



# eProcurement Portal

## Supplier Registration Manual



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## 1. Introduction

This supplier manual provides detailed instructions on how to use the eProcurement Portal. It guides you through the system modules including, registration, tendering, and contracting.

Read this manual thoroughly before you start working on the eProcurement Portal to get your work done faster and more efficiently.

## 2. The purpose of creating the Manual

The purpose of this document is to help suppliers use eProcurement Portal.

Suppliers are encouraged to use this manual whenever they are trying to perform any activity on eProcurement Portal to make sure it's done in a correct and efficient manner.

## 3. Manual Review and Development

This Manual will be reviewed by the Central Bank of United Arab Emirates and revised according to changes or updates.

### Supplier Self Registration

Please make sure to enter accurate information while registering your company on the eProcurement Portal. Entering wrong or inaccurate information might negatively affect the approval of your registration or qualification processes.

The information on your company profile on the eProcurement Portal is the sole responsibility of the supplier.

If you experience difficulties logging into your account, please try resetting your password (section 2).

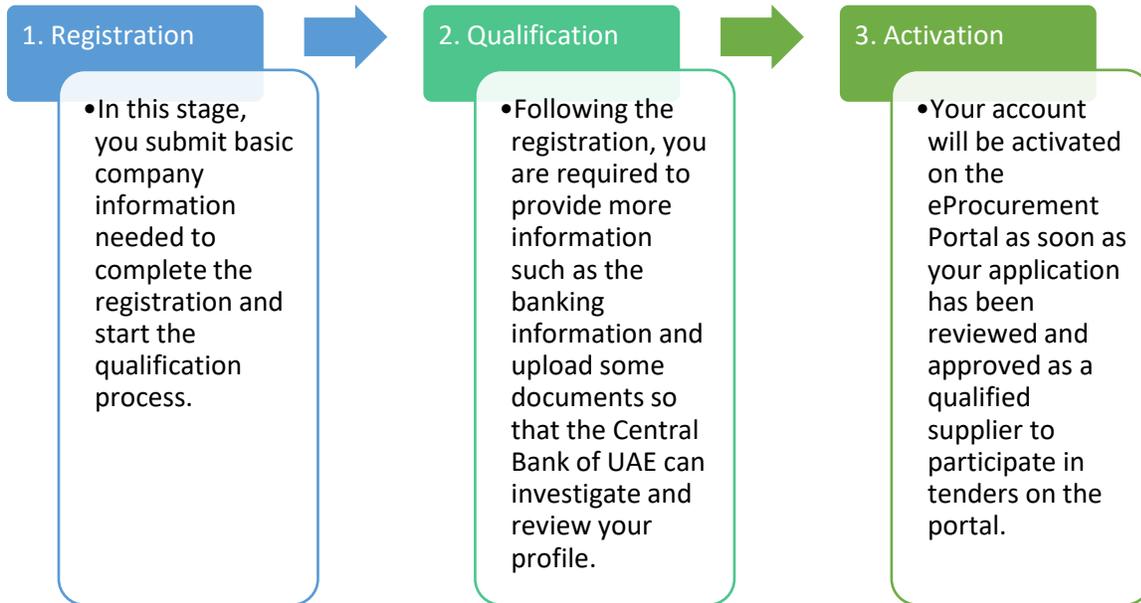
If you are still unable to login after resetting your password or for assistance in case you face any problem, please contact us via email: [vendor\\_reg@cbae.gov.ae](mailto:vendor_reg@cbae.gov.ae)

The eProcurement Portal is allowing the following supplier types for the self-registration:

- Domestic Supplier
- International Supplier
- MSME / SME Supplier
- Financial Counterparty
- Online Supplier

