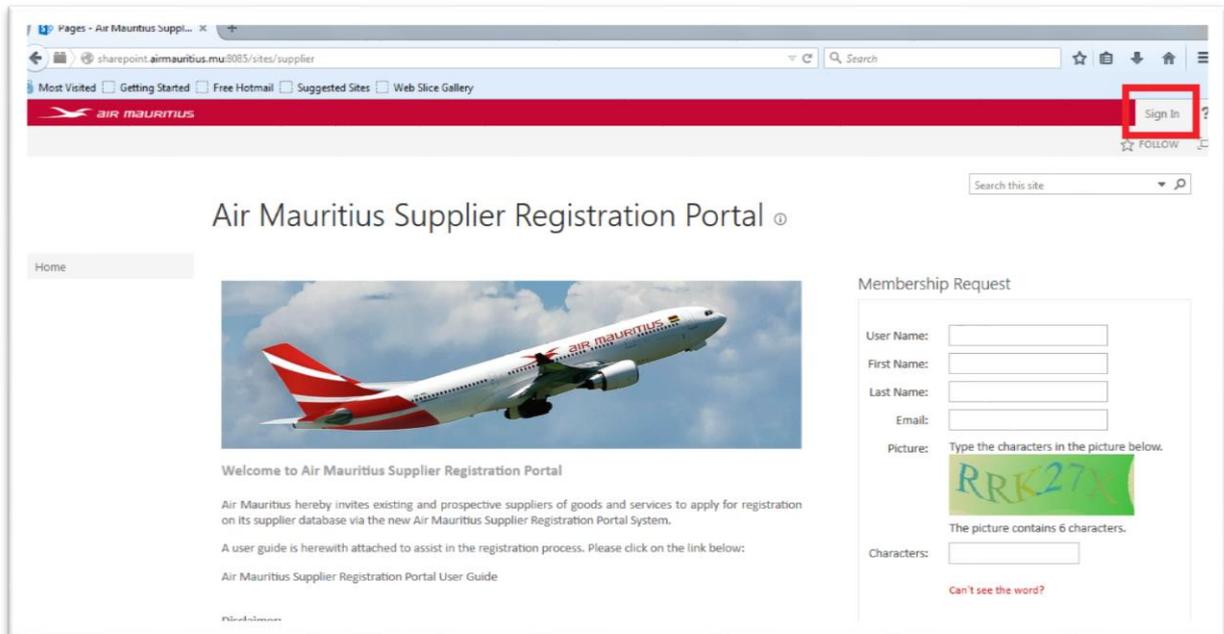
Password Recovery
Forgot Your Password?
Enter your User Name or Email Address to receive your password.

[Submit](#)

Once the registration process is successful, you will receive a Membership Approval email on the designated email address together with a temporary password. You may opt to keep the same password or change same by following the guidelines in the Membership Approval email. It is recommended that you change the password once you have signed in.

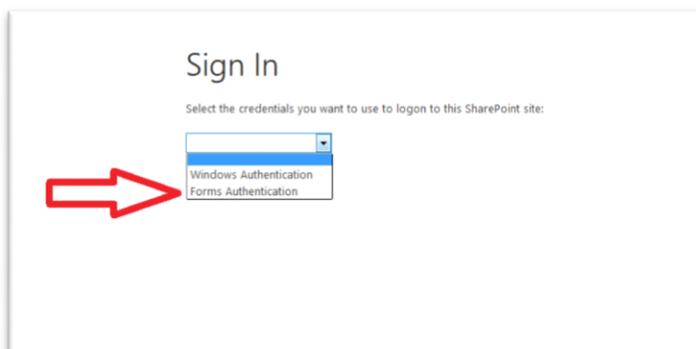
Once the password has been changed, you will need to revert to the Air Mauritius Supplier Registration Portal to sign in.

Step 2: Signing in to the Supplier Registration Portal



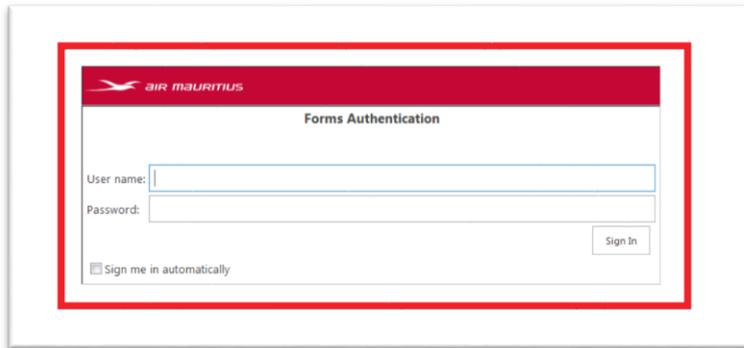
Please click on the “Sign In” icon on the top right corner of your screen as indicated above.

