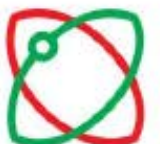




# Registered Supplier Guide

Rev 13  
May 2019

مؤسسة الإمارات للطاقة النووية  
Emirates Nuclear Energy Corporation





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## 1. General Information

As a registered Supplier in the ENEC Commercial Directory, you will have your username and password already sent to you through the system via an automated email.

You can access your profile through an easy-to-use link available on ENEC's website. Please open a web browser, navigate to

**ENEC website → Procurement Tab → Registered Suppliers**

Click on the link “**ENEC Supplier Portal**” and the page below will appear.

In this Guide we will show you how to do the following:

- Manage your company profile in the ENEC Commercial Directory
- Respond to a Request for Information (RFI)
- Respond to a Request for Quotation (RFQ)
- Send and manage your company's invoices online

1. Login with your username and password to access your company profile with ENEC

**Note:** if you forgot your user name or password, you can click on the **Forgot your Username or Password** link to reset your password.

**Note:** please cut and paste the password from your automated email into the password field. **You must not include any space at the front or end of the password.**

ORACLE

User Name  
[ ]

Password  
[ ]

Login Cancel

[Forgot your User Name or Password](#)

[Register here](#)

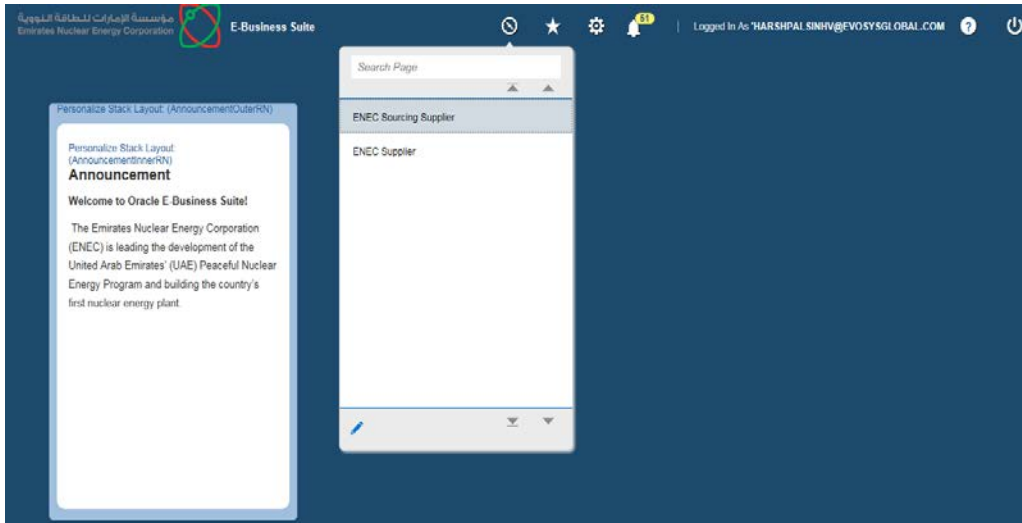
Accessibility  
None

Language  
English

2. You will see all your notifications in your Worklist section
3. Use the **ENEC Sourcing Supplier** section to access your Requests for Information (RFIs) and Requests for Quotation (RFQs)  
How to respond to RFIs and RFQs will be explained later in this Guide.

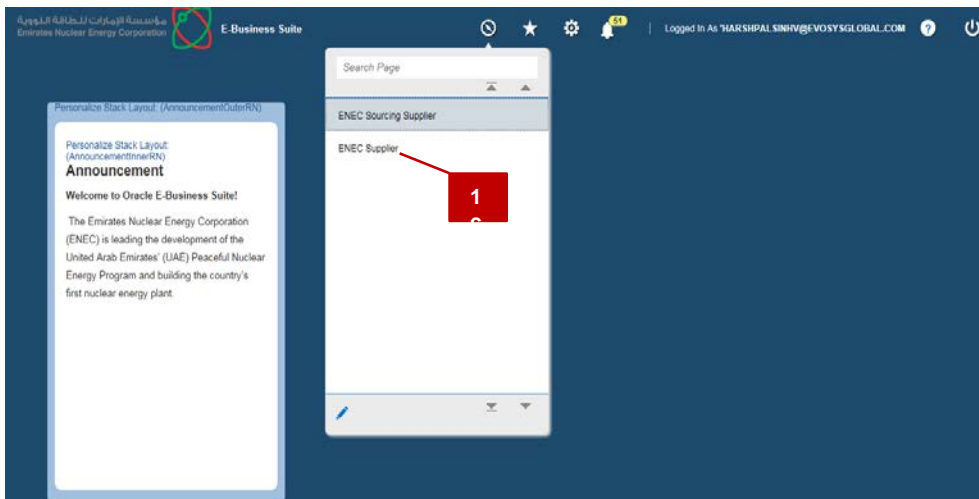


4. Use the **ENEC Supplier** section to access your profile



2. **Managing your Company Profile**

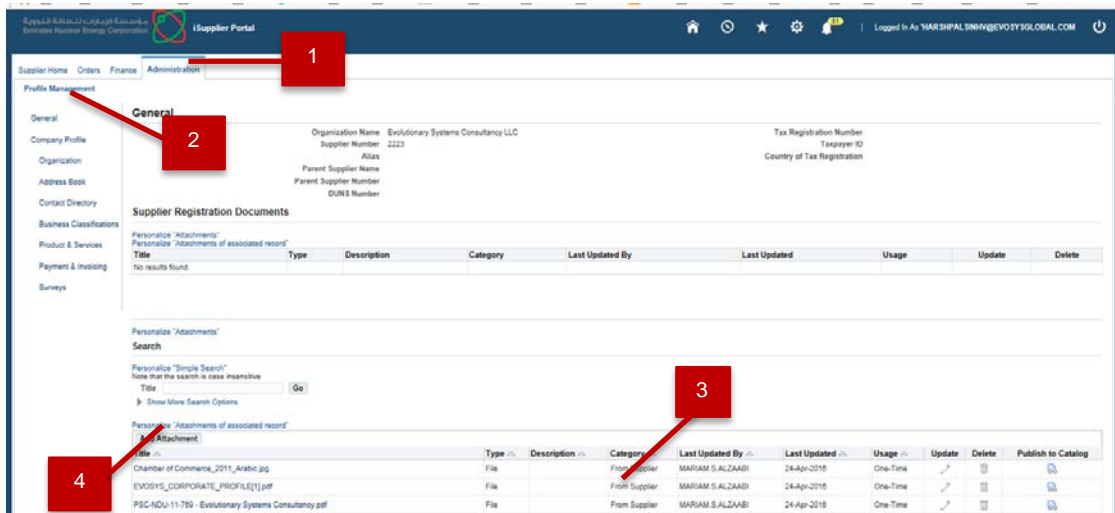
1. To access and manage your profile with ENEC click on **ENEC Supplier**





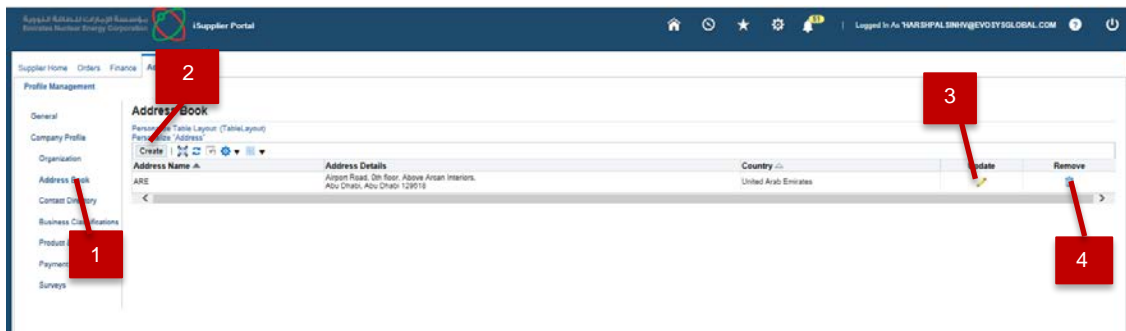
## A. Add and Update Attachments

1. Click on the **Administration** tab
2. This is the **Profile Management** section
3. You can see all the **Attachments** here
4. And you can add more attachments by clicking on **Add Attachment** button



## B. Create, Update and Remove Address Book records

1. Click on **Address Book**
2. Click on **Create** to create a new address record
3. Click **Update** to update an existing address record
4. Click **Remove** to remove an existing address record





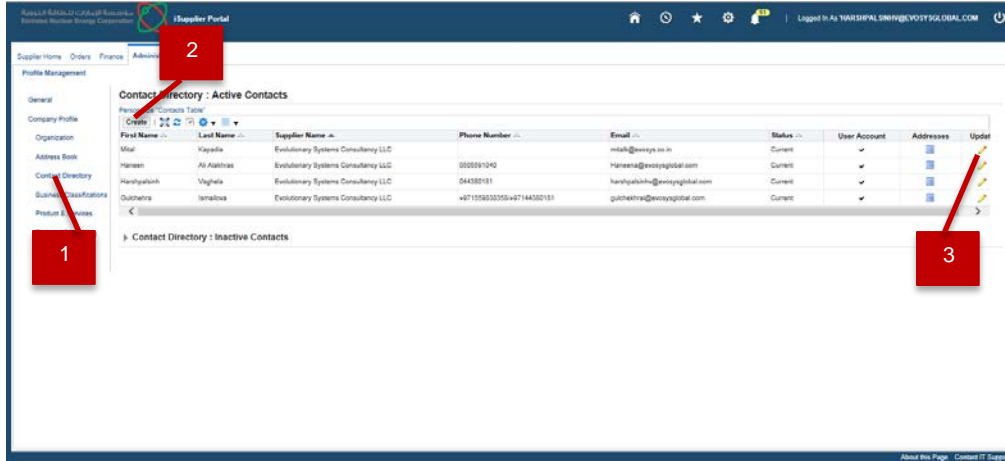
5. This is the **Create Address** screen
6. Fill all the relevant information for your new address
7. When finished click **Save**

8. This is the **Update Address** screen
9. Update all the required fields for this address
10. When finished click **Save**



### C. Create, Update and Remove Contact Directory Records

1. Click on **Contact Directory**
2. Click on **Create** to create a new contact record
3. Click **Update** to update an existing contact record



4. This is the **Create Contact** screen
5. Fill all the relevant information for your new contact. And make sure you select the appropriate **Contact Type**
6. When finished click **Apply**

**Add Contact** Cancel Apply

\* Indicates required field

<p>Contact Title <input type="text" value="Mr."/></p> <p>First Name <input type="text" value="Mohamed"/></p> <p>Middle Name <input type="text"/></p> <p>* Last Name <input type="text" value="Zaabi"/></p> <p>Job Title <input type="text" value="Finance Manager"/></p> <p>* Contact Type <input type="text" value="Finance Procurement Owner"/></p> <p>Email Address <input type="text" value="...@...ty.com"/></p> <p>Phone Area Code <input type="text"/></p> <p>Phone Number <input type="text"/></p>	}	5	}	<p>Phone Extension <input type="text"/></p> <p>Fax Area Code <input type="text"/></p> <p>Fax Number <input type="text"/></p> <p>Inactive Date <input type="text" value="(24-Oct-2017 19:45:00)"/></p> <p>Alternate Name <input type="text"/></p> <p>Url <input type="text"/></p> <p>Alternate Phone Area Code <input type="text"/></p> <p>Alternate Phone Number <input type="text"/></p>
--	---	---	---	---

6



7. This is the **Update Contact** screen
8. Update all the required fields for this contact and make sure you select the appropriate **Contact Type**

**NOTE: it is mandatory to add the Owner of your company as one of the contacts**

9. When finished click **Apply**

**7** Update Contact

\* Indicates required field

Contact Title: Mr. (dropdown)

First Name: Mohamed

Middle Name: (empty)

\* Last Name: Zaabi

Job Title: (dropdown)

\* Contact Type: **Owner** (dropdown)

Email Address: m.zaabi@company.com

Phone Area Code: (empty)

Phone Number: (empty)

Phone Extension: (empty)

Fax Area Code: (empty)

Fax Number: (empty)

Inactive Date: (24-Oct-2017 18:45:00)

Alternate Name: (empty)

URI: (empty)

Alternate Phone Area Code: (empty)

Alternate Phone Number: (empty)

**9** Cancel Apply

10. Supplier will be able to see the same contact as **“Current”**

First Name	Last Name	Supplier Name	Phone Number	Email	<b>10</b> Status	User Account	Addresses	Update
Mital	Kapadia	Evolutionary Systems Consultancy LLC		mital1@evosys.co.in	Current	✓		
Gulchehra	Ismailova	Evolutionary Systems Consultancy LLC	+971559836358/+97144380181	gulchehrai@evosysglobal.com	Current	✓		
	rajvani	Evolutionary Systems Consultancy LLC			Current			
Haneen	Ali Alakhras	Evolutionary Systems Consultancy LLC	0505591040	Haneena@evosysglobal.com	Current	✓		
Mohamed	Zaabi	Evolutionary Systems Consultancy LLC		m.zaabi@company.com	Current	✓		
Harshpalsinh	Vagheia	Evolutionary Systems Consultancy LLC	044380181	harshpalsinh@evosysglobal.com	Current	✓		





## D. Add and Update Business Classifications

1. Click on **Business Classifications**
2. To add more business classification to your profile, make sure to fill all relevant information of the new business classification you are trying to add
3. If not, you will get an **Error** message when you try to save your changes

**Error**  
All fields are required for Business classification

**Business Classifications**

Classification Type:   Applicable  
 Applicable  
 Applicable

Western Region company

Cancel Save

**Certification**

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

TIP Date format example: 24-Oct-2017

Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Free Zone License	<input checked="" type="checkbox"/>	1234	ENEC	31-Oct-2018
Non-Disclosure Undertaking	<input checked="" type="checkbox"/>	2223	ENEC	06-Jun-2017
Commercial License	<input checked="" type="checkbox"/>	1234		
Other License	<input type="checkbox"/>			

4. Fill all the required information of the new business classification you are adding
5. When finished click **Save**

Last Certified By

TIP Date format example: 24-Oct-2017

Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Free Zone License	<input checked="" type="checkbox"/>	1234	ENEC	31-Oct-2018
Non-Disclosure Undertaking	<input checked="" type="checkbox"/>	2223	ENEC	06-Jun-2017
Commercial License	<input checked="" type="checkbox"/>	1234	ENEC	
Other License	<input type="checkbox"/>			
Sheikh Khalifa Fund License	<input type="checkbox"/>			

Cancel Save

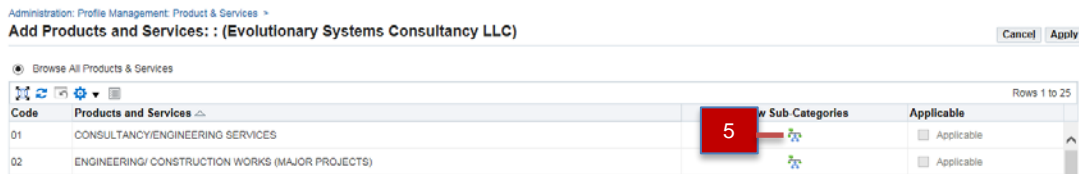


## E. Add and Remove Products and Services

1. Click on **Products & Services**
2. You will see the list all products and services that you have initially registered for
3. Click on **Add** to add a new product or service to your profile



4. You can browse all products and services using this option.
5. Click on View Sub-Categories icon against the main category code



6. Select applicable checkbox against the subcategories you want to add in your account.
7. Click on Apply button





8. You will get this confirmation message

**Confirmation**

The following Product and Service categories have been added to your profile.

- CONSULTANCY/ENGINEERING SERVICES.ASSET MANAGEMENT SYSTEM DATA BUILD & ENGINEERING IMPLEMENTATION

8

9. Any Additional products and services added to your company profile will be in “**Pending Approval**” status, until the ENEC Supplier Relationship Management Team reviews and approves it.

