



Government of Sharjah
Finance Department

حكومة الشارقة
دائرة المالية المركزية

User Manual

Vendors Portal

Year 2020



1. Document Control

Version	1.0
Status	Final
Owner	Financial System Department
Creation Date	12/07/2020
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Review Period	Yearly
Classification	Public
Retention Period	5 years

2. Revision History

Version	Status	Updated By	Date	Revision Notes
0.1	Draft	Ebtihal Ba Tarfi	12/07/2020	Draft
1.0	Review	Mira Al Suwaidi	13/07/2020	Review
1.0	Final	Huda Al Yassi	13/07/2020	Approved Version

3. Review & Approval History

Version	Review By	Signature	Reviewed Date	Approved By	Signature	Approval Date
1.0	Mira Al Suwaidi		13/07/2020	Huda Al Yassi		13/07/2020

4. Distribution list

Version	Entity	Name	Date	Purpose
1.0	Sharjah Finance Department	Huda Al yassi	13/07/2020	Approval
1.0	Public	All Vendors	13/07/2020	For Action



User Manual - Vendors Portal

Introduction:

Vendors Portal is a website for vendors Accredited to the Sharjah Finance Department. Each vendor has a user name and a password according to what is found in the Tahseel card, through it, the vendor can view the procedures and processes between him and the Finance Department.

So that he sees what price requests are submitted to him, and through which he offers price quotes, and he can see the payments due to him.

Log in page (En\Ar) :

On this screen, the vendor enters (Username + Password), as specified in the Tahseel card.

Tahseel Account Logon

Login Using Tahseel Account

Username *

Password *

Please enter password







Home page:

It shows the following lists:

- Alerts
- Department's vision
- Department's letter
- Government financial system – GFS

- Government Financial System

 ALERTS <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">There is No Alerts</div>	 DEPARTMENT'S VISION <p>A financial system based on innovation to promote sustainability and prosperity</p>	 DEPARTMENT'S LETTER <p>Optimizing the Resources based on the Best Financial and Budget Solution</p>	 GOVERNMENT FINANCIAL SYSTEM - GFS <p>Suppliers Channel was created to achieve the development goals pursued by The Finance Department to work with our suppliers, based on the best practices and optimal use of resources and technology in the areas of purchasing, contracting and suppliers relations Central Government Units of Sharjah are provided with supplies, services and projects with best sustainable value</p>
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The screens that the vendor uses:

1st : supplier file:

A. My personal info:

This page shows the information about the vendor, as it was entered from the vendor on the "vendor Registration" website, and evaluated for a particular department or for all departments

Logout Welcome Sharjah Finance

Government of Sharjah | حكومة الشارقة
Finance Department | دائرة المالية المركزية

HOME SUPPLIER FILE AVAILABLE TENDERS AVAILABLE REQUEST PRICE OFFERS LPO/PURCHASEINVOICE MY PAYMENTS MY SUGGESTIONS

Vendor Rating

Dep No:

Vendor Rating: ☆☆☆☆☆

- My Personal Info

Supplier Name	<input type="text" value="Sharjah Finance"/>	Registration No	<input type="text" value="18001"/>
Deal Date	<input type="text" value="2019/11/26"/>	Register Date	<input type="text" value="2019/11/26"/>
Taxhead Card No	<input type="text" value="90590000004"/>		
Tel	<input type="text" value="059999999"/>	Direct Tel	<input type="text" value="059999999"/>
Mobile	<input type="text" value="059999999"/>	FAK	<input type="text" value="059999999"/>
Salesman Representative	<input type="text" value="الهادي"/>		
Web Site	<input type="text" value="www.best122.com"/>		
E-mail	<input type="text" value="gakaashah@sp-group.net"/>		
Country	<input type="text" value="الإمارات"/>		
Emirates/City	<input type="text" value="الإمارات"/>		
Area	<input type="text" value="الجن"/>		
Address	<input type="text" value="الطريقه / الصحراء"/>		
Citizen Name	<input type="text" value="دانا"/>	Citizen Career	<input type="text" value="اصول حريه"/>
Manager Name	<input type="text" value="الهادي"/>	Work hours	<input type="text" value="8"/>
Activity Type	<input type="text" value="تقارنما العمودات"/>		
Establishment Year	<input type="text" value="2012"/>		

