



# New Vendor Registration Guide

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مؤسسة الإمارات للطاقة النووية  
Emirates Nuclear Energy Corporation



شركة براكة الأولى ش.م.خ  
Barakah One Company PJSC



شركة نواة للطاقة  
Nawah Energy Company



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## 1. Introduction to ENEC Enterprise Vendor Registration Process

### 1.1 Vendor Registration Process Description

The Vendor Registration process of ENEC Enterprise (a general term covering ENEC, Nawah, and BOC) 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, Nawah Energy Company and Barakah One Company
- Update Vendor company profile
- Receive automated expiry reminders of trade related certificates; and
- Receive communications from the Vendor Relationship Management team.

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.

Through the registration process the Vendor acknowledges and agrees that ENEC, Nawah and Barakah One Company 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.

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:

**ENEK website → Vendors Tab → Vendor Registration → New Vendor Registration**

#### **Important Notes:**

- Kindly be reminded that through the registration process the vendor acknowledges and agrees that ENEC, Nawah and Barakah One Company 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 follow the instructions in the "New Vendor Registration Guide" in the link: <https://www.enec.gov.ae/suppliers/new-supplier-registration/>
- All SAP Ariba tutorial videos are available on ENEC website.  
Link: <https://support.ariba.com/item/view/198281>
- Upon receiving registration completion system generated email, download the Registered Vendor Guide for instructions how to login, access and view RFIs/RFQs/POs, uploading shipment notice and invoice. Link: <https://www.enec.gov.ae/suppliers/registered-suppliers/>

- For queries or assistance in vendor registration or profile management in SAP Ariba platform, email ENEC Supplier Relations [supplier.relations@enec.gov.ae](mailto:supplier.relations@enec.gov.ae)
- For queries or assistance in invoices and payment email FNA-Accounts Payable [payables@nawah.ae](mailto:payables@nawah.ae)
- If a registration invite email was sent by SRM, please follow the instructions in the email received. **Do not** click on the “New Vendor Registration Request” in the website and **do not** follow the steps in the Self-Registration described in this document.
- If your organization is an existing ENEC Vendor in SAP Ariba system, please follow the instructions in the “Registered Vendor Guide” in the link: <https://www.enec.gov.ae/suppliers/registered-suppliers/>

## 1.2 Registration Steps:

Registration process follows the below steps:

1. Registration Request through ENEC website either through:
  - a. an invitation sent by SRM team, or
  - b. through self-registration request done by the Vendor
2. Registration request is reviewed, duplicate check screened and approved or rejected by SRM team.
3. (If new to SAP Ariba) Setup of Ariba Network Account
4. Upon SRM approval a registration questionnaire will be requested from Vendor focal point to fill to provide all required details and documentation of the Vendor organization as per the instructions in this document.
5. Registration questionnaire is reviewed and approved upon confirmation that all information provide are complete.

## 2. Vendor Registration Prerequisites

### 2.1. Vendor Obligation

- It is the Vendor's responsibility to provide all required and valid organization details and documentation, and a **hand signed** scanned copy of the valid Non-Disclosure Undertaking (NDU) at registration and update the same at least once a year, to maintain its registration in the system to avoid any action that will be taken as a result of non-compliance with the applicable requirements. In application of our internal procedure, the failure to register due to incomplete or invalid documentation will result in their suspension.
- It is the Vendor's responsibility to ensure all provided details and documents contain the complete legal name of the company that is being registered as per the latest valid Trade / Commercial license. And any changes to the legal name of the Vendor organization after registration needs to be communicated to ENEC Enterprise SRM team through an official company letter with a notarized Power of Attorney (POA) of the letter's signatory.
- It is the Vendor's responsibility to ensure all provided bank and UAE tax related details are accurately entered as per the instructions in this document, and 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 SRM team through an official company letter with a notarized Power of Attorney (POA) of the letter's signatory, and a bank letter with all details relating to the new bank account.
- It is the Vendor's responsibility 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 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.
- It is the Vendor's responsibility to ensure all provided certificates and licenses are valid and have the complete legal name of the Vendor organization being registered as per the latest valid Trade / Commercial license, otherwise such document will not be considered for registration or other processes that succeed it.
- It is the Vendor's responsibility to uploaded valid licenses, documents, and certificates upon expiration or modification.

### 2.2. Vendor Organization Documents Needed

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).

