2016

Supplier Registration Guide



Transguard Group 1/26/2016



Supplier User Guide – Register on the eSourcing Tool

Dear Valued Supplier,

Welcome to the Transguard eSourcing Portal user guide.

This document will guide you through the registration process in a step-by-step approach.

Once you have completed the registration process you will be granted access to the Transguard eSourcing Portal and will be able to start participating in relevant tender opportunities.

If you are facing difficulties at any time during the registration process you can contact our helpdesk.

Email: <u>sourcingsupport@tejari.com</u> Telephone: +971 800 8363377 (800 Tenders)

The helpdesk operates Sundays to Thursdays 8:00am – 5:00pm (GMT + 4:00) Abu Dhabi, Muscat.

Sincerely,

Transguard Supply Chain Management Team



Register on the eSourcing Tool as a Supplier

Step1:

Go to: <u>https://transguard.tejari.com</u>

Step2:

Click on Register Now



A new browser window displaying the 'Transguard eSourcing Tool' user agreement will open up



Step 3:

Review the 'Transguard eSourcing Tool' User Agreement carefully. If you agree to the User Agreement and wish to continue to register as a supplier, Tick the '**I agree'** box, then click '**Next'**. – you can download a copy by clicking on Adobe PDF file -

	USER AGREEMENT	
 Introduction 1.1 This User Agreement between Transpurce 2.2 A Answerment exercise may include a Fre- Offer (ITSFO), Invitation to Submit Freal Tende processes in ficture and an on-through the processes in the date and an on-through the provided by, or 1.4. The Suppler shall only use the System tor or 2.1. The Buyer grants to the Suppler, free of the 2.2. The Suppler fails to the Suppler, free of the 2.2. The Suppler fails to remedy, or persists in 2.2.1. The Suppler fails to remedy, or persists in 3.1. To be granted access to the System, the S 3.1. To be granted access to the System, the S 3.1. To be presented and any such fails of a conseanor 3.1. To be granted access to the System, the S 3.2. Usen D and password are strictly personal 3.2. Summary presented and any such and or a conseanor 	Group LLC (the Buyer) and the Supplier governs the access and use of the Transguard eSourcing Tool (the System) by the Supplier to respond to an invitation from the Buyer to participate in a proc Subficiation Questionnate (POQ), a Request for Information (RFI), an Request for Quotation (RFQ), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Sub (ITSFT), a Best And Final Offer (DAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ) an electronic Auction or an electronic Contract. This above list of individual procurement sentation of commonly used terminology. Buyer Organisations may have their own, invitue terminology to be applied on a case by case basis. LLC and operated by the Buyer. This User Agreement applies to the Supplier Y and the Supplier V access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the in behalf of the Buyer, the Supplier agrees to be bound by this User Agreement. upond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict then the provisions of such further rules shall take precedence over this User Agreement. He System by Supplier Jusers for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement. He System by Supplier Jusers for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement. He System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier I any of the following events occur: any to tadgitations under this User Agreement and any treach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist and of a dystation to supplier Users by providing the require	urement nit Final exercise System between
I have read and agree to the Tr	insguard eSourcing Tool User Agreement	

You will now be directed to the Supplier Registration page.

Step 4:

Complete the **Supplier Registration Form** accurately.

The accuracy of this information is critical; it will be included in all of your bidding responses. We therefore strongly encourage you to ensure that the information which you have provided is up to date and accurate.

Fields that are marked with a red asterisk (*) are mandatory.

Such fields must be completed in order to complete the registration form.



Registration Data		
		Save 🛛 🛛 Save
Company Details		© Re
sompany beans		
Company Name		
Company Legal Structure	V	
Trade License Number		
* Address		
* City		
* Country	UNITED ARAB EMIRATES	
 Region 	T	
★ ZIP/Postal Code		
Main Company Phone Number		
Company Fax Number		
Company Email Address		
Web site		

Step 5:

When you have filled the required data fields, click on the 'Save' button at the top of the page.

Registration Data			
			Save Close
User Details			
Title	V		
* Last Name			
* First Name			
* Phone Number			
Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)			
 Email Address 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. 			
* Username (please do not forget your username)			
* Preferred language for use in system interface	v		
* Time Zone		T	



Step 6:

You will now be presented with the Address/Financial Details Form, which will require you to fill out as per the questions listed. Ensure all the mandatory fields are the top of the page to go to the next form. Click on the 'Save & Continue' button at the top of the page.

