



حكومة أبوظبي
GOVERNMENT OF ABU DHABI

Non-DED Supplier Registration

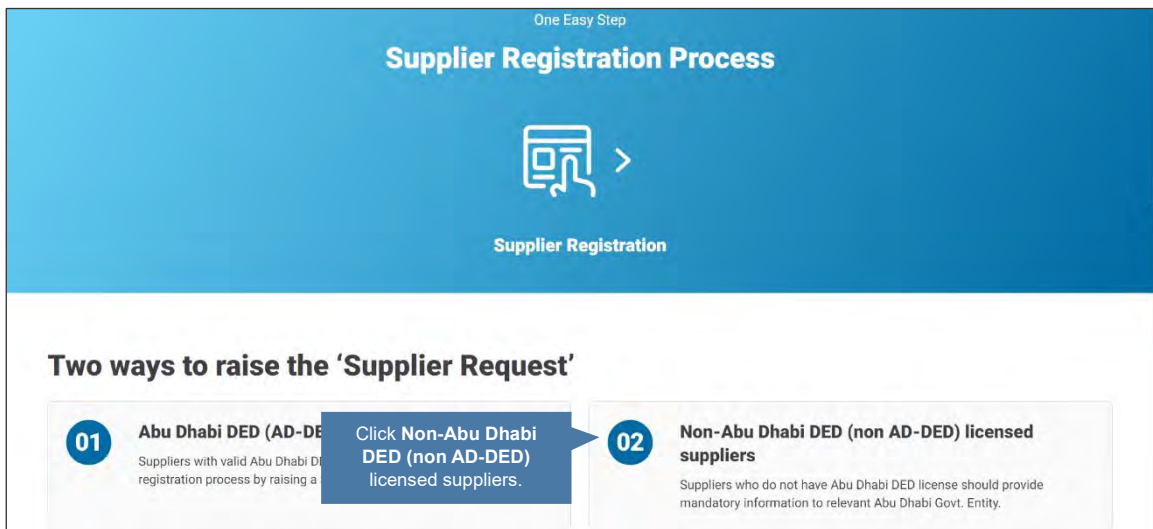
1. Purpose of the document

The purpose of this document is to guide through the process of how to raise a new supplier registration request for an **Non AD-DED** supplier with DGE.

2. Navigation

To register as a **Non-Abu Dhabi DED supplier**, perform the following steps:

1. Navigate to [Supplier Registration](#) page on the Abu Dhabi Government Procurement Gate - ADGPG to start the process. Click **Non-Abu Dhabi DED (non AD-DED)** licensed suppliers.



One Easy Step

Supplier Registration Process

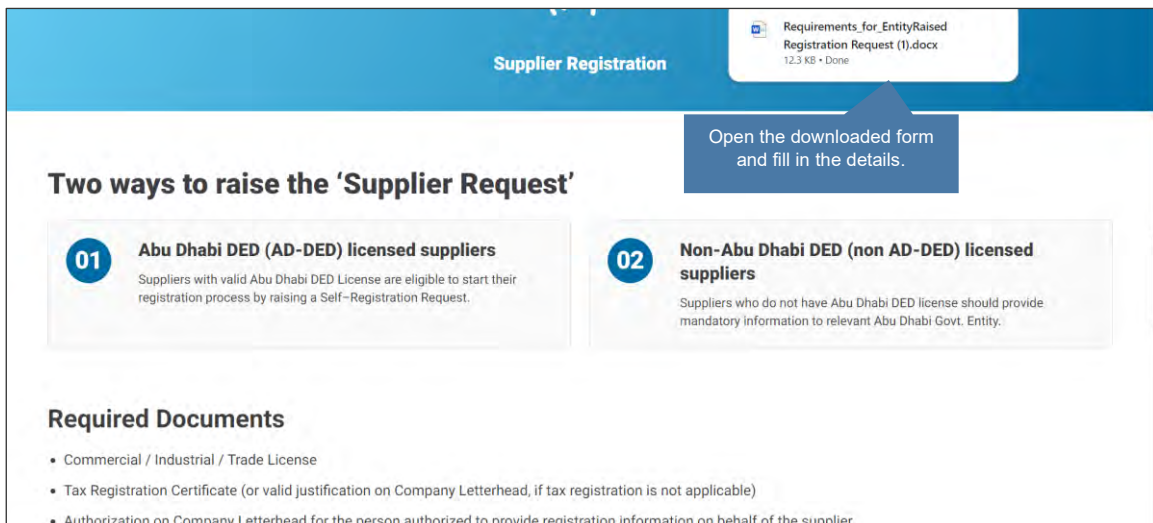
Supplier Registration

Two ways to raise the 'Supplier Request'

