# **Supplier Registration & Prequalification**

User Guide

GRP\_POS\_REGQUAL\_12.2.5

Version 3.0

This document is classified as "Public"

Copyright © Smart Dubai Government Establishment 2017. All rights reserved.

No Part of this work may be reproduced or transmitted in any form or by any means, electronic, manual, photocopying, recording or by any information storage and retrieval system, without prior written permission of Smart Dubai Government Establishment.



### **Document Control**

### **Document History**

Date	Version	Author(s)	Description
04-Aug-2015	V1.0	Ahmed Fouad	Initial Version
02-May-2017	V2.0	Ahmed Fouad	Update new processes and new skin
12-Jun-2017	V3.0	Mohamed Kafafy	Update new screenshots and processes (where applicable)

# **Distribution List**

Public Usage

# **Approval List**

Date	Name	Title	Signature
	Shadi Diab	SCM and ALM Section	
	Siladi Diab	Director - SDG	



# **Contents**

1	Introduction	5
	1.1 What is New in this Version	5
	1.2 How This Document is Organized?	5
	1.3 Intended Audience	5
2	Supplier Registration	6
	Basic Information	6
	Company Details	8
	Attachments	19
3	Responding to Pre-Qualification Assessment	23
	Accessing the Assessment	23



# **Glossary**

Term	Description		
Supplier Portal / e-Supplier	The GRP portal for suppliers to access their tenders,		
Portal/ i-Supplier	and transactions with department		
SME	Sheikh Mohamed Bin Rashid's Establishments.		
Assessment	A questionnaire addressed to suppliers to provide		
Assessment	response to it		
	A process involved in supplier registration that		
Pre-Qualification	allows to identify the supplier capability to deliver		
	projects and have business with departments.		



### 1 Introduction

This document represents a manual for suppliers who are dealing with various departments in Dubai Government through e-Supplier Portal of GRP.

To login to the portal: <u>isupplier.dubai.gov.ae</u>

### 1.1 What is New in this Version

This version has the following changes:

- 1. Adding the Introduction section
- 2. Updates in snapshots
- Updates in the formatting of the document to match the standards of the Smart Dubai Government Est.

### 1.2 How This Document is Organized?

The document is divided into different chapters and each chapter will represent a complete process / Sub Process from the start till it ends. Some chapters will be having sub sections to mark a step or a mile stone in the process

### 1.3 <u>Intended Audience</u>

This document is aimed for the supplier / vendors of Dubai government department that supports the GRP supplier portal.

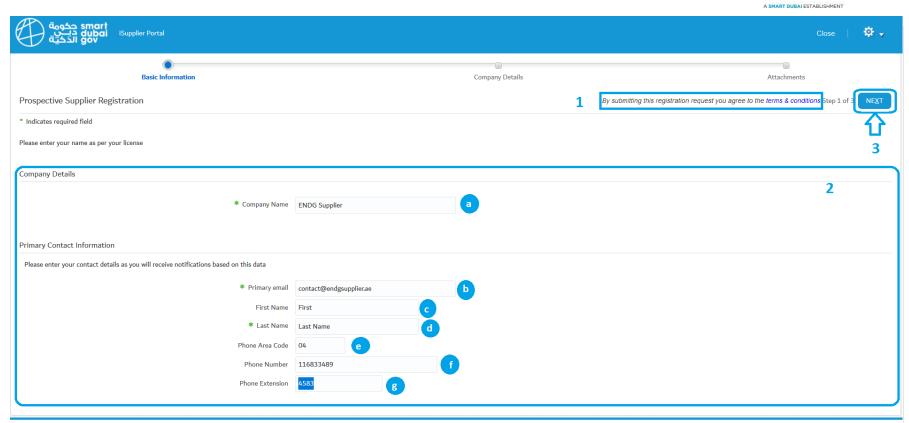


# 2 Supplier Registration

#### **Basic Information**

- 1. Go through the terms and conditions by clicking on the link illustrated in the snapshot below. Submission of your registration request means your organization's approval on the terms and conditions.
- 2. Fill the details requested as below:
  - a. Company's name (in English)
  - b. Primary Contact mail address
  - c. Primary Contact's first and last name
  - d. Primary Contact's Phone Area Code
  - e. Primary Contact's Phone Number
  - f. Primary Contact's Phone extension (if applicable)
- 3. Click on the button "NEXT"

