

# **Supplier Registration & Prequalification**

*User Guide GRP\_POS\_REGQUAL\_12.2.5 Version 3.1* 

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## **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
12 501 2017	V 5.0	Monanieu Karary	(where applicable)
25-Apr-2020	V/3 1	Mohamed Kafafy	Adding Existing Supplier Registration
25 / 01 2020	¥ J.1		And Work Confirmation and assessments

## **Distribution List**

Public Usage

## **Approval List**

Date	Name	Title	Signature
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		Manager - SDG	



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## <u>Glossary</u>

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.
Assassment	A questionnaire addressed to suppliers to provide
Assessment	response to it
	A process involved in supplier registration that allows
Pre-Qualification	to identify the supplier capability to deliver projects
	and have business with departments.
Existing Supplier	A supplier that is registered with one or more
	government entity
	An intention of an organization to be registered with
Pagistration	a government entity in the purpose of doing a lawful
Registration	business of value to the entity based on entities
	request
Ponowal	An organization attempt to update its profile and
Renewal	status with the government entity



# **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: isupplier.dubai.gov.ae

### 1.1 What is New in this Version

This version has the following changes:

1. Adding New section for registration and renewal.

### 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 Intended Audience

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 "NEX7"

If you have received that your organization is already registered then kindly follow the steps through (Existing Supplier Registration Module)



iSupplier Portal الذكية iSupplier Portal			Close   🍄 🗸
Basic Information	 Company Details		Attachments
Prospective Supplier Registration		1	By submitting this registration request you agree to the terms & conditions Step 1 of S
* Indicates required field			$\overline{\Omega}$
Please enter your name as per your license			3
Company Details			
* Company Name	ENDG Supplier		2
Primary Contact Information			
Please enter your contact details as you will receive notifications based on this data			
* Primary email	contact@endgsupplier.ae b		
First Name	First		
* Last Name	Last Name		
Phone Area Code	04 e		
Phone Number	116833489 f		
Phone Extension	4563 g		

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### **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".

iSupplier Portal الذكية ISupplier Portal				Close   🔅 🗸
Basic Information	Company Details		Attac	hments
Prospective Supplier Registration: Additional Details			SAVE FOR LATER	BAC <u>K</u> Step 2 of 3 NE <u>X</u> T
Please enter all section details				
Company Name Alternate Supplier Name (Arabic) Note to Buyer Address Book	ENDG Supplier 4 مورد حکومة دبي - انجليزية We are specialized in the government services and varies between many things 5			
6 At least one entry is required.				
CREATE 🔀 🌫				
Address Name	Address Details	Purpose	Update	Delete
No results found.				
Carde d Directory				

- 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

iSupplier Portal الذكية				Close   🍄 🗸	
Create Address					
* Indicates required field				$\land$	
* Address Name	a	Phone Area Code		U	
Country	United Arab Emirates	* Mobile Number	g		
* Address Line 1	C	Fax Area Code			
Website URL		Fax Number			
Makani Number	d	Email Address		h	
Makani URL					
* City/Town/Locality	e				
County					
State/Region					
Province					
* Postal Code	(f)				
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- 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

Address Book								
At least one entry is required.	At least one entry is required.							
CREATE I 🛛 😂								
Address Name	Address Details	Purpose	Update	Delete				
HQ	Al-Fahidi St., Dubai 90300 United Arab Emirates	Payment, Purchasing	1	<b>T</b>				
Contact Directory								
At least one entry is required.								

CREATE						
First Name	Last Name 📥	Phone	Email	Requires User Account	Update	Delete
First	Last Name	04-116833489-4583	contact@endgsupplier.ae	~	1	

**Business Classifications** 

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

smc حكومة dub gov الذكية	<b>rt</b> <b>Gi</b> iSupplier Portal						Close   🍄 🗸
Create Contact							CANCEL APPLY
* Indicates required field							
Contact Title	Mr. 🗸 a		Phone Area Code	04			
First Name	Second	Ь	Phone Number	5466684			
Middle Name			Phone Extension	312			
* Last Name	Contact	C	Alternate Phone Area Code		1		
Alternate Name			Alternate Phone Number				
* Job Title	Customer Relation Rep.	d	Fax Area Code				
Department			Fax Number				
Contact Email	second@endgsupplier.com	•			 ,		
URL							
Supplier User Account							
Create User Account	For The Contact g						

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- 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.

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)					1.0000 1.000		
Type - Dubai Free Zone Supplier					Letter Letter		
Type - Free Zone Supplier Except Dubai					1.0000 1.000		
Type - Overseas Supplier							
Type - Sheikh Mohammed Est.(SME)		~					
Type - UAE Supplier (Non Dubai Based)					1.0000 1.000		

#### 𝞯 TIP Date format example: 13.06.2017

Products and Services

**CALC** 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.

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)							

𝒴 TIP Date format example: 13.06.2017

Products and Services

 ${rac{ {\it O}}{{\it TIP}}}$  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.		



- 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

Add Products and Ser	rvices: : (ENDG Supplier)	CANCEL APPLY
<ul> <li>Browse All Products &amp; S</li> <li>Seach for Specific Code</li> <li>To Search for existing</li> </ul>	Services and Product (Product / Services) write description between "%%" for e.g. "%abc%"	
Search		
Please enter your search crit	teria and select the "Go" button to see the results. Note that the search is not case sensitive.	
	Code	
	Description	
	GOCLEAR	
<b>X</b>		Rows 1 to 30
Code	Description	Applicable
50011	AV Projection Equipment	□ ^
50010	AV Projection Equipment Spares	
50010-005	AV Projection Equipment Spares-Camera	
50010-010	AV Projection Equipment Spares-Dictation System	
50010-999	AV Projection Equipment Spares-Misc. AV Projection Equipment	
50010-015	AV Projection Equipment Spares-Projector	
50010-020	AV Projection Equipment Spares-Public Adress System	
50010-025	AV Projection Equipment Spares-Television	
50011-005	AV Projection Equipment-Camera	
50011-010	AV Projection Equipment-Dictation System	



