

Supplier Guide

V3.0

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Document Control

Change Record

Date	Author	Version	Change Reference
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02-May-2017	Ahmed Fouad	V2.0	No Ref.
03-Oct-2017	Kamran Shaikh	V3.0	Chapter three added – how to search public tender

Reviewers

Name	Position
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Distribution

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Unit One

Supplier Register - Prequalification - Payment

Supplier Register

Supplier Register and enter his information

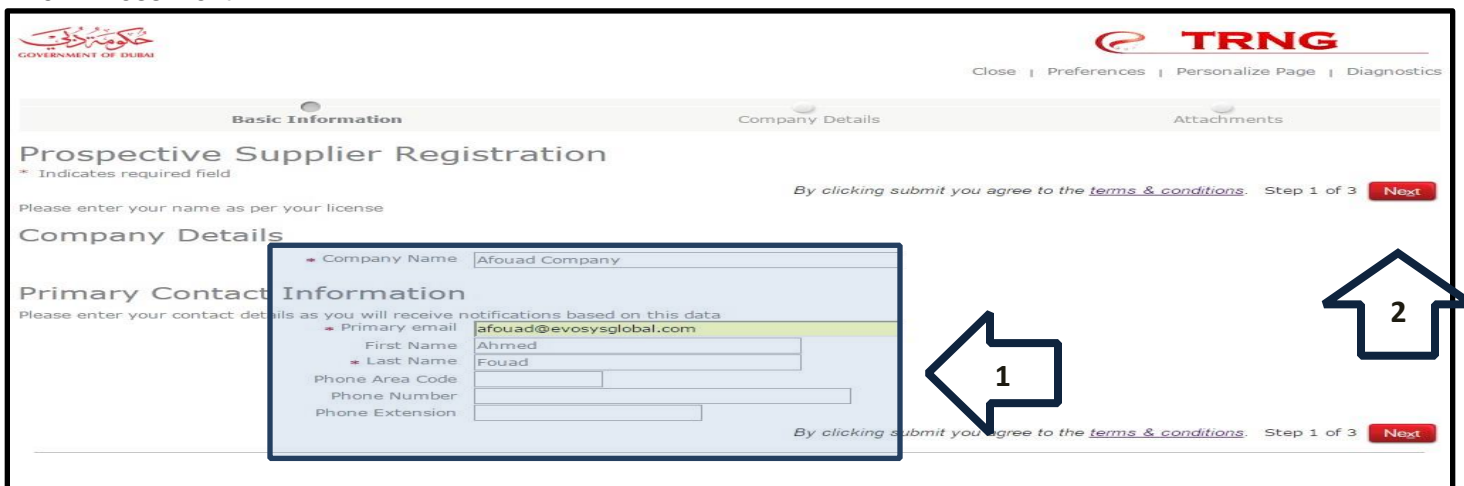
1- Login to

https://grp.dubai.gov.ae/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=D87A4C089081A32F

2- Enter the Following Data

- i. Company name
- ii. Primary name
- iii. Phone number

3- Press Next



TRNG

Close | Preferences | Personalize Page | Diagnostics

Basic Information Company Details Attachments

Prospective Supplier Registration

* Indicates required field

Please enter your name as per your license

By clicking submit you agree to the [terms & conditions](#). Step 1 of 3 **Next**

Company Details

Primary Contact Information

Please enter your contact details as you will receive notifications based on this data

Primary email: afouad@evosysglobal.com

First Name: Ahmed

Last Name: Fouad

Phone Area Code:

Phone Number:

Phone Extension:

By clicking submit you agree to the [terms & conditions](#). Step 1 of 3 **Next**

4- Create Address Book

i. Press on Create



TRNG

Close | Preferences | Personalize Page | Diagnostics

Basic Information Company Details Attachments

Prospective Supplier Registration: Additional Details

Please enter all section details

Save For Later Back Step 2 of 3 **Next**

Company Name: Afouad Company

Alternate Supplier Name (Arabic):

Note to Buyer:

Address Book

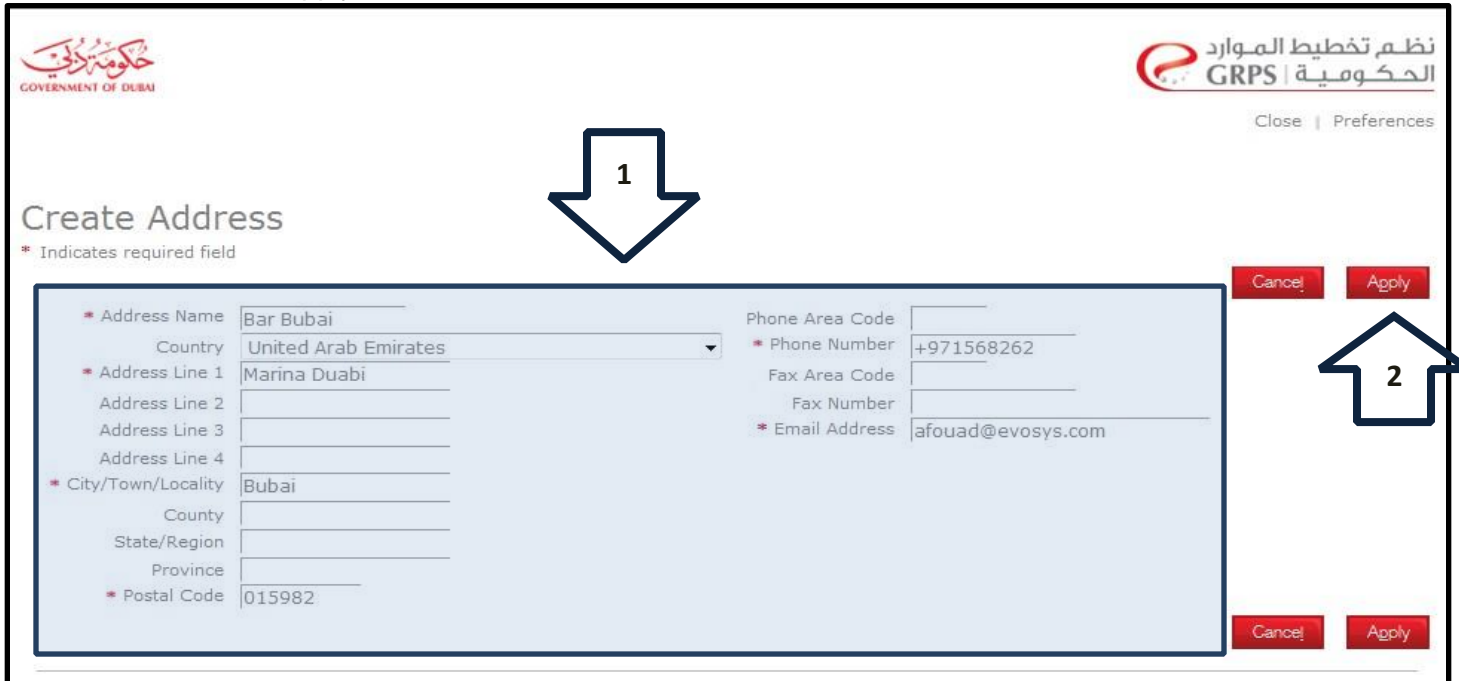
At least one entry is required

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

5- Enter the Following Data

- i. Address name
- ii. Address line 1
- iii. City/ Town /Locality iv. Postal Code
- v. Phone Number vi. Email Address
- vii. Press Apply



GOVERNMENT OF DUBAI

نظم تخطيط الموارد
الحكومية GRPS

Close | Preferences

Create Address

* Indicates required field

* Address Name: Bar Bubai

Country: United Arab Emirates

* Address Line 1: Marina Duabi

Address Line 2:

Address Line 3:

Address Line 4:

* City/Town/Locality: Bubai

County:

State/Region:

Province:

* Postal Code: 015982

Phone Area Code:

* Phone Number: +971568262

Fax Area Code:

Fax Number:

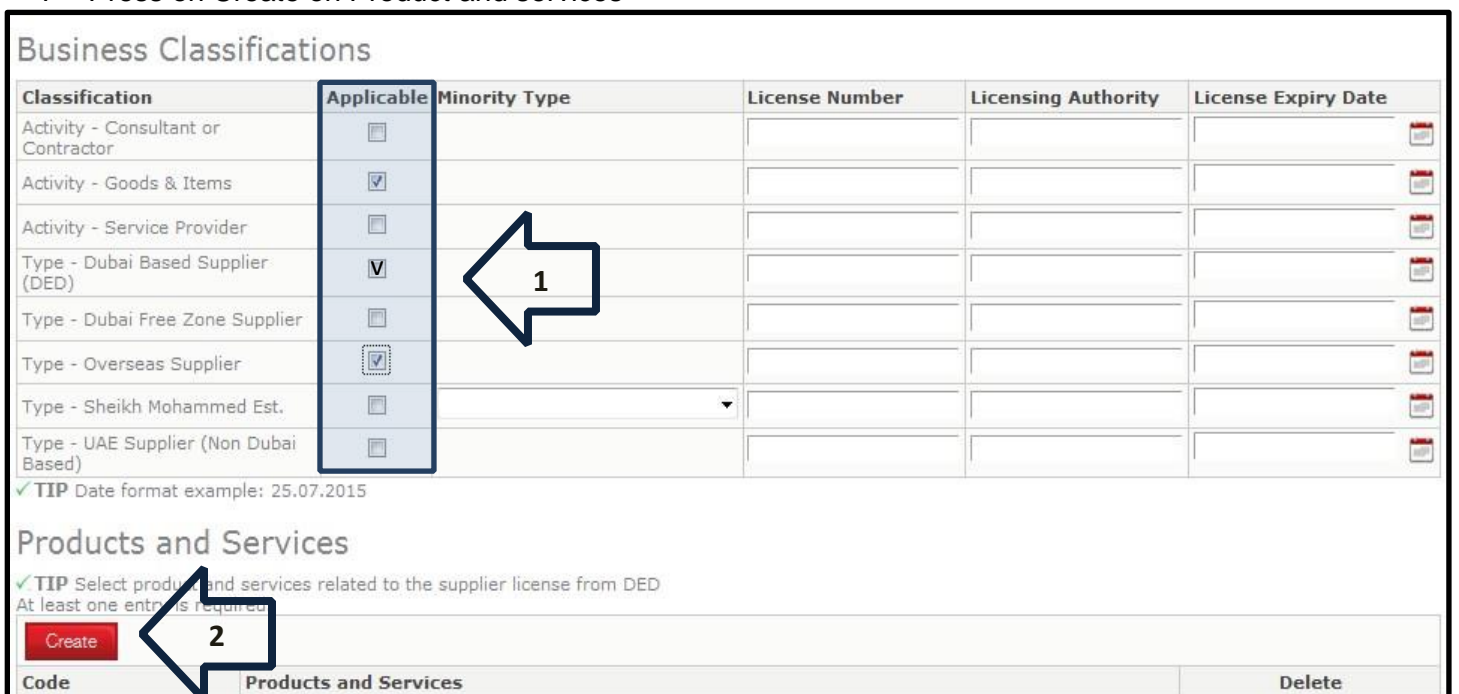
* Email Address: afouad@evosys.com

Cancel Apply

Cancel Apply

6- Select Business Classification

7- Press on Create on Product and services



Business Classifications

Classification	Applicable	Minority Type	License Number	Licensing Authority	License Expiry Date
Activity - Consultant or Contractor	<input type="checkbox"/>				
Activity - Goods & Items	<input checked="" type="checkbox"/>				
Activity - Service Provider	<input type="checkbox"/>				
Type - Dubai Based Supplier (DED)	<input checked="" type="checkbox"/>				
Type - Dubai Free Zone Supplier	<input type="checkbox"/>				
Type - Overseas Supplier	<input checked="" type="checkbox"/>				
Type - Sheikh Mohammed Est.	<input type="checkbox"/>				
Type - UAE Supplier (Non Dubai Based)	<input type="checkbox"/>				

✓ **TIP** Date format example: 25.07.2015

Products and Services


✓ **TIP** Select products and services related to the supplier license from DED. At least one entry is required.

Create

Code Products and Services Delete

8- Select the products and services

9- Press Apply



نظم تخطيط الموارد
الحكومية GRPS

Close | Preferences

Add Products and Services: : (Afouad Company)

Cancel Apply

☒ Browse All Products & Services
☐ Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
01010	Office Equipment		<input checked="" type="checkbox"/>
01015	Office Equipment Spare Parts		<input checked="" type="checkbox"/>
01020	Office and Desk Accessories		<input type="checkbox"/>
01025	Rewards and incentive prizes		<input type="checkbox"/>
01030	First Aid Supplies		<input checked="" type="checkbox"/>
01040	Books, Magazines and Manuals		<input type="checkbox"/>
02010	Hardware		<input type="checkbox"/>
02020	Software		<input type="checkbox"/>
02030	Accessories		<input type="checkbox"/>
02040	Consumables		<input type="checkbox"/>

Previous 1-10 Next 10

10- Create Banking details

i. Press on create (B)

Products and Services

TIP Select product and services related to the supplier license from DED
 At least one entry is required.

