**UNITED ARAB EMIRATES
MINISTRY OF FINANCE**

Digital Procurement Platform (DPP)

Supplier Services User Manual

Table of Content

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.
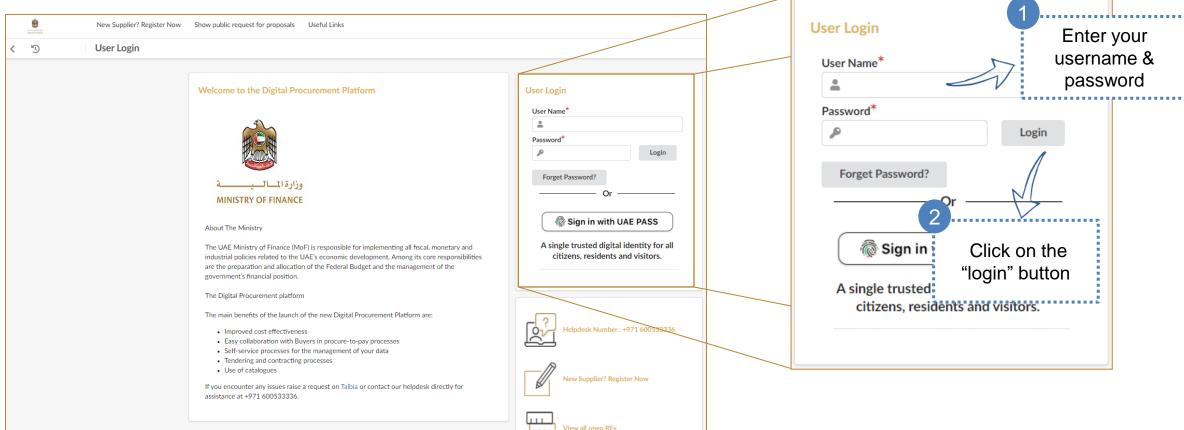
4. Supplier Access/Login

Supplier Access/Login 1/3

⚠️ To access the Digital Procurement Platform, please click on the following link: https://procurement.gov.ae/

1 Enter your username & password

2 Click on the "login" button
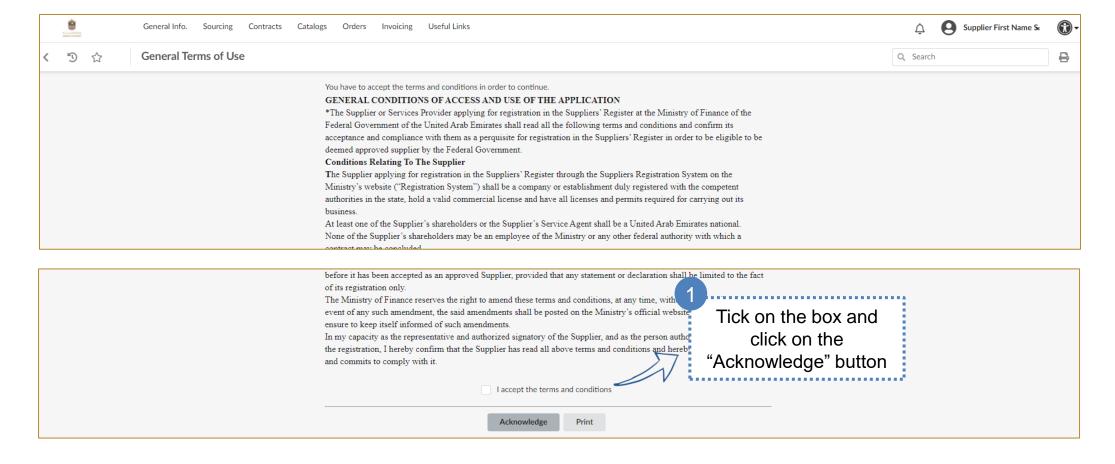
The system will validate your credentials and alert you in case you have provided wrong username or password.

Supplier Access/Login 2/3

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

Tick on the box and click on the "Acknowledge" button
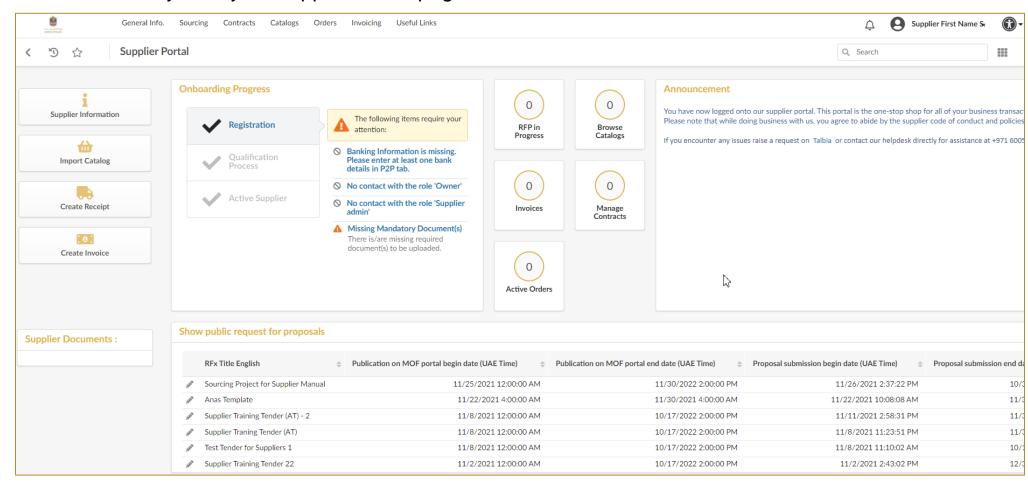
Supplier Access/Login 3/3

⚠️ The system will redirect you to your supplier home page.

5. Purchase Orders
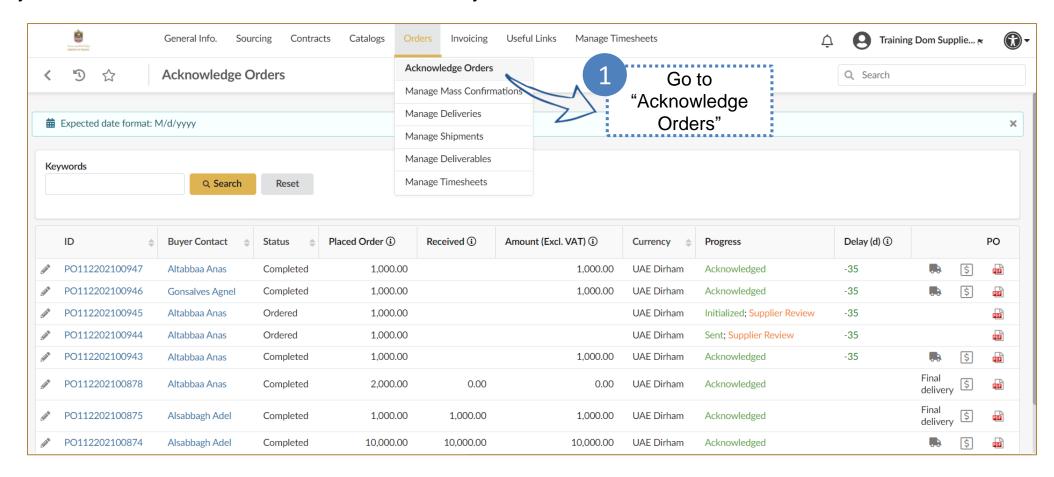
➢ Access Purchase Orders
➢ Acknowledge Purchase Order

Access Purchase Orders

⚠️ Here you will see a list of all Purchase Orders sent to you
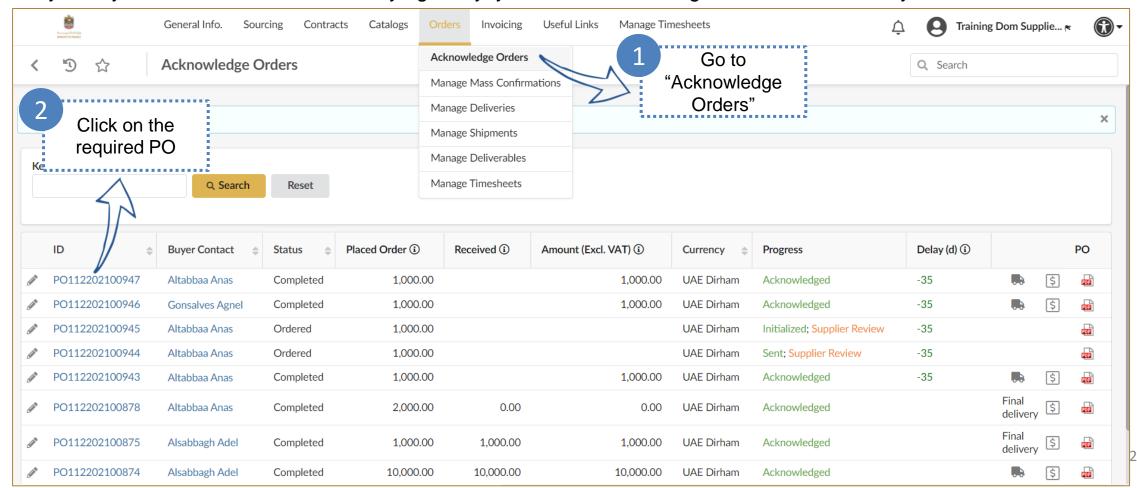
Acknowledge Purchase Order 1/2

⚠️ Every time you receive a PO from the buying entity, you must acknowledge it before the delivery
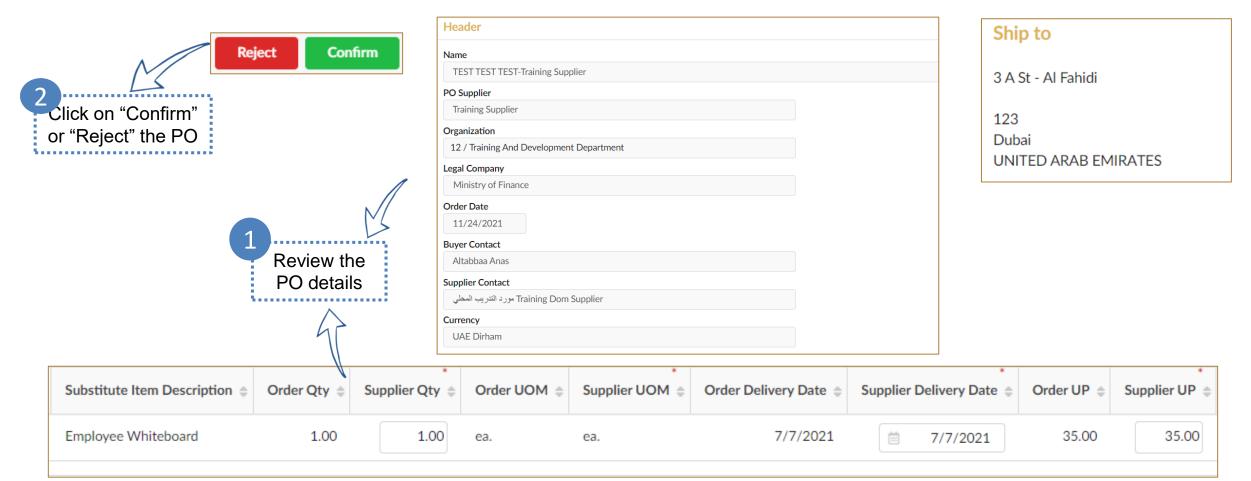
Acknowledge Purchase Order 2/2

