

**Document Purpose**

**Supplier Profile Details Checklist**

**Rev 1.6**

**April 2020**

The purpose of this document is aimed at assistance during supplier registration or supplier record update, and is to be used by Supplier’s representative as a checklist to ensure all requirements are available in their organization’s profile in an orderly and systematic manner before submission.

Suppliers **do not** need to upload this document in their profile.

**General Information**

* For new supplier registration, kindly download the “New Supplier Registration Guide” available on ENEC’s website <https://www.enec.gov.ae/suppliers/new-supplier-registration/>
* For existing supplier profile update, kindly download the “Registered Supplier Guide” available on ENEC’s website <https://www.enec.gov.ae/suppliers/registered-suppliers/>

The supplier can access their profile through the same page, and enter the username and password that was provided in the system generated email.

* If Supplier organization name has been changed, then a new supplier registration process needs to be initiated by the Supplier representative providing all details and documentation accordingly, and then send an official notification email to ENEC Supplier Relations supplier.relations@enec.gov.ae of the Supplier organization name change

**Supplier Obligation**

It is the Supplier’s responsibility to provide all relevant and valid organization details and required documentation at registration, and conduct a review and update of the profile at least once a year.

**Supporting Documents**

All below listed documents are available and downloadable from the ENEC supplier pages

* New Supplier Registration Guide (for new Supplier profile creation)
* Registered Supplier Guide (for existing Supplier profile update)
* Work and Product Code
* Non-Disclosure Undertaking Form (for UAE suppliers)
* Non-Disclosure Undertaking Form (for non-UAE suppliers)
* Supplier Code of Conduct

**Checklist**

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| Contacts Details -* Company Owner contacts is up-to-date
* Company staff to engage with ENEC Enterprise is updated
* Any contacts who are no more part of the organization or responsibility have been deactivated.
* Ensure that the email address provided by you is not a free domain email ID; i.e. *gmail.com, yahoomail.com, hotmail.com, rediffmail.com, outlook.com, emirates.net.ae, eim.ae*
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| Address Details –* Company address detail is correct
* Site(s) address detail is correct
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| Business Classification – * Valid Trade license / Commercial License / Free zone License document details is listed accurately
* Valid other commercial documents details are listed accurately
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| Bank Account Details – * Valid Bank Account(s) details is available
* Closed Bank Account(s) is deactivated
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| UAE Tax Details - *only for UAE based companies** Ensure to select whether your organization is "Applicable" for UAE VAT or “Not Applicable.
* If “Applicable”, ensure VAT Tax Registration Number is entered correctly
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| Product and Service – * Selected product and services are as per the trade or commercial license.
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| Document Attachments –  |
| 1. **Trade License and/or Commercial Certificate**
	* UAE based Companies – DED Trade License
	* Overseas based Companies - legal commercial registration in their home country from authorized governing body; if not in English language then an English translation needs to be provided
	* UAE Free Zone Companies –
		+ - Abu Dhabi based companies need to provide a valid Abu Dhabi DED issued Dual Trade License
			- Other Emirates based companies need to provide license from the respective Free Zone Authority and completed Non-Abu Dhabi Free Zone Company Declaration (for Free Zone companies based in other Emirates).
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| 1. **Non-Disclosure Undertaking (NDU)**
	* If NDU document is not available in “Attachment” section of the organization profile then kindly; according to whether your organization is UAE based or Overseas based, download the latest version available on ENEC Registered Supplier page <https://www.enec.gov.ae/suppliers/registered-suppliers/>.
	* Ensure that the associated public notarized Power of Attorney of the signatory is also available among the attached documents.
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| 1. **Power of Attorney (POA)**

***IMPORTANT :****Irrelevant of the signatory’s relationship or position in the supplier’s organization, a Power of Attorney (POA) confirms the identity of the person(s) to own the authority to sign legal and commercial documentation on behalf of the Supplier organization; such as the Non-Disclosure Undertaking (NDU), RFQ/Tender Offers, Purchase Orders or Invoices.** **No** alternative document will be accepted
* In case the submitted POA is in a language other than English or Arabic, a legal translation of the POA to English along with the original POA must be attached.
* Power of Attorney **must** be approved by the business’s country of origin Court or Public Notary, and contains the following details:
	+ - * Name of the organization as per the commercial registration or trade license
			* Signatory(ies) name of the and identification reference; such as passport number or personal identification number
			* Signatory(ies) scope of responsibility as a signatory
			* Signatory(ies) sample signature(s)
			* Public Notary or Court House seal / stamp
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| 1. **Bank Letter**
* The Bank Letter **must** be on your Bank’s Letterhead and stamped by the Bank.
* The Bank Letter must include the following information:
	+ - * Account Name
			* Account Number
			* IBAN Number
			* Swift Code
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| 1. **Company Letter on Bank Account Details**
* The Company Letter **must** be on your Company’s Letterhead and signed by the person having the public notarized POA.
* The Company Letter must include the following information:
	+ - * Account Name
			* Account Number
			* IBAN Number
			* Swift Code
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| 1. **VAT Tax Registration Number (TRN) certificate** - *only for UAE based companies*
* UAE-based suppliers applicable for UAE VAT taxation **must** attach the VAT Tax Registration Number (TRN) certificate
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| 1. **Company profile**
* A brief profile/brochure detailing products and/or services offered, past experience, major projects undertaken, etc.
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