Create

Code	Products and Services	Delete
01010	Office Equipment	
01015	Office Equipment Spare Parts	

Banking Details

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Save For Later Back Step 2 of 3 Next

11- Enter the Following data

- i. Bank name
- ii. Branch name
- iii. Account number
- iv. IBAN number

2

Create Bank Account

* Indicates required field

Country: United Arab Emirates

☒ Account is used for foreign payments
Account definition must include bank and branch information.

Bank

☒ Existing Bank
☐ New Bank

Bank Name: Samba bank

Bank Number:

[Show Bank Details](#)

Branch

☒ Existing Branch
☐ New Branch

Branch Name: Jumeirah

Branch Number:

BIC:

Branch Type: ABA

[Show Branch Details](#)

Bank Account

* Account Number: 67682129902

Check Digits:

* IBAN: 2345 6789 0123 456

Account Name:

Currency:

[Show Account Details](#)

Comments

Note to Buyer:

Cancel Apply

1

12- Press next (B)

Products and Services

✓ **TIP** Select product and services related to the supplier license from DED
At least one entry is required.

Create

Code	Products and Services	Delete
01010	Office Equipment	
01015	Office Equipment Spare Parts	

Banking Details


At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
67682129902			Samba bank		Jumeirah			

Save For Later Back Step 2 of 3 Next

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- v. Press Apply 13-Press Submit

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نظم تخطيط الموارد
الحكومية | GRPS

Close | Preferences

Basic Information

Company Details

Attachments

Submit

Back

Step 3 of 3

Attachments

Attach the following documents to complete your request:

- > Scanned trade license + partners
- > Scanned chamber commerce certificate
- > Scanned agreement shows the owner name (for L.L.C) memorandum
- > Scanned introduction letter from the Bank, include Account Number
- > Scanned member registration certificate

Make sure you scan a clear copy of each document

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Submit

Back

Step 3 of 3



14- Review the Confirmation

GOVERNMENT OF DUBAI

نظم تخطيط الموارد
الحكومية | GRPS

Close | Preferences

Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

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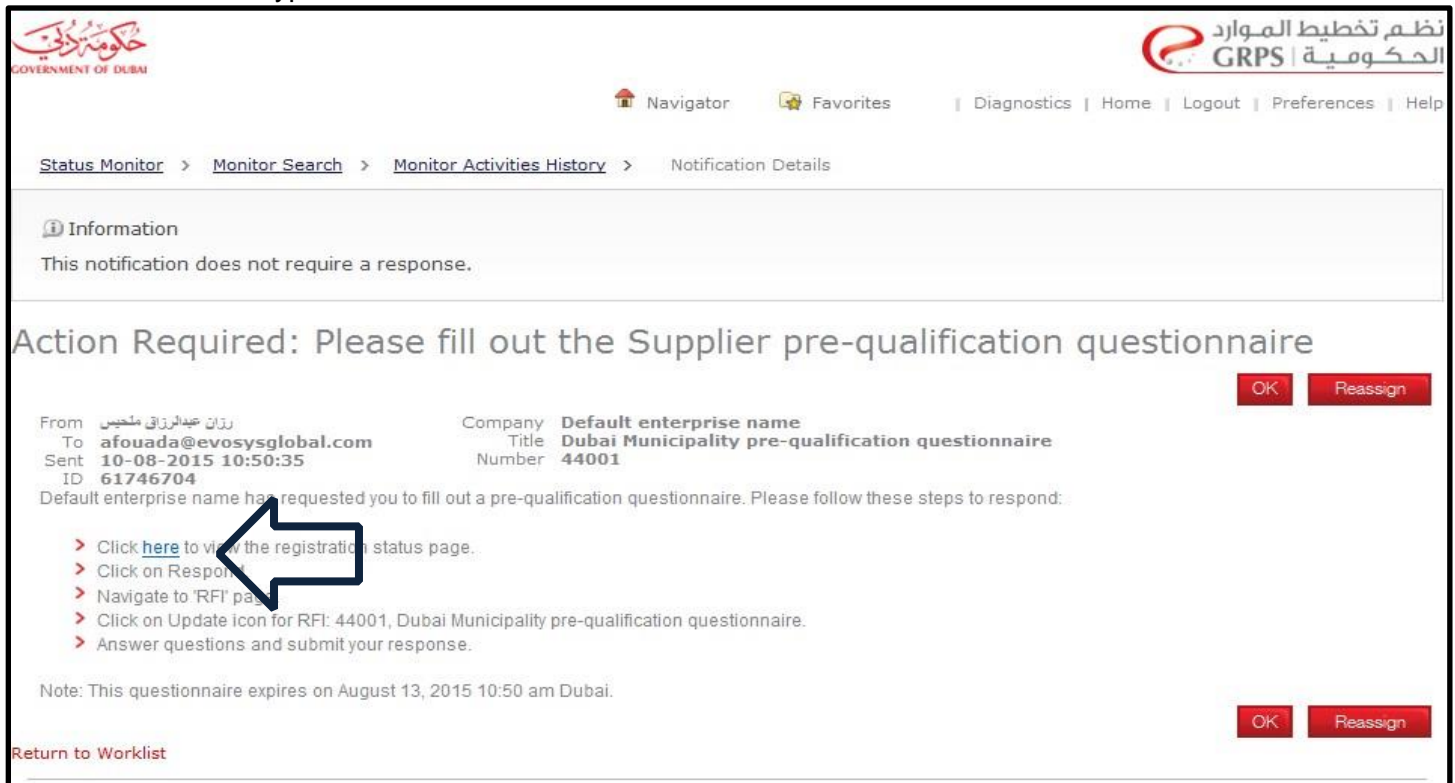
حكومة دبي الذكية
Dubai Smart Gov

Pre-Qualification

Supplier will receive email with registration link after status is updated to "Supplier to provide details" 1.

Open the Notification

2. Press Here hyperlink



Government of Dubai GRPS | الحكومة | نظم تخطيط الموارد

Navigator Favorites Diagnostics Home Logout Preferences Help

Status Monitor > Monitor Search > Monitor Activities History > Notification Details

Information
This notification does not require a response.

Action Required: Please fill out the Supplier pre-qualification questionnaire

From: رزان عبدالرزاق ملحيس
To: afouada@evosysglobal.com
Sent: 10-08-2015 10:50:35
ID: 61746704
Company: Default enterprise name
Title: Dubai Municipality pre-qualification questionnaire
Number: 44001

Default enterprise name has requested you to fill out a pre-qualification questionnaire. Please follow these steps to respond:

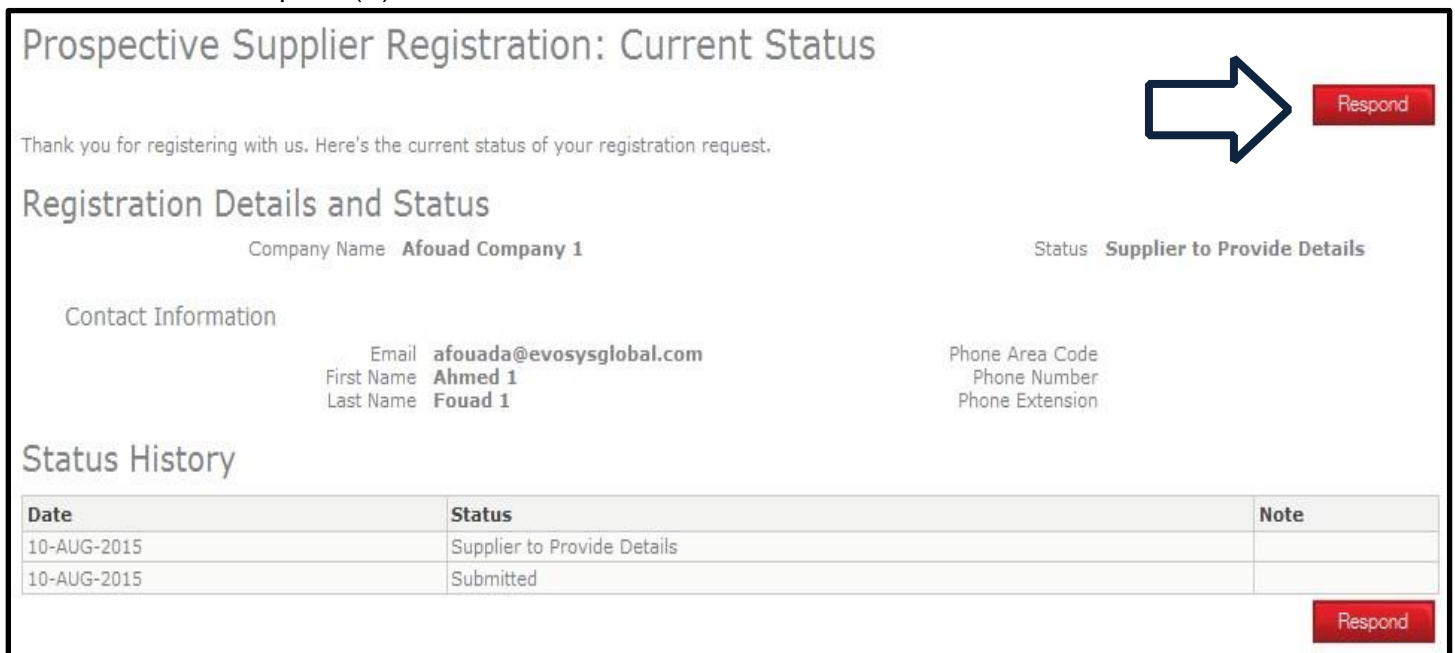
- > Click [here](#) to view the registration status page.
- > Click on Respond
- > Navigate to 'RFI' page
- > Click on Update icon for RFI: 44001, Dubai Municipality pre-qualification questionnaire.
- > Answer questions and submit your response.

Note: This questionnaire expires on August 13, 2015 10:50 am Dubai.

Return to Worklist

OK Reassign

3. Press on Respond (B)



Prospective Supplier Registration: Current Status

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name: Afouad Company 1 Status: Supplier to Provide Details

Contact Information

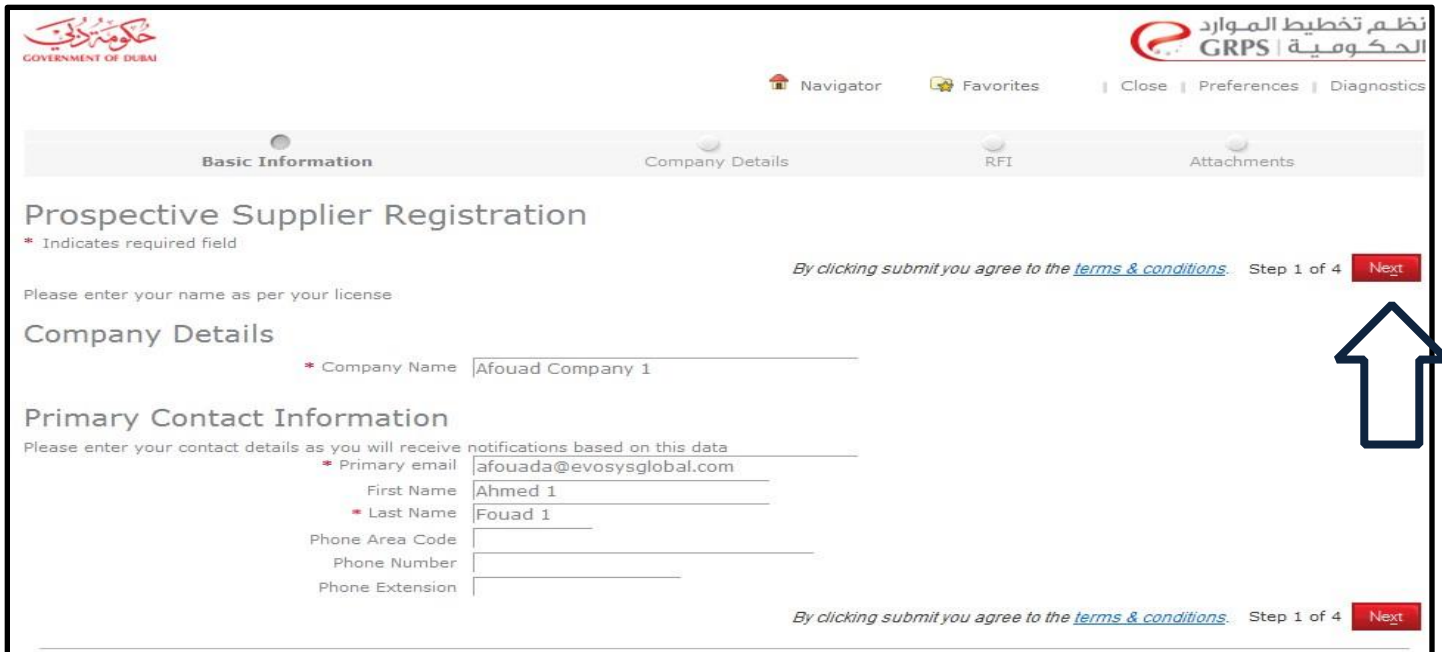
Email: afouada@evosysglobal.com
First Name: Ahmed 1
Last Name: Fouad 1
Phone Area Code:
Phone Number:
Phone Extension:

Status History

Date	Status	Note
10-AUG-2015	Supplier to Provide Details	
10-AUG-2015	Submitted	

Respond

4. Press Next



Government of Dubai | GRPS | النظام تخطيط الموارد الحكومية

Navigator | Favorites | Close | Preferences | Diagnostics

Basic Information | Company Details | RFI | Attachments

Prospective Supplier Registration

* Indicates required field

By clicking submit you agree to the [terms & conditions](#). Step 1 of 4 **Next**

Please enter your name as per your license.