⚠️ Review the PO information carefully to make sure that you can conform to it, especially the delivery date and quantity

Reject **Confirm**

② Click on "Confirm" or "Reject" the PO

Header

Name
TEST TEST TEST-Training Supplier

PO Supplier
Training Supplier

Organization
12 / Training And Development Department

Legal Company
Ministry of Finance

Order Date
11/24/2021

Buyer Contact
Altabbaa Anas

Supplier Contact
مورد التدريب المحلي Training Dom Supplier

Currency
UAE Dirham

Ship to

3 A St - Al Fahidi

123
Dubai
UNITED ARAB EMIRATES

① Review the PO details

Substitute Item Description	Order Qty	Supplier Qty	Order UOM	Supplier UOM	Order Delivery Date	Supplier Delivery Date	Order UP	Supplier UP
Employee Whiteboard	1.00	1.00	ea.	ea.	7/7/2021	📅 7/7/2021	35.00	35.00

6. Advanced Shipping Notice

➢ Create Advanced Shipping Notice

Create Advanced Shipping Notice 1/3

Advanced Shipping Notice is used to notify the buying entity of the upcoming delivery for items/services.

The buying entity will confirm the receipt of items/services through the platform as well.

UNITED ARAB EMIRATES
MINISTRY OF FINANCE

PO: PO112202100843 - Copy of Copy of Req. 11/8/2021-Training Dom Supplier - Trai...

Create Credit Note   Create Advanced Shipping Notice   Create Invoice

Purchase Order

Deliveries

Invoices

Header

Name

Copy of Copy of Req. 11/8/2021-Training Dom Supplier

PO Supplier

Training Supplier

Organization

12 / Training And Development Department

Legal Company

Ministry of Finance

Order Date

11/8/2021

Buyer Contact

Altabbaa Anas

Supplier Contact

مورد التدريب المحلي Training Dom Supplier

Currency

UAE Dirham

1 Click on create "Advanced Shipping Notice"

Note: Access the PO to get to this screen

Create Advanced Shipping Notice 2/3

⚠ The system will show you by default the whole amount/quantity in the advanced shipping notice and you may adjust it if required for partial delivery.

2 Click "Save"

Save **Save & Close** **↩ View PO**

Name
Delivery of 11/26/2021

Status

Delivery Reference ID #
ASN-12345321|

Delivery Date
📅 11/26/2021

Link Order - Delivery
PO112202100843 - Copy of Copy of Req. 11/8/2021-Training Dom Supplier

Contract / Delivery Link

1 Fill out the reference and adjust the delivery date ID if required

Received

3 Click the pencil icon beside the line item

Add Order Items   Delete Selection

→   0   Selected

		Name	QTY ⇵	UOM ⇵	Unit Price ⇵	Total	Currency ⇵	Order	PO QTY	Price	Delivery Date ⇵	Schedule Line
☐	🗑	iPad mini	1.00	Each	1,000.00	1,000.00	AED	ⓘ PO000000000843 - iPad mini	1.00	1,000.00	11/26/2021	
			1.00									

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Create Advanced Shipping Notice 3/3

⚠️ When you submit the Advanced Shipping Notice, the buying entity will be notified, and you can deliver the items/services described in the ASN.

1 You can adjust the quantity/amount to be delivered if required

Edit delivery item

Save | Save & Close | Close

Order
PO000000000843 - Copy of Copy of Req. 11/8/2021-Training Dom Supplier

Name
iPad mini | en | iPad mini

Quantity Received *
1.00

Each

2 Click "Save & Close"

Save | Save & Close | Cancel | Submit | ↩ View PO

Name
Delivery of 11/26/2021

Delivery Reference ID #
ASN-12345321

Link Order - Delivery
PO112202100843 - Copy of Copy of Req. 11/8/2021-Training Dom Supplier

Status
Draft

Delivery Date
📅 11/26/2021

Contract / Delivery Link

3 Click "Submit"

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7. Invoicing

➢ Create Invoice From PO
➢ Create Invoice Without PO

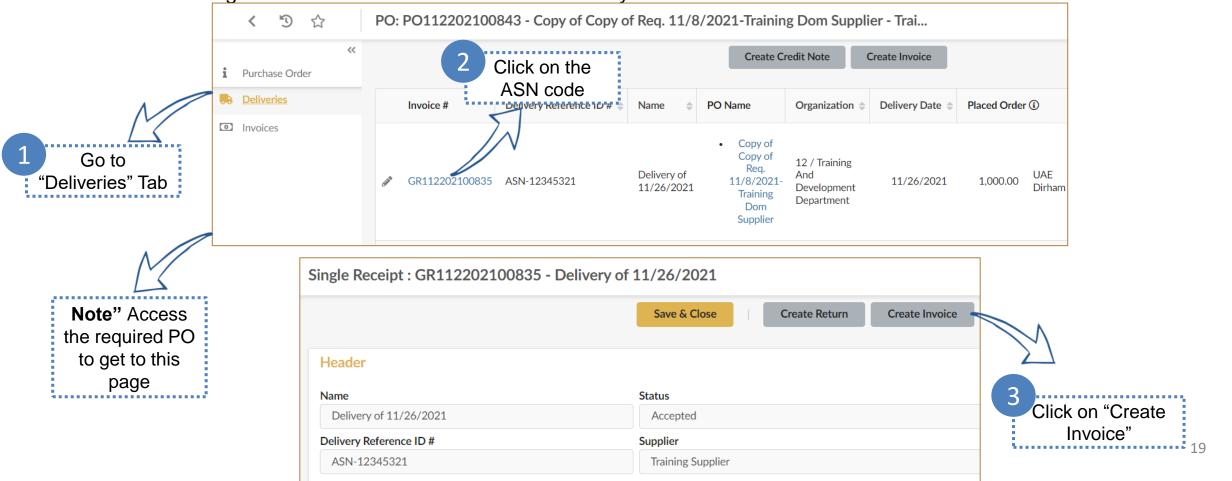# Create Invoice From PO 1/2

⚠ When creating the invoice from the Advanced Shipping Notice that is linked to a PO, the system will transfer the information of the delivered goods/services to the invoice automatically.

PO: PO112202100843 - Copy of Copy of Req. 11/8/2021-Training Dom Supplier - Trai...

2 Click on the ASN code

Create Credit Note   Create Invoice

i Purchase Order

🚚 Deliveries

💲 Invoices

Invoice #	Delivery Reference ID #	Name	PO Name	Organization	Delivery Date	Placed Order ⓘ
✏ GR112202100835	ASN-12345321	Delivery of 11/26/2021	• Copy of Copy of Req. 11/8/2021-Training Dom Supplier	12 / Training And Development Department	11/26/2021	1,000.00 UAE Dirham

1 Go to "Deliveries" Tab

Note" Access the required PO to get to this page

Single Receipt : GR112202100835 - Delivery of 11/26/2021

Save & Close | Create Return   Create Invoice

Header

Name
Delivery of 11/26/2021

Status
Accepted

Delivery Reference ID #
ASN-12345321

Supplier
Training Supplier

3 Click on "Create Invoice"

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Create Invoice From PO 2/2

⚠️ Please make sure to fill out at least the mandatory information of the invoice.

