

Registering on AWR eProcurement Portal Guide

Supplier User Guide – Registration on AWR eProcurement Portal

Dear Valued Supplier,

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

This user guide will lead you through the “AW Rostamani eProcurement Portal” Registration process and will be delivered through a step-by-step approach.

Simply follow the below steps to register your organization as an AW Rostamani supplier.

If you are facing difficulties at any time during the registration 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

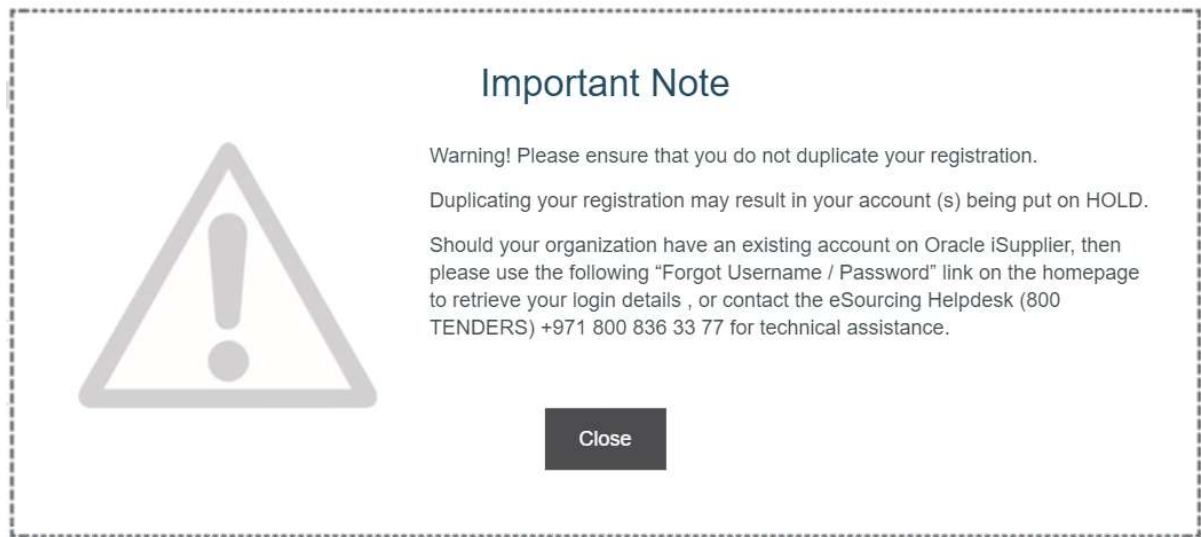
Step 1

Visit <https://eprocurement.awrostamani.com/web/login.html> and click on the **Registration** icon.