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

- 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.
- According to your organization's country / country of commercial license download the relevant NDU document. The ENEC NDU template is downloadable on ENEC Vendor Registration Page: <https://www.enec.gov.ae/suppliers/new-supplier-registration/>
- There are two versions of the NDU document:
  - Non-Disclosure Undertaking Form (for UAE Vendors)
  - Non-Disclosure Undertaking Form (for Non-UAE Vendors)

### **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. Public Notarized Power of Attorney (POA):

- 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.
- Purpose of POA is to safeguard Vendor organization and ENEC enterprise of fraudulent attempts within its capacity.
- 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.
- For any other type of organization, no alternative document is accepted for any other organization type.
- 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), and
  - Public Notary or Court House seal / stamp

#### 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:

For UAE based Vendors	For Non UAE based Vendors
1. Bank Full Name	1. Bank Full Name
2. Bank Branch	2. Bank Branch
3. Bank Address	3. Bank Address
4. Account Number	4. Account Number
5. Account Full Name	5. Account Full Name
6. Bank Key/ABA Routing Number	6. Bank Key/ABA Routing Number
7. IBAN Number	7. SWIFT Code
8. SWIFT Code	

#### 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

#### 6. Company profile

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

#### 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.

#### 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).

#### 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.

### 3. Vendor Self-Registration Request

As a Vendor, to be part of the ENEC Vendor database, the first step is to submit a request with the ENEC SRM Team. Please accurately fill in the requested information about your company; the step numbers are shown in the screenshots below:

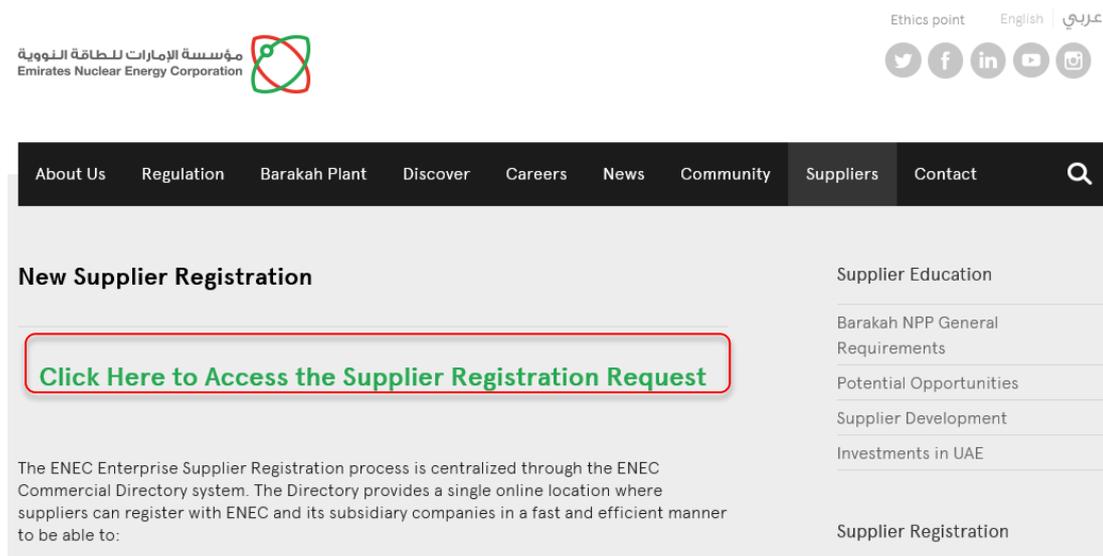
#### 3.1. Before Starting

- If a registration invite email was sent by SRM, please follow the instructions in the email received. **Do not** click on the “New Vendor Registration Request” in the website and **do not** follow the steps in section.
- If your organization is an existing ENEC Vendor in SAP Ariba system, please follow the instructions in the “Registered Vendor Guide” in the link

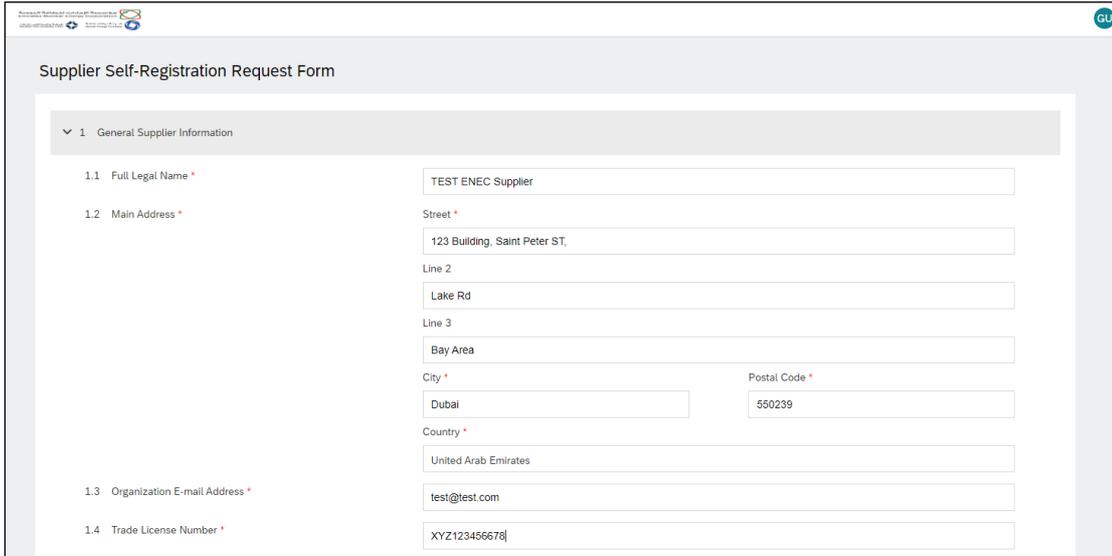
<https://www.enec.gov.ae/Suppliers/registered-Suppliers/>

