



UNITED ARAB EMIRATES
MINISTRY OF FINANCE

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الإمارات العربية المتحدة
وزارة المالية

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Digital Procurement Platform (DPP)

Supplier Registration User Manual

Responsible Department	Government Procurement Platform Department
Approval	

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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



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



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



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

The screenshot shows the Ministry of Finance website interface. At the top, there is a navigation bar with a button labeled "Go to Corporate Tax". Below this, a section titled "MOST IMPORTANT SERVICES" is highlighted with a blue arrow. A callout box labeled "1" points to this section, containing the text "Go to the Most Important Services". Underneath, there are two service cards. The left card is titled "Supplier Registration in Federal Supplier Register" and has a "Learn More" link. The right card is titled "E-Dirham cards balance redemption service" and also has a "Learn More" link. A second callout box labeled "2" points to the "Supplier Registration in Federal Supplier Register" card, containing the text "Click on the Supplier Registration Service in the Federal Supplier Register". At the bottom, a "FEATURED NEWS" section is partially visible, showing a news item about "UAE approves Federal".



Supplier Self Registration Guide



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

The screenshot shows the top navigation bar of the Ministry of Finance website with links for 'Ministry of Finance', 'Policies & Legislation', 'Services', and 'Media Center'. The main content area features a large heading 'Register suppliers in the Federal Supplier Register' and a sub-heading 'Registering Suppliers who desire to provide goods and/or services to the Federal Government'. A 'Start Service' button is visible. A blue callout box with the number '1' and an arrow points to the button, containing the text 'Click on the **Start Service** button'. A large black rectangular area is present on the right side of the page, likely representing a video player.



Supplier Self Registration Guide



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 displays the 'Application for registration of suppliers in the suppliers federal record' page. At the top, there is a navigation menu with items like 'About the Ministry', 'Resources & Budgets', 'Financial legislations', 'Strategic & International Partnerships', and 'Media'. Below the title, a breadcrumb trail reads 'Home / Services / Suppliers / Application for registration of suppliers in the suppliers federal record'. A 'Choose Rregistration Service' section contains a 'New Request' button with a document icon and a plus sign. A callout box with the number '1' and the text 'Click on New Request' points to this button. To the right, a 'Progression 0%' bar shows three steps: 'Registration Step 1/3' (with a checkmark), 'Qualification Process Step 2/3' (with a checkmark), and 'Active Supplier Step 3/3' (with a checkmark). A note box with a dashed border says 'Note: Workflow bar will appear to see the status of your application' with an arrow pointing to the progression bar.



Supplier Self Registration Guide



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



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.



Supplier Self Registration Guide



In this page you must choose supplier type

Progression 0%

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

1

Company information

Supplier Registration Type*

Select your correct supplier type

- **Domestic Supplier:** Companies that are located and provide goods and/or services in the UAE but are not located in a UAE free zone area
- **Free Zone Supplier:** Companies that are in free zone areas inside the UAE
- **Foreign Suppliers (Outside UAE):** Companies located outside of the UAE and without a branch in the UAE
- **SANAA Productive Family:** Emirati families and people of determination that can produce goods and/or services that can be sold to enhance their family income and are registered in the Ministry of Community Development program "SANAA"
- **National SME:** Small and medium enterprises are defined as per the approved definition by the Ministry of Economy (SME national program ID or valid certificate required from SME funds or foundations)
- **Freelancer Supplier:** Individuals residing in the UAE or outside who have a freelancer license and can provide services to Federal Entities



Supplier Self Registration Guide



On this page, you will have to provide some basic information about your company. 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 titled "Company and Contact Information". The form contains several fields, some of which are marked with a red star to indicate they are mandatory. The fields are: Supplier Type (dropdown menu), License Issuing Entity (dropdown menu), Trade License Number (text input with a note "Please enter exactly as shown on Document."), VAT Registration Status (dropdown menu), Commodities / Services (dropdown menu with a note "Please enter as per Trade License"), First Name (text input), Last Name (text input), Email (text input), Please enter country code and phone number (text input with a note "FMS12_MAFARID"), Password (text input with masked characters), and Confirm password (text input). At the top right of the form, there are two buttons: "Register" and "Cancel".