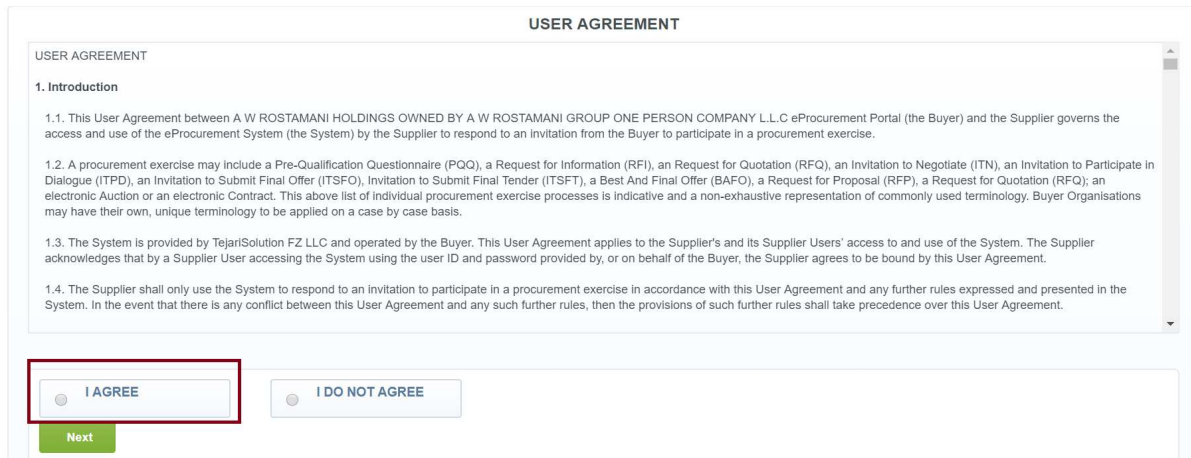
Step 2

You will be presented with an “Important Note”. This basically alerts the suppliers to not create a duplicate account in the portal. Duplication of a Supplier’s account may eventually lead to the account being on hold. Once you have read the note, you may click on “Close”.



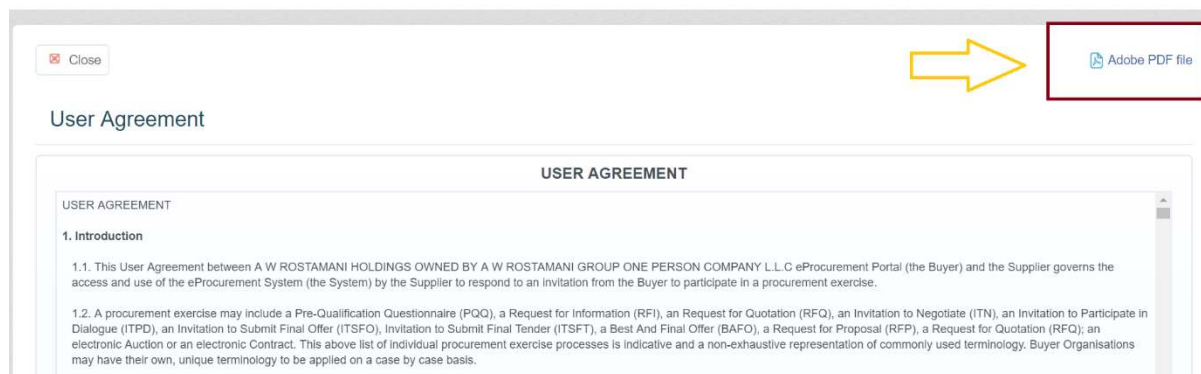
Step 3

A new browser window detailing the AW Rostamani eProcurement Portal’s User Agreement will open. Please Note that you may be required to set your browser to ‘Temporarily allow pop-up’ windows. You are required to review the AW Rostamani eProcurement Portal’s User Agreement carefully, click on **I agree** and then on **Next** to proceed with your registration



The screenshot shows a window titled "USER AGREEMENT". The content includes an introduction and four numbered paragraphs detailing the terms of use. At the bottom, there are two radio button options: "I AGREE" (which is selected and highlighted with a red box) and "I DO NOT AGREE". Below these options is a green "Next" button.

You also have an option to download a PDF copy of the user agreements by clicking on the “Adobe PDF File” button.



This screenshot shows a different view of the User Agreement page. A yellow arrow points to a button labeled "Adobe PDF file" in the top right corner. The main content area shows the same "USER AGREEMENT" text as the previous screenshot.

Step 4:


Fill in the **Organization Details** and the **User Details**.

You are required to feed the details and the E-mail address of the individual who will be responsible for the tendering activities carried out on the AW Rostamani eProcurement Portal.

Kindly note that the temporary password and all portal notifications will be sent to the same E-mail address that was specified in the user details section.

Click on **Save** to be directed to the registration form.

