UNITED ARAB EMIRATES
MINISTRY OF FINANCE

الإمارات العربية المتحدة
وزارة المالية

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Digital Procurement Platform

Supplier Registration User Manual

Responsible Department	Government Procurement Platform Department
Review	Strategy and Future Department
Approval	

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Vision: To be a global leader in the fiscal field and to contribute to achieving UAE Vision

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Digital Procurement Platform (DPP)

Supplier Registration User Manual

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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 Self Registration

- Supplier Self Registration Introduction
- Supplier Self Registration Guide

Click here to go back to the Table of Content

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

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.

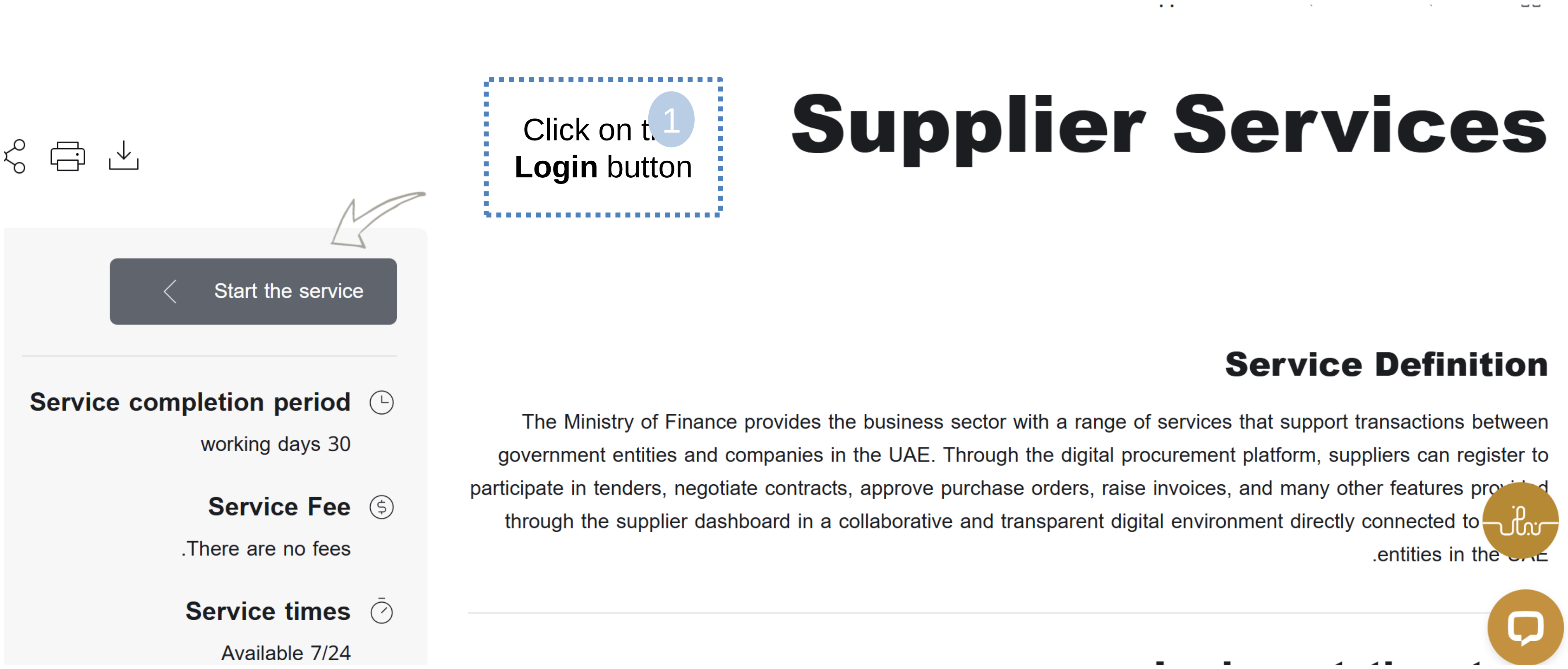
Your account will be activated on the digital procurement platform as soon as your application has been reviewed and approved as a qualified supplier to participate in government tenders on the platform.

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.



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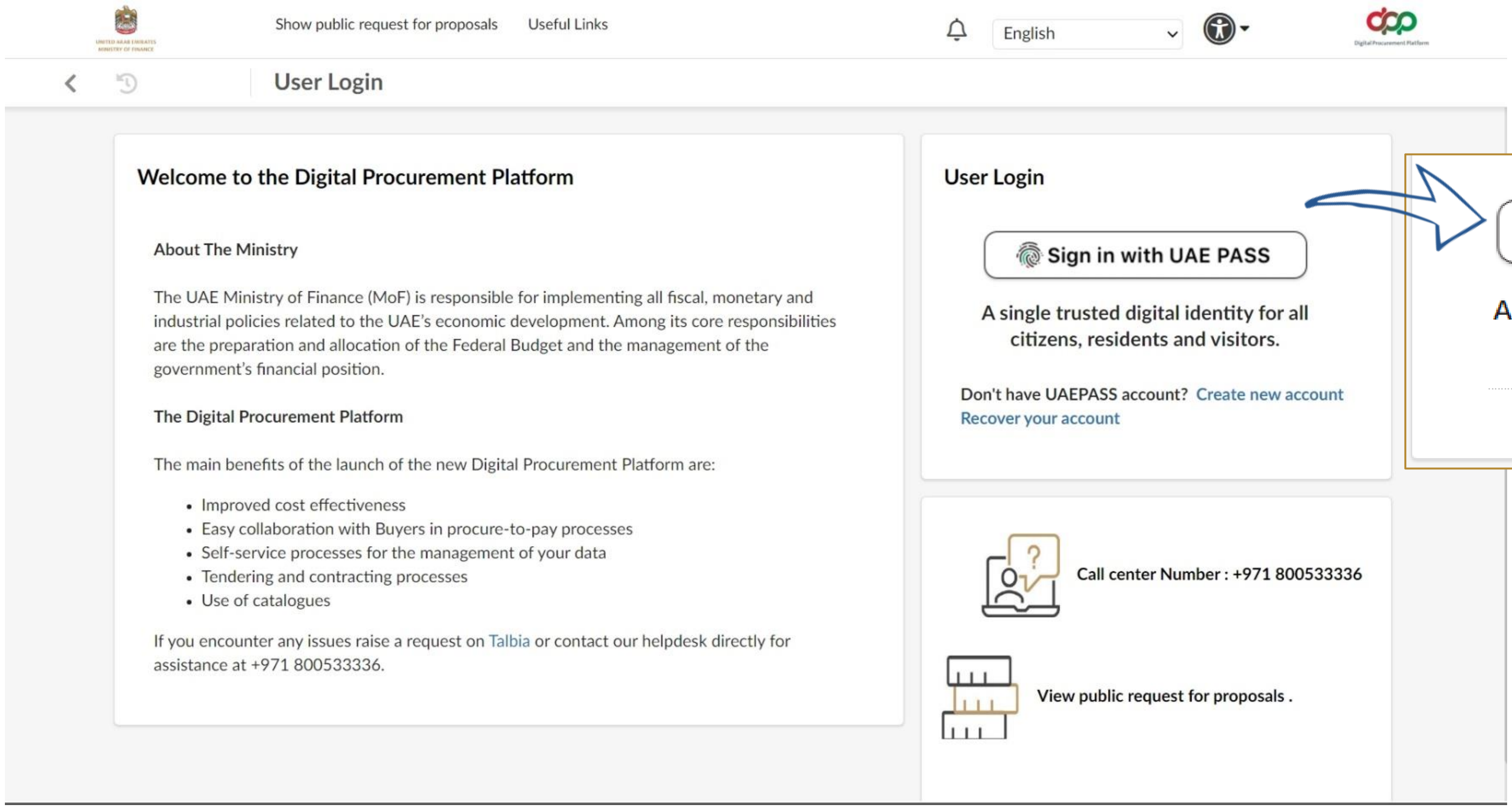
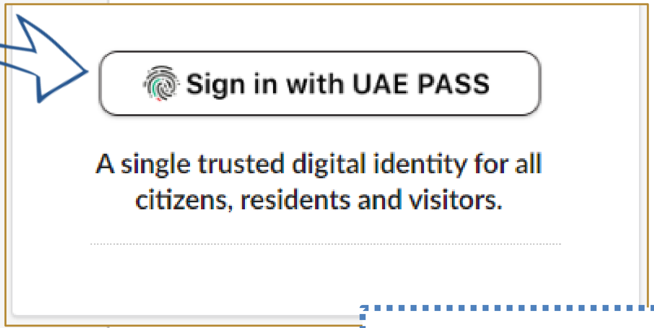
MINISTRY OF FINANCE

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).





Click on **"Sign in with UAE PASS"** button

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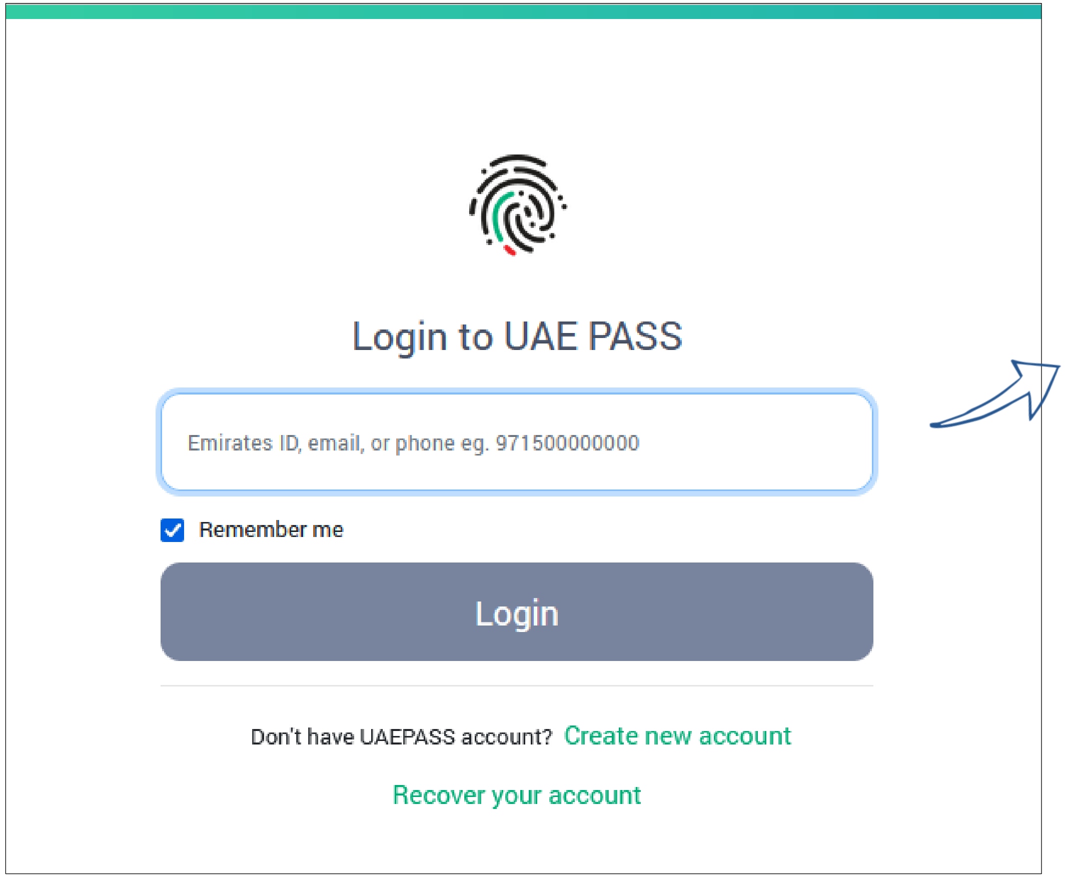
Supplier Self Registration Guide