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

Add Products and	nd Services: : (ENDG Supplier)	CANCEL
<ul> <li>Browse All Product</li> <li>Seach for Specific</li> <li>To Search for existence</li> </ul>	ucts & Services Ic Code and Product (isting (Product / Services) write description between "%%" for e.g. "%abc%"	t
Search		
Please enter your sear	arch criteria and select the "Go" button to see the results. Note that the search is not case sensitive.	
	Code	
	code	
	Description %contract%	
	Description %contract%	
X 8	Description %contract%	•
赋 C Code	Description %contract%	Applicable
₩ <b>2</b> Code 04030-020	Description %contract% G0 CLEAR  Description Banquet and Catering Services-Supply Contracts - Refreshments and Snacks	Applicable
Image: Image	Description %contract% 60 CLEAR Banquet and Catering Services-Supply Contracts - Refreshments and Snacks Cardiac Instruments-Contractor	Applicable
X ≈ Code 04030-020 55030-035 04067	Description %contract% 60 CLEAR Banquet and Catering Services-Supply Contracts - Refreshments and Snacks Cardiac Instruments-Contractor Contracting	Applicable
2	Description %contract% 60 CLEAR Banquet and Catering Services-Supply Contracts - Refreshments and Snacks Cardiac Instruments-Contractor Contracting Contracting Contracting Contracting Supply Contracting	Applicable C C C C C C C C C

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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

Products and Services									
♂TIP Select product and services r At least one entry is required.	related to the supplier from	DED license / License provider							
CREATE									
Code		Products and Services					Del	ete	
55030-035		Cardiac Instruments-Contractor					6	]	
04067		Contracting					Ĩ	1	
04067-005		Contracting-Building Contracting					6	ŵ	
04067-010		Contracting-Landscaping Works					1	1	
Banking Details									
At least one entry is required.									
CREATE I 🗮 🎜									
Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove	
No results found.									

- 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



Add Products and Services: : (ENDG Supplier) >	
Create Bank Account	CANCEL
* Indicates required field	
Please contact Finance Department if your bank / branch is not available in the list. يرجاء التراصل مع الإدارة المليَّة في حلّة حجو وجود فرع البنك الخاص يكم في قلتة الذروع	
* Country United Arab Em	nirates and the set of
Bank	Branch
<ul> <li>New Bank</li> <li>Existing Bank</li> </ul>	<ul> <li>New Branch</li> <li>Existing Branch</li> </ul>
Bank Name Dubai Islamic Bank Q b	Branch Name Bur Dubai Q C
Show Bank Details	BIC
	Branch Type ABA V Show Branch Details
Bank Account	
Account Number 1234567890123456 d Check Digits * IBAN AE0703312345678901234 g	* Account Name ENDG Supplier e Currency 🗸
Comments	
Note to Buyer	,

- 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



حکومة smart cubai نجين gov الذکية			Close   🛱 🗸
Basic Information		Company Details	Attachments
Prospective Supplier Registration: Additional Details Please enter all section details		Click here if you want to resume the registeration later. You will receive mail of the resume link (primary contact)	SAVE FOR LATER BACK Step 2 of 3
Company Name	ENDG Supplier		
Alternate Supplier Name (Arabic)	مورد حكومة دبي - انجليزية		
Note to Buyer			



### **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.

smart دكومة adubai iSupplier Portal gov								ilose   🔅 🗸	
Basic Inform	ation		Company Details				Attachments SUBMIT BACK Step 3 of		
Attachments			NE A STREAD NEAD NEAD NEAD NEAD NEAD NEAD NEAD N	n elem nom nom nom nom nom nom nom nom nom no	ENTERENTE ALTERNATION ALTERNATION ALTERNATION ALTERNATION ALTERNATION ALTERNATION ALTERNATION ALTERNATION ALTER	ann eann eann eann eann eann eann eann	AL ADATA BOMOADATA BOMOADATA BOMOADATA BOMOADATA BOM	ASTAN ASTAN ASTAN ASTAN ASTAN ASTAN ASTAN	
Attach the following documents to complete you 1. Trade License 2. Partners (Applicable for L.L.C.) 3. Chamber Commerce Certificate 4. Introduction Letter from Bank / Bank Details in 5. Member Registration Certificate (Only for Sheil 6. Memorandum of Association. (Applicable for L 7. Makani Number (Applicable for Dubai Based S 8. Introduction Letter Addressing to Head of Supp 9. Company Profile. Make sure you scan a clear copy of each docu	ur request: cluding IBAN Num kh Mohammed E: .L.C.) upplier ) + Locati plier relations ma ument	iber on Company's Letter. st.) on Map nagement section.		Read the complete list					
ADD ATTACHMENT									
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
No results found.									



- 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

Add Attachment	×
Attachment Type	Short Text 🗸
b Title	
C Description	
Category	Miscellaneous 🔽
Short Text	
d	
	e
CANCEL	ADD ANOTHER APPLY



Add Attachment	×							
違 Confirmation								
Attachment License Number has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.								
Attachment Type	File							
Title	Registeration							
Description	Reg. Cert							
Category	Miscellaneous 🗸							
File	C:\Users\dsg256\Desktop\{ Browse							
CANCEL	ADD ANOTHER APPLY							

