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<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>14/01/2014</td>
<td>Initial Creation</td>
<td>Jonathan Ramos Reyes</td>
</tr>
<tr>
<td>19/01/2014</td>
<td>Revision</td>
<td>Suha Lori</td>
</tr>
<tr>
<td>31/07/2016</td>
<td>Added features updates</td>
<td>Jonathan Ramos Reyes</td>
</tr>
<tr>
<td></td>
<td>• Update Pending Application function - this is for updating the application set as Pending or application without payment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Update the screens into new User-Interface</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Added sample email notifications sent to the applicant/client</td>
<td></td>
</tr>
</tbody>
</table>
1 Introduction

1.1 Objective
The objective of the document is to present the user-manual of Material/Product Assessment from eService portal published to the public. It is also included in this document are the step-by-step guide for successful submission of application and to check the online application status and password management and attaching of document requirements related to assessment application.

1.2 Scope
The scope of this document is limited to explain the process flow starting from submitting an application, checking of application status, password management and attaching of document requirements.

The user manual is intended to all legitimate suppliers of Ministry of Works, Municipality & Urban Planning Affairs who will be using the electronic channel for Material/Product Assessment online solution.

1.1 Minimum System Requirement
In order to access the Material/Product Assessment eService, make sure to adhere the minimum system requirement, as follows:

<table>
<thead>
<tr>
<th>Recommended Internet Browser</th>
<th>• Internet Explorer version 8 up to the latest</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Firefox 26</td>
</tr>
<tr>
<td>PDF Reader</td>
<td>• Adobe Reader version 8 – 10 up to the latest</td>
</tr>
</tbody>
</table>
2 Process flow

2.1 General View

- Suppliers
- Customer Interaction
- Portals
    - eGA Portal
    - [works.gov.bh](http://works.gov.bh)

- System Link
  - Finance System & Back-end System
  - MOW Officials
3 Introduction

3.1 Navigation

This eService can be accessed from the Ministry of Works (http://www.works.gov.bh) website and from the e-Government eService portal (http://www.bahrain.bh).

To navigate in Ministry of Works - eService portal, type the following URL in your browser: www.works.gov.bh, then go to Business and then choose Material/Product Assessment (eMAS).

To navigate in e-Government eService portal, type the following URL in your browser. www.bahrain.bh, then go to Business and then under Business and Trade, then click the Material and Product Assessment e-Services link.

From Ministry of Works, works affairs, web-site
4 How to make One-time Registration & Submit application online?

4.1 Registration

To register for electronic services of Material Engineering Directorate – Consultancy & Research section, please follow the detailed step-by-step instructions.

**Step 1** – To register new suppliers with Material Engineering Directorate – Consultancy & Research section:

1. Download the Registration Form,
2. Fill-up the form and prepare the required documentations (*please refer to Registration Form*),
3. Deliver the required signed documentations to Material Engineering Directorate – Consultancy & Research section at Juffair Office from Sunday till Thursday from 8:00 AM to 2:00 PM. *Please refer to ‘Contact Us’ for telephone numbers and location map.*

If existing supplier but not yet registered to Material Engineering Directorate – Consultancy & Research section:

1. Download the Registration form
2. Fill-up the form and then complete the required documentations (*please refer to Registration Form*),
3. Sign and stamp the form and then scan copy & send together with the required documentation to this email address (MedMasHelp@works.gov.bh).

**Step 2** – Once the registration form is submitted and processed, the MED-CRS officials will send the Username and Password to the email address provided by the supplier (*make sure the email address is still valid and written correctly*).

### 4.2 Make a new application

To make a new application for Material Engineering Directorate – Consultancy & Research section, please follow the detailed step-by-step instructions.

**Step 1** – At the Login form, use the Username and Password provided from the official email response from Ministry of Works (*don’t forget to change password*)

---

Ministry of Works, Material Engineering Directorate - CRS

A new online company registration has been received via E-service.
We will notify you either by email or by telephone for additional details. Please find below the information as submitted:-

**Registration Details:**

<table>
<thead>
<tr>
<th>Company Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td></td>
</tr>
<tr>
<td>CPR Number</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>CR number</td>
<td></td>
</tr>
<tr>
<td>Registration Date</td>
<td></td>
</tr>
</tbody>
</table>

To proceed in online application, you can use the username & password for submitting your Material/Product for assessment application.

**Login Details:**

| Username |  |
| Password |  |

(Note: You can change your password via change password)

---

Click here to [Login](#) or go to e.works.gov.bh

This email has been sent by auto-emailer program.
Please do not reply to this address as it is not monitored.
Welcome to Ministry of Works eService

Material / Product Assessment eService

Welcome to Ministry of Works, Material/Product Assessment eService. In continuing our effort of providing higher standard of living and quality of life to the citizens of Bahrain, we provide this eService as another channel to submit Material/Product assessment application.

