

Supplier Guide

V4.0

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Document Control

Change Record

Date	Author	Version	Change Reference
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02-May-2017	Ahmed Fouad	V2.0	No Ref.
01-Sep-2018	Kamran Shaikh	V3.0	Screen shot updated as per new GRP theme
01-May-2019	Kamran Shaikh	V4.0	Updated

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Unit One

Supplier Registration Request Supplier Register

Supplier receive registration link

- 1- Click on the registration link received from concerned Government Department
- 2- Enter the Following Data
 - i. Company name
 - ii. Tax Registration (If applicable)
 - iii. Primary name
 - iv. Phone number
- 3- Press Next

Company Details

* Company Name

Tax Registration Number

Primary Contact Information

Please enter your contact details as you will receive notifications based on this data

* Primary email

First Name

* Last Name

Phone Area Code


Phone Number

Phone Extension

5- Click on 'Create Address'

Address Book

At least one entry is required.

[CREATE](#) | 

Address Name	Address Details	Purpose	Update	Delete
No results found.				

6- Enter the Following Data

- i. Address name
- ii. Address line 1
- iii. City/ Town /Locality
- iv. Postal Code
- v. Phone Number
- vi. Email Address
- vii. Press Apply

Create Address

* Indicates required field

* Address Name	<input type="text" value="Business Bay"/>	Phone Area Code	<input type="text"/>
Country	<input type="text" value="United Arab Emirates"/>	* Mobile Number	<input type="text" value="050-5656565"/>
* Address Line 1	<input type="text" value="Design Dsistrict"/>	Fax Area Code	<input type="text"/>
Website URL	<input type="text"/>	Fax Number	<input type="text"/>
Makani Number	<input type="text" value="65656-66565"/>	* Email Address	<input type="text" value="ahmed@hotmail.com"/>
Makani URL	<input type="text"/>		
* City/Town/Locality	<input type="text" value="Dubai"/>		
County	<input type="text" value="Dubai"/>		
State/Region	<input type="text"/>		
Province	<input type="text"/>		
* Postal Code	<input type="text" value="926552"/>		

7- Select Business Classification

Choose one 'Activity' (Shown in red)

Choose one Type (Shown in Blue color)

Against TYPE, please enter License Number, Licensing Authority and License Expiry Date

Note: Additionally, supplier can choose SME or Special Need supplier

Please select at least 1 Activity and 1 Type.

Classification	Applicable	Minority Type	License Number	Licensing Authority	License Expiry Date
Activity - Consultant or Contractor	<input type="checkbox"/>				
Activity - Goods & Items	<input checked="" type="checkbox"/>				
Activity - Service Provider	<input type="checkbox"/>				
Type - Dubai Based Supplier (DED)	<input type="checkbox"/>				
Type - Dubai Free Zone Supplier	<input type="checkbox"/>				
Type - Free Zone Supplier Except Dubai	<input checked="" type="checkbox"/>		5456455	Dubai DMCC Freezone	18.09.2019 08:34:30
Type - Overseas Supplier	<input type="checkbox"/>				
Type - Sheikh Mohammed Est.	<input type="checkbox"/>				
Type - Special Need	<input type="checkbox"/>				
Type - UAE Foreign Branch Company Supplier	<input type="checkbox"/>				
Type - UAE Supplier (Non Dubai Based)	<input type="checkbox"/>				

8- Select the products and services

9- Press Apply

Add Products and Services: (Supplier A Registration Request) CANCEL APPLY

Browse All Products & Services
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
01010	Office Equipment		<input type="checkbox"/>
01015	Office Equipment Spare Parts		<input type="checkbox"/>
01020	Office and Desk Accessories		<input type="checkbox"/>
01025	Rewards and incentive prizes		<input type="checkbox"/>
01030	First Aid Supplies		<input checked="" type="checkbox"/>
01040	Books, Magazines and Manuals		<input checked="" type="checkbox"/>
02010	Hardware		<input type="checkbox"/>
02020	Software		<input type="checkbox"/>
02030	Accessories		<input type="checkbox"/>
02040	Consumables		<input type="checkbox"/>


CANCEL APPLY

10- Create Banking details

i. Press on create (B)

Banking Details

At least one entry is required.

