



New Supplier Registration Guide

Rev 12
November 2020

مؤسسة الإمارات للطاقة النووية
Emirates Nuclear Energy Corporation



شركة براكة الأولى ش.م.خ
Barakah One Company PJSC



شركة نواة للطاقة
Nawah Energy Company

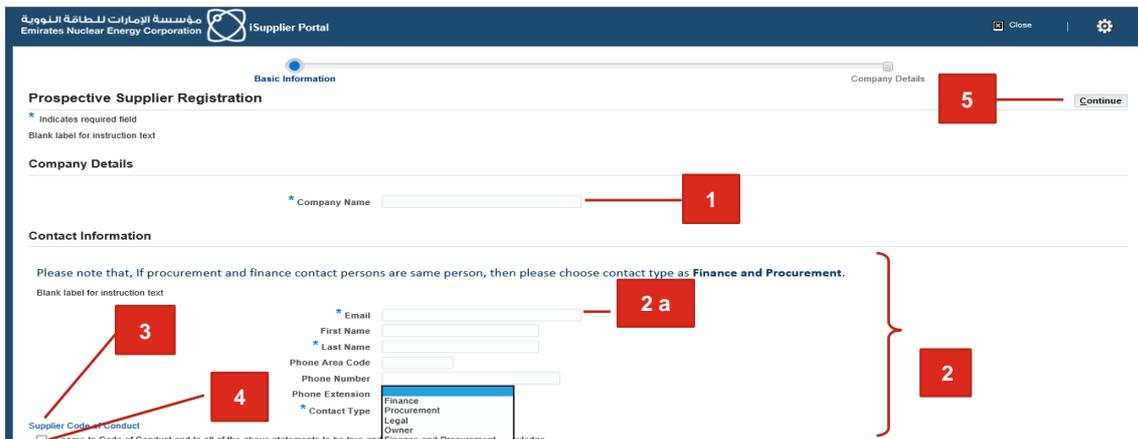


As a new Supplier, you can register your company with The Enterprise (a general term covering ENEC, Nawah, and BOC) through a self-registration process at an easy-to-use link available on ENEC’s website. Please open a web browser, and navigate to:

ENEC website → Suppliers Tab → Supplier Registration → New Supplier Registration

Click on the link “**Click Here to Register**” and the following page will appear. Please accurately fill in the requested information about your company; the step numbers are shown in the screenshots below:

1. Enter the **Company Name** (full name of the company as per the trade license or other legal establishment document)
2. **Contact Information** for your contact person. Please note that if Procurement and Finance Contact persons are same, then please choose **Contact Type** as **Finance and Procurement**. It is very important that the email address that you use to create your username for online login is a valid email, and the **Contact Type** is correct.
 - a. Ensure that the email address provided by you is not a free domain email ID. Free domain email IDs include but are not limited to:
 - i. gmail.com
 - ii. yahoomail.com
 - iii. hotmail.com
 - iv. rediffmail.com
 - v. outlook.com
 - vi. emirates.net.ae
 - vii. eim.ae
3. Click on the **Supplier Code of Conduct** link and read the document carefully
4. You have to agree with the **Supplier Code of Conduct** before the system allows you to proceed
5. Click on **Continue** to go to the next page



The screenshot shows the 'Prospective Supplier Registration' form in the iSupplier Portal. The form is divided into sections: 'Basic Information', 'Company Details', and 'Contact Information'. Red boxes with numbers 1 through 5 point to specific fields and actions: 1 points to the 'Company Name' field; 2 points to the 'Contact Information' section, with a sub-callout '2 a' pointing to the 'Email' field; 3 points to the 'Supplier Code of Conduct' link; 4 points to the 'I agree to Code of Conduct...' checkbox; and 5 points to the 'Continue' button at the top right.

6. **Enter ICV Score** (if applicable). ICV stands for In Country Value. ICV is a measure of your company's financial contribution towards the local UAE economy. This field should only be filled if your company has an ICV Score.

7. **Create a record in your Address Book**

8. Enter the **Address** information in the relevant fields.
9. Click **Apply** to continue

10. Enter the requested details, as applicable, in the **Business Classifications** section. You should:
 - a. Select relevant **Business Classifications** as **Applicable** and enter all details for the selected **Business Classifications**.
 - b. If you have entered an ICV Score in Step 6 above, select **ICV Certificate** as **Applicable** and enter all details for the **ICV Certificate**.

Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Commercial License	<input checked="" type="checkbox"/>	CN12345	DED	10-Nov-2021 07:30:28
Free Zone License	<input type="checkbox"/>			
ICV Certificate	<input checked="" type="checkbox"/>	12345	PWC	25-Nov-2021 07:30:28
Non-Disclosure Undertaking	<input type="checkbox"/>			
Other License	<input type="checkbox"/>			
Sheikh Khalifa Fund License	<input type="checkbox"/>			

11. Select appropriate **Classification Type** (if applicable). If your company does not fall under any of the three categories listed under **Classification Type** Section, you can skip this step.

Classification Type	Applicable
Abu Dhabi MSME	<input type="checkbox"/> Applicable
Western Region company	<input type="checkbox"/> Applicable
Government or Semi-Government Company	<input type="checkbox"/> Applicable