Company Details

* Company Name Afouad Company 1

Primary Contact Information

Please enter your contact details as you will receive notifications based on this data

* Primary email afouada@evosysglobal.com

First Name Ahmed 1

* Last Name Fouad 1

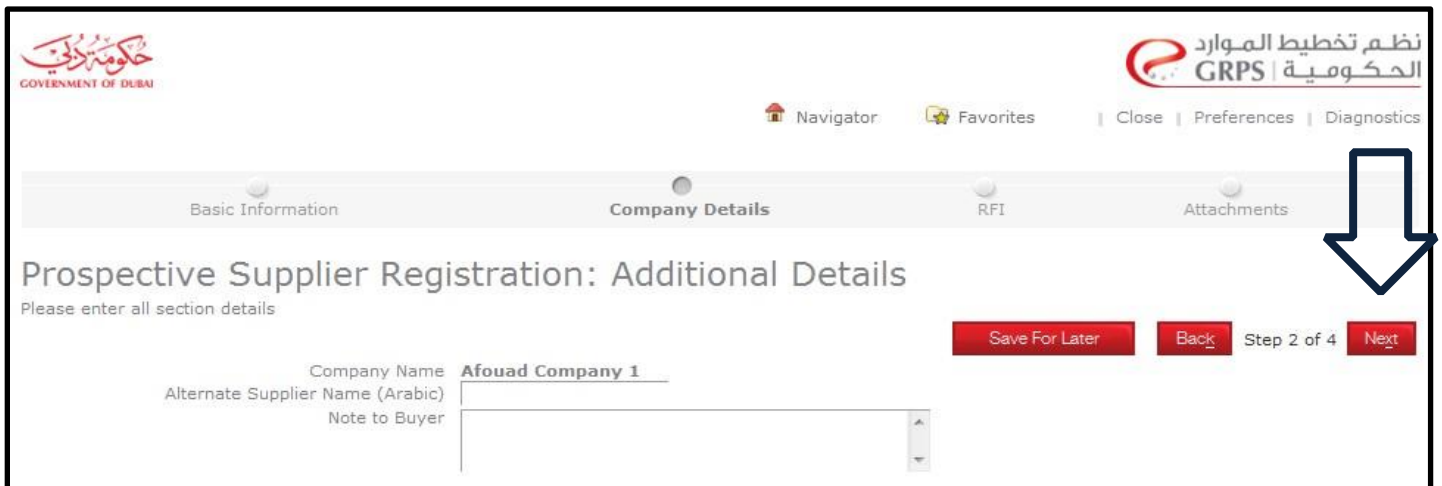
Phone Area Code

Phone Number

Phone Extension

By clicking submit you agree to the [terms & conditions](#). Step 1 of 4 **Next**

5. Press Next



Government of Dubai | GRPS | النظام تخطيط الموارد الحكومية

Navigator | Favorites | Close | Preferences | Diagnostics

Basic Information | Company Details | RFI | Attachments

Prospective Supplier Registration: Additional Details

Please enter all section details

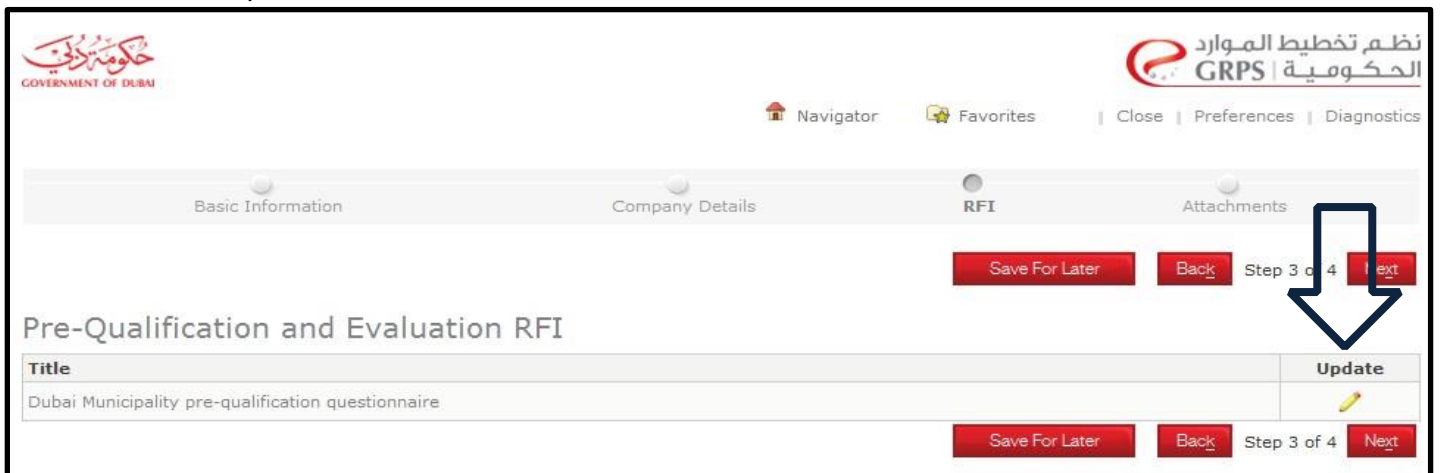
Save For Later | Back | Step 2 of 4 **Next**

Company Name Afouad Company 1

Alternate Supplier Name (Arabic)

Note to Buyer

6. Press on Update Pen




Government of Dubai | GRPS | النظام تخطيط الموارد الحكومية

Navigator | Favorites | Close | Preferences | Diagnostics

Basic Information | Company Details | RFI | Attachments

Save For Later | Back | Step 3 of 4 **Next**

Pre-Qualification and Evaluation RFI

Title	Update
Dubai Municipality pre-qualification questionnaire	

Save For Later | Back | Step 3 of 4 **Next**

7. Enter the Response Valid Date

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نظم تخطيط الموارد
GRPS الحكومية

Navigator Favorites Close Preferences Diagnostics

Create Response: 10006 (RFI 44001)

Cancel View RFI Respond by Spreadsheet Save Draft Continue

Title Dubai Municipality pre-qualification questionnaire

Time Left 2 days 23 hours
Close Date 13-08-2015 10:50:28

Header

Supplier Afouad Company 1
RFI Currency AED
Response Currency AED
Price Precision Any

Response Valid Until 29-08-2015
(example: 26-07-2015)

Reference Number
Note to Buyer

Attachments

8. Fill the Requirement

9. Press Continue

Requirements

Expand All Collapse All

Requirements

Focus	Title	Target Value	Response Value
Requirements	Previous Experience with Dubai Municipality		
	Did the supplier work with D.M?		Yes
	If yes, what was your evaluation result and attach proofing documents.		yes
	Technical Requirement		
	Financial Requirements		

Header

Cancel View RFI Respond by Spreadsheet Save Draft Continue

10. Press Submit

Create Response 10006: Review and Submit (RFI 44001)

Cancel Back Validate Save Draft Printable View Submit

Header

Title Dubai Municipality pre-qualification questionnaire

Supplier Afouad Company 1

RFI Currency AED
Response Currency AED
Price Precision Any

Time Left 2 days 23 hours
Close Date 13-08-2015 10:50:28
Response Valid Until 29-08-2015
Reference Number
Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Show All Details Hide All Details

Details	Section
Show	Previous Experience with Dubai Municipality
Show	Technical Requirement
Show	Financial Requirements

Cancel Back Validate Save Draft Printable View Submit

11. Press Next



Government of Dubai | GRPS | نظام تخطيط الموارد الحكومية

Navigator | Favorites | Close | Preferences | Diagnostics

Basic Information | Company Details | **RFI** | Attachments

Save For Later | Back | Step 3 of 4 | **Next**

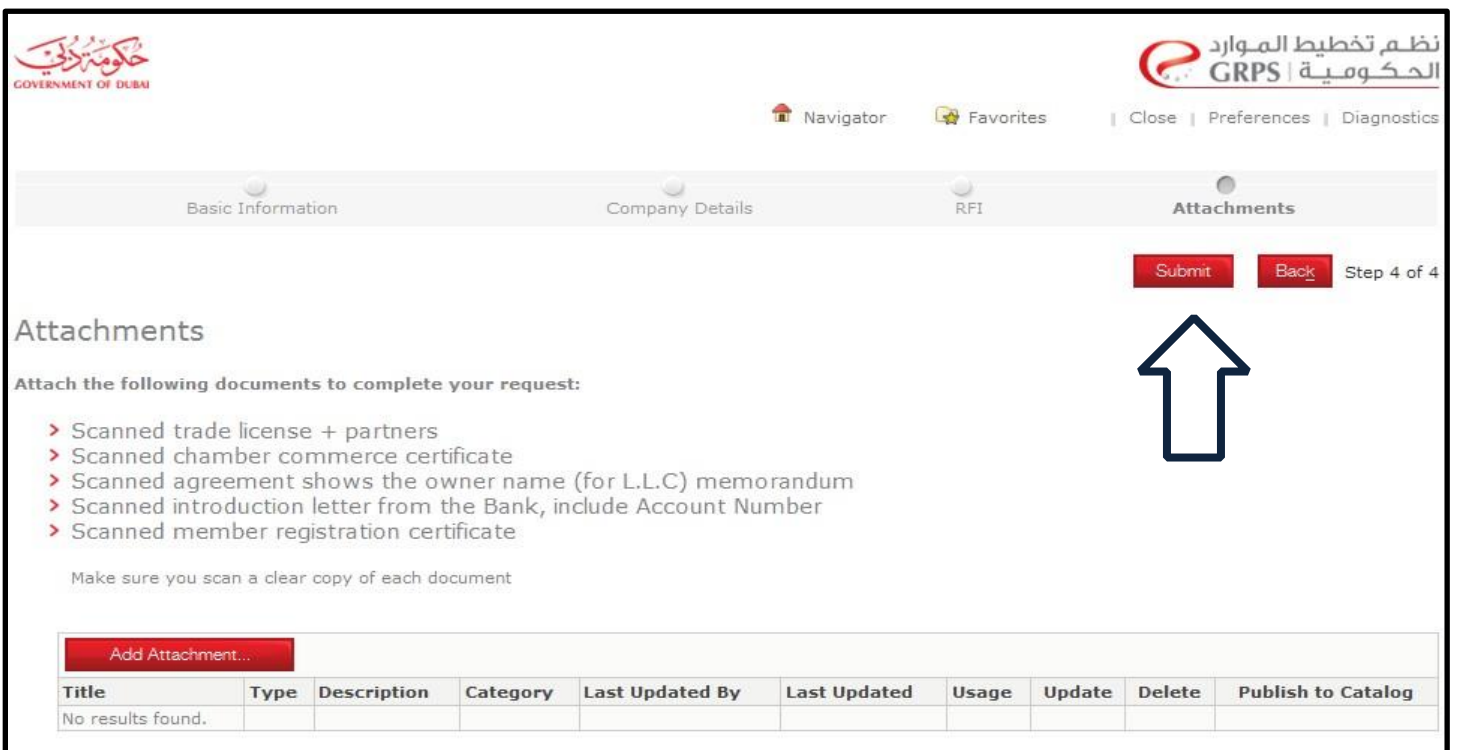
Pre-Qualification and Evaluation RFI

Title
Dubai Municipality pre-qualification questionnaire

Update

Save For Later | Back | Step 3 of 4 | **Next**

12. Press Submit



Government of Dubai | GRPS | نظام تخطيط الموارد الحكومية

Navigator | Favorites | Close | Preferences | Diagnostics

Basic Information | Company Details | RFI | **Attachments**

Submit | Back | Step 4 of 4

Attachments

Attach the following documents to complete your request:

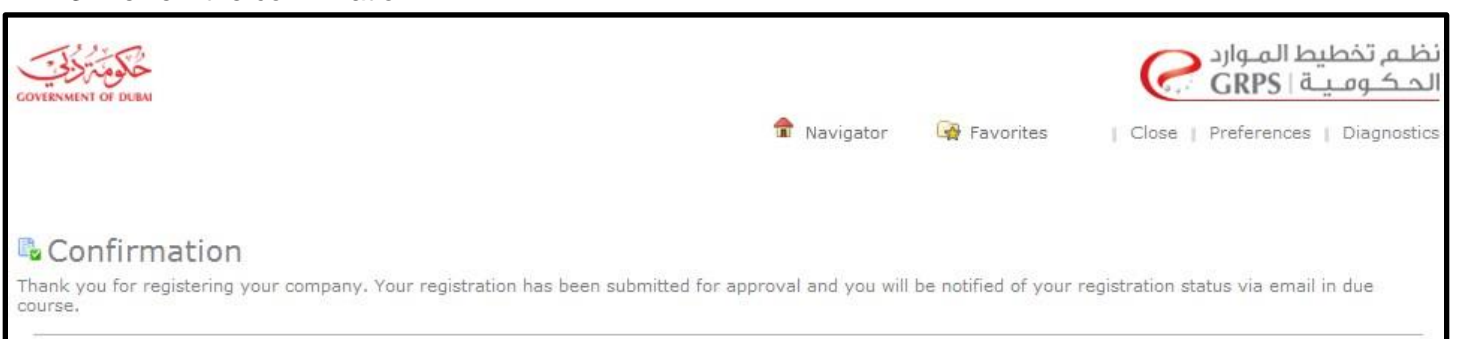
- > Scanned trade license + partners
- > Scanned chamber commerce certificate
- > Scanned agreement shows the owner name (for L.L.C) memorandum
- > Scanned introduction letter from the Bank, include Account Number
- > Scanned member registration certificate