Four numbered callouts are present:

- 1: A red star icon next to the "Supplier Type" field.
- 2: A blue circle with the number "2" and a dashed blue box containing the text "System loads the related fields accordingly". An arrow points from this callout to the "Commodities / Services" dropdown menu.
- 3: A blue circle with the number "3" and a dashed blue box containing the text "Fill all the required fields". An arrow points from this callout to the "First Name" text input field.
- 4: A blue circle with the number "4" and a dashed blue box containing the text "Press on register". An arrow points from this callout to the "Register" button.



Supplier Self Registration Guide

Progression 30%

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

5 **The screen will show that step 1 has been completed**

Congratulations! You have completed registration on the Digital Procurement Platform. (Step 1 out of 3)
Please login to complete required information and upload required documents. (Qualification – Step 2 out of 3)

[← Go back to login page](#)

5. Supplier Access/Login

➤ Supplier Access/Login



Supplier Access-Login



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 has two callouts: '1 Enter your username and password' pointing to the 'User Name*' and 'Password*' input fields, and '2 Click on the Login button' pointing to the 'Login' button. Below the form, there is a 'Sign in with UAE PASS' button and a 'Forgot Password?' link. The page also features a sidebar with a helpdesk number and links for 'New Supplier? Register Now' and 'View all open RFx's'.



Supplier Access-Login



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 Sr

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 suppliers 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 them and commits to comply with it.

I accept the terms and conditions

1

Tick on the box and click on the Acknowledge button

Acknowledge Print



Supplier Access-Login



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


The screenshot displays the Supplier Access-Login interface. At the top, there is a feedback prompt: "Your feedback is important to us, please click on the following link to leave a review. Supplier : <https://forms.office.com/r/sB190v1jb>". Below this, a sidebar contains four main navigation buttons: "Company Information", "Import Catalog", "Create Receipt", and "Create Invoice". The main content area is titled "Onboarding Progress" and shows "Onboarding progress 60%". It instructs the user: "To complete registration in the Digital Procurement Platform, please complete the following pages:" followed by a list: 1. Company information, 2. Contacts, 3. Mandatory Documents & Certifications, and 4. Banking Information. A green button labeled "Click here to begin" is positioned below the list. To the right, a progress bar shows three steps: "Registration Step 1/3" (completed with a green checkmark), "Qualification Process Step 2/3" (current step, highlighted in blue with a black checkmark), and "Active Supplier Step 3/3" (pending with a grey checkmark). A blue dashed box with an arrow points to the "Onboarding Progress" header.


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

 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).

 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



Supplier Qualification Introduction



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

From the home page click on “**Click here to begin**”

Or

Click on **company information**

Company Information

Import Catalog

Create Receipt

Create Invoice

Onboarding Progress

Onboarding progress 60%

To complete registration in the Digital Procurement Platform, please complete the following pages:

1. Company information
2. Contacts
3. Mandatory Documents & Certifications
4. Banking Information

Click here to begin

Registration Step 1/3

Qualification Process Step 2/3

Active Supplier Step 3/3




Supplier Qualification Introduction



The system will redirect you to your supplier company information and you will need to complete the required information including:

- Company name as per trade license in Arabic
- Company name as per trade license in English
- Company address
- State

Company Information		Company Address	
Supplier ID	<input type="text" value="SUP055572"/>		
Supplier Type	<input type="text" value="Domestic Supplier"/>	Address Line 1 [?] *	<input type="text" value="Enter a query"/>
Company Name (As per Trade License) *	<input type="text"/>	Address Line 2 *	<input type="text"/>
Company Arabic Name (As per Trade License) *	<input type="text"/>	PO. Box [?]	<input type="text"/>
Trade License Number *	<input type="text"/>	City	<input type="text" value="en"/>
Trade License Expiration Date [?]	<input type="text"/>	Country [?] *	<input type="text" value="UNITED ARAB EMIRATES"/>
VAT Registration Status	<input type="text"/>	Emirate / State [?] *	<input type="text"/>
Licensing Entity *	<input type="text"/>		
Invoicing Currency [?] *	<input type="text" value="UAE Dirham"/>		
Payment Currency [?]	<input type="text" value="UAE Dirham"/>		