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

Attachments						
Attach the following documents to complete your request: 1. Trade License 2. Partners (Applicable for L.L.C.) 3. Chamber Commerce Certificate 4. Introduction Letter from Bank / Bank Details including IBAN Number on Cor 5. Memorandum of Association. (Applicable for L.L.C.) 7. Makani Number (Applicable for Dubai Based Supplier) + Location Map 8. Introduction Letter Addressing to Head of Supplier relations management so 9. Company Profile. Make sure you scan a clear copy of each document	npany's Letter. action.					
ADD ATTACHMENT						
Title Add Attachment	Category 🔺	Last Updated By 🔺	Last Updated 🔺	Usage 🔺	Update	Delete
Regi Confirmation	Miscellaneous	GUEST	15.06.2017	One-Time	1	Û
Lice Attachment Registeration has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.	Miscellaneous	GUEST	15.06.2017	One-Time	1	Û
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26. Click on Submit to submit your request for department's approval for the profile



smart حكومة dubai ديكي gov	Supplier Portal						Clo	se   🍄 🗸
	Basic Information			Company Details			Attachments	BACK Step 3 of
Attachments								
1. Trade License     2. Partners (Applica)     3. Chamber Comment     4. Introduction Letter     5. Member Registrati     6. Memorandum of A     7. Makani Number (A)     8. Introduction Letter     9. Company Profile.     Make sure you sca     ADD ATTACHMENT	le for L.L.C.) rce Certificate from Bank / Bank Details on Certificate (Only for Sh ssociation. (Applicable for Upplicable for Dubai Based Addressing to Head of Su an a clear copy of each doo	including IBAN Number on Com eikh Mohammed Est.) L.L.C.) Supplier ) + Location Map pplier relations management se cument	ipany's Letter. ction.					
Title 🔺	Туре 🔺	Description 🔺	Category 🔺	Last Updated By 🔺	Last Updated 🔺	Usage 🔺	Update	Delete
Registeration	File	Reg. Cert	Miscellaneous	GUEST	15.06.2017	One-Time	1	Î
License Number	Short Text	License Number	Miscellaneous	GUEST	15.06.2017	One-Time	1	Î
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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



smart حكومة smart dubai iSupplier f gov	Portal	🖸 Close   🔅 🗸
Prospective Supplier Registration:	Current Status	RESPOND
Thank you for registering with us. Here's the	current status of your registration request.	
Registration Details and Status		
	Company Name ENDG Supplier	Status Supplier to Provide Details
Contact Information		
	Email contact@endgsupplier.ae	Phone Area Code 04
	First Name First	Phone Number 116833489
	Last Name Last Name	Phone Extension 4561
Status History		
<b>X</b>		
Date	Status	Note
14-JUN-201	Supplier to Provide Details	
14-JUN-201	Submitted	
14-JUN-201	Draft	
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3. Click on the button "*NEX7*"



Basic Information	Company Details	Assessments	
Prospective Supplier Registration			By submitting this registration request you agree to the terms & conditions. Step 1 of 4
* Indicates required field			
Please enter your name as per your license			
Company Details			
* Company Name	ENDG Supplier		
Primary Contact Information			
Please enter your contact details as you will receive notifications based on this data			
* Primary email	contact@endgsupplier.ae		
First Name	First		
■ Last Name	Last Name		
Phone Area Code	115922490		
Phone Extension	4561		
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4. Click on the button "NEX7"

1



Prospective Supplier Registration: Additional Details Please enter all section details	TER BACK Step 2 of 4 NEX
Please enter all section details	_
Company Name     ENDG Supplier       Alternate Supplier Name (Arabic)     مورد حکومة دبي - انجليزية       Note to Buyer	
Address Book	
At least one entry is required.	
CREATE IX 2	
Address Name Address Details Purpose	Update Delete
HQ Al-Fahidi St., Dubai 90300 United Arab Emirates Payment, Purchasing	/ 🗊

- 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

gov			
		۲	
Basic Information	Company Details	Assessments	Attachments
			SAVE FOR LATER BACK Step 3 of 4 NEXT
Pre-Qualification and Evaluation Assessment			
<b>夏 2</b>			
Title			Update
ENDG Pre-qualification Assessment			



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

reate Response: 273046	(Assessment 232071)					VIEW ASSESSMENT	RESPOND BY SPREADSHEET	SAVE DRAFT	CONTINUE
	Title ENDG F	Pre-qualification Assessme	ent			Time Left 15 days	s 22 hours		
						Close Date 30.06.2	017 13:05:59		
Header									
	Supplier ENDG	Supplier			Resp	onse Valid Until			
As	ssessment Currency AED					(example: 1	4.06.2017)		
	Response Currency AED				Ref	ference Number			_
	Price Precision Any					Note to Buyer			
Attachments									
ADD ATTACHMENT									
Title	Туре	Description	Category	Last Updated By	1	Last Updated	Usage	Update	Delete
No results found.									
Bid Bond Attachment									
ADD ATTACHMENT									
Title	Туре	Description	Category	Last Updated By	1	Last Updated	Usage	Update	Delete
No results found.									
Questionnaire									
Expand All   Collapse All									

- 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.



Expand All	Collapse All			
Forus Titl				
FOCUS THU	e	Target Value	Response Value	
-	Questionnaire			
¢	Previous Experience with Dubai Municipality			
	Did the supplier work with D.M?		V	
	If yes, what was your evaluation result and attach proofing documents.			~
Φ	Technical Requirements			
φ	Financial Requirements (Applicable for Contractors only)			
¢	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

reate Response: 273046 (A	ssessment 232071)					IEW ASSESSMENT	RESPOND BY SP	READSHEET	SAVE DRAFT	
	Title ENDG F	Pre-qualification Assessment				Time Left 15 day	s			
						Close Date 30.06.2	017 13:05:59			
Header										
	Supplier ENDG	Supplier			Respons	e Valid Until 30.06.2	2017			
Asse	ssment Currency AED					(example: 1	5.06.2017)			
Re	sponse Currency AED				Refere	ence Number				
	Price Precision Any				N	lote to Buyer N/A				
Attachments										
ADD ATTACHMENT										
Title 🔺	Туре 📥	Description 🔺	Category 🔺	Last Updated By 🔺		Last Updated 🔺	Usag	e 🔺	Update	Delete
Financial Documents	File		From Supplier	GUEST		15.06.2017	One-	Time	1	Î
Bid Bond Attachment										
ADD ATTACHMENT										
Title	Туре	Description	Category	Last Updated By	Las	t Updated	Usage		Update	Delete
No results found.										
Questionnaire										
Expand All   Collapse All										
<b>\$</b>										