 Basic Profile Form: Addr 	ress/Financial Details	
Registration		
		Save & Continue X Cancel
Address Details		
Company Address 1 - Name	* Please provide your company address name	*
		Characters available 2000
Company Address 1 - Line 1	* Company Address 1 - Line 1	Characters available 2000
Company Address 1 - Line 2	Company Address 1 - Line 2	Characters available 2000
Bank Details		
Payment Method	Please select your Payment Method:	Cash Check EFT
Payment Terms	* Please select your appropriate Payment Term	Select an Option (Single selection)
Bank Details 1 - Bank Name	★ Select your Bank	T
Bank Details 1 - New Bank Name	If your Bank is not listed above, please enter the Bank Name here:	Characters available 2000
Bank Details 1 - Address	Please enter the Bank Address here:	Characters available 2000

Step 7:

You will now be presented with the Accreditation Form. You will need to attach all the necessary documents required for your registration. Ensure all the mandatory documents are attached. Click on the **'Save & Continue'** button at the top of the page to go to the next form.

Accreditation Documents		Save & Continue
Trade License Copy	• Please attach the latest Trade License copy	+ Click to attach file
		+ Click to attach file
Champer of Commerce Certificate	Mease attach your CoC Certificate	Expiring on: dd/mm/yyyy
Company Profile	* Please attach your Company's Profile/Catalogue/Brochure here	+ Click to attach file
Power of Attorney	Please attach your Power of Attorney	+ Click to attach file
ISO Certification	Please attach your ISO Certification	+ Click to attach file
Workmen Compensation	Please attach your Workmen Compensation Document	+ Click to attach file
		Expiring on: dd/mm/yyyy
Dubai Civil Defense Certification	Please attach your Dubai Civil Defense Certification	Expiring on: dd/mm/yyyy



Step 8:

You will now be presented with the **Capacity/Capabilities** Form. You will need to provide all mandatory information. Click on the **'Save & Continue'** button at the top of the page to go to the next form.

 Basic Profile Registration 	e Form: Capacity/Capabilities	
Capacity/Capabili	ties	Save & Continue X Cantel
Capacity 1	Please provide the number of employees within your company	A Characters available 2000
Capabilities 1	Please provide the total number of years your company has undertaken projects in the UAE. List a few key Projects you have managed within UAE.	Characters available 2000
References 1	◆ Please provide your top three client details and references.	Characters available 2000
Annual Turnover	◆ Please provide your annual turnover for the past three (3) years	+ Click to attach file
Public Liability	Does your organisation have public liability insurance?	•
Public Liability (Value)	If yes, what is the overall value per annum for public liability? (AED)	123
Financial Report 2012	Please attach your financial report for 2012	+ Click to attach file
Financial Report 2013	Please attach your financial report for 2013	+ Click to attach file
Financial Report 2014	Please attach your financial report for 2014	+ Click to attach file
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Step 9:

Finally, you will be presented with the HSE Form. You will need to provide the HSE details of your organisation. Ensure all the mandatory questions are answered. Click on the 'Save & Continue' button at the top of the page to move to thee Category Tree.

Registration			_		_
				Save & Continue	×
SE Records			L L		
HSE Records					
HSE Accreditation Do you have HSE Accreditation from a recognized International Governing Body?					
		+ Click to attach file		×	
HSE Accreditation (Attachment)	If Yes, please attach:				
		Expiring on:	dd/mm/yyyy		
		+ Click to attach file			
HSE Company policy	II NO, Please provide your Company's HSE policy	Expiring on:	ddimmhanai		



Step 10:

Here you are required to select the **categories** that are relevant to your business as per your expertise and trade licenses. You can use the search criteria above the page to help you navigate the category tree. Click on the **'Select'** button at the top of the page to complete the registration process.

Registration	
	Confirm Current Selection X Canc
Free Text Search Search	
Deselect All	🖄 Display Selected Only 🏻 🏥 Expand Alli 🔹 Collapse
 Categories (selected items: 0) 	
I000000000000000000000000000000000000	
I1000000000000000000000000000000000000	
I 12000000000000000000000000000000000000	
I 13000000000000000000000000000000000000	
I 14000000000000 - Automotive	
I 15000000000000 - Maintenance	
i6000000000000000000000000000000000000	
I17000000000000000000000000000000000000	
> 🚠 190000000000000 - Printing	
> 200000000000000 - Health & Safety	
and 210000000000000 - Pantry Consumable	
23000000000000000000 - Services	
2400000000000 - Asset	

Congratulations, you have just successfully registered as a supplier on the Transguard eSourcing Tool. A message confirming your successful registration will appear. You will receive an email from <u>sourcingsupport@tejari.com</u> that contains your password.

sourcingsupport-prep@tejari.com 1:27 PM Registration on Transguard eSourcing Tool	Sent: Sun 8/2/2015 1:27 PM
	Dear Organisation, Welcome to Transguard eSourcing Tool.
A	You have now successfully registered to use <u>https://transguard-prep.tejari.com</u> Your Password is 2322415632
 A set of the set of	For assistance please contact our Helpdesk: Toll Free Number: +971 800 836 3377 (800 TENDERS) email: <u>sourcingsupport.prep@tejari.com</u>



Step 11:

Using the username you created during registration and the temporary password provided via email, log in to <u>https://transguard.tejari.com</u>

Login or Register	
Username	
Password	
I cannot access my account]
Register Now	

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