

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. [Supplier Self-Registration \(etihadesco.ae\)](http://etihadesco.ae)

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 etihad.tenders@etihadesco.com 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)

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 be changed in Customizing for SAP Supplier Relationship Management under Supplier Collaboration - Supplier Self-Registration - Self-Registration Screen

* Fields marked with an asterisk are mandatory.

General Company Information

<p>* Company Name: <input type="text" value="DP Wipro India"/></p> <p>D-U-N-S Number: <input type="text"/></p> <p>* Language: <input type="text" value="EN"/> </p> <p>Tax Jurisdiction: <input type="text"/></p> <p>Trade License</p> <p>* Trade License No: <input type="text" value="8887779432"/></p> <p>Valid from: <input type="text" value="03.01.2024"/> </p> <p>VAT Registration No: <input type="text" value="8887779432"/></p> <p>Chamber of Commerce: <input type="text" value="8887779432"/></p> <p>Bank Details</p> <p>Bank Country: <input type="text" value="AE"/> </p> <p>Bank Key: <input type="text" value="026"/> </p> <p>Bank Account: <input type="text" value="8887779432"/></p> <p>Account Holder: <input type="text" value="Devi prasad"/></p> <p>IBAN: <input type="text"/></p>	<p>PO Box Address</p> <p>PO Box: <input type="text"/> <input checked="" type="checkbox"/> Without Number:</p> <p>Country: <input type="text" value="AE"/> </p> <p>Postal Code / City: <input type="text" value="54321"/> <input type="text" value="Dubai"/></p> <p>Communication</p> <p>* Phone Number: <input type="text" value="8887779432"/></p> <p>Mobile Phone: <input type="text" value="971"/> <input type="text" value="8887779432"/></p> <p>Fax Number: <input type="text"/></p> <p>* E-Mail Address: <input type="text" value="8887779432exp@esco.com"/></p>
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Address

Address

* Country:

Region:

District:

* Postal Code / City:

Company Postal Code:

Street/House Number:

Street Prefix:

Street Suffix:

Building/Floor/Room:

Contact Person Information

<p>* First Name: <input type="text" value="Devi"/></p> <p>* Last Name: <input type="text" value="sudhakar"/></p> <p>* Form of Addr...: <input type="text" value="Mr."/> </p> <p>Academic Title: <input type="text"/> </p> <p>Department: <input type="text"/></p>	<p style="text-align: center; border: 1px solid black; padding: 2px;">Copy Company Data</p> <p>* Phone Number: <input type="text" value="8887779432"/></p> <p>Fax Number: <input type="text"/></p> <p>* E-Mail Address: <input type="text" value="8887779432exp@esco.com"/></p> <p>* Language: <input type="text" value="EN"/> </p> <p>* Country: <input type="text" value="AE"/> </p>
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Product Categories Provided

☐ 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 Systems

Other Characteristics

☐ Minority Status: Valid To:

☐ Women-Owned: Valid To:

Attachment

VAT Certificate

File Name	Attachment Type	MIME type
<input type="radio"/> Rfx Response.pdf	VAT Certificate	application/pdf
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

[Attach File](#)
[Delete attachment](#)

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 Escro, to be signed by authorized signatory with name and company stamp Original & Soft Copy

Valid Trade License Copy

ID proof of the authorized signatory Copy

POA or MOA Copy

Activate Window
Go to Settings to activate Windows

File Name	Attachment Type	MIME type
<input type="radio"/> Rfx Response.pdf	VAT Certificate	application/pdf
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

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 Escro, to be signed by authorized signatory with name and company stamp Original & Soft Copy

Valid Trade License Copy

ID proof of the authorized signatory Copy

POA or MOA Copy


Notes

Data Privacy Statement

☒ * Yes, I have read the data privacy statement and accept the terms.:

You cannot enroll unless you agree Past Supply work record/
Company Profile/Financial statement (If applicable).

Ac
Go



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 be changed in Customizing for SAP Supplier Relationship Management under Supplier Collaboration - Supplier Self-Registration - Self-Registration Screen

* Fields marked with an asterisk are mandatory.

