



UNITED ARAB EMIRATES
MINISTRY OF FINANCE

Digital Procurement Platform (DPP)

Supplier Registration User Manual



UNITED ARAB EMIRATES
MINISTRY OF FINANCE

Introduction

This guide is designed to serve as the primary reference for suppliers looking to register on the digital procurement platform, enabling them to bid on government contracts once they are approved.

This manual provides detailed instructions on how to register on the Digital Procurement Platform (DPP). It guides you through Registration, Qualification, Activation, Profile Update, Create New Contact and Request for Information Change.



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1. Supplier Self Registration

- Supplier Self Registration Introduction
- Supplier Self Registration Guide



Supplier Self Registration Introduction 1/2



Please make sure to enter accurate information while registering your company on the Digital Procurement Platform. Entering wrong or inaccurate information might negatively affect the approval of your registration or qualification processes. The information on your company profile on the Digital Procurement Platform is the sole responsibility of the supplier.



If you experience difficulties logging into your account, please try resetting your password (section 2). If you are still unable to login after resetting your password or for assistance in case you face any problem, please contact us via the Ministry of Finance call center at **800533336** or email: info@mof.gov.ae



The Digital Procurement Platform is allowing the following supplier types for the self registration:

- Domestic Supplier
- Foreign Supplier
- Free Zone Supplier
- Freelancer Supplier (Outside UAE)
- National SME
- SANAA Productive Family



Supplier Self Registration Introduction 2/2



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 1/5



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

The screenshot shows the Ministry of Finance website interface. At the top left is the logo and name. The top right contains utility icons. A navigation bar includes 'About the Ministry', 'Resources & Budgets', 'Financial legislations', 'Strategic & International Partnerships', 'Media', 'Digital Participation', 'Open Data', and 'eServices'. The 'eServices' menu is expanded, showing three columns: 'For Individuals', 'For Private Sector', and 'For Government'. A blue dashed box with a '2' and an arrow points to 'Register suppliers in the Federal Supplier Register' under the Private Sector. Another blue dashed box with a '1' and an arrow points to the 'eServices' menu item, with the text 'Go to the e-services section'.

For Individuals

- Submit inquiries about the ministry's services
- Report on whistleblowing cases
- Technical support for E-Dirham system services
- Submitting a suggestion regarding the Ministry's services
- Dealing with customer feedback

For Private Sector

- Refund of revenues due to customers
- Register suppliers in the Federal Supplier Register
- Submit inquiries about the ministry's services
- Report on whistleblowing cases
- Technical support for E-Dirham system services
- Submitting a suggestion regarding the Ministry's services
- Dealing with customer feedback

For Government

- Transfer of financial allocations between chapters
- Request to impose/modify fees for federal agencies
- Opening and closing of bank accounts for federal agencies
- Create or Remove new hires requests
- Remission of all or some debts
- Collecting public revenues and public funds (debt)
- Request to classify entities for VAT purposes
- Request to decide on the requests of the federal authorities regarding real estate properties
- Tableau (Smart Reporting System) / Data Lake User management
- Applying to create reports in the Smart Reporting System / Data Lake

2 Click on the Supplier Registration Service in the Federal Supplier Register

1 Go to the e-services section



Supplier Self Registration Guide 2/5



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

UNITED ARAB EMIRATES
MINISTRY OF FINANCE

Advanced Search Portal

About the Ministry ▾ Resources & Budgets ▾ Financial legislations Strategic & International Partnerships ▾ Media ▾ Digital Participation ▾ Open Data ▾ eServices ▾

Home / Services / Corporate / Suppliers Services / Register suppliers in the Federal Supplier Register

Register suppliers in the Federal Supplier Register

Rating ★★★★★

Start Service

Registration of suppliers wishing to provide their services to the government, providing full data about them

Procedures

- 1.Registration through the website: <https://www.mof.gov.ae/en/mservices/corporate/supplier/pages/newregistration.aspx>
- 2.Fill in all the required data, attach the required documents and pay the prescribed fees.
- 3.Give an approval or rejection order after reviewing the required attachments.

