



# SUPPLIER REGISTRATION INSTRUCTION MANUAL

## 1 PURPOSE

- 1.1 This document aims to guide all potential suppliers, both local and international, in the submission of their application for Vendor Registration.
- 1.2 The vendor registration enables the supplier to register their interest in establishing a business relationship with the Target.

## 2 INTRODUCTION

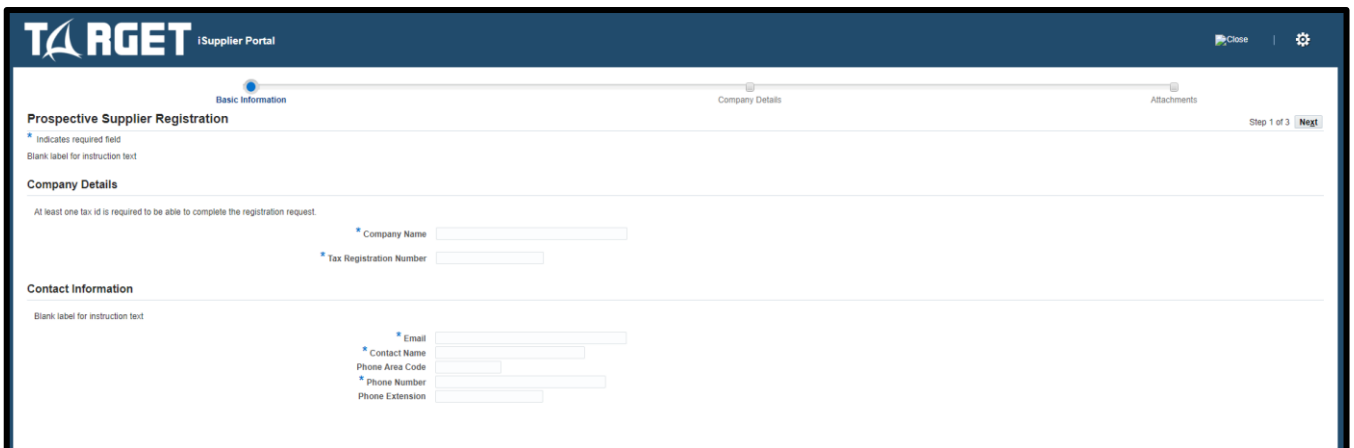
- 2.1 If Target wishes to enter into a business relationship with the supplier/vendor, they may send an invitation, requesting to register in the system. This notification will contain a URL where you can go and access the Supplier Registration Page.
- 2.2 Self- Registration can also be done through the Corporate Website page (<https://target.ae/vendors>)

## 3 STEPS FOR REGISTRATION

### 3.1 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.



The screenshot shows the 'Prospective Supplier Registration' form in the Target iSupplier Portal. The form is divided into three sections: 'Basic Information', 'Company Details', and 'Contact Information'. The 'Basic Information' section is currently active. The 'Company Details' section includes fields for 'Company Name' and 'Tax Registration Number'. The 'Contact Information' section includes fields for 'Email', 'Contact Name', 'Phone Area Code', 'Phone Number', and 'Phone Extension'. A 'Next' button is visible at the bottom right of the form.

**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”.

**3.2 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**

The screenshot shows the 'Prospective Supplier Registration: Additional Details' page. The 'Address Book' section is highlighted with a red box. It contains a table with columns: Address Name, Purpose, Update, and Delete. Below this is the 'Contact Directory' section with a table for contact information. The 'Business Classifications' section is also visible.

- 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”

The screenshot shows the 'Create Address' form. The 'Apply' button is highlighted with a red box. The form contains fields for Address Name, Country, Address Line 1, Address Line 2, Address Line 3, Address Line 4, City/Town/Locality, Postal Code, Phone Area Code, Phone Number, Fax Area Code, Fax Number, and Email Address.

## Contact Directory

Prospective Supplier Registration: Additional Details

Blank label for instruction text.

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

**Address Book**

At least one entry is required.

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.

