

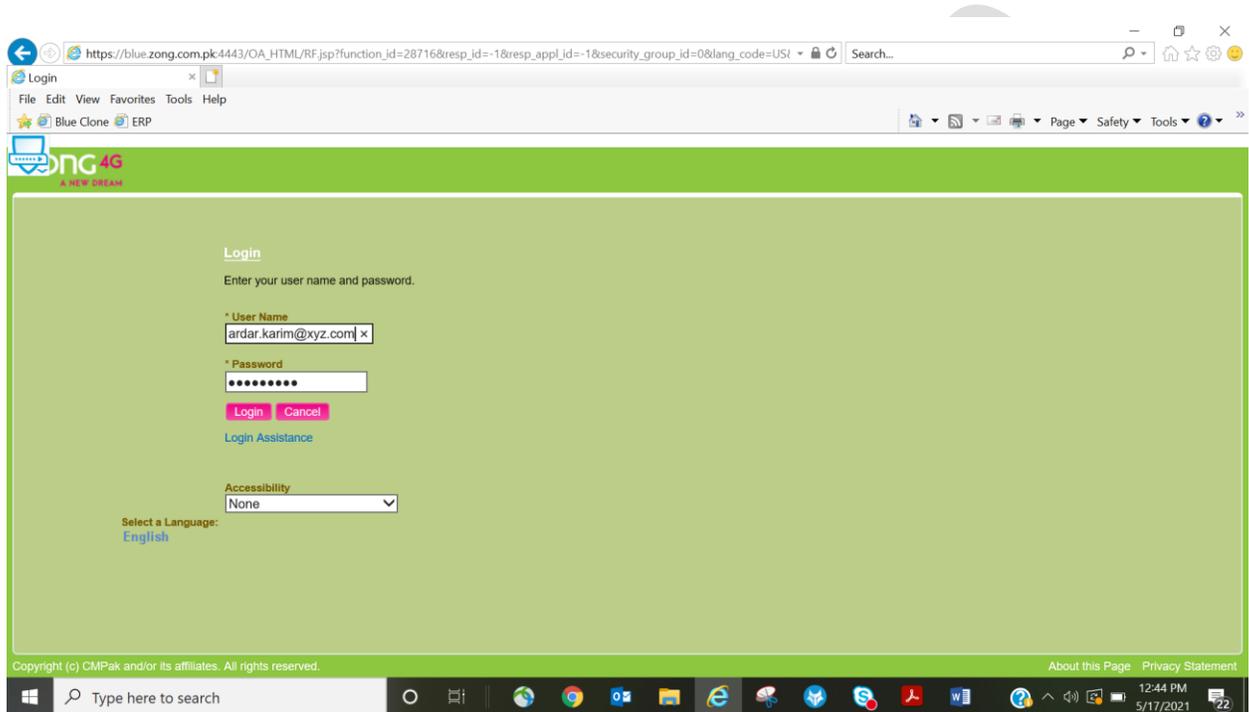


USER GUIDE FOR CMPAK SUPPLIERS

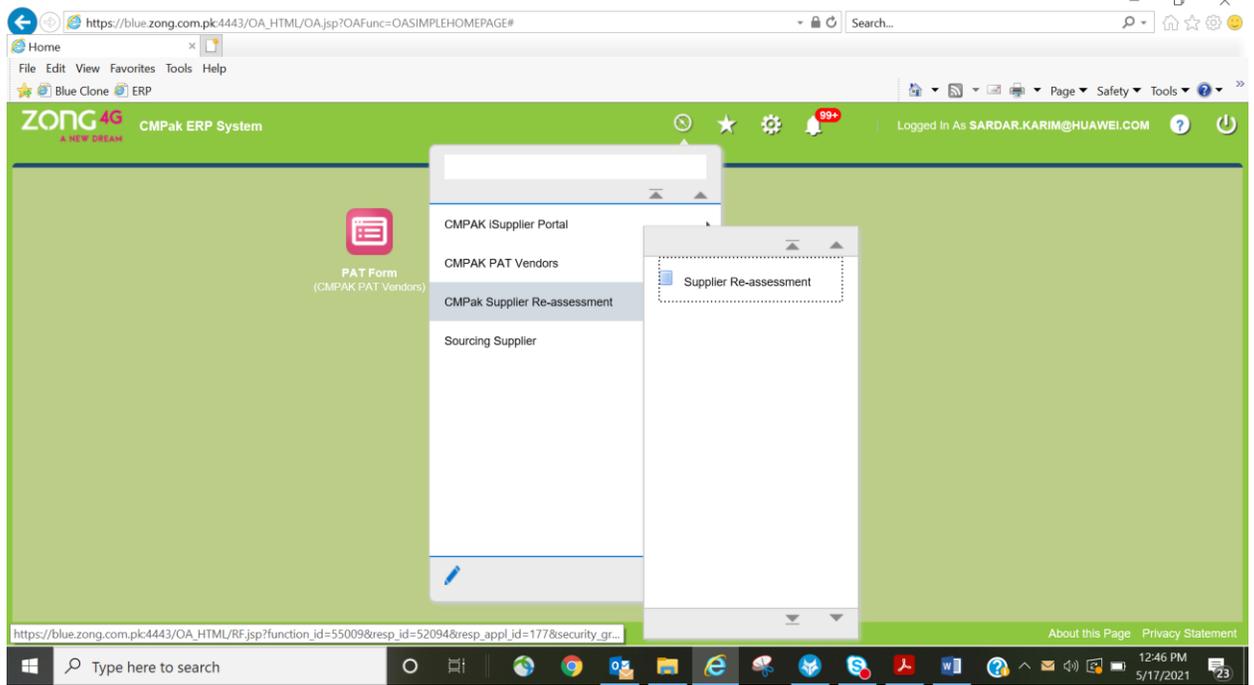
CMPak Supplier Reassessment

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1. Go to <https://supplier.zong.com.pk> on your internet explorer browser.
