

# Supplier Guide

V3.0

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## Document Control

### Change Record

Date	Author	Version	Change Reference
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02-May-2017	Ahmed Fouad	V2.0	No Ref.
03-Oct-2017	Kamran Shaikh	V3.0	Chapter three added – how to search public tender

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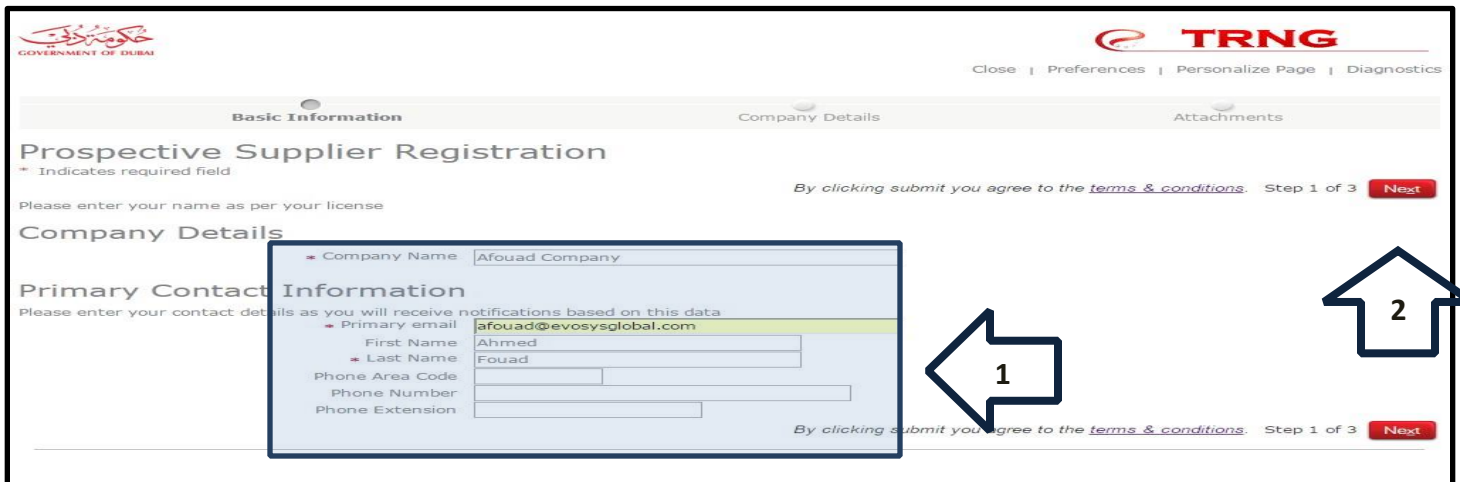
## Unit One

# Supplier Register - Prequalification - Payment

## Supplier Register

Supplier Register and enter his information

- 1- [Click here to Register](#)
- 2- Enter the Following Data
  - i. Company name
  - ii. Primary name
  - iii. Phone number
- 3- Press Next



TRNG  
Close | Preferences | Personalize Page | Diagnostics

Basic Information Company Details Attachments

Prospective Supplier Registration  
\* Indicates required field

Please enter your name as per your license

By clicking submit you agree to the [terms & conditions](#). Step 1 of 3 **Next**

Company Details

Primary Contact Information  
Please enter your contact details as you will receive notifications based on this data

Primary email: **afouad@evosysglobal.com**

First Name: Ahmed

Last Name: Fouad

Phone Area Code:

Phone Number:

Phone Extension:

By clicking submit you agree to the [terms & conditions](#). Step 1 of 3 **Next**

- 4- Create Address Book
  - i. Press on Create



TRNG  
Close | Preferences | Personalize Page | Diagnostics

Basic Information Company Details Attachments

Prospective Supplier Registration: Additional Details  
Please enter all section details

Company Name: **Afouad Company**

Alternate Supplier Name (Arabic):

Note to Buyer:

Save For Later Back Step 2 of 3 **Next**

Address Book  
At least one entry is required

**Create**

Address Name	Address Details	Purpose	Update	Delete
No results found.				

- 5- Enter the Following Data

- i. Address name
- ii. Address line 1
- iii. City/ Town /Locality iv. Postal Code
- v. Phone Number vi. Email Address
- vii. Press Apply

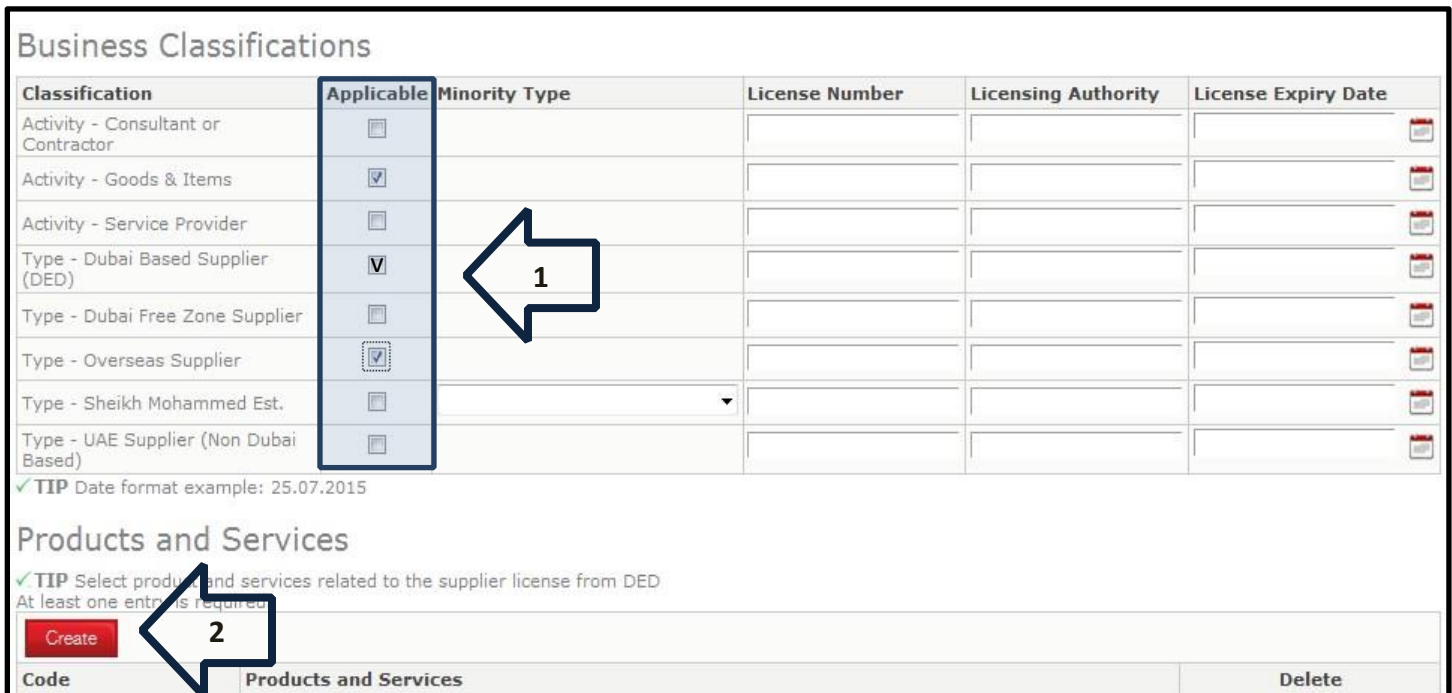


**1**

**2**

6- Select Business Classification

7- Press on Create on Product and services




Classification	Applicable	Minority Type	License Number	Licensing Authority	License Expiry Date
Activity - Consultant or Contractor	<input type="checkbox"/>				
Activity - Goods & Items	<input checked="" type="checkbox"/>				
Activity - Service Provider	<input type="checkbox"/>				
Type - Dubai Based Supplier (DED)	<input checked="" type="checkbox"/>				
Type - Dubai Free Zone Supplier	<input type="checkbox"/>				
Type - Overseas Supplier	<input checked="" type="checkbox"/>				
Type - Sheikh Mohammed Est.	<input type="checkbox"/>				
Type - UAE Supplier (Non Dubai Based)	<input type="checkbox"/>				


**1**

**2**

8- Select the products and services

## 9- Press Apply





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[Close](#) | [Preferences](#)

### Add Products and Services: : (Afouad Company)

Cancel
Apply

Browse All Products & Services  
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Previous	1-10	Next 10
01010	Office Equipment				
01015	Office Equipment Spare Parts				
01020	Office and Desk Accessories				
01025	Rewards and incentive prizes				
01030	First Aid Supplies				
01040	Books, Magazines and Manuals				
02010	Hardware				
02020	Software				
02030	Accessories				
02040	Consumables				

Previous 1-10 Next 10

Previous 1-10 Next 10

## 10- Create Banking details

### i. Press on create (B)

### Products and Services

**TIP** Select product and services related to the supplier license from DED  
 At least one entry is required.

Create

Code	Products and Services	Delete
01010	Office Equipment	
01015	Office Equipment Spare Parts	

### Banking Details

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Save For Later
Back
Step 2 of 3
Next

- 11- Enter the Following data
- i. Bank name
  - ii. Branch name
  - iii. Account number iv. IBAN number

2

### Create Bank Account

\* Indicates required field

Cancel!
Apply

\* Country United Arab Emirates

Account is used for foreign payments  
Account definition must include bank and branch information.

#### Bank

Existing Bank  
 New Bank

Bank Name: Samba bank

Bank Number:

+ Show Bank Details

#### Branch

Existing Branch  
 New Branch

Branch Name: Jumeirah

Branch Number:

BIC:

Branch Type: ABA

+ Show Branch Details

#### Bank Account

\* Account Number: 67682129902

Check Digits:

\* IBAN: 2345 6789 0123 456

Account Name:

Currency:

+ Show Account Details

#### Comments

Note to Buyer:

Cancel!
Apply

12- Press next (B)

### Products and Services

**TIP** Select product and services related to the supplier license from DED  
At least one entry is required.

Create

Code	Products and Services	Delete
01010	Office Equipment	
01015	Office Equipment Spare Parts	

#### Banking Details

At least one entry is required.



Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
67682129902			Samba bank		Jumeirah			

Save For Later
Back
Step 2 of 3
Next

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- v. Press Apply 13-Press Submit

Close | Preferences

Basic Information      Company Details      **Attachments**

Submit    Back    Step 3 of 3

### Attachments

Attach the following documents to complete your request:

- > Scanned trade license + partners
- > Scanned chamber commerce certificate
- > Scanned agreement shows the owner name (for L.L.C) memorandum
- > Scanned introduction letter from the Bank, include Account Number
- > Scanned member registration certificate

Make sure you scan a clear copy of each document



Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Submit    Back    Step 3 of 3



## 14- Review the Confirmation


Close | Preferences

### 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.

---

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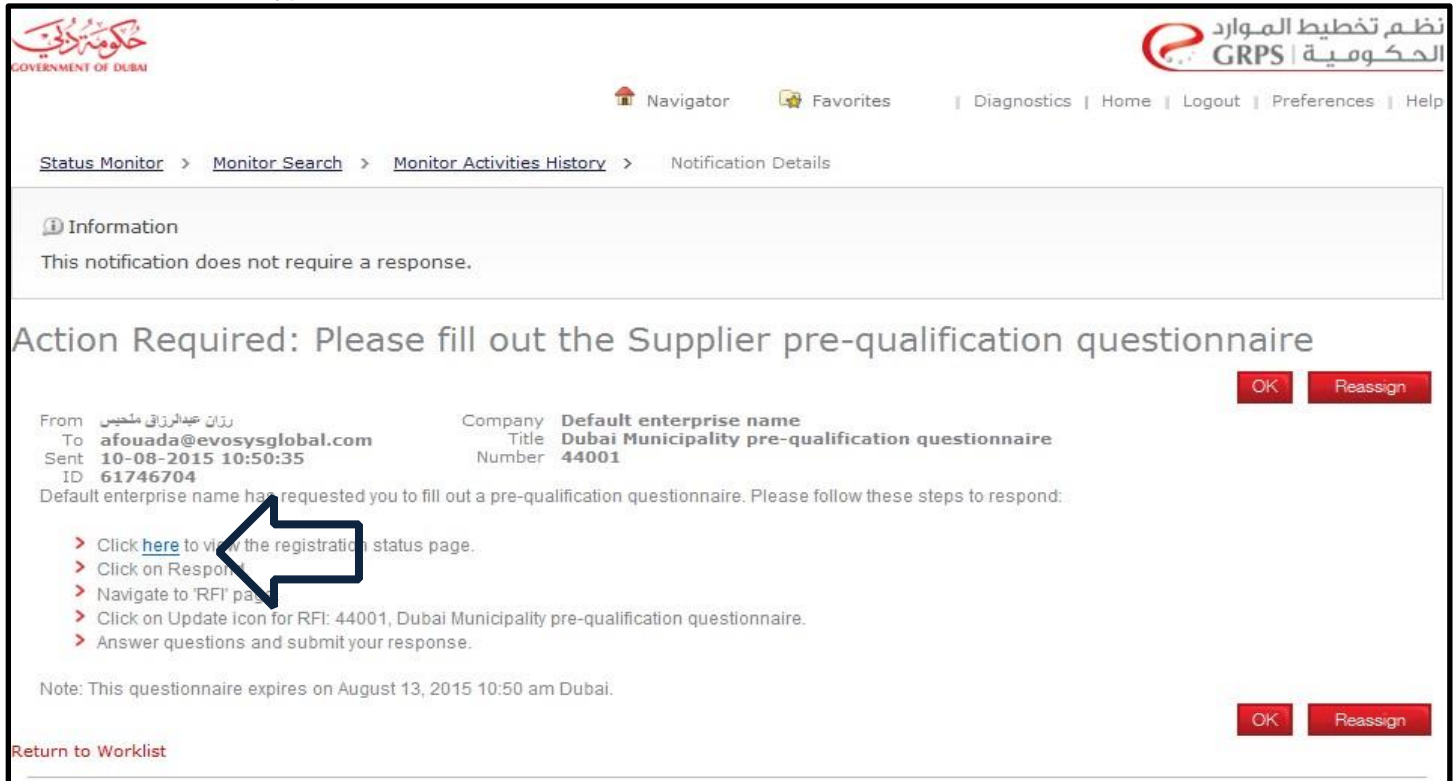


## Pre-Qualification

Supplier will receive email with registration link after status is updated to "Supplier to provide details" 1.

