



Government of Sharjah
Finance Department

حكومة الشارقة
دائرة المالية المركزية

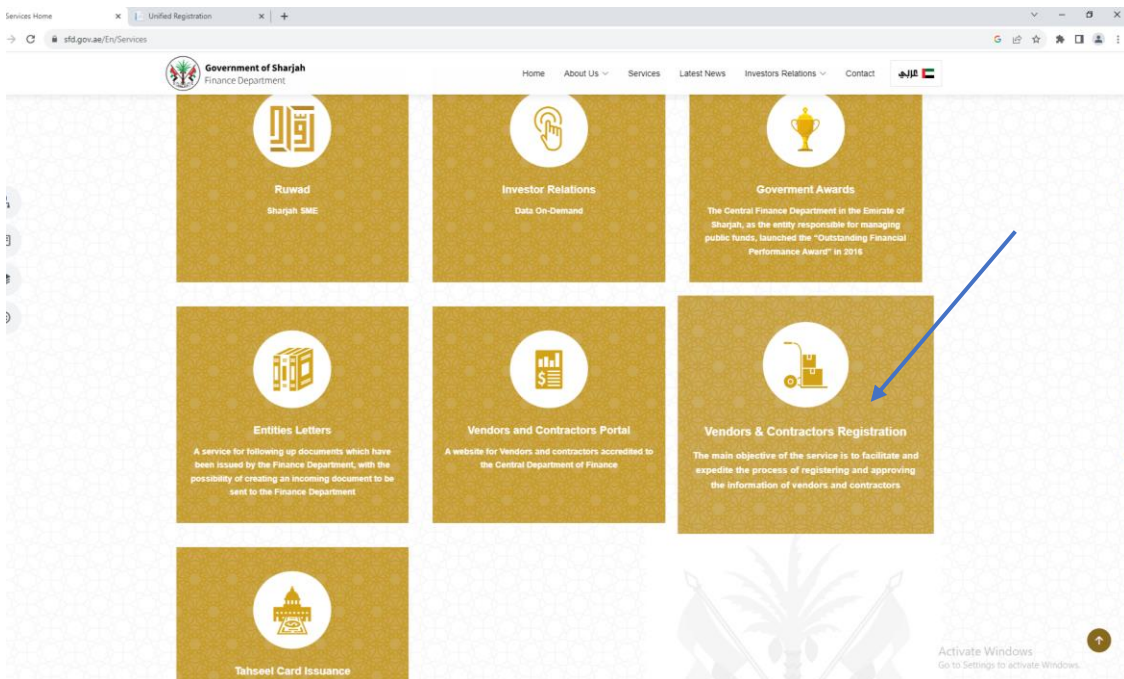
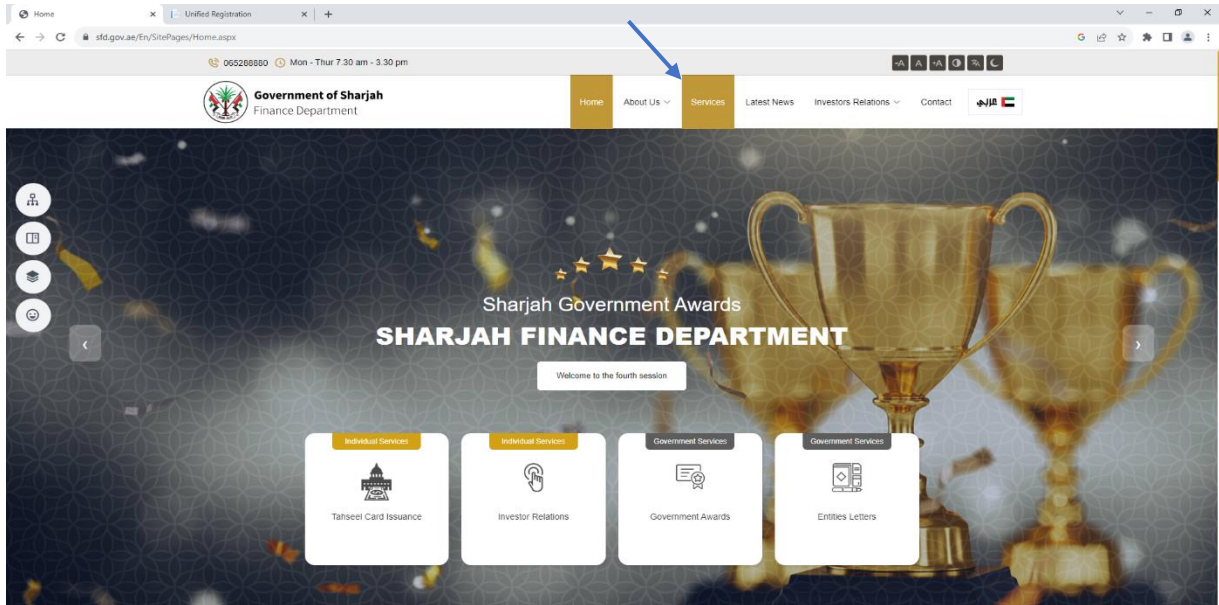
User Manual

