

# Vendor Registration Guide

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## 1.0 Introduction to ENEC Enterprise Vendor Registration Process

### 1.1. Vendor Registration Process Description

1. The Vendor Registration process of ENEC Enterprise (a general term covering ENEC, ENEC Operations, and ENEC Commercial ) is centralized through SAP Ariba platform. The platform provides a single online location where Vendors can register with all subsidiaries of ENEC Enterprise in a fast and efficient manner to be able to:
  - Work with ENEC, ENEC Operations and ENEC Commercial
  - Update Vendor company profile
  - Receive automated expiry reminders of trade related certificates; and
  - Receive communications from the Vendor Qualification Management team.
2. By registering, the Vendor will be able to outline the range of products and services it is licensed to provide. If the products and services are relevant for any future tenders, the Procurement & Supply Chain (PSC) team may contact the Vendor directly for the purpose of confirming their interest in participating in an upcoming tender.
3. Through the registration process, the Vendor acknowledges and agrees that ENEC, ENEC Operations and ENEC Commercial shall have the right to select Vendors at its sole discretion and shall be under no obligation to provide any explanation or reasons for including or excluding any company.
4. As a new Vendor, you can register your company with ENEC Enterprise through a self-registration process at an easy-to-use link available on ENEC's website. Please open a web browser, and navigate to:



### 1.2. Important Notes:

- Kindly be reminded that through the registration process the vendor acknowledges and agrees that ENEC, ENEC Operations and ENEC Commercial shall have the right to select Vendors at its sole discretion and shall be under no obligation to provide any explanation or reasons for including or excluding any company.
- Registering does not guarantee an invitation to participate in tender opportunities.
- If a new branch/affiliate of Vendor organization with its own legal establishment and trade/commercial license is to engage with any of the subsidiaries of ENEC Enterprise, please register as new Vendor. please follow the instruction to register as "New Vendor".
- All SAP Ariba tutorial videos are available on ENEC website. Link: <https://support.ariba.com/item/view/198281>
- For queries or assistance in vendor registration or profile management in SAP Ariba platform, email Vendor Qualification Management team at [VQM@enec.ae](mailto:VQM@enec.ae).
- For queries or assistance in invoices and payment email FNA-Accounts Payable at [payables@enec.ae](mailto:payables@enec.ae).

## 2.0 Vendor Registration Requirements

### 2.1. Vendor Obligations

It is the Vendor's responsibility to provide all required and valid organization details and documentation. In order to maintain its registration in the system and to avoid any action that will be taken as a result of non-compliance, the vendor has to submit the following and ensure their validity:

1. A hand signed scanned copy of the valid Non-Disclosure Undertaking (NDU) which is valid for ten (10) years. The NDU has to be completely filled-up and to be signed by an authorized person as supported by a notarized Power of Attorney (POA).
2. A latest valid Trade / Commercial license which shows the legal name of the company. Any changes to the legal name of the Vendor organization after registration needs to be communicated to ENEC Enterprise VQM team through an official company letter.
3. A bank letter where details are accurately entered as part of the bank information. The account name is as per the Vendor organization's latest valid Trade/Commercial license. And any changes to the registered bank details of the Vendor organization after registration needs to be communicated to ENEC Enterprise VQM team through an official company letter and a bank letter with all details relating to the new bank account.
4. To acknowledge by electronically accepting the ENEC Enterprise Code of Conduct that contains, in a general sense, all the elements in any form of relationship that ENEC Enterprise and its affiliates may have with its supply base. The Enterprise Code of Conduct is a mandatory requirement of our registration process, and the content is not negotiable as it is a general standard that we need from all our Vendors to be aware of. This Code of Conduct is not a Contract. It does not confer rights on any Vendor, nor does it impose obligations on ENEC. In case of a conflict between this Code of Conduct and the signed contractual agreement, the terms of the contract shall prevail. i.e.: the T&C of the contract takes precedence on these codes as it will be tailored specifically to the scope of work or material provision in the contact.
5. To ensure that all provided license, certificates, letters and other documents are valid and bears the complete legal name of the Vendor organization as per the latest valid Trade / Commercial license., otherwise such document will not be considered for registration or other processes that succeed it.

### 3.0 Vendor Registration Documents Needed

#### 3.1. Trade License and/or Commercial Certificate no alternative document is accepted

- UAE based Companies – DED Trade License with an expiration date no less than 3 months from date of registration.
- Overseas based Companies – legal commercial registration in their home country from authorized governing body, if document contains an expiration date, then it should be no less than 3 months from date of registration. In case the submitted document is in a language other than English or Arabic, a legal translation to English along with the original must be attached.
- 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).