General Company Information

* Company Name: DP Wipro India

D-U-N-S Number:

* Language: EN

Tax Jurisdiction:

Trade License

* Trade License No: 8867779432

Valid from: 03.01.2024

Valid To: 31.01.2025

VAT Registration No: 8867779432

Chamber of Commerce: 8867779432

Bank Details

Bank Country: AE

Bank Key: 026

Bank Account: 8867779432

Account Holder: Devi prasad

IBAN:

Address

* Country: AE

Region:

PO Box Address

PO Box:

☒ Without Number:

Dubai

* E-Mail Address: 8867779432exp@esco.com

Confirm

Your registration was successful. You will receive a confirmation e-mail soon.

Close

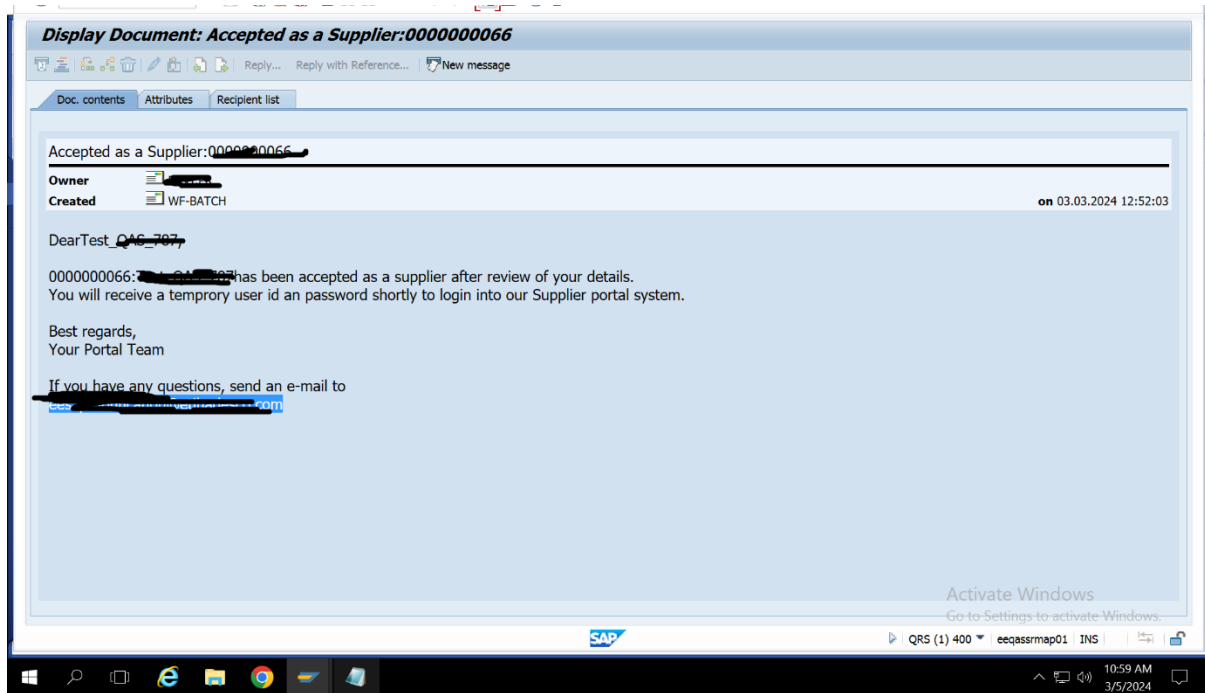
Activate Windows
Go to Settings to activate Windows

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**.

