

# **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	Monamed Ratary	(where applicable)
25-Apr-2020	V3.1	Mohamed Kafafy	Adding Existing Supplier Registration
23-Api-2020	V J.1	Monamed Karary	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.
Assessment	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
Registration	a government entity in the purpose of doing a lawful
Registration	business of value to the entity based on entities
	request
Renewal	An organization attempt to update its profile and
Kenewai	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 d		
Phone Area Code	04 e		
Phone Number	116833489 f		
Phone Extension	4563 B		

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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	مورد حكومة دبي - انجليزية			
6 At least one entry is required.				
Address Name	Address Details	Purpose	Update	Delete
No results found.				
Contract 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				$\land$	<u> </u>
* 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

At least one entry is required.				
CREATE				
Address Name	Address Details	Purpose	Update	Delete
łQ	Al-Fahidi St., Dubai 90300 United Arab Emirates	Payment, Purchasing	/	â

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)							
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)							

#### 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)		$\sim$						
Type - UAE Supplier (Non Dubai Based)								

𝞯 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>		
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 exist</li> </ul>		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	
	Description %contract%	
X 8	Description %contract%	•
걸 Code	Description %contract%	Applicable
	Description %contract%	Applicable
Code	Description %contract%	
Code 04030-020	Description %contract%	
Code 04030-020 55030-035	Description %contract% GO CLEAR Banquet and Catering Services-Supply Contracts - Refreshments and Snacks Cardiac Instruments-Contractor	

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Delete								
<b>1</b>								
<u> </u>								
Û								
Û								
Û								
CREATE								
Remove								
•								



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					ĩ	ŵ	
04067-010		Contracting-Landscaping Works					1	1	
Banking Details									
At least one entry is required.									
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 الملية في هلة حجو وجود قرع اليتك الخاص يكم في قلعة الثروع	
* Country United Arab Emirates	
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 J Q b	Branch Name Bur Dubai
Show Bank Details	BIC
	Branch Type ABA \vee
Bank Account	
Account Number 1234567890123456 Check Digits * IBAN AE0703312345678901234 g	* Account Name ENDG Supplier 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 I gov			Ciose   🍄 🗸
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 smart dubai iSupplier Portal gov								ilose   🍄 🗸
Basic Inform	ation		Company Details				Attachments SUBMIT BACK Step 3 o	
Attachments			96 2 4 5 16 2 6 5 7 2 5 7 7 2 5 7 7 2 5 7 7 2 5 7 7 2 5 7 7 2 5 7 7 2 5 7 7 2 5 7 7 2 5 7 7 2 5 7 7 2 5 7 7 2 5	n an m-an m-an m-an m-an m-an m-an an a	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 yo 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 Shel 6. Memorandum of Association. (Applicable for L 7. Makani Number (Applicable for Dubai Based S 8. Introduction Letter Addressing to Head of Sup 9. Company Profile. Make sure you scan a clear copy of each docu	cluding IBAN Num ikh Mohammed E: .L.C.) Supplier ) + Locati plier relations ma	st.) on Map		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						
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
pyright (c/ 2017, Smart Dubai Government. Air ngrits reserved.						a far amout

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



smart حكومة dubai الدكية gov	Supplier Portal						Clo	se   🍄 🗸
	Basic Information			Company Details			Attachments	BACK Step 3 of
Attachments								
<ol> <li>Member Registrat</li> <li>Memorandum of A</li> <li>Makani Number (A</li> <li>Introduction Letter</li> <li>Company Profile.</li> </ol>	rce Certificate from Bank / Bank Details ion Certificate (Only for Sh Association. (Applicable for Applicable for Dubai Based	L.L.C.) Supplier ) + Location Map pplier relations management se						
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
pyright (c) 2017, Smart Dul	bai Government. All rights re:	served.						

