

**FAST GUIDE REGISTRATION
FOR SUPPLIERS**



Business Registration

Contact Creation

Production Plant Creation

Contacts for each Production Plant

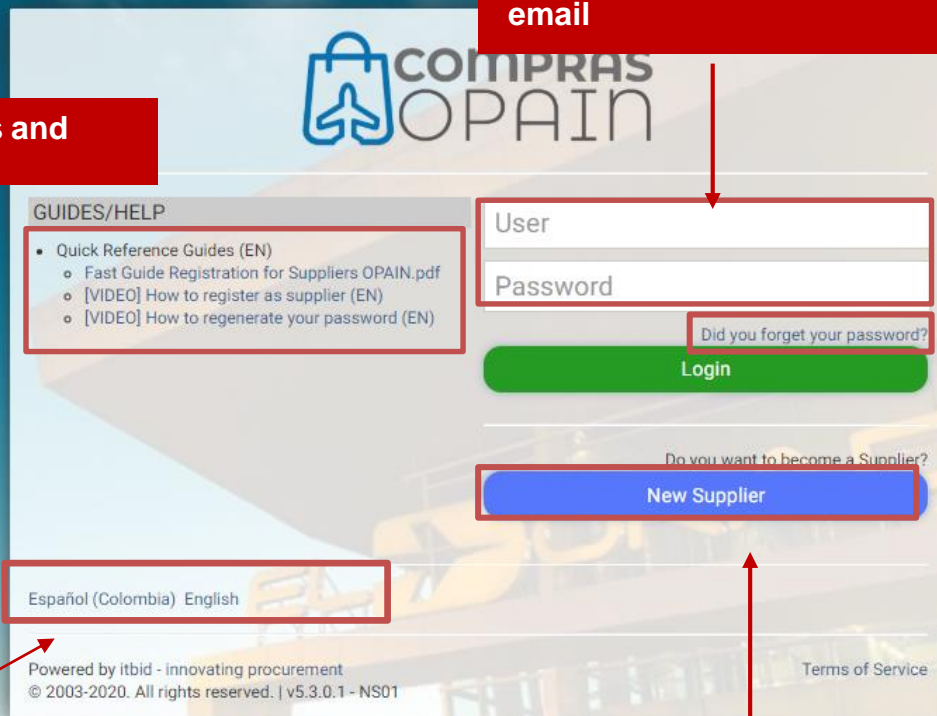
* Documents and videos

* Access through the URL using the username and password given by email

* Access to password regeneration

2 Select the language

3 Click here for a new register



The screenshot shows the COMPRAS OPAIN website interface. At the top center is the logo, which consists of a blue shopping bag icon with a white 'A' inside, followed by the text 'COMPRAS OPAIN' in a bold, sans-serif font. Below the logo, on the left, is a section titled 'GUIDES/HELP' containing a list of links: 'Quick Reference Guides (EN)', 'Fast Guide Registration for Suppliers OPAIN.pdf', '[VIDEO] How to register as supplier (EN)', and '[VIDEO] How to regenerate your password (EN)'. To the right of this is a login form with two input fields labeled 'User' and 'Password'. Below these fields is a green 'Login' button. A link 'Did you forget your password?' is positioned above the button. Below the login form is a blue button labeled 'New Supplier'. At the bottom left, there is a language selection dropdown menu showing 'Español (Colombia)' and 'English'. At the bottom center, small text reads 'Powered by itbid - innovating procurement © 2003-2020. All rights reserved. | v5.3.0.1 - NS01'. At the bottom right, there is a link for 'Terms of Service'. Red arrows point from the annotations to specific elements: from the 'Documents and videos' box to the 'GUIDES/HELP' section; from the 'Access through the URL...' box to the 'User' and 'Password' fields; from the 'Access to password regeneration' box to the 'Did you forget your password?' link; from the 'Select the language' box to the language dropdown; and from the 'Click here for a new register' box to the 'New Supplier' button.

COMPRAS
OPAIN

GUIDES/HELP

- Quick Reference Guides (EN)
 - Fast Guide Registration for Suppliers OPAIN.pdf
 - [VIDEO] How to register as supplier (EN)
 - [VIDEO] How to regenerate your password (EN)

User

Password

Did you forget your password?

Login

Do you want to become a Supplier?

