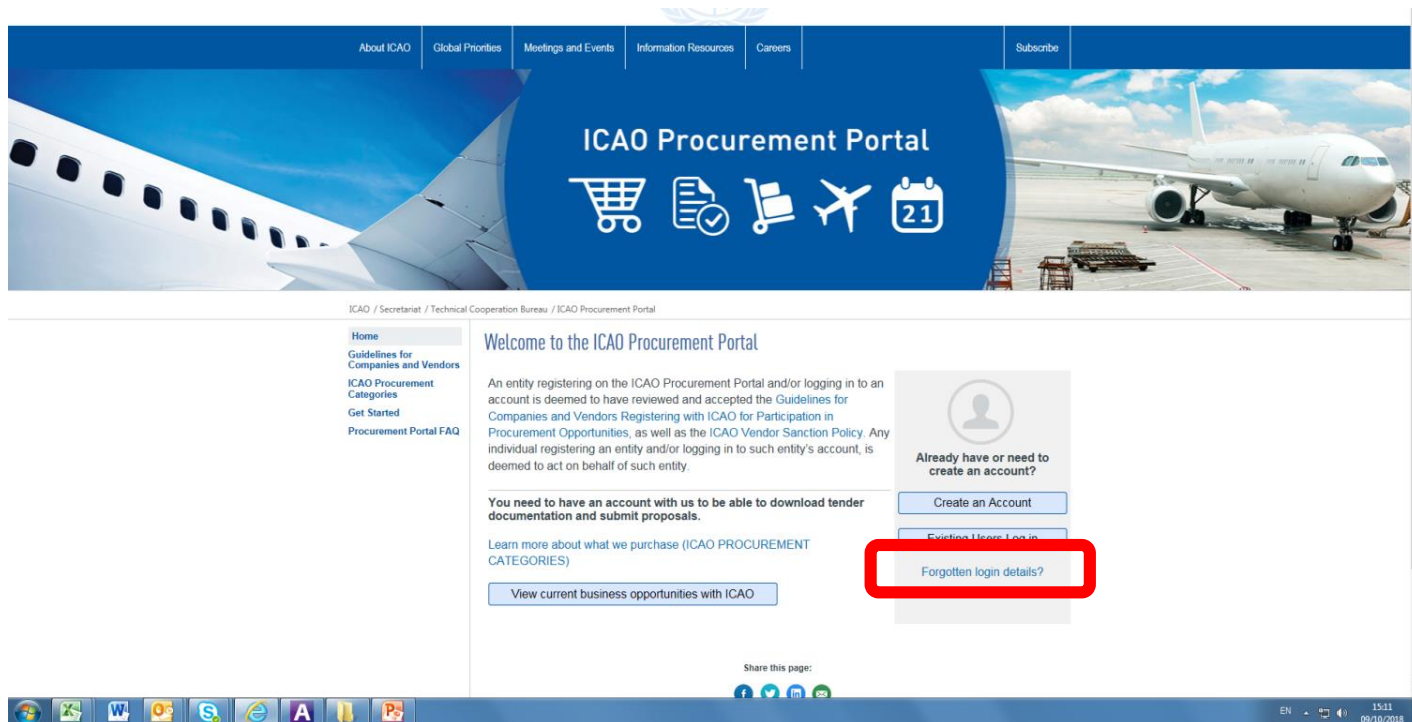


Go to:

