

2016

Supplier Registration Guide



Welcome to Transguard Group

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: sourcingsupport@tejari.com

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

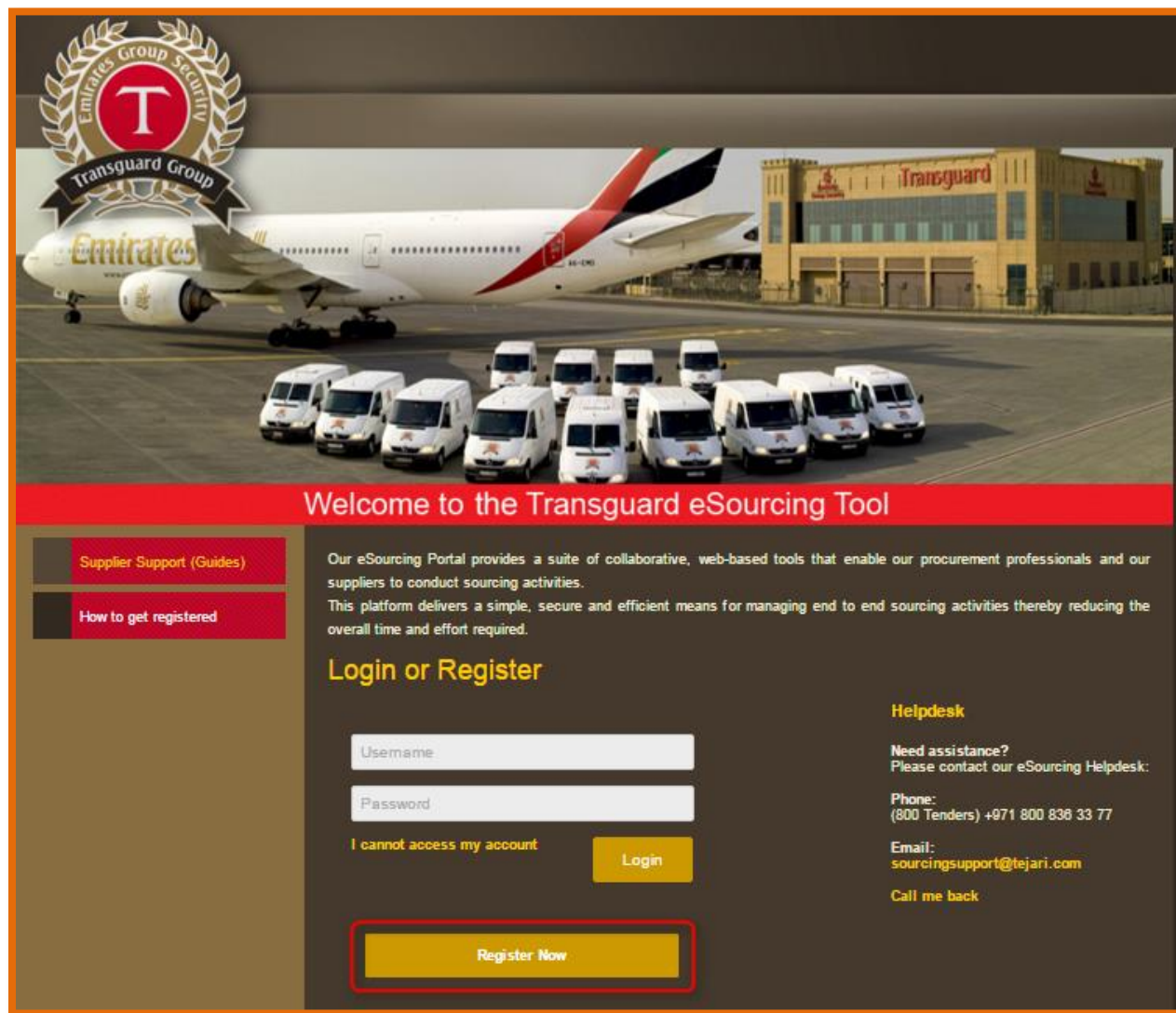
Register on the eSourcing Tool as a Supplier

Step1:

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

Step2:

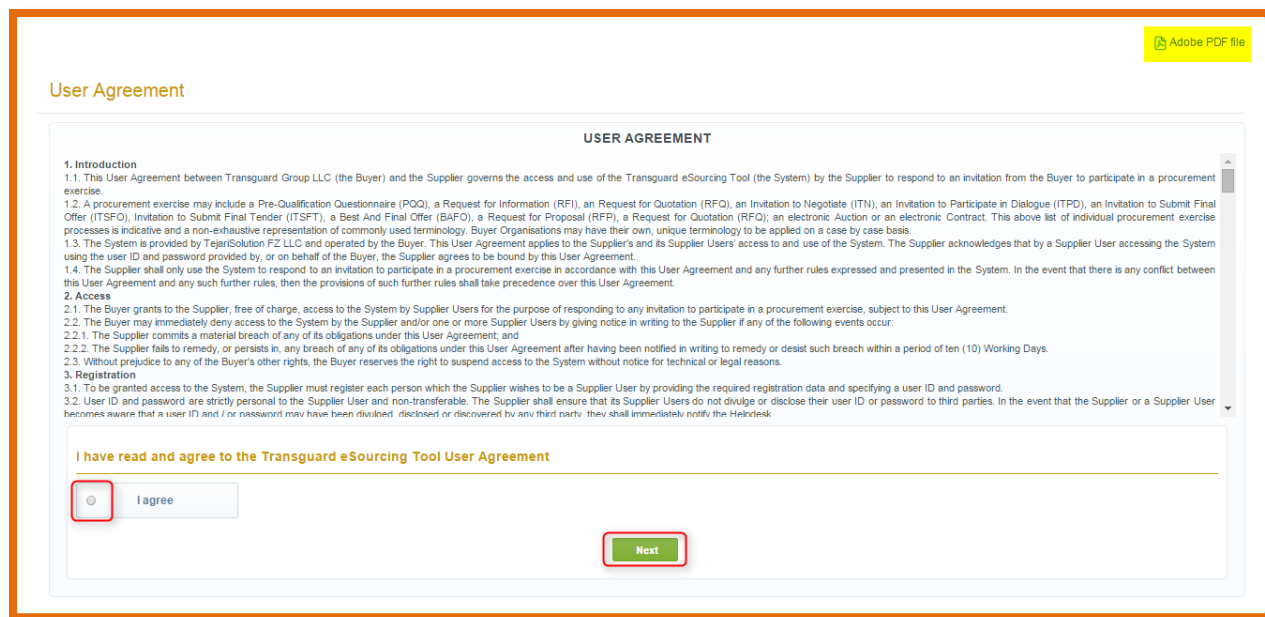
Click on Register Now



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 -



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

Close

Reset

Company Details

* Company Name

* Company Legal Structure

* Trade License Number

* Address

* City

* Country

UNITED ARAB EMIRATES

* Region

* 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

* 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

* Time Zone

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: Address/Financial Details

Registration

Save & Continue

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

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

Cancel

Trade License Copy

Please attach the latest Trade License copy

+ Click to attach file

Expiring on: dd/mm/yyyy

Chamber of Commerce Certificate

Please attach your CoC Certificate

+ Click to attach file

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

Expiring on: dd/mm/yyyy

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

+ Click to attach file

Expiring on: dd/mm/yyyy

5

Transguard Supply Chain Team



Step 8:

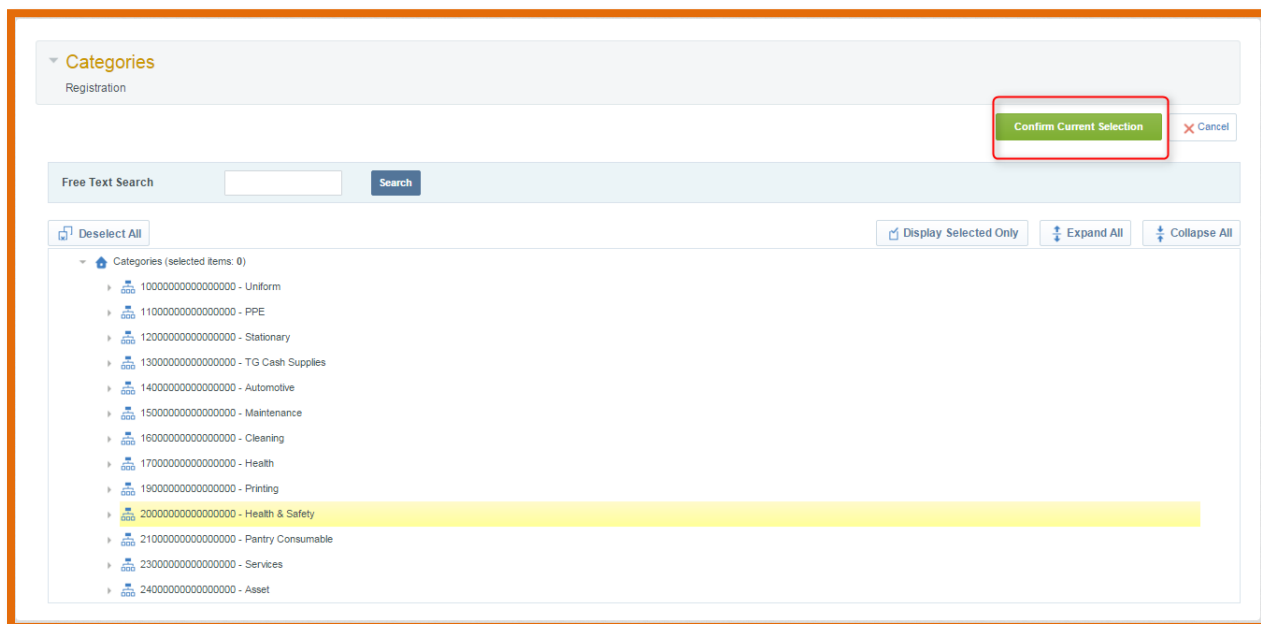
You will now be presented with the **Capacity/Capabilities** Form. You will need to provide all mandatory information. Click on the **'Save & Continue'** button at the top of the page to go to the next form.

