



Registration Renewal Guide In eProcurement Portal

Go to eProcurement Portal <https://eprocurement.uaeu.ac.ae>

UAEU

EPROCUREMENT

HOME SIGN UP

Log In



If your company registered , please Click Log in



WELCOME TO UAEU EPROCUREMENT PORTAL

Welcome to UAEU eProcurement Portal! UAEU eProcurement has been designed to assist you to participate in tenders in a more convenient way. You may visit our offices and submit offers at your ease. All vendors must be registered in the portal to be eligible to participate in any tender.

To get started, please read the registration requirement, if you are fit to the requirement you can follow the steps below:

NEW VENDOR?

- click the Sign Up tab to register for first time.
- Create a username and password and then login to the portal.
- Continue all the sections in your registration request, then send it to our team to review it.
- Once you have received your Vendor ID (new user name) then your registration is completed.

PREVIOUS VENDOR?

- If you are already a registered user and have a valid vendor ID, use it to login to the system.
- If you forgot your password, you can reset it and create a new one.

We thank you for your interest and wish you to visit this page frequently to get more information about tenders issued by UAEU.

For any suggestion or question, please use the below contact information.

Tenders and Procurement Department

Fax : 03-713 4919

E-mail : pd@uae.ac.ae

If your company not yet registered , please Click Sign Up

Vendor Participation Guide (VPG) 2016

Vendors Evaluation
Tenders & Procurement Dept. commit to providing the highest levels of service quality provided to its end users, the Depts. evaluate the performance of the vendors on purchase orders or contracts created in the same year, evaluation forms and criteria are as below:

Evaluation Criteria

- Construction
- Services
- Maintenance
- Supply

Complaint Procedure
Please click here to view the process of sending a complaint.
To download the complaint form please click here.

SIGN UP
Sign-Up for a new account to register your company in UAEU eProcurement.

SIGN UP

TENDERS
View the list of announced tenders and start to participate.

TENDERS

SIGN UP

Sign-Up for a new account to register your company in UAEU eProcurement.

Before you start sign-up for a new account take a moment and try to search for your company record.

NOTE : Free Zone's Company Is Not Allowed To Register as per Federal Law (32/2014)

Search For Existing Account

SEARCH

If you don't have any existing account, you can sign-up for a new account.

SIGN UP

If your company not yet registered , please Click Sign Up

**Add your company name in the search field.
If your company registered, please contact the procurement department**

the sign-up button.

Required Documents and Registration/Renewal Fees:

- Valid License authority
- Valid Chamber Of Commerce Certificate
- Power of Attorney
- Classification Certificate (Contracting or Consultant Company)
- VAT Certification
- Registration Fees: **500 AED**
- Renewal Fees: **300 AED**
- **NOTE: Free Zone's Company Is Not Allowed To Registration/Renewal.**

REGISTRATION

Thank you for signup in UAEU eProcurement system. The registration process is 6steps:

1. Fill the company information
2. Upload license documents
3. Enter owners and contacts information
4. Provide list of company activities
5. Submit the information for approval
6. Pay the registration fees

The process can be completed in the same day if all the information provided are correct and accurate.

[START](#)

SIGN UP

Please read and accept the UAEU eProcurement terms and conditions before sign-up.

Required Documents for vendor registration:

- Valid Trade License issued from the concerned Emirate Municipality.
- Valid Chamber Membership.
- Authorized Signature Verification.
- Power of attorney (if the authorized person is not the owner).

General Terms for Vendor Registration in United Arab Emirates University:

Vendor/Service provider should carefully read the following terms and conditions and acknowledge accepting them as an obligatory condition prior to proceeding in the Vendor Registration processes and be registered in United Arab Emirates University E-Procurement Portal

I confirm on behalf of the requesting company for registration herein United Arab Emirates University's E-Procurement Portal and as an authorized person to request vendor registration in United Arab Emirates University's E-Procurement portal and do hereby undertake that:

1. All information provided to United Arab Emirates University through vendor registration processes is true and accurate and reflects the real status of our business entity.
2. I understand that completing vendor registration does not guarantee that my company will receive tender invitations.
3. Registration is valid for one calendar year starting from the approval day; and that I am responsible for the renewal of my vendor registration with United Arab Emirates University before the expiry date.
4. I understand very well that in case of shortage or complete data the wrong way, or a lack of required documents, the application for registration or renewal will be refused, which affects the speed of registration or renewal procedures.
5. All the required documents are submitted through scanning and uploading it in e-Procurement portal. It must be clear, legible, A4 in size and PDF format.
6. Vendor Name must be identical to the Trade name that mentioned in the license.
7. I should choose commercial activities included in the license.
8. I acknowledge that none of the company owners is working in United Arab Emirates University.
9. Our company is not from forbidden companies in participating in tenders or practices carried out by any of the government institutions.
10. I understand that it is my responsibility to update my account in United Arab Emirates University's Vendor Registration system with any changes in the contact information and/or business status. Failure to renew Vendor Registration in E-Procurement Portal will result in not receiving 'tender' invitations, clarification, and/or updates from in United Arab Emirates University.
11. I should send valid copies of vendor documents to Tenders and Procurement Department.
12. I should send formal letter to Tenders and Procurement Department in case of changing information in Company Profile:
 - License, title, location.
 - Bank Account Information.
 - Other information.
13. Tenders and Procurement Department will evaluate the vendor and the University has the right to cancel registration or suspended vendor from participation according to Evaluation Criteria:
 - Compliance with contractual terms including (duration, quantity, quality... etc).
 - Communicate efficiently and to respond to correspondence.
 - Availability of qualified and professional human resources.
 - Efficiency and achievement speed.
 - Health, Safety and Environment Management.
 - Submission of required documents, for example: invoices, reports, guarantees... etc.

I read and accept the terms and conditions.

Read the terms and conditions then click to continue

SIGN UP

Fill the information below and click SUBMIT. You will receive a secret code in your email or mobile.

Official Vendor Name (English) *

Official Vendor Name (Arabic) *

Email *

Mobile Number *

Password *

Passwords must have upper and lower case letters, at least 1 number, Contains at least one special character such as @\$! , and be at least 8 characters long.

Rewrite Password *

SUBMIT

Fill up all the fields then click submit

SIGN UP

A message is sent to your email account with a verification code. Enter the verification code to continue.

Verification Code *

SEND

ACCOUNT

BASIC INFORMATION

DOCUMENTS

ACTIVITIES

CONTACTS

REVIEW

PAYMENTS

CHEQUES

TENDERS

EVALUATIONS

LOGS

Go to each fields and be sure to fill it up

-Apr-2019

Expiration Date

23-Apr-2020

Account Type *

Remark

Status

Active

SAVE

DOCUMENTS

ADD NEW RECORD

Document Types

Select

- Select
- TAX Certificate (pdf,jpg - 5MB)
- Bank Account Details (pdf - 10MB)
- Classification Certificate (pdf - 10MB)
- Sole Agent Certificate (pdf - 10MB)
- Power of Attorney (pdf - 10MB)
- Chamber Of Commerce Certificate (pdf - 5MB)
- Trade License (pdf - 5MB)

SAVE

CANCEL

Click “ + ” and select the type of the document to upload it then click save.

Be sure to upload all the required documents



Activates

**Chose the activities based
on your trade license**



TRANSPORTATION AND VEHICLES SERVICES

- Select All
- Tyres & Tubes
- Oils And Grease
- Mail/Courier, Services
- Cargo Loading & Unloading Serv
- Petrol
- Cars And Trucks Spare Parts
- Renting Cars
- Special Cars
- Transportation service
- Buses
- Logistics Consultancy
- Vehicle Accessories & Deco.
- Air, Marine, Land Freight Srv.
- Tires & Batteries
- Cars And Trucks
- Custom Clearance
- Water Transport
- Vehicles Maintenance

TEXTILES AND GARMENTS

- Select All
- Blanket & Bedding
- Tailor & Uniform
- Hides and Tanned Leathers
- Tent Installation
- Clothes Garments
- Shoes & Bags & Leather
- Laundry Services
- Flags & flagpoles Trading
- Textile Trading
- Laundry & Spare Parts
- Renting Tent

CONTACTS

Click “ + ” and contacts details .



CONTACTS

ADD NEW RECORD

Name *

Mobile Number *

Email *

Primary Contact

SAVE

CANCEL

OWNERS

ADD NEW RECORD

Name *

Nationality

Share Percentage *

%

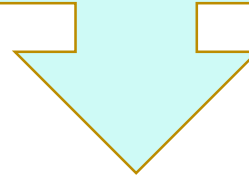
SAVE

CANCEL

Click “ + ” and Owners details .



Be sure to submit your application,
The application will take 1 working day for approval



UAEU

EPROCUREMENT

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REGISTRATION

The registration request is submitted successfully. You will get notified soon when the request is approved and ready to pay the registration fees.

Thank you!

