



# Supplier Registration

(User Manual)

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### 1. Introduction

The iSupplier system is a secure web-based tool allowing Suppliers self-service capability to register and maintain their company profile as a source for bidding opportunities, View Order, Creation of eReceipt and elnvoicing.

Suppliers only have to register their company once. Multiple contacts (users) can be assigned online access if desired. Registered Suppliers login to iSupplier and receive the benefits of the below function.

#### iSupplier functionalities:-

- Self-Service Registration
- Maintain Company Profile and Users
- Online Bidding
- View Orders
- Submit eReceipt
- Submit elnvoice
- Track Invoices & Payments

### 2. Self Service Registration

### Supplier will go to the **https://www.fanr.gov.ae/en** Click on LOGIN/REGISTER and "Select iSupplier" from the left navigation









on "Registration Button" on the next page.



Select iSupplier Portal and click on Register







## a) Enter Company Details and Contact Information

Enter below information:-

Company Name:	Enter the Company Name
Country:	Select the Country Name from search option
Is Tax Registration Number Available?:	If tax Number available then select "Yes" else select "No"
Tax Registration Number:	Enter the Tax Registrations number
Trade License Number:	Enter the Trade License Number
Trade License Expiry Date:	Enter the Trade License Expiry Date
Email:	Enter the Email Id
Secondary Email:	Optional
First Name:	Optional
Last Name:	Enter the Contact Person Name
Phone Area Code:	Enter the Area Code
Phone Number:	Enter the Phone Number
Phone Extension:	Optional

Auggelul Medical Balanda Noted Automy to Neuron Register		
Supplier Portal		
	Basic Information Company Details Attachments	
Prospective Supplier Registration		
* Indicates required field		
Company Details		
At least one tax id is required to be able to complete the registration request.		_
* Company Nan	e TESTING LLC	
* court	United Arab EmiratesQ	
• Is Tax Registration Number Availab	where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpeyer ID.	
Tax Registration Numb	r 00000000000000	
	Prese enter the Tax Registration Number Suffix "_1" to TRN if a Group Parent Suppler aready registered with FANR.	
<ul> <li>Trade License Numo</li> <li>Trade License Exploy Dr</li> </ul>	a 31-DEC-2022	
	(26 Jan 2022)	1
Contact Information		-
* tm	l test@test.com	
Secondary Em		
First Nan		
Last Nam	* TEST-Last	
Phone Numb	= 53000000	
Phone Extensi		
		-

After completeing the above details click on "Next"





### b) Create Address

#### Click on Create under the Address Book

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(Supplier Porta)				G i 🖇 🙆
	Basic Information Company Details Attachments			
Prospective Supplier Registration: Add Blank label for instruction text Tax Registration Number Note to Buyer	ditional Details		5	ve For Later Black Step 2 of 3 Negt
Address Book at lease care entry is required				
Address Name	Address Details	Purpose	Update	Delete
No results found Inspect MOS Conterns				

#### Enter the Company Address

Address Name:	Enter Address Name for Location Identification.
Country:	Depending on the country selection the address validation will be changed to enter the required details.

#### After complete the address required field Click on "Apply"

August Andrew for Nackar Regulation				<b>E</b>
Supplier Portal				G I & 🕲
Create Address				Cancel Apply
* Indicates required field	Abu Dhabi Addres		Phone Area Code     1971	
Country Address Line 1	United Arab Emirates Y		Phone Number 500000000	
Address Line 2			Fax Number	
Address Line 3			Email Address     test@test.com	
Address Line 4			Purchasing Address	
<ul> <li>City/Town/Locality</li> </ul>	Abu Dhebi		Gil Payment Address	
County				
State/Region				
Province     Postal Code	51133			
Address Purpose				
<b>1</b>				
Purpose		Remove		
No results found. Inspect MDS Contents				

### c) Select the Business Classifications

#### Select the Company/Business Classifications of the supplier

Business Classifications				
Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Free Zone	0			
Khalifa Fund Business	0			
Limited Liability Company	8			
MIPR Assisting Agency	0			
Others	0			<u> </u>





### d) Create Products and Services

#### Click on "Create" under the Products and Services.

Create									
First Name	Last Name +	Phone		Email		Requires Use	er Account	Update	Delete
	TEST-Last	-971-85X	000000	test@test.co	m	Contact region		1	
Inspect MDS Contents									
Business Classif	ications								
lassification		Applicable	Certificate Number		Certifying Agency		Expiration Date		
iree Zone		0					( m)		
Ihalifa Fund Business		0							
Limited Liability Company		8							
MIPR Assisting Agency		0							
Others		0							
Partnership		o					<b>m</b>		
Private		0					( <b>*</b>		
Aublic - Government		0					<b>m</b>		
imail Business		0					( iii)		
TIP Date format example: 3	26-jan-2022								
Products and Se	ervices								
At least one entry is required.									
Create									
lode				Products and Services					Delete
o results found.									
Inspect MDS Contents									

