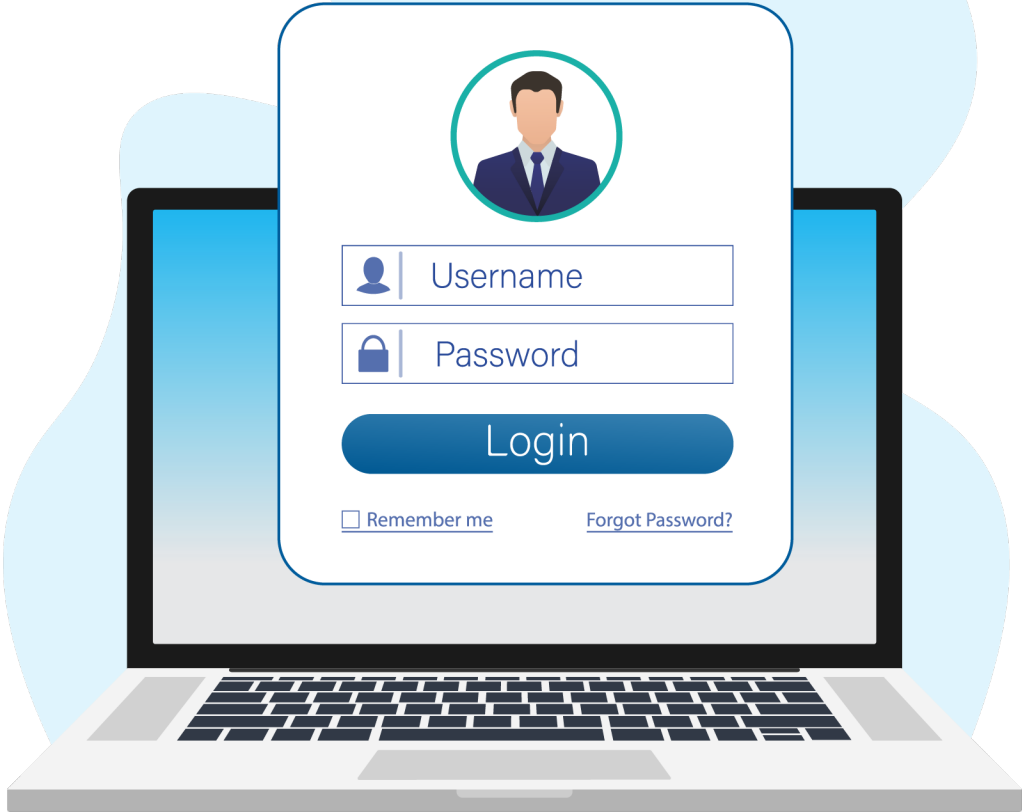حديد الإمارات أركان
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SUPPLIER
SELF REGISTRATION
MANUAL

Username

Password

Login

☐ Remember me   Forgot Password?

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
>I	First Page
I<	Last Page
	Information
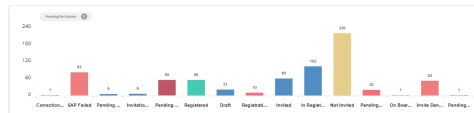
TABLE OF CONTENTS

Document Purpose

The intent of this user guide is to provide the step-by-step instructions for the Suppliers to Self-Register through ESA Portal.

