



# Digital Procurement Platform

## Supplier Registration User Manual

Responsible Department	Government Procurement Platform Department
Approval	

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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



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.



For assistance in case you face any problem with logging to your account, please contact us via the Ministry of Finance call center at **800533336** or email: [info@mof.gov.ae](mailto: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
- 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.



In this stage, you submit basic company information needed to complete the registration and start the qualification process.

Following the registration, you are required to provide more information such as the banking information and upload some documents so that the Ministry of Finance can investigate and review your profile within 30 days of submission.

Your account will be activated on the digital procurement platform as soon as your application has been reviewed and approved as a qualified supplier to participate in government tenders on the platform.



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/>

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

Ministry of Finance ▾ Policies & Legislation ▾ Services ▾ Media Center ▾

# Register suppliers in the Federal Supplier Register

Registering Suppliers who desire to provide goods and/or services to the Federal Government

Start Service

1 Click on the **Start Service** button



## Supplier Self Registration Guide



Registrars and qualified individuals go through three main stages. 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 a web application interface for supplier registration. At the top, there is a navigation bar with links: "About the Ministry", "Resources & Budgets", "Financial legislations", "Strategic & International Partnerships", "Media", and "Di". The main heading is "Application for registration of suppliers in the suppliers federal record". Below this is a breadcrumb trail: "Home / Services / Suppliers / Application for registration of suppliers in the suppliers federal record". A sidebar on the left contains icons for share, chat, help, print, and list. The main content area is titled "Choose Registration Service" and contains two buttons: "New Request" (with a document icon and a plus sign) and "Tracking Request (Created before 12 December 2021)" (with a document icon and a magnifying glass). A blue callout box with the number "1" and an arrow points to the "New Request" button, with the text "Click on New Request" inside the box.



# Supplier Self Registration Guide

You will be directed to the Digital Procurement Platform to create a new account using your UAE Pass account.



If you do not have an existing UAE Pass account, please visit <https://uaepass.ae/> to create a new account first (applicable for all supplier types).

New Supplier? Register Now Show public request for proposals Useful Links

User Login

### Welcome to the Digital Procurement Platform

**About The Ministry**

The UAE Ministry of Finance (MoF) is responsible for implementing all fiscal, monetary and industrial policies related to the UAE's economic development. Among its core responsibilities are the preparation and allocation of the Federal Budget and the management of the government's financial position.

**The Digital Procurement Platform**

The main benefits of the launch of the new Digital Procurement Platform are:

- Improved cost effectiveness
- Easy collaboration with Buyers in procure-to-pay processes
- Self-service processes for the management of your data
- Tendering and contracting processes
- Use of catalogues

If you encounter any issues raise a request on [Talbia](#) or contact our helpdesk directly for assistance at +971 800533336.

**User Login**

**Sign in with UAE PASS**

A single trusted digital identity for all citizens, residents and visitors.

