



Digital Procurement Platform

Supplier Registration User Manual

Responsible Department	Government Procurement Platform Department
Review	Strategy and Future 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



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.



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.



 Start the service

Service completion period ⌚
working days 30

Service Fee 💰
.There are no fees

Service times ⌚
Available 7/24

Click on the **1**
Login button

Supplier Services

Service Definition

The Ministry of Finance provides the business sector with a range of services that support transactions between government entities and companies in the UAE. Through the digital procurement platform, suppliers can register to participate in tenders, negotiate contracts, approve purchase orders, raise invoices, and many other features provided through the supplier dashboard in a collaborative and transparent digital environment directly connected to government entities in the UAE.





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).

The screenshot shows the 'User Login' page of the Digital Procurement Platform. The page has a header with the Ministry of Finance logo, navigation links, a language dropdown set to 'English', and a user icon. The main content area is divided into three columns. The left column contains a 'Welcome to the Digital Procurement Platform' section with 'About The Ministry' and 'The Digital Procurement Platform' subsections. The middle column contains a 'User Login' section with a 'Sign in with UAE PASS' button and links for 'Create new account' and 'Recover your account'. The right column contains a 'Call center Number' and a 'View public request for proposals' link. A blue arrow points from the 'Sign in with UAE PASS' button in the middle column to a larger, highlighted version of the same button on the right. A blue dashed box on the far right contains the text 'Click on "Sign in with UAE PASS" button'.

United Arab Emirates Ministry of Finance

Show public request for proposals Useful Links

English

Digital Procurement Platform

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.

Don't have UAEPASS account? [Create new account](#)
[Recover your account](#)

Call center Number : +971 800533336

View public request for proposals .

Sign in with UAE PASS

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

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.

Login to UAE PASS

Emirates ID, email, or phone eg. 971500000000

☒ Remember me

Login

Don't have UAEPASS account? [Create new account](#)

[Recover your account](#)

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



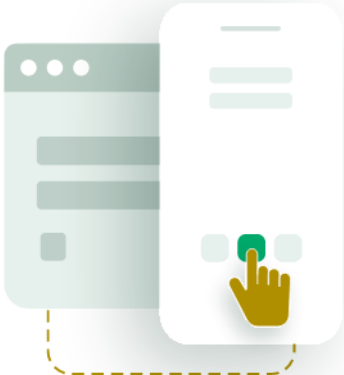
94

 الهوية الرقمية
UAE PASS

Login request from

MOF DPP WEB

Open your UAE PASS app, select the number shown and confirm to login



Cancel Request ✕

 Waiting for your confirmation



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.

1

Read all the terms and conditions carefully

Ministry of Finance
دولة الإمارات العربية المتحدة

دولة الإمارات العربية المتحدة

Ministry of Finance

New Supplier? Register Now

Show public request for proposals

Useful Links

English

<

↶

New Supplier? Register Now

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 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 licence and have all

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

General Provisions

The Supplier shall keep confidential the information received from the competent federal authorities, including the Supplier warrants and the Supplier may not make any statement provided that any statement made by the Supplier to the Ministry of Finance or to any other federal authority in the State; and shall not disclose such information to any unauthorised party without obtaining the prior written consent of the Supplier.

The Supplier shall ensure that its employees, agents, subcontractors, and any other persons acting on its behalf, are aware of and comply with the provisions relating to the use of personal data and the privacy of electronic communications.

The Supplier shall ensure that its employees, agents, subcontractors, and any other persons acting on its behalf, are aware of and comply with the provisions relating to its registration in the Registration System or acceptance thereof as an approved Supplier before it has been accepted as an approved Supplier, and shall ensure that 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.

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

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



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.

< ↻ ☆ New Supplier? Register Now

Register Cancel

Progression 0%

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

Company and Contact Information

Supplier Registration Type ⓘ*
Domestic Supplier

Issuance ED*
[Dropdown]

Trade License Number ⓘ*
Please enter exactly as shown on Document

OR License ERN ⓘ*
Please enter exactly as shown ...