Supplier Self Registration Process in Portal

Use the Supplier Portal link from the ESA Website and click the below highlighted Supplier Registration Request option to start the Supplier Registration Process.
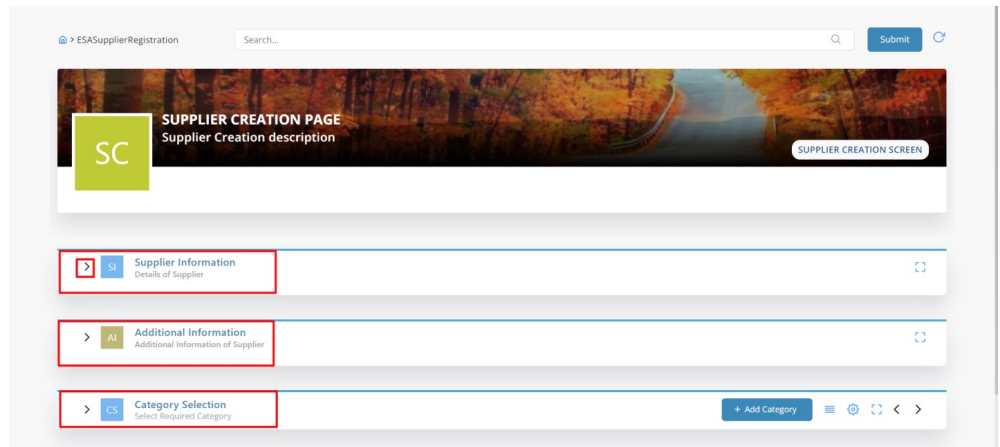
https://www.emiratessteelarkan.com/supplier-self-request-link-user-guide/
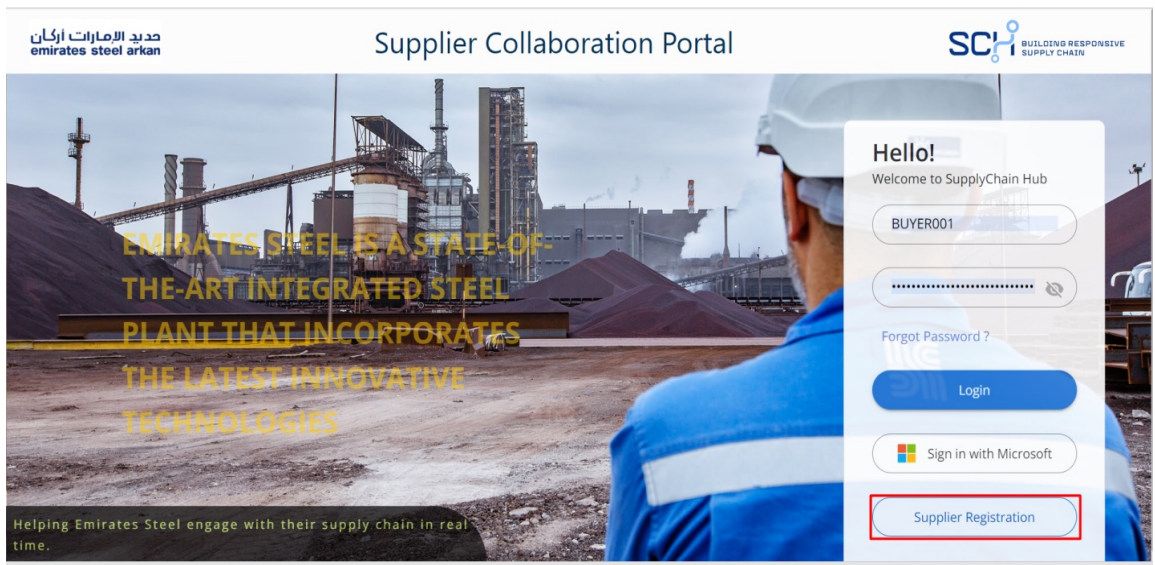
1. Supplier Creation Page

There are three sections to fill in the initial Supplier details as mentioned below…

    1.1. Supplier Information
    1.2. Additional Information
    1.3. Category Selection

1.1 Supplier Information

Basic details of Supplier Information is available in the Supplier Information section.

1.1.1 Enter the Personal Details of the Suppliers.

1.1.2. The invitation Link will be sent to the Supplier Email ID provided here. This Email ID will receive the Temporary Username and password for Initial Login.

1.1.3. Supplier contact number should be maintained with the respective country codes.
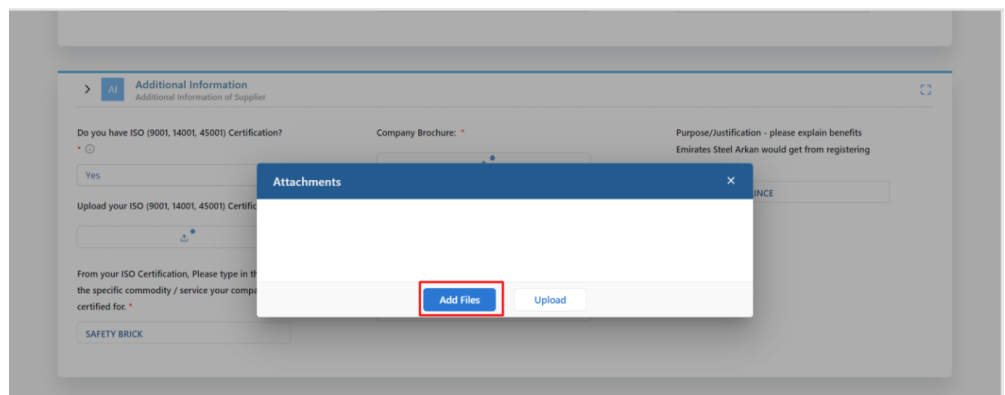
Additional Information of Supplier

