



دائرة المالية  
DEPARTMENT OF FINANCE

# ABU DHABI GOVERNMENT

## Supplier Registration Entity User Guide



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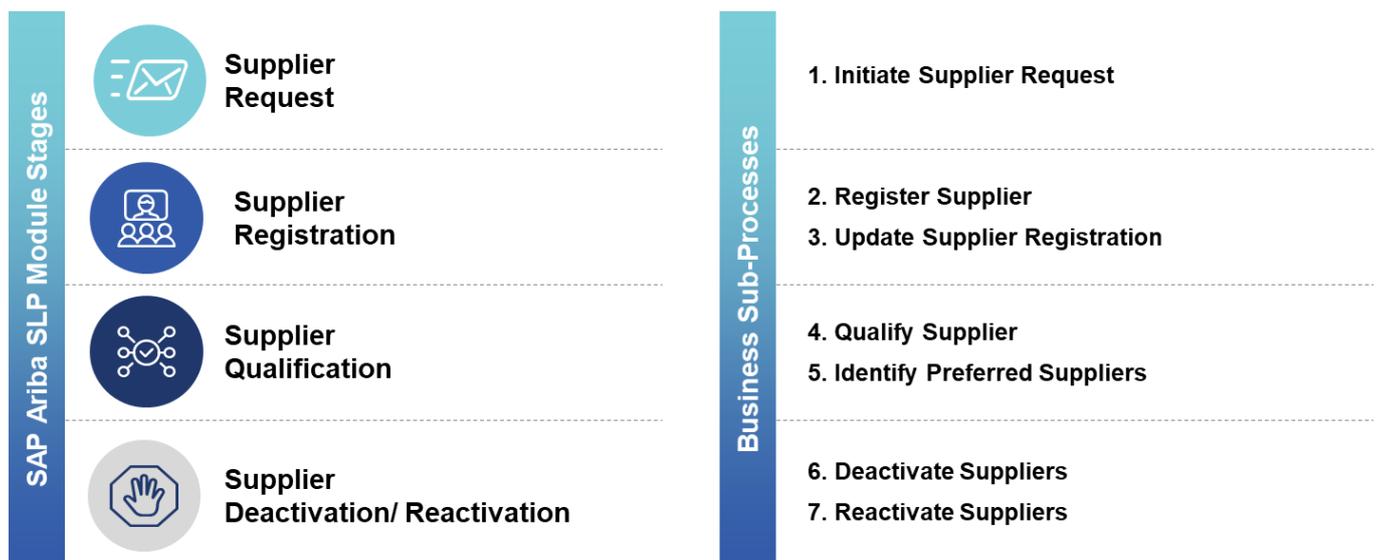


# 1. Purpose

This is a SAP Ariba Supplier Lifecycle and Performance Management (SLP) Module user guide to assist Abu Dhabi Government entities in registering new suppliers.

## 2. Process Overview

Supplier Registration comprises 7 sub-processes, that are enabled through SAP Ariba SLP Module. These sub-processes are illustrated below:



The roles played by Abu Dhabi Government entities, suppliers and the Government Procurement Office (GPO) Supplier Registration team in completing these processes are illustrated below.

	Entities	Suppliers	GPO Supplier Registration
 <b>Initiate Supplier Request</b>	<input checked="" type="checkbox"/> Raise request for suppliers outside UAE only	<input checked="" type="checkbox"/> Fill 'Self Request' Form	<input checked="" type="checkbox"/> Review & Approve
 <b>Register Supplier</b>		<input checked="" type="checkbox"/> Complete /Submit Reg. questionnaire & docs	<input checked="" type="checkbox"/> Review & Approve
 <b>Qualify Supplier</b>		<input checked="" type="checkbox"/> Complete/Submit Qual. questionnaire	<input checked="" type="checkbox"/> Provide questionnaire Quality / Not Qualify Supplier
 <b>Identify Preferred Supplier</b>			<input checked="" type="checkbox"/> Evaluate Supplier Mark Supplier Preferred
 <b>Deactivate Supplier</b>		<input checked="" type="checkbox"/> Renew DED Lic. as soon as receive Notification	<input checked="" type="checkbox"/> Send Notification Deactivate Supplier
 <b>Reactivate Supplier</b>		<input checked="" type="checkbox"/> Renew DED License Request Reactivation	<input checked="" type="checkbox"/> Validate DED License details Reactivate Supplier Open Registration form (if req)
 <b>Update Supplier Registration</b>	<input checked="" type="checkbox"/> Request supplier to update Reg. form	<input checked="" type="checkbox"/> Supplier modifies information in Registration form	<input checked="" type="checkbox"/> Open Registration form (if req)

Supplier Registration representatives of the Abu Dhabi Government will play a role in the “Initiate Supplier Request Process”, depending on the type of supplier.