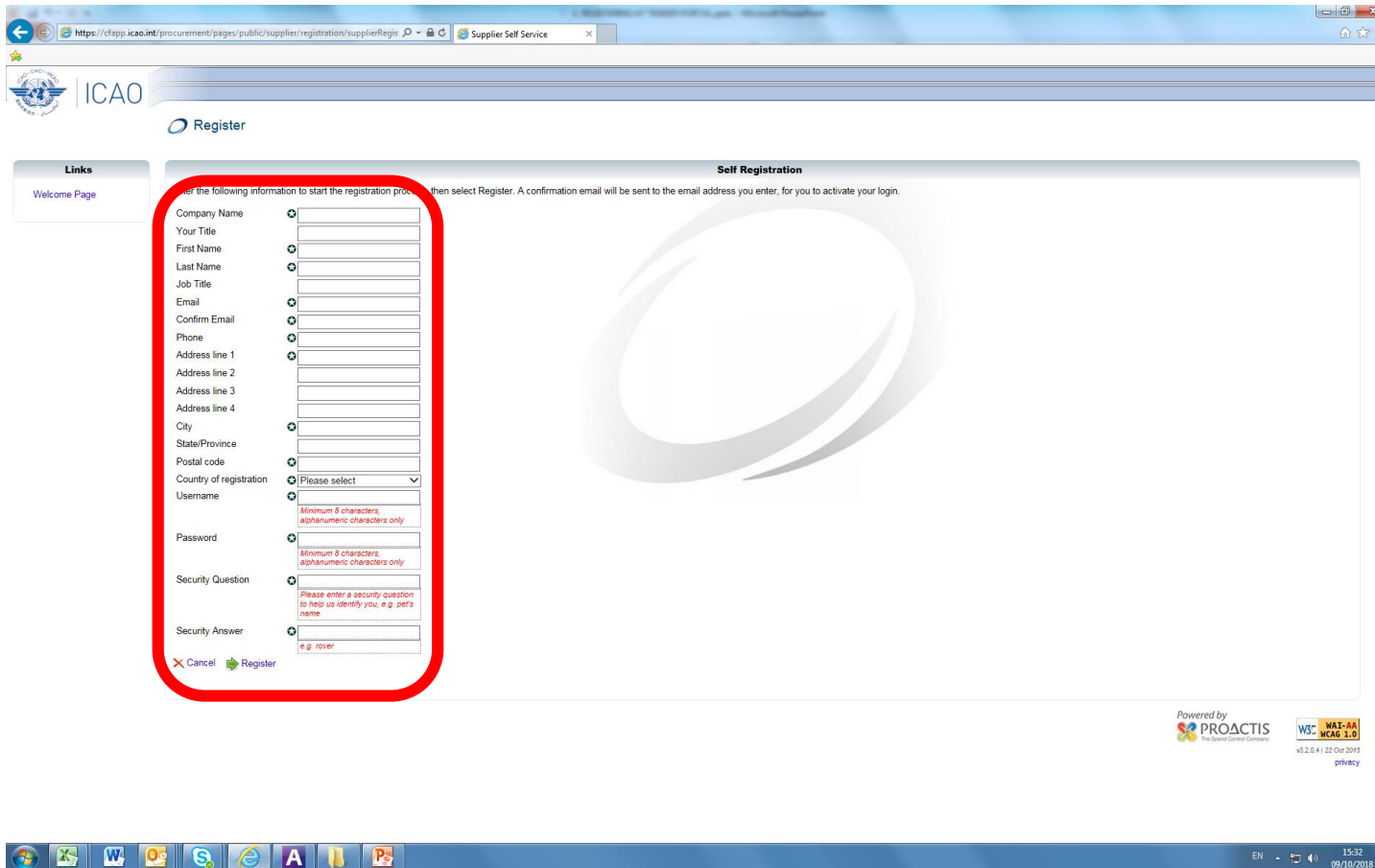
<http://www.icao.int/procurement/>

A screenshot of the ICAO Procurement Portal homepage. The page has a blue header with navigation links: "About ICAO", "Global Priorities", "Meetings and Events", "Information Resources", "Careers", and "Subscribe". The main banner features a large blue circle with the text "ICAO Procurement Portal" and icons for a shopping cart, a document with a checkmark, a shopping cart, an airplane, and a calendar. Below the banner, the page is divided into a left sidebar and a main content area. The sidebar contains links for "Home", "Guidelines for Companies and Vendors", "ICAO Procurement Categories", "Get Started", and "Procurement Portal FAQ". The main content area has a heading "Welcome to the ICAO Procurement Portal" and a paragraph explaining that an entity registering on the portal is deemed to have reviewed and accepted the Guidelines for Companies and Vendors Registering with ICAO for Participation in Procurement Opportunities, as well as the ICAO Vendor Sanction Policy. It also states that any individual registering an entity and/or logging in to such entity's account, is deemed to act on behalf of such entity. Below this, there is a section titled "You need to have an account with us to be able to download tender documentation and submit proposals." and a link "Learn more about what we purchase (ICAO PROCUREMENT CATEGORIES)". At the bottom of the main content area, there is a button "View current business opportunities with ICAO". On the right side of the main content area, there is a box titled "Already have or need to create an account?" with three buttons: "Create an Account", "Existing Users Log in", and "Forgotten login details?". At the bottom of the page, there is a "Share this page:" section with social media icons for Facebook, Twitter, LinkedIn, and YouTube. The footer of the page shows the language "EN", a refresh icon, and the date "15:11 09/10/2018".