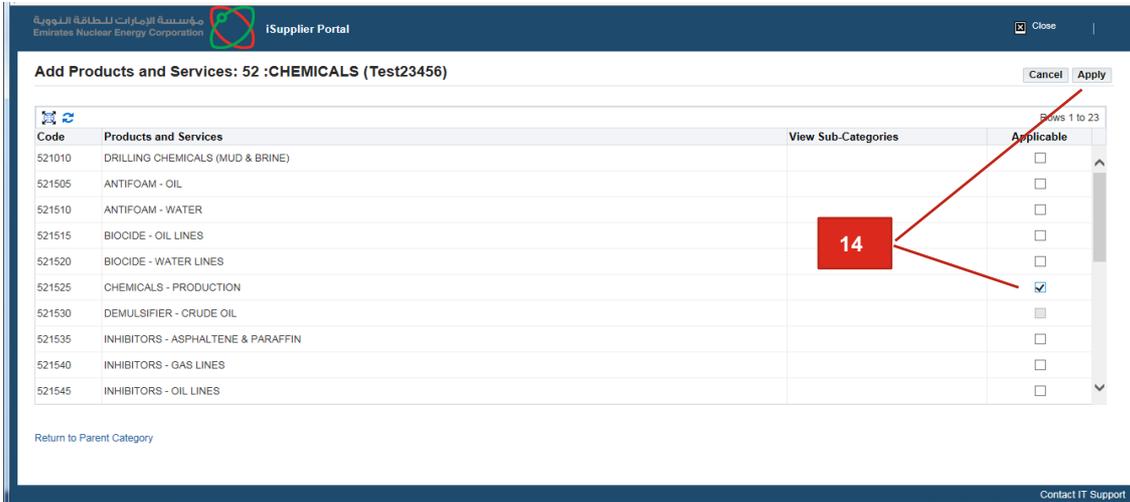
12. In the **Products and Services** section, click on **Create** to add the products and services for which you want to register with The Enterprise.

Code	Products and Services	Delete
No results found.		

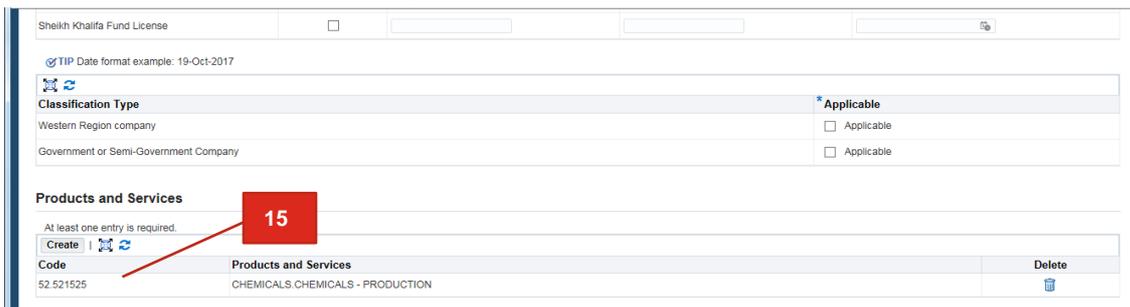
13. All the Products and Services will be listed; click on **View sub-Categories**

Code	Products and Services	View Sub-Categories	Applicable
22	MARINE MATERIALS		<input type="checkbox"/>
32	ELECTRICAL		<input type="checkbox"/>
34	INSTRUMENTS		<input type="checkbox"/>
36	COMMUNICATION EQUIPMENT		<input type="checkbox"/>
38	INFORMATION TECHNOLOGY (IT)		<input type="checkbox"/>
42	DRILLING MATERIALS		<input type="checkbox"/>
52	CHEMICALS		<input type="checkbox"/>
54	LAB REQUISITES	View sub-categories	<input type="checkbox"/>
62	HEALTH, SAFETY & ENVIRONMENT		<input type="checkbox"/>
82	MEDICAL		<input type="checkbox"/>

14. Select the required category and click on the **Applicable** flag as below, and then click on the **Apply** Button which will return to the registration page



15. The below screen will be displayed which will add the Products and Services.





16. Please note and download the appropriate required document templates and attach the below list of documents using **Add Attachment**. Please note that attaching an ICV Certificate is mandatory in case you have entered your company's ICV Score in Step 6.

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
No results found.		

You must attach the following documents to complete your registration:

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1. Your full company profile/brochure
2. Power of Attorney(POA) or equivalent documents that states the authorized signatory(ies) for your company with specimen signature(s).
(The signature must match the signature in the Non-Disclosure Undertaking(NDU) and Statement of Compliance(SOC)).
In case your company's POA is in a language other than English, attach a legal translation of the POA to English along with the original POA.
3. For UAE Companies:
 - a. Department of Economic Development (DED) Commercial License – Please ensure these details are included in the Business Classification section
 - b. Completed NDU
 - c. Statement of Compliance
4. For Overseas Companies:
 - a. Legal Certificate of Company Registration – Please ensure these details are included in the Business Classification section
 - b. Completed NDU.
5. Tax Registration Number Certificate (if applicable)
6. For Free Zone Companies: Dual License or No Objection Certificate (NOC)

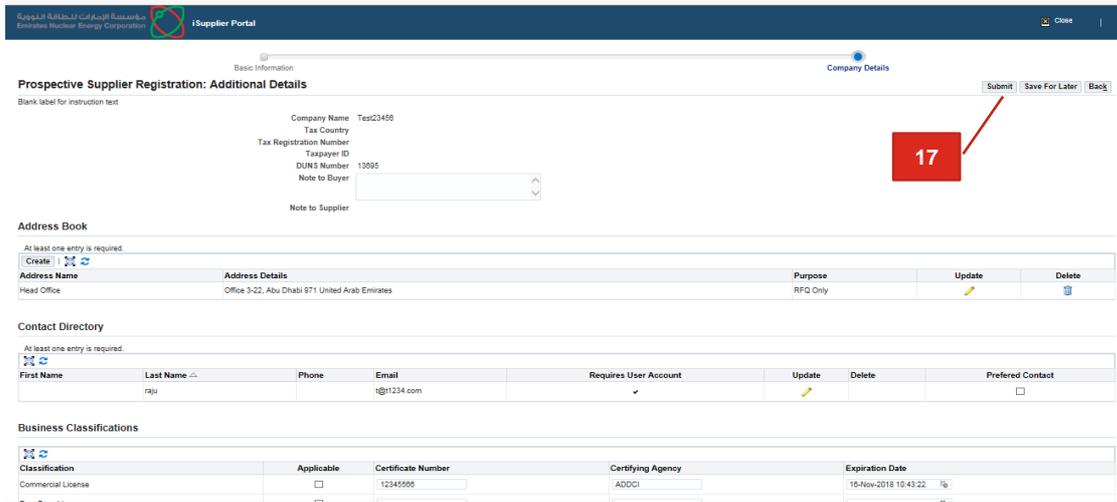
Template attachments section:

- a. [Click here to download NDU for UAE Companies](#)
- b. [Click here to download NDU for Overseas Companies](#)
- c. [Click here to download Statement of Compliance Template](#)

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

- You can have a final look at your registration application and click on **Submit** to send your application to The Enterprise.

