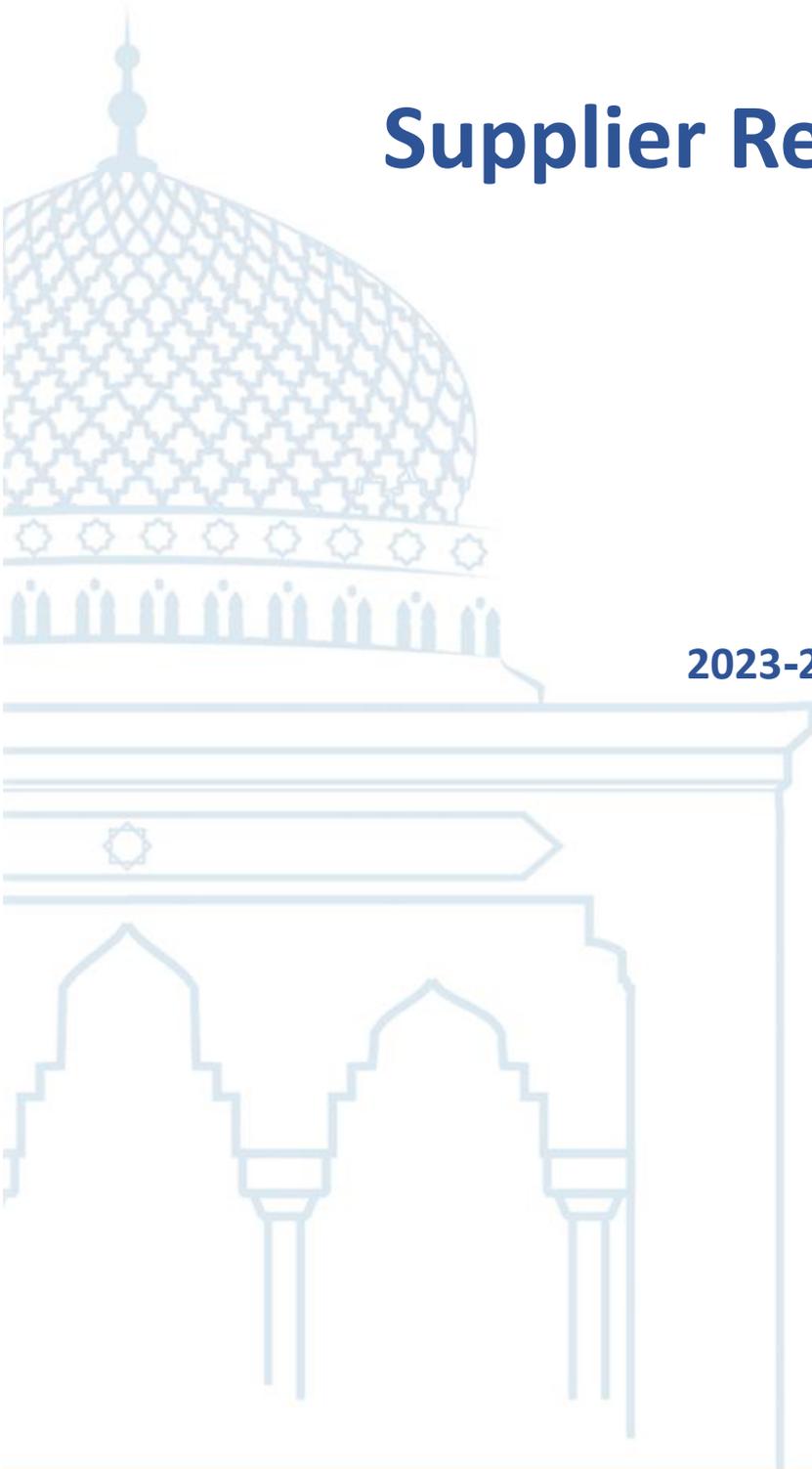




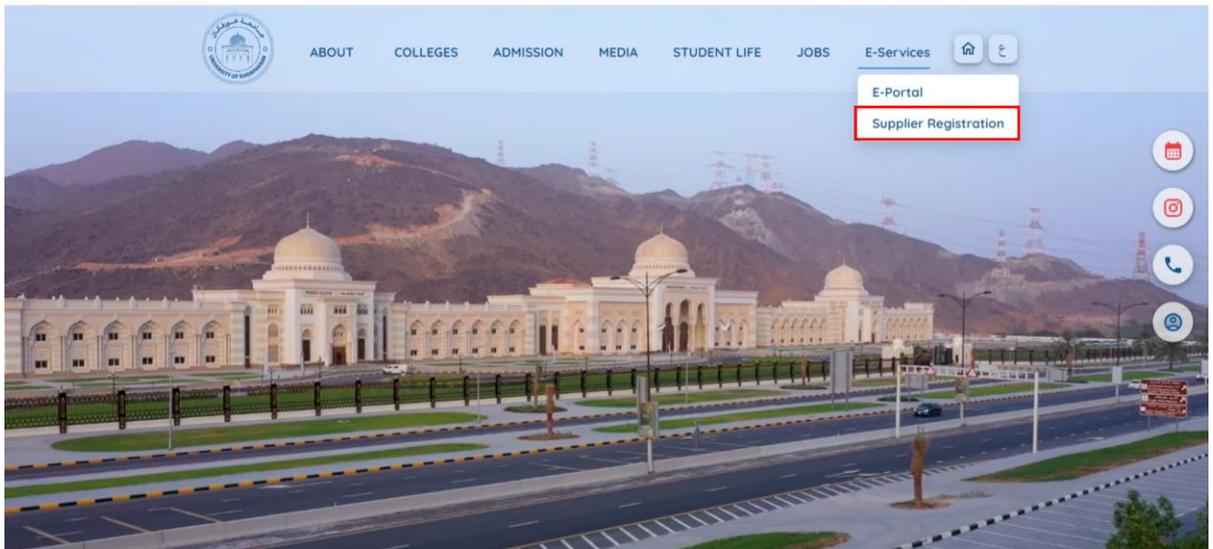
Supplier Registration

2023-2024

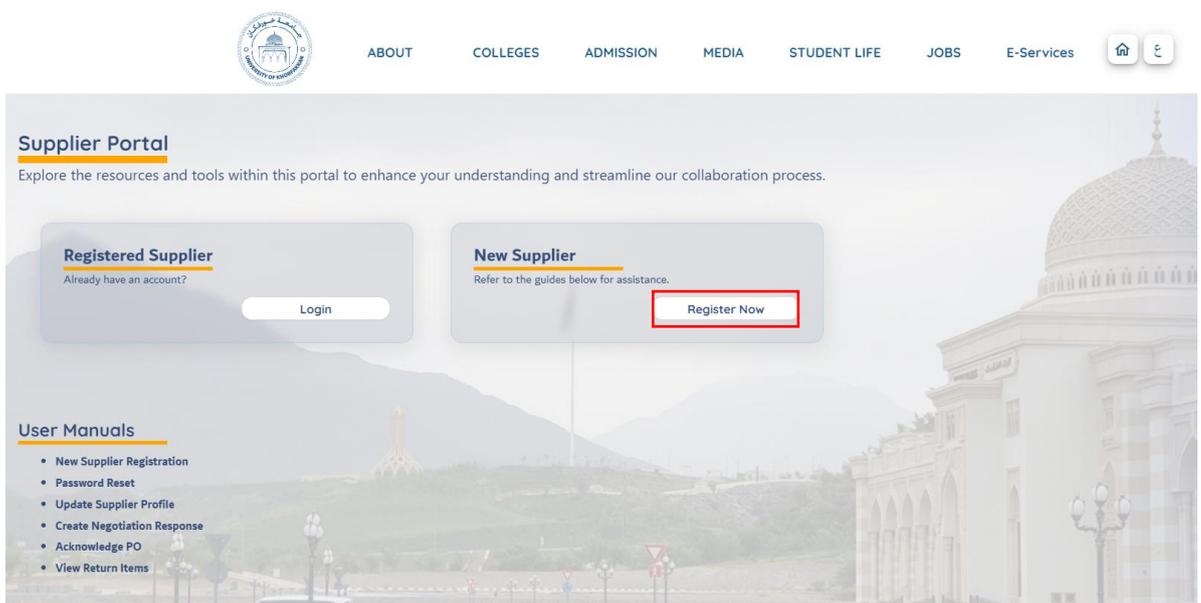


1. Supplier Registration

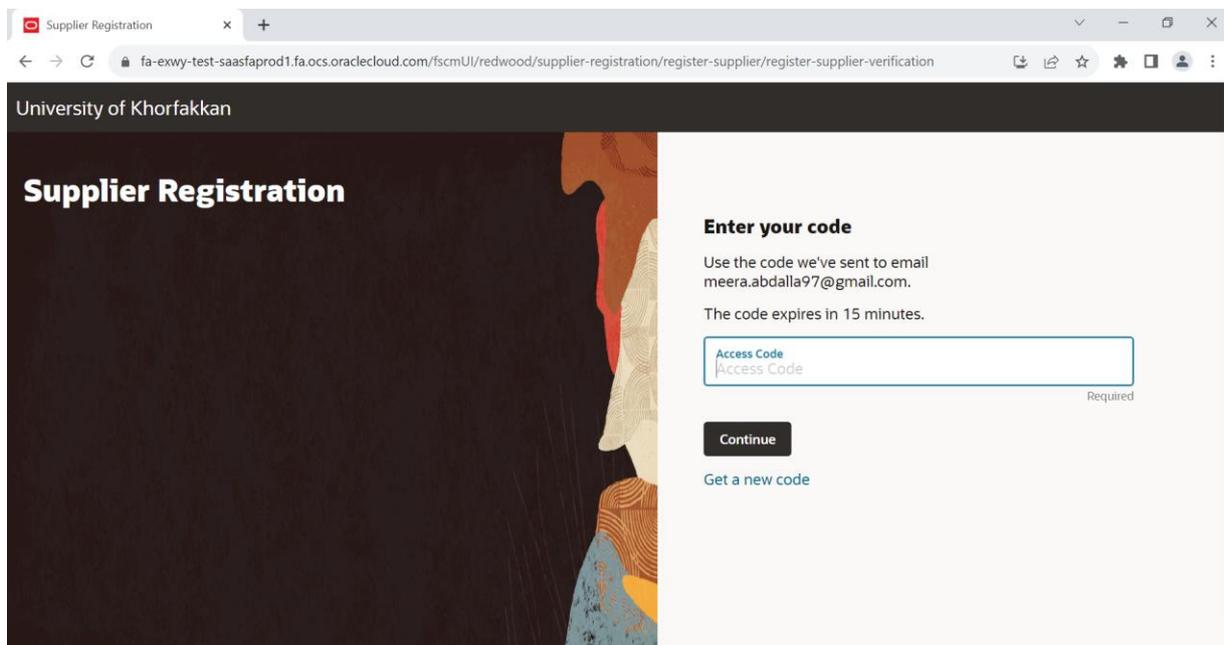