Click on “Create an Account”

A screenshot of the ICAO Procurement Portal homepage. The page has a blue header with navigation links: "About ICAO", "Global Priorities", "Meetings and Events", "Information Resources", "Careers", and "Subscribe". Below the header is a large banner with the text "ICAO Procurement Portal" and icons for a shopping cart, a document with a checkmark, a truck, an airplane, and a calendar. The main content area is white and contains a "Welcome to the ICAO Procurement Portal" message. To the left is a sidebar with links: "Home", "Guidelines for Companies and Vendors", "ICAO Procurement Categories", "Get Started", and "Procurement Portal FAQ". The main content area includes a paragraph about registration, a "Create an Account" button, an "Existing Users Login" button, and a "Forgotten login details?" button which is highlighted with a red rectangle. At the bottom, there is a "Share this page:" section with social media icons and a Windows taskbar with various application icons and a system tray showing the date and time (15:11 09/10/2018).

## Complete the requested information:

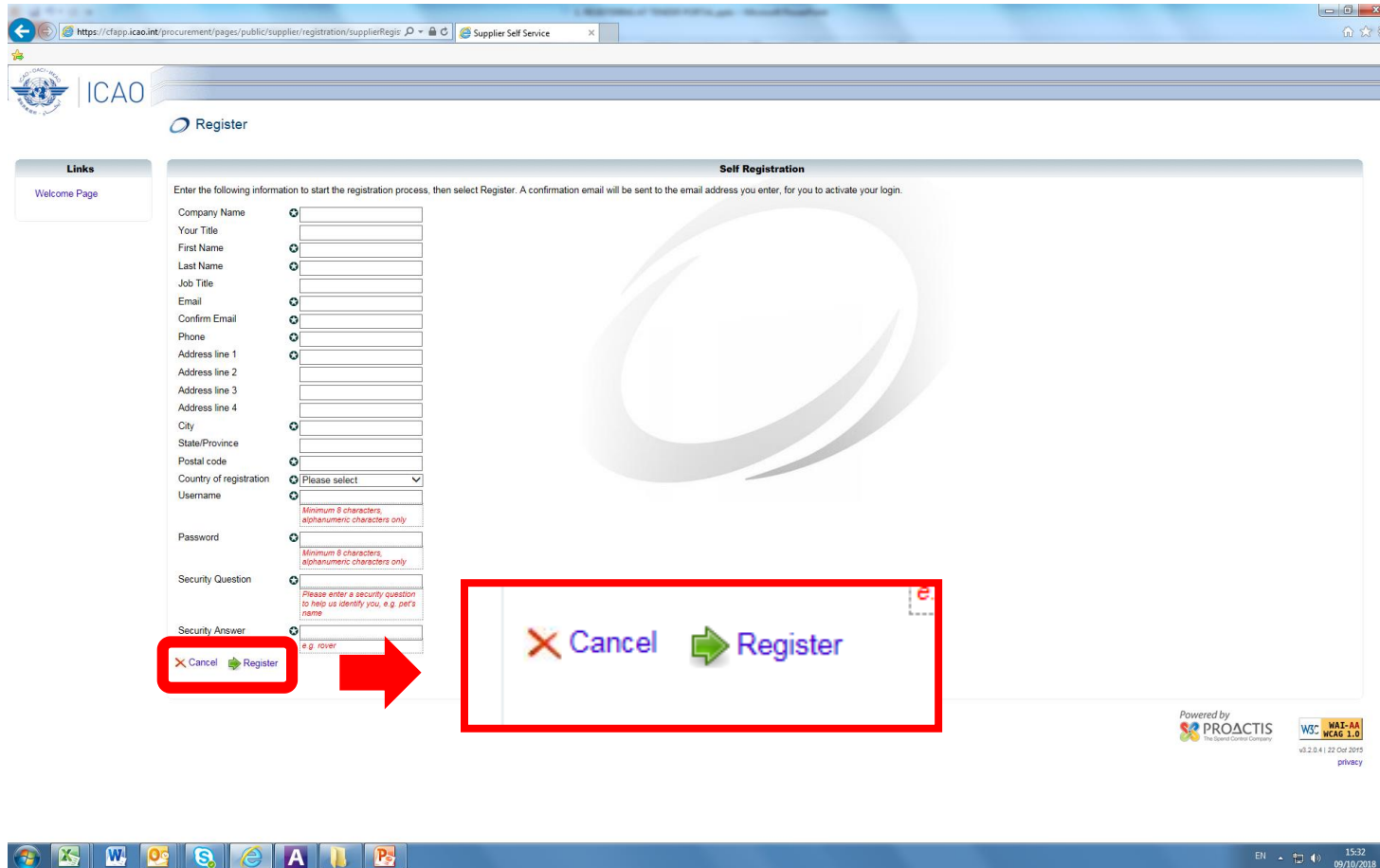


The screenshot shows a web browser window with the URL <https://cfapp.icao.int/procurement/pages/public/supplier/registration/supplierRegis>. The page title is "Supplier Self Service". The main content area is titled "Register" and contains a "Self Registration" form. The form fields are:

- 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)

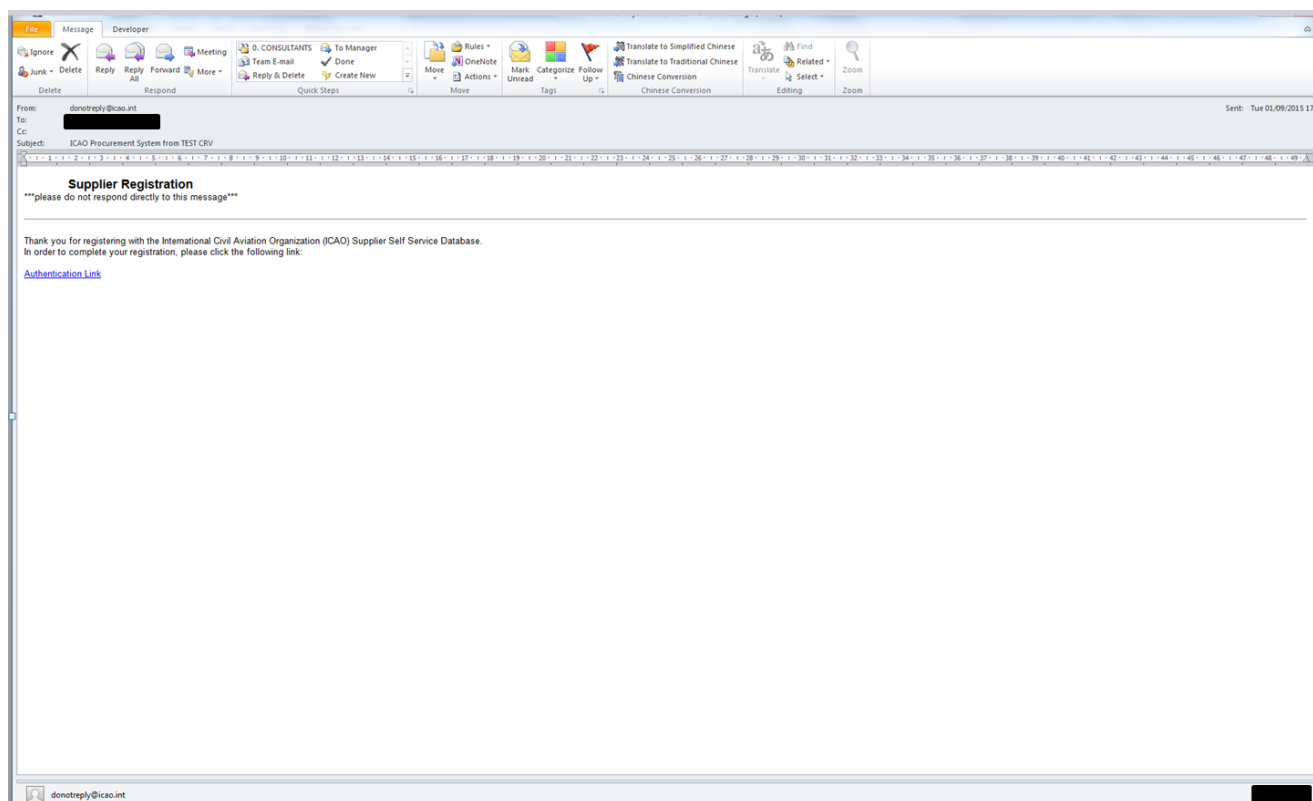
At the bottom of the form are "Cancel" and "Register" buttons. The "Register" button is highlighted with a red circle. The page footer includes logos for PROACTIS, WBC, and ICAO, along with version information (v3.2.0.4 | 22 Oct 2015) and a privacy link.

