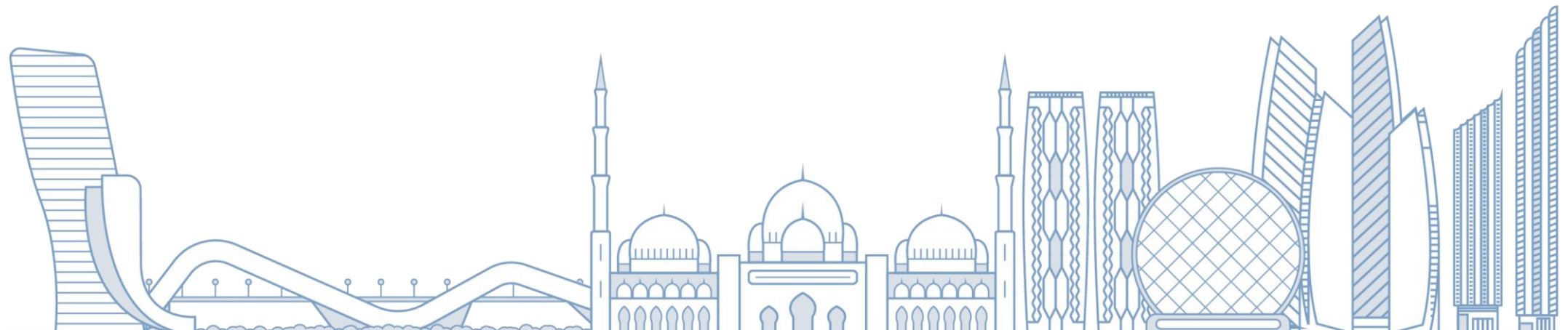




ONLINE SUPPLIER REGISTRATION GUIDELINE



ONLINE SUPPLIER REGISTRATION



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SUBMIT A NEW
REGISTRATION REQUEST

ONLINE SUPPLIER REGISTRATION

SUPPLIER REGISTRATION PROCESS

**Pre-
registration**

- A valid Trade License.
- TAX Certificate.
- Official bank letter (IBAN)
- Authorization letter
- ICV Certificate (if applicable)

**Register
online**

- Visit the Registration link.
- Enter the company details.
- Complete and Submit the registration request.
- Receive an email acknowledgement.

Activation

- DGS supplier registration team will review your application.
- You will Receive confirmation email with username and password.
- Open ADERP link.
- Login to the account.

ONLINE SUPPLIER REGISTRATION

REGISTRATION LINK

To start your registration process, visit the Department of Government Support website (Abu Dhabi Government Procurement Gate) <https://adgpg.gov.ae/>

Follow the next instructions.

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE – BASIC INFORMATION

First, provide some basic details about your company.
In order to proceed, you must complete the mandatory fields

1

The screenshot shows the 'Prospective Supplier Registration' form. At the top, there are tabs for 'Basic Information' (selected), 'Company Details', and 'Additional Information'. Below the title, there is a legend: a blue asterisk indicates a required field, and a blue square indicates a blank label for instruction text. The 'Company Details' section contains the following fields:

- Company Name**: A text input field with a note below it: "(Please enter company name as per Commercial Registration)".
- Tax Country**: A dropdown menu with a search icon. A note below it reads: "Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID."
- License Registration Emirate**: A dropdown menu with a search icon. A note below it reads: "The emirate where the Tax/Registration License was issued. This Applies to UAE Companies."
- Tax Registration Number**: A text input field.

* If your company in the process to get the VAT certificate number then enter "NoVAT+Commercial License No." For example "NoVAT-CN-1234567"

2

The screenshot shows the 'Contact Information' section of the form. It includes a legend for required fields (blue asterisk) and instruction text (blue square). The fields are:

- First Name**: Text input field.
- MiddleName**: Text input field.
- Last Name**: Text input field.
- JobTitle**: Text input field.
- Phone Number**: Text input field with a note: "(e.g. +971-02-9999999)".
- Fax Number**: Text input field with a note: "(e.g. +971-02-9999999)".
- Mobile Number**: Text input field with a note: "(e.g. +971-55-9999999)".
- Mobile Code like 050**: Text input field.
- Email**: Text input field with a note: "(Please enter only one email address in this field e.g. name@company.com)".

At the bottom, a red text instruction reads: "Contact Person: The person identified above will be considered the authorized contact for all correspondence".

