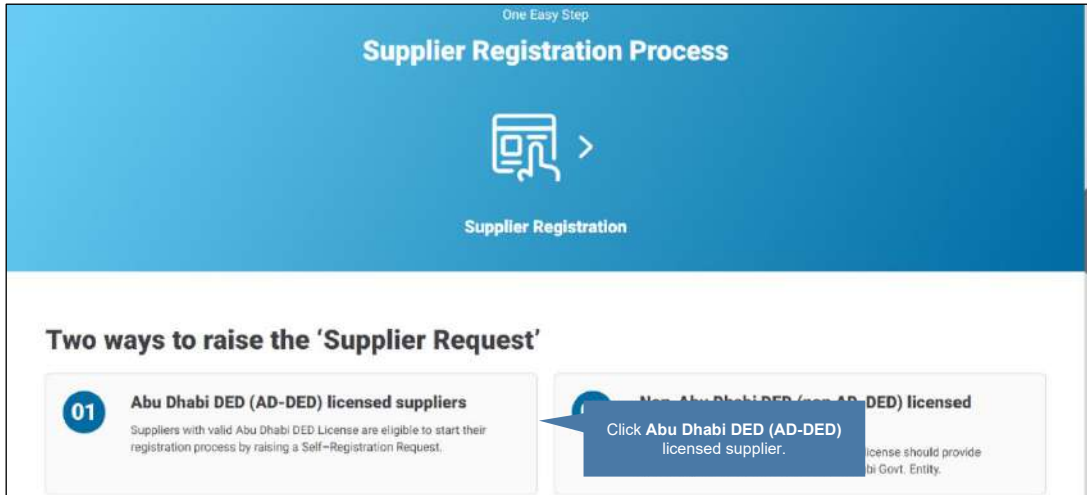


This job aid provides instructions on how to raise a new supplier registration request for an **AD-DED** supplier with DGE.

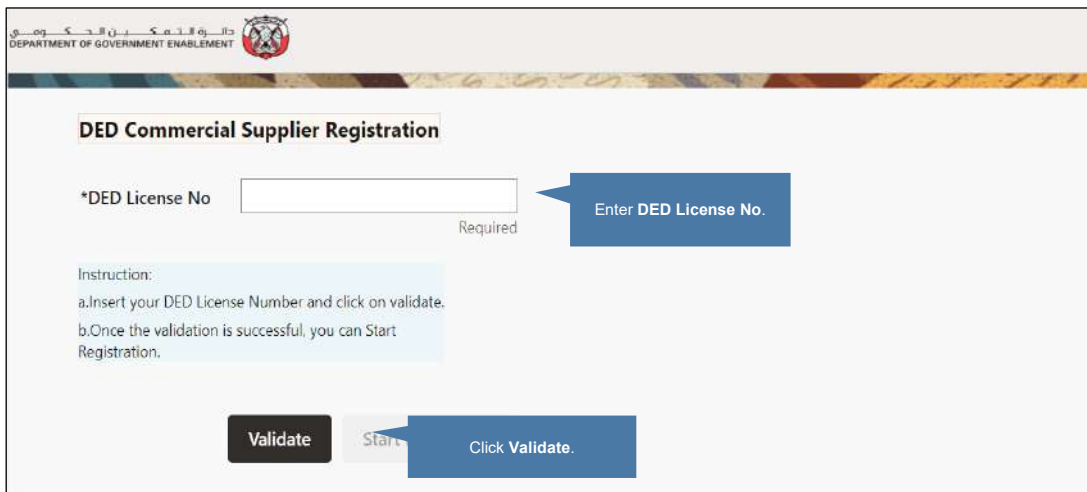
To register as an **Abu Dhabi DED licensed** supplier, perform the following steps:

