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



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.

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Air Mauritius Supplier Registration Portal $_{\circ}$	Search this site 🔹 🔊
Home	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
Welcome to Air Mauritius Supplier Registration Portal	Enter your User Name or Email Address to receive your password.
Air Mauritius hereby invites existing and prospective suppliers of goods and services to apply for registration on its supplier database via the new Air Mauritius Supplier Registration Portal System. A user guide is herewith attached to assist in the registration process. Please click on the link below:	Submit
Air Mauritius Supplier Registration Portal User Guide	

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.

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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

Sign In Select the credentials you want to use to logon to this SharePoint site:

Choose the "Forms Authentication" credential to proceed with the sign in.

Step 4: Signing In

	Forms Authen	itication	
User name:			
Password:			
			Sign 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

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Supplier Registration			
Update Registration	Status *	Individual	
Site Contents	Name of Company or Individual *		
	Business Address *		
	Business Registration No		
	Year of Registration		
	Place of Registration *	Mauritius	
	Place of Operation	Mauritius	
	Telephone Number *		

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.

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	Specify Goods / Products or Services as applicable			
	Note: * Mandatory fields.			
	Uploading of documents			
	Please click on the "Attach File" icon on the top left corner of yo	ur screen in the "Edit" tab to upload documents. Please note that		
	documents need to be uploaded each at a time (one by one by t	ollowing the same process for each document).		
		Save Cancel		
		hammad hammad		
	By clicking on the "Save" button, I/We declare and confirm the this registration application are true and correct. We are aware	at the information furnished and attachments submitted with a that any false information provided herein will result in the		

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

Supplier Registration - Ne ×	+			
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τη re D	is registration application are true and correct. We are aware that any raise information provided herein will result in the ijection of my/our application for registration.			
а; 	pancano snound upiona cammed copies of the following documents (as appricable) along with their registration: i. Description of product and/or services ii. A brief company profile / profile of applicant; iii. Certificate of incorporation;			

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.

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By this reje	y clicking on the "Save" button, I/We declare and confirm that the information furnished and attachments submitted with nis registration application are true and correct. We are aware that any false information provided herein will result in the sjection of my/our application for registration.	
DO	OCUMENTS TO BE UPLOADED	
Apr	pplicants should upload scanned copies of the following documents (as applicable) along with their registration:	
. +1		
	i. Description of product and/or services	
	i. Description of product and/or services ii. A brief company profile / profile of applicant;	

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.

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Site Contents	Business Registration No		
	Year of Registration		
	Place of Registration	Mauritius	
	Place of Operation	Mauritius	
	Telephone Number	+230 207 7070	
	Email Address	supplierregistration@airmauritius.com	
	Name of Representative		
	Position Held		
	Telephine Carel No.		

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: <u>supplierregistration@airmauritius.com</u>