



شركة غرب القرنة  
West Al Qurna Co.

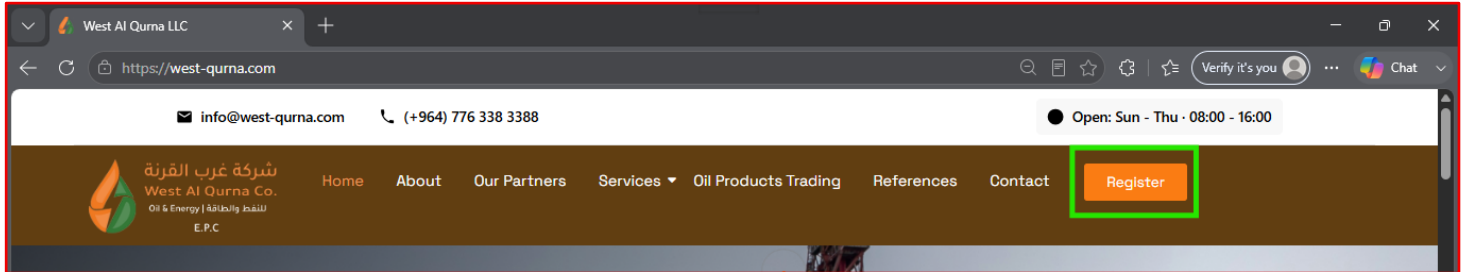
للنفط والطاقة | Oil & Energy

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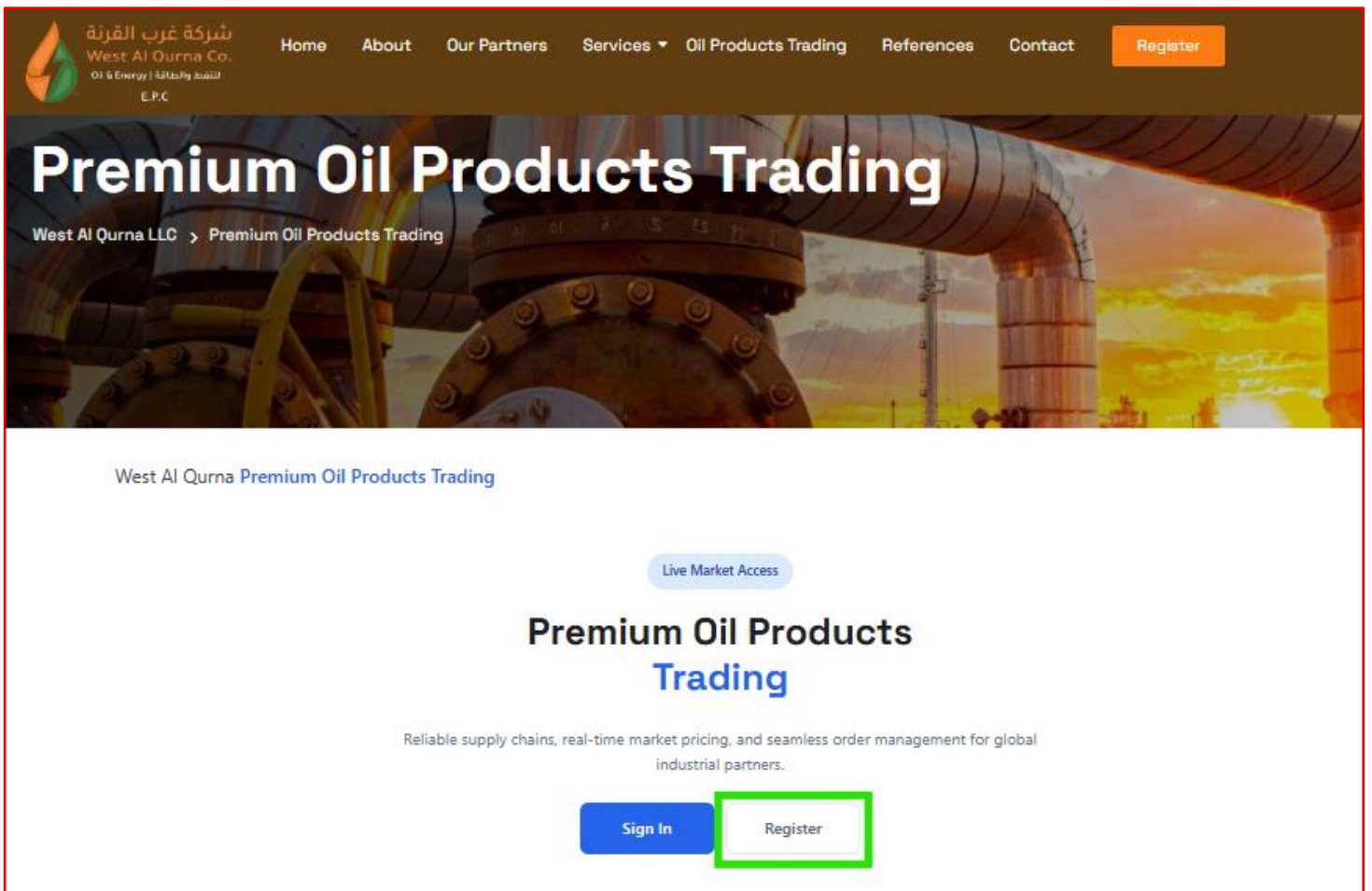
User Guide for Registration, Sign-In & Order