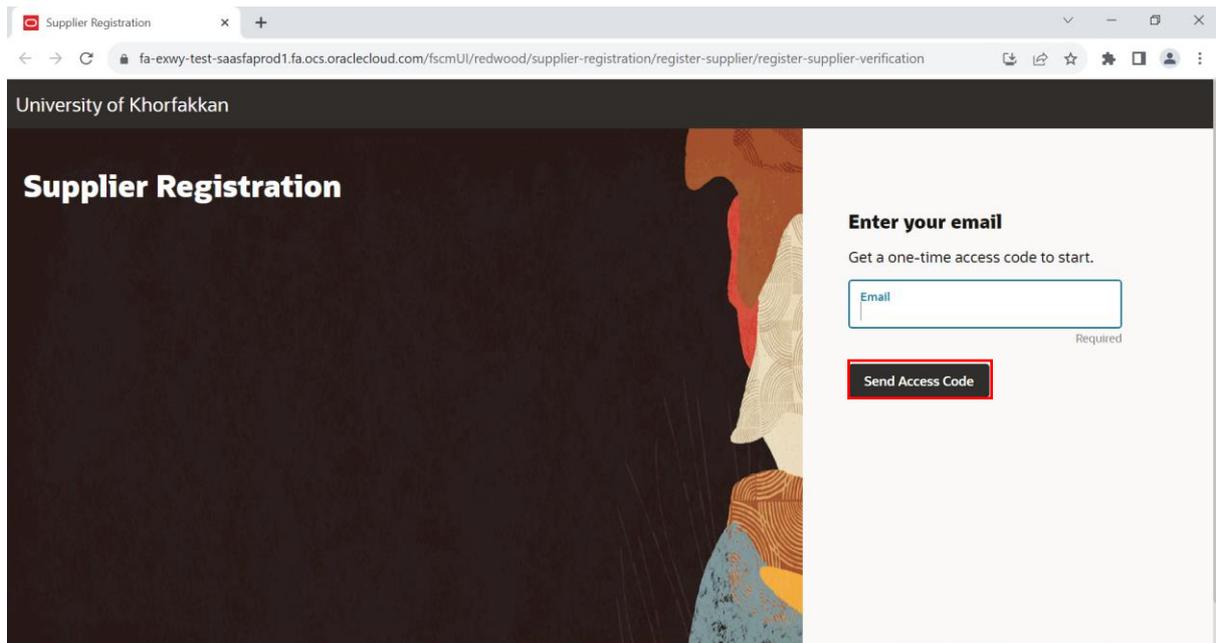
- 1.1. Access the UKF website (www.ukf.ac.ae), then navigate to E-Service and choose Supplier Registration.



- 1.1. Click on “Register Now”.



- 1.2. Enter valid email address and click Send Access Code.



1.3. You will receive an email with the required Access Code.

exwy-test.fa.sender@workflow.mail.em2.cloud.oracle.com
to me ▾

13:23 (0 minutes ago) ☆ ↶ ⋮

Here's the access code you requested.

u7tMtNaO

 An Image The code expires in 15 minutes.