1.1.4. Complete the additional details and attach the corresponding documents for verification.

1.1.5. In Country Value (ICV) certificate is applicable only for the United Arab Emirates Suppliers. Other Country Suppliers can select 'No' from the Drop down.
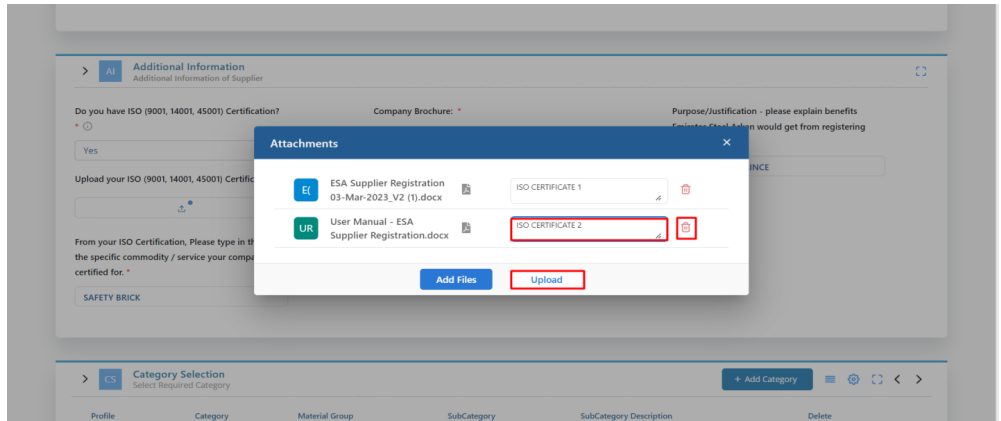
1.1.6. ISO Certification is requested from all Suppliers. Suppliers can select 'No' if they don't have the ISO Certificate.
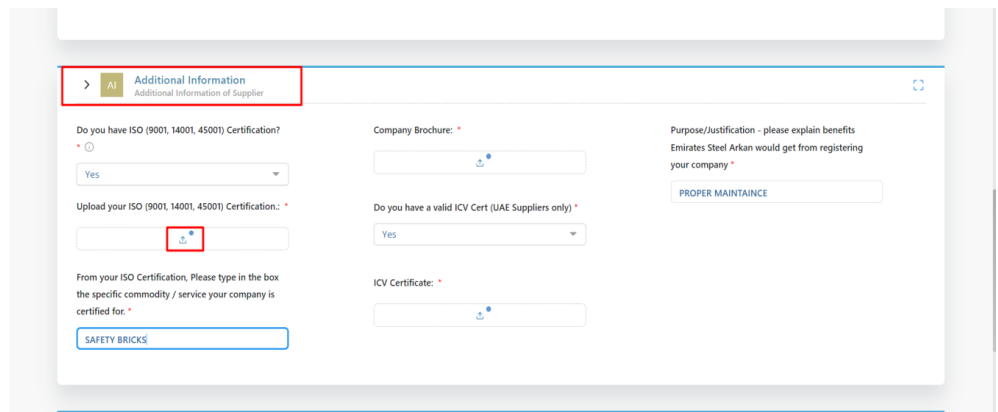
1.1.7. To upload the ISO Certificate, use the. ⬆ option and add the files.

