



ABU DHABI GOVERNMENT PROCUREMENT

SUPPLIER REGISTRATION GUIDE FOR SUPPLIERS WITH ABU DHABI DED LICENSE



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PURPOSE

In order to participate in Sourcing and Contract Processes of Abu Dhabi Government Entities, you must register in the SAP Ariba platform. Supplier Registration is performed using the SAP Ariba Supplier Lifecycle and Performance Management module and SAP Ariba Network.

This document guides the suppliers with Abu Dhabi Department of Economic Development License step by step in the registration process.

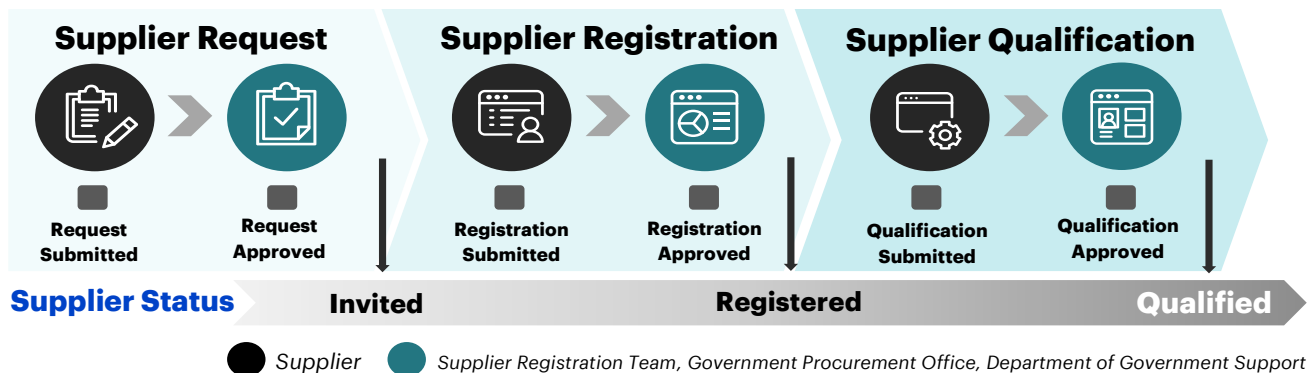
SUPPLIER CLASSIFICATION

Suppliers are classified with their License:

- (1) Suppliers with Abu Dhabi Department of Economic Development (AD-DED) License
- (2) Suppliers with Non-Abu Dhabi Department of Economic Development (Non-ADDED) License

PROCESS OVERVIEW FOR SUPPLIERS WITH ABU DHABI DED LICENSE

If the company has a valid Abu Dhabi DED License, suppliers should follow the process outlined below. The process has 6 stages as shown below.



SUPPLIER REGISTRATION STATUSES

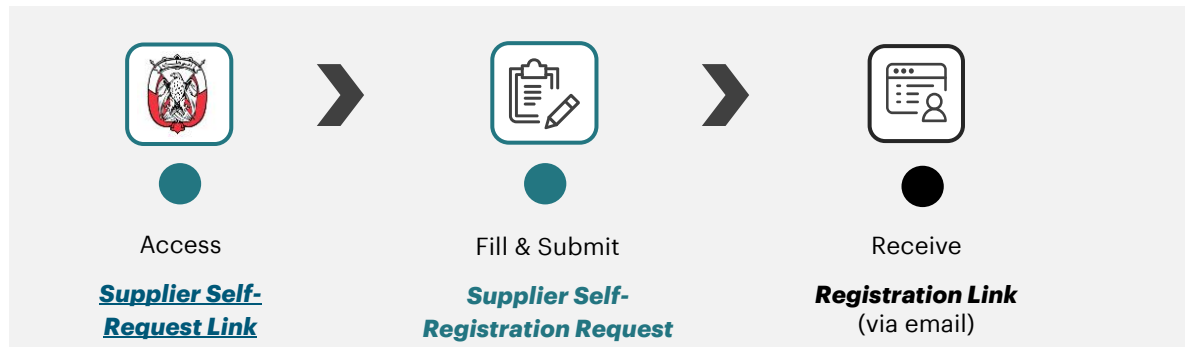
Invited	The supplier has been invited to register.
In Registration	The supplier has started the registration but in progress for completing the Registration Questionnaires.
Pending Approval	The supplier has submitted the Registration Questionnaires for approval.
Pending Resubmit	The approver has asked the supplier for more information as a condition of approving the registration.
Registration Denied	The supplier's registration has been denied
Registered	The supplier registration has been approved.

SUPPLIER QUALIFICATION STATUSES

Qualification not started	The supplier has been registered, but no qualification has been initiated.
Qualification Started	The qualification process has been initiated.
In Qualification	The supplier has started filling out the qualification questionnaire but has not yet submitted.
Pending Qualification Approval	The supplier has submitted the responses to the qualification questionnaire and it is in the approval process.
Qualification Rejected	The supplier's qualification has been rejected.
Qualified	The supplier's qualification has been approved.
Qualified for Some	The supplier has multiple qualifications with different commodity, region or department.
Pending Resubmission	The approver has asked the supplier for more information as a condition of approving the qualification.
Qualification Expired	The supplier's qualification has been expired.

A. STEPS ON HOW TO REGISTER TO SAP ARIBA

STEP 1. Supplier Self-Registration Request



STEP 1.1. Initiate Self-Registration Request

Please visit the below URL (**ADGPG Portal**) and click on **Abu Dhabi DED (AD-DED) licensed suppliers**. All information regarding supplier registration is published on this site.

<https://adgpg.gov.ae/Trading-With-Government/Becoming-a-Registered-Supplier>

Two ways to raise the 'Supplier Request'

01

Abu Dhabi DED (AD-DED) licensed suppliers

Suppliers with valid Abu Dhabi DED License are eligible to start their registration process by raising a Self-Registration Request.



02

Non-Abu Dhabi DED (non AD-DED) licensed suppliers

Suppliers who do not have Abu Dhabi DED license should provide mandatory information to relevant Abu Dhabi Govt. Entity.

NOTE: Only ONE request is required for registering to all Abu Dhabi Government Entities. Supplier must not submit multiple requests unless the previous request is rejected.

Please wait while the page is loading. In case there is an error encountered, you may simply clear your browser's cache or refresh the browser.


Test Site


Supplier Self-Registration Request Form

Before proceeding to fill the below questionnaire, kindly read the following important points:

The Supplier Registration Process consists of the following 6 stages:
 1. Request Submitted > 2. Request Approved > 3. Registration Submitted > 4. Registration Approved > 5. Qualification Initiated > 6. Qualification Approved.

The process is sequential, i.e. any supplier cannot skip or proceed to the next stage without successfully passing previous stages. Supplier is notified via email about progress of its registration at each stage.

During the overall registration process, you are encouraged to follow the below instructions to ensure successful cooperation with the Supplier Registration Team.

- Upload all attachments in PDF and JPEG formats only.
- Be diligent in providing the information as incorrect or incomplete entries will be rejected.
- Check emails regularly for notifications from the Supplier Registration Team sent through SAP Ariba system.

Do you have a valid Abu Dhabi Department of Economic Development (Abu Dhabi DED) License? *

☐ Yes
 ☐ No

NOTE: Only Suppliers with valid Abu Dhabi DED License should submit self-registration request. If company has Non-Abu Dhabi DED License, please contact Abu Dhabi Government Entity.

1. Please enter the exact Company Name in English as it appears in the Abu Dhabi DED license.

General Information

Company Name in English as per Abu Dhabi DED License *

STENO_NOTE CORPORATION

1



2. Provide contact person details. Please take note that the Contact Email Address receives all notifications, and this is required to complete the registration process. Make sure to provide the responsible person to fill out the registration and qualification questionnaires.

Contact Person

2

The email provided below is the recipient for all notifications of the registration. Please provide the contact email address that is accessible for assigned administrators.

First Name *	Jonathan
Last Name *	Yu
Office Telephone Number <i>format: +(Country Code)(Area Code)(Office Telephone Number)(space)(Extension) *</i>	+971244534914
Mobile Number <i>format: +(Country Code)(Mobile Number) *</i>	+971269634912
Contact Email Address *	

It is a best practice to assign a group email address instead of an individual one. This allows other users in the organization to access the notification emails if one user is unavailable.

3. Enter License Number as it appears in the Abu Dhabi DED license.
4. Enter Tax Information as it appears in the Abu Dhabi DED license.
5. Once all required information is filled out, click **Submit**.

Supplier License and Tax Information

Abu Dhabi DED License Number (E.g. CN-XXXXXX) *	CN-871033	3
Upload copy of the Abu Dhabi DED License *	<div>Upload File</div> <div>29.44 kb License.pdf ×</div>	
Does your company have Tax Registration Number? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Tax Registration Number *	ED3728339182	4
Upload Tax Registration Certificate or Valid Justification on Company letterhead in case of non applicability *	<div>Upload File</div> <div>29.44 kb Tax Registration Copy.pdf ×</div>	

5

Submit

Cancel



After clicking on Submit, the screen with confirmation of the submitted request appears for review.
Please do not submit another request unless your previous request is rejected.

Your request for registration as a supplier with Department of Government Support is complete.

The Department of Government Support supplier management team will review your request details and make a decision on your request.
Decision will be sent to your email at **Contact Email Address**.

Supplier self-registration request form

Print

Before proceeding to fill the below questionnaire, kindly read the following important points:

The Supplier Registration Process consists of the following 6 stages:

1. Request Submitted > 2. Request Approved > 3. Registration Submitted > 4. Registration Approved > 5. Qualification Initiated > 6. Qualification Approved.

The process is sequential, i.e. any supplier cannot skip or proceed to the next stage without successfully passing previous stages. Supplier is notified via email about progress of its registration at each stage.

During the overall registration process, you are encouraged to follow the below instructions to ensure successful cooperation with the Supplier Registration Team.

- Upload all attachments in PDF and JPEG formats only.
- Be diligent in providing the information as Incorrect or incomplete entries will be rejected.
- Check emails regularly for notifications from the Supplier Registration Team sent through SAP Ariba system.

Do you have a valid Abu Dhabi Department of Economic Development (Abu Dhabi DED) License? Yes

General Information

Company Name in English as per Abu Dhabi DED License STENO_NOTE CORPORATION

Contact Person

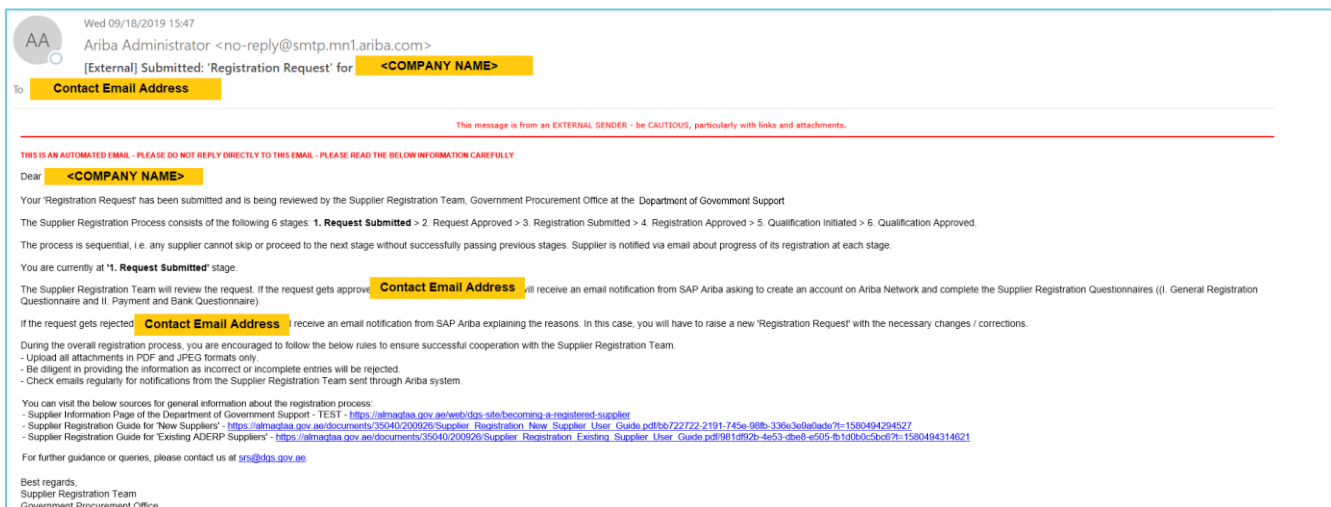
The email provided below is the recipient for all notifications of the registration. Please provide the contact email address that is accessible for assigned administrators.

First Name Jonathan
Last Name Yu
Office Telephone Number (format: +(Country Code)(Area Code) (Office Telephone Number)(space)(Extension)) +971244534914
Mobile Number (format: +(Country Code)(Mobile Number)) +971269634912
Contact Email Address **Contact Email Address**

Supplier License and Tax Information

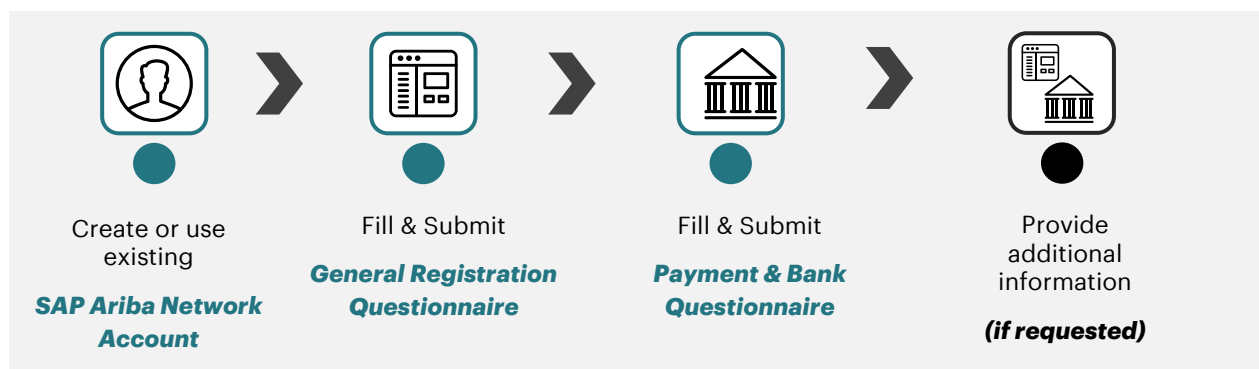
Abu Dhabi DED License Number (E.g. CN XXXXXX) CN 871033
Upload copy of the Abu Dhabi DED License 12.89 kb License.docx
Does your company have Tax Registration Number? Yes
Tax Registration Number ED3728339182
Upload Tax Registration Certificate or Valid Justification on Company letterhead in case of non applicability 12.89 kb Tax Registration.docx

A system-generated acknowledgment email is sent to the email address provided in the **Company Email Address** in the **Contact Person section** to notify you that the Supplier Self-Registration Request has been received and is awaiting review and approval by the Supplier Registration Team of Government Procurement Office (GPO), Department of Government Support.



