

14. Portal WEB

General Conditions

General terms and conditions for registering suppliers:

1.1. General Conditions for Business Registration:

- (a) Companies that require to carry out the supplier registration process for the first time, require entering by type of Operation "FIRST REGISTRATION". Additionally, the original documents must be filed with the FAC Chancellery, between January 1 and January 31 and between June 01 and June 30 of each term. It is the supplier's responsibility to validate the information on the form before submitting and review the documentation before examining the physical filing of the documents.
- (b) The documentation for registration must be uploaded in PDF files, on the pre-registration form filled out through the technological platform and physically submitted to the Contract Area of ACOFA - Located in the CAN National Administrative Complex - FAC Building (4th floor) - Administrative Headquarters. The documentation attached to the digital form is not accepted as valid, nor is the documentation received by other means.
- (c) The registration or renewal of the registration of the company will take effect from the eighth (08) business day of having received the complete documentation and fulfilling the requirements of physical form, after review and approval by the Contract Area of the Management of the FAC Purchasing Agency, who requests notification to the company of the authorization and its validity.
- (d) In case of presenting novelties during the verification process carried out by the Contract Area, they will be notified to the company by email, so that they can be corrected within a term not exceeding twenty (20) days, in the Any necessary clarifications and the physical filing of the missing original documents. The platform for the entry of information only supports two validation attempts for each case created with spaces of 20 days to correct observations, therefore, it is the provider's responsibility to verify that the information is according to the requested and clear enough to avoid future cancellations. If the documentation is not provided in this term in the Contract Area, proceed to cancel the registration process and delete the documentation filed in the file.
- (e) To remain active, the company must update the information, at least one month before the expiration of the subscription, by completing the form with Operation type "RENEWAL" and filing the original documents for verification and validation of the Contract Area. It is solely and exclusively the responsibility of the company to maintain the current subscription if it wishes to participate in the contracting carried out by the Management of the FAC Purchasing Agency. If this procedure is not carried out, companies will have to start the registration process again.
- (f) For companies that need to carry out some type of update on their previously registered information such as: (change of bank accounts, legal representative and / or agent) they must send an email to area.contractual@fac.mil.co where request the update and include the respective support.
- (g) The system will only allow market studies to be sent to those companies that are enabled on the platform, therefore, it is mandatory to register and keep updating it.
- (h) The documentation provided by the company for registration must be duly translated into Spanish.
- (i) The offerors must take into account that they will not be able to sign contracts that in their sum exceed the amount of the patrimonial capacity for the budget allowed for each term.
- (j) For the registration process, companies must have a liquidity greater than or equal to 1.5.
- (k) The bidders that meet the capital capacity and liquidity requirements will be subject to verification and evaluation according to the structuring of the process.
- (l) The financial statements to the last cut of the country of origin, must be duly translated into the Spanish language.
- (m) Only companies that have been in force or in operation for a period equal to or greater than five (5) years will be admitted, except for listed companies defined as public in the United States.

Portal externo a Bizagi que facilita el registro de proveedores internacionales de la FAC.

Consideraciones:

1. La sesión tiene una duración de 2 horas para realizar el registro completo de la información.
2. Utilizar el navegador Google Chrome.
3. No utilizar ventanas de incógnito.

Después de visualizar los términos y condiciones ingresamos seleccionando **Next** en el formulario

NOTE 2: The Colombian Air Force - Purchasing Agency Directorate ACOFA reserves the right to cancel a supplier registration or to reject applications for registration of a company or any of its partners, shareholders or owners when facts are found that attempt against the veracity of the information provided, good business customs, the morality of business relationships and ties and the principles that govern international contracting; for the term that the Administration may consider it and without prejudice to the legal actions that may take place.

Accept the terms and conditions

Next

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ACOFA - SUPPLIER REGISTRY

ANNEX C

General Information

Supplier Information

ID Type *

--- Select Item ---
--- Select Item ---
NIT
NIF

Identification Number *

Document Number

Ingresamos la identificación del proveedor

14. Portal WEB



ACOFA - SUPPLIER REGISTRY

ANNEX C
Case Id:3051

Número de caso

General Information

Supplier Information

ID Type NIT	Identification Number 900303759
Company name * <input type="text" value="Name Company"/>	
Country * <input type="text" value="Enter a keyword to search"/>	State * <input type="text" value="Enter a keyword to search"/>
City * <input type="text" value="Enter a keyword to search"/>	Address * <input type="text" value="Address"/>
Cell Phone Number * <input type="text" value="CellPhone number"/>	
Area Code (1) * <input type="text" value="Area Code"/>	Phone Number (1) * <input type="text" value="Telephone Number"/>
Area Code (1) * <input type="text" value="Area Code"/>	Phone Number (2) * <input type="text" value="Telephone Number"/>

Email Addresses *

Email Address	Select email to receive market research and RFQs (Request for Quote)
No data available in table	

Ingresamos los datos requeridos por el formulario

Se valida que al menos sea ingresado un correo electrónico

Continuamos

14. Portal WEB

Número de caso

1. La empresa debe tener mínimo 5 años de constituida.
2. La empresa no puede ser colombiana, o estar en la lista de países no autorizados.

