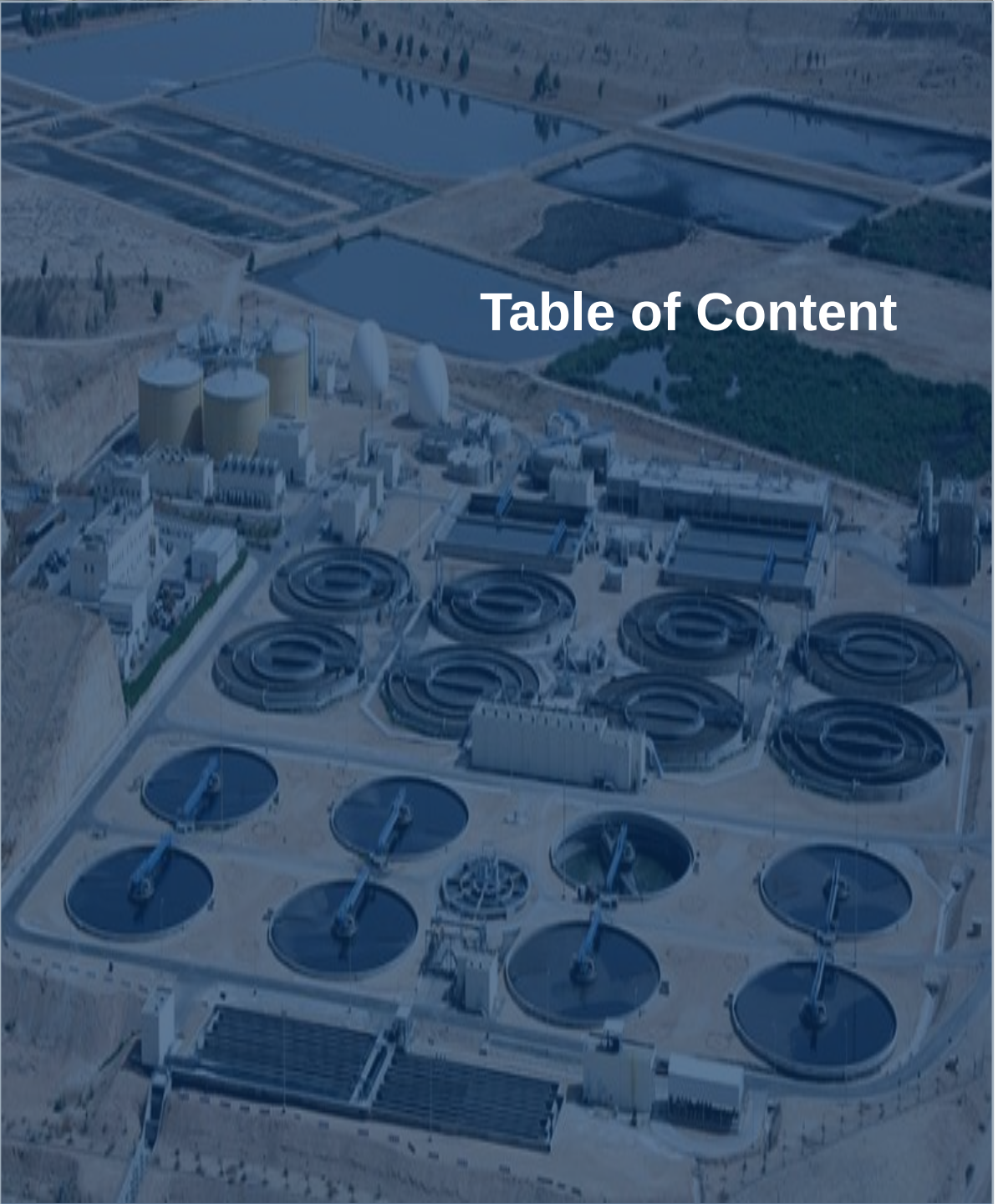
SUPPLIERS REGISTRATION GUIDELINE

ADSWS E-REGISTRATION SYSTEM

2024



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BECOME A SUPPLIER

All companies supplying goods and services for Abu Dhabi sustainable water solution (ADSWS) are required to be registered. Suppliers can register in the e-Registration system by completing the below steps



REQUIRED DOCUMENTS FOR REGISTRATION

1. Valid Trade License/Certificate of Incorporation/Commercial Registration
2. Tax registration certificate, as applicable
3. Classification certificate, as applicable
4. Owner's ID/Passport, as applicable
5. Vendor Principal Agency Agreement, as applicable
6. Supplier to provide Power of Attorney (POA) notarized signatory authorization. The Company Manager defined in the license can be considered an authorized signatory of the Company.

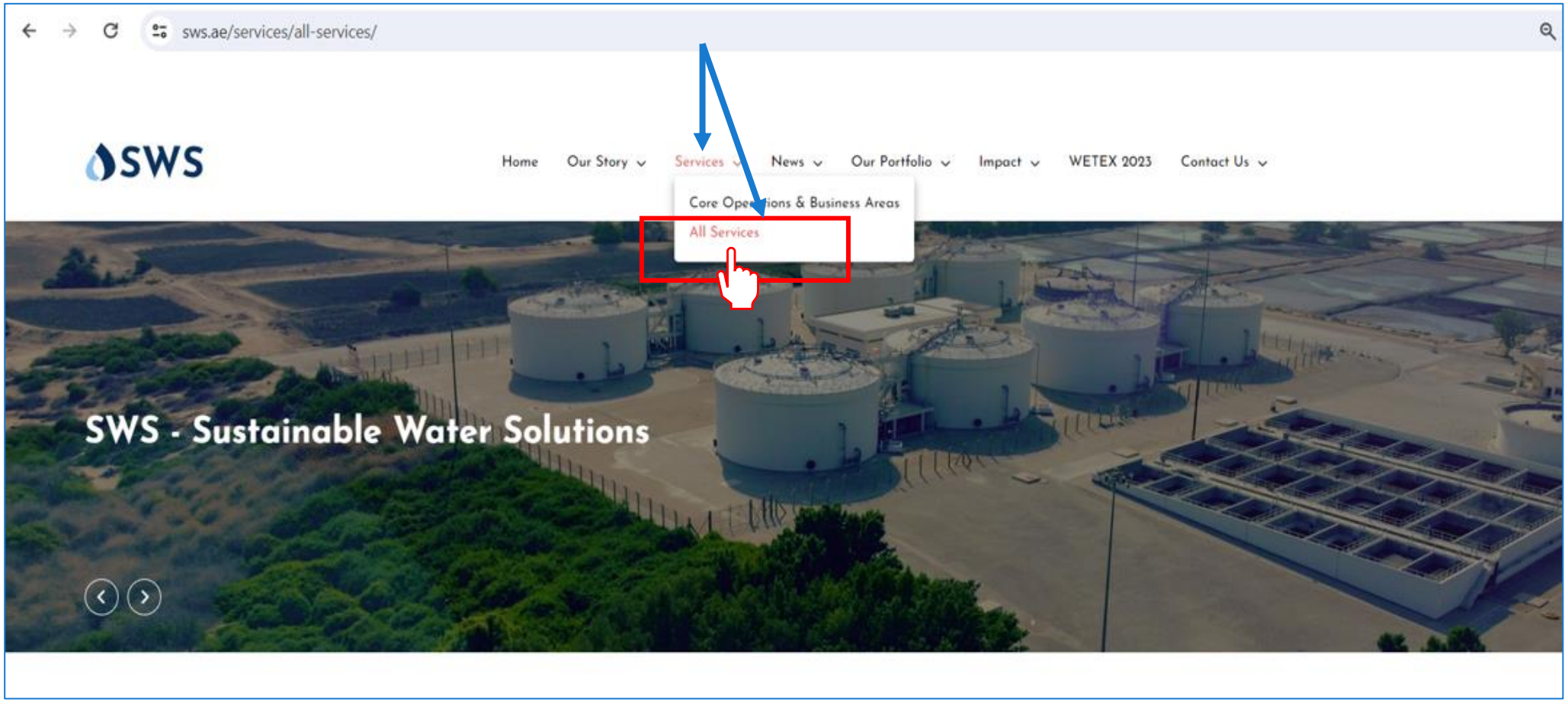
DEFINED TERMS

Defined Terms and Abbreviations	
Supplier	Generic term includes vendor, manufacturer, contractor, consultant, agent, associate.
Manufacturer	A supplier that produces or fabricates equipment or materials.
Contractor/Consultant	Provider of services.
Vendor	A supplier that provides products.
R&P	Registration and Prequalification.
Associate	Contractor that can provide Services through UAE Agent.
Agent	UAE Supplier who represents a Manufacturer or Associate through agency relationship Exclusive "X" or Agent "A" or Representation "R". "X" type is an exclusive agency agreement, and agent shall submit certificate issued by the UAE Ministry of Economy. "A" type is an agency agreement between the Manufacturer and the Agent, authorizing Service / Sale of products, and attested by the UAE Embassy in the origin country.
WG	Work group.
PG	Product group.

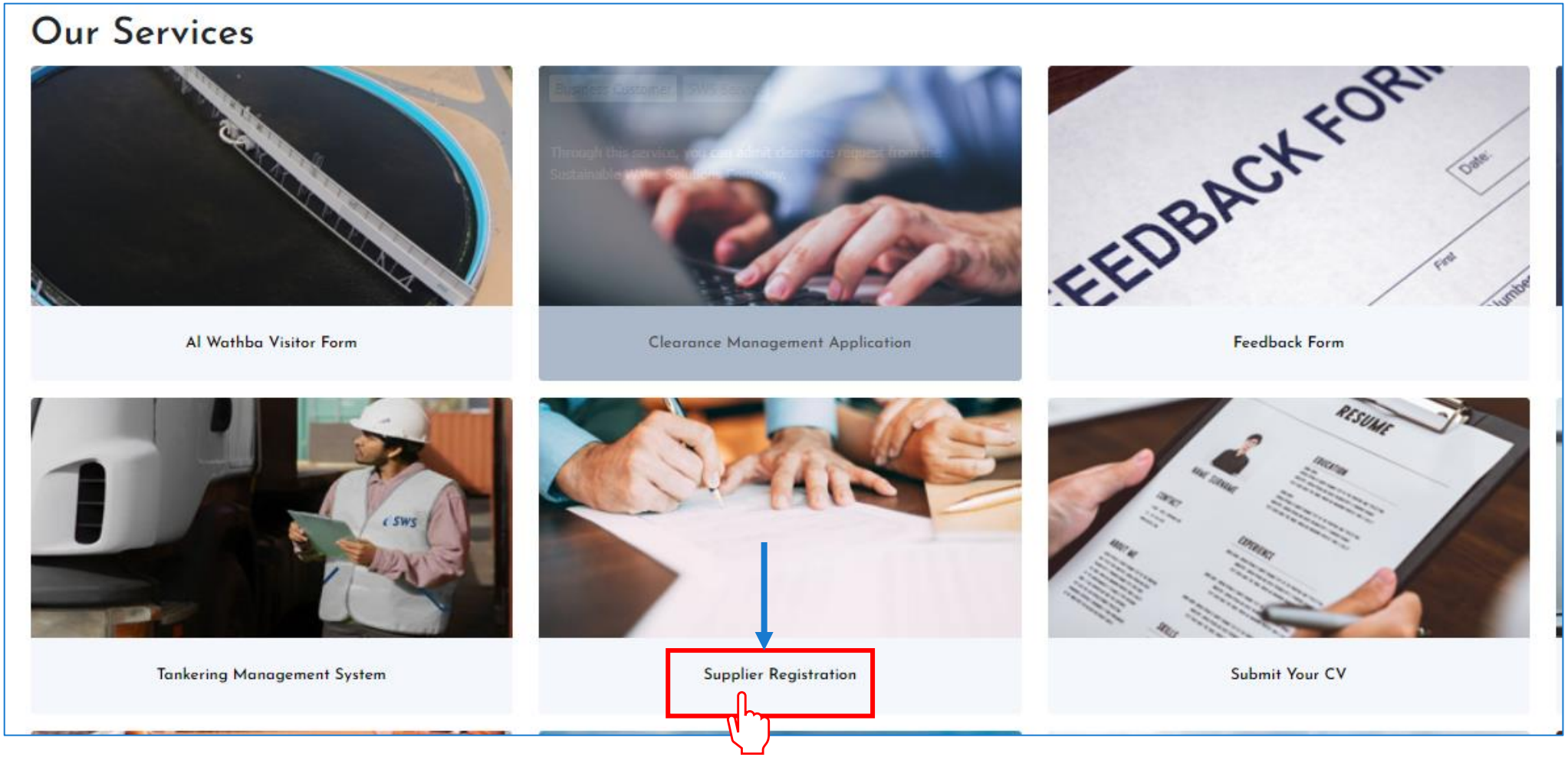
HOW TO REGISTER YOUR COMPANY

A step-by-step guide through the registration process for suppliers registering/updating profile with ADSWS as Vendor, Contractor/ Consultant, Manufacturer. To start the registration with ADSWS, you need to create account in the e-Registration system.