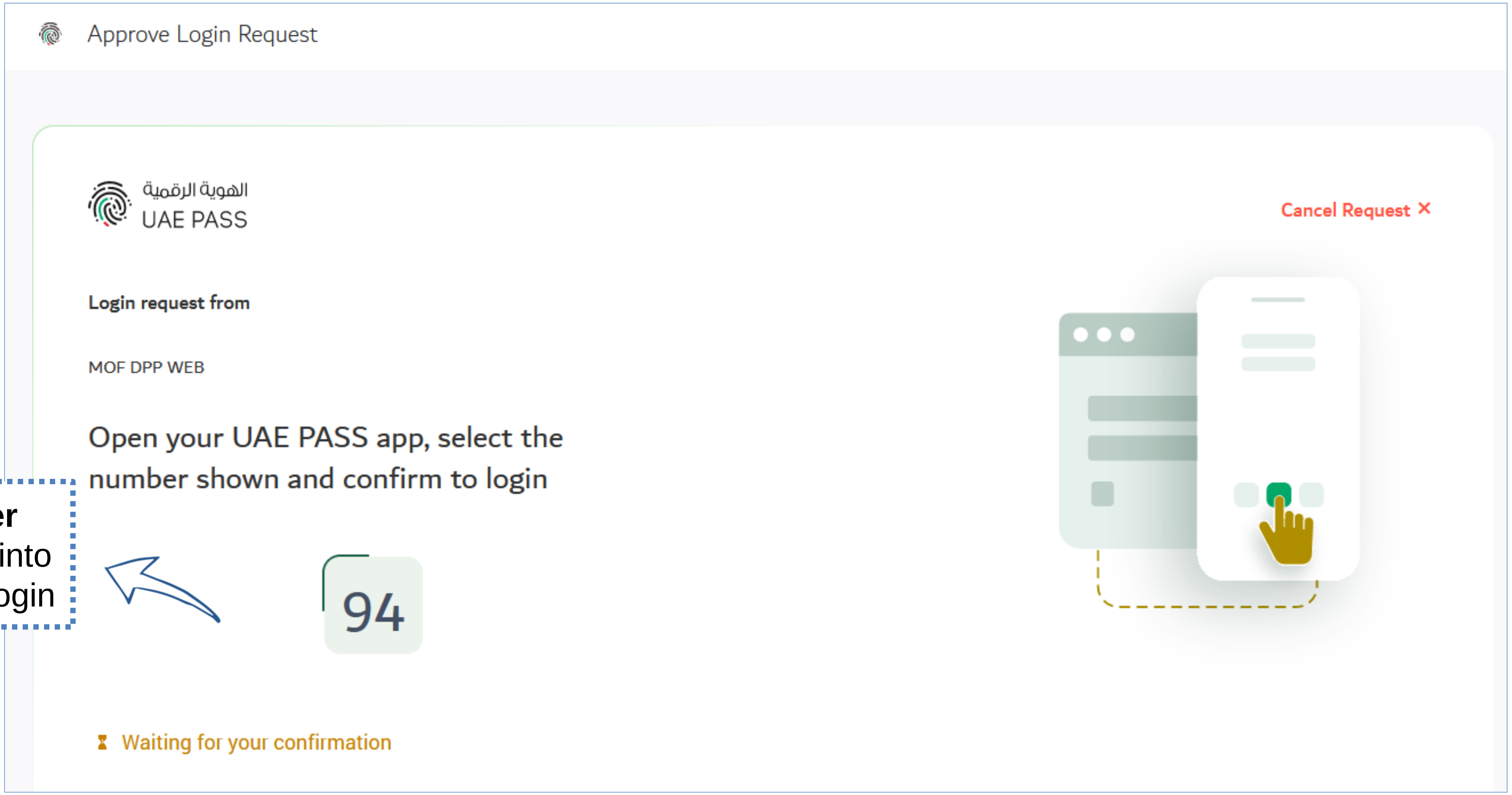
You will be re-directed to UAE Pass login page to enter your credentials.



Enter your **UAE PASS** Login Details

Supplier Self Registration Guide

Complete the Authentication process using UAE Pass mobile app



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

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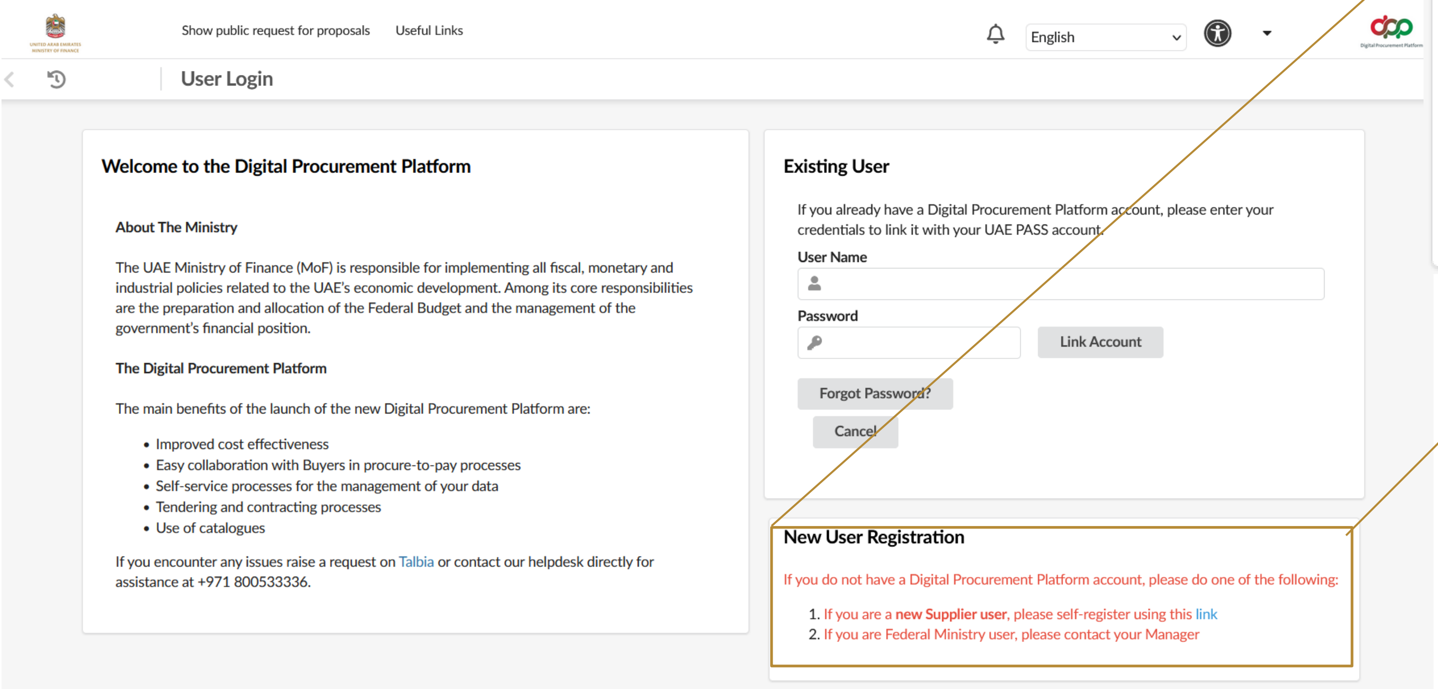
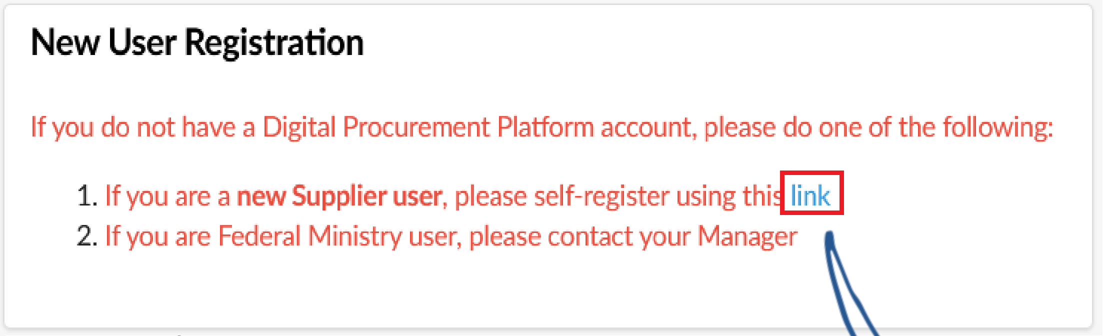
Supplier Self Registration Guide

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





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

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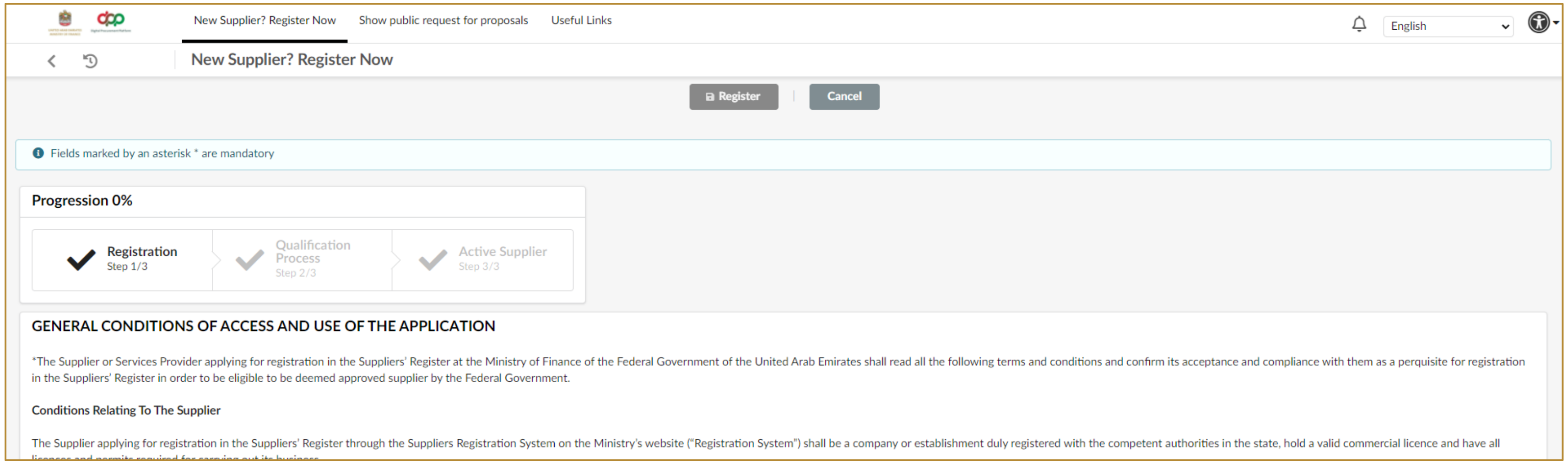
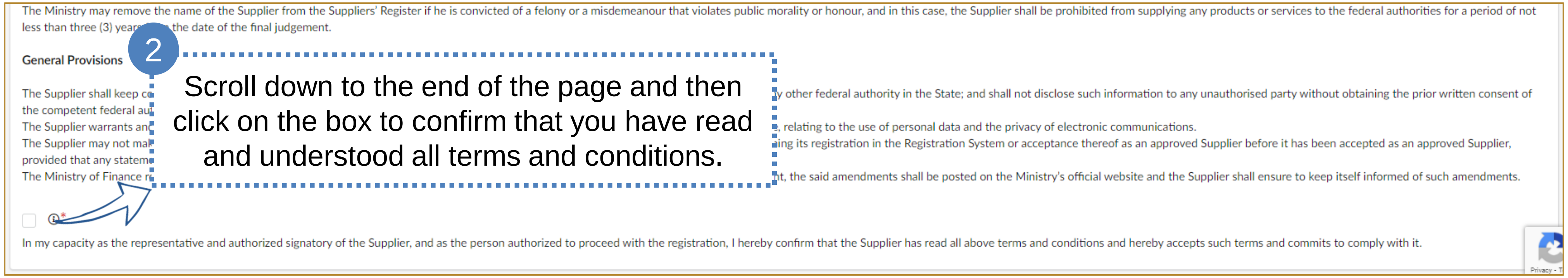
Supplier Self Registration Guide

Agree to the terms and conditions of registration.

