

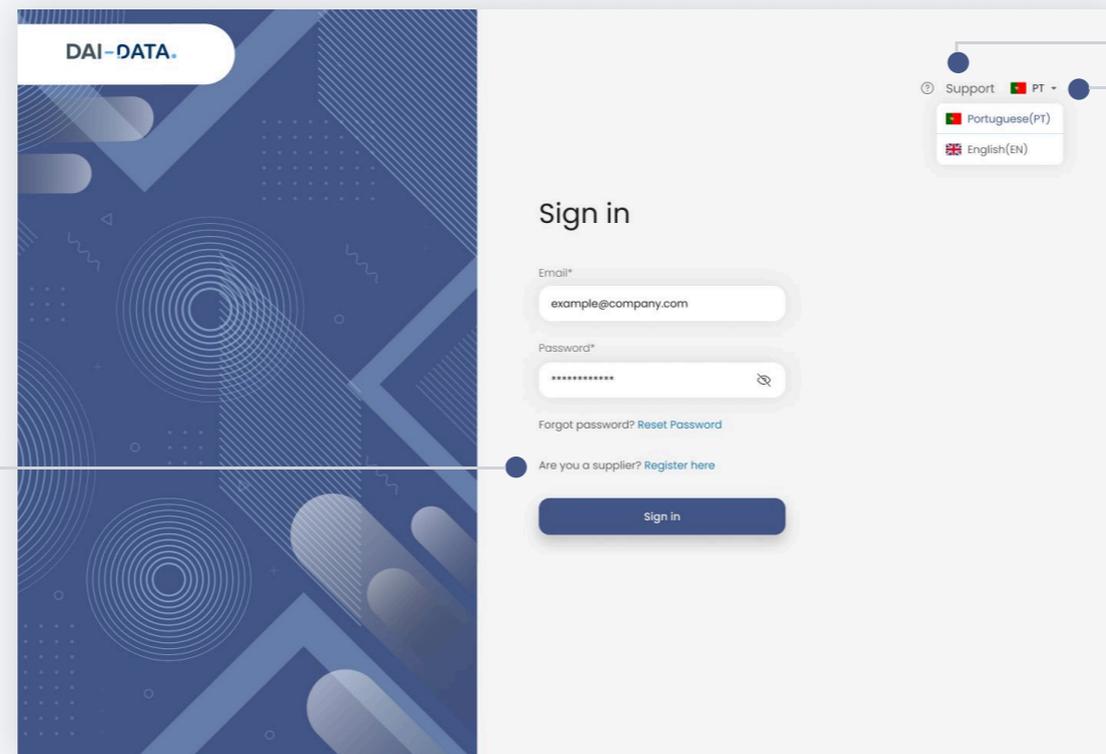
# How to register as a supplier with a company?

## 1 Use the link

Use the link provided by the Compar

## 2 Click on 'Register here'

Click on the 'Register here' option given just above the Sign in button. Which will lead you to the registration portal.



The screenshot shows the DAI-DATA sign-in page. On the left is a blue decorative panel with the DAI-DATA logo. The main content area is white and contains a 'Sign in' section with an email input field (containing 'example@company.com'), a password input field (with a toggle icon), and a 'Forgot password? Reset Password' link. Below the password field is a link that says 'Are you a supplier? Register here'. At the bottom is a dark blue 'Sign in' button. In the top right corner, there is a 'Support' dropdown menu with options for 'Portuguese (PT)' and 'English (EN)'. Blue dots and lines are used as annotations: one dot is on the 'Support' dropdown, another is on the 'Register here' link, and a line connects the 'Register here' link to the text in step 2.

## Support

If you encounter any issues while Registration or sign in, click on the 'Support' option to get assistance reply from the Customer support team.

## Language Switcher

You can switch the language in which you would like to view the content on the portal by clicking the dropdown arrow and selecting your preferred language from the list.

### 3 How to fill the Registration form?

Once you click on the 'Register here' option it will take you to this Welcome page of company's Supplier Registration Portal, where you have to fill in your details.

#### ● Enter details

On this page enter the required details in each column. The \* symbol indicates that the particular field is mandatory in order to complete the form.

#### ● Accept the 'Terms and Conditions'

Once you have filled in all the fields, please go through the **Terms and Conditions** and check in the 'I accept the Terms and Conditions' box

#### ● Click on 'Sign Up'

click on the 'Sign Up' button. This will lead you to the email verification guidance page.

DAI-DATA

© Support EN

## Welcome to supplier registration portal for <Company Name>

### Basic Details

Provide your basic details to create your account and organization

First Name\*

Last Name\*

Email\*

Main Phone Number\*

Full Company Name\*

Company Type\*

Country of Registration\*

VAT Number/Tax Number\*

Password\*

Confirm Password\*

Password must be at least 8 characters long, containing at least one special character (!@#%&\*?) and one number.

I accept the Terms and Conditions

Full Company Name\*

Company Type\*

Country of Registration\*

VAT Number/Tax Number\*

Password\*

Confirm Password\*

Password must be at least 8 characters long, containing at least one special character (!@#%&\*?) and one number.

I accept the Terms and Conditions

Have an account? [Sign In](#)

## 4 Verify the email

Check your email that you have used to register.

### ● Check your email inbox

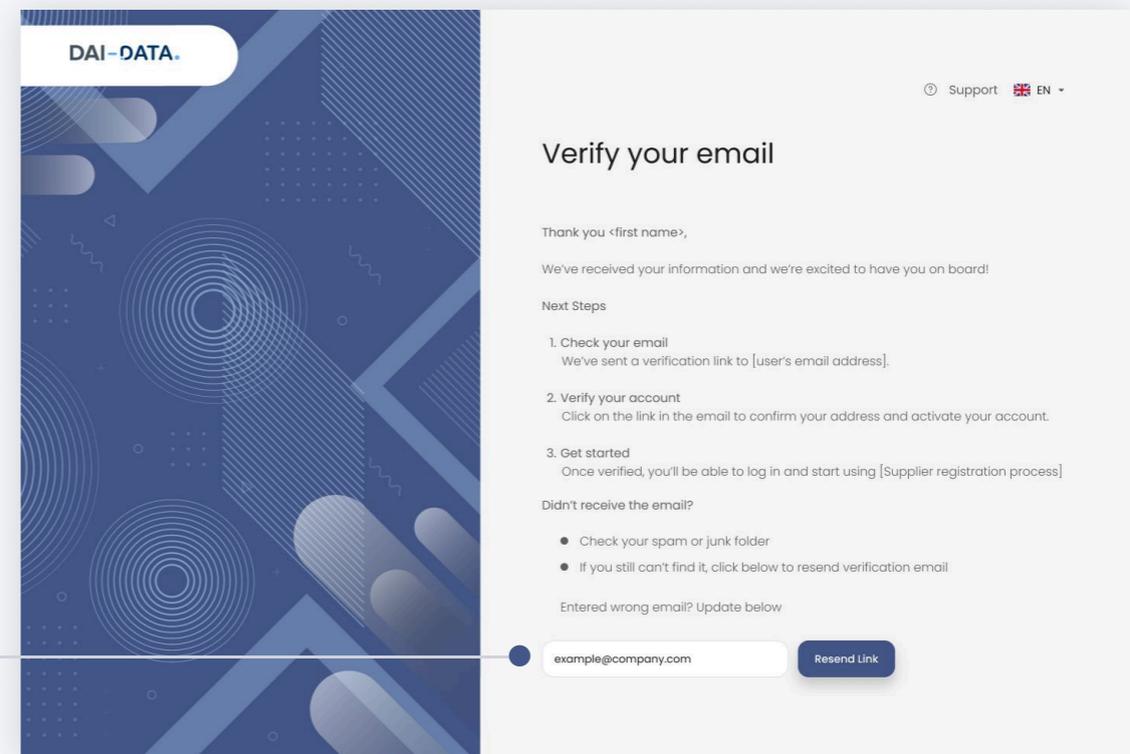
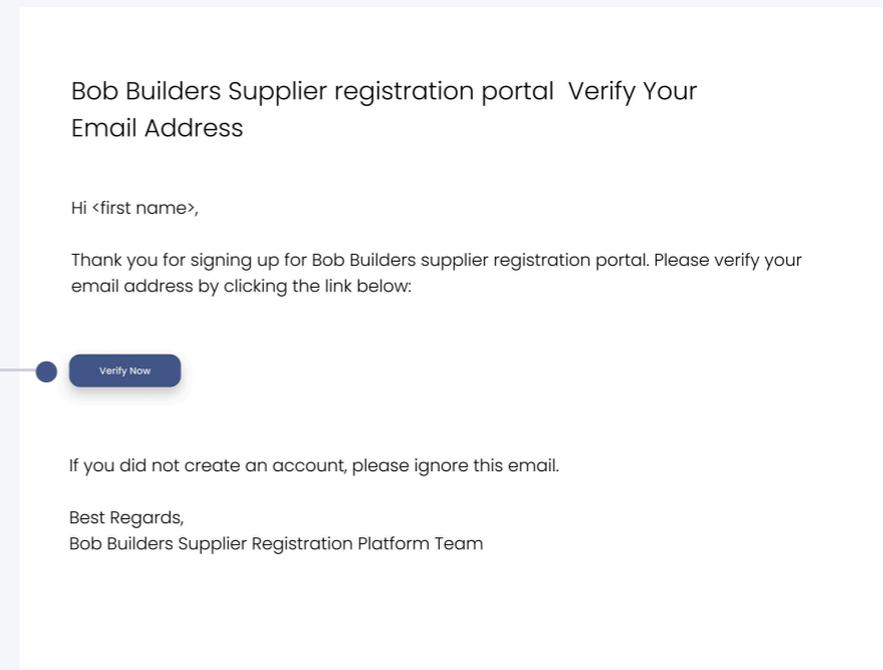
You would have received an email suggesting you to verify your email address.