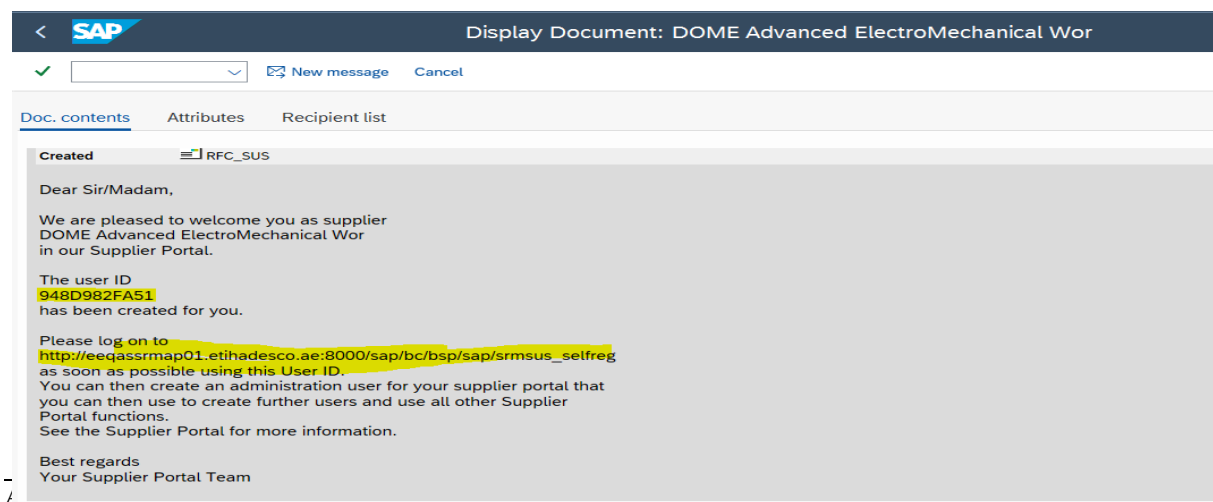
Etihad will not proceed with the acceptance of supplier registration until Etihad receive the mandatory hard copies listed above .

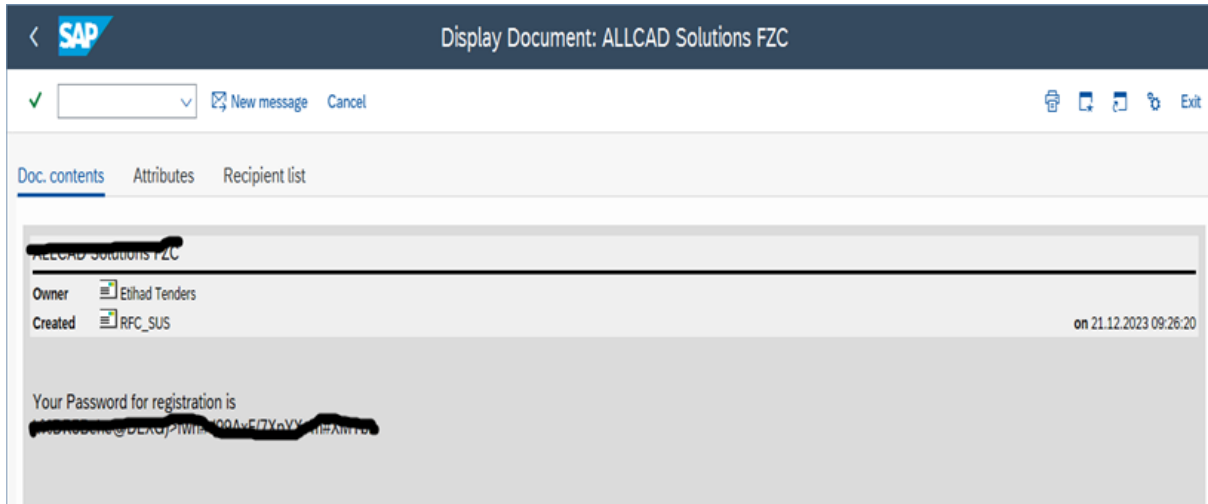
Accepted vendors will receive an email stating that you are accepted as a supplier and notifies you will be receiving temporary user ID an Password (Refer Screen shot Below)