Invoice header

Supplier Invoice Number*
SUPP-INV-|1234

Currency
UAE Dirham

Invoice Date*
📅 11/26/2021

Supplier
Training Supplier

Contact

Organization
12 / Training And Development Department

Requisitioner

Compliance Requirements Set

Payment Information

Payment Terms*
Scheduled for Payment After 30 Days ⊗ ▾

Due Date
📅

Prepayment
▾

Payment Type
Bank Transfer ⊗ ▾

Payment Date
📅

Banking information*
PL-61-10901014000007121981 2874
محمد علي ⊗ ▾

Missing Info?
▾

Legal Invoice

ⓘ 📎 Click or Drag to add a file

Allowed files are *.JPG,*.PDF, and *.XML Size should not exceed 56 MB

Submit

④ Fill out the invoice number

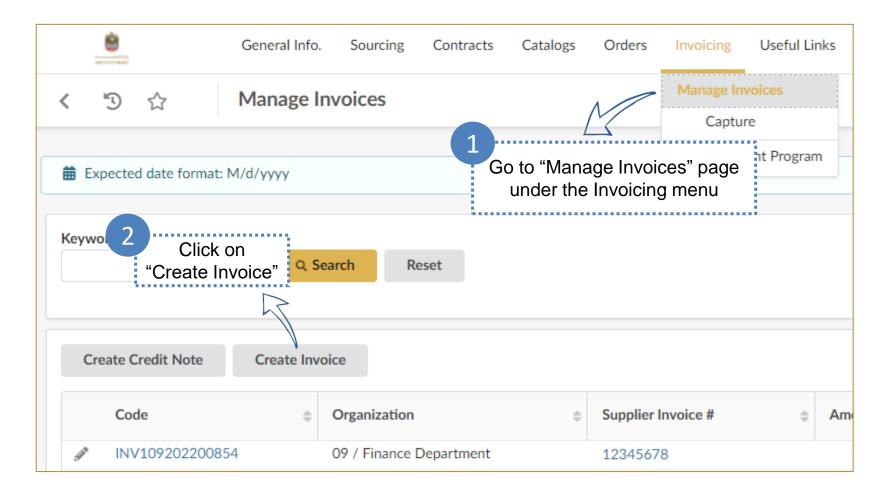⑤ Select the banking information
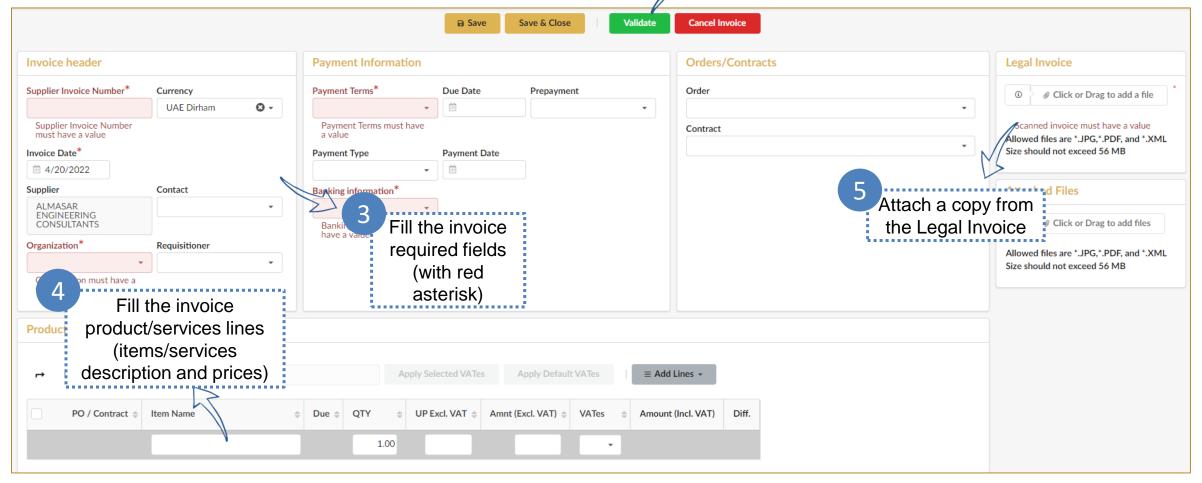
⑦ Click "Submit"

⑥ Upload your invoice

Create Invoice Without PO 1/2

⚠️ Only suppliers exempted from PO will be able to create invoice without PO by following the below steps:

Go to "Manage Invoices" page under the Invoicing menu (1)

Click on "Create Invoice" (2)

Create Invoice Without PO 2/2

6 Click on "Validate" to validate the information and submit the Invoice

Save | Save & Close | Validate | Cancel Invoice

Invoice header

Supplier Invoice Number *
Supplier Invoice Number must have a value

Currency
UAE Dirham

Invoice Date *
4/20/2022

Supplier
ALMASAR ENGINEERING CONSULTANTS

Contact

Organization *
Organization must have a

Requisitioner

Payment Information

Payment Terms *
Payment Terms must have a value

Due Date

Prepayment

Payment Type

Payment Date

Banking information *
Banking have a value

Orders/Contracts

Order

Contract

Legal Invoice

ⓘ 🔗 Click or Drag to add a file *

Scanned invoice must have a value
Allowed files are *.JPG,*.PDF, and *.XML
Size should not exceed 56 MB

5 Attach a copy from the Legal Invoice

Attached Files

🔗 Click or Drag to add files

Allowed files are *.JPG,*.PDF, and *.XML
Size should not exceed 56 MB

3 Fill the invoice required fields (with red asterisk)

4 Fill the invoice product/services lines (items/services description and prices)

Product

Apply Selected VATes | Apply Default VATes | ☰ Add Lines ▾

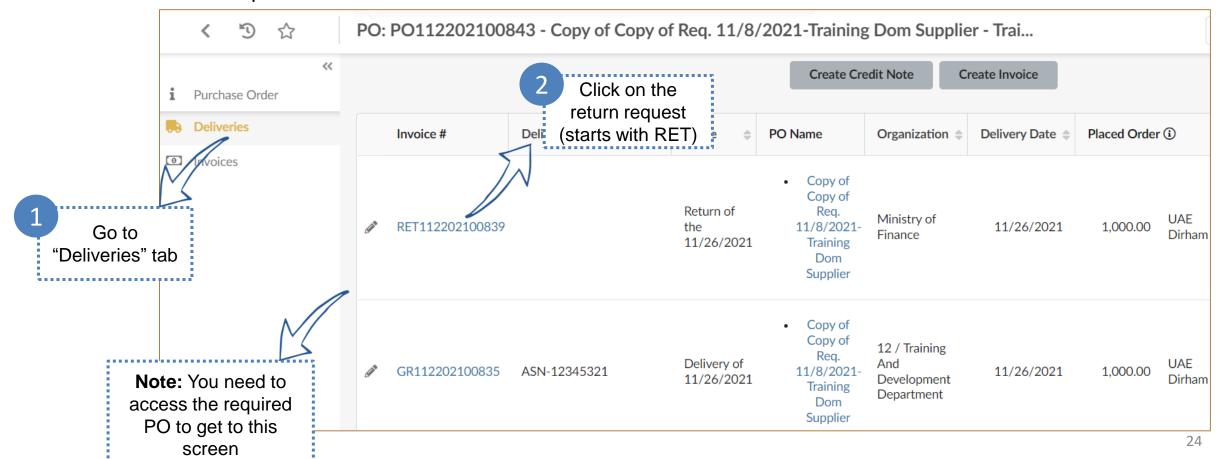|	PO / Contract	Item Name	Due	QTY	UP Excl. VAT	Amnt (Excl. VAT)	VATes	Amount (Incl. VAT)	Diff.
				1.00					

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8. Returns

➢ Validate Returns

Validate Returns 1/2

⚠️ Return requests are created in the platform by the buying entity. You will receive a notification about it, and you are required to confirm it on the platform as well.
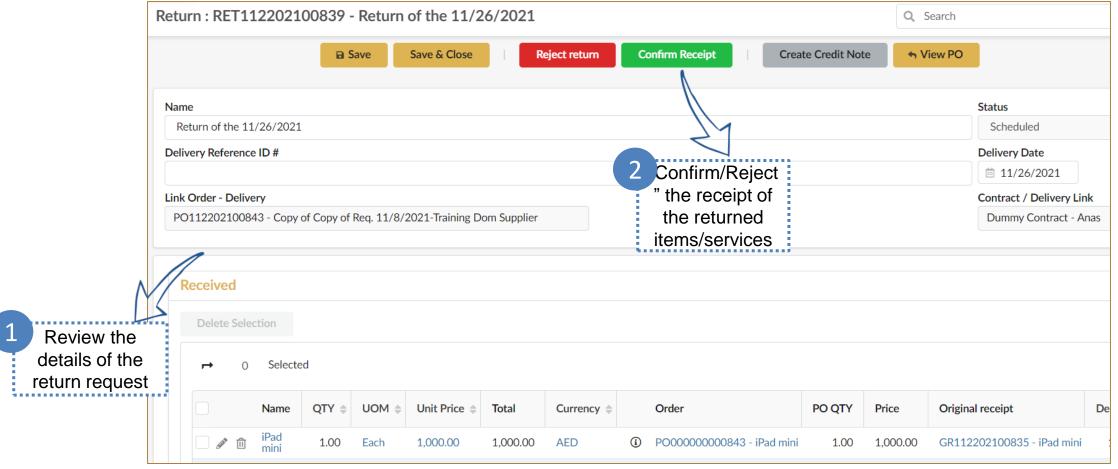

1 Go to "Deliveries" tab

2 Click on the return request (starts with RET)

Note: You need to access the required PO to get to this screen

Validate Returns 2/2

⚠️ Make sure that the returned items/services quantity and amount are matching the actual returns.

1 Review the details of the return request

2 Confirm/Reject " the receipt of the returned items/services

9. Credit Note

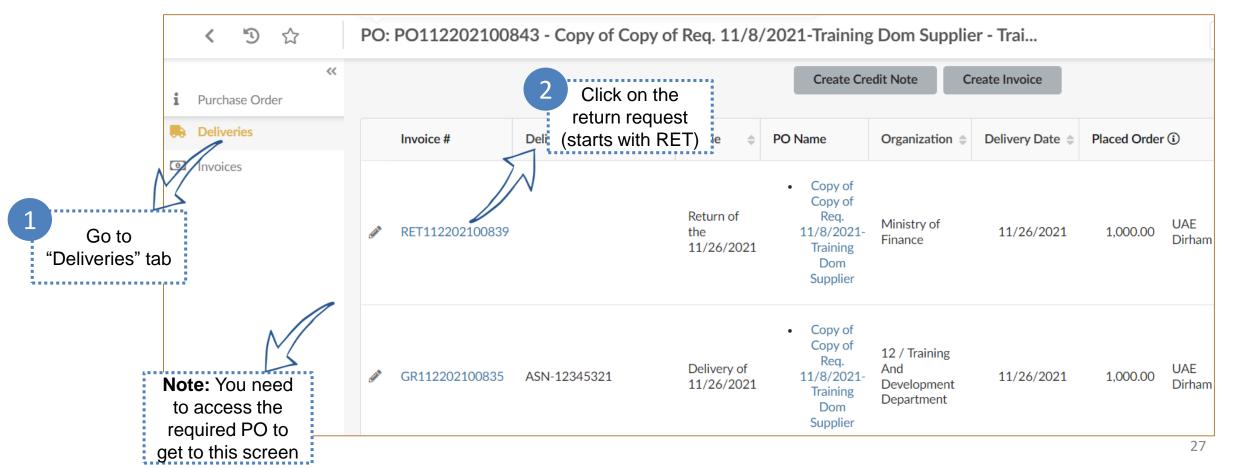➢ Create Credit Note

Create Credit Note 1/2

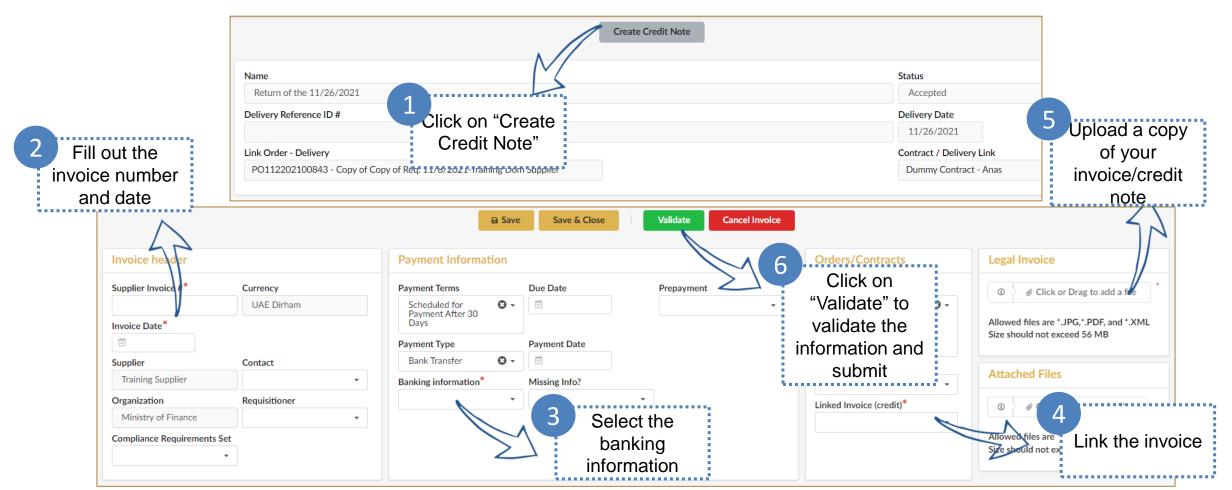⚠️ Creation of the credit note is usually required after confirming the receipt of the returned items/services.