### ● Click on the 'Verify Now' button

Click on the 'Verify Now' button in the email that you have received from the registration portal, and you will be redirected to a page saying your e-mail was successfully verified.

### ● Didn't receive the email?

If you haven't received the email, check if you have typed your correct email address in the column provided and click on the 'Resend Link' button.



# Onboarding

## 1 General

Once your e-mail ID is verified you will be able to see this Supplier Onboarding Page, where you can add details to the Company's Profile. Here you can see the Company's name and other details that we entered while registering been populated. We can also edit those details if required.

The screenshot shows the DAI-DATA onboarding interface. At the top left is the logo 'DAI-DATA'. To the right, a progress bar indicates '26% Completed' with a small flag icon and 'EN'. A sidebar on the left lists menu items: General, Registration Details, Ownership, Size, Goods and Services, Client References, Certificates, Finances, Geography and Others, and Additional Documents. The main content area contains several sections: 'Full Company Name' with a text input field; 'Business Bio' with a larger text area; 'Do you have a website?' with radio buttons for 'Yes' and 'No', and a 'Website URL' input field; 'Main Phone Number' with a question and an input field; and 'Mobile Phone Number' with a question and an input field. At the bottom, there are three buttons: 'Skip this for now', 'Save for later', and 'Next'. The 'Next' button is highlighted in blue.

### Note : Skip this step

In case you want to proceed without completing the onboarding process click on the 'Skip this for now' option, you will be directed to Profile Page where you can see the details that are been entered so far.

You can add in or change the company details later.

### Note : Save for later

Click on the 'Save for later' option in order to save the data you have entered so far and move to the next page.

### Next

Click on the 'Next' button to save the details and go to the next menu.

## 2 Registration Details

When you click the **'Next'** button, you would land on the Registration Details sub menu. Where you can fill in your company's Registration Details.

**Country of Registration**  
Does your company have a registration ID within Mozambique?  
 Yes  No  
Country of Registration  
Select

**Date Founded**  
When was your organization founded?  
Select date

**Legal Registration Number**  
Enter your company's Registration ID/Number. A valid registration certificate is required.  
ID: Add legal registration number  
Expiry date: Select date  
Upload Certificate  
Supported file type: JPG, PDF  
Add attachment

**VAT Number/Tax Number**  
Enter your company's Tax Registration Number. A valid tax registration certificate is required.  
ID: Add legal registration number  
Expiry date: Select date  
Upload Certificate  
Supported file type: JPG, PDF  
Add attachment

### Add Attachment

To upload your Certificates, click on the **'Add attachment'** option. A pop-up box will appear where you can upload the document.

### Upload Files

In the pop-up box that appears upload the document in any of the following format JPEG, PNG, JPG or PDF and also ensure that the file size does not exceed 15MB.

### Add Address

Click on the **'Add Address'** option to add multiple branch addresses.

**Legal Address**  
Enter your registered business address. You can add 1 headquarter address and maximum 5 branch addresses.

**Headquarter**

Country\*  
Select

Address line 1  
Enter address line

Address line 2  
Enter address line

Postal/ZIP Code  
Enter Postal/ZIP Code

City  
Enter city

State, Province/ Region\*  
Select

+ Add Address

Skip this for now Save for later **Next**

Upload Files

Drop or drag files here  
or  
Browse Files

Formats accepted are PNG, JPG, and PDF

Cancel Upload

### 3 Ownership

When you click the **'Next'** button, you would land on the Ownership sub menu. Here you can add the ownership details of your company.

#### Add More

You can add more joint venture parties by clicking on the **'+ Add More'** button.

The screenshot shows the 'Ownership' section of a form on the DAI-DATA platform. The progress bar indicates 26% completion. The form is divided into several sections:

- Company Type:** A dropdown menu with 'Select' as the current value.
- Is this a joint venture?:** Radio buttons for 'Yes' (selected) and 'No'. Below are two rows of input fields for 'Joint Venture Party' and 'Ownership Percentage', each with an 'Add Joint Venture Party' button.
- Does your company have a parent company?:** Radio buttons for 'Yes' (selected) and 'No'. Below are input fields for 'Parent Company Name' and 'Country of Registration'.
- Ownership%:** Input fields for 'Mozambican Ownership Percentage' and 'Foreign Ownership Percentage', both with percentage symbols.
- Female Ownership:** A checked checkbox for 'Female Ownership' and an input field for 'Female Ownership Percentage'.

At the bottom right, there are three buttons: 'Skip this for now', 'Save for later', and 'Next'.

## 4 Size

When you click the **'Next'** button, you would land on the Size sub menu. Here you can add the employee count details of your company.

DAI-DATA. 26% Completed EN

General  
Registration Details  
Ownership  
**Size**  
Goods and Services  
Client References  
Certificates  
Finances

**Company Size (Number of Employees)**  
Select your organization's number of employees range from the drop down and enter the following details.

Select

**Number Permanent Employees**

Mozambique Employees Foreign Employees

Enter Enter

## 5 Goods and Services

When you click the **'Next'** button, you would land on the Goods and Services sub menu. Here click on the drop-down arrow to choose the Goods and Services that your company provides with their respective NAICS code.

DAI-DATA. 26% Completed EN

General  
Registration Details  
Ownership  
Size  
**Goods and Services**  
Client References  
Certificates  
Finances  
Geography and Others

**What Goods and Services does your organization provide?**  
Let buyers know what your organization is capable of. Buyers will see your top 3 primary goods and services in your organization summary.

Select

+ Add More

### Add More

If your company provides more than one goods or services click on the **'Add more'** button to add them.

## 6 Client References

When you click the **'Next'** button, you would land on the Client References sub menu. Here you can showcase the positive experiences your clients had with your company, to your potential customers.

### Add More

You can add more Client Example by clicking on the **'+ Add More'** button.

You can add maximum 3 items.

The screenshot shows the DAI-DATA interface for adding client references. At the top left is the logo 'DAI-DATA'. A progress bar indicates '26% Completed'. On the right, there is a language selector 'EN'. A sidebar on the left lists menu items: General, Registration Details, Ownership, Size, Goods and Services, Client References (highlighted), Certificates, Finances, Geography and Others, and Additional Documents. The main content area is titled 'Client Example' and includes a sub-section 'Client Example 1'. Below this, there are input fields for 'Description' (with placeholder 'Add client example description'), 'Client manager name' (with placeholder 'Add name'), 'Email' (with placeholder 'Add email'), and 'Phone' (with placeholder 'Add phone'). At the bottom of the form, there are three buttons: 'Skip this for now', 'Save for later', and 'Next'. A blue circle with a plus sign and the text '+ Add More' is located at the bottom of the sidebar, with a line pointing to it from the 'Add More' text on the left.

## 7 Certificates

When you click the **'Next'** button, you would land on the Certificates sub menu. Here you can add any relevant certifications your company has acquired for the Goods/ Services your company provides.

DAI-DATA. 26% Completed EN

Upload certificates here to showcase your qualification.

Certificates

Certificate Name\* Add certificate name

Certificate Number Add certificate number

Issuing Entity Add issuing entity

Issuing Date Select Date

Expiration Date Select Date

Upload Certificate Supported file type: JPG, PDF Add attachment

+ Add More Certificate

Skip this for now Save for later Next

### Add More Certificate

You can upload more certificates by clicking on the **'+ Add More Certificate'** button.

### Add Attachment

To upload your Certificate, click on the **'Add attachment'** option.

In the pop-up box that appears upload the document in any of the following format JPEG, PNG, JPG or PDF and also ensure that the file size does not exceed 15MB.

