Registered Supplier Guide

Rev 17
November 2020

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Contents

1. General Information

As a registered Supplier in The Enterprise (a general term covering ENEC, Nawah, and BOC) 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 and navigate to

ENEC website → Suppliers Tab → Registered Suppliers

Click on the link **"Click here to login to the ENEC Supplier Portal"** and the page below will appear.

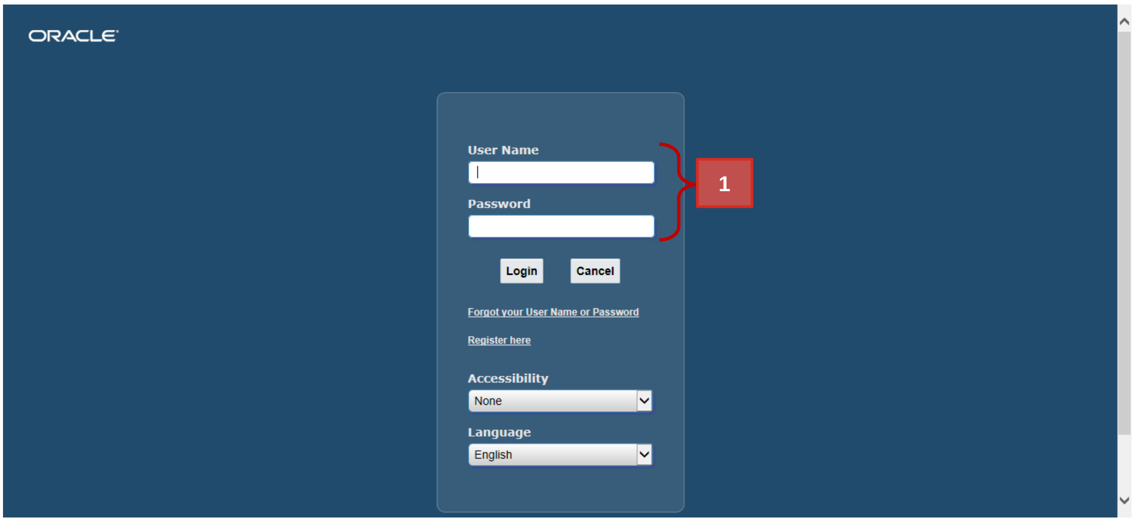
In this Guide we will show you how to do the following:

- Manage your company profile in The Enterprise 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 The Enterprise.

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

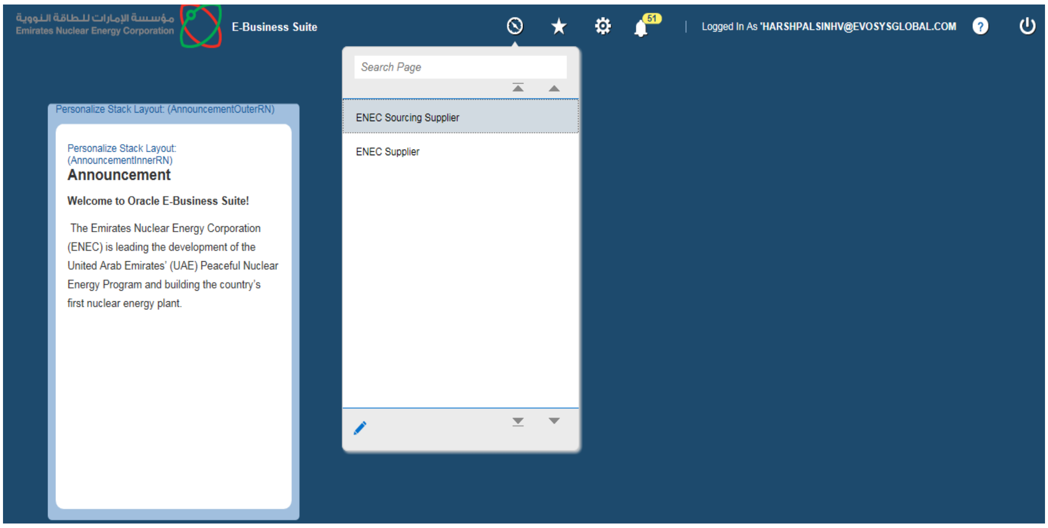
Note: please cut and paste the password from your automated email into the password field. **You must not include any space at the front or end of the password.**



2. You will see all your notifications in your Worklist section

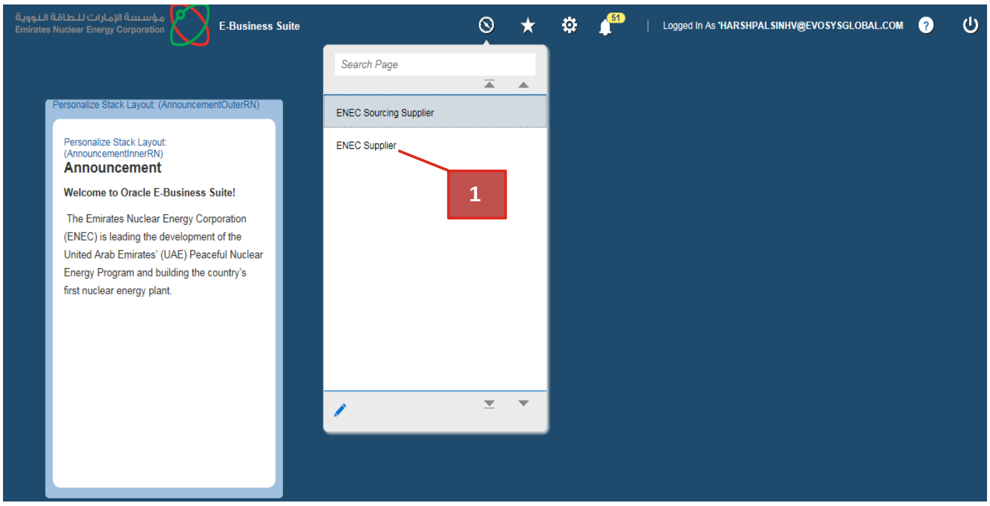
3. Use the **ENEC Sourcing Supplier** section to access your Requests for Information (RFIs) and Requests for Quotation (RFQs). How to respond to RFIs and RFQs will be explained later in this Guide.

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



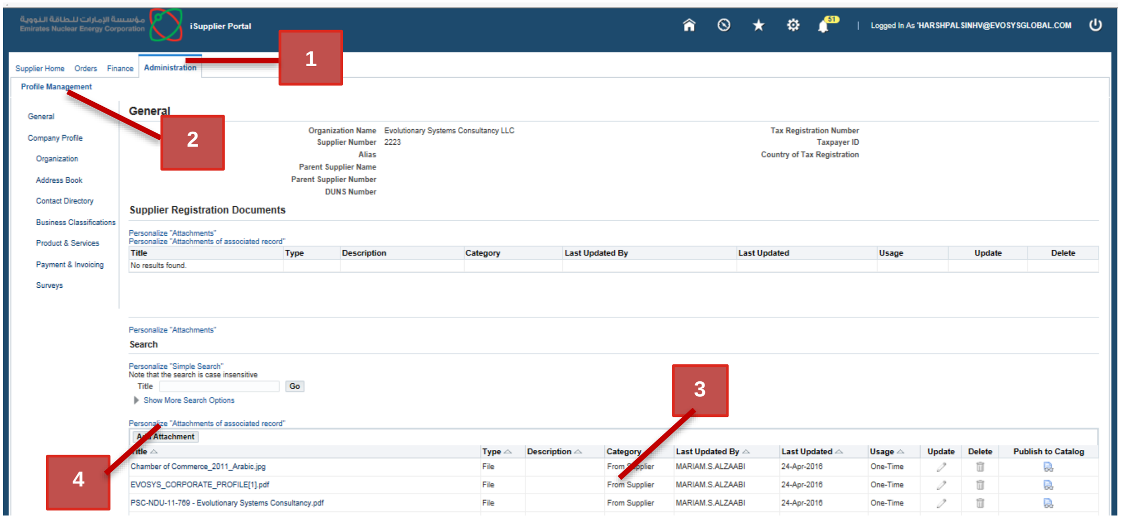
2. Managing your Company Profile

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



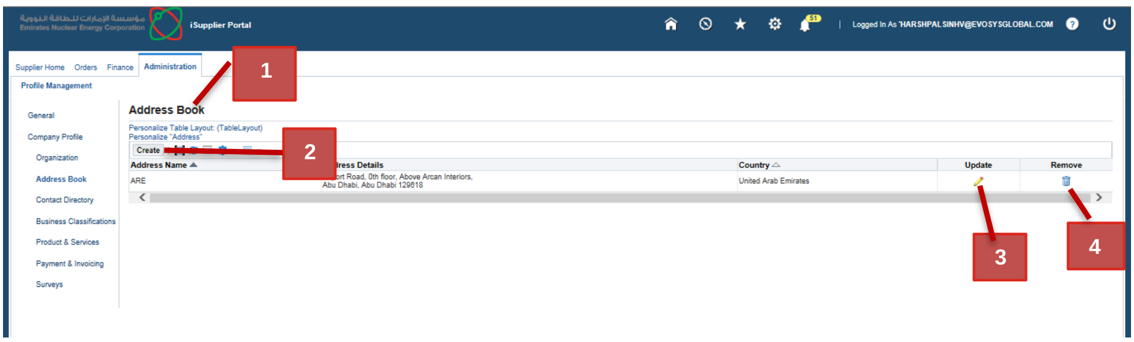
A. Add and Update Attachments

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

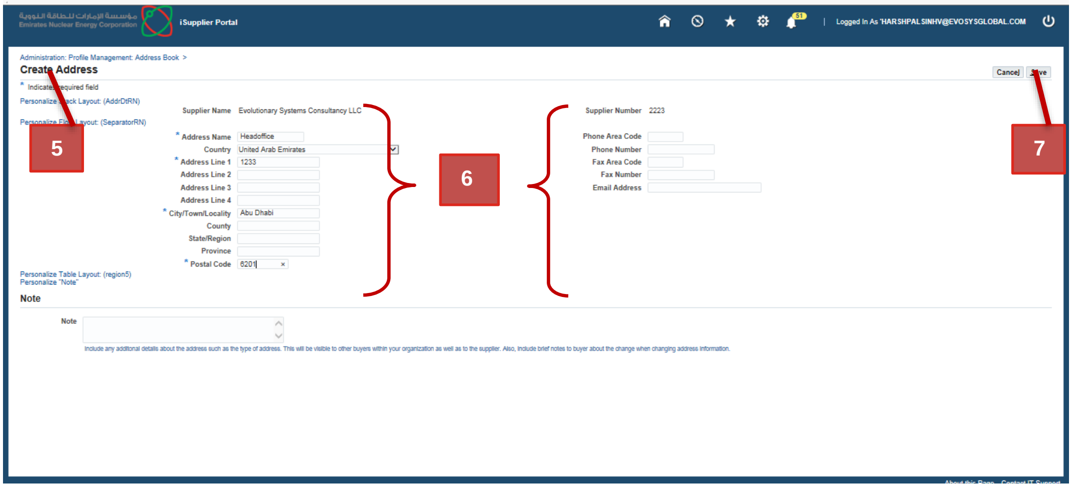


B. Create, Update and Remove Address Book Records

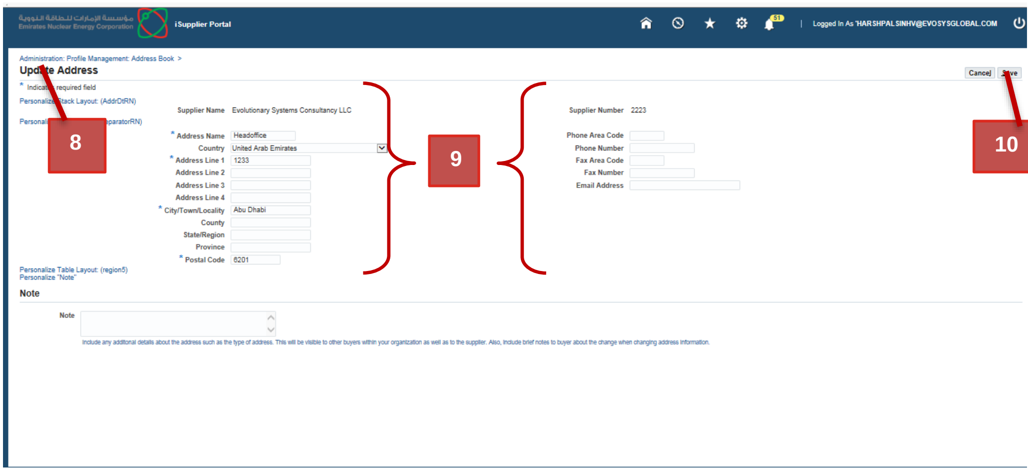
1. Click on **Address Book**
2. Click on **Create** to create a new address record
3. Click **Update** to update an existing address record
4. Click **Remove** to remove an existing address record



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

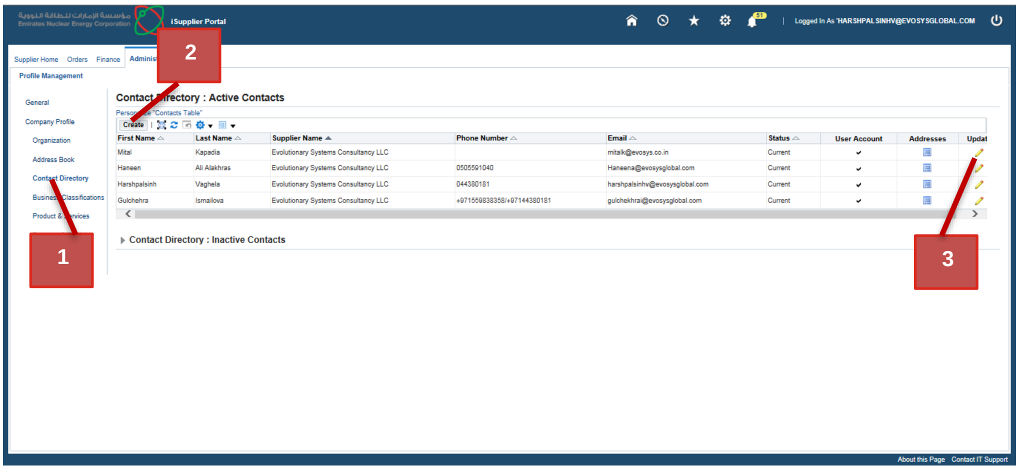


8. This is the **Update Address** screen
9. Update all the required fields for this address
10. When finished click **Save**



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**

Note: It is very important that the email for the contact is a valid email, and the **Contact Type** is correct.

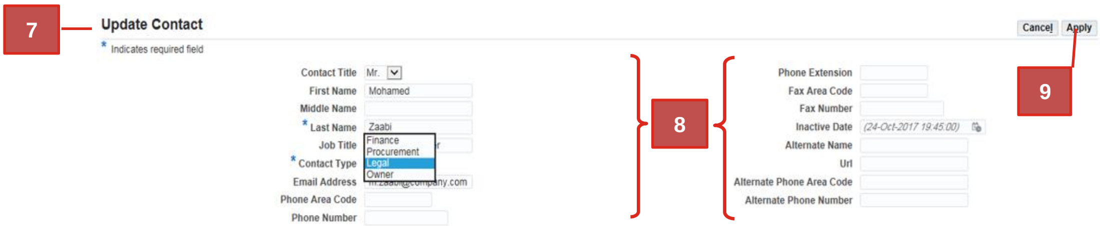
Ensure that the email address provided by you is not a free domain email ID. Free domain email IDs include but are not limited to:

i. gmail.com
ii. yahoomail.com
iii. hotmail.com
iv. rediffmail.com
v. outlook.com
vi. emirates.net.ae
vii. eim.ae

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**

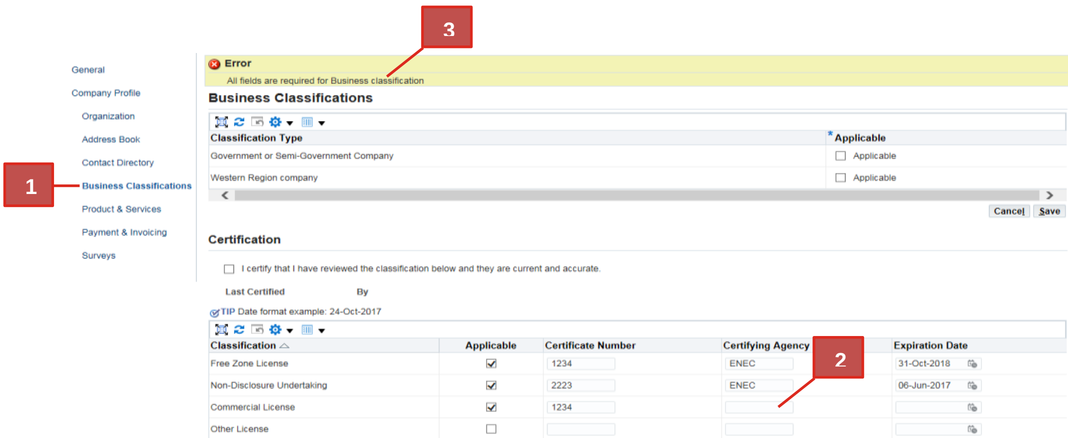


10. Supplier will be able to see the same contact as "**Current**"

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
Mital	Kapadia	Evolutionary Systems Consultancy LLC		mitalk1@evosys.c	Current	✔		
Gulchehra	Ismailova	Evolutionary Systems Consultancy LLC	+971559838358/+97144380181	gulchekhrai@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	Vaghela	Evolutionary Systems Consultancy LLC	044380181	harshpalsinhv@evosysglobal.com	Current	✔		

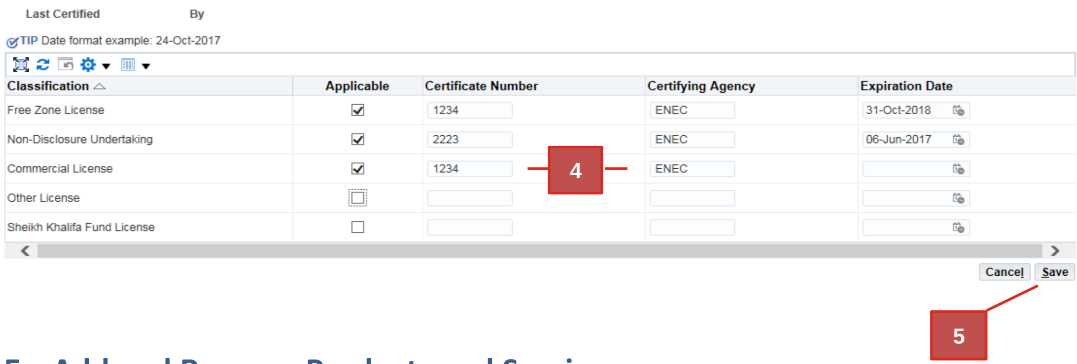
D. Add and Update Business Classifications

1. Click on **Business Classifications**
2. To add an additional 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



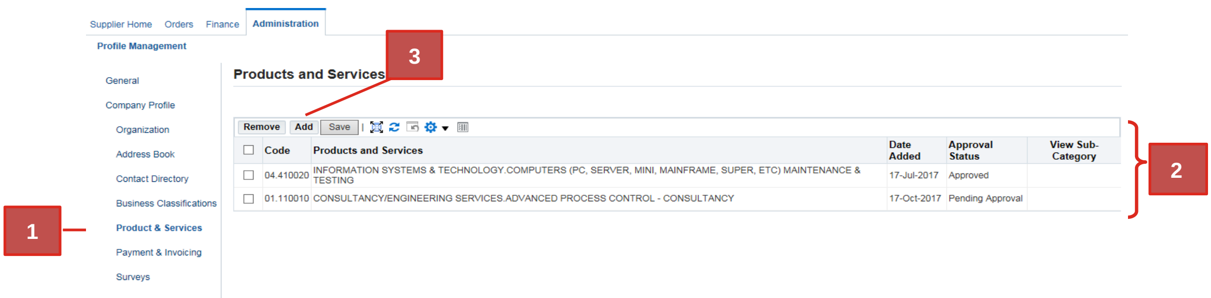
4. Fill all the required information of the new business classification you are adding. Ensure to select the Business Classifications applicable to your company.

5. When finished click **Save**

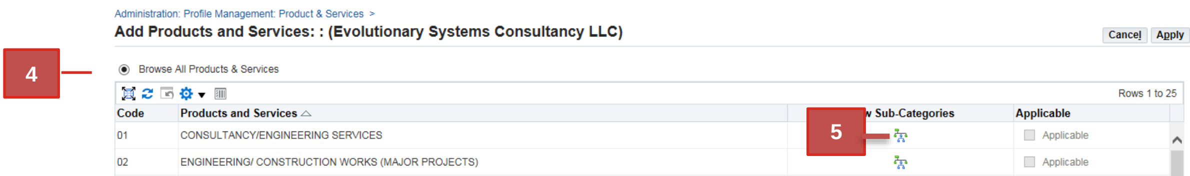


E. Add and Remove Products and Services

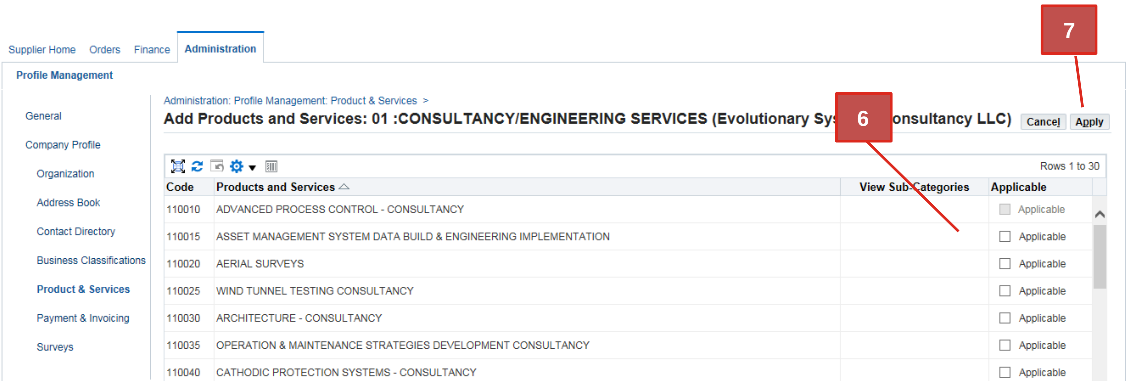
1. Click on **Products & Services**
2. You will see the list all products and services that you have initially registered for
3. Click on **Add** to add a new product or service to your profile



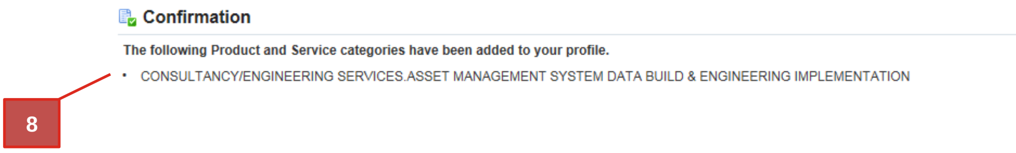
4. You can browse all products and services using this option.
5. Click on **View Sub-Categories** icon against the main category code



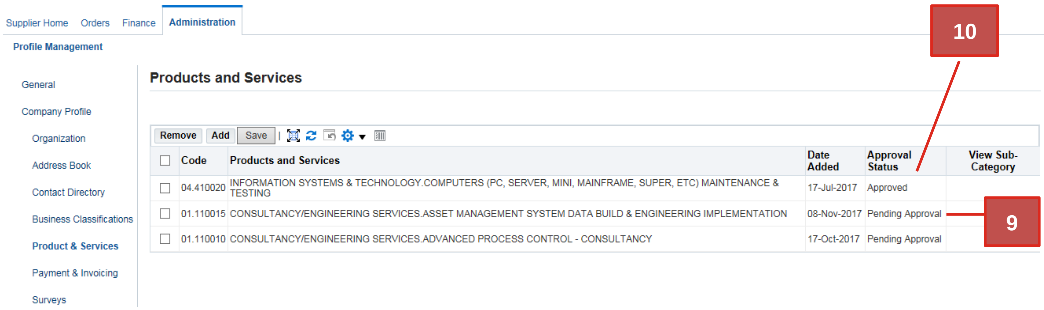
6. Select applicable checkbox against the Sub-Categories you want to add in your profile.
7. Click on **Apply** button



8. You will get this confirmation message

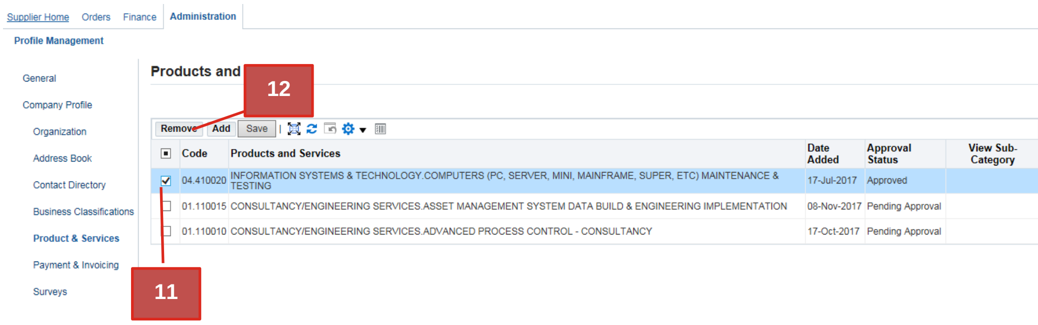


9. Any additional products and services added to your company profile will be in “**Pending Approval**” status, until The Enterprise Supplier Relationship Management Team reviews and approves it.
10. Once approved by The Enterprise Supplier Relationship Management Team, the status is changed to “**Approved**”

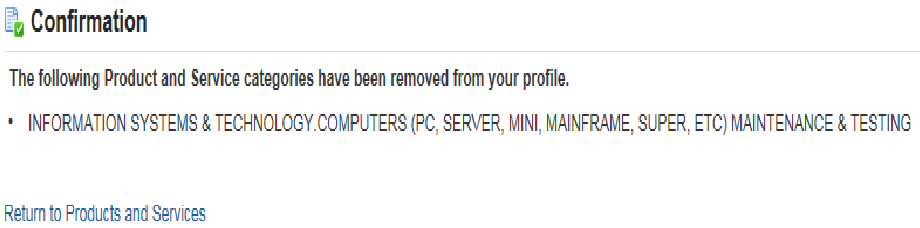


11. To delete products or services from your profile, select the ones you want to delete by ticking the **Select** check box
12. Click **Remove**

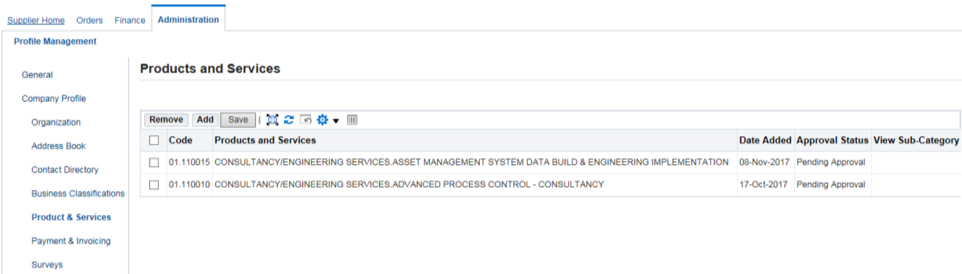
    Note: You can only remove Approved products and services



13. You will get this confirmation message



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



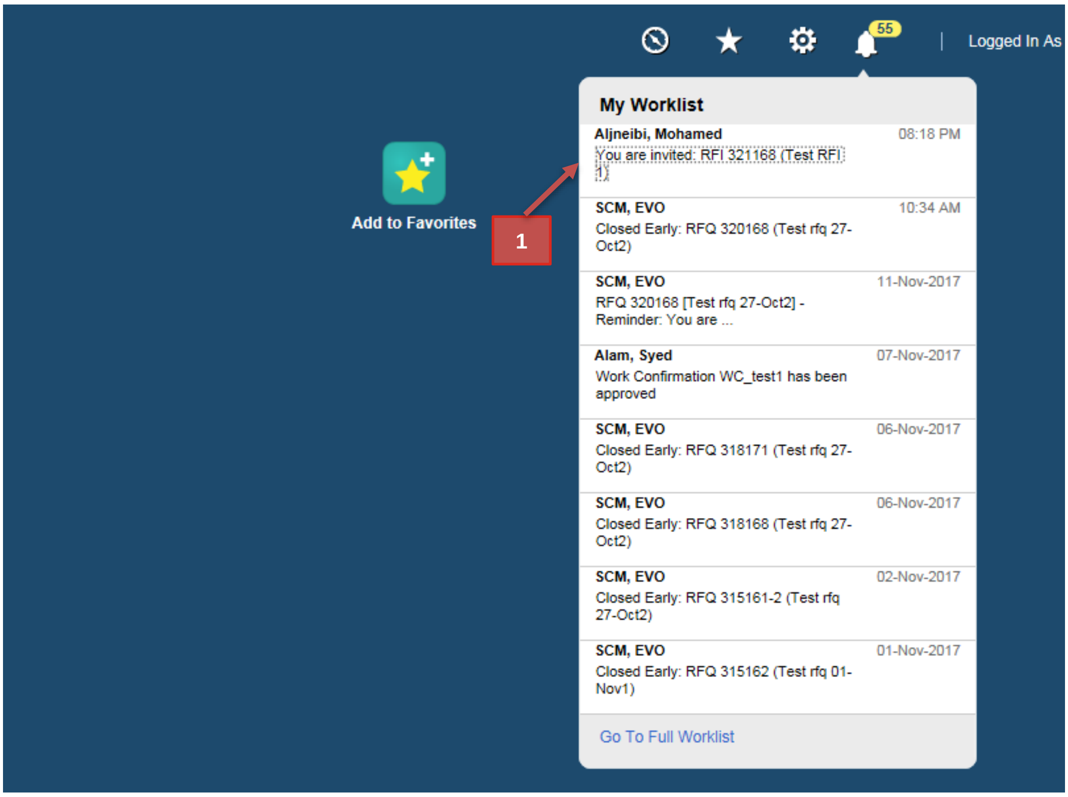
3. Responding to Request for Information (RFI)

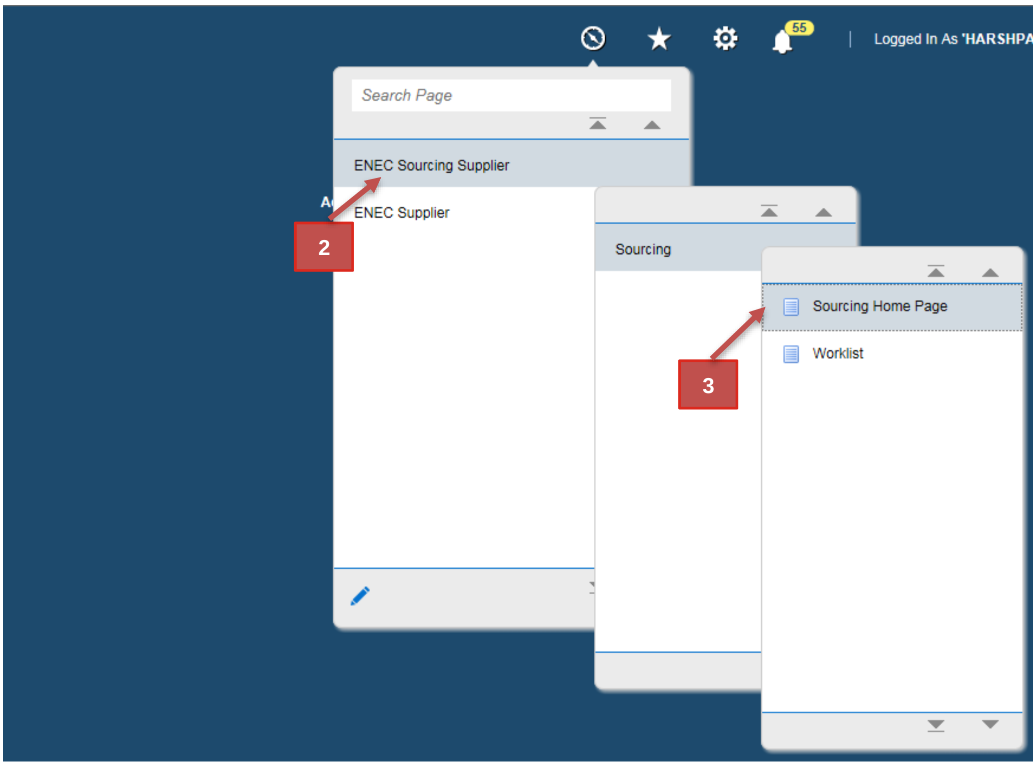
A Request for Information (RFI) is the method The Enterprise uses to evaluate suppliers' responses to a specific questionnaire for prequalification, expression of interest or other information gathering purposes.