1.1.8. The Supplier can also add the Multiple Files and Click 'Upload' to submit multiple Certificates Supplier can add comments during the upload process.
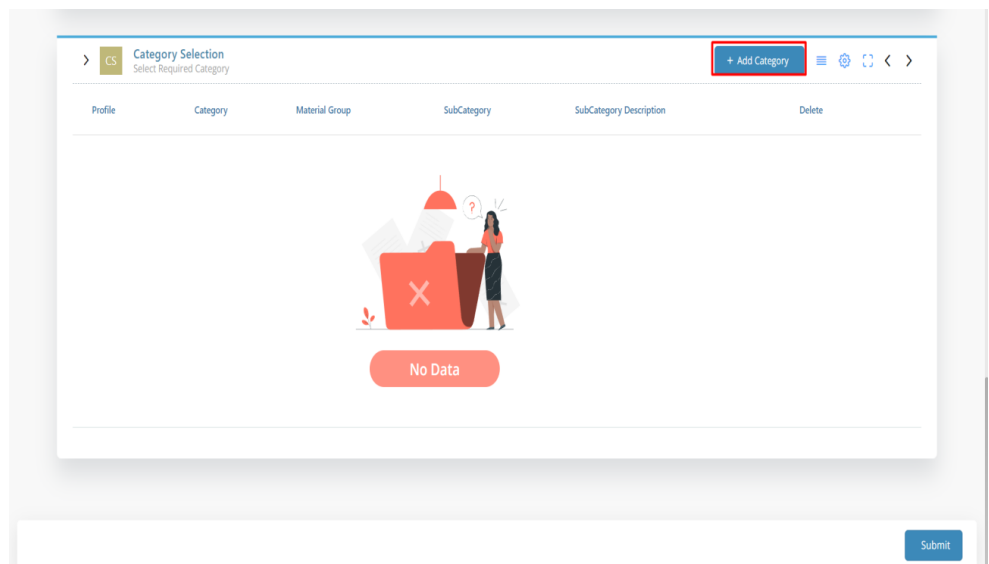

**1.1.8.** Delete icon is used to delete the attached file in the additional information.

1.2 Choosing Category for Supplier

**1.2.1.** Add a category by clicking the below option.

1.2.2. In the category selection, User can use the default rows ☰ icon to change the size of the rows. Settings option used to display the needed tabs. The square box is used to view the categories in full screen mode.
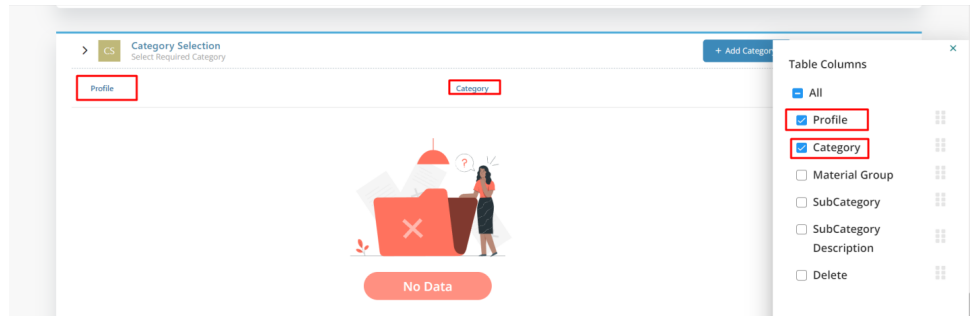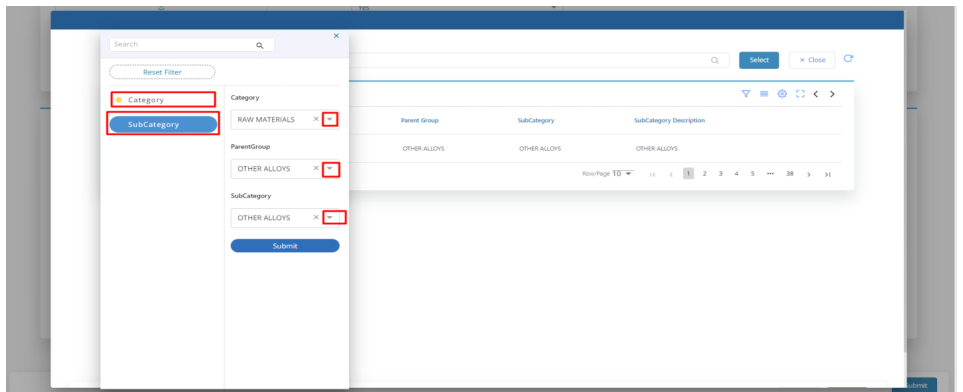