Contractors and MOW Supervisors dealing with Materials Engineering Directorate of Ministry of Works may use this eService.

<table>
<thead>
<tr>
<th>Downloadable Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Form</td>
</tr>
<tr>
<td>Application Form</td>
</tr>
<tr>
<td>Renewal Form</td>
</tr>
<tr>
<td>Application Check list</td>
</tr>
</tbody>
</table>

Instructions:
- Enter the Company login detail and submit to proceed
- To change the login option please click on "Advance Login" button
- To register for new company login, please download the "Registration Form" and send to Material Engineering Directorate - Consultancy and Research Section. Or visit Contact Us page to know the contact information and office location
- In case you need to change email address. Please send email to MedMasHelp@works.gov.bh or call to our helpdesk telephone numbers 17812406 | 17812408 | 17812416

Payments will be collected for new and renewal application as follows:
- Application Fee for **BHD. 25**
- Assessment Fee for **BHD. 525**
- Download User Manual

Company Login Detail

<table>
<thead>
<tr>
<th>Email *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password *</td>
</tr>
</tbody>
</table>

Forgot Password? Change Password?

Submit Clear Advance Login

Items marked with * are required

This service is provided by Ministry of Works
**Step 2** – Once the authentication process is done, the system will proceed to the next form. Choose from the link ‘Submit a New Assessment Application’ link.

**Step 3** – Read carefully the **Terms & Conditions and Guidelines** as appears in the next screen.

*NOTE: Use scroll-down control to read until the end.*
Step 4 – Read and agree to the Terms & Condition by ticking the tick box provided and the “Proceed to Submission Form” button will be illuminated in RED color and then click the said button to proceed.

Step 5 – Fill-up the required fields as marked with (*) asterisk. Once the required information is completed, then click the ‘Submit’ button to complete.

![Company Information Form](image)

![Material / Product Details](image)
NOTE: if new material/product name, choose the *New Material/Product from the selection list and then specify correctly the new material or product descriptions in the provided space appear at the bottom near the selection list.

4.1 Application Notice

After the ‘Submit’ button was clicked, the system will automatically generate an Application Notice together with unique generated ‘Application Number’ as reference for the future transactions. ‘Print’ button to get the copy of this application notice.

NOTE: In some cases, ‘Print’ button is protected to pop-out by your internet browser.
4.2 Payment for Application Fee is required

Official email and SMS message will be sent to the supplier’s email and mobile number. Supplier needs to pay the application fee at Finance Directorate Cashier Window at 3rd floor New Building, MOW Diplomatic, Manama.

NOTE: This is a manual process. The supplier needs to visit Finance Directorate to
pay the required application fees.

4.3 Attachment is required after payment for Application Fee

After the payment made at Finance Directorate for Application Fee, three (3) documents are required to be uploaded in the system, as follows:

- Applicant’s Official Letter of Request *
- Accomplished Material Product Application (New/Renewal) *
- Accomplished Material Product Checklist *

In order to review the application for assessment, all required documentations (refer to the Guidelines) need to be attached in the application.

Step 1 – On the main screen, click the ‘Update Pending Application’ link, and then enter the ‘Application Number’ (can be found from the previous email message and SMS message), click on the ‘Search’ button to proceed, and then the screen will allow to upload the said three (3) required files.

Step 2 – Choose the file need to be attached, click on the “Browse” button (IE browser) or “Choose File” button (on another browser), and then click “Attach” button to complete.

4.4 Notification for Assessment Fee

Attachments will be carefully reviewed by MED operators after being attached via eService Portal by the applicants.
In order to proceed the application for product/material assessment, the system will send an official email and SMS notifications to supplier’s email and mobile number provided on the time of the application to proceed with the Assessment fee at Finance Directorate Cashier Window at 3rd floor New Building, MOW Diplomatic.

---

**Application Number:** 16997  
**Date:** 15/08/2016

Jonathan Contructions & Builder W.L.L  
Al Hoora 318 Manama  
Tel.: 17545449  
Email: jonreys@gmail.com

**Attention:** Mr./Mrs. Jonathan Reyes, Staff

**Dear Sir/Madam,**

**Subject:** Notice for Full Payment of Material/Product Assessment Fee

We have received your minimum required documents on our Material Assessment System (MAS). An Assessment Fee of **BHD 525.000 now is due from you** and payment has to be made in order to process your product/material assessment application.