#### 3.2. Self-Registration Request Steps

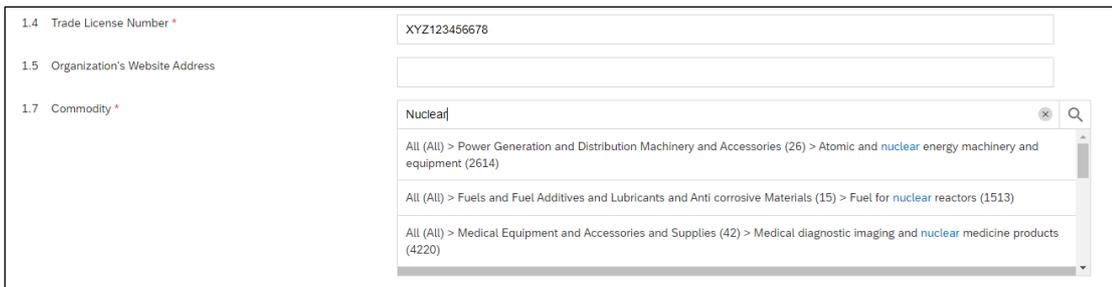
1. Open web browser and navigate to **ENEC website → Vendors Tab → Vendor Registration → New Vendor Registration**



2. Click **New 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 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.emirates.net.ae
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.

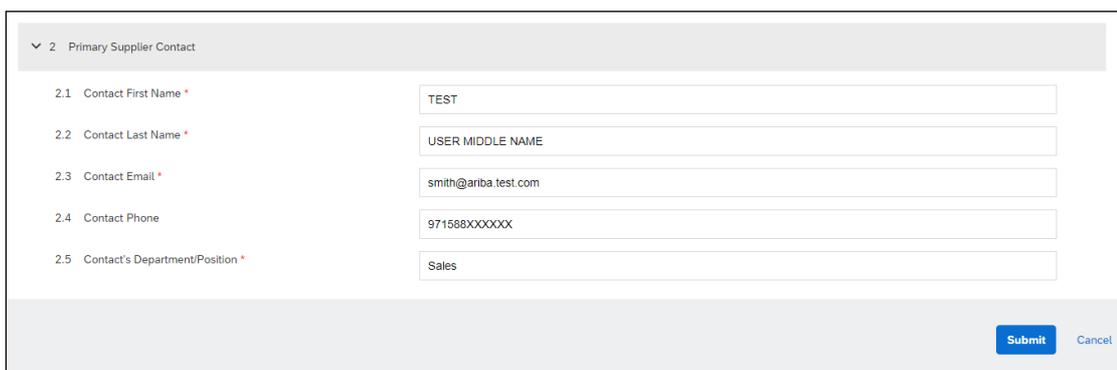


8. Enter the **Contact Information** for your contact person.

**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.

**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.

9. Click **Submit**.



Your request is submitted with the ENEC SRM Team and you will receive an email confirming the same.

Your request for registration as a supplier with ENEC Sourcing is complete.  
The ENEC Sourcing supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email at:

Supplier self-registration request form [Print](#)

1 General Supplier Information

1.1 Full Legal Name	TEST ENEC Supplier
1.2 Main Address	122 Building, Saint Peter ST, Lake Rd Bay Area Dubai, 550239 United Arab Emirates
1.3 Organization E-mail Address	test@test.com
1.4 Trade License Number	XY212345678
1.5 Organization's Website Address	
1.7 Commodity	Medical diagnostic imaging and nuclear medicine products

2 Primary Supplier Contact

2.1 Contact First Name	TEST
2.2 Contact Last Name	USER MIDDLE NAME
2.3 Contact Email	smith@arba.test.com
2.4 Contact Phone	971588XXXXXX
2.5 Contact's Department/Position	Sales