Step 3: Choosing Credentials



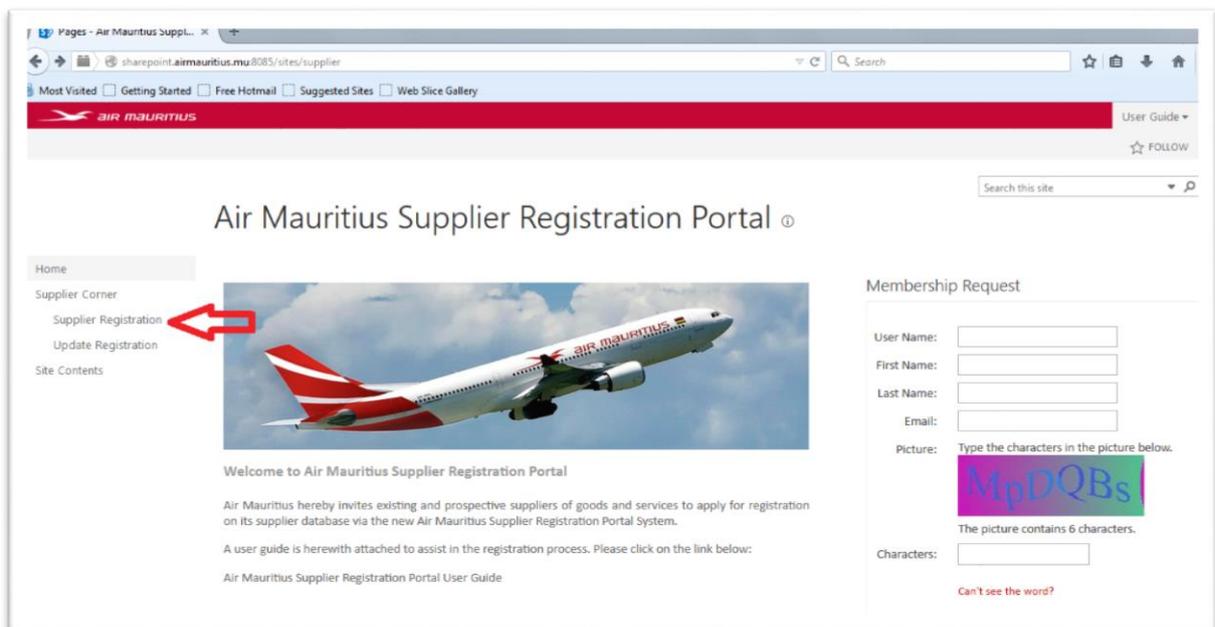
Choose the “Forms Authentication” credential to proceed with the sign in.

Step 4: Signing In



Please enter the Username as confirmed in the Membership Approval email and the latest password generated. Once the correct password is inserted and the sign in is successful, you will be redirected to the home page of the registration portal.

Step 5: Registration Process



Please click on the “Supplier Registration” icon as indicated above to begin the registration process. You will be channelled to the supplier registration page.

Step 6: Beginning the Registration Process

The screenshot shows a web browser window with the URL `sharepoint.airmauribus.mu:8085/sites/supplier/Lists/Supplier%20Registration/NewSupplier.aspx?Source=http%3A%2F%2Fecssprodapps%3A8085`. The page title is "Supplier Registration - New...". The browser's address bar shows the URL. The page features a red header with the "AIR MAURITIUS" logo and a "User Guide" link. Below the header is a navigation menu with "BROWSE", "EDIT", and "PAGE" tabs. The main content area is titled "Supplier Registration" and contains a form with the following fields:

- Status * (Dropdown menu: Individual)
- Name of Company or Individual * (Text input)
- Business Address * (Text input)
- Business Registration No (Text input)
- Year of Registration (Text input)
- Place of Registration * (Dropdown menu: Mauritius)
- Place of Operation (Dropdown menu: Mauritius)
- Telephone Number * (Text input)

Once you have been channelled to the registration page, please fill in the required information. Please note that information marked with a * are mandatory fields to be filled or else the registration will not be completed.

