

# New Vendor Registration Instruction Manual

## New Vendor Registration

### Introduction






This document aims to guide all potential suppliers, both local and international, in the submission of their application for Vendor Registration.

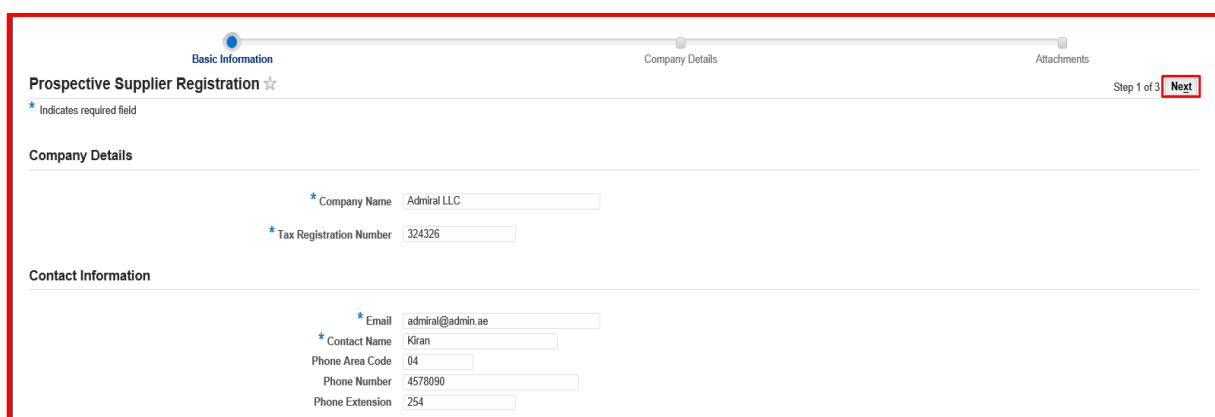
Self-service prospective vendor registration enables you to register your interest in establishing a business relationship with the Arabtec Construction LLC. Once registered, you can provide details about your company, its addresses, contacts, business classifications, & banking information.

If the Arabtec Construction LLC wishes you to enter into a relationship with them, they may send you an invitation requesting you register with the system. This notification will contain a URL where you can go and access the Supplier Registration Page. If the buyer does not send you an invitation, you must obtain this URL from the Arabtec Construction LLC Corporate Website page and get registered yourself.

### Basic Information

Following are the steps required to enter basic information:

-  Enter your **Company Name** (in uppercase please).
-  Enter **Tax Registration Number**
-  Enter **Email Address** and **Contact Name** of the authorized contact.
-  Enter the **Phone Number** with the **Area Code** and **Extension**, if any.
-  Click the “**Next**” button.



The screenshot shows a web form titled "Prospective Supplier Registration" with a progress bar at the top indicating three steps: "Basic Information" (active), "Company Details", and "Attachments". A "Next" button is highlighted in the top right corner. The form includes a legend: "\* Indicates required field".

**Company Details**

- \* Company Name: Admiral LLC
- \* Tax Registration Number: 324326

**Contact Information**

- \* Email: admiral@admin.ae
- \* Contact Name: Kiran
- Phone Area Code: 04
- Phone Number: 4578090
- Phone Extension: 254