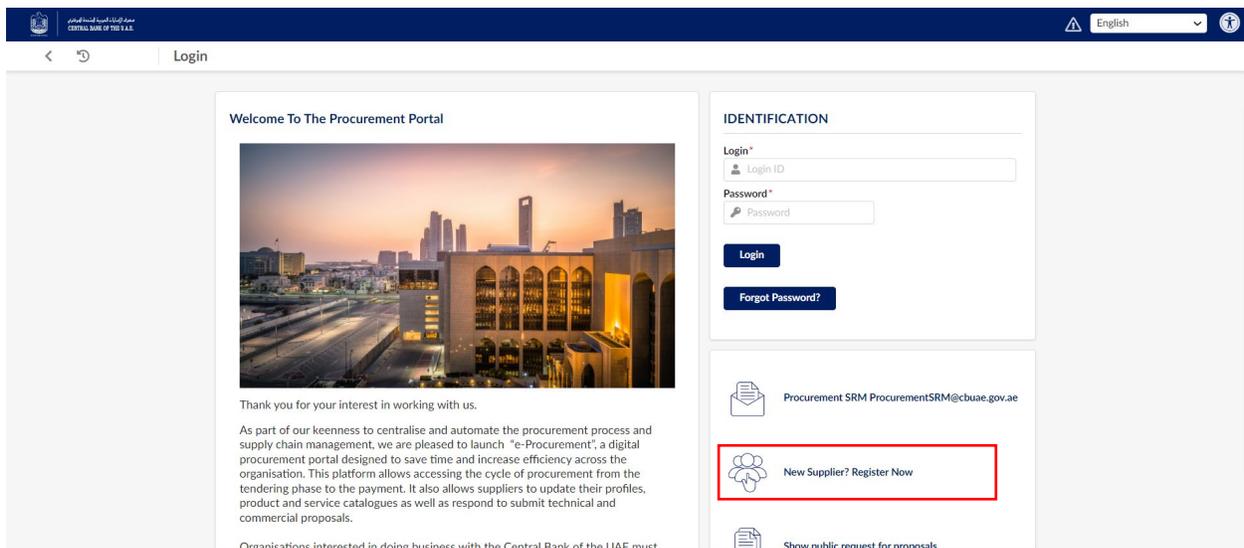


The eProcurement Portal only allows you to participate in government tenders once you have activated your account. To activate your account, you need to go through three steps, as shown in the chart below.



### Supplier Self Registration Guide

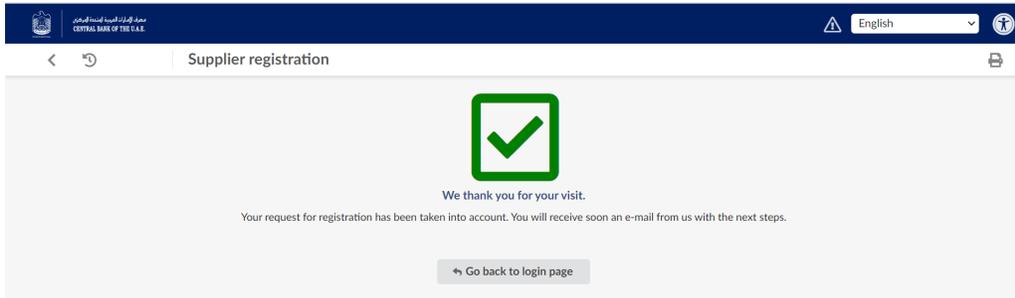
On clicking the link, you will be redirected to the procurement portal (<https://supplier-portal.cbuae.gov.ae>) login page. Click on “new supplier register now” if you’re registering for the first time.