#### 9. Click on CONTINUE

reate Response: 273046 (Asses	sment 232071)				CANCEL VIEW ASSESSM	MENT RESPOND BY SPREADSHE	ET SAVE DRAFT	
	Title ENDG P	re-qualification Assessment			Time Left	15 days		
					Close Date	30.06.2017 13:05:59		
Header								
	Supplier ENDG	Supplier			Response Valid Until	30.06.2017		
Assessme	nt Currency AED					(example: 15.06.2017)		
Respons	se Currency AED				Reference Number			
Pric	e Precision Any				Note to Buyer	N/A		
Attachments								
ADD ATTACHMENT								
Title 🔺	Туре 📥	Description 🔺	Category 🔺	Last Updated By 🔺	Last Updated	Usage 🔺	Update	Delete
Financial Documents	File		From Supplier	GUEST	15.06.2017	One-Time	/	Î
Bid Bond Attachment								
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								
Questionnaire								
anguna yan Gonapoe yan								



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

Create	Response 273046: Review an	nd Submit (Ass	essment 232071)			CANCEL BACK VALIDA	TE SAVE DRAFT	PRINTABLE VIEW	SUB <u>M</u> IT
Header									
		Title ENDG Pre-	qualification Assessment			Time Left 15 days			
	Su	applier ENDG Sup	plier			Close Date 30.06.2017 13:0	5:59		
	Assessment Cur	rrency AED			R	esponse Valid Until 30.06.2017			
	Response Cur	rrency AED				Reference Number			
	Price Pre	ecision Any				Note to Buyer N/A			
Attachr	nents								
Title 🔺		Туре 📥	Description 🔺	Category 🔺	Last Updated By 📥	Last Updated 📥	Usage 🛋	Update	Delete
Financi	al Documents	File		From Supplier	GUEST	15.06.2017	One-Time	Ì	Ť.
Questio	nnaire								
X 2									
Show A	ll Details   Hide All Details								
Details	Section								
>	Previous Experience with Dubai Munic	cipality							
>	Technical Requirements								
>	Financial Requirements (Applicable for	or Contractors only)	)						
>	Sustainable Purchasing								



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

		•	
Basic Information	Company Details	Assessments	Attachments
		2	AVE FOR LATER BACK Step 3 of 4 NEXT
Pre-Qualification and Evaluation Assessment			
<b>其</b> 2			
Title			Update
ENDG Pre-qualification Assessment			/

#### 12. Click on SUBMIT button

Attachments         Attacht the following documents to complete your request:         1. Trade License         2. Partners (Applicable for LLC.)         3. Introduction Letter from Bank / Bank Details including IBAN Number on Company's Letter.         5. Memorandum of Association, (Applicable for LLC.)         10. Memorandum of Association, Mapplicable for LLC.)         10. Memorandum of Association, Mapplicable for LLC.)         11. Memorandum of Association, Mapplicable for LLC.)         12. Memorandum of Association, Mapplicable for LLC.)         13. Memorandum of Association, Mapplicable for LLC.)         14. Mumber (Applicable for LLC.)         15. Memorandum of Association, Mapplicable for LLC.)         16. Make sure you scan a clear copy of each document         T		ments	Attach		Assessments		Company Details	formation	Basic Inf	
Attachments         Attach the following documents to complete your request: <ul> <li>                 Trade License</li> <li>                 Chamber Commerce Certificate</li> <li>                 Introduction Letter from Bank / Bank Details including IBAN Number on Company's Letter.</li> </ul> Memorandum of Association. (Applicable for LL.C.)                    Memorandum of Association. (Applicable for LL.C.)                    Memorandum of Association. (Applicable for LL.C.)                    Memorandum of Association. Applicable for LL.C.)                    Memorandum of Association. Applicable for LL.C.)                    Memorandum of Association. Applicable for LL.C.)                    Make sure you scan a clear copy of each document                           Make sure you scan a clear copy of each document	Step 4 of 4	BAC <u>K</u>	SUBMIT							
Attach the following documents to complete your request:         1. Trade License         2. Partners (Applicable for LLC.)         3. Chamber Commerce Certificate         4. Induction Letter from Stark / Bank Details including IBAN Number on Company's Letter.         5. Member Registration Certificate (Only for Sheikh Mohammed Est.)         Memoardmung Association. (Applicable for Dubai Based Supplier) + Location Map         8. Introduction Letter Addressing to Head of Supplier relations management section.         9. Introduction Letter Addressing to Head of Supplier relations management section.         0. Organy Profile.         Make sure you scan a clear copy of each document         Intervention         Intervention         Image: Transmark         Yupe         Description         Title       Type         Description       Category       Last Updated       Usage       Update										Attachments
<ul> <li>1. Trade License</li> <li>2. Partners (Applicable for LLC.)</li> <li>3. Chamber Commerce Certificate</li> <li>4. Introduction Letter from Bank / Bank Details including IBAN Number on Company's Letter.</li> <li>5. Member Registration Certificate (Only for Sheikh Mohammed Est.)</li> <li>6. Memorandum of Association. (Applicable for LLC.)</li> <li>7. Makani Number (Applicable for Dubai Based Supplier ) + Location Map</li> <li>8. Introduction Letter Addressing to Head of Supplier relations management section.</li> <li>9. Company Profile.</li> <li>Make sure you scan a clear copy of each document</li> </ul>								nts to complete your request:	lowing documen	Attach the fol
Title         Type         Description         Category         Last Updated By         Last Updated Ay         Usage         Updated Ay         Updated Ay <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>ber on Company's Letter. t.) in Map agement section.</th> <th>L.L.C.) trificate Jank / Bank Details including IBAN Number on rtificate (Only for Sheikh Mohammed Est.) titon. (Applicable for L.L.C.) ble for Dubai Based Supplier ) + Location Map ssing to Head of Supplier relations manageme ear copy of each document</th> <th>Applicable for L fr Commerce Cer tion Letter from B Registration Cer ndum of Associal Number (Applicat tion Letter Addres y Profile. In you scan a cle</th> <th>2. Partners 3. Chambe 4. Introduc 5. Member 6. Memora 7. Makani 1 8. Introduc 9. Compan Make su</th>							ber on Company's Letter. t.) in Map agement section.	L.L.C.) trificate Jank / Bank Details including IBAN Number on rtificate (Only for Sheikh Mohammed Est.) titon. (Applicable for L.L.C.) ble for Dubai Based Supplier ) + Location Map ssing to Head of Supplier relations manageme ear copy of each document	Applicable for L fr Commerce Cer tion Letter from B Registration Cer ndum of Associal Number (Applicat tion Letter Addres y Profile. In you scan a cle	2. Partners 3. Chambe 4. Introduc 5. Member 6. Memora 7. Makani 1 8. Introduc 9. Compan Make su
	e Delete	Update	Usage 🔺	Last Updated 🔺	Last Updated By 📥	Category 🔺		Description 🔺	Туре 📥	Title 🔺
CR File Commercial Docs Miscellaneous GUEST 15.06.2017 One-Time	Î	1	One-Time	15.06.2017	GUEST	Miscellaneous		Commercial Docs	File	CR
License No Short Text Attached license no. as the file is not approved yet for renewal Miscellaneous GUEST 15.06.2017 One-Time	Î	1	One-Time	15.06.2017	GUEST	Miscellaneous	approved yet for renewal	Attached license no. as the file is not approve	Short Text	License No





