



UNITED ARAB EMIRATES
MINISTRY OF FINANCE

Digital Procurement Platform (DPP)

Supplier Registration User Manual



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1. Introduction

This supplier manual provides detailed instructions on how to use the Digital Procurement Platform (DPP). It guides you through the system modules including PO related processes, tendering, contracting and auctions.

Read this manual thoroughly before you start working on the Digital Procurement Platform (DPP) to get your work done faster and more efficiently.



2. The Purpose of Creating the Manual

The purpose of this document is to help suppliers use The Digital Procurement Platform.

Suppliers are encouraged to use this manual whenever they are trying to perform any activity on The Digital Procurement Platform to make sure it's done in a correct and efficient manner.



3. Manual Review and Development

This Manual will be reviewed by the Ministry of Finance and update it according to changes or updates.

4. Supplier Self Registration

- Supplier Self Registration Introduction
- Supplier Self Registration Guide



Supplier Self Registration Introduction 1/2



Please make sure to enter accurate information while registering your company on the Digital Procurement Platform. Entering wrong or inaccurate information might negatively affect the approval of your registration or qualification processes. The information on your company profile on the Digital Procurement Platform is the sole responsibility of the supplier.



If you experience difficulties logging into your account, please try resetting your password (section 2). If you are still unable to login after resetting your password or for assistance in case you face any problem, please contact us via the Ministry of Finance call center at **800533336** or email: info@mof.gov.ae



The Digital Procurement Platform is allowing the following supplier types for the self registration:

- Domestic Supplier
- Foreign Supplier
- Free Zone Supplier
- Freelancer Supplier (Outside UAE)
- National SME
- SANAA Productive Family



Supplier Self Registration Introduction 2/2



The digital procurement platform only allows you to participate in government tenders once you have activated your account. To activate your account, you need to go through three steps, as shown in the chart below.



You will receive an email acknowledgement from the platform when you successfully complete each of these stages and start the next.



Supplier Self Registration Guide 1/5



To start your registration process, you need to visit the Ministry of Finance website <https://www.mof.gov.ae/>

The screenshot shows the website header with the Ministry of Finance logo and navigation menu. The 'eServices' menu item is highlighted. Below the menu, there are three columns of services: 'For Individuals', 'For Private Sector', and 'For Government'. A blue dashed box with a '1' in a circle highlights the 'eServices' menu item, with an arrow pointing to it and the text 'Go to the e-services section'. Another blue dashed box with a '2' in a circle highlights the 'Supplier Registration Service in the Federal Supplier Register' link under the 'For Private Sector' column, with an arrow pointing to it and the text 'Click on the Supplier Registration Service in the Federal Supplier Register'.

UNITED ARAB EMIRATES
MINISTRY OF FINANCE

Search, Email, RSS, Star, Chat, Help, AR, Home, User Profile

About the Ministry ▾ Resources & Budgets ▾ Financial legislations Strategic & International Partnerships ▾ Media ▾ Digital Participation ▾ Open Data ▾ eServices ▾

For Individuals

- Submit inquiries about the ministry's services
- Report on whistleblowing cases
- Technical support for E-Dirham system services
- Submitting a suggestion regarding the Ministry's services
- Dealing with customer feedback

For Private Sector

- Refund of revenues due to customers
- Register suppliers in the Federal Supplier Register
- Submit inquiries about the ministry's services
- Report on whistleblowing cases
- Technical support for E-Dirham system services
- Submitting a suggestion regarding the Ministry's services
- Dealing with customer feedback

For Government

- Transfer of financial allocations between chapters
- Request to impose/modify fees for federal agencies
- Opening and closing of bank accounts for federal agencies
- Create or Remove new hires requests
- Remission of all or some debts
- Collecting public revenues and public funds (debt)
- Request to classify entities for VAT purposes
- Request to decide on the requests of the federal authorities regarding real estate properties
- Tableau (Smart Reporting System) / Data Lake User management
- Applying to create reports in the Smart Reporting System / Data Lake

1 Go to the e-services section

2 Click on the Supplier Registration Service in the Federal Supplier Register



Supplier Self Registration Guide 2/5



Review the information on this page, especially the conditions and requirements for obtaining the service and the documents you must prepare before registering.

UNITED ARAB EMIRATES
MINISTRY OF FINANCE

Advanced Search Portal

About the Ministry ▾ Resources & Budgets ▾ Financial legislations Strategic & International Partnerships ▾ Media ▾ Digital Participation ▾ Open Data ▾ eServices ▾

Home / Services / Corporate / Suppliers Services / Register suppliers in the Federal Supplier Register

Register suppliers in the Federal Supplier Register

Rating ★★★★★

Start Service

Registration of suppliers wishing to provide their services to the government, providing full data about them

Procedures

- > 1.Registration through the website:<https://www.mof.gov.ae/en/mservices/corporate/supplier/pages/newregistration.aspx>
- > 2.Fill in all the required data, attach the required documents and pay the prescribed fees.
- > 3.Give an approval or rejection order after reviewing the required attachments.