## 8 Finances

When you click the **'Next'** button, you would land on the Finances sub menu. Here you can add your company's Financial details.

DAI-DATA. 26% Completed EN

General  
Registration Details  
Ownership  
Size  
Goods and Services  
Client References  
Certificates  
**Finances**  
Geography and Others  
Additional Documents

**Company Revenue**  
Select Your Organization's Annual Revenue Range From The Drop Down.  
Select

**How many years of financial records do you have?**  
Select  
Select

**Detailed Finance Records**  
Please provide net income and revenue information for the past three years in the fields below.

Year\*  
Select year

Revenue  
\$

Net Income  
\$

**Upload Financial Statement**  
Supported file type: JPG, PDF  
Add attachment

+ Add More Records

Skip this for now Save for later **Next**

### Add More Records

You can upload more financial statement by clicking on the **'+ Add More Records'** button.

### Add Attachment

To upload your Financial Statement, click on the **'Add attachment'** option.

In the pop-up box that appears upload the document in any of the following format JPEG, PNG, JPG or PDF and also ensure that the file size does not exceed 15MB.

## 9 Geography and Others

When you click the **'Next'** button, you would land on the Geography and Others sub menu. Here you can add your company's operational locations, shareholder and directors details.

The screenshot shows a web form with a sidebar on the left containing menu items: General, Registration Details, Ownership, Size, Goods and Services, Client References, Certificates, Finances, **Geography and Others**, and Additional Documents. The main content area is titled 'Primary Contact Details' and includes the following sections:

- Primary Contact Details**: Please provide primary contact name and primary contact email. Fields for Name (Add primary contact name) and Email (Add primary contact email).
- Does your company have an office in Mozambique?**: Radio buttons for Yes (selected) and No.
- Specify in which provinces your company has offices.**: A dropdown menu labeled 'Select options'.
- Does your company have operation sites in Mozambique?**: Radio buttons for Yes (selected) and No.
- Select the provinces in which your company has operations.**: A dropdown menu labeled 'Select options'.
- Does your company have operations outside of Mozambique?**: Radio buttons for Yes (selected) and No.
- Enter the countries your company has operations.**: A dropdown menu labeled 'Select countries' with tags for United Kingdom, South Africa, and Canada.
- List of company shareholder and % ownership**: A table with columns for Shareholder Name (Add name) and Ownership Percentage (%). Below the table is an 'Add More' button.
- List of Company Directors**: A text input field for Company Directors (Add name) and an 'Add More' button.

At the bottom right, there are three buttons: 'Skip this for now', 'Save for later', and 'Next'.

Two blue circles with lines pointing to the 'Add More' buttons in the 'List of company shareholder and % ownership' and 'List of Company Directors' sections are annotated with text boxes on the left.

### Add More

You can add additional shareholders and specify their ownership percentages by clicking the **'+ Add More'** button.

### Add More

You can add the names of additional company directors by clicking the **'+ Add More'** button.

## 10 Additional Documents

When you click the **'Next'** button, you would land on the Additional Documents sub menu, where you can add any documents that provides more detailed information about your company.

### Add More Documents

You can upload more documents by clicking on the **'+ Add More Document'** button.

DAI-DATA

26% Completed

EN

General

Registration Details

Ownership

Size

Goods and Services

Client References

Certificates

Finances

Geography and Others

Additional Documents

**Additional Documents**  
Upload additional documents here to showcase your qualification.

Document Name\*  
Add certificate name

Document Description  
Add description

Upload Document  
Supported file type: JPG, PDF

Add attachment

+ Add More Documents

Skip this for now Save for later Finish

### Add Attachment

To upload your Document, click on the **'Add attachment'** option.

In the pop-up box that appears upload the document in any of the following format JPEG, PNG, JPG or PDF and also ensure that the file size does not exceed 15MB.

### Step 3

Click on the **'Finish'** button.

### Note :

You can see that your profile completion has reached 100% now.

# Dashboard

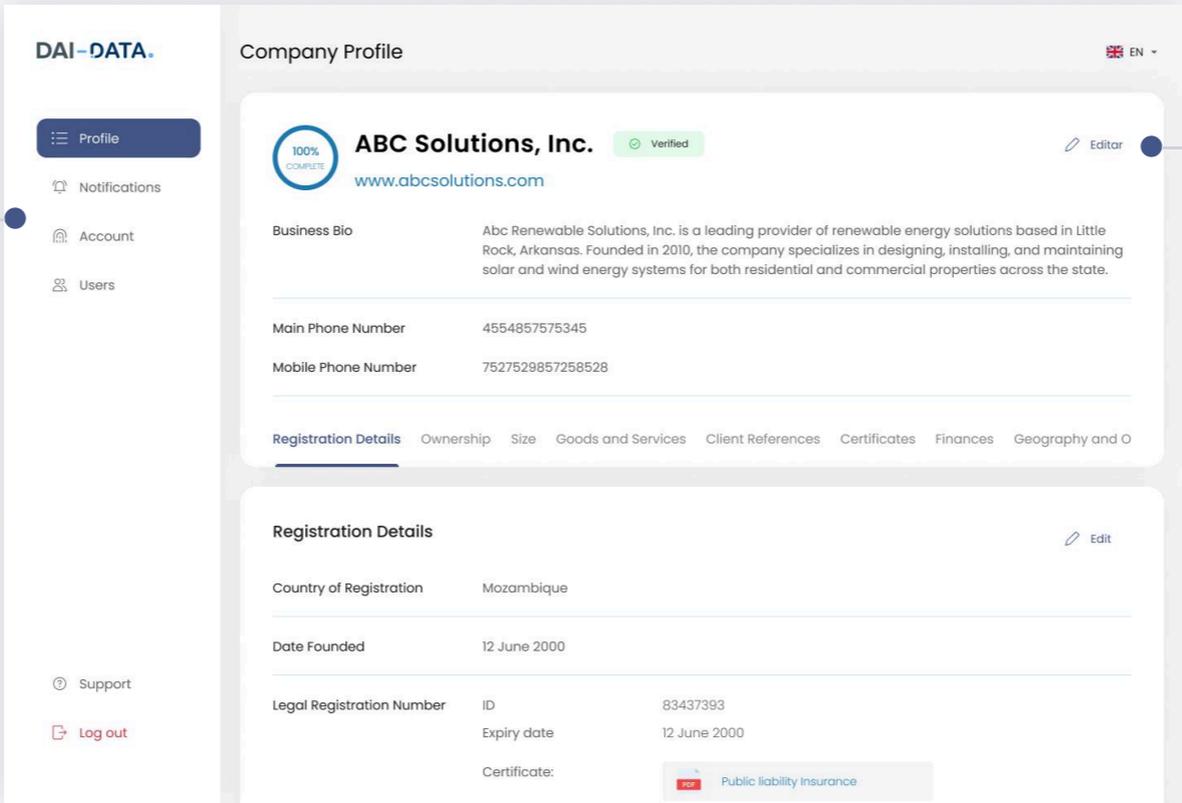
When you click the 'Finish' button, you would land on the Dashboard screen of your portal, where you can see the main menus such as Profile, Notifications, Account, Users and the details, you have entered so far about your company.

## Profile

When the Profile menu is selected, you can see the sub menus such as Registration details, Ownership, Size, Goods and Services, Client References, Certificates, Finances, Geography & Others and Additional Documents.

**Note:**

When your profile is verified by the Tenant admin you can see the Verified tag near your company name.



## Edit

You can add in or change the company details that you have entered, any time by clicking on the 'Edit' button.

# Manage notifications

By clicking on the Notification Menu, you can see all your received notifications. The selected notification will be displayed on the right side of the page.