# New Supplier Registration Guide

ص.ب. 112010 أبو ظبي، الإمارات العربية المتحدة  
P.O.Box 112010, Abu Dhabi, United Arab Emirates  
Telephone: +971 2 6595 555 Fax: +971 2 6595 666 www.enec.gov.ae

## 4. Setting up an Ariba Network account

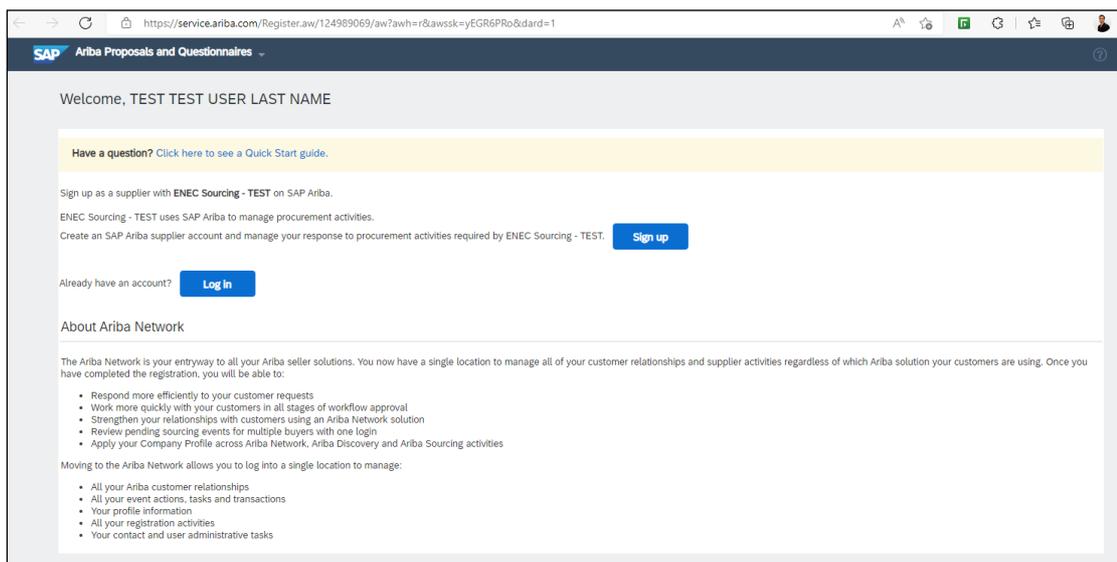
### 4.1. SAP Ariba Network Accounts

- If this is the first time your organization uses SAP System and SAP Ariba platform, then a 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>

### 4.2. Creating New SAP Ariba Network Account

1. Follow the instructions provided in the system generated email resulting from either the (1) Vendor Self-Registration Request, or (2) Invitation to Register.
2. Click **Sign up** to create a new Ariba Network Account

Fill up the Account Creation Screen - the information submitted by you 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: \*

Country/Region: \*

Address: \*

Postal Code: \*

City: \*

State:

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

### User account information

Name: \*

Email: \*

Use my email as my username

Username: \*

Password: \*

Language:

Email orders to: \*

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

6. Start with the 1st level and scroll down to the 1st category and click on the arrow symbol to its right [ >] to expands 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.

**Note:** If you need to search for your product and service categories you can use the **Search** field, or contact SRM Team to assist you ENEC Vendor Relations [Vendor.relations@enec.gov.ae](mailto:Vendor.relations@enec.gov.ae)