Supplier registration process guide

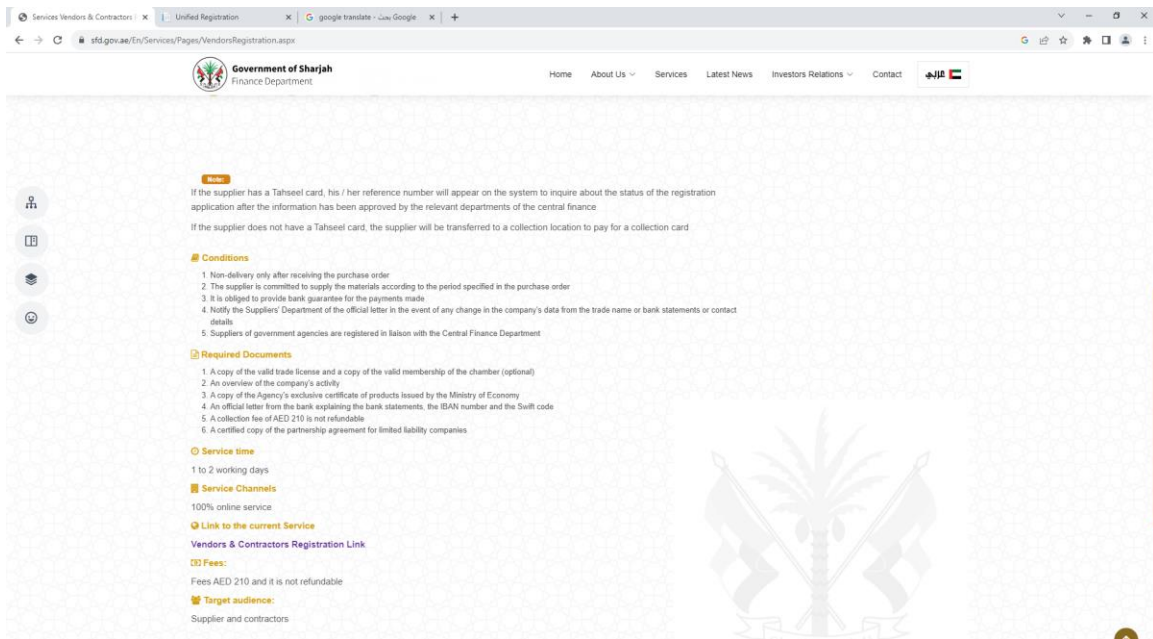
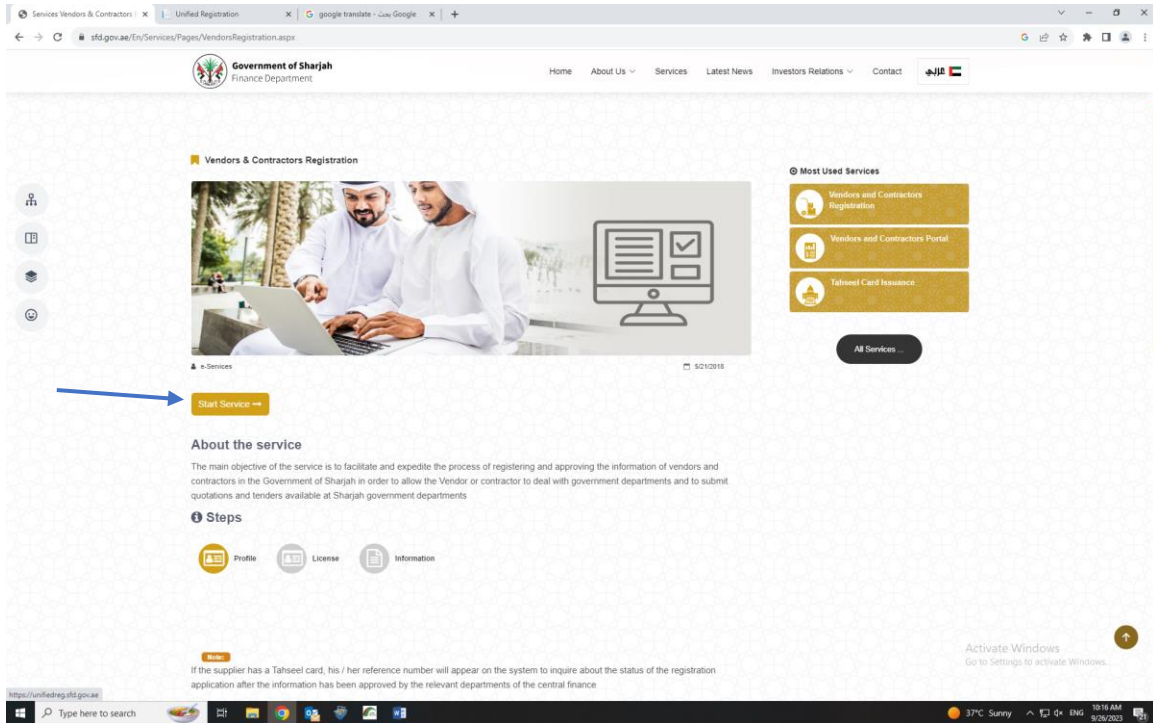
Year 2020