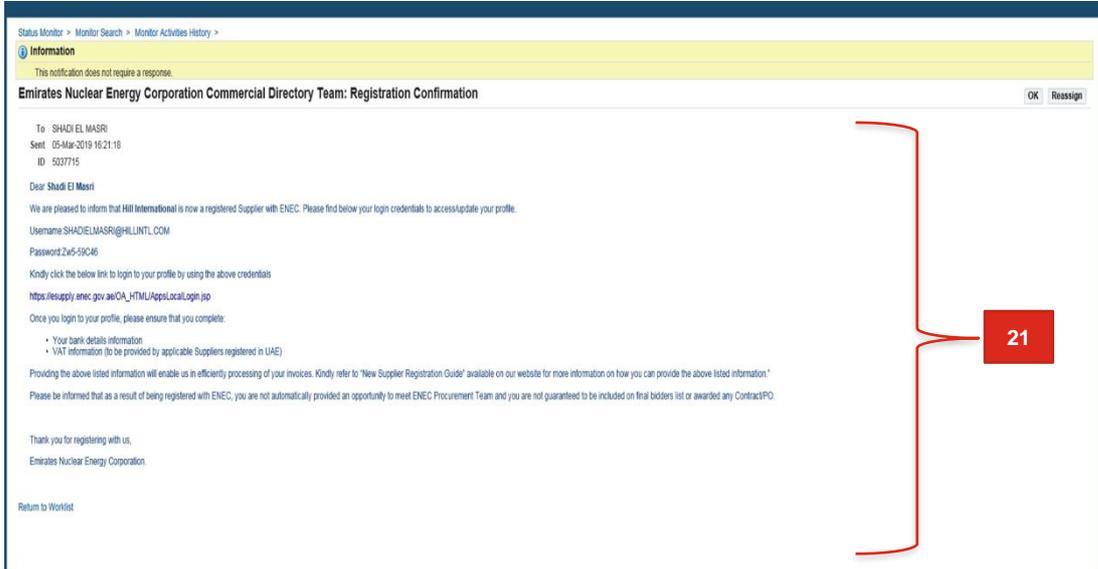


- You will get a confirmation message on the email address you provided as a contact stating that your registration application with The Enterprise has been submitted and is currently under review.

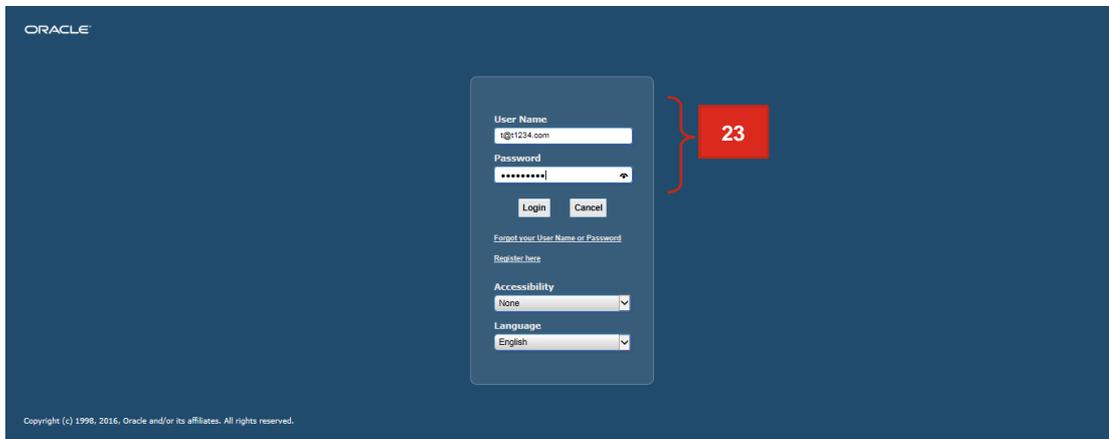


- The Enterprise will review your registration request and either approve, reject or ask for more information on your submitted request. The Enterprise may reject your registration request if the services/goods provided by your company are not relevant to The Enterprise's needs or for any other reason as identified by The Enterprise. In case your registration request is rejected, The Enterprise will provide you the reason for rejection.
- In case the information provided by you at the time of submitting your registration request is not sufficient, you will receive a notification asking you to provide the missing information. Once you provide the requested information, it will again come to The Enterprise for review and confirmation. This cycle will continue until you provide all required mandatory information required for registration.

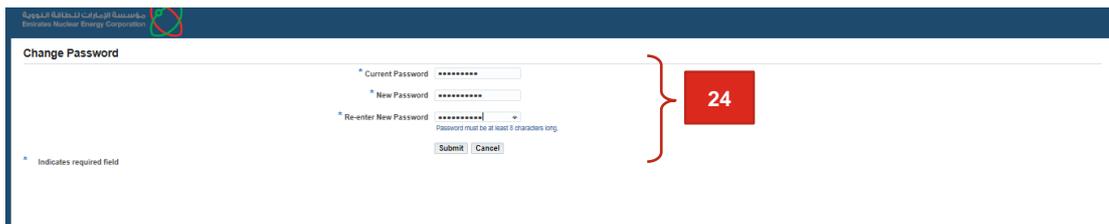
- Once your request for registration is approved, you will receive an email confirming your registration with The Enterprise and instructions on how to complete your bank details and VAT information.