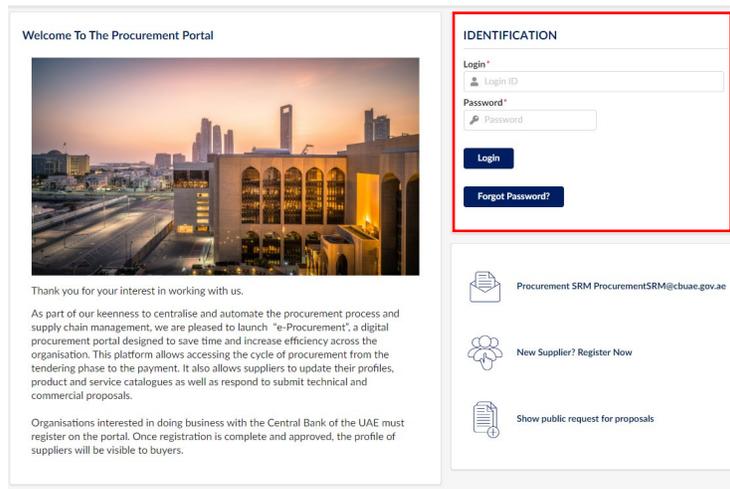
You'll be redirected to the registration form, enter the requested information and click on "register".

After you have registered, you will be asked to go back to the login page.



### Supplier Access Login

To login to the portal, you must use the email address and password you set up on the previous screen.



At the first login attempt, you will be requested to accept the terms and conditions.



General Info. Sourcing Contracts Performance

Alexander S. (KPMG)

General Terms of Use

You have to accept the terms and conditions in order to continue.

GENERAL CONDITIONS OF ACCESS AND USE OF THE APPLICATION

This document (hereinafter the "GCA") defines the general conditions of access and use of the Supplier Portal (hereinafter the "Application"). You (hereinafter the "User") may use and consult the Application following your full acceptance of the GCA as a whole. In case of disagreement on the contents of the GCA, the User shall not be entitled to access the Application. Ivalua and its subsidiaries and affiliates (collectively hereinafter "Ivalua") reserve their right to modify at any time the GCA, without prior notice.

**Technical prerequisites**

The User shall ensure that his computer is using an updated browser (Microsoft Internet Explorer 7 or more recent version, Mozilla Firefox 3.5 or more recent version).

In order to verify that his browser is adequate, the User must open his browser and go to the Help/About Internet Explorer or Help/About Mozilla Firefox functions.

The Application is designed to work directly with any standard installation of existing browsers. However, if, for any reason whatsoever the work station setting of the User is not a "standard" setting (installation or security group policies for example), the User shall have to verify with his System Administrator if these settings are adequate.

There is no need to install plug-ins such as Java, Flash or ActiveX.

**Purpose of the Application**

The Application is a software package for management of data implemented and published by Ivalua.

**Access to the Application**

I accept the terms and conditions

Acknowledge Print

You will see the home page after accepting the terms and conditions. On this page, you should focus your attention on the "onboarding progress" box. It shows you the stage of your registration as well as alerts that tell you what steps you need to take next.

General Info. Sourcing Contracts Performance

Supplier U.

Supplier Portal

**Announcement**

You have now logged onto our supplier portal. This portal is the one-stop shop for all of your business transactions with us.

Please note that in doing business with us, you agree to abide by the supplier code of conduct and policies we uphold.

If you encounter any issues, you may consult this LINK for a list of our video FAQs. You may also contact our helpdesk directly for assistance at : [contact@ivalua.com](mailto:contact@ivalua.com)  
Phone : +1 545 454 XXXX

**Onboarding Progress**

- Registration (Onboard Pending)
- Preparation (Gather Information)
- Enrollment Rev. (Review Information)
- Active Supplier (Onboard Complete)

The following items require your attention:

- No contact with the role 'Authorized signatory'
- No contact with the role 'Relationship Manager'
- Missing Mandatory Document(s) There is/are missing required document(s) to be uploaded.
- Please provide financial indicator values for last 3 years
- No contact with the role 'Beneficial Owner'
- No contact with the role 'Senior Management'

**Validations** (See 1 result)

Process	Object	Action	Due Date
CB Supplier Activation - V3	UKG Consulting (UNITED ARAB EMIRATES)	Start	

### Supplier Qualification Introduction

- Supplier qualification is the process whereby the supplier is set as a qualified and active Supplier.
- Qualification of a supplier is a necessary condition before a supplier can participate in bids on the portal.
- Once the qualification step (second step) is completed, the application will be reviewed to approve the resource and make it active on the portal (third and final step).
- Login to the system by following the same steps in section no.2 in the user manual: (Supplier Access/Login).
- Under the "onboarding progress" section, you will be able to view your onboarding status. To proceed with your registration and qualification, you need to fill all the requirements.