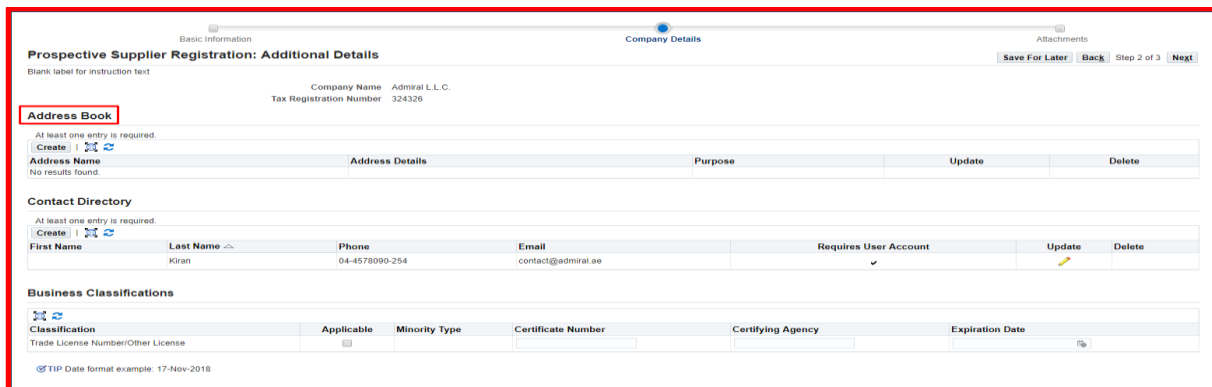
**Note:**

- Fields with a \* next to the label (e.g. \* Company Name) are mandatory and must be completed.
- The registration number needs to be unique. Please provide details of your Trading License/Other License number.
- All correspondence will be sent to the contact information provided here; please provide a real person's details, not "Sales" or "Info".

**Company Details**

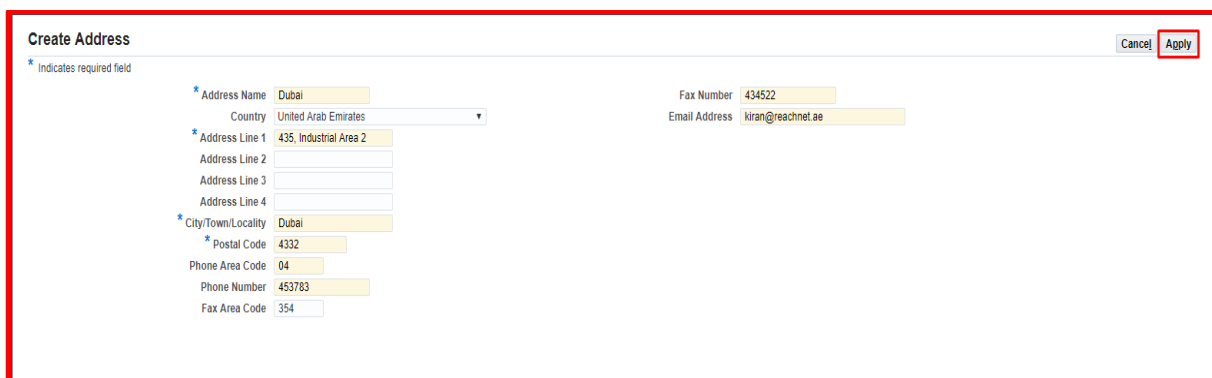
- There is a "Create" button in each section allowing you to add Address, Contacts, Business Classification and Bank Details.
- Once you have created an item, click "Apply" and you will return to the main screen.
- Click the Update icon (Pencil) to change an entry.
- Click the delete icon (Trash Can) to remove an incorrect entry.

**Address Book**



The screenshot shows the 'Prospective Supplier Registration: Additional Details' page. At the top, there are tabs for 'Basic Information', 'Company Details', and 'Attachments'. The 'Company Details' tab is active, showing 'Company Name: Admiral L.L.C.' and 'Tax Registration Number: 324326'. Below this, there are three main sections: 'Address Book', 'Contact Directory', and 'Business Classifications'. The 'Address Book' section has a 'Create' button and a table with columns for 'Address Name', 'Address Details', 'Purpose', 'Update', and 'Delete'. The 'Contact Directory' section has a 'Create' button and a table with columns for 'First Name', 'Last Name', 'Phone', 'Email', 'Requires User Account', 'Update', and 'Delete'. The 'Business Classifications' section has a 'Create' button and a table with columns for 'Classification', 'Applicable', 'Minority Type', 'Certificate Number', 'Certifying Agency', and 'Expiration Date'. A 'TIP' note at the bottom left indicates the date format example: '17-Nov-2018'.

- Enter Your Company's Address Details.
- At least one entry in the Address book is mandatory. Kindly fill the required details for the address.
- Once entered, click on "Apply"



The screenshot shows the 'Create Address' form. It has a 'Cancel' button and an 'Apply' button. The form contains several fields, some of which are marked with an asterisk (\*) to indicate they are required. The fields are: 'Address Name' (Dubai), 'Country' (United Arab Emirates), 'Address Line 1' (435, Industrial Area 2), 'Address Line 2', 'Address Line 3', 'Address Line 4', 'City/Town/Locality' (Dubai), 'Postal Code' (4332), 'Phone Area Code' (04), 'Phone Number' (453783), 'Fax Area Code' (354), 'Fax Number' (434522), and 'Email Address' (kiran@reachnet.ae).

