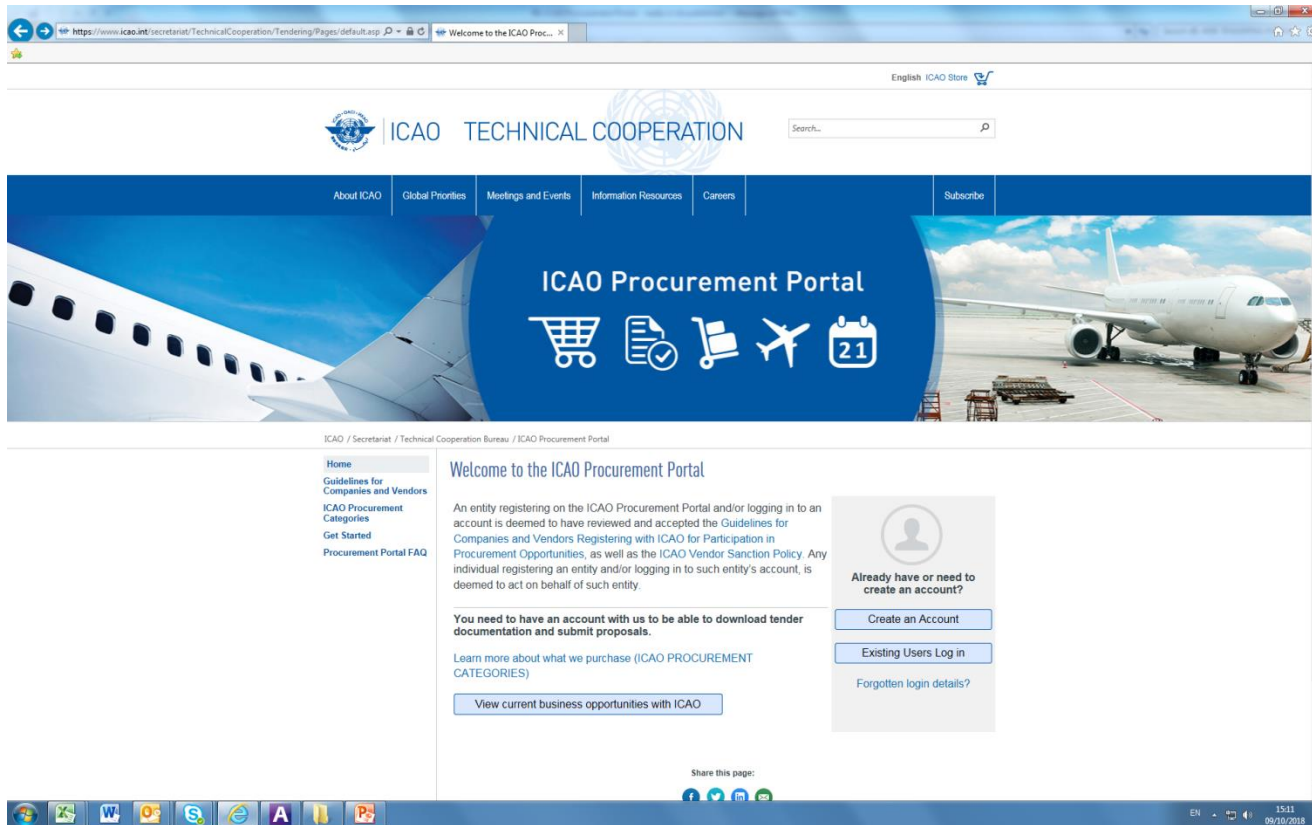


Instructions for registration on ICAO Procurement Portal



Go to:

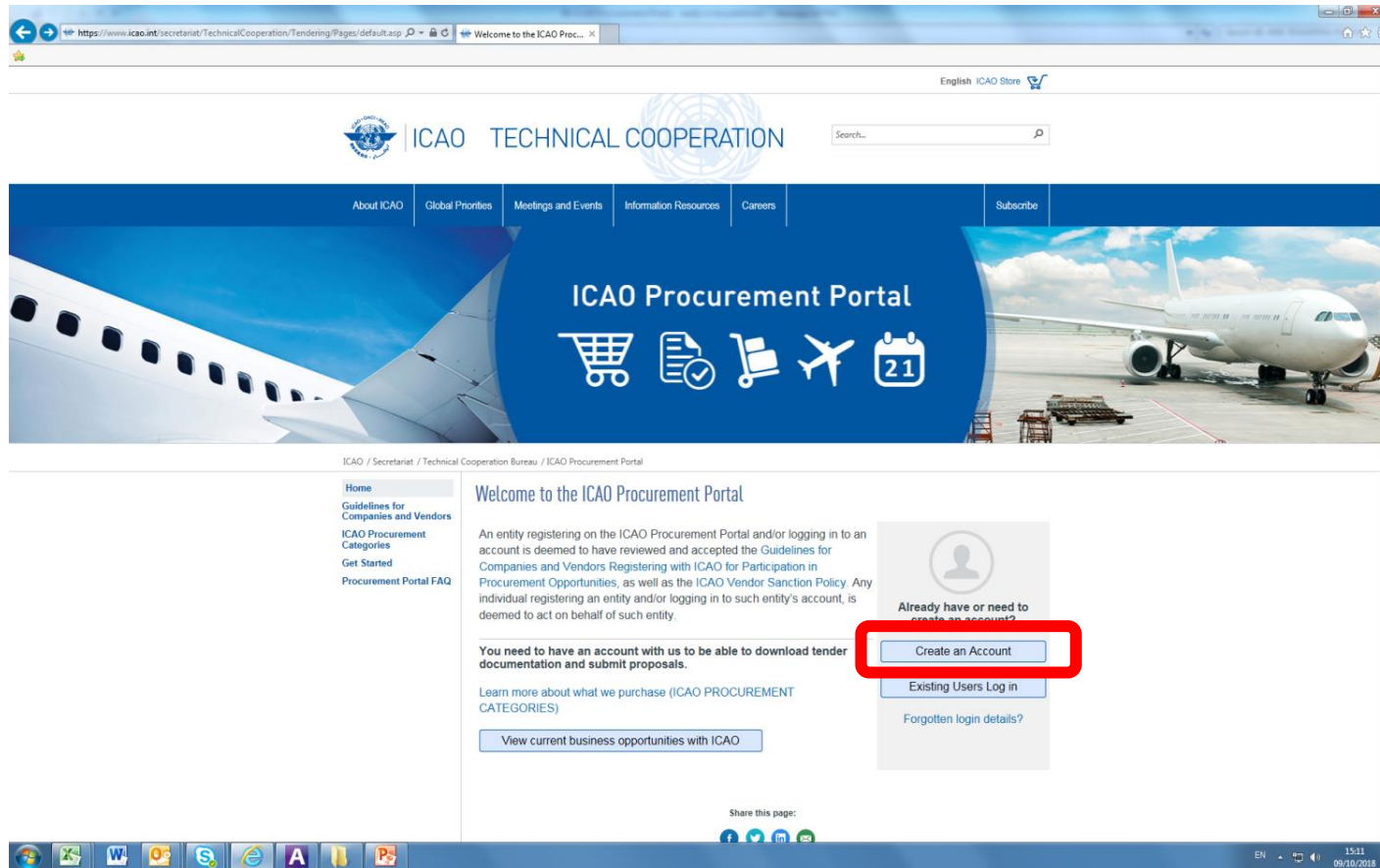
<http://www.icao.int/procurement/>



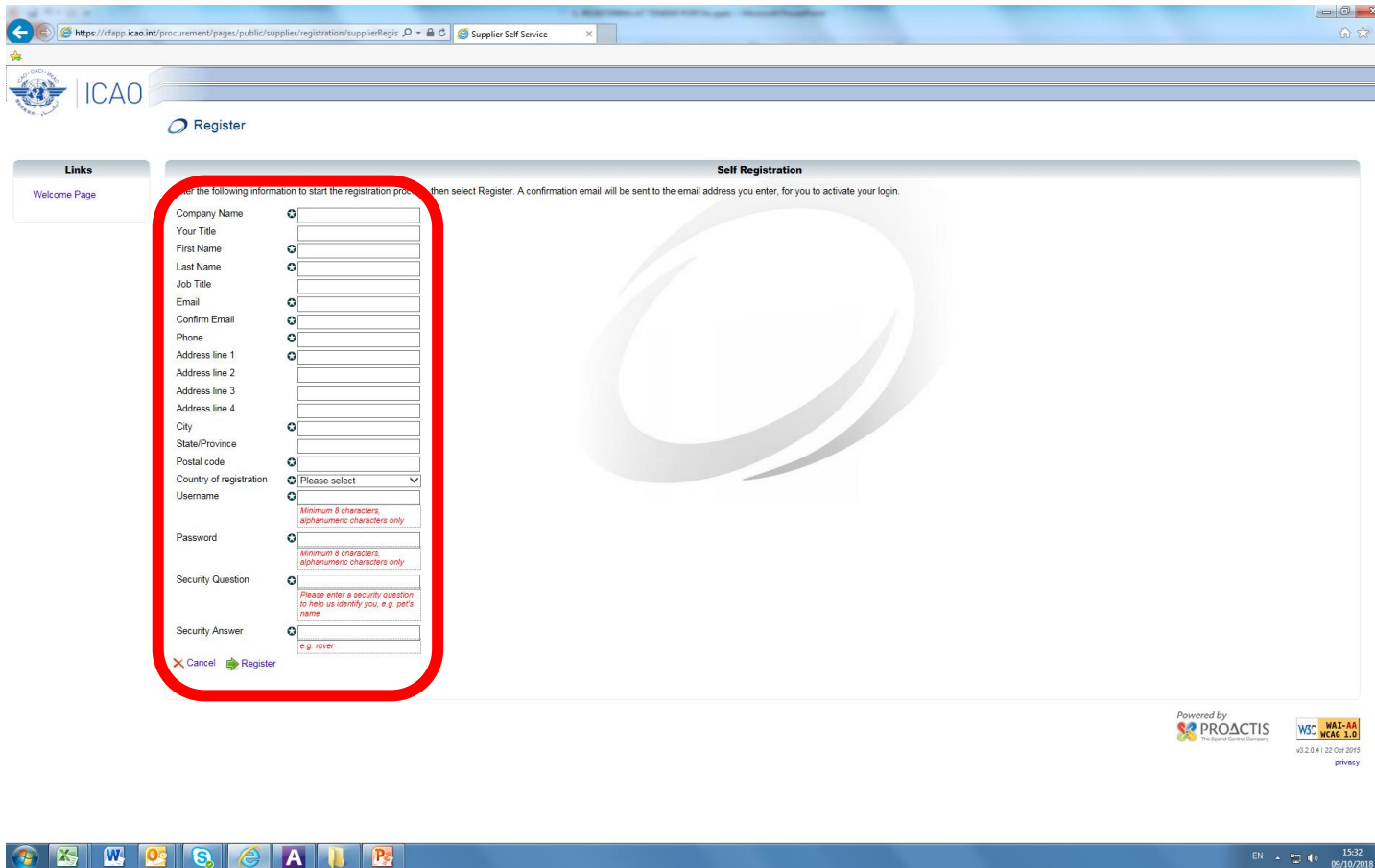
Instructions for registration on ICAO Procurement Portal



Click on “Create an Account”



Complete the requested information:



The screenshot shows the ICAO Procurement Portal registration page. The browser address bar displays <https://cfapp.icao.int/procurement/pages/public/supplier/registration/supplierRegis>. The page title is "Supplier Self Service". The main heading is "Register".

Self Registration

Enter the following information to start the registration process, then select Register. A confirmation email will be sent to the email address you enter, for you to activate your login.