10. Once approved by the ENEC Supplier Relationship Management Team, the status is changed to “**Approved**”

Code	Products and Services	Date Added	Approval Status	View Sub-Category
04.410020	INFORMATION SYSTEMS & TECHNOLOGY.COMPUTERS (PC, SERVER, MINI, MAINFRAME, SUPER, ETC) MAINTENANCE & TESTING	17-Jul-2017	Approved	
01.110015	CONSULTANCY/ENGINEERING SERVICES.ASSET MANAGEMENT SYSTEM DATA BUILD & ENGINEERING IMPLEMENTATION	09-Nov-2017	Pending Approval	
01.110010	CONSULTANCY/ENGINEERING SERVICES.ADVANCED PROCESS CONTROL - CONSULTANCY	17-Oct-2017	Pending Approval	

11. To Delete products or services from your profile, select the ones you want to delete by ticking the **Select** check box

12. Click **Remove**

Note: You can only remove Approved products and services

Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input checked="" type="checkbox"/>	04.410020 INFORMATION SYSTEMS & TECHNOLOGY.COMPUTERS (PC, SERVER, MINI, MAINFRAME, SUPER, ETC) MAINTENANCE & TESTING	17-Jul-2017	Approved	
<input type="checkbox"/>	01.110015 CONSULTANCY/ENGINEERING SERVICES.ASSET MANAGEMENT SYSTEM DATA BUILD & ENGINEERING IMPLEMENTATION	09-Nov-2017	Pending Approval	
<input type="checkbox"/>	01.110010 CONSULTANCY/ENGINEERING SERVICES.ADVANCED PROCESS CONTROL - CONSULTANCY	17-Oct-2017	Pending Approval	

13. You will get this confirmation message

**Confirmation**

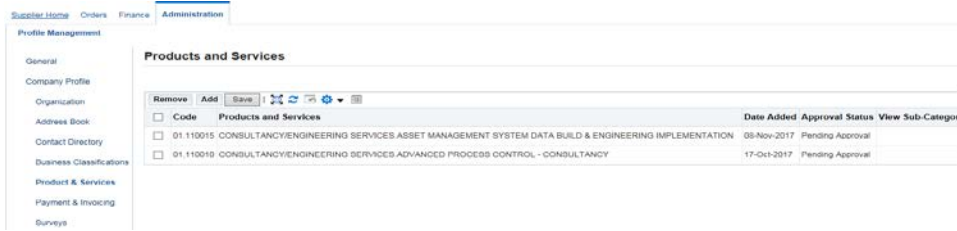
The following Product and Service categories have been removed from your profile.

- INFORMATION SYSTEMS & TECHNOLOGY.COMPUTERS (PC, SERVER, MINI, MAINFRAME, SUPER, ETC) MAINTENANCE & TESTING

[Return to Products and Services](#)



14. The product or service will be deleted from your company profile



### 3. Responding to Request for Information (RFI)

A Request for Information (RFI) is the method Emirates Nuclear Energy Corporation (ENEC) uses to evaluate suppliers' responses to a specific questionnaire for prequalification or expression of interest purposes.

By participating in a RFI exercise, you acknowledge and agree that ENEC shall have the right to select approved suppliers at its sole discretion based upon ENEC's criteria and procedures, and shall be under no obligation to provide any explanation or reasons for including or excluding any company in a RFI.

Being an approved supplier with ENEC does not guarantee participation/invitation to tender opportunities.

1. If you are invited to participate in a RFI, you will receive an email on your email address, and you will receive a notification in your Worklist as well. To view the RFI details, log in to the ENEC Sourcing portal using your company's username and password.
2. To open the RFI, click on **ENEC Sourcing Supplier**
3. Click on **Sourcing Home Page**



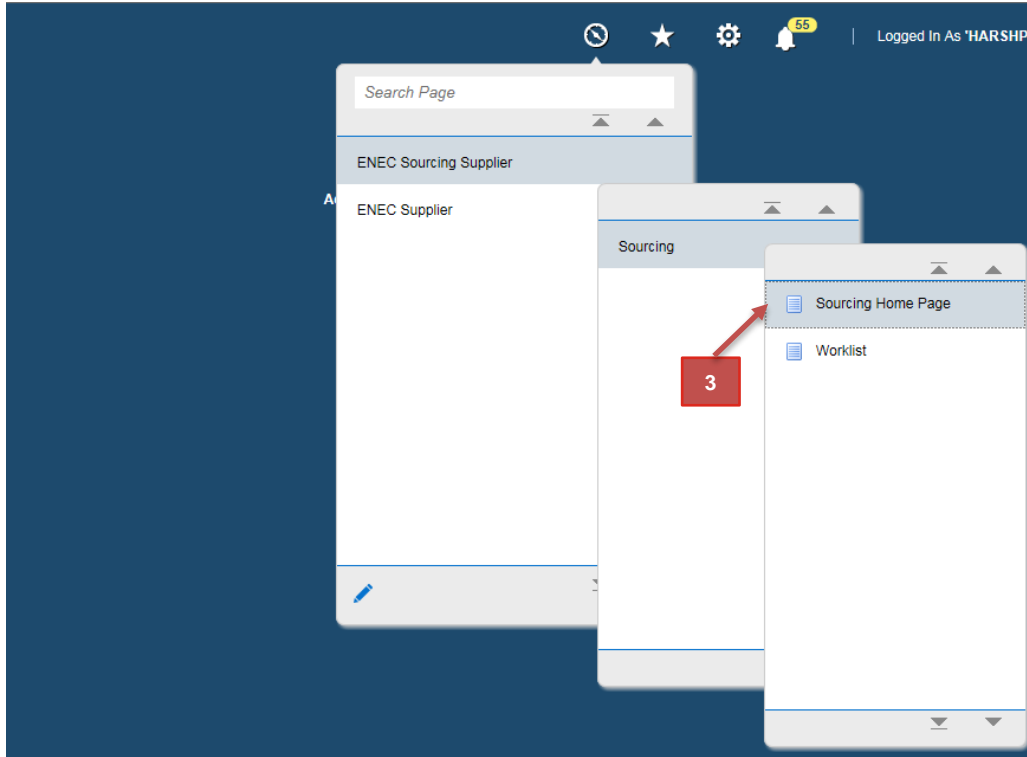
**Add to Favorites**

**1**

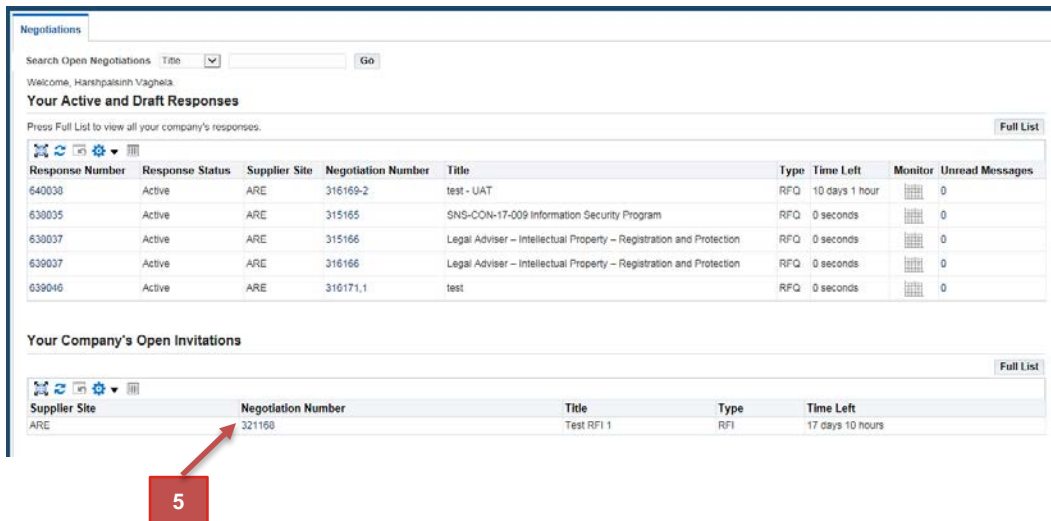
**My Worklist**

<b>Aljneibi, Mohamed</b> You are invited: RFI 321168 (Test RFI)	08:18 PM
<b>SCM, EVO</b> Closed Early: RFQ 320168 (Test rfq 27-Oct2)	10:34 AM
<b>SCM, EVO</b> RFQ 320168 [Test rfq 27-Oct2] - Reminder: You are ...	11-Nov-2017
<b>Alam, Syed</b> Work Confirmation WC_test1 has been approved	07-Nov-2017
<b>SCM, EVO</b> Closed Early: RFQ 318171 (Test rfq 27-Oct2)	06-Nov-2017
<b>SCM, EVO</b> Closed Early: RFQ 318168 (Test rfq 27-Oct2)	06-Nov-2017
<b>SCM, EVO</b> Closed Early: RFQ 315161-2 (Test rfq 27-Oct2)	02-Nov-2017
<b>SCM, EVO</b> Closed Early: RFQ 315162 (Test rfq 01-Nov1)	01-Nov-2017

[Go To Full Worklist](#)



4. This will open your **Negotiations** screen
5. Click on the **Invitation Number**



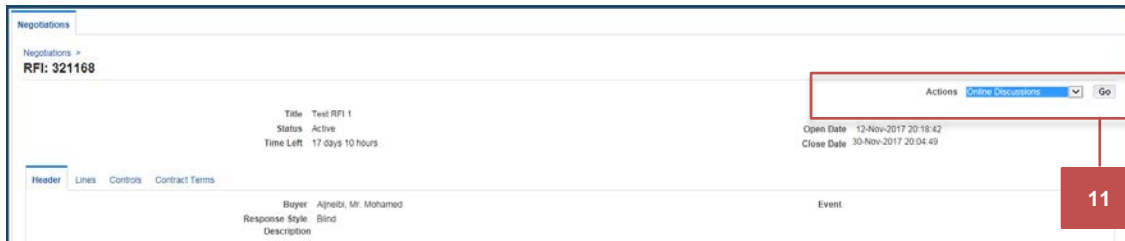


6. Before you acknowledge your participation in this RFI, read all its details carefully
  - a. RFI Header information (might be different for each RFI)
  - b. RFI Requirements (might be different for each RFI)
7. To acknowledge your participation in this RFI, in **Actions** → select **Acknowledge Participation** → click **Go**

8. If you are willing to participate in this RFI, click **Yes**. If not then click **No**
9. You can put a note to buyer in the **Note to Buyer** section if you want
10. Click **Apply**



11. To send a direct message to the Buyer, you can use the **Online Discussions** option in **Actions**



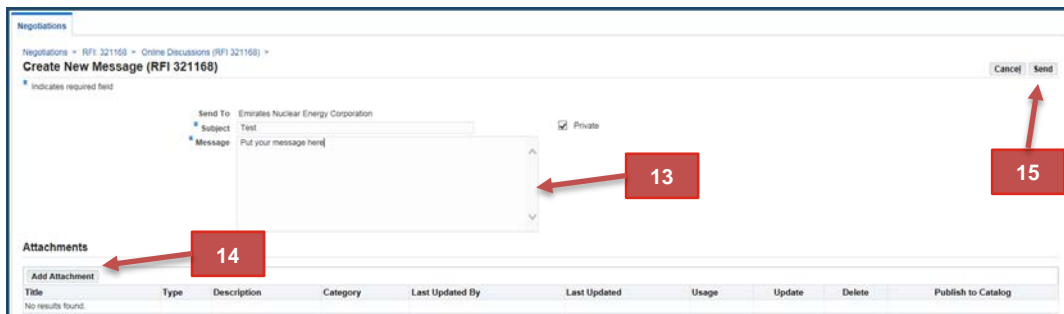
12. Click on **New Message** to create a new message



13. Put the message text in **Message** area

14. Add desired attachment

15. When finished, click **Send**



16. You will see your message here



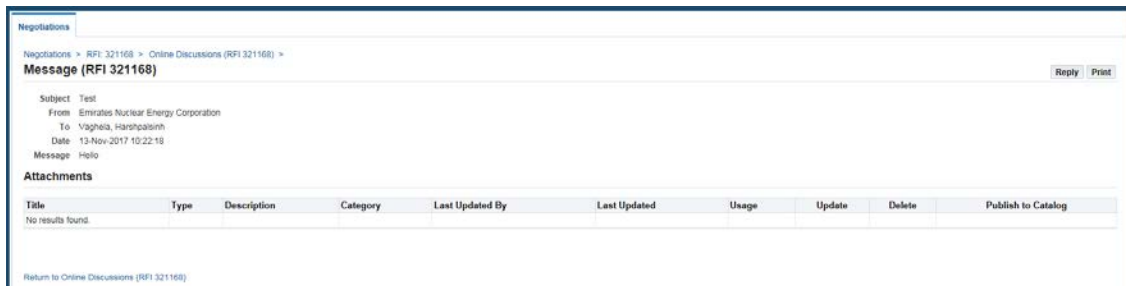




17. You will see the reply from ENEC in Online Discussion's screen. Click on it.

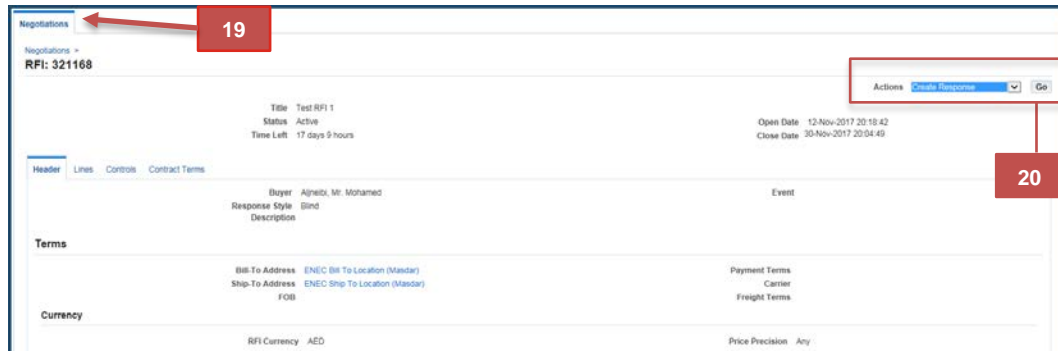


18. This is ENEC's reply to your message



19. Now you have to respond to the RFI. To do that, go back to home → **Negotiations** tab.

20. In **Actions**, select **Create Response** then click **Go**

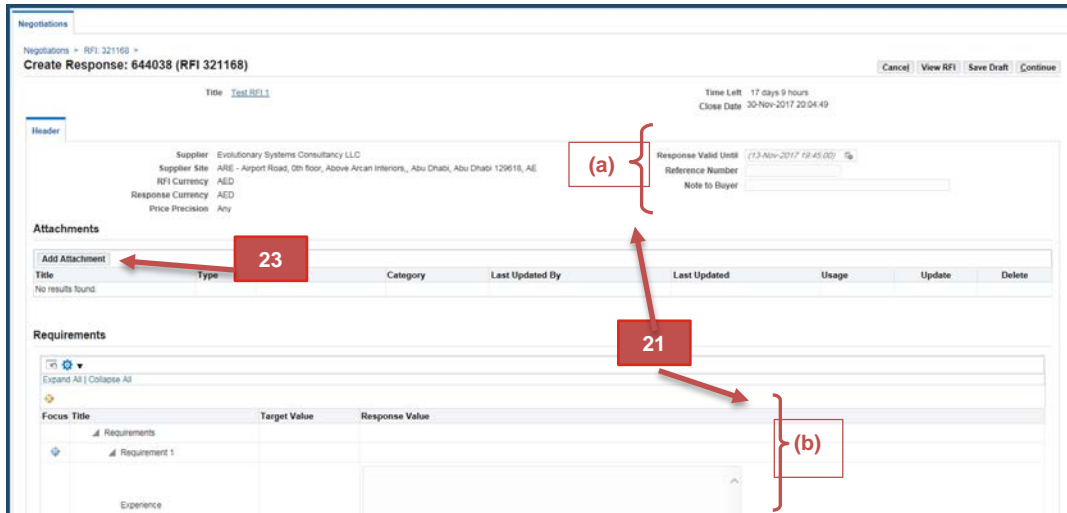


21. You have to fill all the required information in your response.

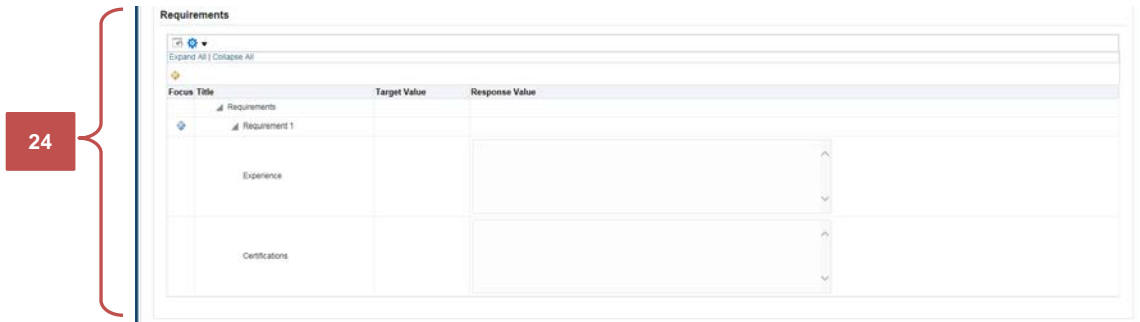
- Your response validity date, your own company Reference Number for this RFI, any notes you want to send to the Buyer
- You will have to answer all the requirements in the RFI