STEP 1



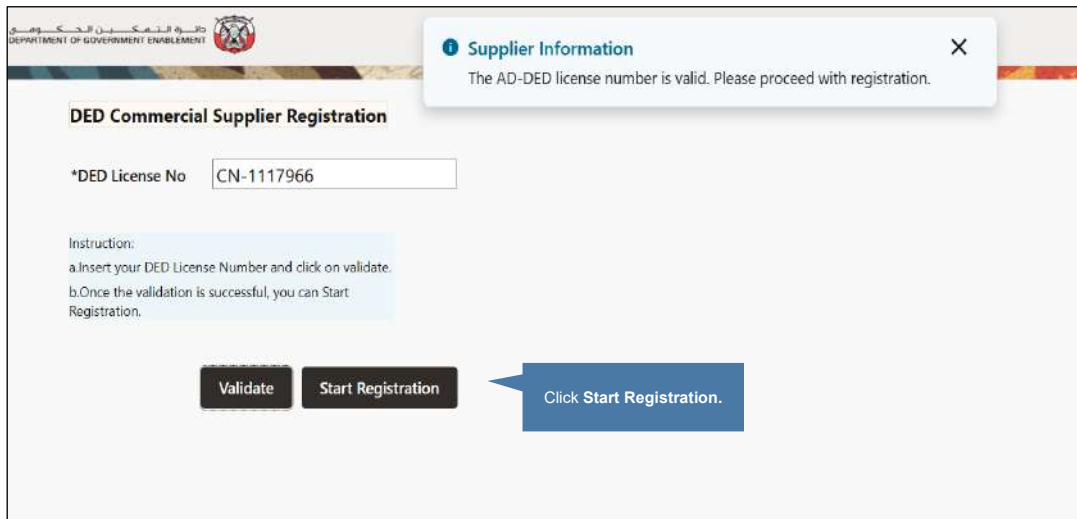
Navigate to [Supplier Registration](#) page. Click **Abu Dhabi DED (AD-DED) licensed suppliers**.

STEP 2



On the **DED Commercial Supplier Registration** page, enter the **DED License No** and click **Validate**.

STEP 3



Supplier Information
The AD-DED license number is valid. Please proceed with registration.

DED Commercial Supplier Registration

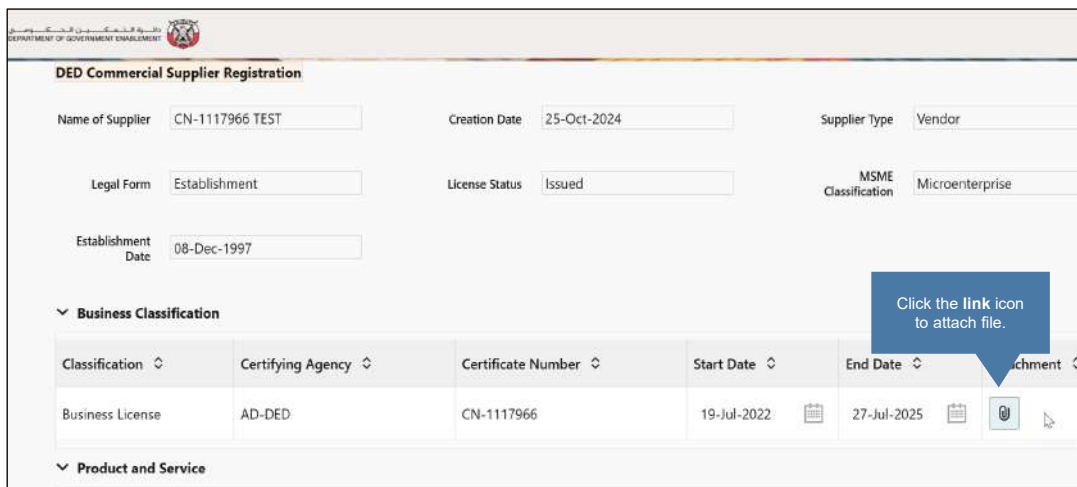
*DED License No

Instruction:
a. Insert your DED License Number and click on validate.
b. Once the validation is successful, you can Start Registration.

Click Start Registration.

Click the **Start Registration** button.