The screenshot shows the same web browser window as the previous image, but with the "Area of Activity" section expanded. The form fields are:

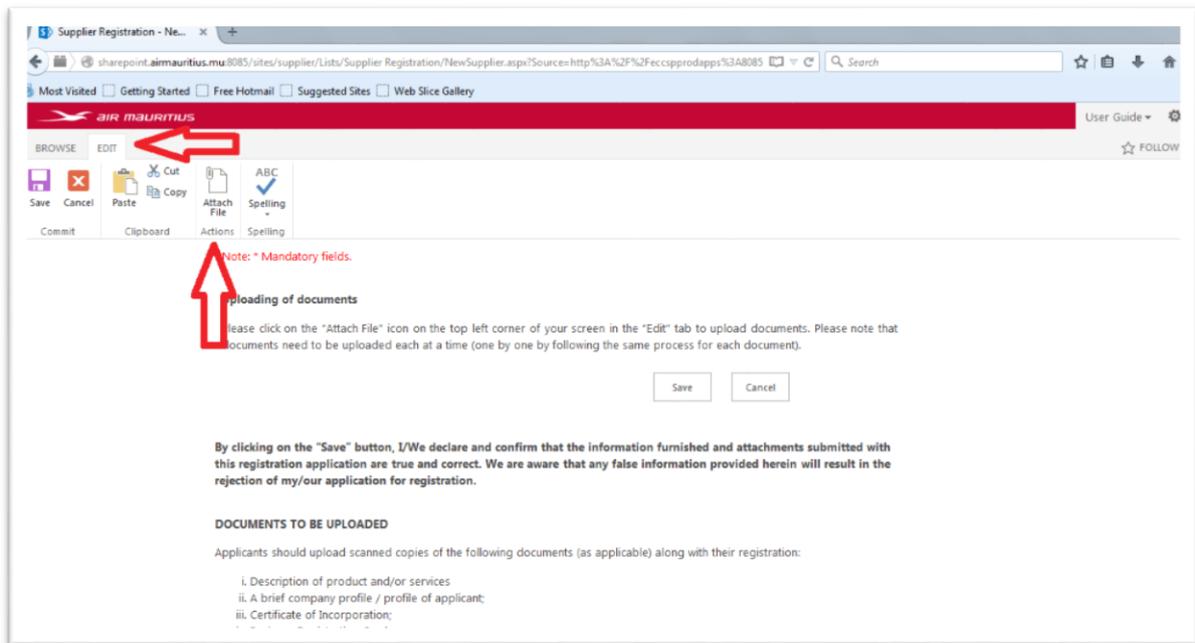
- Area of Activity * (Dropdown menu: GOODS / PRODUCTS)
- Category * (Dropdown menu: AIRCRAFT PARTS)
- Sub Category * (Dropdown menu: Standard Hardwares)
- Specify Goods / Products or Services as applicable (Text input)

A red box highlights the three dropdown menus. Below the form, there is a red note: "Note: * Mandatory fields." and a section titled "Uploading of documents" with the text: "Please click on the 'Attach File' icon on the top left corner of your screen in the 'Edit' tab to upload documents. Please note that documents need to be uploaded each at a time (one by one by following the same process for each document)." Below this text are "Save" and "Cancel" buttons. At the bottom of the page, there is a disclaimer: "By clicking on the 'Save' button, I/We declare and confirm that the information furnished and attachments submitted with this registration application are true and correct. We are aware that any false information provided herein will result in the rejection of my/our application for registration."