# 1-Registration

- Open “West-qurna.com” Website.
- Click on the "Register" icon located at the top-right corner of the website.



- From the page shown below, click on "Register".

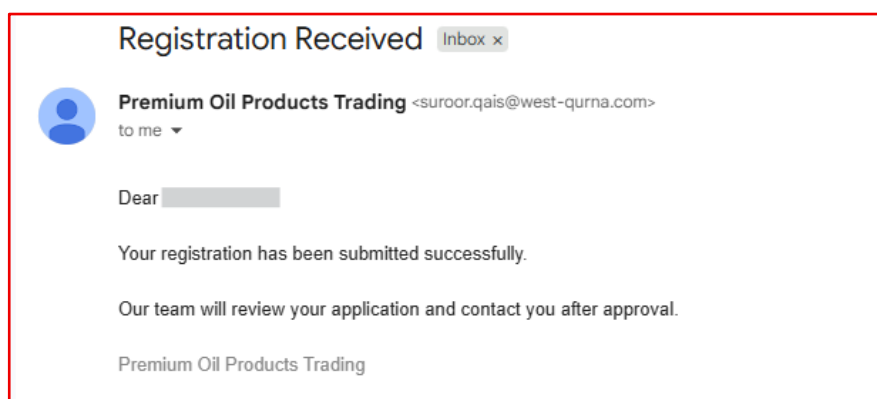


- Complete the registration form. Each section is explained below.

The screenshot shows a registration form with the following sections and annotations:


- Company Name:** Text input field with the annotation "Enter your company name".
- Country of Registration:** Dropdown menu with the annotation "Select your Country from the menu".
- Address:** Text input field with the annotation "Write your company address".
- Phone Number:** Two input fields labeled "Code" and "Phone number". The annotation "choose your country code from the menu and write your phone number" spans both.
- Official Email:** Text input field with the annotation "Write your Company's official Email address".
- Authorized Manager:** Text input field with the annotation "Company's authorized manager name".
- Upload Required Documents:** Section header with a sub-note: "Accepted formats: PDF, JPG, PNG | Max file size: 25 MB per file".
- Upload all the required each:** Section header.
- Tax ID:** File upload button labeled "Choose File" with "No file chosen" and "PDF, JPG or PNG --- max 25 MB".
- Chamber of Commerce:** File upload button labeled "Choose File" with "No file chosen" and "PDF, JPG or PNG --- max 25 MB".
- Registration Certificate:** File upload button labeled "Choose File" with "No file chosen" and "PDF, JPG or PNG --- max 25 MB".
- Company Profile:** File upload button labeled "Choose File" with "No file chosen" and "PDF, JPG or PNG --- max 25 MB". It has an "Optional" tag.
- Submit Registration:** A large blue button with a red border, highlighted by a red box.

- After submitting your registration, check your email inbox. You will first receive a confirmation email indicating that your registration has been successfully submitted and is currently under review.



- Once your registration has been approved, you will receive the email shown below. Use the email address and password provided in that message to sign in.

## Company Approved - Login Details Inbox x

 **Premium Oil Products Trading** <suoor.qais@west-qurna.com>  
to me ▾

Dear [REDACTED]

Your company has been approved.

Login Details:  
Username: [REDACTED] [@gmail.com](#)  
Password: [REDACTED]

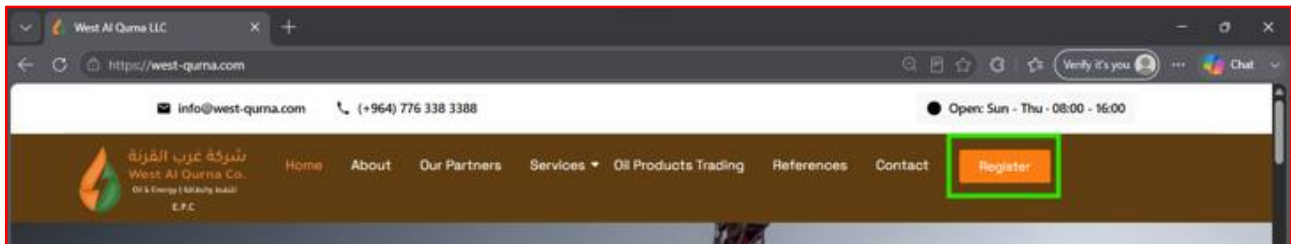
Login here: <https://west-qurna.com/company-login/>

