

User Manual

صندوق التنمية العقارية
REAL ESTATE DEVELOPMENT FUND



Supplier Registration

V1.0

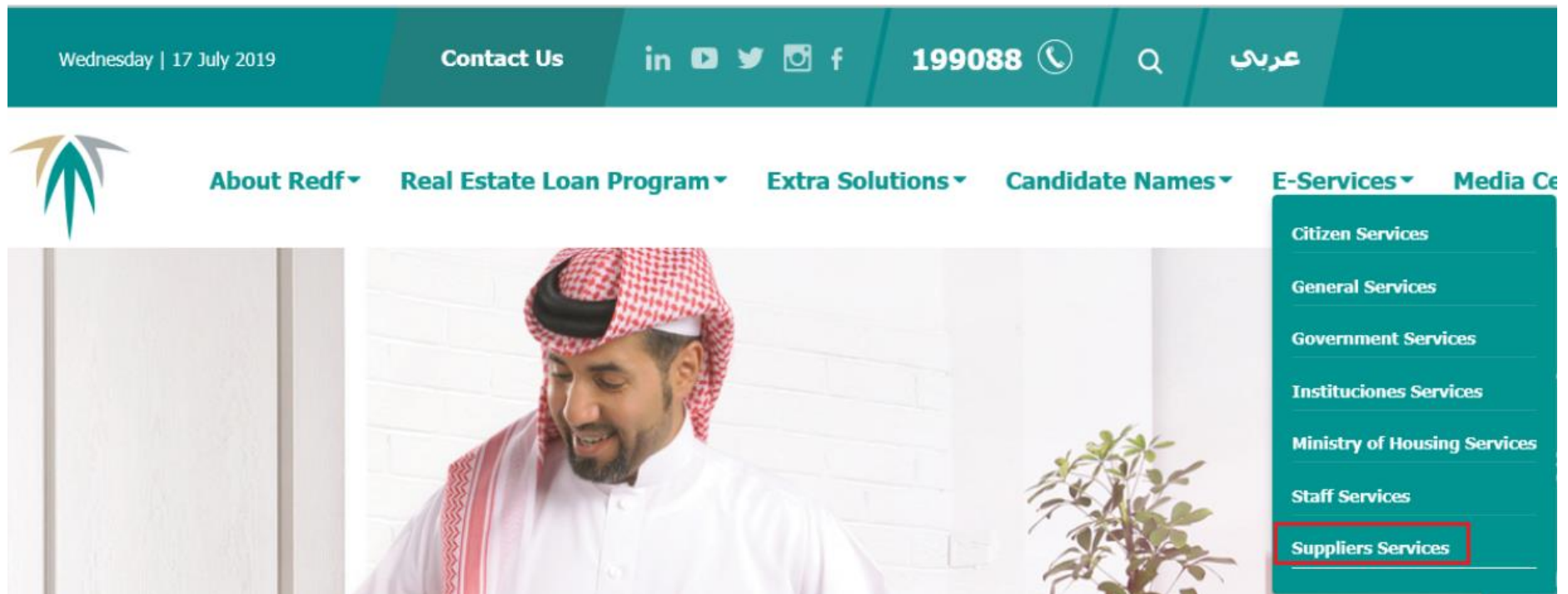
July-2019

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1. Access the registration page

The registration page available online 24*7 on REDF's website and it's under "Supplier Services"

Before you start on the registration, kindly check the registration requirement and prepare them (The required information are available on the REDF website)



2. Enter the company main information

After entering the registration page, you have to enter the main information which includes (but not limited to)

- Company Name
- Tax Country
- Tax Registration Number
- CR Number
- Email
- Contact Name
- Contact Phone

Then once done, press "Next" button

REDF Vendor Management

Progress bar: Basic Information (active), Company Details, Additional Information, Attachments

Prospective Supplier Registration

* Indicates required field


Step 1 of 4 [Next](#)

Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country 

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

* CR Number

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

* Phone Number

Phone Extension

Step 1 of 4 [Next](#)

3. Enter the company additional information

First, you need to enter the company address. To do so, please click on "Create" button

Progress bar: Basic Information (grey), **Company Details** (orange), Additional Information (grey)

Prospective Supplier Registration: Additional Details
Blank label for instruction text

Company Name **US NY Company**
Country **United States**
CR Number **6367335**
اسم الشركة باللغة الانجليزية
Note to Buyer
Note to Supplier

Address Book

At least one entry is required.

Create

| Address Name | Address Details | Purpose |
|-------------------|-----------------|---------|
| No results found. | | |

REDF Vendor Management

Then enter the highlighted below information and once done, press "Apply"

Create Address

* Indicates required field

| | |
|----------------------|---------------|
| * Address Name | NY |
| Country | United States |
| * Address Line 1 | Street1 |
| Address Line 2 | |
| Address Line 3 | |
| Address Line 4 | |
| * City/Town/Locality | NY |
| County | |
| * State/Region | NY |
| Province | |
| * Postal Code | 12345 |

Phone Area Code

* Phone Number +16565566 X

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

RFQ Only Address

Note that: You can repeat the same steps and add more than one address if required

REDF Vendor Management

A default contact shall be created, please update the record like below:

Press on "Update" icon

| Address Book | | | | |
|---------------------------------------|------------------------------------|---------------------|---|--|
| At least one entry is required. | | | | |
| <input type="button" value="Create"/> | | | | |
| Address Name | Address Details | Purpose | Update | |
| NY | Street1, NY NY 12345 United States | Payment, Purchasing |  | |

| Contact Directory | | | | | |
|---------------------------------------|-----------|--------------|-----------------|-----------------------|---|
| At least one entry is required. | | | | | |
| <input type="button" value="Create"/> | | | | | |
| First Name | Last Name | Phone | Email | Requires User Account | Update |
| Ahmed | Salem | +13498548435 | Sales@USNYC.com | ✓ |  |

Then click on "Add Another Row"

| Supplier User Account |
|---|
| <input checked="" type="checkbox"/> Create User Account For The Contact |

| Addresses For the Contact |
|--|
| Address Name |
| No results found. |
| <input type="button" value="Add Another Row"/> |


Then select the address and press "Apply"

REDF Vendor Management

Supplier User Account

Create User Account For The Contact


Addresses For the Contact

| Address Name | Address Details | Remove |
|--------------|-------------------------|---|
| NY | Street1, NY NY 12345 US |  |

REDF Vendor Management

Then enter the certificates information (only the applicable, as some certificates only for Saudi based companies)

| Business Classifications | | | | | |
|--------------------------------------|-------------------------------------|---------------|--------------------|-------------------|----------------------|
| Classification | Applicable | Minority Type | Certificate Number | Certifying Agency | Expiration Date |
| CR | <input checked="" type="checkbox"/> | | 6367335 | | 21-12-1440 11:52:40x |
| Social Insurance - التأمين الاجتماعي | <input type="checkbox"/> | | | | |
| Tax Registration | <input type="checkbox"/> | | | | |
| Zakat - شهادة الزكاة والدخل | <input type="checkbox"/> | | | | |

 TIP Date format example: 15-11-1440

Then, select your product and services (only the applicable to the REDF)

"Click on Create"

Supplier Category

At least one entry is required.

Create

Code

No results found.

REDF Vendor Management

Then select the desired products/services

Prospective Supplier Registration: Current Status >
Add Products and Services: : (US NY Company)

Browse All Products & Services
 Search for Specific Code and Product

| Code | Products and Services | View Sub-Categories | Applicable |
|------|---|---------------------|-------------------------------------|
| 0000 | اقراضى | | <input type="checkbox"/> |
| 0001 | أثاث مكاتبى - Office Furniture | | <input type="checkbox"/> |
| 0002 | أثاث منزلى - Furniture Others | | <input checked="" type="checkbox"/> |
| 0003 | أجهزة مكتبية - Office Supplies | | <input checked="" type="checkbox"/> |
| 0004 | أجهزة التبريد و تكييف الهواء - AC Items | | <input checked="" type="checkbox"/> |
| 0005 | أجهزة تقنية المعلومات - IT Items | | <input checked="" type="checkbox"/> |
| 0006 | أدوات مكتبية و مطبوعات - Stationary | | <input type="checkbox"/> |
| 0007 | وسائل الصيانة و السلامة و ملحقاتها - Safety | | <input type="checkbox"/> |
| 0008 | وسائل النقل و ملحقاتها - Transportations | | <input type="checkbox"/> |
| 0009 | خدمات - Services | | <input type="checkbox"/> |

Cancel Apply

Then, enter the banking details like below:

Press "Create"

Banking Details

At least one entry is required.

Create

REDF Vendor Management

Then fill all the bank details accurately. Also for the bank name and branch, try first to select them and if they are not on the system you can add the names manually

Prospective Supplier Registration: Current Status > Add Products and Services: (US NY Company) >

Create Bank Account

* Indicates required field

* Country **United States**

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

| Bank | Branch |
|--|--|
| <input type="radio"/> Existing Bank <input checked="" type="radio"/> New Bank | <input type="radio"/> Existing Branch <input checked="" type="radio"/> New Branch |
| Bank Name <input type="text" value="NY Bank1"/> | Branch Name <input type="text" value="NY1"/> |
| Bank Number <input type="text"/> | Branch Number <input type="text"/> |
| Show Bank Details | BIC/Swift <input type="text"/> |
| | Branch Type <input type="text" value="ABA"/> |
| | Show Branch Details |

Bank Account

| | |
|--|---|
| * Account Number <input type="text" value="9823948234243324"/> | * Account Name <input type="text" value="NY Company1"/> |
| Check Digits <input type="text"/> | * Currency <input type="text" value="US Dollar"/> |
| IBAN <input type="text" value="3432423423424"/> | |

[Hide Account Details](#)

Details

| | |
|---|----------------------------------|
| Alternate Account Name <input type="text"/> | Description <input type="text"/> |
| Account Suffix <input type="text"/> | End Date <input type="text"/> |
| Agency Location Code <input type="text"/> | (example: 15-11-1440) |
| Account Type <input type="text"/> | |

Comments

Note to Buyer

Once you done, press "Apply"

REDF Vendor Management

Once done, press "Next"

Also note that: You can use "Save for Later" option in case you are unable to fill all the required data/information at the moment

Progress bar: Basic Information | **Company Details** | Additional Information | Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

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

Company Name: **US NY Company**
Country: **United States**
CR Number: **6367335**
اسم الشركة باللغة الانجليزية:
Note to Buyer:
Note to Supplier:

Address Book

At least one entry is required.

Create

| Address Name | Address Details | Purpose | Update | Delete |
|--------------|------------------------------------|---------------------|--------|--------|
| NY | Street1, NY NY 12345 United States | Payment, Purchasing | | |

REDF Vendor Management

4. Enter the registration additional information

Once done, you need to fill the registration additional information like below:

Basic Information Company Details **Additional Information** Attachments

Supplier Profile Attributes
* Indicates required field

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

REDF Additional Information

Eitemad Number

Eitemad Number
Please Enter Eitemad Number

Related Companies

| Company Name - اسم الشركة | Relation - الصلة | Delete |
|--|------------------------|--------|
| <input type="text"/> | <input type="text"/> 🔍 | |
| <input type="button" value="Add Another Row"/> | | |

Legal Structure

Legal Structure 🔍

Company Previous Names

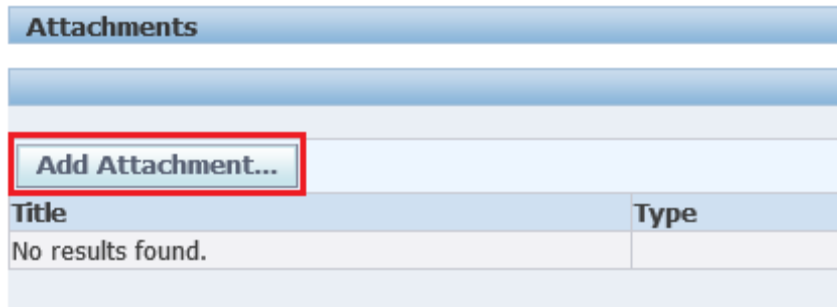
| Company Name | Delete |
|---|--------|
| <input type="text"/> <small>Please enter the previous company Name</small> | |
| <input type="button" value="Add Another Row"/> | |

Then press "Next"

5. Upload the attachments

Last step is to upload all required attachments and supporting documents

Click on "Add Attachment"



The screenshot shows a web interface for managing attachments. At the top, there is a blue header bar with the text "Attachments". Below this is a light blue bar containing a button labeled "Add Attachment...". This button is highlighted with a red rectangular border. Underneath the button is a table with two columns: "Title" and "Type". The table currently contains one row with the text "No results found." in the "Title" column and an empty cell in the "Type" column.

| Title | Type |
|-------------------|------|
| No results found. | |

REDF Vendor Management

Upload the required data, then press "Apply" or "Add Another" in case more files are required

Prospective Supplier Registration: Current Status > Add Products and Services : (US NY Company) > Create Bank Account >

Add Attachment

Attachment Summary Information

| | |
|-------------|--|
| Title | <input type="text" value="CR Copy"/> |
| Description | <input type="text"/> |
| Category | <input type="text" value="Miscellaneous"/> |

Define Attachment

| | |
|--|---|
| Type <input checked="" type="radio"/> File | <input type="text" value="C:\Users\gupta.su\Desktop\SLM and iSupplier Setup\استعراض..."/> |
| <input type="radio"/> URL | <input type="text"/> |
| <input type="radio"/> Text | <input type="text"/> |

6. Submit the registration request

Once everything is done, press "Submit"

Attachments

Submit **Back** Step 4 of 4

| Update | Delete |
|--------|--------|
| | |

Submit **Back** Step 4 of 4

Then you will receive a confirmation message that your required submitted for approval

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.

7. Additional Information Entry/Questionnaire Response

If additional information are required (like missing attachments, or responses for questionnaire), you will receive an email with the required information. And accordingly, you will respond

Below an example for required missing data:

Prospective Supplier Registration: Current Status [Respond](#)

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

Registration Details and Status

Company Name **US NY Company** Status **Supplier to Provide Details**

Contact Information

Email **Sales@USNYC.com** Phone Area Code
First Name **Ahmed** Phone Number **+13498548435**
Last Name **Salem** Phone Extension

Status History

| Date | Status | Note |
|-------------|-----------------------------|--|
| 18-JUL-2019 | Supplier to Provide Details | Please complete he missing attachments |
| 18-JUL-2019 | Submitted | |
| 18-JUL-2019 | Draft | |

[Respond](#)

Press on "Respond" and do the required then resubmit the request

Once REDF's vendor management approve/reject the request, you will be notified via email