Suppliers are categorized based on the following criteria:

- Whether they hold an existing account in ADERP iSupplier Portal
- Whether they provide goods or services to Abu Dhabi Government entities inside or outside the UAE

Abu Dhabi Government entities initiate Supplier Requests in certain cases.

Does the Supplier have an account in ADERP iSupplier Portal?	Does the Supplier deliver goods or services only outside UAE to Abu Dhabi Government entities?	Who initiates Registration Process?	Registration Process in Ariba
Yes	N/A*	Supplier	<a href="#">Self-Request</a>
No	No	Supplier	<a href="#">Self-Request</a>
No	Yes	Abu Dhabi Government entity	<a href="#">Entity-Initiated Request</a>

\*ADERP iSupplier account holders can self-request in Ariba irrespective of goods and services delivery location.

## 3. Supplier Request

### 3.1: Supplier Request: Self Request

**THIS SECTION IS FOR INFORMATIONAL PURPOSES ONLY**

In cases where:

- Suppliers are registered in ADERP iSupplier Portal, irrespective of where the goods/services are offered (inside/outside UAE)
- Suppliers are not registered in ADERP iSupplier Portal but offer good/services to Abu Dhabi Government inside UAE

Suppliers should raise Supplier Requests themselves in Ariba using this Self-Registration link:  
<http://dofad.supplier.mn1.ariba.com/ad/selfRegistration>

### 3.2: Supplier Request: Entity Initiated Request

Abu Dhabi Government entities raise Supplier Requests on behalf of suppliers who offer goods or services to Abu Dhabi Government outside UAE only. This is carried out in Ariba as follows:



Legend: ● Entity ● Supplier ● GPO Supplier Registration

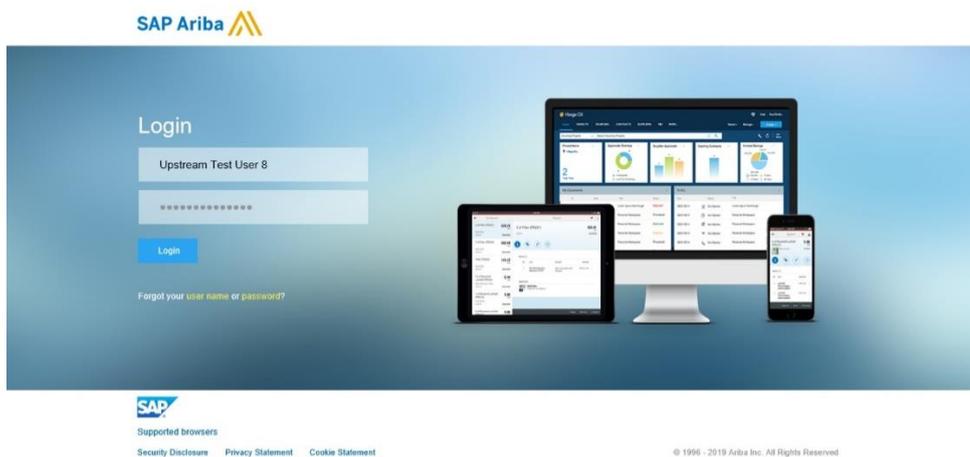
## 3.2.1 Create Supplier Request



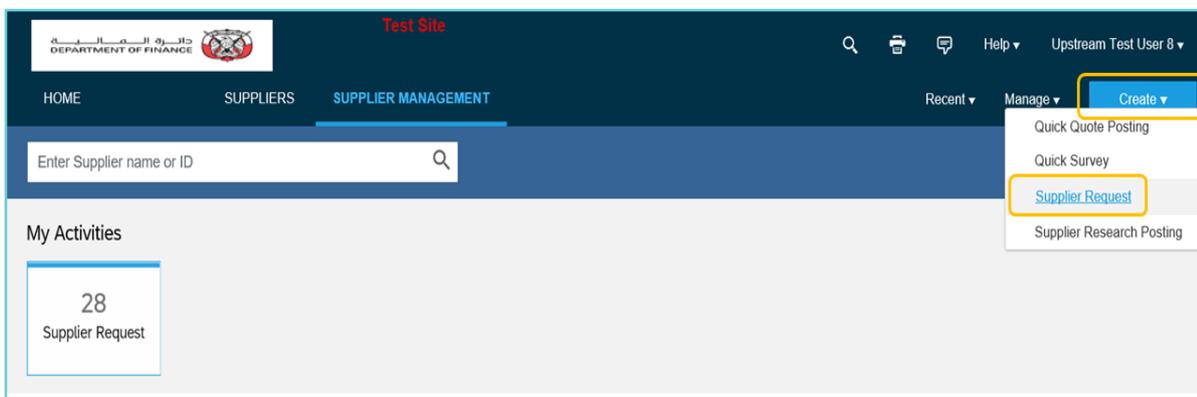
Legend: ● Entity ● Supplier ● GPO Supplier Registration