Fees Duration of service Target Audience Responsible Location of service Responsible Officer

1
Click on the **Start Service** button



Supplier Self Registration Guide 3/5



Registrars and qualified individuals go through three main stages as described in the [Supplier Self Registration Introduction](#). The status of your request can be seen by checking the workflow bar that appears after clicking "New Request," as shown in the image below.

The screenshot shows the 'Application for registration of suppliers in the suppliers federal record' page. The navigation bar includes 'About the Ministry', 'Resources & Budgets', 'Financial legislations', 'Strategic & International Partnerships', and 'Media'. The main heading is 'Application for registration of suppliers in the suppliers federal record'. Below the heading, there is a breadcrumb trail: 'Home / Services / Suppliers / Application for registration of suppliers in the suppliers federal record'. A 'Choose Registration Service' section contains a 'New Request' button. A workflow bar at the bottom shows the progress: 'Progression 0%'. The workflow bar consists of three steps: 'Registration Step 1/3', 'Qualification Process Step 2/3', and 'Active Supplier Step 3/3'. A note in a dashed box points to the workflow bar, stating: 'Note: Workflow bar will appear to see the status of your application'.



Supplier Self Registration Guide 4/5



The browser will direct you to the digital purchasing platform to start the first stage of the registration process. Before registering, you must agree to the terms and conditions.

1

Read all the terms and conditions carefully



The Ministry may remove the name of the Supplier from the Suppliers' Register if he is convicted of a felony or a misdemeanour that violates public morality or honour, and in this case, the Supplier shall be prohibited from supplying any products or services to the federal authorities for a period of not less than three (3) years from the date of the final judgement.

General Provisions

The Supplier shall keep confidential the name of the Supplier and the name of the competent federal authority to which the Supplier warrants and provides that any statement made by the Supplier to the Ministry of Finance...

2

Scroll down to the end of the page and then click on the box to confirm that you have read and understood all terms and conditions.

...other federal authority in the State; and shall not disclose such information to any unauthorised party without obtaining the prior written consent of the Supplier, relating to the use of personal data and the privacy of electronic communications. ...ing its registration in the Registration System or acceptance thereof as an approved Supplier, ...it, the said amendments shall be posted on the Ministry's official website and the Supplier shall ensure to keep itself informed of such amendments.

In my capacity as the representative and authorized signatory of the Supplier, and as the person authorized to proceed with the registration, I hereby confirm that the Supplier has read all above terms and conditions and hereby accepts such terms and commits to comply with it.





Supplier Self Registration Guide 5/5



On this page, you will have to provide some basic information about your company. In order to proceed, you must complete the mandatory fields (marked with a red star).

In order to complete your registration, you will need to log in to the platform once you have completed this page.

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

- Company information:** Supplier Registration Type* (Dropdown menu with 'Domestic Supplier' selected).
- Help us identify your company:** Trade License Number ⓘ*, VAT Registration Status* (Dropdown menu), Issuance ED* (Dropdown menu).
- Supplier Representative Contact information:** First Name ⓘ*, Last Name ⓘ*, Email ⓘ*, Mobile Number ⓘ*, Password*, Confirm password*.
- First-time registration? Please tell us more.:** Commodities* (Dropdown menu), Comment (Text area).

At the bottom, there are two buttons: a yellow 'Register' button and a grey 'Cancel' button.

Numbered callouts on the image:

- 1: Select the Supplier Type (points to the dropdown menu).
- 2: System loads the related fields accordingly (points to the 'Help us identify your company' section).
- 3: Fill all the required fields (points to the contact information fields).
- 4: Click on the Register Button (points to the 'Register' button).

5. Supplier Access/Login

➤ Supplier Access/Login



Supplier Access-Login 1/3



In order to log in to the platform, you must use the email address and password you set up on the previous screen.

The screenshot shows the 'User Login' page of the Digital Procurement Platform. The page includes a header with navigation links, a main content area with a welcome message and Ministry of Finance logo, and a 'User Login' form. The form contains fields for 'User Name*' and 'Password*', a 'Login' button, a 'Forgot Password?' link, and a 'Sign in with UAE PASS' button. A callout box labeled '1' points to the 'User Name*' and 'Password*' fields with the instruction 'Enter your username and password'. Another callout box labeled '2' points to the 'Login' button with the instruction 'Click on the Login button'. Below the form, there is a section for 'About The Ministry' and 'The Digital Procurement platform', followed by a list of benefits and a helpdesk contact number.