2. Login using your login ID and password (if you have forgotten the Login ID or password please use the Login assistance option).



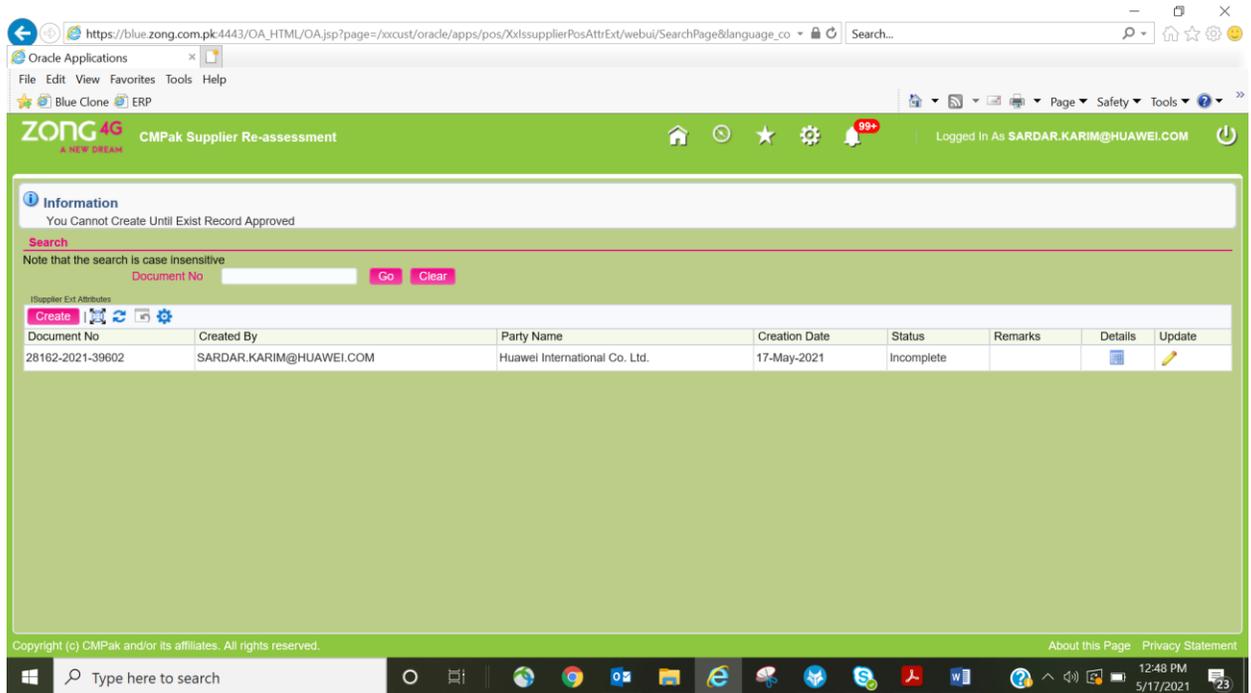
3. Go to CMPak Supplier Reassessment > Supplier Reassessment.