22. You will need to attach all the required documentation

23. Click on the **Add Attachment** button to attach all the required documents to your RFI response.

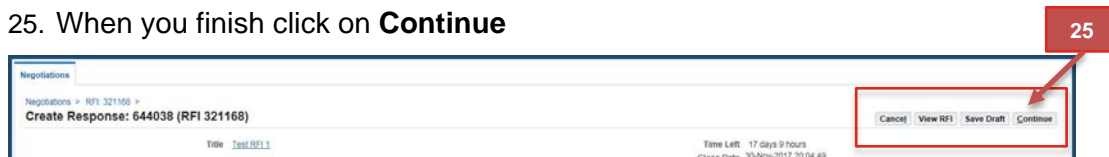


24. Make sure to respond to the all the requirements in the RFI



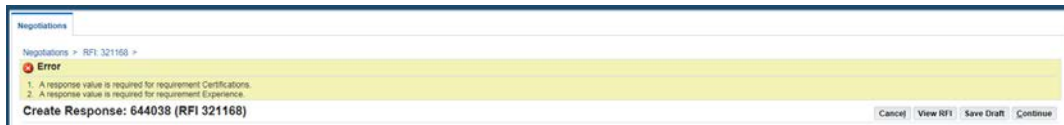
**Note:** You can save your response at any time for later completion by clicking on **Save Draft**

25. When you finish click on **Continue**

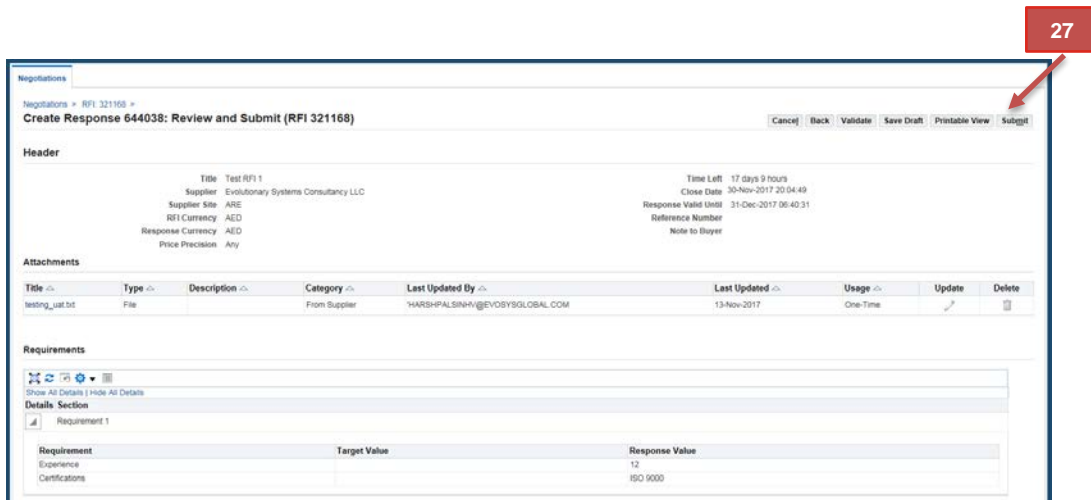




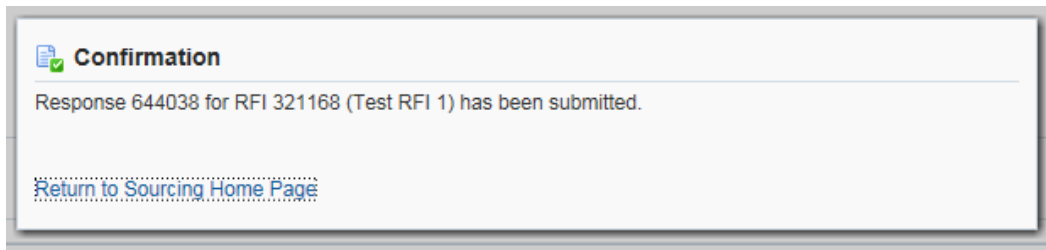
26. If you have missed any requirement in the RFI, you will get an Error message looking similar to this



27. Have a thorough look at your RFI response then click **Submit**



28. You will get a confirmation message of your submission



29. You will be able to see all your RFI responses in your main **Negotiations** screen, where you can see all their details (Response number, Status, Time left...)

30. You can see all your open invitations here as well



29

**Your Active and Draft Responses**

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
640038	Active	ARE	316169-2	test - UAT	RFQ	10 days	0	0
644038	Active	ARE	321168	Test RFI 1	RFI	17 days 9 hours	0	0
638035	Active	ARE	315165	SNS-CON-17-009 Information Security Program	RFQ	0 seconds	0	0
638037	Active	ARE	315166	Legal Adviser – Intellectual Property – Registration and Protection	RFQ	0 seconds	0	0
639037	Active	ARE	316166	Legal Adviser – Intellectual Property – Registration and Protection	RFQ	0 seconds	0	0

**Your Company's Open Invitations**

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

30

31. You will get a notification in your Worklist if the RFI was closed early by ENEC

**My Worklist**

**Aljneibi, Mohamed** 11:55 AM

Closed Early: RFI 321168 (Test RFI 1)

**SCM, EVO** 12-Nov-2017  
Closed Early: RFQ 320168 (Test rfq 27-Oct2)

**SCM, EVO** 11-Nov-2017  
RFQ 320168 [Test rfq 27-Oct2] - Reminder: You are ...

**Alam, Syed** 07-Nov-2017  
Work Confirmation WC\_test1 has been approved

**SCM, EVO** 06-Nov-2017  
Closed Early: RFQ 318171 (Test rfq 27-Oct2)

**SCM, EVO** 06-Nov-2017  
Closed Early: RFQ 318168 (Test rfq 27-Oct2)

**SCM, EVO** 02-Nov-2017  
Closed Early: RFQ 315161-2 (Test rfq 27-Oct2)

**SCM, EVO** 01-Nov-2017  
Closed Early: RFQ 315162 (Test rfq 01-Nov1)

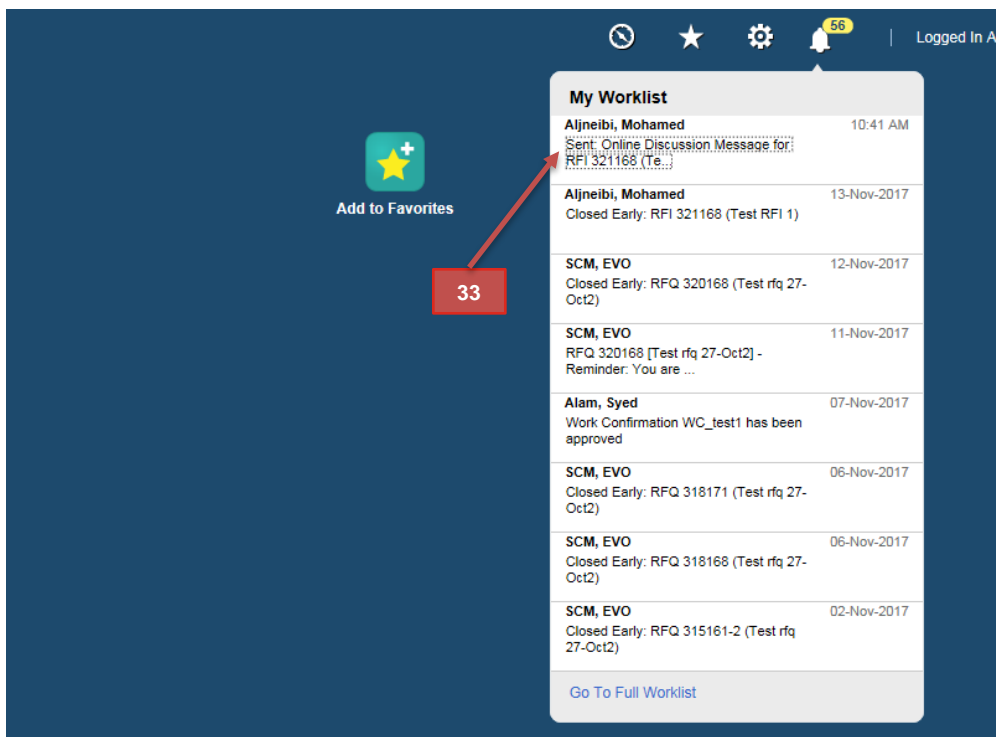
[Go To Full Worklist](#)



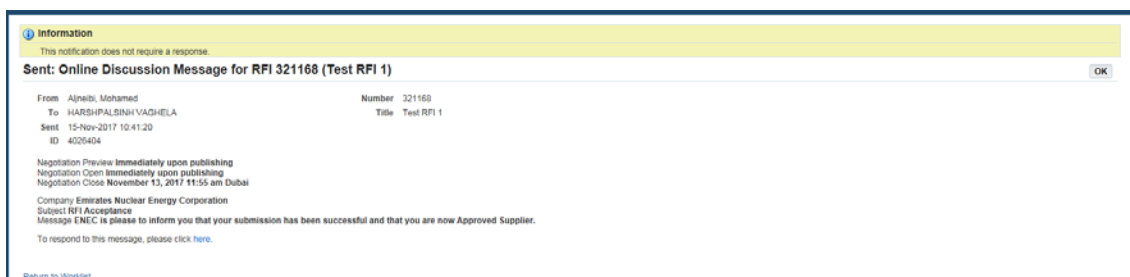
32. Click to open it. No action is required from your side now.



33. As a result of your RFI response, you will get feedback from ENEC in your Worklist.

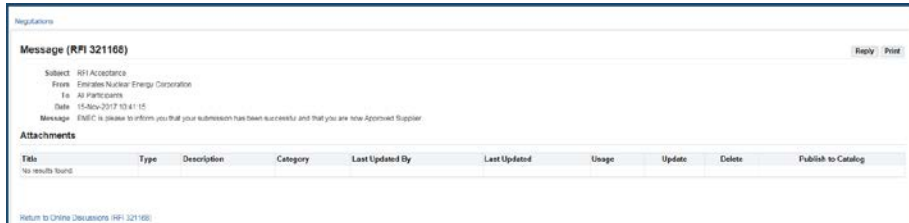


34. Click to open it.

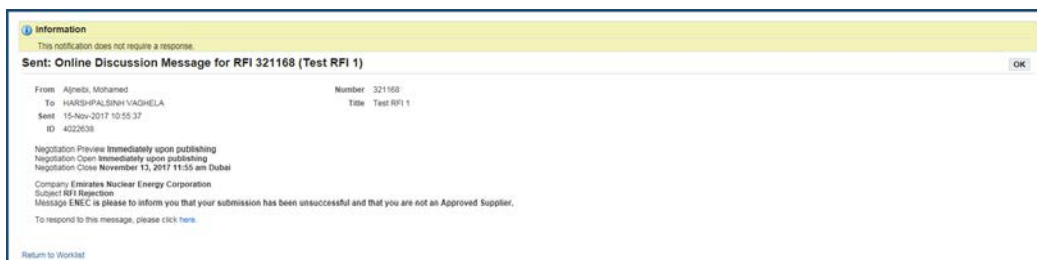




35. It might be that your response was complete, and as a result of that, your company is now considered an Approved Supplier in ENEC's Commercial Director



36. Or it might be that your response was not satisfactory, and as a result of that, your company is not an Approved Supplier in ENEC's Commercial Directory



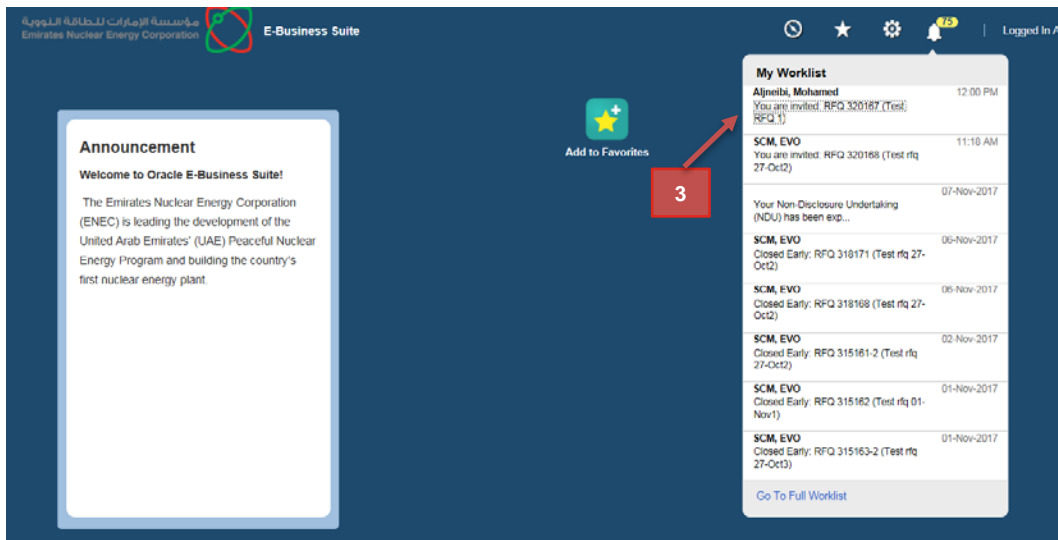


#### 4. Responding to Request for Quotation (RFQ)

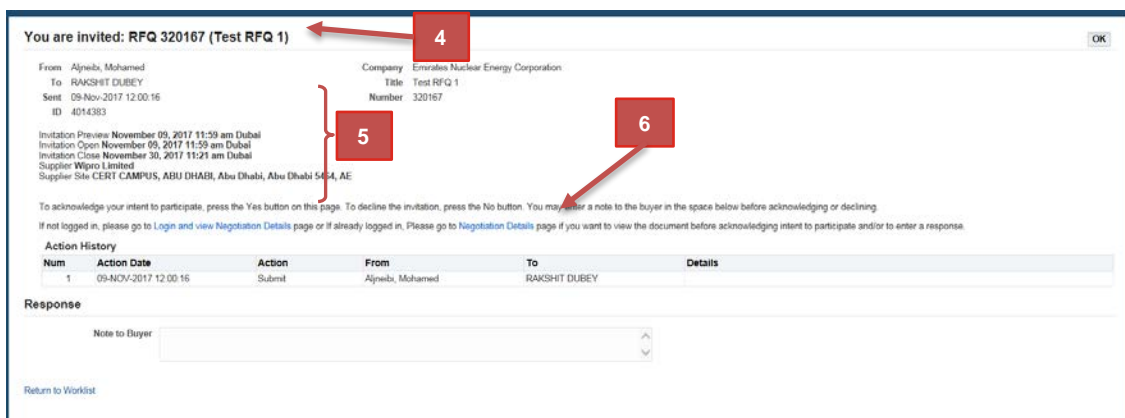
A Request for Quotation (RFQ) is the method ENEC uses to formally invite selected suppliers to tender. The tender package is attached within the RFQ.