↶ Reply

↷ Forward

1.4. You will be automatically navigated to supplier registration page to fill-in the details.

1.5. Enter required **Company Details**.

1.5.1. Select *Country* From drop down list and then enter *Tax Registration Number*.

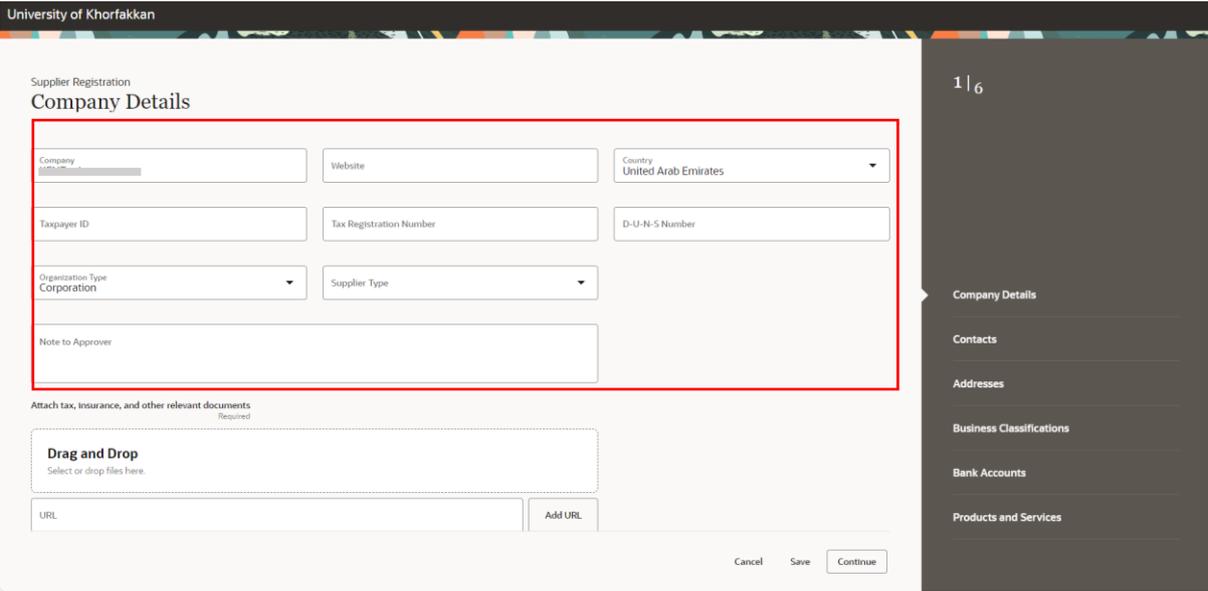
1.5.2. *Taxpayer ID* can be leave as blank (Optional).

1.5.3. *DUNS Number* can be leave as blank (Optional).

1.5.4. Select the *Organization Type* from Drop list.

1.5.5. Select the *Supplier Type* from the drop list as “Supplier”.

1.5.6. Enter any *Notes* if necessary (Optional).



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Supplier Registration
Company Details

Company Website Country

Taxpayer ID Tax Registration Number D-U-N-S Number

Organization Type Supplier Type

Note to Approver

Attach tax, insurance, and other relevant documents
Required

Drag and Drop
Select or drop files here.

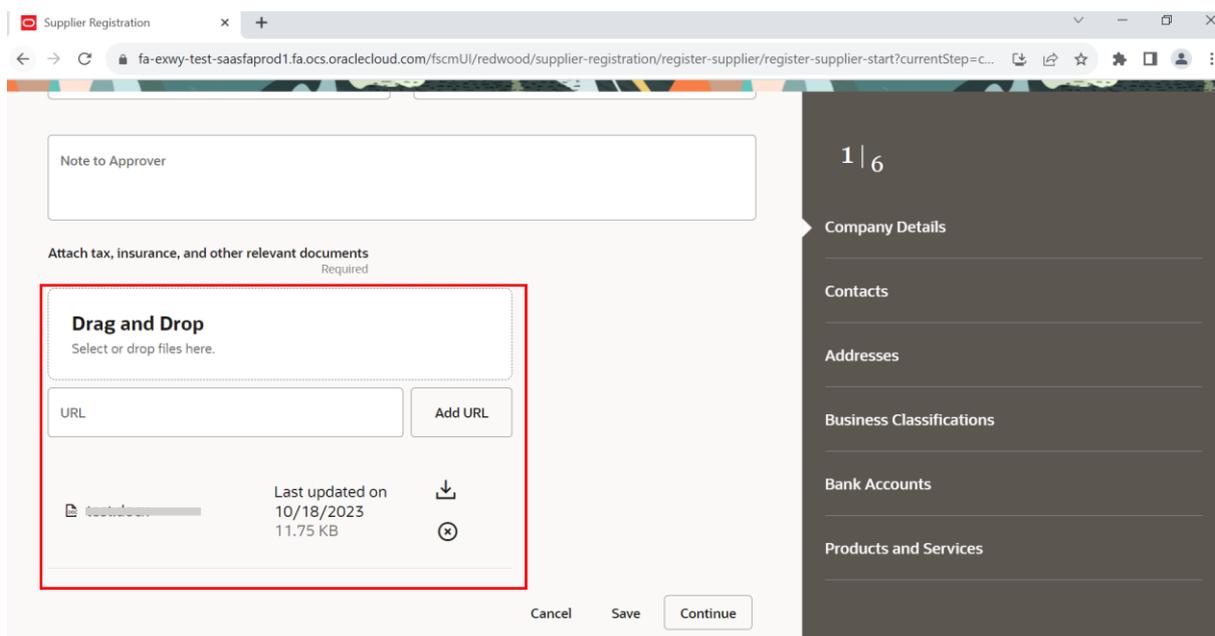
URL

1 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services

1.5.7. Attach the below documents to complete the process:

- Trade License.
- Bank Letter.
- Company profile.
- Other authorized documents.
- Supplier Registration payment Proof.
- Tender Registration Fee payment Proof (If Applicable).
- Terms and Conditions signed copy.
- Bank Details.



1.5.8. Click “Save” or/ and “Continue” to move to the next step.

1.6. Enter required **Contact Details**.

1.6.1. User must enter the details in each field one by one in a Sequence manner.

*Note: Supplier Must provide At least **One Management Person Contact** details like CEO/CFO/Owner., etc and provide **One Administrative Person Contact** like Sales manager, Sales Representative, Account Manager, etc., Below steps will guide the user to add contact details.