Make sure you scan a clear copy of each document

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

13. Review the confirmation



Government of Dubai | GRPS | نظام تخطيط الموارد الحكومية

Navigator | Favorites | Close | Preferences | Diagnostics

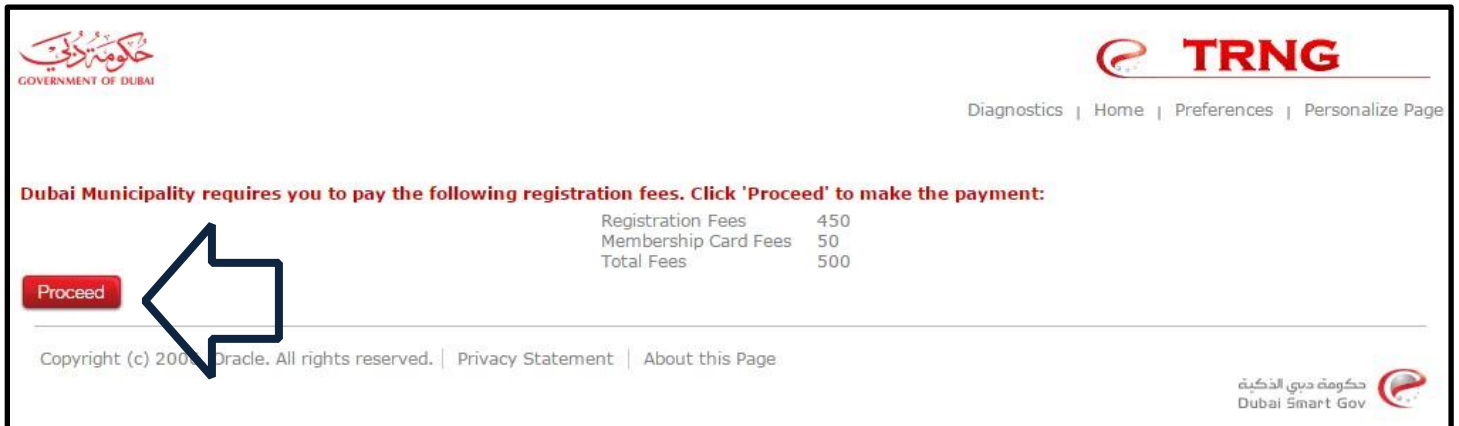
Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

Registration Payment

Suppliers will Receive Email to pay the registration fees

1. Press Proceed



GOVERNMENT OF DUBAI

TRNG

Diagnostics | Home | Preferences | Personalize Page

Dubai Municipality requires you to pay the following registration fees. Click 'Proceed' to make the payment:

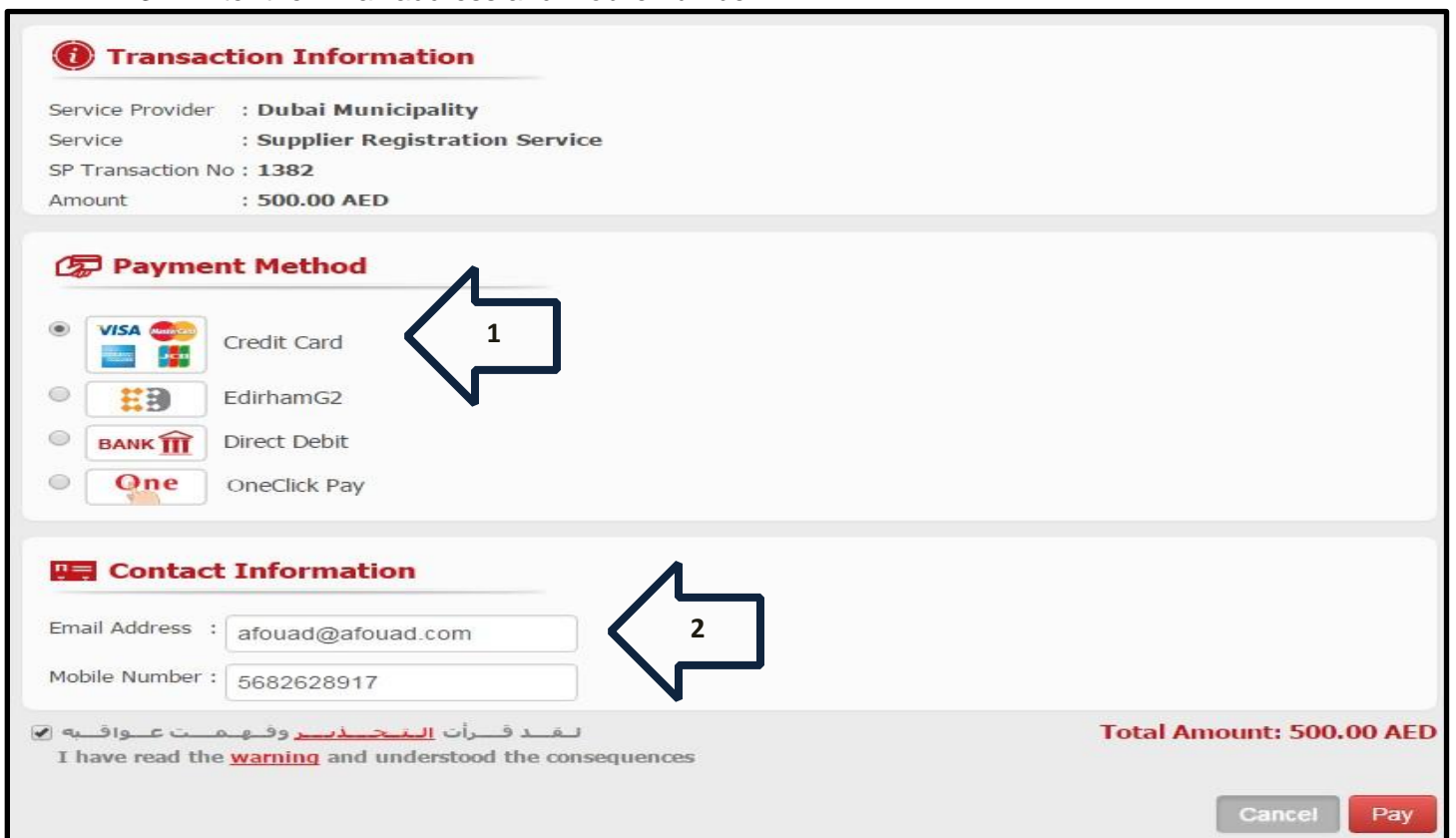
Registration Fees	450
Membership Card Fees	50
Total Fees	500

Proceed

Copyright (c) 2008 Oracle. All rights reserved. | Privacy Statement | About this Page

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Dubai Smart Gov


2. Select the payment Method
3. Enter the Email address and mobile number





Transaction Information


Service Provider : Dubai Municipality
Service : Supplier Registration Service
SP Transaction No : 1382
Amount : 500.00 AED

Payment Method

☒  Credit Card **1**

☐  EdirhamG2

☐  Direct Debit

☐  OneClick Pay

Contact Information

Email Address : afouad@afouad.com **2**

Mobile Number : 5682628917

☒ لقد قرأت التحذير وفهمته وعواقبه
I have read the **warning** and understood the consequences

Total Amount: 500.00 AED

Cancel Pay

Enter the following

4. Card brand
5. Card number
6. Expiry month / year
7. Security Code

8. Press Pay

ePayment by
etisalat

Page Help

Payment beneficiary
Name: Dubai eGovernment
City: Dubai
Country: United Arab Emirates
Payment description
Amount: Dhs. 500.00
Order description: DM-SREG

Payment information
Payment instrument: Payment Card
Card brand: IPG
Card number: 9990000000000011
Expiry month/year: January 2016
Security Code: 1231

MasterCard
SecureCode
AMERICAN EXPRESS
IPG Comtrust

9. Review the Confirmation Message

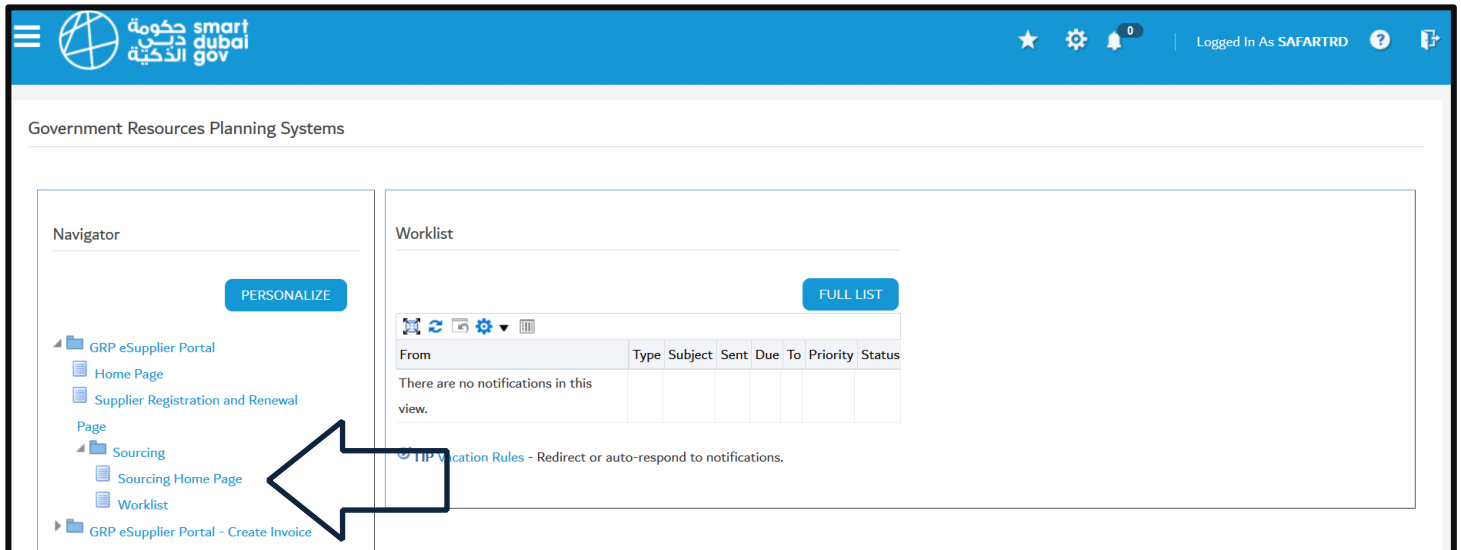
Information
 The payment process has been completed successfully. You will receive the confirmation email in next 24 hours.