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- Then click on Create. Please make sure that you are logged in from the account that is showing in the “Created by” tab. The Status tab shows, whether the Reassessment is **incomplete** (which means not submitted by you yet), **in process** (which means submitted by you and pending at CMPak’s end) or **Reject** (which means submitted by you and rejected by CMPak).

Then click on the **Update** tab.

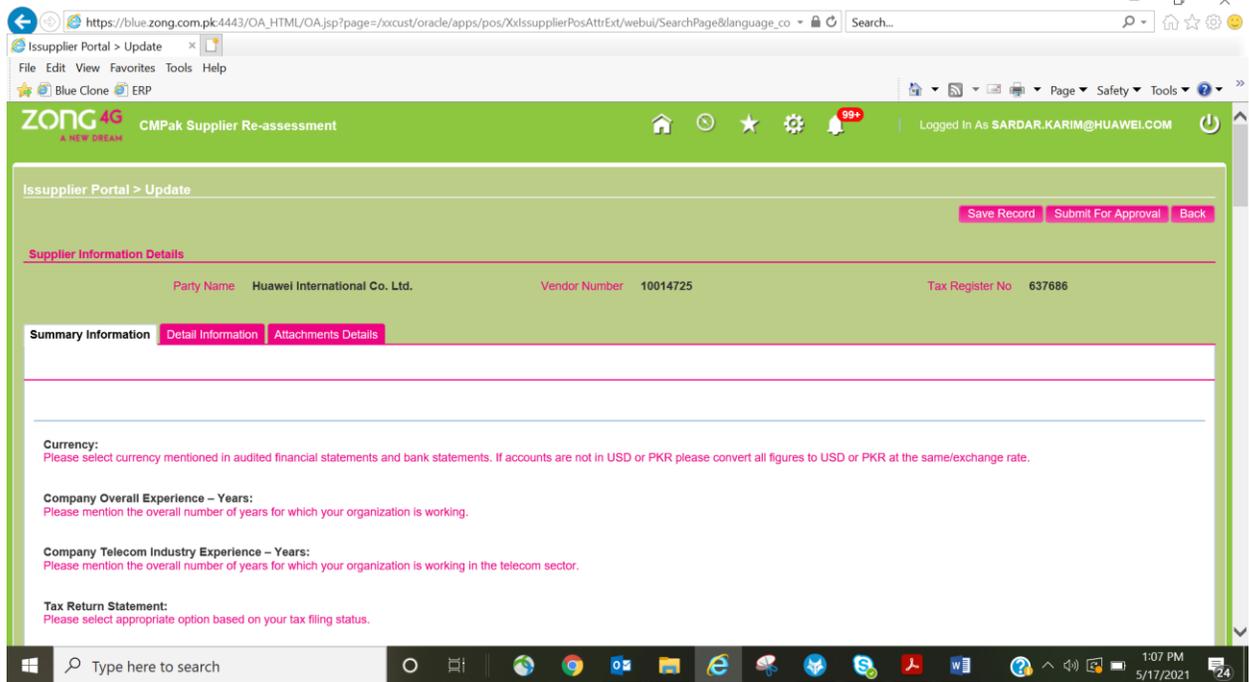


The screenshot displays the 'CMPak Supplier Re-assessment' web application. At the top, there is a navigation bar with the ZONG 4G logo and the user's login information: 'Logged In As SARDAR.KARIM@HUAWEI.COM'. Below the navigation bar, there is an 'Information' section with a message: 'You Cannot Create Until Exist Record Approved'. A search section follows, with a note that the search is case insensitive and a search bar for 'Document No' with 'Go' and 'Clear' buttons. Below the search bar, there is a table with the following data:

Document No	Created By	Party Name	Creation Date	Status	Remarks	Details	Update
28162-2021-39602	SARDAR.KARIM@HUAWEI.COM	Huawei International Co. Ltd.	17-May-2021	Incomplete			

At the bottom of the page, there is a footer with the copyright notice: 'Copyright (c) CMPak and/or its affiliates. All rights reserved.' and links for 'About this Page' and 'Privacy Statement'. The Windows taskbar is visible at the bottom of the screenshot, showing the time as 12:48 PM on 5/17/2021.