To proceed with the qualification process, you need to fill in all the required fields and attach the necessary documents by following these steps.

Click on “general info”. Company profile as shown below –

The system will redirect you to your supplier company information showing you the following blocking messages to complete your registration process:

By clicking on the alert message, the system will redirect you to the related page that you need complete.



## Update Banking Information

To resolve the blocking alert message “banking information is missing.” Click on alert message or click on P2P information tab.

The screenshot shows the 'Company Info UKG Consulting (UNITED ARAB EMIRATES / Dubai / Dubai)' page. A yellow alert banner at the top lists several issues:
 

- Banking Information is missing (highlighted with a red box)
- No contact with the role Authorized signatory
- No contact with the role 'Relationship Manager'
- Missing Mandatory Document(s)
- Please provide financial indicator values for last 3 years
- No contact with the role 'Beneficial Owner'
- No contact with the role 'Senior Management'
- DUNS number missing

 Below the alerts are three main sections:
 

- Company:** Fields for Legal Name (UKG Consulting), Website, and Address Label.
- Address:** Fields for Address Line 1 (Dubai - United Arab Emirates), Address Line 2, Zip Code, and City.
- Legal Information:** Fields for Legal Structure (Branch of Free Zone), Place Of Registration, Shared Capital, Year Founded, Trade License Number (12345678998765432100), VAT Registration Number (100-9999-9999-9999), and DUNS.

Click on “add banking” information.

The screenshot shows the 'P2P Information' tab selected in the left sidebar. The main content area displays the same list of error alerts as the previous screenshot. Below the alerts, the 'Banking Information' section is visible, featuring a prominent green button with a red border that says '+ Add Banking Information'. Below this button, it shows '0 Record(s)'. The 'Taxes and Currency' section is partially visible at the bottom.

Enter the details as requested below –



### Banking Information for UKG Consulting



<p><b>Country*</b></p> <p>UNITED ARAB EMIRATES</p>	<p><b>Currency</b></p> <p>AED</p>	<p><b>Account Information Details</b></p> <p>Click or Drag to add a file <input checked="" type="checkbox"/> Default</p>
<p><b>Bank Name*</b></p> <p></p>	<p><b>Swift Code</b></p> <p></p>	<p><b>Name on Account*</b></p> <p></p>
<p><b>Bank Branch Address</b></p> <p></p>		<p><b>IBAN ⓘ</b></p> <p></p>
<p><b>Clearance Agency</b></p> <p></p>		<p><b>Account Number</b></p> <p></p>
		<p><b>Routing Number</b></p> <p></p>
		<p><b>Owner Type</b></p> <p></p>
		<p><b>Resident Type</b></p> <p></p>

**Save**

### Update Supplier Contact

To resolve the blocking alert messages beginning with “no contact with the role”. Click on the alert or click on the contacts tab.

The screenshot shows the 'Company Info UKG Consulting (UNITED ARAB EMIRATES / Dubai / Dubai)' page. A sidebar on the left contains navigation options: Company Information, Contacts (highlighted with a red box), Documents & Certs., P2P Information, Financial Indicators, and Qualifications. The main content area displays a list of alerts:

- Banking Information is missing
- No contact with the role 'Authorized signatory'
- No contact with the role 'Relationship Manager'
- Missing Mandatory Document(s)
- Please provide financial indicator values for last 3 years
- No contact with the role 'Beneficial Owner'
- No contact with the role 'Senior Management'
- DUNS number missing

Below the alerts, there are three main sections: Company, Address, and Legal Information, each with various input fields for data entry.