Select “register”:

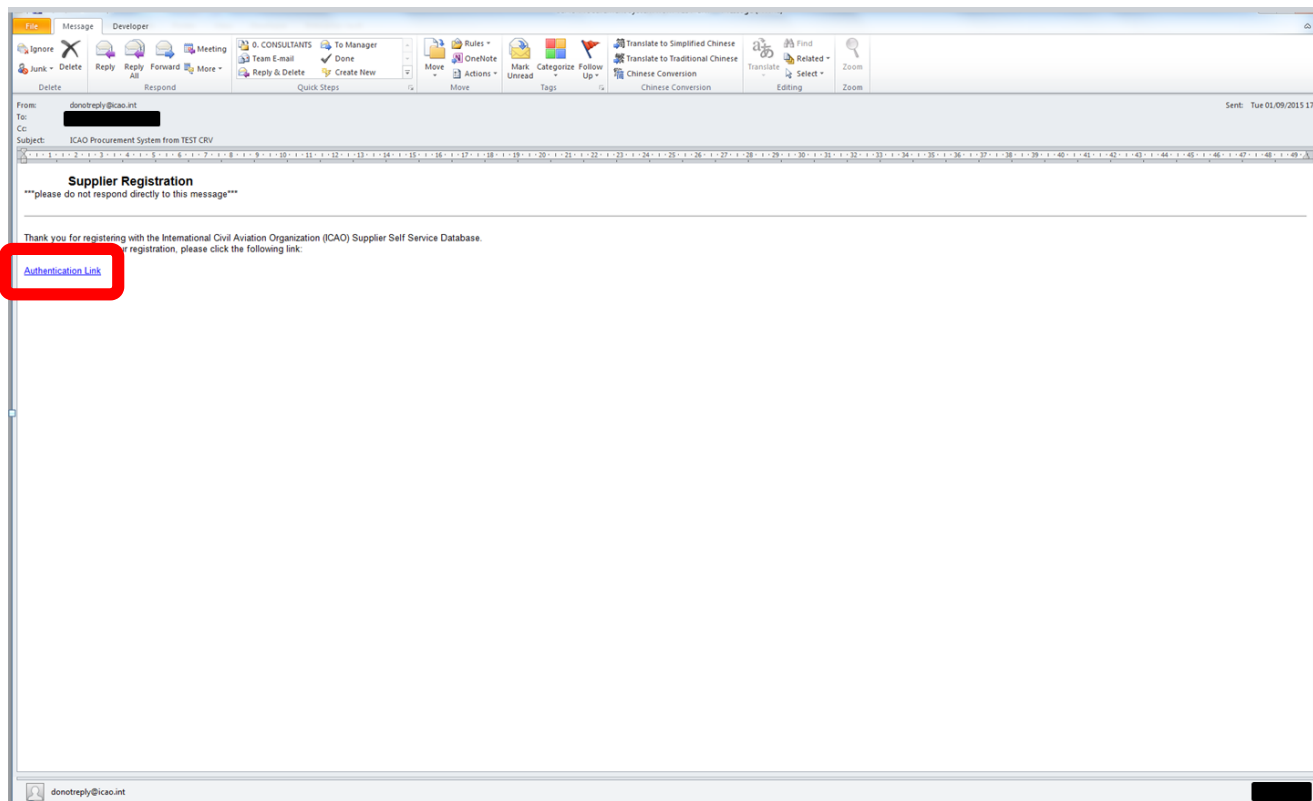


Note that you will have to provide a temporary password

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”.