## Search

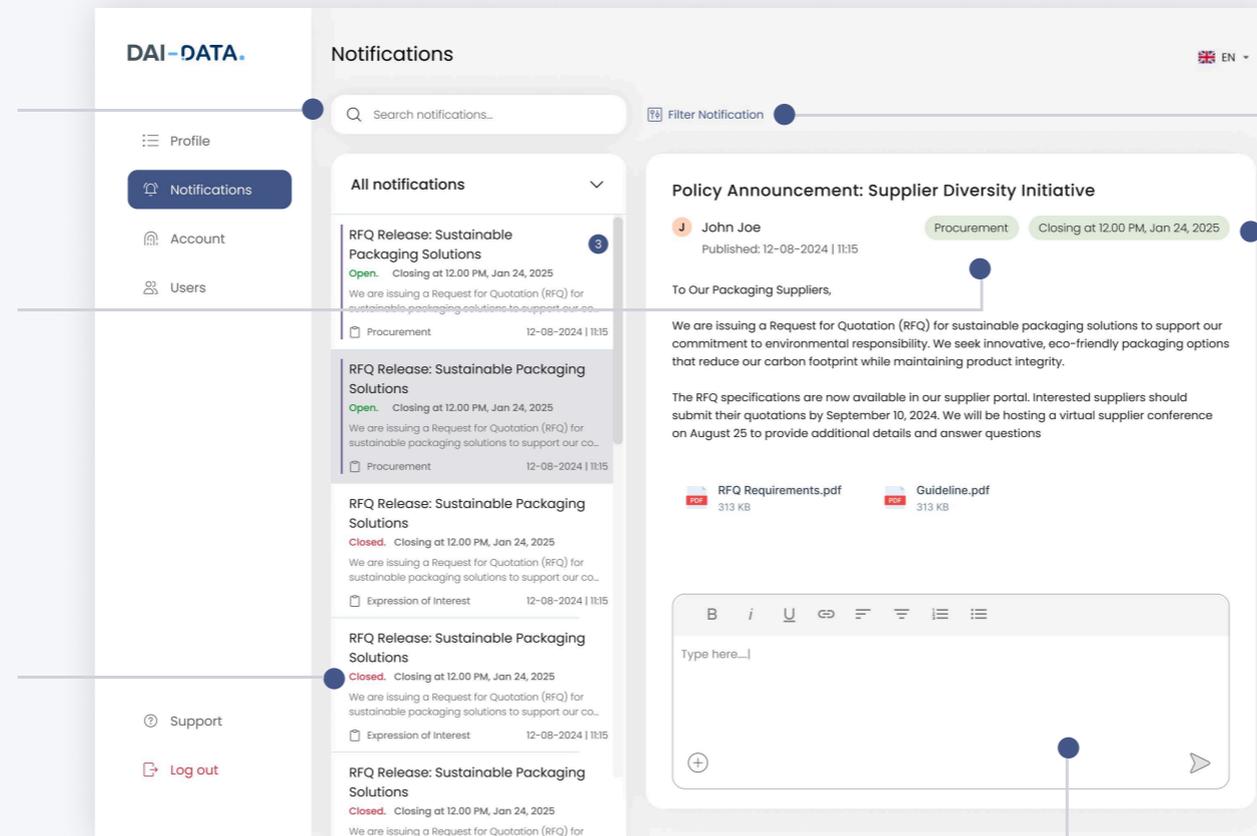
This field allows admins to search for specific notifications by entering relevant keywords.

## Notification Type

You can easily identify the type of notification you have received by checking the stamp displayed on each one.

## Notification Status

You can easily identify the status of the notification you have received by checking the stamp displayed on each one. This visual indication provides instant insight into whether a notification is Opened, Closed, or has No Closing Time.



## Filter Notification

You can manage your received notifications by filtering them based on type and status.

## Closing Time

You can view the closing time stamp for notification that will expire after a specified duration. This feature allows you to easily identify when a notification will no longer be relevant or actionable.

## Respond to a Notification

This allows you to enter your reply to the notification. You can also attach a file if needed before submitting your response.

### Note:

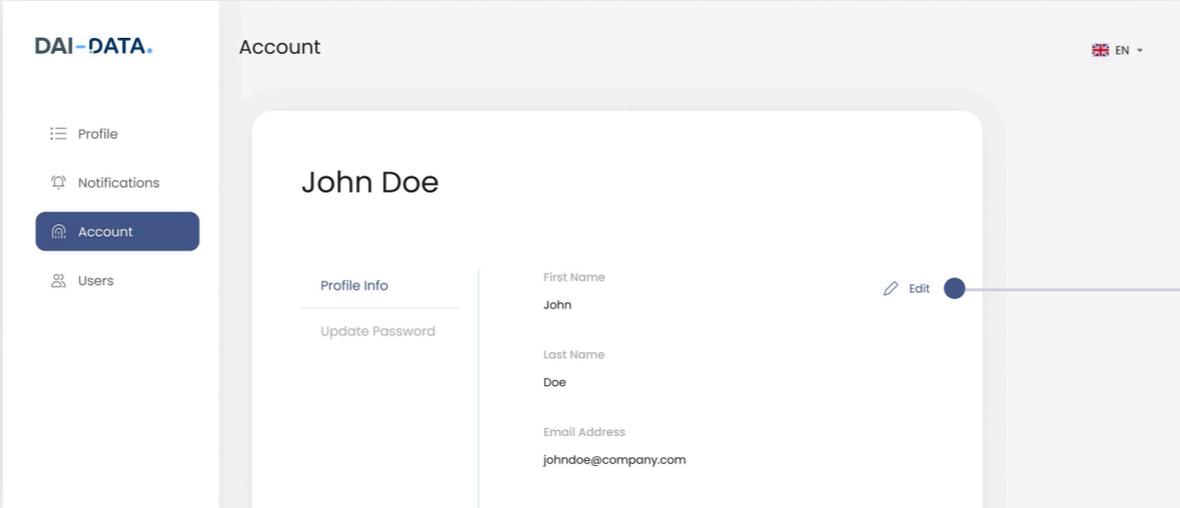
You can respond to notifications that allow responses. If a closing time is specified, you will not be able to send responses after the closing time. Notifications that do not allow responses will not provide an option to respond.

# Manage account details

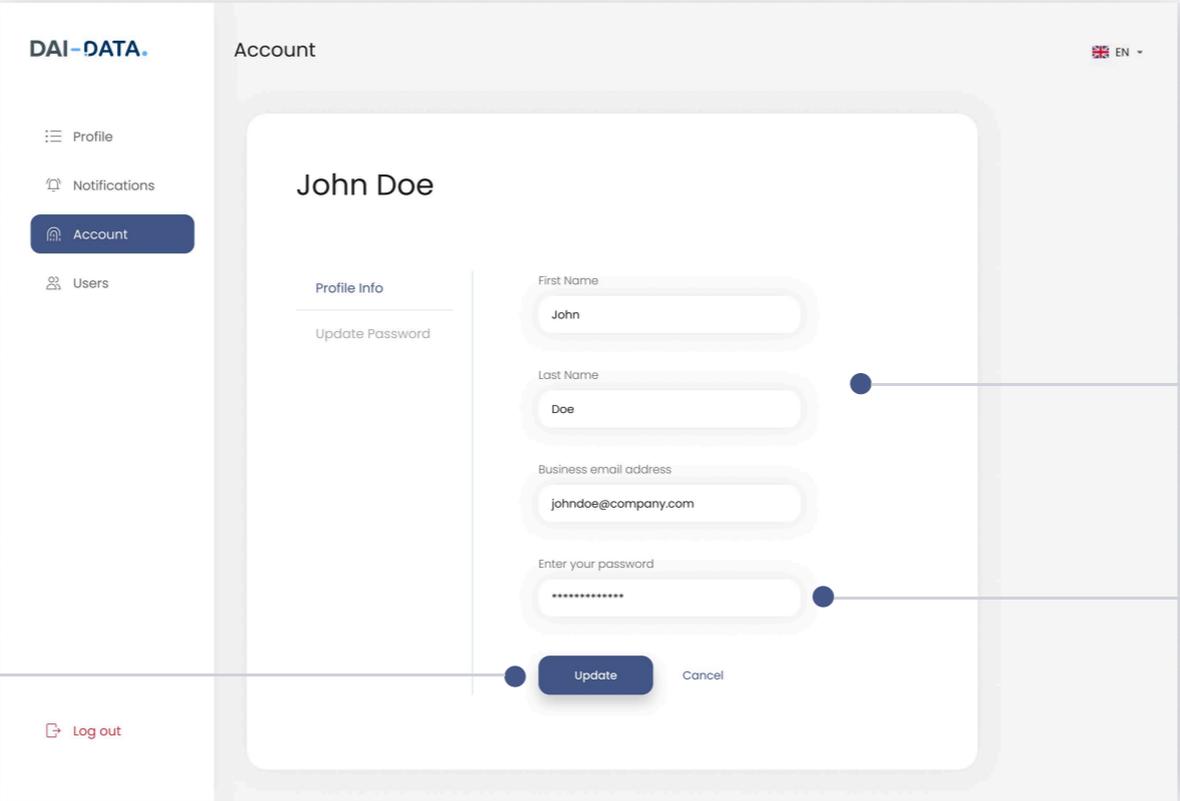
In the Account menu you can view or change your profile information like your first name, last name and email address and you can also update your password.

## 1 How to update personal profile information?

Follow the steps



**Step 1**  
To make changes to your account information click on the 'Edit' button.



**Step 2**  
Edit your details.

**Step 3**  
Enter your password.

**Step 4**  
After making the changes click on the 'Update' button.

## 2 How to change password?

Follow the steps

### Note:

Make sure that the password is at least 8 character with uppercase, number and a special character in it.