1.2.3. User can select the required categories from the drop-down List. User can also choose the multiple categories from the dropdown box. The square box arrow symbol is used to view the description of the category.
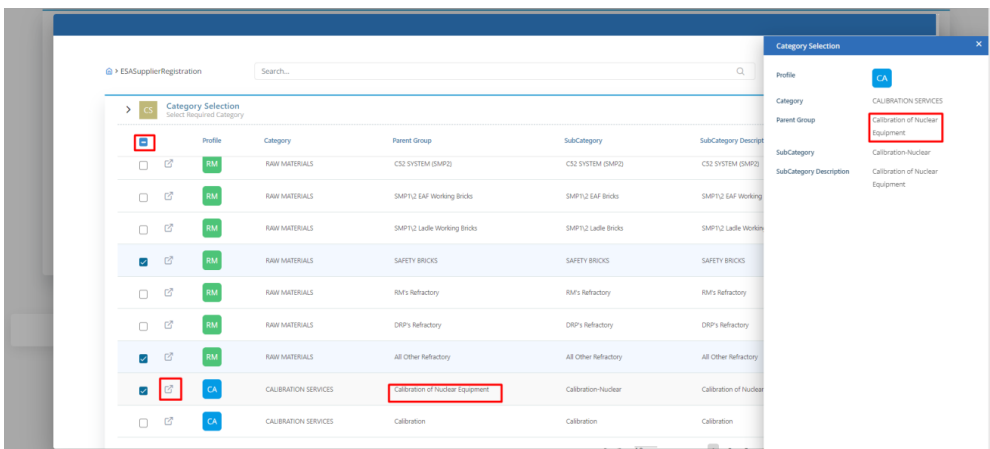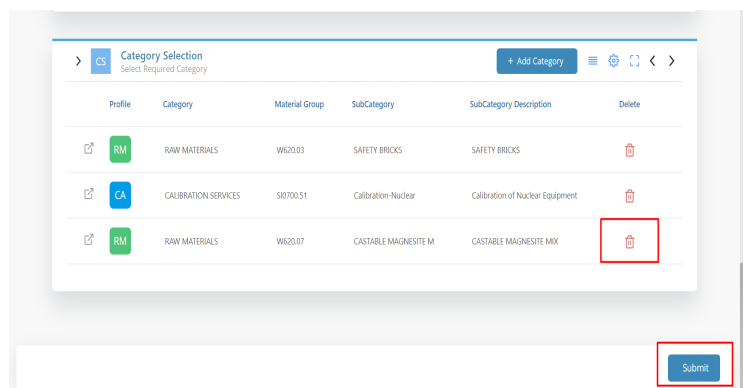
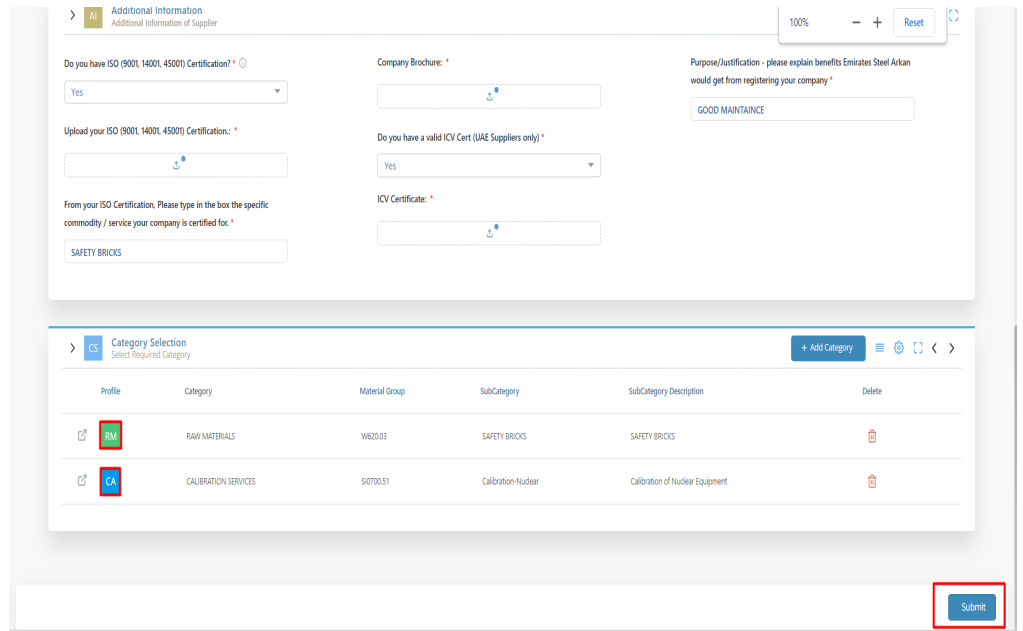**1.2.4.** Click the select button after choosing the Categories.
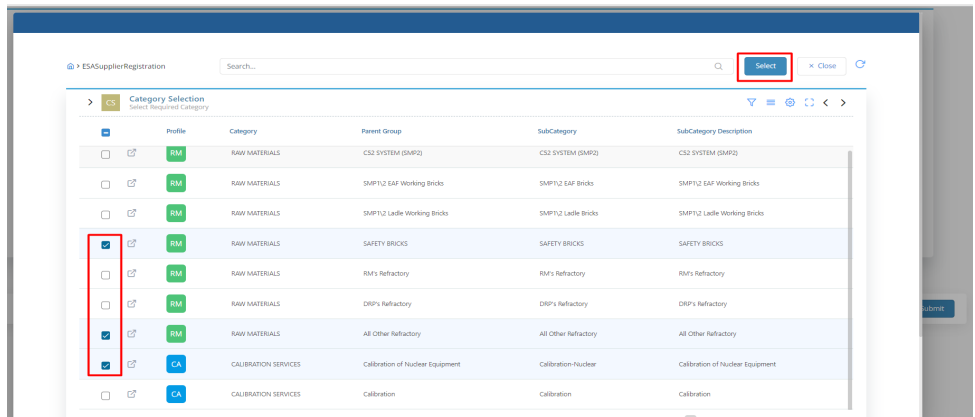
1.2.5. By using Filter Icon ▽ User can choose the Sub-category, Patent Group etc.,