Commodities / Services ⓘ*
Please enter as per Trade License

First Name*
[Text Field]

Last Name*
[Text Field]

Email*
[Text Field]

Mobile Number ⓘ*
Please enter country code followed by num...

2 System loads the related fields accordingly

3 Fill all the required fields

4 Click on "Register"



Supplier Access/Login

Progression 30%

Registration
Step 1/3

Qualification
Process
Step 2/3

Active Supplier
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

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



Supplier Qualification Introduction



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

The screenshot shows a web application interface for the Ministry of Finance. The top navigation bar includes links for General Info, Sourcing, Contracts, Catalogs, Orders, Invoicing, and Useful Links. The user is logged in as 'Supplier First Name S'. The main content area is titled 'General Terms of Use' and contains the following text:

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 them and commits to comply with it.

☐ I accept the terms and conditions

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

The interface includes an 'Acknowledge' button and a 'Print' button at the bottom.



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 has a header with navigation links: 'New Supplier? Register Now', 'Show public request for proposals', and 'Useful Links'. Below the header, the 'User Login' section is highlighted. It features a yellow button labeled 'Sign in with UAE PASS' and the text 'A single trusted digital identity for all citizens, residents and visitors.' To the left of this section, there is a 'Welcome to the Digital Procurement Platform' message, followed by 'About The Ministry' and 'The Digital Procurement Platform' sections. The 'About The Ministry' section states that the UAE Ministry of Finance (MoF) is responsible for implementing all fiscal, monetary and industrial policies related to the UAE's economic development. The 'The Digital Procurement Platform' section lists the main benefits of the launch of the new Digital Procurement Platform: 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, and Use of catalogues. Below this, it mentions that if you encounter any issues, you can raise a request on Talbia or contact the helpdesk directly for assistance at +971 800533336. To the right of the 'Sign in with UAE PASS' button, there is a callout box with the number '1' and the text 'Click on "Sign in with UAE PASS" button'.

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

User Login

Welcome to the Digital Procurement Platform

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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 .

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



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**

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

Registration Step 1/3

Qualification Process Step 2/3

Active Supplier Step 3/3

Click here to begin



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

Save

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

Company Information

Contacts

Documents & Certs.

Qualifications

Click here to view Instructions

Company Information

Supplier ID

SUP110509

Supplier Type

Domestic Supplier

Supplier Arabic Name*

الترستلار مانهجيت كونسلتانسي ليهت

Supplier Name*

INTERSTELLAR MANAGEMENT CO...

Trade License Number*

123123123123

License ERN

1140000000ADFZ10273

TRN (VAT Registration Number)

100807576200003

VAT Registration Status

Registered

Licensing Entity*

Khalifa Industrial Zone Abu Dhabi

Payment Currency*

UAE Dirham

Company Address

Address Line 1*

dubai

Address Line 2*

dubai

PO. Box

City

Country*

UNITED ARAB EMIRATES

Emirate / State*

Dubai

Click on save to move forward.

25



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

<

🕒

☆

Company Info

🔍 Search

🖨

💾 Save

📘 Your feedback is important to us, please click on the feedback link
Supplier : <https://forms.office.com/r/sB190y1jib>

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

1

Press on contacts

📄 Company Information

👤 **Contacts**

📄 Documents & Certs.

🏦 Banking Information ⓘ

👍 Qualifications

📝 Change Log

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 *	Email *
✎ ✕ ✉ 201103979@uae.ac.ae معلم		Owner ✕ Supplier admin	Active	UNITED ARAB EMIRATES ✕	971503939706	RASHED	SHAMSAH	ALYAMMAHI	201103979@uae.ac.ae

Client

Co



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		7894567894		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 Info

Search

Save

us, please click on the following link to leave a review.
<https://www.com/r/sB190v1jb>

are mandatory
M/yyyy

Company Information

Contacts

Documents & Certs.