Notification shows the stages of the registration process that supplier must complete. Ensure that the email address provided are correct before proceeding. For solutions on issues that supplier might encounter with the email notifications, check [FAQ #5](#).

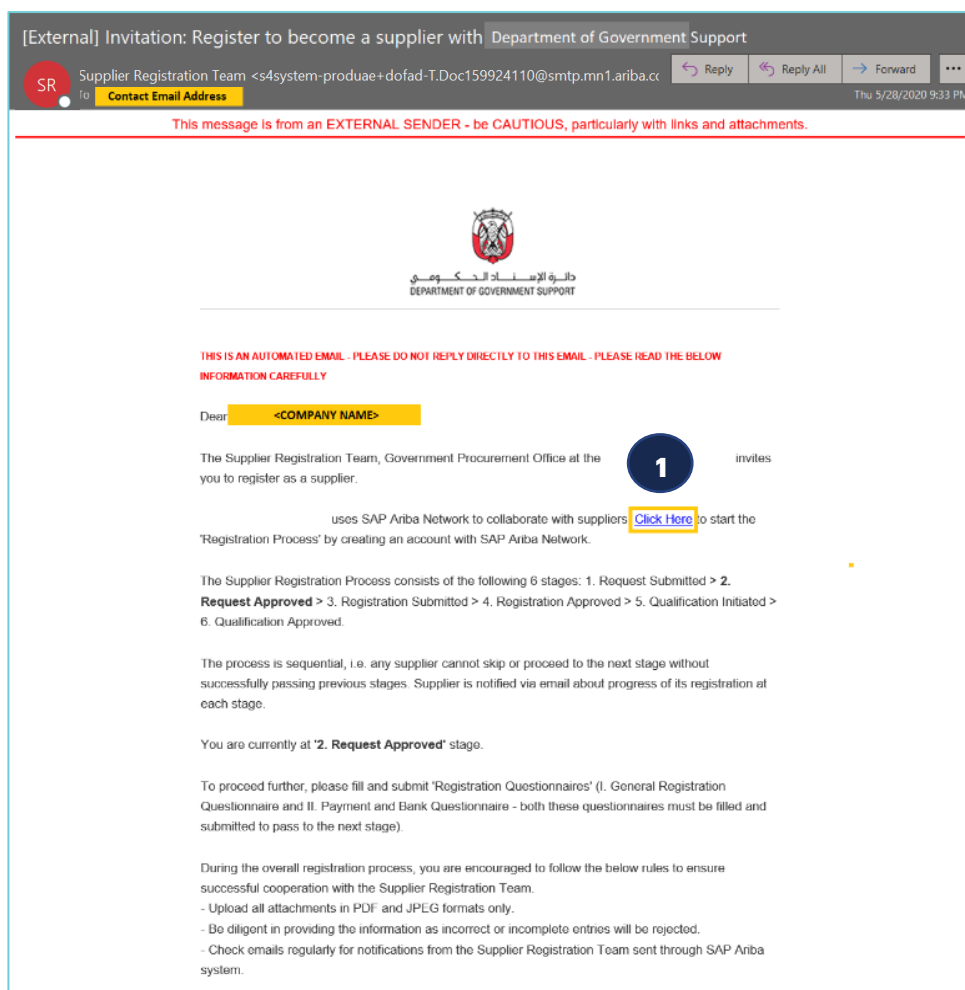
STEP 2. Supplier Registration



STEP 2.1. Create an Ariba Network Account

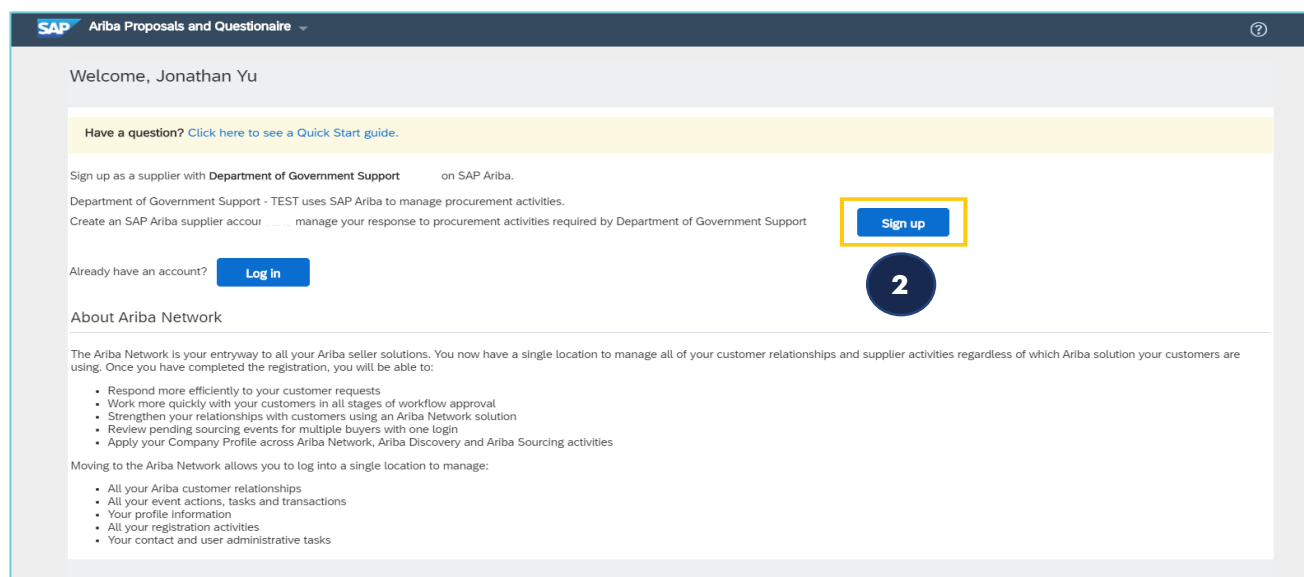
Once your Supplier Self-Registration Request is approved, you receive the email with Subject **“Invitation: Register to become a supplier with Department of Government Support”** at the email address provided in the **Contact Person section** inviting you to proceed with the registration in SAP Ariba Network portal.

1. Once the email notification is received, follow the [“Click Here”](#) link.



Please do not reply to the auto-generated emails. Replies to this email is not received by the Department of Government Support.

2. Click **“Sign up”** to create an account or Login if supplier already have an existing account.



There are two sections in this page – **Company information** and **User account information**. The **Company information** contains the Company Name and Address. Company Name is pre-populated with the information from the Supplier Self-Request Form.

Company information

3. Update the Country, Address, City, State and Zip Code.

Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Department of Finance AUH - TEST.

Company information

* Indicates a required field

Company Name: * STENO_NOTE CORPORATION

Country: * United States [USA]

Address: *
Line 1
Line 2
Line 3

City: *

State: * Alabama

Zip: *

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

3

Update fields

User account information

4. Input the SAP Ariba Network credentials in the user account information section.

User account information

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name: * Jonathan Yu

Email: * hazel.j.j.cortino@accenture.com

☐ Use my email as my username

Username: * jonathanyu@stenocorporation.com

Password: *

Language: English

Email orders to: * jonathanyu@stenocorporation.com

Must be in email format(e.g john@newco.com) ①

Must contain a minimum 8 characters including letters and numbers. ①

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

4

Key Notes:

- Please take note of the **Username** and **Password** as this is your credentials to log into SAP Ariba Network Supplier Portal. The default username that you see is the Contact Email Address provided in the Supplier Self-Request Form.
- Email and Username are different fields and updating the Username to a new email will not update the email address of the account owner. You may update the email once account is created. For instructions, please check [FAQ](#) section.
- Product and Service Categories and Ship-to or Service Location details in the “Tell us more about your business” section is required.
- Read and acknowledge the Terms & Conditions and Privacy Statement of SAP Ariba.

5. Populate Product and Service Categories and Ship-to or Service Locations.

6. Read and Agree to the Terms & Conditions of SAP Ariba by clicking on the check box.

7. Click “**Create account and continue**”.

5

Product and Service Categories: *

Enter Product and Service Categories

Add

-or- Browse

Ship-to or Service Locations: *

Enter Ship-to or Service Location

Add

-or- Browse

Tax ID: Optional

Enter your nine-digit Company Tax ID number.

DUNS Number: Optional

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with “-I” in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

6

7

Create account and continue

Cancel

Once the account is created, you receive an auto-generated email from Ariba Commerce Cloud with subject “**Welcome to the Ariba Commerce Cloud**” containing your SAP Ariba Network ID and username.


AC


Mon 09/16/2019 16:06

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

Welcome to the Ariba Commerce Cloud

To **Contact Email Address**

 If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba


Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Accenture, Inc. is now complete.

Your organization's account ID: **Ariba Network ID**

Your username: **Ariba Network Username**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

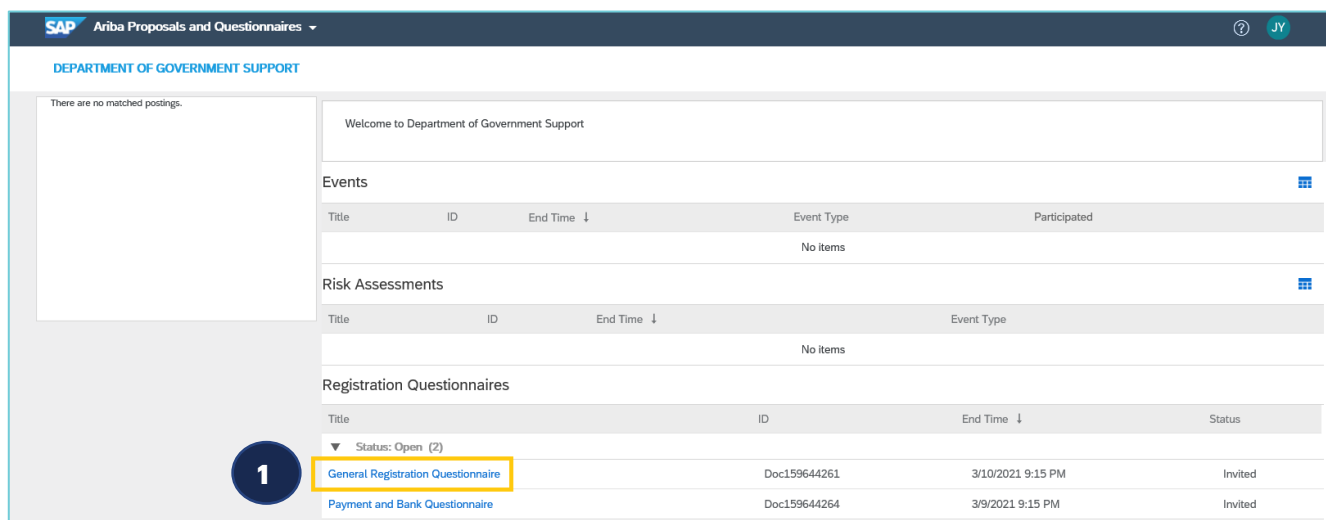
You can immediately perform administrative and configuration tasks such as creating users and

STEP 2.2. Respond to the Registration Questionnaires

Following Ariba Network account creation, you are required to complete two Supplier Registration Questionnaires (“**General Supplier Registration Questionnaire**” and “**Payment and Bank Questionnaire**”), providing all required details and documents.

STEP 2.2.1. Respond to General Supplier Registration Questionnaire

1. Click on the General Registration Questionnaire



There are no matched postings.

Welcome to Department of Government Support

Events

Title	ID	End Time ↓	Event Type	Participated
No Items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No Items			

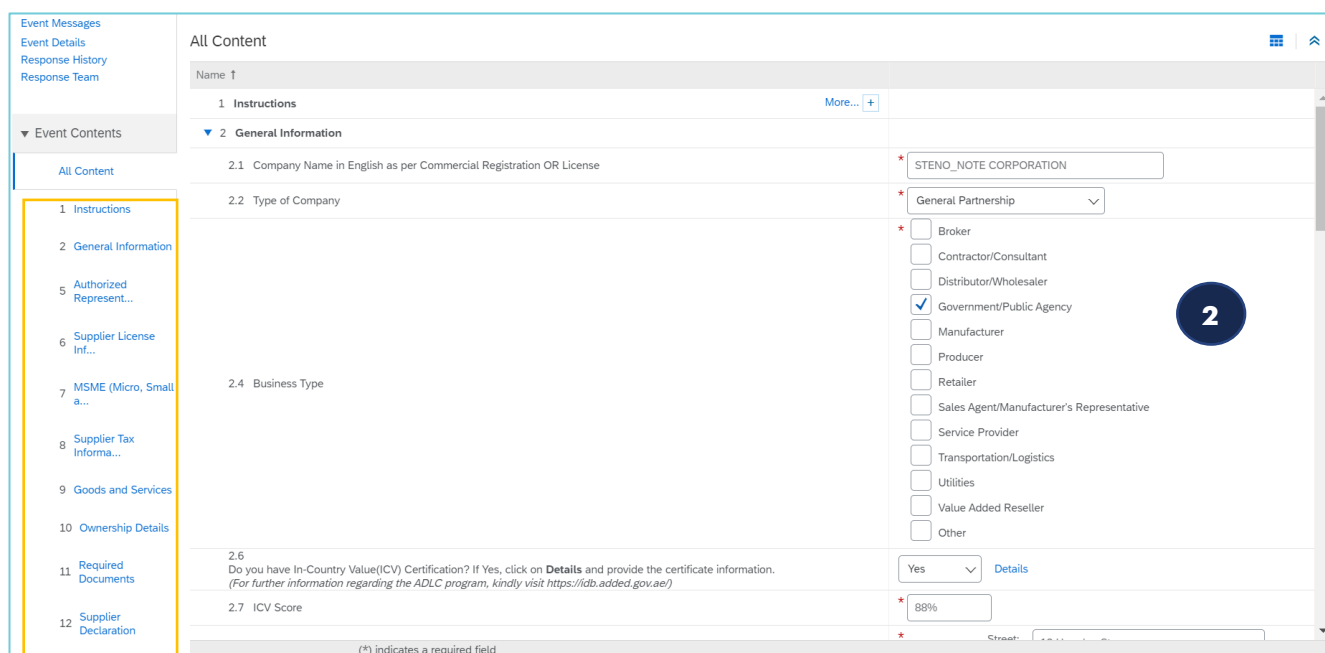
Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
General Registration Questionnaire	Doc159644261	3/10/2021 9:15 PM	Invited
Payment and Bank Questionnaire	Doc159644264	3/9/2021 9:15 PM	Invited

You are redirected to the **General Registration Questionnaire** page.

