



# Registered Supplier Guide

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مؤسسة الإمارات للطاقة النووية  
Emirates Nuclear Energy Corporation



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



شركة نواة للطاقة  
Nawah Energy Company





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## 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

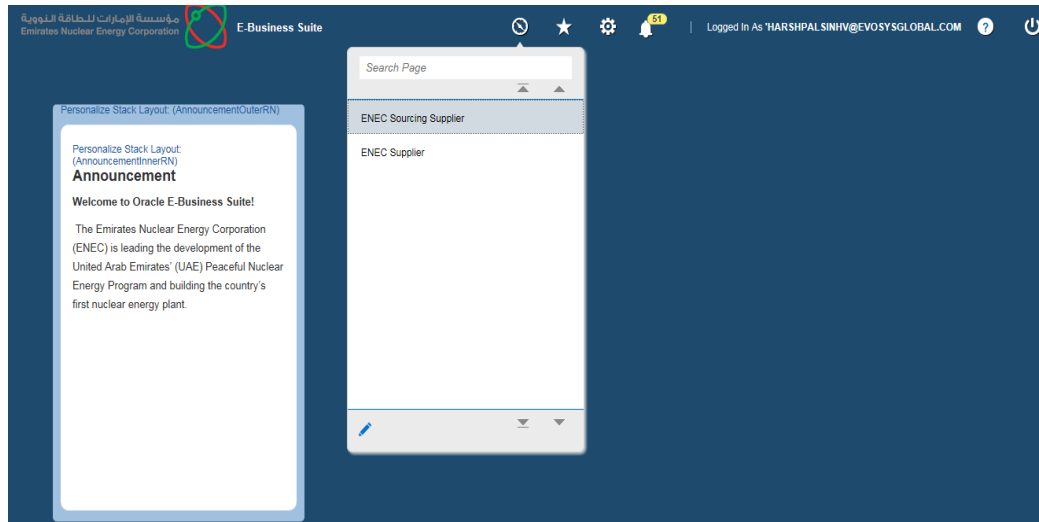
1. Login with your Username and password to access your company profile with The Enterprise.

**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.**

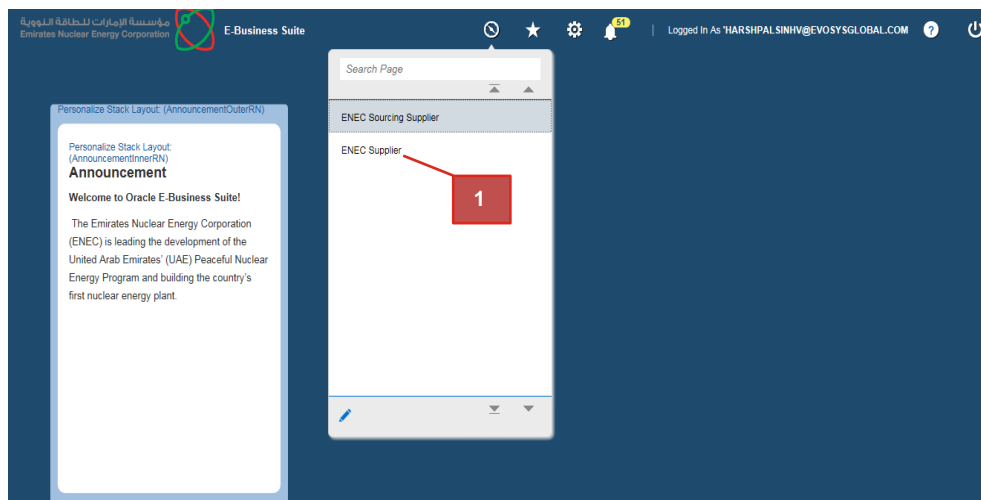
2. You will see all your notifications in your Worklist section

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



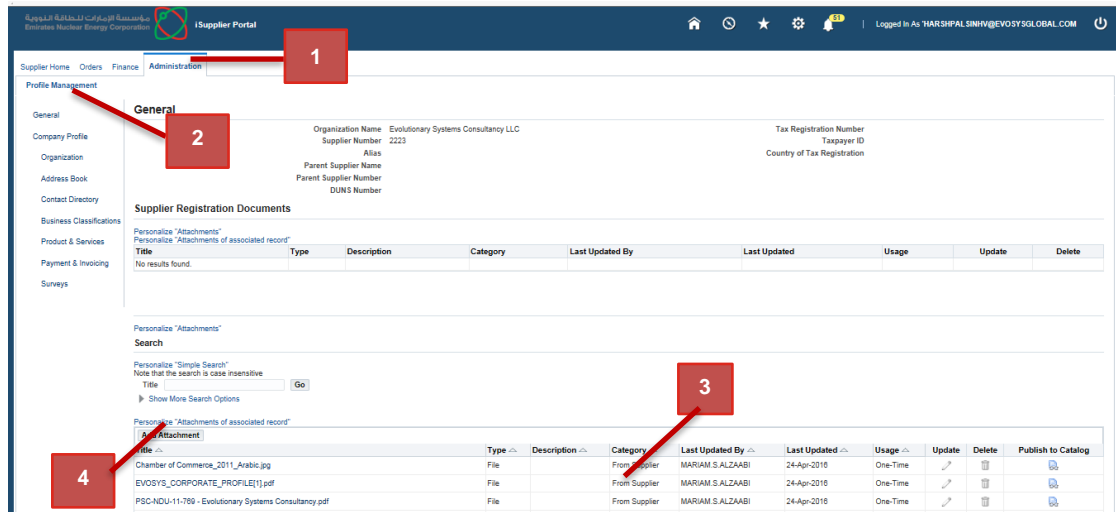
## 2. Managing your Company Profile

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



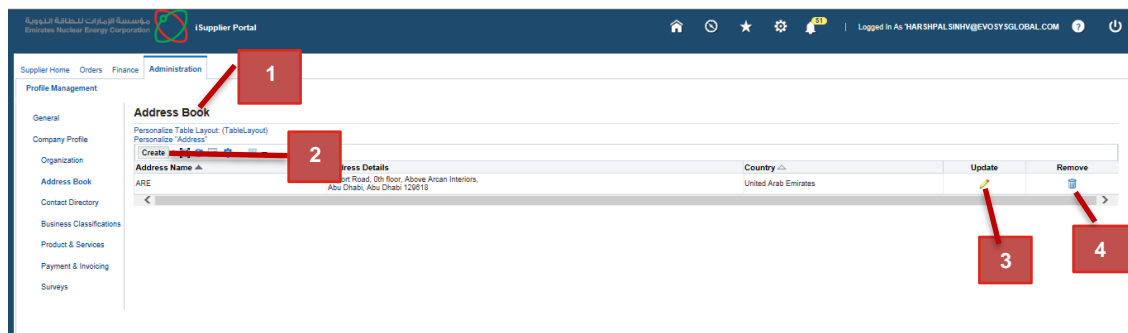
### A. Add and Update Attachments

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**

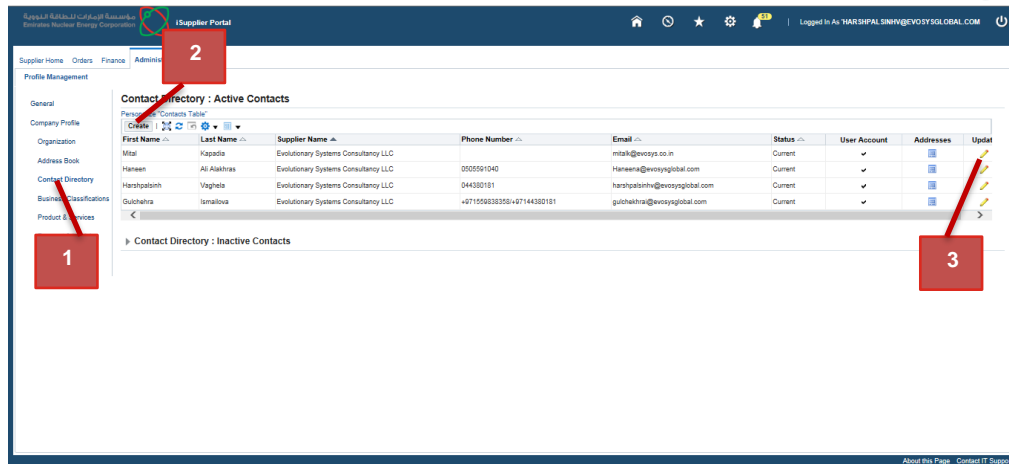
8. This is the **Update Address** screen

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



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

**Add Contact**

\* Indicates required field

4

Contact Title: Mr. [v]  
First Name: Mohamed  
Middle Name: [v]  
Last Name: Zaabi  
Job Title: Finance Manager  
Contact Type: Finance Procurement Legal Owner  
Email Address: [v]@evosysglobal.com  
Phone Area Code: [v]  
Phone Number: [v]

5

Phone Extension: [v]  
Fax Area Code: [v]  
Fax Number: [v]  
Inactive Date: (24-Oct-2017 19:45:00)  
Alternate Name: [v]  
Url: [v]  
Alternate Phone Area Code: [v]  
Alternate Phone Number: [v]

6

Cancel 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:

- gmail.com
- yahoomail.com
- hotmail.com
- rediffmail.com
- outlook.com
- emirates.net.ae
- eim.ae

- This is the **Update Contact** screen
- 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. ☐ ☐

First Name: Mohamed

Middle Name:

Last Name: Zaabi

Job Title: Finance Procurement

Contact Type: Legal Owner

Email Address: m.zaabi@company.com

Phone Area Code:

Phone Number:

Phone Extension:

Fax Area Code:

Fax Number:

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

Alternate Name:

Url:

Alternate Phone Area Code:

Alternate Phone Number:

**8**

**9** Cancel 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.com	Current	✓		
Gulchehra	Ismailova	Evolutionary Systems Consultancy LLC	+971559838358/+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	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

**1** Business Classifications

**3** Error

All fields are required for Business classification

**Business Classifications**

Classification Type: Government or Semi-Government Company

Western Region company

Applicable: ☐ Applicable

Applicable: ☐ Applicable

Cancel Save

**Certification**

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

Last Certified By: 24-Oct-2017

Classification: Free Zone License

Applicable: ☒

Certificate Number: 1234

Certifying Agency: ENEC

Expiration Date: 31-Oct-2018

Classification: Non-Disclosure Undertaking

Applicable: ☒

Certificate Number: 2223

Certifying Agency: ENEC

Expiration Date: 06-Jun-2017

Classification: Commercial License

Applicable: ☒

Certificate Number: 1234

Certifying Agency:

Expiration Date:

Classification: Other License

Applicable: ☐

Certificate Number:

Certifying Agency:

Expiration Date:

**2**

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**

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

Supplier Home Orders Finance Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

**Product & Services**

Payment & Invoicing

Surveys

**Products and Services**

Remove Add Save

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	
01.110010	CONSULTANCY/ENGINEERING SERVICES.ADVANCED PROCESS CONTROL - CONSULTANCY	17-Oct-2017	Pending Approval	

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

Administration: Profile Management: Product & Services >

**Add Products and Services: : (Evolutionary Systems Consultancy LLC)**

Cancel Apply

Browse All Products & Services

Code	Products and Services	Sub-Categories	Applicable
01	CONSULTANCY/ENGINEERING SERVICES		<input type="checkbox"/> Applicable
02	ENGINEERING/ CONSTRUCTION WORKS (MAJOR PROJECTS)		<input type="checkbox"/> Applicable

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

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

10

Note: You can only remove Approved products and services

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### 13. You will get this confirmation message

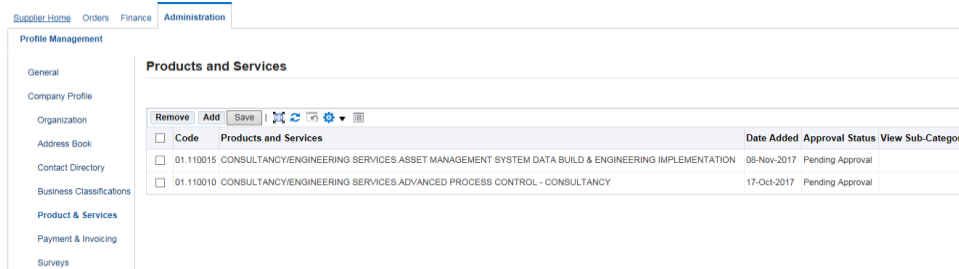
#### Confirmation

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



Remove	Add	Save	Print	Refresh	Settings	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>						01.110015	CONSULTANCY/ENGINEERING SERVICES ASSET MANAGEMENT SYSTEM DATA BUILD & ENGINEERING IMPLEMENTATION	08-Nov-2017	Pending Approval	
<input type="checkbox"/>						01.110010	CONSULTANCY/ENGINEERING SERVICES ADVANCED PROCESS CONTROL - CONSULTANCY	17-Oct-2017	Pending Approval	