STEP 4



DED Commercial Supplier Registration

Name of Supplier Creation Date Supplier Type

Legal Form License Status MSME Classification

Establishment Date

Business Classification

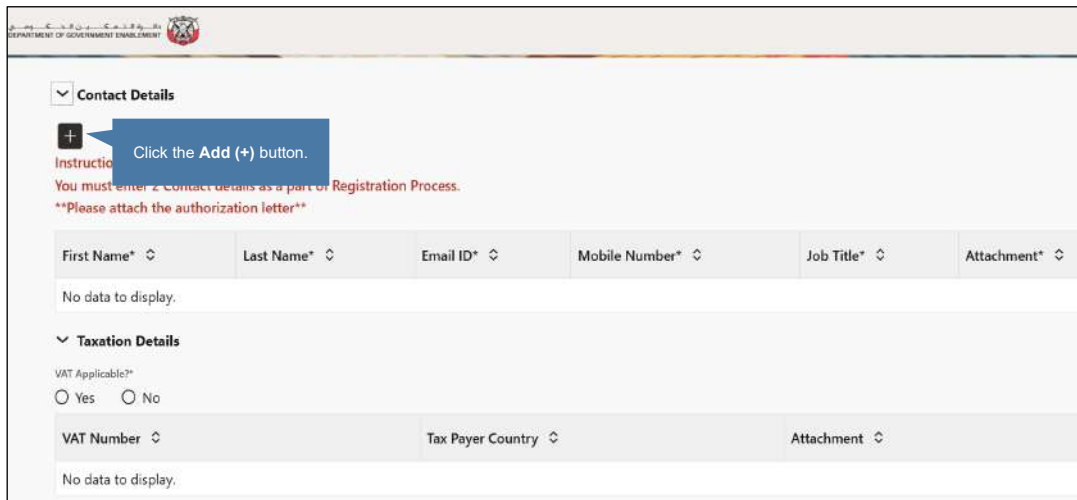
Classification	Certifying Agency	Certificate Number	Start Date	End Date	Attachment
Business License	AD-DED	CN-1117966	19-Jul-2022	27-Jul-2025	

Product and Service

Click the link icon to attach file.

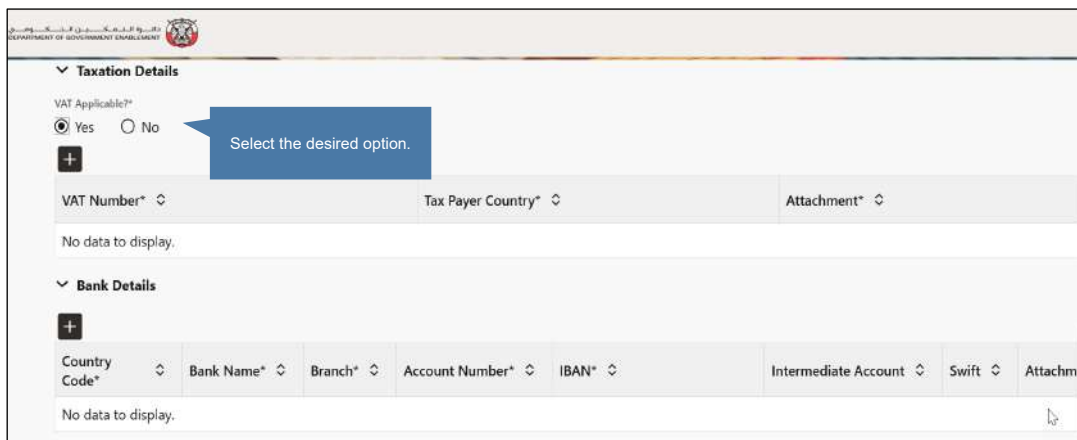
Some of the information is pre-populated. Attach the relevant document under the **Business Classification** section.