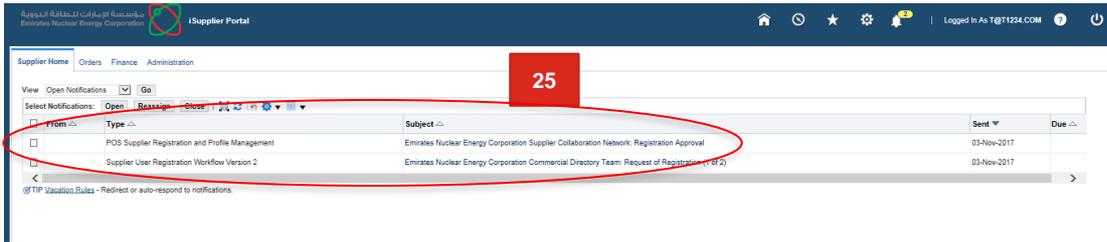
- To complete your company's VAT details, log in to the URL in the email above to access your profile in The Enterprise
- Use the user name and password you received in the above email



- You need to change your password for the first time only

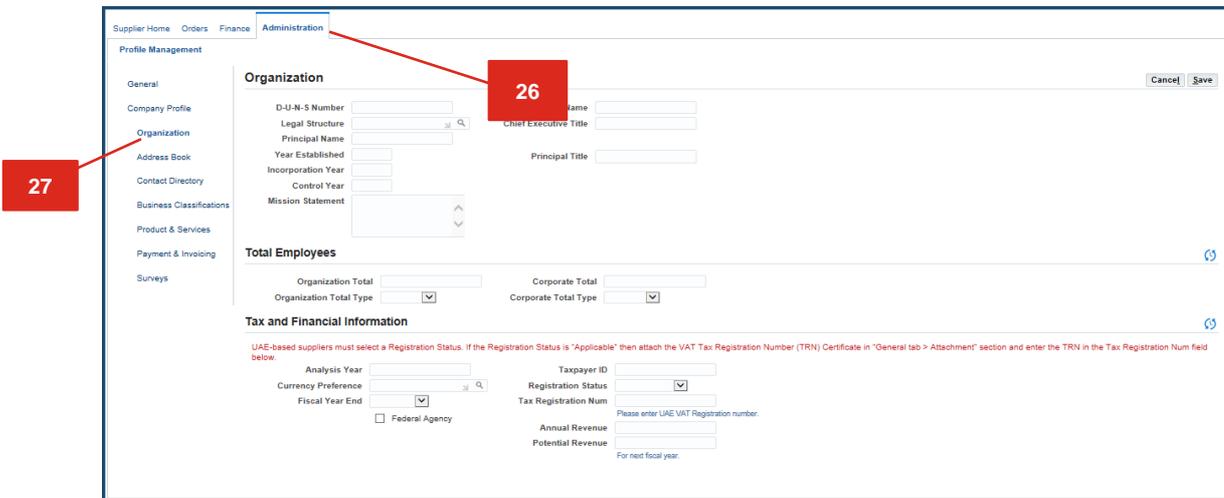


25. This is your company profile home page with Notifications.



26. Click on the **Administration** tab

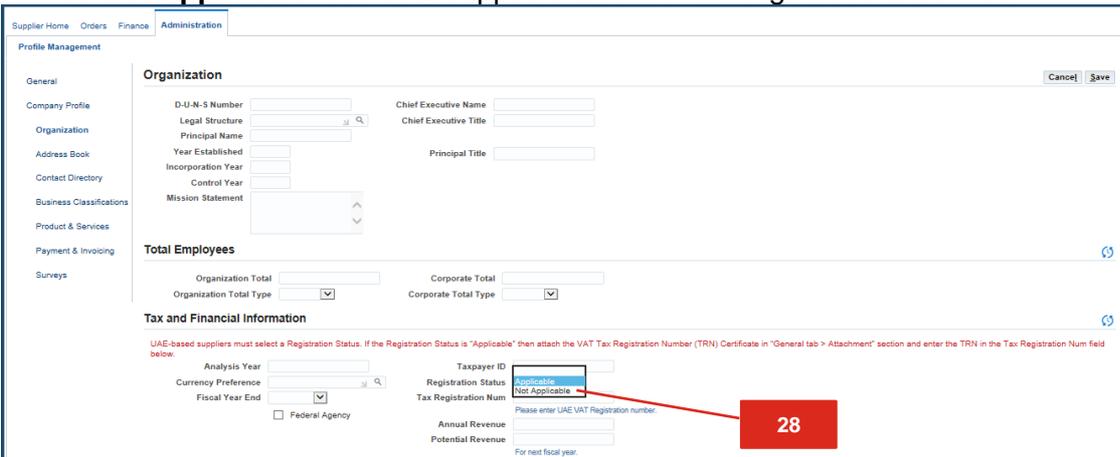
27. To provide Value Added Tax (VAT) related information, Click on **Organization** tab



28. Select Registration Status

a. **Applicable:** For UAE suppliers who are registered under VAT as per FTA guidelines

b. **Not Applicable:** For UAE suppliers who are not registered under VAT



29. If Status is selected as Applicable then, entering Tax Registration Number is mandatory.

30. Enter your **15-digit** Tax Registration Number in the next field.

31. Click on **Save** button to save the details

Organization

D-U-N-S Number: [] Chief Executive Name: []
 Legal Structure: [] Chief Executive Title: []
 Principal Name: []
 Year Established: [] Principal Title: []
 Incorporation Year: []
 Control Year: []
 Mission Statement: []

Total Employees

Organization Total: [] Corporate Total: []
 Organization Total Type: [] Corporate Total Type: []

Tax and Financial Information

UAE-based suppliers must select a Registration Status. If the Registration Status is "Applicable" then attach the VAT Tax Registration Number (TRN) Certificate in "General tab > Attachment" section and enter the TRN in the Tax Registration Num field below.

Analysis Year: [] Taxpayer ID: []
 Currency Preference: [] Registration Status: Applicable
 Fiscal Year End: [] Tax Registration Num: 123451234554321
 Federal Agency Annual Revenue: [] Potential Revenue: []
Please enter UAE VAT Registration number.
For next fiscal year.

32. Confirmation message will appear saying "Changes to Organization have been saved"
33. Note the red color line under Tax and Financial Information section which clearly states "UAE-based suppliers must select a Registration Status. If the Registration Status is "Applicable" then attach the VAT Tax Registration Number (TRN) certificate in "General tab > Attachment" section and enter the TRN in the Tax Registration Num field below."

