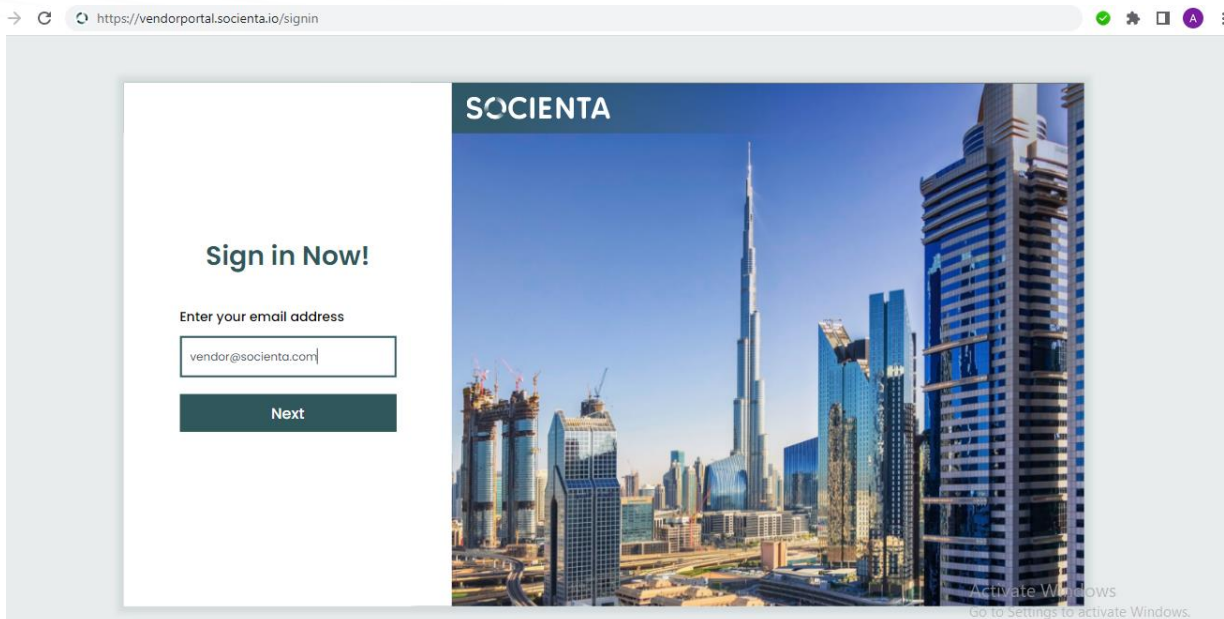


Subject: **KAIZEN VENDOR PORTAL**

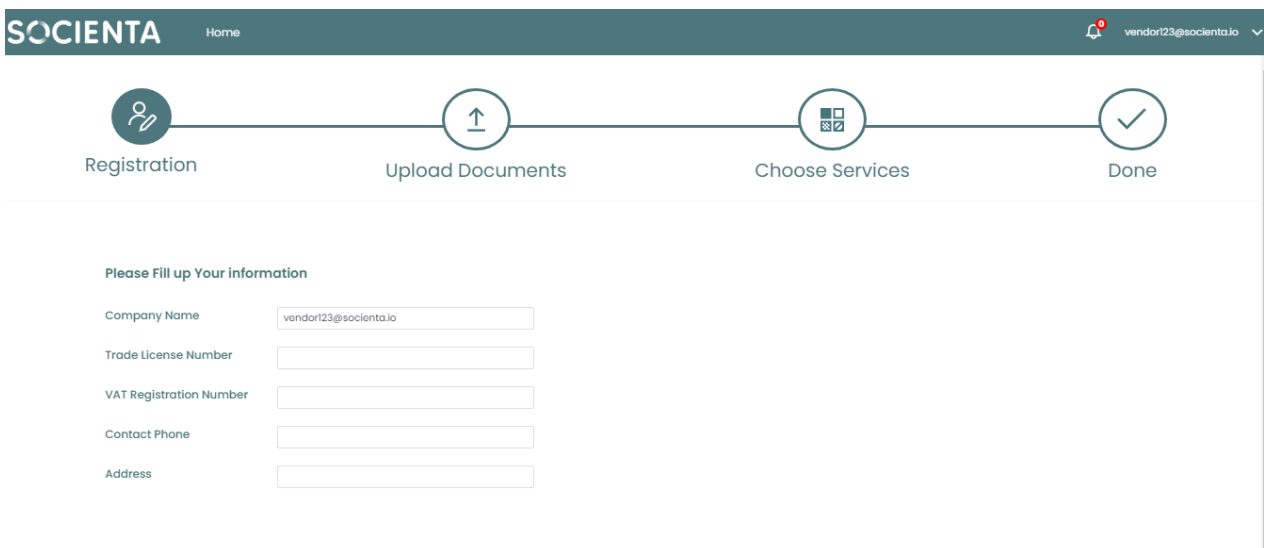
To Whom It May Concern:

You can access the **Vendors Portal** by taking the following actions:

1. Go to <https://vendorportal.socienta.io>
2. By filling your email you will receive an OTP (One Time Password) to your inbox:



3. When you first log in to the portal, you will only need to complete these simple steps once to register in the system (Registration - Upload Documents - Choose Services): You save your information upon registration to create your profile:



4. Following the registration information, the optional documents are uploaded in the Upload Documents section (this step improves client understanding of you, increasing your chance of seeing additional tenders):

The screenshot shows the Socienta user interface during the 'Upload Documents' step. At the top, a progress bar indicates four stages: 'Registration' (completed), 'Upload Documents' (current), 'Choose Services' (pending), and 'Done' (pending). Below the progress bar, a list of optional documents is provided, each with an 'Upload' button:

- VAT Registration Certificate
- Trade License
- Power of Attorney (POA) and Memorandum of Association (MOA)
- Passport Copy of Authorized Signatory as per POA and MOA
- EHS Certificate or Policy
- Emirates Copy of Authorized Signatory as per POA and MOA
- Visa Copy of Authorized Signatory as per POA and MOA
- Electronic Company Card (Specimen Signature for Ministry of Labor)

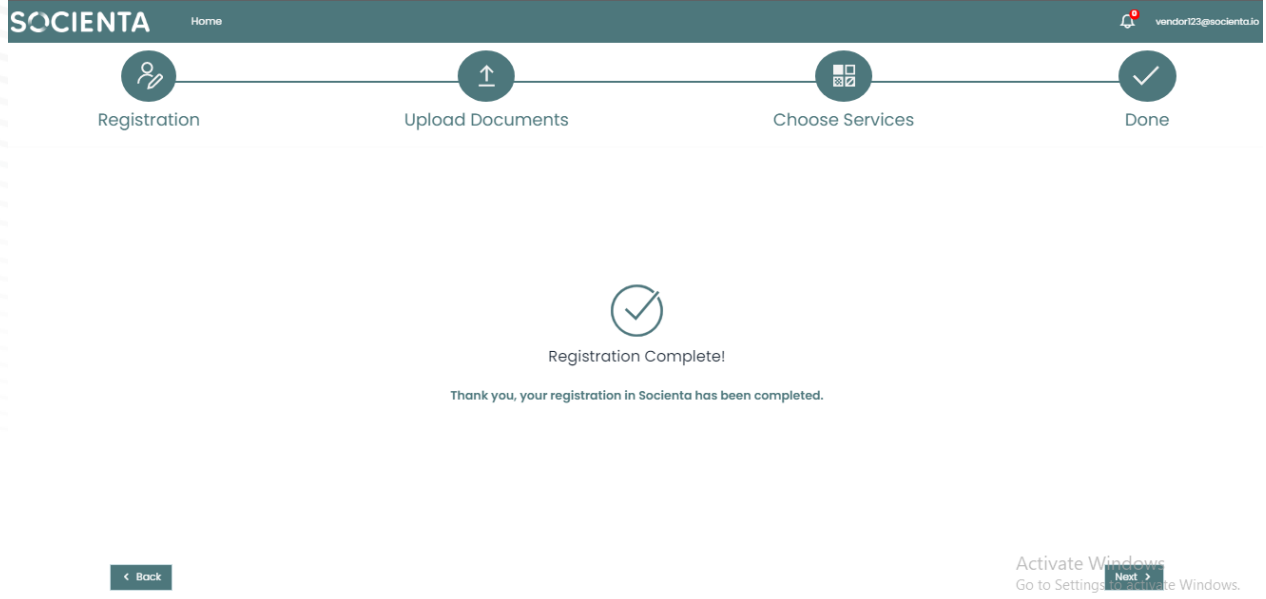
Navigation buttons include '< Back' and 'Next >'. A watermark for 'Activate Windows' is visible in the bottom right corner.