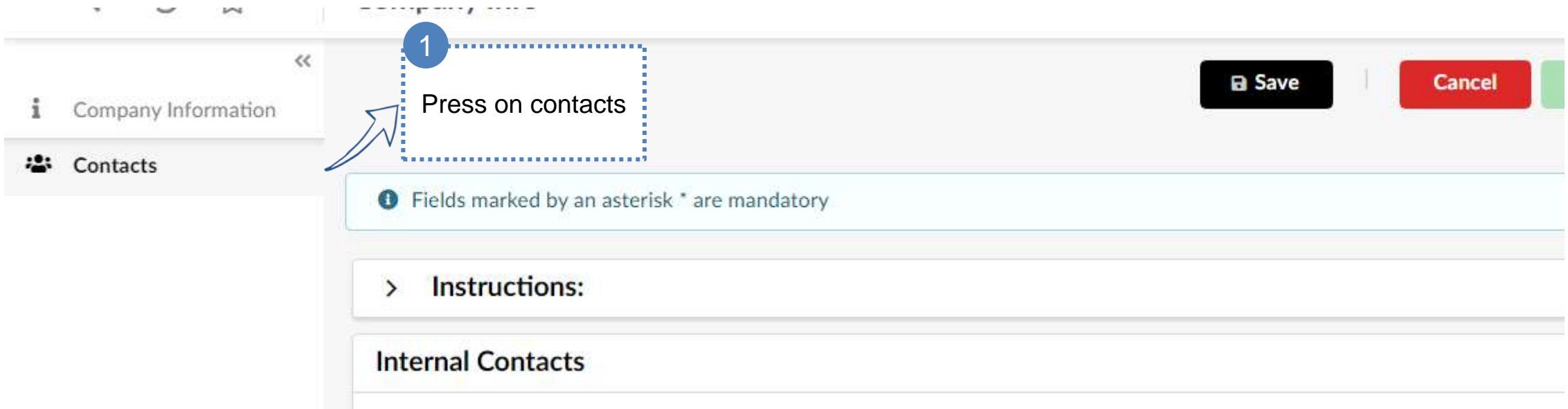


Press on save to move forward.



Update Supplier contact

 After pressing on save on top of the page, the system will open a new tab for contacts so you can add or edit the contacts



1
Press on contacts

Company Information

Contacts

Save | Cancel

Fields marked by an asterisk * are mandatory

> Instructions:

Internal Contacts



Update Supplier Contact

1

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





2

Select the Owner & Supplier Admin roles from the list

Internal Contacts

Please define "Supplier Admin" and "Owner" roles. Please ensure owner nationality and mobile number are entered

+ Create Contact

Login	Position	Role	Contact status	Owner Nationality	Cell Phone	Middle name *	First Name *	Last Name *
   test2203@gmail.com		Supplier admin 	Active	<input type="text"/>	7894567894	<input type="text"/>	Test22	test22

3

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



Update Documents and Certificates



After pressing on save on top of the page, the system will open a new tab for required documents and certificates

1
Click on the
Documents &
Certs.



The screenshot shows a web application interface. On the left, a sidebar menu has three items: 'Company Information', 'Contacts', and 'Documents & Certs.'. The 'Documents & Certs.' item is highlighted with a blue dashed box and a blue arrow. The main content area has a top bar with 'Save', 'Cancel', and 'Send for Approval' buttons. Below this, there is a notification: 'Data has been saved' and a feedback link. A message states: 'Fields marked by an asterisk * are mandatory' and 'Expected date format: M/d/yyyy'. There is an 'Instructions:' section with search filters for 'Keywords', 'Status', and 'State to date' (set to 10/25/2023). A 'Search' button and a 'Reset' button are also present. Below the search filters, there is a section titled 'Identity documents (Documents marked as * are mandatory | Click on + icon to upload document)'. This section contains a table with the following data:

Att.	Document Type	Document Name	Start Date	Expiration Date
+	Passport copy of beneficial owner *			
+	Trade/Professional License /Permit *			
+	Tax registration certificate *			



Update Documents and Certificates

 The system will guide you on which documents need to be uploaded

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 للمحاماه و الإستشارات القانونية	
	Trade/Professional License /Permit *					