1

Read all the terms and conditions carefully





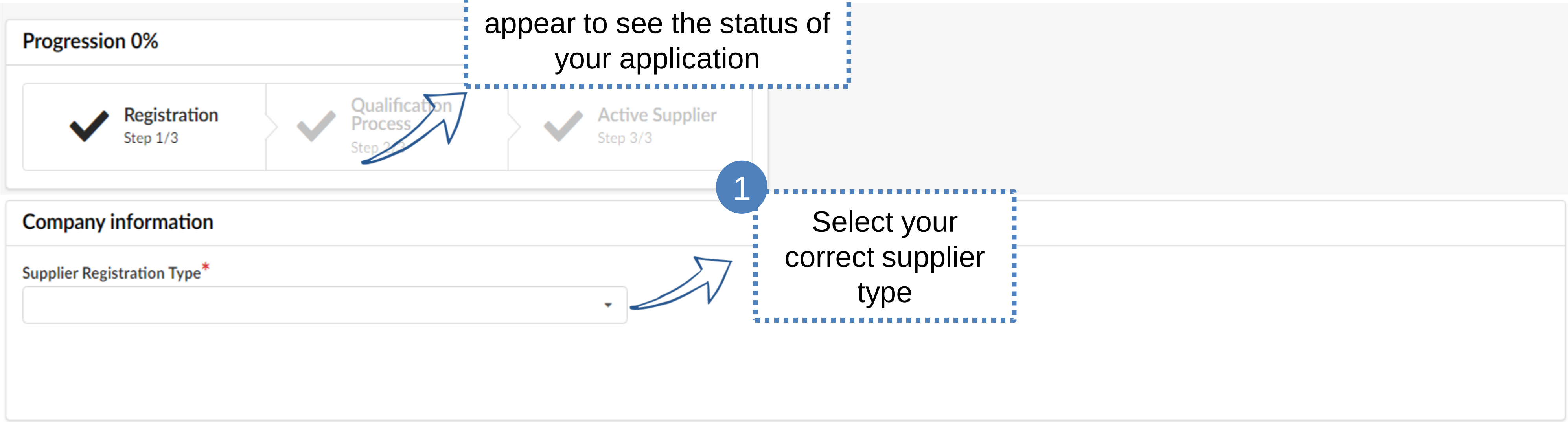
2

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

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

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

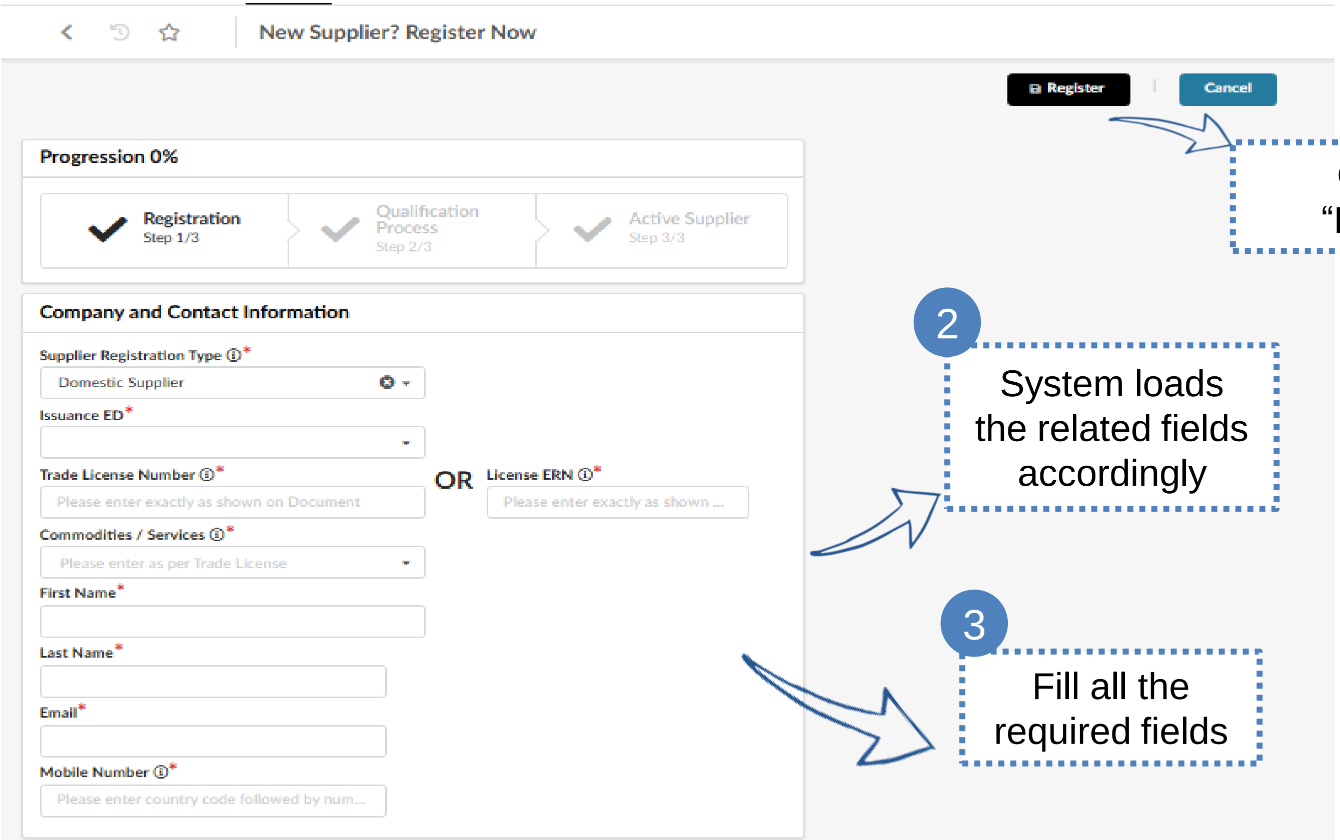


1 Select your correct supplier type

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.



4

Click on "Register"

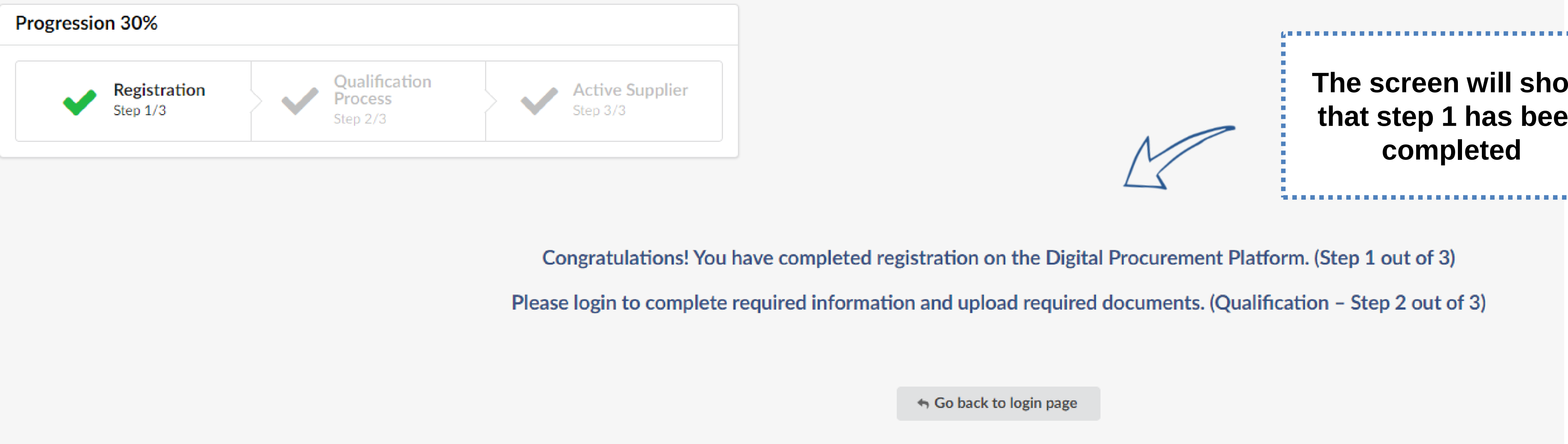
2

System loads the related fields accordingly

3

Fill all the required fields

Supplier Access/Login



The screen will show that step 1 has been completed

5. Supplier Access/Login

- Supplier Access/Login

Click here to go back to the Table of Content

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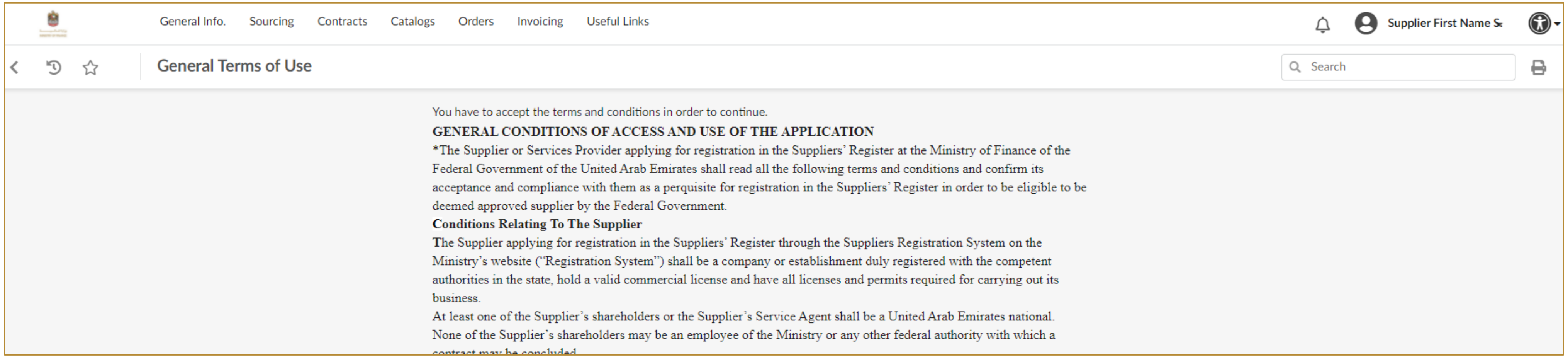
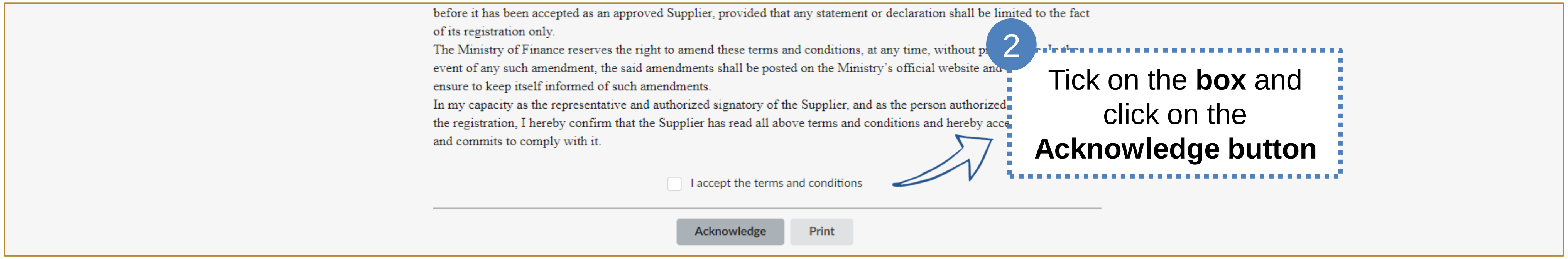
Supplier Qualification Introduction

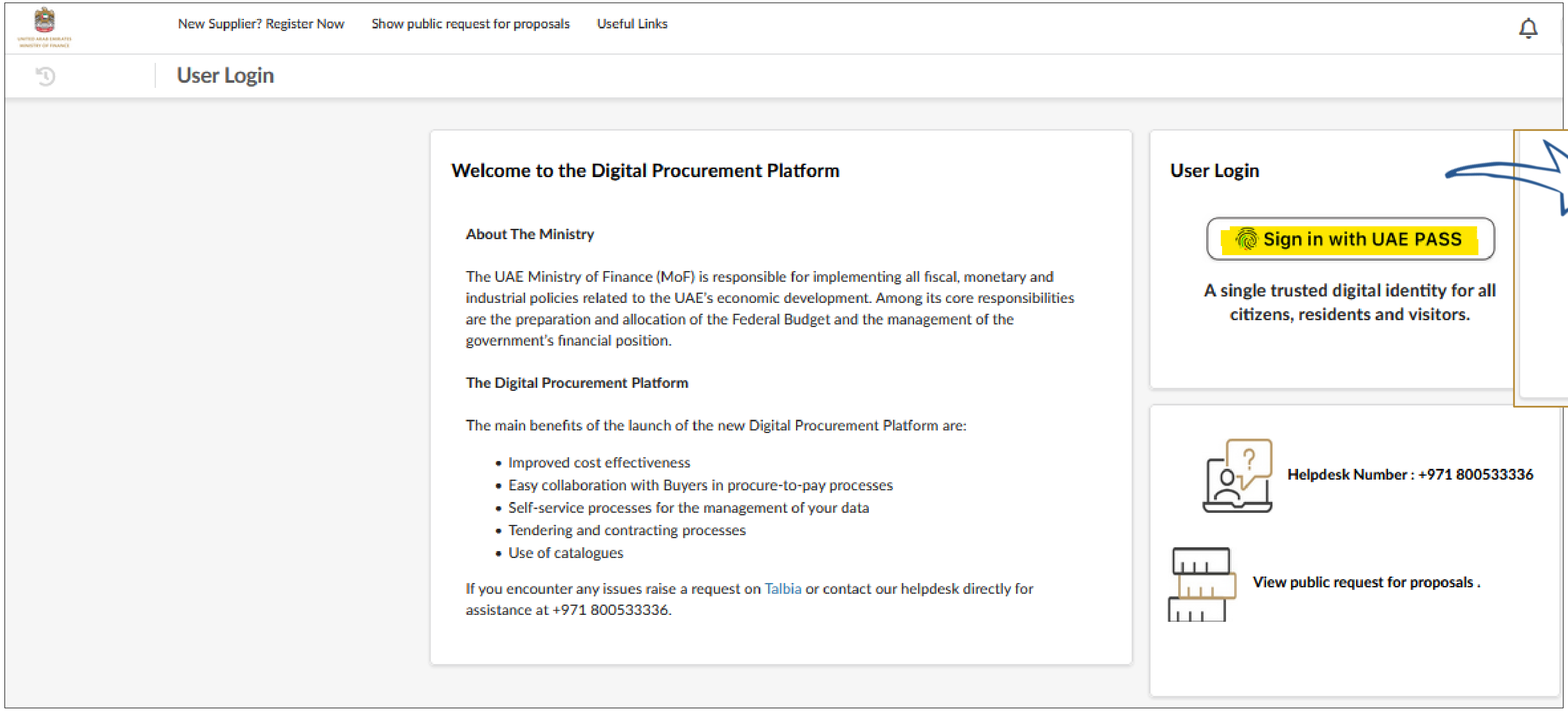
At the first login attempt, you will be requested to accept the terms and conditions.

