

Mabruk Oil Operations

Electronic Vendor Registration Form
E-VRF

USER GUIDE

Introduction

Dear: Vendors / Suppliers / Contractors /Manufacturers

This is a User Guide to provide the necessary information for effectively using Mabruk Company's Electronic - registration system E-VRF.

The Registration Link

Available in two ways:

- By invitation e-mail "for previously registered vendors at Mabruk company"
- By MOO & NOC websites through the below link:

<https://mabrukoil.com/2022/09/19/announcement-to-vendors-for-e-registration/>

Important Guides

Please consider the below guides when submitting your electronic form:

1. Fields marked with a red asterisk (*) are mandatory to be filled.

Company Date Established *	Company Type *
<input type="text" value="01-10-2022"/>	<input type="text" value="V - Vendor"/>

2. Always **Save Draft** to avoid losing any entered data.

NOTE:

When you **Save Draft** the form Status will appear as **Filling Vendor**, this means, the **E-VRF Administrator** can review your form and advice if you have any technical issues.

<input type="button" value="Save Draft"/>	<input type="button" value="Previous"/>	<input type="button" value="Next"/>
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3. The form pages can be navigated through **Previous** and **Next**.
4. After filling out your form correctly, **Submit** the form.

<input type="button" value="Save Draft"/>	<input type="button" value="Previous"/>	<input type="button" value="Submit"/>
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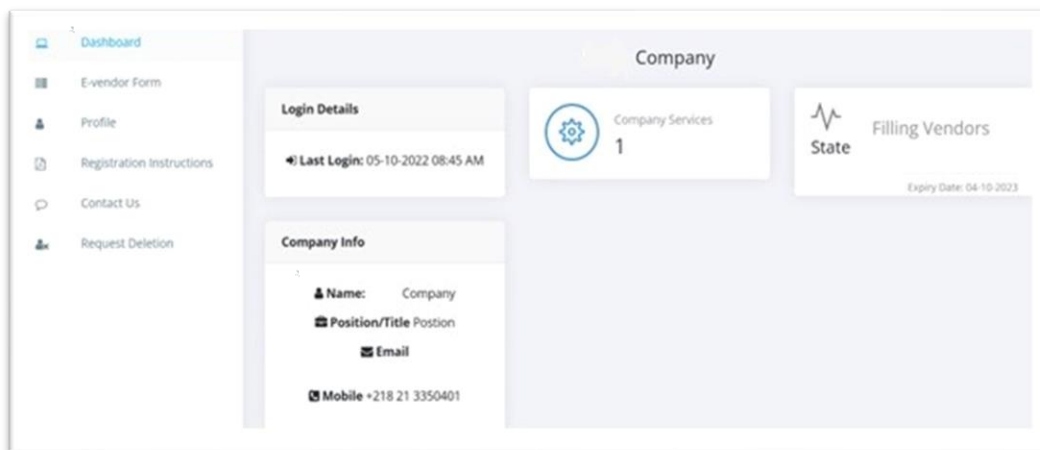
5. After successful **sign-in** , the form status will be empty and the vendor will be able to start the form application process, in the Dashboard you will find the main vendor information, the E-vendor Form life cycle "State" will be as below:

- **Filling Vendor:** Filled information can be saved as a draft by clicking the save draft button.

NOTE:

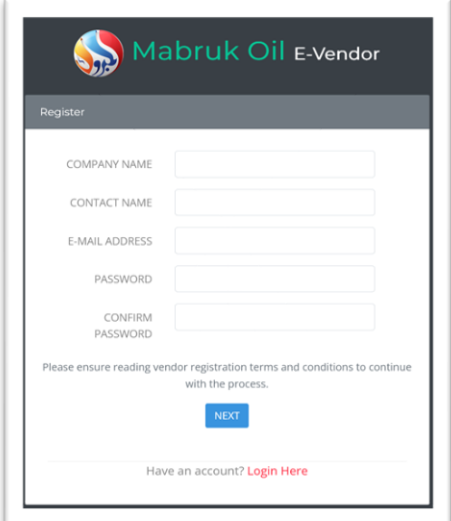
For all Vendors participating in the electronic registration process, their registration state will be suspended as **Filling Vendors** until the end of the registration campaign, as soon as the submitted forms been evaluated by the Vendor Registration Committee, the states of the form will be changed to will **Approved** or **Rejected** up on how meets Mabruk Oil Operations requirements.