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

1

Click on the (+) icon



Update Documents and Certificates – Trade License

Document

Save | **Delete**

4 Your feedback is important to us, please click on the following link to leave a review. Supplier : [tjb](#)

Press on save

Description

Document Type
Trade/Professional License /Permit

Status
Draft

Document Name
 en

Start Date*

Expiration Date i*

Document*
 Click or Drag to add a file

Document's owner
ST22 Test22

Validity

1 Allowed files are *.DOCX, *.LSX, *.XML, *.PDF, *.ZIP, *.7z, *.QIF, *.JPG, *.DOC, *.XLS, *.TXT, *.CSV
Size should not exceed 56

Attach the document

2 Enter the start date

3 Enter the expiration date



Update the documents and certificates

Company Info Search

Save | **Cancel** | **Send for Approval**

*Your feedback is important to us, please click on the following link to leave a review.
Supplier : <https://forms.office.com/r/sB190y1jb>*

Expected date format: M/d/yyyy

> **Instructions:**

Keywords: Status: State to date: Archived Documents

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

Att.	Document Type	Document Name	Start Date	Expiration Date	Owner	Status
catalogue portal.PNG	Trade/Professional License /Permit		10/24/2023	10/21/2027	Test22 test22	✓
catalogue portal.PNG	Passport copy of beneficial owner				Test22 test22	✓
catalogue portal.PNG	Tax registration certificate				Test22 test22	✓

Press on save

Ensure documents are in approved status



Update Banking Information

System will open new tab



The screenshot shows a web application interface for updating banking information. On the left is a navigation menu with items: Company Information, Contacts, Documents & Certs., and Banking Information (which is highlighted with a shopping cart icon and an information icon). The main content area has a top bar with 'Save' and 'Cancel' buttons. Below this is a success message: 'Data has been saved' and a feedback request with a link: 'Your feedback is important to us, please click on the following link to leave a review. Supplier : <https://forms.office.com/r/sB190y1jlb>'. A date format instruction 'Expected date format: M/d/yyyy' is also present. An 'Instructions:' section follows. The 'Banking Information' section contains the text: 'Only "Supplier Admin" role can add or edit banking information. You can define "Supplier Admin" on the contacts page'. Below this text is a '+ Add Banking Information' button. At the bottom, it shows '0 Result(s)' and a 'Click here for Grid setting' link with a gear icon.

Press here to add the banking information





Update Banking Information

Banking Information

Save Save & Close Close

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

EBS ID [ⓘ]

1

2

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

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



Send Registration Request for Approval

Company Info

|

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

Company Information

Supplier ID

Supplier Type

Company Arabic Name (As per Trade License) Company English Name (As per Trade License)

Trade License Number*

VAT Registration Status

Licensing Entity

Company Address



After completing all required information and pressing on send for approval, your application will be reviewed, and you will receive and update whether your qualification has been approved or rejected or more information is required

7. Maintain Supplier Qualification

➤ Expired Documents

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



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 'State to date'. The 'Trade license' document is highlighted in red, indicating it is expired. A callout box with a blue dashed border explains that when a document's date expires, the date turns red and an 'X' icon appears. Two blue arrows point from the callout to the red date and the 'X' icon in the table row.

Att.	Document Type	Document Name	State to date
■ Passport copy of beneficial owner.png	Passport copy of beneficial owner	Passport copy of beneficial owner	
■ Tax registration certificate.png	Tax registration certificate	Tax registration certificate	
■ Trade license.png	Trade license	Trade license	3/16/2022 2/2/2020

8. Supplier User Profile Update

- Supplier User Profile Update



Supplier User Profile Update



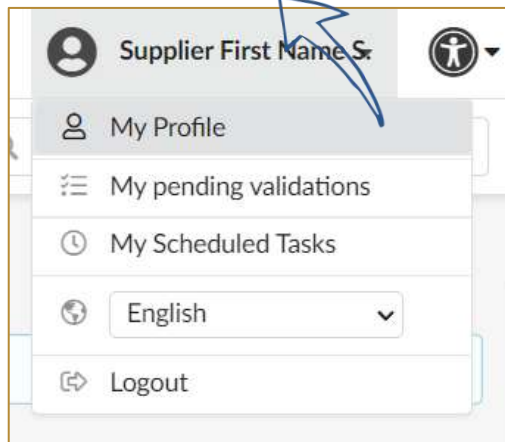
You will be able to update your personal information such as your name, email, phone number, address, set your preferences and change your password.



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.