- 01 Abu Dhabi DED (AD-DED) licensed suppliers**
Suppliers with valid Abu Dhabi DED License are eligible to start their registration process by raising a Self-Registration Request.
- 02 Non-Abu Dhabi DED (non AD-DED) licensed suppliers**
Suppliers who do not have Abu Dhabi DED license should provide mandatory information to relevant Abu Dhabi Govt. Entity.

Click Non-Abu Dhabi DED (non AD-DED) licensed suppliers.

2. Open the downloaded form, fill in the required details, and share it with the **Supplier Registration Management team**.



Supplier Registration

Requirements_for_EntityRaised
Registration Request (1).docx
12.3 KB • Done

Two ways to raise the 'Supplier Request'

- 01 Abu Dhabi DED (AD-DED) licensed suppliers**
Suppliers with valid Abu Dhabi DED License are eligible to start their registration process by raising a Self-Registration Request.
- 02 Non-Abu Dhabi DED (non AD-DED) licensed suppliers**
Suppliers who do not have Abu Dhabi DED license should provide mandatory information to relevant Abu Dhabi Govt. Entity.

Open the downloaded form and fill in the details.

Required Documents

- Commercial / Industrial / Trade License
- Tax Registration Certificate (or valid justification on Company Letterhead, if tax registration is not applicable)
- Authorization on Company Letterhead for the person authorized to provide registration information on behalf of the supplier

- You will receive an email with the link to complete the registration process. Click the **Link** to proceed with the registration.

Dear Testing Co.,

Greetings,

The Department of Government Enablement extends its warmest regards to you and wishes you continued success and prosperity.

Kindly note that You have been invited to register to ADERP (supplier registration), as per the request submitted by (Abu Dhabi Public Health Centre), to give you an access to have an opportunity to participate in the tender and manage your contracts within the above Government Entity.

You may use the below link to complete the Registration process.

[Link](#) Click Link.

This is a system generated Mail from ADERP.

Please do not reply to this email.

For further inquiries, please contact the Abu Dhabi Government Contact Center by calling 800555 or email Contact@tamm.abudhabi

- Select the required **Legal Form** from the dropdown menu.

Non DED - Commercial Supplier Registration

Name of Supplier* Creation Date Supplier Type

Legal Form*

Business Classification

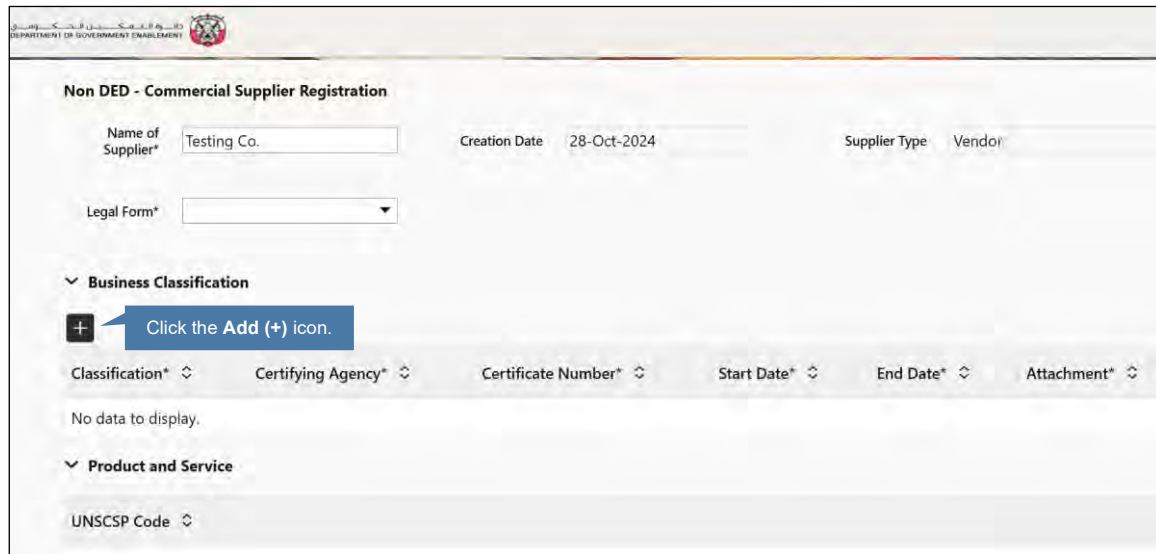
Classification* Certifying Agency* Certificate Number* Start Date* End Date* Attachment*

No data to display.