### 3.2.1.1 Log in to DOF Ariba Site

- Log in to the DOF Ariba Site: <https://dofad.procurement.mn1.ariba.com> using a valid Ariba username and password.



- Navigate to the top-right of the page, click Create > Supplier Request.



### 3.2.1.2 Fill in the Supplier Request Form.

The fields marked with Asterisk (\*) are mandatory.

Does the supplier deliver goods or services only outside UAE to the Abu Dhabi Government Entity: Yes

Supplier Request Form

Supplier Providing Goods or Services outside UAE (in Foreign Countries)

\* Does the supplier deliver goods or services only outside UAE to the Abu Dhabi Government Entity (This request form is only for suppliers providing goods or services outside the UAE. Suppliers providing goods or services inside the UAE should submit the self registration request form)

Yes  No

### Enter the Supplier's General Information

- **Company Name as per Commercial Registration OR License:** DELL CORPORATION
  - Please enter CAPITAL letters and numbers only. Allowed characters are spaces and . , - \_
- **Country:** Philippines
- **Address:** 1234 Bonicatio Street
- **City:** Mandaluyong
- **Zip Code/Postal Code :** 9008
- **State:** Metro Manila
- **Office Telephone Number:** 638121001
  - Number format: +(Country Code)(Area Code)(Office Telephone Number)(space)(Extension)
- **Facsimile Number:**
  - optional field (Please enter valid Facsimile Number format: +(Country Code)(Fax Number))
- **Company Email Address:** info@dellcorp.com
- **Website:**
  - optional field (website format should be validated)
- **Business Locations: Philippines**
  - multiple countries are allowed

General Information

\*Company Name as per Commercial Registration OR License

DELL CORPORATION

\*Company Address

Country

Philippines

Address

1234 Bonicatio Street

City

Mandaluyong

Zip Code

9008

State

Metro Manila

\*Office Telephone Number

638121001

Facsimile Number

\*Company Email Address

info@dellcorp.com

Website

\*Business Locations

Search Browse

Philippines

Philippines x

### Enter the Supplier Contact Information:

- **Fist Name:** Zyra
- **Last Name:** Sales
- **Position:** General Manager
  - company position of the supplier contact
- **Office Telephone Number:** 638773019
- **Mobile Number:** 639157897761
  - Number format: +(Country Code)(Mobile Number)
- **Contact Email Address:** <placeholder@email.com>
  - website format should be validated

Contact Person

\*First Name

\*Last Name

\*Position

\*Office Telephone Number format: +(Country Code)(Area Code)(Office Telephone Number)(space)(Extension)

\*Mobile Number format: +(Country Code)(Mobile Number)

\*Contact Email Address

### Enter the Supplier's Commercial License and Tax Information:

- **Foreign Issued License Number:** 011109875
- **Does the Supplier have VAT / Tax Number?**  
Yes
  - If “Yes” VAT / Tax Number is required
  - If “No” VAT / Tax Number is not required
- **VAT / Tax Number:** 0988821675
  - only capital letter/numbers are allowed

Supplier License and Tax Information

\*Foreign Issued License Number

\*Does the Supplier have VAT / Tax Number?

Yes  No

VAT / Tax Number

### Select the category Level 2 of goods and services to be supplied:

Goods and Services

\*Select the category of Goods/Services

Search Browse

	Level 1	Level 2	Level 3
All Commodities	Accessories and Supplies	<input type="checkbox"/> Industrial use papers (أوراق للإستخدام الصناعي)	Business use papers (ورق للإستخدام التجاري)
	Organizations and Clubs (منظمات وأندية)	<input type="checkbox"/> Paper materials (مواد ورقية)	Novelty paper (ورق مبتكر)
	<b>Paper Materials and Products (مواد ومنتجات)</b>	<input checked="" type="checkbox"/> <b>Paper products (منتجات ورقية)</b>	Personal paper products (منتجات أوراق شخصية)
	Personal and Domestic Services (خدمات شخصية)		Printing and writing paper (ورق طباعة وكتابة)
	Politics and Civic Affairs Services (خدمات الشؤون)		
	Power Generation and Distribution Machinery		
	Printing and Photographic and Audio		

Indicate if the spend of goods/services will be greater than AED 50,000.

\*Does the spend for products/services provided exceeded/expected to exceed 50,000 AED/year?

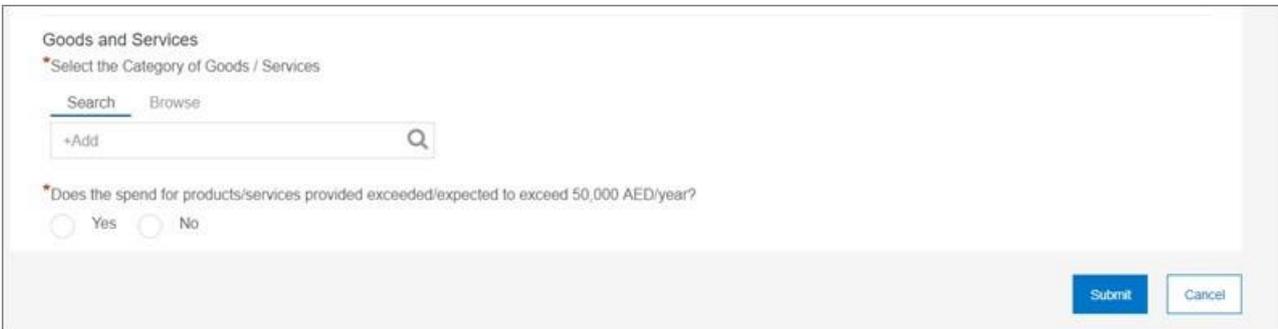
Yes  No

### 3.2.2 Submit Supplier request



Legend: ● Entity ● Supplier ● GPO Supplier Registration

- Once all required information is provided, click “Submit” at the bottom-right of the Supplier Request form.



**Incomplete/incorrect fields trigger an error message, prompting you to populate all required fields. Once all fields are complete, resubmit the Supplier Request.**

Upon successful submission, the following message will appear:

**"Your Supplier Request has been submitted for processing."**

 Your supplier request has been submitted for processing.

[Back](#) [Done](#)

Supplier **DELL CORPORATION**

Requested By Upstream Test User 8

Requested On March 19th 2019 - Today

Request created Assign Supplier Request Approver Approval for Supplier Request New supplier created

**Supplier Request Form** [Edit](#)

**Supplier Providing Goods or Services outside UAE (in Foreign Countries)**

Does the supplier deliver goods or services outside UAE to Abu Dhabi Government Entities (This request form is only for suppliers providing goods or services outside the UAE. Suppliers providing goods or services inside the UAE should submit the self registration request form) Yes

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**General Information**

Company Name as per Commercial Registration OR License: DELL CORPORATION

Address: 1234 Bonicatio Steet Mandaluyong City Metro Manila  
Mandaluyong  
9088 Metro Manila  
Philippines

Duplicates

0 duplicates found

\*Users can click '**<Back**' to go to the previous screen or '**Done**' to exit.

Entity users will receive a system-generated email notifying the supplier contact that the Supplier Request has been forwarded to the GPO Supplier Registration team for approval.

 Ariba Administrator <no-reply@smtp.mn1.ariba.com>  
[External] Submitted: Your request to add DELL CORPORATION as a supplier

To: [Redacted]

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This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

**Request to add DELL CORPORATION as a supplier.**

You've submitted a request to add DELL CORPORATION as a supplier to Government of Abu Dhabi - TEST. We've forwarded this request for review and approval.

You'll receive an email about the status of your request. Or, you can [Click Here](#) to check the approval process and status of your request in Ariba. 