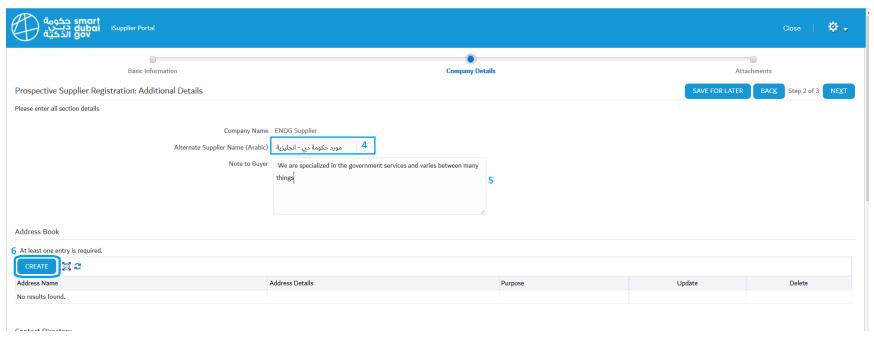






### **Company Details**

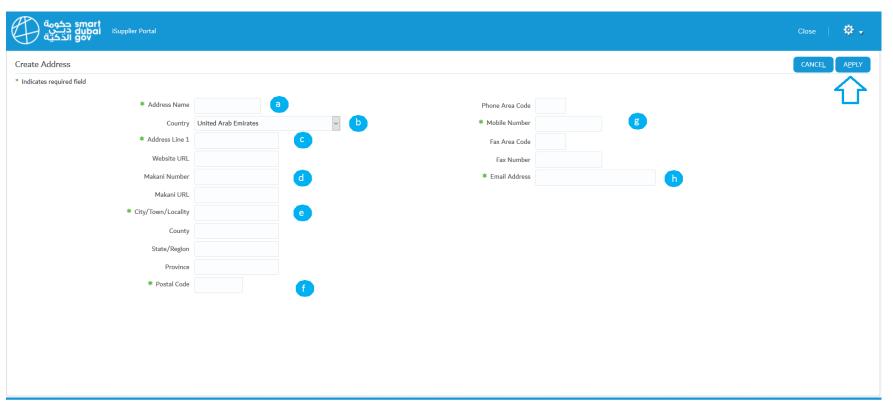
- 4. Set Company's Name in Arabic (Optional) and for overseas suppliers can ignore it.
- 5. Supplier User can optionally add Note to Buyer in case User needs to communicate any information to Registration Officer.
- 6. Create Address by clicking on the button "CREATE".



- 7. The address page loads which should be filled as follows:
  - a. Enter the address Name (i.e. H.Q. or Sales Office)
  - b. Select the Country
  - c. Enter address line (1)



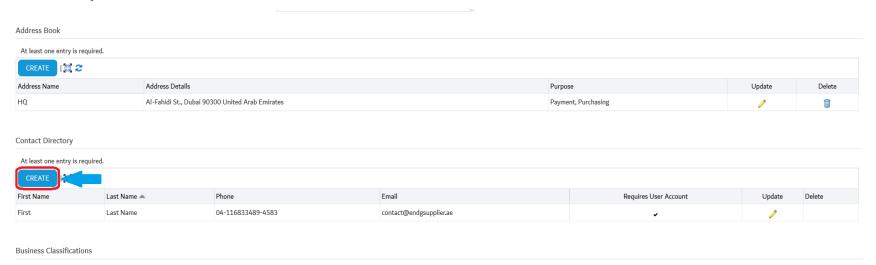
- d. Makani URL (Only for Dubai Suppliers Optional)
- e. City Town
- f. Postal Code
- g. Address Phone number and Mobile
- h. Address mail (if not applicable enter the contact's mail)
- 8. Once filled all the information click on the "APPLY" button







- 9. You will return to the Company Information Page, and to add another address repeat the steps from 6 to 8.
- 10. Scroll down the page.
- 11. In case you want to add more contacts click on "CREATE" button