The tender package is the complete assembly of related documents (whether attached or incorporated by reference) furnished to prospective bidders for the purpose of submitting bids which, if successful, may result in award of a Contract, Purchase Order (PO) or Service Order (SO) at ENEC's sole discretion

1. Login with your username and password
2. You will see all your RFQ notifications in this section.
3. Click on the RFQ notification to open it

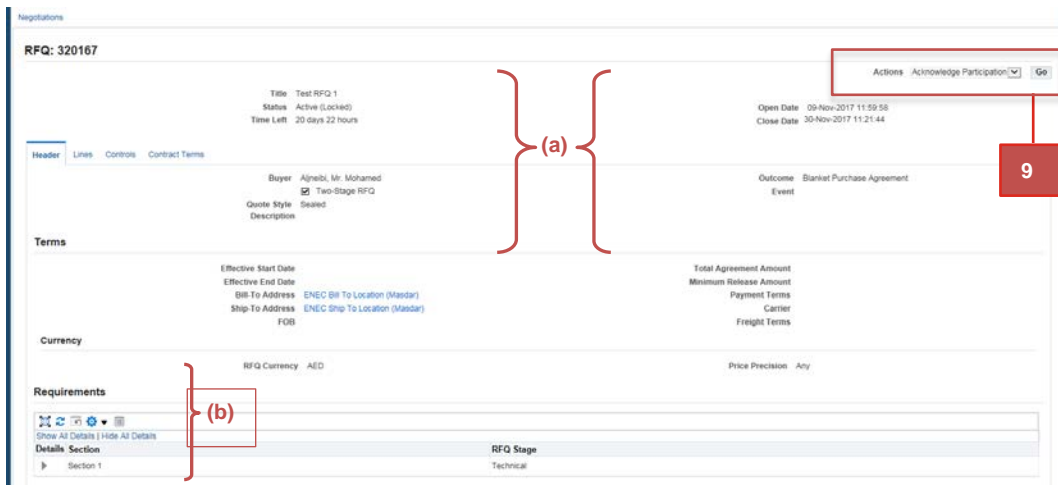


4. This will open the RFQ notification screen
5. You can see some of the RFQ details here
6. Click on the **Negotiation Details** link to access your RFQ detail

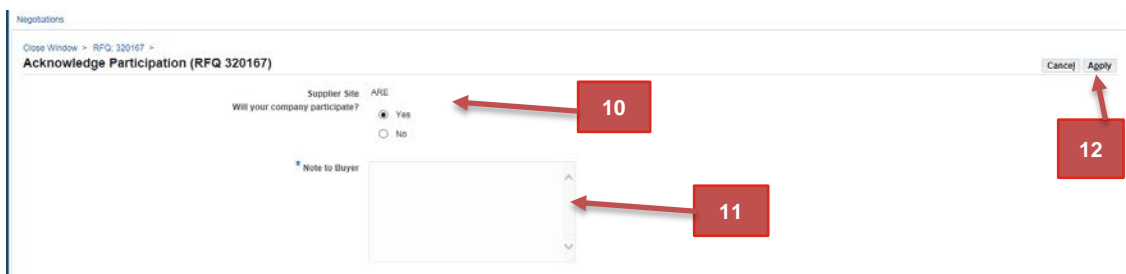




7. The first thing you have to do is to acknowledge your participation in this RFQ.
8. Before you acknowledge your participation in this RFQ, read all its details carefully
  - a. RFQ Header information (might be different for each RFQ)
  - b. RFQ Requirements (might be different for each RFQ)
9. To acknowledge your participation in this RFQ, in **Actions** → select **Acknowledge Participation** → click **Go**



10. If you are willing to participate in this RFQ, click **Yes**. If not then click **No**
11. You can put a note to buyer in the **Note to Buyer** section if you want
12. Click **Apply**



13. Go back to your RFQ page. One by one, click on each of the tabs you have here to view all the RFQ details





14. In the **Lines** tab, you will see all the RFQ lines with their details

14

Description	Line	Item	Rev	Category	Unit	Estimated Quantity	Best Price (AED)	Active Responses	Time Left
CP Testing	1	CP Testing		12, 122010	Each	1,000	Sealed	Sealed	20 days 10 hours

15. In the **Controls** tab, you can see all the controls set up for this RFQ by ENEC Procurement

15

**Response Rules**

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to view other suppliers' contract terms, notes and attachments
- Suppliers are allowed to respond to selected lines
- Suppliers are allowed to provide multiple responses
- Suppliers are allowed to submit Multiple Active Responses
- Allow Quote Withdrawal
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Allow Alternate Lines on Supplier Responses
- Allow Staggered Awarding

16. In the **Contract Terms** tab, you will find any special contract terms in the RFQ (if any)

16

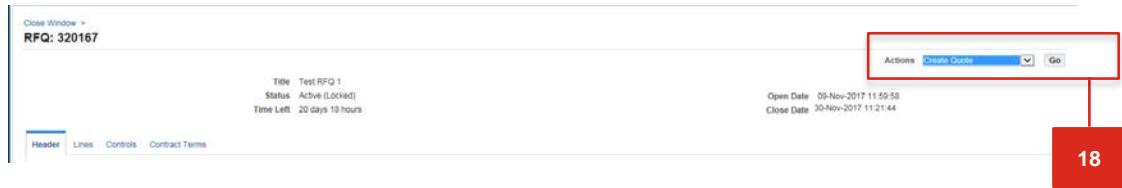
**Deliverables**

No Deliverables exist.

17. Now you have to create a quote to respond to this RFQ

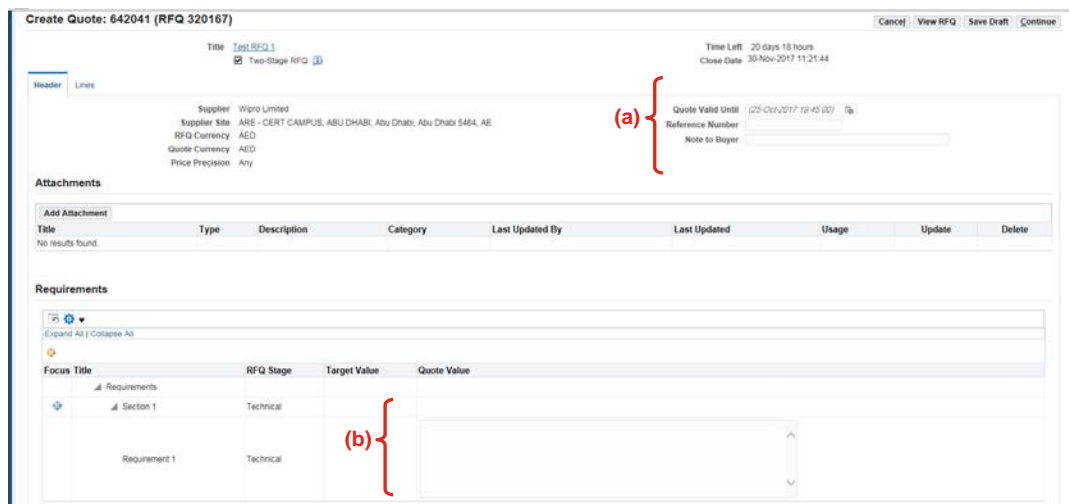


18. To create a quote for this RFQ, in **Actions** → select **Create Quote** → click **Go**



19. You have to fill all the required information in your quote

- a. Your quote validity date, your own company Reference Number for this RFQ or quote, any notes you want to send to the Buyer
- b. You will have to answer all the requirements in the RFQ



20. You will need to attach all the required documentation

21. Click on the **Add Attachment** button to attach all the required documents to your quote

22. **Very Important Note:**

The **Category** field has two values to select from:

**From Supplier: Technical** – any attachment under this category can be opened by ENEC Procurement in the Technical Evaluation stage

**From Supplier: Commercial** – any attachment under this category can ONLY be opened by ENEC Procurement in the Commercial Evaluation stage

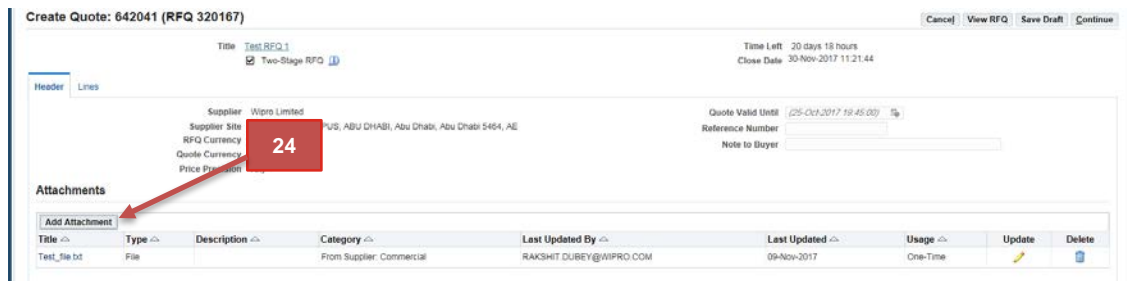
If a Commercial Document was attached using the Category **From Supplier: Technical** this will disqualify your quote from the tender exercise.



23. You can add as many attachments as you need

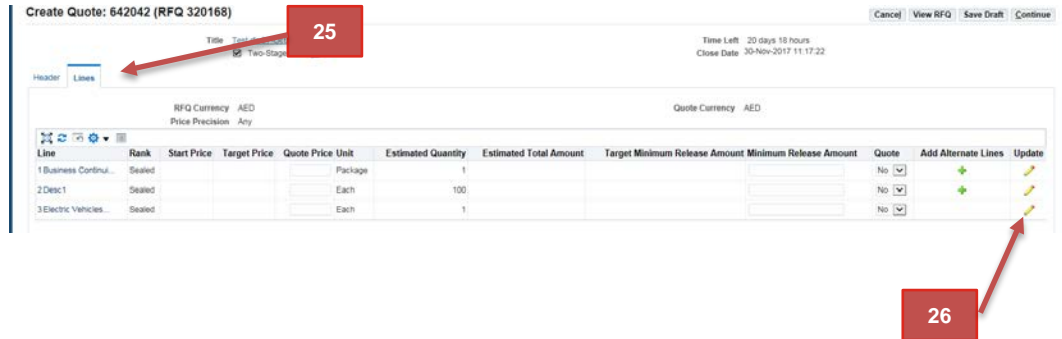


24. Here you can see all your attached documents

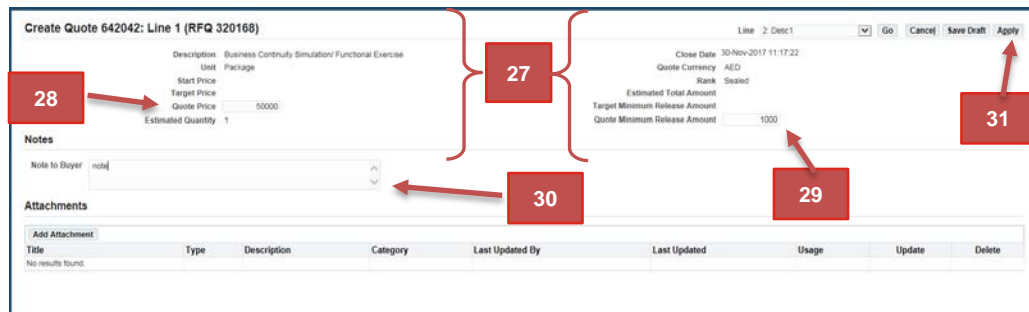




25. Click on the **Lines** tab to see all the details of the RFQ lines and to start putting your price quotes for each line
26. To put your price quote for the first line, click on the **update** icon



27. Note all the details of this RFQ line
28. Put your **Quote Price** for this line item
29. Put your **Quote Minimum Release Amount** (Optional)
30. You can put a note to the Buyer here
31. Click on Apply



32. Repeat steps from 27 to 31 for the second line and all other lines in the RFQ
33. You can see your price quotes and the promised delivery dates for all the lines here when you finish



34. Click on + icon against the RFQ line to add alternate/additional line (for the same RFQ line)
35. You can also click on Alternate line in general by clicking on Go button (against create line section) in Alternate line section.

The screenshot shows the 'Create Quote: 642042 (RFQ 320168)' interface. At the top, there are tabs for 'Header' and 'Lines'. Below this is a table of RFQ lines with columns: Line, Rank, Start Price, Target Price, Quote Price Unit, Estimated Quantity, Estimated Total Amount, Target Minimum Release Amount, Minimum Release Amount, Quote, Add Alternate Lines, and Update. A red box labeled '34' points to the '+' icon in the 'Add Alternate Lines' column for line 1. Below the RFQ lines table is the 'Alternate Lines' section, which includes a 'Create Line' button and a 'Go' button. A red box labeled '35' points to the 'Go' button.

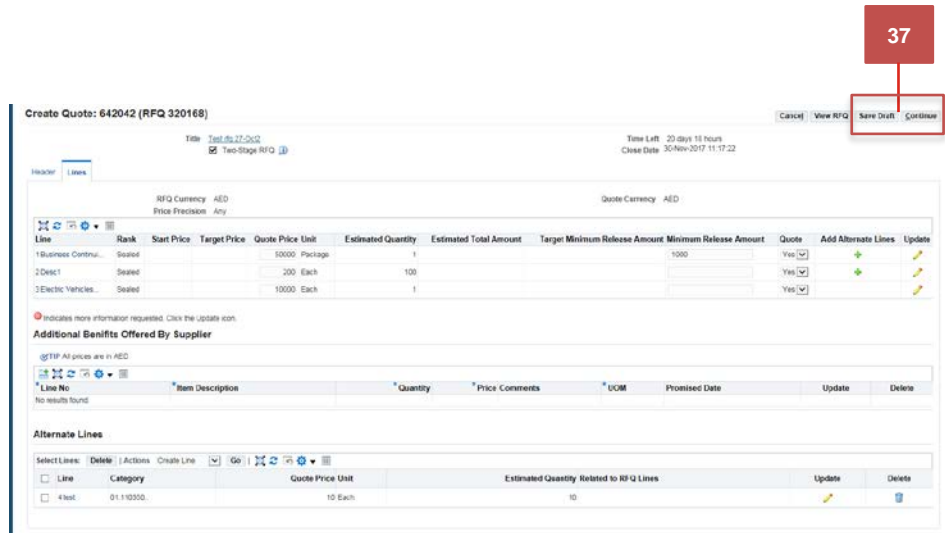
36. Add Details for alternate line
  - a. Put the Description of this Alternate line item
  - b. Put your **Estimated Quantity** for this line item
  - c. Put your **Quote Price** for this line item
  - d. You can Put your **Quote Minimum Release Amount** for this line item
  - e. Click on Apply

The screenshot shows the 'Create Quote: 642042: Line 4 (RFQ 320168)' interface. It displays the details for an alternate line. Fields include Line (4), Line Type (Goods), Description, Category (0110350), Unit of Measure (Each), Estimated Quantity, and Quote Price. A red box labeled '36' highlights these fields. Other fields include Currency (AED), Price Precision (Any decimal places), and Quote Minimum Release Amount. Below this are sections for 'Related to RFQ Lines', 'Notes', and 'Attachments'.