Payment Confirmation Receipt
 Service Details **Supplier Registration Fee Payment**
 GRP Reference Number **1342**
 ePayment Reference Number **00000227216019**
 Payment Date **Thu Aug 06 11:37:02 GST 2015**
 Payment Amount **700**
 Payment Method **CREDIT_CARD**

Unit Two

Search Public Tender

1. Login to GRP
2. Click on GRP eSupplier Portal → Sourcing → Sourcing home page



Government Resources Planning Systems

Navigator

PERSONALIZE

- GRP eSupplier Portal
 - Home Page
 - Supplier Registration and Renewal
 - Page
 - Sourcing
 - Sourcing Home Page
 - Worklist
 - GRP eSupplier Portal - Create Invoice

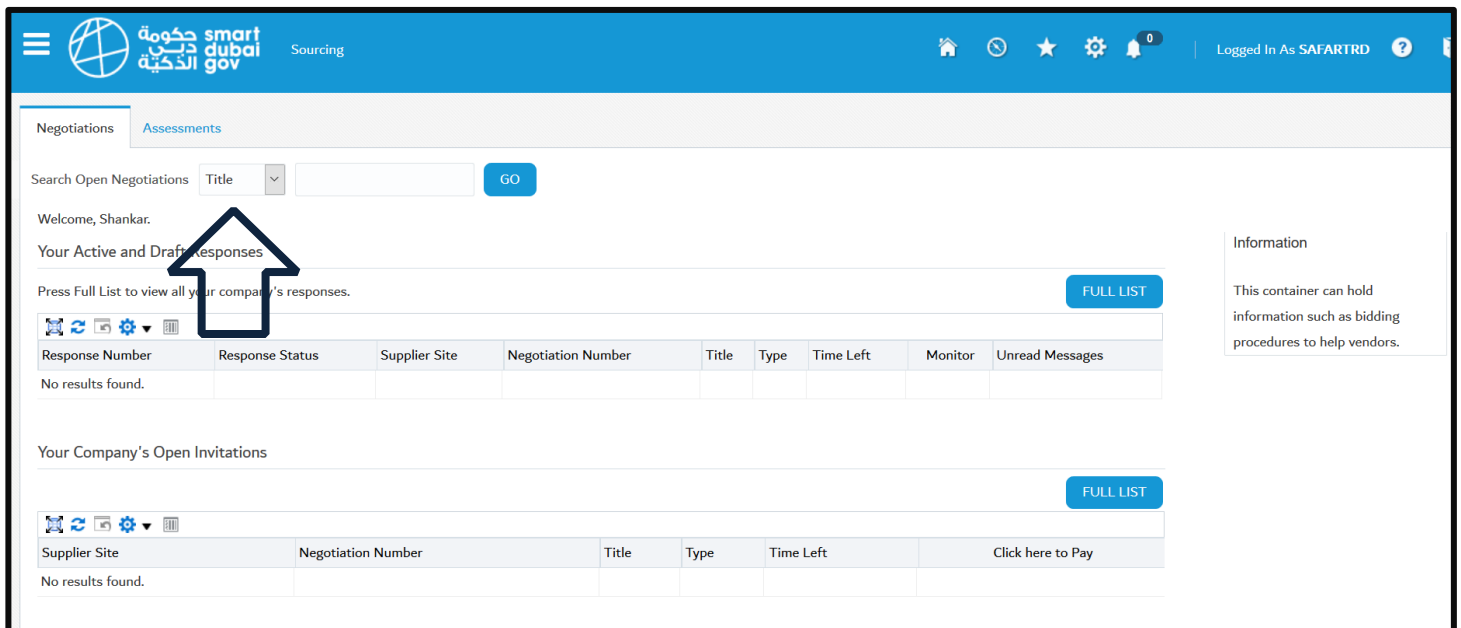
Worklist

FULL LIST

From	Type	Subject	Sent	Due	To	Priority	Status
There are no notifications in this view.							

TIP Vacation Rules - Redirect or auto-respond to notifications.

3. Under Negotiation tab, change 'Search Open Negotiation' from 'Title' to 'Number'.



Sourcing

Negotiations Assessments

Search Open Negotiations Title GO

Welcome, Shankar.

Your Active and Draft Responses

Press Full List to view all your company's responses.

FULL LIST

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

Your Company's Open Invitations

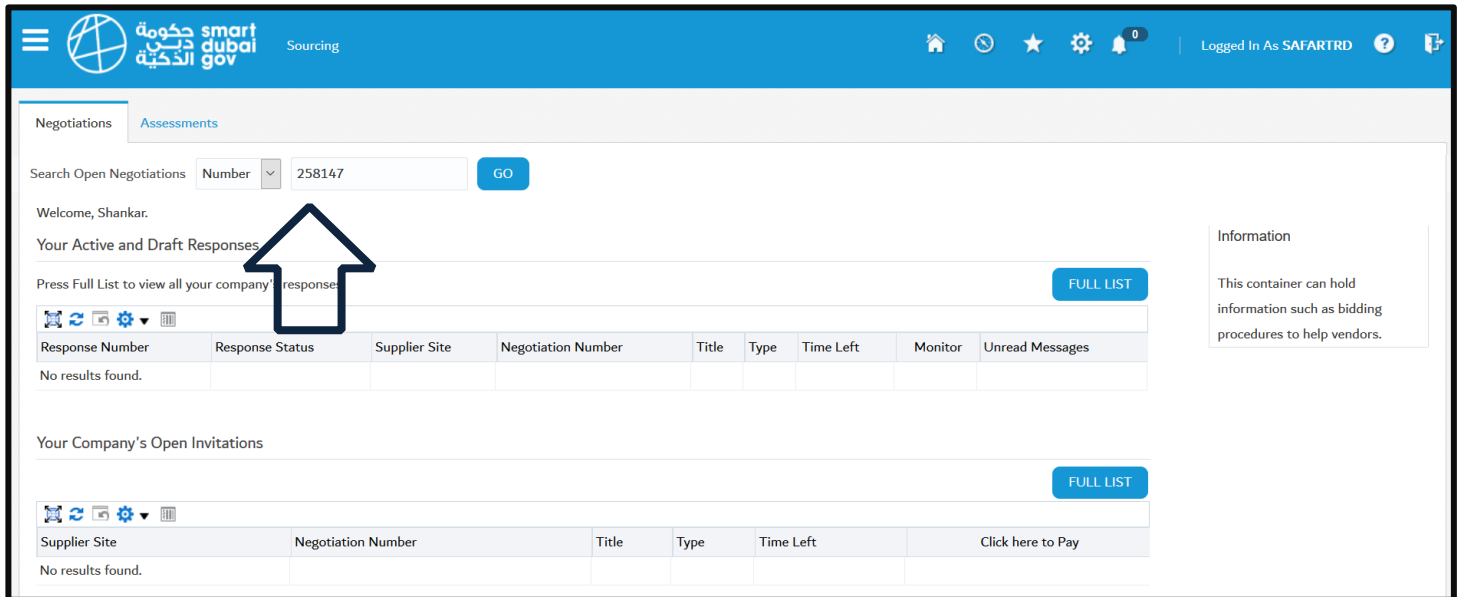
FULL LIST

Supplier Site	Negotiation Number	Title	Type	Time Left	Click here to Pay
No results found.					

Information

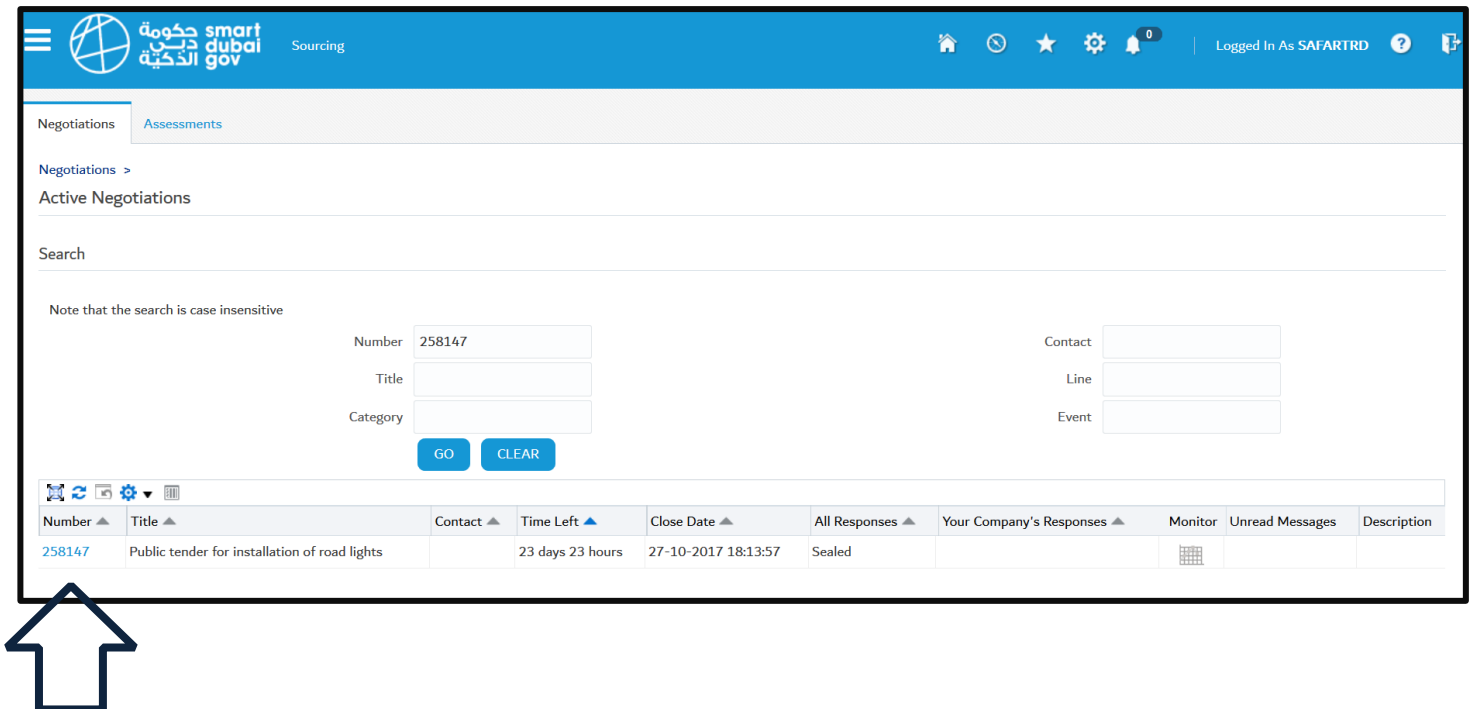
This container can hold information such as bidding procedures to help vendors.

4. Enter public RFQ number and click Go



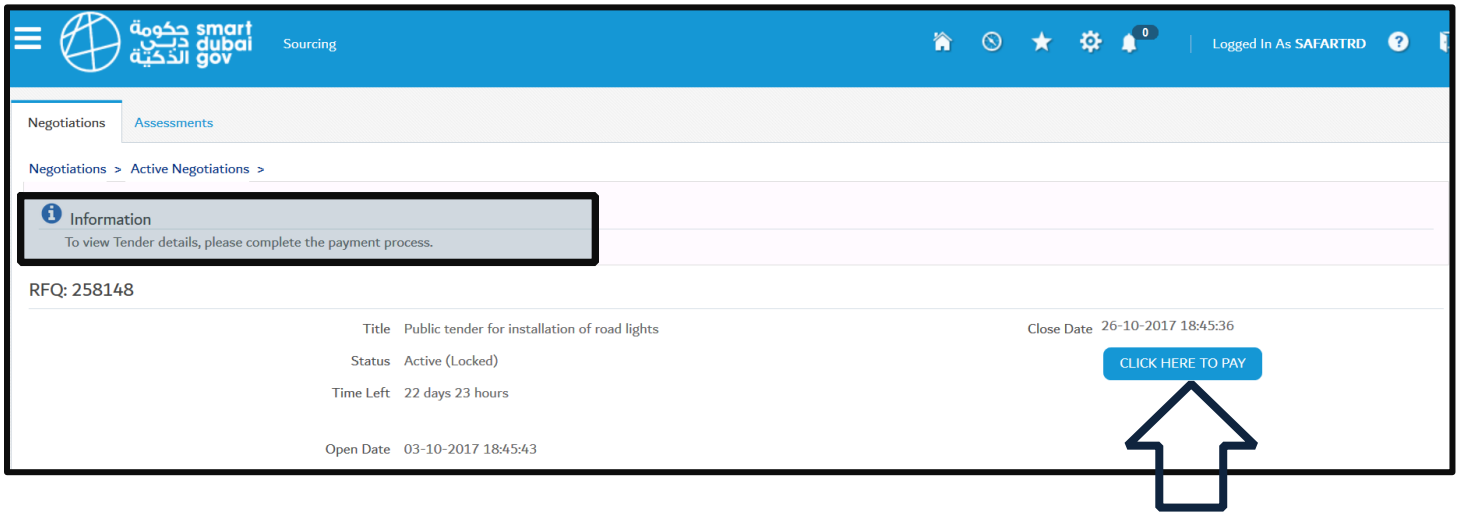
The screenshot shows the 'Sourcing' section of the smart dubai gov portal. The 'Negotiations' tab is active. A search bar labeled 'Search Open Negotiations' has a dropdown menu set to 'Number' and the value '258147'. A blue 'GO' button is next to the search bar. Below the search bar, there is a welcome message and a section for 'Your Active and Draft Responses'. A blue arrow points to the 'GO' button. Below this section, there is a table with columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The table is currently empty with the message 'No results found.' Below the table, there is a section for 'Your Company's Open Invitations' with a 'FULL LIST' button and another empty table with columns: Supplier Site, Negotiation Number, Title, Type, Time Left, and Click here to Pay. On the right side, there is an 'Information' box with text about bidding procedures.

5. Below details of public RFQ will appear as below.



The screenshot shows the 'Active Negotiations' section of the smart dubai gov portal. A search bar is present with a note that the search is case insensitive. Below the search bar, there are input fields for 'Number' (258147), 'Title', 'Category', 'Contact', 'Line', and 'Event'. There are 'GO' and 'CLEAR' buttons. Below the search fields, there is a table with columns: Number, Title, Contact, Time Left, Close Date, All Responses, Your Company's Responses, Monitor, Unread Messages, and Description. The table contains one row with the following data: Number: 258147, Title: Public tender for installation of road lights, Contact: (empty), Time Left: 23 days 23 hours, Close Date: 27-10-2017 18:13:57, All Responses: Sealed, Your Company's Responses: (empty), Monitor: (empty), Unread Messages: (empty), Description: (empty). A blue arrow points to the 'GO' button.

6. Click on RFQ number to view details and 'Click here to pay' if tender fees is required.



Smart Dubai Gov Sourcing

Negotiations Assessments

Negotiations > Active Negotiations >

Information
To view Tender details, please complete the payment process.