New Supplier

Español (Colombia) English

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Terms of Service

NEW REGISTRATION

1

Introduce your email, new user and new password (numeric alpha):

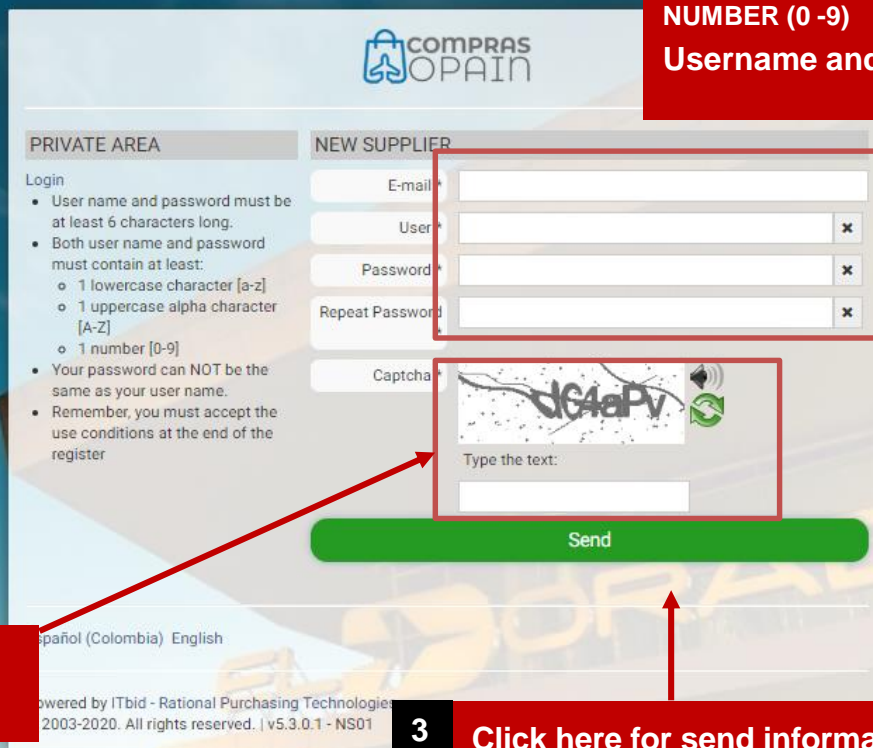
A CAPITAL LETTER (A-Z) A LOWER CASE (a-z)
NUMBER (0 -9) MINIMUM 6 TYPES
Username and password must be diferent

2

Introduce types show on the captcha

3

Click here for send information and complete your registration



COMPRAS OPAIN

PRIVATE AREA

Login

- User name and password must be at least 6 characters long.
- Both user name and password must contain at least:
 - 1 lowercase character [a-z]
 - 1 uppercase alpha character [A-Z]
 - 1 number [0-9]
- Your password can NOT be the same as your user name.
- Remember, you must accept the use conditions at the end of the register

NEW SUPPLIER

E-mail*

User*

Password*

Repeat Password*

Captcha*

Type the text:

Send

Spanish (Colombia) English

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ACCES EMAIL CONFIRMATION

*

You must to complete register before 7 days. If you do not complete in 7 days, system will eliminate your data



Your Access Codes to <https://comprasopain.opain.com> are:

- Username: Supplier101
- Password: 101Supplier

IMPORTANT:

- In case you registration is not completed, you may access to the platform through these codes to complete it at any time.
- If you don't complete you register before 27/11/2019, we will eliminate you data in our system automatically

This message has been automatically generated. Please visit <https://comprasopain.opain.com> for further information.

Please Note: The information contained in this transmission is confidential and is intended only for the use of the addressee(s). If you are not the designated recipient of this transmission, please advise us immediately by telephone and destroy any copies (digital and paper).

STEP 1 – COMPANY NAME

Company Data



20-11-2019
16:48:42

* Check the register assistant.



COMPANY NAME



CONTACT



SUBCATEGORIES



DOCUMENTATION



SUMMARY

Registration Wizard

- Company Data Entry Fulfillment

- Fields marked with '*' are mandatory. If you don't know or you don't want to provide information about one or more of the fields mark type '--'.

- Once you have filled out all the fields press on Next Button to continue the Registration

3 You can add Production Plants in different locations. Likewise, bank accounts

Company Name

* Business Name

* Country Colombia

* Tax ID CO

Logo File List

Select your location on a map

Type of road

* Postal address

Address 2

Town / City

Bank accounts

ADD

Production Centers of the supplier

ADD

2 Press "Select your location on a map" so you can geocalize your location. In case it is not posible, all information will be filled in manually

1 Introduce all business details. All fields marked with (*) are mandatory. Any unknown details fill with

4 Press to continue the next step



STEP 2 - CONTACTS

☰ Contacts

COMPRAS OPAIN

* Once upon a time you ended registration, you can introduce more than one contact, like line vendors, accountant managers, etc.