### 3.2.3 Approval of the Supplier request



Legend: ● Entity ● Supplier ● GPO Supplier Registration

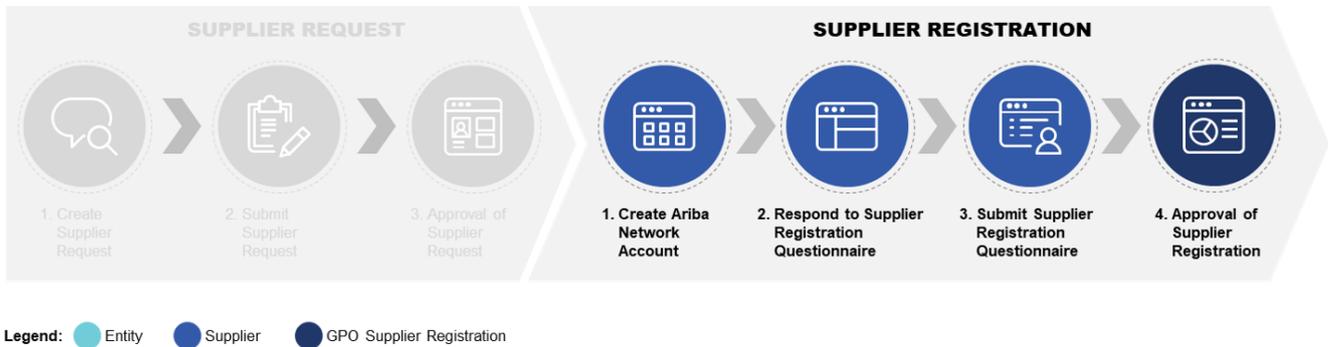
Once submitted, the Supplier Request will go to the GPO Supplier Registration team for approval. Entity users will receive an email notification from SAP Ariba when their Supplier Request has been approved.



Upon Supplier Request, SAP Ariba automatically invites the supplier contact to register in Ariba Network. At this point, entity users will receive a notification that Supplier Registration has commenced.



## 4. Supplier Registration



The supplier will then create an Ariba account and submit a Supplier Registration Questionnaire.

- Once the supplier completes the Supplier Registration Questionnaire, the GPO Supplier Registration team will review and approve the Supplier Registration.

## 5. Frequently Asked Questions (FAQs)

### 1. What are the stages of Supplier Onboarding?

The stages of Supplier Onboarding are as follows -

- Registration Request
- Supplier Registration
- Supplier Qualification

### 2. What are the types of supplier setups in SAP Ariba and how can the 'Registration Request' be raised for them?

Suppliers are classified based on where they provide goods / services (and not where they are based). There are 2 types of suppliers in SAP Ariba:

- Inside UAE suppliers** - suppliers who provide services/goods to ADGE inside UAE (**Supplier Self Request**)
- Only Outside UAE suppliers** – suppliers who provide services/goods to ADGE **ONLY** outside UAE (**Entity Raised Request**)

### 3. What is the required information to raise request for 'Only Outside Suppliers'?

Entity users need the following information to raise a request on behalf of the Supplier:

- Foreign issued license number
- Tax registration number, if applicable
- List of Goods / Services offered by the supplier

### 4. How do I select the goods/services categories in supplier request form?

In the supplier request form, there is a category hierarchy. In this hierarchy, the entity user must choose the second level node, also called as **Level 2 category**, as showcased below:

Goods and Services

\*Select the category of Goods/Services



Search Browse

All Commodities

Accessories and Supplies

Organizations and Clubs (منظمات و أندية)

**Paper Materials and Products (مواد ومنتجات ورقية)**

Personal and Domestic Services (خدمات شخصية)

Politics and Civic Affairs Services (خدمات الشؤون)

**Level 2**

Industrial use papers (أوراق للإستخدام الصناعي)

Paper materials (مواد ورقية)

**Paper products (منتجات ورقية)**

Business use papers (ورق للإستخدام التجاري)

Novelty paper (ورق مبتكر)

Personal paper products (منتجات أوراق شخصية)

Printing and writing paper (ورق طباعة وكتابة)

## 5. Can the system restrict me to submit the supplier request?

The system will not allow requests to be submitted if mandatory fields are incomplete. Mandatory fields are marked with asterisk (in red) (\*)

## 6. How do I check the status of my supplier request?

- a) As an entity user, you will be notified when the supplier request is approved by GPO Supplier Registration Team.
- b) Entity users can also search and open the supplier profile in Ariba Supplier Management tab and check the current status

## 7. What is the next step after submitting the Supplier Request?

Upon submission of the Supplier Request, the request is sent to the Supplier Data Management Specialist for approval. Once the request is approved, the supplier will receive an email invitation to register on the Ariba Network.

## 8. How is the Supplier Registration process initiated?

Once the Supplier Request is approved by the GPO Supplier Registration Team, the supplier will receive an email notification with the Registration Link.

## 9. Who will receive the invitation for Supplier Registration?

The main contact email id in the Supplier Request form will receive an email invite with the Registration Link.

## 10. How do I know that the supplier is now eligible to do business (Award Contract) with Abu Dhabi Government?

When the supplier status changes to 'Qualified', the supplier is ready to be issued PO and Contracts.



# CONTACT US



In case of any queries / clarification in the supplier registration process, contact the DOF support team for assistance

[support.suppliers-registration@dof.abudhabi.ae](mailto:support.suppliers-registration@dof.abudhabi.ae)