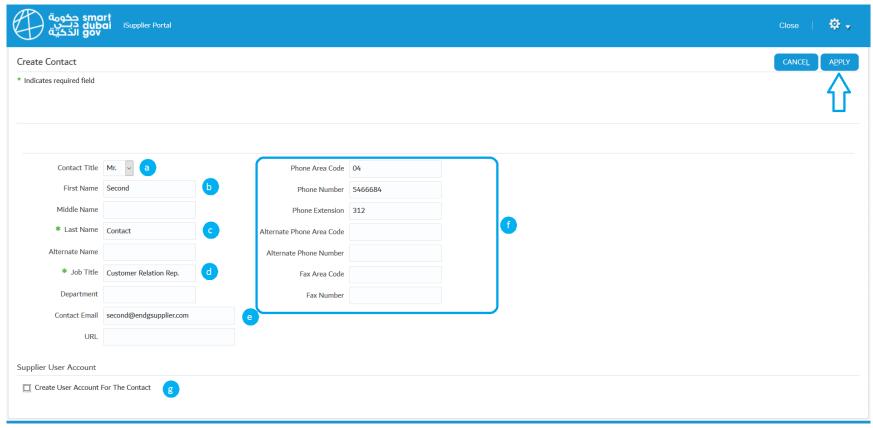


Please select at least 1 Activity and 1 Type.

- 12. The page loads and enter the following details for the contact:
  - a. Title
  - b. First Name
  - c. Last Name
  - d. Title
  - e. E-mail
  - f. Phone contact (multiple fields).
  - g. Check if you want that contact to has system access (mail will be mandatory if checked).



13. Click on apply when done, to add more repeat the previous steps from 11-12



- 14. Scroll down the page till the <u>Business Classification</u> section, you must select at least one activity and one type.
- 15. For each type enter the license number, Authority, and Expiry Date.
  - a. System performs a validity check for Dubai Suppliers to verify the license number
  - b. Sheikh Mohamed Establishment Companies should select also another type.



**Business Classifications** 

#### Please select at least 1 Activity and 1 Type.

M 2					
Classification	Applicable	Minority Type	License Number	Licensing Authority	License Expiry Date
Activity - Consultant or Contractor					
Activity - Goods & Items					:::
Activity - Service Provider					
Type - Dubai Based Supplier (DED)					
Type - Dubai Free Zone Supplier					
Type - Free Zone Supplier Except Dubai					
Type - Overseas Supplier					
Type - Sheikh Mohammed Est.(SME)		V			
Type - UAE Supplier (Non Dubai Based)					

**▼TIP** Date format example: 13.06.2017

Products and Services

 $\ensuremath{\mathfrak{G}}$ TIP Select product and services related to the supplier from DED license / License provider At least one entry is required.

CREATE   ⋈ ≈		
Code	Products and Services	Delete
No results found.		



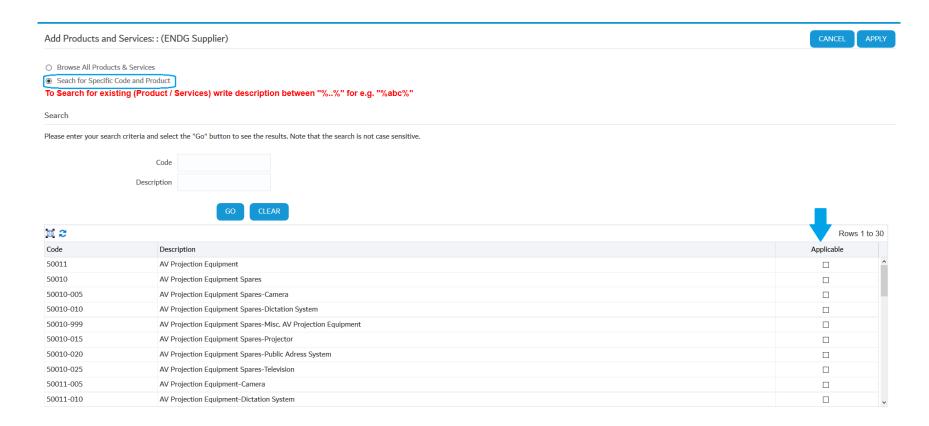
16. Add the product and services your organization is specialized in by clicking on the button "CREATE".

**Business Classifications** 

#### Please select at least 1 Activity and 1 Type. M 2 Classification Applicable Minority Type License Number Licensing Authority License Expiry Date Activity - Consultant or Contractor .... .... Activity - Goods & Items .... Activity - Service Provider .... Type - Dubai Based Supplier (DED) Type - Dubai Free Zone Supplier .... .... Type - Free Zone Supplier Except Dubai Type - Overseas Supplier .... Type - Sheikh Mohammed Est.(SME) .... .... Type - UAE Supplier (Non Dubai Based) **™TIP** Date format example: 13.06.2017 Products and Services $\ensuremath{\mathfrak{G}}$ TIP Select product and services related to the supplier from DED license / License provider At least one entry is required. X 2 Products and Services Delete No results found.