Helpdesk Number : +971 800533336

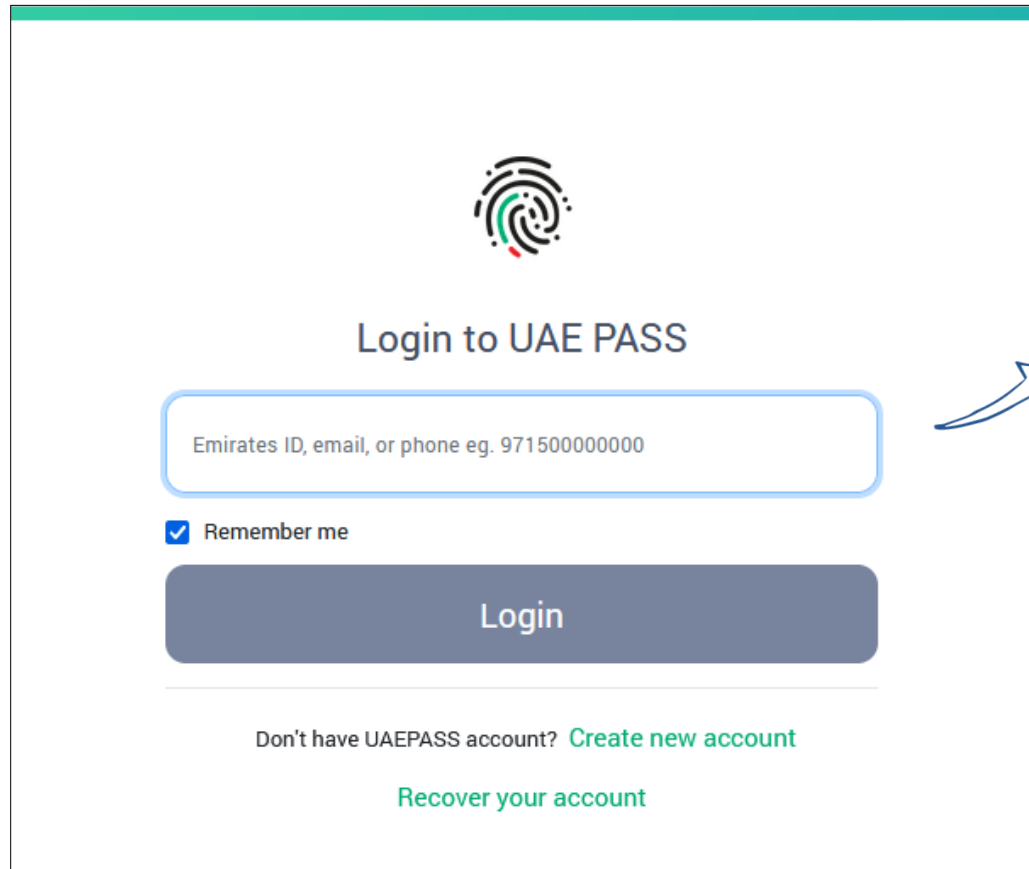
View public request for proposals .

Click on “**Sign in with UAE PASS**” button



# Supplier Self Registration Guide

 You will be re-directed to UAE Pass login page to enter your credentials.