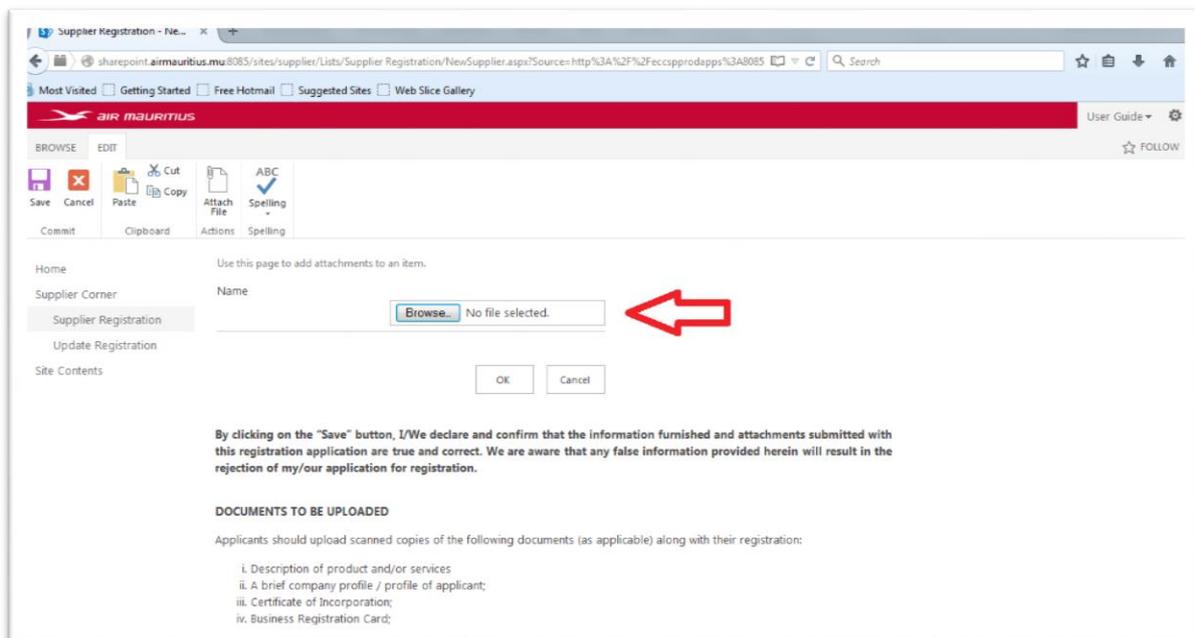
At the bottom of the page, you will need to choose the area of activity in which you operate which is either "Goods/Products" **or** "Services" + the category of goods/products or services you provide + the sub category of goods/products or services.

You may also wish to specify the goods/products or services you provide by inserting keywords. Please insert keywords which are as generic as possible.

Step 7: Uploading of Documents



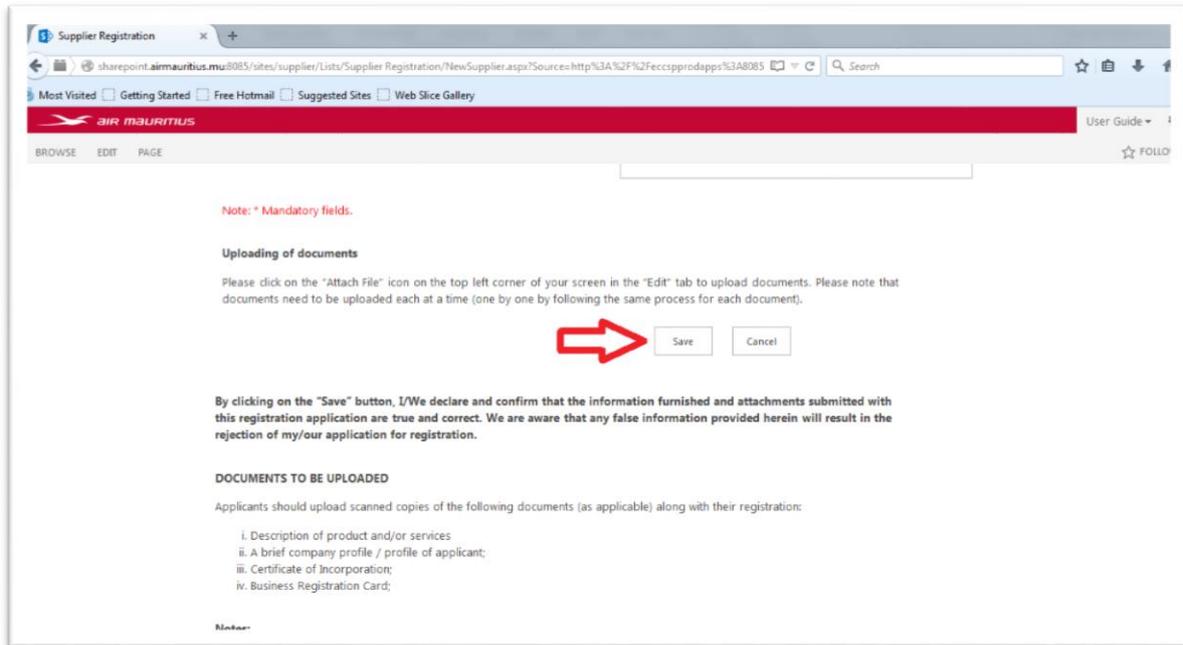
To upload documents, you will need to click on the "Attach File" icon on the top left corner of your screen in the "Edit" tab as indicated above.