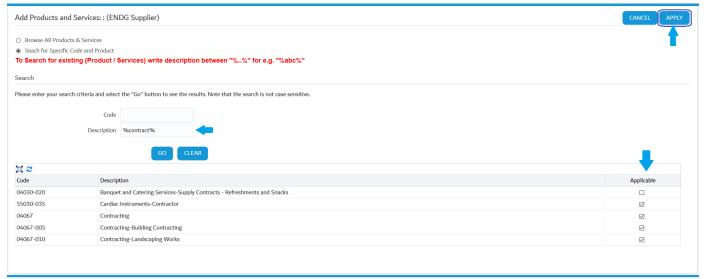


- 17. The product and services page loads, select the "Search for specific Product and Services" option
  - a. You can search for the option through putting the partial value of categories you are working on.
  - b. In case of multiple records keep scrolling down till you find the page
  - c. Select the categories by clicking on the checkbox Applicable

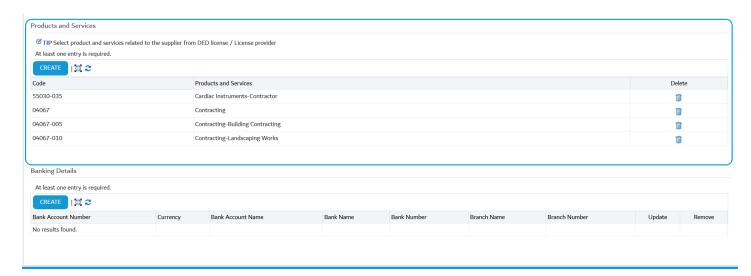




18. Once all categories selected click on APPLY button and you will return to the company information page.

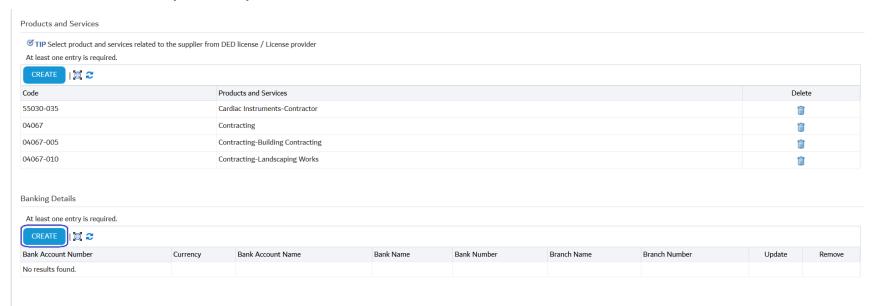






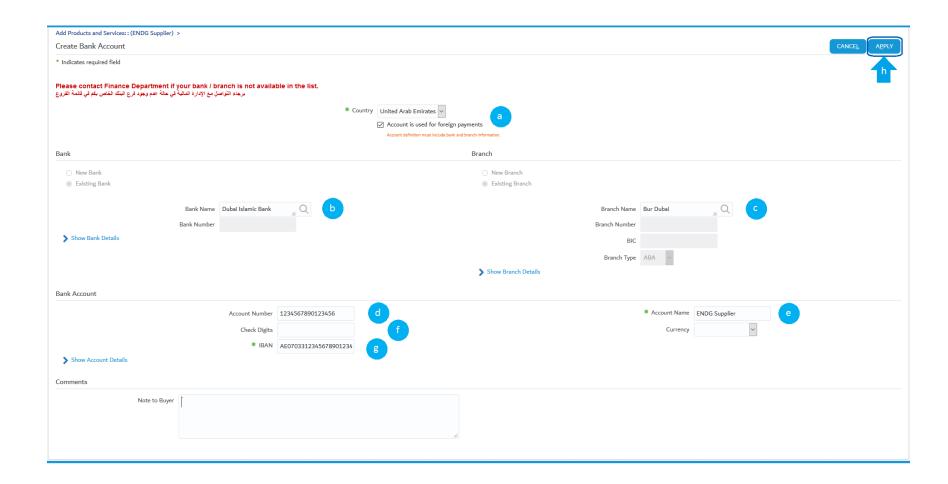


19. Adding more by repeating the previous step and once completed, scroll down the page till the end so you can enter the banking details of your organization (at least one bank entry is mandatory). To Create a Bank Account Click on the button Create