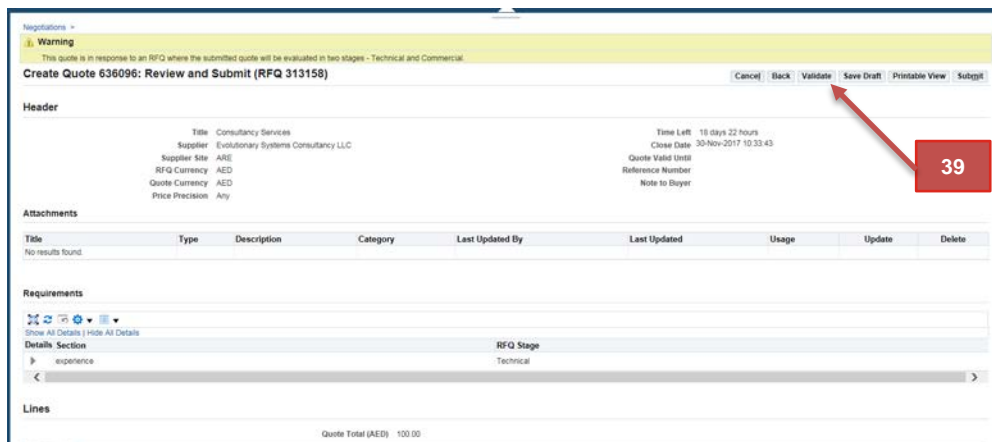
**Note:** You can save your response to the RFQ at any time for later completion by clicking on **Save Draft**

37. When you are ready to submit your response to this RFQ, click on **Continue**



38. You will get this warning message that you have to read, but it does not need any action from your side

39. Click **Validate** to do a final check if all the required fields are populated in your quote



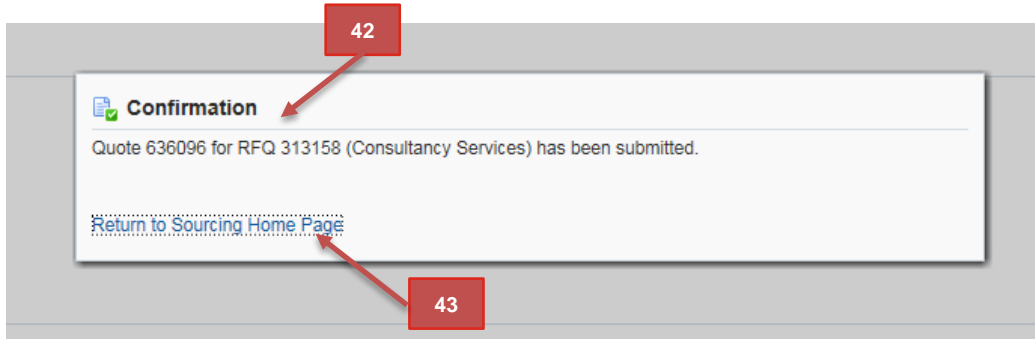
40. You will get this confirmation message

41. Click **Submit** to send your RFQ response to ENEC Procurement





42. You will get this confirmation message
43. Click on the **Return to Sourcing Home Page** link



44. You will be able to see all your RFQ responses in your home page with all their details

44

**Your Active and Draft Responses**

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
636093	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636094	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636101	Active	ARE	313150	Consultancy Services	RFQ	18 days 22 hours		0
636100	Active	ARE	313150	Consultancy Services	RFQ	10 days 22 hours		0
636095	Active	ARE	313150	Consultancy Services	RFQ	18 days 22 hours		0

45. If you would like to resubmit your quote with an updated proposal before the closing date, then click on invitation number

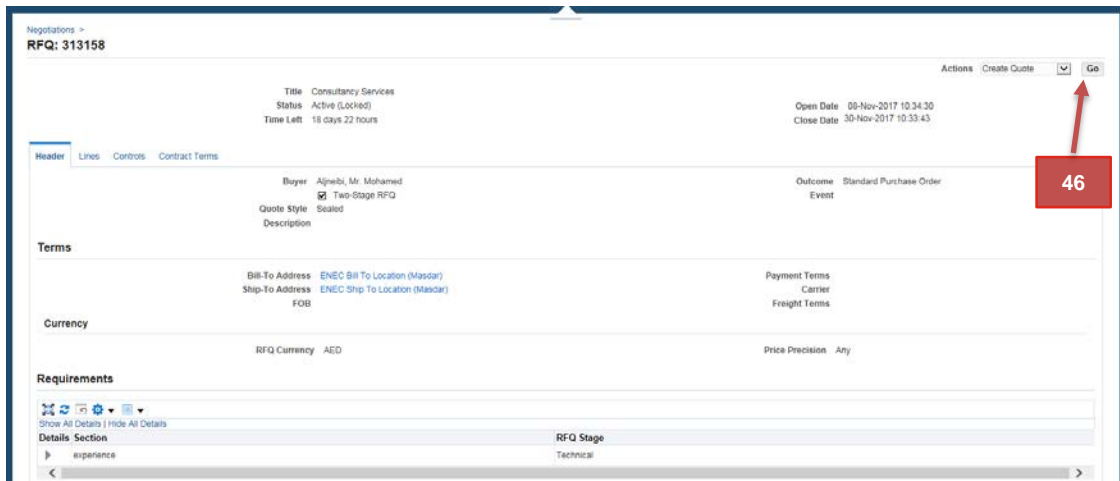
45

**Your Active and Draft Responses**

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
636093	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636094	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636101	Active	ARE	313150	Consultancy Services	RFQ	10 days 22 hours		0
636100	Active	ARE	313150	Consultancy Services	RFQ	10 days 22 hours		0
636095	Active	ARE	313150	Consultancy Services	RFQ	18 days 22 hours		0

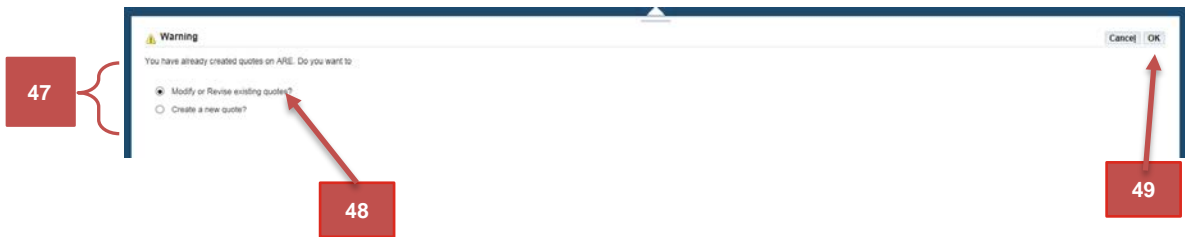
46. Select create quote and click **Go**



47. System will ask two options  
 a. Modify or Revise existing quotes?  
 b. Create a new quote?

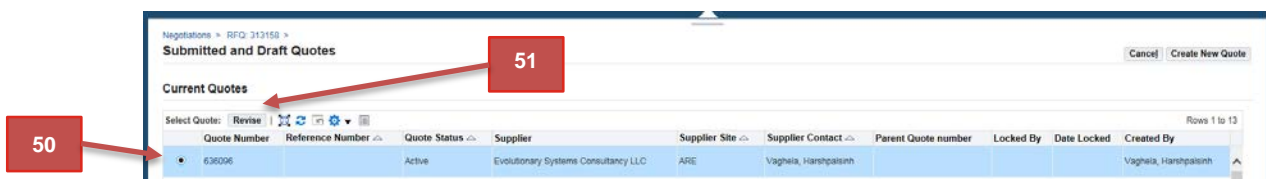
48. Select radio button for Modify or Revise existing quotes?

49. Click Ok button

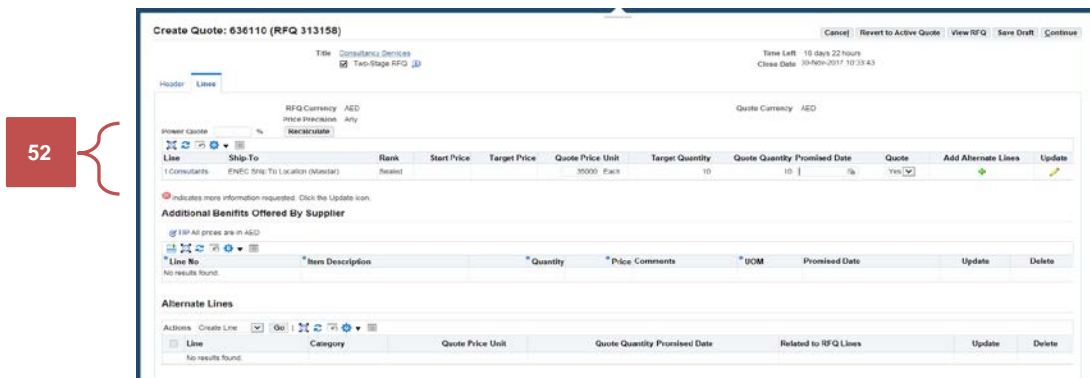


50. Select radio button against Existing Quote

51. Click on revise button.



52. Update your quote details and click on **Continue**







53. Review and click on **Submit**

**Warning**  
This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

**Create Quote 636110: Review and Submit (RFQ 313158)** Cancel Back Validate Save Draft Printable View **Submit**

**Header**

Title	Consultancy Services	Time Left	18 days 22 hours
Supplier	Evolutionary Systems Consultancy LLC	Close Date	30-Nov-2017 10:33:43
Supplier Site	ARE	Quote Valid Until	
RFQ Currency	AED	Reference Number	
Quote Currency	AED	Note to Buyer	
Price Precision	Any		

**Attachments**

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

**Requirements**

Show All Details | Hide All Details

Details Section	RFQ Stage
experience	Technical

54. Now, you can also create multiple quotes for a single RFQ.

55. If you would like to resubmit your quote with an updated proposal before the closing date, then click on invitation number

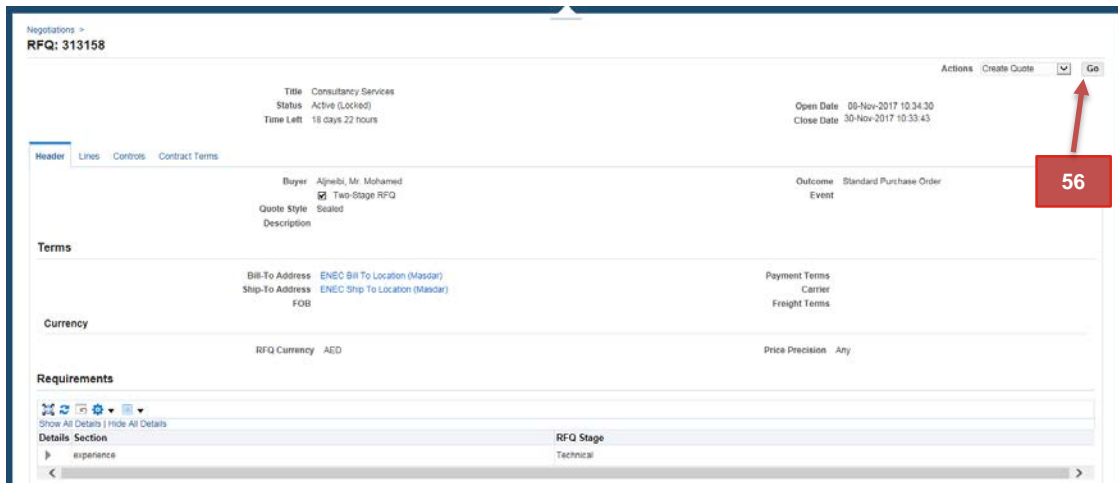
**Your Active and Draft Responses**

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Invitation Number	Title	Type	Time Left	Monitor	Unread Messages
636093	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	0	0
636094	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	0	0
636101	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	0	0
636100	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	0	0
636095	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours	0	0



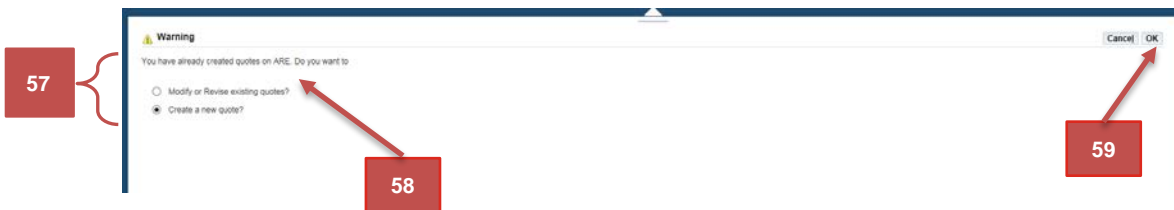
56. Select create quote and click **Go**



57. System will ask two options  
 a. Modify or Revise existing quotes?  
 b. Create a new quote?

58. Select radio button for Create a new quote?

59. Click Ok button



60. Follow Steps 19 to 43 for creating another quote against the same RFQ.

## 5. Receiving feedback on your RFQ response

After you submit your RFQ response and send your quotation to ENEC Procurement, it will go through Technical and Commercial evaluation exercises.

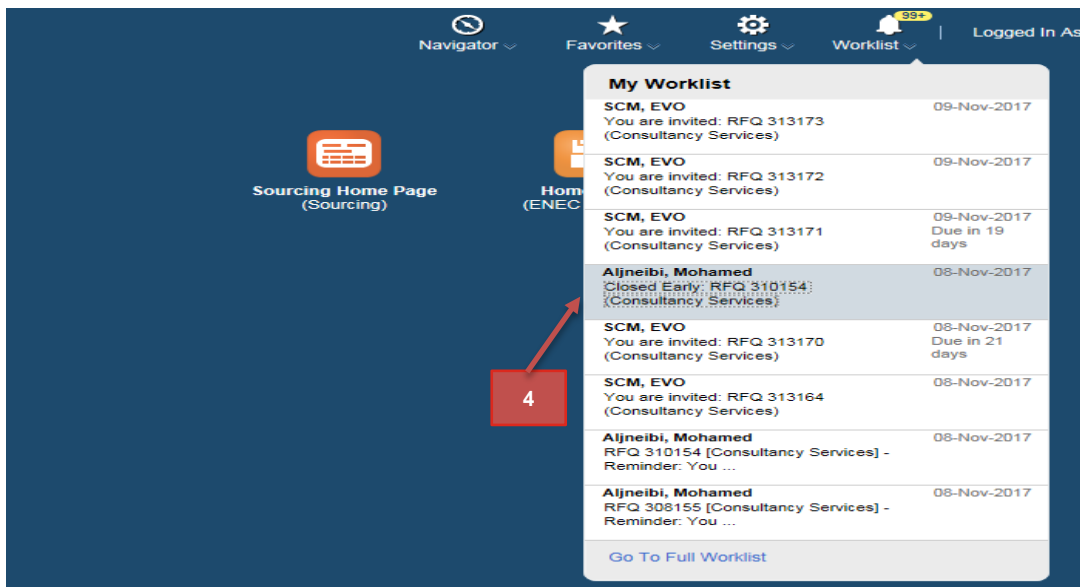
Your quotation will get scored, and accordingly you will get the final feedback from ENEC Procurement regarding the award decision on this tender.



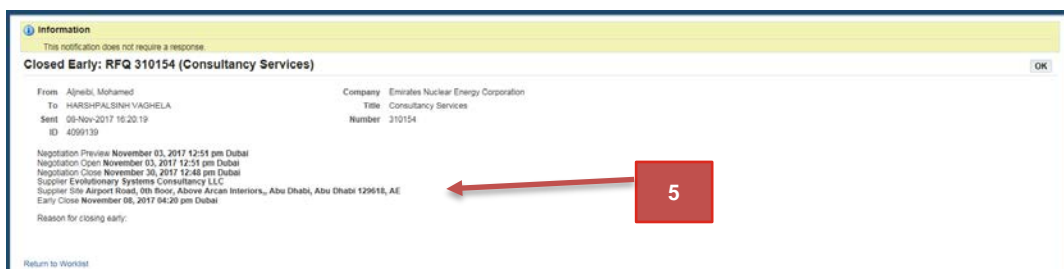
## Early Closing RFQ

If ENEC Procurement decided to close the RFQ early, you will get a notification for that.

1. You will receive an email message on your email address for the early close of the RFQ
2. You will receive a notification on your company profile as well.
3. When you log in to your company profile, you will find a **Closed Early** notification in your Worklist.
4. Click to open the notification message



5. This is the **Closed Early** notification message



If you have been awarded the tender, you will be receiving the final Purchase Order or Contract through ENEC Procurement

**In case of any issues, please contact:**

[iservices@enec.gov.abudhabi](mailto:iservices@enec.gov.abudhabi)

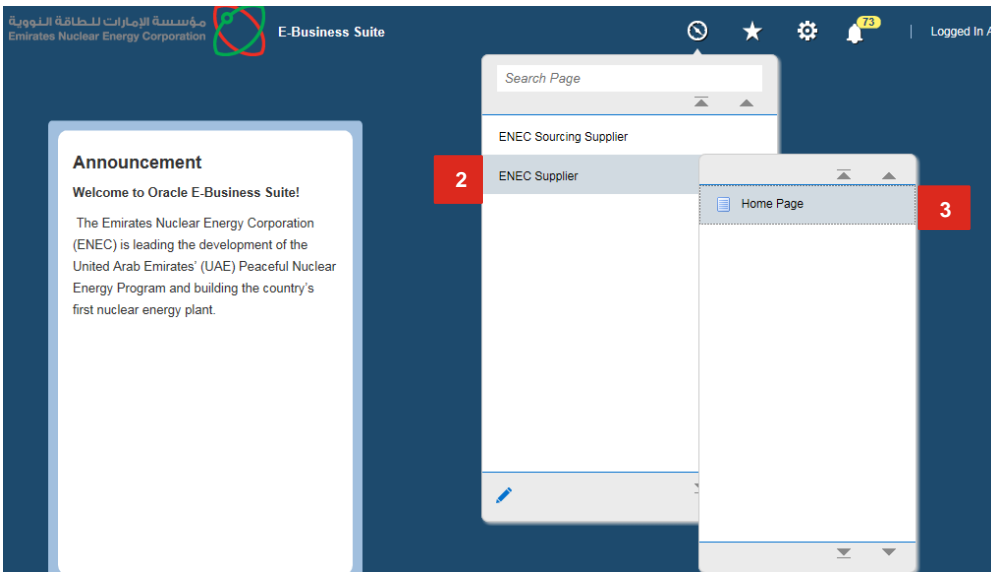


## 6. E-Invoicing (Sending and Managing Invoices online)

1. Login with your **Username** and **Password**

The image shows the Oracle E-Business Suite login page. It features a dark blue background with the Oracle logo in the top left corner. The login form is centered and includes fields for 'User Name' and 'Password', each with a white input box. Below these fields are 'Login' and 'Cancel' buttons. There are also links for 'Forgot your User Name or Password' and 'Register here'. At the bottom of the form, there are dropdown menus for 'Accessibility' (set to 'None') and 'Language' (set to 'English').