The above will appear on your screen and you will need to browse/navigate to the selected file on your computer.

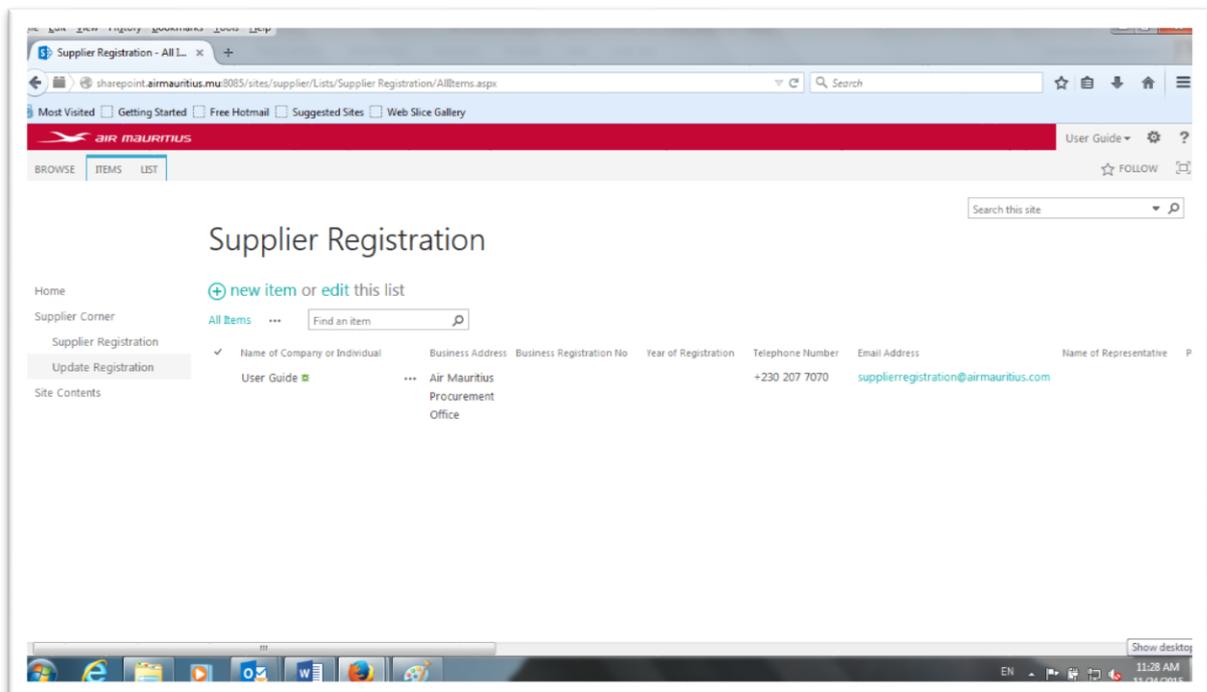
Please note that documents need to be uploaded each at a time (one by one by following the same process for each document).

Step 8: Saving Registration



Once you have inserted all the required information and uploaded all the relevant documents, you will need to click on the “Save” icon as indicated above to complete the registration.