[CREATE](#) | 

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

[SAVE FOR LATER](#) [BACK](#) Step 2 of 3 [NEXT](#)

v. Press Next

13. Click Next

Attached require document

Attachments

ADD ATTACHMENT | 1

Title ▲	Type ▲	Last Updated By ▲	Last Updated ▲	Update	Delete
sig passport	File	GUEST	24.09.2018		
chamber of commerce	File	GUEST	24.09.2018		
Trade License	File	GUEST	24.09.2018		

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

SUBMIT
BACK
Step 3 of 3

14. Click Submit

حكومة دبي smart dubai
الدكتية gov

iSupplier Portal

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.

Unit Two

Update Profile

Supplier update his profile

- 1- Login to GRP system
 Navigation> <https://iSupplier.dubai.gov.ae>
- 2- Click GRP eSupplier Portal
- 3- Click Home Page

Government Resources Planning Systems

Navigator

PERSONALIZE

- GRP eSupplier Portal
- Home Page
- Supplier Registration and Renewal Page
- Sourcing

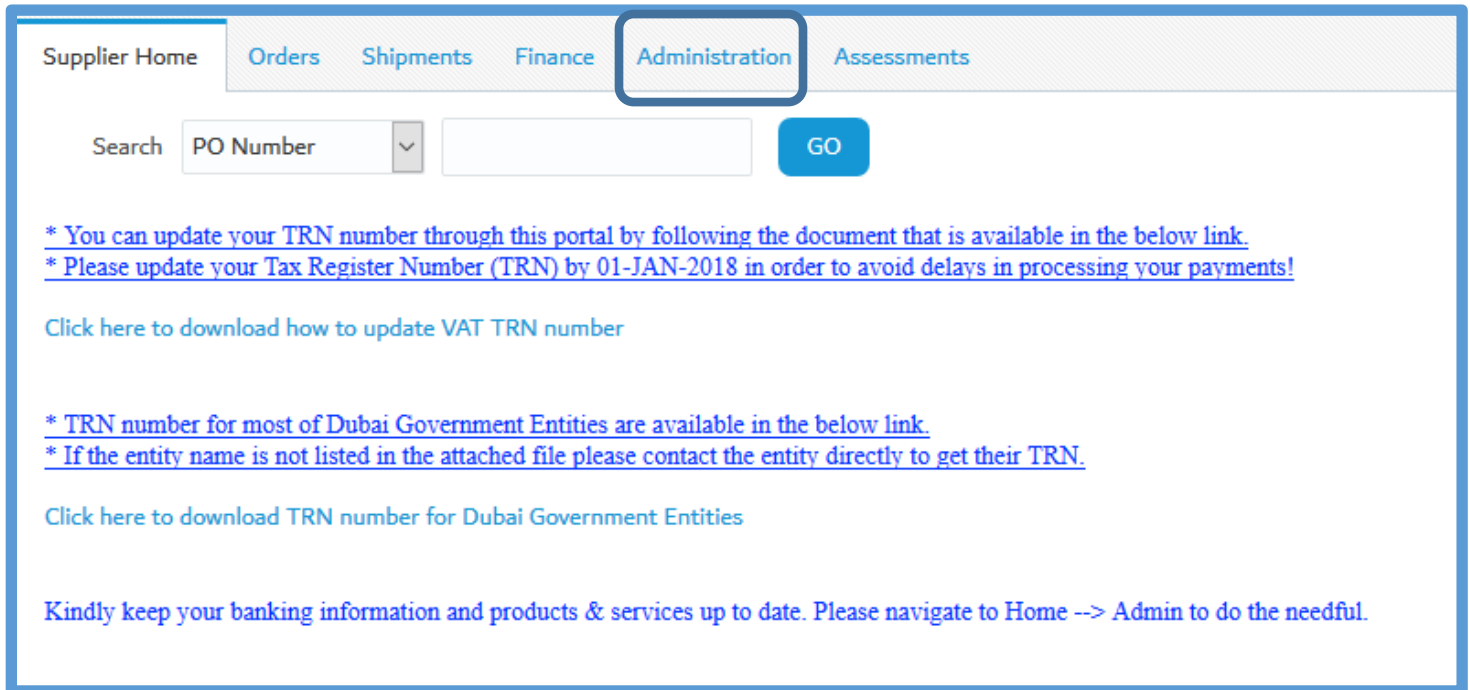
Worklist

FULL LIST

From	Type	Subject	Sent	Due To	Priority	Status
There are no notifications in this view.						