## Contact Directory

Prospective Supplier Registration: Additional Details

Company Name: Admiral L.L.C  
Tax Registration Number: 324327

**Address Book**

Address Name	Address Details	Purpose	Update	Delete
Dubai	435, Industrial Area 2, Dubai 4332 United Arab Emirates	RFQ Only		

**Contact Directory**

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Kiran	Siam	04-435390-254	contact@admin.ae	<input checked="" type="checkbox"/>		

To Update the entered Contact Details, in 'Contact Directory' region, click on "Update"

**Update Contact**

\* Indicates required field

Contact Title: Mr. | First Name: Kiran | Middle Name: Rathore | Last Name: Siam | Alternate Name: | Job Title: Senior Procurement Officer | Department: Procurement | Contact Email: contact@admin.ae | URL: | Phone Area Code: 04 | Phone Number: 435390 | Phone Extension: 254 | Alternate Phone Area Code: | Alternate Phone Number: | Fax Area Code: | Fax Number: |

Enter all the required Contact Details  
Once entered, click on "Apply"

## Business Classifications

Select Your Business Classification(s) (Nature of Business, Type of Services, etc.)  
Enter "Trade License/Other License" details like 'Certificate Number', 'Certifying Agency' (Trade License Issuing Emirate) & 'Expiration Date'

**Business Classifications**

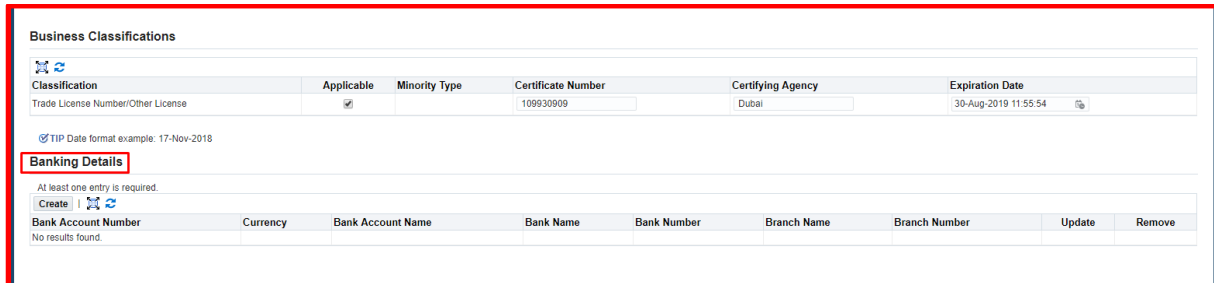
Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
TIMBER & PLYWOOD	<input type="checkbox"/>				
TOILET PARTITIONS	<input type="checkbox"/>				
TOILETRIES / CLEANING ITEMS	<input type="checkbox"/>				
TRAINING COURSES	<input type="checkbox"/>				
TRANSPORTATION SERVICES	<input checked="" type="checkbox"/>				
TROLLEY	<input type="checkbox"/>				
<b>Trade License/Other License</b>	<input checked="" type="checkbox"/>		10908098	Dubai	31-Aug-2019 00:00:00
WANTY AND WARDROBES	<input type="checkbox"/>				
WATERPROOFING WORKS	<input type="checkbox"/>				
WINDOWS & CURTAIN WALLS	<input type="checkbox"/>				

**Banking Details**

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

## Banking Details

Click on “Create” button under ‘Bank Details’ Tab



**Business Classifications**

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Trade License Number/Other License	<input checked="" type="checkbox"/>		109930909	Dubai	30-Aug-2019 11:55:54