#### 3.2. ENEC Enterprise Non-Disclosure Undertaking (NDU)

1. The ENEC Enterprise NDU is a non-negotiable mandatory agreement signed by the Vendor organization authorized representative. This ensures that in any point in time before a contractual agreement is made that information related to ENEC Enterprise or any of its affiliates or its operation is not disclosed.
2. The ENEC NDU template is downloadable on ENEC External Registration Questionnaire.
3. Important Notes:
  - Fill the downloaded template with information pertaining to your organization as per the valid Trade/Commercial License.
  - In the registration questionnaire upload a hand signed scanned PDF copy of a valid NDU **Digital / Electronic/Cropped Image Signature on the document is not acceptable.**
  - Ensure that the signatory of the signed NDU is mentioned in the associated public notarized Power of Attorney (POA) document.
  - It is the responsibility of the Vendor representative to ensure that when the NDU expires that the latest copy is downloaded from the ENEC website's Vendor page and uploaded in the Vendor organization's profile.
  - Irrelevant of past or existing contractual agreements with any of ENEC Enterprise entities, a valid signed copy of the ENEC NDU must be maintained during the Vendor organization's presence in the ENEC Enterprise Commercial Directory.
  - In application of our internal procedures, the failure to provide and maintain a complete and valid NDU document within the Vendor profile will result in the temporarily suspension of the profile till a valid NDU document is uploaded. Temporary suspension does not prevent invoice payment, but prevents inclusion in RFQs, Tenders and Award.

#### 3.3. Public Notarized Power of Attorney (POA)

1. Irrelevant of the signatory's relationship or position in the Vendor's organization, a Power of Attorney (POA) confirms to ENEC Enterprise the identity of the person(s) to own the authority to sign legal and commercial documentation on behalf of the Vendor organization, such as the Non-Disclosure Undertaking (NDU), RFQ/Tender Offers, Purchase Orders, Invoices or changes to Vendor organization legal name and existing bank details.
2. Purpose of POA is to safeguard Vendor organization and ENEC enterprise of fraudulent attempts within its capacity.
3. For Sole Proprietorship organization where the owner is the self-authorized signatory, then an alternative document is the Certificate of Establishment that clearly mentions the responsibility of the owner as a signee to commercial, legal and financial documentation in relation to the organization.
4. For any other type of organization, no alternative document is accepted for any other organization type.
5. 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.
6. 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), and Public Notary or Court House seal / stamp

#### 3.4. Bank Letter for Vendor Organization's Bank Account Details

The Bank Letter must be on your Bank's Letterhead with bank's official stamped containing the following information:

Bank Information	
UAE Vendor	Overseas Vendor
Bank Full Name	Bank Full Name
Bank Branch	Bank Branch
Bank Address	Bank Address
Account Number	Account Number
Account Full Name	Account Full Name
Bank Key/ABA Routing Number	Bank Key/ABA Routing Number
IBAN Number	SWIFT Code
SWIFT Code	
Notes: UAE Vendor can Enter the SWIFT Code in the Bank Key/ABA Routing Number field	

#### 3.5. UAE VAT Tax Registration Number (TRN) certificate - only for UAE based companies)

UAE-based Vendors applicable for UAE Value Added Taxation (VAT) must attach the Tax Registration Number (TRN) certificate.

3.6. Company profile

A brief profile/brochure detailing product and/or services offered, experience, major projects undertaken, etc.

3.7. ICV Certificate – only for UAE based companies upon availability

UAE-based Vendors applicable for UAE In Country Value (ICV) must attach the ICV certificate and enter the requested details relevant to the latest valid certificate.

3.8. ISO Certificates 9001, 14001 and 45001 – upon availability

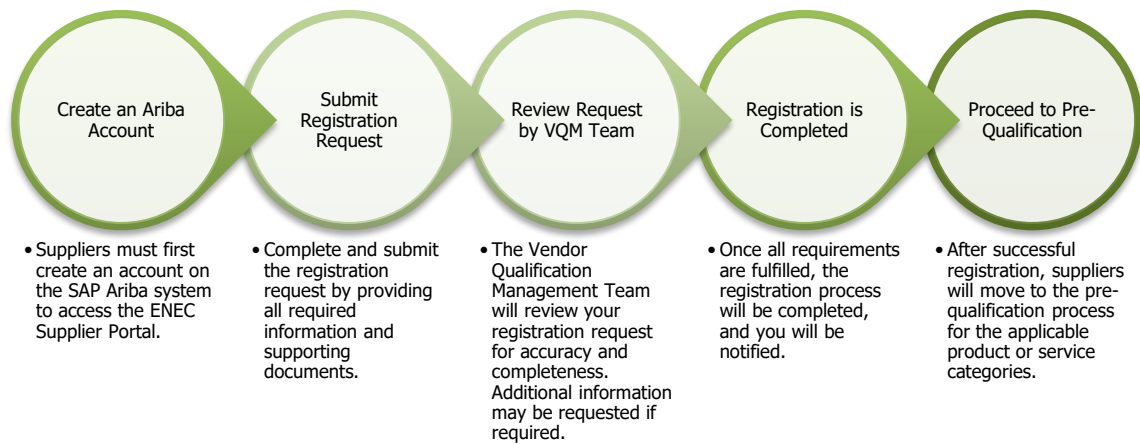
ISO certification is a seal of approval from a third-party body that Vendor company is marked to withhold the standard quality and credibility by the International Organization for Standardization (ISO).