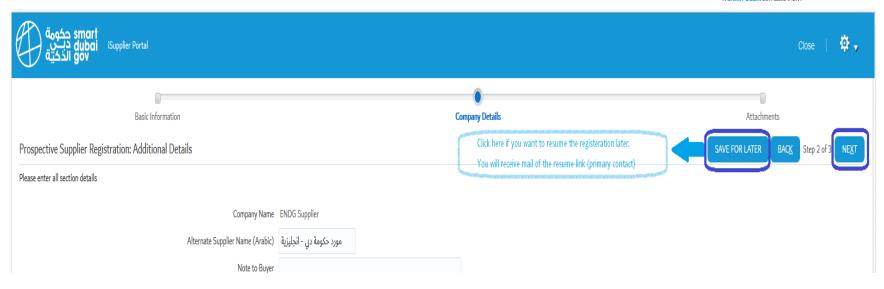
- 20. The bank details page loads, and you need to enter the following details
  - a. Select the Country and if the account is used for foreign payment.
  - b. Select the Bank Name
  - c. Select Branch Name of the bank
  - d. Enter account Number
  - e. Enter Account Name
  - f. In some banks (like in Germany) enter the Check Digits (for more information kindly review your bank)
  - g. Enter the IBAN
  - h. After completion Click on Apply





- 21. You can add more accounts by repeating steps 19-20.
- 22. You will return to the page of the registration, verify all the information and then click NEXT button

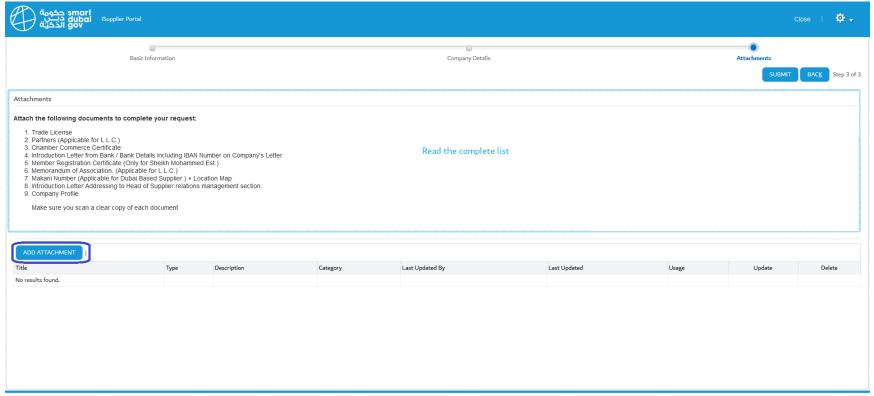






#### **Attachments**

- 23. The attachment page loads and you can review the items required for review by the department when submitting the request. Prepare the items and click on add attachment.
  - a. If the items will take more than 30 minutes to get them ready click on the button Go Back through the button "BACK" the click on "SAVE FOR LATER" as illustrated in the previous snapshot.

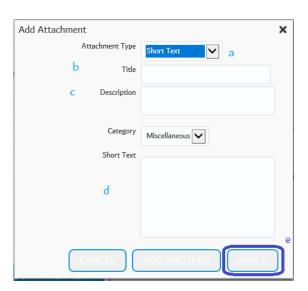




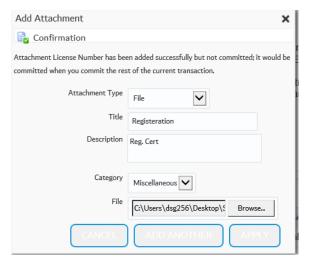
- 24. Once you click a pop-up window will appear, and you can attach documents or set a text
  - a. Select Attachment Type (File, Text, URL...etc.)