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 the Category Tree.

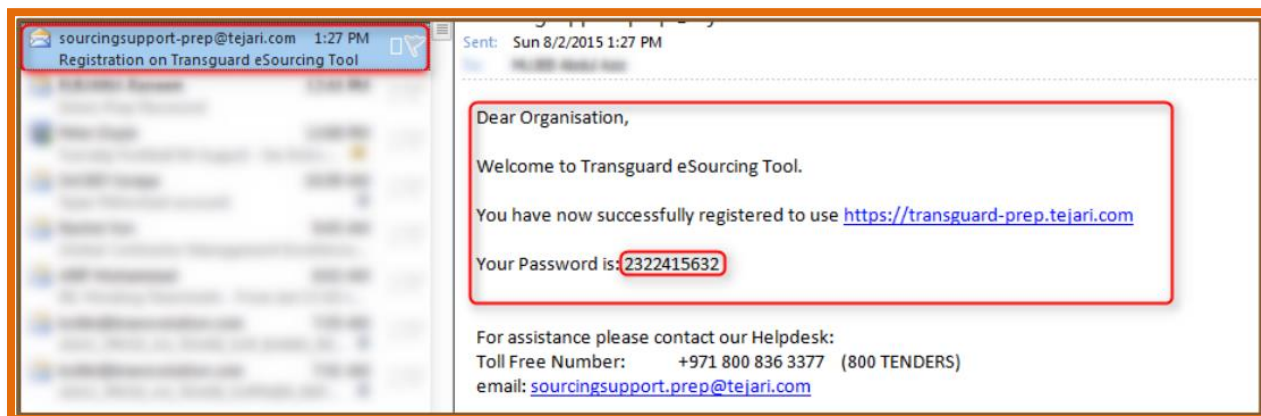
Step 10:

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.



The screenshot shows the 'Categories' selection interface. At the top, there is a 'Confirm Current Selection' button highlighted with a red box. Below it is a 'Free Text Search' field with a 'Search' button. A 'Deselect All' button is on the left, and 'Display Selected Only', 'Expand All', and 'Collapse All' buttons are on the right. The main area displays a list of categories, with '20000000000000000000 - Health & Safety' highlighted in yellow. The list includes: Uniform, PPE, Stationary, TG Cash Supplies, Automotive, Maintenance, Cleaning, Health, Printing, Health & Safety, Pantry Consumable, Services, and 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 sourcingsupport@tejari.com that contains your password.



The screenshot shows an email from 'sourcingsupport-prep@tejari.com' with the subject 'Registration on Transguard eSourcing Tool'. The email body contains the following text: 'Dear Organisation, Welcome to Transguard eSourcing Tool. You have now successfully registered to use <https://transguard-prep.tejari.com>. Your Password is: 2322415632'. The password is highlighted with a red box. At the bottom, contact information for the Helpdesk is provided: Toll Free Number: +971 800 836 3377 (800 TENDERS) and email: sourcingsupport-prep@tejari.com.



Step 11:

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

Login or Register

Username

Password

[I cannot access my account](#)

Login

Register Now

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