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

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

**Update Contact**

\* Indicates required field

Contact Title: Mr. | Phone Area Code: 04

First Name: Kiran | Phone Number: 435390

Middle Name: Rathore | Phone Extension: 254

\* Last Name: Siam | Alternate Phone Area Code: | Alternate Phone Number: | Fax Area Code: | Fax Number: |

Alternate Name: |

Job Title: Senior Procurement Officer

Department: Procurement

\* Contact Email: contact@admin.ae

URL: |

Cancel Apply

- 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**

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
TRADE LICENSE/OTHER LICENSE	<input checked="" type="checkbox"/>				
AGRICULTURE	<input type="checkbox"/>				
ALUMINIUM & GLAZING WORKS	<input type="checkbox"/>				
ANTI TERMITE TREATMENT & PEST CONTROL	<input type="checkbox"/>				
APPLIANCES	<input type="checkbox"/>				
AUDIO/ VIDEO-RELATED	<input type="checkbox"/>				
AUTOMATION PACKAGE	<input type="checkbox"/>				
BLOCKS	<input type="checkbox"/>				
BLOCKS ACCESSORIES	<input type="checkbox"/>				
BLOCKWORK	<input type="checkbox"/>				

Rows 1 to 30

© TEP Date format example: 28-Jul-2020

## 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;

Quick Select	Bank Name	Bank Number
<input type="radio"/>	ABN AMRO BANK	
<input type="radio"/>	EMIRATES BANK INTERNATIONAL	
<input type="radio"/>	DUBAI BANK	
<input type="radio"/>	FIRST GULF BANK	
<input type="radio"/>	ABU DHABI ISLAMIC BANK	
<input type="radio"/>	COMMERCIAL BANK OF DUBAI	
<input type="radio"/>	NATIONAL BANK OF DUBAI	
<input type="radio"/>	Mashreq Bank	
<input type="radio"/>	Union National Bank	
<input type="radio"/>	Emirates NBD Bank	

## 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 (\*)

The screenshot shows two sections of the registration form. The 'FINANCIAL' section includes fields for 'Company's Capital (in AED)', 'Largest Previous Contract/ Order Amount (AED)', 'Preferred Size Of Job/Project/Subcontract Amount(AED)', and 'Ability To Provide Bank Guarantees (from a bank in UAE)' with radio buttons for 'Yes' and 'No'. Below this is a plus sign for 'Upload audited financial report(if available)'. The 'QHSE & CERTIFICATIONS' section contains multiple rows of radio buttons for 'Yes' and 'No' for various categories: 'Availability Of Quality/HSE Management System', 'Quality Policy/Other Policies', 'Available KPI's / Objectives', 'Any Mechanism In Place For Recording Corrective Actions And Suggestions', 'Available HSE Statistics', 'ISO 9001/OHSAS 18001/ISO 14001 Certified', 'Any System Available For Reporting Incidents (OHS RELATED/SECURITY BREACHES)', and 'Other Certifications'. Each 'No' option is selected, and each row has a plus sign for uploading a document.

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

The screenshot shows the 'OTHER INFORMATION' section with radio buttons for 'Any Relatives Work In Arabtec' (Yes/No) and a text area for 'Additional Information, If Any'. Below this is the 'DECLARATION' section with fields for 'Name' (Krish), 'Position' (Procurement Officer), and 'Date' (04-Dec-2018). At the bottom right, there are buttons for 'Save For Later', 'Back', 'Step 2 of 3', and 'Next'.

### Attachments

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

The screenshot shows the 'Attachments' section with a table of uploaded files. The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. There is an 'Add Attachment' button at the top left and a 'Submit' button at the top right. The 'Submit' button is highlighted with a red box.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
2018-12-04 07:25:16 RFG - Create Purch...	File	2018-11-08 11:43:22 RFG - Create Purch...			04-Dec-2018			
2018-12-04 07:26:49 RFG - Create Purch...	File	2018-11-08 11:43:22 RFG - Create Purch...			04-Dec-2018			
2018-12-04 07:34:05 RFG - Create Purch...	File	2018-11-08 11:43:22 RFG - Create Purch...			04-Dec-2018			
2018-12-04 07:34:21 RFG - Create Purch...	File	2018-11-08 11:43:22 RFG - Create Purch...			04-Dec-2018			
2018-12-04 07:34:37 RFG - Create Purch...	File	2018-11-08 11:43:22 RFG - Create Purch...			04-Dec-2018			

- Once entered all the details and uploaded the attachments, click on "Submit" button, and you 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.