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	Attachments
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			
* Last Name			
Phone Area Code Phone Number			
Phone Extension			
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4. Click on the button "NEX7"

1



Prospective Supplier Registration: Additional Details Please enter all section details	NTER BACK Step 2 of 4 NEX
	_
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

you gov			
		۲	
Basic Information	Company Details	Assessments	Attachments
			SAVE FOR LATER BACK Step 3 of 4 NEXT
Pre-Qualification and Evaluation Assessment			
<b>其 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 Expand All   Collapse All								



#### 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	upplier ENDG Sup	plier			Close Date 30.06.2017 13:0	5:59					
	Assessment Cur	rrency AED			R	Response Valid Until 30.06.2017						
	Response Cur	rrency AED				Reference Number						
	Price Precision 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												
	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         Attach the following documents to complete your request:         1. Trade License         Pathners (Applicable for LLC.)         Childrey Commerce Coefficate         1. Introduction Letter from Bank JBank Number on Company's Letter.         S. Memorandum of Association. (Applicable for LLC.)         Memorandum of Association (Applicable for JLC.)         Memorandum of Association (Applicable for JLC.)         Make sure you scan a clear copy of each document         Introduction Letter Addressing to Head of Supplior relations management section.         Opport Profile.         Make sure you scan a clear copy of each document         Intel Letter Addressing to Head of Supplior all and the section of the s		Basic Info	prmation			Assessments		Atta	• hments	
Attach the following documents to complete your request:         1. Trade License         2. Partners (Applicable for LLC.)         3. Chamber Commerce Certificate         4. Introduction Letter from Bank / Bank Details including IBAN Number on Company's Letter.         5. Member Registration Cortificate (Only for Sheikh Mohammed Est.)         6. Memorandum of Association. (Applicable for LLC.)         7. Makan Number (Applicable for LLC.)         8. Introduction Letter Addressing to Head of Supplier relations management section.         9. Company Profile.         Make sure you scan a clear copy of each document         Introduction Letter Addressing to Head of Supplier relations management section.         9. Company Profile.         Make sure you scan a clear copy of each document         Introduction Letter Addressing to Head of Supplier relations management section.         9. Company Profile.         Make sure you scan a clear copy of each document         Introduction Letter Addressing to Head of Supplier relations management section.         9. Company Profile.         Make sure you scan a clear copy of each document         Introduction Letter Addressing to Head of Supplier relations management section.         9. Company Profile.       Last Updated By Last Updated L								SUBMI	T BAC <u>K</u>	Step 4 of 4
<ul> <li>Trade License</li> <li>Partners (Applicable for LLC.)</li> <li>Chamber Commerce Certificate</li> <li>Introduction Letter from Bank / Bank Details including IBAN Number on Company's Letter.</li> <li>Member Registration Certificate (Only for Sheikh Mohammed Est.)</li> <li>Memoradum of Association. (Applicable for Dubai Based Supplier ) + Location Map</li> <li>Introduction Letter Addressing to Head of Supplier relations management section.</li> <li>Company Profile.</li> <li>Make sure you scan a clear copy of each document</li> </ul>	Attachments									
2. Partners (Applicable for LL C.)         3. Chamber Commerce Certificate         4. Introduction Letter from Bank / Bank Details including IBAN Number on Company's Letter.         5. Member Registration Certificate (Only for Sheikh Mohammed Est.)         6. Memorandum of Association. (Applicable for Dubai Based Supplier ) + Location Map         7. Makani Number (Applicable for Dubai Based Supplier ) + Location Map         8. Introduction Letter Addressing to Head of Supplier relations management section.         9. Ordmany Profile.         Make sure you scan a clear copy of each document         Introduction Letter Addressing to Head of Supplier relations management section.         9. Company Profile.         Make sure you scan a clear copy of each document         Introduction Letter Addressing to Head of Supplier relations management section.         9. Company Profile.         Make sure you scan a clear copy of each document         Introduction Letter Addressing to Head of Supplier relations management section.         Introduction Letter Addressing to Head of Supplier relations management section.         Introduction Letter Addressing to Head of Supplier relations management section.         Introduction Letter Addressing to Head of Supplier relations management section.         Introduction Letter Addressing to Head of Supplier relations management section. <td< th=""><th>Attach the foll</th><th>lowing documen</th><th>ts to complete your request:</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	Attach the foll	lowing documen	ts to complete your request:							
CR     File     Commercial Docs     Miscellaneous     GUEST     15.06.2017     One-Time     /     Image: Commercial Docs	2. Partners 3. Chambe 4. Introduc 5. Member 6. Memora 7. Makani 1 8. Introduc 9. Compan Make su	(Applicable for L r Commerce Cert tion Letter from B. Registration Cert ndum of Associat Number (Applicab tion Letter Addres ny Profile. are you scan a cle	ificate ank / Bank Details including IBAN Number or ificate (Only for Sheikh Mohammed Est.) ion. (Applicable for L.L.C.) le for Dubai Based Supplier) + Location Maj sing to Head of Supplier relations management	)						
	Title 🔺	Туре 📥	Description 🔺		Category 🔺	Last Updated By 📥	Last Updated 🔺	Usage 🔺	Update	Delete
License No Short Text Attached license no. as the file is not approved yet for renewal Miscellaneous GUEST 15.06.2017 One-Time 🧳	CR	File	Commercial Docs		Miscellaneous	GUEST	15.06.2017	One-Time	1	Î
	License No	Short Text	Attached license no. as the file is not approv	ed yet for renewal	Miscellaneous	GUEST	15.06.2017	One-Time	1	Î