2. Fill out all required questions.

Note: Click on the section name located at the left section of the page to fill out the form by section.



Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Instructions

2 General Information

5 Authorized Represent...

6 Supplier License Inf...

7 MSME (Micro, Small a...

8 Supplier Tax Informa...

9 Goods and Services

10 Ownership Details

11 Required Documents

12 Supplier Declaration

All Content

1 Instructions

2 General Information

5 Authorized Represent...

6 Supplier License Inf...

7 MSME (Micro, Small a...

8 Supplier Tax Informa...

9 Goods and Services

10 Ownership Details

11 Required Documents

12 Supplier Declaration

2.1 Company Name in English as per Commercial Registration OR License

STENO_NOTE CORPORATION

2.2 Type of Company

General Partnership

2.4 Business Type

Government/Public Agency

2.6 Do you have In-Country Value(ICV) Certification? If Yes, click on Details and provide the certificate information.
(For further information regarding the ADLC program, kindly visit https://ldb.added.gov.ae/)

Yes

2.7 ICV Score

88%

(*) indicates a required field

All Content	
Name ↑	
2.6 Do you have In-Country Value(ICV) Certification? If Yes, click on Details and provide the certificate information. <i>(For further information regarding the ADLC program, kindly visit https://fdb.added.gov.ae/)</i>	Yes ▾ Details
2.7 ICV Score	* 88%

To add **Certificate** details on Question 3.6, please follow the steps below:

1. Click on **Details** beside the dropdown on question # 2.6.

2.6 Do you have In-Country Value(ICV) Certification? If Yes, click on Details and provide the certificate information. <i>(For further information regarding the ADLC program, kindly visit https://fdb.added.gov.ae/)</i>	Yes ▾ Details 1
---	--

2. Populate the required Certificate fields.
3. Click **OK** once complete.

2.6 Do you have In-Country Value(ICV) Certification? If Yes, click on Details and provide the certificat...

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: * In-Country Certificate

Issuer: * Abu Dhabi


Year of Publication: * 2010

Certificate Number: * 1829110

Certificate Location: * United Arab Emirates **2**

Effective Date: * Mon, 6 Sep, 2010

Expiration Date: * Thu, 28 Oct, 2021

Attachment: *  Certificate.docx [Delete](#)

Choose File No file chosen

Or drop file here

Description:

3

OK

Cancel

2.8 Company Address	* Street: <input type="text" value="12 Hamdan St."/> City: * <input type="text" value="Abu Dhabi"/> State/Province/Region: <input type="text" value="AE"/> ① Postal Code: * <input type="text" value="1728"/> Country/Region: * <input type="text" value="United Arab Emirates"/>
2.9 Office Telephone Number format: +(Country Code)(Area Code)(Office Telephone Number)(space)(Extension)	* <input type="text" value="+9715263849"/>
2.10 Company Email Address	* <input type="text" value="steno_notecorporation@dgs.gov.ae"/>
2.11 Website	<input type="text" value="www.stenotecorporation.com"/>
2.12 Business Locations Do not select "All" or Regions "Asia Pacific". Please select specific country from the list by clicking the (>) beside the Region.	*AE [select]

To select country from **Business Locations**, please follow the steps below:

1. Click **Select** beside the Business Locations

2.12 Business Locations Do not select "All" or Regions "Asia Pacific". Please select specific country from the list by clicking the (>) beside the Region.	<div style="border: 2px solid yellow; padding: 2px; display: inline-block;"> *AE [select] </div> <div style="background-color: yellow; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-left: 5px;">1</div>
---	---

2. Click > beside the region to expand the list.

Choose Values for Region

Add to Currently Selected

Region ▾

Search

Description ↑	Region
<input type="checkbox"/> ▾ All	All
<input type="checkbox"/> ▶ Africa	AFR
<input type="checkbox"/> ▶ Antarctica	ATA
<input type="checkbox"/> ▶ Asia Pacific	APAC
<input type="checkbox"/> ▶ Central America	CEMER
<input type="checkbox"/> ▶ Europe	EMEA
<input type="checkbox"/> ▶ North America	NAMER
<input type="checkbox"/> ▶ Oceania	OCN
<input type="checkbox"/> ▶ South America	SA

Currently Selected

Description ↑	Region
No items	

Done

3. Select the country from the list.
4. Click **Done**.

Choose Values for Region

Add to Currently Selected

Region

Description ↑	Region
<input type="checkbox"/>	Taiwan, Province of China
<input type="checkbox"/>	Tajikistan
<input type="checkbox"/>	Thailand
<input type="checkbox"/>	Timor-Leste
<input type="checkbox"/>	Turkey
<input type="checkbox"/>	Turkmenistan
<input checked="" type="checkbox"/>	United Arab Emirates
<input type="checkbox"/>	Uzbekistan
<input type="checkbox"/>	Viet Nam
<input type="checkbox"/>	Yemen
<input type="checkbox"/>	▶ Central America
<input type="checkbox"/>	▶ Europe
<input type="checkbox"/>	▶ North America

Currently Selected

Description ↑	Region
<input checked="" type="checkbox"/> United Arab Emirates	AE

2.14 Register to Abu Dhabi Government Entities	*Abu Dhabi Government Entities [select]
2.15 Do you have additional site address under the same license?	* No <input type="button" value="v"/>
3 Do you have Related Organizations?	* No <input type="button" value="v"/>
▼ 5 Authorized Representatives	
5.1 Contact Person	Add Contact Person (1)

To add multiple contact person, please follow the step below.

1. Click on **Add an additional Contact Person**.
2. Once done, click on **Save**.

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5.1 Contact Person

Contact Person (1)

Name ↑	Delete
▼ Contact Person #1	
Name	* Jonathan Yu
Position	* CEO
Office Telephone Number format: +(Country Code)(Area Code)(Office Telephone Number)(space)(Extension)	* +9715261777
Mobile Number format: +(Country Code)(Mobile Number)	* +9715261829
Contact Email	* jonathan.yu@dgs.gov.ae

(*) indicates a required field



6.1 Does your company have a Commercial Registration/License?	* Yes
6.2 Select the type of License	* ABU DHABI DEPARTMENT OF ECONOMIC DEVELOPMENT LICENSE
6.4 Country in which the License has been issued	* United Arab Emirates
6.5 Emirate in which the License has been issued	* Abu Dhabi
6.6 License Number	* CN-718211
6.7 License Issue Date	* Mon, 3 Sep, 2018
6.8 License Expiry Date	* Fri, 23 Sep, 2022
6.10 Upload copy of the License or Valid Justification on Company letterhead in case of non applicability	* License.docx Update file Delete file

In MSME section, you may be classified as Micro, Small or Medium enterprise depending on the combination of response on Sector, Number of employees and Annual Revenues questions.

▼ 7 MSME (Micro, Small and Medium Enterprises)	
7.1 Are you an MSME as defined by Abu Dhabi Department of Economic Development? (for more information please visit https://www.almaqtaa.gov.ae/For-Suppliers/Featured-Suppliers/MSMEs)	* Yes
7.2 Sector in which your company operates	* Trade
7.3 Number of employees in your company	* 5 or less
7.6 Annual Revenues (AED) of your company	* Less than 3 Million
7.9 MSME Status: MICRO	
7.13 Are you an Emirati entrepreneur (only applicable for companies which are 100% owned by U.A.E. nationals? (for more information please visit https://www.almaqtaa.gov.ae/For-Suppliers/Featured-Suppliers/Emirati-Entrepreneurs)	* Yes
7.14 Are you a Startup Organization as defined by Abu Dhabi Department of Economic Development (the start-up status is indicated in the Commercial/Industrial License issued by Abu Dhabi Department of Economic Development)? (for more information please visit https://www.almaqtaa.gov.ae/For-Suppliers/Featured-Suppliers/Startups)	* Economic Start-Up
7.15 Are you Freelancer? - licensed by Abu Dhabi Department of Economic Development	* Yes

Please click on the 'Reference' in question 9.1 to download and view the list of all available Goods & Services to select from.

▼ 8 Supplier Tax Information	
8.1 Does your company have Tax Registration Number?	* Yes
8.2 Tax Registration Number	* 6472827388
8.3 Country in which the Tax Registration Number has been issued	* United Arab Emirates
8.4 Upload Tax Registration Number Certificate or Valid Justification on Company letterhead in case of non applicability	* Tax Registration.docx Update file Delete file
▼ 9 Goods and Services	
9.1 Please download the UNSPSC Category file and review the category structure which will help you select the correct Level 2 category in the section 9.2 References	
9.2 Goods and Services	Add Goods and Services (2)

In 9.2, select the identified Goods & Services. You can select multiple Goods & Services by clicking on **'Add Goods and Services'** button.

9.2 Goods and Services	Add Goods and Services (2)
------------------------	----------------------------

1. Inside **Goods and Services** section, click on **Add an additional Goods and Services**.
2. Once done, click on **Save**.

Save
Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 9.2 Goods and Services

Goods and Services (2)

Name 1	
▼ Goods and Services #1 Delete	
Select the Category of Goods/Services	* Paper materials (مواد ورقية) ▼
▼ Goods and Services #2 Delete	
Select the Category of Goods/Services	* Paper products (منتجات ورقية) ▼

Add an additional Goods and Services
(*) indicates a required field

▼ 10 Ownership Details Less... -	
<i>Please provide the name of Owners / Key Shareholders</i>	
10.1 Name of Primary Owner / Shareholder (in case of company, please provide name as per Commercial Registration/License)	* STENO CORPORATION
10.2 Other Owners / Key Shareholders Add Other Owners / Key Shareholders (0)	
▼ 11 Required Documents	
11.1 Upload Authorization Letter on Company Letterhead for the Person Authorized to provide Supplier Information for Registration	* Authorization Letter.pdf Update file Delete file
11.2 Upload copy of Articles of Association / Partnership Agreement	Attach a file

Please click on the 'Reference' in question 12.1 to download and review the Supplier Declaration. **Please read the Supplier Declaration carefully.**

3. Click on **Submit Entire Response** button once completed.

▼ 12 Supplier Declaration	
12.1 Please download and review the Supplier Declaration References ▼	
12.2 Please confirm that you: (a) warrant that you are duly authorised to accept the terms of the Supplier Declaration on behalf of the Supplier; and (b) accept and approve the terms of the Supplier Declaration on behalf of the Supplier. <small>(*) indicates a required field</small>	* Yes ▼

Submit Entire Response
Save draft
Compose Message
Excel Import

4. Click on **OK** from the pop-up window to submit your response.

✓ **Submit this response?**

Click OK to submit.

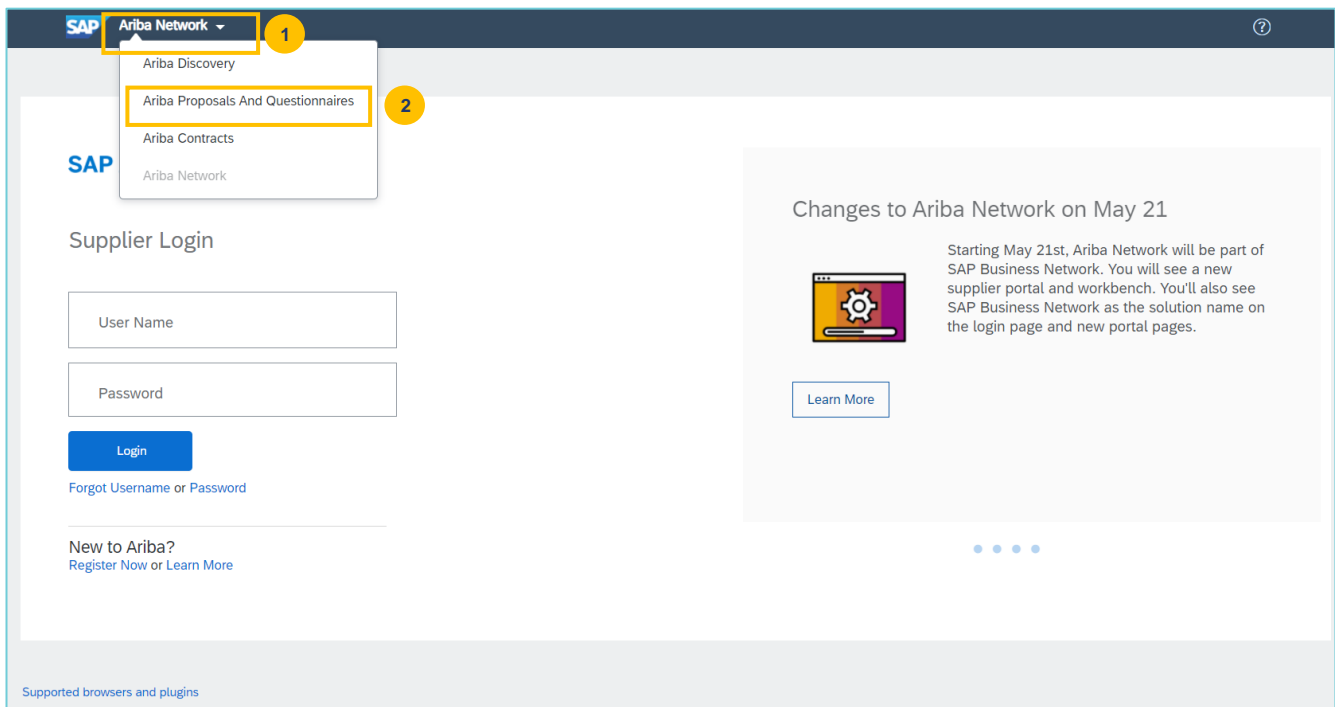
OK
Cancel

Note: System allows 'saving' the questionnaire. It is a good practice to save the questionnaire periodically when adding the details.