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE - COMPANY DETAILS

Enter any note you want to send it to the registration team in the **Note to Buyer** box.
Enter the Commercial License details (**Certificate Number, Certify Agency, and Expiration Date**).

Progress bar: Basic Information | **Company Details** | Additional Information | Attachments

Prospective Supplier Registration: Additional Details Save For Later Back Step 2 of 4 Next

Blank label for instruction text

Company Name New Company Name
Tax Registration Number Tax Reg Number
Alternate Supplier Name
Note to Buyer
Note to Supplier

License Information

Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Commercial License No.	<input checked="" type="checkbox"/>	<input type="text" value="CN-XXXX"/>	<input type="text" value="DED"/>	<input type="text"/>
Passport/ID Number	<input type="checkbox"/>	<input type="text" value="EID Number"/>	<input type="text" value="ICP"/>	<input type="text"/>

TIP: Date format example: 29-May-2023

Table Diagnostics

Address Book

At least one entry is required.

Create | ***

Address Name	Address Details	Purpose	Update	Delete
No results found.				

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE SAVE FOR LATER

You can save your registration request at anytime before submitting your request by press on **Save for Later** button.

Copy and save the link as shown in confirmation message. Later you should use same link and you can complete the registration.

Confirmation

1. Your registration details have been saved. You will need to bookmark the following link to be able to return to your registration request at a later date. An email with these details has also been sent to you.
2. https://aderp.abudhabi.ae/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=0EE9D9AA5F0BE996D46B95A90AAD32E34CEF8907D91D9FD06C7CB5337F901C&lang=US

Prospective Supplier Registration: Current Status

★
Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name	TEST SUPPLIER 2023	Status	Draft
--------------	--------------------	--------	-------

Contact Information

Email	oracleapps.uae@gamil.com	Phone Area Code	05XXXXXXXX
First Name	Ahmad	Phone Number	+9715XXXXXXXXXX
Last Name	Sami	Phone Extension	

Status History

Date	Status	Note
02-JUN-2023	Draft	

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE – ADDRESS BOOK

In order to add the company address:

1. Press on Create button to enter the address details of your company
2. Select the Country and enter the mandatory fields. **Note:** If you obtained DED Abu Dhabi license, enter your address as per **ONWANI GEO** Address. Link will be available in address page
3. Press Apply button.

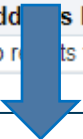
Address Book

At least one entry is required.

Create | ...

Address Name	Address Details	Purpose	Update	Delete
No results found.				

1



Create Address

Cancel Apply

3

* Indicates required field

Country United Arab Emirates

* Address Name

* Building/Villa No.

Street Name

District/Area Name

* Town/City

County

Postal Code

* Emirates

* PO Box No.

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

RFQ Only Address

2

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE - CONTRACT DIRECTORY

To add more contacts, press on **Create** button and enter the details of the other contacts as below.

Contact Directory

At least one entry is required.

1

First Name	Last Name ▲	Phone	Email	Requires User Account	Update	Delete
	Ali	05XXXXXXXXX+9715XXXXXXXXXX+9712XXXXXX	Hamad@domainname.com	<input checked="" type="checkbox"/>		

Create Contact

* Indicates required field

3

2

Contact Title	<input type="text"/>	* Phone Area Code	<input type="text"/>
* First Name	<input type="text"/>	* Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text"/>	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Fax Number	<input type="text"/>
Contact Email	<input type="text"/>		
URL	<input type="text"/>		

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE - ADD PRODUCT AND SERVICES

Press on **Create** button to add the related **products and services** which matched with your business and depending on the activities in the trade license of your company. By browsing or search option as below

Products and Services

At least one entry is required.

Create | ...

Code	Products and Services	Delete

1



Add Products and Services

Cancel Apply

Browse All Products & Services
 Search for Specific Product & Service

... Rows 1 to 30

Code	Products and Services	View Sub-Categories	Applicable
00	Default		<input type="checkbox"/> Applicable
0000	Other		<input type="checkbox"/> Applicable
0001	Office And Non		<input type="checkbox"/> Applicable
0002	Communication Instruments		<input type="checkbox"/> Applicable
0003	Hospital & Medical Instruments And Equipments		<input type="checkbox"/> Applicable
0004	Electronic Equipments		<input type="checkbox"/> Applicable
0005	Electrical Items		<input type="checkbox"/> Applicable
0006	Telescope		<input type="checkbox"/> Applicable
0007	Computer Items & Devices		<input type="checkbox"/> Applicable
0008	Medicine		<input type="checkbox"/> Applicable

2

4

3

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE BANKING DETAILS

Search your bank and branch details by selecting the icon from the list and enter account number and IBAN if applicable. If the bank name or branch name is not found, send email to (contact@tamm.abudhabi) and attach a copy of bank letter in

Banking Details

At least one entry is required.

