



صندوق أبوظبي للتنمية
ABU DHABI FUND FOR DEVELOPMENT

SUPPLIER REGISTRATION

USER MANAUL

October 2025

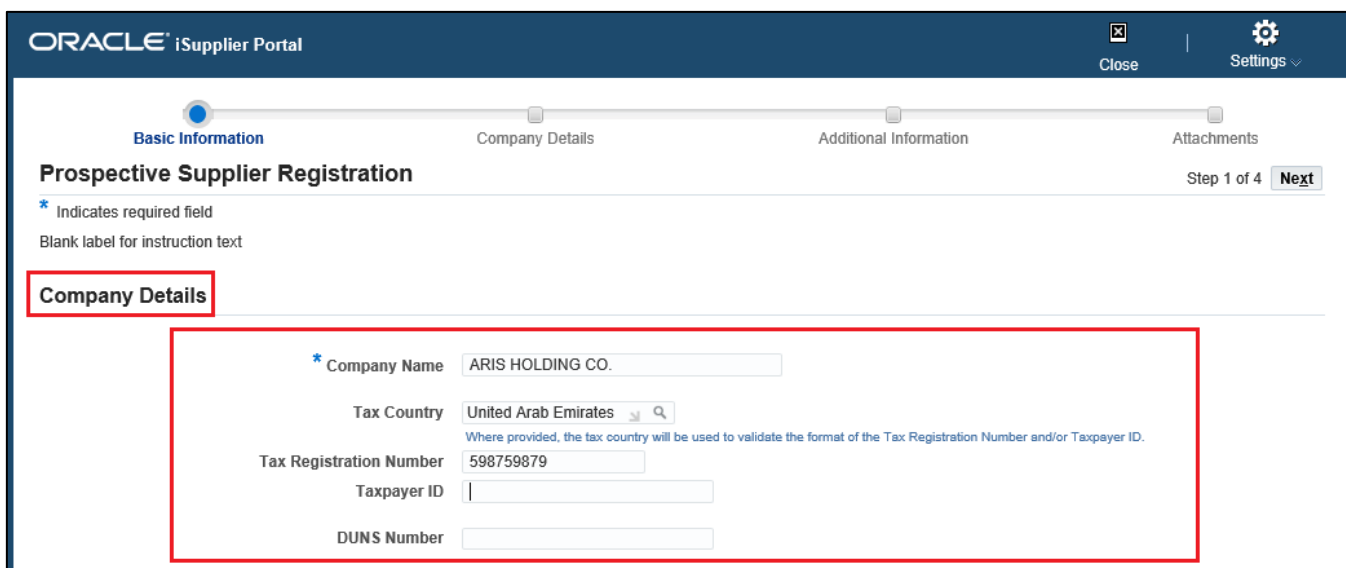
Contents

Fill the Company Details	1
Provide Contact Information	2
Create Address Book	3
Contact Directory	4
Contact Purpose	5
Select “Product & Service” categories	6
Provide Banking Details	7
Existing Bank	7
New Bank	8
Trade License and Chamber of Commerce certificate	10
Add Attachment	11

Fill the Company Details

Under Company Details Supplier is require filling:

- Company Name (Mandatory)
- Tax Registration Number or VAT Number (Mandatory)
- Tax Country (Non-Mandatory)
- Taxpayer id (non-mandatory)
- D-U-N-S Number – DUNS number details will be found under trade license or commercial license (non-mandatory)



ORACLE iSupplier Portal

Close Settings

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration Step 1 of 4 [Next](#)

* Indicates required field
Blank label for instruction text

Company Details

* 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

Taxpayer ID

DUNS Number

***System has a restriction validation which will not allow you to skip "Tax Registration Number", "Taxpayer ID" or "DUNS Number".? You need to select any one out of these 3 fields which will allow you to move to the next step.**

Provide Contact Information

Please ensure that accurate and complete contact information is provided. This data is used to automatically generate the supplier's contact directory and enable access to the iSupplier portal.

Supplier to Provide details mandatorily:

- Email (We strongly encourage using a section or department email rather than a personal one. This ensures that all notifications related to POs, RFQs, and payments are properly received by the company)
- First Name
- Last Name
- Phone Number

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

- Click on "Next" to redirect to "Company Details" Page or step 2.