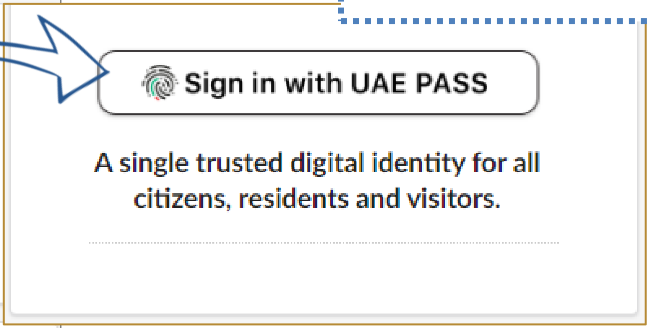




Supplier Qualification Introduction

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





1

Click on **"Sign in with UAE PASS"** button

6. Supplier Qualification Process

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

Click here to go back to the Table of Content

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

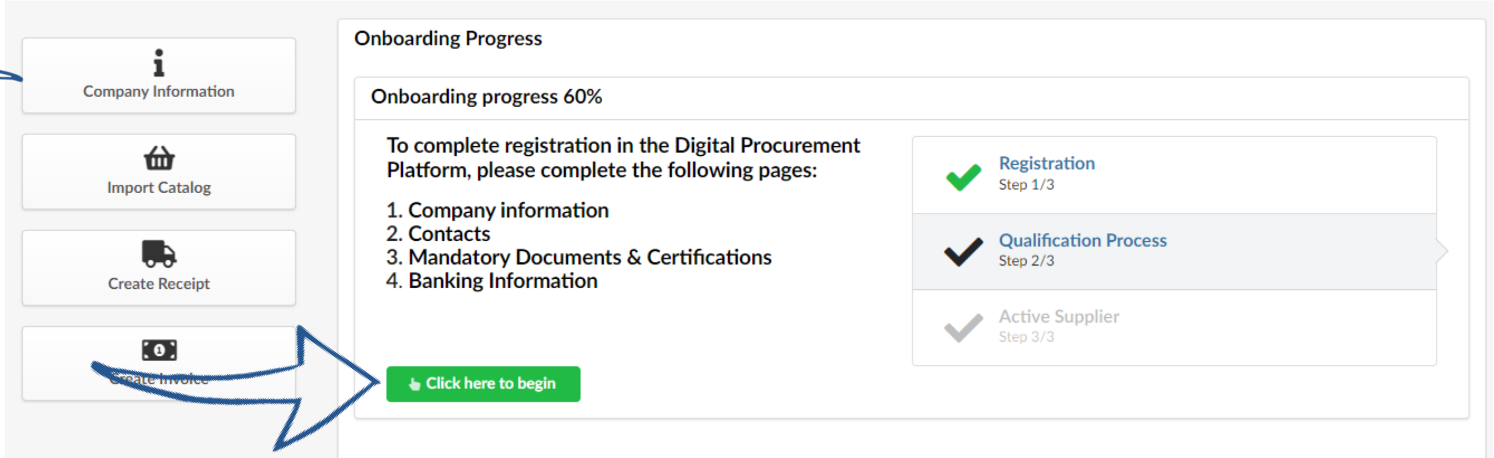
Supplier Qualification Introduction

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

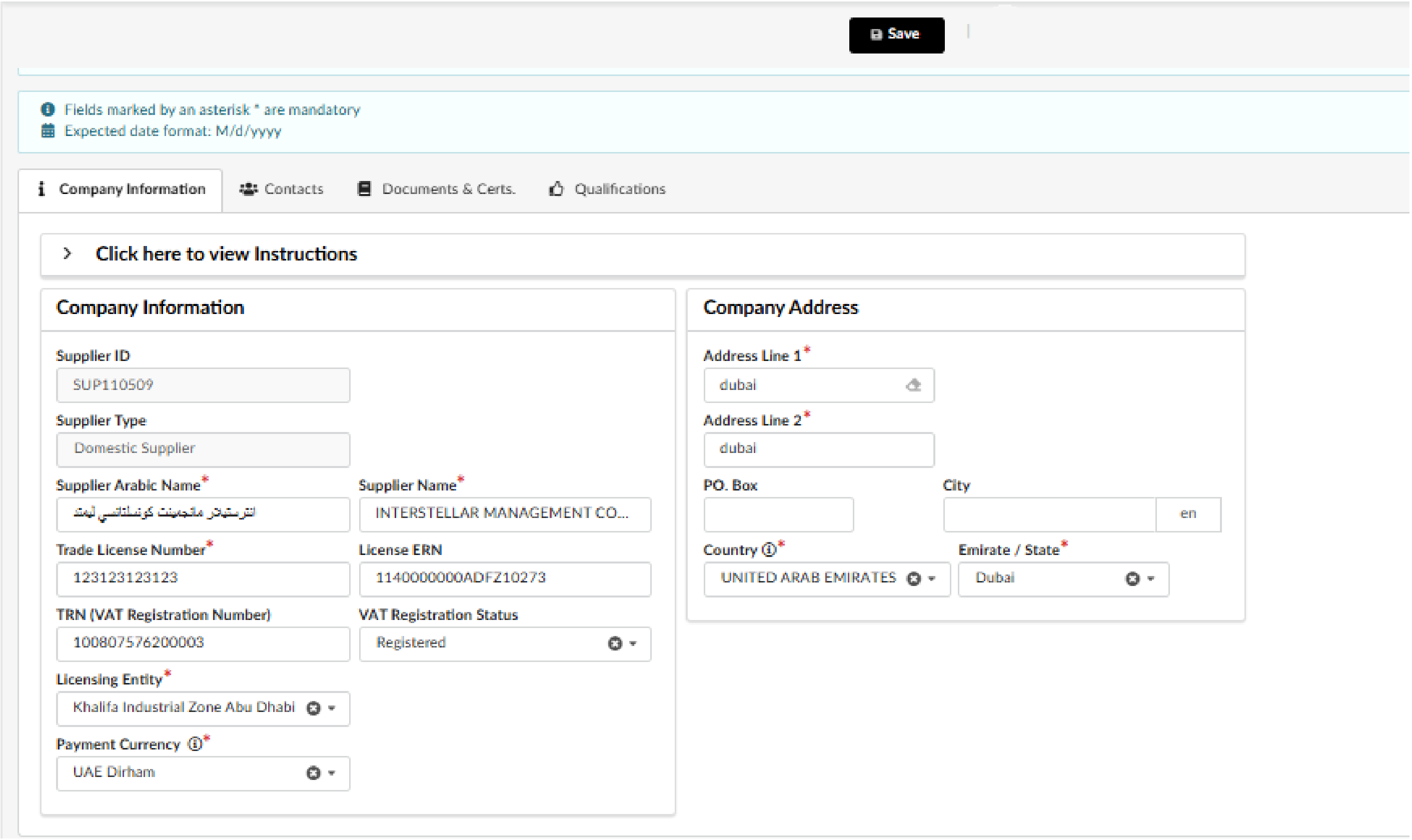
Click on **company information**



Supplier Qualification Introduction

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

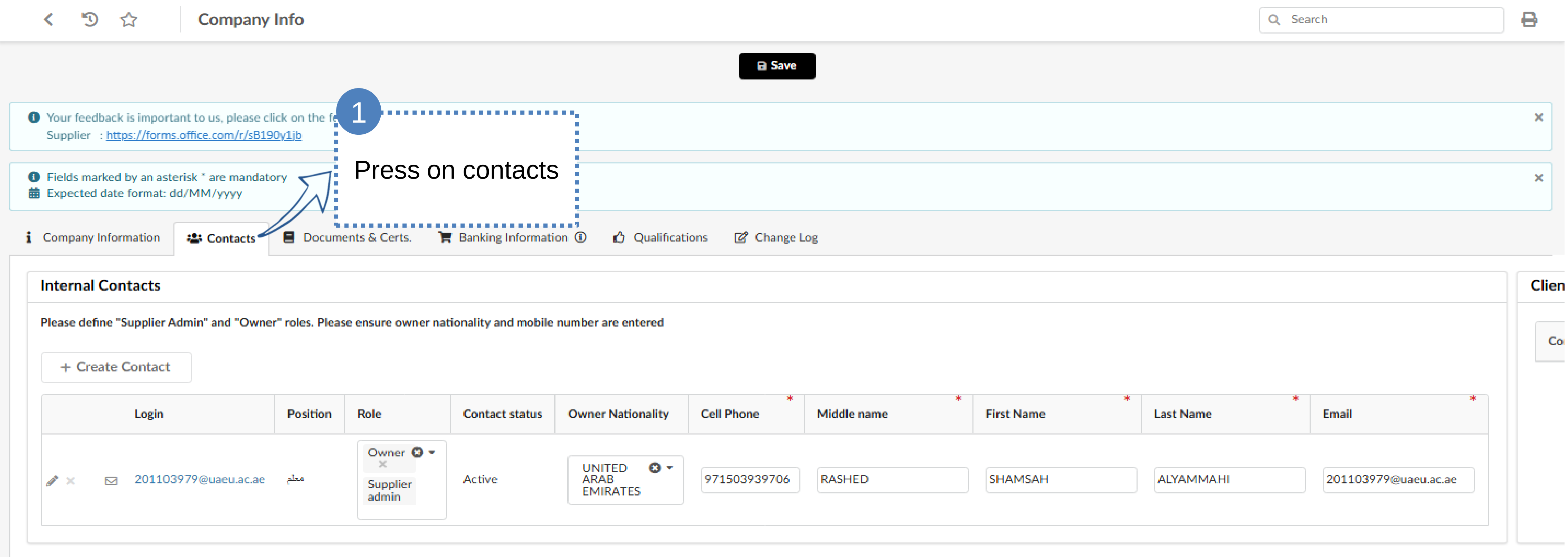
- Company name as per trade license in Arabic
- Company name as per trade license in English
- Company address
- State



Click on save to move forward.

Update Supplier contact

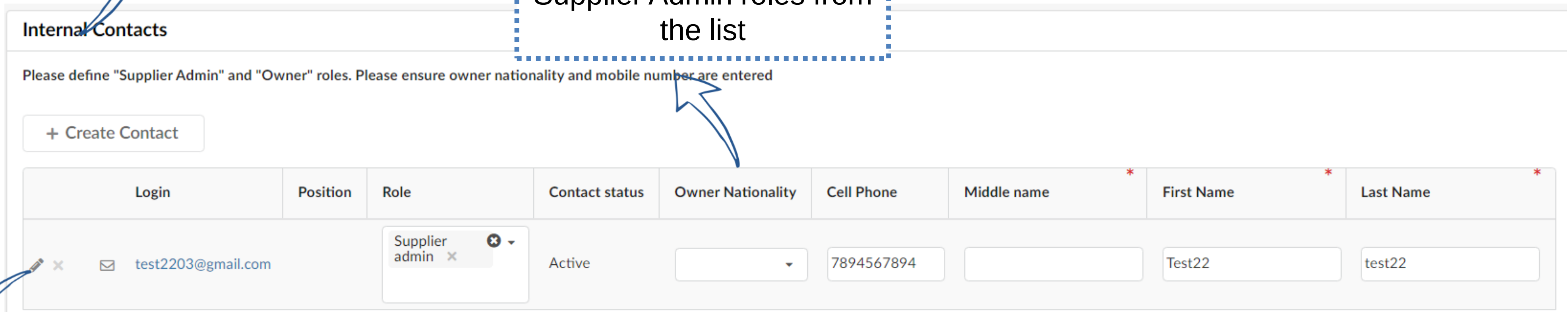
After pressing on save on top of the page, the system will open a new tab for contacts so you can add or edit the contacts



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



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

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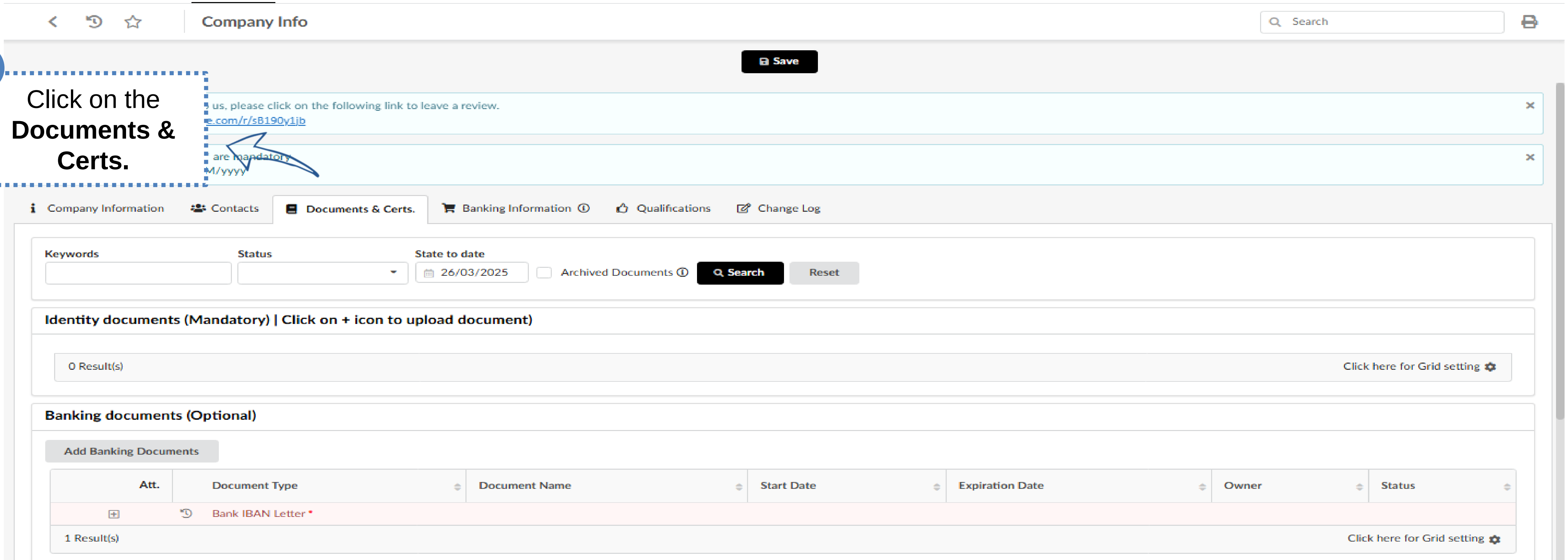
Update Documents and Certificates