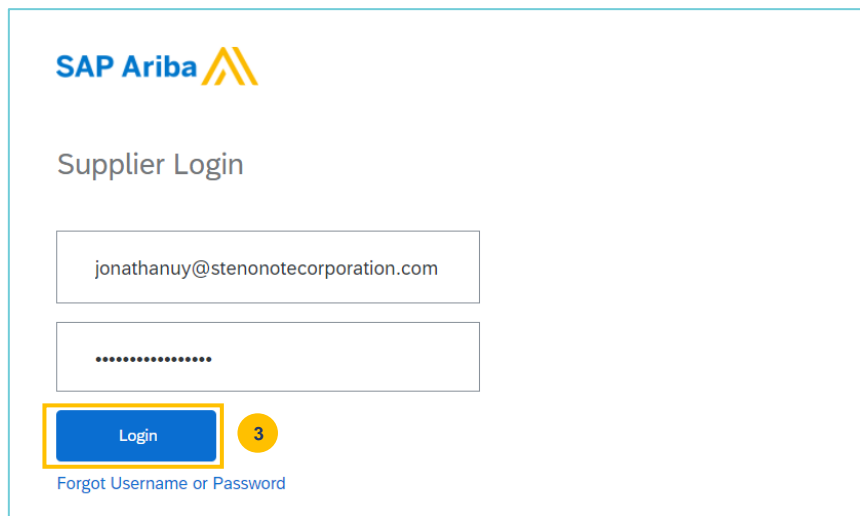
In case that you have been logged out from Ariba Supplier Network, please visit the below link.

<https://supplier.ariba.com>

1. Click on the dropdown picklist from **Ariba Network** menu.
2. Click **Ariba Proposals and Questionnaires**.



3. Input supplier credentials then click **Login**.

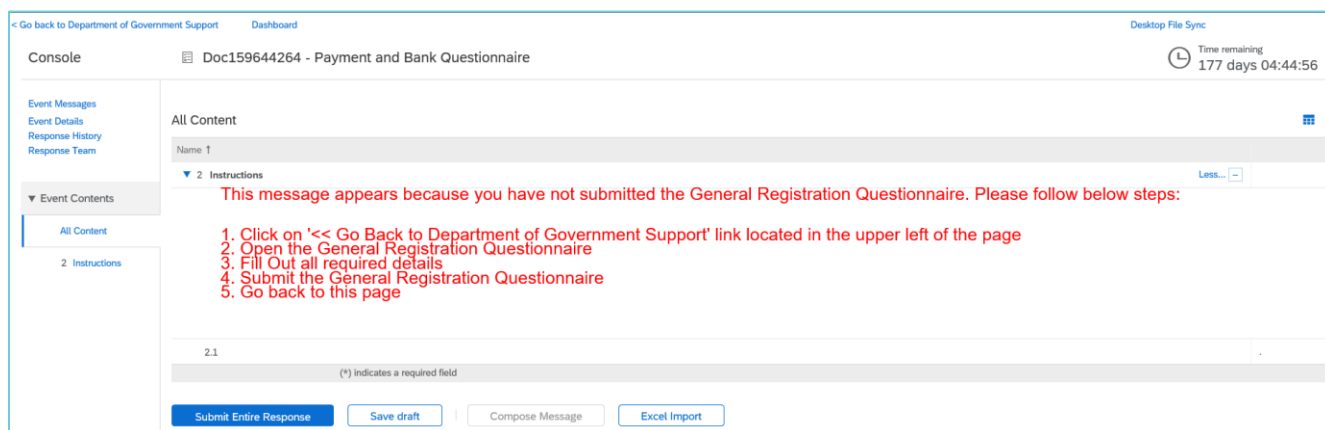


STEP 2.2.2. Respond to Payment and Bank Questionnaire

Following submission of “**General Supplier Registration Questionnaire**”, supplier has to provide the complete “**Payment and Bank Questionnaire**”.

NOTE: Payment and Bank Questionnaire should be filled only after completion of General Supplier Registration Questionnaire else, your registration request gets delayed.

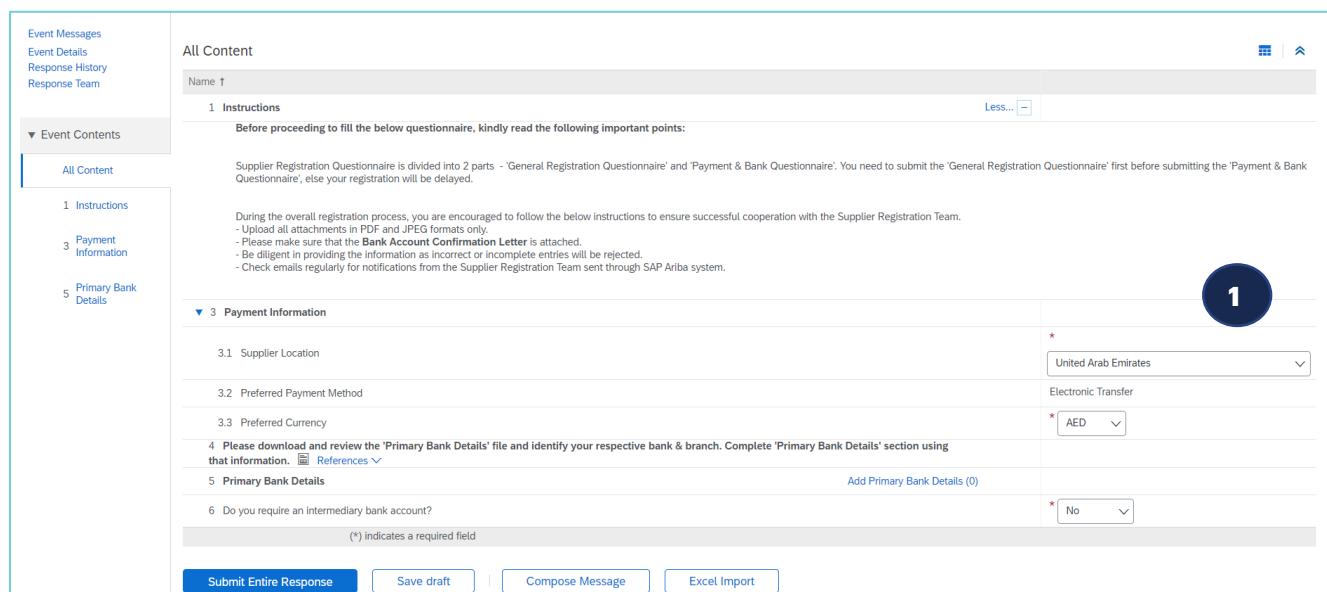
An error message will be displayed in Payment and Bank Questionnaire if the General Registration Questionnaire is not yet submitted.



The screenshot shows the 'Payment and Bank Questionnaire' form. At the top, there is a message: "This message appears because you have not submitted the General Registration Questionnaire. Please follow below steps:" followed by a list of instructions: 1. Click on '<< Go Back to Department of Government Support' link located in the upper left of the page, 2. Open the General Registration Questionnaire, 3. Fill Out all required details, 4. Submit the General Registration Questionnaire, 5. Go back to this page. The form also includes a sidebar with 'Event Contents' and 'Instructions', and a bottom section with buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

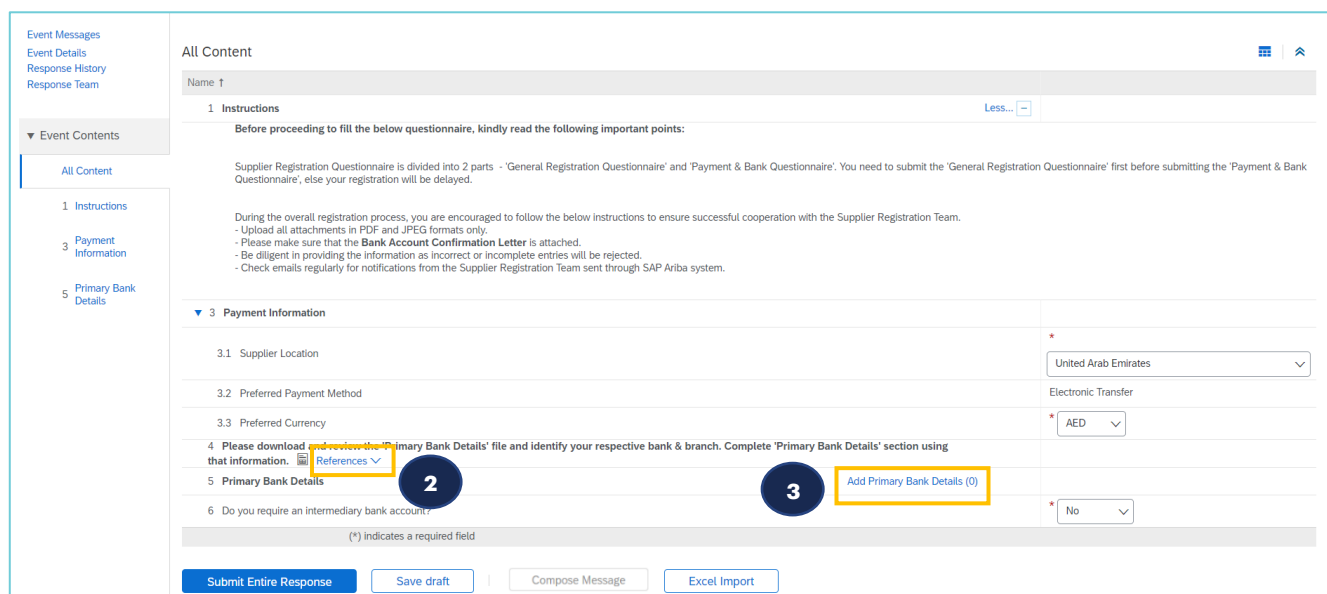
Please enter the identified bank and branch information in the section below.

1. Fill out all required questions.



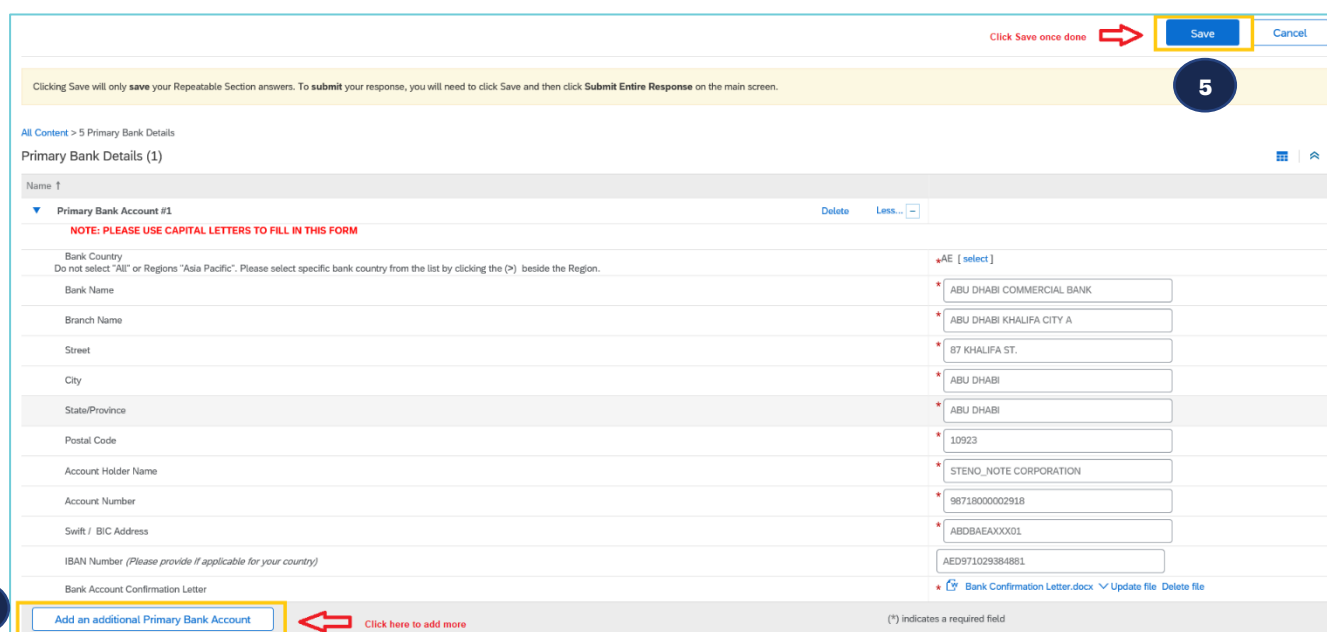
The screenshot shows the 'Payment and Bank Questionnaire' form. The 'Payment Information' section is highlighted with a blue circle and the number 1. The section includes fields for 'Supplier Location' (United Arab Emirates), 'Preferred Payment Method' (Electronic Transfer), 'Preferred Currency' (AED), and 'Do you require an intermediary bank account?' (No). The form also includes a sidebar with 'Event Contents' and 'Instructions', and a bottom section with buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

3. Click on **Add Primary Bank Details**.



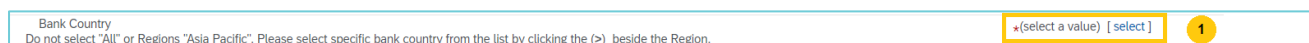
4. You can select multiple Bank Accounts by clicking on '**Add an additional Primary Bank Account**' button.

5. Click on **Save** once done.



To add **Bank Country**, please follow the steps below:

1. Click **Select** beside the Bank Country



- Click ► beside the region to expand the list.

Choose Values for Region

Add to Currently Selected

Region ▼

Search

<input type="checkbox"/>	Description ↑	Region
<input type="checkbox"/>	▼ All	All
<input type="checkbox"/>	► Africa	AFR
<input type="checkbox"/>	► Antarctica	ATA
<input type="checkbox"/>	► Asia Pacific	APAC
<input type="checkbox"/>	► Central America	CEMER
<input type="checkbox"/>	► Europe	EMEA
<input type="checkbox"/>	► North America	NAMER
<input type="checkbox"/>	► Oceania	OCN
<input type="checkbox"/>	► South America	SA

Currently Selected

☐

Description ↑

Region

No items

Done

- Select the country from the list.
- Click **Done**.

