

---

OUM

# DO.070 User Guide

Tawazun Industrial Park

# Supplier/Vendor Registration

## Content

Document Control .....	2
.1 Login to the system .....	4
.2 Additional information.....	9
.3 Attachment .....	11

## 1. Login to the system

- **How you login and start up the system**

Login to Oracle via link shared by TIP and screen shows Asking to Provide the supplier information

- **Enter the Basic information**

- Company name
- Tax Country (Use search to select country)
- Tax Registration number
- Email (field with \* asterisk means it is mandatory)
- First , Last name (field with \* asterisk means it is mandatory)

### Company Details

At least one tax id is required to be able to complete the registration request.

\* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

DUNS Number

### Contact Information

Blank label for instruction text

\* Email

First Name

\* Last Name

Phone Area Code

Phone Number

Phone Extension

Create Address Book

- Click 'Create' button to create Address book and linked it with last name and email

Basic Information      **Company Details**      Additional Information      Attachments

### Prospective Supplier Registration: Additional Details






Save For Later    Back    Step 2 of 4    Next

Blank label for instruction text

Company Name    Test2232  
Tax Country      United Arab Emirates  
Tax Registration Number    123453456  
Taxpayer ID  
DUNS Number  
Alternate Supplier Name      
Note to Buyer      
Note to Supplier

### Address Book

Personalize "Address Book"  
At least one entry is required.

**Create** |     

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Inspect MDS Contents

- Enter the required information

## Create Address

Cancel **Apply**

\* Indicates required field

Personalize Stack Layout: (StackLayoutRN)

* Address Name	Dubai-Almankhool	Phone Area Code	<input type="text"/>
Country	United Arab Emirates	Phone Number	<input type="text"/>
* Address Line 1	Khalid Ibn elwalid	Fax Area Code	<input type="text"/>
Address Line 2	<input type="text"/>	Fax Number	<input type="text"/>
Address Line 3	<input type="text"/>	Email Address	<input type="text"/>
Address Line 4	<input type="text"/>	<input checked="" type="checkbox"/> Purchasing Address	
* City/Town/Locality	Dubai	<input checked="" type="checkbox"/> Payment Address	
County	<input type="text"/>	<input type="checkbox"/> RFQ Only Address	
State/Region	<input type="text"/>		
Province	<input type="text"/>		
* Postal Code	23454		

## Address Purpose

Personalize "Address Purpose"

- Then click "Apply"
- Click "Contact Directory" if there is more than one contact person to submit

- Select business classification from the list given

### Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Branch Of Dubai Based Companies	<input type="checkbox"/>				
Branch Of Foreign Companies/Representative Office	<input type="checkbox"/>				
Branch Of Free zone company	<input checked="" type="checkbox"/>		545675322	Raqmiyat	22-Oct-2023 00:00:00
Branch Of GCC companies	<input type="checkbox"/>	Business classifications region			
Branch Of UAE Based Companies	<input type="checkbox"/>				
Civil Company	<input type="checkbox"/>				
Limited Liability Company	<input type="checkbox"/>				
Partnership	<input type="checkbox"/>				
Private Share Holding Company	<input type="checkbox"/>				
Public Share Holding Company	<input type="checkbox"/>				

- Banking Details : Vendor will enter the bank information

NOTE : Prospective vendor must check and verify that banking information provided is correct.

Add Products and Services : (Test2232) >

### Create Bank Account

Cancel Apply

\* Indicates required field

\* Country United Arab Emirates

Account is used for foreign payments

Account definition must include bank and branch information.