TIP Vacation Rules - Redirect or auto-respond to notifications.

4- Click Administration Tab



The screenshot shows the 'Administration' tab selected in a navigation menu. Below the menu is a search bar with a dropdown menu set to 'PO Number' and a 'GO' button. The main content area contains several blue hyperlinks and text instructions regarding TRN updates.

Supplier Home Orders Shipments Finance **Administration** Assessments

Search PO Number GO

[* You can update your TRN number through this portal by following the document that is available in the below link.](#)
[* Please update your Tax Register Number \(TRN\) by 01-JAN-2018 in order to avoid delays in processing your payments!](#)

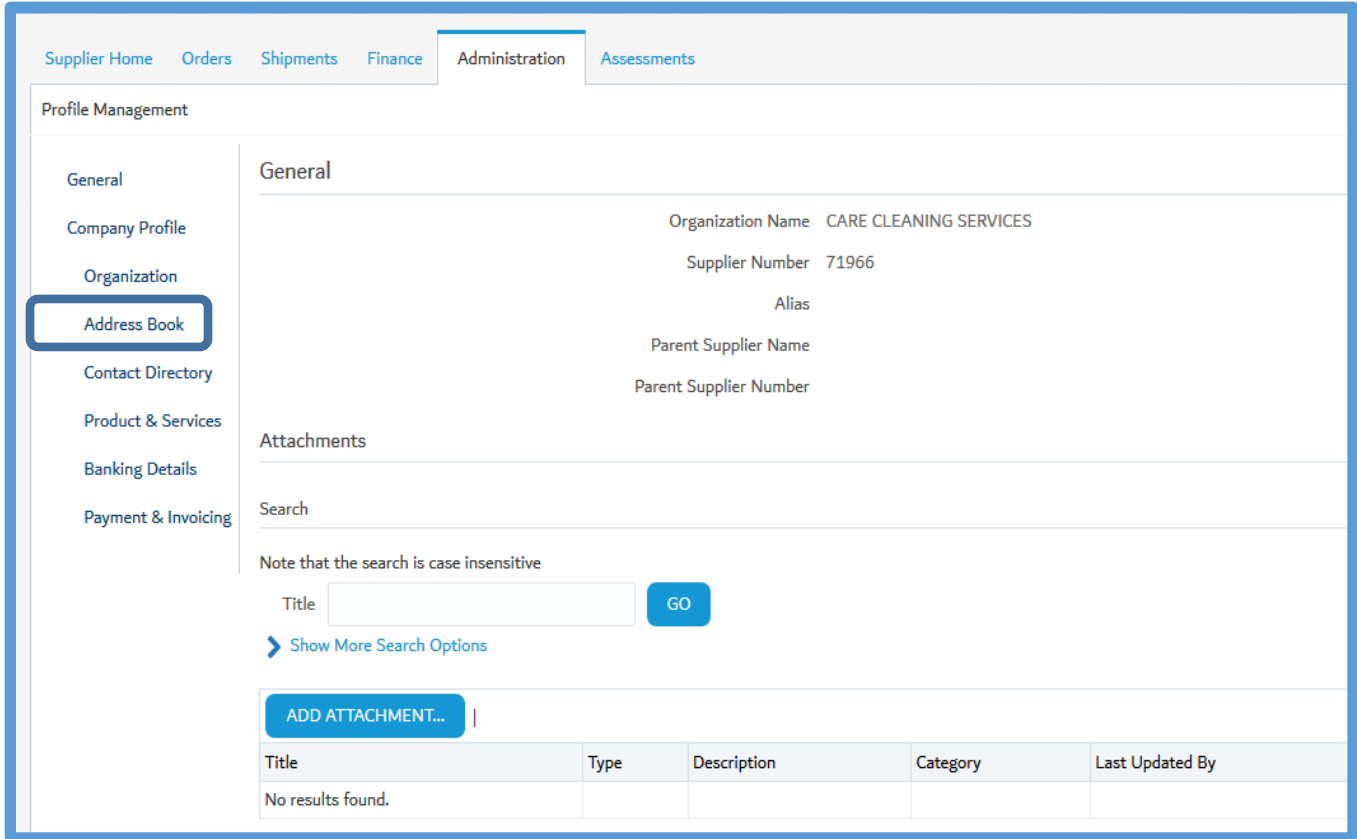
[Click here to download how to update VAT TRN number](#)

[* TRN number for most of Dubai Government Entities are available in the below link.](#)
[* If the entity name is not listed in the attached file please contact the entity directly to get their TRN.](#)

[Click here to download TRN number for Dubai Government Entities](#)

Kindly keep your banking information and products & services up to date. Please navigate to Home --> Admin to do the needful.