3.9. Quality Assurance Manual – upon availability

The Quality Assurance Procedures Manual describes the responsibility, procedures and forms required to comply with applicable Quality Standards within the Vendor's organization, that contains details such as the four types of quality control are process control, acceptance sampling, control charts, and product quality control.

## 4.0 Supplier Registration Journey

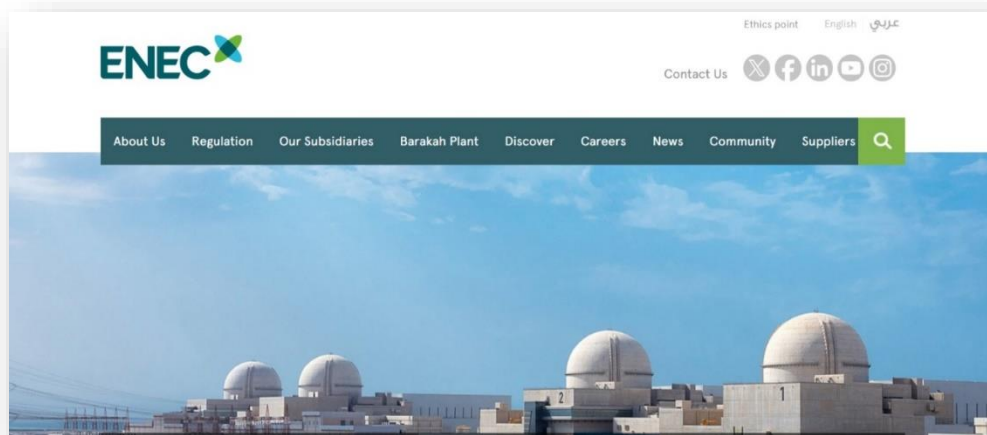
### 4.1. The Supplier Journey to Create a New Account on the ENEC Supplier Portal



### 4.2. Accessing Self-Registration

To access the registration feature, follow the steps below:

- Open ENEC Vendor Page <https://www.enec.gov.ae/suppliers/>
- Press on “Suppliers” then “Vendor Registration”





- The system will redirect the user to the “Registration” screen to initiate the registration process.
- To register and initiate the registration process for New Vendor, follow the steps below:
  1. From the registration screen press on “New Vendor Registration”
  2. From the “New Vendor Registration” screen, press on “Access Vendor Registration Request”.
  3. Enter the Company Name - full name of the company as per the trade license or other legal establishment document
  4. Enter the Main Address, City, Postal Code, and Country of the company as per the trade license or other legal establishment document.  
  
Note: Street, Line 2, Line3 altogether should not exceed length of 40 characters.
  5. Enter the Organization E-mail Address, and ensure that the email address provided 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, etc.
  6. Enter the License Number (Trade/Commercial License of your organization)
  7. **Select** the relevant **Commodity** code as per the trade license, type commodity or service you supply application will start giving you suggestions
  8. **Enter** the **Contact Information** for your contact person. **Please** note that if Procurement and Finance Contact persons are same, then please choose ‘Contact’s Department/Position’ as Finance and Procurement. It is very important that the email address that you use to create your username for online login is a valid email, and the ‘Contact’s Department/Position’ is correct.
  9. Press on “Submit” button.

## 5.0 Setting Up an Ariba Network Account

### 5.1. SAP Ariba Network Account

If this is the first time your organization uses SAP System and SAP Ariba platform, then an Ariba Network Account needs to be created and setup before proceeding with your registration.

In the event that the Vendor organization has an Enterprise Ariba Network account type that was provided as a complementary offer from another client other than ENEC Enterprise, then this account is not to be used for the purpose of this registration or perform transacting with ENEC

Enterprise companies, unless the Vendor organization commits to covering the SAP Ariba transaction and/or subscription costs for those transactions.

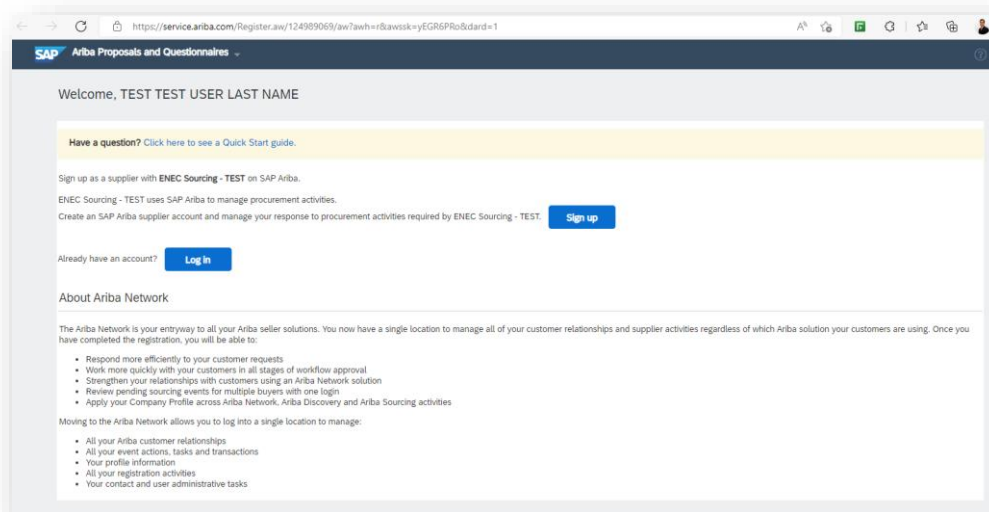
ENEC Enterprise will not be responsible for payment of any fees billed to the Vendor by SAP Ariba.