Supplier registration process guide

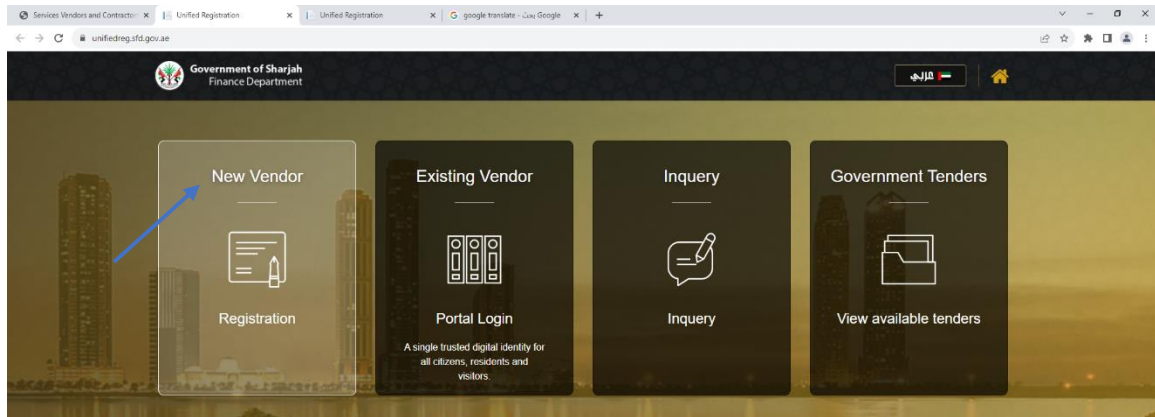
- The supplier visits the Sharjah Finance Department's official website <https://www.sfd.gov.ae/Ar/SitePages/Home.aspx> and requests registration electronically by clicking on "services" and then click on "vendors and contractors registration".