STEP 5

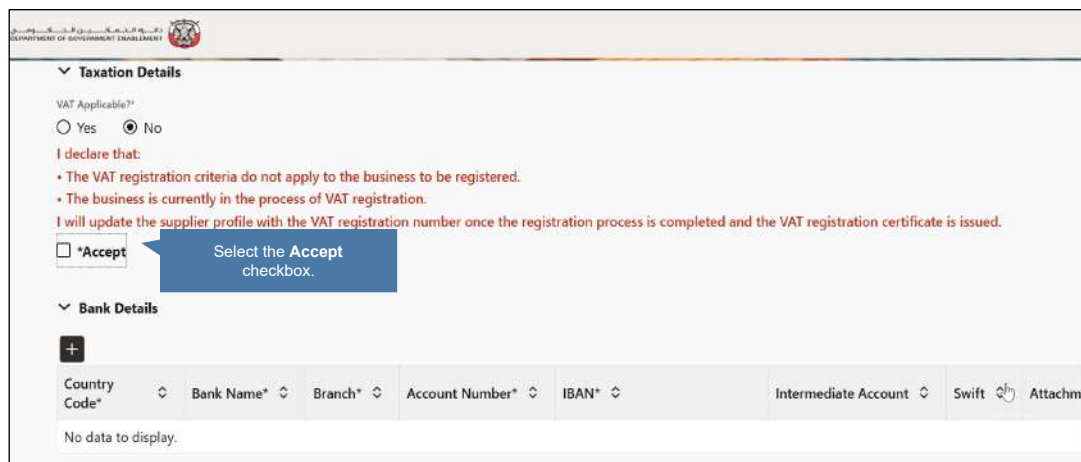


Click the **Add (+)** button under the **Contact Details** section and enter the required details.

STEP 6



Select the **VAT** applicability as per requirement under the **Taxation Details** section. If **Yes**, enter the required details.



▼ Taxation Details

VAT Applicable?*

Yes No

I declare that:

- The VAT registration criteria do not apply to the business to be registered.
- The business is currently in the process of VAT registration.

I will update the supplier profile with the VAT registration number once the registration process is completed and the VAT registration certificate is issued.

*Accept Select the Accept checkbox.

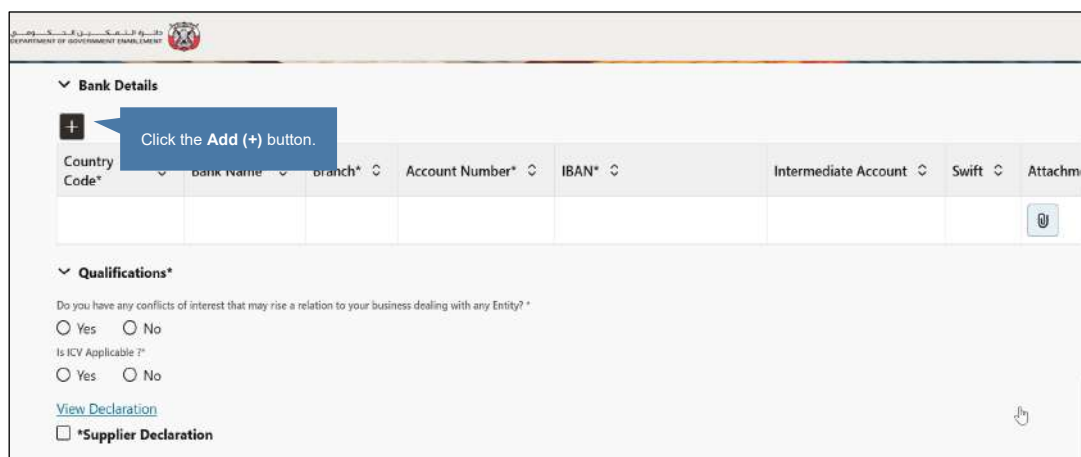
▼ Bank Details

+

Country Code*	Bank Name*	Branch*	Account Number*	IBAN*	Intermediate Account	Swift	Attachment
No data to display.							

If **No**, select the **Accept** checkbox.

STEP 7



▼ Bank Details

+ Click the Add (+) button.

Country Code*	Bank Name*	Branch*	Account Number*	IBAN*	Intermediate Account	Swift	Attachment
							U