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"

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1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	بوابة الموردين الإلكترونية	TIN
	iSupplier Portal	
	Username	1
	Password	
	Fasswulu	
	LOGIN	
	CANCEL	
	Eorgot Password?	
	Accessibility	
	None	
	Language 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</u> <u>Registration and Renewal Page</u>

vernment Resources Planning Systems												
	working wit	Smart Supplier Smart Supplier makes working with Dubai govern simpler and easier			men	ıt						
	د من الدخلية אאמעד לעשע		0000	) 🖨 @sn	nartdubai	smartduba	Lao					
Navigator	Worklist							 		 		
PERSONALIZE	Ĩ 2 ⊡ \$ v III						FULL LIST					
GRP eSupplier Portal	From	Туре	Subject	Sent	Due	To Prio	rity Status					
Home Page Supplier Registration and Renewal	There are no notifications in t	his view.										
Page Bank Guarantee Request	TIP Vacation Rules - Redired	ct or auto-resp	ond to not	ificatior	าร.							
Bank Guarantee Release								 	 	 		

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	
Supplier Type	Dubai Health Authority	
	Dubai Municipality	
<ul> <li>Department</li> </ul>	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		Activity Type	Status	Approver Note	Registration/Renewal Date	Payment Amount	Payment Reason	Next Renewal Date	Actual Payment Date	Click Payn	nent	Payment Voucher
											Online	Cash	
-	65834	21-07-2018	Activity - Goods & Items	Paid		14-10-2018	1000	Renewal	22-07-2019	22-07-2018	73	e,	
	65834	30-03-2009	Activity - Goods & Items	Paid		14-10-2014	500	Registration	14-10-2015	14-10-2014	72	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

6. Identify the activity type and your license type

Supplier Type	Dubai Sumalian						
				_			
* Department	Dubai Municipa	lity		~			
Supplier Regist	ration						
🖬 😂 🖬 🕸	<b>v</b>						
Request ID	Supplier	Supplier Activity	Payment	Approval 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	۳
-------------------------	--------------------------	---

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
	Total	

#### 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	No file chosen	ou 28-08-2019 One-Time	ou 28-08-2019 One-Time 🥒

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

Delete
m
e

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		Activity	Approver		Registration/Renewal	Payment	Payment	Next Renewal	Actual Payment	Click for		Payment
equest ID	Number	Date	Type	tatus	Note	Date	Amount	Reason	Date	Date	Payn		Voucher
											Online	Cash	
lo 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*"

Production of the second	
ترونية محمد المحمد ا	بوابة الموردين الإلك
iSug	plier Portal
Username	
Password	
	LOGIN
	CANCEL
Forgot Pa	ssword?
Accessibil	
None	
Language English	
Ligasi	



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	<b>X</b> 2	5 🔅 🔻 🎟					FULL	LIST (1)
GRP eSupplier Portal	From 🔺	Туре 🔺	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- <mark>0</mark> 4-20	30-04-20	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 RISCHE FZELCE 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	th Dubai government	
	FOR ANY INQUIRIES CONTACT		
	دبــــــــــــــــــــــــــــــــــــ	👔 🞯 🎔 🕩 🍈 @smartdubal smartdubal.ae	