Basic Information
Company Details
Additional Information
Attachments

Prospective Supplier Registration

Step 1 of 4 Next

* Indicates required field

Blank label for instruction text

Company Details

* Company Name

Tax Country

Trade License Number

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension



Create Address Book

Under Address Book, Supplier will fill the complete details about their current address. Please also do the below:

Click on “Create” under Address Book.

Address Book

At least one entry is required.

Create  

Address Name	Address Details	Purpose	Update	Delete
No results found.				

- **Address Name” will be used as a “Site Name”.**
- **Check on “Purchasing Address” and “Payment Address” checkbox**
- **Uncheck “RFQ only Address” checkbox**

Create Address Cancel Apply

* Indicates required field

<p>* Address Name ARIS HOLDING DU</p> <p>Country United Arab Emirates v</p> <p>* Address Line 1 101, AL FUZERA BUILD</p> <p>Address Line 2 RAHABI MAIN ROAD</p> <p>Address Line 3 </p> <p>Address Line 4 </p> <p>* City/Town/Locality DUBAI</p> <p>County </p> <p>State/Region </p> <p>Province </p> <p>* Postal Code 220609</p>	<p>Phone Area Code </p> <p>Phone Number +971-528787090</p> <p>Fax Area Code </p> <p>Fax Number </p> <p>Email Address ARIS.HOLDING@ARIS.COM</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p><input checked="" type="checkbox"/> Purchasing Address</p> <p><input checked="" type="checkbox"/> Payment Address</p> <p><input type="checkbox"/> RFQ Only Address</p> </div>
---	---

- **Click on “Apply” to create the Address Book.**

Address Book

At least one entry is required.



Create

Address Name	Address Details	Purpose	Update	Delete
ARIS HOLDING DU	101, FUZERA BUILDING, DUBAI 220609 United Arab Emirates	Payment, Purchasing		

Contact Directory

Check Details of Automatically created Contact Directory

The system will automatically create a contact directory for the supplier as per details provided under “contact information” or step 1. This information will create a user account for the contact.

Contact Directory						
At least one entry is required.						
Create 						
First Name	Last Name [△]	Phone	Email	Requires User Account	Update	Delete
AHMED	KHAN	+971-528787090	ARIS.HOLDING@ARIS.COM	✓		

- Click on update to check relevant information about the contact information.
- Supplier can also fill other information provided in the update contact.
- After reviewing all the information, click on create User account for the contact with the purpose then “Apply”.

Update Contact

Cancel **Apply**

* Indicates required field

Contact Title <input type="text"/> First Name <input type="text" value="AHMED"/> Middle Name <input type="text"/> * Last Name <input type="text" value="KHAN"/> Alternate Name <input type="text"/> Job Title <input type="text"/> Department <input type="text"/> * Contact Email <input type="text" value="ARIS.HOLDING@ARIS.COM"/> URL <input type="text"/>	Phone Area Code <input type="text"/> Phone Number <input type="text" value="+971-528787090"/> Phone Extension <input type="text"/> Alternate Phone Area Code <input type="text"/> Alternate Phone Number <input type="text"/> Fax Area Code <input type="text"/> Fax Number <input type="text"/>
--	--

Supplier User Account

Create User Account For The Contact

Addresses For the Contact

Address Name	Address Details	Remove
No results found.		