Open the Notification

2. Press Here hyperlink



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Navigator | Favorites | Diagnostics | Home | Logout | Preferences | Help

Status Monitor > Monitor Search > Monitor Activities History > Notification Details

Information  
This notification does not require a response.

**Action Required: Please fill out the Supplier pre-qualification questionnaire**

From: رزان عبدالرزاق ملكيس  
To: afouada@evosysglobal.com  
Sent: 10-08-2015 10:50:35  
ID: 61746704

Company: Default enterprise name  
Title: Dubai Municipality pre-qualification questionnaire  
Number: 44001

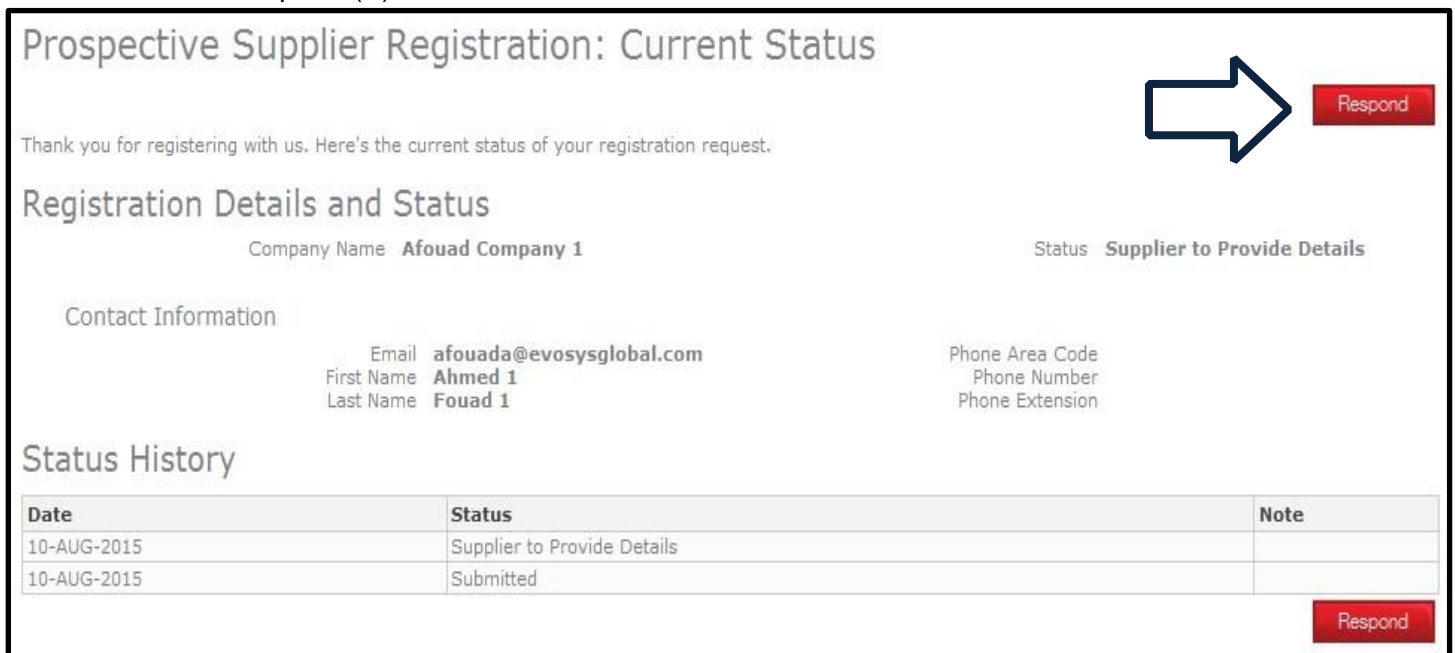
Default enterprise name has requested you to fill out a pre-qualification questionnaire. Please follow these steps to respond:

- Click [here](#) to view the registration status page.
- Click on Respond
- Navigate to 'RFI' page
- Click on Update icon for RFI: 44001, Dubai Municipality pre-qualification questionnaire.
- Answer questions and submit your response.

Note: This questionnaire expires on August 13, 2015 10:50 am Dubai.

Return to Worklist

3. Press on Respond (B)



Prospective Supplier Registration: Current Status

Thank you for registering with us. Here's the current status of your registration request.

**Registration Details and Status**

Company Name: Afouad Company 1 | Status: Supplier to Provide Details

Contact Information

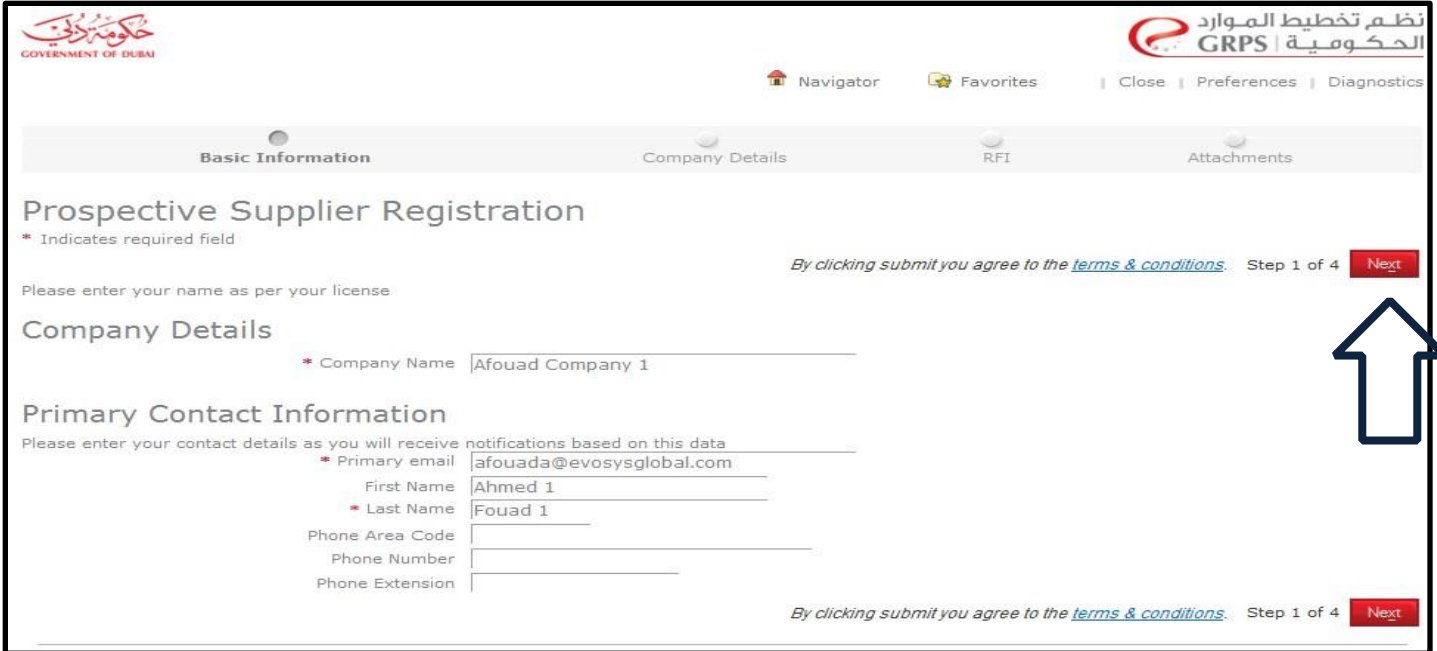
Email: afouada@evosysglobal.com  
First Name: Ahmed 1  
Last Name: Fouad 1

Phone Area Code  
Phone Number  
Phone Extension

Status History

Date	Status	Note
10-AUG-2015	Supplier to Provide Details	
10-AUG-2015	Submitted	

4. Press Next



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Basic Information | Company Details | RFI | Attachments

### Prospective Supplier Registration

\* Indicates required field

By clicking submit you agree to the [terms & conditions](#). Step 1 of 4 **Next**

Please enter your name as per your license.

#### Company Details

\* Company Name Afouad Company 1

#### Primary Contact Information

Please enter your contact details as you will receive notifications based on this data

\* Primary email afouada@evosysglobal.com

First Name Ahmed 1

\* Last Name Fouad 1

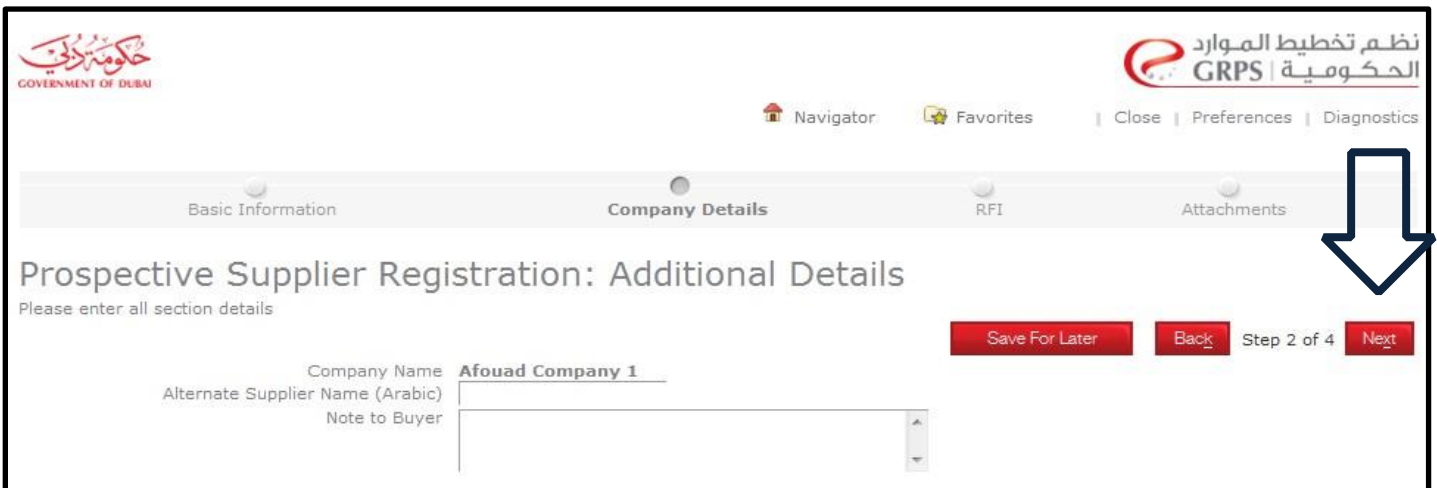
Phone Area Code

Phone Number

Phone Extension

By clicking submit you agree to the [terms & conditions](#). Step 1 of 4 **Next**

5. Press Next



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Basic Information | Company Details | RFI | Attachments

### Prospective Supplier Registration: Additional Details

Please enter all section details

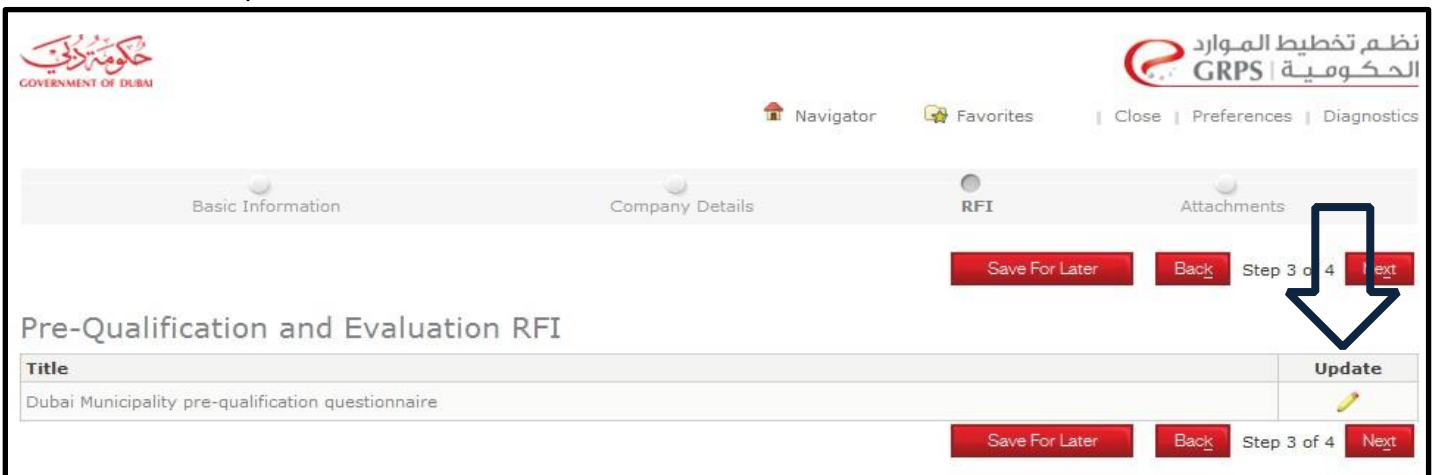
Save For Later Back Step 2 of 4 **Next**