COMPANY NAME CONTACT SUBCATEGORIES DOCUMENTATION

Registration Wizard

- Contact Person Data Entry Fulfillment
- Fields marked with '*' are mandatory. If you don't know or you don't want to provide information about one or more of the fields marked as mandatory you may also type '--'.
- Once you have filled out all the fields press on Next Button to continue the Registration

1 Introduce contact details from your

Contacts

Fernanda González Espinosa

User Prueba01

Password *****

Language English

1 Fill or check all contact details. All fields marked with (*) are mandatory. Any unknown details fill with --

2 Business details can be copied from here. Check carefully all copied information

Copy Company Data

3 Press "next" to continue.

Job Title

* Email

* Telephone

* Mobile

Fax

STEP 3 - SUBCATEGORIES

Subcategories

COMPRAS

OPAIN

29-01-2019

18:35:27

COMPANY NAME

CONTACT

SUBCATEGORIES

DOCUMENTATION

SUMMARY

Registration Wizard

- Please check the boxes corresponding to the categories that reflect the products or services provided by your business.

Subcategories

COMPRAS

001. MAQUINARIA Y EQUIPOS

1.01 EQUIPOS NEUMÁTICOS

1.02 EQUIPOS HIDRÁULICOS

1.03 EQUIPOS DE CARGA, LEVANTE Y MANEJO DE MATERIALES

1.04 EQUIPOS AUTOMATIZACIÓN Y CONTROL INDUSTRIAL

1.05 MÁQUINAS Y HERRAMIENTAS ELÉCTRICAS Y MECÁNICAS

1.06 MAQUINARIA PLANTAS DE TRATAMIENTO

1.07 EQUIPOS Y MAQUINARIA TEXTIL

1.08 EQUIPOS E INSUMOS IMPRESIÓN DIGITAL Y SUBLIMACIÓN

002. MATERIALES, REPUESTOS E INSUMOS

2.01 ACEROS, BRONCES Y PLÁSTICOS DE INGENIERÍA

2.02 AIRE ACONDICIONADO Y FILTRACIÓN INDUSTRIAL

1

Select the category or categories you want to suggest in order to supply products or services.

2

Press "next" to continue.

* Selecc "back" if you want to return previously menu

Next >>

javascriptvoid(0)

STEP 4 - DOCUMENTS

ITbid

24-10-2018

NAME

CONTACT

SUBCATEGORIES

DOCUMENTS

New Document Version

WARNING: This action is irreversible.
Press Accept to switch from the current document to the last saved version.
The new document you upload will be subjected to the corresponding validation process.

1.2

1.3

ACCEPT

CANCEL

1.4

ACCEPT

CANCEL

ACCEPT


CANCEL

1

1.1

Press on the clip in order to upload the associated documentation. A new window will pop up and again the clip must be clicked so you can select the documentation from your computer.

2

Select  to download a format or template to be completed

3

Press "next" to continue.

Save

Terms of Service

Information about the document requested . In case that you do not have the requested documentation, it can be uploaded later

Documentation

DOCUMENT

Certificado Cámara de Comercio (no mayor a 100 kb)

RUT (Actualizado)

File is needed

Fotocopia de la Cédula del Representante Legal

File is needed

Formato de Creación de Terceros Nacionales o Extranjeros (Totalmente diligenciado con firma del Representante Legal)

File is needed

Aviso legal - Condiciones de uso

Esta información será tratada en cumplimiento a lo dispuesto en la Ley estatutaria 1581 de 2012 y a su Decreto Reglamentario 1377 de 2013, para el tratamiento protección de datos personales.