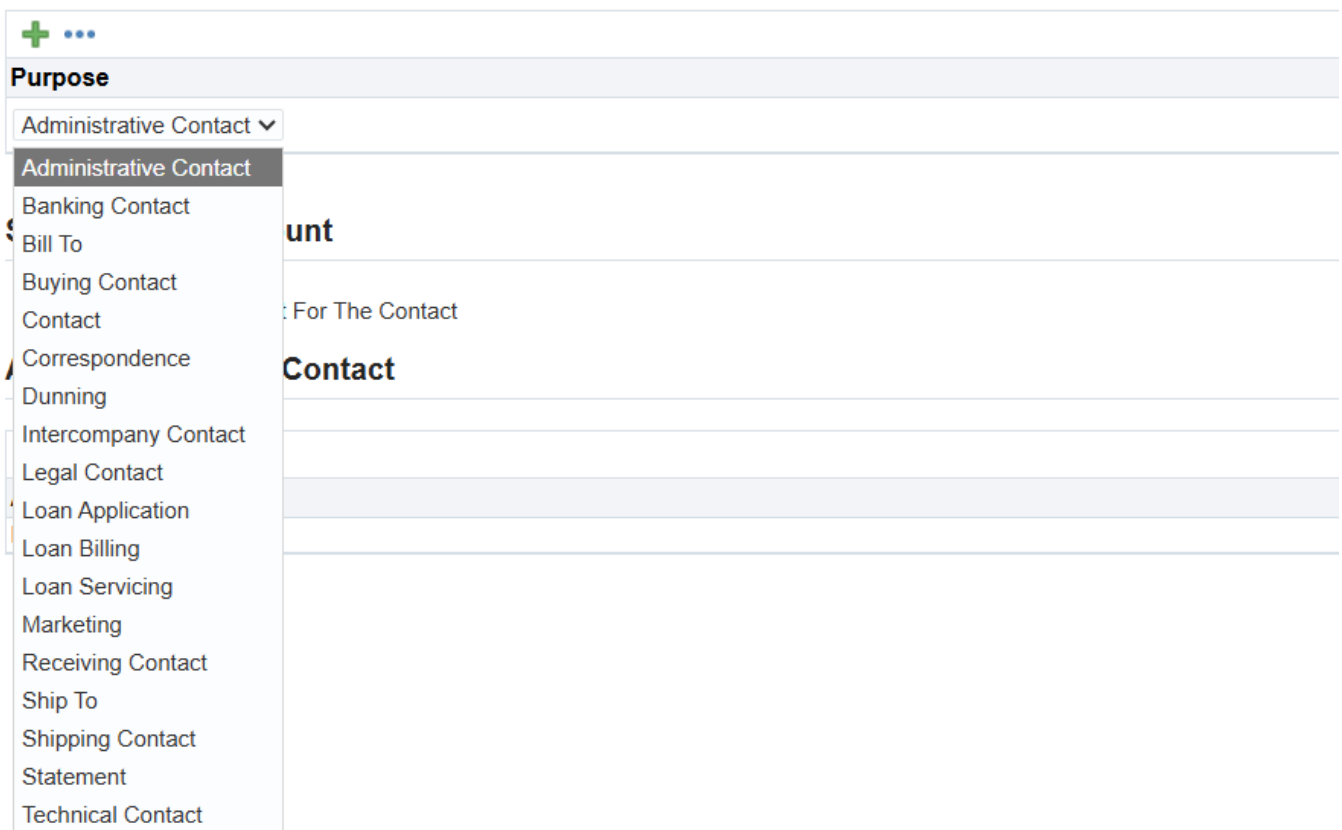
Contact Purpose

Purpose	Remove
No results found.	

Contact Purpose

- Click on “+” to create Contact Purpose.
- A drop list will show up choose the purpose of the contact needed

Contact Purpose



+ ...

Purpose

Administrative Contact ▾

- Administrative Contact
- Banking Contact
- Bill To
- Buying Contact
- Contact
- Correspondence
- Dunning
- Intercompany Contact
- Legal Contact
- Loan Application
- Loan Billing
- Loan Servicing
- Marketing
- Receiving Contact
- Ship To
- Shipping Contact
- Statement
- Technical Contact

NOTE: supplier is required to create at least two contacts

- 1- **Administrative contract: for participating in RFQ and Updating profile (We strongly encourage using a section or department email rather than a personal one)**
- 2- **Bill To contact: for processing invoices and receives updates regarding invoices (We strongly encourage using a section or department email rather than a personal one)**

User Account

Create User Account for this Contact

Create user account after choosing the contact purpose

**Please ensure that contact details on the portal are updated regularly.



Select “Product & Service” categories

Suppliers will find a list of product and service categories which supplier needs to select the appropriate product and service category which will help them in appearing under search result of RFQ and RFP.

- Click on “Create”.

Products and Services

At least one entry is required.



Create  











Code	Products and Services	Delete
No results found.		

- Supplier will search for those categories for which their organization will try to provide services or items to ADFD.
- Supplier can select multiple “Product & Service categories”.
- After selecting the category or multiple categories, supplier will click on “Apply”.

