New Vendor Registration
Instruction Manual

New Vendor Registration

Introduction

This document aims to guide all potential suppliers, both local and international, in the submission of their application for Vendor Registration.
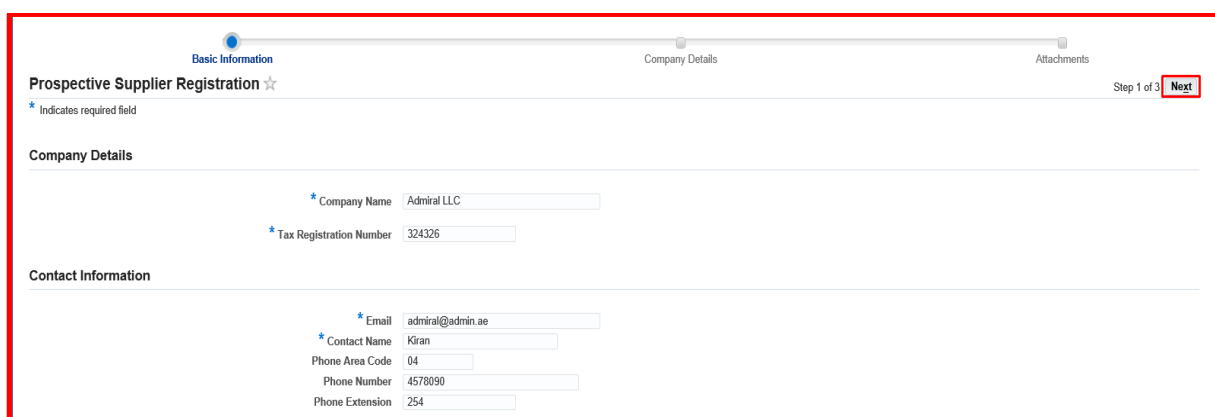
Self-service prospective vendor registration enables you to register your interest in establishing a business relationship with the Arabtec Construction LLC. Once registered, you can provide details about your company, its addresses, contacts, business classifications, & banking information.

If the Arabtec Construction LLC wishes you to enter into a relationship with them, they may send you an invitation requesting you register with the system. This notification will contain a URL where you can go and access the Supplier Registration Page. If the buyer does not send you an invitation, you must obtain this URL from the Arabtec Construction LLC Corporate Website page and get registered yourself.

Basic Information

Following are the steps required to enter basic information:

- Enter your **Company Name** (in uppercase please).
- Enter **Tax Registration Number**
- Enter **Email Address** and **Contact Name** of the authorized contact.
- Enter the **Phone Number** with the **Area Code** and **Extension**, if any.
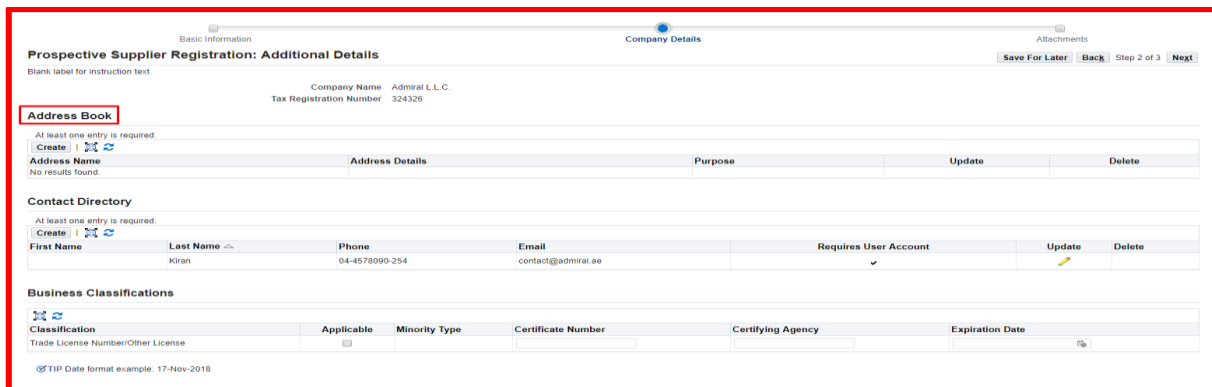- Click the **"Next"** button.