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.



# **4** Registration Fees Payment



# 5 Existing Supplier Registration and Renewal

For suppliers who try to register for an entity and they found their company is already registered, can login through the system and register for that entity:

- 1. Go to the link: https://isupplier.dubai.gov.ae and enter the user name and password
  - a. If you don't remember your username or password click on the link "Forgot Password"

And the second		Lª
	بوابة الموردين الإلكترونية	777
	iSupplier Portal	
	Username	
	Password	
	rasswolu	
	LOGIN	
	CANCEL	
	Forgot Password?	
	Accessibility	
	None	the second and the second
	English	
	3 / 0	



2. You will get the list of responsibilities on the left side. Click on *GRP eSupplier Portal*, to open the list of functions. Click on <u>Supplier Registration and Renewal Page</u>

overnment Resources Planning Systems										
	ی میں دارندگ smartsupplier Smart Supp working wit simpler and	lier mak h Dubai easier	es gove	erni	nent					
	مېلىدكىڭ ئەلمەرە ئەلىكى	0	000 <b>6</b> esr	nartdubai	smartdubai.ae					
Navigator	Worklist							 		
PERSONALIZE	X 2 5 ☆ - III				FUL	L LIST				
GRP eSupplier Portal     Home Page	From There are no notifications in t	Type Sub	oject Sent	Due	To Priority	Status				
Supplier Registration and Renewal Page Bank Guarantee Request	CTIP Vacation Rules - Redire	ct or auto-respond t	o notificatio	ns.						

3. Once the page loads select the department you want to register / renew your registration for



Supplier Registration & Rer	ewal	
Select Department		
* Department	•	
Copyright (c) 2019, Smart Dubai	Sovernment Establishment. All rights reserved.	
Select Departm	Community Development Authority	1
•	Department of Tourism and Commerce Marketing	
Supplier Type	Dubai Police Department	
Заррнег туре	Dubai Health Authority	
	Dubai Municipality	
Department	Dubai Airport	

4. If you are trying to renew you will get a notification stating that renewal can happen only one month of expiry. And details of registration will be listed in the table below

Supplier	r Regist	ration & Renewa	al										
You can	renew	your registration	only 1 month bet	fore the	e expiry da	ate							
Select De	epartme	nt											
* Depa	irtment	Dubai Health Autho	rity		•								
Supplier	Renewa												
🗏 🔁 🛛	5 🗘 🔻	:: UU											
Request ID	Supplier Number	Submission Date	Activity Type	Status	Approver Note	Registration/Renewal Date	Payment Amount	Payment Reason	Next Renewal Date	Actual Payment Date	Click Payn	for nent	Payment Voucher
											Online	Cash	
-	65834	21-07-2018	Activity - Goods & Items	Paid		14-10-2018	1000	Renewal	22-07-2019	22-07-2018	72	e,	
	65834	30-03-2009	Activity - Goods & Items	Paid		14-10-2014	500	Registration	14-10-2015	14-10-2014	73	P.	
	65834	26-09-2016	Activity - Goods & Items	Paid		14-10-2016	520	Renewal	28-09-2017	28-09-2016	7		



5. if your organization didn't work earlier with the entity or your registration is due you will receive the screen below

Supplier Regis	stration & Ren	iewal						
Select Departm	ent							
* Department	Department of	Tourism and Con	nmerce Marketing	•				
Supplier Regist	ration							
a 2 🖬 🛊	<b>v</b> III							
Request ID	Supplier	Supplier	Payment	Approval Status	Approver Comment	Click for	Payment	
No results found		Activity	Amount			Unline	Casn	
<ul><li>Select Activity</li><li>Is SME (Sheik</li></ul>	Type: Activity	- Consultant or C ablishment) No	ontractor V					
Is Special Nee	ds? No 🔻							
* If Yes ,attach	a copy of mem	ber registratior	certificate					
✤ Is Consultant	Free Zone No	•						

6. Identify the activity type and your license type

Curreling Turre	Dubai Sumalian						
Supplier Type	Dubai Supplier			_			
* Department	Dubai Municipa	lity		~			
Supplier Registi	ration						
🖬 😂 🖬 🕸	<b>v</b>						
Designed ID	Supplier	Cumpling Antivity	Payment	American Status	Approver	Click for P	ayment
Request ID	Number	Supplier Activity	Amount	Approval Status	Comment	Online	Cash
No results found							
_			_				
* Select Activity	Type: Activity -	Consultant or Con	tractor 🗸 🧹	Ident	ify your org	anization a	ctivity
* Is SME (Sheik	h Mohammed Esta	ablishment) No	~	N			
* Is Special Nee	ds? No 🗸		_	_			
						Set you	
* If Yes ,attach	a copy of memb	ber registration of	certificate	r		Set you	encer
* Is Consultant I	Free Zone No	~					
		_					

7. In case of Renewal only you will get a table of charges calculated if applicable(value may vary on actual completion, refer to the entity for further information)



* Select Activity Type:	Activity - Goods & Items	•
-------------------------	--------------------------	---

Is SME (Sheikh Mohammed Establishment) No ▼

Is Special Needs ? No ▼

\* If Yes ,attach a copy of member registration certificate

𝔅 TIP The renewal amount is subject to change if renewal request is updated while in approval.