Company Name Afouad Company 1

Alternate Supplier Name (Arabic)

Note to Buyer

6. Press on Update Pen




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Basic Information | Company Details | RFI | Attachments

Save For Later Back Step 3 of 4 **Next**

### Pre-Qualification and Evaluation RFI

Title	Update
Dubai Municipality pre-qualification questionnaire	

Save For Later Back Step 3 of 4 **Next**

7. Enter the Response Valid Date



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Navigator | Favorites | Close | Preferences | Diagnostics

### Create Response: 10006 (RFI 44001)

Title: Dubai Municipality pre-qualification questionnaire

Time Left: 2 days 23 hours  
Close Date: 13-08-2015 10:50:28

**Header**

Supplier: Afouad Company 1  
RFI Currency: AED  
Response Currency: AED  
Price Precision: Any

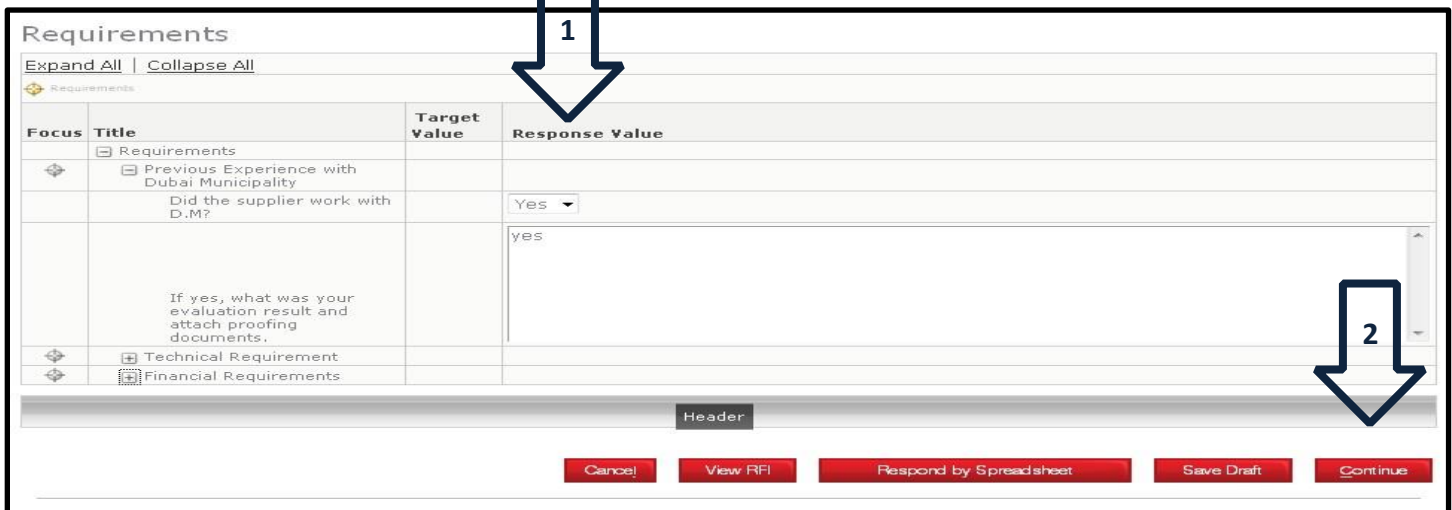
Response Valid Until: 29-08-2015   
(example: 26-07-2015)

Reference Number: \_\_\_\_\_  
Note to Buyer: \_\_\_\_\_

Attachments

8. Fill the Requirement

9. Press Continue



Requirements

Expand All | Collapse All

Focus	Title	Target Value	Response Value
+	Requirements		
+	Previous Experience with Dubai Municipality		
	Did the supplier work with D.M?		Yes
	If yes, what was your evaluation result and attach proofing documents.		yes
+	Technical Requirement		
+	Financial Requirements		

**Header**

10. Press Submit



### Create Response 10006: Review and Submit (RFI 44001)

**Header**

Title: Dubai Municipality pre-qualification questionnaire

Supplier: Afouad Company 1

RFI Currency: AED  
Response Currency: AED  
Price Precision: Any

Time Left: 2 days 23 hours  
Close Date: 13-08-2015 10:50:28  
Response Valid Until: 29-08-2015  
Reference Number: \_\_\_\_\_  
Note to Buyer: \_\_\_\_\_

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Show All Details | Hide All Details

Details	Section
Show	Previous Experience with Dubai Municipality
Show	Technical Requirement
Show	Financial Requirements

### 11. Press Next



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Basic Information Company Details **RFI** Attachments

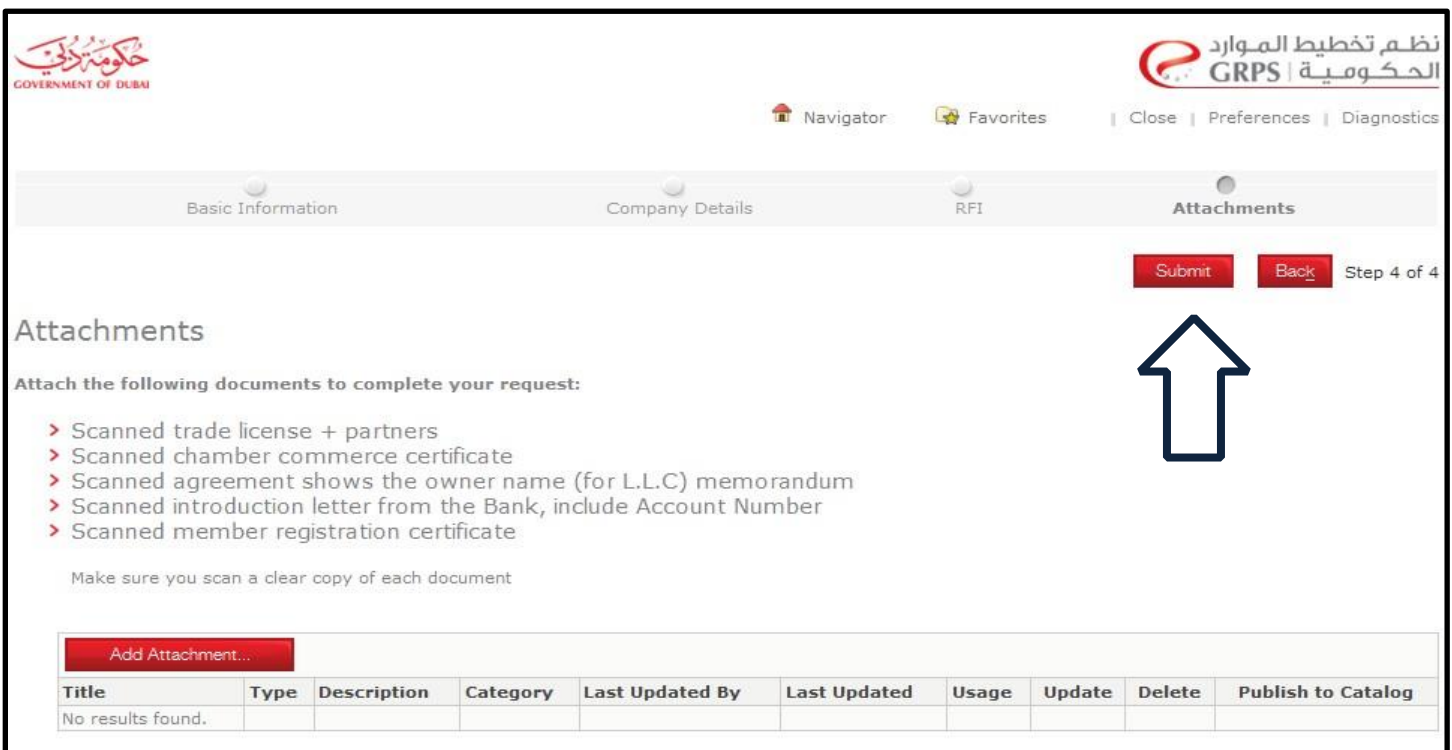
Save For Later Back Step 3 of 4 Next

### Pre-Qualification and Evaluation RFI

Title	Update
Dubai Municipality pre-qualification questionnaire	Update

Save For Later Back Step 3 of 4 Next

### 12. Press Submit



نظم تخطيط الموارد GRPS | الحكومية

Basic Information Company Details RFI **Attachments**

Submit Back Step 4 of 4

### Attachments

Attach the following documents to complete your request:

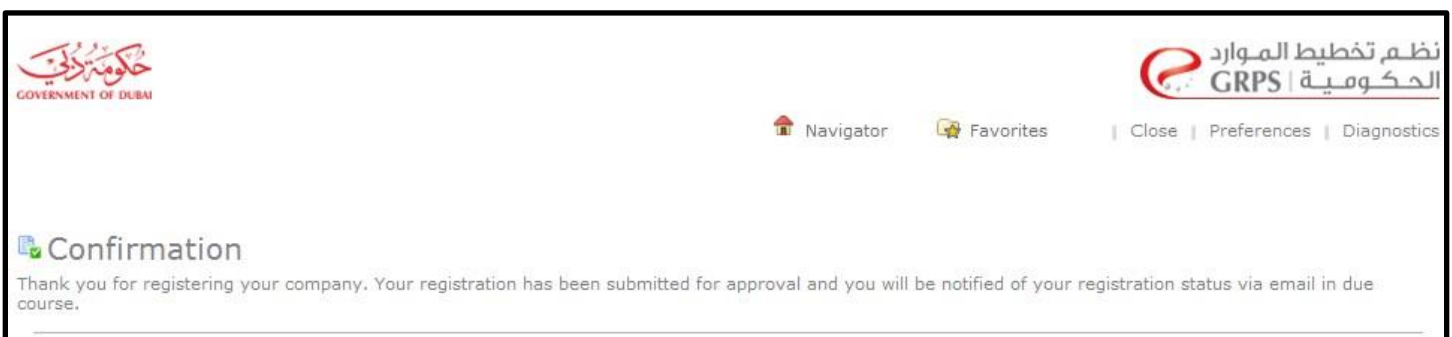
- > Scanned trade license + partners
- > Scanned chamber commerce certificate
- > Scanned agreement shows the owner name (for L.L.C) memorandum
- > Scanned introduction letter from the Bank, include Account Number
- > Scanned member registration certificate

Make sure you scan a clear copy of each document

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

### 13. Review the confirmation



نظم تخطيط الموارد GRPS | الحكومية

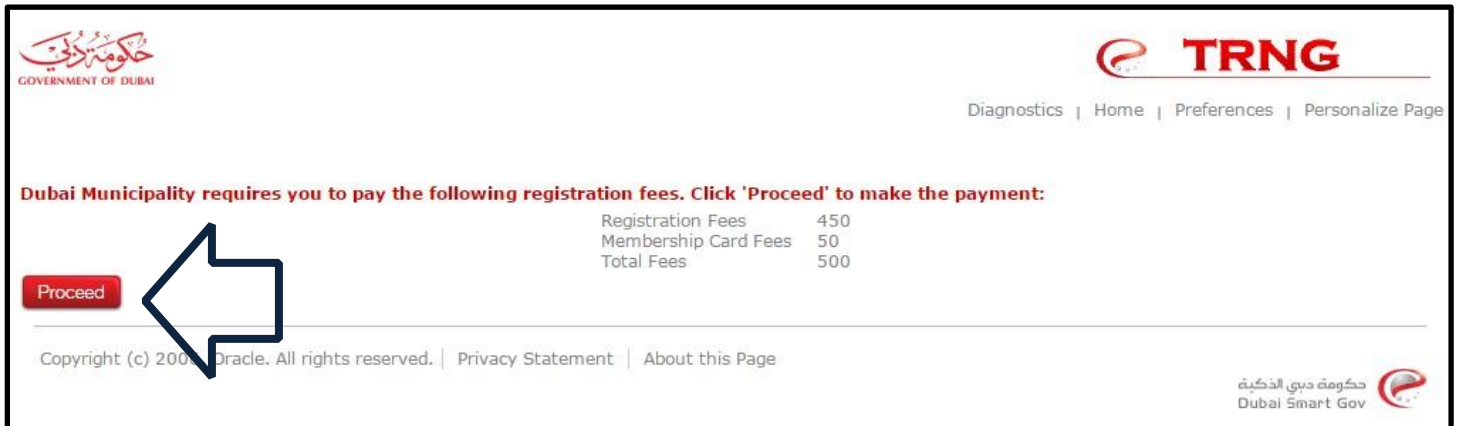
Confirmation

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.

