

How to Submit Question as a supplier

Step 1: Review the page and complete your supplier information

The screenshot shows a web form titled "Submitting Questions for Tender: Test". At the top right, there is a language switcher with "English" and "العربية" buttons, labeled with a red "1". Below the title, there is a "Test" label with a red "2". The form contains several sections: a "Tender Launch" section with dates and times (labeled with a red "4"), a "Country" dropdown menu (labeled with a red "3"), a "Company Name" text field, a "Representative Full Name" text field (labeled with a red "5"), an "Email" text field, a "Phone (optional)" text field with a pre-filled number, an "Address (optional)" text field, and a "Your Question" text area (labeled with a red "6"). At the bottom right, there is a "Verify" button (labeled with a red "7"). Below the form, there is a note: "After verification, your form will be locked. If an OTP is required, enter the code to enable submission." and a link: "Having trouble? Contact the procurement team".

1. Language switch:

2. Organization name

3. Tender title

4. Important dates regarding the Tender

5. Supplier information

Complete the supplier's information and make sure your email address is correct.

6. Fill in your question, the system accepts both English and Arabic text

7. Verify

Step 2: Complete email verification **if required**

Enter the One-Time Passcode sent to **john.smith@eprocureportal.com**

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✓ Verify OTP ↗ Resend code

We sent a code to your email. Please enter it to continue.

After verification, the form will be locked. If an OTP is required, enter the code to enable downloading.

📧 Having trouble? Contact the procurement team

8. One-time passcode (OTP)

Enter the code exactly as received in your email.

9. Verify OTP or resend code

Click Verify OTP after entering the code.

Use Resend code if you did not receive the email or if the code expired.

If needed, check your spam or junk folder.

Important: OTP verification is only required in some cases. If no verification is requested, you can submit your question directly.

After verification, you can submit your question.