La EMPRESA, quien actúa como responsable del tratamiento de sus datos con la debida confidencialidad, seguridad, legalidad y transparencia en los términos y condiciones señalados en la Ley 1581 de 2012 y el Decreto 1377 de 2013; en armonía con su política de tratamiento de datos personales, gestionará la información, datos personales, datos privados, datos sensibles y datos públicos por usted suministrado, los cuales podrán ser recolectados, almacenados, procesados, usados, suprimidos, actualizados y transmitidos mediante los canales de comunicación previstos por la EMPRESA (físicos, digitales, medios magnéticos, aplicativos tecnológicos y otros) para las siguientes finalidades:

a) evaluarlo como posible proveedor, b) identificarlo como proveedor y/o representante legal, c) elaborar documentos, contratos, convenios, facturas, recibos y documentación relacionada o requerida en cumplimiento de las relaciones contractuales, d) atención de solicitudes o requerimientos, e) evaluar la calidad de producto y/o servicio, f) dar cumplimiento a términos y condiciones previamente establecidas, g) generación de procesos estadísticos y/o prospección, h) generar gestión comercial a través de diversos canales, asociada a productos y/o servicios incluidos dentro de las relaciones contractuales, i) iniciar acuerdos de negocio para adquirir bienes o servicios, j) control y pagos por los bienes y servicios recibidos, k) labores de monitoreo, control y registro contable de las obligaciones contraídas con los proveedores, l) Consultas, auditorías y revisiones derivadas de los acuerdos con los proveedores y/o contratistas, m) Controlar

CANCEL DISREGARD **ACCEPT**

TIP: In case "accept" button is not shown, the most likely is that you have to decrease the zoom of your screen.

1

Click ACCEPT once you read all TERM OF USE

Production Centers Contacts

Name	Last name	Email	Telephone	Job Title	Production Center	Options
------	-----------	-------	-----------	-----------	-------------------	---------

This supplier does not have any Production Center. To add new Production Centers' Contacts please add a Center first.

Categories

Distribution & Logistics

View: FERNANDA PRODUCCIONES



29-01-2019
19:22:16

COMPANY NAME CONTACTS CATEGORIES **DOCUMENTATION** QUALIFICATION PRODUCTS

Register Documentation

DOCUMENT	TEMPLATES	STATUS	CURRENT VERSION	VALID UNTIL:	OPTIONS
Certificado Cámara de Comercio (no mayor a 90 días)		⚠ File is needed	--		i ●
RUT (Actualizado)		⚠ File is needed	--		i ●
Fotocopia de la Cédula del Representante Legal		⚠ File is needed	--		i ●
Formato de Creación de Terceros Nacionales o Extranjeros (Totalmente diligenciado con firma del Representante Legal)	↓	⚠ File is needed	--		i ●

Additional Documentation

Qualification supplier Documentation

DOCUMENT	TEMPLATES	STATUS	CURRENT VERSION	VALID UNTIL:	OPTIONS
----------	-----------	--------	-----------------	--------------	---------

Evaluation supplier Documentation

DOCUMENT	TEMPLATES	STATUS	CURRENT VERSION
----------	-----------	--------	-----------------

Product Documentation

Contract Documentation

DOCUMENT	TEMPLATES	STATUS	CURRENT VERSION
----------	-----------	--------	-----------------

ATTENTION

Once you finish the step 5 and you have incomplete **DOCUMENTATION**, the platform shows you the **DOCUMENTATION** tab, it means that additional information is pending to upload (FILE IS NEEDED)



Terms of Service

NOTIFICATION: COMPLETED BASIC DATA REGISTRATION

A new supplier has completed basic data registration:

Supplier: FERNANDA PRODUCCIONES

Categories:

- 1.02 EQUIPOS HIDRAÚLICOS

Your access won't be allowed until a user with appropriate permissions accepts you in the system.

This message has been automatically generated. Please visit <https://compraspain.opain.com> for further information.

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*

**By your mail you will receive a
notification about complete
basic data registration**

≡ Edit: FERNANDA PRODUCCIONES



✉ 1 29-01-2019 19:54:59

COMPANY NAME CONTACTS CATEGORIES **DOCUMENTATION**

Register Documentation							
DOCUMENT	TEMPLATES	STATUS	CURRENT VERSION	VALID UNTIL:	UPLOAD FILES	OPTIONS	
Certificado Cámara de Comercio (no mayor a 90 días)		To be reviewed					
RUT (Actualizado)		To be reviewed					
Fotocopia de la Cédula del Representante Legal		To be reviewed					
Formato de Creación de Terceros Nacionales o Extranjeros (Totalmente diligenciado con firma del Representante Legal)		To be reviewed					

Additional Documentation							
							ATTACH FILE

Qualification supplier Documentation							
DOCUMENT	TEMPLATES	STATUS	CURRENT VERSION	VALID UNTIL:	UPLOAD FILES	OPTIONS	

Evaluation supplier Documentation							
DOCUMENT	TEMPLATES	STATUS	CURRENT VERSION	VALID UNTIL:	UPLOAD FILES	OPTIONS	

Once you completed all documentation, it status change from FILE IS NEEDED to TO BE REVIEWED



NOTIFICATION OF COMPLETED DOCUMENTATION

The requested documentation to FERNANDA PRODUCCIONES has been completed successfully, and it is due for review.