Banking Information

Qualifications

Change Log

Keywords

Status

State to date

26/03/2025

Archived Documents

Search

Reset

Identity documents (Mandatory) | Click on + icon to upload document)

0 Result(s)

Click here for Grid setting

Banking documents (Optional)

Add Banking Documents

Att.	Document Type	Document Name	Start Date	Expiration Date	Owner	Status
		Bank IBAN Letter *				

1 Result(s)

Click here for Grid setting



Update Documents and Certificates



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

< ↻ ☆ Company Info

Save

📘 Your feedback is important to us, please click on the following link to leave a review.
Supplier : <https://forms.office.com/r/sB190v1jib>

📅 Expected date format: dd/MM/yyyy

📄 Company Information 👤 Contacts 📁 Documents & Certs. 🏦 Banking Information ⓘ 🏆 Qualifications 📝 Change Log

Keywords Status State to date
 26/03/2025 ☐ Archived Documents ⓘ **Search** **Reset**

Identity documents (Mandatory) | Click on + icon to upload document

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

Banking documents (Optional)

Add Banking Documents

Att.	Document Type	Document Name	Start Date	Expiration Date	Owner	Status
Bank_details.pdf Bank IBAN Letter					SHAMSAH ALYAMMAHI	✓

1 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 : [1jb](#)

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

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

Press on save

> Instructions:

Keywords

Status

State to date

10/25/2023

☐ Archived Documents ⓘ

Search

Reset

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

< ↺ ☆ Company Info Q Search

[Save](#) | [Cancel Registration](#) [Send for Approval](#)

✓ Data has been saved

📘 Your feedback

Supplier : [http://www.uae.gov.ae](#)

System will open new tab

[Give a review.](#)

📅 Expected date format: M/d/yyyy

[X](#)

[Company Information](#) [Contacts](#) [Documents & Certs.](#) [Banking Information](#) ⓘ

> [Click here to view 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

Fields marked by an asterisk * are mandatory

Banking Information

> Click here to view Instructions

Country*
UNITED ARAB EMIRATES

Account Name*
Account Holder Name as per Bank Records

Bank Account Number*
Do not use special characters such as (-,_,@,#,...)

☐ Default

Foreign payment
No

Bank Name*
Bank Name

Currency*
UAE Dirham

Bank Branch*
Bank Branch

IBAN/SWIFT:

IBAN Country code **IBAN key** **IBAN - BBAN Code** **BIC / SWIFT code***

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 Cancel Registration 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/sB190v1ib>

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

Company Information Contacts Documents & Certs Banking Information Qualifications

Click here to view Instructions

Company Information

Supplier ID
SUP110509

Supplier Type
Domestic Supplier

Supplier Arabic Name*
testtest

Supplier Name*
testtest

Trade License Number*
123123123123

License ERN
1140000000ADFZ10273

VAT Registration Status
Not Registered

Licensing Entity*
Abu Dhabi Airports Free Zone

Payment Currency*
UAE Dirham

Company Address

Address Line 1*
test

Address Line 2*
test

PO. Box
City
en

Country*
UNITED ARAB EMIRATES

Emirate / State*
Abu Dhabi

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](#)



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.

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

Att.	Document Type	Document Name	Start Date	Expiration Date	Owner	Status
Bank_details.pdf	Trade/Professional License /Permit		3/26/2025	3/27/2025	jonna mathy	

1 Result(s)

Click here for Grid setting

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**

The screenshot shows a user profile menu in the top right corner. The menu items are: 'Supplier First Name S...', 'My Profile' (highlighted with a blue dashed box and an arrow), 'My pending validations', 'My Scheduled Tasks', 'English' (with a dropdown arrow), and 'Logout'.

2

Update your user profile information as needed

The screenshot shows the 'My preferences' section with the following settings: 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), and Number format (-1,234,567.89). Each setting has a dropdown arrow and a mandatory asterisk icon.