1 Go to "Deliveries" tab

2 Click on the return request (starts with RET)

Note: You need to access the required PO to get to this screen

Create Credit Note 2/2

⚠️ You are required to link the invoice that has been submitted for the items/service.

UNITED ARAB EMIRATES MINISTRY OF FINANCE

Create Credit Note

1 Click on "Create Credit Note"

2 Fill out the invoice number and date

3 Select the banking information

4 Link the invoice

5 Upload a copy of your invoice/credit note

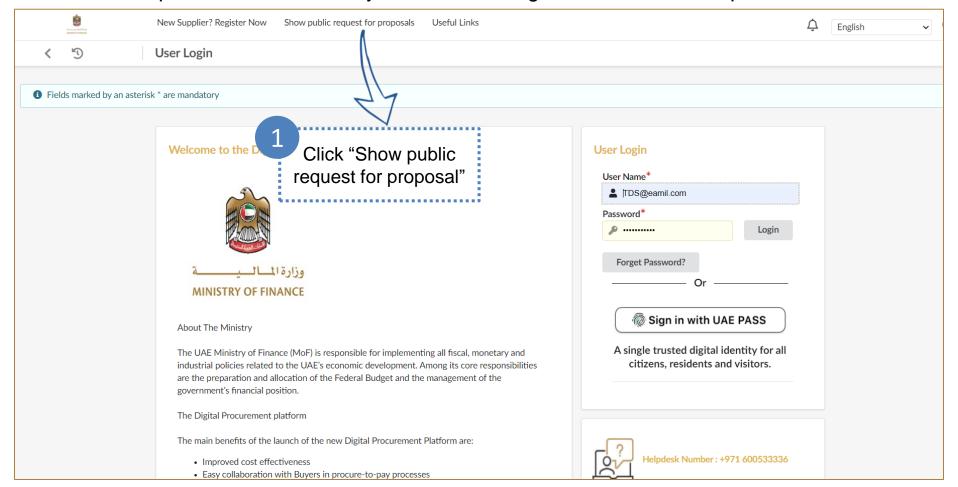**6** Click on "Validate" to validate the information and submit

10. Tendering

➢ Access Public Tenders
➢ Review Tender Details
➢ Respond to Tenders
➢ Create a New Proposal
➢ Tender Clarifications

Access Public Tenders 1/3

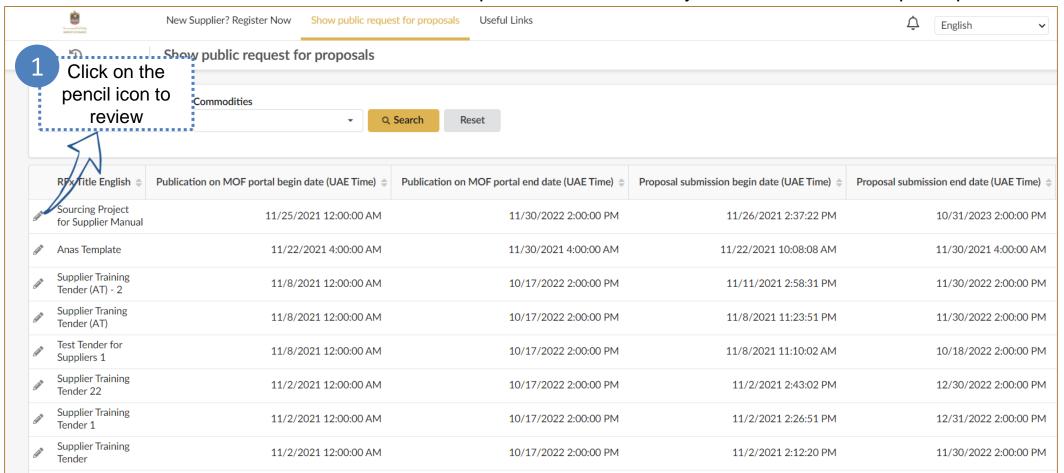⚠️ You can access the list of public tenders even if you don't have login credentials to the platform.

Access Public Tenders 2/3

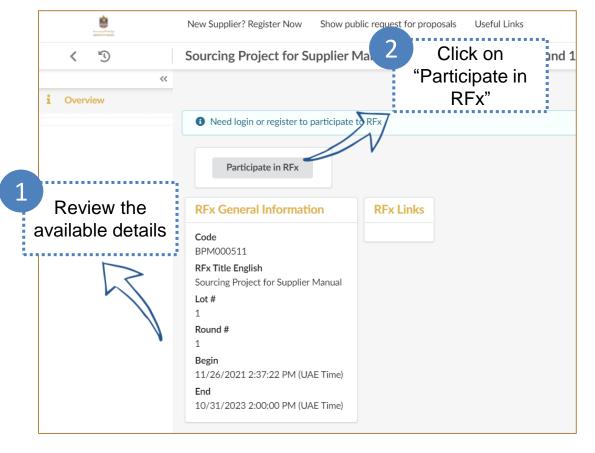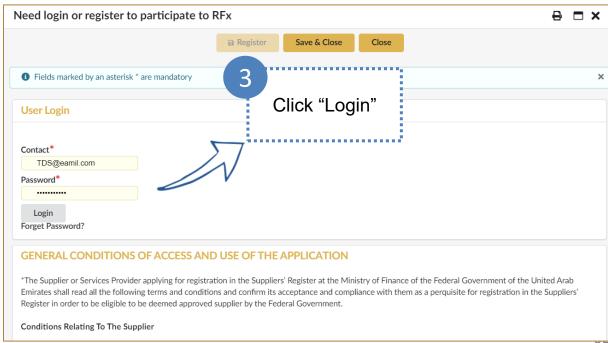⚠ You need to review the available information about the public tenders before you decide whether to participate or not.

Access Public Tenders 3/3

⚠ You can't participate in any tender unless you are a registered and qualified supplier on the platform. Please refer to the registration and qualification manual.
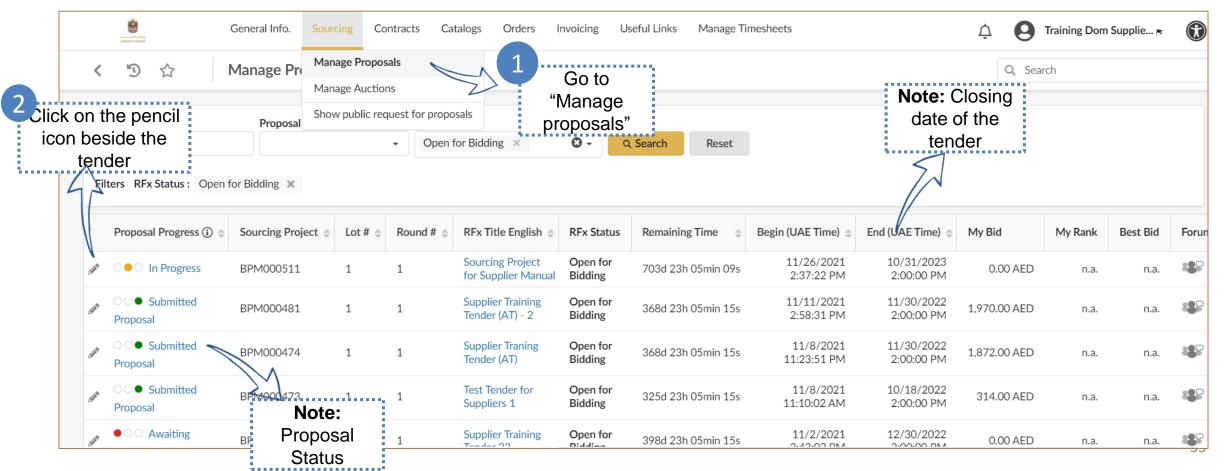

2 Click on "Participate in RFx"
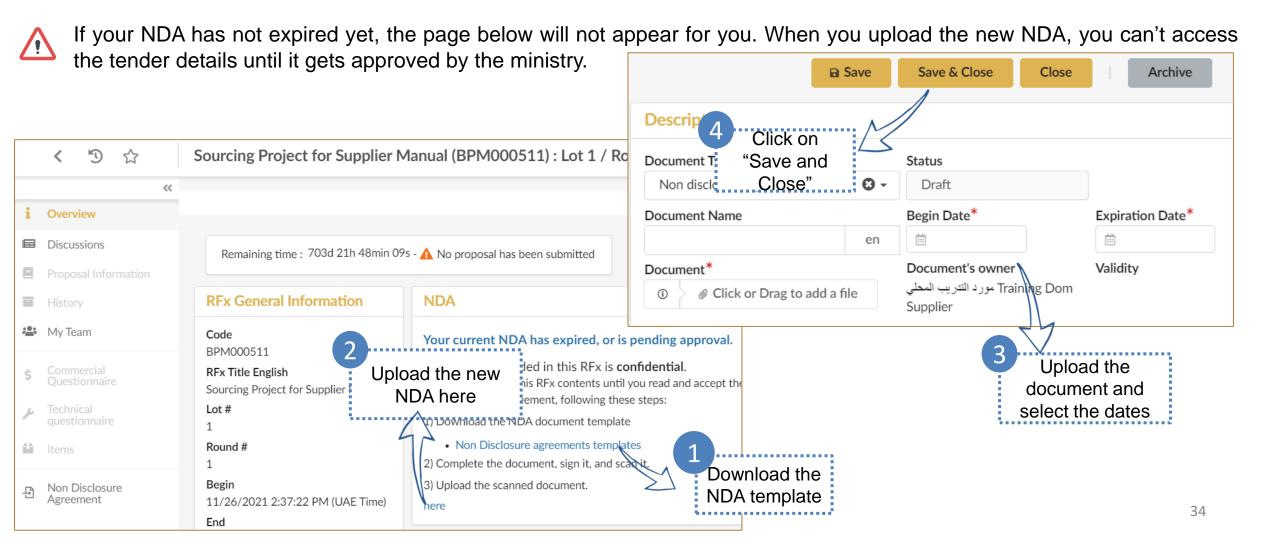
1 Review the available details

3 Click "Login"

Review Tender Details 1/6

⚠️ When you are invited to tender, you will receive an email notification

Annotations on the screenshot:

1 Go to "Manage proposals"

2 Click on the pencil icon beside the tender

Note: Closing date of the tender

Note: Proposal Status

Screenshot table content:

	Proposal Progress ⓘ	Sourcing Project	Lot #	Round #	RFx Title English	RFx Status	Remaining Time	Begin (UAE Time)	End (UAE Time)	My Bid	My Rank	Best Bid	Forum
✏️	○●○ In Progress	BPM000511	1	1	Sourcing Project for Supplier Manual	Open for Bidding	703d 23h 05min 09s	11/26/2021 2:37:22 PM	10/31/2023 2:00:00 PM	0.00 AED	n.a.	n.a.	
✏️	○○● Submitted Proposal	BPM000481	1	1	Supplier Training Tender (AT) - 2	Open for Bidding	368d 23h 05min 15s	11/11/2021 2:58:31 PM	11/30/2022 2:00:00 PM	1,970.00 AED	n.a.	n.a.	
✏️	○○● Submitted Proposal	BPM000474	1	1	Supplier Traning Tender (AT)	Open for Bidding	368d 23h 05min 15s	11/8/2021 11:23:51 PM	11/30/2022 2:00:00 PM	1,872.00 AED	n.a.	n.a.	
✏️	○○● Submitted Proposal	BPM000473	1	1	Test Tender for Suppliers 1	Open for Bidding	325d 23h 05min 15s	11/8/2021 11:10:02 AM	10/18/2022 2:00:00 PM	314.00 AED	n.a.	n.a.	
✏️	●○○ Awaiting	BP...		1	Supplier Training Tender 22	Open for Bidding	398d 23h 05min 15s	11/2/2021 2:42:02 PM	12/30/2022 2:00:00 PM	0.00 AED	n.a.	n.a.	

Navigation menu: General Info. | Sourcing | Contracts | Catalogs | Orders | Invoicing | Useful Links | Manage Timesheets

Sourcing dropdown: Manage Proposals | Manage Auctions | Show public request for proposals

Filters RFx Status: Open for Bidding ✕

Training Dom Supplie...

Review Tender Details 2/6

⚠️ If your NDA has not expired yet, the page below will not appear for you. When you upload the new NDA, you can't access the tender details until it gets approved by the ministry.

Save | Save & Close | Close | Archive

Description

4 — Click on "Save and Close"

Document T... Non discl... ⊗ ▾

Status — Draft

Document Name [ ] en

Begin Date*

Expiration Date*

Document* ① Click or Drag to add a file

Document's owner مورد التدريب المحلي Training Dom Supplier

Validity

Sourcing Project for Supplier Manual (BPM000511) : Lot 1 / Ro...

i Overview

📧 Discussions

📄 Proposal Information

🗄 History

👥 My Team

$ Commercial Questionnaire

🔧 Technical questionnaire

📁 Items

📤 Non Disclosure Agreement

Remaining time : 703d 21h 48min 09s - ⚠️ No proposal has been submitted

RFx General Information

Code
BPM000511

RFx Title English
Sourcing Project for Supplier F...

Lot #
1

Round #
1

Begin
11/26/2021 2:37:22 PM (UAE Time)

End

NDA

Your current NDA has expired, or is pending approval.

...ded in this RFx is **confidential**.

...his RFx contents until you read and accept the ...ement, following these steps:

1) Download the NDA document template

• Non Disclosure agreements templates

2) Complete the document, sign it, and scan it.

3) Upload the scanned document.

here

2 — Upload the new NDA here

1 — Download the NDA template

3 — Upload the document and select the dates

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Review Tender Details 3/6

⚠️ In the Overview tab of the tender, you will see the general information and the attachments if applicable to the tender.

Review Tender Details 4/6

⚠️ The technical questionnaire consists of one or more sections. In each section, there will be a set of technical questions.

2 Review the sections of the technical questionnaire

3 Review the questions of each section in the questionnaire

1 Click on "Technical Questionnaire" Page

Review Tender Details 5/6

⚠️ The commercial questionnaire consists of one or more sections. In each section, there will be a set of commercial questions. In some tenders, the commercial questionnaire might be not required and therefore the questionnaire will be empty.

2 Review the sections of the commercial questionnaire

3 Review the questions of each section in the questionnaire

1 Click on "Commercial Questionnaire" Page

Review Tender Details 6/6

⚠️ The items page consists of the list of required items which you are required to quote against. Some items could be mandatory (marked with a red asterisk) or could be optional.
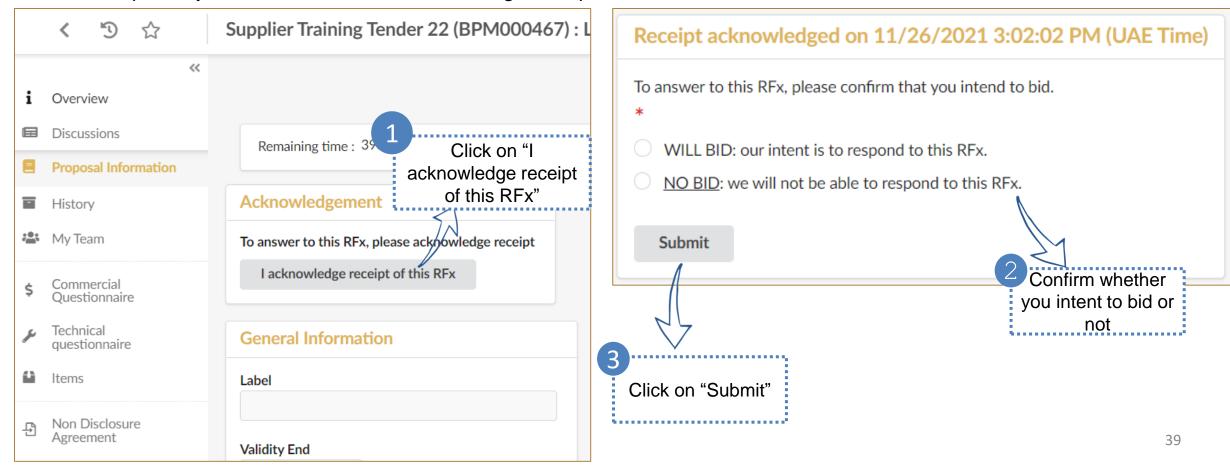

1 Click on "Items" page

2 Review the list of items

Respond to Tenders 1/5

⚠️ You might be asked to acknowledge the receipt of the tender before being able to submit your proposal. If acknowledgment is not required, you will not see the "I acknowledge receipt of this RFx" button.
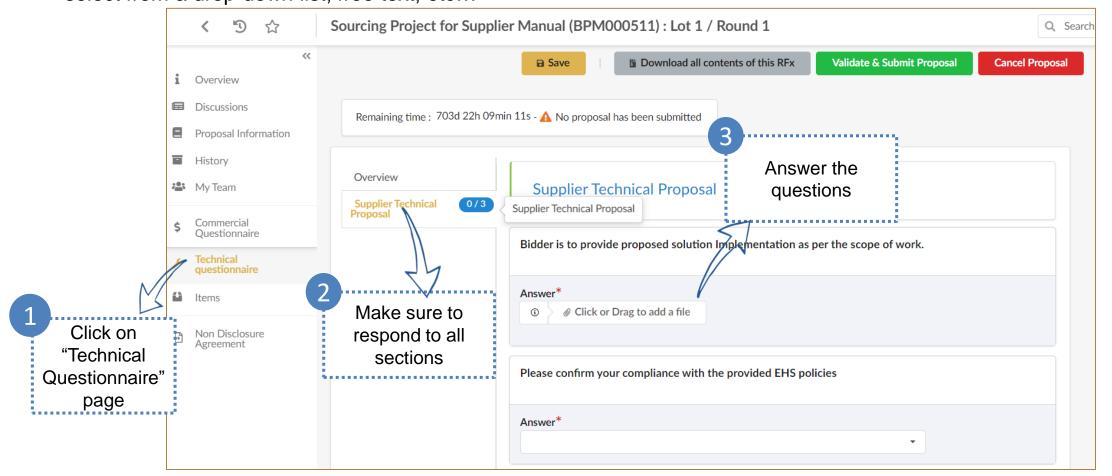

1 Click on "I acknowledge receipt of this RFx"

2 Confirm whether you intent to bid or not

3 Click on "Submit"
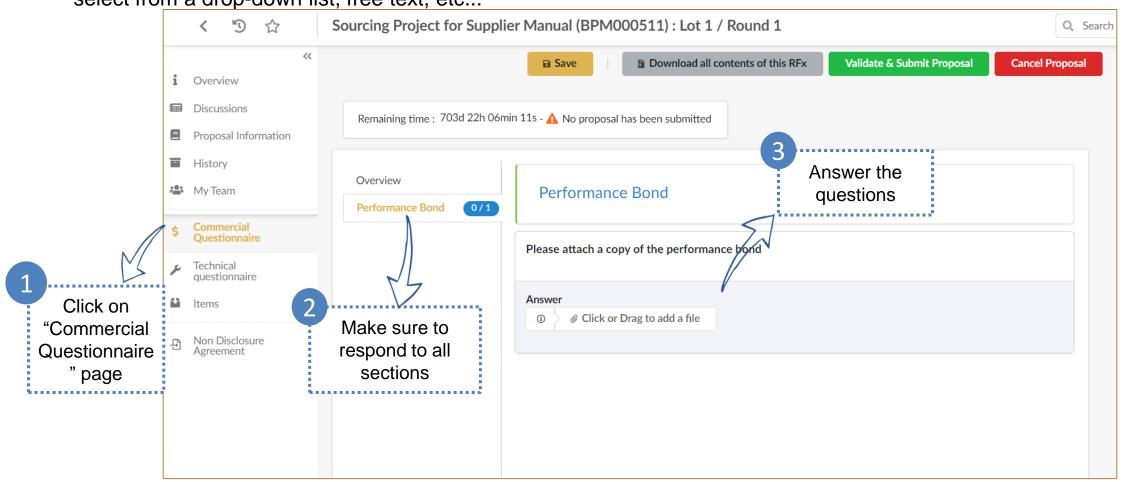
39

Respond to Tenders 2/5

⚠️ The response to each question could differ based on the question type. You could be required to upload an attachment, select from a drop-down list, free text, etc…