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.**



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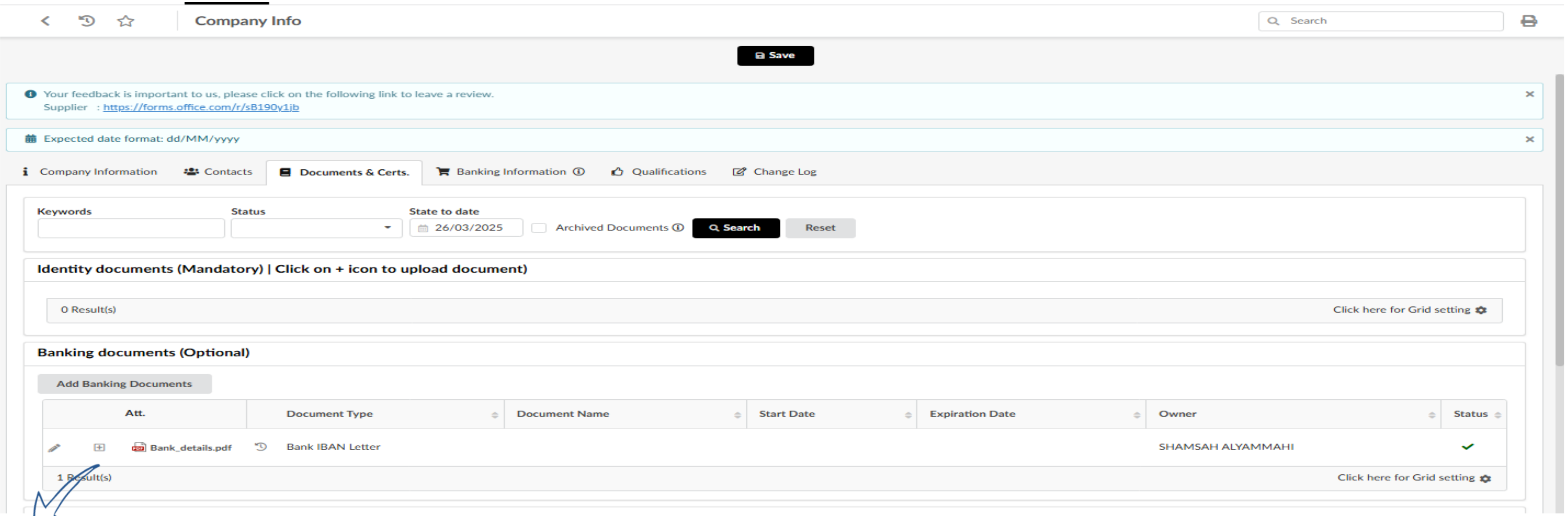
Update Documents and Certificates

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

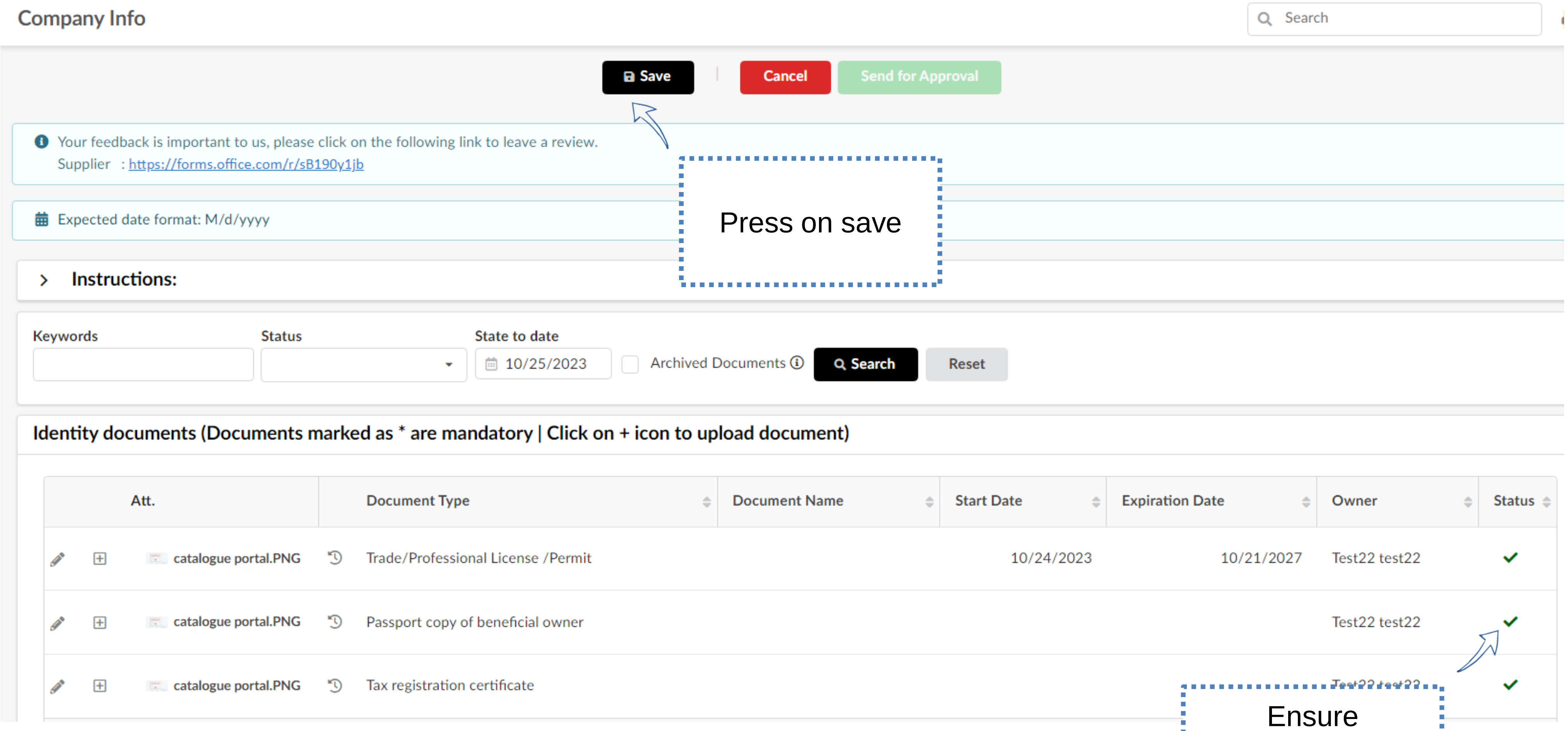


1

Click on the (+) icon

Update Documents and Certificates – Trade License

Update the documents and certificates



Press on save

Ensure documents are in approved status

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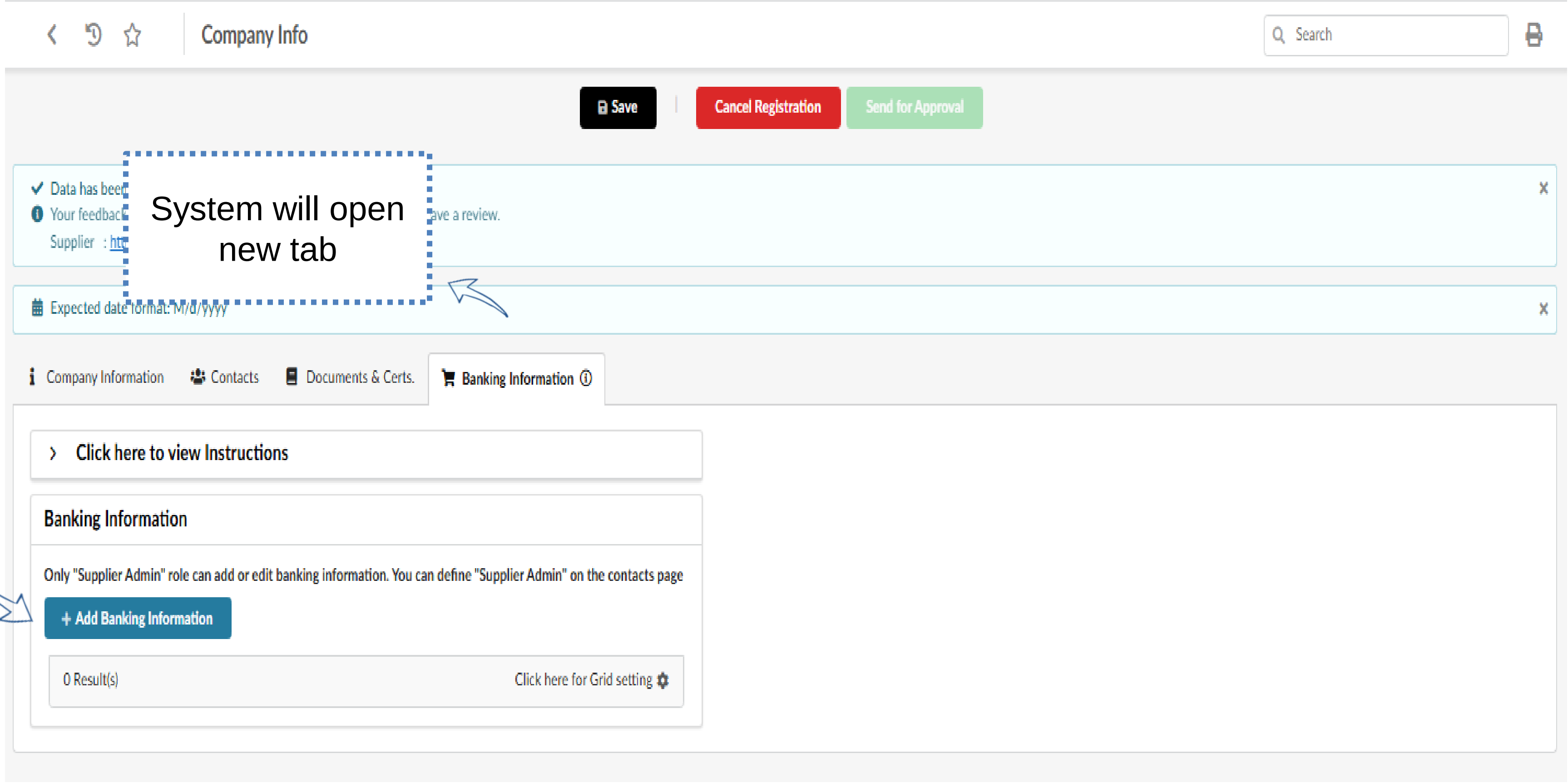
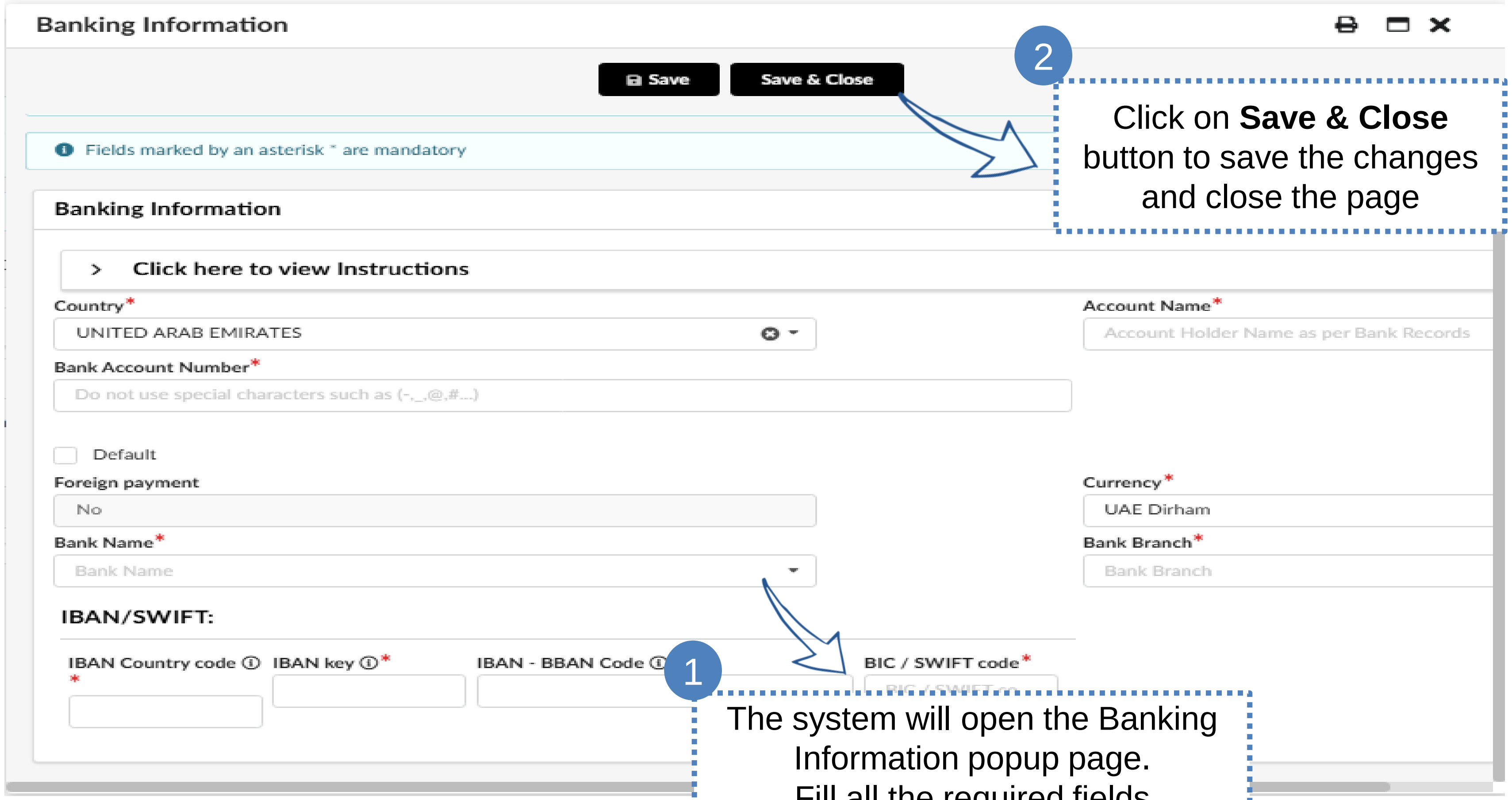
Update Banking Information