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

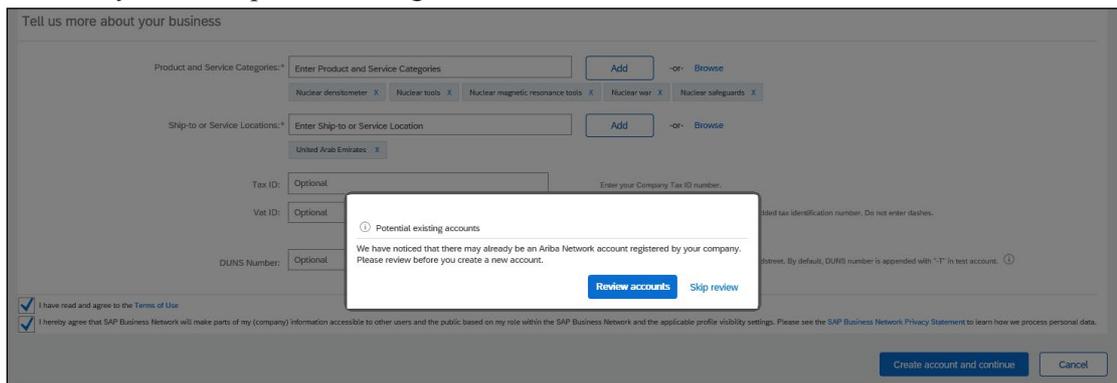


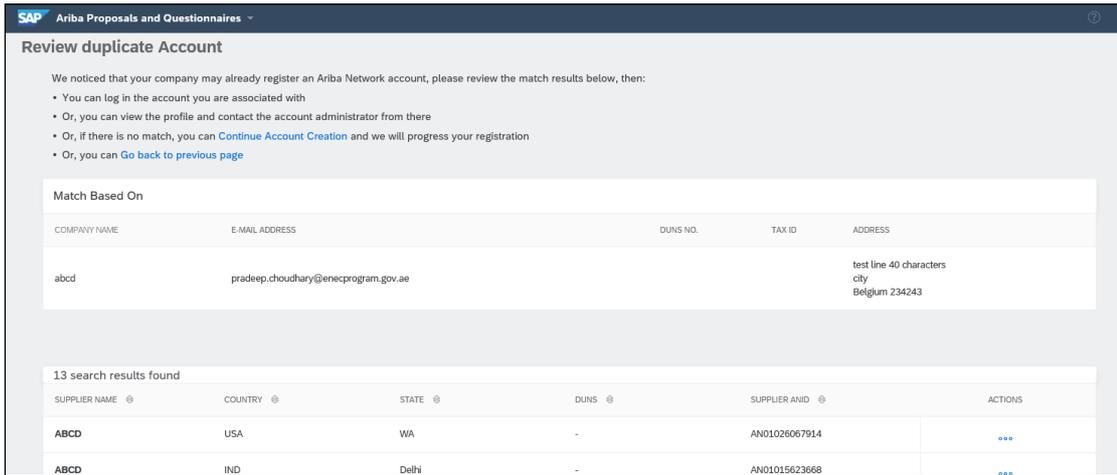
12. Click **Create account and continue**.



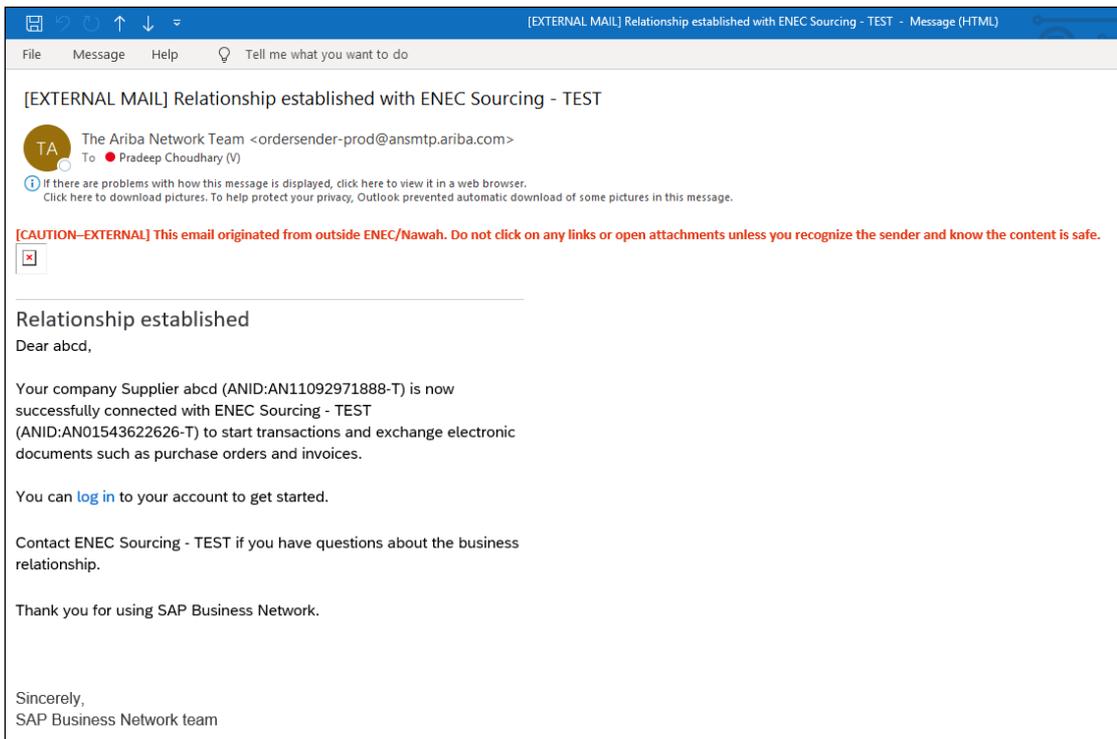
13. After submission, Ariba checks if any potential existing accounts which matches with the profile information you have provided.

