

Government of Sharjah Finance Department **حـكـومــة الـشــارقـة** دائرة المالية المركزية

User Manual

Supplier registration process guide

Year 2020

Supplier registration process guide

• The supplier visits the Sharjah Finance Department's official website <u>https://www.sfd.gov.ae/Ar/SitePages/Home.aspx</u> and requests registration electronically by clicking on "services" and then click on "vendors and contractors registration".





• "Start service" is selected. Before starting the registration request, please take a look at the conditions mentioned on the site.





• "New vendor" is chosen and then either a general supplier or a government supplier is chosen.



- All fields must be filled out and all required documents must be attached on a total of 3 pages so that the application is complete and meets the conditions.
- The first page is devoted to the company's basic information.
- If you have not previously applied for a Tahseel card, click "No" on the "Do you have a Tahseel card?" box. You will then be automatically transferred from the portal to a new page to apply for the card and pay online. After applying for a Tahseel card, an email will be sent to the applicant's email and a message will be sent to his phone with the username and password to give access to the portal after their registration request is approved. The supplier can also apply for a Tahseel card through the official website of Sharjah Finance Department by clicking on "Services" and then clicking on "Tahseel card issuance."

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• The second page is for license information.

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• The third page is for banking information. Note: The bank letter that will be attached must have a validity of no less than 6 months.

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• After completing the banking information page, the questionnaire questions are answered.

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• After completing all registration steps, you will receive a message stating that the request has been completed successfully.

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• The application and all its aspects are reviewed, and if there are any deficiencies, the application is rejected and the reason for the rejection is stated. The supplier then receives an email from "Takamol Application" explaining the type of amendments required, and then the supplier must use the reference number and the company's email, enter them in the "Inquery" box in the portal, and do what is necessary to complete the registration.

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• A registration application that meets the conditions is approved within two working days, and the applicant receives an email from "Takamol Application" stating that the application has been approved. It is also mentioned in the email the registration number and account number that are provided to them.

مړن : :	لسدة عركه، (ايرون ماونتن لخدمات حفظ الوتاق والمستقدات شركه الشخص الواحد شريدهم المحتريم تعية فليية وبيع ويسنذا اعتشكر بانه كنت الموافقة على تسجيلكم كمورد محتمد لدى دائرة المالية المركزية - حكومة الشارقة 11- 101 حاسب التي ومستلزماته 2- 2015 العبان ومستلزماتها 3- 404 حفدات استنرابت في مجال تقنية المعلومات 5- 1055 العتل والتومسيل المعرفة تقاصيل اجراءات المما لمانيهة لدى الجهة يرجى زيارة موقع / بوابة المورديين https://UnifiedReg.std.gova
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 After approving a supplier registration request, the supplier can follow up on all payments and financial dues and submit invoices with the ability to modify some of their information and also view available price requests and submit price offers through the portal on the "existing vendor" option by logging in using their Tahseel account. For more information, a PDF file and a video regarding the user guide are attached on the supplier portal.







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