RFQ: 258148

Title	Public tender for installation of road lights	Close Date	26-10-2017 18:45:36
Status	Active (Locked)		
Time Left	22 days 23 hours		
Open Date	03-10-2017 18:45:43		

[CLICK HERE TO PAY](#)

Unit Three

Create Quotation

Supplier will create Quotation

1- Login to GRP and sourcing Page

Navigation> <https://grp.dubai.gov.ae>
> GRP Sourcing Supplier
> Home Page

Logged In As **MSCUAE**

Government Resources Planning Systems

Main Menu

- GRP eSupplier Portal
- Home Page
- GRP Sourcing Supplier**

Personalize

Worklist

From	Type	Subject	Sent	Due	To	Priority	Status
محسن مصطفي عبد الحميد الغفوري	Sourcing Publish	You are invited: RFQ 35001 (Training Documents RFQ Cycle)	04-08-2015	06-08-2015	MSCUAE	Normal	Open
محسن مصطفي عبد الحميد الغفوري	Work Confirmation	Work Confirmation 41503735 / 1 has been approved	04-08-2015		MSCUAE	Normal	Open
محسن مصطفي عبد الحميد الغفوري	PO Approval	Dubai Municipality - Services Contract 41503735, 0	04-08-2015		M.S.C MEDICAL SUPPLIES CO. (L.L.C)	Normal	Open
محسن مصطفي عبد الحميد الغفوري	PO Approval	Dubai Municipality - Services Contract 41503734, 0	04-08-2015		M.S.C MEDICAL SUPPLIES CO. (L.L.C)	Normal	Open

Full List

2- Select the RFQ and Press on Click here to pay

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
69001	Draft		111002	test	RFQ	202 days		0
46001	Active	Dubai Supplier	64001	منقصة خدمات صيانة زراعة	RFQ	0 seconds		0
47001	Active		65001	Test	RFQ	0 seconds		0
48001	Active		66002	Test	RFQ	0 seconds		0
50001	Active		70001	AME Test 01 Up to 20K AED	RFQ	0 seconds		0

Full List

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left	Description	Tender Fee (AED)	Click here to Pay
	120002	IntegrationTest200-Tender	RFQ	18 days 22 hours		1500	Click here to Pay
	120001	IntegrationTest3-Tender	RFQ	19 days 22 hours		5000	Click here to Pay
	110004	Dubai Municipality Agriculture...	RFQ	355 days		0	Click here to Pay

Full List

3- Select the Payment Type

4- Press On Proceed (B)

Government of Dubai

TRNG

Navigator | Favorites | Home | Logout | Preferences | Personalize Page | Diagnostics

Negotiations

✓ **TIP** Please select the payment type and click "Proceed" for payment.

* Payment Type **Proceed**

1 2


5- Select Payment Method


6- Check the checkbox 7- Press Pay (B)


Transaction Information


Service Provider : Dubai Municipality
Service : Supplier Tender Fee Payment Service
SP Transaction No : 1182
Amount : 1500.00 AED

Payment Method

☒  Credit Card 1

☐  EdirhamG2

☐  Direct Debit

☐  OneClick Pay

Contact Information

Email Address :
Mobile Number :

☒ لقد قرأت التحذير وفهمت عواقبه
I have read the **warning** and understood the consequences 2

Total Amount: 1500.00 AED 3

Cancel Pay

Select the payment instrument

- 8- Card Brand
- 9- Enter the Card number
- 10- Enter the expiry Date
- 11- Press pay

ePayment by
etisalat

Payment beneficiary
Name: Dubai eGovernment
City: Dubai
Country: United Arab Emirates

Payment description
Amount: Dhs. 1 500.00
Order description: DM-STFEE

Payment information
Payment instrument: Payment Card
Card brand: IPG
Card number: 999000000000011
Expiry month/year: January 2017
Security Code: 1232

MasterCard.
SecureCode.



AMERICAN EXPRESS



IPG Comtrust

Page Help

Pay Reset

- 13- Review the confirmation message

 Navigator
 Favorites
Diagnostics | Home | Logout | Preferences | Personalize Page

Information
The payment process has been completed successfully. You can now access the tender details.

Payment Confirmation Receipt
Service Details **Tender Fee Payment**
GRP Reference Number **1182**
ePayment Reference Number **00000227220028**
Payment Date **Tue Aug 11 11:58:59 GST 2015**
Payment Amount **1500**
Payment Method **CREDIT_CARD**

- 14- Back to Notification home
- 15-Press on RFQ number in notification area

Search PO Number

Notifications

Full List

Subject	Date
You are invited: RFQ 35001 (Training Documents RFQ Cycle)	04-08-2015 15:33:58
Work Confirmation 41503735 / 1 has been approved	04-08-2015 14:03:23
Dubai Municipality - Services Contract 41503735, 0	04-08-2015 14:00:34
Dubai Municipality - Services Contract 41503734, 0	04-08-2015 13:40:26
Dubai Municipality - Services Contract 41503730, 0	02-08-2015 08:19:29

Orders

- > Purchase Orders
- > Purchase History

Shipments

- > Advance Shipment Notices

Receipts

- > Receipts

16- Press on notification Details

You are invited: RFQ 35001 (Training Documents RFQ Cycle)

Yes No

From: محسن مصطفى عبدالحاميد القندور
To: MSCUAE
Sent: 04-08-2015 15:33:58
Due: 06-08-2015 13:45:28
ID: 61704654

Company: Dubai Government
Title: Training Documents RFQ Cycle
Number: 35001

Negotiation Preview August 04, 2015 03:33 pm Dubai
Negotiation Open August 04, 2015 03:33 pm Dubai
Negotiation Close August 06, 2015 01:45 pm Dubai
Supplier M.S.C MEDICAL SUPPLIES CO. (L.L.C)
Supplier Site دبي - 314 ملك الشيخ راشد بن خليفة - هور العز شرق BUR DUBAI, DUBAI, DUBAI, DUBAI 88252

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	04-08-2015 15:33:58	Submit	محسن مصطفى عبدالحاميد القندور	MSCUAE	

Response

Note to Buyer

Yes No

[Return to Worklist](#)

17- Select Create Quote from action Poplist 18-Press Go

RFQ: 35001

Actions **Create Quote**

Title **Training Documents RFQ Cycle**
Status **Active (Locked)**
Time Left **1 day 21 hours**

Open Date **04-08-2015 15:33:53**
Close Date **06-08-2015 13:45:28**

Header Lines Controls Contract Terms

Buyer **القنصلية**
Quote Style **Sealed**
Description

Outcome **Services Contract**
Event

Terms

Bill-To Address **FINANCE DEPT**
Ship-To Address **DMD Head Office**
FOB

Payment Terms **Immediate**
Carrier
Freight Terms

Currency

RFQ Currency **AED**
Price Precision **Any**

19- Enter the Quote Valid until date

RFQ: 35001 > Create Quote: 8001 (RFQ 35001)

Create Quote: 8001 (RFQ 35001)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title **Training Documents RFQ Cycle**
Time Left **1 day 21 hours**
Close Date **06-08-2015 13:45:28**

Header Lines

Supplier **M.S.C MEDICAL SUPPLIES CO. (L.L.C)**
Supplier Site **DUBAI**
RFQ Currency **AED**
Quote Currency **AED**
Price Precision **Any**

Quote Valid Until **31-08-2015**

Reference Number
Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

20- Answer the Requirement

Requirements

Expand All Collapse All

Requirements

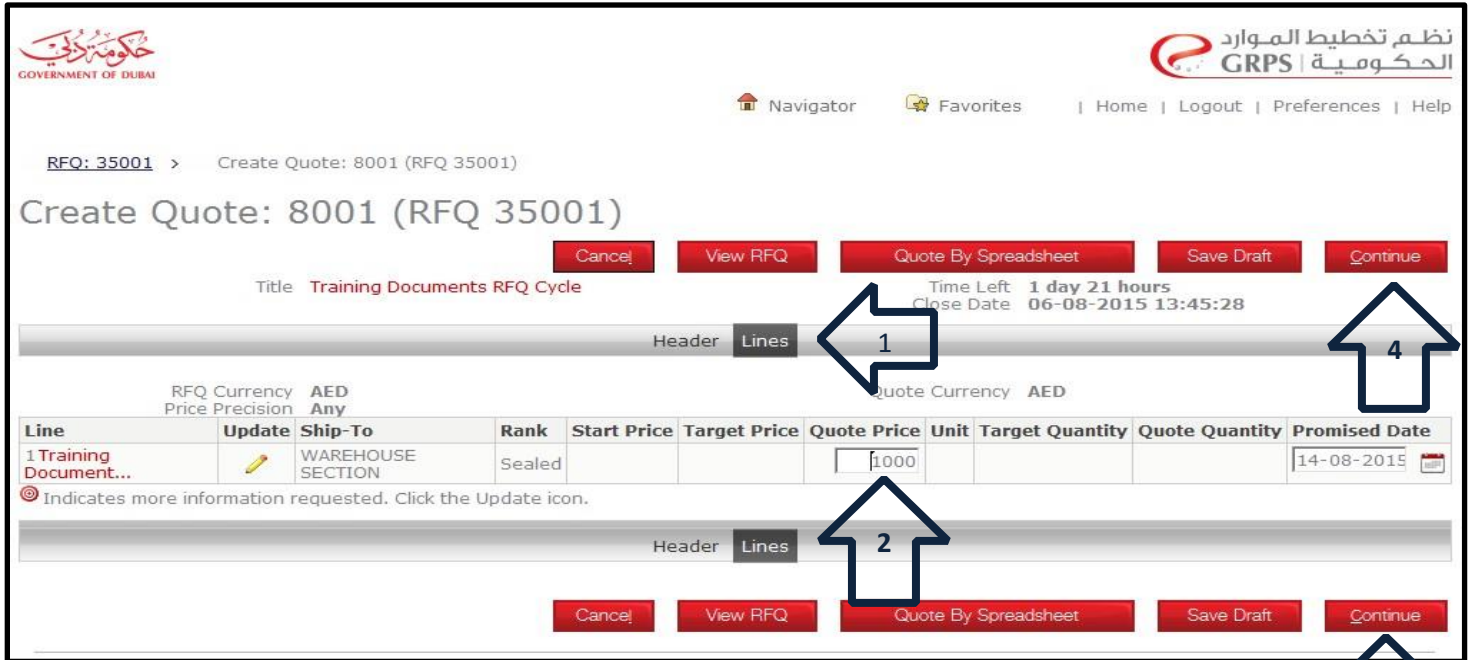
Focus	Title	Target Value	Quote Value
Requirements			
Vendor Profile			
	Number of Employees Worldwide		1000

21-Press On Line (T)

22- Enter the Quote Price

23- Enter Promise Date

24- Press Continue



RFQ: 35001 > Create Quote: 8001 (RFQ 35001)

Create Quote: 8001 (RFQ 35001)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Training Documents RFQ Cycle Time Left 1 day 21 hours Close Date 06-08-2015 13:45:28

Header Lines

RFQ Currency AED Price Precision Any Quote Currency AED

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
1 Training Document...		WAREHOUSE SECTION	Sealed			1000				14-08-2015

ⓘ Indicates more information requested. Click the Update icon.

Header Lines

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

25- Press Submit



RFQ: 35001 > Create Quote: 8001 (RFQ 35001)

Create Quote 8001: Review and Submit (RFQ 35001)

Cancel Back Validate Save Draft Printable View Submit

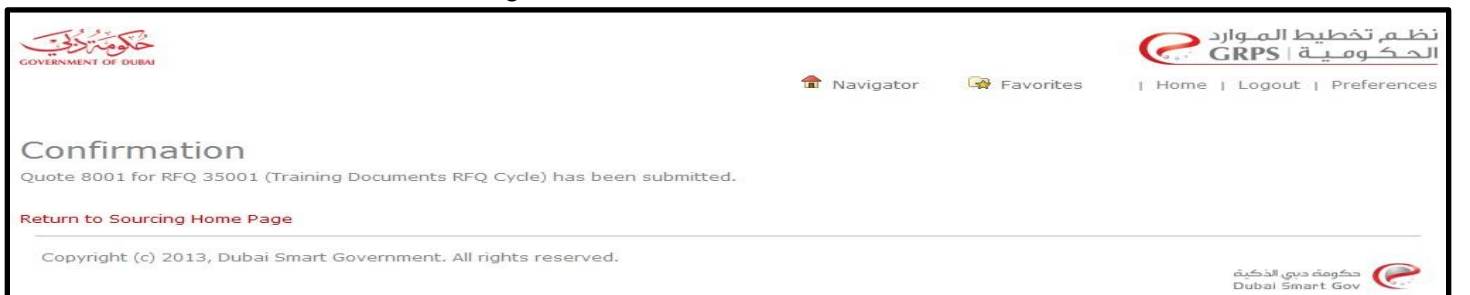
Header

Title Training Documents RFQ Cycle Time Left 1 day 21 hours Supplier M.S.C MEDICAL SUPPLIES CO. (L.L.C.) Close Date 06-08-2015 13:45:28 Supplier Site DUBAI Quote Valid Until 31-08-2015 RFQ Currency AED Reference Number Quote Currency AED Note to Buyer Price Precision Any

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

26- Review the Confirmation Message



RFQ: 35001 > Create Quote: 8001 (RFQ 35001)

Confirmation

Quote 8001 for RFQ 35001 (Training Documents RFQ Cycle) has been submitted.