5. Your registration with Socienta will be complete once you have uploaded your documents and selected the services you offer:

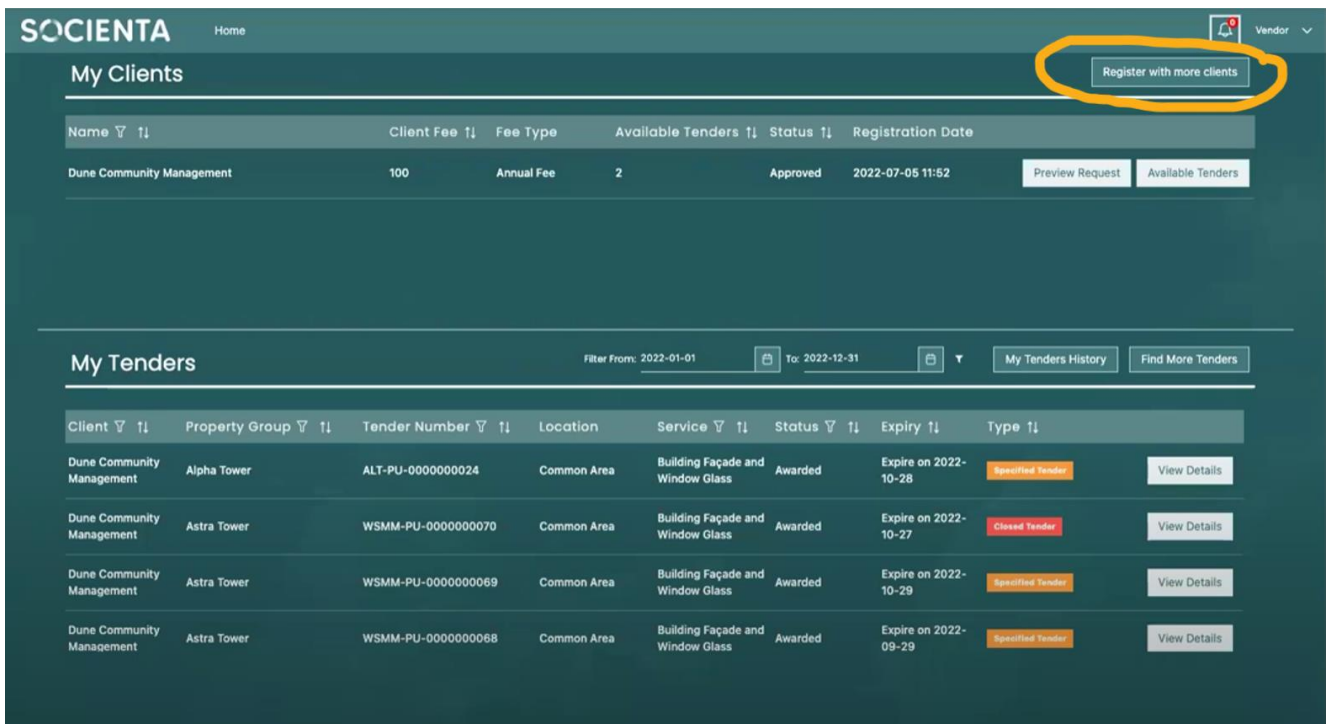
The screenshot shows the Socienta user interface during the 'Choose Services' step. The progress bar at the top shows 'Registration' (completed), 'Upload Documents' (completed), 'Choose Services' (current), and 'Done' (pending). Below the progress bar, a heading reads: 'Choose the services you provide (please make sure you select only the services mentioned in your trade license)'. A grid of service categories is displayed, each in a separate box:

3rd Party Inspection and Certification	Facilities Management (Full FM) - Tier 1	Health & Safety	Pool Maintenance
Building Façade and Window Glass	Facilities Management (Full FM) - Tier 3	Information Technology	Printing / Advertisement
CCTV / Surveillance	Facilities Management (Full FM) - Tier 2	Insurance	Property Management
Car Wash Services	Fire Fighting / Fire Alarm	Kitchen Appliances	Security
Carpentry & Masonry	Fit Out Contractor	Landscaping	Security Services
Chiller / Air Conditioning Maintenance	Fit Out Works	MEP	Signage
Civil Works	Furniture and Fixtures	Office Stationeries / Computer Peripherals	Solar Systems
Cleaning Services	Garbage System	Painting	Surveyor
Door/Window Maintenance	Gate Barriers/ Access Controls	Parking Automation	Tower Gas
Electrical	General Maintenance & Mechanical	Pest Control	Waste Management
Elevator / Escalator	Gym Equipment	Plumbing	Water Tank Treatment

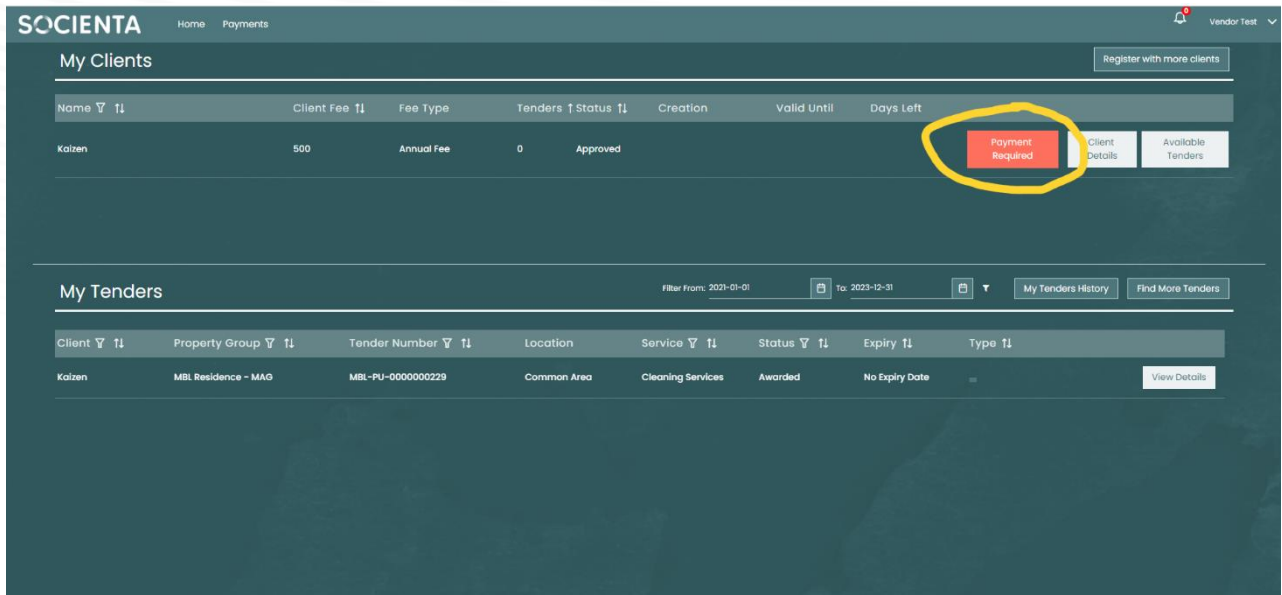
Navigation buttons include '< Back' and 'Next >'. A watermark for 'Activate Windows' is visible in the bottom right corner.