1 Click on "Technical Questionnaire" page

2 Make sure to respond to all sections

3 Answer the questions

Respond to Tenders 3/5

⚠️ The response to each question could differ based on the question type. You could be required to upload an attachment, select from a drop-down list, free text, etc...
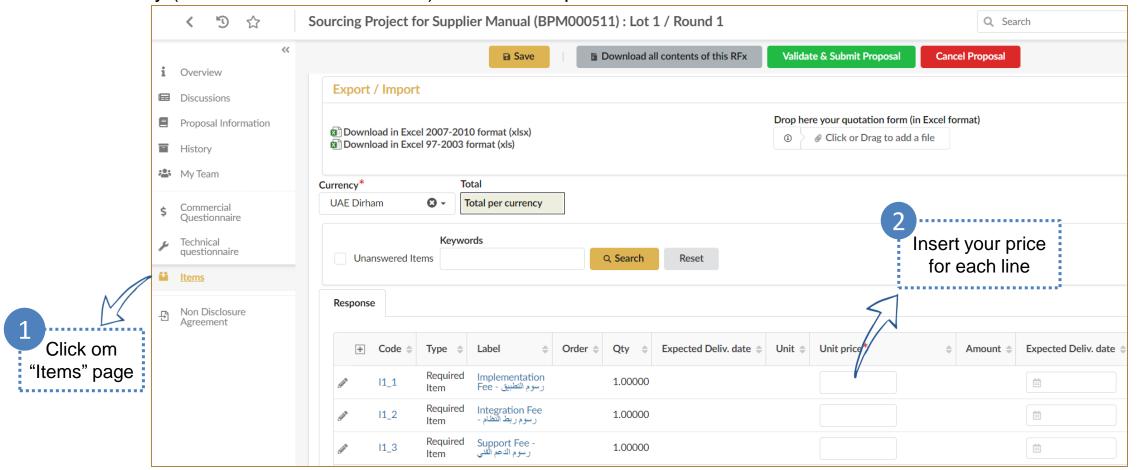

1 Click on "Commercial Questionnaire" page

2 Make sure to respond to all sections

3 Answer the questions

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Respond to Tenders 4/5

⚠️ The items page consists of the list of required items which you are required to quote against. Some items could be mandatory (marked with a red asterisk) or could be optional.
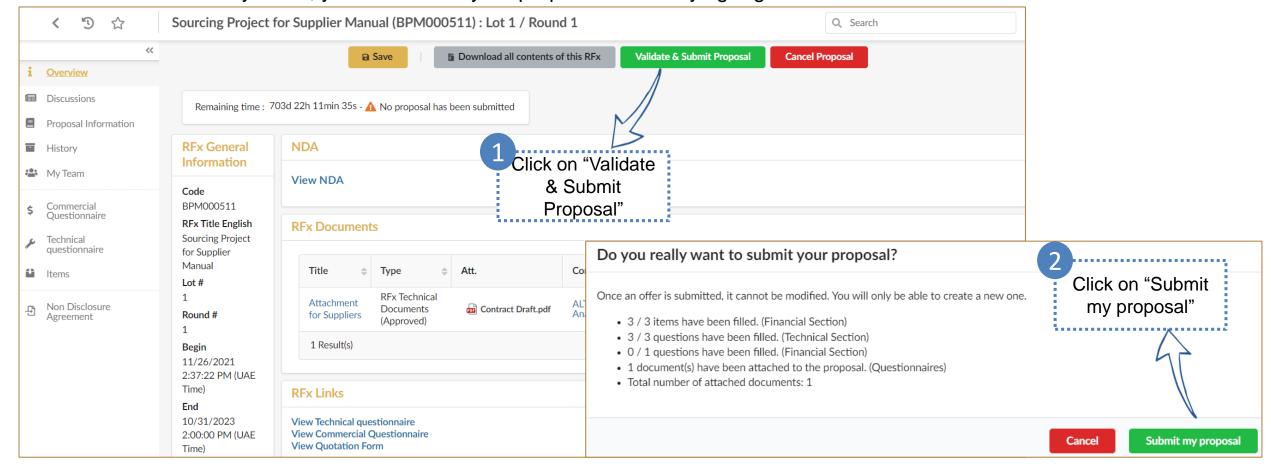

1 Click om "Items" page

2 Insert your price for each line

Respond to Tenders 5/5

⚠️ When you complete the answers for at least all mandatory questions in the questionnaires and provide the prices for at least all mandatory items, you can submit your proposal to the buying organization.
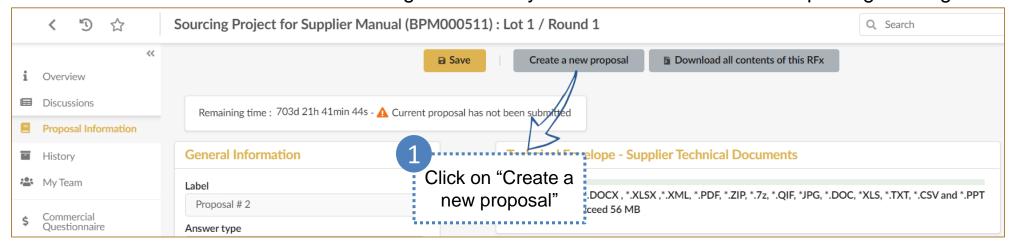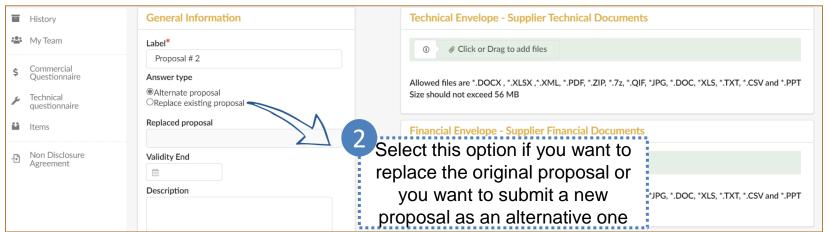
Create a New Proposal

⚠️ You can submit an alternative offer beside the original offer or you can submit a new offer replacing the original one.

1 Click on "Create a new proposal"

2 Select this option if you want to replace the original proposal or you want to submit a new proposal as an alternative one
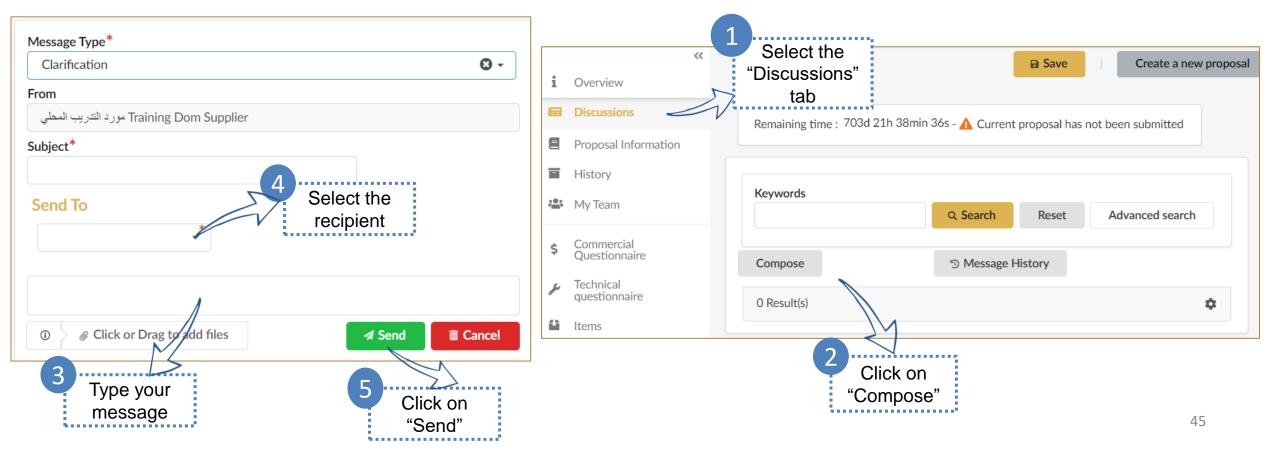
Tender Clarifications

⚠️ If you want to contact the buyer for any clarifications, you may use the discussions feature.

When the buyer responds back, you will get an email notification and you will see the response in this page as well.

Message Type *
Clarification

From
مورد التدريب المحلي Training Dom Supplier

Subject *

Send To
*

4 Select the recipient

ⓘ 📎 Click or Drag to add files

✈ Send   🗑 Cancel

3 Type your message

5 Click on "Send"

«
ⓘ Overview
▤ **Discussions**
▤ Proposal Information
🗄 History
👥 My Team
$ Commercial Questionnaire
🔧 Technical questionnaire
🛅 Items