1 Enter your username and password

2 Click on the Login button



Supplier Access-Login 2/3



At the first login attempt, you will be requested to accept the terms and conditions.

General Info. Sourcing Contracts Catalogs Orders Invoicing Useful Links

Supplier First Name S

General Terms of Use

You have to accept the terms and conditions in order to continue.

GENERAL CONDITIONS OF ACCESS AND USE OF THE APPLICATION

*The Supplier or Services Provider applying for registration in the Suppliers' Register at the Ministry of Finance of the Federal Government of the United Arab Emirates shall read all the following terms and conditions and confirm its acceptance and compliance with them as a prerequisite for registration in the Suppliers' Register in order to be eligible to be deemed approved supplier by the Federal Government.

Conditions Relating To The Supplier

The Supplier applying for registration in the Suppliers' Register through the Suppliers Registration System on the Ministry's website ("Registration System") shall be a company or establishment duly registered with the competent authorities in the state, hold a valid commercial license and have all licenses and permits required for carrying out its business.

At least one of the Supplier's shareholders or the Supplier's Service Agent shall be a United Arab Emirates national. None of the Supplier's shareholders may be an employee of the Ministry or any other federal authority with which a contract may be concluded.

before it has been accepted as an approved Supplier, provided that any statement or declaration shall be limited to the fact of its registration only.

The Ministry of Finance reserves the right to amend these terms and conditions, at any time, without prior notice. In the event of any such amendment, the said amendments shall be posted on the Ministry's official website and the Supplier shall ensure to keep itself informed of such amendments.

In my capacity as the representative and authorized signatory of the Supplier, and as the person authorized to complete the registration, I hereby confirm that the Supplier has read all above terms and conditions and hereby accepts and commits to comply with it.

I accept the terms and conditions

Acknowledge Print

1 Tick on the box and click on the Acknowledge button



Supplier Access-Login 3/3



You will see the home page after accepting the terms and conditions. On this page, you should be paying attention to the "Registration Status" box. It shows you what registration stage you are in as well as alerts that tell you what steps you need to take next.

Note: Registration status and alerts box

Supplier Portal

General Info. Sourcing Contracts Catalogs Orders Invoicing Useful

Supplier Information

Import Catalog

Create Receipt

Create Invoice

Onboarding Progress

Onboarding progress 60%

Registration Step 1/3

Qualification Process Step 2/3

Active Supplier Step 3/3

Please complete your details by clicking on "Supplier Information" or directly clicking on the below taps

- Banking Information is missing. Please enter at least one bank details in P2P tab.
- No contact with the role 'Owner'
- No contact with the role 'Supplier admin'
- Main Address is missing. Main address must be completed in order to define mandatory

RFP in Progress

Browse Catalogs

Invoices

Manage Contracts

Active Orders

Announcement

The content is not set

Supplier Documents :

- Supplier Services User Manual 12/9/2021
- Supplier Registration User Manual 12/9/2021
- NDA Document 11/27/2021

Show public request for proposals

RFX Title English	Publication on MOF portal begin date (UAE Time)	Publication on MOF portal end date (UAE Time)	Proposal submission begin date (UAE Time)	Proposal submission end date (UAE Time)
RFP (>250K and <5M)	2/22/2022 2:45:00 PM	3/23/2022 10:30:00 PM	3/15/2022 2:14:59 PM	3/23/2022 10:30:00 P
Req. 17/02/2022	2/24/2022 12:00:00 AM	5/26/2022 12:00:00 AM	2/24/2022 12:45:34 PM	5/27/2022 12:00:00 A

6. Supplier Qualification Process

- Supplier Qualification Introduction
- Update Banking Information
- Update Supplier Contact
- Update Documents and Certs.
- Send Registration Request for Approval



Supplier Qualification Introduction 1/3

⚠ To make the qualification process easier for the suppliers, the digital Procurement Platform will fetch your supplier company information (other than the information you provided in the registration form) from the Ministry of Economy register if available.

- ⚠ • Supplier qualification is the process whereby Supplier is set as a qualified and active Supplier.
- Qualification of a supplier is a necessary condition before a supplier can participate in bids and auctions on the platform.
- Once the qualification step (second step) is completed, the application will be reviewed to approve the resource and make it active on the platform (third and final step).