- Now start filling information in the **Summary Information, Detailed Information** and **Attachments** tab.



- Please follow the following instructions to fill the **Summary Information** tab.

Currency:

Please select currency mentioned in audited financial statements and bank statements. If accounts are not in USD or PKR please convert all figures to USD or PKR at the same/exchange rate.

Overall Experience – Years:

Please mention the overall number of years for which your organization is working for example, starting from your company’s incorporation date or the date when the partnership agreement was signed or the date of registration on your NTN certificate.

Telecom Industry Experience – Years:

Please mention the overall number of years for which your organization is working in the telecom sector. Please mention the number of years as per your experience certificate/client appreciation letters (which you will attach in the attachment section).

Tax Return Statement:

Please select appropriate option. If you are a tax filer, please select “Filer”. If you are not a tax filer, please select “Non-Filer”.

Annual Turnover:

Please pick this figure from audited income statement. If financial statements are not audited, pick closing balance of the bank statement or mention the sales figure from your tax return. If your financial statements are not audited, figures from income statement will not be valid.

Audited Financial Statements:

If your financial statements are audited, please select “Yes”. If your financial statements are not audited, please select “No”.

Audit Firm Name:

Please mention the name of your audit firm. Type Not Applicable if your financial statements are not audited.

Current Assets:

To be picked from audited Balance sheet (Statement of Financial position), if none please mention “0”. If your financial statements are not audited, please type “0”.

Current Liabilities:

To be picked from the Balance sheet (Statement of Financial position), if none please mention “1”. If your financial statements are not audited, please type “1”.

Quarter 1 closing balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.

Quarter 2 closing balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.

Quarterly 3 closing balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type “0”.

Quarter 4 closing balance:

Please select the closing/final balances from your bank statement, in case bank balance is zero or negative, please type "0".

Reason:

Please mention reason if you are not providing the financial figures, if provided mention Not Applicable.

International Cities Presence:

To be picked from the list by clicking on the magnifying glass, value must be between 0-200. Please mention the number of cities where your offices are located.

Metro Cities Presence:

To be picked from the list by clicking on the magnifying glass, value must be between 0-200. Please mention the number of cities where your offices are located.

Non-Metro cities presence:

To be picked from the list by clicking on the magnifying glass, value must be between 0-200. Please mention the number of cities where your offices are located.

Multi-National clients:

To be picked from the list by clicking on the magnifying glass, value must be between 0-50. Please mention the number of clients as per the experience certificate/client appreciation letters which you will attach in the attachments section.

National Clients:

To be picked from the list by clicking on the magnifying glass, value must be between 0-50. Please mention the number of clients as per the experience certificate/client appreciation letters which you will attach in the attachments section.

- Then click on the **Detailed Information** tab. Yellow highlighted below;

Issupplier Portal > Update

Supplier Information Details

Party Name Huawei International Co. Ltd. Vendor Number 10014725

Summary Information **Detail Information** Attachments Details

Reference

I. Please choose source of reference.

II. Please choose the major product and service categories (this should be verifiable from the experience certificates that you have attached).

III. Please mention the names of clients, cities and countries where you have presence.

Source Of Reference

Reference Name (In case of CMPak Employee)

- Enter reference in **Source of Reference** and **Reference Name (In case of CMPak employee)**.

Source Of Reference

Reference Name (In case of CMPak Employee)

- Under **Product & Services Category information**, click **Create** button to add product & service categories.

Please click on  to select the product and service category.

Please note that you have to enter major product and service categories that your business offers and against each category, you have to mention your top three customers. In authorized distributor field, mention “Yes” if you are an authorized distributor of that category and “Not Applicable” if you are not an authorized distributor.

Products & Services Category Information

Create | Refresh | Settings

Products & Services Category	Customer 1	Customer 2	Customer 3	Authorized Distributor	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

10. Once you click on the below screen will appear.

Please enter product and service category that you offer in search field (Please insert % before and after keyword for product and service) and press “Go”. A list of categories under the name you entered will appear.