Create | | | | | | | | | |

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Diagnosics

Save For Later Back Step 2 of 4 Next

1



Add Products and Services : (New Company Name) >

Create Bank Account Cancel Apply


* Indicates required field

Country: United Arab Emirates

Account is used for foreign payments
Account definition must include bank and branch information.

Bank

New Bank
 Existing Bank

Bank Name  2


Bank Number

Tax Payer ID

[Show Bank Details](#)

Branch

New Branch
 Existing Branch

Branch Name  3

Branch Number

BIC

Branch Type: ABA

[Show Branch Details](#)

Bank Account

Account Number

Check Digits

IBAN 4

[Show Account Details](#)

Account Name 5

Currency:

Comments

Note to Buyer

6



ONLINE SUPPLIER REGISTRATION

BANKING DETAILS PAGE – ERROR MESSAGES

The IBAN for United Arab Emirates will be 23 digits in length.
So, the system will check the entered IBAN and make sure to be matched with the attached bank letter.

Add Products and Services: : (New Company Name) >

Error
The length of IBAN for United Arab Emirates should be 23. Please re-enter.

Create Bank Account Cancel Apply

* Indicates required field

Country: United Arab Emirates

Account is used for foreign payments
Account definition must include bank and branch information.

Bank	Branch
<input type="radio"/> New Bank <input checked="" type="radio"/> Existing Bank	<input type="radio"/> New Branch <input checked="" type="radio"/> Existing Branch
Bank Name: ABU DHABI ISLAMIC BANK	Branch Name: ALAIN -BAWADI MALL
Bank Number: 809	Branch Number: 048
Tax Payer ID: []	BIC: ABDIAEADXXX
Show Bank Details	Show Branch Details
Bank Account	
Account Number: 123456789	Account Name: Current
Check Digits: []	Currency: UAE Dirham
IBAN: AE910000000000000000000000	
Show Account Details	
Comments	
Note to Buyer: Main Account	

ONLINE SUPPLIER REGISTRATION

ADDITIONAL INFORMATION - SUPPLIER PROFILE DETAILS

Select the matched business type and legal form with your company

In the Establishment date, select the start date of your business.

Enter the owner/s details and the percentage of each partner.

Select the Operation sector that align with your business activities and select MSME (Micro, Small and Medium Enterprise)

Type of your company.

Basic Information Company Details **Additional Information** Attachments

Supplier Profile Attributes Save For Later Back Step 3 of 4 Next

* Indicates required field

1 Supplier Registration Page

Supplier Details

Business Type

Supplier Legal Form

Establishment Date (example: 29-May-2023)

2 License Owner details

Owner Full Name (English)	Owner Full Name (Arabic)	Passport/Emirates ID Number	Nationality	Ownership Percentage	Effective Date From	Effective Date To	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>(example: 29-May-2023)</small>	<input type="text"/> <small>(example: 29-May-2023)</small>	

For non resident, provide Pass Port Number

3 MSME Information

Operation Sector

MSME Types

ONLINE SUPPLIER REGISTRATION

ADDITIONAL INFORMATION - ICV AND QUALIFICATION QUESTIONS

1. Enter the ICV (The National In-Country Value) details.
2. Answer the below (4) questions.

ICV Information for UAE Suppliers

Serial No	ICV Certificate No	Score in %	Issuing Authority	Start Date	End Date	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>(example: 29-May-2023)</small>	<input type="text"/> <small>(example: 29-May-2023)</small>	

Qualification Questions

Business Standing

* Has your company ever been proven guilty of grave professional misconduct? Yes
 No

Has your company ever been convicted for one or more of the reasons listed below

* Corruption/Money Laundering/Fraud/Transacting with illegal organizations Yes
 No

Financial

* Has your company ever been declared 'bankrupt' or has been 'wound up'? Yes
 No

* Ever failed to fulfill financial obligations to pay Taxes / social security? Yes
 No

ONLINE SUPPLIER REGISTRATION

ADDITIONAL INFORMATION - COMPANY EXPERIENCE AND OTHER CERTIFICATES

1. Enter the number of years of experience in the select category “**product and services**”.
2. Enter the details of your previous and current main customers.
3. Enter any certificate details like (ISO9001, ISO45001, ISO14001,... Or any valid certificate)
4. Press Next button to complete the registration process.

