

Completing / Updating Company Profile Guide

AW Rostamani eProcurement Portal

Supplier User Guide – Completing / Updating Company Profile

Dear Valued Supplier,

Welcome to the “AW Rostamani eProcurement Portal” user guide.

This user guide will lead you through Completing / Updating Company Profile on the “AW Rostamani eProcurement Portal” through a step-by-step approach in case you already have an existing profile in the portal.

If you are facing difficulties at any time during the process, you can email our help desk for assistance at eprocurement@awrostamani.com

Alternatively, you can dial +971 800 8363377 (800 Tenders) for telephonic support from Sundays to Thursdays 8:00 AM – 5:00 PM (GMT + 4:00) Abu Dhabi, Muscat.

We also have a Call back option on the portal where you are just required to mention your details and the query / issue that you might have, and the helpdesk personnel will be contacting you accordingly.

Sincerely,
AW Rostamani Procurement Team

Step 1:

Using your Username and Password, log in to <https://eprocurement.awroostamani.com/web/login.html>

Note: You will be asked to change your password the first time you log in.

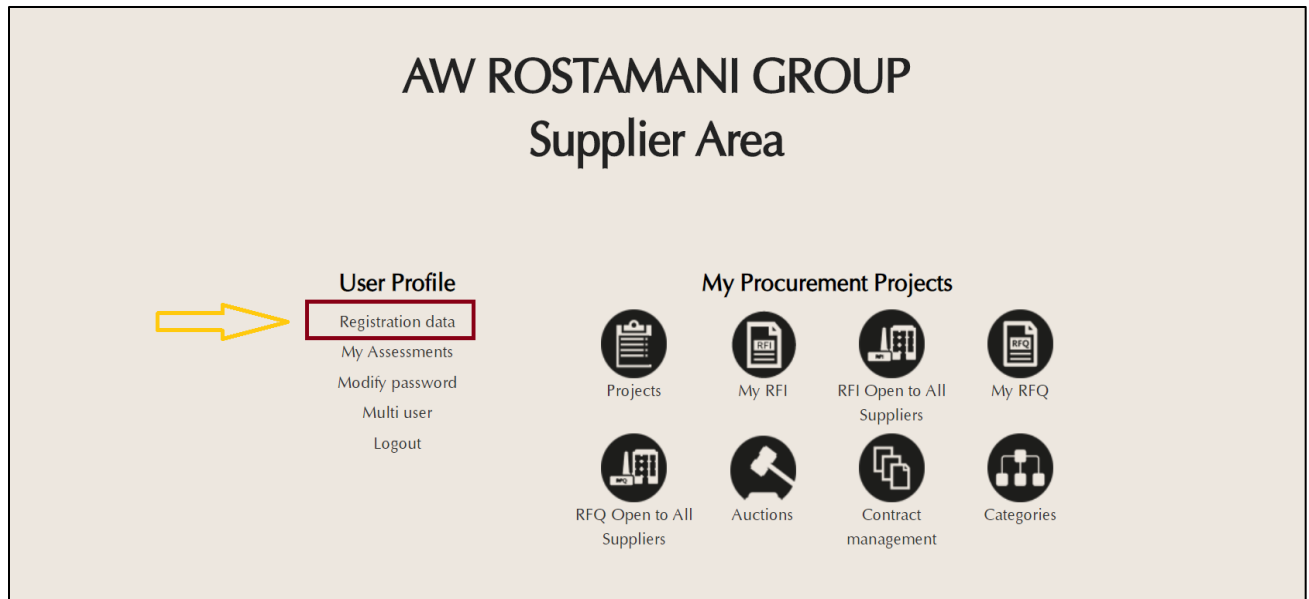


Once logged in, you will then have access to your “Supplier Area”