Fees Duration of service Target Audience Responsible Location of service Responsible Officer

1 Click on the **Start Service** button



Supplier Self Registration Guide 3/5



Registrars and qualified individuals go through three main stages as described in the [Supplier Self Registration Introduction](#). The status of your request can be seen by checking the workflow bar that appears after clicking "New Request," as shown in the image below.

The screenshot displays the 'Application for registration of suppliers in the suppliers federal record' page. The page includes a navigation menu at the top with items like 'About the Ministry', 'Resources & Budgets', 'Financial legislations', 'Strategic & International Partnerships', and 'Media'. The main heading is 'Application for registration of suppliers in the suppliers federal record'. Below the heading, there is a breadcrumb trail: 'Home / Services / Suppliers / Application for registration of suppliers in the suppliers federal record'. A 'Choose Registration Service' section contains a 'New Request' button. A workflow bar at the bottom shows the progress of the application, starting with 'Progression 0%'. The workflow bar consists of three steps: 'Registration Step 1/3', 'Qualification Process Step 2/3', and 'Active Supplier Step 3/3'. A note in a dashed box points to the workflow bar, stating: 'Note: Workflow bar will appear to see the status of your application'.



Supplier Self Registration Guide 4/5



The browser will direct you to the digital purchasing platform to start the first stage of the registration process. Before registering, you must agree to the terms and conditions.

1

Read all the terms and conditions carefully



2

Scroll down to the end of the page and then click on the box to confirm that you have read and understood all terms and conditions.

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 all information received from the competent federal authority. The Supplier warrants and represents that the information provided is true and correct. The Supplier may not make any statement or disclosure 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 competent federal authority. The Supplier shall ensure that its registration in the Registration System or acceptance thereof as an approved Supplier, shall be subject to the amendments to the terms and conditions of the Registration System. If, at any time, the said amendments shall be posted on the Ministry's official website and the Supplier shall ensure to keep itself informed of such amendments.

The Supplier shall ensure that its registration in the Registration System or acceptance thereof as an approved Supplier, shall be subject to the amendments to the terms and conditions of the Registration System. If, at any time, the said amendments shall be posted on the Ministry's official website and the Supplier shall ensure to keep itself informed of such amendments.

The Supplier shall ensure that its registration in the Registration System or acceptance thereof as an approved Supplier, shall be subject to the amendments to the terms and conditions of the Registration System. If, at any time, 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 5/5



On this page, you will have to provide some basic information about your company. In order 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 with the following sections and fields:

- Company information:** Supplier Registration Type* (Dropdown menu, currently set to Domestic Supplier).
- Help us identify your company:** Trade License Number ⓘ*, VAT Registration Status* (Dropdown menu), Issuance ED* (Dropdown menu).
- Supplier Representative Contact information:** First Name ⓘ*, Last Name ⓘ*, Email ⓘ*, Mobile Number ⓘ*, Password*, Confirm password*.
- First-time registration? Please tell us more.:** Commodities* (Dropdown menu), Comment (Text area).

At the bottom, there is a **Register** button and a **Cancel** button.

Numbered callouts on the image:

- 1: Select the Supplier Type (points to the Supplier Registration Type dropdown).
- 2: System loads the related fields accordingly (points to the 'Help us identify your company' section).
- 3: Fill all the required fields (points to the contact information fields).
- 4: Click on the Register Button (points to the Register button).

Additional text in the image:

- Fields marked by an asterisk * are mandatory.
- ✓ Passwords should match.
- ✗ Password must contain at least 1 capital character(s)
- ✗ Password must contain at least 1 digit(s)
- ✗ Password must contain at least 1 non-alphanumeric character(s)
- ✗ Password must contain at least 10 characters
- ? Password must be different from the older one

2. Supplier Access/Login

➤ Supplier Access/Login



Supplier Access-Login 1/3



In order to log in to the platform, you must use the email address and password you set up on the previous screen.

The screenshot shows the 'User Login' page of the Digital Procurement Platform. The page includes a header with navigation links, a main content area with a welcome message and Ministry of Finance logo, and a 'User Login' form. The form contains fields for 'User Name*' and 'Password*', a 'Login' button, a 'Forgot Password?' link, and a 'Sign in with UAE PASS' button. A callout box labeled '1' points to the 'User Name*' and 'Password*' fields with the text 'Enter your username and password'. Another callout box labeled '2' points to the 'Login' button with the text 'Click on the Login button'. Below the 'Sign in with UAE PASS' button, there is a section for 'A single trusted digital identity for all citizens, residents and visitors.' and a 'Helpdesk Number : +971 600533336'.