TIP Date format example: 17-Nov-2018

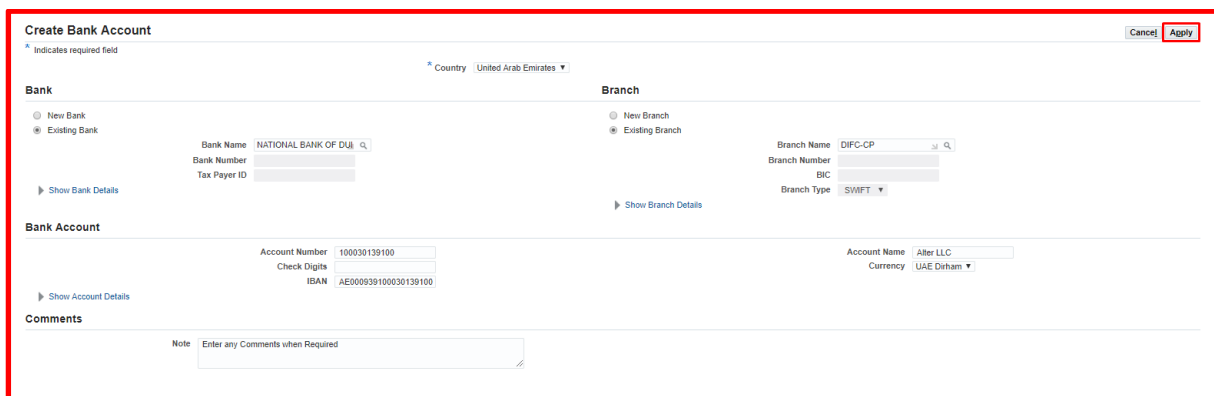
**Banking Details**

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.								

Enter all the required information in ‘Bank’ and ‘Bank Account’ region, once entered, click on “Apply” button to save the record.

Use the “Comments” field to enter any additional details



**Create Bank Account**

\* Indicates required field

Country: United Arab Emirates

**Bank**

New Bank  
 Existing Bank

Bank Name: NATIONAL BANK OF DUBAI  
 Bank Number:   
 Tax Payer ID:

**Branch**

New Branch  
 Existing Branch

Branch Name: DIFC-CP  
 Branch Number:   
 BIC:   
 Branch Type: SWIFT

**Bank Account**

Account Number: 100030139100  
 Check Digits:   
 IBAN: AE000939100030139100

Account Name: Alter LLC  
 Currency: UAE Dirham

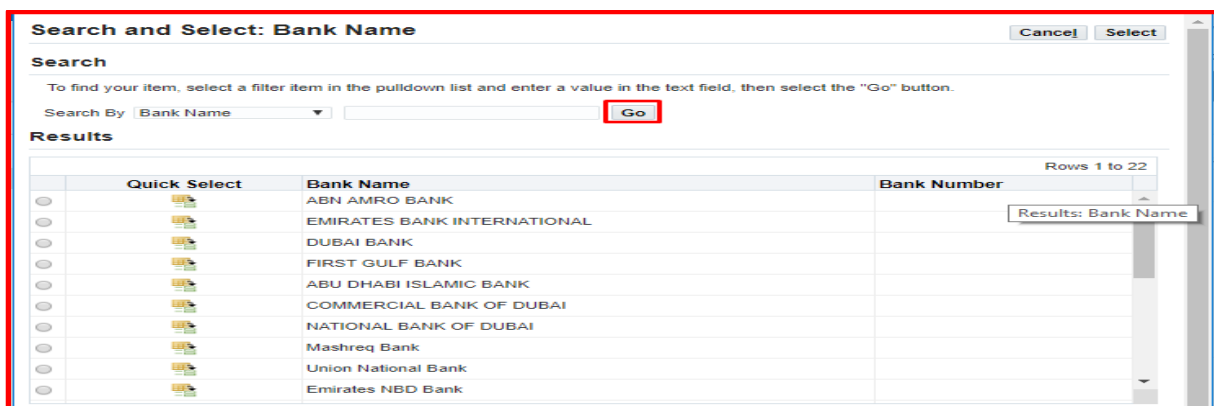
**Comments**

Note: Enter any Comments when Required

**Note:** Click on the Existing Bank & Existing Branch options to select from predefined list of banks and related branch

Enter the Search (Example: Emirates%) Click on ‘Go’; System will show all the banks start with ‘Emirates’ (OR)

Just click on ‘Go’ System will show you all the available bank names;