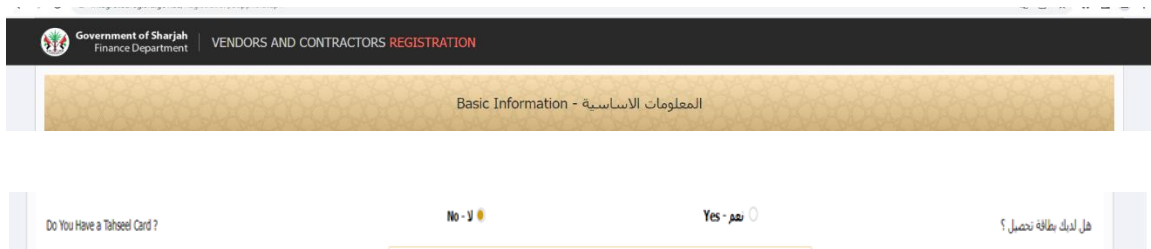
- “Start service” is selected. Before starting the registration request, please take a look at the conditions mentioned on the site.



- “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.”



بيان الدفع

الجهة: المالية المركزية - إدارة المشتريات والعقود

رقم إذن الدفع: 98186615969580

القيمة	ملاحظات	الإجراء	جهة الإيراد
200	10.00	تسجيل الموردين	المالية المركزية - إدارة المشتريات والعقود
10	-	رسوم محاسبية - دعم الأبحاث العلمية في إدارة الشارقة	المالية المركزية - الإيرادات المالية
210	10.00		المجموع
220		المجموع الكلي (براهم):	

طريقة الدفع:

في حالة اختيار طريقة الدفع بواسطة بطاقة الائتمان سيتم احتساب 1.30 % كرسوم بنكية على إجمالي المبلغ

الحساب المصرفي
 بطاقة لئتمان
 حساب تحصيل

موافق إلغاء

- The second page is for license information.

integratedreg.sfd.gov.ae/Registration/SupplierStep? Unified Registration

Government of Sharjah Finance Department VENDORS AND CONTRACTORS REGISTRATION

معلومات الرخصة - License

الرجوع السابق - Previous

* الملفات المسموح تحميلها يجب ان تكون PDF او JPEG ولا يزيد حجمها عن 5 ميجابايت
* Uploaded files must be PDF or JPEG and the size of each file must not exceed 5 MB

Reference No: 98186615969580 رقم المرجع

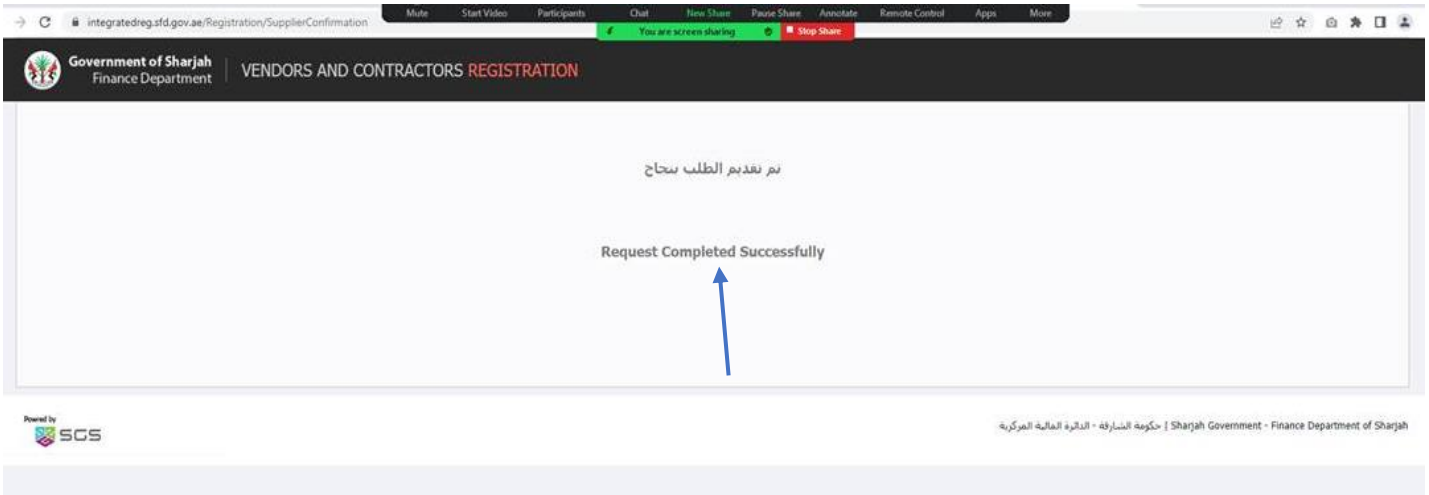
Do You Have a Chamber Membership? No / لا / نعم / Yes هل لديك عضوية الغرفة؟