Add Products and Services: : (ARIS HOLDING CO.) Cancel Apply

Browse All Products & Services
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable	
Building & Furniture Maintenance	صيانة الآلات و أثاث و مباني		<input type="checkbox"/>	Rows 1 to 30 ↑ ↓
Business Continuity	Business Continuity		<input type="checkbox"/>	
Business Travel	سفر ممثلي الصندوق		<input type="checkbox"/>	
Car rental & maintenance	إيجار و صيانة سيارات		<input type="checkbox"/>	
Consultants fees	مصاريف استشارات		<input type="checkbox"/>	
Courses & College Fees	دورات دراسية و تدريبية		<input type="checkbox"/>	
Educational Expenses	مصاريف تعليم		<input type="checkbox"/>	
Excellency & Quality Management	إدارة تميز والجودة		<input checked="" type="checkbox"/>	
Fuel & Car Insurance	وقود و تأمين سيارات		<input type="checkbox"/>	
General expenses	مصاريف عمومية		<input type="checkbox"/>	

Products and Services

At least one entry is required.

Create

Code	Products and Services	Delete
Excellency & Quality Management	إدارة تميز والجودة	



Provide Banking Details

Supplier will create a new accounts detail by providing information related to “Account Number”, “Account Name”, “IBAN number”. They have feasibility of selecting “Bank Name” from the search result. In case they didn’t find the bank details then they can manually put the Bank name details.

- Click on “Create”.

Banking Details

At least one entry is required.

Create  

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

- Select the Country and make sure to check “Account is used for foreign payments”.

Add Products and Services: : (ARIS HOLDING CO.) >

Create Bank Account

* Indicates required field

* Country United Arab Emirates

Account is used for foreign payments

Account definition must include bank and branch information.

- Search for your Bank and Branch name under “Existing Bank” option. In case supplier could not find the “Bank Name” then they will put the bank details in the “New Bank”.

Existing Bank

- Click on Bank Name and Branch Name search option.

Bank

New Bank

Existing Bank

Bank Name

Bank Number

Branch

New Branch

Existing Branch

Branch Name

Branch Number

BIC

Branch Type ABA

Search and Select List of Values - Internet Explorer

Search and Select: Bank Name

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Bank Name Go

Results

	Quick Select	Bank Name	Bank Number
<input type="radio"/>		Abu Dhabi Islamic Bank	
<input checked="" type="radio"/>		ABU DHABI ISLAMIC BANK	2017

Bank **Branch**

New Bank New Branch

Existing Bank Existing Branch

Bank Name ABU DHABI ISLAMIC BA

Bank Number 2017

[Show Bank Details](#)

Branch Name ABU DHABI ISLAMIC BA

Branch Number 1

BIC

Branch Type ABA

[Show Branch Details](#)

Bank Account

Account Number 00219832984984

Account Name AHMED KHAN

Check Digits

IBAN

Currency

[Show Account Details](#)

- Supplier can put a note to Buyer if they want to provide any additional information related to Banking details to the Buyer.

Comments

Note to Buyer

After reviewing all the information supplier will click on apply.

New Bank

In case supplier could not find their "Bank Name" and "Branch Name" under "Existing Bank" option then supplier can mention their Bank details under "New Bank".

Bank	Branch
<input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch
Bank Name: STATE BANK OF INDIA Bank Number: 28977 Hide Bank Details	Branch Name: STATE BANK OF IN Branch Number: 1287 BIC: Branch Type: SWIFT
Details Alternate Bank Name: <input type="text"/>	Details Alternate Branch Name: <input type="text"/> RFC Identifier: <input type="text"/>
Address Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> Address Line 3: <input type="text"/> Address Line 4: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/>	Address Address Line 1: usiness Centre Building, Address Line 2: Khalid Bin Waleed Road, Address Line 3: Bur Dubai - Dubai Address Line 4: <input type="text"/> City: Dubai State: <input type="text"/> Zip Code: <input type="text"/>

- After mentioning the “New Bank” and “New Branch” details, supplier will provide the details of “Account Number” and “Account Name” and then click on Apply.