Registration Data Basic Profile Forms My Category Selection Registration Confirmation



Organisation Details

* Organisation Name	<input type="text"/>
* Address	<input type="text"/>
City	<input type="text"/>
* Country	UNITED ARAB EMIRATES ▼
* Region	--- ▼
* ZIP/Postal Code	<input type="text"/>
* Main Organisation Phone Number	<input type="text"/>
Web site	<input type="text"/>
* Organisation Legal Structure	--- ▼
Other Organisation Legal Structure	<input type="text"/>
* Trade License Number / Company Registration Number	<input type="text"/>
DUNS Number	<input type="text"/>

User Details

Title	--- ▼
* Last Name	<input type="text"/>
* First Name	<input type="text"/>
* Phone Number	<input type="text"/>
* Mobile Number <i>(please enter "+*" "country code" and "your mobile phone number" with no spaces)</i>	<input type="text"/>
* Email Address <i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</i>	<input type="text"/>
* Username <i>(please do not forget your username)</i>	<input type="text"/>
* Preferred language for use in system interface	--- ▼
* Time Zone	--- ▼

Please note that you will not be able to proceed to the next page unless you have populated all the mandatory fields (i.e the questions having the red asterisk *****) in the form.

Step 5:

Complete your registration by filling out the relevant forms and then choosing your Categories. Start by completing the **Basic Profile** form.

Please ensure that you have fully completed the below forms; uncompleted forms will not allow you to participate in tendering opportunities.

Questions marked in (*) red asterisks are mandatory and should be completed. The Basic Profile will ask you to feed information about your Company Details.

Basic Profile Form: Company Details

Registration

Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

Save & Continue | X Cancel

Company Details

Supplier Type: * Please identify your company type.

Nature of Business: * Please select your company nature of business.

Year of Establishment: * Please mention your company year of establishment.

1st Client Name (Top 3 Major Clients): * Please mention your first major client name.

1st Client Contact Details Name (Top 3 Major Clients): * Please mention your first major client's contact details name.

1st Client Contact Details Number: * Please mention your first major client's contact details number.

The Basic Profile will ask you to feed information about the Contact Person Details.

Contact Person Details

Primary Contact Person Full Name: * Please mention the primary contact person full name.

Primary Contact Person Designation: * Please mention the primary contact person Designation.

Primary Contact Person Email: * Please mention the primary contact person Email.

Primary Contact Person Number: * Please mention the primary contact person Number.

Escalation Contact Person Full Name: * Please mention the escalation contact person full name.

The Basic Profile will also ask you to provide Financial Information and Organization Structure. Once all the details have been fed, you are then required to accept a Declaration.

Financial Information <i>Estimated Annual Turnover</i>	Please mention the last year estimated annual turnover of your company.	<input type="text"/>
Organization Structure <i>Please indicate total number of directly employed staff broken down into the following sections</i>		
Total Number of Staff:	* Please select the company total number of staff.	<input type="text"/>
Number of Management Staff:	Please select the number of management staff.	<input type="text"/>
Number of Workers (such as Technicians, Drivers, Carpenters, etc):	Please select the number of workers (such as Technicians, Drivers, Carpenters, etc):	<input type="text"/>
Number of Sales Staff:	Please select the number of sales staff.	<input type="text"/>
Number of Support Staff (such as IT/ HR / PRO/ etc):	Please select the number of support staff (such as IT/ HR / PRO/ etc):	<input type="text"/>
Declaration	<p>* - By completing and submitting the supplier registration/pre-qualification application form, the supplier is deemed to have read, understood and accepted to be bound by the terms and conditions including, without limitation, to AWR Terms and Conditions of Purchase, which are listed below</p> <p>- The form needs to be duly filled and submitted by the Supplier's authorized Contact only. The Registration and the subsequent access to AWR supplier portal is for the sole and exclusive use by the supplier and not assignable or transferable under any circumstances whatsoever. It is the utmost responsibility of the supplier to keep their User ID / Password secure and secret at all times, and take steps to prevent unauthorized use of them.</p>	

Click on “**Save and Continue**” to be directed to the next form once the Basic Profile has been completed.

Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			<input type="button" value="Save & Continue"/> <input type="button" value="Cancel"/>
Company Details			
Supplier Type:	* Please identify your company type.	<input type="text"/>	
Nature of Business:	* Please select your company nature of business.	<input type="text"/>	
Year of Establishment:	* Please mention your company year of establishment.	<input type="text" value="dd/MM/yyyy"/>	
1st Client Name (Top 3 Major Clients):	* Please mention your first major client name.	<input type="text"/>	
1st Client Contact Details Name (Top 3 Major Clients):	* Please mention your first major client's contact details name.	<input type="text"/>	
1st Client Contact Details Number (Top 3 Major Clients):	* Please mention your first major client's contact details number/email.	<input type="text"/>	

Once you have clicked on “**Save and Continue**”, you will then have a form which will ask you to provide with the document details. You are to provide all the details and again click on “**Save and Continue**”

Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

Mandatory Documents
Documents to be submitted along with this Registration Form

Trade License / Commercial Registration Copy: • Please attach your trade license copy. Expiring on: dd/MM/yyyy

Trade License / Commercial Registration Expiry Date: • Please mention the trade license / commercial registration expiry date. dd/MM/yyyy

Trade License / Commercial Registration Issuing Authority: • Please mention the trade license / commercial registration issuing authority. Characters available 2000

Owner / Authorized Signatory's ID Copy: • Please attach the company owner / authorized signatory's ID copy. + Click to attach file

Owner / Authorized Signatory's ID Number: • Please provide the owner / authorized signatory's ID Number. Characters available 2000

Owner / Authorized Signatory's ID Issuing Authority: • Please mention the owner / authorized signatory's ID's Issuing Authority. Characters available 2000

Save & Continue X Cancel

You will access a form which will ask you to provide with the Company Bank details. You are to provide all the details and again click on “Save and Continue”

Registration

Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

Company Bank Details

Bank Name: • Please mention the bank name. Select an Option (Single selection)

New Bank Name: If your Bank is not listed above, please enter the Bank Name here. Characters available 2000

Bank Account Name: • Please mention the bank account name (as registered with the Bank & as on TL). Characters available 2000

Bank Country: • Please select the company's bank country. Select an Option (Single selection)

Bank Account Currency: • Please select the account currency from the list below. Select an Option (Single selection)

Bank Address: • Please mention the bank address.

Save & Continue X Cancel

You will then access a form which will ask you to provide with the VAT Registration details. You are to provide all the details and again click on “Save and Continue”

Basic Profile Form: VAT / Tax / GST Registration Details

Registration

Registration Data → **Basic Profile Forms** → My Category Selection → Registration Confirmation

VAT Registration Details

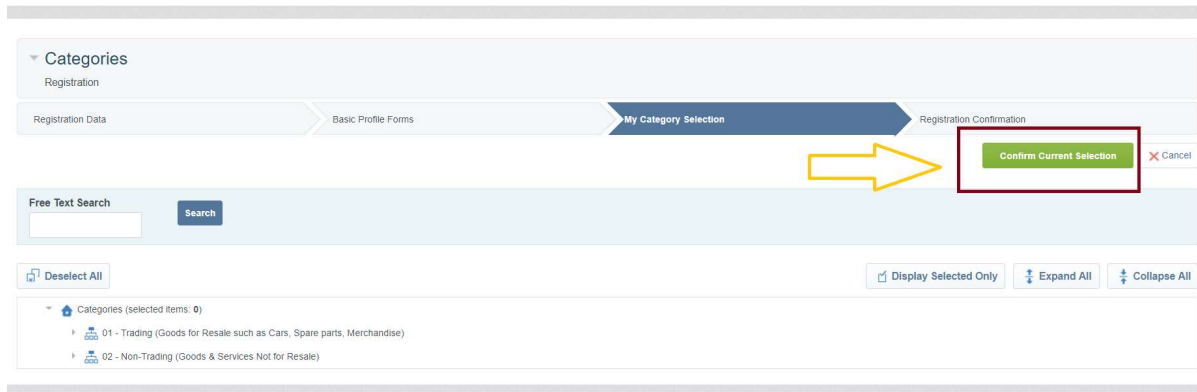
VAT / Tax / GST Registration Number: • Please mention your company VAT / Tax / GST Registration Number. Characters available 2000

VAT / Tax / GST Certificate: • Please attach a copy of your company VAT / Tax / GST Certificate. + Click to attach file

Save & Continue X Cancel

Step 6:

After you have completed filling the relevant forms you will be prompted to complete your company classification by choosing all the categories that are relevant to your organization’s line of business.