Step :5 Contact Person User Creation - Manual

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

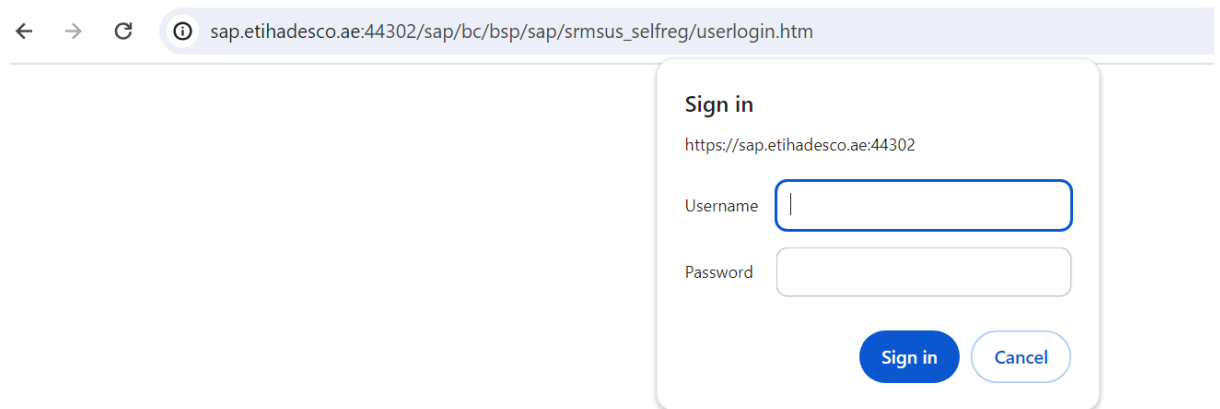




Link :

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.



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

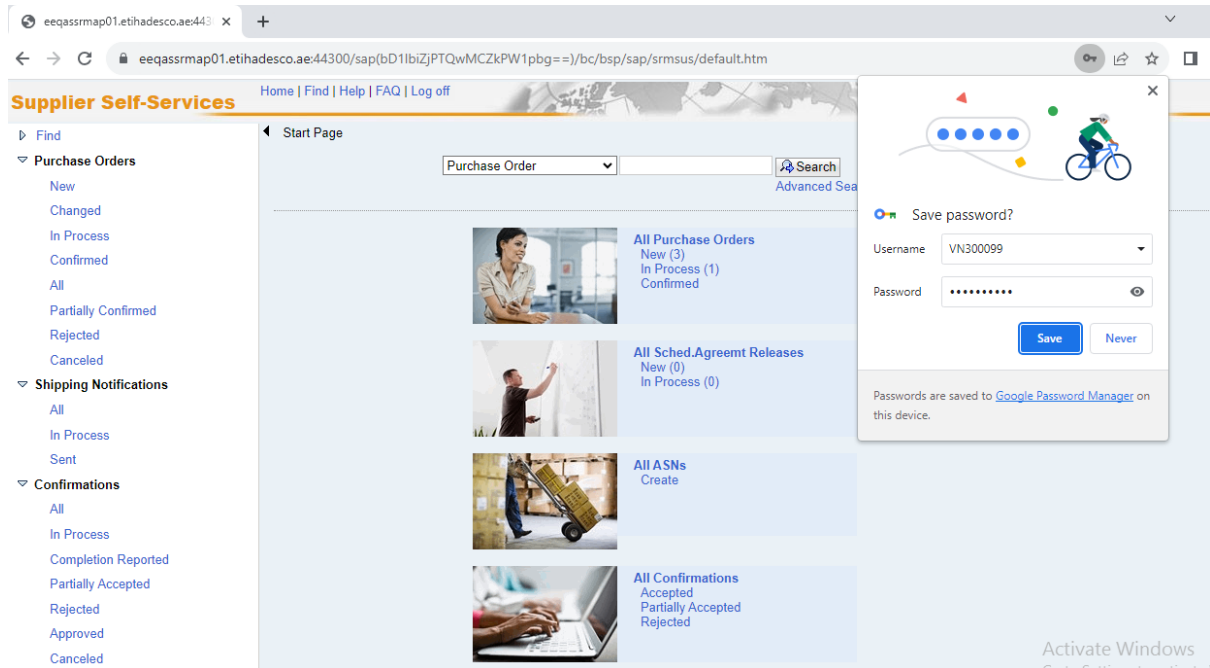
1. Enter the temporary user name and Password received by separate emails in the screen as shown above . Click on “Sign In” button.
2. System will display the below screen for vendors to create the permanent user ID & password