Choose Values for Region

Add to Currently Selected

Region ▼

Search

<input type="checkbox"/>	Description ↑	Region
<input type="checkbox"/>	Syrian Arab Republic	SY
<input type="checkbox"/>	Taiwan, Province of China	TW
<input type="checkbox"/>	Tajikistan	TJ
<input type="checkbox"/>	Thailand	TH
<input type="checkbox"/>	Timor-Leste	TLS
<input type="checkbox"/>	Turkey	TR
<input type="checkbox"/>	Turkmenistan	TM
<input checked="" type="checkbox"/>	United Arab Emirates	AE
<input type="checkbox"/>	Uzbekistan	UZ
<input type="checkbox"/>	Viet Nam	VN
<input type="checkbox"/>	Yemen	YE
<input type="checkbox"/>	► Central America	CEMER

Currently Selected

☒

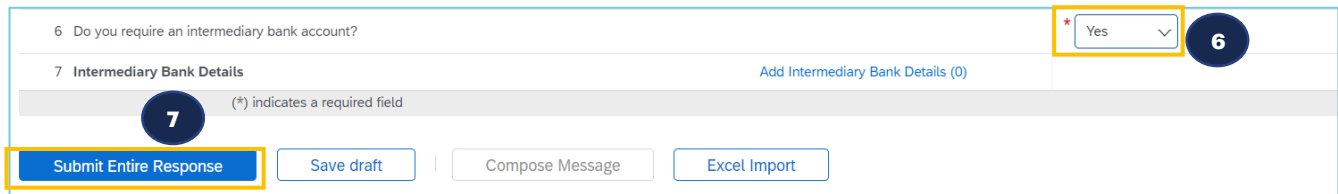
Description ↑

Region

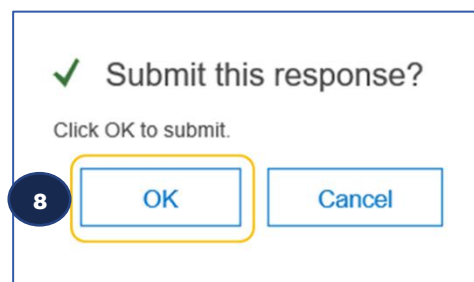
☒ United Arab Emirates AE

Done

6. If you wish to provide '**Intermediary Bank**' details, please select '**Yes**' to question 6. System opens another question like question 5 to add 'Intermediary Bank' details.
7. Click on **Submit Entire Response** button once completed.



8. Click on **OK** from the pop-up window to submit your response.

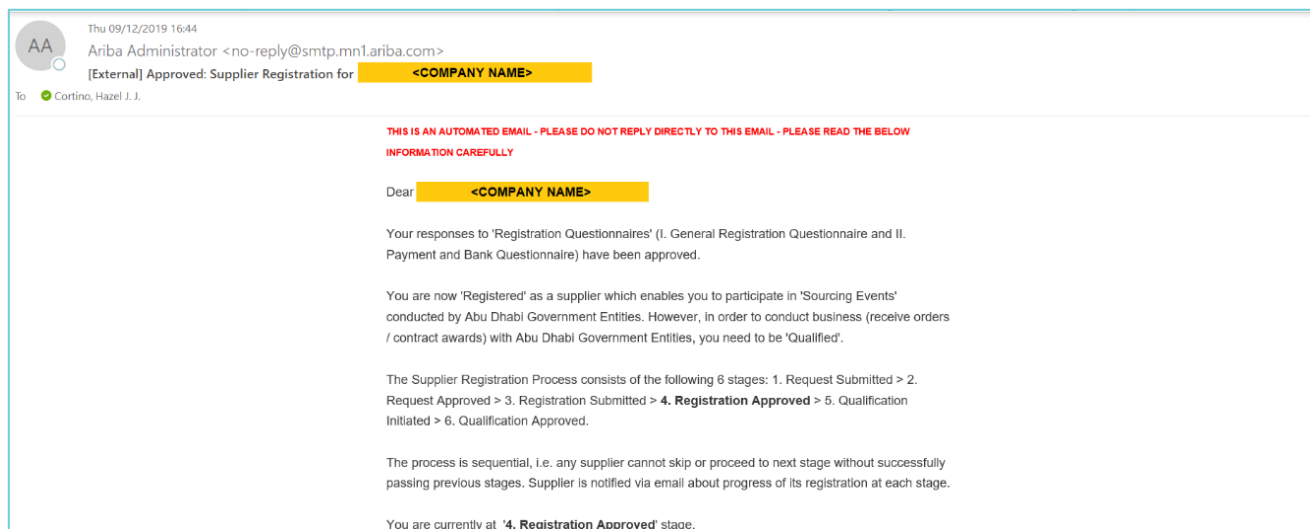


Note: System allows 'saving' the questionnaire intermittently. It is a good practice to save the questionnaire periodically when adding the details.

Reminders:

- You have 181 days for General Registration Questionnaire and 180 days for Payment and Bank Questionnaire to complete and submit these questionnaires. If you fail to do so within the given timeframe, you must contact the GPO Supplier Registration team via email (srs@dgs.gov.ae) to request a new registration invite.
- You can enter either a PO Box or Zip code in the Zip Code field.
- If you wish to attach more than one document in a single field, compress or zip the documents then upload.

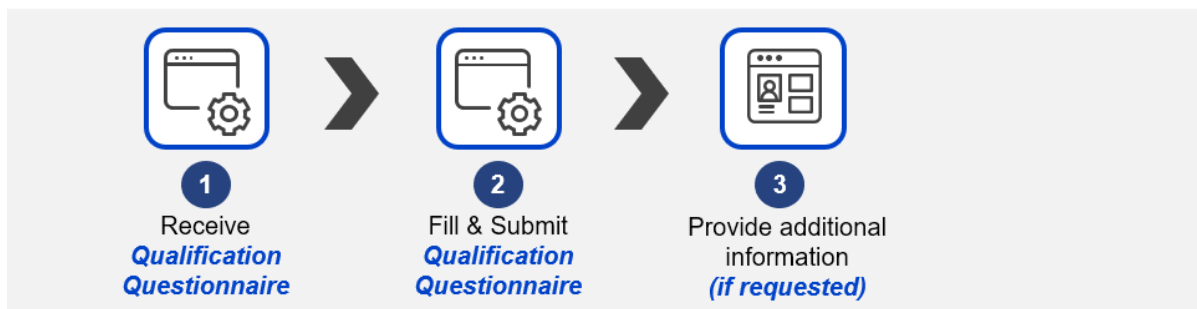
Once the “**General Registration Questionnaire**” and “**Payment and Bank Questionnaire**” are submitted, reviewed and approved, the contact person receives an email notification informing you that the Supplier Registration process is completed.



Registration Status can also be seen in the Registration Questionnaires section upon logging in to SAP Ariba Network Supplier Portal - <https://service.ariba.com/Sourcing.aw/>. Once Registered, the Registration Questionnaires are open indefinitely.

DEPARTMENT OF GOVERNMENT SUPPORT				
There are no matched postings.				
Welcome to Department of Government Support!				
Events				
Title	ID	End Time ↓	Event Type	Participated
No items				
Risk Assessments				
Title	ID	End Time ↓	Event Type	
No items				
Registration Questionnaires				
Title	ID	End Time ↓	Status	
▼ Status: Open (2)				
General Registration Questionnaire	Doc167138568	5/16/6104 3:35 AM	Registered	
Payment and Bank Questionnaire	Doc167138571	5/4/6104 3:48 PM	Registered	

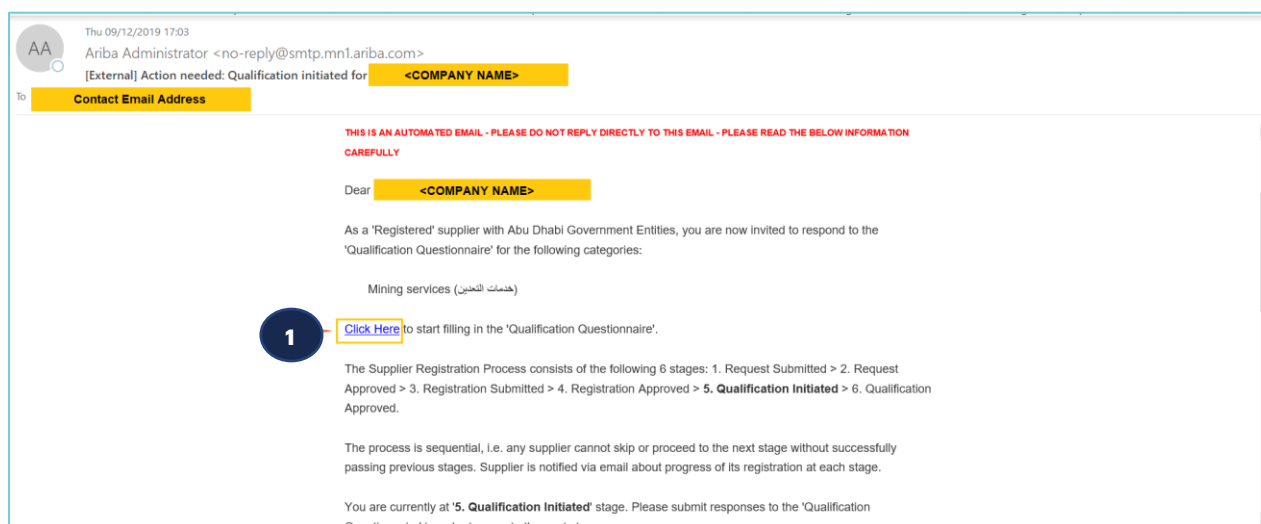
STEP 3. Supplier Qualification



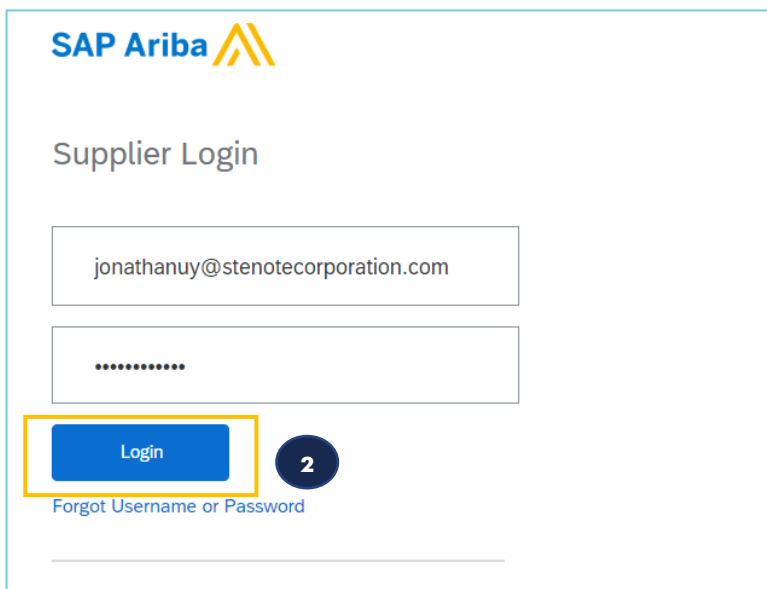
STEP 3.1. Respond to the Supplier Qualification

After the registration is approved, business user initiates a qualification process. Supplier contact receives a notification to respond to the qualification questionnaire.

1. Click on “[Click Here](#)” in the email notification.

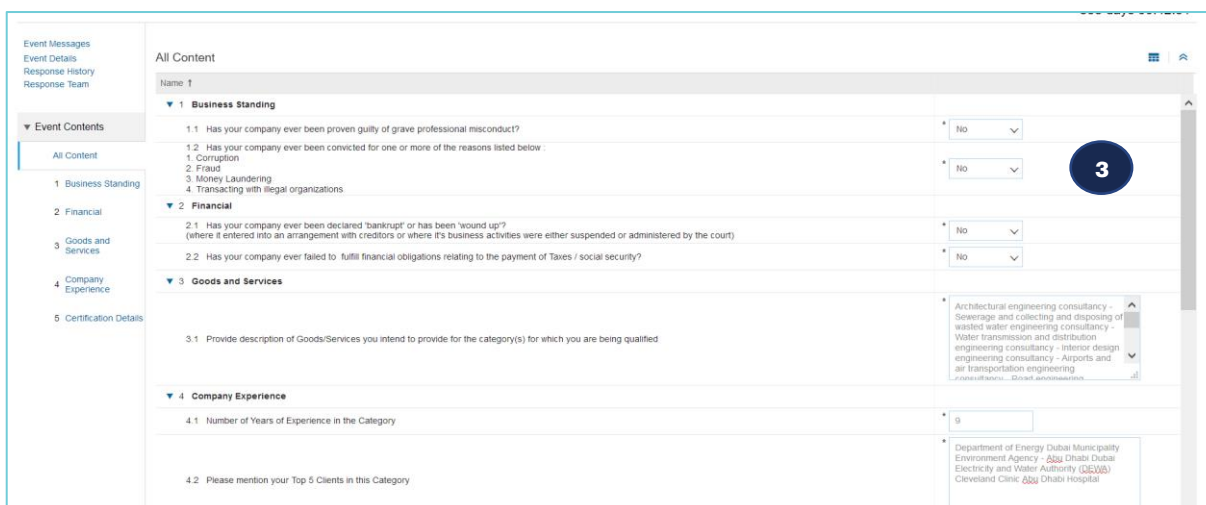


2. Input supplier credentials then click **Login**.



You are redirected to the **Supplier Qualification Questionnaire** page.

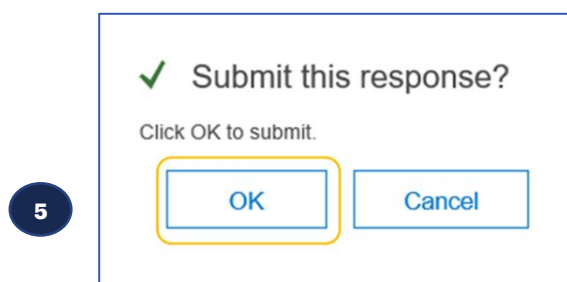
3. Fill out all required questions.