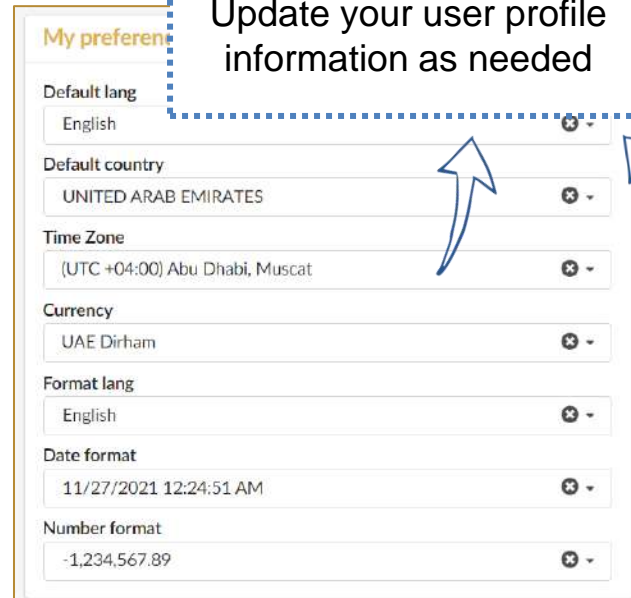
1

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



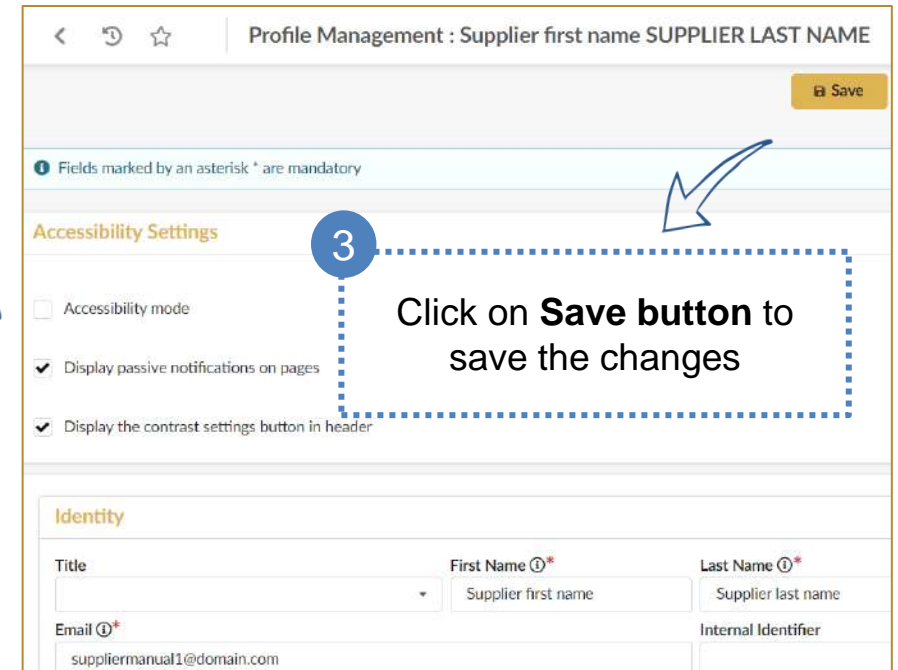
2

Update your user profile information as needed



3

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



9. Create New Contact

➤ Create New Contact



Create New Contact



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**

2 Click on + icon to create new contact

Company Information
Contacts
Documents & Certs.
Banking Information ⓘ

Save

✓ Data has been saved
! Your feedback is important to us, please click on the following link to leave a review.
Supplier : <https://forms.office.com/r/sB190y1jib>

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

> **Instructions:**

Internal Contacts

Please define "Supplier Admin" and "Owner"

+ Create Contact

Login	Position	Role	Contact status	Own
✎ ✕ test2203@gmail.com		Owner ✕ ✕ Supplier admin ✕	Active	LIT