For more information of the SAP Ariba Network fees access link: <https://www.ariba.com/ariba-network/ariba-network-for-Vendors/accounts-and-pricing>

For details on Ariba Network Account, please visit the following link: <https://support.ariba.com/item/view/198281>

## 5.2. Creating New SAP Ariba Network Account

1. Click Sign up to create a new Ariba Network Account



2. Fill up the Account Creation Screen - the information submitted in this screen will be used by Ariba to create the type of account that will be used in the platform for all commercial activities.
3. Enter or Select from drop down list the Address, City, State, and Zip Code details of the organization

Note: Address Line 1 and Line 2 together should not exceed 40 characters length. Please refer screen below-

### Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by ENEC Sourcing - TEST.

#### Company information

Company Name: \*

abcd

Country/Region: \*

Belgium [BEL] ▼

Address: \*

Line 1

Line 2

Postal Code: \*

City: \*

city

State:

Select ▼

4. Enter Password and repeat Password entry – ensure to save this password securely for future use during login into your SAP Ariba Account.

The screenshot shows a web form titled "User account information". It contains the following fields and options:


- Name:** Two input fields. The first contains "TEST". The second is labeled "TEST USER LAST NAME".
- Email:** An input field containing "pradeep.choudhary@enecprogram.gov.ae". Below it is a checkbox labeled "Use my email as my username".
- Username:** An input field containing "test-pradeep.choudhary@enecprogram.gov.ae".
- Password:** Two input fields. The first is labeled "Enter Password". The second is labeled "Repeat Password".
- Language:** A dropdown menu currently showing "English".
- Email orders to:** An input field containing "pradeep.choudhary@enecprogram.gov.ae".

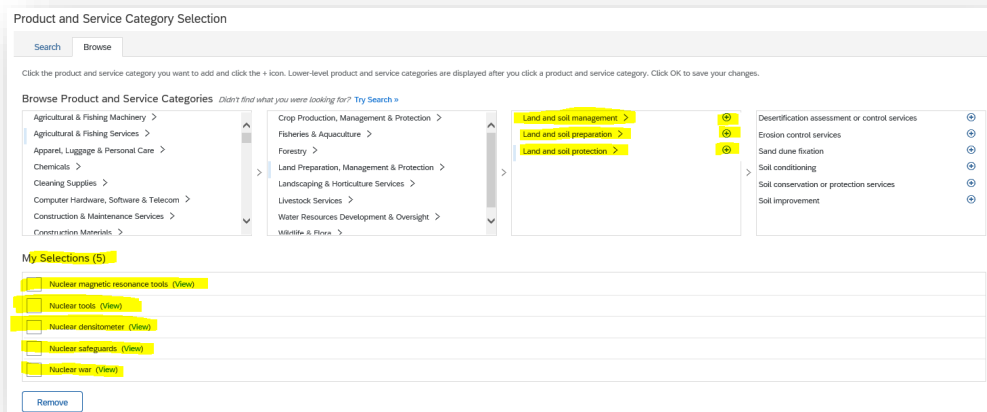
5. Select the relevant Product and Service codes for your organization according to Commercial/Trade license, and click on Browse.

The screenshot shows a web form titled "Tell us more about your business". It contains the following fields and options:

- Product and Service Categories:** An input field with the placeholder "Enter Product and Service Categories". To its right are "Add" and "Browse" buttons.
- Ship-to or Service Locations:** An input field with the placeholder "Enter Ship-to or Service Location". To its right are "Add" and "Browse" buttons.
- Tax ID:** An input field with the placeholder "Optional". To its right is the text "Enter your Company Tax ID number."
- Vat ID:** An input field with the placeholder "Optional". To its right is the text "Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes."
- DUNS Number:** An input field with the placeholder "Optional". To its right is the text "Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with '-1' in test accounts."

At the bottom, there are two checkboxes for terms and conditions, followed by "Create account and continue" and "Cancel" buttons.

6. Start with the 1st level and scroll down to the 1st category and click on the arrow symbol to its right [ > ] to expand the relevant sub-category to 2nd level and repeat for 3rd level selection of product/service group.
7. Click to Add for the relevant entry 
8. Repeat same for other categories in accordance to the valid Commercial/Trade license of your organization.
9. Click OK to save your selection.