Links
Welcome Page

Registration Fields:

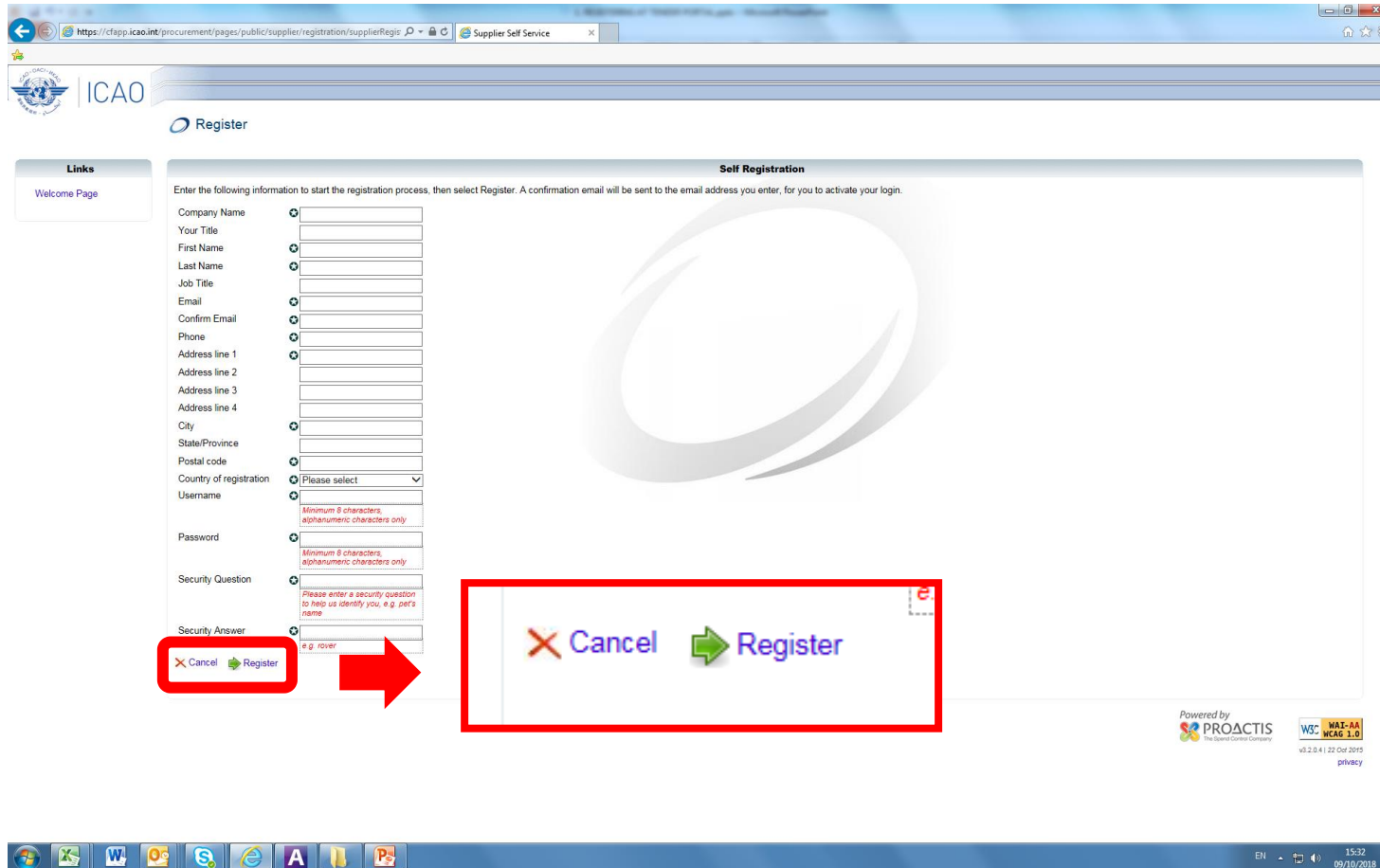
- Company Name
- Your Title
- First Name
- Last Name
- Job Title
- Email
- Confirm Email
- Phone
- Address line 1
- Address line 2
- Address line 3
- Address line 4
- City
- State/Province
- Postal code
- Country of registration (Please select)
- Username (Minimum 8 characters, alphanumeric characters only)
- Password (Minimum 8 characters, alphanumeric characters only)
- Security Question (Please enter a security question to help us identify you, e.g. pet's name)
- Security Answer (e.g. rover)