- **Pending:** After successful submission, the form will be in a pending state for MOO to review. At this stage, no modification is allowed.
- **Approved:** Submitted form has been reviewed and approved by MOO.
- **Rejected:** Submitted form has been rejected by MOO where modification is allowed only if a request for re-submission is received.
- **Expired:** Based on MOO rules, the form will be expired after a year of submission or if any of the uploaded documents are expired.
- **Renewal requested:** A request for renewal will be received in case of an expired form or for any other reasons sent by MOO.
- **Pending Renewal:** After successful re-submission, the form will be in a pending state for MOO to review and approve or reject. At this stage, no modification is allowed.



Registration steps

1. Click the link, sign-up and fill the main information → press Next → when you approved MOO terms and conditions the register bottom will appear and take you to the electronic form.



The registration form for Mabruk Oil E-Vendor includes the following fields:

- COMPANY NAME
- CONTACT NAME
- E-MAIL ADDRESS
- PASSWORD
- CONFIRM PASSWORD

Please ensure reading vendor registration terms and conditions to continue with the process.

[NEXT](#)

Have an account? [Login Here](#)

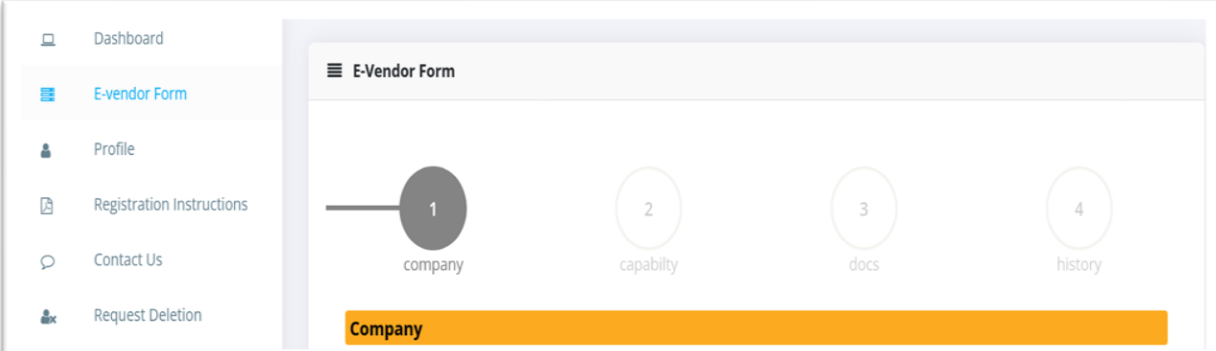
Terms and Conditions:

- Companies partially or fully owned by MOO employees or any of their families shall not be able to register their company.
- MOO will keep all the information confidential, yet we reserve the right at all times to disclose any information as we deem necessary to satisfy any applicable law, regulation, legal process, or governmental request.
- The registration form must be typed, and handwritten copies will not be acceptable.
- As a registered Vendor, you acknowledge and agree that, upon submission, the information shall become the sole property of MOO, and MOO shall have all ownership rights (including, without limitation, applicable intellectual property rights) over the information.

Should you need any further information, please do not hesitate to contact us via:
e-vrf@mabruk-oil.com

☒ I'VE READ AND THEREFORE ACCEPT THE TERMS OF SERVICE. [REGISTER](#) [CANCEL](#)

2. The E-Vendor Form contains four main steps each one includes field must be to fill in an easy way, most fields are multi-choice fields that meet the needs of MOO company.