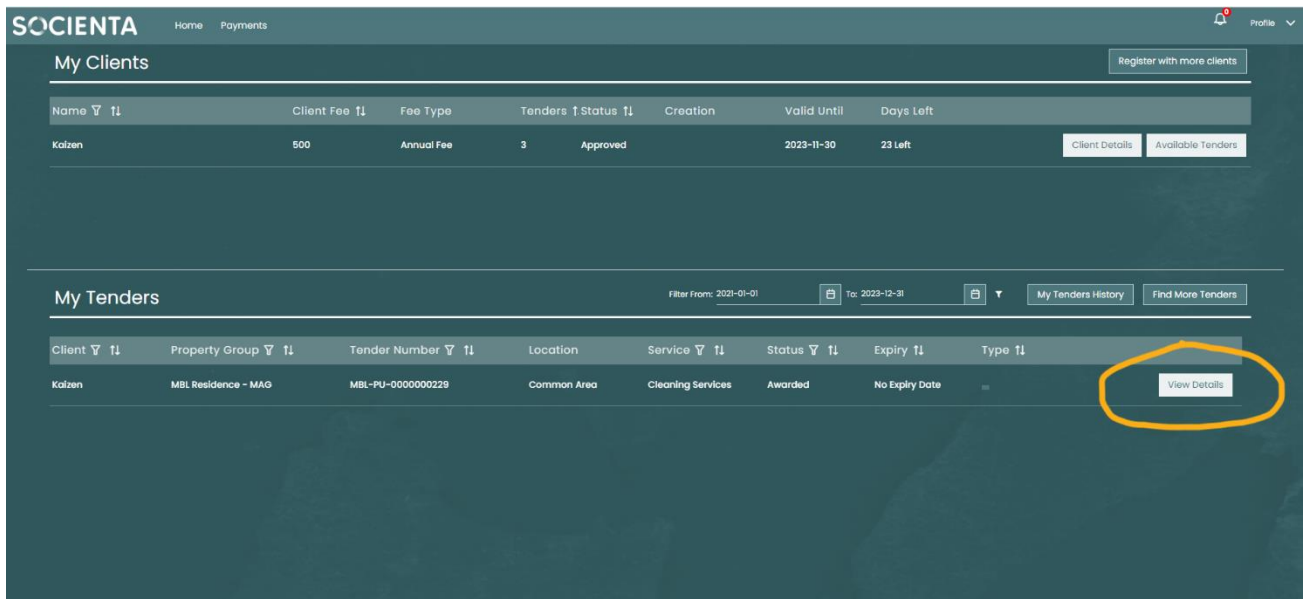
6. You have to choose /Register with more clients / and then register with Kaizen, there is more documents that you have to upload which are requested from Kaizen.



7. Payment fees will be required for you to complete the registration process, follow the instructions and full the required information



8. You will find all the awarded tenders listed under /My Tenders/, press on /View details/ button next to the PO number that you want to upload the documents for.



9. In a contract case you have to press on /details/ next to the month to upload the PPM report for the same.

SOCIENTA Home Payments Vendor Test

Requisition:

Tender Status: Awarded
 Tender #: MBL-PU-000000229
 Posted On: 2023-10-09
 Site Contact: Mustafa Ihsan Al Madhloom
 Status: New Work Order
 Priority: Preventative
 Client: Kaizen
 Property Group: MBL Residence - MAG
 Property Subgroup: All Property Subgroups
 Floor: ALL Floors
 Location: Common area
 Service Type: Cleaning Services
 Request Type: Adhoc

Invoices Information:

Invoice Number	Status	Date	Details
123	Pending	2023-10-01	Details
2	Not posted	2023-11-30	Details
3	Not posted	2023-12-31	Details
4	Not posted	2024-01-31	Details
5	Not posted	2024-02-29	Details
6	Not posted	2024-03-31	Details
7	Not posted	2024-04-30	Details
8	Not posted	2024-05-31	Details
9	Not posted	2024-06-30	Details
10	Not posted	2024-07-31	Details
11	Not posted	2024-08-31	Details
12	Not posted	2024-09-30	Details

Proposal Information:

Total Bid Value (INC VAT): 21.00
 Quotation Reference:

Proposal Documents

10. Upload the /PPM service report/ and upload the signed KPI's under /Other Attachments /

SOCIENTA Home Payments Vendor Test

Requisition:

Tender Status: Awarded
 Tender #: MBL-PU-000000229
 Posted On: 2023-10-09
 Site Contact: Mustafa Ihsan Al Madhloom
 Status: New Work Order
 Priority: Preventative
 Client: Kaizen
 Property Group: MBL Residence - MAG
 Property Subgroup: All Property Subgroups
 Floor: ALL Floors
 Location: Common area
 Service Type: Cleaning Services
 Request Type: Adhoc

Invoice Details

Pre Invoicing Documents

Work Completion Report *

PPM Service Report *

Other Attachments *

Invoice Documents

Invoice *

Cancel Submit

Quotation Reference:

Proposal Documents