- ⚠ • Login to the system by following the same steps in section no.2 in the user manual:
([Supplier Access/Login](#))

⚠ Under the Onboarding Progress section, you will be able to view your onboarding status. To proceed with your registration and qualification, you need to fill all the requirements needed

Onboarding Progress

Onboarding progress 60%

- Registration Step 1/3
- Qualification Process Step 2/3
- Active Supplier Step 3/3

Please complete your details by clicking on "Supplier Information" or directly clicking on the below taps

- ⚠ Banking Information is missing. Please enter at least one bank details in P2P tab.
- ⚠ No contact with the role 'Owner'
- ⚠ No contact with the role 'Supplier admin'
- ⚠ Main Address is missing
Main address must be completed in order to define mandatory



Supplier Qualification Introduction 2/3



To proceed with the qualification process, you need to fill in all the required fields and attach the necessary documents by following these steps:

1

To access your supplier information:

Click on the **Supplier Information Icon** from the home page
or
Click on the **General Info Menu** then select **Company Profile**

The screenshot displays a web application interface for supplier qualification. At the top, there is a navigation bar with tabs: 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Useful Links'. Below this, a dropdown menu is open under 'General Info.', showing options: 'Company Profile' (highlighted with a mouse cursor), 'Information Requests', and 'Manage Sub-Tiers'. The main content area is divided into two columns. The left column contains four large buttons: 'Supplier Information' (with an information icon), 'Import Catalog' (with a storefront icon), 'Create Receipt' (with a truck icon), and 'Create Invoice' (with a document icon). The right column features an 'Onboarding progress' section showing 'Onboarding progress 60%'. It lists three steps: 'Registration Step 1/3' (completed with a green checkmark), 'Qualification Process Step 2/3' (completed with a black checkmark), and 'Active Supplier Step 3/3' (completed with a grey checkmark). To the right of these steps, a yellow warning box states: 'Please complete your details by clicking on "Supplier Information" or directly clicking on the below taps'. Below this, three error messages are listed: 'Banking Information is missing. Please enter at least one bank details in P2P tab.', 'No contact with the role "Owner"', and 'No contact with the role "Supplier admin"'. At the bottom, another warning message states: 'Main Address is missing. Main address must be completed in order to define mandatory'. Blue arrows point from the text in the first step to the 'Supplier Information' button and the 'Company Profile' menu item in the screenshot.



Supplier Qualification Introduction 3/3



The system will redirect you to your supplier company information showing you the following blocking messages to complete your registration process:

- Banking Information is missing. Please enter at least one bank details in P2P tab.
- No contact with the role 'Owner'
- No contact with the role 'Supplier admin'
- Main Address is missing
- Missing Mandatory Document(s)

The screenshot displays the 'Company Info' page in a web application. The page has a navigation bar with tabs: General Info., Sourcing, Contracts, Catalogs, Orders, Invoicing, and Useful Links. Below the navigation bar, there are navigation icons (back, refresh, star) and the page title 'Company Info'. On the right side, there are two buttons: 'Save' and 'Send for Approval'. A sidebar on the left contains icons for information, users, documents, shopping cart, and a thumbs-up icon. A light blue information box contains the text: 'Fields marked by an asterisk * are mandatory' and 'Expected date format: M/d/yyyy'. A yellow warning box contains the following error messages:

- Banking Information is missing. Please enter at least one bank details in P2P tab.
- No contact with the role 'Owner'
- No contact with the role 'Supplier admin'
- Main Address is missing
- Missing Mandatory Document(s)



By clicking on the alert message, the system will redirect you to the related page that you need to work on and fill the missing required information.



Update Banking Information 1/2

 To resolve the blocking alert message “**Banking Information is missing.**”

1
Click on the
**Banking
Information**

1
You may click on the alert message
“Banking Information is missing”

1
Click on the
**Banking
Information**

Save | Send for Approval

Company Info

General Info. Sourcing Contracts Catalogs Orders Invoicing Useful Links

Company Information

Contacts

Documents & Certs.

Banking Information

Qualifications

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

- Banking Information is missing. Please enter at least one bank details in P2P tab.

- No contact with the role 'Owner'

- No contact with the role 'Supplier admin'

- Main Address is missing

- Missing Mandatory Document(s)



Update Banking Information 2/2

General Info. Sourcing Contract

Company Info

Company Information

Contacts

Documents & Certs.

Fields marked by an asterisk * are mandatory

Expected date format: M/d/yyyy

2

Click on **Add Banking Information** button

Banking Information

+ Add Banking Information

0 Result(s)

Banking Information

Save Save & Close Close

4

Click on **Save & Close** button to save the changes and close the page

Fields marked by an asterisk * are mandatory

Banking Information

Account Name [ⓘ]*

Country [ⓘ]*

Bank Account Number*

SWIFT / IBAN*

Default [ⓘ]

Foreign payment [ⓘ]*

Currency [ⓘ]*

Bank Name [ⓘ]*

Bank Branch [ⓘ]*

ABA [ⓘ]

Account Number Routing Number

3

The system will open the Banking Information popup page. Fill all the required fields

EBS ID [ⓘ]



Update Supplier Contact 1/2



To resolve both blocking alert messages “No contact with the role 'Owner'” and “No contact with the role 'Supplier admin'”:

1
Click on the
Contacts



General Info. Sourcing Contracts Catalogs Orders Invoicing Useful Links

< ↻ ☆ Company Info

Company Information

- Contacts
- Documents & Certs.
- Banking Information
- Qualifications

1 Or click on the **alert message** to access the contact page

- Fields marked by ar
- Expected date form

1 - Banking Information is missing. Please enter at least one bank details in P2P tab.