Financial Info

Bank Name	<input type="text" value="Citibank NA"/>	Account No	<input type="text" value="AE66456456456456561111"/>
Supplier Name in Bank	<input type="text" value="yt"/>	Tax Registration Number	<input type="text" value="5644444444444444"/>

Sub Category

Sub Category: Main Category: Delete: Home:

Licenses Info

Commercial License No	<input type="text" value="1234567"/>	Expired Date	<input type="text" value="2022/03/01"/>
Chamber of Commerce Membership Certificate	<input type="text" value="1234567"/>	Expired Date	<input type="text" value="2022/03/01"/>
Commercial Record No	<input type="text" value="1234567"/>	Expired Date	<input type="text" value=""/>
Municipal License No	<input type="text" value="1234567"/>	Expired Date	<input type="text" value=""/>

Attached Files

Attachment Type: Attachment:

Attached File	Content Type	Download
Copy of Taxhead Card	image/png	<input type="button" value="Download"/>
Copy of Commercial LLC	image/png	<input type="button" value="Download"/>
Copy of Chamber membership Cert	image/png	<input type="button" value="Download"/>
Company Profile	image/png	<input type="button" value="Download"/>
Copy of Registrar Report Cert from the competent authorities	image/png	<input type="button" value="Download"/>
Copy of official letter from the company explaining the bank statements	image/png	<input type="button" value="Download"/>
Tax Register	image/png	<input type="button" value="Download"/>
Copy of Establishment Contract for LLC	image/png	<input type="button" value="Download"/>
Copy of Rissal Certificate	image/png	<input type="button" value="Download"/>

Current Attachment

My Personal Info Available Request Price Available Tenders Offers Agreed Request Price LPO/Purchase Invoice My Payments My Suggestions



B. Alter Personal info request:

In this screen, the vendor can modify the data in it by modifying the fields and clicking on the save button. The request will be sent to the Sharjah Finance Department to review the information and take an action on it.

The screenshot shows the 'My Personal Info' form with the following fields:

- Request No: [input field]
- Supplier Name: Sharjah Finance
- Deal Date: 2019/11/26
- Tahseel Card No: 90590000004
- Tel: 0209999999
- Mobile: 0209999999
- SalesMan Representor: [input field]
- Web Site: www.test123.com
- E-mail: galakabnef@group.net
- Country: [input field]
- Emirates/City: [input field]
- Area: [input field]
- Address: [input field]
- Citizen Name: [input field]
- Manager Name: [input field]
- Activity Type: [input field]
- Establishment Year: 2012
- Request Date: 2020/07/08
- Registration No: 10001
- Register Date: 2019/11/26
- Direct Tel: 0999999999
- FAX: 0999999999
- Citizen Career: [input field]
- Work hours: 8

Below the main form, there is a 'Sub Category' section with a dropdown menu and a table for 'Licenses Info' with columns for License No, Main Category, and Expiry Date.

C. Alter Bank info request:

In this screen, the vendor can modify the financial data such as the bank name, account number, etc. and then clicking on the save button. The request is sent to the Sharjah Finance Department to review the data is approved.

The screenshot shows the 'Financial Info' section of the 'My Personal Info' form with the following fields:

- Request No: [input field]
- Bank Name: [input field]
- Supplier Name In Bank: yt
- Request Date: 2020/07/08
- Account No: AE564564564564565511111
- Tax Registration Number: 5544444444444444

Below the financial info, there is an 'Attached Files' section with an 'Attachment Type' dropdown and a 'Choose File' button.



2nd : Available tenders:

In this page, the vendor can follow tenders, whether they are tenders for the last week or month, or the submitted or favorites.