Note:

- Fields with a * next to the label (e.g. * Company Name) are mandatory and must be completed.
- The registration number needs to be unique. Please provide details of your Trading License/Other License number.
- All correspondence will be sent to the contact information provided here; please provide a real person's details, not **"Sales"** or **"Info"**.

Company Details

- There is a **"Create"** button in each section allowing you to add Address, Contacts, Business Classification and Bank Details.
- Once you have created an item, click **"Apply"** and you will return to the main screen.
- Click the Update icon (Pencil) to change an entry.
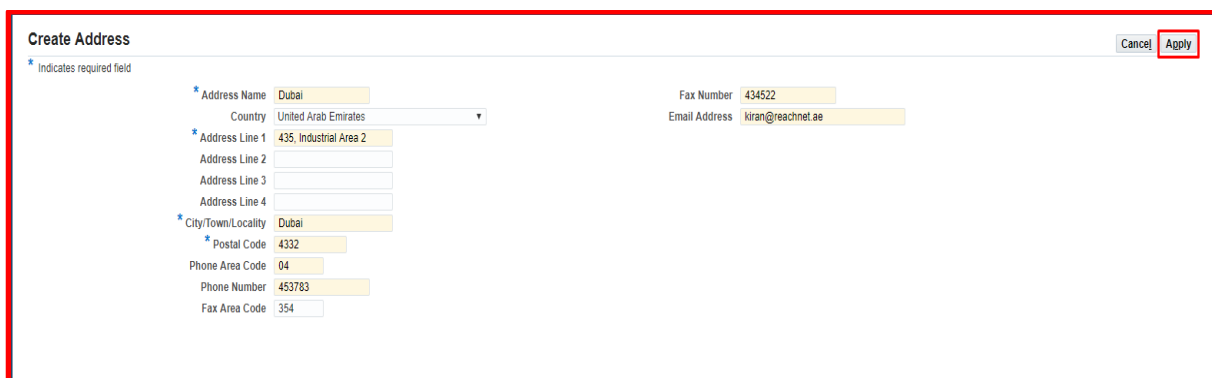- Click the delete icon (Trash Can) to remove an incorrect entry.

Address Book

- Enter Your Company's Address Details.
- At least one entry in the Address book is mandatory. Kindly fill the required details for the address.
- Once entered, click on **"Apply"**

Contact Directory

Prospective Supplier Registration: Additional Details

Save For Later | Back | Step 2 of 3 | Next

Blank label for instruction text

Company Name   Admiral .L.L.C
Tax Registration Number   324327

Address Book

At least one entry is required.

Create | ⛶ ↻

Address Name	Address Details	Purpose	Update	Delete
Dubai	435, Industrial Area 2, Dubai 4332 United Arab Emirates	RFQ Only	✏	🗑

Contact Directory

At least one entry is required.

Create | ⛶ ↻

First Name	Last Name △	Phone	Email	Requires User Account	Update	Delete
Kiran	Silarn	04-435390-254	contact@admin.ae	✓	✏	

- ❖ To Update the entered Contact Details, in **'Contact Directory'** region, click on **"Update"**

Update Contact

Cancel | Apply

* Indicates required field

Contact Title	Mr. ▼	Phone Area Code	04
First Name	Kiran	Phone Number	435390
Middle Name	Rathore	Phone Extension	254
* Last Name	Silarn	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title	Senior Procurement Officer	Fax Area Code	
Department	Procurement	Fax Number	
* Contact Email	contact@admin.ae		
URL			

- ❖ Enter all the required Contact Details
- ❖ Once entered, click on **"Apply"**