1 - No contact with the role 'Owner'

1 - No contact with the role 'Supplier admin'

- Main Address is missing

- Missing Mandatory Document(s)



Update Supplier Contact 2/2

The screenshot shows the 'Company Info' page with a sidebar menu containing 'Company Information', 'Contacts', 'Documents & Certs.', 'P2P Information', and 'Financial Indicators'. The 'Contacts' section is active. A table titled 'Internal Contacts' is displayed with columns: Contact, Login, Position, Role, and Contact status. A row shows a contact with the email 'suppliermanual1@domain.com' and the role 'Supplier admin'. A dropdown menu is open for the 'Role' column, showing 'Owner' and 'Supplier admin' options. At the top right, there are buttons for 'Save', 'Forward', and 'Send for Approval'. A blue dashed box with the number '4' points to the 'Save' button. Another blue dashed box with the number '2' points to the 'Role' dropdown. A third blue dashed box with the number '3' points to a pen icon in the contact row.

4 Click on **Save button** to save the changes

2 Select the Owner & Supplier Admin roles from the list

The system allows you to create new contacts and assign roles. This feature will be explained in detail in section [Create New Contact](#)

3 Click on the pen icon to edit the contact details and add the mandatory information (mobile number and nationality)




Update Documents and Certificates 1/4




To resolve both blocking alert messages “Missing Mandatory Document(s)”:

1
Click on the
**Documents &
Certs.**



General Info. Sourcing Contracts Catalogs Orders Invoicing Useful Links

<  ☆ Company Info

Company Information

Contacts

Documents & Certs.

Banking Information

Qualifications

Fields marked with asterisk * are mandatory

Expected date for

- Banking Inform...

- No contact with the role 'Owner'

- No contact with the role 'Supplier admin'

- Main Address is missing

- Missing Mandatory Document(s)

1
Or you may click on the **alert message** to access the Documents & Cert. page





Update Documents and Certificates 2/4

Save

Company Information

Contacts

Documents & Certs.

Banking Information

Qualifications

Identity documents (Documents marked as * are mandatory | Click on + icon to upload document)

Att.	Document Type	Document Name	Start Date	Expiration Date	Owner	Status
جواز الدكتور البكر 2026.pdf	Passport copy of beneficial owner	محمد عبد الرحمن محمد البكر			البكر للمحاماه و الإستشارات القانونية	✓
الرخصة التجارية لمكتب البكر.pdf	Trade/Professional License /Permit	البكر للمحاماه والاستشارات القانونية	11/07/2021	10/07/2022	البكر للمحاماه و الإستشارات القانونية	✗

2 Result(s)

1

Click on the **(Pencil)** icon to archive the old document and then attach new one

Edit document : Identity documents (Documents marked as * are mandatory | Click on + icon to uplo...

Close | **Archive**

Document

Description

Document Type
Trade/Professional License /Permit

Document Name
البكر للمحاماه و الإستشارات القانونية (ar)

Document
 الرخصة التجارية لمكتب البكر.pdf

Start Date
11/07/2021

Expiration Date
10/07/2022

Document's owner
و الإستشارات القانونية البكر للمحاماه

Validity

Allowed files are *.DOCX , *.XLSX , *.XML , *.PDF , *.ZIP , *.7z , *.QIF , *.JPG , *.DOC , *.XLS , *.TXT , *.CSV and *.PPT
Size should not exceed 56 MB

2 Click on "Archive"



Update Documents and Certificates 3/4



Now that you have archived the expired document, you can upload the valid one.

Company Information

Contacts

Documents & Certs.

Banking Information

Qualifications

Save

Identity documents (Documents marked as * are mandatory | Click on + icon to upload document)

Att.	Document Type	Document Name	Start Date	Expiration Date	Owner	Status
2026 جواز الدكتور البكر.pdf	Passport copy of beneficial owner	محمد عبد الرحمن محمد البكر			البكر للمحاماة و الإستشارات القانونية	✓
	Trade/Professional License /Permit *					

2 Result(s) [Click here for Grid setting](#)

1

Click on the (+) icon



Update Documents and Certificates 4/4

Edit document : Identity documents (Documents marked as * are mandatory | Click on + icon to uplo...