Regards,  
Company Portal Team

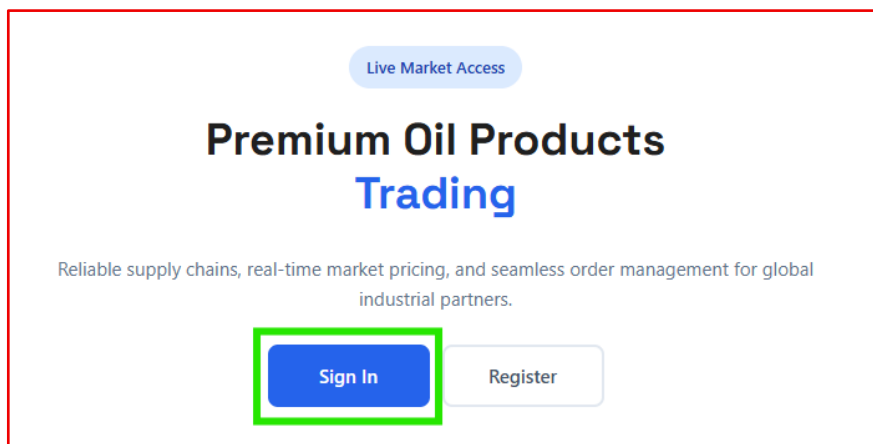
**Note: Please also check your Spam/Junk folder if the email does not appear in your inbox.**

## 2-Signing in

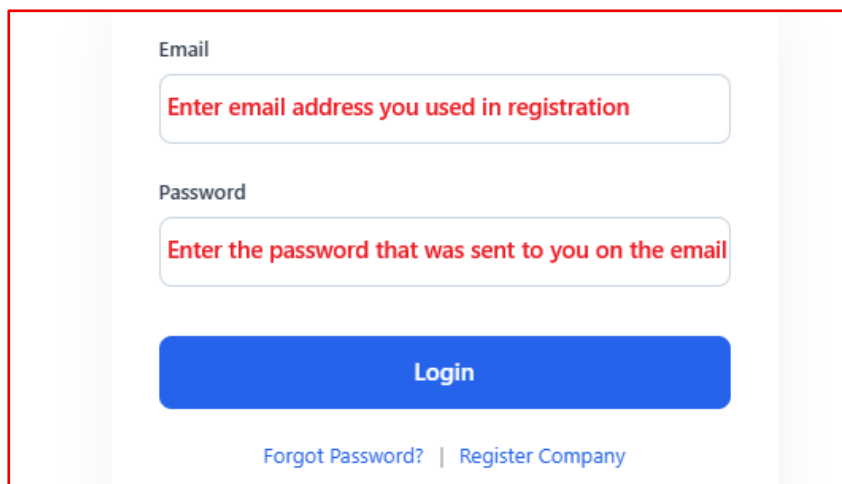
- Visit the West-Qurna website and click on the "Register" icon..



- From the window below, click on "Sign In".



- Fill the sign in window.

A screenshot of a sign-in form. It features two input fields: 'Email' with the placeholder text 'Enter email address you used in registration' and 'Password' with the placeholder text 'Enter the password that was sent to you on the email'. Below the input fields is a large blue 'Login' button. At the bottom of the form, there are two links: 'Forgot Password?' and 'Register Company'.

- After signing in, you will be directed to the page below, where you can view our available oil products, updated prices, and other relevant information, as shown below.

Email

Company Portal
Dashboard
Oil Products
Orders
Logout

### Oil Products

Please select a product type from the filter below to view price trends.

Product Type

All Products ▼



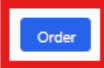
Filter

Reset

Product Type	Qty Available (MT)	Formula Price	Feature	Market Price	Payment Term	Last Update	Action
Sulphur	To be advised	Prices are according to Argus Sulphur (Monthly/Quarterly) + FOB AGR QSP + FOB UAE OSP + FOB KWT SP	<div style="background-color: #27ae60; color: white; padding: 5px 15px; border-radius: 3px; display: inline-block;">  Download         </div>	<div style="background-color: #95a5a6; width: 30px; height: 15px; margin: 0 auto;"></div>	LC/TT	2026-06-13	<div style="background-color: #3498db; color: white; padding: 5px 15px; border-radius: 3px; display: inline-block;">Order</div>

### 3-Ordering and providing your offer

- Please note that the most recently updated market price is the current valid price. Prices from previous dates are provided for reference purposes only.
- For order, click on “Order” icon.