[Return to Sourcing Home Page](#)

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حكومة دبي الذكية
Dubai Smart Gov


Unit Four

Create Work Confirmation

Supplier Create Work Confirmation

1- Login to GRP and DMD Sourcing Tender Officer

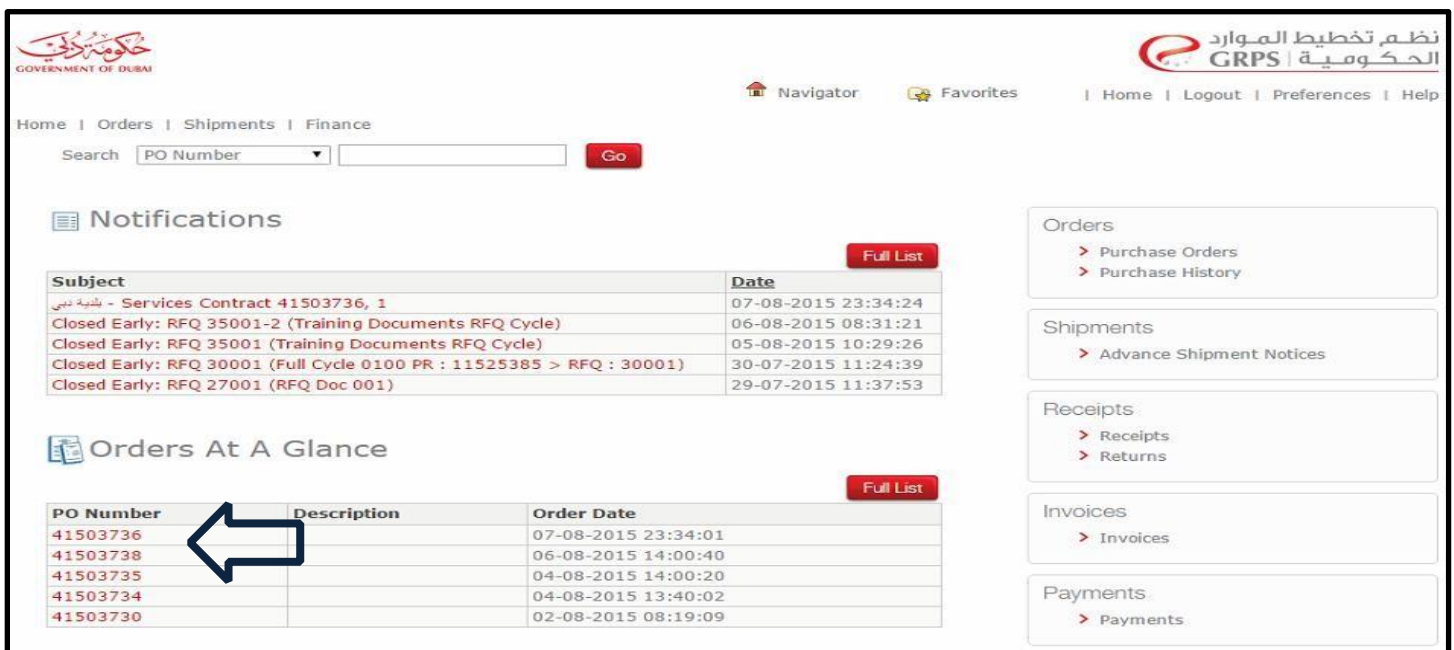
Navigation> <https://grp.dubai.gov.ae>
> GRP eSupplier Portal
> Home Page



The screenshot shows the GRP eSupplier Portal Home Page. At the top, it says "Logged In As MSCUAE". Below this is the "Government Resources Planning Systems" header. On the left is the "Main Menu" with links to "GRP eSupplier Portal", "Home Page", and "GRP Sourcing Supplier". A blue arrow points to the "GRP eSupplier Portal" link. On the right is the "Worklist" section, which contains a table of tasks. A red "Full List" button is at the top right of the table.

From	Type	Subject	Sent	Due	To	Priority	Status
محسن مصطفى عبد الحميد الغندور	Sourcing Publish	You are invited: RFQ 35001 (Training Documents RFQ Cycle)	04-08-2015	06-08-2015	MSCUAE	Normal	Open
محسن مصطفى عبد الحميد الغندور	Work Confirmation	Work Confirmation 41503735 / 1 has been approved	04-08-2015		MSCUAE	Normal	Open
محسن مصطفى عبد الحميد الغندور	PO Approval	Dubai Municipality - Services Contract 41503735, 0	04-08-2015		M.S.C MEDICAL SUPPLIES CO. (L.L.C)	Normal	Open
محسن مصطفى عبد الحميد الغندور	PO Approval	Dubai Municipality - Services Contract 41503734, 0	04-08-2015		M.S.C MEDICAL SUPPLIES CO. (L.L.C)	Normal	Open

2- Press on PO number



The screenshot shows the GRP eSupplier Portal Notifications and Orders At A Glance sections. The "Notifications" section has a "Full List" button and a table of notifications. The "Orders At A Glance" section has a "Full List" button and a table of orders. A blue arrow points to the "PO Number" column in the "Orders At A Glance" table.

Subject	Date
ملاحظة دبي - Services Contract 41503736, 1	07-08-2015 23:34:24
Closed Early: RFQ 35001-2 (Training Documents RFQ Cycle)	06-08-2015 08:31:21
Closed Early: RFQ 35001 (Training Documents RFQ Cycle)	05-08-2015 10:29:26
Closed Early: RFQ 30001 (Full Cycle 0100 PR : 11525385 > RFQ : 30001)	30-07-2015 11:24:39
Closed Early: RFQ 27001 (RFQ Doc 001)	29-07-2015 11:37:53

PO Number	Description	Order Date
41503736		07-08-2015 23:34:01
41503738		06-08-2015 14:00:40
41503735		04-08-2015 14:00:20
41503734		04-08-2015 13:40:02
41503730		02-08-2015 08:19:09

3- Create work confirmation

- i. Select Create work confirmation from List
- ii. Press Go

Purchase Orders | Purchase History | Work Confirmations | Deliverables | Timecards

[Home](#) > View Order Details

Services Contract: 41503736, 1 (Total AED 999.00)

Currency=AED

Actions: [Create Work Confirmation](#) [Go](#) [Export](#)

Order Information

General

Total **999.00**

Supplier **M.S.C MEDICAL SUPPLIES CO. (L.L.C)**

Supplier Site **DUBAI**

Address **مكتب رقم 314 ملك الشيخ راشد بن خليفة - هور العز شرق**

BUR DUBAI

DUBAI

DUBAI, DUBAI 88252 - دبي

Buyer **محسن مصطفى عبدالحميد العندور**

Order Date **07-08-2015 23:34:01**

Description

Status **Open**

Note to Supplier

Operating Unit **Dubai Municipality**

Sourcing Document **35001-2**

Supplier Order Number

Attachments [View](#)

Terms and Conditions

Payment Terms **Immediate**

Carrier

FOB

Freight Terms

Shipping Control

Work Location

Address **STORES SECTION**

AL RAMOOL

DUBAI

DUBAI, 67

Bill-To Location

Address **FINANCE DEPT**

DEIRA

DUBAI

DUBAI, 67

Summary

Total	999.00
Approved	0.00
Billed	0.00
Advance Billed	0.00
Progress Payment	0.00

- iii. Select All Pay Item
- iv. Press Go
- v. Check the pay item vi. Press Next

نظم تخطيط الموارد
الحكومية GRPS

Home | Orders | Shipments | Finance

Purchase Orders | Purchase History | Work Confirmations | Deliverables | Timecards

[Home](#) > [View Order Details](#) > Create Work Confirmation (DSG Complex PO: 41503736)

Create Work Confirmation (DSG Complex PO: 41503736)

Currency=AED

Ordered **999.00** Description

Approved **0.00**

Views

View [All Pay Items](#) [Go](#)

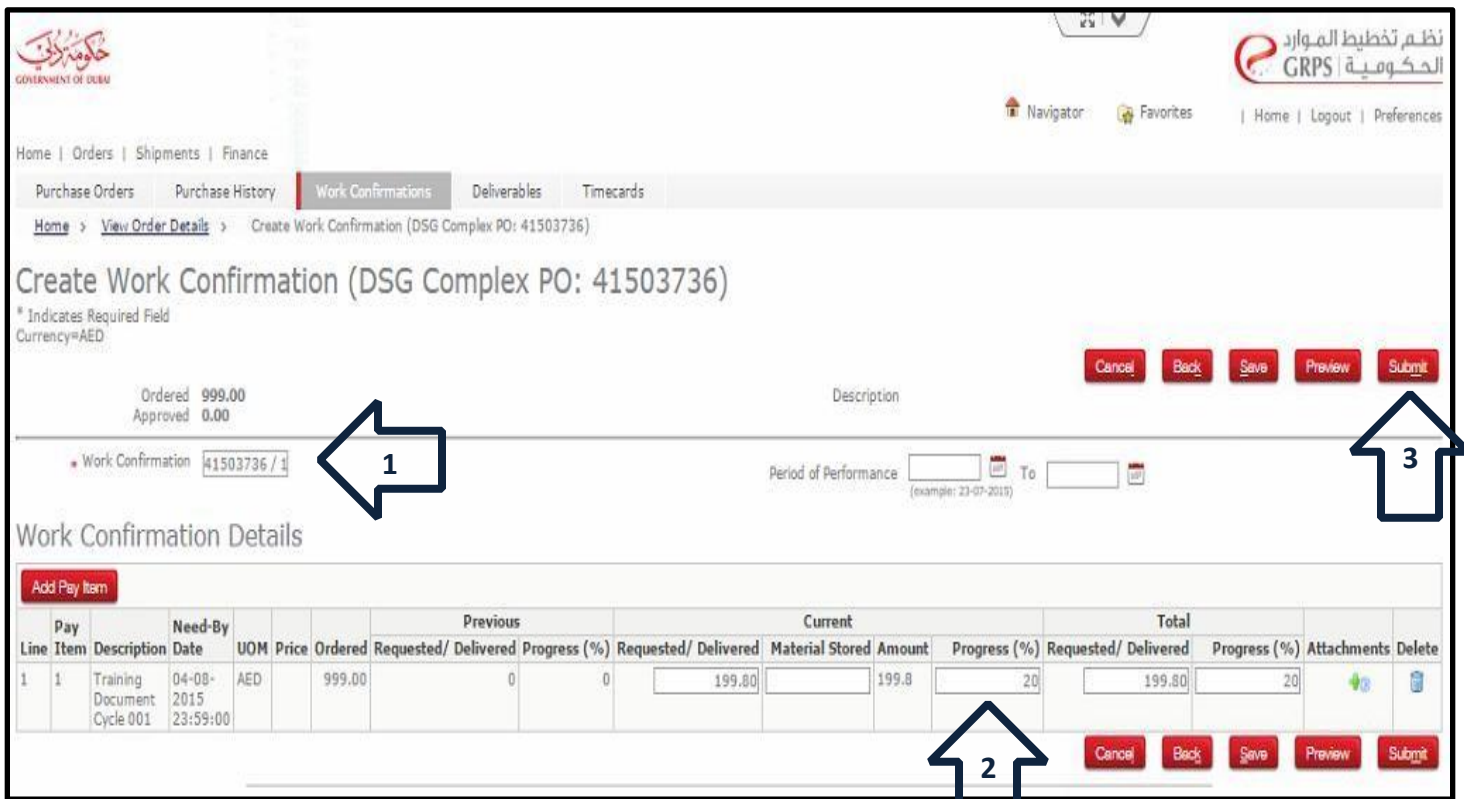
[Select All](#) | [Select None](#)

Select	Line	Pay Item	Description	Need-By Date	UOM	Ordered	Previous Requested/Delivered	Progress(%)
<input checked="" type="checkbox"/>	1	1	Training Document Cycle 001	04-08-2015 23:59:00	AED	999.00	0	0

[Cancel](#) [Next](#)

- vii. Enter the Work Confirmation Number
- viii. Enter the Progress % or amount

ix. Press Submit



[Home](#) | [Orders](#) | [Shipments](#) | [Finance](#)
[Purchase Orders](#) | [Purchase History](#) | [Work Confirmations](#) | [Deliverables](#) | [Timecards](#)
[Home](#) > [View Order Details](#) > Create Work Confirmation (DSG Complex PO: 41503736)

Create Work Confirmation (DSG Complex PO: 41503736)

* Indicates Required Field
Currency=AED

Ordered 999.00
 Approved 0.00

Description

Work Confirmation
 Period of Performance To (example: 23-07-2015)

[Cancel](#) [Back](#) [Save](#) [Preview](#) [Submit](#)