1) Go to https://www.sws.ae/services/all-services/
2) On the Home page, click on **Services** then **All Services.**



3) Click on **Suppliers Registration**



4) Click **Register here** to complete the registration

Supplier Registration

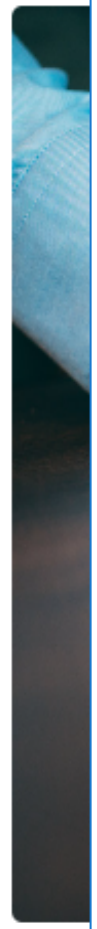
SWS Commercial Supply Registration

is a leading supplier management database system in Emirate of Abu Dhabi which benefits numerous stakeholders in the Sewerage Services Sector.

Once you join the SWS Commercial Supply Registration you'll be a potential supplier to Sewerage Services Sector in the Emirate of Abu Dhabi. Our suppliers' services are designed to support the best practices and to make your business more visible to end-users.

Complete an online application and once your data has been verified, your company name will be considered as a potential supplier. You'll be alerted to real opportunities as end-users arise, and by updating your information online you can ensure that end-users have access to accurate and up-to-date information about your business.

Through our website you can take advantage of registration and prequalification services to add your company to commercial directory of Sewerage Services Sector.



Registration

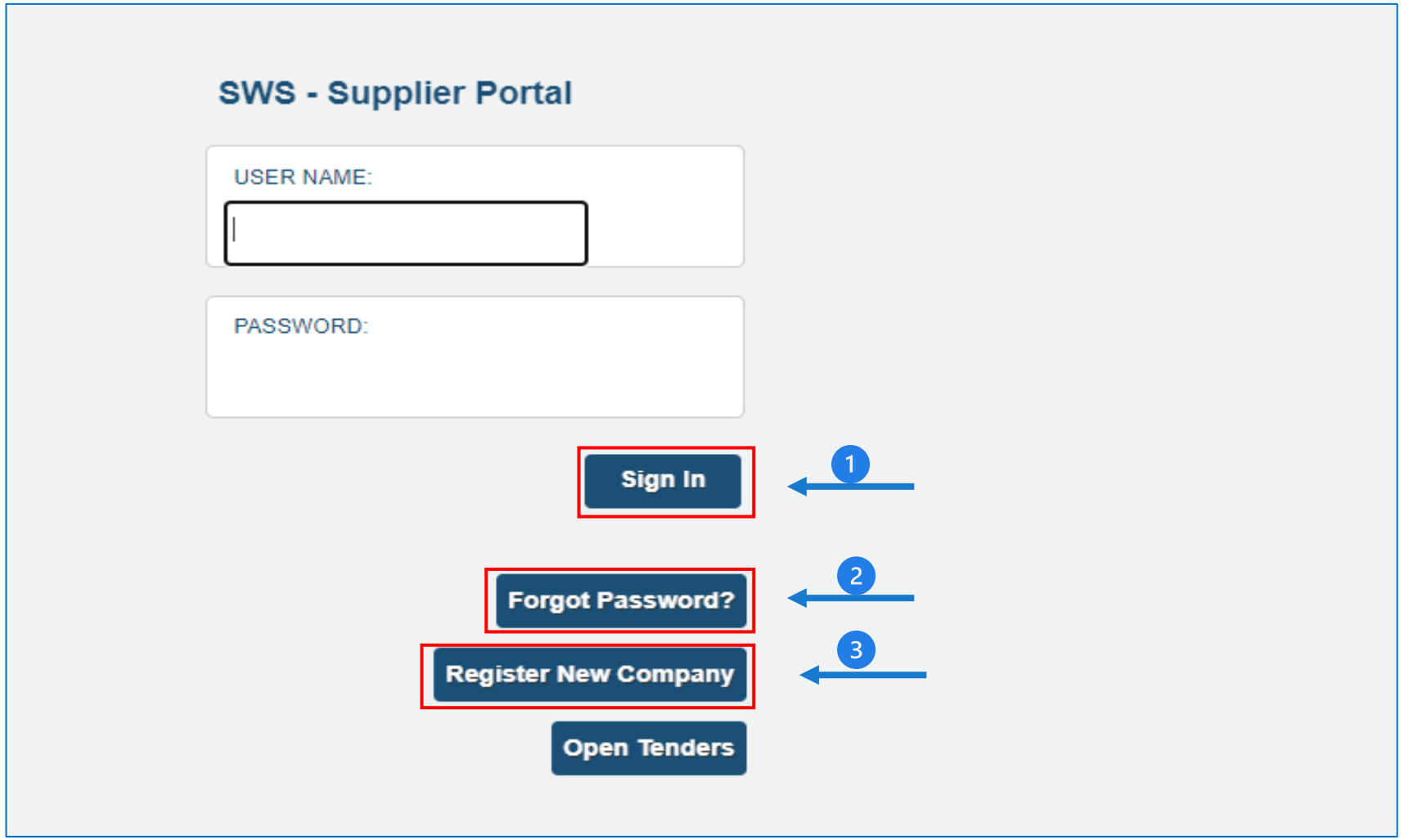
To Register & Pre-qualify your company:

Register here

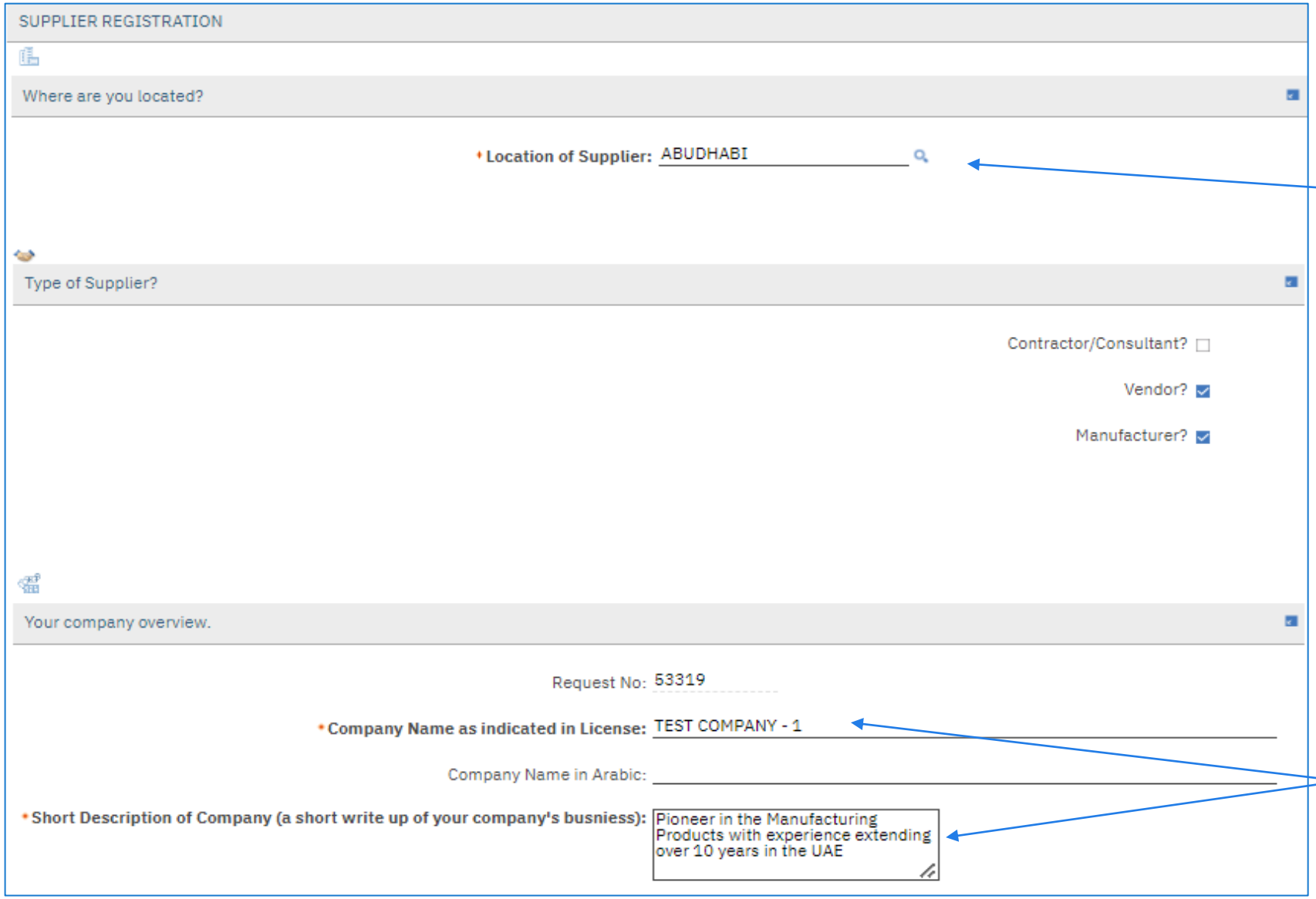
Note: For overseas manufacturers, you can only be prequalified through a registered local agent.

5) For existing supplier use your access credentials to login (1). Click on Forgot Password to recover password (2)

For new suppliers click on **Register New Company** (3)



6) Complete all mandatory fields on the registration page. These are indicated by a red asterisk *

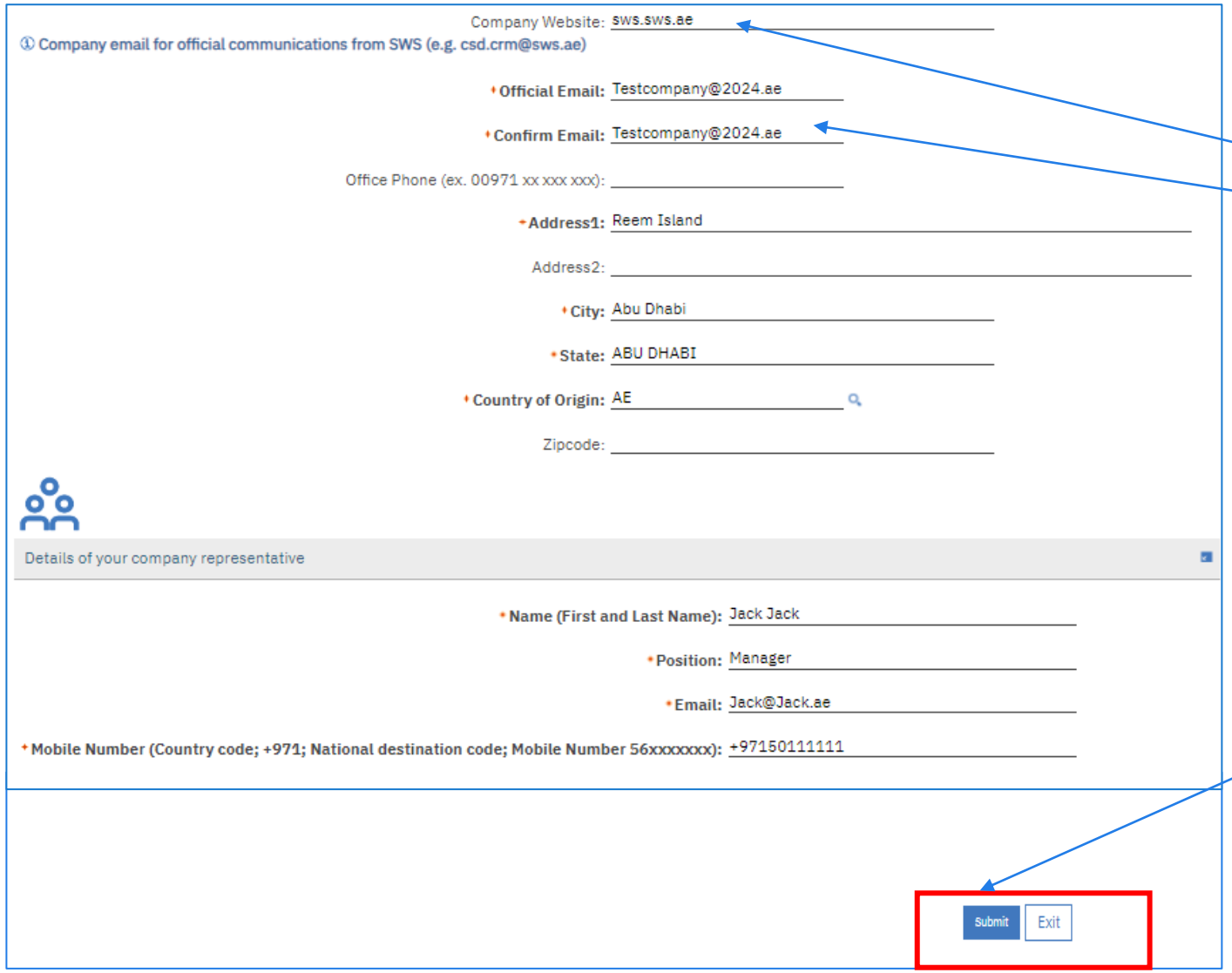


Select registration location of your company. If company has multiple offices in different locations, provide location of the main office.