Supplier Access-Login 2/3



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

Acknowledge Print

1

Tick on the box and click on the Acknowledge button



Supplier Access-Login 3/3



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

Note: Registration status and alerts box

Supplier Portal

Onboarding Progress

Onboarding progress 60%

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

Please complete your details by clicking on "Supplier Information" or directly clicking on the below taps

- Banking Information is missing. Please enter at least one bank details in P2P tab.
- No contact with the role 'Owner'
- No contact with the role 'Supplier admin'
- Main Address is missing. Main address must be completed in order to define mandatory

Supplier Documents :

- Supplier Services User Manual 12/9/2021
- Supplier Registration User Manual 12/9/2021
- NDA Document 11/27/2021

Show public request for proposals

RFX Title English	Publication on MOF portal begin date (UAE Time)	Publication on MOF portal end date (UAE Time)	Proposal submission begin date (UAE Time)	Proposal submission end date (UAE Time)
RFP (>250K and <5M)	2/22/2022 2:45:00 PM	3/23/2022 10:30:00 PM	3/15/2022 2:14:59 PM	3/23/2022 10:30:00 P
Req. 17/02/2022	2/24/2022 12:00:00 AM	5/26/2022 12:00:00 AM	2/24/2022 12:45:34 PM	5/27/2022 12:00:00 A

3. Supplier Qualification Process

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



Supplier Qualification Introduction 1/3

⚠ 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).

- ⚠ • Login to the system by following the same steps in section no.2 in the user manual:
([Supplier Access/Login](#))

⚠ 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

Onboarding Progress

Onboarding progress 60%

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

Please complete your details by clicking on "Supplier Information" or directly clicking on the below taps

- ⚠ Banking Information is missing. Please enter at least one bank details in P2P tab.
- ⚠ No contact with the role 'Owner'
- ⚠ No contact with the role 'Supplier admin'
- ⚠ Main Address is missing
Main address must be completed in order to define mandatory



Supplier Qualification Introduction 2/3



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

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 a web application interface for supplier qualification. At the top, there is a navigation bar with tabs: 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Useful Links'. Below this, a dropdown menu is open under 'General Info.', showing options: 'Company Profile', 'Information Requests', and 'Manage Sub-Tiers'. A blue arrow points from the 'Supplier Information' icon in the main menu to the 'Company Profile' option in the dropdown. Another blue arrow points from the 'Supplier Information' icon to the 'Supplier Information' card in the main menu. The main menu contains four cards: 'Supplier Information', 'Import Catalog', 'Create Receipt', and 'Create Invoice'. On the right side, there is an 'Onboarding progress' section showing 'Onboarding progress 60%'. It lists three steps: 'Registration Step 1/3' (completed with a green checkmark), 'Qualification Process Step 2/3' (completed with a black checkmark), and 'Active Supplier Step 3/3' (completed with a grey checkmark). A yellow warning box with a red triangle icon contains the text: 'Please complete your details by clicking on "Supplier Information" or directly clicking on the below taps'. Below this, there are three error messages: 'Banking Information is missing. Please enter at least one bank details in P2P tab.', 'No contact with the role "Owner"', and 'No contact with the role "Supplier admin"'. At the bottom, another warning message states: 'Main Address is missing. Main address must be completed in order to define mandatory'.