#### Select multiple products and Services from the list

FAN ۱۹ تحاديثة للـرقابية الـنووي Ideral Authority for Nuclear Re			
Juppiler Portal			G   3
Add Produ	ucts and Services: : (TESTING LLC)		Cancel J
			4 Previous 1-10 🖌 Nex
Code	Products and Services	View Sub-Categories	Applicable
00000	Default	h	0
ETD-001	Training Courses	<i>ħ</i>	2
ETD-002	Subscriptions, & Publications supply	<u>h</u>	0
ETD-003	Books Supply	<i>ħ</i>	0
ETD-004	Library Products Supply	h.	0
ETD-005	News Paper & Magazine	<i>ħ</i>	0
TD-006	Development and Training course services	h	5
FCD-001	External Audit Services	72	D
FCD-002	Internal Audit Services	<i>ħ</i>	0
FCD-003	Accounting Services	łn.	5
			4 Previous 1-10 👻 Nex

#### Click "Next"

rsonalize "Products and Services" least one entry is required. onalize "Products and services re	ef reguest regu <sup>1</sup>	
ie in the second se	Products and Services	Delete
003	Accounting Services	8
105	Development and Training course services	8
001	Training Courses	





### e) Attach Required Supporting Documents

Attached the required documents

Download the below mentioned documents from the hyperlinks available on current page. Fill-in your details and re-upload as attachment.

NON-DISCLOSURE AGREEMENT
Vendor Registration Form
Pre-Qualification Questionnaire
Also include the below mentioned additional documents as attachment (mandatory)
Trade License Registration
Bank letter with account details

#### After documents attach process is complete, click on Submit button

FANR								
Guppler Portal								918 0
				u				
1 Non-disclosure agreement 2 Vendor Registration Form 3 Pre Qualification Questionare								
Add Attachment	Iyps =	Description =	Category =	Last Updated By =	Last Lipdated =	Lings +	Update	Delete
2022-02/10 15:14:18 Bank letter with account	File	2022-02-10 15:11:11 Bank letter with account	Miscellaneous	GUEST	10 Feb 2022	One-Time	1	9
2022-02-10 15:14:05 Trade License Registratio	File	2022-02-10 15:10:24 Trade License Registratio	Miscellaneous	GUEST	10-Feb-2022	One-Time	1	0
2022-02-10 15-12:10 Vendor Registration For	File	2022-02-10 15:10:45 Vendor Registration For	Miscellaneous	GUEST	10 Feb-2022	One-Time	1	8
2022-02-10 15:11 56 Pre-Qualification Questi	File	2022-02-10 15:11:11 Pre-Qualification Questi	Miscellaneous	GUEST	10-Feb-2022	One-Time	1	8
2022-02-10 15:11:39 NON-DISCLOSURE AGRE	File	2022-02-10 15:10:24 NON-DISCLOSURE AGRE	Miscelianeous	GUEST	10-Feo-2022	One-Time	1	
Attachments							Submit	Back, Step 3 of 3

You will receive a confirmation as shown below.

RaggaLJB.c.4.9.14.4.4.1010.1.4.4	
Guppler Portal	Θι\$ Ø
🙀 Confirmation Thank you for registrating your company. Your registration has been submitted for approval and you will be notified of your registration status via email in twe courter.	

FANR team will verify the details and begin the approval process for your Supplier registration. Once approved you will be notified with the "Login details" to your contacts.

**Note:** If any of the details are not correct then the Supplier Administrator will request for further information, and it has to be provided in the given time, otherwise your request for registration will be rejected.





If due to any reason you want to save the details entered, click on You will see the below confirmation message with the URL

Save For Later button.

Confirmation

1. Your registration details have been saved. You will need to bookmark the following link to be able to return to your registration request at a later date. An email with these details has also been sent to you.
2. https://iservices.fanr.gov.ae/OA\_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=7D476A8ABA66489234BA04E574D8843B422C788AF85B4118FEAD0CADFA51FDD4&lang=US

Copy the URL which will lead you to the Prospective Supplier Registration page directly and you can see your details saved.

This will help you in submitting the Supplier Registration with the details you had saved for later use.

Once you have all the details ready copy and paste the URL directly on the web browser and edit details or add the missing documents and click on Register.

Confirmation message will be displayed and you will receive an E-mail confirmation too. With this your Supplier Registration will be completed.