Confirmation
Changes to Organization have been saved

Tax and Financial Information

UAE-based suppliers must select a Registration Status. If the Registration Status is "Applicable" then attach the VAT Tax Registration Number (TRN) Certificate in "General tab > Attachment" section and enter the TRN in the Tax Registration Num field below.

Analysis Year: [] Taxpayer ID: []
 Currency Preference: [] Registration Status: Applicable
 Fiscal Year End: [] Tax Registration Num: 123451234554321
 Federal Agency Annual Revenue: [] Potential Revenue: []
Please enter UAE VAT Registration number.
For next fiscal year.

34. If you have selected Applicable as your Registration Status, then click on **General** Tab to attach your VAT Certificate.
35. Click on **Add Attachment** Button

General

Organization Name: Evolutionary Systems Consultancy LLC
 Supplier Number: 2223
 Tax Registration Number: []
 Alias: [] Taxpayer ID: []
 Parent Supplier Name: [] Country of Tax Registration: []
 Parent Supplier Number: []
 DUNS Number: []

Supplier Registration Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Chamber of Commerce_2011_Arabic.jpg	File		From Supplier	MARIAM.S.ALZAABI	24-Apr-2018	One-Time			
EVOSYS_CORPORATE_PROFILE[1].pdf	File		From Supplier	MARIAM.S.ALZAABI	24-Apr-2018	One-Time			
PSC-NDU-11-789 - Evolutionary Systems Consultancy.pdf	File		From Supplier	MARIAM.S.ALZAABI	24-Apr-2018	One-Time			

36. Browse your file and click on **Apply** Button

The screenshot shows the 'Supplier Registration Documents' section of a web application. An 'Add Attachment' dialog box is open, allowing a user to upload a file. The dialog includes fields for 'Attachment Type', 'Title', 'Description', and 'Category'. The 'File' field contains the path 'C:\Users\sakshi.pandit\...' and a 'Browse...' button. A red box with the number '36' points to this 'Browse...' button. Below the dialog, a table lists existing attachments with columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete.

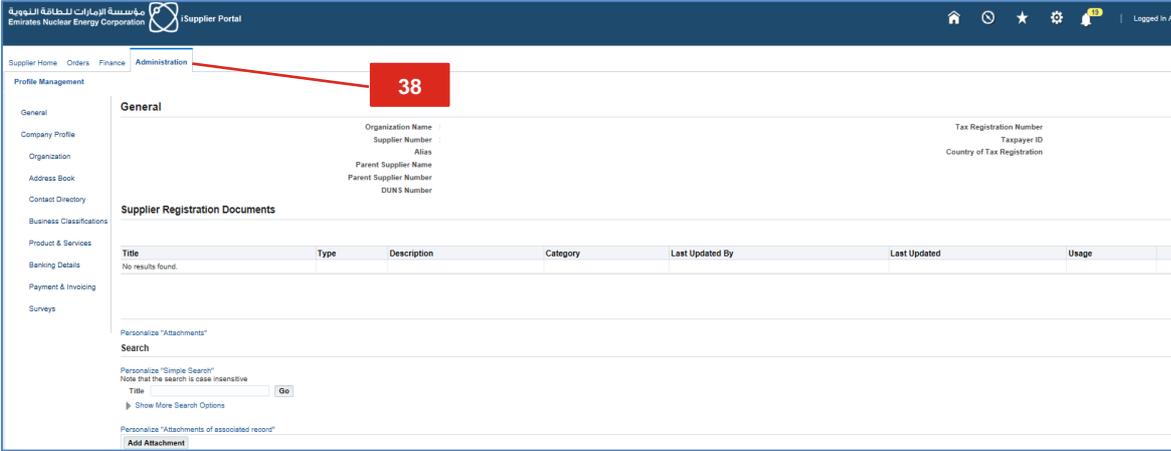
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Certificate of Company Registration	File	Certificate of Business Registration issued by National Tax Service(Republic Of KOREA)	Miscellaneous	GUEST	27-Sep-2017	One-Time		
company brochure	File	Brochur of HANVIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time		
NDU	File	Non-disclosure undertaking(NDU) Checklist signed by CEO	Miscellaneous	GUEST	27-Sep-2017	One-Time		
Statement of compliance	File	Statement of compliance signed by CEO of HANVIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time		
Bank details	File	Bank details of HANVIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time		

37. Confirmation message will appear on the screen. Click on **Close** button.

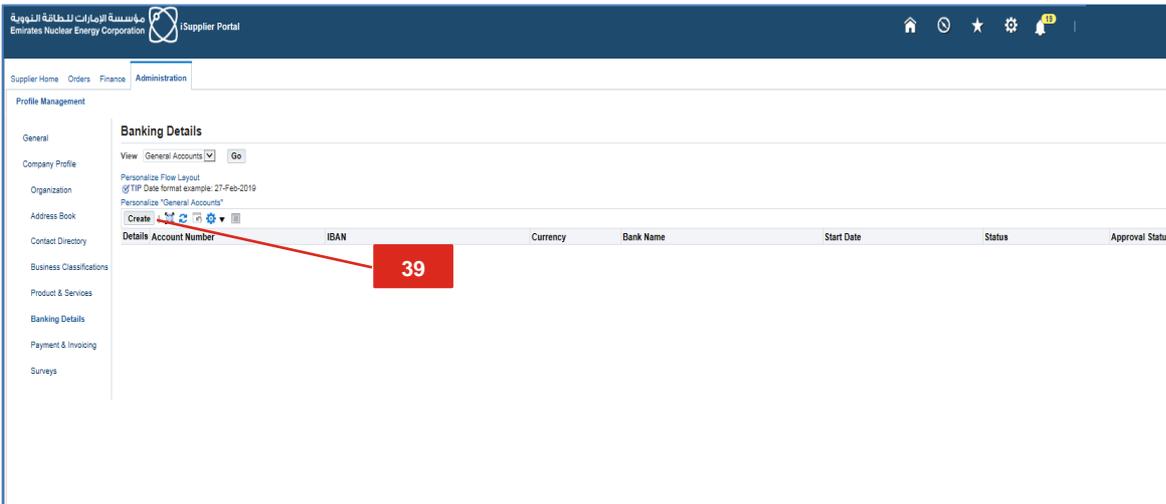
The screenshot shows the same 'Supplier Registration Documents' page. A confirmation message dialog box is now open, displaying the text: 'VAT_Certificate.txt attachment has been added successfully.' A red box with the number '37' points to the 'Close' button at the bottom of the dialog. The table below the dialog now includes a new entry for the uploaded file.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
VAT_Certificate.txt	File		From Supplier	11381@HANVITPOWER.COM	04-Feb-2018	One-Time			

38. To complete your company's Bank details information, click on the **Banking Details** Link available under **Administration** Tab.