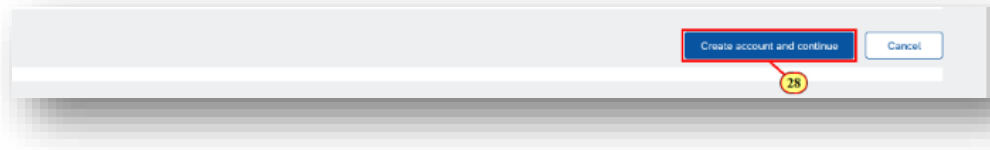
10. Browse and select location of Ship-to or Service Locations from which the products and services are provided/shipped from, and click Add



11. Clicking on **Disclaimers** for SAP Terms of Use and Business Network



12. Click Create account and continue.



13. After submission, Ariba checks if any potential existing accounts which matches with the profile information you have provided.

Note: Please review accounts if you want to use existing accounts for registering with ENEC or you can skip review and go ahead with fresh new account creation.

A screenshot of a web form titled 'Tell us more about your business'. The form contains several input fields: 'Product and Service Categories' (with a list of categories like 'Nuclear desalination'), 'Ship-to or Service Location' (with 'United Arab Emirates' selected), 'Tax ID' (Optional), 'VAT ID' (Optional), and 'DUNS Number' (Optional). A modal dialog box is centered on the screen with the title 'Potential existing accounts'. The dialog text reads: 'We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.' It has two buttons: 'Review accounts' and 'Skip review'. At the bottom of the form, there are checkboxes for 'I have read and agree to the Terms of Use' and 'I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.' Below these are 'Create account and continue' and 'Cancel' buttons.

**SAP Ariba Proposals and Questionnaires**

### Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

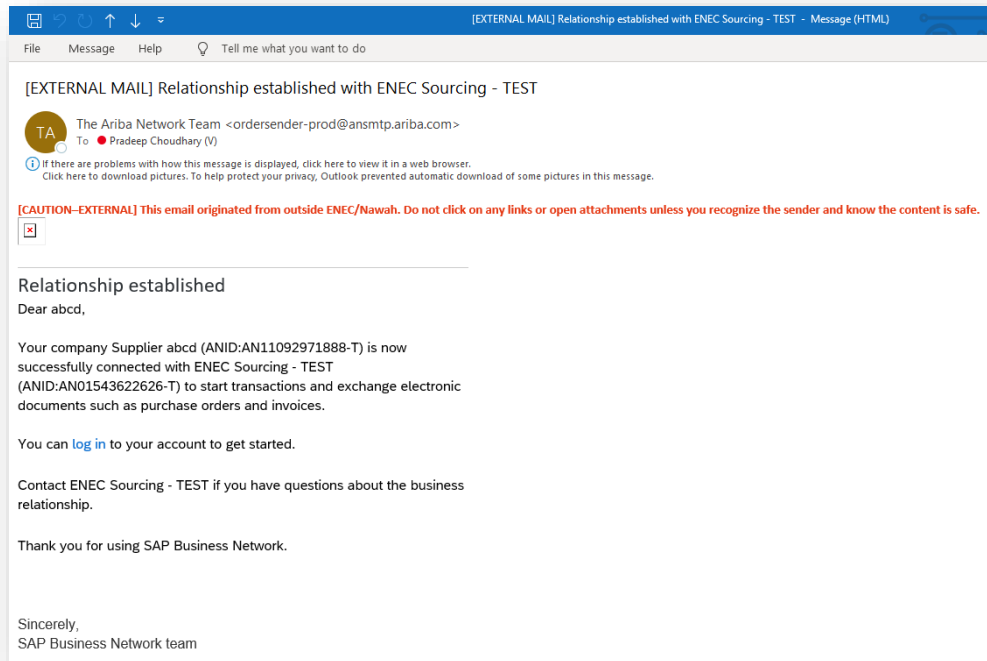
- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On				
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
abcd	pradeep.choudhary@enecprogram.gov.ae			test line 40 characters city Belgium 234243

13 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
ABCD	USA	WA	-	AN01026067914	...
ABCD	IND	Delhi	-	AN01015623668	...

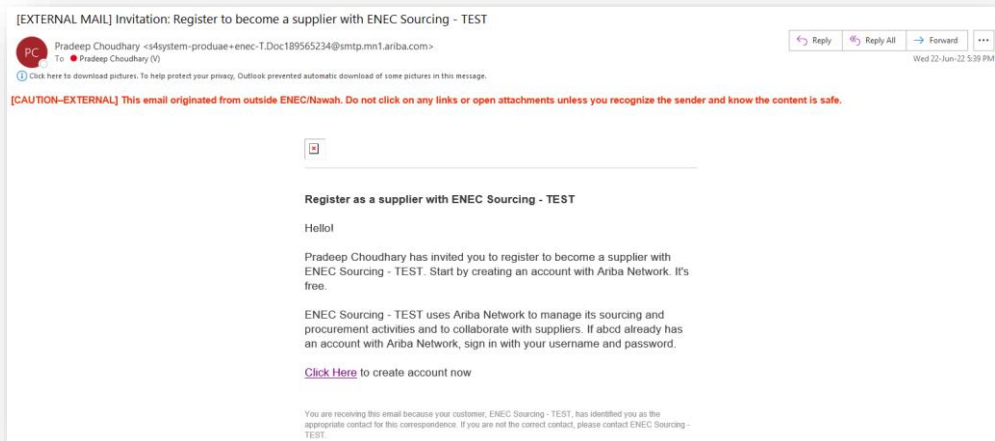
15. Once you complete the registration, you will receive notification from Ariba Network team confirming you Relationship establishment with ENEC