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

Being a Registered Supplier with The Enterprise does not guarantee participation/invitation to tender opportunities.

1. If you are invited to participate in an 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, login 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**





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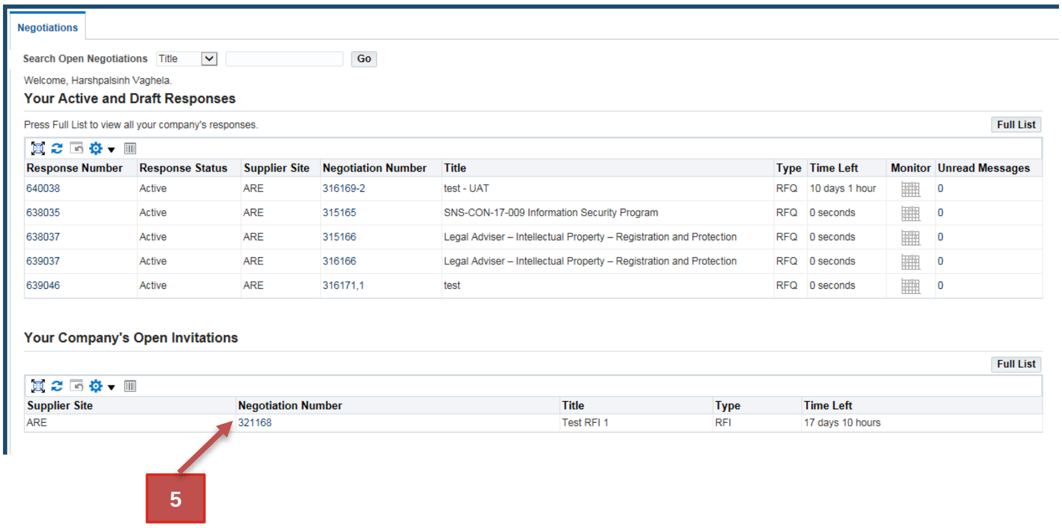
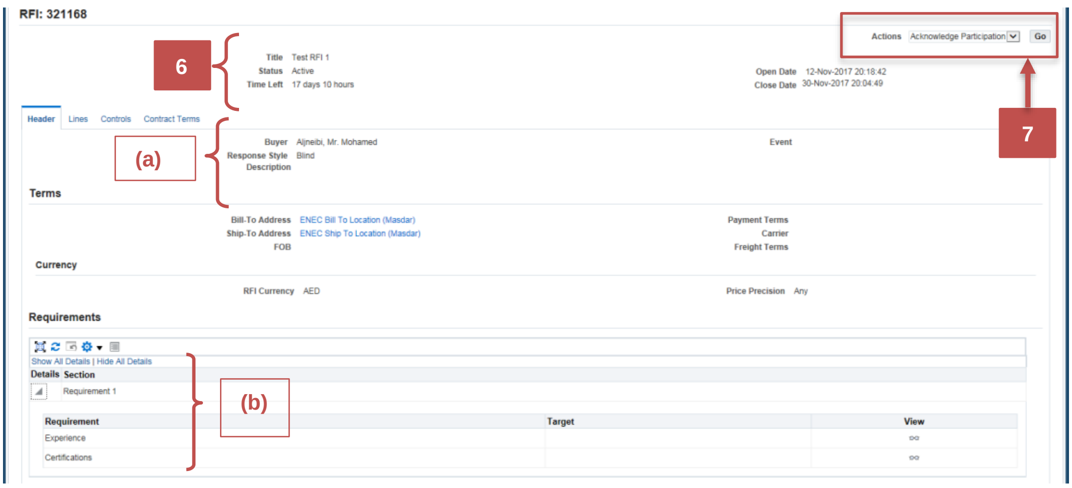
4. This will open your **Negotiations** screen
5. Click on the **Invitation Number** (labeled as Negotiation Number)

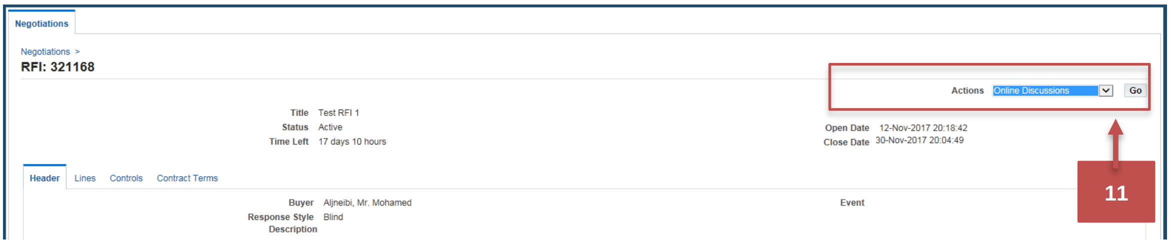


6. Before you acknowledge your participation in this RFI, read all its details carefully
    a. RFI Header information (might be different for each RFI)
    b. RFI Requirements (might be different for each RFI)
7. To acknowledge your participation in this RFI, in **Actions** → select **Acknowledge Participation**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

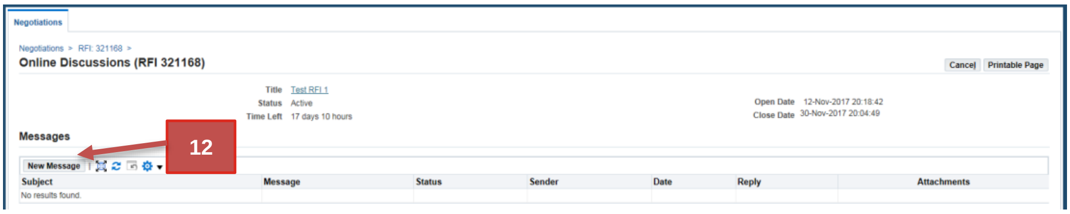


8. If you are willing to participate in this RFI, click **Yes.** If not then click **No**
9. You can put a note to buyer in the **Note to Buyer** section if you want
10. Click **Apply**

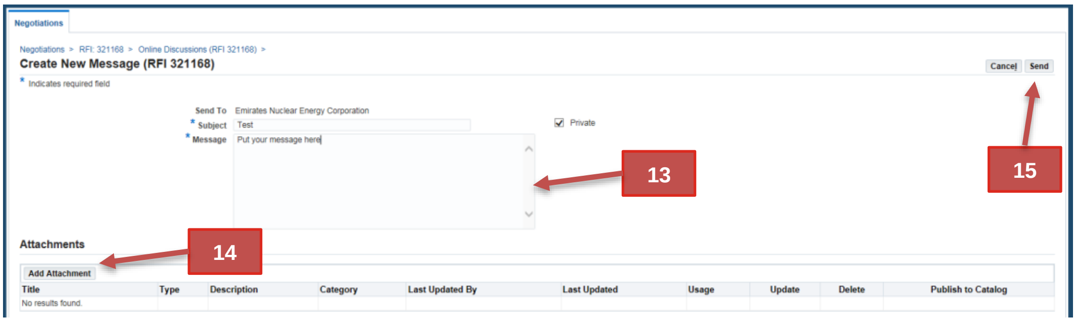
11. To send a direct message to the Buyer, you can use the **Online Discussions** option in **Actions**



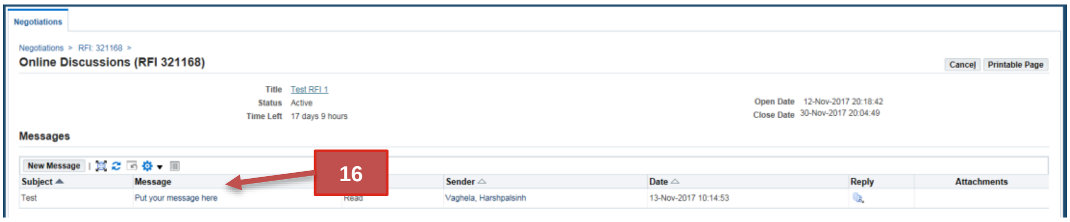
12. Click on **New Message** to create a new message



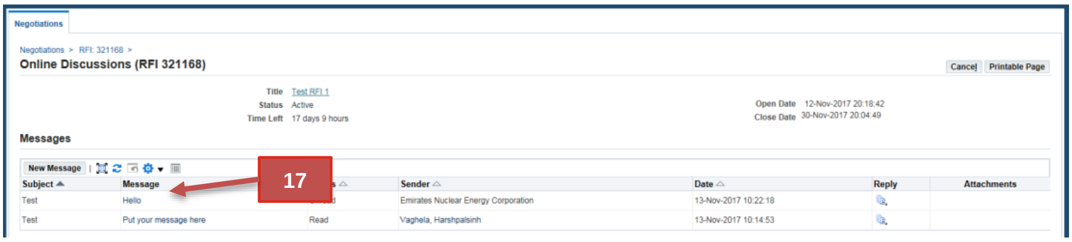
13. Put the message text in **Message** area
14. Add desired attachment
15. When finished, click **Send**



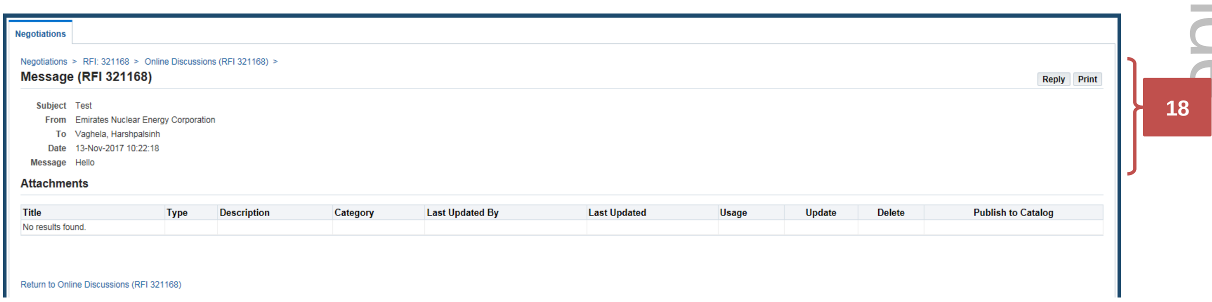
16. You will see your message here



17. You will see the reply from The Enterprise in the Online Discussions screen. Click on it.

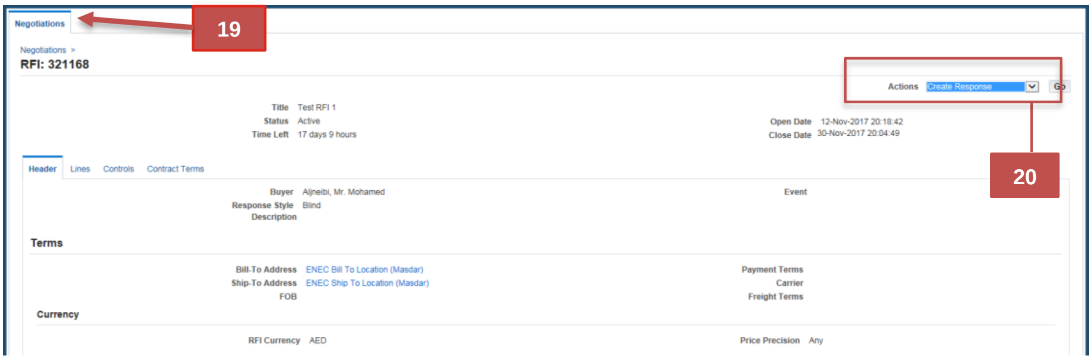


18. This is The Enterprise's reply to your message



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

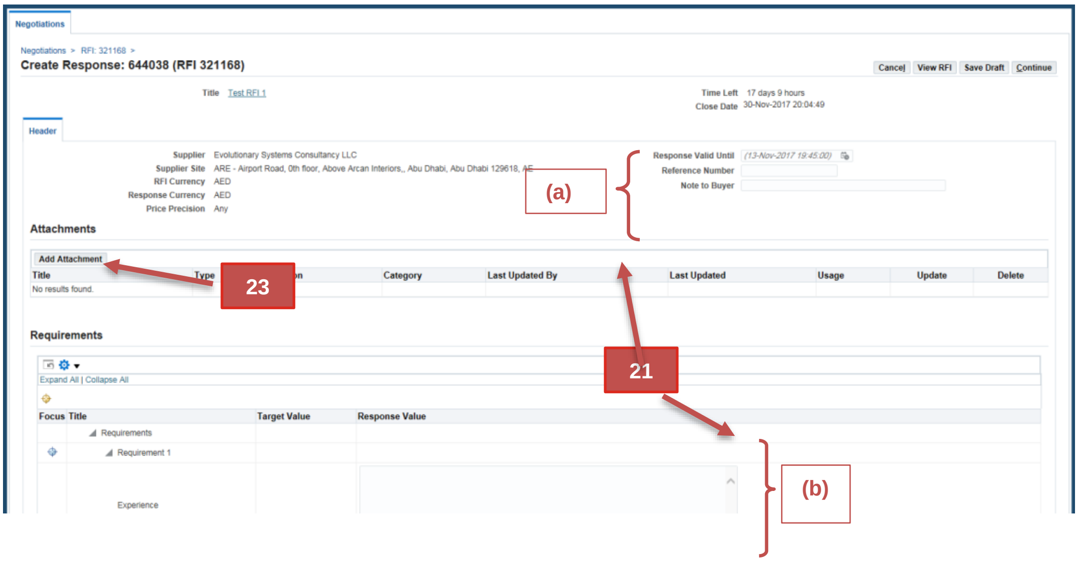
20. In **Actions**, select **Create Response** then click **Go**



21. You have to fill all the required information in your response.
    a. Your response validity date, your own company Reference Number for this RFI, any notes you want to send to the Buyer
    b. You will have to answer all the requirements in the RFI

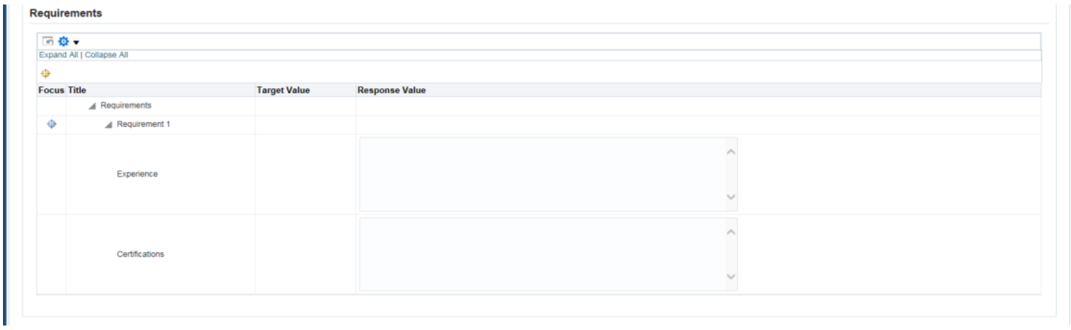
22. You will need to attach all the required documentation

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

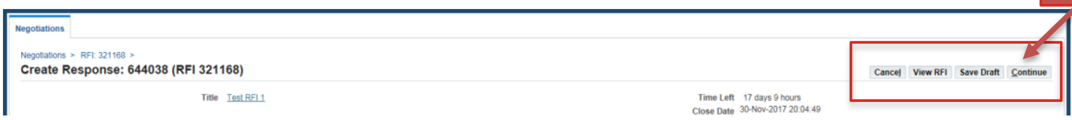
24



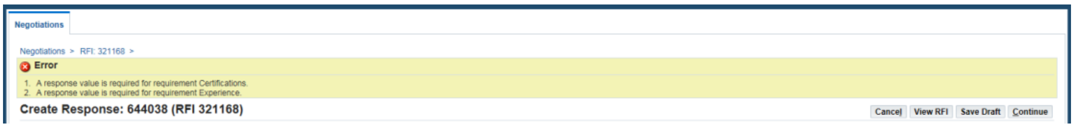
Note: You can save your response at any time for later completion by clicking on **Save Draft**

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

25

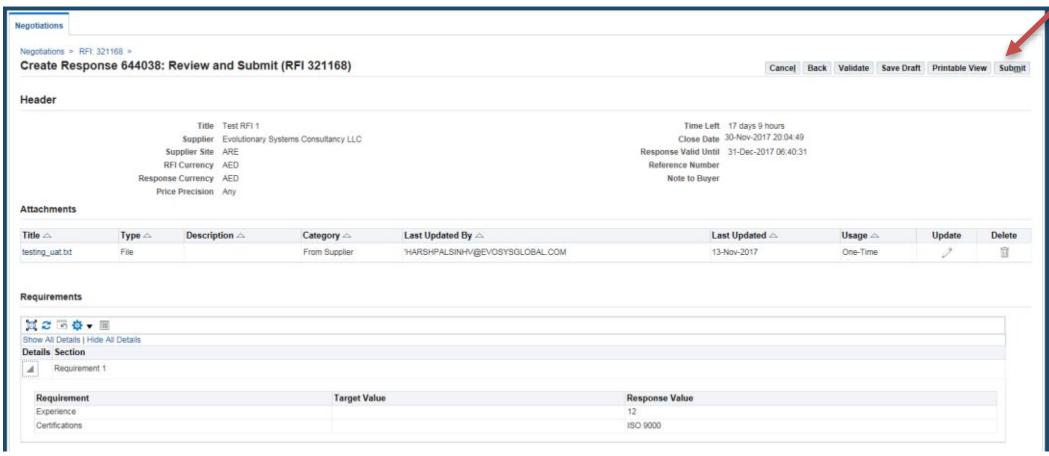


26. If you have missed any requirement in the RFI, you will get an Error message looking similar to this

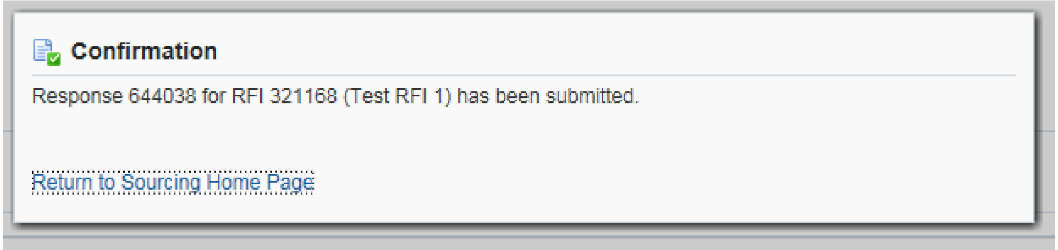


27. Have a thorough look at your RFI response then click **Submit**

27

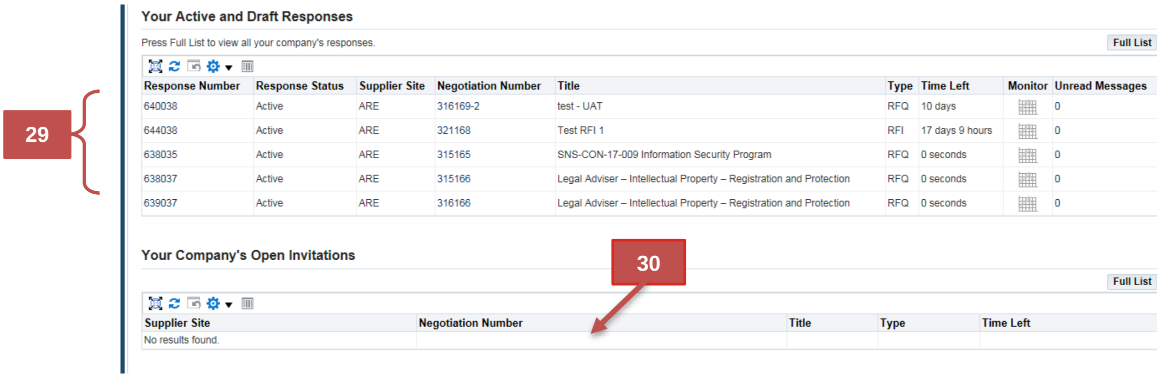


28. You will get a confirmation message of your submission

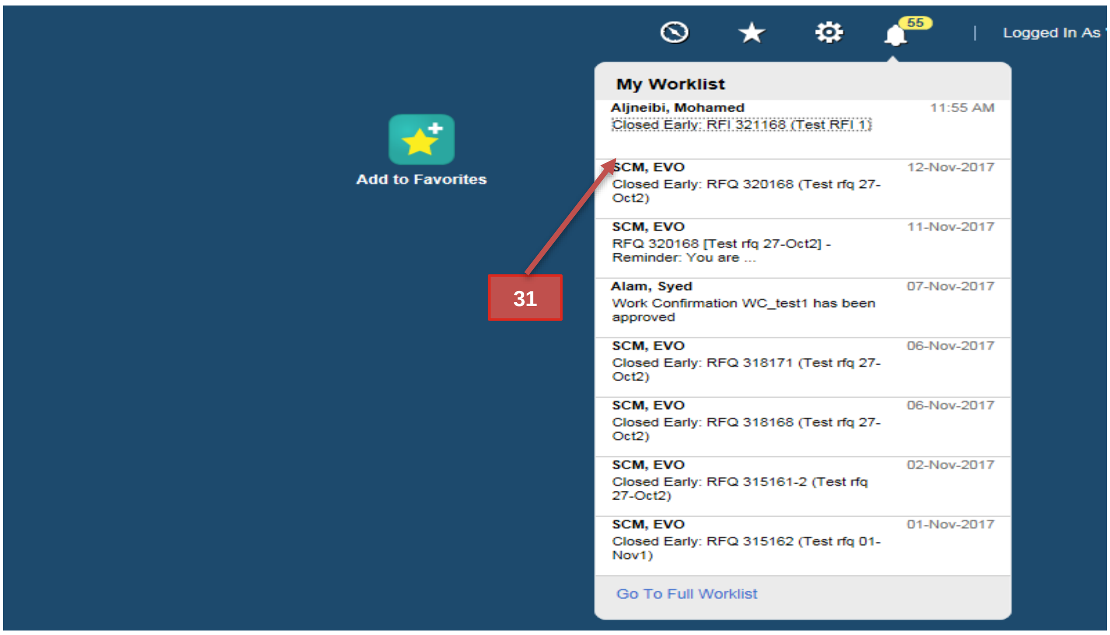


29. You will be able to see all your RFI responses in your main **Negotiations** screen, where you can see all their details (Response Number, Status, Time Left…)

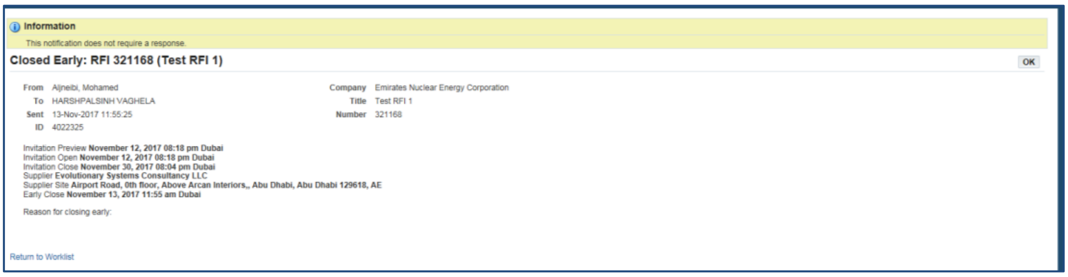
30. You can see all your open invitations here as well



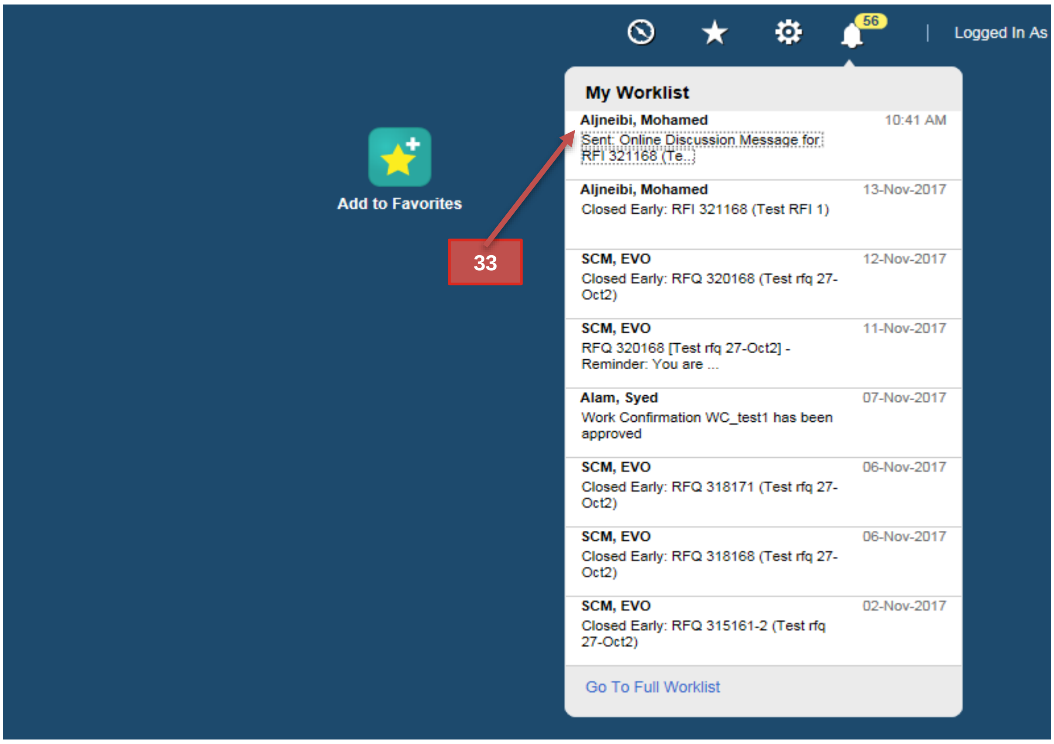
31. You will get a notification in your Worklist if the RFI was closed early by The Enterprise.