1.2.6. By using Filter Icon 🗑 User can choose the Sub-category, Patent Group etc.,

1.2.7. After deletion, Category selection section look like below. Now, click the 'submit' option for selected category for Full Registration process.


Depending upon the Category selected, the Category Manager will make the Approval.

1.2.8. An alert pop up will be generated to complete the required fields, if any of the mandatory fields are not completed in the initial page.
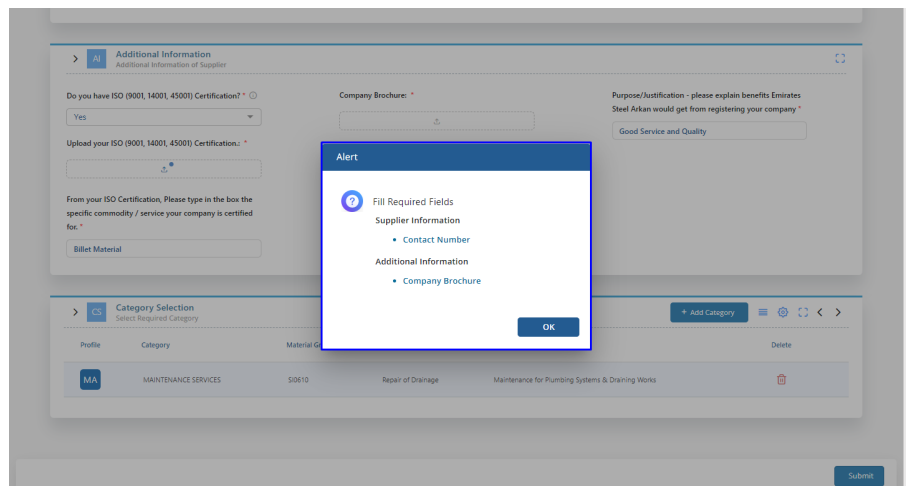
1.2.9. The new Supplier Request will be created. Pop-Up will show and notify to the Supplier that a Supplier Request has been added as shown below.

New Supplier Has Been Added   dismiss
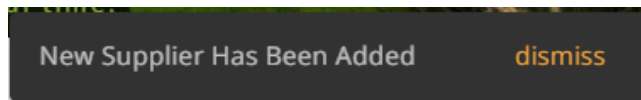
The Supplier will receive temporary Username and Password to their Email ID, to complete the full registration – if the Vendor Management Team and Procurement Category Manager approve the Supplier Request.