User Name should be not more than 10 characters

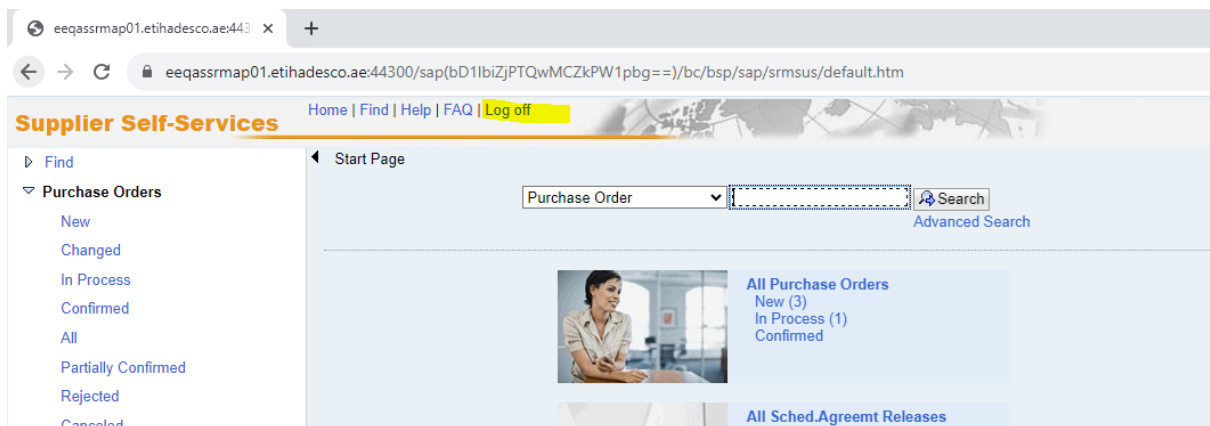
Please refer to the attached screenshot .

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.

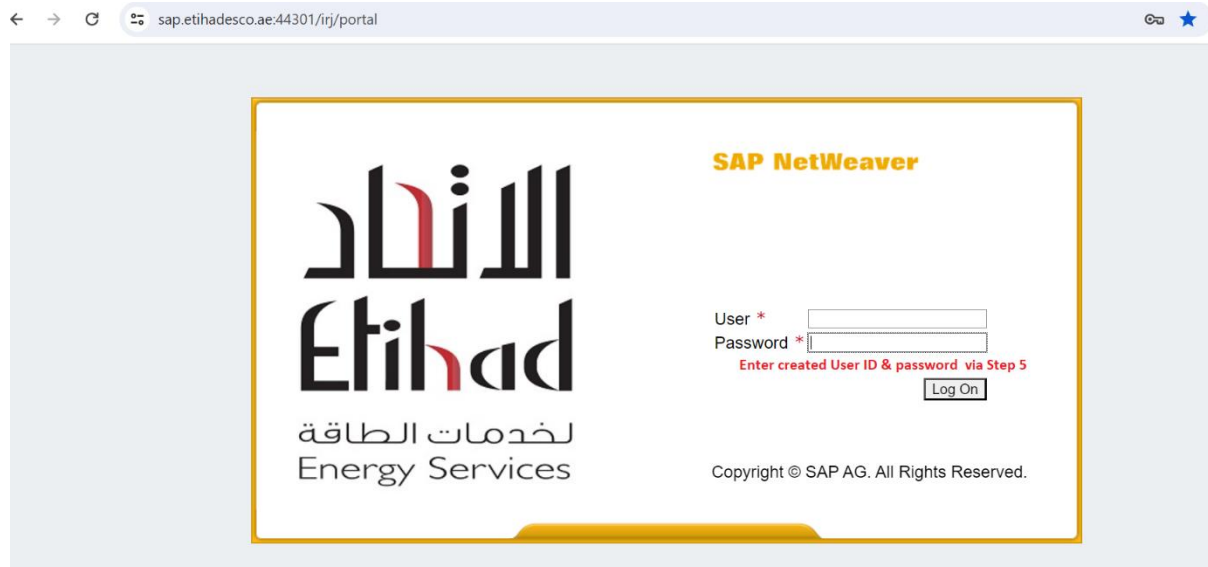


Click on logoff from that page.