The system allows you to create new contacts and assign roles. This feature will be explained in detail in the section titled "create new contacts."

Click on the pen icon to edit the contact details add the information. Select the roles from list.



### Update documents and Certs.

To resolve both blocking alert messages “missing mandatory document(s)”:

Click on the + icon to add the documents and certificates, with correct validity dates.



**Edit document : Legal Documents**

Document

**Description**

**Document Type\***  
Legal Documents / Chamber of commerce membership certificate

**Document Name**  
en

**Document\***  
Click or Drag to add a file

**Link to external document**

**Document's owner**  
UKG Supplier

**Status**  
Draft

**Begin Date\***

**Expiration Date**

**Validity**

**Follow up**

**Notification Date**

**Date Archived**

**Request Date**

**Comments**

Add a comment here

Save
Save & Close
Close
Archive

### Update financial indicators.

To resolve the “please provide financial indicator values for last 3 years” alert. Click on the financial indicators tab.

Company Info UKG Consulting (UNITED ARAB EMIRATES / Dubai / Dubai)

- ⚠ - Banking Information is missing
- ⚠ - No contact with the role 'Authorized signatory'
- ⚠ - No contact with the role 'Relationship Manager'
- ⚠ - Missing Mandatory Document(s)
- ⚠ - Please provide financial indicator values for last 3 years
- ⚠ - No contact with the role 'Beneficial Owner'
- ⚠ - No contact with the role 'Senior Management'
- ⚠ - DUNS number missing

Company Information

Contacts

Documents & Certs.

P2P Information

Financial Indicators

Qualifications

Company	Address	Legal Information
<p><b>Legal Name *</b> UKG Consulting</p> <p><b>Website</b></p>	<p><b>Address Label</b></p> <p><b>Address Line 1</b> Dubai - United Arab Emirates</p> <p><b>Address Line 2</b></p> <p><b>Zip Code</b></p> <p><b>City*</b></p>	<p><b>Legal Structure</b> Branch of Free Zone</p> <p><b>Place Of Registration</b></p> <p><b>Shared Capital</b></p> <p><b>Year Founded</b></p> <p><b>Trade License Number</b> 1234567898765432100</p> <p><b>VAT Registration Number</b> 100-9999-9999-9999</p> <p><b>DUNS</b></p> <p>Is your company ICV (In-Country Value) certified?</p>

Select the correct year for which you want to enter the financial indicators, then enter details in the indicators tab. Details are required for the last 3 years. Once completed, click on “save”.



The screenshot displays the 'Indicators' section of the CBUAE portal. It features a table with columns for 'Code', 'Values of financial indicators', and 'Bid Currency'. The table lists various financial metrics such as Revenue, Net profit margin, Capital, Operating profit (EBIT), Net income, Accounts payable, Inventory, Cash, Total assets, Current assets, and Total debt. Each row includes a text input field for the value and a dropdown menu for the bid currency, with 'AED' selected for most and '%' for Net profit margin. A red box highlights the entire table. To the right, a 'Year' dropdown menu is also highlighted with a red box, showing '2022' as the selected year. Below the table, there are sections for 'Charts' and 'KPI' (Key Performance Indicators), with 'Operating profit / Revenue' and 'Quick ratio' listed. At the bottom right, there are two buttons: 'Save' (highlighted with a red box) and 'Start Onboarding' (highlighted with a green box).

Code	Values of financial indicators	Bid Currency
Revenue	<input type="text"/>	AED
Net profit margin	<input type="text"/>	%
Capital	<input type="text"/>	AED
Operating profit (EBIT)	<input type="text"/>	AED
Net income	<input type="text"/>	AED
Accounts payable	<input type="text"/>	AED
Inventory	<input type="text"/>	AED
Cash	<input type="text"/>	AED
Total assets	<input type="text"/>	AED
Current assets	<input type="text"/>	AED
Total debt	<input type="text"/>	AED

### Send Registration Request for Approval

Click "start onboarding" after you have completed the required information to submit your registration application for review and approval.