Supplier Qualification Introduction 3/3



The system will redirect you to your supplier company information showing you the following blocking messages to complete your registration process:

- Banking Information is missing. Please enter at least one bank details in P2P tab.
- No contact with the role 'Owner'
- No contact with the role 'Supplier admin'
- Main Address is missing
- Missing Mandatory Document(s)

The screenshot displays the 'Company Info' page in a web application. At the top, there is a navigation bar with tabs: General Info., Sourcing, Contracts, Catalogs, Orders, Invoicing, and Useful Links. Below the navigation bar, the page title is 'Company Info'. On the right side, there are two buttons: 'Save' and 'Send for Approval'. A light blue information box contains the text: 'Fields marked by an asterisk * are mandatory' and 'Expected date format: M/d/yyyy'. Below this, a yellow alert box lists five error messages, each with a red circle icon containing an exclamation mark or a yellow triangle icon:

- Banking Information is missing. Please enter at least one bank details in P2P tab.
- No contact with the role 'Owner'
- No contact with the role 'Supplier admin'
- Main Address is missing
- Missing Mandatory Document(s)



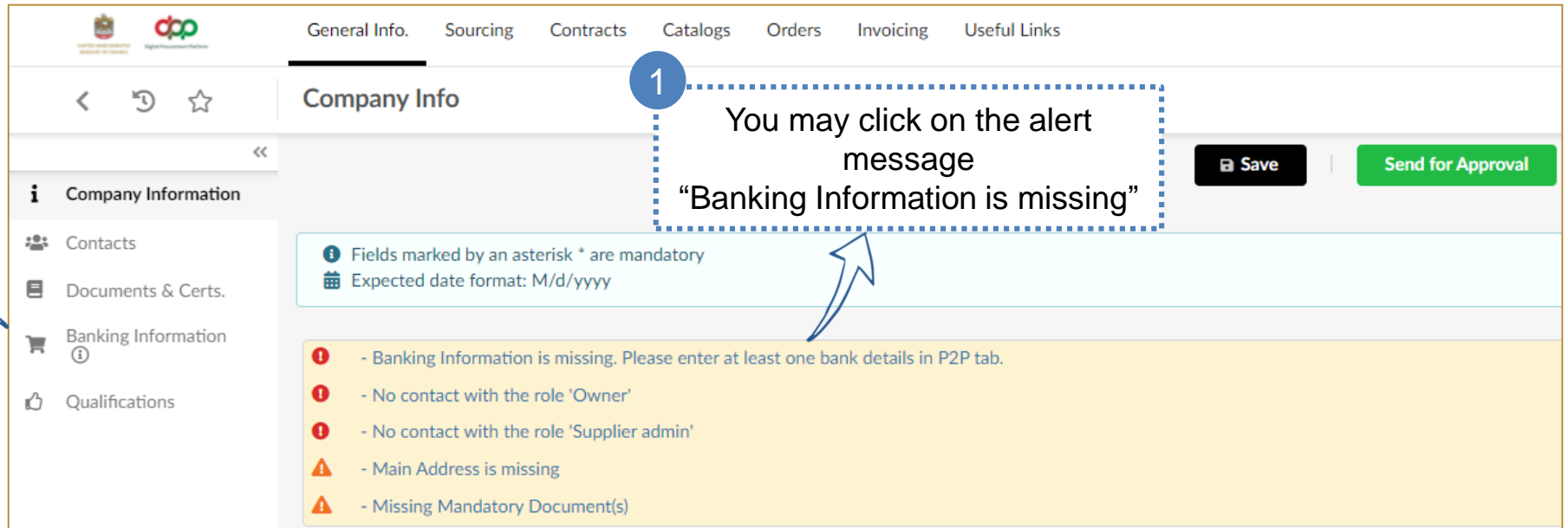
By clicking on the alert message, the system will redirect you to the related page that you need to work on and fill the missing required information.



Update Banking Information 1/2

 To resolve the blocking alert message “**Banking Information is missing.**”

1
Click on the
**Banking
Information**



General Info. Sourcing Contracts Catalogs Orders Invoicing Useful Links

Company Info

1 You may click on the alert message “Banking Information is missing”

Save | Send for Approval

Company Information

- Contacts
- Documents & Certs.
- Banking Information
- Qualifications

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

- Banking Information is missing. Please enter at least one bank details in P2P tab.
- No contact with the role 'Owner'
- No contact with the role 'Supplier admin'
- Main Address is missing
- Missing Mandatory Document(s)



Update Banking Information 2/2

General Info. Sourcing Contract

Company Info

Company Information

Contacts

Documents & Certs.

