New Supplier Registration

*Please note that the below registration process is only for new suppliers who have not engaged or received any work order from Etihad Energy Services LLC.

Suppliers engaged or received any work order/purchase order from Etihad Energy Services LLC have to proceed from Step 5

Step 1: Please click on the below link If you wish to register as a new supplier with Etihad Energy services LLC. <u>Supplier Self-Registration (etihadesco.ae)</u>

Step 2: Please ensure to keep the documents listed below handy in order for smooth registration.

- a) Recent Bank Account Details Confirmation Letter from Bank Soft Copy.
- b) Bank Account Details confirmation on company letter head, address to Etihad Esco, to be signed by authorized signatory with name and company stamp.
- c) Valid Trade License Copy
- d) ID proof of the authorized signatory
- e) POA or MOA Copy
- f) TRN Certificate
- g) Company Profile

Step 3: Please ensure to fill in all the information required. (Screenshots of the Portal have been included in the manual for further reference.

Guidelines:

- 1) Please ensure the right email address has been mentioned as it would be used for the tendering process communication as well.
- 2) Please ensure all the documents are valid and in line with the requirements mentioned.
- **3)** Upon completion of registration, please send an email to <u>etihad.tenders@etihadesco.com</u> stating confirmation on the same.
- 4) Submitting the registration request without the Banking Details & supporting documents, Company Profile, Trade License, VAT certificate, Address, authority Licenses will be rejected (Ensure all applicable attachments are uploaded)
- 5) Vendors to ensure the Company name ,address, Banking details and all other details are as per the valid documents like Trade License ,Vat certificate & Bank Account details.
- 6) Hard Copies to be submitted at Etihad Office :
 - Recent Bank Account details confirmation letter from Bank (Original)
 - Bank Account Details confirmation on company letter head, address to Etihad Energy Services LLC, to be signed by authorized signatory with name and company stamp (Original)

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SAP	Supplier Self-Registration
Send Close System Information Create Memory Snapshot	
Welcome to the Supplier Self-Registration Page Here, the company can provide instructions or any other information for the suppliers. The text can Relationship Management under Supplier Collaboration - Supplier Self-Registration - Self-Registrat • Fields marked with an asterisk are mandatory. General Company Information	an be changed in Customizing for SAP Supplier ation Screen
* Company Name: DP Wipro India D-U-N-S Number:	PO Box Address
Tax Jurisdictio :	Postal Code / City: 54321 Dubai
TradeLicense 8887779432 Valid from: 03.01.2024 VAT Registration No: 8887779432 Chmber of Commerce: 8887779432	Valid To: 31.01.2025 Phone Number: 8887779432 971 8887779432 Valid To: 31.01.2025 # Abbile Phone: 971 8887779432 971 Fax Number: # E-Mail Address: 8887779432exp@esco.com
Bank County: AE C Bank Key: 026 C Bank Account: 8887779432 Account Holder: Devi presad IBAN:	

Address	
* Country:	AE CP
Region:	C
District:	
* Postal Code / City:	54321 Dubai
Company Postal Code:	
Street/House Number:	
Street Prefix:	
Street Suffix:	
Building/Floor/Room:	
Contact Pers	on Information
	Copy Company Data
* First Name: Dev	* Phone Number: 8887779432
* Last Name: sud	hakar Fax Number:
* Form of Addr: Mr.	* E-Mail Address: 8887779432exp@esco.com
Academic Title:	★Language: EN []
Department:	* Country: AE []

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Product Categories Provided

Product Categories Prov	vided			
ESCO -RSB Accredited	Solar Contractors-Shams Dubai Approved	Solar Contractors		
M&V Service Provides	Facility Management Companies	MEP Companies		
Fire Equipment /Fire fighting Companies	Others	Electromechanical		
Quality Management Sy	rstems			
Other Characteristics				
Minority Status: Valid To:				
Women-Owned: Valid To:				
Attachment				
VAT Certificate				V Ø Attach File
File Name Attachment Type	MIME type			
O RFx Response.pdf VAT Certificate a	application/pdf			
Provide the Following Docume	nts for verification			
Required Attachments				
Recent Bank Account details confirmation le	atter from Bank Original and Soft Copy			
Bank Account Details confirmation on comp Valid Trade License Copy	any letter head, address to Etihad Esco, to be sig	ned by authorized signatory with name and compar	iy stamp Original & Soft Copy	
ID proof of the authorized signatory Copy				Activate Window
POA or MOA Copy				Co to Sottings to activ
				GO to Settings to activ
File Name Attachment Ty	pe mime type			
REX Response.par VAT Certificate	application/pdf			