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.



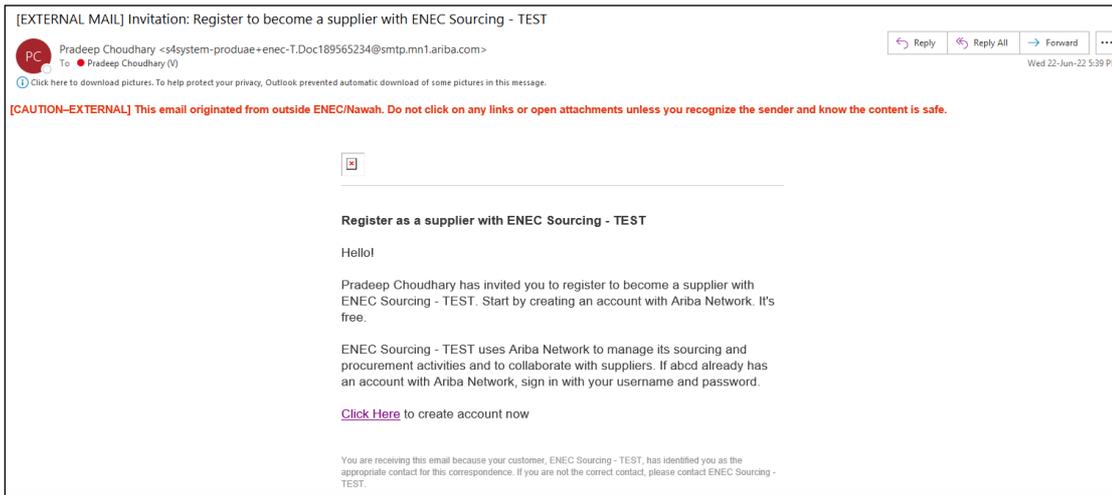


14. Once you complete the registration, you will receive notification from Ariba Network team confirming you Relationship establishment with ENEC

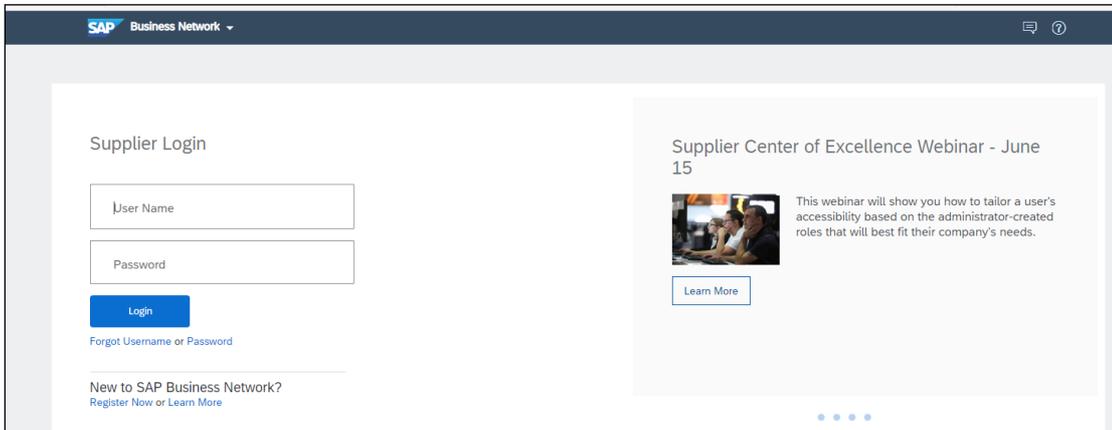


## 5. Vendor Registration Questionnaire

1. 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.
2. Click the **Questionnaire Link** in the invitation email to directly access the Ariba Vendor Network Login page.



3. Login with your Vendor contact username and password



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.

4. Download and Acknowledge Vendor Code of Conduct

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.

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/>

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

- Enter the Organization E-mail Address for your organization.

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.

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]"/>

8. 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]"/>

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



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

9. Enter **Bank Information** as applicable

All Content	
Name ↑	
4.13 No.of Employees#	* More than [251] ▾
4.14 Annual Revenue Value (AED)	* 250000000 ▾
4.15 Are you an 100% Emirati Owned Enterprise	* No ▾
4.16 Please select the Organization Type that you belong to.	* Abu-Dhabi based Free Zone ▾
▼ 4.17 Additional Addresses	
4.17.1 Do you want to add additional addresses	* No ▾
5 Bank Information <span style="float: right;"><a href="#">Add Bank Information (0)</a> <a href="#">Less...</a> ▾</span>	
<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) [select]

10. Click on Add Bank Information

[All Content](#) > 5 Bank Information

### Bank Information (0)

Name ↑
<a href="#">Add Bank Information</a>

11. Select the **Bank Type** from the dropdown list:

- Domestic – Bank where the bank account is based within the UAE
- Foreign – Bank where the bank account is based outside the UAE



12. Select the **Country** that the bank is in the dropdown list:

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.