- 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.

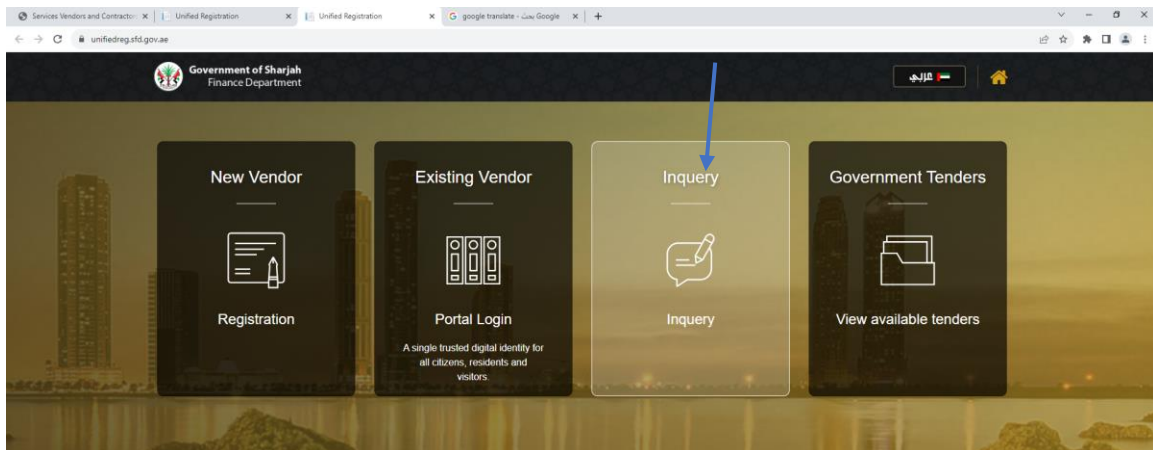
- After completing the banking information page, the questionnaire questions are answered.

Answers - الاجوبة	Question (English) - السؤال بالانجليزية	Question (Arabic) - السؤال بالعربية
Choose / اختر	Company Age	عمر الشركة
Choose / اختر	The Capital of The Company in AED	القيمة رأسي مال الشركة بالدرهم الاماراتي
Choose / اختر	No. of Branches in U.A.E & Outside U.A.E	عدد فروع الفروع داخل الدولة وخارجها
Choose / اختر	No. of Employee	عدد موظفي الشركة
Choose / اختر	Volume of Business during the last three years in AED	حجم الاعمال خلال السنوات الثلاث الاخيرة بالدرهم الاماراتي
Choose / اختر	Volume of business with government within UAE during the last three years in AED	حجم الاعمال مع الجهات الحكومية في الدولة خلال الثلاث سنوات الاخيرة بالدرهم الاماراتي
Choose / اختر	Trade license issuing side (Emirate)	جهة اصدار الرخصة (الامارة)

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



- 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 “Inquiry” box in the portal, and do what is necessary to complete the registration.



- 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.



- 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.