39. Click on **Create**



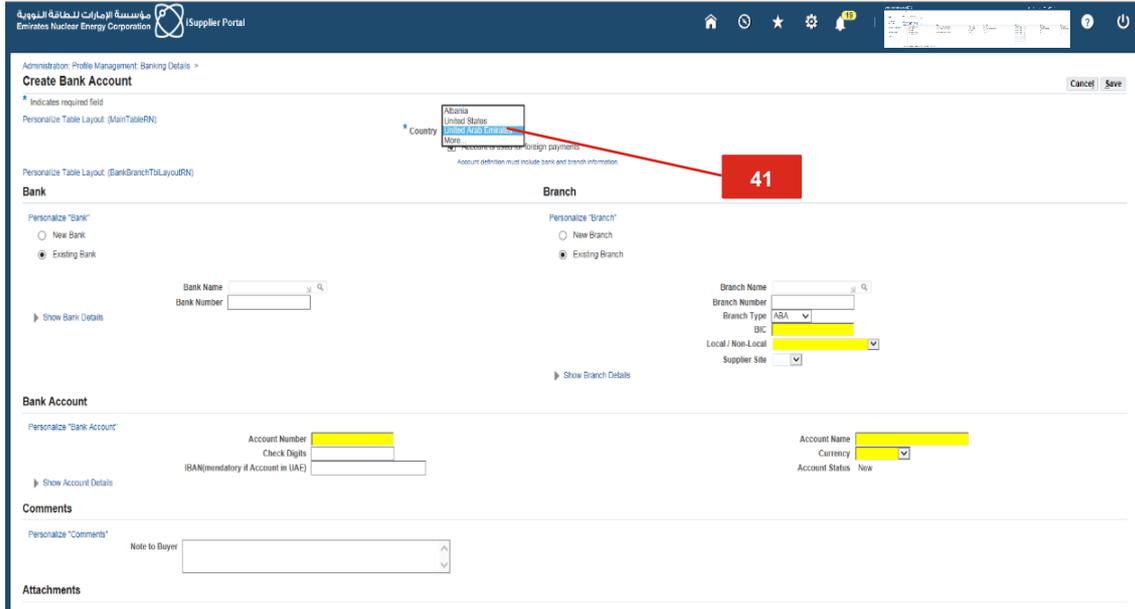
40. Once you click on **Create**, you will see a new page, which will ask you to provide your company's banking information.

The screenshot shows the 'Create Bank Account' page in the Supplier Portal. The page is titled 'Create Bank Account' and includes a navigation breadcrumb: 'Administration: Profile Management: Banking Details >'. The form is divided into several sections:

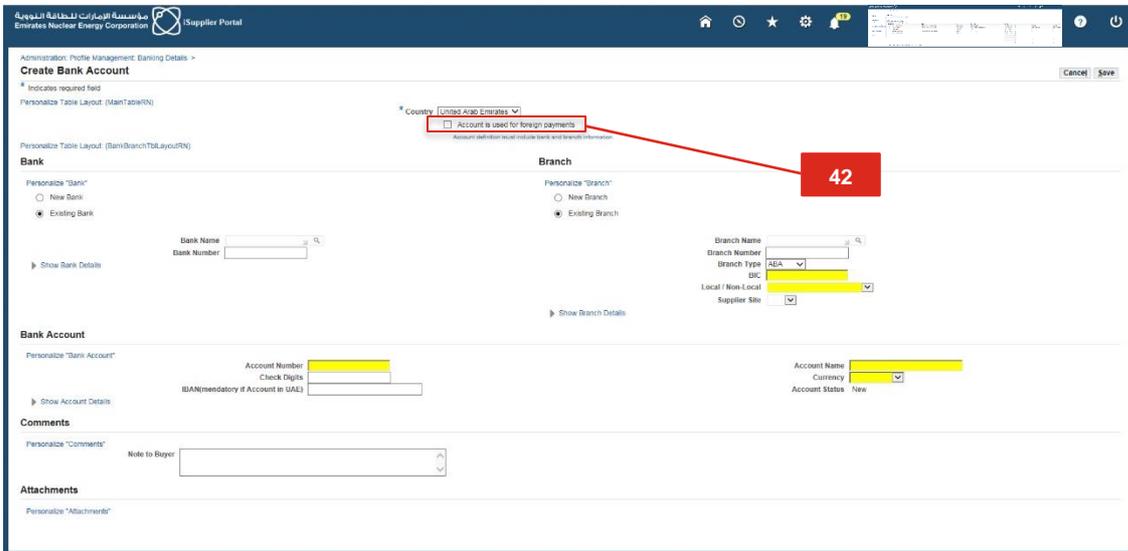
- Bank:** Includes a 'Personalize "Bank"' section with radio buttons for 'New Bank' (selected) and 'Existing Bank'. There is a 'Verify Bank' button and a 'Show Bank Details' link.
- Branch:** Includes a 'Personalize "Branch"' section with radio buttons for 'New Branch' (selected) and 'Existing Branch'. There is a 'Show Branch Details' link.
- Bank Account:** Includes a 'Personalize "Bank Account"' section with fields for 'Account Number', 'Check Digits', 'IBAN (mandatory if Account in UAE)', 'Account Name', 'Currency', and 'Account Status' (set to 'New'). There is a 'Show Account Details' link.
- Comments:** Includes a 'Personalize "Comments"' section with a 'Note to Buyer' text area.
- Attachments:** Includes a 'Personalize "Attachments"' section.