▼ Qualifications*

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? *

Yes No

Is ICV Applicable?*

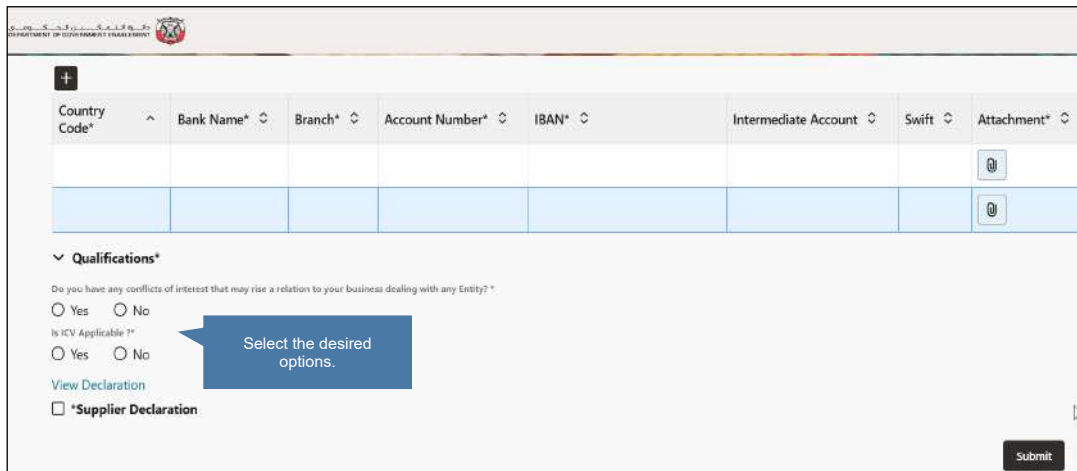
Yes No



[View Declaration](#)

*Supplier Declaration

Click the **Add (+)** button under the **Bank Details** section and enter the required details.

STEP 8



Country Code*	Bank Name*	Branch*	Account Number*	IBAN*	Intermediate Account	Swift	Attachment*
							
							

Qualifications*

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? *

Yes No

Is ICV Applicable? *

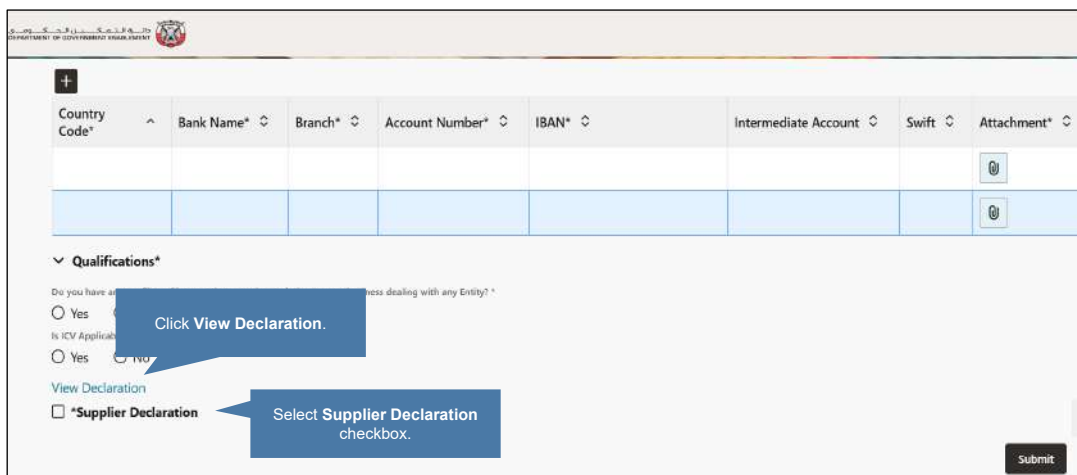
Yes No



[View Declaration](#)

*Supplier Declaration

Select the desired options under the **Qualifications** section.

STEP 9



Country Code*	Bank Name*	Branch*	Account Number*	IBAN*	Intermediate Account	Swift	Attachment*
							
							

Qualifications*

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? *

Yes No

Is ICV Applicable? *

Yes No

[View Declaration](#)

*Supplier Declaration

Click **View Declaration**, to read the supplier declaration and then select the **Supplier Declaration** checkbox.



STEP 10

+

Country Code*	Bank Name*	Branch*	Account Number*	IBAN*	Intermediate Account	Swift	Attachment*

▼ **Qualifications***

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? *

Yes No

Is ICV Applicable? *

Yes No

[View Declaration](#)

*Supplier Declaration

[Click Submit.](#)

Click the **Submit** button to finish the AD DED supplier registration request process.