1.6.2. Enter Supplier User *First Name* and *Last Name* (**Management Person Contact**)

1.6.3. *Email* would be automatically populated which supplier used in the previous step for the registration and do not change the email.

1.6.4. Supplier must enter *Mobile Number* and *Land Phone Number* for future communication. Without proper contact numbers, registration might be declined.

1.6.5. Supplier Must Enter *Job Title* of the person who is registering the supplier with UKF. It is Mandatory.

1.6.6. *Fax Details* can be leave as blank. If the details available supplier can enter fax details.

1.6.7. **Is this an administrative contact?** Select Yes, if this contact is the '**administrative contact**' where the general communication will be shared via email.

1.6.8. **Does this contact need a user account?** Select 'Yes', if the contact needs the supplier portal access, so the system will automatically send the login credentials to the mentioned email upon completing the registration. In the future using this email contact, user can login and do the transactions on the supplier portal.

1.6.9. Under the selection '**What user roles does this contact need?**'- Supplier Must not select/unselect the roles. Supplier must Leave the roles as it is without any changes. If any changes made this will affect the supplier portal access.

1.6.10. If one or more contact details needs to be added, click on the "Add Another" contact button to add the **Administrative Contact Person** details (As mentioned in the above)

Supplier Registration
Contacts

2 | 6

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Supplier Registration
Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name
Iwecra

Last Name
Alwajidi

Email
Iwecra.alwajidi@regma.com

Country: AE Mobile: +971 50 500 0000

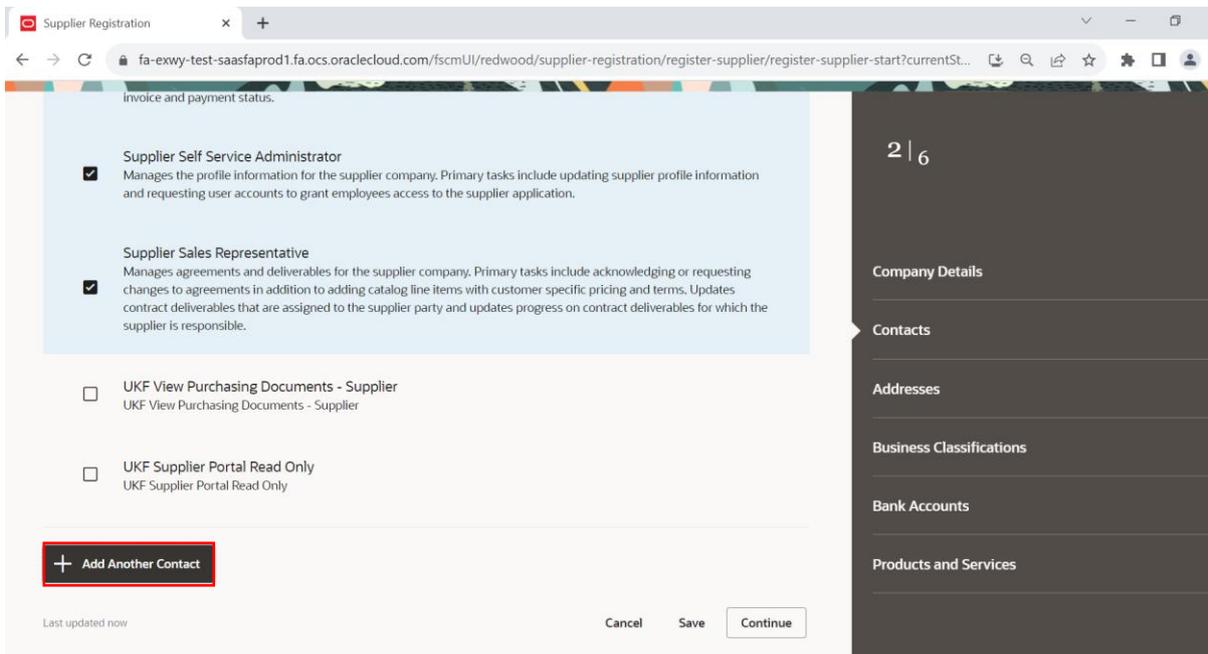
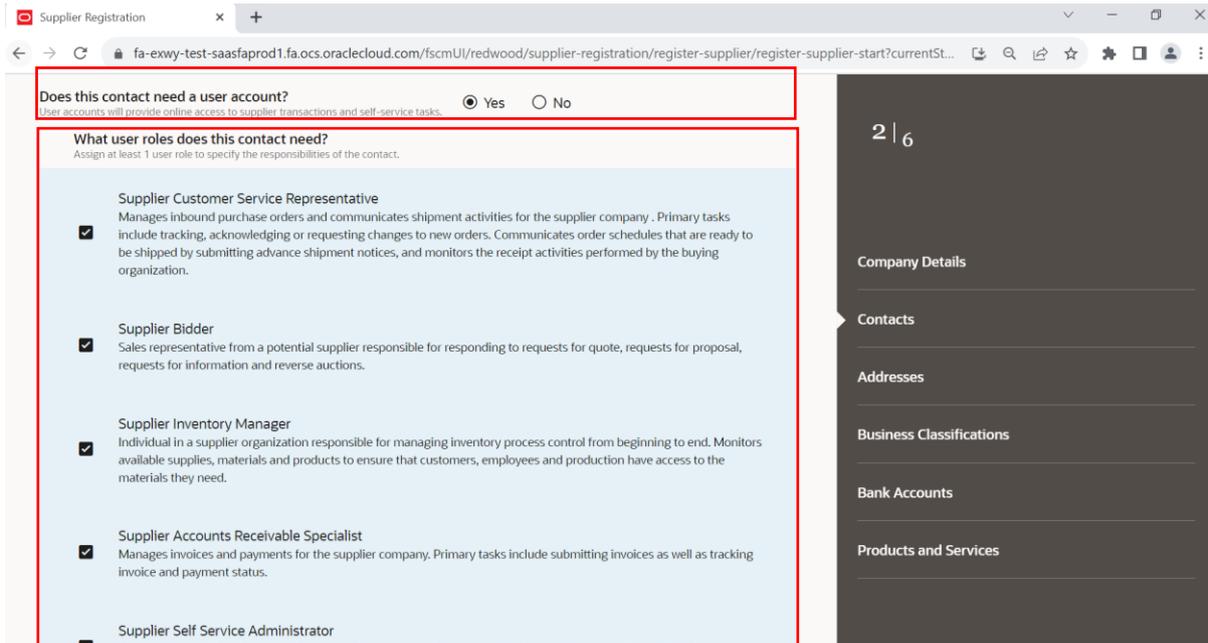
Country: AE Phone: +971 Ext:

Job Title: Admin Country: AE Fax: +971

Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

Last updated 4 minutes ago

Cancel Save Continue



1.6.11. Then, click “Save” or/and “continue” to move forward.

1.7. Enter the required **Address details**.

1.7.1. Enter the *Address Name*. i.e., Office Usage Address Like Corporate, Head office, Sales Office, Warehouse, Main Office etc.

1.7.2. Then Select **all** the options under ‘What’s this Address used for?’

1.7.3. Then enter *Country* and all *Address Details* with Postal code (Mandatory).

1.7.4. Then *Email*, *Fax* and *Phone* details can leave as blank.

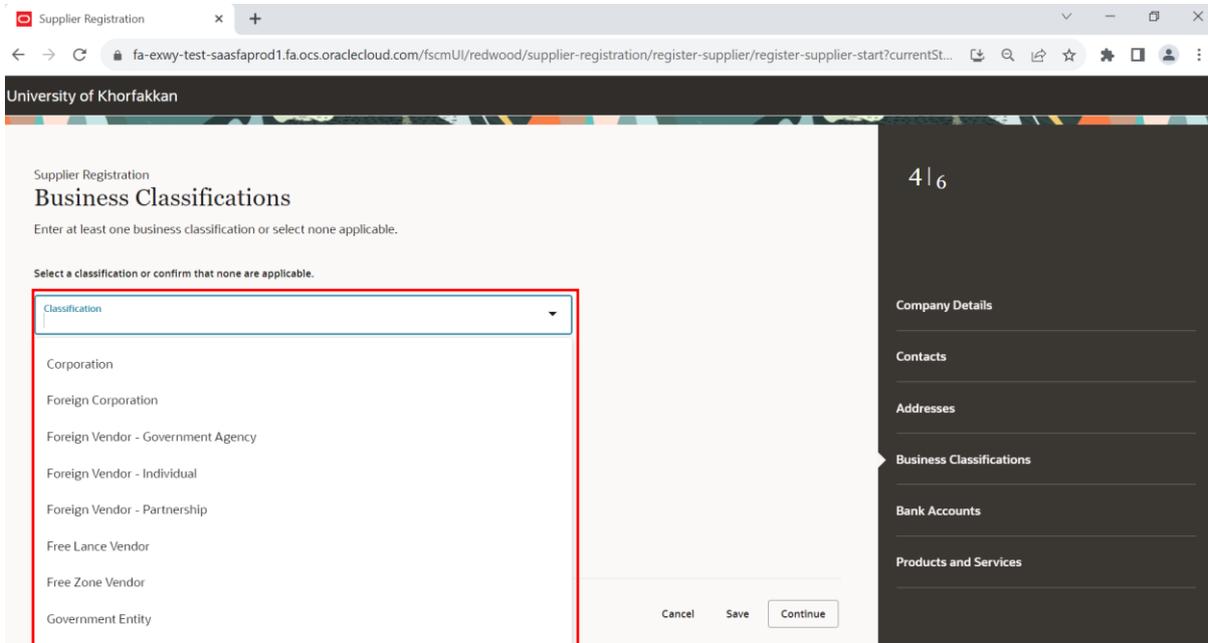
1.7.5. Under **‘Which Contacts are associated with this Address?’**, supplier must select one contact from the Contacts which created in the previous step.