**Search and Select: Bank Name**

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Bank Name

**Results**

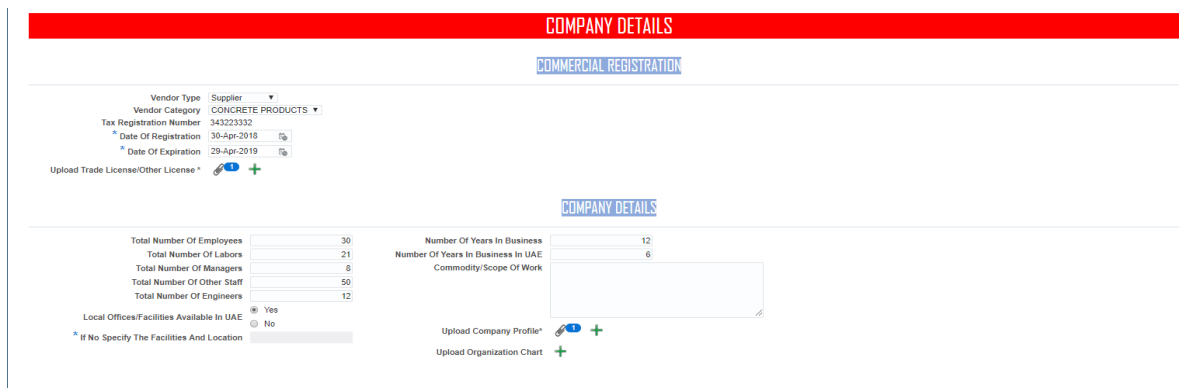
Quick Select	Bank Name	Bank Number
<input type="radio"/>	ABN AMRO BANK	
<input type="radio"/>	EMIRATES BANK INTERNATIONAL	
<input type="radio"/>	DUBAI BANK	
<input type="radio"/>	FIRST GULF BANK	
<input type="radio"/>	ABU DHABI ISLAMIC BANK	
<input type="radio"/>	COMMERCIAL BANK OF DUBAI	
<input type="radio"/>	NATIONAL BANK OF DUBAI	
<input type="radio"/>	Mashreq Bank	
<input type="radio"/>	Union National Bank	
<input type="radio"/>	Emirates NBD Bank	