Press here to add the banking information

Update Banking Information



2

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

1

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

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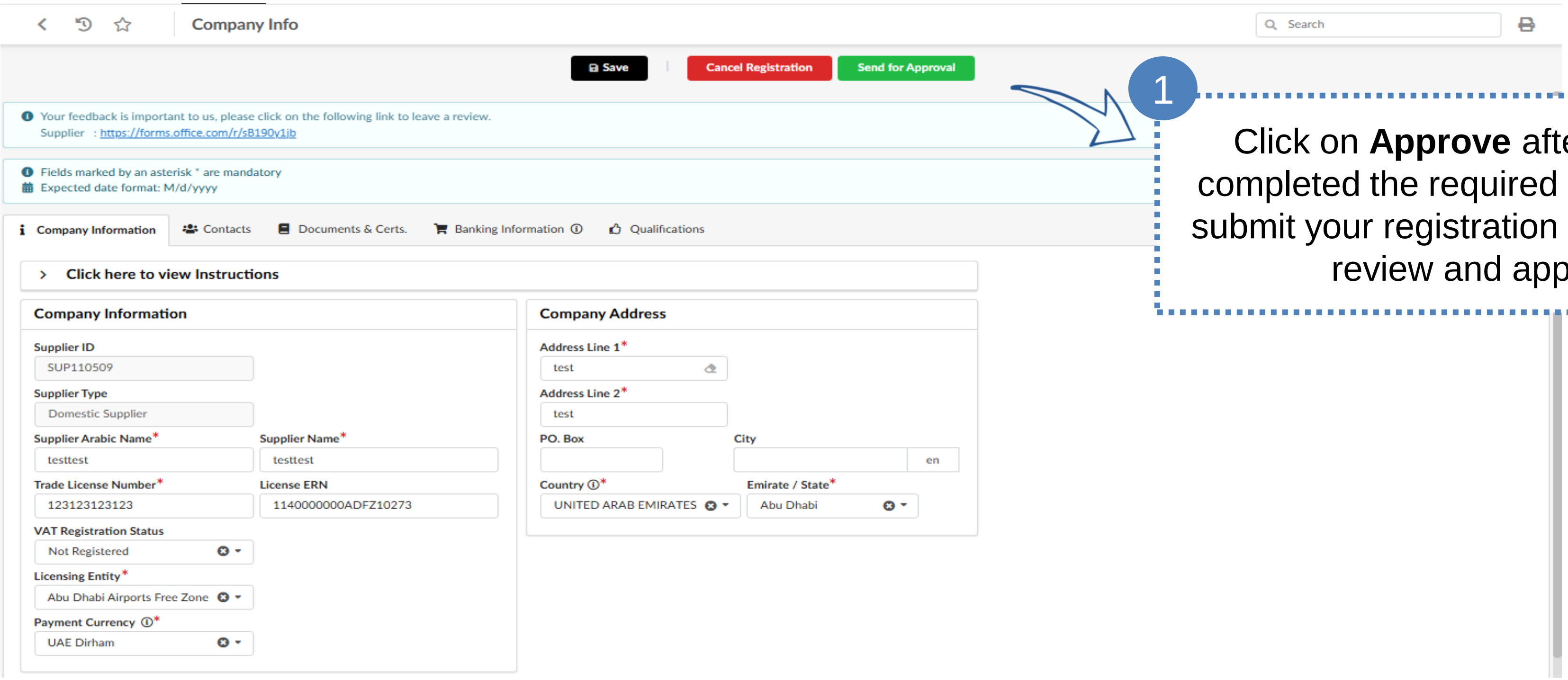
Send Registration Request for Approval



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 you 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

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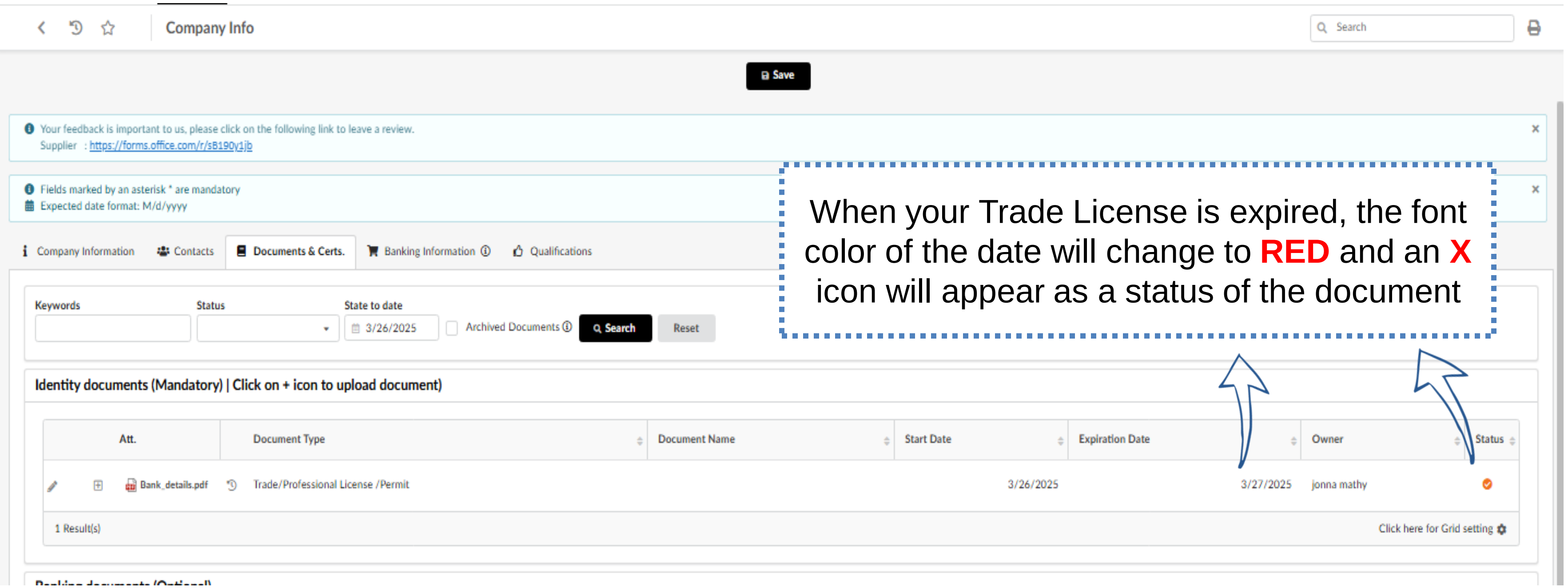
Maintain Supplier Qualification – Expired Documents

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.



8. Supplier User Profile Update

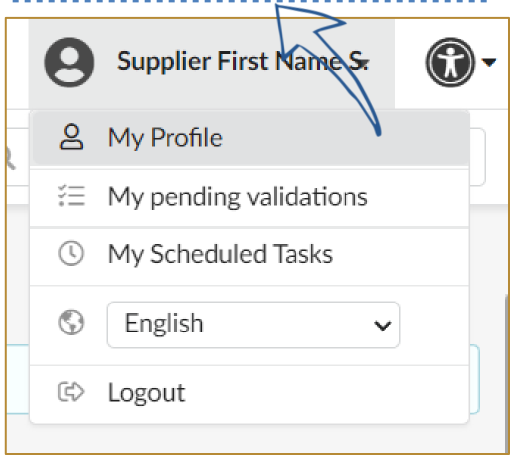
- Supplier User Profile Update

Click here to go back to the Table of Content

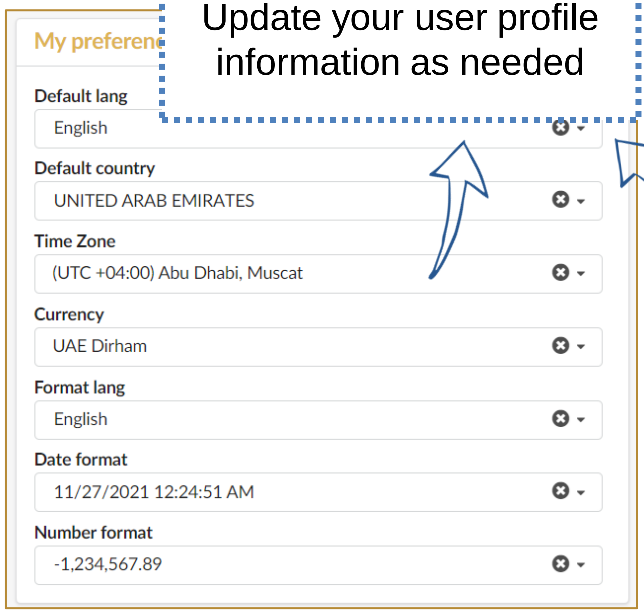
Supplier User Profile Update

- 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.

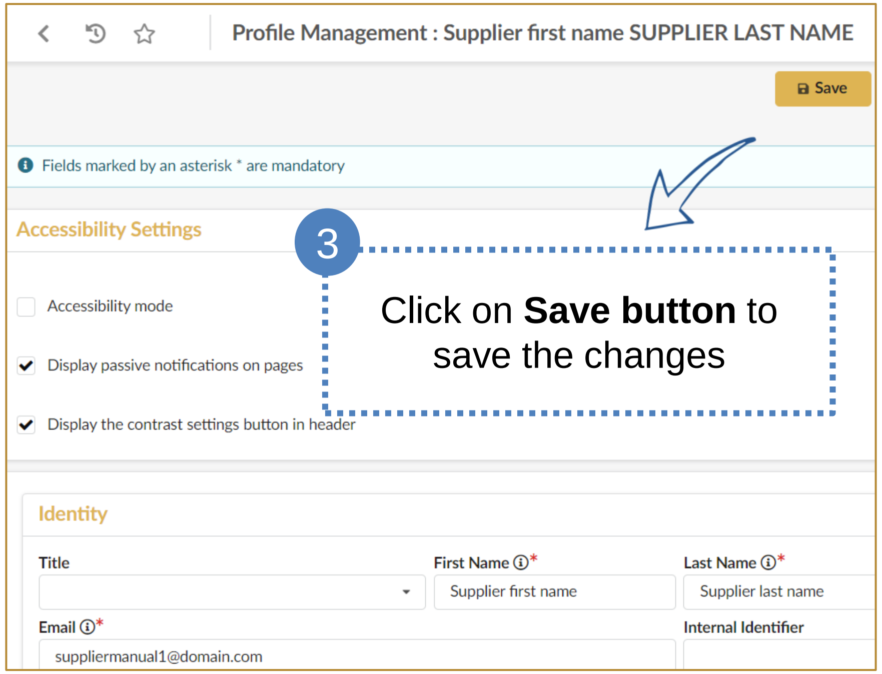
1 Open the top right menu and click on **My Profile**