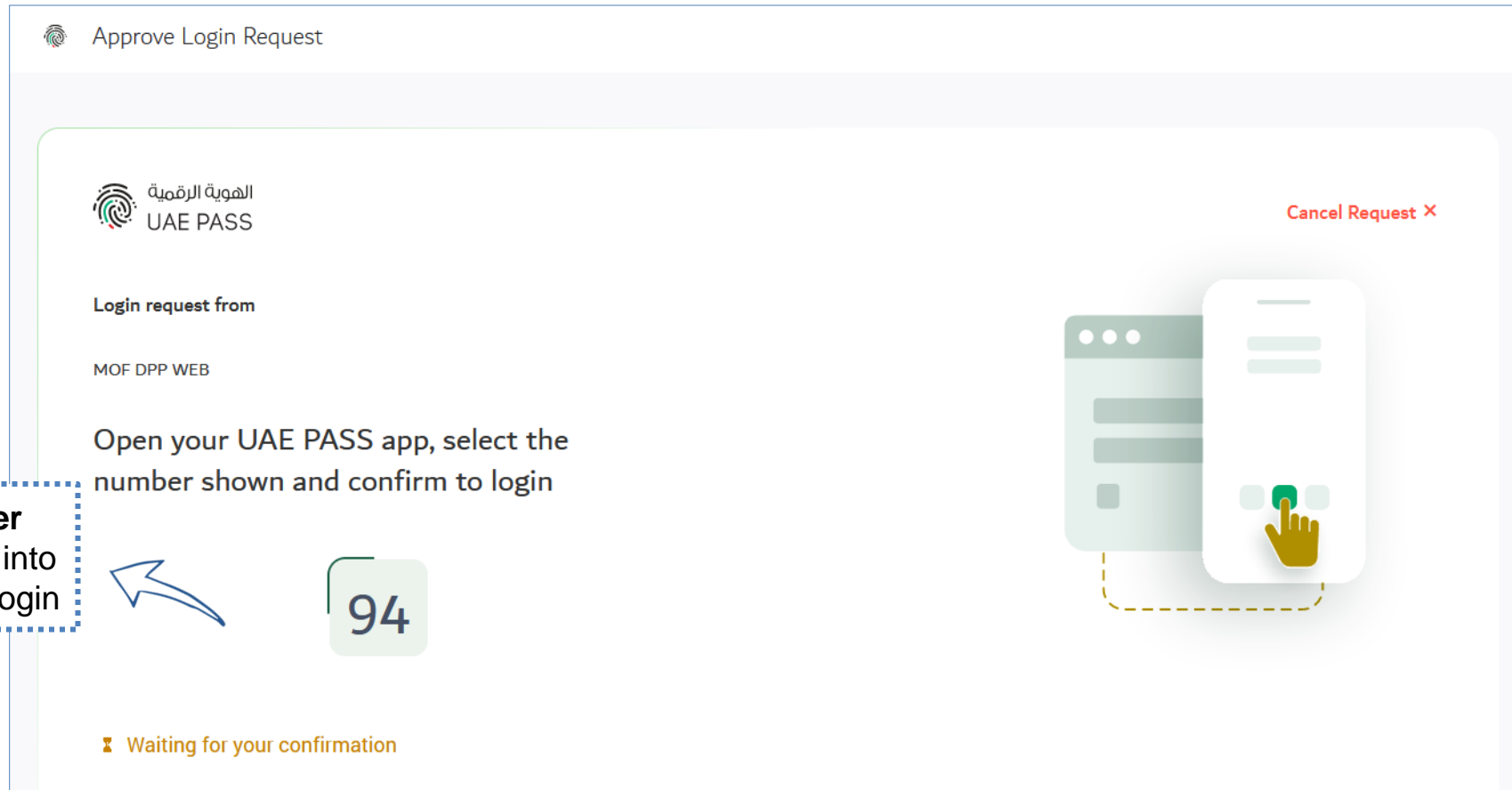
The screenshot shows the UAE PASS login interface. At the top center is the UAE PASS logo, a stylized fingerprint icon. Below it is the text "Login to UAE PASS". There is a text input field with the placeholder text "Emirates ID, email, or phone eg. 971500000000". Below the input field is a checked checkbox labeled "Remember me". A large blue "Login" button is positioned below the checkbox. At the bottom of the page, there are two links: "Don't have UAEPASS account? [Create new account](#)" and "[Recover your account](#)".

Enter your **UAE PASS**  
Login Details



## Supplier Self Registration Guide

 Complete the Authentication process using UAE Pass mobile app



The screenshot shows the 'Approve Login Request' screen in the UAE PASS app. At the top, it says 'Approve Login Request'. Below that is the UAE PASS logo and the text 'الهوية الرقمية UAE PASS'. The screen displays 'Login request from MOF DPP WEB'. A large instruction reads: 'Open your UAE PASS app, select the number shown and confirm to login'. A blue arrow points from this instruction to a green box containing the number '94'. At the bottom, there is a timer icon and the text 'Waiting for your confirmation'. On the right side of the screen, there is a 'Cancel Request X' button and an illustration of a hand interacting with a mobile app interface.

**Enter the number**  
showing on screen into  
the **mobile app** to login



# Supplier Self Registration Guide



You will be re-directed to the digital procurement platform login page , In the “New User Registration” Click on the text “link” to Register as a New Supplier User

## New User Registration

If you do not have a Digital Procurement Platform account, please do one of the following:

1. If you are a **new Supplier user**, please self-register using this **link**
2. If you are Federal Ministry user, please contact your Manager

Click on the Blue Text  
“Link” to Register a New  
Supplier



# Supplier Self Registration Guide

 Agree to the terms and conditions of registration.

