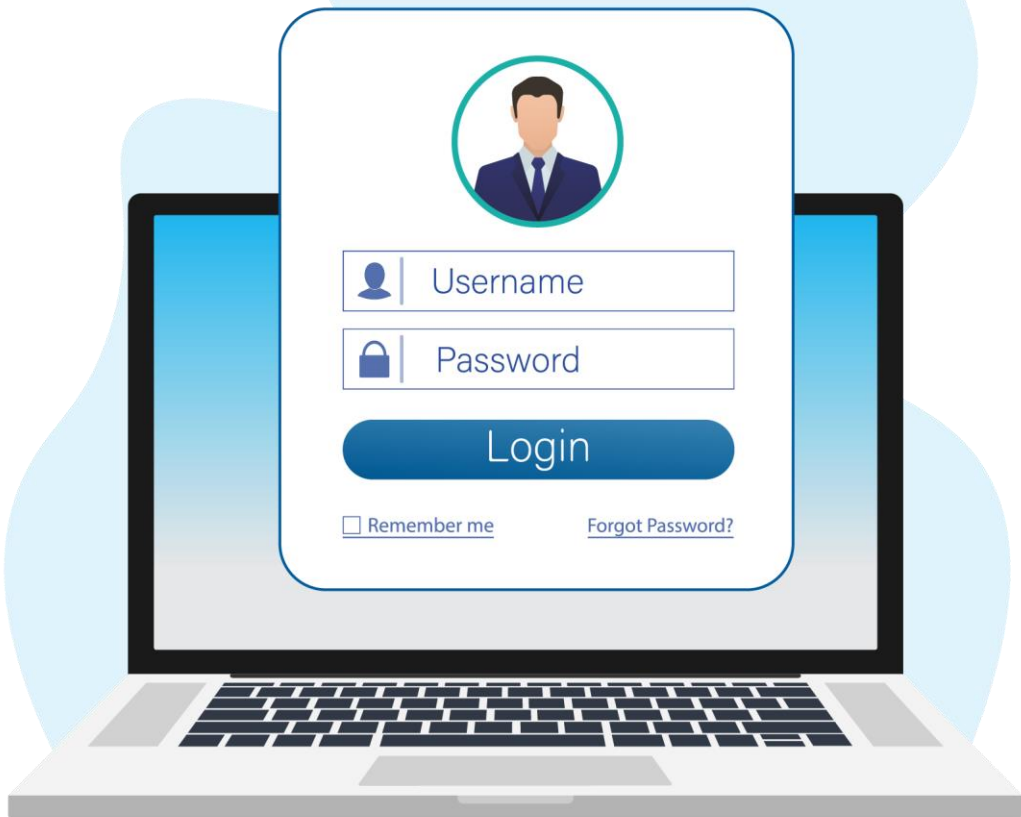




# SUPPLIER REGISTRATION MANUAL





# Abbreviations

Terms	Definition
ICV	In Country Value
ISO	International Organization for Standardization
IBAN	International Bank Account Number
BCM	Business Continuity Management
CHIPS	Clearing House Interbank Payments System
ACH	Automated Clearing House
EFT	Electronic Funds Transfer
ABA	American Bankers' Association



## Icons & Symbols

Icons/Symbols	Purpose
	Workflow icon
	Supplier List & Descriptions
	Delete
	Filter
	Row size
	Settings
	Mandatory Symbol
	Full Screen
	Exit Full Screen
	Scroll right and scroll left
	Download Via Word and Excel Format
	Graph
	First Page
	Last Page
	Information

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## Document Purpose

The intent of this user guide is to provide the step-by-step instructions for the Suppliers to complete the registration process.

### Temporary Supplier ID Creation

After confirmation from the Category Manger from the ESA buyer. The invitation link will be sent to the Supplier's Email ID.

Using the respective URL link, Username and Password, the Supplier can complete the registration form details.

Registration URL: <https://sch.emsteel.com/page/ESACompleteRegistration>

Supplier Registration - Invitation - S4430

## Registration Invitation

---

**Dear HMT Traders,**

EMSTEEL Supplier Management Team has invited you to register to become a supplier with EMSTEEL. Please follow the below steps to initiate at the earliest to allow registration & sourcing enablement:

**Here to Login:** [Click here to access the system](#)

1. Setup Online account using the below link and Credential details.
2. Fill in EMSTEEL Registration questionnaire : Provide company data uploading Trade license/Certificates/Bank details, etc.



# Document Purpose

## Supplier Registration - Invitation - S4430

[Content Approval Email & Supplier Registration Summary](#)

For future login to access ESA RFQ/PO, save credentials & SCH link :  
<https://schqa.emsteel.com:4443>

Add Additional Users Guide : <https://www.emsteel.com/wp-content/uploads/2024/04/Supplier-User-Guide-for-Adding-Additional-Users.pdf>

User Guides: <https://www.emsteel.com/supplier-user-guides>

Please note, the Registration needs to be completed within 20 working days otherwise the Invite will be withdrawn.

---

### Login Details

---

User ID	<b>VEND3982</b>
Password	<b>Yb9Ggf6gpp</b>

---

**Sincerely,**

**EMSTEEL Supplier Assurance Team**

Once the registration is completed, your link for accessing the portal for the future can be found at the ESA Website Supplier Relations page, as well as on the Registration confirmation email.

## 1. Registration Process

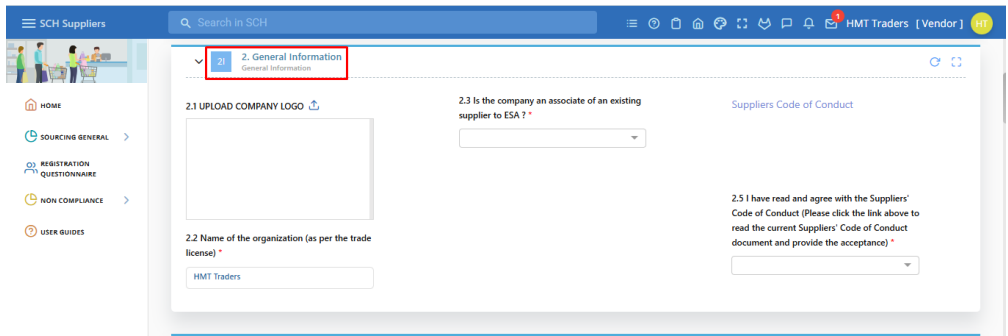
In the Suppliers Registration Form, the Supplier can see the details which have been filled in the initial page along with new information.

### **Full Registration Sections are as follows:**

- 1.1. General Information
- 1.2. Address
- 1.3. Country Specific Information
- 1.4. Contact Person Details
- 1.5. Community/Service Description
- 1.6. Financial data
- 1.7. Bank Information
- 1.8. Business Continuity Management
- 1.9. Business and Brand Information
- 1.10. Category selection
- 1.11. Category Specific Information
- 1.12. Responsible Sourcing
- 1.13. Human Right policies
- 1.14. Environmental Stewardship
- 1.15. ESG Assessment
- 1.16. Final Submission

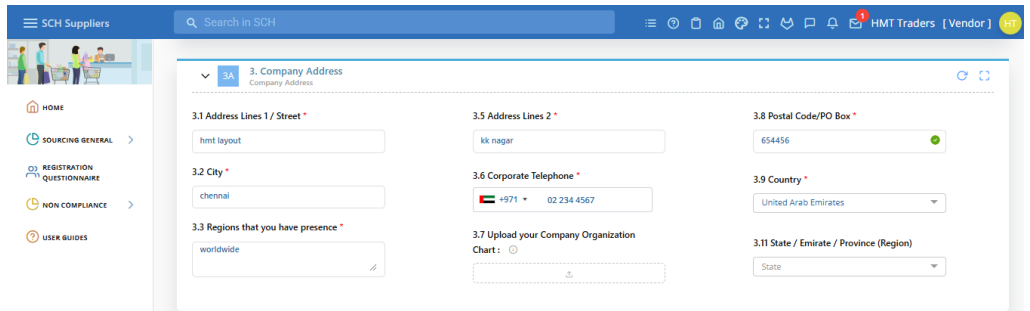
## 1.1. General Information

Complete the Suppliers name of associated Company (if applicable).  
Review the Supplier Code of Conduct, the Code of Conduct link needs to be read and then the acknowledgement should be provided by selecting Yes/No from the dropdown.



## 1.2. Address

Country, Postal code, state, regions and so on are required to fill out on the address section

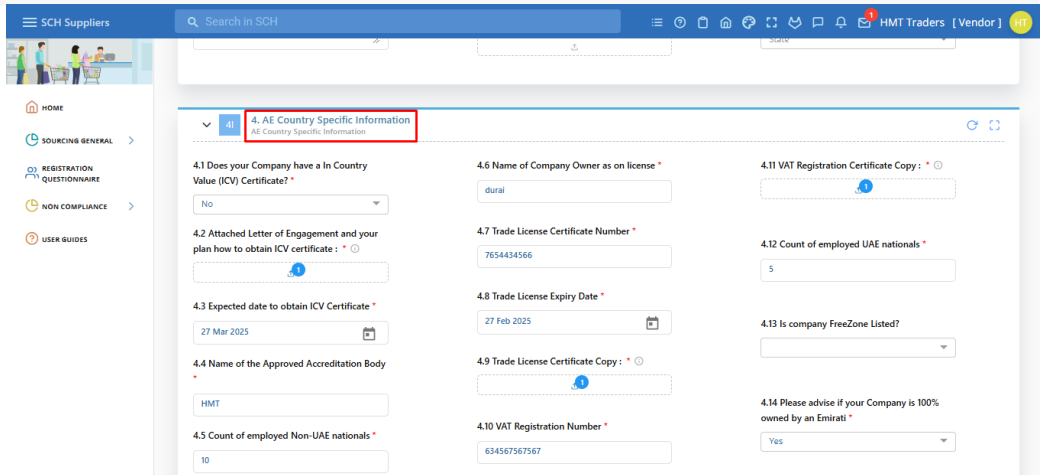


## 1.3. Country Specific Information

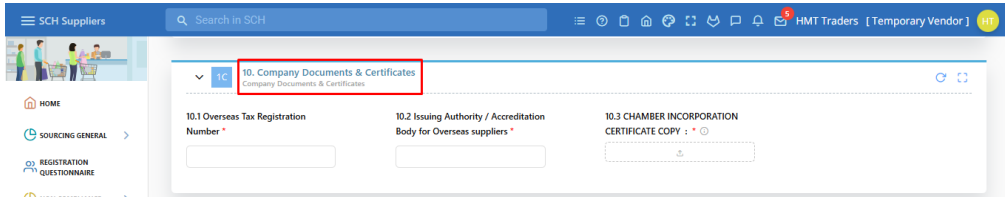
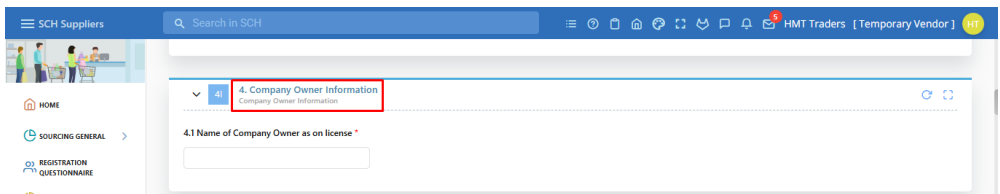
For the United Arab Emirates, various additional information is required. In this section ICV Score, the breakdown of UAE and non-UAE Nationals is required, as well as Trade License Certificate, VAT Registration, etc.



# Supplier User Guide

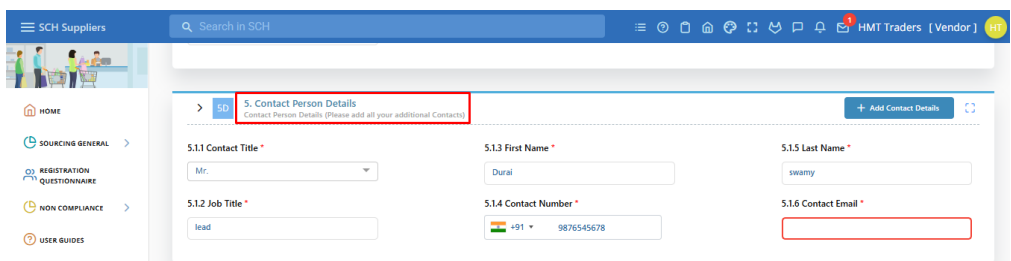


If the selected Country is other than UAE, the 4<sup>th</sup> section will company owner Information and the 10<sup>th</sup> section will be enabled.



## 1.4. Contact Person Details

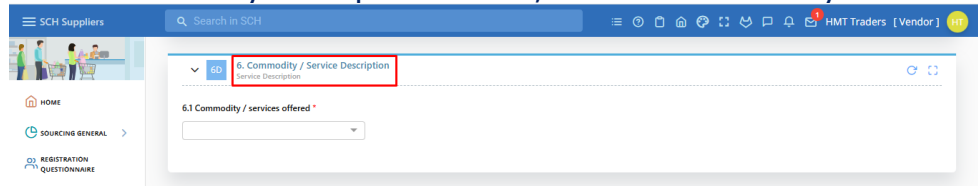
Contact person details for the supplier need to be provided here as Job Title, Contact Number and Contact Email.



## 1.5. Community/Service Description

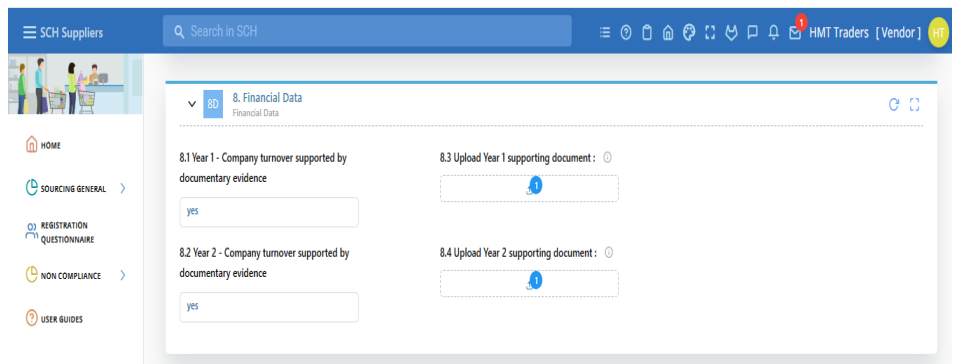
Community and Service Description for the Supplier will be added here.

Under Commodity description section, remove "Commodity."



## 1.6. Financial Data

Fill all the mandatory field

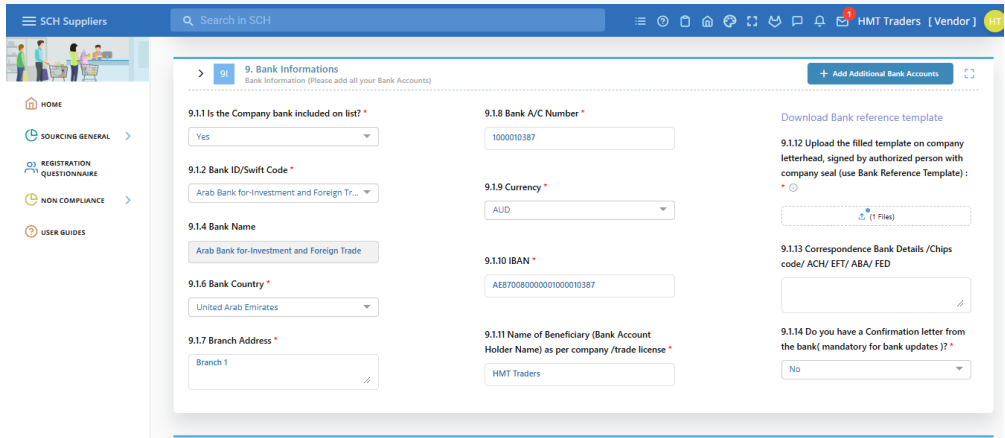


## 1.7. Bank Information

Details such as Bank Name, Bank Address, IBAN Number, BANK ID, BANK A/C No, Currency and Bank Reference Pdf are required to be added to this section. The upload Bank form should be signed by the POA or Authorized person from your Company.

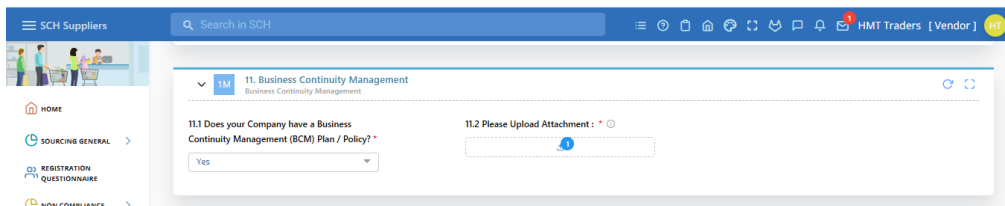
It's possible to add more bank details using Add additional bank accounts option in the header.

# Supplier User Guide



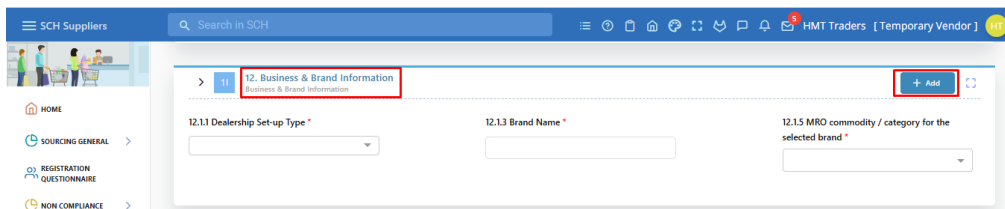
## 1.8. Business Continuity Management

Business Continuity of the Supplier to be filled here.



## 1.9. Business and Brand Information

The business type of the Supplier Brand is to be maintained here, if distributor, expiry of dealership too. It's possible to add many brands using the add option in the table header.



## Category Selection

Category for the Supplier has to be completed in this section.

Supplier can add the Category here, as required Based on filled category, the Category Specific Information displayed in the Next Section.

## 1.10. Category Specific Information

According to the Category chosen by the Supplier, the relevant Supplier details have to be provided in this section.

**13. Category Specific Information**  
Category Specific Information

13.1. Comment on your capability as a Supplier

13.4. Lost Time Injury (LTI) records for last 3 yrs : \*

13.5. Document evidence of QHSE policy : \*

13.6. Will the scope be subcontracted? \*

13.8. Do you have qualified safety officer? \*

13.9. Do you have ISO 45001 certificate? \*

13.10. Do you have ISO 9001 certificate? \*

13.10.4. Since you do not possess ISO 9001 Certification for your Quality Management System, ESA needs to understand how your Company will control the Quality requirements of any parts provided, please upload your Quality Control Plan / Procedure for review. : \*

13.13. Do you have ISO 14001 certificate? \*

13.16.1. Please acknowledge that your Company will abide by the ESA HSE Requirements when working at ESA

13.17. ESA Safety Commitments : <https://www.emiratessteel.com/wp-content/uploads/2021/04/ES-Contractor-Safety-Requirements-V9.pdf>

13.17.1 Please acknowledge that your Company will abide by the ESA Safety Commitments

13.18. Please attach copies if your company ever received Safety Awards within the past 3 years :

13.19. Has your company ever received HSE-related fines or warnings enforced by government agencies or ministries and if so, attach details. \*

13.20. Do you have a company HSE Management System manual (or operations manual with integrated HSE requirements) which describes in detail your company approved HSE working rules/procedures/practices relating to your scope of operations? \*

13.21. Do you have a procedure for HSE Auditing and Inspection? \*

13.22. Does your organization have a skills and competency training/development system in place (Technical and HSE)? \*

13.23. How do you ensure that plant and equipment that you own, or that you hire in, and use at your own premises, client sites, or at other locations is correctly certified, registered, controlled and maintained in a safe working condition? \*

13.24. Do you have a documented Sustainability Management System and or ISO 26000, IQNet SR10, SGE21, SA8000, NP 4469 or equivalent? \*

13.28. Do you have an Eco Vadis Sustainability Certificate? \*

## 1.11. Responsible Sourcing

Responsible Sourcing Details are required in this section.

**14. Responsible Sourcing**  
Responsible Sourcing

14.1 Do you stay up to date with local laws / regulations and any changes to ensure that your supply chain is compliant with environmental and ethical laws? \*

14.2 Do you have a written Business Ethics or business integrity policy/ procedure or Code of Conduct in place? \*

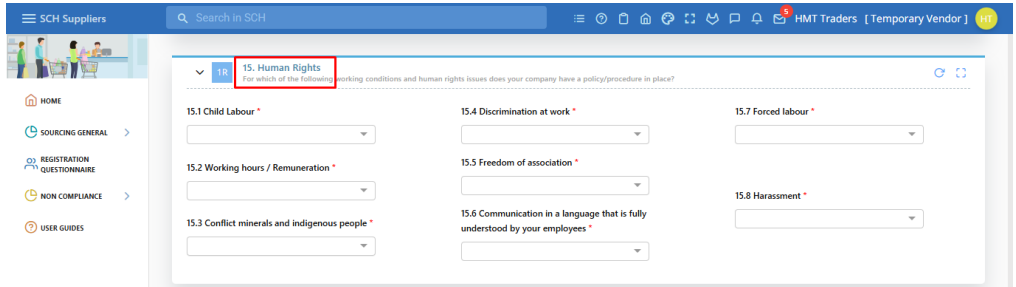
14.3 Do you have a written procedure to assess and address risk across your supply chain? \*

14.4 Do you have a written policy/procedure on prohibiting bribery, corruption and fraud within your business? \*

14.5 Are you involved in projects or efforts to improve the local community? \*

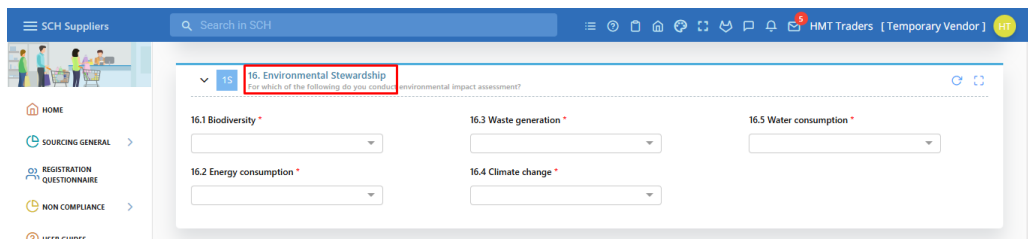
## 1.12. Human Rights Policy

Human Right policies responses are required in this section.



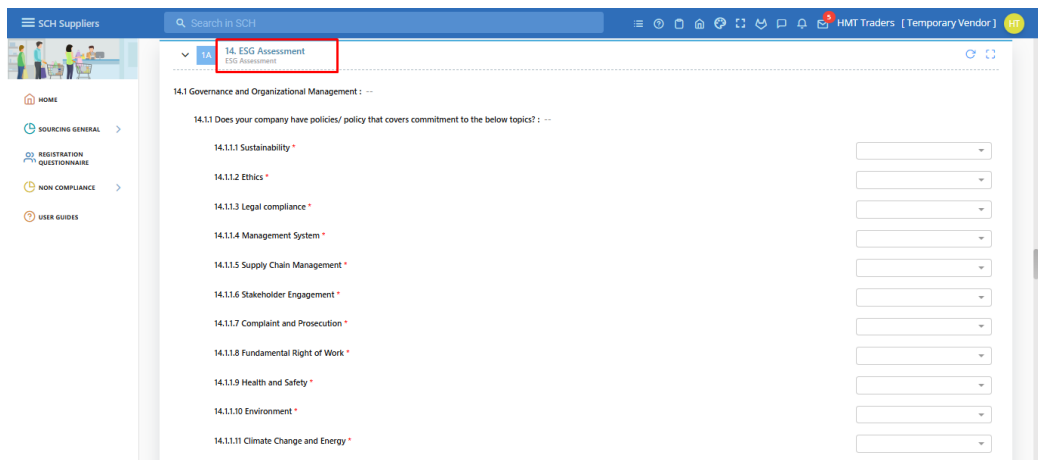
## 1.13. Environmental Stewardship

Environmental impact responses are required in this section



## 1.14. ESG Assessment

If the selected categories are other than corporate service & Operational and logistics services, ESG Assessment section will be enabled.



# Supplier User Guide

SCH Suppliers Search in SCH HMT Traders [Temporary Vendor] HT

- HOME
- SOURCING GENERAL
- REGISTRATION QUESTIONNAIRE
- NON COMPLIANCE
- USER GUIDES

14.1.1.12 Resource Use \*

14.1.1.13 Site Stewardship \*

14.1.1.14 Water Management \*

14.1.1.15 Transport Impacts \*

14.1.1.16 Employment And Skills \*

14.1.1.17 Local Communities \*

14.1.1.18 Financial Stability \*

14.1.1.19 Contribution of Built Environment \*

14.1.1.20 Social Responsibility \*

14.1.1.21 Sustainable Procurement \*

14.1.1.22 Quality \*

14.1.2 Has your company (Board, CEO) made a public commitment to sustainability that cover environment, social and governance?(in reference to sustainability in your company's vision, mission statement, values, principles, code of conduct, etc. or it could be a stand-alone commitment statement.) \*

14.1.3 Does your organization assigned body or position has the overall responsibility for sustainability & climate related matters in your company? \*

14.1.4 Do have procedures to evaluate compliance to laws and regulations \*

SCH Suppliers Search in SCH HMT Traders [Temporary Vendor] HT

- HOME
- SOURCING GENERAL
- REGISTRATION QUESTIONNAIRE
- NON COMPLIANCE
- USER GUIDES

14.1.5 What is the ratio of female in on your executive board member?: --

14.1.5.1 Number of males \*

14.1.5.2 Number of females \*

14.1.6 Do you have a corporate sustainability report? \*

14.1.7 Have you implemented Life Cycle Assessments for your product (LCA)? \*

14.2 Supply Chain Management (If yes please provide a policy procedure applied in place for the following) : --

14.2.1 Do you have documented quality, environment, health and safety procedures to implement the responsible sourcing \*

14.2.2 Do you have documented procedures for purchasing and approval of suppliers \*

14.2.3 Do you stay up to date with local laws / regulations and any changes to ensure that your supply chain is compliant with environmental and ethical laws? \*

14.2.4 Do you have a written Business Ethics or business integrity policy/ procedure or Code of Conduct in place? \*

14.2.5 Do you have a written procedure to assess and address risk across your supply chain? \*

14.2.6 Do you have a written policy/procedure on prohibiting bribery, corruption and fraud within your business? \*

14.2.7 Are you involved in projects or efforts to improve the local community? \*

14.3 Human Rights (If yes please provide a policy/procedure applied in place for the following) : --

SCH Suppliers Search in SCH HMT Traders [Temporary Vendor] HT

- HOME
- SOURCING GENERAL
- REGISTRATION QUESTIONNAIRE
- NON COMPLIANCE
- USER GUIDES

14.3.2 Working Hours and Remuneration: Are working hours and remuneration policies within your organization compliant with labor laws and standards? \*

14.3.3 Conflict Minerals and Indigenous People: Does your organization have measures in place to ensure the responsible sourcing of minerals and protect the rights of indigenous communities affected by mining activities? \*

14.3.4 Discrimination at Work: Does your organization have policies and practices in place to prevent discrimination based on factors such as race, gender, or religion in the workplace? \*

14.3.5 Freedom of Association: Does your organization respect the right of employees to freely associate and join labor unions or other worker organizations? \*

14.3.6 Communication in a Fully Understood Language: Does your organization ensure that communication with employees is conducted in a language that all employees fully understand? \*

14.3.7 Forced Labor: Does your organization prohibit the use of forced or compulsory labor in any form within its operations or supply chain? \*

14.3.8 Harassment: Does your organization have policies and procedures in place to prevent and address harassment in the workplace? \*

14.4 Employee Well-being : --

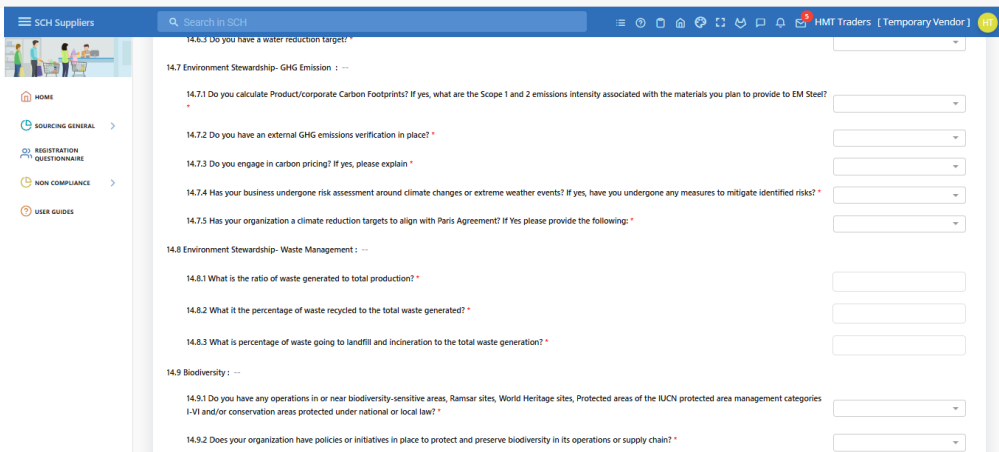
14.4.1 Do you have a policy regarding staff well-being? \*

14.4.2 Do you have any a workplace major incident or fatality during last year? \*

14.4.3 Do you have policies that protect potential whistleblowers within your company? \*

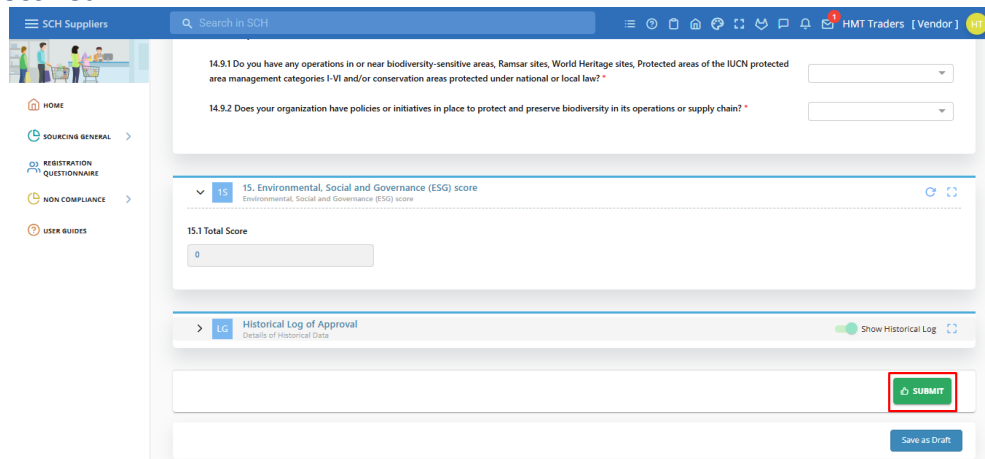
14.4.4 What is the percentage of gross annual earnings of female to male paid employees? : \* --

14.4.4.1 Male annual gross earning \*



### 1.15. Final Submission

Once all questions on the registration form are responded to, the Supplier clicks the submit option, then the approval process will begin. If any correction respective needs to do by the Supplier, then an Email will be triggered to the Supplier requesting any issues to be rectified.



Save as Draft is used to save the details onto the portal. Suppliers can edit again if any of documents are missing or planning to make submission after few days. Suppliers can submit after filling in all the details.