A red box highlights the main form area, and a red arrow points to a red box containing the number 40.

41. By default, the selected country is United Arab Emirates. You can change the country if your bank location is outside UAE. To change your company’s bank country, click on the **Country** tab and you will be prompted to select a country from a list of countries. In this example, the selected country is United Arab Emirates.



42. Check “Account is used for foreign payment” box if applicable. In this example, this box is unchecked.



43. Enter the Bank Name. Click on the search icon located next to **Bank Name** and search for your Bank.

The screenshot shows the 'Create Bank Account' form. The 'Bank' section has a 'Bank Name' field with a search icon. A red box labeled '43' points to this search icon. Other fields include 'Bank Number', 'Branch Name', 'Branch Number', 'Branch Type', 'BIC', 'Local / Non-Local', and 'Supplier Site'. The 'Bank Account' section includes 'Account Number', 'Check Digits', 'IBAN', 'Account Name', 'Currency', and 'Account Status'. There are also sections for 'Comments' and 'Attachments'.

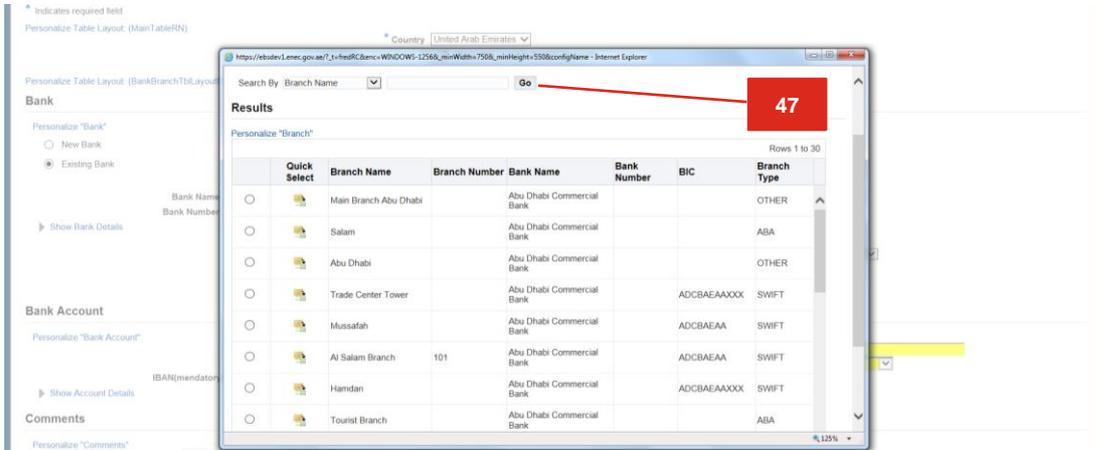
44. Type your bank's name and click **Go**. In this example, selected bank is ADCB.

The screenshot shows the 'Create Bank Account' form with a search modal open. The modal is titled 'Search and Select: Bank Name'. It has a search field with 'adcb' entered and a 'Go' button. A red box labeled '44' points to the 'Go' button. The search results table is empty, showing 'No search conducted.' The background form is partially visible, showing the 'Bank' section with 'Bank Name' and 'Bank Number' fields.

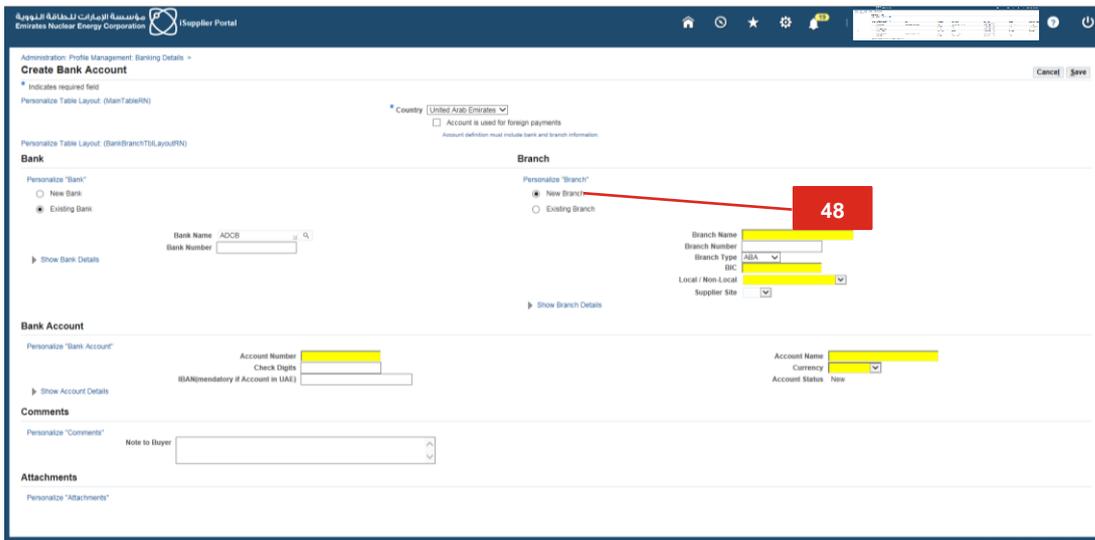
45. In case your bank's name is not listed, check the **New Bank** tab and provide the information in the boxes highlighted with yellow color. In this example, it is assumed that the bank is an existing bank.

46. Enter the Branch Name. Click on the search icon located next to **Branch Name** and search for your bank's Branch.

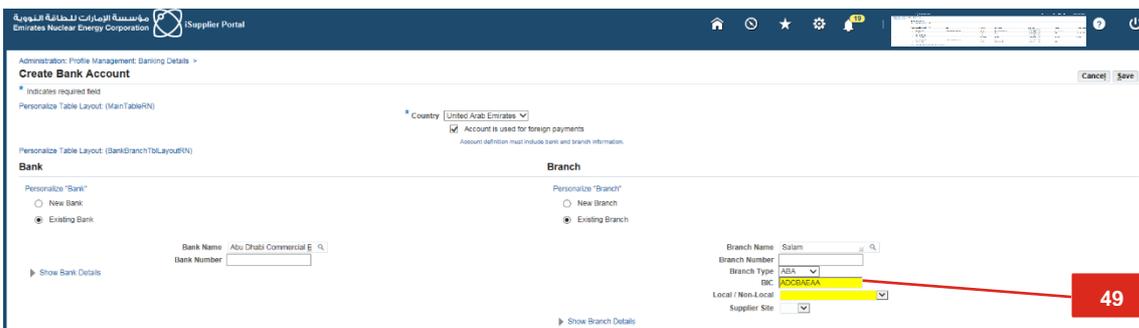
47. Click **Go**. In this example, selected branch is Salam.