2 Update your user profile information as needed



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



9. Create New Contact

- Create New Contact

Click here to go back to the Table of Content

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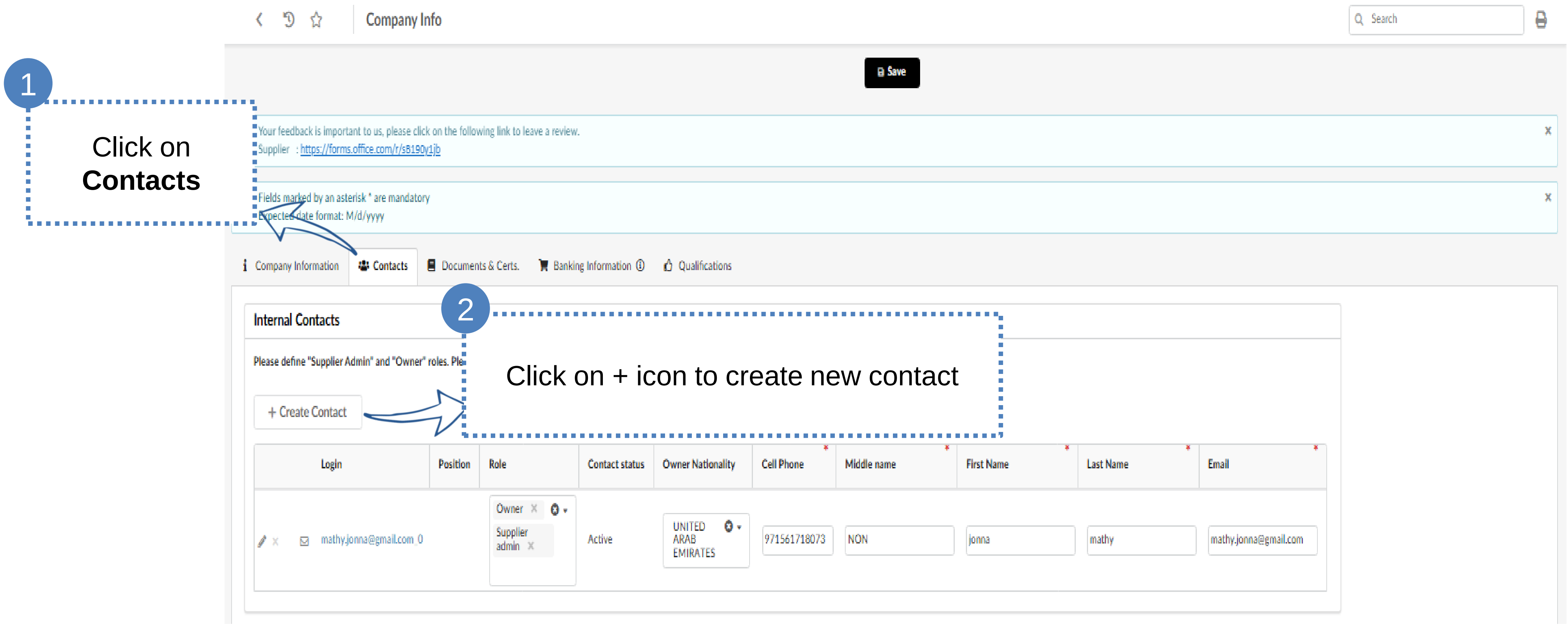
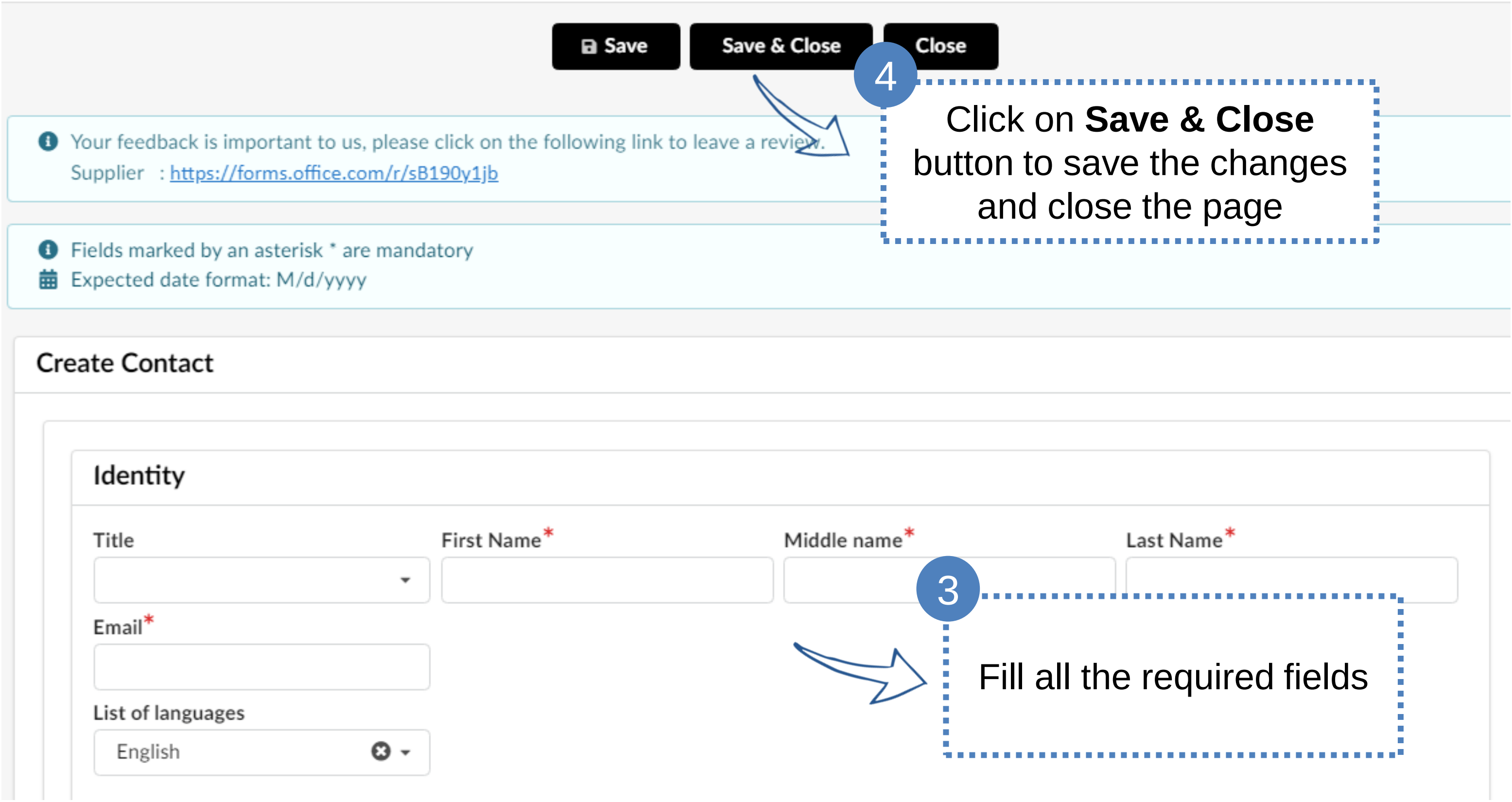
Create New Contact

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.



Create New Contact

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



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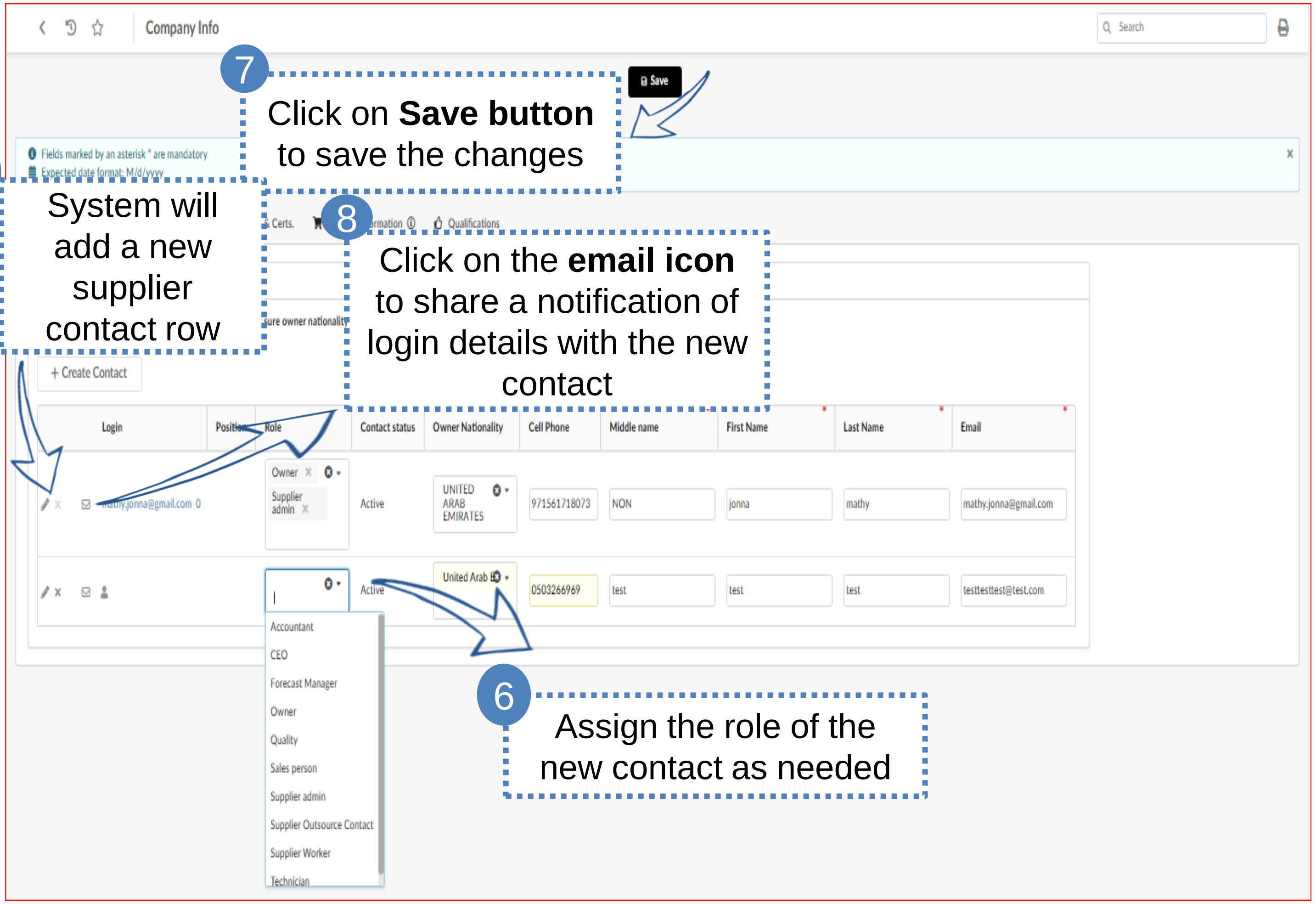
Create New Contact