New Supplier? Register Now | Show public request for proposals | Useful Links

Register | Cancel

Fields marked by an asterisk \* are mandatory

Progression 0%

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

**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 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 licence and have all licenses and permits required for carrying out its business.

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

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.

The Supplier shall keep confidential all information received from the competent federal authority and shall not disclose such information to any unauthorised party without obtaining the prior written consent of the competent federal authority.

The Supplier warrants and represents that the information provided in the Registration System is true, accurate and complete.

The Supplier may not make any amendments to the information provided in the Registration System without the prior written consent of the competent federal authority.

The Ministry of Finance reserves the right to amend the terms and conditions of the Registration System at any time. If amendments are made, 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

 Select the correct registration type with respect to your trade license.

**Note:** Workflow bar will appear to see the status of your application

Progression 0%

✓ Registration Step 1/3

✓ Qualification Process Step 2/3

✓ Active Supplier Step 3/3

1

Select your correct supplier type

Company information

Supplier Registration 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 "FMIS12\_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".

Callout 2: System loads the related fields accordingly. An arrow points from this callout to the dropdown menus for License Issuing Entity, VAT Registration Status, and Commodities / Services.




Callout 3: Fill all the required fields. An arrow points from this callout to the text input fields for First Name, Last Name, Email, and Please enter country code and phone number.

Callout 4: Click on "Register". An arrow points from this callout to the Register button.



# Supplier Access/Login

Progression 30%

 <b>Registration</b> Step 1/3	 <b>Qualification Process</b> Step 2/3	 <b>Active Supplier</b> Step 3/3
---	--	--

**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


# 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



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

**2** Tick on the box and click on the Acknowledge button

Acknowledge Print



# Supplier Qualification Introduction



In order to log in to the platform, you must use the UAE Pass account used in the registration screen.

The screenshot shows the 'User Login' page of the Digital Procurement Platform. The page includes a navigation bar with links for 'New Supplier? Register Now', 'Show public request for proposals', and 'Useful Links'. The main content area is divided into three columns. The left column contains a welcome message and information about the Ministry and the platform's benefits. The middle column features a 'User Login' section with a prominent yellow 'Sign in with UAE PASS' button and a descriptive text. The right column contains a helpdesk number and a link to view public requests for proposals. A blue arrow points from the 'Sign in with UAE PASS' button in the middle column to a callout box on the right.

1

Click on “**Sign in with UAE PASS**” button

 Sign in with UAE PASS

A single trusted digital identity for all citizens, residents and visitors.



Helpdesk Number : +971 800533336



View public request for proposals .





## 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**

The screenshot shows a user interface for supplier onboarding. On the left, there is a vertical menu with four buttons: 'Company 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). A blue arrow points from the 'Company Information' button to the text box on the left. Another blue arrow points from the 'Create Invoice' button to a green button labeled 'Click here to begin' in the 'Onboarding Progress' section. The 'Onboarding Progress' section shows a progress bar at 60% and a list of steps to complete: 1. Company information, 2. Contacts, 3. Mandatory Documents & Certifications, and 4. Banking Information. To the right of this list is a progress indicator with three items: 'Registration Step 1/3' (checked), 'Qualification Process Step 2/3' (checked and highlighted), and 'Active Supplier Step 3/3' (checked).