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

Supplier Home Orders	Shipments Finance	Administration	Assessments							
earch here for public tenders using Tender Number then click go										
Search Open Assessments Assessment Number v GO										
PUBLIC TENDERS										
Welcome wische Sundlier										
Your Active and Draft Responses										
Press Full List to view all yo	our company's responses.									FULL LIST
Response Number	Response Sta	atus	Supplier Site		Assessment Number	Title	Туре	Time Left	Unread Messages	
No results found.										
Your Company's Open Invitations										
🗐 😂 🖻 🌣 🔻 🎟				, 						
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*.

sessments >		
sessment: 412252		
Header Controls	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 Create Response Online Discussions 
	Buyer	
	Description Supplier Assessment for Renewal	
Questionnaire		
A 😂 🕞 🌣 🕶 💷		
Show All Details   Hide All Detai	ls	

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



Supplier Home Orders	Shipments	Finance Administ	ration Assessme	nts							
Assessments > Terms and Conditio	Assessments > Terms and Conditions CANCEL ACCEPT										
The following terms and	The following terms and conditions must be accepted before a response is placed in this Assessment.										
موضوع التعاقد صفحة الإلكترونية للممارسة لة المحلية بالأرقام والحروف المخصصة لتفصيل الأسعار الممارس ومختومة بخاتمه سية بموقع البلدية الإلكتروني	يجب أن تشتمل الأسعار المقدمة بالعطاء على جميع المصروفات والأعباء المالية اللازمة مهما كانت أنواعها ومسمياتها وكل ما من شأنه تمكينه من القيام بجميع الأعمال										
Attachments											
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog		
No results found.	No results found.  * I have read and accepted the terms and conditions										
									CANCEL ACCEPT		



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	essment Currency AED	l.				(example: 25-04-2020)				
F	Response Currency AED	1			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.										



estion			
🖪 🔅 Expand	▼ All   Collapse All		
¢			
ocus 1	Title	Target Value	Response Value
•	•		
¢	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	~				.si
¢	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 and Submit (Assessment 412252)									
Header									
Title	Supplier Assessment for Renewal	Time Left 4 days 23 hours							
Supplier	XXISHIE FZ-ELC	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	reate Work Confirmation (GRP Complex PO: 41900034)									
	urrency=AED									
Current	LY-AED									
		Ordered	5,000.00							
		Approved	0.00							
Views										
	iew All Pay Items	GO								
12 2										
Select	Line	Pay Item	Description							
	No Data Exists									

C.



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

	rders: Purchase Orders > View Order Details > reate Work Confirmation (GRP Complex PO: 41900034)										
Currency=AED	urrency=AED										
	Ordered 5,000,00 Description Approved 0,00										
Views											
X 2 5 ¢ • ■	View All Pay Items v 60										
Select All   Select Non	e										
Select Line	Pay Item	Description	Need-By Date	UOM	Ordered	Previous Requested/Delivered	Progress(%)				
1	1	Payment Milestone 1		AED	2000		Progress(70)				
2	1	Payment Milestone 2		AED	3000		0				

## 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							
1		Approved 0.00										
1												
Views												
							ADVANCED SEARCH					
View All Prod	View All Pay Items 🗸 60											
view Pili Pay II												
Select All   Select None												
Select Line	Pay 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					
							CANCEL NEXT					
l												



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

Purcha	ise Orders Vi	w Requests Purchase His	tory Work Confirm	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	00.00							Description						
Approved 0.00																
<ul> <li>Work Confirmation</li> <li>WC1-4190003</li> <li>Period of Performance</li> <li>10-07-2019</li> <li>To</li> <li>10-08-2019</li> </ul>																
	* Date 26-06-2019															
Work Confirmation Details																
ADD RYTTEM   其 念 回 泰 + 回																
Line Pay Item Description		Description	Need-By Date	By Date UOM	Drice	Ordered	Previous			Current			Total		Attachments	Delete
Line	Pay item	Description	Need-by Date	OOM	Price	Ordered	Requested/ Delivered	Progress (%)	Requested/ Delivered	Material Stored	Amount	Progress (%)	Requested/ Delivered	Progress (%)	Attachments	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.										