Provide the Following Documents for verification	
Required Attachments	
Recent Bank Account details confirmation letter from Bank Original and Soft Copy	
Bank Account Details confirmation on company letter head, address to Etihad Esco, to be signed by authorized signatory with name and company stamp Original & Soft Copy	
Valid Trade License Copy	
ID proor or the automored signatory Copy PDA or MOA Copy	
, or or more copy	
Notes	
Data Privacy Statement	
* You I have made the data minute attachment and accept the terms :	
Y Tos, there read use privacy satement and accept use remins.	
You cannot enroll unless you agree Past Supply work record/ Company Pofile/Financial statement (fl applicable).	
	Ac
	Go

SAP	Supplier Self-Registration	
Send Close System Information Create Memory Snap	۹	
Welcome to the Supplier Self-Re Here, the company can provide instructions or any other here Batatronhip Management under Supplier Collaboration - Sop * Fields mainted with an asterik are mandatory. General Company Information	stration Page tion for the suppliers. The text can be changed in Customizing for SAP Supplier er Self-Registration – Self-Registration Screen	
*Company Name D U-4-5 Number Language N G Tax.Jurisdiction. : TradeLicense * rade License No 8887779432 Valid from 30.1.2024 Val Rogitariation No 8887779432 Chrote of Commerce Barris Country Lank Key: 226 Barris Country Account 8887779432 Devi pasad Barris Country Account 8887779432 Chrote of Commerce Barris Country Account 8887779432 Devi pasad Barris Country Account 8887779432 Chrote of Commerce Barris Country Account 8887779432 Chrote of Commerce Barris Country Account 8887779432 Chrote of Country Country Account 8887779432 Chrote of Country Barris Country Barris Country Barris Country Barris Country Cou	PO Box Address PO Box Without Number: Confirm X Vuer registration was successful. You will neekke a confirmation e-mail soon. T7779432 E-Mail Address: 0857779432er;@esco.com	S te Wind

Al Etihad Energy Services LLC

Etil Energy Services

Step 4: Upon the submission of Vendor registration request , Vendor will receive either Acceptance of the submitted request or Rejection of the submitted request after review by Etihad

Rejected vendors need to comply the comments issued along with the rejection notification email and need to reregister again using the **Step 1**.

Etihad will not proceed with the acceptance of supplier registration until Etihad receive the mandatory hard copies listed above .

Accepted vendors will receive an email stating that you are accepted as a supplier and notifies you will be receiving temporary user ID an Password (Refer Screen shot Below)

Display Documents Accounted as a Suppliar/000000066	
Image: State	
Doc. contents Attributes Recipient list	
Accepted as a Supplier: 0000000066	
Owner = WF-BATCH	on 03.03.2024 12:52:03
DearTest_Q46_787,	
000000066: The second second as a supplier after review of your details. You will receive a temprory user id an password shortly to login into our Supplier portal system. Best regards,	
If you have any questions, send an e-mail to	
	Activate Windows
	Go to Settings to activate Windows.
SAP	QRS (1) 400 • eeqassrmap01 INS
L A II 🤅 🗖 🧔 🚽 🥼	ヘ 覧 (୬) ^{10:59} AM 3/5/2024 ↓

Step :5 Contact Person User Creation - Manual

Step 5: Upon receipt of temporary user ID and temporary password by separate email as





<	Display Document: ALLCAD Solutions FZC					
~	✓ Ø New message Cancel	6	Ģ	5	°	Exit
Doc.	contents Attributes Recipient list					
-	ECAD Strutturis F2C					
Ow Cre	ner		on 21	.12.202	3 09:2	6:20
Yo	ur Password for registration is					

Vendor have open the below link (preferred to be in incognito mode or private mode in browser)

Link :

https://sap.etihadesco.ae:44302/sap/bc/bsp/sap/srmsus_selfreg/userlogin.htm

or Copy and paste the link provided in the email body in a separate browser (preferred to be in incognito mode or private mode in browser). It will open the screen. Refer above screen shot.