1. Choose a Supplier Type based on your trade license activity.
2. Manufacturer may select both Vendor and Manufacturer as applicable
3. Contractor may select Vendor as applicable.

1. Enter company name, should be as per the Trade License/Certificate of Incorporation/Commercial Registration document.
2. Provide brief overview of your company.

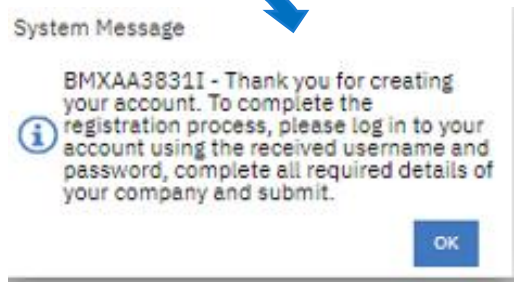
Continued,



3. Enter Company website, as applicable.
4. Enter company's official email and full address details (Address 1, City, State, Country of origin.

Enter company contact name, position, email and mobile number. Click submit.

Confirmation message will appear on screen, please check your email inbox for the system generated email with access credentials.



7) Supplier will receive on the registered official email address, the username and temporary password to login to his account and complete the registration. System will prompt supplier to change the password.

From: monaqasa@sws.ae <monaqasa@sws.ae>
Sent: Saturday, March 30, 2024 10:31 PM
To: Testcompany@2024.ae
Cc: Testcompany@2024.ae
Subject: SWS: Please note your login details, to complete your Registration request

M/s TEST COMPANY - 1

Thank you for updating the required information, your profile has now been created in the SWS e-registration system. The information you submitted are available in your Supplier profile in the SWS e-registration system.

Your Username is: 00000
Your Password is: EYZ2XYZ

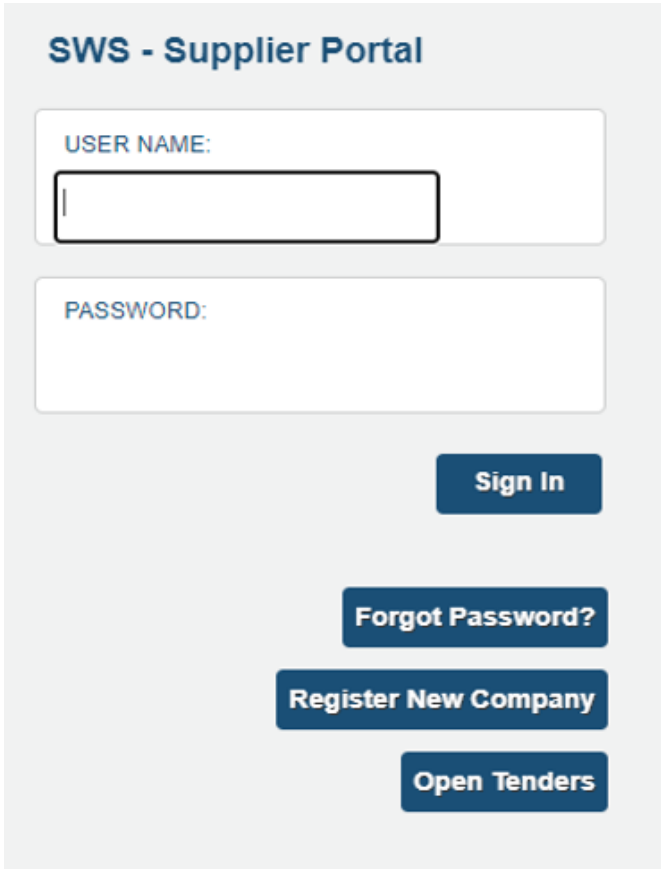
For security reasons, you are advised to change your password when you log in.

You are requested to complete your registration and submit for review. Your request once submitted, can be tracked in the SWS e-registration system.

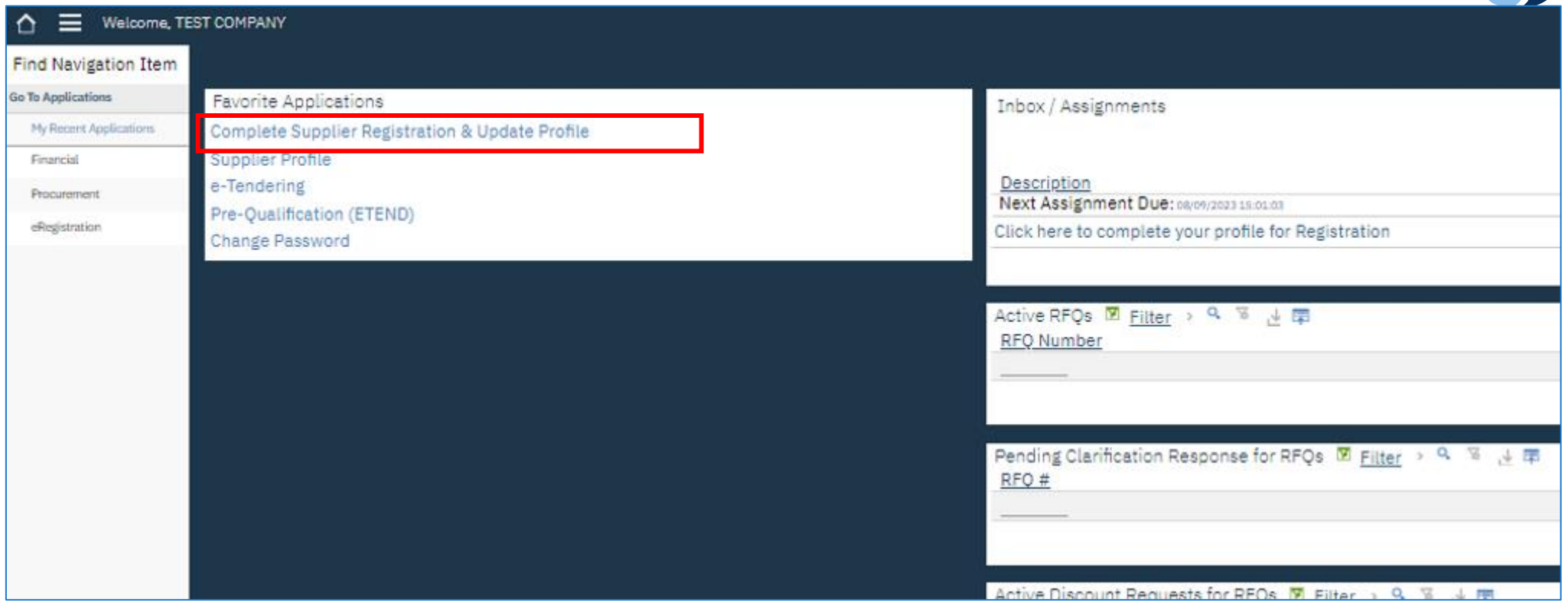
For support related to Supplier Registration and Prequalification and other procurement queries please contact SWS Procurement Department (e-mail) registration@sws.ae, (Telephone) 02-8180000.

Regards,
Procurement Department

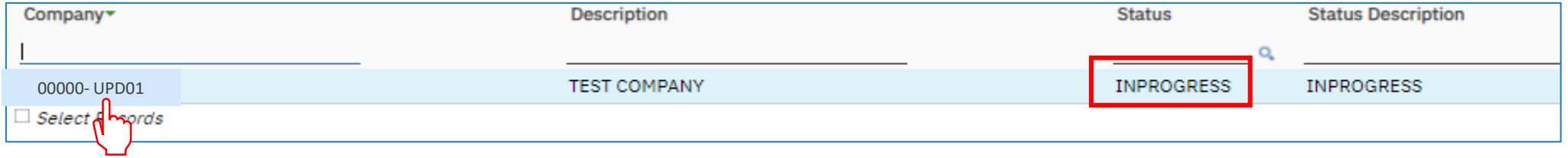
This is an auto-generated email, Please do not reply.



8) Click on **Complete Supplier Registration & Update profile**

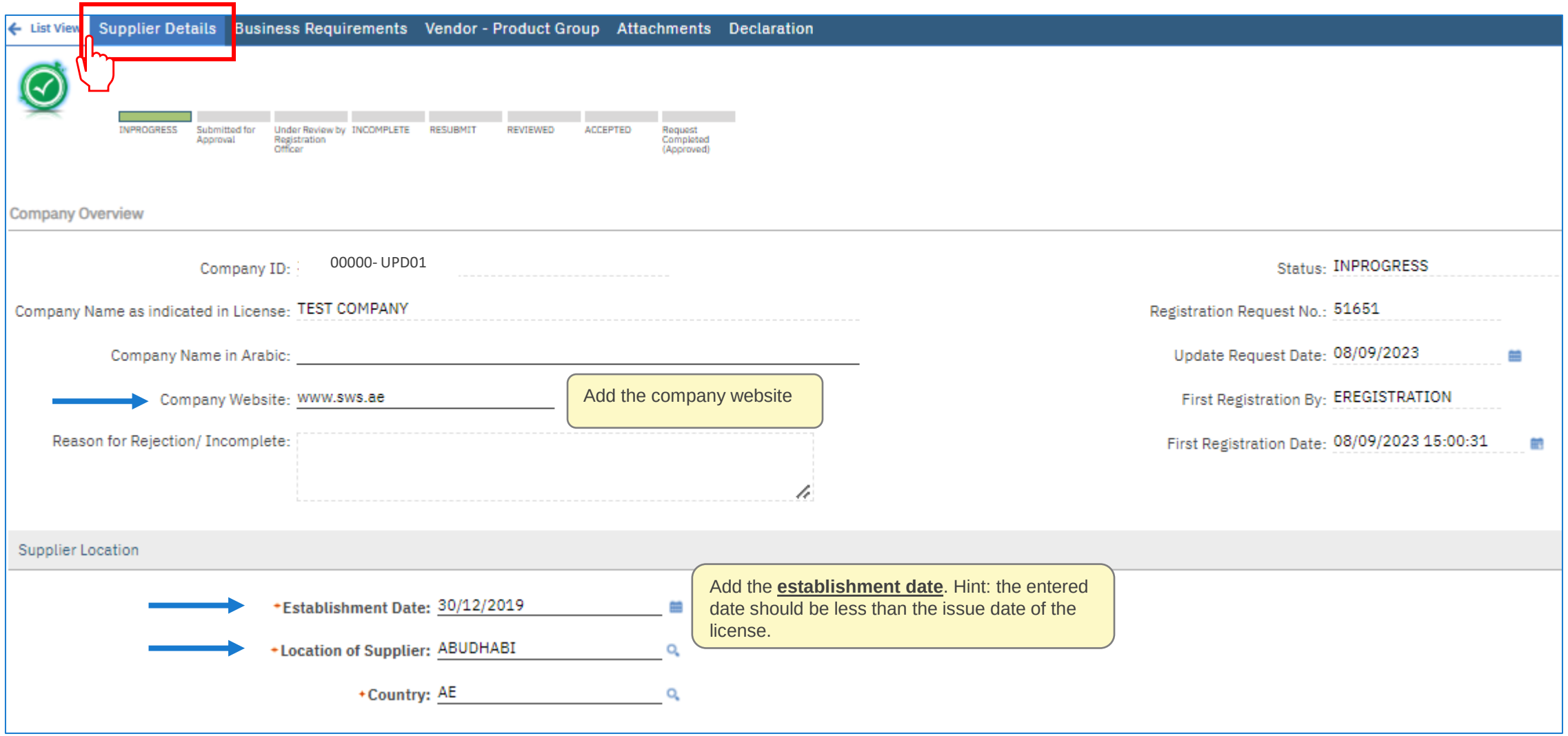


9) Click on your application number to continue. Now your application status is **INPROGRESS**