Document

|

2 Fill the Start & Expiration Dates

3 Click on “**Save**” button to save the changes

Fields marked by an asterisk * are mandatory
Expected date format: dd/MM/yyyy

Trade/Professional License /Permit Draft

Document Name en

Document* Click or Drag to add a file

Start Date* Expiration Date *

Document's owner Validity

و الإستشارات القانونية البكر للمحاماه

|

4 Click on “**Submit**” button to submit the document

Document's owner Validity

و الإستشارات القانونية البكر للمحاماه

Expiration Date

1 Attach the document

Document* Click or Drag to add a file

Uber_Auto_Bill_-_25012020 (1).pdf

Allowed files are *.DOCX , *.XLSX , *.XML , *.PDF , *.ZIP , *.7z , *.QIF , *.JPG , *.DOC , *.XLS , *.TXT , *.CSV and *.PPT
Size should not exceed 56 MB



Send Registration Request for Approval 1/4

General Info. Sourcing Contracts Catalogs Orders Invoicing Useful Links

Company Info

Save Send for Approval

Company Information

- Contacts
- Documents & Certs.
- Banking Information
- Qualifications

Company

Supplier Type: Domestic Supplier

Supplier Name*: New Supplier LLC Supplier Arabic Name*: New Supplier LLC

Trade License Number: 123465798 Trade License Expiration Date: 3/16/2023 Is Branch

TRN (VAT Registration Number): 123456798 VAT Registration Status: Registered

Web Site URL

Mobile No.: 0557180272

Phone No. Fax No.

Invoicing Currency*: UAE Dirham Payment Currency*: UAE Dirham

Comments

0 Result(s) Click here for Grid setting

HQ Address

Map Satellite

Address Label: Dubai

Address Line 1: Dubai

Address Line 2: Dubai

PO. Box: 12345678 City: Dubai (ar) en

Country: UNITED ARAB EMIRATES Emirate / State*: Dubai

1 Click **Submit for approval** after you have completed the required information to submit your registration application for review and approval



Send Registration Request for Approval 2/4



After you have submitted all the requirements to register and submit an application for approval for qualification, an MoF employee will start the process of reviewing your qualification application for approval, rejection, or requesting more information.

The screenshot displays the 'Onboarding Progress' section. At the top, it shows 'Onboarding progress 60%'. Below this, there are three steps: 'Registration Step 1/3' (completed with a green checkmark), 'Qualification Process Step 2/3' (in progress with a black checkmark), and 'Active Supplier Step 3/3' (pending with a grey checkmark). A blue dashed box highlights the 'Qualification Process' step, with an arrow pointing to a text box that says 'Your registered supplier'. To the right of the steps, there is a green clipboard icon with a checkmark and the text: 'There is no item requiring your attention at the moment.'



Send Registration Request for Approval 3/4



The platform will send a notification to your email address with the decision taken on your registration/qualification request.



In case the decision taken was “Request for Information”, the platform will show you an alert message on the Supplier home page. This alert message will require your action to update information or to update/attach documents.

Onboarding Progress

Onboarding progress 60%

- Registration Step 1/3
- Qualification Process Step 2/3

Active Supplier

Please complete your details by clicking on “Supplier Information” or directly clicking on the below taps

Action requested to complete the step 2/3. Kindly check comments section and click on Submit.

General Info. Sourcing Contracts Catalogs Orders Invoicing Useful Links

Company Info

Company Information

Company

Supplier Type: Domestic Supplier

Supplier Name: test

Supplier Arabic Name: test

Trade License Number: 123456798

Trade License Expiration Date: []

TRN (VAT Registration Number): 123456798

VAT Registration Status: Registered

Web Site URL: []

Mobile No.: []

Phone No.: []

Fax No.: []

Invoicing Currency: UAE Dirham

Payment Currency: UAE Dirham

Comments

Comment Date	Comments
03/21/22 11:26:49 AM	Please update.....

Action requested to complete the step 2/3. Kindly check comments section and click on Submit.

4 Address

Click on the **Submit** button to submit the request for review

3 Update the information as requested

1 Click on the **alert message** to view the comments and fill in the information requested

2 Review the **comments section** to know the requested updates

3 Update the information as requested

4 Click on the **Submit** button to submit the request for review



Send Registration Request for Approval 4/4



After you get the approval on your qualification, you will be eligible for participating in tendering and have the full features of your supplier profile activated on the Digital Procurement Platform.