### Step 3

Click on the 'Update' button.

The screenshot shows the 'Account' page for 'John Doe'. The page has a sidebar with navigation options: Profile, Notifications, Account (highlighted), and Users. The main content area is titled 'Account' and contains a form for updating the password. The form has three input fields: 'Enter Password', 'Enter New Password', and 'Confirm New Password'. Below the fields are 'Update' and 'Cancel' buttons. A 'Log out' button is visible in the bottom left corner. The language is set to 'EN' in the top right corner.

### Step 1

Enter your current password.

### Step 2

Type in your new password and retype it in the confirm the new password column.

# Manage team members

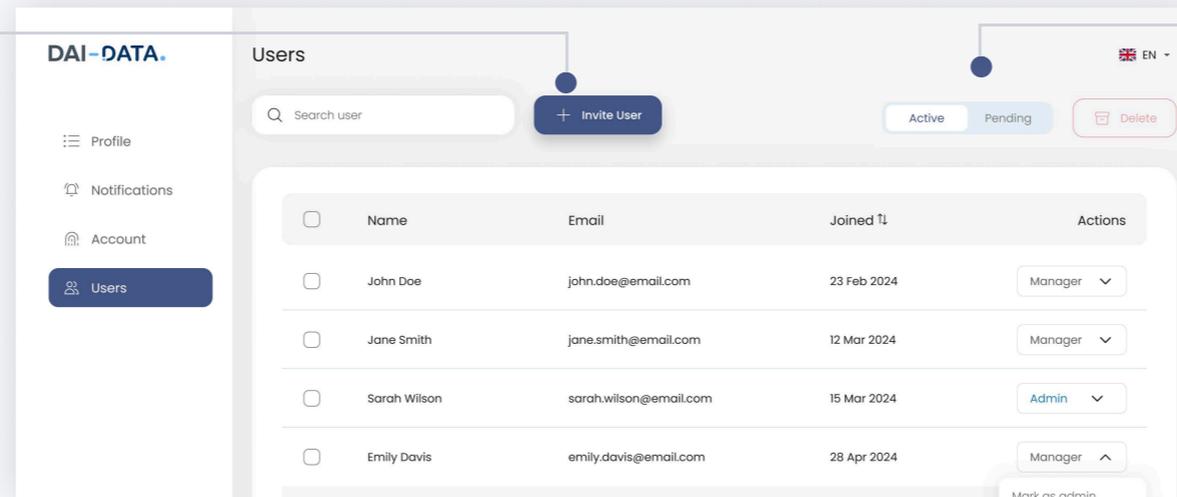
In user tab you can view or add your team members. **This feature is available only if you are an admin on the platform.**

## 1 How to invite team members?

Follow the steps

### Step 1

Click on the 'Invite user' button.



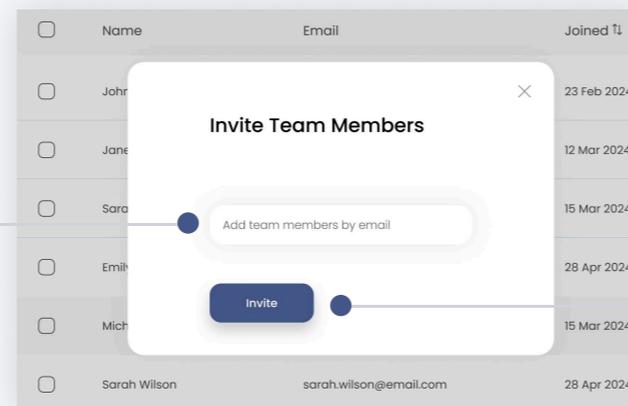
### Active & Pending Users:

Active Users: Users who have successfully registered on the portal.

Pending Users: Users who have received an invitation but have not yet completed their registration.

### Step 2

you can see a pop-up box where you can enter your team members' email ID.



### Step 3

Click on the 'Invite' button.

It sends out the invitations to the specified team Members email, prompting them to join the system.

## 2 How can a team member register on this portal?

Your Team members would receive an invitation email like this.

### Step 1

Check the email for the invitation

### Step 2

Click on the 'Register Now' button on the email. They will be directed to the Registration page.

#### Invitation to Register as a Manager on Supplier Relationship Management Portal

Hello,

We are excited to invite you to join our Supplier Registration Portal. This platform is designed to streamline and simplify the supplier registration process.

To get started, please click on the link below to create your manager account:

Register Now

We look forward to having you on board.

Best Regards,  
Supplier Registration Platform

DAI-DATA

### Register

First Name: John

Last Name: Joe

Business Email: Enter email

Create Password: [masked]

Confirm Password: [masked]

I accept the Terms and Conditions

Register

### Step 4

Go through the Terms and Conditions and check in the I accept the Terms and Conditions box.

### Step 3

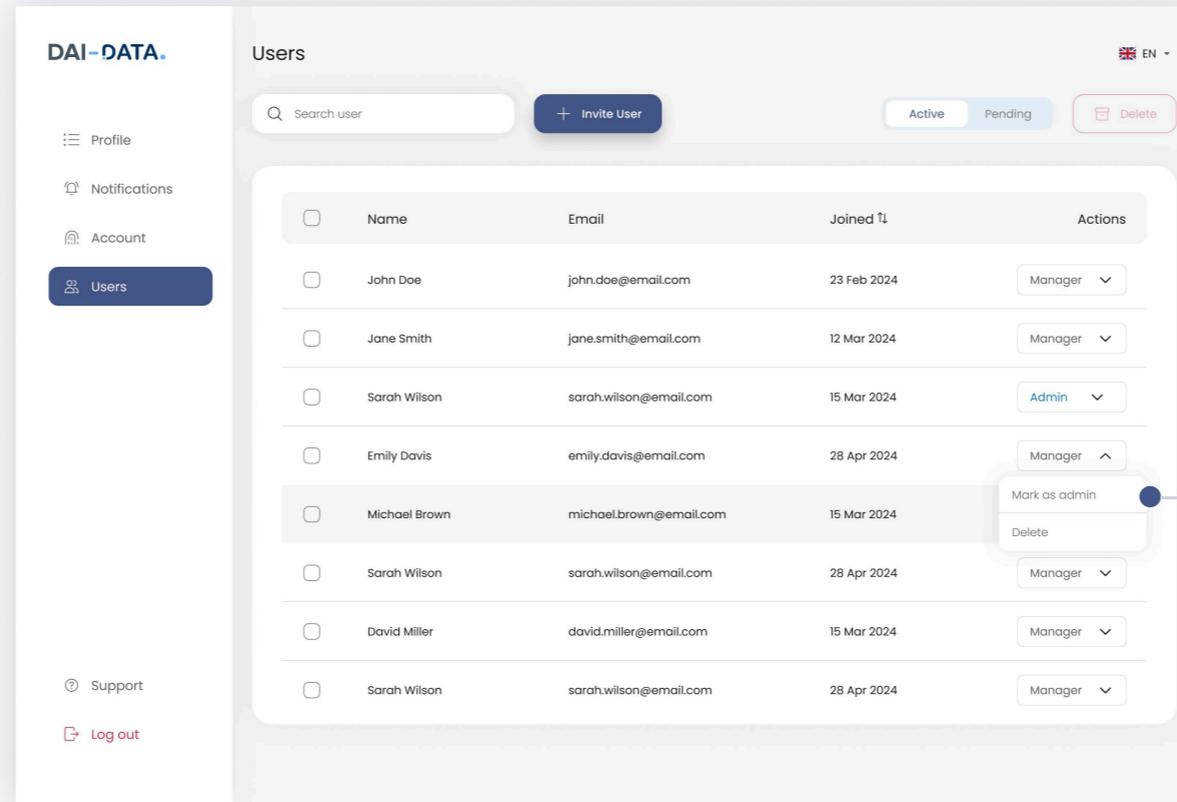
Your team members can enter their details like First name, Last name, Business email and Password.

### Step 5

click on 'Register' button and register themselves.

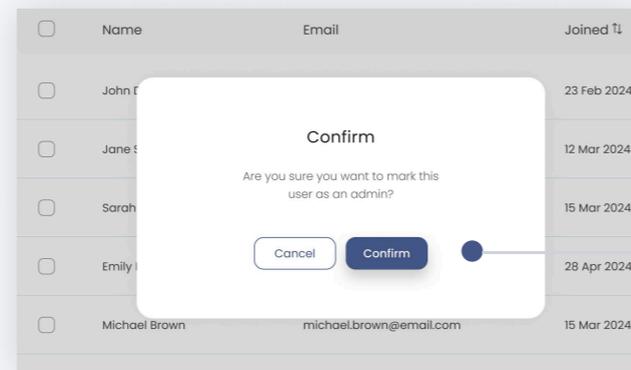
### 3 How do I make a team member an admin?