Please press Quick Select button for your preferred category.

Repeat above steps to add more categories and don't leave any empty field, please delete empty rows before proceeding.

https://blue.zong.com.pk:4443/?_t=fredRC&enc=UTF-8&_minWidth=750&_minHeight=550&configName=OACo... Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Description %RAN% Go

Results

Select	Quick Select	Description	Code
<input type="radio"/>		RAN 2G RAN Equipment	51.001.001.311.000.000.000.000.000.000
<input type="radio"/>		RAN 2G RAN Equipment ZTE	51.001.002.311.000.000.000.000.000.000
<input type="radio"/>		RAN 2G RAN Equipment Ericsson	51.001.003.311.000.000.000.000.000.000
<input type="radio"/>		RAN 2G RAN Equipment	51.001.004.311.000.000.000.000.000.000
<input type="radio"/>		RAN 3G RAN Equipment	51.002.001.312.000.000.000.000.000.000
<input type="radio"/>		RAN 3G RAN Equipment ZTE	51.002.002.312.000.000.000.000.000.000
<input type="radio"/>		RAN 3G RAN Equipment Ericsson	51.002.003.312.000.000.000.000.000.000
<input type="radio"/>		RAN 3G RAN Equipment	51.002.004.312.000.000.000.000.000.000
<input type="radio"/>		RAN Cables Accessories	51.003.001.007.000.000.000.000.000.000

150%

11. Select your **Telecom clients**. You can select multiple clients.
12. In case of **other telecom clients**, enter the required information into the **Other Telecoms Client(s)** field. Press **create** and add as many clients you want.
13. Enter the name(s) of **national client(s)** in the **National Client(s)** Name field. Press **create** and add as many clients you want.
14. Enter the name(s) in the **Multi National Client(s)** Name(s) field. Press **create** and add as many clients you want.

If you have added any field and that field is empty, please delete that field before proceeding.

Telecom clients

Personalize Stack Layout
Personalize Table Layout: (EgoFuncRender(L))

Mobilink
Select the telecom client you worked with.

Telenor
Select the telecom client you worked with.

PTCL
Select the telecom client you worked with.

Ufone
Select the telecom client you worked with.

Wariid
Select the telecom client you worked with.

Others
Select the telecom client you worked with.

Other Telecom Client(s)

Other Telecom Client(s) Delete

Please state the name(s) of your telecom client(s). If any, Please press the "+" sign in order to add new entry other than those listed above.

National Clients

National Client(s) Name(s) Delete

Please mention the name(s) of your national client(s). Please press the "+" sign in order to add new entry.

Multi National Clients

Multi National Clients Delete

Please mention the name(s) of your multi national client(s). Please press the "+" sign in order to add new entry.

15. Press **create** and select the required cities from the Metro & Non-Metro Cities field list of values. You can select multiple cities. (Please insert % before and after keyword for city)
16. Press **create** & select the required countries from the International Countries field list of values. You can select multiple countries. (Please insert % before and after keyword for country)
17. Please provide the Province wise GST no. under the GST Details section.

Nation Wide Presence

Create
🔄
🗑️
⚙️

* Metro & Non-Metro Cities	Delete
No results found.	

International Countries Presence

Create
🔄
🗑️
⚙️

* International Countries	Delete
No results found.	

GST Details

Punjab GST No.

Sindh GST No.

KP GST No.

Balochistan GST No.

GB GST No.

AJK GST No.

18. Then click on the attachments tab and attach the documents listed in the attachments tab.

Summary Information | Detail Information | **Attachments Details**

Attachment Details Region

- i. Business Profile/Presentation.
- ii. Company registration certificate along with the below documents in case your business is registered as a company.
 - Form A
 - Form B
- iii. Partnership deed along with the below document in case your business is registered as a partnership.
 - Form C.
- iv. NTN certificate
- v. GST certificate.
- vi. Board of Directors / Company owner / Sole proprietor information
- vii. Latest Financial statement along with Audit Report (In cases where audit is compulsory)
- viii. Bank Statement for last 12 months.
- ix. Latest filed income tax return.
- x. Company dealership authorization letter (if applicable).
- xi. Signed & stamped Supplier Code of Conduct.
- xii. Experience proof issued by minimum 10 different clients, covering minimum 5 years.
- xiii. Experience proof issued by telecom clients, covering minimum 5 years.
- xiv. Valid certificate of any body, organization or institution of which you are a member or otherwise (if applicable). (e.g. PEC, PEMRA)
- xv. Please attach the Bank Maintenance Certificate (with IBAN) for online payments (Inter Bank Funds Transfer).