Sign in
https://sap.etihadesco.ae:44302
Username
Password
Sign in Cancel

Step 5 : Only for suppliers who have engaged or received any work order from Etihad Energy Services LLC or receive email with temporary User ID & password after acceptance as supplier have to Follow Step 5

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- Enter the temporary user name and Password received by separate emails in the screen as shown above. Click on "Sign In" button.
- 2. System will display the below screen for vendors to create the permanent user ID & password

Self-Registra	ion × +
$\leftarrow \ \Rightarrow \ G$	A Not secure eeqassrmap01.etihadesco.ae:8000/sap(bD11biZjPTQwMA==)/bc/bsp/sap/srmsus_selfreg/u
Hello! Before you start You will be created as The prerequisite for th	an administrator for your company with the following registration is that your company be registered with us
Fields indicated with a	- must be nied
User Name	
*Password	
Confirm Password	
FormOfAddr	Select: 💌
First Name	
Last Name	
*E-Mail Address	
Country	Afghanistan
Language	English
Telephone	
Fax	
Number	
Department	
Date Format	DD.MM.YOOY
Decimal Format	12.345.687,90 💌
Time Zone	UTC+04 •
Data Privacy Statement	
Enter your data privacy stateme	d here.
The text may explain, for examp	e, that consent is given to the saving and use of the entered data.
You can enter a text for this in tr	insaction SE61. In the Implementation Guide you can then make appropriate settings so that this text is used as the data privacy statement.
Create	e data privacy statement and accept the terms.

User Name should be not more than 10 characters

Please refer to the attached screenshot .

Self-Registrat	tion × +
$\leftarrow \rightarrow G$	▲ Not secure eeqassrmap01.etihadesco.ae:8000/sap(bD11biZjPTQwMA==)/bc/bsp/sap
Hello! Before you start You will be created as The prerequisite for thi Fields indicated with a	an administrator for your company with the following registration is is that your company be registered with us * must be filled
I tilser Name	VN3000
- Ober Hame	
+Coofee Decement	
-Comm Password	
-FormOlAddr	
I that blame	
FE Mail Address	
Country	
	English
Telephone	
Eav	
Number	
Department	
Date Format	DD MM YYYY
Decimal Format	
Time Zone	
Data Drivacy Statement	
Enter your data privacy stateme	nt here.
The text may explain, for examp	le, that consent is given to the saving and use of the entered data.
You can enter a text for this in tr	ansaction SE61. In the Implementation Guide you can then make appropriate settings so that this text is used as the data privacy statement.
Yes, I have read the Create	e data privacy statement and accept the terms.

Once all the information are entered in the form, Please check the "check box" and click on "Create".

3. Once the registration is completed It will direct to the portal page. Refer below screen shot.



Click on logoff from that page.

Seeqassrmap01.etihadesco.ae:443 ×	+
← → C eeqassrmap01.etil	hadesco.ae:44300/sap(bD11biZjPTQwMCZkPW1pbg==)/bc/bsp/sap/srmsus/default.htm
Supplier Self-Services	Home Find Help FAQ Log off
▶ Find	✓ Start Page
▽ Purchase Orders	Purchase Order
New	Advanced Search
Changed	
In Process	All Purchase Orders
Confirmed	New (3) In Process (1)
All	Confirmed
Partially Confirmed	
Rejected	
Canceled	All Sched Agreemt Releases

Step 6: If the browser haven't taken directly to the attached page as shown above , please open the below link

https://sap.etihadesco.ae:44301/irj/portal



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←	\rightarrow	C	20	sap.etihadesco.ae:44301/irj/portal
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hill	SAP NetWeaver
Etihad	User * Password * Enter created User ID & password via Step Log On
لخدمات الطاقة Energy Services	Copyright © SAP AG. All Rights Reserved

Here you need to enter the newly created User Name & Password

Then It will opens the below screen for the use of all services in the SRM portal