Available Tenders

By

- Favorite List
- All Tenders
- Last Week
- Last Month
- Applied Tenders

Year	#	Tender Description	Tender Ad	Start Date	End Date
No items to display					

3rd : Available request price:

In this page the vendor can see the request prices that created by the governments departments, and this vendor can open these request and view the information by clicking on the button “view” and apply an offer price through click on the button “create offer”.

After the vendor fill all required fields and click on the save button, In this case, the color of the price request changes to green, indicating that a price quote has been submitted to it.

- Available Request Price

Year	Dep. No	Dep. Name	Request No	Date	Note	View Details	Offer No
2020	22	دائرة الموارد البشرية	20	2020/07/08	58458458	View	
2020	10	الهيئة العامة لشروط التأمين	8	2020/04/29	121123	View	
2020	20	دائرة الموارد البشرية	16	2020/07/08	58458458	View	21
2020	22	دائرة الموارد البشرية	10	2020/05/05	2121	View	10
2020	16	التسجيل العقاري	23	2020/04/26	121212	View	7
2020	24	التحصيل الضريبية	39	2020/04/14	4104	View	40
2020	24	التحصيل الضريبية	36	2020/04/07	بيان طلب التخصيص	View	38
2020	24	التحصيل الضريبية	37	2020/04/07	584584584	View	37
2020	24	التحصيل الضريبية	38	2020/04/07	58458458	View	39
2020	24	التحصيل الضريبية	35	2020/04/02	58458455	View	35

Request Price Created

- Request Price

Year:

Dep. Name:

Document No:

In-charge Emp. Name:

Description:

Last Receipt Date:

Entry Date:

In-charge Emp. Tel:

Terms: التوريد بضاعة أو خدمات
حسب طلب العميل أو جهة العمل

Item No	Item Name	Item Desc.	Unit No	Unit	Goods Origin	Supply Period	Ordered Qty
31101001003	أسرة أطفال	1	1	عدد			1

[Create Offer](#)



4th : offers:

This screen is show the offer prices created by the vendor, and its color changes to green if it was approved in the government department. It is possible to know the number of offer prices that have been approved as well, and through clicking on the document number you can see the details of this offer price

- Offers

Year	Dep. Name	Offer No	Date	Note
2020	دائرة الموارد البشرية	21	2020/07/06	تمت البيان المدخل من خلال النونية
2020	دائرة الموارد البشرية	19	2020/05/09	تم
2020	التسجيل العقاري	2	2020/04/27	iOS test
2020	التسجيل العقاري	4	2020/04/26	بيان تمست
2020	التنمية الاقتصادية	40	2020/04/16	test
2020	التنمية الاقتصادية	38	2020/04/07	
2020	التنمية الاقتصادية	37	2020/04/07	
2020	التنمية الاقتصادية	39	2020/04/07	
2020	التنمية الاقتصادية	35	2020/04/02	
2020	التنمية الاقتصادية	24	2020/03/29	بيان غير المسموع بتمست

Agreed Offer

- Price Offer

Year	2020	Entry Date	2020/07/06							
Dep. Name	22 دائرة الموارد البشرية	Request Price No	19							
Document No	21	Contract No								
Request Price Year	2020	Offer Receipt Time	1 Day							
Supplier No	10001 Sharjah Finance	Supply Date	2020/07/10							
Offer Receipt Date	2020/07/06	Discount Period	Day							
Price Expire Date	2020/07/10									
Discount	0.00									
Description	تمت البيان المدخل من خلال النونية									
Attached Files										
Choose Files No files chosen Browse Upload Download <table border="1"><thead><tr><th>FileName</th></tr></thead><tbody></tbody></table>				FileName						
FileName										
Items Details										
Serial No.	Item No	Item Name	Unit Name	Goods Origin	Ordered Qty	Supply Period	Rval. Qty	Unit Price	Total	
259873	31101007006	خزانة معدنية 3 أبواب للسكن	عدد		1	5	1	13,500.00	13,500.00	Est Delete



5th : LPO / purchase invoice:

This page show the following:

- LPO which issued to the vendor, and he can create an invoice through clicking on the button “Open Purchase Invoice”
- The purchase invoices that were created and knowing their status if they were approved or rejected.

