ONLINE SUPPLIER REGISTRATION GUIDELINE
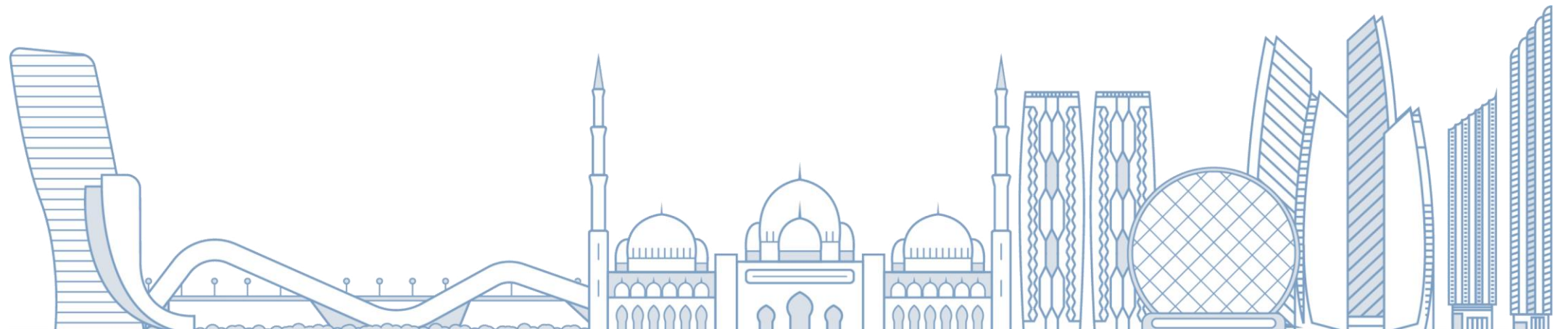
ONLINE SUPPLIER REGISTRATION

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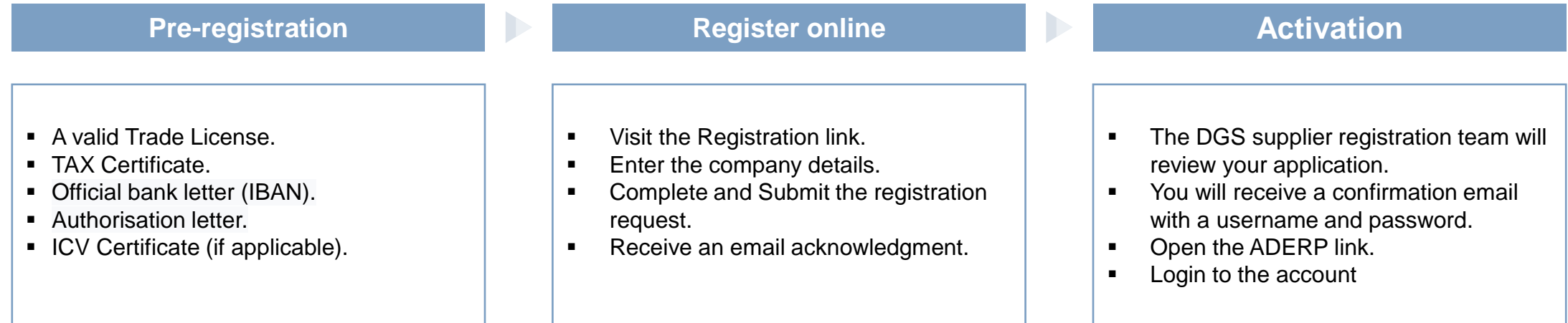
SUBMIT A NEW REGISTRATION REQUEST

ONLINE SUPPLIER REGISTRATION

SUPPLIER REGISTRATION PROCESS

Pre-registration	Register online	Activation
▪ A valid Trade License. ▪ TAX Certificate. ▪ Official bank letter (IBAN). ▪ Authorisation letter. ▪ ICV Certificate (if applicable).	▪ Visit the Registration link. ▪ Enter the company details. ▪ Complete and Submit the registration request. ▪ Receive an email acknowledgment.	▪ The DGS supplier registration team will review your application. ▪ You will receive a confirmation email with a username and password. ▪ Open the ADERP link. ▪ Login to the account

ONLINE SUPPLIER REGISTRATION

REGISTRATION LINK

To start your registration process, visit the Department of Government Support website
Abu Dhabi Government Procurement Gate: https://adgpg.gov.ae/

Follow the next instructions.

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE – BASIC INFORMATION

First, provide some **basic details about your company.**
To proceed, you must provide the mandatory information marked by *.

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE - COMPANY DETAILS

Enter any note you want to send to the registration team in the **Note to Buyer** box.
Enter the Commercial License details (**Certificate Number, Certify Agency, and Expiration Date**).

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE - SAVE FOR LATER

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

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE – ADDRESS BOOK

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

1

Address Book

At least one entry is required.

Create | •••

Address Name	Address Details	Purpose	Update	Delete
No results found.				

2

Create Address

* Indicates required field

Country	United Arab Emirates ⌄
* Address Name	
* Building/Villa No.	
Street Name	
District/Area Name	
* Town/City	
County	
Postal Code	
* Emirates	🔍
* PO Box No.	

3

Cancel Apply

Phone Area Code	
Phone Number	
Fax Area Code	
Fax Number	
Email Address	

☑ Purchasing Address
☑ Payment Address
☐ RFQ Only Address

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE - CONTRACT DIRECTORY

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

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE - ADD PRODUCT AND SERVICES

Click **Create** to add the related **Products and Services** that match your business and depending on the activities in the trade license of your company. Use the browsing or searching option as shown below.