Fields marked by an asterisk * are mandatory

Expected date format: M/d/yyyy

2

Click on **Add Banking Information** button

Banking Information

+ Add Banking Information

0 Result(s)

Banking Information

Save Save & Close Close

4

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

Fields marked by an asterisk * are mandatory

Banking Information

Account Name ⓘ*

Country ⓘ*

Bank Account Number*

SWIFT / IBAN*

Default ⓘ

Foreign payment ⓘ*

Currency ⓘ*

Bank Name ⓘ*

Bank Branch ⓘ*

ABA ⓘ

Account Number Routing Number

3

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

EBS ID ⓘ



Update Supplier Contact 1/2



To resolve both blocking alert messages “No contact with the role 'Owner’” and “No contact with the role 'Supplier admin’”:

1
Click on the
Contacts

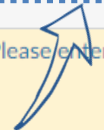


The screenshot shows the 'Company Info' page with a navigation menu on the left and an alert message box on the right. The navigation menu includes 'Company Information', 'Contacts', 'Documents & Certs.', 'Banking Information', and 'Qualifications'. The alert message box contains the following text:

Fields marked by an
Expected date form

- Banking Information is missing. Please enter at least one bank details in P2P tab.
- No contact with the role 'Owner'
- No contact with the role 'Supplier admin'
- Main Address is missing
- Missing Mandatory Document(s)

1
Or click on the **alert message**
to access the contact page





Update Supplier Contact 2/2

Company Info

Save Forward Send for Approval

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

Internal Contacts

+ Create Contact

Contact	Login	Position	Role	Contact status
Supplier last name Supplier first name	suppliermanual1@domain.com		Owner Supplier admin	Active

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

2 Select the Owner & Supplier Admin roles from the list

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

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



Update Documents and Certificates 1/3



To resolve both blocking alert messages “Missing Mandatory Document(s)”:

1

Click on the
**Documents &
Certs.**



1

Or you may click on the **alert message** to access the Documents & Cert. page





Update Documents and Certificates 2/3

General Info. Sourcing Contracts Catalogs Orders Invoicing Useful Links

Adel N.

Company Info

Save Send for Approval

1

Keywords Status State to date 3/16/2022 Archived Documents Search Reset

Click on the (+) icon to attach new document

are mandatory | Click on + icon to upload document)

Att.	Document Type	Document Name	Start Date	Expiration Date	Owner	Status
+	Passport copy of beneficial owner *					
+	Trade license *					
+	Tax registration certificate *					

3 Result(s) Click here for Grid setting



Update Documents and Certificates 3/3

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

Document

Save Save & Close Close Archive

3 Fill the Start & Expiration Dates if required

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

2 Attach the document

The system will allow you to attach files from specific types with maximum file size

Description

Document Type*
Trade license

Document Name

Document*
Click or Drag to add a file

Allowed files are *.DOCX , *.XLSX , *.XML , *.PDF , *.ZIP , *.7z , *.QIF , *.JPG , *.DOC , *.XLS , *.TXT , *.CSV and *.PPT
Size should not exceed 56 MB

Comments
Add a comment here

Status
Draft

Start Date*
Expiration Date ⓘ*

Document's owner
NEWSUPPLIER LCC Adel

Validity



Send Registration Request for Approval 1/4

General Info. Sourcing Contracts Catalogs Orders Invoicing Useful Links

Company Info

Save Send for Approval

Company Information

- Contacts
- Documents & Certs.
- Banking Information
- Qualifications

Company

Supplier Type: Domestic Supplier

Supplier Name*: New Supplier LLC Supplier Arabic Name*: New Supplier LLC

Trade License Number: 123465798 Trade License Expiration Date: 3/16/2023 Is Branch

TRN (VAT Registration Number): 123456798 VAT Registration Status: Registered

Web Site URL:

Mobile No.: 0557180272

Phone No.: Fax No.:

Invoicing Currency*: UAE Dirham Payment Currency*: UAE Dirham

Comments

0 Result(s) Click here for Grid setting

HQ Address

Map Satellite

Address Label: Dubai

Address Line 1: Dubai

Address Line 2: Dubai

PO. Box: 12345678 City: Dubai (ar) en

Country: UNITED ARAB EMIRATES Emirate / State*: Dubai

1

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



Send Registration Request for Approval 2/4



After you have submitted all the requirements to register and submit an application for approval for qualification, an MoF employee will start the process of reviewing your qualification application for approval, rejection, or requesting more information.