13. Enter **Bank Name** and **Bank Branch**

14. Enter your organization’s **Account Holder Name, Bank Key/ABA Routing Number, IBAN and Swift Code**

Due to different bank regulations with type of bank information bank account related information will differ according to country where the Bank of the Bank Account is located. Therefore, kindly enter the information as per the table below:

For UAE Bank Accounts	For Non UAE Bank Accounts
1. Bank Key/ABA Routing Number 2. IBAN Number 3. SWIFT Code	1. Bank Key/ABA Routing Number 2. SWIFT Code

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
- For non-UAE bank accounts, 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.

15. Click **Attach a file** for Bank Letter.

16. Enter **Taxation Information** details

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

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.

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.

17. Attach **NDU Document**

Details on NDU document requirement can be found in the” **Vendor Registration Prerequisites**” section of this guide.

Click on **Attach a file**, click on **Choose File** and selected the signed NDU pdf file and click **OK**

The screenshot shows a web form titled "All Content" with a search bar and a "Name ↑" dropdown. The form is divided into several sections:

- 5 Bank Information:** Includes an "Add Bank Information (0)" button and a "Less..." dropdown. An "Important Note" states: "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." Below this is a field for "Product & service code" with a "(i)" icon and a dropdown menu showing "(select a value) [select]".
- 7 Tax Information:** A section header with a right-pointing arrow.
- 8 Documents to be attached:** A section header with a downward-pointing arrow. It contains several rows:
  - 8.1 UAE Supplier NDU (Pls attach only PDF documents) with an "Attach a file" button.
  - 8.10 Please attach your latest DED Trade License with an "Attach a file" button.
  - 8.11 DED Trade license expiry date with a date input field and a red asterisk.
  - 8.12 Certifying Body for DED Trade License with a text input field and a red asterisk.
  - 8.13 Please attach your Freezone License with an "Attach a file" button.
  - 8.14 Please attach POA(Power of Attorney) (i) with an "Attach a file" button.
  - 8.15 Please attach your Company Profile with an "Attach a file" button.
  - 8.16 Do you possess UAE ICV certificate with a dropdown menu set to "Unspecified" and a red asterisk.
  - 8.22 ISO 9001 Certificate with a dropdown menu set to "Unspecified" and a red asterisk.
  - 8.23 ISO 14001 Certificate with a dropdown menu set to "Unspecified" and a red asterisk.
  - 8.24 ISO 45001 Certificate with a dropdown menu set to "Unspecified" and a red asterisk.
  - 8.26 Quality Assurance Manual (i) with an "Attach a file" button.

18. Attach **Commercial / Trade License** Document and enter license details

Details on accepted Commercial / Trade license document requirement can be found in the” **Vendor Registration Prerequisites**” section of this guide.

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**

19. Attach Power of Attorney (POA) document

Details on accepted Power of Attorney document requirement can be found in the "Vendor Registration Prerequisites" section of this guide.

Click on **Attach a file**, click on **Choose File** and selected the **POA pdf file** and click **OK**

The screenshot shows a form titled 'All Content' with a table of fields. Field 8.14, 'Please attach POA(Power of Attorney)', is highlighted in yellow. Other fields include 'UAE Supplier NDU', 'DED Trade License', 'Freezone License', and various ISO certificates. Each field has an 'Attach a file' button or a dropdown menu.

20. Attach Company Profile document

Click on **Attach a file**, click on **Choose File** and selected the **Profile/Brochure pdf** file and click **OK**

The screenshot shows the 'All Content' form with a sidebar on the left containing 'Event Contents'. Field 8.15, 'Please attach your Company Profile', is highlighted in yellow. Below the form, there is a list of uploaded files for fields 8.14 and 8.15, each with 'Update file' and 'Delete file' links. At the bottom, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

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

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

Name	Attachment	Options
8.14 Please attach POA(Power of Attorney)	WS181861623.zip	Update file Delete file
8.15 Please attach your Company Profile	WS181861623.zip	Update file Delete file
8.16 Do you possess UAE ICV certificate		Unspecified
8.22 ISO 9001 Certificate		Yes Details
8.23 ISO 14001 Certificate		No
8.24 ISO 45001 Certificate		No

22. Select **Yes** from dropdown list for **ISO Certificate** if applicable for your organization.

Fill the details of each certificate you choose to provide.