#### Bank

Personalize "Bank"

Existing Bank

New Bank

Bank Name Abu Dhabi Islamic Bank  
Bank Number ABDI  
Tax Payer ID

Show Bank Details

#### Branch

Personalize "Branch"

Existing Branch

New Branch

Branch Name NBD22  
Branch Number 768  
BIC  
Branch Type ABA

Show Branch Details

#### Bank Account

Account Number  
Check Digits  
IBAN

Account Name  
Currency

## 2. Additional information

- Vendor will add some additional information in VENDOR ATTRIBUTES page as below :-
  - 1- Section 1. Additional Company Details and Information
  - 2- Section 2. Vendor Type And Product / Services (
  - 3- Section 3. FOR LOCAL VENDORS (UAE Only)
  - 4- Section 4. FOR SUPPLIERS (OVERSEAS / ONLINE)
  - 5- Section 5. FINANICAL INFORMATION
  - 6- Section 5.1 FOR SUPPLIERS LOCAL /OVERSEAS,SERVICE PROVIDERS, CONSULTANTS
  - 7- Section 5.2 FOR CONTRACTORS AND SUBCONTRACTORS (Mandatory For Main Contractors)
  - 8- Section 6. TECHNICAL CAPABILITY AND INFORMATION ON SERVICES OFFERED
  - 9- Section 6.1 Years Of Experiences All Vendors
  - 10- Section 6.2 FOR CONTRACTOR / SUBCONTRACTOR Client Refrences
  - 11- Section 6.3 FOR CONSTRUCTION CONSULTANTS ONLY
  - 12- Section 6.4 FOR CONSULTANTS/SERVICE PROVIDER/SUPPLIERS
  - 13- Section 7. QA / QC (applicable to all Vendors)
  - 14- Section 8. HSE (CONTRACTORS/SUBCONTRACTORS/CONSULTANTS/SERVICE PROVIDERS) (ONLY)
  - 15- Section 9. ADDED VALUE ( Any more informations need to be mentioned by supplier can add here also name of other certifications in case exist)



## SUPPLIER PROFILE ATTRIBUTES

SAVE FOR LATER BACK

\* Indicates required field

### VENDOR ATTRIBUTES

Personalize "EgoExtFwkRenderer"

#### Section 1. Additional Company Details and Information

Personalize Stack Layout  
Personalize Table Layout: (EgoFuncRenderTL)

\* Type of Business

\* Year Establish

Name of shareholders

Shareholders Contact Details

Name Of Sponser

Sponser Contact Details

#### Section 2. Vendor Type And Product / Services

Personalize Stack Layout  
Personalize Table Layout: (EgoFuncRenderTL)

\* Supplier Type

\* Product and Services

#### Section 3. FOR LOCAL VENDORS (UAE Only)

Personalize Stack Layout  
Personalize Table Layout: (EgoFuncRenderTL)

Any Conflict of Interest with TIP or its affiliate Companies?

Trade/Commercial License No.

Place of Registration

#### Section 4. FOR SUPPLIERS (OVERSEAS / ONLINE)

Personalize Stack Layout  
Personalize Table Layout: (EgoFuncRenderTL)

Any Conflict of Interest with TIP or its affiliate Companies? No

Trade/Commercial License No

Place of Registration

Any authorized Supplier / Agency / Distributor in the region

Do you have local office in GCC?

#### Section 5. FINANCIAL INFORMATION

Personalize Stack Layout  
Personalize Table Layout: (EgoFuncRenderTL)

Acknowledge the Below Finacial Information Is Correct

### 3. Attachment

- Supplier will add attachment as per requirements based on supplier type

Basic Information      Company Details      Additional Information      **Attachments**      Step 4 of 4

**Submit**   **Back**

#### Attachments

Personalize "Attachments"  
 \*\*\*Below Types of Attachments required to complete your registration\*\*\*.

- TIP \*Trade License
- TIP \*POA
- TIP \*TRN
- TIP \*NDA
- TIP \*QA/QC
- TIP \*Other Certificate

**Add Attachment**

Title	Type	Description	Category	Update	Delete
No results found.					

**Inspect MDS Contents**

- Supplier will submit the request for approval.

NOTE TO CONSIDER : Date format is dd-mmm-yyyy, unless otherwise specified