1.7.6. If one or more address needs to be added, click on the **"Add Another Address"** button to add the details.

1.7.7. Then, click **"Save"** or/and **"Continue"** to move forward.

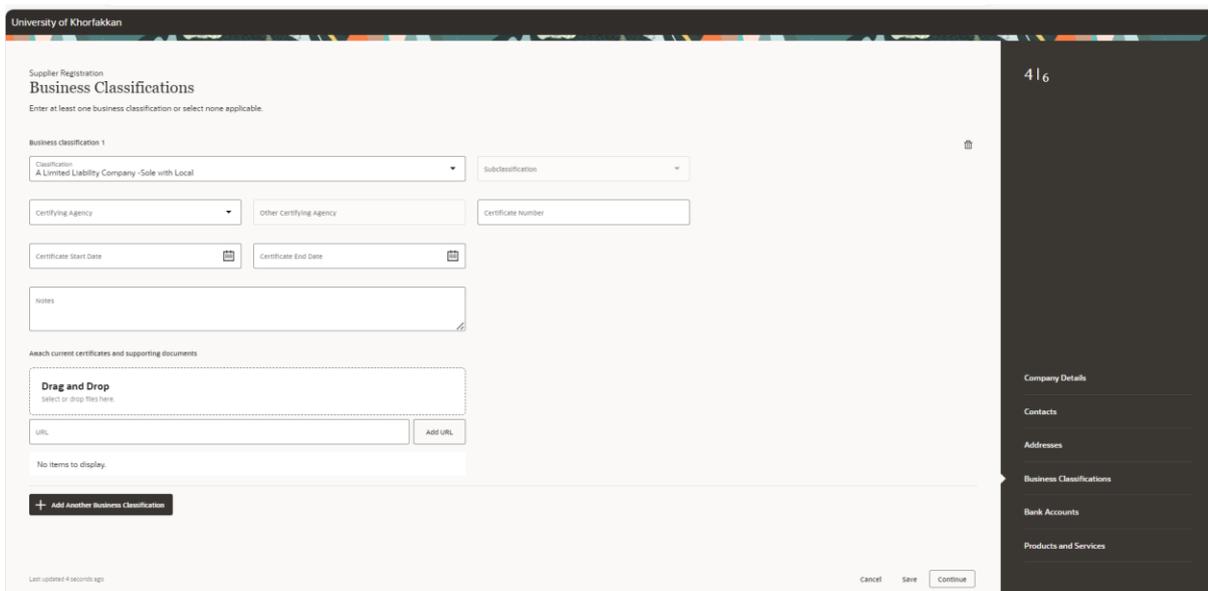
1.8. Enter the Required **Business Classification** Details.

1.8.1. Click on the Drop List and choose the *Business Classification* from the list.



1.8.2. Supplier must enter the *Certification Agency*, *Certification Number*, *Certification Start Date* and *End Date*. (Mandatory).

1.8.3. Then Click on "Save" or/and click on "Continue" button to move forward.



1.9. Enter the Required **Bank Accounts** Details.

1.9.1. Choose the *Country* from the list of values.

1.9.2. Select the *Bank* from drop down list then select the *Bank Branch* as the corresponding emirate where the bank account is maintained.

1.9.3. *IBAN* must be entered correctly, otherwise system would not allow the supplier to submit the registration. And then enter the *Account Number*.

1.9.4. Then Click on “Save” or/and click on "Continue" button to move forward.

The screenshot shows a web interface for 'Supplier Registration' with a sub-section for 'Bank Accounts'. The page number '5 | 6' is visible in the top right corner. A sidebar on the right contains navigation links: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', and 'Products and Services'. The main form area is titled 'Bank account 1' and contains several input fields: 'Country' (dropdown menu with 'United Arab Emirates' selected), 'Bank' (dropdown menu with 'Abu Dhabi Islamic Bank' selected), 'Bank Branch' (dropdown menu), 'Account Number', 'IBAN' (text input with 'Required' label below), 'Currency' (dropdown menu), 'Account Type' (dropdown menu), and 'Account Holder' (text input with 'Required' label below). A red box highlights the entire form area. Below the form is a button labeled '+ Add Another Bank Account'. At the bottom of the page, there are 'Cancel', 'Save', and 'Continue' buttons. The text 'Last updated 55 seconds ago' is visible in the bottom left corner.

1.10. Enter the Required **Products and Services** category details.

1.10.1. Click on the Expand Icon

1.10.2. Then Select the appropriate *Categories* for which the supplier is going to do business.

Supplier Registration
Products and Services

Enter at least one products and services category.

Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> UKF Purchasing Categories	UKF Purchasing Categories
<input checked="" type="checkbox"/> Assets.IT Equipment.Telecommunication Equipment	IT Equipment.Telecommunication Equipment
<input type="checkbox"/> Catering and Hospitality.Catering	Catering and Hospitality.Catering
<input type="checkbox"/> Catering and Hospitality.Office Hospitality Services	Catering and Hospitality.Office Hospitality Services

Last updated 1 minute ago

Cancel Save **Submit**

6 | 6

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

1.11. Then Click on "Submit" button to initiate review and approval.

1.12. Supplier will get the confirmation message with registration request number.

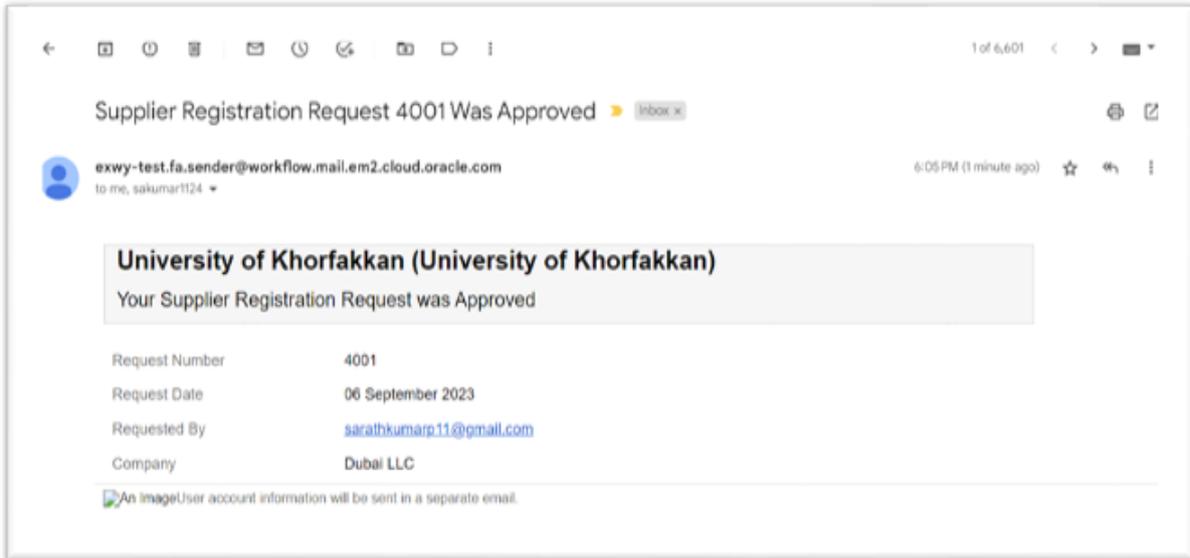
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Success

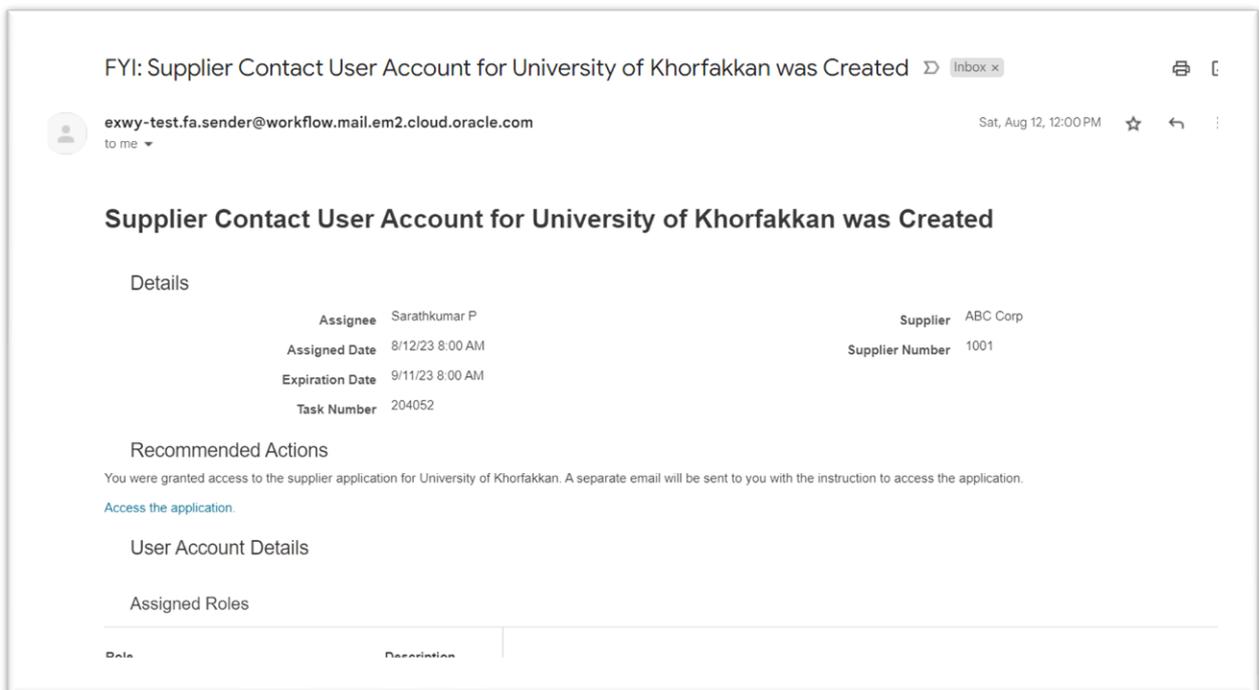
Your registration request 4001 was submitted.

1.13. You will receive your request status through the email after taking the necessary procedures.

1.14. Your request status could be: Approved, Rejected, or Required more Information.



1.15. For Approved request, you will receive an email with registered user details along with ERP access Link.



Thank You