Name	Attachment	Options
8.14 Please attach POA(Power of Attorney)	WS181861623.zip	Update file Delete file
8.15 Please attach your Company Profile	WS181861623.zip	Update file Delete file
8.16 Do you possess UAE ICV certificate		Unspecified
8.22 ISO 9001 Certificate		Yes Details
8.23 ISO 14001 Certificate		No
8.24 ISO 45001 Certificate		No

8.22 ISO 9001 Certificate

Enter details for Certificate. Enter the location of a file to add as an Attachment. To search for a More

Certificate Type: \*

Issuer: \*

Year of Publication: \*

Certificate Number: \*

Certificate Location: \*

Effective Date: \*

Expiration Date: \*

Attachment: \*

Choose File No file chosen

Or drop file here

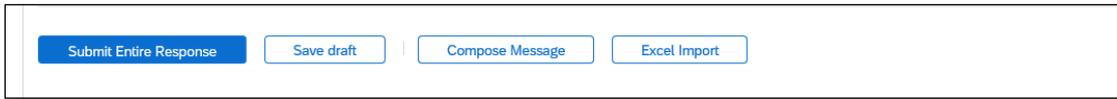
Description:

OK Cancel

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

<input type="checkbox"/>	8.26 Quality Assurance Manual	Attach a file
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24. Click Submit Entire Response

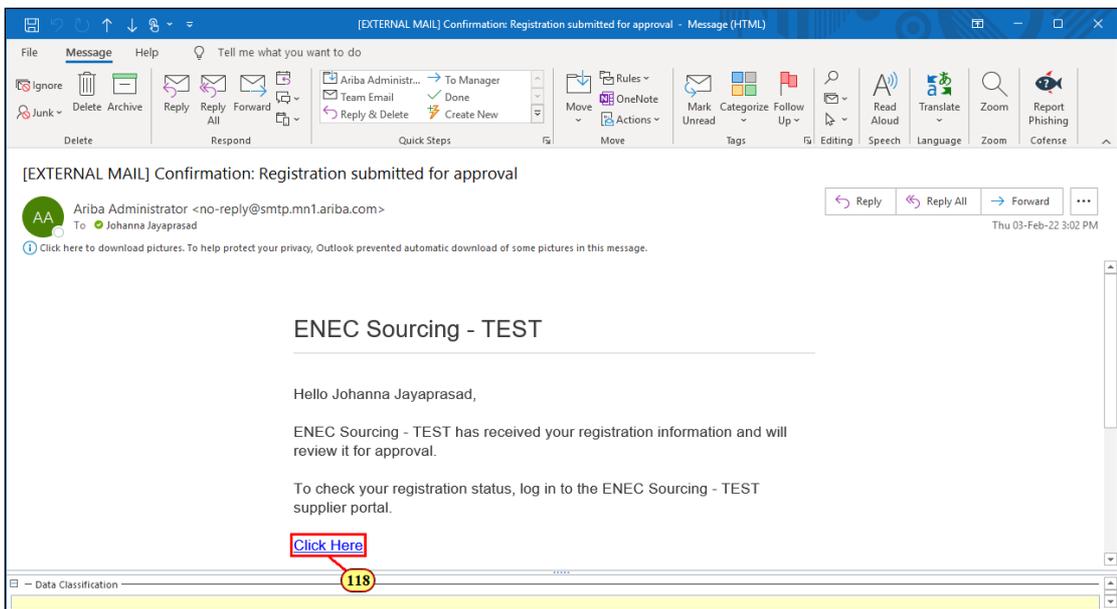


25. Click Ok to submit this response.

Once the filled questionnaire is submitted, it is routed to the ENEC SRM 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.

You will be receiving an email on completion of your registration in the Ariba Network.

26. “Click Here” in Registration completion email to check the status of your registration status.



## 6. Links and Contact for Assistance

- All SAP Ariba tutorial videos are available on ENEC website.

Link: <https://support.ariba.com/item/view/198281>

- Upon receiving registration completion system generated email, download the Registered Vendor Guide for instructions how to login, access and view RFIs/RFQs/POs, uploading shipment notice and invoice.

Link: <https://www.enec.gov.ae/suppliers/registered-suppliers/>

- For queries or assistance in vendor registration or profile management in SAP Ariba platform, email ENEC Supplier Relations [supplier.relations@enec.gov.ae](mailto:supplier.relations@enec.gov.ae)

- For queries or assistance in invoices and payment email FNA-Accounts Payable [payables@nawah.ae](mailto:payables@nawah.ae)