حديد الإمارات أركان emirates steel arkan

SUPPLIER SELF REGISTRATION MANUAL



Emirates Steel Arkan Version 2.0 | 10th March 2023



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

(0)	Icons & Sy	mbols

Icons/Symbols	Purpose
°2,	Workflow icon
C	Supplier List & Descriptions
Ū	Delete
Y	Filter
≡	Row size
\$	Settings
*	Mandatory Symbol
C3	Full Screen
45	Exit Full Screen
< >	Scroll right and scroll left
🛃 🔀	Download Via Word and Excel Format
	Graph
a0a	Country 10/10/2 Party, Index, Anny, Report 20 Barrier, and Depres, Remort Party, Other, Resider, Anny,
>1	First Page
K	Last Page
<u>;</u>	Information

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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

	Search	Q Submit C
SC SUPPLIER	CREATION PAGE ation description	SUPPLIER CREATION SCREEN
S Supplier Informatio Details of Supplier	1	0
Additional Information of Additional Informational Information of Additional Informational Infor	on Suppler	0
> Cs Category Selection		+ Add Category 📃 🔞 门 🗸 🗲

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.

Supplier Name *	Address Lines 1 / Street *	Address Line 2 *
VM-TESTING SUPPLIER	118,DUBAI	119, UAE
City *	Country *	State / Emirate / Province (Region) *
ABU DHABI	United Arab Emirates	Dubai
Postal Code *	Contact Title *	Contact First Name *
857102	Mr. 💌	VENDOR 1
Contact Last Name *	Contact Email * 🛈	Contact Number *
80	niver dian a Coloneal stiens and	+971 • 022345678

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.

Al Additional Information Additional Information of Supplier			0
Do you have ISO (9001, 14001, 45001) Certification? • 🕓	Company Brochure:	Purpose/Justification - please explain benefits Emirates Steel Arkan would get from registering	
Yes 👻	<u>ه</u> ً	your company *	
Upload your ISO (9001, 14001, 45001) Certification •	Do you have a valid ICV Cert (UAE Suppliers only) *	PROPER MAINTAINCE	
<u> </u>			
From your ISO Certification, Please type in the box the specific commodity / service your company is	ICV Certificate: *		
certified for. *	±*		
SAFETY BRICKS			

1.1.7. To upload the ISO Certificate, use the. ______ option and add the files.

Additional Information Additional Information of Suppli	ier			0
Do you have ISO (9001, 14001, 45001) Certific • ①	ation?	Company Brochure: *	Purpose/Justification - please explain benefits Emirates Steel Arkan would get from registering	
Yes	Attachments		×	
Upload your ISO (9001, 14001, 45001) Certific			INCE	
±•				
From your ISO Certification, Please type in th				
the specific commodity / service your compa certified for.*		Add Files Upload		

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.

Do you have ISO (9001, 14001, 45001) Certifica	tion?	Company Brochure	•		Р	urpose/Justifica	ation - please explain benefits	
• ①	Attachments				r.	x	even would get from registering	
Upload your ISO (9001, 14001, 45001) Certific	E	A Supplier Registration	B i	ISO CERTIFICATE 1		Ū	INCE	
*	03	er Manual - ESA	II).	ISO CERTIEICATE 2		A		
From your ISO Certification, Please type in the specific commodity (service your comparing)	UR Su	pplier Registration.docx		130 CENTIFICATE 2	4			
certified for. *		Ado	d Files	Upload				
SAFETY BRICK								

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 \equiv 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.

								Category Selection	
	ASupplie	Registrat	ion	Search			٩	Profile	CA
)	CS	Catego Select R	ory Selection lequired Category					Category Parent Group	CALIBRATION SERVI Calibration of Nucle
			Profile	Category	Parent Group	SubCategory	SubCategory Descript	SubCategory	Equipment Calibration-Nuclear
		ß	RM	RAW MATERIALS	C52 SYSTEM (SMP2)	C52 SYSTEM (SMP2)	C52 SYSTEM (SMP2)	SubCategory Description	Calibration of Nucle
		ď	RM	RAW MATERIALS	SMP1\2 EAF Working Bricks	SMP1\2 EAF Bricks	SMP1\2 EAF Working		Equipment
		ď	RM	RAW MATERIALS	SMP1\2 Ladle Working Bricks	SMP1\2 Ladle Bricks	SMP1\2 Ladle Workin		
		ø	RM	RAW MATERIALS	SAFETY BRICKS	SAFETY BRICKS	SAFETY BRICKS		
		đ	RM	RAW MATERIALS	RM's Refractory	RM's Refractory	RM's Refractory		
		C"	RM	RAW MATERIALS	DRP's Refractory	DRP's Refractory	DRP's Refractory		
		ď	RM	RAW MATERIALS	All Other Refractory	All Other Refractory	All Other Refractory		
		đ	CA	CALIBRATION SERVICES	Calibration of Nuclear Equipment	Calibration-Nuclear	Calibration of Nuclear		
		ø	CA	CALIBRATION SERVICES	Calibration	Calibration	Calibration		