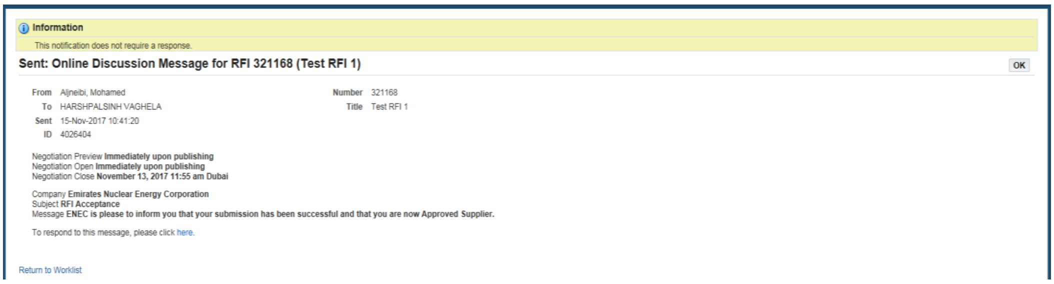
32. Click to open the notification. No action is required from your side now.



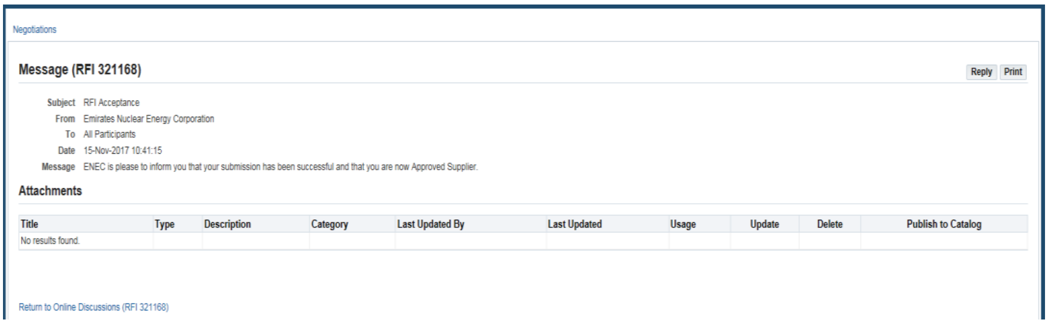
33. As a result of your RFI response, you will get feedback from The Enterprise in your Worklist.



34. Click to open the message.



35. It might be that your response was complete, and as a result of that, your company is now considered an Approved Supplier in The Enterprise Commercial Directory



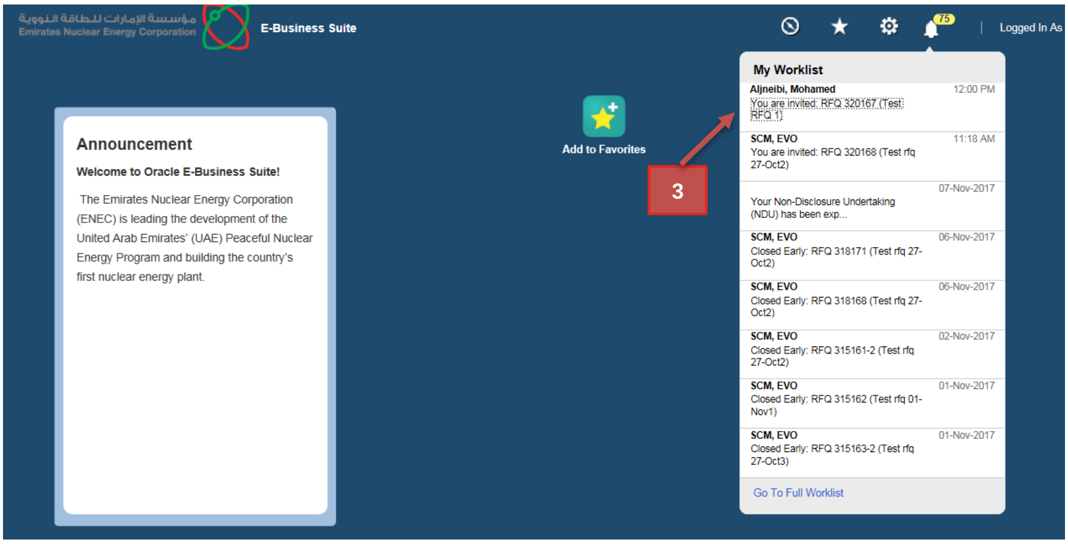
36. Or it might be that your response was not satisfactory, and as a result of that, your company is not an Approved Supplier in The Enterprise Commercial Directory

4. Responding to Request for Quotation (RFQ)

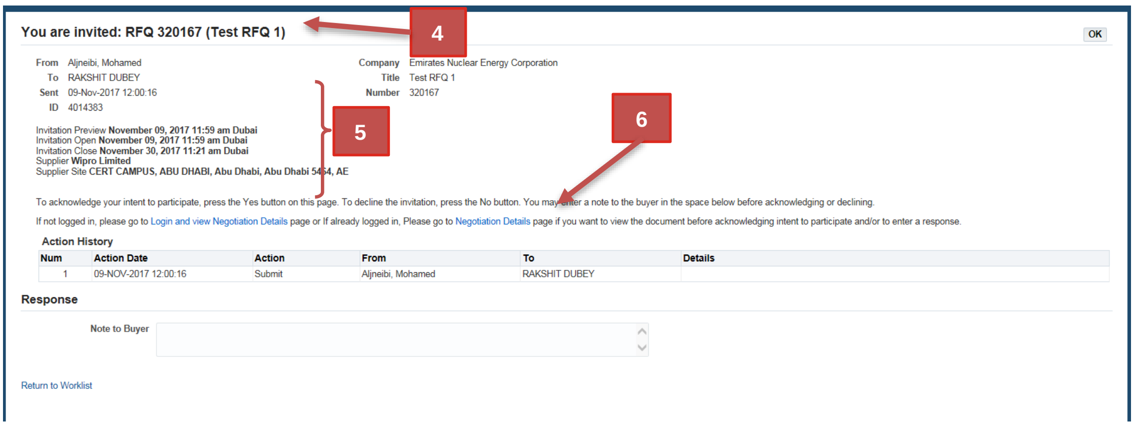
A Request for Quotation (RFQ) is the method ENEC uses to formally invite selected suppliers to tender. The tender package is attached within the RFQ.

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

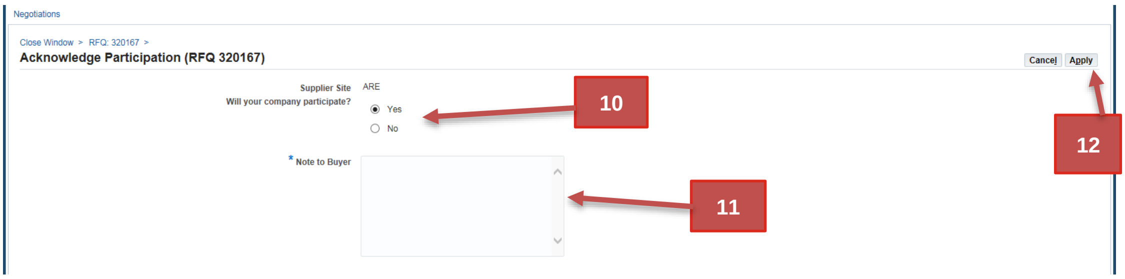


4. This will open the RFQ notification screen
5. You can see some of the RFQ details here
6. Click on the **Negotiation Details** link to access your RFQ detail



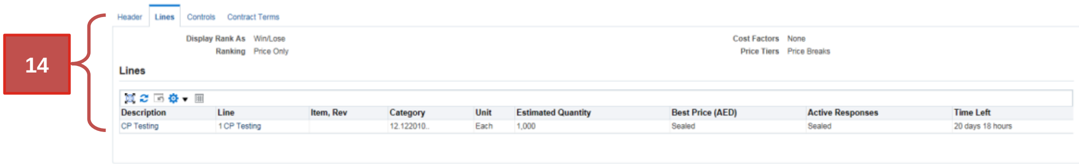
7. The first thing you have to do is to acknowledge your participation in this RFQ.
8. Before you acknowledge your participation in this RFQ, read all its details carefully
    a. RFQ Header information (might be different for each RFQ)
    b. RFQ Requirements (might be different for each RFQ)
9. To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

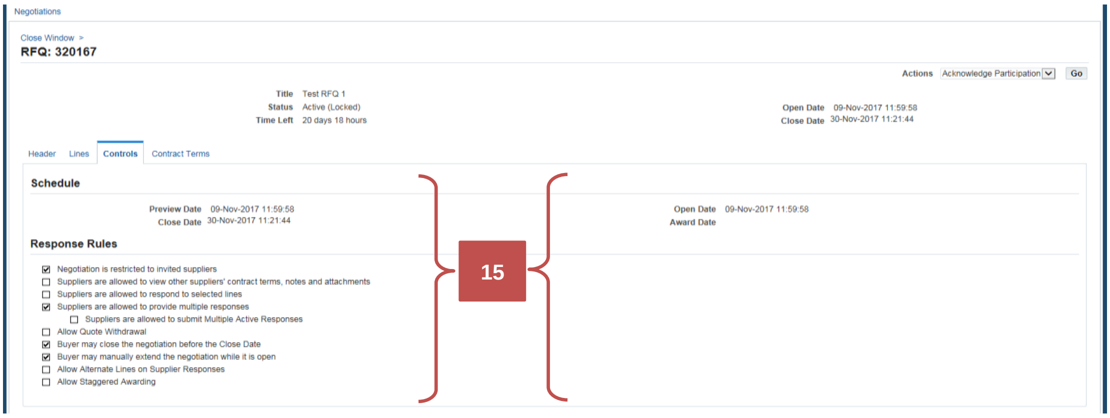


13. Go back to your RFQ page. One by one, click on each of the tabs you have here to view all the RFQ details.

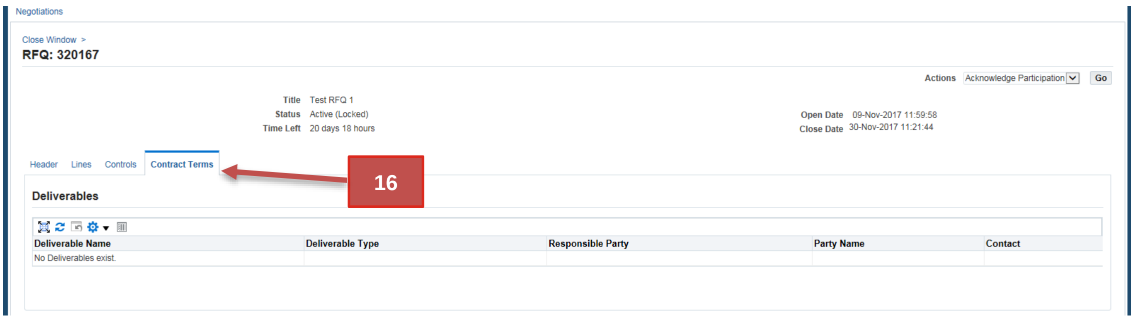
14. In the **Lines** tab, you will see all the RFQ lines with their details



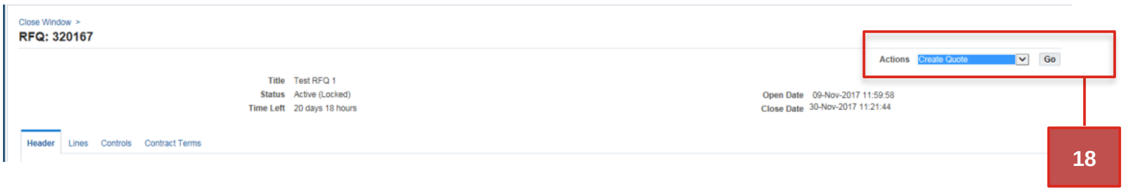
15. In the **Controls** tab, you can see all the controls set up for this RFQ by ENEC Procurement



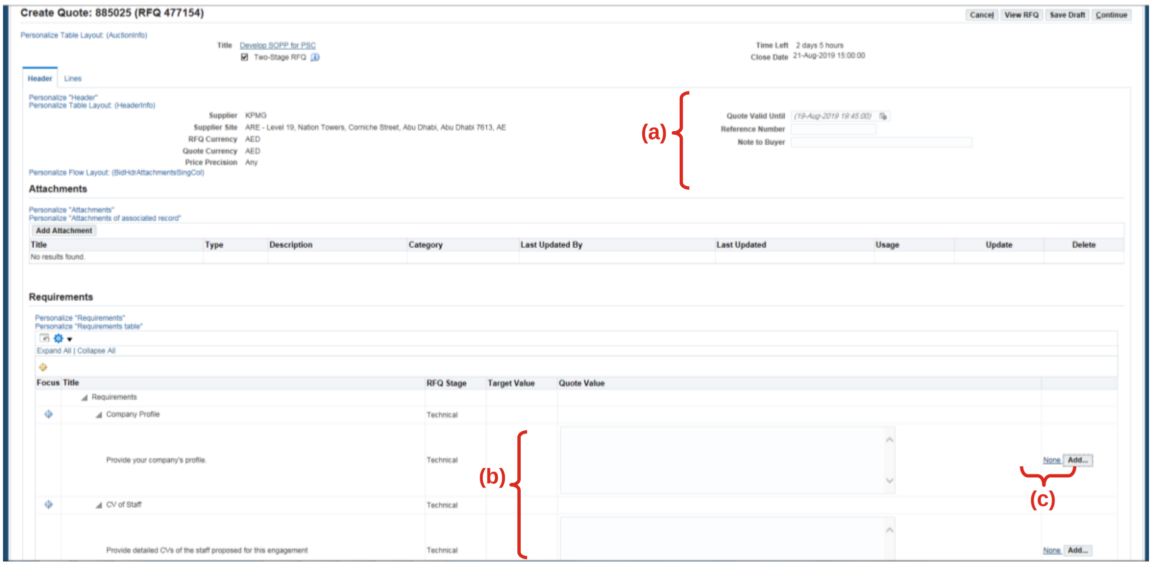
16. In the **Contract Terms** tab, you will find any special contract terms in the RFQ (if any)



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**



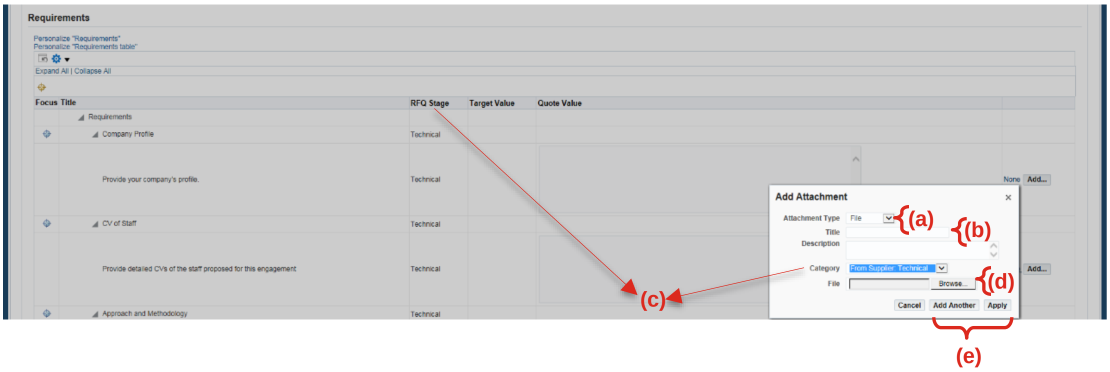
19. You have to fill all the required information in your quote
    a. Your quote validity date, your own company Reference Number for this RFQ or quote, any notes you want to send to the Buyer
    b. You will have to answer all the requirements in the RFQ under the **Quote Value** Column. Please do not enter any financial value (value of your commercial proposal) under the **Quote Value** column.
    c. You must add supporting documentation for each of the requirements in the RFQ by clicking on **Add** if applicable**.** For example, in the screenshot below, first requirement asks to provide Company's profile. For this requirement, in the **Quote Value** section, you can mention "Refer to attached file" and then add your company profile by clicking on **Add**.



20. Once you click on **Add**, a pop-up window will open. In the pop-up window, select:
    a. **Attachment Type** as **File.**
    b. Provide **Title** for the attachment.
    c. Select the appropriate **Category**. Note that category should match the RFQ stage. In this example, the selected category should be **From Supplier: Technical** as the **RFQ Stage** for the requirement where you are attaching the file is **Technical.** **Do not** attach your Commercial Proposal if the **RFQ Stage** is **Technical.** **Attaching a Commercial Proposal in the Technical Stage of the RFQ could lead to disqualification of your bid.**

d. Upload the relevant file by clicking on **Browse** and selecting the file from your computer.

e. Click **Apply** if you are attaching only one file**.** Click on **Add Another** if you want to attach another file.



21. Repeat steps 19 (c) to 20 for all requirements.

22. You will need to attach all other mandatory required documentation as instructed in the RFQ. Mandatory required documentation may include:
    a. Form of Tender
    b. Bid Bond copy
    c. Statement of Compliance Certification
    d. Insurance Confirmation Letter
    e. Commercial Proposal
    f. Any other document as instructed in the RFQ

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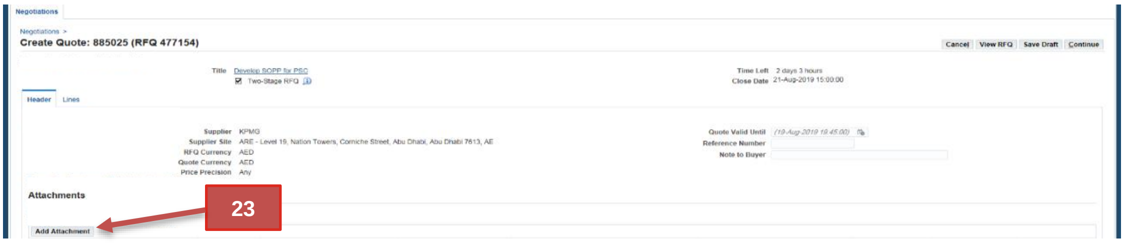
23. To attach other mandatory required documentation, click on the **Add Attachment** button. Once you click on **Add Attachment**, a new window will open. In the new window:

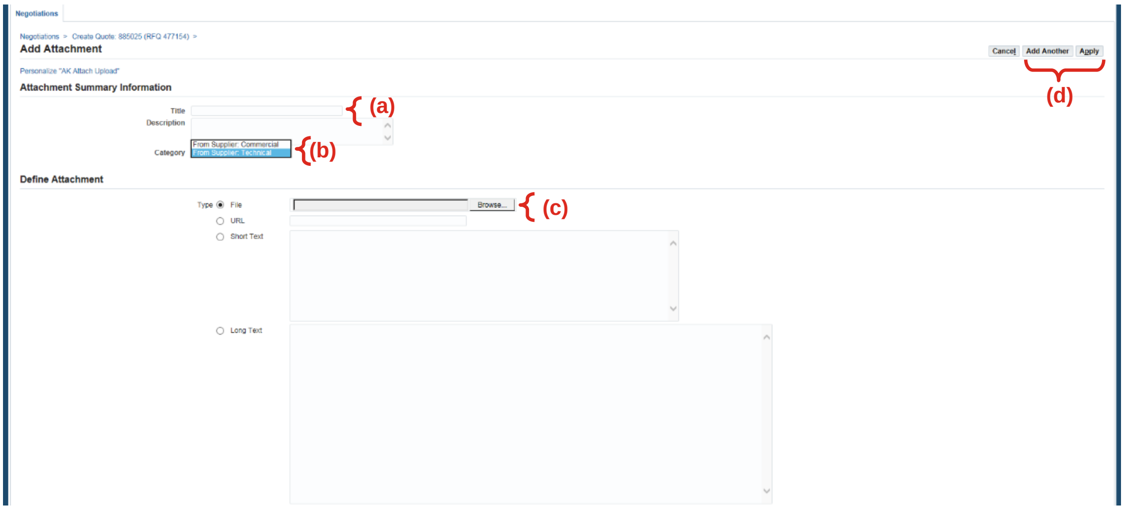
   a. Provide **Title** for the attachment**.**

   b. Select the **Category**. The category of all documents attached here except commercial proposal must be **From Supplier: Technical.** If you are attaching a commercial proposal, the Category must be **From Supplier: Commercial.**

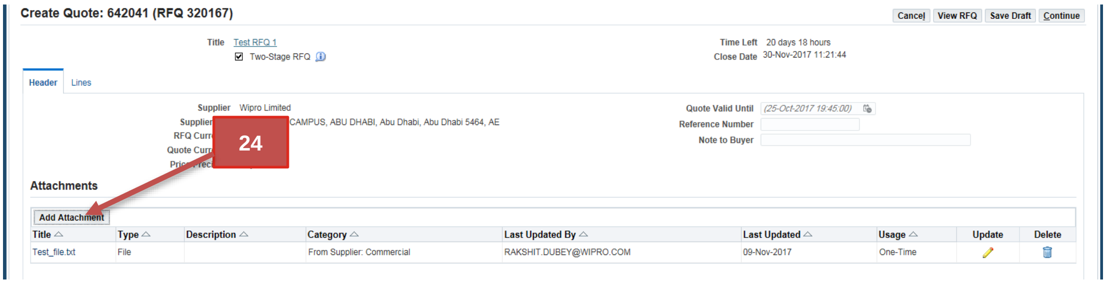
   c. Upload the relevant file by clicking on **Browse** and selecting the file from your computer.

   d. Click **Apply** if you are attaching only one file**.** Click on **Add Another** if you want to attach another file.

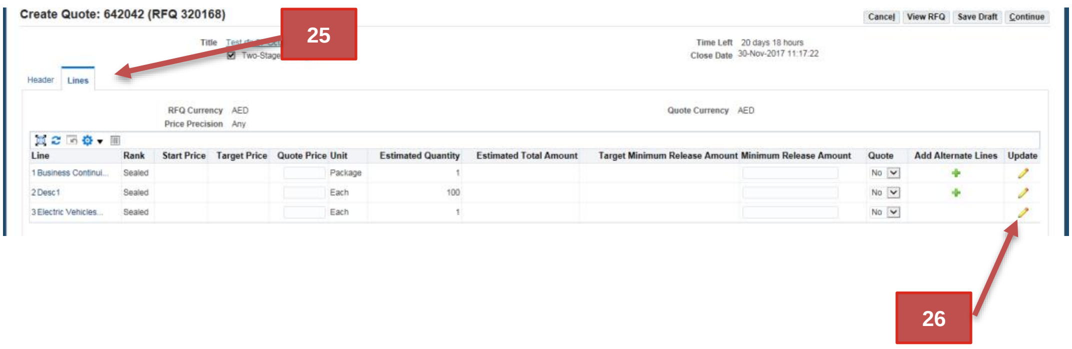




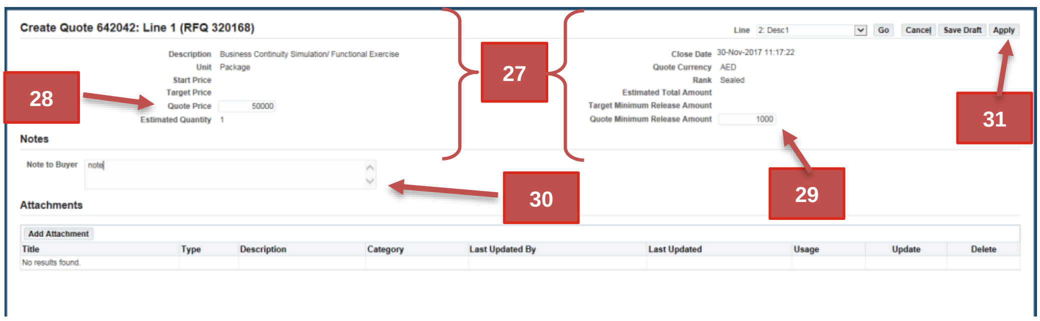
24. Here you can see all your attached documents



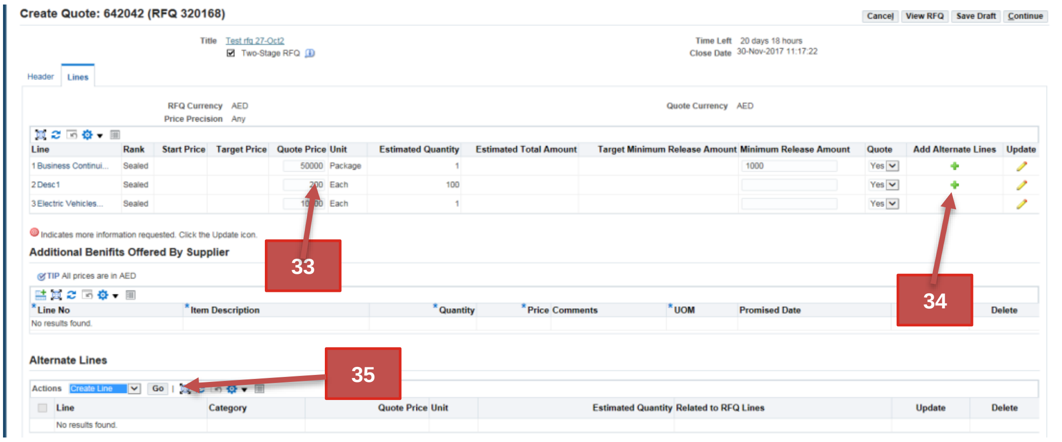
25. Click on the **Lines** tab to see all the details of the RFQ lines and to start putting your price quotes for each line
26. To put your price quote for the first line, click on the **Update** icon



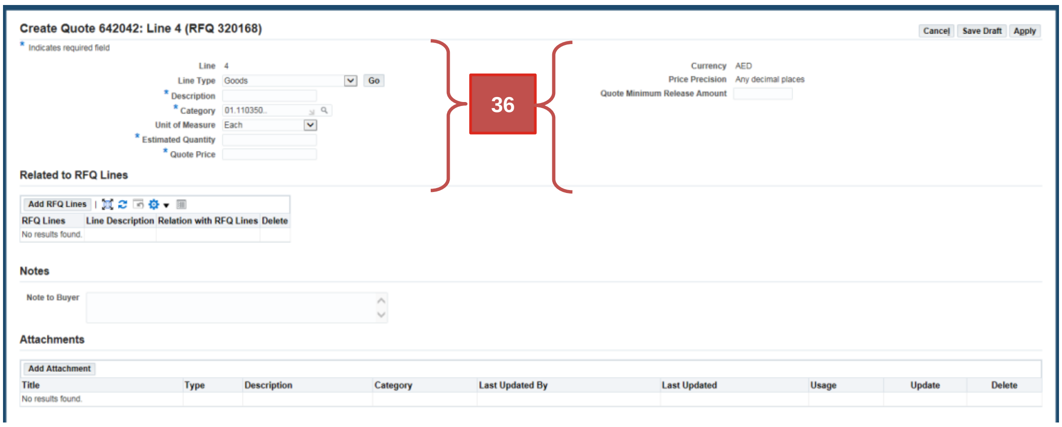
27. Note all the details of this RFQ line
28. Put your **Quote Price** for this line item
29. Put your **Quote Minimum Release Amount** (Optional)
30. You can put a note to the Buyer here
31. Click on **Apply**



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 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 selection) in Alternate Line section.

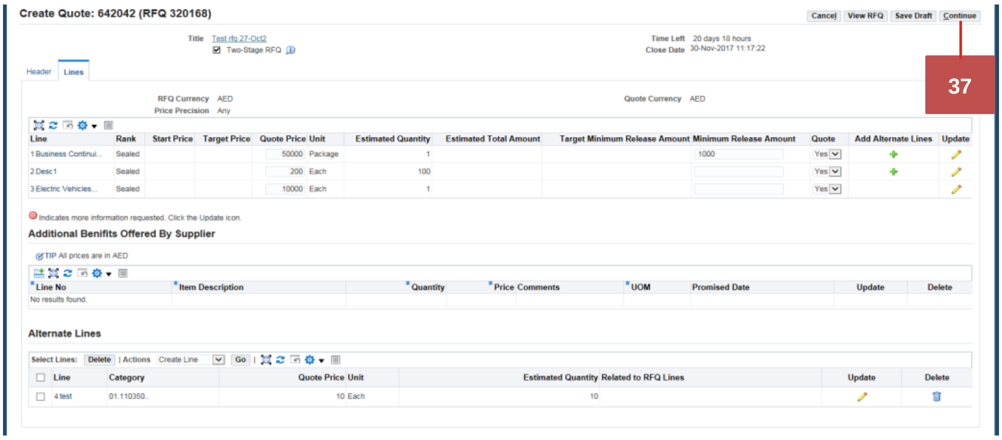


36. Add Details for alternate line
    a. Put the **Description** of this Alternate Line item
    b. Put your **Estimated Quantity** for this line item
    c. Put your **Quote Price** for this line item
    d. You can put your **Quote Minimum Release Amount** for this line item
    e. Click on **Apply**



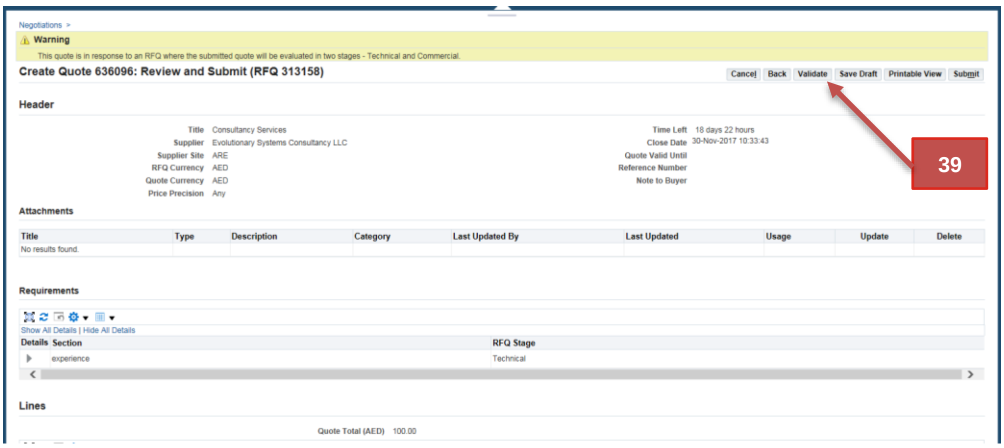
<u>**Note:**</u> You can save your response to the RFQ at any time for later completion by clicking on **Save Draft**

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



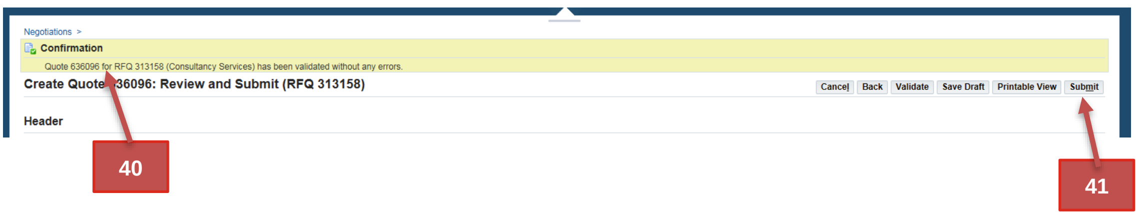
38. You will get this warning message that you have to read, but it does not need any action from your side

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

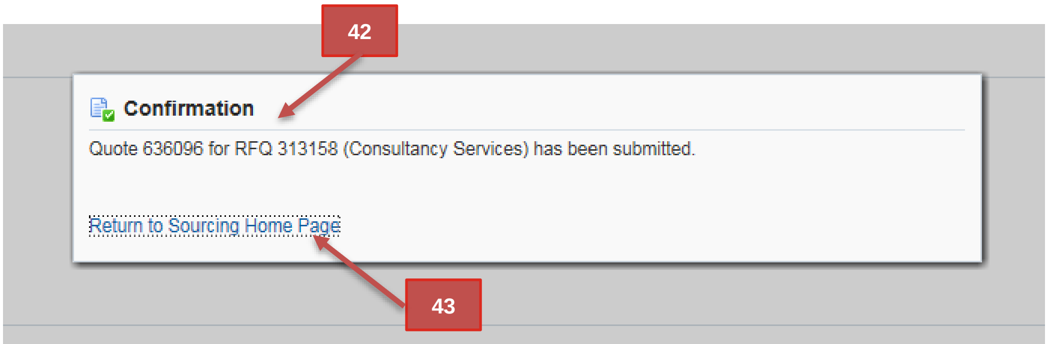


40. You will get this confirmation message

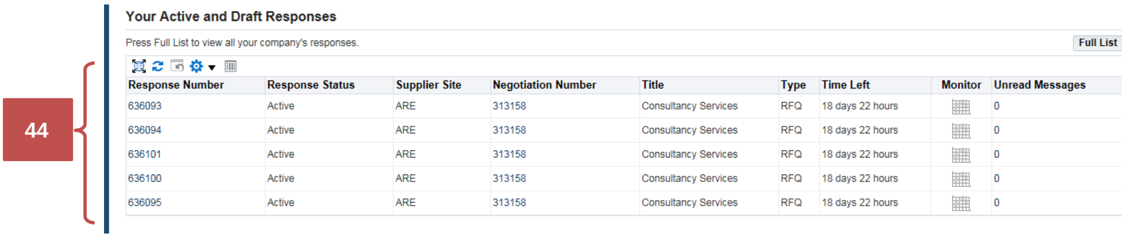
41. Click **Submit** to send your RFQ response to ENEC Procurement



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

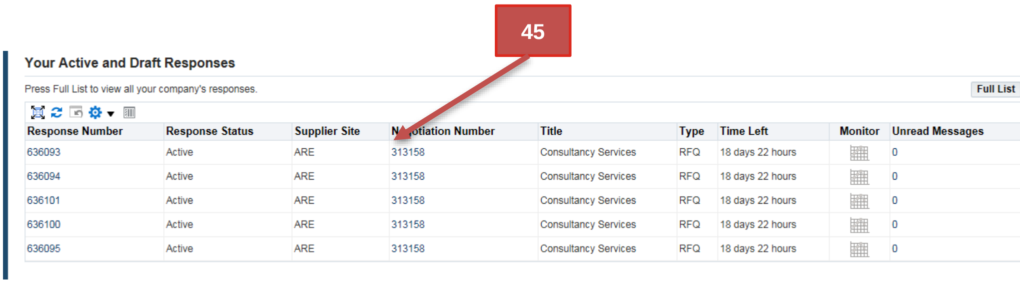


Your Active and Draft Responses

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	313158	Consultancy Services	RFQ	18 days 22 hours		0
636100	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636095	Active	ARE	313158	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 (labeled as Negotiation Number)

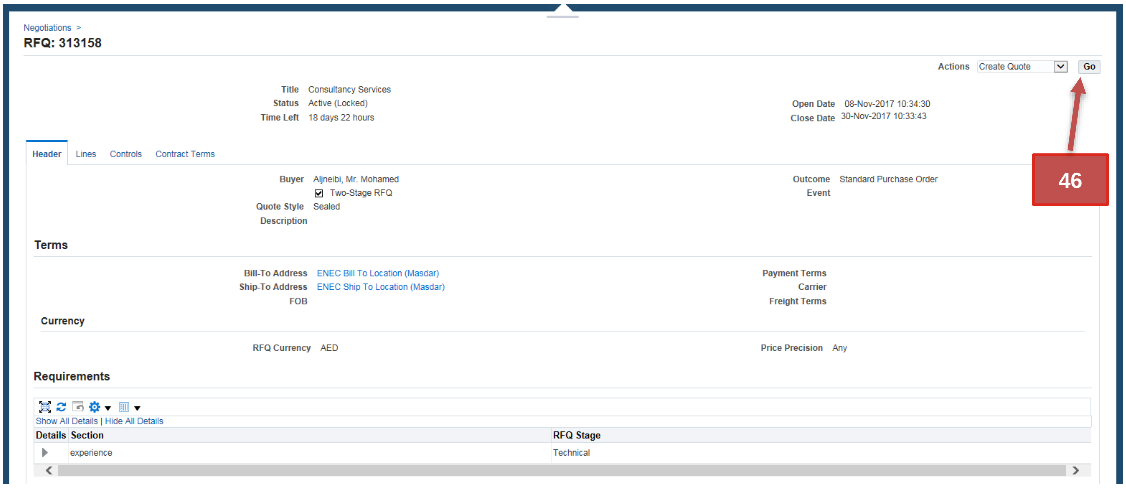


Your Active and Draft Responses

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	313158	Consultancy Services	RFQ	18 days 22 hours		0
636100	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636095	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0

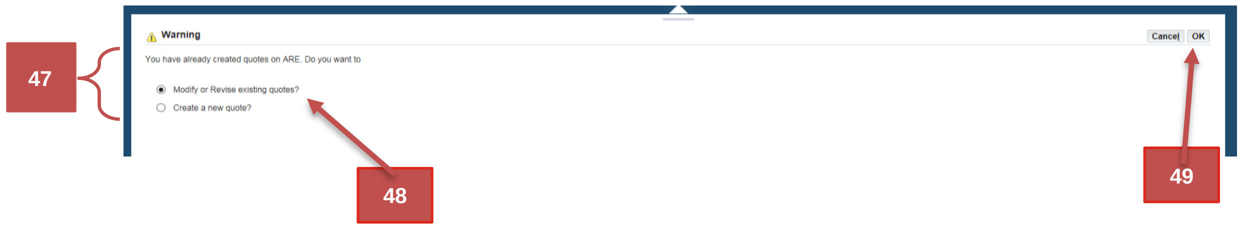
46. Select **Create Quote** and click **Go**



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

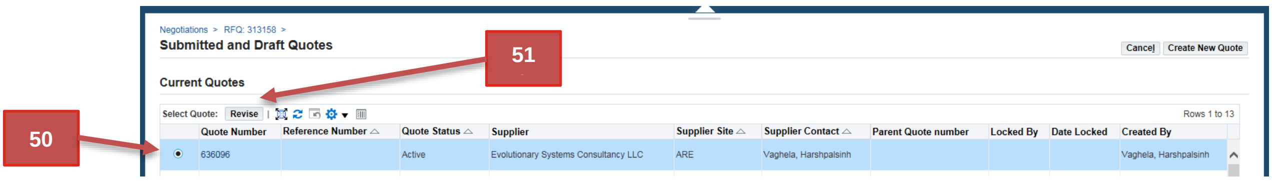
48. Select radio button for **Modify or Revise existing quotes**?

49. Click **OK** button

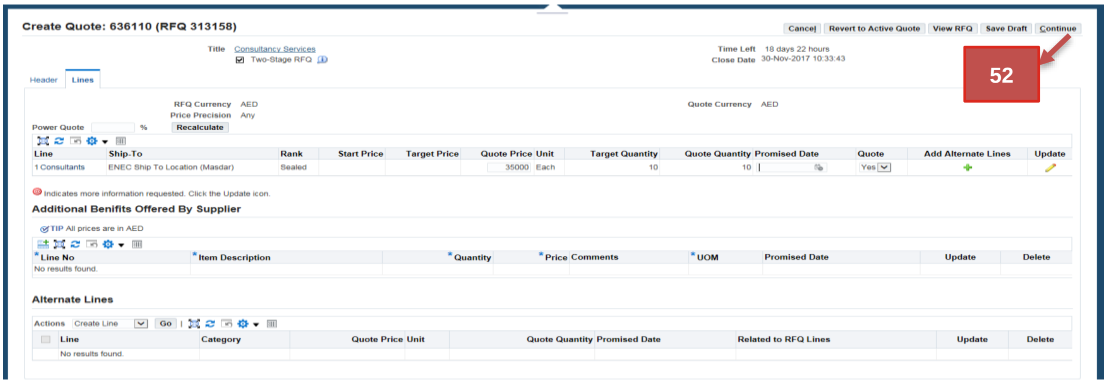


50. Select radio button against existing Quote Number

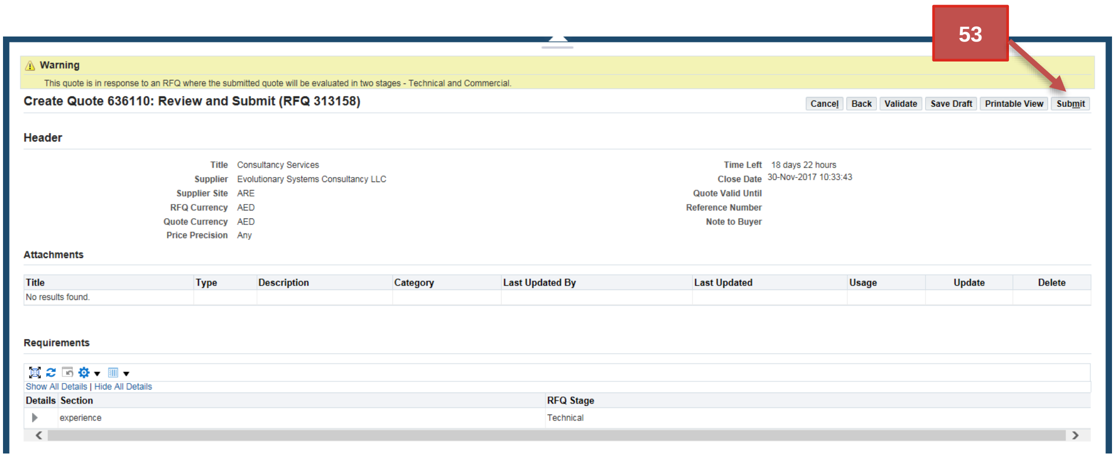
51. Click on **Revise** button.



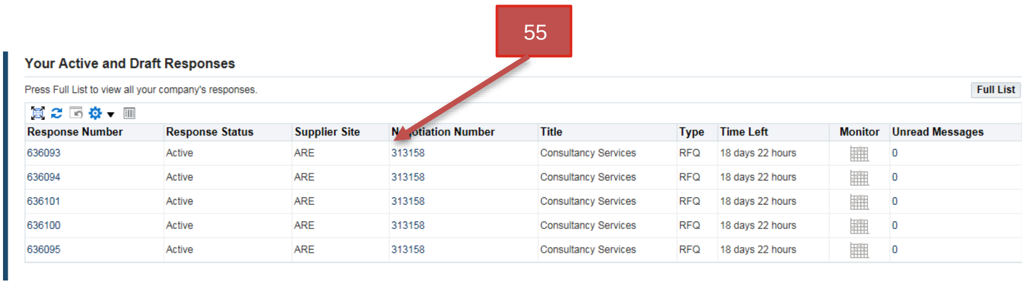
52. Update your quote details and click on **Continue**



53. Review and click on **Submit**



54. You can also create multiple quotes for a single RFQ.
55. If you would like to submit an additional quote against the same RFQ before the closing date, then click on invitation number (labeled as Negotiation Number)



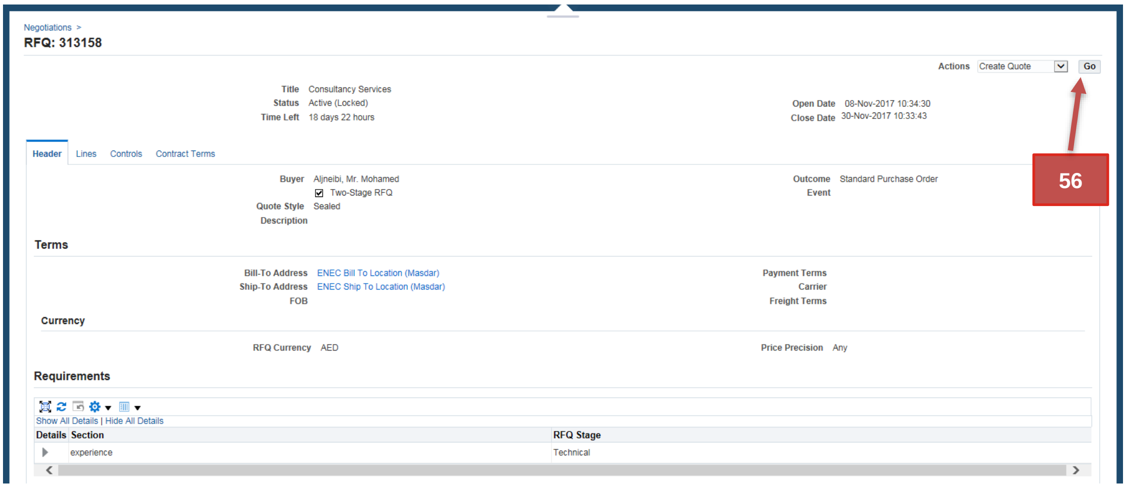
Your Active and Draft Responses

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	313158	Consultancy Services	RFQ	18 days 22 hours		0
636100	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0
636095	Active	ARE	313158	Consultancy Services	RFQ	18 days 22 hours		0

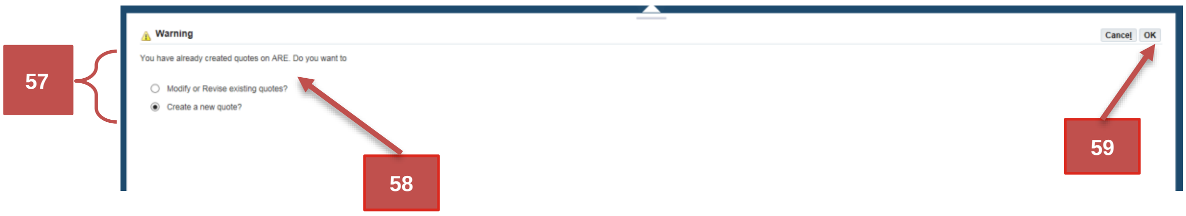
56. Select **Create Quote** and click **Go**



57. System will provide 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



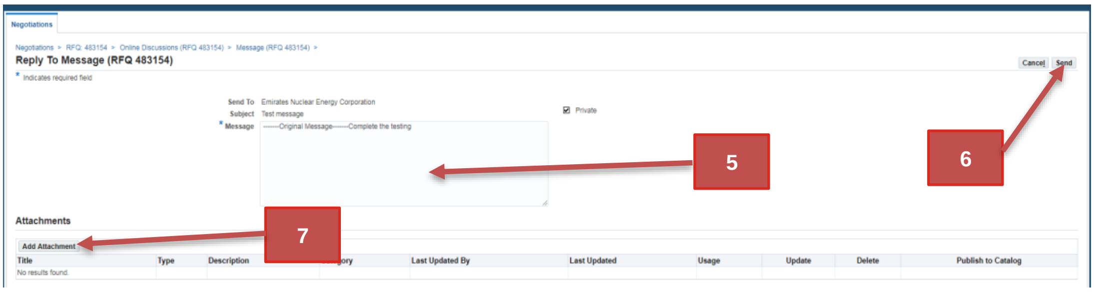
60. Follow Steps 18 to 43 to create another quote against the same RFQ.

5. Managing RFQ related queries (Online Discussion)

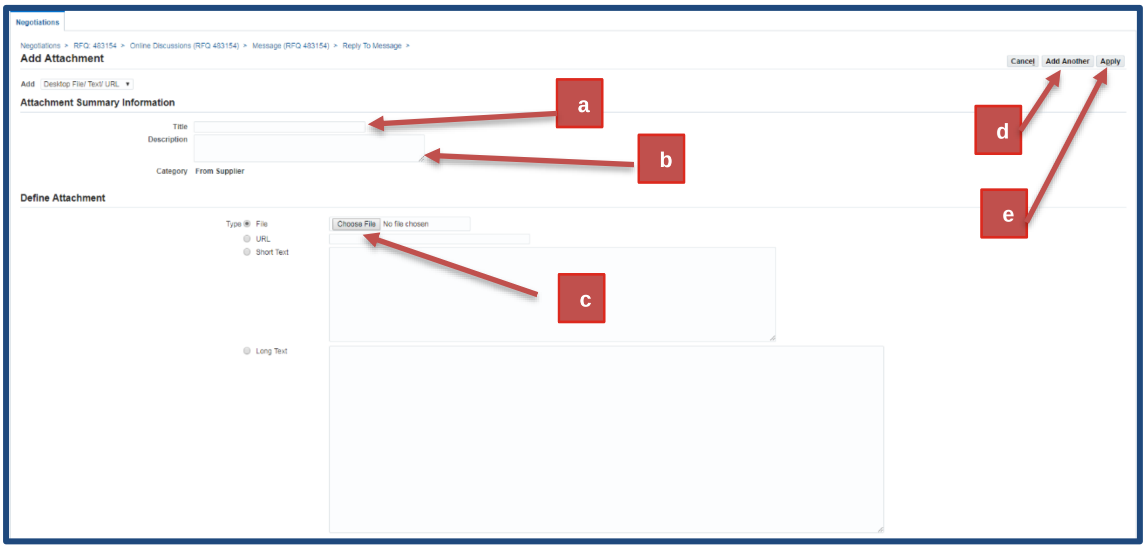
1. Any RFQ related query must be sent and received using **Online Discussion**. When ENEC sends a query related to an RFQ, you will receive an email on your registered email ID (same email ID on which the invitation to RFQ notification was sent) as shown below

2. Click on **here**
3. Once you click on **here**, a new Oracle screen showing the message sent by ENEC will be visible
4. You can respond to the message by clicking on **Reply**

5. Once you click on **Reply**, a new window will open which will allow you to provide your response to ENEC queries. Type your response to the ENEC query in the **Message** box.
6. You can send your response by clicking on **Send**
7. You can also send files/documents (if required) while responding to ENEC queries. To send files/documents, click on **Add Attachment**

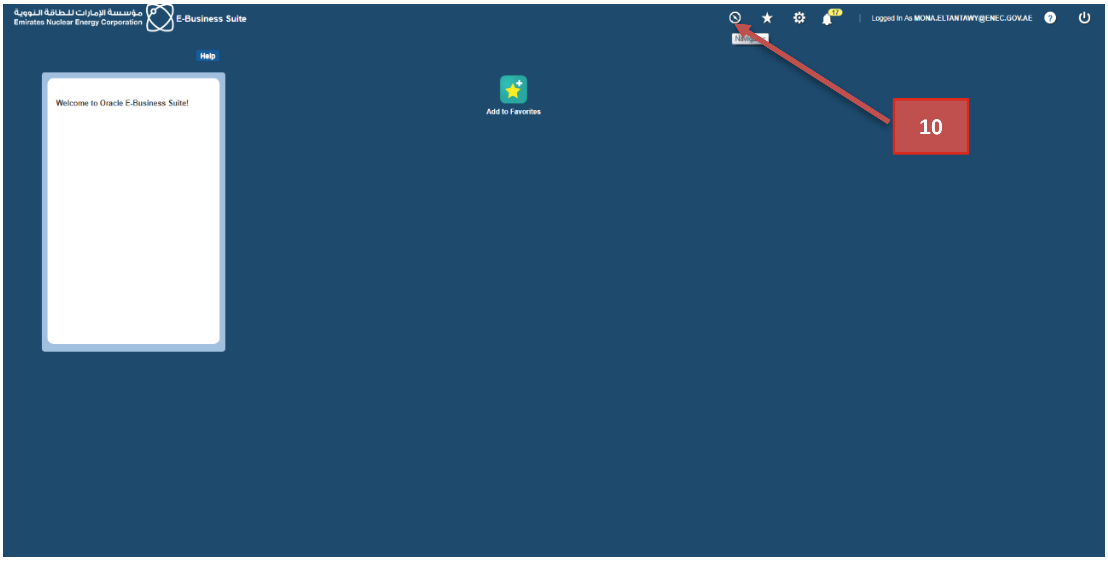


8. Once you click on **Add Attachment**, a new window will open. In this window,
   a. Enter the **Title** of the attachment
   b. Provide a brief **Description** of the attachment
   c. Click on **Choose File** and select the appropriate file from your computer
   d. If you want add another file/document, click on **Add Another**
   e. Once you are finished attaching the files/document, click on **Apply**



9. If you want to send any query to ENEC with respect to an RFQ, login to ENEC Supplier portal using your credentials

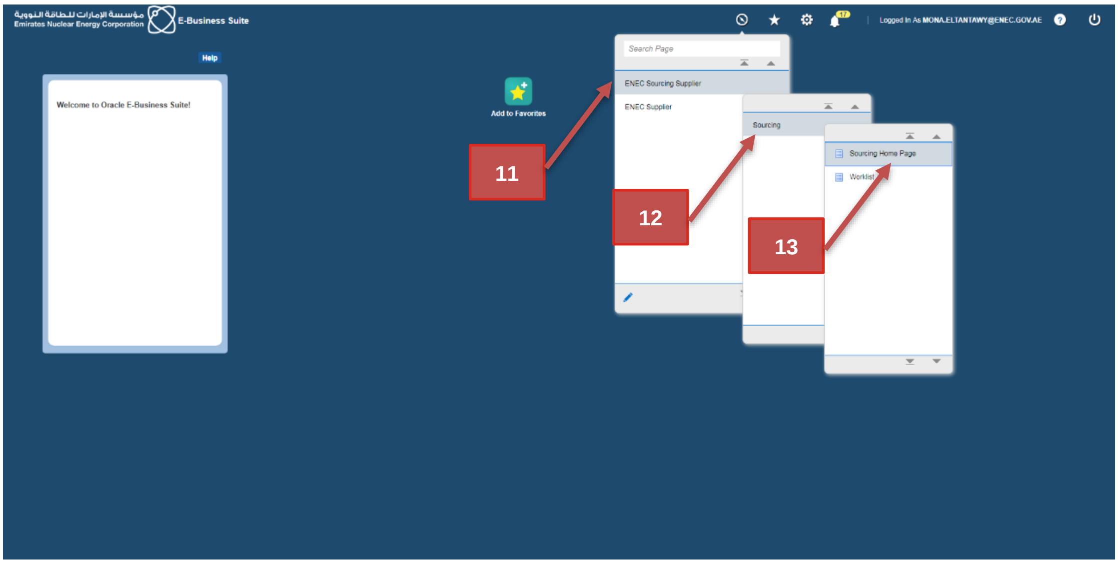
10. Click on Navigator icon



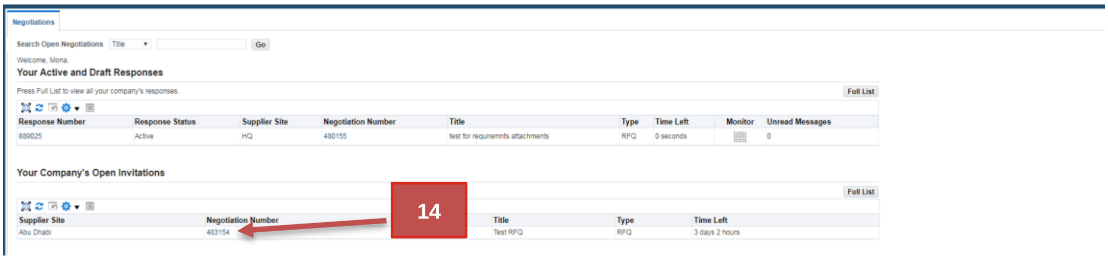
11. Click on **ENEC Sourcing Supplier**

12. Click on **Sourcing**

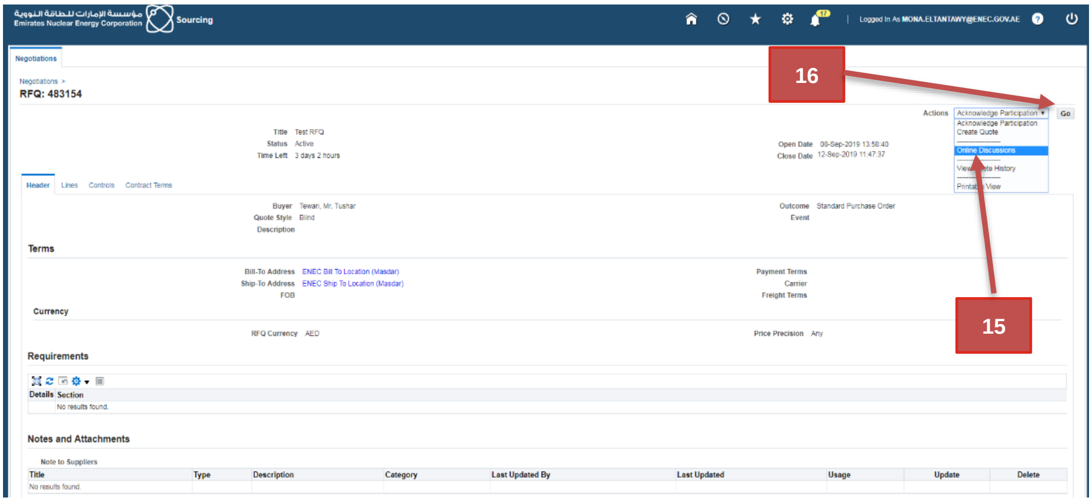
13. Click on **Sourcing Home Page**



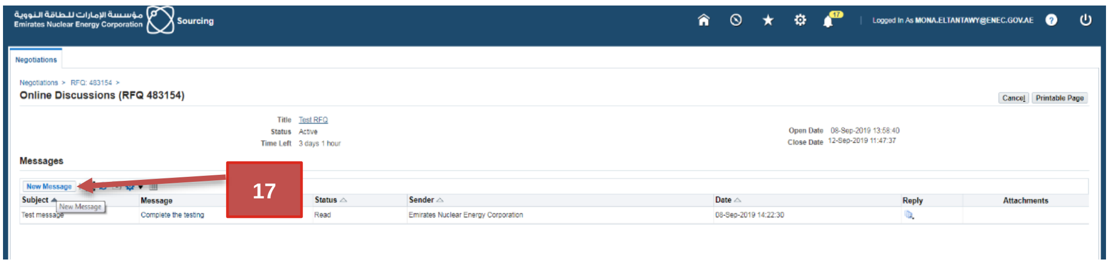
14. Click on the RFQ Number (located below the **Invitation Number**) for which you want to raise a query



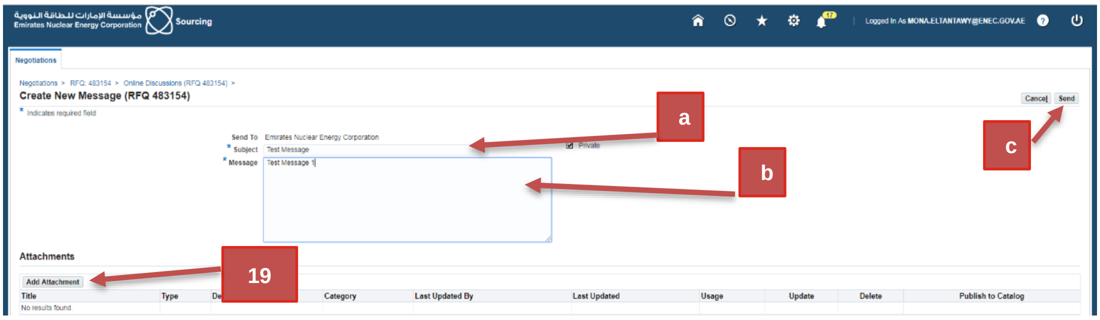
15. A new window will open. In the new window, under **Actions** drop down list, select **Online Discussions**
16. Click **Go**



17. Click on **New Message**



18. A new window will open. In the new window
    a. Type **Subject** of your message
    b. Type your message in the **Message** box
    c. Click **Send** to send your message



19. You can also send files/documents with your message (if required). To send files/documents, click on **Add Attachment** and follow the instructions as provided in **Step 8** on Page 33

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6. Receiving feedback on your RFQ response

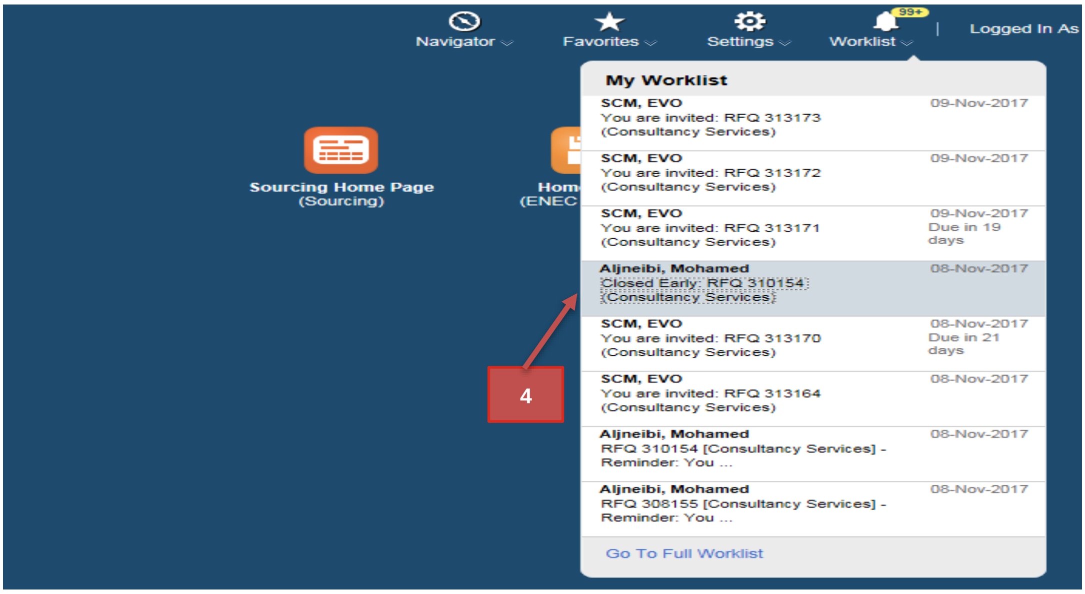
After you submit your RFQ response and send your quotation to ENEC Procurement, it will go through Technical and Commercial evaluation exercises.

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

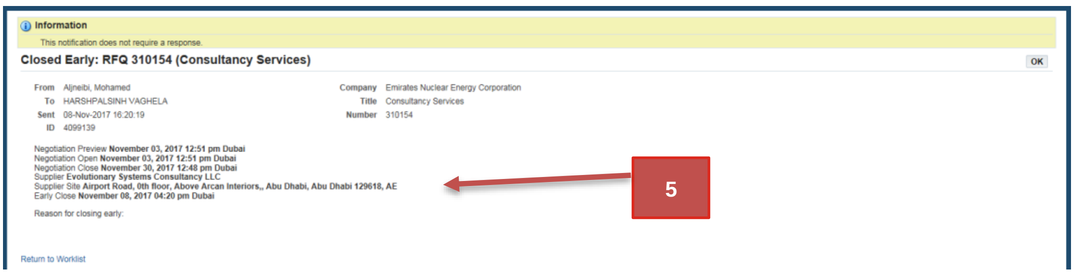
Early Closing RFQ

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 login 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.ae

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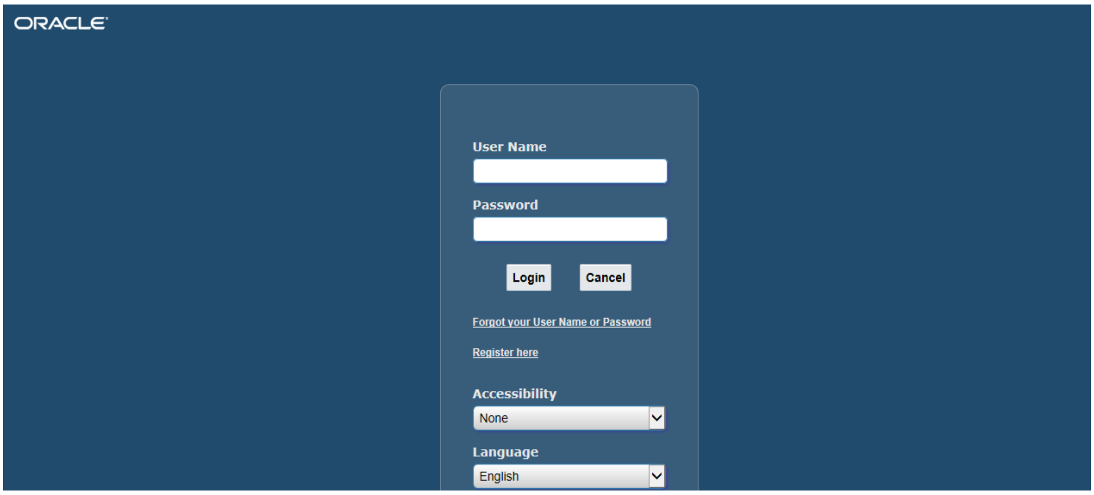
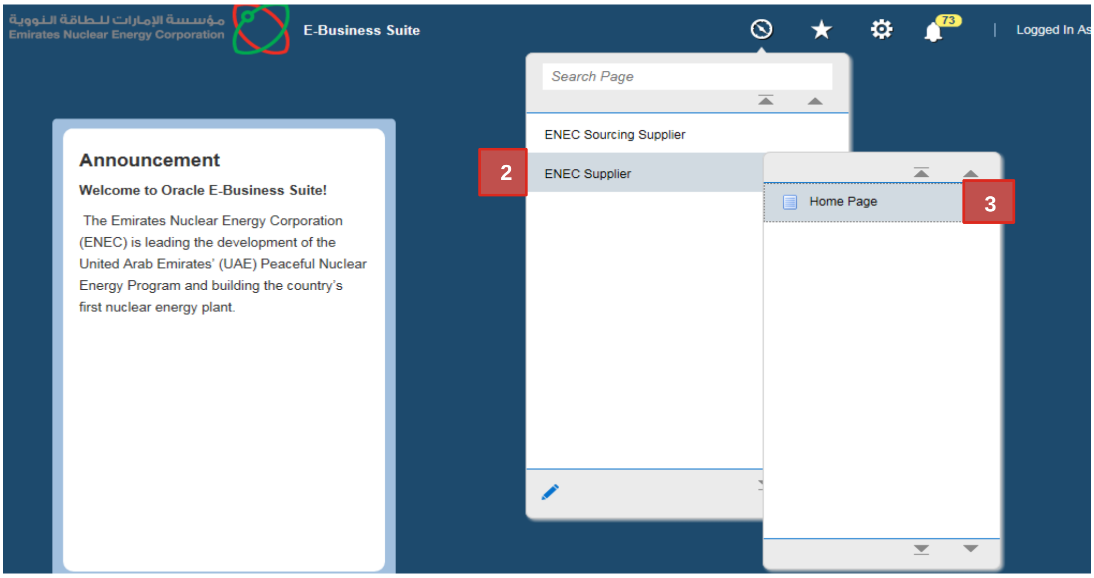
7. E-Invoicing (Sending and Managing Invoices online)

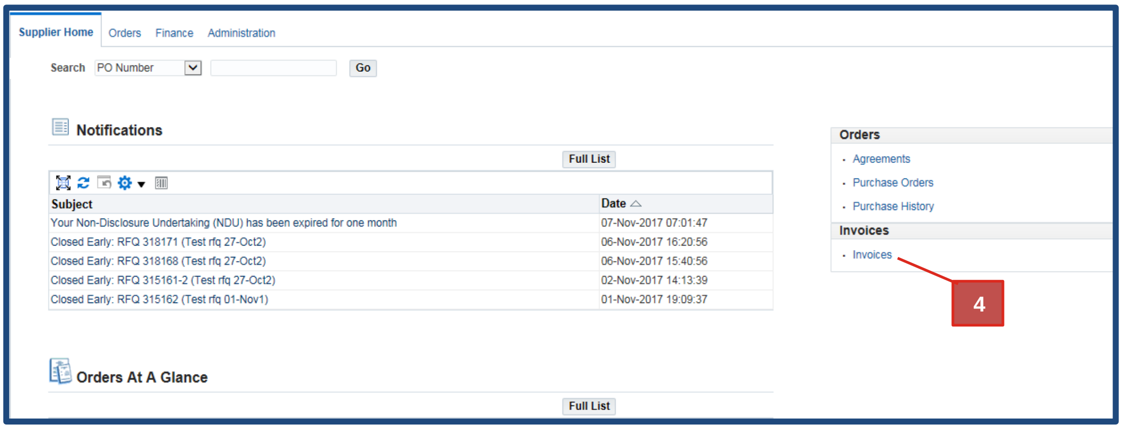
1. Login with your **Username** and **Password**



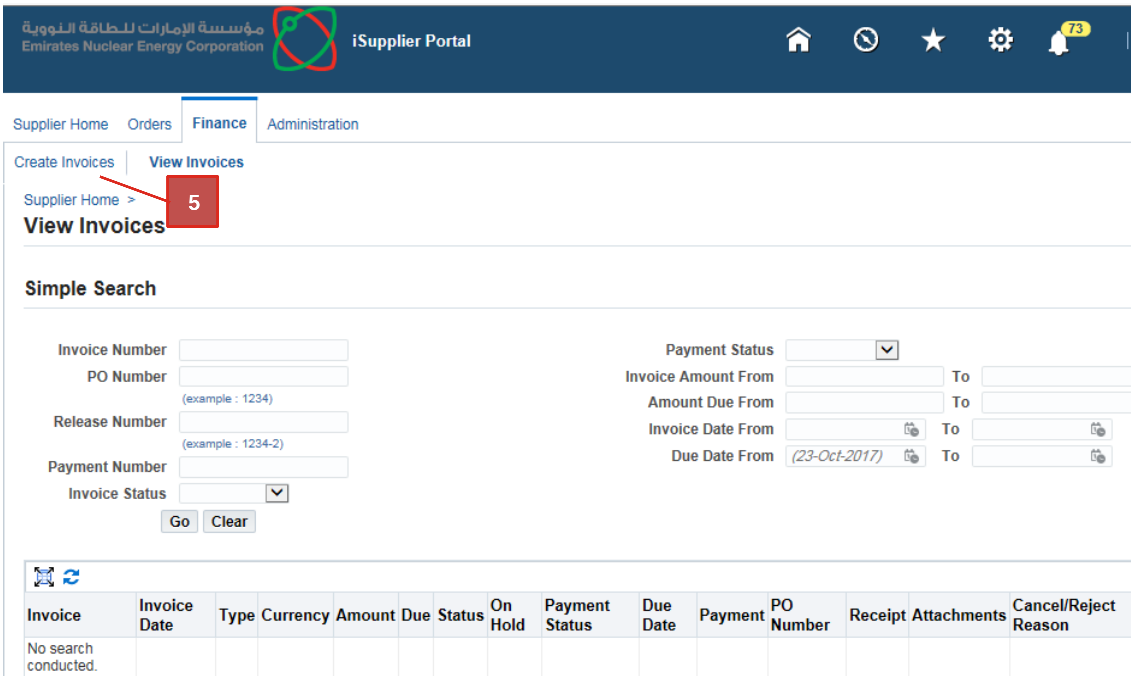
2. Click on **ENEC Supplier** and
3. Click on **Home Page**



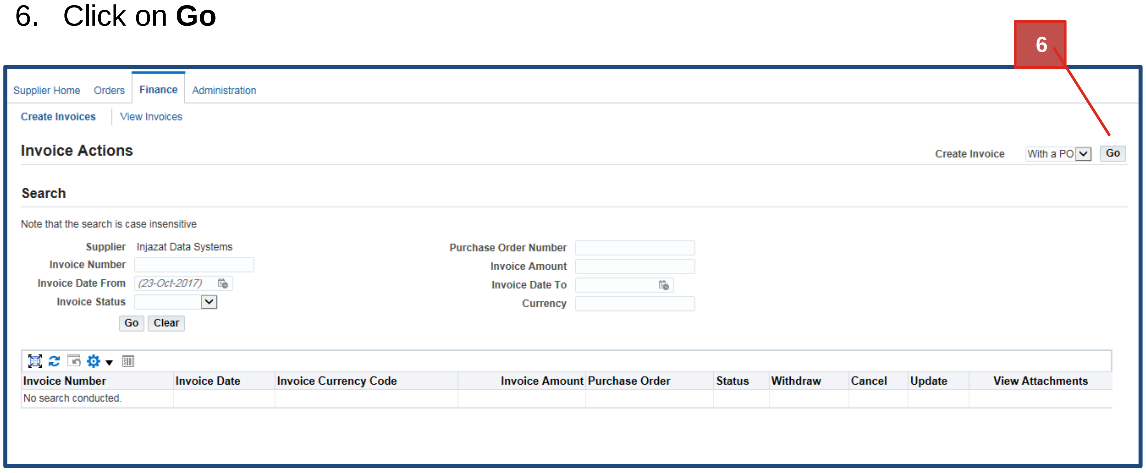
4. Click on **Invoices** link



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

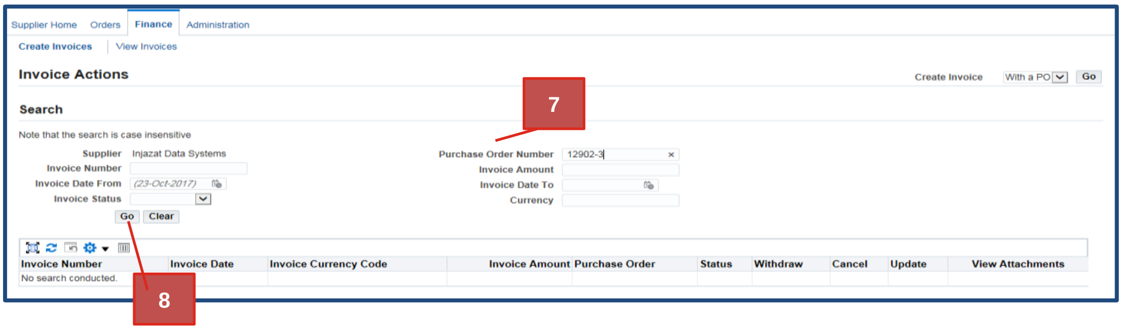


6. Click on **Go**

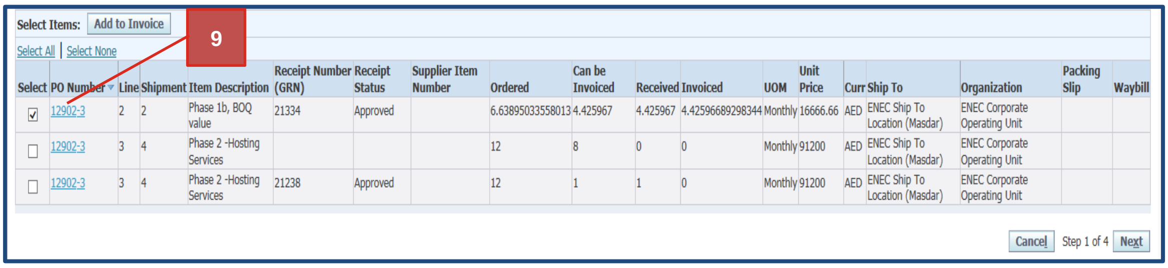


7. Enter the **Purchase Order Number** (PO) or **Task Order Number** (TO) against which you want to create the invoice

8. Click **Go**



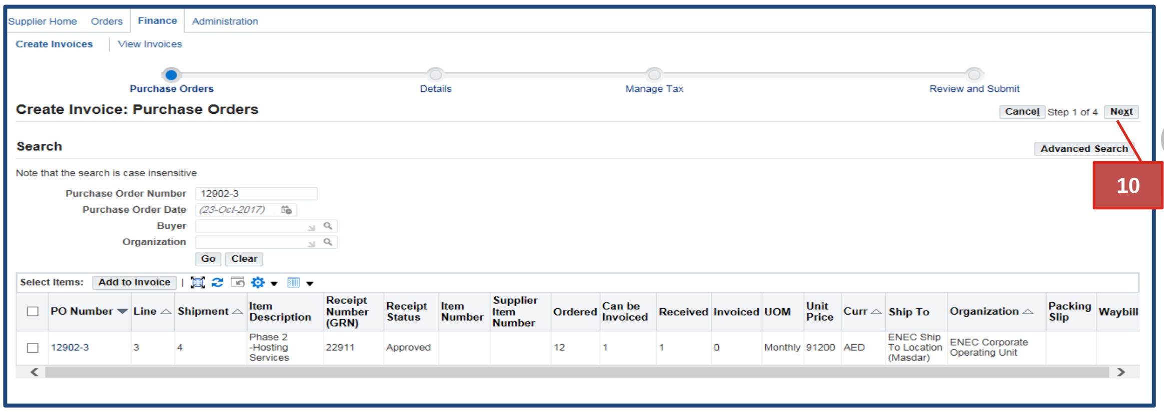
9. You will see a list of all the PO lines which are available for invoicing. Select the PO/TO line number(s) you want to invoice against



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 an 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**



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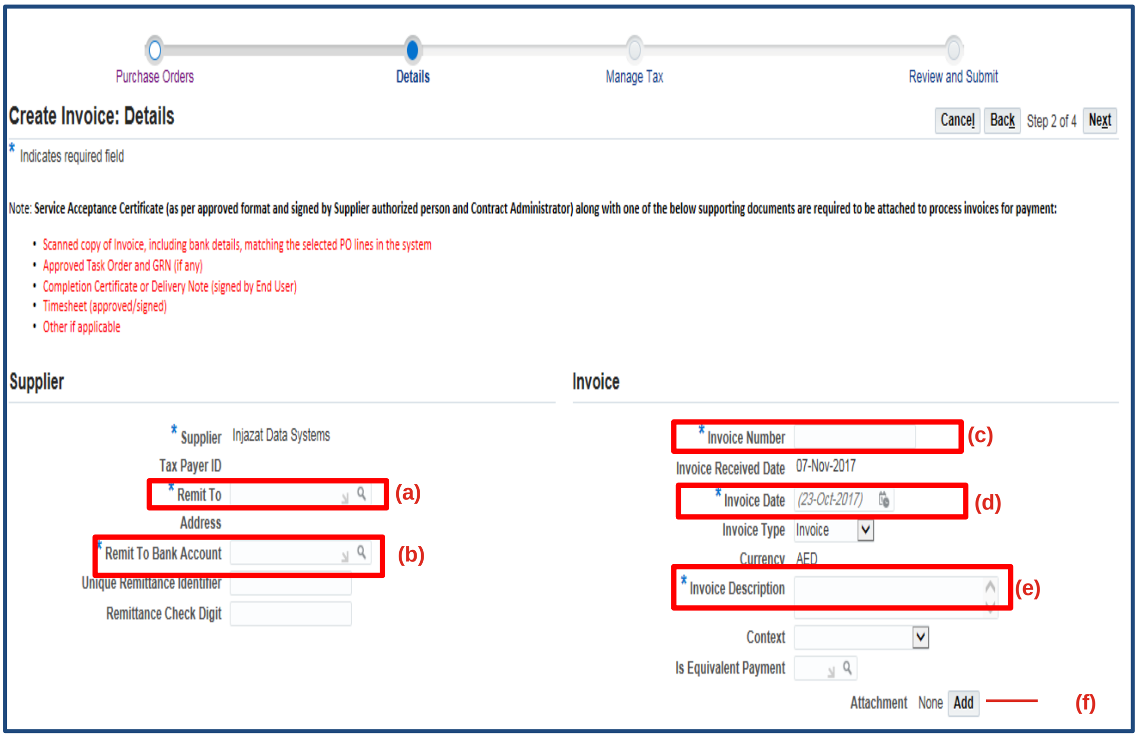
11. Fill all mandatory fields of the invoice details as listed below:
    a. Select the correct **Remit To** address
    b. Select the correct **Remit To Bank Account.** In case you want to change or add a new bank account to your profile, follow the instruction on **"Setting Up Bank Account Information"** which is provided in Section 9 **"Setting Up Bank Account Information"** of this guide.
    c. Write the correct **Invoice Number**. The Invoice number should be same as the scanned invoice which you will attach in attachment section as indicated in point f. below
    d. Select the **Invoice Date** on which you are raising the invoice.
    e. 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.
    f. Click on **Add** to attach all relevant attachments for this invoice.

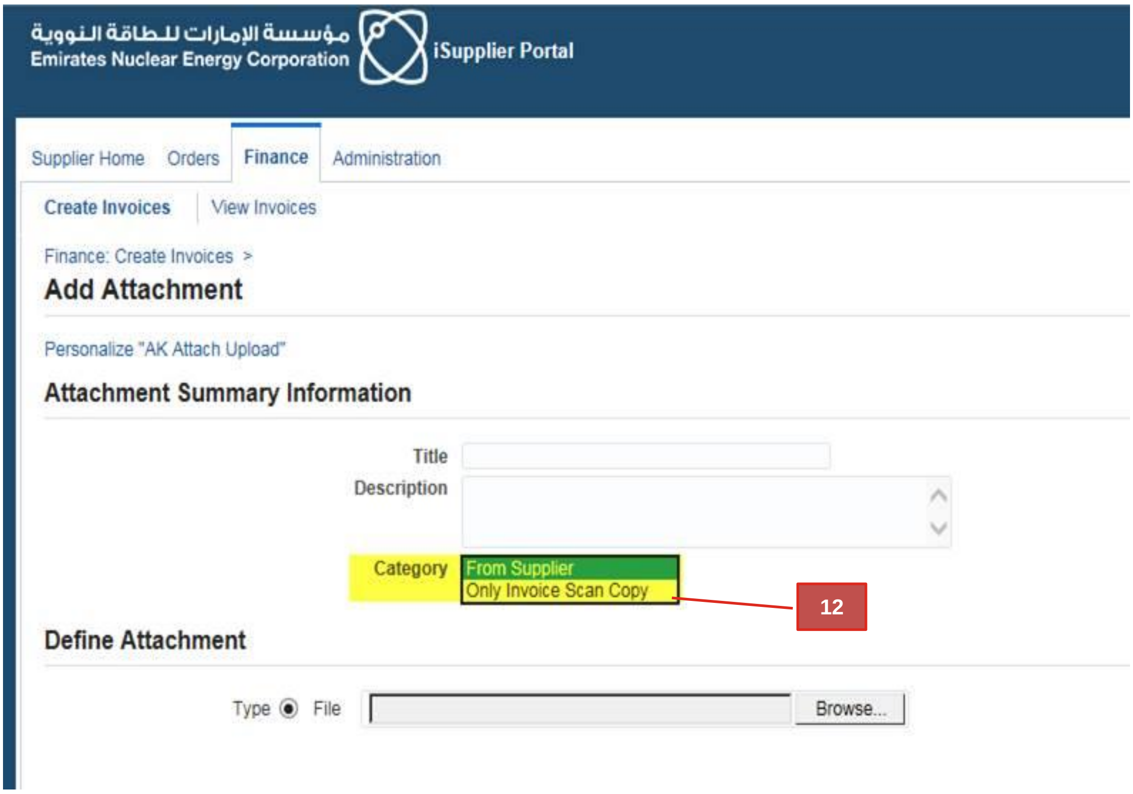


Note:

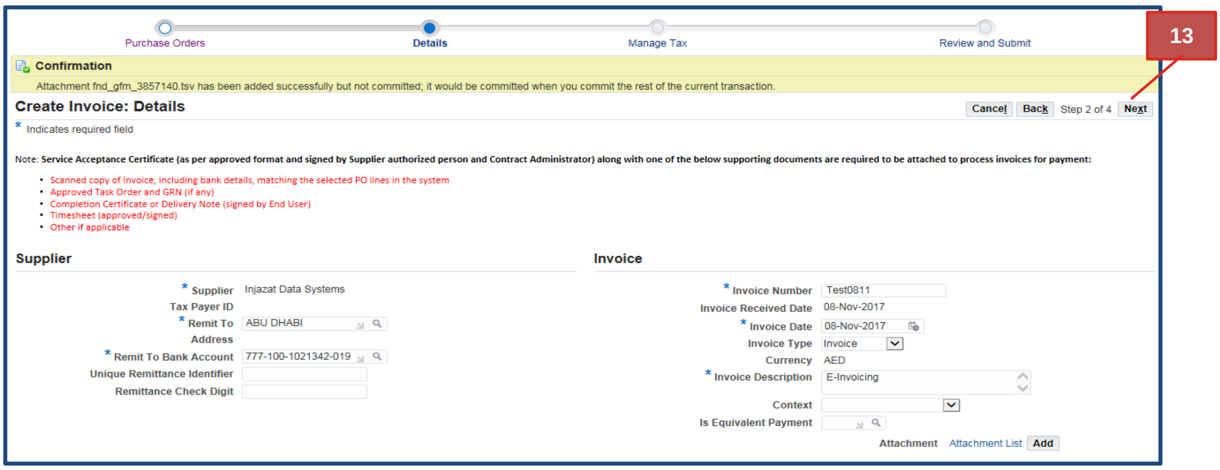
1. It is mandatory to attach a scanned copy of your invoice including bank details matching the selected PO lines in the system. In addition, please include supporting documents with your invoice. Relevant documents may include but are not limited to:
    - Signed (by ENEC representative) Service Acceptance Certificate (in case the invoice is for provision of Services)
    - Signed (by ENEC representative) Completion Certificate or Delivery Note (in case the invoice is for delivery of Goods)
    - Approved (by ENEC representative) Timesheet

2. ENEC uses Optical Character Recognition (OCR) technology to improve the speed of invoice processing; therefore, you are requested to follow the instructions provided in Section 7.A (Supplier e-Invoicing Guidelines) to ensure efficient and timely payment.

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 invoice. Attaching of multiple invoices is not allowed.

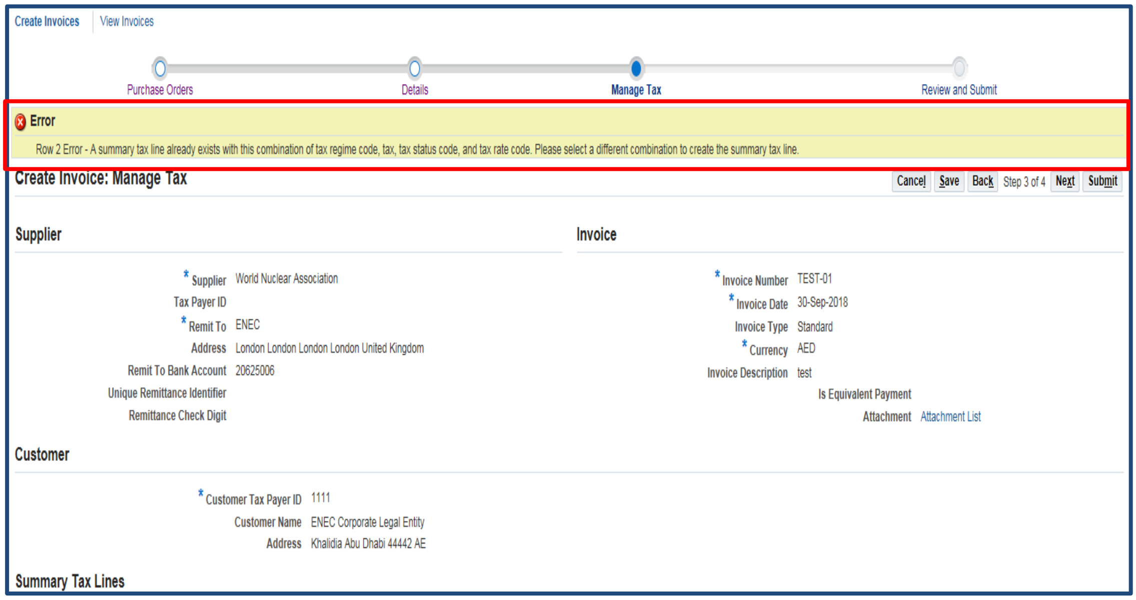


13. Once you fill in all mandatory requirements and attach all relevant attachments as mentioned in step 11 above, click **Next**

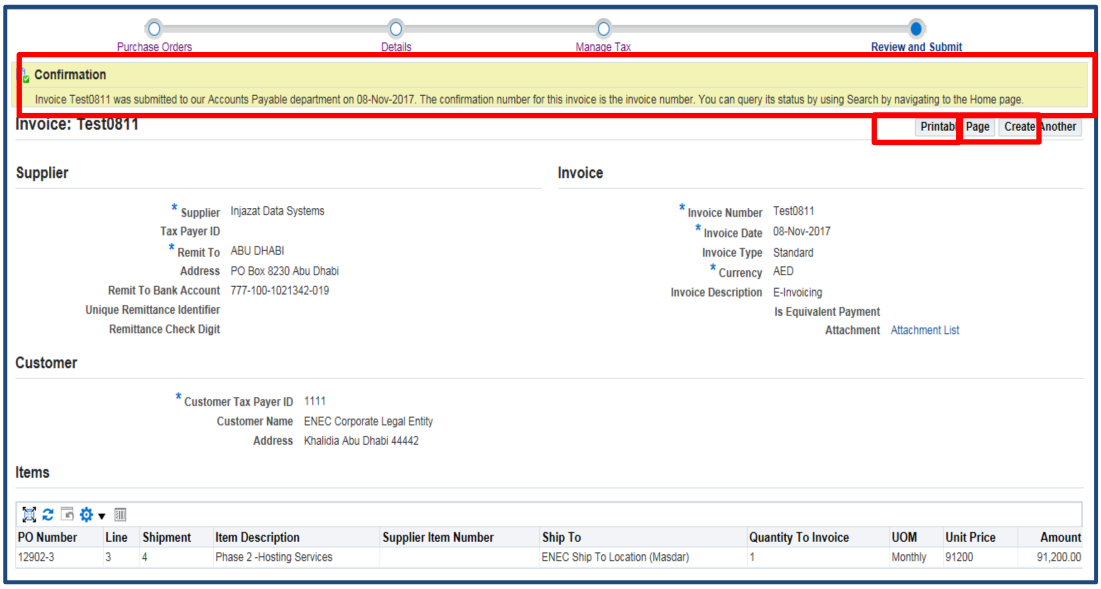


14. Review your invoice information to ensure that the calculated total and/or quantity total matches the totals on the documents attached in Step 11. Click **Submit**

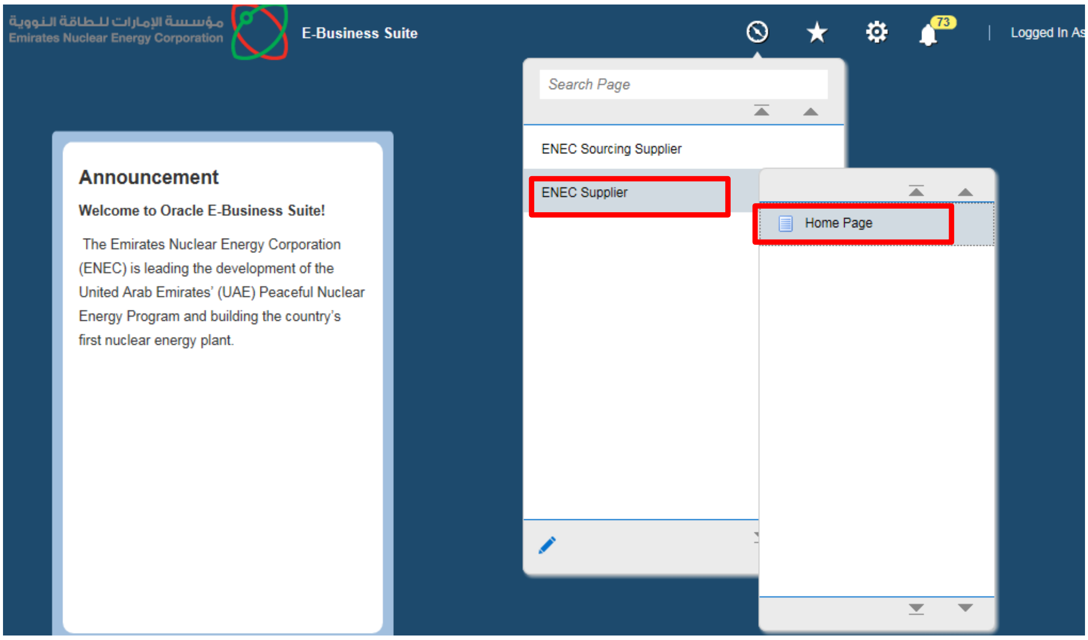
15. In case of suppliers who are outside the United Arab Emirates/Saudi Arabia, once they complete step 11 and if they get the below error, the supplier needs to cancel the invoice and create a new invoice.



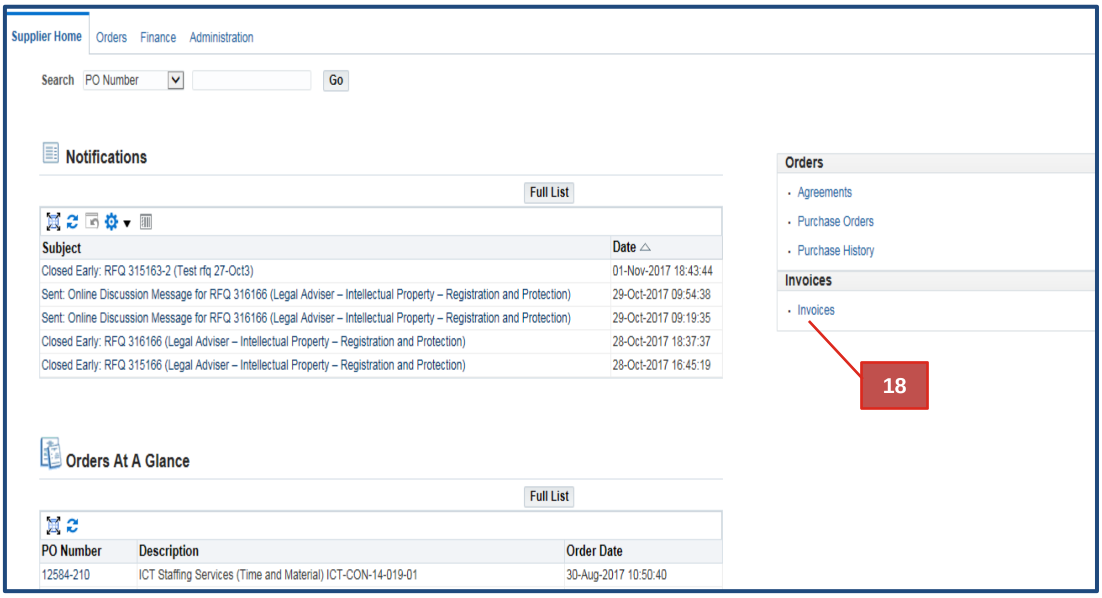
16. You will receive a notification that your invoice has been created. You can print the invoice for your records by clicking on **Printable Page** or if you want to create another invoice click on **Create Another**.



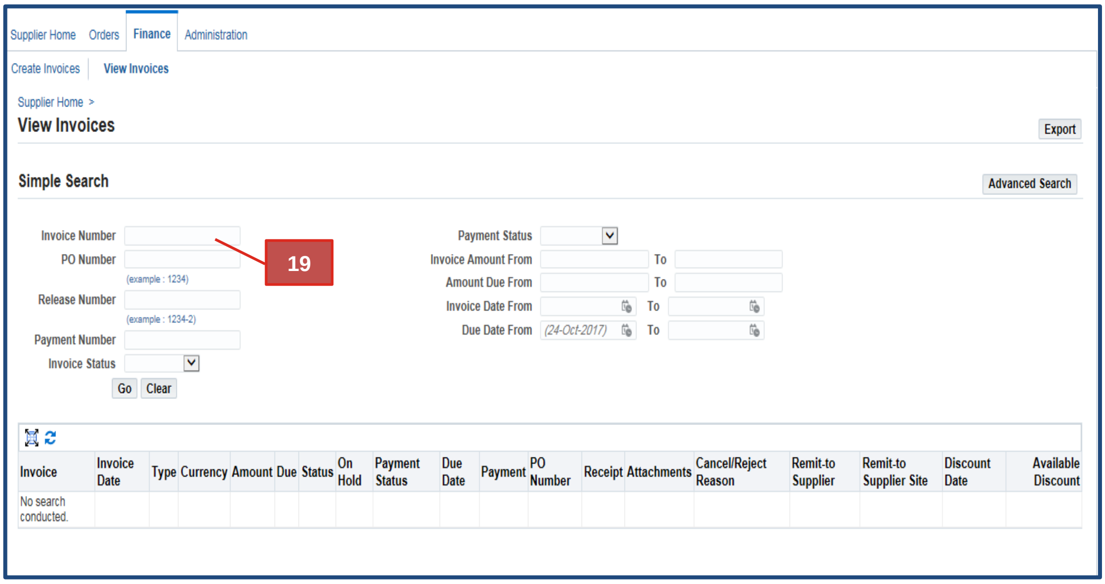
17. To see the status of your invoices, go back to your Home Page, click on **ENEC Supplier** and then click on **Home Page**.



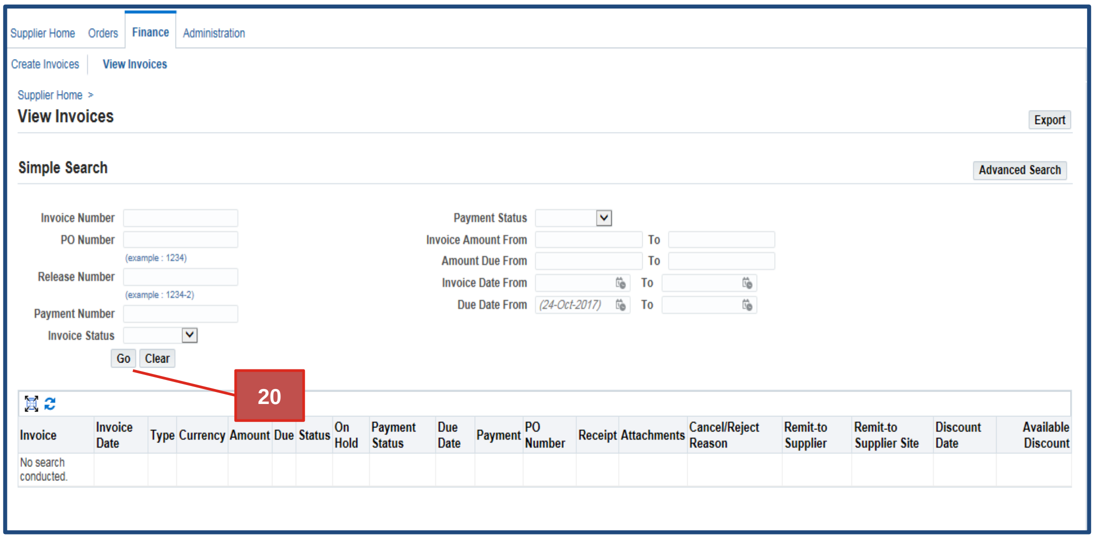
18. Click on **Invoices**



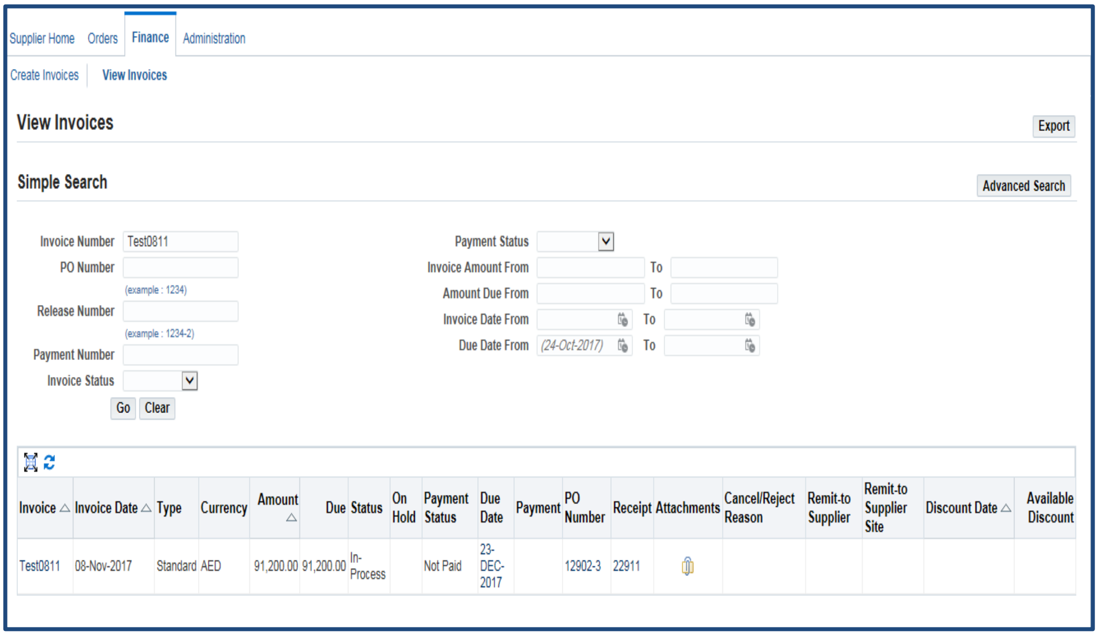
19. Enter your **Invoice Number** to search for a specific invoice, or leave it empty if you want to view details of all your submitted invoices.



20. Click **Go**



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



A. Supplier e-Invoicing Guidelines

ENEC uses Optical Character Recognition (OCR) technology to improve the speed of invoice processing, therefore suppliers are requested to follow the below invoice template guidelines to have efficient and timely payment.

General Invoice/Document Requirements

1. Font Size (no specific size requirement as long as it is readable)
2. Font Color (black color)
3. Document scan quality (minimum of 300 dpi scan quality)
4. Format of the date to be used in the invoice is – DD-MMM-YYYY, i.e., 01-JUN-2019
5. Use of darker highlight shades are not allowed
6. Overwriting and/or text over text in the document is not allowed
7. No stamping allowed over the information and/or writing in the invoice
8. Ensure the alignment of numbers and words used in the document so that there is no overlap with borders and/or margins
9. Currency to be used as per the Contract and/or Purchase Order
10. Invoicing should be specific against each purchase order and/or task order, and cannot be against multiple purchase order and/or task order in a single invoice
11. Use at least one space between the label and its text, e.g., 'Tax Invoice Number:<space>123ABC'

Specific Invoice Document Requirements

CONTENT/LABEL	**UAE SUPPLIERS** **(Refer to Appendix I for sample invoice for UAE Suppliers)**	**OVERSEAS SUPPLIERS** **(Refer to Appendix II for sample invoice template for Overseas Suppliers)**
Title written on the document	TAX INVOICE	INVOICE
Bill From	Supplier Name & Address	Supplier Name & Address
Supplier TRN	As per their VAT certificate	N.A (THIS LABEL IS NOT REQUIRED)
Bill To	Emirates Nuclear Energy Corporation (ENEC) IRENA Building Masdar City PO Box 112010 Abu Dhabi, U.A.E	Emirates Nuclear Energy Corporation (ENEC) IRENA Building Masdar City PO Box 112010 Abu Dhabi, U.A.E
ENEC TRN	100304502600003	N.A (THIS LABEL IS NOT REQUIRED, if UAE VAT is not charged)
Invoice Currency	AED	USD/GBP/KRW/Other

CONTENT/LABEL	**UAE SUPPLIERS** **(Refer to Appendix I for sample invoice for UAE Suppliers)**	**OVERSEAS SUPPLIERS** **(Refer to Appendix II for sample invoice template for Overseas Suppliers)**
Invoice Number	Labelled as – '**TAX INVOICE NUMBER:** 1234'	Labelled as – '**INVOICE NUMBER:** 1234'
Invoice Date	Labelled as – '**TAX INVOICE DATE:** 01-JUN-2019'	Labelled as – '**INVOICE DATE:** 01-JUN-2019'
Purchase Order Information	Purchase Order: OR Task Order: GRN ref: Refer to the format - Appendix I	Purchase Order: OR Task Order: GRN ref: Refer to the format - Appendix II
Goods/Service Information	S. No: Item Description: Unit (of measurement): Unit Price: Quantity: Gross Amount: VAT (5%): Net Amount: Total of Gross Amount: Total of VAT (5%): Total of Net Amount: Refer to the format - Appendix I	S. No: Item Description: Unit (of measurement): Unit Price: Quantity: Net Amount: Total of Net Amount: Refer to the format - Appendix II

Bank Details (Labelled as shown)	Bank Name: Bank Account Title: Bank Branch: Bank Account Number: IBAN Number: SWIFT Code: Routing Code: (if any)	Bank Name: Bank Account Title: Bank Branch: Bank Account Number: SWIFT Code: Routing Code: (If any)

B. Appendix I: Sample Invoice for UAE Suppliers

TAX INVOICE

BILL FROM:
Company A
Etihad Towers
Abu Dhabi Corniche St.
PO Box: 123
Abu Dhabi, UAE
+9712XXXXXXX

BILL TO:
Emirates Nuclear Energy Corporation (ENEC)
IRENA Building
Masdar City
PO Box: 112010
Abu Dhabi, UAE
+9712313XXXX

Supplier TRN: 1234567890123

ENEC TRN: 100304502600003

INVOICE CURRENCY: AED

TAX INVOICE NUMBER: ABC-2019-1
TAX INVOICE DATE: 26-JUNE-2019

Purchase Order	Task Order	GRN

S. NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	GROSS AMOUNT	VAT (5%)	NET AMOUNT
1	ABC	No.	1	5,000.00	5,000.00	250.00	5,250.00
2	XYZ	No.	1	5,000.00	5,000.00	250.00	5,250.00

TOTAL GROSS AMOUNT	**10,000.00**
TOTAL OF VAT (5%)	**500.00**
TOTAL NET AMOUNT	**10,500.00**

Bank Details

Bank Name: Emirates NBD
Bank Account Title: Company A
Bank Branch: Khalifa City Branch
Bank Account Number: 127808123
IBAN Number: AE90012300127808123
SWIFT Code: ENBDAEAA
Routing Code: (if any)

Name of Authorized Signatory: ________________

Signed by Authorized Signatory: ________________

Company Stamp:

Registered Supplier Guide

C. Appendix II: Sample Invoice for Overseas Suppliers

INVOICE

BILL FROM:
Company B
ABC Building
ABC St.
PO Box: 123
Los Angeles, California, 90201, USA
+1213XXXXXXX

BILL TO:
Emirates Nuclear Energy Corporation (ENEC)
IRENA Building
Masdar City
PO Box: 112010
Abu Dhabi, UAE
+9712313XXXX

INVOICE CURRENCY: USD

INVOICE NUMBER: ABC-2019-1
INVOICE DATE: 26-JUNE-2019

Purchase Order	Task Order	GRN

S. NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	NET AMOUNT
1	ABC	No.	1	5,000.00	5,000.00
2	XYZ	No.	1	5,000.00	5,000.00
				TOTAL OF NET AMOUNT	**10,000.00**

Bank Details

Bank Name: JP Morgan Chase Bank
Bank Account Title: Company B
Bank Branch: Beverly Hills Branch
Bank Account Number: 127808123
SWIFT Code: ABCJPG123
Routing Code: (if any)

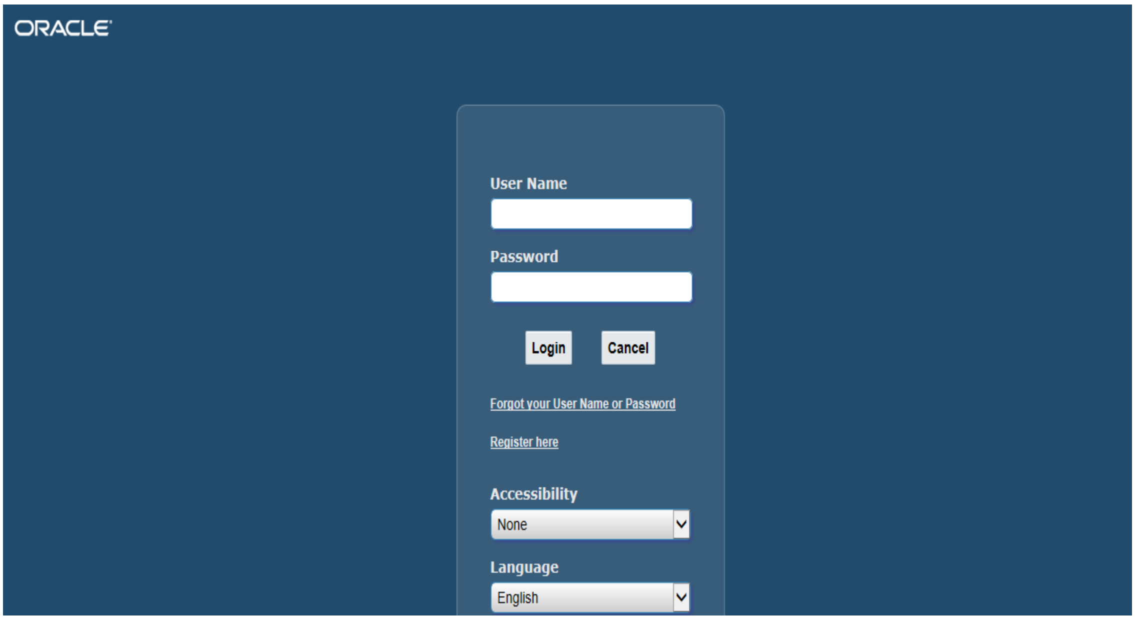
Name of Authorized Signatory: __________________

Signed by Authorized Signatory: __________________

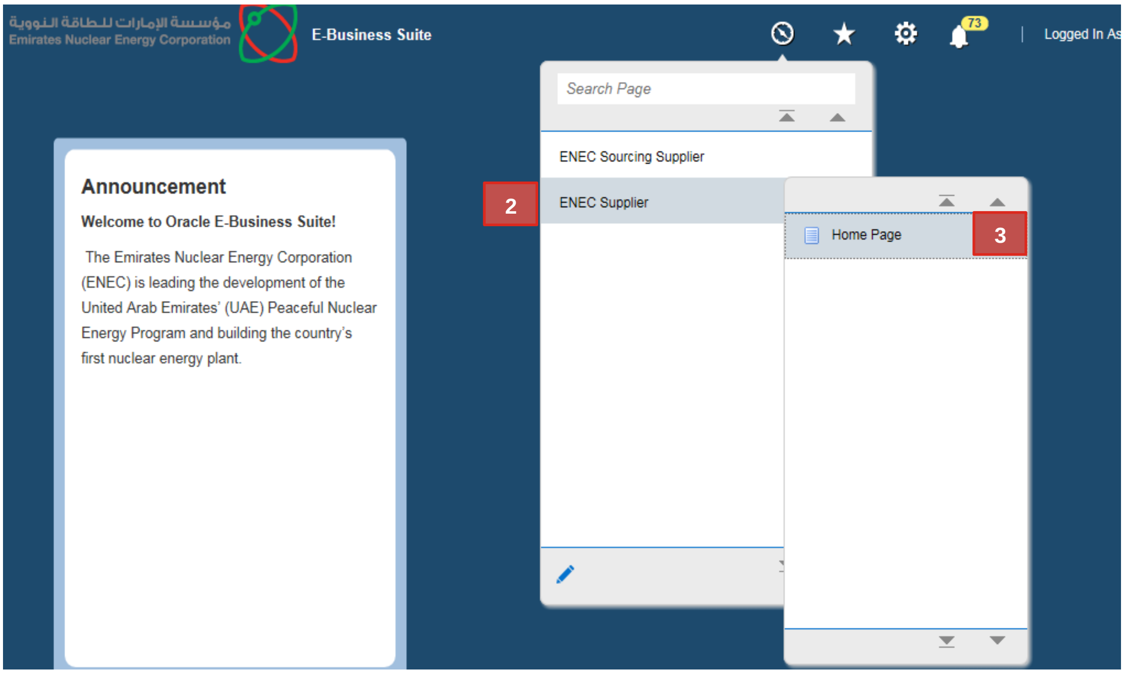
Company Stamp:

8. VAT Profile Maintenance (For UAE Suppliers Only)

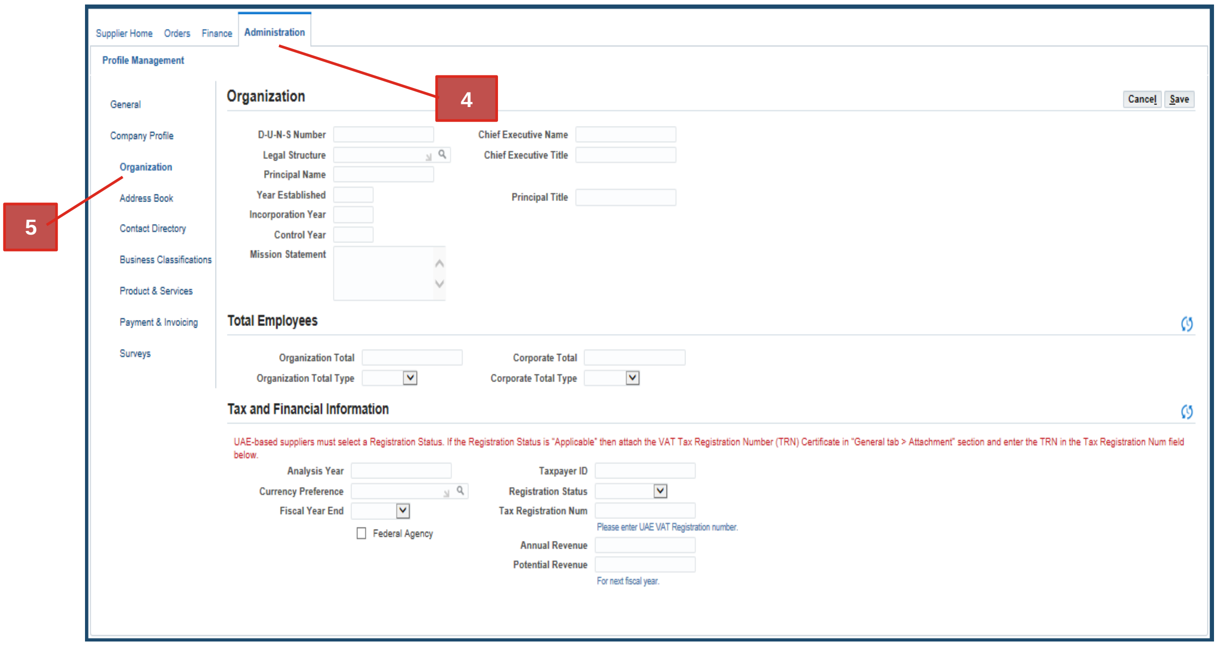
1. Login with your Username and Password



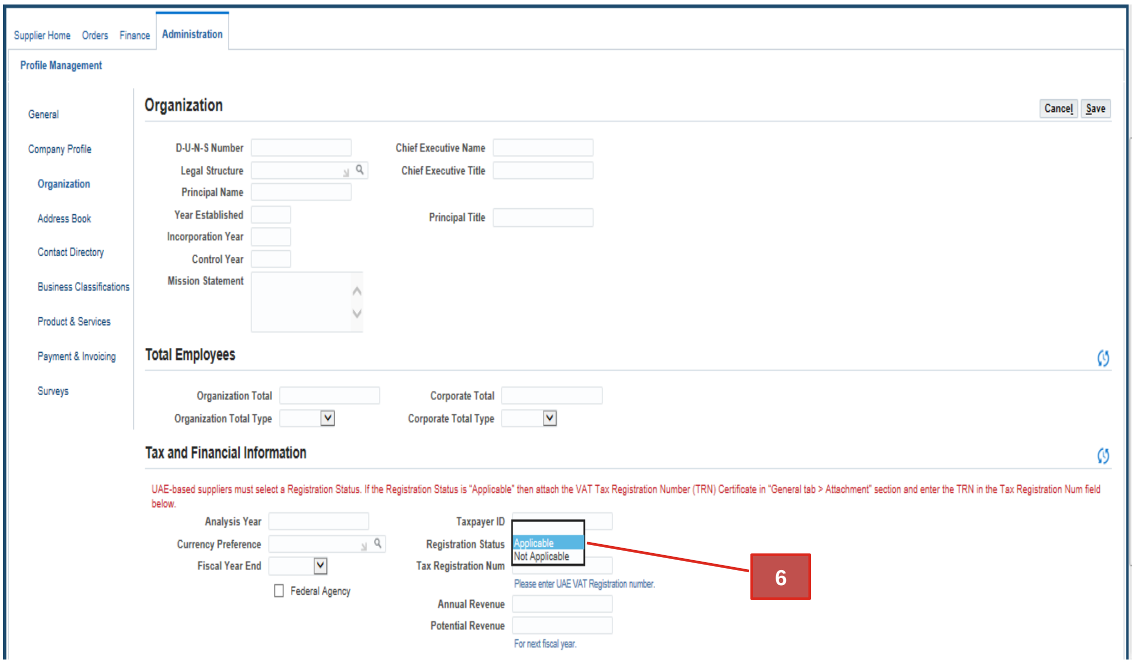
2. Click on **ENEC Supplier** and
3. Click on **Home Page**