5- Press on address book to update or Create new address



Supplier Home Orders Shipments Finance Administration Assessments

Profile Management

General
Company Profile
Organization
Address Book
Contact Directory
Product & Services
Banking Details
Payment & Invoicing

General

Organization Name CARE CLEANING SERVICES
Supplier Number 71966
Alias
Parent Supplier Name
Parent Supplier Number

Attachments

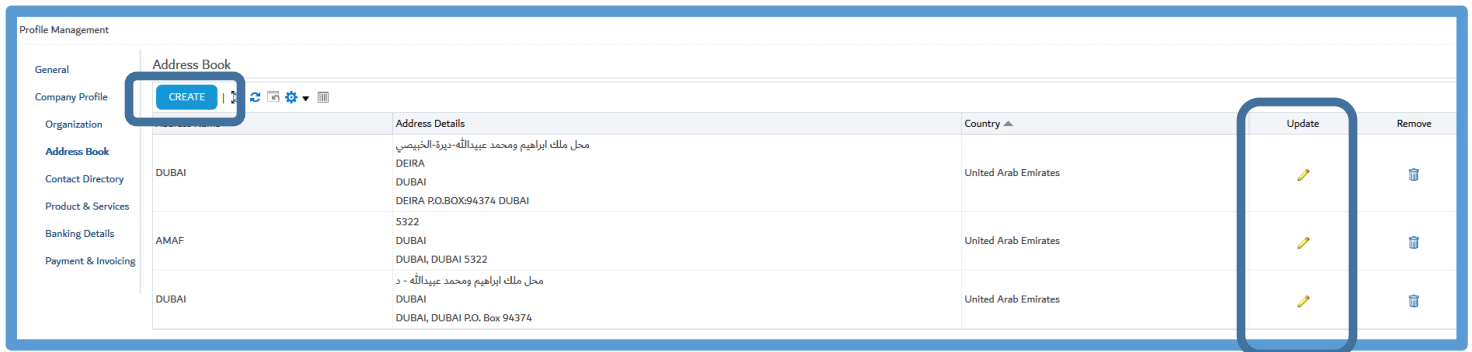
Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

Title	Type	Description	Category	Last Updated By
No results found.				



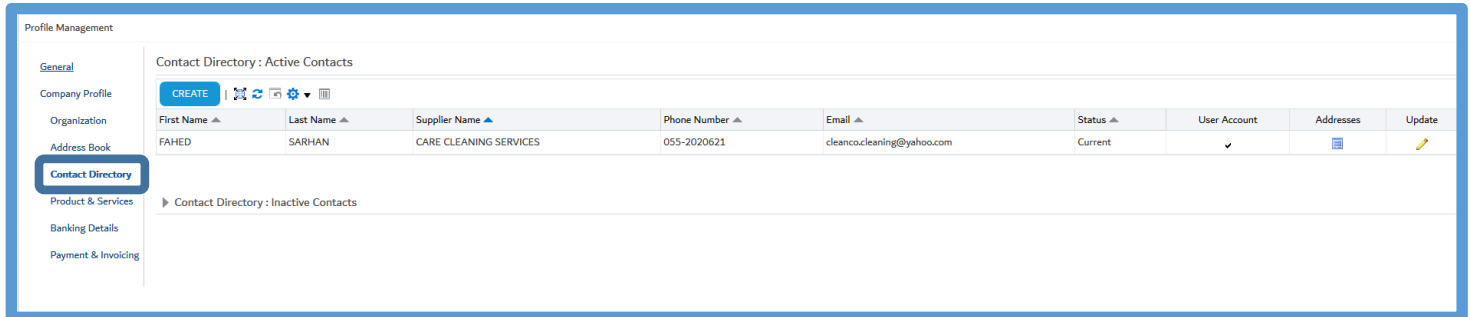
Profile Management

General
Company Profile
Organization
Address Book
Contact Directory
Product & Services
Banking Details
Payment & Invoicing

Organization	Address Details	Country	Update	Remove
DUBAI	محل ملك ابراهيم ومحمد عبدالله-ديرة-الجيرة DEIRA DUBAI	United Arab Emirates	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
DUBAI	DEIRA P.O.BOX:94374 DUBAI 5322	United Arab Emirates	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
DUBAI	محل ملك ابراهيم ومحمد عبدالله - د DUBAI DUBAI, DUBAI P.O. Box 94374	United Arab Emirates	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Note: Supplier can modify and create new address as per their information.