Company Info UKG Consulting | Performance Evaluations | IRATES / Dubai / Dubai

Exceptions  
Collaboration Plans

Search

Company Information  
Contacts  
Documents & Certs.  
P2P Information  
**Financial Indicators**  
Qualifications

Code	Values of financial indicators	Bid Currency
Revenue	<input type="text"/>	AED
Net profit margin	<input type="text"/>	%
Capital	<input type="text"/>	AED
Operating profit (EBIT)	<input type="text"/>	AED
Net income	<input type="text"/>	AED
Accounts payable	<input type="text"/>	AED
Inventory	<input type="text"/>	AED
Cash	<input type="text"/>	AED
Total assets	<input type="text"/>	AED
Current assets	<input type="text"/>	AED
Total debt	<input type="text"/>	AED

Charts

Year  
2022

KPI  
Operating profit / Revenue  
Quick ratio

Save Start Onboarding

After you have submitted all the requirements to register and apply for approval for qualification, a CBUAE employee will start the process of reviewing your qualification application for approval, rejection, or requesting more information.

Onboarding Progress

- Registration  
Onboard Pending
- Preparation  
Gather Information
- Enrollment Rev.**  
Review Information
- Active Supplier  
Onboard Complete

There is no item requiring your attention at the moment.

After you get the approval on your qualification, you will be eligible for participating in tendering and have the full features of the supplier profile activated on the eProcurement Portal.

### Expired Documents

To maintain your qualification and keep your supplier profile active, you need to keep all of the documents and certificates up to date. When a document or certificate is expired, the system will send you a notification and show you an alert message on your home page with the expired document or certificate.



Other Documents

Add Other Documents

Attach	Document Type	Document Name	Begin Date	Expiration Date	Owner	Status
	Conflict of Interest disclosure undertaking	pso test	4/30/2023	4/29/2024	Pushkaraj Sonawane	✓
	Gifts to CBUAE Employees & Board Members	pso doc 2	4/30/2023	6/30/2023	Pushkaraj Sonawane	✗

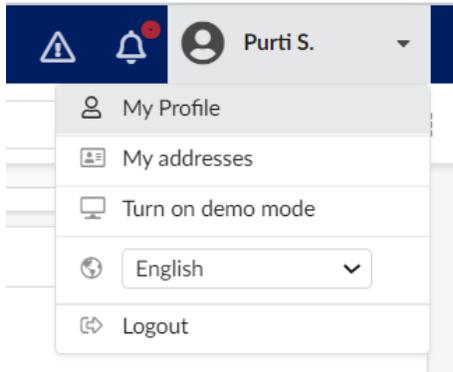
2 Record(s)

### Supplier User Profile Update

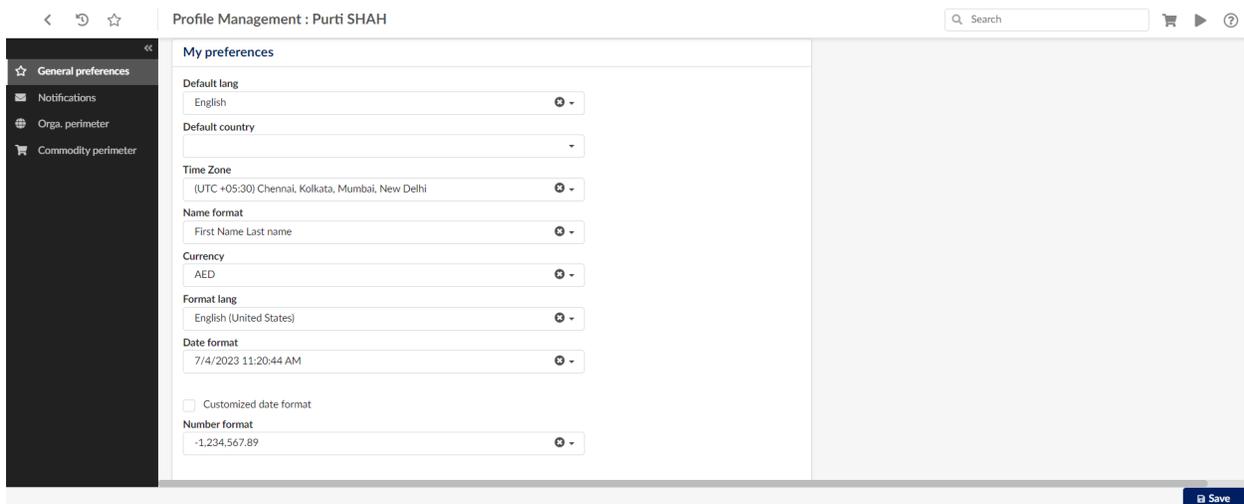
You will be able to update your personal information such as your name, email, phone number, address, set your preferences and change your password.