## Registration Payment

Suppliers will Receive Email to pay the registration fees

1. Press Proceed



GOVERNMENT OF DUBAI

TRNG

Diagnostics | Home | Preferences | Personalize Page

Dubai Municipality requires you to pay the following registration fees. Click 'Proceed' to make the payment:

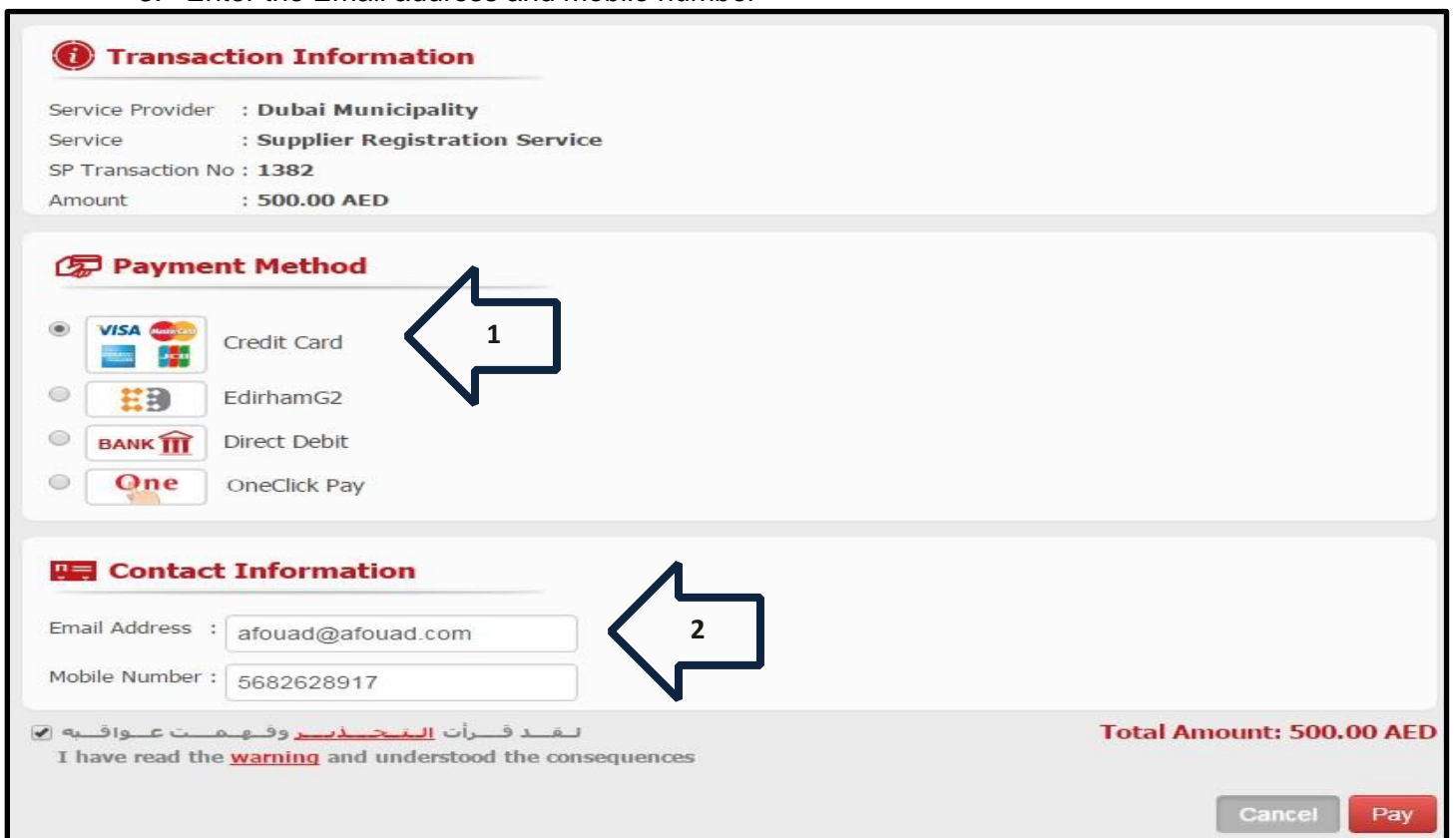
Registration Fees	450
Membership Card Fees	50
Total Fees	500

Proceed

Copyright (c) 200 Oracle. All rights reserved. | Privacy Statement | About this Page

حكومة دبي الذكية  
Dubai Smart Gov

2. Select the payment Method
3. Enter the Email address and mobile number



**Transaction Information**

Service Provider : Dubai Municipality  
Service : Supplier Registration Service  
SP Transaction No : 1382  
Amount : 500.00 AED

**Payment Method**

Credit Card **1**

EDirhamG2

Direct Debit

OneClick Pay

**Contact Information**

Email Address : afouad@afouad.com **2**

Mobile Number : 5682628917

لقد قرأت التحذير وفهمت عواقبه  
I have read the **warning** and understood the consequences

Total Amount: 500.00 AED

Cancel Pay

Enter the following

4. Card brand
5. Card number
6. Expiry month / year
7. Security Code



8. Press Pay

ePayment by  
**etisalat**

[Page Help](#)

**Payment beneficiary**

**Name:** Dubai eGovernment  
**City:** Dubai  
**Country:** United Arab Emirates

**Payment description**

**Amount:** Dhs. 500.00  
**Order description:** DM-SREG

**Payment information**

**Payment instrument:** Payment Card  
**Card brand:** IPG  
**Card number:** 9990000000000011  
**Expiry month/year:** January 2016  
**Security Code:** 1231

**MasterCard**  
SecureCode.

**AMERICAN EXPRESS**

**IPG Comtrust**

➔

9. Review the Confirmation Message

**Information**

The payment process has been completed successfully. You will receive the confirmation email in next 24 hours.

---

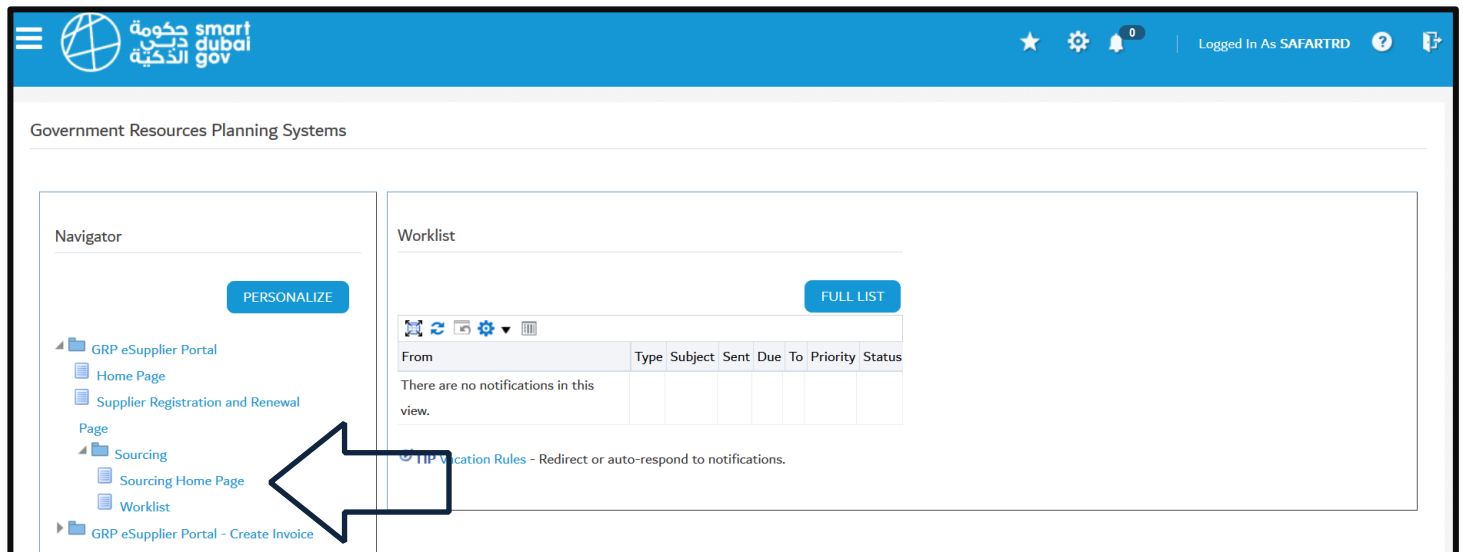
**Payment Confirmation Receipt**

Service Details **Supplier Registration Fee Payment**  
 GRP Reference Number **1342**  
 ePayment Reference Number **00000227216019**  
 Payment Date **Thu Aug 06 11:37:02 GST 2015**  
 Payment Amount **700**  
 Payment Method **CREDIT\_CARD**

## Unit Two

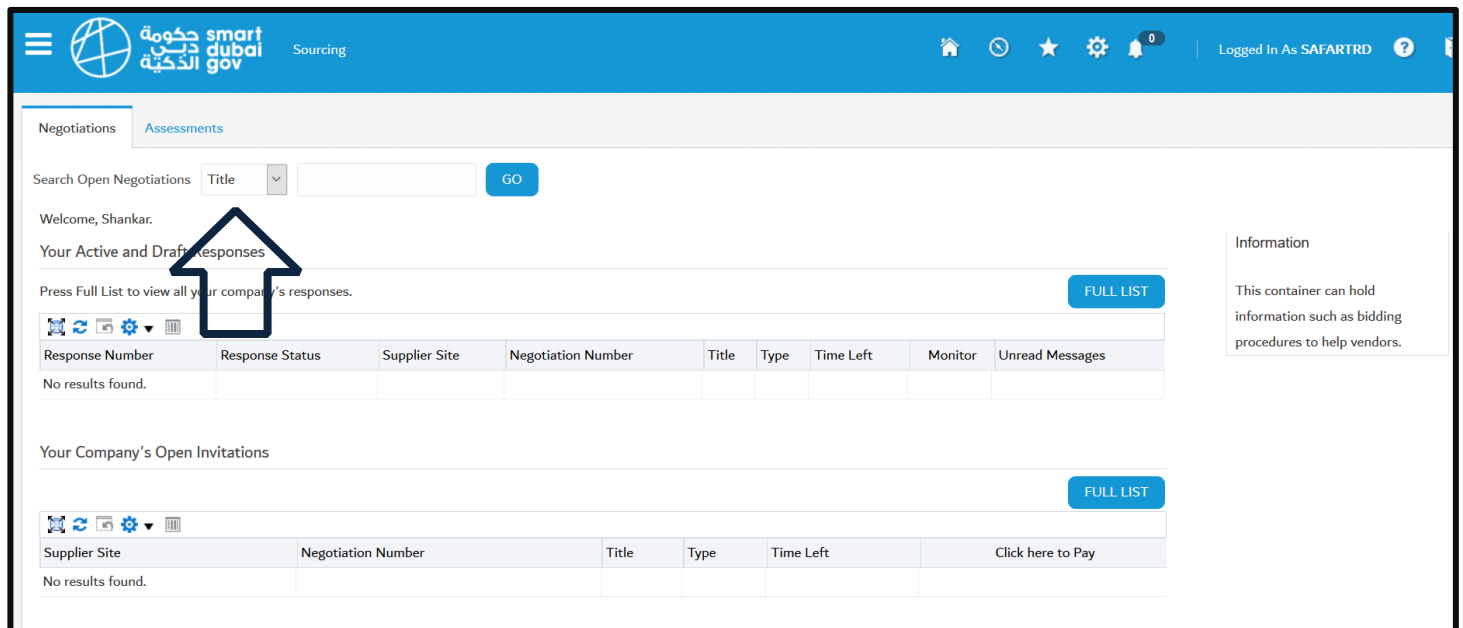
# Search Public Tender

1. Login to GRP
2. Click on GRP eSupplier Portal → Sourcing → Sourcing home page



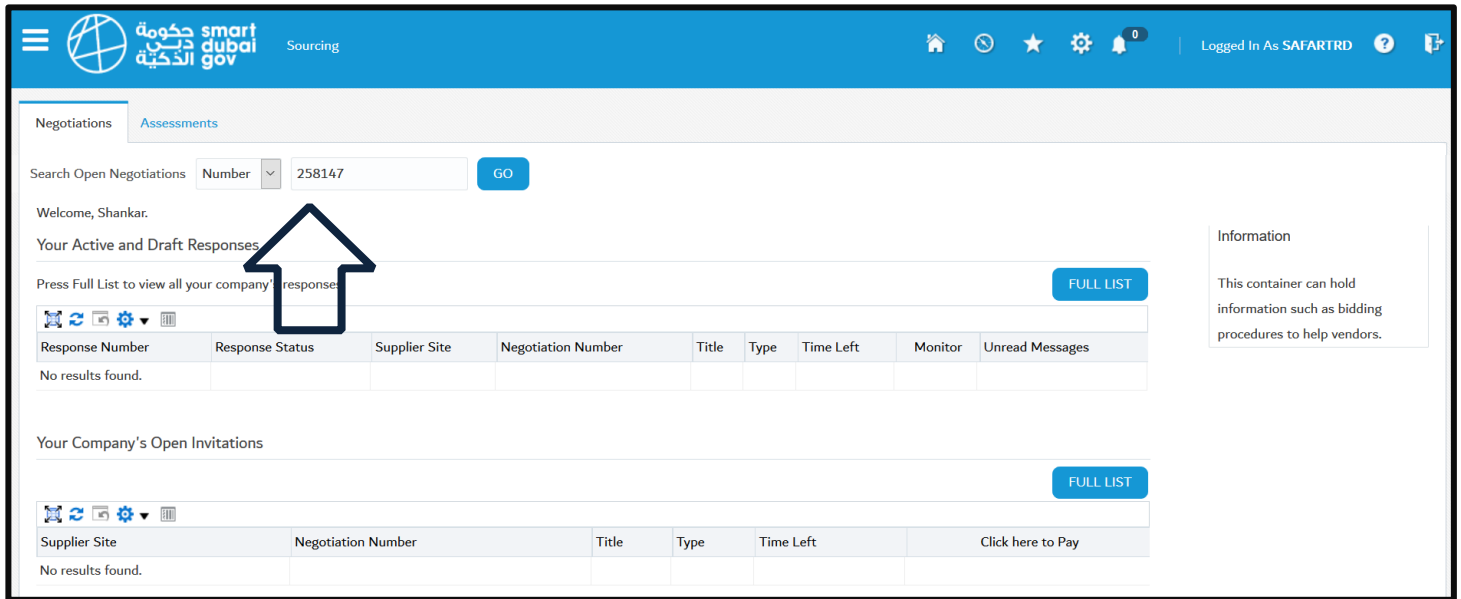
The screenshot shows the Sourcing Home Page. On the left is a 'Navigator' menu with a 'PERSONALIZE' button. The 'Sourcing' folder is expanded, showing 'Sourcing Home Page' and 'Worklist'. A large white arrow points from the 'Sourcing Home Page' link to the 'Worklist' section on the right. The 'Worklist' section has a 'FULL LIST' button and a table with columns: From, Type, Subject, Sent, Due, To, Priority, Status. Below the table, it says 'There are no notifications in this view.' and 'H1P Vacation Rules - Redirect or auto-respond to notifications.'