Business Classifications

- ❖ Select Your Business Classification(s) (Nature of Business, Type of Services, etc.)
- ❖ Enter **"Trade License/Other License"** details like **'Certificate Number'**, **'Certifying Agency'** (Trade License Issuing Emirate) & **'Expiration Date'**
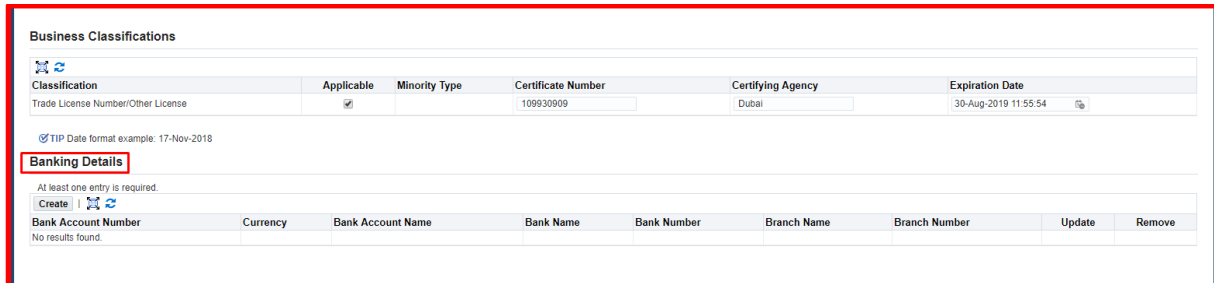
Business Classifications

⛶ ↻

Rows 131 to 153

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date	
TIMBER & PLYWOOD	☐					🔗
TOILET PARTITIONS	☐					🔗
TOILETRIES / CLEANING ITEMS	☐					🔗
TRAINING COURSES	☐					🔗
TRANSPORTATION SERVICES	☑					🔗
TROLLEY	☐					🔗
Trade License/Other License	☑		10908098	Dubai	31-Aug-2019 00:00:00	🔗
VANITY AND WARDROBES	☐					🔗
WATERPROOFING WORKS	☐					🔗
WINDOWS & CURTAIN WALLS	☐					🔗

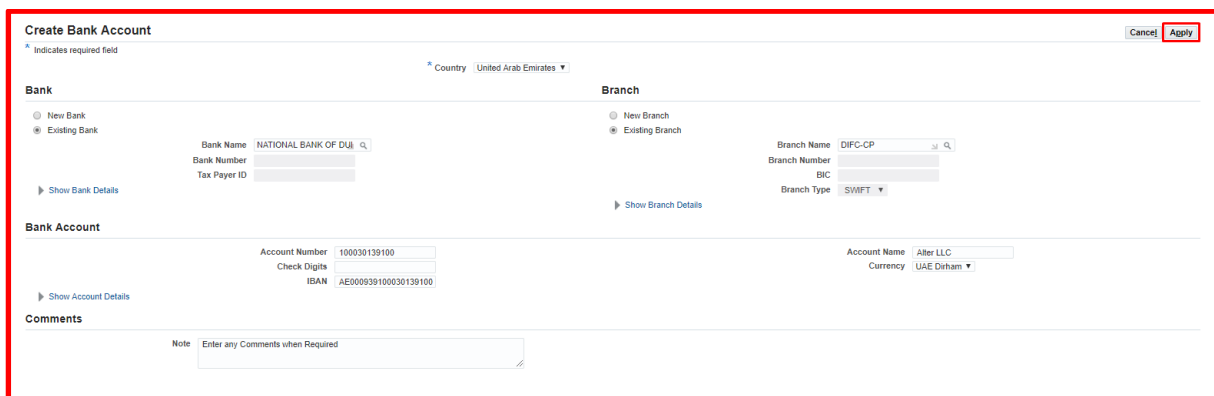✍ TIP Date format example: 17-Nov-2018

Banking Details

At least one entry is required.

Create | ⛶ ↻

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Banking Details

- Click on **"Create"** button under 'Bank Details' Tab

- Enter all the required information in 'Bank' and 'Bank Account' region, once entered, click on "Apply" button to save the record.