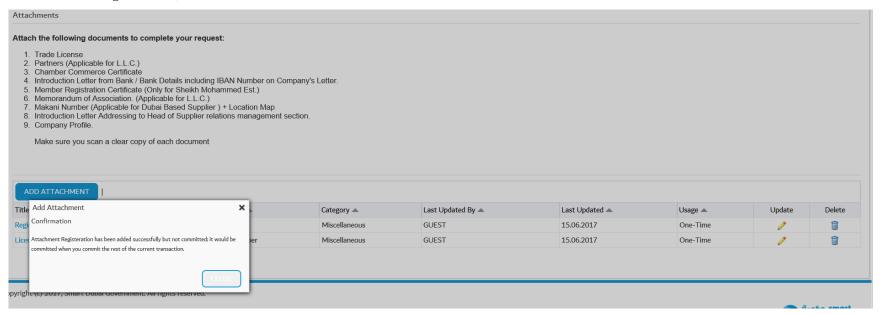
- b. Set the attachment Title
- c. Set attachment description
- d. Set the attachment (if other than file you can enter the text, and if it was a file, you can upload it)
- e. Click on APPLY to add the attachment or click on "ADD ANOTHER" button







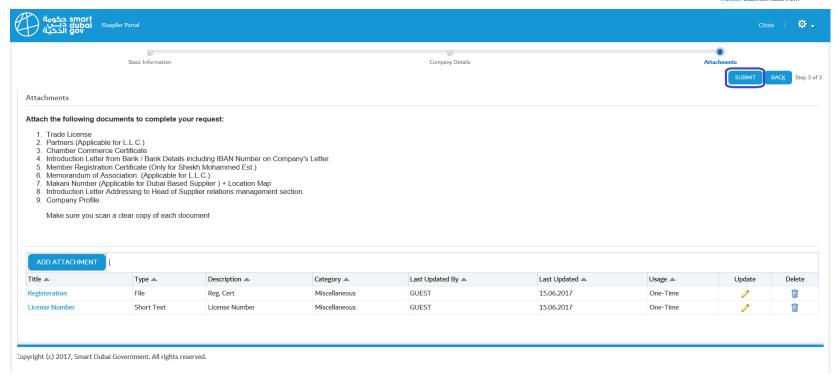
25. A Confirmation message will show, and click on CLOSE button



26. Click on Submit to submit your request for department's approval for the profile



A SMART DURAL ESTABLISHMEN



27. You will receive a confirmation message



Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

28. Once profile is submitted you will receive an e-mail of confirmation to the primary contact registered.



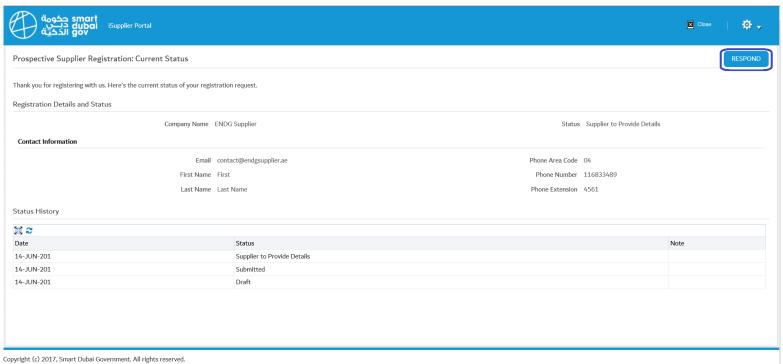
29. In some cases, a Pre-Qualification Assessment is required which is illustrated in the next chapter

# 3 Responding to Pre-Qualification Assessment

### Accessing the Assessment

- 1. If the organization is required to go through an assessment, the primary contact registered in the previous chapter will receive an invitation by mail to answer the assessment questions. To access the assessment, Click on the link in the mail.
- 2. Click on the button RESPOND