The screenshot shows an 'Onboarding Progress' dashboard. At the top, it says 'Onboarding progress 60%'. Below this, there are three steps listed: 'Registration Step 1/3' with a green checkmark, 'Qualification Process Step 2/3' with a black checkmark, and 'Active Supplier Step 3/3' with a grey checkmark. To the right of the steps, there is a message: 'Your registered supplier' in a blue dashed box, and below it, a green clipboard icon with a checkmark and the text 'There is no item requiring your attention at the moment.' A blue arrow points from the 'Qualification Process' step to the 'Your registered supplier' box.



Send Registration Request for Approval 3/4



The platform will send a notification to your email address with the decision taken on your registration/qualification request.



In case the decision taken was “Request for Information”, the platform will show you an alert message on the Supplier home page. This alert message will require your action to update information or to update/attach documents.

Onboarding Progress

Onboarding progress 60%

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

Active Supplier

Please complete your details by clicking on “Supplier Information” or directly clicking on the below taps

Action requested to complete the step 2/3. Kindly check comments section and click on Submit.

1 Click on the **alert message** to view the comments and fill in the information requested

Company Info

Action requested to complete the step 2/3. Kindly check comments section and click on Submit.

4 Click on the **Submit button** to submit the request for review

3 Update the information as requested

2 Review the **comments section** to know the requested updates

Comment Date	Comments
03/21/22 11:26:49 AM	Please update.....



Send Registration Request for Approval 4/4



After you get the approval on your qualification, you will be eligible for participating in tendering and have the full features of your supplier profile activated on the Digital Procurement Platform.

The screenshot displays the 'Supplier Portal' interface. At the top, there are navigation tabs: 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Useful Links'. Below the navigation is a header with a back arrow, a refresh icon, a star icon, and the text 'Supplier Portal'. The main content area is divided into two sections. On the left, there are four buttons: 'Supplier 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). On the right, there is a 'Onboarding Progress' section. It shows 'Onboarding progress 100%' and a list of three completed steps: 'Registration Step 1/3', 'Qualification Process Step 2/3', and 'Active Supplier Step 3/3'. To the right of this list is a large green checkmark icon and the text: 'There is no item requiring your attention at the moment.'

4. 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 explains that when a document's date expires, the font color of the date changes to red and an 'X' icon appears. Two blue arrows point from the callout box to the red date '2/2/2020' and the red 'X' icon in the table row.

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

5. Supplier User Profile Update

- Supplier User Profile Update



Supplier User Profile Update



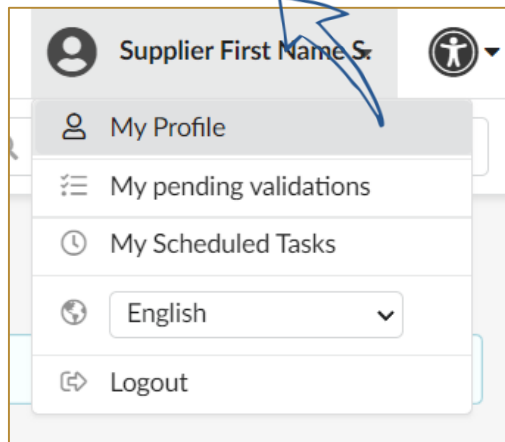
You will be able to update your personal information such as your name, email, phone number, address, set your preferences and change your password.



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 *
Supplier first name

Last Name *
Supplier last name

Email *
suppliermanual1@domain.com

Internal Identifier

3

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

6. Create New Contact

➤ Create New Contact



Create New Contact 1/4



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

The screenshot shows the 'Company Info' page in the Digital Procurement Platform. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Useful Links'. The left sidebar menu has 'Company Information' selected, with sub-items: 'Contacts', 'Documents & Certs.', 'Banking Information', and 'Qualifications'. A blue callout box with a '1' points to the 'Contacts' item. The main content area shows a 'Company Info' header, a 'Fields marked by...' section, and a yellow alert message box with the following text:

- Banking Information is missing. Please enter at least one bank details in P2P tab.
- No contact with the role 'Owner'
- No contact with the role 'Supplier admin'
- Main Address is missing
- Missing Mandatory Document(s)

A second blue callout box with a '1' points to the alert message box, containing the text: 'Or you may click on the **alert message** to access the contact page'. An arrow points from this callout to the first alert message item in the list.



