



Instruction Manual for the Arabtec **mySupplier** System


1. Basic Information

"Code Of Ethics:"

I agree to Code of Ethics and to all the below statements to be true and accurate to the best of my knowledge. Registration at Arabtec Database does not guarantee any business or tender opportunity. I proceed on filling the below data upon agreeing on the code of Ethics.

Once the registration process is completed, an automated email notification will be sent to your registered email. Another notification email would be sent once your registration has been approved by the Procurement Department.

Company Details

* Company Name	<input type="text" value="TESTING LLC"/>	<small>The Company name should be as per the Trade license/commercial license/professional certificate.</small>
Country	<input type="text" value="United Arab Emirates"/> 	<small>Wherever applicable, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.</small>
* Trade Registration Number	<input type="text" value="32879384"/>	<small>e.g. Trade Licence/Commercial Licence/Industrial Licence/Professional Licence etc.</small>

Contact Information

* Email	<input type="text" value="ABC@TRADINGCO.COM"/>	<small>This e-mail address will be used for all future communications with Arabtec.</small>
* First Name	<input type="text" value="AHMED"/>	
* Last Name	<input type="text" value="RASHID"/>	
Phone Area Code	<input type="text" value="04"/>	<small>eg: 04 for Dubai and 02 for Abu Dhabi</small>
Phone Number	<input type="text" value="3331234"/>	
Phone Extension	<input type="text" value="2222"/>	

Step 1 of 4

Steps:

- Enter your Company Name (UPPERCASE)
- Enter the country of your company head office, click on the magnifying glass icon (on the right) to search for the country.
- Enter the Trade Registration Number, Email Address, Contact Name of authorized contact person.
- Enter phone number and extension number (as applicable).
- Click on the "Next" button.

2. Company Details

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Step 2 of 4

Company Name **TESTING LLC**
Tax Country **United Arab Emirates**
Trade Registration Number **32879384**
Alternate Supplier Name _____
Note to Buyer _____
Note to Supplier _____

Address Book

At least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
AHMED	RASHID	04-3331234-2222	ABC@TRADINGCO.COM	✓		

Trade License

Classification	*Trade License Number	*Certifying Agency	Expiration Date (Greater than Current Date)
Trade / Commercial License	32879384	Chamber of Commerce	17-Sep-2015 15:39:36

✓ TIP Date format example: 21-Jan-2015

Steps:

- Use this page to enter the Trade License, Address, Contacts and Banking Details
- Enter Trade License Number, Certifying Agency and Expiry Date.
- You will get an automated mail 30 days before expiry of Trade License, once that is received details about the new trade license to be entered.
- You must enter address, contact, trade license and bank details.
- If you want to send message to Arabtec, put the content of the message into the “Note to Buyer” field. We will receive the mail once you complete the registration process.
- You must enter address, contact, trade license and bank details.

3. Create Address

Create Address

* Indicates required field

* Address Name	DUBAI	Phone Area Code	04
	<small>Help Text (eg: Dubai/Abu Dhabi)</small>		<small>eg: 04 for Dubai and 02 for Abu Dhabi</small>
Country	United Arab Emirates	Phone Number	3331234
* Address Line 1	AL NAHDA INDUSTRIAL /	Fax Area Code	04
Address Line 2		Fax Number	3331235
Address Line 3		Email Address	
Address Line 4		<input checked="" type="checkbox"/> RFQ Only Address	
* City/Town/Locality	DUBAI		
County			
Emirate/State/Region	DUBAI		
Province			
* PO Box/Postal Code	2454		

Cancel Apply

Cancel Apply

Steps:

- Add address information about your company.
- If you have more than one address then add all address one by one using “Create” button.
- Enter phone number, fax number and email address of the address.
- Click the update icon (Pencil) to change the details.
- Click on the delete icon (Trash Can) to remove the details.
- Click on the “Return to Prospective Supplier Registration” to come back to main page.

4. Banking Details

Create Bank Account

* Indicates required field

* Country United Arab Emirates

Bank

Existing Bank
 New Bank

Bank Name MASHREQ BANK
Bank Number

[Show Bank Details](#)

Branch

Existing Branch
 New Branch

Branch Name HOR AL ANZ
Branch Number
BIC/Swift CODE
Branch Type ABA

[Show Branch Details](#)

Bank Account

* Account Number 1289937894
Check Digits
IBAN

Account Name ABC TRADING LLC
Currency UAE Dirham

[Show Account Details](#)

Comments

Note to Buyer

Steps:

- Select the country using the drop down menu.
- Check if the Bank and Branch is already Existing.
- If bank and Branch is not there then use New Bank and New Branch to enter the Bank and Branch Details.
- Add as much information as possible in all the relevant fields.
- Enter Account Number, Account Name, IBAN and Currency.
- Once all the details is entered click "Apply"