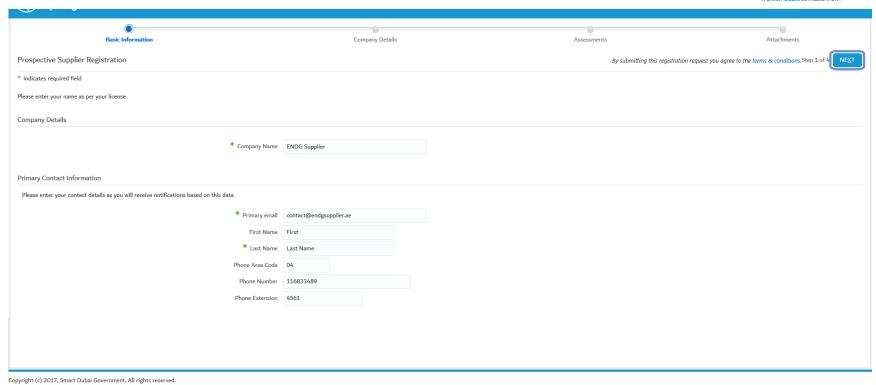




3. Click on the button "NEXT"



A SMART DUBAI ESTABLISHMENT

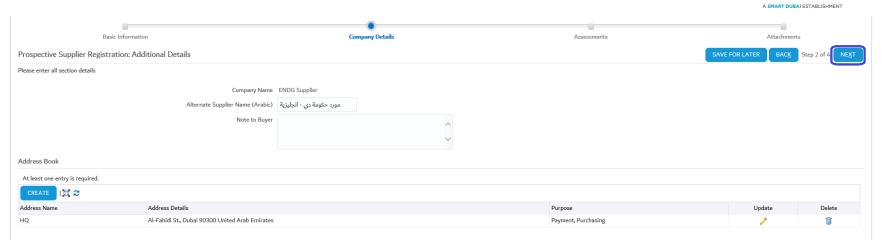


!

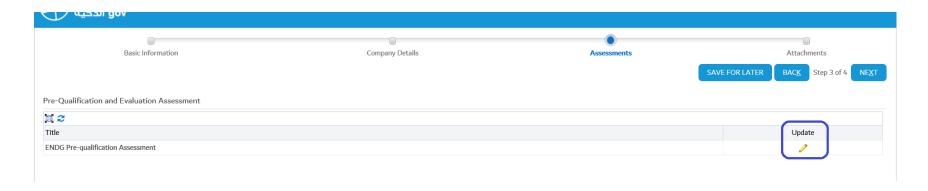
4. Click on the button "NEXT"

حكومة smari دين duba دين gov



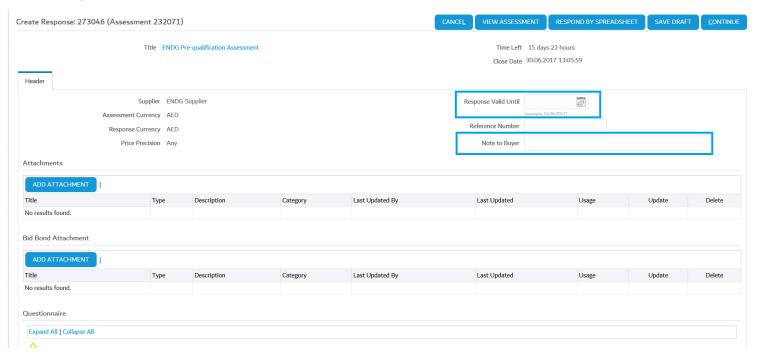


- 5. Click on the Pencil button to update the Assessment
  - a. If there were multiple records in the Assessment Table, the first (on top) row represent the most recent one that you will need to answer





6. The Assessment Page loads, and you can enter few details such as validity date of Response (Preferred to set it as License Expiry Date) and any notes to the department



- 7. Scroll down the page till you can see the assessment questions, the answers to provide can be one of the following
  - a. Selection of one value from a list
  - b. A free Text to enter a description (such as: describe the last project)
  - c. A free text for a specific data type like Date (Date of Establishment), Number (Total Liability), URL (Company website) or also a free text.



Pocus Title Technical Requirements (Applicable for Contractors only)

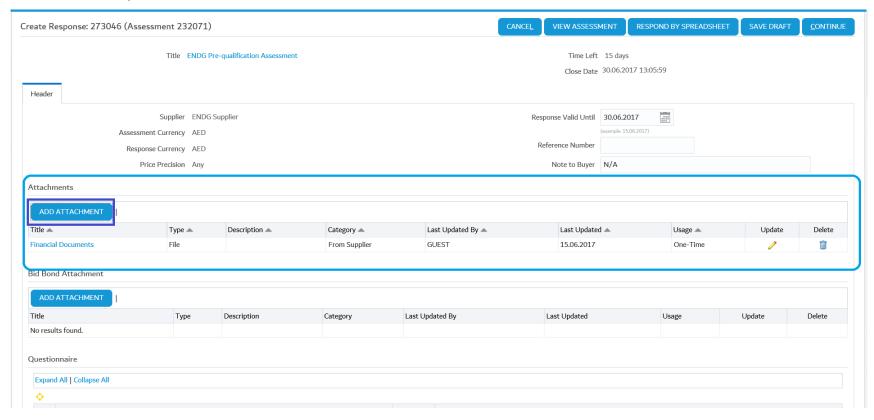
□ Technical Requirements (Applicable for Contractors only)