2. Click on **ENEC Supplier** and
3. Click on **Home Page**





4. Click on **Invoices** link

The screenshot shows the 'Supplier Home' page with a navigation menu (Orders, Finance, Administration) and a search bar. A 'Notifications' table lists several 'Closed Early' messages. On the right, a sidebar menu has 'Invoices' highlighted with a red box containing the number 4.

Subject	Date
Your Non-Disclosure Undertaking (NDU) has been expired for one month	07-Nov-2017 07:01:47
Closed Early: RFQ 318171 (Test rfq 27-Oct2)	06-Nov-2017 16:20:56
Closed Early: RFQ 318168 (Test rfq 27-Oct2)	06-Nov-2017 15:40:56
Closed Early: RFQ 315161-2 (Test rfq 27-Oct2)	02-Nov-2017 14:13:39
Closed Early: RFQ 315162 (Test rfq 01-Nov1)	01-Nov-2017 19:09:37

5. To submit a new invoice, click on **Create Invoices**

The screenshot shows the 'iSupplier Portal' 'View Invoices' page. The 'Create Invoices' link is highlighted with a red box containing the number 5. Below the navigation, there is a 'Simple Search' section with various filters and a table of search results.

**Simple Search**

Invoice Number:   
 PO Number:  (example: 1234)  
 Release Number:  (example: 1234-2)  
 Payment Number:   
 Invoice Status:

Payment Status:   
 Invoice Amount From:  To:   
 Amount Due From:  To:   
 Invoice Date From:  To:   
 Due Date From: (23-Oct-2017) To:

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments	Cancel/Reject Reason
No search conducted.														



6. Click on **Go**

The screenshot shows the 'Create Invoice' page. At the top right, there is a 'Go' button next to a dropdown menu set to 'With a PO'. A red box with the number '6' points to this 'Go' button. Below the search filters, there is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No search conducted'.

7. Enter the **Purchase Order Number (PO)** or **Task Order Number (TO)** against which you want to create invoice

8. Click **Go**

The screenshot shows the 'Create Invoice' page. A red box with the number '7' points to the 'Purchase Order Number' input field, which contains the value '12902-3'. Another red box with the number '8' points to the 'Go' button. The table below still shows 'No search conducted'.

9. You will see a list of all the PO lines which are available for invoicing. Select the PO/TO line number(s) you want to invoice against

The screenshot shows the 'Create Invoice: Purchase Orders' page. A red box with the number '9' points to the 'Add to Invoice' button. Below the search filters, there is a table with columns: PO Number, Line, Shipment, Item Description, Receipt Number (GRN), Receipt Status, Item Number, Supplier Item Number, Ordered, Can be Invoiced, Received, Invoiced, UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, and Waybill. The table contains one row with PO Number '12902-3', Line '3', Shipment '4', Item Description 'Phase 2 - Hosting Services', Receipt Number (GRN) '22911', Receipt Status 'Approved', Item Number '12', Supplier Item Number '1', Ordered '1', Can be Invoiced '1', Received '0', Invoiced '0', UOM 'Monthly', Unit Price '91200', Curr 'AED', Ship To 'ENEC Ship To Location (Masdar)', Organization 'ENEC Corporate Operating Unit', Packing Slip, and Waybill.

**Note:** While selecting the PO/TO number(s) ensure the following:



- The PO/TO number which you want to invoice is unique. You cannot select two different PO/TO numbers to create one invoice. For example, if you have a PO number 123XXX and another PO 123YYY for which you want to create invoice, you cannot choose these two different POs to create one invoice.
- The “Receipt Status” of each PO/TO line which you have selected should have the same status. For example, in the screenshot above you cannot select line number 2 and 3 of the selected PO because the “Receipt Status” of the two lines is different. In order to be included in one invoice, all selected lines of a particular PO/TO must have the same “Receipt Status”.



10. Click **Next**

11. Fill all mandatory fields of the invoice details as listed below:

- Select the correct **Remit To** address
- Select the correct **Remit To Bank Account**. In case you want to change or add a new bank account to your profile, follow the instruction on “**Setting Up Bank Account Information**” which is provided on page 48 of this guide.
- Write the correct **Invoice Number**. The Invoice number should be same as the attached scanned invoice which you will attach in attachment section as indicated in point (f) below
- Select the **Invoice Date** on which you are raising the invoice.
- In the **Invoice Description** box, provide a detailed description of the Invoice. The description of the invoice should match the PO/TO description against which you are raising the invoice.
- Click on **Add** to attach all relevant attachments for this invoice.

**Note:**

It is mandatory to attach **Service Acceptance Certificate** for the invoice which you are raising. Apart from **Service Acceptance Certificate** you need to attach at least one of the below listed documents:

- Scanned copy of invoice including bank details matching the selected PO lines in the system
- Approved Task Order and GRN (if any)
- Completion Certificate or Delivery Note (signed by End User)
- Approved Timesheet
- Other applicable documents





Purchase Orders   Details   Manage Tax   Review and Submit

**Create Invoice: Details** Cancel Back Step 2 of 4 Next

\* Indicates required field

Note: Service Acceptance Certificate (as per approved format and signed by Supplier authorized person and Contract Administrator) along with one of the below supporting documents are required to be attached to process invoices for payment:

- Scanned copy of Invoice, including bank details, matching the selected PO lines in the system
- Approved Task Order and GRN (if Any)
- Completion Certificate or Delivery Note (signed by End User)
- Timesheet (approved/signed)
- Other if applicable

Supplier	Invoice
* Supplier Injazat Data Systems Tax Payer ID * Remit To (a) Address * Remit To Bank Account (b) Unique Remittance Identifier Remittance Check Digit	* Invoice Number (c) Invoice Received Date 07-Nov-2017 * Invoice Date (23-Oct-2017) (d) Invoice Type Invoice Currency AED * Invoice Description (e) Context Is Equivalent Payment Attachment None <span>Add</span> (f)

12. Once you click on **Add**, a new Window will open where you can attach relevant documents which will enable processing of your invoice. It is mandatory to attach invoice soft copy by selecting **“Only Invoice Scan Copy”**. Please note that you can attach only one copy of your invoice. Attaching of multiple invoices are not allowed.

مؤسسة الإمارات للطاقة النووية   iSupplier Portal

Supplier Home   Orders   **Finance**   Administration

Create Invoices   View Invoices

Finance: Create Invoices >

**Add Attachment**

Personalize "AK Attach Upload"

**Attachment Summary Information**

Title	<input type="text"/>
Description	<input type="text"/>
Category	From Supplier Only Invoice Scan Copy (12)

**Define Attachment**

Type  File  Browse...

13. Once you fill in all mandatory requirements and attach all relevant attachments as mentioned in step 11 above, click **Next**



13

**Confirmation**  
Attachment fnd\_gfm\_3857140.txt has been added successfully but not committed. It would be committed when you commit the rest of the current transaction.

**Create Invoice: Details** Cancel Back Step 2 of 4 Next

\* Indicates required field

Note: Service Acceptance Certificate (as per approved format and signed by Supplier authorized person and Contract Administrator) along with one of the below supporting documents are required to be attached to process invoices for payment:

- Scanned copy of invoice, including bank details, matching the selected PO lines in the system
- Approved Task Order and GSN (if any)
- Completion Certificate or Delivery Note (signed by End User)
- Timesheet (approved/signed)
- Other if applicable

<p><b>Supplier</b></p> <p>* Supplier Injazat Data Systems</p> <p>* Tax Payer ID</p> <p>* Remit To ABU DHABI</p> <p>Address</p> <p>* Remit To Bank Account 777-100-1021342-019</p> <p>Unique Remittance Identifier</p> <p>Remittance Check Digit</p>	<p><b>Invoice</b></p> <p>* Invoice Number Test0611</p> <p>Invoice Received Date 05-Nov-2017</p> <p>* Invoice Date 08-Nov-2017</p> <p>Invoice Type Invoice</p> <p>Currency AED</p> <p>* Invoice Description E-Invoicing</p> <p>Context</p> <p>Is Equivalent Payment</p> <p style="text-align: right;"><small>Attachment Attachment List Add</small></p>
---	--

14. Review your invoice information to ensure that the calculated total and/or quantity total matches the totals on the documents attached in Step 11. Click **Submit**

14

**Create Invoices** | [View Invoices](#)

**Create Invoice: Manage Tax** Cancel Back Step 3 of 4 Next Submit

<p><b>Supplier</b></p> <p>* Supplier Injazat Data Systems</p> <p>* Tax Payer ID</p> <p>* Remit To ABU DHABI</p> <p>Address PO Box 8230 Abu Dhabi</p> <p>Remit To Bank Account 777-100-1021342-019</p> <p>Unique Remittance Identifier</p> <p>Remittance Check Digit</p>	<p><b>Invoice</b></p> <p>* Invoice Number Test0611</p> <p>* Invoice Date 08-Nov-2017</p> <p>Invoice Type Standard</p> <p>* Currency AED</p> <p>Invoice Description E-Invoicing</p> <p>Is Equivalent Payment</p> <p style="text-align: right;"><small>Attachment Attachment List</small></p>
---	---

**Customer**

\* Customer Tax Payer ID 1111

Customer Name ENEC Corporate Legal Entity

Address Khalidia Abu Dhabi 44442

**Summary Tax Lines**

Calculate

Summary Tax Line Number	Tax Regime Code	Tax Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
No results found.							



12. In case of suppliers who are outside United Arab Emirates/Saudi Arabia, once they complete step 11 and if they get below error, supplier needs to cancel the invoice and create new invoice.

**Error**  
Row 2 Error - A summary tax line already exists with this combination of tax regime code, tax, tax status code, and tax rate code. Please select a different combination to create the summary tax line.

**Create Invoice: Manage Tax** Cancel | Save | Back | Step 3 of 4 | Next | Submit

**Supplier**  
 \* Supplier: World Nuclear Association  
 \* Tax Payer ID: ENEC  
 \* Remit To: London London London United Kingdom  
 \* Address: London London London United Kingdom  
 \* Remit To Bank Account: 20625006  
 \* Unique Remittance Identifier  
 \* Remittance Check Digit

**Customer**  
 \* Customer Tax Payer ID: 1111  
 \* Customer Name: ENEC Corporate Legal Entity  
 \* Address: Khalidia Abu Dhabi 44442 AE

**Invoice**  
 \* Invoice Number: TEST-01  
 \* Invoice Date: 30-Sep-2016  
 \* Invoice Type: Standard  
 \* Currency: AED  
 \* Invoice Description: test  
 Is Equivalent Payment  
 Attachment Attachment List

**Summary Tax Lines**

15. You will receive a notification that your invoice have been created. You can print the invoice for your records by clicking on **Printable Page** or if you want to create another invoice click on **Create Another**.

**Confirmation**  
Invoice Test0811 was submitted to our Accounts Payable department on 08-Nov-2017. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

**Invoice: Test0811** Printable Page | Create Another

**Supplier**  
 \* Supplier: Injazat Data Systems  
 \* Tax Payer ID  
 \* Remit To: ABU DHABI  
 \* Address: PO Box 8230 Abu Dhabi  
 \* Remit To Bank Account: 777-100-1021342-019  
 \* Unique Remittance Identifier  
 \* Remittance Check Digit

**Customer**  
 \* Customer Tax Payer ID: 1111  
 \* Customer Name: ENEC Corporate Legal Entity  
 \* Address: Khalidia Abu Dhabi 44442

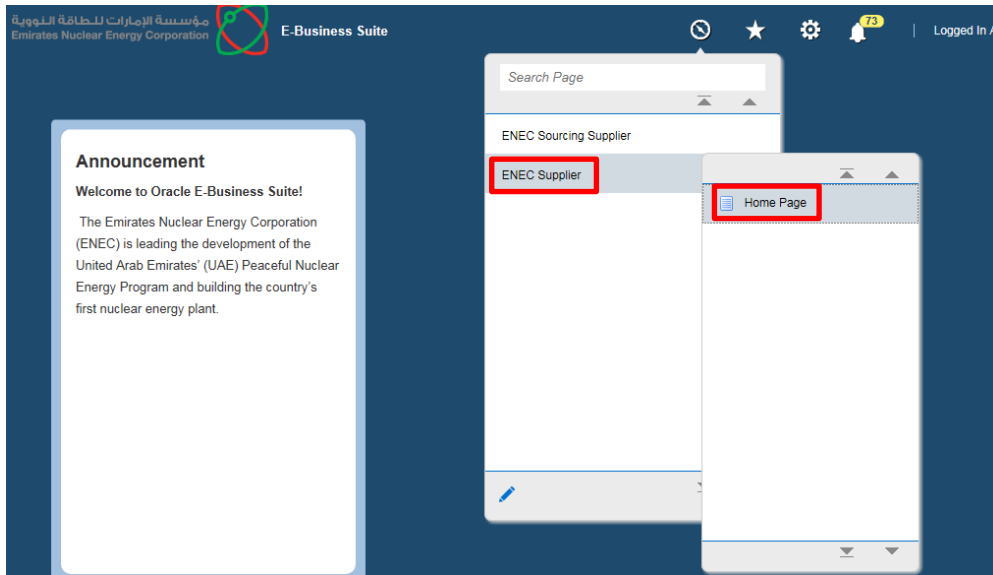
**Invoice**  
 \* Invoice Number: Test0811  
 \* Invoice Date: 09-Nov-2017  
 \* Invoice Type: Standard  
 \* Currency: AED  
 \* Invoice Description: E-Invoicing  
 Is Equivalent Payment  
 Attachment Attachment List

**Items**

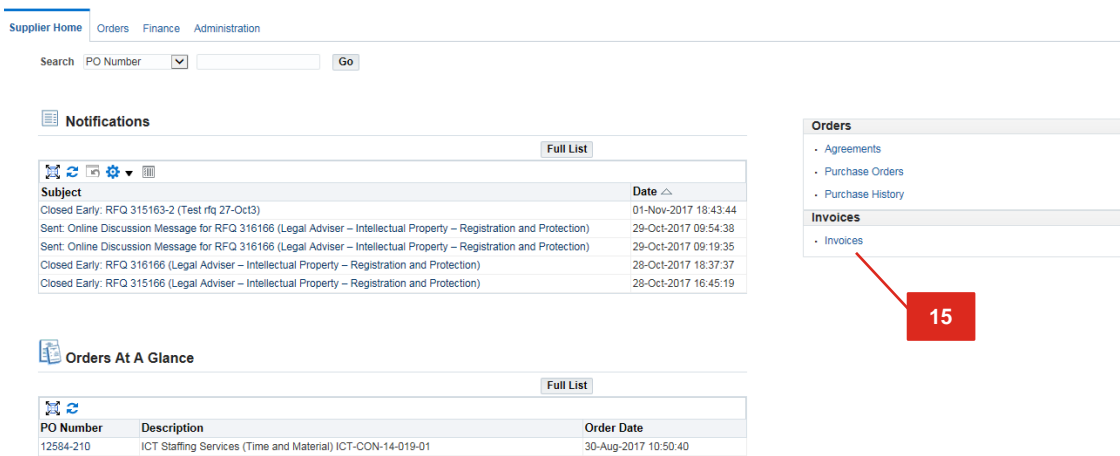
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Quantity To Invoice	UOM	Unit Price	Amount
12952-3	3	4	Phase 2 -Hosting Services		ENEC Ship To Location (Masdar)	1	Monthly	91200	91,200.00



16. To see the status of your invoices, go back to your Home Page, click on **ENEC Supplier** and then click on **Home Page**.



17. Click on **Invoices**



18. Enter your **Invoice Number** to search for a specific invoice, or leave it empty if you want to view details of all your submitted invoices.