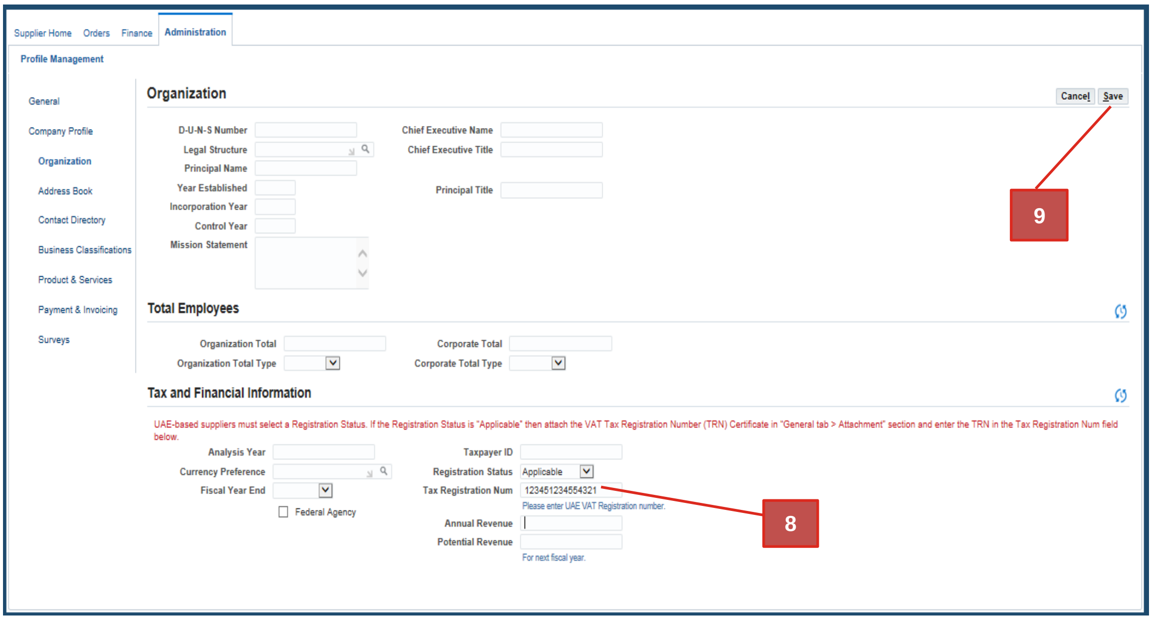
4. Click on **Administration** Tab
5. Click on **Organization** Tab



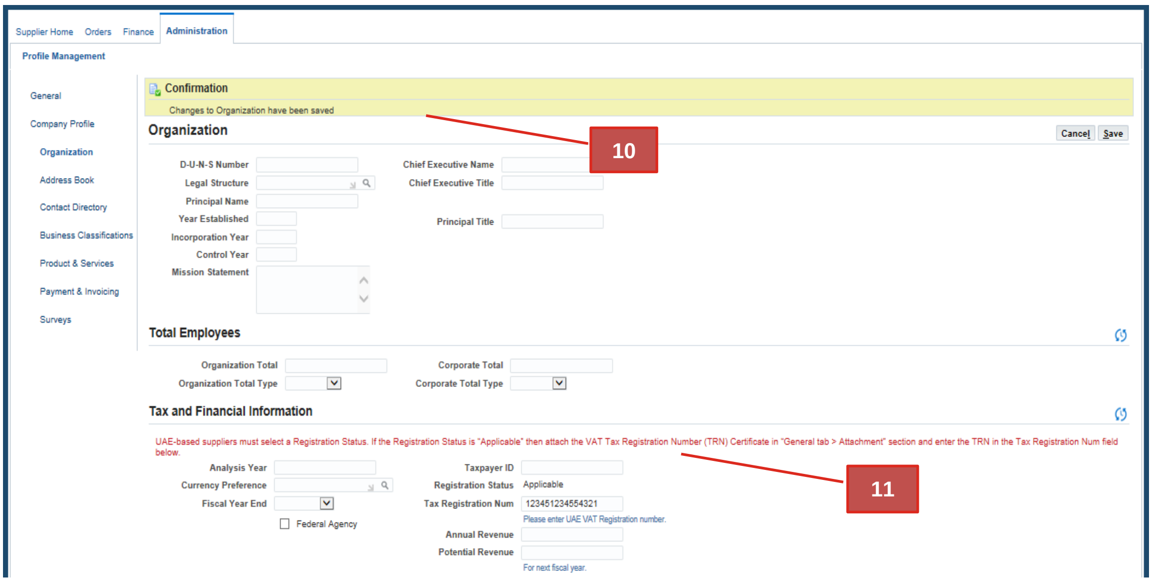
6. Select Registration Status
   a. **Applicable**: For any UAE supplier who is registered under VAT as per FTA guidelines
   b. **Not Applicable**: For any UAE supplier who is not registered under VAT



7. If **Registration Status** is selected as **Applicable**, then entering Tax Registration Number is mandatory.
8. Enter your **15-digit** Tax Registration Number in the next field.
9. Click on **Save** button to save the details

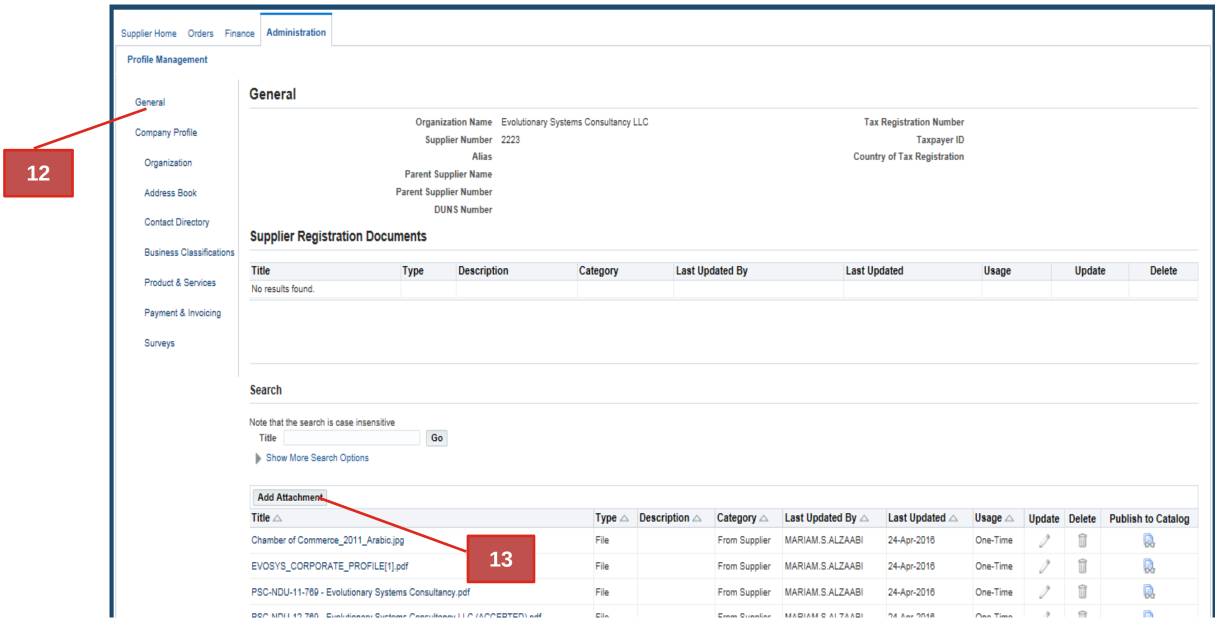


10. Confirmation message will appear saying "Changes to Organization have been saved"
11. Note the Red color line under Tax and Financial Information section which clearly states "UAE-based suppliers must select a Registration Status. If the Registration Status is "Applicable" then attach the VAT Tax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

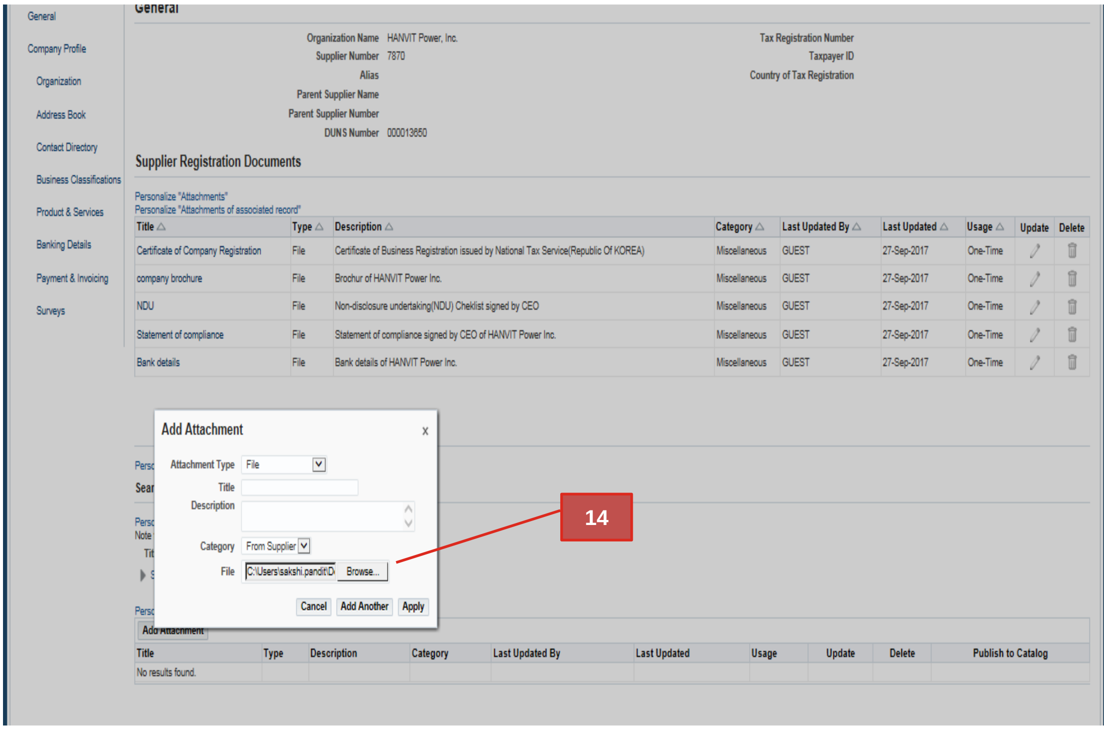


12. If you have selected **Applicable** as Registration Status, then click on **General** Tab to attach your VAT Certificate

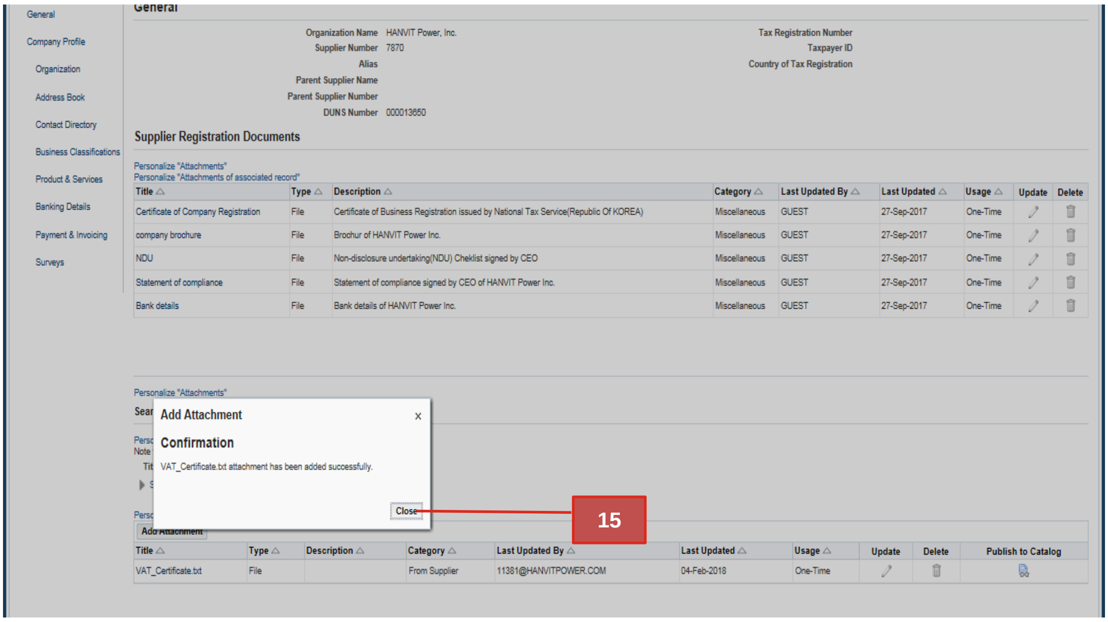
13. Click on **Add Attachment** Button



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



15. Confirmation message will appear on the screen. Click on **Close** Button.



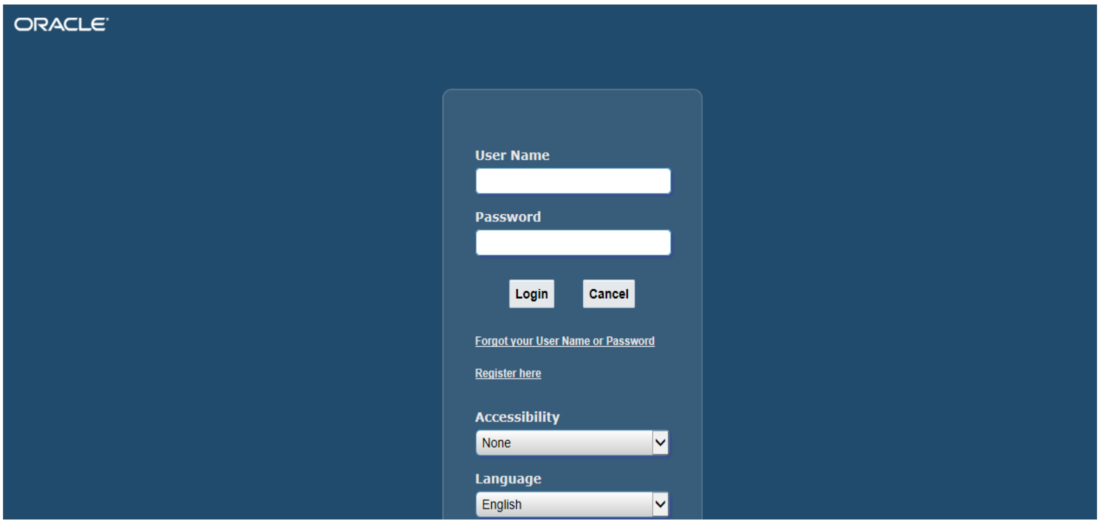
In case of any issues, please contact:

iservices@enec.gov.ae

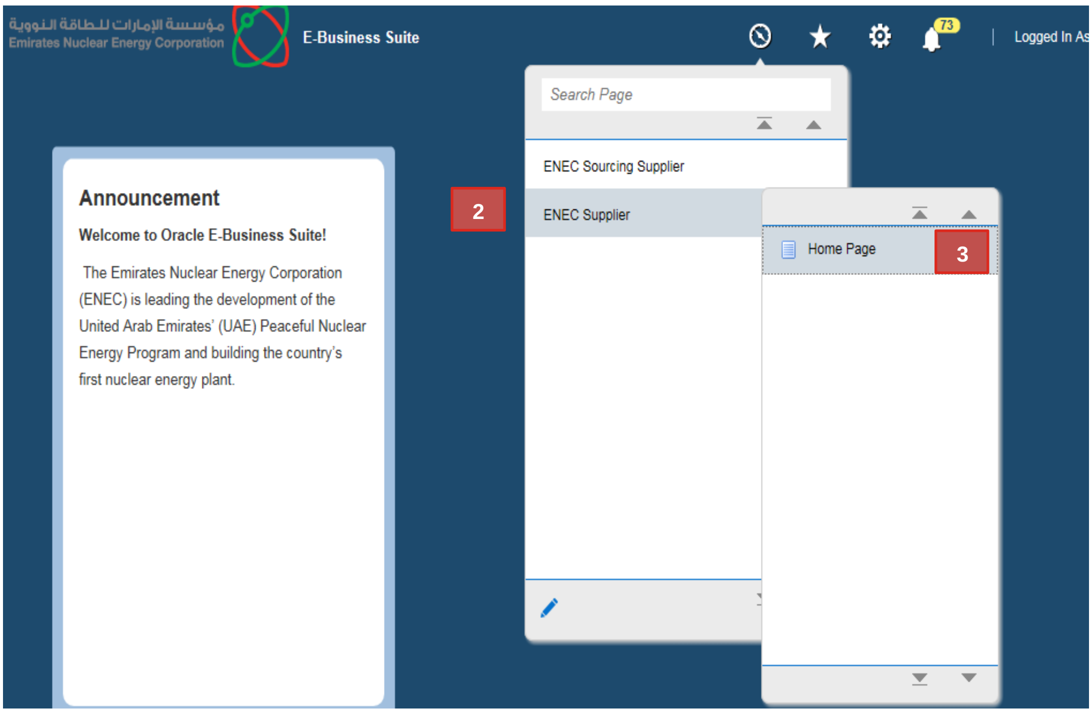
9. Entering ICV score in Supplier Profile

ICV stands for In Country Value. ICV is a measure of your company's financial contribution towards the local UAE economy. To enter your company's ICV in your profile, follow the below steps:

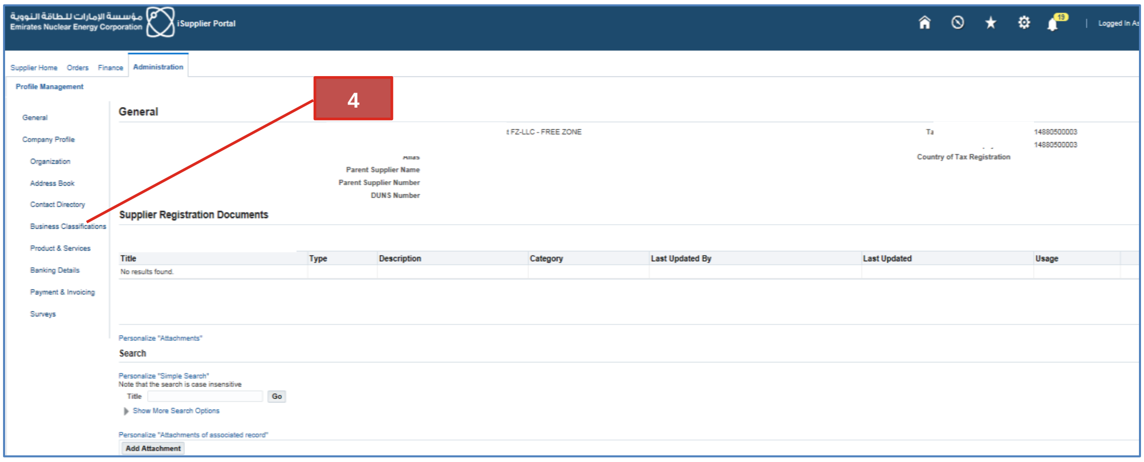
1. Login with your Username and Password



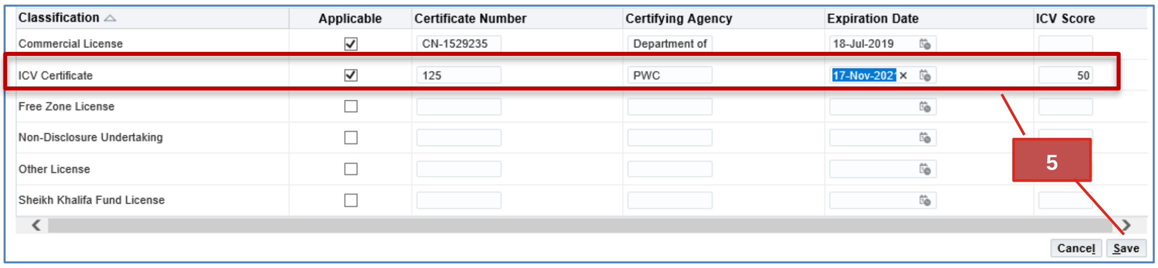
2. Click on **ENEC Supplier** and
3. Click on **Home Page**



4. To enter your company's ICV score, click on **Business Classifications** link available under **Administration** Tab.

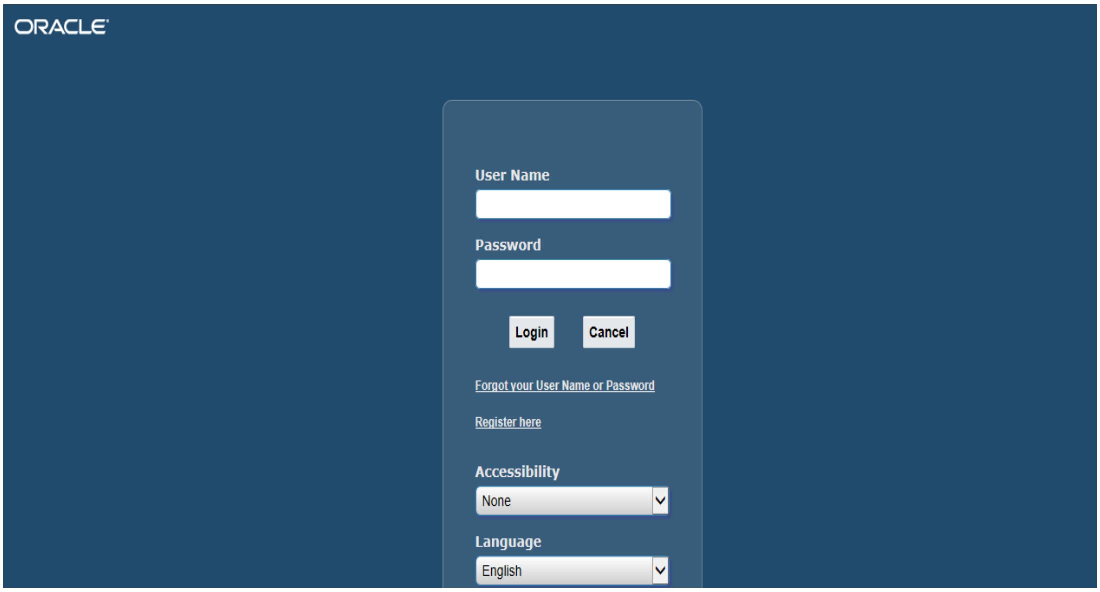


5. Select **Applicable** for **ICV Certificate**, enter all required details and click **Save**.



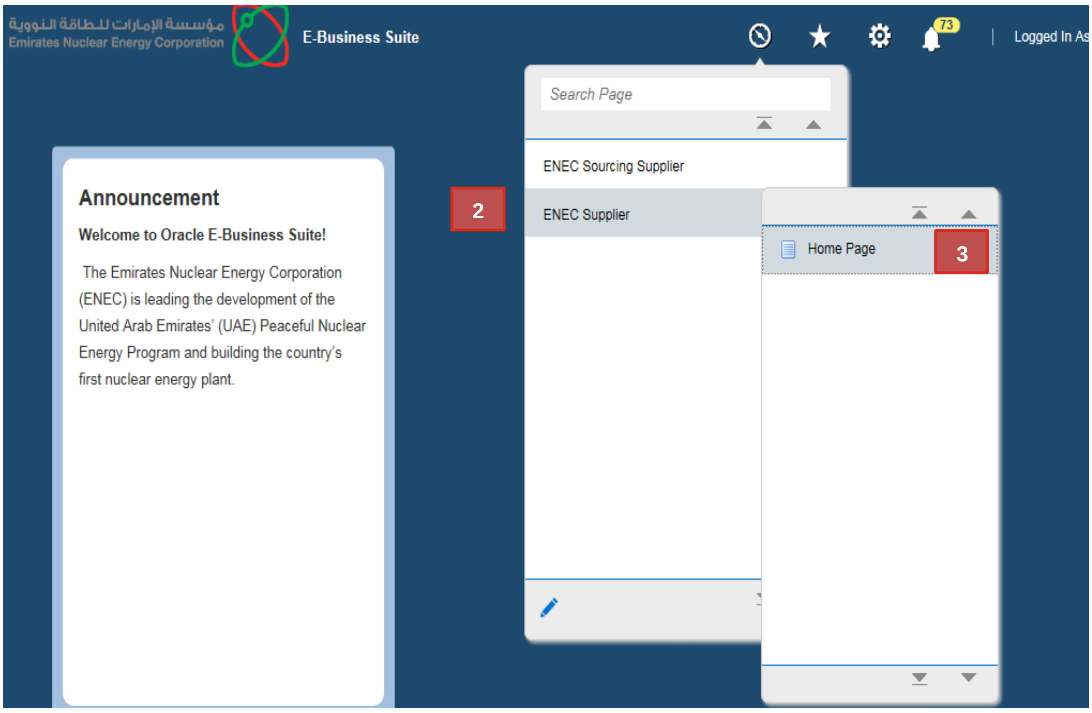
10. Setting Up Bank Account Information

1. Login with your Username and Password

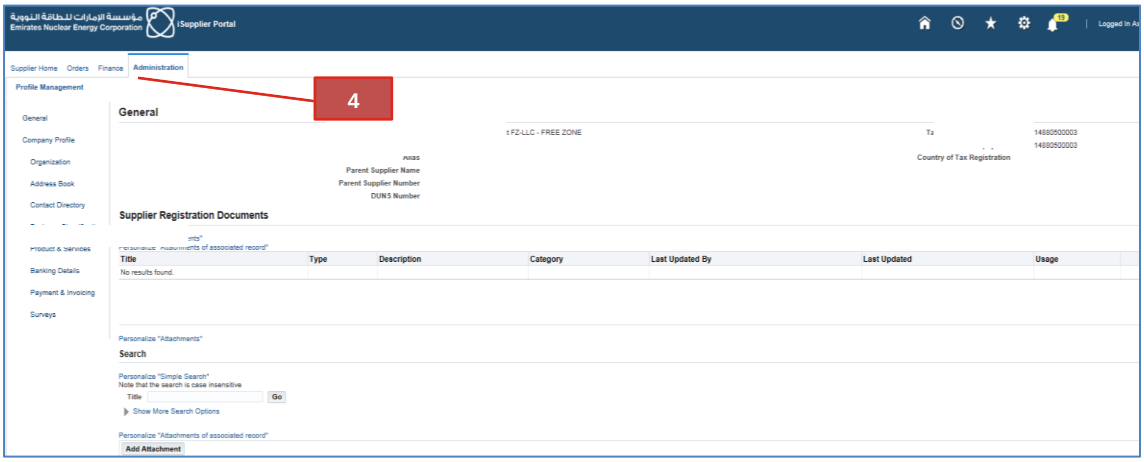


2. Click on **ENEC Supplier** and

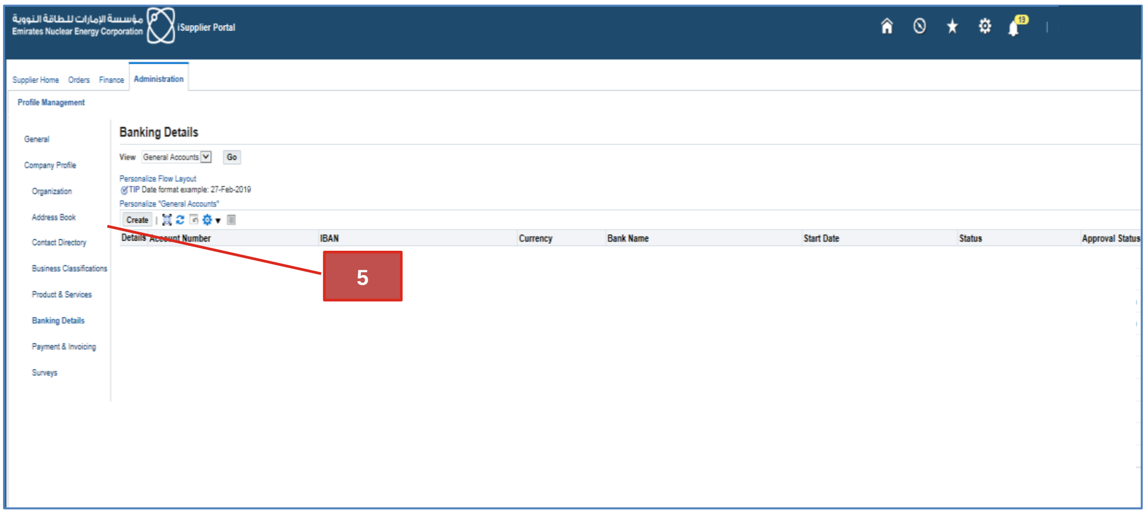
3. Click on **Home Page**



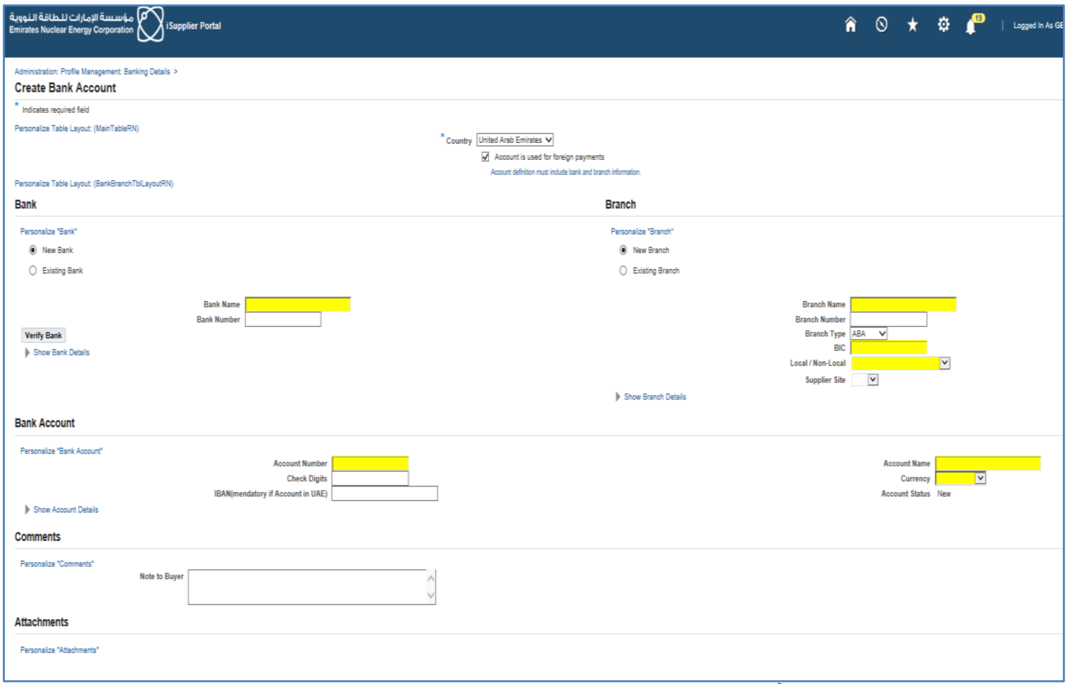
4. To complete your company’s Bank details information, click on **Banking Details** link available under **Administration** Tab.