□ Sustainable Purchasing

□ Sustainable Purchasing

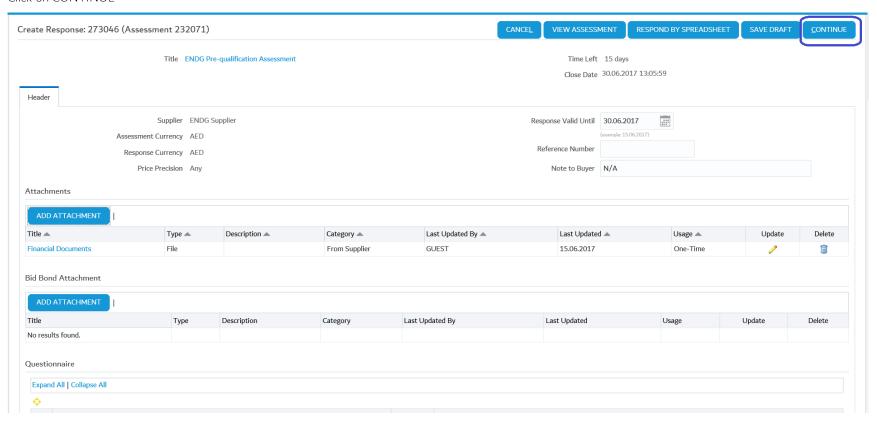


- 8. Attach all the required documents which are required by request through the assessment or any other supporting document that you believe will be useful or supporting your application.
  - a. Scroll up and then attach the document



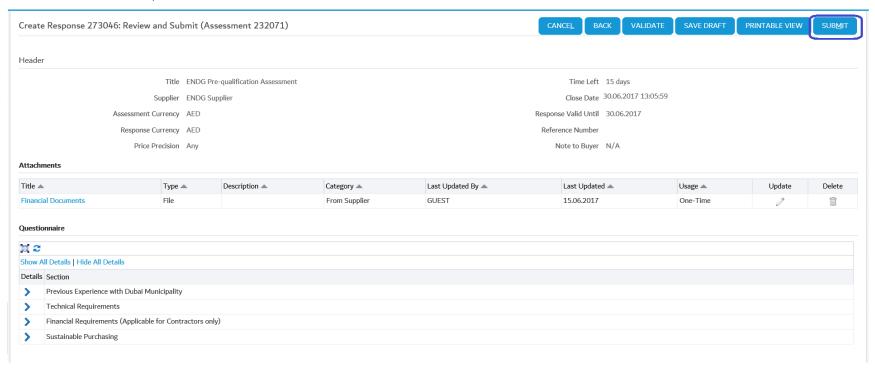


#### 9. Click on CONTINUE



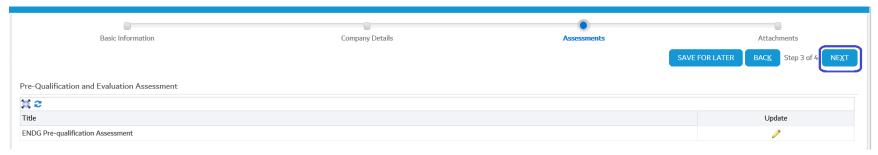


#### 10. You can review the response and then click on SUBMIT

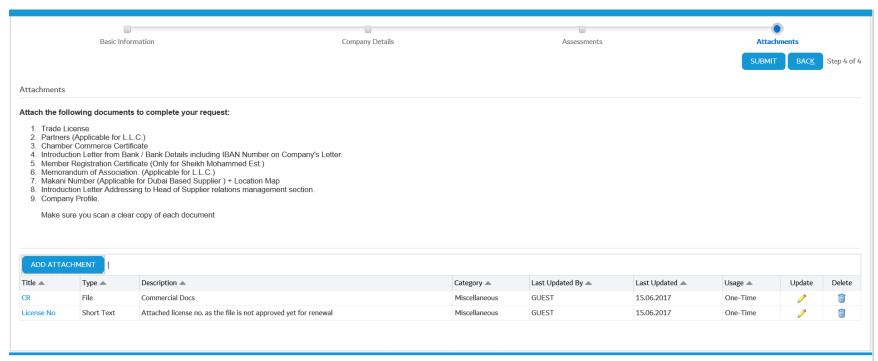




#### 11. You will return to the main page, click on NEXT Button



#### 12. Click on SUBMIT button







### 13. You will receive a confirmation message about the submission

Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