6- Press on contact directory to add new contact person or update contact information

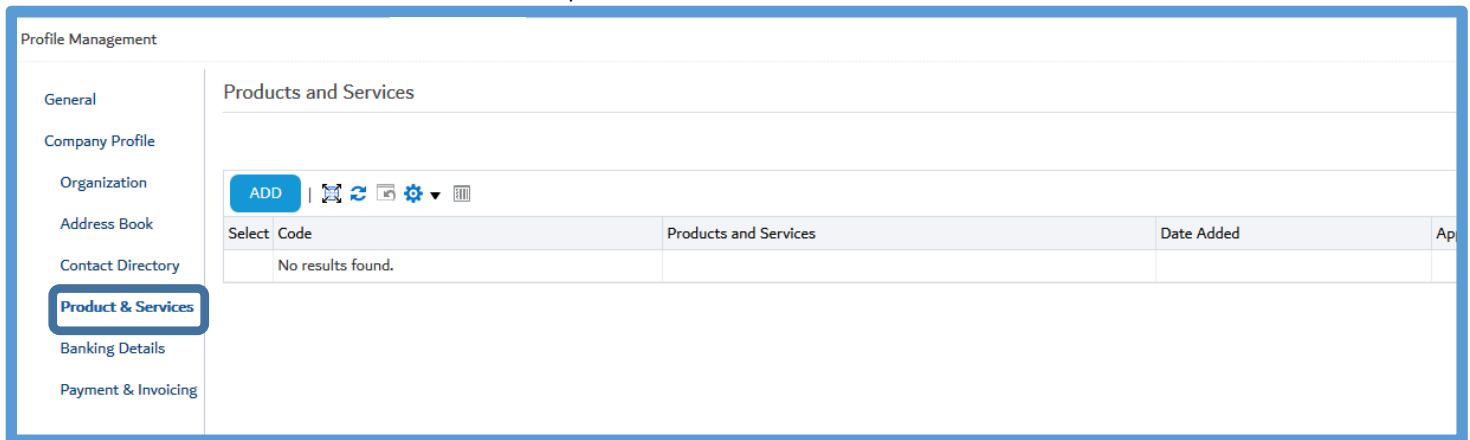


The screenshot shows the 'Profile Management' interface with the 'Contact Directory' section selected in the sidebar. The main content area displays 'Contact Directory : Active Contacts' with a table of active contacts. A 'CREATE' button is visible at the top left of the table.

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
FAHED	SARHAN	CARE CLEANING SERVICES	055-2020621	cleancocleaning@yahoo.com	Current	✓		

7- Press on product and services

Press on add bottom to add new products and service



The screenshot shows the 'Profile Management' interface with the 'Product & Services' section selected in the sidebar. The main content area displays 'Products and Services' with an 'ADD' button at the top left. Below the button is a table with columns for 'Select', 'Code', 'Products and Services', 'Date Added', and 'Ap'. The table currently shows 'No results found.'.

Select	Code	Products and Services	Date Added	Ap
No results found.				

Note: Select product and service as per your trade license, selecting wrong product and services will reject your request

Check the confirmation message

8- Press on bank details to update or create new bank details

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Product & Services

Banking Details

Payment & Invoicing

Banking Details

View: General Accounts

TIP Date format example: 16-04-2019

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date
No results found.						

Determine

1. Bank name
2. Branch name
3. Account number
4. IBAN
5. Press Save

Create Bank Account

* Indicates required field

Country:

Account is used for foreign payments
Account definition must include bank and branch information.

Bank

****Please select existing bank and bank branch to be able to add you banking details.**

Existing Bank
 New Bank

Bank Name:

Bank Number:

[Show Bank Details](#)

Branch

Existing Branch
 New Branch

Branch Name:

Branch Number:

BIC:

Branch Type:

[Show Branch Details](#)

Bank Account

Account Number:

Check Digits:

IBAN:

[Show Account Details](#)

Account Name:

Currency:

Account Status: New

Note: You can only choose existing bank and branch defined in the system