4. Once completed, click on **“Submit Entire Response”**.



5. Click **OK** from the pop-up window to submit your response.



Qualification status can also be seen in the Qualification Questionnaires section upon logging in to SAP Ariba Network Supplier Portal - <https://service.ariba.com/Sourcing.aw/>.

1

Registration Questionnaires

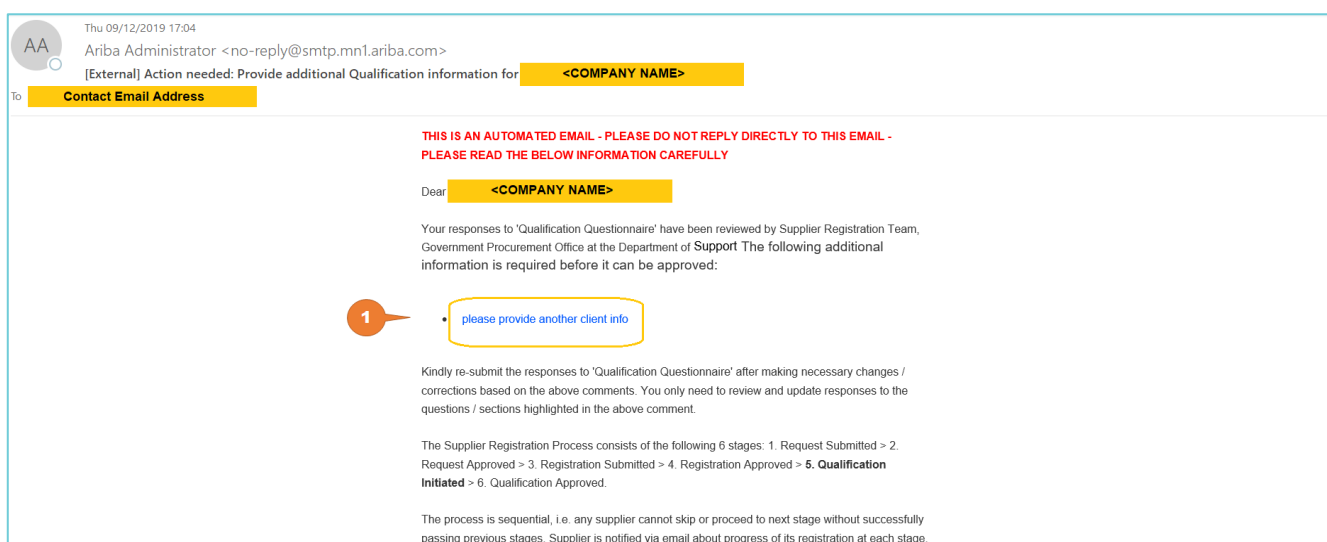
Title	ID	End Time ↓	Status
▼ Status: Open (2)			
Payment and Bank Questionnaire	Doc152210373	9/17/6102 3:59 PM	Registered
General Registration Questionnaire	Doc152210370	9/17/6102 3:59 PM	Registered

2

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					
Supplier Qualification	Doc152435782	9/12/2019 4:50 PM	Explosive materials (مواد متفجرة) View more	BFA Burkina Faso	Qualified
Supplier Qualification	Doc152203700	8/25/2019 10:49 AM	Comprehensive health serv... View more	AE United Arab Emirates	Qualified
▼ Status: Open (1)					
Supplier Qualification	Doc152203779	9/11/2020 5:04 PM	Mining services (خدمات التعدين) View more	AE United Arab Emirates	Pending Resubmission

If status is Pending Resubmission as shown above, system sends a notification regarding the details to be updated. Kindly address these details and submit the questionnaire.



Reminders:

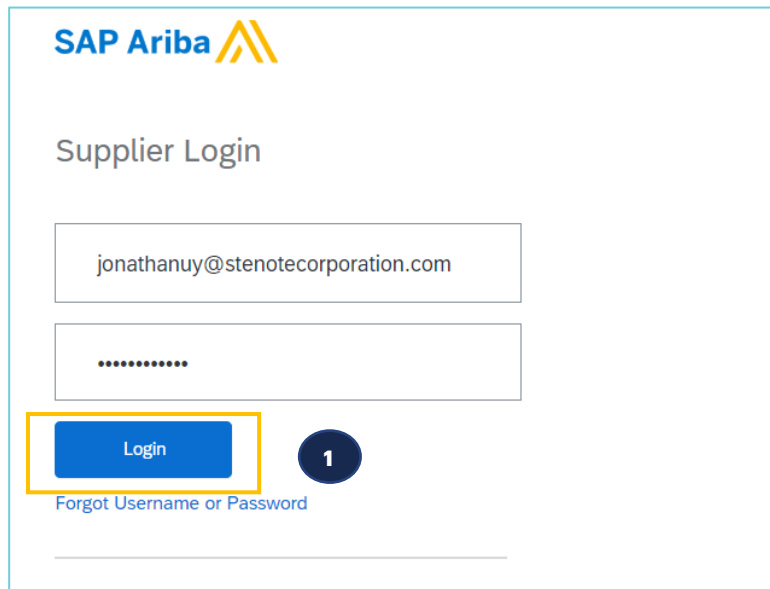
- Suppliers have 30 days to complete the qualification questionnaire.

B. REVISE/UPDATE SUPPLIER QUESTIONNAIRE RESPONSES

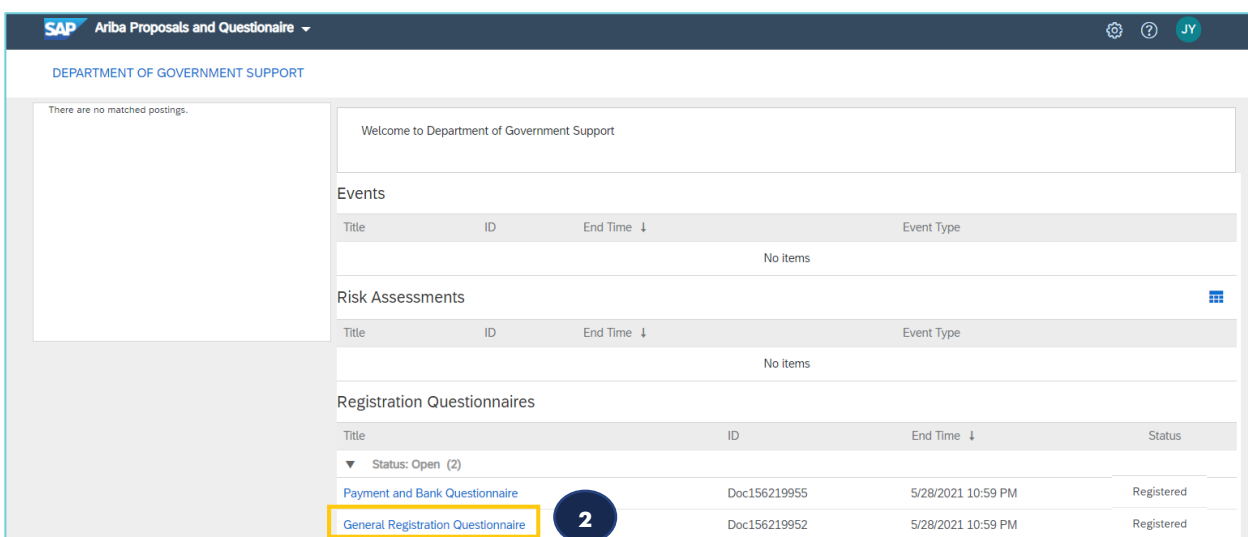
In some cases, you may need to revise or update your Supplier Questionnaire responses. You may also be asked to provide additional or supplementary information by the GPO Supplier Registration team. In such cases, follow the steps outlined below.

- Access Ariba Network site <<https://service.ariba.com/Sourcing.aw/>>

1. Input supplier credentials then click **Login**.

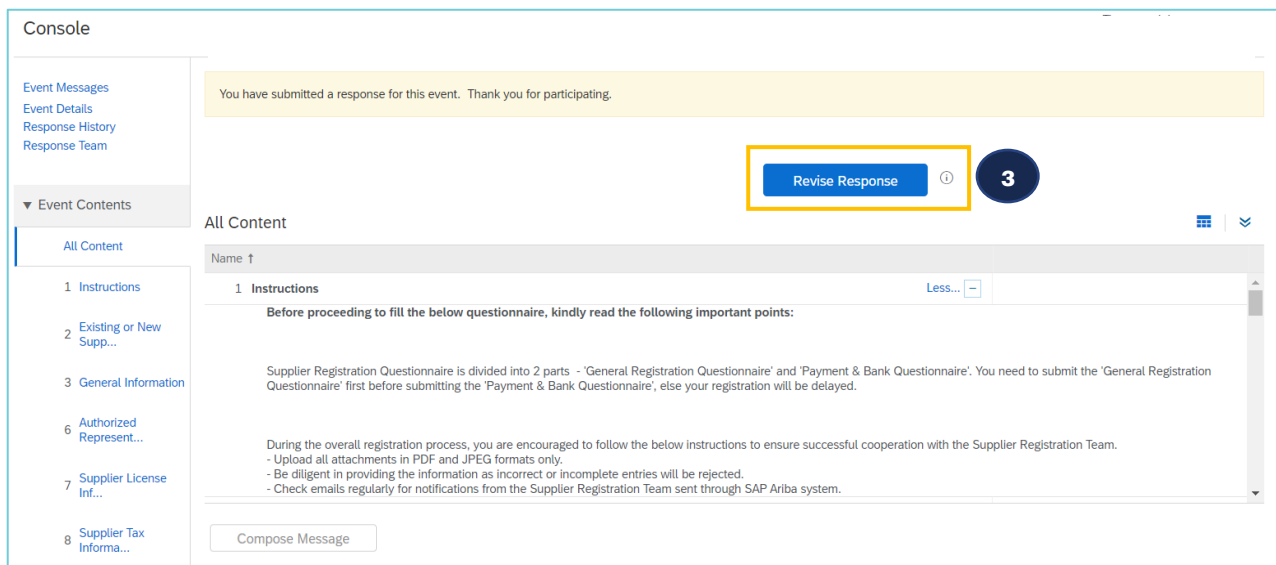


2. Click on the Registration Questionnaire in which the response to be revised is located.



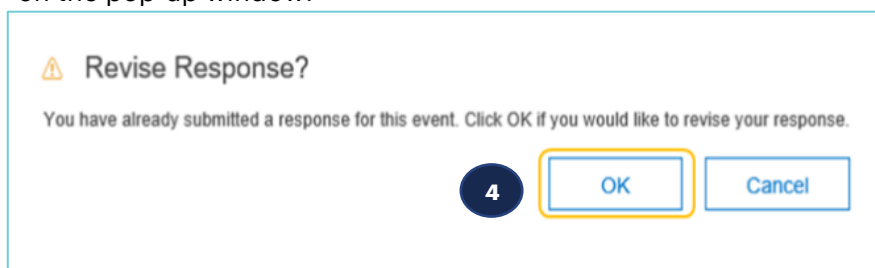
Title	ID	End Time	Status
Payment and Bank Questionnaire	Doc156219955	5/28/2021 10:59 PM	Registered
General Registration Questionnaire	Doc156219952	5/28/2021 10:59 PM	Registered

3. Click **"Revise Response"**.



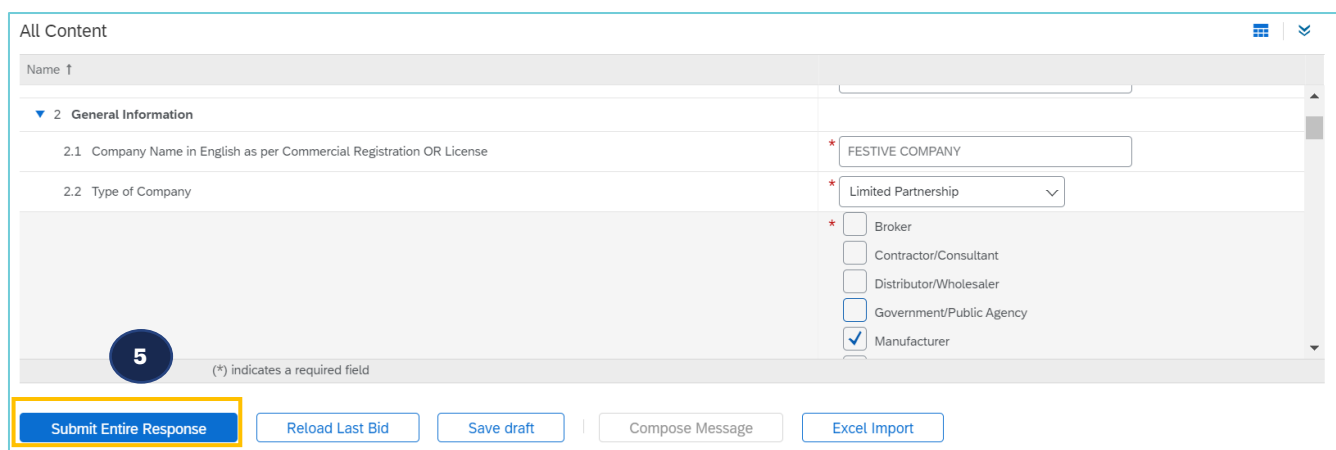
The screenshot shows the 'Console' page with a sidebar on the left containing links like 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main area displays a message: 'You have submitted a response for this event. Thank you for participating.' Below this, there is a 'Revise Response' button highlighted with a yellow box and a blue circle with the number 3. The page also shows a list of 'All Content' with a table header 'Name ↑' and a list of items including '1 Instructions', '2 Existing or New Supp...', '3 General Information', '6 Authorized Represent...', '7 Supplier License Inf...', and '8 Supplier Tax Informa...'.