Product Type	Qty Available (MT)	Formula Price	Feature	Market Price	Payment Term	Last Update	Action
Sulphur	To be advised	Prices are according to Argus Sulphur (Monthly/Quarterly) + FOB AGR QSP + FOB UAE OSP + FOB KWT SP			LC/TT	2026-06-13	

- Fill the order form. Each section is explained below.

#### Place New Order

**Product**

Select Product From the drop down menu select the product you require ▼

**Delivery Term**

FOB Choose your suitable delivery term (FOB/CFR)▼

Choosing (FOB) display two location (Trebil / Um-Qasr)  
Choosing (CFR) display a Section where you can write your final destination.

**FOB Location**

Select Location from the drop down menu select your location (Trebil/Um-Qasr) ▼

**Price**

+ Premium ▼

Price: Select (Premium or Discount), then enter the value

**Payment**

Select Payment Payment (LC/TT) ▼

**Quantity Required (MT)**

Enter quantity in MT

Write the required amount of the selected product

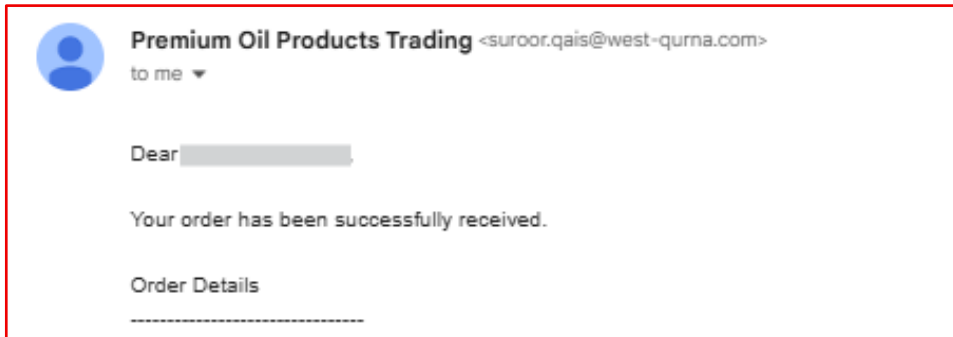
**Comment (optional)**

Any additional notes or comments...

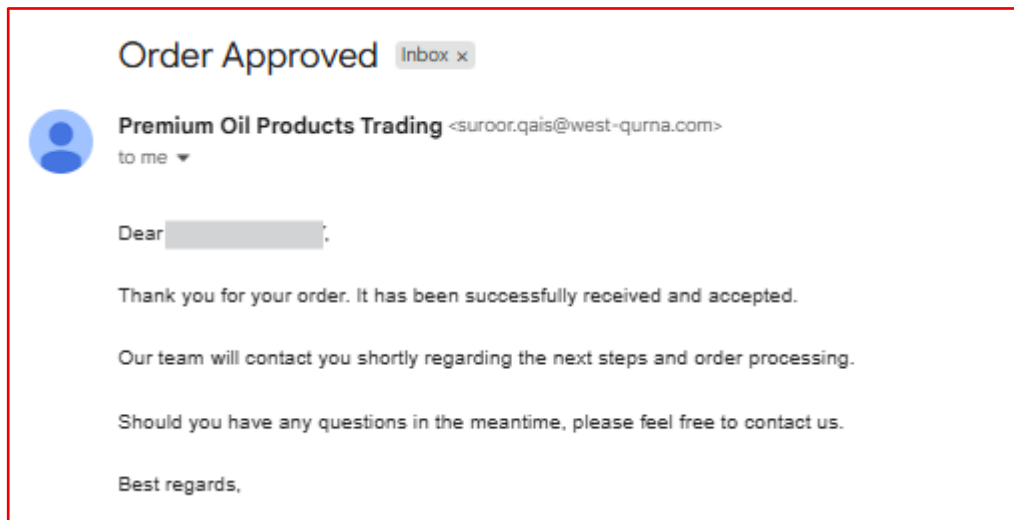
Here you can leave comments, suggestions, offers, or any other information you would like to negotiate.

Submit Order

- After submitting your order, you will receive a confirmation message indicating that your order has been successfully submitted and is under review. Please note that this confirmation does not mean your order has been approved.



- Once your order has been approved, you will receive the email shown below.



- Following approval, we will contact you by email and provide you with our commercial offer.

**Note: If you have any questions or encounter any issues during any process (registration, sign in, or order placement), please do not hesitate to contact us at the email address below..**  
**[suroor.qais@west-qurna.com](mailto:suroor.qais@west-qurna.com)** .