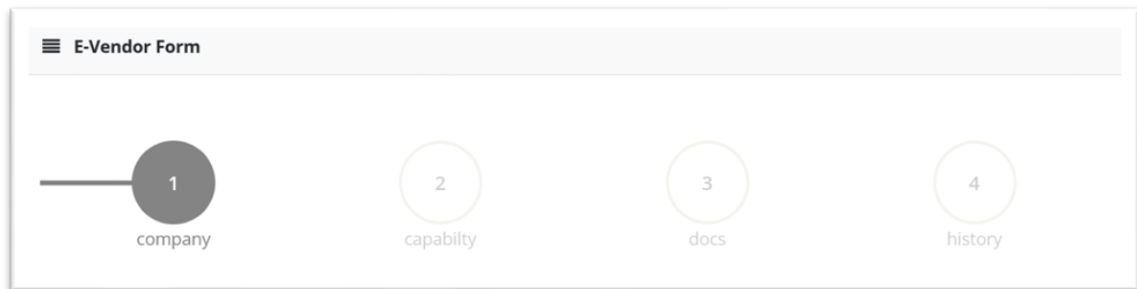
The E-Vendor Form progress bar shows four steps:

- 1 company
- 2 capability
- 3 docs
- 4 history

The current step is **Company**.

The required information of each step is as a following:

Step 1 Company



1.1. Company:

Main Information of the company included:

1. Company legal Name in Arabic & English.
2. Company Date Established.
3. Company Type “Multi choice field”.
4. Company Services “Multi choice field” linked with the company’s Main Commodities “in step 2”.

The screenshot shows a form titled 'Company' with an orange header. It contains the following fields:

- Company Legal Name (Arabic):** A text input field with the placeholder 'اسم الشركة' (Company Name).
- Company Legal Name (English) *:** A text input field with the placeholder 'Company Name'.
- Applicable for Arabic Companies:** A label below the Arabic name field.
- Company Date Established *:** A date input field with the value '01-10-2022'.
- Company Type *:** A dropdown menu with the selected value 'V - Vendor'.
- Company Services *:** A dropdown menu with the selected value 'MS - Material & Services'.

1.2. Company’s Contact Address:

Main Information of the company and the vendor and filled as below screenshot example.

Company's Contact Address

Country of Registration *

Libya

City *

Tripoli

Address *

Street number and name City

Website *

www.company.com

Name *

Vendor Name

Position/Title *

Postion

Email *

vendor@company.com

Fax

If avilibale

Telephone *

+218 21 3350401

Mobile *

+218 21 3350401

NOTE:

- Telephone & Mobile must be different.
- Could add or remove company contact by clicking:

Add Company Contact

Remove Company Contact

1.3. Local Agent:

Could add local agent information if available and remove it if not.

Local Agents

Add Agent

Local Agents

Remove Agent

Local Partner Legal Name (Arabic)

Local Partner Legal Name (English) *

Applicable for Arabic Companies

Name *

Position/Title *

Email *

Fax

Telephone *

+218 21 3350401

Mobile *

+218 21 3350401

1.4. Banking Information:

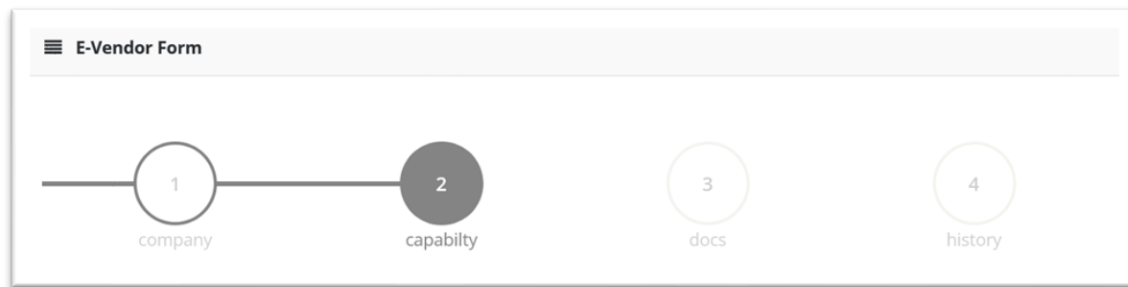
Mandatory to fill, more than one account could be added.

Banking Information

*Which Bank/Financial institution do you deal with?

Bank Name *	Branch Name *
<input type="text"/>	<input type="text"/>
Bank Address *	IBAN Number *
<input type="text"/>	<input type="text"/>
SWIFT Code *	Bank Account No. *
<input type="text"/>	<input type="text"/>
Beneficiary Name *	Currency *
<input type="text"/>	<input type="text" value="v"/>

Step 2 Capability



1.1. Company's Services:

Main Information of the company's Services.