🗮 😂 🖻 🌞 👻 🎟	
Year	Amount
2019-2020	525
Total	525

#### Attach the following documents to complete your request:

- 1. Copy of valid Trade License.
- 2. Chamber Of Commerce certificate (if any).
- 3. Company profile (with list of projects & participations in UAE).
- 4. Copy of agreement shows the owner name (for L.C.C).
- 5. If member of Sheikh Mohammed Establishment (SME), a copy of member registration certificate.
- 8. Add the attachments which may vary from organization to the other. Ensuring that you are attaching the right information to avoid rejection or delays in your renewal/registration. Click on the button Add Attachment.

о. и теплов от опектичиопалитец сокарновителя (Омс), а сору от теплов теурагацион сетинсаке. 6. Introduction letter from the bank include account number. 7. If the company registered in Dubai Free zone, a copy of the registration certificate must be submitted. 8. Sample Of Company's Signature 9. Sample Of Company's Stamp 10. Power of attorney (if the authorized person is not the owner). 11. Owner's passport copy. 12. Partnership Agreement (if any). 13. Brand Agent Certification (if applicable). 14. Other Document Make sure you scan a clear copy of each document ADD ATTACHMENT... Title Type Description Category Last Updated By Last Updated Usage Update Delete No results found. SUBMIT



9. A pop-up window displays and select from the type the field Attachment Type the value File. Set a title and description and choose the file from your saved files on your computer.

)					
	Last Updated By 🛋	Last Updated 🛋	Usage 🛋	Update	Delet
iou iou		28-08-2019	One-Time	1	8
No file chosen					
	No file chosen ANOTHER APPLY	No file chosen	ANOTHER APPLY	ANOTHER APPLY	ANOTHER APPLY

#### 10. After file is attached, you can repeat the process till you attach all files

#### \* If Yes ,attach a copy of member registration certificate

#### \* Is Consultant Free Zone No 🔻

#### Attach the following documents to complete your request:

- Valid Trade License Copy (local companies registered in the UAE).
   Chamber of Commerce Certificate Copy (local companies registered in the UAE).
   The memorandum of association of the company or proof that it is fully owned by U.A.E. nationals of that one or more U.A.E nationals hold at least 51% of the share capital, and the amount of the share capital.
- Authorized signatory passport copy.
- 5. Authorized signatory emirate ID copy (UAE Residents).
- 6. VAT Registration (TRN) if the supplier registered in UAE.

Make sure you scan a clear copy of each document

ADD ATTACHMENT	l I							
Title 📥	Туре 🛋	Description 📥	Category 📥	Last Updated By 📥	Last Updated 📥	Usage 🔺	Update	Delete
Trade License copy	File		Miscellaneous		28-08-2019	One-Time	0	Î





#### 11. Now click on Submit to get the registration request submitted

\* If Yes ,attach a copy of member registration certificate

\* Is Consultant Free Zone No 🔻

#### Attach the following documents to complete your request:

- 1. Valid Trade License Copy (local companies registered in the UAE).
- 2. Chamber of Commerce Certificate Copy (local companies registered in the UAE).
- 3. The memorandum of association of the company or proof that it is fully owned by U.A.E. nationals of that one or more U.A.E nationals hold at least 51% of the share capital, and the amount of the share capital.
- 4. Authorized signatory passport copy.
- 5. Authorized signatory emirate ID copy (UAE Residents).
- 6. VAT Registration (TRN) if the supplier registered in UAE.

Make sure you scan a clear copy of each document

ADD ATTACHMENT								
Title 🔺	Туре 📥	Description 🔺	Category 📥	Last Updated By 📥	Last Updated 🔺	Usage 🔺	Update	Delete
Trade License copy	File		Miscellaneous		28-08-2019	One-Time	1	m
SUBMIT								

12. You will get a confirmation message as below



	st for registrat	ion is submitted	successfully.										
upplier Regis	stration & I	Renewal											
elect Departm	ient												
* Department					*								
upplier Renew	ral												
a 2 🖬 🕸	▼ :												
	Supplier	Submission	Activity		Approver	Pagistration /Panawal	Paumont	Paymont	Next Penewal	Actual Payment	Click	( for	Paymont
equest ID	Number	Date	Type	tatus	Note	Date	Amount	Reason	Date	Date	Payr	nent	Voucher
			-31								Online	Cash	
io search													
onducted.													

Select Department

\* Department

۳

Supplier Renewal



# 6 Responding to an Assessment for existing suppliers

In somce cases, your organization might be required to answer an assessment :

- 1. Go to the link: <u>https://isupplier.dubai.gov.ae</u> and enter the user name and password
  - b. If you don't remember your username or password click on the link "*Forgot Password*"

the second second	
1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	بوابة الموردين الإلكترون
	Supplier Portal
Us	ername
Pas	ssword
	LOGIN
	CANCEL
Ear	got Password?
Acc	cessibility
N	one
Lar	nguage



2. You will get the list of responsibilities on the left side. Click on GRP eSupplier Portal, to open the list of functions. Click on Supplier Home Page. You can see the invitation on the right side under the worklist (Only one contact in the organization can receive the notification, but anyone can respond).