You can choose any of your team member and appoint them as the admin of this page by clicking on the drop-down menu.



#### Step 1

Click on the drop-down menu and select 'Mark as Admin' option.



#### Step 2

In the pop up box that appears, confirm the role change of the selected user by clicking the 'Confirm' button.

#### Note:

The tenant admin can also change the role of admin to manager.

## 4 Delete active team member(s)

Follow the steps

### Search

You can search your team member by entering their name or email address.

### Step 1

Select the team member(s) that you wish to delete from your portal

The screenshot shows the 'Users' management page in the DAI-DATA portal. At the top, there is a search bar labeled 'Search user' and an 'Invite User' button. Below the search bar, there are tabs for 'Active' and 'Pending', and a red 'Delete' button. The main content is a table of users with the following columns: Name, Email, and Joined. The table contains the following data:

<input type="checkbox"/>	Name	Email	Joined Tl	Actions
<input checked="" type="checkbox"/>	John Doe	john.doe@email.com	23 Feb 2024	Manager ▾
<input checked="" type="checkbox"/>	Jane Smith	jane.smith@email.com	12 Mar 2024	Manager ▾
<input type="checkbox"/>	Sarah Wilson	sarah.wilson@email.com	15 Mar 2024	Admin ▾
<input checked="" type="checkbox"/>	Emily Davis	emily.davis@email.com	28 Apr 2024	Manager ▾
<input type="checkbox"/>	Michael Brown	michael.brown@email.com	15 Mar 2024	Manager ▾
<input checked="" type="checkbox"/>	Sarah Wilson	sarah.wilson@email.com	28 Apr 2024	Manager ▾
<input type="checkbox"/>	David Miller	david.miller@email.com	15 Mar 2024	Manager ▾
<input type="checkbox"/>	Sarah Wilson	sarah.wilson@email.com	28 Apr 2024	Manager ▾

### Step 2

Click on the 'Delete' button

### Note:

You can also delete a member by clicking on the drop down menu next to their detail and selecting the delete option.

The screenshot shows a confirmation dialog box titled 'Delete selected users?' with the text 'Are you sure you want to delete selected users?'. There are two buttons: 'Cancel' and 'Yes'. The 'Yes' button is highlighted with a blue dot.

### Step 3

In the pop up box that appears, confirm the deletion of the selected account(s) by clicking the 'Yes' button.

## 5 Resend invitation to team member(s)

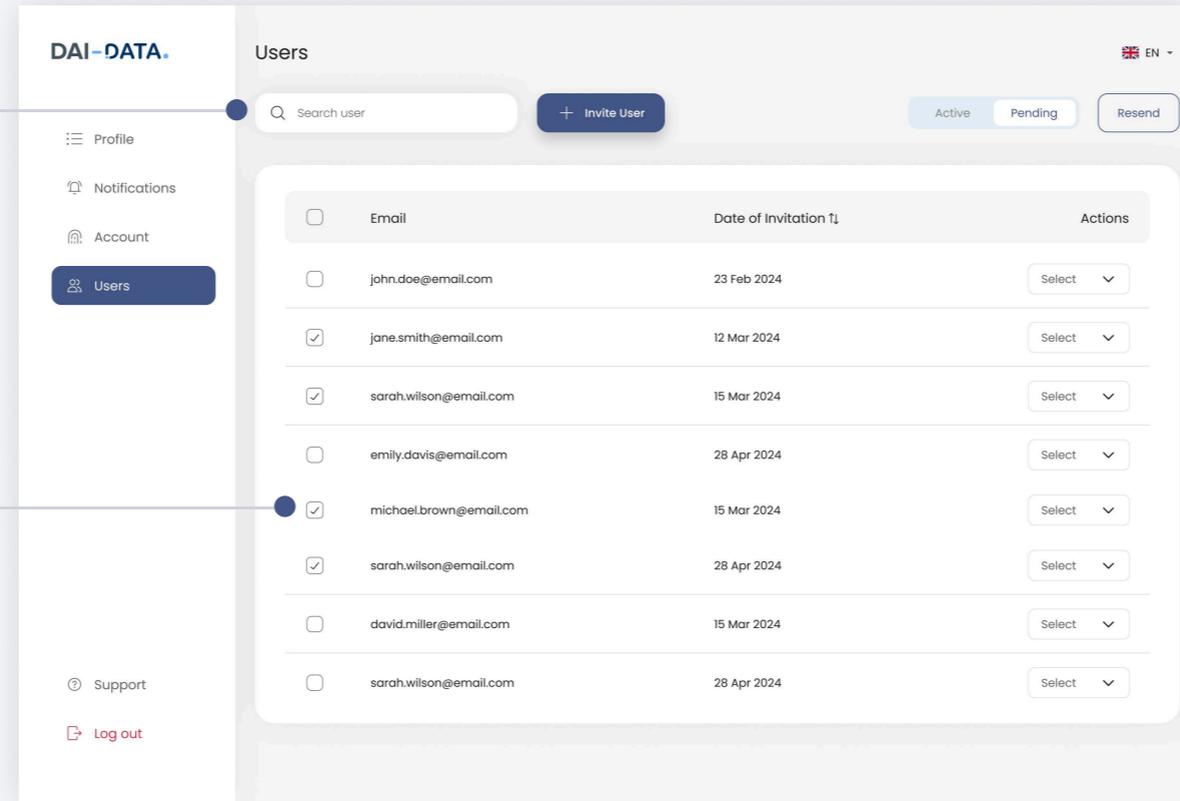
Follow these steps to resend an invitation to a team member who has not yet registered on the portal.

### Search

You can search your team member by entering their name or email address.

### Step 1

Select the team member(s) that you wish to Resend invitation.



### Step 2

Click on the 'Resend' button

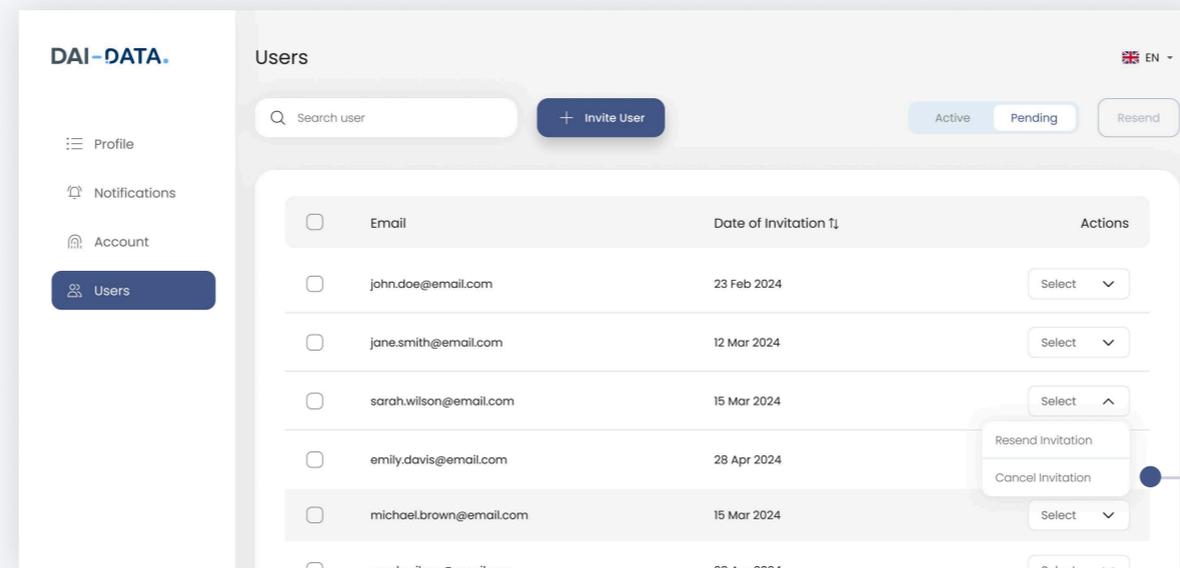
On the confirmation popup, click the 'Yes' button to resend the invitation to the selected team members.

### Note:

You can also resend invitation by clicking the dropdown menu next to the member's details and selecting the Resend Invitation option.

## 6 Cancel invitation

Follow the instructions to cancel an invitation sent to a team member who has not yet registered on the portal.