3. Under Negotiation tab, change 'Search Open Negotiation' from 'Title' to 'Number'.



The screenshot shows the 'Negotiations' tab in the Sourcing section. At the top, there is a search bar for 'Search Open Negotiations' with a dropdown menu set to 'Title' and a 'GO' button. Below the search bar, there is a 'FULL LIST' button. A large white arrow points from the 'Title' dropdown to the 'Negotiation Number' column in the table below. The table has columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, Unread Messages. Below the table, it says 'No results found.' There is also a section for 'Your Company's Open Invitations' with a 'FULL LIST' button and a table with columns: Supplier Site, Negotiation Number, Title, Type, Time Left, Click here to Pay. Below this table, it also says 'No results found.'

4. Enter public RFQ number and click Go



Smart Dubai Gov Sourcing interface showing the search for a public RFQ. The search bar contains '258147' and the 'GO' button is highlighted. A large arrow points to the search bar.

Search Open Negotiations: Number

Welcome, Shankar.

Your Active and Draft Responses

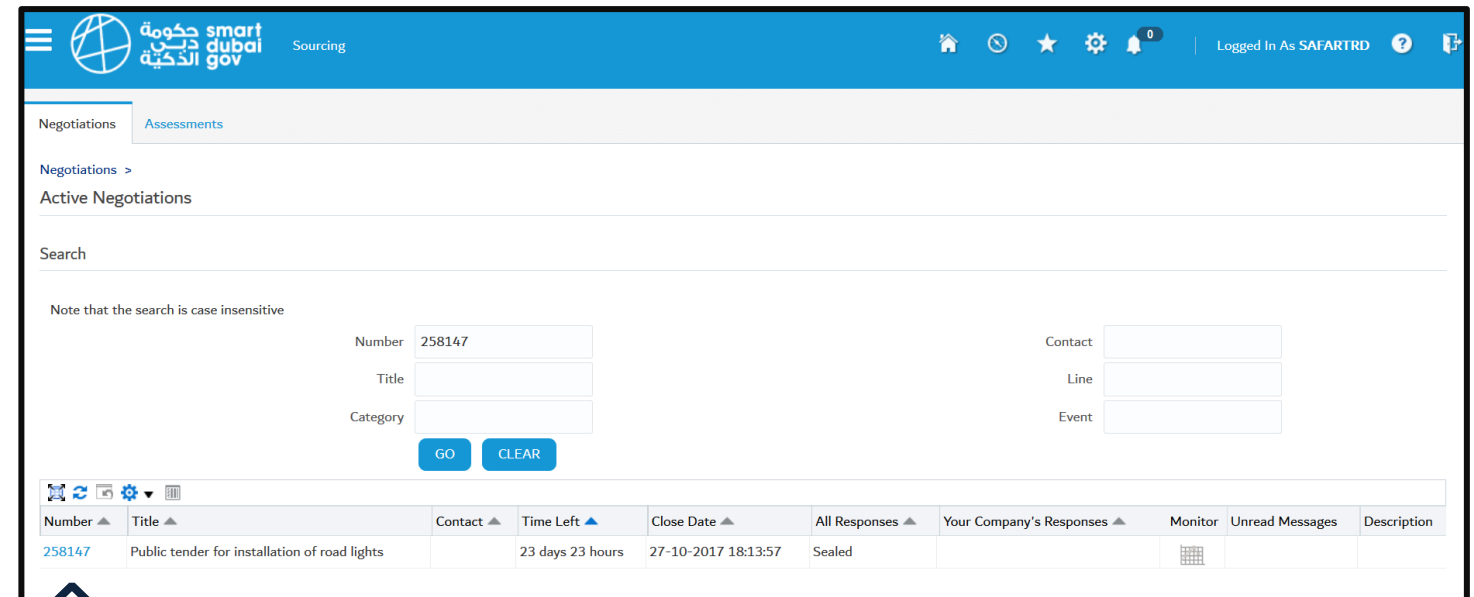
Press Full List to view all your company's responses:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left	Click here to Pay
No results found.					

5. Below details of public RFQ will appear as below.



Smart Dubai Gov Sourcing interface showing the details of a public RFQ. The search bar contains '258147' and the 'GO' button is highlighted. A large arrow points to the search bar.

Negotiations > Active Negotiations

Search

Note that the search is case insensitive

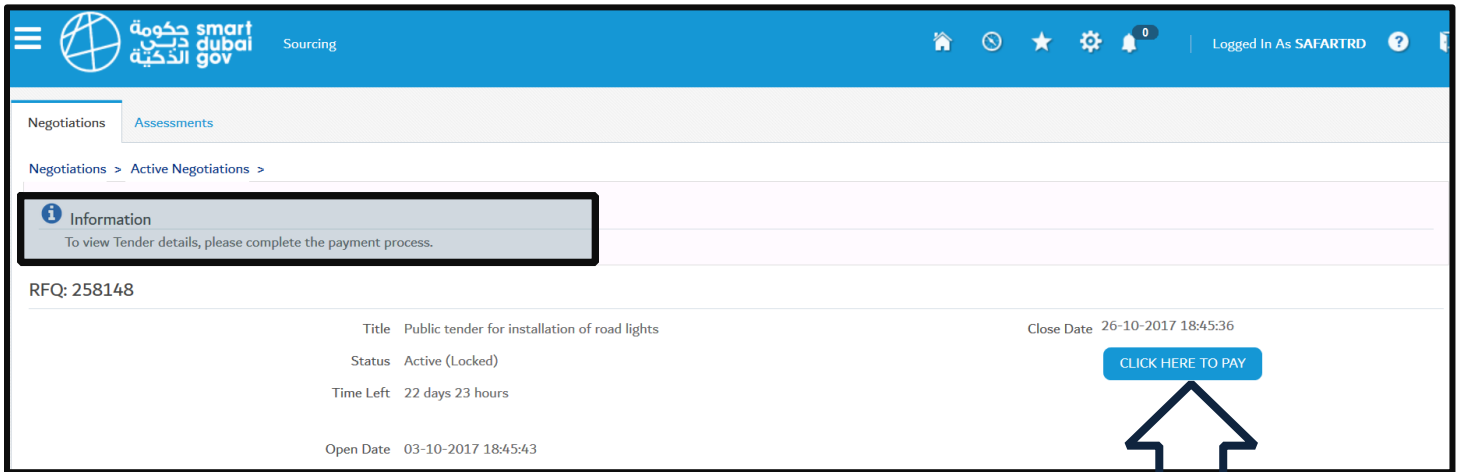
Number:  Title:  Category:

Contact:  Line:  Event:

Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages	Description
258147	Public tender for installation of road lights		23 days 23 hours	27-10-2017 18:13:57	Sealed		<input type="checkbox"/>		



6. Click on RFQ number to view details and 'Click here to pay' if tender fees is required.



The screenshot shows the 'Sourcing' section of the Smart Dubai Gov portal. The user is logged in as 'SAFARTRD'. The main content area displays details for a tender with RFQ number 258148. A blue box highlights the 'Information' section, which contains the message: 'To view Tender details, please complete the payment process.' Below this, the tender details are listed: Title: Public tender for installation of road lights; Status: Active (Locked); Time Left: 22 days 23 hours; Open Date: 03-10-2017 18:45:43; Close Date: 26-10-2017 18:45:36. A blue button labeled 'CLICK HERE TO PAY' is visible, with a large blue arrow pointing to it from below.

smart dubai gov Sourcing

Negotiations Assessments

Negotiations > Active Negotiations >

**Information**  
To view Tender details, please complete the payment process.

RFQ: 258148

Title	Public tender for installation of road lights	Close Date	26-10-2017 18:45:36
Status	Active (Locked)		<a href="#">CLICK HERE TO PAY</a>
Time Left	22 days 23 hours		
Open Date	03-10-2017 18:45:43		


## Unit Three

# Create Quotation

Supplier will create Quotation

1- Login to GRP and sourcing Page

Navigation> <https://grp.dubai.gov.ae>  
> GRP Sourcing Supplier  
> Home Page



Government Resources Planning Systems

Logged In As **MSCUAE**

Main Menu

- GRP eSupplier Portal
- Home Page
- GRP Sourcing Supplier

Worklist

From	Type	Subject	Sent	Due	To	Priority	Status
محسن مصطفي عبدالمحميد الغفثور	Sourcing Publish	You are invited: RFQ 35001 (Training Documents RFQ Cycle)	04-08- 2015	06- 08- 2015	MSCUAE	Normal	Open
محسن مصطفي عبدالمحميد الغفثور	Work Confirmation	Work Confirmation 41503735 / 1 has been approved	04-08- 2015		MSCUAE	Normal	Open
محسن مصطفي عبدالمحميد الغفثور	PO Approval	Dubai Municipality - Services Contract 41503735, 0	04-08- 2015		M.S.C MEDICAL SUPPLIES CO. (L.L.C)	Normal	Open
محسن مصطفي عبدالمحميد الغفثور	PO Approval	Dubai Municipality - Services Contract 41503734, 0	04-08- 2015		M.S.C MEDICAL SUPPLIES CO. (L.L.C)	Normal	Open

2- Select the RFQ and Press on Click here to pay



Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">69001</a>	Draft		111002	test	RFQ	202 days		0
<a href="#">46001</a>	Active	Dubai Supplier	64001	منقحة خدمات صيانة زراعة	RFQ	0 seconds		0
<a href="#">47001</a>	Active		65001	Test	RFQ	0 seconds		0
<a href="#">48001</a>	Active		66002	Test	RFQ	0 seconds		0
<a href="#">50001</a>	Active		70001	AME Test 01 Up to 20K AED	RFQ	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left	Description	Tender Fee (AED)	Click here to Pay
	120002	IntegrationTest200-Tender	RFQ	18 days 22 hours		1500	<a href="#">Click here to Pay</a>
	120001	IntegrationTest3-Tender	RFQ	19 days 22 hours		5000	<a href="#">Click here to Pay</a>
	110004	Dubai Municipality Agriculture...	RFQ	355 days		0	<a href="#">Click here to Pay</a>

3- Select the Payment Type

4- Press On Proceed (B)



Government of Dubai | TRNG

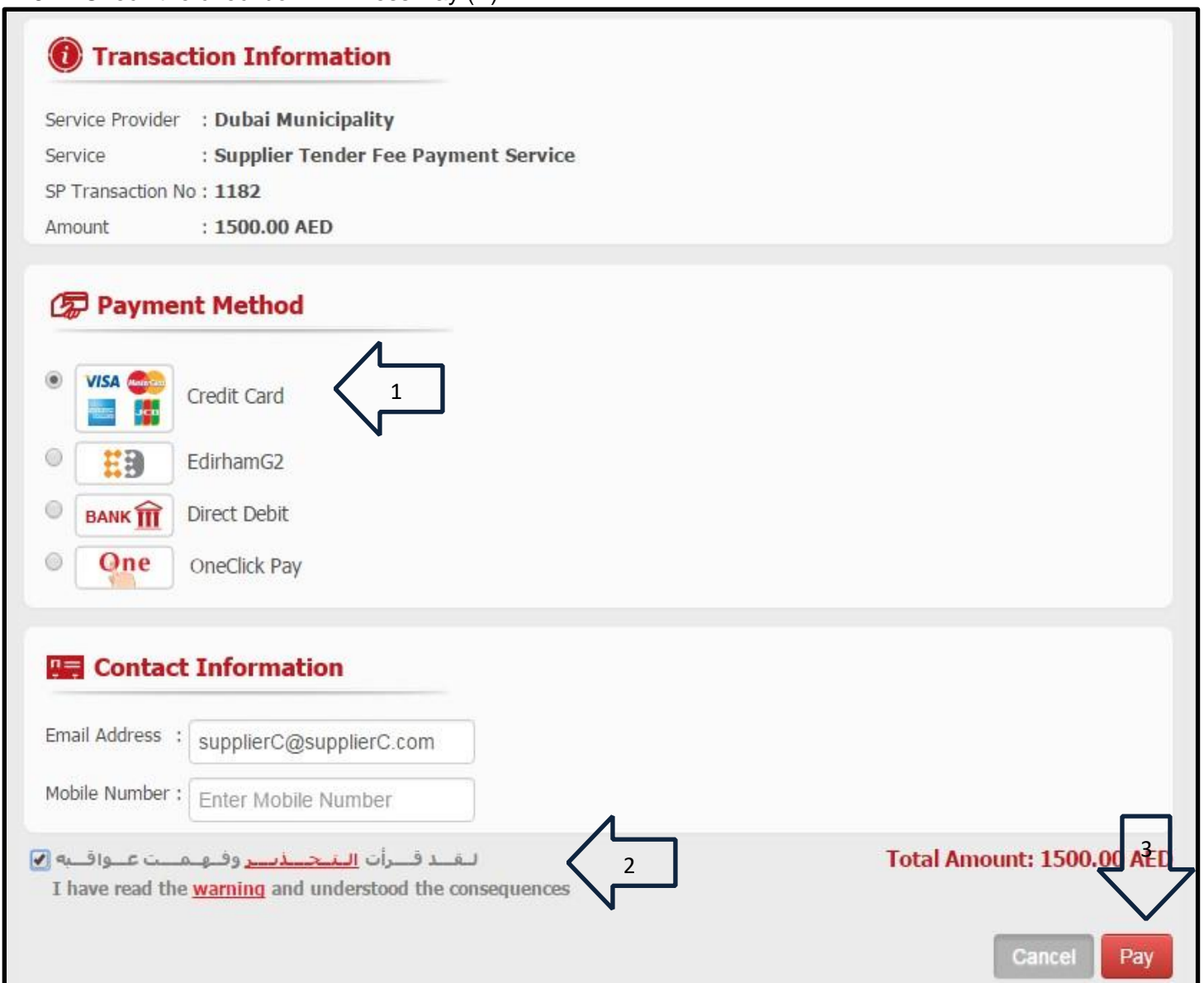
Navigator | Favorites | Home | Logout | Preferences | Personalize Page | Diagnostics

Negotiations

✓ TIP Please select the payment type and click "Proceed" for payment.