Rows 1 to 22

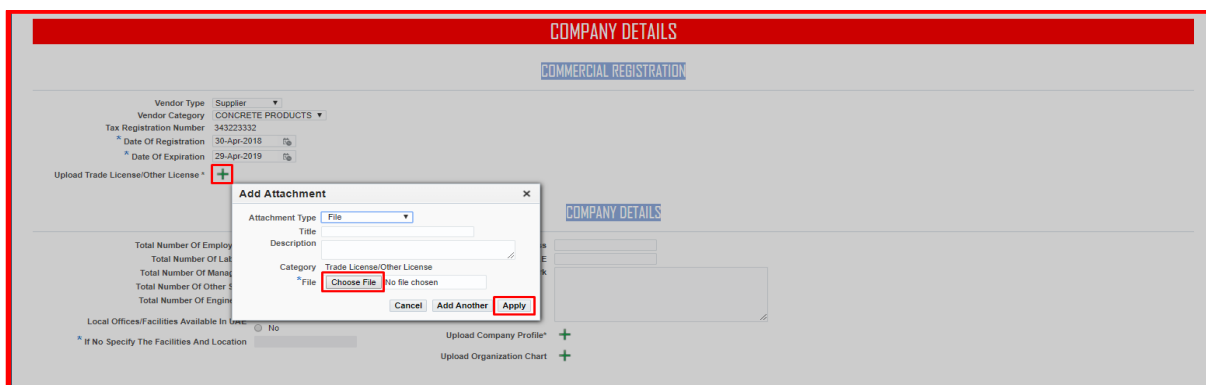
Results: Bank Name

## Commercial Registration & Company Details

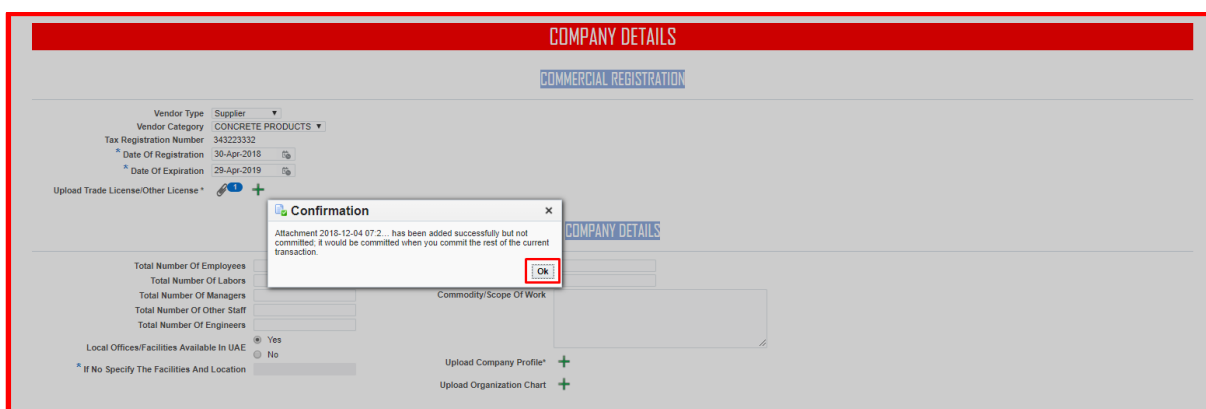
- Enter all the available information in Company Details Region
- Upload the Trade License/Other License copy (Mandatory)



- To add attachment, click on “+” icon
- Select the file and click on “Apply”



- Confirmation message will appear



- Enter the available details in ‘Financial’ and ‘QHSE & Certification’ region
- If you select ‘Yes’ in ‘QHSE & Certifications’ region, then ‘Attachment’ is mandatory (\*)

**FINANCIAL**

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Company's Capital (in AED)

Largest Previous Contract/ Order Amount (AED)

Preferred Size Of Job/Project/Subcontract Amount(AED)

Ability To Provide Bank Guarantees (From a Bank in UAE)  Yes  No

Upload Audited Financial Report(If Available)

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**QHSE & CERTIFICATIONS**

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Availability Of Quality/HSE Management System  Yes  No

Upload Quality System Document\*

ISO 9001/OHSAS 18001/ISO 14001 Certified  Yes  No

Upload ISO Certification Document\*

Available KPI's / Objectives  Yes  No

Upload KPI Document\*

Any Mechanism In Place For Recording Corrective Actions And Suggestions  Yes  No

Upload Corrective Action Document\*

Quality Policy/Other Policies  Yes  No



Upload Quality Policy Document\*

Other Certifications  Yes  No

Upload Other Certification Document\*

Any System Available For Reporting Incidents (OHS RELATED/SECURITY BREACHES)  Yes  No

Upload Any Reporting System Document\*

-  Enter the required information in **'Other Information'** region
-  Enter your details in **'Declaration'** and click on **'Next'**

**OTHER INFORMATION**

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Any Relatives Work In Arabtec  Yes  No

Additional Information, If Any

If Yes, Give Name And Contact Details

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**DECLARATION**

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Name

Position

Date

Step 2 of 3

## Attachments


-  Verify all the uploaded attachments.
-  To add additional attachments, click on **"Add Attachment"** and upload when required;


**Attachments**   Step 3 of 3

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**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
2018-12-04 07:25:16 RFO - Create Purch...	File	2018-11-08 11:43:22 RFO - Create Purch...			04-Dec-2018			
2018-12-04 07:26:49 RFO - Create Purch...	File	2018-11-08 11:43:22 RFO - Create Purch...			04-Dec-2018			
2018-12-04 07:34:05 RFO - Create Purch...	File	2018-11-08 11:43:22 RFO - Create Purch...			04-Dec-2018			
2018-12-04 07:34:21 RFO - Create Purch...	File	2018-11-08 11:43:22 RFO - Create Purch...			04-Dec-2018			
2018-12-04 07:34:37 RFO - Create Purch...	File	2018-11-08 11:43:22 RFO - Create Purch...			04-Dec-2018			

-  Once entered all the details and uploaded the attachments, click on **"Submit"** button, will receive the confirmation message.

 **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.



## **Thank You**

For any further details please contact us  
**[arabtec.procurement@arabtecuae.com](mailto:arabtec.procurement@arabtecuae.com)**