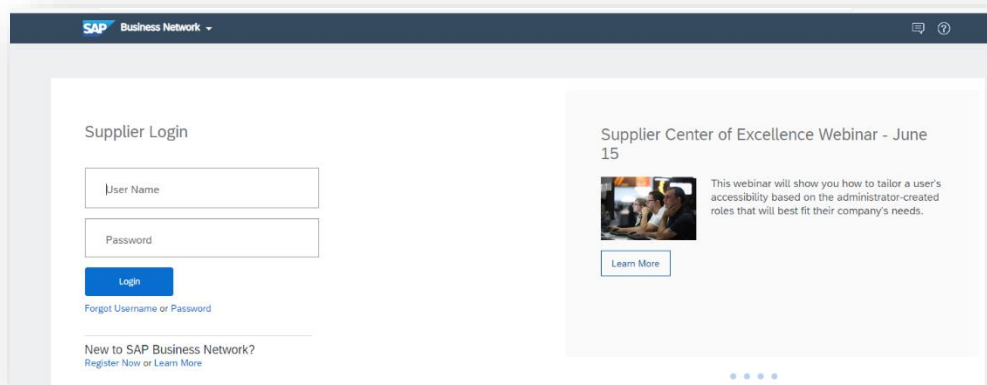
## 6.0 Vendor Registration Questionnaire

Follow the instructions provided in the system generated email resulting from either the (1) Vendor Self-Registration Request, or (2) Invitation to Register, you will be required to fill out a Vendor Registration Questionnaire. Make sure that the organization has a setup Ariba Network Account before proceeding. The link to this questionnaire will be provided in the system generated email to the registered email ID.

- 6.1. Click the Questionnaire Link in the invitation email to directly access the Ariba Vendor.



- 6.2. Login with your Vendor contact username and password



- 6.3. Upon login all required information needs to be provided as requested by ENEC within a stipulated time mentioned on the top right corner of the screen. You can save the information as draft and come back and finish it or revise your response within this time limit.
- 6.4. Download and Acknowledge Vendor Code of Conduct
- 6.5. As a Vendor, you are required to download, review, and agree to the ENEC Enterprise Vendor Code of Conduct. This can be downloaded from the References link of Question 1.
- 6.6. Review and read the document carefully, then click on the Acknowledge Vendor Code of Conduct button



Note: the Vendor Code of Conduct pdf file can also be downloaded from <https://www.enec.gov.ae/Vendors/new-Vendor-registration/>

- 6.7. You have to agree with the Vendor Code of Conduct before the system allows you to proceed. In the drop down list select Yes.

- 6.8. Fill in all mandatory fields marked with a red asterisk (\*) with relevant / applicable inputs; Street, City, Postal Code, Country/Region. Note: Street address should not be exceeding 40 characters.

- 6.9. Enter the Organization E-mail Address for your organization.
- 6.10. Please note that the email address is the general company email address and should not of a staff member's email address. 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, yahoo.com, hotmail.com, rediffmail.com, outlook.com, emirates.net.ae, eim.ae, etc.
- 6.11. Select the Country Code, Head Quarter Country, and Commercial License Country from the drop-down list

All Content	
Name ↑	
3.3 Organization Website Address	<input type="text"/>
3.4 Organization E-mail Address	* <input type="text" value="pradeep.choudhary@ap-solut.com"/>
3.5 Country code	* <input type="text" value="United Arab Emirates-{AE}"/>
3.6 Contact Last Name	* <input type="text" value="TEST USER LAST NAME"/>
3.7 Main telephone number	* <input type="text" value="971588292012"/>
3.8 Contact First Name	* <input type="text" value="TEST"/>
3.9 Contact Email	* <input type="text" value="pradeep.choudhary@ap-solut.com"/>
3.10 Head Quarter Country	* <input type="text" value="United Arab Emirates-{AE}"/>
3.11 Commercial License Country	* <input type="text" value="United Arab Emirates-{AE}"/>

6.12. If the selected country for Commercial License Country is “United Arab Emirates”, then the below list of additional information is required to be filled as applicable according to UAE DED Trade License: Emergent/Startup UAE Enterprise