- LPO

LPO No	Offer Name	Dep. Name	Year	Lpo No Doc	
34688	21	دائرة الموارد البشرية	2020	No Attachments	
34680	10	دائرة الموارد البشرية	2020	No Attachments	Open Purchase Invoice
34655	4	التسجيل العقاري	2020	No Attachments	
34637	35	التنمية الاقتصادية	2020	No Attachments	
34616	14	التنمية الاقتصادية	2020	No Attachments	Open Purchase Invoice
34594	1	هيئة الشارقة للأثار	2020	No Attachments	Open Purchase Invoice
21038	31	منح و مساعدات و خصومات	2014	No Attachments	

Purchase Invoices

Year	Doc No	Entry Date	Bill No.	Bill Date	Amount	Status	
2020	128	7/7/2020 10:14:00 AM	98877	7/7/2020	120	مرسل من المورد	Open
2020	127	7/6/2020 5:36:00 PM	100010	7/6/2020	1010	مرسل من المورد	Open
2020	126	7/6/2020 5:29:00 PM	10001001	7/6/2020	1000	مرسل من المورد	Open
2020	125	7/6/2020 4:35:00 PM	18877	7/6/2020	100	مرسل من المورد	Open
2020	124	7/6/2020 4:30:00 PM	1899	7/6/2020	200	مرسل من المورد	Open
2020	123	7/6/2020 4:30:00 PM	1899	7/6/2020	200	مرسل من المورد	Open
2020	122	7/6/2020 2:51:00 PM	12200	7/6/2020	13500	مرسل من المورد	Open
2020	121	7/6/2020 2:51:00 PM	12200	7/6/2020	13500	مرسل من المورد	Open
2020	120	7/1/2020 3:28:00 PM	12554512	7/1/2020	1000	مرسل من المورد	Open
2020	119	7/1/2020 3:28:00 PM	12554512	7/1/2020	1000	مرسل من المورد	Open

To create any purchase invoices, this is done through purchase orders



6th : My payments:

The payments due to this supplier appear on this screen, and are the purchase invoices for this supplier.

And the screen contains more than one color, to distinguish the status of these payments, as follows:

1. The **red** colour: in progress concerned department
2. The **blue** colour: in progress in finance department
3. The **green** colour: ready to deliver
4. The **yellow** colour: you have received your check or communicate with concerned department
5. The brown colour: the payment has been transferred to your bank account

Payment received can also be inquired through an option “include delivered payments”

- My Payments

Include Delivered Payments

Payment Status	Payment Amount	Payment Date	Payment No
In Progress Concerned Department tt	2,100.00	2020/05/05	inv-156 / Purchases bill
In Progress in Finance Department	138.50	2020/04/06	10033 / Purchases bill
Bank transfer issued	14,175.00	2020/04/06	138 / Purchases bill
Bank transfer issued	15,750.00	2020/04/02	9887 / Purchases bill
In Progress in Finance Department	15,750.00	2020/04/02	9887 / Purchases bill
In Progress in Finance Department	630.00	2020/04/02	7788 / Purchases bill
In Progress Concerned Department	57.75	2020/03/29	99p / Purchases bill
In Progress Concerned Department	1,050.00	2020/03/28	1032 / Purchases bill
In Progress Concerned Department	10.50	2020/03/26	6321 / Purchases bill
In Progress Concerned Department	23.10	2020/03/22	544 / Purchases bill

1 2

In Progress Concerned Department ■

In Progress in Finance Department ■

Ready To Deliver ■

Delivered Check ■

Delivered Bank Transfer ■



7th : My suggestions:

On this screen, the vendors enter their suggestions, through enter the subject and description, then click on the “save” button.

It is available for them to edit or delete the entered suggestion.

- My Suggestions

Suggestion Subject Entry Date

Suggestion Description

Suggestion	Subject	Date	No.	تعديل
No items to display				