In order to proceed, please follow the instructions stated below:
- Print this Notice for Payment of Material/Product Assessment Fee.
- Proceed to Cashier Window of Finance Directorate located at 3rd Floor MoW New Building, Diplomatic Area, Manama.
- Present this Notice as a payment reference.
- Collect receipt issued by our Cashier after payment has been made.
- Check for “Acceptance Email” from MED confirming your application with an assigned official MAS File number.

**Application Payment Reference:**

<table>
<thead>
<tr>
<th>Application Number</th>
<th>16997</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Date</td>
<td>15/08/2016</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>Jonathan Contructions &amp; Builder W.L.L</td>
</tr>
<tr>
<td>Payment Type</td>
<td>e-MAS Assessment Fee</td>
</tr>
<tr>
<td>Amount to Pay</td>
<td>BHD 525.000</td>
</tr>
</tbody>
</table>

Please note that non-payment as a result of failure to pay this fee from the receipt of this Notice will result in your application not being processed further.

In case you need further clarification, you can send an email to MedMasHelp@works.gov.bh or call to our helpdesk telephone numbers 17812406 | 17812408 | 17812416.

**Consultancy and Research Section**  
**MATERIALS ENGINEERING DIRECTORATE, MWMAUP**

This email has been sent by auto-emailer program. Please do not reply to this address as it is not monitored.

---

### 4.5 Payment for Assessment fee is required

Assessment fee is now required for the product/material assessment in order for
MED Consultancy & Research section to continue their tasks to perform the assessment processes.

After the payment, MOW officials will be automatically informed to continue with the assessment process.

*NOTE: Conduct of Material Assessment was declared in the Terms & Conditions.*

5 How to check the status application via online?

5.1 **Checking online status**

**Step 1** – On the main screen, click the ‘Check Application Status’ link and then list of previous applications will be listed on the next screen, as shown below.

```
<table>
<thead>
<tr>
<th>Application Number</th>
<th>File Number</th>
<th>Submission Date</th>
<th>Material / Product Name</th>
<th>Manufacturer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>17004</td>
<td>27/07/2016 08:04 AM</td>
<td>BRUSHCREETE</td>
<td>BITUFA WATERPROOFING B.V</td>
<td>New - Application Waiting for Acceptance</td>
<td></td>
</tr>
<tr>
<td>17003</td>
<td>26/07/2016 10:45 AM</td>
<td>AIR CONDITIONERS</td>
<td>Akterm</td>
<td>New - Application Waiting for Acceptance</td>
<td></td>
</tr>
<tr>
<td>16999</td>
<td>3071</td>
<td>19/07/2016 12:48 AM</td>
<td>675 x 675 mm heavy duty ductile iron hinged type D 400 double triangular manhole cover &amp; frame with stainless steel pin.</td>
<td>Al Gurg Building Services Co. Ltd (L.L.C)</td>
<td>New - Accepted</td>
</tr>
</tbody>
</table>
```

*NOTE: By using the ‘Filter By’ option, records will be filtered accordingly.*
Step 3 – Select the **Application Number** from the list for the desired application, and then the screen will show the application details, as shown below.

Step 4 – As appear, status and activity of the application is shown at the upper part (encircle in big), and then comments is open to change if needed to update.

NOTE: At this stage, attaching of more document is still possible, click the “Attachments” button, and then the attachment screen will appear.
6  How to upload more documents?

   In order to upload more documents (if the MOW officials required to do so). Herewith the steps to follow:

   **Step 1**: Go to ‘Check Application Status’ link, and then select the desired ‘Application Number’ need to upload mode documents.

   **Step 2**: Click on the ‘Attachments’ button, to proceed.

   **Step 3**: Click the ‘Browse’ button (from Internet Explorer) and ‘Choose a file’ (in other browser).

   **Step 4**: Select a file wish to upload and then enter some file description (optional).

   **Step 5**: Click the ‘Attach’ button to attach a single file.

   **Step 6**: Click the ‘Finish’ button to complete the process.

7  How to management your password?

   **7.1  Password change**

   It is recommended to the change the password periodically or on the first time that
the password was issued.

**Step 1** – On the main screen, click on the link ‘Change Password?’ link to proceed.

**Step 2** – Provide the email address, current password, and the new password and confirm password, then click the ‘Submit’ button, then wait for the confirmation email to the email address provided.

---

**NOTE**: Changing of password requires at least (8) strong combination of at least one capital letter, small letter, number and symbols (example: N@rito4a)
7.1 *Forgot password*

Once the password is forgotten, there is still a way to recover it.

**Step 1** – On the main screen, click on the link ‘Forgot Password?’ link to proceed.

**Step 2** – Provide the email address, then click the “Submit” button to proceed, then wait for the confirmation email to the email address provided.

--- End of manual ---