Supplier Home Orders **Finance** Administration

Create Invoices | **View Invoices**

Supplier Home >

**View Invoices** Export

**Simple Search** Advanced Search

Invoice Number   
 PO Number  (example: 1234) **16**  
 Release Number  (example: 1234-2)  
 Payment Number   
 Invoice Status

Payment Status   
 Invoice Amount From  To   
 Amount Due From  To   
 Invoice Date From  To   
 Due Date From (24-Oct-2017) To

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments	Cancel/Reject Reason	Remit-to Supplier	Remit-to Supplier Site	Discount Date	Available Discount
No search conducted.																		

19. Click **Go**

Supplier Home Orders **Finance** Administration

Create Invoices | **View Invoices**

Supplier Home >

**View Invoices** Export

**Simple Search** Advanced Search

Invoice Number   
 PO Number  (example: 1234)  
 Release Number  (example: 1234-2)  
 Payment Number   
 Invoice Status

Payment Status   
 Invoice Amount From  To   
 Amount Due From  To   
 Invoice Date From  To   
 Due Date From (24-Oct-2017) To

**17**

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments	Cancel/Reject Reason	Remit-to Supplier	Remit-to Supplier Site	Discount Date	Available Discount
No search conducted.																		

20. You will be able to see the status and details of all your invoices.

Supplier Home Orders **Finance** Administration

Create Invoices | **View Invoices**

**View Invoices** Export

**Simple Search** Advanced Search

Invoice Number   
 PO Number  (example: 1234)  
 Release Number  (example: 1234-2)  
 Payment Number   
 Invoice Status

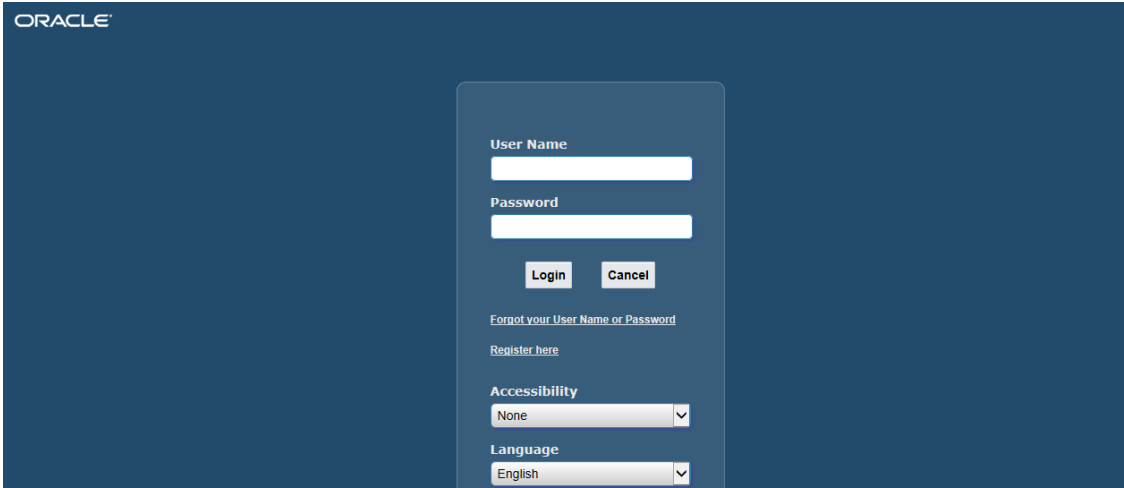
Payment Status   
 Invoice Amount From  To   
 Amount Due From  To   
 Invoice Date From  To   
 Due Date From (24-Oct-2017) To

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments	Cancel/Reject Reason	Remit-to Supplier	Remit-to Supplier Site	Discount Date	Available Discount
Test0811	08-Nov-2017	Standard	AED	91,200.00	91,200.00	In-Process		Not Paid	23-DEC-2017		12902-3	22911						



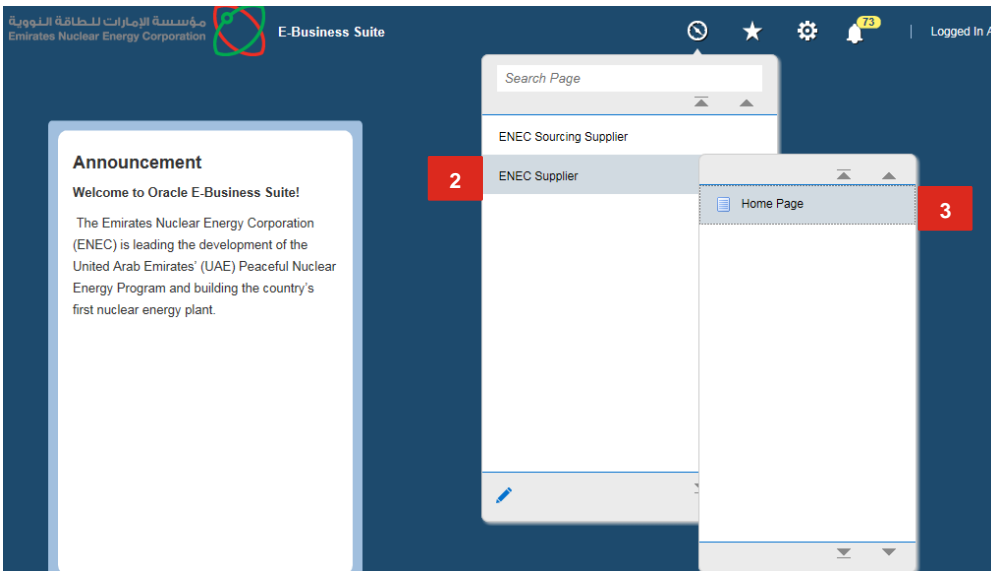
## 7. VAT Profile Maintenance (For UAE Suppliers Only)

### 01. Login with your Username and Password



### 02. Click on **ENEC Supplier** and

### 03. Click on **Home Page**





- 04. Click on Administration Tab
- 05. Click on Organization Tab

The screenshot shows the 'Administration' tab selected in the top navigation bar. On the left sidebar, the 'Organization' tab is highlighted with a red box containing the number 5. In the main content area, the 'Organization' section is highlighted with a red box containing the number 4. This section includes fields for D-U-N-S Number, Legal Structure, Principal Name, Year Established, Incorporation Year, Control Year, and Mission Statement. It also has sections for 'Total Employees' (Organization Total, Corporate Total) and 'Tax and Financial Information' (Analysis Year, Currency Preference, Fiscal Year End, Federal Agency, Taxpayer ID, Registration Status, Tax Registration Num, Annual Revenue, Potential Revenue).

- 06. Select Registration Status
  - a. **Applicable:** For any UAE suppliers who is registered under VAT as per FTA guidelines
  - b. **Not Applicable:** For any UAE suppliers who is not registered under VAT

This screenshot is similar to the previous one but focuses on the 'Registration Status' dropdown menu in the 'Tax and Financial Information' section. A red box with the number 6 highlights the dropdown, which shows two options: 'Applicable' and 'Not Applicable'. The 'Not Applicable' option is currently selected.

- 07. If Status is selected as Applicable than, entering Tax Registration Number is mandatory.
- 08. Enter your **15-digit** Tax Registration Number in the next field.
- 09. Click on Save button to save the details



The screenshot shows the 'Administration' tab in the 'Supplier Profile Management' system. The 'Organization' section includes fields for D-U-N-S Number, Chief Executive Name, Legal Structure, Chief Executive Title, Principal Name, Year Established, Principal Title, Incorporation Year, Control Year, and Mission Statement. Below this is the 'Total Employees' section with Organization and Corporate Total fields. The 'Tax and Financial Information' section includes Analysis Year, Currency Preference, Fiscal Year End, Federal Agency checkbox, Taxpayer ID, Registration Status (set to 'Applicable'), Tax Registration Num (123451234564321), Annual Revenue, and Potential Revenue. A red box labeled '9' points to the 'Save' button in the top right of the Organization section. Another red box labeled '8' points to the 'Tax Registration Num' field.

10. Confirmation message will appear saying “Changes to Organization have been saved”
11. Note the Red colour 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.”

This screenshot shows the same system after saving changes. A yellow banner at the top displays the message: 'Confirmation Changes to Organization have been saved'. A red box labeled '10' points to this message. Below, the 'Tax and Financial Information' section now has a red border and contains the warning text: '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.' A red box labeled '11' points to this warning text.

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





12

Supplier Home Orders Finance Administration

Profile Management

General

Organization Name: Evolutionary Systems Consultancy LLC  
Supplier Number: 2223  
Tax Registration Number: [blank]  
Alias: [blank]  
Parent Supplier Name: [blank]  
Parent Supplier Number: [blank]  
DUNS Number: [blank]

Supplier Registration Documents

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

Search

Note that the search is case insensitive

Title: [input] Go

Show More Search Options

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-2016	One-Time	[edit]	[delete]	[publish]
EVOSYS_CORPORATE_PROFILE[1].pdf	File		From Supplier	MARIAM.S.ALZAABI	24-Apr-2016	One-Time	[edit]	[delete]	[publish]
PRC-NDU-11-760 - Evolutionary Systems Consultancy.pdf	File		From Supplier	MARIAM.S.ALZAABI	24-Apr-2016	One-Time	[edit]	[delete]	[publish]

14. Browse your file and click on Apply Button

General

Organization Name: HANVIT Power, Inc.  
Supplier Number: 7370  
Tax Registration Number: [blank]  
Alias: [blank]  
Parent Supplier Name: [blank]  
Parent Supplier Number: [blank]  
DUNS Number: 000013650

Supplier Registration Documents

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	[edit]	[delete]
company brochure	File	Brochur of HANVIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time	[edit]	[delete]
NDU	File	Non-disclosure undertaking (NDU) Checklist signed by CEO	Miscellaneous	GUEST	27-Sep-2017	One-Time	[edit]	[delete]
Statement of compliance	File	Statement of compliance signed by CEO of HANVIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time	[edit]	[delete]
Bank details	File	Bank details of HANVIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time	[edit]	[delete]

Add Attachment

Attachment Type: File

Title: [input]

Description: [input]

Category: From Supplier

File: [C:\Users\takshi.pandey\... Browse...]

Cancel Add Another Apply

15. Confirmation message will appear on the screen. Click on Close button.

General

Organization Name: HANVIT Power, Inc.  
Supplier Number: 7370  
Tax Registration Number: [blank]  
Alias: [blank]  
Parent Supplier Name: [blank]  
Parent Supplier Number: [blank]  
DUNS Number: 000013650

Supplier Registration Documents

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	[edit]	[delete]
company brochure	File	Brochur of HANVIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time	[edit]	[delete]
NDU	File	Non-disclosure undertaking (NDU) Checklist signed by CEO	Miscellaneous	GUEST	27-Sep-2017	One-Time	[edit]	[delete]
Statement of compliance	File	Statement of compliance signed by CEO of HANVIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time	[edit]	[delete]
Bank details	File	Bank details of HANVIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time	[edit]	[delete]

Add Attachment

Confirmation

VAT\_Certificate.txt attachment has been added successfully.

Close

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
VAT_Certificate.txt	File		From Supplier	11305@HANVITPOWER.COM	04-Feb-2018	One-Time	[edit]	[delete]	[publish]

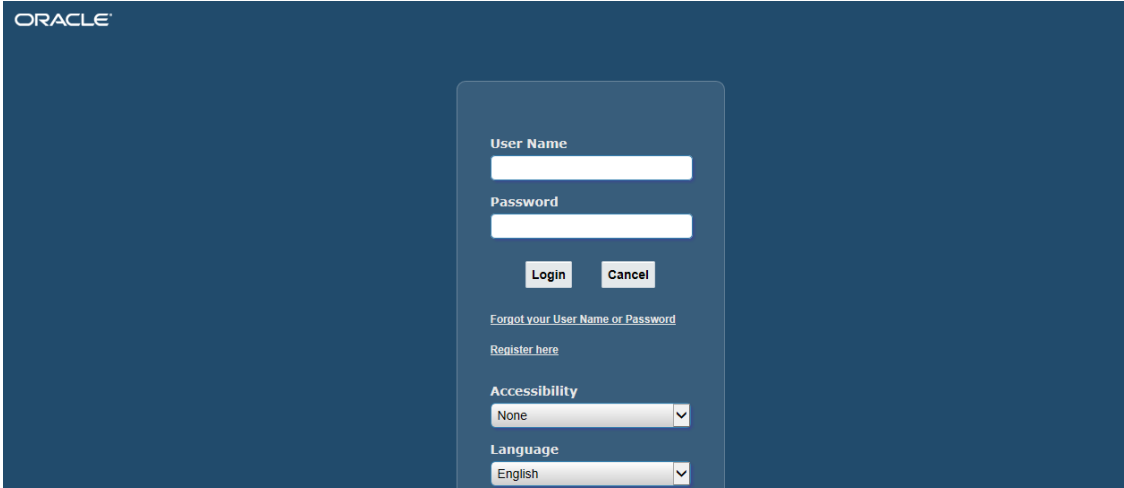
In case of any issues, please contact:

[iservices@enec.gov.abudhabi](mailto:iservices@enec.gov.abudhabi)



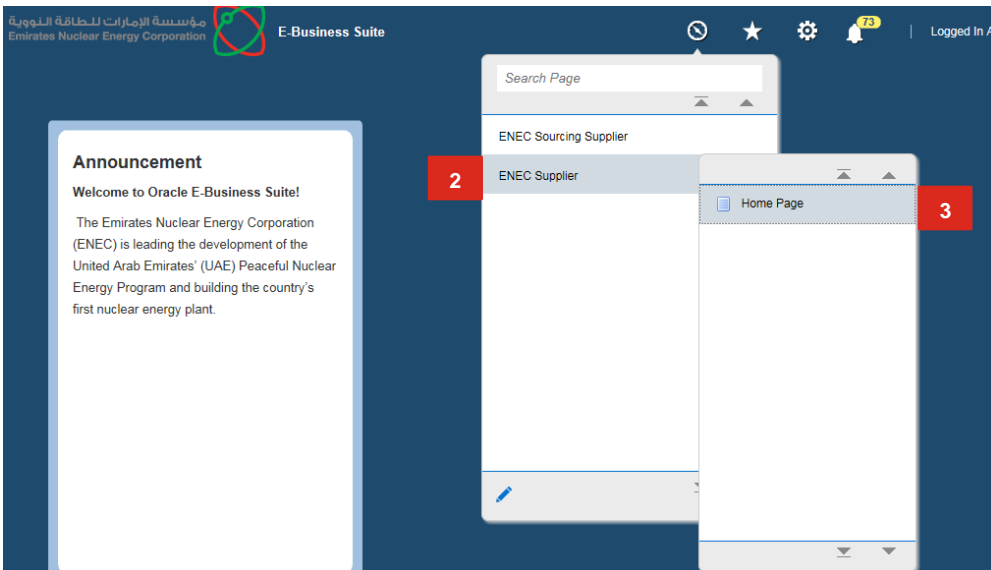
## 8. Setting Up Bank Account Information