Create New Contact



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

The screenshot shows a web form titled "Create Contact". At the top, there are three buttons: "Save", "Save & Close", and "Close". A blue circle with the number "4" is positioned over the "Save & Close" button, with an arrow pointing to it. A dashed blue box contains the text: "Click on **Save & Close** button to save the changes and close the page". Below the buttons, there are two informational messages: "Your feedback is important to us, please click on the following link to leave a review. Supplier : <https://forms.office.com/r/sB190y1jb>" and "Fields marked by an asterisk * are mandatory. Expected date format: M/d/yyyy". The main form area is titled "Create Contact" and contains a section labeled "Identity" with the following fields: "Title" (dropdown), "First Name*" (text), "Middle name*" (text), "Last Name*" (text), "Email*" (text), and "List of languages" (dropdown with "English" selected). A blue circle with the number "3" is positioned over the "Middle name*" field, with an arrow pointing to it. A dashed blue box contains the text: "Fill all the required fields".



Create New Contact

5 System will add a new supplier contact row

6 Assign the role of the new contact as needed

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

10 Click on **Send Notification** – An Email will be sent to create new password

9 Review the notification template

10. Request Information Change

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



Request Information Change



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 displays the 'Supplier Portal' interface. At the top, there is a navigation bar with a back arrow, a refresh icon, a star icon, and the text 'Supplier Portal'. Below this is a light blue banner with a feedback message: 'Your feedback is important to us, please click on the following link to leave a review. Supplier : <https://forms.office.com/r/sB190yYjJh>'. The main content area is divided into two sections. On the left is a vertical menu with four items: 'Company Information' (with an 'i' icon), 'Import Catalog' (with a storefront icon), 'Create Receipt' (with a truck icon), and 'Create Invoice' (with a document icon). On the right is the 'Onboarding Progress' section, which shows 'Onboarding progress 100%'. It lists four steps to complete registration: '1. Company information', '2. Contacts', '3. Mandatory Documents & Certifications', and '4. Banking Information'. To the right of these steps is a progress indicator with three green checkmarks: 'Registration Step 1/3', 'Qualification Process Step 2/3', and 'Active Supplier Step 3/3'. At the bottom of the progress section is a green button that says 'Click here to begin'.



Request Information Change

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...

Trade License Number*: CN-2642022

VAT Registration Status*: Not Registered

Web Site URL

Supplier Arabic Name: المسار للإستشارات الهندسية

Trade License Expiration Date*: 12/23/2022

Is Branch

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

11. Update Expired trade license

- Update document



Update the expired trade license

Document

Save Delete

1 Your feedback is important to us, please click on the following link
Supplier : <https://forms.office.com/r/sB190y1jb>

Press on Delete to archive the old document

2 Please refer to the steps in the section for downloading documents and certificates ([Updating Documents and Certificates](#)) to update expired documents and certificates.

Description

Document Type
Trade/Professional License /Permit Approved

Document Name Start Date Expiration Date ⓘ
en 10/24/2023 10/21/2027

Document's owner
TEST22 Test22 Validity

Files are *.DOCX , *.XLSX , *.XML , *.PDF , *.ZIP , *.7z , *.QIF , *.JPG, *.XLS , *.TXT , *.CSV and *.PPT
File size should not exceed 56 MB



Thank You



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

+971 800533336

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User Manual Version Control

English Version	Date	Description of Changes	Editor	Approver
10.3	25-10-23	Updated to reflect the supplier registration enhancements	MoF Supplier Team	MoF
10.2	05-08-22	added extra slide for update document.	Change Management Team	KPMG/MoF
10.1	05-07-22	some formatting and sentences.	Change Management Team	KPMG/MoF
10.0	17-06-22	some formatting and sentences.	Change Management Team	KPMG/MoF
9.0	18-05-22	added a section for purpose and review.	Change Management Team	KPMG/MoF
8.0	20-04-22	added Supplier Self Registration Introduction.	Change Management Team	KPMG/MoF
7.0	20-04-22	some formatting and sentences.	Change Management Team	KPMG/MoF
6.0	23-03-22	some formatting and sentences.	Change Management Team	KPMG/MoF
5.0	21-03-22	added more details in supplier qualification.	Change Management Team	KPMG/MoF
4.0	19-12-21	some formatting and sentences.	Change Management Team	KPMG/MoF
3.0	19-12-21	some formatting and sentences.	Change Management Team	KPMG/MoF
2.0	27-11-21	separated registration manual and services.	Change Management Team	KPMG/MoF
1.0	27-11-21	First Version.	Change Management Team	KPMG/MoF