Government Resources Planning Systems » الـــمـــورد الـــذكــــن smart supplier **Smart Supplier makes** working with Dubai government simpler and easier



Navigator	Worklist							
PERSONALIZE	2	5 🔅 🔻 🎟					FULL	LIST (1)
GRP eSupplier Portal	From 🔺	Type 🔺	Subject 🔺	Sent 🔻	Due 🔺	To 🔺	Priority 🔺	Status 🔺
<ul> <li>Home Page</li> <li>Supplier Registration and Renewal</li> <li>Page</li> </ul>	Payment Hold	Sourcing Publish	You are invited: Assessment 412252 (Supplier Assessment for Renewal)	25-04-20	30-04-20	Also II Supplier	Normal	Open



#### You are invited: Assessment 412252 (Supplier Assessment for Renewal) Company Dubai Municipality From То Title Supplier Assessment for Renewal Sent 25-04-2020 19:29:21 Number 412252 Due 30-04-2020 19:27:33 ID 98549703 Assessment Preview April 25, 2020 07:29 pm Dubai Assessment Open April 25, 2020 07:29 pm Dubai Assessment Close April 30, 2020 07:27 pm Dubai Supplier Rischie Fzelde Supplier Site To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining. Please go to Assessment Details page if you want to view the document before acknowledging intent to participate and/or to enter a response. Action History Details Num Action Date Action From То 25-04-2020 19:29:21 1 Submit Response Note to Buyer

3. Once the page loads click on the tab Assessments pointed in the screen below



Search PO Number 🗸	GO		
	الــــمــــورد الــذكـــي smartsupplier		
	Smart Supp working wit simpler and	lier makes h Dubai government easier	
	FOR ANY INQUIRIES CONTACT		
	دېپ الځکية SMADT DURAL	🛱 🗑 🔿 🔿 🕅 @smartdubai smartdubai.ae	



4. The page loads, check the open invitation box illustrated below

Supplier Home Orders	Shipments Finance	Administration	Assessments							
Search here for public te	enders using Tender	Number then clic	<mark>k go</mark>							
Search Open Assessments	Assessment Number 🗸			60						
PUBLIC TENDERS										
Welcome wische Sundlier										
Your Active and Draft R	esponses ,									FUELLICT
Press Full List to view all yo	our company's responses.									FOLL LIST
Response Number	Response Sta	atus	Supplier Site		Assessment Number	Title	Туре	Time Left	Unread Messages	
No results found.										
Your Company's Open In	nvitations		र	ֈ						FULL LIST
🗐 😂 🖻 🌣 🔻 🎟				, 						
Department Name	Supplier Site	Assessment Num	ber	Title		Туре	Time Left		Click here to Pa	ý
Dubai Municipality		412252		Supplier As	sessment for Renewa	RFI	4 days 23 h	ours	CLICK HERE TO P	YAY



5. The page loads, from the Actions menu select *Create Response*.

essments >		
sessment: 412252		
	TitleSupplier Assessment for RenewalStatusActiveTime Left4 days 23 hoursOpen Date25-04-2020 19:29:02	Actions Acknowledge Participation V G Acknowledge Participation Close Date 30-04-2020 Close Date 30-04-2020 Create Response  Online Discussions  View Response History 
Header Controls		
	Buyer Regiment Holdes	
	Description Supplier Assessment for Renewal	
Questionnaire		
💢 2º 🖻 🌣 🕶 🎟		
Show All Details   Hide All Detail	S	

6. If the organization requires an agreement to the T&C you must agree first before proceeding



Supplier Home Orders	Shipments	Finance Administr	ration Assessme	nts					
Assessments > Terms and Condition	S								CANCEL ACCEPT
The following terms and co	onditions must be	e accepted before a re	sponse is placed in tl	nis Assessment.					
شروط عامة اخرى بنه من القيام بجميع الأعمال . موضوع التعاقد الصفحة الإلكترونية للممارسة ملة المحلية بالأرقام والحروف المخصصة لتفصيل الأسعار ن الممارس ومختومة بخاتمه صية بموقع البلدية الإلكتروني قرصين ممغنطين مدمجين	ل ما من شأنه تمك مرفقة و المبينة في ذ أو الإنجليزية وبالع دم سعره في الخانات المخول بالتوقيع ء نظام العقود التخص دمة في حدود (CD)	نت أنواعها ومسمياتها وك نتراطات الفنية الخاصة ال م العطاءات باللغة العربيا ب على كل ممارس أن يق طاء موقعة من الشخص عرضه إلكترونيا من خلال كانت سعة العروض المق	، المالية اللازمة مهما كاذ ى الممارس الالتزام بالاش . تقدر . يجم يعلى الممارس أن يقدم ي على (10MB) في حال	بطاء على جميع المصروفات والأعبا . عا . يجب أن ت يرض على www.dm.gov.ae وإذا تجاوزتها يتم تقديم العروض	عب أن تشتمل الأسعار المقدمة بالع كما أن عليه تسليم نسختين من الع D. فقط (D	≈ * 			
Attachments									
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									
▼ ✓ I have read and acce	epted the terms a	and conditions							



7. The create responses page loads, enter any notes you want and scroll down to respond to questions. The questions are either closed ended (select from multi choices) or open ended based on text. Others wont require answers but only instructions

sessments > Assessment	: 412252 >							
eate Response: 4663	94 (Assessment 41	.2252)		CANCE <u>L</u>	VIEW ASSESSMENT	RESPOND BY SPREADSHEET	SAVE DRAFT	
	Title Suppli	er Assessment for Rene	wal		Time Lef	t 4 days 23 hours		
					Close Date	30-04-2020 19:27:33		
Header								
	Supplier 🗮				Response Valid Until			
Ass	sessment Currency AED					(example: 25-04-2020)		
F	Response Currency AED				Reference Number			
	Price Precision	You will add atta	chment here if red	uired by	Note to Buyer			
Attachments		assessors						
ADD ATTACHMENT	I	•						
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								



iestion	naire		
🐚 🕸 Expand	▼ All   Collapse All		
¢			
ocus 1	Title	Target Value	Response Value
•	•		
Φ	Previous Experience with Dubai Municipality		
	Did the supplier work with D.M?		$\checkmark$
	If yes, what was your evaluation result and attach proofing documents.		open ended (Text based)
Φ	Technical Requirements		
	Attach Cover Letter Clarifying Related Departments & Activities.		
	Attach Valid Commercial License + Partners.		Multi choice - Select one     value from specific values

Working capital value (AED)	(Numeric Value only)
Total value of executed contracts within the last 3 years (AED)	(Numeric Value only)
Amount of bank facilities granted to the company. (AED)	(Numeric Value only)
Revenue Amount (AED).	(Numeric Value only)
Net profit amount (AED).	(Numeric Value only)
Value of bounced cheques (AED).	(Numeric Value only)

Public



8. Upon completing the attachments and the answer to questions, you are ready to submit your answers. Click on the button Continue.