You can see the documentation [here](#).

This message has been automatically generated. Please visit <https://comprasopain.opain.com> for further information.

Please Note: The information contained in this transmission is confidential and is intended only for the use of the addressee(s). If you are not the designated recipient of this transmission, please advise us immediately by telephone and destroy any copies (digital and paper).

*

**By your mail you will receive a
notification about completed all
documentation**

View: FERNANDA PRODUCCIONES



29-01-2019
19:31:50



COMPANY NAME CONTACTS CATEGORIES DOCUMENTATION QUALIFICATION PRODUCTS

1

Fernanda González Espinosa

2

Language

3

Log Out

Register Documentation

DOCUMENT	TEMPLATES	STATUS	CURRENT VERSION	VALID UNTIL:	OPTIONS
Certificado Cámara de Comercio (no r	1	If you want to Access to change information check your name contact			
RUT (Actualizado)	2	If you want to change the language click here			
Fotocopia de la Cédula del Representante Leg		File is needed	--		
Formato de Creación de Terceros Nacionales (Representante Legal)	3	To log out click here			

View: FERNANDA PRODUCCIONES



29-01-2019
20:37:57



COMPANY NAME CONTACTS CATEGORIES DOCUMENTATION QUALIFICATION PRODUCTS

Company Name

Enabled Activated

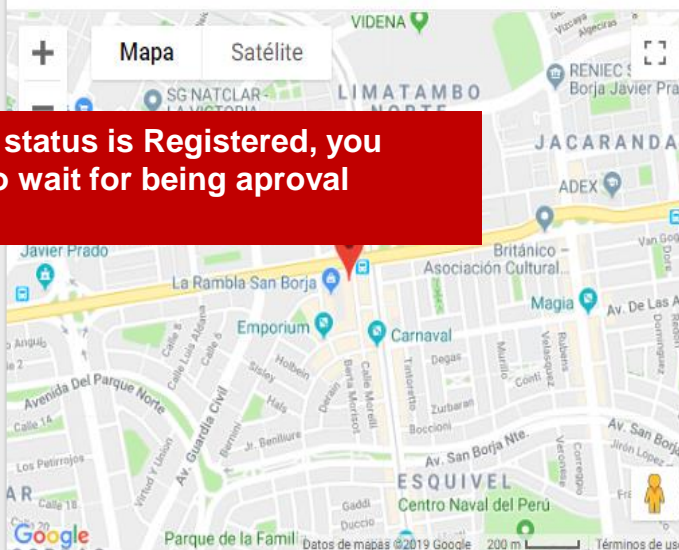
Status Registered (Waiting for validation)

Business Name FERNANDA PRODUCCIONES
Tax ID 444444
Postal address AVENUE DOMENICO MORELLI 110
Address 2 -
Town / City Lima
State/Province Lima
ZIP code 27
Country Peru
Email: fgonzalez@itbid.com
Telephone +515133800
Fax -
Website -
Founded in -
Number of Employees -
Annual Turnover - COP x1.000.000

Supervision Team

User	Supervisor
LILIANA CAICEDO LOZANO	✓
Equipo ITBID	✓
CARLOS RODRÍGUEZ PINEDA	✓

Location



If your status is Registered, you have to wait for being aproval



Business Registration

Contact creation

Production Plant Creation

Contacts for each Production Plant

In order to optimize the contact with each provider, we requires the following additional contacts to be added:

- Vendors by each business lines
- Quality manager
- Technical Responsible
- Responsible for orders

Contacts will be given access to the platform. Next slides will guide you with the user account creation.

It is possible that in some companies, a person may be responsible for more than one of these functions. In that case, make a single contact and inform through the message center which user shares more than one function and who they are.

ACCESS THE CONTACTS AND EDITING TABS

1 Click
"CONTACT"




COMPANY NAME **CONTACTS** CATEGORIES DOCUMENTATION QUALIFICATION

2 Here you can change the password. The new password must contain:

- A capital letter.
- A lower case letter
- A numeric value.

All with a minimum of 6 characters.