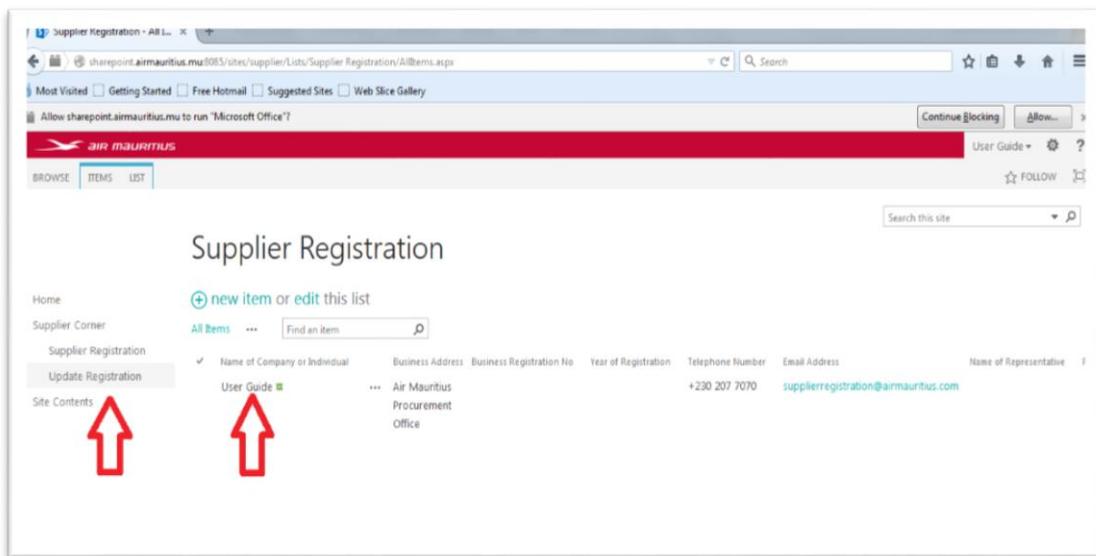
Step 9: Registration Successful



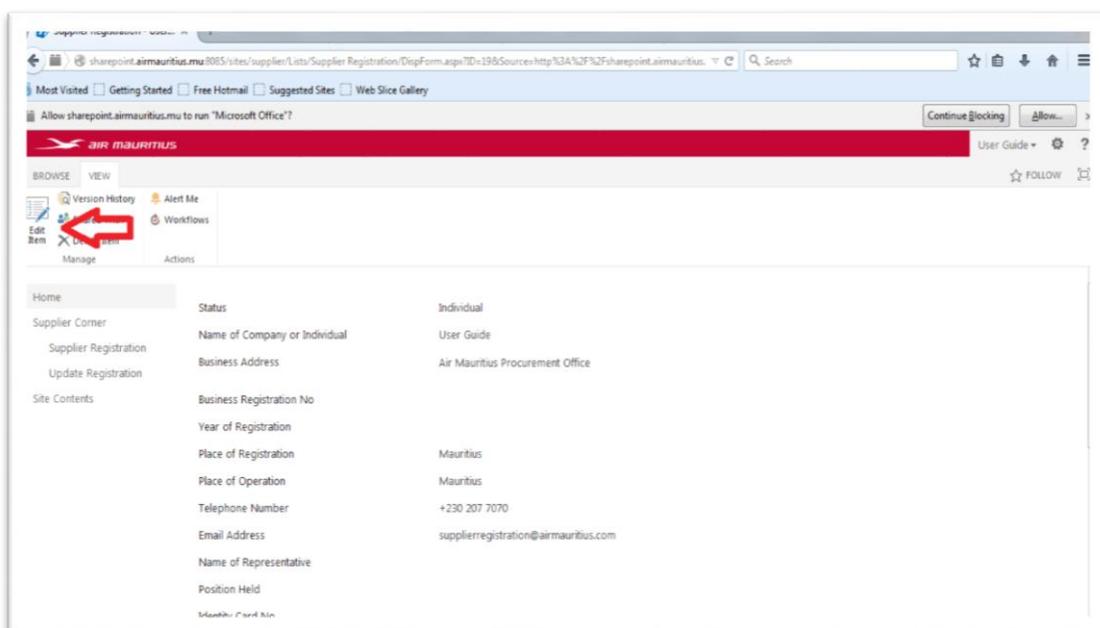
The above will appear on your screen confirming the successful registration.

OTHER GUIDELINES:

1. If you supply several goods/products or services which fall under different “Category” or “Sub Category”, you will need to go through step 5 onwards to register for each different “Category” or “Sub Category” of goods/products or services you provide. You may sign in by using the same Username and Password and as such do not need to create new memberships.
2. In the event you need to update the information already provided for any “Category” or “Sub Category” of goods/products or services provided, you will need to click on the “Update Registration” icon on the left side of your screen and select your company individual/name as indicated below:



Once the above completed, please click on the “Edit Item” icon on the top left corner of your screen as indicated below to proceed with the update.



Once the update has been completed, you will need to click on the “Save” icon as per step 8 above.

CONTACT INFO

For any queries and assistance you require, please contact the portal administrator by sending an email to the following email address:
supplierregistration@airmauritius.com