- Use the **"Comments"** field to enter any additional details

Note: Click on the Existing Bank & Existing Branch options to select from predefined list of banks and related branch

- Enter the Search (Example: Emirates%) Click on 'Go'; System will show all the banks start with 'Emirates' (OR)
- Just click on 'Go' System will show you all the available bank names;
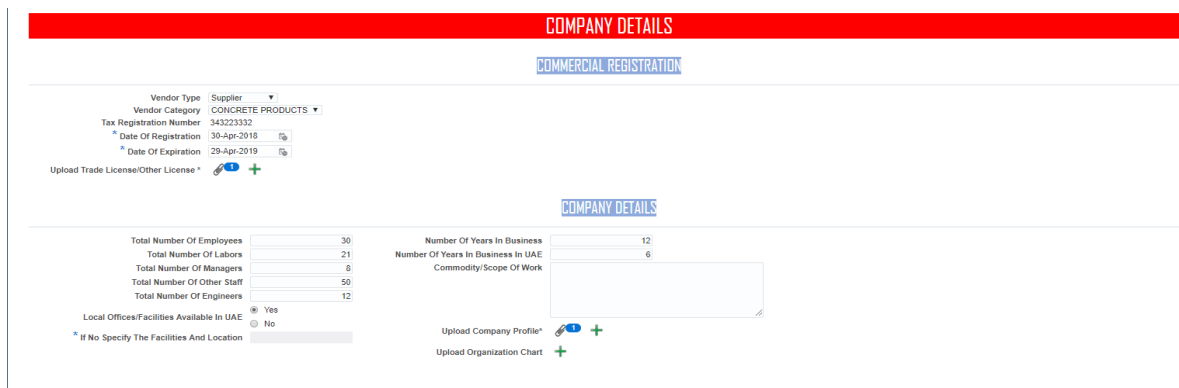
Commercial Registration & Company Details
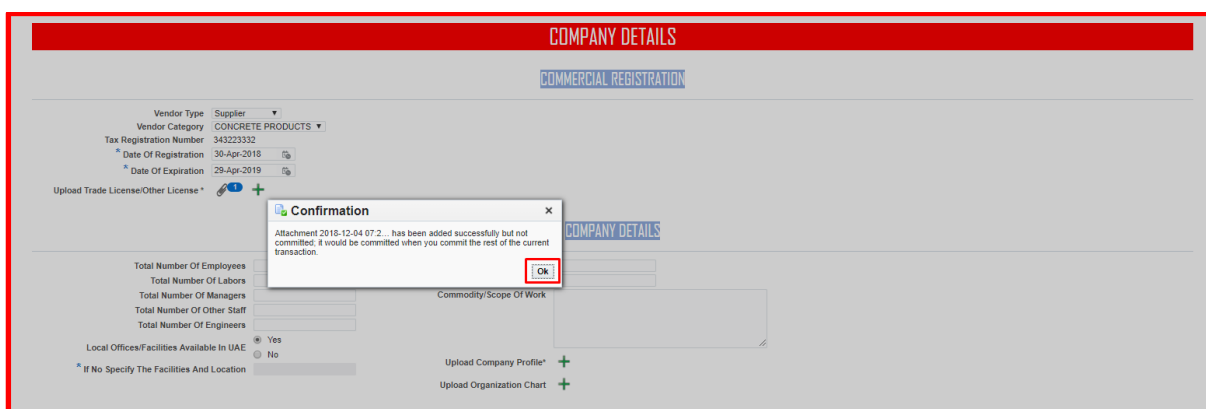
- Enter all the available information in Company Details Region
- Upload the Trade License/Other License copy (Mandatory)

- To add attachment, click on **"+"** icon
- Select the file and click on **"Apply"**

- Confirmation message will appear

- Enter the available details in **'Financial'** and **'QHSE & Certification'** region
- If you select **'Yes'** in 'QHSE & Certifications' region, then **'Attachment'** is mandatory (*)

- Enter the required information in **'Other Information'** region
- Enter your details in **'Declaration'** and click on **'Next'**

Attachments

- Verify all the uploaded attachments.
- To add additional attachments, click on **"Add Attachment"** and upload when required;

- Once entered all the details and uploaded the attachments, click on **"Submit"** button, will receive the confirmation message.

Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

Thank You

For any further details please contact us
arabtec.procurement@arabtecuae.com