The screenshot displays the 'Supplier Portal' interface. At the top, there are navigation tabs: 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Useful Links'. Below the navigation is a header with a back arrow, a refresh icon, a star icon, and the text 'Supplier Portal'. The main content area is divided into two sections. On the left, there are four buttons: 'Supplier Information' (with an 'i' icon), 'Import Catalog' (with a shopping cart icon), 'Create Receipt' (with a truck icon), and 'Create Invoice' (with a document icon). On the right, there is a section titled 'Onboarding Progress' which shows 'Onboarding progress 100%'. Below this, there are three items, each with a green checkmark: 'Registration Step 1/3', 'Qualification Process Step 2/3', and 'Active Supplier Step 3/3'. To the right of these items, there is a large green checkmark icon and the text: 'There is no item requiring your attention at the moment.'

7. Maintain Supplier Qualification

➤ Expired Documents



Maintain Supplier Qualification – Expired Documents



To maintain your qualification and keep your supplier profile active, you need to keep all of the documents and certificates up-to-date. When a document or certificate is expired, the system will send you a notification and show you an alert message on your home page with the expired document or certificate.

[Please Refer to “Update Documents & Certs” slides](#) so you will be able to update your expired documents & certificates.

The screenshot shows the 'Company Info' page in the Supplier Qualification system. The 'Documents & Certs' section is active, displaying a table of identity documents. The table has columns for 'Att.', 'Document Type', 'Document Name', and 'Status'. The 'Trade license.png' document is highlighted in red, indicating it is expired. The date '2/2/2020' is shown in red, and a red 'X' icon is present in the status column. A blue dashed box highlights the text: 'When your Trade License is expired, the font color of the date will change to RED and an X icon will appear as a status of the document'. Two blue arrows point to the red date and the red 'X' icon.

Att.	Document Type	Document Name	Status
Passport copy of beneficial owner.png	Passport copy of beneficial owner	Passport copy of beneficial owner	Adel NewSupplier LCC
Tax registration certificate.png	Tax registration certificate	Tax registration certificate	Adel NewSupplier LCC
Trade license.png	Trade license	Trade license	3/16/2022 2/2/2020 Adel NewSupplier LCC X

8. Supplier User Profile Update

- Supplier User Profile Update



Supplier User Profile Update



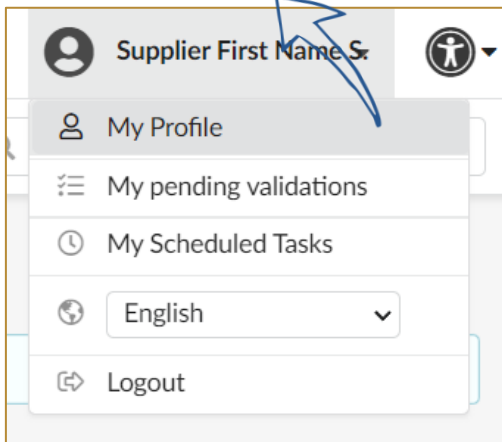
You will be able to update your personal information such as your name, email, phone number, address, set your preferences and change your password.



It is mandatory to update the information under the preferences section as the public tenders, tenders and auctions that you will be invited to will be in UAE Time Zone.

1

Open the top right menu and click on **My Profile**



2

Update your user profile information as needed

My preferences

Default lang
English

Default country
UNITED ARAB EMIRATES

Time Zone
(UTC +04:00) Abu Dhabi, Muscat

Currency
UAE Dirham

Format lang
English

Date format
11/27/2021 12:24:51 AM

Number format
-1,234,567.89

Profile Management : Supplier first name SUPPLIER LAST NAME

Save

Fields marked by an asterisk * are mandatory

Accessibility Settings

Accessibility mode

Display passive notifications on pages

Display the contrast settings button in header

Identity

Title

First Name *
Supplier first name

Last Name *
Supplier last name

Email *
suppliermanual1@domain.com

Internal Identifier

3

Click on **Save button** to save the changes

9. Create New Contact

➤ Create New Contact



Create New Contact 1/4



The Digital Procurement Platform grants the supplier the permission to manage the supplier contact (Employees), create new contact, manage and assign roles, delete contact and update contact information.

1
Click on
Contacts

The screenshot shows the 'Company Info' page in the Digital Procurement Platform. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Useful Links'. The left sidebar contains 'Company Information', 'Contacts', 'Documents & Certs.', 'Banking Information', and 'Qualifications'. The main content area displays 'Company Info' with a '1' in a blue circle pointing to the 'Contacts' menu item. Below the menu, there is an alert message box with a '1' in a blue circle pointing to it. The alert message contains the following text: 'Fields marked by ar', 'Expected date form', and a list of error messages: '- Banking Information is missing. Please enter at least one bank details in P2P tab.', '- No contact with the role 'Owner'', '- No contact with the role 'Supplier admin'', '- Main Address is missing', and '- Missing Mandatory Document(s)'. A blue arrow points from the 'Contacts' menu item to the 'Contacts' menu item, and another blue arrow points from the 'alert message' to the alert message box.