Cancel **Apply**

* Indicates required field

* Country: United Arab Emirates

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

Bank	Branch
<input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch
Bank Name: STATE BANK OF INDIA Bank Number: 2058 Show Bank Details	Branch Name: ADIB HAMDAN Branch Number: 2187 BIC: <input type="text"/> Branch Type: SWIFT
Bank Account	
Account Number: 09872487897398 Check Digits: <input type="text"/> IBAN: <input type="text"/>	Account Name: ARIS HOLDING CO Currency: <input type="text"/>

[Show Account Details](#)

- There might be a possibility that Supplier is able to find “Bank Name” under “Existing Bank” but unable to find the “Branch Name”, in that case supplier can put the details of a “Branch Name” under “New Branch” option.

Create Bank Account Cancel! Apply

* Indicates required field

* Country United Arab Emirates Account is used for foreign payments
Account definition must include bank and branch information.

<p>Bank</p> <p><input type="radio"/> New Bank <input checked="" type="radio"/> Existing Bank</p> <p>Bank Name <input type="text" value="ABU DHABI ISLAMIC BA"/> <input type="button" value="Q"/> Bank Number <input type="text" value="2017"/> <input type="button" value="Show Bank Details"/></p>	<p>Branch</p> <p><input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch</p> <p>Branch Name <input type="text" value="ADIB HAMDAN"/> Branch Number <input type="text" value="2187"/> BIC <input type="text"/> Branch Type SWIFT <input type="button" value="v"/> <input type="button" value="Show Branch Details"/></p>
---	--


Bank Account

Account Number <input type="text" value="09872487897398"/>	Account Name <input type="text" value="ARIS HOLDING CO"/>
Check Digits <input type="text"/>	Currency <input type="button" value="v"/>
IBAN <input type="text"/>	

Click on "Next" to redirect to Step 3 or "Additional Information" Page.

Trade License and Chamber of Commerce certificate

Fill the Trade License Number Details and Chamber of Commerce certificate Details

- Click on  icon to add the details for both Trade license number and chamber of commerce certificate.


Basic Information Company Details Additional Information Attachments

Supplier Profile Attributes Save For Later Back Step 3 of 4 Next


* Indicates required field

SUPPLIER DETAILS

TRADE LICENSE DETAILS

Trade License Number	Trade Name	Trade License Number Expiry Date	Delete
			

CHAMBER OF COMMERCE DETAILS

Chamber of Commerce Expiry Date	Delete
	

Basic Information Company Details **Additional Information** Attachments

Supplier Profile Attributes Save For Later Back Step 3 of 4 **Next**

* Indicates required field

SUPPLIER DETAILS

TRADE LICENSE DETAILS

* Trade License Number	* Trade Name	* Trade License Number Expiry Date	Delete
5649877	ARIS HOLDING CO. LLC	31-May-2021 10:07:01	
Please attach the Trade License certificate in the attachment section (example: 15-May-2020 19:45:00)			

CHAMBER OF COMMERCE DETAILS

* Chamber of Commerce Expiry Date	Delete
30-May-2022 10:07:13 <small>(example: 15-May-2020 19:45:00)</small>	

Click on Next to redirected to Attachment page.

Add Attachment

The supplier is required to upload the following documents:

- Trade License Certificate
- Chamber of Commerce Certificate
- Power of Attorney - Authorized Signatory Passport Copy
- Copy of VAT Certificate
- Bank Information

All listed documents are required are mandatory - click on “ ”. To add attachments

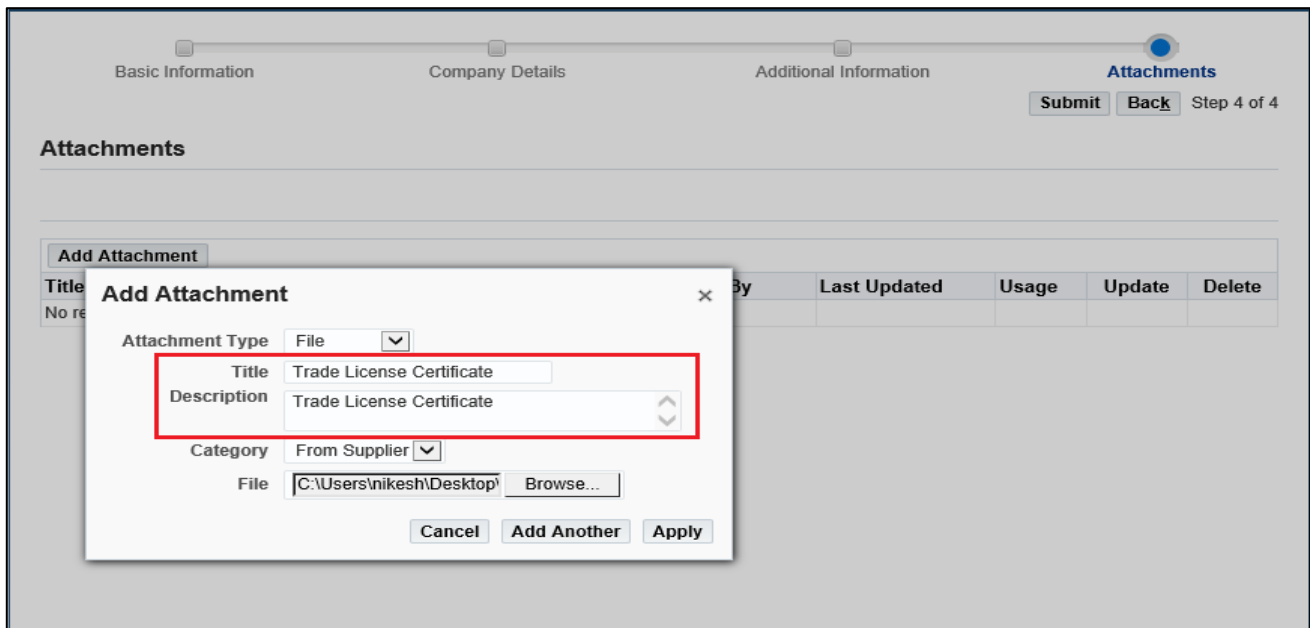
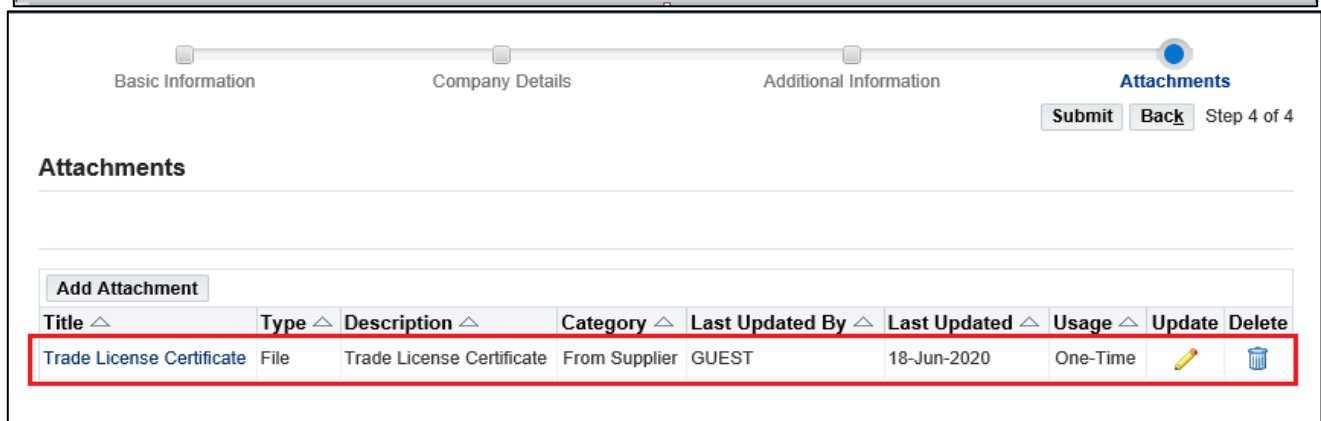
ORACLE iSupplier Portal

Basic Information Company Details

Attachments

Seq	Title	Type	Description	Category
No results found.				
Please add your attachments below:				
1)	Trade License			
2)	Chamber of Commerce			
3)	VAT Certificate			
4)	Authorized Bank Letter			
5)	Power Of Attorney			
6)	Company Profile			
7)	Pre-Qualification Form			

Suppliers are required to provide a clear title and description for each uploaded certificate

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Trade License Certificate	File	Trade License Certificate	From Supplier	GUEST	18-Jun-2020	One-Time		

- Supplier must select category as “From Supplier” for all the certificates.
- Supplier will browse the file or document which he/she wants to attach.
- **Once Files are added then click on “Apply”.**