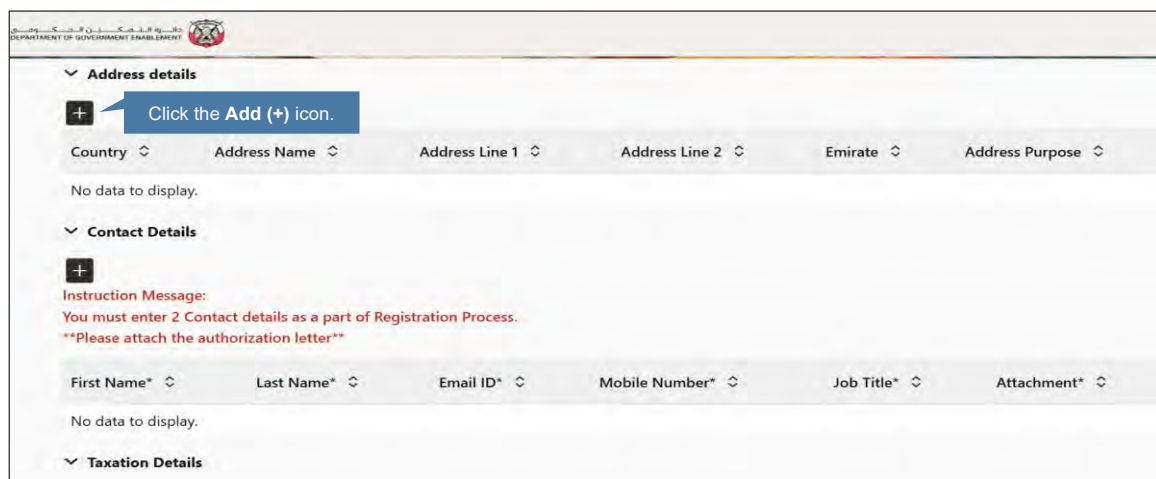
Product and Service

UNSCSP Code

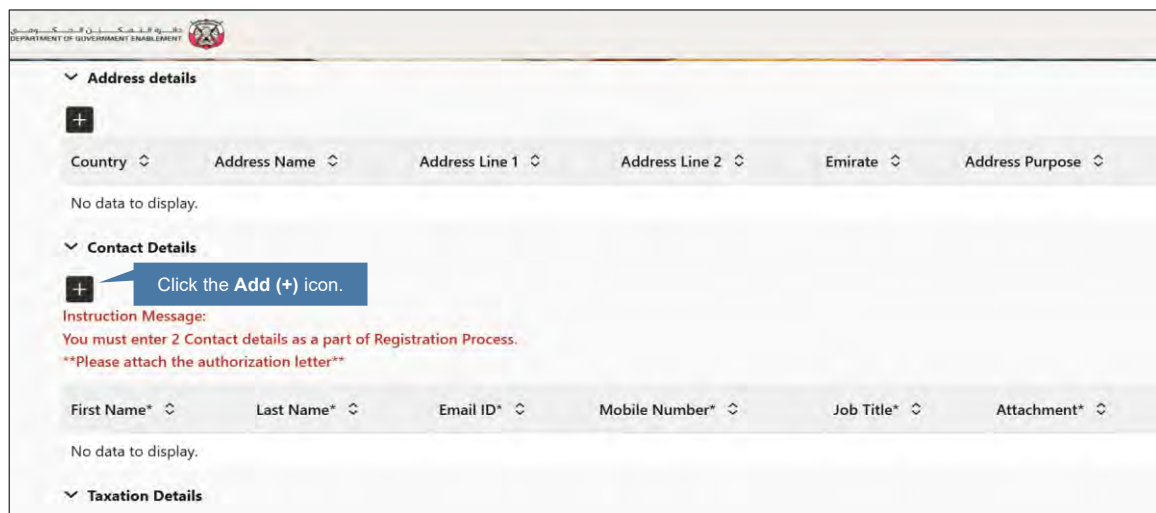
5. Click the **Add (+)** icon under the **Business Classification** section and enter the required details.