5. Click on **Create**

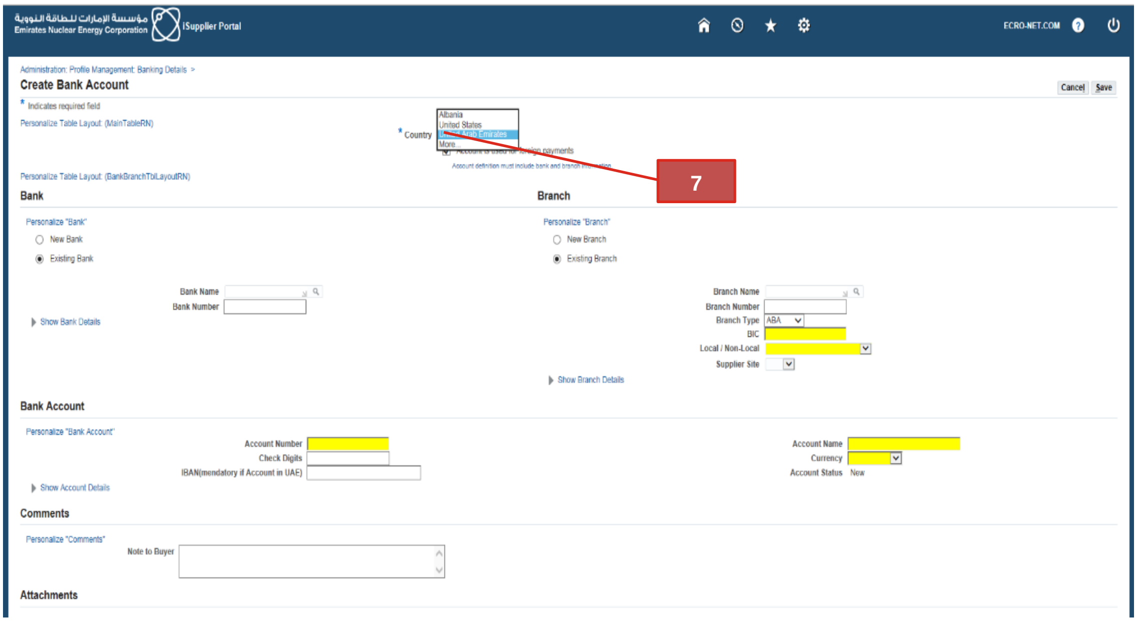


6. Once you click on **Create**, you will see a new page which will ask you to provide your company's banking information.

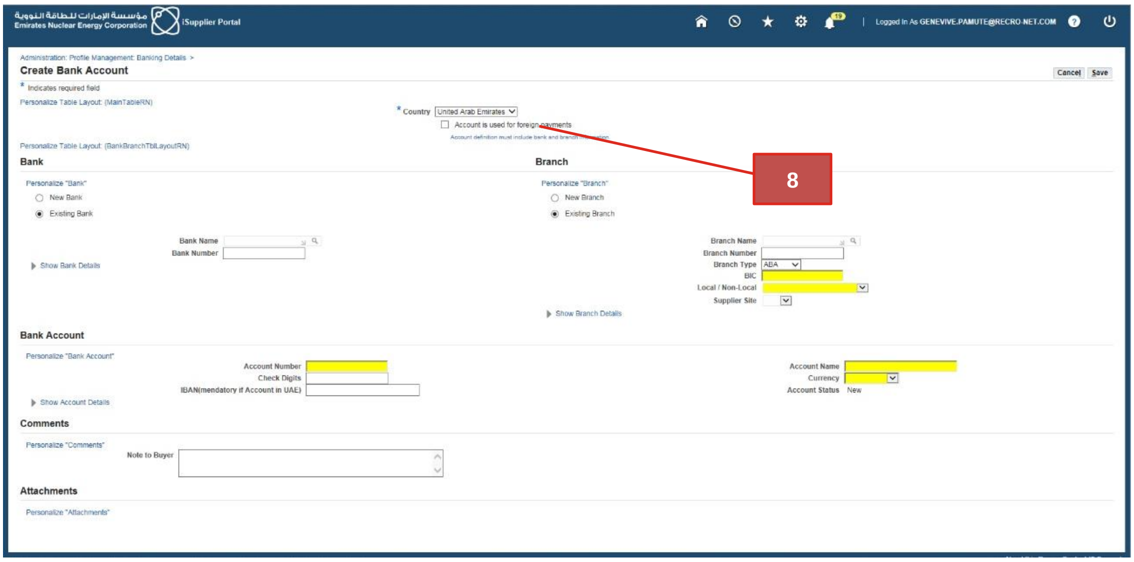


6

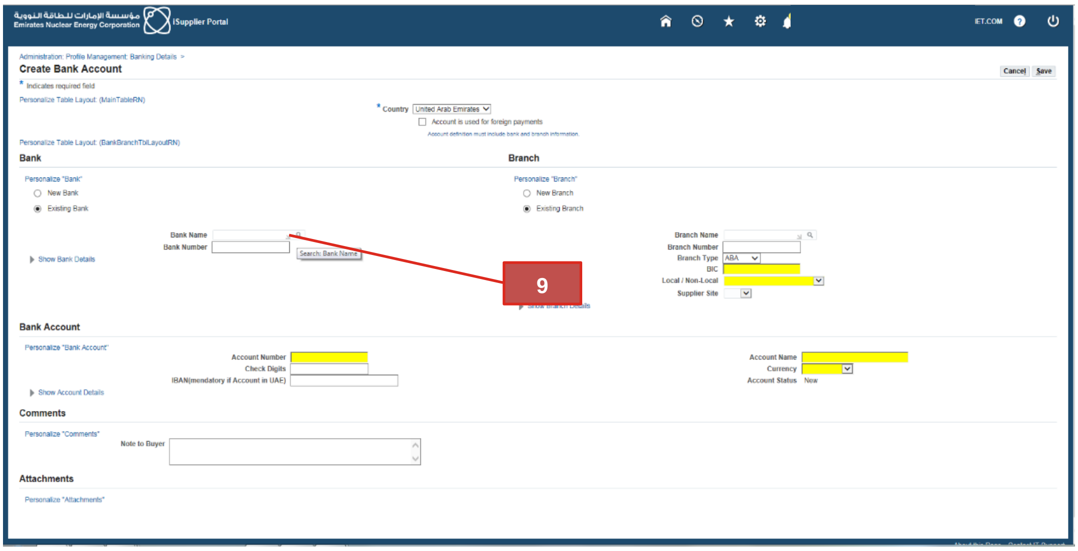
7. By default, the selected country is United Arab Emirates. You can change the country if your bank location is outside UAE. To change your company's bank country, click on the **Country** tab and you will be prompted to select the country from a list of countries. In this example, the selected country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



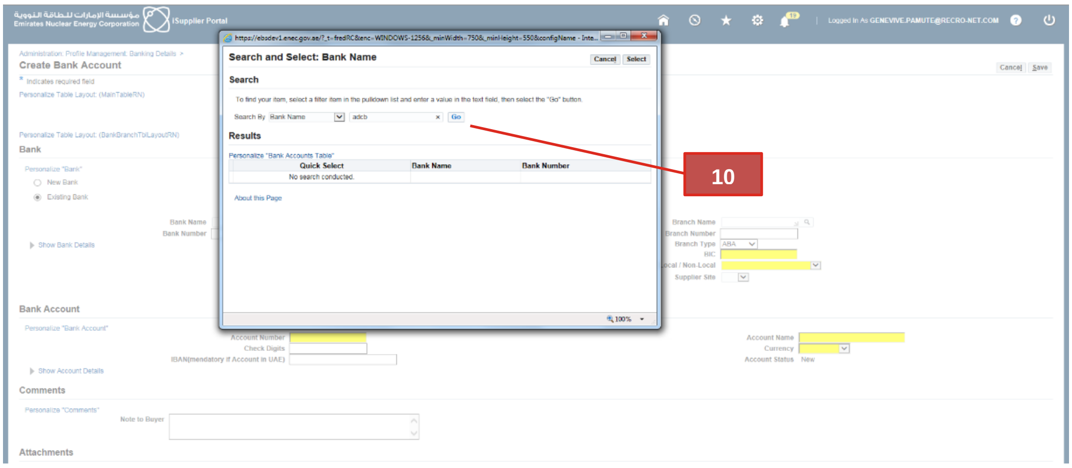
8. Check "**Account is used for foreign payment**" box if applicable. In this example this box is unchecked.



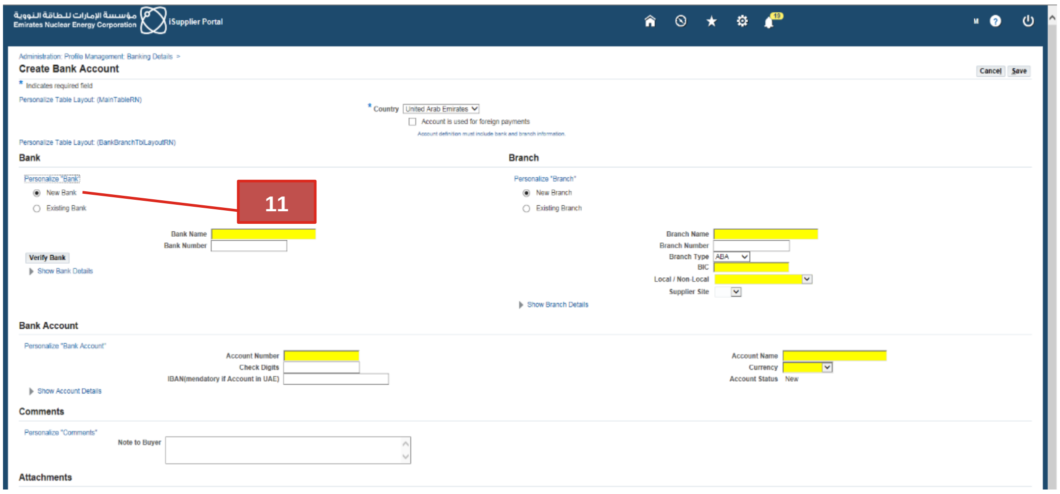
9. Enter the Bank Name. Click on the search icon located next to **Bank Name** and search for your Bank.



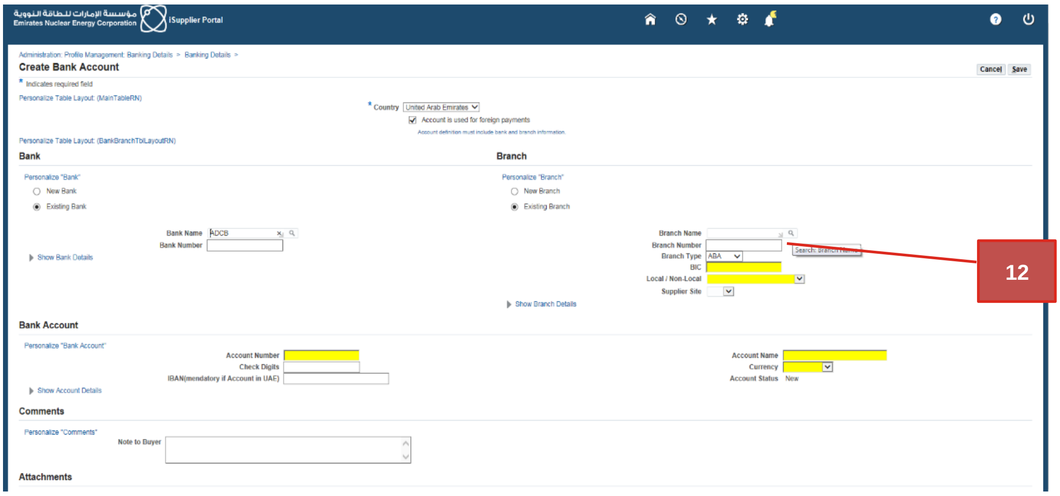
10. Type your Bank name and click **Go.** In this example, selected bank is ADCB.



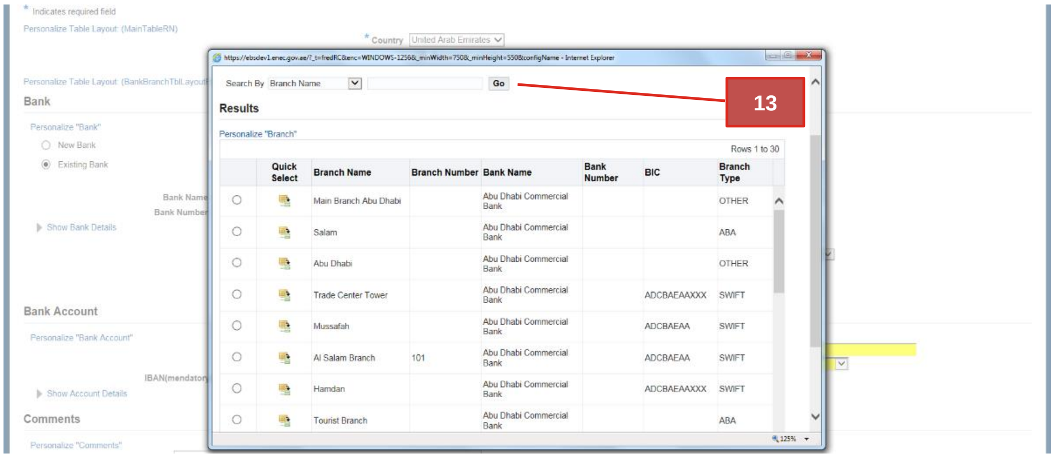
11. In case your bank name is not listed, check the **New Bank** tab and provide the information in the boxes highlighted with yellow color. In this example, it is assumed that the bank is an existing bank.



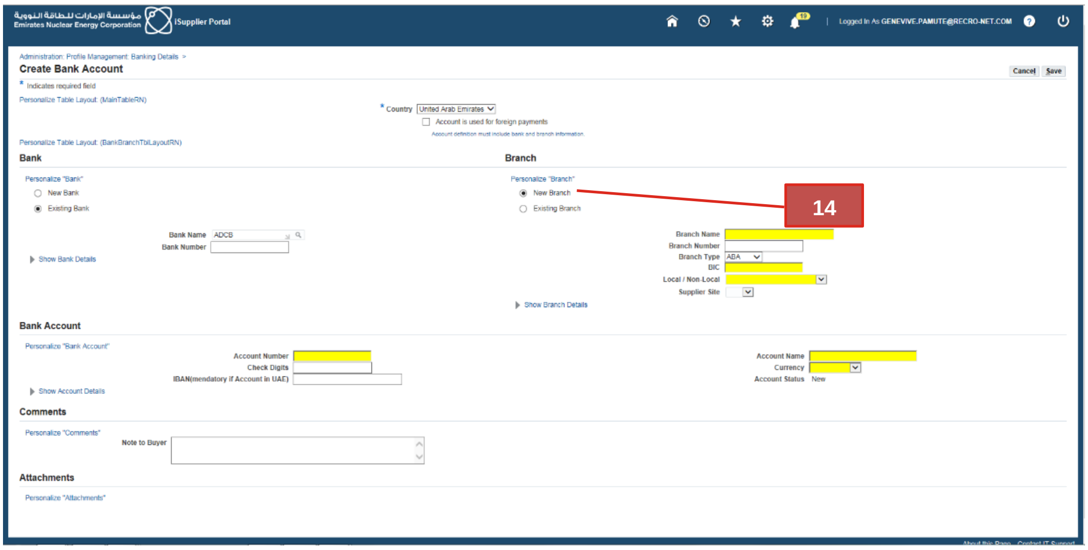
12. Enter the Branch Name. Click on the search icon located next to **Branch Name** and search for your bank's Branch.



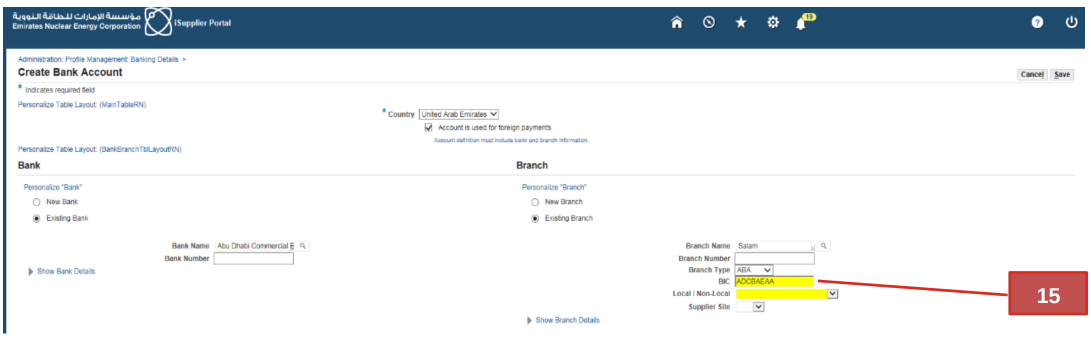
13. Click **Go.** In this example, selected branch is Salam.



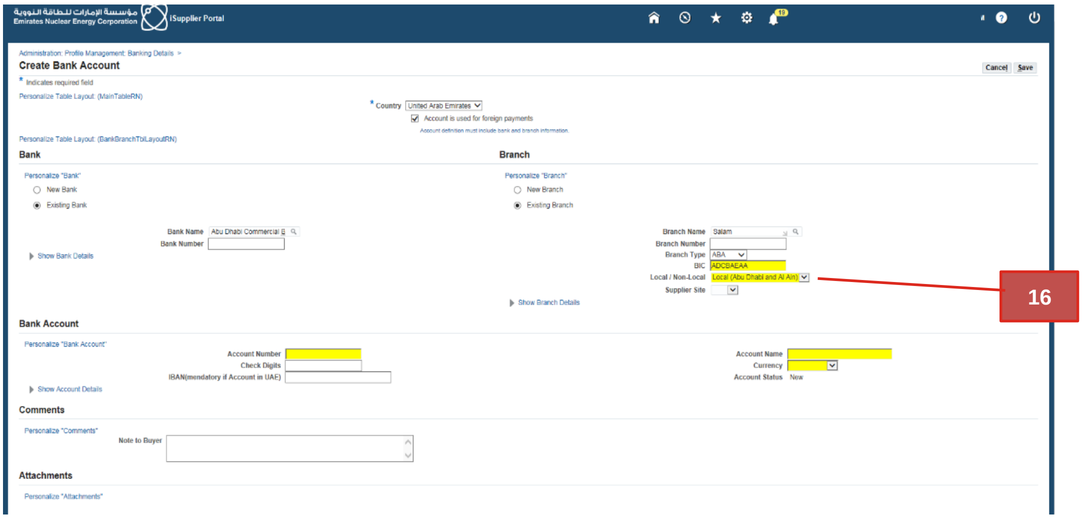
14. In case your bank's branch name is not listed, check the **New Branch** tab and provide the information in the boxes highlighted with yellow color. In this example, it is assumed that the branch name is already existing.



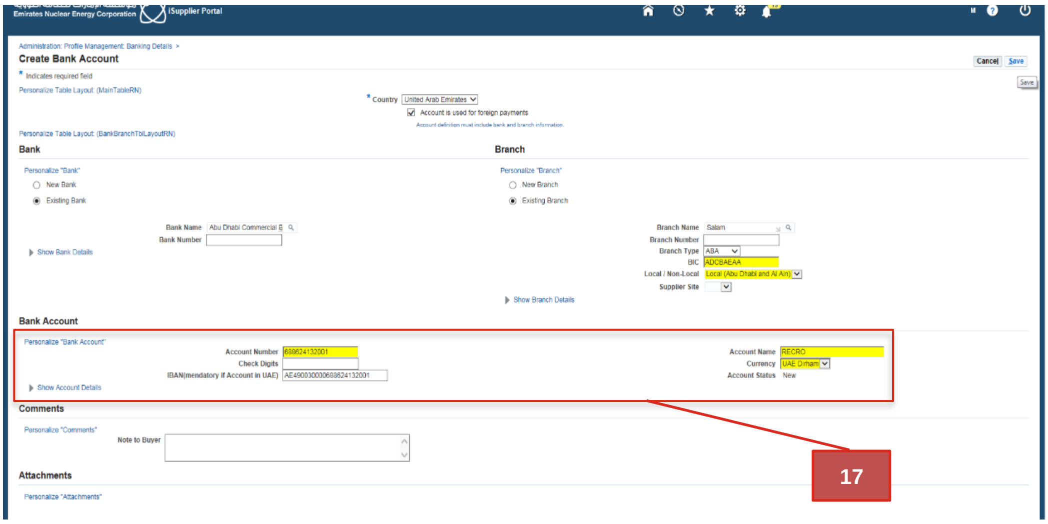
15. Type the **BIC**



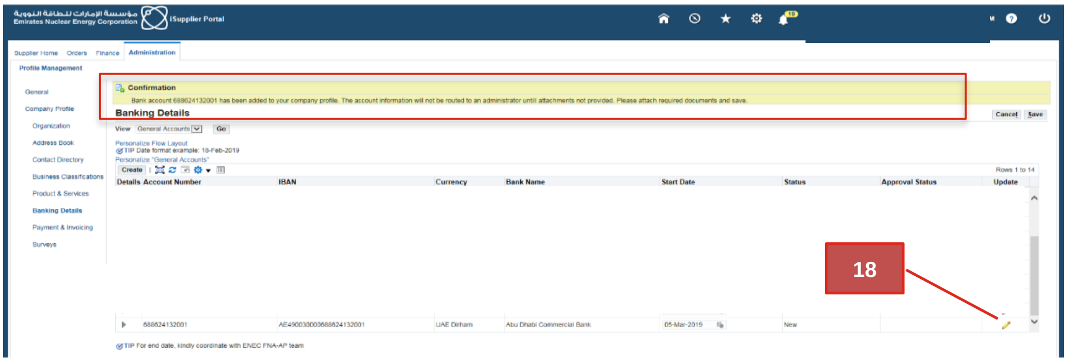
16. Select **Local/Non Local**. In this example, **Local** is selected



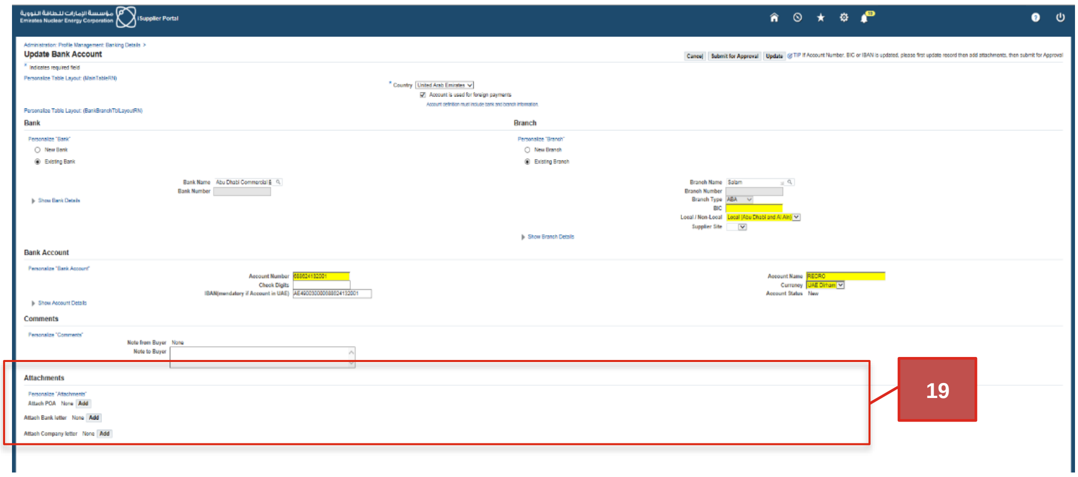
17. Enter the following details and click **Save**
    a. Account Number
    b. IBAN (Mandatory if Account is in UAE)
    c. Account Name
    d. Currency



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



19. 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



Note on Attachments:

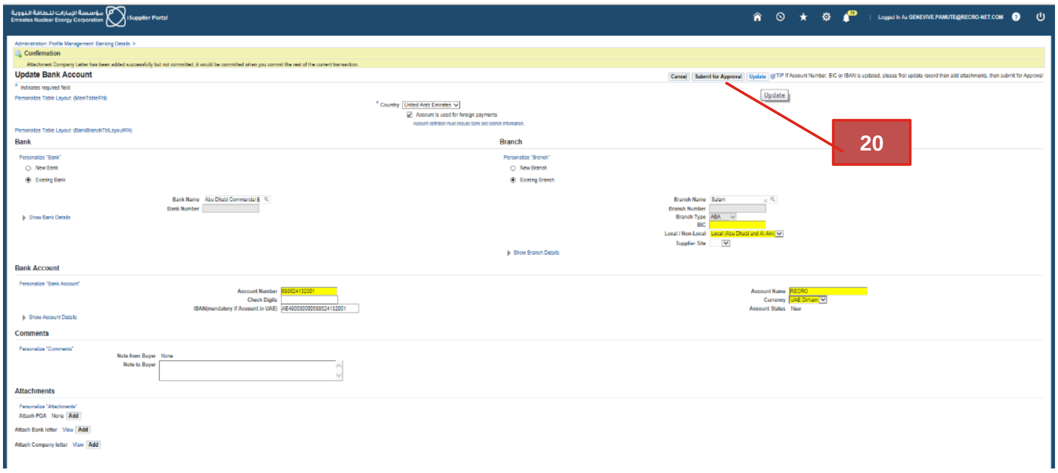
While attaching the mandatory attachments as per the screenshot above, ensure that:

a. 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 this document.

b. 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

c. 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

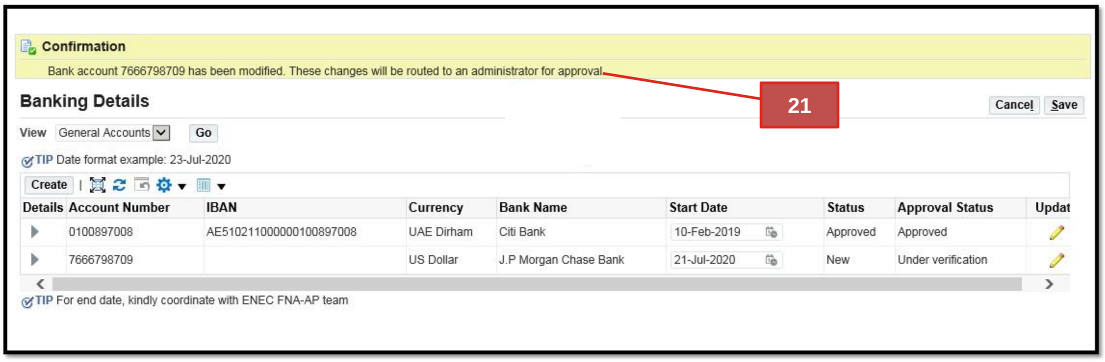
20. Once you attach all the documents, click **Submit for Approval** to finish setting up your Banking Account details.



21. 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. The relevant Enterprise team will review your request and depending upon the information provided by you for setting up Bank Account The Enterprise will:

    a. In case your request for setting up new Bank Account is accepted and no further information is required, send a confirmation email confirming set up of Bank Account. Once you receive the confirmation, you can raise an invoice as per the instructions provided in Section 7 "**E-Invoicing (Sending and Managing Invoices online**" of this guide.

    b. In case additional information or clarification on submitted documents is required, send a request to provide the missing documents or additional information. Once all required documents/information is provided by you, you will receive a confirmation email confirming set up of Bank Account. Once you receive the confirmation, you can raise an invoice as per the instructions provided in Section 7 of this document.



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