## 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 <sup>i</sup> *	<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 <sup>i</sup>	<input type="text"/>
Trade License Number *	<input type="text"/>	City	<input type="text" value="en"/>
Trade License Expiration Date <sup>i</sup>	<input type="text"/>	Country <sup>i</sup> *	<input type="text" value="UNITED ARAB EMIRATES"/>
VAT Registration Status	<input type="text"/>	Emirate / State <sup>i</sup> *	<input type="text"/>
Licensing Entity *	<input type="text"/>		
Invoicing Currency <sup>i</sup> *	<input type="text" value="UAE Dirham"/>		
Payment Currency <sup>i</sup>	<input type="text" value="UAE Dirham"/>		

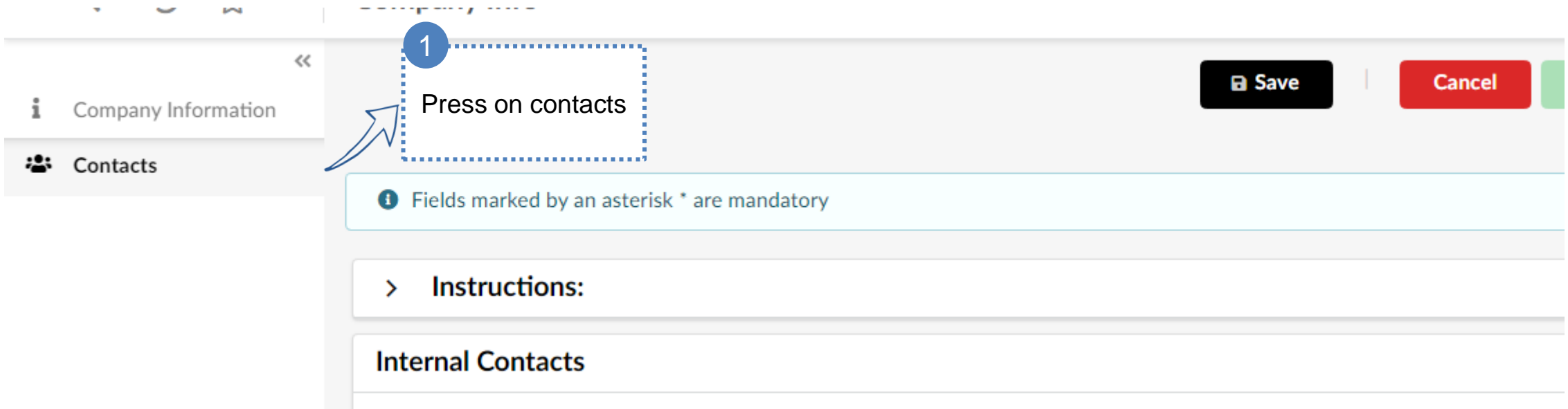


Click on save to move forward.



## 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



«

**i** Company Information

**👤** Contacts

**1** Press on contacts

**Save** | **Cancel**

**i** 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.



Company Information  
Contacts  
**Documents & Certs.**

Save | Cancel | Send for Approval

✓ 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/sB190y1jb>

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

> Instructions:

Keywords: \_\_\_\_\_ Status: \_\_\_\_\_ State to date: 10/25/2023  Archived Documents

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

Att.	Document Type	Document Name	Start Date	Expiration Date
<input type="checkbox"/>	Passport copy of beneficial owner *			
<input type="checkbox"/>	Trade/Professional License /Permit *			
<input type="checkbox"/>	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 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 – 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 ⓘ\***

**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

**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

Press on save

### > Instructions:

Keywords  Status  State to date   Archived Documents ⓘ **Search**

### 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	✓

Ensure documents are in approved status





# Update Banking Information

System will open new tab



Company Information

Contacts

Documents & Certs.