### Cancel Invitation

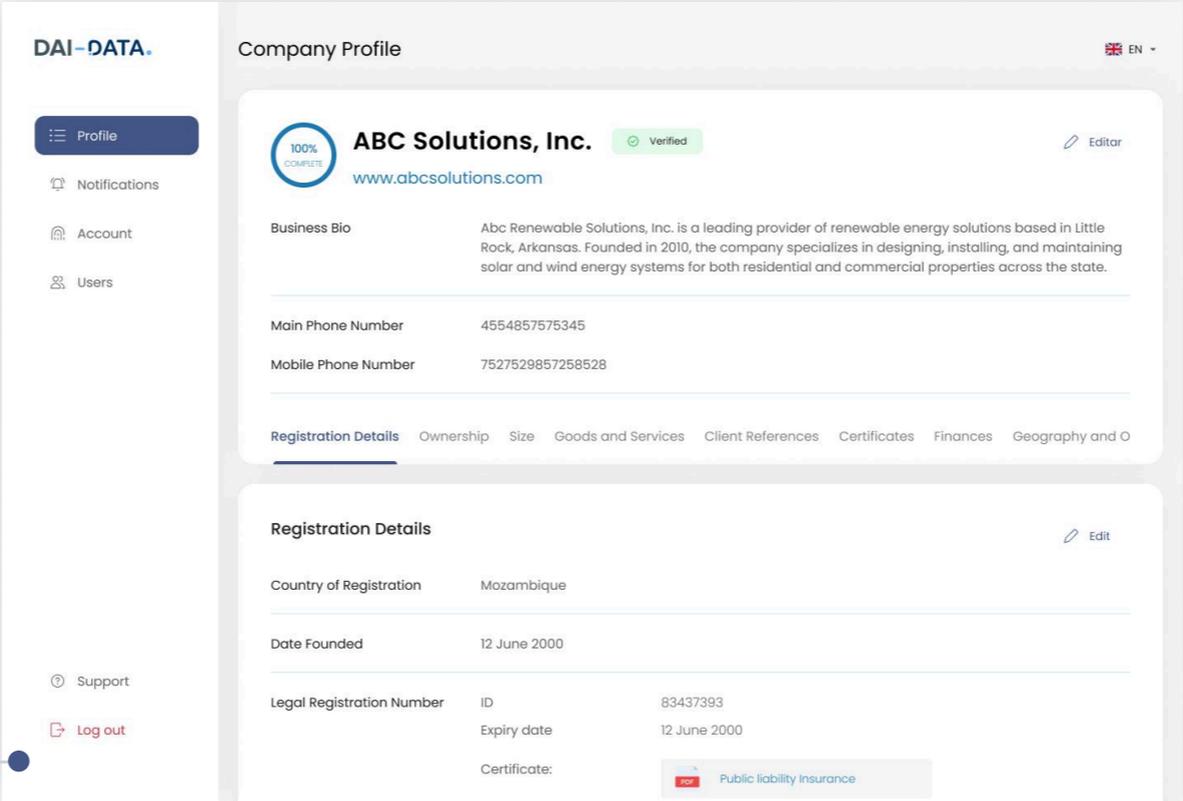
You can cancel an invitation by clicking the dropdown menu next to the member's details and selecting the "Cancel Invitation" option.

# How to log out of this portal?

Follow the steps

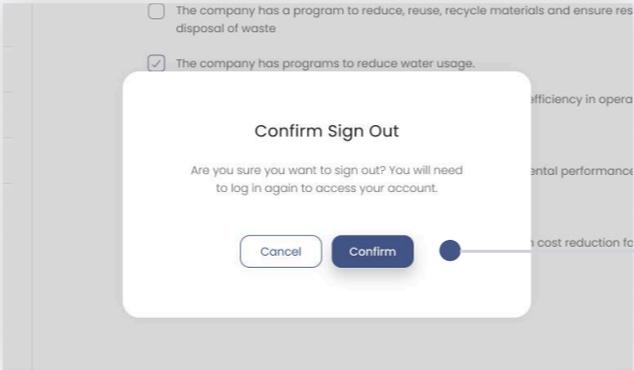
**Note:**

After you log out of this portal, you will need to log in again to access your account.



**Step 1**

Click on the 'Log out' button



**Step 2**

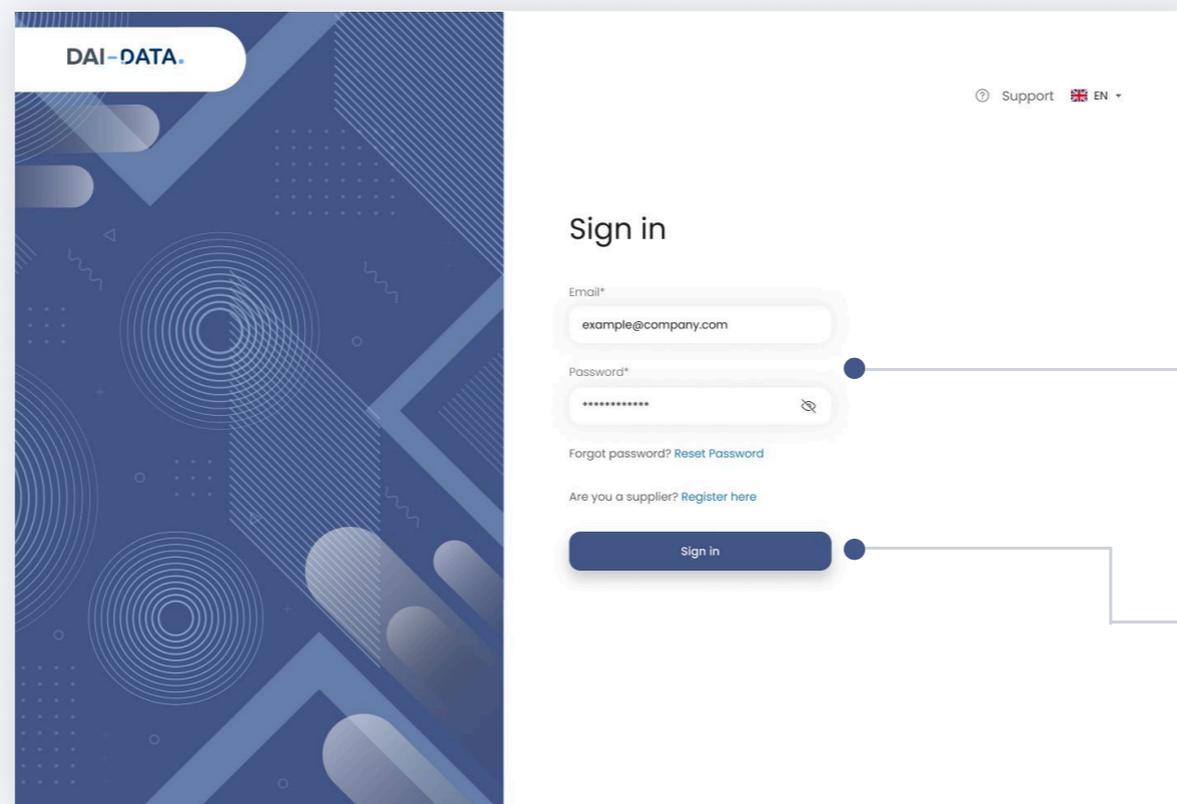
Confirm the sign out by clicking the 'Confirm' button.

# How to sign in?

Follow the steps

## Step 1

Use the link provided by the Company to reach their sign in page.



The screenshot shows the DAI-DATA sign-in page. The page has a dark blue header with the 'DAI-DATA.' logo on the left and 'Support EN' on the right. The main content area is white and contains the following elements:

- Sign in** title
- Email\*** input field containing 'example@company.com'
- Password\*** input field with a password strength indicator and a visibility toggle icon.
- Link: [Forgot password? Reset Password](#)
- Link: [Are you a supplier? Register here](#)
- Sign in** button

Annotations on the right side of the page:

- Step 2**: A line points from the text 'Enter your registered Email ID and Password.' to the Password\* input field.
- Step 3**: A line points from the text 'Click on the 'Sign in' button.' to the Sign in button.

## Step 2

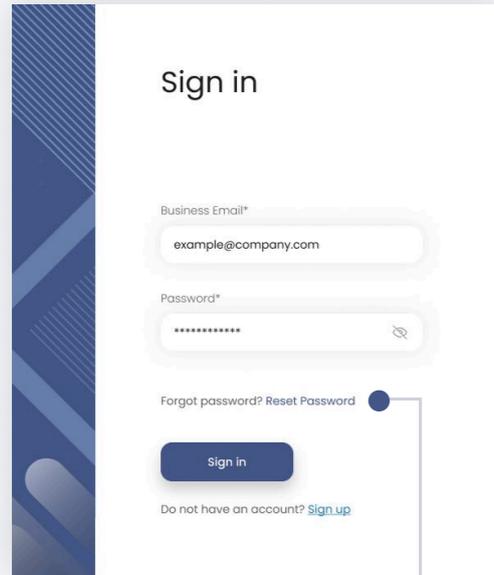
Enter your registered Email ID and Password.