💾 Save | Create a new proposal

Remaining time : 703d 21h 38min 36s - ⚠ Current proposal has not been submitted

Keywords

🔍 Search   Reset   Advanced search

Compose   ↺ Message History

0 Result(s)   ⚙

1 Select the "Discussions" tab

2 Click on "Compose"

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11. Contracting

> ➢ Negotiate Contract Draft

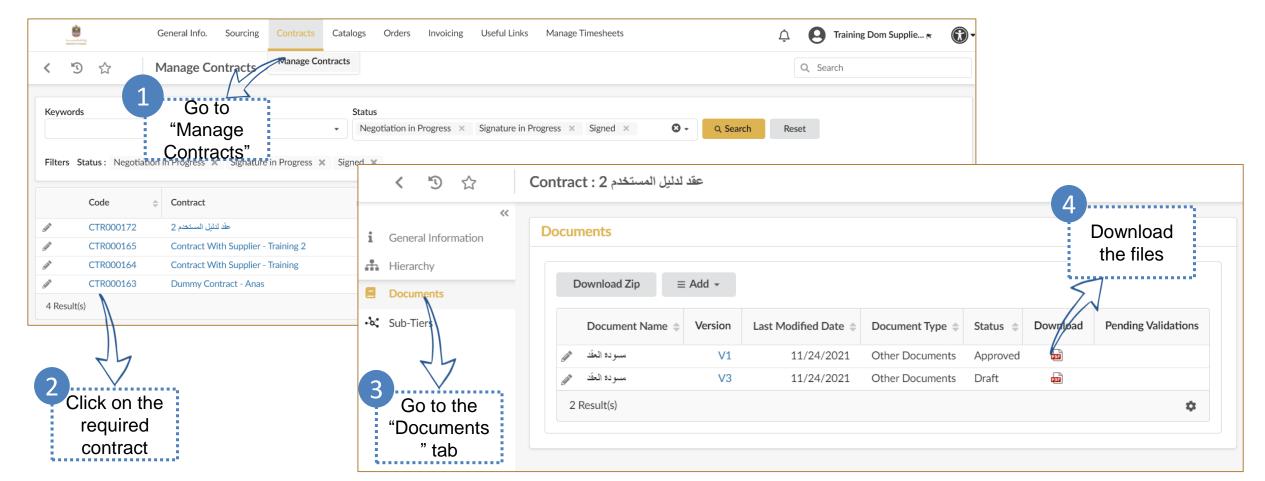# Negotiate Contract Draft 1/3

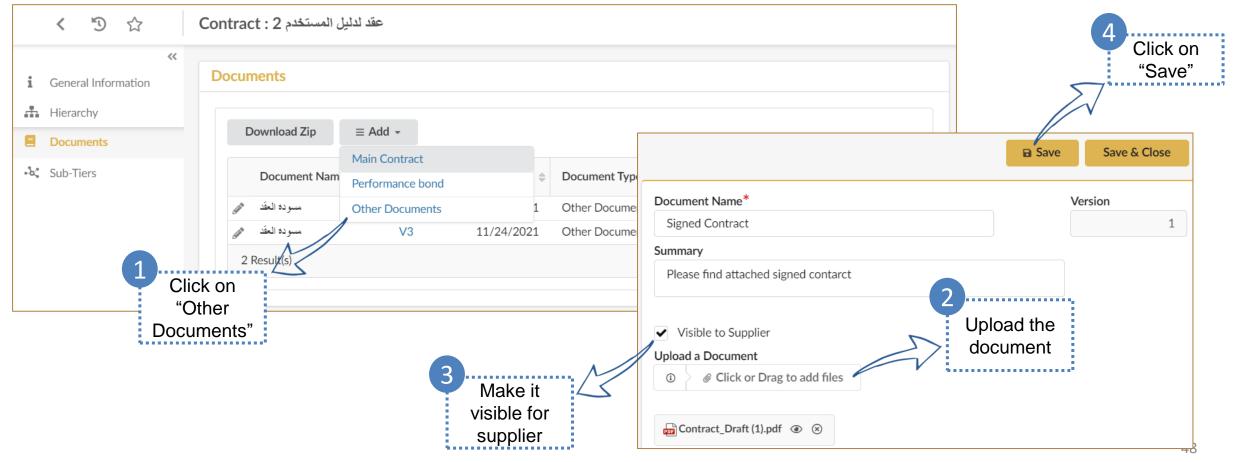⚠ After Awarding, you will receive a draft contract version for your review.

1 Go to "Manage Contracts"

2 Click on the required contract

3 Go to the "Documents" tab

4 Download the files

Negotiate Contract Draft 2/3

⚠️ You may edit and send back another version or sign and upload the current draft version.

Contract : 2 عقد لدليل المستخدم

- General Information
- Hierarchy
- **Documents**
- Sub-Tiers

Documents

Download Zip	☰ Add ▾

Main Contract
Performance bond
Other Documents

Document Name		Document Type
✏️ مسوده العقد	1	Other Documer
✏️ مسوده العقد	V3 11/24/2021	Other Documer

2 Result(s)

4 Click on "Save"

💾 Save | Save & Close

Document Name *
Signed Contract

Version
1

Summary
Please find attached signed contarct

☑️ Visible to Supplier
Upload a Document
ⓘ | 📎 Click or Drag to add files

📄 Contract_Draft (1).pdf 👁 ⊗

1 Click on "Other Documents"
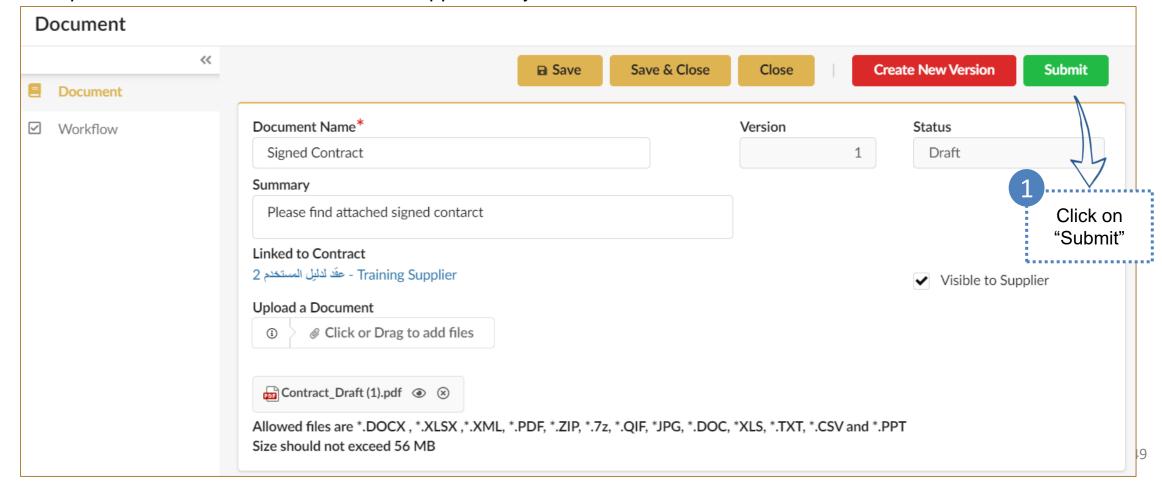
2 Upload the document

3 Make it visible for supplier

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Negotiate Contract Draft 3/3

⚠️ It's important to check the box "Visible to Supplier" so you can maintain access to the document.

Document

Document	
☑ Workflow	

💾 Save | Save & Close | Close | **Create New Version** | **Submit**

Document Name *
Signed Contract

Version
1

Status
Draft

Summary
Please find attached signed contarct

Linked to Contract
عقد لدليل المستخدم 2 - Training Supplier

☑ Visible to Supplier

Upload a Document
ⓘ 📎 Click or Drag to add files

📄 Contract_Draft (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

1 Click on "Submit"

12. Auctions
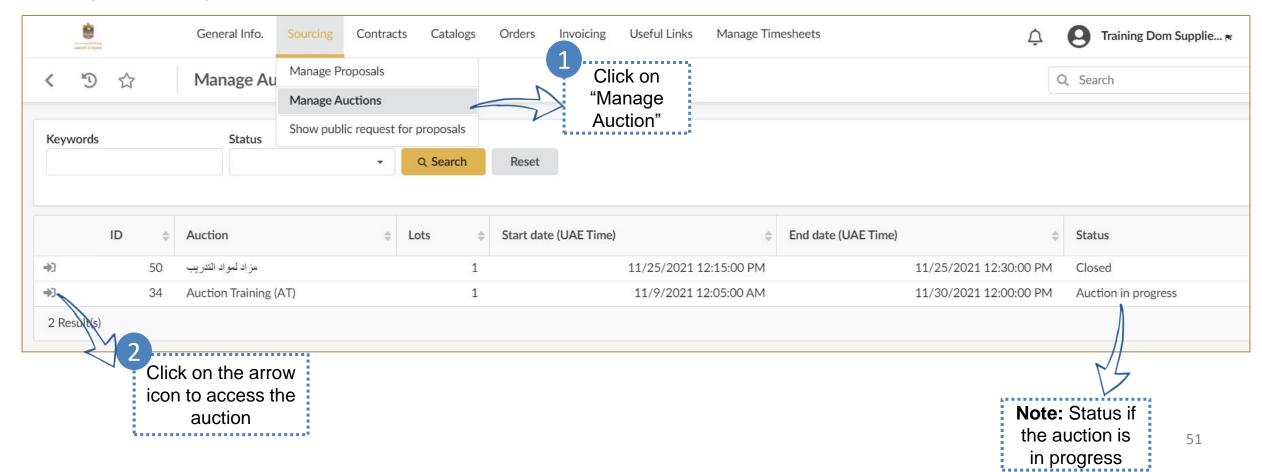
➢ Auction Bidding

Auction Bidding 1/3

⚠️ Before the auction starts, you need to be prepared in terms of your prices. You need to have the relevant team members together during the auction so you can make decisions quickly.
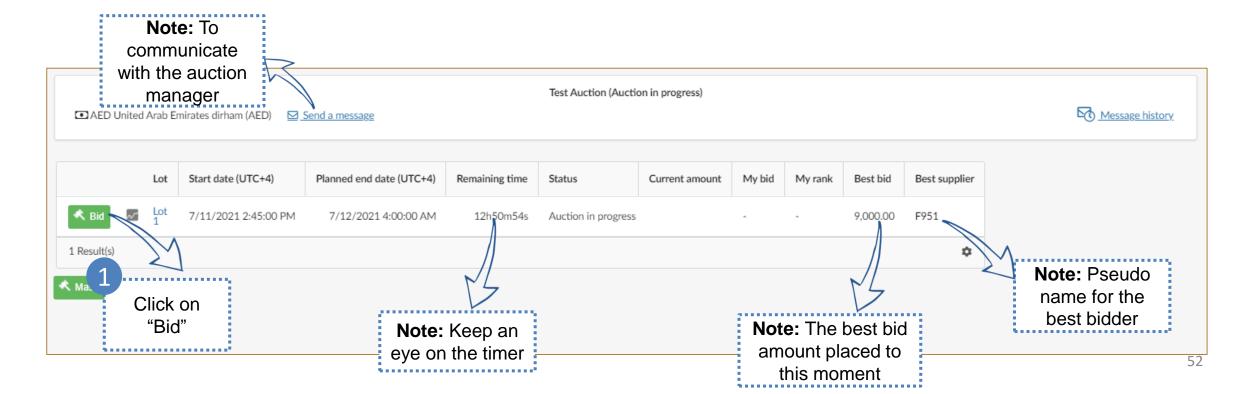

1 Click on "Manage Auction"

2 Click on the arrow icon to access the auction

Note: Status if the auction is in progress

Auction Bidding 2/3

Please keep watching the time and competitors bids.

⚠️ The auction might be extended depending on the configuration of the auction set by the auction manager.