\* Payment Type  Proceed





- 5- Select Payment Method
- 6- Check the checkbox 7- Press Pay (B)



**Transaction Information**

Service Provider : Dubai Municipality  
 Service : Supplier Tender Fee Payment Service  
 SP Transaction No : 1182  
 Amount : 1500.00 AED

**Payment Method**

-  Credit Card ← 1
-  EDirhamG2
-  Direct Debit
-  OneClick Pay

**Contact Information**

Email Address :   
 Mobile Number :

لقد قرأت التحذير وفهمت عواقبه  
 I have read the **warning** and understood the consequences ← 2

**Total Amount: 1500.00 AED** ↓ 3

Select the payment instrument

- 8- Card Brand
- 9- Enter the Card number
- 10- Enter the expiry Date
- 11- Press pay

ePayment by etisalat

Page Help

### Payment beneficiary

**Name:** Dubai eGovernment  
**City:** Dubai  
**Country:** United Arab Emirates

### Payment description

**Amount:** Dhs. 1 500.00  
**Order description:** DM-STFEE

### Payment information

**Payment instrument:** Payment Card

**Card brand:** IPG ← 1

**Card number:** 999000000000011

**Expiry month/year:** January 2017

**Security Code:** 1232



→ 2 Pay Reset

MasterCard. SecureCode.

AMERICAN EXPRESS

IPG Comtrust

13- Review the confirmation message

[Home](#) | 
 [Diagnostics](#) | 
 [Logout](#) | 
 [Preferences](#) | 
 [Personalize Page](#)

**Information**

The payment process has been completed successfully. You can now access the tender details.

### Payment Confirmation Receipt

Service Details **Tender Fee Payment**  
 GRP Reference Number **1182**  
 ePayment Reference Number **00000227220028**  
 Payment Date **Tue Aug 11 11:58:59 GST 2015**  
 Payment Amount **1500**  
 Payment Method **CREDIT\_CARD**

- 14- Back to Notification home
- 15- Press on RFQ number in notification area

GOVERNMENT OF DUBAI

نظم تخطيط الموارد الحكومية | GRPS

Navigator Favorites Home Logout Preferences Help

Home Orders Shipments Finance

Search PO Number

Notifications

Subject	Date
You are invited: RFQ 35001 (Training Documents RFQ Cycle)	04-08-2015 15:33:58
Work Confirmation 41503735 / 1 has been approved	04-08-2015 14:03:23
Dubai Municipality - Services Contract 41503735, 0	04-08-2015 14:00:34
Dubai Municipality - Services Contract 41503734, 0	04-08-2015 13:40:26
Dubai Municipality - Services Contract 41503730, 0	02-08-2015 08:19:29

Orders

- Purchase Orders
- Purchase History

Shipments

- Advance Shipment Notices

Receipts

- Receipts

16- Press on notification Details

## You are invited: RFQ 35001 (Training Documents RFQ Cycle)

From: محسن مصطفى عبدالحميد العنود  
To: MSCUAE  
Sent: 04-08-2015 15:33:58  
Due: 06-08-2015 13:45:28  
ID: 61704654

Company: Dubai Government  
Title: Training Documents RFQ Cycle  
Number: 35001

Negotiation Preview August 04, 2015 03:33 pm Dubai  
Negotiation Open August 04, 2015 03:33 pm Dubai  
Negotiation Close August 06, 2015 01:45 pm Dubai  
Supplier M.S.C MEDICAL SUPPLIES CO. (L.L.C)  
Supplier Site دبي - بويي - 88252 DUBAI, DUBAI, DUBAI, BUR DUBAI, مكتب رقم 314 ملك الشيخ راشد بن خليفة - هور العنز شرق

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	04-08-2015 15:33:58	Submit	محسن مصطفى عبدالحميد العنود	MSCUAE	

Response

Note to Buyer

[Return to Worklist](#)

17- Select Create Quote from action Poplist 18-Press Go



RFQ: 35001

Actions **Create Quote**

Title **Training Documents RFQ Cycle**  
 Status **Active (Locked)**  
 Time Left **1 day 21 hours**

Open Date **04-08-2015 15:33:53**  
 Close Date **06-08-2015 13:45:28**

Header | Lines | Controls | Contract Terms

Buyer **التقويم امحسن**  
 Quote Style **Sealed**  
 Description

Outcome **Services Contract**  
 Event

Terms

Bill-To Address **FINANCE DEPT**  
 Ship-To Address **DMD Head Office**  
 FOB

Payment Terms **Immediate**  
 Carrier  
 Freight Terms

Currency

RFQ Currency **AED**  
 Price Precision **Any**

19- Enter the Quote Valid until date

RFQ: 35001 > Create Quote: 8001 (RFQ 35001)

Create Quote: 8001 (RFQ 35001)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title **Training Documents RFQ Cycle**  
 Time Left **1 day 21 hours**  
 Close Date **06-08-2015 13:45:28**

Header | Lines

Supplier **M.S.C MEDICAL SUPPLIES CO. (L.L.C)**  
 Supplier Site **DUBAI - حور المعز حرق - منطقة الشيخ راشد بن خليفة - BUR DUBAI, DUBAI, DUBAI, DUBAI 89252 - دبي, AE**  
 RFQ Currency **AED**  
 Quote Currency **AED**  
 Price Precision **Any**

Quote Valid Until **31-08-2015**

Reference Number  
 Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

20- Answer the Requirement

Requirements

Expand All | Collapse All

Requirements

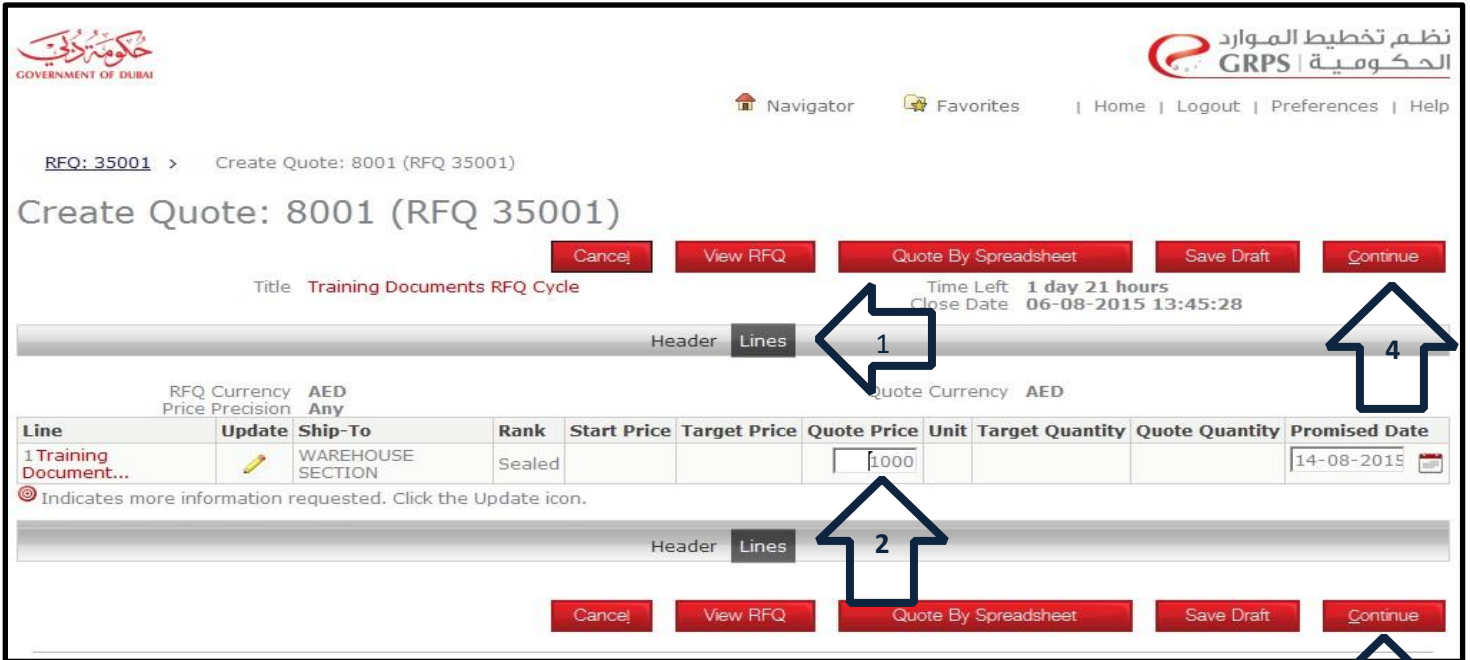
Focus	Title	Target Value	Quote Value
	Requirements		
	Vendor Profile		1000
	Number of Employees Worldwide		

21-Press On Line (T)

22- Enter the Quote Price

23- Enter Promise Date

24- Press Continue



RFQ: 35001 > Create Quote: 8001 (RFQ 35001)

### Create Quote: 8001 (RFQ 35001)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Training Documents RFQ Cycle Time Left 1 day 21 hours  
Close Date 06-08-2015 13:45:28

Header Lines 1

Line	Update	RFQ Currency	Price Precision	AED Any	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
1 Training Document...				Any	WAREHOUSE SECTION	Sealed			1000				14-08-2015

Ⓜ Indicates more information requested. Click the Update icon.

Header Lines 2

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

25- Press Submit



RFQ: 35001 > Create Quote: 8001 (RFQ 35001)

### Create Quote 8001: Review and Submit (RFQ 35001)

Cancel Back Validate Save Draft Printable View Submit

Header

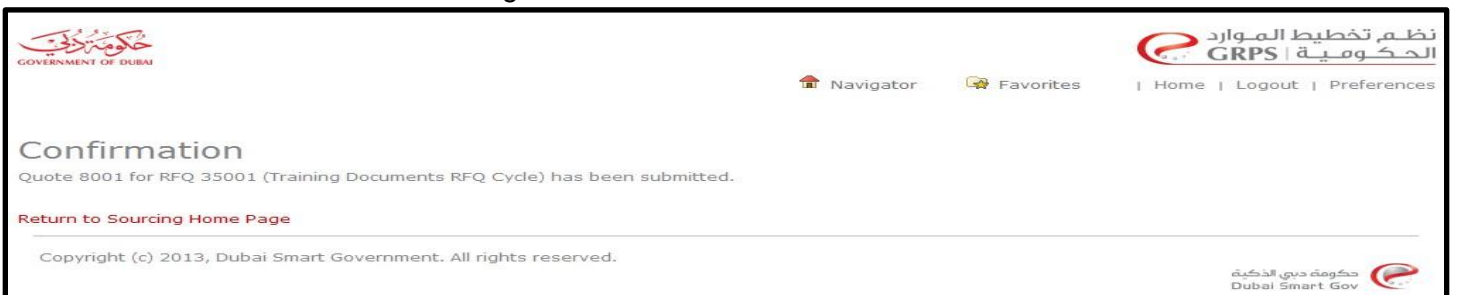
Title Training Documents RFQ Cycle  
Supplier M.S.C MEDICAL SUPPLIES CO. (L.L.C)  
Supplier Site DUBAI  
RFQ Currency AED  
Quote Currency AED  
Price Precision Any

Time Left 1 day 21 hours  
Close Date 06-08-2015 13:45:28  
Quote Valid Until 31-08-2015  
Reference Number  
Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

26- Review the Confirmation Message



Confirmation

Quote 8001 for RFQ 35001 (Training Documents RFQ Cycle) has been submitted.