5. Additional Information

Basic Information Company Details **Additional Information** Attachments

Supplier Profile Attributes

* Indicates required field

[Save For Later](#) [Back](#) Step 3 of 4 [Next](#)

Supplier Additional Info

Supplier Additional Info

Supplier Sub-Contractor
 Consultant

Business Classifications (Select Appropriate Classification)

Business Classifications 🔍

Company Type

<input checked="" type="checkbox"/> Fabricator	<input type="checkbox"/> Manufacturer
<input checked="" type="checkbox"/> Assembly	<input type="checkbox"/> Machine shop
<input type="checkbox"/> Material Producer	<input type="checkbox"/> Modular Construction
<input type="checkbox"/> Distributor	<input type="checkbox"/> Retailer
<input type="checkbox"/> Trading House	<input type="checkbox"/> Sales
<input type="checkbox"/> Sales and Service	<input type="checkbox"/> Contractor
<input type="checkbox"/> Services / Logistics	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Equipment Rentals	

Steps:

- Complete all the field relevant for your company.
- Review the details to ensure that all the information you provided is accurate.
- Enter the relevant details in the Supplier Additional Info, Business Classification and Company Type sections.
- Once your complete the details click “Next”

6. Attachment

Basic Information Company Details Additional Information **Attachments**

Confirmation
Attachment Trade License has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Step 4 of 4

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Trade License	File		Miscellaneous	GUEST	05-Feb-2015	One-Time		

Attachments :

1. Trade License/Commercial license.*
2. Membership of Chamber of Commerce.*
3. Company Profile.*
4. List of major customers.*
5. Yearly Turnover (in USD)
6. HSE Certificate.
7. ISO Certificates.
8. QA/QC Policy.
9. Insurance Certificate (When applicable).
10. Any necessary certificate related to your materials.

* Attachments are mandatory.

Step 4 of 4

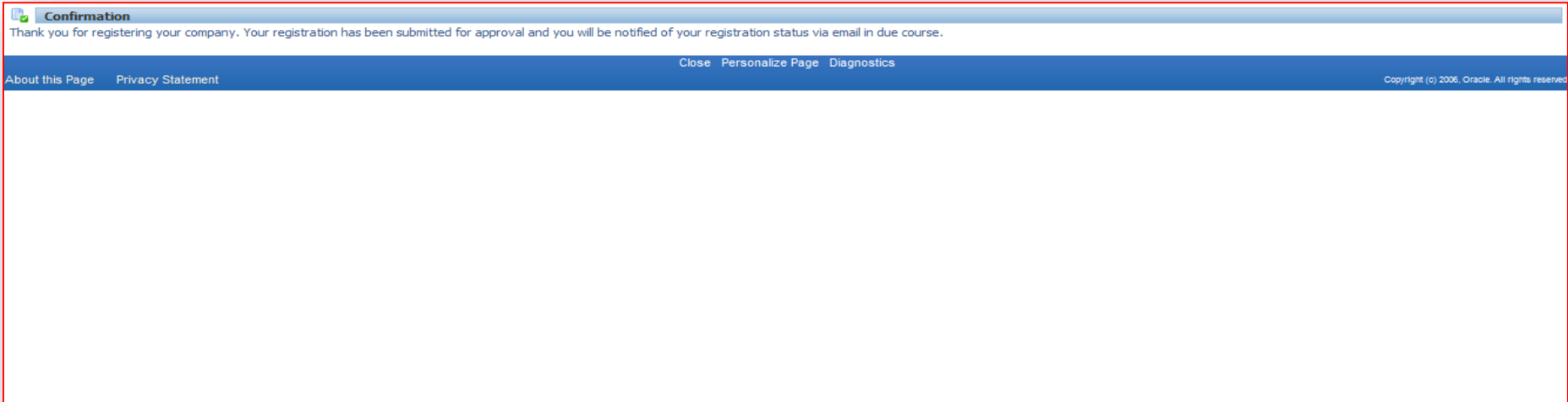
Steps:

- Click the “Add Attachment” link to upload the documents. Enter the name of file and then select the file from your system.
- If you want to upload multiple files then use the “Add Another” button. Once you added all the files click Apply.
- Finally click “Submit” button to complete the Registration Process.

Note:

- Attach all the files required to support your registration.
- It is important to upload all appropriate certificates to demonstrate the information you have entered.
- Files should ideally be provided in PDF format. We will also accept files in MS Office Format, GIF, JPEG and BMP and the individual file size should not exceed 10 MB

7. Confirmation



Steps:

- Click “Save For Later” if you want to save and return to enter more details at the later date.
- Make a note of the URL Link that is displayed at the top of the page to return to enter the additional details and complete the registration.
- Click “Submit” to complete the registration process.

Note:

- We recommend to have all necessary document in order to complete the registration in one go from the beginning to end, you can also used “Save For Later” in case additional document to be arranged.
- Please Note: The registration process does not guarantee future business or tender opportunities with ARABTEC

Thank You

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