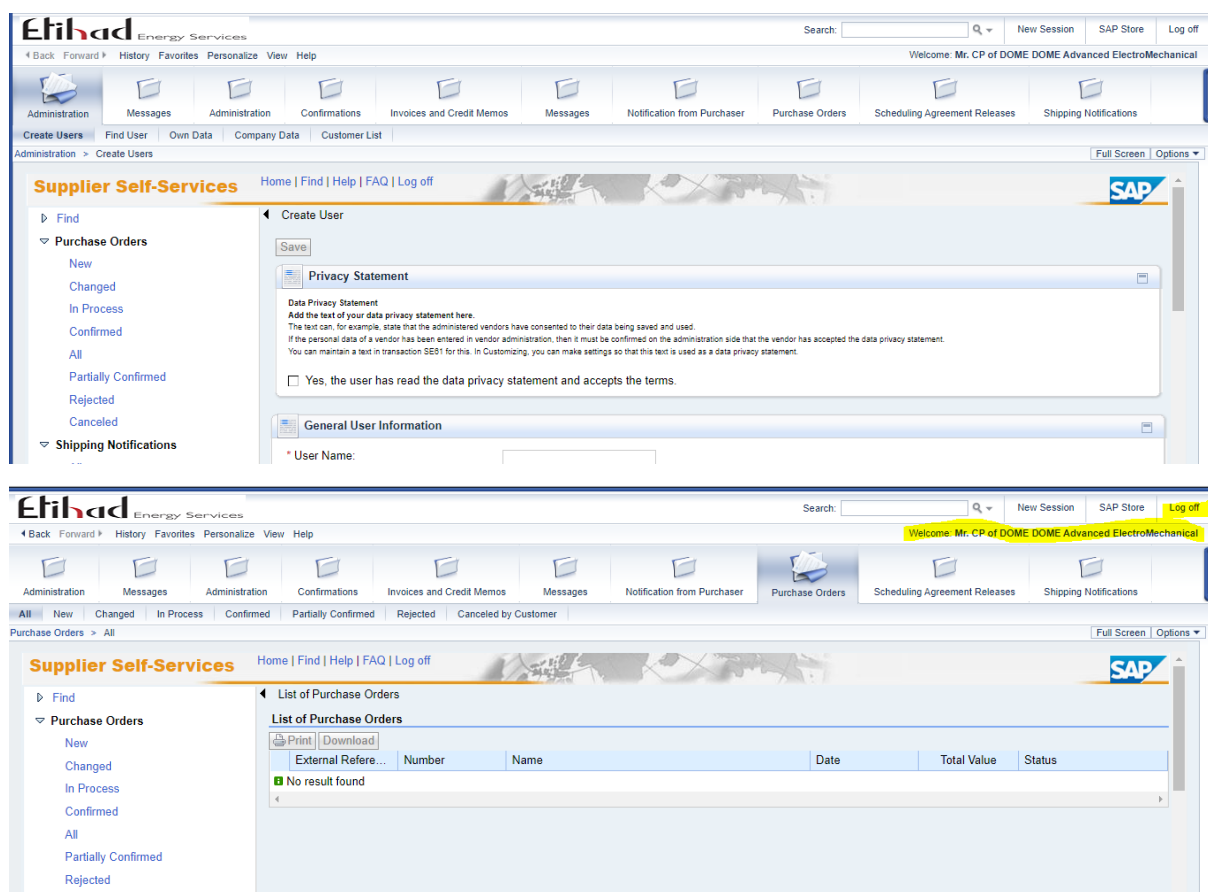
Step 6: If the browser haven't taken directly to the attached page as shown above , please open the below link

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



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



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

End of Process