	Attach account statements from all suppliers accounts for the last 12 months.	ATTACHED	~				.s
¢	Sustainable Purchasing						Questic
	(هل توافق طي ميثاق الشراء المسؤول المرفق في طلب المعلومات	YES 🗸					
			CANCEL	VIEW ASSESSMENT	RESPOND BY SPREADSHEET	SAVE DRAFT	

#### Switch to Mobile

### 9. A review can be done, then click on the Submit button.

Assessments > Assessment: 412252 >           Warning           Buyer has requested for you to submit a	single, best response. Multiple responses for this Assessment are not allowed.		
Create Response 466394: Review an	d Submit (Assessment 412252)	CANCEL BACK VALIDATE SAVE DRAFT PRINTABLE VI	ew Sub <u>m</u> it
Header			
Title	Supplier Assessment for Renewal	Time Left 4 days 23 hours	
Supplier	XIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Close Date 30-04-2020 19:27:33	
Assessment Currency	AED	Response Valid Until	
Response Currency	AED	Reference Number	
Price Precision		Note to Buyer	
Attachments			



10. Confirmation message shows to confirm the completion of the process





# 8 Create Work Confirmation

Based on the milestone completed for Service Contract, you can submit work confirmation using below guidlines

1 Choose action option 'Create Work Confirmation' and click Go

Orders: Purchase Orders >		
Services Contract: 41900034, 0 (Total AED 5,000.00)		
Currency= AED		
Order Information		
General	Terms and Conditions	Summary
		Total 5,000.00
Total 5,000.00	Payment Terms Immediate	Approved 0.00
Supplier EPSCO LLC.	Carrier	Billed 0.00
Supplier Site DUBAI	FOB	Advance Billed 0.00
Supplier Contact EPSCO LLC,	Freight Terms	Progress Payment 0.00
Address -	Shipping Control	



2 Click Go on below screen to view all payment milestone of service contract

Orders	Purchase Orders > View Order Details >									
Creat	Create Work Confirmation (GRP Complex PO: 41900034)									
Current	LY-AED									
		Ordered	5,000.00							
		Approved	0.00							
Views										
v	iew All Pay Items	GO								
12 2	; ⊡ ‡ ▼ Ⅲ									
Select	Line	Pay Item	Description							
	No Data Exists									

C.



3 System will display all the milestone (lines) related to this contract.

Orders: Purchase Orders > View Order Details > Create Work Confirmation (GRP Complex PO: 41900034)										
Currency=AED										
	Ordered 5,000,00 Description Approved 0,00									
Views										
View All Pay Iter	View All PayItems GO									
Select All   Select None										
Select Line	Pay Item Description Need-By Date UOM Ordered Previous									
		Deserved Millerters 4		450	2000	Requested/Delivered	Progress(%)			
	1	Payment Milestone 1 Payment Milestone 2		AED	2000	0	0			
	-			125	5000					

### Select the line for which you want to create work confirmation

Orders Purchase Orders > View Order Details >										
Create Work Confirmation (GRP Complex PO: 41900034)										
Currency=AED										
		Ordered 5,000.00		Description						
		Approved 0.00								
1										
Views										
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View All Prod	tame in f	60								
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🐹 😂 🗟 🕈 🗉 🖡	11									
Select All   Select No	ne									
Select Line	Pav Item	Description	Need-By Date	UOM	Ordered	Previous				
	,					Requested/Delivered	Progress(%)			
1	1	Payment Milestone 1		AED	2000	0	0			
□ 2	1	Payment Milestone 2		AED	3000	0	0			
9										
							CANCEL NEXT			
l										



Enter the completion percentage % of this milestone. Example, if 50 % is completed then enter 50 in Progress %
 And click submit.

Purcha	ase Orders Vi	w Requests Purchase His	tory Work Confirma	ations C	Deliverables	s Timecards										
Orders: Purchase Orders > View Order Details >																
Crea	Create Work Confirmation (GRP Complex PO: 41900034)															
* Indicates Required Field Currency=AED																
		Ordered 5,0	100.00							Description						
		Approved 0.0	10													
		* Work Confirmation	C1-4190003							Period of Performance	0-07-2019	То 10-08-2019				
		* Date 20	6-06-2019							(eq	imple: 26-06-2019)					
		(exa	mple: 26-06-2019)													
Work	Confirmation	Details														
A	DD PAY ITEM	🗮 😂 🗈 🧔 🗸 🗐														
Line	Day Item	Description	Need-By Date	LIOM	Drice	Previous		Current			Total		Attachments	Delete		
cine	r ay reem	Description	Need-by Date	00141	Frice	ordered	Requested/ Delivered	Progress (%)	Requested/ Delivered	Material Stored	Amount	Progress (%)	Requested/ Delivered	Progress (%)	Pictochinenta	Delete
1	1	Payment Milestone 1		AED		2000	0	0	2000		2000	50	2000	100	43	Û
													CANCEL	BACK SAVE PR	eview sl	JBMIT

5 You will received confirmation message as below

Purchase Orders View Requests Purchase History	Work Confirmations	Deliverables Timecards							
Orders: Purchase Orders > View Order Details >									
Confirmation									
Your Work Confirmation WC1-41900034 has been submitted.									