1
Or you may click on the **alert message**
to access the contact page



Create New Contact 2/4

Company Info

Save Forward Send for Approval

Company Information

Contacts

Documents & Certs.

P2P Information

Financial Indicators

Qualifications

Fields marked by an asterisk (*) are required.
Expected date format: MM/DD/YYYY

Internal Contacts

+ Create Contact

Manage your existing Contact List

Contact	Login	Contact status
<p>Supplier last name Supplier first name</p>	<p>suppliermanual1@domain.com</p>	<p>Owner x + Supplier admin x Active</p>



Create New Contact 3/4



The system will open a popup page that contains the create a new contact form.

Supplier Contact Management : Adel NEWSUPPLIER LCC

Save Save & Close Close

Create Contact

Identity

Title First Name [ⓘ]* Middle name [ⓘ] NewSupplier LCC

Adel J

Email [ⓘ]* Position [ⓘ] Passport ID [ⓘ]

newsupplc@test.com en

List of languages Supplier

English [19631]

Daily Working Time (hours)

Owner Nationality*

UNITED ARAB EMIRATES

Phone

Landline number

0557180272

Mobile number [ⓘ]*

0557180272

Fax

Photo

Add a picture

Last Connection

Last Connection

3/16/2022 at 3:20 PM with IP address: 192.168.227.5

4 Click on **Save & Close** button to save the changes and close the page

3 Fill all the required fields



Create New Contact 4/4

7 Click on **Save** button to save the changes

8 Click on the **email icon** to share a notification of login details with the new contact

6 Assign the role of the new contact as needed

Contact	Login
contact supplier	
Supplier last name Supplier first name	suppliermanual1@domain.com

- Accountant
- CEO
- Forecast Manager
- Owner
- Quality
- Sales person
- Supplier admin
- Supplier Outsource Contact

5 System will add a new supplier contact row

10 Click on **Send Notification**

9 Review the notification template

Invite a contact

First Name: supplier contact

Email: snc@domain.com

Profile code*: Supplier

Subject: Invitation to log in to Ministry of Finance Procurement Platform

Notification body: Hello supplier contact, You have been invited to the Ministry of Finance Procurement Platform. Your login is the following: snc@domain.com. Then you could access this application on this page: [Login](#). Kind regards.

10. Request Information Change

Click here to go back to the [Table of Content](#)



Request Information Change 1/2



Suppliers are required to submit a change request to keep their information up to date like the Trade License Expiration date, Banking Information, etc. However, some information can be updated without any change request needed.

1

To access your supplier information:

Click on the Supplier Information Icon from the home page
or
Click on the General Info. Menu then select Company Profile

The screenshot shows a web interface for a supplier. At the top, there is a navigation bar with 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Useful Links'. Below this is a sub-menu for 'General Info.' with options: 'Company Profile', 'Information Requests', and 'Manage Sub-Tiers'. The main content area is titled 'Supplier Information' and contains several icons: 'Supplier Information' (with an 'i' icon), 'Import Catalog', 'Create Receipt', and 'Create Invoice'. To the right, there is a 'Boarding Progress' section with a checklist: 'Registration' (checked), 'Qualification Process' (checked), and 'Active Supplier' (checked). A yellow warning box on the right states: 'The following items require your attention:'. Below this, there are four items with warning icons: 'Banking Information is missing. Please enter at least one bank details in P2P tab.', 'No contact with the role 'Owner'', 'No contact with the role 'Supplier admin'', and 'Trade License expired'. At the bottom, another warning box states: 'Missing Mandatory Document(s) There is/are missing required document(s) to be uploaded.'



Request Information Change 2/2

2 Click on **Request Information Change**

5 Click on **Submit for Approval** button, after you get the necessary approvals, your changes will be reflected.

Company Info

Save | Answer Questionnaire | Request Information Change

Company Change Request

Save | Cancel | Submit for Approval | Answer Questionnaire

Reason for Change Request

Reason for change request*

Reason for change request must have a value

Company

Supplier Type: Domestic Supplier

Supplier Name*: ALMASAR ENGINEERING CONSUL...

Supplier Arabic Name: المسار للإستشارات الهندسية

Trade License Number*: CN-2642022

Trade License Expiration Date*: 12/23/2022 Is Branch

VAT Registration Status*: Not Registered

Web Site URL

4 Update the information as needed

3 Provide reason for change request

Supplier Arabic Name: المسار للإستشارات الهندسية

Trade License Expiration Date: 12/23/2022 Is Branch

HQ Address

Address Label

Address Line 1: Abu Dhabi

Address Line 2: ابوظبي

PO. Box City



Thank You



For further assistance, please contact the helpdesk on the following channels:

+971 800533336

info@mof.gov.ae



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