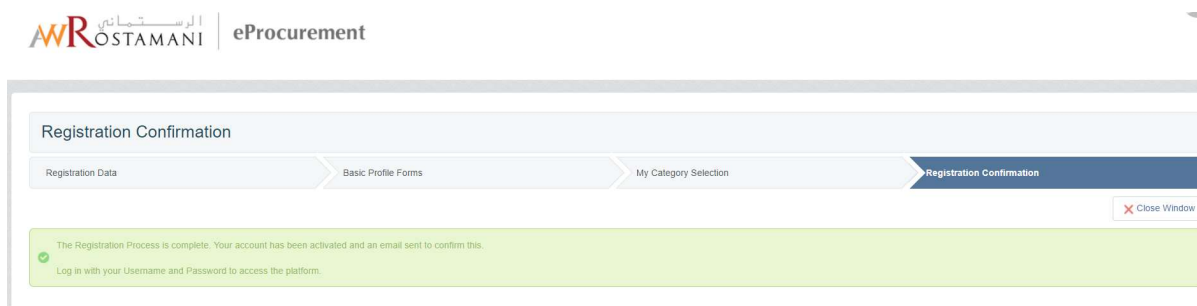


The screenshot shows a progress bar with four steps: 'Registration Data', 'Basic Profile Forms', 'My Category Selection', and 'Registration Confirmation'. The 'My Category Selection' step is currently active and highlighted in blue. Below the progress bar, there is a search bar with a 'Search' button and a 'Confirm Current Selection' button highlighted with a red box and a yellow arrow. A 'Cancel' button is also visible. Below the search bar, there are buttons for 'Deselect All', 'Display Selected Only', 'Expand All', and 'Collapse All'. The 'Categories (selected items: 0)' section is expanded, showing two categories: '01 - Trading (Goods for Resale such as Cars, Spare parts, Merchandise)' and '02 - Non-Trading (Goods & Services Not for Resale)'.

Once you have completed your selection proceed to clicking on “**Confirm Current Selection**”.

Step 7:

Once you have completed the registration process you will receive the below message:



The screenshot shows the 'Registration Confirmation' step in the progress bar, which is now highlighted in blue. Below the progress bar, there is a green message box with a checkmark icon. The message reads: 'The Registration Process is complete. Your account has been activated and an email sent to confirm this. Log in with your Username and Password to access the platform.' A 'Close Window' button is visible in the top right corner of the message box. The logo for 'AWR OOSTAMANI | eProcurement' is visible at the top left of the page.

Please note once you have fully completed the registration forms and selected your category classification; please wait for further communication from AW Rostamani.

Step 8 :

Go to your registered email address ‘Inbox’ to retrieve the new password which has just been emailed to you from on your account activation.

Dear Sacoor Electronic,

Welcome to AW Rostamani Group eProcurement Portal

You have now successfully registered to use <https://awrostamani-prep.tejari.com>

Your Password is: 8076297957

For assistance please contact our Helpdesk:
Toll Free Number: +971 800 836 3377 (800 TENDERS)
email: sourcingsupport.prep@awrostamani.com

GUIDANCE ON SPAM FILTERS:

In order to prevent eSourcing portal emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from sourcingsupport.prep@awrostamani.com or with a ".awrostamani.com" extension.

Please also review the Junk Email settings of your email client software to avoid accidental message deletion.

eProcurement Helpdesk

Need assistance? Please contact our eProcurement Helpdesk:

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

Email: eprocurement@awrostamani.com