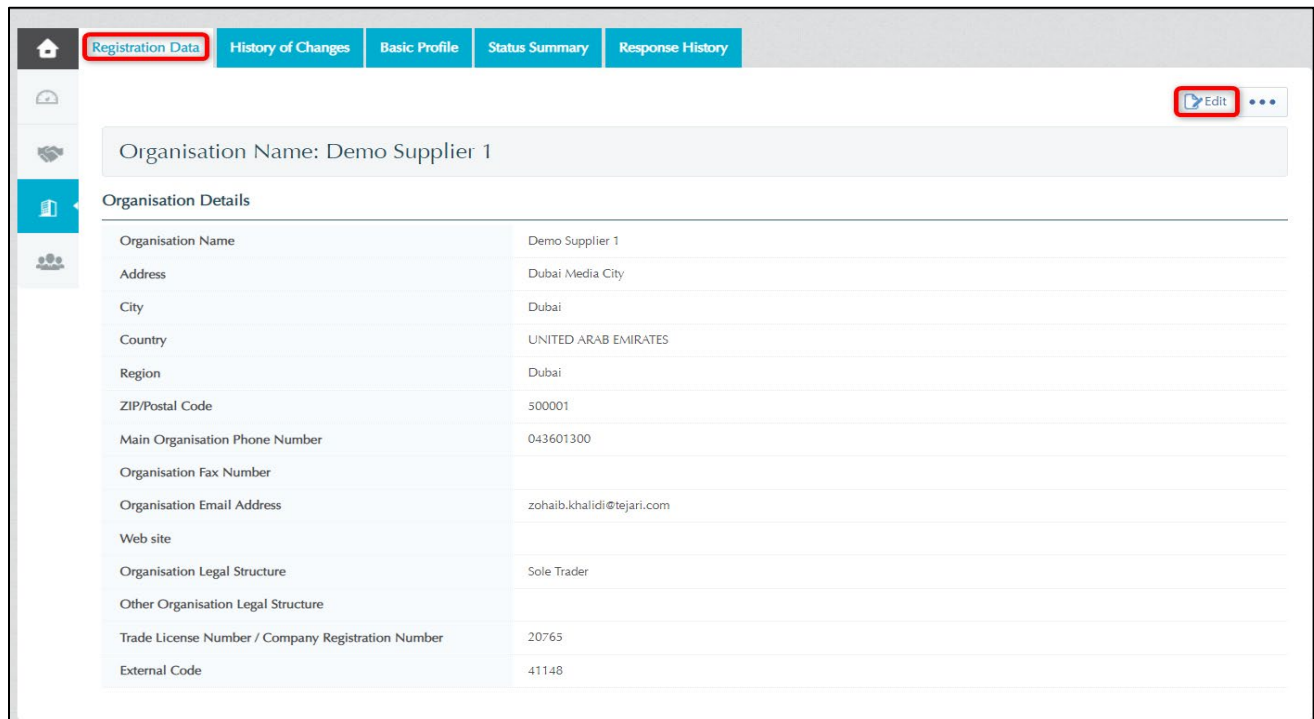
Step 2:

Click on “**Registration Data**” to review your registration data and Basic Profile Information.



Step 3:

Once you have clicked on “Registration Data”, click on “**Edit**” if you want to amend the registration details (Contact details, Trade license...).



Note: If any of the details are not editable, please contact HELPDESK for assistance at: +971 800 8363377 (800 Tenders) or send a mail eprocurement@awrostamani.com.

Then click on “**Basic Profile**” to complete the registration. Please note the “Supplier Data Status” which shows the completion status of the registration form. Incomplete registration forms may affect the outcome of the qualification process.

The screenshot shows the 'eProcurement' interface with the 'Basic Profile' tab selected. A table displays the 'Supplier Data Status' for various registration forms. The table has columns for 'Title', 'Mandatory' status, 'Optional' status, 'Document Expiry Date (First to Expire)', 'Last Modified Date', and 'Order'.

Title	Mandatory	Optional	Document Expiry Date (First to Expire)	Last Modified Date	Order
Company Details	100%	0%		20/03/2019 11:14	1
Local Company (UAE)	0%	0%		20/03/2019 11:18	2
Bank Details 1 - Local	15%	0%		20/03/2019 11:43	3
VAT / Tax / GST Registration Details	0%			20/03/2019 11:47	4
Total 4					Page 1 of 1

To update any information which is incomplete in the Registration Forms, click on **Basic Profile**, click on the relevant Forms to be updated (You will be able to view the completion Status in percentage against the relevant form) and click **Edit**.

The screenshot shows the 'Basic Profile Details: Local Company (UAE)' page. The page includes a 'Back to List' button and an 'Edit' button. Below the title, there is a section for 'Mandatory Documents' with a list of required documents and their completion status.

Mandatory Documents
Documents to be submitted along with this Registration Form

Trade License / Commercial Registration Copy:	* Please attach your trade license copy.	(no file attached) Expiring on:
Trade License / Commercial Registration Expiry Date:	* Please mention the trade license / commercial registration expiry date.	
Trade License / Commercial Registration Issuing Authority:	* Please mention the trade license / commercial registration issuing authority.	
Owner / Authorized Signatory's ID Copy:	* Please attach the company owner / authorized signatory's ID copy.	(no file attached)
Owner / Authorized Signatory's ID Number:	* Please provide the owner / authorized signatory's ID Number.	

Once you have completed all the questions, kindly click on “Save and Continue”. Please continue to do so and complete all the forms which are incomplete so that the profile is 100% completed. (Especially the mandatory ones marked with the red asterisk*)

Basic Profile Details: Local Company (UAE)

Save and Continue **Cancel**

Mandatory Documents
Documents to be submitted along with this Registration Form

Trade License / Commercial Registration Copy: * Please attach your trade license copy. + Click to attach file

Expiring on: dd/MM/yyyy

Trade License / Commercial Registration Expiry Date: * Please mention the trade license / commercial registration expiry date.

Trade License / Commercial Registration Issuing Authority: * Please mention the trade license / commercial registration issuing authority.

Characters available 2000

eProcurement Helpdesk

Need assistance? Please contact our eProcurement Helpdesk:

Phone: (800 Tenders) +971 800 836 33 77

Email: eprocurement@awrostamani.com