SUPPLIERS DETAILS

Click on **Suppliers Details** Tab and complete the mandatory details. These are indicated by a red asterisk *



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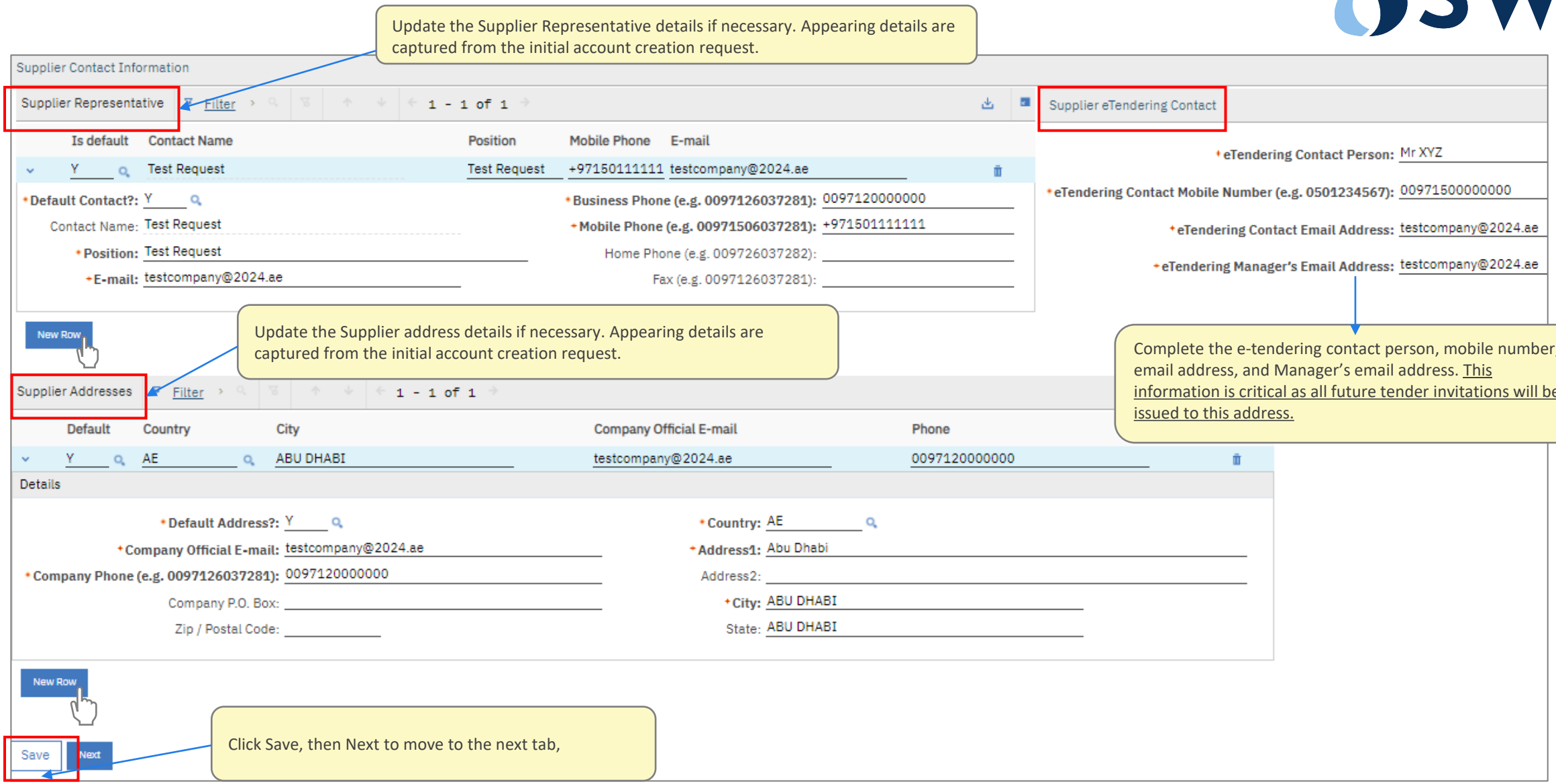
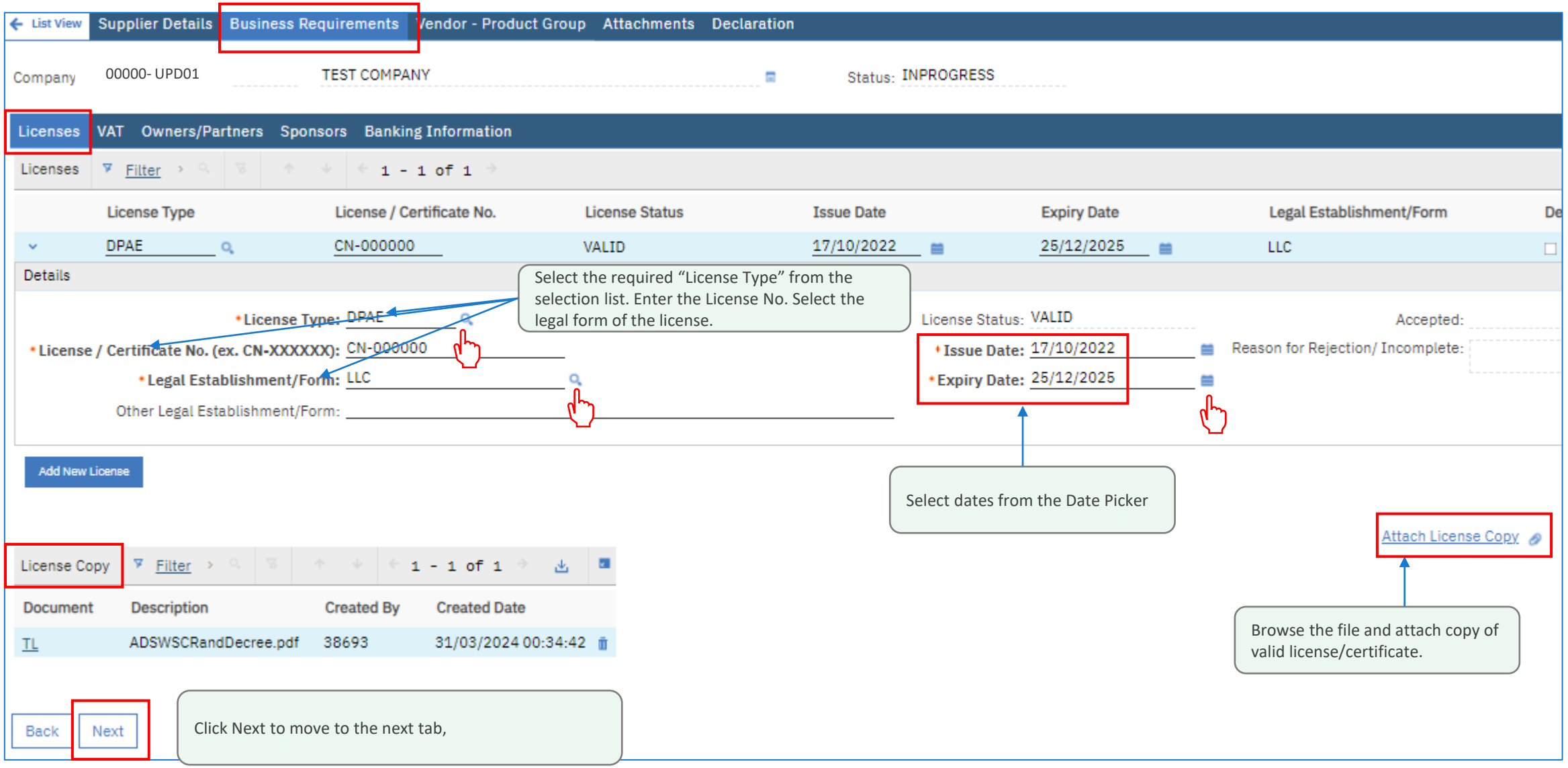
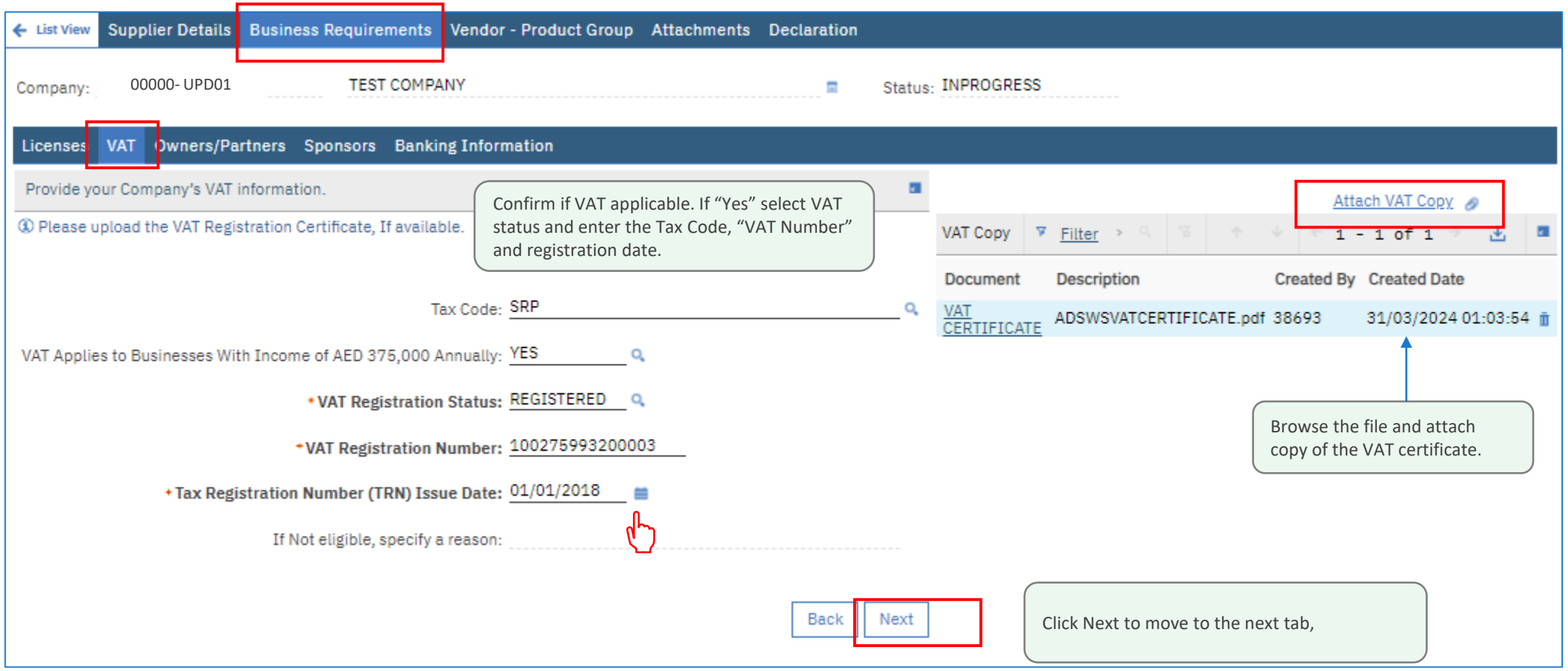