6. Click the **Add (+)** icon under the **Address Details** section and enter the required details.



7. Click the **Add (+)** icon under the **Contact Details** section and enter the required details.





8. Select the **VAT** applicability as per requirement under **Taxation Details**.

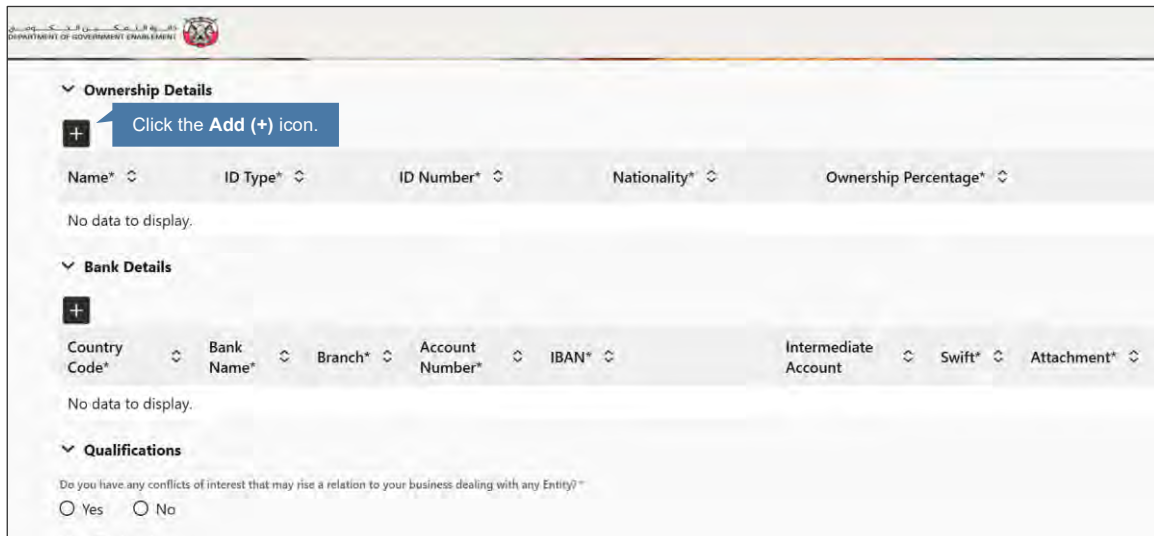
a. If **Yes**, enter the required details.


The screenshot shows the 'Taxation Details' section of a form. Under 'VAT Applicable?', the 'Yes' radio button is selected. A blue callout box points to the 'Yes' option with the text 'Select the required option.' Below this, there are three input fields: 'VAT Number*', 'Tax Payer Country*', and 'Attachment*'. The 'Ownership Details' section below has a '+' icon and a table with columns: 'Name*', 'ID Type*', 'ID Number*', 'Nationality*', and 'Ownership Percentage*'. The 'Bank Details' section also has a '+' icon.

b. If **No**, select the Accept checkbox.


The screenshot shows the 'Taxation Details' section of a form. Under 'VAT Applicable?', the 'No' radio button is selected. Below this, there is a declaration section with the text 'I declare that:' followed by two bullet points: '• The VAT registration criteria do not apply to the business to be registered.' and '• The business is currently in the process of VAT registration.' Below the declaration, there is a line of text: 'I will update the supplier profile with the VAT registration number once the registration process is completed and the VAT registration certificate is issued.' Below this, the '*Accept' checkbox is selected. A blue callout box points to the '*Accept' checkbox with the text 'Select the Accept checkbox.' Below this, the 'Ownership Details' section has a '+' icon and a table with columns: 'Name*', 'ID Type*', 'ID Number*', 'Nationality*', and 'Ownership Percentage*'. The 'Bank Details' section also has a '+' icon.

9. Click the **Add (+)** icon under the **Ownership Details** section and enter the required details.






Ownership Details

 Click the Add (+) icon.

Name*	ID Type*	ID Number*	Nationality*	Ownership Percentage*
No data to display.				