4. Click **"OK"** on the pop-up window.



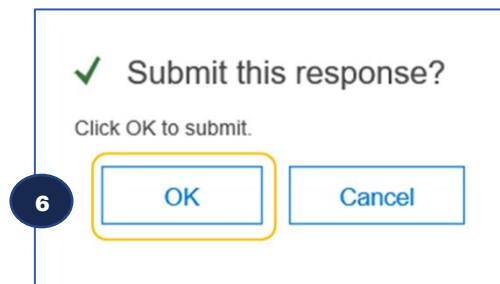
The screenshot shows a pop-up window titled 'Revise Response?' with a warning icon. The text inside says: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' At the bottom, there are two buttons: 'OK' (highlighted with a yellow box and a blue circle with the number 4) and 'Cancel'.

5. Revise/update the necessary information. Once all revisions are made, click **"Submit Entire Response"**.

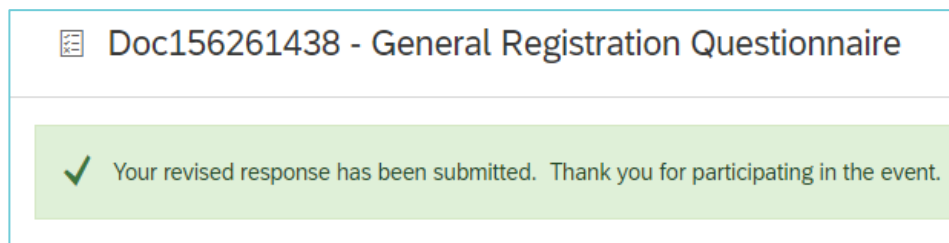


The screenshot shows the 'All Content' page with a table of content. The table has a header 'Name ↑' and a list of items. The item '2 General Information' is expanded, showing a form with fields for '2.1 Company Name in English as per Commercial Registration OR License' (containing 'FESTIVE COMPANY') and '2.2 Type of Company' (containing 'Limited Partnership'). Below these fields, there are checkboxes for 'Broker', 'Contractor/Consultant', 'Distributor/Wholesaler', 'Government/Public Agency', and 'Manufacturer' (which is checked). A blue circle with the number 5 is placed over the 'Submit Entire Response' button at the bottom left of the page.

6. Click **OK** from the pop-up window to submit your response.



A confirmation message will appear stating that the revised response has been submitted.

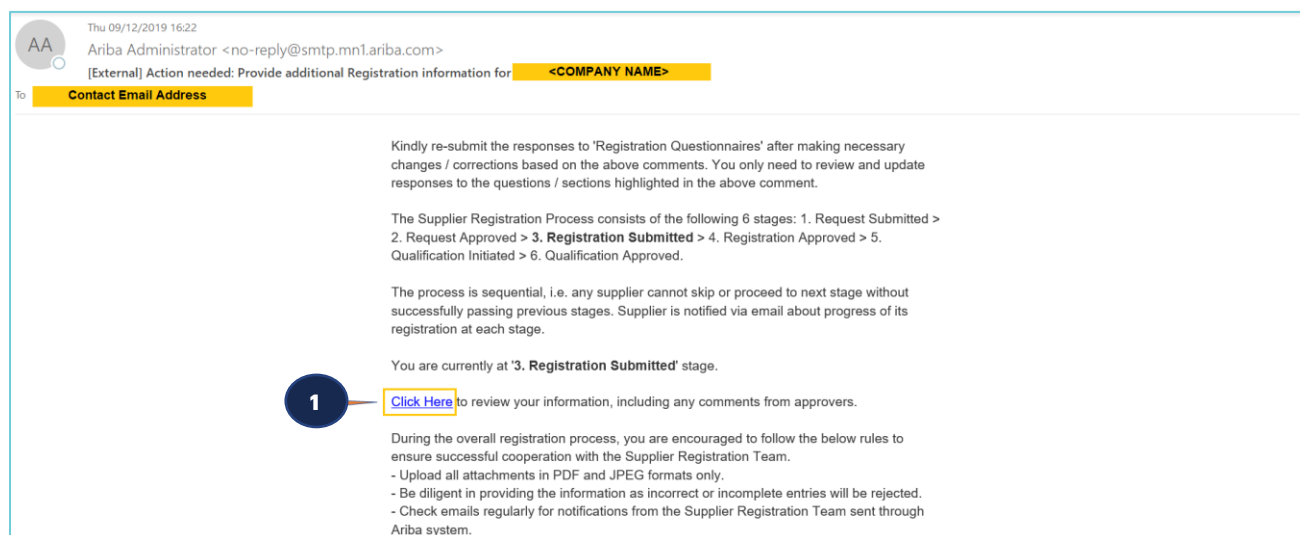


Once the revised Supplier Registration Questionnaire response is submitted, it undergoes another review and approval. A system-generated email is sent to notify you that the registration process is complete.

C. PROVIDING ADDITIONAL INFORMATION TO GPO SUPPLIER REGISTRATION TEAM

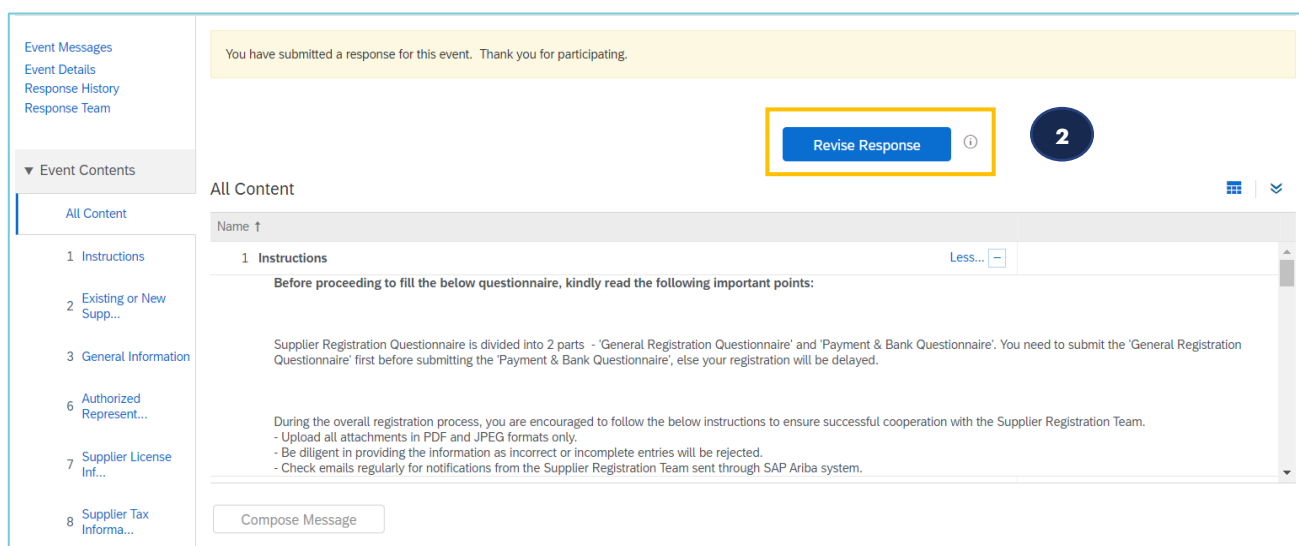
Should GPO Supplier Registration team require additional information, you will be notified via a system-generated email.

1. Follow the “[Click Here](#)” link in the email.

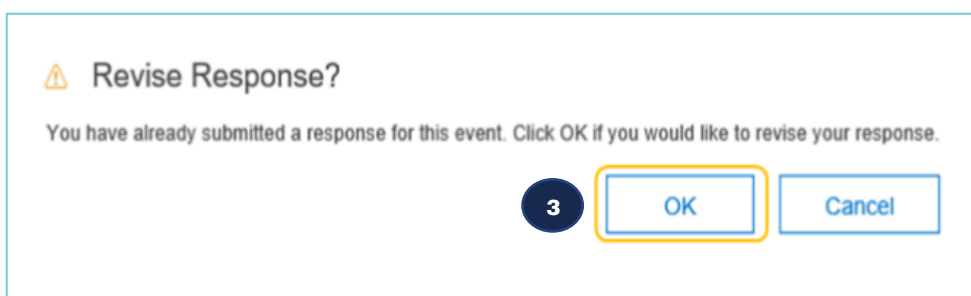


You will be directed to the Registration Questionnaire in which the approver requested for additional info.

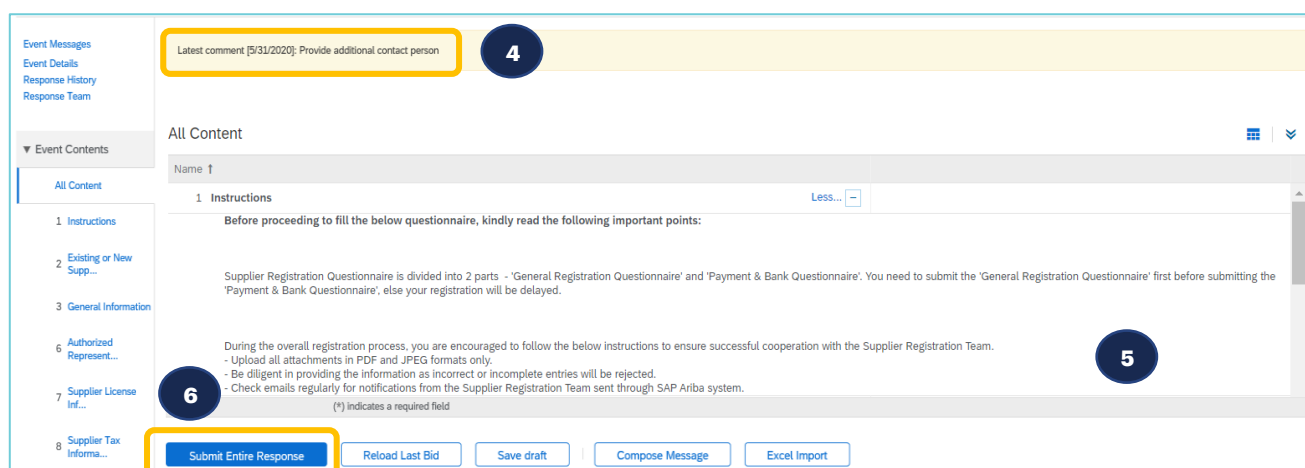
2. Click “**Revise Response**”.



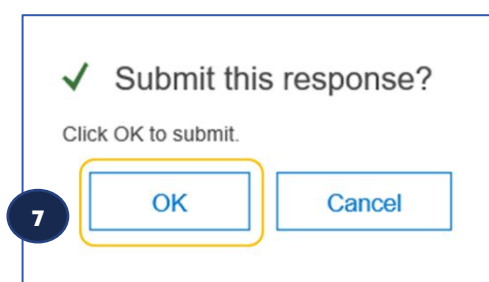
3. Click **“OK”** from the pop-up window.



4. You may also check the comment from Supplier Registration Team.
5. Update the information specified in the comment from Supplier Registration team.
6. Once all revisions are made, click **“Submit Entire Response”**.



7. Click **OK** from the pop-up window to submit your response.



D. REQUIRED DOCUMENTS TO COMPLETE SUPPLIER REQUEST AND SUPPLIER REGISTRATION

Suppliers with Abu Dhabi DED License

D.1 Supplier Request

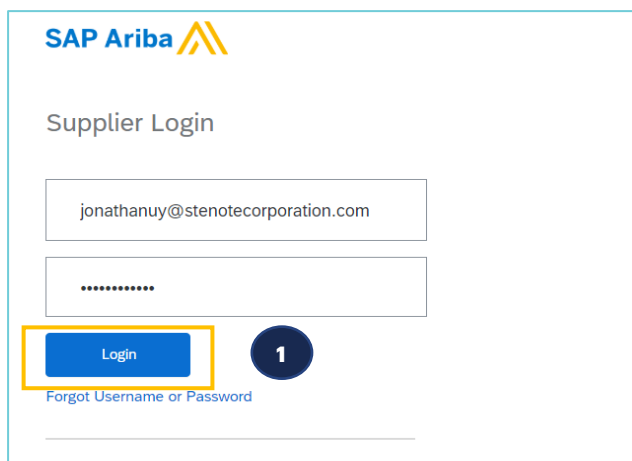
- Abu Dhabi DED License
- Tax Registration Certificate / Valid Justification on Company letterhead in case of non applicability

D.2 Supplier Registration

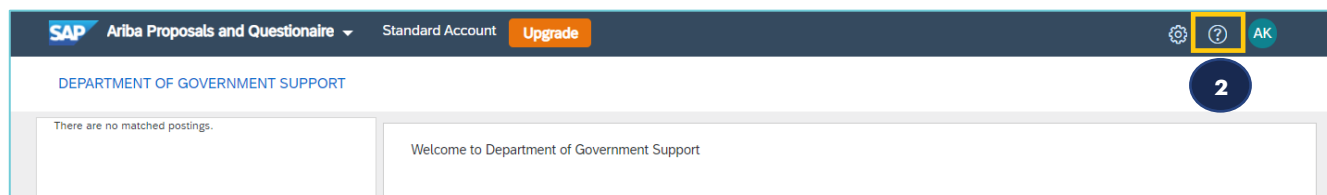
- Department of Economic Development license
- Tax Registration Number Certificate
- Bank confirmation account letter issued from the bank
- Authorization Letter on Company Letterhead for the Person Authorized to provide Supplier Information for Registration

E. SAP Ariba HELP CENTER – HOW TO RAISE A TICKET TO SAP Ariba NETWORK SUPPORT

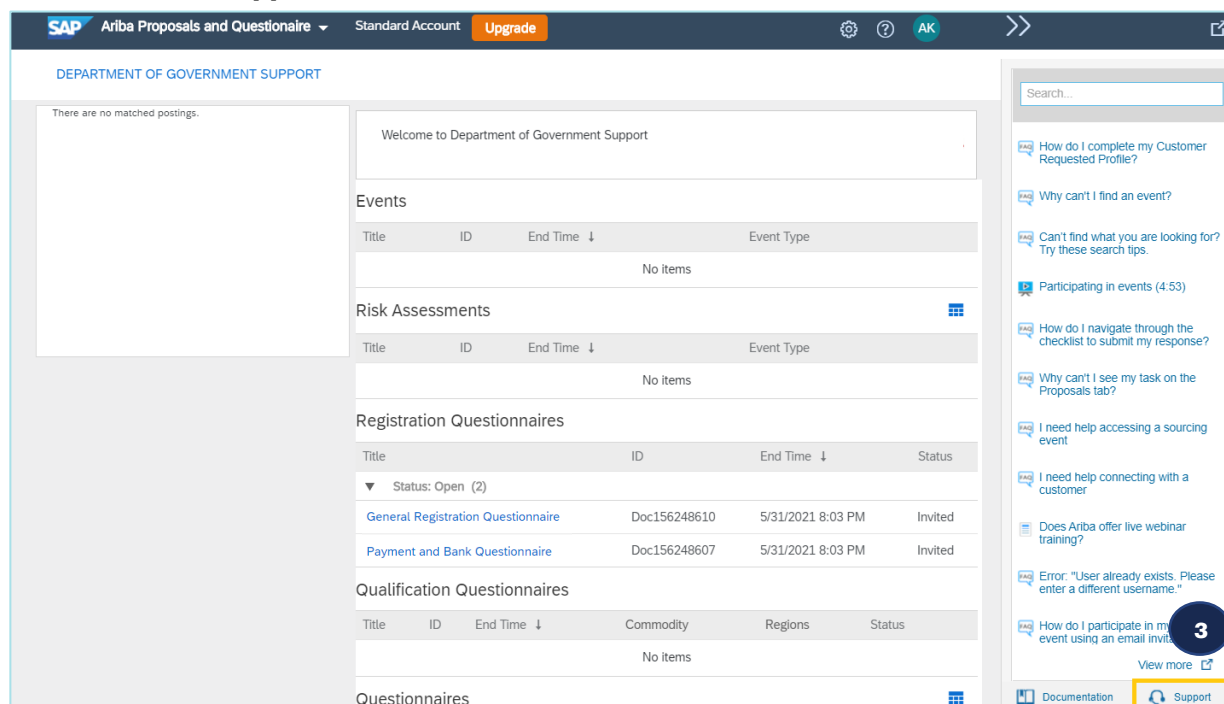
1. Enter supplier credentials then click **Login**.