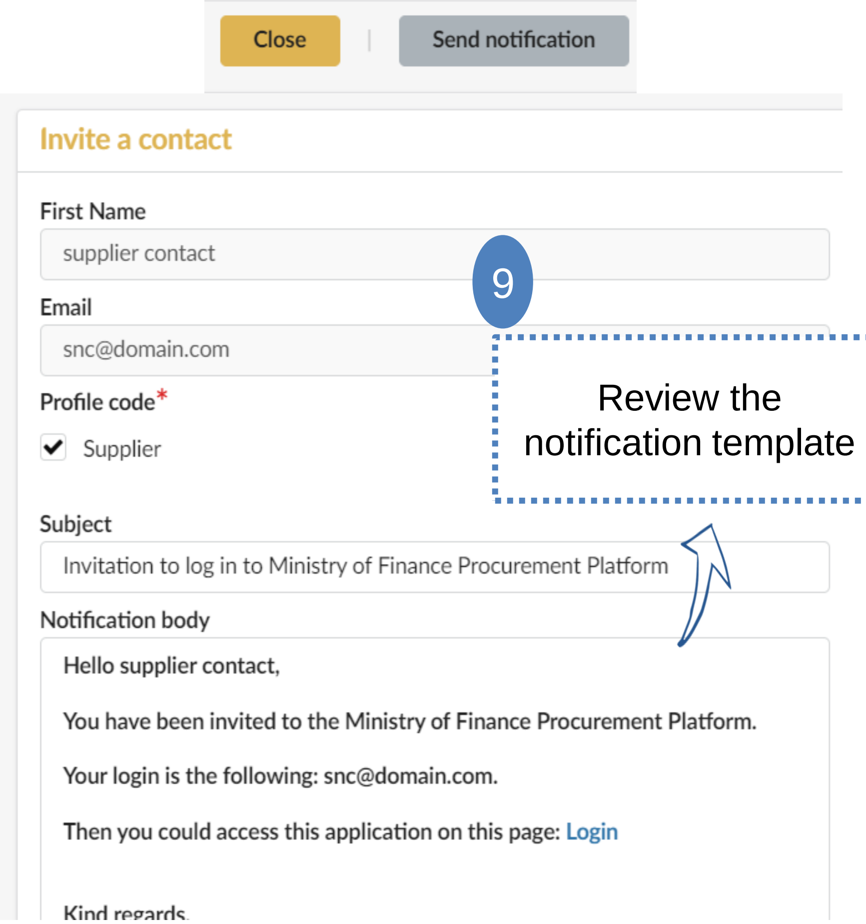


5 System will add a new supplier contact row

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



9 Review the notification template

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

10. Request Information Change

Click here to go back to the Table of Content

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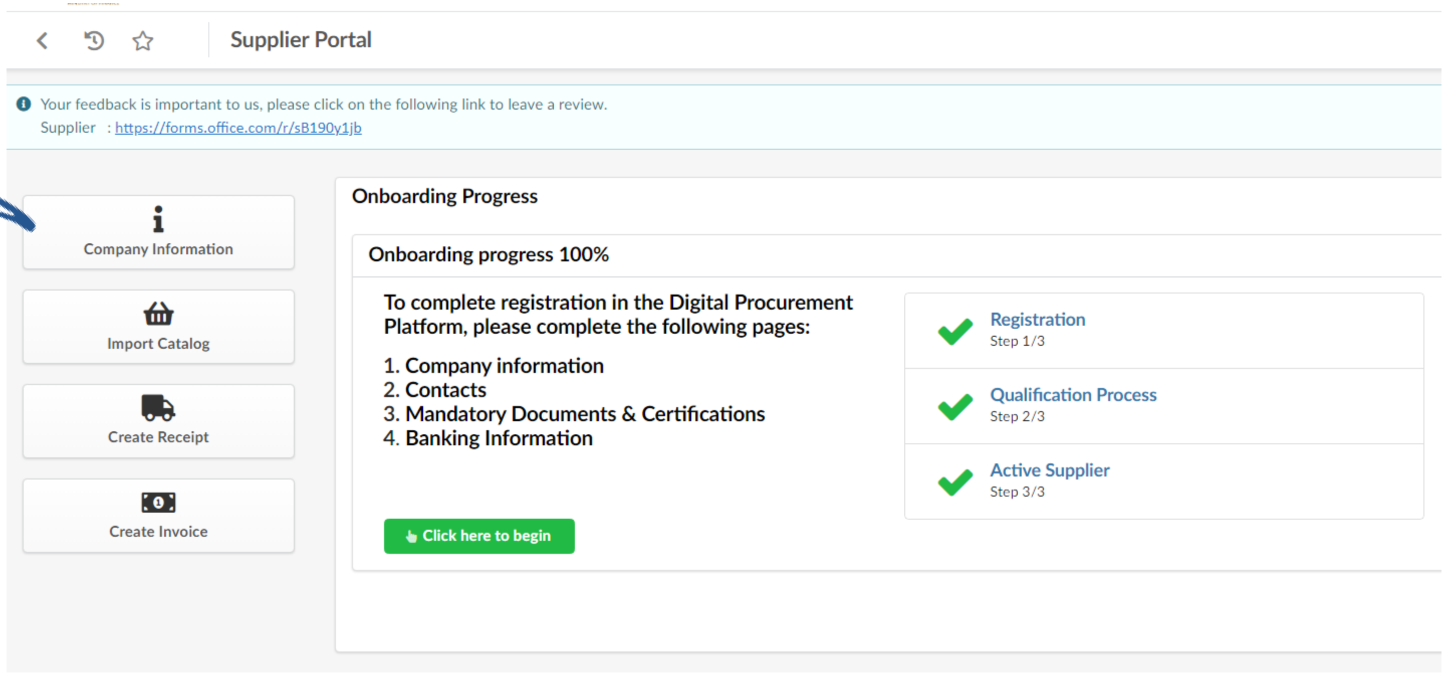
Request Information Change

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



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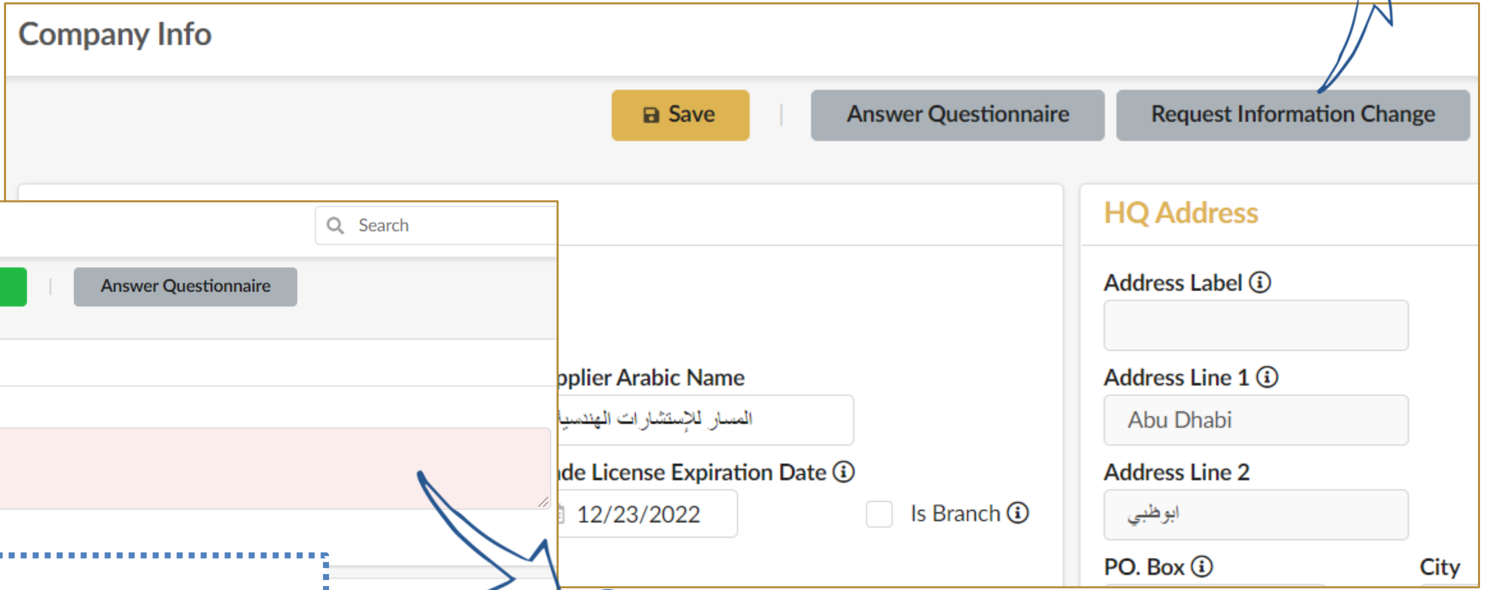
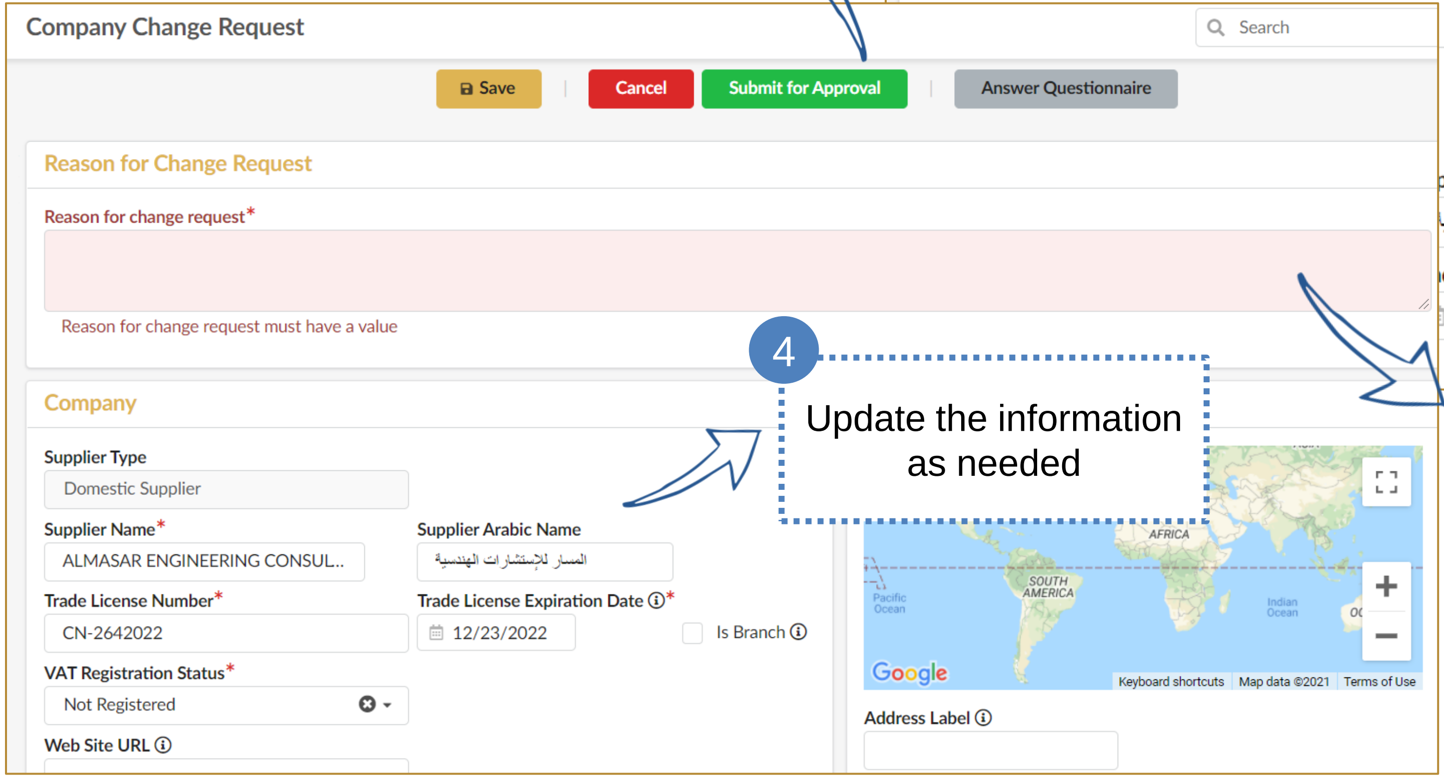
Request Information Change

2 Click on **Request Information Change**



3 Provide reason for change request

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



4 Update the information as needed

11. Update Expired trade license

- Update document

Click here to go back to the Table of Content

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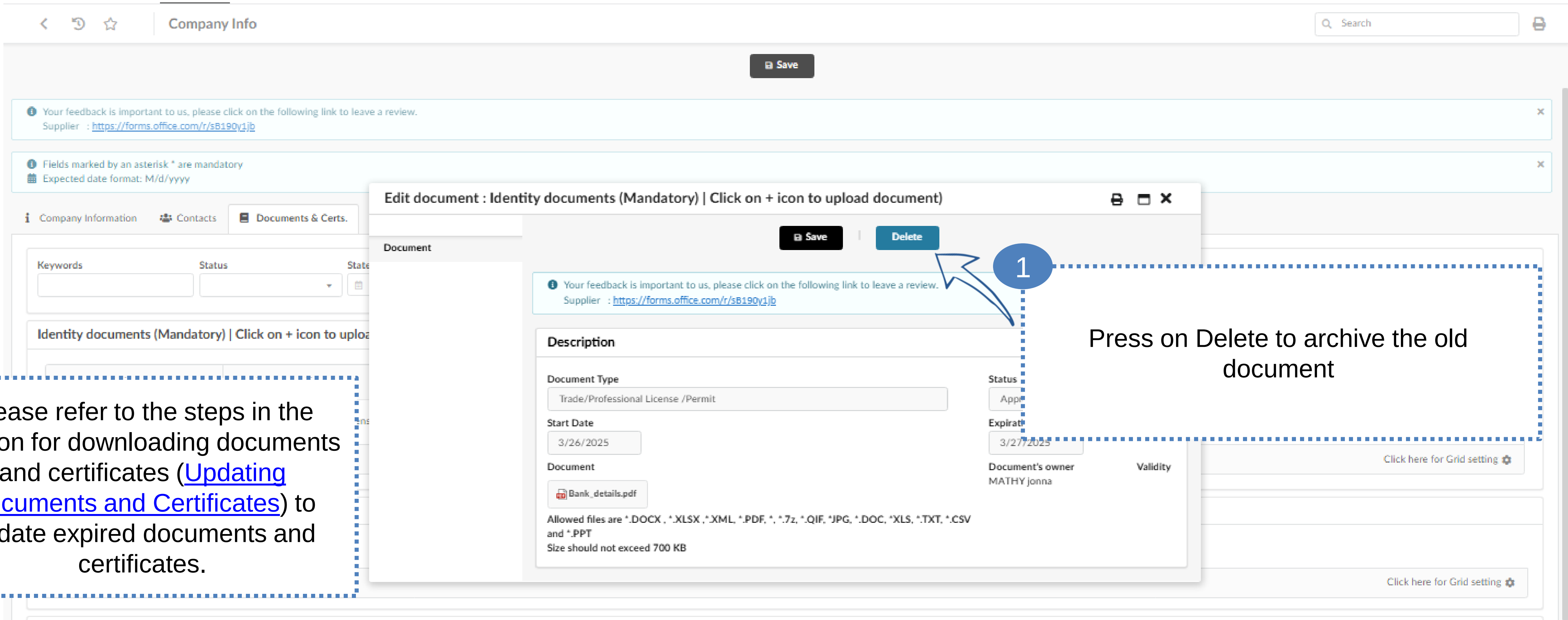
Update the expired trade license



1

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.

Thank You

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

+971 800533336

info@mof.gov.ae

WWW.MOF.GOV.AE

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