List of attachments required. Please ignore if any of these attachments doesn't relate to you.

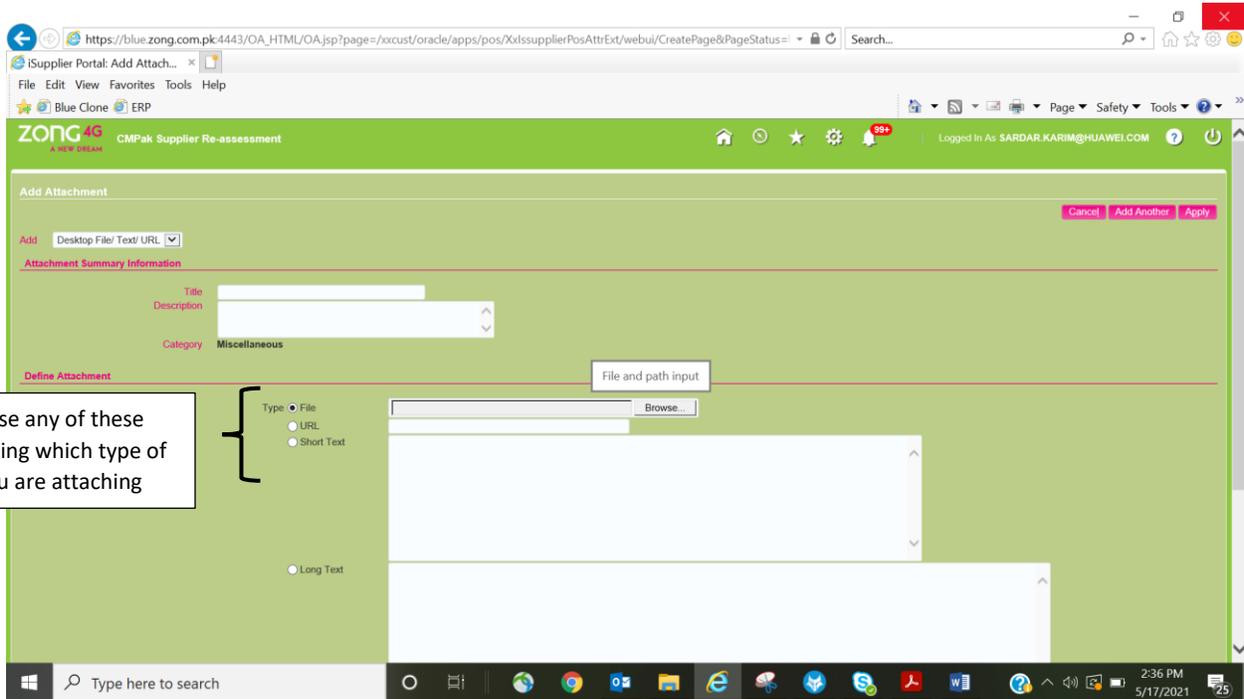
19. Click Attachment add.

1st click here Enter a title for attachment Click on the plus sign

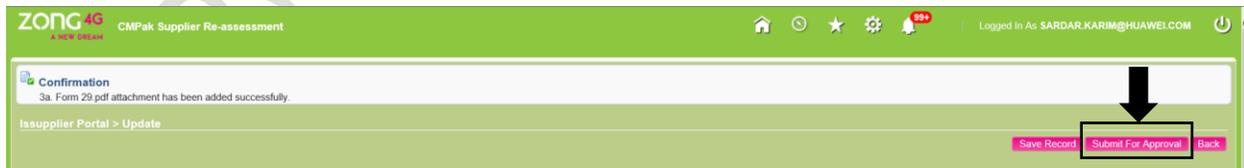
The screenshot shows a table with the following structure:

Attachment Add		* Attachments Details		Add Attachments	
Sno					
1	<input type="text"/>				

20. Click on **browse**, select the document from your computer and then click on **Add another** to add another document or click apply if this is your last document.



21. Then submit for approval.



22. You will get the below message as confirmation.



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