1

Products and Services

At least one entry is required.

Create | •••

Code	Products and Services	Delete
No results found.		

2

Add Products and Services: : (4444444)   Cancel | Apply   **3**

○ Browse All Products & Services
○ Search for Specific Product & Service

•••   Rows 1 to 30

| Code | Products and Services ▲ | View Sub-Categories | Applicable | **4**
|------|------------------------|---------------------|------------|
| 00 | Default | ⛓ | ☐ Applicable |
| 0000 | Other | ⛓ | ☐ Applicable |
| 0001 | Office And Non | ⛓ | ☐ Applicable |
| 0002 | Communication Instruments | ⛓ | ☐ Applicable |
| 0003 | Hospital & Medical Instruments And Equipments | ⛓ | ☐ Applicable |
| 0004 | Electronic Equipments | ⛓ | ☐ Applicable |
| 0005 | Electrical Items | ⛓ | ☐ Applicable |
| 0006 | Telescope | ⛓ | ☐ Applicable |
| 0007 | Computer Items & Devices | ⛓ | ☐ Applicable |
| 0008 | Medicine | ⛓ | ☐ Applicable |

ONLINE SUPPLIER REGISTRATION

REGISTRATION PAGE - BANKING DETAILS

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

ONLINE SUPPLIER REGISTRATION

BANKING DETAILS PAGE – ERROR MESSAGES

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

ONLINE SUPPLIER REGISTRATION

ADDITIONAL INFORMATION - SUPPLIER PROFILE DETAILS

Select the matched business type and legal form with your company
In the Establishment date, select the start date of your business. Enter the owner/s details and the percentage of each partner.
Select the Operation sector that aligns with your business activities and select your company's MSME (Micro, Small, and Medium Enterprise) Type.

(1)

| Basic Information | Company Details | Additional Information | Attachments |

Supplier Profile Attributes

Save For Later | Back | Step 3 of 4 | Next

* Indicates required field

Supplier Registration Page

Supplier Details

Business Type	
Supplier Legal Form	
* Establishment Date	
	(example: 29-May-2023)

(2)

License Owner details

Owner Full Name (English)	Owner Full Name (Arabic)	Passport/Emirates ID Number	Nationality	Ownership Percentage	Effective Date From	Effective Date To	Delete
		For non resident, provide Pass Port Number			(example: 29-May-2023)	(example: 29-May-2023)	🗑

(3)

MSME Information

Operation Sector	
MSME Types	

ONLINE SUPPLIER REGISTRATION

ADDITIONAL INFORMATION - ICV AND QUALIFICATION QUESTIONS

1. Enter the ICV (**The National In-Country Value**) details.
2. Answer the below (4) questions.

1

ICV Information for UAE Suppliers

Serial No	ICV Certificate No	Score in %	Issuing Authority	Start Date	End Date	Delete
				(example: 29-May-2023)	(example: 29-May-2023)	

2

Qualification Questions

Business Standing

* Has your company ever been proven guilty of grave professional misconduct? ○ Yes
  ○ No

Has your company ever been convicted for one or more of the reasons listed below

* Corruption/Money Laundering/Fraud/Transacting with illegal organizations ○ Yes
  ○ No

Financial

* Has your company ever been declared 'bankrupt' or has been 'wound up'? ○ Yes
  ○ No
* Ever failed to fulfill financial obligations to pay Taxes / social security? ○ Yes
  ○ No

ONLINE SUPPLIER REGISTRATION

ADDITIONAL INFORMATION - COMPANY EXPERIENCE AND OTHER CERTIFICATES

1. Enter the number of years of experience in the selected category of **Products and Services.**
2. Enter the details of your previous and current main customers.
3. Enter any certificate details like (ISO9001, ISO45001, ISO14001,… Or any valid certificate)
4. Click **Next** to complete the registration process.

(1)

Company Experience

Number of Years of Experience in the Category

(2)

Please mention your Top 5 Clients in this Category

Serial No	Type of Client	Name of the Client	Nature of Service / Goods supplied	Total Contract Value in AED	Contract duration in Number of Years	Delete
						🗑

(3)

Certification Details

Serial No	Certificate Number	Certifying Body	Expiration Date	Delete
			(example: 29-May-2023)	🗑

Save For Later   Back   Step 3 of 4   Next   **(4)**

ONLINE SUPPLIER REGISTRATION

ATTACH THE REQUIRED AND SUPPORTED DOCUMENTS

In the final step, you can upload the required documents, as mentioned in the red box below, and all mentioned certificates.
Click on **Add Attachment** button and open the next page to see the details of the attachments.

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

ONLINE SUPPLIER REGISTRATION

TYPE OF ATTACHMENTS

1. Enter the title and description of the attachments, and select the correct **category** (to whom you want to send it).
2. Define the attachment by selecting the **File** option only "with Max size 15 MB."
3. Click **Add Another** to add more files OR click **Apply** to add the defined attachment.

ONLINE SUPPLIER REGISTRATION

CONFIRMATION OF THE ATTACHMENT

Once the selected file is attached, click **Apply**, then you will receive a confirmation message
and sequence number of that attachment.
Click **Submit** to proceed with your request.

Please make sure to attach all required documents to ensure that your request will be accepted.

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

ONLINE REGISTRATION SUPPLIER

CONFIRMATION OF THE REGISTRATION REQUEST

Once the information is completed, click **Submit;** you will receive a confirmation message and email.

The DGS Supplier registration team will receive your request to review it and communicate with you as soon as possible.

For any help or inquiry, please contact us at (contact@tamm.abudhabi)

THANK YOU