



صندوق أبوظبي للتنمية  
ABU DHABI FUND FOR DEVELOPMENT

# SUPPLIER REGISTRATION

USER MANAUL

October 2025

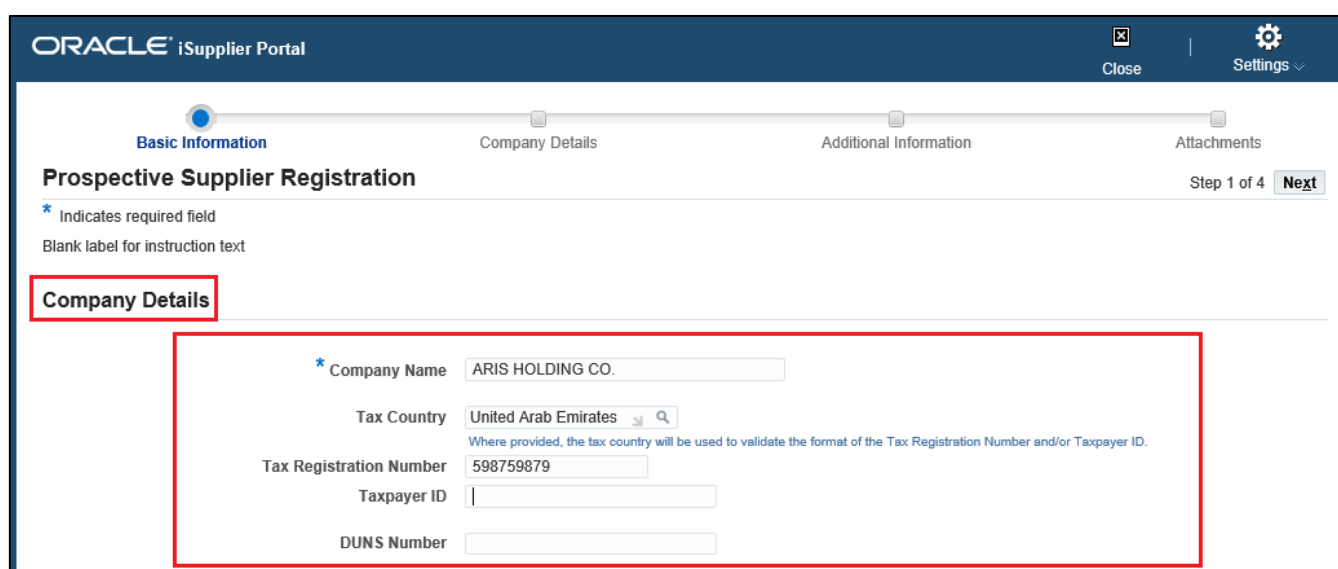
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## Fill the Company Details

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 ARIS HOLDING CO.

Tax Country United Arab Emirates

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

Tax Registration Number 598759879

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

ARIS.HOLDING@ARIS.COM

First Name

AHMED

\* Last Name

KHAN

Phone Area Code

Phone Number

+971-528787090

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

ARIS HOLDING CO.

Tax Country

United Arab Emirates

Trade License Number

67478988

**Contact Information**

Blank label for instruction text

\* Email

ARIS.HOLDING@ARIS.COM

First Name

AHMED

\* Last Name

KHAN

Phone Area Code

Phone Number

+971-528787090

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

CancelApply

\* Indicates required field

\* Address Name

ARIS HOLDING DU

Country

United Arab Emirates

\* Address Line 1

101, AL FUZERA BUILD

Address Line 2

RAHABI MAIN ROAD

Address Line 3

Address Line 4

\* City/Town/Locality

DUBAI

County

State/Region

Province

\* Postal Code

220609

Phone Area Code

Phone Number

+971-528787090

Fax Area Code

Fax Number

Email Address

ARIS.HOLDING@ARIS.COM

☒ Purchasing Address

☒ Payment Address

☐ RFQ Only Address

- 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

▼

First Name

AHMED

Middle Name

Last Name

KHAN

Alternate Name

Job Title

Department

Contact Email

ARIS.HOLDING@ARIS.COM

URL

Phone Area Code

Phone Number

+971-528787090

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

**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

unt

: For The Contact

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

Rows 1 to 30

Code	Products and Services	View Sub-Categories	Applicable
Building & Furniture Maintenance	صيانة الآلات و أثاث و مباني		<input type="checkbox"/>
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

Cancel

Apply

\* 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

[Show Bank Details](#)

### Branch

☐ New Branch

☒ Existing Branch

Branch Name

Branch Number

BIC

Branch Type

ABA

[Show Branch Details](#)

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 abu dhabi islamic bank 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 Q Branch Name ABU DHABI ISLAMIC BA Q

Bank Number 2017 Branch Number 1

[Show Bank Details](#) [Show Branch Details](#)

BIC  Branch Type ABA v

**Bank Account**

Account Number 00219832984984 Account Name AHMED KHAN

Check Digits  Currency  v

IBAN

[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 <a href="#">Hide Bank Details</a>	Branch Name: STATE BANK OF IN Branch Number: 1287 BIC: Branch Type: SWIFT
<b>Details</b> Alternate Bank Name: <b>Address</b> Address Line 1: Address Line 2: Address Line 3: Address Line 4: City: State: Zip Code:	<b>Details</b> Alternate Branch Name: RFC Identifier: <b>Address</b> Address Line 1: usiness Centre Building, Address Line 2: Khalid Bin Waleed Road, Address Line 3: Bur Dubai - Dubai Address Line 4: City: Dubai State: Zip Code:

- 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.

**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.

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 <a href="#">Show Bank Details</a>	Branch Name: ADIB HAMDAN Branch Number: 2187 BIC: Branch Type: SWIFT <a href="#">Show Branch Details</a>

**Bank Account**

Account Number: 09872487897398 Check Digits: IBAN:	Account Name: ARIS HOLDING CO Currency:
--	--

[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.

#### Bank

☐ New Bank

☒ Existing Bank

Bank Name ABU DHABI ISLAMIC BA

Bank Number 2017

[Show Bank Details](#)

#### Branch

☒ New Branch

☐ Existing Branch

Branch Name ADIB HAMDAN

Branch Number 2187

BIC

Branch Type SWIFT

[Show Branch Details](#)

#### Bank Account

Account Number 09872487897398

Check Digits

IBAN

[Show Account Details](#)


Account Name ARIS HOLDING CO

Currency

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
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### 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
	



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Supplier Profile Attributes

Save For Later Back Step 3 of 4 Next

\* Indicates required field

SUPPLIER DETAILS

TRADE LICENSE DETAILS

\* Trade License Number

5649877

\* Trade Name

ARIS HOLDING CO. LLC

\* Trade License Number Expiry Date

31-May-2021 10:07:01

Please attach the Trade License certificate in the attachment section (example: 15-May-2020 19:45:00)

Delete

CHAMBER OF COMMERCE DETAILS

\* Chamber of Commerce Expiry Date

30-May-2022 10:07:13

(example: 15-May-2020 19:45:00)


Delete

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

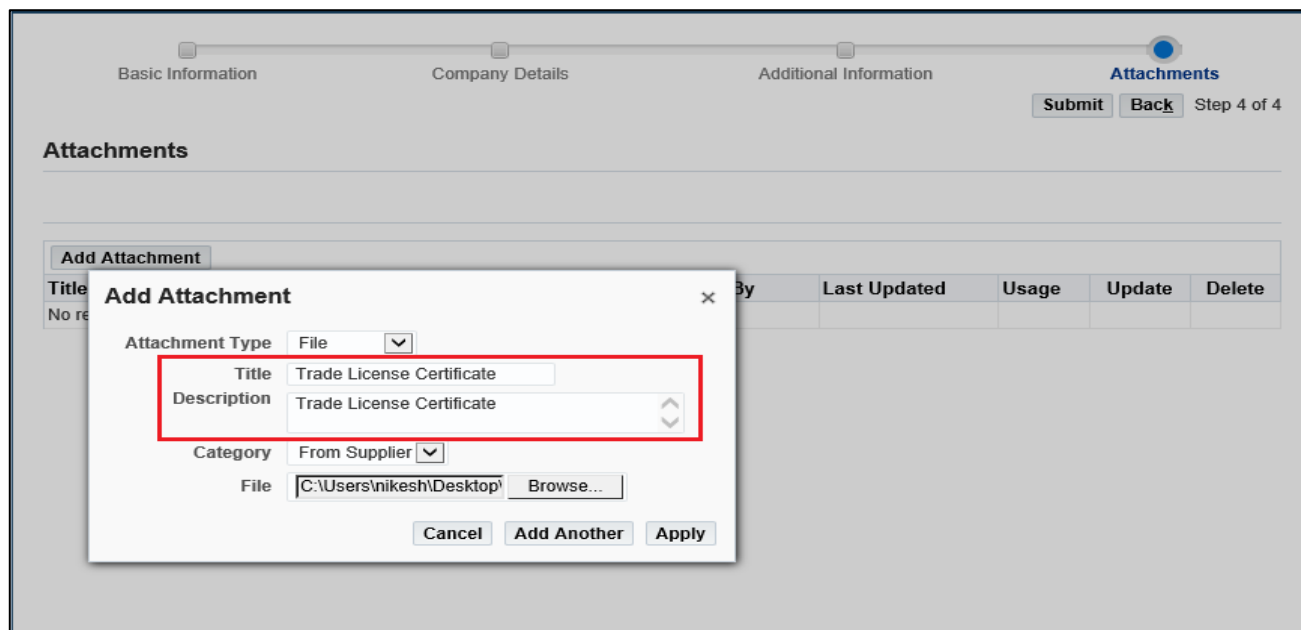
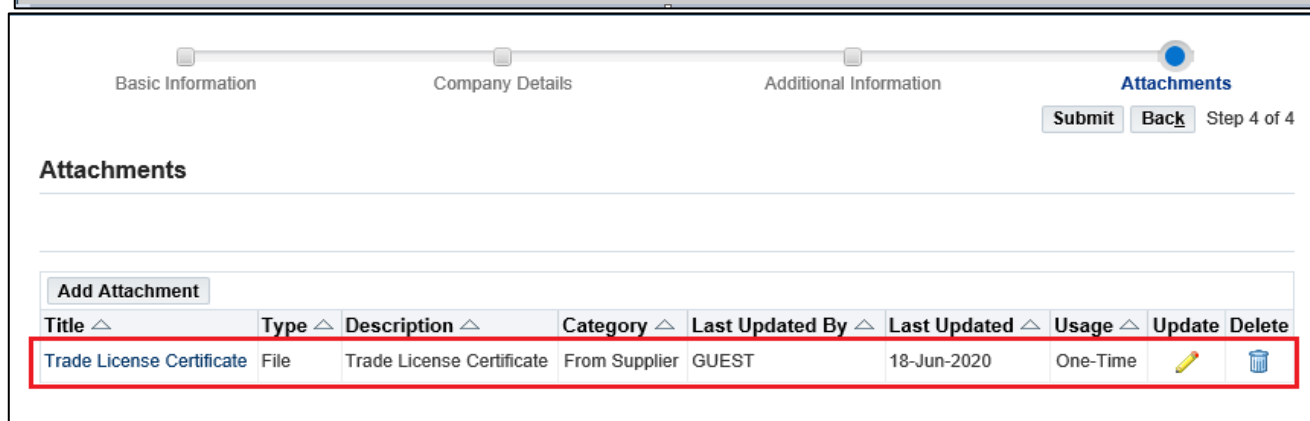
Basic Information

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”.**