## Step 3

Click on the 'Sign in' button.

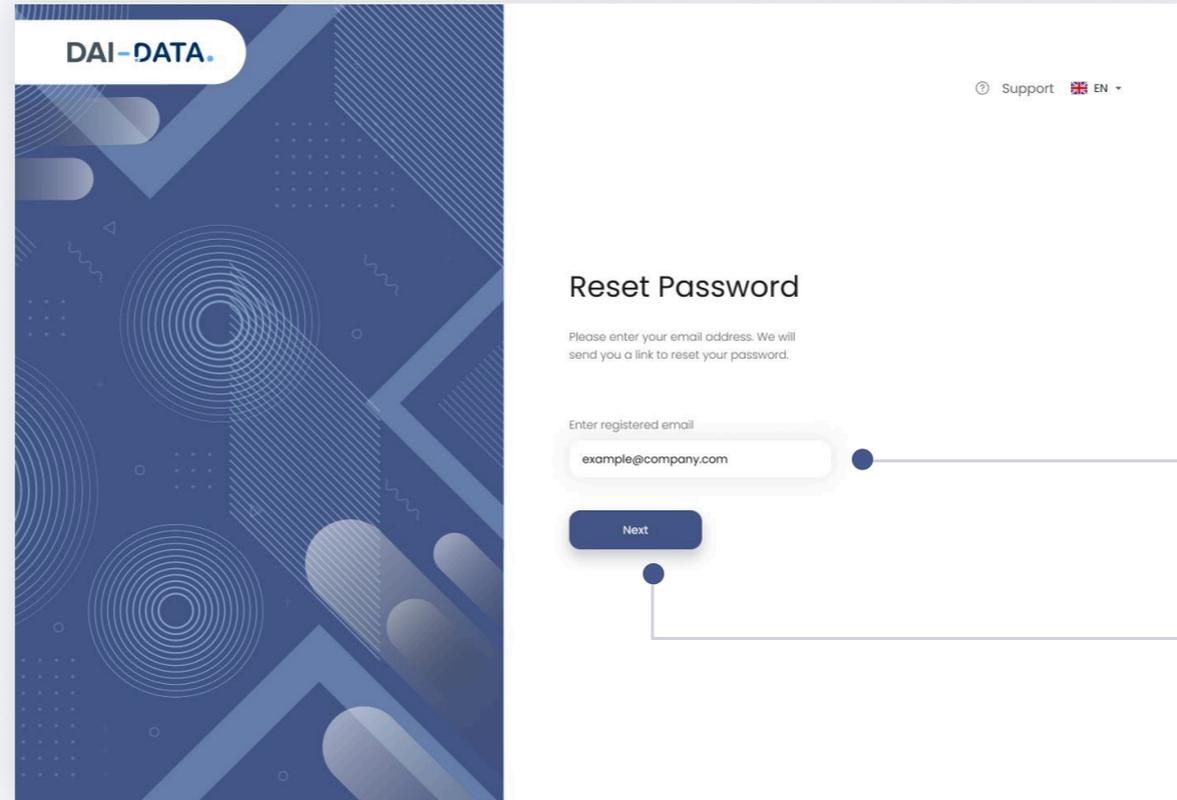
# Forgot password?

Follow the steps



## Step 1

Click on the Reset password option. It will redirect you to another page.



## Step 2

Enter your Registered Email ID.

## Step 3

Click on the 'Next' button.

## Step 4

Check your Email inbox. You would have received an Email to Reset your password in your registered Email ID.

## Step 5

Click on the 'Reset Password' button.

### Password Reset Request for Supplier Registration Portal

Dear John,

We received a request to reset your password for your account on the Supplier Registration Portal.

Please click on the link below to reset your password:

[Reset Password](#)

If you did not request this, please ignore this email.

Best Regards,  
Supplier Registration Platform

You will be redirected to another screen where you can create new password.

### Step 8

Click on the 'Reset Password' button.

You will be taken to the sign in page where you can sign in using the new password.

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Support EN

## Create New Password

Enter New Password\*

Confirm New Password\*

The password must be atleast 8 character with uppercase number and a special character

Reset Password

### Step 6

Enter your new password.

### Note :

Make sure that the password is at least 8 character with uppercase, number and a special character in it.

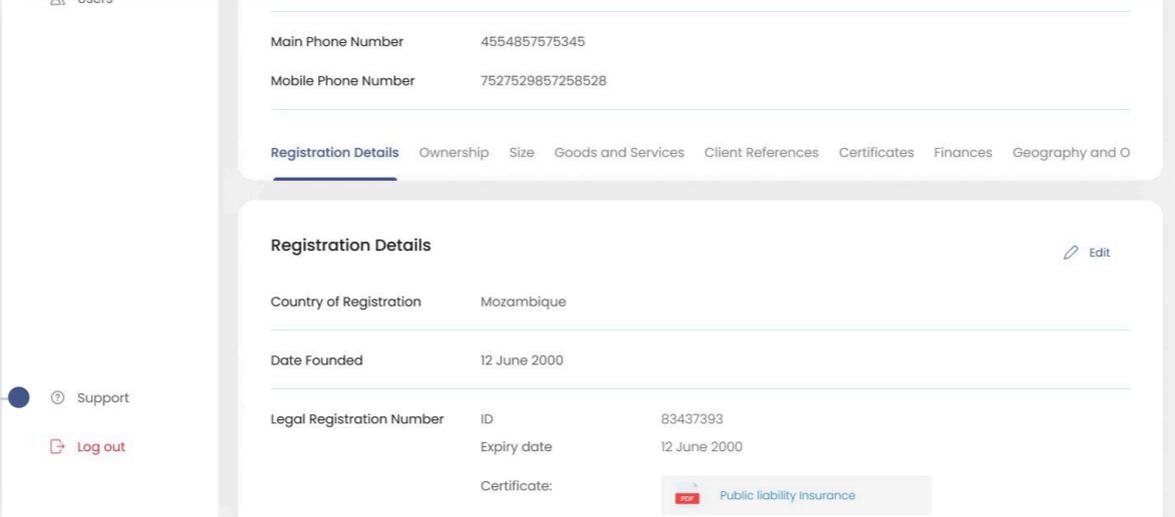
### Step 7

Confirm your new password.

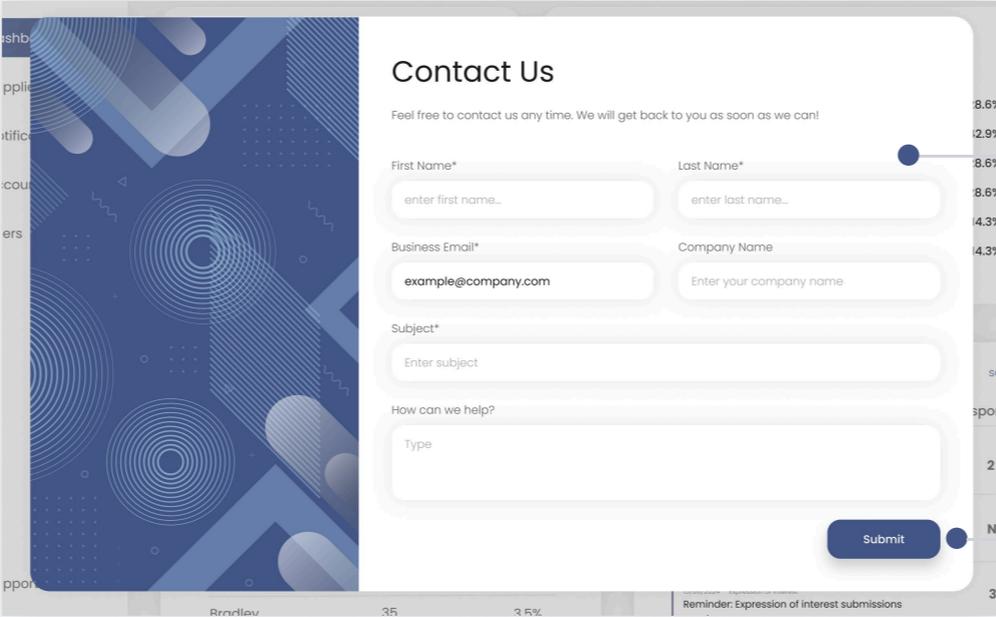
# Support Option

Users can click on the support option to get assistance with issues, inquiries, or guidance related to the platform.

**Step 1**  
Click on the Support option.



**Step 2**  
In the pop-up box that appears, enter your details and issue or query you need assistance with.



**Step 3**  
Click on the 'Submit' button.

You will receive the assistance reply from the Customer support team.