Supplier's Users

Name	Mobile	E-mail	Job Title	Categories	Options
✓ Fernanda González Espinosa *	48449494	fgonzalez@itbid.com	GERENTE DE VENTAS		  

ADD

Production Centers Contacts

Name	Last name	Email	Telephone	Job Title	Production Center	Options
------	-----------	-------	-----------	-----------	-------------------	---------

ADD

3

Press "ADD" in order to create a new contact. A new window will pop up where you need to fill in all contact details

NEW CONTACT CREATION PROCESS

1 New user and password must be generated. First, erase any information that is shown in those fields. The new username must contain:

A CAPITAL LETTER (A-Z) A LOWER CASE (a-z)
NUMBER (0-9) MINIMUM 6 TYPES

User	administrador
Password	*****
Language	Català

2 Fill in with the new user details.

* Name	
* Last name	
Job Title	

[Copy Company Data](#)

3 Company details can be copied from here. Later verify them

* Email	
* Telephone	
* Mobile	
Fax	
* Postal address	

☐ Supervisor

☐ Commercial

☒ Technician

6

Once everything is correct select ACCEPT. The platform will send an email with the created credentials.

4 Fill or check all contact details. Pay attention to the email copied in step 3. All fields marked with (*) are mandatory. Any unknown details fill with --

5 In the case of not being a commercial manager. Select only "Technician" independent of the position

Subcategories

CLOSE

ACCEPT

ATTENTION

Repeat the process for every contact requested

Business Registration

Contact Creation

Production Plant creation

Contacts for each Production Plant

CREATION OF PRODUCTION PLANTS - STEP 1

Click on "COMPANY NAME"

1

COMPANY NAME

CONTACTS CATEGORIES DOCUMENTATION

Twitter

@UserExample

Pinterest

https://es.pinterest.com/UserExample/

Geographical
Areas

☒ All

Production Centers

ADD

Additional Information

Products/Services

Bold

Italic

Underline

Please use this space to describe your main products or services

Terms of Service

2

Put the cursor on the green circle and click "EDIT"

3

Locate the "Production Plants" page. On the right side click on "ADD". The sheet will open for you to fill in all the information of the plan.

CREATION OF PRODUCTION PLANTS - STEP 2

1

Select "Select your location on a map" to localize the direction. In case it is not possible, all information will be filled in manually

4

Once your save, write the reason for edit and click ACCEPT

Production Centers

Plant Name

* Postal address

Address 2

* Town / City

State/Province

ZIP code

* Country

* Email

* Telephone

Fax

QSelect your location on a map

Reason for Edit

ATTENTION

CANCEL

ACCEPT

3

Put the cursor on the green circle to save all the information

2

Fill in all production plant information. All fields marked with (*) are mandatory. Any unknown details fill with --

Once the production plant is created. In the "CONTACTS" tab you will be given the option to create the plant contact. To do this, follow next instructions. It is optional since it has been defined by us. These contacts will not have User / Password if they are so

REMOVE

ADD

Save

Repeat the process of creating plants for all the production plants you work with.

Business Registration

Contact Creation

Production Plant Creation

Contacts for each Production Plant

1 Click on
"CONTACTS"

COMPANY NAME **CONTACTS** CATEGORIES DOCUMENTATION QUALIFICATION PRODUCTS

Supplier's Users

Name	Mobile	E-mail	Job Title	Categories	Options
✓ Fernanda González Espinosa *	48449494	fgonzalez@itbid.com	GERENTE DE VENTAS		  
ADD					

Production Centers Contacts

Name	Last name	Email	Telephone	Job Title	Production Center	Options
ADD						

Messages

 No messages found.

VIEW CONVERSATION (0)

NEW MESSAGE

If you need to send a message,
click on NEW MESSAGE

2 Click on "ADD" of "Production Centers
Contacts" to create the new contact. It will
open a tab to fill in with the contact
information

3

2 In the case of having more than one plant, select the correct one

Create:

* Name	<input type="text"/>
* Last name	<input type="text"/>
* Telephone	<input type="text"/>
* Email	<input type="text"/>

* Job Title	<input type="text"/>
* Unit / Department	<input type="text" value="PITALITO"/>

Enter the contact details of the person in charge of the plant. All fields marked with (*) are mandatory. Any unknown details fill with --

1

CLOSE

ACCEPT

3 Click "ACCEPT"

**¡THANK YOU FOR YOUR CONFIDENCE
IN US!**



A product created by ITBID