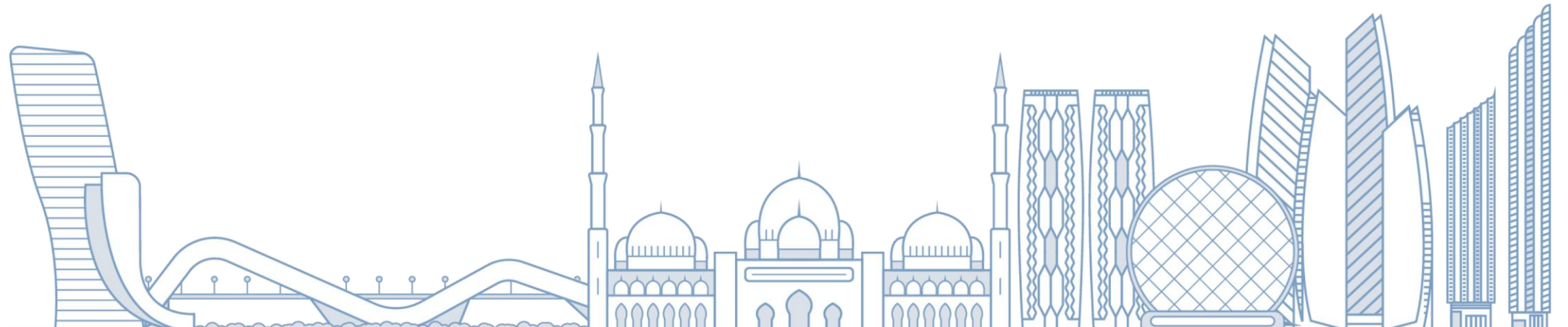




# ONLINE SUPPLIER REGISTRATION GUIDELINE



# ONLINE SUPPLIER REGISTRATION



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8. EXPERIENCE DETAILS
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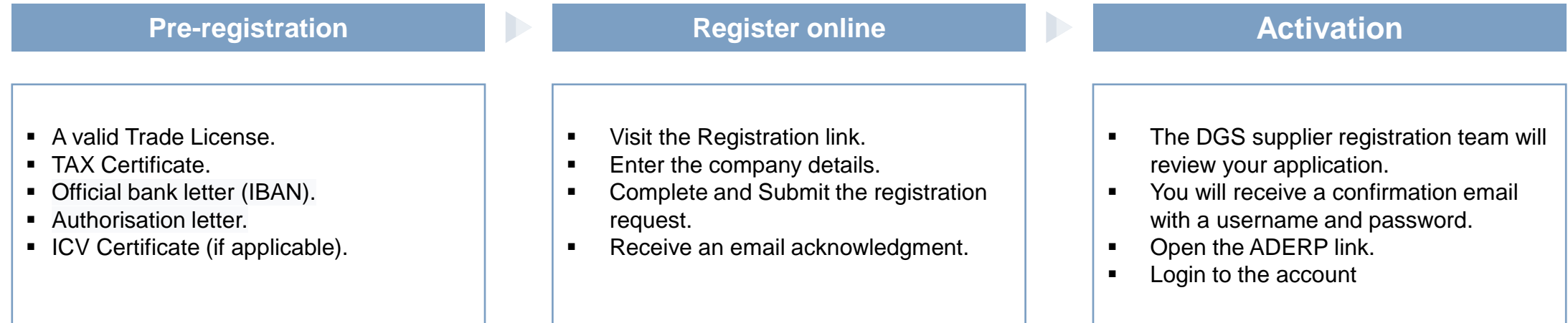


SUBMIT A NEW  
REGISTRATION REQUEST

# ONLINE SUPPLIER REGISTRATION

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## SUPPLIER REGISTRATION PROCESS



# ONLINE SUPPLIER REGISTRATION

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## 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**.  
To proceed, you must provide the mandatory information marked by \*.

1

Basic Information Company Details Addition

### Prospective Supplier Registration

\* Indicates required field  
Blank label for instruction text

#### Company Details

\* Company Name   
(Please enter company name as per Commercial Registration)

\* Tax Country    
Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

License Registration Emirate    
The emirate where the TaxRegistration License was issued. This Applies to UAE Companies.

\* Tax Registration Number

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

#### Contact Information

Blank label for instruction text

\* First Name   
MiddleName

\* Last Name   
JobTitle

Phone Number   
(e.g. +971-02-9999999)

Fax Number   
(e.g. +971-02-9999999)

\* Mobile Number   
(e.g. +971-55-9999999)

\* Mobile Code like 050

\* Email   
(Please enter only one email address in this field e.g. name@company.com)

**Contact Person: The person identified above will be considered the authorized contact for all correspondence**

2

# ONLINE SUPPLIER REGISTRATION

## REGISTRATION PAGE - COMPANY DETAILS

Enter any note you want to send 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	<input type="text"/>
Note to Buyer	<input type="text"/>
Note to Supplier	<input type="text"/>

### 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

Click **Save for Later** to save your registration request at any time before submitting it. Copy and save the link as shown in the confirmation message. Later you should use the same link, and you can complete the registration.