Update the Supplier Representative details if necessary. Appearing details are captured from the initial account creation request.
Supplier Contact Information
Supplier Representative
Filter
1 - 1 of 1
Supplier eTendering Contact
Is default
Contact Name
Position
Mobile Phone
E-mail
Y
Test Request
Test Request
+97150111111
testcompany@2024.ae
*Default Contact?: Y
Contact Name: Test Request
*Position: Test Request
*E-mail: testcompany@2024.ae
*Business Phone (e.g. 0097126037281): 0097120000000
*Mobile Phone (e.g. 00971506037281): +971501111111
Home Phone (e.g. 009726037282):
Fax (e.g. 0097126037281):
*eTendering Contact Person: Mr XYZ
*eTendering Contact Mobile Number (e.g. 0501234567): 00971500000000
*eTendering Contact Email Address: testcompany@2024.ae
*eTendering Manager's Email Address: testcompany@2024.ae
New Row
Update the Supplier address details if necessary. Appearing details are captured from the initial account creation request.
Complete the e-tendering contact person, mobile number, email address, and Manager's email address. This information is critical as all future tender invitations will be issued to this address.
Supplier Addresses
Filter
1 - 1 of 1
Default
Country
City
Company Official E-mail
Phone
Y
AE
ABU DHABI
testcompany@2024.ae
0097120000000
Details
*Default Address?: Y
*Company Official E-mail: testcompany@2024.ae
*Company Phone (e.g. 0097126037281): 0097120000000
Company P.O. Box:
Zip / Postal Code:
*Country: AE
*Address1: Abu Dhabi
Address2:
*City: ABU DHABI
State: ABU DHABI
New Row
Save
Next
Click Save, then Next to move to the next tab,

BUSINESS REQUIREMENT

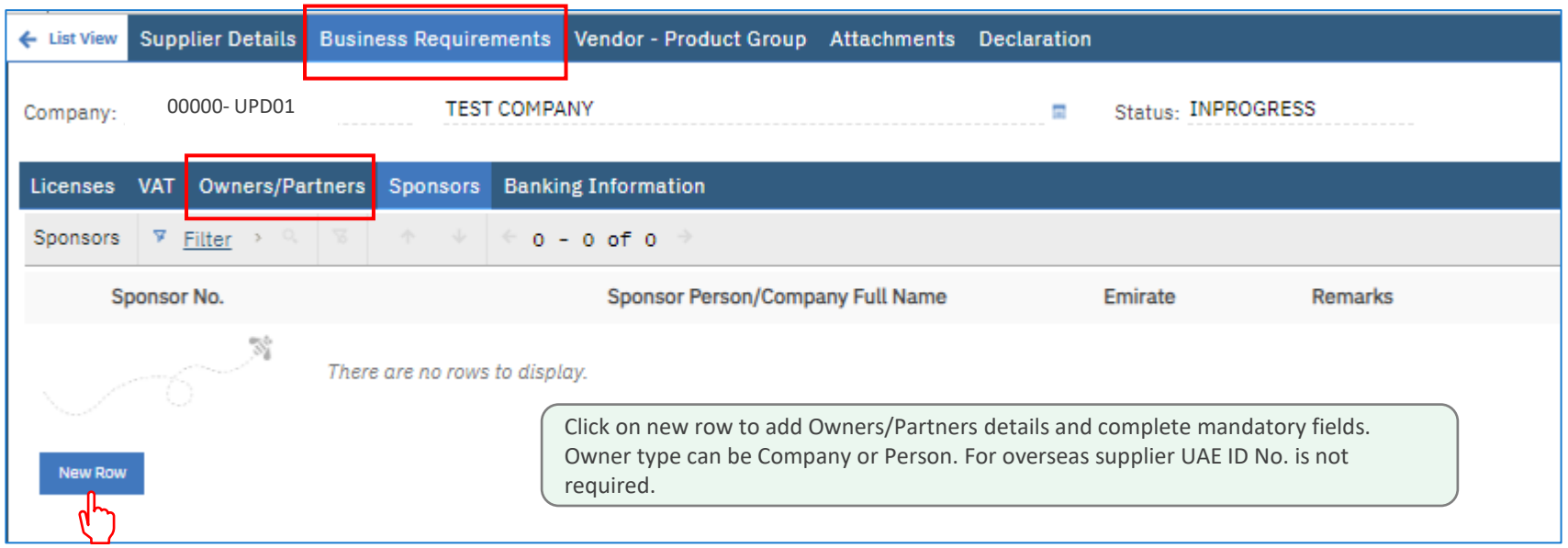
Click on License Tab and complete the mandatory details. These are indicated by a red asterisk *



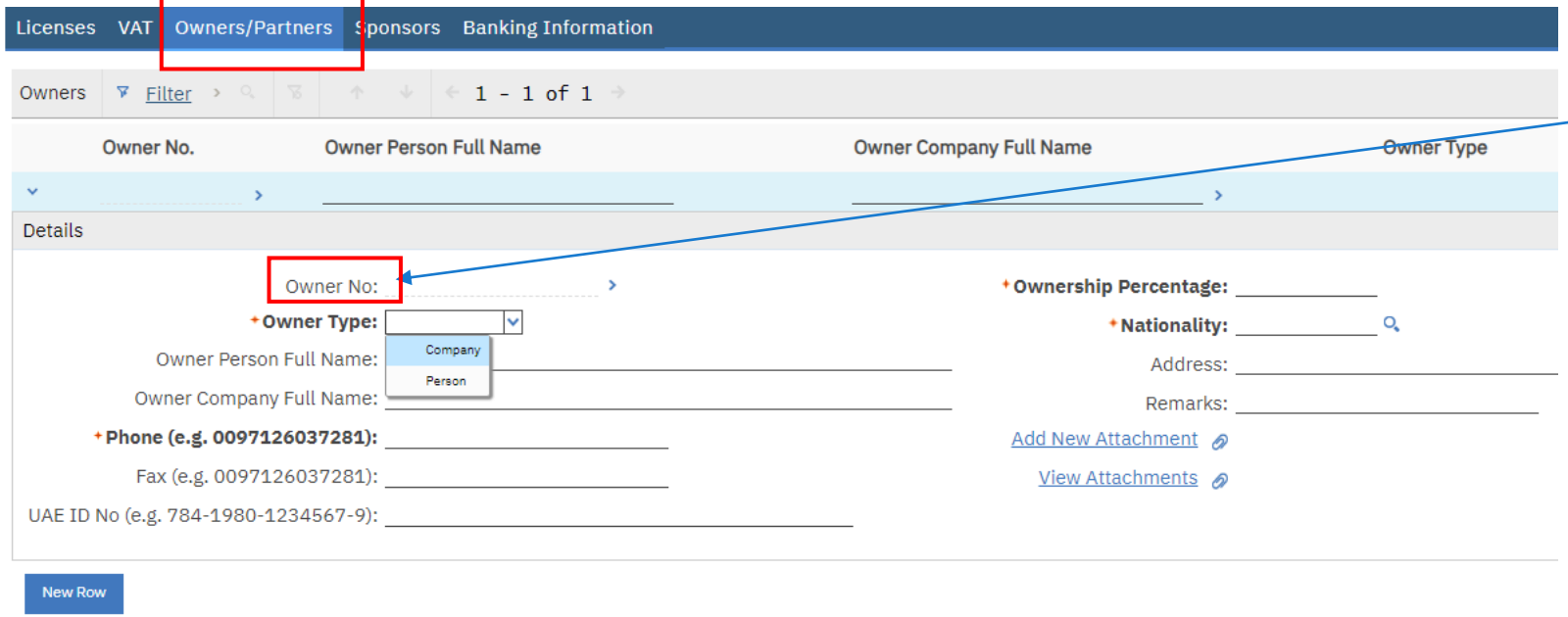
Continued, VAT



Continued, Owners/Partners

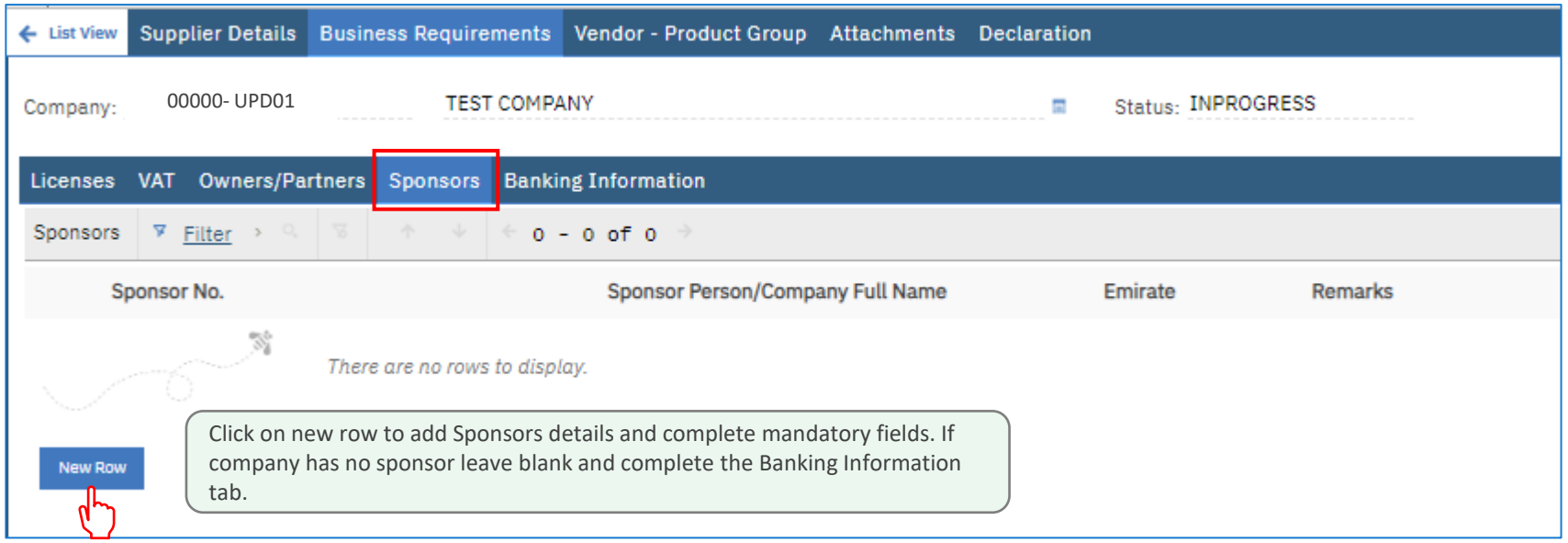


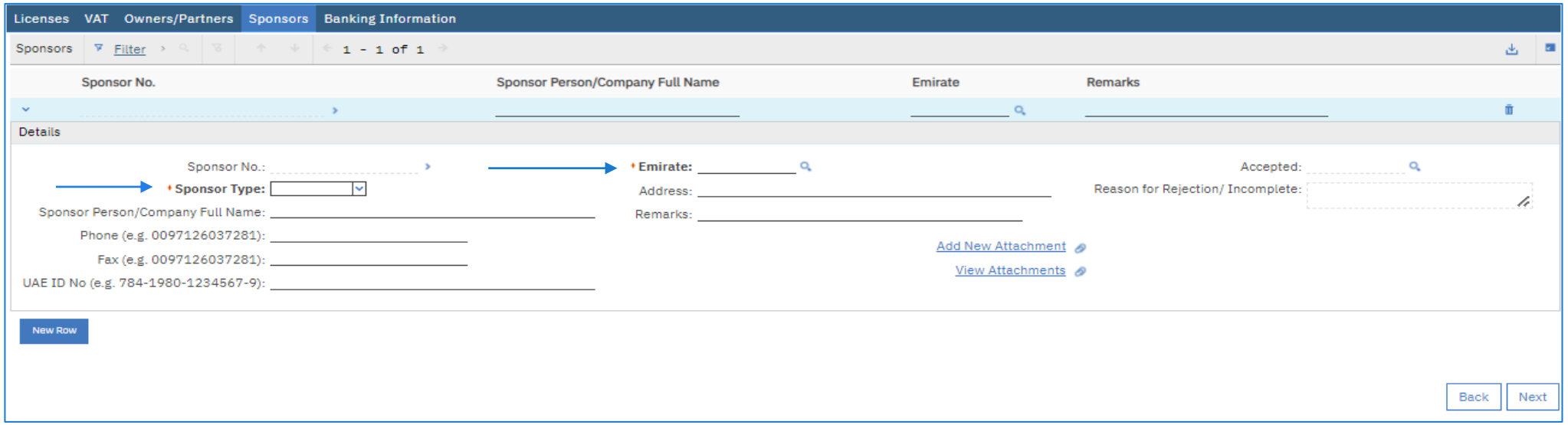
Click on new row to add Owners/Partners details and complete mandatory fields. Owner type can be Company or Person. For overseas supplier UAE ID No. is not required.