[Return to Sourcing Home Page](#)

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حكومة دبي الذكية  
Dubai Smart Gov

## Unit Four

# Create Work Confirmation

Supplier Create Work Confirmation

1- Login to GRP and DMD Sourcing Tender Officer

Navigation> <https://grp.dubai.gov.ae>  
> GRP eSupplier Portal  
> Home Page



Logged In As **MSCUAE**

### Government Resources Planning Systems

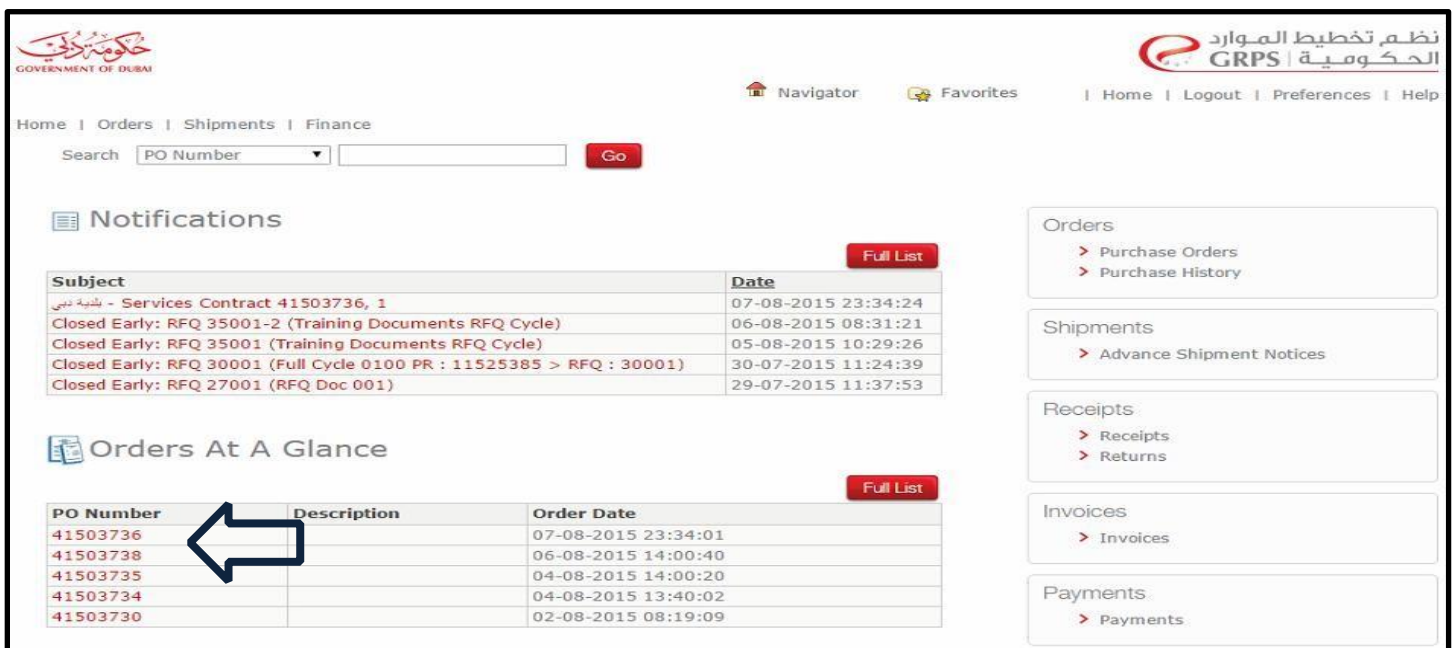
#### Main Menu

- GRP eSupplier Portal
- Home Page
- GRP Sourcing Supplier

#### Worklist

From	Type	Subject	Sent	Due	To	Priority	Status
محسن مصطفي عبدالحميد الغنور	Sourcing Publish	You are invited: RFQ 35001 (Training Documents RFQ Cycle)	04-08-2015	06-08-2015	MSCUAE	Normal	Open
محسن مصطفي عبدالحميد الغنور	Work Confirmation	Work Confirmation 41503735 / 1 has been approved	04-08-2015		MSCUAE	Normal	Open
محسن مصطفي عبدالحميد الغنور	PO Approval	Dubai Municipality - Services Contract 41503735, 0	04-08-2015		M.S.C MEDICAL SUPPLIES CO. (L.L.C)	Normal	Open
محسن مصطفي عبدالحميد الغنور	PO Approval	Dubai Municipality - Services Contract 41503734, 0	04-08-2015		M.S.C MEDICAL SUPPLIES CO. (L.L.C)	Normal	Open

2- Press on PO number



Home | Orders | Shipments | Finance

Search PO Number

#### Notifications

Subject	Date
تأجيل مبكر - Services Contract 41503736, 1	07-08-2015 23:34:24
Closed Early: RFQ 35001-2 (Training Documents RFQ Cycle)	06-08-2015 08:31:21
Closed Early: RFQ 35001 (Training Documents RFQ Cycle)	05-08-2015 10:29:26
Closed Early: RFQ 30001 (Full Cycle 0100 PR : 11525385 > RFQ : 30001)	30-07-2015 11:24:39
Closed Early: RFQ 27001 (RFQ Doc 001)	29-07-2015 11:37:53

#### Orders At A Glance

PO Number	Description	Order Date
41503736		07-08-2015 23:34:01
41503738		06-08-2015 14:00:40
41503735		04-08-2015 14:00:20
41503734		04-08-2015 13:40:02
41503730		02-08-2015 08:19:09

3- Create work confirmation



- i. Select Create work confirmation from List
- ii. Press Go



Purchase Orders | Purchase History | **Work Confirmations** | Deliverables | Timecards

Home > View Order Details

### Services Contract: 41503736, 1 (Total AED 999.00)

Currency=AED

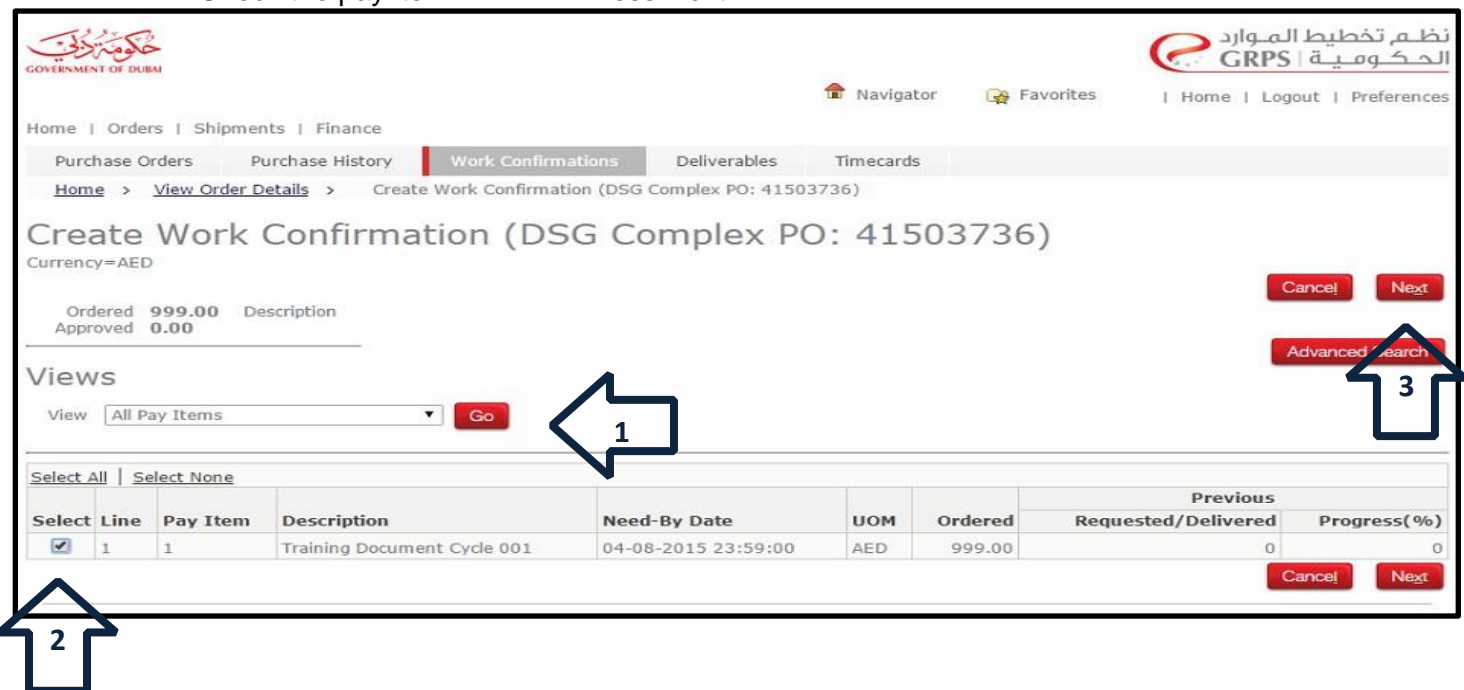
Actions: **Create Work Confirmation** | Go | Export

#### Order Information

General		Terms and Conditions	
Total	999.00	Payment Terms	Immediate
Supplier	M.S.C MEDICAL SUPPLIES CO. (L.L.C)	Carrier	FOB
Supplier Site	DUBAI	Freight Terms	
Address	مكتب رقم 314 ملك الشيخ راشد بن خليفة - هور العز شرق DUBAI	Shipping Control	
Buyer	ممن مصطفي عبدالحميد الغدور	Work Location	
Order Date	07-08-2015 23:34:01	Address	STORES SECTION AL RAMOOL DUBAI, DUBAI, 67
Description		Bill-To Location	
Status	Open	Address	FINANCE DEPT DEIRA DUBAI, DUBAI, 67
Note to Supplier			
Operating Unit	Dubai Municipality		
Sourcing Document	35001-2		
Supplier Order Number			
Attachments	View		

Summary	
Total	999.00
Approved	0.00
Billed	0.00
Advance Billed	0.00
Progress Payment	0.00

- iii. Select All Pay Item
- iv. Press Go
- v. Check the pay item vi. Press Next



نظم تخطيط الموارد الحكومية | GRPS

Home | Orders | Shipments | Finance

Purchase Orders | Purchase History | **Work Confirmations** | Deliverables | Timecards

Home > View Order Details > Create Work Confirmation (DSG Complex PO: 41503736)

### Create Work Confirmation (DSG Complex PO: 41503736)

Currency=AED

Ordered 999.00 | Description | Approved 0.00

Views: View: All Pay Items | **Go** (1)

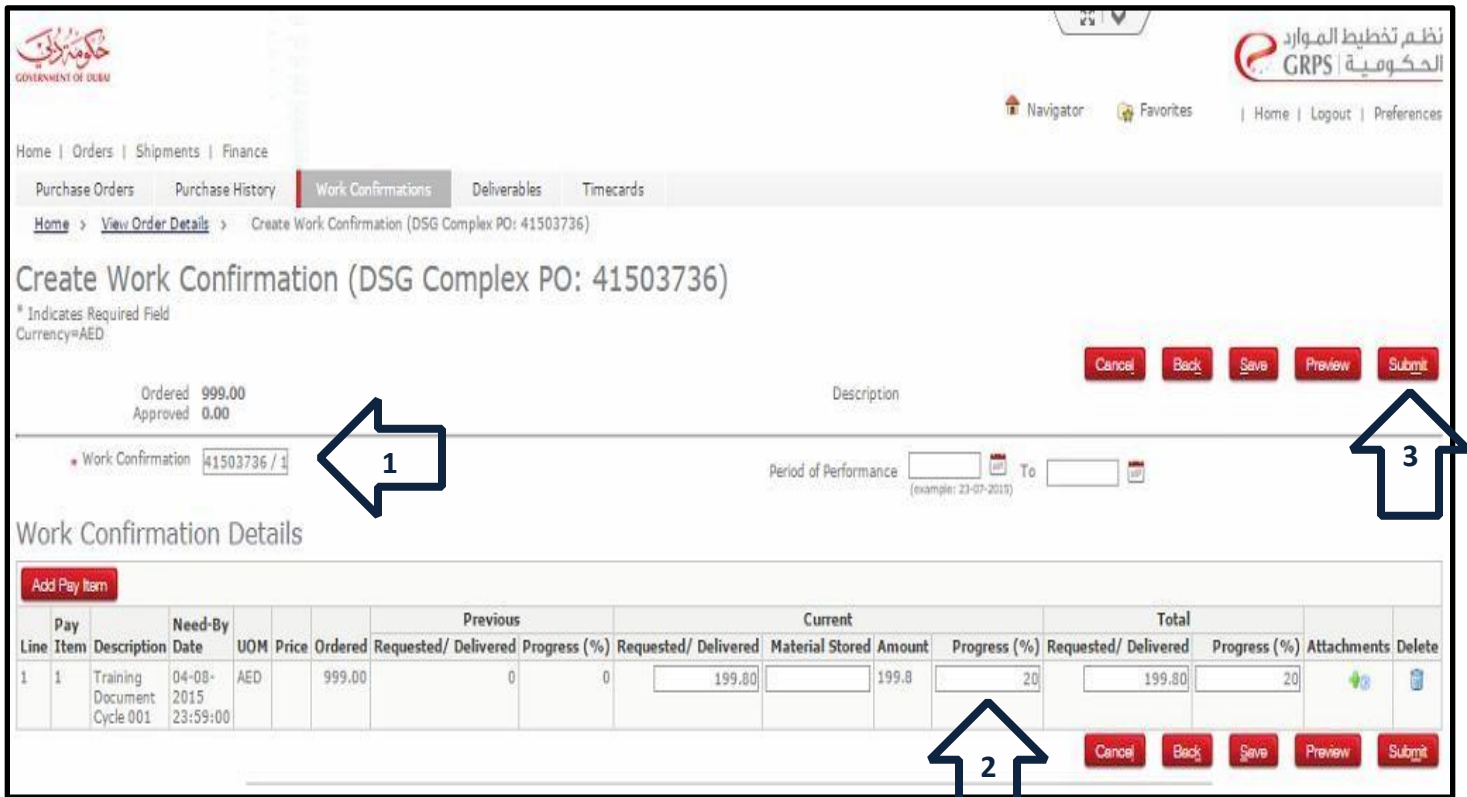
Select All | Select None

Select	Line	Pay Item	Description	Need-By Date	UOM	Ordered	Previous Requested/Delivered	Progress (%)
<input checked="" type="checkbox"/>	1	1	Training Document Cycle 001	04-08-2015 23:59:00	AED	999.00	0	0

Advanced Search (3) | Cancel | Next

- vii. Enter the Work Confirmation Number
- viii. Enter the Progress % or amount

ix. Press Submit



نظم تخطيط الموارد GRPS | الحكومية

Home | Orders | Shipments | Finance

Purchase Orders | Purchase History | **Work Confirmations** | Deliverables | Timecards

Home > View Order Details > Create Work Confirmation (DSG Complex PO: 41503736)

### Create Work Confirmation (DSG Complex PO: 41503736)

\* Indicates Required Field  
Currency=AED

Ordered 999.00  
Approved 0.00

Work Confirmation

Period of Performance   To    
(example: 23-07-2015)

#### Work Confirmation Details

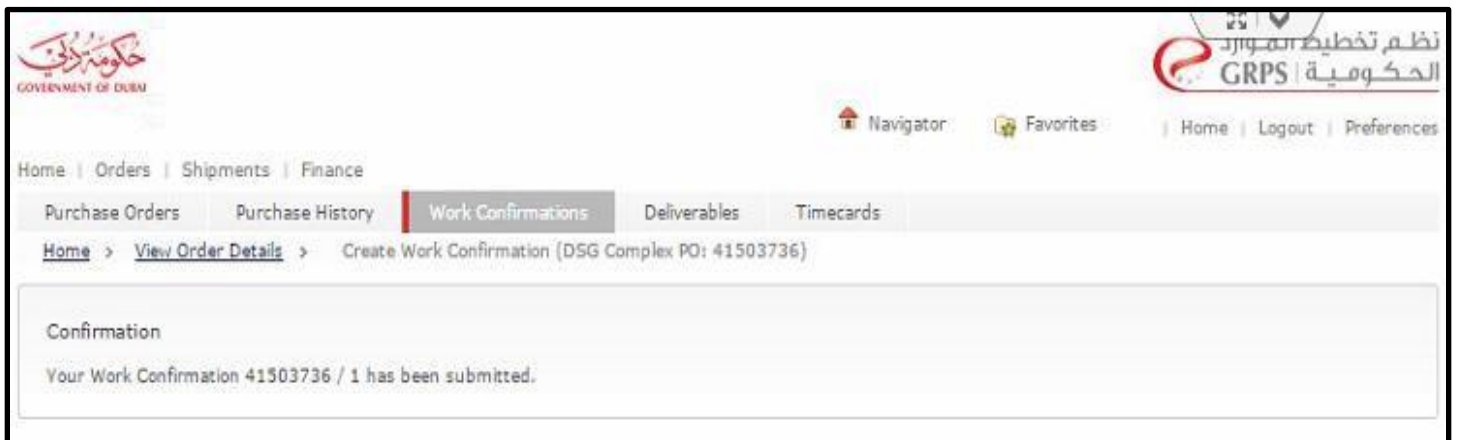
[Add Pay Item](#)

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current			Total		Attachments	Delete		
							Requested/ Delivered	Progress (%)	Requested/ Delivered	Material Stored	Amount	Progress (%)	Requested/ Delivered			Progress (%)	
1	1	Training Document Cycle 001	04-08-2015 23:59:00	AED		999.00		0	0	<input type="text" value="199.80"/>	<input type="text" value=""/>	199.8	<input type="text" value="20"/>	<input type="text" value="199.80"/>	<input type="text" value="20"/>		

Cancel Back Save Preview Submit

Cancel Back Save Preview Submit

x. Review the Confirmation message



نظم تخطيط الموارد GRPS | الحكومية

Home | Orders | Shipments | Finance

Purchase Orders | Purchase History | **Work Confirmations** | Deliverables | Timecards

Home > View Order Details > Create Work Confirmation (DSG Complex PO: 41503736)

**Confirmation**

Your Work Confirmation 41503736 / 1 has been submitted.

# Unit Five

## Update Profile

Supplier update his profile

1- Login to GRP system

Navigation> <https://grp.dubai.gov.ae>

2- Press Home Page



تطبيق الموظف الذكي  
على الهاتف المتحرك، الأجهزة الذكية والثابتة  
**Smart Employee app**  
on Mobile Phone, Tablet & Desktop

متوافر مجاناً  
Available Free

Logged In As **EVOSYS**

### Government Resources Planning Systems

#### Main Menu

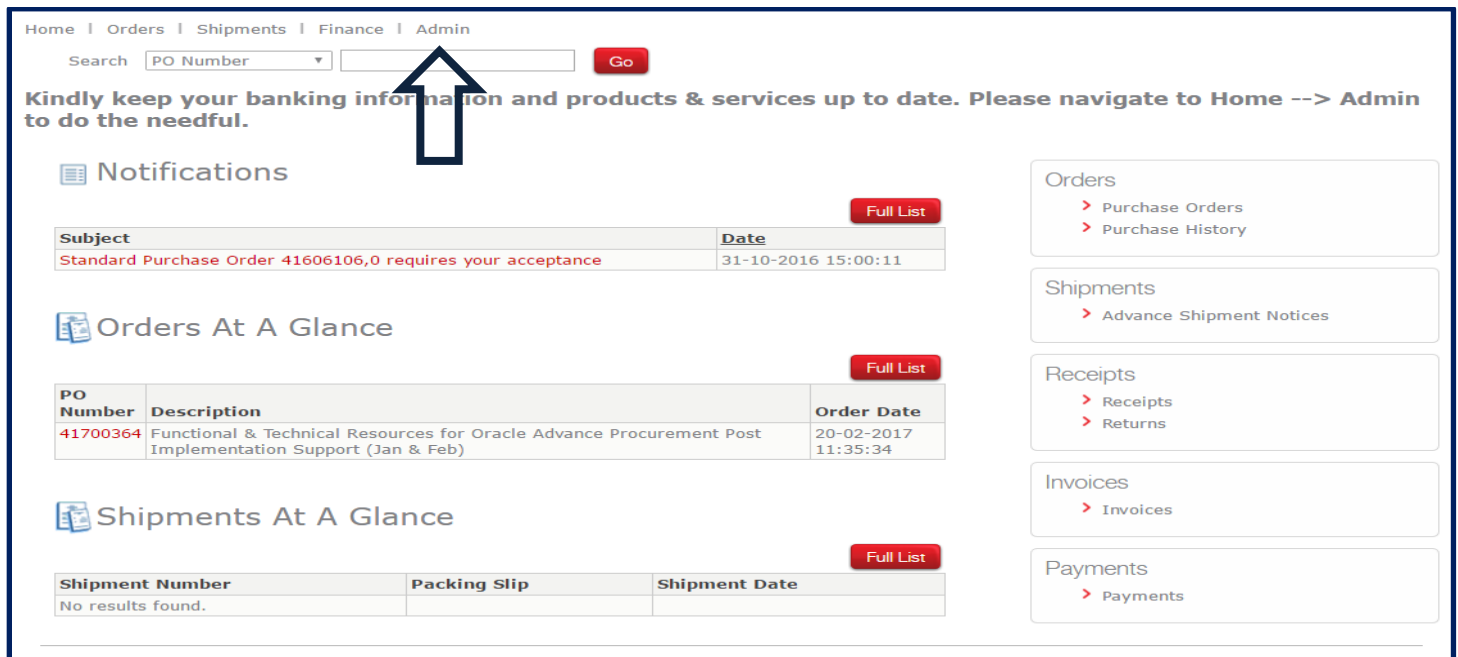
- GRP eSupplier Portal
- Home Page
- Supplier Registration and Renewal Page
- Sourcing

#### Worklist

From	Type	Subject	Sent	Due To	Priority	Status
Mrs. Ziada Anbar Juma Zabeel AlFalasi	PO Approval	Standard Purchase Order 41606106,0 requires your acceptance	31-10-2016	Evolutionary Systems Arabia FZ LLC	Normal	Open

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.  
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

2- Press Admin



Home | Orders | Shipments | Finance | Admin

Search PO Number

Kindly keep your banking information and products & services up to date. Please navigate to Home --> Admin to do the needful.

#### Notifications

Subject	Date
Standard Purchase Order 41606106,0 requires your acceptance	31-10-2016 15:00:11

#### Orders At A Glance

PO Number	Description	Order Date
41700364	Functional & Technical Resources for Oracle Advance Procurement Post Implementation Support (Jan & Feb)	20-02-2017 11:35:34

#### Shipments At A Glance

Shipment Number	Packing Slip	Shipment Date
No results found.		

Orders

- Purchase Orders
- Purchase History

Shipments

- Advance Shipment Notices

Receipts

- Receipts
- Returns

Invoices

- Invoices

Payments

- Payments

Press on address book to update the address

Home | Orders | Shipments | Finance | Admin

Profile Management

- > General
- > Company Profile
- > Organization
- > Address Book**
- > Contact Directory
- > Product & Services
- > Banking Details

## General

Organization Name **Evolutionary Systems Arabia FZ LLC** DUNS Number  
 Supplier Number **116473** Tax Registration Number  
 Alias Taxpayer ID  
 Parent Supplier Name Country of Tax Registration  
 Parent Supplier Number

## Attachments

Search  
 Note that the search is case insensitive  
 Title  **Go**  
[Show More Search Options](#)

**Add Attachment...**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
VRF	File		From Supplier	DA6622	29-08-2016	Standard			
TL	File		From Supplier	DA6622	29-08-2016	Standard			

Or press create to create new address

Home | Orders | Shipments | Finance | Admin

Profile Management

- > General
- > Company Profile
- > Organization
- > Address Book**
- > Contact Directory
- > Product & Services
- > Banking Details

## Address Book

**Create**

Address Name ▲	Address Details	Country	Update	Remove
Dubai	112, Building 11 Dubai Internet City DUBAI Dubai P.O Box : 500830	United Arab Emirates		

### Determine

1. address name
2. City / town / locality
3. Postal Code
4. Press Save

Admin: Profile Management: Address Book > Create Address

## Create Address

\* Indicates required field

**Cancel** **Save**

Supplier Name **Evolutionary Systems Arabia FZ LLC** Supplier Number **116473**

---

Address Name  
 United Arab Emirates Country  
 Address Line 1  
 Address Line 2  
 Address Line 3  
 Address Line 4  
 City/Town/Locality  
 County  
 State/Region  
 Province  
 Postal Code

Phone Area Code  
 Phone Number  
 Fax Area Code  
 Fax Number  
 Email Address

Purchasing Address  
 Payment Address  
 RFQ Only Address

**Note**

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

**Cancel** **Save**

### Check the confirmation message

Home | Orders | Shipments | Finance | Admin

Profile Management

- > General
- > Company Profile
- > Organization
- > **Address Book**
- > Contact Directory
- > Product & Services
- > Banking Details

Confirmation

dubai has been added to your Address Book.

## Address Book

**Create**

Address Name ▲	Address Details	Country	Update	Remove
Dubai	112, Building 11 Dubai Internet City DUBAI Dubai P.O Box : 500830	United Arab Emirates		
dubai	dubai dubai 123456	United Arab Emirates		

Press on contact directory to add new contact person

Home | [Orders](#) | [Shipments](#) | [Finance](#) | [Admin](#)

**Profile Management**

- > General
- > Company Profile
- > Organization
- > Address Book
- > Contact Directory**
- > Product & Services
- > Banking Details

## Contact Directory : Active Contacts

[Create](#)

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
	khalil		ykhalil@evosysglobal.com	Current	✓			

[+](#) Contact Directory : Inactive Contacts

Determine

1. Last name
2. Phone number
3. Press save

Admin: Profile Management: Contact Directory > Create Contact

## Create Contact

\* Indicates required field

[Cancel!](#) [Save](#)

Contact Title

First Name

Middle Name

\* Last Name

Alternate Name

Job Title

Department

Contact Email

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

[Cancel!](#) [Save](#)

Check confirmation message

Home | [Orders](#) | [Shipments](#) | [Finance](#) | [Admin](#)

**Profile Management**

- > General
- > Company Profile
- > Organization
- > Address Book
- > Contact Directory**
- > Product & Services
- > Banking Details

Confirmation

Ahmed Mohamed has been added to your Contact Directory.

## Contact Directory : Active Contacts

[Create](#)

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
	Ahmed Mohamed	054613		Pending				
	khalil		ykhalil@evosysglobal.com	Current	✓			

[+](#) Contact Directory : Inactive Contacts

Press on product and services

Press on add bottom to add new products and service


Home | Orders | Shipments | Finance | Admin

Profile Management

**Products and Services**

> General

> Company Profile

> Organization  **Add**

> Address Book

> Contact Directory

> **Product & Services**

> Banking Details

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
	No results found.				

Select product and press on apply

Admin: Profile Management: Product & Services > Add Products and Services: : (Evolutionary Systems Arabia FZ LLC)

### Add Products and Services: : (Evolutionary Systems Arabia FZ LLC)



**Cancel** **Apply**

Browse All Products & Services  
 Search for Specific Product & Service

Code	Products and Services	View Sub-Categories	Applicable
01010	Office Equipment		<input type="checkbox"/> Applicable
01015	Office Equipment Spare Parts		<input type="checkbox"/> Applicable
01020	Office and Desk Accessories		<input type="checkbox"/> Applicable
01025	Rewards and incentive prizes		<input type="checkbox"/> Applicable
01030	First Aid Supplies		<input type="checkbox"/> Applicable
01040	Books, Magazines and Manuals		<input type="checkbox"/> Applicable
02010	Hardware		<input type="checkbox"/> Applicable
02020	Software		<input type="checkbox"/> Applicable
02030	Accessories		<input type="checkbox"/> Applicable
02040	Consumables		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

**Cancel** **Apply**

Check the confirmation message

**Confirmation**

The following Product and Service categories have been added to your profile.

> **Hardware**

[Return to Products and Services](#)



Press on bank details to update or create new bank details

Home | Orders | Shipments | Finance | Admin

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact
- Directory
- Product & Services
- Banking Details**

## Banking Details

View

✓ TIP Date format example: 17-04-2017

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
	No results found.										

Determine

1. Bank name
2. Branch name
3. Account number
4. IBAN
5. Press Save

## Create Bank Account

\* Indicates required field

\* Country

Account is used for foreign payments  
Account definition must include bank and branch information.

### Bank

New Bank  
 Existing Bank

Bank Name

Bank Number

### Branch

New Branch  
 Existing Branch

Branch Name

Branch Number

BIC

Branch Type

### Bank Account

\* Account Number

Check Digits

IBAN

Account Name

Currency

Account Status

### Comments

Note to Buyer