Please note that in some auctions you might see the best bid amount and in others you might be able to see your rank only.
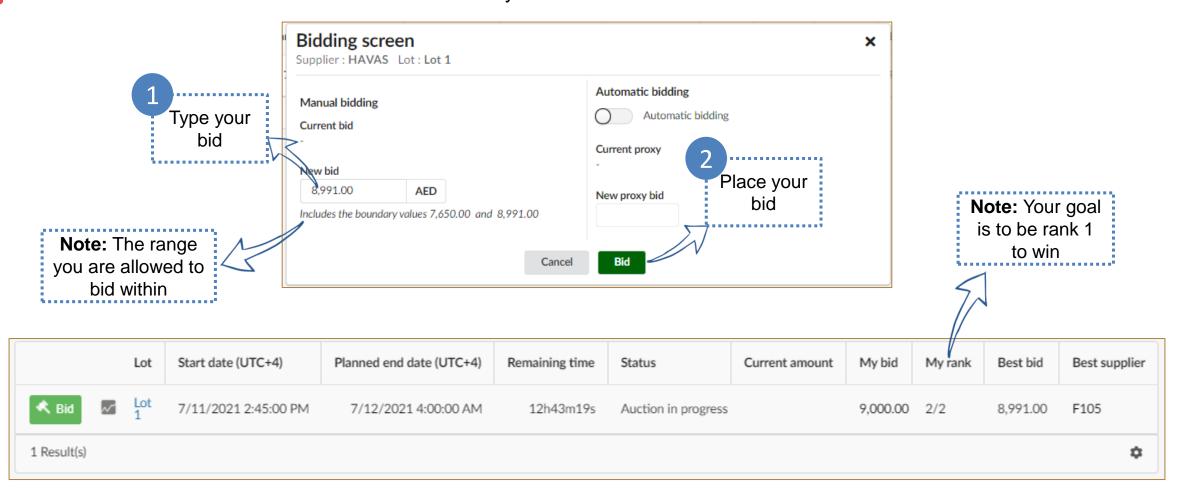
Note: To communicate with the auction manager

Test Auction (Auction in progress)

AED United Arab Emirates dirham (AED)   ✉ Send a message   ✉🕐 Message history

	Lot	Start date (UTC+4)	Planned end date (UTC+4)	Remaining time	Status	Current amount	My bid	My rank	Best bid	Best supplier
🔨 Bid ☑	Lot 1	7/11/2021 2:45:00 PM	7/12/2021 4:00:00 AM	12h50m54s	Auction in progress	-	-		9,000.00	F951

1 Result(s)   ⚙

🔨 Ma

1

Click on "Bid"

Note: Keep an eye on the timer

Note: The best bid amount placed to this moment

Note: Pseudo name for the best bidder

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Auction Bidding 3/3

⚠️ There could be a minimum decrement amount that you can't bid below.

1 Type your bid

2 Place your bid

Note: The range you are allowed to bid within

Note: Your goal is to be rank 1 to win

Bidding screen
Supplier : HAVAS   Lot : Lot 1

Manual bidding

Current bid

New bid

8,991.00   AED

Includes the boundary values 7,650.00 and 8,991.00

Automatic bidding

Current proxy

New proxy bid

Cancel   Bid

		Lot	Start date (UTC+4)	Planned end date (UTC+4)	Remaining time	Status	Current amount	My bid	My rank	Best bid	Best supplier
🔨 Bid	📈	Lot 1	7/11/2021 2:45:00 PM	7/12/2021 4:00:00 AM	12h43m19s	Auction in progress		9,000.00	2/2	8,991.00	F105

1 Result(s)

13. Outsourcing
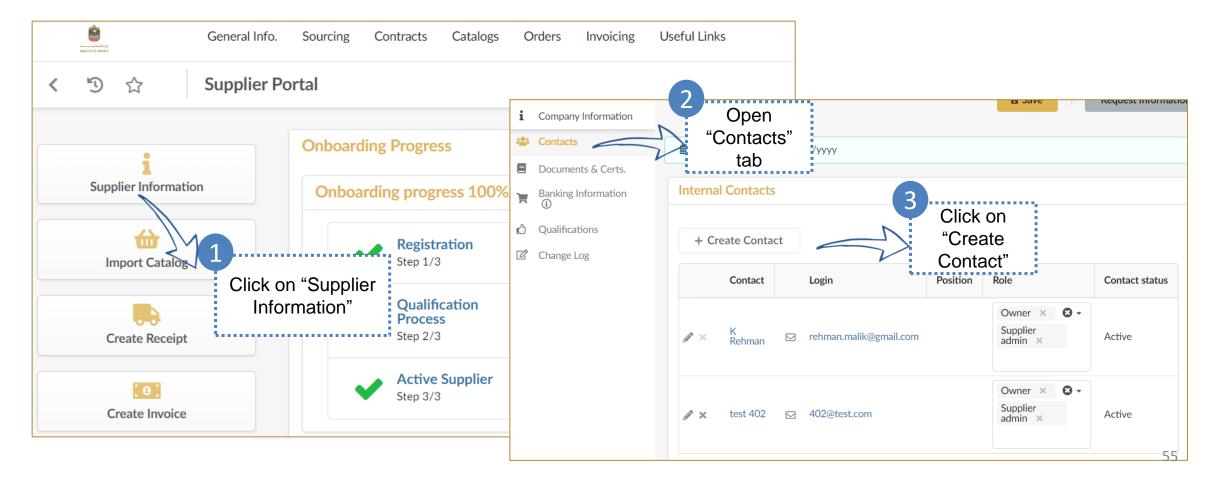
➢ Adding Supplier Outsourced Employee Information
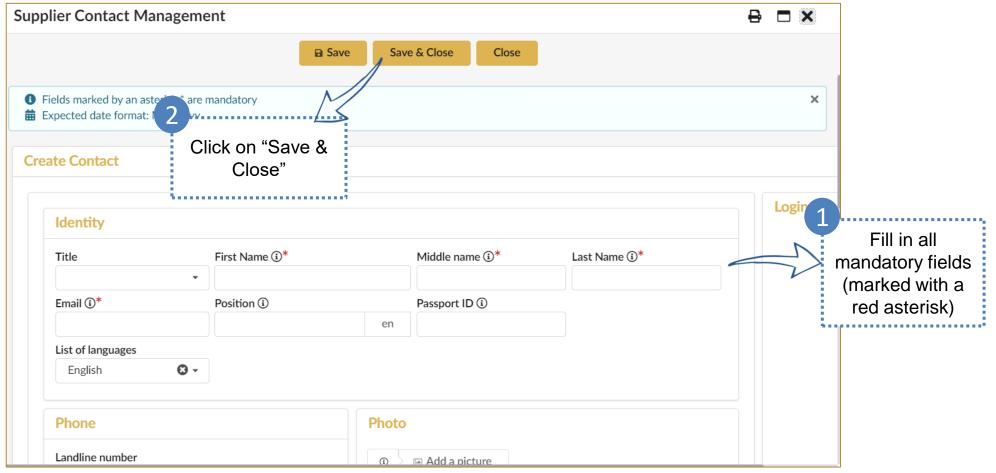
Adding Supplier Outsourced Employee Information 1/4

⚠️ In case the contact had been created previously, you may skip these slides and start from slide no. 55
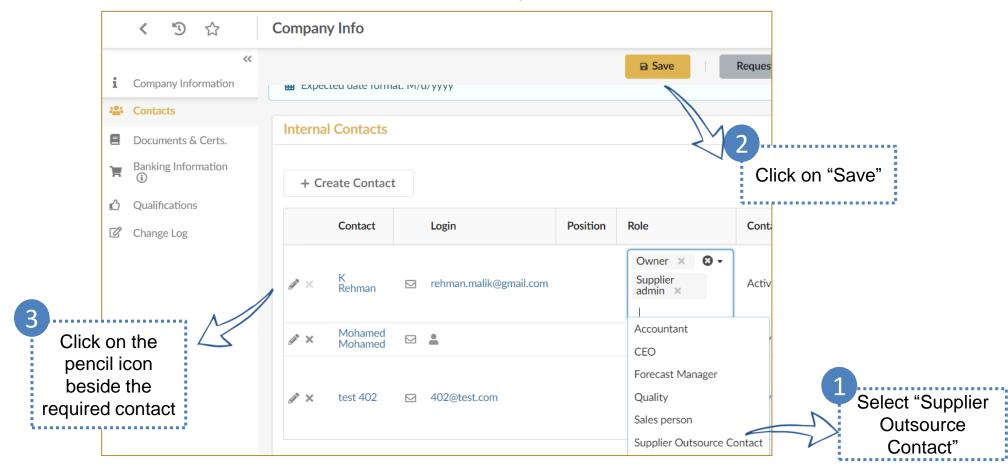
Adding Supplier Outsourced Employee Information 2/4
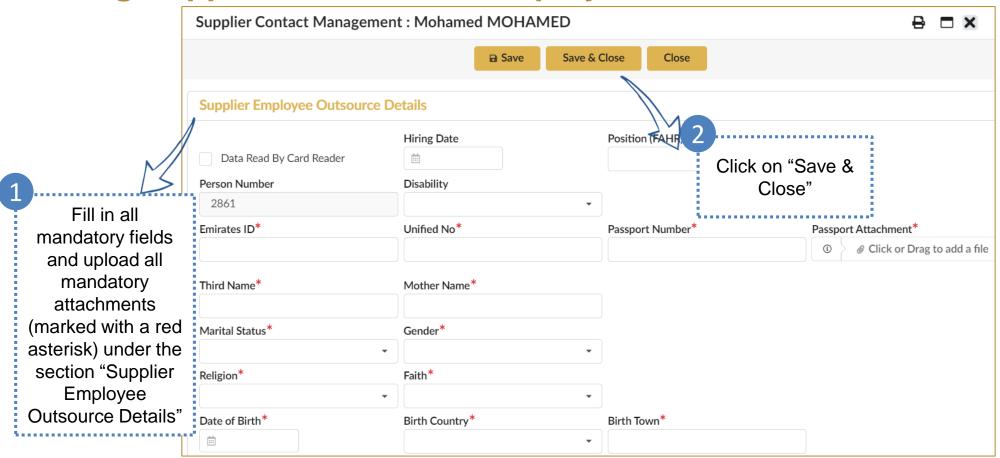
Adding Supplier Outsourced Employee Information 3/4

⚠️ You have to select a role for the outsourced employee. Please give them the role "Supplier Outsource Contact".

2 Click on "Save"

3 Click on the pencil icon beside the required contact

1 Select "Supplier Outsource Contact"

Adding Supplier Outsourced Employee Information 4/4

1 Fill in all mandatory fields and upload all mandatory attachments (marked with a red asterisk) under the section "Supplier Employee Outsource Details"

2 Click on "Save & Close"

Thank You

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

+971 800533336

info@mof.gov.ae

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UAEMinistryofFinance

MOFUAE

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