Constitution Information

Constitution Information

Constitution Establishment Date *

dd/mm/yyyy

Foreign legal information representative or CEO

ID Type *

--- Select Item ---

Identification Number *

Identification Number

First Name *

First Name

Middle Name

Second Name

Father's First Last Name *

Last Name

Mother's First Last Name

Last Second Name

Country *

Enter a keyword to search

State *

Enter a keyword to search

City *

Enter a keyword to search

Cell Phone Number *

Cell Phone

Email Address *

example@email.com

Confirm Email Address *

example@email.com

Area Code (1) *

000

Phone Number (1) *

8888888

Area Code (2) *

000

Phone Number (2) *

8888888

Does a legal representative apply in Colombia? *

Yes No

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Ingresamos los datos requeridos por el formulario

Continuamos

Se puede devolver

14. Portal WEB

Does a legal representative apply in Colombia? *

Yes No

Al seleccionar “Si” se despliega el formulario para registrar el representante legal

Legal information representative in Colombia

ID Type * --- Select Item ---	Identification Number * Identification Number		
First Name * First Name	Middle Name Second Name		
Father's First Last Name * Last Name	Mother's First Last Name Last Second Name		
Country * Enter a keyword to search	State * Enter a keyword to search		
City * Enter a keyword to search			
Cell Phone Number * Cell Phone	Email Address * example@mail.com		
	Confirm Email Address * example@email.com		
Area Code (1) * Area Code	Phone Number (1) * Telephone Number	Area Code (1) * Area Code	Phone Number (2) * Telephone Number

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Ingresamos la información financiera

Share Holder

ID Type *
--- Select Item ---

Identification Number *
Identification Number

First Name *
First Name

Middle Name
Second Name

Father's First Last Name *
Last Name

Mother's First Last Name
Last Second Name

Country *
Enter a keyword to search

State *
Enter a keyword to search

City *
Enter a keyword to search

Cell Phone Number *
Cell Phone

Email Address *
example@email.com

Confirm Email Address *
example@email.com

Area Code (1) * 000 **Phone Number (1) *** 8888888

Area Code (2) * 000 **Phone Number (2) *** 8888888

Participation Percentage *
0.00

Close Save changes

Financial Information

Financial Reports Date *
dd/mm/aaaa

Total Assets (USD) *
Include the value in thousands or millions of American dollars.




Total Liabilities (USD) *
Include the value in thousands or millions of American dollars.

Total Equity (USD)
Total Equity

Equity Composition

Name of the company	Name	Identification Number	Nationality	Participation Percentage
No data available in table				

Total Equity Percentage
0

1. Para agregar un nuevo accionista hacer clic en el botón 
2. Para editar la información seleccionar el registro a editar y hacer clic en el botón 
3. Para eliminar información seleccionar el registro a eliminar y hacer clic en el botón 

Validar que el porcentaje total de participación sume 100%.
No se incluyen comas ni puntos en el registro

14. Portal WEB

Ingresamos la información Bancaria



ACOFA - SUPPLIER REGISTRY

ANNEX C
Case Id:3051

Bank Information

Bank Information

Bank Name * --- Select Item ---	SWIFT Code * ⓘ Swift Code
ABA/IBAN Code * The routing number	Account Holder Name *
Bank Account Type * --- Select Item ---	Account Number *
Confirm Account Number *	

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Se valida que el campo tenga mínimo 8 dígitos y máximo 11 dígitos



14. Portal WEB

Ingresamos la información de la capacidad



ACOFA - SUPPLIER REGISTRY

ANNEX C
Case Id:3051

Capacity Information

Capacity Information

Code - Object	Sale?	Repair?	Exclusive Supplier?	Broker?	Manufacturing Company?	
--- Select Item ---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[Add Capacity](#)

[Back](#) [Next](#)



Campo obligatorio, al menos debe agregar un registro con lo siguiente: Código, Objeto, ¿Venta? o ¿Reparación?, ¿Casa fabricante? - ¿Proveedor exclusivo? o ¿Broker?. En un mismo registro de la tabla no se puede seleccionar el check de broker y proveedor exclusivo o broker y casa fabricante

14. Portal WEB

Ingresamos la información de fechas requeridas



ACOF

Damos click en Browser para cargar el documento a adjuntar

Documental Information				
Documental Type	Expedition Date *	Expiration Date *	File *	
Certificate of Existence and Representation and Articles of Incorporation for the US or Company Bylaws other countries.	dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>	File <input type="button" value="Browse"/>	<input type="button" value="Add"/>
Legal Representative or Power if applicable	dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>	File <input type="button" value="Browse"/>	<input type="button" value="Add"/>
DDTC Registration	dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>	File <input type="button" value="Browse"/>	<input type="button" value="Add"/>
Bank Certification	dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>	File <input type="button" value="Browse"/>	<input type="button" value="Add"/>
Financial Statements, CPA - Tax Return.	dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>	File <input type="button" value="Browse"/>	<input type="button" value="Add"/>
Aeronautical Certifications for repair	dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>	File <input type="button" value="Browse"/>	<input type="button" value="Add"/>
Other Certifications	dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>	File <input type="button" value="Browse"/>	<input type="button" value="Add"/>

Consideraciones:

1. El tamaño máximo de los archivos es de 10MB.
2. Los archivos se deberán cargar en PDF.

Para agregar un tipo documental se deberá oprimir el botón "Add" del mismo tipo documental

14. Portal WEB

Una vez finalizado el registro se muestra un mensaje satisfactorio y la FAC tendrá 8 días hábiles para dar solución a la solicitud.



ACOFA - SUPPLIER REGISTRY

ANNEX C
Case Id:5601

Successful

Successful request

The company was successfully registered. Your Case Id is 5601

Exit