**Confirmation**

- 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.
- [https://aderp.abudhabi.ae/OA\\_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=0EE9D9AA5F0BE996D46B95A90ADAAD32E34CEF8907D91D9FD06C7CB5337F901C&lang=US](https://aderp.abudhabi.ae/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=0EE9D9AA5F0BE996D46B95A90ADAAD32E34CEF8907D91D9FD06C7CB5337F901C&lang=US)

**Prospective Supplier Registration: Current Status** Update

★  
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
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**Contact Information**

Email	oracleappss.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	

Table Diagnostics

FOS0189@FINANCE  
HQPRDCTXVDI079  
2023/06/02 09:17



# ONLINE SUPPLIER REGISTRATION

## REGISTRATION PAGE – ADDRESS BOOK

To add the company address:

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

1

### Address Book

At least one entry is required.

Create | ...

Address Name	Address Details	Purpose	Update	Delete
No results found.				

2

### Create Address

\* Indicates required field

Country

\* Address Name

\* Building/Villa No.

Street Name

District/Area Name

\* Town/City

County

Postal Code

\* Emirates

\* PO Box No.

3

Cancel Apply

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

RFQ Only Address

# ONLINE SUPPLIER REGISTRATION

## REGISTRATION PAGE - CONTRACT DIRECTORY

To add more contacts, click **Create** and enter the contact details below.

1

Contact Directory						
At least one entry is required.						
<a href="#">Create</a>   ***						
First Name	Last Name ▲	Phone	Email	Requires User Account	Update	Delete
Hamad	Ali	05XXXXXXXXX+9715XXXXXXXXXX+9712XXXXXX	Hamad@domainname.com	✓		

2

### Create Contact

\* Indicates required field

[Cancel](#) [Apply](#)

**3**

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 - BANKING DETAILS

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

1

### 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.								

Table Diagnostics

Save For Later Back Step 2 of 4 Next

### 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

#### Branch

New Branch  
 Existing Branch

Branch Name   3

Branch Number

BIC

Branch Type: ABA

#### Bank Account

Account Number

Check Digits

IBAN  4

Account Name

Currency  5

#### Comments

Note to Buyer

6

# ONLINE SUPPLIER REGISTRATION

## BANKING DETAILS PAGE – ERROR MESSAGES

The IBAN for the United Arab Emirates will be 23 digits in length.  
So, the system will check the entered IBAN and make sure it matches 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

New Bank  
 Existing Bank

Bank Name: ABU DHABI ISLAMIC BANK

Bank Number: 809

Tax Payer ID:

[Show Bank Details](#)

### Branch

New Branch  
 Existing Branch

Branch Name: ALAIN -BAWADI MALL

Branch Number: 048

BIC: ABDIAEADXXX

Branch Type: SWIFT

[Show Branch Details](#)

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### Bank Account

Account Number: 123456789

Check Digits:

IBAN: AE910000000000000000000000

[Show Account Details](#)

Account Name: Current

Currency: UAE Dirham

---

### 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 aligns with your business activities and select your company's MSME (Micro, Small, and Medium Enterprise) Type.

1

Basic Information      Company Details      **Additional Information**      Attachments

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

\* Indicates required field

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"/> <small>For non resident, provide Pass Port Number</small>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>(example: 29-May-2023)</small>	<input type="text"/> <small>(example: 29-May-2023)</small>	

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.

1

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>	

2

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 selected category of **Products 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. Click **Next** 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>	

[Save For Later](#) [Back](#) Step 3 of 4 [Next](#)

← 4



# ONLINE SUPPLIER REGISTRATION

## ATTACH THE REQUIRED AND SUPPORTED DOCUMENTS

In the final step, you can upload the required documents, as mentioned in the red box below, and all mentioned certificates. Click on **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, and select the correct **category** (to whom you want to send it).
2. Define the attachment by selecting the **File** option only “with Max size 15 MB.”
3. Click **Add Another** to add more files OR click **Apply** to add the defined attachment.

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

### Add Attachment

Cancel Add Another Apply

#### Attachment Summary Information

Title

Description

Category To Buyer

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

#### Define Attachment

Type  File  URL  Short Text  Long Text

Choose File No file chosen

1 →

→ 3

# ONLINE SUPPLIER REGISTRATION

## CONFIRMATION OF THE ATTACHMENT

Once the selected file is attached, click **Apply**, then you will receive a confirmation message and sequence number of that attachment.  
Click **Submit** to proceed with 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 currently 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." To the right of the message are buttons for "Submit", "Back", and "Step 4 of 4".

### Attachments

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

Last Updated By ▲	Last Updated ▲	Usage ▲	Update	Delete
FOS0189	29-May-2023	One-Time		

# ONLINE REGISTRATION SUPPLIER

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## 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, click **Submit**; you will receive a confirmation message and email.

The 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](mailto:contact@tamm.abudhabi))



THANK YOU