Owner No. is a system generated number (No need to enter any value).

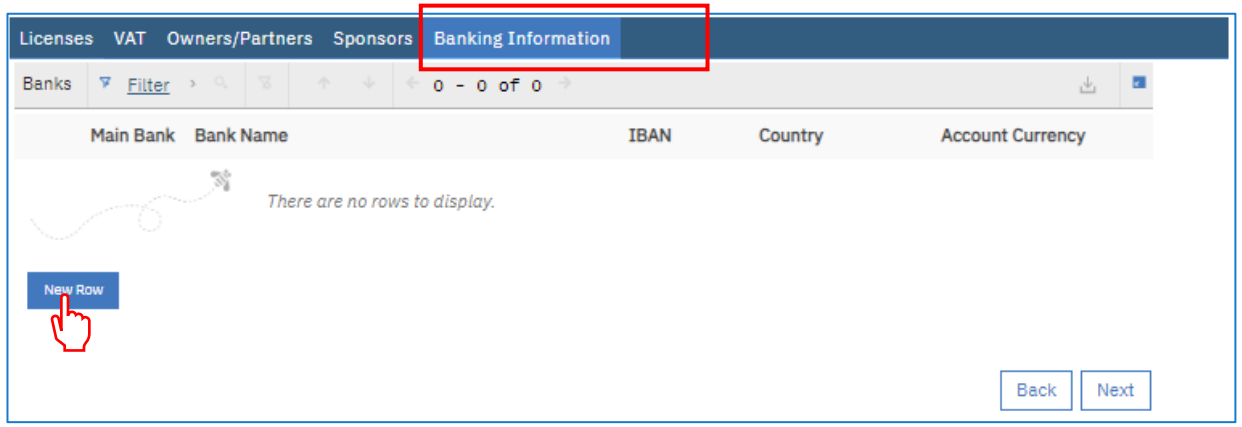
Continued, Sponsors

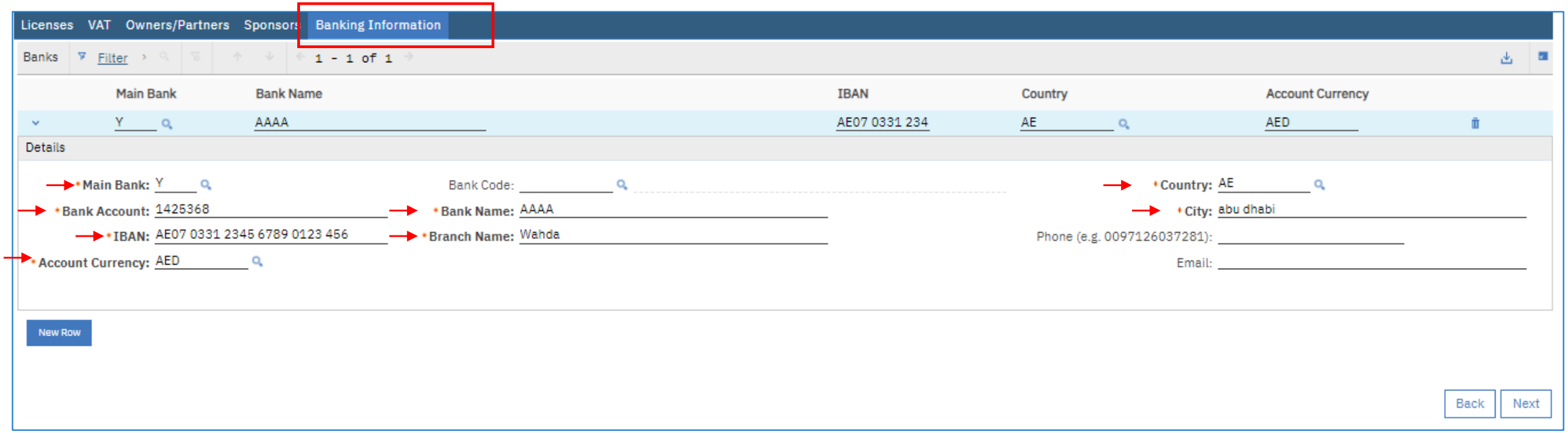




Continued, Banking Information

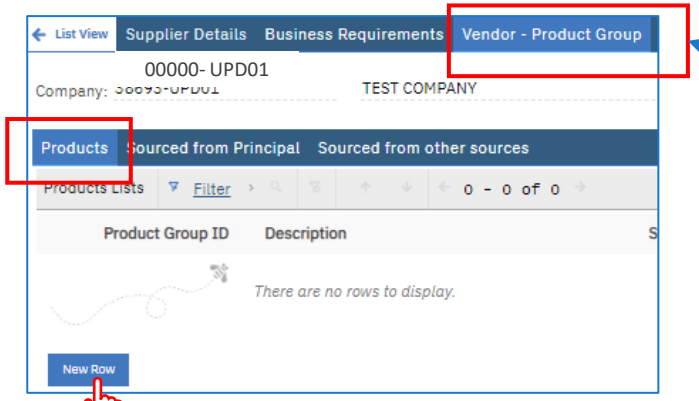
Click on new row to add Banking Information and complete mandatory fields.



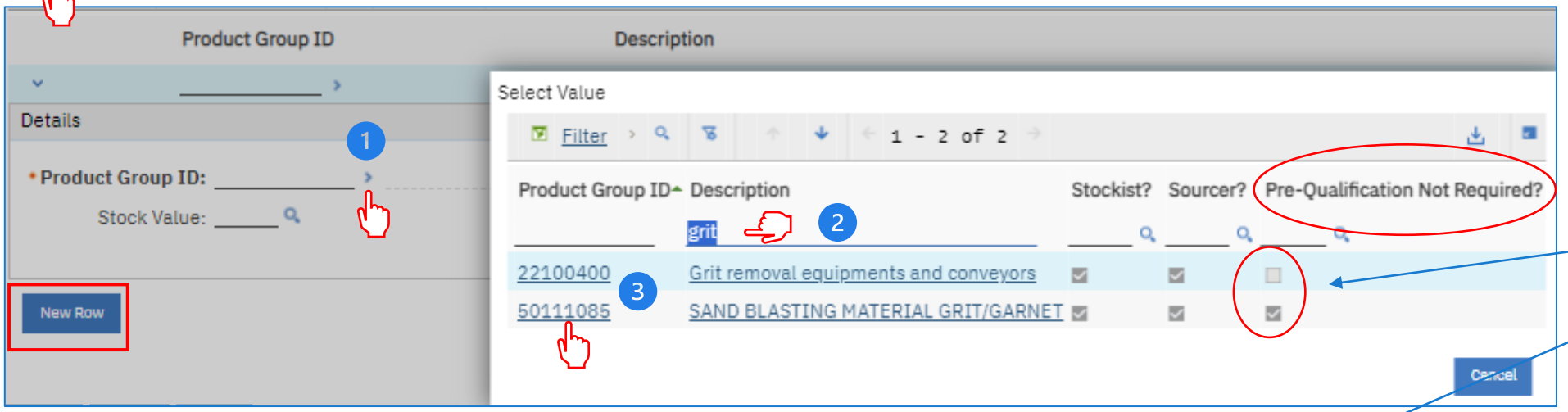


VENDOR - PRODUCT GROUP

(Products without Principal)



Step A: Click on the Vendor Product Tab. Supplier must select PGs relevant to the license activity. To add PG, click on Products Tab and click on New Row.



Step B:

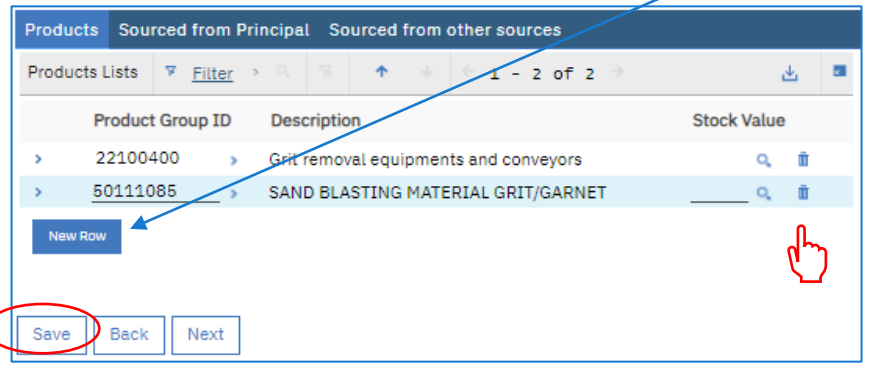
1. Click on the small arrow to select the desired PGs.
2. Under Description, type a key word to find the PG and hit enter on the keyboard to get search results.
3. Select the PG.

Note: The un-checked PG requires Prequalification of the Manufacturer.

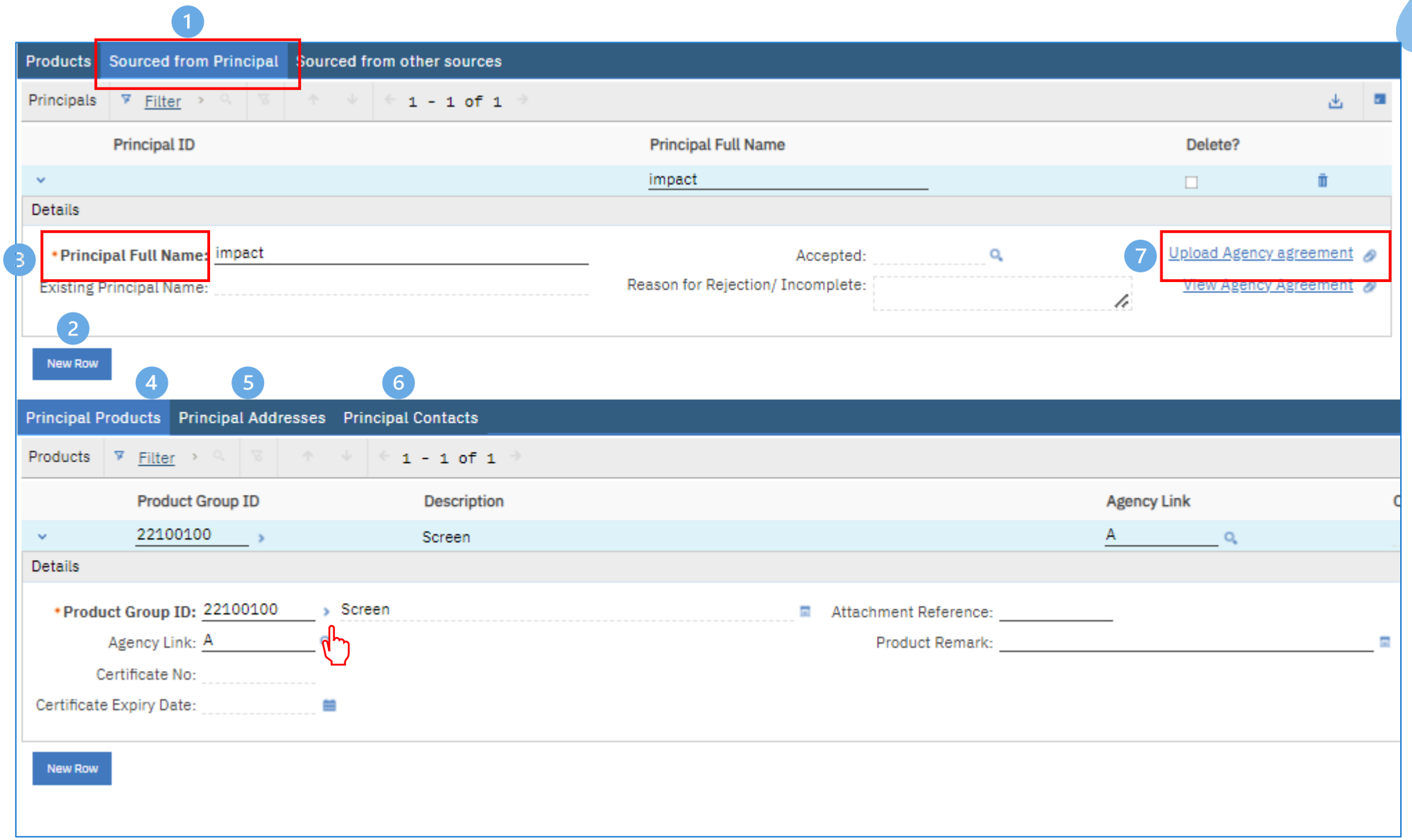
Add new row and repeat above steps (1-3) to select another PGs as necessary.

Step c:

1. Click Save once done.
2. You can delete selected PG by clicking on the delete icon



Continued, Sourced from Principal

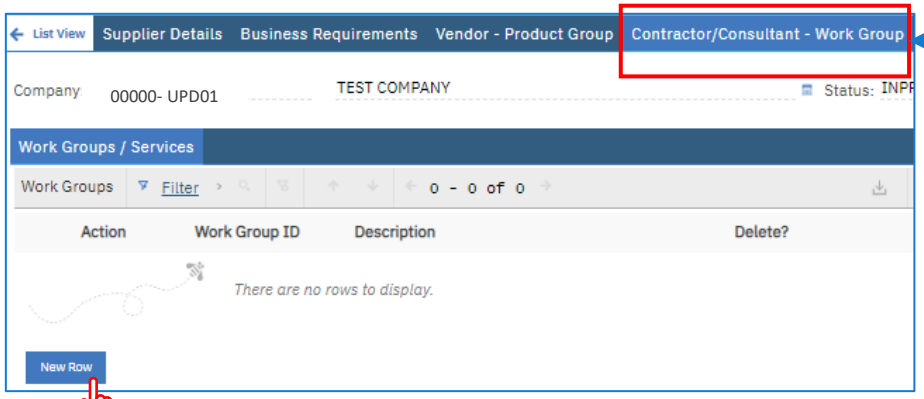


To add PGs Sourced from Principal, follow the steps below:

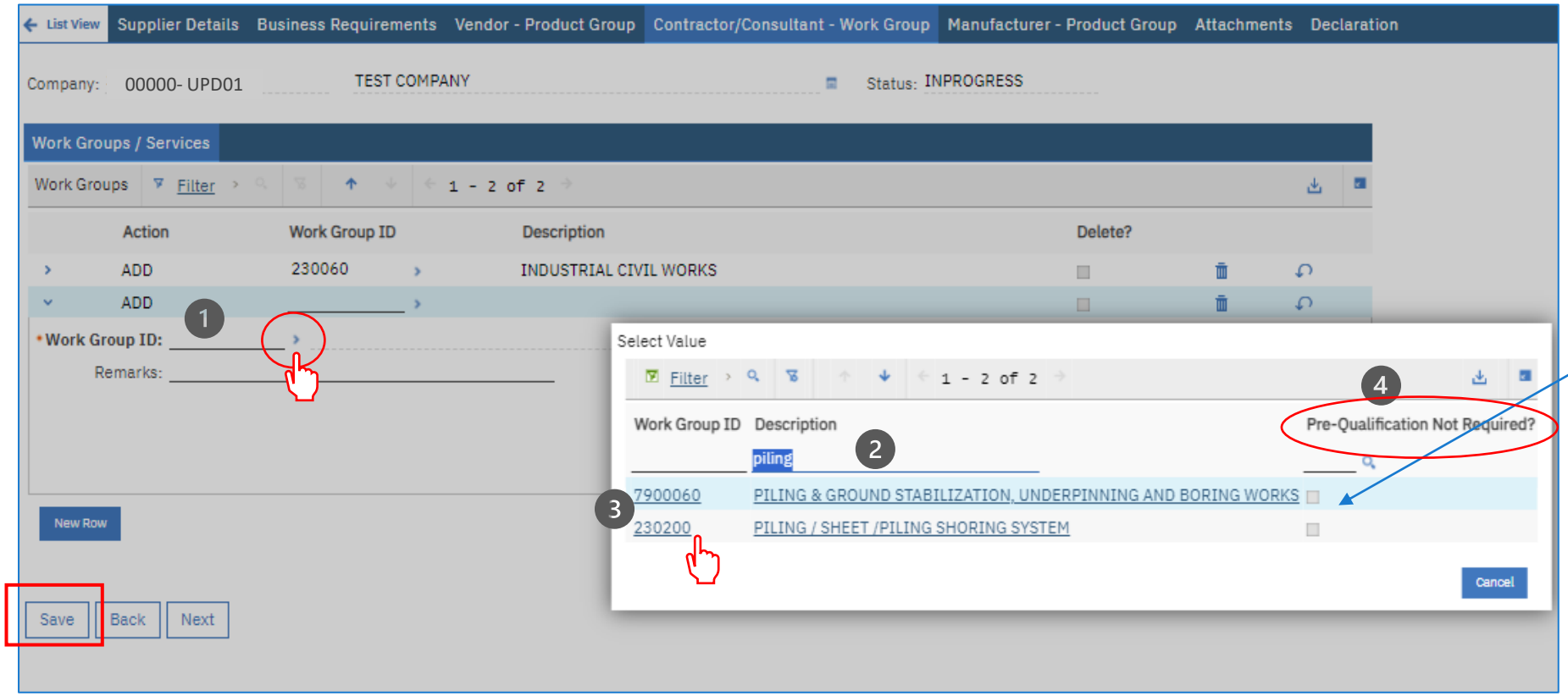
1. click on Sourced from Principal tab
2. Click on New Row.
3. Type the Principal Full Name.
4. Select Principal Products. You can add multiple PGs.
5. Add Principal Address, enter the mandatory fields.
6. Add Principal Contacts, enter the mandatory fields..
7. Attachment: Browse and upload the agency agreement for each Principal.

Repeat the above steps for new principal as applicable. Click Save.

CONTRACTOR / CONSULTANT – WORK GROUP



Step 1: Click on the Contractor/Consultant – Work group Tab to add the desired Work group. Supplier must select WGs relevant to the license activity. Click on New Row.

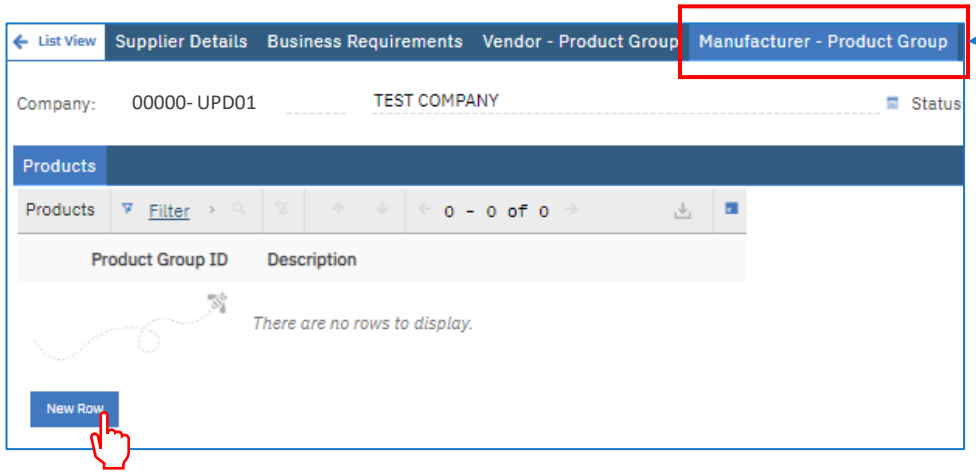


1. Click on the small arrow to select the desired WGs.
2. Under Description, type key word to find the WG and hit enter on the keyboard to get the search results.
3. Select the WG.

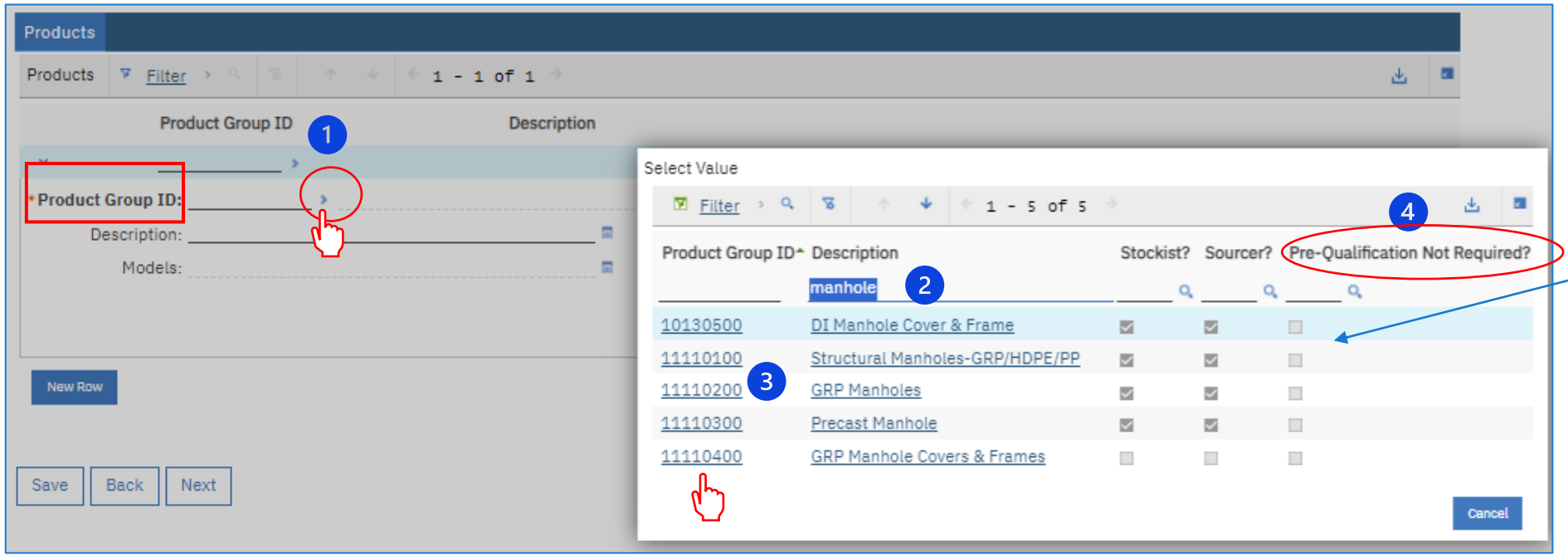
Note: The un-checked WG requires Prequalification.

Repeat above steps to select another WGs as necessary. Click Save.

MANUFACTURER – PRODUCT GROUP



Step 1: Click on the Manufacturer Product Group Tab to add the desired PG relevant to supplier's industrial license activity. Click on New Row.



1. Click on the small arrow to select the desired PGs.
2. Under Description, type key word to find the PG and hit enter on the keyboard to get the search results.
3. Select the PG.

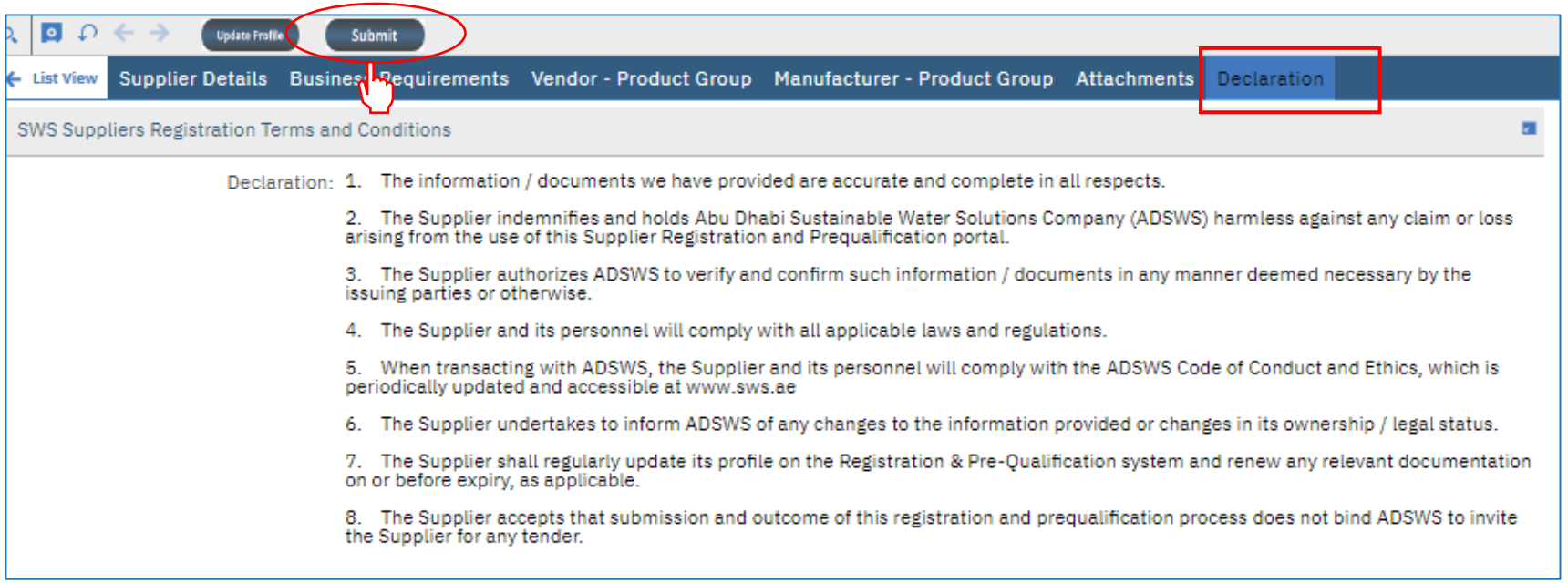
Note: The un-checked WG requires Prequalification.

Repeat the above steps to select another PGs as necessary. Click Save.

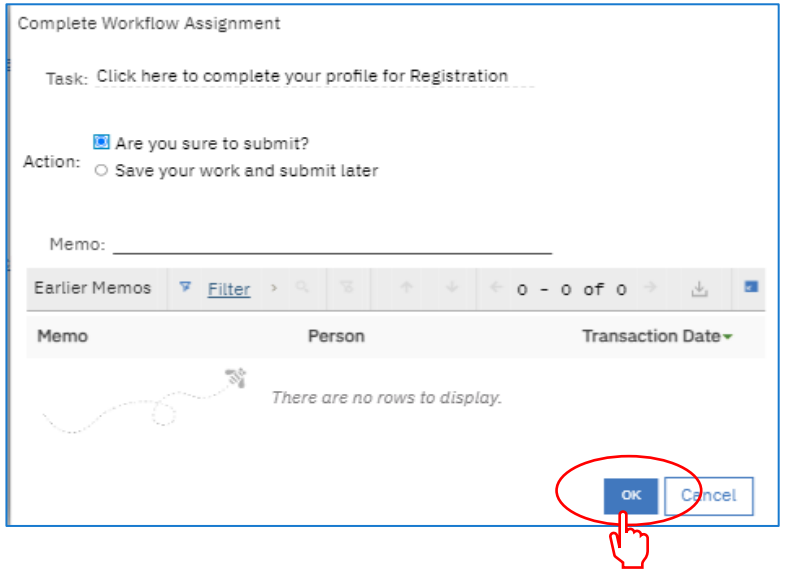
SUBMIT APPLICATION

Read the Supplier Declaration and click submit

1



2



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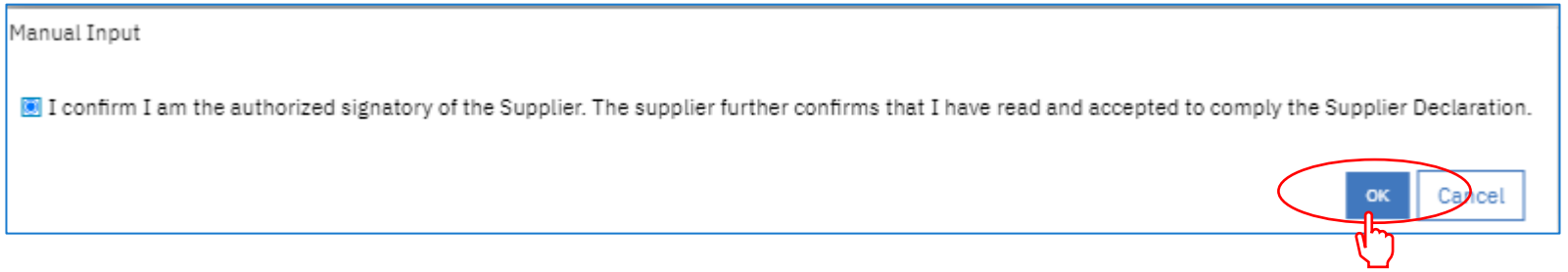
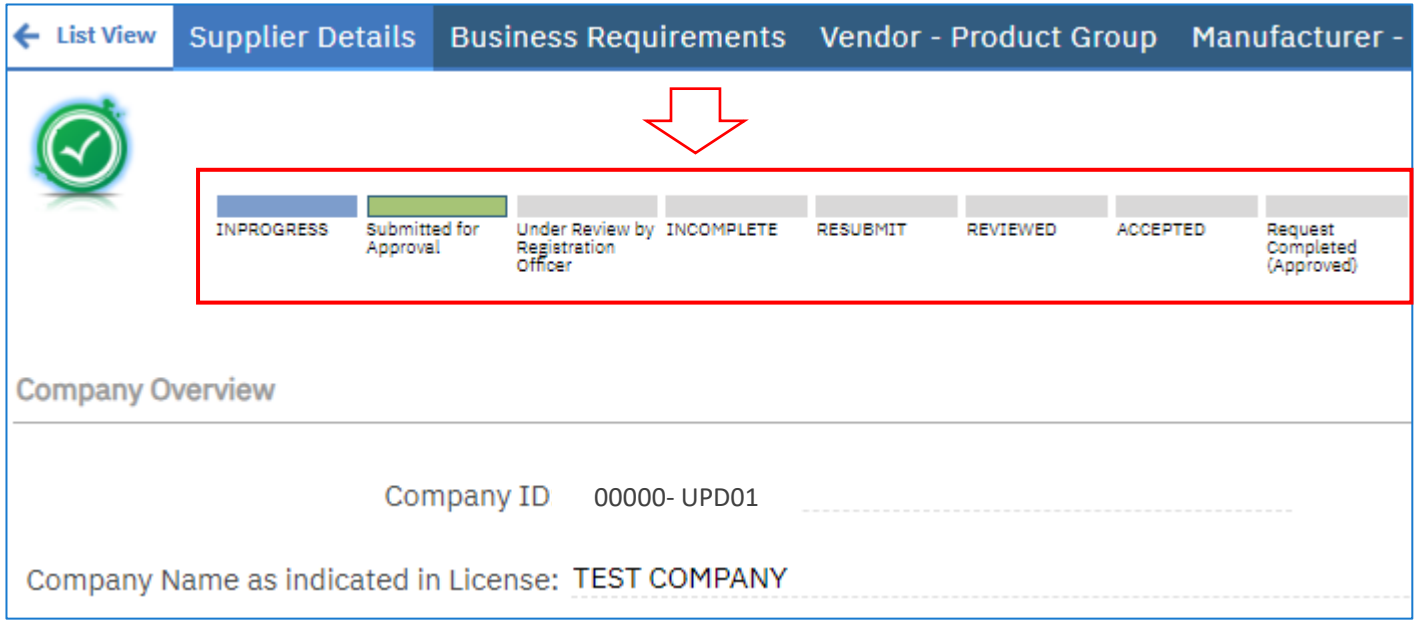
3



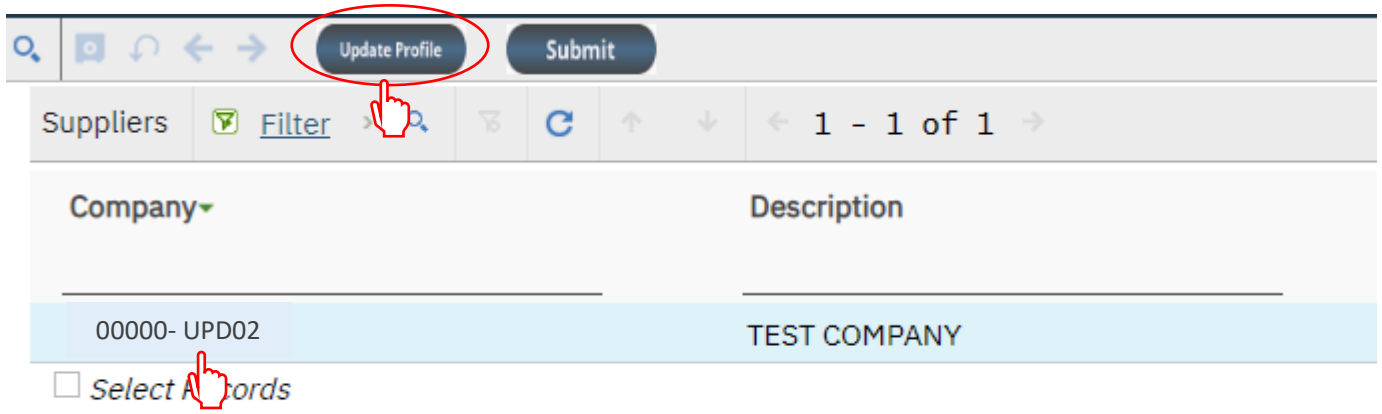
The application is submitted for ADSWS team to review and approve. Supplier can track the status of the submitted request through the status tracking bar until the request is completed and approved as a last step.

4

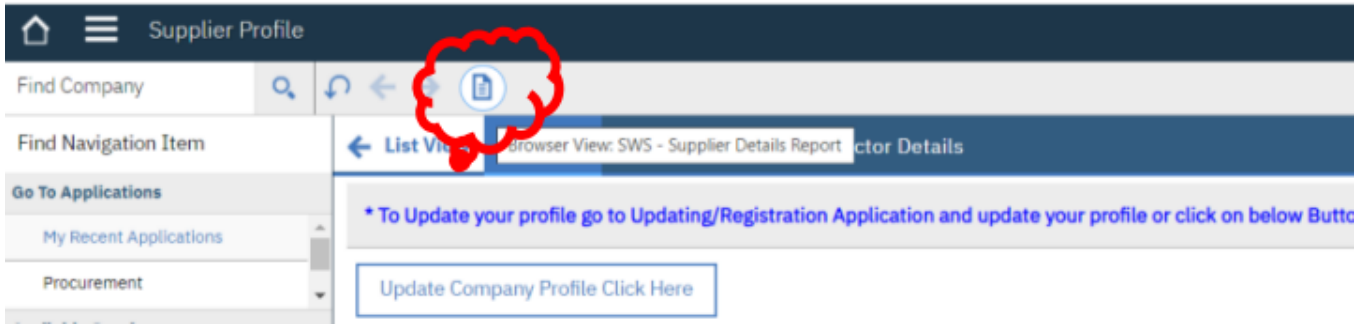


SUPPLIER PROFILE UPDATE AND REPORT

Supplier is responsible to maintain their information updated and provide valid license and certification. To update profile supplier to login to his account and click on **Update Profile**.



To generate **Supplier Details Report**, access the completed approved application and click as below.



Thank You.

For further clarification, please contact the Registration & Prequalification Support

Registration@sws.ae