1. DED License Sector
2. No. of Employees
3. Annual Revenue Value (AED)
4. Are you an 100% Emirati Owned Enterprise (all owners of the organization are of the Emirati nationality)
5. Organization Type

All Content	
Name ↑	
▼ 4 Supplier Organization Details	
4.2 Organization Type	* <input type="text" value="Commercial Entity"/>
4.3 Ownership Type	* <input type="text" value="Private Limited Company"/>
4.10 UAE Foreign Branch	<input type="text" value="Yes"/>
4.11 Emergent/Startup UAE Enterprise	<input type="text" value="Yes"/>
4.12 According to your DED License, which sector are you in?	* <input type="text" value="Business Sector"/>
4.13 No.of Employees#	* <input type="text" value="More than [251]"/>
4.14 Annual Revenue Value (AED)	* <input type="text" value="250000000"/>
4.15 Are you an 100% Emirati Owned Enterprise	* <input type="text" value="No"/>
4.16 Please select the Organization Type that you belong to.	* <input type="text" value="Abu-Dhabi based Free Zone"/>

6.13. Enter Bank Information as applicable

1. Select the Bank Type from the dropdown list:
  - a) Domestic – Bank where the bank account is based within the UAE
  - b) Foreign – Bank where the bank account is based outside the UAE
2. Select the Country that the bank is in the dropdown list:
  - a) If needed, to search for the country, you can use the Search More feature. Enter in the Name field the country name and click Search and select the country from the search result list.
3. Enter **Bank Name** and **Bank Branch**
4. Enter your organization's **Account Holder Name**, **Bank Key/ABA Routing Number**, **IBAN** and **Swift Code**.

Important Note:

- All bank account related details need to be entered using only the following valid characters a-z, A-Z, 0-9, and limited to the following wild characters: . , ( ) / - ' + : ? ! % & \* < > ; { }
  - All bank account related details need to match the details provided in the bank letter
  - In the event that the bank does not have a Bank Key / ABA Routing Number, then re-enter the SWIFT Code provided.
  - For multiple bank accounts of the same bank, only enter the SWIFT code in one of the bank account details, do not enter the SWIFT code in both.
5. Click **Attach a file** for Bank Letter.

All Content > 5 Bank Information

Bank Information (1)

Name ↑

Bank Information #1	Delete	Less...
<p><b>Important Note !!:</b> Dear Requestor please provide information in all the fields that are available to you in this screen to avoid request rejections.</p> <p>Please add the SWIFT Code in SWIFT code field as well as the Bank Key/ABA Routing number field.</p>		

Bank Type: No Choice ▾

Country: (no value) ▾

Bank Name:

Bank Branch:

[Add an additional Bank Information](#)

(\*) indicates a required field

#### 6.14. Enter Taxation Information details

Note: This step is only required for UAE based Vendors.

- 6.15. If your organization is not applicable for Value Added Tax (VAT) in the UAE, then select No, and do not enter the TRN number or attach TRN Certificate.
- 6.16. If your organization is applicable for Value Added Tax (VAT) in the UAE, then select Yes, enter the Taxation Reference Number (TRN), and attach the TRN Certificate document.

All Content	
Name ↑	
▼ 7 Tax Information	
7.1 Is TRN applicable to the company?	* Yes ▾
7.2 TRN number(s)	* <input type="text"/>
7.3 Please attach your TRN certificate	* <a href="#">Attach a file</a>

6.17. Attach **NDU** Document

6.18. Attach Commercial / Trade License Document and enter license details

- Click on Attach a file, click on Choose File and selected the license pdf file and click OK  
Click Select Trade License Expiry Date:
- If license contains and expiration date, then select the date accordingly
- If license does not contain and expiration date, then select a date at the 10 year mark current date.
- Enter Commercial/Trade License Number

6.19. Attach Power of Attorney (POA) document

All Content	
Name ↑	
5 Bank Information	<a href="#">Add Bank Information (0)</a> <a href="#">Less...</a>
<b>Important Note !!:</b> Dear Requestor please provide information in all the fields that are available to you in this screen to avoid request rejections.	
Please add the SWIFT Code in SWIFT code field as well as the Bank Key/ABA Routing number field.	
6 Product & service code ⓘ	* (select a value) <a href="#">select</a>
▶ 7 Tax Information	
▼ 8 Documents to be attached	
8.1 UAE Supplier NDU (Pls attach only PDF documents)	* <a href="#">Attach a file</a>
8.10 Please attach your latest DED Trade License	* <a href="#">Attach a file</a>
8.11 DED Trade license expiry date	* <input type="text"/>
8.12 Certifying Body for DED Trade License	* <input type="text"/>
8.13 Please attach your Freezone License	* <a href="#">Attach a file</a>
8.14 Please attach POA(Power of Attorney) ⓘ	* <a href="#">Attach a file</a>
8.15 Please attach your Company Profile	* <a href="#">Attach a file</a>
8.16 Do you possess UAE ICV certificate	* Unspecified ▾
8.22 ISO 9001 Certificate	* Unspecified ▾
8.23 ISO 14001 Certificate	* Unspecified ▾
8.24 ISO 45001 Certificate	* Unspecified ▾
8.26 Quality Assurance Manual ⓘ	<a href="#">Attach a file</a>