> ESAS	upplier	Registratio	n	Search			Q Select × Close C
>	cs	Categor Select Req	y Selection puired Category				$\forall = \otimes \ \bigcirc \ \checkmark \ >$
			Profile	Category	Parent Group	SubCategory	SubCategory Description
		C.	RM	RAW MATERIALS	CS2 SYSTEM (SMP2)	C52 SYSTEM (SMP2)	CS2 SYSTEM (SMP2)
		C ⁷	RM	RAW MATERIALS	SMP1/2 EAF Working Bricks	SMP1\2 EAF Bricks	SMPT\2 EAF Working Bricks
	0	C	RM	RAW MATERIALS	SMP1\2 Ladle Working Bricks	SMP1\2 Ladle Bricks	SMPT/2 Ladle Working Bricks
Γ		đ	RM	RAW MATERIALS	SAFETY BRICKS	SAFETY BRICKS	SAFETY BRICKS
L	0	đ	RM	RAW MATERIALS	RM's Refractory	RM's Refractory	RM/s Refractory
Ι	0	C'	RM	RAW MATERIALS	DRP's Refractory	DRP's Refractory	DRP's Refractory
		C'	RM	RAW MATERIALS	All Other Refractory	All Other Refractory	All Other Refractory
		c	CA	CALIBRATION SERVICES	Calibration of Nuclear Equipment	Calibration-Nuclear	Calibration of Nuclear Equipment

1.2.4. Click the select button after choosing the Categories.

1.2.5. By using Filter Icon \forall User can choose the Sub-category, Patent Group etc.,

Peret Diter				Q	Select	×	llose C
	Extensor				⊽ =	00	< >
SubCategory	RAW MATERIALS X	Parent Group	SubCategory	SubCategory Description			
	ParentGroup	OTHER ALLOYS	OTHER ALLOYS	OTHER ALLOYS			
	OTHER ALLOYS ×		Row/	Page 10 - IC C 1 2 3	4 5	38 >	>1
	SubCategory						
	OTHER ALLOYS ×						
	Submit						

Patent Group etc.,

1.2.6. By using Filter Icon ¹ User can choose the Sub-category,

Profile	Category	Material Group	SubCategory	SubCategory Description	Delete
🖄 🕅	RAW MATERIALS	W620.03	SAFETY BRICKS	SAFETY BRICKS	Û
CA 🖸	CALIBRATION SERVICES	\$10700.51	Calibration-Nuclear	Calibration of Nuclear Equipment	Û
🖉 🕅	RAW MATERIALS	W620.07	CASTABLE MAGNESITE M	CASTABLE MAGNESITE MIX	Û

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

Do you have ISO (9001, 14	001, 45001) Certification? * 🕕	Company Brochure: *		Purpose/Justification - please exp	Purpose/Justification - please explain benefits Emirates Steel Arkan		
Yes	*		±•	would get from registering your company *			
Upload your ISO (9001, 14	001, 45001) Certification.: *	Do you have a valid IC	V Cert (UAE Suppliers only) *				
	۵.	Yes		T			
From your ISO Certification	in, Please type in the box the specific	ICV Certificate: *					
commodity / service your	company is certified for. *		ి				
_							
C Category Select Requ Profile	Selection red Category Category	Material Group	SubCategory	SubCitegory Description	+ Add Category 🗮 🛞 🚺 🗸 🕨 Delete		
CS Category Select Requ Profile RM	Selection Ind Category Category RAW MATERIAS	Material Group W52003	SubCategory SAFETY BROXS	SubContegory Description SuPETY BROOS	+ Add Critigory E 😨 🗘 🔇 🗴 Delete		
CS Category Profile Image: Category Image: Category RM Image: Category Category	Selection Ind Category Category RAW MATERIALS CHIERATION SERVICES	Material Group Webbas 50770531	SidCategory SAFETY BROOS Calibration-Hudear	SubCategory Description SuFETY BRCKS Calibration of Nuclear Equipment	+ Add Category E 😨 🕻 🕹 🕹		
Constraints Constrain	Selection red Category Category RAWI MATERIUS CALERATION SERVICES	Matterial Group W62003 S07702.51	SubCategory SAFETY BROS Callenton-Nuclear	SubCategory Description SuFETY BROKS Galibration of Nuclear Equipment	+ Add Category E 💿 🛟 < > Delete		

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.

Do you have ISO (9001, 14001, 45001) Certification? * () Yes		Company Brochure: *	Purpos Steel A	e/Justification - please explain benefits Emirates ikan would get from registering your company *	
Upload your ISO (9001, 14001, 45001) Certification.: *		Alert	Goor	Service and Quality	
From your ISO Certification, Please type in the box the specific commodity / service your company is certified for, "		 Fill Required Fields Supplier Information Contact Number Additional Information Company Brochure 			
CS Category Selection Select Required Category				+ Add Category 🗮 🛞 💭	<
Profile Category	Material Gr		UK	Delete	
MA MAINTENANCE SERVICES	\$10610	Repair of Drainage	Maintenance for Plumbing Systems & Draining	Works	

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.

ur crinci	
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.