1

Company Experience

Number of Years of Experience in the Category

2

Please mention your Top 5 Clients in this Category

Serial No	Type of Client	Name of the Client	Nature of Service / Goods supplied	Total Contract Value in AED	Contract duration in Number of Years	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

3

Certification Details

Serial No	Certificate Number	Certifying Body	Expiration Date	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>(example: 29-May-2023)</small>	

ONLINE SUPPLIER REGISTRATION

ATTACH THE REQUIRED AND SUPPORTED DOCUMENTS

The final step, you can upload the required documents as mentioned in the red box below and all mentioned certificates. Press on the Add attachment button and open the next page to see the details of the attachments

Basic Information Company Details Additional Information **Attachments**

Submit Back Step 4 of 4

Attachments

Add Attachment

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Table Diagnostics

- Commercial/Industrial License
- Tax Registration Certificate
- Company Authorization Letter
- Bank Account Confirmation Letter issued from Bank
- ICV Certificate
- Partnership MOM

ONLINE SUPPLIER REGISTRATION

TYPE OF ATTACHMENTS

1. Enter the title and description of the attachments, Select the correct Category (to whom you want to send it).
2. Define the attachment by select **File** option only “with Max size15 MB”
3. Press **Add another** to add more files OR press **Apply** button to add the defined attachment.

Add Products and Services: : (New Company Name) > Create Bank Account >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

1

Title

Description

Category To Buyer

TIP For each attachment, select correct 'Category' of attachment from 'drop-list'.

Define Attachment

2

Type File URL Short Text

Long Text

Choose File No file chosen

3

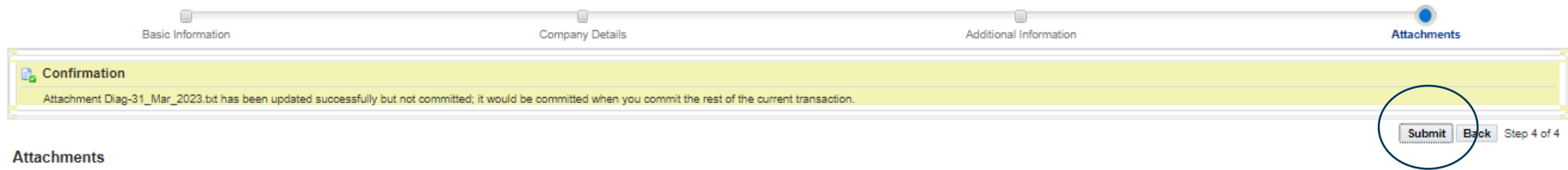
ONLINE SUPPLIER REGISTRATION

CONFIRMATION OF THE ATTACHMENT

Once the selected file attached and press Apply button, then you will receive a confirmation message and sequence number of that attachment.

Pres **Submit** to button proceed your request.

Please make sure to attach all required documents to ensure that your request will be accepted.



The screenshot shows a progress bar with four steps: Basic Information, Company Details, Additional Information, and Attachments. The Attachments step is active. Below the progress bar, a yellow confirmation message reads: "Confirmation Attachment Diag-31_Mar_2023.txt has been updated successfully but not committed; it would be committed when you commit the rest of the current transaction." At the bottom right of the message area, there are buttons for "Submit", "Back", and "Step 4 of 4". The "Submit" button is circled in red.

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	Diag-31_Mar_2023.txt	File		Commercial License	FOS0189	29-May-2023	One-Time		

- Commercial/Industrial License
- Tax Registration Certificate
- Company Authorization Letter
- Bank Account Confirmation Letter issued from Bank
- ICV Certificate
- Partnership MOM (if available)

ONLINE REGISTRATION SUPPLIER

CONFIRMATION OF THE REGISTRATION REQUEST

Default enterprise name Supplier Collaboration Network: Registration Submitted

OK

Reassign

More Information Request

To aaa Shrvan

Sent 02-Jun-2023 11:34:10

Your registration details have been submitted. Use this URL to track progress on this request.

[Prospective Supplier Registration Status Page](#)

[Return to Worklist](#)

Once the information is completed, press on **Submit** button and then you will receive a confirmation message and email as well.

DGS Supplier registration team will receive your request to review it and communicate with you as soon as possible.

For any help or inquiry, please contact us at (contact@tamm.abudhabi)



THANK YOU