48. In case your bank's branch name is not listed, check the **New Branch** tab and provide the information in the boxes highlighted with yellow color. In this example, it is assumed that the branch name already exists.



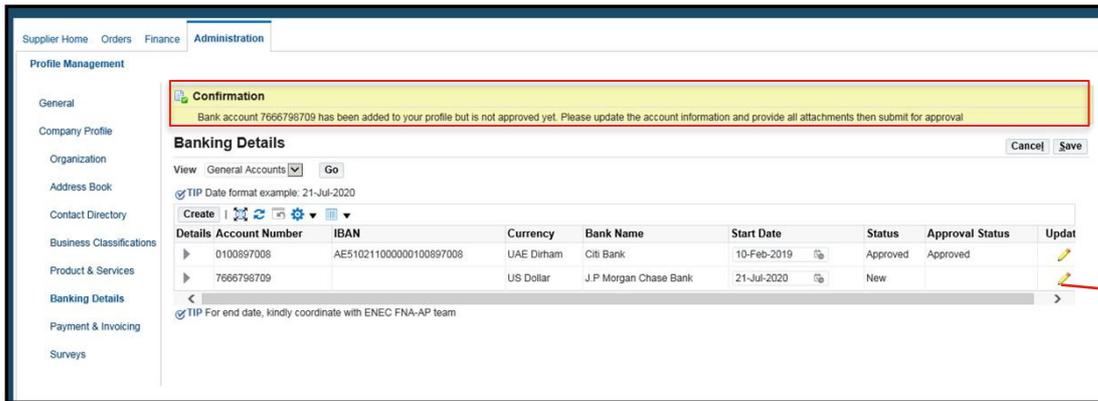
49. Type the **BIC**



50. Select **Local/Non Local**. In this example, **Local** is selected

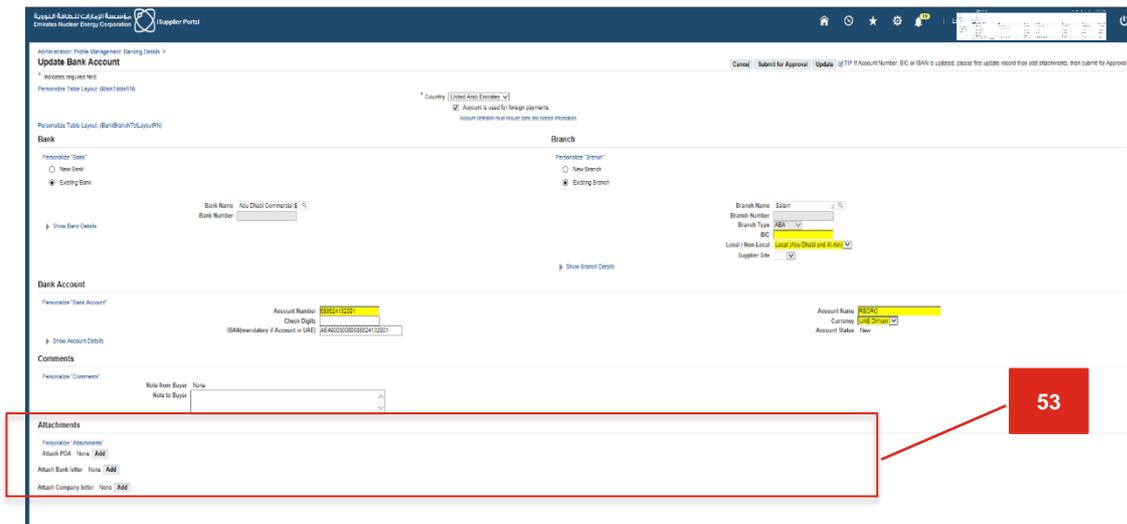
51. Enter the following details and click **Save**
- Account Number
 - IBAN (Mandatory if account is in UAE)
 - Account Name
 - Currency

52. You will see a new page with the below message. Click on the update icon, next to the recently added bank account



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53. You can see the list of attachments, which you need to attach to complete your banking details information. Attach all listed attachments by clicking on “Add” button, and selecting the correct attachment from your computer



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Note on Attachments:

While attaching the mandatory attachments as per the screenshot above, ensure that:

- Attached Power of Attorney (POA) is the same as that which is already uploaded in your Supplier profile. In case the attached POA is different as compared to the POA already uploaded in your Supplier profile, also upload this POA by following the instruction provided in Section 2 A of Registered Supplier Guide.
- The Bank Letter must be on your Bank’s Letterhead and must be stamped by your Bank. The Bank Letter must include the following information:
 - Account Name
 - Account Number
 - IBAN Number
 - Swift Code
- The Company Letter must be on your company’s Letterhead and must be signed by the person having the POA. The Company Letter must include the following information:
 - Account Name
 - Account Number
 - IBAN Number
 - Swift Code

54. Once you attach all the documents, click **Submit for Approval** to finish setting up your Bank Account details.

55. You will get the below message which confirms that you have submitted your request for addition of Bank Account and this request is under review by relevant Enterprise Team.

Details	Account Number	IBAN	Currency	Bank Name	Start Date	Status	Approval Status	Update
	0100897008	AE510211000000100897008	UAE Dirham	Citi Bank	10-Feb-2019	Approved	Approved	
	7666798709		US Dollar	J.P. Morgan Chase Bank	21-Jul-2020	New	Under verification	

In case of any problems, the supplier should contact iservices@enec.gov.ae