

eBID System for NBK Engineering Services at National Bank of Kuwait

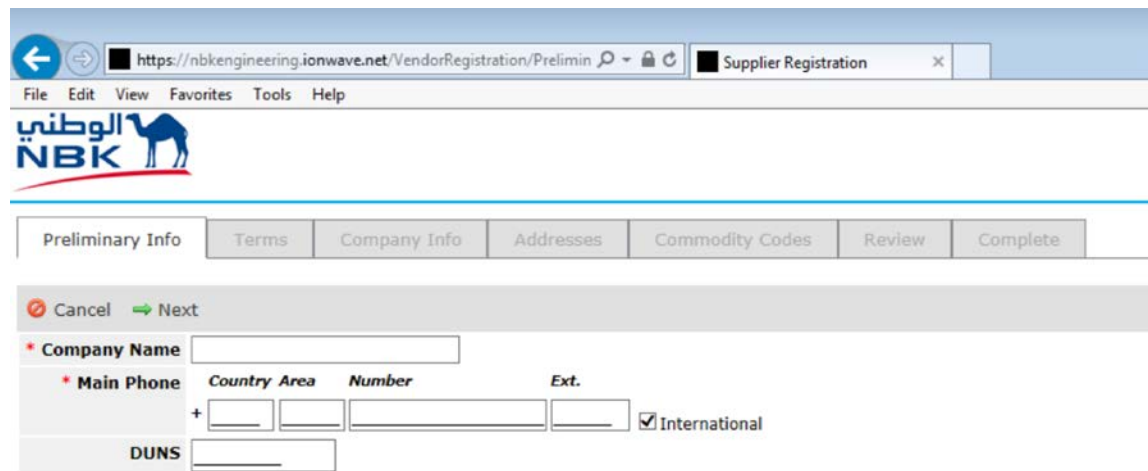
How to Register

Access the NBK Engineering eBID system through the eBID website of NBK at <https://nbkengineering.ionwave.net/Login.aspx>



Step 1: Click on the 'supplier Registration' Link to Get to the 'Preliminary Info' Tab.

Note that all fields with a red asterisk (*) are required.