It is mandatory to update the information under the preferences section as the public tenders, tenders and auctions that you will be invited to will be in UAE Time Zone.

Click on “my profile”.



Enter details in “my preferences” and click on “save”.



### Request Information Change



Suppliers are required to submit a change request to keep their information up to date like the Trade License expiration date, banking information, etc. However, some information can be updated without any change request needed.

1. To access your supplier information, click on the “general info” menu then select “company profile”.

The screenshot shows the top navigation bar with tabs for 'General Info.', 'Sourcing', 'Contracts', and 'Performance'. A dropdown menu under 'General Info.' is open, showing 'Company Profile' and 'Information Requests'. Below the navigation, there are two main sections: 'Announcement' and 'Onboarding Progress'. The 'Announcement' section contains text about logging onto the portal and a link to video FAQs. The 'Onboarding Progress' section shows a checklist of steps: 'Registration' (Onboard Pending), 'Preparation' (Gather Information), 'Enrollment Rev.' (Review Information), and 'Active Supplier'. To the right of the checklist, a yellow warning box states 'The following items require your attention:' followed by a list of missing items: 'Banking Information is missing', 'No contact with the role Authorized signatory', 'No contact with the role Relationship Manager', and 'Missing Mandatory Document(s)'. There is also a red box highlighting the 'Registration' step in the checklist.

2. Click on “request information change”.

The screenshot shows the 'Company Info' form for 'Pele (BRAZIL)'. The form is divided into several sections: 'Company', 'Address', 'Legal Information', and 'Sites'. The 'Company' section includes fields for 'Legal Name' (Pele) and 'Website'. The 'Address' section includes fields for 'Address Label', 'Address Line 1', 'Address Line 2', 'Zip Code', 'City', 'Country' (BRAZIL), and 'State/Province'. The 'Legal Information' section includes fields for 'Legal Structure', 'Place Of Registration', 'Shared Capital', 'Year Founded', 'CNPJ' (218535672), 'DUNS', 'Is your company ICV (In-Country Value) certified?', and 'ICV Percentage'. A yellow warning banner at the top of the form states 'DUNS number missing'. At the bottom right of the form, there are three buttons: 'Save', 'Answer Questionnaire', and 'Request Information Change'. A red box highlights the 'Request Information Change' button.

3. Provide reason for change request.
4. Update the information as needed.
5. Click on “submit for approval” button, after you get the necessary approvals, your changes will be reflected.



Company Change Request Pele (BRAZIL) Search

**- DUNS number missing**

### Reason for Change Request

Reason for change request \*

---

#### Company

Legal Name \*  
Pele

Website

#### Address

Address Label ①

Address Line 1 ① \*  
Search for an address...

Address Line 2

Zip Code

City \*

Country \* BRAZIL State/Province

#### Legal Information

Legal Structure Place Of Registration

Shared Capital Year Founded

CNPJ ①  
218535672

DUNS ①

Is your company ICV (In-Country Value) certified?

ICV Percentage

Save إرسال Submit for Approval