1. Company's Main Commodities "Multichoice field" linked with the Company Services "on step 1".
2. Company's Sub Commodities "Multichoice field" related to Company's Main Commodities.

The screenshot shows the 'Company's Services' form. It has an orange header bar with the title 'Company's Services'. Below the header, there is a dropdown menu labeled 'Company's Main Commodities *'. Below that, there is a dropdown menu labeled 'Company's Sub Commodities *' with a green plus icon to its left. To the right of the 'Company's Sub Commodities *' dropdown, there is a link that says 'Choose All'. At the bottom left, there is a green button labeled 'Add Service'.

1.2. Company's Geographical Operations

Geographical Operations: linked with the requested Docs that are required from the vendor "on step 3", two Choices:

- **International:** for regional & International Companies/Manufacturers.
- **Local:** for Libyan Companies.

The screenshot shows the 'Company's Geographical Operations' form. It has an orange header bar with the title 'Company's Geographical Operations'. Below the header, there is a dropdown menu labeled 'Geographical Operations *'. To the right of this dropdown, there is a text input field labeled 'Please Specify *'.

1.3. Operational Capability

Optional fields to be filled, showing the total amount of revenue generated by a company from the sale of its products and services.

Operational Capability

What was the Gross Annual Sales for the last 3 years? (Value is in USD)

Year (1)	Year (2)	Year (3)
<input type="text" value="---Please Select---"/>	<input type="text" value="---Please Select---"/>	<input type="text" value="---Please Select---"/>

What was the Operating Capital for the last 3 years? (Value is in USD)

Year (1)	Year (2)	Year (3)
<input type="text" value="---Please Select---"/>	<input type="text" value="---Please Select---"/>	<input type="text" value="---Please Select---"/>

1.4. Financial Capability

Mandatory fields to be filled, showing the maximum volume of business that your Organization can engage in.

Financial Capability

What is the maximum volume of business that your Organization can engage in ? (Value is in USD)

Without Outsourcing *	With Outsourcing *
<input type="text" value="---Please Select---"/>	<input type="text" value="---Please Select---"/>

Step 3 Docs



2.1. Docs

The documents required from the local suppliers are different from the international suppliers, The mandatory doc`s from each are as follows:

International Company:

1. Commercial Registration Certificate.
2. Chamber of Commerce Registration Certificate.
3. Company Profile.
4. Agency (Optional).

Local Company:

1. Article of Association for the Company.
2. Commercial Registration Certificate.
3. Chamber of Commerce Registration Certificate.
4. Income Tax Certificate.
5. Power of Attorney stating authorized Signatories.
6. Company Profile.
7. Agency (Optional).

NOTE:

The uploading documents must be valid and the entered dates match the document's date.

The screenshot shows a form titled 'Licensing Registration Requirements' with a sub-header 'Article of Association for the Company'. It contains four input fields: 'Date of Issuance *', 'Date of Expiry *', 'Document Ref. No', and 'File *'. The 'File *' field has a 'Choose file...' button and a 'Browse' button.

Step 4 History

☰ E-Vendor Form



4.1. History

A recorded reference for the vendor showing business done with Mabruk Company, sibling companies in Libya in the same sector, and if any other International Companies.

Have you previously done business with Mabruk Oil Operations Company?

[Remove Entry](#)

PO Number	PO Date
<input type="text"/>	<input type="text"/>
PO Value	
<input type="text" value="---Please Select---"/>	
(Value is in USD)	

[Add Entry](#)

Have you previously done business with other International Companies?

[Remove Entry](#)

Customer Name	Ref. Tel. No.
<input type="text"/>	<input type="text" value="XX XXXXXXXX or +XXX XX XXXX"/>
Ref. Email	PO Number
<input type="text"/>	<input type="text"/>
PO Date	PO Value
<input type="text"/>	<input type="text" value="---Please Select---"/>
(Value is in USD)	

[Add Entry](#)

References

E-VRF Administrator

Vendor Registration Committee

Mabruk Oil Operations

Dhat El Emad Complex

Tower 4, Floor 12th

Tripoli/Libya

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