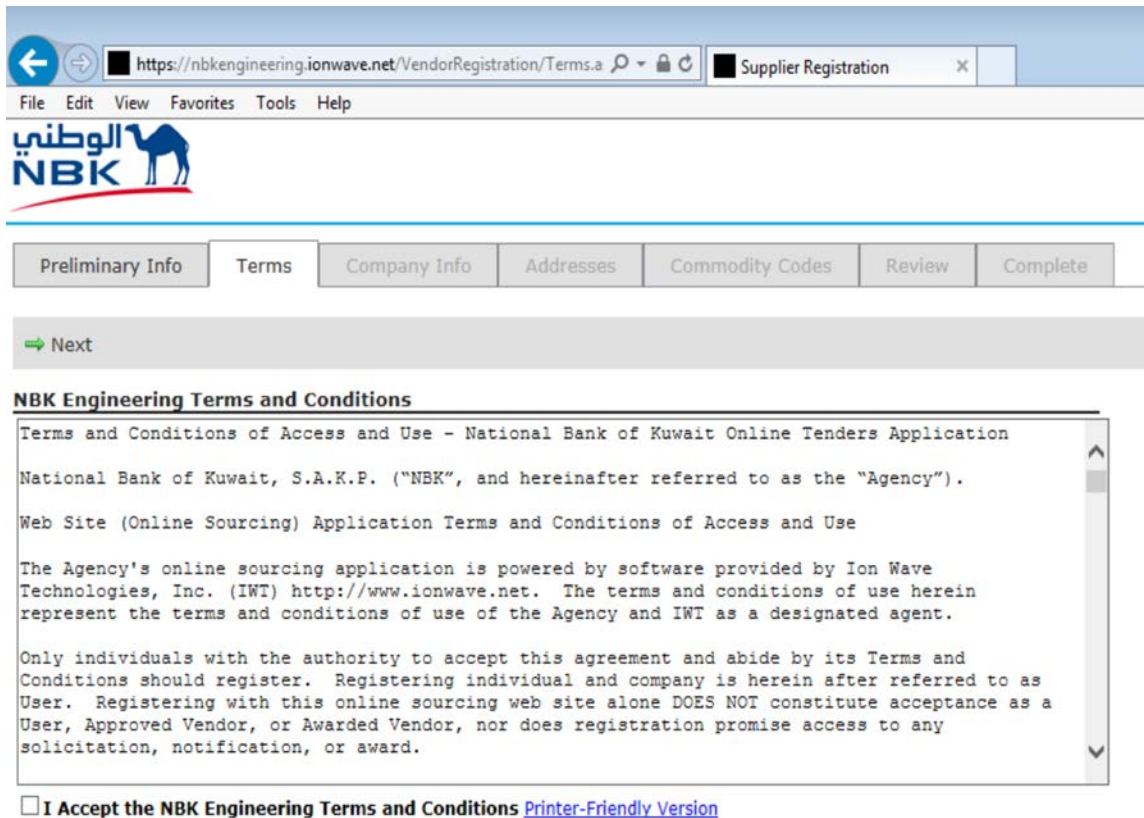
Enter the Company Name

Check the "international" box and enter the Main Phone number

Press  Next

Check this box for full telephone digits

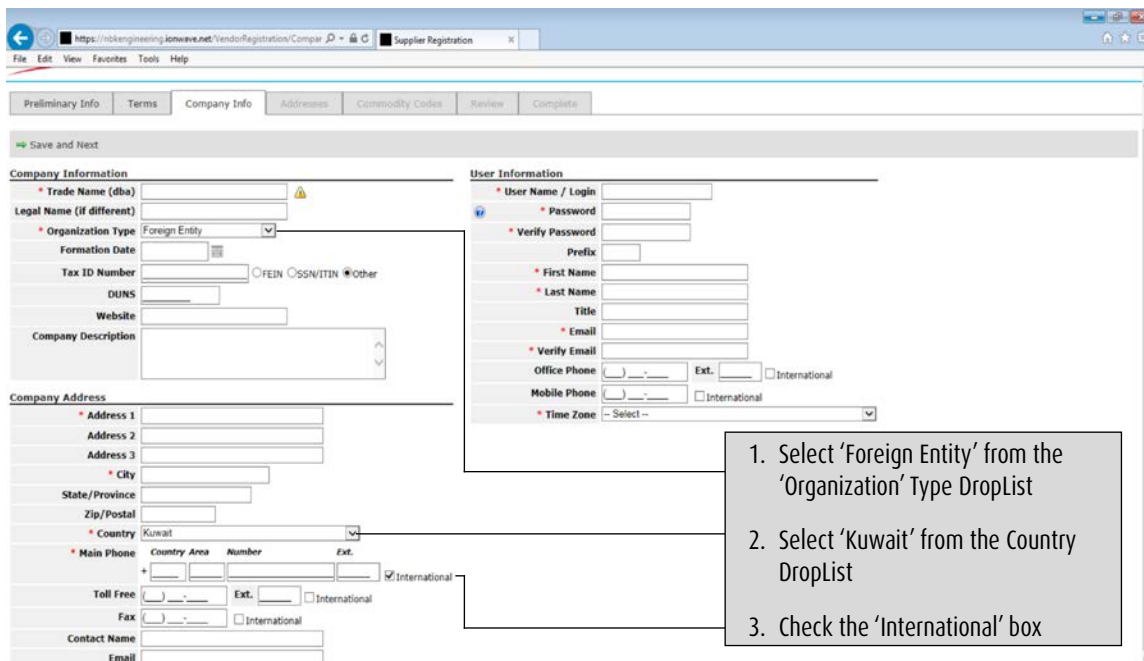
Step 2: Read Thru the Terms and Conditions and Click on the “Accept Terms & Conditions” Button.



Step 3: Complete the Company Information Sections and Authorized User Information.

(All fields with a red asterisk are required).