**Banking Information**

Save | Cancel

✓ 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/sB190y1jb>

📅 Expected date format: M/d/yyyy

> Instructions:

**Banking Information**

Only "Supplier Admin" role can add or edit banking information. You can define "Supplier Admin" on the contacts page

+ Add Banking Information

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

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 <sup>ⓘ</sup>\*

Country <sup>ⓘ</sup>\* UNITED ARAB EMIRATES

Bank Account Number\*

SWIFT / IBAN\*

Default <sup>ⓘ</sup>

Foreign payment <sup>ⓘ</sup>\* No

Currency <sup>ⓘ</sup>\* UAE Dirham

Bank Name <sup>ⓘ</sup>\*

Bank Branch <sup>ⓘ</sup>\*

ABA <sup>ⓘ</sup>

Account Number

Routing Number

EBS ID <sup>ⓘ</sup>

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

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



# Send Registration Request for Approval

## Company Info

Save | Reject Approve

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

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

Company Information	
Supplier ID	<input type="text" value="SUP055360"/>
Supplier Type	<input type="text" value="Domestic Supplier"/>
Company Arabic Name (As per Trade License)	<input type="text" value="OCT19"/>
Company English Name (As per Trade License)	<input type="text" value="OCT19"/>
Trade License Number*	<input type="text" value="TEST-43805088"/>
VAT Registration Status	<input type="text" value="Not Registered"/>
Licensing Entity	<input type="text"/>

Company Address	
Address Line 1 ⓘ	<input type="text" value="jojoijojjo"/>
Address Line 2	<input type="text" value="jjdkkhjhfjkh"/>

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



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



## 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. A callout box with a dashed blue border points to the red date '2/2/2020' and the red 'X' icon in the status column, with 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 from the callout box 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 <b>2/2/2020</b> Adel NewSupplier LCC <b>X</b>

# 8. Supplier User Profile Update

- Supplier User Profile Update



## Supplier User Profile Update



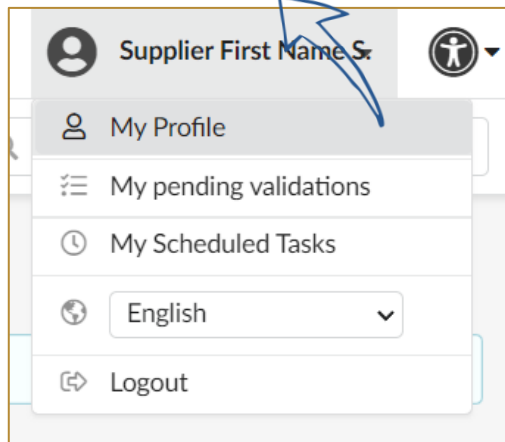
You will be able to update your personal information such as your name, email, phone number, address, set your preferences and change your password.



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 *	Last Name *
	Supplier first name	Supplier last name
Email *	Internal Identifier	
suppliermanual1@domain.com		

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**

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/sB190y1jb>

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

> **Instructions:**

**Internal Contacts**

Please define "Supplier Admin" and "Owner"

+ Create Contact

2 **Click on + icon to create new 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". This section has four input fields: "Title" (a dropdown menu), "First Name\*" (a text box), "Middle name\*" (a text box), and "Last Name\*" (a text box). 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". Below the "Identity" section, there are two more fields: "Email\*" (a text box) and "List of languages" (a dropdown menu with "English" selected).



# Create New Contact

Company Info

Save | Answer Questionnaire

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

5 System will add a new supplier contact row

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

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

Invite a contact

9 Review the notification template

Close | Send notification

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



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/sB190y1jlb>'. The main content area is divided into two columns. The left column contains four buttons: '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). The right column is titled 'Onboarding Progress' and shows 'Onboarding progress 100%'. Below this, it lists steps to complete registration: '1. Company information', '2. Contacts', '3. Mandatory Documents & Certifications', and '4. Banking Information'. To the right of these steps are three progress indicators, each with a green checkmark: 'Registration Step 1/3', 'Qualification Process Step 2/3', and 'Active Supplier Step 3/3'. At the bottom of the right column is a green button labeled '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...

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

# 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

Upload 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

info@mof.gov.ae



WWW.MOF.GOV.AE



UAE Ministry of Finance



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## User Manual Version Control

English Version	Date	Description of Changes	Editor	Approver
10.4	08-03-24	Updated resgitration and login using UAE Pass only	MoF Supplier Team	MoF
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