EIII CONTRACTOR Service	25	Search:	Q - Ne	w Session SAP Store Lo
	alize View Help		Welcome: Mr. CP of DOME	DOME Advanced ElectroMechan
Administration Messages Admini	Stration Confirmations Invoices and Credit Memos Messages Notification from Purchase	er Purchase Orders	Scheduling Agreement Releases	Shipping Notifications
Create Users Find User Own Data O	Company Data Customer List			
Administration > Create Users				Full Screen Option
Supplier Self-Services	Home Find Help FAQ Log off	A.		SAP
▶ Find				
	Save			
New				
Changed	Privacy Statement			
In Process	Data Privacy Statement			
Confirmed	Noti the text of your data privacy statement nere. The text can, for example, state that the administered vendors have consented to their data being saved and used.			
All	If the personal data of a vendor has been entered in vendor administration, then it must be confirmed on the administration side You can maintain a text in transaction SE01 for this. In Customizing, you can make settings so that this text is used as a data p	a that the vendor has accepted the d rivacy statement.	ata privacy statement.	
Partially Confirmed	Ves the user has read the data privacy statement and asserts the trans-			
Rejected	Tes, the user has read the data privacy statement and accepts the terms.			
Canceled				
Canceled	General User Information			-
Shipping Notifications	* User Name:			
Flibad		Search	Q - Ne	w Session SAP Store
LIII CUL Energy Service	S	oonon.	Walasma: Mr. CD of DOME	DOME Advanced ElectroMechan
Dack Forward # History Favorites Persona	airse view Leib		Weicome. Mr. CP of DOME	DOME Auvanced Electromechan
		V III	FI	FI
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Administration Messages Administr AIII New Changed In Process Co urchase Orders > All Supplier Self-Services D Find Purchase Orders New Changed In Process	tration Confirmations Invoices and Credit Memos Messages Notification from Purchase firmed Partially Confirmed Rejected Canceled by Customer Home Find Help FAQ Log off List of Purchase Orders List of Purchase Orders External Refere Number Name No result found	r Purchase Orders Date	Scheduling Agreement Releases	Shipping Notifications Full Screen Optio Sape
Administration Messages Administ All New Changed In Process Co urchase Grders > All Supplier Self-Services > Find > Purchase Orders New Changed In Process	stration Confirmations Invoices and Credit Memos Messages Notification from Purchase Infirmed Partially Confirmed Rejected Canceled by Customer Home Find Help FAQ Log off 4 List of Purchase Orders List of Purchase Orders External Refere Number Name Roversult found 4	r Purchase Orders	Scheduling Agreement Releases	Shipping Notifications Full Screen Optio Status
Administration Messages Administ All New Changed In Process Co urchase Orders > All Supplier Self-Services > Find > Purchase Orders New Changed In Process Confirmed	tration Confirmations Invoices and Credit Memos Messages Notification from Purchase Infirmed Partially Confirmed Rejected Canceled by Customer Home Find Help FAQ Log off List of Purchase Orders List of Purchase Orders External Refere Number Name No result found	Purchase Orders Date	Scheduling Agreement Releases	Shipping Notifications
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Administration Messages Administr AIII New Changed In Process Co uurchase Orders > All Supplier Self-Services P Find P Purchase Orders New Changed In Process Confirmed All Partially Confirmed	tration Confirmations Invoices and Credit Memos Messages Notification from Purchase Infirmed Partially Confirmed Rejected Canceled by Customer Home Find Help FAQ Log off 4 List of Purchase Orders List of Purchase Orders External Refere Number Name B No result found 4	r Purchase Orders Date	Scheduling Agreement Releases	Shipping Notifications Full Screen Optio Status
Administration Messages Administration Messages Administration Attention and the second administration of the second administration	tration Confirmations Invoices and Credit Memos Messages Notification from Purchase filmed Partially Confirmed Rejected Canceled by Customer Home Find Help FAQ Log off List of Purchase Orders List of Purchase Orders External Refere Number Name No result found s	r Purchase Orders Date	Scheduling Agreement Releases	Shipping Notifications Full Screen Optio Status ,

Note: https://sap.etihadesco.ae:44301/irj/portal is the link for SRM Portal access.

End of Process