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

3

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

Identity

The screenshot shows the 'Identity' section with the following fields: Title (dropdown), First Name (mandatory, with a dropdown arrow), Last Name (mandatory, with a dropdown arrow), Email (mandatory, with a dropdown arrow), and Internal Identifier. The email field contains the value 'suppliermanual1@domain.com'.

9. Create New Contact

➤ Create New Contact

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



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.

< ↻ ☆ Company Info

1 Click on **Contacts**

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

Company Information **Contacts** Documents & Certs. Banking Information Qualifications

2 Click on + icon to create new contact

Internal Contacts

Please define "Supplier Admin" and "Owner" roles. Please

+ Create Contact

Login	Position	Role	Contact status	Owner Nationality	Cell Phone	Middle name	First Name	Last Name	Email
mathyjonna@gmail.com 0		Owner Supplier admin	Active	UNITED ARAB EMIRATES	971561718073	NON	jonna	mathy	mathyjonna@gmail.com



Create New Contact



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

The screenshot shows the 'Create Contact' form interface. 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 text box next to it says '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 section is titled 'Create Contact' and contains a sub-section 'Identity'. This section has four input fields: 'Title' (a dropdown menu), 'First Name*' (a text field), 'Middle name*' (a text field), and 'Last Name*' (a text field). A blue circle with the number '3' is positioned over the 'Middle name*' field, with an arrow pointing to it. A text box next to it says 'Fill all the required fields'. Below these fields, there is an 'Email*' field and a 'List of languages' section with a dropdown menu showing 'English'.



Create New Contact

10

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



Company Info

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

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

Login	Position	Role	Contact status	Owner Nationality	Cell Phone	Middle name	First Name	Last Name	Email
mathy.jonna@gmail.com	Owner	Supplier admin	Active	UNITED ARAB EMIRATES	971561718073	NON	jonna	mathy	mathy.jonna@gmail.com
				United Arab	0503266969	test	test	test	testtesttest@test.com

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

Close

Send notification

Invite a contact

First Name

supplier contact

Email

snc@domain.com

Profile code*

☒ Supplier

Subject

Invitation to log in to Ministry of Finance Procurement Platform

Notification body

Hello supplier contact,

You have been invited to the Ministry of Finance Procurement Platform.

Your login is the following: snc@domain.com.

Then you could access this application on this page: [Login](#)

Kind regards,

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, and the text 'Supplier Portal'. Below this, a light blue banner contains 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/sB190y1jb>'. The main content area is divided into two sections. On the left is a vertical menu with 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). 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 bar with three items: 'Registration Step 1/3' (checked), 'Qualification Process Step 2/3' (checked), and 'Active Supplier Step 3/3' (checked). At the bottom of the progress section is a green button that says 'Click here to begin'.



Request Information Change

5

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

2

Click on **Request Information Change**

Company Info

Save

Answer Questionnaire

Request Information Change

Company Change Request

Search

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 للاستشارات 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

11. Update Expired trade license

- Update document



Update the expired trade license

< ↻ ☆ Company Info

Save

📘 Your feedback is important to us, please click on the following link to leave a review.
Supplier : <https://forms.office.com/r/sB19Qvj1j>

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

📘 Company Information 📞 Contacts 📄 Documents & Certs.

Keywords Status State

Identity documents (Mandatory) | Click on + icon to upload document

Document

Save Delete

📘 Your feedback is important to us, please click on the following link to leave a review.
Supplier : <https://forms.office.com/r/sB19Qvj1j>

Description

Document Type
Trade/Professional License /Permit

Start Date
3/26/2025

Document
📄 Bank_details.pdf

Allowed files are *.DOCX , *.XLSX , *.XML , *.PDF , *.7z , *.QIF , *.JPG , *.DOC , *.XLS , *.TXT , *.CSV and *.PPT
Size should not exceed 700 KB

Status
App

Expirat
3/27/2025

Document's owner
MATHY jonna

Validity

Click here for Grid setting ⚙

Click here for Grid setting ⚙

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.



UNITED ARAB EMIRATES
MINISTRY OF FINANCE

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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