### 01. Login with your Username and Password



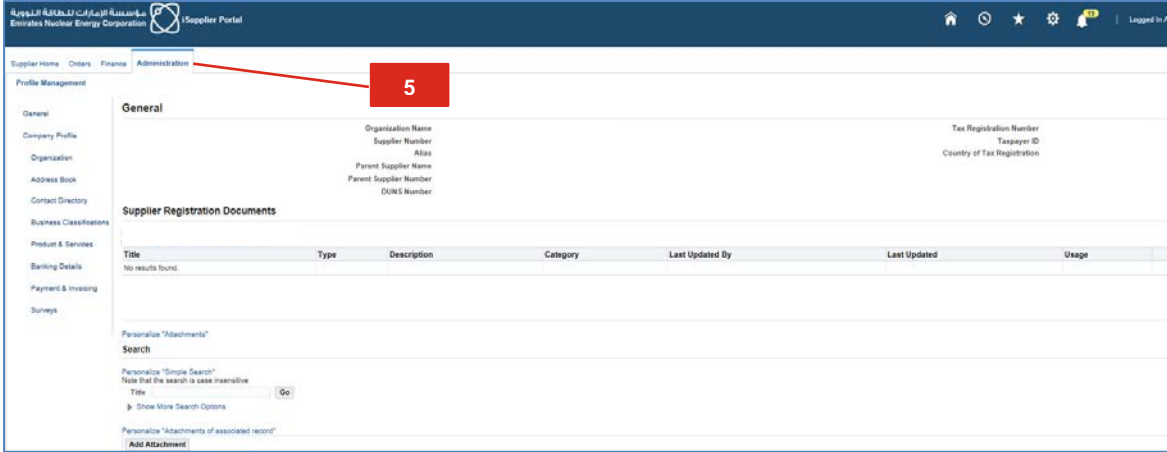
### 02. Click on **ENEC Supplier** and

### 03. Click on **Home Page**

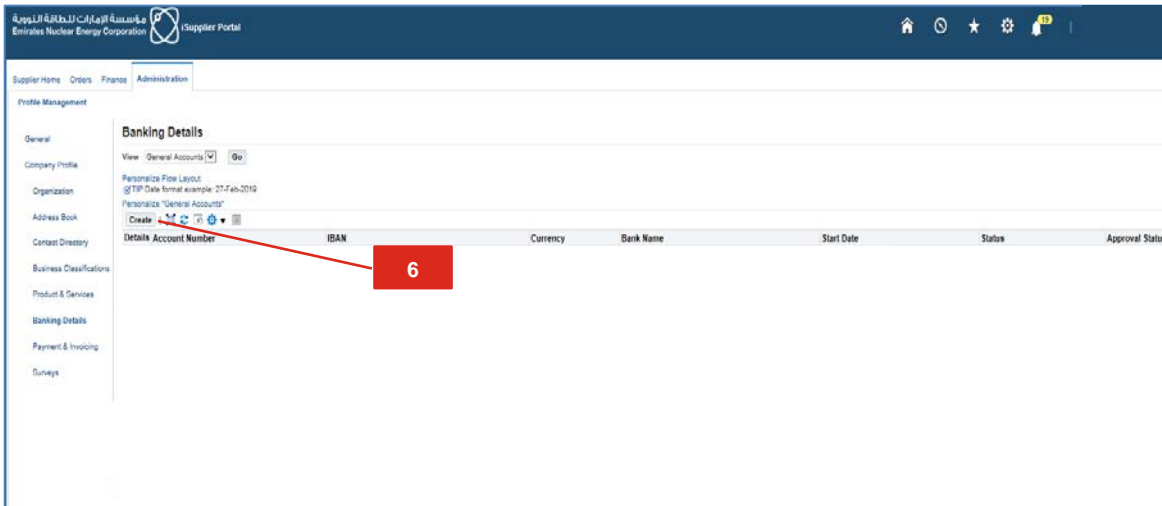




- To complete your company's Bank details information, click on **Banking Details** Link available under **Administration** Tab.



- Click on **Create**





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

7



- 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 country from a list of countries. In this example, the selected country is United Arab Emirates.

The screenshot shows the 'Create Bank Account' form. The 'Country' dropdown is highlighted with a red box containing the number '8'. The form includes sections for 'Bank', 'Branch', 'Bank Account', 'Comments', and 'Attachments'. The 'Country' dropdown is currently set to 'United Arab Emirates'.

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

The screenshot shows the 'Create Bank Account' form. The 'Account is used for foreign payments' checkbox is highlighted with a red box containing the number '9'. The form includes sections for 'Bank', 'Branch', 'Bank Account', 'Comments', and 'Attachments'. The 'Country' dropdown is currently set to 'United Arab Emirates'.



10. 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 with the number '10' is positioned over the search icon. Other fields include 'Bank Number', 'Branch Name', 'Branch Number', 'Branch Type', 'BIC', 'Local / Non-Local', and 'Supplier Site'. The 'Branch' section has 'Personalize "Branch"' options for 'New Branch' and 'Existing Branch'. The 'Bank Account' section includes 'Account Number', 'Check Digits', 'IBAN', 'Account Name', 'Currency', and 'Account Status'. There are also sections for 'Comments' and 'Attachments'.

11. Type your Bank 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' and contains a search bar with 'ADCB' entered. A red box with the number '11' is positioned over the 'Go' button. The modal also shows a 'Results' section with a table header: 'Bank Name' and 'Bank Number'. The background form is partially visible, showing the 'Bank' and 'Branch' sections.



12. In case your bank 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.

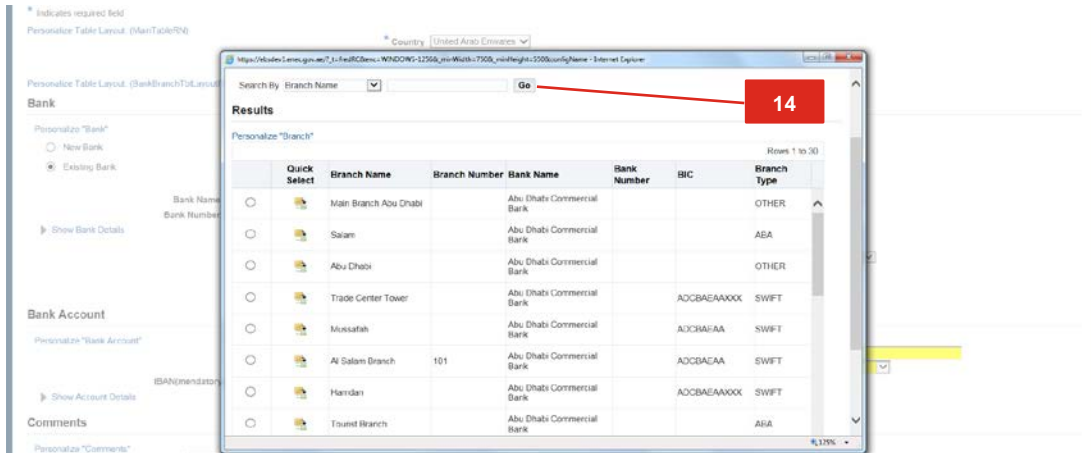
The screenshot shows the 'Create Bank Account' form. Under the 'Bank' section, the 'New Bank' radio button is selected. The 'Bank Name' and 'Bank Number' fields are highlighted in yellow. A red box with the number '12' points to the 'New Bank' radio button. The 'Branch' section has 'Existing Branch' selected. The 'Bank Account' section has 'Account Number', 'Check Digits', and 'IBAN' highlighted in yellow. The 'Comments' section has a 'Note to Buyer' field.

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

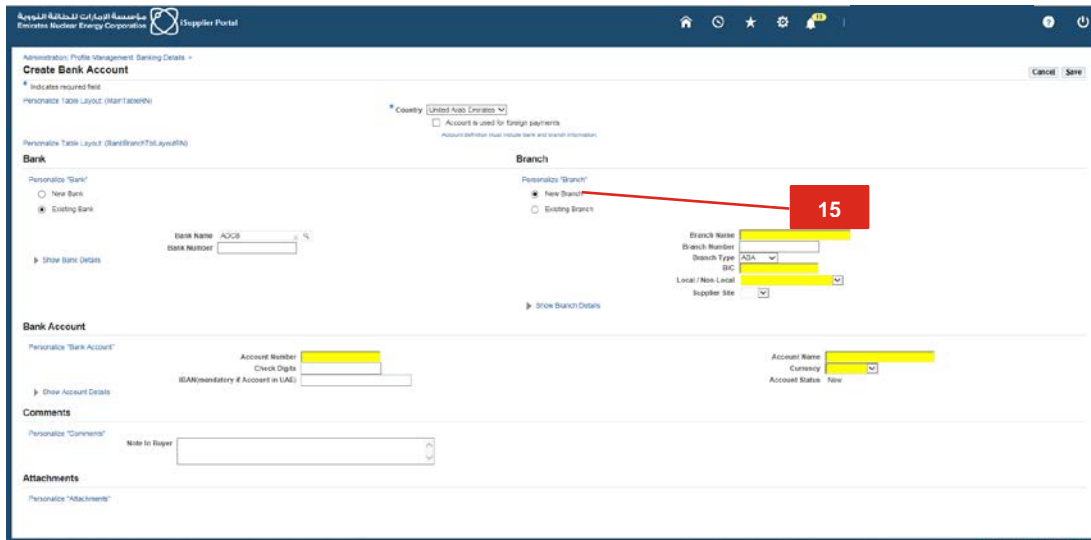
The screenshot shows the 'Create Bank Account' form. Under the 'Branch' section, the 'Existing Branch' radio button is selected. The 'Branch Name' field is highlighted in yellow, and a red box with the number '13' points to the search icon next to it. The 'Bank' section has 'Existing Bank' selected. The 'Bank Name' field is highlighted in yellow. The 'Branch' section has 'Branch Name', 'Branch Number', 'Branch Type', 'SWIFT', 'Local / Non-Local', and 'Supplier Site' highlighted in yellow. The 'Bank Account' section has 'Account Number', 'Check Digits', and 'IBAN' highlighted in yellow. The 'Comments' section has a 'Note to Buyer' field.



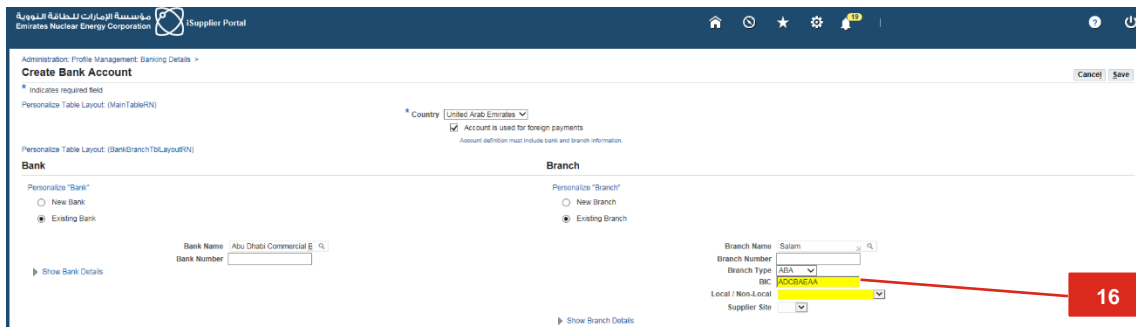
14. Click **Go**. In this example, selected branch is Salam.



15. 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 is already existing.



16. Type the **BIC**







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

The screenshot shows the 'Create Bank Account' form. The 'Local / Non-Local' dropdown menu is highlighted with a red box and a red arrow pointing to it. The dropdown shows 'Local (Abu Dhabi and Ajman)' selected.

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18. Enter the following details and click **Save**

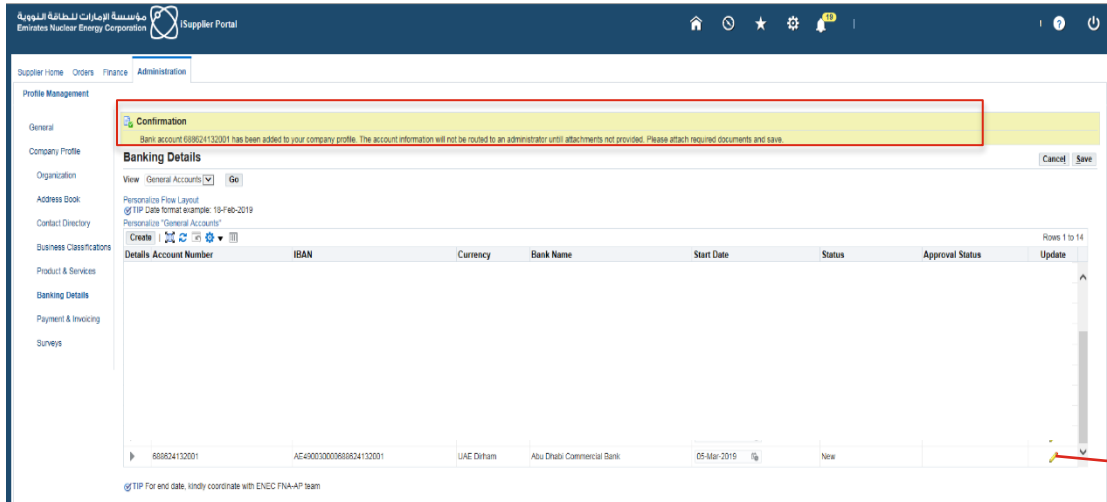
- Account Number
- IBAN (Mandatory if Account is in UAE)
- Account Name
- Currency

The screenshot shows the 'Create Bank Account' form. The 'Bank Account' section is highlighted with a red box, showing the 'Account Number', 'IBAN (Mandatory if Account is in UAE)', 'Account Name', and 'Currency' fields.

18

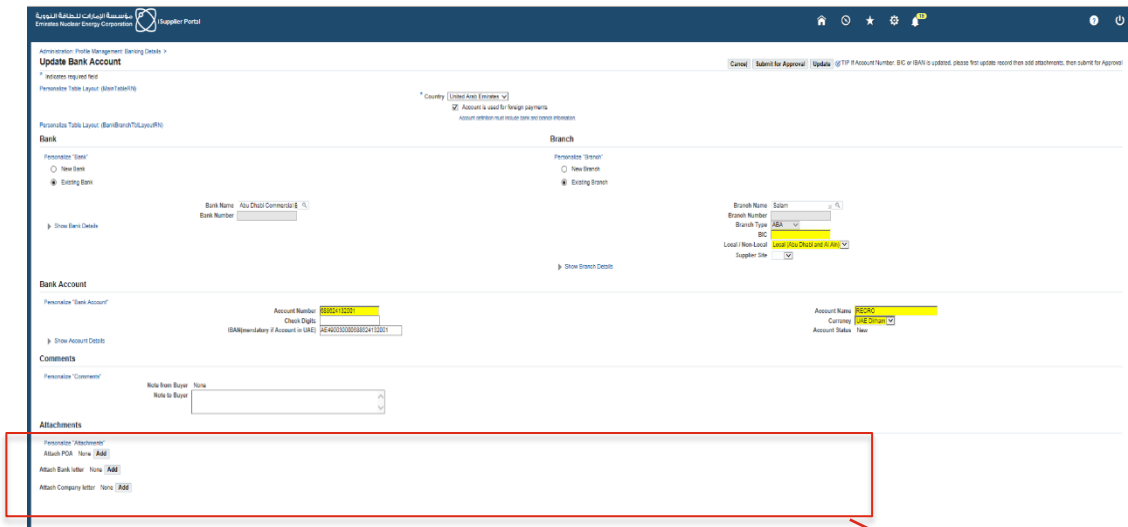


19. You will see a new page with the below message. Click on the update icon, next to the recently added bank account



19

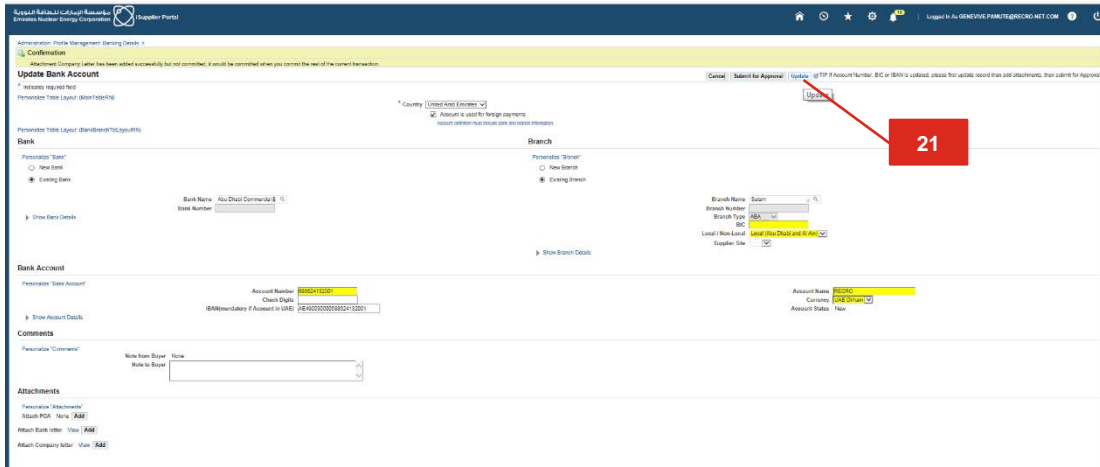
20. You can see list of attachments which you need to attach to complete your banking details information. Attach all listed attachments by clicking on “Add” button, and selecting the correct attachment from your computer



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- 21. Once you attach all the documents, click **Update** to finish setting up your Banking Account details.



In case of any problems, the supplier should contact [iservices@enec.gov.abudhabi](mailto:iservices@enec.gov.abudhabi)