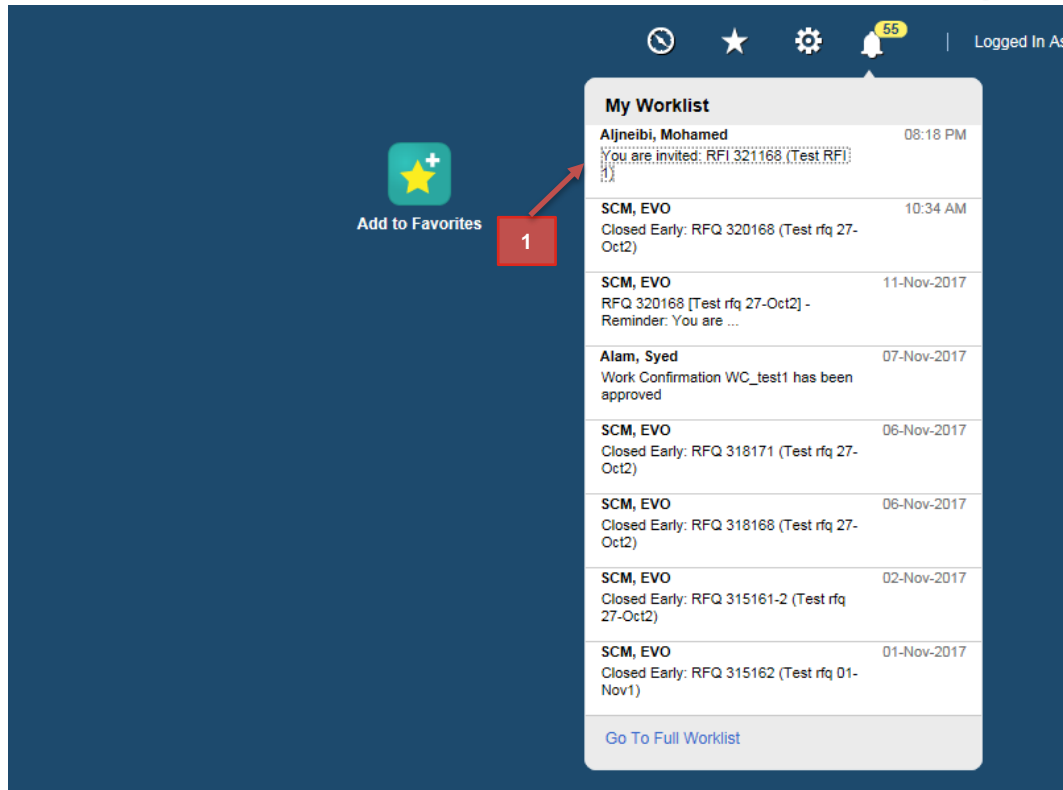
## 3. Responding to Request for Information (RFI)

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.

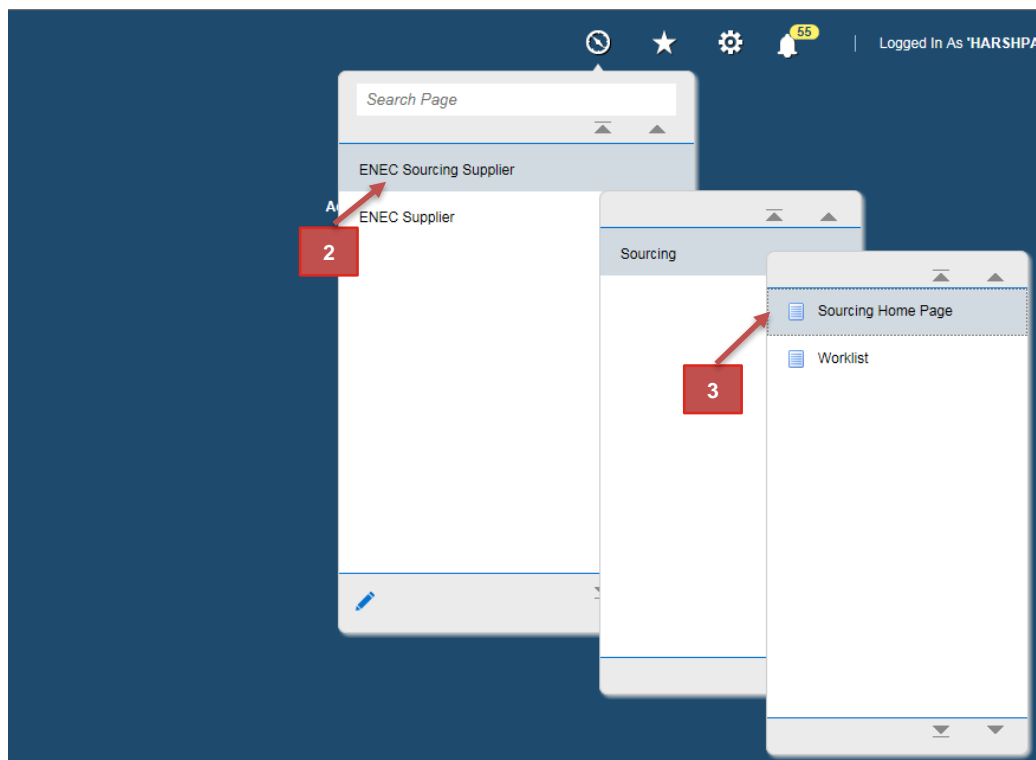
By participating in an RFI exercise, you acknowledge and agree that The Enterprise shall have the right to select suppliers at its sole discretion based upon The Enterprise's criteria and procedures, and shall be under no obligation to provide any explanation or reasons for including or excluding any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



# Registered Supplier Guide



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

**Negotiations**

Search Open Negotiations Title  Go

Welcome, Harshpalsinh Vaghela.

**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 1 hour	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
639046	Active	ARE	316171,1	test	RFQ	0 seconds	0	0

**Your Company's Open Invitations**

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
ARE	321168	Test RF1 1	RFI	17 days 10 hours

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**

RFI: 321168

**Header**

Title: Test RF1 1  
Status: Active  
Time Left: 17 days 10 hours

Open Date: 12-Nov-2017 20:18:42  
Close Date: 30-Nov-2017 20:04:49

**Terms**

Buyer: Alneibi, Mr. Mohamed  
Response Style: Blind  
Description: Event

Bill-To Address: ENEC Bill To Location (Masdar)  
Ship-To Address: ENEC Ship To Location (Masdar)  
Payment Terms: Carrier  
Freight Terms: FOB

Currency: RFI Currency: AED  
Price Precision: Any

**Requirements**

Show All Details | Hide All Details

Requirement	Target	View
Requirement 1		oo
Experience		oo
Certifications		oo

**Actions** Acknowledge Participation

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**

Negotiations

Negotiations > RFI 321168 >  
**Acknowledge Participation (RFI 321168)**

Supplier Site ARE

Will your company participate?

☒ Yes ☐ No

Note to Buyer put note to buyer

Cancel Apply

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

Negotiations

Negotiations >  
**RFI: 321168**

Title Test RFI 1  
Status Active  
Time Left 17 days 10 hours

Open Date 12-Nov-2017 20:18:42  
Close Date 30-Nov-2017 20:04:49

Header Lines Controls Contract Terms

Buyer Aljehelbi, Mr. Mohamed  
Response Style Blind  
Description

Event

Actions Online Discussions Go

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

Negotiations

Negotiations > RFI 321168 >  
**Online Discussions (RFI 321168)**

Title Test RFI 1  
Status Active  
Time Left 17 days 10 hours

Open Date 12-Nov-2017 20:18:42  
Close Date 30-Nov-2017 20:04:49

Messages

New Message

Subject

Message Status Sender Date Reply Attachments

No results found.

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

14. Add desired attachment

15. When finished, click **Send**

Negotiations

Negotiations > RFI 321168 > Online Discussions (RFI 321168) >  
**Create New Message (RFI 321168)**

Indicates required field

Send To Emirates Nuclear Energy Corporation

Subject Text

Message Put your message here

Private

Attachments

Add Attachment

Title Description Category Last Updated By Last Updated Usage Update Delete Publish to Catalog

No results found.

Cancel Send

16. You will see your message here

Online Discussions (RFI 321168)

Messages

Subject	Message	Sender	Date	Reply	Attachments
Test	Put your message here	Vaghela, Harshpalsinh	13-Nov-2017 10:14:53		

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

Online Discussions (RFI 321168)

Messages

Subject	Message	Sender	Date	Reply	Attachments
Test	Hello	Emirates Nuclear Energy Corporation	13-Nov-2017 10:22:18		
Test	Put your message here	Vaghela, Harshpalsinh	13-Nov-2017 10:14:53		

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

Message (RFI 321168)

Subject: Test  
From: Emirates Nuclear Energy Corporation  
To: Vaghela, Harshpalsinh  
Date: 13-Nov-2017 10:22:18  
Message: Hello

Attachments

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

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**

Negotiations

RFI: 321168

Actions: Create Response

Header

Buyer: Alneibi, Mr. Mohamed  
Response Style: Blind  
Description

Terms

Bill-To Address: ENEC Bill To Location (Masdar)  
Ship-To Address: ENEC Ship To Location (Masdar)  
Payment Terms: Carrier  
Freight Terms: FOB

Currency: RFI Currency: AED  
Price Precision: Any

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.

**Negotiations**

Negotiations > RFI 321168 >

**Create Response: 644038 (RFI 321168)**

Time Left: 17 days 9 hours  
Close Date: 30-Nov-2017 20:04:49

Cancel View RFI Save Draft Continue

Title: Test RFI 1

**Header**

Supplier: Evolutionary Systems Consultancy LLC  
Supplier Site: ARE - Airport Road, 0th floor, Above Arcan Interiors, Abu Dhabi, Abu Dhabi 129618, AE  
RFI Currency: AED  
Response Currency: AED  
Price Precision: Any

Response Valid Until: (13-Nov-2017 19:45:00)  
Reference Number:  
Note to Buyer:

**Attachments**

Add Attachment

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

**Requirements**

Expand All Collapse All

Focus Title	Target Value	Response Value
Requirements		
Requirement 1		
Experience		



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

24

### Requirements

Expand All | Collapse All

Focus Title	Target Value	Response Value
Requirements		
Requirement 1		
Experience		
Certifications		

**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

### Negotiations

Negotiations > RFI 321168 >  
Create Response: 644038 (RFI 321168)

Title: Test RFI 1

Time Left: 17 days 9 hours  
Close Date: 30-Nov-2017 20:04:49

Cancel View RFI Save Draft **Continue**

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

### Negotiations

Negotiations > RFI 321168 >

**Error**

1. A response value is required for requirement Certifications.  
2. A response value is required for requirement Experience.

Create Response: 644038 (RFI 321168)

Cancel View RFI Save Draft Continue

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

27

### Negotiations

Negotiations > RFI 321168 >  
Create Response 644038: Review and Submit (RFI 321168)

Cancel Back Validate Save Draft Printable View **Submit**

#### Header

Title: Test RFI 1	Time Left: 17 days 9 hours
Supplier: Evolutionary Systems Consultancy LLC	Close Date: 30-Nov-2017 20:04:49
Supplier Site: ARE	Response Valid Until: 31-Dec-2017 06:40:31
RFI Currency: AED	Reference Number:
Response Currency: AED	Note to Buyer:
Price Precision: Any	

#### Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
testing_uat.txt	File		From Supplier	HARSHIPALSINH@EVOSYSGLOBAL.COM	13-Nov-2017	One-Time		

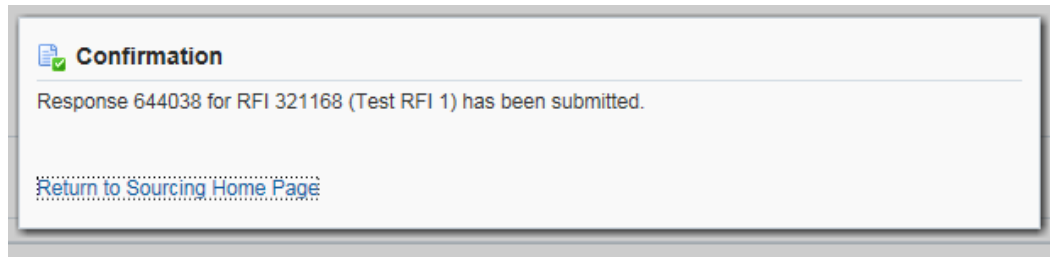
#### Requirements

Show All Details | Hide All Details

Details Section

Requirement	Target Value	Response Value
Experience		12
Certifications		ISO 9000

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

**Your Active and Draft Responses**

Press Full List to view all your company's responses. [Full List](#)