2. On the top right side, click on “?” icon

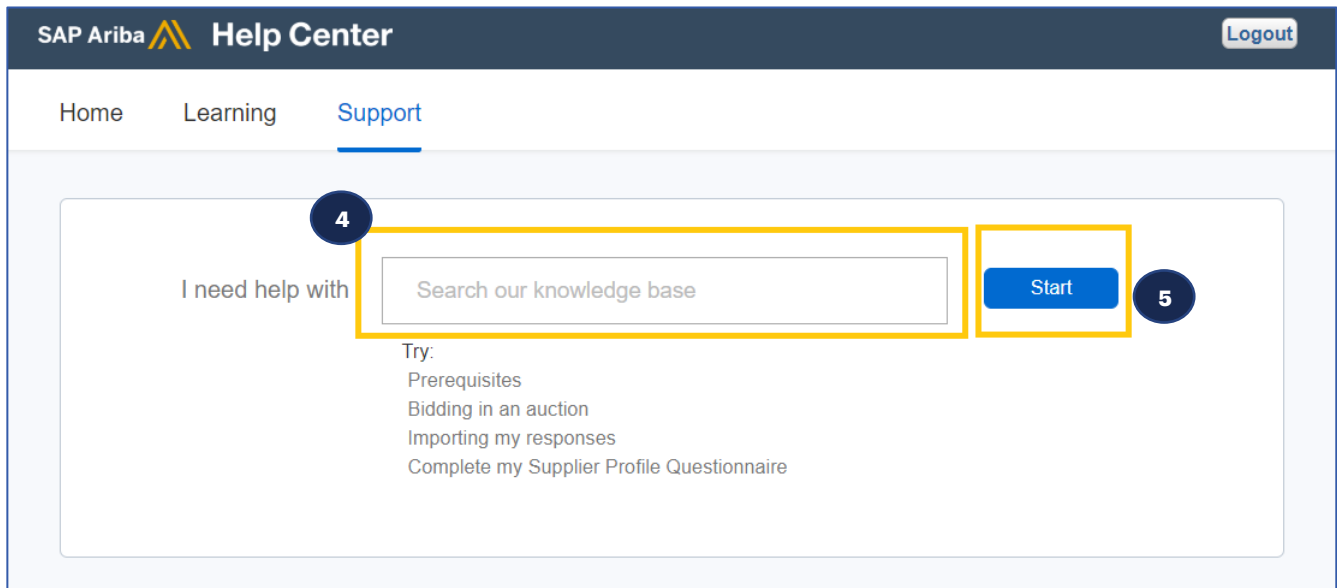



3. Click on **Support**.



Title	ID	End Time	Status
▼ Status: Open (2)			
General Registration Questionnaire	Doc156248610	5/31/2021 8:03 PM	Invited
Payment and Bank Questionnaire	Doc156248607	5/31/2021 8:03 PM	Invited

4. Write what you need help within the search box.
5. Click **"Start"**.



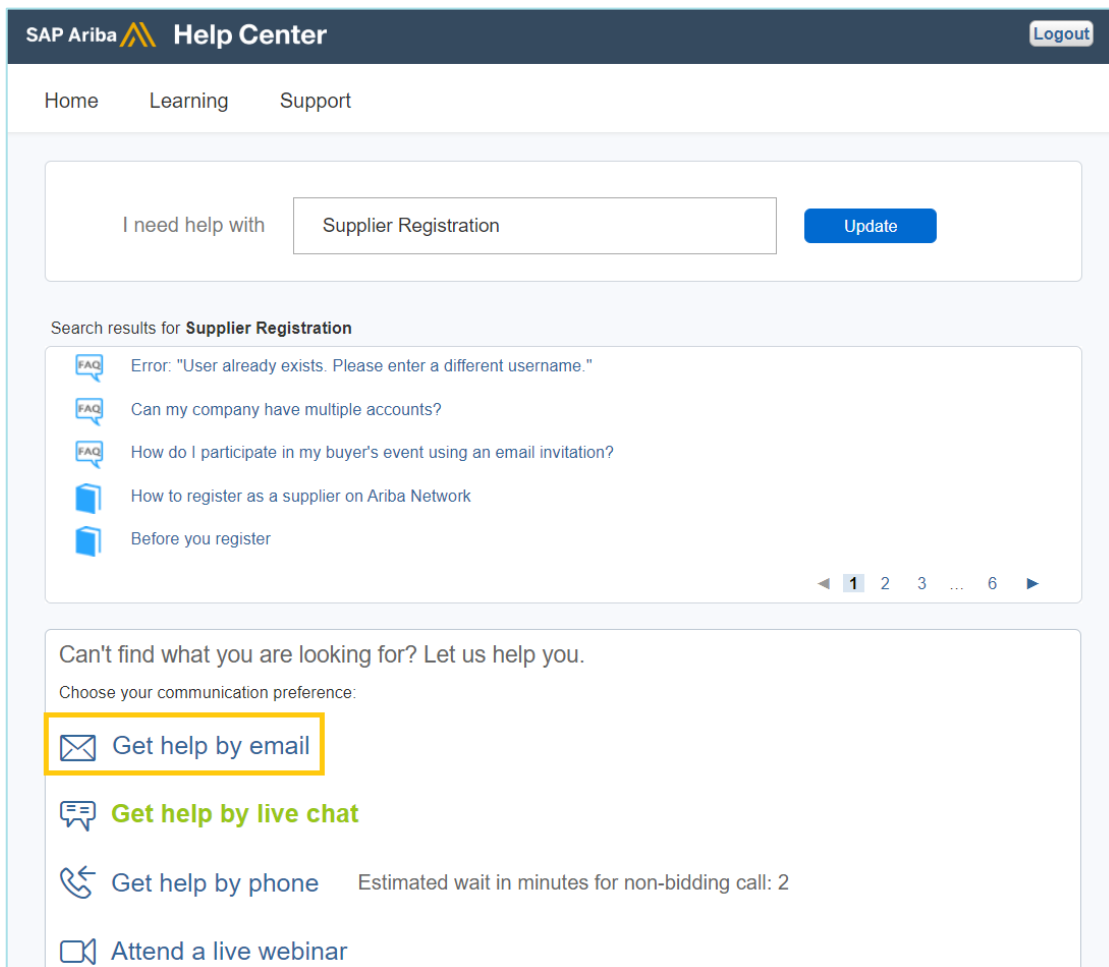
SAP Ariba  Help Center Logout


Home Learning Support

I need help with Start

Try:
 Prerequisites
 Bidding in an auction
 Importing my responses
 Complete my Supplier Profile Questionnaire

If you can't find what you are looking for, you can get help by email.



SAP Ariba  Help Center Logout

Home Learning Support

I need help with Update

Search results for **Supplier Registration**

FAQ Error: "User already exists. Please enter a different username."
 FAQ Can my company have multiple accounts?
 FAQ How do I participate in my buyer's event using an email invitation?
 How to register as a supplier on Ariba Network
 Before you register


Can't find what you are looking for? Let us help you.
 Choose your communication preference:

☒ Get help by email
☐ Get help by live chat
☐ Get help by phone Estimated wait in minutes for non-bidding call: 2
☐ Attend a live webinar

If you chose to get help by email, you need to fill in all mandatory fields marked as “*” in below form then press submit. You will receive an email shortly to assist you with your issue.

6. Click “**Submit**” once done.

SAP Ariba Email Support

 Please add customer_support_sr_update@sap.com to your Safe Sender List. For a faster response, choose [chat support](#) or [phone support](#).

Problem Description

Short Description: *

Problem Type: *

Details: *

For fast resolution, please include all relevant details in your case. For example:

- A detailed description of the issue including full navigational paths, actions performed prior to the issue.
- Your expected results from the system.
- Steps to replicate the issue.
- Attach screenshots or recordings of the issue.

File Attachment 1: No file chosen

Document or Event No.:

Company that invited you:

Contact Information

First Name: *

Last Name: *

User ID:

Company: *

Email: *

Phone: * Extension:

Ariba Network ID: *

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.

* ☐ I agree

* Required Fields

6

F. FREQUENTLY ASKED QUESTIONS (FAQS)

1. How do I know the status of my Supplier Request?

You will see a confirmation page once the request is submitted to Abu Dhabi Government. You will also receive an email notification that the request has been sent to Supplier Registration Team.

2. What happens next after I submit my Supplier Request?

Your request goes to supplier registration team for approval. Once the team approves your request, you will receive an email notification asking you to register on SAP Ariba Network.

3. Is it mandatory to open an SAP Ariba Network account for registering as a supplier with Abu Dhabi Government?

Yes, you can only access your registration questionnaires after creating an account in SAP Ariba Network. SAP Ariba Network is the new portal for suppliers.

4. Who will receive the email after my Supplier Request is approved?

The contact person's email that was entered in the supplier request form will receive the email for registration. This user is the primary contact for the supplier registration.

5. Why am I not receiving email notifications from SAP Ariba?

If you are not receiving the emails from SAP Ariba, reasons could be (1) the email address that you provided in the supplier request is incorrect; (2) email notification settings are not configured properly; or (3) your company's email server is blocking the emails from external sources.

To resolve these issues:

For issue 1, please raise a new supplier request [here](#).

For issue 2, please see [How do I change or update my email address or username?](#) or [How do I update my email notification preferences?](#). If you can confirm that the email address is correct and your notifications are configured properly, contact your local IT department to resolve the issue related to your email server not allowing the emails to reach your inbox.

For issue 3, your IT team have to whitelist the addresses below to ensure that the emails from SAP Ariba is not being blocked – @smtp.mn1.ariba.com and @ansmtp.ariba.com. Until SAP Ariba domains are whitelisted in your organization, you will not be able to receive the notifications and will cause delay in the registration.

6. What if the contact person who raised the Supplier Request is no longer working for my company?

In this case, you must contact Abu Dhabi Government supplier registration team to resend the registration invitation to the new contact person. The new contact will then receive the email for registration.

7. I already have an SAP Ariba Network account used for my other clients. Can I use the same account for Abu Dhabi Government?

Yes, you can login with your existing SAP Ariba Network account. However, if you have an existing 'FULL' Ariba Network account with your other client, please immediately inquire with SAP Ariba if there would be an additional subscription fees on using the same account for Abu Dhabi Government. DGS, however, recommends you to have a new Ariba Network account for Abu Dhabi Government.

8. Is there a timeline to submit the Supplier Registration Questionnaires?

The registration has two questionnaires that you need to complete – "General Registration Questionnaire" and "Payment and Bank Details". You must submit both these questionnaires within 180 days after Supplier Request is approved.

9. What if I missed to submit the Supplier Registration Questionnaires within 180 days?

In case you have missed the 180 days window, please contact the GPO Supplier Registration team to resend the questionnaires.

10. How do I know the status of my registration?

Once all questionnaires are submitted, GPO Supplier Registration team and Government Accounts team will review and approve your questionnaires' responses. You can see the status in the "Registration Questionnaires" section when you log into Ariba Network. You will also receive an email once your registration is approved.

11. Can I change my details in the Supplier Registration Questionnaire?

Yes, you can change the details. However, please note that every change is subject for approval.

12. I received a request for qualification from GPO Supplier Registration team. What is the qualification process?

Qualification process is the next stage after registration. In the qualification stage, the DGS Supplier Registration team verifies the supplier's experience in the categories they have registered for.

13. How do I know if my company is qualified or not for a certain category?

You will receive an email from GPO Supplier Registration team confirming if you are qualified or not for that certain category.

14. How can I update the contact person's email address on my SAP Ariba Network Account?

Login to the SAP Ariba Network portal <https://service.ariba.com/Sourcing.aw/>. Click on the account name located in the upper right corner → My Account. Change the Email Address in the Account Information section. Confirm by clicking on the link in the email sent to the new email address.

15. What do I do if the Revise Response button does not appear?

If supplier has submitted their responses for review and approval, Revise Response button is disabled to allow the respective team to review the changes made. During this time, supplier won't be able to perform any further updates. Once review is completed and Registration team has completed processing the update request, supplier may again update the questionnaires as necessary. If urgent update needs to be done, contact helpdesk hotline immediately.

16. I have completed the registration process but received a notification requesting for me to update certain questions in the Registration Questionnaires. How should I proceed?

Department of Government Support has system changes on the questionnaires which requires for the suppliers to re-enter some of the responses that were removed from these changes. Kindly update the required information as necessary for us to have the latest information of the suppliers.

CONTACT US



In case of any queries / clarification in the supplier registration process, contact the Supplier Registration Team for assistance.

Email: srs@dgs.gov.ae