Note that all fields with a red asterisk (*) are required. Kindly check on all International after selecting ‘Foreign Entity’



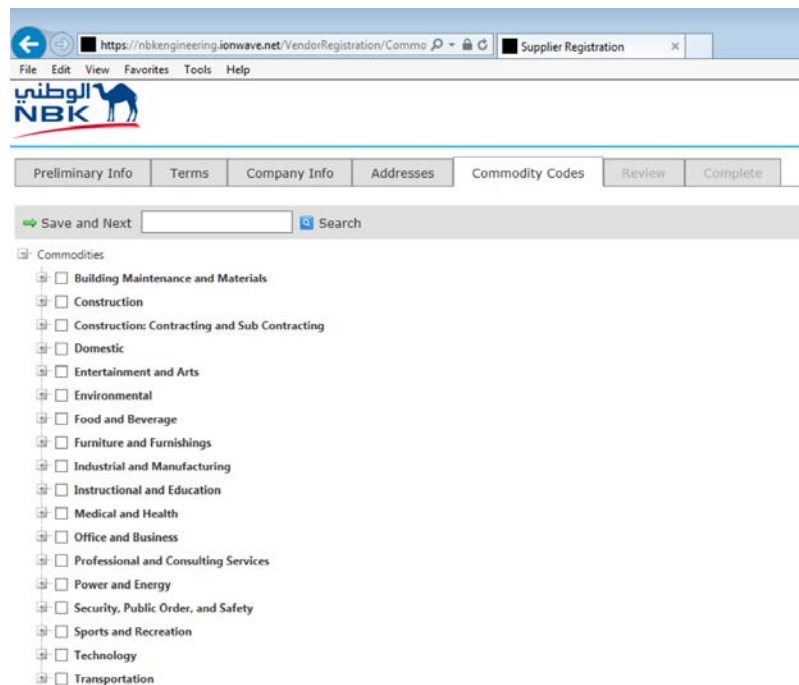
1. Select ‘Foreign Entity’ from the ‘Organization’ Type DropList
2. Select ‘Kuwait’ from the Country DropList
3. Check the ‘International’ box

An email confirmation will be sent to your email address, please respond and continue registration.

Step 4: Provide Additional Addresses Information.

Provide Additional Address (if different than the Primary Address). If the address is the same as Corporate Address, then Press  Next Else, Provide the Correspondence Address (optional). If the address is the same as Primary Address, then click the blue “Same as Corporate” link.

Step 5: Select Applicable Commodity Codes / Classifications.



To select Commodity Codes (required), click on the “Add or Remove Selections” link. Some bids may be sent to vendors automatically based on the Commodity Code(s) chosen.

A pop-up screen will appear; click “Select” for any of the commodities that pertain to your business. You can remove commodities selected in error by clicking on “Delete”. Once finished, click on “Save Selections” and you will go back to the Step 6 screen (“Review”). Click on “Next” at the bottom of the page.

Step 6: Review the Information and Make Any Necessary Changes by Clicking the “[Edit]” Link on the Right of Each Section. If the Information Is Correct, Click Submit Registration Button on Top Left of the Page.

The system will display a message that ‘Your registration has been activated’ and an email will be sent to the registered User in the following context:

Re: NBK Engineering Registration Activation Notification

Dear Supplier,

Your registration with NBK Engineering has been activated. You can now use the user name and password you specified during registration to login to the site.

Please note that this does not indicate a commitment to purchase or imply your guaranteed participation in all opportunities for your registered commodities. Unless otherwise instructed, you must wait for a formal purchase order or formal contract prior to beginning fulfillment.

It is your responsibility to maintain your supplier profile, including company profile information and commodity selections. We strongly recommend that you white-list emails from this address to ensure you do not miss any opportunities.

The eBid system can be accessed at: <https://nbkengineering.ionwave.net>

Contact Information:

For any questions/comments, you may contact us at (965)22595306

Or by mail at: joysonpinto@nbk.com

NBK Engineering Services

National Bank of Kuwait

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