Bank Details



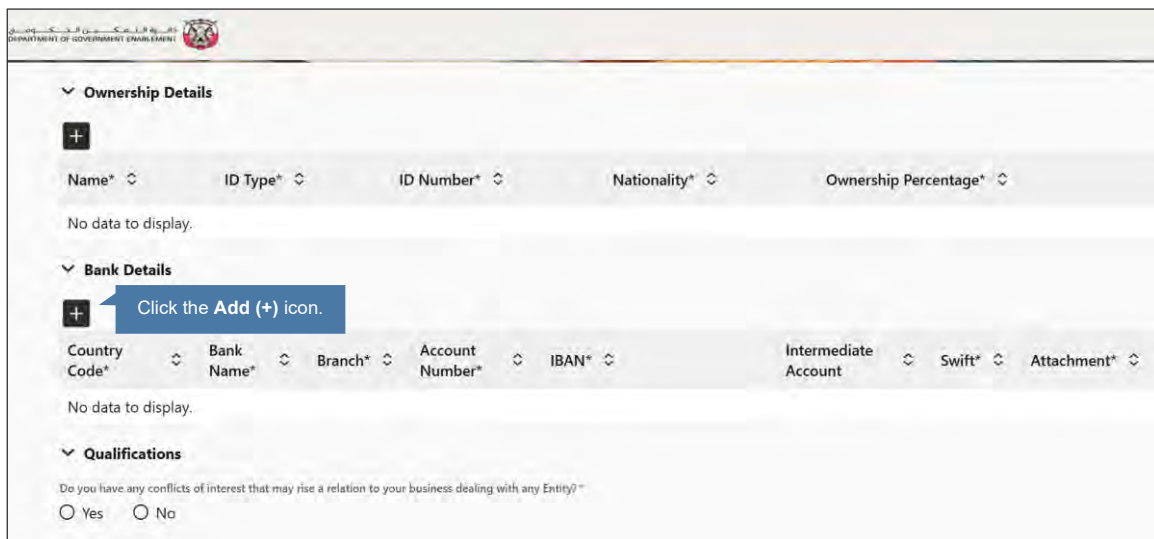
Country Code*	Bank Name*	Branch*	Account Number*	IBAN*	Intermediate Account	Swift*	Attachment*
No data to display.							


Qualifications

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? *


Yes No

10. Click the **Add (+)** icon under the **Bank Details** section and enter the required details.






Ownership Details



Name*	ID Type*	ID Number*	Nationality*	Ownership Percentage*
No data to display.				

Bank Details

 Click the Add (+) icon.

Country Code*	Bank Name*	Branch*	Account Number*	IBAN*	Intermediate Account	Swift*	Attachment*
No data to display.							

Qualifications

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? *

Yes No



11. Select the desired **Qualification** option.

a. If **Yes**, select the relevant options from **Relative relation** and **Name of the Entity** dropdowns.

DEPARTMENT OF GOVERNMENT ESTABLISHMENT

No data to display.

▼ **Qualifications**

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? *

Yes No

Relative relation *

Select the Yes option.

Select the relevant option.

Name Of the Entity*

Select the relevant option.

[View Declaration](#)

*Supplier Declaration

Submit

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b. If **No**, proceed with the further steps.

DEPARTMENT OF GOVERNMENT ESTABLISHMENT

No data to display.

▼ **Bank Details**

+

Country Code* Bank Name* Branch* Account Number* IBAN* Intermediate Account Swift* Attachment*

No data to display.

▼ **Qualifications**

Do you have any conflicts of interest that may rise a relation to your business dealing With any Entity? *

Yes No

Select the No option.

[View Declaration](#)

*Supplier Declaration

Submit

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- Click **View Declaration**, to read the supplier declaration and then select the **Supplier Declaration** checkbox.

DEPARTMENT OF GOVERNMENT ESTABLISHMENT

No data to display.

Bank Details

+
Country Code* Bank Name* Branch* Account Number* IBAN* Intermediate Account Swift* Attachment*

No data to display.

Qualifications

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? *

Yes No

[View Declaration](#)

*Supplier Declaration

Submit

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- Click the **Submit** button to finish the Non-AD DED supplier registration request process.

DEPARTMENT OF GOVERNMENT ESTABLISHMENT

No data to display.

Bank Details

+
Country Code* Bank Name* Branch* Account Number* IBAN* Intermediate Account Swift* Attachment*

No data to display.

Qualifications

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? *

Yes No

[View Declaration](#)

*Supplier Declaration

Submit

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