6.20. Attach Company Profile document

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

3 General Supplier Inf...

4 Products and Service...

5 Supplier Organizatio...

6 Bank Information

8 Documents to be att...

All Content

8.8 Trade/Commercial License Number

8.14 Please attach POA(Power of Attorney) ⓘ

8.15 Please attach your Company Profile

8.22 ISO 9001 Certificate

8.23 ISO 14001 Certificate

8.24 ISO 45001 Certificate

(\*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

6.21. Select Yes from dropdown list for UAE ICV if applicable for your organization.

6.22. Note: This step is only required for UAE based Vendors

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

3 General Supplier Inf...

4 Products and Service...

5 Supplier Organizatio...

6 Bank Information

7 Tax Information

Documents to be attached

(Section 6 of 6) Prev

8.14 Please attach POA(Power of Attorney) ⓘ

8.15 Please attach your Company Profile

8.16 Do you possess UAE ICV certificate

8.22 ISO 9001 Certificate

8.23 ISO 14001 Certificate

8.24 ISO 45001 Certificate

(\*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

6.23. Select Yes from dropdown list for ISO Certificate if applicable for your organization. Fill the details of each certificate you choose to provide

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

3 General Supplier Inf...

4 Products and Service...

5 Supplier Organizatio...

6 Bank Information

7 Tax Information

Documents to be attached

(Section 6 of 6) Prev

8.14 Please attach POA(Power of Attorney) ⓘ

8.15 Please attach your Company Profile

8.16 Do you possess UAE ICV certificate

8.22 ISO 9001 Certificate

8.23 ISO 14001 Certificate

8.24 ISO 45001 Certificate

(\*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

8.22 ISO 9001 Certificate

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a file, click [More](#).

Certificate Type:

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date:

Attachment:  [Doc181915794.zip](#) [Delete](#)

[Choose File](#) No file chosen

Or drop file here

Description:

[OK](#) [Cancel](#)

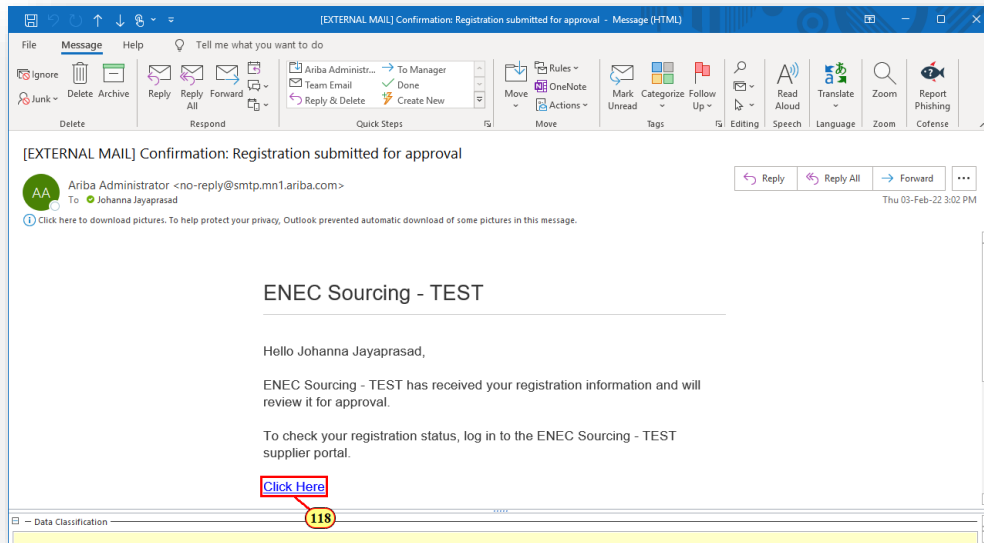
- 6.24. Select Yes from dropdown list for Quality Assurance (QA) Manual if applicable for your organization.

☐ 8.26 Quality Assurance Manual [V](#) [Attach a file](#) [V](#)

- 6.25. Click Submit Entire Response

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

- 6.26. Once the filled questionnaire is submitted, it is routed to the ENEC VQM and Banking team for approval. If any further information is required or if the request is approved, you will get a notification of the accordingly.
- 6.27. You will be receiving an email on completion of your registration in the Ariba Network
- 6.28. Press on "Click Here" in Registration completion email to check the status of your registration status



Once submitted, VQM team will review the registration request and take the appropriate action. The possible outcomes are as follows:

**Approve:** If the request is approved, the registration process is completed, and the supplier will be marked as "Registered" in the ENEC Supplier Portal.

**Reject:** If the request is rejected, the supplier must initiate a new registration request.

**Return:** If the request is returned, the supplier must make the necessary amendments and re-submit the request for review.

Once the request is approved, the company profile of the supplier will be updated with the status "Registered".