Buttons: Cancel, Register

Powered by PROACTIS The Speed Control Company
WBC WAI-AA MCAG 1.0
v3.2.0.4 | 22 Oct 2015
privacy

Taskbar: Windows 10 icons, system tray showing EN, 15:32, 09/10/2018

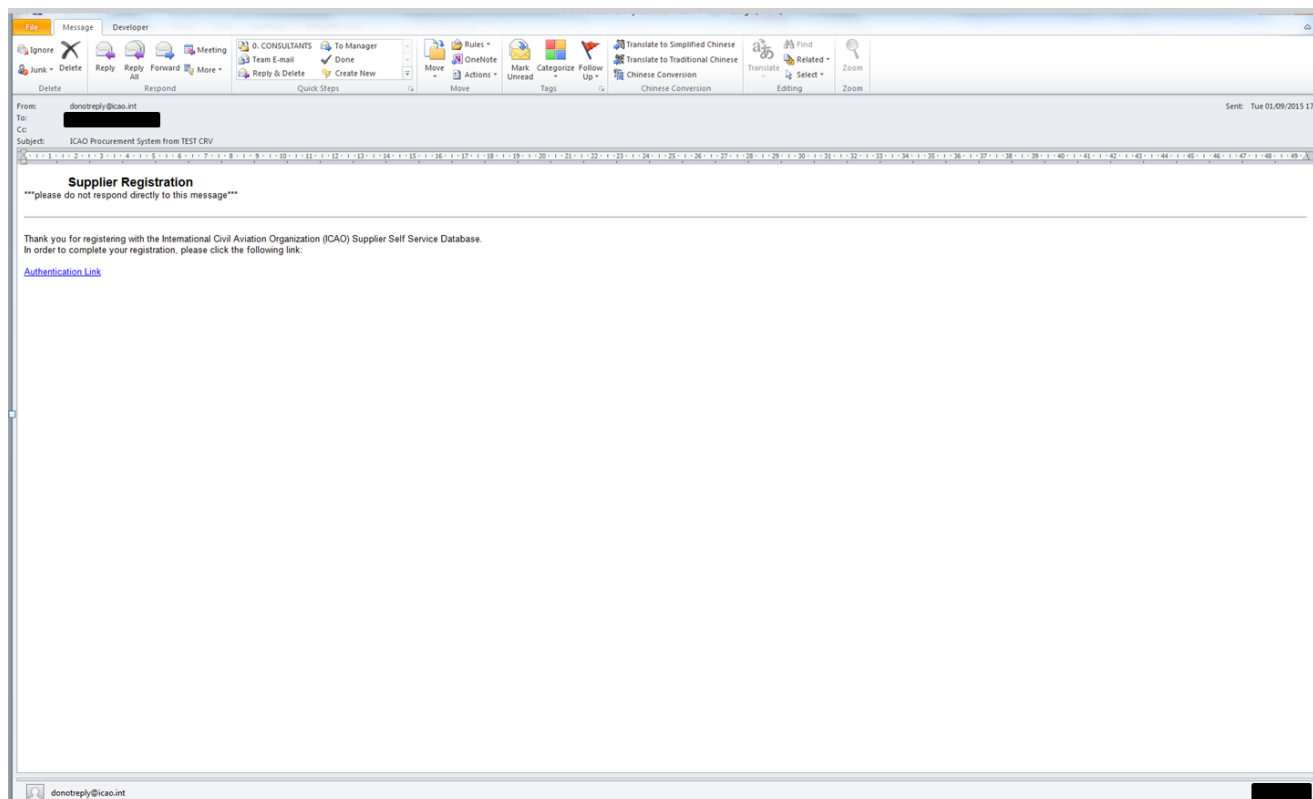
Select “register”:



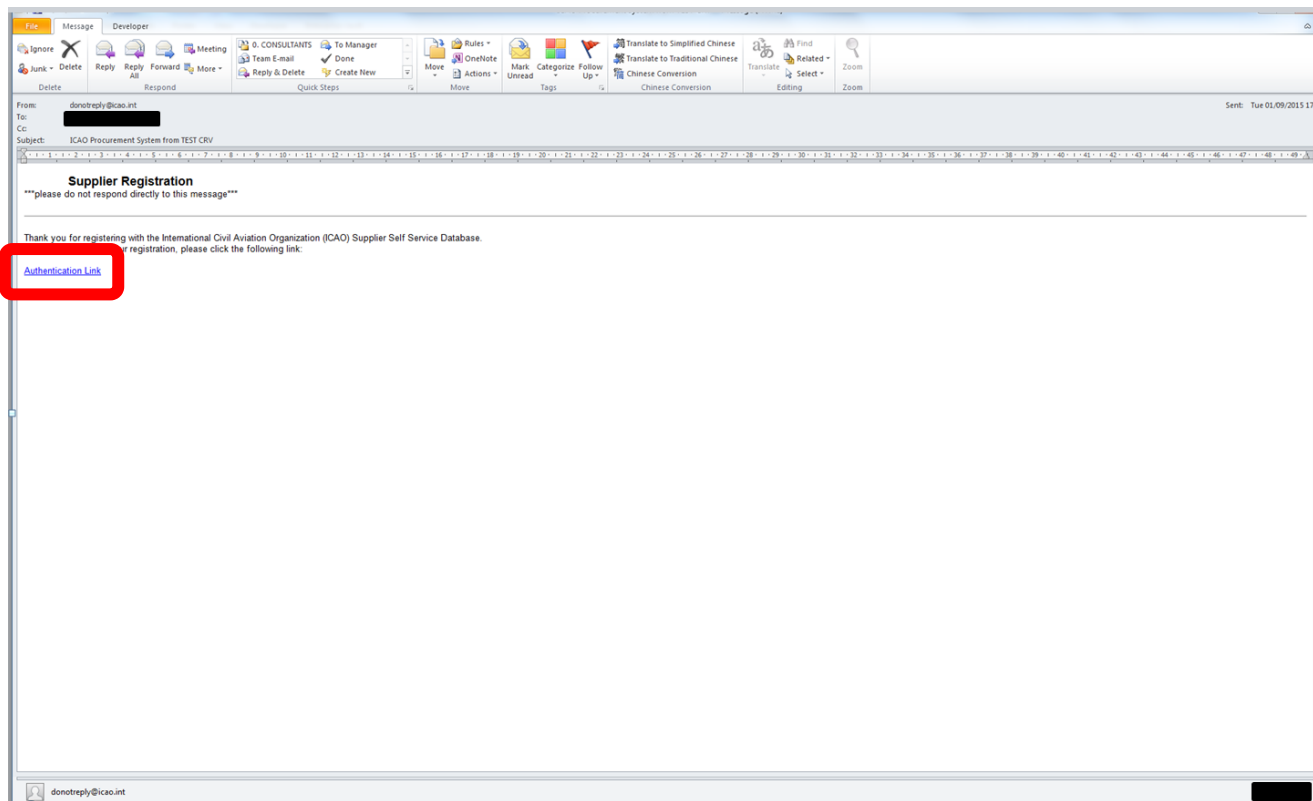
The screenshot shows the 'Self Registration' page on the ICAO Procurement Portal. The page contains a registration form with the following fields: Company Name, Your Title, First Name, Last Name, Job Title, Email, Confirm Email, Phone, Address line 1, Address line 2, Address line 3, Address line 4, City, State/Province, Postal code, Country of registration (a dropdown menu), Username, Password, Security Question, and Security Answer. A red box highlights the 'Cancel' and 'Register' buttons at the bottom of the form. A red arrow points from the 'Register' button to the 'Register' button in the larger red box. The page also features a 'Links' sidebar with a 'Welcome Page' link, a 'Powered by PROACTIS' logo, and a 'W3C MAI-AA ICAO 1.0' logo. The bottom of the page shows a Windows taskbar with various application icons and a system tray with the date 09/10/2018 and time 15:32.

Note that you will have to provide a temporary password

At this point of the registration process, you will receive an e-mail to the address you indicated during the registration:



On the e-mail, select “Authentication Link”





The link will redirect you to the ICAO Procurement Portal, where you will have to complete additional information pertaining to your company. You will also have to change the password provided initially.

Once you provide the additional information, click on “Save”.