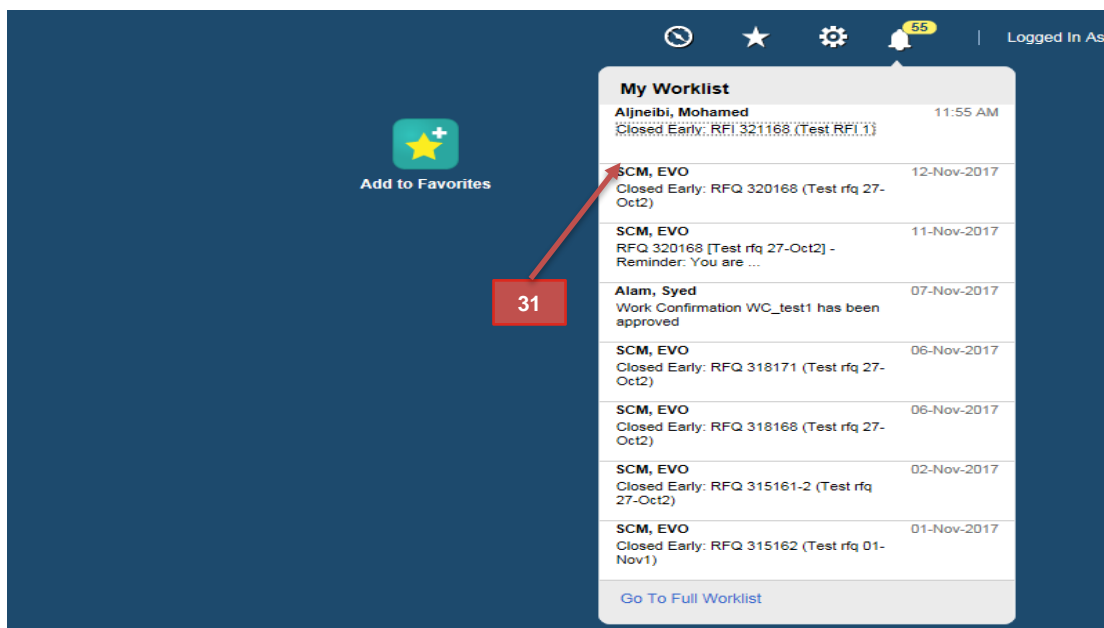
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
640038	Active	ARE	316169-2	test - UAT	RFQ	10 days	0	0
644038	Active	ARE	321168	Test RFI 1	RFI	17 days 9 hours	0	0
638035	Active	ARE	315165	SNS-CON-17-009 Information Security Program	RFQ	0 seconds	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**

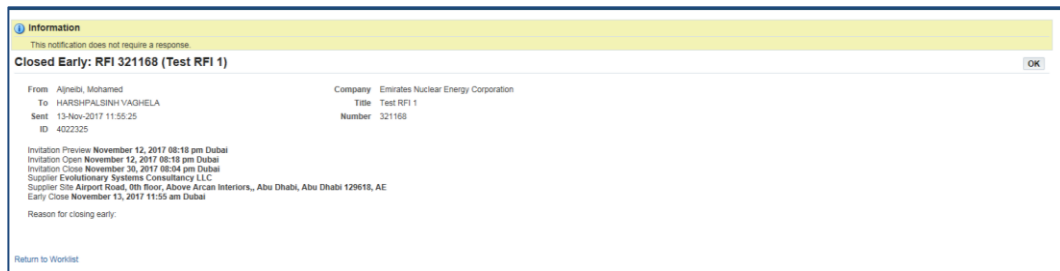
[Full List](#)

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

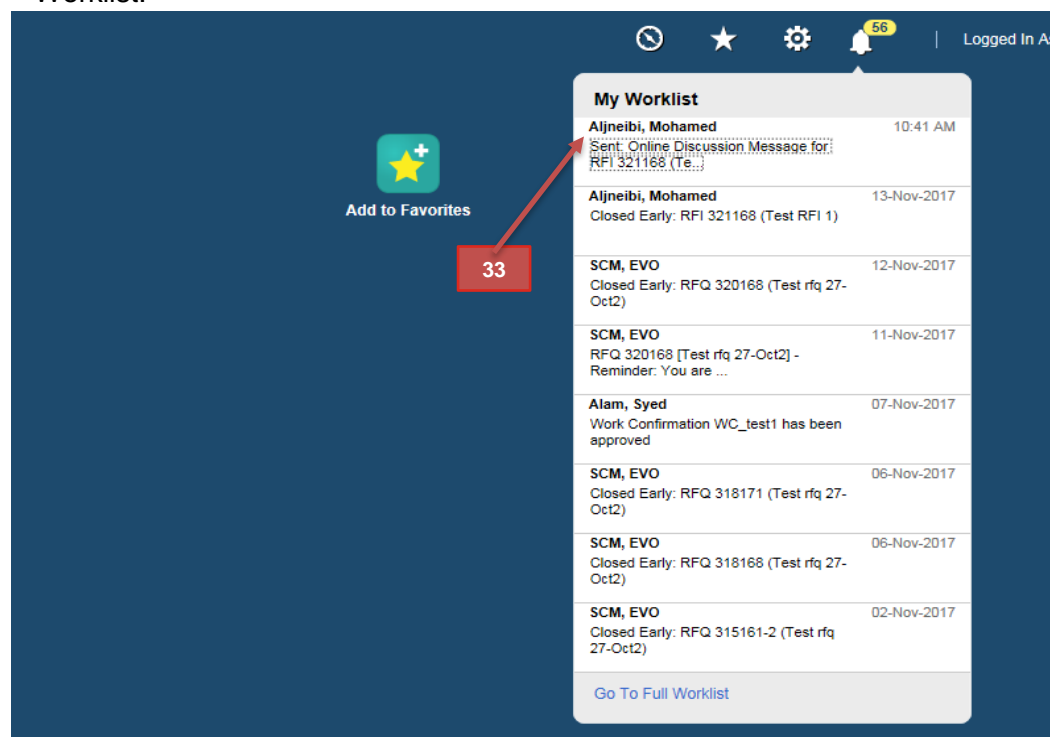
31. You will get a notification in your Worklist if the RFI was closed early by The Enterprise.



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.

**Information**

This notification does not require a response.

**Sent: Online Discussion Message for RFI 321168 (Test RFI 1)**

From: Aljnebi, Mohamed  
To: HARSHAPAL SINH VAGHELA  
Sent: 15-Nov-2017 10:41:20  
ID: 4026404

Number: 321168  
Title: Test RFI 1

Negotiation Preview Immediately upon publishing  
Negotiation Open Immediately upon publishing  
Negotiation Close November 13, 2017 11:55 am Dubai

Company Emirates Nuclear Energy Corporation  
Subject RFI Acceptance  
Message ENEC is please to inform you that your submission has been successful and that you are now Approved Supplier.  
To respond to this message, please click [here](#).

[Return to Worklist](#)

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

**Negotiations**

**Message (RFI 321168)**

Subject: RFI Acceptance  
From: Emirates Nuclear Energy Corporation  
To: All Participants  
Date: 15-Nov-2017 10:41:15  
Message: ENEC is please to inform you that your submission has been successful and that you are now Approved Supplier.

**Attachments**

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

[Return to Online Discussions \(RFI 321168\)](#)

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

**Information**

This notification does not require a response.

**Sent: Online Discussion Message for RFI 321168 (Test RFI 1)**

From: Aljnebi, Mohamed  
To: HARSHAPAL SINH VAGHELA  
Sent: 15-Nov-2017 10:55:37  
ID: 4022638

Number: 321168  
Title: Test RFI 1

Negotiation Preview Immediately upon publishing  
Negotiation Open Immediately upon publishing  
Negotiation Close November 13, 2017 11:55 am Dubai

Company Emirates Nuclear Energy Corporation  
Subject RFI Rejection  
Message ENEC is please to inform you that your submission has been unsuccessful and that you are not an Approved Supplier.  
To respond to this message, please click [here](#).

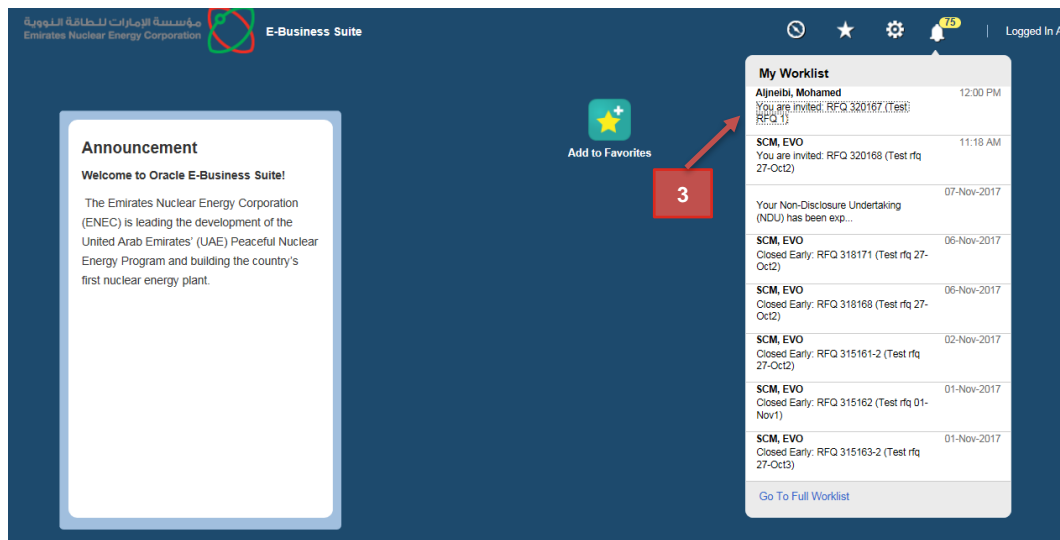
[Return to Worklist](#)

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

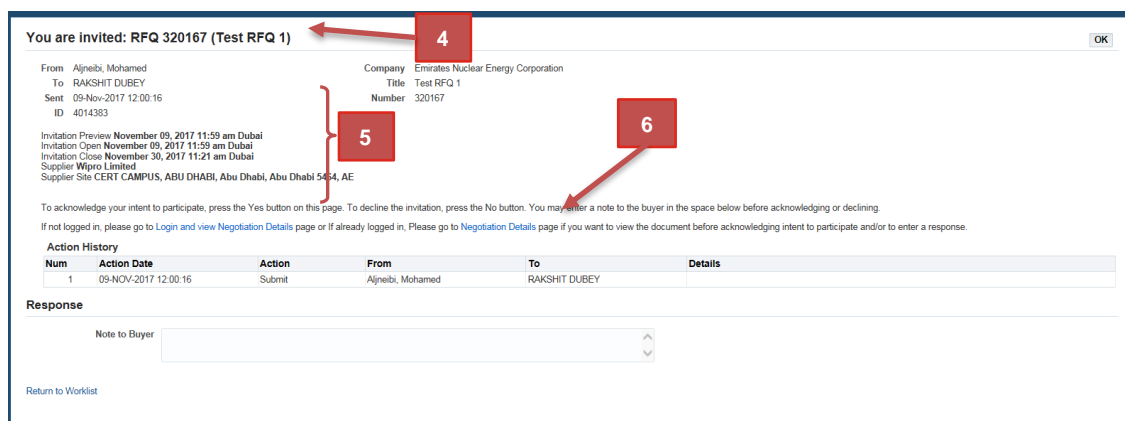
A Request for Quotation (RFQ) is the method ENEC uses to formally invite selected suppliers to tender. The tender package is attached within the RFQ.

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

Header Lines Controls Contract Terms

Display Rank As Win/Lose Ranking Price Only

Cost Factors None Price Tiers Price Breaks

**Lines**

Description	Line	Item, Rev	Category	Unit	Estimated Quantity	Best Price (AED)	Active Responses	Time Left
CP Testing	1	CP Testing	12.122019.	Each	1,000	Sealed	Sealed	20 days 18 hours

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

Negotiations

Close Window >

RFQ: 320167

Actions Acknowledge Participation Go

Title Test RFQ 1  
Status Active (Locked)  
Time Left 20 days 18 hours

Open Date 09-Nov-2017 11:59:58  
Close Date 30-Nov-2017 11:21:44

Header Lines Controls Contract Terms

**Schedule**

Preview Date 09-Nov-2017 11:59:58  
Close Date 30-Nov-2017 11:21:44

Open Date 09-Nov-2017 11:59:58  
Award Date

**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

15

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

Negotiations

Close Window >

RFQ: 320167

Actions Acknowledge Participation Go

Title Test RFQ 1  
Status Active (Locked)  
Time Left 20 days 18 hours

Open Date 09-Nov-2017 11:59:58  
Close Date 30-Nov-2017 11:21:44

Header Lines Controls Contract Terms

**Deliverables**

Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
No Deliverables exist.				

16

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

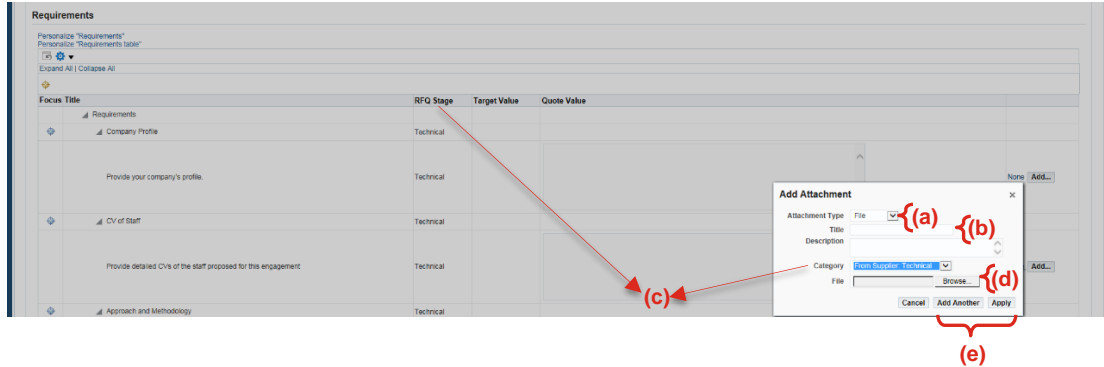
- Your quote validity date, your own company Reference Number for this RFQ or quote, any notes you want to send to the Buyer
- You will have to answer all the requirements in the RFQ under the **Quote Value** Column. Please do not enter any financial value (value of your commercial proposal) under the **Quote Value** column.
- 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:

- Attachment Type** as **File**.
- Provide **Title** for the attachment.
- 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

THIS SPACE IS INTENTIONALLY LEFT BLANK

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:

- Provide **Title** for the attachment.
- 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**.
- Upload the relevant file by clicking on **Browse** and selecting the file from your computer.
- Click **Apply** if you are attaching only one file. Click on **Add Another** if you want to attach another file.

**23**

**Add Attachment**

**Attachment Summary Information**

Title:

Description:

Category:  **(b)**

**Define Attachment**

Type: ☒ File ☐ URL ☐ Short Text ☐ Long Text

**(c)**

**Apply** **(d)**

24. Here you can see all your attached documents

Create Quote: 642041 (RFQ 320167)

Cancel View RFQ Save Draft Continue

Title: Test RFQ 1  
Time Left: 20 days 18 hours  
Close Date: 30-Nov-2017 11:21:44

Supplier: Wipro Limited  
RFQ Currency: AED  
Quote Currency: AED  
Note to Buyer

Quote Valid Until: 25-Oct-2017 19:45:00

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Test_file.txt	File		From Supplier: Commercial	RAKSHIT.DUBEY@WIPRO.COM	09-Nov-2017	One-Time		

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

Create Quote: 642042 (RFQ 320168)

Cancel View RFQ Save Draft Continue

Title: Test RFQ 1  
Time Left: 20 days 18 hours  
Close Date: 30-Nov-2017 11:17:22

RFQ Currency: AED  
Quote Currency: AED  
Price Precision: Any

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	Update
1 Business Continui...	Sealed			Package	1				No		
2 Desc1	Sealed			Each	100				No		
3 Electric Vehicles...	Sealed			Each	1				No		

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**

Create Quote 642042: Line 1 (RFQ 320168)

Line: 1 Desc1

Description: Business Continuity Simulation/ Functional Exercise  
Unit: Package  
Start Price: 50000  
Target Price: 50000  
Quote Price: 50000  
Estimated Quantity: 1

Notes

Note to Buyer: no

Attachments

Add Attachment

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

Close Date: 30-Nov-2017 11:17:22  
Quote Currency: AED  
Rank: Sealed  
Estimated Total Amount  
Target Minimum Release Amount  
Quote Minimum Release Amount: 1000

Go Cancel Save Draft 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.

**Create Quote: 642042 (RFQ 320168)**

Title: [Test rfq 21-Oct](#) Time Left: 20 days 18 hours  
Close Date: 30-Nov-2017 11:17:22

Header: **Lines**

RFQ Currency: AED Price Precision: Any Quote Currency: AED

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	Update
1 Business Continui...	Sealed			50000 Package	1			1000	Yes	+	
2 Desc1	Sealed			200 Each	100				Yes	+	
3 Electric Vehicles...	Sealed			10000 Each	1				Yes	+	

Additional Benefits Offered By Supplier

TIP All prices are in AED

Line No	Item Description	Quantity	Price Comments	UOM	Promised Date	Delete
No results found.						

**Alternate Lines**

Actions: **Create Line** Go

Line	Category	Quote Price Unit	Estimated Quantity Related to RFQ Lines	Update	Delete
No results found.					

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**

**Create Quote 642042: Line 4 (RFQ 320168)**

Indicates required field

Line: 4

Line Type: Goods Go

Description: \*

Category: 01.110350

Unit of Measure: Each

Estimated Quantity: \*

Quote Price: \*

Currency: AED

Price Precision: Any decimal places

Quote Minimum Release Amount: \*

**Related to RFQ Lines**

Add RFQ Lines

RFQ Lines: Line Description Relation with RFQ Lines Delete

No results found.

**Notes**

Note to Buyer:

**Attachments**

Add Attachment

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

**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**

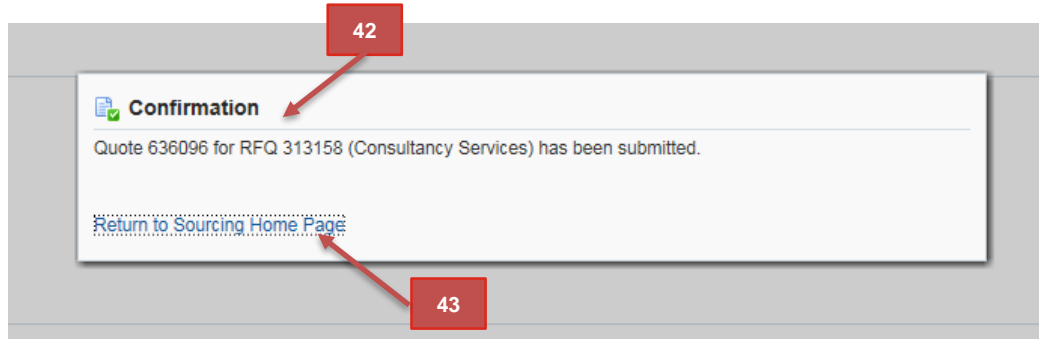
38. You will get this warning message that you have to read, but it does not need any action from your side

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

**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	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

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	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

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

The screenshot shows the 'RFQ: 313158' page. At the top right, there is an 'Actions' dropdown menu with 'Create Quote' selected, and a 'Go' button next to it. A red arrow points from a red box labeled '46' to the 'Go' button. The page also displays various details like Title (Consultancy Services), Status (Active (Locked)), Open Date (08-Nov-2017 10:34:30), Close Date (30-Nov-2017 10:33:43), Buyer (Alneibi, Mr. Mohamed), Quote Style (Two-Stage RFQ), Outcome (Standard Purchase Order), and various terms and requirements.

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

The screenshot shows a 'Warning' dialog box with the text: 'You have already created quotes on ARE. Do you want to'. There are two radio button options: 'Modify or Revise existing quotes?' (selected) and 'Create a new quote?'. A red arrow points from a red box labeled '48' to the first radio button. Another red arrow points from a red box labeled '49' to the 'OK' button. A red box labeled '47' is also present on the left side of the dialog box.

50. Select radio button against existing Quote Number

51. Click on **Revise** button.

The screenshot shows the 'Submitted and Draft Quotes' table. The table has columns: Quote Number, Reference Number, Quote Status, Supplier, Supplier Site, Supplier Contact, Parent Quote number, Locked By, Date Locked, and Created By. The first row shows a quote with number 636096. A red arrow points from a red box labeled '50' to the 'Quote Number' column header. Another red arrow points from a red box labeled '51' to the 'Revise' button in the 'Select Quote' dropdown menu.

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

**Create Quote: 636110 (RFQ 313158)**

Cancel | Revert to Active Quote | View RFQ | Save Draft | **Continue**

Title: Consultancy Services  
RFQ Currency: AED  
Quote Currency: AED  
Time Left: 18 days 22 hours  
Close Date: 30-Nov-2017 10:33:43

Header: **Lines**

RFQ Currency: AED  
Price Precision: Any  
Quote Currency: AED

Power Quote: %  
Recalculate

Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1 Consultants	ENEC Ship To Location (Masdar)	Sealed			35000: Each	10	10		Yes		

Indicates more information requested. Click the Update icon.

**Additional Benefits Offered By Supplier**

TIP All prices are in AED

Line No	Item Description	Quantity	Price	Comments	UOM	Promised Date	Update	Delete
No results found.								

**Alternate Lines**

Actions: Create Line | Go |

Line	Category	Quote Price Unit	Quote Quantity	Promised Date	Related to RFQ Lines	Update	Delete
No results found.							

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

**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
Technical

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	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**

RFQ: 313158

Header

Title: Consultancy Services  
Status: Active (Locked)  
Time Left: 18 days 22 hours

Open Date: 08-Nov-2017 10:34:30  
Close Date: 30-Nov-2017 10:33:43

Buyer: Alneibi, Mr. Mohamed  
Quote Style: Two-Stage RFQ  
Description: Sealed

Outcome: Standard Purchase Order  
Event: Event

Terms

Bill To Address: ENEC Bill To Location (Masdar)  
Ship To Address: ENEC Ship To Location (Masdar)  
FOB

Payment Terms: Carrier  
Freight Terms: Freight Terms

Currency

RFQ Currency: AED  
Price Precision: Any

Requirements

Details Section

RFQ Stage

experience

Technical

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

Warning

You have already created quotes on ARE. Do you want to

☐ Modify or Revise existing quotes?

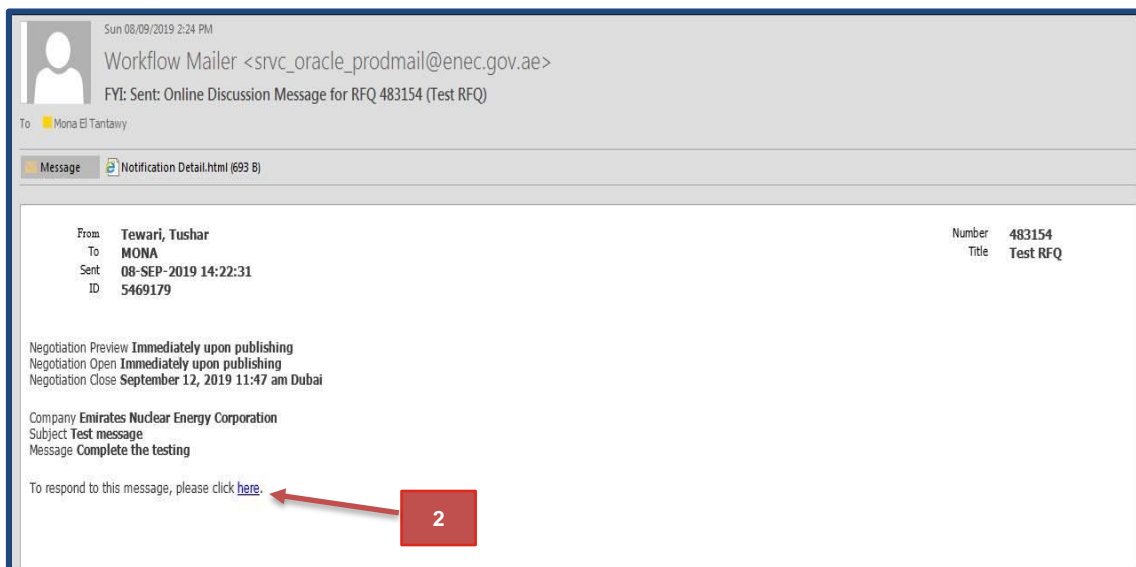
☒ Create a new quote?

Cancel OK

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

## 5. Managing RFQ related queries (Online Discussion)

- 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



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

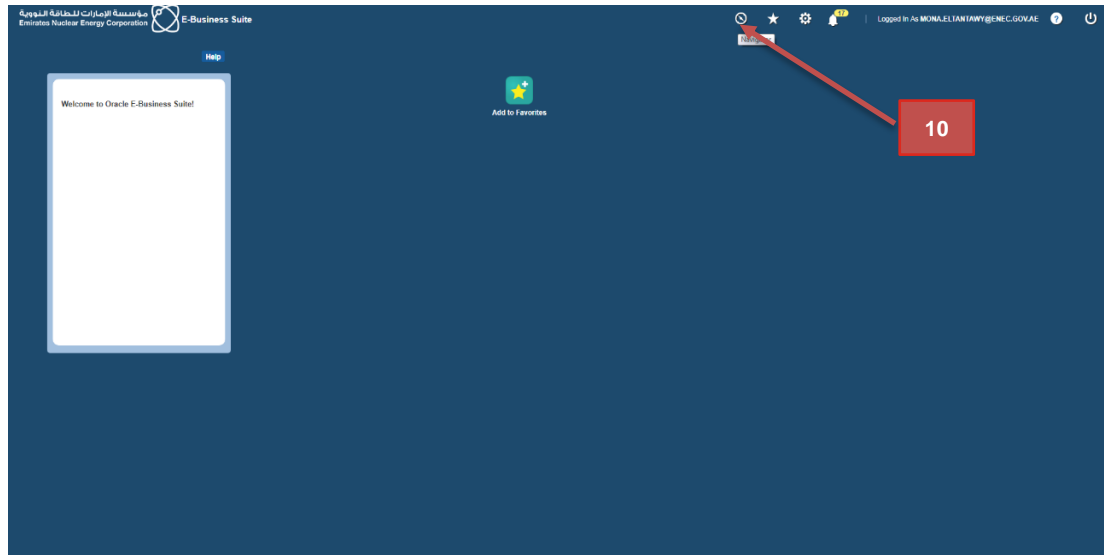


5. Once you click on **Reply**, a new window will open which will allow you to provide your response to ENEC queries. Type your response to the ENEC query in the **Message** box.
6. You can send your response by clicking on **Send**
7. You can also send files/documents (if required) while responding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

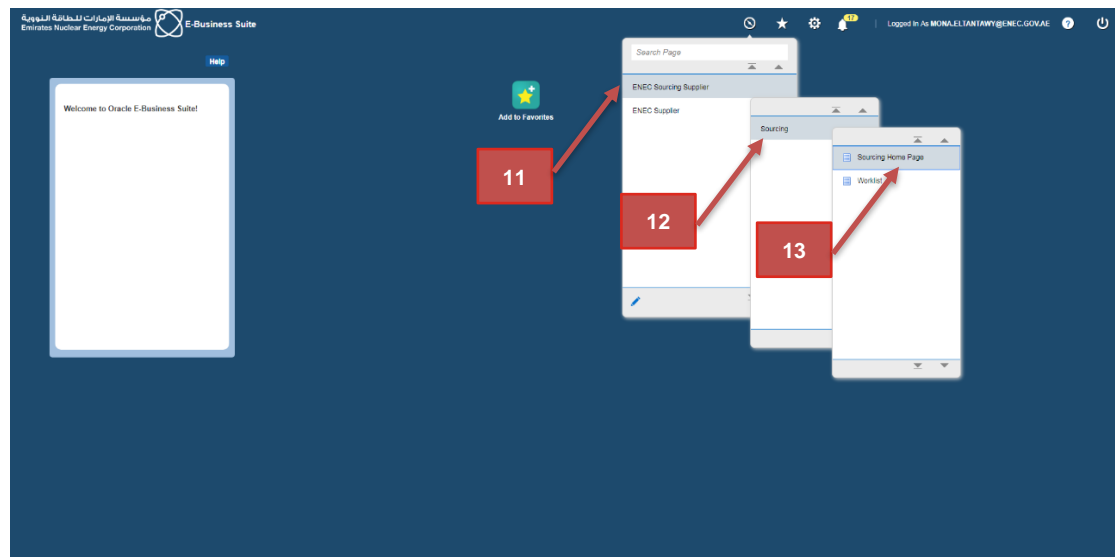
10. Click on Navigator icon



11. Click on **ENEC Sourcing Supplier**

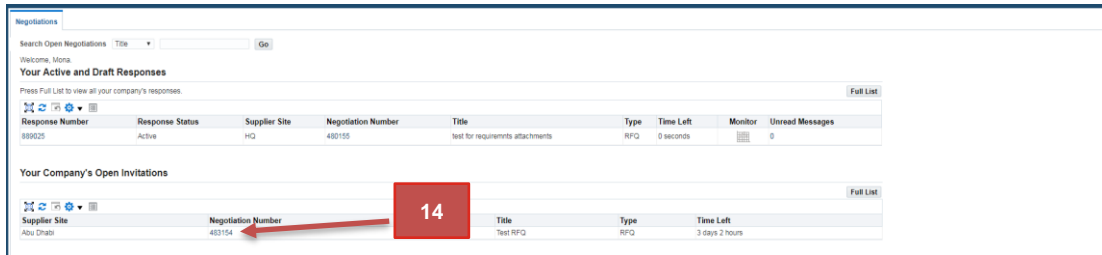
12. Click on **Sourcing**

13. Click on **Sourcing Home Page**



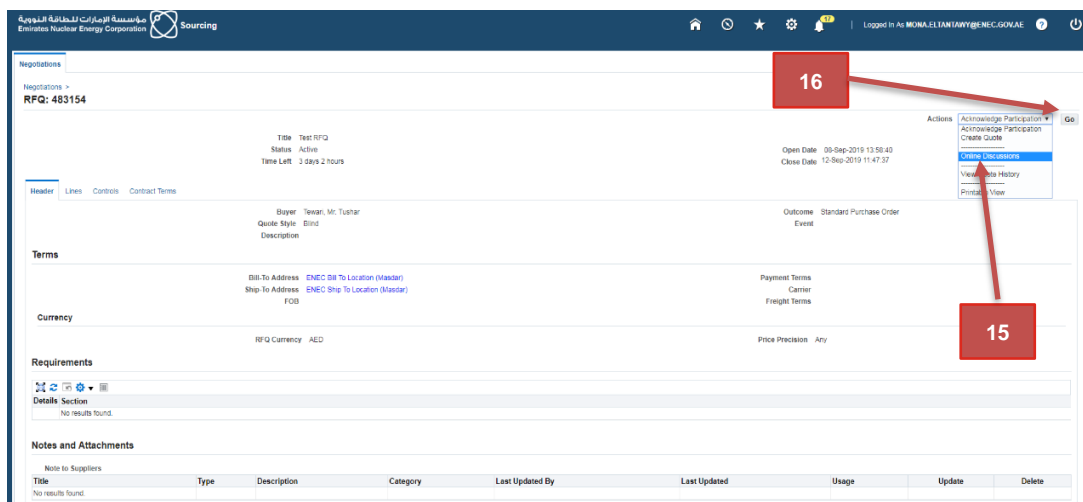


14. Click on the RFQ Number (located below the **Invitation Number**) for which you want to raise a query

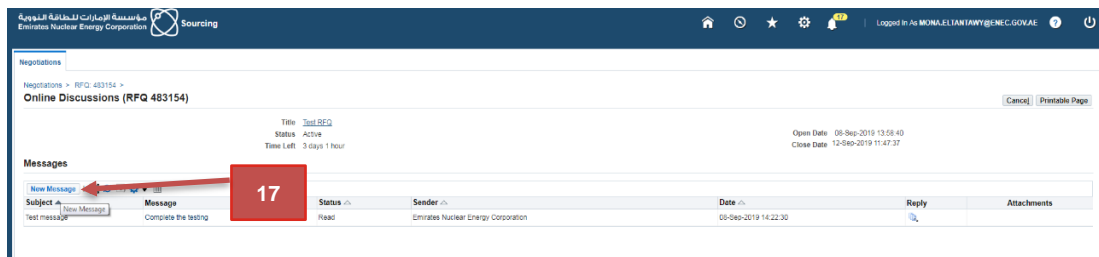


15. A new window will open. In the new window, under **Actions** drop down list, select **Online Discussions**

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

The screenshot shows the 'Create New Message' form in the Sourcing system. The form has the following fields and buttons:

- Send To:** Emirate Nuclear Energy Corporation
- Subject:** Text Message
- Message:** Text Message
- Attachments:** Add Attachment
- Buttons:** Cancel, Send

Red arrows labeled 'a', 'b', and 'c' point to the 'Subject', 'Message', and 'Send' fields/buttons respectively. A red arrow labeled '19' points to the 'Add Attachment' button.

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

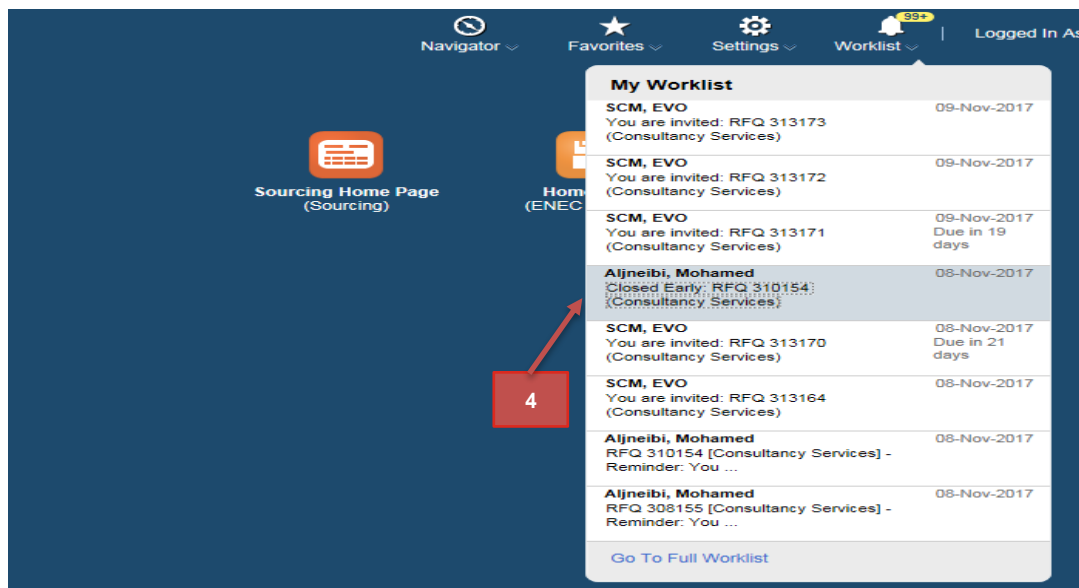
After you submit your RFQ response and send your quotation to ENEC Procurement, it will go through Technical and Commercial evaluation exercises.

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

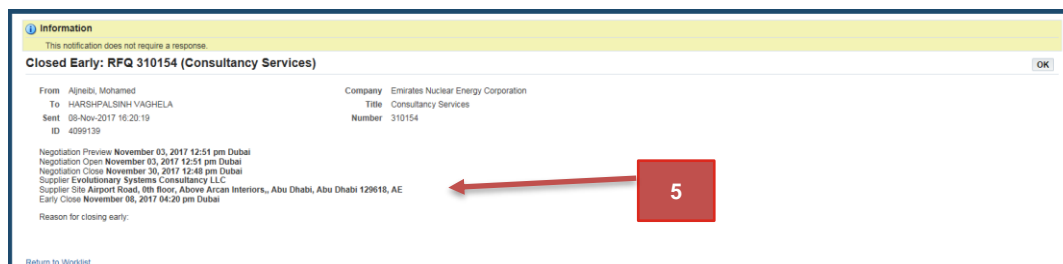
### Early Closing RFQ

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](mailto:iservices@enec.gov.ae)

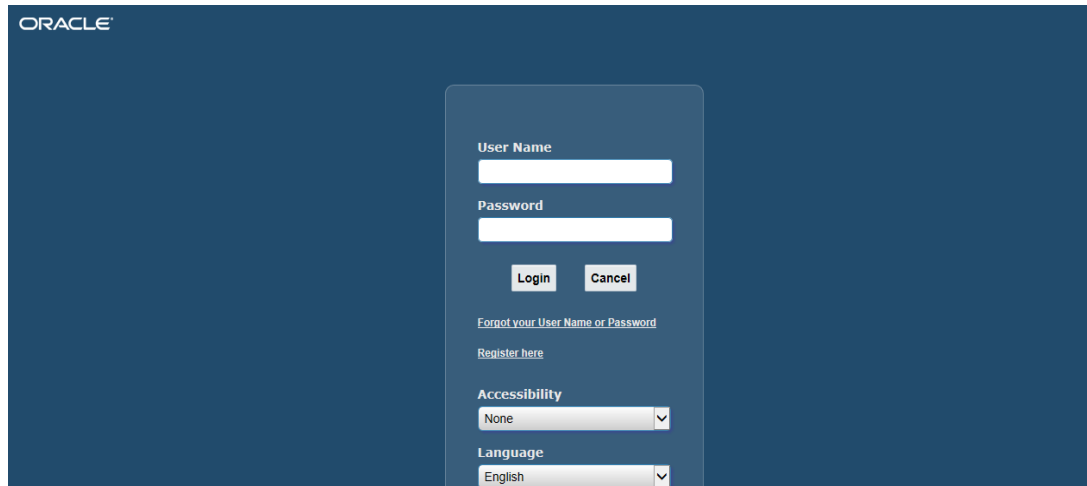
**THIS SPACE IS INTENTIONALLY LEFT BLANK**

Registered Supplier Guide



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

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



ORACLE

User Name

Password

Login Cancel

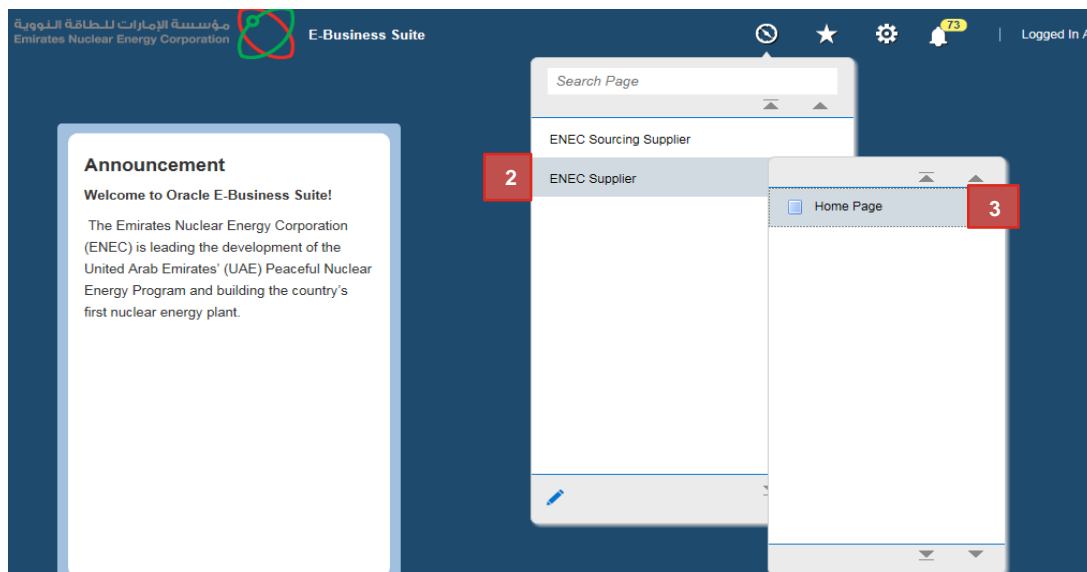
[Forgot your User Name or Password](#)

[Register here](#)

Accessibility  
None

Language  
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 bar at the top containing 'Orders', 'Finance', and 'Administration'. Below the navigation bar is a search section with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into three sections: 'Notifications', 'Orders', and 'Invoices'. The 'Invoices' section is highlighted with a red box and the number 4, indicating the link to click.

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

The screenshot shows the 'iSupplier Portal' interface. At the top, there is a header with the Emirates Nuclear Energy Corporation logo and the text 'iSupplier Portal'. Below the header is a navigation bar with 'Supplier Home', 'Orders', 'Finance', and 'Administration'. The 'Finance' section is active, and the 'Create Invoices' link is highlighted with a red box and the number 5. Below the navigation bar, there is a 'View Invoices' section with a search form. The search form includes fields for 'Invoice Number', 'PO Number', 'Release Number', 'Payment Number', and 'Invoice Status'. There are also fields for 'Payment Status', 'Invoice Amount From', 'Amount Due From', 'Invoice Date From', and 'Due Date From'. The 'Go' and 'Clear' buttons are at the bottom of the search form. Below the search form is a table with columns for 'Invoice', 'Invoice Date', 'Type', 'Currency', 'Amount', 'Due', 'Status', 'On Hold', 'Payment Status', 'Due Date', 'Payment', 'PO Number', 'Receipt', 'Attachments', and 'Cancel/Reject Reason'. The table currently shows 'No search conducted.'



## 6. Click on Go

Supplier Home Orders Finance Administration

Create Invoices View Invoices

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier Injazat Data Systems

Invoice Number

Invoice Date From (23-Oct-2017)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

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

## 8. Click Go

Supplier Home Orders Finance Administration

Create Invoices View Invoices

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier Injazat Data Systems

Invoice Number

Invoice Date From (23-Oct-2017)

Invoice Status

Purchase Order Number 12902-3

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
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

Select Items: Add to Invoice

Select	PO Number	Line	Shipment	Item Description	Receipt Number (GRN)	Receipt Status	Supplier Item Number	Ordered	Can be Invoiced	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	12902-3	2	2	Phase 1b, BOQ value	21334	Approved		6.6389503358013	4.425967	4.425967	4.42596689298344	Monthly	16666.66	AED	ENEC Ship To Location (Masdar)	ENEC Corporate Operating Unit		
<input type="checkbox"/>	12902-3	3	4	Phase 2 -Hosting Services				12	8	0	0	Monthly	91200	AED	ENEC Ship To Location (Masdar)	ENEC Corporate Operating Unit		
<input type="checkbox"/>	12902-3	3	4	Phase 2 -Hosting Services	21238	Approved		12	1	1	0	Monthly	91200	AED	ENEC Ship To Location (Masdar)	ENEC Corporate Operating Unit		

Cancel Step 1 of 4 Next

**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**

Supplier Home Orders Finance Administration

Create Invoices View Invoices

Purchase Orders Details Manage Tax Review and Submit

**Create Invoice: Purchase Orders** Cancel Step 1 of 4 **Next**

**Search** Advanced Search

Note that the search is case insensitive

Purchase Order Number: 12902-3

Purchase Order Date: 23-Oct-2017

Buyer:

Organization:

Select Items:

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	Waybill
<input type="checkbox"/> 12902-3	3	4	Phase 2 -Hosting Services	22911	Approved			12	1	1	0	Monthly	91200	AED	ENEC Ship To Location (Masdar)	ENEC Corporate Operating Unit		

10

THIS SPACE IS INTENTIONALLY LEFT BLANK

Registered Supplier Guide

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 in Section 9 “**Setting Up Bank Account Information**” of this guide.
- 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
- 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 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.

The screenshot shows the 'Add Attachment' screen in the iSupplier Portal. The 'Category' dropdown is highlighted with a red box and labeled '12'. The dropdown shows 'From Supplier' and 'Only Invoice Scan Copy'. The 'Define Attachment' section shows 'Type' set to 'File' and a 'Browse...' button.

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

The screenshot shows the 'Create Invoice: Details' screen. The 'Next' button is highlighted with a red box and labeled '13'. The screen shows fields for Supplier, Invoice, and Tax details. The 'Supplier' section includes fields for Supplier, Tax Payer ID, Remit To, Address, Remit To Bank Account, Unique Remittance Identifier, and Remittance Check Digit. The 'Invoice' section includes fields for Invoice Number, Invoice Received Date, Invoice Date, Invoice Type, Currency, Invoice Description, Context, and Is Equivalent Payment. The 'Tax' section includes fields for Tax ID, Tax Rate, and Tax Amount.

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**

**Create Invoice: Manage Tax**

**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: 08-Nov-2017
- \* Invoice Type: Standard
- \* Currency: AED
- Invoice Description: E-Invoicing
- Is Equivalent Payment
- Attachment
- Attachment List

**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.								

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.

**Create Invoice: Manage Tax**

**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.

**Supplier**

- \* Supplier: World Nuclear Association
- \* Tax Payer ID
- \* Remit To: ENEC
- \* Address: London 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-2018
- \* Invoice Type: Standard
- \* Currency: AED
- Invoice Description: test
- Is Equivalent Payment
- Attachment
- Attachment List

**Summary Tax Lines**

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**.

**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

**Invoice**

\* Invoice Number Test0811  
\* Invoice Date 08-Nov-2017  
\* Invoice Type Standard  
\* Currency AED  
Invoice Description E-Invoicing  
Is Equivalent Payment  
Attachment Attachment List

**Customer**

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

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Quantity To Invoice	UOM	Unit Price	Amount
12902-3	3	4	Phase 2 -Hosting Services		ENEC Ship To Location (Masdar)	1	Monthly	91200	91,200.00

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

مؤسسة الإمارات للطاقة النووية  
Emirates Nuclear Energy Corporation

E-Business Suite

Search Page

ENEC Sourcing Supplier

ENEC Supplier

Home Page

**Announcement**  
Welcome to Oracle E-Business Suite!  
The Emirates Nuclear Energy Corporation (ENEC) is leading the development of the United Arab Emirates' (UAE) Peaceful Nuclear Energy Program and building the country's first nuclear energy plant.



## 18. Click on **Invoices**

Supplier Home Orders Finance Administration

Search PO Number  Go

**Notifications** [Full List](#)

Subject	Date
Closed Early: RFQ 315163-2 (Test rfq 27-Oct3)	01-Nov-2017 18:43:44
Sent: Online Discussion Message for RFQ 316166 (Legal Adviser – Intellectual Property – Registration and Protection)	29-Oct-2017 09:54:38
Sent: Online Discussion Message for RFQ 316166 (Legal Adviser – Intellectual Property – Registration and Protection)	29-Oct-2017 09:19:35
Closed Early: RFQ 316166 (Legal Adviser – Intellectual Property – Registration and Protection)	28-Oct-2017 18:37:37
Closed Early: RFQ 315166 (Legal Adviser – Intellectual Property – Registration and Protection)	28-Oct-2017 16:45:19

**Orders**

- Agreements
- Purchase Orders
- Purchase History

**Invoices**

- Invoices

**Orders At A Glance** [Full List](#)

PO Number	Description	Order Date
12584-210	ICT Staffing Services (Time and Material) ICT-CON-14-019-01	30-Aug-2017 10:50:40

## 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.

Supplier Home Orders Finance Administration

Create Invoices View Invoices

Supplier Home > **View Invoices** [Export](#)

**Simple Search** [Advanced Search](#)

Invoice Number  [19](#)

PO Number  (example : 1234)

Release Number  (example : 1234-2)

Payment Number

Invoice Status

Go Clear

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.																	

## 20. 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  To

**20**

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.																		

## 21. 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  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		12802-3	22911						

## 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

<u>CONTENT/LABEL</u>	<u>UAE SUPPLIERS</u>  (Refer to Appendix I for sample invoice for UAE Suppliers)	<u>OVERSEAS SUPPLIERS</u>  (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



<u>CONTENT/LABEL</u>	<u>UAE SUPPLIERS</u>  (Refer to Appendix I for sample invoice for UAE Suppliers)	<u>OVERSEAS SUPPLIERS</u>  (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)	<p>Bank Name:</p> <p>Bank Account Title:</p> <p>Bank Branch:</p> <p>Bank Account Number:</p> <p>IBAN Number:</p> <p>SWIFT Code:</p> <p>Routing Code: (if any)</p>	<p>Bank Name:</p> <p>Bank Account Title:</p> <p>Bank Branch:</p> <p>Bank Account Number:</p> <p>SWIFT Code:</p> <p>Routing Code: (If any)</p>
----------------------------------	---	---



## 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

**Supplier TRN:** 1234567890123

**INVOICE CURRENCY:** AED

**TAX INVOICE NUMBER:** ABC-2019-1

**TAX INVOICE DATE:** 26-JUNE-2019

**BILL TO:**

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

**ENEC TRN:** 100304502600003

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
						<b>TOTAL GROSS AMOUNT</b>	<b>10,000.00</b>
						<b>TOTAL OF VAT (5%)</b>	<b>500.00</b>
						<b>TOTAL NET AMOUNT</b>	<b>10,500.00</b>

### 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:**





## 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
<b>TOTAL OF NET AMOUNT</b>					<b>10,000.00</b>

#### 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)

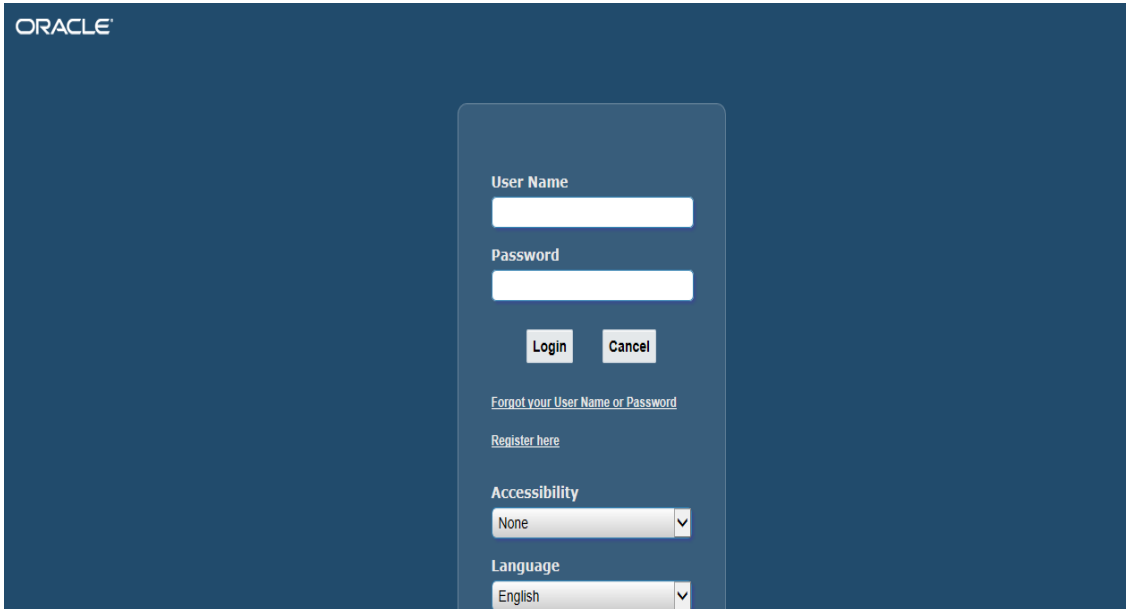
**Name of Authorized Signatory:** \_\_\_\_\_

**Signed by Authorized Signatory:** \_\_\_\_\_

**Company Stamp:** 

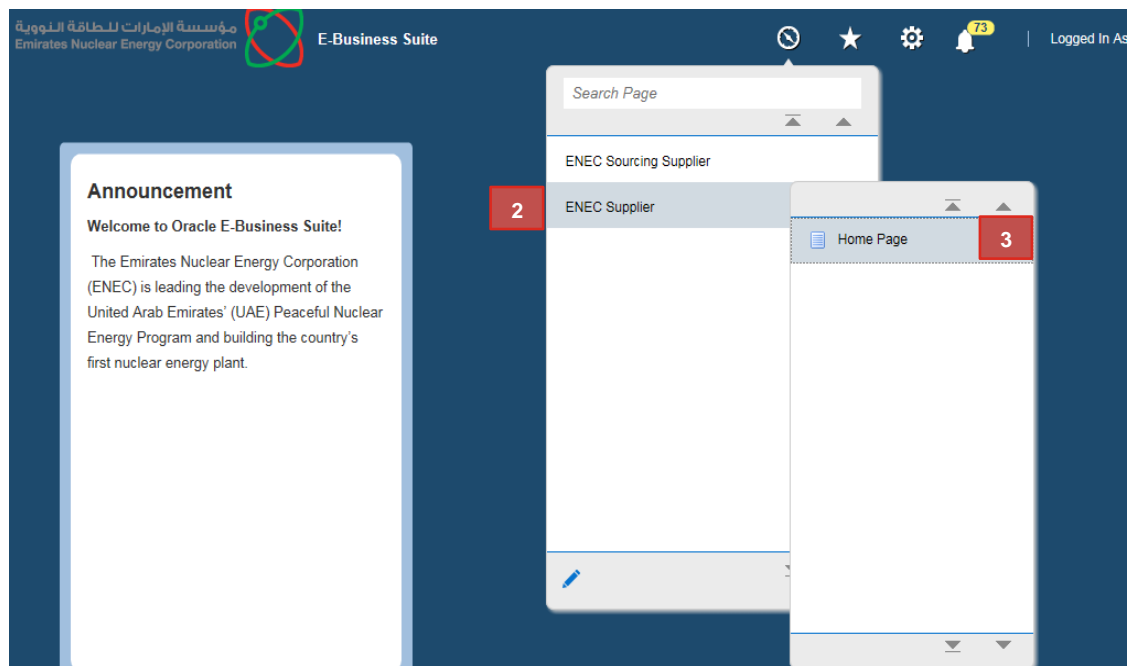
## 8. VAT Profile Maintenance (For UAE Suppliers Only)

1. Login with your Username and Password



The screenshot shows the Oracle E-Business Suite login page. It features a central login form with fields for 'User Name' and 'Password'. 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'). The Oracle logo is visible in the top left corner.

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

Supplier Home Orders Finance Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Payment & Invoicing

Surveys

**General**

Organization Name: Evolutionary Systems Consultancy LLC  
Supplier Number: 2223  
Alias  
Parent Supplier Name  
Parent Supplier Number  
DUNS Number

Tax Registration Number  
Taxpayer ID  
Country of Tax Registration

**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  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			
EVOSYS_CORPORATE_PROFILE[1].pdf	File		From Supplier	MARIAM.S.ALZAABI	24-Apr-2016	One-Time			
PSC-NDU-11-766 - Evolutionary Systems Consultancy.pdf	File		From Supplier	MARIAM.S.ALZAABI	24-Apr-2016	One-Time			
PSC-NDU-11-766 - Evolutionary Systems Consultancy (1) (APPROVED).pdf	File		From Supplier	MARIAM.S.ALZAABI	24-Apr-2016	One-Time			

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

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

**General**

Organization Name: HANVIT Power, Inc.  
Supplier Number: 7670  
Alias  
Parent Supplier Name  
Parent Supplier Number  
DUNS Number: 000013650

Tax Registration Number  
Taxpayer ID  
Country of Tax Registration

**Supplier Registration Documents**

Personalize "Attachments"

Personalize "Attachments of associated record"

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

**Add Attachment**

Attachment Type: File

Title:

Description:

Category: From Supplier

File:  Browse...

Cancel Add Another Apply

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

The screenshot shows the 'Supplier Registration Documents' section of a web application. A confirmation message overlay is displayed, stating: 'Confirmation: VAT\_Certificate.txt attachment has been added successfully.' The message has a 'Close' button. A red box with the number '15' points to the 'Close' button. The background shows a table of 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		
company brochure	File	Brochur of HANWIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time		
NDU	File	Non-disclosure undertaking (NDU) Checklist signed by CEO	Miscellaneous	GUEST	27-Sep-2017	One-Time		
Statement of compliance	File	Statement of compliance signed by CEO of HANWIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time		
Bank details	File	Bank details of HANWIT Power Inc.	Miscellaneous	GUEST	27-Sep-2017	One-Time		

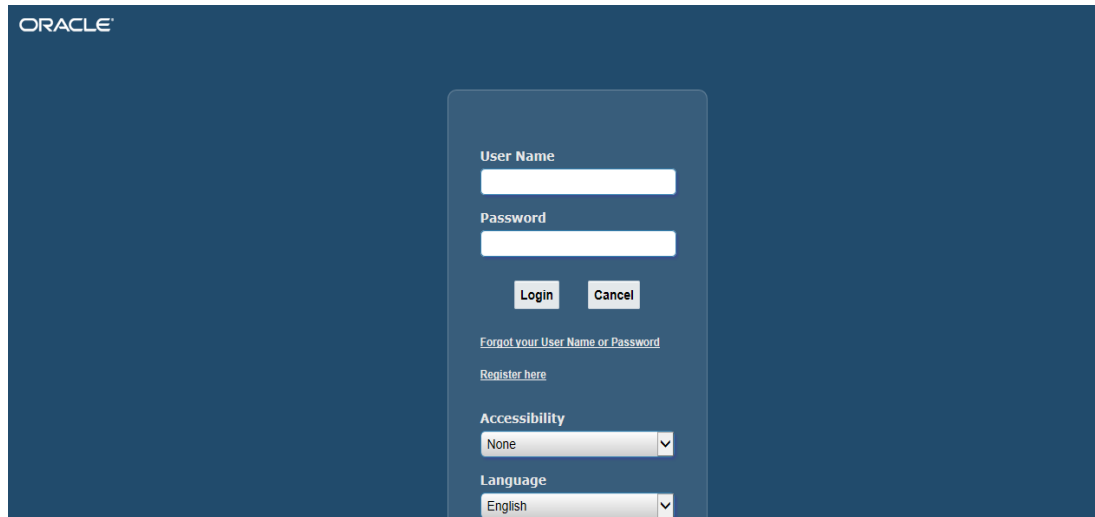
In case of any issues, please contact:

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

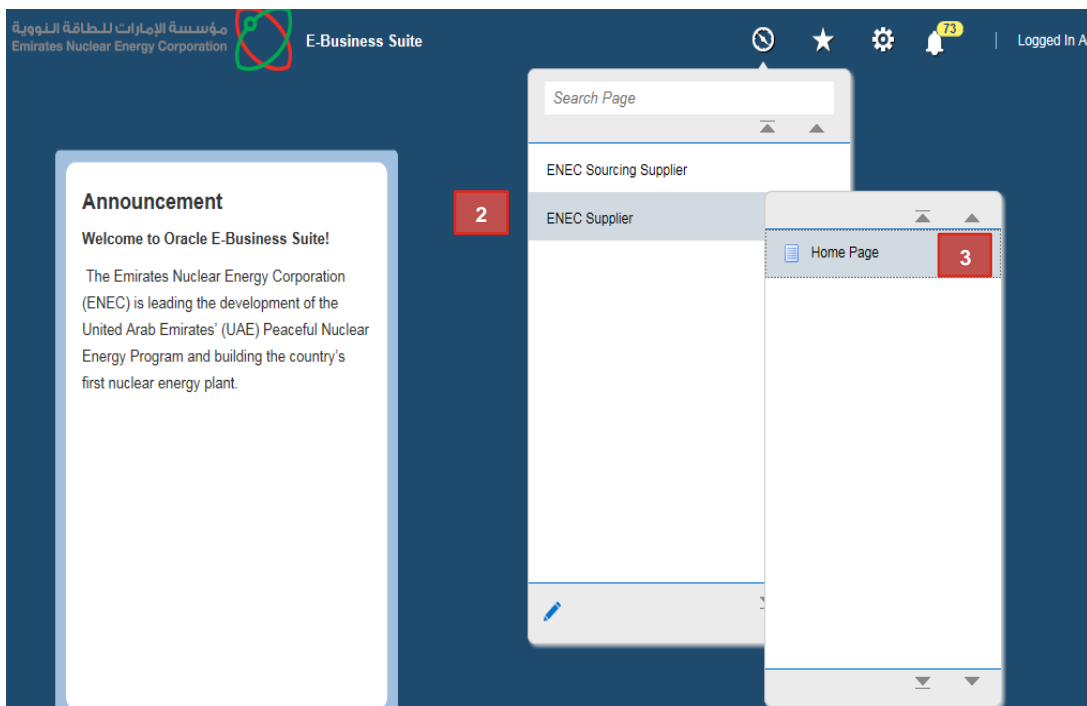
## 9. Entering ICV score in Supplier Profile

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.

The screenshot shows the 'Supplier Portal' interface. The 'Administration' tab is selected. In the left sidebar, under 'Profile Management', the 'Business Classifications' link is highlighted with a red box containing the number 4. The main content area shows the 'General' section with fields for 'Parent Supplier Name', 'Parent Supplier Number', and 'Country of Tax Registration'. Below this is a table for 'Supplier Registration Documents' with columns: Title, Type, Description, Category, Last Updated By, Last Updated, and Usage. The table currently shows 'No results found.' There is also a search section with a 'Go' button and a link to 'Show More Search Options'.

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

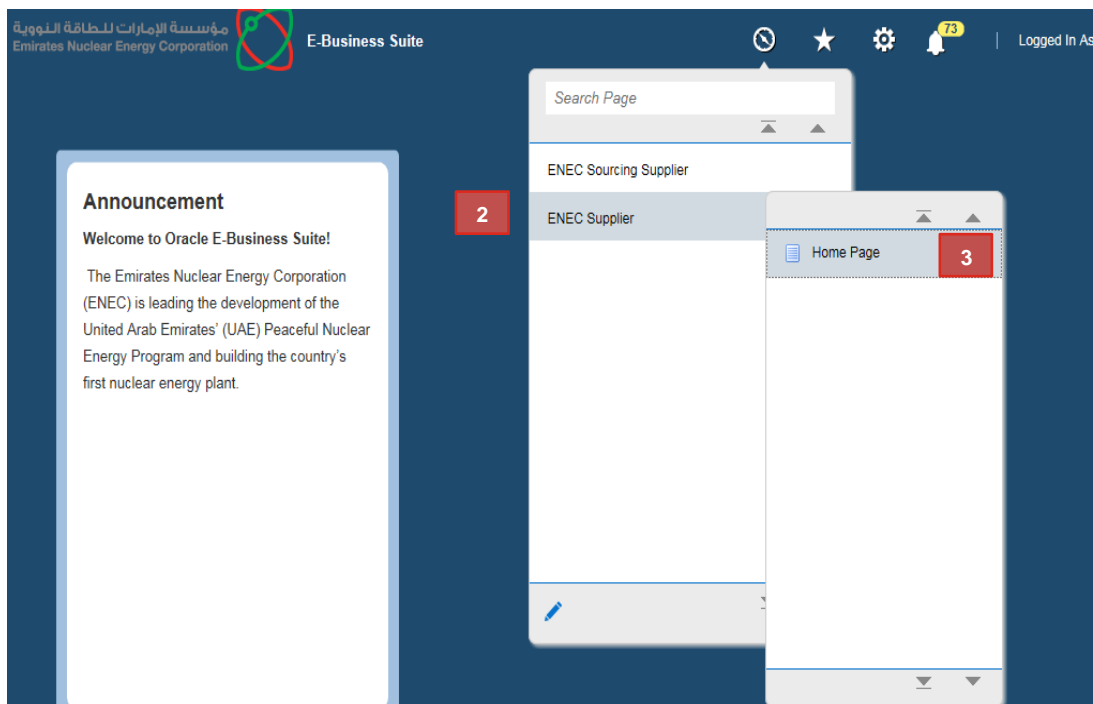
The screenshot shows a table with the following columns: Classification, Applicable, Certificate Number, Certifying Agency, Expiration Date, and ICV Score. The 'ICV Certificate' row is highlighted with a red box. The 'Applicable' checkbox is checked. The 'Certificate Number' is 125. The 'Certifying Agency' is PWC. The 'Expiration Date' is 17-Nov-2022. The 'ICV Score' is 50. A red box with the number 5 points to the 'Save' button at the bottom right of the table.

Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date	ICV Score
Commercial License	<input checked="" type="checkbox"/>	CN-1529235	Department of	18-Jul-2019	
ICV Certificate	<input checked="" type="checkbox"/>	125	PWC	17-Nov-2022	50
Free Zone License	<input type="checkbox"/>				
Non-Disclosure Undertaking	<input type="checkbox"/>				
Other License	<input type="checkbox"/>				
Sheikh Khalifa Fund License	<input type="checkbox"/>				

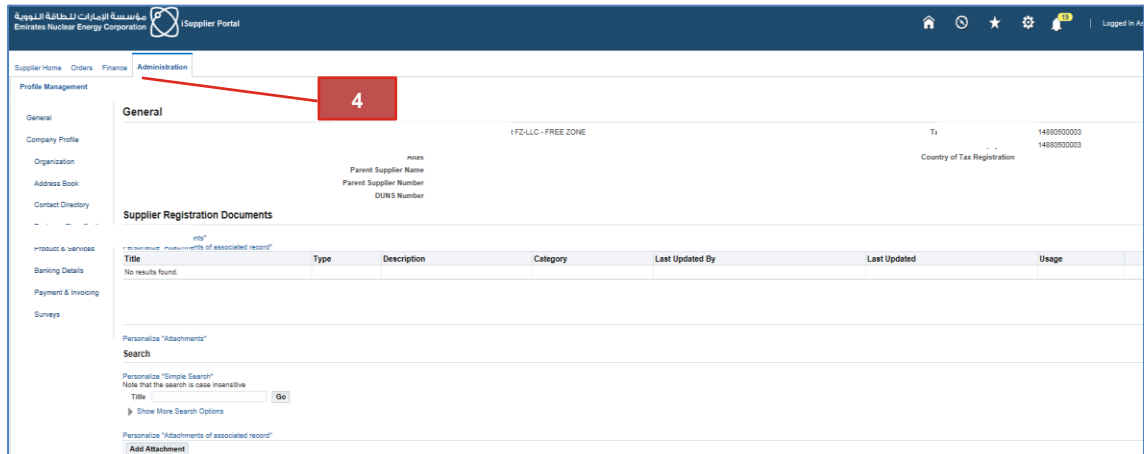
## 10. Setting Up Bank Account Information

1. Login with your Username and Password

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



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



Supplier Portal

Supplier Home Orders Finance Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Product & Services

Banking Details

Payment & Invoicing

Surveys

General

IFZ-LLC - FREE ZONE

Ti 1438020003

Country of Tax Registration 1438020003

Parent Supplier Name

Parent Supplier Number

DUNS Number

Supplier Registration Documents

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

Personalize "Attachments"

Search

Personalize "Simple Search"

Note that the search is case insensitive

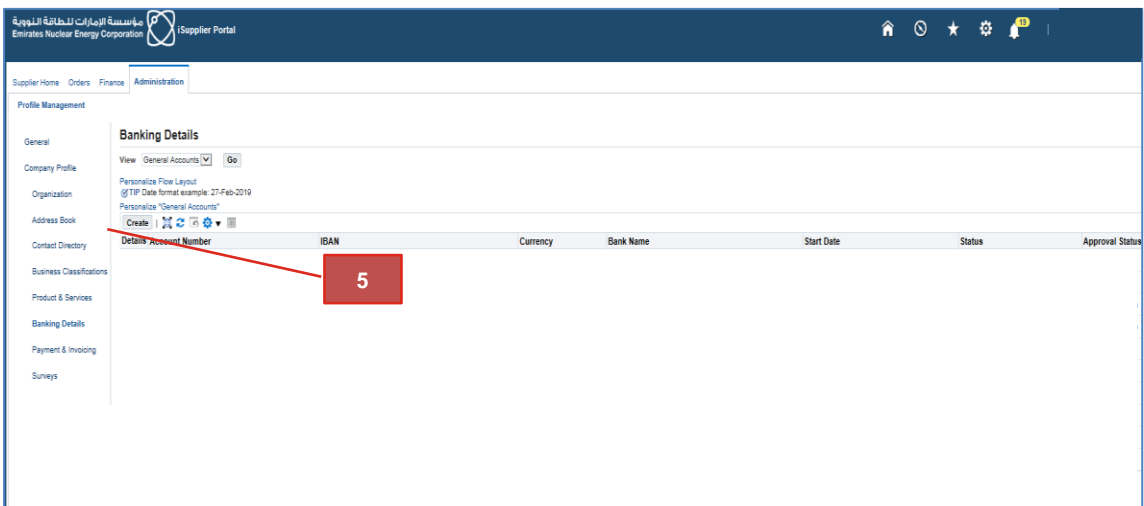
Title  Go

Show More Search Options

Personalize "Attachments of associated record"

Add Attachment

- Click on **Create**



Supplier Portal

Supplier Home Orders Finance Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Banking Details

View General Accounts Go

Personalize Flow Layout

TIP Date format example: 27-Feb-2019

Personalize "General Accounts"

Create

Details	Account Number	IBAN	Currency	Bank Name	Start Date	Status	Approval Status
---------	----------------	------	----------	-----------	------------	--------	-----------------



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

Supplier Portal

Administration: Profile Management: Banking Details >

### Create Bank Account

\* Indicates required field

Personalize Table Layout: (MainTableRN)

Country: United Arab Emirates

☒ Account is used for foreign payments  
Account definition must include bank and branch information.

Personalize Table Layout: (BankBranchTabLayoutRN)

#### Bank

Personalize "Bank"

☒ New Bank  
☐ Existing Bank

Bank Name

Bank Number

[Verify Bank](#)

[Show Bank Details](#)

#### Branch

Personalize "Branch"

☒ New Branch  
☐ Existing Branch

Branch Name

Branch Number

Branch Type ABA

BIC

Local / Non-Local

Supplier Site

[Show Branch Details](#)

#### Bank Account

Personalize "Bank Account"

Account Number

Check Digits

IBAN (mandatory if Account in UAE)

[Show Account Details](#)

Account Name

Currency

Account Status New

#### Comments

Personalize "Comments"

Note to Buyer

#### Attachments

Personalize "Attachments"

6



- 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.

The screenshot shows the 'Create Bank Account' form in the Supplier Portal. A red box labeled '7' points to the 'Country' dropdown menu, which is currently set to 'United Arab Emirates'. The form includes sections for Bank, Branch, Bank Account, Comments, and Attachments.

- 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 in the Supplier Portal. A red box labeled '8' points to the 'Account is used for foreign payments' checkbox, which is currently unchecked. The form includes sections for Bank, Branch, Bank Account, Comments, and Attachments.

- 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 and a 'Search Bank Name' button. A red box with the number 9 points to this button. Other fields include 'Country' (United Arab Emirates), 'Branch' (Existing Branch), 'Branch Name', 'Branch Number', 'Branch Type', 'BIC', 'Local / Non-Local', 'Supplier Site', 'Account Number', 'Check Digits', 'IBAN (mandatory if Account in UAE)', 'Account Name', 'Currency', and 'Account Status'.

- 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 has a 'Search' section with a 'Search By' dropdown set to 'Bank Name' and a text input field containing 'adcb'. A red box with the number 10 points to the 'Go' button. The modal also shows a 'Results' section with a table header 'Bank Name' and 'Bank Number', and a 'Quick Select' button.

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.

Country: United Arab Emirates

Search By: Branch Name

Go

Results

Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
<input type="radio"/>	Main Branch Abu Dhabi		Abu Dhabi Commercial Bank			OTHER
<input type="radio"/>	Salam		Abu Dhabi Commercial Bank			ABA
<input type="radio"/>	Abu Dhabi		Abu Dhabi Commercial Bank			OTHER
<input type="radio"/>	Trade Center Tower		Abu Dhabi Commercial Bank		ADCBAAEAXXX	SWIFT
<input type="radio"/>	Munafah		Abu Dhabi Commercial Bank		ADCBAAEAXXX	SWIFT
<input type="radio"/>	Al Salam Branch	101	Abu Dhabi Commercial Bank		ADCBAAEAXXX	SWIFT
<input type="radio"/>	Hamdan		Abu Dhabi Commercial Bank		ADCBAAEAXXX	SWIFT
<input type="radio"/>	Tourist Branch		Abu Dhabi Commercial Bank			ABA

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.

Country: United Arab Emirates

Account is used for foreign payments

Branch

Personalize "Branch"

☒ New Branch

☐ Existing Branch

Branch Name: Salam

Branch Number: ABA

Branch Type: ABA

BIC: ADCBAAEAXXX

Local / Non-Local: Local

Supplier Site: [X]

Bank Name: ADCB

Bank Number: [X]

Account Number: [X]

Check Digits: [X]

IBAN (mandatory if Account in UAE): [X]

Account Name: [X]

Currency: [X]

Account Status: New

Comments

Personalize "Comments"

Note to Buyer: [X]

Attachments

Personalize "Attachments"

15. Type the **BIC**

Country: United Arab Emirates

Account is used for foreign payments

Branch

Personalize "Branch"

☐ New Branch

☒ Existing Branch

Branch Name: Salam

Branch Number: ABA

Branch Type: ABA

BIC: ADCBAAEAXXX

Local / Non-Local: Local

Supplier Site: [X]

Bank Name: Abu Dhabi Commercial Bank

Bank Number: [X]

Account Number: [X]

Check Digits: [X]

IBAN (mandatory if Account in UAE): [X]

Account Name: [X]

Currency: [X]

Account Status: New

Comments

Personalize "Comments"

Note to Buyer: [X]

Attachments

Personalize "Attachments"

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

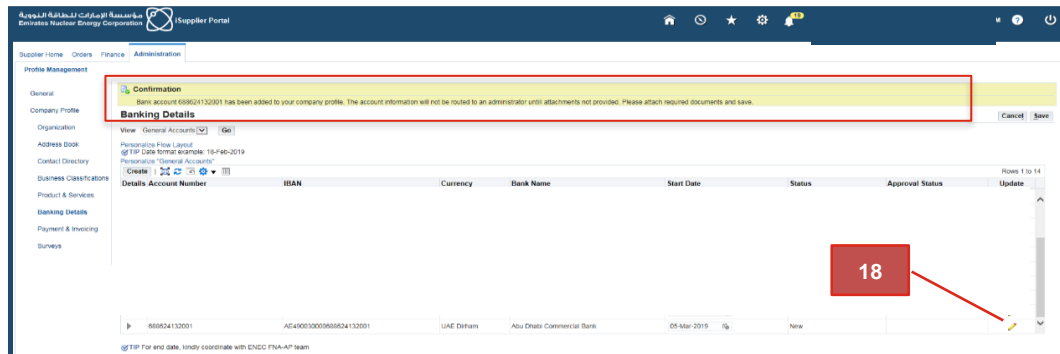
The screenshot shows the 'Create Bank Account' form in the Supplier Portal. The 'Local / Non-Local' dropdown menu is highlighted with a red box and a red arrow pointing to it, with a red box containing the number 16 next to it.

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

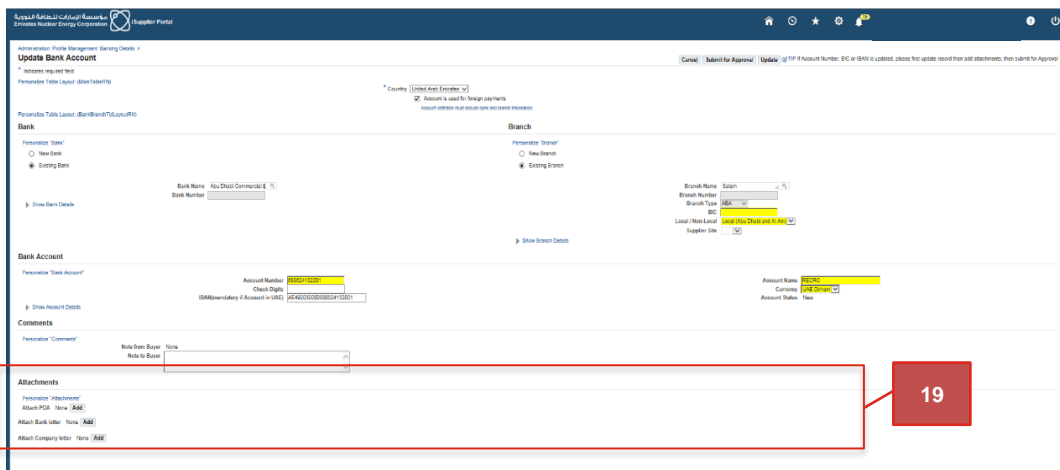
- Account Number
- IBAN (Mandatory if Account is in UAE)
- Account Name
- Currency

The screenshot shows the 'Create Bank Account' form in the Supplier Portal. The 'Bank Account' section is highlighted with a red box and a red arrow pointing to it, with a red box containing the number 17 next to it.

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:

- 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.
- The Bank Letter must be on your Bank's Letterhead and must be stamped by your Bank. The Bank Letter must include the following information:
  - Account Name
  - Account Number
  - IBAN Number
  - Swift Code
- The Company Letter must be on your Company's Letterhead and must be signed by the person having the POA. The Company Letter must include the following information:
  - Account Name
  - Account Number
  - IBAN Number
  - Swift Code

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:
- 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.
  - 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.

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

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