Create New Contact 2/4

The screenshot shows the 'Company Info' page with a sidebar on the left containing navigation options: Company Information, Contacts, Documents & Certs., P2P Information, Financial Indicators, and Qualifications. The main content area has a top bar with 'Save', 'Forward', and 'Send for Approval' buttons. Below this is a section titled 'Internal Contacts' with a '+ Create Contact' button. A table below the button lists existing contacts. A callout box with the number '2' points to the '+ Create Contact' button with the text 'Click on Create Contact button'. Another callout box points to the table with the text 'Manage your existing Contact List'.

Company Info

Save Forward Send for Approval

2 Click on **Create Contact** button

Internal Contacts

+ Create Contact

Contact	Login	Contact status
Supplier last name Supplier first name	suppliermanual1@domain.com	Owner Supplier admin Active



Create New Contact 3/4



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

Supplier Contact Management : Adel NEWSUPPLIER LCC

Save Save & Close Close

Create Contact

Identity

Title: [Dropdown] First Name: Adel Middle name: J
Email: newsupplc@test.com Position: en Passport ID: [Field]
List of languages: English Supplier: [19631]
Daily Working Time (hours): [Field]
Owner Nationality: UNITED ARAB EMIRATES

Phone

Landline number: 0557180272
Mobile number: 0557180272
Fax: [Field]

Photo

Add a picture

Last Connection

Last Connection: 3/16/2022 at 3:20 PM with IP address: 192.168.227.5

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

3 Fill all the required fields



Create New Contact 4/4

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**

Close | Send notification

Invite a contact

9

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.

7. Request Information Change

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



Request Information Change 1/2



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 shows a web interface for a supplier. At the top, there is a navigation bar with tabs: 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Invoicing', and 'Useful Links'. Below this is a sub-menu for 'General Info.' with options: 'Company Profile', 'Information Requests', and 'Manage Sub-Tiers'. The main content area is titled 'Supplier Information' and contains several icons: 'Supplier 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). To the right, there is a 'Boarding Progress' section with a checklist: 'Registration' (checked), 'Qualification Process' (checked), and 'Active Supplier' (checked). A yellow warning box on the right contains the text: 'The following items require your attention:'. Below this are four items with warning icons: 'Banking Information is missing. Please enter at least one bank details in P2P tab.', 'No contact with the role 'Owner'', 'No contact with the role 'Supplier admin'', and 'Trade License expired'. At the bottom, there is another warning box: 'Missing Mandatory Document(s) There is/are missing required document(s) to be uploaded.'



Request Information Change 2/2

2 Click on **Request Information Change**

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

The screenshot shows the 'Company Change Request' form. At the top right, there are buttons for 'Save', 'Answer Questionnaire', and 'Request Information Change'. The 'Request Information Change' button is highlighted with a blue arrow and a callout box labeled '2'. Below this, the form is divided into sections: 'Reason for Change Request', 'Company', and 'HQ Address'. The 'Reason for Change Request' section has a text input field with a red border and a message 'Reason for change request must have a value'. A blue arrow points to this field from a callout box labeled '3' with the text 'Provide reason for change request'. The 'Company' section contains fields for '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), 'VAT Registration Status' (Not Registered), and 'Web Site URL'. A blue arrow points to the 'Supplier Name' field from a callout box labeled '4' with the text 'Update the information as needed'. Below the company information is a Google Map. The 'HQ Address' section on the right has fields for 'Address Label', 'Address Line 1' (Abu Dhabi), 'Address Line 2' (ابوظبي), and 'PO. Box'. At the bottom of the form, there are buttons for 'Save', 'Cancel', 'Submit for Approval', and 'Answer Questionnaire'. A blue arrow points to the 'Submit for Approval' button from a callout box labeled '5' with the text 'Click on Submit for Approval button, after you get the necessary approvals, your changes will be reflected.'



Thank You



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

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info@mof.gov.ae



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