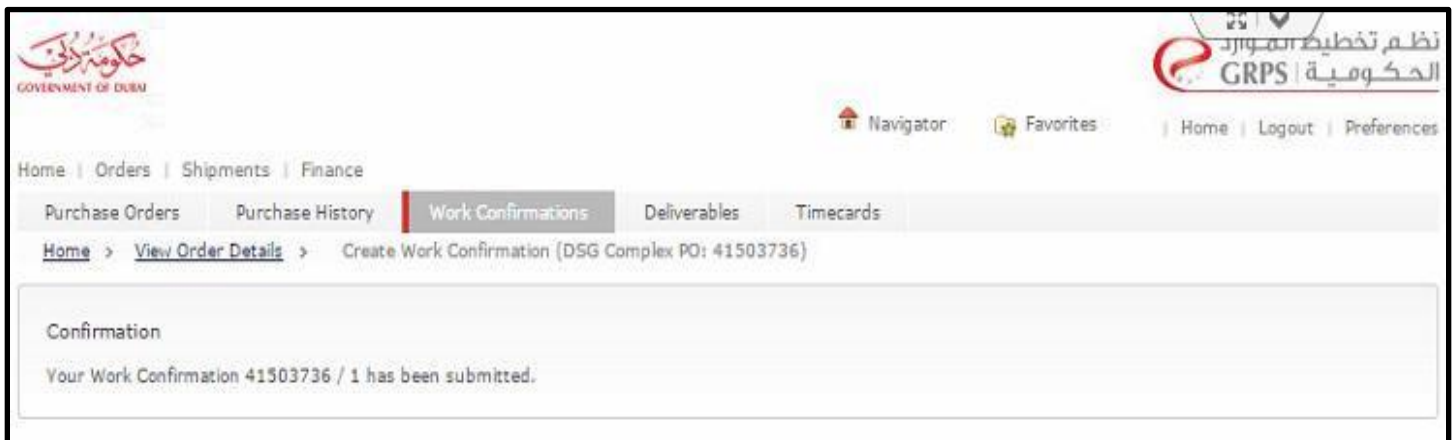
Work Confirmation Details

[Add Pay Item](#)

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current			Total		Attachments	Delete	
							Requested/ Delivered	Progress (%)	Requested/ Delivered	Material Stored	Amount	Progress (%)	Requested/ Delivered			Progress (%)
1	1	Training Document Cycle 001	04-08-2015 23:59:00	AED		999.00	0	0	199.80		199.8	20	199.80	20		

[Cancel](#) [Back](#) [Save](#) [Preview](#) [Submit](#)

x. Review the Confirmation message



[Home](#) | [Orders](#) | [Shipments](#) | [Finance](#)
[Purchase Orders](#) | [Purchase History](#) | [Work Confirmations](#) | [Deliverables](#) | [Timecards](#)
[Home](#) > [View Order Details](#) > Create Work Confirmation (DSG Complex PO: 41503736)

Confirmation

Your Work Confirmation 41503736 / 1 has been submitted.

Unit Five

Update Profile

Supplier update his profile

1- Login to GRP system

Navigation> <https://grp.dubai.gov.ae>

2- Press Home Page



تطبيق الموظف الذكي
على الهاتف المتحرك، الأجهزة الذكية والثابتة
Smart Employee app
on Mobile Phone, Tablet & Desktop

Logged In As **EVOSYS**

Government Resources Planning Systems

Main Menu

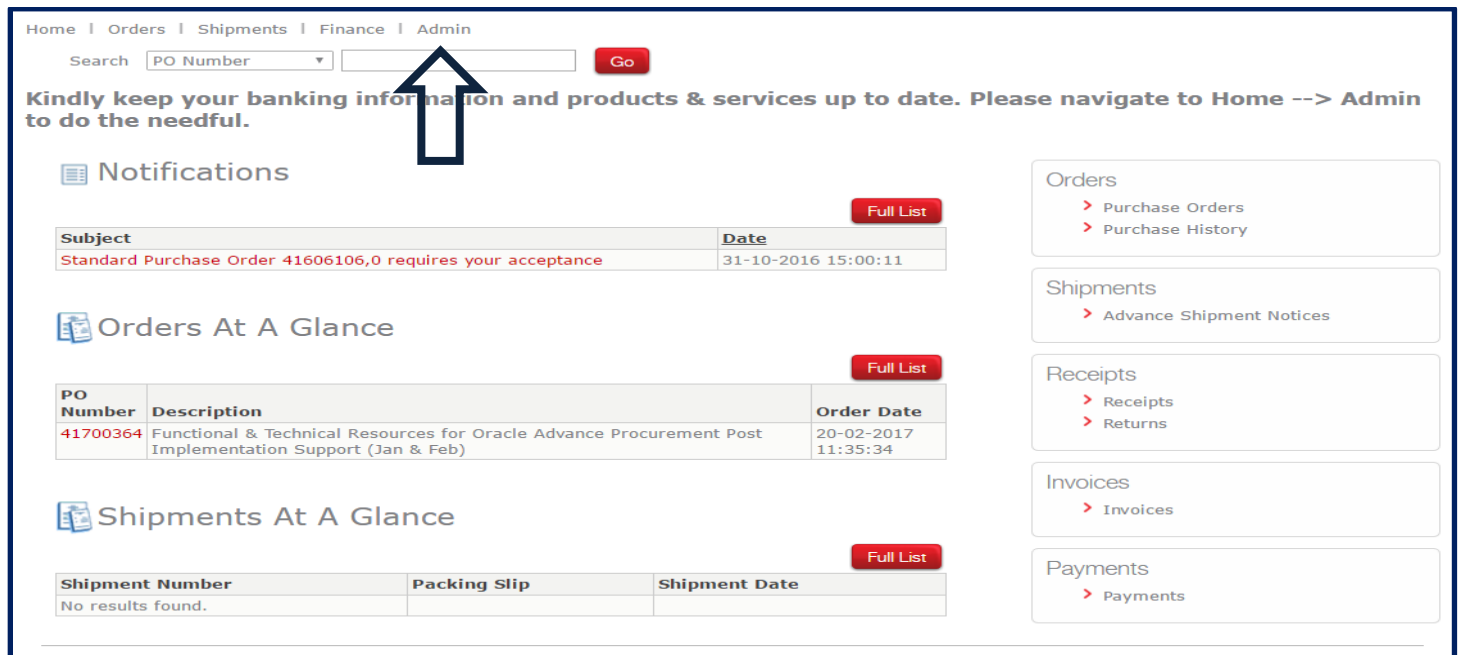
- GRP eSupplier Portal
- Home Page
- Supplier Registration and Renewal Page
- Sourcing

Worklist

From	Type	Subject	Sent	Due To	Priority	Status
Mrs. Ziada Anbar Juma Zabeel AlFalasi	PO Approval	Standard Purchase Order 41606106,0 requires your acceptance	31-10-2016	Evolutionary Systems Arabia FZ LLC	Normal	Open

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

2- Press Admin



Home | Orders | Shipments | Finance | Admin

Search

Kindly keep your banking information and products & services up to date. Please navigate to Home --> Admin to do the needful.

Notifications

Subject	Date
Standard Purchase Order 41606106,0 requires your acceptance	31-10-2016 15:00:11

Orders At A Glance

PO Number	Description	Order Date
41700364	Functional & Technical Resources for Oracle Advance Procurement Post Implementation Support (Jan & Feb)	20-02-2017 11:35:34

Shipments At A Glance

Shipment Number	Packing Slip	Shipment Date
No results found.		

Orders

- Purchase Orders
- Purchase History

Shipments

- Advance Shipment Notices

Receipts

- Receipts
- Returns

Invoices

- Invoices

Payments

- Payments

Press on address book to update the address

Home | Orders | Shipments | Finance | Admin

Profile Management

- > General
- > Company Profile
- > Organization
- > **Address Book**
- > Contact Directory
- > Product & Services
- > Banking Details

General

Organization Name **Evolutionary Systems Arabia FZ LLC** DUNS Number
 Supplier Number **116473** Tax Registration Number
 Alias
 Parent Supplier Name
 Parent Supplier Number Country of Tax Registration

Attachments

Search
 Note that the search is case insensitive
 Title **Go**
[+ Show More Search Options](#)

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
VRF	File		From Supplier	DA6622	29-08-2016	Standard			
TL	File		From Supplier	DA6622	29-08-2016	Standard			

Or press create to create new address

Home | Orders | Shipments | Finance | Admin

Profile Management

- > General
- > Company Profile
- > Organization
- > **Address Book**
- > Contact Directory
- > Product & Services
- > Banking Details

Address Book

Create

Address Name ▲	Address Details	Country	Update	Remove
Dubai	112, Building 11 Dubai Internet City DUBAI Dubai P.O Box : 500830	United Arab Emirates		

Determine

1. address name
2. City / town / locality
3. Postal Code
4. Press Save

Admin: Profile Management: Address Book > Create Address

Create Address

* Indicates required field

Supplier Name **Evolutionary Systems Arabia FZ LLC** Supplier Number **116473** Cancel Save

* Address Name Phone Area Code
 Country Phone Number
 * Address Line 1 Fax Area Code
 Address Line 2 Fax Number
 Address Line 3 Email Address
 Address Line 4
 * City/Town/Locality
 County
 State/Region
 Province
 * Postal Code

☒ Purchasing Address
☒ Payment Address
☐ RFQ Only Address

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Cancel Save

Check the confirmation message

Home | Orders | Shipments | Finance | Admin

Profile Management

- > General
- > Company Profile
- > Organization
- > **Address Book**
- > Contact Directory
- > Product & Services
- > Banking Details

Confirmation

dubai has been added to your Address Book.

Address Book

Create

Address Name ▲	Address Details	Country	Update	Remove
Dubai	112, Building 11 Dubai Internet City DUBAI Dubai P.O Box : 500830	United Arab Emirates		
dubai	dubai dubai 123456	United Arab Emirates		

Press on contact directory to add new contact person

Home | [Orders](#) | [Shipments](#) | [Finance](#) | [Admin](#)

Profile Management

- > General
- > Company Profile
- > Organization
- > Address Book
- > Contact Directory**
- > Product & Services
- > Banking Details

Contact Directory : Active Contacts

[Create](#)

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
	khalil		ykhalil@evosysglobal.com	Current	✓			

[+ Contact Directory : Inactive Contacts](#)

Determine

1. Last name
2. Phone number
3. Press save

Admin: [Profile Management: Contact Directory](#) > [Create Contact](#)

Create Contact

* Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Contact Email

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

[Cancel](#) [Save](#)

Check confirmation message

Home | [Orders](#) | [Shipments](#) | [Finance](#) | [Admin](#)

Profile Management

- > General
- > Company Profile
- > Organization
- > Address Book
- > Contact Directory**
- > Product & Services
- > Banking Details

Confirmation

Ahmed Mohamed has been added to your Contact Directory.

Contact Directory : Active Contacts

[Create](#)

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
	Ahmed Mohamed	054613		Pending				
	khalil		ykhalil@evosysglobal.com	Current	✓			

[+ Contact Directory : Inactive Contacts](#)

Press on product and services


Press on add bottom to add new products and service

Home | Orders | Shipments | Finance | Admin

Profile Management

> General

> Company Profile

> Organization 

> Address Book

> Contact Directory

> Product & Services

> Banking Details

Products and Services

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
	No results found.				

Select product and press on apply

Admin: Profile Management: Product & Services > Add Products and Services: : (Evolutionary Systems Arabia FZ LLC)

Add Products and Services: : (Evolutionary Systems Arabia FZ LLC)

☒ Browse All Products & Services

☐ Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
01010	Office Equipment		<input type="checkbox"/> Applicable
01015	Office Equipment Spare Parts		<input type="checkbox"/> Applicable
01020	Office and Desk Accessories		<input type="checkbox"/> Applicable
01025	Rewards and incentive prizes		<input type="checkbox"/> Applicable
01030	First Aid Supplies		<input type="checkbox"/> Applicable
01040	Books, Magazines and Manuals		<input type="checkbox"/> Applicable
02010	Hardware		<input type="checkbox"/> Applicable
02020	Software		<input type="checkbox"/> Applicable
02030	Accessories		<input type="checkbox"/> Applicable
02040	Consumables		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

☒ Browse All Products & Services

☐ Search for Specific Product & Service

Cancel Apply

Check the confirmation message

Confirmation

The following Product and Service categories have been added to your profile.

> Hardware

[Return to Products and Services](#)

Press on bank details to update or create new bank details

Home | Orders | Shipments | Finance | Admin

Profile Management

General

Company Profile

Organization

Address Book

Contact

Directory

Product & Services

Banking Details

View: General Accounts

✓ TIP Date format example: 17-04-2017

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
	No results found.										

Determine

1. Bank name
2. Branch name
3. Account number
4. IBAN
5. Press Save

Create Bank Account

* Indicates required field

* Country: United Arab Emirates

☒ Account is used for foreign payments
Account definition must include bank and branch information.

Bank

☐ New Bank
☒ Existing Bank

Bank Name: Samba bank

Branch

☐ New Branch
☒ Existing Branch

Branch Name: jumara
Branch Number:
BIC:
Branch Type: ABA

Bank Account

* Account Number: 213569875123
Check Digits:
IBAN:

Account Name:
Currency:
Account Status: New

Comments

Note to Buyer: