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emirates steel arkan

# SUPPLIER REGISTRATION MANUAL












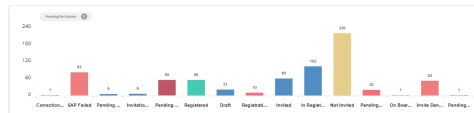
## Abbreviations

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
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	First Page
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	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.

support      Supplier Registration - Invitation - BP1083 - Supplier Registration Invitation - BP1083 Supplier Invite Notification Dear Sir/Madam , Emirates Steel Arkan Sup...      7:07 PM

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

### Supplier Registration Invitation - BP1083

#### Supplier Invite Notification

Dear Sir/Madam ,

Emirates Steel Arkan Supplier Management Team has invited you to register to become a supplier with Emirates Steel Arkan. The below set-up is mandatory to include 'Company Name' in Emirates Steel Arkan Online purchasing process, hence you need to initiate at the earliest to allow registration & sourcing enablement.

1. Setup Online account using the below link and Credential details.
2. Fill in Emirates Steel Arkan Registration questionnaire : Provide company data uploading Trade license/Certificates/Bank details, etc.
3. Submit entire response and status.

ESA will review & you will receive an auto-notification after internal approval.

Only follow up for registration status updates after completing the Online Portal set-up, any further queries, you may contact [ESSupplier@emiratessteel.com](mailto:ESSupplier@emiratessteel.com)

Login Details	
Registration URL	: <a href="#">Please Click here to login</a>
User ID	: VEND1509
Password	: NXNVhdJ0y8

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 has been filled in the initial page along with new information.

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

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

The screenshot shows the 'General Information' section of the supplier registration form. Key elements include:

- Organization Name:** A text input field containing 'VM TESTING SUPPLIER'.
- Association Status:** A dropdown menu with 'Yes' selected, labeled 'Is the company an associate of an existing supplier to ESA 7?'.
- Associate Company Name:** An empty text input field labeled 'Name of the associate company'.
- Code of Conduct:** A section titled 'Suppliers Code of Conduct' with a link and a dropdown menu for acceptance, currently showing 'Yes'.

## 1.2. UAE 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.

The screenshot shows the 'AE Country Specific Information' section of the supplier registration form. Key elements include:

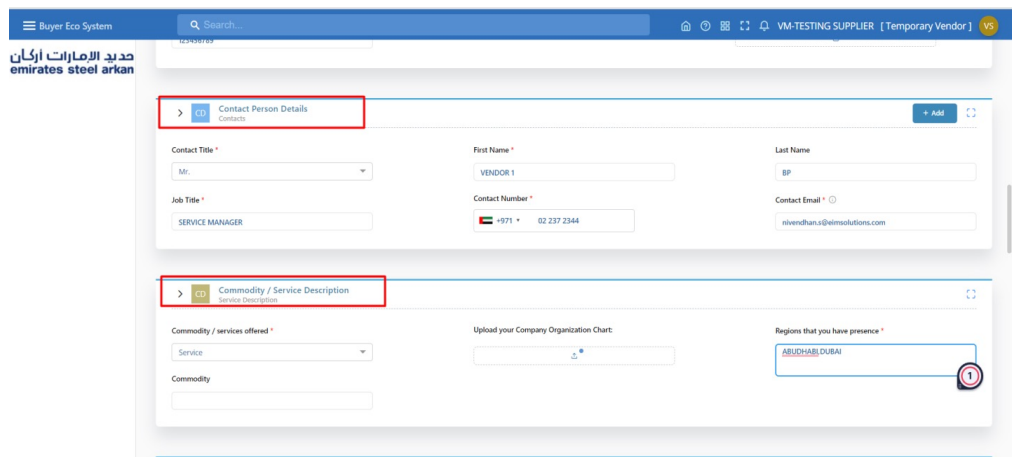
- Company Address:** Fields for 'Address Lines 1 / Street' (118, DUBAI), 'Address Lines 2' (118, UAE), and 'Postal Code' (857102).
- Location:** 'City' (ABU DHABI), 'Country' (United Arab Emirates), and 'State / Emirate / Province (Region)' (Dubai).
- ICV Score:** 'Does your Company have a In Country Value (ICV) Certificate?' (Yes) and 'What is your ICV score as a %?' (85).
- License & Employees:** 'ICV Expiration Date' (06-09-2025), 'Name of Company Owner as on license' (1), 'Trade License Expiry Date' (06-01-2025), 'Count of employed UAE nationals' (1), and 'Count of employed non-UAE nationals' (1).
- Registration:** 'Trade License Certificate Number' (987654123) and 'VAT Registration Expiry Date'.

### 1.3. Contact Person Details

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

### 1.4. Community/Service Description

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



Under Commodity description section, remove "Commodity."

### 1.5. Financial Data

Fill all mandatory fields.



## 1.6. 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.

The screenshot shows the 'Bank Informations' form in the Buyer Eco System. The form is divided into several sections:

- Is the Company bank included on list? \***: A dropdown menu with 'Yes' selected.
- BankID \***: A dropdown menu with 'PUNB0405200 - Punjab National Bank - Indrapuram' selected.
- Branch Address \***: A text input field containing 'Indrapuram'.
- Bank Name**: A text input field containing 'Punjab National Bank'.
- Bank A/C Number \***: A text input field containing '852963741'.
- Currency \***: A dropdown menu with 'AED' selected.
- Bank Country \***: A dropdown menu with 'Gambia' selected.
- IBAN \***: A text input field containing '123456789'.
- Name of Beneficiary (Bank Account Holder Name) as per company /trade license \***: A text input field containing 'VM-TESTING SUPPLIER'.
- Swift Code/ IFSC Code \***: A text input field containing 'PUNB0405200'.
- Download Bank reference template**: A button to download a template.
- Upload the filled template on company letterhead , signed by authorized person with company seal: \***: A file upload field.
- Do you have a Confirmation letter from the bank( mandatory for bank updates )**: A dropdown menu.
- Correspondence Bank Details (Chips code/ ACH/ EFT/ ABA/ FED)**: A text input field.

## 1.7. Business Continuity Management

Business Continuity of the Supplier to be filled here.

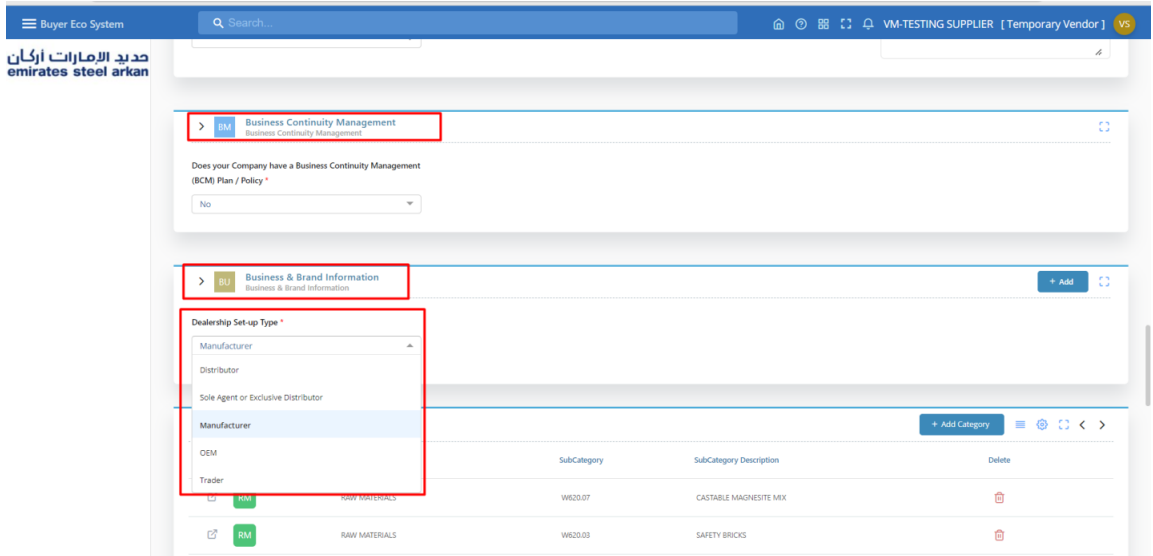
## 1.8. Business and Brand Information

Business type of the Supplier Brand are to be maintained here, if distributor, expiry of dealership too.

## Category Selection

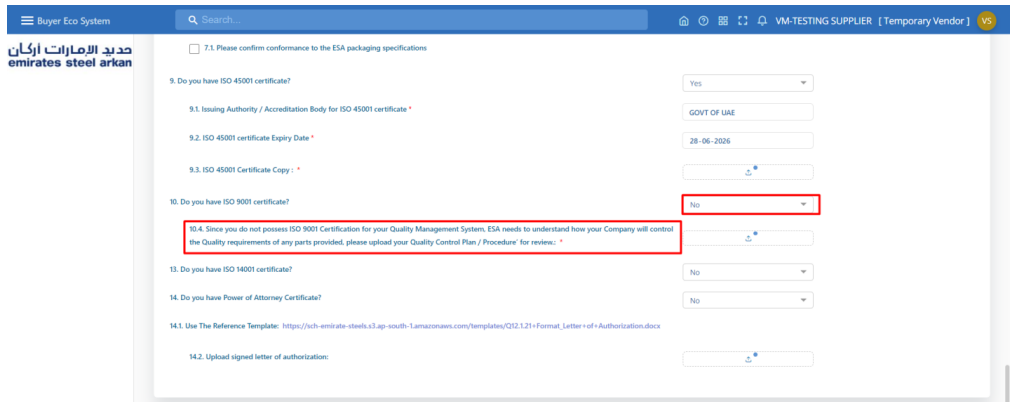
Category for the Supplier has to be completed in this section.

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



## 1.9. Category Specific Information

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



## 1.10. Responsible Sourcing

Responsible Sourcing Details are required in this section.

## 1.11. Human Rights Policy

Human Right policies responses are required in this section.

The screenshot shows the 'Responsible Sourcing' section of the Buyer Eco System. It contains two main parts, both highlighted with red boxes. The first part, titled 'Responsible Sourcing', includes questions such as '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?' and 'Do you have a written Business Ethics or business integrity policy/ procedure or Code of Conduct in place?'. The second part, titled 'For which of the following working conditions and human rights issues does your company have a policy/procedure in place?', includes questions about 'Child Labour', 'Working hours / Remuneration', 'Conflict minerals and indigenous people', 'Discrimination at work', 'Freedom of association', 'Communication in a language that is fully understood by your employees', 'Forced labour', and 'Harassment'. Each question has a dropdown menu for 'Yes' or 'No' answers.

## 1.12. 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.

This screenshot shows the same 'Responsible Sourcing' section as above, but with the 'SUBMIT' and 'Save as Draft' buttons at the bottom right highlighted with red boxes. The 'SUBMIT' button is green with a white arrow icon, and the 'Save as Draft' button is blue with a white arrow icon.

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